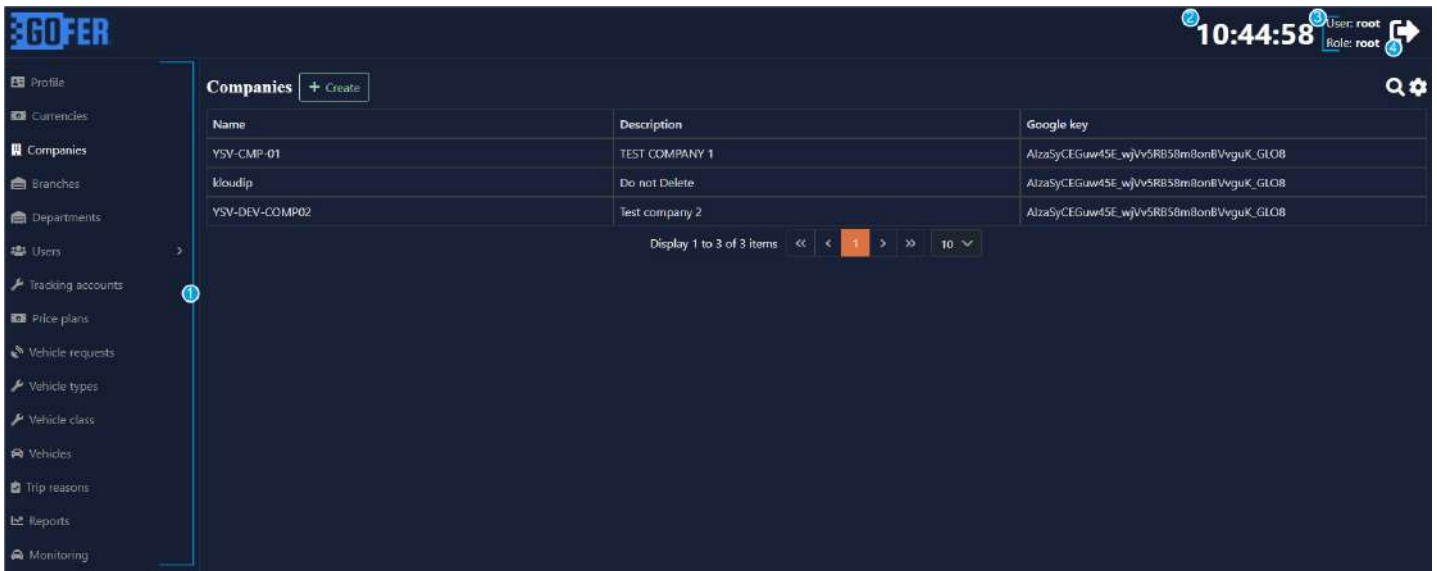


User's Interface

Main menu

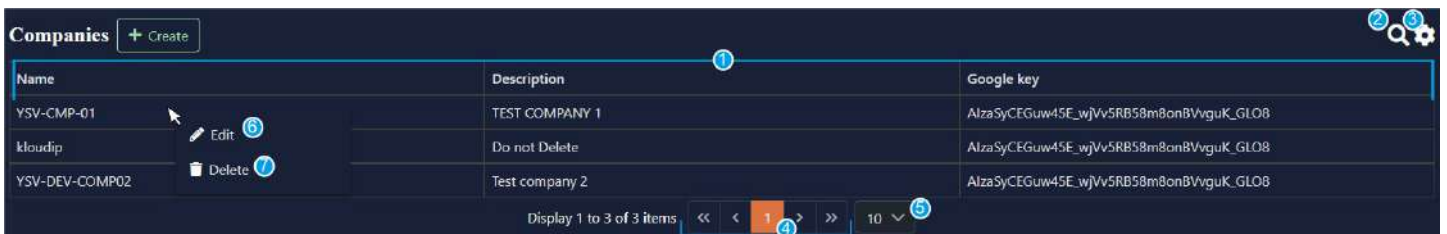
You can see the main menu on the left. The menu has a number of sections (1). The sections may differ depending on the role of the user. On the right you can see current time (2), your login and your role (3). You can use this button (4) to log out from the app.



Sections

Most of the sections have similar design and functionality.

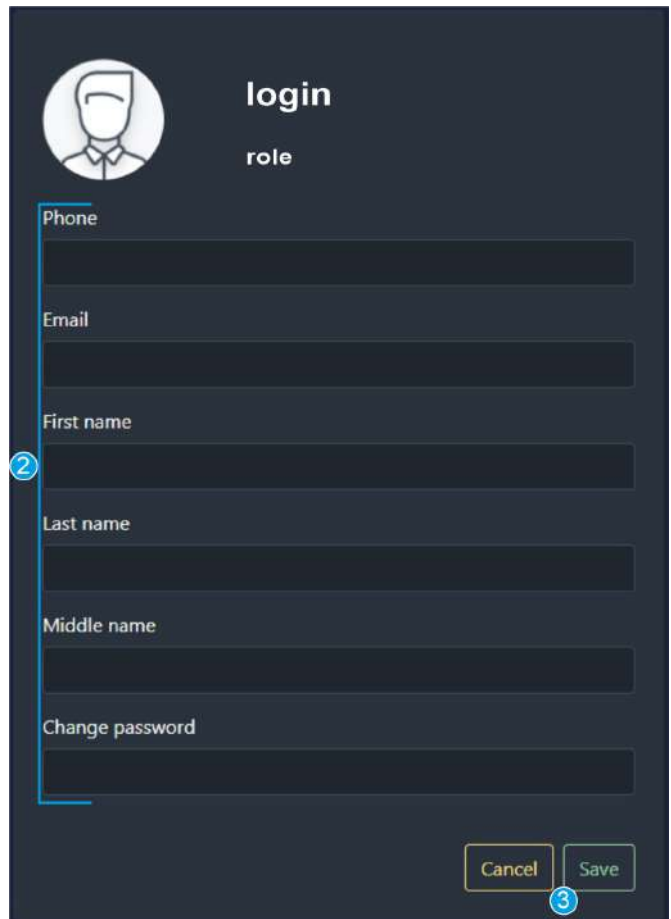
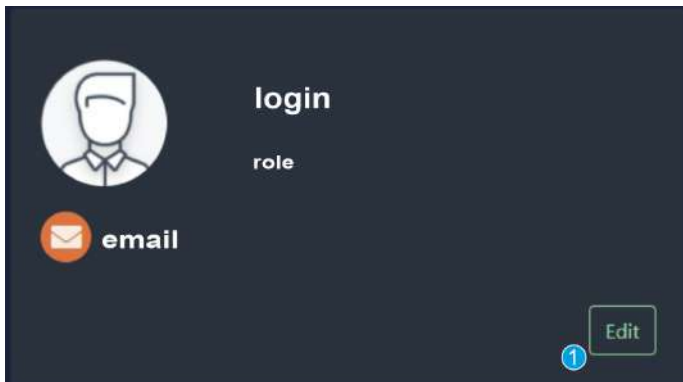
You can see a table (1) with the information related to the chosen section. Use this button (2) to search for information in the table by a keyword. Use this button (3) to choose the columns you want to see in the table. You can use these arrows to turn pages back and forth. Using this button (5) you 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:

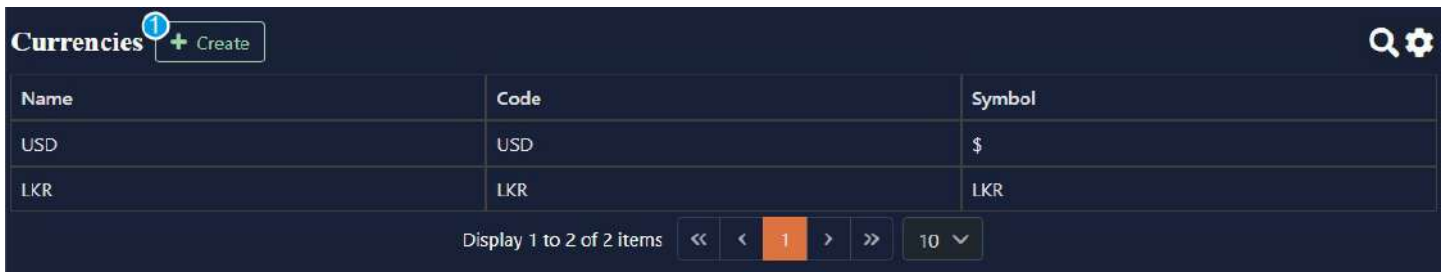
*If you want to change your current password, enter the new one into the **change password** field. Leave this field empty if you want to use your current password.*

