

User Documentation for **Moving Easy**

By Team Decimal 6 (Group 110)
Version 1.0 - 18/10/2023

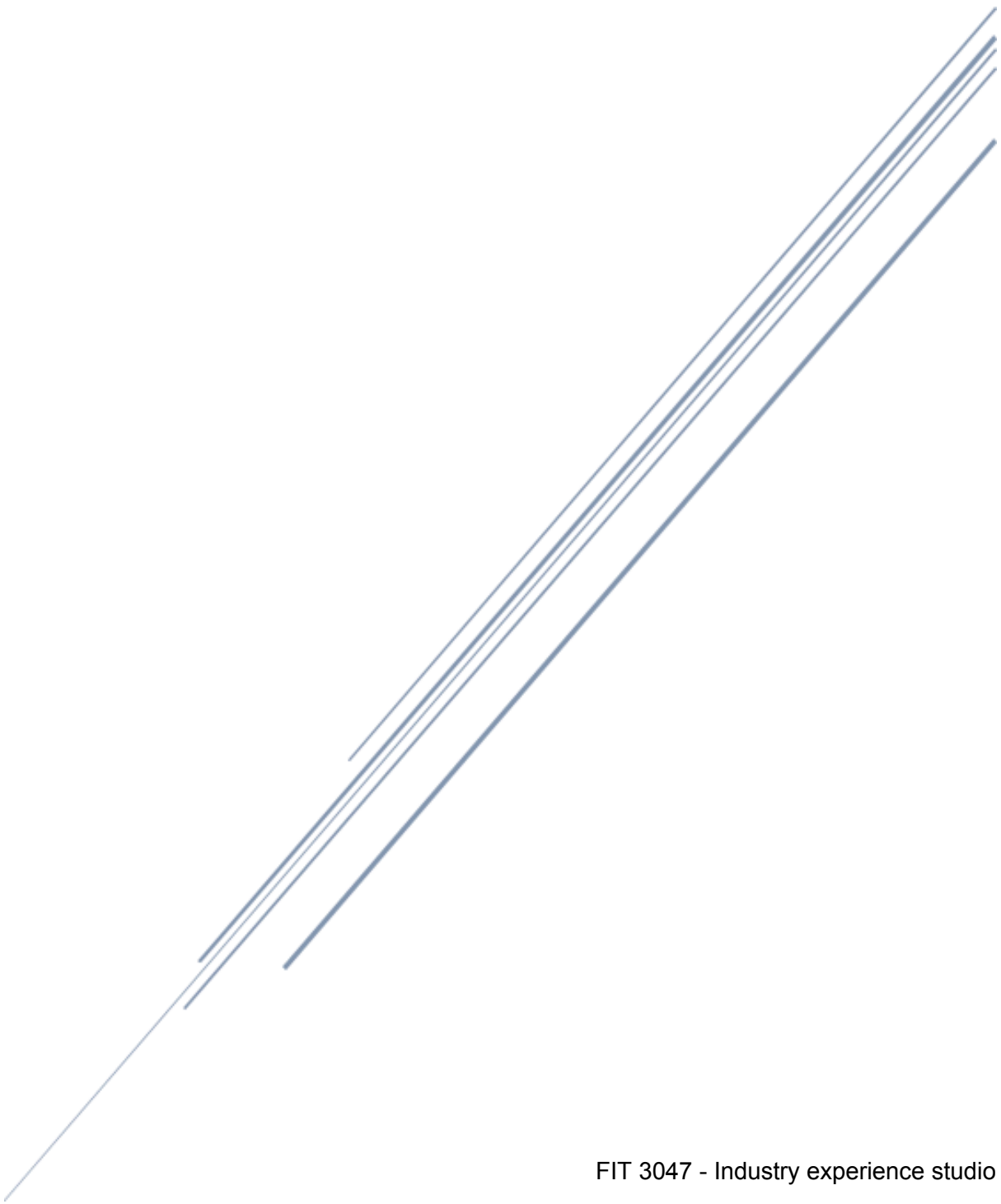


TABLE OF CONTENTS

1. GETTING STARTED	3
3. ADMIN CONTROLS	3
3.1 Admin login	4
3.2 Inquiries and Invoices	4
View Inquiries	5
Edit Inquiries	5
View Invoices	6
View messages from customers	6
3.3 Managing Staff	7
Add New Staff	7
Edit Existing Staff Details	8
Delete Staff	9
Assign Staff to Moving Order	9
View all staff assigned to an Moving Order	10
3.4 Managing Transport Vehicles	10
Add New Vehicle	10
Edit Existing Vehicle Details	10
Delete Existing Vehicle	11
Assign Vehicle to Moving Order	11
3.5 Managing Storage Units	12
Add New Unit	12
Edit Existing Unit (including setting unit availability)	12
Delete Existing Unit	13
4. CONTENT MANAGEMENT SYSTEM	13
How to edit text on the website?	14
Changing text on Home page	14
Changing the reviews on Home page	15
Changing contact details in Contact Us page	15
5. CUSTOMER/VISITOR CONTROLS	15
5.1 Moving Order Bookings	16
How to confirm a Moving Inquiry as a customer	16
Note: Your inquiry has to be confirmed by staff before the customer can confirm it.	
This can be found under the 'Inquiry Reviewed' column.	16
Pay for my Moving Order	16
5.2 Storage Unit Bookings	17
Submitting a storage unit booking	17
5.3 Pricing	17
Pricing for Moving Services	17
Pricing for Storage Services	18
5.4 Communication with MovingEasy	18
Sending messages	18
Where do I see company responses?	20

1. GETTING STARTED

What is the Moving Easy System?

The system developed for Moving Easy is a site that helps MovingEasy track and manage all of their storage bookings and moving orders, as well as assigning staff and vehicles to orders. It aims to simplify the process and improve efficiency within the business and ensures that all bookings are carried out smoothly.

