Web Routing

User Manual

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# 1. Getting Started

The application starts with the Enterprise Routing System welcome page (Figure 1). Here you are given the option to log in to an existing account or create a new account to be used. Details on logging in and creating an account can be found in [Section 2](#_2.1_Registration)

Graphical user interface, text, application

Description automatically generated

Figure 1 – Home Page of Enterprise Routing System

# 2. Login and Users

When starting the application after a fresh installation, you can use the default credentials of:

**Admin:**

Username: **AdminTry**

Password: **AdminTry**

**Shipper:**

Username: **Shipper**

Password: **Password**

**Carrier:**

Username: **Carrier**

Password: **Password**

**Master List:**

Username: **Master**

Password: **Password**

**For details on the roles and what each account has access to, see** [**Section 2.3**](#_2.3_Roles)

## 2.1 Registration

If you have elected to create an account, click ***Create an Account*** on the ***Home*** page or choose the ***Registration*** tab at the top of the screen.

The registration home page is then displayed (Figure 2) where you can select what type of account you want to create.

Graphical user interface, text, application

Description automatically generated

Figure 2 – Registration Page Home

### 2.1.1 Shipper Account

Selecting ***Shipper*** from the ***Registration Home*** page will display the form for creating a shipper account (Figure 3). A shipper account only requires a ***Username***, ***Password***, and ***Email*** to create the account.

The username MUST be **between 6 and 32 characters** **long**. The password MUST be **between 8 and 32 character long**.

After creating the account, the user will be given the ***SHIPPER*** role. [Details of roles are outlined in Section 2.3](#_2.3_Roles)

The user will also be prompted to login to the system after creating their account.

Graphical user interface, text, application

Description automatically generated

Figure 3 – Create Shipper Account Page

### 2.1.2 Carrier Account

Selecting ***Carrier*** from the ***Registration Home*** page will display the form for creating a carrier account (Figure 4). A carrier account requires significantly more than the ***Shipper*** account as a carrier requires **user** information, **carrier** information, and **contact** information.

For details on the carrier information, see [Section 11](#_11._Carriers) and for details on the contact information, see [Section 3](#_3._Contacts)

The username MUST be **between 6 and 32 characters** **long**. The password MUST be **between 8 and 32 character long**.

After creating the account, the user will be given the ***CARRIER*** role. [Details of roles are outlined in Section 2.3](#_2.3_Roles)

The user will also be prompted to login to the system after creating their account.

Graphical user interface

Description automatically generated

Figure 4 – Create Carrier Account Page

## 2.2 Users

When logged in as an ***Admin***, you will be able to access the ***Users*** tab at the top. By clicking that tab, you will be brought to a page that display each user’s username, email, carrier (if assigned one) and role (Figure 5). There is also an option to edit and delete that user.

Graphical user interface, text, application, table

Description automatically generated

Figure 5 – Users Page

### 2.2.1 Add User

To add a new user, click the ***Add a new user*** button. The ***Add User Home*** page will be brought up and the admin will have the option to add a user with the carrier role or a user with any other role. (Figure 6). Selecting ***Carrier*** will display an add page that is similar to the registration page found in [Section 2.1.2](#_2.1.2_Carrier_Account) Selecting ***Other User*** will show a form that has a field for username, password, email, and a drop down to select the role (Figure 7) [Details of roles are outlined in Section 2.3](#_2.3_Roles)

Once all of the fields are filled out, you can select the ***Add User*** button. The user you just created will immediately be able to log in and access the system.

Graphical user interface, text, application

Description automatically generated

Figure 6 – Add User Home Page

Graphical user interface, text, application

Description automatically generated

Figure 7 – Add User Page

### 2.2.2 Update User

To update a user, select ***Edit*** beside the user that you want to edit. A form will be displayed with the current user details. You can change the username, password, email, and carrier of the user. If the user is not supposed to have a carrier assigned to them, you can select ***No Carrier*** and a carrier won’t be assigned to that user. (Figure 8)

Graphical user interface, text, application

Description automatically generated

Figure 8 – Update User Page

## 2.3 Roles

Each user must be assigned a role. There are 4 roles within this application that are outlined below. Roles can be viewed from the ***Users*** page by selecting ***View Available Roles*** at the bottom of the page. Within this page, you will see a list of the available roles as well as the users who have access to those roles (Figure 9).

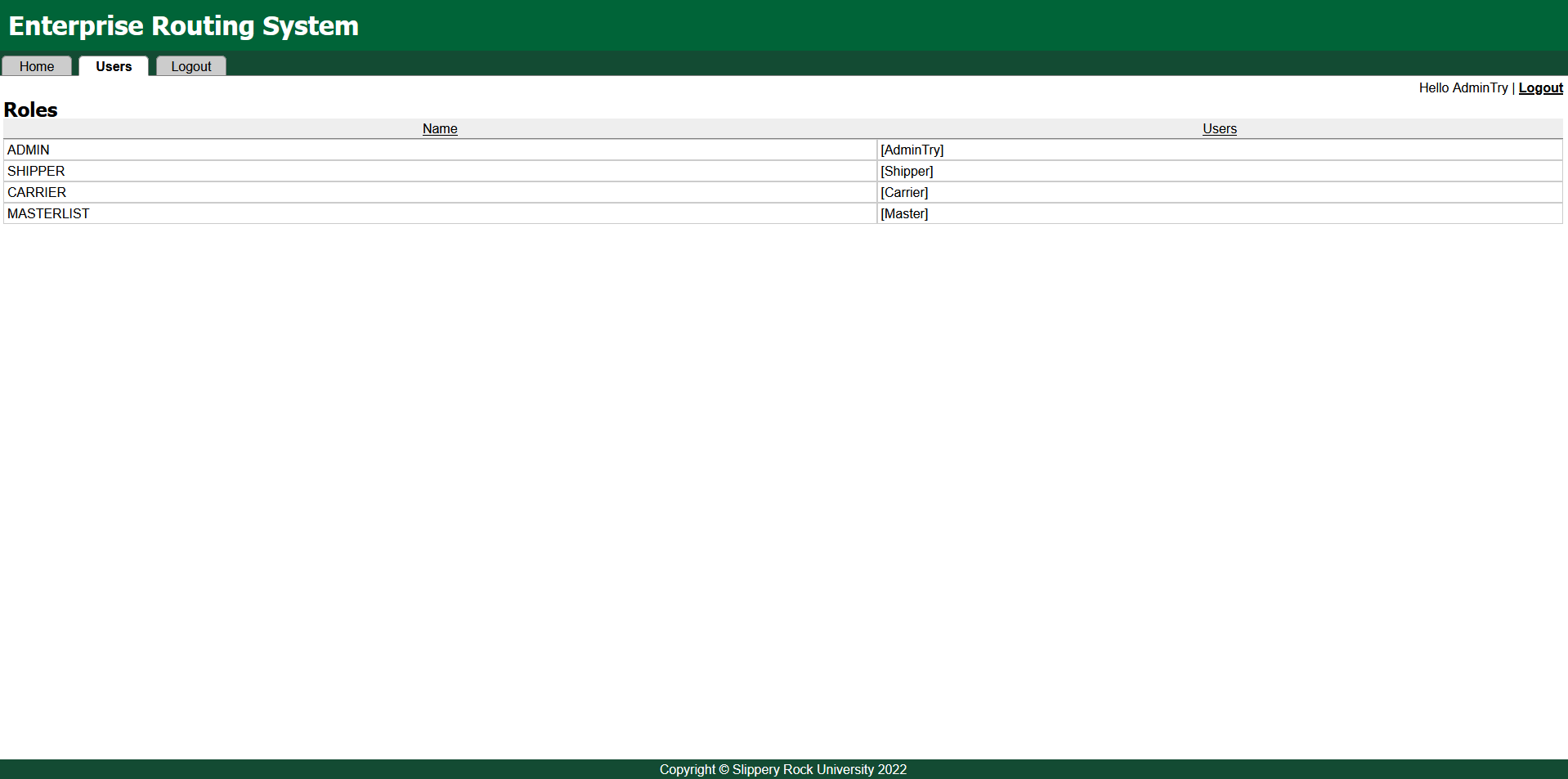


Figure 9 – View Roles Page

**Admin** – Identified as “ADMIN” – Admin is the only role that can change account information. If a user has trouble accessing their account they should contact a user with the admin role. Admin has access to:

* [Users (Section 2.2)](#_2.2_Users)

**Shipper** – Identified as “SHIPPER” – Shippers can create shipments for carriers to bid on. They can also accept bids that have been placed on shipments created by them. Shipper has access to:

* [Shipments (Section 11)](#_11._Carriers)

**Carrier** – Identified as “CARRIER” – Carriers can view shipments created by shippers and place bids on those shipments. If a shipper accepts a bid placed by a carrier, that shipment is automatically assigned to the carrier that placed the bid and the carrier can then edit the details of that shipment. Carrier has access to:

* [Contacts (Section 3)](#_3._Contacts)
* [Carriers (Section 4)](#_4._Carriers)
* [Locations (Section 5)](#_5._Locations)
* [Vehicle Types (Section 6)](#_6._Vehicle_Types)
* [Vehicles (Section 7)](#_7._Vehicles)
* [Drivers (Section 8)](#_8._Drivers)
* [Technicians (Section 9)](#_9._Technicians)
* [Maintenance Orders (Section 10)](#_10._Maintenance_Orders)
* [Shipments (Section 11)](#_11._Shipments)
* [Routes (Section 12)](#_12._Routes)

**Master List –** Identified as “MASTERLIST” – The Master List can view *ALL* shipments, and carriers regardless of how many shipments have been created/assigned to them. They can also view the shipments assigned to certain vehicles and shipments that are set to go out on a certain date. Master List has access to:

* [Carriers (Section 4)](#_4._Carriers)
* [Shipments (Section 11)](#_11._Carriers)
* [Routes (Section 12)](#_13._Routes)

All roles have the ability to log in and logout as well as view the ***Home***, ***Login***, and ***Registration*** pages regardless of their role.

## 2.4 Updating User Details

For ease of access and convenience, users can edit the details of their own account without the need to contact an admin. Just login and head to the ***Home*** page and select ***Update User Details*** (Figure 10)

Graphical user interface, text, application, table

Description automatically generated

Figure 10 – Home Page with Update User Details

After choosing to update the details, you will be brought to a form with your username, password, and email that can be changed. Simply type in the new values and choose ***Update Details*** (Figure 11)

Graphical user interface, text, application

Description automatically generated

Figure 11 – Update User Details Page

# 3. Contacts

Contacts contain various information on different people that a user may need to use in order to properly communicate with them. Contacts are also associated with many of the other pages within the software. The contacts page gives the user the ability to view, add, delete, or update contacts that are used throughout the system. Those with the [Carriers](#_2.3_Roles) are able to access the contacts.

When clicking the ***Contacts*** tab, the user is presented with a list of all of the contacts that have been added to the system (Figure 12). If there are no contacts, or the user wants to add a new contact, simply select the ***Add a new Contact*** button at the bottom of the page.

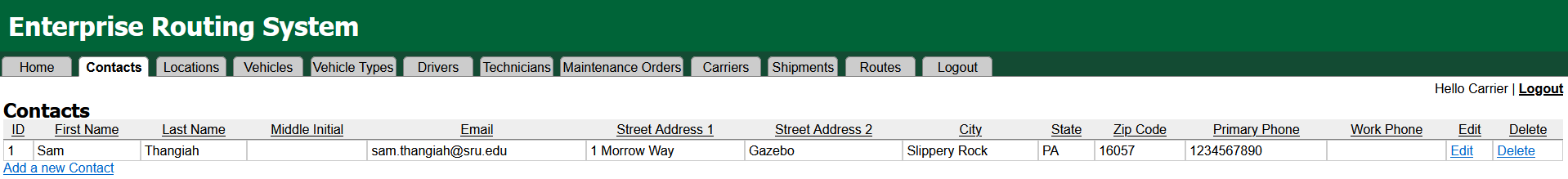


Figure 12 – Contacts Page

## 3.1 Add Contact and Details

The user will then be presented with a form where information about the contact can be entered (Figure 13). The different fields presented are as follows:

* **First Name:** The contact’s first name (Example: *Bob*)
* **Last Name:** The contact’s last name (Example: *Smith*)
* **Middle Initial:** The contact’s middle initial (Example: *L*)
* **Email:** The contact’s email address (Example: *boblsmith@gmail.com*)
* **Street Address 1:** The contact’s first line of their address (Example: *123 Main Street*)
* **Street Address 2:** The contact’s second line of their address (Example: *Apartment 3*)
* **City:** The city that the contact lives in (Example: *New York*)
* **State:** The state that the contact lives in (Example: *NY*)
* **Zip Code:** The zip code that the contact lives in (Example: *10001*)
* **Primary Phone #:** The primary phone number of the contact (Example: *123-456-7890*)
* **Work Phone #:** The work phone number (if applicable) of the contact (Example: *123-456-7890*)

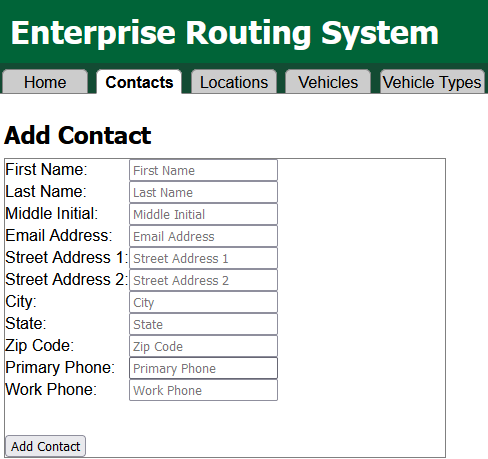


Figure 13 – Add Contact Page

## 3.2 Edit Contact

To edit an existing contact, make sure you are on the ***Contacts*** page, and select the ***Edit*** button on the contact that you want to edit. Selecting ***Edit*** will bring up a page with a form that looks very similar to the ***Add Contact*** page. The information of that contact will be displayed in the form to allow you to easily edit (Figure 14). Once you have made all of the desired changes to the contact, simply hit the ***Update Contact*** button to save your changes.

