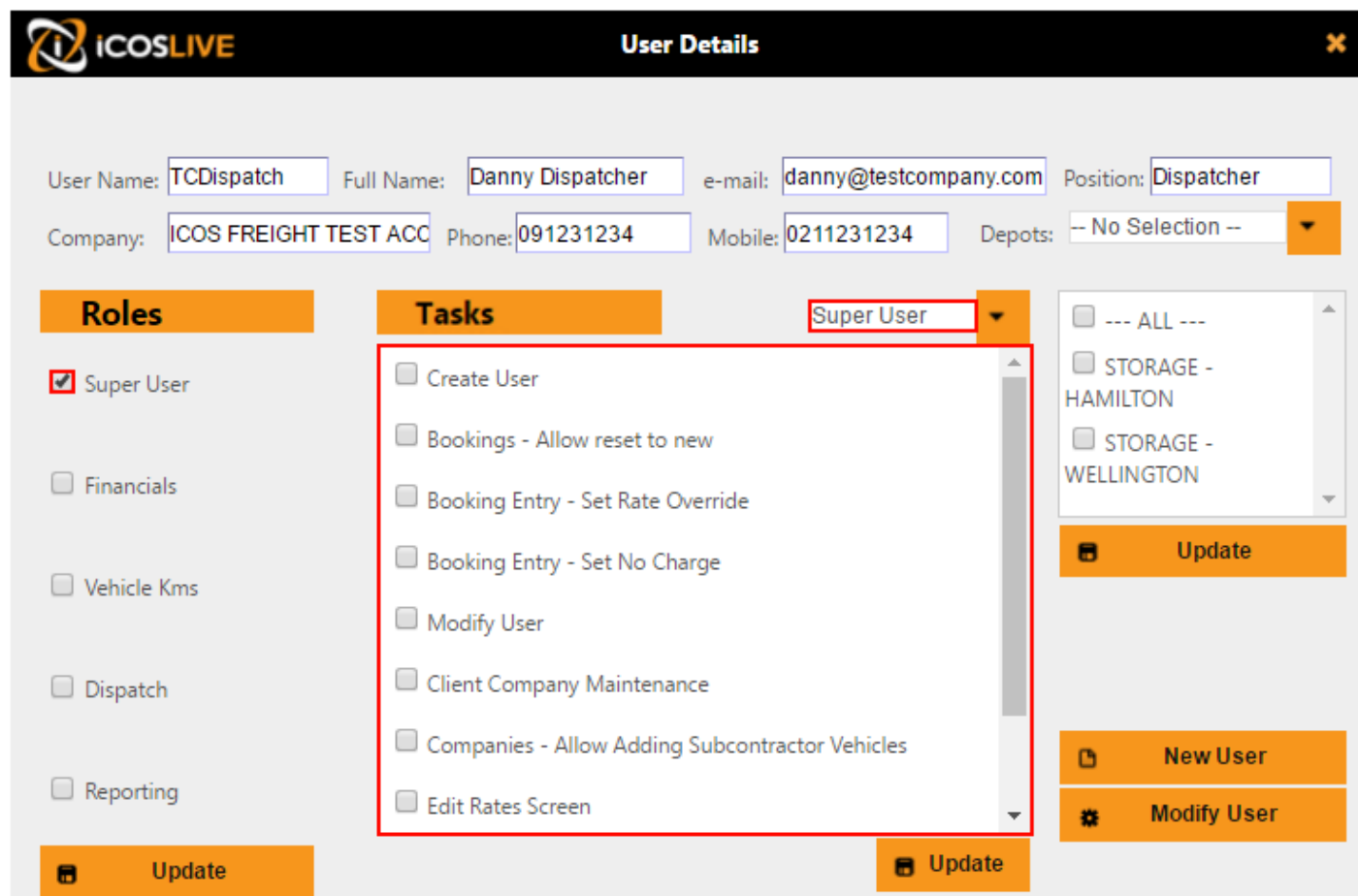


The Super User role and tasks (internal users only)