This user document will explain the different functionalities that you will be needing as you operate the system within the business, accommodated with screenshots to guide you through the processes.

Type of Users:

- **Customer:** In order to access the admin side of the system, you will need to have access to the login details. Customer's will not be able to see the admin side of the system.
- **Admins:** If you are logged in as an admin, you will not be able to access any section of the customer interface.

3. ADMIN CONTROLS

Something to note about administrators is that admins will not be able to delete any users, which includes both customer and admin accounts, this is to prevent any potential deletion of the admin account.

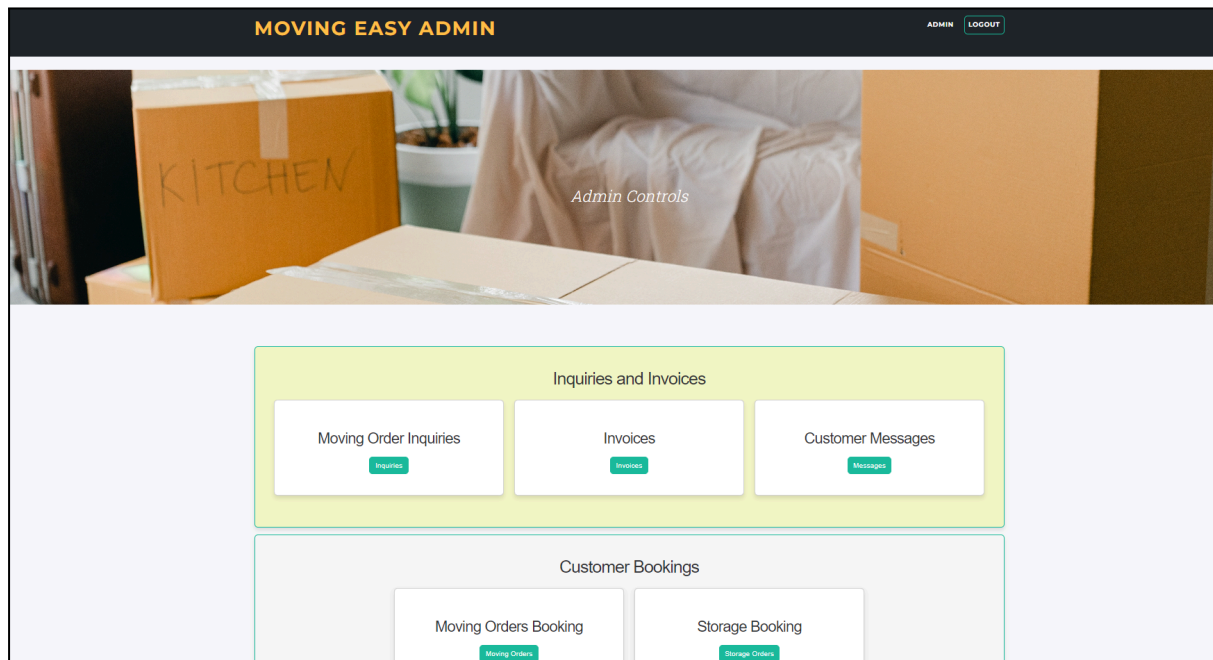
Overview: An admin's controls are split into five sections, each controlling a part of the current system as listed below.

Sections	Functionality Overview
Inquiries and Invoices	Manages all customer Inquiries and Invoices
Customer bookings	Manages all booking orders made by the customer
Update job status	Manages the status of a booking order
Add new vehicles, staff, stores and units	Manages all vehicles, staff, stores and units
Content Management System (CMS) For Website	Manages all the content that is displayed on the website

3.1 Admin login

To start, the admin will need to log into their own accounts to access their controls of the website, the login page is shown below and is accessed through the login button on taskbar of the front page

This is what the admin dashboard should look like if you are logged in as an admin:

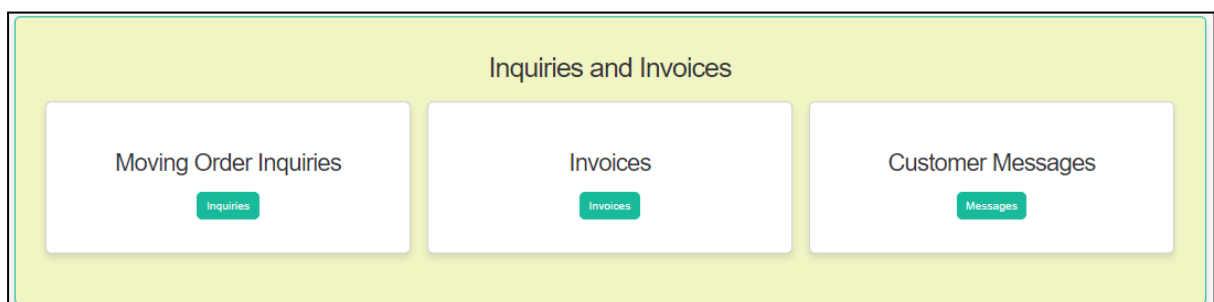


3.2 Inquiries and Invoices

In the system, **Moving Order Inquiries** refer to when a customer submits a booking request for a moving order and then before it becomes an actual order, it is an inquiry that needs to be confirmed by both parties.

Invoices are auto-generated once a customer has submitted their payment and the payment is successful.

Customer messages are the messages that the system receives when a visitor submits the contact us form.



View Inquiries

Admins can view current inquiries by clicking on the **'Inquiries'** button. The Inquiry page is shown in the figure below.