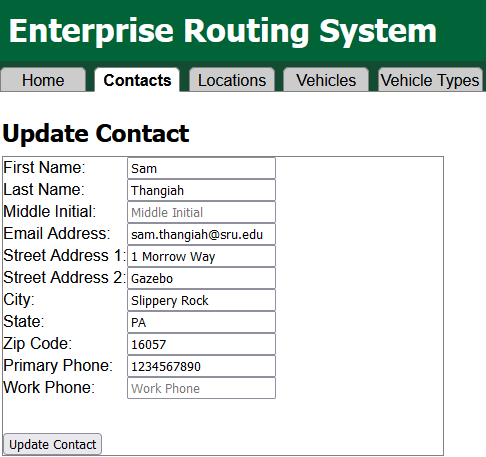


Figure 14 – Update Contact Page

## 3.3 Delete Contact

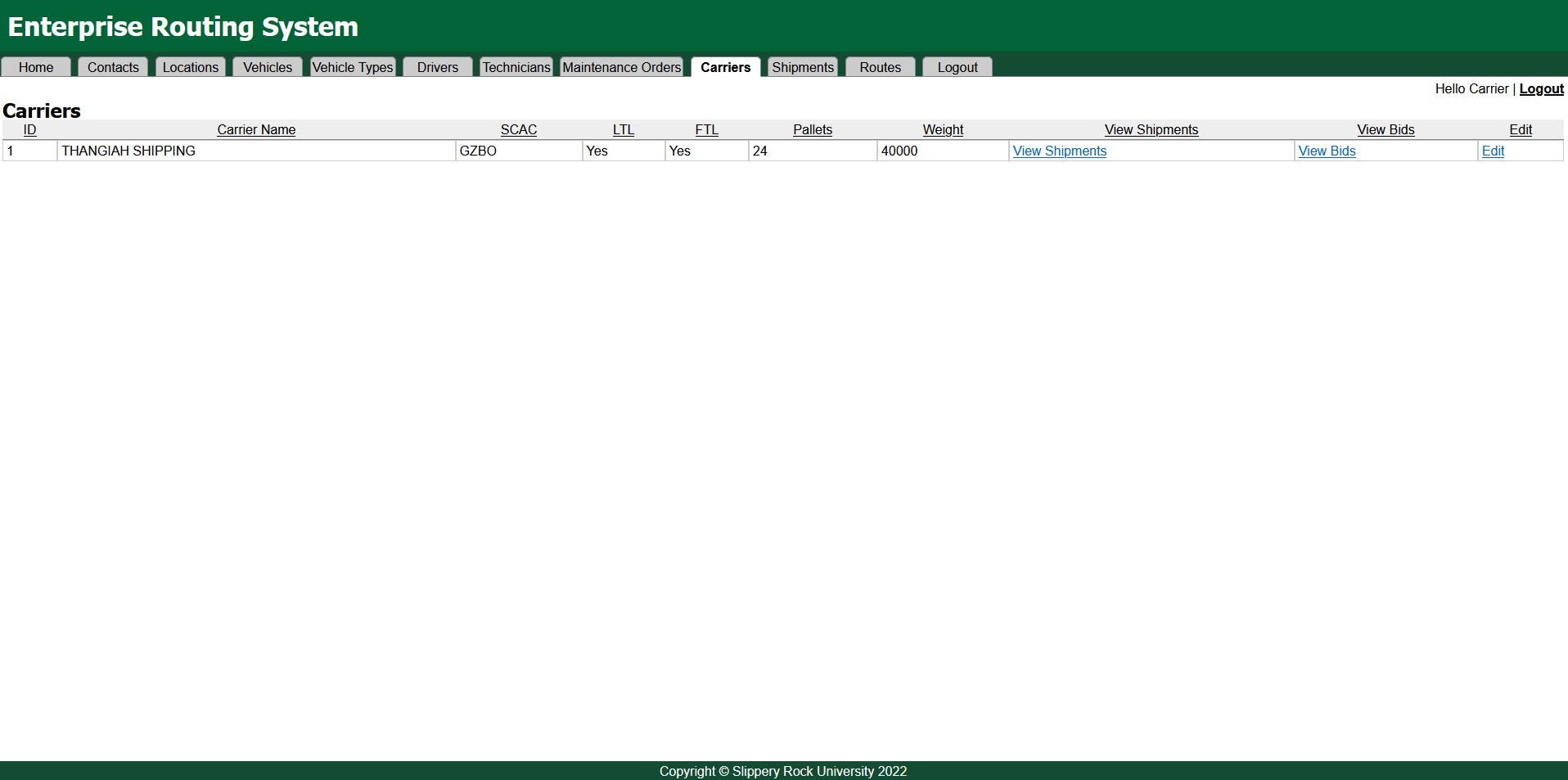
To delete a contact, simply hit the ***Delete*** button next to the contact you want to delete. Pressing the ***Delete*** button will redirect the user to a confirmation page where they can decide whether or not they want to delete the item. If the contact is related to any other part of the system, it will not be possible to delete it and an error will be presented.

# 4. Carriers

Carriers contain all of the necessary on shipment carriers that is necessary to perform and complete shipments. Users with the [Carrier role](#_2.3_Roles) can update their own carrier. Those with the [Master List role](#_2.3_Roles) can view all of the carriers but not edit or delete them. Those with the [Carrier,](#_2.3_Roles) and Master List Roles are able to access the carriers.

Carriers can only be created through account registration ([Section 2.1.2](#_2.1.2_Carrier_Account))

When clicking the ***Carriers*** link at the top, the view will look different depending on who clicked the link but then general idea of the page will be the same. (Figure 15)



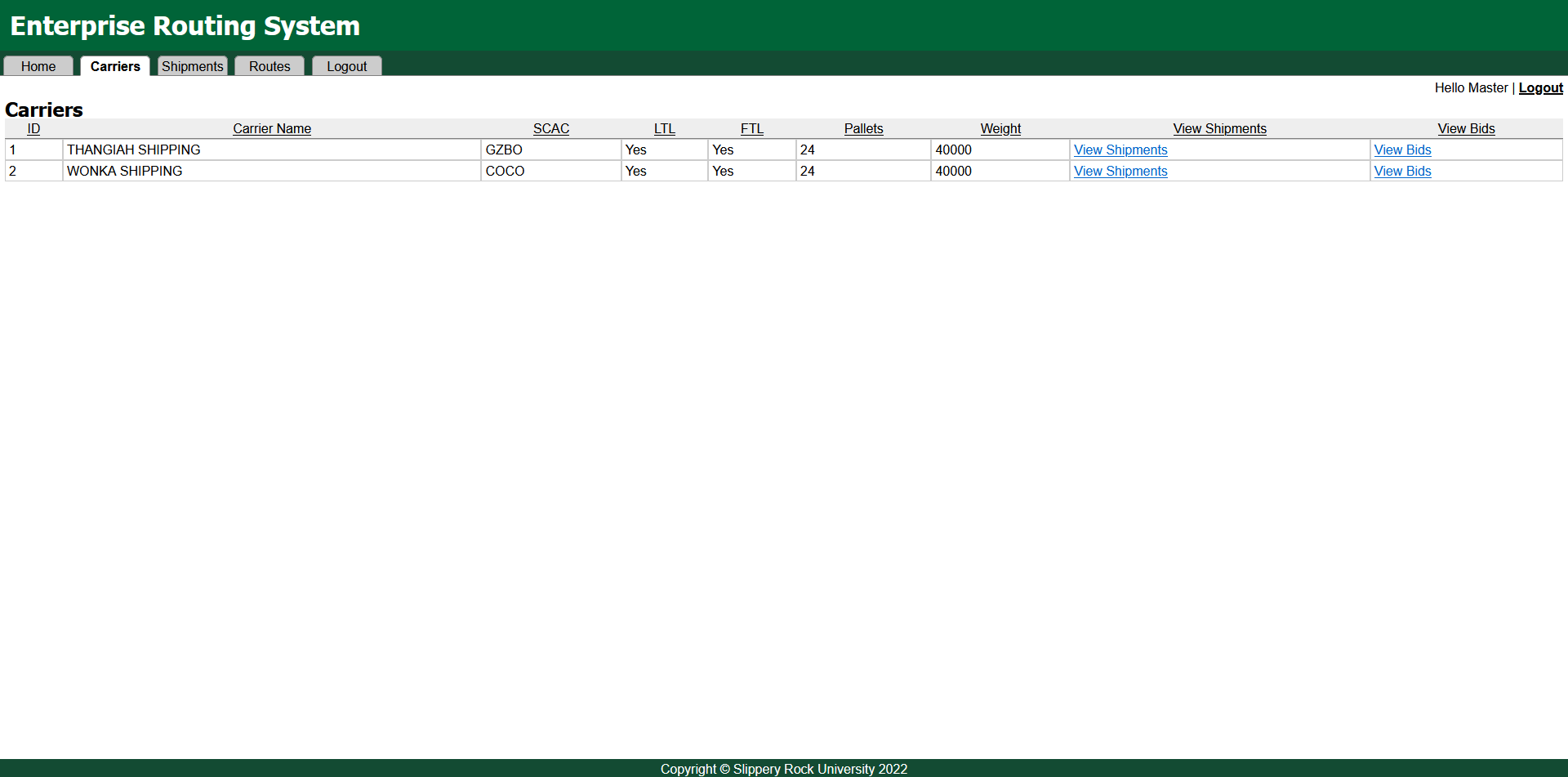


Figure 15 – Carriers Page as viewed from a Carrier or Master List

## 4.1 Carrier Creation and Details

Upon registering as a carrier, a section of the registration form will be displayed as ***Carrier Information***. The different fields presented are as follows:

* **Carrier Name:** The name of the carrier company (Example: *Thangiah Shipping*)
* **SCAC:** The Standard Carrier Alpha Code that identifies containers or freight carriers (Example: *GZBO*)
* **LTL:** States whether or not the carrier offers Less Than Truckload shipping (Example: *Yes*)
* **FTL:** States whether or not the carrier offers Full Truckload shipping (Example: *Yes*)
* **Pallets:** The maximum number of pallets that can be shipped at once (Example: *24*)
* **Weight:** The maximum weight that can be shipped at once (Example: *40000*)

## 4.2 Edit Carrier

To edit an existing Carrier, make sure you are on the ***Carriers*** page, and signed in as a ***Carrier***. Select the ***Edit*** button beside your carrier details. Selecting ***Edit*** will bring up a page with a form where you can edit the details of your carrier. The information of that carrier will be displayed in the form to allow you to easily edit them (Figure 16). Once you have made all of the desired changes to the carrier, simply hit the ***Update Carrier*** button to save your changes.

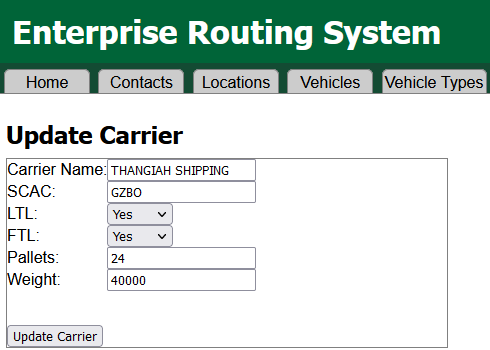


Figure 16 – Update Carrier Page

# 5. Locations

Locations contain information on the various building or property that a particular carrier may own. The locations page gives the user the ability to add, delete, or update locations that are used throughout the system. Those with the [Carrier](#_2.3_Roles) Role are able to access the locations.

When clicking the ***Locations*** tab, the user is presented with all of the locations that have been added to the system (Figure 17). If there are no locations, or the user wants to add a new location, simply select the ***Add a new Location*** button at the bottom of the page.

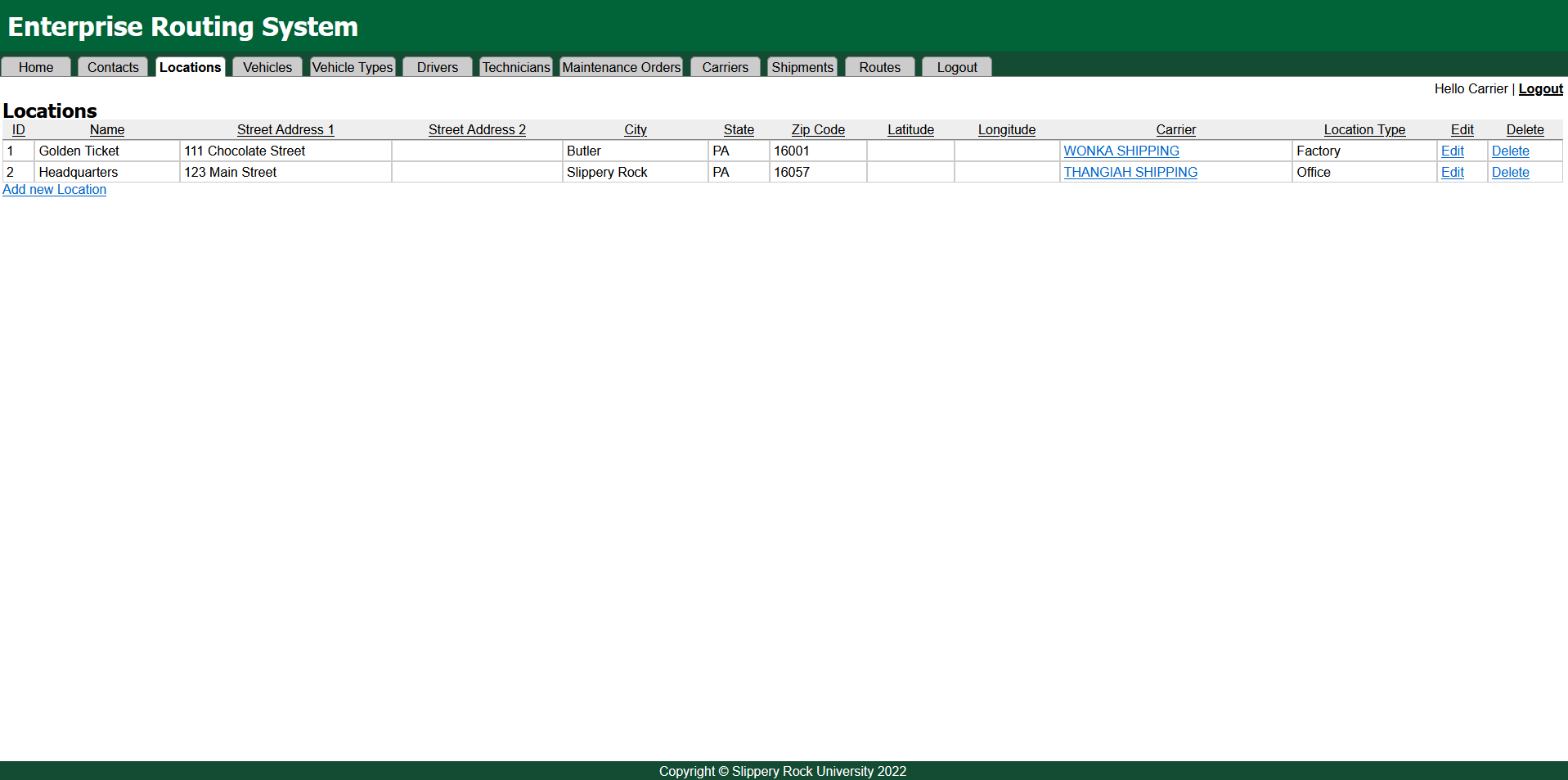


Figure 17 – Locations Page

## 5.1 Add Location and Details

The user will be presented with a form where information about the location can be entered (Figure 18). The different fields presented are as follows:

* **Name:** The name of the location (Example: *Bob’s Main Warehouse*)
* **Street Address 1:** The first line of the location address (Example: *1435 East Street*)
* **Street Address 2:** The second line of the location address (Example: *Unit 5*)
* **City:** The city that the location is in (Example: *New York*)
* **State:** The state that the location is in (Example: *NY*)
* **Zip Code**: The zip code that the location is in (Example: *10001*)
* **Latitude:** The latitude coordinates of the location (Example: *40.74851041321549*)
* **Longitude:** The longitude coordinates of the location (Example: *-73.98573363417631*)
* **Carrier:** Selected from a list of the created [Carriers (Section 4)](#_4._Carriers). The carrier that owns the location (Example: *Thangiah Shipping*)
* **Location Type:** The type of location that it is (Example: *Warehouse*)

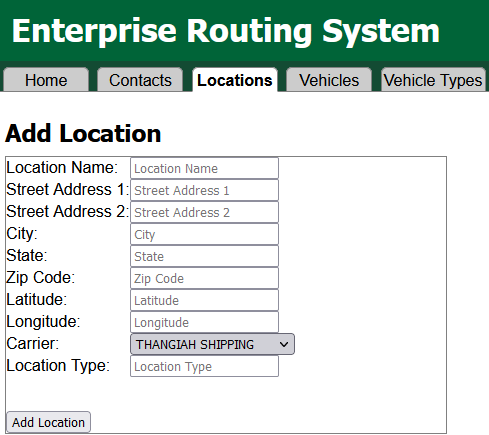


Figure 18 – Add Location Page

## 5.2 Edit Location

To edit an existing Location, make sure you are on the ***Locations*** page, and select the ***Edit*** button on the location that you want to edit. Selecting ***Edit*** will bring up a page with a form that looks very similar to the ***Add Location*** page. The information of that location will be displayed in the form to allow you to easily edit (Figure 19). Once you have made all of the desired changes to the location, simply hit the ***Update Location*** button to save your changes.

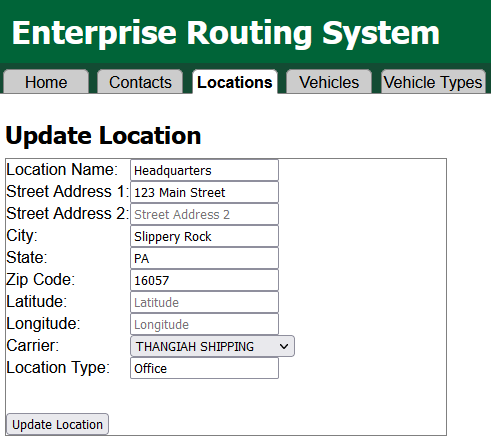


Figure 19 – Update Location Page

## 5.3 Delete Location

To delete a location, simply hit the ***Delete*** button next to the location you want to delete. Pressing the ***Delete*** button will redirect the user to a confirmation page where they can decide whether or not they want to delete the item. If the location is related to any other part of the system, it will not be possible to delete it and an error will be presented.

# 6. Vehicle Types

Vehicle Types contain information on the various types of vehicles that may be stored at different locations in the system. The vehicle types page gives the user the ability to add, delete, or update different vehicle types that are used throughout the system. Those with the [Carrier](#_2.3_Roles) Role are able to access the vehicle types.

When clicking the ***Vehicle Types*** tab, the user is presented with all of the vehicle types that have been added to the system (Figure 20). If there are no vehicle types, or the user wants to add a new vehicle type, simply select the ***Add a new Vehicle Type*** button at the bottom of the page.

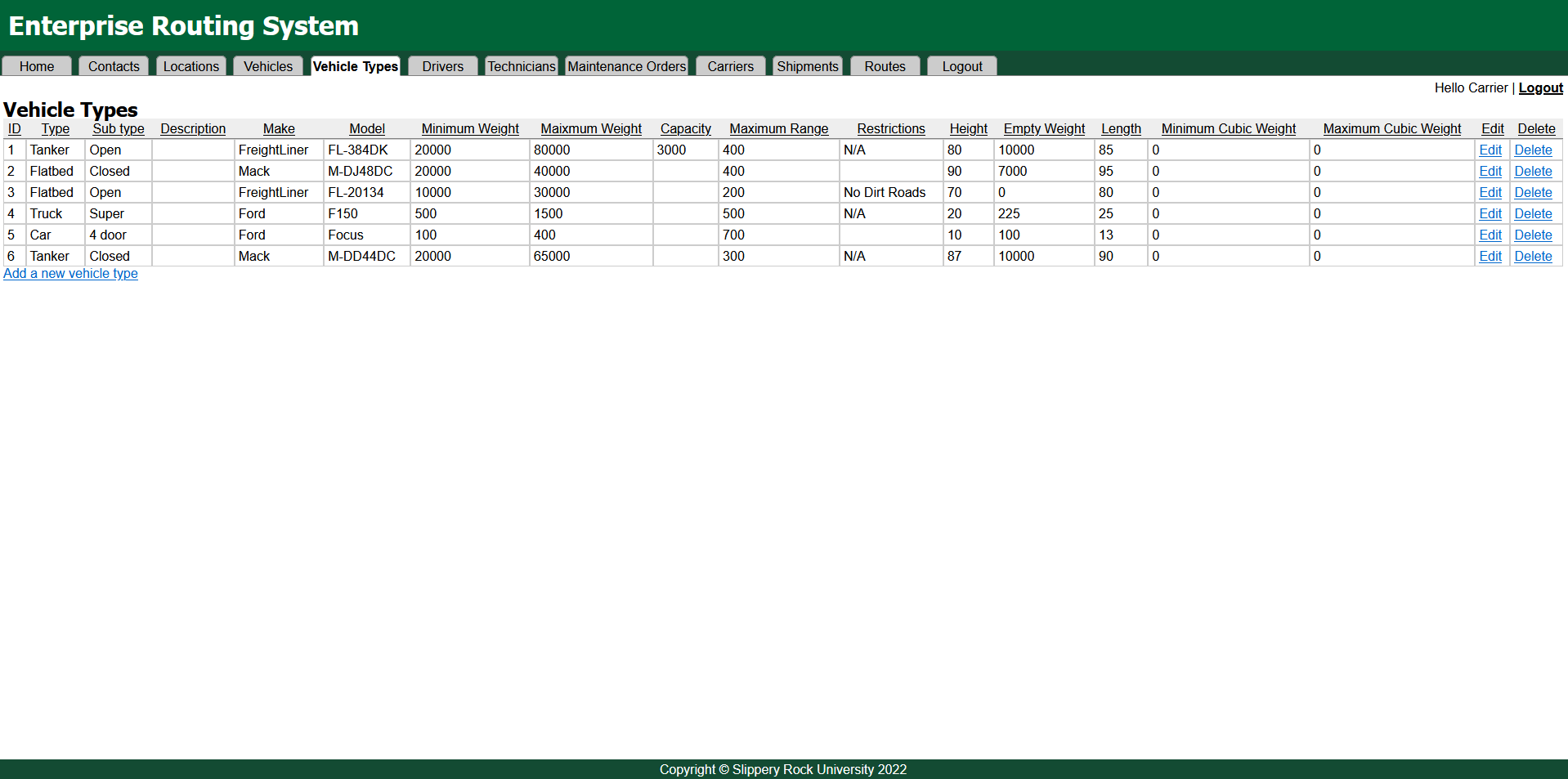


Figure 20 – Vehicle Types Page

## 6.1 Add Vehicle Types and Details

The user will be presented with a form where information about the vehicle type can be entered (Figure 21). The different fields presented are as follows:

* **Type:** The name of the type of vehicle it is (Example: *Car*)
* **Sub Type:** The sub type of the vehicle (Example: *4 door*)
* **Description:** The description of the vehicle type
* **Make:** The make of the vehicle (Example: *Ford*)
* **Model:** The model of the vehicle (Example: *Focus*)
* **Minimum Weight:** The minimum weight of the vehicle (Example: *100*)
* **Maximum Weight:** The maximum weight that the vehicle can hold (Example: *400*)
* **Capacity:** How much the vehicle can hold (Example: *3000*)
* **Maximum Range:** The maximum range that the vehicle can travel (Example: *700*)
* **Restrictions:** Any restrictions that the vehicle type may have (Example: *No dirt roads*)
* **Height**: The height of the vehicle (Example: *10*)
* **Empty Weight:** The weight of the vehicle when empty (Example: *100*)
* **Length**: The length of the vehicle (Example: *13*)
* **Minimum Cubic Weight:** The minimum cubic weight of the vehicle type (Example: *0*)
* **Maximum Cubic Weight:** The maximum cubic weight of the vehicle type (Example: *5000*)

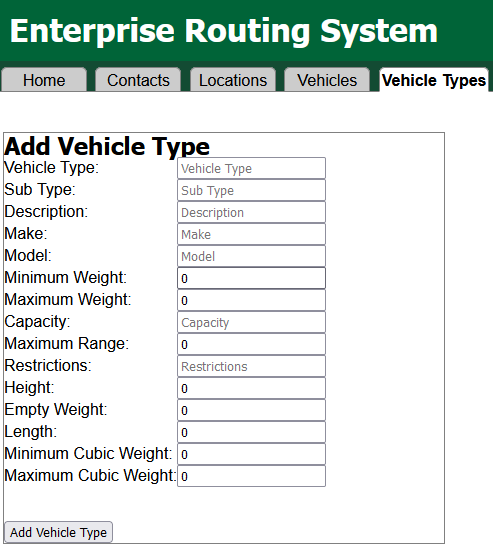


Figure 21 – Add Vehicle Type Page

## 6.2 Edit Vehicle Types

To edit an existing Vehicle Type, make sure you are on the ***Vehicle Types*** page, and select the ***Edit*** button on the vehicle type that you want to edit. Selecting ***Edit*** will bring up a page with a form that looks very similar to the ***Add Vehicle Type*** page. The information of that vehicle type will be displayed in the form to allow you to easily edit (Figure 22). Once you have made all of the desired changes to the vehicle type, simply hit the ***Update Vehicle Type*** button to save your changes.

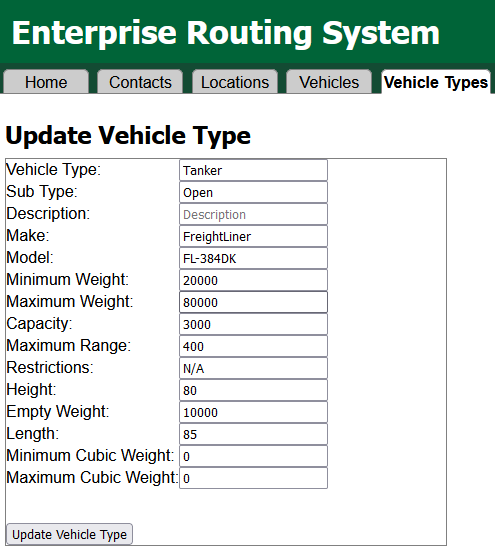


Figure 22 – Update Vehicle Type Page

## 6.3 Delete Vehicle Types

To delete a vehicle type, simply hit the ***Delete*** button next to the vehicle type you want to delete. Pressing the ***Delete*** button will redirect the user to a confirmation page where they can decide whether or not they want to delete the item. If the vehicle type is related to any other part of the system, it will not be possible to delete it and an error will be presented.

# 7. Vehicles

Vehicles contain information on the various vehicles that are stored at different locations in the system. The vehicles page gives the user the ability to add, delete, or update different vehicles that are used throughout the system. Those with the [Carrier](#_2.3_Roles) Role are able to access the vehicles.

When clicking the ***Vehicles*** tab, the user is presented with all of the vehicles that have been added to the system (Figure 23). If there are no vehicles, or the user wants to add a new vehicle, simply select the ***Add a new Vehicle*** button at the bottom of the page.

