

# User's Manual

DELIVERY MANAGER SYSTEM

COLLOID

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# USER'S MANUAL

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## 1.0 GENERAL INFORMATION

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## **A. GENERAL INFORMATION**

### **1.1 System Overview**

A system for helping track deliveries done by New Era Commerce

- A web based system that allows you to create, monitor and view deliveries along with additional data
- A mobile app for the drivers to get deliveries

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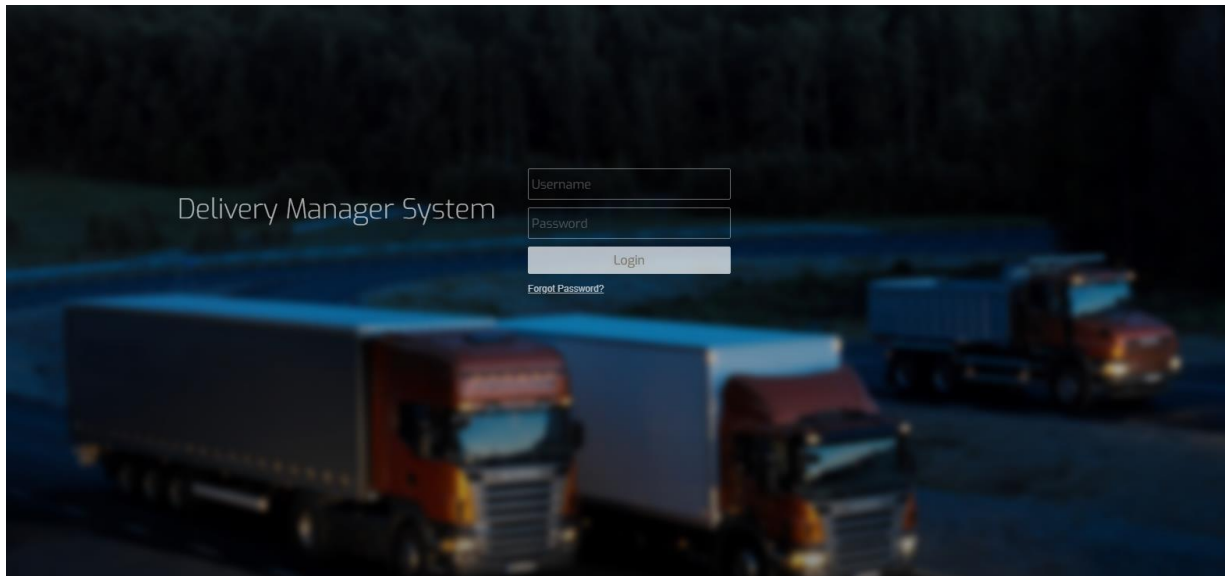
## **2.0 GETTING STARTED**

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## B. GETTING STARTED

### 2.1 Logging On

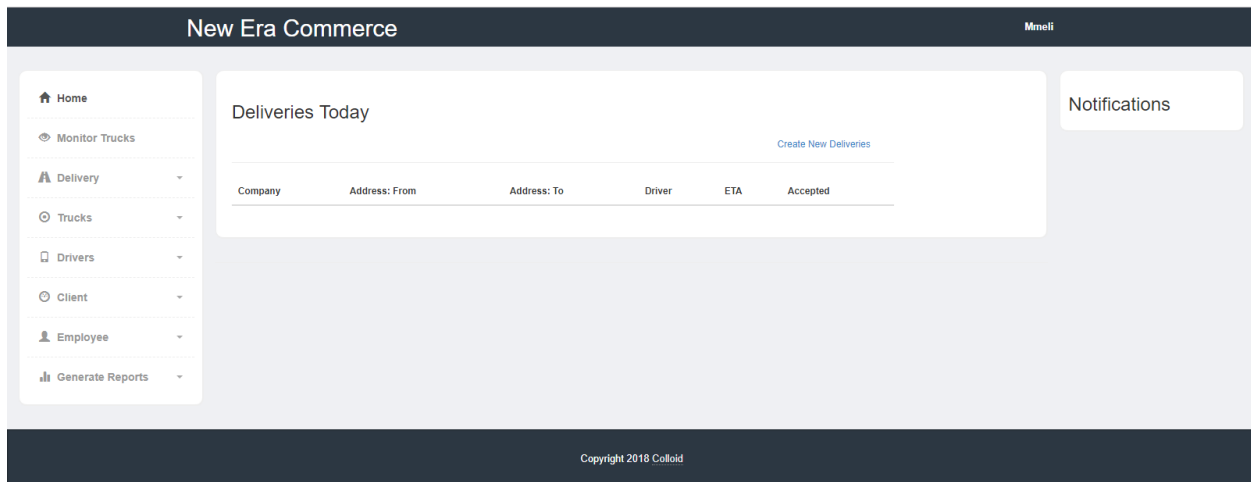
A user ID and password is required to log onto web interface and the mobile application



### 2.2 System Menu

#### 2.2.1 Home Page

The delivery manager system (DMS) has a home page that looks like this and the menu is on the right.



