

This report provides a user-friendly guide to the **Merchant** submodule within the Dispatch Management system. It is designed for end-users who need to efficiently manage business partners, ensuring accurate and up-to-date information for smooth dispatch operations.

1. Executive Summary

Managing your business partners, or "Merchants," is crucial for efficient dispatch and delivery services. This module provides a centralized and easy-to-use platform to handle all merchant-related information. You can quickly add new merchants, update their details like contact information and warehouse locations, view their profiles, and even remove them if needed. The key benefit is a streamlined process that ensures all dispatch-related information for your merchants is always accurate and readily available, leading to faster, more reliable deliveries and better overall operational control.

2. Introduction

Imagine trying to send a delivery but not knowing your supplier's latest address or who to call if there's a problem. This is a common pain point the Merchant module solves. Its purpose is to act as your single source of truth for all information related to the businesses or sellers you work with.

In the world of Dispatch Management, a **Merchant** is the seller or business that provides the goods you need to dispatch. This module helps you:

- **Keep information current:** Ensure addresses, contact details, and warehouse information are always up-to-date.
- **Find information fast:** Quickly search for and view any merchant's profile.
- **Manage effectively:** Easily add new partners, make changes, or remove old ones.
- **Optimize dispatches:** Link orders with accurate supplier information for seamless handling.

3. Main Content (User-Focused Sections)

What This Means for You

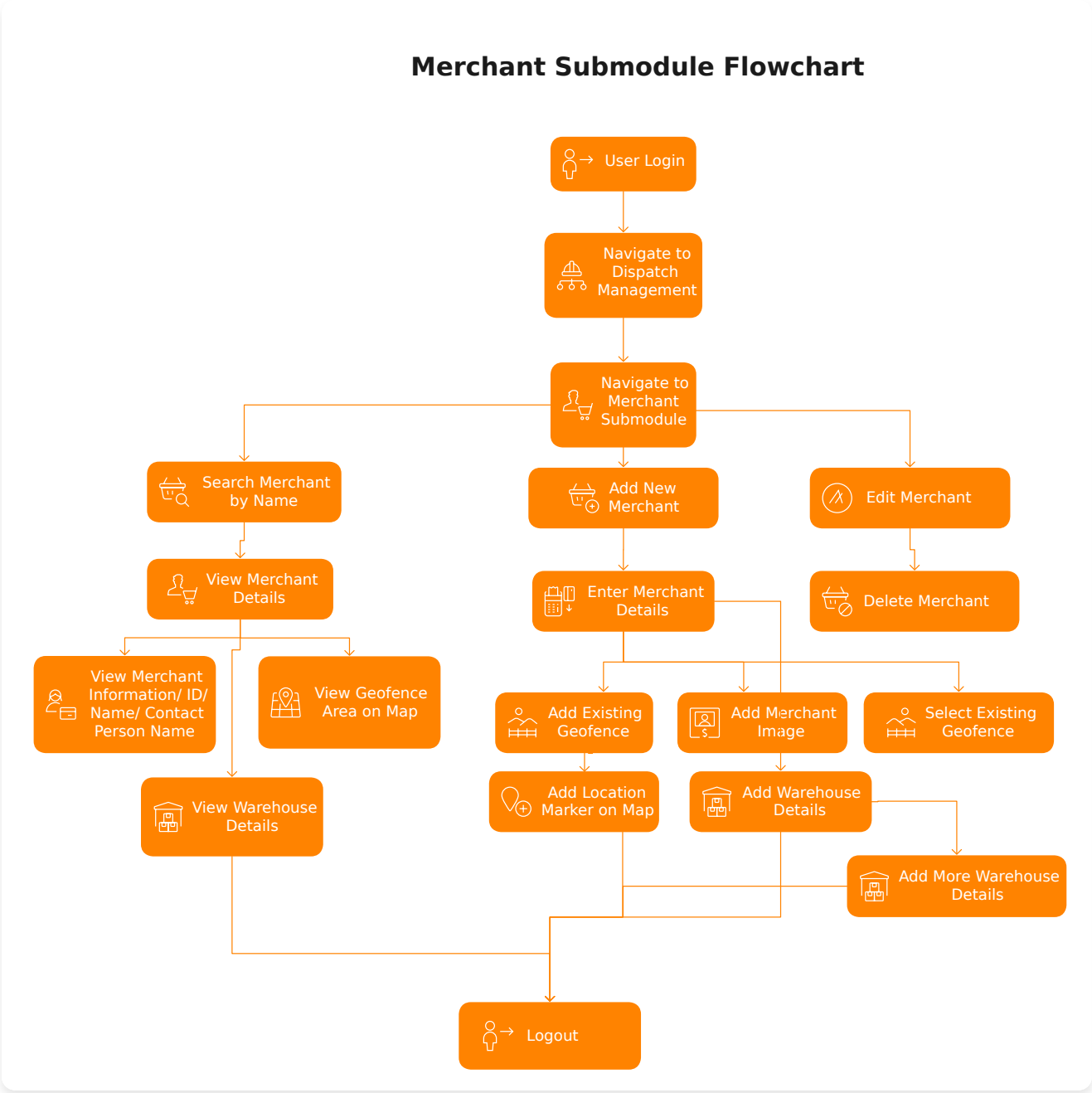
- **Less time spent on administration:** Quickly add new business partners and their details without complex forms.
- **Peace of mind knowing your data is accurate:** Easily update merchant addresses, contact people, and warehouse information as soon as changes occur, preventing delivery errors.
- **Quick access to vital information:** Find merchant IDs, emails, contact numbers, and warehouse locations instantly.
- **Improved dispatch planning:** Accurate warehouse details and geofence information help you plan routes more effectively.
- **Clear oversight:** See all your merchants and their key details in one organized place.

