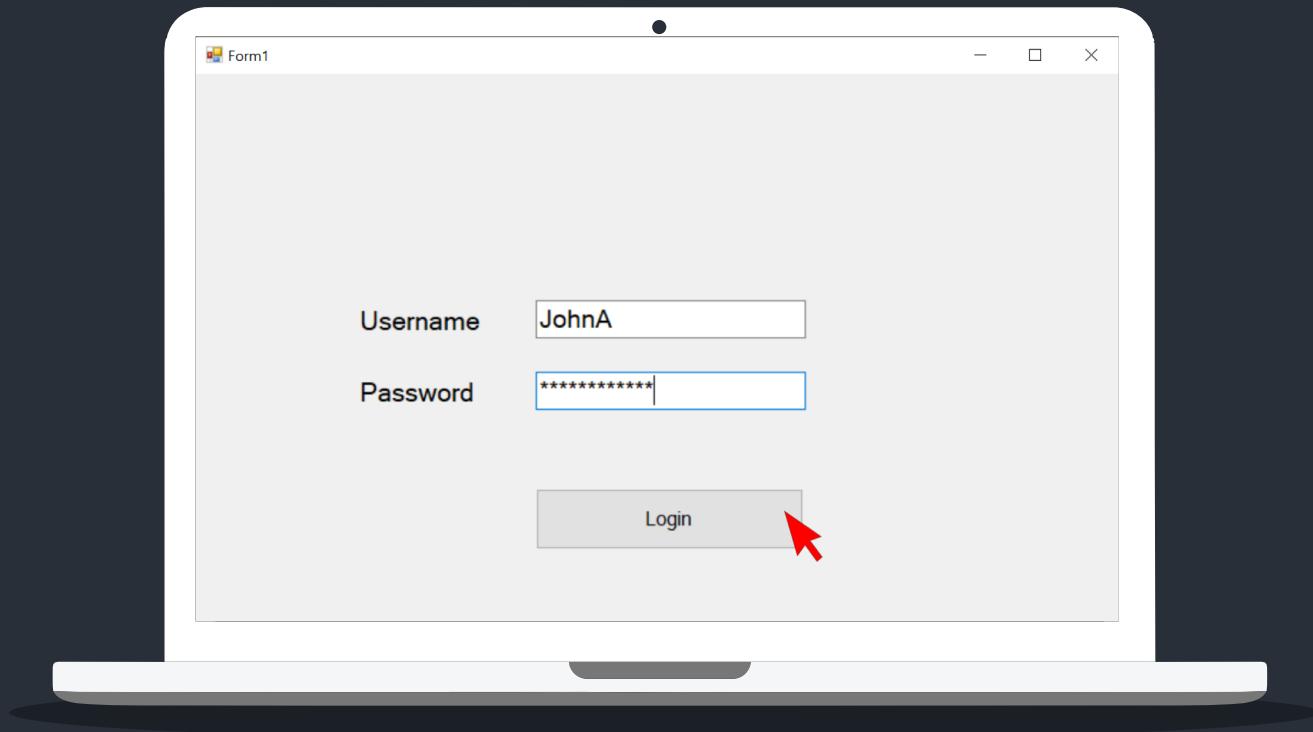


User Guide



Log - In



Step 1:

Enter Username and Password

Step 2:

Click Enter

Home

1

View Customers

1.1 – Customer Search	4
1.2 – Create New Customer	6
1.3 – Create Reservation	8
1.4 – Modify Customer	11

2

View Existing Reservations

2.1 – Search
2.2 – Create Reservation

3

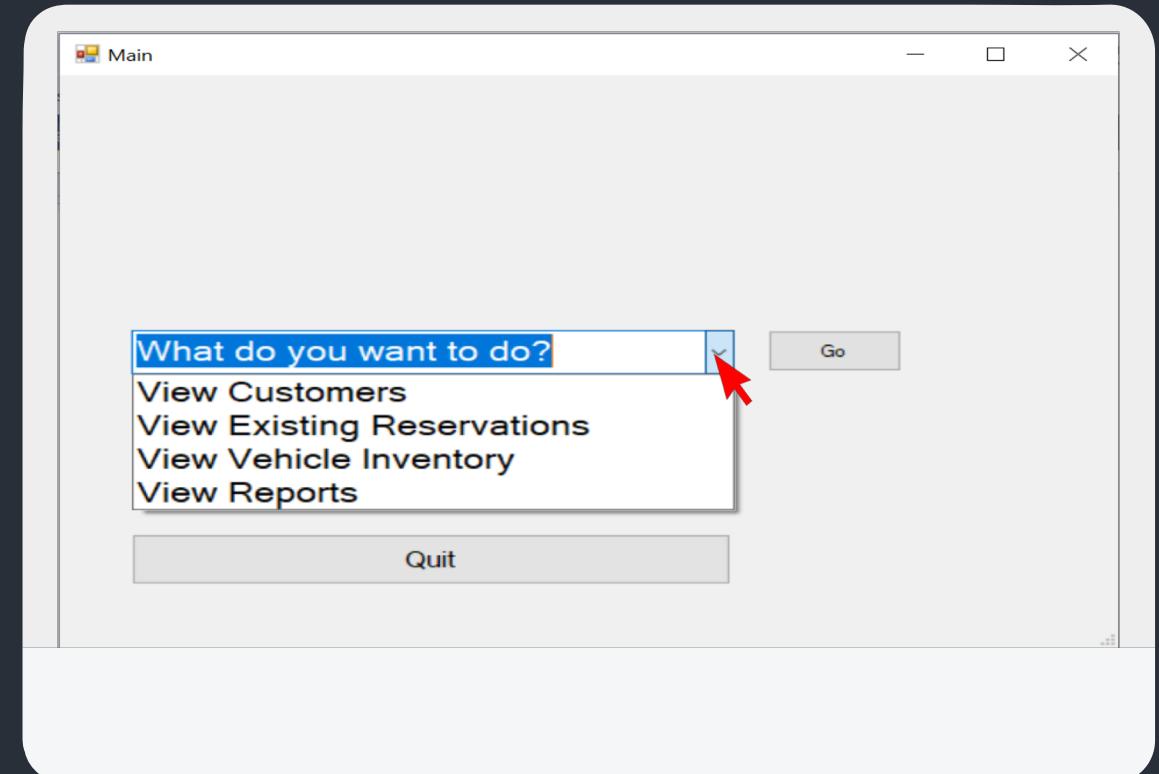
View Vehicle Inventory

1.1 – Vehicle Search
1.2 – Modify Vehicle Information
1.3 – Add New Vehicle

4

View Reports

...