Modified on: Wed, 28 Nov, 2018 at 12:39 PM

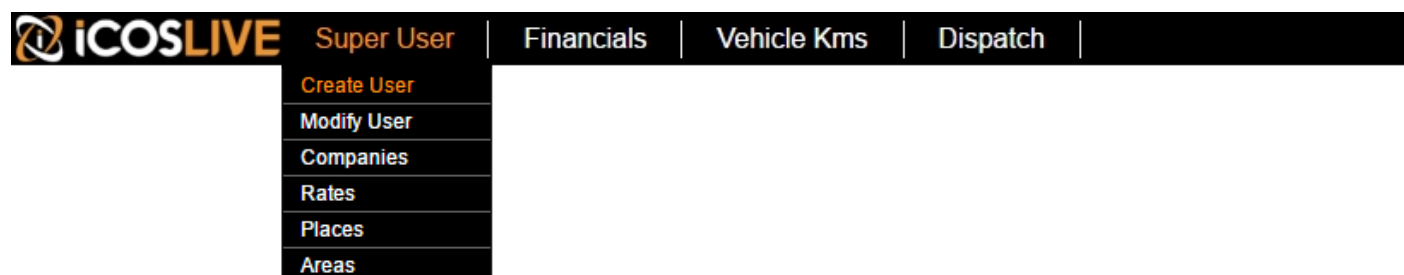


The screenshot shows the 'User Details' form in the iCOSLIVE system. The form is divided into several sections:

- User Information:** Fields for User Name (TCDispatch), Full Name (Danny Dispatcher), e-mail (danny@testcompany.com), Position (Dispatcher), Company (ICOS FREIGHT TEST ACC), Phone (091231234), Mobile (0211231234), and Depots (No Selection).
- Roles:** A list of roles with checkboxes. The 'Super User' role is checked, while others like Financials, Vehicle Kms, Dispatch, and Reporting are unchecked.
- Tasks:** A list of tasks with checkboxes. The 'Super User' role is selected, and the tasks listed are: Create User, Bookings - Allow reset to new, Booking Entry - Set Rate Override, Booking Entry - Set No Charge, Modify User, Client Company Maintenance, Companies - Allow Adding Subcontractor Vehicles, and Edit Rates Screen.
- Buttons:** There are 'Update' buttons at the bottom of the Roles and Tasks sections, and 'Update', 'New User', and 'Modify User' buttons on the right side.

Create User

User can access the **Super User > Create User** dialog where new users are created



Bookings - Allow reset to new

User can reset job bookings to new from a bookings quick action drop down menu

The screenshot shows a booking management form. At the top, there are input fields for 'Service Type' (Standard), 'Pallets: Hire' (0), 'Non' (0), 'Lifts' (0), 'Hire Retn' (0), and 'Charge Amount' (120.00). Below these are fields for 'Req Temp' and 'Actual Temp', and checkboxes for 'Unload Fee', 'ChgOvrRide', 'No Chg', and 'No Disp'. There are also fields for 'Required Delivery' (9/08/2016, 23:00), 'Actual Delivered', and 'Delivered To'. A dropdown menu is open on the left, showing options: 'Print Consignment', 'Print Labels', 'Duplicate', 'Verify for Invoicing', 'Offload Job', 'Reset job to NEW' (highlighted in blue), and 'Cancel'. At the bottom right, there are buttons for 'Edit Booking' and 'New Booking', and a status indicator 'STATUS: PUP'.

Booking Entry - Set Rate Override

User can override the cartage charges of a booking

The screenshot shows a booking entry form. There is a 'Rate Override' checkbox which is checked, and a text input field next to it containing '200.00'. Below this is a 'No Charge' checkbox which is unchecked, and a '+' sign. To the right is a 'Current Loc' field. At the bottom, there are two buttons: 'SAVE AND NEW' and 'SAVE BOOKING'.

