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

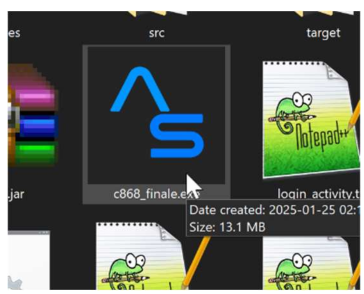
- **Operating System:** Windows 10//11 officially supported.
  Will also run on Linux with additional setup steps (not covered); not officially supported.
- **JDK:** OpenJDK 17.0.2
- **Database:** MySQL 8.0.40

Logging In

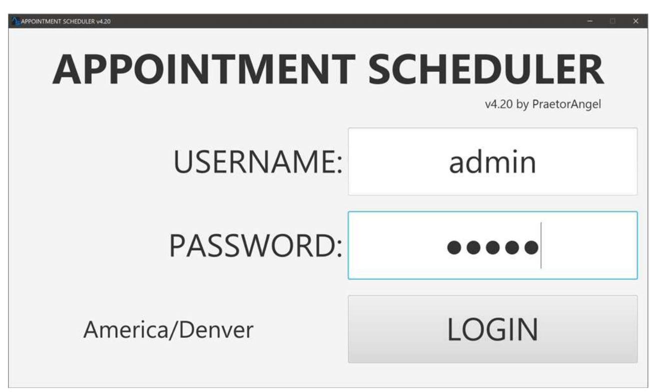
1. Open the application by running c868final.jar using:

    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

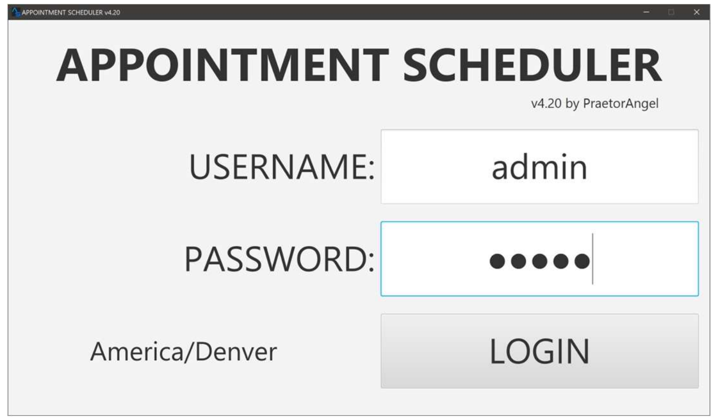


3. Click **Login**.
4. If your credentials are correct, you will be taken to the main menu.

Main Menu

The main menu provides access to:

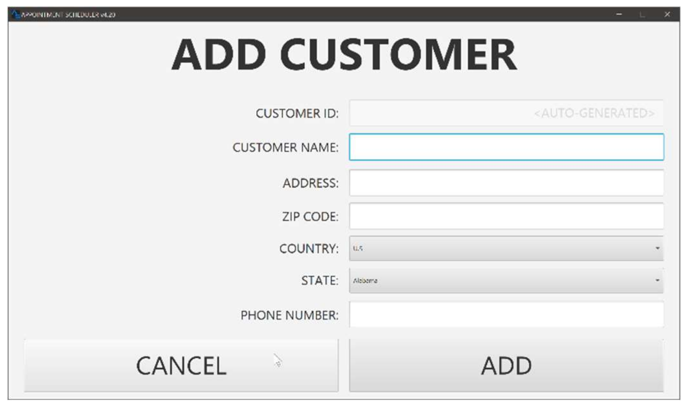
- **Customers:** Manage customer records.
- **Appointments:** Schedule, update, and delete appointments.
- **Reports:** Generate reports on appointments and customers.
- **Logout:** Sign out of the application.



Managing Customers

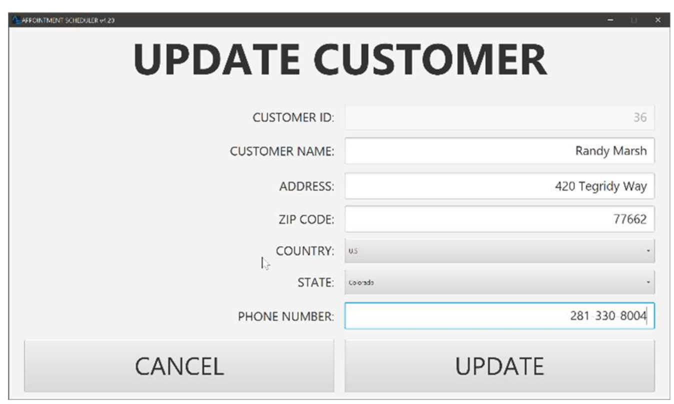
Adding a New Customer

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.



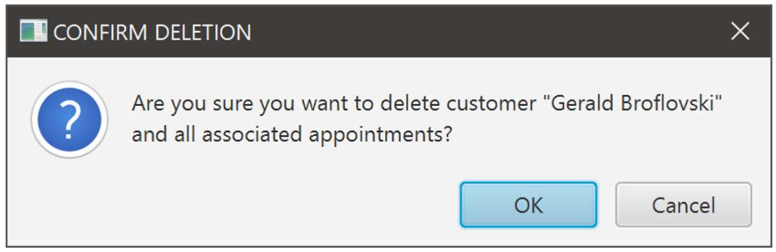
Updating a Customer

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



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.

