Scenario

**Customer Accounts**

1. Make sure you are on the Customer Accounts tab.
2. Type the customers’ business name, surname or postcode into the search feature in the top left of the window.
3. A table of search results will be displayed. If the customer's details are displayed, then they are already registered with the garage.
4. If the customer’s information cannot be found, move to the 'Register new customers' tab and enter the customer’s details.
5. If the customer is an individual, select 'Individual' from the drop-down box.  
   If the customer is a business, select 'Business' from the drop-down box.
6. Fill in the rest of the text fields with the relevant customer information.
7. The validation used is outlined in the Customer manual. This can be accessed by pressing 'Help' from the top menu bar, and clicking 'Customer Manual'.

**Vehicle Records**

1. After a new customer has been added to the system, a vehicle belonging to this customer can be added as well
2. To do this the user must go to the Vehicle Records tab of the system.
3. Once on the tab to search if a vehicle registration is already in the system the user can look through the list of registrations already in the system.
4. If the registration cannot be found on the list the user can then select the add vehicle button which will provide the user with a form to a vehicle into it.
5. The form must be filled correctly before the system accepts a new vehicle into the system. To see how this is done please refer to the Vehicle Records Manual.
6. Another check will be performed before the user records the new vehicle in to the system. If the vehicle is already in the system before adding it.
7. After the user has got the message saying the vehicle has been entered, the vehicle records tab can be refreshed using the reset button.
8. This will then show the vehicle registration in the drop down list and the table showing all vehicle details.  
     
   **Diagnosis and Repair Booking**
9. Click on the tab Diagnosis and Repair Booking.
10. Create an appointment by dragging on the calendar.
11. A window should pop up on the screen with the heading ‘Create Booking’.
12. Click on the button Select customer to select the customer and vehicle.
13. Fill in the all Booking Details.
14. Fill in the Repair Details
15. Click on the button Select Parts to select all the parts required for the booking.
16. A window should pop up on the screen with tabs and under each tab there is a list of the parts for that type.
17. Select the parts by clicking on the checkbox under the field baskets.
18. Click on the button Basket and Checkout to checkout.
19. A window should pop up on the screen with list of parts selected.
20. Click on the button Calculate to calculation the total amount.
21. Then Click on the Back button to go back to the previous screen.
22. Click on the button supplier and outstanding Deliveries list to order parts.
23. Add a supplier to filling in the all the detail specific and click on Add Supplier.
24. Order Part to add to pending by filling in the all the specific details and click on Add To Pending
25. Click on the button Back to go to the previous screen.
26. Close the window with list of part.
27. Click on the button Create Booking.
28. Booking will be display on the calendar. (On the main screen)
29. Select a booking and click on the button View Customer Details to view all the detail of the customer for that selected booking.
30. Select a booking and click on the button View vehicle Details to view all the detail of the vehicle for that selected booking.
31. Select a booking and click on the button Edit Booking and a window should pop up on the screen with the heading ‘Edit Booking’.
32. Edit any of the fields and click on the button Save Booking to save changes made on the booking, or click on the button Delete Booking to delete the booking, or click on the button Booking Completed to complete the booking.

**Scheduled Maintenance Booking**

1. Click on the Scheduled Maintenance Bookings tab
2. Click and drag on the agenda to initiate the create booking dialog
3. Fill in the Booking Type, Date, Time start and End, set the Mechanic (if different to the one you are logged in as) and set the bay number if available.
4. Click ‘Find vehicle and customer details’.
5. Search for a customer using either of the fields.
6. Select an available customer from the table
7. Close the search dialog.
8. Select an available vehicle from the table
9. Click get vehicle.
10. Click Create New Booking

**Parts**

1. Click on the Parts tab
2. Type in the name of the new part, description, choose the category of a part, type in the quantity of the part and the price
3. Click Add New Part, click yes if you details are correct in the pop up box
4. Click Yes if you want to add more parts to the existing part in the next popup. It will occur if the name of part you try to add appears to be identical. Click No if you want to add it if the part is a separate kind
5. If you have made a mistake tick the part and click Take Out From Stock. If the system will allow you to add it to removal interface, it will allow you to add your selection (refer to Parts Manual)
6. Click on the Suppliers and Outstanding Deliveries. Click on any cell in Supplier’s table apart from Name. Edit the data, click ENTER.
7. If you are prompted with a Parts Deadline Hit dialog. Click Yes or Now, if a part has arrived to the garage from the supplier, to delete it from pending deliveries or leave it there until the part arrives.
8. To add new supplier fill in the details of text fields with string data. Click on Add Supplier. Check if the combo box in Pending area has got the new supplier.
9. Tick the suppliers you want to delete. Click the Delete button. Click Yes or No. Check if the combo box in Pending area lost the chosen suppliers
10. Fill in the details of adding a new pending part. Choose appropriate supplier. Choose appropriate date. Resolve any conflicts of pop up messages validating your input. Click on Add Part.
11. Perform the scenario from Diagnosis and Repairs of steps 1-6
12. Click on the button Select Parts to select all the parts required for the booking.
13. A window should pop up on the screen with tabs and under each tab there is a list of the parts for that type.
14. Select the parts by clicking on the checkbox under the field baskets.
15. Click on the button Basket and Checkout to checkout.
16. A window should pop up on the screen with list of parts selected.
17. Click on the button Calculate to calculation the total amount.
18. Then Click on the Back button to go back to the previous screen.
19. Click on the button supplier and outstanding Deliveries list to order parts.
20. Add a supplier to filling in the all the detail specific and click on Add Supplier.
21. Order Part to add to pending by filling in the all the specific details and click on Add To Pending
22. Click on the button Back to go to the previous screen.
23. Close the window with list of part.