BookingApp Manual, By Jordan

a manual for administrators

Contents

Booking, Help ⓘ

✓ Allows for **appointment help toggling**.

📅 SCHEDULE

ADMINS
8

ADMIN ADDER

STUDENTS
1

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

Kamilah Anderson's Booking Guide

✈ You may book by clicking the black paper plane ✈ icon in the time schedule.

✈ Black paper planes ✈ in schedule are unbooked items,
while yellow paper plane ✈ items represent those that have already been booked.

✈ You may filter the table by dates, using the black pencil ✏ icon atop time schedule,
to see booked times across different months, and different days.

✈ You may also filter the table by driver schedule, using the black animated wrench 🔧 icon atop time schedule,
to see availabilities based on driver.

⏰							
7:30 am							
8:40 am	✈	✈	✈	✈	✈	✈	✈
9:50 am	✈	✈	✈	✈	✈	✈	✈
11:00 am	✈	✈	✈	✈	✈	✈	✈
12:10 pm	✈	✈	✈	✈	✈	✈	✈

1	2	3

Booking, Appointment ✈

✓ Allows for **appointment generation**.

SCHEDULE

ADMINS
8

ADMIN ADDER

STUDENTS
1

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

8
january

	SUN	MON	TUE	WED	THU	FRI	SAT
7:30 am							
8:40 am							
9:50 am							
11:00 am							
12:10 pm							

| 1 | 2 | 3 |

📅 SCHEDULE

👥 **ADMINS**
8

👤 **ADMIN ADDER**

👥 **STUDENTS**
1

👤 **STUDENT ADDER**

📍 **PICKUP LOCATIONS**
6

📍 **PICKUP LOCATION ADDER**

📍 **DROP-OFF LOCATIONS**
2

📍 **DROP-OFF LOCATION ADDER**

✏ | 🔧 | ⊘

8
january

⏱	SUN	MON	TUE	WED	THU	FRI
7:30 am	✈	✈	✈	✈	✈	✈
8:40 am	✈	✈	✈	✈	✈	✈
9:50 am	✈	✈	✈	✈	✈	
11:00 am	✈	✈	✈	✈	✈	✈
12:10 pm	✈	✈	✈	✈	✈	✈	✈

| 1 | 2 | 3 |

Jaa booker

Month

| January ▾ |

Day

| 1 ▾ |

Pickup Location

| Half Way Tree ▾ |

Package

| Executive ▾ |

Driver

| Clint Guthrie ▾ |

Student

| Itachi Uchiha ▾ |

Go   Cancel

Booking, Appointment Filtering ✏️

- ✓ Allows for **appointment filter**.

🔔 4   ⚙ Account ⌄

📅 SCHEDULE

✏	🔧	⊘

‹	Jan 2018	›

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

⏰	SUN	MON	TUE	WED	THU	FRI	SAT
7:30 am	➤	➤	➤	➤	➤	➤	➤
8:40 am	➤	➤	➤	➤	➤	➤	➤
9:50 am	➤	➤	➤	➤	➤	➤	➤
11:00 am	➤	➤	➤	➤	➤	➤	➤
12:10 pm	➤	➤	➤	➤	➤	➤	➤

1	2	3

Booking, Slot View

✓ Allows for **dark grey appointment slot view popup**, (If slot is already booked) **green book success popup** after appointment creation (If slot is not yet booked)

📅 SCHEDULE

👥 **ADMINS**
8

👤 **ADMIN ADDER**

👥 **STUDENTS**
1

👤 **STUDENT ADDER**

📍 **PICKUP LOCATIONS**
6

📍 **PICKUP LOCATION ADDER**

📍 **DROP-OFF LOCATIONS**
2

📍 **DROP-OFF LOCATION ADDER**

✏️ 🔧 ⚠️

8 januar

BookJaa Slot Viewer

Driver Email	Week Day	Month Day	Month	Time	
clintguthrie@jaa.com	mon	1	January	7:30 am	✖

⏰	SUN	MON	TUE	WED	THU	FRI	SAT
7:30 am	➤	➤	➤	➤	➤	➤	➤
8:40 am	➤	➤	➤	➤	➤	➤	➤
9:50 am	➤	➤	➤	➤	➤	➤	➤
11:00 am	➤	➤	➤	➤	➤	➤	➤
12:10 pm	➤	➤	➤	➤	➤	➤	➤

| 1 | 2 | 3 |

📅 SCHEDULE

👥 **ADMINS**
8

👤 **ADMIN ADDER**

👥 **STUDENTS**
1

👤 **STUDENT ADDER**

📍 **PICKUP LOCATIONS**
6

📍 **PICKUP LOCATION ADDER**

📍 **DROP-OFF LOCATIONS**
2

📍 **DROP-OFF LOCATION ADDER**

✏ 🔧 ⓘ

8
january

⏰	SUN	MON	TUE	WED	THU	FRI	SAT
7:30 am	➤	➤	➤	➤	➤	➤	➤
8:40 am	➤	➤	➤	➤	➤	➤	➤
9:50 am	➤	➤	➤	➤	➤	➤	➤
11:00 am	➤	➤	➤	➤	➤	➤	➤
12:10 pm	➤	➤	➤	➤	➤	➤	➤

