



DEMO USER MANUAL · V1.0

Pacific Logistics

Fleet, operations, finance and executive dashboards — everything you need to test the system before go-live.

PREPARED FOR

Pacific Group Company Limited

SCOPE

Demonstration & user acceptance testing

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01 Welcome & how to use this manual

Pacific Logistics is a single working system that runs the fleet, the operations desk, the accounts department and management dashboards for Pacific Group Company Limited. This manual walks you through what each type of user (each *role*) can do, and how to explore the system during the demo.

What you can do in the demo

- Log in as any role and see the world from that person's point of view.
- Create a trip request, approve it, dispatch a truck, close the trip and issue the invoice.
- Record fuel, plan preventive maintenance, watch fleet analytics update.
- Post invoices & receipts, reconcile bank statements, produce financial statements.
- Run a monthly payroll, print payslips and the annual P9 certificate.
- Generate a mobile app install link, download the APK on a driver's phone.

How to read this manual

- Each numbered section is a self-contained topic — you can jump to whatever you want to try first.
- Grey boxes marked → are tips.
- Gold boxes marked ! are things to be careful about.
- Numbered lists like 1 2 3 are step-by-step recipes.



This is a demo environment. All data is safe to play with — you cannot break anything permanent. When you find something you don't like, note it down and we'll fix it before go-live.

What the system covers



Operations & Fleet

Dispatch board, trip requests, trucks, drivers, fuel, preventive maintenance, work orders.



Finance & Accounting

Invoices, receipts, bills, payments, bank reconciliation, VAT, financial statements.



HR & Payroll

Tanzania-compliant payroll (PAYE, NSSF, WCF, SDL), payslips, P9, staff IDs.



GPS & Mobile

Live truck positions, geofences, alerts, and a mobile app for drivers.



Executive Dashboards

Seven role-specific dashboards with KPIs, charts, alerts and activity feeds.



Admin & Security

Role-based permissions, 16 roles, per-action grants, notifications, cron jobs.

02 Getting started

Opening the application

The demo runs on the machine where WAMP is installed. In a web browser, go to:

```
http://localhost/pacific_logistics/
```

You'll land on the login page. Enter a username and password from Section 03 to sign in.

The login screen

The login screen shows the Pacific Group logo, "Fleet · Operations · Accounting" tagline, and two fields:

- **Username** — the account name (e.g. `admin`, `finance`).
- **Password** — for the demo, always `admin`.

Tick *Remember me* to skip logging in each time on the same browser. Forgot the password? Click *Forgot?* to open an email to the support address.

→ **Tip:** The system remembers which sidebar sections you had collapsed and whether the sidebar itself was in "icon-only" mode, per browser. Feel free to arrange the layout to your taste.

Brand look & feel

The system uses Pacific Group's brand blue (`#2626F5`) as the primary accent, on a light off-white ground. Text is in a clean, technical sans-serif. Numbers use tabular figures wherever they line up in columns — so your eye can scan totals without alignment jitter.

Signing out

Click your name at the top-right of any page, then *Sign out*. Sessions time out after 30 minutes of inactivity for security.

03 Test accounts & passwords

Ten accounts are seeded for the demo. Each represents one type of user in the business. Log in as different accounts to see how the system looks from different roles.

! The password for every test account is `admin`. This is safe for the demo but must be changed for every user before go-live.

