

ADMIN DOCUMENTATION

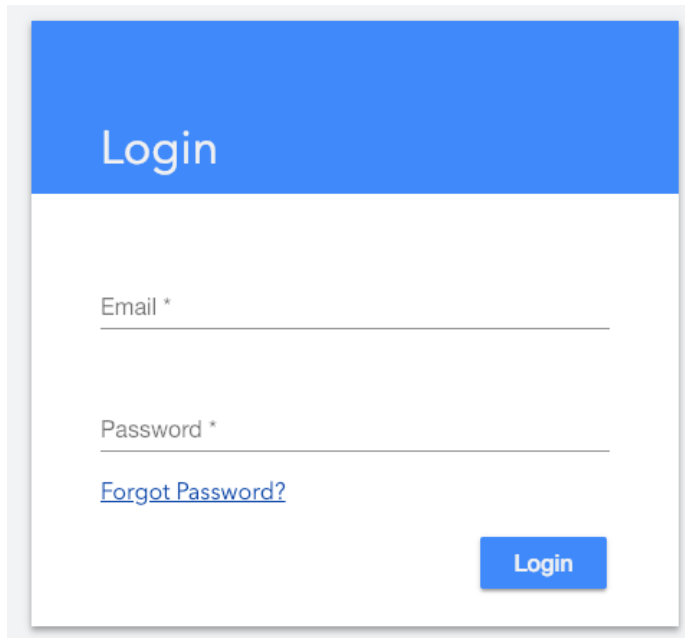
Version 1.2

National Taxi Services

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Login Page

The “Login” page can be used to log in to the Admin site if a user has an account with valid login credentials.

A screenshot of a login page. It features a blue header with the word "Login" in white. Below the header is a white form area. The form contains two input fields: "Email *" and "Password *". Below the "Password *" field is a blue link labeled "Forgot Password?". At the bottom right of the form is a blue button labeled "Login".

Login

Email *

Password *

[Forgot Password?](#)

Login

Logging In

A user can log in to the Admin site using a valid email and password.

Forgot Password

The password can be reset using the “Forgot Password?” link located below the “Password” input field. Once this link is clicked, the user will be prompted to enter their email. If there is an account associated with that email, the user will receive an email allowing them to reset their password.

Portal Permissions

The Admin site is used to create, edit, and delete Primary Contacts. Primary Contacts can then create other users using the Taxi Account Portal site (<https://portal.nts.taxi>).

A detailed breakdown of the permissions of each user type can be found below.

| | | | | |
|---|------------------------|--|--|----------------------------------|
| https://portal.nts.taxi | Admin | Can only log in at https://admin.nts.taxi | Access to ALL accounts. | Can only manage Primary Contacts |
| | Primary Contact | Can only log in at https://portal.nts.taxi | Access to ALL accounts that the Admin has authorized. | Can only manage Users |
| | User | Can only log in at https://portal.nts.taxi | Access to ALL accounts that the Primary Contact or User with management access has authorized. | Can only manage Users |
| | User | Can only log in at https://portal.nts.taxi | Access to ALL accounts that the Primary Contact or User with management access has authorized. | Has no user management access. |

Title Bar

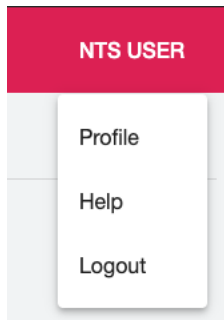


Title

The “Title” can be clicked to return to the “Home” page from anywhere in the Admin Portal.

User Menu

The “User Menu” option can be clicked to open a menu that displays the user options.



Profile

The “Profile” option will navigate the user to the “User Profile” page.

Help

The “Help” option can be clicked to open the documentation on the Admin Portal (this document). The PDF will open in a new tab.

Logout

The “Logout” option can be clicked to log the user out. Once the user has been logged out, the user will be returned to the “Login Page”.

