2018

User's Manual

DELIVERY MANAGER SYSTEM

COLLOID

USER'S MANUAL

TABLE OF CONTENTS

Contents

A. GENERAL INFORMATION A-1

1.1 System Overview A-1

B. GETTING STARTED B-1

2.1 Logging On B-1

2.2 System Menu B-1

2.2.1 Home Page B-1

2.3 Changing User ID and Password B-2

2.4 System Functions B-2

2.4.1 Create Delivery B-2
2.4.2 Delivery B-3
2.4.3 Monitor Trucks B-3
2.4.4 Trucks B-3
2.4.5 Drivers B-4
2.4.6 Clients B-4
2.4.7 Employees B-5
2.4.8 Generate Reports B-5

2.3 Mobile Application Menu B-6

1.0 GENERAL INFORMATION

A. GENERAL INFORMATION

1.1 System Overview

A system for helping track deliveries done by New Era Commerce

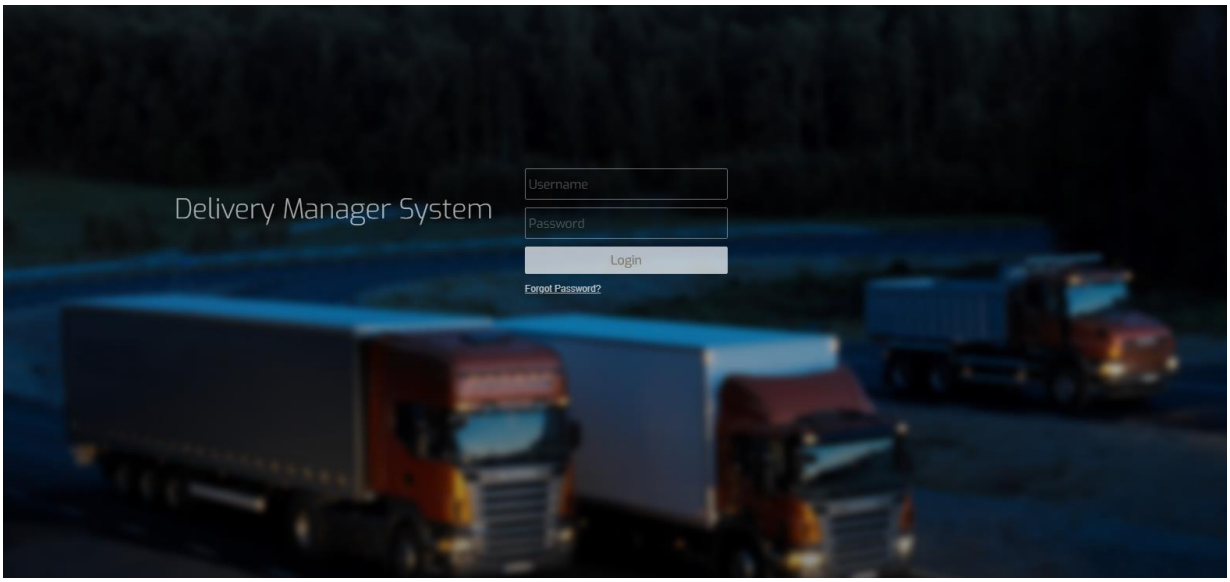
- A web based system that allows you to create, monitor and view deliveries along with additional data
- A mobile app for the drivers to get deliveries

2.0 GETTING STARTED

B. GETTING STARTED

2.1 Logging On

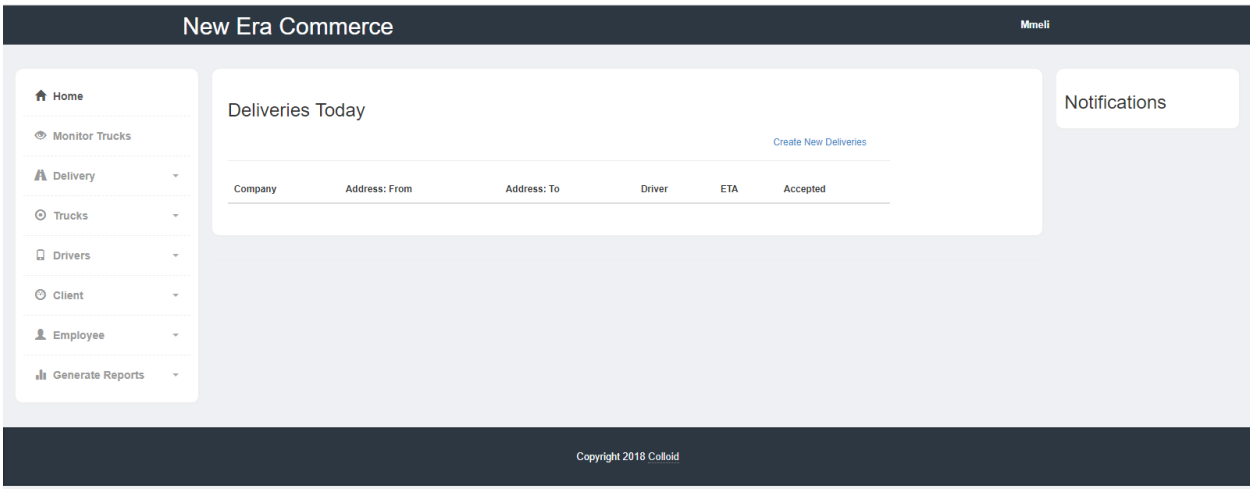
A user ID and password is required to log onto web interface and the mobile application



