Contents

Summary: **2**

Personas: **2**

a. Admin Facilities: 2

b. Driver Facilities: 2

c. Supplier Facilities: 3

Key Workflows: **3**

1- Admin creates a driver's account and submits a request 3

2- Driver creates Account and Request a visit to the yard. 4

3- Driver payment for a visit request and admin monitoring the request 4

4- Admin creates Supplier, add lands and view supplier's details 5

5- Supplier Activation process and profile management 6

Summary:

This document outlines the key workflows of the Amana TECH system across the three primary personas—Admin, Driver, and Supplier—and highlights the functionalities available to each.

Personas:

a. Admin Facilities:

- Control the system configurations
- Access dashboard for quick updates
- Create Employees, Drivers and Suppliers Accounts
- Give authority to each employee with the needed tasks
- Add the Scrap yard lands data to the system
- Monitor all requests and approve/reject the requests (Drivers' visit requests, Suppliers' Vehicle Requests, and Suppliers' Delegate requests)
- Create visit requests for the drivers
- Monitor and control all entries to and exits from the yard
- Monitor reports (Financial Reports, Service Payment, and Payment Statistics)
- Forget and Change password

b. Driver Facilities:

- Register to the system/Create Account
- Quick access to available services from home screen
- Create visit Requests with scheduled dates
- Pay for the request created
- Monitor all his payment transactions
- Monitor all requested visits with the dates and status
- Generating QR code for the whitelisted visits to help with smoother yard entry
- Forget and Change password

c. Supplier Facilities:

- Activate his account
- Home screen view with all Contracts, and Services available
- View and download personal info, contracts, Lands info, payments and invoices, and Files (delegation letters, Commercial register numbers, Tax registration number, Paper contracts)
- Add Vehicles linked to his account
- Add Employees
- Forget and Change password

Key Workflows:

1- Admin creates a driver's account and submits a request

1. Open Link https://10.16.36.3:4200/
2. Enter valid email address and password for an admin account
3. Click on "Login" button
4. From the side menu click on "Clients" -> "Drivers"
5. Click on "Create a driver Account"
6. Select Nationality and Type Arabic name in Arabic letters and English name in English letters
7. Click "Next"
8. Enter Mobile number starting with (05) and including 10 numbers
9. Enter the driver's email address
10. Enter driver's National ID and select the National ID expiry date from the calendar
11. Click "Review" and review all entered data
12. Click "Create account"
13. Click "Register Service"
14. Enter Vehicle plate number, Empty vehicle weight (ton), Scrap type, Maximum scrap weight (ton), and select Vehicle license expiry date from the calendar.
15. Upload copies of the scrap license and vehicle's license
16. Click "Next"

17. Choose Service from the drop-down list
18. Select visit reason, Supplier, and visit date
19. Click “Next” -> “Complete payment”
20. Select payment type -> Complete payment
21. Click on “Requests” -> “Driver Visits Requests” to view the added request

2- Driver creates Account and Request a visit to the yard.

1. Open URL https://10.16.36.3:4100/
2. Click on Login
3. Select Login as driver then click on “Make Account”
4. Select Nationality, enter name in Arabic and English letters, enter National number and National number expiry date.
5. Click on Next
6. Enter correct email address and phone number -> Next
7. Follow the instructions of password creation and enter correct new password and confirmation password
8. Click on “Make Account”
9. Click on “Click here to Login”
10. Enter email and password entered when creating the account
11. Click “Login”
12. Click on “Scrap Entry Visit Requests” from the side menu
13. Click on “Create a New Request”
14. Enter Vehicle plate number, Empty vehicle weight (ton), Scrap type, Maximum scrap weight (ton), and select Vehicle license expiry date from the calendar.
15. Upload copies of the scrap license and vehicle’s license
16. Click “Next”
17. Select visit reason, Supplier, and visit date
18. Click “Review Request” -> Hoover on I icon to view payment details
19. Click on “Send Request”

