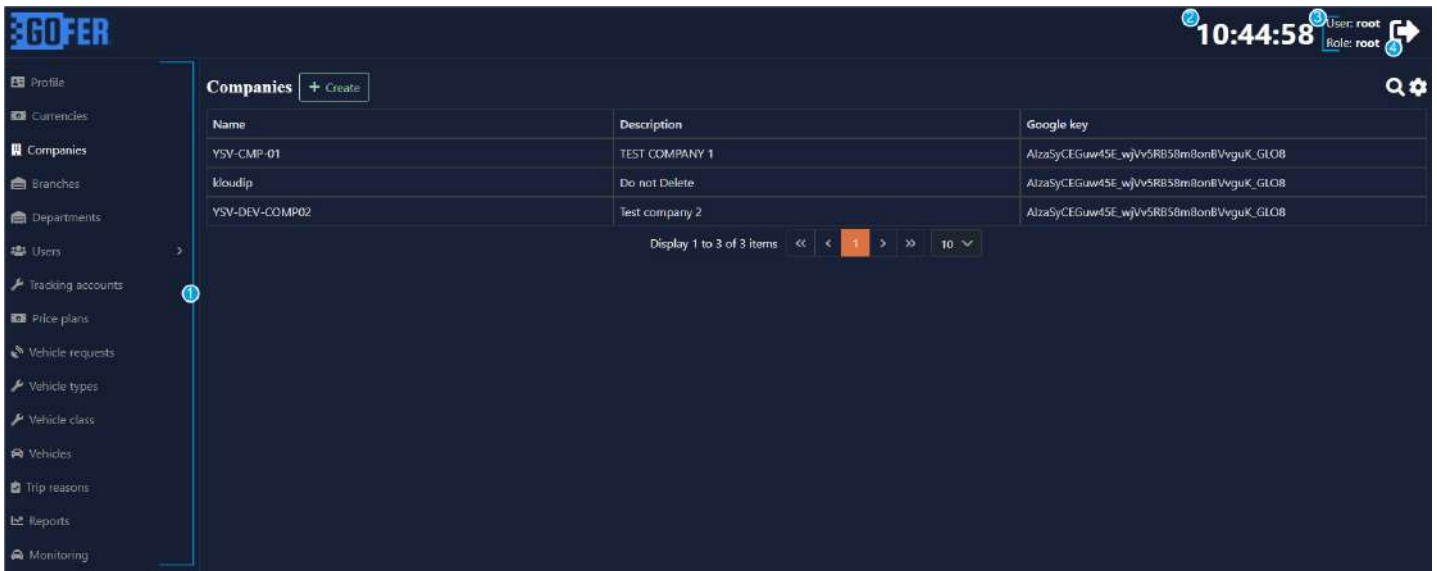# User's Interface

Main menu

You can see the main menu on the left. The menu has a number of sections (1). The sections may differ depending on the role of the user. On the right you can see current time (2), your login and your role (3). You can use this button (4) to log out from the app.

Sections

Most of the sections have similar design and functionality.
You can see a table (1) with the information related to the chosen section. Use this button (2) to search for information in the table by a keyword. Use this button (3) to choose the columns you want to see in the table. You can use these arrows to turn pages back and forth. Using this button (5) you can choose the maximum number of the rows you want to see in one page. If you click the right mouse button on the row, you can edit (6) or delete (7) the information there.
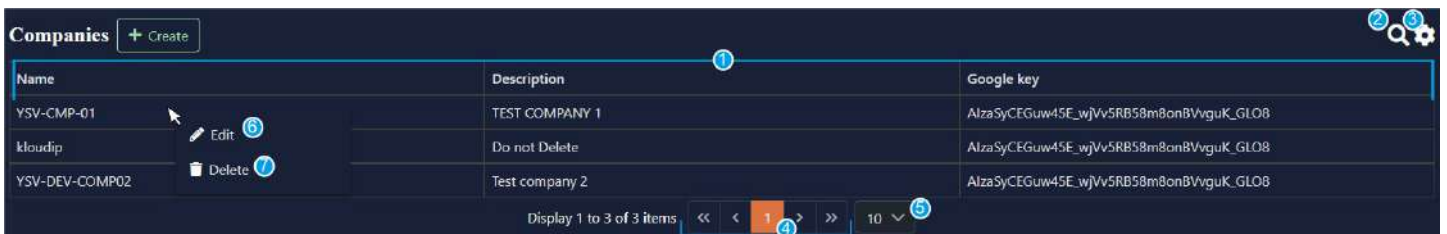
Functionality

Profile
In this section you can manage your personal information.
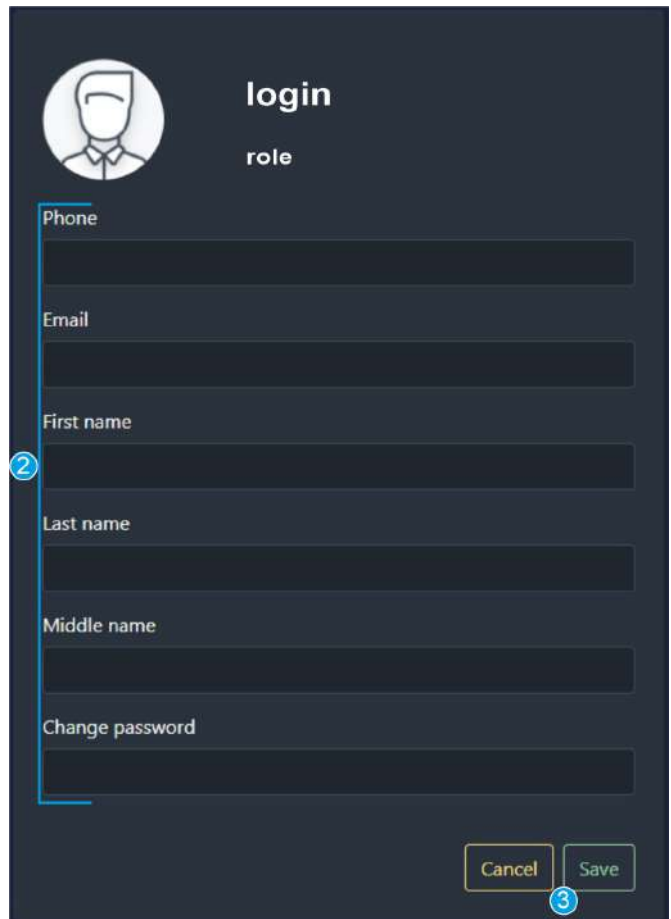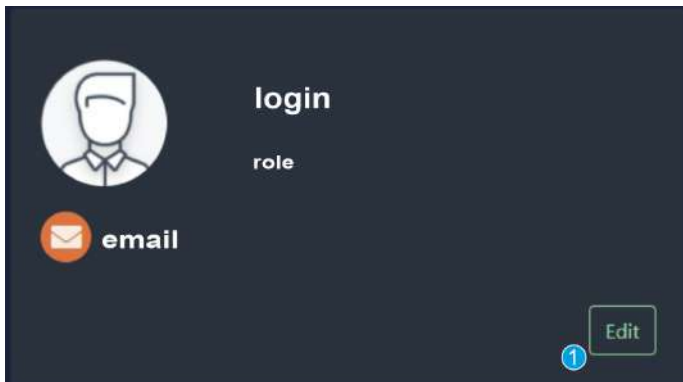
- Click **edit** (1) if you want to add, update or remove information from your account. You will see the fields in which you can manage the information (2).
- Update the information in the field if it is incorrect. If the field is empty you should add information there. If the information is correct, do not do anything.
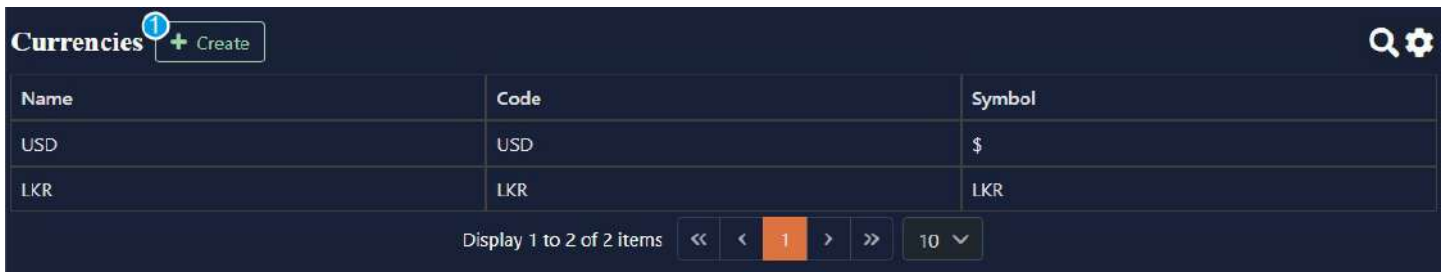
Note:
*If you want to change your current password, enter the new one into the **change password** field. Leave this field empty if you want to use your current password.*