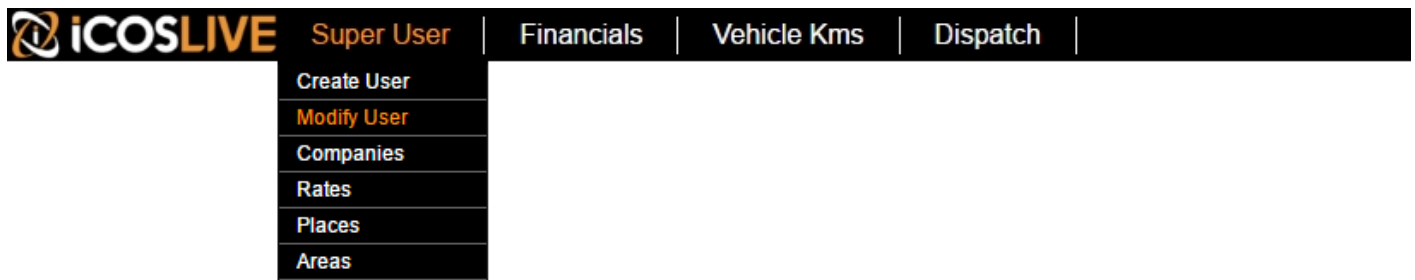
Booking Entry - Set No Charge

User can set a booking to have no charge

The screenshot shows a booking entry form. There is a 'Rate Override' checkbox which is unchecked, and a text input field next to it containing '0.00'. Below this is a 'No Charge' checkbox which is checked, and a '+' sign. To the right is a 'Current Loc' field. At the bottom, there are two buttons: 'SAVE AND NEW' and 'SAVE BOOKING'.

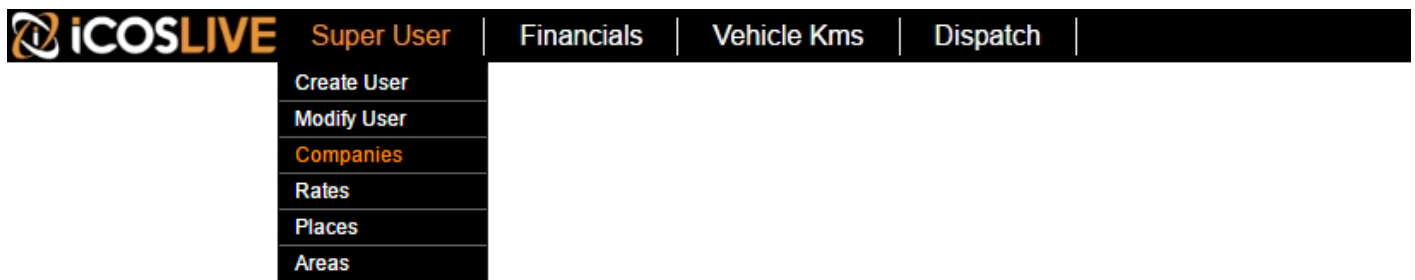
Modify User

User can access the **Super User > Modify User** screen which is used for modifying user accounts



Client Company Maintenance

User can access the **Super User > Companies** screen which is used for modifying company records



Companies - Allow Adding Subcontractor Vehicles

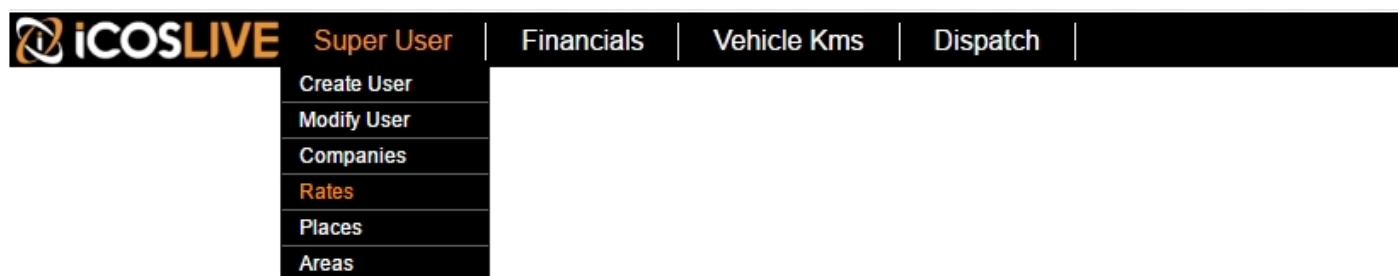
User can add subcontractor vehicles in the **Super User > Companies** screen.

