***User Help Document:***

1. Graphical user interface, application

   Description automatically generatedFor the very first step that the user would be taking is opening the program and then going to the top of the screen and then clicking the start button. The user would then wait about 10 seconds for the program window to open for them.
2. The second step that the user would be going to do is writing their first name into the visitor details and below that would be the name that they would be putting in.
3. Step three would be the user placing their surname into the given textbox.
4. Fourth would be that the user putting in their mobile number into the given textbox.
5. The fifth step the user would be followed to do is place their email into the given textbox.

A picture containing arrow

Description automatically generated

1. The sixth step the user would be doing is going over to the Meeting details and placing a date of a meeting they want to go to.
2. The seventh step is for the user to choose a time that they want the meeting to be at.
3. The eighth step for the user to follow is choosing a person from the three options that are available to them to want to meet with.
4. The ninth step would be for the user to choose what the nature of the meeting the are looking for to book.

Graphical user interface, application

Description automatically generated

1. In the tenth is when the user clicks the nature of meeting button, it would lead the user to second form that they have to choose from four options that is given to them.
2. The eleventh step is for the user to then click the ok button at the bottom of the form when do choosing an option from above.
3. The twelfth step for the user might be to cancel an option if they have accidentally chosen the wrong one.

Graphical user interface, application

Description automatically generated with medium confidence

1. The next step would be is to click the sign in button at the bottom of the form so that it could register all the information that you have placed on the form.

Graphical user interface, text, application

Description automatically generated

1. The place step would be for all the information that has been placed by the user to be transferred over to the visiting-on-site box where all the information would be there so that the user could see it.

Word

Description automatically generated with medium confidence

Graphical user interface, application

Description automatically generatedGraphical user interface, application

Description automatically generated- (Final version of the form that the user has filled.) -