

# Manual for BAS Booking Appointments Software

**Group #3**

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## 1. Introduction

This document will describe how both users and service providers will use the Booking Appointment Software. This software is for single user use. Using this product a user can register for appointments available after logging in. The user will also be able to see and modify their scheduled appointments. The service providers will be able to create appointments for clients to sign up for. The product relies on amazon's AWS cloud server and thus stores all information in this database.

### 1.1 System Requirements

This product will run on any modern browser.

### 1.2 Installation

There is no installation required. Navigate to the webpage located at <https://app.zxai.io>

## 2. Getting Started

This product will have two different perspectives of functionality. One is the client view and the other is the service provider view. Each component works in separate windows after completing a valid login. As many windows can be open as the server can handle.

Once launched the application will display a login window to allow users to sign in or sign up. If sign up is chosen the user will be prompted to create a client or service provider account. The image below shows the login in or sign up options.

- The first option is to sign in using a username and password that has been previously stored into the system.
- The other option is to create an account. As shown in the image below, the user will type in all the listed information and also have the option of a checkbox that will allow the user to be a service provider.

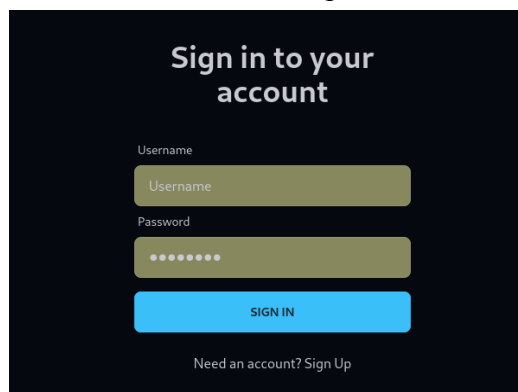


Figure 1. Login

## Create an account

Username

Password

Confirm Password

First Name Last Name

Email

Phone Number

☐ I want to provide services

REGISTER

Figure 2. Sign Up Page

### 3. Booking Appointment Software Operations for A Client

Using the booking appointment software after account creation or login allows users to sign up for, modify, cancel and view all available and scheduled appointments related to their account. The dashboard will have a notification, schedule and log out button. Both schedule buttons redirect to the same page.