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.

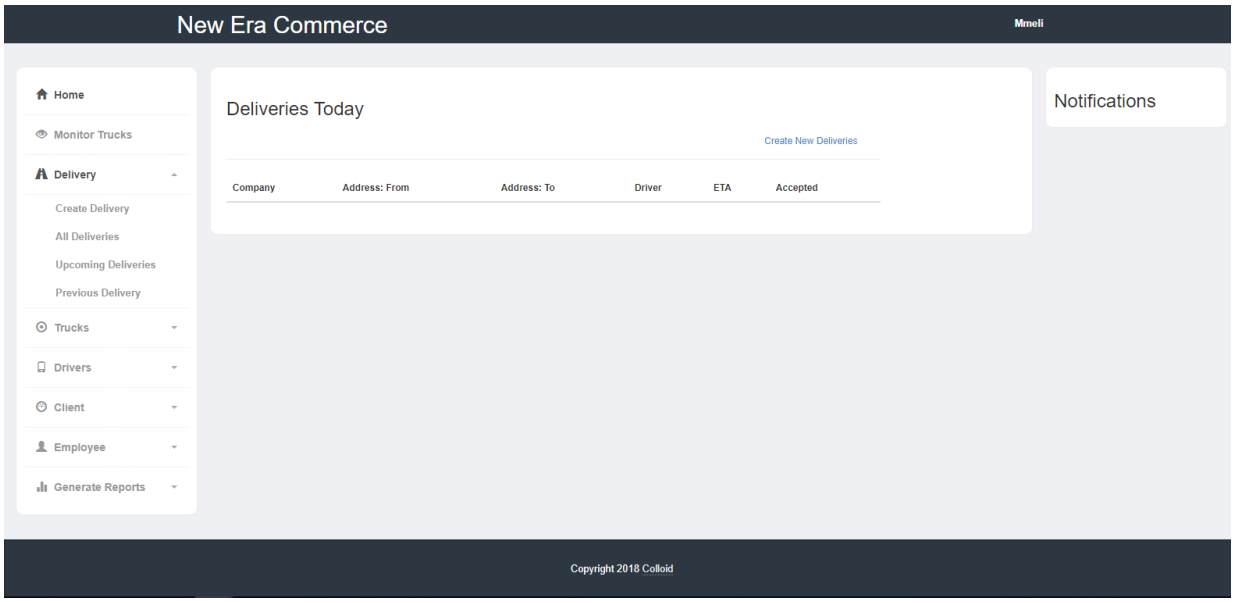


2.3 Changing User ID and Password

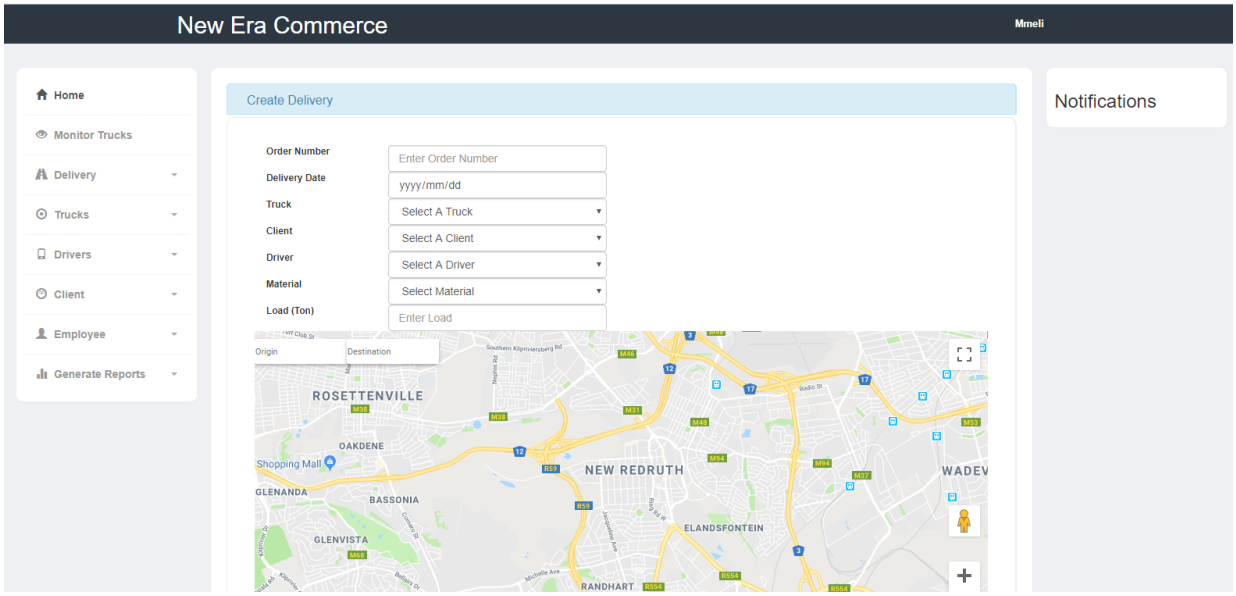
You can contact Colloid for help with that otherwise the password and usernames are emailed to the logistics manager