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

Currencies

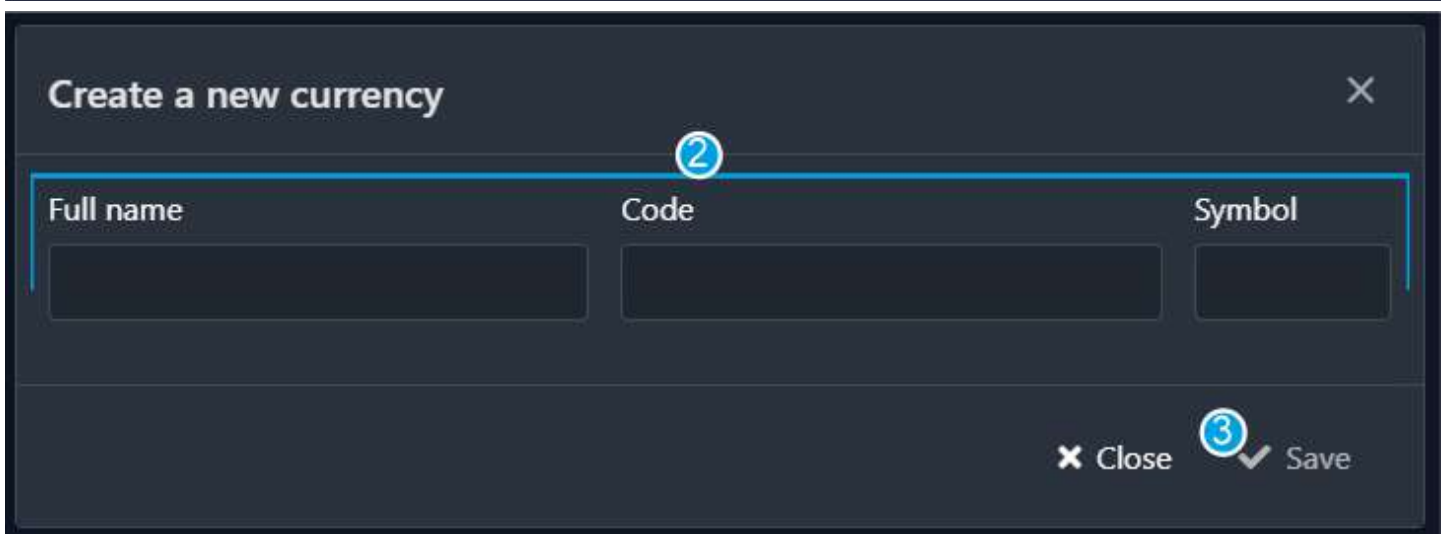
In this section you can add currencies which you work with and see the added ones.

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



Name	Code	Symbol
USD	USD	\$
LKR	LKR	LKR

Display 1 to 2 of 2 items << < 1 > >> 10 ▾



Create a new currency

Full name	Code	Symbol
<input type="text"/>	<input type="text"/>	<input type="text"/>

Close Save

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).

Name	Description	Google key
kloudip	Do not Delete	AlzaSyCEGuw45E_wjVv5RB58m8onBVvguK_GLO8
YSV-CMP-01	TEST COMPANY 1	AlzaSyCEGuw45E_wjVv5RB58m8onBVvguK_GLO8
YSV-DEV-COMP02	Test company 2	AlzaSyCEGuw45E_wjVv5RB58m8onBVvguK_GLO8

Display 1 to 3 of 3 items << < 1 > >> 10 ▾

Create a new company

Name

Measure of distances

Google API key

Google API requests per day

Driver price plan coefficient

Passenger price plan coefficient

Drop a file here to upload the logo (png only) or

Description

Use budget module

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)

Branches + Create 🔍 ⚙️

name	Description	Company
COMP-01-BR1		YSV-CMP-01
COMP-01-BR2	BRANCH 2	YSV-CMP-01
C2-BR2	BRANCH 1 - COMPANY 2	YSV-DEV-COMP02

Display 1 to 3 of 3 items << < 1 > >> 10 ▾

Create a new branch ✕

Company 3 ▾

Name 4 ▾ Currency 4 ▾

2 Driver price plan coefficient Passenger price plan coefficient Time zone Europe/Andorra ▾

Description

✕ Close 5 ✓ Save

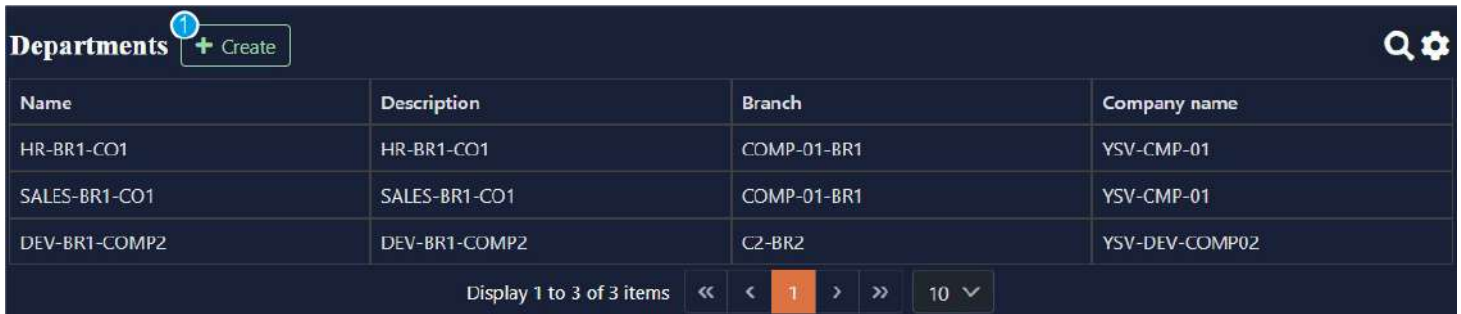
Fill in all the fields.

- 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

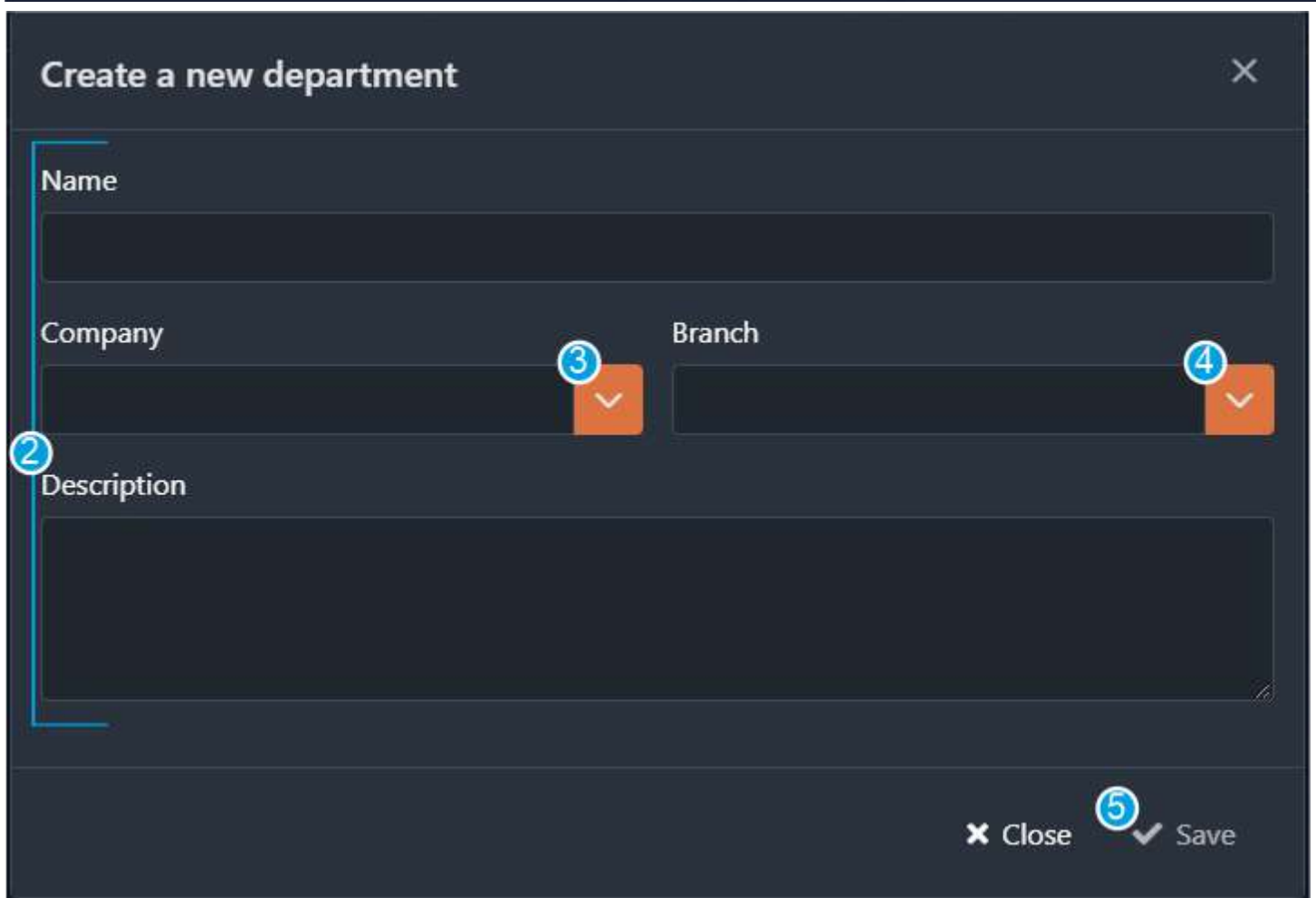
In this section you can add departments of branches and see the added ones.

