

6Parcels User Manual





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I. Getting Started

i. What is 6Parcels

6Parcels is the simplest and highly cost-effective dispatch management solution. 6Parcels provides online tracking system for courier (dispatch) companies and offers courier companies with the capabilities that only Fedex or DHL have.



ii. 4 main roles in the back-office of 6parcels operation

Roles	Description
Admin	The administrator of the system. Able to do every function and create new users.
Call Operator	Taking orders from customers and viewing the consignment status.
Controller	Once order is received, assign driver(s) to do collection and delivery. Update the status of the consignment.
Biller	Handling the billing and invoicing to the customer(s).

Note: Other entities such as drivers and customers do not have access to the system.

iii. Type of customers supported

There are 3 customer types defined by the payment method that they will engage with the courier.

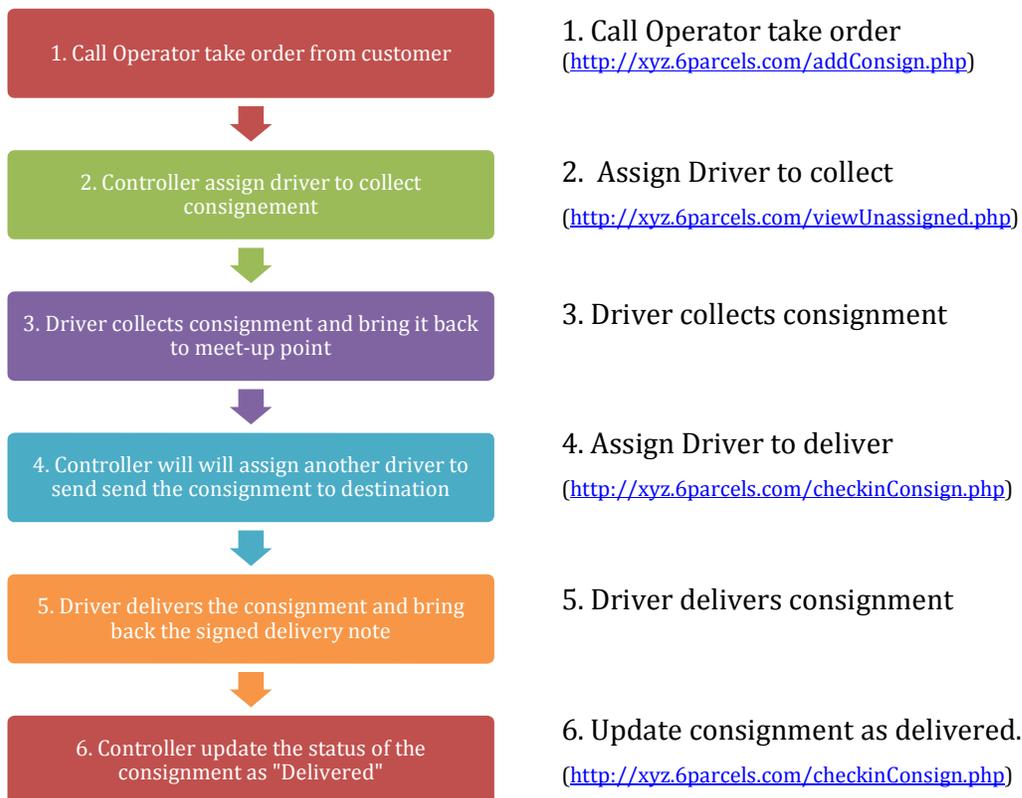
Customer Type	Description
Cash	Pay cash immediately for every delivery
Credit	Pay by the end of the month.
Prepaid	Deduct from the credit that was deposit with the courier company.

iv. Type of services supported

Service type is the contractual agreement between courier and the customer on the services and pricing for their deliveries.

