

Appointment Scheduler v4.20 User Guide

Appointment Scheduler v.4.20 is designed to help manage customer appointments efficiently. This guide provides instructions on how to use the application, from logging in to managing appointments, customers, and reports.

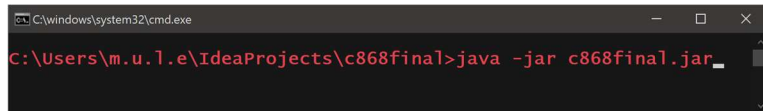
System Requirements

- **Operating System:** Windows 10//11 officially supported.
Will also run on Linux with additional setup steps (not covered); not officially supported.
- **JDK:** OpenJDK 17.0.2
- **Database:** MySQL 8.0.40

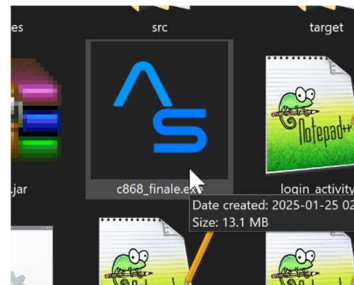
Logging In

1. Open the application by running c868final.jar using:

```
java -jar c868final.jar
```



or double-clicking c868finale.exe.



2. Enter your username and password.

- Default Credentials:
 - Username: test, Password: test
 - Username: admin, Password: admin

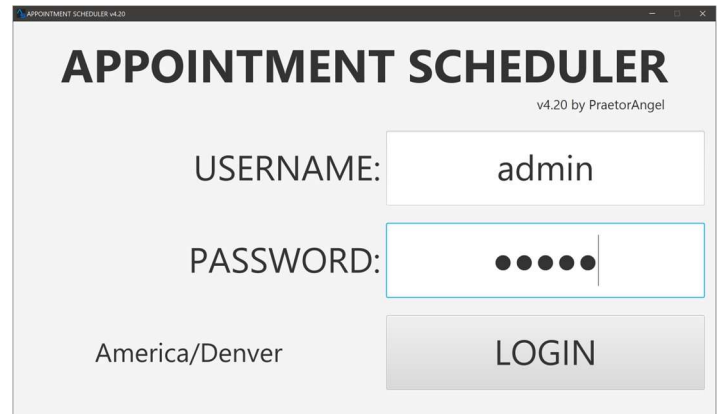
3. Click **Login**.
4. If your credentials are correct, you will be taken to the main menu.

A screenshot of the 'APPOINTMENT SCHEDULER' login window. The title bar says 'APPOINTMENT SCHEDULER v4.20'. The main title is 'APPOINTMENT SCHEDULER' with 'v4.20 by PraetorAngel' below it. There are two input fields: 'USERNAME:' with 'admin' entered, and 'PASSWORD:' with masked characters '•••••'. Below the password field is a 'LOGIN' button. At the bottom left, it says 'America/Denver'.

Main Menu

The main menu provides access to:

- **Customers:** Manage customer records.
- **Appointments:** Schedule, update, and delete appointments.
- **Reports:** Generate reports on appointments and customers.
- **Logout:** Sign out of the application.

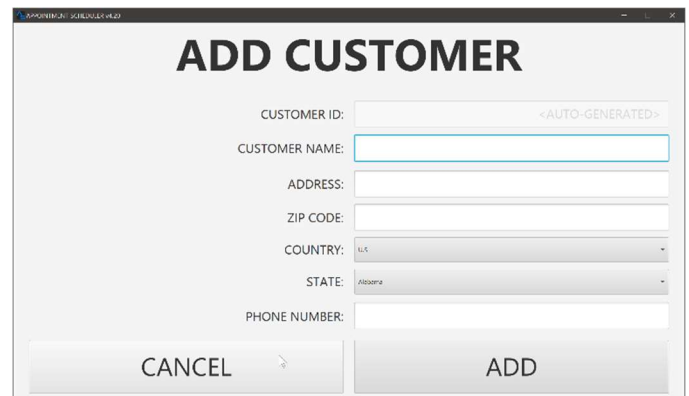


The login screen for the Appointment Scheduler v4.20 by PraetorAngel. It features a title bar with the application name. The main heading is 'APPOINTMENT SCHEDULER' with the version and author below it. There are input fields for 'USERNAME:' (containing 'admin') and 'PASSWORD:' (masked with dots). A 'LOGIN' button is at the bottom right. The text 'America/Denver' is displayed on the left side.

