

Pickup Hub User Guide – Website

For **Organiser**

Version 1.0



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1. Login

An organiser's registration to the Pickup Hub system will be pre-arranged, and login details will be provided to the organiser by the Pickup Hub team.

Therefore, there is no Registration page for an organiser to register by themselves.

- 1.1. Choose "Organiser" option at the top.
- 1.2. Login with your provided Email address and Password.
- 1.3. Click "Login" button.

2. Organiser

Choose "Admin > Organiser" from the top menu.

You can update your organiser details in this page.

3. Admins

Most of Pickup Hub operations should be administered by an admin as there are functionalities that only an admin can access.

Please create an admin account for other people, and for yourself.

- 3.1. Choose "Admin > Admins" from the top menu.
- 3.2. Click "new admin" link to create an admin.
- 3.3. Enter following details

- Category: either a Parent or Manual

3.3.1. [Parent] Category

You can nominate a parent to be also an admin.

- Choose a parent
- Choose an admin type

3.3.2. [Manual] Category

- Title
- Firstname
- Lastname

- Email
- Password
- Choose an admin type
- Correspondence (Check to make this admin to handle administrative email correspondences)

3.4. Click "Add" button.

3.5. Once you have created an admin:

- You can click on the green arrow button on the far right to impersonate the admin.
- Logout of an organiser and log back in with the admin's login.

4. Schools

As an organiser, you can set up multiple schools that you can run the Pickup Hub with.

4.1. Choose "Admin > Schools" from the top menu.

4.2. Click "new school" link to create a school.

4.3. Enter following details

- School Name (eg. "Sydney East Public School")
- School Abbr. (eg. "SEPS")
- School Description
- School Url
- School Email
- School Image (a school image on Google Maps)
- School Icon
- Country (choose a Country, then the State and Time zone lists will be populated)
- State
- Time zone
- Code (An auto-generated unique code. To regenerate, tick "Re-generate Code?" checkbox and click "Update" button)

- Push Notification Topic (An auto-generated unique push notification topic. To regenerate, tick "Re-generate Topic?" checkbox. It is recommended to log everyone out to take effect. Then, click "Update" button)
- School GPS Coordinates (click "Finder" button to search and pick the GPS coordinate of the school)
- Other settings with Default values (Please keep the default settings unchanged. They will be adjusted as needed to fine-tune the service.)
- Enabled (visibility of the school)

4.4. Click "Add" button.

5. App Management

Choose "Admin > App Management" from the top menu.

As an organiser, you can manage remote devices by issuing various commands, but you must first select one or more schools within your administrative privileges. The available commands include:

- 5.1. Logging all users out of the mobile app.
- 5.2. Logging all users out of the website.
- 5.3. Resetting app settings for all users, which is helpful for applying updated settings across all users effectively.