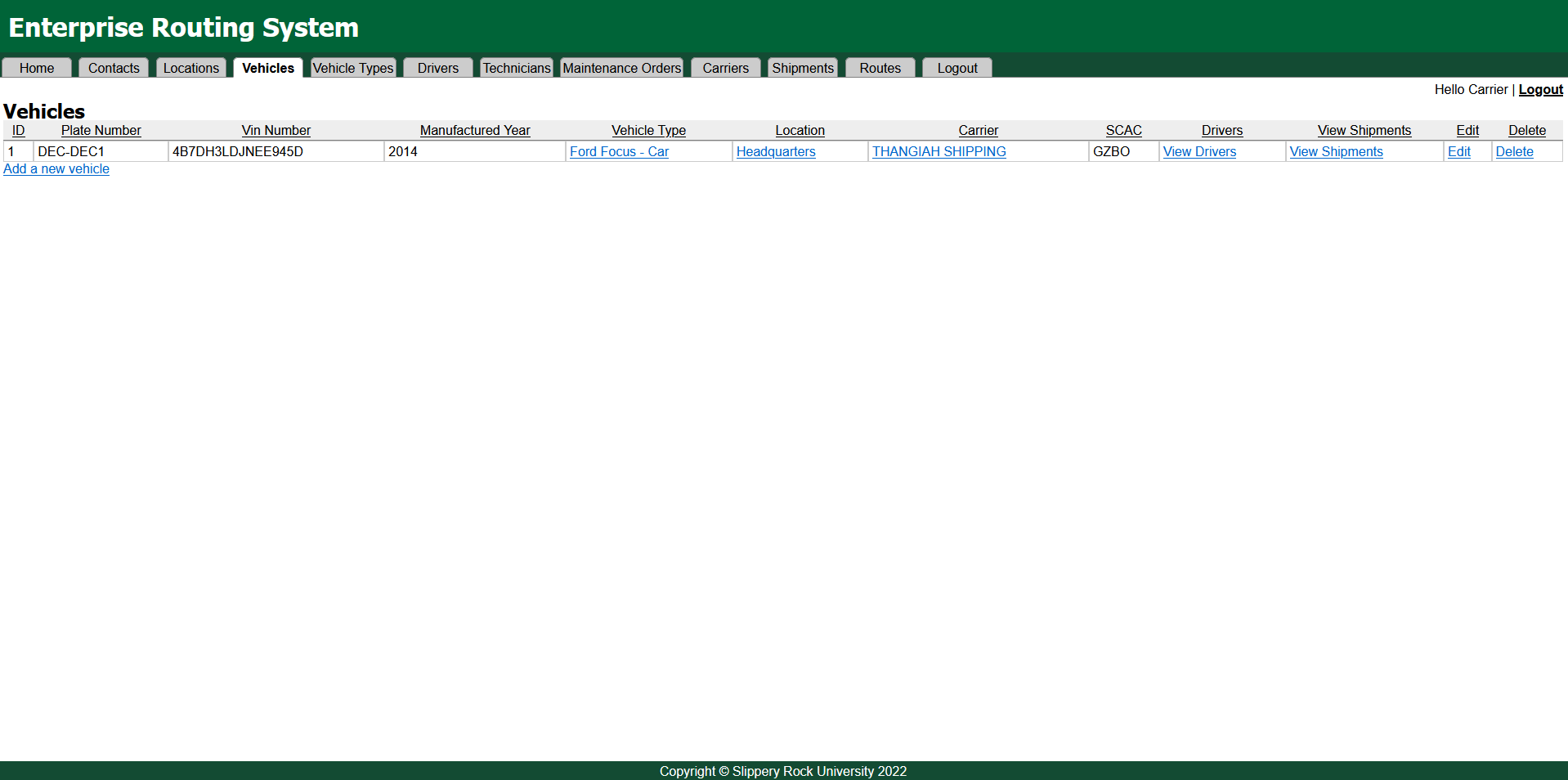


Figure 23 – Vehicles Page

## 7.1 Add Vehicle and Details

The user will be presented with a form where information about the vehicle can be entered (Figure 24). The different fields presented are as follows:

* **Plate Number:** The license plate number of the vehicle (Example: *DEC-DEC1*)
* **VIN Number:** The Vehicle Identification Number of the vehicle (Example: *4B7DH3LDJNEE945D)*
* **Manufactured Year:** The year the vehicle was manufactured (Example: *2014*)
* **Vehicle Type:** Selected from a list of the created [Vehicle Types (Section 6)](#_6._Vehicles). The type of vehicle it is (Example: *Ford Focus*)
* **Location:** Selected from a list of the created [Locations (Section 5)](#_5._Locations). The location that the vehicle is stored at (Example: *Bob’s Main Warehouse*)
* **Carrier:** Selected from a list of the created [Carriers (Section 4)](#_4._Carriers). The carrier that owns the vehicle (Example: *Thangiah Shipping*)

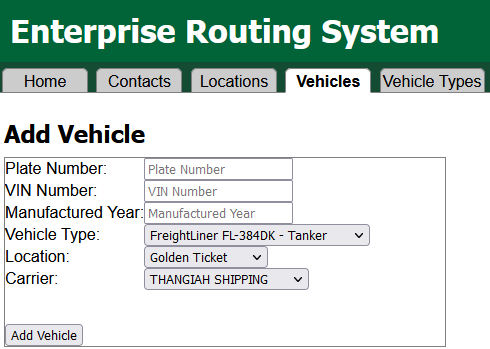


Figure 24 – Add Vehicle Page

## 7.2 Edit Vehicle

To edit an existing Vehicle, make sure you are on the ***Vehicles*** page, and select the ***Edit*** button on the vehicle that you want to edit. Selecting ***Edit*** will bring up a page with a form that looks very similar to the ***Add Vehicle*** page. The information of that vehicle will be displayed in the form to allow you to easily edit (Figure 25). Once you have made all of the desired changes to the vehicle, simply hit the ***Update Vehicle*** button to save your changes.

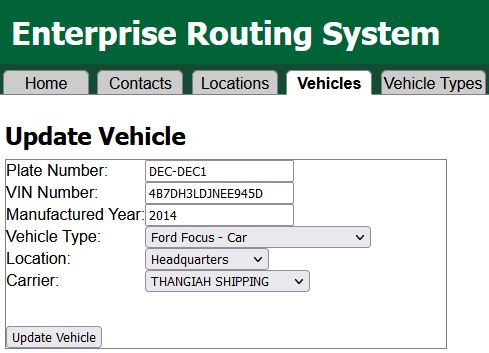


Figure 25 – Update Vehicle Page

## 7.3 Delete Vehicle

To delete a vehicle, simply hit the ***Delete*** button next to the vehicle you want to delete. Pressing the ***Delete*** button will redirect the user to a confirmation page where they can decide whether or not they want to delete the item. If the vehicle is related to any other part of the system, it will not be possible to delete it and an error will be presented.

# 8. Drivers

Drivers contain information on the various drivers at a specific contracting company. The drivers page gives the user the ability to add, delete, or update different drivers that are used throughout the system. Those with the [Carrier Role](#_2.3_Roles) are able to access the drivers.

When clicking the ***Drivers*** tab, the user is presented with all of the drivers that have been added to the system (Figure 26). If there are no drivers, or the user wants to add a new driver, simply select the ***Add a new Driver*** button at the bottom of the page.

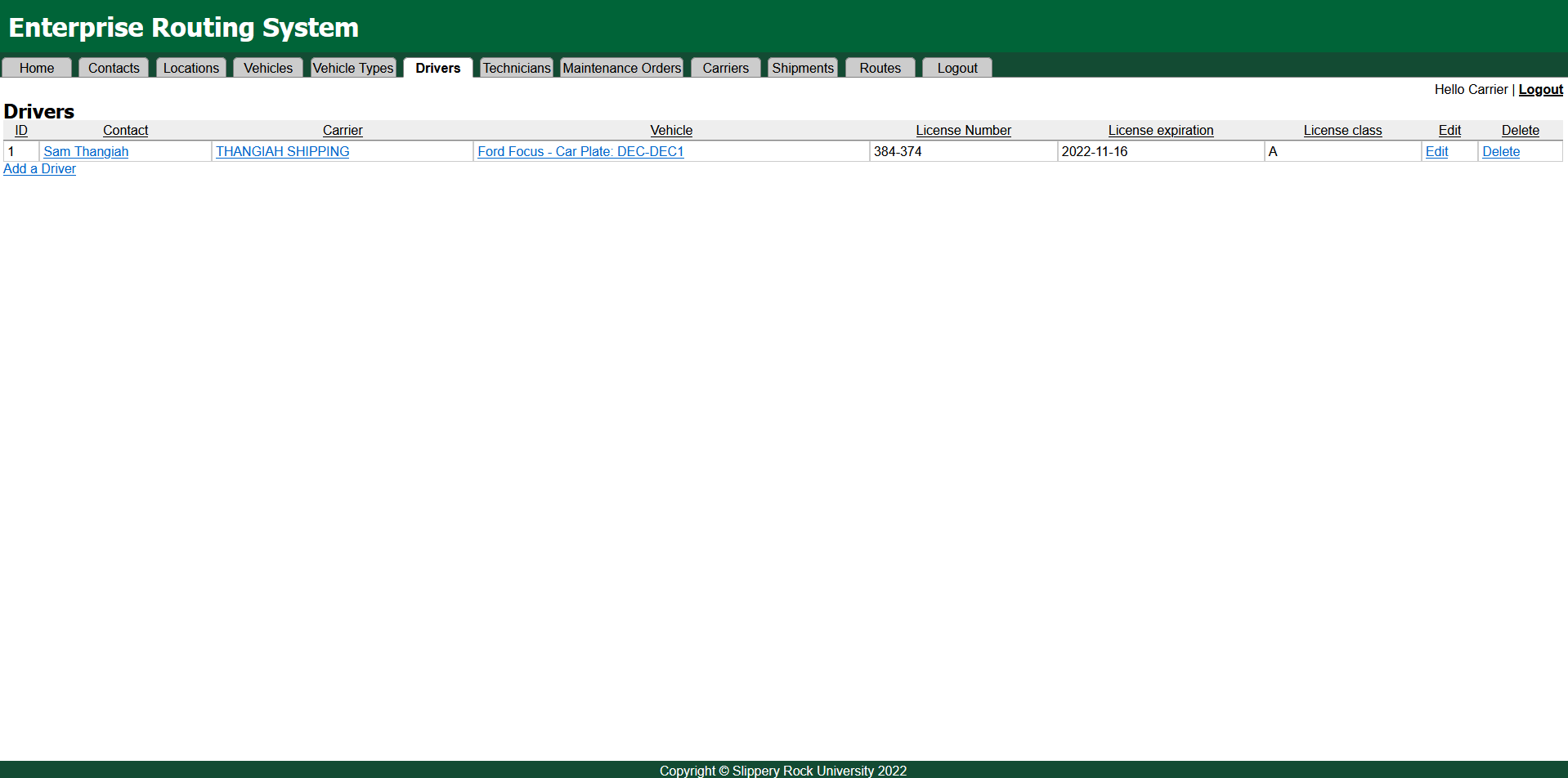


Figure 26 – Drivers Page

## 8.1 Add Driver and Details

The user will be presented with a form where information about the driver can be entered (Figure 27). The different fields presented are as follows:

* **Contact:** Selected from a list of the created [Contacts (Section 3)](#_3._Contacts). The contact whose information you are adding (Example: *Bob Smith*)
* **Carrier:** Selected from a list of the created [Carriers (Section 4)](#_4._Carriers). The carrier that the contact works for (Example: *Thangiah Shipping*)
* **Vehicle:** Selected from a list of the created [Vehicles (Section 7)](#_7._Vehicle_Types). The vehicle that the driver drives.
* **License Number:** The driver license number of the driver (Example: *384-374*)
* **License Expiration:** The expiration date of the driver’s license (Example: *2022-11-16*)
* **License Class:** The class of the driver’s license (Example: *C*)

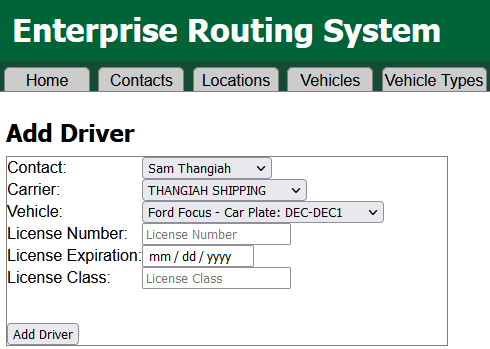
****

Figure 27 – Add Driver Page

## 8.2 Edit Driver

To edit an existing Driver, make sure you are on the ***Drivers*** page, and select the ***Edit*** button on the driver that you want to edit. Selecting ***Edit*** will bring up a page with a form that looks very similar to the ***Add Driver*** page. The information of that driver will be displayed in the form to allow you to easily edit (Figure 28). Once you have made all of the desired changes to the driver, simply hit the ***Update Driver*** button to save your changes.

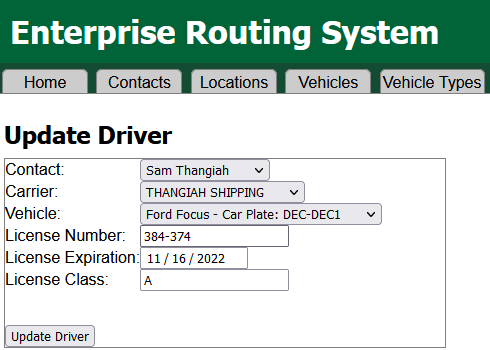


Figure 28 – Update Drivers Page

## 8.3 Delete Driver

To delete a driver, simply hit the ***Delete*** button next to the driver you want to delete. Pressing the ***Delete*** button will redirect the user to a confirmation page where they can decide whether or not they want to delete the item. If the driver is related to any other part of the system, it will not be possible to delete it and an error will be presented.

# 9. Technicians

Technicians contain information on the skills of a contact. The technicians page gives the user the ability to add, delete, or update different drivers that are used throughout the system. Those with the [Carriers](#_2.3_Roles) Role are able to access the technicians.

When clicking the ***Technicians*** tab, the user is presented with all of the technicians that have been added to the system (Figure 29). If there are no technicians, or the user wants to add a new technician, simply select the ***Add a new Technician*** button at the bottom of the page.

