

COURIER COMPLETE

Demo Installation Guide



INTRO

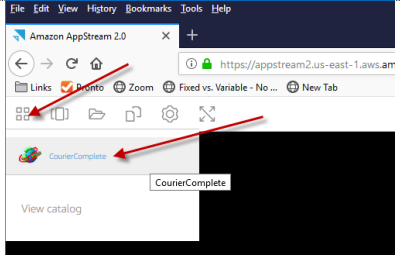
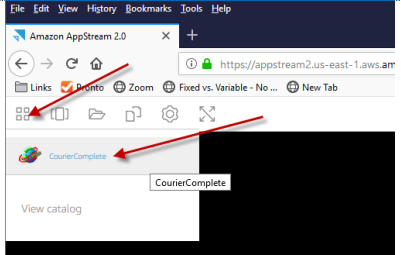
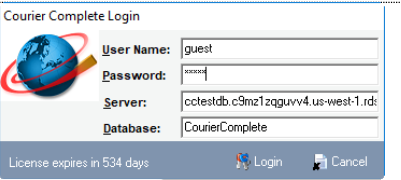
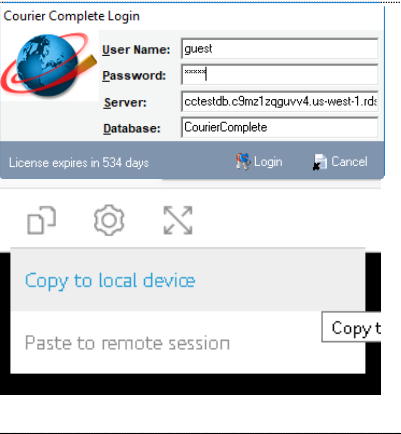
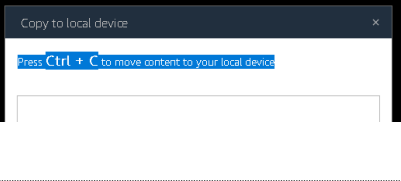

This document provides you with instructions on how to download, install and access the following components of our Courier Complete solution:

1. Courier Complete Desktop
2. Courier Complete Mobile (ccMobile) – mobile application used by your drivers/couriers.
3. Courier Complete Customer Web Portal (ccWeb)

COURIER COMPLETE DEMO ENVIRONMENT

CONNECTING TO THE DEMO ENVIRONMENT

The following instructions provide steps on how to connect to the Courier Complete Demo Environment.

<p>The demo environment can be accessed using a browser. It uses a service/application called Appstream (an Amazon product).</p> <ol style="list-style-type: none"> 1. Connecting to Appstream: <ol style="list-style-type: none"> a. Open a web browser (IE, Firefox, etc.) b. Enter the following URL: https://appstream2.us-east-1.aws.amazon.com/userpools#/signin?ref=94bGd5gHzv c. Enter the following credentials to login to appstream: <ol style="list-style-type: none"> i. Username : support@couriercomplete.com ii. Password : Good4now 	
<ol style="list-style-type: none"> 2. Click on the Courier Complete icon. 3. If it is not appearing, click on the menu (depicted by the 4 squares) as shown in the image to the right and then select Courier Complete. 	
<ol style="list-style-type: none"> 4. If you receive an error saying "The application couldn't connect to a database", just click "OK". 	
<ol style="list-style-type: none"> 5. Begin filling in the username and password in the logon screen. <ol style="list-style-type: none"> a. Username : guest b. Password : guest 6. The easiest way to enter the server is to copy and paste it in. Server: <i>cctestdb.c9mz1zqguvv4.us-west-1.rds.amazonaws.com</i> <ol style="list-style-type: none"> a. Copy the server address above. b. Mouse over the copy icon in the top left of the appstream page. c. Click "Paste to remote session" 	
<ol style="list-style-type: none"> 7. <ol style="list-style-type: none"> a. Press ctrl + c on the windows which opens. b. Then select the server window and you can paste the server text there using ctrl + v 	
<ol style="list-style-type: none"> 8. Press Enter or click Login to enter the application. 	