Inquiries							Book A New Inquiry
Show <input type="text" value="10"/> entries							Search: <input type="text"/>
Inquiry Order Time	Inquiry Detail	Inquiry Pickup	Inquiry Dropoff	Inquiry Start Time	Inquiry Reviewed	Inquiry Confirmed	Actions
10/2/23, 1:54 PM	Some random Details	6 Florence Avenue	Melbourne	10/21/23, 1:00 PM	Yes	Yes	Inquiry Details
10/3/23, 7:42 AM	&*()	6 Florence	6 Florence Avenue	10/11/23, 7:00 AM	Yes	Yes	Inquiry Details
10/4/23, 5:53 AM	Nothing	6 Florence Avenue	Melbourne	10/26/23, 5:00 AM	No	No	Inquiry Details
10/5/23, 12:25 AM	Sofas, cameras	Chadstone	Geelong	10/6/23, 11:00 AM	Yes	No	Inquiry Details
Showing 1 to 4 of 4 entries							Previous <input type="text" value="1"/> Next
< previous next >							Page 1 of 1, showing 4 record(s) out of 4 total

Edit Inquiries

Admins can edit an inquiry by clicking on the “Inquiry details” in the last column of the Inquiry table. After the page has been filled, admins can then edit certain details about the inquiry in question. The figure below shows what they can edit and can be found at the bottom section of the inquiry.

[Verify Inquiry](#)[Delete Inquiry](#)[List Inquiries](#)[Confirm Inquiry](#)

Review an Inquiry

Note: Admins cannot review an inquiry that has already been reviewed.

1. Under **'Moving Order Inquiries'**, select the order you want to review through **'Inquiry Details'**.
2. Click **'Verify Inquiry'**.

No

No

[Verify Inquiry](#)[Delete Inquiry](#)[List Inquiries](#)[Confirm Inquiry](#)

3. Tick the **'Inquiry Reviewed'** box.

☒ **Inquiry Reviewed**

☐ **Inquiry Confirmed**

130d3e23-6126-11ee-ac33-02540c311ca4

Submit

4. Submit to confirm that it has been reviewed.

Note: Inquiry confirmed should only be selected if the customer has confirmed that they want to confirm it and they can't confirm it on their end.

View Invoices

Invoices				
Show 10 entries				Search:
Invoice Type	Amount (AUD)	Invoice Date	User	Actions
StorageOrder	480	10/5/23, 12:13 AM		View
StorageOrder	400	10/3/23, 12:23 PM		View
StorageOrder	800	10/5/23, 12:28 AM		View
StorageOrder	800	10/3/23, 8:48 AM		View
Showing 1 to 4 of 4 entries				Previous 1 Next

To view the details of a particular invoices, admins can click on the **'View'** option on the last column of the table

View messages from customers

Contact Forms				
Show 10 entries				Search:
Contact Name	Contact Email	Contact Phone	Contact Replied	Actions
d	1234	abcd	no	View
Gu gu Ga ga	gugu@gaga.com	abcd	no	View
Nishant	n@gmail.com	0987654345	no	View
Showing 1 to 3 of 3 entries				Previous 1 Next
< previous next >				
Page 1 of 1, showing 3 record(s) out of 3 total				

The picture above shows the table with all the customer questions and messages sent to the admin. To view the messages for a particular customer, admins will need to click on the 'view' button at the last column of the table, the details of which are shown below.

Customer Messages.

Id	2d3b4df8-7c27-46a9-8c7a-a77c1497edcf
Contact Name	d
Contact Email	1234
Contact Phone	abcd
Contact Replied	No
Contact Msg	sdf

[Set as Replied.](#)[Delete Contact Form](#)[List Contact Forms](#)

Admins could also mark a message as replied by clicking on the 'Set as replied' button at the bottom of the page shown as such.

[Set as Replied.](#)[Delete Contact Form](#)[List Contact Forms](#)

3.3 Managing Staff

This section will show users how to add new staff, delete or edit currently existing staff.

Add New Staff

1. From the admin dashboard, navigate to the 'Add Staff & Vehicles' section. Then click on the **'Add Staff'** button.
2. Click on the **'New Staff'** button on the top right corner to add new staff.
3. Fill in the fields for Staff Name, Staff Phone and Staff Email then click **'Submit'** to add the new staff.

Add Staffs

Staff Name

Staff Phone

Staff Email

SUBMIT

Edit Existing Staff Details

1. From the admin dashboard, navigate to the **'Add Staff & Vehicles'** section. Then click on the **'Add Staff'** button.
2. Click on the **'View'** button to the staff you want to edit.
3. Click on the **'Modify Staff'** button then modify the details as needed then **'Submit'**.

Staff Orders

Id	123456789123456789123456789123456789
Staff Name	Default Staff
Staff Phone	0000000000
Staff Email	unassigned@void.com

Assigned Moving Orders

Modify Staff

Delete Staff

List Staffs

New Staff

Delete Staff

1. From the admin dashboard, navigate to the **'Add Staff & Vehicles'** section. Then click on the **'Add Staff'** button.
2. Click on the **'View'** button to the staff you want to edit.
3. Click on the **'Delete Staff'** button then confirm deletion.

Staff Orders

Id	123456789123456789123456789123456789
Staff Name	Default Staff
Staff Phone	0000000000
Staff Email	unassigned@void.com
Assigned Moving Orders	

Modify Staff

Delete Staff

List Staffs

New Staff

Assign Staff to Moving Order

1. From the admin dashboard, click on the button under **'Moving Orders Booking'**.
2. Then select **'Order Detail'** for the order you want to assign a vehicle to.
3. Then click on the **'Assign or Unassign staff'** button below.

100
10/2/23, 2:11 PM
10/2/23, 2:11 PM
10/21/23, 1:00 PM
10/22/23, 12:55 AM

Assign or Unsign Staff

Delete Moving Order

List Moving Orders

New Moving Order

4. In the **'Search Staff'** dropdown, select the staff you want to assign to the order then click **'Submit'** to assign them.