2.4 System Functions

2.4.1 Create Delivery



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



Enter the appropriate data and click submit

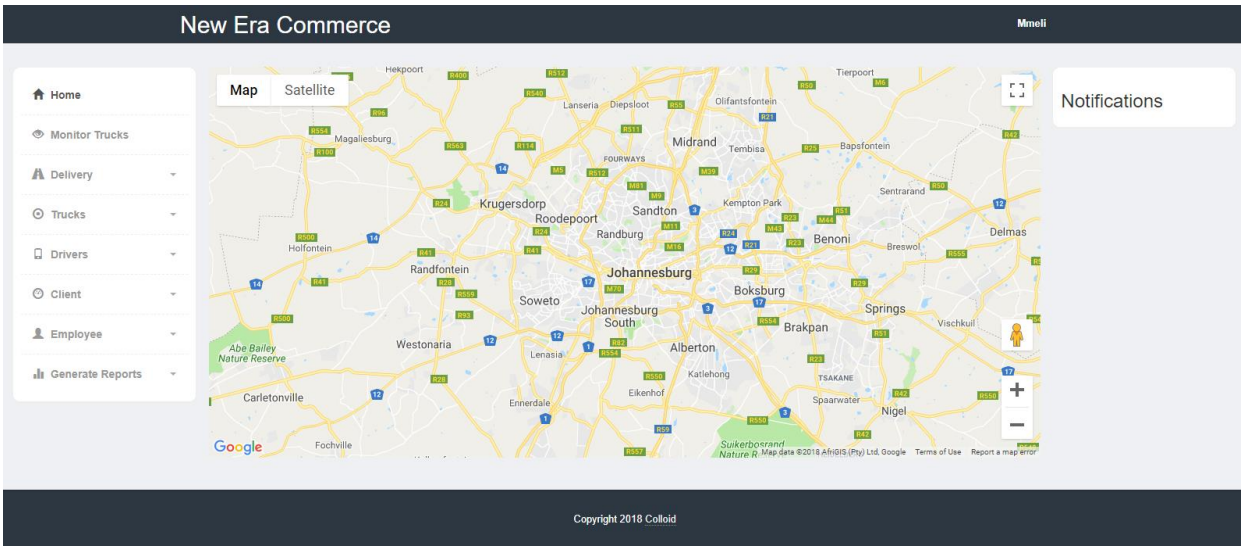
2.4.2 Delivery

All deliveries will show you all deliveries that have happened

Past deliveries will show you all deliveries that happened previously

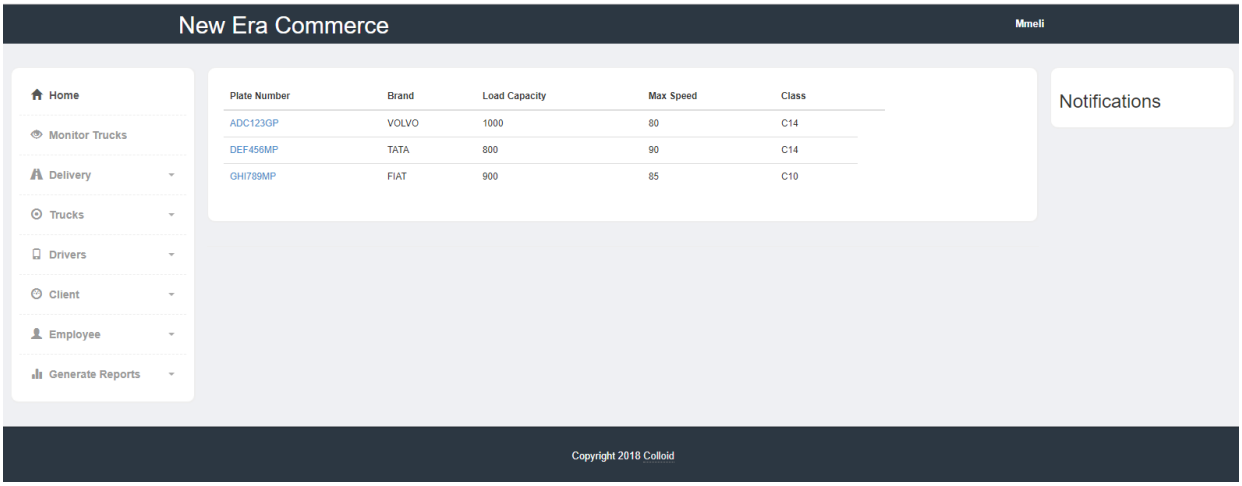
Upcoming deliveries will show you all the deliveries that are upcoming

