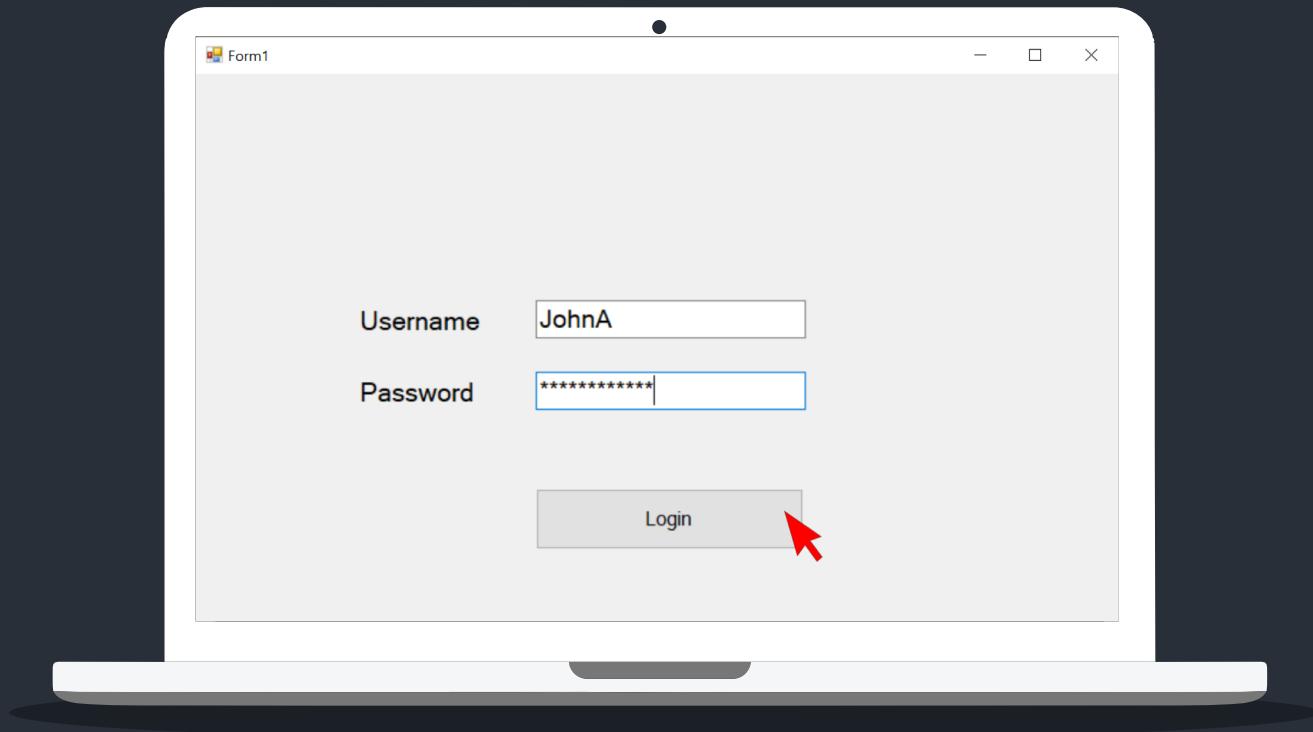


User Guide



Log - In



Step 1:

Enter Username and Password

Step 2:

Click Enter

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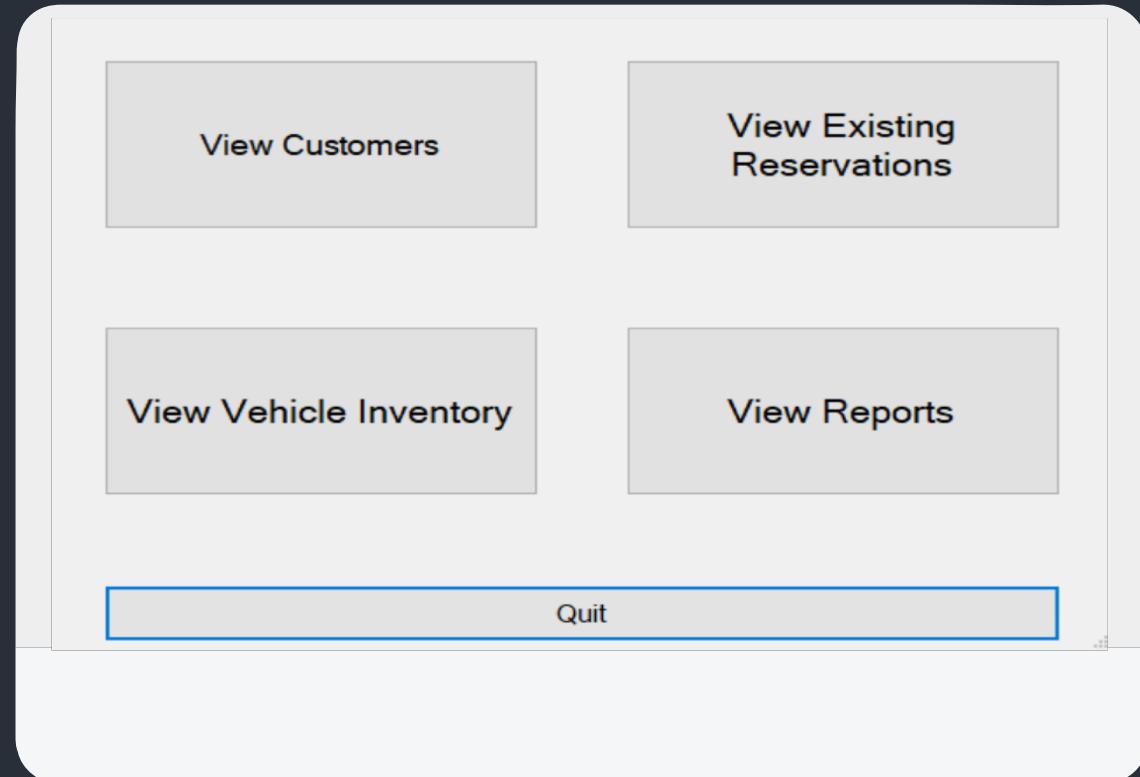
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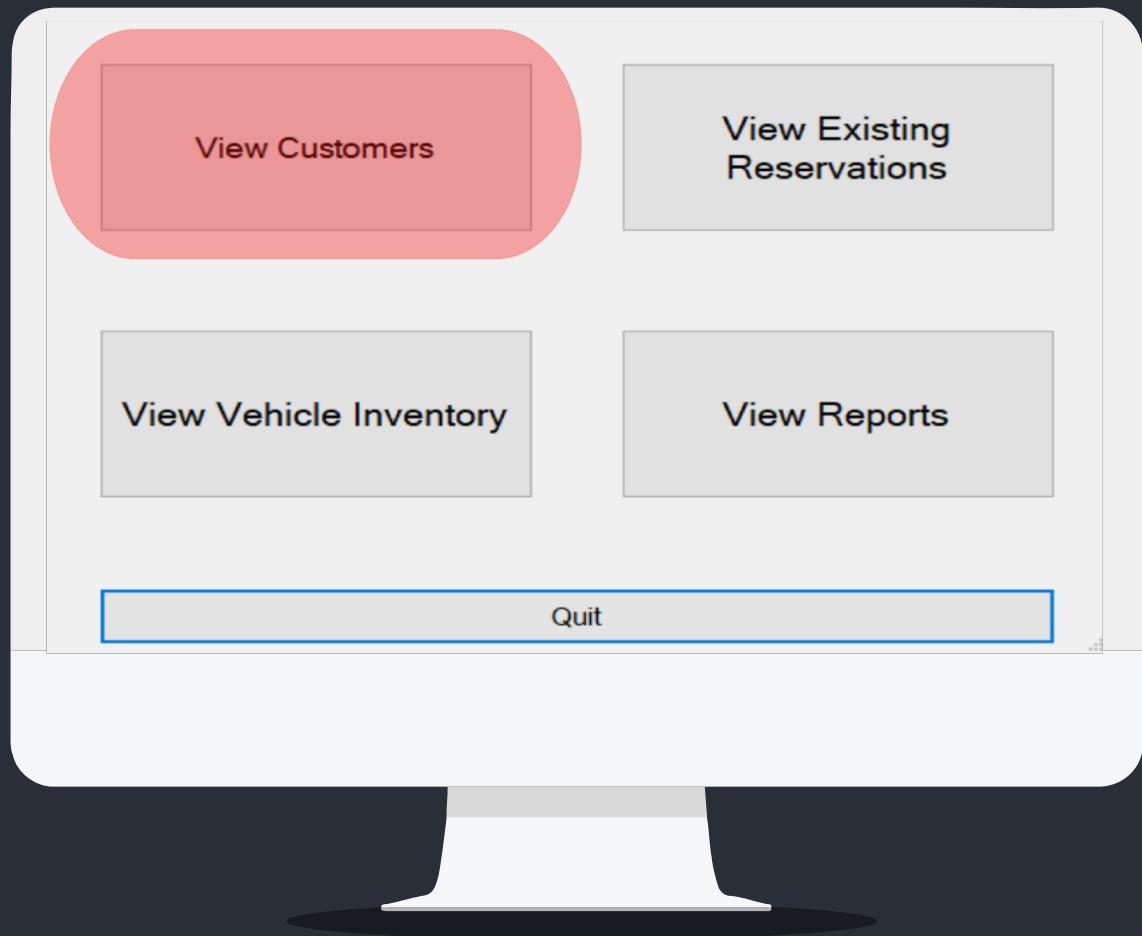
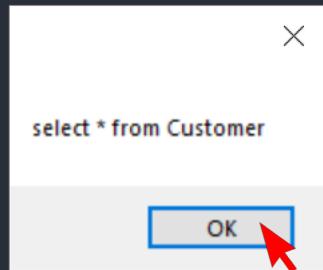
View Customers

Step 1:

Select View Customers
and click Go.

Step 2:

Click Ok



1

1.1 – Customer Search

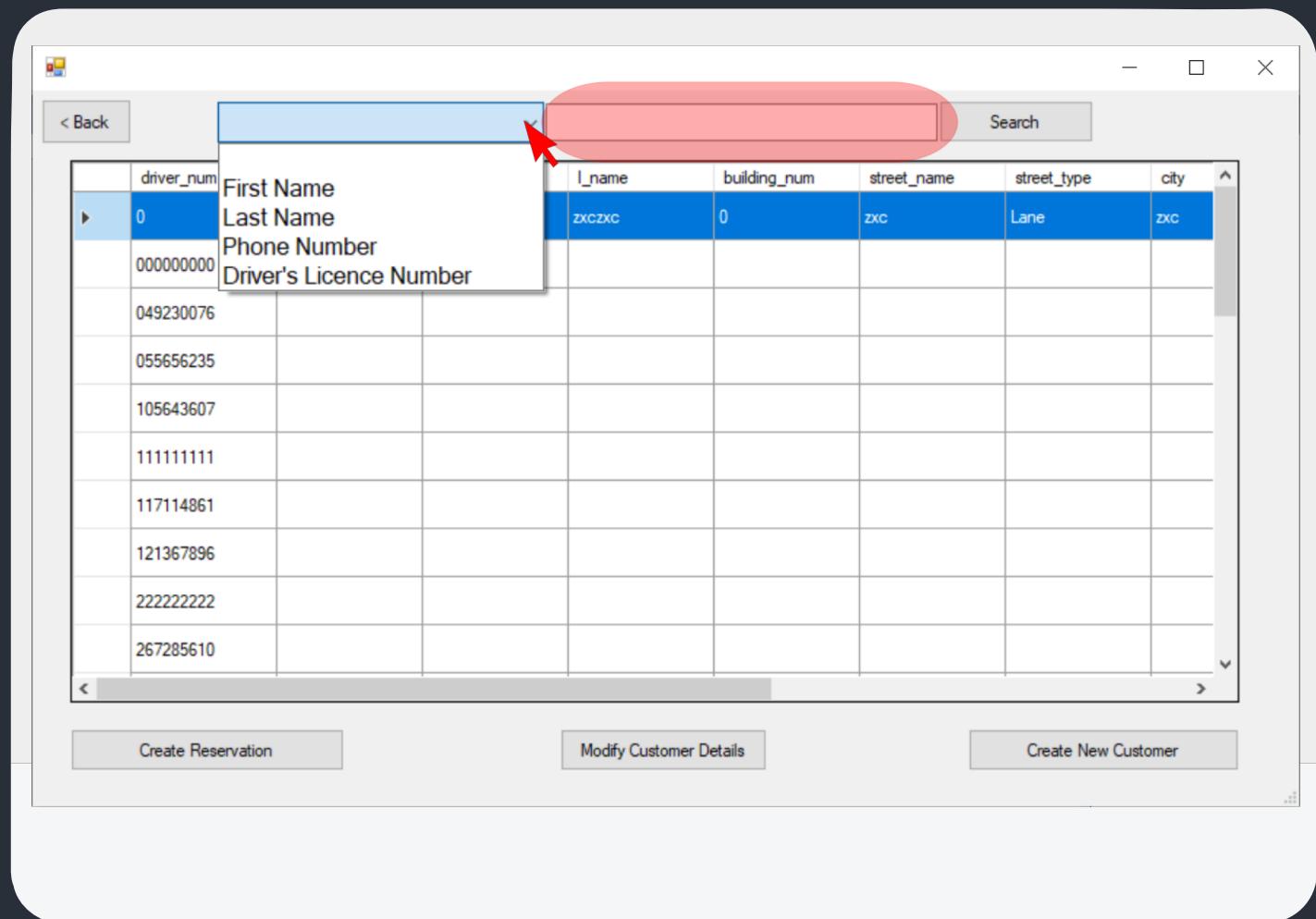
Step 1:

Enter Customer name in the red highlighted area.

Step 2:

Use the filter feature on the left hand side of the search bar.

- You can filter the database by
 - i. First Name
 - ii. Last Name
 - iii. Phone Number
 - iv. Driver's Licence Number

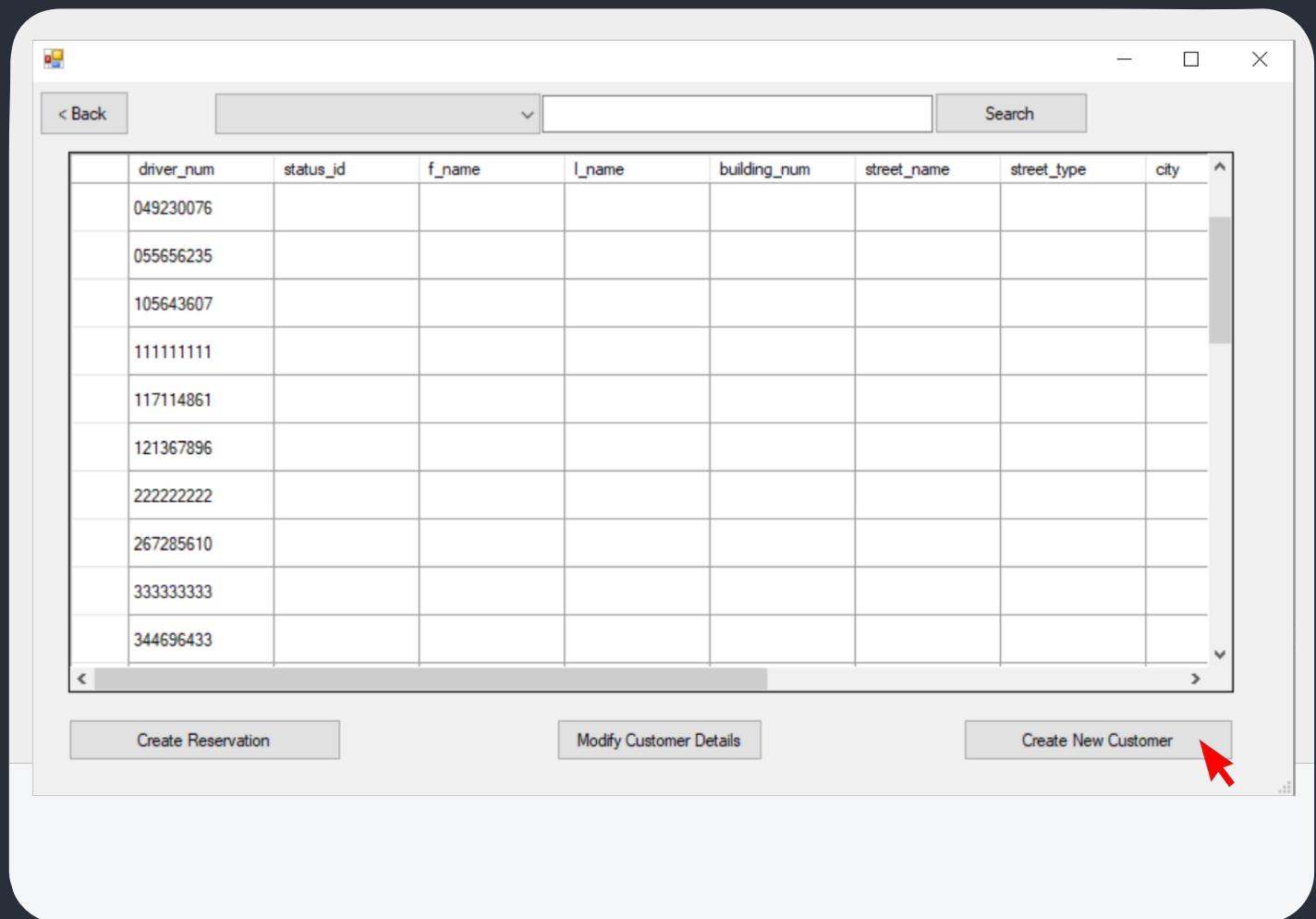


1

1.2 – Create New Customer

Step 3:

Click the “Create New Customer” button



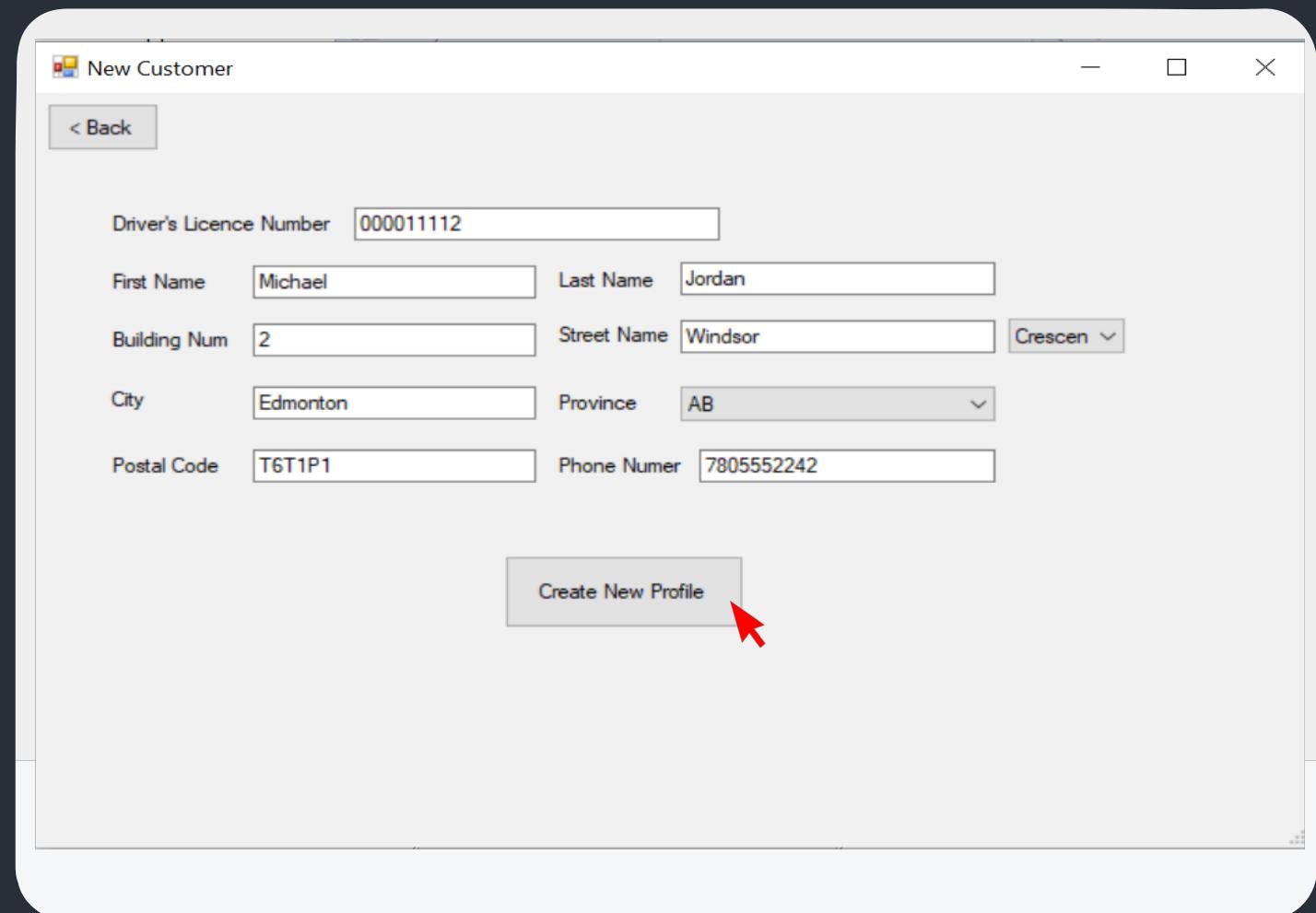
1

1.2 – Add Customer Information

Step 4:

Enter Customer information in the available boxes.