✕
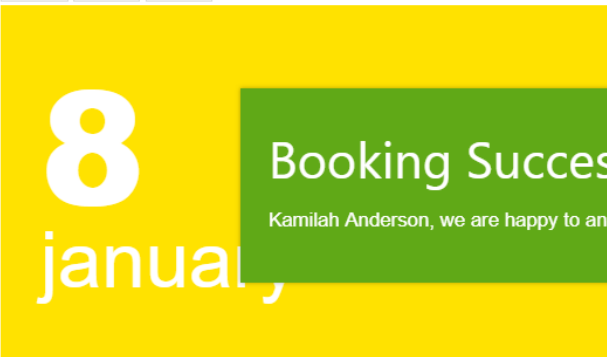
Booking Success!

Kamilah Anderson, we are happy to announce that your booking was successful!

1	2	3

Admin Listing 👥

✓ Allows for **listing of driver-admins, principal-admins and system-admins.**

SCHEDULE

ADMINS
8

ADMIN ADDER

STUDENTS
1

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

Admin
listing

Name	Email	Level	View Extra	Restrictions	
Admin	admin@jaa.com	System	👁	⚠	⊗
Clint Guthrie	clintguthrie@jaa.com	Driver	👁	⚠	⊗
Coneil Anderson	coneilanderson@jaa.com	Principal	👁	⚠	⊗
Duane Brown	duanebrown@jaa.com	System	👁	⚠	⊗

Admin List, Information Viewer 👁

✓ Allows for driver **information view.**

BookJaa

4

Account

SCHEDULE

ADMINS
8

ADMIN ADDER

STUDENTS
1

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

BookJaa Extra Info Viewer | Admin : clintguthrie@jaa.com

Student Email	Time	Week Day	Month Day	Month	Student Email
Itachi Uchiha	8:40 am	tue	7	November	uchiha@gmail.com
Itachi Uchiha	9:50 am	sun	5	November	uchiha@gmail.com
Itachi Uchiha	2:30 pm	sat	4	November	uchiha@gmail.com
Itachi Uchiha	7:30 am	mon	1	January	uchiha@gmail.com
Itachi Uchiha	7:30 am	sun	7	January	uchiha@gmail.com

Guthrie

| Coneil Anderson | coneilanderson@jaa.com | Principal | 👁 | ⚠ | ⊗ |
| Duane Brown | duanebrown@jaa.com | System | 👁 | ⚠ | ⊗ |

Admin List, Restriction ⚠

✓ Allows for **establishment of lunch time, day of week restriction, and day of month restriction.**

SCHEDULE

ADMINS
8

ADMIN ADDER

STUDENTS
1

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

BookJaa Restriction Editor/Viewer | Admin : admin@jaa.com

×

▸ DAY OF WEEK RESTRICTIONS

▸ LUNCH TIME SETTING

▸ DAY OF MONTH RESTRICTIONS

▸ CUTTOFF TIMES PER DAY

Clint Guthrie	clintguthrie@jaa.com	Driver	👁	⚠	⊗
Coneil Anderson	coneilanderson@jaa.com	Principal	👁	⚠	⊗
Duane Brown	duanebrown@jaa.com	System	👁	⚠	⊗

Admin List, Deletion ⊗

✓ Allows for **deletion of driver-admins only.**

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
1

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

Admin
listing

Jaa booker | Admin Deleter:

Are you sure you wish to delete?

| Go | Cancel |

Howard Lewis	howardlewis@jaa.com	Driver	👁	⚠	⊗
John Doe	johndoe@gmail.com	System	👁	⚠	⊗
Jordan Bennett	jordanbennett@jaa.com	System	👁	⚠	⊗
Kamilah Anderson	kamilahanderson@jaa.com	Principal	👁	⚠	⊗
Sydney Wedderburn	sydneywedderburn@jaa.com	Driver	👁	⚠	⊗

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
1

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

Admin
listing

Admin Deletion
✕

Admin successfully deleted.