COURIER COMPLETE MOBILE (CCMOBILE)

Our app can be used on any **Android** and **IOS (Apple)** device (phone and/or tablets).

On your mobile device, please ensure your Wifi and/or cellular data is turned ON before beginning the ccMobile setup.

1. Go to your devices app store (**Android** is Play Store, and **Apple** is App Store)
 - a. Android: https://play.google.com/store/apps/details?id=com.fc.ccmobilecore&hl=en_CA
 - b. Apple: <https://apps.apple.com/ca/app/courier-complete-mobile-2/id1467790211>
2. Download the app

ANDROID INSTRUCTIONS

1. For demo, use the following login:
Client ID: 999
Device ID: 999-999-9999
Driver Number: 999
PIN: 999

Note: any orders that you dispatch from, will need to be dispatched to Driver #4 to be received on the mobile app for demo purposes.
2. Click on <Login> button



Client ID

Device ID

Driver Number

PIN

Login



V1.0

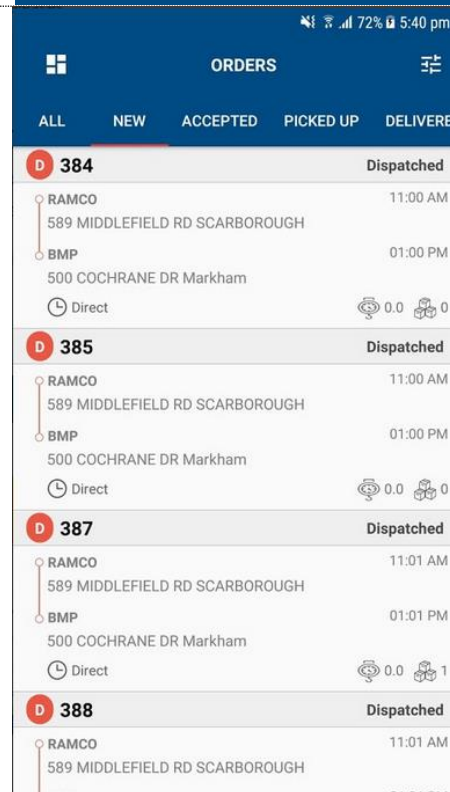


3. After login, user will be presented with a Dashboard view that displays high level info about the jobs that are dispatched to this driver
 - a. New Orders – orders that have been dispatched but not accepted.
 - b. Accepted – orders that have been accepted and awaiting Pickup.
 - c. Picked Up – orders that have been picked up and awaiting Delivery.
 - d. Delivered – orders that have been delivered.

Click on any of the statuses to bring you to the appropriate list of orders based on the status selected.