Managing Customers

Adding a New Customer

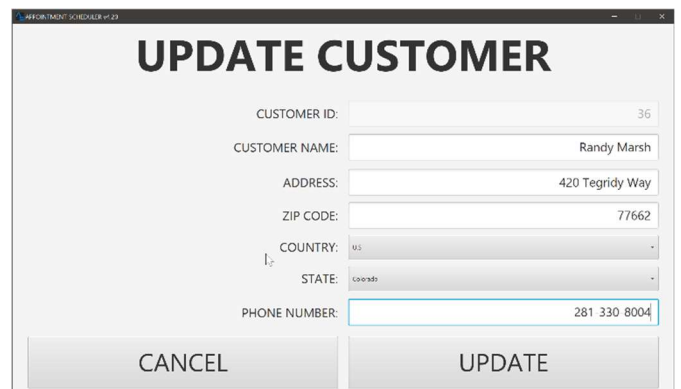
1. Click **Customers** from the main menu.
2. Click **Add Customer**.
3. Enter customer details:
 - Name, Address, Postal Code, Phone Number
 - Select a **Country** and then a **Division**
4. Click **Add** to add the customer.



The 'ADD CUSTOMER' form. It has a title bar. The main heading is 'ADD CUSTOMER'. Fields include 'CUSTOMER ID:' (auto-generated), 'CUSTOMER NAME:', 'ADDRESS:', 'ZIP CODE:', 'COUNTRY:' (dropdown set to 'U.S.'), 'STATE:' (dropdown set to 'Alabama'), and 'PHONE NUMBER:'. There are 'CANCEL' and 'ADD' buttons at the bottom.

Updating a Customer

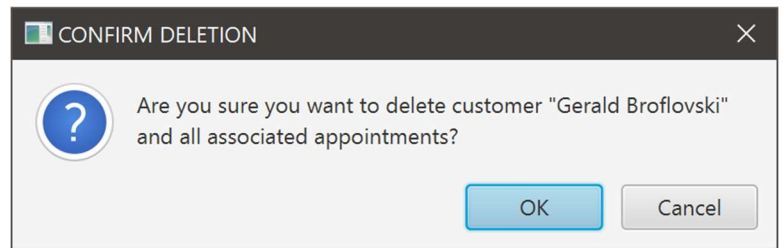
1. Select a customer from the list.
2. Click **Update Customer**.
3. Modify the necessary details.
4. Click **Update**.



The 'UPDATE CUSTOMER' form. It has a title bar. The main heading is 'UPDATE CUSTOMER'. Fields include 'CUSTOMER ID:' (36), 'CUSTOMER NAME:' (Randy Marsh), 'ADDRESS:' (420 Tegridy Way), 'ZIP CODE:' (77662), 'COUNTRY:' (dropdown set to 'U.S.'), 'STATE:' (dropdown set to 'Colorado'), and 'PHONE NUMBER:' (281 330 8004). There are 'CANCEL' and 'UPDATE' buttons at the bottom.

Deleting a Customer

1. Select a customer from the list.
2. Click **Delete Customer**.
3. Confirm the deletion.
 - Note: All appointments associated with the customer will be deleted.

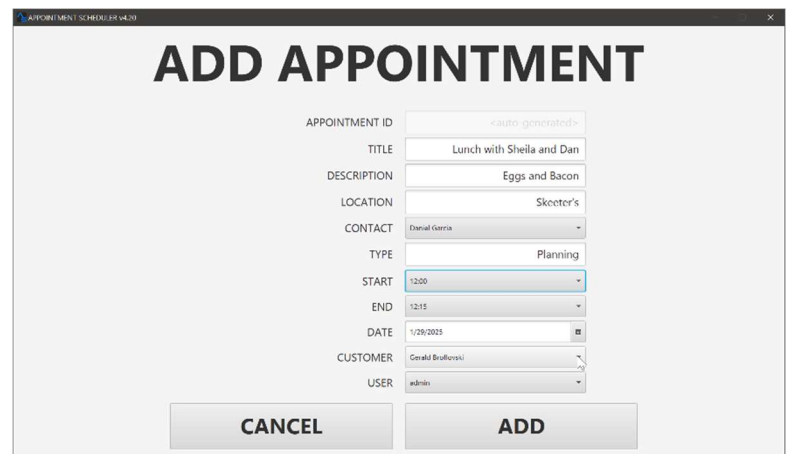


Managing Appointments

Adding an Appointment

1. Click **Appointments** from the main menu.
2. Click **Add Appointment**.
3. Fill in:
 - Title, Description, Location, Type
 - Select a **Customer, User**, and **Contact**
 - Choose a **Date, Start Time**, and **End Time**
4. Click **Add**.

The system will check for scheduling conflicts.

