

Login

- **User Access**
 - Ensure that the User Access button is selected at the top of the screen.
 - No login is required. Simply click the button for the desired role.
- **Admin Access**
 - Ensure that the Admin Access button is selected, enter the username and password, and click submit to access the administrative features.
- **Advanced**
 - In order to connect with the database server, the correct information must be entered into the program before user or admin access can be achieved.
 - The **Clear Config** button may be used to remove all entered information.
 - The **Connect** button will both verify the connection, and make the program use the entered settings.
 - **Server**
 - Name of the server with the instance of SQL Server running on it.
 - Either a name or IP address may be entered
 - **Port**
 - Port that the SQL server instance is listening on
 - **Username**
 - Username of the account being used to access the database on the server.
 - **Password**
 - Password of the account being used to access the database on the server.
 - **Database**
 - Name of the database being used in the instance of SQL Server on the physical server.
- **Login Issues:**
 - If login fails, or no data is present when logged in, check the configuration settings in the login screen. Click the connect button to ensure that the settings are being used.
 - If no data is present, it may be that no importation has been run yet. If this is the case, use Admin Access to perform the importation.

Cinderella Check-In

- **Checking in a Cinderella**
 - In order to check in a Cinderella, simply select an entry from the list of displayed Cinderellas, and click the **Check-In** button.
 - If the Cinderella is greater than an hour early or late, a notification will be displayed stating so.
- **Changing a Cinderella's Appointment Time**
 - To change a Cinderella's appointment time, select an entry from the list of displayed Cinderellas, and click the **Change Appointment Time** button.
 - A small form will be displayed, and two choices are given.
 - ☐ **Use Current Time and Date**
 - ☐ **Manual Time and Date**
 - Select the button for the desired option, fill out the appointment time information if manual was selected, and click the **Submit** button.
- **Searching for a Cinderella**
 - There are multiple ways to search for a Cinderella.
 - 1) Scroll through the list manually
 - 2) Use the headers above each column to order the entries based on that value, and scroll through manually.
 - 3) **Use the search function**
 - Using the search function allows for the narrowing of displayed entries based on three criteria: Cinderella First Name, Last Name, and Organization (school).
 - Any and/or all values may be used.
 - Partial and/or full values may be used (e.g., enter 'M' into the First Name box and it will search for all Cinderellas with a First Name beginning with 'M'.)
 - Use the reset button to clear the search boxes, and to return to showing all Cinderellas.
- **Adding a Cinderella**
 - In the event that a Cinderella arrives who was not in the data from the initial import, she may be added manually from the Check-In screen.
 - On the toolbar at the top, select **Cinderellas->Add Cinderella**

Cinderella Check-Out

- To check out a Cinderella, the only necessary information is **Dress Size** and **Dress Color**. Select a Cinderella from the data grid, a value from the dress color and size drop-down lists, click **save**, and then **Check-Out**.
 - If you choose to also enter shoe information, clicking the save button is not necessary.
 - Any or all other information may be entered.
- **Save**
 - The save function allows one to enter information for a Cinderella, and then move on without checking her out. When it is time to come back to the Cinderella, reselect her and her information will repopulate the form.
- **Dresses Done in Alterations**
 - This area of the form shows information about the dresses that have been finished in alterations. The Cinderella's first and last name, along with dress size and color are displayed. Once the dress is brought from Alterations, click the **Dress Retrieved** button, and the Cinderella will be removed from that data grid.

Fairy Godmother Check-In

- **Fairy Godmother Check-In**
 - From Admin Menu > Access All Forms > Fairy Godmother Check-In
 - Search (if needed) using all or part of first and/or last name
 - Click on the Fairy Godmother and click 'Check-In' (Bottom Right of Screen)
- **Adding A New Fairy Godmother**
 - From Admin Menu > Access All Forms > Fairy Godmother Check-In > Fairy Godmothers (Top Menu Bar) > Add Fairy Godmother
 - Enter all information for the new Fairy Godmother
 - Click 'Add'
- **Undo Fairy Godmother Check-In**
 - From Admin Menu > Access All Forms > Fairy Godmother Check-In > Fairy Godmothers (Top Menu Bar) > Undo Check-In
 - Click on the Fairy Godmother to be undone.
 - Click 'Undo'

Shopping Management

- **Select a Personal Shopper**
 - Select a name in the Grid View.
 - Click on the **Go Shopping** button.
- **Manual Pairing Override**
 - Select a Personal Shopper from the Personal Shopper Grid View.
 - Select a Cinderella from the Cinderella Grid View.
 - Click on the **Pair** button.
 - This moves the pair to the Select a Personal Shopper Grid View.

