

The Customer Portal

The Customer Portal allows you to log in and view PODs which are relevant to you, print them out or email them. Because this portal is real time you wont need to wait to view PODs. The customer portal will show the PODs as soon as they are sent back to the server from the drivers mobile device.

The George Brown Customer Portal is available from <http://www.georgebrownsigns.co.uk/login.html>

Enter in the customer user email and password and click .

Login below to access your account

Username

Password

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Figure 1 Logging into George Browns Customer Portal

1 Viewing PODs

When you first log in, you will be viewing the View PODs section of the Customer Portal. This section will list all your available PODs.

Some of the jobs will have icons in the far right column:



Photos included in POD




The quantity delivered does not match order quantity
OR job comments have been entered

1.1 View a POD

To view a POD as a PDF, click on the Job number. The POD PDF will appear in a new browser window.

To view a POD as a webpage in the same window, click on the POD number.

If you wish to download multiple POD PDFs to view them together, tick the boxes in the leftmost column next to the PODs you wish to download and click **Create PDF**.

To only view the photos of the POD, click the  button in the rightmost column.

1.2 Email the POD as a PDF

To email a POD, tick the boxes beside the PODs you wish to email. In the lower-left corner of the window, there is a box for the recipient email address. Fill in the email address and click the **Email PDF** button.



The screenshot shows the 'View PODs' section of the Customer Portal. At the top, there are navigation tabs for 'Booking', 'Jobs', and 'PODs'. The user is logged in as 'Angelique Martins'. The main heading is 'Current PODs for Angelique Floral Designers'. Below this is a 'Filter' button and a 'Create PDF' button. A table lists four PODs with columns for Job Number, POD Number, Date Signed, Customer, Site, Run Name, Job Type, Purchase Order, and Your Ref Driver. At the bottom, there is a text input field for an email address and an 'Email PDF' button.

<input type="checkbox"/>	Job Number	POD Number	Date Signed	Customer	Site	Run Name	Job Type	Purchase Order	Your Ref	Driver
<input type="checkbox"/>	121384 1 pod(s)	18335	03/06/2009 9:50:20	Angelique Floral Designers	Angelique Floral Designers	03/06 Leith Run 1	Delivery			Leith 1
<input type="checkbox"/>	121385 1 pod(s)	18334	03/06/2009 9:49:32	Angelique Floral Designers	Lydia Price	03/06 Leith Run 3	Delivery			Leith 3
<input type="checkbox"/>	121374 1 pod(s)	18333	03/06/2009 9:48:46	Angelique Floral Designers	Angelique Floral Designers	03/06 Leith Run 1	Delivery			Leith 1
<input type="checkbox"/>	121383 1 pod(s)	18331	03/06/2009 9:04:52	Angelique Floral Designers	Marco Martins	03/06 Leith Run 6	Delivery			Leith 6

4 results

Type email address here **Email PDF**

Figure 1.2: A list of available PODs for the customer

.3 Viewing Current Jobs

The **Jobs** tab will bring you to a page to view the Jobs that are currently in-progress. Similar to the Jobs screen in the mainVLW W VWRP 3R WDOVPDL REVsection organises the jobs based on their status - Processing, With Driver, and Complete. Complete jobs will not appear in the list unless the list is filtered to show only completed jobs. Jobs that have been completed will also be found in the **PODs** section as completed Jobs will have an associated POD.

Figure 5.4: The list of all Jobs that are currently in-progress for the customer

5.3.1 Print a Shipping Label

Shipping labels can be created whilst on the Current Jobs page. To the right of the Job is a barcode icon. Click the barcode to be redirected to a PDF of the shipping label. The shipping label clearly shows the customer's address, the collection and delivery addresses, and the box number. If the job calls for multiple items, the PDF will contain multiple pages. This PDF can be then printed out and taped to the boxes.

Section 5. The Customer Portal



Figure 5.5: Sample shipping label