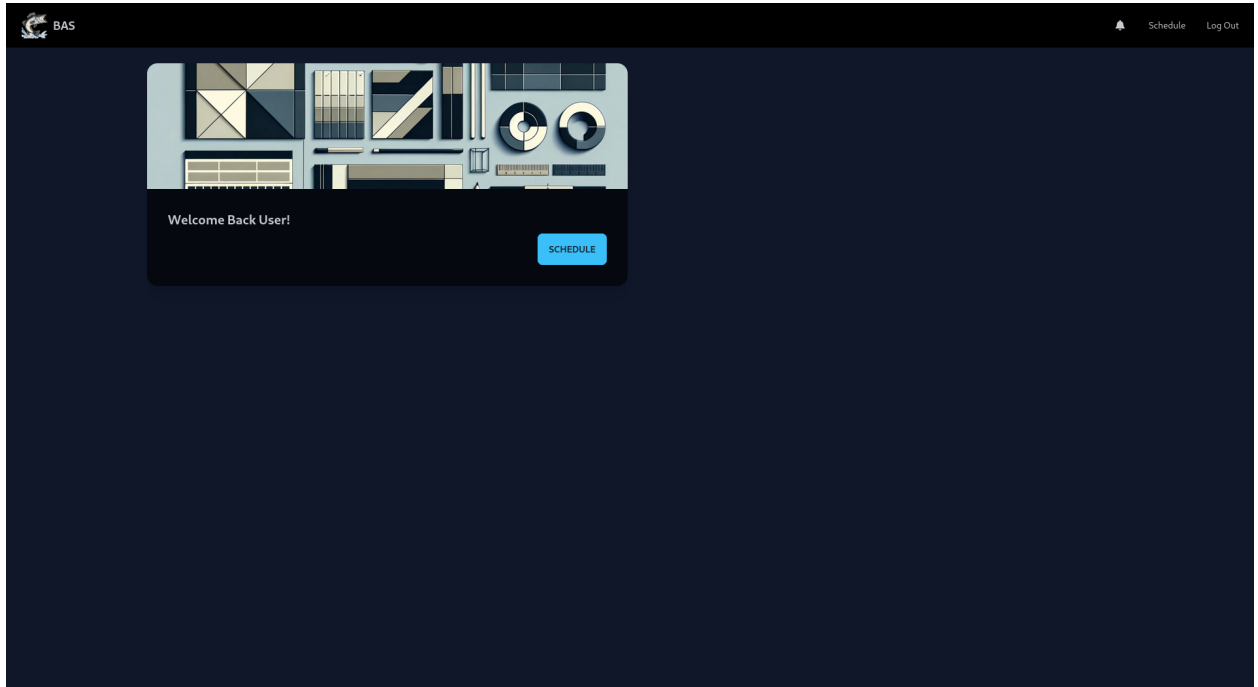
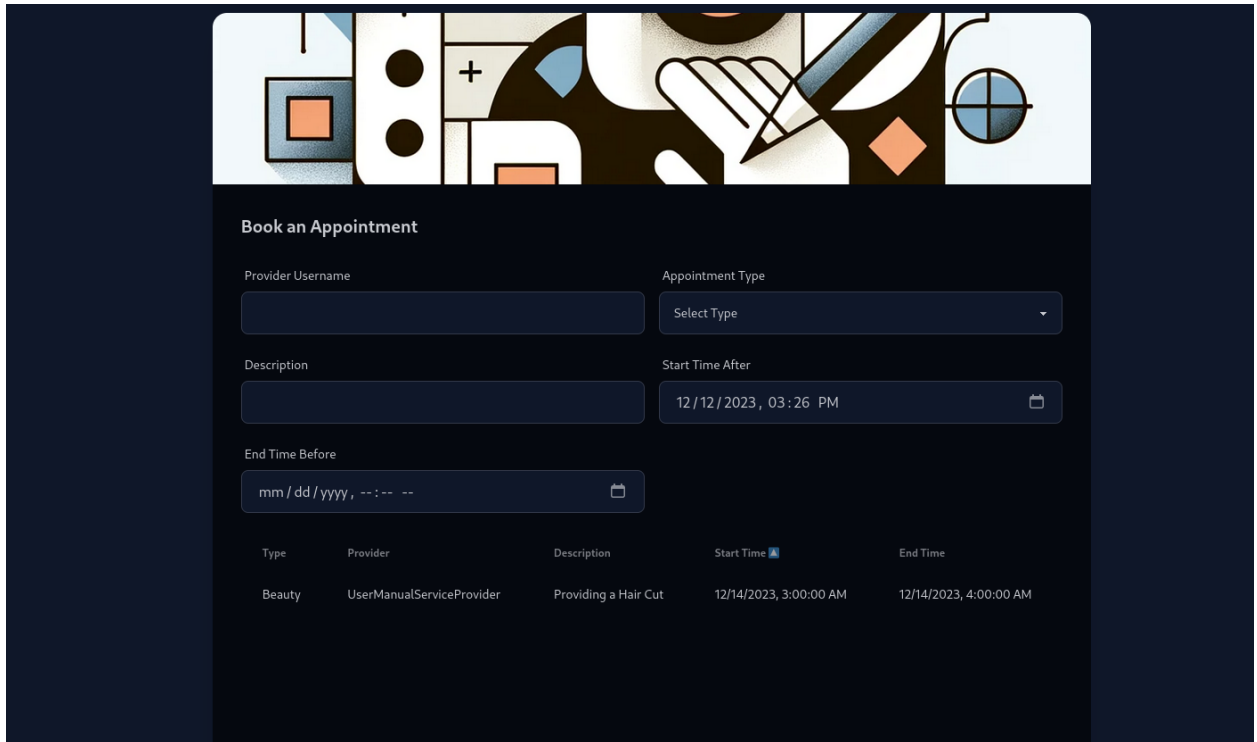


Figure 3. User Dashboard

#### 3.1 To add an appointment

Adding an appointment is simple. First notice on the dashboard there is a large window with a schedule button in the bottom right corner. Click this button shown in the image above to navigate to the listings for all available appointments. Now scrolling down to the “Book an Appointment ” section the user will be able to search through all available listings, once a satisfactory listing has been found the user should click on that listing. Next click the button located on the appointment box labeled “book appointment” and if no conflicts exist the appointment will be assigned to your account and the service provider will know this account has booked the appointment. The user will receive a confirmation notification that the appointment has been booked.



