**User Guide Document**

**Edit About :**

|  |  |
| --- | --- |
|  | Validate : |
| * In function Edit About you can add Chaiman and Directors of a company |  |

**Edit Region:**

|  |  |
| --- | --- |
| Edit home.PNG | Validate : |
|  |
| * In Home page, you can change information of region |

**Contact :**

|  |  |
| --- | --- |
|  | Validate :  + Title is not empty  + Reply not empty |
| Contact-Ad2.PNG |
| * In Contact for the administrator ,you can reply mail for customer |

|  |  |
| --- | --- |
| **contact-em.PNG** | Validate :  + Name is not empty  + Email is not empty |
| * In Contact for customer, you can write the information comment on website for administrator |

**Add Customer :**

|  |  |
| --- | --- |
| Add cus.PNG | Validate :  + Customer name is not empty  + Company name is not empty  + Title must be choose  + Address is not empty  + City must be choose  +Phone is not empty  +Gender must be choose |
| * In Add Customer, you can add new a customer by enter the same information as image above and then click on button save to save information or click on cancel if you want to cancel |

**Edit Customer :**

|  |  |
| --- | --- |
|  | Validate :  + Customer name is not empty  + Company name is not empty  + Title must be choose  + Address is not empty  + City must be choose  +Phone is not empty  +Gender must be choose |
| In Edit Customer, you can add new a customer by enter the same information as image above and then click on button save to save information or click on cancel if you want to cancel |

* **Delete Customer :**

|  |  |
| --- | --- |
|  | Valiadate : |
| **delete cus.PNG** |
| * In Delete Customer, you can choose Customer need delete and click on Delete ,the system will be displayed a message confirm you want to delete this customer or no, if you want to delete ,you can click OK and Cancel if you want to cancel |

**Add Employee**

|  |  |
| --- | --- |
| Add em.PNG | Validate :  + Fullname is not empty  + Title must be choose  +Gender must be choose  +Address is not empty  +City must be choose  +Birthdate is not empty  +Phone is not empty  +EduQual must be choose  +Achievements is not empty  +Role must be chosose |
| In Add Employee, you can add new a customer by enter the same information as image above and then click on button save to save information or click on cancel if you want to cancel |

**Edit employee :**

|  |  |
| --- | --- |
|  | Validate :  + Fullname is not empty  + Title must be choose  +Gender must be choose  +Address is not empty  +City must be choose  +Birthdate is not empty  +Phone is not empty  +EduQual must be choose  +Achievements is not empty  +Role must be chosose |
| * In Edit Employee, you can change information a customer by enter the same information as image above and then click on button save to save information or click on cancel if you want to cancel |

* **Delete Employee**

|  |  |
| --- | --- |
|  |  |
| **delete em.PNG** |
| In Delete Employee, you can choose Employee need delete and click on Delete ,the system will be displayed a message confirm you want to delete this Employee or no, if you want to delete ,you can click OK and Cancel if you want to cancel |

**Add Order**

|  |  |
| --- | --- |
| Add order.PNG | Validate :  CustomerID must be choose |
| * In Add order, you choose Customer and click button Save to save Order |

* **Delete Order:**

|  |  |
| --- | --- |
|  |  |
| delete order.PNG |
| * In Delete Order, you can choose Order need delete and click on Delete ,the system will be displayed a message confirm you want to delete this Order or no, if you want to delete ,you can click OK and Cancel if you want to cancel |

**Add OrderDetails :**

|  |  |
| --- | --- |
|  | Validate :  + Service must be choose  +Quantity is not empty  +Tim : enter month |
| In Add OrderDetails, you can add new a OrderDetails by enter the same information as image above and then click on button save to save information or click on cancel if you want to cancel |

* **Edit Order Details :**

|  |  |
| --- | --- |
|  |  |
| In Edit OrderDetails, you can change information a OrderDetails by enter the same information as image above and then click on button save to save information or click on cancel if you want to cancel |  |

**Delete Order Detail:**

|  |  |
| --- | --- |
|  |  |
| **delete order.PNG** |
| In Delete Orderdetails, you can choose OrderDetails need delete and click on Delete ,the system will be displayed a message confirm you want to delete this OrderDetails or no, if you want to delete ,you can click OK and Cancel if you want to cancel |  |

