USER MANUAL

For

[ECO CYCLE HUB]

Version 1.0

SEMESTER October 2024 – February 2025

GROUP: CSC2304C

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**31st January 2025**

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1. Introduction

Welcome to the user manual for Eco Cycle Hub, an innovative website designed to make recycling more convenient and rewarding for our customers. Eco Cycle Hub provides a convenient pickup service, where our runners come directly to your doorstep to collect recyclable materials. Our platform not only streamlines recycling but also encourages eco-friendly practices by rewarding customers for the materials they contribute. By utilizing our fair and transparent system, you can easily calculate the value of each recyclable item based on its environmental impact and recyclability. This manual will guide you through the various features of Eco Cycle Hub, helping you maximize your recycling efforts and understand how to make the most of our services. Thank you for joining us in our mission to promote sustainability and responsible waste management!

2. Admin and Staff
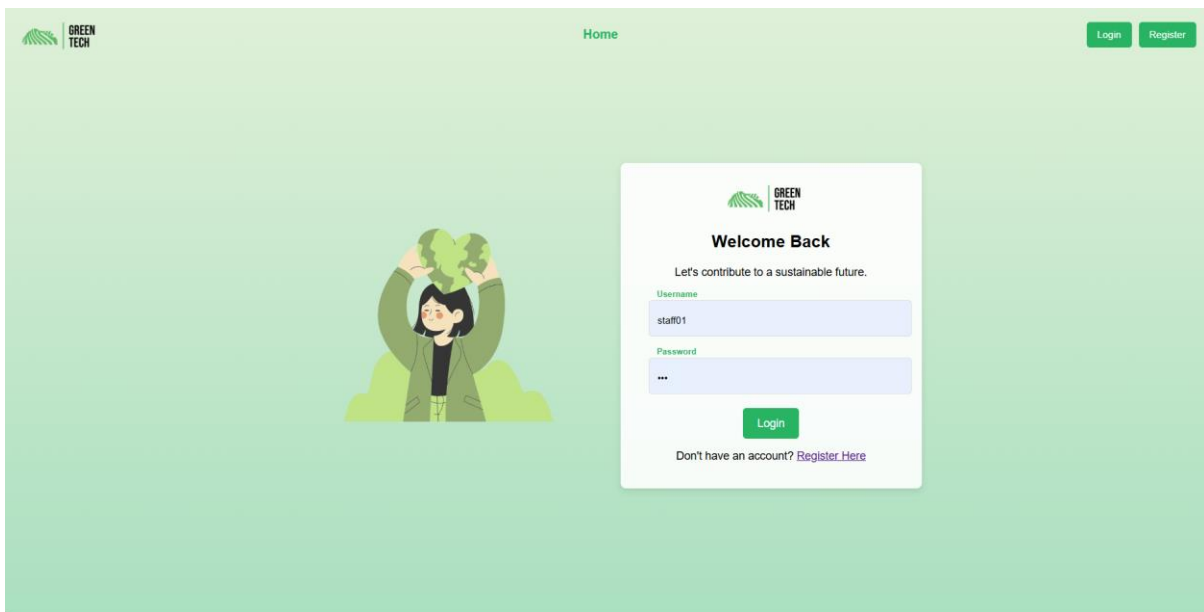
2.1 Admin/Staff Login Page

Enter the admin/staff credentials to access their page. Admins and staffs are predefined in the system.
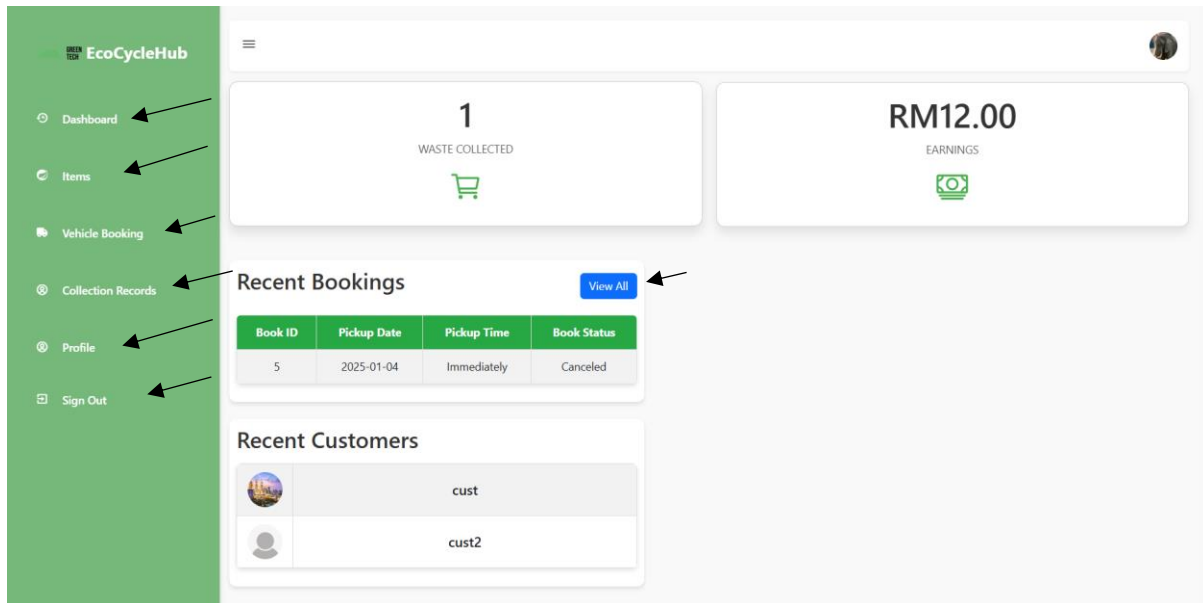
2.2 Admin/Staff Dashboard

After logging in, the system will redirect the admin/staff into their dashboard. The dashboard will have a sidebar bar for each section, but the main thing the dashboard will be displaying are the waste collected, and the earnings gained.
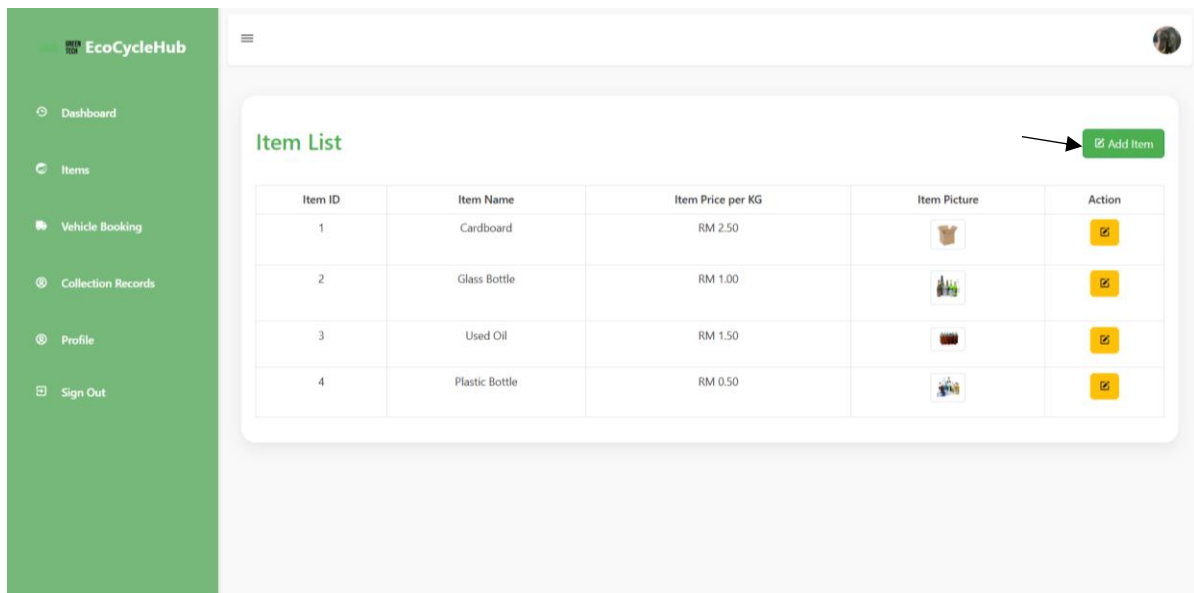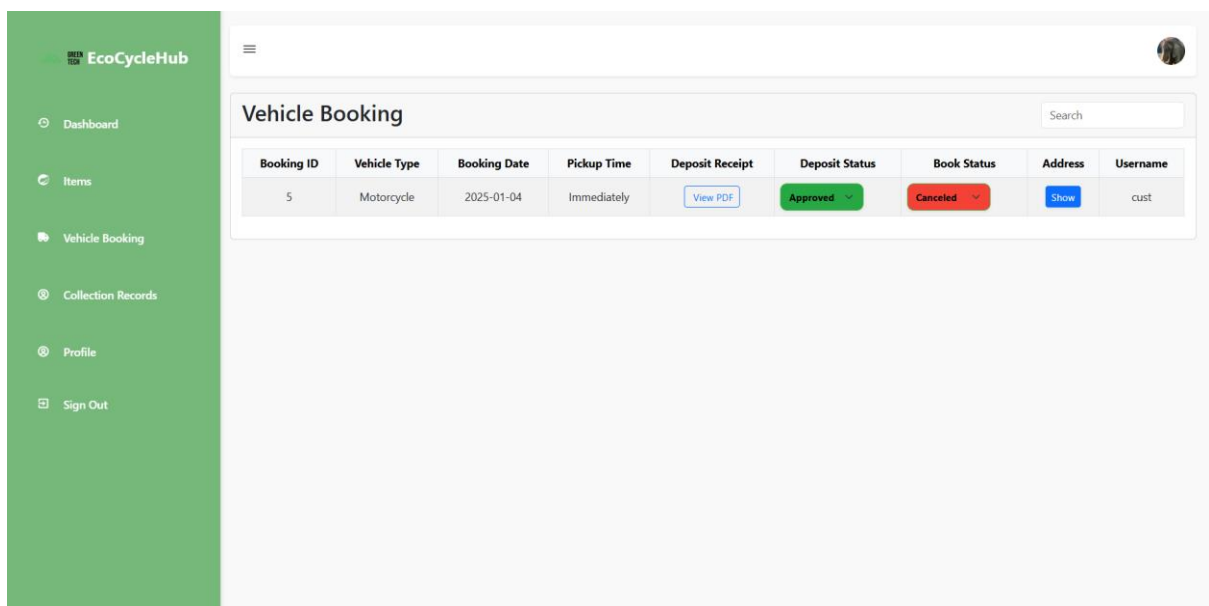

