

Admin Guide for Delivery App[Magento 2]

by CedCommerce Products Documentation

1. Overview	3
2. How To Use Delivery App	3
3. MANAGE OWNER	5
4. MANAGE DRIVER	9
5. Assign Driver To Owner	15
6. Manage Order Feedback	18

1. Overview

Delivery App for Magento provides you the ultimate tool to manage your deliveries in real-time. It helps to manage all incoming orders and assign them efficiently to your driver.

The multi-vendor Delivery app enables admin to build, maintain & track the entire database of items being shipped from their platforms.

What Is The Need For Delivery App for Magento?

When a user orders from native app or website, the business owner will have the ability to assign that order to his operator and this will be shown on the driver's device.

Each operator will have his unique credentials which will help them to log in with this app and can see the information of customer's order.

This application is compatible with the following operating systems:

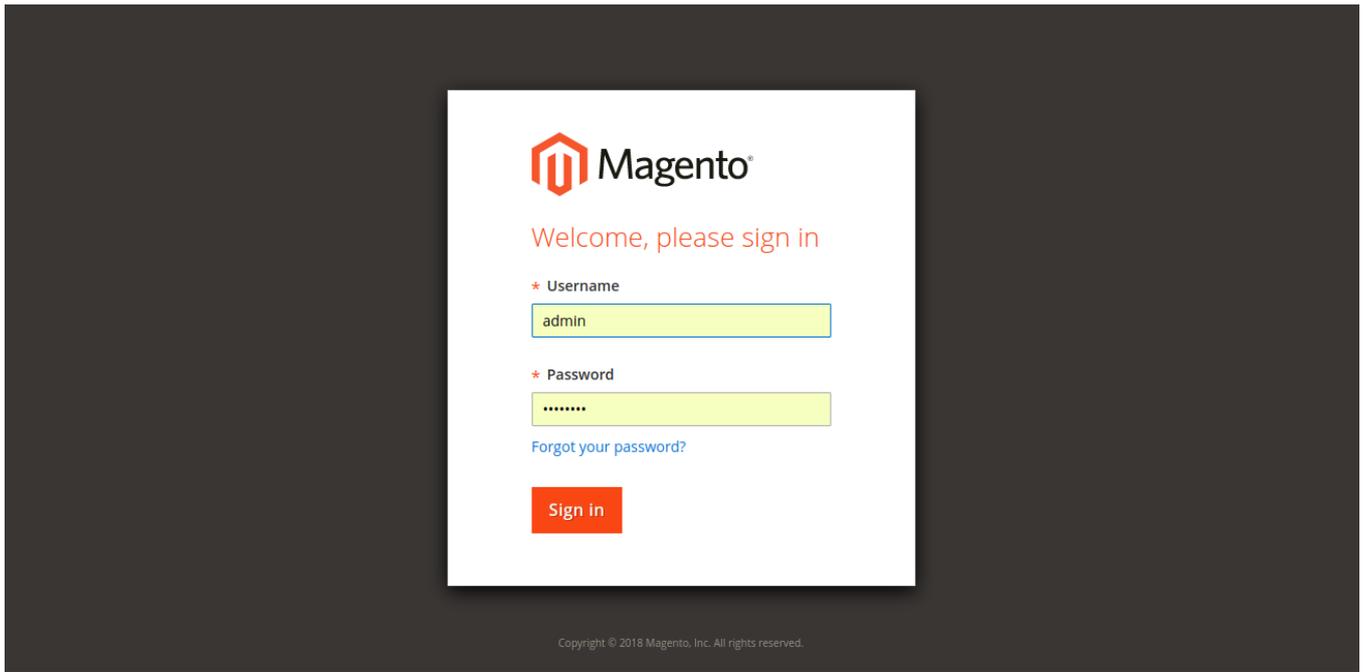
- Android
- iOS

The key features of the MageNative Delivery Mobile App extension are as follows:

- Create unlimited sub-admins enabling them to take ownership of their shipments.
- Create unlimited vehicles that ferry your items to customers doors
- Map vehicle's information with sub-admin & Admin
- Add Unlimited Delivery Man
- Add Unlimited Sub-owners
- Mobile database enhances collaboration
- Unique Ids remove duplicate orders/drivers
- Streamline process encourages efficiency
- Efficient delivery process.