ROLE	USERNAME	PASSWORD	WHAT THIS USER DOES
10 System Administrator	<code>admin</code>	<code>admin</code>	Full access. Use this to explore <i>everything</i> .
01 Executive	<code>exec</code>	<code>admin</code>	Dashboards, financial reports, no editing.
02 Finance Manager	<code>finance</code>	<code>admin</code>	All accounting screens plus approvals & reports.
03 Accountant	<code>acct</code>	<code>admin</code>	Posts invoices, receipts, bills, payments.
04 Project Manager	<code>pm</code>	<code>admin</code>	Legacy — not used in the Pacific demo. Skip.
05 Projects Coordinator	<code>pc</code>	<code>admin</code>	Legacy — not used in the Pacific demo. Skip.
06 Field Supervisor	<code>fs</code>	<code>admin</code>	Legacy — not used in the Pacific demo. Skip.
07 Procurement	<code>procurement</code>	<code>admin</code>	Legacy — not used in the Pacific demo. Skip.
08 Stores	<code>stores</code>	<code>admin</code>	Legacy — not used in the Pacific demo. Skip.
09 CRM	<code>crm</code>	<code>admin</code>	Legacy — not used in the Pacific demo. Skip.

Roles that don't yet have their own test user

The following Pacific-specific roles are configured in the system, but during the demo you can simply use the `admin` account to see their screens. Real user accounts will be created for these before go-live.

ROLE	USE DURING DEMO
20 Ops Manager	Sign in as admin . All ops screens are visible.
21 Dispatcher	Sign in as admin . Dispatch Board is the main screen.
22 Fleet Manager	Sign in as admin . Fleet Analytics & PM are the main screens.
23 Fuel Officer	Sign in as admin . Fuel entries screen.
24 HR Officer	Sign in as admin . Payroll & App Downloads.
25 Driver	Not a web user — installs the Pacific Driver mobile app.

04 The screen — sidebar, topbar, notifications

Every page you visit has the same three parts: a **sidebar** on the left with all the menu items, a thin **topbar** at the top with your name and notifications, and the **main content area** in between.

The sidebar

The sidebar is your main navigation. It shows the Pacific logo, your role label, a search box, and grouped menu links.

SECTIONS YOU CAN COLLAPSE

Every group in the sidebar (e.g. *Dispatch*, *Fleet*, *Accounting*) has a small chevron on the right. Click the section header to collapse it — this hides the links inside so you can focus. Your choice is remembered per browser.

ICON-ONLY MODE (RAIL)

In the topbar, click the  button (top-left, just before the page title). The sidebar shrinks to a thin rail showing only icons — giving you more screen space for wide tables. Hover any icon to see its full name in a small tooltip. Click  again to expand.

SEARCH

Type into the sidebar's search box to filter menu links live. Useful when you know the name but not which section it's under.

The topbar

The topbar is thin and stays with you on every page. From left to right, it shows:

- The **sidebar toggle** () and the **page title** — a breadcrumb for where you are.
- The **Approvals inbox** () — items waiting for your approval, if you're a manager.
- The **Notification bell** () — new events. A red badge shows unread count.
- Your **name & role** — click it for a dropdown with *Dashboard* and *Sign out*.

Notifications

The bell auto-refreshes every 60 seconds. Click it to see the last few notifications with a short preview. Click any item to jump to what it's about; click *Mark all read* to clear the badge; click *View all* to see the full history.

→ **Tip:** If you're expecting a notification but don't see one, check the bell manually — some events (like a truck document expiring) only appear once per day.



05 · The Dispatcher

Turns customer trip requests into moving trucks.

The Dispatcher takes trip requests from customers (called in, emailed, or captured directly), approves them, assigns a truck & driver, then tracks the trip through to delivery. This all happens on the **Dispatch Board**.

What you see when you log in

The main screen is a Kanban-style board with four columns:

Dispatch Board

New request · Trip history

APPROVED · 0 Nothing waiting	DISPATCHED · 1 TRIP-00002 Demo Driver · T 999 Twiga Cement Ltd	IN TRANSIT · 1 TRIP-00001 Demo Driver · T 999 Started 07:26	DELIVERED · 0 Awaiting close-out
--	---	--	--