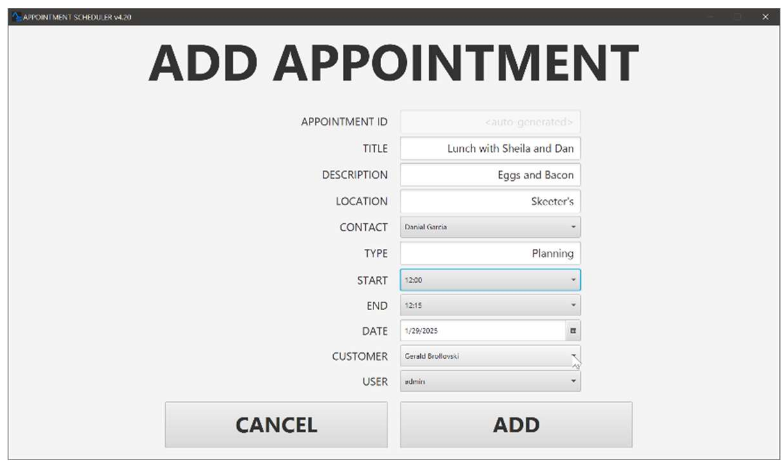


Managing Appointments

Adding an Appointment

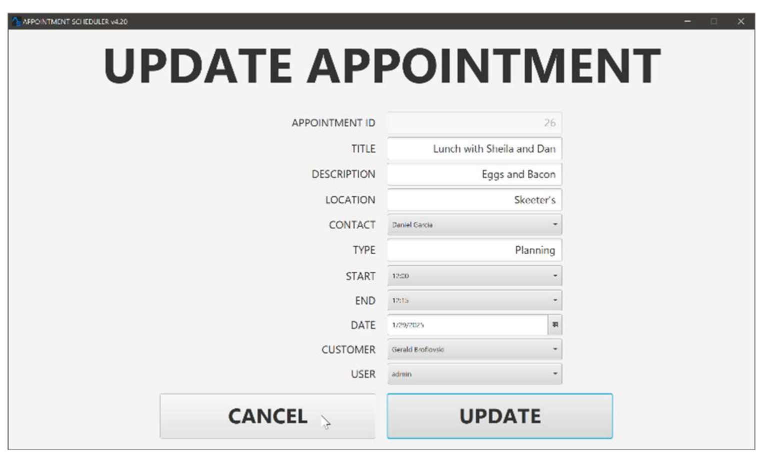
1. Click **Appointments** from the main menu.
2. Click **Add Appointment**.
3. Fill in:
    - Title, Description, Location, Type
    - Select a **Customer**, **User**, and **Contact**
    - Choose a **Date**, **Start Time**, and **End Time**
4. Click **Add**.

    The system will check for scheduling conflicts.



Updating an Appointment

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

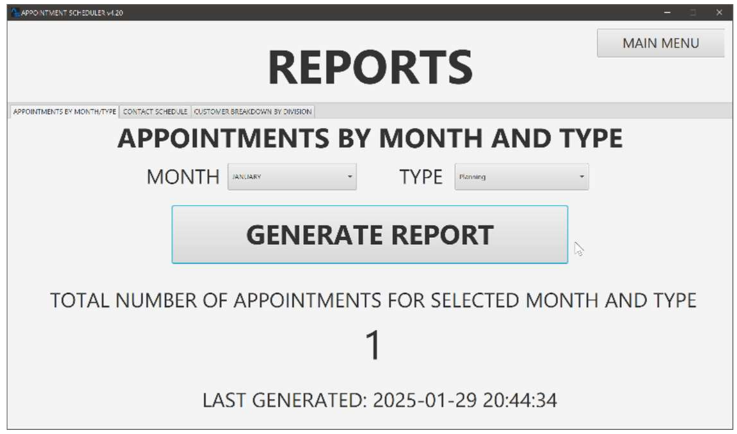


Deleting an Appointment

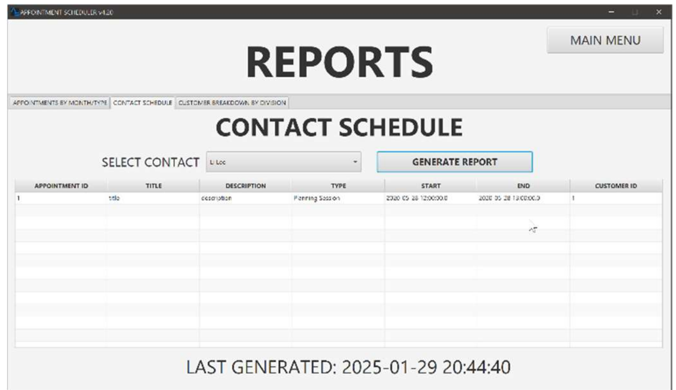
1. Select an appointment from the list.
2. Click **Delete Appointment**.
3. Confirm the deletion.

Viewing Reports

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



    - **Schedules by Contact**



    - **Customer Breakdown by Division**

3. Select a report and generate it.

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>.