**USER MANUAL FOR PET CLINIC**

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# Initial Login

A picture containing text, dog, screenshot

Description automatically generated

* When the system starts up, it automatically imports the databases from files in the project. If at least one employee can be found, this will be the default login screen. An employee can input their username and password. Upon clicking on the sign-in button, the system will search for an existing employee in the table. If none are found, it will prompt for a manager shown below

# Initial Start-up

* If no employees are found, such as the case as a first-time boot, A warning message will be shown, and the system will immediately take the user to the employee creation screen.

Graphical user interface, application, Word, email

Description automatically generated

# Employee Creation

* Whenever a manager is logged in, they can access the employee creation form. This form allows an employee to be created in the database. The fields must be filled out prior to hitting the save button, which will update the employee database in the store. A manager can also hit the cancel button to return to the main menu
* On first boot, the first employee must be a manager, so the option of an employee being chosen is greyed out, shown below. Once saved, the screen then returns to login, to allow the newly created manager to login.

Graphical user interface, application, email

Description automatically generated

# Home Page

* Upon Successful Login, an Employee is taken to the home page, which is the main menu screen for the Pet Clinic Application. Here, a Manager has full access to all functionality the program provides. From here, A manager can create and manage the existing Databases for Pets, Customers, and other employees, import other DAO files as needed, export the existing databases, Display the pets to the customers, View Reciepts, and go through the checkout process for a customer. The Home Page is shown below.

A picture containing text, cat, indoor, looking

Description automatically generated

# File Tab

* The file tab provides Import, Export, and Sign Out functionality for an employee.
  + The Sign out Button signs out the currently logged in employee, which the system then returns to the login screen.
  + The import button imports all of the DAO files currently in the project directory. For Ease-of-use for the user, The import function is automatically ran with the program is launched. However, if an unwanted edited change is made, it can be reverted by clicking the import button before closing the program. When the import button is clicked, a notification message will be displayed.
  + The Export button exports all of the DAO files currently in the project directory. They are designed to overwrite and append the existing files, so any deleted entries after importing will be deleted. When desiring to save the changes made to the DAOs, be sure to hit the export button to save your changes.
* The File tab is shown below

A picture containing text, cat, indoor, looking

Description automatically generated

# Customer and Pet Creation

* A Manager has access to create Pets, Employees, and Customers to the system. The create tab has 3 buttons for each of these functions shown below

A dog and a cat

Description automatically generated with low confidence

* + The Customer Creation Form allows a manager to create a customer account for the clinic. It is a text based form that allows input for a customer information. Input validation has been implemented to prevent any empty fields from being saved. As the ID is the unique modifier for customers (and pets and employees) It cannot be modified. The cancel button returns to the home page, and upon valid input, the save button saves the customer to the database. The customer creation form is shown below

Graphical user interface, text, application, email

Description automatically generated

* + The Pet Creation Form allows a manager to create/check-in a pet into the clinic. A pet’s ID is auto-generated by the system. The Manager can then input the name, age, breed, Sex, and Species into the system. The Clinic only deals with Cats and Dogs, so for the Sex and Species, Radio Buttons are given as options to the Manager. Upon all text fields being filled, if the save button is pressed, the pet is then added to the database. The pet creation is shown below, for reference. Once a pet has been saved, the form closes back to the Home Page.

Graphical user interface, application

Description automatically generated

# Editing/Manipulation

* A manager can edit and manipulate existing Customer, Pets, and Employees via the 3 buttons underneath the edit tab, shown below.

A cat and a dog

Description automatically generated with low confidence

* + Here a manager can view and edit the database corresponding to their button
  + The Display Employee Form displays a database of all existing employees currently in the database. A manager can delete or edit any of these entries. This is done by selecting an entry from the table, and then right clicking that selected row. However, a logged in employee cannot delete themselves from the database. Additionally, If a manager tries to edit without having a row selected, an error will be thrown. The return button goes back to the home page. The Display employee form is shown below.

Graphical user interface, text, application

Description automatically generated

* + Upon a successful selection, The Edit Employee form will be displayed. This form will be prefilled with the selected employee information. Like the creation forms, each text entry must be filled out before saving. Once saved, you can see that the table and database will be updated with new information. The edit employee form is shown below for reference.

Graphical user interface, application

Description automatically generated

* + You can see above that there is also a checkbox to indicate whether the current employee is a manager or not!
* This manipulation functionality is available across the board for customers, as well as pets! The forms function in the same way and are provided below for your viewing pleasure.

A picture containing text, screenshot, dog

Description automatically generated

Customer Display

Graphical user interface, application

Description automatically generated

Customer Edit

A screenshot of a cat

Description automatically generated with low confidence

Pet Display

Graphical user interface, application

Description automatically generated

Pet Edit

# Displaying Inventory

* On the home page, a display button is used for an ordinary employee to display the pet inventory to a prospective customer. While similar in appearance to the editing display, this display has no manipulation functionality for a standard employee. This form is shown below.

A screenshot of a cat

Description automatically generated with low confidence

# Adoption

* An employee can prompt the adoption process of a pet by clicking on the Adopt button. This will bring an inventory to display the pets again, but this form has an adopt button! It will wait for an employee to select the desired pet from the inventory, before prompting the customer to login. The adoption form is shown below.

Graphical user interface, text, application

Description automatically generated

# Customer Login

* When a pet is successfully selected for adoption, The system will prompt if the customer would like to sign in or not. Upon selecting “Yes”, The customer login screen will appear. This will allow and scan for customers to login in much like the employee login screen! On a successful login, The customer’s information is saved before a receipt is created. On a “no”, or a customer backing out of the login screen, the customer will not be signed and the system will default to a guest checkout. The customer login screen is shown below for reference.

Graphical user interface, application

Description automatically generated

A picture containing text, dog, grass, screenshot

Description automatically generated

# Receipt Creation

* Upon a successful adoption after customer sign-in, A receipt is generated and shown for record keeping to the customer and employee logged in. The receipt carries the certificate of the adoption and is saved into the store. The receipt shows the pet, signed-in customer, signed-in employee, and the date of the adoption. Upon closing the receipt, a thank you message is output to the customer. If a guest customer login is detected, the customer fields will be prefilled. The Create Reciept Form is shown below

Graphical user interface, application

Description automatically generated

# Receipt Viewing

* After a receipt is created after a successful adoption, it is recorded into the system. Reciepts of the current session can be seen be clicking the View Reciepts button underneath the “View” tab of the home page. This displays all of the receipts that were made. An employee can view the receipts at any time. An employee can make a selection into the table to view a specific receipt if they desire. Both the Display Reciept forms and Reciept Forms are shown Below.

Graphical user interface, text, application

Description automatically generated

Display Reciept Form

Graphical user interface, application

Description automatically generated

Single Reciept View

# Employee Permission Restrictions

* A normal employee does not have permission nor access to the Create and Edit tabs of the program. When the system detects a normal employee, these buttons will be greyed out and inaccessible to the employee until a manager would sign in. However, an employee can view receipts, display the pet inventory, sign out, import, export, and adopt a pet for a customer!