ENGLISH USER MANUAL

EXECUTIVE EVENTS MANAGEMENT SYSTEM

OVERVIEW

This is a simple user guide for our company's management system.

Authors

**Bongo J.,
Omia M.**

Version 1.0

Doc. 000001

GROUP 7

TABLE OF CONTENTS

BONGO JOSHUA 2001600003, OMIA MOSES 2001600021,

NAHURIRA DIDAS 2001600022, KISITU RASHID 2001600011.

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NAHURIRA DIDAS 2001600022, KISITU RASHID 2001600011.

INTRODUCTION AND PURPOSE.

Thank you for choosing to partner with Executive Event Management Company.

This is a simple instruction manual that will be very useful to you while using the event management system (EMS) of this company. It is for both voice and no-voice users.

Please read this manual carefully before using the system and keep it for future reference.

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STEPS

Follow the steps below;

STEP 1: OPENING THE EVENT MANAGEMENT SYSTEM.

a) Open the source file containing the Event Management System codes using code blocks.

b) Click the run button on the tool bar of the code blocks window to open the Executive Event Management System.

```
"C:\Users\good2\Desktop\moses\GROUP 7 EVENTS1\EVENTS MANAGEMENT\bin\Debug\EVENTS MANAGEMENT.exe"
&&&&&&&& EXECUTIVE EVENTS MANAGEMENT COMPANY *@2021&&&&&&&&&&

        @@ By: OMIA MOSES 2001600021
         BONGO JOSHUA 2001600003
         NAHURIRA DIDAS 2001600022
         KISITU RASHID 2001600011

    ################################################################################################

                        ----------------------WELCOME------------------------

                    -------------------TO EXECUTIVE EVENTS MANAGEMENT COMPANY------------------

                        THANK YOU FOR JOINING TO OUR EVENTS COMPANY
    ################################################################################################

    LOGIN MENU <<<EXPLORING THE WORLD OF CODING>>>

    <1> Login        <2> Change Password      <3> Signup

    <4> About us     <5> Our contact          <0> Exit

    :~
```

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STEP 2: LOGIN MENU

a) Press the enter key to open the Login Menu.

```
LOGIN MENU <<<EXPLORING THE WORLD OF CODING>>>

<1> Login        <2> Change Password        <3> Signup

<4> About us     <5> Our contact            <0> Exit

:~
```

b) Choose one of the above options by typing its corresponding number and pressing the enter key to open/execute it.

NB: Type 0 and press enter key to exit from the system.

STEP 2.1: HOW TO LOGIN.

The default username and password is "sun" and "sun123" respectively.

a) Go to the Login Menu.
b) Type 1 and press the enter key.
c) Type the username and press the enter key.
d) Type the password and press the enter key.

After this process, the Main Menu will open automatically.

STEPS

NB: Incase it fails to login, press the space-bar key and repeat the login process by entering the correct username and password in the right case.

STEP 2.2: HOW TO CHANGE PASSWORD.

a) Go to the Login Menu.
b) Type 2 and press the enter key.
c) Enter the old password and press the enter key.
d) Enter the new password and press the enter key.
e) Enter the new password again to confirm and press the enter key.
f) Press 0 to go back to the Login Menu.

STEP 2.3: HOW TO SIGNUP.

a) Go to the Login Menu.
b) Type 3 and press the enter key.
c) Enter/set your username and press the enter key.
d) Enter/set your password and press the enter key.
e) Press 0 to go back to the Login Menu.

NB: Remember that Singing up changes your username and password.

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STEPS

STEP 2.4: HOW TO CHECK THE ABOUT US.

a) Go to the Login Menu.

b) Type 4 and press the enter key.

c) Press 0 to go back to the Login Menu.

STEP 2.5: HOW TO CHECK FOR THE COMPANY CONTACTS.

a) Go to the Login Menu.

b) Type 5 and press the enter key.

c) Press 0 to go back to the Login Menu.