3- Driver payment for a visit request and admin monitoring the request

1. Open User’s portal URL https://10.16.36.3:4100/
2. Click on Login -> Login as driver -> Login

3. Enter driver's email and password -> Click on Login (If driver account was created by admin, check driver's email inbox for temporary password to login with)
4. Click on "Scrap Entry Visit Requests"
5. Click on three dots next to the submitted visit request -> Show Request Details
6. Click on "Pay Now" on the top left of the screen
7. Enter Full name on the card, email address, Card number, Exp date on the card, and CVV.
8. Click on "Pay Now" -> Authenticated.
9. Click on "Back to home screen" or "X" button.
10. Click on three dots next to the request -> View Request Details, to view the entry permission.
11. Login as Admin on URL https://10.16.36.3:4200/
12. Click on "Reports" -> check "Financial Reports" & "Service Payment" to view the payments transactions made.
13. Click on "Requests" from the side menu -> Driver Visit's Requests
14. Search with the vehicle plate number to view the request status and payment status
15. On the day of the visit date (when the visit date is same as Today's date), click on "Record" from the side bar -> Visits Logs -> Today's Visits on the top of the screen
16. Search with the vehicle plate number
17. Click on the three dots next to the request -> click on Confirm vehicle entry and weight
18. Enter numbers as the entry weight of the vehicle then click on "Confirm"
19. Check the status of the visit on the Today's visits list, it will be "Entry Done"
20. Click on the three dots -> Confirm vehicle Exit and weight
21. Enter numbers as the exit weight of the vehicle then click on "Confirm"
22. Check the status of the visit on the Today's visits list, it will be "Exit Done"
23. From the side bar click on "Records" -> "Vehicle Log In & Out" to view the Entry and exit logs

4- Admin creates Supplier, add lands and view supplier's details

1. Login as Admin on URL https://10.16.36.3:4200/
2. Click on "Suppliers" from the side menu -> "Add Supplier" to add one supplier OR "Add Bulk Suppliers" to add more than one supplier at once.
3. If you select "Add Bulk Suppliers", click on "From here" to download the template and fill it then click on "Browse your files" and select your file -> Add
4. If you select "Add Supplier" -> Fill all required fields of Company data (Company name in Arabic, Company name in English, Commercial registration number, Tax Invoice Number, National address, Paper contract number, Contract start and end dates) and select the investor nationality
5. Click "Next"

6. Fill all required fields of Supplier's data (Owner's name in Arabic, Owner's name in English, Owner's ID, Owner's ID expiry date, Owner's email, Owner's phone number)
7. Click "Next"
8. If there is a delegate, add all data related to the delegate, otherwise you can leave all fields empty
9. To add a new land to the system -> Open a new tab and click on "Records" from the side menu -> Compound land registry -> Add Land +
10. Fill all required fields (Land number, Rental duration, Land area, Meter Price), and select the status and Unique marks from the drop-down lists
11. Click "Add"
12. You have the option to "Add multiple land parcels" by downloading the template and fill all data then upload the filled file to the system.
13. Back to the adding supplier tab click "Next" -> from the drop-down list select your land/s number/s
14. Review selected lands details then click "Next"
15. Enter the agreed Total payments for each year and installments with their due date
16. Click "Add"
17. From the side menu click on "Suppliers" to view all added suppliers with their details including the electronic contract number generated automatically for each supplier
18. Click on the three dots next to the supplier -> View supplier details to view supplier's personal info, contracts, Files, Lands, Payment and Invoices.
19. Click on the three dots next to the supplier -> "Add contract" to add a new paper contract to the supplier.

5- Supplier Activation process and profile management

1. Open User's portal URL https://10.16.36.3:4100/
2. Click on Login -> Login as Supplier -> Activate Account
3. Open supplier's email inbox and copy the electronic contract number and commercial registration number (you can get this info from the admin portal by clicking on "Suppliers" and search with the supplier's name, Supplier's email, Supplier's phone number, or Organization name to view the supplier's details)
4. Paste the electronic contract number and commercial registration number
5. Click on "Verify Data"
6. Review data then click on "My data is correct, send the verification code"
7. Open email inbox to get the OTP -> Enter the OTP -> click on "Confirm"
8. Click on "Click here to Login"
9. Open email inbox to get the temporary password
10. Enter supplier's email and temporary password sent on email -> Login
11. Create new password following the instructions.

20. Click on the profile icon on the top to view supplier's personal info, contracts, Files, Lands, Payment and Invoices.
12. Click on "Vehicles" from the side menu to add new Trucks and Cars and view existing ones
13. Click on "Employees" from the side menu to add new employees and view existing ones