Appendix C – User Guide

Step 1 – Click on the JAR executable file.

Step 2.1 – If you are a registered user, login to account with username and password.

Step 2.2 – If you are not a registered user, click on create an account, enter your personal information to register, and login to your newly created account on the login page.

Step 2.3 – If you forget your password, click on forget password and answer security questions to continue to the reset password page. When entering a new password, it must include at least 7 characters, at least one uppercase letter, at least one lowercase letter, at least one symbol, and at least one number. Once the password is reset, login with your account information.

Step 3.1 – If you are an owner and wish to manage employees, click on manage employees and select which employee you wish to remove. If you wish to save the employees list as a PDF, then click "Save as PDF" and then click print and set the name of the file and the location to which you want to save it to.

Step 3.2 – If you are an office worker or office manager and wish to manage the financial tables, click on the "Book-Keeping" button, and then click on "Manage Balance Sheet" or "Manage Profit and Loss Statement" depending on which account you wish to manage. To enter a new row, click "Enter" on your keyboard. If you wish to remove a row, then select the row and click" Delete" on the keyboard. Once you have finished managing the accounts, if you wish to see the compiled financial tables, click on "Financial Tables". If you wish to save the tables as a PDF, then click "Save as PDF" under the respective table.

Step 4 – To manage events in the calendar, click on "Calendar". To add events, click on "Add Event" and fill in the event information. To remove an event, select the row with the event and click "Remove Event".

Step 5 – To view your profile information, click on the "Profile" button. To edit your profile information, click on "Edit Profile". To edit your profile picture, click on "Edit Profile Picture" and select the picture which you would like to set.