Search Staff Name

Default Staff (unassigned@void.com, ID: 123456789123456789123456789123456789)

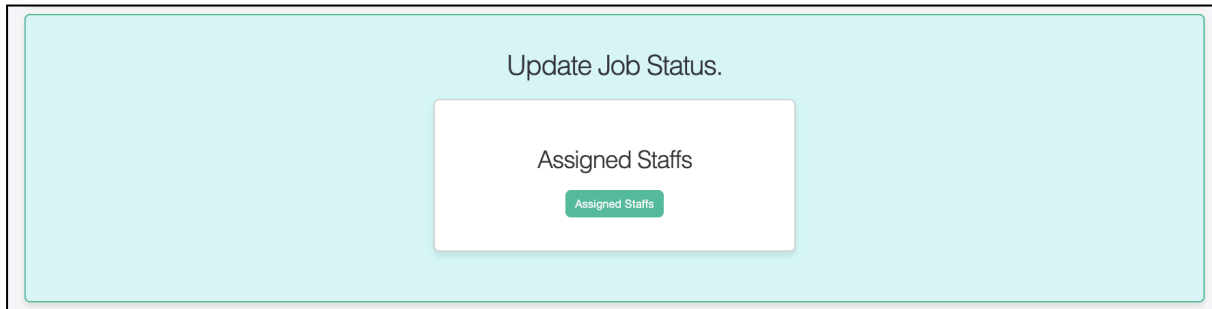
Camden Flowers (varius@google.ca, ID: 130fa8ca-6126-11ee-ac33-02540c311ca4)

Giacomo Downs (praesent.interdum@yahoo.ca, ID: 130faa8d-6126-11ee-ac33-02540c311ca4)

Colby Marshall (nec@hotmail.org, ID: 130faafa-6126-11ee-ac33-02540c311ca4)

View all staff assigned to an Moving Order

This is for when you want to view all the staff that have been allocated to an order. It can be found under this section of the admin dashboard → **“Assigned Staffs”**



3.4 Managing Transport Vehicles

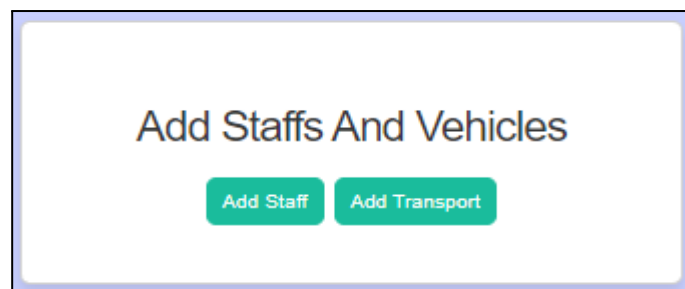
This section will show users how to add new vehicles, delete or edit currently existing vehicles.

Add New Vehicle

1. From the admin dashboard, navigate to the **‘Add Staff & Vehicles’** section. Then click on the **‘Add Vehicle’** button.
2. Click on the **‘New Vehicle’** button on the top right corner to add a new vehicle.
3. Fill in fields and press ‘Submit’ to add the new vehicle.

Edit Existing Vehicle Details

1. From the admin dashboard, navigate to the **‘Add Staff & Vehicles’** section. Then click on the **‘Add Transport’** button.



2. Click on the **‘View’** button to the vehicle you want to edit.

Vehicles					New Vehicle
Id					
		Vehicle Rego	Vehicle Type	Vehicle Model	Actions
1310c3b0-6126-11ee-ac33-02540c311ca4		8RR5LF	Dump Truck	Chrysler	View
1310c4f7-6126-11ee-ac33-02540c311ca4		9RY3XD	Dump Truck	Isuzu	View
1310c5ec-6126-11ee-ac33-02540c311ca4		8Q37QJ	LITE	RAM Trucks	View

3. Click on the **'Edit Vehicle'** button then modify the details as needed then **'Submit'**.

Vehicle Details.

Id

1310c3b0-6126-11ee-ac33-02540c311ca4

Vehicle Rego

8RR5LF

Vehicle Type

Dump Truck

Vehicle Model

Chrysler

Related Moving Orders

[Edit Vehicle](#)
[Delete Vehicle](#)
[List Vehicles](#)

Delete Existing Vehicle

1. From the admin dashboard, navigate to the **'Add Staff & Vehicles'** section. Then click on the **'Add Vehicle'** button.
2. Click on the **'View'** button to the vehicle you want to edit.
3. Click on the **'Delete Vehicle'** button then confirm deletion.

Vehicle Details.

Id

1310c3b0-6126-11ee-ac33-02540c311ca4

Vehicle Rego

8RR5LF

Vehicle Type

Dump Truck

Vehicle Model

Chrysler

Related Moving Orders

[Edit Vehicle](#)
[Delete Vehicle](#)
[List Vehicles](#)

Assign Vehicle to Moving Order

1. From the admin dashboard, click on the button under **'Moving Orders Booking'**.
2. Then select **'Order Detail'** for the order you want to assign a vehicle to.
3. Then click on the **'Assign or Unassign staff'** button below.

100
10/2/23, 2:11 PM
10/2/23, 2:11 PM
10/21/23, 1:00 PM
10/22/23, 12:55 AM
<div>Assign or Unsign Staff</div> <div>Delete Moving Order</div> <div>List Moving Orders</div> <div>New Moving Order</div>

4. In the **'Search Vehicles'** dropdown, select the vehicle/s you want to assign to the order then click **'Submit'** to assign vehicles.

Search Vehicle

Chrysler (ID: 1310c3b0-6126-11ee-ac33-02540c311ca4, Rego: 8PRL5L)

Isuzu (ID: 1310c4f7-6126-11ee-ac33-02540c311ca4, Rego: 9Y3XD)

RAM Trucks (ID: 1310c5ec-6126-11ee-ac33-02540c311ca4, Rego: 8CG7OJ)

Chrysler (ID: 1310c64e-6126-11ee-ac33-02540c311ca4, Rego: 5UK5TO)

3.5 Managing Storage Units

Add New Unit

1. From the admin dashboard, navigate to the **'Add Stores and Units'** section. Then click on the **'Add Storage Unit'** button.
2. Click on the **'New Unit'** button on the top right corner.
3. Fill in the fields then click **'Submit'** to add a unit.