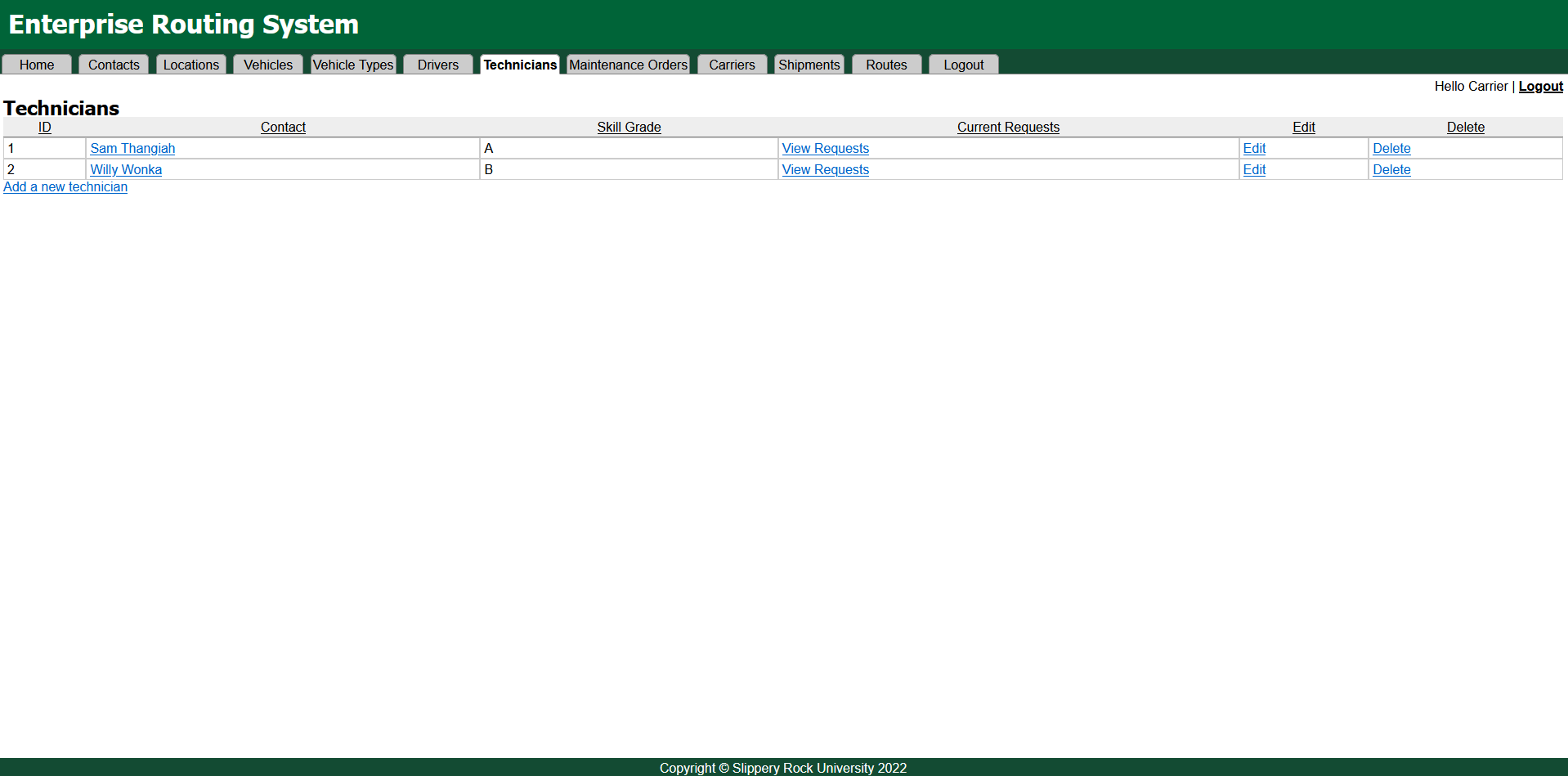


Figure 29 – Technicians Page

## 9.1 Add Technician and Details

The user will be presented with a form where information about the driver can be entered (Figure 30). The different fields presented are as follows:

* **Contact:** Selected from a list of the created [Contacts (Section 3)](#_3._Contacts). The contact whose skill grade you are adding (Example: *Bob Smith*)
* **Skill Grade:** A grade given to the contact to indicate how good their skills are (Example: *A*)

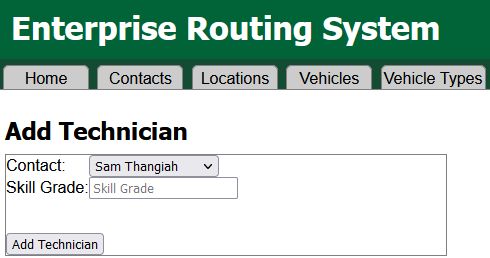


Figure 30 – Add Technician Page

## 9.2 Edit Technician

To edit an existing Technician, make sure you are on the ***Technicians*** page, and select the ***Edit*** button on the technician that you want to edit. Selecting ***Edit*** will bring up a page with a form that looks very similar to the ***Add Technician*** page. The information of that technician will be displayed in the form to allow you to easily edit (Figure 31). Once you have made all of the desired changes to the technician, simply hit the ***Update Technician*** button to save your changes.

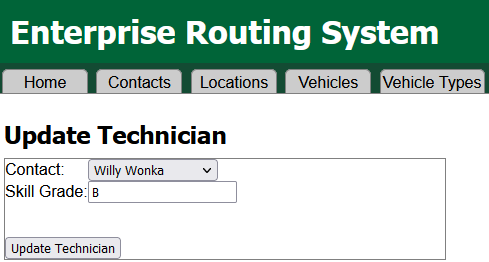


Figure 31 – Update Technician Page

## 9.3 Delete Technician

To delete a technician, simply hit the ***Delete*** button next to the technician you want to delete. Pressing the ***Delete*** button will redirect the user to a confirmation page where they can decide whether or not they want to delete the item. If the technician is related to any other part of the system, it will not be possible to delete it and an error will be presented.

# 10. Maintenance Orders

Maintenance Orders contain information on the various maintenance requests that may need completed. The maintenance orders page gives the user the ability to add, delete, or update different orders that are used throughout the system. Those with the [Carriers](#_2.3_Roles) Role are able to access the orders.

When clicking the ***Maintenance Orders*** tab, the user is presented with all of the orders that have been added to the system (Figure 32). If there are no orders, or the user wants to add a new order, simply select the ***Add a new Maintenance Request*** button at the bottom of the page.

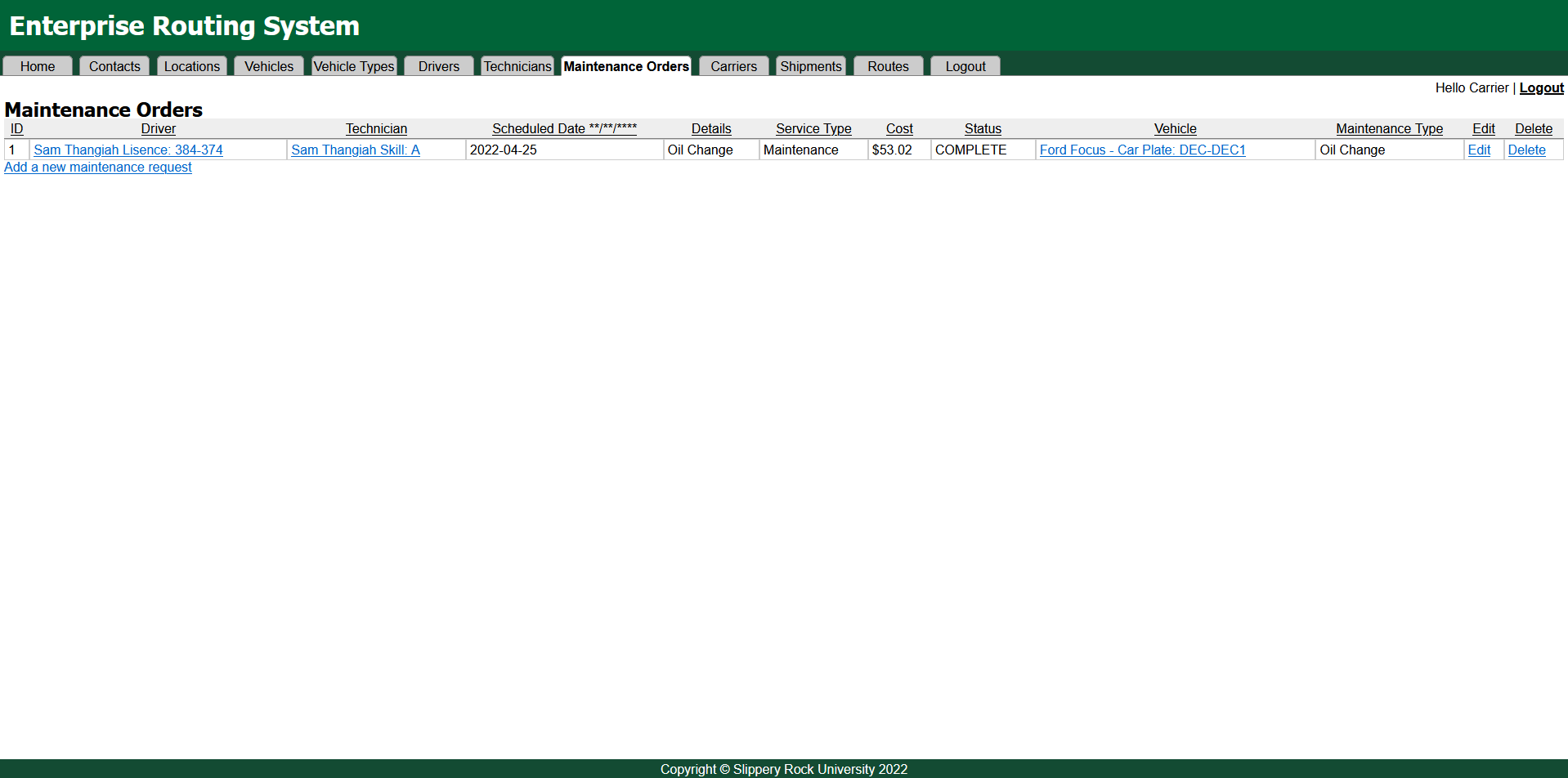


Figure 32 – Maintenance Orders Page

## 10.1 Add Maintenance Order and Details

The user will be presented with a form where information about the maintenance order can be entered (Figure 33). The different fields presented are as follows:

* **Driver:** Selected from a list of the created [Drivers (Section 8)](#_8._Drivers). The driver who will be completing the order (Example: *Bob Smith*)
* **Technician:** Selected from a list of the created [Technicians (Section 9)](#_9._Technicians). The technician who will be completing the order (Example *Bob Smith*)
* **Scheduled Date:** The date that the maintenance order is stated to happen (Example: *2022-02-26*)
* **Details:** Describes what the maintenance order will actually complete (Example: *Brake Replacement*)
* **Service Type:** The type of service that is being completed (Example: *Repair*)
* **Cost:** The total cost of the maintenance order (Example: *$5000.45*)
* **Status:** The status of the order (Example: *Completed*)
* **Vehicle:** Selected from a list of the created [Vehicles (Section 7)](#_7._Vehicle_Types). The vehicle that the maintenance is being done on
* **Maintenance Type:** The type of maintenance being performed such as the location (Example: *Brakes*)

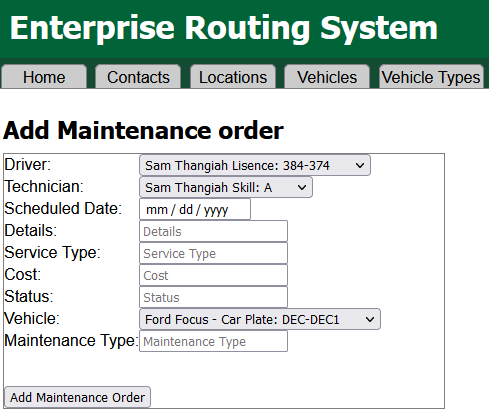


Figure 33 – Add Maintenance Order Page

## 10.2 Edit Maintenance Order

To edit an existing Maintenance Order, make sure you are on the ***Maintenance Orders*** page, and select the ***Edit*** button on the order that you want to edit. Selecting ***Edit*** will bring up a page with a form that looks very similar to the ***Add Maintenance Order*** page. The information of that order will be displayed in the form to allow you to easily edit (Figure 34). Once you have made all of the desired changes to the order, simply hit the ***Update Maintenance Order*** button to save your changes.

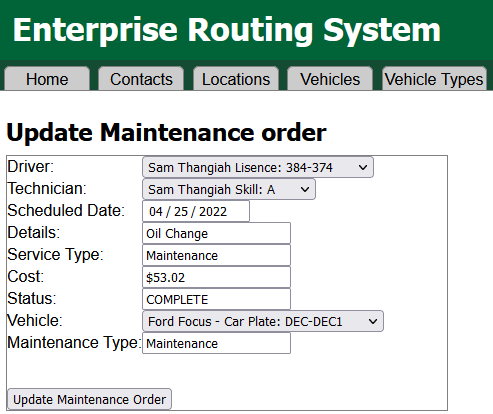


Figure 34 – Update Maintenance Order Page

## 10.3 Delete Maintenance Order

To delete a maintenance order, simply hit the ***Delete*** button next to the order you want to delete. Pressing the ***Delete*** button will redirect the user to a confirmation page where they can decide whether or not they want to delete the item. If the order is related to any other part of the system, it will not be possible to delete it and an error will be presented.

# 11. Shipments

Shipments are where information is created and stored about different shipments that are to take place. The shipments part has a different view depending on the role that is logged in. Shipments can be bid on and accepted by different users of the application. Those with the [Shipper, Carrier, or Master List Role (Section 2.3)](#_2.3_Roles) can access the Shipments page. Below, the different views and functions of the shipments page based on the user’s role is outlined.

## 11.1 Shipper View

When logged in as a [Shipper (Section 2.3)](#_2.3_Roles), accessing the ***Shipments*** page will display 2 different options (Figure 35) The different functionalities of those options are outlined below.

