Couriers

	ID	Photo	Name	Address	Cellphone	E-mail	Company	Branch	Department	Active	Notes	Save Changes	Remove
☐	1		Ali	bensuef	423423423423		UFS Courier Service	Main Branch	Operation	🟢		✏️	🗑️

count : 1

1. It can be filtered by (the company to which the delegate belongs - the branch to which the delegate belongs - the section of the El-Mandoub company)
2. You can add an unlimited number of delegates
3. You can also hide and show (Toggle Columns) for the table to display important data and hide others, which helps in the process of exporting data to Excel, where only the columns you want to export are chosen
4. One or more recipients can be deleted from the database
5. Specific recipient information can also be modified
6. Data can be imported from excel file
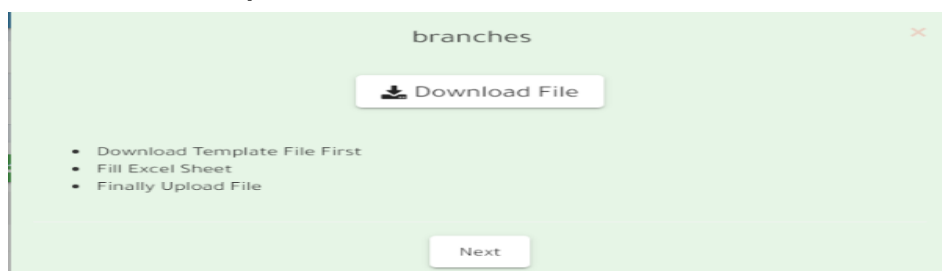
   ❖ Download a demo file
   ❖ Fill in the data
   ❖ Upload the file to the database
7. In the event that there are any errors in the imported data, a file is created with the data that contains problems to amend it and raise it again to complete the process.

8. The ability to export data to excel, pdf

Add Courier

Name *

Address *

Cellphone *

ID National *

E-mail

Company *

Branch *

Department *

Insurance Number

Courier Zone

Salary

Notes

Active

Close   Add

1. Add a courier
    ❖ Writing the courier name - the courier's address
    ❖ Determine the phone number - and the national number of the courier
    ❖ Select the company the delegate belongs to - write the email (optional)
    ❖ Choosing the branch of the delegate (only the branches of the company that was selected will be fetched)
    ❖ Choose the department belonging to the delegate
    ❖ Write down the courier's insurance number, if any (optional)
    ❖ Writing the courier's scope of work
    ❖ Determine the salary of the delegate
    ❖ Determine the effectiveness of the delegate (active) to determine whether he appears or not

Add Courier sheet

1. The date of adding the sheet is determined automatically. The current date is determined
2. The delegate is chosen to add the policies to his sheet, as each delegate has a special sheet
3. The section on "Search Awb" works on filtering the policies to select a specific policy to be added to the sheet, where the filter can be
   - ❖ A specific company - a branch of a company
   - ❖ You can search for policies belonging to (a specific city or region)
   - ❖ You can search by policy number
   - ❖ Shipments can also be added via the barcode reader for added speed (barcode scanner)
   - ❖ It is also possible to delete a policy from the sheet before saving it, in case a policy was added by mistake to the sheet
   - ❖ After adding the policies, press (save courier sheet) to save the sheet

Show Courier sheets

1. The sheet data and the number of policies in the sheet are displayed
2. The data can be exported to (excel-pdf-word)
3. You can delete one or more specific sheets
4. You can modify the data of a particular sheet to delete a policy from the sheet, add a policy to the sheet, or transfer a policy from this sheet to another sheet
5. The sheet data can be printed

UFS Courier Service
46 Abdel Hakim El Refai - Nasr City
Cairo
Nasr City
ت: 01009895000

Daily Report Sheet

| رقم الشيت : 1 | التاريخ : 18-04-2021 | اسم المندوب : Ali |

م	رقم البوليصة	اسم المرسل اليه	العنوان	المنطقة	رقم التلفون	اسم الراسل	المبلغ	ملاحظات	اسم المستلم	الوقت و صفته و التاريخ
1	21040660	دكتور علي زيدان	15 El Bostan St. - Sheratom El Mattar	Sheraton		Medsure Medical		1618840		
							0			

عدد البوالص : 1

| توقيع المندوب | **operation manager** | توقيع المحاسب |

Change the status of Shipments in the Courier Sheets

#	AWB	Date	Company	Department	Branch	Receiver	Payment Type	Service	City	Area	Status	Receiver Name	Receiver Title	Amount After Collection
1	21040660	2021-04-06	Medsure Medical	Mail Room	Main Branch	دكتور علي زيدان	Account	Normal Delivery	Cairo	Sheraton				

1. The sheet number is written to change the policy cases in it
2. When writing the sheet number, all the policies in this line are fetched
3. The status of each policy is changed separately. It is also possible to change the status of all policies at once in the event that all policies will take the same state.
4. If the policy is given a status (Delivered), two entries are extracted, the recipient's name and his description

Courier Commission

1. Courier commissions can be added, modified and deleted from a single Excel-like screen for quick and easy data entry
2. You can filter by delegate name - service name
3. Adding Courier commissions depends on services
   ❖ Select the delegate (from the delegates previously registered in the database)
   ❖ Choose a service
   ❖ Determine the value of the commission (for the representative in case he is discharged from this type of shipment)
4. The commission of one or more delegates can be omitted
5. The ability to export data to excel, pdf
6. Data can be imported from excel file

   ❖ Download a demo file
   ❖ Fill in the data
   ❖ Upload the file to the database
7. In the event that there are any errors in the imported data, a file is created with the data that contains problems to amend it and raise it again to complete the process.

Courier Transaction

1. Managers can be added, modified and deleted from a single Excel-like screen for quick and easy data entry
2. You can filter by the name of the delegate
3. Adding a financial transaction to the delegate on the services
   - ❖ Select the delegate (from the delegates previously registered in the database)
   - ❖ Set date (automatically current date)
   - ❖ Determine the value of the discount in case there is a discount
   - ❖ Choose the reason for the discount
   - ❖ Determine the value of the addition or bonus
   - ❖ Determine the reason for the addition
4. The movement of one or more delegates can be deleted
5. The ability to export data to excel, pdf
6. Data can be imported from excel file

   - ❖ Download a demo file
   - ❖ Fill in the data
   - ❖ Upload the file to the database
7. In the event that there are any errors in the imported data, a file is created with the data that contains problems to amend it and raise it again to complete the process.