2.4.3 Monitor Trucks



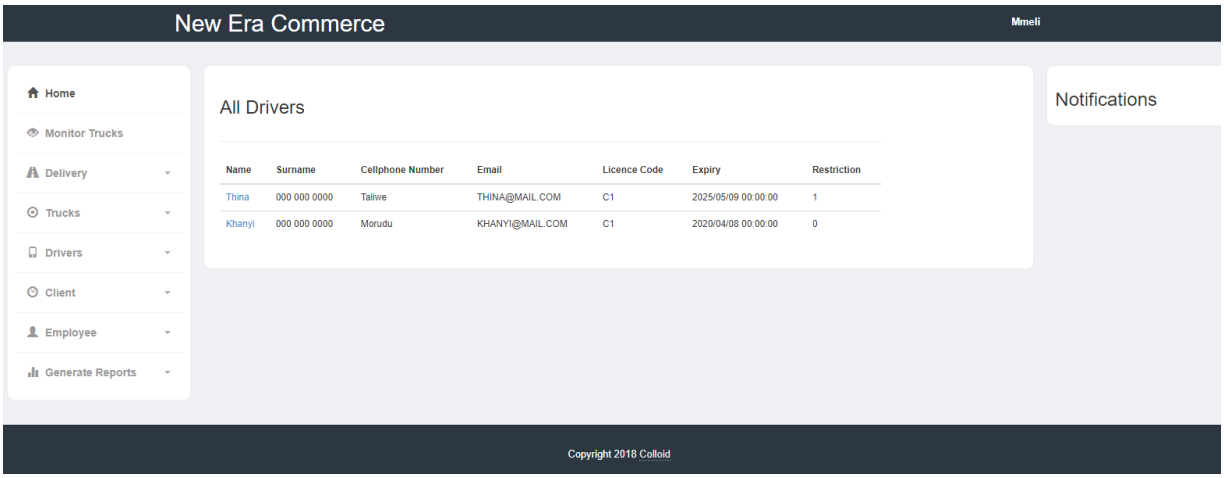
Monitor trucks will show you trucks that are on the road
Hovering over the trucks will display additional items such as ETA

2.4.4 Trucks



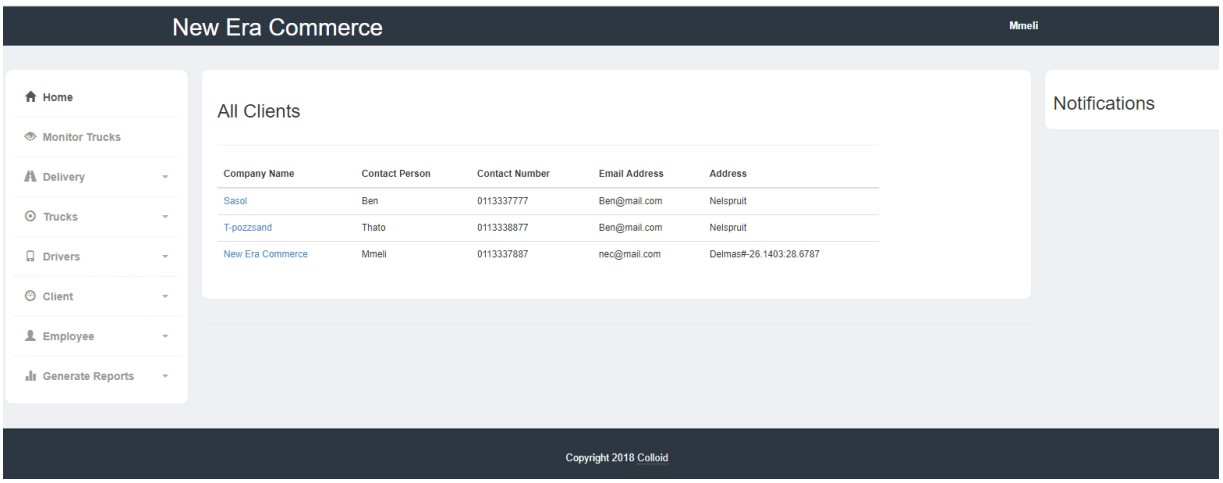
Clicking on trucks will open the submenu where you can view all trucks, edit the trucks and delete trucks.