- Click **save** (3) to save changes.
  Click **cancel** to cancel changes.
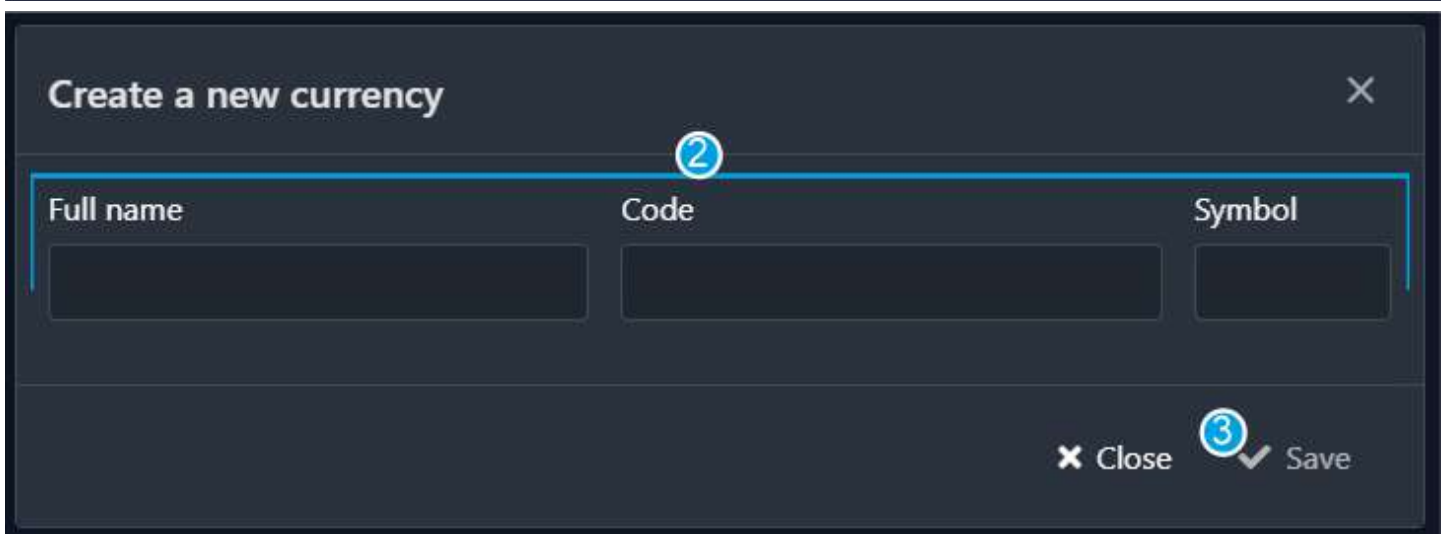
Currencies

In this section you can add currencies which you work with and see the added ones.

- Click **+create** (1) to create a new currency. You will see the fields which you should fill in (2).

Fill in all the fields.

Note: *Each currency has its international currency format.*

Use this link to know which code and symbol to put into a field.
- Click **save** (3) to save the information.
  Click **cancel** to cancel changes.

Note: *The current version of the app doesn't allow you to delete created currencies, however you can edit them.*

Companies

In this section you can add companies which you work with and see the added ones.

- Click **+create** (1) to create a new company. You will see the fields which you should fill in (2).

Fill in all the fields.

Note: *Use this link to know which google API key to put into a field.*

- Tick **use budget module** (3) if you want to use it.

Note: *Using the budget module provides the opportunity for corporate financiers to set the budget for a month. When the budget is exceeded, a passenger will get a travel failure notification.*

- Click **save** (4) to save the information.
  Click **cancel** to cancel changes.

Branches

In this section you can add branches of a company and see the added ones.

Note: *if a company doesn't have any branches you still have to create one*

- Click **+create** (1) to create a new branch. You will see the fields which you should fill in (2)
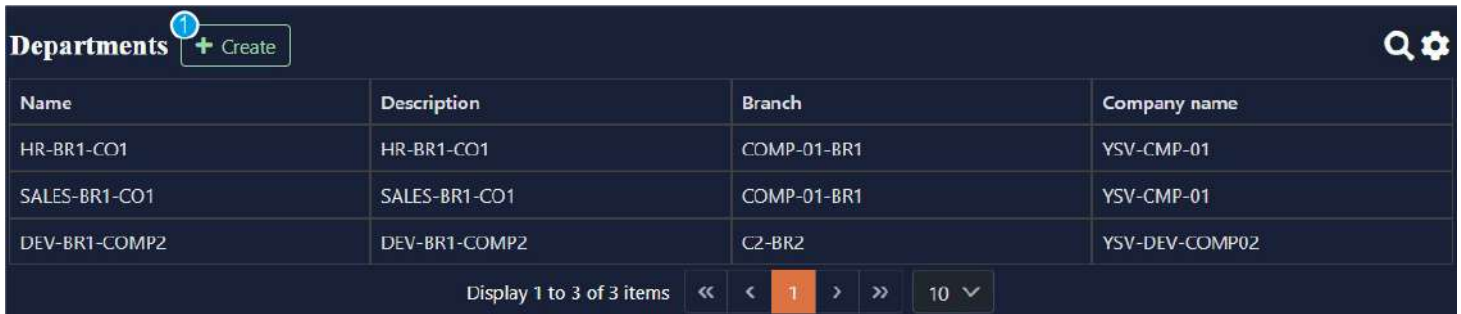

Fill in all the fields.
- Click on the arrow (3) and you will see a drop-down list. Choose the name of the company which the branch belongs to.
- Click on the arrow (4) and you will see a drop-down list. Choose the currency which the branch uses.
- Click **save** (4) to save the information.
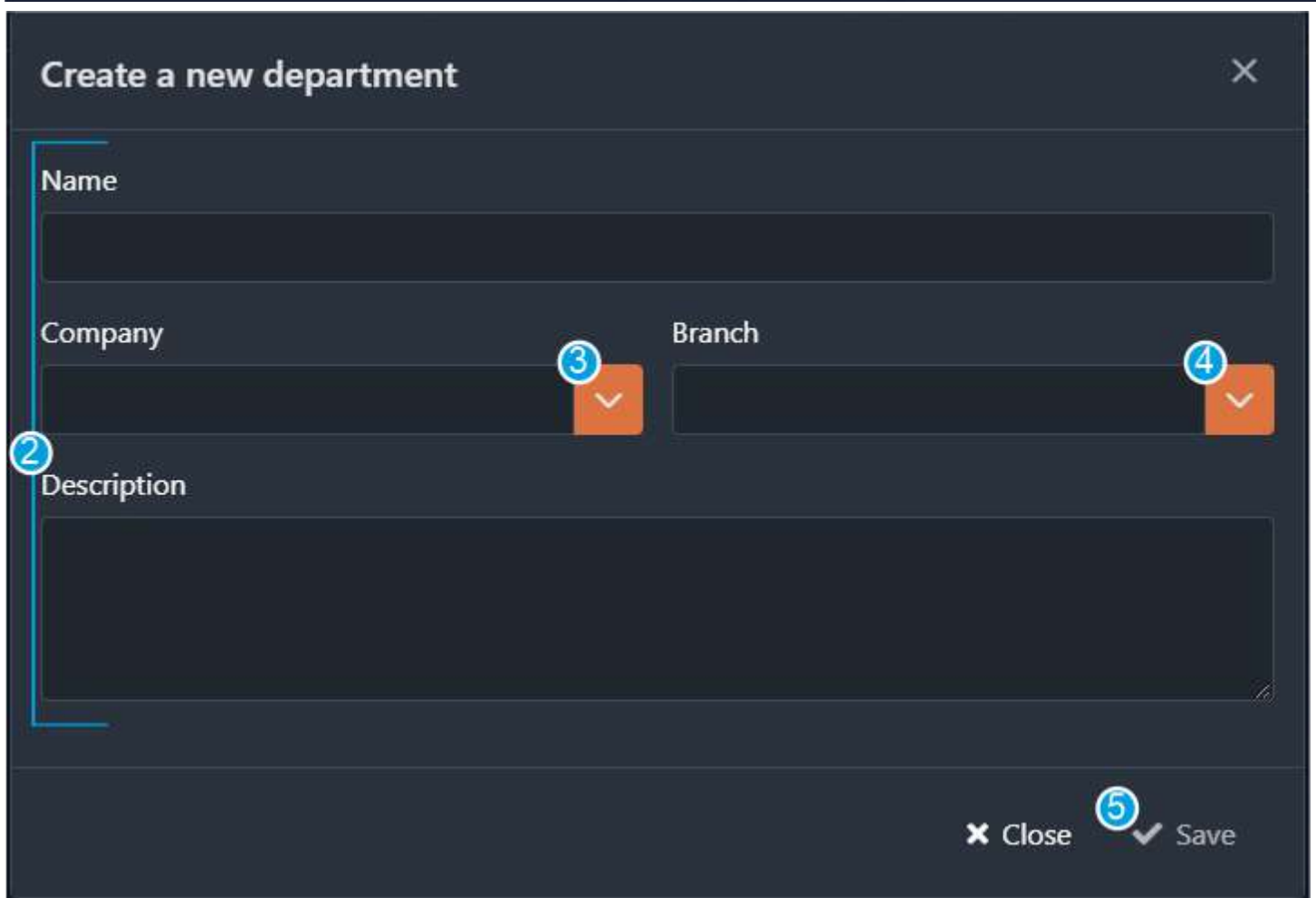 Click **cancel** to cancel changes.