2.3 Item List

The sidebar for items will lead you to an item list display and there is a **'Add Item'** button for you to add item based on what kind of items that your recycling centre accepts.
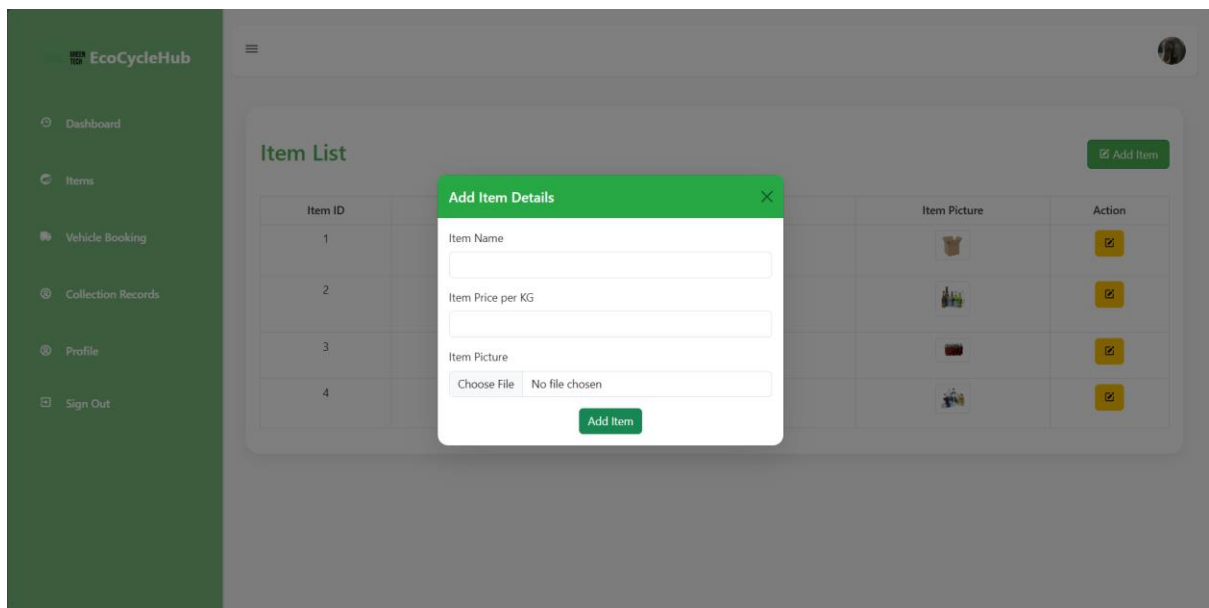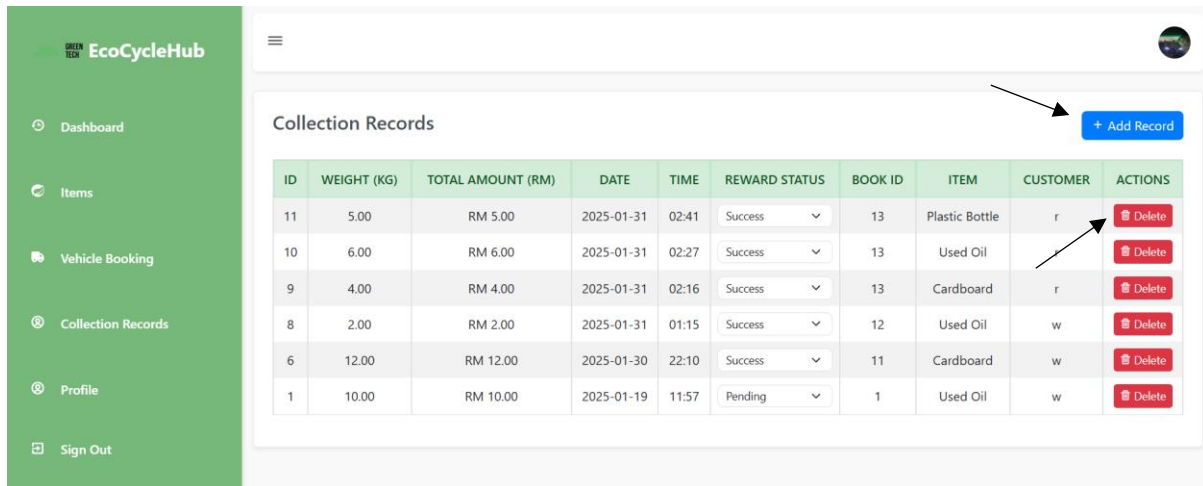
2.4 Add Item

Here you can fill in the details of the items to be added.

2.5 Vehicle Booking

The sidebar of the **'Vehicle Booking'** will lead you to list of vehicles booked for the items that will be picked up. From here you can check the deposit receipt, change the deposit status and book status based on the receipt, and check the address of the customer.