2.4.5 Drivers



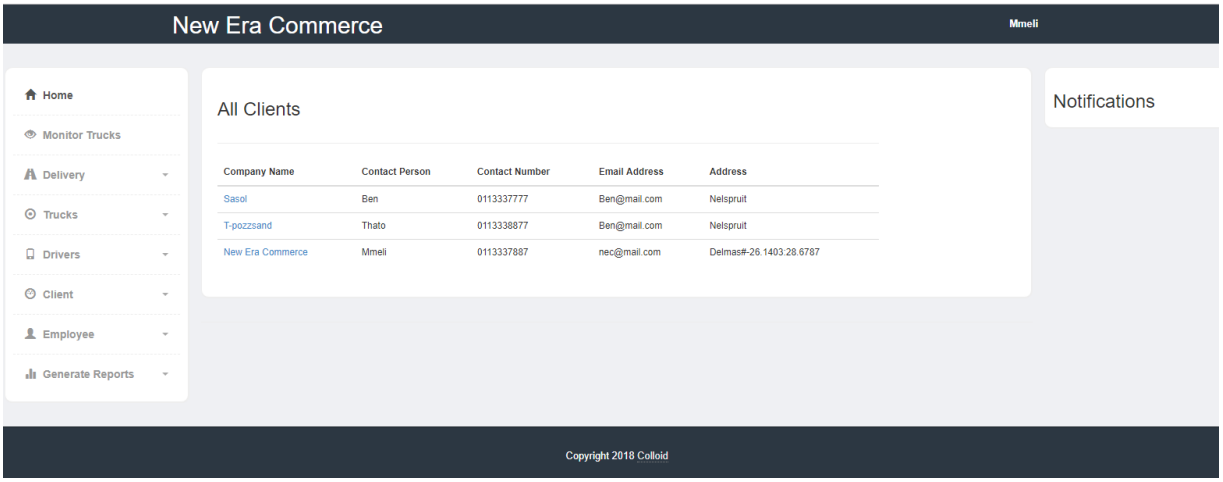
Clicking on drivers will open the submenu where you can view all drivers, edit the details of the drivers and delete drivers.

2.4.6 Clients



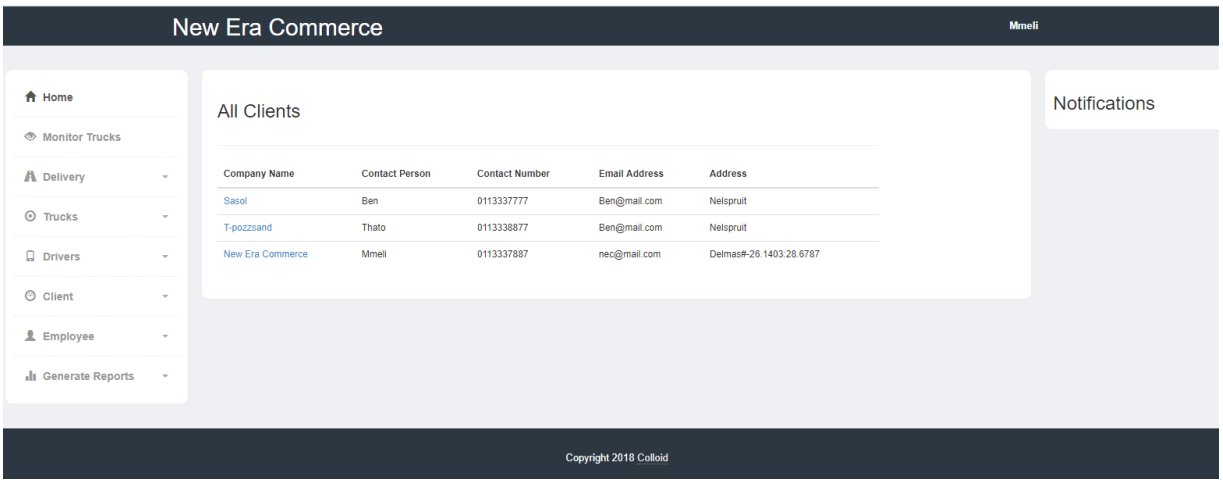
Clicking on clients will open the submenu where you can view all clients, edit the details of the clients and delete clients.