Edit Existing Unit (including setting unit availability)

1. Click on the **'View'** button for the unit you would like to edit.
2. Click on the **'Modify Unit'** button below.
3. **'Submit'** to save changes.

Note: Checking the box means the unit is available and unchecking will mean that it is not available.

team 110 Admin ADMIN LOGOUT

Edit Unit

Unit No
09876

Unit Area
12.0

Unit Type
Medium

Unit Price
100.00

Unit Desc
Some desc

☒ Unit Avail

Store
152c4e88-ce87-478f-af02-d9cdc7b5cd3c

Submit

Delete Existing Unit

1. Click on the **'View'** button for the unit you would like to delete.
2. Click on the **'Delete Unit'** button below.
3. Press **'Ok'** in the confirmation box to delete the unit.

4. CONTENT MANAGEMENT SYSTEM

The content management system allows admins to change certain sections of content within the website without having to access the actual files that contain the code for it.

To access the content management system, scroll down to the bottom of the admin dashboard where you will see 'Content Management System for Website'.

The page should look like this:

team 110 Admin ADMIN LOGOUT

Content Blocks

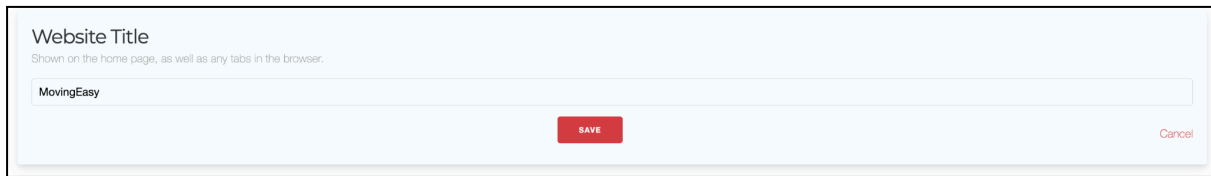
Quick links :: [global](#) :: [home](#) :: [review](#) :: [contact_us](#)

[global](#)

Website Title Shown on the home page, as well as any tabs in the browser.	Edit :: Restore
Location or Headquarter Were is the main Headquarter of this Company.	Edit
CopyRight Message Shown in copyright Page or any Other pages.	Edit
City running in Which city does this work on.	Edit
Website Title Shown on the home page, as well as any tabs in the browser.	Edit
Location or Headquarter Were is the main Headquarter of this Company.	Edit
CopyRight Message Shown in copyright Page or any Other pages.	Edit
City running in Which city does this work on.	Edit

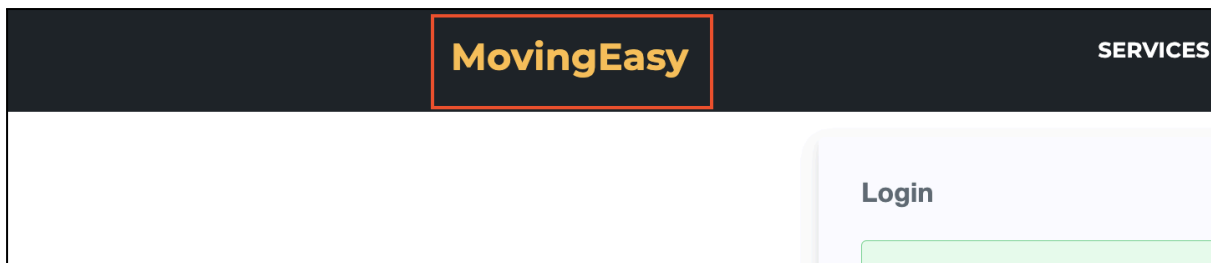
How to edit text on the website?

1. Select **'edit'** on the content you would like to edit, it should direct you to this page below.



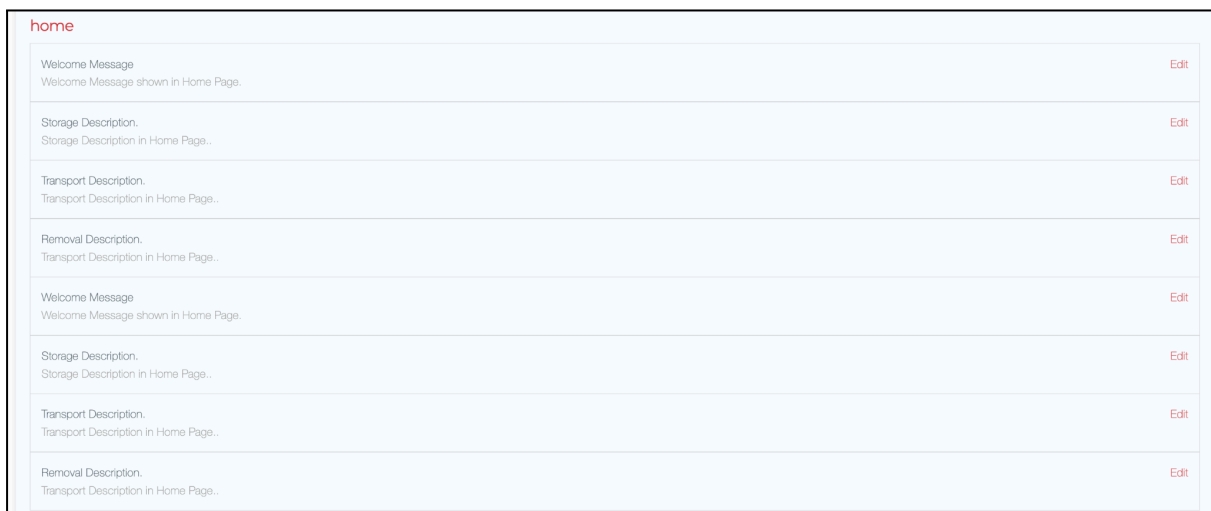
A screenshot of a web form titled "Website Title". Below the title is a subtitle: "Shown on the home page, as well as any tabs in the browser." There is a text input field containing the text "MovingEasy". Below the input field is a red "SAVE" button. In the bottom right corner, there is a red "Cancel" link.

