



**AzureTech: Ordering and Delivery System for  
Water Refilling Stations**

**USER MANUAL**

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## **About This Manual**

This document provides information about the functions available within the system and how to access them.

## **System Overview**

AzureTech provides an online ordering and delivery system for water refilling stations to efficiently manage, confirm, and monitor their orders and deliveries, and enable customers to place orders for water refills.

## **Hardware and Software Requirements**

For the users to make full use of the proposed system features, the specifications for the hardware and software components needed for the implementation of the system are specified in the table below.

	Specification
Operating system	Windows: 7 or later MAC: OS X v10.7 or later Linux: Ubuntu
Processor	1 GHz minimum, 2GHz or more recommended
Memory	2GB minimum, 4GB recommended
Screen resolution	1280x1024 or larger
Internet connection	Required

The system supports recent versions of Google Chrome, Mozilla Firefox, Apple Safari, Microsoft Edge, Microsoft Internet Explorer, and iOS and Android mobile browsers. Older browsers may not support the layout or features that the system has. It is recommended that browsers and operating systems are up-to-date as far as operating system security patches and anti-virus software are concerned.



## **User Types**

### **Admin**

The admin user is in charge of managing all the lists and records in the ordering and delivery system for which he or she is the owner or staff. The admin is the one who populates the list of product items on the site, and updates the status of the customers' orders. Additionally, this user role can change, delete, and add products, bottle sizes, and water types, and generate a printable sales or order report. To gain access to the system, the admin is given a default username and password which can be modified any time.

### **Customer**

Customers can browse the list of products on the product page, place and cancel orders, and track the status of their orders. Customers may also browse as a guest without logging in. To gain access to the order feature of the system, customers are required to register and log in to the website with their email address and password.




## Admin Functions

### Login

1. Fill in username and password.
2. Click the login button.

**Admin Panel**

admin

\*\*\*\*\*

Sign In

*Note: Red circles with numbers 1 and 2 highlight the password field and the Sign In button respectively.*

If the username and password does not match, it should show an error prompt on the screen.

### Dashboard

After logging in, you will be redirected to the dashboard. The dashboard should display the total number of orders according to delivery status, and the total number of registered customers.

Dashboard

Water Type

Bottle Size

Products

Orders

Inventory

Customers

Reports

AZURETECH

admin  
Administrator

Home >

TOTAL ORDERS  
20

NEW ORDERS  
7

ACCEPTED ORDERS  
4

OUT FOR DELIVERY  
1

DELIVERED ORDERS  
5

CANCELLED ORDERS  
3

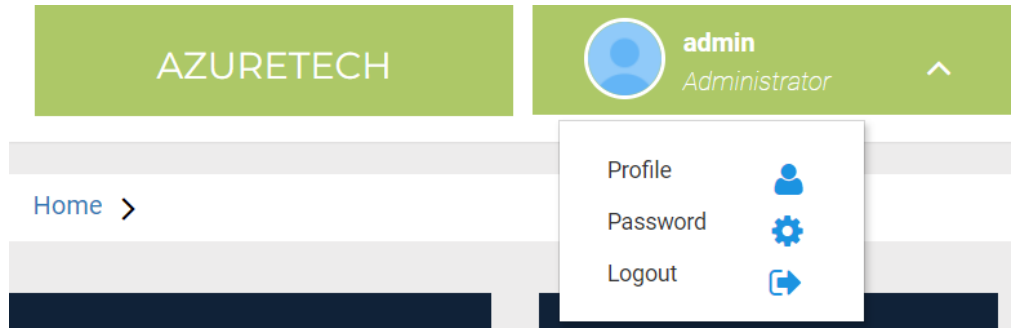
TOTAL CUSTOMERS  
12



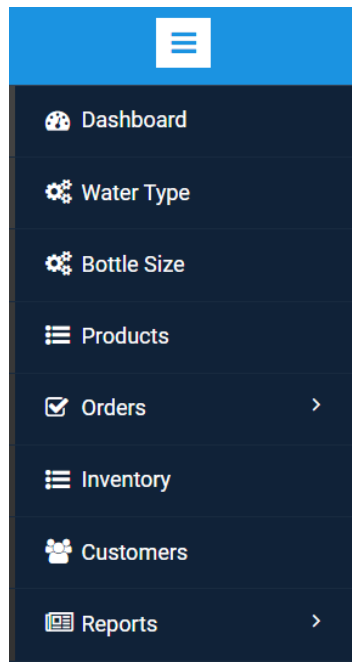
## Navigation

The admin panel contains the following navigation controls:

1. Menu bar – The menu bar has the following parts:
  - a. Profile
  - b. Password
  - c. Logout



2. Sidebar

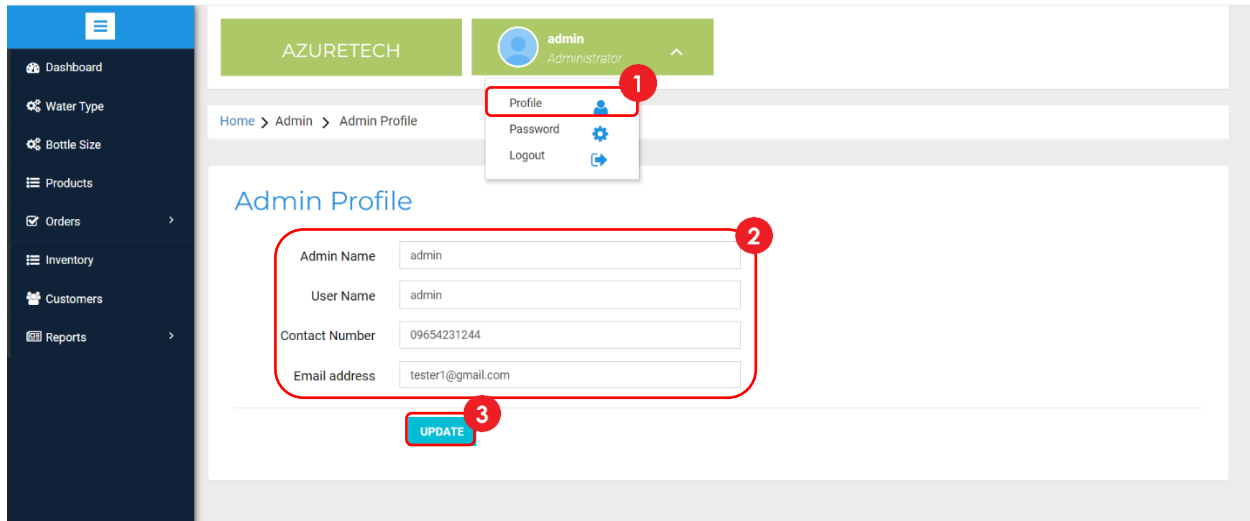


The sidebar has the following sections:

- a. Dashboard
- b. Water Type
- c. Bottle Size
- d. Products
- e. Orders
- f. Inventory
- g. Customers
- h. Reports