2. How To Use Delivery App

The admin can easily Login the app by using the Username(email address) and Password.



After Sign-up, it will redirect you to their panel. The below image shows the panel.

System Messages: ▲ 1

Dashboard

Store View: All Store Views ? Reload Data

▲ All other open sessions for this account were terminated.

Lifetime Sales
\$61.00

Average Order
\$30.50

Chart is disabled. To enable the chart, [click here](#).

Revenue	Tax	Shipping	Quantity
\$0.00	\$0.00	\$0.00	0

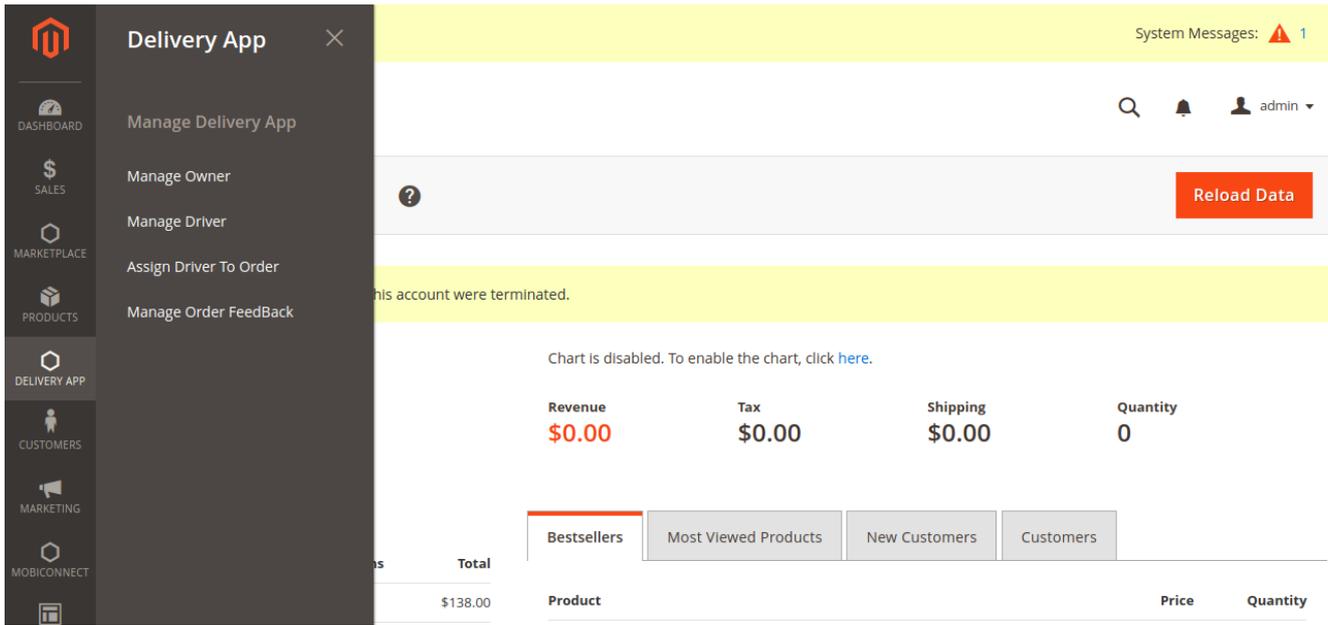
Last Orders

Customer	Items	Total
Guest	1	\$138.00

Product

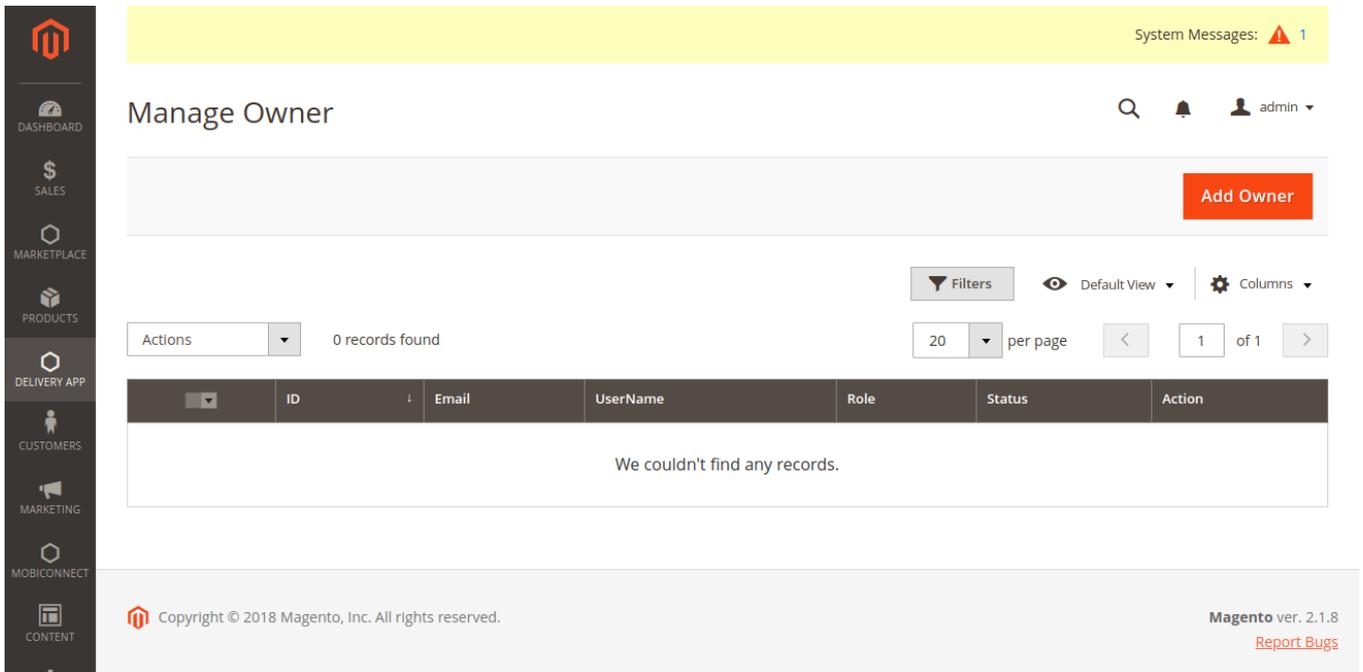
Product	Price	Quantity
---------	-------	----------

On the left-hand side you will see the menu, Click On “**Delivery APP**” you will get Following option as shown in the image below.



3. MANAGE OWNER

On clicking the Manage Owner Option, It will navigate the admin to the Manage Owner page as per the below image.



Here admin can :

- View the Complete list of Owners
- Each Owner will have Unique Id which helps the admin to manage them
- Create a New Owner
- Update Owner Details
- Find Specific Owner using the Filter option
- Delete Owner

For **Creating a New Owner** click on **Add Owner** it will redirect you to the new page as shown below in the given image

The screenshot shows the 'New Owner' form in the Magento 2 admin interface. The page has a dark sidebar on the left with navigation icons for Dashboard, Sales, Marketplace, Products, Delivery App, Customers, Marketing, Mobiconnect, Content, Reports, Stores, System, and Find Partners & Extensions. The main content area is white with a yellow header bar containing 'System Messages: 1'. Below the header, the page title is 'New Owner' with search, notification, and user icons. A toolbar contains 'Back', 'Reset', 'Save and Continue Edit', and a red 'Save' button. The form is titled 'General Information' and includes the following fields:

- Enable ***: A toggle switch set to 'No'.
- User Name ***: A text input field containing 'admin'.
- Password ***: A password input field with masked characters '.....'.
- Email ***: An empty text input field.

