

ADMIN MANUAL - VIVOCABS

(Version 4.0)



PREPARED BY:
FATBIT TECHNOLOGIES

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Quality Solutions at
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TECHNICAL SUPPORT

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Admin Login

Admin can log into the system by using the provided admin credentials by the FATbit team. Please refer the screenshot below:

YOUR COMPANY LOGO

USERNAME

PASSWORD

REMEMBER ME [FORGOT PASSWORD?](#)

SIGN IN

[CONTACT US](#) | [ABOUT US](#) | [TERMS CONDITIONS](#) | [PRIVACY POLICY](#)

Default admin login credentials should be:

Username: admin

Password: admin

Admin can also enable **Remember Me** toggle to keep logged into the system until logout from the system.



Forgot Password

Admin can reset the password by using Forgot Password link available on the Login page. Clicking the forgot password link will redirect the admin to the forgot password page. Please see the screenshot below:

A screenshot of a web form titled "Forgot Your Password?". The form is enclosed in a black border. At the top, the title "Forgot Your Password?" is centered. Below it, the instruction "Enter The E-mail Address Associated With Your Account" is centered. There is a light blue input field with a grey envelope icon on the left. Below the input field is a reCAPTCHA section with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with the text "reCAPTCHA Privacy - Terms". At the bottom of the form is a large blue button with the text "SEND RESET PASWORD EMAIL" in white. Below the button is a blue link that says "BACK TO LOGIN".

Admin needs to enter the registered email address (admin can set it from '[My Profile](#)' page) to receive the reset password email on it. On click of reset password link, admin can set new password.



1. Navigation Bars

After logging into the admin portal, admin can see 2 navigation bars on all the pages:

Top Navigation Bar

Please see the screenshot below:



On click of VivoCabs  logo, admin will be redirected to the Dashboard page.

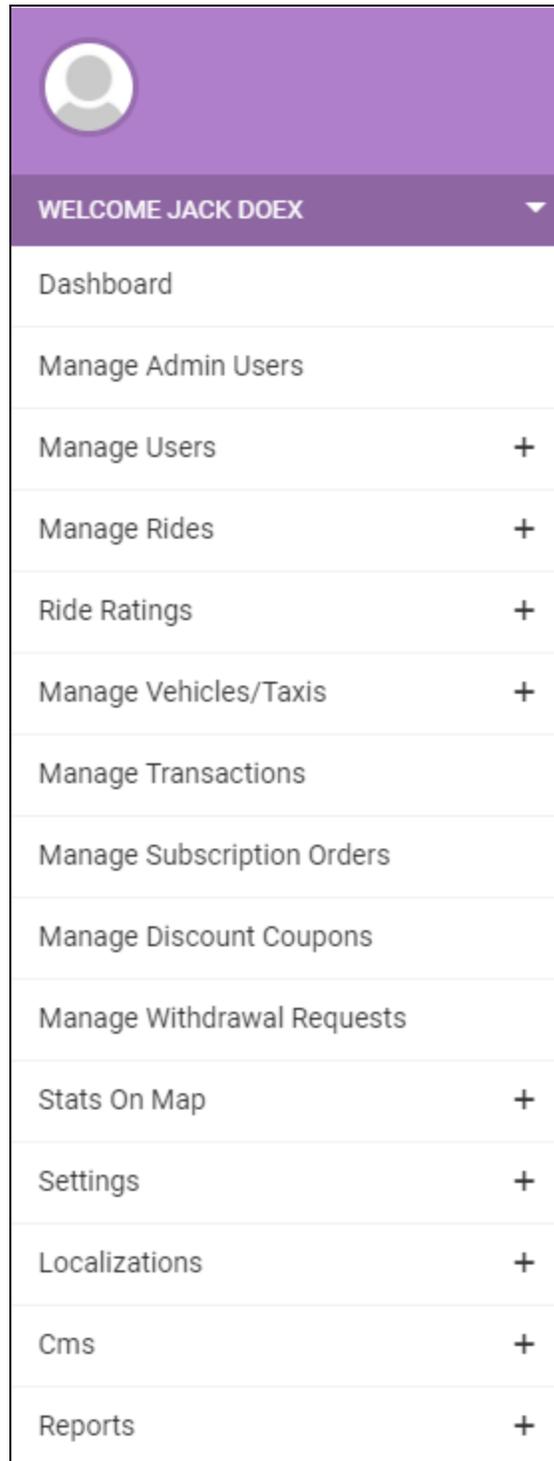
On click of  icon, admin can clear the server cache.

On click of  icon, admin will log out from the admin portal.



Left Navigation Bar

On click of hamburger menu  , left navigation bar will be displayed that contains menus and submenus to access all the backend web pages. Please refer the screenshot below:





2. My Profile

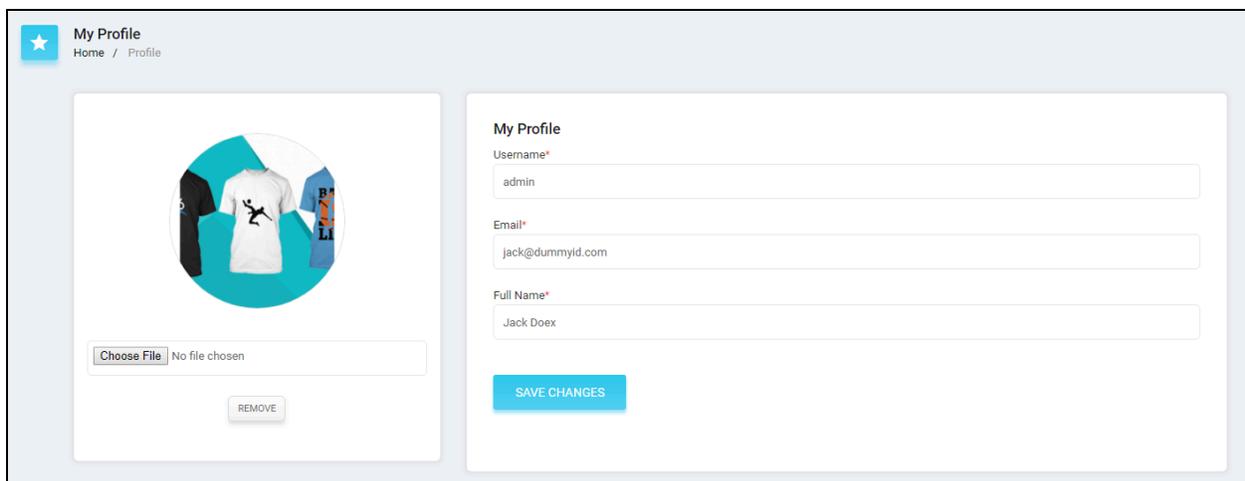
On click of expand icon  from the navigation bar, admin can manage his/her profile. Please refer the screenshot below:



Admin can perform the following operations from this section:

- On click of **View Profile** option, admin can view and manage the below profile details:
 - Profile Picture
 - Username
 - Registered Email Address
 - Full Name
- On click of **Change Password** option, admin can change the password. To do it, the admin needs to enter the current password and the new password twice.

Please refer the screenshot below:





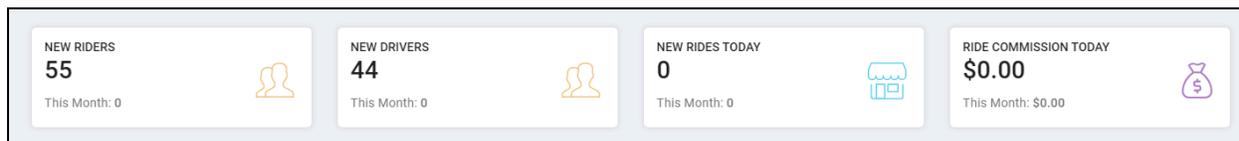
3. Dashboard

After successfully logged into the admin portal, admin will be redirected to the dashboard page. Dashboard page contains various statistics and reports of major modules of the system. Please see below the details of each section of the dashboard page.

The first section displays the following information:

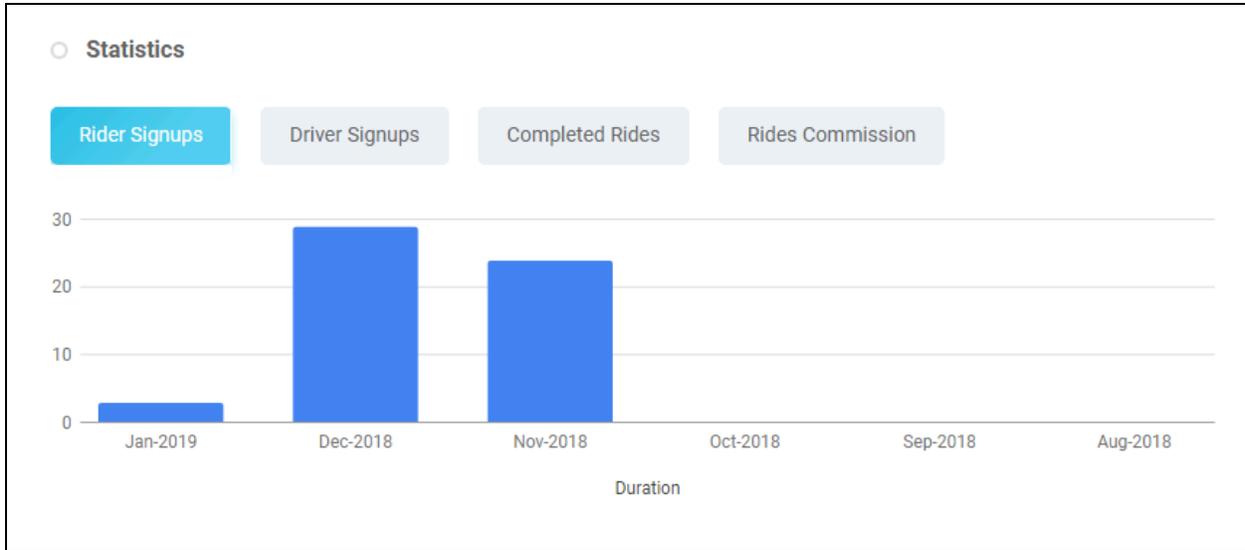
- **New Riders** – Admin can view the total registered riders and this month registered riders in the system. Clicking this section will redirect to the Rider Listing page.
- **New Drivers** – Admin can view the total registered drivers and this month registered drivers in the system. Clicking this section will redirect to the Driver Listing page.
- **New Rides Today** – Admin can view today's rides and this month's rides of the system. Clicking this section will redirect to the Rides Listing page.
- **Ride Commission Today** – Admin can view the commission earned on today's rides and this month's commission of the system. Only the money earned from the completed rides is considered while calculating the amount. Clicking this section will redirect to the Rides Listing page.

Please refer the screenshot of this section below:

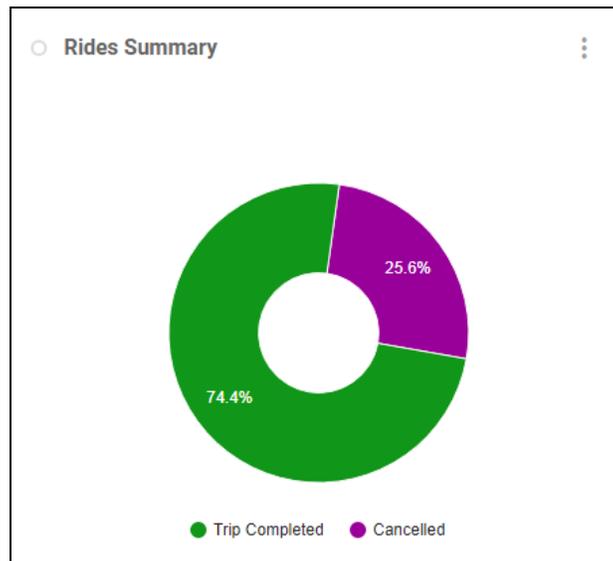


Other Sections

1. **Statistics** – Admin can view graphical reports of the last 6 months of registered riders, drivers, completed rides and commission earnings of the system.



2. **Rides Summary** – This section displays the pie-chart report of percentage of completed and cancelled trips of the system in various time periods like today, weekly, monthly and yearly. Admin can change the time period from 3 dot menu. Please refer the screenshot below:



3. **Latest Rides** – Admin can view the details of 5 recent rides of the system. On click of “**View All**” link, Admin will be redirected to the Rides Listing page. Please refer the screenshot below:



○ Latest Rides

[View All](#)

DATE	BOOKING ID	RIDER	DRIVER	FARE	STATUS
Jan 23, 2019	R1548256206	Ravi Bhalla	Johnson - Driver	\$233.00	Trip Completed
Jan 23, 2019	R1548255503	Ravi Bhalla	Johnson - Driver	\$70.00	Trip Completed
Jan 23, 2019	R1548253135	Ravi Bhalla	Johnson - Driver	\$205.00	Trip Completed
Jan 23, 2019	R1548215222	Ravi Bhalla	Johnson - Driver	\$645.00	Trip Completed
Jan 22, 2019	R1548167055	Ravi Bhalla	Johnson - Driver	\$332.00	Trip Completed



4. Statistics Tab – Admin can view daily, weekly and monthly statistics reports of the website modules like riders, drivers, rides, fare and commission etc. Please refer the screenshot below:

	TODAY	THIS WEEK	THIS MONTH	LAST 3 MONTHS	TOTAL
RIDERS REGISTERED	0	0	3	56	56
DRIVERS REGISTERED	0	1	3	14	14
RIDES COMPLETED	0	22	32	32	32
RIDE BASE FARE GENERATED	\$0.00	\$1,210.30	\$1,462.00	\$1,462.00	\$1,462.00
RIDE COMMISSION GENERATED	\$0.00	\$311.17	\$357.04	\$357.04	\$357.04

5. Rider Signups Tab – From this tab, admin can view 10 recently registered riders in the application. Please refer the screenshot below:

#	NAME	PHONE	BALANCE	POINTS	STATUS	APPROVED	ADDED ON
1	John	5525635553	\$0.00	0	Y	Y	Dec 17, 2018
2	James	7696300045	\$6,721.23	0	Y	Y	Nov 14, 2018
3	Robert	8054845847	\$864.00	0	Y	Y	Nov 14, 2018
4	Michael	9256442245	\$25,569.44	0	Y	Y	Nov 14, 2018
5	David	9758255814	\$41,869.94	0	Y	Y	Nov 14, 2018

6. Driver Signups Tab – From this tab, admin can view 10 recently registered drivers on the website/ application. Please refer the screenshot below:

#	NAME	PHONE	BALANCE	POINTS	STATUS	APPROVED	ADDED ON
1	Richard	7696300045	\$6,721.23	0	Y	Y	Nov 14, 2018
2	Charles	8523697410	\$100.00	0	Y	Y	Nov 20, 2018
3	Joseph	9256442245	\$25,569.44	0	Y	Y	Nov 14, 2018
4	Thomas	9758255814	\$41,869.94	0	Y	Y	Nov 14, 2018
5	Christopher	9888887021	\$1,050.03	0	Y	Y	Nov 14, 2018
13	Johnson - Driver	9891963001	\$194.13	0	Y	Y	Nov 19, 2018



4. Manage Admin Users

On click of Manage Admin User menu from the navigation bar, admin will be redirected to Admin Users Listing page. From this page, admin can manage sub-admin users in the system. Please refer the screenshot below:

SR. NO	FULL NAME	USERNAME	EMAIL	SUPER ADMIN	STATUS	ACTION
1	Jack Doex	admin	jack@dummyid.com	Y		
2	Joseph	joseph	joseph@dummyid.com	N	<input checked="" type="checkbox"/>	Edit Change Password ...
3	John	john	john@dummyid.com	N	<input checked="" type="checkbox"/>	
4	Michael	michael	michael@dummyid.com	N	<input checked="" type="checkbox"/>	Edit Change Password Permissions

Admin can perform the following operations from this page:

- On click of **Add Admin User** option, admin can add a new sub-admin user. Admin needs to fill the following details:
 - ✓ Full Name
 - ✓ Username
 - ✓ Email Address
 - ✓ Password
 - ✓ Confirm Password
 - ✓ Status

Admin needs to share the login credentials to the sub-admin users manually.