How It Works

The Merchant module simplifies how you interact with your business partners. At its core, it allows you to maintain a comprehensive record for each merchant, which is vital for any dispatch operation.

The general workflow involves accessing the Merchant section, then choosing an action: adding a new merchant, viewing an existing merchant's details, making edits to their profile, or removing them from your system.

Here's a visual overview of the module's flow:



Getting Started

Follow these steps to manage your merchants effectively:

To Add a New Merchant:

1. **Login** to your system.
2. Navigate to the **Dispatch Management** module.
3. Select the **Merchant** submodule.
4. Click the **"Add Merchant"** option (you will see this button on the Merchant listing page).
5. Fill in the required details, including:
 - **Merchant Name**
 - **Contact Person Name**
 - **Contact Number**

- **Email**
 - **Password** (for merchant's system access, if applicable)
 - **Confirm Password**
 - **Warehouse Name**
 - **Warehouse Address**
 - **Average Loading Duration** (in minutes)
6. *Optional:* **Upload** a merchant image, **Add Existing Geofence** from a dropdown, or simply input the warehouse address to **Add a Location Marker** on the map.
7. Click **"Submit"** or **"Save"** to add the new merchant.

To Update Merchant Details:

1. Navigate to **Dispatch Management > Merchant**.
2. Locate the merchant you wish to update on the list. You can use the search or filter options if needed.
3. Click the **three dots (...)** icon on the merchant's card.
4. Select **"Edit"**.
5. Update any desired fields, such as Contact Person Name, Warehouse Address, Average Loading Duration, or even change the associated Geofence.
6. Click **"Update"** to save your changes. If you change your mind, click **"Cancel"** to discard.