Departments

In this section you can add departments of branches and see the added ones.

- Click **+create** (1) to create a new department. You will see the fields which you should fill in (2).

Fill in all the fields.
- Click on the arrow (3) and you will see a drop-down list. Choose the name of the company which the department belongs to.
- Click on the arrow (4) and you will see a drop-down list. Choose the branch which the department belongs to.
- Click **save** (5) to save the information.
  Click **cancel** to cancel changes.

Users

In this section you can create new users and see the added ones.
Each user has their own role.

Name	Role
Corporate admins	Manage the whole company (including branches and departments)
Branch admins	Manage only the branches of the company
Department managers	Confirm the request from the passenger
Dispatchers	Confirm the request for the vehicle (after manager's confirmation), login as a driver and manage their trips, add extra charge for completed trips, create and manage recurring rides
Corp. finances	Set the budget for each branch of the company
Branch finances	Set the budget for each department of the branch
Drivers	Accept a request and pick up a passenger
Passengers	Make requests for the trips

Corporate admins

In this section you can add new corporate admins and see the added ones.

- Click **+create** (1) to create a new corporate admin. You will see the fields which you should fill in (2).

Fill in all the fields.

Note: *The login and password that you create here will be used by a user to log in to their account.*

- Click on the arrow (3) and you will see a drop-down list. Choose a company which the corporate admin is responsible for.
- Fill in the rest of the fields.

Note: *The user can update the information (Email, First Name, Last Name, Middle Name, Password, Phone) later on their account.*

- Click **save** (4) to save the information.
  Click **cancel** to cancel changes.

Corp. financiers

In this section you can add new corporate financiers and see the added ones.

- Click **+create** (1) to create a new corporate financier. You will see the fields which you should fill in (2).

Fill in all the fields.

Note: *The login and password that you create here will be used by a user to log in to their account.*

- Click on the arrow (3) and you will see a drop-down list. Choose a company which the corporate financier is responsible for.
- Fill in the rest of the fields.

Note: *The user can update the information (Email, First Name, Last Name, Middle Name, Password, Phone) later on their account.*

- Click **save** (4) to save the information.
  Click **cancel** to cancel changes.

Branch admins

In this section you can add a new branch admin and see the added ones.

- Click **+create** (1) to create a new branch admin. You will see the fields which you should fill in (2).

Fill in all the fields.

Note: *The login and password that you create here will be used by a user to log in to their account.*

- Click on the arrow (3) and you will see a drop-down list. Choose a company which the branch admin belongs to.
- Click on the arrow (4) and you will see a drop-down list. Choose a branch which the branch admin is responsible for. Fill in the rest of the fields.

Note: *The user can update the information (Email, First Name, Last Name, Middle Name, Password, Phone) later on their account.*

- Click **save** (5) to save the information.
  Click **cancel** to cancel changes.

Branch financiers

In this section you can add new branch financiers and see the added ones.

- Click **+create** (1) to create a new branch financier. You will see the fields which you should fill in (2).

Fill in all the fields.

Note: *The login and password that you create here will be used by a user to log in to their account.*

- Click on the arrow (3) and you will see a drop-down list. Choose a company which the branch financier belongs to.
- Click on the arrow (4) and you will see a drop-down list. Choose a branch which the branch financier is responsible for. Fill in the rest of the fields.

Note: *The user can update the information (Email, First Name, Last Name, Middle Name, Password, Phone) later on their account.*

- Click **save** (5) to save the information.
  Click **cancel** to cancel changes.

Dispatchers

In this section you can add new dispatchers and see the added ones.

- Click **+create** (1) to create a new dispatcher. You will see the fields which you should fill in (2).

Fill in all the fields.

Note: *The login and password that you create here will be used by a user to log in to their account.*

- Click on the arrow (3) and you will see a drop-down list. Choose a company which the dispatcher belongs to.
- Fill in the rest of the fields.
- Click on the arrow (4) and you will see a drop-down list. Choose a branch which the dispatcher is responsible for.

Note: *The user can update the information (Email, First Name, Last Name, Middle Name, Password, Phone) later on their account.*
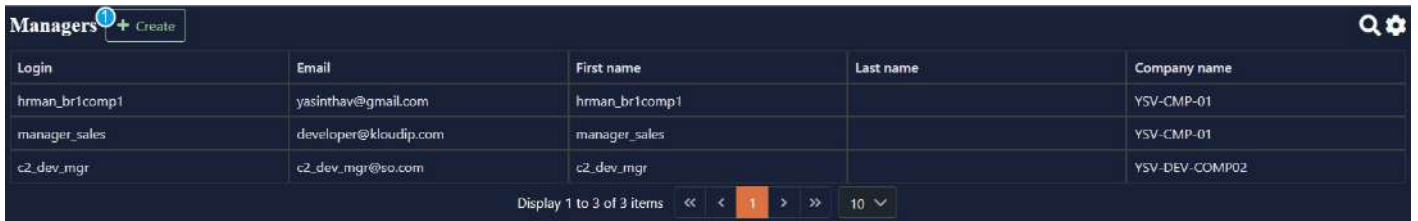
- Click **save** (5) to save the information.