- On click of **Edit** option, admin can edit the details of the user except password.
- On click of **Change Password** option, admin can change the password of the user's account.
- On click of **Permission** option, admin can set the permission of the modules for the selected user. It could be None / View Only / View & Edit. By default, 'None' permission is set for all modules. Please refer the screenshot below:



★

Manage User Permission

[Home](#) / [Admin Users](#) / [Permissions](#)

○ **Permission: John**

Select Permission For All Modules*

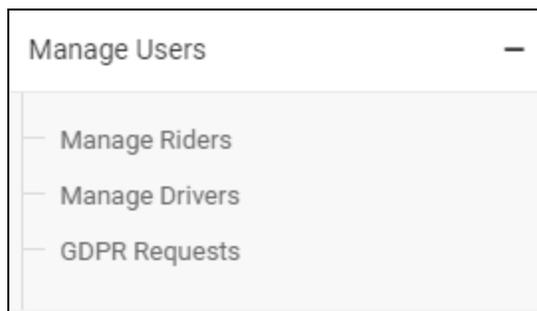
APPLY TO ALL

SR. NO	MODULE	PERMISSIONS
1	Admin Dashboard	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Read And Write"/>
2	Admin Users	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="None"/>
3	Admin Roles	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Read Only"/>
4	Riders	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Read And Write"/>
5	Drivers	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Read And Write"/>
6	Ride Requests	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Read And Write"/>
7	Rides	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Read And Write"/>
8	Ride Complaints	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Read And Write"/>
9	Ride Ratings	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Head And Write"/>
10	Vehicles	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Read And Write"/>
11	Vehicle Types	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Read And Write"/>
12	Discount Coupons	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Head And Write"/>
13	Withdrawal Requests	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Read And Write"/>
14	Ride Stats On Map	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Read And Write"/>
15	Driver Availability Stats On Map	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Head And Write"/>



5. Manage Users

On clicking the Manage Users menu from the navigation bar, the system displays the sub-menus under it. Please refer the screenshot below:



5.1. Manage Riders

On click of Manage Riders option under Manage Users menu from the navigation bar, admin will be redirected to the Riders Listing page. From this page, admin can search and manage rider users in the system. Please refer the screenshot below:

Rider Listing Add Rider							
Sr. No	Phone	Name	Email	Balance	Points	Status	Action
1	2580258089	Hfji	kh@dummyid.com	\$0.00	0	<input checked="" type="checkbox"/>	...
2	00888877			\$0.00	0	<input type="checkbox"/>	...
3	7845123690	test	testlogin@dummyid.com	\$0.00	0	<input type="checkbox"/>	...
4	456456454643	ilbe	vvtesy@dummyid.com	\$0.00	0	<input type="checkbox"/>	...
5	1245782356			\$0.00	0	<input checked="" type="checkbox"/>	...

This page displays the following information about each rider:

1. **Phone Number:** Registered mobile number of the user that used for login and forgot password.
2. **Name:** Full Name of the user
3. **Email:** Email address of the user. User will receive all the email notification on this email address.
4. **Balance:** Wallet balance of the user.
5. **Points:** Reward points balance of the user.
6. **Status:** Status of the user. Users can only login to the app if it has active status.



7. **Approved:** Approval status by the admin for that user. If the value is 'Y' it means the user's account has been approved or 'N' means not approved. Only approved users can login into the mobile app.

Admin can perform the following operations from this page:

- Add rider : The admin can add the rider by clicking on the “Add Rider” option at the top right corner . On clicking that a rider setup form gets opened with the following input parameters required (Refer below screenshot)
 - ✓ Name
 - ✓ Email
 - ✓ Country
 - ✓ Phone
 - ✓ Referral Code
 - ✓ Gender
 - ✓ Status

- Admin can search users by keyword like name, email address and mobile number and filter the users by status (Active / In-active), users' wallet balance range (from & to), users' registration date range (from & to) and approved status (Yes / No). Please refer the screenshot below:



Search... ×

Keyword

Status

Name, Email & Phone Number

Balance From [\$]

Balance To [\$]

Reg. Date From

Reg. Date To

Approved

- On click of **Edit** option, admin can view and edit the details of the user. Admin can edit the following details:
 - ✓ Full Name
 - ✓ Email Address
 - ✓ Country
 - ✓ Phone Number
 - ✓ Gender
 - ✓ Type: It could be Rider or Rider+Driver.
 - ✓ Status



- On click of **Transactions** option, admin can view the wallet transactions history of the user. Please refer the screenshot below:

User Transactions CLOSE X

Transactions Add New

TRANSACTION ID	DATE	CREDIT	DEBIT	BALANCE	DESCRIPTION	STATUS
TN-0001456	Jan 18, 2019	\$0.00	\$15.00	\$864.00	Charged for ride #R1547812888	Completed
TN-0001453	Jan 18, 2019	\$0.00	\$15.00	\$879.00	Charged for ride #R1547813345	Completed
TN-0001450	Jan 18, 2019	\$0.00	\$15.00	\$894.00	Charged for ride #R1547813347	Completed
TN-0001447	Jan 18, 2019	\$0.00	\$15.00	\$909.00	Charged for ride #R1547813348	Completed

From the User Transactions popup, the admin can add a new debit/credit transaction to the user's wallet. Admin needs to fill the following details:

- ✓ Type: It could be Credit or Debit
- ✓ Amount
- ✓ Description

Add User Transactions CLOSE

Transactions Add New

Type*

Amount*

Description*

- On click of **Points** option, admin can view the reward point usage history of the rider and can add reward points into the user's account.



5.2. Manage Drivers

On click of Manage Drivers option under Manage users from the navigation bar, admin will be redirected to the Drivers Listing page. From this page, the admin can search and manage driver users in the system. Please refer the screenshot below:

SR. NO	PHONE	NAME	EMAIL	BALANCE	ONLINE	STATUS	APPROVED	ACTION
1	9891963001	Johnson	johnson.driver@dummyid.com	\$194.13	Y	<input checked="" type="checkbox"/>	Y	Edit Transactions Points
2	9888887021	Rahul Gautam	rahul.gautam@fatbit.com	\$1,050.03	N	<input checked="" type="checkbox"/>	Y	...
3	9758255814	Suryakant	surya@dummyid.com	\$41,869.94	Y	<input checked="" type="checkbox"/>	Y	...
4	7696300045	David	david@dummyid.com	\$6,721.23	Y	<input checked="" type="checkbox"/>	Y	...
5	9256442245	Richard	richard@dummyid.com	\$25,569.44	N	<input checked="" type="checkbox"/>	Y	...

This page displays the following information about each rider:

1. **Phone Number:** Registered mobile number of the user that used for login and forgot password.
2. **Name:** Full Name of the user
3. **Email:** Email address of the user. User will receive all the email notification on this email address.
4. **Balance:** Wallet balance of the user.
5. **Online:** Online status of the user. 'Y' states that the driver is online and 'N' states that driver is offline.
6. **Status:** Status of the user. Users can only login to the app if it has active status.
7. **Approved:** Approval status by the admin for that user. If the value is 'Y' it means the user's account has been approved or 'N' means not approved. Only approved users can login into the mobile app.



Admin can perform the following operations from this page:

- Admin can **search** users by keyword like name, email address and mobile number and filter the users by status (Active / In-active), users' wallet balance range (from & to), users' registration date range (from & to) and approved status (Yes / No). Please refer the screenshot below:

- On click of **Add Driver** option, admin can add a new driver. Driver can't sign up from the driver app. Admin needs to fill the following details about driver:

General Tab

- ✓ Full Name
- ✓ Email Address
- ✓ Phone Number
- ✓ Country
- ✓ State
- ✓ City
- ✓ Address Line 1
- ✓ Address Line 2
- ✓ Postal Code
- ✓ Gender
- ✓ Type: It could be Driver or Rider+Driver.
- ✓ Status

Media Tab

- ✓ Upload profile picture



Documents Tab

- ✓ Admin can manage the documents to be needed to upload during registration from Settings menu --> [Manage Documents](#) option.

The screenshot shows a web interface titled "Driver Setup" with a "CLOSE" button in the top right corner. Below the title is a tabbed interface with three tabs: "General" (selected), "Media", and "Documents". The "General" tab contains the following form fields:

- Name* (text input)
- Email* (text input)
- Phone* (text input)
- Country* (dropdown menu, currently showing "India")
- State* (dropdown menu, currently showing "Select")
- City* (text input)
- Address Line 1* (text input)
- Address Line 2 (text input)

- On click of **Edit** option, admin can view and edit the details of the user.



- On click of **Transactions** option, admin can view the wallet transactions history of the user. Upon completion of the completed ride, the system will add 2 transactions – credit transaction of received payment from the rider and debit transaction of commission charged for that ride. Please refer the screenshot below:

User Transactions

Transactions Add New

TRANSACTION ID	DATE	CREDIT	DEBIT	BALANCE	DESCRIPTION	STATUS
TN-0001375	Dec 30, 2018	\$0.00	\$1.50	\$1,050.03	Charged Commission For Ride #R1546146996	Completed
TN-0001374	Dec 30, 2018	\$15.00	\$0.00	\$1,066.53	Received payment for ride #R1546146996.	Completed
TN-0001345	Dec 27, 2018	\$0.00	\$1.50	\$1,051.53	Charged Commission For Ride #R1545906970	Completed

From the Add **New** tab, the admin can add a new debit/credit transaction to the user’s wallet.

Admin needs to fill the following details:

- ✓ Type: It could be Credit or Debit
- ✓ Amount
- ✓ Description

Please refer the screenshot below:

Add User Transactions

Transactions Add New

Type*

Amount*

Description*

SAVE CHANGES



- On click of **Points** option, admin can view the reward point usage history of the rider and can add reward points into the user's account.

Note: After successful registration of the driver, admin needs to add and link the vehicle/cab with the driver to get the ride request.

Please refer to the Manage [Vehicle Taxis](#) section to add/link vehicles with drivers.

5.3. GDPR Requests

On click of GDPR Requests option under Manage Users menu from the navigation bar, admin will be redirected to the Users Requests Listing page. From this page, the admin can perform the following actions.

#	USER	REQUEST TYPE	REQUEST DATE	REQUEST STATUS	ACTION
3	Phone: 7575757575 Name: Iphone X Email: refferal@g.com User Id: 77	Data Request	Aug 30, 2023 10:44	Pending	Complete View Purpose
2	Phone: 8708869252 Name: rider Email: kanhaiya@dummyid.com User Id: 6	Data Request	May 22, 2023 15:06	Complete	
1	Phone: 8708869252 Name: rider Email: kanhaiya@dummyid.com User Id: 6	Data Request	May 22, 2023 14:58	Complete	

- On the click of **Complete** option, the admin can mark the request as completed.
- On the click of **View Purpose** option, the admin can view the details regarding the user request.
- Admin can **search** requests by Keywords (User, Phone number, email id, user id), Request type and request date range. Please refer the screenshot below:



User Requests
Home / User Gdpr Requests

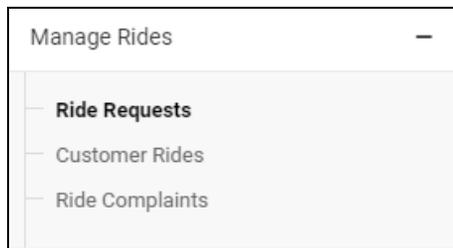
Search... ×

Keyword	Request Type
<input type="text"/>	Does Not Matter ▼
Reg. Date From	Reg. Date To
<input type="text"/>	<input type="text"/>



6. Manage Rides

On clicking the Manage Rides menu from the navigation bar, the system displays the sub-menus under it. Please refer the screenshot below:



6.1. Ride Requests

6.1.1. Ride request Listing

On click of Ride Requests option under Manage Rides menu from the navigation bar, admin will be redirected to the Ride Requests Listing page. From this page, admin can search and view the ride request status of all the ride requests placed by the riders. The possible ride requests statuses are:

1. Pending: Default status, when any rider requests for a cab.
2. Accepted: System will send the rider request to the drivers (as per the [max invitation](#) set under Settings page). If one of the drivers will accept the request, the ride request states will be changed to “Accepted”.
3. Auto Cancelled: After a certain amount of time (defined at server level), if no driver has accepted the ride request or all the drivers who received the invitation have rejected the request, then the status of the ride request will be changed to “Auto Cancelled”.
4. User Cancelled: If the rider will cancel the request, then the status will be changed to “User Cancelled”.

This page displays the following information about each ride request:

1. **Rider Details:** Name, phone number and email address of the rider and Package Delivery Status
2. **Pickup Address:** Pickup addresses entered by the rider.
3. **Drop Address:** Drop Address entered by the rider.
4. **Date:** Date and time on which rider has placed the ride request.
5. **Type:** Define whether it was a ride or package delivery
6. **Is Scheduled:** Define whether scheduled or not
7. **Status:** Status of the rider request.
8. **Action:** Actions that admin can take on each request.



Please refer the screenshot of the page below:

Search... Q

○ Ride Request Listing

SR. NO	CUSTOMER DETAILS	PICKUP ADDRESS	DROP ADDRESS	DATE	TYPE	IS SCHEDULED	STATUS	ACTION
8	N: Iphone X P: 7575757575 E: refferal@g.com	Unnamed Road, Sector 67, Punjab 160062, India	Elante Mall, Purv Marg, Industrial Area Phase I, Chandigarh, India	Aug 30, 2023 11:19	Ride	No	Accepted Aug 30, 2023 11:19	...
9	N: Iphone X P: 7575757575 E: refferal@g.com	Unnamed Road, Sector 67, Punjab 160062, India	Elante Mall, Purv Marg, Industrial Area Phase I, Chandigarh, India	Aug 30, 2023 10:53	Ride	Yes For: Aug 30, 2023 11:11	Accepted Aug 30, 2023 10:57	...
10	N: Iphone X P: 7575757575 E: refferal@g.com	Unnamed Road, Sector 67, Punjab 160062, India	Elante Mall, Purv Marg, Industrial Area Phase I, Chandigarh, India	Aug 30, 2023 10:53	Ride	No	Auto Cancelled Aug 30, 2023 10:53	...
11	N: Iphone X P: 7575757575 E: refferal@g.com	Unnamed Road, Sector 67, Punjab 160062, India	Sector 1, Chandigarh, 160001, India	Aug 30, 2023 10:46	Package Delivery	No	Accepted Aug 30, 2023 10:46	...

Admin can perform the following operations from this page:

- Admin can **search** requests by keywords, rider request status and date range. Please refer the screenshot below:

Search... X

Keyword

Status Does Not Matter ▼

Date From

Date To

Rider's Name, Email & Phone Number



- On clicking the **Driver Requests** option, admin can view the list of drivers who received the ride requests and the driver name who accepted the ride request. Please refer the screenshot below:

Ride Request Drivers CLOSE X

ID	DRIVER	STATUS
492	N: Barret00000001 P: 9800000001 E: barret00000001@dummyid.com	Pending
491	N: Aabir00000005 P: 9800000005 E: aabir00000005@dummyid.com	Accepted
494	N: Brayden00001029 P: 9800001029 E: brayden00001029@dummyid.com	Pending
493	N: Abha00001098 P: 9800001098 E: abha00001098@dummyid.com	Pending

- On clicking the **View Details** option, admin can view the Ride details including Customer Information, Vehicle Information and Ride Request details. Please refer the screenshot below:

View Ride Request Details Back To Ride Requests

Customer Information	
Customer Name	test
Customer Phone	9253114750
Vehicle Information	
Vehicle Type	Micro
Ride Request Details	
Status	Accepted
Start Time	2023-08-30 15:52:53
Completed Time	2023-08-30 15:52:57
Starting From	Unnamed Road, Sector 67, Punjab 160062, India
Ended At	Unnamed Road, Sector 67, Punjab 160062, India
Wallet Enabled	N
Coupon	-NA-



6.1.2. Ride creation and manual Ride assignment

- Admin can also **create a ride booking** and do **manual Ride assignment**
- For this the admin goes to the Ride request section under manage rides
- Admin clicks on the “Add Ride request” option at the top right corner of ride request listing (refer below screenshot)

Ride Request Listing								Add Ride Request
Sr. No	Customer Details	Pickup Address	Drop Address	Date	Type	Is Scheduled	Status	Action
1	N: Adj P: 9876248366 E: abcdef@gmail.com	Sector 67, Mohali, Punjab, India	Elante Mall, Industrial Area Phase I, Chandigarh, India	29/10/2024 07:15	Ride	No	Pending	...
2	N: Adj P: 9876248366 E: abcdef@gmail.com	Unnamed Road, Sector 67, Punjab 160062, India	Industrial Area Phase I, Chandigarh, 160002, India	29/10/2024 07:08	Ride	No	User Cancelled 29/10/2024 07:13	...
3	N: Adj P: 9876248366 E: abcdef@gmail.com	Unnamed Road, Sector 67, Punjab 160062, India	Industrial Area Phase I, Chandigarh, 160002, India	29/10/2024 06:38	Ride	No	User Cancelled 29/10/2024 06:43	...
4	N: Adj P: 9876248366 E: abcdef@gmail.com	Unnamed Road, Sector 67, Punjab 160062, India	Industrial Area Phase I, Chandigarh, 160002, India	29/10/2024 05:06	Ride	No	Accepted 29/10/2024 05:06	...