**Book an Appointment**

Provider Username:

Appointment Type:

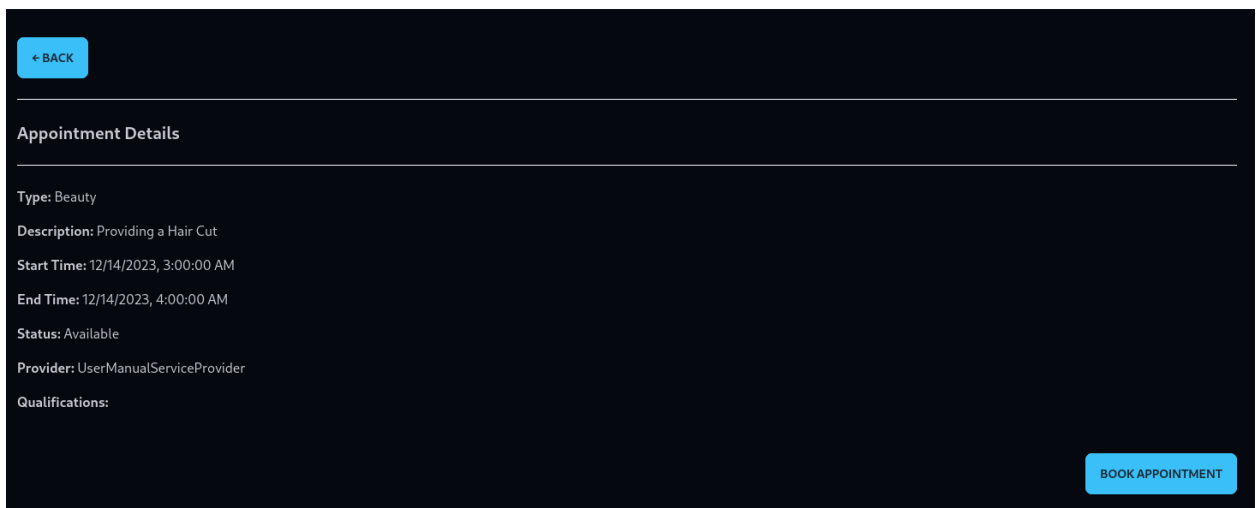
Description:

Start Time After:

End Time Before:

Type	Provider	Description	Start Time	End Time
Beauty	UserManualServiceProvider	Providing a Hair Cut	12/14/2023, 3:00:00 AM	12/14/2023, 4:00:00 AM

Figure 4. Appointments and Search



[← BACK](#)

**Appointment Details**

Type: Beauty

Description: Providing a Hair Cut

Start Time: 12/14/2023, 3:00:00 AM

End Time: 12/14/2023, 4:00:00 AM

Status: Available

Provider: UserManualServiceProvider

Qualifications:

[BOOK APPOINTMENT](#)

Figure 5. Book Appointment

### 3.2 To cancel an appointment

Once an appointment has been scheduled, notice the appointment will appear under the scheduled appointments section of the users schedule once navigated to schedule. If you have a scheduled appointment you may click on the appointment box you want to cancel and there will be a cancel button in the bottom right corner just as above with booking appointment. The user must click this button if they wish to cancel. This must be done at least twenty-four hours before the appointment to avoid doing harm to a service provider

business. Upon canceling your service provider will receive a notification of your cancelation and a pop up will show the user confirmation of the cancelation.

### 3.3 To Search An Appointment

To search an appointment navigate to the section desired of the schedule page by clicking the “schedule” button, to search either booking or your own schedule. As shown above in figure 4, users can use all the searching methods provided by the application, which includes all boxes located above current listings.

### 3.4 To View Your Schedule

To view your own schedule from the homepage, click the “Schedule”. It will appear as the first block listed on the page.

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## 4. Booking Appointment Software Operations for a Service Provider