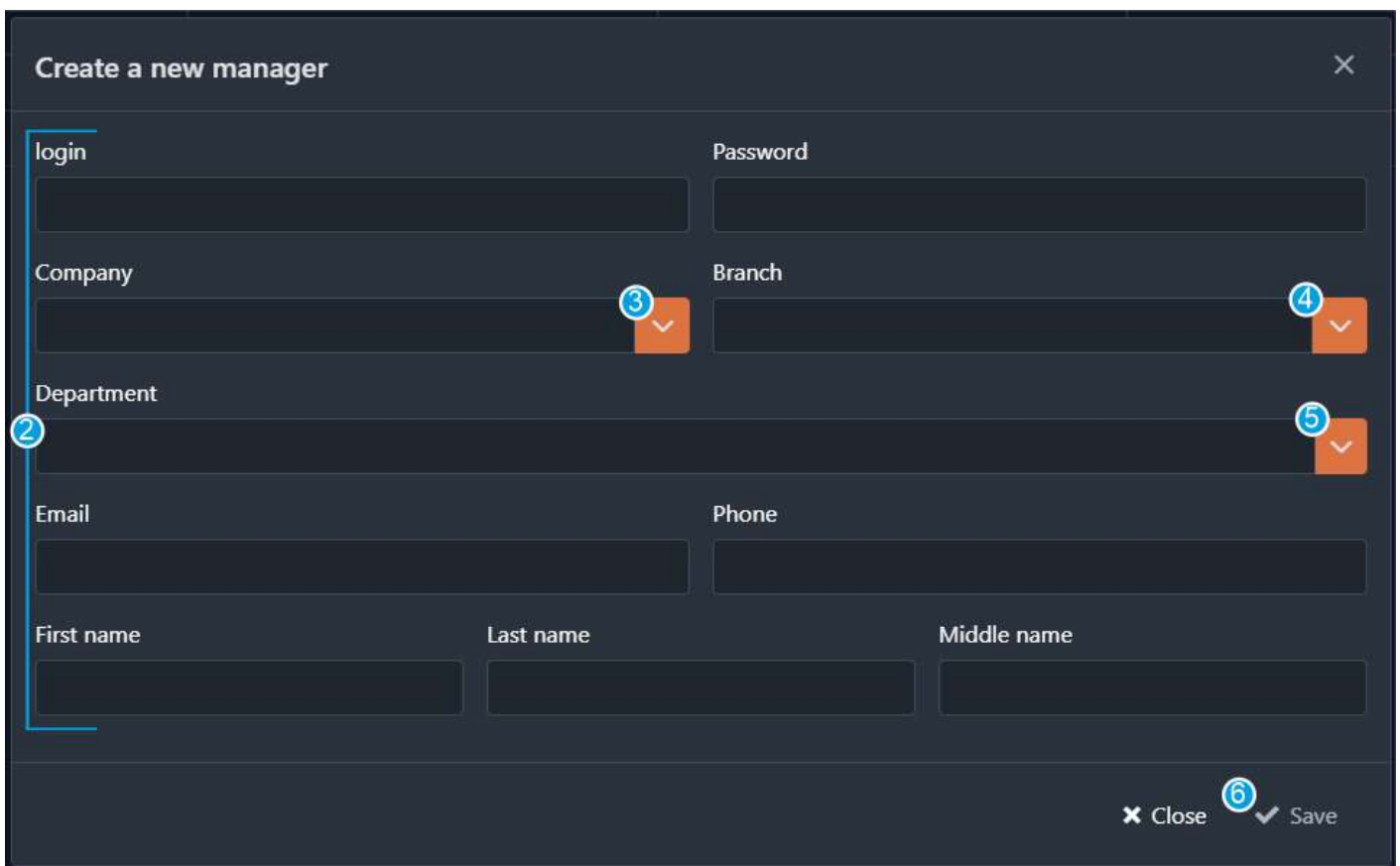Click **cancel** to cancel changes.

Managers

In this section you can add new managers and see the added ones.

- Click **+create** (1) to create a new manager. You will see the fields which you should fill in (2).

Fill in all the fields.

Note: *The login and password that you create here will be used by a user to log in to their account.*

- Click on the arrow (3) and you will see a drop-down list. Choose a company which the manager belongs to.
- Click on the arrow (4) and you will see a drop-down list. Choose a branch which the manager belongs to.
- Click on the arrow (5) and you will see a drop-down list. Choose a department which the manager is responsible for.
- Fill in the rest of the fields.

Note: *The user can update the information (Email, First Name, Last Name, Middle Name, Password, Phone) later on their account.*
- Click **save** (6) to save the information.
  Click **cancel** to cancel changes.
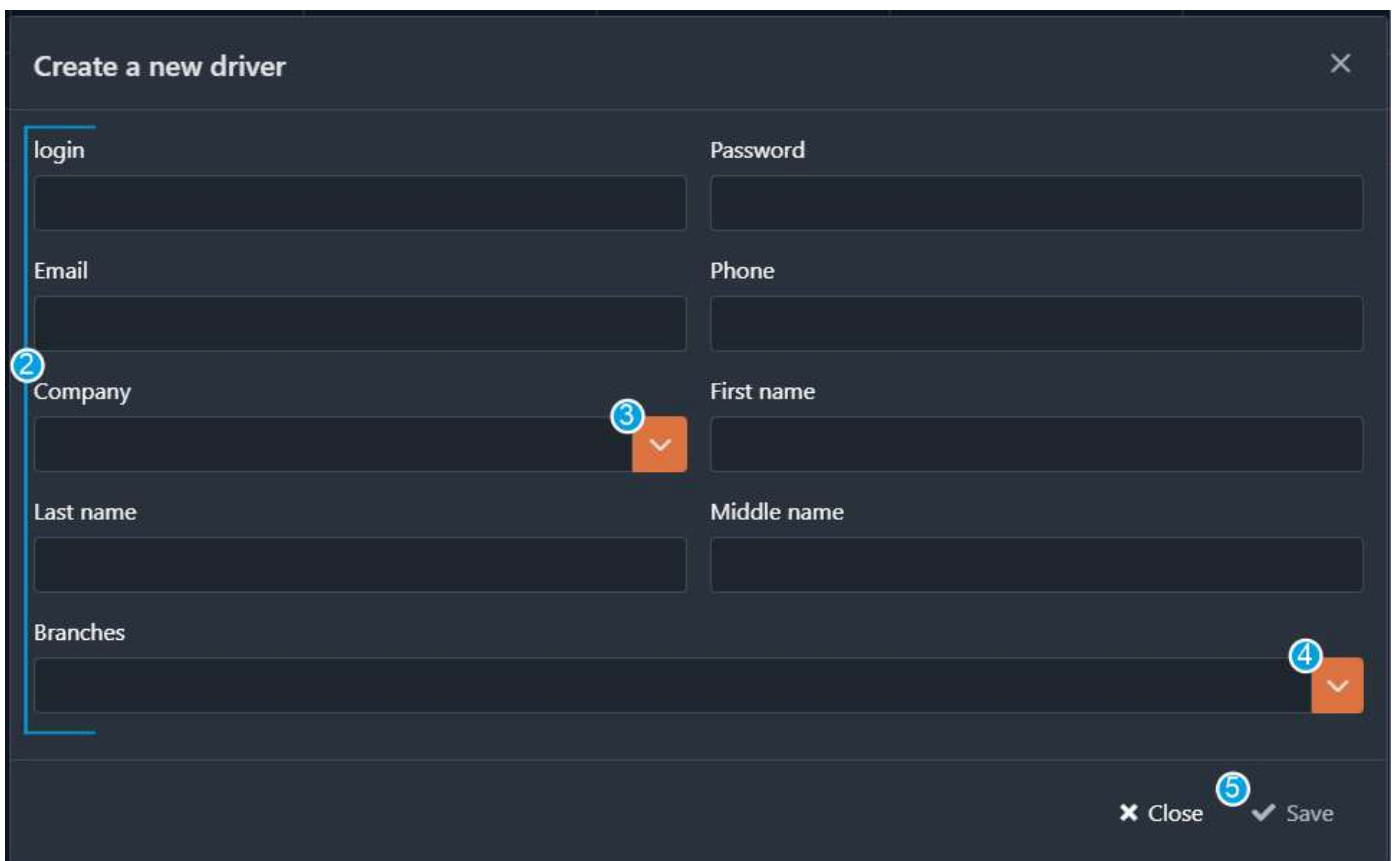
Drivers

In this section you can add new drivers and see the added ones.

- Click **+create** (1) to create a new driver. You will see the fields which you should fill in (2).

Fill in all the fields.

Note: *The login and password that you create here will be used by a user to log in to their account.*
- Click on the arrow (3) and you will see a drop-down list. Choose a company which the driver belongs to.
- Click on the arrow (4) and you will see a drop-down list. Choose a branch which the driver is responsible for.
- Fill in the rest of the fields.

Note: *The user can update the information (Email, First Name, Last Name, Middle Name, Password, Phone) later on their account.*

- Click **save** (5) to save the information.
  Click **cancel** to cancel changes.

Passengers
In this section you can add a new passenger and see the added ones.

- Click **+create** (1) to create a new passenger. You will see the fields which you should fill in (2).

Fill in all the fields.

Note: *The login and password that you create here will be used by a user to log in to their account.*

- Click on the arrow (3) and you will see a drop-down list. Choose a company which the passenger belongs to.
- Click on the arrow (4) and you will see a drop-down list. Choose a department which the passenger belongs to.
- Fill in the rest of the fields.

Note: *The user can update the information (Email, First Name, Last Name, Middle Name, Password, Phone) later on their account.*

- Click **save** (5) to save the information.