Try this — a full trip from request to delivery

- 1 Create a trip request.**
Click *+ New request* at the top-right. Fill in the customer (Twiga Cement Ltd is seeded), origin, destination, cargo, and preferred pickup date. Save.
- 2 Approve the request.**
Under *Trip Requests* in the sidebar, find your new request, click *Approve*. It now appears in the Approved column of the Dispatch Board.
- 3 Dispatch a truck.**
On the Approved card, click *Dispatch*. Choose a truck and driver from the drop-downs. The card moves to the Dispatched column.
- 4 Start the trip.**
When the driver rolls out, click *Driver started* on the card. The card moves to In Transit and the start time is stamped.
- 5 Mark delivered.**
When goods arrive, click *Mark delivered*. The card moves to the Delivered column.
- 6 Close & invoice.**
On the delivered card, click *Close & invoice*. The trip is closed; an invoice is auto-created for Finance to send.

→ **Tip:** Every action on a trip is logged — you can see who did what and when in the trip's history tab.



06 · The Fleet Manager

Keeps the fleet safe, maintained, compliant, and profitable.

The Fleet Manager owns the trucks, drivers, and their documents. They schedule preventive maintenance, monitor fuel burn, and use the **Fleet Analytics** deep-drill to see which trucks earn money and which cost it.

Sidebar overview

FLEET

- Trucks
- Drivers
- Assignments
- Fuel
- Work Requests
- PM Dashboard
- PM Templates
- Doc Expiries
- Fleet Analytics

GPS TRACKING

- Devices
- Geofences
- Alerts

Try this — plan preventive maintenance

- 1 Open PM Templates.**
These are the reusable service plans (e.g. "Every 10,000 km: engine oil + filter"). Add one if you want, or use the seeded template.
- 2 Attach a template to a truck.**
Under *Trucks*, open a truck, go to the PM tab, click *Add schedule* and pick the template. The system now knows when this truck is next due.
- 3 Open the PM Dashboard.**
This shows every truck's next service, colour-coded: green (fine), amber (due within 30 days), red (overdue).
- 4 Create a work order.**
When a service comes due, click the truck's row and *Create work order*. The order is now tracked under *Work Orders* and can be closed with parts & labour recorded.

Try this — the Fleet Analytics deep-drill

The Truck Matrix is the fleet manager's most powerful screen. It shows every truck in one row with 13 columns: revenue, fuel cost, other costs, downtime, cost-per-km, revenue-per-km, and more. Sort by

any column to see your best and worst performers.

- 1 Open *Fleet Analytics* from the sidebar.
- 2 Click the *Truck Matrix* tab. Pick a date range (default: last 30 days).
- 3 Sort by *Revenue* — the truck at the top is your workhorse.
- 4 Sort by *Cost per km* descending — the truck at the top may be the one to investigate next.
- 5 Click any truck row to open the single-truck deep-drill: monthly revenue vs cost chart, fuel trend, trips, and work-order history — all on one page.



07 • The Fuel Officer

Records every litre and every shilling spent on fuel.

The Fuel Officer records every fuel purchase — from a company card at Puma, an authorised station on account, or a driver reimbursement. The system tracks litres, cost, price per litre, and (when linked to a trip) cost per km.

Try this — record a fuel entry

- 1 **Open *Fuel***
from the sidebar.
- 2 **Click *+ New entry*.**
- 3 **Fill in the form:**
 - Date and time of the fill
 - Truck (drop-down)
 - Driver (defaults from truck's current assignment)
 - Station / supplier
 - Litres, gross amount (TZS), price/litre — the system checks these agree
 - Odometer reading — used to compute km/litre for this fill vs the last
 - Optional: attach the receipt (a photo or scan)
- 4 **Save.**
The entry appears in the fuel ledger and updates the truck's fuel efficiency stats immediately.

Watching cost-per-km

Once a truck has a few fills, the system computes rolling averages: litres per 100km, TZS per km, TZS per litre. These show up on the truck's page and on the Fleet Analytics matrix, and are your early warning that something is wrong — a truck whose cost per km jumps 20% often has a leak, a hard-driving new driver, or a maintenance issue coming.