At the bottom of the page, there is a footer with the text 'Copyright © 2018 Magento, Inc. All rights reserved.' and 'Magento ver. 2.1.8' with a link to 'Report Bugs'.

Here, an admin has to fill the Fields given on the page. Fields that contain (*) are the Required Field. After Filling all the Details Click the **Save** Button. It will Successfully Create a new driver.

For **Updating the Existing Owner** click on **Edit** option present on the Manage Owner Page it will redirect you to the page in which all the Fields will be auto-filled by the Owner's Data as shown below in the given image.

The screenshot displays the Magento 2 Admin interface for editing an owner. On the left is a vertical sidebar with icons for Dashboard, Sales, Marketplace, Products, Delivery App (highlighted), Customers, Marketing, Mobiconnect, Content, Reports, Stores, System, and Find Partners & Extensions. The top navigation bar shows 'Owner1' and a user profile for 'admin'. Below the navigation bar is a toolbar with buttons for 'Back', 'Reset', 'Save and Continue Edit', and a red 'Save' button. The main content area is titled 'General Information' and contains the following form fields:

- Enable *** Yes
- User Name ***
- Password ***
- Email ***

At the bottom of the page, the footer contains the copyright notice 'Copyright © 2018 Magento, Inc. All rights reserved.' and the version information 'Magento ver. 2.1.8' with a link to 'Report Bugs'.

Make changes then click on the Save Button showed on the image.

For Using **Filter** you need to fill the following option that is shown in the image given below then apply Filter button.

System Messages: ▲ 1

Manage Owner

Search Notifications admin

[Add Owner](#)

Filters Default View Columns

ID
from

Email

UserName

Role

Status
Select... ▼

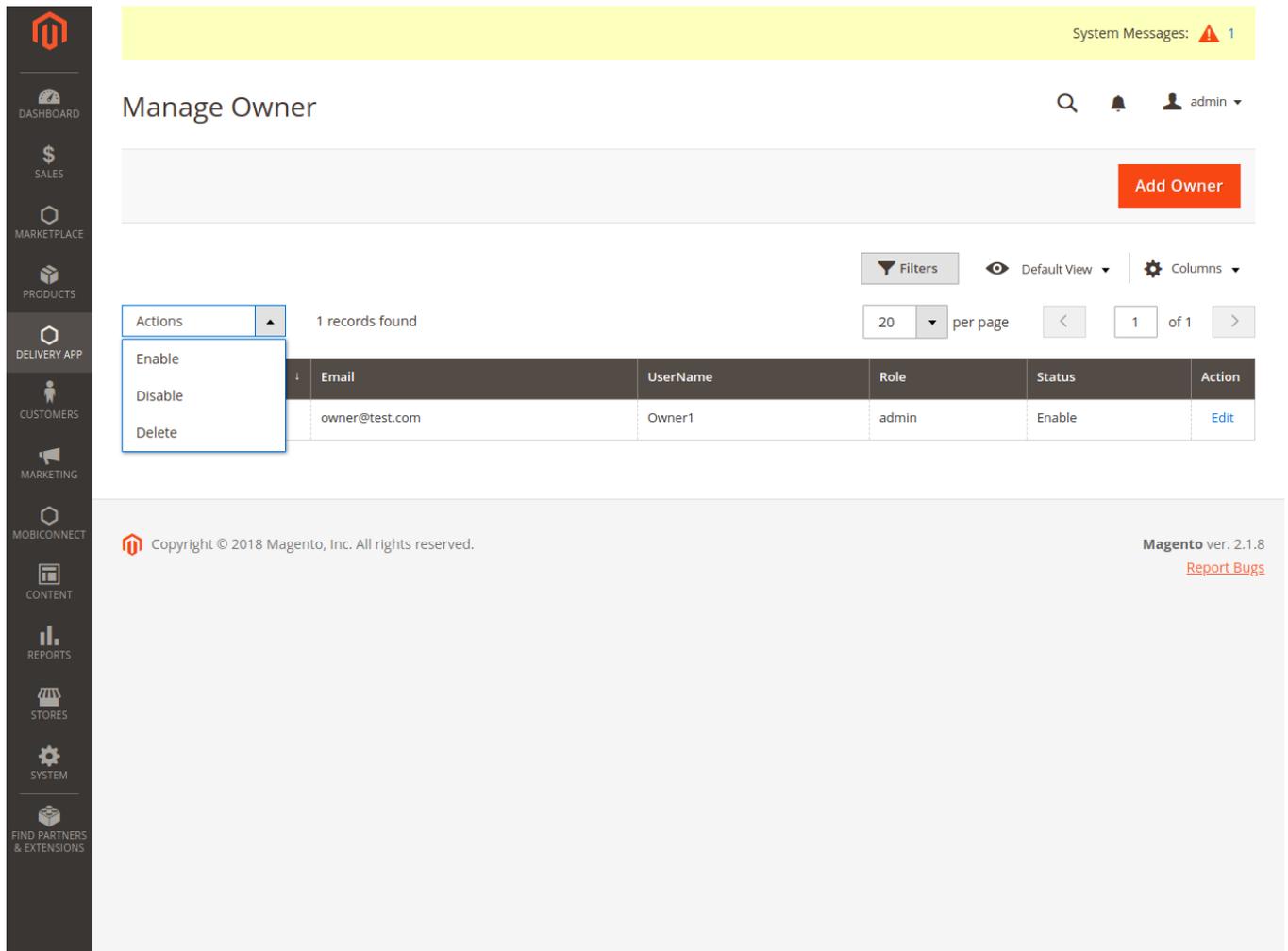
[Cancel](#) [Apply Filters](#)