2.4.7 Employees



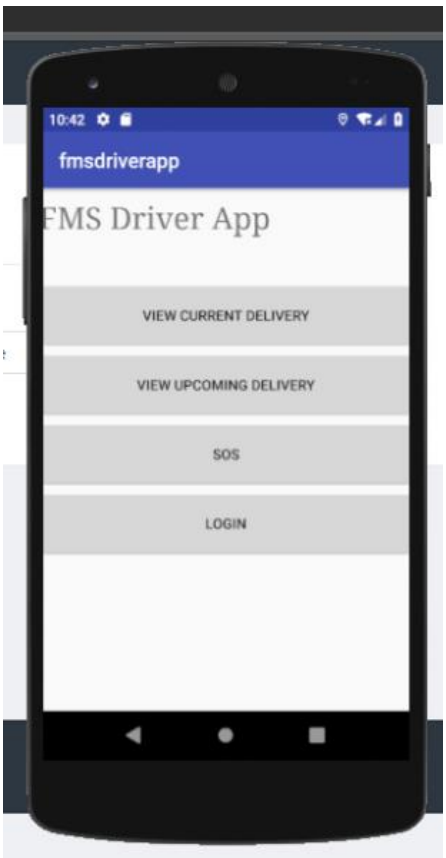
Clicking on employees will open the submenu where you can view all employees, edit the details of the employees and delete employees.