2.6 Collection Records

The sidebar of the **'Collection Records'** will display a list of collection records; these are the items that will be picked up by our staffs based on the customer's items. There is also a button for the staffs to add and delete the records.
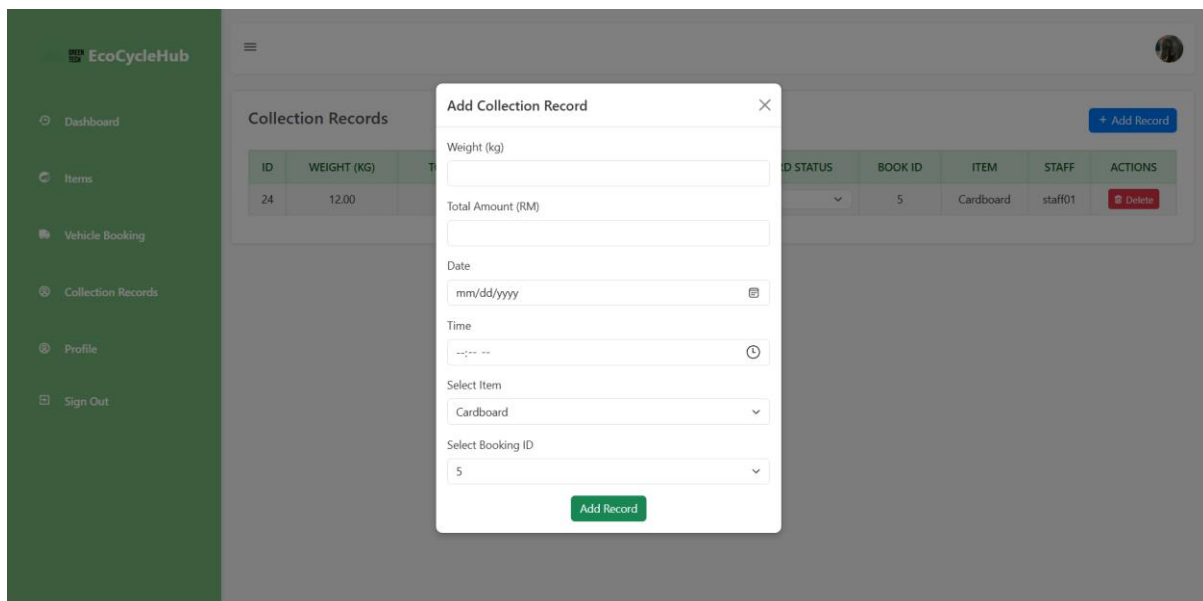
2.7 Add Collection Records

Here the staffs in charge can fill in the details for the collection records.

2.8 Admin/Staff Profile

The profile in the sidebar bar will lead to admin/staff profile in case they want to edit their details. The changes will be made when they click on the update profile button.