1

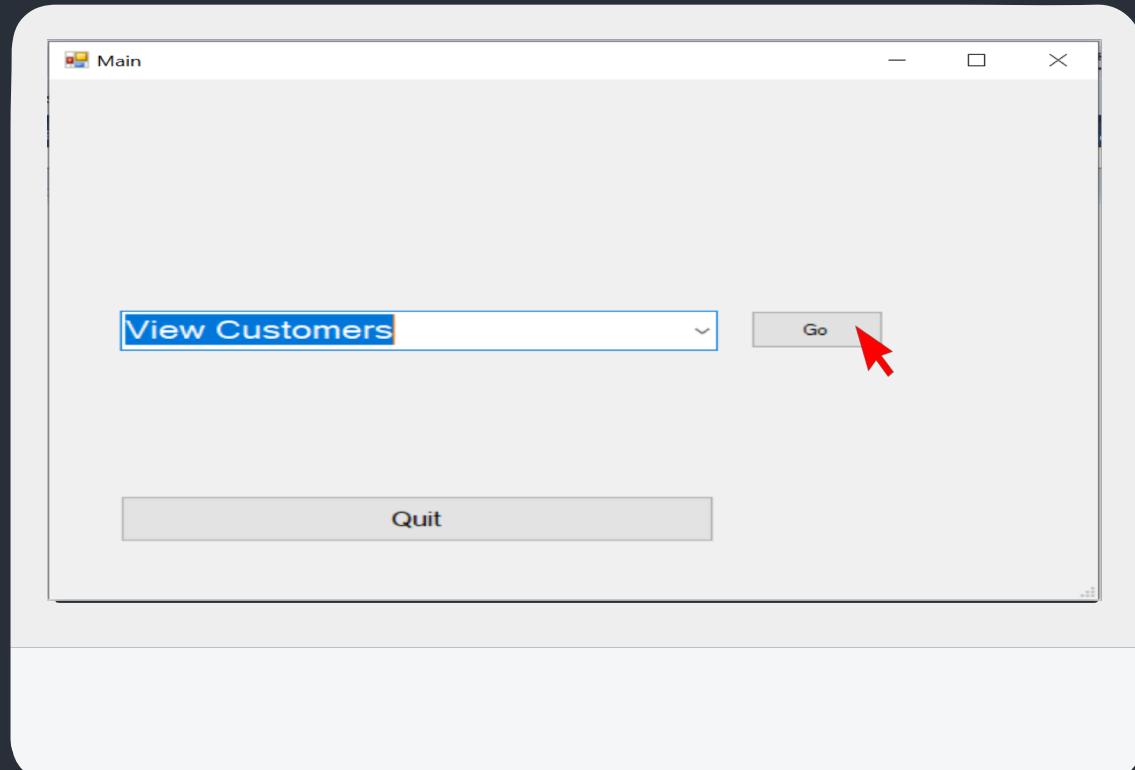
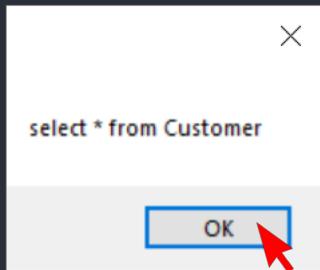
View Customers

Step 1:

Select View Customers
and click Go.

Step 2:

Click Ok



1

1.1 – Customer Search

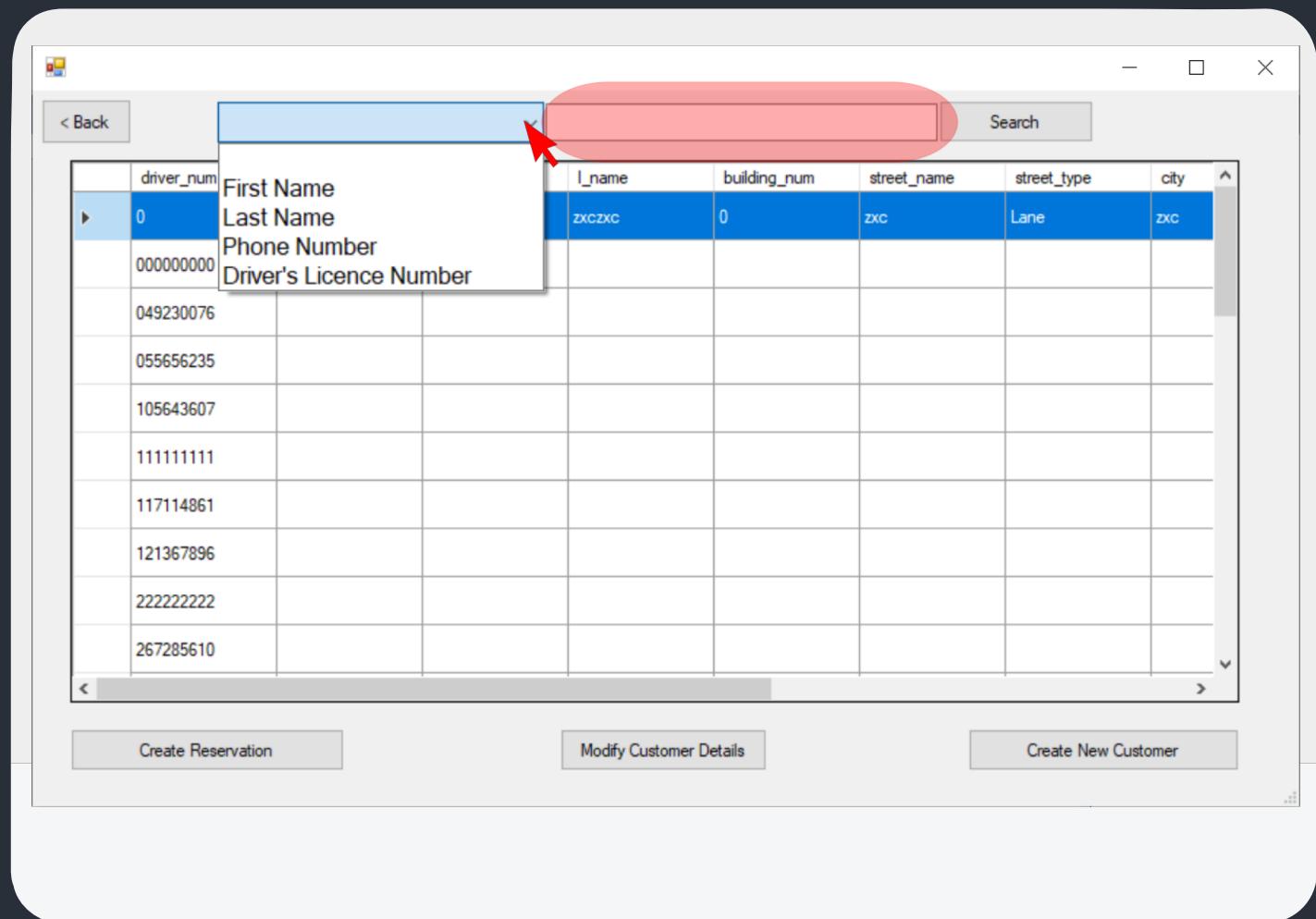
Step 1:

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

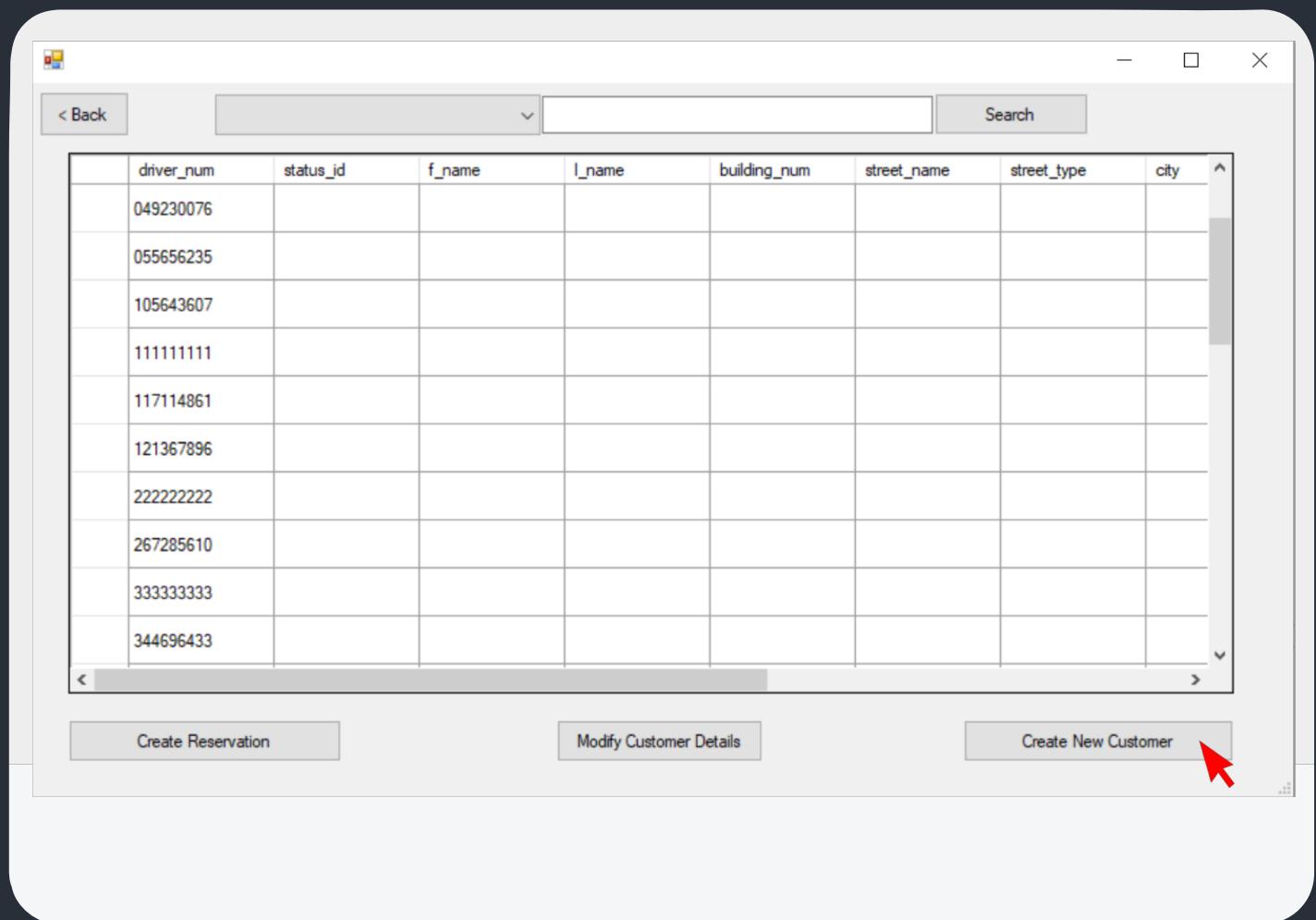


1

1.2 – Create New Customer

Step 3:

Click the “Create New Customer” button



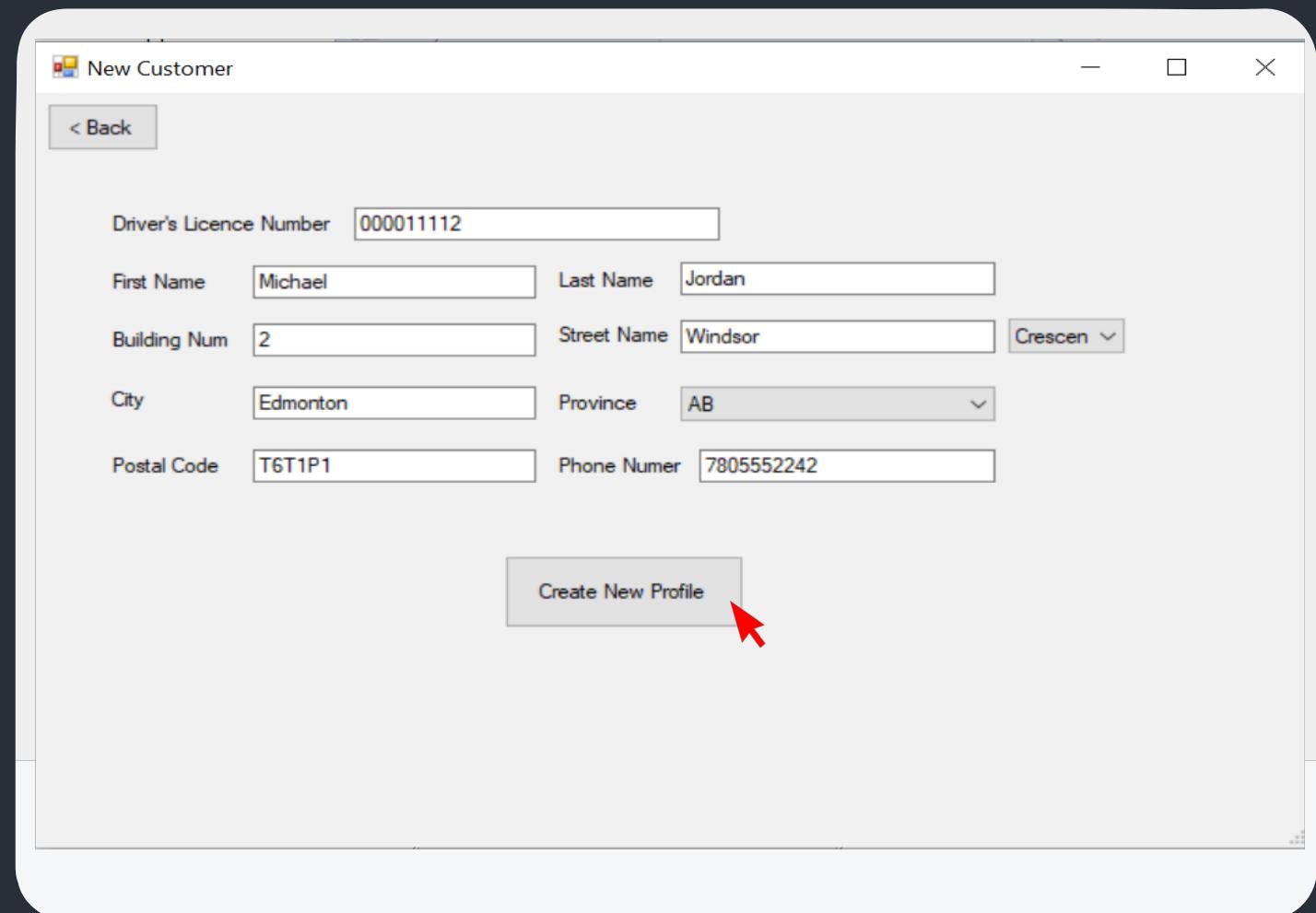
1

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:

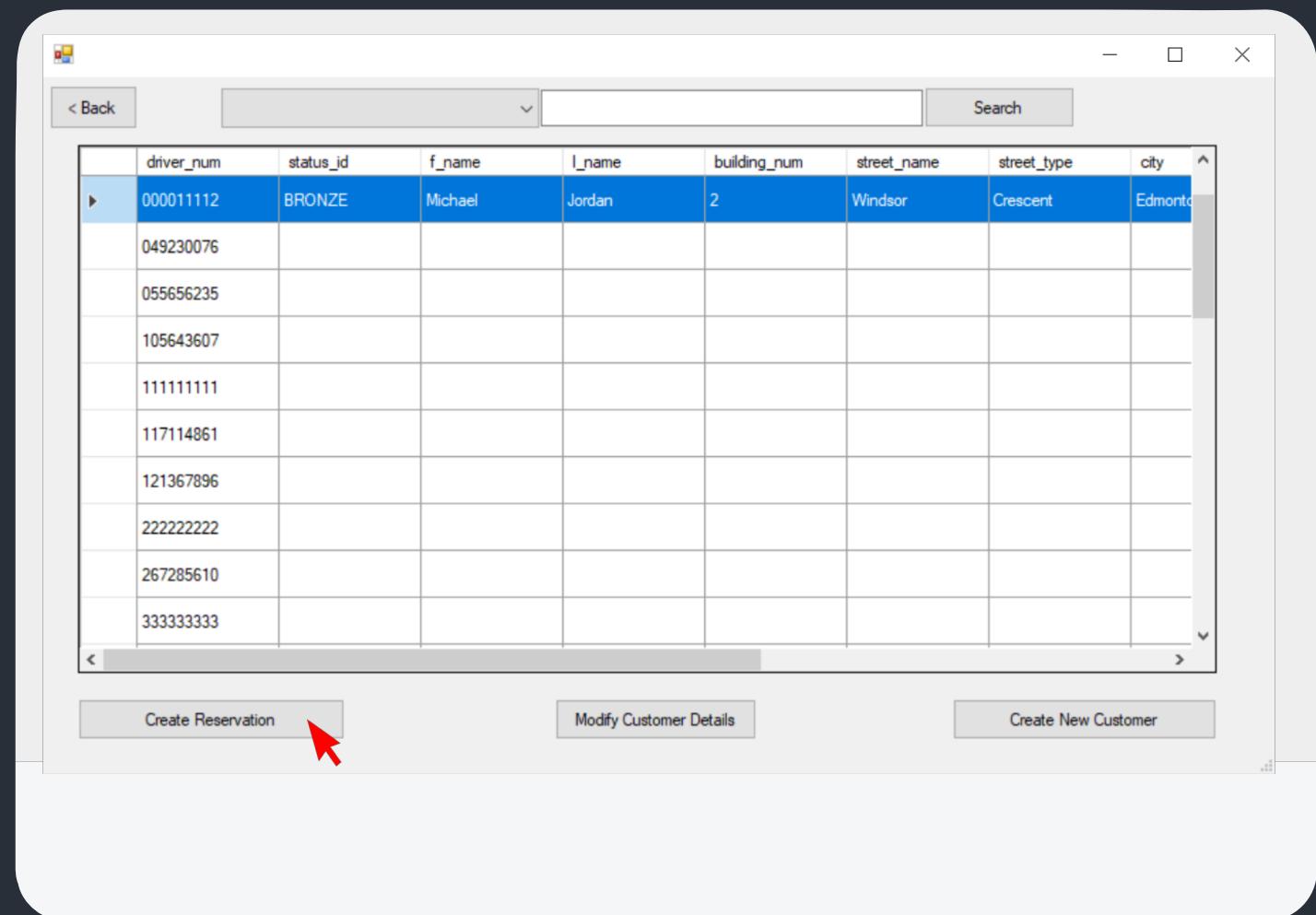
Click the "Create New Profile" button

1

1.3 – Create Reservation

Step 1:

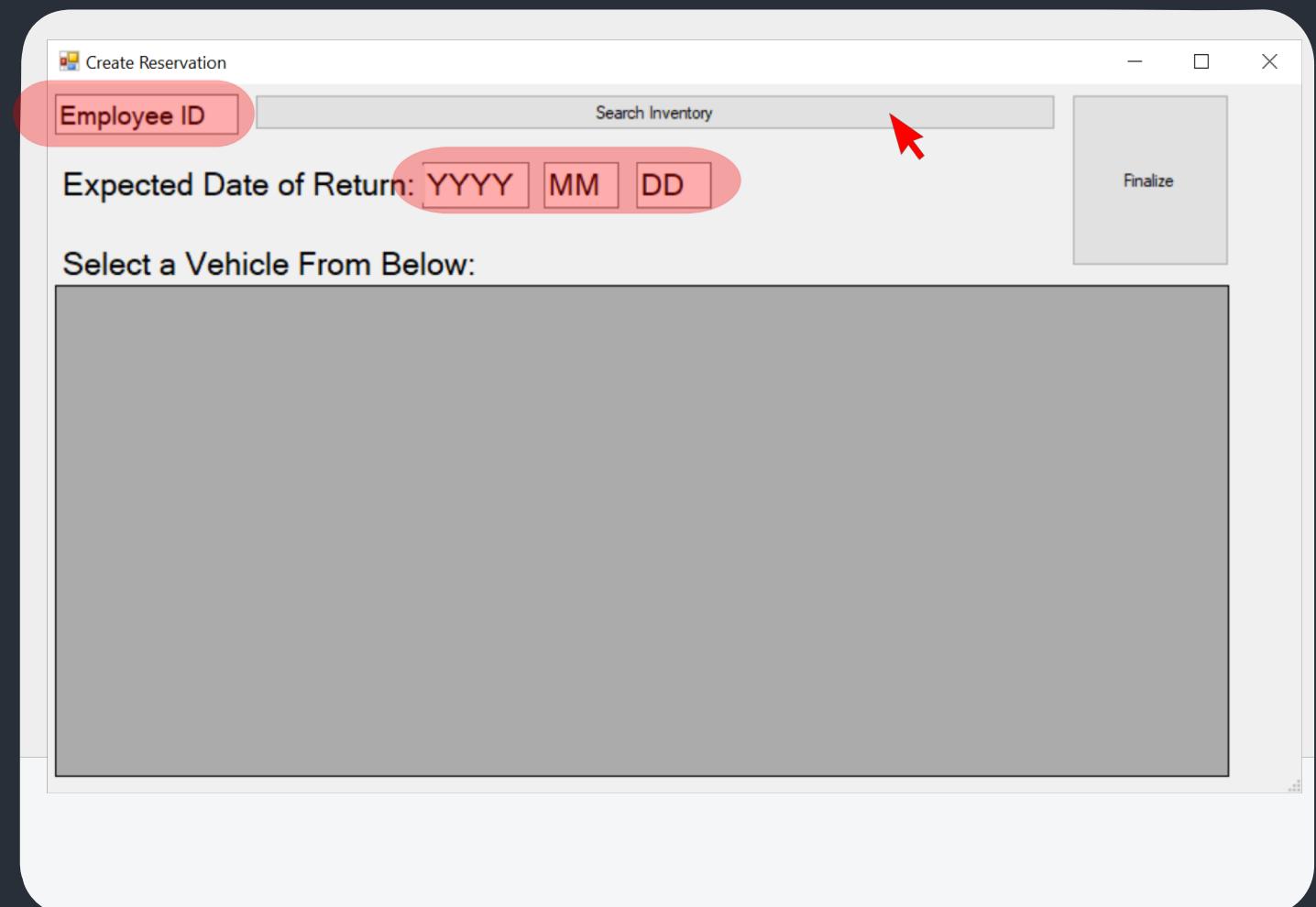
Click the “Create Reservation” button



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:

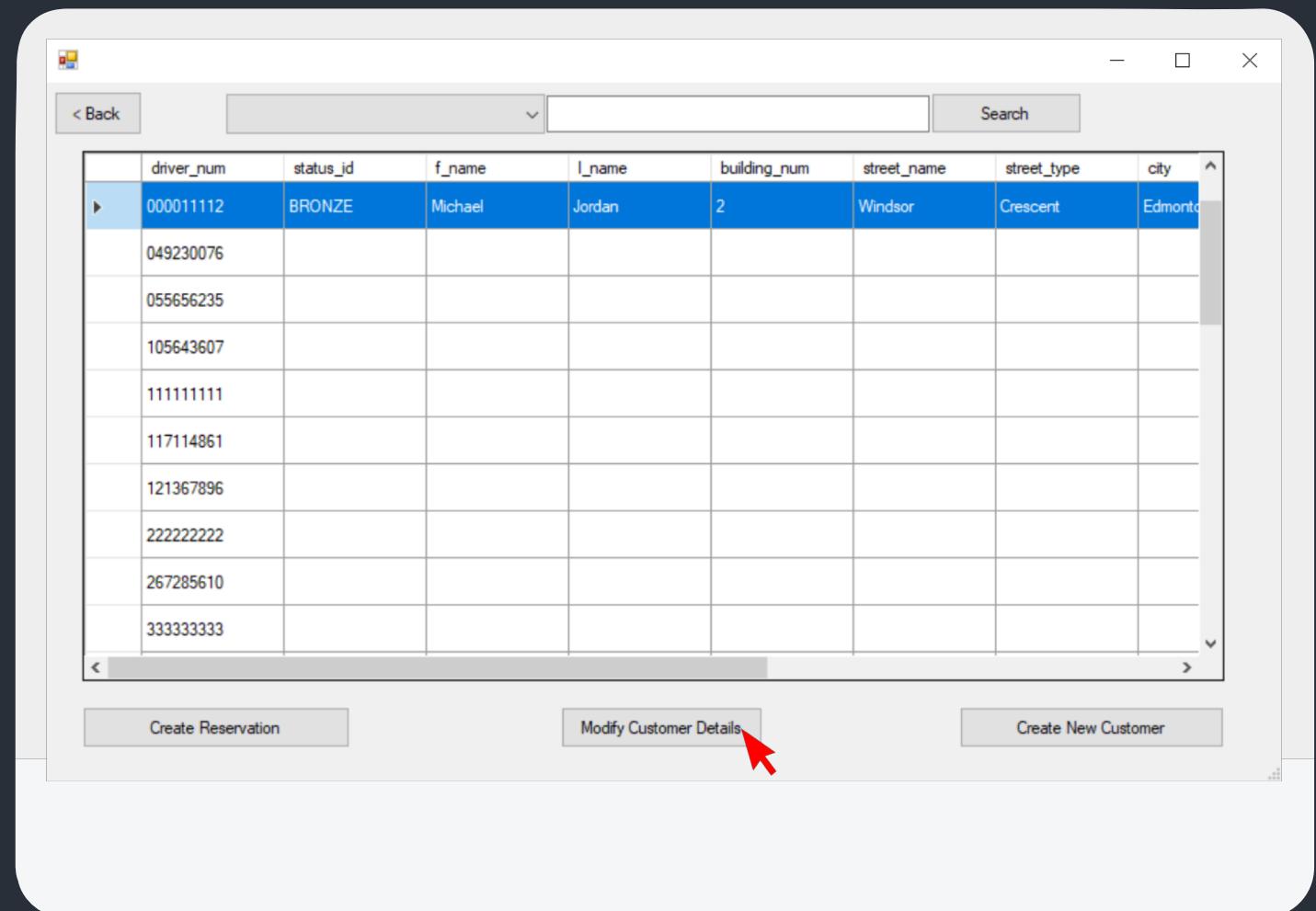
Click the "Finalize" button

1

1.4 – Modify Customer

Step 1:

Click the "Modify Customer Details" button



1

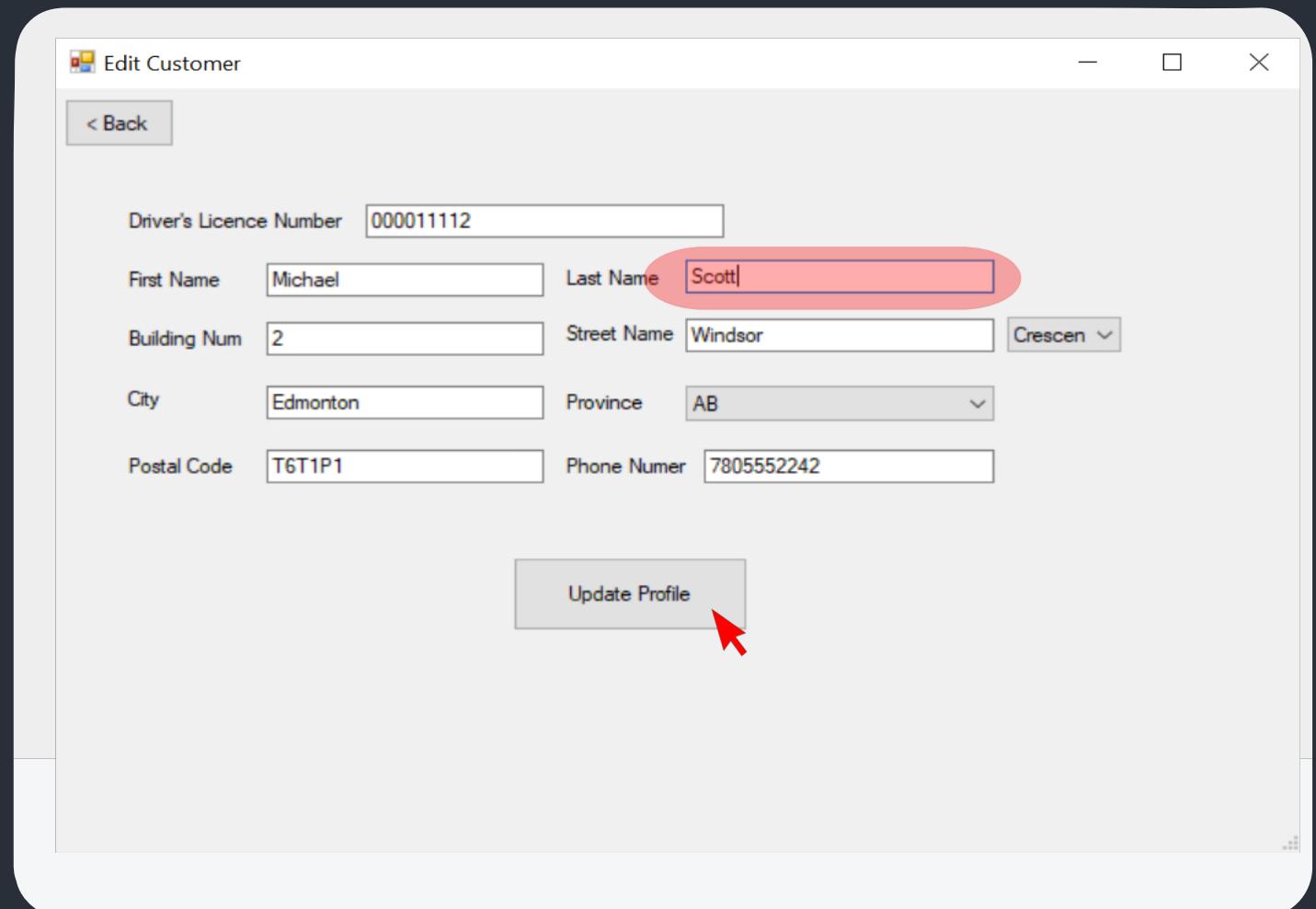
1.4 – Modify Customer

Step 2:

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

Step 2:

Click the “Update Profile” button



1

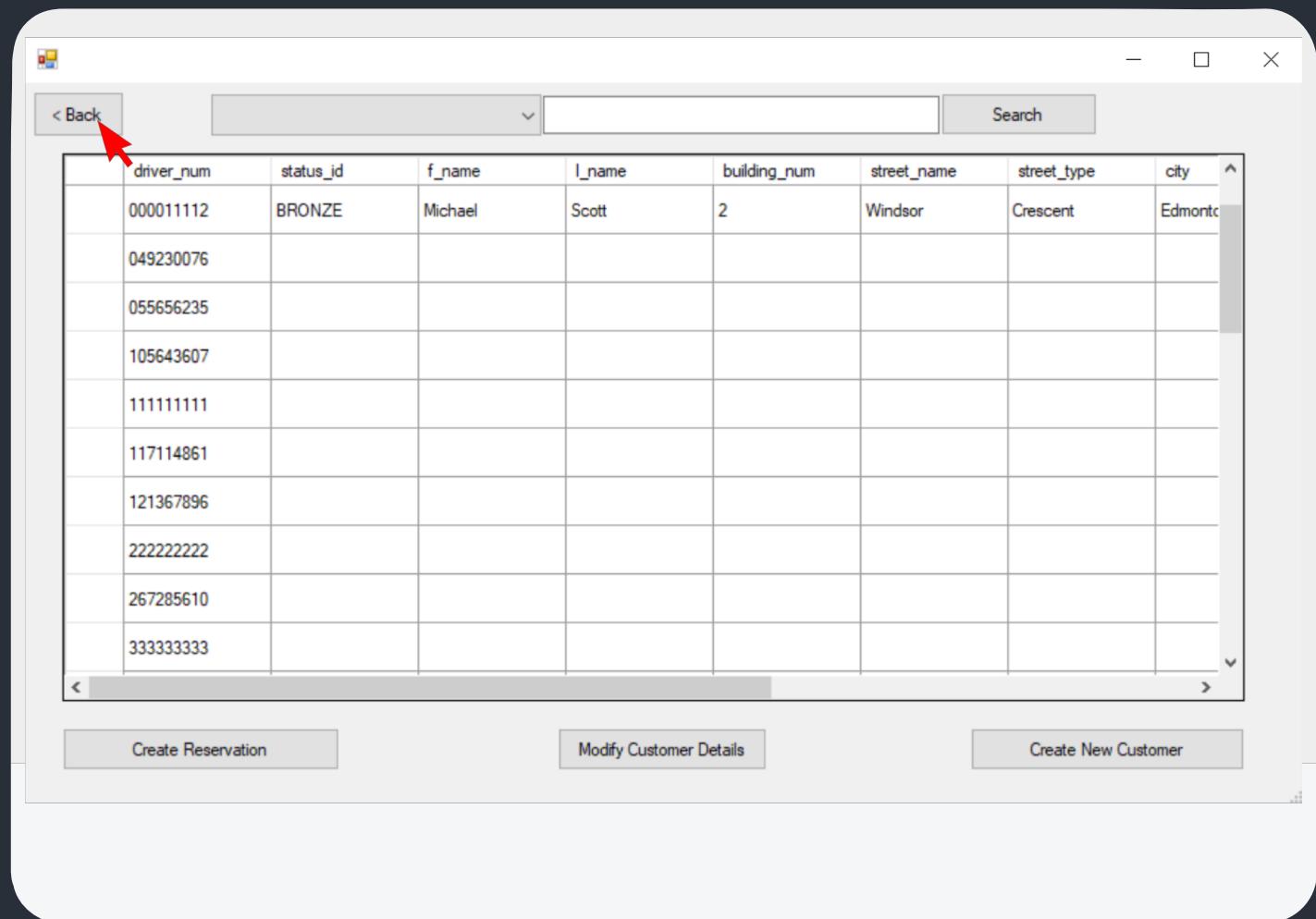
1.4 – Modify Customer

Step 3:

View changes

Step 4:

Click the “Back” button when completed
with Customers



Home

1

View Customers

- 1.1 – Customer Search
- 1.2 – Create Reservation
- 1.3 – Modify Customer Detail
- 1.4 – Create New Customer

p. 4

p.

2

View Existing Reservations

- 2.1 – Search
- 2.2 – Create Reservation

3

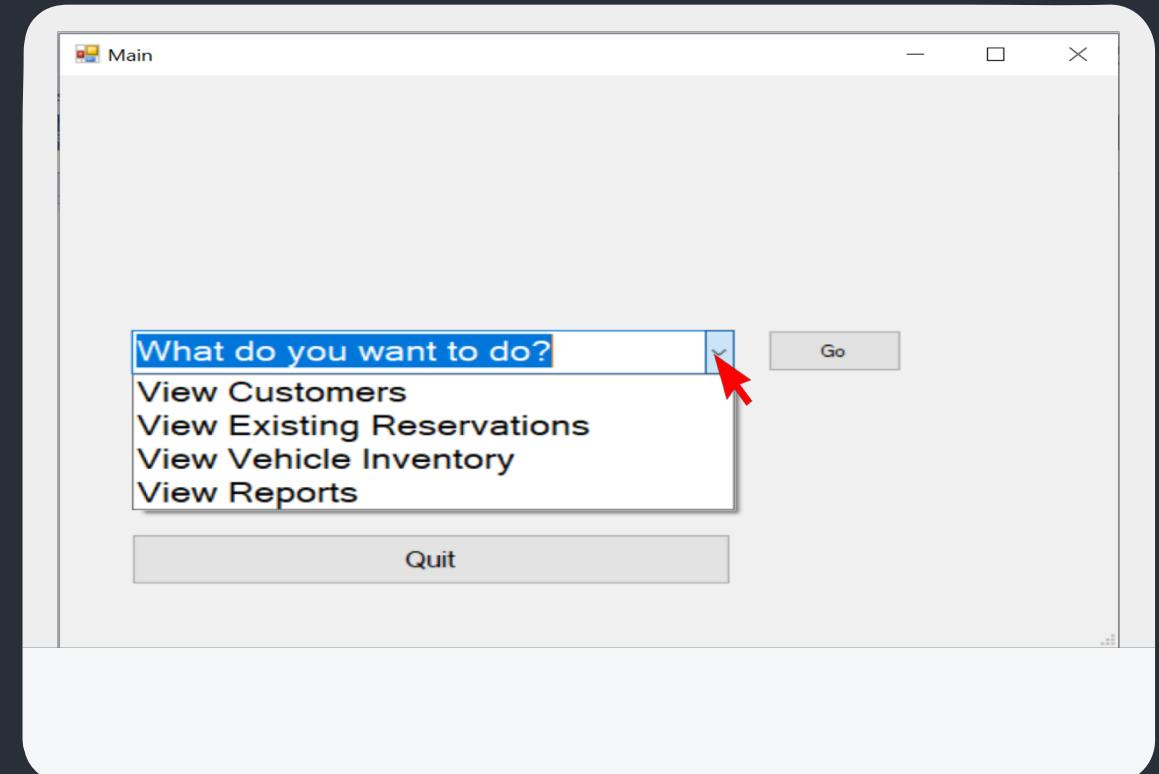
View Vehicle Inventory

- 1.1 – Vehicle Search
- 1.2 – Modify Vehicle Information
- 1.3 – Add New Vehicle

4

View Reports

...