Watch for: a truck whose odometer suddenly goes down. That is either a data-entry mistake or a tampered odometer. The system will flag it.



08 · The Finance Manager & Accountant

Real double-entry accounting, end-to-end.

Every finance action posts to the general ledger via double-entry journals. That means the trial balance always balances — and by extension so do the P&L and Balance Sheet. You never post journals by hand.

The full accounting cycle you can test

1. CUSTOMER INVOICE

- 1 Open *Customer Invoices* from the sidebar. Click *+ New invoice*.
- 2 Pick the customer, add line items (trip, cargo, or free-text description) with quantities and rates. VAT (18%) is added automatically.
- 3 Save. The invoice gets a number and is posted to the ledger (Debit: AR · Credit: Sales & VAT Payable).
- 4 Print or email the invoice to the customer.

2. RECEIVE PAYMENT

- 1 Open *Customer Receipts*. Click *+ New receipt*.
- 2 Pick the customer. The system shows all their open invoices; tick the ones being paid.
- 3 Enter the receipt amount, date, payment method (bank / M-Pesa / cash), and reference.
- 4 Save. Posted (Debit: Bank/Cash · Credit: AR).

3. SUPPLIER BILL

- 1 Open *Supplier Bills*. Click *+ New bill*.
- 2 Pick the vendor, add lines (fuel, spares, service). Save.
- 3 Posted (Debit: Expense/Asset · Credit: AP).

4. PAY THE SUPPLIER

- 1 Open *Supplier Payments*. Click *+ New payment*.
- 2 Pick the vendor, tick which bills to settle, enter the payment method.
- 3 Save. Posted (Debit: AP · Credit: Bank/Cash).

Bank Reconciliation

- 1 Open *Bank Reconciliation*. Pick the company bank account.
- 2 Upload the CSV statement from the bank (or enter the closing balance manually).
- 3 Match statement lines to posted receipts & payments — the system shows suggested matches.
- 4 Tick everything that agrees. The reconciled balance updates in real time.
- 5 Save the reconciliation.

Financial Statements

Under *Accounting* → *Financial Statements* in the sidebar you'll find:

- **Trial Balance** — every ledger account with debit/credit balance. Should always balance.
- **Profit & Loss** — revenue minus expenses over a period.
- **Balance Sheet** — assets, liabilities, equity, at a point in time.
- **Cash Flow** — operating, investing, financing cash movements.

Each report has a date range picker, drill-through on any account, and print/PDF export.

Customer & Supplier Statements

Under *Customer Statements* (or *Supplier Statements*): pick the party and period, and produce a statement showing every invoice, receipt/payment, and running balance. Print or PDF for sending.

VAT & Tax Returns

The *VAT Return* screen produces the monthly TRA-shaped VAT report: output VAT (from sales) less input VAT (from purchases) equals the amount payable to TRA. Data comes straight from posted invoices & bills — nothing to key in.

- ✓ **Nothing to reconcile at year-end.** Because every entry posts to the general ledger through [JournalPosting](#), the trial balance always balances. There is no separate "book close" step — statements are always live.

Aged reports

- **Aged Receivables** — how much customers owe, bucketed by 30/60/90 days.
- **Aged Payables** — how much we owe suppliers, same buckets.

Both link straight through to the underlying invoices/bills — click a customer name to open the detail.



09 • The HR Officer

Payroll, staff records, and the mobile app rollout.

The HR Officer runs payroll, prints payslips, produces the annual P9 certificate, and manages the mobile app rollout to drivers.

Running a monthly payroll

- 1 Open *Payroll* from the sidebar.
- 2 Click *+ New payroll run*, pick the period (e.g. August 2026).
- 3 The system loads every active employee with their standard salary. Add overtime, allowances, or deductions per person as needed.
- 4 Preview: PAYE, NSSF (10% each), WCF (1%), SDL (4%) are computed automatically per Tanzania rules.
- 5 Click *Post payroll*. Journals are posted (Debit: Salary Expense · Credit: Net Pay, PAYE, NSSF, WCF, SDL).
- 6 Print or email payslips — one per employee.