Alterations

- **Cinderellas Currently Shopping**
 - In the Grid View select the Cinderella you want to check-in to alterations.
 - Select the size of her dress and the color of her dress.
 - Click the **Check-In to Alterations** button.
- **Cinderellas in Alterations**
 - In the Grid View select the Cinderella you want to edit.
 - From the list of check boxes, select the alterations that are being done for that particular Cinderella's dress.
 - From the seamstress drop-down list, select the person making the alterations.
 - In the Notes/Other box, add additional relevant information.
 - Once all the data is selected click the **submit** button.

Chat

Using the Cinderella Chat is just like using any other online chat, such as Facebook or IM (Instant Messenger). Below are instructions on how to use the chat application.

To use the chat:

- Ensure that the chat server is running
- Once it is running, launch the program
- Two ways to access chat, following program launch

Select user access, which includes the following forms:

- Cinderella Check-In
- Cinderella Check-Out
- Fairy Godmother Check-In
- Shopping Management
- Alteration

Select admin access, login and the Administrator Menu will prompt

- Each of these form has a built-in chat within those forms
- Once you select one of the following forms above, you will notice the menu bar, which includes the word 'Chat'

Once you click the word 'Chat', next click 'Chat Now'. The chat form will appear.

- While server is running, you can enter a chat name and click 'Connect'
- When connected, begin chatting like you would chat online
- While chatting, the chat server records a log of who is connect and disconnected

Administration

- **View Cinderellas**

- **Paired** – Displays all the Cinderellas who have been paired, but have not gone shopping.
- **Shopping** – Displays all the Cinderellas who are currently shopping.
- **In Alterations** – Displays all the Cinderellas whose dress is currently being altered.
- **Alterations Complete** – Displays all the Cinderellas whose dress is finished in alterations, but has not been retrieved yet.
- **Done Shopping** – Currently does not display anything.

- **DB Management**

- The textbox is to be used by someone with knowledge of the data base being used and knows SQL. A query may be typed into the textbox and executed via the Run Query button. A SELECT statement will display the result in the Grid view below.
- **Lite Purge** – This option will delete all transactional data from the database. Only Cinderellas and FairyGodmothers will not be deleted. This action cannot be undone.
- **Full Purge** – This option will delete all data from the database including Cinderellas and FairyGodmothers. This action cannot be undone.

- **Fairy Godmother Status Control**

- To change the status of a Fairy Godmother, select one from the data grid. Then select the appropriate status button, and click set status.
- **Note:** this should only be done if absolutely necessary.

- **Import Cinderellas/Fairy Godmothers**

- These functions allow easy importation of all Cinderella appointments and Fairy Godmother information into the database. Simply click the button for the desired import, and locate the file.

- **Statistics**

- This form is currently not functional. We plan to have charts with accurate and important data displayed among the different tabs.

Master Search

- If you chose not to fill out a value on the search screen, it will be ignored in the search. For example, if you do not choose dress colors, your search will include results that meet your criteria regardless of the dress color.
- The results of the search are displayed at the bottom in the **Results** tab.
- **Name Search**
 - Both Cinderellas and Fairy Godmothers can be searched for via their full or partial names.
 - Additionally, the school of the Cinderella can be used as search criteria.
- **Package**
 - **Dress**
 - All, any, or no dress colors may be chosen. Select the dress tab in the package section and click the checkbox of the desired colors.
 - A single size, or a range of sizes may be chosen. To specify dress size, click the **Include Size** checkbox.
 - ☐ Here, a single dress size may be chosen.
 - ☐ To select a range, click the **Range** check box. Minimum and maximum sizes will be displayed.
 - **Shoes**
 - All, any, or no shoe colors may be chosen. Select the shoe tab in the package section and click the checkbox of the desired colors.
 - A single size, or a range of sizes may be chosen. To specify shoe size, click the **Include Size** checkbox.
 - ☐ Here, a single shoe size may be chosen.
 - ☐ To select a range, click the **Range** check box. Minimum and maximum sizes will be displayed.
 - Additionally, it is possible to specify that the Cinderella **did not have shoes**. To do so, click the **No Shoes** checkbox.
 - **Jewelry**
 - It is possible to specify whether the Cinderella did or did not have each individual piece of jewelry. Additionally, it is also possible to leave each option as unknown. To do so, select the Jewelry tab in the package section. There are drop-down lists for: Bracelet, Earrings, Necklace, Ring, and Head Piece.
 - These options default to unknown.
- **Alterations**
 - Two options are available for searching by alterations data:
 - **Seamstress**
 - ☐ You may select the seamstress who worked on the Cinderella's dress. Select the seamstress' name from the drop-down list in the Alterations section to do so.
 - **Status of Alterations**
 - ☐ Three options are available for the status of alterations on the Cinderella's dress:
has alterations, does not have alterations, and unknown. Unknown will ignore alterations status.

- **Clear All**
 - The clear all button will restore all options back to their original states and the clear the UI of any entered data.