- On clicking that “Add Ride request set up form gets opened wherein the admin needs to fill the following details (refer below screenshot):

Ride Request Setup ✕

Rider*

Rider Not Found? [Add New Rider](#)

Ride Type*

Select ▼

Pickup Location*

Enter a location

Destination Location

Enter a location

Vehicle Type

Select ▼

Coupon Code

Select ▼

Payment Mode*

Select ▼

Save Changes

- Rider (Choose from the list of drivers) :



- If the rider is not found, then the admin can add a rider from here itself by clicking on the “Add new Rider option “ (refer screenshot) :

- On clicking this the rider set up forms gets opened from where the admin can add the rider (refer screenshot):

- Ride type :
 - Instant : In case the admin selects the instant ride type then the admin needs to fill the following parameters :
 - Ride category (regular or rental)
 - Pick Up location
 - Destination location (only for regular ride category)
 - Vehicle type
 - Select a driver
 - Yes :
 - If yes is selected the admin needs to select the driver for the ride
 - Then another tab gets enabled “Request mode” in which admin has two further options :



- Send request : In this case the ride request created is sent to the driver selected in the previous step. In this case driver has the option to decline the ride request
- Forced Assign : In this case the ride request created is sent to the driver selected and the driver has no option of declining that request.
- Coupon code
- Payments method
- Rental package (only in case of rental ride category)
- Scheduled : In case the admin selects the scheduled ride type, then the admin needs to fill the following parameters :
 - Ride category (regular or rental)
 - Pick Up location
 - Destination location (only for regular ride category)
 - Scheduled date and time
 - Vehicle type
 - Coupon code
 - Payments method
 - Rental package (only in case of rental ride category)
- Package delivery :
 - Pick Up location
 - Destination location
 - Coupon code
 - Payments mode
 - Sender name
 - Sender phone
 - Receiver name
 - Receiver phone
 - Pick up notes
 - Delivery notes
 - Delivery type (Select “I’m sending “ or “ I ‘m receiving”)
- On clicking on “ Save Changes” option the ride gets created

6.2. Customer Rides

On clicking the Customer Rides option under Manage Riders menu from the navigation bar, admin will be redirected to the Rides Listing page. From this page, the admin can search and view the ride details once accepted by the driver.



This page displays the following information about each ride:

1. **Booking ID:** Unique id of the ride
2. **Rider Details:** Name and phone number of the rider.
3. **Driver Details:** Name and phone number of the driver.
4. **Vehicle Details:** Vehicle details like make, model and registration number of the driver.
5. **Booked Time:** Date and time at which rider has accepted the ride request.
6. **Status:** Status of the ride. It could be Trip Started, Trip Completed and Cancelled by rider or driver.
7. **Type:** Displays whether it was a ride or package delivery
8. **Action:** Actions that admin can take on each request.

Please refer the screenshot of the page below:

SR. NO	BOOKING ID	RIDE RIDER DETAILS	RIDE DRIVER DETAILS	VEHICLE DETAILS	BOOKED TIME	STATUS	TYPE	ACTION
8	R1693373237	N: Iphone X P: 7575757575	N: IOS driver P: 0987654321	Test123 Hyundai / Verna	Aug 30, 2023 10:57	Trip Completed	Ride	...
9	R1693372580	N: Iphone X P: 7575757575	N: IOS driver P: 0987654321	Test123 Hyundai / Verna	Aug 30, 2023 10:46	Trip Completed	Package Delivery	...
10	R1693370992	N: Iphone X P: 7575757575	N: IOS driver P: 0987654321	Test123 Hyundai / Verna	Aug 30, 2023 10:19	Cancelled By <i>Rider</i> Reason: <i>By mistake</i> 2023-08-30 10:41:57	Ride	...



Admin can perform the following operations from this page:

- Admin can search requests by vehicle registration number, driver name, rider name, ride status and booked date range. Please refer the screenshot below:

A screenshot of a search form titled "Search...". The form contains several input fields: "Registration Number", "Driver", "Rider", "Status" (a dropdown menu currently showing "Does Not Matter"), "Booked. Date From", and "Booked. Date To". At the bottom of the form are two buttons: a blue "SEARCH" button and a grey "CLEAR SEARCH" button. A close button (X) is located in the top right corner of the form's container.

- On click of **View Details** option, admin can view the ride details. Please refer the screenshot below:



View Ride Details

Ride Map



Rider Information

Rider Name Dh
Rider Phone 9814100388

Driver Information

Driver Name Aabir00000005
Driver Phone 9800000005

Vehicle Information

Number HR49TQ4599
Make Model ARGO/FRONTIER 650 6X6
Vehicle Type Mini

Ride Details

Status Trip Completed
Start Time 2019-02-21 16:03:36
End Time 2019-02-21 16:03:40
Starting From Sector 66, Mohali, Punjab 160066, India
Ended At 160066, Mohali, India
Distance Kms 0.00
Time (Minutes) 0
Wallet Enabled N
Coupon -NA-

Fare Summary

Ride Fare \$60.00
Base Fare \$60.00
Total Bill \$60.00
Commission/fees \$4.50

Payment Summary

#	PAYMENT MODE	DATE	AMOUNT
1	CASH	2019-02-21 16:03:40	\$60.00



- On click of **View Payments** option, admin can view the payment details of the ride. Please refer the screenshot below:

View Ride Payments CLOSE X

SR. NO	AMOUNT	MODE	DATE
1	60.00	CASH	2019-02-21 16:03:40

- Admin can **cancel** the ride if the status of the ride is “Trip Started”.



6.3. Ride Complaints

On click of Ride Complaints option under Manage Riders menu from the navigation bar, admin will be redirected to the Ride Complaints Listing page. From this page, the admin can search and view the ride details once accepted by the driver.

This page displays the following information about each ride:

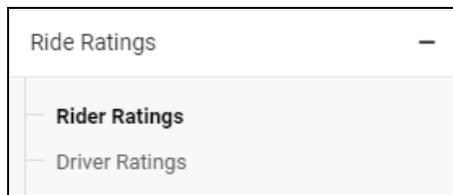
1. **Ride booking ID:** Booking id of the ride.
2. **Reported By:** It could be either Rider or Driver.
3. **Rider:** Name and phone number of the rider.
4. **Driver:** Name and phone number of the driver.
5. **Reason:** Reason selected by the user.
6. **Comments:** Comments added by the user
7. **Status:** Status of the complaint.
8. **Action:** Actions that admin can take on each request. Admin can either close requests or delete requests from this page.
 - a. On clicking on “**Close Request**”, the admin can mark the request as closed.
 - b. On clicking on the “**Delete**”, the admin can delete the request.

Please refer the screenshot of the page below:

SR. NO	RIDE BOOKING ID	REPORTED BY	RIDER	DRIVER	REASON	COMMENTS	STATUS	ACTION
1	R1690355708	jackk	jack	kanhaiya kanhaiya kanhaiya kanhaiya kanhaiya kanhaiya kanhaiya kanhaiya kanhaiya kanhaiya kanhaiya kanhaiya kanhaiya kanhaiya kanhaiya kanhaiya kanhaiya kanhaiya kanhaiya ka	Misbehaving	ydx7fxt6x6fx	Open	<div style="border: 1px solid red; padding: 2px;"> Close Request Delete </div>
2	R1687410340	rider	kanhaiya goel	kanhaiya	Demand extra money	xpvupcpuacupva a as s s s a s s s s s supvshvpsjss s s s s	Closed	...
3	R1685517911	rider	kanhaiya goel	arman	Misbehaving	jii	Closed	...

7. Ride Ratings

On clicking the Ride Ratings menu from the navigation bar, the system displays the sub-menus under it. Please refer the screenshot below:



7.1. Rider Ratings

On clicking the Rider Ratings option under Ride Ratings menu from the navigation bar, admin will be redirected to the Rider Ratings Listing page. From this page, the admin can search, view and delete rider ratings in the system. Please refer the screenshot below:

Rider Ratings
Home / Ride Ratings / Riders

Search... ×

Rider Name SEARCH CLEAR SEARCH

Rider Ratings Listing

SR. NO	RATED BY	RATED FOR	RATING	RATED ON	ACTION
1	Robert	David	5	Jan 23, 2019 20:39	Delete
2	John	Williams	5	Jan 23, 2019 20:28	...
3	Samuels	Joseph	5	Jan 23, 2019 19:39	...
4	Rahul Gautam	Michael	5	Jan 22, 2019 20:38	...

This page displays the following information about each rider:

9. **Rated By:** Name of the rider.
10. **Rated For:** Name of the driver.
11. **Rating:** Number of stars from 1 to 5 has been provided to the driver by the rider.
12. **Rated On:** Date on which rider has provided the rating.
13. **Action:** Actions that admin can take on each rating.

On click of **Delete** option, admin can delete the rating provided by the rider to the driver. Please note, it will affect the average rating of the driver.



7.2. Driver Ratings

On clicking the *Driver Ratings* option under Ride Ratings menu from the navigation bar, admin will be redirected to the Driver Ratings Listing page. From this page, the admin can search, view and delete driver ratings in the system. Please refer the screenshot below:

Driver Ratings
Home / Ride Ratings / Drivers

Search... X

Driver Name

SEARCH CLEAR SEARCH

○ Driver Ratings Listing

SR. NO	RATED BY	RATED FOR	RATING	RATED ON	ACTION
1	David	Robert	5	Jan 23, 2019 21:00	Delete
2	Michael	John	5	Jan 23, 2019 20:39	...
3	Williams	Robert	5	Jan 23, 2019 20:27	...
4	David	Robert	5	Jan 23, 2019 10:37	...

This page displays the following information about each rider:

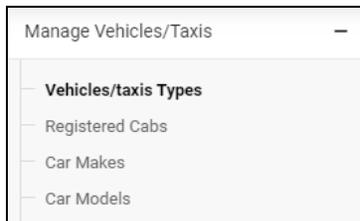
1. **Rated By:** Name of the driver.
2. **Rated For:** Name of the rider.
3. **Rating:** Number of stars from 1 to 5 has been provided to the rider by the driver.
4. **Rated On:** Date on which the driver has provided the rating.
5. **Action:** Actions that admin can take each rating.

On click of **Delete** option, admin can delete the rating provided by the driver to the rider. Please note, it will affect the average rating of the rider.



8. Manage Vehicles/Taxis

On clicking the Manage Vehicle/Taxis menu from the navigation bar, the system displays the sub-menus under it. Please refer the screenshot below:



8.1. Vehicle/Taxis Types

On click of Vehicle/Taxis Types option under Manage Vehicle/Taxis menu from the navigation bar, admin will be redirected to the Vehicle Type Listing page. From this page, the admin can manage vehicle types in the system. Please refer the screenshot below:

SR. NO	NAME	LOCATION	PRICE PER KM	PRICE PER MIN	BASE FARE	CAPACITY	COMMISSION(%)	STATUS	ACTION
1	Auto	All	10.00	1.00	25.00	4	10.00	<input checked="" type="checkbox"/>	Edit Delete ...
2	Micro	All	10.00	1.00	30.00	5	10.00	<input checked="" type="checkbox"/>	...
3	Sedan	All	12.00	11.00	25.00	5	10.00	<input checked="" type="checkbox"/>	...
4	Prime	All	10.00	5.00	15.00	3	10.00	<input checked="" type="checkbox"/>	...
5	SUV	All	12.00	1.00	40.00	5	5.00	<input checked="" type="checkbox"/>	...

This page displays the following information about each vehicle type:

1. **Name:** Name of the vehicle type.
2. **Location:** For which location the vehicle type has been added. Admin can manage the locations from the GEO [Fence Locations](#) option under Localizations menu.
3. **Price per km:** Price per km charge to the rider after kilometre(s) included in base fare.
4. **Price per min:** Price per minute charge to the rider
5. **Base Fare:** Minimum charge the rider has to pay for these types of vehicles.
6. **Capacity:** Passenger capacity of these types of vehicles.
7. **Commission:** Commission in percentage to be charged on these types of vehicles. It will be deducted from the driver's wallet after ride completion.



8. **Status:** Status of the vehicle type. Only active vehicle types will be displayed on Vehicle setup form while adding vehicle.
9. **Action:** Actions that admin can take on each vehicle.

Admin can perform the following operations from this page:

- Admin can search vehicles by name, location and status of the vehicle type.
- On click of **Add Vehicle Type** option, admin can add a new vehicle type. Admin needs to fill the following details:

General Tab

- ✓ Name
- ✓ Location
- ✓ Price per km: Extra charges applicable when the distance between the rider's pickup address to the rider's destination address is more than the 'Kms Included in Base Fare'
- ✓ Price per min
- ✓ Minimum Fare
- ✓ Base Fare
- ✓ KMs included in base fare: Initial Kms of the ride for which only the base fare will be applicable
- ✓ Commission in Percentage
- ✓ Passenger Cancellation Time Limit in minute
- ✓ Passenger Cancellation Charges
- ✓ Seats
- ✓ Peak Time Surcharges (Yes / No): Charges During Peak Hours - If 'Yes' is selected then admin needs to set up for each weekday.
 - Day Start Time
 - Day End Time
 - Peak Time Surcharge (x): The final ride fare will be calculated after multiplying the peak time surcharge value with actual ride fare.
- ✓ Night Surcharge (Yes / No): If 'Yes' is selected then admin needs to enter the following details:
 - Night Surcharge Start Time
 - Night Surcharge End Time
 - Night Time Surcharge (x): The final ride fare will be calculated after multiplying the night time surcharge value with actual ride fare.
- ✓ Status

Media Tab

- ✓ Admin can upload the icon that will display on the mobile app screen where estimated price of these types of vehicles will be displayed.
- On click of **status toggle** button, admin can change the status of the vehicle type.



- On click of **Edit** option, admin can edit the details of the vehicle type.
- On clicking the **Delete** option, the admin can delete the vehicle type. It is recommended to use delete operation only for testing purposes.

Fare calculation utility

- This enables the admin to calculate the fare for the ride by entering the distance and time of the ride
- In this tab the admin can view the complete fare calculation logic (
- The input fields required are :
 - ✓ Distance (in Kms)
 - ✓ Time (in mins)
- After entering these fields the admin clicks on the “Calculate” option
- This calculates the fare for the ride and following fare details are showed :
 - ✓ Ride fare
 - ✓ Travel time fare
 - ✓ Surcharge (displayed only when “Peak time/night surcharge” option is enabled by the admin)
 - ✓ Surcharge type (displayed only when “Peak time/night surcharge” option is enabled by the admin)
 - ✓ Net fare

Distance In Kms*

Time In Mins*

Calculate

Ride Fare **\$71.00**

Travel Time Fare **\$60.00**

Surcharge(X1.25) **\$17.75**

Surcharge Type **\$0.00**

Net Fare \$148.75



8.2. Registered Cabs

On clicking the Registered Cabs option under Manage Vehicle/Taxis menu from the navigation bar, admin will be redirected to the Vehicles Listing page. From this page, admin can manage registered vehicles of the drivers in the system. Please refer the screenshot below:

Manage Vehicles
Home / Vehicles

Search...

Registration Number:

Driver:

Status:

Approved:

Reg. Date From:

Reg. Date To:

SEARCH CLEAR SEARCH

Vehicles Listing Add Vehicle

SR. NO	REGISTRATION NUMBER	MODEL	DRIVER	STATUS	APPROVED	ACTION
1	PB01A1234	Swift VDi	John	<input checked="" type="checkbox"/>	Y	Edit
2	HR01A1234	Swift VDi	Williams	<input checked="" type="checkbox"/>	Y	...
3	HR04A1234	DB9	Lawry	<input checked="" type="checkbox"/>	Y	...

This page displays the following information about each vehicle:

1. **Registration Number:** Registration number of the vehicle. System will accept only a unique registration number.
2. **Model:** Vehicle model
3. **Driver:** Driver linked with the vehicle.
4. **Status:** Status of the vehicle
5. **Approved Status:** Admin approval status of the registered vehicle. If the value is 'Y' it means the added vehicle has been approved or 'N' means not approved.
6. **Action:** Actions that admin can take on each vehicle.