P9 annual certificate

End of tax year, open *Payroll* → *P9 Certificates*, pick the employee and year, and produce a P9 showing every month's gross, PAYE, NSSF, net — as required for the employee's tax return.

The App Downloads screen

To install the mobile app on a driver's phone, HR generates a private download link.

- 1 Open *App Downloads* from the sidebar (under Admin section).
- 2 Click *+ Generate link*. Enter the driver's name and phone. Save.
- 3 You now see a QR code and a URL that expires in 7 days.
- 4 Send it to the driver: click *WhatsApp*, *SMS*, or *Email*, or show them the QR to scan.
- 5 When the driver visits the link, they enter their name/phone once, download the APK, and install it.
- 6 You'll see the download appear under *Download history* on the link's page.

→ **Tip:** If a driver leaves the company, click *Revoke* on their link. Anyone visiting it after that sees "link revoked" and cannot download.



10 • The Executive

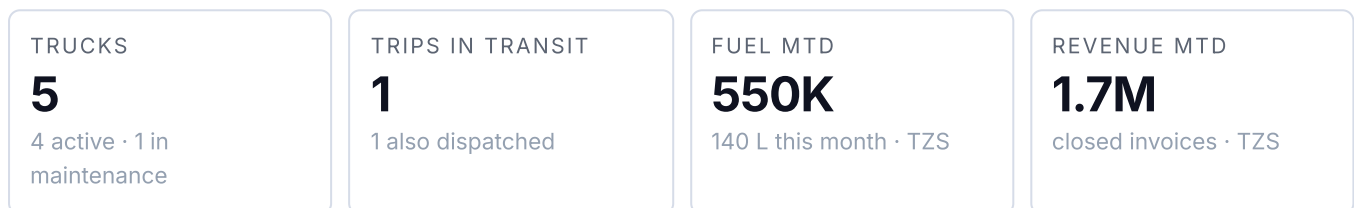
One page. Everything you need to know today.

The Executive dashboard is a single scrollable page designed for a manager who has 60 seconds. Log in as [exec](#) to see it.

Four zones, top to bottom

ZONE 1: KPI STRIP

Twelve headline numbers in three rows: trucks, drivers, customers, active assignments · requests waiting, approved, in transit, delivered · work orders, trucks in maintenance, fuel MTD, expenses awaiting action.



ZONE 2: CHARTS

Two side-by-side charts: *Revenue this month* (big number + trend) and *Compliance alerts* — a coloured breakdown of expired documents, docs due in 30 days, and licences expired / due.

ZONE 3: NEEDS ATTENTION

Any document that's expired or expiring soon is listed here as a link. Click it to jump straight to the truck record and update.

ZONE 4: RECENT ACTIVITY

Two feeds: *Recent trips* (last 8 trips with status pill), and *Requests needing attention* (trip requests not yet approved). Click any row to open it.

→ **Tip:** The dashboard is read-only for the Executive role — you can look but not edit. Log in as [admin](#) or [finance](#) to see the full editable version.

Other role dashboards

Six other roles get their own tuned dashboard when they log in — *Ops Manager*, *Finance Manager*, *Fleet Manager*, *HR Officer*, *Dispatcher*, and *Administrator*. Each highlights the KPIs and activity for that role's world.



11 • The Pacific Driver mobile app

Companion app for drivers. Works offline.

Drivers get a small Android app called **Pacific Driver**. It shows their assigned trips, lets them log fuel and start/stop trips, and syncs to the server when back online.