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STEPS

STEP 3: MAIN MENU

Choose one of the above options by typing its corresponding number and pressing the enter key to open/execute it.

NB: **>** Type 10 and press enter key to exit from the system.

➢ Type 0 and press enter key to restart the system.

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STEPS

STEP 3.1: HOW TO CHECK FOR THE EVENT TYPES.

a) Go to the Main Menu.

b) Type 1 and press the enter key.

c) Choose one of the above options by typing its corresponding number and pressing the enter key to open/execute it.

NB: For each of the options 1, 2, 3 and 4 press any key to come back to the above menu.

STEP 3.2: HOW TO CHECK FOR SERVICES OFFERED.

a) Go to the Main Menu.

b) Type 2 and press the enter key.

c) Scroll up and down to view the services offered.

d) Press any key to go back to the Main Menu.

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STEPS

STEP 3.3: HOW TO CHECK FOR RECOMMENDED VENUES.

    a) Go to the Main Menu.

    b) Type 3 and press the enter key.

    c) Scroll up and down to view the recommended venues.
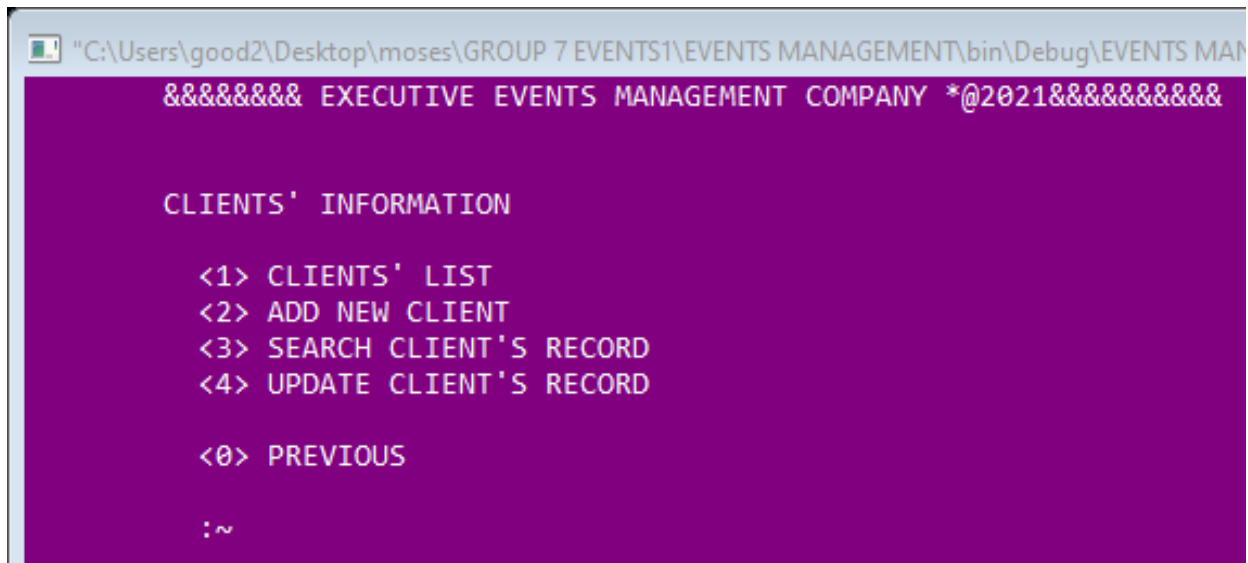
    d) press 0 to go back to the Main Menu.

STEP 3.4: HOW TO BOOK AN EVENT FOR A CLIENT.

    a) Go to the Main Menu.

    b) Type 4 and press the enter key.

    c) Fill in the clients details by typing and pressing the enter key for each detail, one at time as shown below.