3. Customer

3.1 Customer Registration Page

Customers must make an account for themselves before logging into the page. Customers will have to fill in all the details to register in the system.
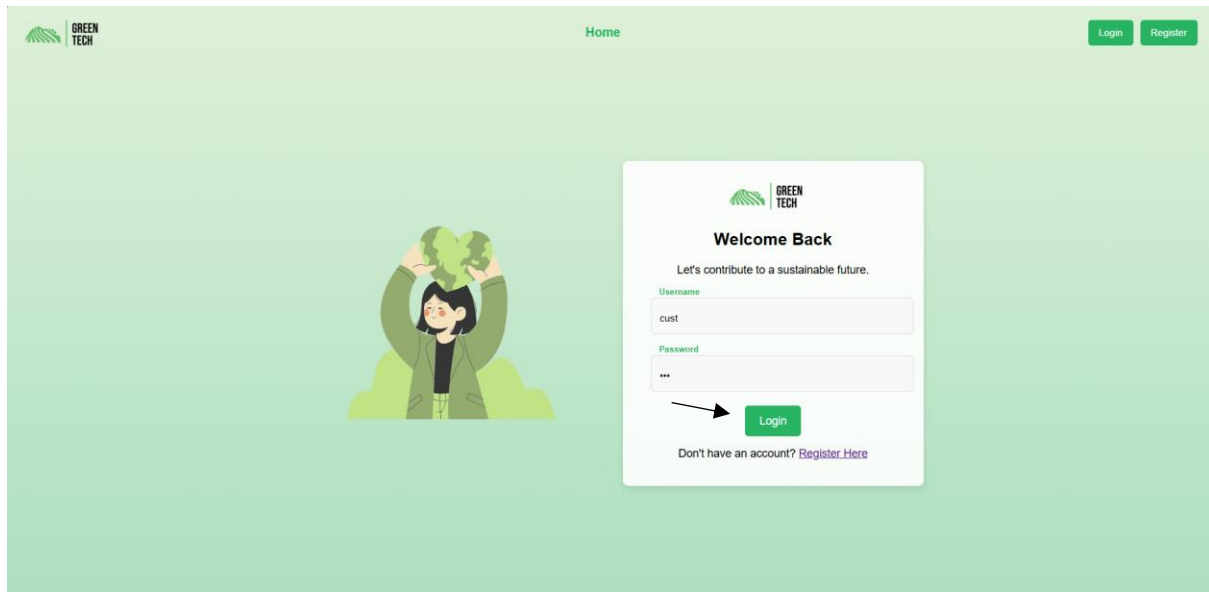