

Website user guide

Log in as admin:

User name: "Owner@qut.edu.au"

Password: "Password1."

Change profile/order information:

Log in and click the email in the top right corner. Here are the profile pages, click change profile to change profile and view my orders to view and edit the orders that you placed

Place an order:

Go to the quote page and input your package information. Get the quote for your package. If you want to request this delivery proceed to click the "request this delivery" button. Fill in the remaining information and request the order.

Add employees:

Be logged in as the owner account (above). Click the admin panel button in the navigation bar to get to the admin panel and click "employee management". Here you can create employees, deactivate/activate all users, view and edit details about them. You can also search through the database to find specific users.

View order history:

Be logged in as admin and click the admin navigation bar button. Then click order history. By default, this page will show nothing since you've applied no filter. Click apply to see all orders in the database or apply a date/search filter.

View daily pickups/deliveries:

Be logged in as admin and press the admin button in the navigation bar. Then click today's orders and see all orders needed for pickup and delivery today. Here you can start pickups/deliveries and also finish them, as well as delaying the orders.