Service Type	Description
Distance-based	Price of delivery is based on the collection zone and delivery zone.
Volumetric/Weight based	Price of delivery is based on weight or volume of the item.
Custom	Defined by user.

v. Daily flow operation



How does customer check the status of their order?

Customer may check the status of their consignment at <http://xyz.6parcels.com/track.php> where xyz is your registered sub-domain name.

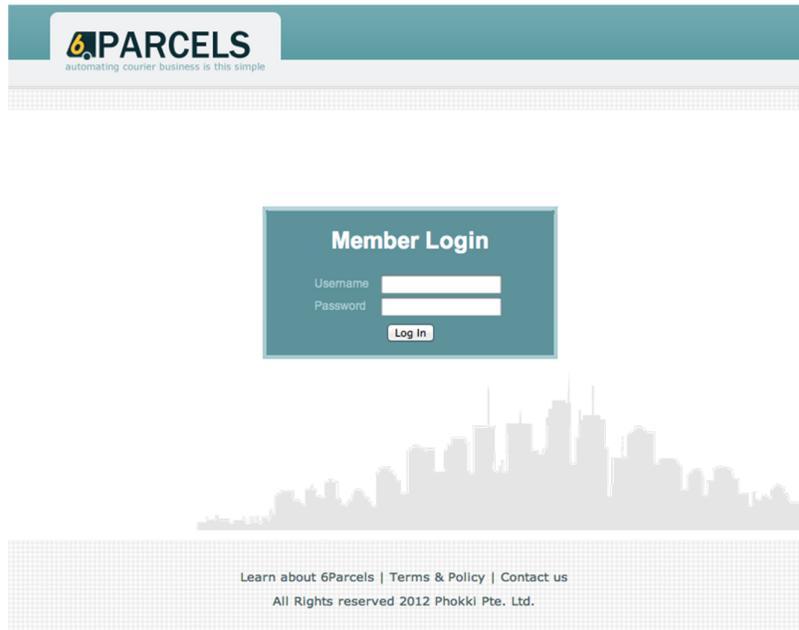
Billing to customer

Billor may generate the invoice for the customer based on the duration at <http://xyz.6parcels.com/generateInvoices.php>.

Simply follow through the simple 3 steps to generate the invoices into PDF or excel format.



II. Login



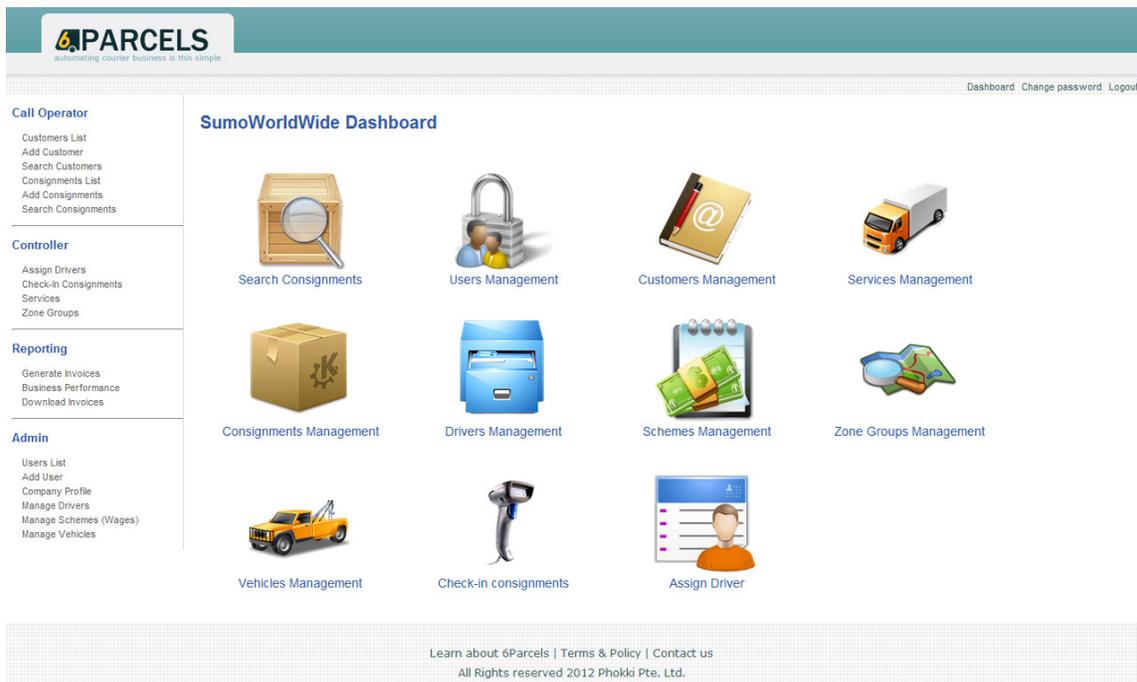
Login to your system at <http://xyz.6parcels.com/> where xyz should be replaced with your company registered sub-domain name.