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



Name	Description	Branch	Company name
HR-BR1-CO1	HR-BR1-CO1	COMP-01-BR1	YSV-CMP-01
SALES-BR1-CO1	SALES-BR1-CO1	COMP-01-BR1	YSV-CMP-01
DEV-BR1-COMP2	DEV-BR1-COMP2	C2-BR2	YSV-DEV-COMP02

Display 1 to 3 of 3 items << < 1 > >> 10 ▾



Create a new department

Name

Company 3 Branch 4

Description 2

Close 5 Save

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).

The screenshot shows the 'Corporate admins' section of a system. At the top, there is a header with 'Corporate admins' and a '+ Create' button (1). Below this is a table with columns: Login, Email, First name, Last name, and Company name. The table contains two entries: 'ysv_ca' with email 'ysv@gofer.cloud', first name 'YSV CA', last name 'COMP 1', and company 'YSV-CMP-01'; and 'ysvdev_ca' with email 'ysv@so.com', first name 'ysvdev_ca', last name empty, and company 'YSV-DEV-COMP02'. Below the table is a pagination control showing 'Display 1 to 2 of 2 items' and a page number '1'.

Below the table is a modal window titled 'Create a new corporate admin'. The form contains the following fields:

- login**: A text input field.
- Password**: A text input field.
- Company**: A dropdown menu (3) with a blue circle '3' and a checkmark icon.
- Email**: A text input field.
- First name**: A text input field.
- Last name**: A text input field.
- Middle name**: A text input field.
- Phone**: A text input field.

At the bottom right of the modal, there are two buttons: 'Close' and 'Save' (4), with a blue circle '4' and a checkmark icon next to 'Save'.

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).

The screenshot shows the 'Corporate financiers' section of a system. At the top, there is a header with 'Corporate financiers' and a '+ Create' button (1). Below the header is a table with the following data:

Login	Email	First name	Last name	Company name
ysv_cfo	ysv_cfo@gofer.id	ysv_cfo	Cop - Finance	YSV-CMP-01

Below the table is a pagination control showing 'Display 1 to 1 of 1 items' and a page number '1'.

Below the table is a modal form titled 'Create a new corporate financier'. The form has the following fields:

- login (2)
- Password
- Company (3) - A drop-down menu with an orange arrow icon.
- Email
- First name (2)
- Last name
- Middle name
- Phone

At the bottom right of the form, there are two buttons: 'Close' and 'Save' (4).

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).

The screenshot shows the 'Branch admins' section of a system. At the top, there is a header 'Branch admins' with a '+ Create' button (1) and a search icon. Below the header is a table with the following data:

Login	Email	First name	Last name	Company name	Branch
ba_comp1	bra1@gofor.kl	BA BR 1	COMP 01	YSV-CMP-01	COMP-01-BR1
ba_c2b1	ba_c2b1@so.com	BA BR1 C2		YSV-DEV-COMP02	C2-BR2

Below the table is a pagination control: 'Display 1 to 2 of 2 items' with navigation arrows and a '10' dropdown.

Below the table is a modal window titled 'Create a new branch admin'. The modal contains the following fields:

- login**: Text input field.
- Password**: Text input field.
- Company**: Drop-down menu (3).
- Branch**: Drop-down menu (4).
- Email**: Text input field.
- Phone**: Text input field.
- First name**: Text input field.
- Last name**: Text input field.
- Middle name**: Text input field.

At the bottom right of the modal, there are two buttons: 'Close' and 'Save' (5).

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).

The screenshot shows a table with one row of data and a modal form for creating a new branch financier. The table has columns for Login, Email, First name, Last name, Company name, and Branch. The modal form has fields for login, Password, Company, Branch, Email, Phone, First name, Last name, and Middle name. There are numbered callouts (1-5) indicating key actions: (1) the '+ Create' button, (2) the form fields, (3) the Company dropdown arrow, (4) the Branch dropdown arrow, and (5) the 'Save' button.

Login	Email	First name	Last name	Company name	Branch
bfinance_ysv	bfinance_ysv@so.com	Branch Fin YSV		YSV-CMP-01	COMP-01-BR1

Create a new branch financier

login Password

Company Branch

Email Phone

First name Last name Middle name

Close Save

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).

Login	Email	First name	Last name	Company name	Branches
dp_comp1br1	ysvseven@gmail.com	Dispatcher BR1		YSV-CMP-01	COMP-01-BR1
dispb1_c2	dispb1_c2@so.com	Dispatcher B1 C2		YSV-DEV-COMP02	C2-BR2

Display 1 to 2 of 2 items << < 1 > >> 10 ▾

Create a new dispatcher

login

Password

Phone

Last name

Branch

Company

Email

First name

Middle name

Close Save

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.

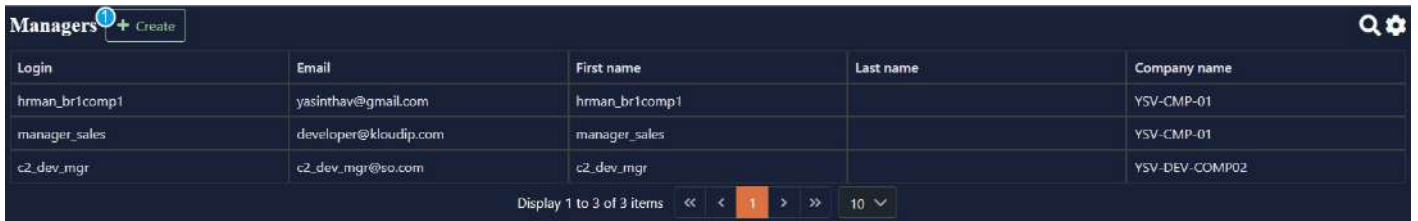
- Click **save** (5) to save the information.

Click **cancel** to cancel changes.

Managers

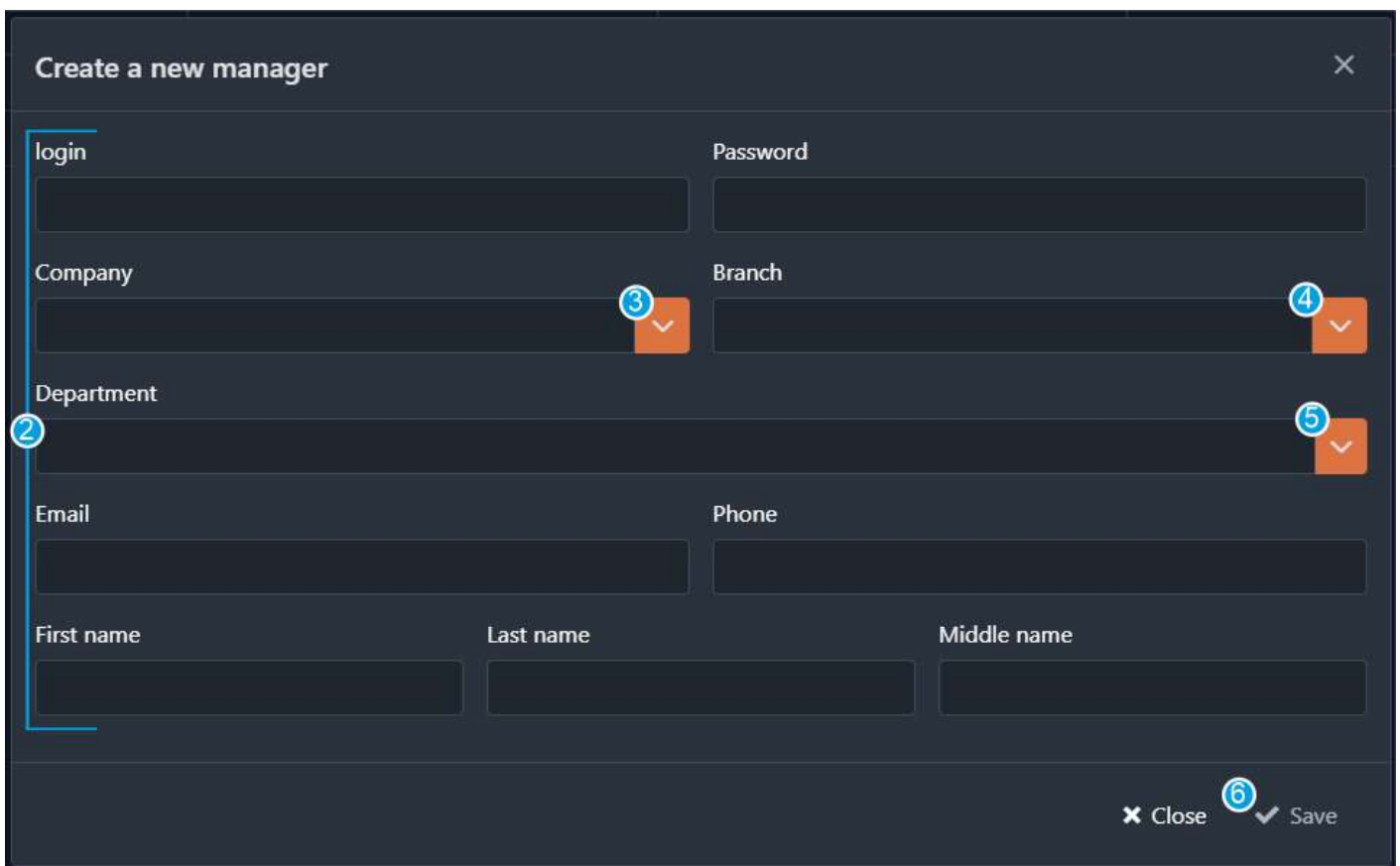
In this section you can add new managers and see the added ones.