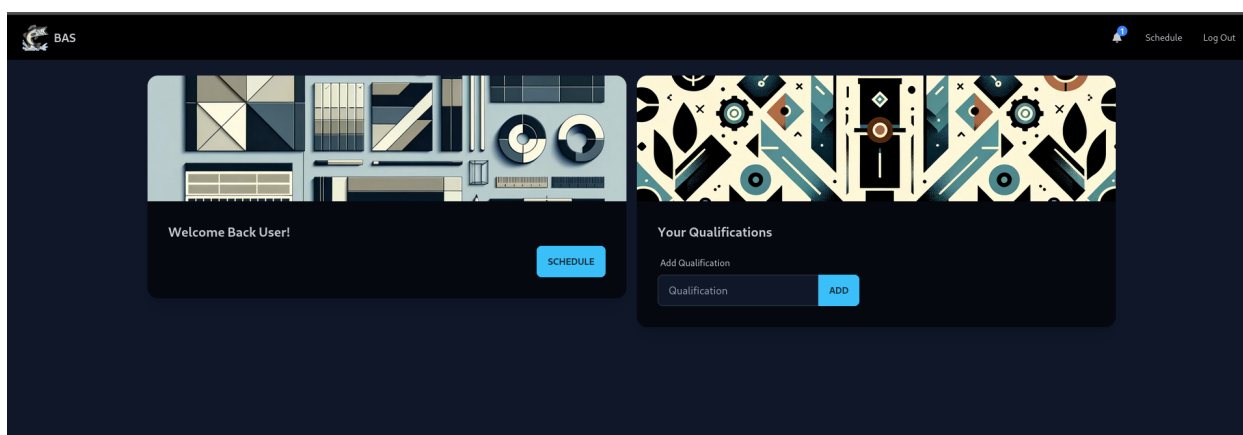


Figure 6. Service Provider Dashboard

Using the service provider dashboard users are able to view their currently scheduled appointments and create new appointments by clicking the “schedule” in the box on the left or in the top right corner of the screen shown above in figure 6. Service providers are also able to add qualifications to their accounts using the “add” button after typing in text, this information will be shown to users who register with the service provider. Also provided in the dashboard above is a bell for notifications relating to scheduling and canceling of a service provider's appointments, as well as a logout option.

#### 4.1 Initializing an Appointment

From the dashboard navigate to the appointments sections by clicking the “schedule” button in either location. From here the user will be able to create an appointment within the given parameters for an appointment. Once the appointment is created it will be able to be seen by a client who may now register for the appointment. Appointments must be within valid time constraints. The appointment creation window is shown below.