Type in username and password and click on “Log In”.

After you have login, you will see the main dashboard.

On the top right, you can go to dashboard page at any time, change password or logout.

Click on “**Contact Us**” on the bottom to contact us with any inquiries.





III. Call Operator

i. Customers Management

Dashboard Change password Logout

Call Operator

- Customers List
- Add Customer
- Search Customers
- Consignments List
- Add Consignments
- Search Consignments

Controller

- Assign Drivers
- Check-In Consignments
- Services
- Zone Groups

Reporting

- Generate Invoices
- Business Performance
- Download Invoices

Admin

- Users List
- Add User
- Company Profile
- Manage Drivers
- Manage Schemes (Wages)
- Manage Vehicles

Customers Management

add a new customer

filter keywords filter by **Company Name** filter

1 2 3

Customer's name	Type	Payment	Edit	Delete
ACCESS DIRECT PTE LTD	Company			
ACP OFFICE SUPPLIES PTE LTD	Company			
ADAMPAK LIMITED	Company			
AIR MARKET EXPRESS (S) PTE LTD	Company			
ANGELA	Company			
ANSHIN LOGISTICS PTE LTD	Company			
APBC OFFICES PTE LTD	Company			
APBC OFFICES PTE LTD (HS)	Company			
ASSETTON PTE LTD	Company			
BECKHOFF AUTOMATION PTE LTD	Company			

customer type **- all types -** order by **customer name** **descending** number of display records **10** refine

1 2 3

Click on the “Customers List” to view and edit customers’ information.

- Add new customer:
To add a customer, click on “Add a new customer” on the top right or click on “add Customer” below “Customers List” on the left navigation bar, and then fill in the details on the following page.

Add New Customer

Account Type

Company/Department

Contact person

Address

Postal code

Billing address

Contact Number

Alter phone

Fax

Email



Granting services to the customer allows call operators to know what type of services that the customer has subscribe to and the price plan for the customer.

Grant services for this customer

Available services

- Express Service XYZ (Distance based)
- Normal Delivery XYZ (Distance based)
- AMK DELIVERY (Volume based)
- JTI DELIVERY (Volume based)
- JBE DELIVERY (Volume based)
- JTE DELIVERY (Volume based)
- SPECIAL PRICE (Volume based)
- ACCESS DIRECT DELIVERY (Volume based)
- TOTAL LITERACY DELIVERY (Volume based)
- (ISS) DELIVERY CATERING (Volume based)
- RODALINK NORMAL VAN (Volume based)
- NORMAL VAN BY CARTON (Volume based)

Granted services

add customer

After filling in the details, click on “add customer” to save and add customer.

- Search a Customer:
To search for specific customer information, simply click on the “Search Customers” on the navigation bar below “Add Customer” and type in customer ID, the customer will show up.

ii. Consignment Management

Click on “Consignments List” to view or edit your orders.