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



Login	Email	First name	Last name	Company name
hrman_br1comp1	yasinthav@gmail.com	hrman_br1comp1		YSV-CMP-01
manager_sales	developer@kloudip.com	manager_sales		YSV-CMP-01
c2_dev_mgr	c2_dev_mgr@so.com	c2_dev_mgr		YSV-DEV-COMP02

Display 1 to 3 of 3 items << < 1 > >> 10 ▾



Create a new manager

login

Password

Company (3) ▾

Branch (4) ▾

Department (2) (5) ▾

Email

Phone

First name

Last name

Middle name

Close (6) Save

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

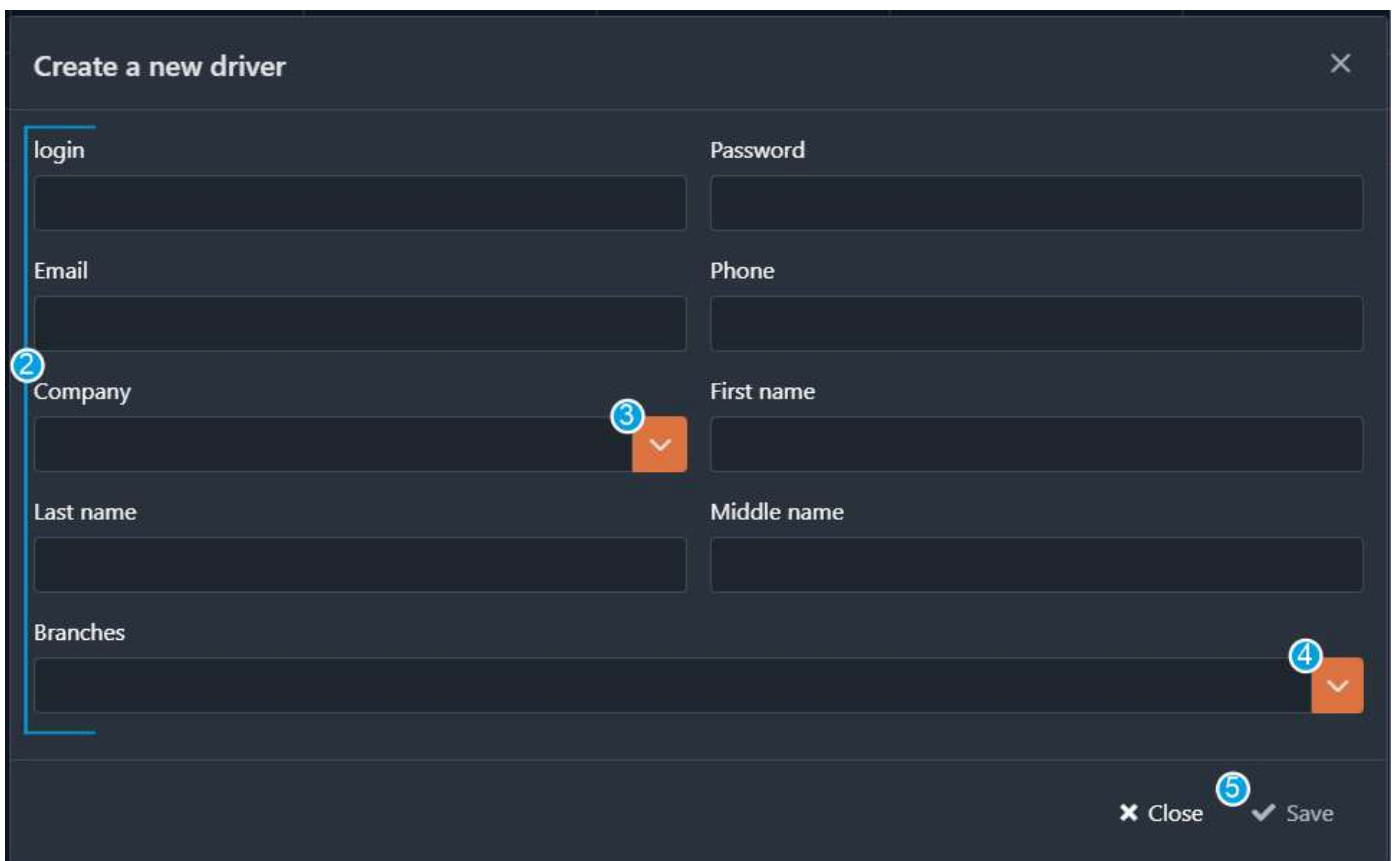
In this section you can add new drivers and see the added ones.

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



Login	Email	First name	Last name	Company name	Branches	Vehicle	Rank
driver_spaceii	drspaceii@gofer.cloud	COMP-1-BR1		YSV-CMP-01	COMP-01-BR1	M&SS-TEST	3.5
c2_testdriver1	c2_testdriver1@so.com	c2_testdriver1		YSV-DEV-COMP02	C2-BR2		
c1_testdriver2	c1_testdriver2@so.com	c2_testdriver2		YSV-CMP-01	COMP-01-BR1	SPACE-ii	

Display 1 to 3 of 3 items << < 1 > >> 10 ▾



Create a new driver

login

Password

Email

Phone

Company 3 ▾

First name

Last name

Middle name

Branches 4 ▾

5 Close Save

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).

Login	Email	First name	Last name	Company name	Branches	Department	Rank
sales_pasgr1	sales_pasgr1@some.com	sales_pasgr1	Sales Dept	YSV-CMP-01	COMP-01-BR1	SALES-BR1-CO1	
imported_user_01	imported_user_01@test-ser	Imported	User	YSV-CMP-01	COMP-01-BR1	SALES-BR1-CO1	
imported_user_02	imported_user_02@test-ser	Imported	user 2	YSV-CMP-01	COMP-01-BR1	SALES-BR1-CO1	
hrpassenger	yasintha@kloudip.com	HR passenger	BR 1	YSV-CMP-01	COMP-01-BR1	HR-BR1-CO1	
c2_dev_pasnger1	c2_dev_pasnger1@so.com	c2_dev_pasnger1		YSV-DEV-COMP02	C2-BR2	DEV-BR1-COMP2	

Display 1 to 5 of 5 items << < 1 > >> 10 ▾

Create a new passenger

Close Save

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

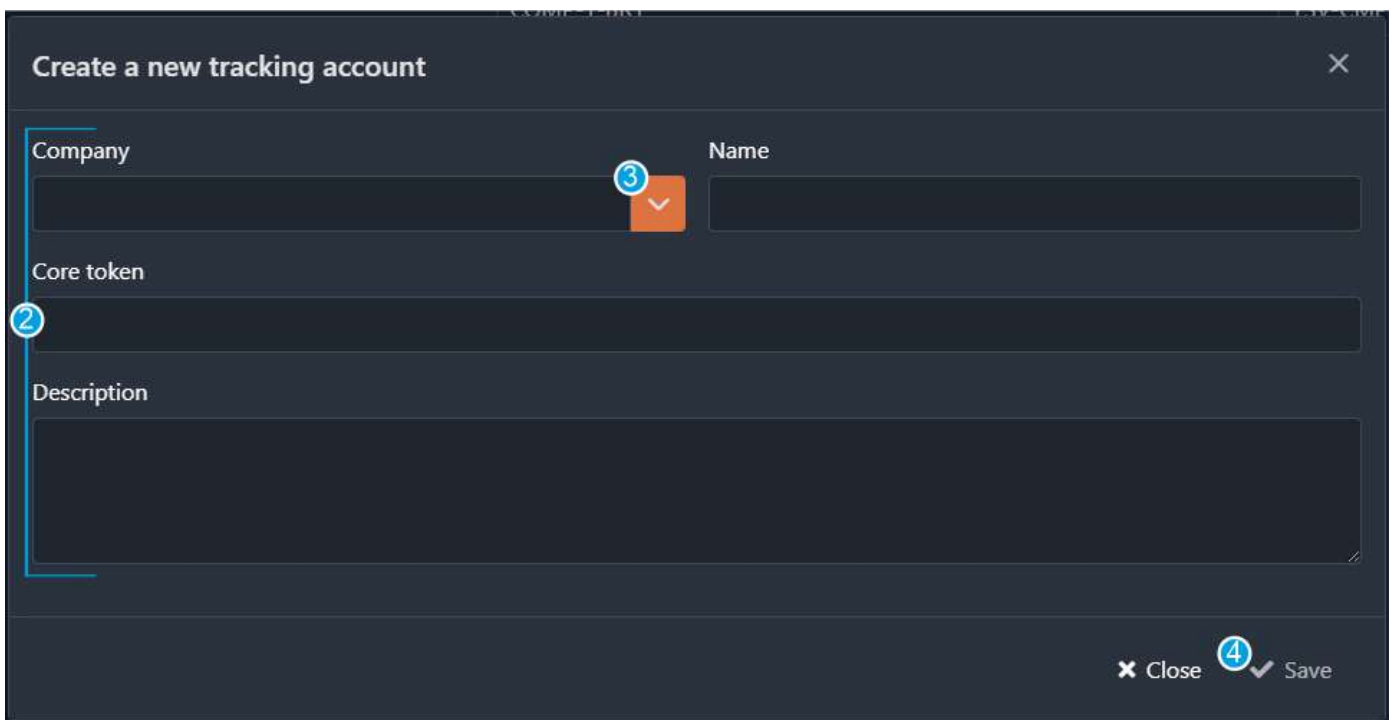
In this section you can create new tracking accounts and see the created ones.