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STEPS


```
"C:\Users\good2\Desktop\moses\GROUP 7 EVENTS1\EVENTS MANAGEMENT\bin\Debug\EVENTS MAN

        &&&&&&&& EXECUTIVE EVENTS MANAGEMENT COMPANY *@2021&&&&&&&&&&


     Enter the number of clients you want to add: 1


     Enter the details of new client 1

             Full Names:  Olal Amos

             Address(Place of residence):  Arua

             Mobile No.:  0787635442

             Email:  olam@gmail.com

             Event type:  Wedding

             Selected venue:  Platinum Resort

             Amount paid:  5000000


     <1> SUBMIT.
```

d) Press 1 to submit the details.
e) Press 0 to go back to the Main Menu.

STEPS

STEP 3.5: CLIENTS' INFORMATION

a) Go to the Main Menu.
b) Type 5 and press the enter key.

d) Choose one of the above options by typing its corresponding number and pressing the enter key to open/execute it.

NB: Press 0 to go back to the Main Menu.

STEP 3.5.1: HOW TO VIEW CLIENTS' LIST.

a) Go to the Clients' Information menu.
b) Type 1 and press the enter key.
c) Scroll up and down to view the client's records.
d) press 0 to go back to the Clients' Information menu.

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STEPS

STEP 3.5.2: HOW TO ADD NEW CLIENT.

a) Go to the Clients' Information menu.

b) Type 2 and press the enter key.

c) Fill in the clients details by typing and pressing the enter key for each detail, as shown below.

d) Press 1 to submit.

e) Press 0 to go back to the Client's Information menu.

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STEPS

STEP 3.5.3: HOW TO SEARCH CLIENT'S RECORD.

a) Go to the Clients' Information menu.

b) Maximize the console window.

c) Type 3 and press the enter key.

d) Enter client's full name and press enter key.

e) Press 0 to go back to the Client's Information menu.

STEP 3.5.4: HOW TO UPDATE CLIENT'S RECORD.

a) Go to the Clients' Information menu.

b) Type 4 and press the enter key.

c) Enter client's full name and press enter key.

d) Enter the client's new details by typing and pressing the enter key for each detail as shown below.

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STEPS

e) Press 1 to submit.
f) Press 0 to go back to the Client's Information menu.

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STEPS

STEP 3.6: STAFF INFORMATION

a) Go to the Main Menu.

b) Type 6 and press the enter key.

c) Choose one of the above options by typing its corresponding number and pressing the enter key to open/execute it.

NB: Press 0 to go back to the Main Menu.

STEP 3.6.1: HOW TO VIEW STAFF LIST.

a) Go to the Staff Information menu.

b) Maximize the console window.

c) Type 1 and press the enter key.

d) Scroll up and down to view the staff records.

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e) press 0 to go back to the Clients' Information menu.

STEP 3.6.2: HOW TO ADD STAFF RECORD.

a) Go to the Staff Information menu.
b) Type 2 and press the enter key.
c) Fill in the staff's details by typing and pressing the enter key for each detail, as shown below.


```
 ■.' "C:\Users\good2\Desktop\moses\GROUP 7 EVENTS1\EVENTS MANAGEMENT\bin\Debug\EVENTS MAN/
        &&&&&&&& EXECUTIVE EVENTS MANAGEMENT COMPANY *@2021&&&&&&&&&&


        Enter the number of staffs you want to add: 1


        ENTER THE DETAILS OF NEW STAFF 1

               Staff ID:  1102

               Full Name:  Okello Joshua

               Address(Place of residence): Soroti

               Mobile No.: 0782453672

               Email Address: okjos@gmail.com


        <1> SUBMIT.
```

d) Press 1 to submit.
e) Press 0 to go back to the Staff Information menu.

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STEPS

STEP 3.6.3: HOW TO VIEW STAFF PAYROLL.

a) Go to the Staff Information menu.
b) Maximize the console window.
c) Type 3 and press the enter key.
d) Scroll up and down to view the staff payments.
e) press 0 to go back to the Clients' Information menu.