Dashboard Change password

Call Operator

- Customers List
- Add Customer
- Search Customers
- Consignments List
- Add Consignments
- Search Consignments

Controller

- Assign Drivers
- Check-In Consignments
- Services
- Zone Groups

Reporting

- Generate Invoices
- Business Performance
- Download Invoices

Admin

- Users List
- Add User
- Company Profile
- Manage Drivers
- Manage Schemes (Wages)

Consignment Management

find consignments Import Mass Consignments add a new order

- all customers - - choose a time stamp - created from to refine

Ccde.	Customer's name	Added date	Assigned Driver / Delivery Status	Edit	Del
123061	WOLFVISION PTE LTD	2012-07-25	Not yet assigned - Pending Collect	[Edit]	[Del]
123060	WOLFVISION PTE LTD	2012-07-25	Not yet assigned - Pending Collect	[Edit]	[Del]
123059	WOLFVISION PTE LTD	2012-07-25	Not yet assigned - Pending Collect	[Edit]	[Del]
119781	ACCESS DIRECT PTE LTD	2012-07-23	Not yet assigned - Pending Collect	[Edit]	[Del]
119778	ACCESS DIRECT PTE LTD	2012-07-23	Not yet assigned - Pending Collect	[Edit]	[Del]
119779	ACCESS DIRECT PTE LTD	2012-07-23	Not yet assigned - Pending Collect	[Edit]	[Del]
119780	ACCESS DIRECT PTE LTD	2012-07-23	Not yet assigned - Pending Collect	[Edit]	[Del]
119782	WOLFVISION PTE LTD	2012-07-23	Not yet assigned - Pending Collect	[Edit]	[Del]
123182	ACCESS DIRECT PTE LTD	2012-07-21	VELU NIL - Delivered	[Edit]	[Del]
123183	ACCESS DIRECT PTE LTD	2012-07-21	VELU NIL - Delivered	[Edit]	[Del]

to CSV order by added date descending number of display records 10 refine

You can edit or delete consignments by clicking “Edit” or “Del” at the end of each consignment.



Click on the code to view consignment details.

Edit Proof of delivery and save it or Email it. Click on “Status Log” to view the status of delivery.

Consignment Details

[Update](#)

consignment id [123182](#) created on [2012/07/21](#) added by [ANDREW CHAN](#) service type [AIRMAIL EXPRESS DELIVERY](#) item details [Van service](#) total fee [15 SGD](#)

Collection Information

Collect date 2012-07-21 18:18:00
Contact Person: JIAN JIAN (2012)
Phone: 800077
Address: 11 BURN ROAD (BURN)
TOWER 1-300077
Postcode: 300077

Delivery Information

Contact Person: 800077
Phone: 800077
Address: 11 BURN ROAD (BURN)
TOWER 1-300077
Postcode: 300077
Remark: 2012/07/21

[Proof of Delivery](#) [Status Log](#) [Remarks](#)

Proof-of-delivery is meant for successful delivery to

Verify Sign & stamp Sign only Names Problem Shipment

Date/time 2012/07/19 2 PM ▼

Remark

[Save POD](#) [Email this POD](#)



- Add new order:

To add a new order, click on “add a new order” in the top right corner or click on “Add Consignments” on the navigation bar, and then fill in the details.

Click on “save” to save order.

Step 1: Select a customer

Existing customer Walked-in customer

Step 2: Fill up contact information

Collection address

Postal Code

Collection date : :

Contact person's name

Contact number

Step 3: Set consignment information

Total price: 0 SGD

Delivery 1

Consignment code

Delivery address

Postal Code

Contact Person

Contact Number

Sender Country

Delivery Country

Pcs

Weight

Volume

Other Track Number

Type of service [view service info](#)

Item details

Remark

[duplicate this consignment](#) [delete this consignment](#)

- Search Consignment:

To search for specific consignment information, click on “find consignment” at top right or click on “Search consignment” on the navigation bar below “Add Consignment” and type in consignment ID, contact name or company name, the consignment will show up.