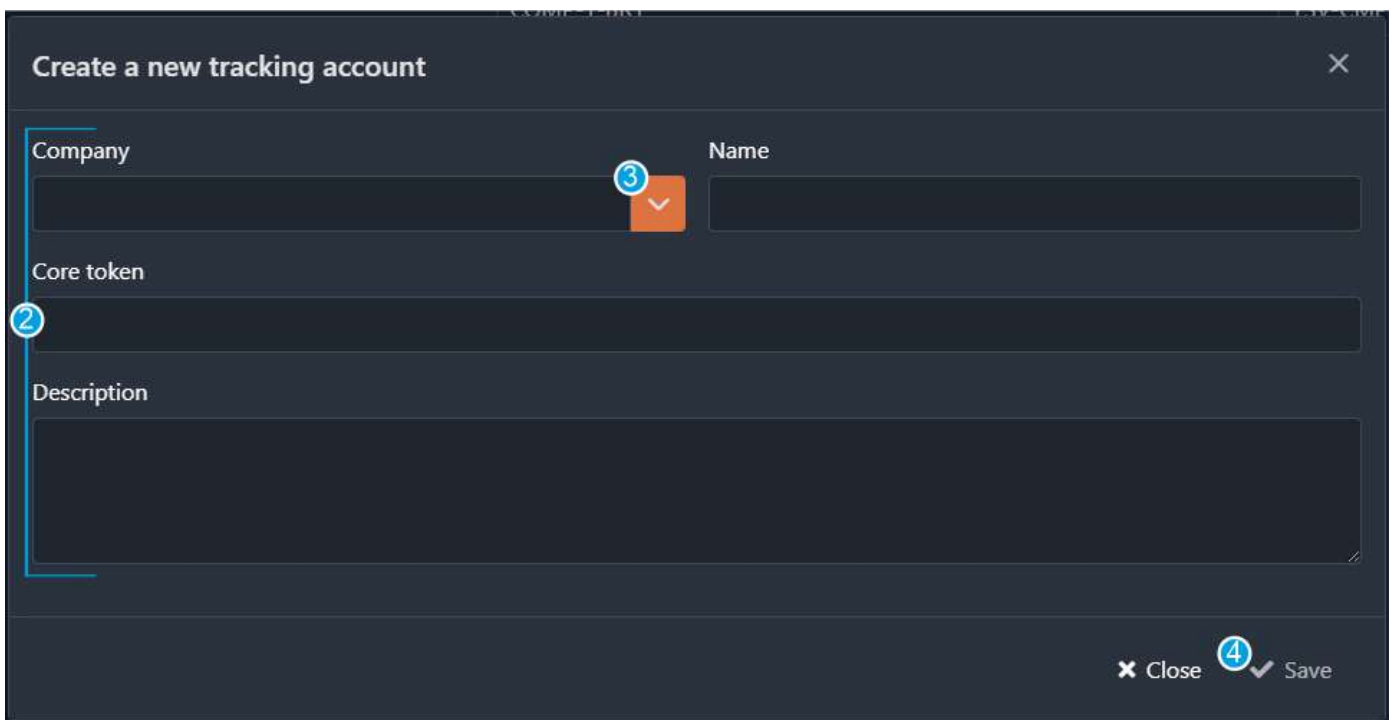Click **cancel** to cancel changes.

Tracking accounts

In this section you can create new tracking accounts and see the created ones.

- Click **+create** (1) to create a new tracking account. You will see the fields which you should fill in (2).

Fill in all the fields.
- Click on the arrow (3) and you will see a drop-down list. Choose a company which the tracking account belongs to.
- Fill in the rest of the fields.

- Click **save** (4) to save the information.
  Click **cancel** to cancel changes.

Price plans

In this section you can create new price plans and see the created ones.

- Click **+create** (1) to create a new price plan. You will see the fields which you should fill in (2).

Fill in all the fields.
- Click on the arrow (3) and you will see a drop-down list. Choose a company which the price plan belongs to.
- Click on the arrow (4) and you will see a drop-down list. Choose a branch which the price plan belongs to.
- Click on the arrow (5) and you will see a drop-down list. Choose a vehicle type which the price plan belongs to.
- Click on the arrow (6) and you will see a drop-down list. Choose a vehicle class which the price plan belongs to.

● Fill in the rest of the fields.

Note: *If you do not have any options in the "type" and "class" fields, fill in the information in the "vehicle types" and "vehicle class" sections which you can find in the main menu.*

● Click **save** (7) to save the information.
  Click **cancel** to cancel changes.

Vehicle requests

In this section you can see all the requests which were made by the passengers. You can also create and download the report of the requests.

● Use this field (1) to search for the request by the date and time. Click on the field. Choose the needed date and time and click set (2). Click cancel to cancel the chosen date and time.
● Use this button (3) to open the field to search for the request by the key word. Enter the key word and you will see the results.
● Use this button (4) to choose the columns which you want to see in the report.
● Use this button to filter (5) the information by its stage.
● Click on this button (6) to download the report.

Vehicle types

In this section you can add new vehicle types and see the added ones.

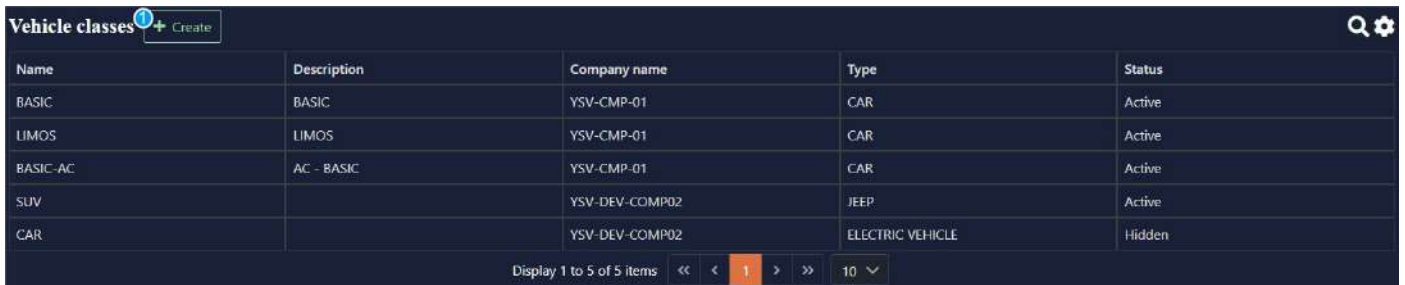- Click **+create** (1) to create a new vehicle type. You will see the fields which you should fill in (2).

Fill in all the fields.
- Click on the arrow (3) and you will see a drop-down list. Choose a company which the price plan belongs to. Fill in the rest of the fields.
- Click **save** (4) to save the information.
  Click **cancel** to cancel changes.

Vehicle class

In this section you can add new vehicle classes and see the added ones.

- Click **+create** (1) to create a new vehicle class. You will see the fields which you should fill in (2).

Fill in all the fields.
- Click on the arrow (3) and you will see a drop-down list. Choose a company which the price plan belongs to.
- Click on the arrow (4) and you will see a drop-down list. Choose a vehicle type which belongs to this vehicle class.
- Fill in the rest of the fields.

Note: *If you do not have any options in "vehicle type", fill in the information in the "vehicle types" section which you can find in the main menu.*

- Click **save** (5) to save the information.
  Click **cancel** to cancel changes.

Vehicles

In this section you can add new vehicles and see the created ones.

- Click **+create** (1) to create a new vehicle. You will see the fields which you should fill in (2).

Fill in all the fields.
- Click on the arrow (3) and you will see a drop-down list. Choose a company which the vehicle belongs to.
- Click on the arrow (4) and you will see a drop-down list. Choose a branch which the vehicle belongs to.
- Click on the arrow (5) and you will see a drop-down list. Choose a vehicle type which the vehicle is.
- Click on the arrow (6) and you will see a drop-down list. Choose a vehicle class which the vehicle is.
- Click on the arrow (7) and you will see a drop-down list. Choose a tracking account which the vehicle belongs to.
- Click on the arrow (8) and you will see a drop-down list. Choose a tracking device which the vehicle has.
- Click on the arrow (9) and you will see a drop-down list. Choose a driver who drives a vehicle.
- Fill in the rest of the fields.

- Click **save** (10) to save the information.
  Click **cancel** to cancel changes.

Trip reasons
In this section you can add new trip reasons and see the created ones.

- Click **+create** (1) to create a new trip reason. You will see the fields which you should fill in (2).

Fill in all the fields.
- Click on the arrow (3) and you will see a drop-down list. Choose a company which the reasons are for.
- Click on the arrow (4) and you will see a drop-down list. Choose a branch which the reasons are for.
- The departments of the branch will be automatically added to this field (5).
- Fill in the rest of the fields.
- Transfer the departments from the left field to the right (6) to choose the ones which the reasons are for.
  To transfer the department, click on it then click on the button (7).
  To transfer all of the departments from the left field to the right click this button (8). You can use this button (9) to transfer the chosen department back or this (10) to transfer all of the departments back and exclude them from the list.
- Click **save** (11) to save the information.
  Click **cancel** to cancel changes.

