**USER PANEL**

**CREATE ORDER (BUTTON)**

**Action: Add Order**

Select Supplier> Select Delivery Date > Product Lists > Enter Quantity > Enter Notes > Click Continue > Review Order (Will show order list and price) > Click Submit- After clicking submit this order will do following action

1. Generate an Unique Order ID
2. Shows on the Following Order List
3. By clicking on Order ID a page will open showing the order details, Click Export the order in Excel, Click to Export the order in PDF
4. Shows on the Order Management List (in Admin Panel)

**ORDERS (BUTTON)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Order # | Supplier | Order Date | Delivery Date | Status |
|  |  |  |  | Submitted |
|  |  |  |  | Processed |
|  |  |  |  | Delay |
|  |  |  |  | Cancelled |
|  |  |  |  | On Delivery |
|  |  |  |  | Accepted |

**ADMIN PANEL**

**SETTING PROFILE**

* Create Users (Create Users, Edit Users)
* Suppliers (Create Suppliers, Edit Suppliers)
* Product Lists (Add Products, Edit Products)

**ORDER MANAGEMENT**

**ALL ORDERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Order # | Supplier | Order Date | Delivery Date | Status |
|  |  |  |  | Submitted |
|  |  |  |  | Processed |
|  |  |  |  | Delay |
|  |  |  |  | Cancelled |
|  |  |  |  | On Delivery |
|  |  |  |  | Accepted |

* After clicking on order, the order page will show,
* There will be button for “Export in Excel”, “Export in PDF”, “Email Order”
* There will be an “Action Order” button.
* Click “Action Order” > Drop Down List showing “Status” and following field a) Supplier Order Reference, b) Estimated Time of Delivery, c) Track & Trace Number, d) Notes
* Click on “Update” and all details would be showing on the order page.

**PENDING ORDER (Button)**

**-** Only showing “Submitted” Order

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Order # | Supplier | Order Date | Delivery Date | Status |
|  |  |  |  | Submitted |

**PROCESSED ORDER (Button)**

- Only showing “Processed” and “On Delivery”

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Order # | Supplier | Order Date | Delivery Date | Status |
|  |  |  |  | Processed |
|  |  |  |  | On Delivery |

**COMPLETED ORDER (Button)**

Only Showing “Accepted” Status

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Order # | Supplier | Order Date | Delivery Date | Status |
|  |  |  |  | Accepted |