Manage Primary Contacts

The “Manage Primary Contacts” page is used to add new Primary Contacts and edit existing Primary Contacts. To filter the list, begin typing in the “Filter Primary Contacts” box. The Primary Contacts in the list can also be sorted by “Last Name”, “First Name”, or “User Name”. The list can be sorted by clicking the sort controls next to each of these options. The list is currently sorted by the option with ↑ or ↓ next to it. The upward arrow means the list is currently sorted in ascending order and the downward arrow means the list is currently sorted in descending order. By default, the Primary Contacts are sorted by “Last Name”.

| Last Name ↑ | First Name ↓ | User Name ↓ | |
|-------------|--------------|-------------|------|
| [REDACTED] | [REDACTED] | [REDACTED] | Edit |
| [REDACTED] | [REDACTED] | [REDACTED] | Edit |
| [REDACTED] | [REDACTED] | [REDACTED] | Edit |
| [REDACTED] | [REDACTED] | [REDACTED] | Edit |
| [REDACTED] | [REDACTED] | [REDACTED] | Edit |
| [REDACTED] | [REDACTED] | [REDACTED] | Edit |

Adding a new Primary Contact

Clicking the “Add” button in the lower right-hand corner of the “Primary Contact” table will open a pop-up form that can be used to create a new Primary Contact. In order to create a new Primary Contact, user information must be entered and at least one account must be selected. Once the “Save” button has been selected, an email will be sent to the new user’s email that will allow them to complete the activation process. The new user will have 24 hours to activate their account.

To select an account, click the green “Add” button next to the account name. The “(#) accounts added” total will increase. To remove a selected account, click the red “Remove” button next to the account name. To filter the list, begin typing in the “Filter Accounts” box. Clicking the “(#)

accounts added” button will display a new list showing only the accounts that have been added so far. Clicking the “View all accounts” button will display the list of all accounts again.

The accounts in the list can also be sorted by “Account Nbr”, “Fleet”, or “Name”. The list can be sorted by clicking the sort controls next to each of these options. The list is currently sorted by the option with ↑ or ↓ next to it. The upward arrow means the list is currently sorted in ascending order and the downward arrow means the list is currently sorted in descending order. By default, the accounts are sorted by “Account Nbr”.

The screenshot shows a web form titled "Create New Primary Contact". At the top right are "Cancel" and "Save" buttons. Below the title are three input fields: "Email Address *", "First Name *", and "Last Name *". Under these is a "Filter Accounts" input field. To the right of the filter is a button labeled "(2) accounts added". A red arrow points from the text "View accounts added list" to this button. Below the filter is a section titled "All Accounts" which contains a table. The table has three columns: "Account Nbr" with an upward arrow, "Fleet" with a minus sign, and "Name" with a minus sign. The table contains 10 rows of redacted data. To the right of each row is a circular button, either green with a "+" or red with a "-". At the bottom of the form, it says "Items per page: 10" and "1 - 10 of 5821", followed by navigation arrows.

| Account Nbr ↑ | Fleet - | Name - | |
|---------------|------------|------------|---|
| [REDACTED] | [REDACTED] | [REDACTED] | + |
| [REDACTED] | [REDACTED] | [REDACTED] | + |
| [REDACTED] | [REDACTED] | [REDACTED] | + |
| [REDACTED] | [REDACTED] | [REDACTED] | - |
| [REDACTED] | [REDACTED] | [REDACTED] | - |
| [REDACTED] | [REDACTED] | [REDACTED] | + |
| [REDACTED] | [REDACTED] | [REDACTED] | + |
| [REDACTED] | [REDACTED] | [REDACTED] | + |
| [REDACTED] | [REDACTED] | [REDACTED] | + |
| [REDACTED] | [REDACTED] | [REDACTED] | + |

Showing all accounts list

The screenshot shows a web form titled "Create New Primary Contact". At the top right are "Cancel" and "Save" buttons. Below the title are three input fields: "Email Address *", "First Name *", and "Last Name *". Underneath these is a "Filter Accounts" input field. To the right of the filter is a button labeled "View all accounts" with a red arrow pointing to it from the text "View all accounts list". Below the filter is a section titled "Added Accounts" containing a table with two rows of redacted data. The table has columns for "Account Nbr", "Fleet", and "Name", and a red minus icon in the right margin of each row. At the bottom right of the table area, it says "Items per page: 10" and "1 - 2 of 2" with navigation arrows.