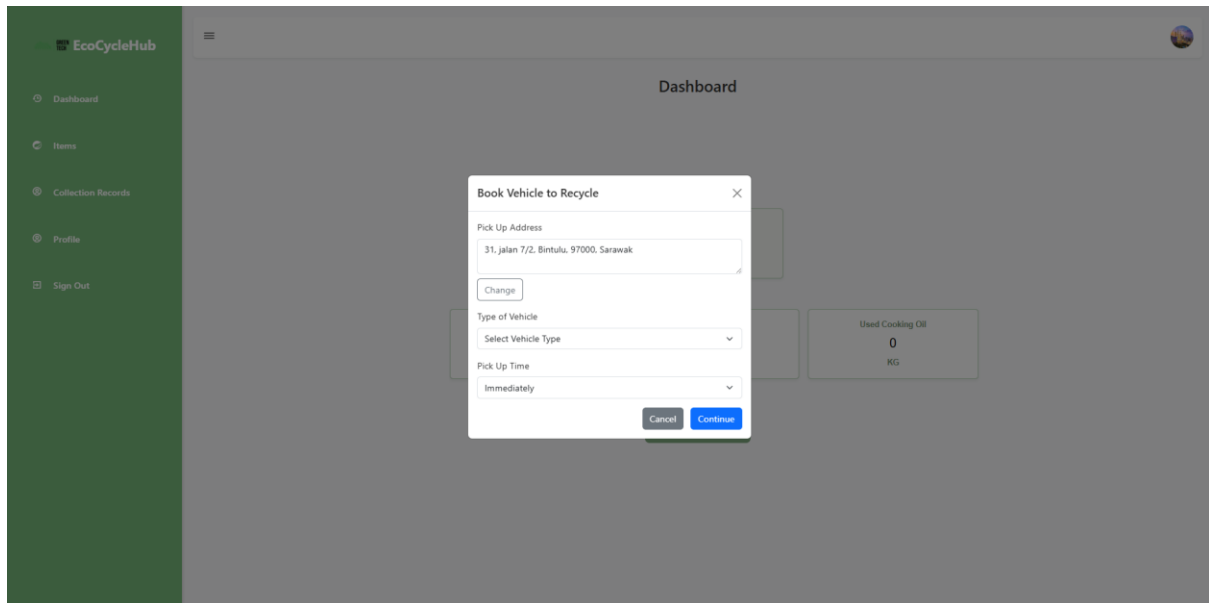
3.2 Customer Login page

After registering, now customers can login into the system based on the credentials they used to register.
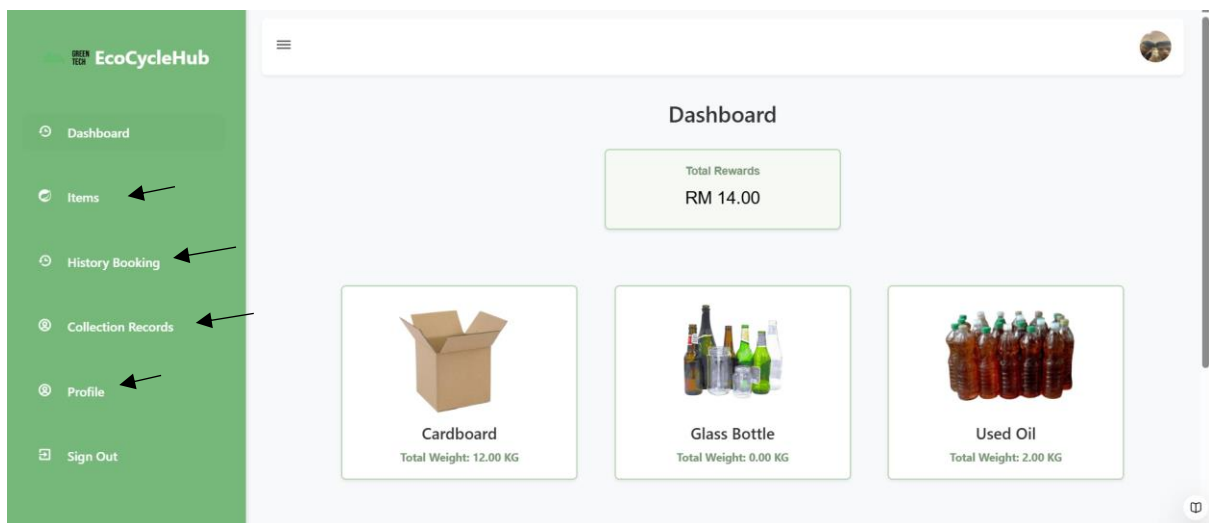
3.3 Customer Dashboard