Admin can perform the following operations from this page:

- Admin can search vehicles by registration number, driver linked to the vehicle, vehicle status, date range on which vehicle has been added in the system.
- On click of **Add Vehicle** option, admin can add a new vehicle. Admin needs to fill the following details:

General Tab



- ✓ Make: Admin needs to select the car maker from the dropdown. Admin can manage the values of dropdown from [Car Makes](#) sub-menu.
- ✓ Model: Admin needs to select the car model from the dropdown. Admin can manage the values of dropdown from the Car [Model](#) sub-menu.
- ✓ Year
- ✓ Registration Number
- ✓ Driver: Admin can search and select the registered driver from this field. It will link the vehicle with the driver.
- ✓ Colour
- ✓ Vehicle Types
- ✓ Status

Documents Tab

- ✓ Admin can manage the documents that need to be uploaded while adding the vehicle from Settings menu --> [Manage Documents](#) option.
- ✓ All the added menu options will be listed on the document tab with an upload button.

- On click of **Edit** option, admin can edit the details of the vehicle.

8.3. Car Makes

On clicking the Car Makes option under Manage Vehicle/Taxis menu from the navigation bar, admin will be redirected to the Car Make Listing page. From this page, the admin can manage car makes in the system. Please refer the screenshot below:



SR. NO	MAKE	STATUS	ACTION
1	Test Car	<input checked="" type="checkbox"/>	...
2	test	<input checked="" type="checkbox"/>	...
3	Maruti	<input checked="" type="checkbox"/>	...

Admin can perform the following operations from this page:

- Admin can search car makes by keyword and status.
- On click of **Add Make** option, admin can make a new car make. Admin needs to fill the following details:
 - ✓ Make Label
 - ✓ Status
- On click of **Status Toggle** button, admin can change the status of car make. Only car makes with active status will be displayed in vehicle setup form.
- On click of **Edit** option. Admin can edit the details of car make.
- On clicking the **Delete** option, admin can delete the car make.



8.4. Car Models

On click of Car Models option under Manage Vehicle/Taxis menu from the navigation bar, admin will be redirected to the Car Model Listing page. From this page, admin can manage car models for each car make in the system. Please refer the screenshot below:

SR. NO	TITLE	MAKE	STATUS	ACTION
1	XUV700	Mahindra	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Edit Delete ...
2	Verna	Hyundai	<input checked="" type="checkbox"/>	...
3	TestModel	Test Car	<input checked="" type="checkbox"/>	...
4	test model	test	<input checked="" type="checkbox"/>	...

Admin can perform the following operations from this page:

- Admin can search car makes by keyword and status.
- On click of **Add Model** option, admin can create a new car model. Admin needs to fill the following details:
 - ✓ Select Make: All the active car make labels will be displayed under this dropdown field.
 - ✓ Model
 - ✓ Status
- On click of **Status Toggle** button, admin can change the status of car model. Only car model with active status will be displayed in vehicle setup form.
- On click of **Edit** option. Admin can edit the details of car model.
- On clicking the **Delete** option, the admin can delete the car model.



9. Manage Transactions

On clicking the manage transactions menu from the navigation bar, admin will be redirected to the Transaction Listing page. From this page, the admin can search the transactions from the list. Please refer the screenshots below:

INVOICE ID	CUSTOMER DETAILS	ORDER DATE	TOTAL	TYPE	PAYMENT STATUS	PAYMENT METHOD
1693391134	N: test P: 9253114750 E: t@dummyid.com	Aug 30, 2023 15:55	\$1,999.00	Wallet Recharge	Pending	Credit Card - Authorize.Net (AIM)
1693372407	N: Iphone X P: 7575757575 E: referral@g.com	Aug 30, 2023 10:43	\$5,000.00	Wallet Recharge	Paid	Paystack
1693217899	N: gag dogs P: 1231231235 E: s@h.in	Aug 28, 2023 15:48	\$1.00	Card Authentication	Paid	Braintree

- Admin can search the orders by keyword, user, payment status, Time Interval (Date) and price range.

10. Manage Subscription Orders

On clicking the manage subscription orders menu from the navigation bar, admin will be redirected to the manage subscription orders page. From this page, the admin can view and search the desired subscription orders. Please refer the screenshots below:



Manage Subscription Orders
Home / Subscription Orders

Search...

Keyword User Payment Status

Search In Order Invoice Id, Customer Name, Customer Phone And Customer Email Id

Date From Date To Order From [\$] Order To [\$]

SEARCH **CLEAR SEARCH**

Customers Orders List

INVOICE ID	CUSTOMER DETAILS	ORDER DATE	TOTAL	PLAN	PAYMENT STATUS	PAYMENT METHOD
1693284877	N: IOS driver P: 0987654321 E: ios@dummysid.com	Aug 29, 2023 10:24	\$10.00	Name: Silver From: 2023-08-29 To: 2026-08-29	● Paid	Wallet
1693209514	N: 11	Aug 28,	\$10.00	Name:	● Paid	Wallet

- Admin can search the orders by keyword, user, payment status, Time Interval (Date) and price range.

11. Manage Discount Coupons

On clicking the Discount Coupons menu from the navigation bar, admin will be redirected to the Discount Coupon Listing page. From this page, the admin can search and manage discount coupons. Riders can avail the discount by applying the discount coupon before sending the ride request. Please refer the screenshots below:

Discount Coupon Listing Add Coupon

SR. NO	CODE	DISCOUNT	VALIDITY	STATUS	ACTION
1	O0D9I82QDY	1.00 %	Nov 15, 2018 - Dec 31, 2018	<input checked="" type="checkbox"/>	Edit Delete
2	DISC10PERC	2.00 %	Nov 28, 2018 - Dec 31, 2018	<input checked="" type="checkbox"/>	...
3	ZFQ5BWYJSX	3.00 %	Dec 01, 2018 - Dec 31, 2018	<input checked="" type="checkbox"/>	...
4	AAA	20.00 %	Dec 01, 2018 - Dec 28, 2023	<input checked="" type="checkbox"/>	...



Admin can perform the following operations from this page:

- Admin can search coupons by using keywords and coupon status. Please refer the screenshot below:

- On click of **Add coupon** option, admin can add a new discount coupon. Admin needs to fill the following details:
 - ✓ Coupon Code: Admin can either enter the code or generate it by clicking the Generate Coupon button.
 - ✓ Coupon Name
 - ✓ Description/terms
 - ✓ Discount In: It could be either 'Percentage' or 'Flat Amount'.
 - ✓ Discount Value
 - ✓ Minimum Ride Charges
 - ✓ Maximum Discount Value: Only in the case of discount in percentage.
 - ✓ Date From: From which date this coupon can be applied.
 - ✓ Date To: After this date the coupon will expire.
 - ✓ Uses per Coupon: How many times this coupon can be used by all the users.
 - ✓ Uses per Customer: How many times a user can use this coupon.
 - ✓ Coupon Status

Link Vehicle type

- ✓ Admin can link vehicle type(s) with the coupon if he/she wants the coupon to be applied only for specific vehicle types.



Link Rider

- ✓ Admin can link riders with the coupon if he/she wants the coupon to be applied only for specific riders.

Discount Coupon Setup

General Language Data Link Vehicle Types **Link Riders**

Coupon Name : | Coupon Code : VFUBEHO9TF

Add Rider

- On click of **Status Toggle** button, admin can change the status of the coupon. Only active and non-expired coupons will be displayed on the mobile app.
- On click of **Edit** option, admin can edit the details of the coupon.
- On click of **History** option, admin can view the history of the coupon.
- On clicking the **Delete** option, the admin can delete the coupon.

Note: Admin will bear the cost of discount provided to the riders from the coupons.

Linking Discount Coupon

- ✓ Admin can link vehicle type(s) with the coupon if he/she wants the coupon to be applied only for specific vehicle types.



12. Manage Withdrawal Requests

On click of Manage Withdrawal Requests menu from the navigation bar, admin will be redirected to the Withdrawal Requests Listing page. From this page, the admin can search and manage all the withdrawal requests placed by the driver users. Please refer the screenshot below:

SR. NO	USER DETAILS	BALANCE	AMOUNT	ACCOUNT DETAILS	STATUS	ACTION
1	N: Suryakant P: 9758255814 E: a@a.com	\$41,869.94	\$863.55	Bank Name: Icic A/c Name: Rav, A/c Number: 386474344fhjy Ifsc Code/swift Code: 76374xhl Bank Address: bank address	Pending	<div style="border: 1px solid red; padding: 2px;"> Approve Decline </div>
2	N: Arpit Driver P: 9256442245 E: arpitDriver@dummyid.com	\$25,569.44	\$100.00	Bank Name: Test A/c Name: Test A/c Number: 369852147 Ifsc Code/swift Code: test123 Bank Address: Test	Declined	
3	N: Arpit Driver P: 9256442245 E: arpitDriver@dummyid.com	\$25,569.44	\$100.00	Bank Name: Test A/c Name: Test A/c Number: 369852147 Ifsc Code/swift Code: test123 Bank Address: Test	Approved	

Admin can perform the following operations from this page:

- From the search section, the admin can search withdrawal requests by keyword, status, date range and withdrawal amount range. Please refer the screenshot below:

Search... ×

<p>Keyword</p> <input style="width: 95%;" type="text"/>	<p>Status</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Does not matter ▼ </div>
<p>From [\$]</p> <input style="width: 95%;" type="text"/>	<p>To [\$]</p> <input style="width: 95%;" type="text"/>
<p>Date From</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <input style="width: 90%;" type="text"/> 📅 </div>	<p>Date To</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <input style="width: 90%;" type="text"/> 📅 </div>

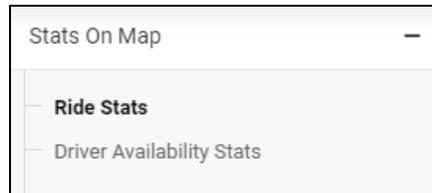
SEARCH
CLEAR SEARCH

- On click of **Approve** option, admin can approve the withdrawal request. Users will receive the email notification for the same. Please note, the withdrawal amount needs to be transferred to the user's bank account manually by the admin.
- On click of **Decline** option, admin can decline the withdrawal request of the user. The requested amount will be credited back to the user's wallet account.



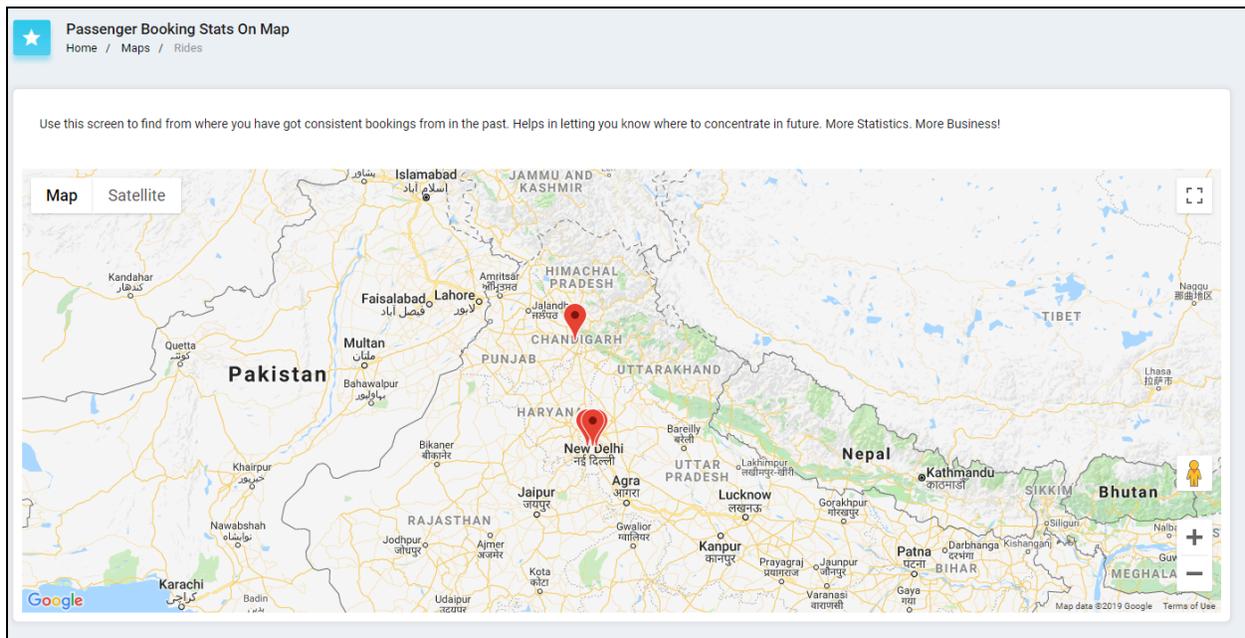
13. Stats on Map

On clicking the Stats on Map menu from the navigation bar, the system displays the sub-menus under it. Please refer the screenshot below:



13.1. Ride Stats

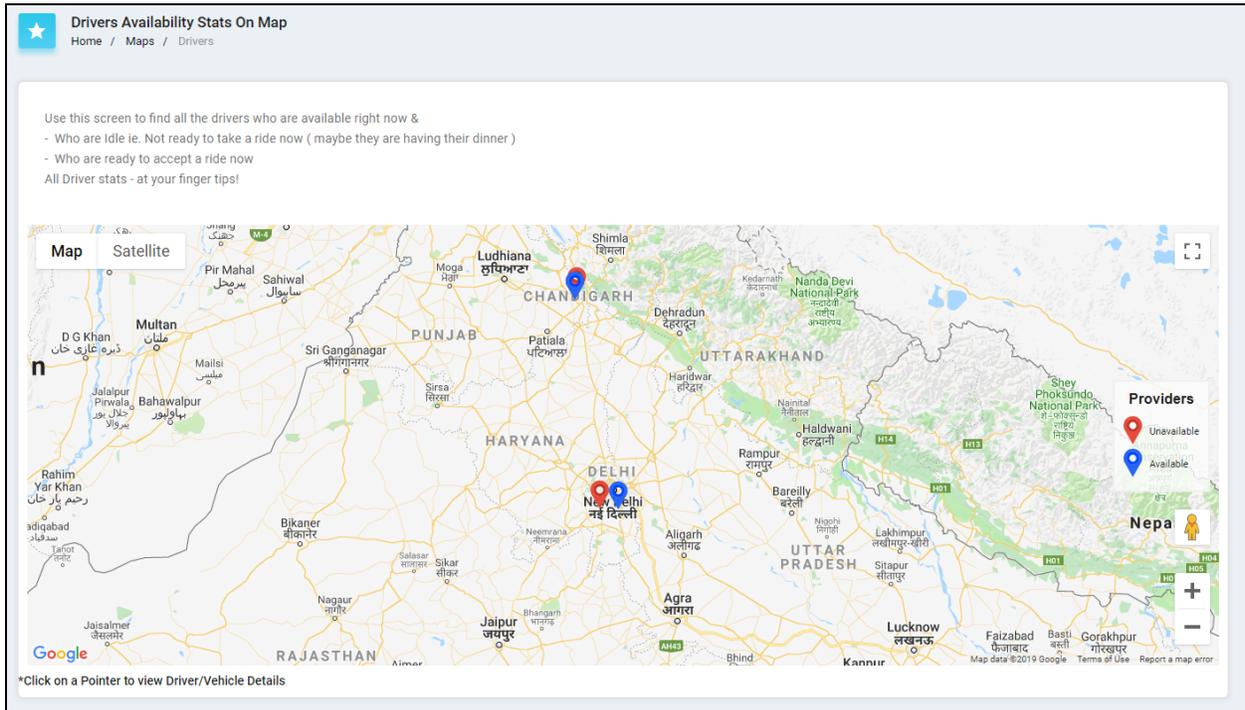
On click of Ride Stats option under Stats on Map menu from the navigation bar, admin will be redirected to the Passenger Booking Stats on Map page. This page highlights locations from where the system gets consistent bookings in the past. This helps you in letting you know where to concentrate in future. More Statistics! More Business! Please refer the screenshot below:





13.2.Driver Availability Stats

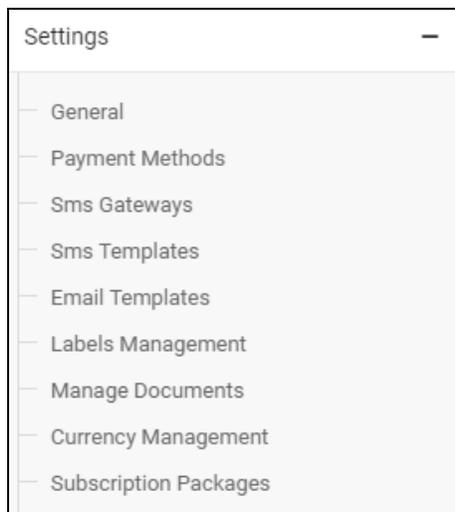
On clicking the Driver Availability Stats option under Stats on Map menu from the navigation bar, admin will be redirected to the Driver Availability Stats on Map page. From this page, the admin can check how many drivers are online and their locations. Admin can also check the drivers' locations from where they have turned off mobile phones for not taking new rides. Please refer the screenshot below:





14. Settings

On clicking the Settings menu from the navigation bar, the system displays the sub-menus under it. Please refer the screenshot below:



14.1.General

On clicking the General option under Settings menu from the navigation bar, admin will be redirected to the General Settings page. From this page, the admin can configure all the general settings of the system.