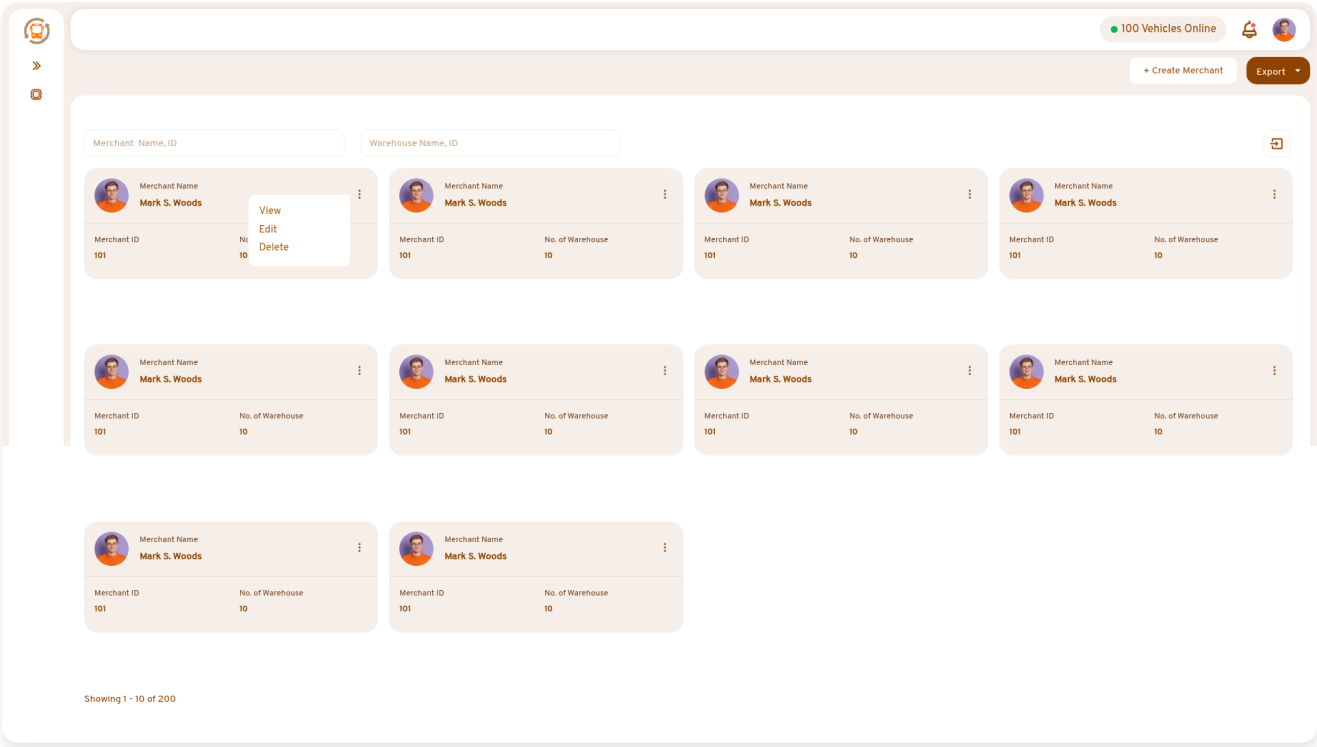
To View Merchant Details:

1. Navigate to **Dispatch Management > Merchant**.
2. Locate the merchant whose details you want to see.
3. Click the **three dots (...)** icon on the merchant's card.
4. Select **"View"**.
5. You will see a comprehensive profile, including contact person, warehouse details, and a merchant map.