## 2.3 Changing User ID and Password

You can contact Colloid for help with that otherwise the password and usernames are emailed to the logistics manager

## 2.4 System Functions

### 2.4.1 Create Delivery

The screenshot shows the 'New Era Commerce' dashboard. The top header is dark blue with the text 'New Era Commerce' on the left and 'Mmeli' on the right. A left sidebar contains a menu with items: Home, Monitor Trucks, Delivery (expanded), Trucks, Drivers, Client, Employee, and Generate Reports. The 'Delivery' menu is expanded, showing sub-items: Create Delivery, All Deliveries, Upcoming Deliveries, and Previous Delivery. The main content area is titled 'Deliveries Today' and features a 'Create New Deliveries' link. Below this link is a table with columns: Company, Address: From, Address: To, Driver, ETA, and Accepted. The table is currently empty. A 'Notifications' box is visible on the right side of the dashboard. The footer of the dashboard displays 'Copyright 2018 Colloid'.

You go to the delivery tab and under it, a sub menu will appear consisting of create delivery – click on it

This screenshot shows the 'Create Delivery' form within the 'New Era Commerce' dashboard. The left sidebar is identical to the previous screenshot. The main content area is titled 'Create Delivery' and contains a form with the following fields: Order Number (text input), Delivery Date (text input), Truck (dropdown menu), Client (dropdown menu), Driver (dropdown menu), Material (dropdown menu), and Load (Ton) (text input). Below the form is a map showing a route between 'Origin' and 'Destination' points. The map includes labels for various locations such as ROSETTENVILLE, OAKDENE, GLENVISTA, BASSONIA, NEW REDRUTH, ELANDSFONTEIN, WADEV, and RANDHART. A 'Notifications' box is visible on the right side of the dashboard.

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Enter the appropriate data and click submit

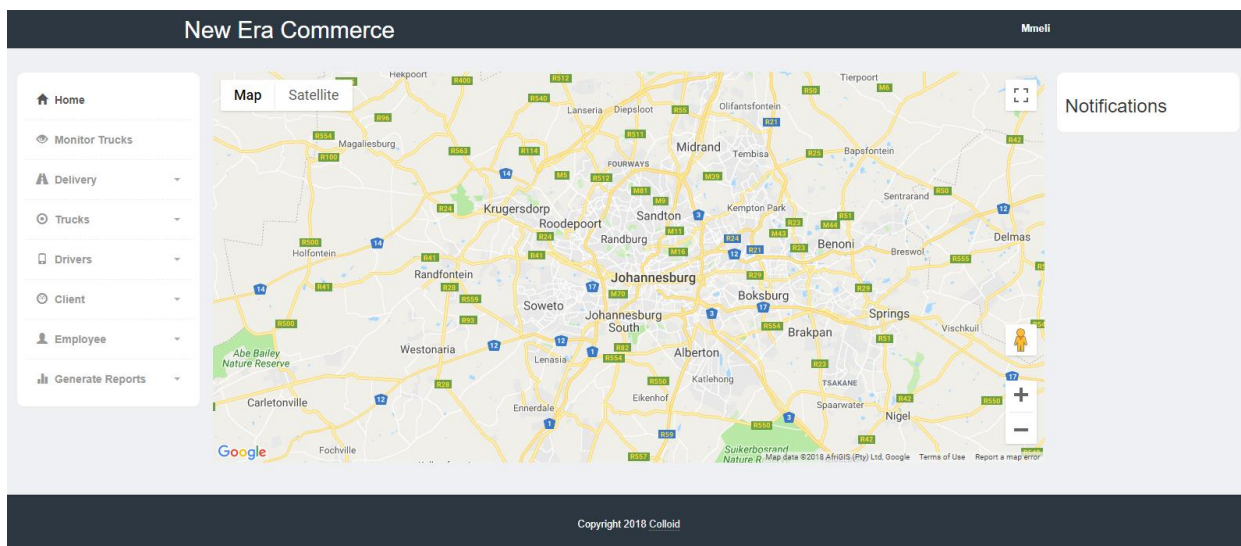
## 2.4.2 Delivery

All deliveries will show you all deliveries that have happened

Past deliveries will show you all deliveries that happened previously

Upcoming deliveries will show you all the deliveries that are upcoming

## 2.4.3 Monitor Trucks



Monitor trucks will show you trucks that are on the road

Hovering over the trucks will display additional items such as ETA

## 2.4.4 Trucks



New Era Commerce

Mmelli

Home

Monitor Trucks

Delivery

Trucks

Drivers

Client

Employee

Generate Reports

Plate Number	Brand	Load Capacity	Max Speed	Class
ADC123GP	VOLVO	1000	80	C14
DEF456MP	TATA	800	90	C14
GHI789MP	FIAT	900	85	C10

Notifications

Copyright 2018 Colloid

Clicking on trucks will open the submenu where you can view all trucks, edit the trucks and delete trucks.