2. Input the new text you would like to display on the website, in this example case you will be changing the website title.
3. Click **'Save'** to update changes to the website. In the example below, the website name in the navigation bar has changed to 'MovingEasy'.



Changing text on Home page

To change text on the home page (excluding reviews), this can be found under the **'Home'** section of the Content Management page.



home	
Welcome Message Welcome Message shown in Home Page.	Edit
Storage Description. Storage Description in Home Page..	Edit
Transport Description. Transport Description in Home Page..	Edit
Removal Description. Transport Description in Home Page..	Edit
Welcome Message Welcome Message shown in Home Page.	Edit
Storage Description. Storage Description in Home Page..	Edit
Transport Description. Transport Description in Home Page..	Edit
Removal Description. Transport Description in Home Page..	Edit

Changing the reviews on Home page

To change the text on the review section of the home page, this can be found under the **‘Review’** section on the Content Management page.

review	
Review Alex Smith. Home Page Review by Alex Smith	Edit :: Restore
Review Sophia T. Home Page Review by Alex Smith	Edit
Review Mike Vincent. Home Page Review by Alex Smith	Edit
Review Alex Smith. Home Page Review by Alex Smith	Edit
Review Sophia T. Home Page Review by Alex Smith	Edit
Review Mike Vincent. Home Page Review by Alex Smith	Edit

Changing contact details in Contact Us page

This is for when the company may have changed phone numbers and details need to be updated on the website. To change the text of contact information on the contact page, this can be found under the **‘contact_us’** section on the Content Management page.

contact_us	
phone number Company Phone Number	Edit
email id Company Email	Edit
Storage Store 1 Store 1 Address	Edit
Storage Store 2 Store 1 Address	Edit
phone number Company Phone Number	Edit
email id Company Email	Edit
Storage Store 1 Store 1 Address	Edit
Storage Store 2 Store 1 Address	Edit

5. CUSTOMER/VISITOR CONTROLS

Note: To access customer services such as booking orders or viewing customer dashboard, you will need to be signed in to a valid account or create a new account.

Customer Controls:

- Submitting and confirming a Moving Inquiry
- Submitting a Storage booking
- Pricing for services

- Contacting the company

5.1 Moving Order Bookings

How to confirm a Moving Inquiry as a customer

Note: Your inquiry has to be confirmed by staff before the customer can confirm it. This can be found under the 'Inquiry Reviewed' column.








Inquiries

Show

10

 entries

Search:

Inquiry Order Time 	Inquiry Detail 	Inquiry Pickup 	Inquiry Dropoff 	Inquiry Start Time 	Inquiry Reviewed 	Inquiry Confirmed 
10/11/23, 8:10 AM	Food	6 Florence	6 Florence Avenue	10/12/23, 8:00 AM	Yes	Yes

1. Go to your '**dashboard**' located in the navigation bar.
2. Navigate to the '**Moving Order Inquiries**' in the sidebar.
3. Click on '**Inquiry details**' on the one you want to confirm.
4. Click on the '**Confirm inquiry**' button.

Inquiry Reviewed	Yes
Inquiry Confirmed	No
Delete Inquiry List Inquiries Confirm Inquiry	

Pay for my Moving Order

Once the order has been reviewed by the admin and confirmed by the customer, customer's will be able to pay for the order.

You should see the following page once you have confirmed the inquiry:

process payment in Stripe ?

PROCEED TO CHECKOUT

Clicking on '**Proceed to Checkout**' will direct you to the payment page, once paid an invoice will be generated.

5.2 Storage Unit Bookings

Submitting a storage unit booking

1. Go to '**Book Now**' in the navigation bar.
2. Select '**Book Storage Services**'.
3. Select unit size.
4. Fill in fields.

Note: When filling in the form, you are only required to fill in the '**Starting date**' and '**Duration in months**'. The rest of the fields are editable and automatically generated.

5.3 Pricing

Pricing for Moving Services

To find out the pricing before you book a service, you will be able to use our price calculator to estimate the price.

This can be found under '**Pricing**' in the navigation bar, and clicking '**Estimate Cost**'.

Live Calculate the price.

Distance (km):

Weight of Items (kg):

Service type:

Normal ▼

CALCULATE PRICE

Pricing for Storage Services

To find out the base price for MovingEasy storage units, this can be found under '**Pricing**' from the navigation bar and under the '**Storage**' section.

How to find out the total price?

To find out the total price for booking a storage unit over a period of time, the price will be shown when you fill out the form and automatically adjust the price based on how long you will be booking for based on the base price.

Note: When filling out the form, you will only need to specify the start date and duration of the booking.

New Storage Booking

Full Name

Customer Test

Storage Type

Small

Cost Per Month

100.00

Total Price

400.00

Storage Start Date

dd/mm/yyyy

Duration in Month

4

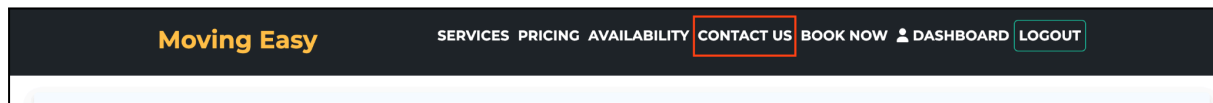
Submit

5.4 Communication with MovingEasy

Sending messages

Note: You do not need to have an account to submit a contact form.