Actions ▼ 1 records found 20 ▼ per page < 1 of 1 >

<input type="checkbox"/>	ID	Email	UserName	Role	Status	Action
<input type="checkbox"/>	1	owner@test.com	Owner1	admin	Enable	Edit

Copyright © 2018 Magento, Inc. All rights reserved. Magento ver. 2.1.8 [Report Bugs](#)

For Deleting Select Owner, click on **Action**->Select **Delete** From DropDown as shown Below.



System Messages: ▲ 1

Manage Owner

Search Notifications admin

[Add Owner](#)

Filters Default View Columns

1 records found 20 per page 1 of 1

Actions	Email	UserName	Role	Status	Action
<ul style="list-style-type: none"> Enable Disable Delete 	owner@test.com	Owner1	admin	Enable	Edit

Copyright © 2018 Magento, Inc. All rights reserved. Magento ver. 2.1.8 [Report Bugs](#)

After Clicking on Delete, a Pop message will appear on screen asking for the confirmation.

4. MANAGE DRIVER

On clicking the Manage Driver Option, It will navigate the admin to the Manage Driver page as per the below image.

System Messages: ▲ 1

Manage Driver

Search Notifications admin

[Add Driver](#)

Filters Default View Columns

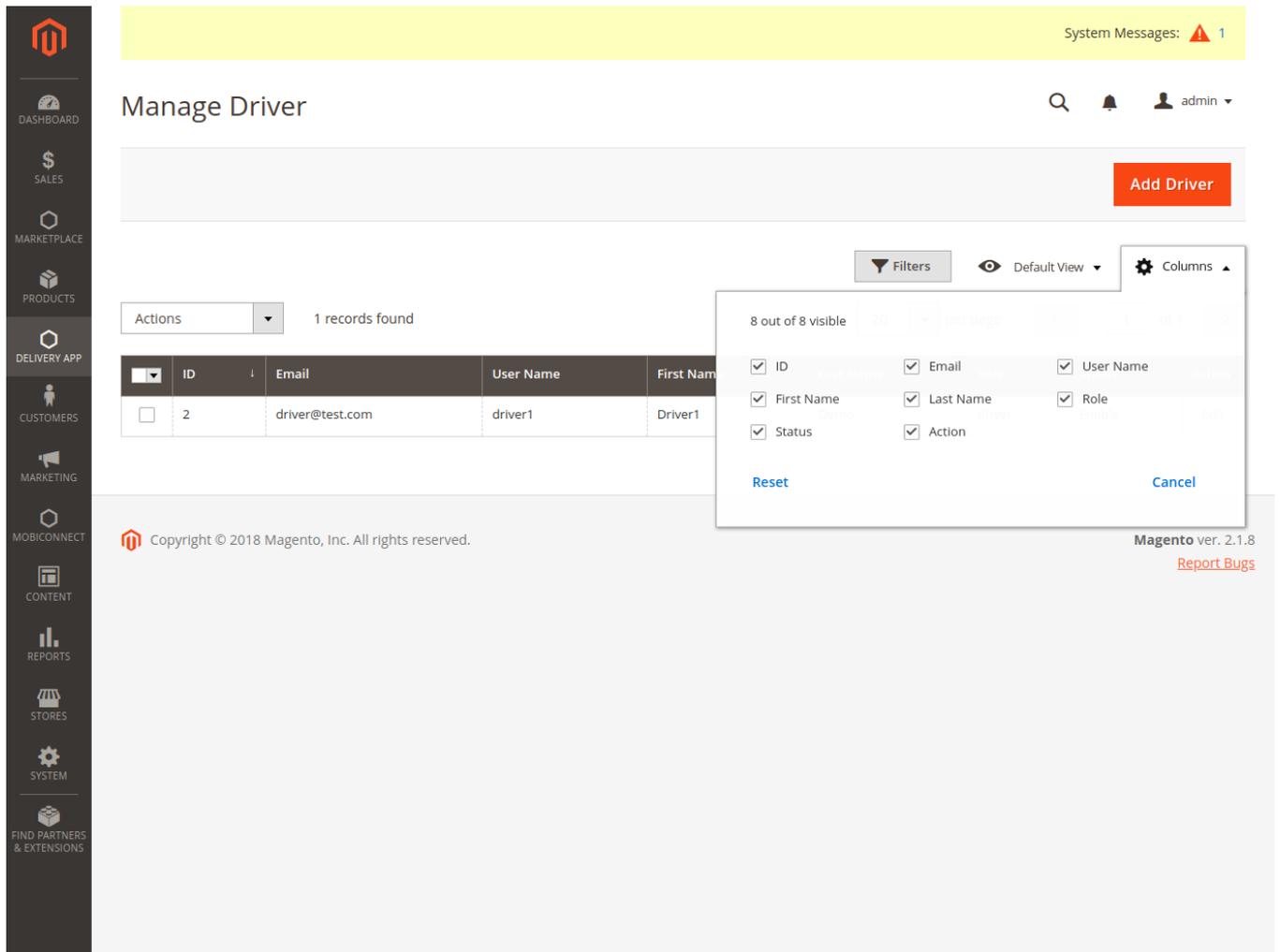
Actions ▼ 1 records found 20 per page < 1 of 1 >

<input type="checkbox"/>	ID	Email	User Name	First Name	Last Name	Role	Status	Action
<input type="checkbox"/>	2	driver@test.com	driver1	Driver1	Demo	driver	Enable	Edit

Copyright © 2018 Magento, Inc. All rights reserved. Magento ver. 2.1.8 [Report Bugs](#)

Admin can see the list of Driver they have with them and can Manage them easily with the help of there Unique Id

Here, **Column** is used to manage the Column present on the page (whether to be shown or not). It will look like the below image.



The screenshot displays the 'Manage Driver' page in the Magento 2 Admin interface. The page features a sidebar with navigation options: DASHBOARD, SALES, MARKETPLACE, PRODUCTS, DELIVERY APP, CUSTOMERS, MARKETING, MOBICONNECT, CONTENT, REPORTS, STORES, SYSTEM, and FIND PARTNERS & EXTENSIONS. The main content area shows a table with one record found. A 'Columns' dialog box is open, allowing the user to select which columns to display in the table.

