

Pickup Hub User Guide – Website

For **Admin**

Version 1.1



G&H IT Solutions Pty Ltd

1. Login

- 1.1. Choose "Admin or Parent" option at the top.
- 1.2. Login with your registered Email address and Password.
- 1.3. Click "Login" button.

2. Dashboard

Choose "Admin > Dashboard" from the top menu.

The Dashboard serves as a monitoring screen that tracks parents arriving at the school to pick up their child(ren) during dismissal time. Ideally displayed on a large screen, it provides real-time updates on parents' progress, showing who is currently enroute, their speed, proximity to the school, and the child(ren) they are coming to pick up.

3. Arrivals

Choose "Admin > Arrivals" from the top menu.

The Arrivals page is intended for teachers or administrators to use during dismissal time while on duty outside. It provides a mobile-friendly dashboard view on their phone, showing only the names and distances of approaching parents.

4. Carpools

Choose "Admin > Carpools" from the top menu.

Carpools can be arranged collaboratively between participating parents and the school.

To initiate a carpool with a specific driver, the parent of the child(ren) must email the school with the request.

An administrator can then use the Carpools section to create a carpool by specifying the driver and the child(ren) involved. Carpools can be created, edited, or deleted at any time, with all changes instantly reflected on the school's monitoring screen and in the driver's Pickup Hub mobile app.

5. Admins

Choose "Admin > Admins" from the top menu.

You can administer other admins if you are a super admin, otherwise, you can update your details as a normal admin.

6. Parents

Choose "Admin > Parents" from the top menu.

As an administrator, you can manage parents by adding, updating, or removing their profiles, as well as managing their associated students. If you handle email correspondence for parent registrations, you will receive notifications for pending applications, allowing you to review and approve them accordingly.

7. Students

Choose "Admin > Students" from the top menu.

In Pickup Hub, student details are primarily used to automatically populate the student's name when a parent first starts using the app. Beyond this, the system retains information for two emergency contacts to be used in case of emergencies.

8. GPS Templates

Choose "Admin > GPS Templates" from the top menu.

This page manages a list of GPS templates for simulation purposes. Simulations are used to demonstrate how the system operates in specific geographic scenarios, allowing multiple simulations to run simultaneously. Each mobile device functions as a single simulation device, meaning 10 devices would be needed to simulate 10 different parents arriving at the school.

To access the simulation function, you must log into the app with an admin account.

9. App Management

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

As an admin, 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:

- 9.1. Logging all users out of the mobile app.
- 9.2. Logging all users out of the website.
- 9.3. Resetting app settings for all users, which is helpful for applying updated settings across all users effectively.