

Admin User Manual

Contents

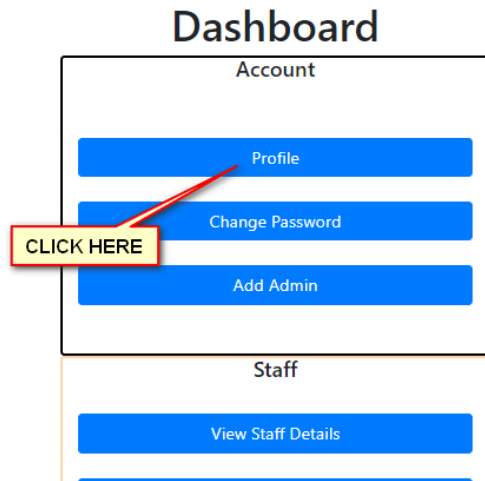
User Profile	3
Updating Profile	3
Changing password	4
Creating another admin account	5
Staff	6
Verifying new staff	6
Viewing existing staff	6
Workers Groups	7
Creating working groups	7
Viewing Groups	8
Orders	9
Placing order	9
Confirming order	10
Confirming Payment for Order	11
Products	12
Adding Products	12
Managing existing products	13
Vehicles	14
Adding Vehicles	14

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

Creating another admin account

1. Click *Add Admin* button on dashboard.

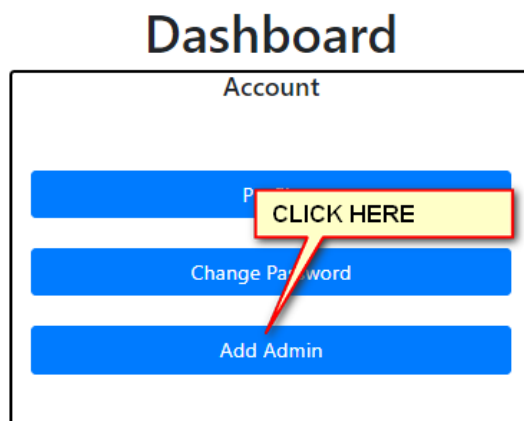
Dashboard

Account

Profile

Change Password

Add Admin

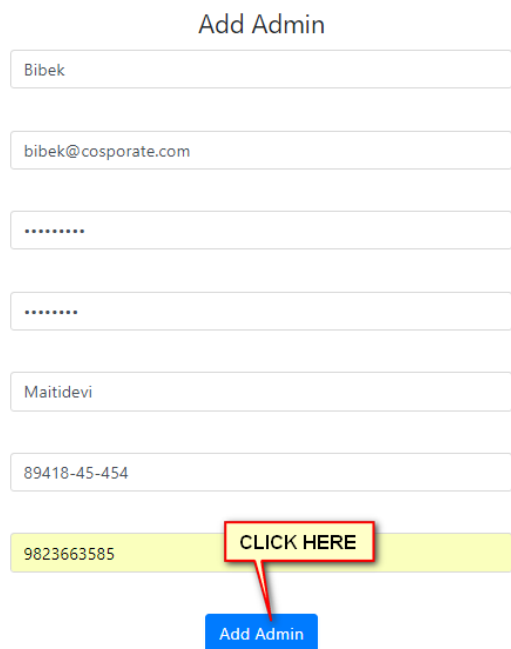


2. Fill the form for the new admin.

Add Admin

CLICK HERE

Add Admin



3. New admin will be added.

Staff

Verifying new staff

1. Click on *View unverified staff* button to see new staff accounts.
2. Click on Verify button to verify a staff or click on delete to cancel the account.