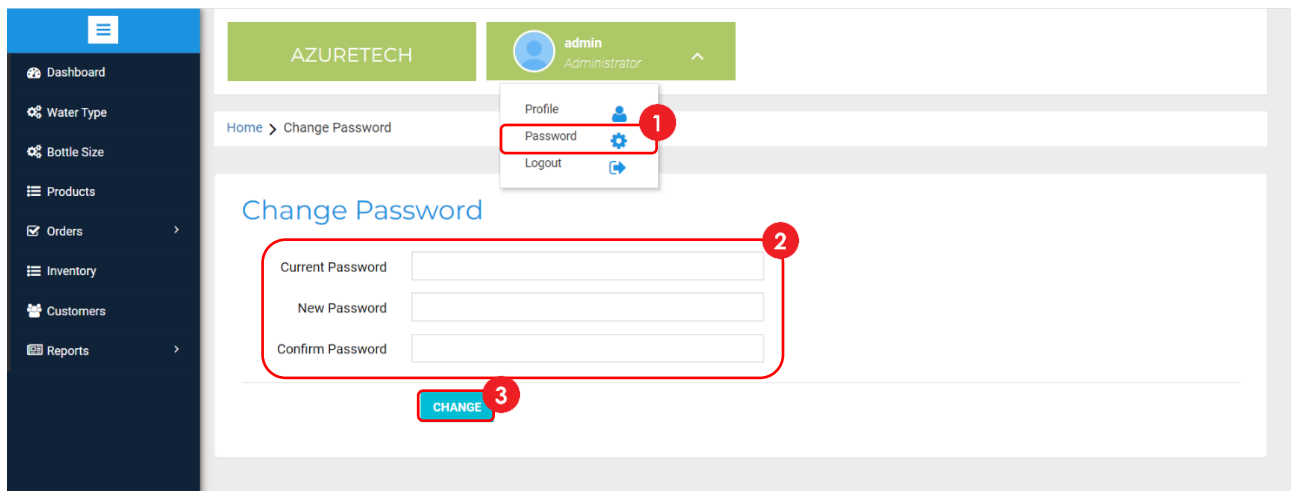
## Updating Profile

1. To update your profile, click the 'Profile' button on the menu bar. This will bring you to the profile section.
2. Edit your profile details.
3. Click the 'Update' button to save changes.



### Changing Password

1. To change your password, click the 'Password' button on the menu bar. This will bring you to the password section.
2. Enter your current and new password.
3. Click the 'Change' button to save new password.



### Managing Water Types

1. To manage water types, click the 'Water Type' button on the sidebar. This will bring you to the water type section. In this section, the user may perform the following functions:
  - a. View, search, and filter existing water types
  - b. Add a water type by clicking the 'Add Water Type' button
  - c. Edit a water type by clicking 'Edit details'
  - d. Delete a water type by clicking the trash icon





1

Home > Manage Water Type

Manage Water Type

ADD WATER TYPE

Show 10 entries

Search:

	WATER TYPE	ACTION
1	MINERAL	Edit Details
2	PURIFIED	Edit Details
3	ALKALINE	Edit Details

Showing 1 to 3 of 3 entries

Previous 1 Next

## Managing Bottle Sizes

1. To manage bottle sizes, click the 'Bottle Size' button on the sidebar. This will bring you to the bottle size section. In this section, the user may perform the following functions:

- View, search, and filter existing bottle sizes
- View and download QR codes.
- Add a bottle size by clicking the 'Add Bottle Size' button
- Edit a bottle size by clicking 'Edit details'
- Delete a bottle size by clicking the trash icon

1

Home > Manage Bottle Size

Manage Bottle Size

ADD BOTTLE SIZE

Show 10 entries

Search:

	BOTTLE SIZE	ACTION	QR CODE
1	5GL ROUND REFILL	Edit Details	View QR Code
2	5GL SLIM REFILL	Edit Details	View QR Code
3	500ML REFILL	Edit Details	View QR Code
4	1L REFILL	Edit Details	View QR Code

Showing 1 to 4 of 4 entries

Previous 1 Next

## Managing Products

1. To manage products, click the 'Products' button on the sidebar. This will bring you to the products section. In this section, the user may perform the following functions:



- View, search, and filter existing products
- Add a product by clicking the 'Add Product' button
- Edit a product by clicking 'Edit details'
- Delete a product by clicking the trash icon

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## Viewing Orders

- To view orders, click the 'Orders' button on the sidebar. This will display a drop-down list of order statuses containing the total number of orders.
- Clicking on an item will redirect you to a page displaying the list of orders made.
- To view the details of an order, click on 'View Details'

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## Updating Order Status

1. Click the dropdown menu below the order details and select a status.
2. Click the 'Update Order' button to update the order status.

Home > Out for Delivery Orders > Order Details

### Order #751353587

#### Customer Details

Full Name	David Damiano
Mobile Number	9879867986
Address	Ledesma St.
Location	
Landmark	Near barangay hall

#### Order Details

	Image	Type	Size	Quantity	Price	Total
1		MINERAL	5GL ROUND REFILL	1	P10.00	P10.00
						P10.00

Status : ORDER ACCEPT UPDATE ORDER

#### Tracking History

Status	Time
Order Accept	2023-03-11 13:51:44
Order On its Way	2023-03-11 13:51:53

The tracking history of a new order will only be displayed on the bottom part of the order details once its status has been updated.