Customers or visitors can send questions to MovingEasy via the '**Contact Us**' tab in the navigation bar.



1. Users can choose to fill in the form and press submit.

A contact form titled 'Have a question? Leave a message below'. It contains four input fields: 'Your Name', 'Email' (with placeholder 'Enter your email address'), 'Phone' (with placeholder 'Enter 10-digit phone number'), and 'Message' (with placeholder 'Details on what you are moving'). A blue 'Submit' button is at the bottom right.

2. Or they can contact them directly by emailing or calling them - details can be found under '**Get in touch directly?**' on the same page.

Note: Don't refer to the contact details listed in the image below as are susceptible to change. Refer to the one on the actual website.

A box titled 'Get in touch directly?' with the subtitle 'Here's how you can reach us'. It lists contact information: 'Phone Number: +61-09876541', 'Email: info@moveingeasy.combr>', 'Head Office Address: USA', 'Storage Store 1: 6 Florence Avenue, Clayton.', and 'Storage Store 2: 6 Westall, Clayton Road, Victoria'.

Where do I see company responses?

Currently, messages will be either received through your email inbox or through SMS, not through the website.

4. Backup and Recovery

4.1 Backup

Due to the limitation of time, we were unable to implement a unique functionality inbuilt in the system to Backup the whole data. Here is a replacement plan which can be followed to export the data as pdf.

First Simple Way:

Go to the page which you want to backup.

For Windows: Ctrl + P and export.

For MacOS: Command + P and export.

This way of backup just simply exports the page as a pdf and lets you save it on your local device.

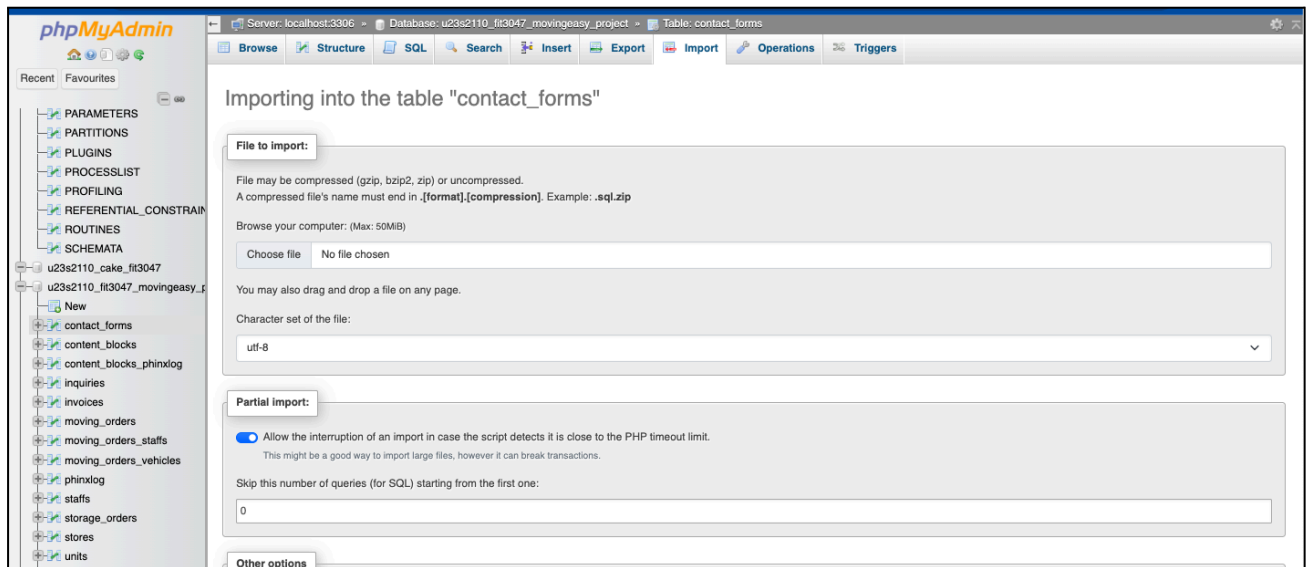
Second Way:

The other way to have backup of the data is through going to phpMyAdmin and opening the table which needs to be exported. Select all the boxes and click on export all. This way you can have backup of the data in sql readable format.

			id	contact_name	contact_email	contact_phone	contact_msg	contact_replied	
<input type="checkbox"/>				0452812f-926d-4f63-88c4-49dfc56f095f	mary	m@d.com	0423412324	yes	0
<input type="checkbox"/>				2d3b4df8-7c27-46a9-8c7a-a77c1497edcf	d	1234	abcd	sdf	1
<input type="checkbox"/>				3b4097e5-dcd3-4e20-9672-b8db4b08197d	Nishant	n@gmail.com	0987654345	Just See if it works.	0
<input type="checkbox"/>				3c243df1-376e-437c-8dce-55d97e35779e	Kristin	k@e.com	0412312312	The place	0
<input type="checkbox"/>				6f9c0f4c-8bfd-48c2-8a0b-008f04dffa3	Kristin	customer@test.com	0412312312	Hello	1
<input type="checkbox"/>				a9df0e51-6859-4432-afa0-5be44c029ac9	nishat	n@gmail.com	9876543234	Nishant	0
<input type="checkbox"/>				b49ca4f0-51be-41a1-b1b6-1decd555dcfc	Gu gu Ga ga	gugu@gaga.com	abcd	nothing	0
<input type="checkbox"/>				bac8d5a7-dc32-4115-b185-8df7ef3f55fd	Nishant Abhishek	nishant2548@gmail.com	0987654323	Nothing	1
<input type="checkbox"/>				d43da3ea-8415-478e-8436-24fb3a55db83	banana	banana@gmail.com	0454545454	house	0
<input type="checkbox"/>				e687ab90-cdc9-4f5e-8a0c-52be72b82db6	Josh	josh@email.com	1234564363	Hi, i love your services	1
<input type="checkbox"/>				e7c62af6-5112-4601-b3c8-af2559c1fd35	kristin	k@d.com	0412312312	hello	1
<input type="checkbox"/>				fb6c5f6-3a07-4f66-bd98-8665c2581448	Kristin	customer@test.com	0412312312	Hello	1
<div><div><div><div><div></div><div><input type="checkbox"/> Check all</div></div><div>With selected:</div><div><div></div><div></div><div></div><div></div></div></div></div></div> <div><div><input type="checkbox"/> Show all</div><div>Number of rows: <div>25</div></div><div>Filter rows: <div>Search this table</div></div><div>Sort by key: <div>None</div></div></div>									

4.2 Recovery

Once the data has been backed up in csv format, it can be retrieved through phpMyAdmin. For that open phpMyAdmin Import page. Choose the csv file which contains backup data. Then import the data through it.