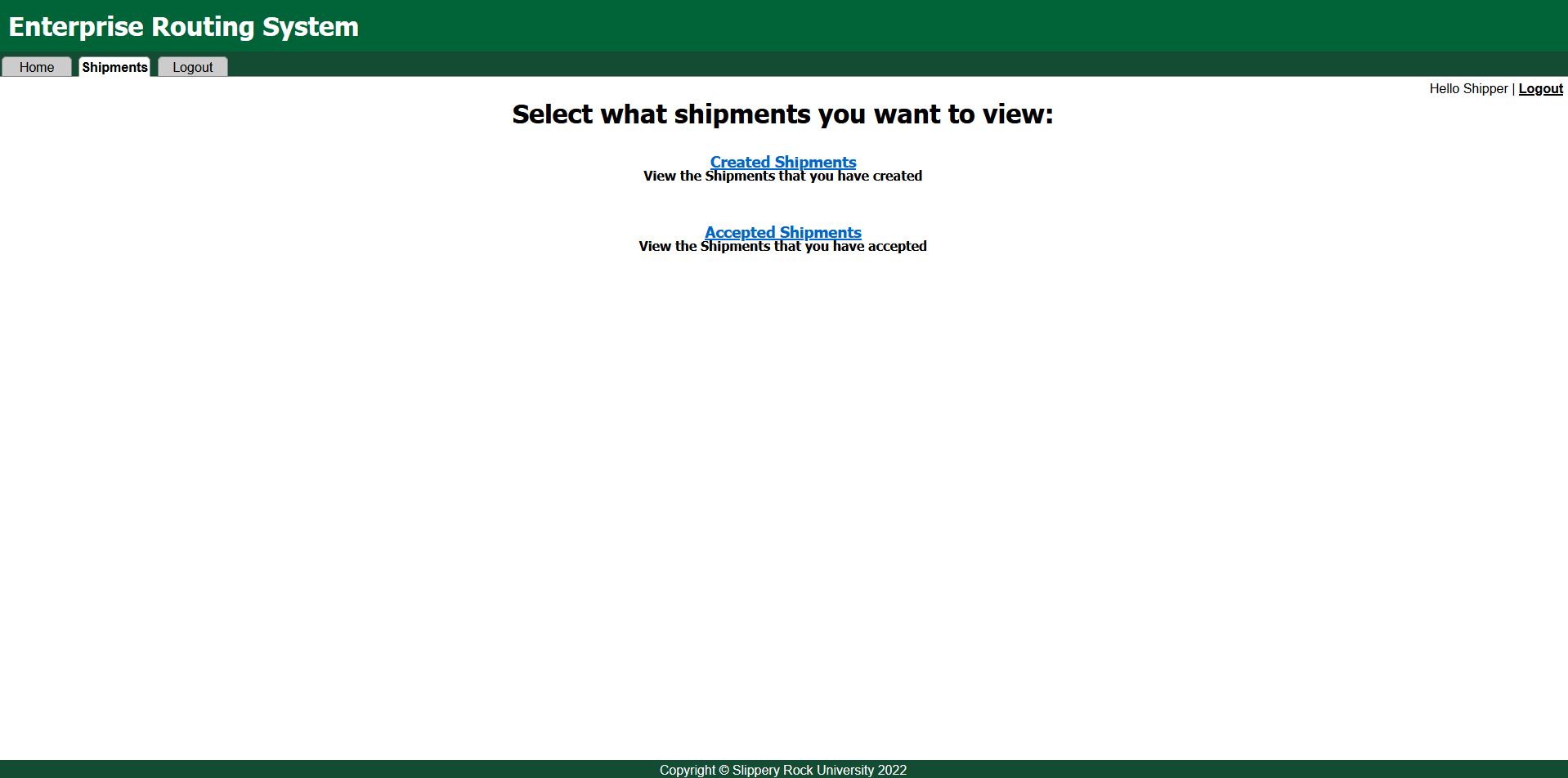


Figure 35 – Shipments Page as viewed from a Shipper

### 11.1.1 Created Shipments

Clicking the ***Created Shipments*** link will display a list of shipments that have been created using your shipper account (Figure 36) You have the option to ***View Bids*** that have been placed on that shipment (More on that in [Section 11.1.1.3](#_11.1.1.3_View_/)), ***Edit*** the details of that shipment, ***Delete*** the shipment, ***Add a Shipment***, and ***Upload an Excel File*** that contains shipment data.

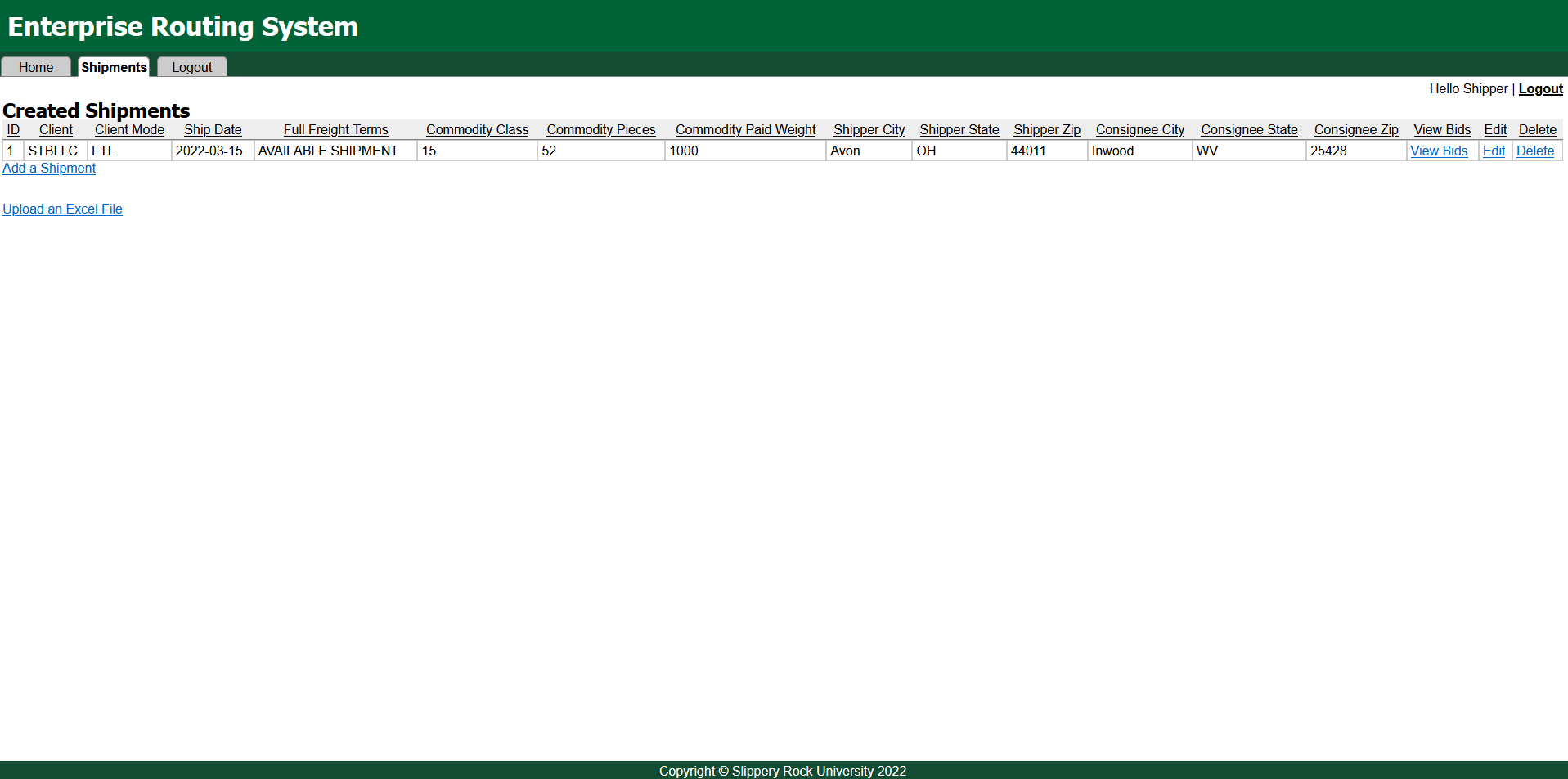


Figure 36 – Created Shipments Page

#### 11.1.1.1 Add Shipment

To add a new shipment to the ***Created Shipments*** page, select ***Add a Shipment*** at the bottom. From there, a new page will open with the different fields needed for the Shipment (Figure 37) Details of the different values for the shipment can be viewed in [Section 11.4](#_11.4_Shipment_Information). Once all of the fields have been completed, you can simply press the ***Add Shipment*** button to add the shipment to the ***Created Shipments*** page.

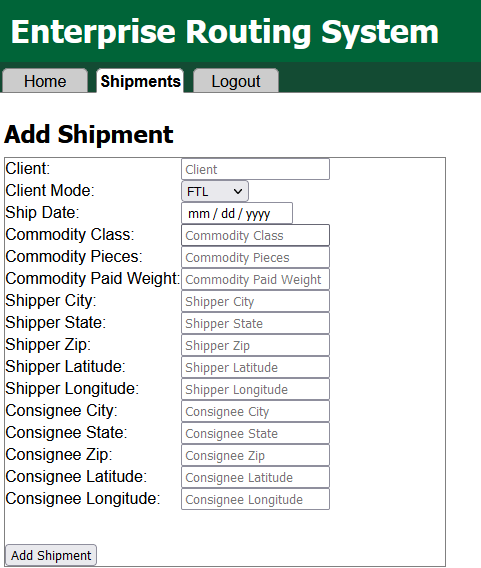


Figure 37 – Add Shipment Page

#### 11.1.1.2 Edit Shipment Details

To edit a shipment that you have created, make sure you are on the ***Created Shipments*** page, and select the ***Edit*** button on the shipment that you want to edit. Selecting ***Edit*** will bring up a page with a form that looks very similar to the ***Add Shipment*** page. The information of that shipment will be displayed in the form to allow you to easily edit (Figure 38). Once you have made all of the desired changes to the shipment, simply hit the ***Update Shipment*** button to save your changes.

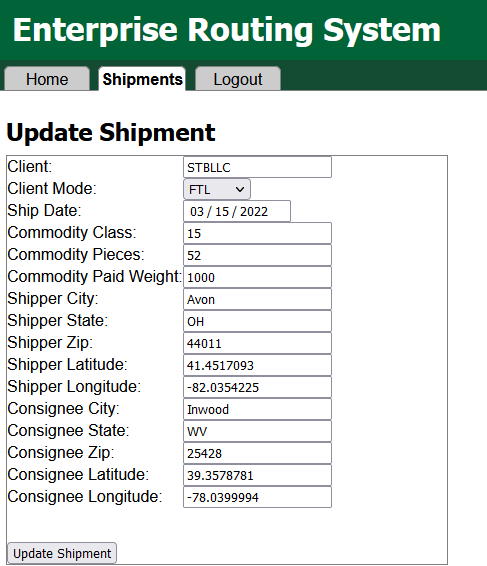


Figure 38 – Update Shipment Page as viewed from a Shipper

#### 11.1.1.3 View / Accept Bids

When on the ***Created Shipments*** page, to view the bids that have been placed on a specific shipment, choose ***View Bids*** beside that shipment. A new window will be displayed with a list of the bids that have been placed on that shipment (Figure 39) The information displayed includes:

* **Shipment ID:** The ID of the shipment that the bid as been placed on (Clicking on the shipment will show all of the details on that shipment)
* **Price:** The amount that the bid has been placed for
* **Date:** The date that the bid was placed
* **Time:** The time that the bid was placed
* **Bidder:** The carrier that placed the bid (Clicking on that bidder will show the details of the carrier)

To accept a bid, choose the ***Accept Bid*** button beside the bid you want to accept. Accepting a bid will automatically assign the bidder to that shipment and the shipment will be moved to the ***Accepted Shipments*** page ([Section 11.1.2](#_11.1.2_Accepted_Shipments)) After accepting a bid, it is no longer possible to edit the details of that shipment or delete that shipment. If any changes need to be made, the shipper should contact the carrier as the carrier has the ability to edit the details of that shipment.

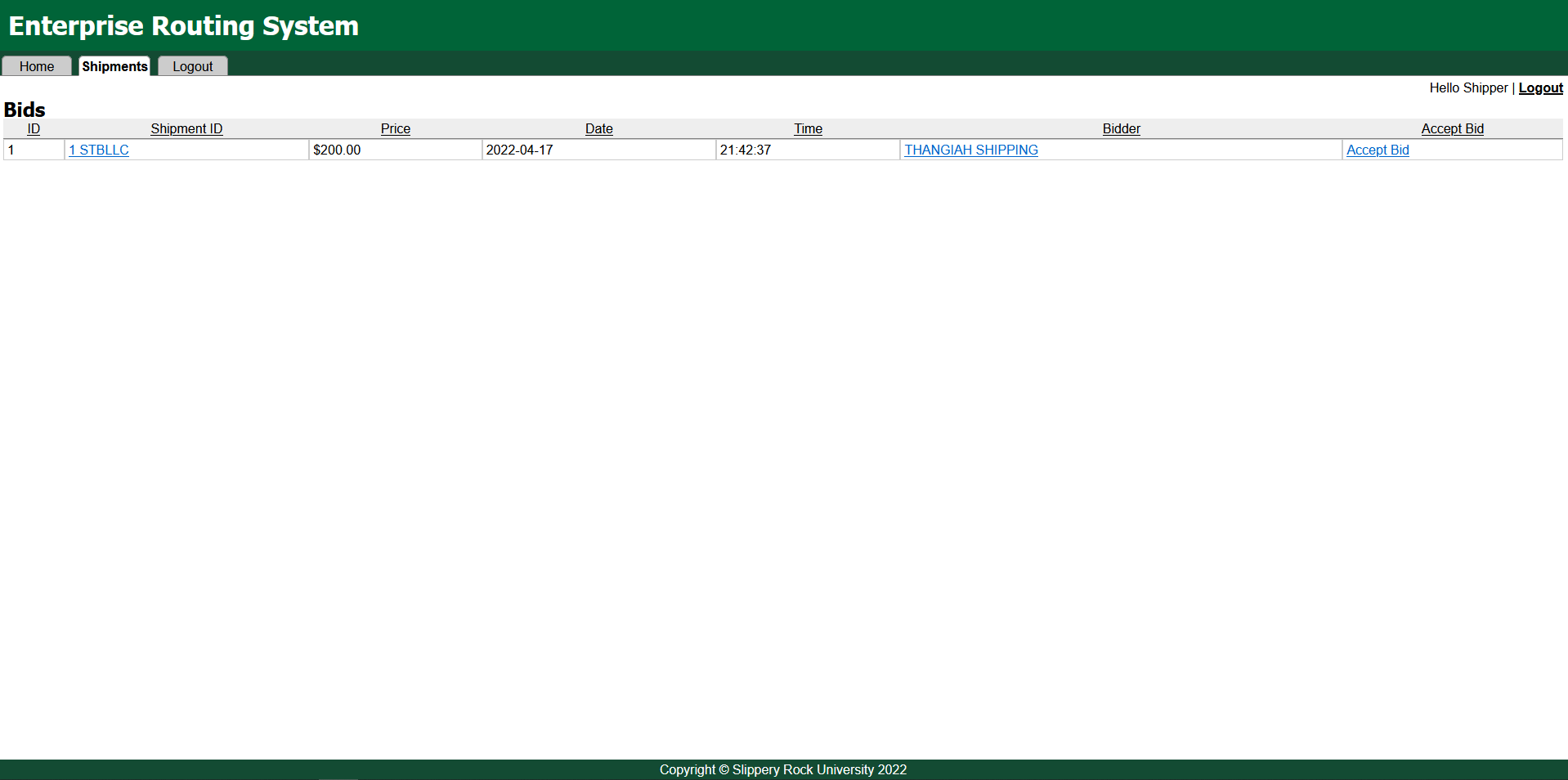


Figure 39 – View Bids Page as viewed from a Shipper

#### 11.1.1.4 Upload Excel File

In addition to adding the data manually, an Excel file containing all of the necessary information for the shipment can be uploaded which will automatically be added to the ***Created Shipments*** page. To do so, select ***Upload an Excel File*** at the bottom of the ***Created Shipments*** page. From there, the ***Upload file*** window will open (Figure 40).