Search/View Consignments



IV. Controller

i. Assign Drivers

- Assign Driver to the Consignment:

Choose an unassigned consignment from the left list and choose a driver from the right list then click on “Assign Driver”.

ii. Check-in Consignment

You can check or change the status of the consignments, create POD, or assign driver.

Check in consignments

Please select a driver

Code	Customer's name	POD status	Current status	Current driver	Del
119782	WOLVISION PTE LTD	create	Pending Collect	Re-Assign	
119781	ACCESS DIRECT PTE LTD	create	Pending Collect	Re-Assign	



iii. Services

Here you can view, edit or delete the preset service types and its price matrix.

Call Operator

- Customers List
- Add Customer
- Search Customers
- Consignments List
- Add Consignments
- Search Consignments

Controller

- Assign Drivers
- Check-In Consignments
- Services
- Zone Groups

Reporting

- Generate Invoices
- Business Performance
- Download Invoices

Admin

- Users List
- Add User
- Company Profile
- Manage Drivers
- Manage Schemes (Wages)
- Manage Vehicles

Manage Services add a new service

Displayed Name	Service Type	Edit	Delete
Express Service XYZ	Distance based		
Normal Delivery XYZ	Distance based		
AMK DELIVERY	Volumetric/Weight based		
JTI DELIVERY	Volumetric/Weight based		
JBE DELIVERY	Volumetric/Weight based		
JTE DELIVERY	Volumetric/Weight based		
SPECIAL PRICE	Volumetric/Weight based		
ACCESS DIRECT DELIVERY	Volumetric/Weight based		
TOTAL LITERACY DELIVERY	Volumetric/Weight based		
(ISS) DELIVERY CATERING	Volumetric/Weight based		

1 2

- **View Services:**
Click on the service name to view service details.

Service Details

Displayed name **Express Service XYZ**

Service type **Distance based**

update service details

Price Zone Metrix

	12, 24	11	44	55
12, 24	9 SDG/km	11 SDG/km	13 SDG/km	15 SDG/km
11	11 SDG/km	11 SDG/km	13 SDG/km	15 SDG/km
44	13 SDG/km	13 SDG/km	13 SDG/km	15 SDG/km
55	15 SDG/km	15 SDG/km	15 SDG/km	15 SDG/km

Click on “update service details” to edit details.

- **Add Services:**
To add new service, click on “add a new service on the top right of services page, and fill in the details.



iv. Zone Groups

Dashboard Change p

Zone Groups Management  add a new zone group

filter keywords 1

Zone Group	Zones List	Edit	Delete
 Singapore Zone	Zone 1, Zone 2, Zone 3, Zone 4 (4 zones)		

order by number of display records 1

Call Operator
 Customers List
 Add Customer
 Search Customers
 Consignments List
 Add Consignments
 Search Consignments

Controller
 Assign Drivers
 Check-in Consignments
 Services
Zone Groups

Reporting

Click on each Zone group to view details.

Zone Group: Singapore Zone

 update Zone Group's information  add a zone to this Zone Group

Description: Singapore 4 zones

Zones List	Code	Delete
 Zone 1	12, 24	
 Zone 2	11	
 Zone 3	44	
 Zone 4	55	

Click on each zone to view details.

Click on “update Zone Group’s information” to edit the Zone group.

Click on “add a zone to this Zone Group” to add a new zone to the group.



V. Reporting

i. Generate Invoices

Call Operator

- Customers List
- Add Customer
- Search Customers
- Consignments List
- Add Consignments
- Search Consignments

Controller

- Assign Drivers
- Check-In Consignments
- Services
- Zone Groups

Reporting

- Generate Invoices**
- Business Performance
- Download Invoices

Admin

- Users List
- Add User
- Company Profile
- Manage Drivers
- Manage Schemes (Wages)
- Manage Vehicles

Generate Invoices

Step 1: Select customers

Generate for specific companies

Mass invoice generation

Please choose generation type

step 2 >>

Step 2: Choose period

Step 3: Choose archive types

Follow the steps to create an invoice.