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



Name	Description	Company
M&SS	M&SS	YSV-CMP-01
COMP-1-BR1	COMP-1-BR1	YSV-CMP-01

Display 1 to 2 of 2 items << < 1 > >> 15 ▾



Create a new tracking account

Company 3 Name

Core token 2

Description

Close 4 Save

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).

Name	Company	Branch	Vehicle type	Vehicle class
CAR-NEW-BASIC	YSV-CMP-01	COMP-01-BR1	CAR	BASIC
CAR-BASIC	YSV-CMP-01	COMP-01-BR1	CAR	BASIC
SUV	YSV-DEV-COMP02	C2-BR2	JEEP	SUV
CARS-EV	YSV-DEV-COMP02	C2-BR2	ELECTRIC VEHICLE	CAR

Display 1 to 4 of 4 items << < 1 > >> 10 ▾

Create a new price plan

1 **+ Create**

2

Name

Company 3 ▾

Branch 4 ▾

Type 5 ▾
Select vehicle type

Class 6 ▾
Select vehicle class

Price for passenger per km

Payment for driver per km

Price for passenger per minute of paid waiting

Payment for driver per minute of paid waiting

Price for passenger per minute of paid waiting

Maximum time of waiting free of charge, min

7

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.

The screenshot shows the 'Vehicle requests' interface. A table lists requests with columns: Id, Passenger, Date Started, Stage, Purpose, Start address, Destination address, Date finished, and Actual distance. A date and time picker is open over the 'Date Started' column, showing 'Dec 2021' and a time of 10:57. The table contains 10 rows of data, including request IDs 43, 42, 41, 40, 39, 38, 37, 36, 35, and 34.

Id	Passenger	Date Started	Stage	Purpose	Start address	Destination address	Date finished	Actual distance
43	sales_pasgr1	7:45:28	waiting for driver	corporate	55/2 St Anthony's M	225 B120, Nugegod		
42	sales_pasgr1	7:50:37	completed	corporate	3, 1/1 Galle Rd, Col	3, 1/1 Galle Rd, Col	11.17.2021 08:11:58	7.9
41	c2_dev_pasngr	3:47:20	waiting for dispatch	corporate	25 Dambugahawatt	Vindya Salon, 67/9		
40	sales_pasgr1	8:17:29	completed	corporate	3, 1/1 Galle Rd, Col	3, 1/1 Galle Rd, Col	11.16.2021 08:30:41	7.74
39	sales_pasgr1	42:08:07	rejected by driver	corporate	296 Kaduwela Rd, M	Cargills Square, 420		
38	sales_pasgr1	1:58:49	waiting for dispatch	corporate	Arcadia, Kuruduwat	25 Rheinland Pl, Col		
37	sales_pasgr1	1:51:00	rejected by driver	corporate	No.267 Horana Rd,	85a Colombo Rd, C		
36	hrpassenger	8:06:27	completed	corporate	Vindya Salon, 67/9	85a Colombo Rd, C	11.04.2021 09:06:32	519.89
35	sales_pasgr1	8:04:44	waiting for manage	corporate	Vindya Salon, 67/9	No.267 Horana Rd,		
34	sales_pasgr1	5:24:27	canceled by driver	corporate	296 Kaduwela Rd, M	46 Colombo Rd, Ga		

- 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).

The screenshot shows the 'Vehicle types' management interface. At the top, there is a header with 'Vehicle types' and a '+ Create' button (1). Below the header is a table with the following data:

Name	Description	Company name	Status
CAR	CAR	YSV-CMP-01	Active
JEEP		YSV-DEV-COMP02	Active
ELECTRIC VEHICLE	ELECTRIC VEHICLE	YSV-DEV-COMP02	Hidden

Below the table is a pagination control showing 'Display 1 to 3 of 3 items' and a dropdown menu set to '10'. Below the table is a 'Create a new vehicle type' form (2) with the following fields:

- Company**: A dropdown menu (3) with an orange arrow icon.
- Name**: A text input field.
- Description**: A text area.

At the bottom right of the form are 'Close' and 'Save' (4) buttons.

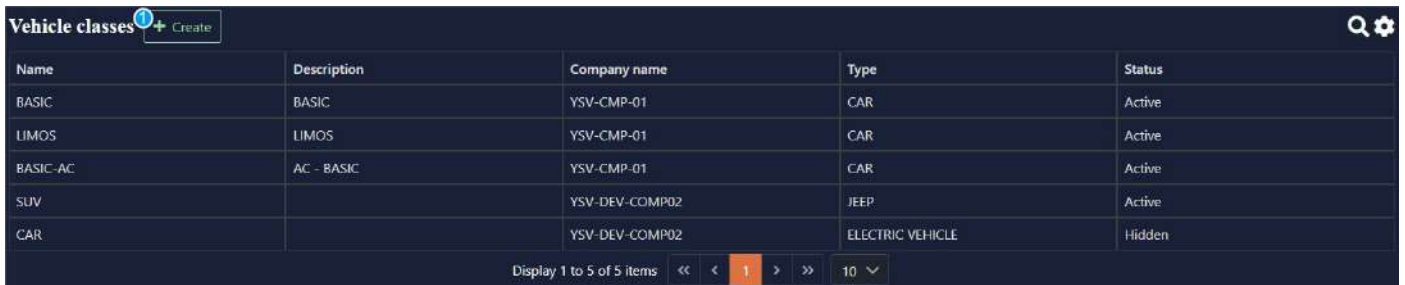
Fill in all the fields.

- 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).



Name	Description	Company name	Type	Status
BASIC	BASIC	YSV-CMP-01	CAR	Active
LIMOS	LIMOS	YSV-CMP-01	CAR	Active
BASIC-AC	AC - BASIC	YSV-CMP-01	CAR	Active
SUV		YSV-DEV-COMP02	JEEP	Active
CAR		YSV-DEV-COMP02	ELECTRIC VEHICLE	Hidden

Display 1 to 5 of 5 items << < 1 > >> 10



Create a new vehicle class

Company 3

Name 2

Vehicle type 4

Select vehicle type

Description

Close 5 Save

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).

The screenshot shows the 'Vehicles' management interface. At the top, there is a table with columns: Plate number, Tracking device id, Company, Class, Type, and Number of seats. Below the table, there is a pagination control showing 'Display 1 to 2 of 2 items'.

Below the table is a 'Create a new vehicle' form with the following fields and callouts:

- 1**: '+ Create' button
- 2**: 'Type' dropdown menu
- 3**: 'Company' dropdown menu
- 4**: 'Branch' dropdown menu
- 5**: 'Type' dropdown menu (repeated)
- 6**: 'Class' dropdown menu
- 7**: 'Tracking account' dropdown menu
- 8**: 'Tracking device' dropdown menu
- 9**: 'Driver' dropdown menu
- 10**: 'Save' button

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).

Trip reasons 1 + Create Q ⚙

Type	Code	Reason	Description	Branch name
AD-HOC	MEETEX	External Meeting	hrman_br1comp1	COMP-01-BR1
AD-HOC	MEETBUY	Meeting Buyer	Vehicle Service System	COMP-01-BR1
AD-HOC	OT	Over Time Transport	Over Time Transport	COMP-01-BR1
AD-HOC	AD-HOC	AD-HOC	AD-HOC	C2-BR2

Display 1 to 4 of 4 items << < 1 > >> 10 ▾

Create a new trip reason ×

Company 3 ▾

Branch 4 ▾

2 Type Code Reason

Description

5 Search Q 7 8 9 10 6

× Close 11 ✓ Save

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.