From this window, you can select ***Choose File*** to select your Excel file. After selecting your file, choose ***Upload file*** and your Excel file will automatically be added to the database.

Some values of the Excel file are not necessary and will be ignored when uploading the file. Only the values present in the ***Add Shipment*** page are necessary to upload the Excel file ([Section 11.1.1.1](#_11.1.1.1_Add_Shipment))

**Note:** It is important that the proper format is followed to ensure that data is added properly. For your convenience, a template is available for download where you can add your data to. Simply click the link below the upload box that says ***Click Here!*** To download the template.

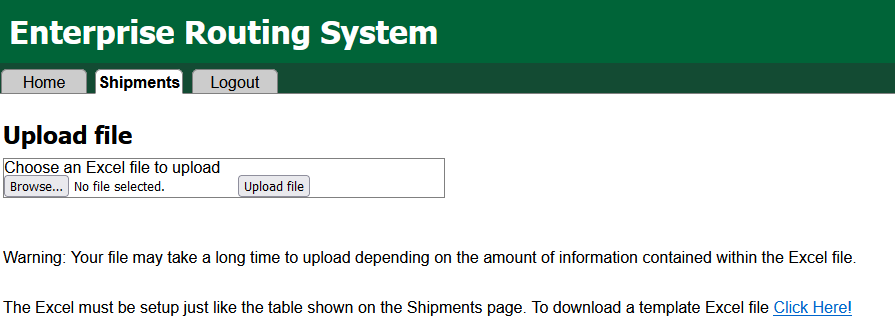


Figure 40 – Upload Shipments Excel File Page

### 11.1.2 Accepted Shipments

Shipments that shippers have created and accepted bids on will be moved over to the ***Accepted Shipments*** page. To get to this page simply select the ***Accepted Shipments*** option under the ***Shipments*** tab when logged in as a shipper.

The page will display all of the information the shipper entered when creating the shipment as well as the information that the carrier has access to such as the carrier name, vehicle, freightbill number, and full freight terms (Figure 41) To access all of the details of the shipment, select ***View All Details***.

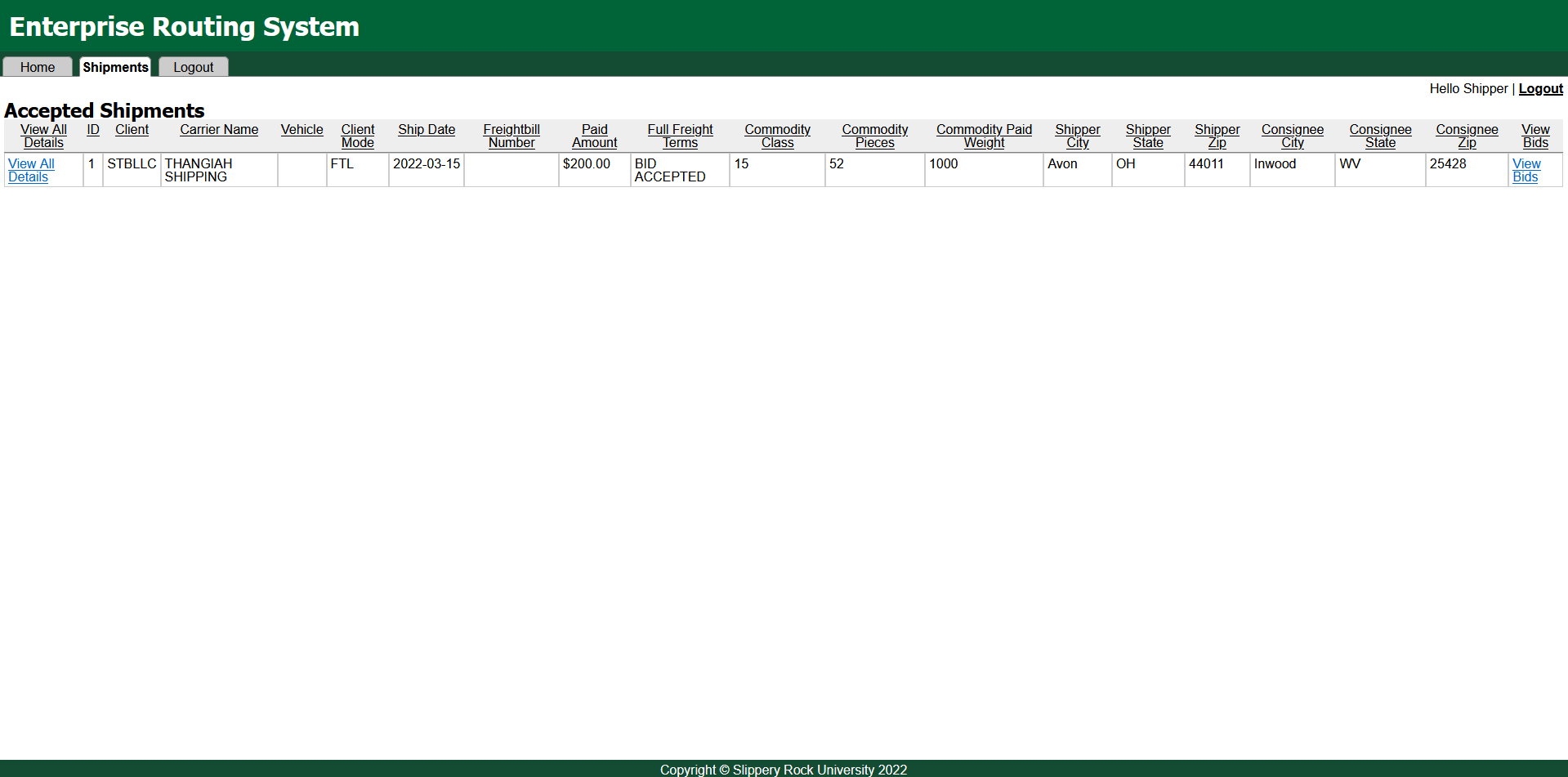


Figure 41 – Accepted Shipments page as viewed from a Shipper

## 11.2 Carrier View

When logged in as a [Carrier (Section 2.3)](#_2.3_Roles), accessing the ***Shipments*** page will display 2 different options (Figure 42) The different functionalities of those options are outlined below.

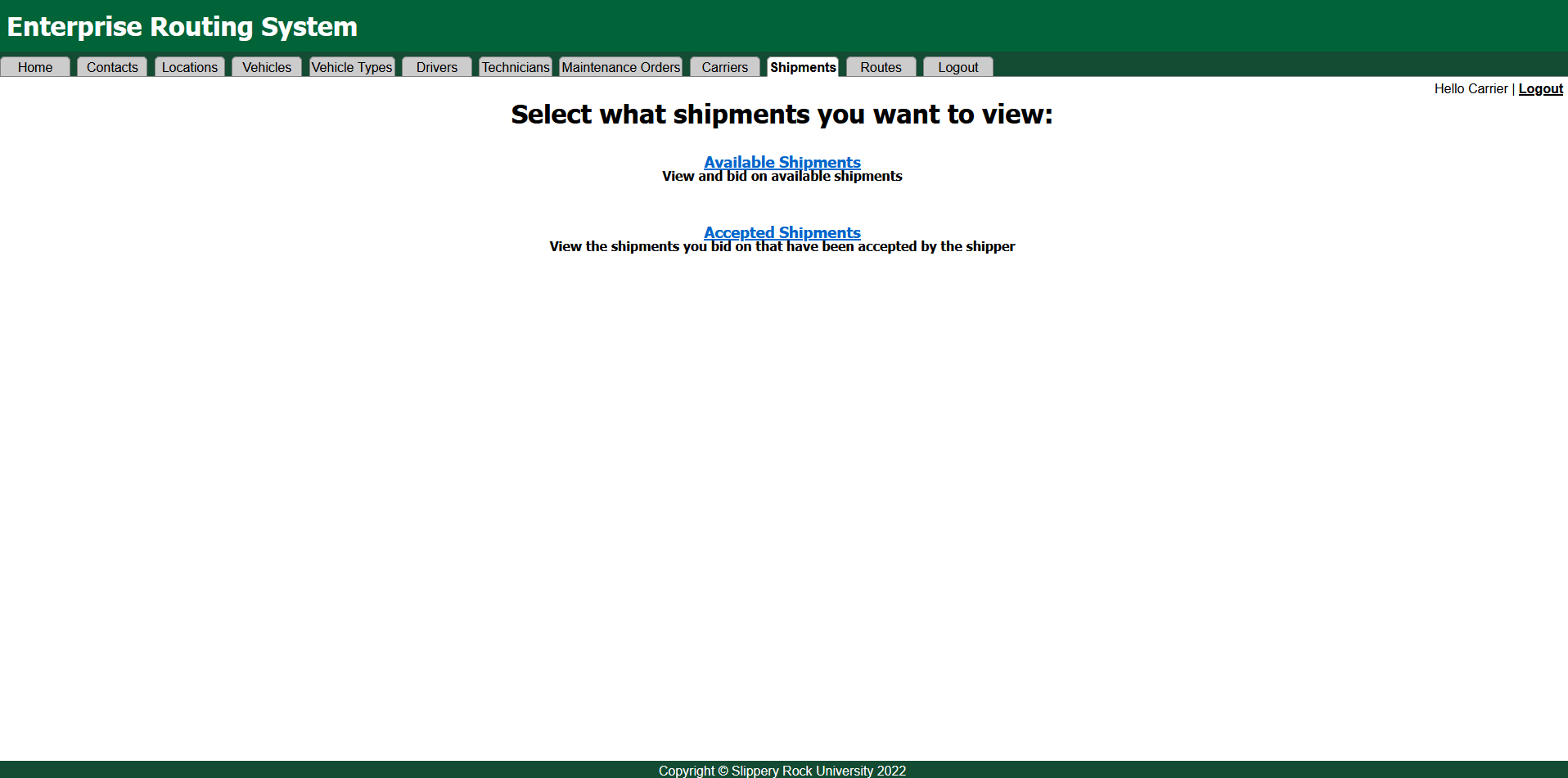


Figure 42 – Shipments Page as viewed from a Carrier

### 11.2.1 Available Shipments

Selecting ***Available Shipments*** will show a list of shipments that have been created by shipper that carriers are able to place bids on (Figure 43) These shipments have not been accepted by a shipper yet and are not assigned to any carriers.

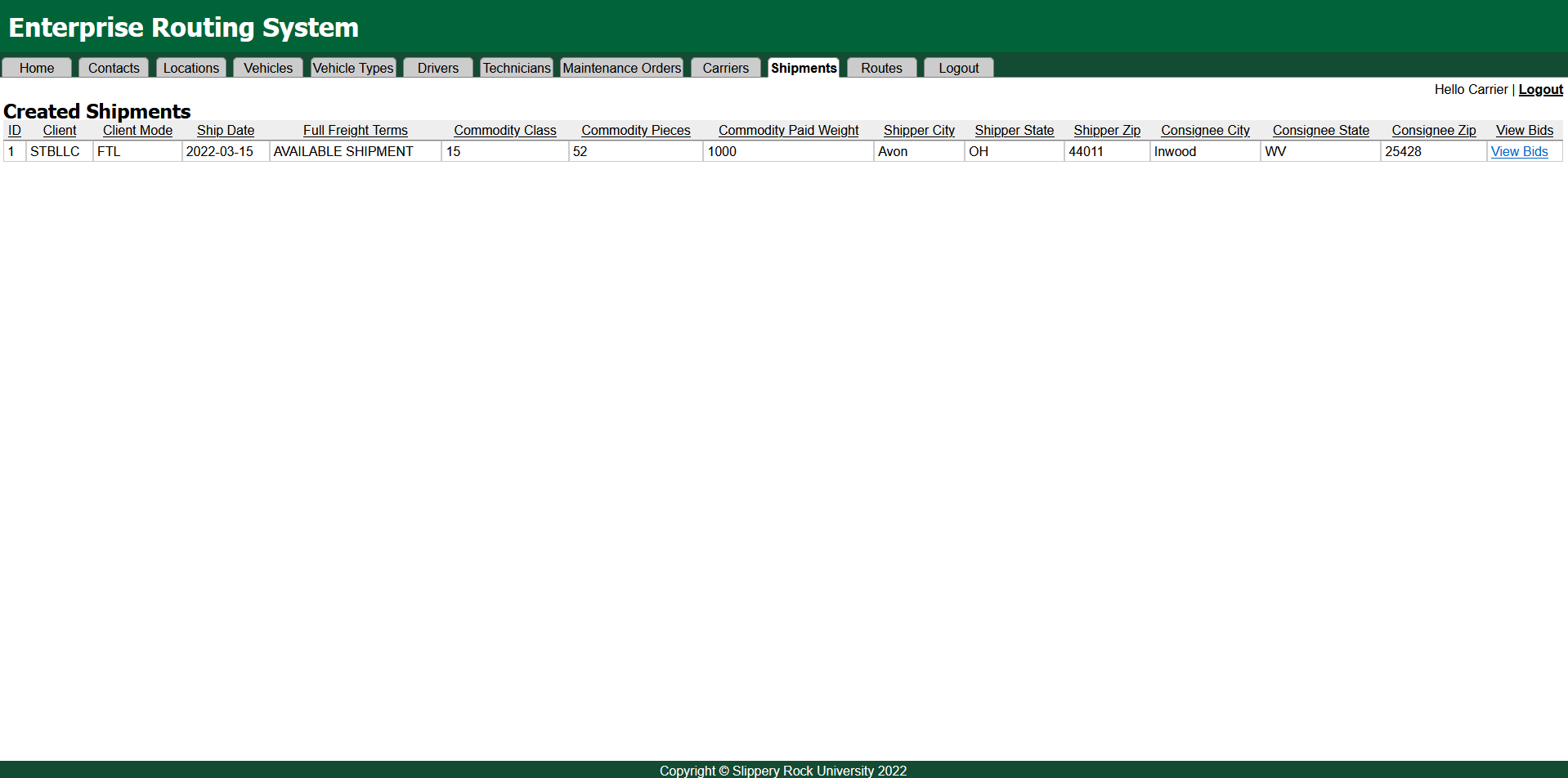


Figure 43 – Available Shipments Page

#### 11.2.1.1 Place Bids

To place a bid on a particular shipment, select ***View Bids*** on the shipment that you want to bid on. A new page will be displayed showing all of bids that you have placed on that particular shipment as well as the option to edit or delete them which is covered in [Section 11.2.1.2](#_11.2.1.2_Edit_/) (Figure 44)