System Messages: ▲ 1

Manage Driver

[Add Driver](#)

Filters Default View Columns

Actions ▼ 1 records found

<input type="checkbox"/>	ID	Email	User Name	First Name
<input type="checkbox"/>	2	driver@test.com	driver1	Driver1

8 out of 8 visible 20 per page

<input checked="" type="checkbox"/> ID	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> User Name
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Role
<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Action	

[Reset](#) [Cancel](#)

Copyright © 2018 Magento, Inc. All rights reserved. Magento ver. 2.1.8 [Report Bugs](#)

For Adding a **New Driver**, Click on **Add Driver** it will open a new page as shown in the image given below.

System Messages: ▲ 1

New Driver

← Back Reset Save and Continue Edit **Save**

General Information

Enable * No

First Name *

Last Name *

User Name *
This is a required field.

Password *
This is a required field.

Email *

Profile Picture

Mobile Number *

Copyright © 2018 Magento, Inc. All rights reserved. Magento ver. 2.1.8
[Report Bugs](#)

Here, an admin has to fill the details required for creating New Driver. A Field that contains (*) are the Required Field. After Filling all the Details Click the **Save** Button. It will Successfully Create a new driver.

For **Updating the Existing Driver** Click on **"Edit"** button located in the last column of all list, saved information will be autofill in the form. Make changes then click on the Save Button as shown in the image below.

System Messages: 1

Driver1

← Back Reset Save and Continue Edit **Save**

General Information

Enable * Yes

First Name *

Last Name *

User Name *

Password *

Email *

Profile Picture

Mobile Number *

Copyright © 2018 Magento, Inc. All rights reserved. Magento ver. 2.1.8
[Report Bugs](#)

There is **Filter** option present in the Manage Driver page which is used to search specific Driver with the help of Name, ID, Password, Mobile Number. Filter Page will appear as shown below in the image.


 DASHBOARD
 SALES
 MARKETPLACE
 PRODUCTS

System Messages: ▲ 1

Manage Driver

🔍 🔔 👤 admin ▾

Add Driver

🔽 Filters | 👁 Default View ▾ | ⚙ Columns ▾

ID

from

to

Email

User Name

First Name

Last Name

Role

Status

Cancel Apply Filters

Actions ▾ 1 records found 20 ▾ per page < 1 of 1 >

	ID	Email	User Name	First Name	Last Name	Role	Status	Action
<input type="checkbox"/>	2	driver@test.com	driver1	Driver1	Demo	driver	Enable	Edit

 Copyright © 2018 Magento, Inc. All rights reserved.

Magento ver. 2.1.8
[Report Bugs](#)

For Deleting Specific Driver Select the Driver, click on **Action->Select Delete** From DropDown as shown Below, It will successfully Remove that Driver from the List.

System Messages: ▲ 1

Manage Driver

Add Driver

Filters | Default View | Columns

1 records found | 20 per page | 1 of 1

Actions	Email	User Name	First Name	Last Name	Role	Status	Action
<ul style="list-style-type: none"> Enable Disable Delete 	river@test.com	driver1	Driver1	Demo	driver	Enable	Edit

Copyright © 2018 Magento, Inc. All rights reserved. Magento ver. 2.1.8 [Report Bugs](#)

5. Assign Driver To Owner

In this section, the admin will have the ability to assign a driver to each Owner with a specific order that is out for the delivery.

Admin can see the list of the assigned driver on this page and will get an option to assign new Driver as shown below.

System Messages: 2

Assign Driver

[Assign Driver](#)

Filters | Default View | Columns

Actions 3 records found | 20 per page | 1 of 1

ID	Order Id	Assigned To	Action
14	000000037	test@test.com	Edit
27	000000048	ronicost	Edit
28	000000062	ronl_cost	Edit

Copyright © 2018 Magento, Inc. All rights reserved. Magento ver. 2.1.7
[Account Activity](#) | [Report Bugs](#)

For Assigning New Driver, click on “**Assign Driver**” it will redirect you to the new page as shown below.