ID	Name	Email	Phone	Address	Post	Verify?	Delete?
1	temp	temp	temp	temp	driver	<div><div>CLICK TO VERIFY</div><div>Verify</div></div>	<div><div>CLICK TO CANCEL</div><div>Delete</div></div>

Viewing existing staff

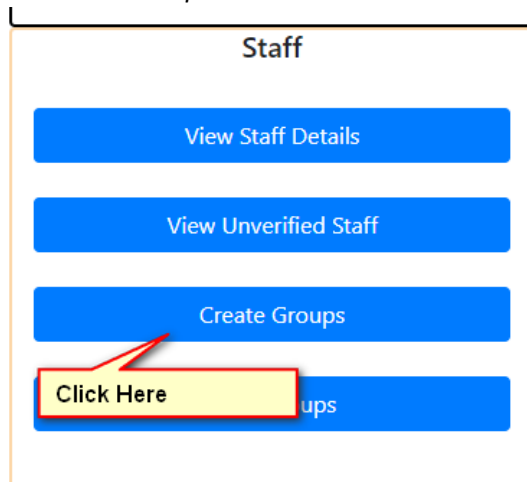
1. Click on *View staff details* button to see all the staffs.

ID	Name	Email	Phone	Address
21	driver1	driver1	driver1	driver1
22	worker1	worker1	worker1	worker1
23	worker2	worker2	worker2	worker2
24	Driver2	Driver2	Driver2	Driver2
25	worker_4	worker_4	worker_4	worker_4
26	worker_3	worker_3	worker_3	worker_3

Workers Groups

Creating working groups

1. Click on *Create Groups* from dashboard.



2. Fill the form and select available drivers, workers and vehicle and submit form.

Make Group

Group B

Driver2 ▼

worker_4 ▼

worker_3 ▼

Ba 2 Kha 7823 ▼

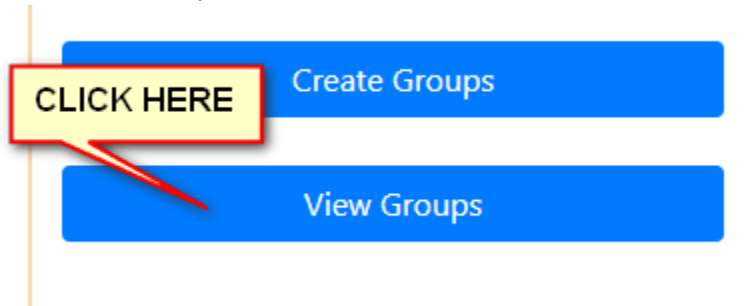
Create Group

Click here to create group

3. Group will be created.

Viewing Groups

1. Click on *View Groups* button in dashboard.



2. Table with group details will be displayed.

ID	Name	Driver	Workers		Vehicle
1	Group A	driver1	worker1	worker2	Ba 2 Kha 9560

Orders

Placing order

1. Click on Place order button to open order form.
2. Enter all the details and orders, multiple particulars can be selected by clicking + sign besides the item selection.

Place Order

Select Item ▾

Quantity(cubic ft./pc)

+

Add product

Click here to add order

Place Order

3. Click on Place Order button to place order.

Confirming order

Order has to be confirmed to be sent to customer due to factors like product stock. Order can be confirmed by following given steps.

1. Click on View Unverified Orders in dashboard.



2. List of new orders will be shown, click on view to see details of the order.

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

Click here to see details

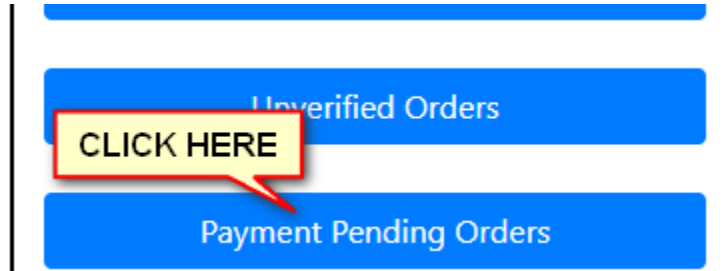
3. Details will be shown as

Vendee: Abisek Phone: 9784815565 Shipping Address: Nepal Billing Address: Nepal			
S.N.	Particulars	Quantity	Amount
1	Sand	10	1000
<div>Click to verify Confirm Remove click to cancel order</div>			

Confirming Payment for Order

After the delivery of the order should the customer clears their dues, it should be marked as paid.