14.1.1. General Tab

From this tab, admin can manage the following settings:

1. **Site Name:** To enter the website name. This will be used in email templates and titles of web pages or admin pages.
2. **Site Owner:** To enter system owner name.
3. **Store Owner Email:** All the administrator email notifications will be sent to the entered email address in this field.
4. **Address:** This address will be displayed in an emergency email sent by the system.
5. **Telephone:** To enter an admin telephone number. This number will be displayed in an emergency email sent by the system.
6. **Emergency Contact Number:** To enter an emergency contact number. This address will be displayed in emergency SMS sent by the system to rider and drivers' emergency contact number.
7. **About Us Page:** To select about us page from the CMS pages. This page will be linked with the About us navigation menu in riders and drivers mobile app.



8. **Terms and Condition Page:** To select terms and conditions page from the CMS pages. This page will be linked with the Terms and Condition navigation menu in riders and drivers mobile app.
9. **Privacy Policy Page:** To select a privacy policy page from the CMS pages. This page will be linked with the Privacy Policy navigation menu in riders and drivers mobile app.

14.1.2. Local Tab

From this tab, admin can manage the following settings:

1. **Time zone:** Date & time on the rides, transaction etc modules will be displayed as per the time zone selected in this field.
2. **Country:** To select the default country to be displayed on country dropdown.
3. **Date Format:** All the dates on the system displayed in the selected date format.
4. **Default Website Currency:** All the charges and transactions will be displayed & completed in the selected currency. It is recommended to do this setting before making the system live.

14.1.3. Options Tab

From this tab, admin can manage the following settings:

Admin

1. **Default Items per Page:** All the listing pages in the admin end will display the items as per the value set in this field.
2. **Theme Colour:** Admin can change the theme colour of the admin portal through this section

Payment Process

3. **Activate Live Payment Transaction Mode:** On enabling this option, all the payment gateways will run in live mode. Turn it off when you want to test the system.
4. **Enable save Card :** On enabling this the card through which the transaction is being done will be saved for recurring payments

SMS Gateway

5. **Enable SMS Module:** On enabling this option, System will be able to send SMS based on the Gateway selected.
 - a. **SMS Gateway:** It enables the system to send and receive SMS messages.

Account

6. **Activate Admin Approval After Registration:** On enabling this option, admin needs to approve the riders then only they can login to the app.



7. **Activate Notify Administrator On Each Registration:** On enabling this option, admin will receive email notification when any new user registers in the system.
8. **Activate Sending Welcome Mail After Registration:** On enabling this option, the system will send welcome email notification to the users after registration.

Commission

9. **Maximum Ride Commission [\$]:** Admin can define the maximum Fixed commission of a ride.

Tax

10. **Tax:** Admin can set the tax percentage applicable on all rides.

Load Money

11. **Quick Add Money Value Options [\$]:** Admin can define 3 or more quick money value options in this field by using comma separator. These values will be displayed on Add Money into the wallet screen on the mobile app.
12. **Minimum Recharge Amount [\$]:** Admin can set the minimum money to be allowed to add into the wallet from this field for both the riders and drivers.

Withdrawal

13. **Minimum Withdrawal Amount [\$]:** Admin can set the minimum amount to be requested by drivers via this field.
14. **Retention Amount:** System will not allow drivers to place withdrawal requests if their wallet after withdrawal will be less than the retention amount set in this field. In other words, after withdrawal drivers' wallet balance should be more than the amount set in this field.
15. **Minimum Interval [days]:** Admin can set the minimum interval in days between two withdrawal requests.

14.1.4. Rides tab

Ride Booking process

1. **Enable Instant Rides :** On enabling this the instant ride module is enabled for the rider and the rider will be able to book rides in real time
2. **Enable Rental Package rides :** On enabling this the rental package rides module gets enabled for the rider and the rider would be able to book the rental packages
3. **Geo fencing limit :** Admin can set the radius within which the system will search for available drivers, to send new ride requests placed by the rider.
4. **Invitations in each request :** This field defines the count of the number of drivers to whom the new ride request will be broadcasted. For eg : This field is set to 20, then the nearest 20 drivers in the geo fence will receive the ride broadcast.



5. **Duration in seconds** : This field defines the time in seconds for which the ride request will be broadcasted to the drivers. After this time the ride invitation will be sent to the next batch of drivers.
6. **Max number of attempts** : This field defines the number of attempts for a particular ride request. If this field is set as “0” then the ride request will be broadcasted only once to all the drivers as defined in the “Invitation in each request” field. If this is set as “1” then the ride request will be broadcasted twice.
7. **Driver threshold**: System will not send the new ride requests to the drivers if their wallet balance crosses the amount defined in this field.

Offer Rides

8. **Enable Offer Rides** : This will enable the rider to place counter offer for the ride in bidding module
9. **Number of invitations** : This field defines the count of the number of drivers to whom the new ride request will be broadcasted
10. **Max discount percentage** : This field defines the maximum discount percentage that can be offered on the ride in the bidding module

Scheduled Rides

11. **Activate Scheduled Ride Module** : This will enable the ride scheduling module
12. **Number of invitations** : This field defines the count of the number of drivers to whom the new ride request will be broadcasted
13. **Min hours** : This field states the minimum time interval between the current time and the scheduled time for the ride request.
14. **Max days** : This is the maximum interval in days from the current day for which the ride can be scheduled.

Ride tip money

15. **Enable tips module** : This will enable the driver to tip the rider
16. **Quick tip money value options** : This field contains the money value options that are visible to the rider to pay as a tip to the driver. The admin can enter these quick tip money values
17. **Enable Custom tips** : Through this the rider can pay a custom amount (not amongst the quick tip money options) as a tip to the driver
18. **Most tipped logic** :
 - a. **Auto** : In this the most tipped value is shown to the rider and the way through most tipped value is determined takes place automatically and not manually
 - b. **Manual** : Through this the admin can set any value from the quick tip value options and set it as “Most Tipped Tip” by manually filling this field.
19. **Minimum tip amount** : This is for the minimum tip amount in case of custom tip
20. **Maximum tip amount** : This is for the maximum tip limit amount in case of custom tip



Courier package

21. **Enable Courier Package Module:** On enabling this option, the drivers will get package delivery options in the driver app.
22. **Vehicle Type:** Admin can select which vehicle type is to be selected for package delivery.

14.1.5. Landing Page

1. **Header Background:** The Background image displayed at the landing page is uploaded here.
2. **Header Banner:** The Banner image displayed at the landing page is uploaded here.

Mobile Apps

3. **Google Play Store URL:** This field indicates the app URL for Google play store.
4. **Apple Store URL:** This field indicates the app URL for Apple store.

Social Media Pages

5. **Facebook URL:** This field indicates the Facebook page URL linked with the app.
6. **Twitter URL:** This field indicates the Twitter page URL linked with the app.
7. **Instagram URL:** This field indicates the Instagram URL of the app.

Colour Theme

8. **Primary Colour:** This field sets the primary colour of the header and footer section of the landing page.
9. **Secondary Colour:** This field sets the primary colour of the header and footer section of the landing page.

14.1.6. Third Party APIs

From this tab, admin can manage the following settings:

Google Map API

10. **Google Map API Key:** Used to get location or IP address of the user's location.

Push Notification

11. **Firestore Push Notification Server Key:** To send push notification to the users.

Google Recaptcha

12. **Site Key:** For Google Recaptcha used on the sign up form, forgot password form etc.
13. **Secret Key:** For Google Recaptcha used on the sign up form, forgot password form etc.



14.1.7. Email

From this tab, admin can manage the following settings:

1. **From Name:** From name used in the emails.
2. **From Email:** All the emails will be sent from this email address. In case Gmail SMTP is set then the system will overwrite the Gmail SMTP email.
3. **Reply To Email Address:** Reply on the emails will be sent to this email address.
4. **Send Email:** If enabled, then only the system will send emails to the user.
5. **Contact Email Address:** All the contact us form queries will be sent to this email address.
6. **Send SMTP Email:** If enabled, the system will use the SMTP to send emails.
7. **SMTP Host:** Used to set up SMTP.
8. **SMTP Port:** Used to set up SMTP.
9. **SMTP Username:** Used to set up SMTP.
10. **SMTP Password:** Used to set up SMTP.
11. **SMTP Secure:** As per the settings received from SMTP server.
12. **Additional Alert Emails**

14.1.8. Reward Points

From this tab, the admin can manage the reward points to be gifted to the rider. The admin can configure and manage the following :

1. **Reward Points :** Through this the admin configures the value of one reward point in terms of the monetary value
2. **Max Reward Points discount (in %) :** This enables the admin to configure the maximum discount that can be availed using the reward points for a particular ride. The admin will configure a particular percentage of the ride fare , only that percentage of the reward points can be availed as a discount on that ride.
3. **Activate Reward point on every ride :** This enables the admin to activate / deactivate reward points on every ride by selecting Yes/No respectively. When enabled, rewards points get credited to the rider account at the completion of the ride as per the reward criteria.
4. **Reward point validity :** Through this the admin sets the validity (in days) of the reward points earned by the rider.
5. **Reward Criteria:** This will enable the admin to configure the criteria on which reward points are gifted to the rider. This enables admin to bind ride distance to the reward point. (Please refer to the below screenshot). The admin can view the following
 - a. **Ride upto :** This signifies the distance of the ride upto which the reward point will be gifted. It can be edited/ deleted from the “edit” and “Delete” option respectively in the action section



- b. **Reward Points** : This signifies the reward point gifted for covering a particular distance . It can be edited/ deleted from the “edit” and “Delete” option respectively in the action section

#	Ride Upto	Reward Point	Action
1	2.00	1	...
2	10.00	5	...
3	50.00	25	...
4	75.00	40	...
5	100.00	50	...

14.1.9. Referral

From this tab, admin can manage the following settings:

1. **Enable Referral Module:** To enable sharing and earn features for the users. If enabled users (referrer and referral) will get reward points when new users register via referrer code and take their first ride.
2. **Share & Earn Text:** Admin can set the default text when any users share their referral code.

Reward Benefits On Registration

3. **Referrer Reward Points:** Referrers will get this reward points when their referrals (friends) will register via active referrer code.
4. **Referral Reward Points:** Referrals will get this reward points when they register via active referrer code.

Reward Benefits On First Ride

5. **Referrer Reward Points:** Referrers will get this reward points when their referrals (friends) will take their first ride.
6. **Referral Reward Points:** Referrals will get this reward points when they take the first ride.

14.1.10. Media

From this tab, admin can manage the following settings:

1. **Admin Logo:** Display on admin panel theme on top header.
2. **Website Logo:** Display on front end of the website for desktop version.
3. **Email Template Logo:** Display on the emails.
4. **Website Favicon:** Display on the title of the browser.



14.1.11. Server

From this tab, admin can manage the following settings:

1. **Use SSL:** In order to use SSL, admin needs to check with the hosting provider, if a SSL certificate is installed and enable it from there.

14.1.12. Subscription

From this tab, admin can manage the following settings:

1. **Enable Subscription module:** On enabling this option, drivers will get an option to view and purchase subscription packages.
2. **Enable Adjust Amount:** On enabling this option, subscription amount will be adjusted while upgrading or downgrading the subscription plan.
3. **Reminder Notification Before Subscription Expiry days:** This field specifies how many days before the subscription expiration date the driver will receive a reminder notification.

14.1.13. Mobile Apps

From this tab, admin can set the firebase settings

Firestore Settings

1. **Rider App SDK Id:** Unique id of the rider app which is auto generated in the firebase account.
2. **Driver App SDK Id:** Unique id of the driver app which is auto generated in the firebase account.
3. **Key:** Unique identifier key
4. **URL:** Project URL
5. **Project Number:** Unique number assigned to the project
6. **Project ID:** Unique ID assigned to the the project
7. **Storage Bucket:** Unique key assigned to Firebase storage being used by the application



14.2.Payment Methods

On click of Payment Methods option under Settings menu from the navigation bar, admin will be redirected to the Payment Methods Listing page. From this page, the admin can configure the pre-defined payment methods. Please refer to the screenshot below. There are more than 20 payment options available.

Regular Payment Methods		Regular Payment Methods Plugins				
Sms Notification		#	Plugin	Status	Action	
		+	1	Cashfree (Cashfree)	<input checked="" type="checkbox"/>	...
		+	2	Mollie - Tested (Mollie)	<input checked="" type="checkbox"/>	...
		+	3	BrainTree - Tested (Braintree)	<input checked="" type="checkbox"/>	...
		+	4	Stripe - Tested (Stripe)	<input checked="" type="checkbox"/>	...
		+	5	PayPal - Tested (Paypal)	<input checked="" type="checkbox"/>	...
		+	6	M-Pesa - Tested (Mpesa)	<input checked="" type="checkbox"/>	...
		+	7	Paystack - Tested (Paystack)	<input checked="" type="checkbox"/>	...
		+	8	Dpo	<input checked="" type="checkbox"/>	...
		+	9	Yoco - Tested (Yoco)	<input type="checkbox"/>	...

Admin can do the following operations from this page:

- On click of **Status Toggle** button, admin can change the status of the payment method. Only payment methods with active status will be displayed on the mobile app checkout screen.
- On click of **Edit** option, admin can edit the basic details of the payment method.
- On click of **Settings** option, admin can configure the payment gateway.



14.3. SMS Gateways

On clicking the SMS Gateway option under Settings menu from the navigation bar, admin will be redirected to the SMS Gateway Listing page. From this page, the admin can manage the system SMS Gateways.

SR. NO	PAYMENT METHOD	STATUS	ACTION
1	MSG91	<input type="checkbox"/>	Edit Settings ...
2	KudiSMS	<input type="checkbox"/>	...
3	Africa Talking	<input type="checkbox"/>	...
4	Twilio	<input checked="" type="checkbox"/>	...

Admin can do the following operations from this page:

- On click of **Status Toggle** button, admin can change the status of the SMS Gateway. The active SMS Gateway will be used to send and receive messages.
- On click of **Edit** option, admin can edit the following details of SMS Gateway Setup template:
 - ✓ SMS Method Name
 - ✓ Details: Description of the gateway
 - ✓ Status

Sms Gateway Setup CLOSE X

General

Sms Method Name*

Details

Status



- On the click of **Settings** option, admin can edit the following details of SMS Gateway settings template.
 - ✓ Authentication Key
 - ✓ Sender: In the testing environment, a mobile number or code can be specified through which SMS are to be sent, However, in the live environment, it is autofilled with a twilio generated number.

Sms Gateway Settings CLOSE X

Authentication Key*

Sender

Please Enter Your Sender Number Or Shortcode Here.



14.4. SMS Templates

On clicking the SMS Templates option under Settings menu from the navigation bar, admin will be redirected to the SMS Templates Listing page. From this page, admin can search and manage content of SMS templates. Please refer the screenshot below:

The screenshot displays the 'Sms Template Listing' page. At the top, there is a search bar with a 'SEARCH' button and a 'CLEAR SEARCH' button. Below the search bar, there is a table with the following columns: SR. NO, SMS TEMPLATE, STATUS, and ACTION. The table contains 7 rows of SMS templates, each with a 'Status Toggle' and an 'Edit' button.

SR. NO	SMS TEMPLATE	STATUS	ACTION
1	Rider/Driver Request OTP	<input checked="" type="checkbox"/>	Edit
2	Rider Registration	<input checked="" type="checkbox"/>	...
3	Ride booked by Rider	<input checked="" type="checkbox"/>	...
4	Rider's Ride completed	<input checked="" type="checkbox"/>	...
5	Rider's Ride Cancelled	<input checked="" type="checkbox"/>	...
6	User Wallet Txn	<input checked="" type="checkbox"/>	...
7	Rider in Emergency	<input checked="" type="checkbox"/>	...

Admin can do the following operations from this page:

- Admin can search SMS templates by using SMS template title and status.
- On click of **Status Toggle** button, admin can change the status of the SMS Template. SMS will be triggered for active SMS templates.
- On click of **Edit** option, admin can edit the following details of SMS template:
 - ✓ Action: Title of the SMS template.
 - ✓ Message body: It includes few dynamic data enclosed in “#” sign. Please don't edit those variables.
 - ✓ Status



Please refer the screenshot below:

Sms Template Setup

General

Action:

This is the event, when this SMS Template will be sent to concerned member.

Body:

Note : Please Don't Replace Variable Between # Sign.