4. Order List – provides a list of orders within the status selected.

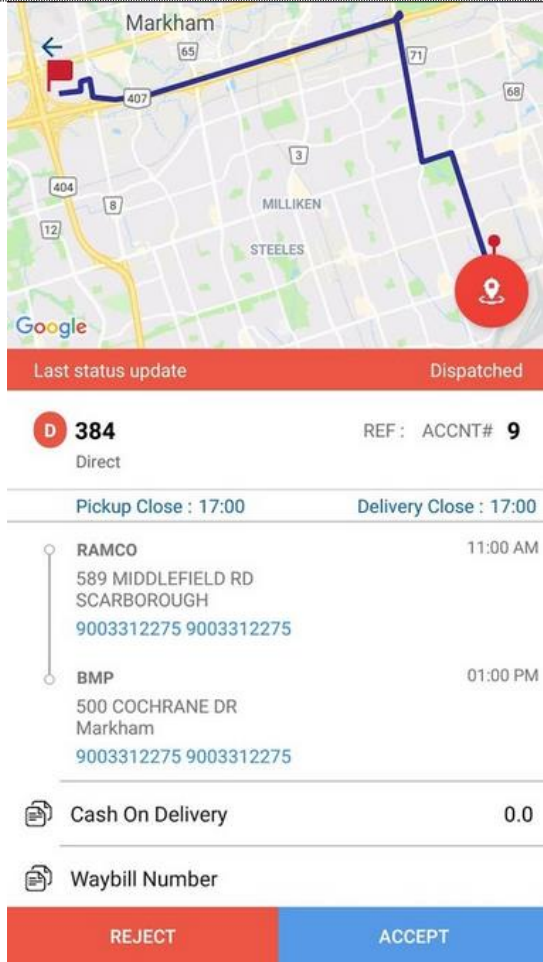


ORDERS

ALL NEW ACCEPTED PICKED UP DELIVERED

ID	Status	Location	Time
D 384	Dispatched	RAMCO 589 MIDDLEFIELD RD SCARBOROUGH	11:00 AM
		BMP 500 COCHRANE DR Markham	01:00 PM
D 385	Dispatched	RAMCO 589 MIDDLEFIELD RD SCARBOROUGH	11:00 AM
		BMP 500 COCHRANE DR Markham	01:00 PM
D 387	Dispatched	RAMCO 589 MIDDLEFIELD RD SCARBOROUGH	11:01 AM
		BMP 500 COCHRANE DR Markham	01:01 PM
D 388	Dispatched	RAMCO 589 MIDDLEFIELD RD SCARBOROUGH	11:01 AM

5. Order Details – provides the order details and allows the driver to:
- Click on the address to open up maps to get turn by turn directions.
 - Click on the phone number (if available) to initiate call.
 - Update status of the order.
 - Packages – update the package info
 - Photos – take photo's that will be associated with the order.
 - Exception – set an order exception status (ie. Delayed).
 - Notes – enter notes about an order.



The screenshot displays the CourierComplete mobile application interface. At the top, a Google Maps view shows a route in the Markham area, with a red location pin and a blue route line. Below the map, a red bar contains the text "Last status update" and "Dispatched".

The order details section includes:

- Order ID:** **D 384** (Direct)
- Reference:** REF: ACCNT# **9**
- Pickup Close:** 17:00
- Delivery Close:** 17:00

The delivery schedule is as follows:

Location	Time
RAMCO 589 MIDDLEFIELD RD SCARBOROUGH 9003312275 9003312275	11:00 AM
BMP 500 COCHRANE DR Markham 9003312275 9003312275	01:00 PM

Additional order details include:

- Cash On Delivery:** 0.0
- Waybill Number:** (field with a document icon)

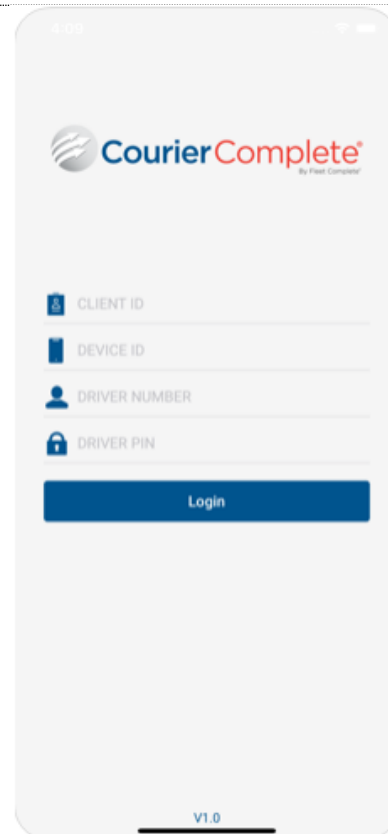
At the bottom of the screen, there are two buttons: a red "REJECT" button and a blue "ACCEPT" button.