Home

View Customers

- 1.1 – Customer Search
- 1.2 – Create Reservation
- 1.3 – Modify Customer Detail
- 1.4 – Create New Customer

1

View Existing Reservations

- 2.1 – Search
- 2.2 – Create Reservation

2

View Vehicle Inventory

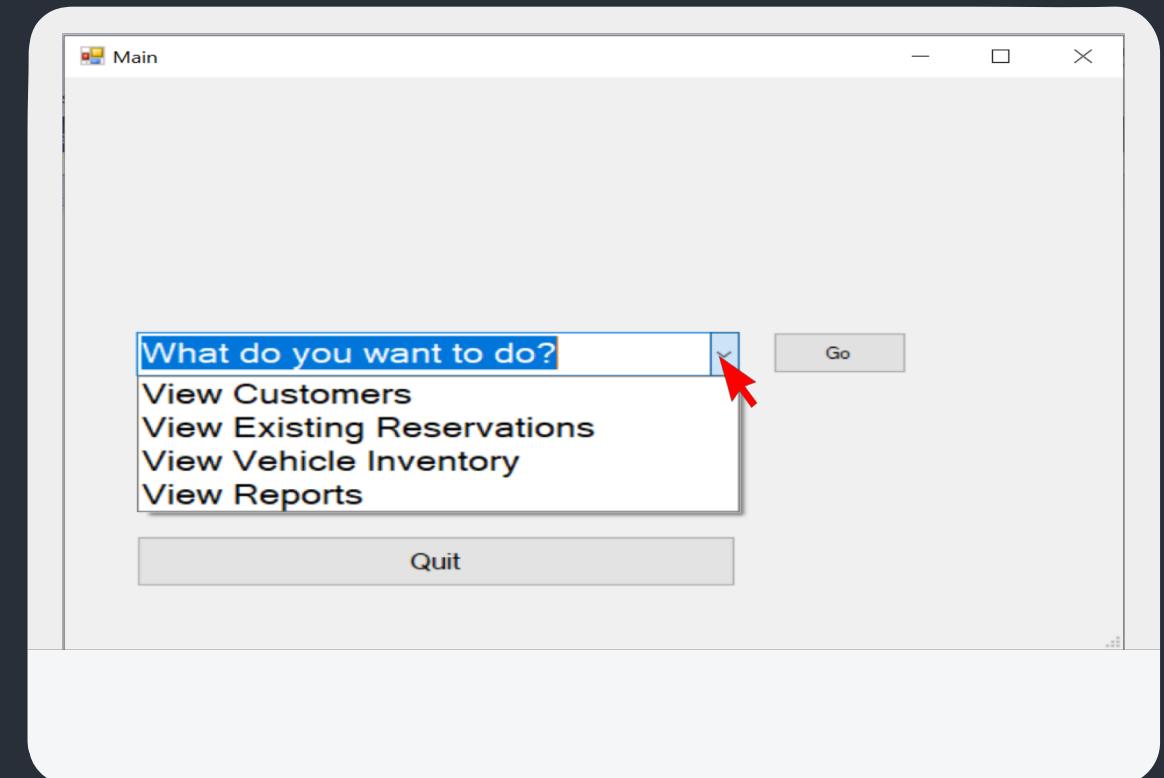
- 1.1 – Vehicle Search
- 1.2 – Modify Vehicle Information
- 1.3 – Add New Vehicle

3

View Reports

...

4



Home

View Customers

- 1.1 – Customer Search
- 1.2 – Create Reservation
- 1.3 – Modify Customer Detail
- 1.4 – Create New Customer

1

View Existing Reservations

- 2.1 – Search
- 2.2 – Create Reservation

2

View Vehicle Inventory

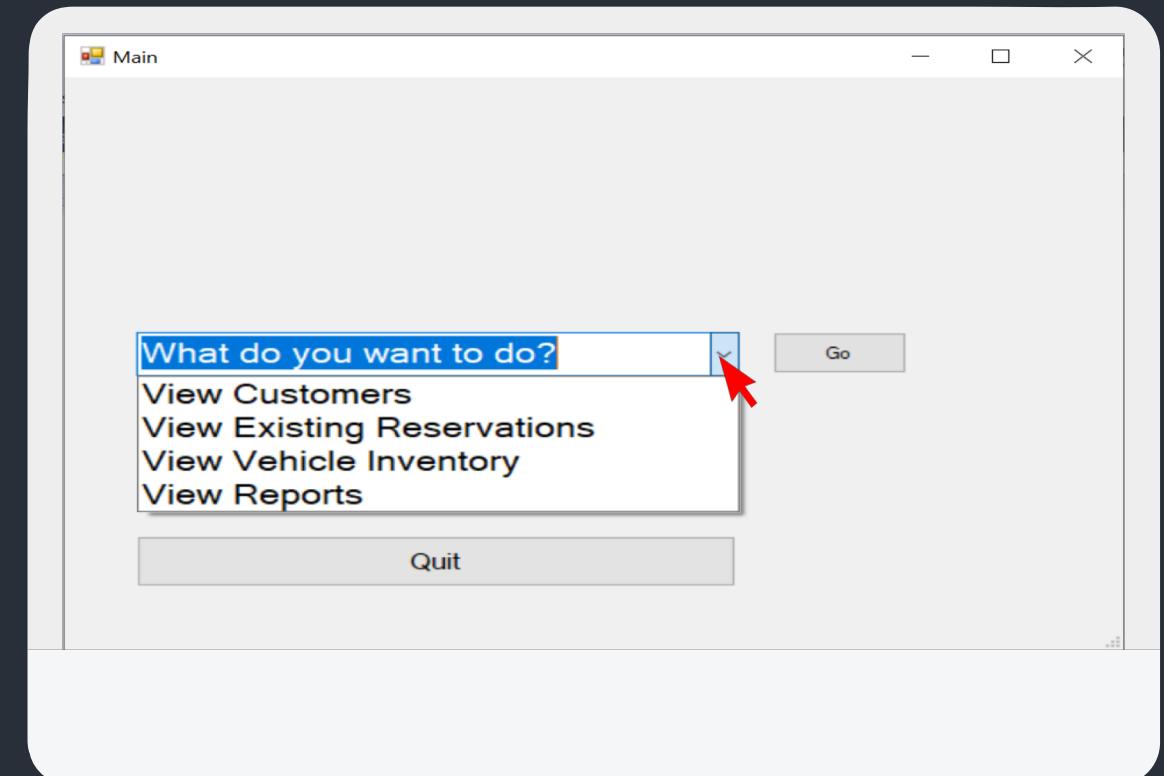
- 1.1 – Vehicle Search
- 1.2 – Modify Vehicle Information
- 1.3 – Add New Vehicle

3

View Reports

...