Status:



14.5. Email Templates

On click of Email Templates option under Settings menu from the navigation bar, admin will be redirected to the Email Templates Listing page. From this page, admin can search and manage content of Email templates. Please refer the screenshot below:

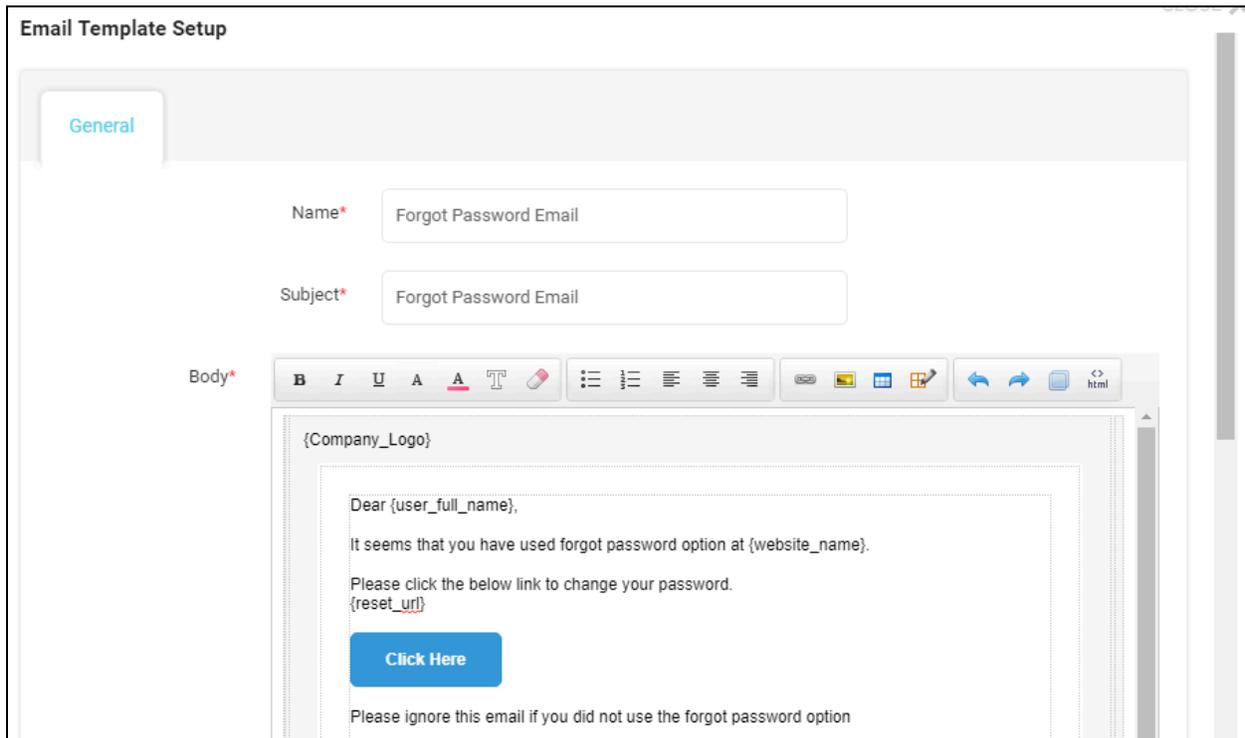
SR. NO	MAKE	STATUS	ACTION
1	Forgot Password Email	<input checked="" type="checkbox"/>	Edit
2	Admin Password Changed Successfully	<input checked="" type="checkbox"/>	...
3	Email Confirmation on Registration	<input checked="" type="checkbox"/>	...
4	Welcome Mail on Registration	<input checked="" type="checkbox"/>	...
5	New Registration - Admin	<input checked="" type="checkbox"/>	...
6	Contact-Us	<input checked="" type="checkbox"/>	...
7	Credits Received/Debited Email for User	<input checked="" type="checkbox"/>	...

Admin can do the following operations from this page:

- Admin can search Email templates by using SMS template title and status.
- On click of **Status Toggle** button, admin can change the status of the Email Template. Email notification will be sent to the users for only active Email templates.
- On click of **Edit** option, admin can edit the following details of Email template:
 - ✓ Name: Title of the email template
 - ✓ Subject: Subject text to be entered in this field.
 - ✓ Body: Body text to be entered in this field. It also includes dynamic data like user's name, website name etc in curly brackets {}.
 - ✓ Status



Please refer the screenshot below:





14.6. Labels Management

On click of Labels Management option under Settings menu from the navigation bar, admin will be redirected to the Language Labels Listing page. From this page, admin can search and edit the label caption. These labels display either on the mobile app screens or system messages. Please refer the screenshot below:

The screenshot shows the 'Manage Labels' interface. At the top, there is a search bar with a 'SEARCH' button and a 'CLEAR SEARCH' button. Below the search bar is a table titled 'Language Labels List'. The table has columns for 'SR. NO', 'KEY', 'CAPTION', and 'ACTION'. The 'ACTION' column contains 'Import', 'Export', and 'Edit' buttons for each row. The 'Edit' button for the first row is highlighted with a red box.

SR. NO	KEY	CAPTION	ACTION
1	MSG_Invalid_email_address!	Invalid Email Address!	Import Export Edit
2	MSG_You_have_an_active_ride	You Have An Active Ride	...
3	LBL_ALL_Users	All Users	...
4	LBL_Push_Notification_Listing	Push Notification Listing	...
5	MSG_Minimum_wallet_balance_of_x_is_to_be_maintained	Minimum wallet balance of %s is to be maintained.	...
6	MSG_Minimum_withdrawal_amount_should_be_more_than	Minimum withdrawal amount should be more than %s	...

Admin can perform the following operations from this page:

- On click of **Export** option, admin can export the labels in CSV file.
- On click of **Import** option, admin can import the updated labels in CSV file.
- On click of **Edit** option, admin can edit the label caption. Please refer the screenshot below:

The screenshot shows the 'Manage Labels' edit form. It has two input fields: 'Key' with the value 'MSG_Invalid_email_address!' and 'Caption*' with the value 'Invalid Email Address!'. Below the input fields is a 'SAVE CHANGES' button.



14.7. Manage Documents

On click of Manage Documents option under Settings menu from the navigation bar, admin will be redirected to the Document Listing page. From this page, admin can search and manage documents that need to be uploaded by admin during driver registration or vehicle registration in the system.

Please refer the screenshot below:

Manage Documents
Home / Documents

Search... X

Keyword:

Country:

Status:

SEARCH **CLEAR SEARCH**

Document Listing **Add Document**

SR. NO	NAME	COUNTRY	TYPE	STATUS	ACTION
+ 1	Driving Licence	India	Drivers	<input checked="" type="checkbox"/>	Edit
+ 2	Car Documents	India	Vehicle	<input checked="" type="checkbox"/>	...
+ 3	Test Doc	India	Drivers	<input checked="" type="checkbox"/>	...

Admin can perform the following operation from this page:

- Admin can search documents by using document title, country and status.
- On click of **Add Document** option, admin can add a new document. Admin needs to fill the following details:
 - ✓ **Country:** Admin can add the document for specific country or all countries; accordingly it will be displayed during driver or vehicle registration.
 - ✓ **Name:** Title of the document.
 - ✓ **Type for:** It could be Driver or Vehicle. If 'Driver' is selected then the document will be displayed on driver setup form. If 'Vehicle' is selected then the document will be displayed on Vehicle setup form.
 - ✓ **Expiry Applicable:** Option could be 'Yes' and 'No'. If Yes is selected then admin needs to add expiry date of the document like for driving license document it is required but identity verification document it's not required.
 - ✓ **Status:** Status of the document.
- On click of **Status** Toggle button, admin can change the status of the document. Only documents with active status will be displayed on the other modules in the system.
- On click of **Edit** option, admin can edit the details of the document.



14.8.Currency Management

On clicking the Currency Management option under Settings menu from the navigation bar, admin will be redirected to the Currency Listing page. From this page, the admin can manage system currency. Please refer the screenshot below:

SR. NO	CURRENCY	SYMBOL LEFT	SYMBOL RIGHT	STATUS	ACTION
1	United States Dollar (USD)	\$	-NA-	ON	Edit Delete
2	Indian Rupees (INR)	₹	-NA-	ON	...
3	CAD	C\$	-NA-	ON	...

Admin can perform the following operations from this page:

- On click of **Add Currency** option, admin can add a new currency in the website. Admin needs to fill the following details:
 - ✓ Currency Name
 - ✓ Currency code
 - ✓ Currency Symbol Left
 - ✓ Currency Symbol Right
 - ✓ Status

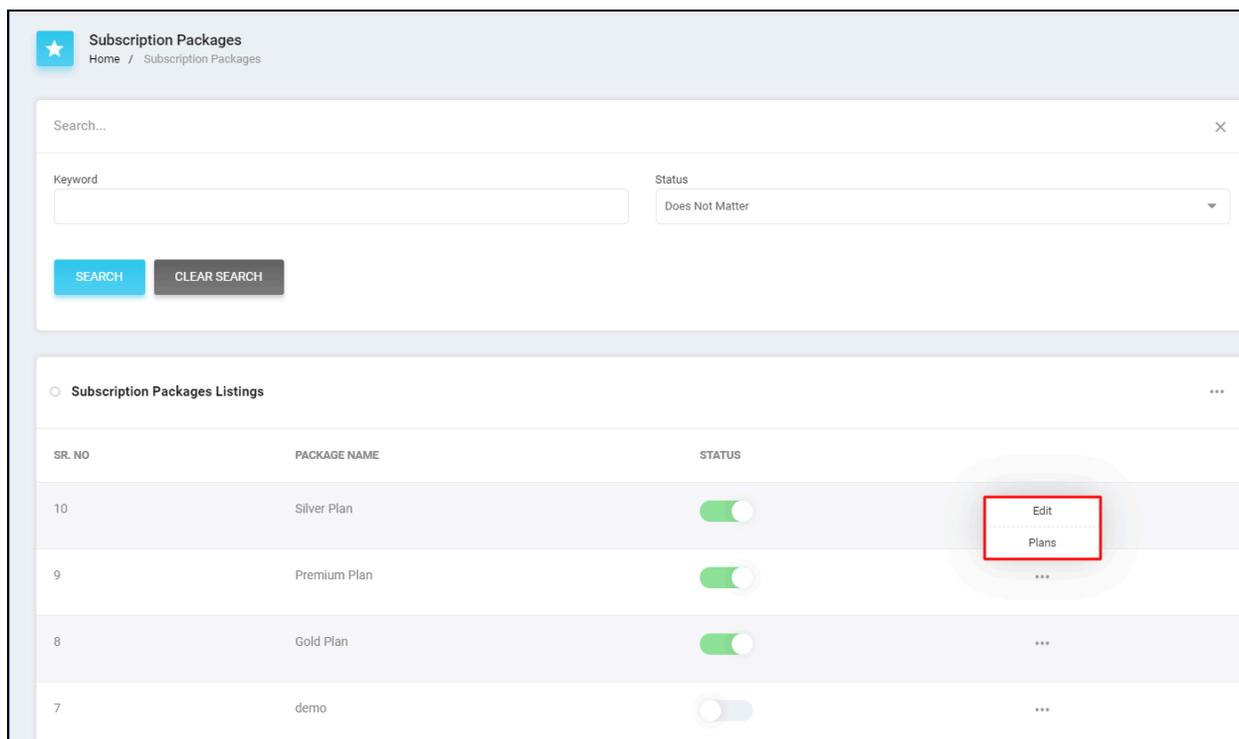
Please refer the screenshot below:

- On click of **Status Toggle** button, admin can change the status of the currency. Only active currencies will be displayed on the website. Also, the admin can set the default currency from the active currencies only.
- On click of **Edit** option, admin can edit the details of the currency.
- On clicking the **Delete** option, the admin can edit the details of the currency.



14.9. Subscription Packages

On click of Subscription Packages option under Settings menu from the navigation bar, admin will be redirected to the Subscription Package Listing page. From this page, the admin can search, edit and manage plans associated with the respective packages. Please refer the screenshot below:



Admin can do the following operations from this page:

- Admin can search Subscription Packages by using package name and status.
- Admin can add new subscription packages by clicking on the “Add New”. Admin will have to fill in the following details:
 - ✓ Package Name
 - ✓ Package Description: Features/ Benefits of the package
 - ✓ Package Type
 - ✓ Package Commission rate in percentage - - Admin commission rate on the subscription package amount.
 - ✓ Package Status
 - ✓ Display order
- On click of **Status Toggle** button, admin can change the status of the Subscription Package. Active Subscription packages are visible to the drivers.
- On click of **Edit** option, admin can edit the following details of Subscription Package:
 - ✓ Package Name
 - ✓ Package Description: Features/ Benefits of the package



- ✓ Package Commission rate in percentage
- ✓ Package Status
- ✓ Display order

CLOSE X

Subscription Packages Setup

Package Name*

Package Description

Package Type

Package Commision Rate In

Percentage*

Package Status

Package Display Order*

SAVE CHANGES

- On click of **Plan** option, admin will be redirected to the Subscription Plan Listings Page. From this page, the admin can search, add and edit plans associated with the respective packages. Please refer the screenshot below:

★

Subscription Packages

[Home](#) / [Subscription Packages](#)

Search... 🔍

○ Subscription Package Listings

Back
Add New

SR. NO	PLAN PRICE	...
1	\$90.00 /Per 30 Days	...
2	\$1,110.00 /Per 60 Days	...



Admin can do the following operations from this page:

- Admin can search Subscription Plans by using Plan price and status.
- On click of **Add New** option, admin will be redirected to the Subscription Package Setup page.
 - Admin needs to fill the following details to create a new plan:
 - ✓ Period: Specify the Intervals
 - ✓ Time Interval (frequency): Specify the frequency of the plan
 - ✓ Price
 - ✓ Plan Display Order
 - ✓ Status

Subscription Package Setup
CLOSE X

General

Package* Silver Plan

Period

Please Specify The Years For Unlimited Years

Time Interval (frequency)*

Price*

Plan Display Order*

Status

SAVE CHANGES

- On click of **Edit** option, admin can edit the following details of Subscription Package:
 - ✓ Period: Specify the Intervals
 - ✓ Time Interval (frequency): Specify the frequency of the plan
 - ✓ Price
 - ✓ Plan Display Order
 - ✓ Status



Subscription Packages		
Home / Subscription Packages		
Search...		
○ Subscription Package Listings		
SR. NO	PLAN PRICE	
1	\$90.00 /Per 30 Days	Edit
2	\$1,110.00 /Per 60 Days	...
3	\$140.00 /Per 90 Days	...

14.10. Data Backup and restore

On navigating to the settings sections, the admin will click on the “Data Backup and restore” option . This option enables the admin to create and restore the data in case any modification has been done or if some data has been deleted.

Database backup creation :

- In this the admin inputs the “File Name” and clicks on “Backup on server” Option

File Name*

- This creates a database backup file for the existing database
- The Db Backup file thus created is displayed in the listing form under Db Backup files list with the following parameters: (refer to the below screenshot)
 - Backup file name
 - Database backup date
 - Action button (for each DB backup file)
 - Download file
 - Restore file
 - Delete file



Db Backup Files List		
Backup File Name	Database Backup Date	Action
Release-4.1_2024-10-22-08-11-42.sql	22/10/2024 20:11:42	...
Backup-1_2024-11-06-18-35-56.sql	06/11/2024 18:35:56	...

Database backup restoration

- All the data will be restored once the admin uploads the DB backup file and clicks on “Upload on the server” option. Refer to the screenshot below.

Db Upload*

No file chosen

Upload On Server

14.11. Manage languages

On navigating to the settings section, the admin will click on the “Manage language” option . This option enables the admin to add / change language for the platform.

- The admin on clicking this will view a list of Languages that have been added.
- The admin can also add a new language from the “Add language” option present at the top right corner.

Language Listing					Add Language
Sr. No	Language Code	Language Name	Status	Action	
1	EN	English	<input checked="" type="checkbox"/>	...	
2	AR	Arabic	<input checked="" type="checkbox"/>	...	



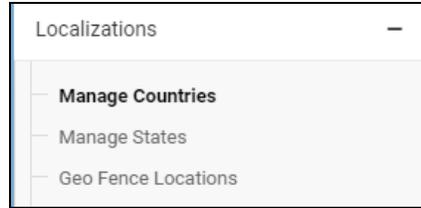
- On clicking “Add language” the admin will input the following :
 - Language code
 - Language name
 - Language layout
 - Country
 - Status (active or inactive)

- On Clicking the save option the language gets added and is shown in listing form as shown in the above screenshot
- The admin can perform various actions such as :
 - Edit : To edit the language parameters (as mentioned above)
 - Delete : To delete a particular language that has been added
- The languages enabled in this section will be visible to the rider/driver. They can switch between those language options visible.