Tracking History	
Status	Time
Order Accept	2023-03-05 09:07:42



## Customer Section

1. To view registered customers, click the 'Customers' button on the sidebar. This will bring you to the customer section.
2. To view a customer's delivery and contact information, click on 'View Details'.

Home > Customers

### Customers

Show 10 entries Search:

	NAME	MOBILE NUMBER	ACTION
1	Susan Biyernes	09123392132	<a href="#">View Details</a>
2	Gina Sabado	09123456442	<a href="#">View Details</a>
3	Cardo Dalisay	09467354763	<a href="#">View Details</a>
4	Justinne Angela Pua	09123456789	<a href="#">View Details</a>
5	Xavier Law	09611917003	<a href="#">View Details</a>
6	customer	09243264573	<a href="#">View Details</a>
7	Aaxnex	09191234567	<a href="#">View Details</a>
8	reyvine	09482010403	<a href="#">View Details</a>
9	wilford padlo	0939415715	<a href="#">View Details</a>
10	Fatima Abadilla	09067826546	<a href="#">View Details</a>

Showing 1 to 10 of 12 entries Previous 1 2 Next

## Inventory

1. To manage inventory, click the 'Inventory' button on the sidebar. This will bring you to the inventory section. In this section, the user may perform the following functions:
  - a. View the quantity of water bottles.
  - b. Edit stock in and stock out quantity of water bottles by clicking 'Edit Details'.
  - c. Scan QR codes to update stock in and stock out quantity by clicking the 'Scan Bottle' button.

Home > Inventory

### Inventory

Show 10 entries Search:

	BOTTLE SIZE	IN	OUT	ONHAND	STATUS	ACTION
1	5GL ROUND REFILL	100	14	86	In Stock	<a href="#">Edit Details</a>
2	5GL SLIM REFILL	100	23	77	In Stock	<a href="#">Edit Details</a>
3	500ML REFILL	50	9	41	In Stock	<a href="#">Edit Details</a>

Showing 1 to 3 of 3 entries Previous 1 Next



## Report Generation

1. To generate reports, click the 'Reports' button on the sidebar. This will display a drop-down list containing sales and order report items.
2. Clicking on an item will redirect you to a page displaying a form.

Home > Sales reports

### Sales reports

From Date

To Date

Request Type ☒ Daily ☐ Weekly ☐ Monthly ☐ Yearly

**1** **2**

**SUBMIT**

3. Set the from and to date, and select a request type.
4. Click the submit button.
5. To generate a report in PDF format, click the 'View PDF' button.

### Sales reports

**3**

From Date

To Date

Request Type ☒ Daily ☐ Weekly ☐ Monthly ☐ Yearly

**4**

**SUBMIT**

**5**

**VIEW PDF**

**Daily Sales Report**

Report from November-05-2022 to March-05-2023

Total Sales: P260.00

Show  entries

Search:

	MONTH/DAY/YEAR	SALES
1	1/19/2023	P140.00
2	1/20/2023	P10.00
3	1/21/2023	P60.00
4	2/27/2023	P50.00

Showing 1 to 4 of 4 entries

Previous  Next

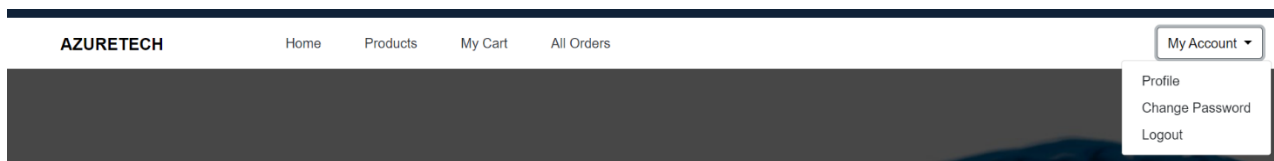


## **Customer Functions**

### **Navigation**

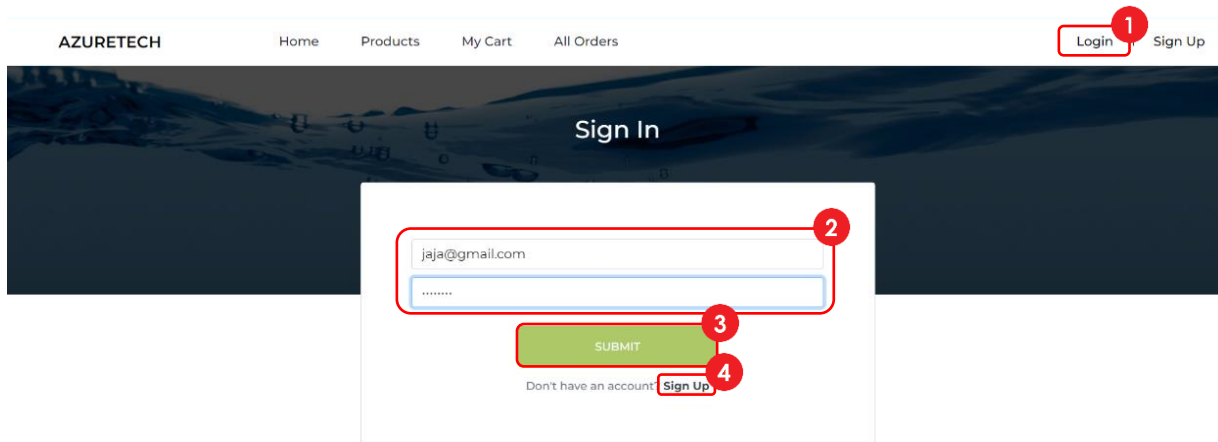
The customer interface includes a navigation bar containing the following parts:

- a. Home
- b. Products
- c. My Cart
- d. All Orders
- e. My Account – The My Account button contains links to the Profile page, Change Password page and logout.



### **Login**

1. On the navigation bar click 'Login.' You will be redirected to the login page.
2. Fill in email and password.
3. Click the login button.
4. If you do not have an existing account, click 'Sign Up.'



### **Sign Up**

1. To create an account, click on 'Sign Up' on the navigation bar. You will be redirected to the sign up page.
2. Fill in required details.
3. To set your location, drag the marker to your delivery location on the map.
4. Click the 'Submit' button.



5. If you have an existing account, click 'Sign In.'

The screenshot shows the 'Sign Up' page of the AzureTech website. The page has a dark blue header with the 'AZURETECH' logo and navigation links: 'Home', 'Products', 'My Cart', and 'All Orders'. On the right side of the header, there are links for 'Login' and 'Sign Up', with the 'Sign Up' link highlighted by a red box and a red circle with the number 1. The main content area has a dark blue background with the text 'Sign Up' in white. Below this, there is a white form with a red border and a red circle with the number 2. The form contains the following fields: 'Full Name', 'Email', a '+63' country code selector followed by a 'Contact Number' field, 'Address Details', 'Landmark', and 'Location' (with 'lat' and 'lng' sub-fields). Below these fields is a map of Baguio City, Benguet, with a red pin and a red circle with the number 3. At the bottom of the form is a 'Password' field. Below the form is a green 'SUBMIT' button with a red circle and the number 4. Below the button is a link that says 'Already have an account? Sign In', with the 'Sign In' text highlighted by a red box and a red circle with the number 5.

## Updating profile

1. To update your profile, click the 'Profile' item on the 'My Account' button. This will bring you to the profile section.
2. Edit your profile details.
3. Click the 'Update' button to save changes.



AZURETECH    Home    Products    My Cart    All Orders

My Account

- Profile
- Change Password
- Logout

## Profile

Full Name  
Jazhiel Laruan

Mobile Number  
+639215

Email  
jaja@gmail.com

Address  
#29 Purok Bubon, Loakan Proper

Landmark  
In front of barangay hall

Location  
16.376690910719663    120.62134683089437

Map    Satellite

Map showing location near Baguio Loakan Airport, Purok Magsaysay, Loakan, Baguio City, and other landmarks like PMA Firing Range and Philippine Military Academy Gate.

