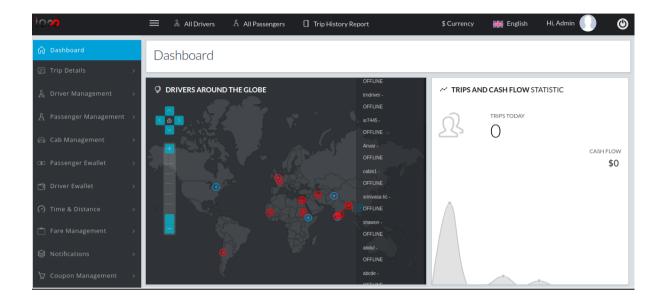# Quick Guide : Admin Panel

A. **DASHBOARD**

B. **TRIP STATUS**

C. **FEATURES**

The admin controls the overall mechanism of the ride, including the request by the passenger and the response of the driver to the passenger requests.

Download the Infinite cab app. You can log onto the admin panel by entering the username and password and clicking Enter Key. Once you are logged in, you can see the admin dashboard.
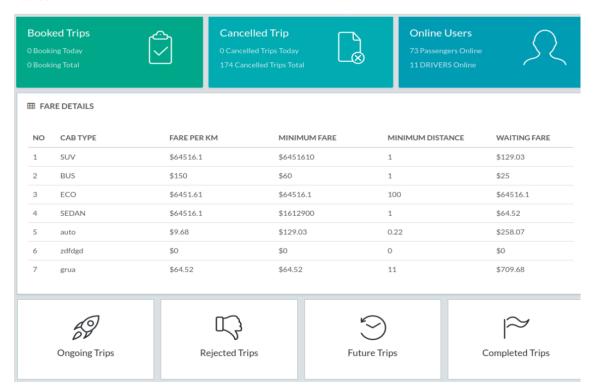
A. <u>DASHBOARD</u>

On the Dashboard, the entire business is summarised into the screen. The admin can see his drivers and their location on the map. The drivers who are ready to take the next trip are marked in blue while the ones offline are marked in red. The total number of trips and the cash flow is indicated on the right and are updated real time.

On the left side of the dashboard, the admin can see a list of features.

On the bottom of the dashboard, booked trips, cancelled trips and online users are shown. Also, the fare details are tabulated at the bottom including the cab type, fare per km, minimum fare, minimum distance and waiting fare.

	Booked Trips					Cancelled Trip				Online Users	
	0 Booking Today					0 Cancelled Trips Today				73 Passengers Online	
	0 Booking Total					174 Cancelled Trips Total				11 DRIVERS Online	

⊞ FARE DETAILS

NO	CAB TYPE	FARE PER KM	MINIMUM FARE	MINIMUM DISTANCE	WAITING FARE
1	SUV	$64516.1	$6451610	1	$129.03
2	BUS	$150	$60	1	$25
3	ECO	$6451.61	$64516.1	100	$64516.1
4	SEDAN	$64516.1	$1612900	1	$64.52
5	auto	$9.68	$129.03	0.22	$258.07
6	zdfdgd	$0	$0	0	$0
7	grua	$64.52	$64.52	11	$709.68

Ongoing Trips	Rejected Trips	Future Trips	Completed Trips

On the left, the following features are shown.

Website: https://infinitecab.com

1. **Trip Details**

The active trips, booked trips and completed trips are shown along with the driver's name, passenger's name, distance, fare, date, start time and end time for each trip. The admin can also search for a particular driver or passenger by name.

2. **Driver Management**

The admin can enroll new drivers, view drivers' documents and update them, accept/reject driver registration requests coming from the driver's app, change the password of a particular driver, Block/Unblock (Activate/ Deactivate) a particular driver.

3. **Passenger Management**

The passengers can also be managed just like how the drivers are managed. You can see and update the details of a particular passenger, see the referrals of a particular passenger, change the password of a particular passenger or Block/Unblock a particular passenger.

4. **Cab Management**

The admin can add a new cab, see and update the details of a particular cab and activate/deactivate a particular cab.

5. E-wallet Management

Under this feature, the admin can add and deduct funds from a particular driver or passenger. He can also see the e-wallet transaction history of a particular driver or passenger.

6. Time and Distance

Under this feature,the admin can set how much distance is to be travelled per hour, initial waiting time and additional waiting time. Under the Call Radius Management, the admin can set the radius within which the passengers can call a driver for a trip.

7. Fare Management

The admin can set percentage of commission of the driver, view and update the distance details like the fare/km, minimum fare, minimum distance and waiting fare of a particular cab.

8. Notifications

The admin can send broad notification that is received by the entire list of drivers and passengers or he can opt for send the notification for a select group of drivers and passengers.

9. Coupon management
The admin can see the currently active coupons and add new coupons.

10. Report

The admin can generate the Trip History report, the report of active trips, cancelled trips, get the details of all the rejected trips(both driver wise and passenger wise), get the driver profile report, e-wallet report and tax renewal report.

11. Income details

Income generated is displayed here. You can view it in categories like total income generated from drivers, total income generated from the passengers, etc.

12. Cab Profile

This feature allows the admin to set configuration such as Level Configuration, Support Contact Number, Currency Details, Content regarding About Us,terms and conditions applicable to the driver and passengers, the company logo, Trip Cancel Notification, email of admin, password reset of admin, editing the admin profile,change the transaction password, level commission activation status etc.

13. Surge Management

The surges in prices can be controlled from here.

14. Referral Point Settings

The passenger earns points for each referral that he/she makes and this is set here.

15. Wallet Amount

The wallet amount of drivers and passengers and their status (active/inactive) is shown here.

16. Profile Updates

The admin can close all those trips that has exceed the time.

17. Profile Update

The admin can view the profile updation requests from the driver and can accept or reject the requests.

18. Breakage Wallet

Here, the admin can see the e-wallet breakage details of a particular driver or passenger.

19. Employee Management

The admin has the option to register a new employee, site menu permission to each employee and see the activity history of all the employees.

20.   Logout

For the admin to log out from Infinite Cab.