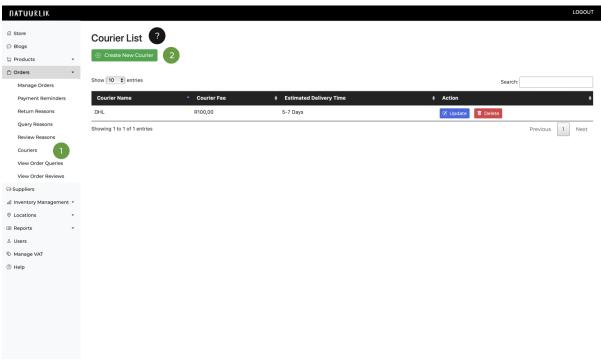


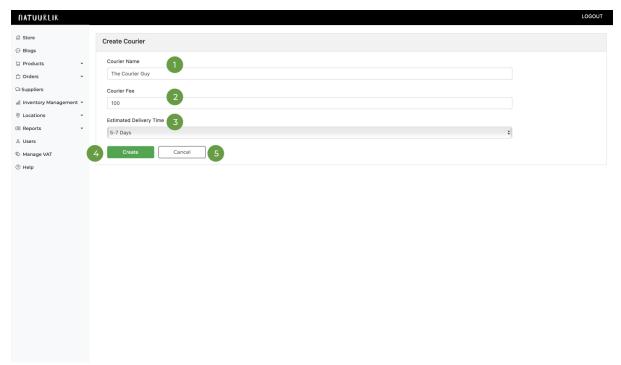
# **Admin Help Document**

Order

### **Add a Courier**



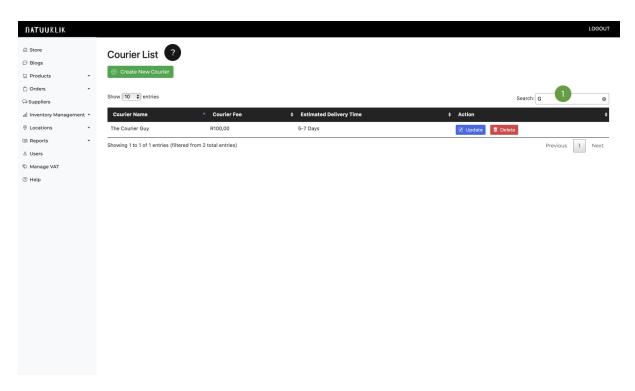
Step 1 – Click on the "Couriers" nav item (1) then, click on the "Create New Courier" (2) button



Step 2 – Add the name of the Courier into the textbox (1)

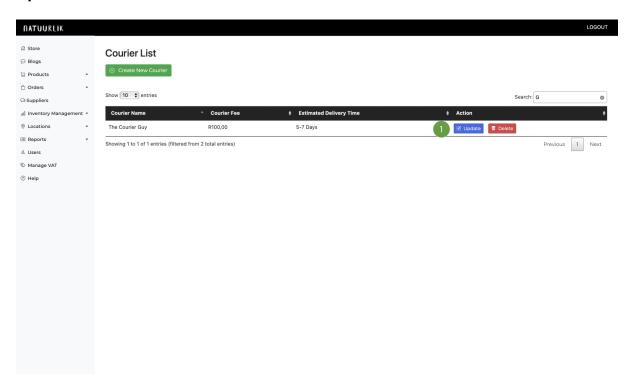
Step 3 – Click on the "Create" button to add the Courier (2) or the Cancel button (3) to return to the Courier List screen

#### Search for a Courier

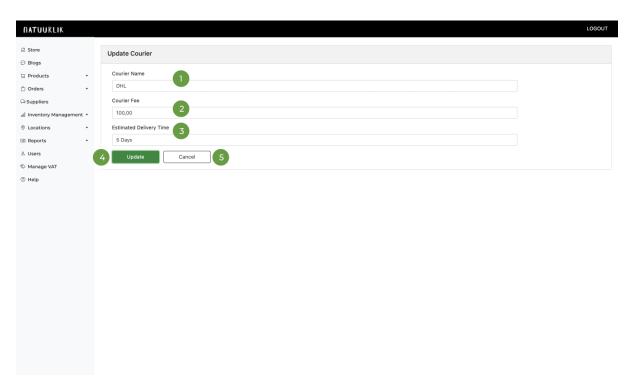


Step 1 – Type the search query in the search bar (1)

# **Update a Courier**



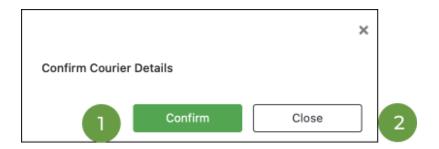
Step 1 – Click on the "Update" button (1)



Step 2 – Fill in the Courier details in the provided form:

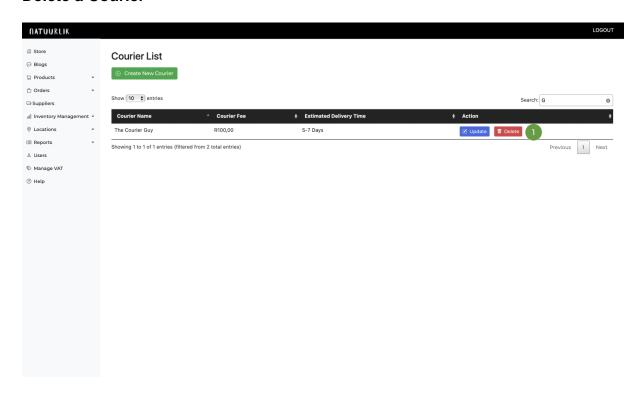
- Update the Courier name (1)
- Update the Courier fee (2)
- Update the estimated delivery time (3)

Step 3 – Click on the "Update" button (4) to update the Courier details or "Cancel" button () to return to the Courier List screen

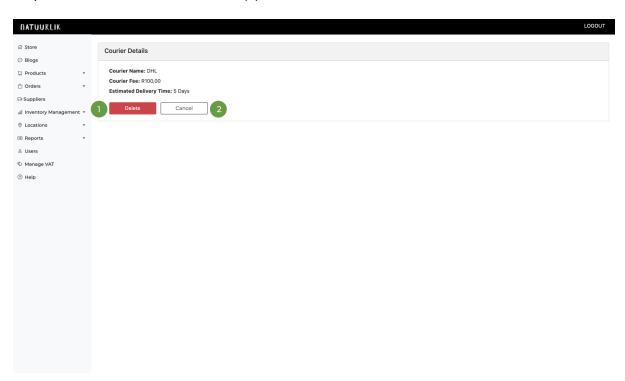


Step 4 – Click on the "Confirm" button (1) to proceed with the update or the "Close" button (2) to return to the Courier List screen

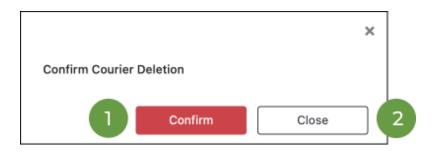
## **Delete a Courier**



Step 1 – Click on the "Delete" button (1)



Step 1 -Click on the "Delete" button to delete the Courier (1) or the "Cancel" button (2) to return to the Courier List screen



Step 2 – Click on the "Confirm" button (1) to confirm the deletion Courier or the "Cancel button (2) to return to the Courier List screen