**Services :**

|  |  |
| --- | --- |
|  | Validate :  + Function must be choose  + Services name is not empty  + Price is not empty  + Photo Path must be upload |
|  |

**Add Vacancy Details**

|  |  |
| --- | --- |
|  | Validate :  + Quantity is not empty, enter number  + Time is not empty, enter number  + Description is not empty  + Salary is not empty, enter number  + Title must be choose |
|  |

**Register Vancancy**

|  |  |
| --- | --- |
|  | Validate :  + Fullname is not empty  + Address is not empty  + Birthday is not empty  + Phone is not empty,  +Email is not empty, must valid |
|  |

**Add City :**

|  |  |
| --- | --- |
|  | Validate :  + CityID is not empty  + RegionID must be choose  + City is not empty |
| * In function Add City, you can enter City ID and City name on the text box in form and then you click on button Add New to add new city or you click on button Cancel if you want to cancel |

* **Edit City :**

|  |  |
| --- | --- |
|  | Validate :  + Region ID must be choose  + City is not empty |
| * In function Edit City you can change information of City selected by click on Edit , after you has changed information , you click on button Update to update information of City or you click on button Cancel if you want to cancel |

**Delete City :**

|  |  |
| --- | --- |
|  | Validate : |
| delete.PNG |
| * In function Delete City, you can delete a city by click on Delete and a message will be displayed when you delete is successful or unsuccessful ,you can click OK to continue |

**Add EduQual :**

|  |  |
| --- | --- |
|  | Validate :  + EduQual ID is not empty  + EduQual is not empty |
| * In function Add EduQual ,you can add new a education qualification by enter information on text box and click on button Add New to add new EduQual or you click on button Cancel if you want to cancel |

**Edit EduQual :**

|  |  |
| --- | --- |
|  | Validate :  + EduQual is not empty |
| * In function Edit EduQual you can change information of education qualification selected by click on Edit , after you has changed information , you click on button Update to update information or you click on button Cancel if you want to cancel |

**Delete EduQual :**

|  |  |
| --- | --- |
|  | Validate : |
| delete.PNG |
| * In function Delete EduQual , you can delete a city by click on Delete and a message will be displayed when you delete is successful or unsuccessful ,you can click OK to continue |

**Add Title :**

|  |  |
| --- | --- |
|  | Validate :  + Title ID : is not empty  + Title : is not empty |
| * In function Add Title, you can enter Title ID and Titlename on the text box in form and then you click on button Add New to add new title or you click on button Cancel if you want to cancel |

**Edit Title :**

|  |  |
| --- | --- |
|  | Validate :  + Title is not empty |
| * In function Edit Title you can change information of education qualification selected by click on Edit , after you has changed information , you click on button Update to update information or you click on button Cancel if you want to cancel |

**Delete Title :**

|  |  |
| --- | --- |
|  |  |
| delete.PNG |
| * In function Delete Title , you can delete a city by click on Delete and a message will be displayed when you delete is successful or unsuccessful ,you can click OK to continue |

**Change Password :**

|  |  |
| --- | --- |
|  | Validate :  + Old password is not empty  + New password is not empty  + Confirm password must same New password |
| * In function Change password you can change a new password by enter the same information as the image above and click on button Change Password , The system will change for you a new password or you click on button Cancel if you want to cancel |

**Forget Password :**

|  |  |
| --- | --- |
| forget pass.PNG | Validate :  + Username is not empty  + Email is not empty and correct format |
| * In function Forget password ,if you forget your password , you can enter the same information as the image above and then you click on button Submit, the system will send for you a mail containing your new password and click on Cancel if you want to cancel |

**Change information**

|  |  |
| --- | --- |
|  | Validate :  + Full Name is not empty  + Gender must be choose  + Address is not empty  + BirthDate is not empty and correct fomat : dd-MM-yyyy  + Phone is not empty  + Achievements is not empty |
| * In function change information ,you can change information of a who login by click on, after you enter the same information as the image above, you click on button Save to save information |