Zungas Shipping Admin Panel/Dashboard

Zungas Shipping app is a software developed to assist shipping and delivery companies manage their shipping services' business. It allows shipping companies to provide world class services to local markets without having to invest lots of money on hardware. The app can send automatic notifications to clients, generate shipping labels with barcode integrated, and geo-location package tracking capabilities. Smartphone, Tablet and small printer, is all shipping companies need to take advantage of this innovative software.

It is important to note that Zungas Shipping app is a cloud-based platform. Users must have an account and sign an agreement with **Zu Consulting & Services** to be able to use the software. No need to have it installed in a local server.

See below the structure of the platform as well as a step by step description and functionalities of **admin panel**.
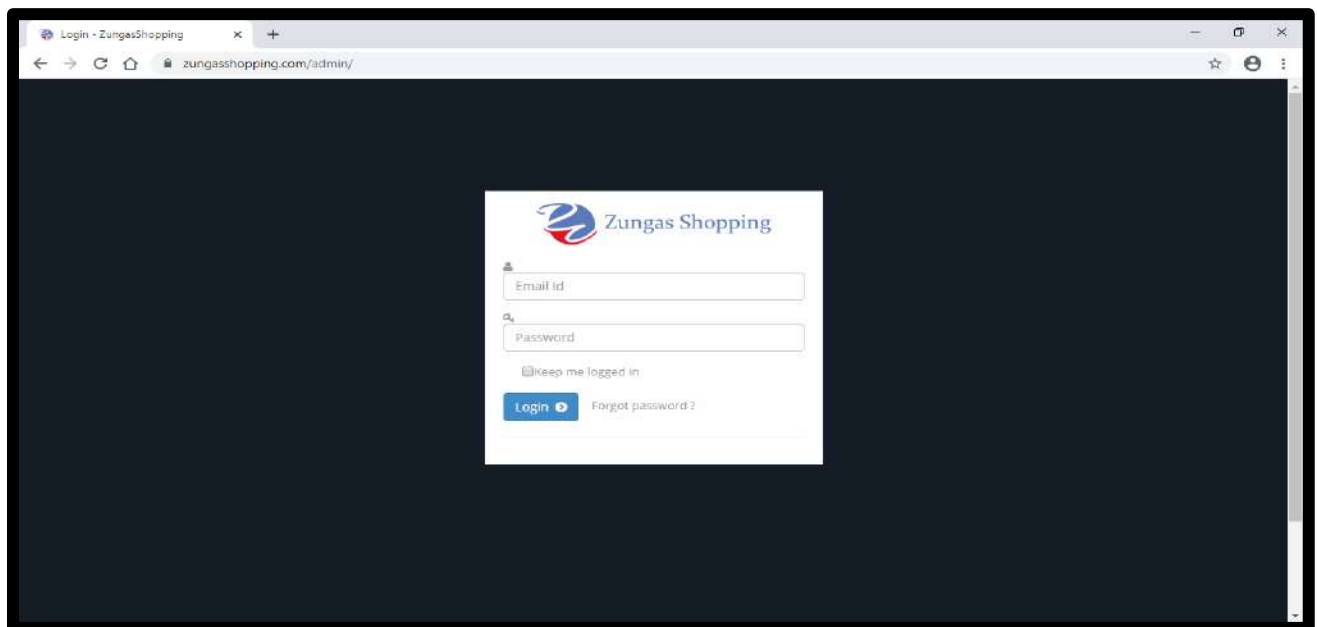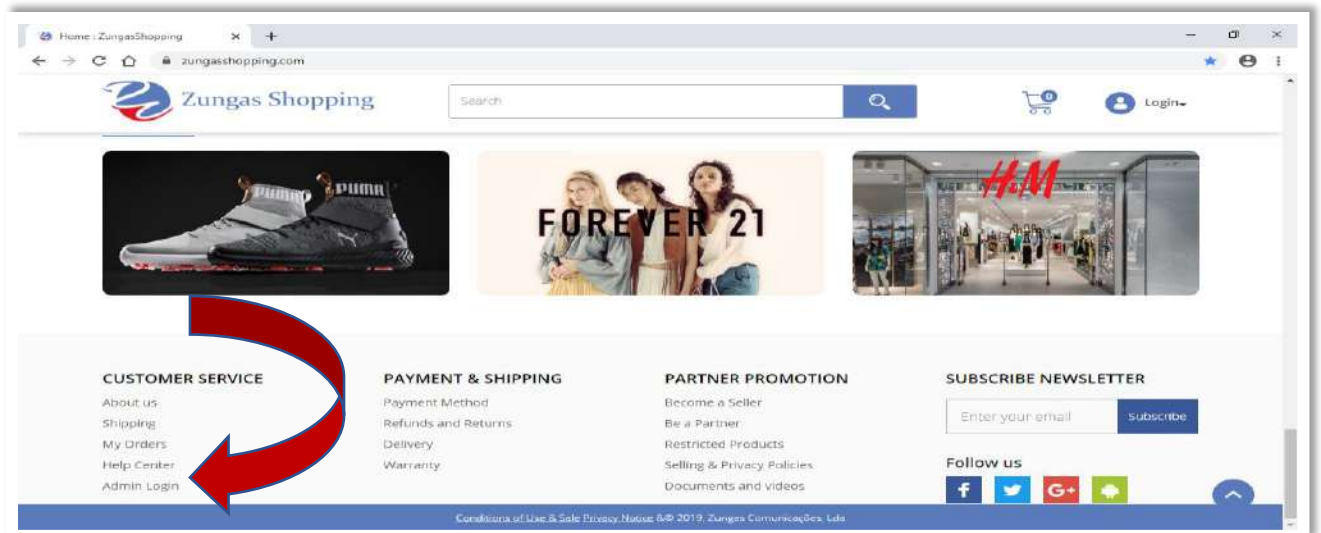
Please note that the mobile app is needed to generate shipping labels, scan barcodes, and manage packages' status. The mobile app can be downloaded from Google Play by searching for "Zungas Shipping.