What drivers see

- **My trips** — assigned trips, one per card. Tap to see details.
- **Start / Deliver** buttons on the active trip.
- **Log fuel** — quick form matching the web version.
- **Offline** — everything is stored on-device in SQLite until connectivity returns.

Installing the app on a driver's phone

- 1 **Generate the link**
in *App Downloads* (Section 09).
- 2 **Send the link**
to the driver — WhatsApp is easiest; SMS & email work too.
- 3 **Driver opens the link.**
They see a Pacific-branded page with two fields: name and phone.
- 4 **They fill their info and tap *Download the app*.**
The APK downloads (about 60 MB).
- 5 **Tap the downloaded file**
to install. Android may ask "Allow installation from this source" — approve.
- 6 **Open the app.**
The Pacific Driver icon is now on the phone. On first launch they'll be asked for their driver username.

! **The link expires after 7 days.** If a driver misses it, generate a new one — HR can do this in a few seconds. Revoke old links for drivers who have left.

App identity

The app name displayed on the phone is **Pacific Driver**. The bundle identifier (used by Android internally) is `co.tz.pacificgroup.driver`. The splash screen shows the Pacific brand blue.

12 Test scenarios & troubleshooting

Here are guided end-to-end tests that exercise the full system. Each one takes 5-10 minutes. Do these during the demo and note anything that doesn't work as you expect.

Scenario A — a complete revenue cycle

- 1 Log in as `admin`.
- 2 Create a trip request for *Twiga Cement Ltd*.
- 3 Approve → dispatch → start → deliver → close.
- 4 Log in as `finance`. Go to *Customer Invoices*: your invoice should be there.
- 5 Post a receipt against the invoice.
- 6 Go to *Profit & Loss* for the current month — the revenue should include this trip.
- 7 Go to *Aged Receivables* — the customer's outstanding should be down to zero.

Scenario B — a fuel-to-analytics cycle

- 1 Log in as `admin`.
- 2 Record two fuel entries on the same truck a week apart with different odometer readings.
- 3 Open *Fleet Analytics* → *Truck Matrix*. Find the truck.
- 4 Check that *litres/100km* and *TZS/km* are populated.
- 5 Click the truck row. In the deep-drill, the fuel chart should show two data points.

Scenario C — the mobile install flow

- 1 Log in as `admin`. Go to *App Downloads*.
- 2 Generate a link for "Test Driver / +255 xxx".
- 3 Open the QR page. Copy the URL (or scan the QR with your phone).
- 4 On a phone, open the link. Fill in your name & phone.
- 5 Tap *Download*. Verify the APK downloads and the download appears under *Download history* in the admin view.
- 6 Click *Revoke* in the admin view. Reload the driver link — it should now say "link revoked".

Common questions

I DON'T SEE A MENU ITEM ANOTHER ROLE HAS

Each role's sidebar is scoped to what that role can do. Log in as `admin` to see everything. If a real user needs an extra menu item, the administrator can grant that permission.

A PAGE SAYS "403 FORBIDDEN"

That role doesn't have permission for that action. This is expected — for the demo, log in as `admin`.

A FORM DOESN'T SAVE

Look for red validation messages beside the fields. Most commonly: missing required fields, dates in the wrong order, or duplicate invoice/reference numbers.

NOTIFICATIONS AREN'T UPDATING

They refresh every 60 seconds. Reload the page to force an immediate check.

I WANT TO TRY SOMETHING THAT WOULD BREAK REAL DATA

Go ahead — this is the demo. Nothing is real. If you break the data set beyond usefulness, tell the developer; they can reload the seeded data in minutes.

What to note down during the demo

- Fields you'd like added or removed on a form.
- Menu items you'd rename to match the way you talk about the business.
- Reports you need but don't see.
- Colours or labels that feel wrong.
- Any workflow that doesn't match how you actually do things.

All of these are easy to change before go-live — that's what the demo is for.



Thank you for testing Pacific Logistics. Your feedback shapes the final system — no observation is too small.