After logging in, the customers will be redirected to the dashboard, here it will show the items that the customer have recycled and total rewards.

3.4 Customer Recycle Form

There is a form for customers to recycle the items, then the staffs in charge will go to the address and pick up, customers can also specify the vehicles so that the staffs will not have any problems when picking up their items.
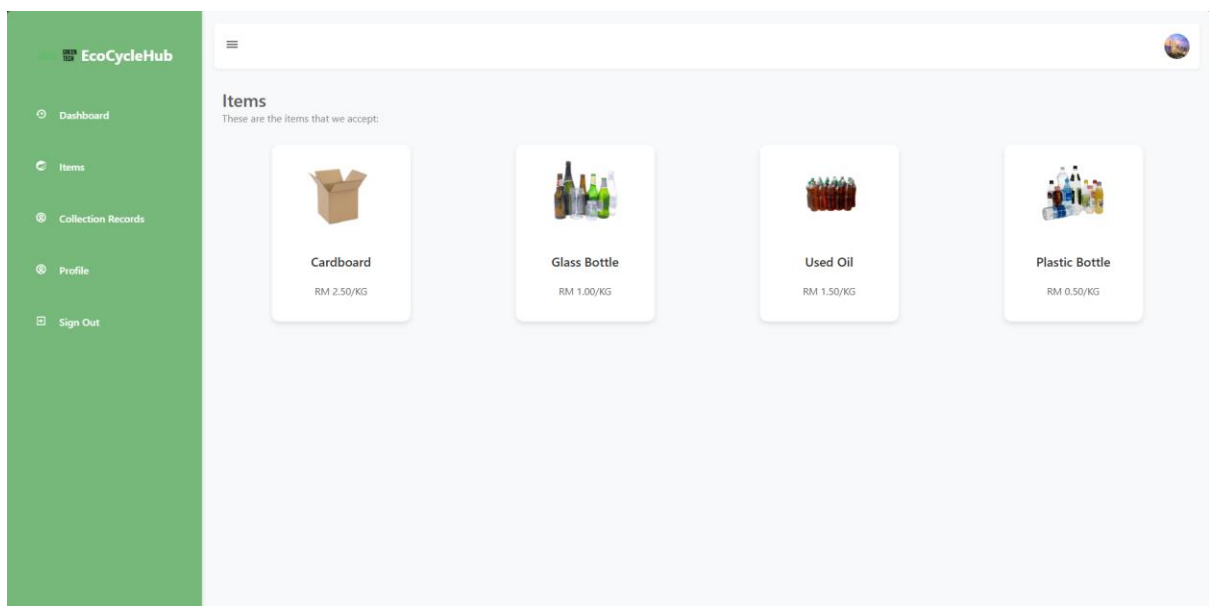
3.5 Item List

The items in the sidebar will show a list item that the recycling centre accepts.

3.6 Booking History

History booking will display lists of booking histories that have been booked by the customers. Customer will be able to see the deposit status and booking status of the bookings.

3.7 Collection Records

The collection records in the sidebar will show a list of collection records of that have been processed by the admin/staff.

3.8 Customer Profile

Lastly, the profile in the customer sidebar will show the customer profile and here customers can update their profiles.

4. Conclusion

Thank you for using this manual. We hope it has provided clear and helpful instructions to guide you through the proper use of Eco Cycle Hub. By following the steps and guidelines outlined, you can maximize the performance, efficiency, and longevity of your product.

We appreciate your trust in Green Tech and look forward to serving you again in the future.

Happy using!