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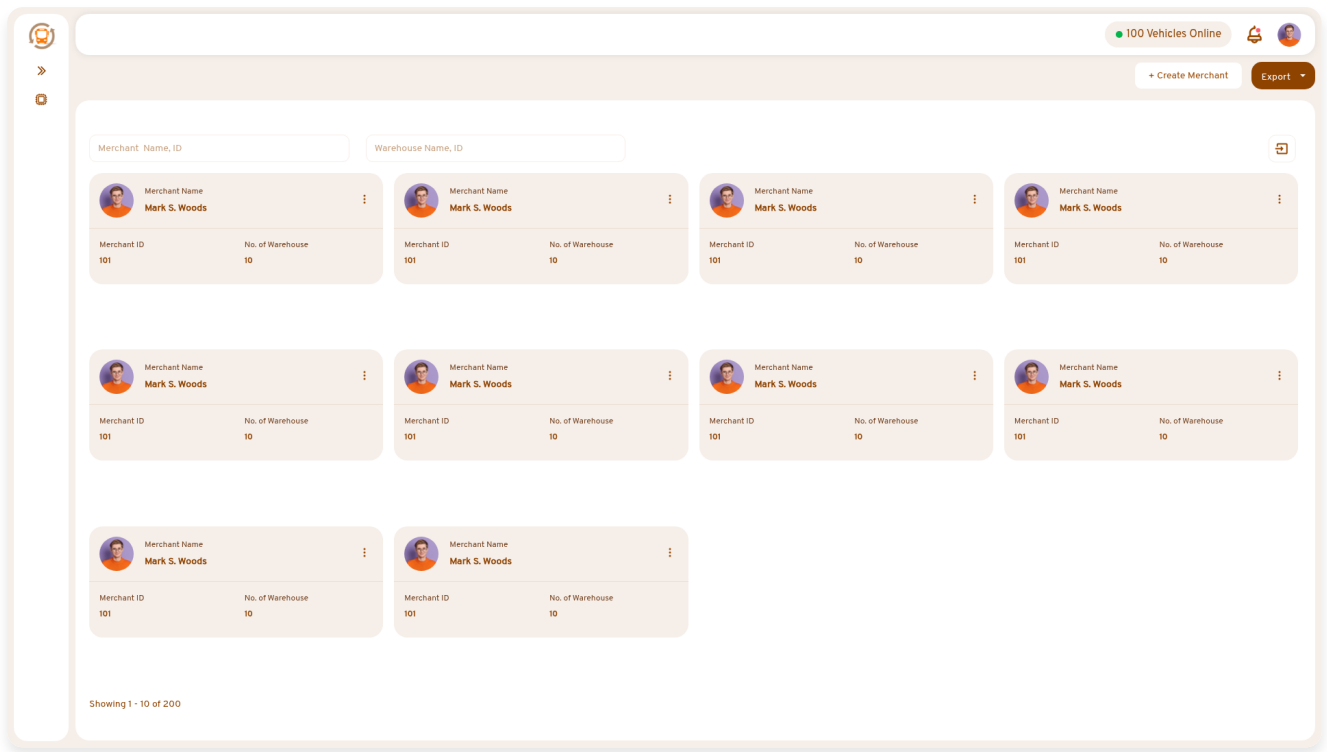
To Remove a Merchant:

1. Navigate to **Dispatch Management > Merchant**.
2. Locate the merchant you wish to remove.
3. Click the **three dots (...)** icon on the merchant's card.
4. Select **"Delete"**.
5. Confirm the deletion if prompted. Be aware that this action removes the merchant's active profile.



To View Dispatch History for a Merchant:

1. Navigate to **Dispatch Management > Merchant**.
2. Locate the desired merchant.
3. Click the **three dots (...)** icon on the merchant's card.
4. Select **"View"** to go to their details page.
5. From the merchant details, you should find an option to view their Dispatch History. *(Note: While a dedicated screenshot for 'Dispatch History View' is provided, the primary access point is often through the 'View' option on the merchant card.)*



Key Features You'll Use

- **Add Merchant:** Onboard new business partners by entering their essential details and assigning associated warehouses and locations.
- **Edit Merchant:** Maintain up-to-date records for existing merchants by modifying contact information, warehouse details, or geographical boundaries.
- **View Merchant Details:** Access a complete profile for any merchant, including their ID, email, image, contact person, and comprehensive warehouse information (name, address, loading time, associated geofences).
- **Search and Filter:** Quickly locate specific merchants using criteria like their name, email address, or phone number.
- **Manage Multiple Warehouses:** For merchants with several pickup points, you can add and manage details for each warehouse, including its address, average loading duration, and specific geofence.
- **Interactive Map Integration:** Visualize merchant and warehouse locations on a map, add precise location markers, and see associated geofence areas. Geofences are sourced from the Master Settings.
- **Delete Merchant:** Remove outdated or incorrect merchant profiles to keep your system clean and relevant.