1. Click *Payment Pending Orders* button on dashboard to open list of delivered order which is not paid for.



2. Click *Mark as paid* button to complete order process.

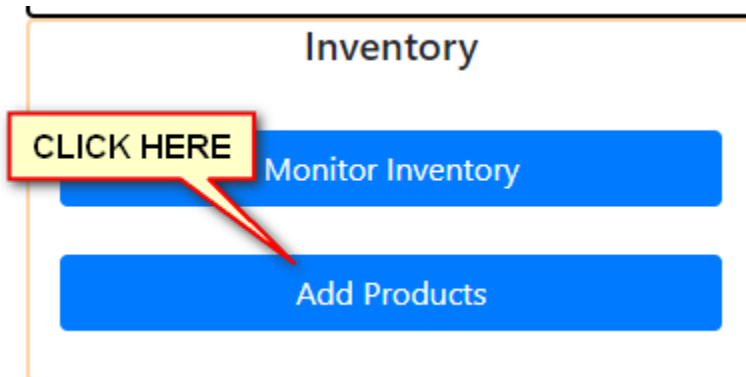
Bill no.	Vendee	Phone	Shipping Address	Billing Address	Order Details	Delivered?
6	Abisek	9784815565	Nepal	Nepal	View	Mark as delivered

CLICK HERE

Products

Adding Products

1. Click *Add Products* button to add products to the system.



2. Fill the form with new product name and selling rate. Click on *Add Item* button to add item to the system.

Add Product

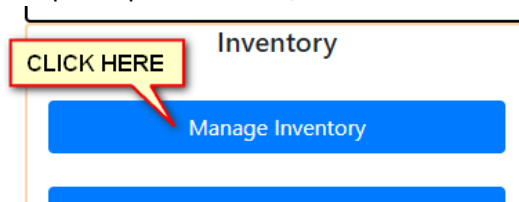
CLICK HERE

3. New Product will be added to the system.

Managing existing products

Stock of existing items and its stock needs to be updated.

1. To update product stock, rate and view it status, click *Manage Inventory* in dashboard.



2. Here you can see stock of the products and increase stock after purchasing the product and also update rates of the product.

S.N.	Item	Rate	Quantity(in cu.ft/pc)	Operations	
1	Sand	100.00	30	Add Stock	Update Price
2	Bricks	15.00	6500	Add Stock	Update Price

Click here to increase stock

Click here to update new rate

3. Click on Add Stock button to add stock of the selected product. It will redirect you to from where you can add stock. Fill the form and click on Add stock to increase stock.

Add Stock

Provider

Bill number

Addition stock (in cu.ft/pc)

Rate in NRs.



4. You'll be redirected to product list.
5. If you want to update selling rate of the product, click on *Update Price* button and fill the form and click *Update Price* to update the rate.

Add Stock

Rate in NRs.

CLICK HERE

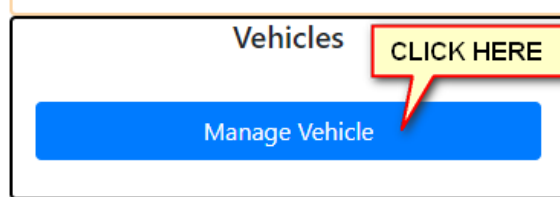
Update Price

6. Price of the product will be updated.

Vehicles

Adding Vehicles

1. Click on *Manage Vehicle* button in dashboard to open vehicles page.



2. To add vehicle, fill out the form in add vehicle section with valid data and click *Add Vehicle*.

Add Vehicle

Vehicle Make

Vehicle Model

Vehicle Engine Number

Vehicle Chasis Number

Vehicle Registration Number (eg. Ba 3 Kha 7823)

CLICK HERE

Add Vehicle

3. Vehicle will be added to the system.
4. To remove existing vehicle, click remove button of the vehicle you want to delete from the table below the add vehicle form.

S.N.	Make	Model	Engine number	Chasis number	Registration number	Action
1	Mahindra	Loadking	12345678912345678	13245687945185484	Ba 2 Kha 9580	Remove