Reports

In this section you can see all the statistics and see the report by chosen categories, such as time period, companies, branches etc. To choose the categories click on this button (1) to open report settings.

- Here (2) you can select the reporting period.
- Click on the arrow (3) to see a drop-down list. Choose a company you want to have a report of.
- Click on the arrow (4) to see a drop-down list. Choose a vehicle you want to have a report of.
- Click on the arrow (5) to see a drop-down list. Choose a passenger you want to have a report of.
- Click on the arrow (6) to see a drop-down list. Choose a branch you want to have a report of.
- Click on the arrow (7) to see a drop-down list. Choose a department you want to have a report of.
- Click on the arrow (8) to see a drop-down list. Choose a driver you want to have a report of.
- Click on this button (9) to get the report.
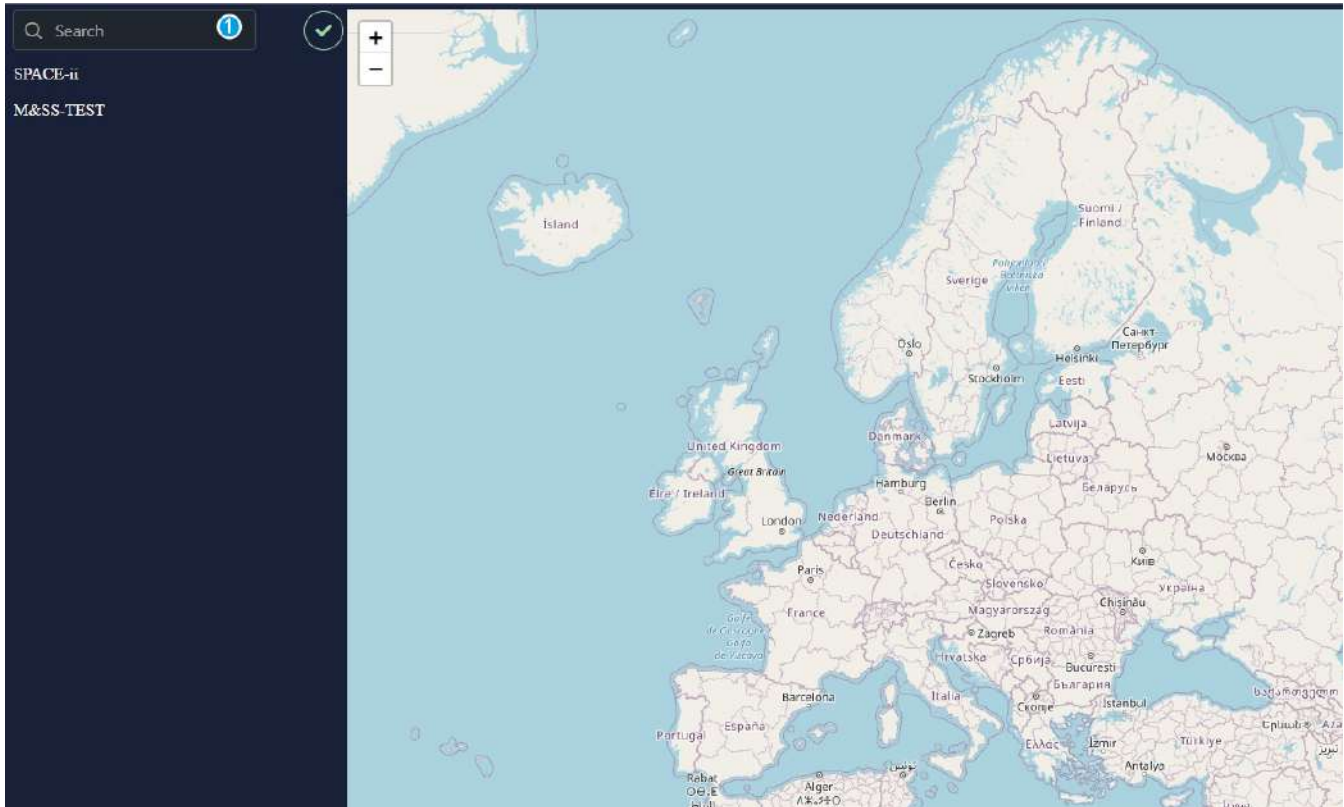
Now you can see the statistics of all vehicle requests (10), finished vehicle requests (11), cancelled vehicle requests (12), financial data (13) and vehicle request count graphic (14).

Monitoring

In this section you can see the vehicles on the map real time. Use the search field (1) to search for the vehicle on the map.

Choose a vehicle from the list (2), you can see it (3) on the map real time.
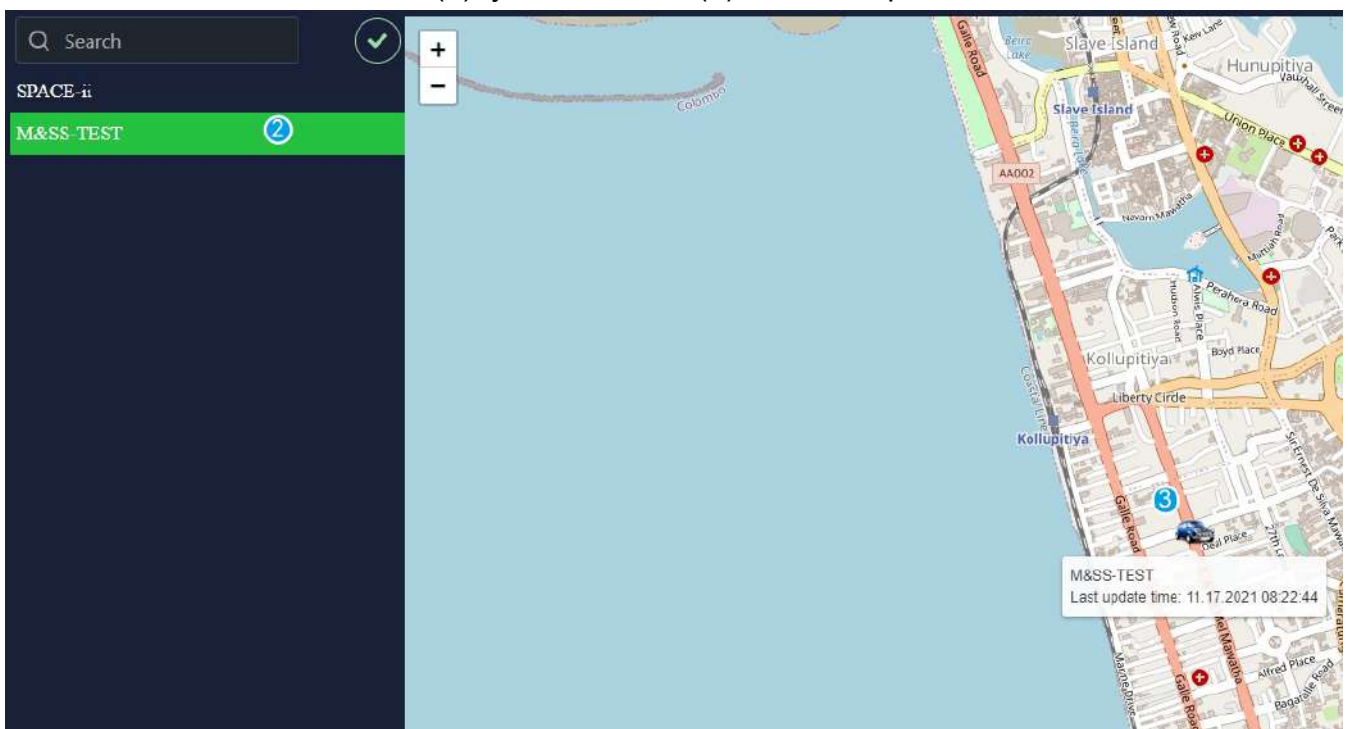
Users' functionality