Shipping companies' admin will be able to do the following:

- Create accounts for employees/sub-shipping who will receive, ship and deliver clients packages and parcels. Wen creating accounts, Admin will also be able to assign roles/rights for employees.
- View and monitor all shipping and delivery processes done by all employees/sub-shipping. Admin can visualize how many items have been shipped by each sub-shipping and how much was charged per item.
- Reports Management – Shipping company will be able to generate and print reports from this section
  - Total number of barcodes generated by the shipping account
  - Number of barcodes generated by each sub-shipping
  - Number of existing sub-shipping/employees with account. Admin can activate, deactivate and delete sub-shipping.
  - Number of items received, shipped, in-transit and delivered.

How to login into the admin Panel?
Go to https://zungasshopping.com , scroll down and click on the **"admin login"** link, then enter your e-mail and password. See the screenshots below.

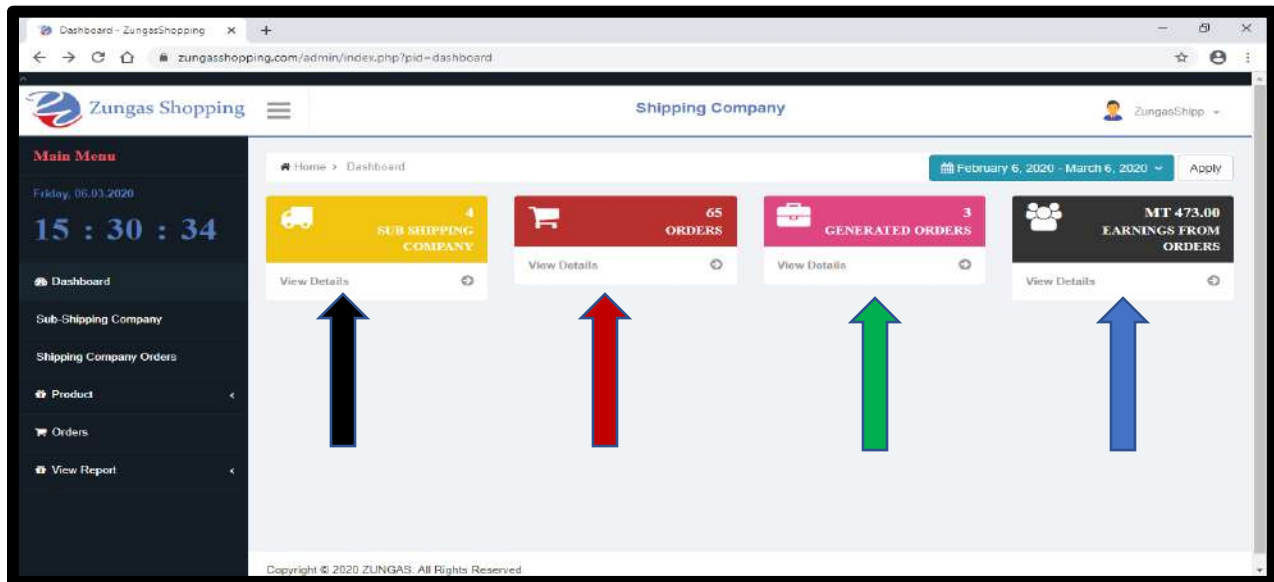The shipping platform was designed to handle items sold through **ZungasShopping website** and those added by shipping company employees. The dashboard contains the following information:

a. **Sub-shipping.** List of sub-shipping/employees added
b. **Orders.** List of orders, if any, assigned to the shipping company by ZungasShopping management. These are items clients bought online and are to be shipped by the shipping company. Vendors will bring those items already labelled and they are responsible in paying for shipping and delivery costs.
c. **Generated orders.** List of orders added by all sub-shipping/employees

d. **Earnings from orders.** Total amount earned by the company over a given period of time. This amount reflects the income from all branches/offices/sub-shipping

It is in this dashboard that the shipping company admin can add employee and visualize various reports.

Adding Employees/sub-shipping

a. Shipping Company – This is the name added by Zungas Shipping Admin. The shipping company is not able to change this name
b. Company name: This is where the shipping company admin can write the name which will be used to identity the sub-shipping. It can be the name of the employee; name of the city where the employee is operating from. Any name that will help the admin to identify employees using the mobile app.
c. Employee rights: there are 3 rights that can be assigned to employees
    a. Employee rights – this allow the employee with these rights to add other employees, add orders, print label and manage shipping and delivery notifications – If a company has a regional representative who oversee other employees, this would be the one to be given these rights. Otherwise, the shipping company admin should keep the rights to add employees to him/herself.
    b. Order and Receipt rights: These are the rights to be assigned to all other employees to be able to add orders, manage shipping and delivery of packages.
d. After filling all fields, just click submit. After submitting, admin may have to edit the account to re-set the password to be active.

On this page, admin can view all employees/sub-shipping added. Can select an amployee to edit the details, deactivate an or delete.

- For this action to be taken, Just select the employee and click on top right of the page, where it says **"action"**
- To edit the details just click on "pen" symbol at far right of the selected employee.

The platform allows Shipping Company Admin to view various reports of activities within the account. Admin can select, filter, and view all items received, shipped and delivered. These reports can be displayed per sub-shipping/employee, and by status.

