

Staff User Manual

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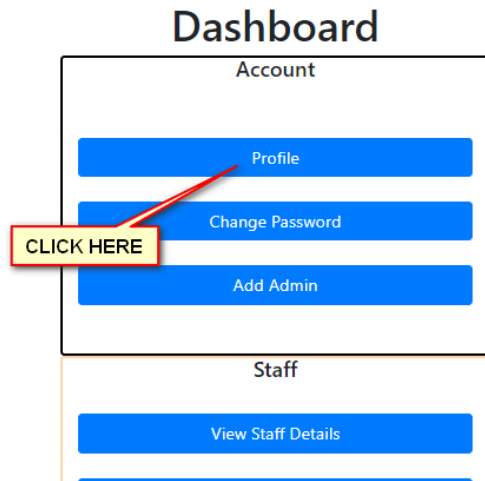
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User Profile

Updating Profile

User can update their profile once they login.

1. Login into your account.



2. Select profile tab to open your profile page.
3. Click on *Change* button besides a detail to edit it.

Details



4. You'll be redirected to form to update your detail.

5. Feed valid data to form and submit.

Update Address

Update Address

Cancel

Enter new address

Click here to update

6. You'll be redirected to the profile page and notified about the change.

Details

Email has been updated

Change Notification

Name :	AbhisekKC	
Email :	kabhisek88@yahoo.com	Change
Address :	Narkate	Change
Contact no. :	9823663585	Change

Changing password

1. Open dashboard and click on *Change Password* button under Account

Dashboard

Account

CLICK HERE

Profile

Change Password

Add Admin

2. Fill out the form and submit.

Change Password

CLICK HERE

Change Password

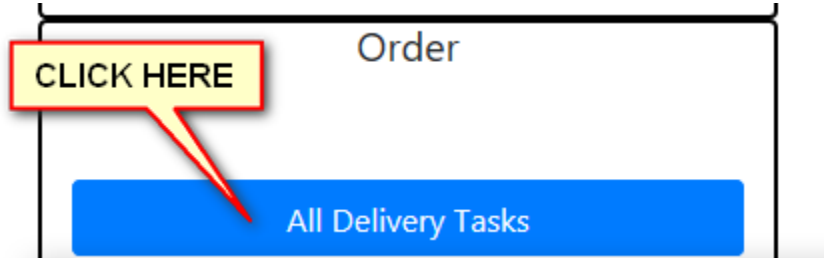
Cancel

Orders

Taking delivery task

NOTE: Any user in the group will be able to take up task for the group.

1. Click on All Delivery Tasks button to open task list.



2. Click view button to see details of the order.

Bill no.	Vendee	Phone	Shipping Address	Billing Address	Order Details
6	Abisek	9784815565	Nepal	Nepal	View

Click here to see details

3. Click *Take delivery task* button to take the task.

[Back to Delivery Order](#)

Vendee: Abisek
Phone: 9784815565
Shipping Address: Nepal
Billing Address: Nepal

S.N.	Particulars	Quantity	Rate	Amount
1	Sand	10	100.00	1000

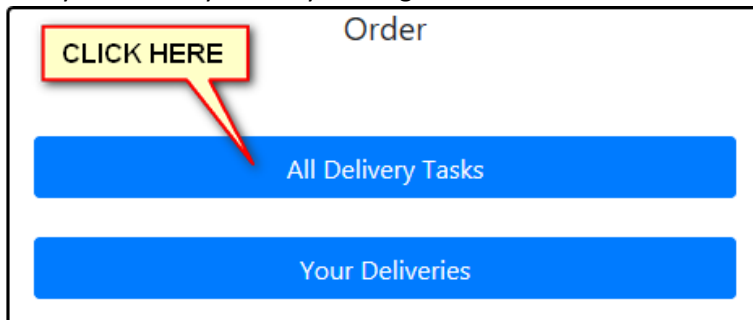
CLICK HERE [Take Delivery Task](#)

4. Delivery will be assigned to you.

Marking order as delivered

After delivering the order, the order should be marked as delivered.

1. View your delivery tasks by clicking on *Your Deliveries* button.



2. Click Mark as delivered button to mark an order as delivered.

Bill no.	Vendee	Phone	Shipping Address	Billing Address	Order Details	Delivered?
6	Abisek	9784815565	Nepal	Nepal	View	Mark as delivered

A yellow callout box with the text 'CLICK HERE' and a red arrow points to the 'Mark as delivered' button.