APPLE INSTRUCTIONS

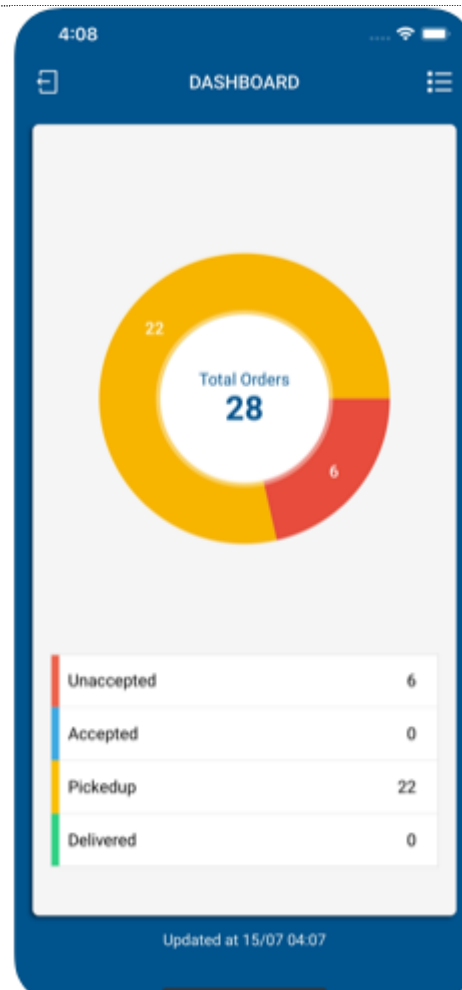
1. For demo, use the following login:
Client ID: 999
Device ID: 999-999-9999
Driver Number: 999
PIN: 999

Note: any orders that you dispatch from, will need to be dispatched to Driver #4 to be received on the mobile app for demo purposes.

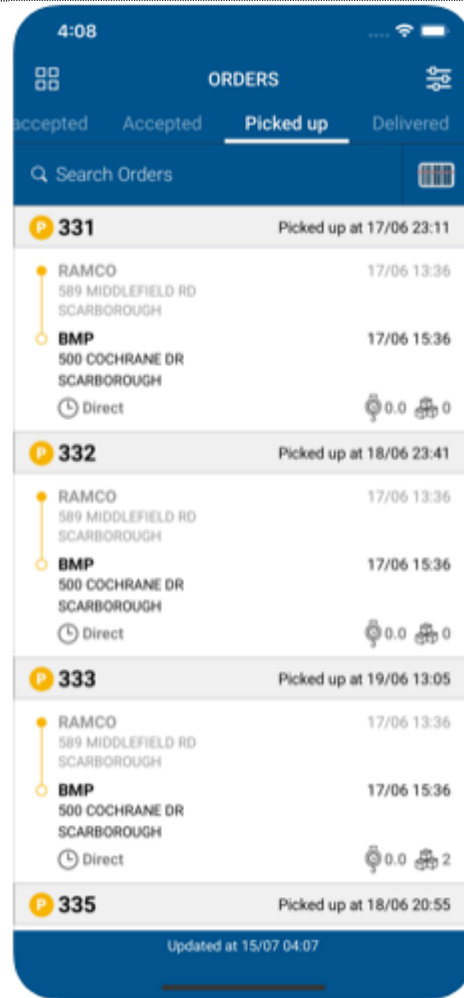
2. Click on <Login> button



3. After login, user will be presented with a Dashboard view that displays high level info about the jobs that are dispatched to this driver
 - h. New Orders – orders that have been dispatched but not accepted.
 - i. Accepted – orders that have been accepted and awaiting Pickup.
 - j. Picked Up – orders that have been picked up and awaiting Delivery.
 - k. Delivered – orders that have been delivered.
4. Click on any of the statuses to bring you to the appropriate list of orders based on the status selected.

