Employee Dashboard User Manual

To begin using the Employee Dashboard, follow these steps:

1. Run the application by executing the `Employee Dashboard` class's `main` method.

2. The Employee Dashboard window will appear on your screen.

A screenshot of a computer dashboard

Description automatically generated

Dashboard Overview

The Employee Dashboard provides a central hub for accessing different functionalities. Here's an overview of the main components:

Located at the top, it displays the title "Employee Dashboard."

- Dropdown Menu: Found on the top-left, it allows you to navigate between different sections of the dashboard.

- Five buttons in the main area, each representing a specific task or feature.

## View Rental Requests

The "View Rental Requests" section allows you to see a list of rental requests from customers.

1. Click on the "View Rental Requests" button.

A screen shot of a rental request

Description automatically generated

2. A table will appear, displaying details such as Request ID, Customer ID, Equipment Name, and Event Date.

3. Review the information, and close the table when done.

Equipment Inventory

The "Equipment Inventory" section enables you to view the available equipment.

1. Click on the "Equipment Inventory" button.

A screenshot of a computer

Description automatically generated

2. A new window will display a table containing information about each piece of equipment.

3. Close the window when you have finished reviewing the inventory.

Schedule Equipment

In the "Schedule Equipment" section, you can schedule equipment for events.

1. Click on the "Schedule Equipment" button.

2. If you haven't selected equipment from the inventory, you'll be prompted to do so.

3. If successful, a confirmation message will appear; otherwise, an error message will be displayed.

Respond to Customers

This section allows you to respond to customer inquiries.

1. Click on the "Respond to Customers" button.

2. Select a customer and provide a response.

3. If successful, a confirmation message will appear; otherwise, an error message will be displayed.

Create Quotation

The "Create Quotation" section lets you generate quotations for customers.

1. Click on the "Create Quotation" button.

2. The application will create a new quotation, and the Employee Dashboard will be closed.

Closing the Application

To exit the Employee Dashboard:

- Click the close button (X) on the top-right corner of the window.