4



Home

View Customers

- 1.1 – Customer Search
- 1.2 – Create Reservation
- 1.3 – Modify Customer Detail
- 1.4 – Create New Customer

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View Existing Reservations

- 2.1 – Search
- 2.2 – Create Reservation

2

View Vehicle Inventory

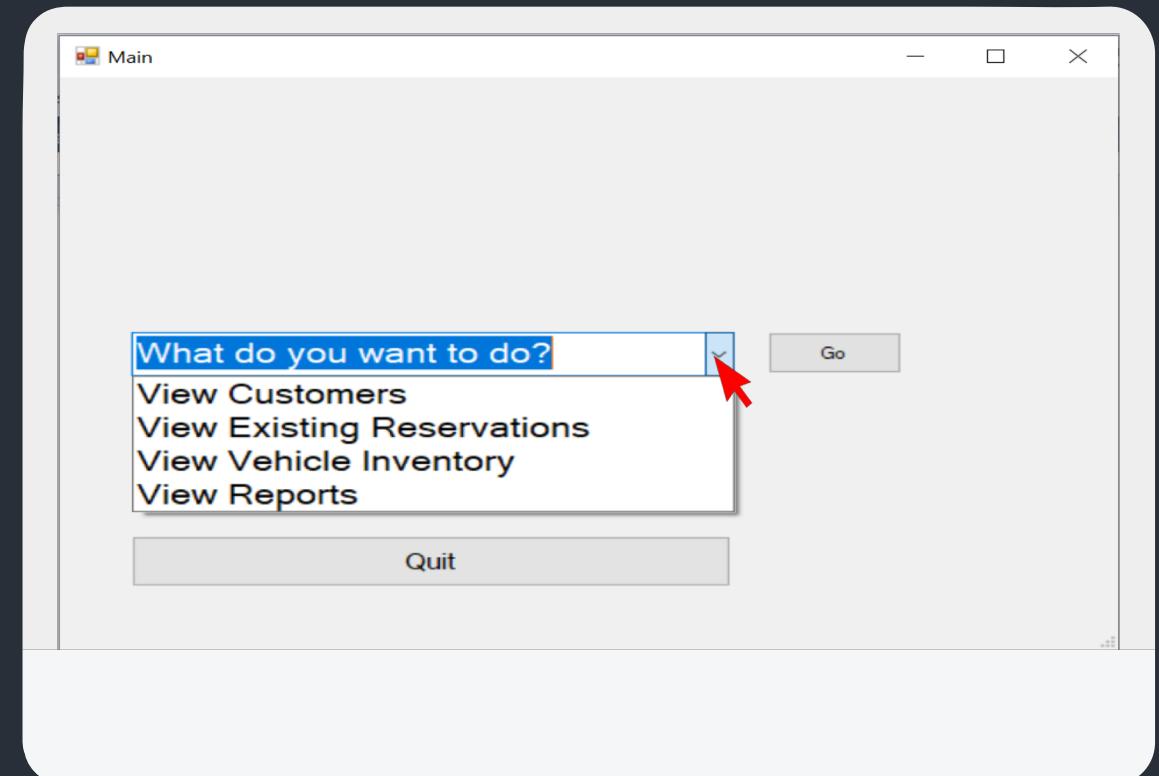
- 1.1 – Vehicle Search
- 1.2 – Modify Vehicle Information
- 1.3 – Add New Vehicle

3

View Reports

...

4



Home

View Customers

- 1.1 – Customer Search
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- 1.3 – Modify Customer Detail
- 1.4 – Create New Customer

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View Existing Reservations

- 2.1 – Search
- 2.2 – Create Reservation

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View Vehicle Inventory

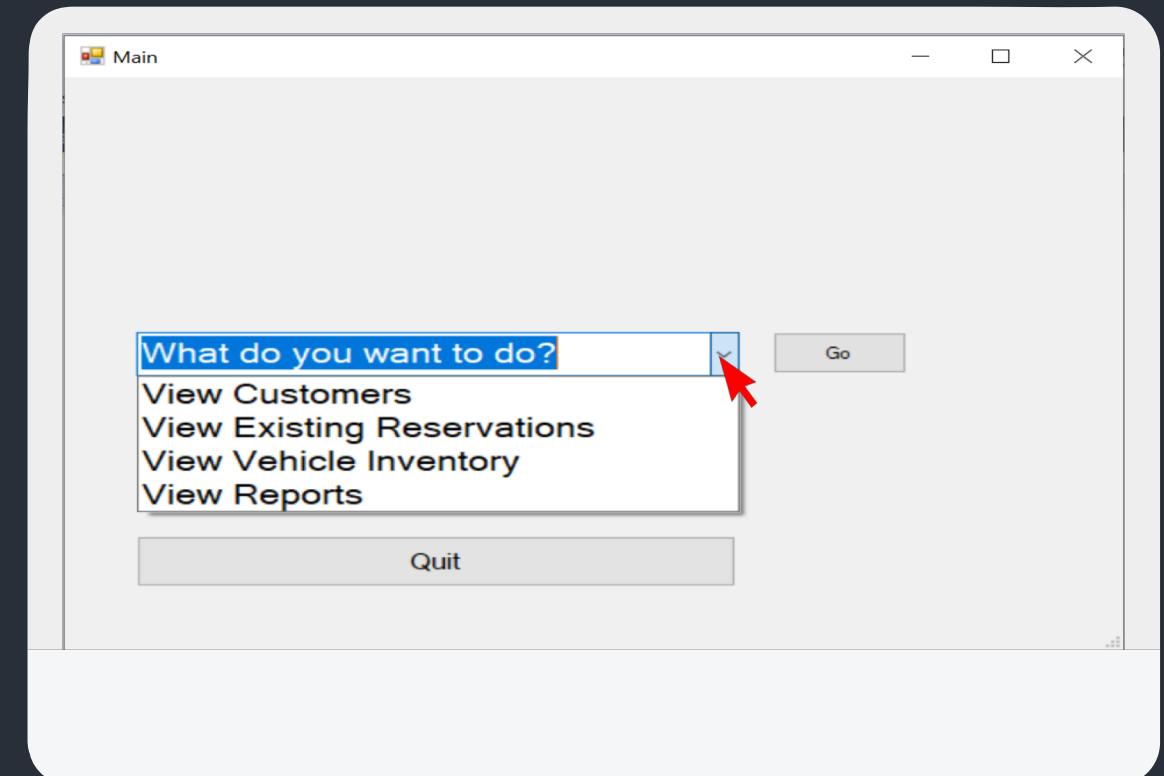
- 1.1 – Vehicle Search
- 1.2 – Modify Vehicle Information
- 1.3 – Add New Vehicle

3

View Reports

...

4



1.4 – Modify Customer

Step 2:

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

Step 5:

Click the "Search Inventory" button