STEP 3.6.4: HOW TO UPDATE STAFF RECORD.

d) Go to the Staff Information menu.
e) Type 4 and press the enter key.
f) Enter staff member's ID and press enter key.
g) Enter the staff member's new details by typing and pressing the enter key for each detail as shown below.

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STEPS

h) Press 1 to submit.
i) Press 0 to go back to the Client's Information menu.

STEP 3.7: BILL PAYMENTS

a) Go to the Main Menu.
b) Type 7 and press the enter key.
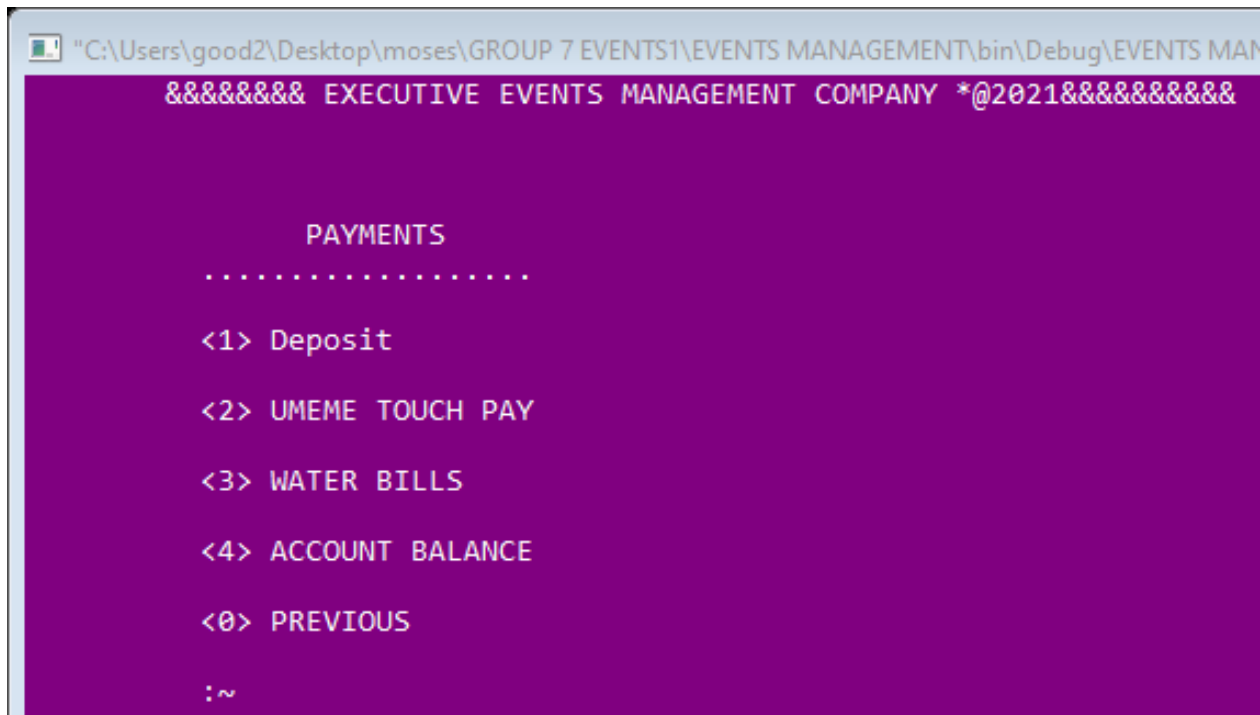
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STEPS


```
"C:\Users\good2\Desktop\moses\GROUP 7 EVENTS1\EVENTS MANAGEMENT\bin\Debug\EVENTS MAN
     &&&&&&&& EXECUTIVE EVENTS MANAGEMENT COMPANY *@2021&&&&&&&&&&


          PAYMENTS
     ...................

     <1> Deposit

     <2> UMEME TOUCH PAY

     <3> WATER BILLS

     <4> ACCOUNT BALANCE

     <0> PREVIOUS

     :~
```

c) Choose one of the above options by typing its corresponding number and pressing the enter key to open/execute it.