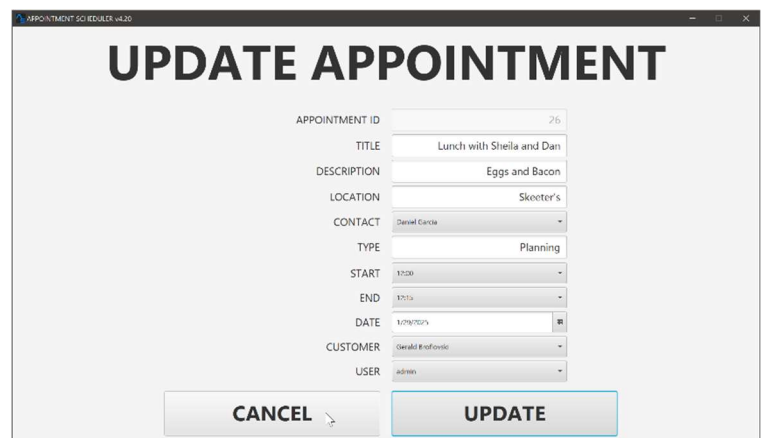
A form titled "ADD APPOINTMENT" with the following fields: APPOINTMENT ID (auto-generated), TITLE (Lunch with Sheila and Dan), DESCRIPTION (Eggs and Bacon), LOCATION (Skeeter's), CONTACT (Daniel Garcia), TYPE (Planning), START (12:00), END (12:15), DATE (1/28/2023), CUSTOMER (Gerald Broflovski), and USER (admin). At the bottom are "CANCEL" and "ADD" buttons.

Updating an Appointment

1. Select an appointment from the list.
2. Click **Update Appointment**.
3. Modify the necessary details.
4. Click **Update**.

Deleting an Appointment

1. Select an appointment from the list.
2. Click **Delete Appointment**.
3. Confirm the deletion.

A form titled "UPDATE APPOINTMENT" with the same fields as the "ADD APPOINTMENT" form. The APPOINTMENT ID is 26. At the bottom are "CANCEL" and "UPDATE" buttons.

Viewing Reports

1. Click **Reports** from the main menu.
2. Available reports:
 - **Appointments by Month & Type**

The screenshot shows the 'REPORTS' section of the 'APPOINTMENT SCHEDULER v4.20' application. The 'APPOINTMENTS BY MONTH AND TYPE' report is selected. The 'MONTH' dropdown is set to 'JANUARY' and the 'TYPE' dropdown is set to 'Planning'. A 'GENERATE REPORT' button is highlighted. Below the button, it states 'TOTAL NUMBER OF APPOINTMENTS FOR SELECTED MONTH AND TYPE' with the value '1'. The 'LAST GENERATED' timestamp is '2025-01-29 20:44:34'.

- **Schedules by Contact**

The screenshot shows the 'REPORTS' section of the 'APPOINTMENT SCHEDULER v4.20' application. The 'CONTACT SCHEDULE' report is selected. A 'SELECT CONTACT' dropdown is set to 'L. Loe'. A 'GENERATE REPORT' button is highlighted. Below the button, it states 'LAST GENERATED: 2025-01-29 20:44:40'. A table with columns 'APPOINTMENT ID', 'TITLE', 'DESCRIPTION', 'TYPE', 'START', 'END', and 'CUSTOMER ID' is visible, showing one appointment for 'L. Loe'.

- **Customer Breakdown by Division**

3. Select a report and generate it.

The screenshot shows the 'REPORTS' section of the 'APPOINTMENT SCHEDULER v4.20' application. The 'CUSTOMER BREAKDOWN BY DIVISION' report is selected. A 'GENERATE REPORT' button is highlighted. Below the button, it states 'TOTAL NUMBER OF CUSTOMERS' with the value '4'. A table with columns 'DIVISION', 'CUSTOMER ID', and 'CUSTOMER NAME' is visible, showing four customers: 'U.S. - New Jersey: 1', 'U.S. - Colorado: 2', 'UK - Scotland: 1', and 'U.S. - New York: 1'. The 'LAST GENERATED' timestamp is '2025-01-29 20:44:46'.

Logging Out

1. Click **Logout** from the main menu.
2. The application will return to the login screen.

Troubleshooting

- **Login Failure:** Ensure the correct username and password are entered.
- **Database Connection Issues:** Verify MySQL is running and accessible.
- **Time Zone Issues:** Ensure your system's time zone is correctly set.
- **Appointment Overlaps:** Adjust the timing of new appointments to avoid conflicts.

For further assistance, refer to the [readme.md](#), contact your system administrator, or email the support team at [<redacted>](#).