Passengers
A passenger can make requests for trips

Id	Passenger	Department	Date Created	Date Started	Stage	Purpose	Start address	Destination addres:	Date finished	Actual distance
66	sales_pasgr1	SALES-BR1-CO1	01.13.2022 11:11:57		driver waiting	corporate	85a Colombo Rd Cc	177 R. A. De Mel M;		
65	sales_pasgr1	SALES-BR1-CO1	01.11.2022 12:51:21	01.13.2022 11:20:02	completed	corporate	No.267 Horana Rd f	M9MW+VGM Ratna	01.13.2022 11:20:12	
64	sales_pasgr1	SALES-BR1-CO1	01.11.2022 12:41:35	01.11.2022 12:46:27	completed	corporate	No.267 Horana Rd f	220 Kesbewa-Kinde	01.11.2022 12:47:33	0.91
62	sales_pasgr1	SALES-BR1-CO1	01.10.2022 09:31:28	01.10.2022 09:43:37	completed	corporate	662 Colombo - Gall	24, 12 B.D.L.Gunase	01.10.2022 09:52:18	
59	sales_pasgr1	SALES-BR1-CO1	01.04.2022 14:44:15	01.10.2022 09:36:50	completed	corporate	Ulitsa Batal'naya, 3,	Ulitsa Inzhenernaya	01.10.2022 09:41:35	
58	sales_pasgr1	SALES-BR1-CO1	01.04.2022 13:13:09	01.05.2022 09:51:04	completed	corporate	No.267 Horana Rd,	730 Athurugiriya Rd	01.05.2022 09:51:32	
57	sales_pasgr1	SALES-BR1-CO1	01.04.2022 12:23:14		rejected by driver	corporate	85a Colombo Rd, Cc	1, 41 Wasala Rd, Co		
51	sales_pasgr1	SALES-BR1-CO1	12.30.2021 14:04:46		waiting for manage	corporate	Vindya Salon, 67/9 l	Box 1 B235, Panadu		
50	sales_pasgr1	SALES-BR1-CO1	12.30.2021 14:02:30		waiting for manage	corporate	No.267 Horana Rd,	P399+CP6, Horana,		
48	sales_pasgr1	SALES-BR1-CO1	12.30.2021 08:11:15		waiting for dispatch	corporate	177 R. A. De Mel M;	177 R. A. De Mel M;		

Display 1 to 10 of 26 items « ‹ 1 2 3 › » 10 ⌄

In this section you can see requests made by different passengers with all the information about the trips (1). You can export the information from the table choosing the fields needed in the report (2). To make a request press +create button (3).


Now you can see the workspace where you give the details of your future trip. On the left side (1) you give the information about time/purpose etc.On the right side (2) you give the information about your route. You also can see your route on the map (3). If you do not need to make a request click on this button (4) to close this window.

To make a request at first you enter the details.

- You have to choose the exact time of the beginning of your trip and the approximate time of the end of the trip.
- To choose a needed vehicle type, click on this arrow (1) and you will see a dropdown list with all the vehicle types. To choose a vehicle type you need, click on this arrow (1) and you will see a dropdown list with all the vehicle types.
- To choose a vehicle class you need, click on this arrow (2) and you will see a dropdown list with all the vehicle classes.
- Click on this arrow (3) and you will see a dropdown list where you choose the purpose of your trip.
- You give your confirmation here (4).
- To select the trip reason click on the arrow (5) and choose the reason from the dropdown list.
- If you do not want other passengers to join during your trip, tick here (6).
- You can also give your comment in the "my comment" field.
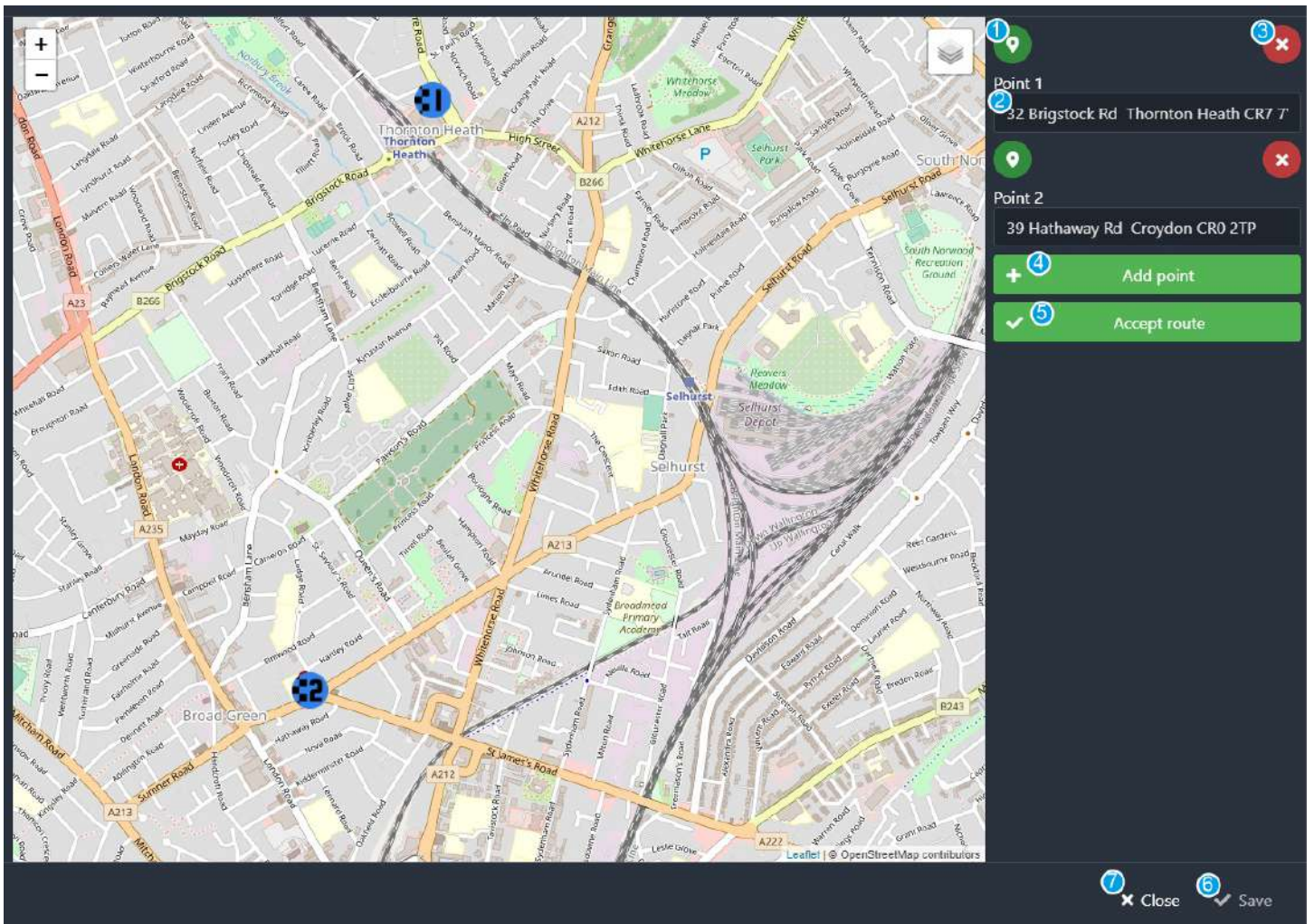
To give the information about your route click on the green "+ Add point" button.
- Now you can click this button (1) and then pin the starting point of your route where the driver needs to pick you up on the map. You also can enter the address in this field (2). To cancel the starting point chosen click on this button (3).
- Click on this button (4) to make more stops on your route or just a final point.
- When you finish, click on this button (5).
- You will see the predicted distance and price below the "my comment" field.

After you finish with all the information click on this button (6) to make the request. If you do not want to make the request, click here (7).

Department manager

The role of a manager is to confirm the request from the passenger.

In this section you can see requests made by different passengers with all the information about the trips (1). You can export the information from the table choosing the fields needed in the report (2). When you see the "waiting for manager" stage (3) click the right mouse button on this request and click "edit" (4).

Now you can see a workspace where you can confirm or reject the request.
- Click on this arrow (1) to see the dropdown list, confirm or reject the request.
- In this field (2) you can leave a comment if needed.
- Here (3) you can see the details of the request.
- Here (4) you can see the route of the request.
- When you finish, click on this button (5) to update the stage of the request.

Dispatcher

The role of a dispatcher is to confirm the request for the vehicle (after manager's confirmation).

In this section you can see requests made by different passengers with all the information about the trips (1). You can export the information from the table choosing the fields needed in the report (2). When you see the "waiting for dispatcher" stage (3) click the right mouse button on this request and click "edit" (4).