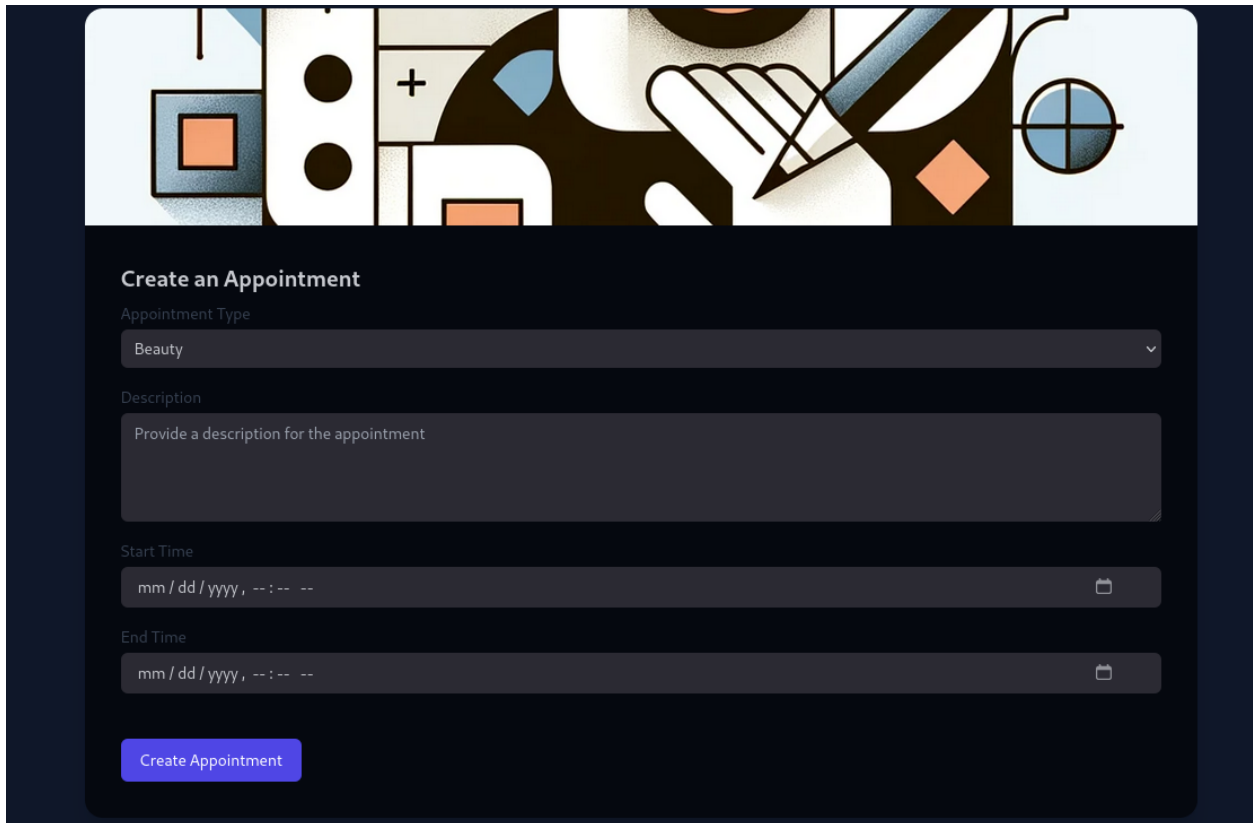


Figure 7. Appointment Creation

#### 4.2 Searching Appointments

Refer to section 3.3 from User Operations as searching your appointments is the same. The only exception is the last parameter on the appointment slot will let the service provider know whether or not that appointment has been booked. Also the addition of searching appointments by whether or not they have been canceled has been added to searching.

#### 4.3 Canceling Appointments

Similar to section 3.2 a service provider can also cancel an appointment through their schedule. After navigating to the schedule block, a service provider can select an appointment that had not been canceled and cancel it. After clicking the appointment to cancel the service provider will be shown a screen like figure 5 that has “Cancel



Appointment” in the bottom right corner. After clicking this button the appointment is canceled and the client is notified and confirmation is given of the cancellation being successful.

#### 4.4 Adding a Qualification

Adding a qualification as a server provider is simple. Navigate to the dashboard by clicking the BAS logo if not currently there. Next simply type into the textbox located in the “Qualifications” box your qualifications and once “add” is clicked the qualifications will be associated with the service provider account and can be seen by clients.

## 5. General User Operations

### 5.1 To Logout

To log out simply click the button labeled “Logout” and the top right of the screen.

### 5.2 To exit system

To exit the application, close the browser at any point in the application. If you want the service to go offline, stop the terminal from running the application. But the database will continue to run the AWS cloud.

### 5.3 To Return to Dashboard

To return to a user's homepage a user can simply click the back arrow of their browser and they will be redirected back to their dashboard. Also the user can click the BAS logo in the top left corner to return to their dashboard.

### 5.4 To Return to Login

To return to the login page the user should open a new browser to the application or logout of their currently used account or click the back arrow until arriving at the page desired. This can be done by simply clicking the logout button in the top right corner.

### 5.5 Notifications

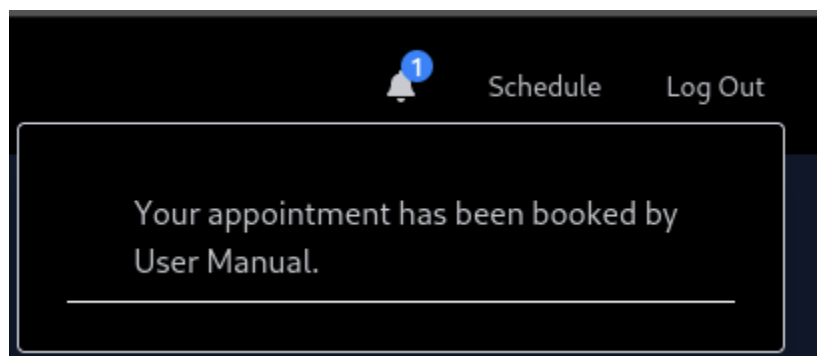


Figure 8. Notifications

To view notifications simply click the bell icon in the top right corner as either type of user. If the user would like the notification to go away they must click the button in the

top left corner that appears when hovering over a given notification they want to clear from the list. An example of a notification is shown in figure 8.

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## Glossary

**BAS** - Booking Appointment Software, the name of our application.

**Client** - A general user who wants to sign up for appointments.

**AWS** - Amazon's cloud based storage service where the database is located.

**Appointment** - an entry into the database which stores information related to a scheduled appointment.

**Service Provider** - a user who wants to provide their services to customers registered as clients within the system by creating appointments for the clients to book.

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We the team members agree to share the mark for this document equally among ourselves.