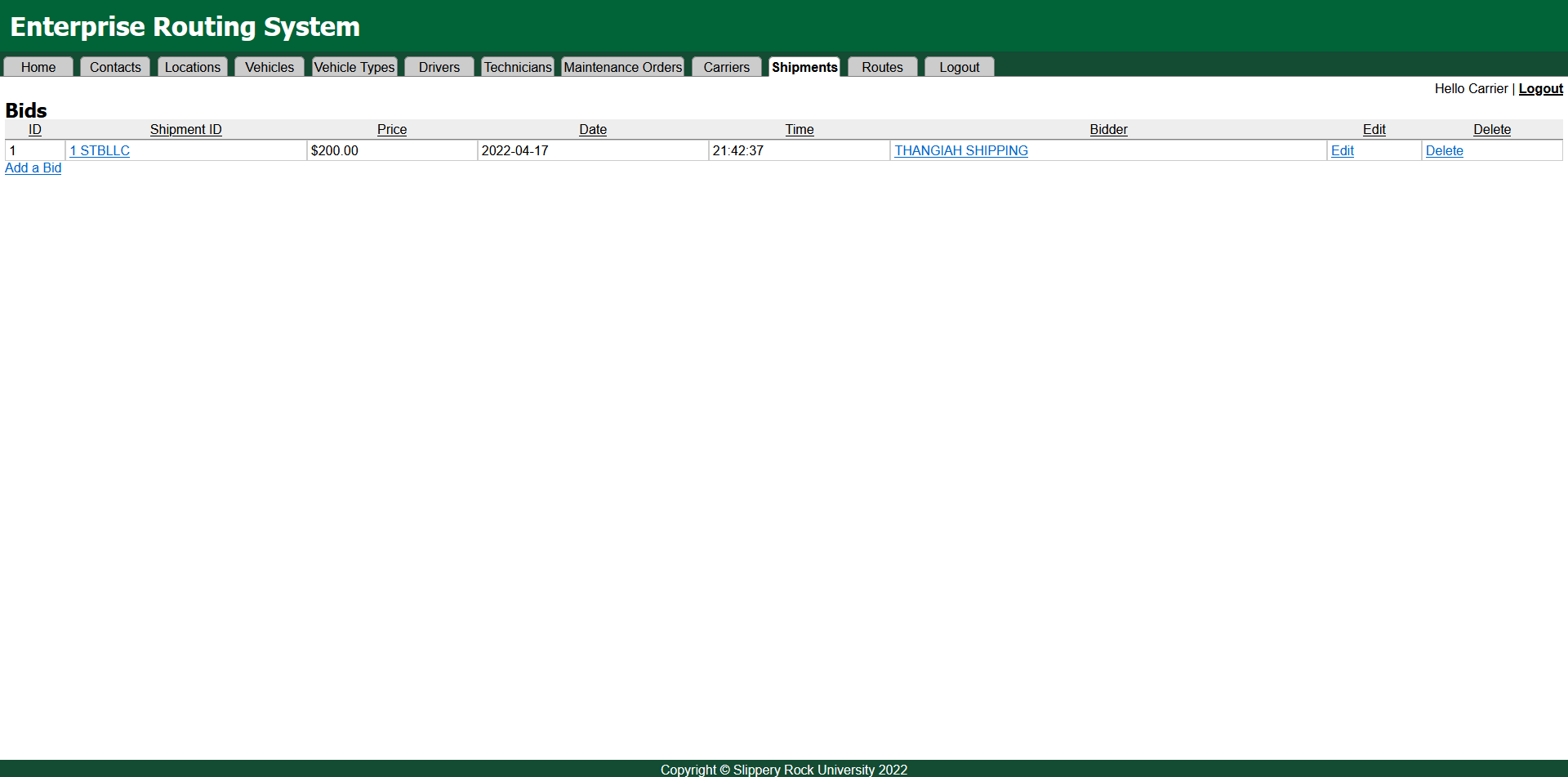


Figure 44 – View Bids Page as viewed from a Carrier

To add a bid, select ***Add a Bid*** at the bottom of the ***Bids*** page. Ensure that the correct shipment is selected and input the price that you want to place the bid for (Figure 45)

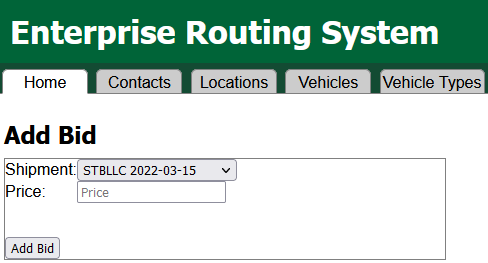


Figure 45 – Add Bid Page

#### 11.2.1.2 Edit / Delete Bids

To edit or delete a bid that you have placed, select ***View Bids*** on the shipment that you want to change the bid for and select either ***Edit*** or ***Delete*** on the bid you want to change.

Selecting ***Edit*** will show a form that looks exactly like the ***Add Bid*** page. The price and shipment will automatically be selected and you can edit the details of that bid to change the price of it.

Selecting ***Delete*** will simply delete the bid from that shipment and the bid and a shipper will no longer be able to view or accept that bid.

### 11.2.2 Accepted Shipments

When a shipper has accepted a bid by a carrier, it will be moved to the ***Accepted Shipments*** page. To access this page, select ***Accepted Shipments*** from the ***Shipments*** page. As a carrier, this page will only display the shipments that have been assigned to that carrier. The page shows many details of the shipment and more details can be viewed by selecting ***View All Details*** (Figure 46)

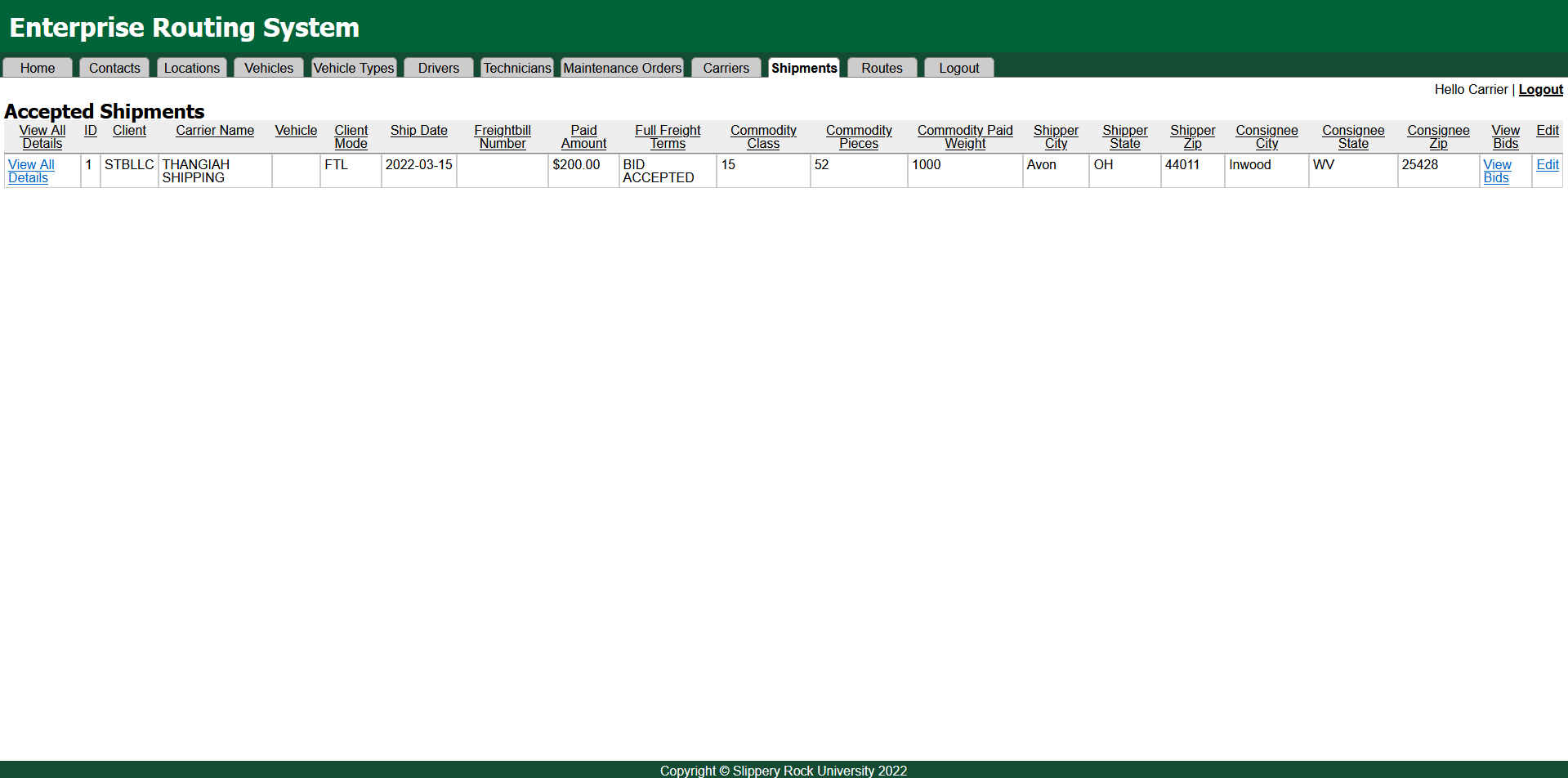


Figure 46 – Accepted Shipments Page as viewed from a Carrier

#### 11.2.2.1 Edit Shipment Details

Shipments that have been accepted and assigned to a carrier can be edited by the carrier that they are assigned to. Simply select the ***Edit*** button beside the shipment that you want to edit. A form will be displayed with all of the different values that can be edited for a specific shipment (Figure 47)

After changing the values that you want to change, simply select the ***Update Shipment*** button to change the details of that shipment. A shipper who is viewing the ***Accepted Shipments*** page will also be able to see the changes that have been made by a carrier.

**Note:** More values are available now such as the Vehicle, Freightbill Number, and Full Freight Terms which can only be changed by the carrier, not the shipper.

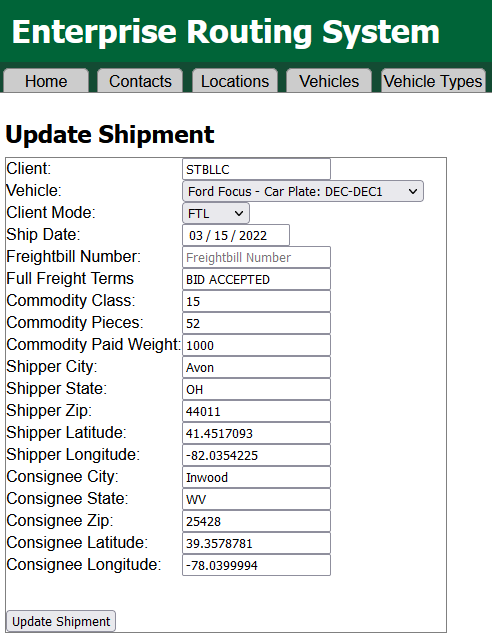


Figure 47 – Update Shipment Page as viewed from a Carrier

## 11.3 Master List View

When logged in as a user with the Master List role ([Section 2.3](#_2.3_Roles)) you will be able to view a complete list of the both the available shipments and the accepted shipments. When viewing accepted shipments, they will all show up regardless of the carrier.

## 11.4 Shipment Information and Details

The following values are the details dealing with shipments. Not all values are able to be edited by all users. Shippers can only access certain values while Carriers can access others. This list is a complete list of all of the values associated with shipments and details and examples of what each value is.

* **Client:** The client that the shipment is for (Example: *STBLLC*)
* **Carrier Name:** Selected from a list of the created [Carriers (Section 11)](#_11._Carriers). The name of the carrier used for the shipment
* **Vehicle:** Selected from a list of the created [Vehicles (Section 7)](#_7._Vehicle_Types). The vehicle performing the actual shipment
* **Client Mode:** The type of shipment that will be used (LTL or FTL) (Example: *LTL*)
* **Ship Date:** The date that the shipment will be sent (Example: *3/15/2022*)
* **Freightbill Number:** The number that identifies the freightbill (Example: *596438923*)
* **Paid Amount:** The amount the client paid for the shipment (Example: *$59.53*)
* **Full Freight Terms:** The status of the shipment (Example: *Outbound Prepaid*)
* **Commodity Class:** The class of the shipment that is being sent out (Example: *15*)
* **Commodity Pieces:** The number of pieces being shipped (Example: *52*)
* **Commodity Paid Weight:** The weight that has been paid for (Example: *1000*)
* **Shipper City:** The city that the product is being shipped from (Example: *Avon*)
* **Shipper State:** The state that the product is being shipped from (Example: *OH*)
* **Shipper Zip:** The zip code that the product is being shipped from (Example: *44011*)
* **Shipper Latitude:** The latitude of the location the product is being shipped from (Example: *41.4517093*)
* **Shipper Longitude:** The longitude of the location the product is being shipped from (Example: *-82.0354225*)
* **Consignee City:** The destination city of the product (Example: *Inwood*)
* **Consignee State:** The destination state of the product (Example: *WV*)
* **Consignee Zip:** The destination zip code of the product (Example: *25428*)
* **Consignee Latitude:**The destination latitude of the product (Example: *39.3578781*)
* **Consignee Longitude:** The destination longitude of the product (Example: *-78.0399994*)

# 12. Routes

The ***Routes*** gives you the ability to see all of the shipments that are to take place for a specific vehicle on a specific date or any date. Simply select a vehicle from the list of vehicles created in [Section 7](#_7._Vehicle_Types). Select a date for the shipments that you want to see. If you want to see all of the shipments for that particular vehicle, check the ***Any Date*** box and choose ***Show Route***. From there, a list of Shipments will be shown to the user that pertain to the results that you selected. To see more details on a particular shipment, choose ***View All Details***. (Figure 48)

Graphical user interface, text, application, table, Excel

Description automatically generated

Figure 48 – Routes Page

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