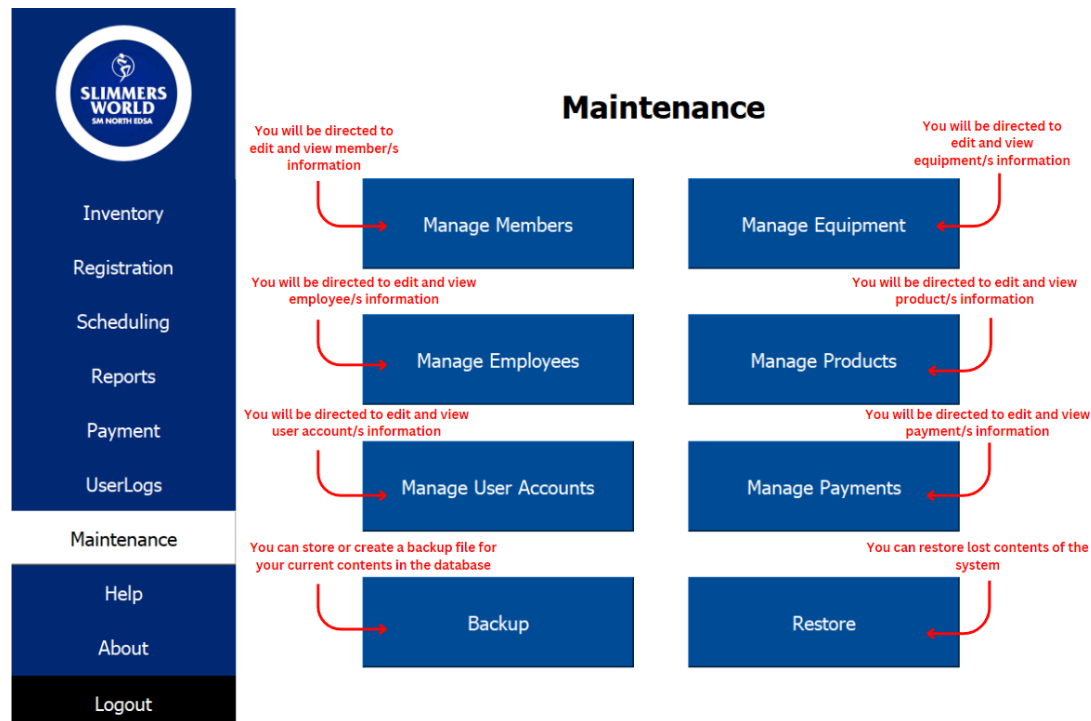# MAINTENANCE PAGE MANUAL

1.0 Viewing the Main Maintenance Screen

The maintenance main screen displays multiple buttons that directs you to its distinctive function or purpose in the system. The buttons shown in the screen are:

- **Manage Members** – It directs you to the member management screen that allows you to view and edit specific member information.

- **Manage Employees** – It directs you to the employee managament screen that allows you to view and edit specific employee information.

- **Manage User Accounts** – It directs you to the user account management screen that allows you to view and edit specific user account information.

- **Manage Equipments** – It directs you to the equipment management screen that allows you to view and edit specific equipment information.

- **Manage Products** – It directs you to the product management screen that allows you to view and edit specific product information.

- **Manage Payments** – It directs you to the payment management screen that allows you to view and edit specific member's information.

- **Backup**– It asks for a directory to store the backup database.

- **Restore** – It displays a select directory window that asks to get the backup file for the system

2.0 Viewing the General Management Screen as a Whole

The management screen of each entity display similar contents to all entities in the maintenance module. The major components of these screen that have significant use for the user are:

- **Search Entity** – This component searches for a given query and will display similar keywords that is placed in the component.

- **Add Entity** – This component directs the user to the registration page of the entity that lets the user to register an entity in the system.

- **View Entity** – This component directs the user to the information of the selected and displays all of the information gathered in that entity.

- **Back to Main Page** – This component directs the user to the main maintenance page.

3.0 Registering an Entity using one of the Management Screen

The registration screen of each entity display similar contents to all entities in the maintenance module. In this screen, the user will input all of the necessary information of the entity. The major components of these screen that have significant use for the user are:

- **Register Entity**– This component if clicked validates the user's input before it registers the entity. If the validation is a success the entity will be registered in the system.

- **Clear Input Fields** – This component clears all of the input field's content and will be blank once clicked.

- **Back to Management Page of Entity** – This component directs the user to the main management page of the entity chosen earier.

4.0 Viewing an Entity using one of the Management Screen

Member Details

Back — Directs the user back to the main management page of the entity

Membership ID: MEM-070124-0005

First Name
Meredith

Middle Name
Sheperd

Last Name
Grey

Gender
Female

Address
Seattle Grace, Hospital

Birthdate
1985-07-01

Phone Number
09674867385

Membership Type
Standard

Start Date
2024-07-01

End Date
2024-07-01

Edit — Lets the user edit the information of the entity

The view screen of each entity display similar contents to all entities in the maintenance module. In this screen, the user will be able to view all of the entity's information and can modify it if wanted. The major components of these screen that have significant use for the user are:

- **Edit Entity** – This component directs the user to the edit entity page that let's the user edit most of the information of the entity.

- **Back to Management Page of Entity** – This component directs the user to the main management page of the entity chosen earier.

5.0 Editing an Entity using one of the Management Screen

The edit screen of each entity display similar contents to all entities in the maintenance module. In this screen, the user will be able to edit mostl of the entity's information and can modify it if wanted. The major components of these screen that have significant use for the user are:

- **Update Entity** – Once clicked, the information inserted by the user will be validated first to see if there are no blank inputs in the fields. If the inputs are valid, the information will be updated in the system.

- **Back to Management Page of Entity** – This component directs the user to the view page of the entity chosen earier.

- **Cancel** – This component directs the user to the view page of the entity chosen earier.