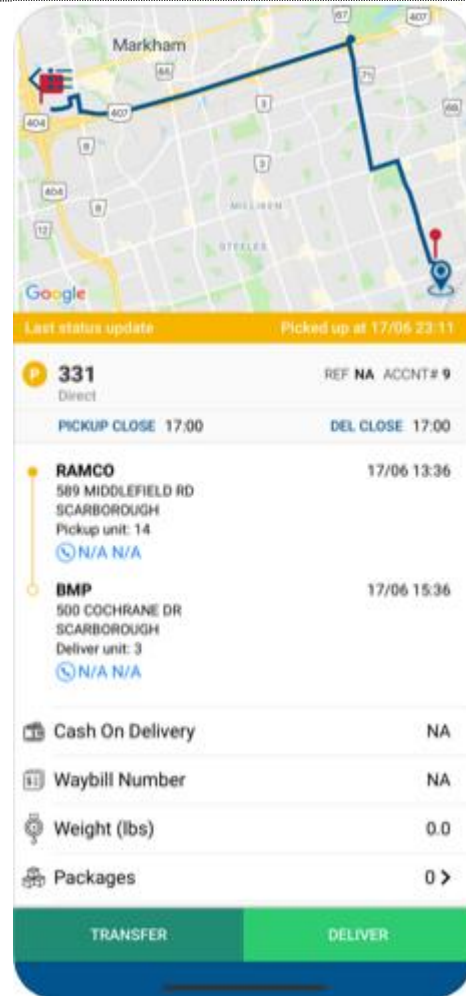


6. Order List – provides a list of orders within the status selected.



7. Order Details – provides the order details and allows the driver to:

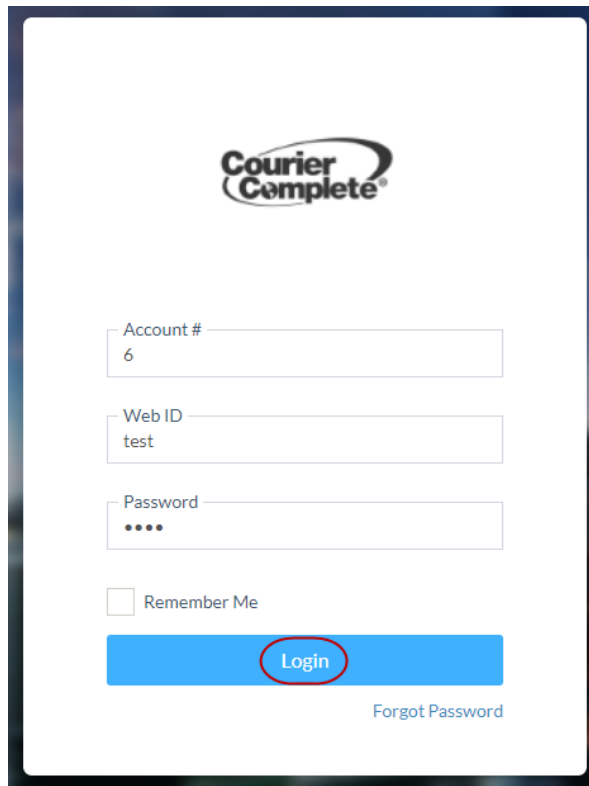
- a. Click on the address to open up maps to get turn by turn directions.
- b. Click on the phone number (if available) to initiate call.
- c. Update status of the order.
- d. Packages – update the package info
- e. Photos – take photo's that will be associated with the order.
- f. Exception – set an order exception status (ie. Delayed).
- g. Notes – enter notes about an order.



COURIER COMPLETE WEB (CCWEB)

You can access ccWeb with any browser (ie. Firefox, Chrome, IE). There is no download or any setup required.

1. Open your web browser (Firefox, Chrome, IE)
2. Type in the address bar: 54.177.47.108/ccwebupdate/login
3. Login Information:
 - **Account #:** 6
 - **Web ID:** test
 - **Password:** test
4. Click **Login** to enter the customer web portal.



The screenshot shows the Courier Complete login interface. At the top center is the Courier Complete logo. Below it are three input fields: 'Account #' with the value '6', 'Web ID' with the value 'test', and 'Password' with four dots. Below the password field is a 'Remember Me' checkbox. At the bottom is a blue 'Login' button, which is circled in red in the image. To the right of the button is a link that says 'Forgot Password'.