Showing added accounts list

Editing or Deleting a Primary Contact

Clicking the “Edit” button next to a Primary Contact’s name in the “Primary Contacts” list will open a pop-up form that allows the current user to edit the selected Primary Contact. Editing an existing Primary Contact is similar to creating a new Primary Contact. The only information that cannot be changed is the Primary Contact’s email.

To delete the Primary Contact, click the “Delete” button in the “Update Primary Contact” pop-up. A confirmation prompt will appear. Once the Primary Contact is deleted, the “Primary Contacts” list will be refreshed, and the Primary Contact will no longer appear on the list. A Primary Contact that has been deleted will no longer be able to log in to <https://portal.nts.taxi>.

Update Primary Contact

Delete

Cancel

Save

Email Address

First Name *

Last Name *

Filter Accounts

(10) accounts added

View accounts added list

All Accounts

| Account Nbr | Fleet | Name | |
|-------------|-------|------|---|
| | | | - |
| | | | + |
| | | | + |
| | | | + |
| | | | + |
| | | | - |
| | | | + |
| | | | + |
| | | | + |
| | | | + |

Items per page: 10 1 - 10 of 5821 |< < > >|

Showing all accounts list

Update Primary Contact

Delete

Cancel

Save

Email Address

First Name *

Last Name *

Filter Accounts

View all accounts

Added Accounts

| Account Nbr | Fleet | Name | |
|-------------|-------|------|---|
| | | | — |
| | | | — |
| | | | — |
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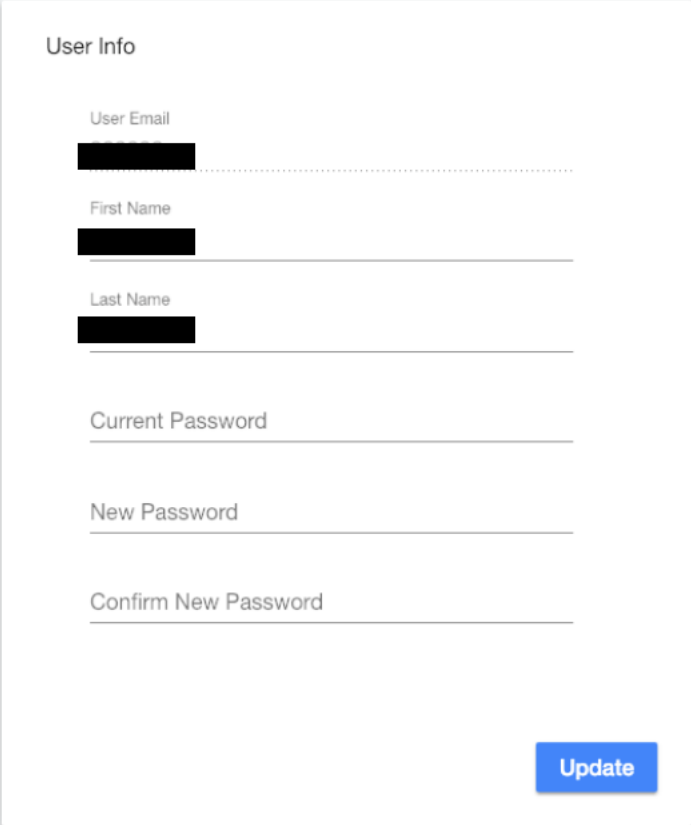
Items per page: 10 1 - 10 of 10 |< < > >|

View all accounts list

User Profile

Updating user info

The user can update some information about themselves by entering the desired information into the input fields and clicking the “Update” button. The first name, last name, and password of the user can be changed using this page. In order to change the password, the user must enter their current password, the new password, and a confirmation of the new password.



The image shows a web form titled "User Info" for updating user details. It contains six input fields: "User Email", "First Name", "Last Name", "Current Password", "New Password", and "Confirm New Password". The first three fields have blacked-out text, while the password fields are empty. A blue "Update" button is located at the bottom right of the form.

| Field Label | Content |
|----------------------|------------|
| User Email | [Redacted] |
| First Name | [Redacted] |
| Last Name | [Redacted] |
| Current Password | |
| New Password | |
| Confirm New Password | |

Update