Note : Only those language options will be visible to the rider/driver which are associated with their registered country.

15. Localizations

On clicking the Localizations menu from the navigation bar, the system displays the sub-menus under it. The Localization is used to select the area on map where the admin wants to provide cab facility to the riders. This selection of areas would be done on Google Maps. Please refer the screenshot below:



15.1. Manage Countries

On click of Manage Countries option under Localizations menu from the navigation bar, admin will be redirected to the Countries Listing page. From this page, the admin can search and manage countries in the system. Please refer the screenshot below:

The screenshot shows the 'Manage Countries' interface. At the top, there is a search bar and a 'Status' dropdown menu set to 'Does Not Matter'. Below the search bar are 'SEARCH' and 'CLEAR SEARCH' buttons. The main content area is titled 'Country Listing' and features a table of countries. Each row in the table includes a serial number, country code, country name, a status toggle switch, and an action menu. The action menu for the first row (Afghanistan) is highlighted with a red box, showing 'Edit' and 'Delete' options. An 'Add Country' button is also visible in the top right corner of the table area.

SR. NO	COUNTRY CODE	COUNTRY NAME	STATUS	ACTION
1	AF	Afghanistan	<input checked="" type="checkbox"/>	Edit Delete
2	AL	Albania	<input checked="" type="checkbox"/>	...
3	AL	Algeria	<input checked="" type="checkbox"/>	...
4	AN	Andorra	<input checked="" type="checkbox"/>	...
5	AM	American Samoa	<input checked="" type="checkbox"/>	...



Admin can perform the following operations from this page:

- Admin can search countries by country name and filter it by status (active / in-active)
- On click of **Add Country** option, admin can add a new country. Admin needs to fill the following fields:
 - ✓ Country Name
 - ✓ Country Code
 - ✓ Country Phone Code
 - ✓ Unit
 - ✓ Status

Please refer the screenshot below:

Country Setup

General

Country Name* India

Country Code* IN

Country Phone Code* 91

Unit Kms

Status Active

SAVE CHANGES

- On click of **Edit** option, admin can edit the details of the country.
- On clicking the **Delete** option, the admin can delete the country.



15.2. Manage States

On click of Manage States option under Localizations menu from the navigation bar, admin will be redirected to the States Listing page. From this page, the admin can search and manage states in the system. Please refer the screenshot below:

Manage States
Home / States

Search...

Keyword Country Status

SEARCH **CLEAR SEARCH**

State Listing **Add State**

SR. NO	STATE NAME	COUNTRY NAME	STATUS	ACTION
1	Punjab	India	<input checked="" type="checkbox"/>	Edit Delete
2	Chandigarh	India	<input checked="" type="checkbox"/>	...
3	Madhya Pardesh	India	<input checked="" type="checkbox"/>	...
4	New Jersey	United States	<input checked="" type="checkbox"/>	...
5	Haryana	India	<input checked="" type="checkbox"/>	...

Admin can perform the following operations from this page:

- Admin can search states by using the state name and filter it by country and status.
- On click of **Add State** option, admin can add a new state. Admin needs to fill the following fields:
 - ✓ Country: To link the state with the country. Active countries that have been added in the Country Management section will be listed here.
 - ✓ State Name
 - ✓ State Code
 - ✓ Status



Please refer the screenshot below:

State Setup

General

Country: India

State Name*: Punjab

State Code*: PUN

Status: Active

SAVE CHANGES

- On click of **Edit** option, admin can edit the details of the state.
- On clicking the **Delete** option, the admin can delete the state.



15.3.GEO Fence Locations

On click of GEO Fence Locations option under Localizations menu from the navigation bar, admin will be redirected to the Locations Listing page. From this page, the admin can search and manage locations where he wants to run the business. Admin needs to link vehicle types with location from the Manage [Vehicles Type](#) section. Please refer the screenshot below:

SR. NO	LOCATION	COUNTRY	TYPE	STATUS	ACTION
1	Mohali	India	Vehicle Type	<input checked="" type="checkbox"/>	Add Location Edit Delete ...
2	NCR - DELHI	India	Vehicle Type	<input checked="" type="checkbox"/>	...
3	Chandigarh	India	Vehicle Type	<input checked="" type="checkbox"/>	...

Admin can perform the following operations from this page:

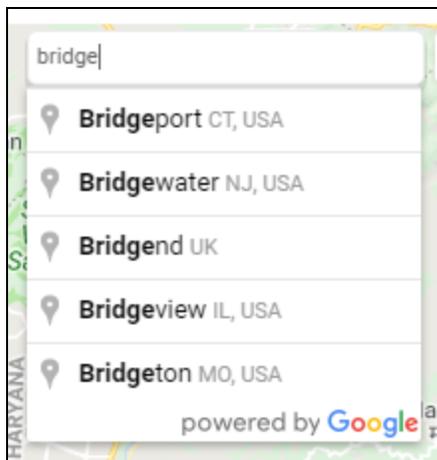
- Admin can search locations by keyword and filter it by country & status.
- On click of **Add Location** option, admin can add a location. Admin need to fill the following details:
 - ✓ Location Name
 - ✓ Country
 - ✓ Status



Location Map Tab

From the location tab, admin needs to select the location area in Google map by using shape and line tools provided at top right. Admin can do the following actions from this tab:

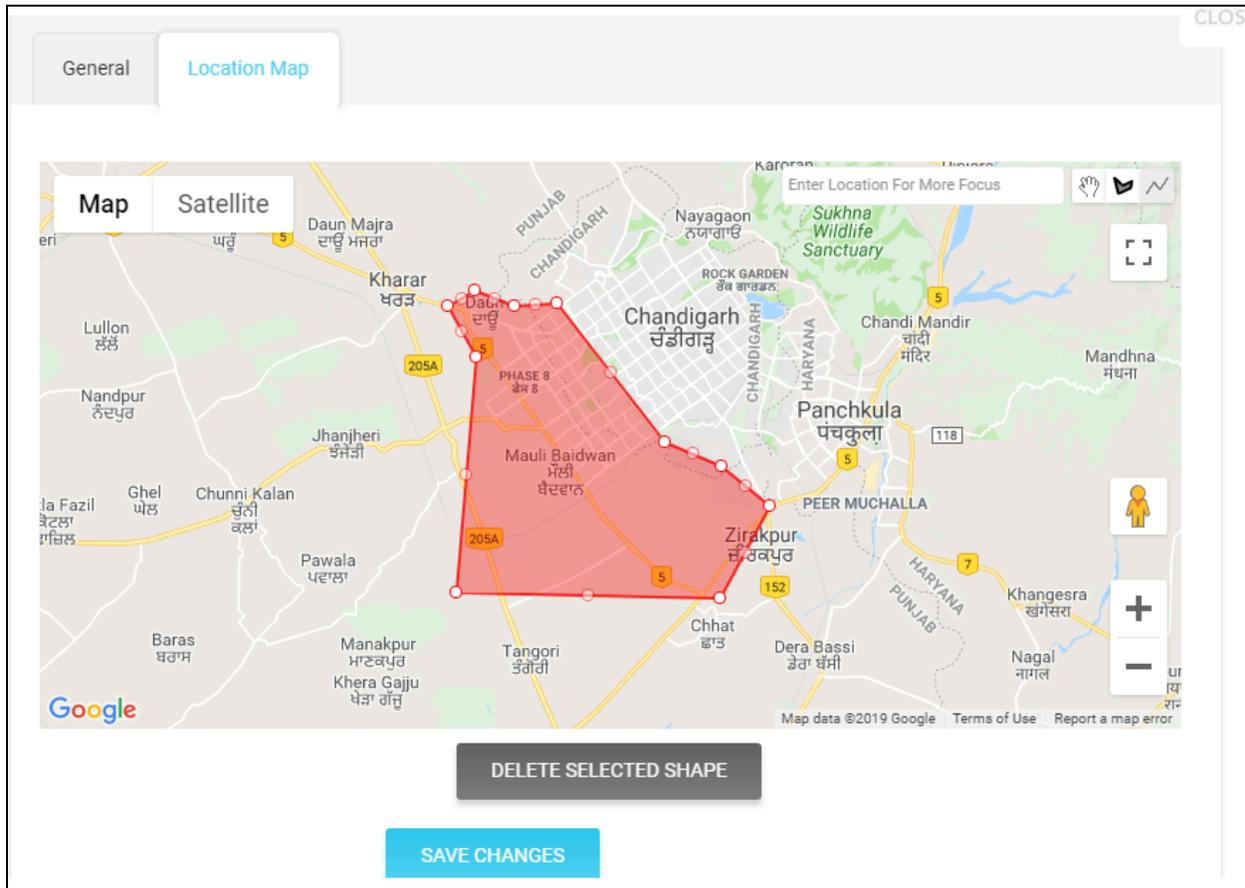
1. By using a search bar, admin can search the location. Please refer the screenshot below:



2. On click of draw shape  icon or line  icon, admin can select the location area in the map. Steps to create a share are:
 - ✓ Click where to start drawing. A layer can have 2,000 lines, shapes or places.
 - ✓ Click each corner or bend of your line or shape. To move the map, click and hold the mouse.
 - ✓ When you're finished drawing, double-click or click on stop drawing icon ().
3. By using stop drawing or hand icon, admin can select the drawn shape and can edit or delete (by clicking delete selected shape button) it.
4. Admin can change from map view to satellite view and vice versa.
5. On click of save changes button, the latest (if map contains more than 1 shape) drawn shape/area will be saved.



Please refer the screenshot below:

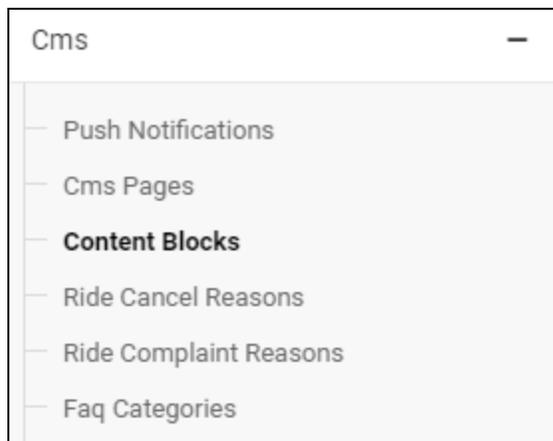


- On click of **Status Toggle** button, admin can change the status of the location. Only active locations will be displayed in vehicle type setup form.
- On click of **Edit** option, admin can edit the details of location.
- On clicking the **Delete** option, the admin can delete the location.



16. CMS

On clicking the CMS menu from the navigation bar, the system displays the sub-menus under it. Please refer the screenshot below:



16.1.Push Notifications

On click of Push Notification option under CMS menu from the navigation bar, admin will be redirected to the Push Notifications Listing page. From this page, the admin can send push notifications to the users for any kind of promotions etc. This page lists out all the history of previous push notifications sent to the users. Please refer the screenshot below:

Push Notification
Home / Push Notifications

Search...

Keyword Sent To

Push Notification Listing

SR. NO	TITLE	BODY	SENT TO	SENT ON	ACTION
1	50% Off	Get 50% OFF On Next 3 YoCab rides	Riders	2019-01-02 12:43:42	<input type="button" value="Delete"/>
2	20% Off	Get 20% OFF On Next 3 YoCab rides	All Users	2019-01-02 12:43:42	...
3	New Year Offer	Get 50% discount on all rides.	All Users	2019-01-29 15:32:04	...

Admin can perform the following operations from this page:



- Admin can search notifications by using keyword and user types (Riders / Drivers / Riders & Drivers).
- On click of **Add Push Notification** option, admin can send a push notification. Admin needs to fill the following fields:
 - ✓ Send to: It could be All Users, All Riders, All Drivers and All Riders & Drivers. Accordingly, the system will send push notifications to the users.
 - ✓ Title of the push notification
 - ✓ Body text of the push notification

Please refer the screenshot below:

Push Notification Setup

General

Send To* All Users

Title*

Body*

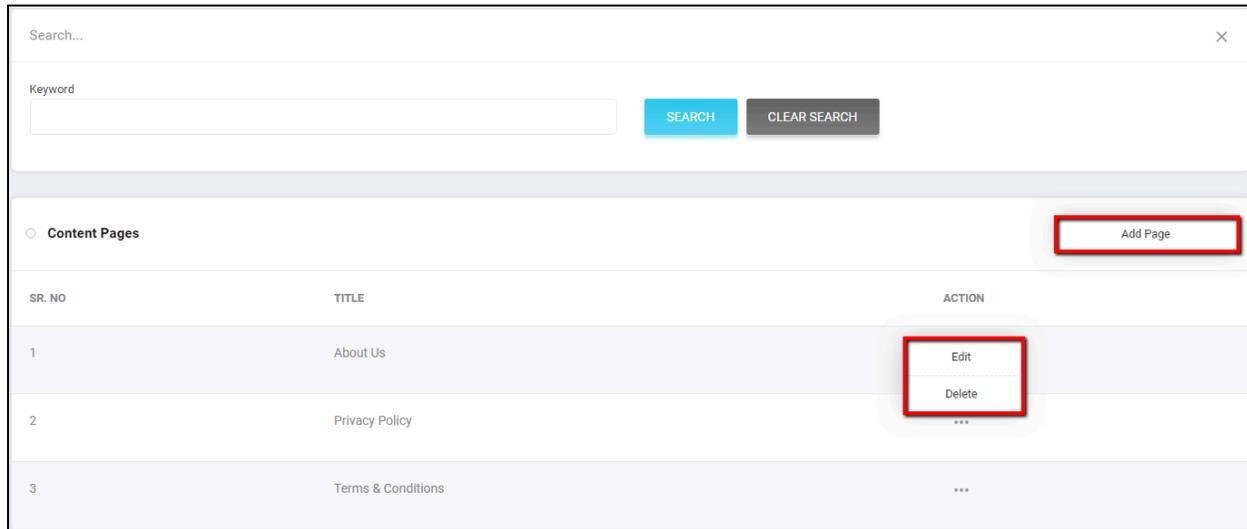
SAVE CHANGES

- On click of **Delete** option, admin can delete the push notification from this page.



16.2.CMS Pages

On click of CMS Pages option under CMS menu from the navigation bar, admin will be redirected to the Content Pages Listing page. From this page, the admin can manage content pages in the system. Please refer the screenshot below:



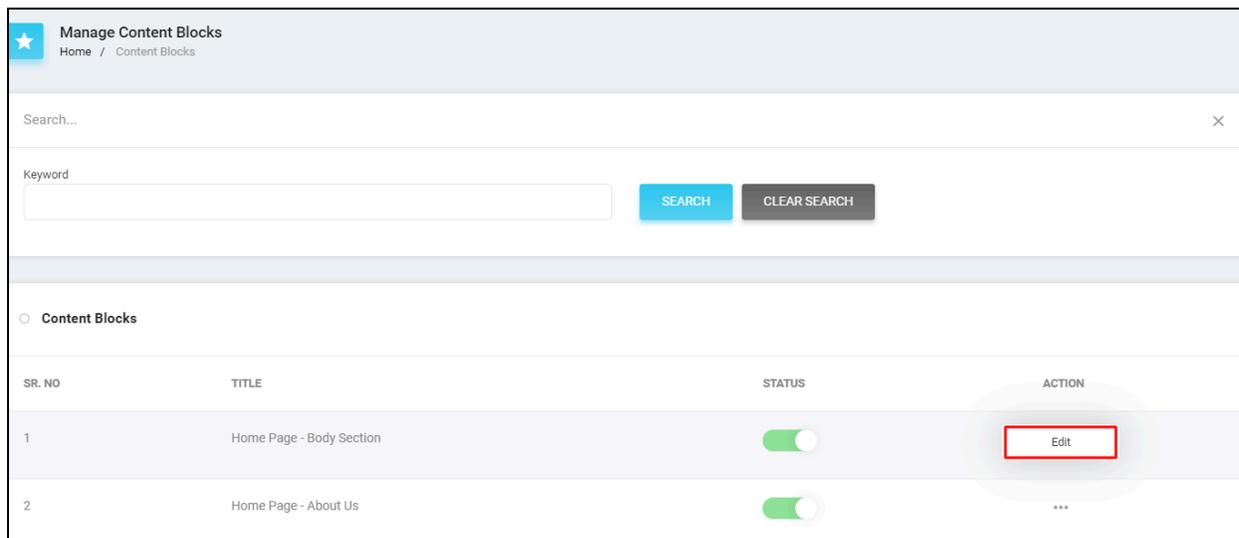
Admin can perform the following operations form this page:

- Admin can search pages by keyword.
- On click of **Add Page** option, admin can add a new content page. These pages will be displayed on the mobile app after linking it from the [Settings](#) menu. Admin needs to fill the following details:
 - ✓ Page Title
 - ✓ Page Content by using text editor
- On click of **Edit** option, admin can edit the details of the content page.
- On clicking the **Delete** option, the admin can delete the content page.