Howard Lewis	howardlewis@jaa.com	Driver	👁	⚠	⊗
John Doe	johndoe@gmail.com	System	👁	⚠	⊗
Jordan Bennett	jordanbennett@jaa.com	System	👁	⚠	⊗
Kamilah Anderson	kamilahanderson@jaa.com	Principal	👁	⚠	⊗
Sydney Wedderburn	sydneywedderburn@jaa.com	Driver	👁	⚠	⊗

Admin Addition

✓ Allows for **addition of principal-admins and driver-admins.**

ADMIN ADDER

STUDENTS
1

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

Admin
adder

Email

john@jaa.com

Name

John Doe

Password

••••

Level

Driver

License

General, Automatic

Go

👤➕ ADMIN ADDER

👥 **STUDENTS**
1

👤➕ **STUDENT ADDER**

📍 **PICKUP LOCATIONS**
6

📍 **PICKUP LOCATION ADDER**

📍 **DROP-OFF LOCATIONS**
2

📍 **DROP-OFF LOCATION ADDER**

Admin
adder

✕

Success!

John Doe was successfully added to the database!

Email

john@jaa.com

Name

John Doe

Password

••••

Level

Driver

License

General, Automatic

Go

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
1

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

Admin
listing

Anderson	coneilanderson@jaa.com	Principal	👁	⚠	⊗
Duane Brown	duanebrown@jaa.com	System	👁	⚠	⊗
Howard Lewis	howardlewis@jaa.com	Driver	👁	⚠	⊗
John Doe	john@gmail.com	System	👁	⚠	⊗
Jordan Bennett	jordanbennett@jaa.com	System	👁	⚠	⊗

Student Listing 👥

- ✓ Allows for **listing of students.**

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
2

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

Student
listing

Student Name	Student Email	Student Phone	Admin Email	
Lisa Wilson	lisa@gmail.com	122-3455		⊗
Itachi Uchiha	uchiha@gmail.com	981-6702	clintguthrie@jaa.com	⊗

Student List, Deletion ⊗

✓ Allows for **deletion of students.**

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
2

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

Student
listing

Jaa booker | Student Deleter:

Are you sure you wish to delete?

| Go | Cancel |

Student Name	Student Email	Student Phone	Admin Email	
Lisa Wilson	lisa@gmail.com	122-3455		⊗
Itachi Uchiha	uchiha@gmail.com	981-6702	clintguthrie@jaa.com	⊗

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
2

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

Student
listing

Student Deletion
Student successfully deleted.

Student Name	Student Email	Student Phone	Admin Email	
Lisa Wilson	lisa@gmail.com	122-3455		⊗
Itachi Uchiha	uchiha@gmail.com	981-6702	clintguthrie@jaa.com	⊗

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
1

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

Student
listing

Student Name	Student Email	Student Phone	Admin Email	
Itachi Uchiha	uchiha@gmail.com	981-6702	clintguthrie@jaa.com	⊗

Student Addition

✓ Allows for **addition of students.**

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
1

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

Student
adder

Name

Thomas Brown

Email

thomas1997@gmail.com

Instructor Email

Phone

982-3344

Trn

122-344-3445

Pickup

ADMIN ADDER

STUDENTS
1

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

Student
adder

Trn

122-344-3445

Pickup

Half Way Tree

Pickup Comment

Remember to bring gifts

Drop Off

Portland

Drop Off Comment

Remember to say goodbye

Go

ADMIN ADDER

STUDENTS
1

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

Student
adder

Success!

Thomas Brown was successfully added to the database!

Trn

122-344-3445

Pickup

Half Way Tree

Pickup Comment

Remember to bring gifts

Drop Off

Portland

Drop Off Comment

Remember to say goodbye

Go

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
2

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

Student
listing

Student Name	Student Email	Student Phone	Admin Email	
Thomas Brown	thomas1997@gmail.com	982-3344		⊗
Itachi Uchiha	uchiha@gmail.com	981-6702	clintguthrie@jaa.com	⊗

Pickup Location Listing 📍

✓ Allows for **listing of pickup locations.**

📅 **SCHEDULE**

👥 **ADMINS**
9

👤 **ADMIN ADDER**

👥 **STUDENTS**
2

👤 **STUDENT ADDER**

📍 **PICKUP LOCATIONS**
6

📍 **PICKUP LOCATION ADDER**

📍 **DROP-OFF LOCATIONS**
2

📍 **DROP-OFF LOCATION ADDER**

Pickup
listing

Location	
Half Way Tree	⊗
Cross Roads	⊗
Downtown	⊗
Constant Spring	⊗
Papine	⊗
No Pickup	⊗

Pickup Location Addition 📍

✓ Allows for **addition of pickup location.**

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
2

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

Pickup
adder

Location

Richmond Avenue

Go

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
2

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

Pickup
adder

Success!