Report settings

7 days | 30 days | Year | All time

Time interval

Company

Vehicle

Passenger

Branch

Department

Driver

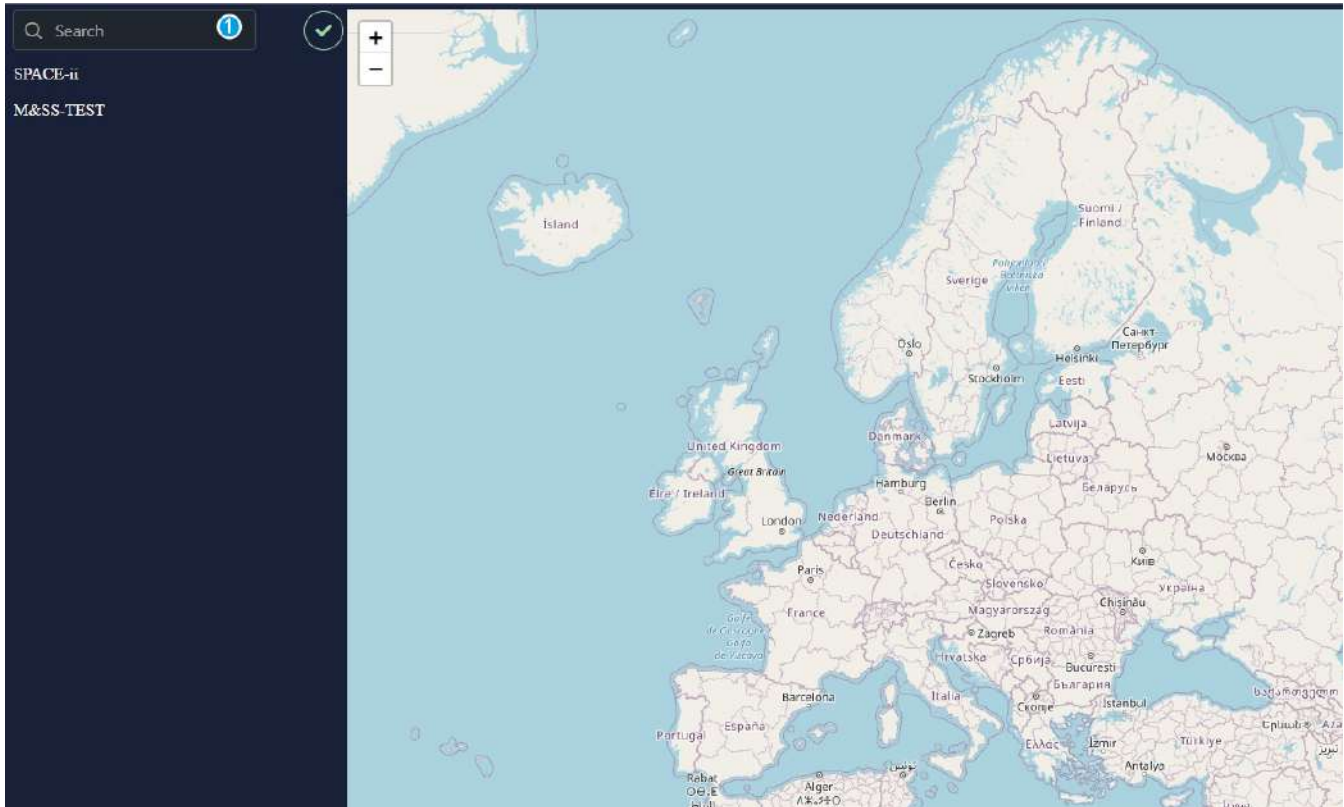
Select a driver

Close | Get report

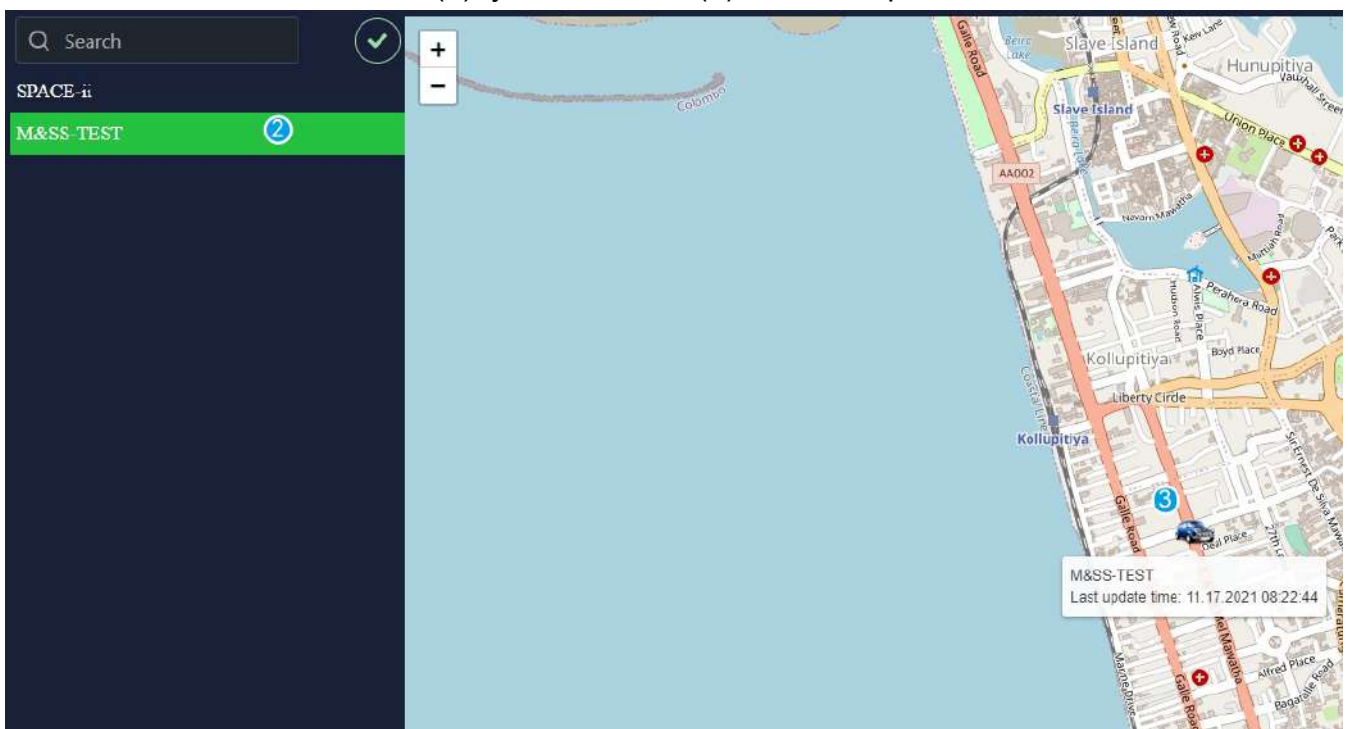
Now you can see the statistics of all vehicle requests (10), finished vehicle requests (11), cancelled vehicle requests (12), financial data (13) and vehicle request count graphic (14).

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 address	Date finished	Actual distance
66	sales_pasgr1	SALES-BR1-CO1	01.13.2022 11:11:57		driver waiting	corporate	85a Colombo Rd, Co	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, Co	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 I	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 Mi	177 R. A. De Mel Mi		

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).

Create new vehicle request

Starting point date/time: Create interval

Destination point date/time: Create interval

Vehicle type: Select vehicle type (1)

Vehicle class: Select vehicle class

Purpose: Corporate

My confirmation: Confirmed

Trip reason: Select trip reason (Dedicated)

My comment: [Text area]