- View which office/location is shipping more items and how much money they are charging.
- See how fast of slow packages are delivered, by comparing the status and the date the order was created within the platform
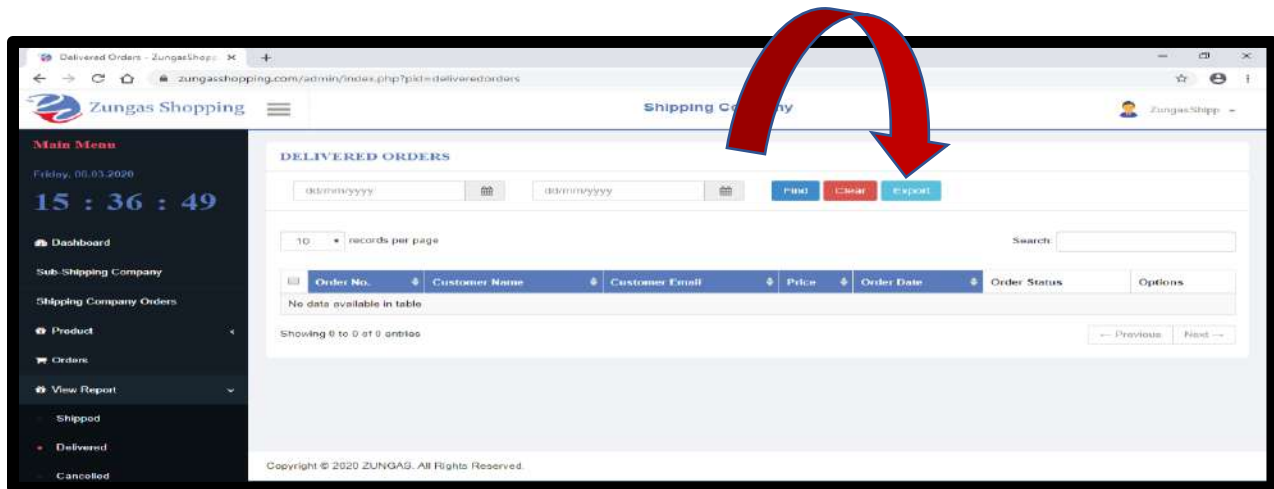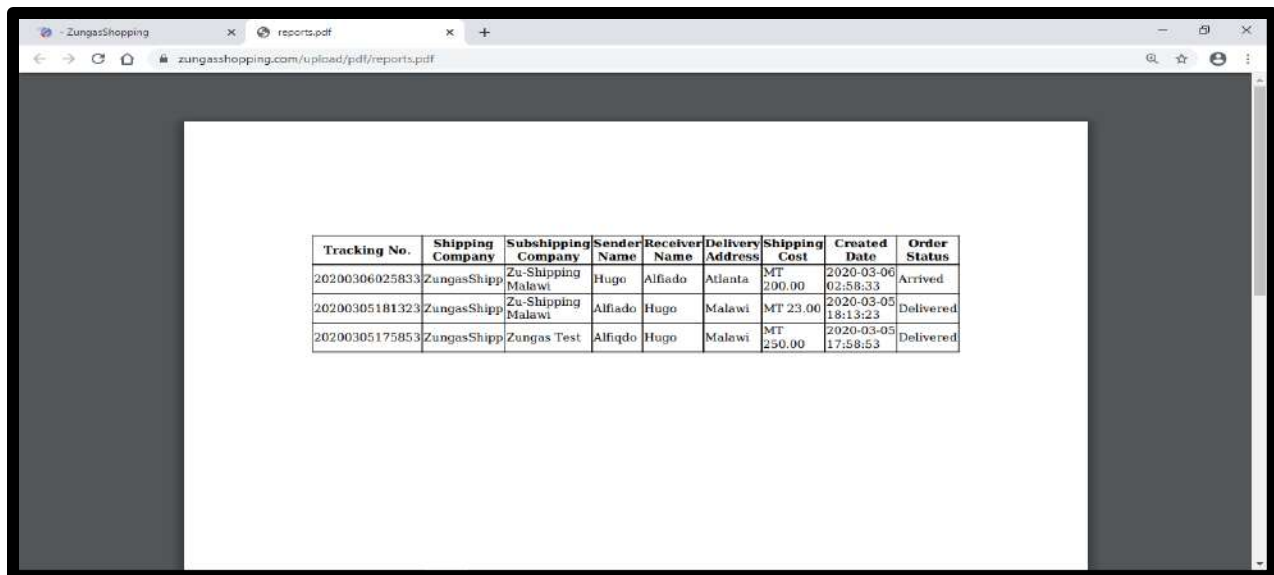

A detailed report can be exported, saved or printed as a PDF file, as shown below.