To download invoices, click on “Download Invoices” from the navigation bar and choose the invoice you want to download.

Invoices Management

created from [] to [] sort by latest records No 25 filter

Invoice details	Invoicing Period	Download	Email
20120705_133607.zip (view customers) list) created on 2012/07/05	2012/06/01 - 2012/06/30 Excel (removed)		
20120702_124240.zip (view customers) list) created on 2012/07/02	2012/06/01 - 2012/06/30 Excel (removed)		
20120702_191502.zip (view customers) list) created on 2012/07/02	2012/06/01 - 2012/06/30 Excel (removed)		
20120702_131645.zip (view customers)			



ii. Business Performance

Call Operator

- Customers List
- Add Customer
- Search Customers
- Consignments List
- Add Consignments
- Search Consignments

Controller

- Assign Drivers
- Check-In Consignments
- Services
- Zone Groups

Reporting

- Generate Invoices
- Business Performance**
- Download Invoices

Business Performance

Report type

Performance period

from to

Chosse report type and performance period and click on “view report” to view report.

VI. Admin

i. User List

Click on each user to view details.

Dashboard Change pas

Users Management

User's fullname	Username	Roles	Edit	Delete
ANG WEE CHUN, ADRIAN	adrian	Call Operator, Controller, Administrator		
Sammy Kho	sammypeng	Call Operator, Controller, Administrator		
Cindy Gui	cindygui	Call Operator, Controller, Biller, Administrator		
Alan Tay	alan	Call Operator, Controller, Biller, Administrator		

1

Call Operator

- Customers List
- Add Customer
- Search Customers
- Consignments List
- Add Consignments
- Search Consignments

Controller

- Assign Drivers
- Check-In Consignments
- Services
- Zone Groups

Reporting

- Generate Invoices
- Business Performance
- Download Invoices

Admin

- Users List**
- Add User
- Company Profile
- Manage Drivers
- Manage Schemes (Manas)



- Add User:

To add a user, click on “add a new user” on the top right or click on “Add User” from the navigation bar on the left, and fill in the details

Click on “add user” to save, or click “reset” to start over.

Add a new user



Fullname	<input type="text"/>
Username	<input type="text"/>
Password	<input type="password"/>
Password retyped	<input type="password"/>
User Type	<input type="checkbox"/> Call Operator <input type="checkbox"/> Controller <input type="checkbox"/> Biller <input type="checkbox"/> Administrator
NRIC/Passport	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Phone	<input type="text"/>
Alter phone	<input type="text"/>
Email	<input type="text"/>

ii. Company Profile

Call Operator Customers List Add Customer Search Customers Consignments List Add Consignments Search Consignments	Company Information <div style="border: 1px solid gray; padding: 5px; text-align: center;">No Image Available</div> <input type="button" value="SELECT FILES"/>	Company Name <input type="text"/>
Controller Assign Drivers Check-In Consignments Services Zone Groups	Registration No. <input type="text"/>	
Reporting Generate Invoices Business Performance Download Invoices	Address Line 1 <input type="text"/>	
Admin Users List Add User Company Profile Manage Drivers Manage Schemes (Wages) Manage Vehicles Manage Vehicle Types	Address Line 2 <input type="text"/>	
	Address Line 3 <input type="text"/>	
	Email <input type="text"/>	
	Phone No. <input type="text"/>	
	Fax No. <input type="text"/>	
	Website <input type="text"/>	
	Service Tax: <input type="text"/>	
	Tax No. <input type="text"/>	
	<input type="button" value="save"/>	

View or edit your company information and click on “save”.



iii. Manage Drivers

Click on each Driver’s name to view driver details.

Click on salary to view driver’s monthly salary.