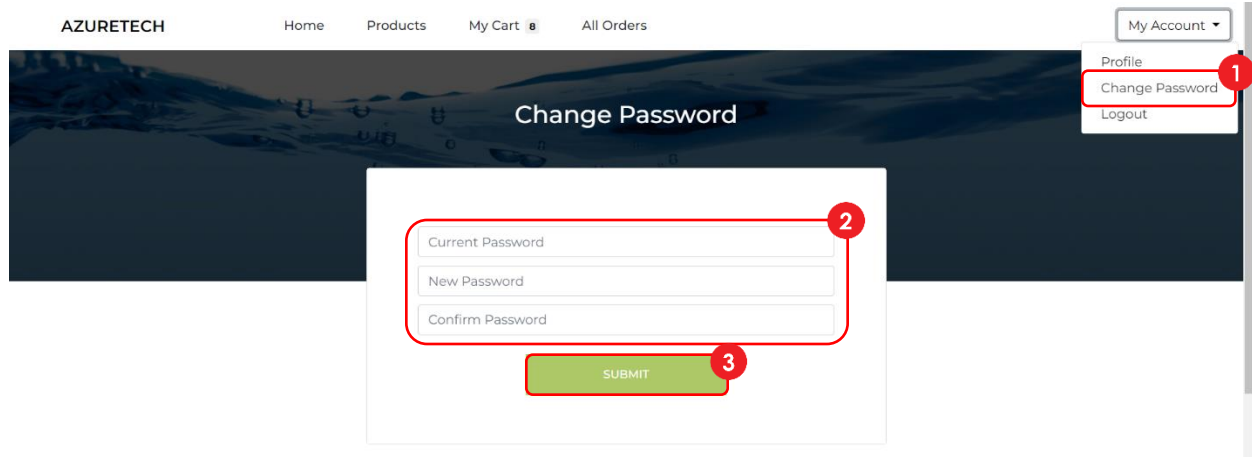
Profile Reg. Date : 2023-03-11 08:02:41

UPDATE

## Changing Password

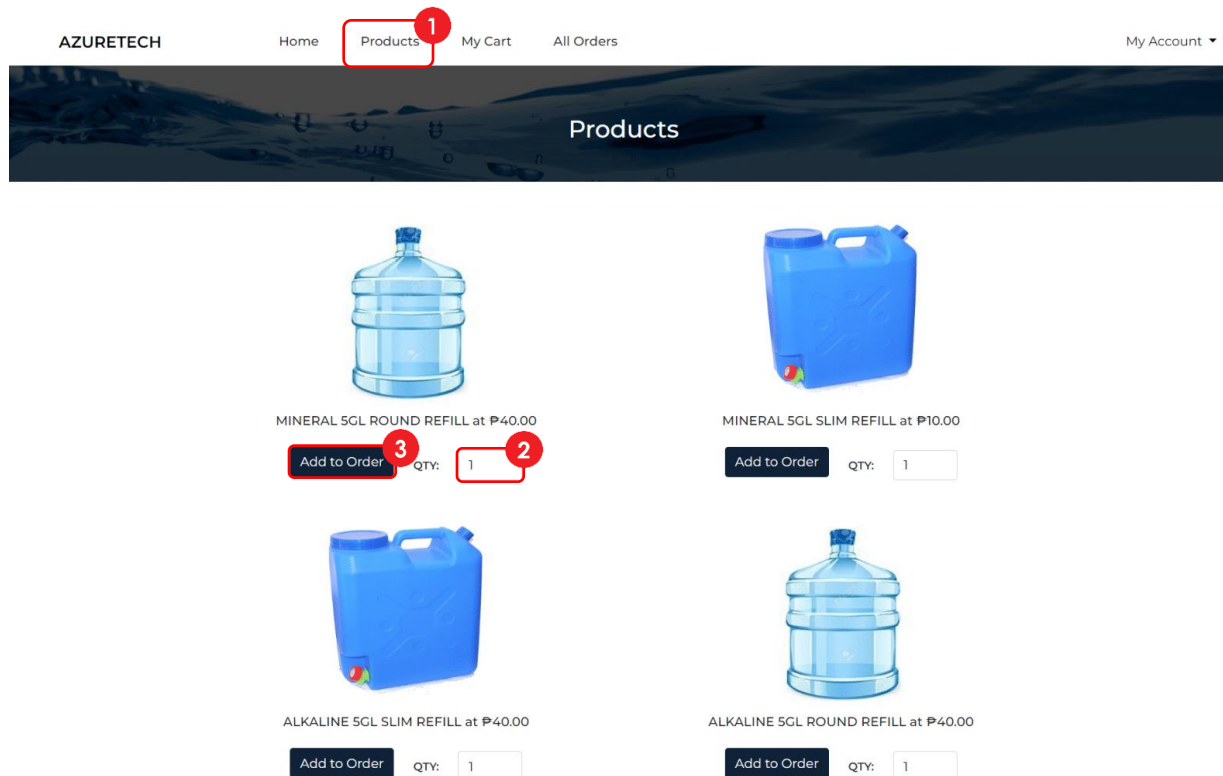
1. To change your password, click the 'Change Password' button on the 'My Account' button. This will bring you to the password section.
2. Enter your current and new password.
3. Click the 'Submit' button to save new password.