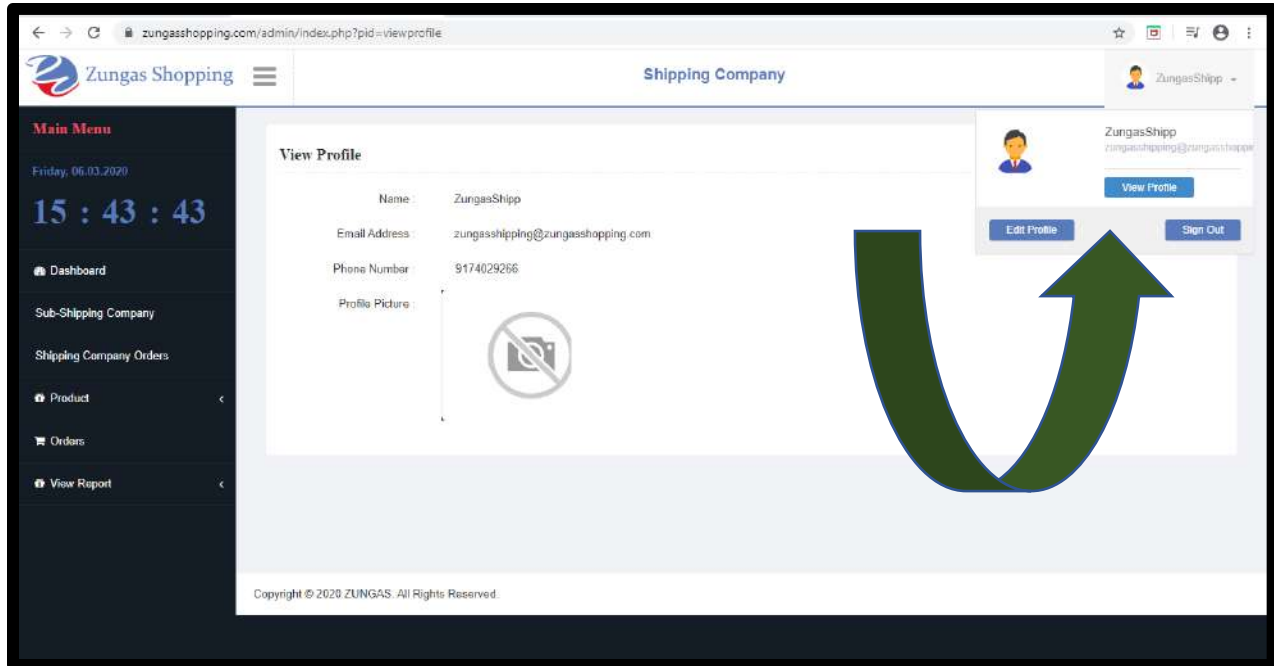To export the report, select the sub-shipping, dates, status of orders and then click <mark>Export</mark>

Sample of a report in PDF format.

<mark>Downloading and saving reports regularly is advisable</mark>

Tracking No.	Shipping Company	Subshipping Company	Sender Name	Receiver Name	Delivery Address	Shipping Cost	Created Date	Order Status
20200306025833	ZungasShipp	Zu-Shipping Malawi	Hugo	Alfiado	Atlanta	MT 200.00	2020-03-06 02:58:33	Arrived
20200305181323	ZungasShipp	Zu-Shipping Malawi	Alfiado	Hugo	Malawi	MT 23.00	2020-03-05 18:13:23	Delivered
20200305175853	ZungasShipp	Zungas Test	Alfiqdo	Hugo	Malawi	MT 250.00	2020-03-05 17:58:53	Delivered

See below how to add picture to the Admin Profile and logout.

How we charge for using this Platform

The licensing fee for the software has two components: a monthly fixed amount plus a fixed fee per barcode generated on the platform.

- The monthly fixed fee is **$125.00USD**
- **$0.35 Cents of a USD** is charged for each barcode the account generates when new order is added.

Invoices will be sent to the company in a monthly basis and method of payment will be specified on the contract

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