## 2.4.5 Drivers

New Era Commerce

Mmelli

Home

Monitor Trucks

Delivery

Trucks

Drivers

Client

Employee

Generate Reports

All Drivers

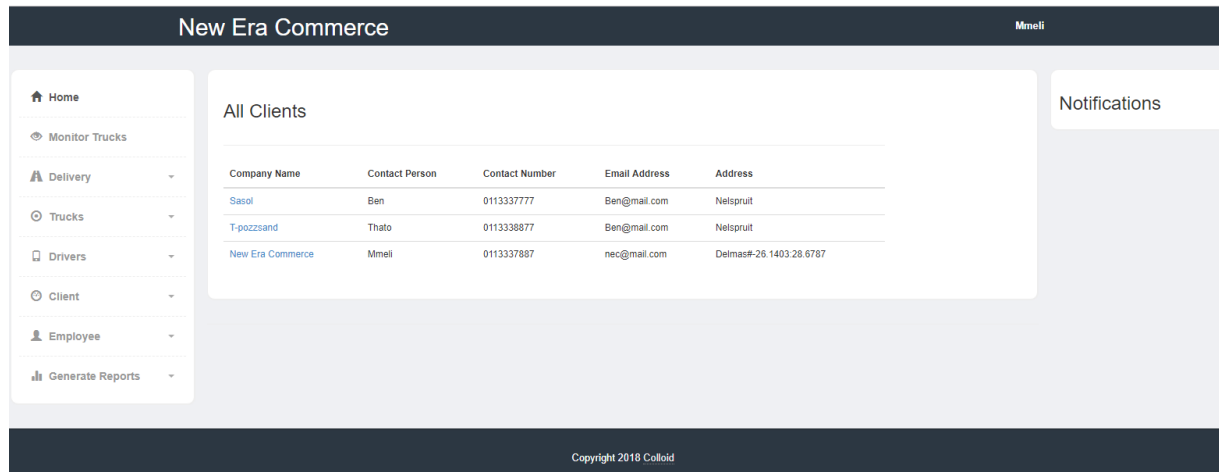
Name	Surname	Cellphone Number	Email	Licence Code	Expiry	Restriction
Thina	000 000 0000	Taliwe	THINA@MAIL.COM	C1	2025/05/09 00:00:00	1
Khanyi	000 000 0000	Morudu	KHANYI@MAIL.COM	C1	2020/04/08 00:00:00	0

Notifications

Copyright 2018 Colloid

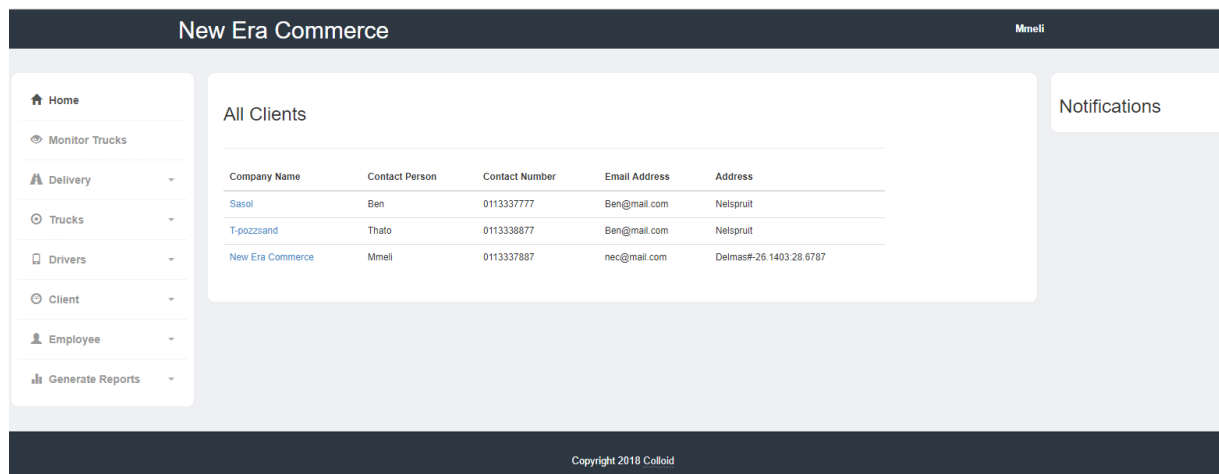
Clicking on drivers will open the submenu where you can view all drivers, edit the details of the drivers and delete drivers.

## 2.4.6 Clients



Clicking on clients will open the submenu where you can view all clients, edit the details of the clients and delete clients.

## 2.4.7 Employees



Clicking on employees will open the submenu where you can view all employees, edit the details of the employees and delete employees.

## 2.4.8 Generate Reports

New Era Commerce

Mmeli

Home

Monitor Trucks

Delivery

Trucks

Drivers

Client

Employee

Generate Reports

All Clients

Company Name	Contact Person	Contact Number	Email Address	Address
Sasol	Ben	0113337777	Ben@mail.com	Nelspruit
T-pozzand	Thato	0113338877	Ben@mail.com	Nelspruit
New Era Commerce	Mmeli	0113337887	nec@mail.com	Delmas#-26 1403 28 6787

Notifications

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Clicking on generate reports will give you an option to view reports on drivers and trucks.

### 2.3 Mobile Application Menu

