

# Juno Fast Admin Portal

Complete User Manual & Documentation

**Version 1.0 | Comprehensive Relocation Management  
System**

## Introduction

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Welcome to the Juno Fast Admin Portal - your comprehensive solution for managing relocation services efficiently. This portal is designed to streamline your business operations, from order management to customer relations.

### What is Juno Fast Admin Portal?

Juno Fast Admin Portal is a web-based management system that allows you to:

- Monitor and manage all relocation orders in real-time
- Track customer information and order history
- Configure service types and pricing
- Manage common items and custom questions
- View business analytics and performance metrics
- Handle order status updates and pricing modifications

**Business Purpose:** This portal integrates with your existing Juno Fast mobile application (Flutter/Supabase) to provide administrators with complete oversight and control over the relocation business operations.

## Supported Service Types

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### House Relocation

Complete household moving services including furniture, appliances, and personal belongings.

### Office Relocation

Commercial moving services for businesses, including equipment and document handling.

### Vehicle Transportation

Safe transportation of cars, motorcycles, and other vehicles.

### **Pet Relocation**

Specialized services for safe and comfortable pet transportation.

### **Industrial Shipment**

Heavy machinery and industrial equipment transportation.

### **Events & Exhibitions**

Equipment and material handling for events and trade shows.

### **PG Relocation**

Paying guest accommodation moving services for students and professionals.

## ⚡ Key Features Overview

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### **Dashboard Analytics**

- Total orders tracking
- Revenue monitoring
- Active orders count
- New user registrations

### **Order Management**

- Complete order lifecycle tracking
- Status updates and notifications
- Price management and approvals
- Detailed order information

### **User Management**

- Customer profile management
- Contact information tracking
- Order history per customer
- Account status monitoring

## Configuration

- Service type customization
- Common items catalog
- Custom question templates
- Pricing structure setup

## Who Should Use This Manual?

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- **Business Administrators:** Complete system management and oversight
- **Operations Managers:** Daily order processing and customer management
- **Customer Service Teams:** Order status updates and customer inquiries
- **Business Owners:** Analytics review and business performance monitoring
- **New Team Members:** Comprehensive training and onboarding

## Manual Structure

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This manual is organized into the following sections:

1. **Introduction** - Overview and getting started
2. **Dashboard Guide** - Understanding your business metrics
3. **Order Management** - Complete order handling workflows
4. **User Management** - Customer relationship management
5. **System Configuration** - Service types, items, and questions setup
6. **Best Practices** - Recommended workflows and tips
7. **Troubleshooting** - Common issues and solutions

**Quick Start Tip:** If you're new to the system, start with Chapter 2 (Dashboard Guide) to understand the overall business metrics, then proceed to Chapter 3 (Order Management) for daily operations.