Map area: Add point (2), Close (4), Save

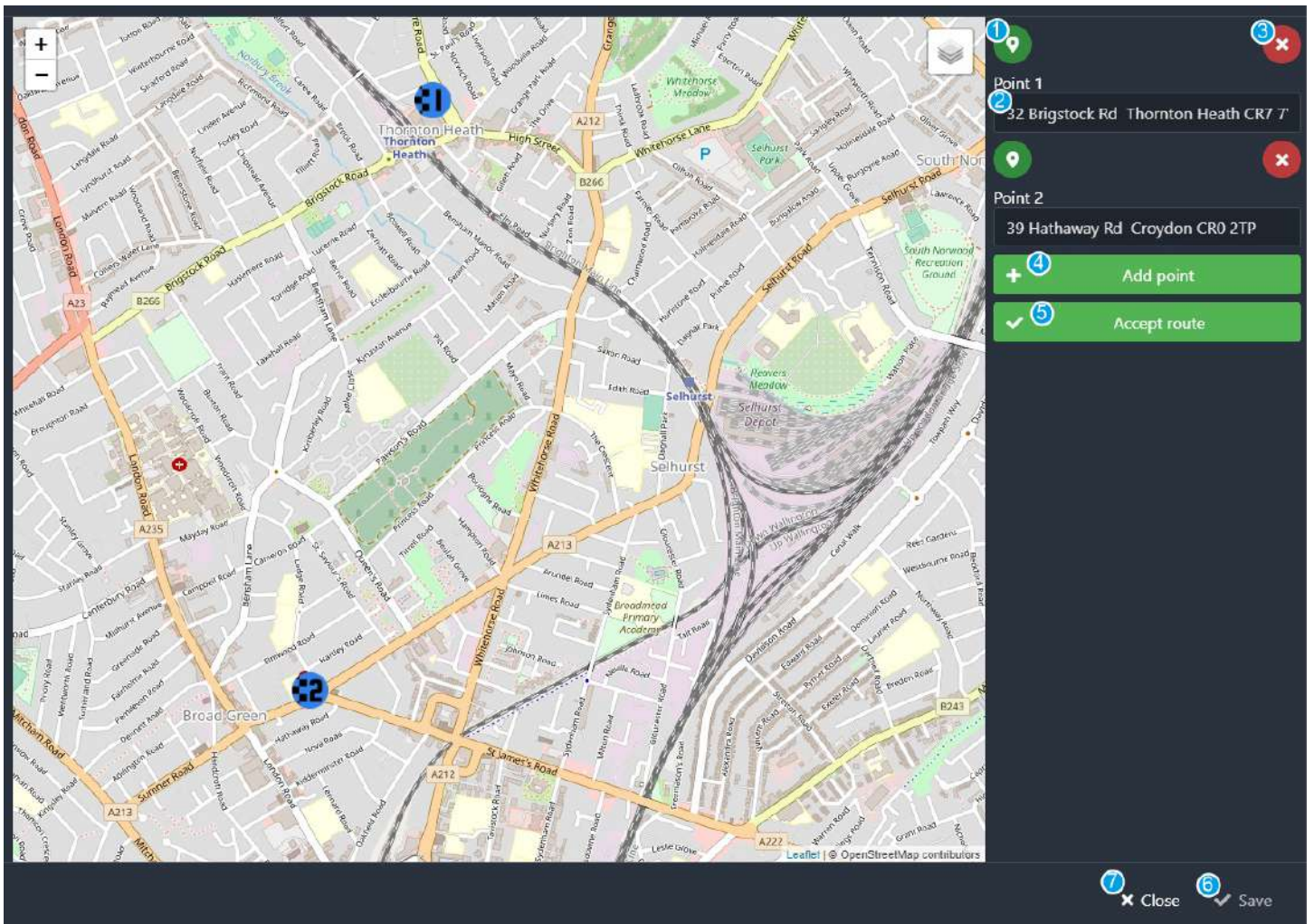
Now you can see the workspace where you give the details of your future trip. On the left side (1) you give the information about time/purpose etc. On the right side (2) you give the information about your route. You also can see your route on the map (3). If you do not need to make a request click on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

Create new vehicle request

Starting point date/time Create interval	Destination point date/time Create interval
Vehicle type Select vehicle type 1 ▾	Vehicle class Select vehicle class 2 ▾
Purpose Corporate 3 ▾	My confirmation Confirmed 4 ▾
Trip reason Select trip reason 5 ▾	
Dedicated 6 <input type="checkbox"/>	
My comment 	

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.

Vehicle requests Export Search										
Id	Passenger	Department	Date Created	Date Started	Stage	Purpose	Start address	Destination address	Date finished	Actual distance
68	sales_pasgr1		01.23.2022 14:47:34		waiting for manager	corporate	Gdańska 32 14-500	Wielewo 1A 14-500		
67	sales_pasgr1		1.23.2022 14:47:26		waiting for manager	corporate	Gdańska 32 14-500	Wielewo 1A 14-500		
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 I	M9MW+VGM Ratn	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 I	220 Kesbewa-Kinde	01.11.2022 12:47:33	0.91
63	hrpassenger	HR-BR1-CO1	01.10.2022 10:08:46	01.10.2022 10:09:46	completed	corporate	25 Edmonton Rd, G	No.267 Horana Rd,	01.10.2022 10:19:17	11.81
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	
61	hrpassenger	HR-BR1-CO1	01.07.2022 08:58:57	01.07.2022 09:05:43	completed	corporate	177 R. A. De Mel M	177 R. A. De Mel M	01.07.2022 09:26:48	27
60	hrpassenger	HR-BR1-CO1	01.05.2022 09:43:45	01.05.2022 09:53:18	completed	corporate	85a Colombo Rd, G	12 Colombo - Galle	01.05.2022 09:57:20	4.51
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	

Display 1 to 10 of 60 items

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).

Update vehicle request

Manager confirmation 1

Manager comment 2

Request ID: 68 3

Stage: waiting for manager

Passenger Name: sales_pasgr1

Trip reason: Meeting Buyer

Predicated Distance: 7.7 km

Point 1: Gdańska 32 14-500 Branicw 4

Point 2: Wielewo 1A 14-500

Close Update 5

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).

Id	Passenger	Department	Date Created	Date Started	Stage	Purpose	Start address	Destination address	Date finished	Actual distance
69	sales_pasgr1	SALES-BR1-CO1	01.11.2022 14:47:35		waiting for dispatcher	corporate	Gdańska 32 14-500	Wielewo 1A 14-500		
66	sales_pasgr1	SALES-BR1-CO1	01.11.2022 11:11:57		driver waiting	corporate	85a Colombo Rd Co	177 R. A. De Mel Ma		
65	sales_pasgr1	SALES-BR1-CO1	01.11.2022 12:51:21	01.13.2022 11:20:02	completed	corporate	No.267 Horana Rd	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	220 Kesbewa-Kinde	01.11.2022 12:47:33	0.91
63	hrpassenger	HR-BR1-CO1	01.10.2022 10:08:46	01.10.2022 10:09:46	completed	corporate	25 Edmonton Rd, G	No.267 Horana Rd,	01.10.2022 10:19:17	11.81
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	
61	hrpassenger	HR-BR1-CO1	01.07.2022 08:58:57	01.07.2022 09:05:43	completed	corporate	177 R. A. De Mel Ma	177 R. A. De Mel Ma	01.07.2022 09:26:48	27
60	hrpassenger	HR-BR1-CO1	01.05.2022 09:43:45	01.05.2022 09:53:18	completed	corporate	85a Colombo Rd, G	12 Colombo - Galle	01.05.2022 09:57:20	4.51
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	

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).

Update vehicle request

Starting point date/time: 01.23.2022, 14:50
Destination point date/time: 01.23.2022, 15:45

Vehicle type: CAR
Vehicle class: BASIC

Vehicle: [dropdown]

Dispatcher confirmation: [dropdown]
Payer: [dropdown]

Dispatcher comment: [text area]

Request ID: 69
Stage: waiting for dispatcher
Passenger Name: sales_pasgr1
Trip reason: Meeting Buyer
Predicted Distance: 7.7 km
Passenger Confirmations: confirmed
Manager Name: manager_sales
Manager Confirmation: confirmed
Purpose: corporate

Point 1: Gdańska 32 14-500 Braniewo
Point 2: Wielewo 1A 14-500

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.

Vehicle requests										
+ Create Export Search										
Id	Passenger	Department	Date Created	Date Started	Stage	Purpose	Start address	Destination address	Date finished	Actual distance
69	sales_pasgr1	SALES-BR1-CO1	01.23.2022 14:47:35		waiting for dispatch	corporate	Gdańska 32 14-500	Wielewo 1A 14-500		
66	sales_pasgr1	SALES-BR1-CO1	01.13.2022 11:11:57	01.28.2022 11:15:31	completed	corporate	85a Colombo Rd Co	177 R. A. De Mel M	01.28.2022 11:15:40	
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 Ratni	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 Kesbawa-Kinde	01.11.2022 12:47:33	0.91
63	hrpassenger	HR-BR1-CO1	01.10.2022 10:08:46	01.10.2022 10:09:46	completed	View	25 Edmonton Rd, C	No.267 Horana Rd,	01.10.2022 10:19:17	11.81
62	sales_pasgr1	SALES-BR1-CO1	01.10.2022 09:31:28	01.10.2022 09:43:37	completed	Add extra charge (1)	662 Colombo - Gall	24, 12 B.D.L.Gunase	01.10.2022 09:52:18	
61	hrpassenger	HR-BR1-CO1	01.07.2022 08:58:57	01.07.2022 09:05:43	completed	corporate	177 R. A. De Mel M	177 R. A. De Mel M	01.07.2022 09:26:48	27
60	hrpassenger	HR-BR1-CO1	01.05.2022 09:43:45	01.05.2022 09:53:18	completed	corporate	85a Colombo Rd, C	12 Colombo - Galle	01.05.2022 09:57:20	4.51
59	sales_pasgr1	SALES-BR1-CO1	01.04.2022 14:44:15	01.10.2022 09:36:50	completed	corporate	Ulitsa Batafnaya, 3,	Ulitsa Inzhenemaya	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	

Display 1 to 10 of 50 items << < 1 2 3 4 5 > >> 10

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).