16.3. Content Blocks

On click of Content Blocks option under CMS menu from the navigation bar, admin will be redirected to the Manage Content Blocks Page. From this page, the admin can search and manage CMS Content of the landing page.



- Admin can view the list of the CMS content blocks and search with the name.
- On click of **Status Toggle** button, admin can change the status of the CMS Sections content blocks. Only active content blocks will be visible at the landing page.
- On click of **Edit** option, admin can edit the following details:
 - ✓ Block Title
 - ✓ Block Content by using text editor



16.4. Ride Cancel Reasons

On click of Ride cancel Reasons option under CMS menu from the navigation bar, admin will be redirected to the Ride Cancellation Reasons Listing page. From this page, admin can search and manage cancellation reasons. These cancellation reasons will be displayed to riders while cancelling the ride. Please refer the screenshot below:

SR. NO	TITLE	APPLICABLE FOR	STATUS	ACTION
1	My driver refused my trip	Rider	<input checked="" type="checkbox"/>	Edit Delete ...
2	Rider is not available on the location	Driver	<input checked="" type="checkbox"/>	...
3	Review my cancellation fee	Rider	<input checked="" type="checkbox"/>	...

Admin can perform the following operation from this page:

- Admin can search cancellation reasons by keyword and filter it by user type & status.
- On click of **Add Reason** option, admin can add a new cancellation reason. Admin needs to fill the following details:
 - ✓ Title
 - ✓ Applicable for: Available options are Admin, Rider and Driver. Accordingly it will be displayed to the user type.
 - ✓ Charge cancellation fees: Admin can select 'Yes' if he/she wants to apply cancellation charge when any user selects the reason.
 - ✓ Comments Applicable: If 'Yes' has been selected then users will be allowed to add comments on the issue.
 - ✓ Status
- On click of **Edit** option, admin can edit the details of cancellation reason.
- On clicking the **Delete** option, admin can delete the cancellation reason.

Note: Admin can refund the ride cancellation charge by adding money into the user's wallet as well.



16.5. Ride Complaint Reasons

On click of Ride Complaint Reasons option under CMS menu from the navigation bar, admin will be redirected to the Ride Complaint Reasons Listing page. From this page, the admin can search and manage complaint reasons in the system. These complaint reasons will be displayed to riders and drivers when they raise any issue for the completed rides. Please refer the screenshot below:

SR. NO	TITLE	APPLICABLE FOR	STATUS	ACTION
1	My driver refused my trip	Rider	<input checked="" type="checkbox"/>	Edit Delete ...
2	Rider is not available on the location	Driver	<input checked="" type="checkbox"/>	...
3	Review my cancellation fee	Rider	<input checked="" type="checkbox"/>	...

Admin can perform the following operation from this page:

- Admin can search cancellation reasons by keyword and filter it by user type & status.
- On click of **Add Ride Issue** option, admin can add a new cancellation reason. Admin needs to fill the following details:
 - ✓ Ride Issue Title
 - ✓ Status
- On click of **Edit** option, admin can edit the details of cancellation reason.
- On clicking the **Delete** option, the admin can delete the cancellation reason.

Admin needs to resolve the issue offline of the system.



16.6.FAQ Categories

On clicking the FAQ Categories option under the CMS menu from the navigation bar, admin will be redirected to the FAQ Category Listing page. From this page, admin can search and manage FAT categories in the system. On click of each category admin will be redirected to the FAQ listing page of that category and can manage FAQs under it. Please refer the screenshot below:

Manage Faq Categories
Home / FAQ Categories

Search... X

Keyword Type Status

SEARCH **CLEAR SEARCH**

Faq Category List **Add Category**

	SR. NO	CATEGORY NAME	TYPE	STATUS	ACTION
+	1	General	Both Riders & Drivers	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Edit Faq Listing Delete
+	2	Bookings	Rider	<input checked="" type="checkbox"/>	
+	3	Cancellations	Driver	<input checked="" type="checkbox"/>	...

Admin can perform the following operations from this page:

- On click of **Add Category** option, admin can add a new FAQ category. Admin need to fill the following details:
 - ✓ Category Name
 - ✓ Status
 - ✓ Type: Available options in the dropdown are Both Drivers & Riders / Riders / Drivers. If admin selects Riders then the FAQ category and its FAQs will be displayed only to rider users.
- On click of **Edit** option, admin can edit the details of FAQ category
- On click of **Status Toggle** button, admin can change the status of the category.
- On clicking the **Delete** option, the admin can delete the category.



- On click on **FAQ Listing** option, admin will be redirected to FAQs Listing page and can manage FAQs under that category. Please refer the screenshot below:

The screenshot displays the 'Manage Faqs' interface. At the top, there is a search bar with a 'Search...' placeholder and a close button. Below it is a 'Keyword' input field with 'SEARCH' and 'CLEAR SEARCH' buttons. The main content area is titled 'Faqs List' and contains a table with the following data:

	SR. NO	FAQ TITLE	STATUS	ACTION
+	1	Q: What if the car doesn't show up?	<input checked="" type="checkbox"/>	...
+	2	Q: What if the car shows up late?	<input checked="" type="checkbox"/>	...
+	3	Q: What is YoCab's peak time charge?	<input checked="" type="checkbox"/>	...

A red box highlights the 'Back' and 'Add Faq' buttons in the top right corner of the table area.

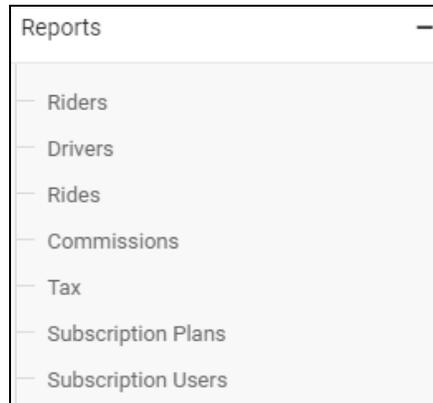
Admin can perform the following operations from this page:

- On click of **Add FAQ** option, admin can add a new FAQ under the selected category. Admin need to fill the following details:
 - ✓ Question Title
 - ✓ Answer
 - ✓ Status
- On click of **Edit** option, admin can edit the FAQ details.
- On click of **Delete** option, admin can delete the FAQ.



17. Reports

On clicking the Reports menu from the navigation bar, the system displays the sub-menus under it. Please refer the screenshot below:



Note: All the reports can be exported into a CSV file.

17.1.Riders

On click of Riders option under Reports menu from the navigation bar, admin will be redirected to the Riders Report page. From this page, admin can view ride details of each rider. Please refer the screenshot below:

Riders Report
Home / Riders Report

Search...

Reg. Date From Reg. Date To Rider [SEARCH](#) [CLEAR SEARCH](#)

[Riders Report](#) [Export](#)

NAME	PHONE	EMAIL	DATE	RIDE REQUESTS	RIDES	RIDE VALUE	BALANCE
John	9891963070	john@dummyid.com	Nov 19, 2018	22	20	\$3,362.00	\$21.00
Shaan	8054845847	shaan@dummyid.com	Nov 14, 2018	16	12	\$358.00	\$864.00
Robert	9814100388	robert@dummyid.com	Nov 15, 2018	2	2	\$105.00	\$0.00
Joseph	9780000000	robert@dummyid.com	Nov 14, 2018	0	0	\$0.00	\$50.00

Admin can view the following details of each rider:

- **Name:** Name of the rider user.
- **Phone:** Phone number of the rider.



- **Email address:** Email address of the rider.
- **Date:** Date on which rider has been registered in the system.
- **Ride Requests:** Number of rides has been requested by the rider.
- **Ride:** Number of rides has been completed by the rider.
- **Ride Value:** Total amount paid by the rider on all the rides.
- **Balance:** Wallet balance amount of the rider.

Admin can sort the results by completed rides and ride value. By default, it is sorted by rider registration date.

17.2. Drivers

On click of Drivers option under Reports menu from the navigation bar, admin will be redirected to the Drivers Report page. From this page, the admin can view ride details of each driver. On click of **Export** button, admin can download the Drivers Report in csv format by. Please refer the screenshot below:

The screenshot shows the 'Drivers Report' page. At the top, there is a search bar and filters for 'Reg. Date From', 'Reg. Date To', and 'Driver'. Below the filters, there is a table with columns: NAME, PHONE, EMAIL, DATE, RIDES, RIDE VALUE, and BALANCE. The table contains four rows of driver data. An 'Export' button is located in the top right corner of the table area, highlighted with a red box.

NAME	PHONE	EMAIL	DATE	RIDES	RIDE VALUE	BALANCE
Johnson	9891963001	johnson@dummyid.com	Nov 19, 2018	20	\$3,362.00	\$194.13
David	7696300045	david@dummyid.com	Nov 14, 2018	12	\$358.00	\$6,721.23
Arpit	9256442245	arpit@dummyid.com	Nov 14, 2018	2	\$105.00	\$25,558.94
Kanika	9373983798	kanika@dummyid.com	Nov 22, 2018	0	\$0.00	\$0.00

Admin can view the following details of each driver:

- **Name:** Name of the driver user.
- **Phone:** Phone number of the driver.
- **Email address:** Email address of the driver.
- **Date:** Date on which driver has been registered in the system.
- **Ride:** Number of rides has been completed by the driver.
- **Ride Value:** Total amount paid by the riders on all the rides.
- **Balance:** Wallet balance amount of the driver.



Admin can sort the results by completed rides and ride value. By default, it is sorted by driver registration date.

17.3.Rides

On click of Rides option under Reports menu from the navigation bar, admin will be redirected to the Rides Report page. From this page, admin can view date wise rides details. On click of **Export** button, admin can download Rides Report in csv format by. Please refer the screenshot below:

Search...
×

Reg. Date From

Reg. Date To

Driver

Rider

SEARCH
CLEAR SEARCH

○ **Rides Report** ...

* Rounded Off

SR NO.	DATE	NO OF RIDES	RIDE FARE(A)	RIDE SURCHARGE(B)	TRAVEL TIME FARE(C)	RIDE FARE(A+B+C)*	TAX	COMMISSION	DISCOUNT
1	Jan 18, 2019	1	\$25.00	\$0.00	\$1.00	\$26.00	\$0.00	\$2.60	\$0.00
2	Jan 19, 2019	1	\$25.00	\$0.00	\$6.00	\$31.00	\$0.00	\$3.10	\$0.00
3	Jan 20, 2019	1	\$25.00	\$0.00	\$5.00	\$30.00	\$0.00	\$3.00	\$0.00

Admin can view the following rides details for each date:

- **Date:** Date for which the rides report has been displayed.
- **No. of Rides:** Number of completed rides on that date.
- **Ride Fare (A):** Total fare of completed rides on that date.
- **Ride Surcharge (B):** Total surcharge of completed rides on that date.
- **Travel Time Fare (C):** Total travel time fare of completed rides on that date.
- **Ride Fare (A+B+C):** Total amount paid by the riders on all the rides of that date.
- **Tax:** Tax of completed rides of that date.
- **Commission:** Commission amount of all the completed rides of that date.
- **Discount:** Discount amount of all the completed rides of that date.



On click of the date, admin can see the fare details of each ride of that date. Please refer the screenshot below:

Rides Report
Home / Rides Report

Search...

Rides Report
* Rounded Off

SR NO.	RIDE NUMBER	RIDE FARE(A)	RIDE SURCHARGE(B)	TRAVEL TIME FARE(C)	RIDE FARE(A+B+C)*	TAX	COMMISSION	DISCOUNT
1	R1547885686	\$15.00	\$0.00	\$5.00	\$20.00	\$0.00	\$2.00	\$0.00

17.4.Commissions

On click of Commission option under Reports menu from the navigation bar, admin will be redirected to the Commission Report page. From this page, the admin can view the commission amount earned from each driver. On click of **Export** button, admin can download the Commission Report in csv format by. Please refer the screenshot below:

Commissions Report
Home / Commissions Report

Search...

Date From: Date To: Phone Number:

SEARCH **CLEAR SEARCH**

Commissions Report **Export**

NAME	PHONE	RIDES	RIDE VALUE	COMMISSION
David	9256442245	2	105.00	10.50
Robert	7696300045	12	358.00	35.80
Johnson	9891963001	20	3362.00	321.24

Admin can view the following details of each driver:

- **Name:** Name of the driver.
- **Phone:** Phone number of the driver.
- **Rides:** Total completed rides of the driver.
- **Ride Value:** Total fare charges of all the completed rides.
- **Commission:** Total commission has been earned of all the rides for that driver.



17.5. Tax

On clicking the Tax option under Reports menu from the navigation bar, admin will be redirected to the Tax Report page. From this page, the admin can view tax details of all the drivers. On click of **Export** button, admin can download the Tax Report in csv format by. Please refer the screenshot below:

The screenshot shows the 'Tax Report' page with a search filter and a table of driver details. The 'Export' button is highlighted in red.

NAME	PHONE	RIDES	RIDE VALUE	TAX
David	9256442245	2	105.00	0.00
Robert	7696300045	12	358.00	0.00
Johnson	9891963001	20	3362.00	0.00

Admin can view the following details of each driver:

- **Name:** Name of the driver.
- **Phone:** Phone number of the driver.
- **Rides:** Total completed rides of the driver.
- **Ride Value:** Total fare charges of all the completed rides.
- **Tax:** Total tax amount of all the completed rides of that driver.



17.6. Subscription Plans

On clicking the Subscription Plans option under Reports menu from the navigation bar, admin will be redirected to the Subscription Plan Report page. From this page, the admin can view the subscription plan details.

On click of **Export** button, admin can download the Subscription Plan Report in csv format by. Please refer the screenshot below:

PACKAGE NAME	SOLD	ACTIVE SUBSCRIBERS	PENDING FOR RENEWALS	RENEWED	CANCELLATIONS	PACKAGE COST
Basic Plan For 5 Days	6	0	6	0	0	\$0.00
Gold Plan / Per 30 Days	53	0	48	5	0	\$100.00
Gold Plan / Per 60 Days	26	0	24	2	0	\$150.00
Gold Plan / Per 90 Days	9	0	9	0	0	\$200.00
Premium Plan / Per 30 Days	20	0	14	6	0	\$150.00
Premium Plan / Per 60 Days	8	0	8	0	0	\$200.00
Premium Plan / Per 90 Days	7	0	7	0	0	\$250.00

Admin can view the following details of each driver:

- **Package Name:** Name of the Package along with the duration
- **Sold:** How many plans were sold
- **Active Subscribers:** No. of drivers currently using the plan
- **Pending for Renewals:** No. of requests pending for approval
- **Renewed:** No. of times the plan was renewed
- **Cancellation:** No. of time the plan was cancelled
- **Package Cost:** Pricing of the plan

17.7. Subscription Users

On clicking the Subscription Users option under Reports menu from the navigation bar, admin will be redirected to the Subscription User Report page. From this page, the admin can view subscription user details. Please refer the screenshot below:



★ **Subscription User Report**
Home / Subscription User Report

Search... 🔍

○ **Subscription User Report** ⋮

USER NAME	PACKAGE NAME	ACTIVATION DATE	EXPIRY DATE	RENEWED	CANCELLATIONS	AMOUNT PAID
yoyumm	Silver / Per 60 Days	Jul 31, 2023 00:00	Sep 29, 2023 00:00	0	0	\$200.00
kanhaiya	Silver / Per 2 Days	Aug 16, 2023 00:00	Aug 18, 2023 00:00	0	23	\$4,460.00
second friver	Silver / Per 2 Days	Jul 28, 2023 00:00	Jul 30, 2023 00:00	0	1	\$120.00
Anna	free package For 3 Days	Jul 28, 2023 00:00	Jul 31, 2023 00:00	0	1	\$0.00
ios user	Silver / Per 3 Years	Aug 18, 2023 00:00	Aug 18, 2026 00:00	0	0	\$10.00
11	Silver / Per 3 Years	Aug 28, 2023 00:00	Aug 28, 2026 00:00	0	4	\$240.00
vivek	free package For 3 Days	Jul 28, 2023 00:00	Jul 31, 2023 00:00	0	2	\$10.00

Admin can view the following details of each driver:

- **User Name:** Name of the User
- **Package Name:** Name of the package purchased
- **Activation Date:** Start date of the plan
- **Expiry Date:** End date of the plan
- **Renewed:** No. of renewals of the plan by the user
- **Cancellation:** No. of time the plan was cancelled by the user
- **Amount Paid:** Pricing of the plan purchased by the user