Dashboard Change pas

Call Operator

- Customers List
- Add Customer
- Search Customers
- Consignments List
- Add Consignments
- Search Consignments

Controller

- Assign Drivers
- Check-In Consignments
- Services
- Zone Groups

Reporting

- Generate Invoices
- Business Performance
- Download Invoices

Admin

- Users List
- Add User
- Company Profile
- Manage Drivers**
- Manage Schemes (Wages)
- Manage Vehicles

Manage Drivers

add a new driver

filter keywords filter by **Full Name**

1 2

Driver's name	Salary	Edit	Delete
SIM SIOW WEI EDWIN			
VELU NIL			
FAROUQ MUHAMMAD			
SG EXPRESS SERVICE			
NATHAN DAVID			
ADRIAN ANG			
SAMMY PENG			
JOHN NG KV OPERATION			
SELF COLLECTION			
OTHERS AGENT			

order by **Added Date** number of display records **10**

- **Add Driver:**

To add a driver, click on “add a new driver” on the top right and fill in the details.

Click on “add driver” to save or click “reset” to start over.

Add A New Driver

Click picture above to select profile image

Firstname

Lastname

Date of Birth [Choose date](#)

NRIC/Passport

Address

Postcode

Phone

Alter phone

Email

Wage Scheme



iv. Manage Schemes

Dashboard | Change pas:

Call Operator

- Customers List
- Add Customer
- Search Customers
- Consignments List
- Add Consignments
- Search Consignments

Controller

- Assign Drivers
- Check-In Consignments
- Services
- Zone Groups

Reporting

- Generate Invoices
- Business Performance
- Download Invoices

Admin

- Users List
- Add User
- Company Profile
- Manage Drivers
- Manage Schemes (Wages)
- Manage Vehicles

Wage Schemes Management

add a new scheme

Displayed Name	Base Salary	Commission	Edit	Delete
DRIVER ON PROBATION	1450 SGD	0 SGD		
CONTRACTOR ACP	3000 SGD	0 SGD		
DRIVER NON PROBATION	1550 SGD	0 SGD		
SPEICAL PACKAGE A	1700 SGD	0 SGD		
SPEICAL PACKAGE B	1800 SGD	0 SGD		
OPERATION PACKAGE	2000 SGD	0 SGD		
ADMIN PACKAGE	1300 SGD	0 SGD		
ATTENDANT PACKAGE	1200 SGD	0 SGD		
NIL	0.1 SGD	0 SGD		

1

- **Add Scheme:**
To add new scheme, click on “add a new scheme” on the top right and fill in details. Click on “add” to save or click “reset” to start over.

Add a New Wage Scheme

Displayed name

Base salary SGD per month

Commission SGD per collection/delivery



v. Manage Vehicles

Click on each manufacturer to view Vehicle information.

Dashboard Change pas

Call Operator

- Customers List
- Add Customer
- Search Customers
- Consignments List
- Add Consignments
- Search Consignments

Controller

- Assign Drivers
- Check-In Consignments
- Services
- Zone Groups

Reporting

- Generate Invoices
- Business Performance
- Download Invoices

Admin

- Users List
- Add User
- Company Profile
- Manage Drivers
- Manage Schemes (Wages)
- Manage Vehicles

Manage Vehicles

add a new vehicle

filter keywords filter by Manufacturer

1

Manufacturer	Model	Type	Edit	Delete
ISUZU	YJ7573T	Truck		
MITSUBISHI	CANTER YL8432A	Truck		
TOYOTA	HIACE GQ8037U	Van		
Nissan	Urvan 3.0 GZ5040G	Van		
Nissan	Urvan 3.0 GY1745M	Van		
Nissan	Urvan 3.0 GY5480A	Van		
Nissan	Urvan 3.0 GY2717M	Van		

order by Added Date number of display records 10

1

- Add Vehicle:

To add a vehicle, click on “add a new vehicle” and fill in details.

