**Employee Dashboard Application User Manual**

**Introduction**

Welcome to the Employee Dashboard Application! This application is designed to help employees manage rental requests, equipment inventory, and communicate with customers efficiently.

**Installation**

No specific installation is required. Simply run the Java application on a system with Java Runtime Environment (JRE) installed.

**Getting Started**

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Upon launching the application, you will be presented with the Employee Dashboard. The dashboard provides quick access to various functionalities.

**Features**

***View Rental Requests***

A screen shot of a rental request

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Click on "View Rental Requests" to see a list of rental requests. You can review, accept, or reject rental requests based on the provided information.

***Equipment Inventory***

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Navigate to "Equipment Inventory" to view the available equipment. You can manage equipment details and availability status from this section.

***Schedule Equipment***

Use "Schedule Equipment" to schedule equipment for specific events. Enter the equipment ID and event date to complete the scheduling process.

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Upon Successful Entry it is accepted.

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If already Scheduled it rejects then, ask the user to enter the information again.

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***Respond to Customers***

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Access "Respond to Customers" to view and respond to customer messages. Engage in effective communication to address customer inquiries.

**Adding Rental Requests and Equipment**

**Rental Requests**

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**Equipment**

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Click on the "ADD" button to open the Add Dashboard. Here, you can add rental requests or equipment by providing the necessary details.

**Dashboard Navigation**

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Use the dropdown menu in the top-left corner to navigate between different sections of the dashboard. Choose options like "Dashboard," "View Rental Requests," "Equipment Inventory," etc.

**Quotation and Receipt Generation**

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In the "Create Quotation" section, enter the customer ID to generate quotations based on scheduled equipment. Optionally, receipts can be generated and displayed.