The screenshot shows the 'New Assign Driver' page in the Magento 2 Admin interface. On the left is a vertical sidebar with icons for various modules: DASHBOARD, SALES, MARKETPLACE, PRODUCTS, CUSTOMERS, REQUEST FOR QUOTATION, DELIVERY APP (highlighted), MARKETING, FOLLOWUP, CONTENT, MOBICONNECT, REPORTS, STORES, SYSTEM, and FIND PARTNERS & EXTENSIONS. The main content area has a yellow header bar with 'System Messages: 2' and a search icon. Below the header is the page title 'New Assign Driver' and a user profile 'admin'. A navigation bar contains 'Back', 'Reset', 'Save and Continue Edit', and a red 'Save' button. The 'General Information' section contains two dropdown menus: 'Driver Username *' and 'Order Id *', both with 'Select...' options. At the bottom, the footer includes the Magento logo, copyright notice 'Copyright © 2018 Magento, Inc. All rights reserved.', and version information 'Magento ver. 2.1.7' with links for 'Account Activity' and 'Report Bugs'.

In Driver Username, You will get the list of Drivers, select one and assign an order to that Driver by selecting Order Id.

For Changing Assigned Driver Click on **“Edit”** It will give you the option to replace the driver with another one for that particular order.

The screenshot displays the Magento 2 Admin interface for the Delivery App. On the left is a vertical sidebar with icons for various modules: DASHBOARD, SALES, MARKETPLACE, PRODUCTS, CUSTOMERS, REQUEST FOR QUOTATION, DELIVERY APP (highlighted), MARKETING, FOLLOWUP, CONTENT, MOBICONNECT, REPORTS, STORES, SYSTEM, and FIND PARTNERS & EXTENSIONS. The top navigation bar features a yellow system message banner with 2 alerts, a search icon, a notification bell with 6 alerts, and a user profile for 'admin'. The main content area shows the configuration for order ID 000000048, with a 'General Information' section containing two input fields: 'Driver Username' with the value 'ronicost' and 'Order Id' with the value '000000048'. Action buttons for 'Back', 'Reset', 'Save and Continue Edit', and 'Save' are visible. The footer contains the copyright notice 'Copyright © 2018 Magento, Inc. All rights reserved.' and the version 'Magento ver. 2.1.7' with links for 'Account Activity' and 'Report Bugs'.

6. Manage Order Feedback

Here admin can see the feedback of driver's given by the Customer, It will appear as shown below.



Manage Feedback

🔍 🔔 6 👤 admin

Filters | 👁 Default View | ⚙ Columns | 📄 Export

Actions ▾ | 22 records found | 20 per page | 1 of 2

<input type="checkbox"/>	ID	Driver Name	Order Increment Id	Action	Order Time
<input type="checkbox"/>	30	ronicost	000000049	Edit	Feb 08, 2018, 12:02:00 PM
<input type="checkbox"/>	25	ronicost	000000047	Edit	Jan 21, 2018, 17:01:00 PM
<input type="checkbox"/>	27	ronicost	000000047	Edit	Jan 21, 2018, 17:01:00 PM
<input type="checkbox"/>	24	ronicost	000000045	Edit	Jan 05, 2018, 13:01:00 PM
<input type="checkbox"/>	23	ronicost	000000044	Edit	Dec 28, 2017, 13:12:00 PM
<input type="checkbox"/>	22	ronicost	000000043	Edit	Dec 28, 2017, 13:12:00 PM
<input type="checkbox"/>	21	ronicost	000000042	Edit	Dec 28, 2017, 13:12:00 PM
<input type="checkbox"/>	20	ronicost	000000041	Edit	Dec 28, 2017, 13:12:00 PM
<input type="checkbox"/>	19	ronicost	000000039	Edit	Nov 30, 2017, 16:11:00 PM
<input type="checkbox"/>	18	ronicost	000000038	Edit	Nov 30, 2017, 16:11:00 PM

For seeing the Detail view of Feedback click on the **“View”** present in the last column of the table.

It will direct you to the new page showing the comment given by the customer. It cannot be edited by the admin.



SS

🔍 🔔 6 👤 admin

← Back

General Information

Driver Username

Order Id

Comment

Image