Click on “add” to save or click “reset” to start over.

Add a new Vehicle

Brand name

Model

Vehicle Type

Description



vi. Manage Vehicle Types

You can edit or delete the preset vehicle types

Dashboard | Change pas

vehicle Type Management

[add a new vehicle type](#)

Displayed Name	Description	Edit	Delete
Test	Test		

1

- Call Operator**
 - Customers List
 - Add Customer
 - Search Customers
 - Consignments List
 - Add Consignments
 - Search Consignments
- Controller**
 - Assign Drivers
 - Check-In Consignments
 - Services
 - Zone Groups
- Reporting**
 - Generate Invoices
 - Business Performance
 - Download Invoices
- Admin**
 - Users List
 - Add User
 - Company Profile
 - Manage Drivers
 - Manage Schemes (Wages)
 - Manage Vehicles
 - Manage Vehicle Types**
 - Manage Status Log Types
 - Manage Item Type
 - Manage Credit Term
 - GET API KEY

To add vehicle type, click on “add a new vehicle type” on the top right and fill in the details.

Click on “add” to save or click “reset” to start over.

Add a New Vehicle Type

Displayed name

Description



vii. Manage Status Log Type

To add a status log type, click on “add a new status log type” on the top right and fill in the details.

Click on “add” to save or click “reset” to start over

Add a New Status Log Type

Displayed name

Description



viii. Manage Item Types

To add an item type, click on “add a new item type” on the top right and fill in the details. Click on “save” to save.

Add Item Type

Item Type name

Save



ix. Manage Credit Term

Dashboard Change pass

Call Operator

- Customers List
- Add Customer
- Search Customers
- Consignments List
- Add Consignments
- Search Consignments

Controller

- Assign Drivers
- Check-In Consignments
- Services
- Zone Groups

Reporting

- Generate Invoices
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- Download Invoices

Admin

- Users List
- Add User
- Company Profile
- Manage Drivers
- Manage Schemes (Wages)
- Manage Vehicles
- Manage Vehicle Types
- Manage Status Log Types
- Manage Item Type
- Manage Credit Term**
- GET API KEY

Credit Term Management

+ add a new Credit Term

Credit Term	Edit	Delete
Test		

To add a Credit Term, click on “add a new Credit Term” on the top right and fill in the details.

Click on “save” to save the term.

Add Credit Term

Credit Term

Save



x. Get API KEY

The API Key is provided for you to use our API functions for 3rd part software development purposes.

Call Operator

- Customers List
- Add Customer
- Search Customers
- Consignments List
- Add Consignments
- Search Consignments

Controller

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- Users List
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- Manage Vehicles
- Manage Vehicle Types
- Manage Status Log Types
- Manage Item Type
- Manage Credit Term
- GET API KEY**

API Keys

This key is meant for you to use our API functions for 3rd part software development purposes.

aab3238922bcc25a6f606eb525ffdc56

Note that if you reset the API keys, all your apps will need to set to the new API key in order to function

Sample codes to use

Widget for your website. Copy the code and past it on your site. For Execute the code you must need jquery-1.6.4 or newer.

```
<script src='jquery-1.6.4.js'></script>
<script>
$(document).ready(function(){
var url = 'http://www.demo.6parcels.com/index.php/apikey/get_form_widget';
$.ajax({
url: url,
data: {'key':'aab3238922bcc25a6f606eb525ffdc56'}
});
});
</script>
```

Sample code for JSON. For Execute the code you must need jquery-1.6.4 or newer version

```
<script src='jquery-1.6.4.js'></script>
<script>
$(document).ready(function(){
var url = 'http://www.demo.6parcels.com/index.php/apikey/get_form_json/';
$.ajax({
url: url
});
});
</script>
```

Click on “reset” to get a new API Key.

Note: if you reset the API keys, all your apps will need to set to the new API key in order to function