Now you can see a workspace where you can confirm or reject the request and choose a vehicle.
- Click on this arrow (1) to see the dropdown list, choose a vehicle according to the request..
- Click on this arrow (2) to see the dropdown list, confirm or reject the request.
- Click on this arrow (3) to see the dropdown list, choose a person responsible for the payment.
- In this field (4) you can leave a comment if needed.
- Here (5) you can see the details of the request.

- Here (6) you can see the route of the request.
- When you finish, click on this button (7) to update the stage of the request.

You can add an extra charge for completed trips.
- Find a completed trip in the table and click the right mouse button on it, select "add extra charge" (1).

- Complete the information about the extra charges needed (2)
- and click "save" (3).

If a driver has any problems with their mobile app, you can login as the driver and manage their trips.

- Choose "users" on the left in the main menu, then click "drivers" (1).
- Choose the driver you want to login as from the list, click the right mouse button,
- then click "login as" (2).

- In the vehicle requests list, find a trip the driver has to complete (look for the rides with "waiting for driver" stage).
- Click the right mouse button on it, then click "edit" (3).

- Here you choose a status for the trip (4).
- Click "update" (5).

Recurring rides

You can create recurring rides. Here you can see the list of the created ones (1).
- To create a new recurring ride click "+create" (2). You also can export the information from the table choosing the fields needed in the report (3).

- Complete the information about the ride (4).
- Here you put the document with the recurring rides price plan (5). You can download the example clicking here (6).

- Choose the needed days for the ride (7).
- Then click here to choose the stops for the ride (8).
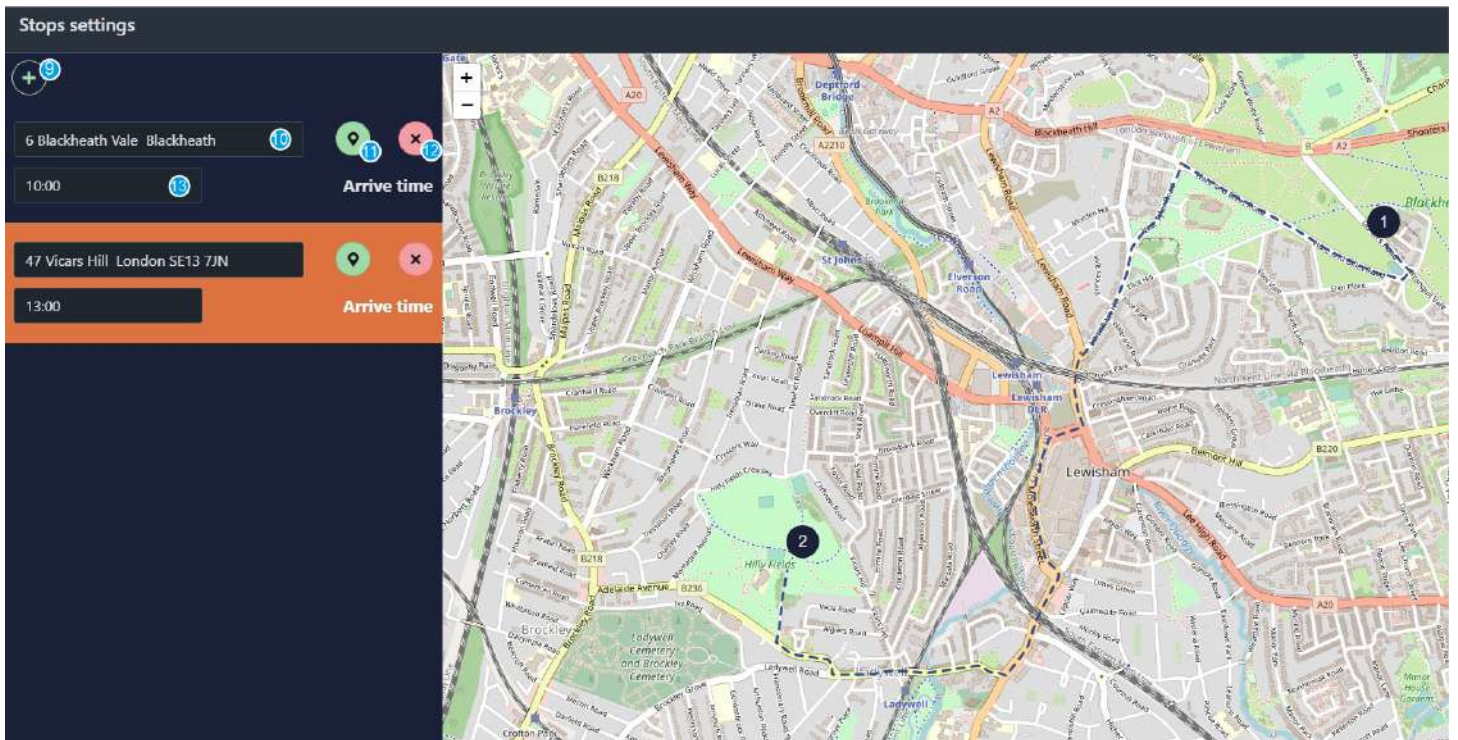
- To create a new stop click "+" (9).
- You can enter the address in the field (10) or pin the stop on the map (11). If you need to delete the stop, click here (12).
- Choose the time when a passenger should be picked up from the stop (13). Then close the window and click "save" (14). (see the previous pic)

If you do not need the recurring ride temporarily, you can disable it.
- Click the right mouse button, then click "disable" (1). You can click "enable" later when needed.
- You also can edit the information or delete it.

Corporate financiers

You set the budget for each branch of the company.

- Choose "budget" in the main menu.
- Click on the arrow (2) to see the drop down list with the names of the branches of your company.
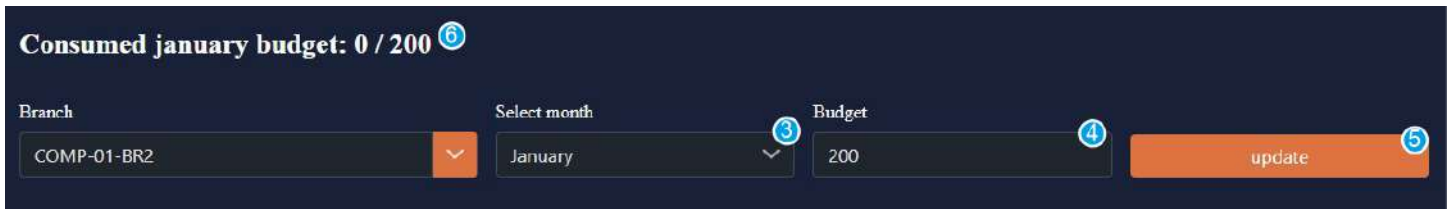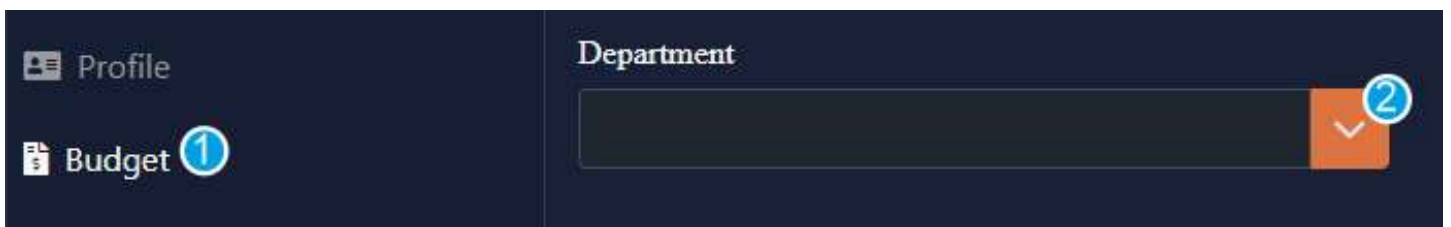

- Select the month you want to set the budget for (3).
- Set the budget (4).
- Click "update" (5).

Here you can see how much has been consumed (6).

Branch financiers

After corporate financiers set the budget for the branch, you set the budget for each department of the branch.

- Choose "budget" in the main menu.
- Click on the arrow (2) to see the drop down list with the names of the departments of your branch.

Department budget for January: 70 / 500 ⑥

Consumed january budget: 0 / 20 ⑦

Department	Select month	Budget	
HR-BR1-CO1 ▾	January ③ ▾	20 ④	update ⑤

- Select the month you want to set the budget for (3).
- Set the budget (4).
- Click "update" (5).

Here you can see how much has been consumed by the whole branch(6). Here you can see how much has been consumed by the department (7).