Add extra charge

Fixed Mileage Cost

Highway toll

Accommodation

Parking

✕ Close ✓ save

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

Managers Drivers Passengers

Drivers list

Login	Email	First name	Last name	Company name	Branches	Vehicle	Rank
driver_spacii		COMP-1-BR1		YSV-CMP-01	COMP-01-BR1	M&S-TEST	3.5
c1_testdriver2	.com	c2_testdriver2		YSV-CMP-01	COMP-01-BR1	SPACE-II	

Display 1 to 2 of 2 items

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).

Vehicle requests

Id	Passenger	Department	Date Created	Date Started	Stage	Purpose	Start address	Destination address	Date finished	Actual distance
69	sales_pasgr1	SALES-BR1-CO1	01.23.2022 14:47:35		waiting for driver		fiska 32 14-500	Wielewo 1A 14-500		
66	sales_pasgr1	SALES-BR1-CO1	01.13.2022 11:11:57	01.28.2022 11:15:31	completed		Colombo Rd Co	177 R. A. De Mel M	01.28.2022 11:15:40	
65	sales_pasgr1	SALES-BR1-CO1	01.11.2022 12:51:21	01.13.2022 11:20:02	completed	corporate	No.267 Horana Rd I	M9MW-VGM Ratn	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 I	220 Kesbewa-Kinde	01.11.2022 12:47:33	0.91
63	hrpassenger	HR-BR1-CO1	01.10.2022 10:08:46	01.10.2022 10:09:46	completed	corporate	25 Edmonton Rd, Co	No.267 Horana Rd,	01.10.2022 10:19:17	11.81
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	
61	hrpassenger	HR-BR1-CO1	01.07.2022 09:58:57	01.07.2022 09:05:43	completed	corporate	177 R. A. De Mel M	177 R. A. De Mel M	01.07.2022 09:26:48	27
60	hrpassenger	HR-BR1-CO1	01.05.2022 09:43:45	01.05.2022 09:53:18	completed	corporate	85a Colombo Rd, Co	12 Colombo - Galle	01.05.2022 09:57:20	4.51
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 Inzhenemaya	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	

Display 1 to 10 of 40 items

- 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).

Update vehicle request

Driver confirmation

Confirmation

Driver comments

Request ID: 69
 Stage: waiting for driver
 Passenger Name: sales_pasgr1
 Predicated Distance: 7.7 km
 Payer: employer

Trip Status

- Waiting for passenger
- Moving to destination point
- ④ Trip completed
- Trip canceled

Point 1: Gdańska 32 14-500 Braniewo
 Point 2: Wielewo 1A 14-500

Close Update

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

Recurring rides

Name	Department	Vehicle	Status
TEST-RIDE-ROUTE1	HR-BR1-CO1	SPACE-ii	Active

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).

Create a new recurring ride

Name:

Department: (4)

Vehicle:

Example file with data for import format (6)

Drop files here (only csv accepted) or

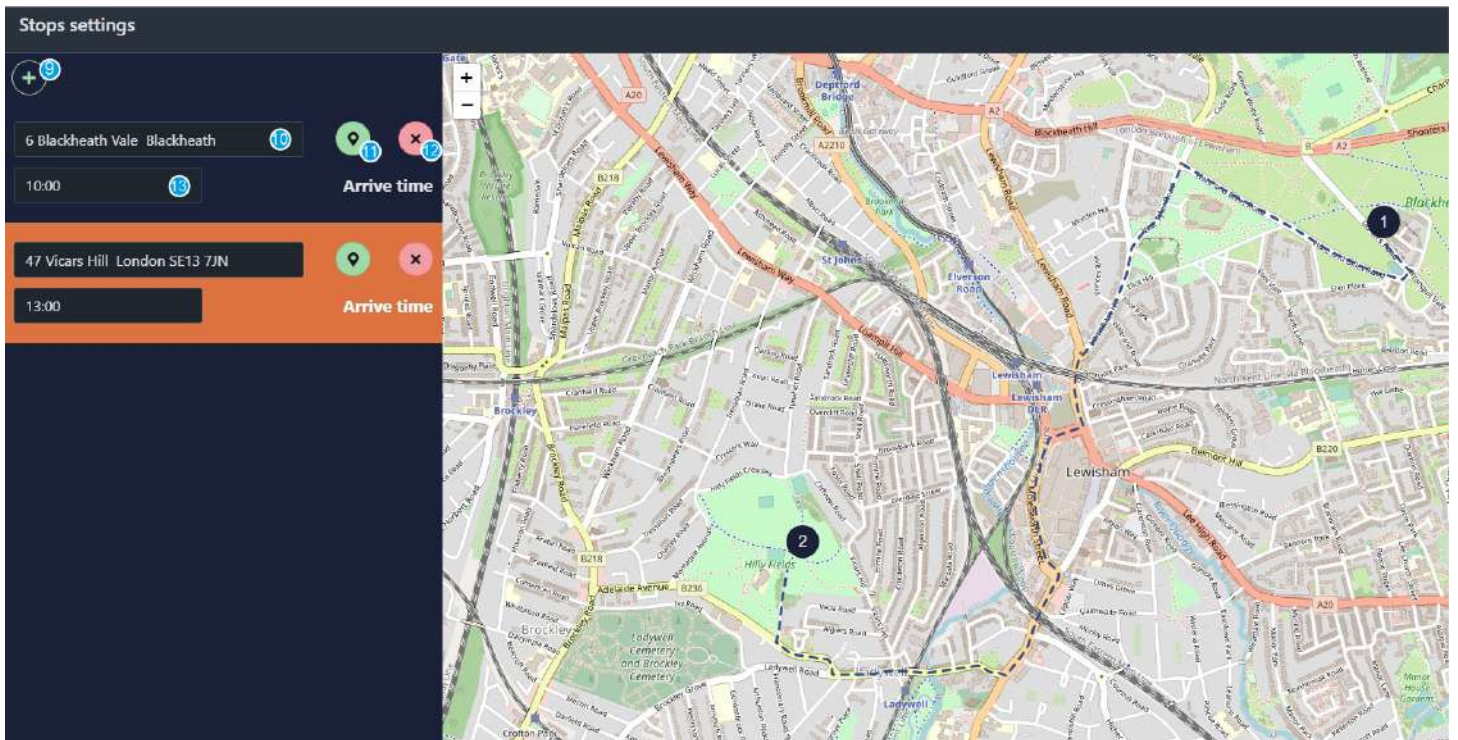
Select file (5)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday (7)

Open stops settings (8) Close Save (14)

- 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.

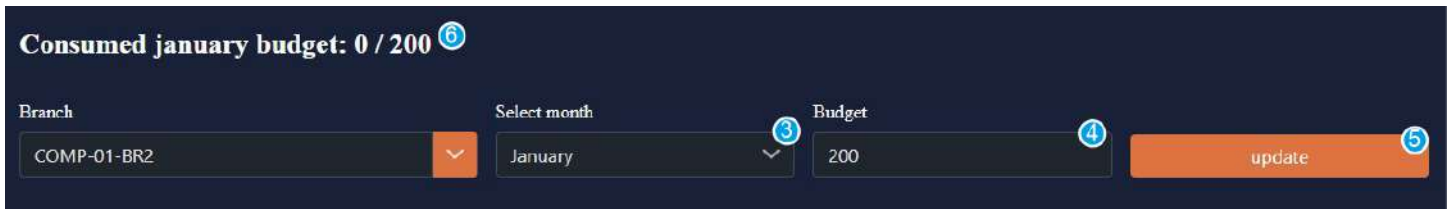
- Click the right mouse button, then click “disable” (1). You can click “enable” later when needed.
- You also can edit the information or delete it.

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.

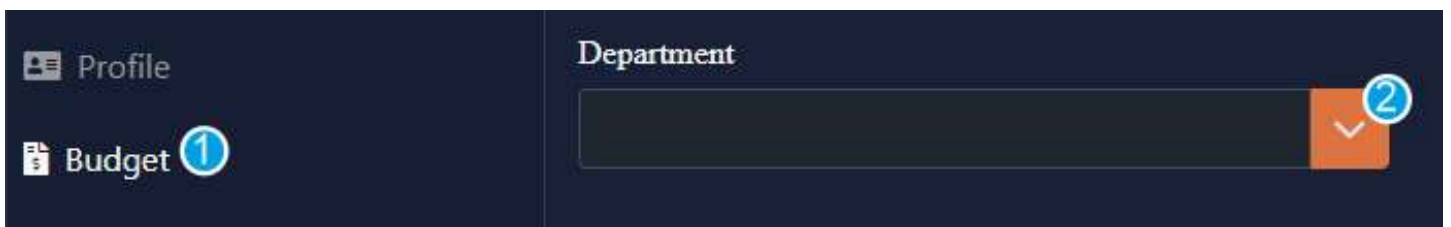


- Select the month you want to set the budget for (3).
- Set the budget (4).
- Click “update” (5).

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: HR-BR1-CO1

Select month: January ³

Budget: 20 ⁴

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).