## Ordering

1. To browse products, click the 'Products' link on the navigation bar.
2. Enter the quantity of the product you wish to order.
3. Click the 'Add to order' button.







4. Go to cart by clicking 'My Cart' on the navigation bar.
5. You may remove items from your cart by clicking the trash icon.
6. To submit an order, click the 'Submit' button.



AZURETECH Home Products **My Cart** 4 All Orders My Account ▾

## Cart

[Empty Cart](#)

Product Image	Type	Size	Quantity	Price	Total	Action
	MINERAL	SGL SLIM REFILL	5	P10.00	P50.00	 5
	ALKALINE	SGL ROUND REFILL	3	P40.00	P120.00	
					P170.00	






**SUBMIT** 6

## Order Tracking

1. To track an order, click the 'All Orders' link on the navigation bar.
2. On the 'Track Order' column, click the 'Track Order' link. A new window will pop up displaying the tracking history of an order.

AZURETECH Home Products My Cart 4 **All Orders** 1 My Account ▾

## Order Summary

	Order ID	Order Date and Time	Order Status	Track Order	View Details
1	159712083	2023-03-11 13:07:03	Bottle Delivered	 <b>Track Order</b> 2	<a href="#">View Details</a>
2	965665494	2023-03-11 15:57:45	Order On its Way	 <a href="#">Track Order</a>	<a href="#">View Details</a>
3	411618424	2023-03-11 18:33:52	Waiting for confirmation	 <a href="#">Track Order</a>	<a href="#">View Details</a>
4	106059597	2023-03-13 09:52:31	Waiting for confirmation	 <a href="#">Track Order</a>	<a href="#">View Details</a>
5	687263950	2023-03-13 09:52:43	Order On its Way	 <a href="#">Track Order</a>	<a href="#">View Details</a>

## Viewing Order Details

1. To view order details, click the 'All Orders' link on the navigation bar.
2. On the 'View Details' column, click the 'View Details' link. You will be redirected to the order details page. In this page, the user may perform the following functions:



## AzureTech System User Manual

	Order ID	Order Date and Time	Order Status	Track Order	View Details
1	159712083	2023-03-11 13:07:03	Bottle Delivered	<a href="#">Track Order</a>	<a href="#">View Details</a> <sup>1</sup>

- Track an order by clicking the 'Track Order' link.
- Cancel an order by clicking the 'Cancel this order' link.
- View invoice by clicking the 'View Invoice' button.



### #106059597 Order Details

Order # : 106059597

Order Date : 2023-03-13 09:52:31

Order Status : Waiting for confirmation [\(Track order\)](#) <sup>a</sup>

[View Invoice](#) <sup>c</sup>

	Product Image	Type	Size	Quantity	Price	Total
1.		MINERAL	SOL SLIM REFILL	1	P10.00	P10.00
						P10.00

[Cancel this order](#) <sup>b</sup>