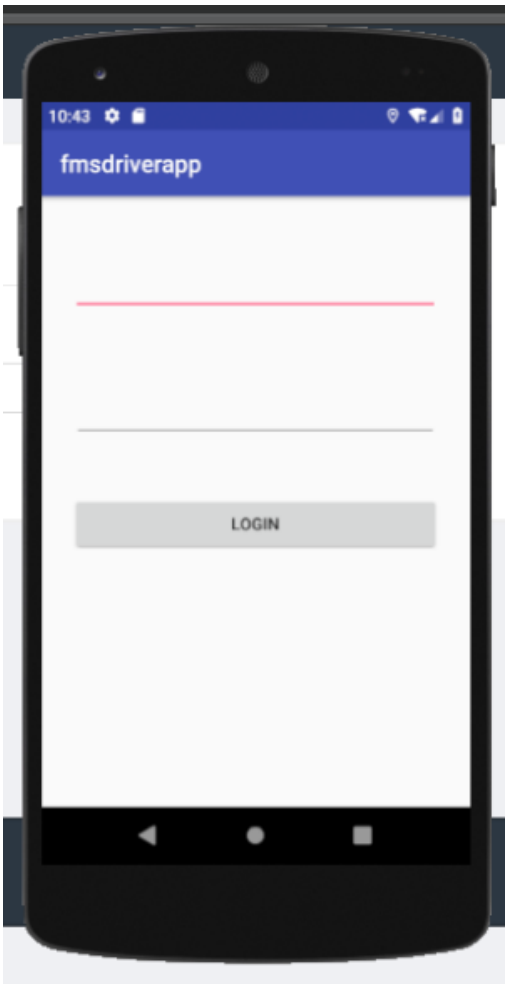
2.4.8 Generate Reports

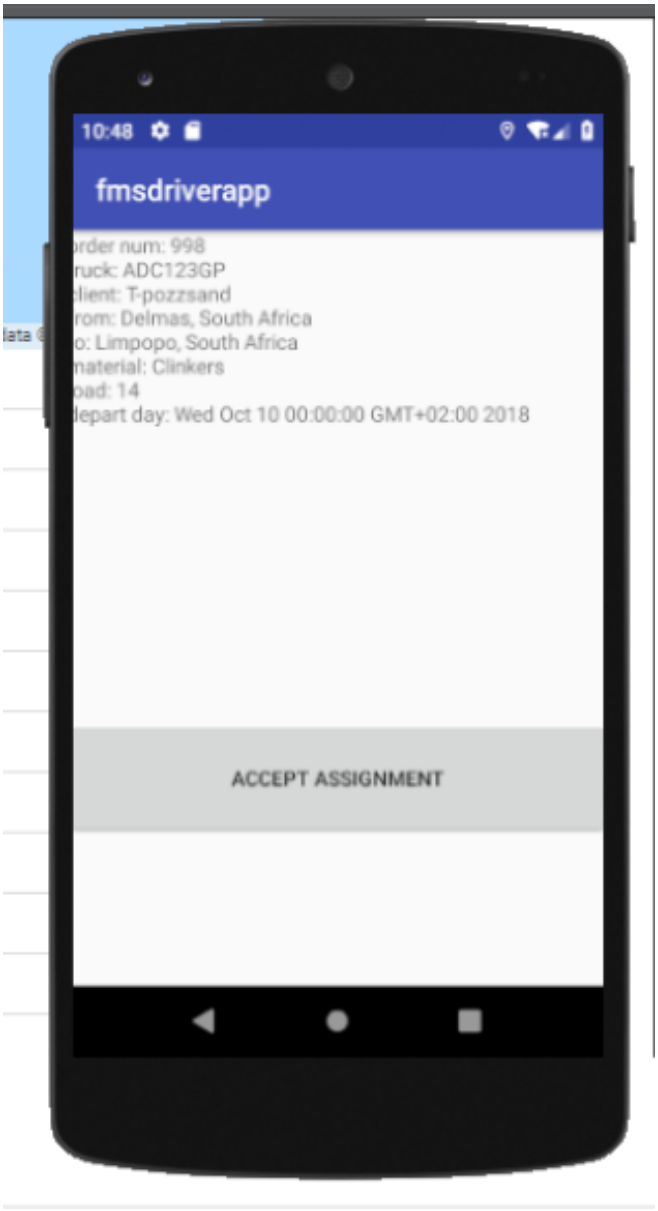


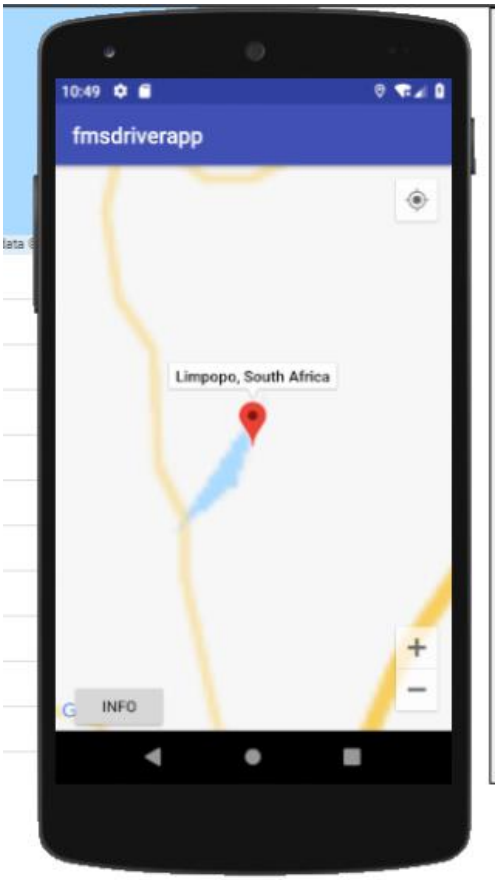
Clicking on generate reports will give you an option to view reports on drivers and trucks.