Common Scenarios

- **Onboarding a New Supplier:** You've just signed a new supplier. Use the "Add Merchant" feature to create their profile, including their contact person, email, and their main warehouse details. This ensures they are immediately ready for dispatch operations.
- **Merchant Relocates Warehouse:** A long-standing merchant moves their primary warehouse. You navigate to their profile, select "Edit," update the warehouse address, and adjust the location marker and geofence on the map to reflect the new location, ensuring future dispatches go to the correct place.
- **Emergency Contact Change:** The main contact person for a merchant has changed. You quickly find the merchant, click "Edit," and update the "Contact Person Name" and "Contact Number" to ensure critical communications are not missed.
- **Pre-Dispatch Route Planning:** Before assigning an order, you use "View Merchant Details" to check the merchant's warehouse address, average loading duration, and any special geofence instructions to plan the most efficient delivery route.

- **Deactivating an Inactive Partner:** A merchant is no longer part of your network. You locate their card, select "Delete," and confirm to remove them from your active merchant list, streamlining your operations.
- **Finding a Merchant by Email:** You only have a merchant's email address but need their full details. You use the search/filter functionality on the Merchant page to quickly locate their profile.

What to Expect

- **After adding a new merchant:** You will see a confirmation message, and the new merchant will appear in your list. All the details you entered, including their name, contact information, user password, and warehouse specifics, will be successfully saved and accessible.
- **After updating merchant details:** The system will confirm your changes, and the merchant's profile will immediately reflect the new information, whether it's an updated contact person, a new warehouse address on the map, or an adjusted loading duration.
- **After viewing merchant details:** A dedicated merchant page will open, providing a comprehensive overview. You'll see their Merchant ID, name, email, contact person, image, and detailed warehouse information (name, address, average loading duration, and associated geofence on a map).
- **After removing a merchant:** The merchant will be successfully deleted from your active list, and a confirmation message will appear. Be aware that while active, they are removed, their details might remain accessible for verification if needed.
- **When searching or filtering merchants:** The system will quickly display merchants matching your criteria, making it easy to find specific information or review groups of merchants.

4. Visual Elements & Supporting Information

Field Validation Table (for Add/Edit Merchant forms)

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Merchant Name	Yes	Text	String	Max 255 characters	Yes	The official name of the business or seller.
Contact Person Name	Yes	Text	String	Max 255 characters	Yes	The primary individual to contact for this merchant.
Contact Number	Yes	Text	String	Phone number format	Yes	The phone number for the primary contact person.
Email	Yes	Text	String	Email address format	Yes	The main email address for merchant communications.
Password	Yes	Password	String	Minimum 8 characters	Yes	A password for the merchant's login account (for new merchants).
Confirm Password	Yes	Password	String	Must match Password	Yes	Re-enter the password to confirm it's entered correctly.
Merchant Image	No	File Upload	Image	N/A	Yes	An optional image or logo representing the merchant.
Warehouse Name	Yes	Text	String	Max 255 characters	Yes	The name given to the merchant's warehouse or pickup location.
Warehouse Address	Yes	Text	String	Long text	Yes	The physical address of the merchant's warehouse.
Average Loading Duration	Yes	Number	Number	Minutes (e.g., 0-999)	Yes	The estimated average time in minutes required to load goods at this warehouse.
Existing Geofence	No	Dropdown/Select	String	N/A	Yes	Choose a pre-defined geographical area to

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
						link with this warehouse.
Location Marker	No	Map marker	Geo-coordinate	N/A	Yes	A visual pin on the map that shows the warehouse's exact location.

5. Summary & Benefits

The Merchant submodule is your essential tool for robust dispatch management. By providing a clear and efficient way to add, update, view, and remove merchant details, it ensures that your dispatch operations are always built on accurate, current information.

This module directly contributes to your success by:

- **Enhancing Efficiency:** Reduce manual errors and speed up data entry for merchant-related information.
- **Improving Accuracy:** Keep all merchant contacts, addresses, and warehouse specifics up-to-date, minimizing dispatch errors.
- **Streamlining Operations:** Integrate merchant data seamlessly into your dispatch planning, from route optimization to delivery notifications.
- **Providing Better Visibility:** Get a comprehensive view of all your merchants and their key operational details in one place.

Ultimately, the Merchant module empowers you to manage your business partners with confidence, ensuring reliable dispatches and satisfied customers every time.