Details	Places	Profile	
<div>Company Test Subcontractor</div>			
Name	<input type="text" value="Test Subcontractor"/>		Contact <input type="text" value="Sammy"/>
Type	<input type="text" value="Transport Contractor"/>		Phone <input type="text" value="09 123 4567"/> Fax <input type="text"/>
Address	<input type="text" value="123 Sunset Avenue"/>		Mobile <input type="text" value="021 123456"/>
	<input type="text" value="Meadow Lands"/>		E-mail <input type="text" value="sammy@testsubcontractor.com"/>
	<input type="text" value="Auckland"/>	<input type="text" value="2014"/>	GST # <input type="text"/> A/C # <input type="text"/>
Sales Rep	<input type="text"/>		Fuel % <input type="text" value="0.00"/>
Auto Docket	<input type="checkbox"/> Prefix <input type="text"/> Start <input type="text"/> End <input type="text"/>		Disable <input type="checkbox"/> Company Code <input type="text"/>
			Rate Master <input type="text" value="0"/>
			Added: 2016-08-08 14:14:26 69634
		+ Vehicle	+ Depot
		Delete	Clear
		Save	

Adding vehicles to can affect your companies' monthly subscription costs

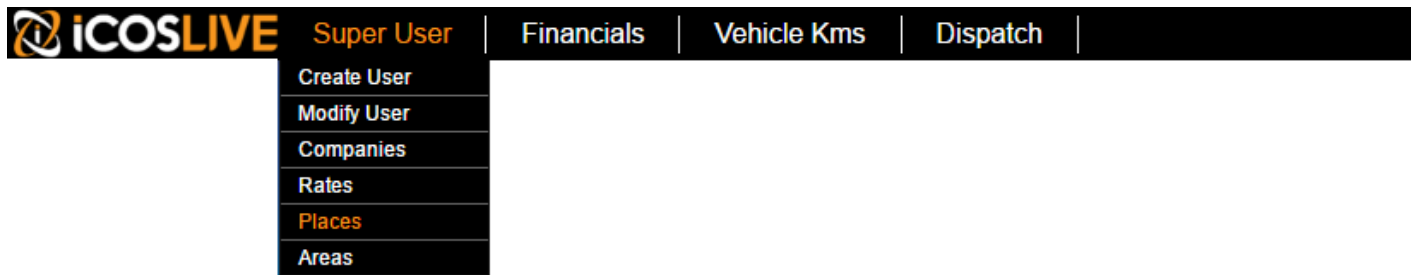
Edit Rates Screen

User can access the **Super User > Rates** screen



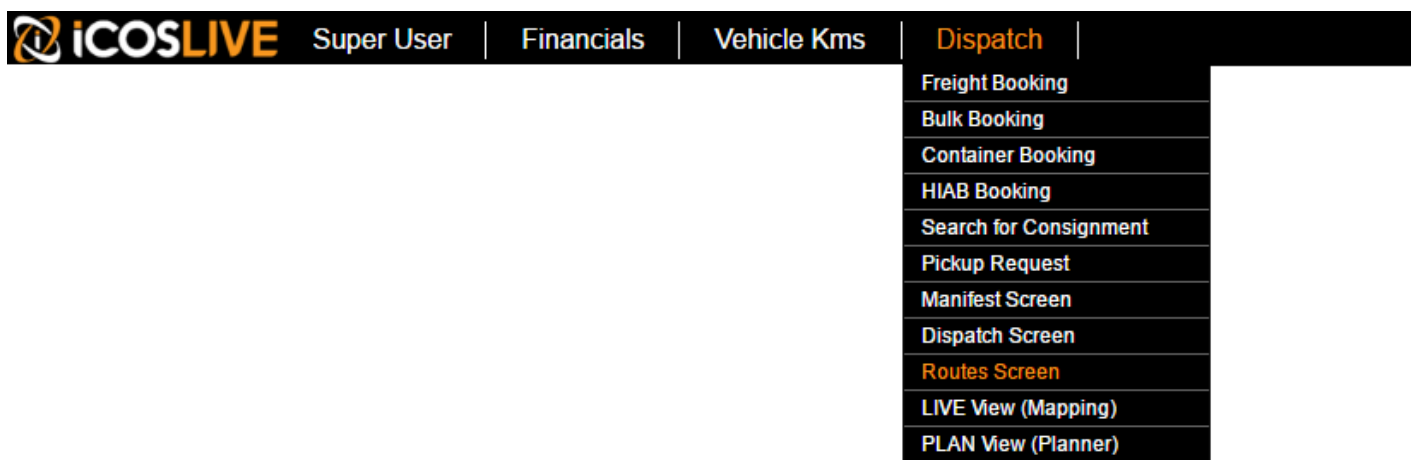
Place Maintenance

User can access the **Super User > Places** screen where client places can be created, modified and removed.



Routes Allow Editing

User can edit routes on the **Dispatch > Routes Screen**



Preview