



## *Courier Software Revolutionized*



Online Order Processing services 24/7

### Functionalities

1. Customers
  - i. Customers can register themselves
  - ii. Corporate customers and ad-hoc users also can use the system.
2. Online order
  - i. Registered Customers shall place order online
  - ii. Orders can be imported from Excel spreadsheet into the system.
  - iii. Once online order is submitted, an email is sent to the courier company. Also the orders will pop-up in the dashboard.
  - iv. Registered Customers shall view all their orders and their status online.
  - v. The customers can view only their orders and their status. If the status is "New Order" (ie. it is not processed by the courier company yet), it can be edited.
3. Order Processing
  - i. Courier company personnel will be able to view all the orders received from many customers and assign the job to "In Progress" mode.
  - ii. Courier company staff can assign the job to a vehicle. Job status changes to "Assigned"
  - iii. Courier company staff can change the status of the job to "Picked Up", "Delivered", "Completed", "Cancelled" or "Exception"
  - iv. List of vehicles can be managed. (Added / Edited)
4. Invoicing
  - i. Individual invoices can be created for each job.
  - ii. Invoices can be combined together for many jobs.
  - iii. Invoices can be saved into a word or pdf format.
  - iv. Invoices can be emailed to customers.
  - v. Invoices can be viewed by customers once available in the system.
  - vi. Courier company staff can change the payment status and enter the details of payment.
5. Reports
  - i. Total orders processed
  - ii. Total invoices
  - iii. Payment status of various invoices. All reports can be filtered by s date range.
6. Dash board

- i. Current status of orders (new / in progress / recently completed)