NB: Press 0 to go back to the Main Menu.

STEP 3.7.1: HOW TO DEPOSIT FOR BILL PAYMENTS.

a) Go to the Payments menu.
b) Type 1 and press the enter key.
c) Enter the amount to deposit.
d) Press 0 to go back to the Payments menu.

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STEPS

STEP 3.7.2: HOW TO PAY UMEME BILL.

a) Go to the Payments menu.

b) Type 2 and press the enter key.

c) Enter the account number.

d) Enter the amount to pay.

e) Press 0 to go back to the Payments menu.

STEP 3.7.2: HOW TO PAY WATER BILL.

a) Go to the Payments menu.

b) Type 3 and press the enter key.

c) Enter the account number.

d) Enter the amount to pay.

e) Press 0 to go back to the Payments menu.

STEP 3.7.2: HOW TO CHECK ACCOUNT BALANCE.

a) Go to the Payments menu.

b) Type 4 and press the enter key.

c) Press 0 to go back to the Payments menu.

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STEPS

STEP 3.8: ADMINISTRATOR ACCOUNT

NOTE: You need to know the username and password to enter into Admin's account and the password and username are the same as the one in the "Login menu"

a) Go to the Main Menu.
b) Type 8 and press the enter key.


```
"C:\Users\good2\Desktop\moses\GROUP 7 EVENTS1\EVENTS MANAGEMENT\bin\Debug\EVENTS MAN
        &&&&&&&& EXECUTIVE EVENTS MANAGEMENT COMPANY *@2021&&&&&&&&&&


    ADMINISTRATOR ACCOUNT

        <1> STAFFS' RECORDS
        <2> CLIENTS' RECORDS
        <3> NO. OF STAFFS
        <4> NO. OF CLIENTS

        <0> PREVIOUS

        :~
```

c) Choose one of the above options by typing its corresponding number and pressing the enter key to open/execute it.

NB: Press 0 to go back to the Main Menu.

STEP 3.8.1 STAFF'S RECORD

a) Go to the administrator menu
b) Type 1 and press enter to select staff records

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STEPS

c) Choose one of the above options by typing its corresponding number and pressing the enter key to open/execute it.

NB: Press 0 to go back to the Main Menu.

Step 3.8.1.1: How to view staff list.

a) Go to staff record menu
b) Select 1 and press enter to select "view staff list"
c) A table of the list of staff records
d) Press 0 to go back to staff record menu

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STEPS

Step 3.8.1.2: How to add staff record.

a) Go to staff record menu

b) Select 2 and press enter to select "add staff record"

c) Please fill in the information in that form.

d) Press 0 to go back to staff record menu

Step 3.8.1.3: How to staff payroll.

a) Go to staff record menu

b) Select 3 and press enter to select "staff payroll"

c) A table of the list of staff records of payment of their salary

d) Press 0 to go back to staff record menu

Step 3.8.1.4: How to pay staff.

a) Go to staff record menu

b) Select 4 and press enter to select "pay staff"

c) Fill the information about in each case by entering amounts of money

d) Press 0 to go back to staff record menu

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STEPS

Step 3.8.1.5: How to update staff list.

a) Go to staff record menu
b) Select 5 and press enter to select "update staff list"
c) Please fill in the information in that form.
d) Press 0 to go back to staff record menu

Step 3.8.1.6: How to update staff payroll.

a) Go to staff record menu
b) Select 6 and press enter to select "update staff payroll"
c) Please fill in the information in that form.
d) Press 0 to go back to staff record menu

Step 3.8.1.7: How to delete staff record.