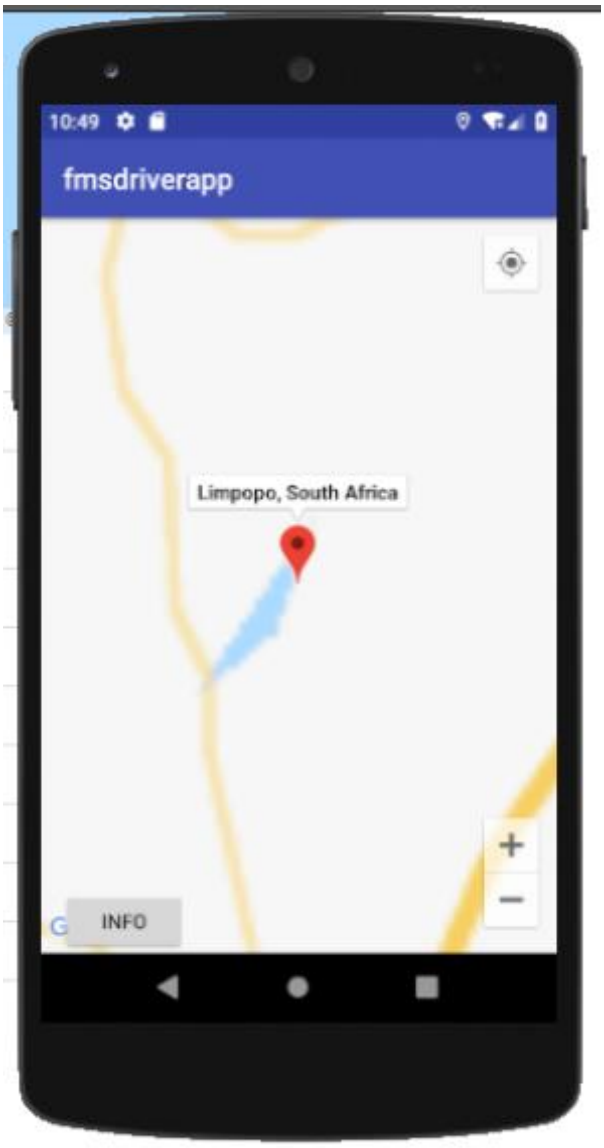
2.3 Mobile Application Menu

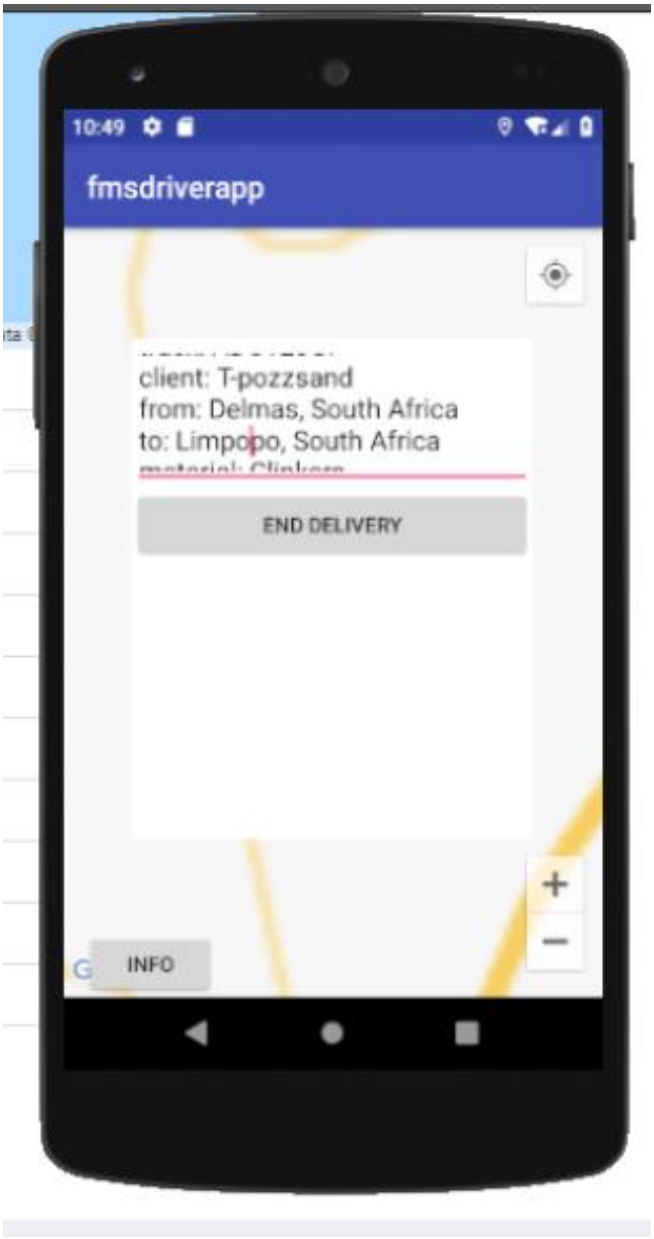


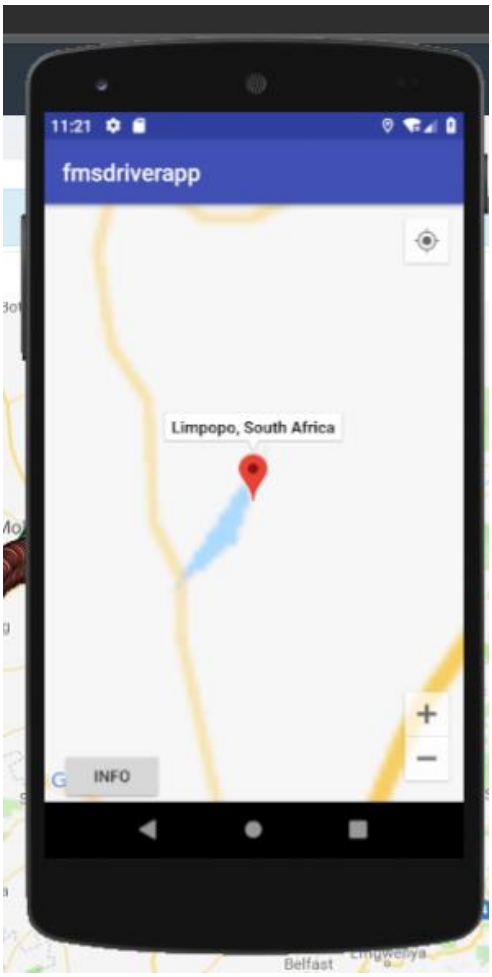

10:43
fmsdriverapp
LOGIN


10:48
fmsdriverapp
order num: 998
truck: ADC123GP
client: T-pozzsand
from: Delmas, South Africa
to: Limpopo, South Africa
material: Clinkers
load: 14
depart day: Wed Oct 10 00:00:00 GMT+02:00 2018
ACCEPT ASSIGNMENT


10:49
fmsdriverapp
Limpopo, South Africa
INFO


10:49
fmsdriverapp
Limpopo, South Africa
INFO


10:49
fmsdriverapp
client: T-pozzsand
from: Delmas, South Africa
to: Limpopo, South Africa
END DELIVERY
INFO


11:21
fmsdriverapp
Limpopo, South Africa
INFO
Belfast