Admin account

In the event the admin forgot the credentials to their admin account. They can use the default admin credentials to login the admin account.

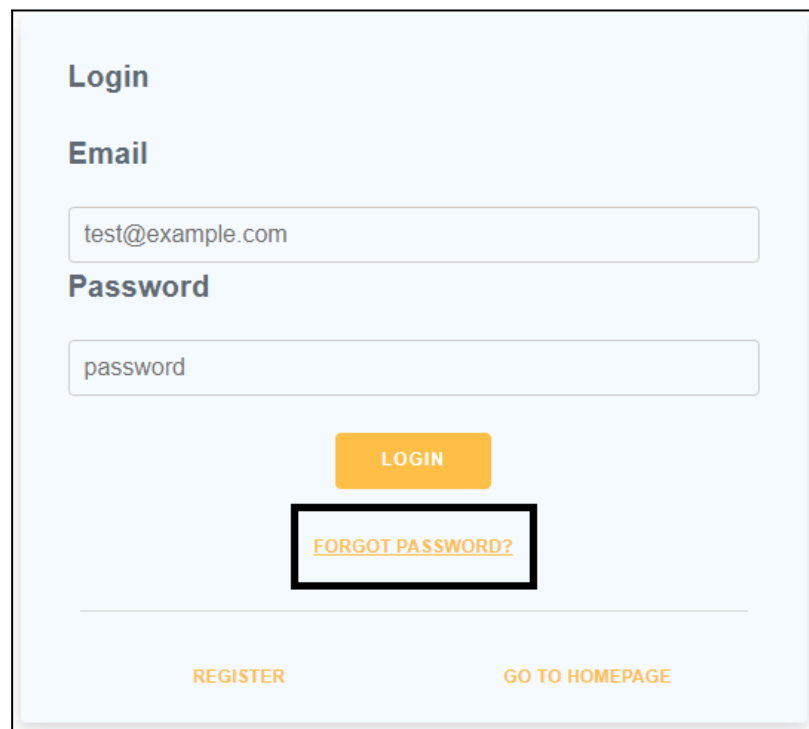
Username: admin@test.com

Password: password.

Another way to recover the admin access is by creating a new account directly from the database. By inserting the data in the user table.

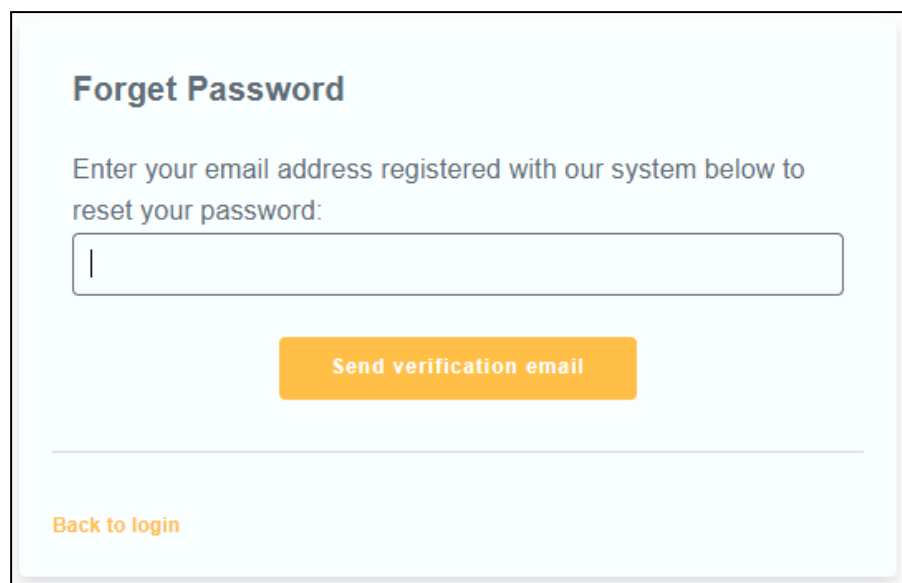
User accounts

In the case that a user forgets their account password, they can manually initiate the password recovering process at the login page of the website as show below.



The image shows a login form on a light blue background. At the top, the word "Login" is displayed in bold. Below it, the label "Email" is followed by a text input field containing "test@example.com". Underneath, the label "Password" is followed by a text input field containing "password". A yellow "LOGIN" button is centered below the password field. Directly below the login button, the text "FORGOT PASSWORD?" is enclosed in a black rectangular box, indicating it is the element of interest. At the bottom of the form, there are two links: "REGISTER" on the left and "GO TO HOMEPAGE" on the right, both in yellow text.

The user clicks on the 'Forget password' button and it takes them to a page where they can enter their email address to reset their password, as seen in the image below.



The image shows a "Forget Password" page on a light blue background. The title "Forget Password" is at the top in bold. Below the title, the text "Enter your email address registered with our system below to reset your password:" is displayed. Underneath this text is a text input field with a vertical cursor. A yellow button labeled "Send verification email" is centered below the input field. At the bottom left of the page, there is a link that says "Back to login" in yellow text.