a) Go to staff record menu
b) Select 7 and press enter to select "Delete staff record"
c) Enter the exact Id number that you want to delete
d) Press 0 to go back to staff record menu

Step 3.8.1.8: How to delete staff payment.

a) Go to staff record menu
b) Select 8 and press enter to select "Delete staff payment"

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STEPS

c) Enter the exact Id number that you want to delete.

d) Press 0 to go back to staff record menu

STEP 3.8.2 CLIENT'S RECORD

a) Go to the administrator menu

b) Type 1 and press enter to select "Client's record"

c) Choose one of the above options by typing its corresponding number and pressing the enter key to open/execute it.

NB: Press 0 to go back to the Main Menu.

STEPS

STEP 3.8.2.1: How to view client's list.

a) Go to client's record menu

b) Select 1 and press enter to select "view client's list"

c) A table of the list of client records will be displayed as shown above

d) Press 0 to go back to client record menu

Step 3.8.2.2: How to add client.

a) Go to client's record menu

b) Select 2 and press enter to select "Add client"

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STEPS


```
"C:\Users\good2\Desktop\moses\GROUP 7 EVENTS1\EVENTS MANAGEMENT\bin\Debug\EVENTS MA
        &&&&&&&& EXECUTIVE EVENTS MANAGEMENT COMPANY *@2021&&&&&&&&&

        Enter the number of clients you want to add: 1

        Enter the details of new client 1

                Full Names:  Okello Daniel

                Address(Place of residence):  Gulu

                Mobile No.:  0787352776

                Email:  odan@gmail.com

                Event type:  Birthday Party

                Selected venue:  Platinum Resort

                Amount paid:  2500000


        <1> SUBMIT.
```

c) Please fill in the personal information in the form about client as shown above.

d) Press 0 to go back to client record menu

Step 3.8.2.3: How to search client.

a) Go to client's record menu

b) Select 3 and press enter to select "Search client"

c) Enter the name of the client you want search

d) Press 0 to go back to client record menu

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STEPS

Step 3.8.2.4: How to update client list.

a) Go to client's record menu

b) Select 4 and press enter to select "Update client list"

```
"C:\Users\good2\Desktop\moses\GROUP 7 EVENTS1\EVENTS MANAGEMENT\bin\Debug\EVENTS MAN

       &&&&&&&& EXECUTIVE EVENTS MANAGEMENT COMPANY *@2021&&&&&&&&&&

       Enter the name of client you want to update:  Okello Daniel


       ENTER THE CLIENT'S NEW RECORD

               New name: Okello Daniel

               New address(Place of residence): Gulu

               New mobile No.: 0782546735

               New email: odan@gmail.com

               New event type: Birthday Party

               New selected venue: Judine Hotel

               New amount paid:  2000000


    <1> SUBMIT.
```

c) Enter the name of the client you want update his or her information

d) Press 0 to go back to client record menu

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STEPS

Step 3.8.2.5: How to delete client record

a) Go to client's record menu
b) Select 5 and press enter to select "Delete client record"
c) Enter the name of the client you want delete the record
d) Press 0 to go back to client record menu

STEP 3.8.3 HOW TO CHECK NO. OF STAFF

a) Go to the administrator menu
b) Type 1 and press enter to select "No. of staff"
c) The number of staff records will be displayed

NB: Press 0 to go back to the Main Menu.

STEP 3.8.4: HOW TO CHECK NO. OF CLIENTS

a) Go to the administrator menu
b) Type 1 and press enter to select "No. of clients"
c) The number of staff records will be displayed

NB: Press 0 to go back to the Main Menu.

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STEPS

STEP 3.9: PROMOTIONS

a) Go to the Main Menu.

b) Type 9 and press the enter key.

c) Press 0 to go back to the Maim Menu.

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REMARKS

Executive Events Management Company wishes to help you meet your life expectations as you enjoy your happy moments.

We as so delighted to have you as part of this company.

Thanks.

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