Richmond Avenue was successfully added to the database!

×

Location

Richmond Avenue

Go

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
2

STUDENT ADDER

PICKUP LOCATIONS
7

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

Pickup
listing

Location	
Half Way Tree	⊗
Cross Roads	⊗
Downtown	⊗
Constant Spring	⊗
Papine	⊗
No Pickup	⊗
Richmond Avenue	⊗

Pickup Location Listing, Deletion ⊗

✓ Allows for **deletion of pickup locations.**

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
2

STUDENT ADDER

PICKUP LOCATIONS
7

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

Pickup
listing

Jaa booker | Pickup Location Deleter:

Are you sure you wish to delete?

[Go]   [Cancel]

Location	
Half Way Tree	⊗
Cross Roads	⊗
Downtown	⊗
Constant Spring	⊗
Papine	⊗
No Pickup	⊗
Richmond Avenue	⊗

BookJaa   🔔 11   Account ⚙ ⌄

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
2

STUDENT ADDER

PICKUP LOCATIONS
7

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

Pickup
listing

Pickup Location Deletion

Pickup location was successfully deleted.

Location

Half Way Tree ⊗

Cross Roads ⊗

Downtown ⊗

Constant Spring ⊗

Papine ⊗

No Pickup ⊗

Richmond Avenue ⊗

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
2

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

Pickup
listing

Location	
Half Way Tree	⊗
Cross Roads	⊗
Downtown	⊗
Constant Spring	⊗
Papine	⊗
No Pickup	⊗

Drop-off Location Listing 📍

- ✓ Allows for **listing of drop-off locations.**

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
2

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

DropOff
listing

Location	
Portland	⊗
Ocho Rios	⊗

Drop-off Location Addition 📍

✓ Allows for **addition of drop-off location.**

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
2

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

DropOff
adder

Location

Las Vegas

Go

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
2

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

DropOff
adder

Success!

was successfully added to the database!

Location

Las Vegas

Go

Drop-off Location Listing, Deletion ⊗

✓ Allows for **deletion of drop-off locations.**

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
2

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
2

DROP-OFF LOCATION ADDER

DropOff
listing

Jaa booker | Drop-off Location Deleter:

Are you sure you wish to delete?

Go   Cancel

Location	
Portland	⊗
Ocho Rios	⊗

Account

DropOff
listing

Drop-off Location Deletion

Drop off location was successfully deleted.

Location
Portland ⊗
Ocho Rios ⊗

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
2

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
1

DROP-OFF LOCATION ADDER

DropOff
listing

Location

Portland   ⊗

Login Settings ⚙

✓ Allows for **login setting view.**

SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
2

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
1

DROP-OFF LOCATION ADDER

Quick settings

Kamilah Anderson
Security
Exit

8
january

⏰	SUN	MON	TUE	WED	THU	FRI	SAT
7:30 am	✈	✈	✈	✈	✈	✈	✈
8:40 am	✈	✈	✈	✈	✈	✈	✈
9:50 am	✈	✈	✈	✈	✈	✈	✈
11:00 am	✈	✈	✈	✈	✈	✈	✈
12:10 pm	✈	✈	✈	✈	✈	✈	✈

| 1 | 2 | 3 |

Notification View 🔔

- ✓ Allows for **notifications view.**

2

📅 SCHEDULE

ADMINS
9

ADMIN ADDER

STUDENTS
2

STUDENT ADDER

PICKUP LOCATIONS
6

PICKUP LOCATION ADDER

DROP-OFF LOCATIONS
1

DROP-OFF LOCATION ADDER

BookJaa Notifications Viewer

Driver Email	Student Email	Week Day	Month Day	Month	Time	Pickup Location		
clintguthrie@jaa.com	thomas1997@gmail.com	sun	4	March	7:30 am	Half Way Tree	✗	👁
clintguthrie@jaa.com	thomas1997@gmail.com	sun	4	March	7:30 am	Half Way Tree	✗	👁

⏰	SUN	MON	TUE	WED	THU	FRI	SAT
7:30 am	➤	➤	➤	➤	➤	➤	➤
8:40 am	➤	➤	➤	➤	➤	➤	➤
9:50 am	➤	➤	➤	➤	➤	➤	➤
11:00 am	➤	➤	➤	➤	➤	➤	➤
12:10 pm	➤	➤	➤	➤	➤	➤	➤

| 1 | 2 | 3 |