- i. Drivers License Number
- ii. First Name
- iii. Last Name
- iv. Building Number
- v. Street Name
- vi. City
- vii. Province
- viii. Postal Code
- ix. Phone Number



Step 5:

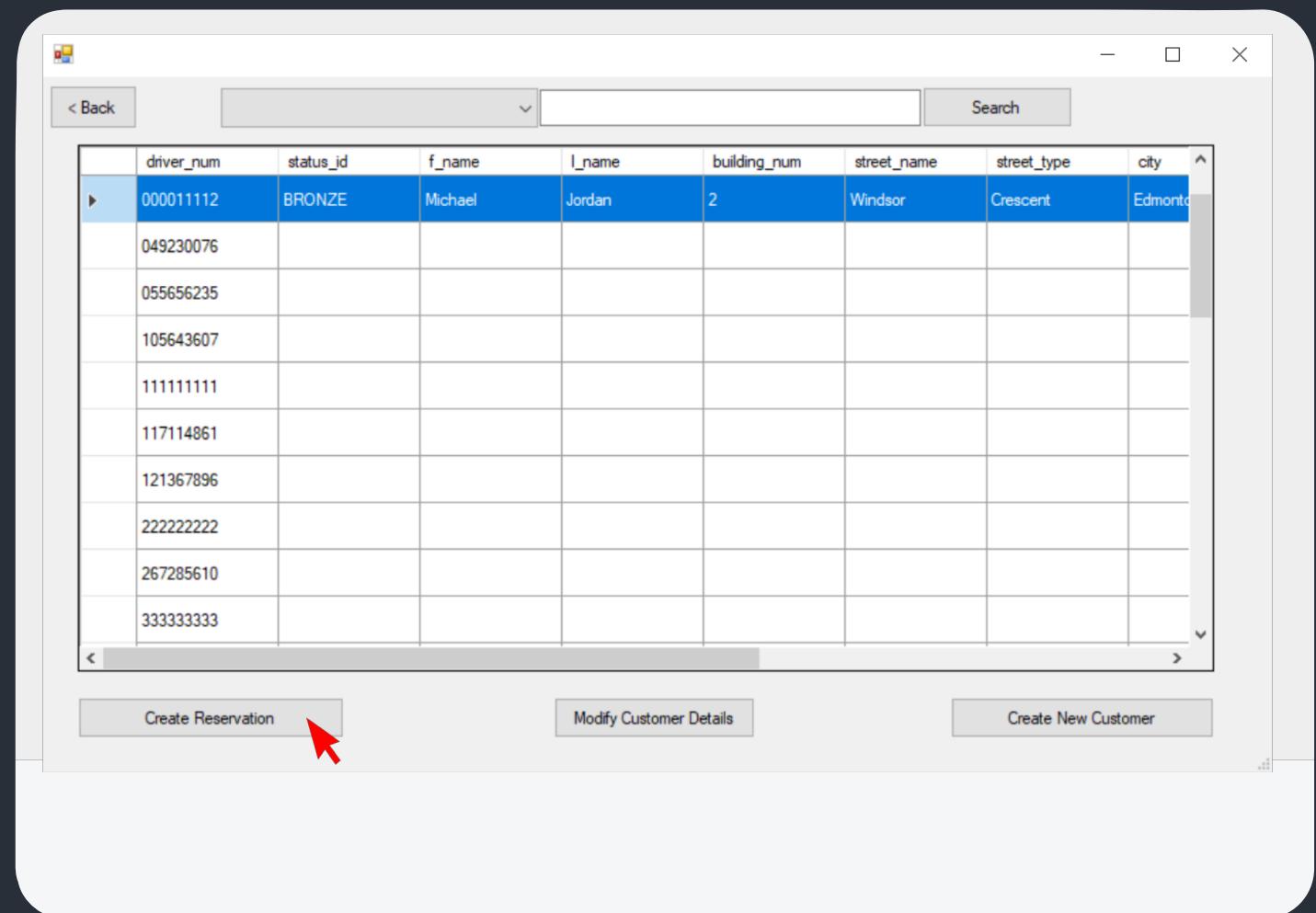
Click the "Create New Profile" button

1

1.3 – Create Reservation

Step 1:

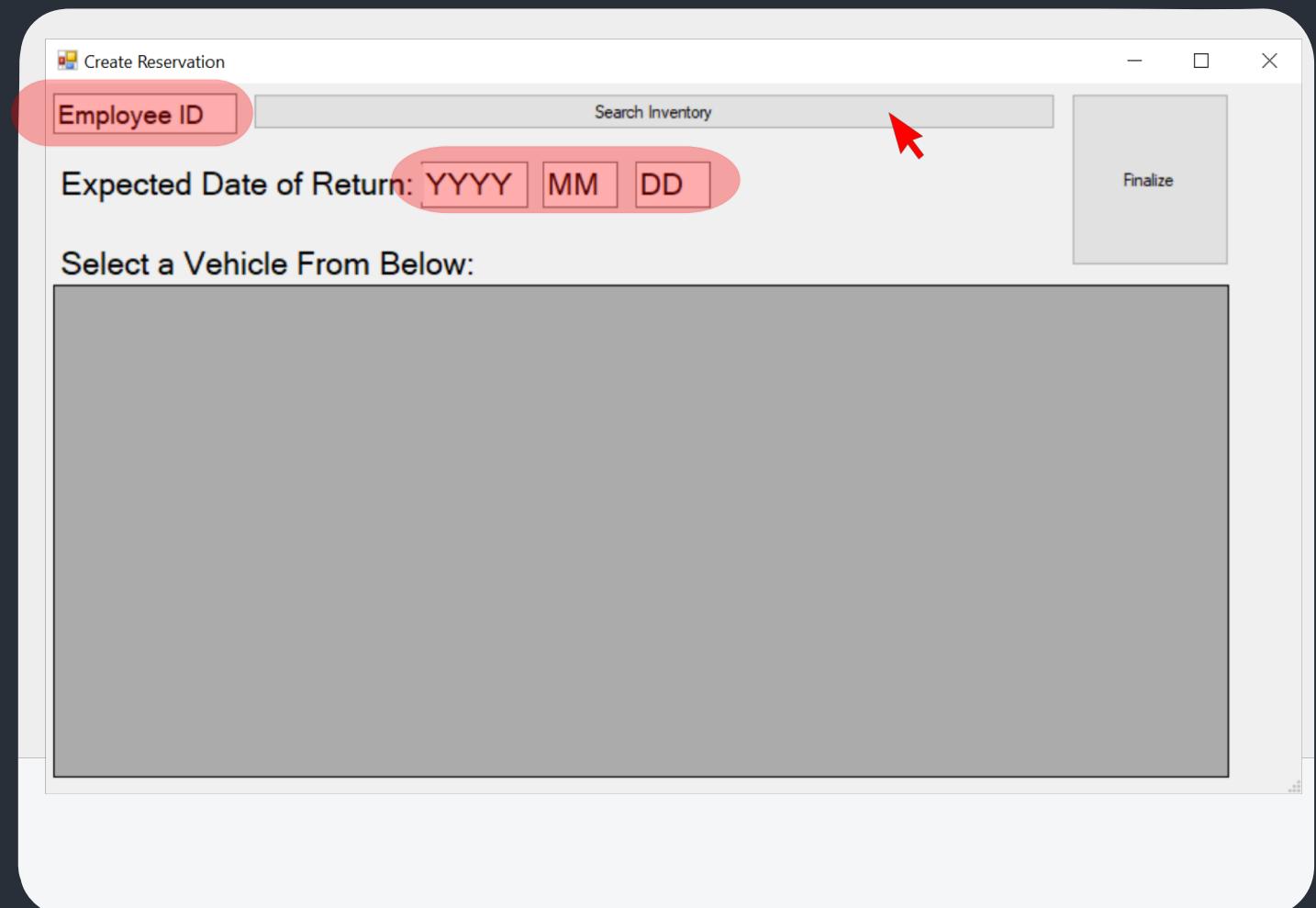
Click the “Create Reservation” button



1.3 – Create Reservation

Step 2:

Enter Employee ID and the expected date of return from the vehicle



Step 3:

Click the "Search Inventory" button

1

1.3 – Create Reservation

Step 4:

Select a vehicle from the inventory below

The screenshot shows a software application window titled "Create Reservation". At the top left is a red rectangular input field containing "0001". To its right is a search bar labeled "Search Inventory". Below these are three input fields for the "Expected Date of Return": "2019", "06", and "15", all enclosed in a red oval. In the top right corner is a button labeled "Finalize" with a red arrow pointing to it. The main area is a table titled "Select a Vehicle From Below:" with the following data:

	plate_num	kms	make	model	year	colour	condition	type_id
▶	DOI7865	67000	honda	civic	2014	black	4	MIDSIZE
	EDC3196	14000	chevy	silverado	2019	grey	5	FULLSIZE
	QWE1209	100000	toyota	yaris	2009	yellow	5	COMPACT
	TEST11111	1500	Audi	A8	2015	WHITE	8	MIDSIZE
	TEST11112	150000	Dodge	Minivan	2008	WHITE	4	FULLSIZE
	TEST11229	10000	Ford	Mustang	1976	PINK	8	COMPACT
	TEST15362	82736	Infinity	444	2017	SHARP	6	COMPACT
*								

Step 5:

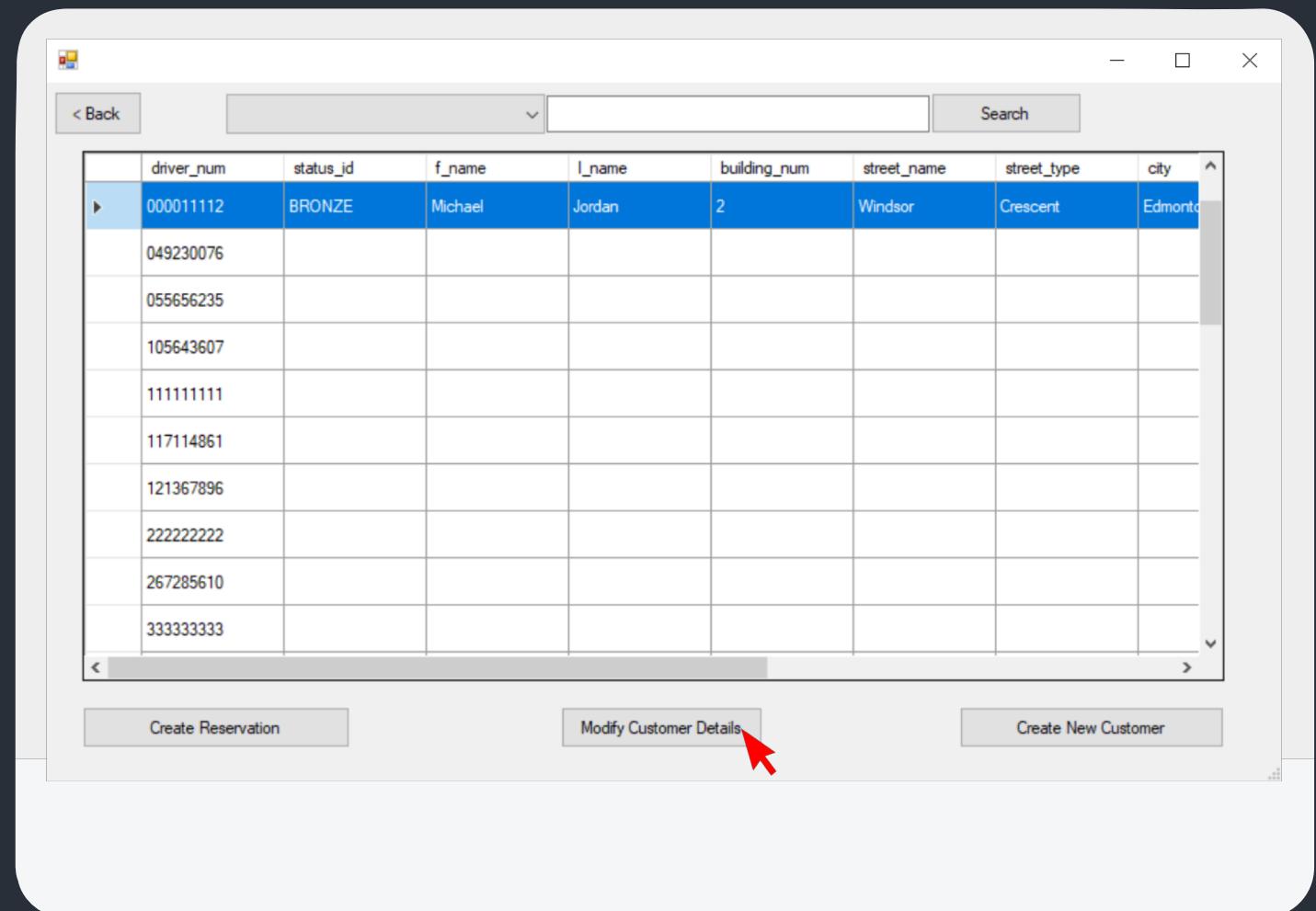
Click the "Finalize" button

1

1.4 – Modify Customer

Step 1:

Click the "Modify Customer Details" button

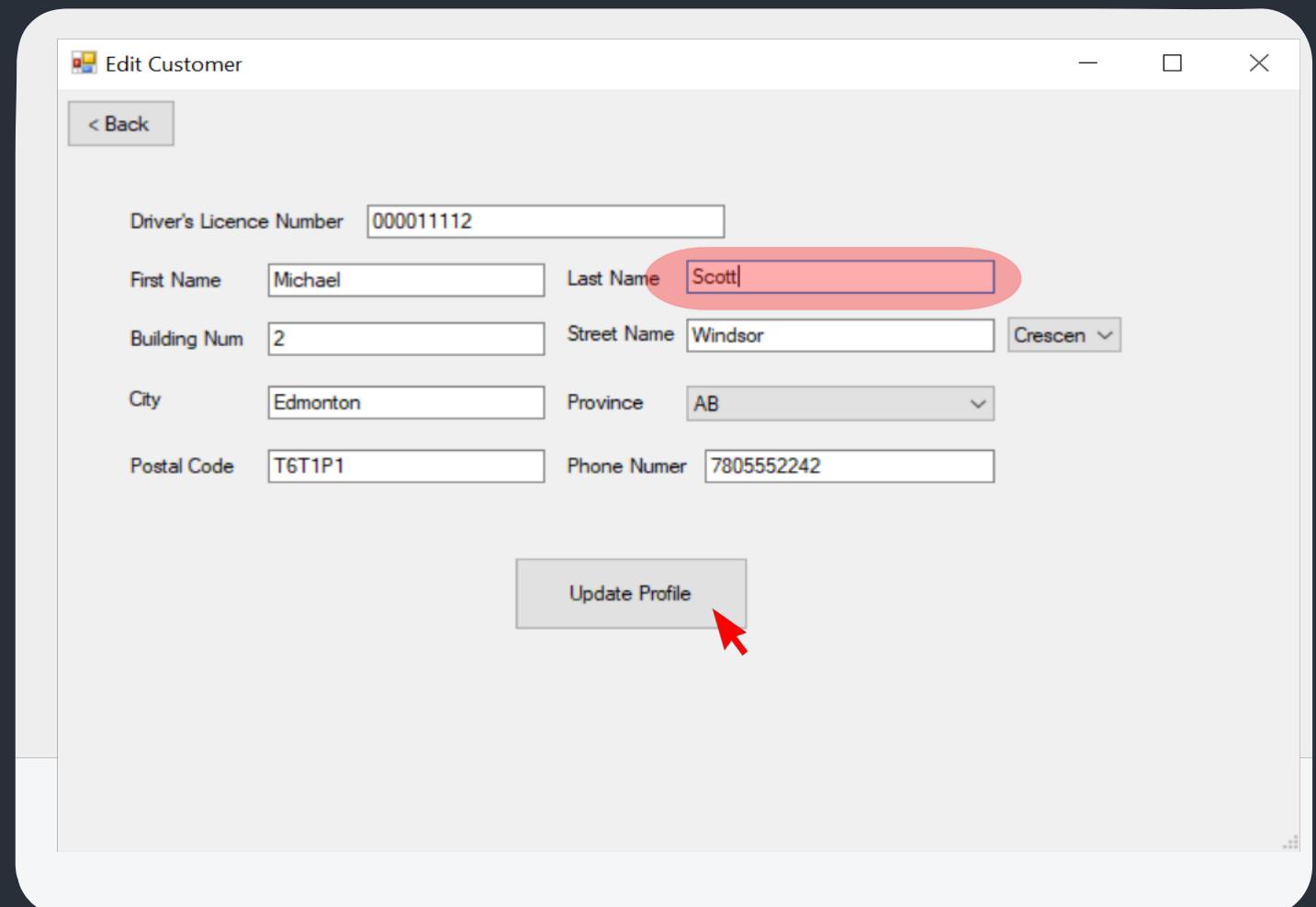


1

1.4 – Modify Customer

Step 2:

Change the last name from “Jordan” to “Scott”



Step 3:

Click the “Update Profile” button

1

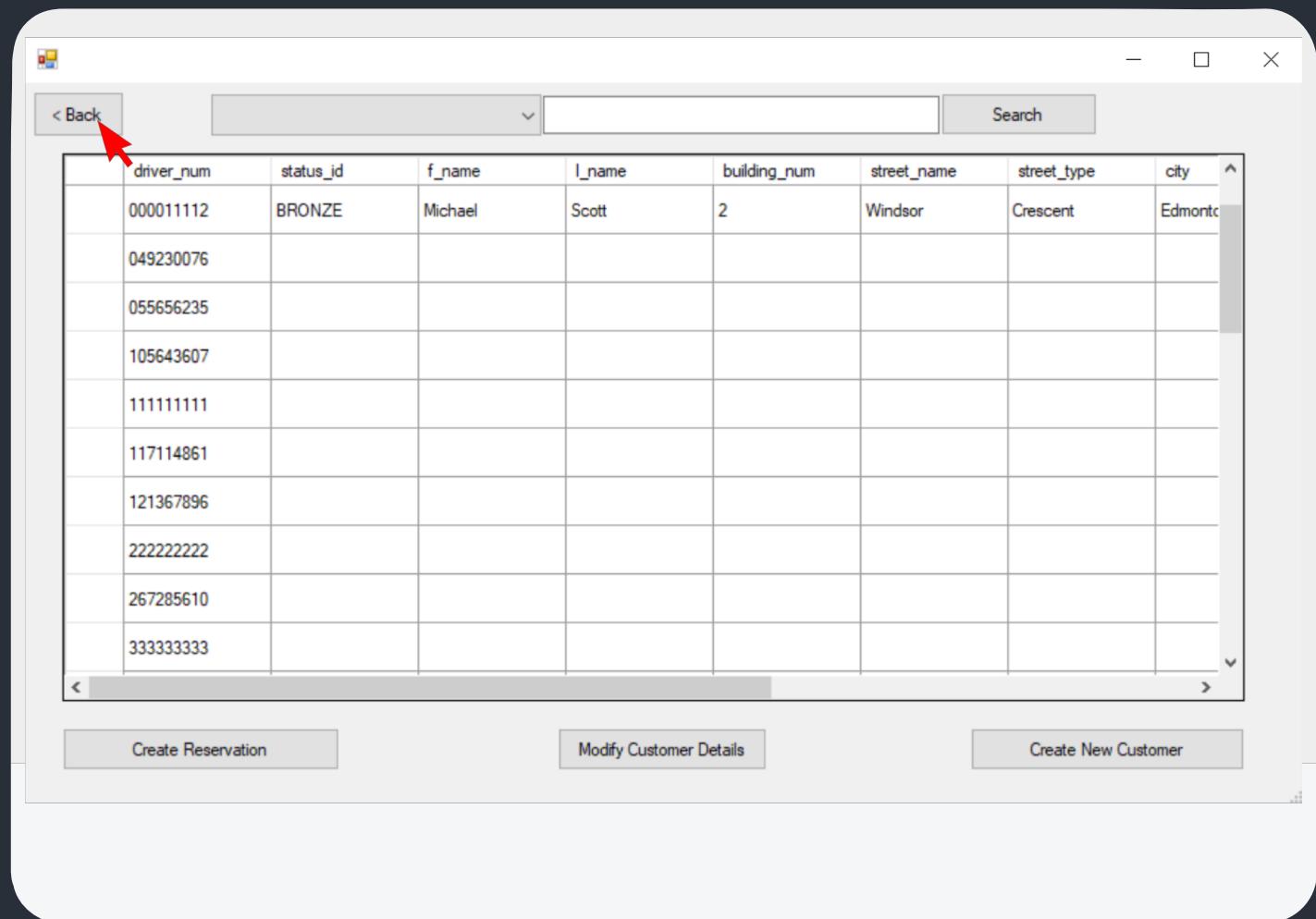
1.4 – Modify Customer

Step 4:

View changes

Step 5:

Click the “Back” button when completed
with Customers

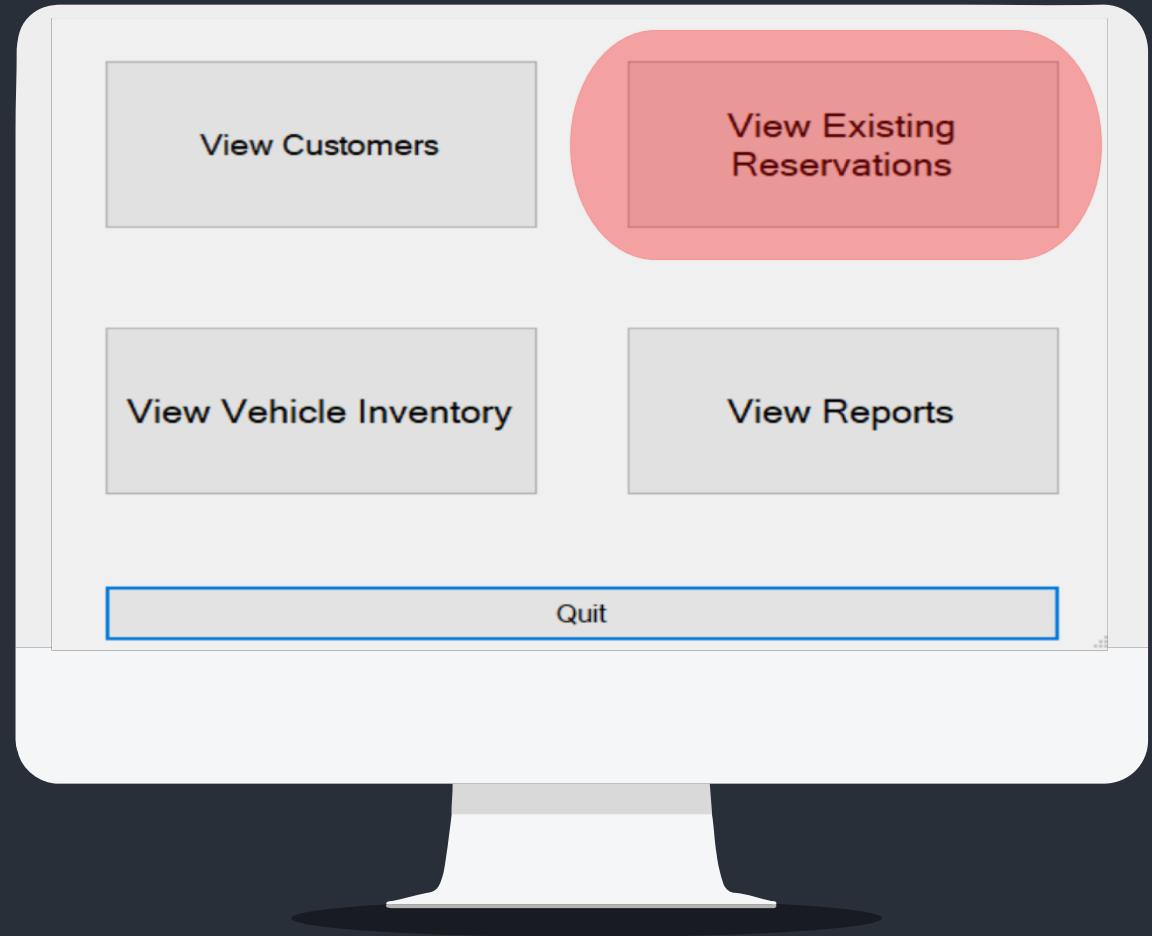


2

View Customers

Step 1:

Select View Existing Reservations

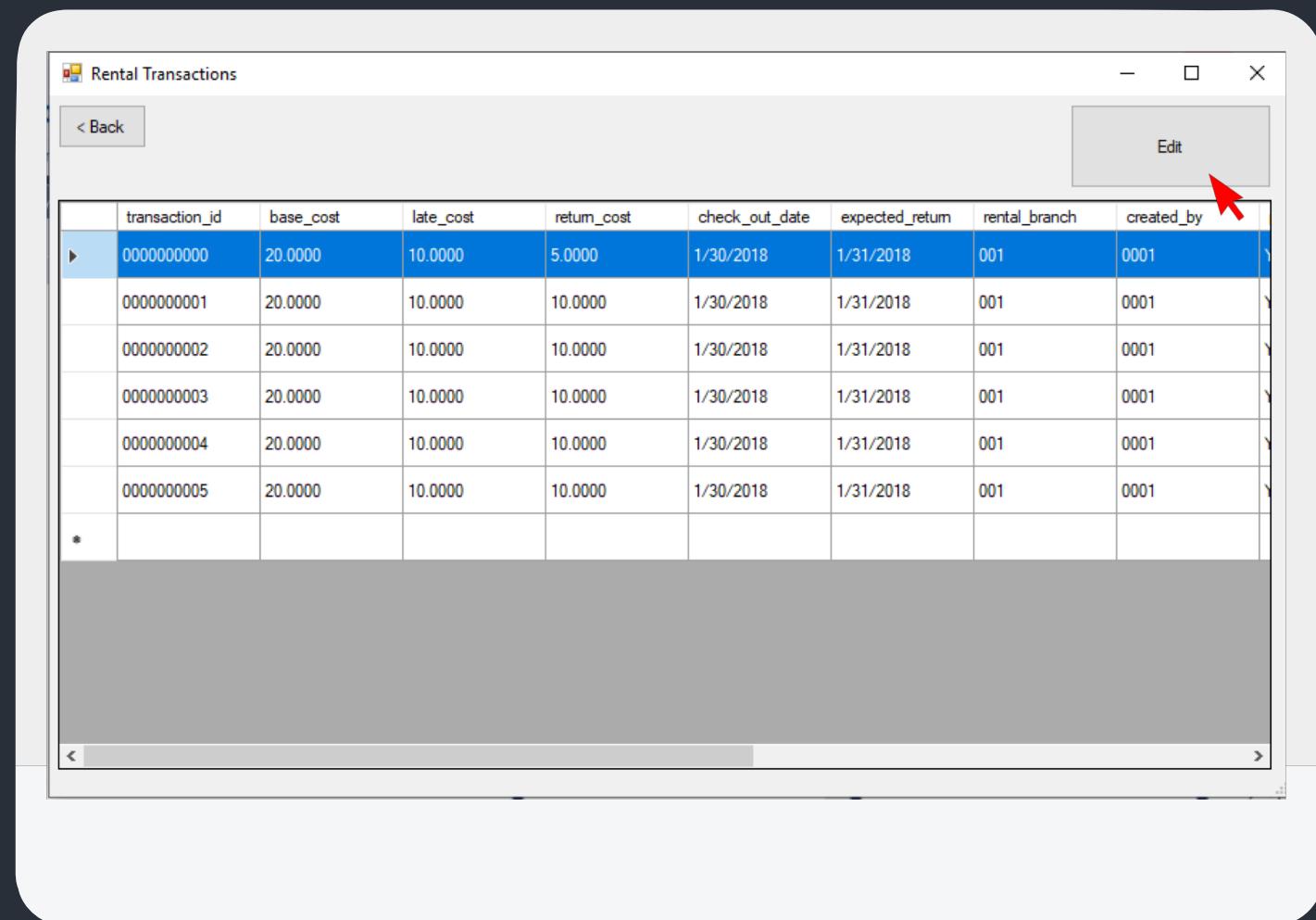


2

2.1 – Edit

Step 2:

View and select which transaction you would like to edit, and click the “Edit” button



2

2.1 – Edit

Step 3:

Change what you would like to edit,
for example “Base Cost”

Base Cost

Step 4:

Click the “Save Changes” button to save
changes.

or

Click the “Delete Rental” button to delete
Transaction.

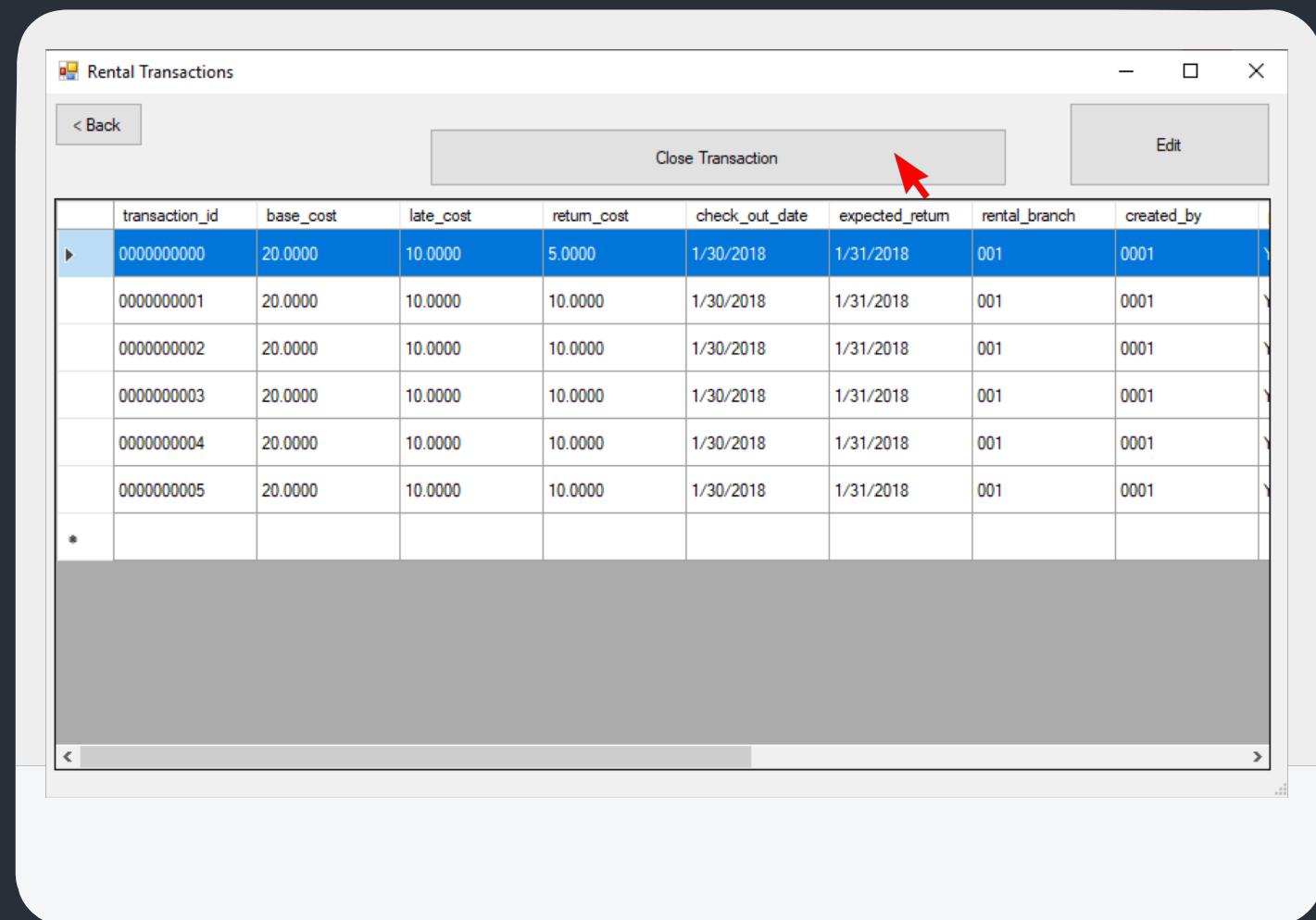
The screenshot shows a software application window titled "Edit Rental". At the top right is a red circular icon containing the number "2". The window has two main sections: "Rental Transaction" and "Return Transaction". Under "Rental Transaction", there are eight input fields: "Base Cost" (containing "20.00" and highlighted with a blue border), "Late Cost" (containing "10.00"), "Return Cost" (containing "5.00"), "Check Out Date" (containing "2018-01-30"), "Expected Return" (containing "2018-01-31"), "Branch ID" (containing "001"), "Employee ID" (containing "0001"), "Plate Number" (containing "YRA9910"), and "Driver Number" (containing "682064765"). Under "Return Transaction", there are four empty input fields: "Employee ID", "Branch ID", "Return Date", and "Fees Paid". At the bottom right of the window is a large red rounded rectangle containing the text "Save Changes". To its right is a smaller red rectangular button containing the text "Delete Rental".

2

2.2 – Close Transaction

Step 1:

Select a transaction that you would like to close and Click the “Close Transaction” button to close it out.

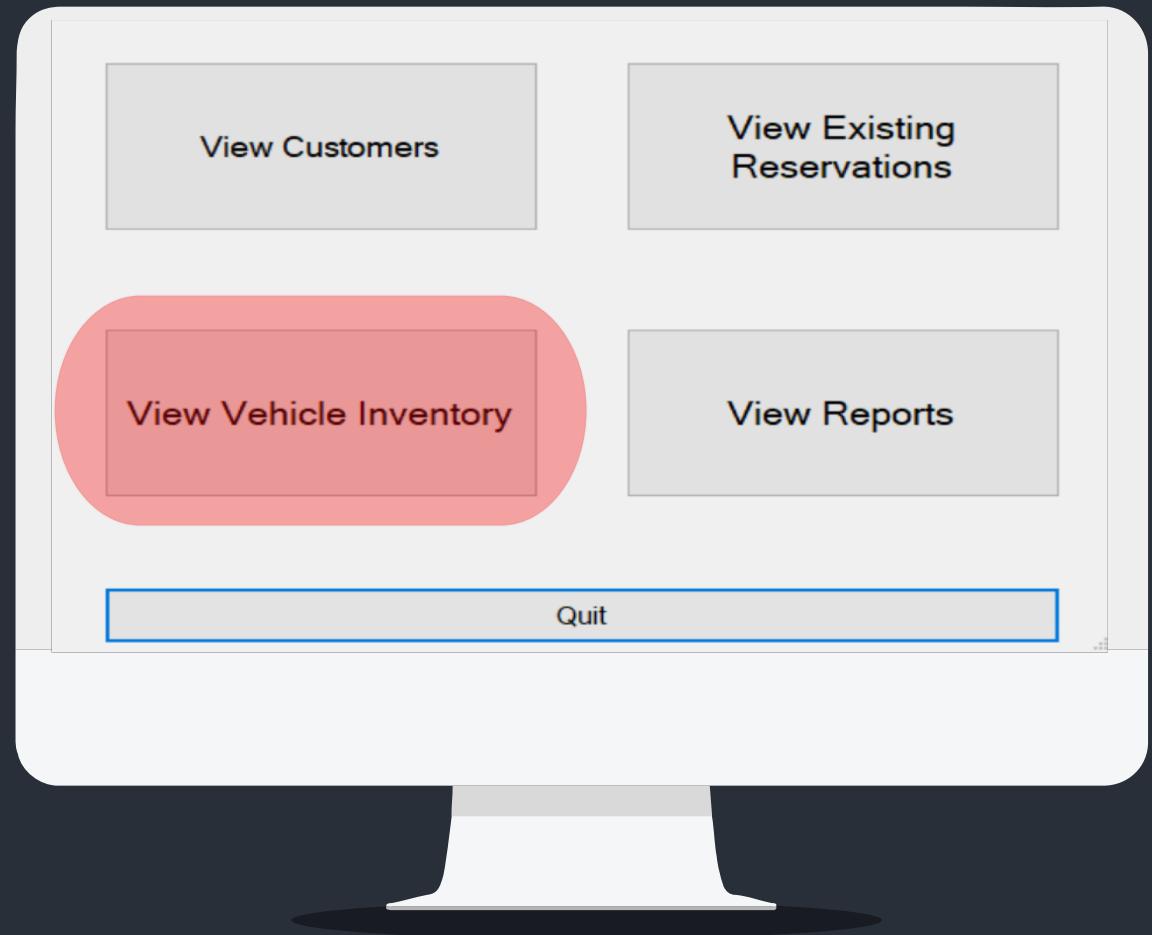


3

View Vehicle Inventory

Step 1:

Select View Vehicle Inventory and
Click "Ok"



3

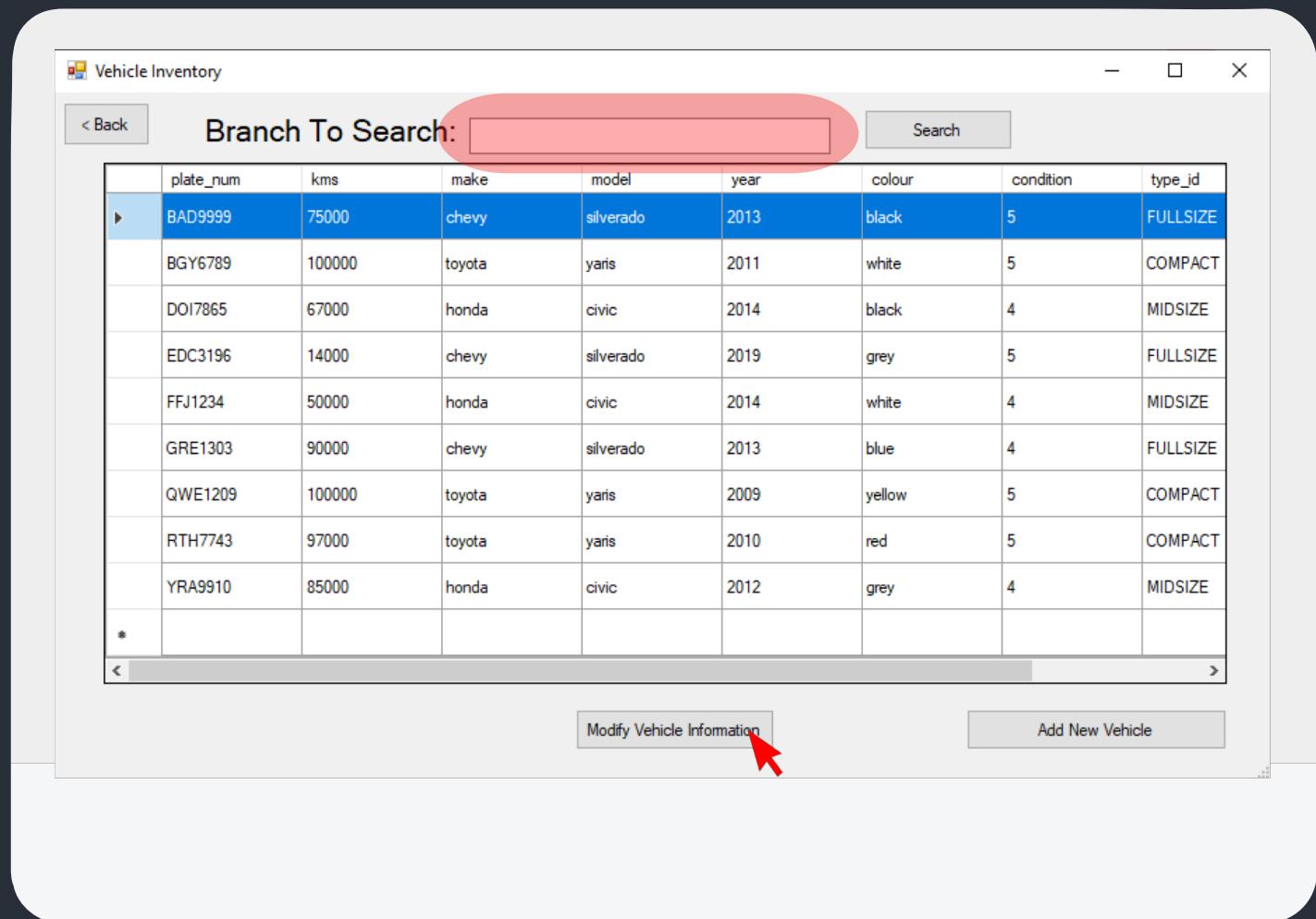
3.1 – Vehicle Search

Step 2:

Use the search bar highlighted to
Search vehicles from a specific branch.

Step 3:

Once a vehicle has been selected, you can click the “Modify Vehicle Information” to change details about the vehicle.



3

3.2 – Modify Vehicle Info

Step 1:

Change the appropriate vehicle information, for example, we will change the vehicle Kilometres

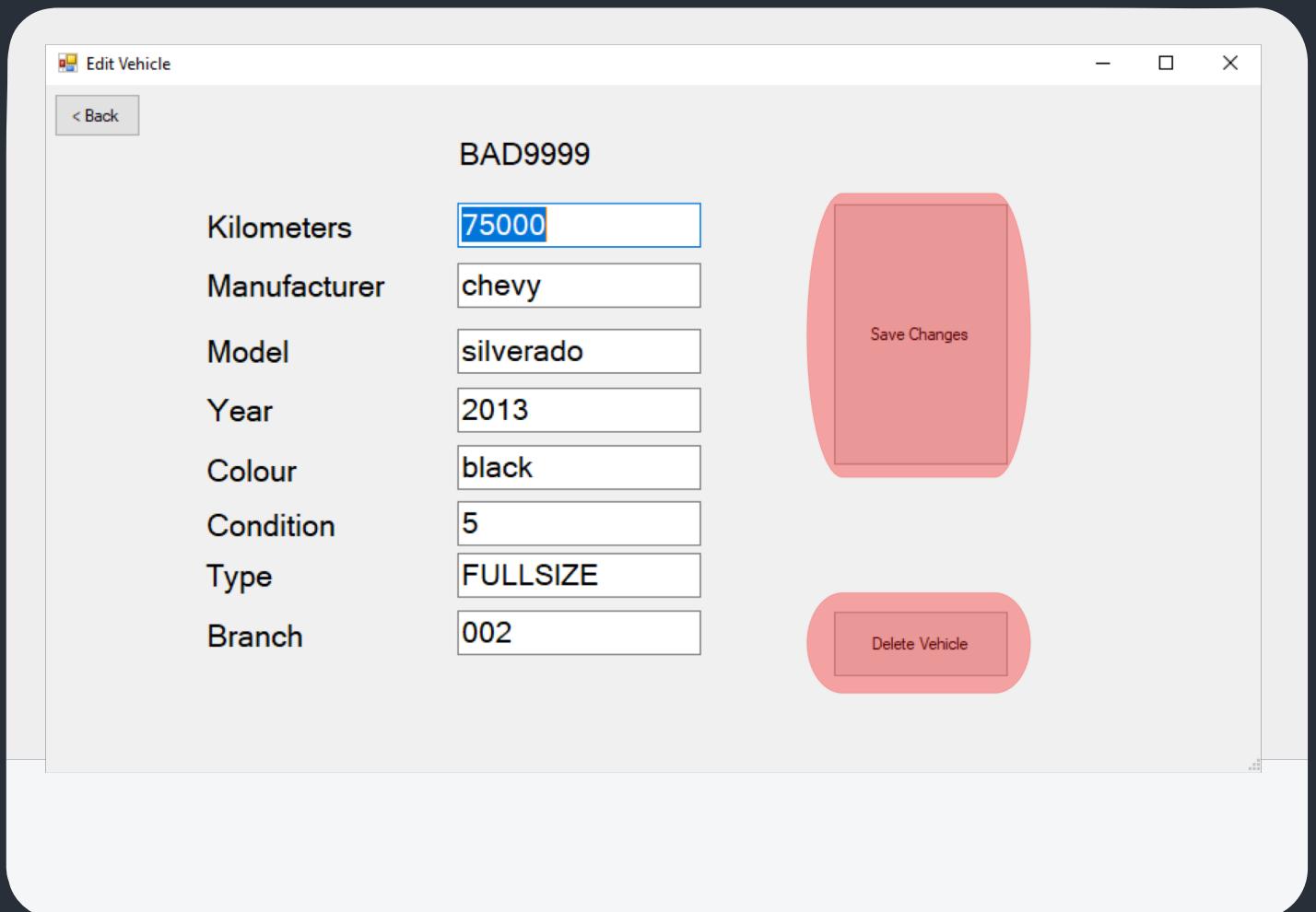
Kilometers

Step 2:

Click the “Save Changes” button to save any changes’ made

Or

Click the “Delete Vehicle” button to remove the vehicle from the inventory

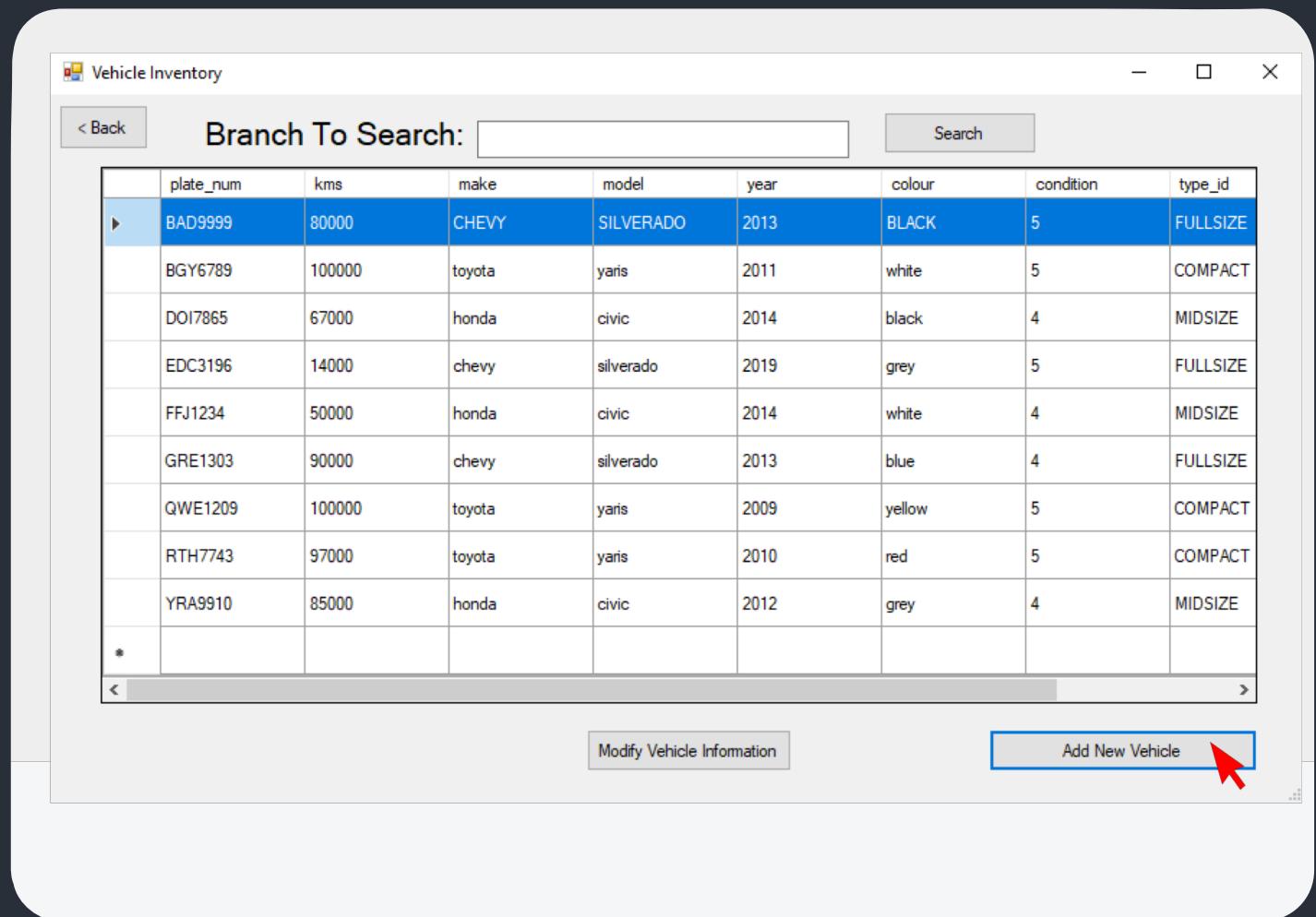


3

3.3 – Add New Vehicle

Step 1:

Click the “Add New Vehicle button”
To add a new vehicle to the inventory



3

3.3 – Add New Vehicle

Step 2:

Enter vehicle information, and click the “Add Vehicle” button, to save changes

The screenshot shows a Windows application window titled "Add New Vehicle". The window contains fields for entering vehicle information:

- Plate Number: 001199228
- Type: COMPACT
- Colour: BLACK
- Make: BMW
- Year: 2019
- Model: i8
- Branch ID: 001
- Km: 0
- Condition: (dropdown menu open, currently showing "5")

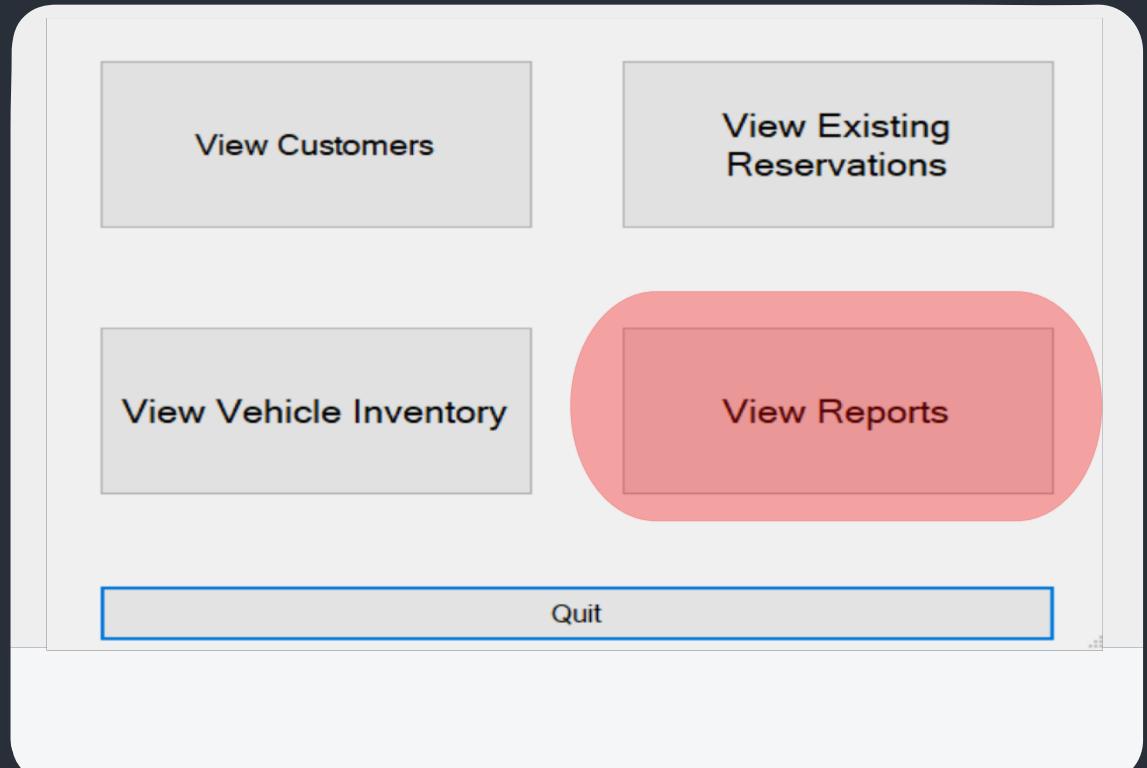
A red arrow points to the "Add Vehicle" button at the bottom right of the form.

4

View Reports

Step 1:

Select View Reports and click “Ok”

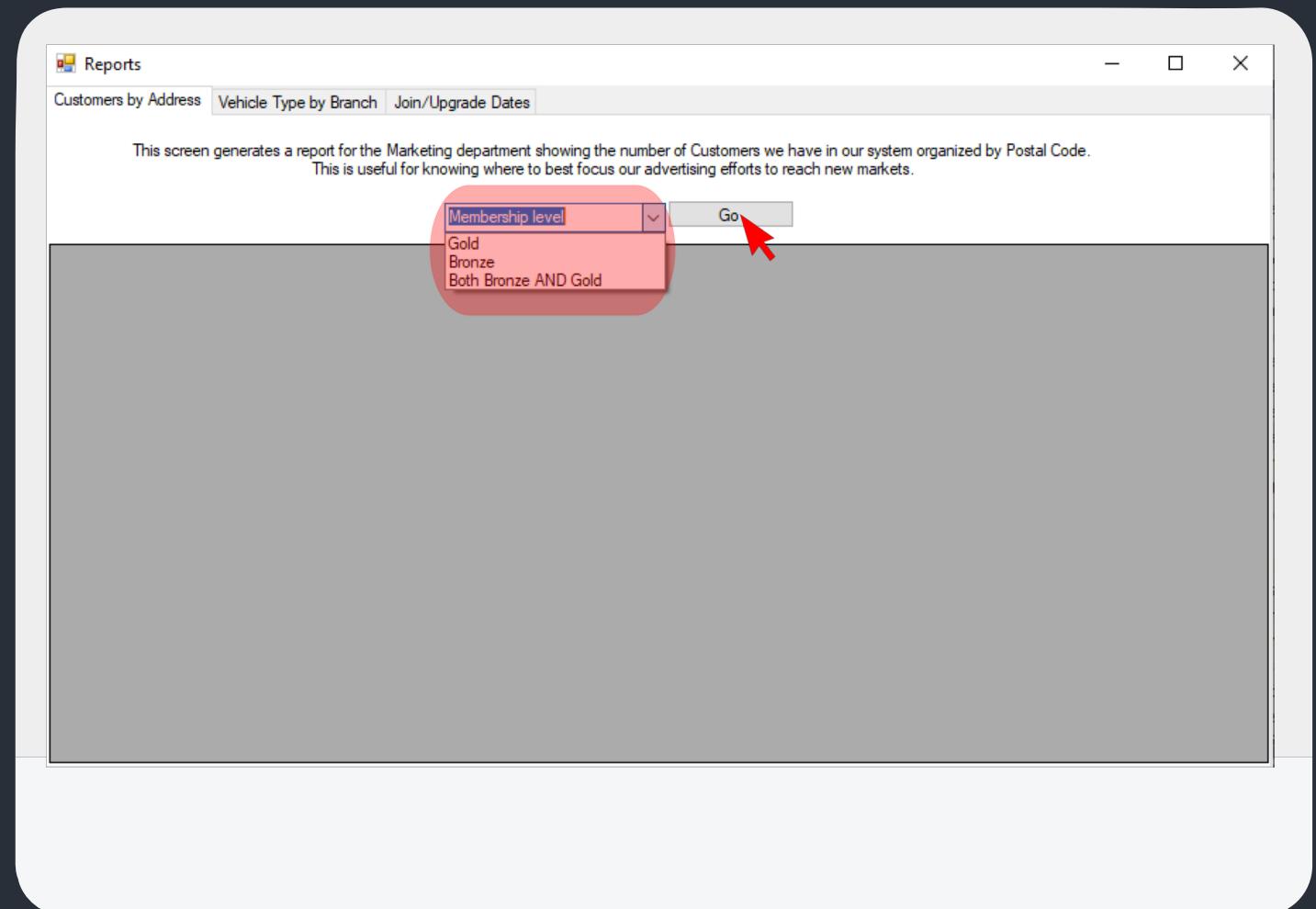


4

4.1 – View Customer by Address

Step 1:

Click here to view the amount of customers by the Address description. Use the Filters to identify Membership Status of Customers



Step 2:

Click the "Search Inventory" button

4

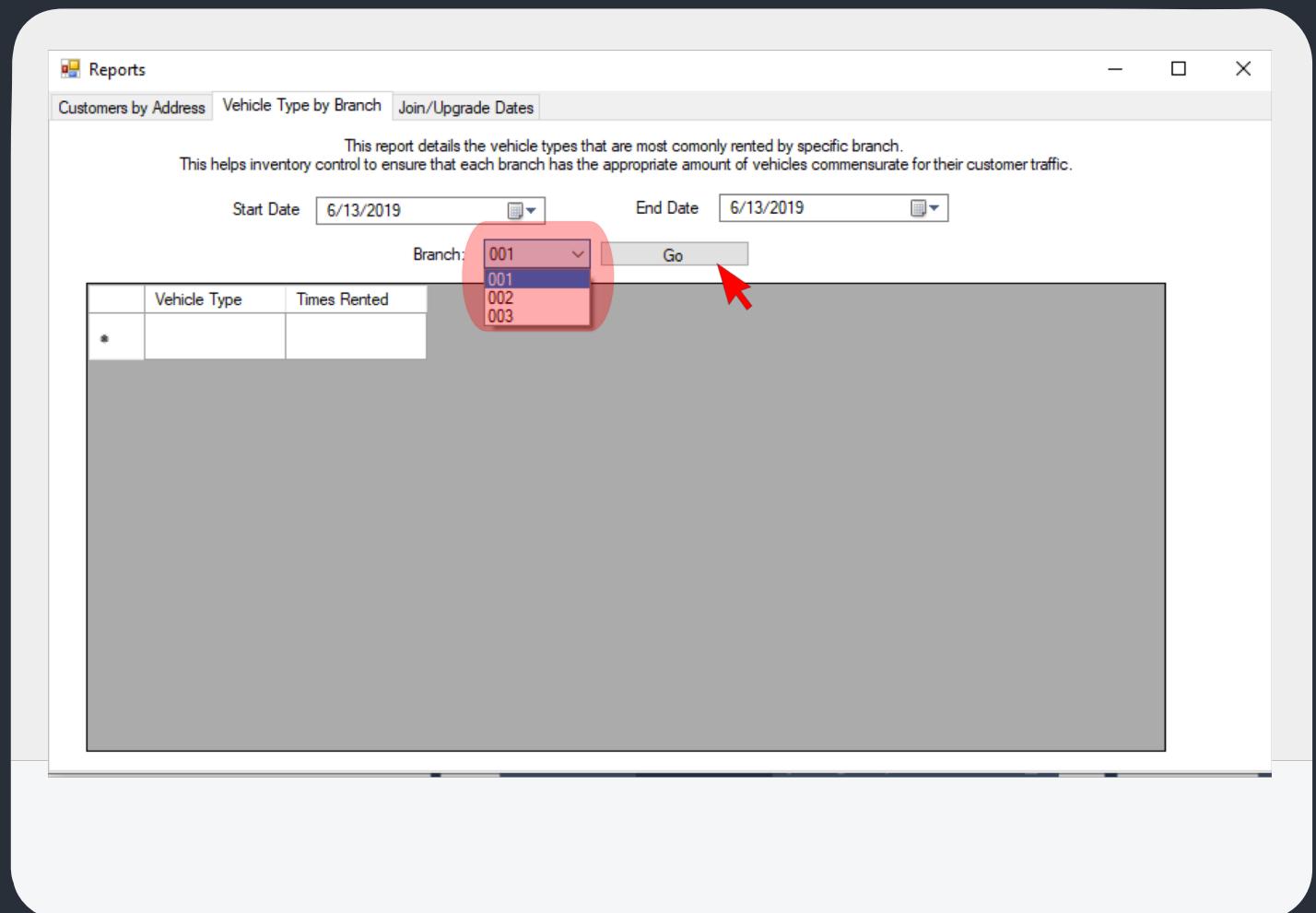
4.2 – View Vehicle Types by Branch

Step 1:

Click here to view information on vehicle types with a branch filter to specify the information for each branch. The dates' are used to give a range for time frame

Step 2:

Click the "Go" button to view report

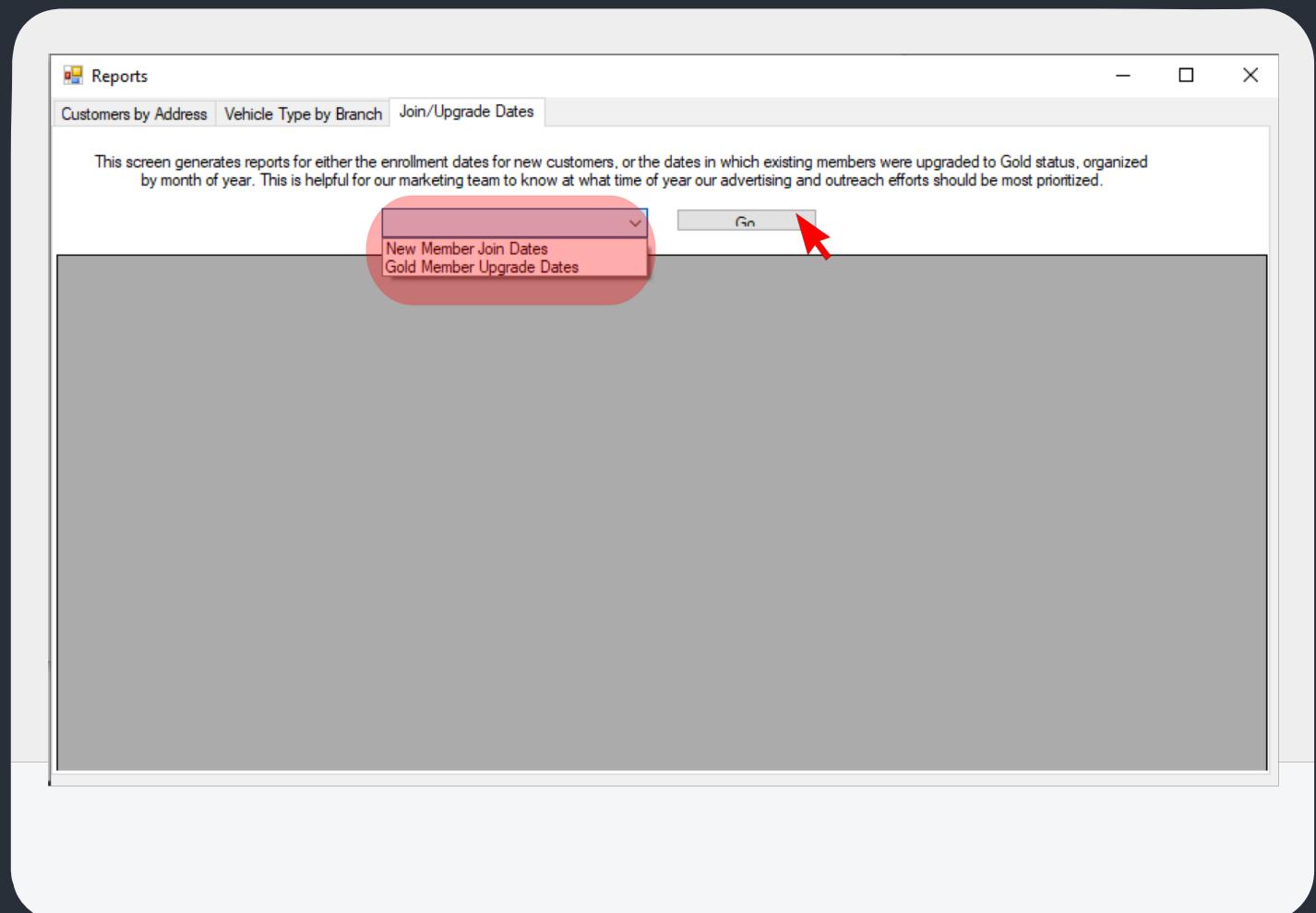


4

4.3 – Join/Upgrade Dates

Step 1:

Click here to view information of enrolment dates for customer.
Use the filter to determine reports for New Members or existing Gold Members



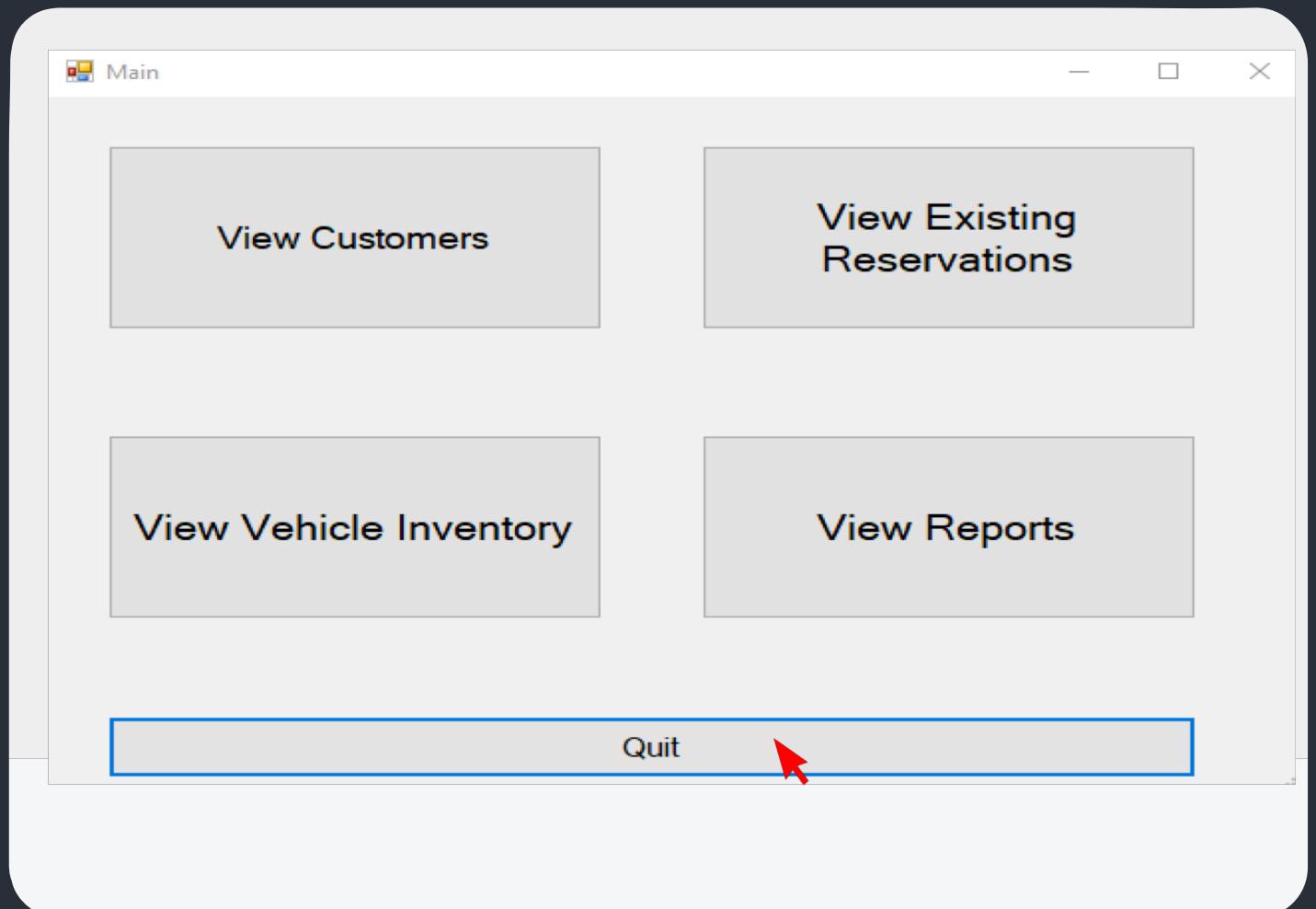
Step 2:

Click the "Go" button to view report

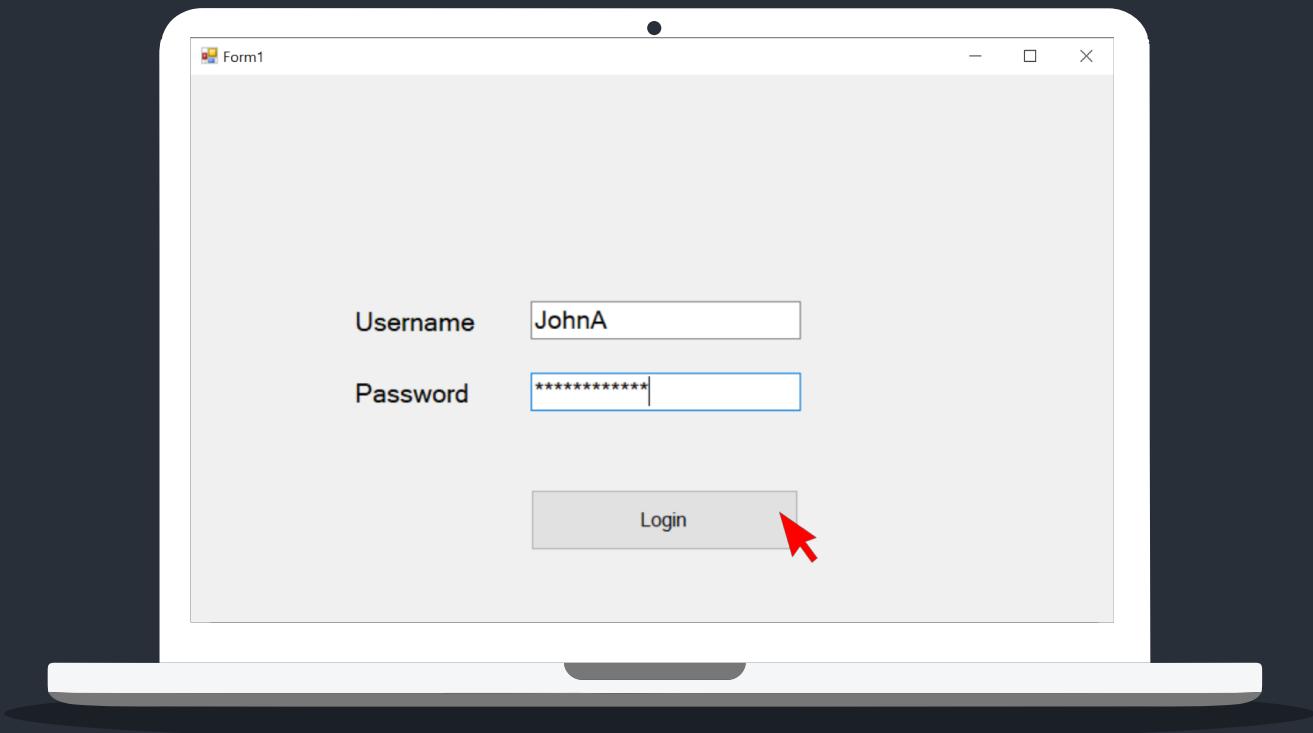
Home

Step 1:

Click the “Quit” button to log off



Thank You!



That was our tutorial on
using the App.

Enjoy!