

User Guide – Shula Neighborhood Equipment Library





Welcome To Shula Equipment Website

Introduction

The Shula Neighborhood Equipment Library website is an online booking system that allows users to browse, reserve, and manage equipment rentals. The platform supports two user roles: Regular Users (for booking and managing reservations) and Administrators (for managing products, users, and rentals).

Getting Started – How to connect?

Accessing the Website

1. Open your web browser and go to: <https://shula-webapp.vercel.app>
2. Click on 'Login' if you already have an account.
3. If you don't have an account, click 'Register' to create one, Fill in your user details.

For logging in:

Enter your user email and password.

If you're an administrator, login with the following account:

email: Test@shula.com

password: test123

Tip: if you're facing an issue logging in, contact technical support.

shula-webapp.vercel.app/login

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Navigation Overview

Once logged in, you will see the main navigation menu. The available options depend on your role:

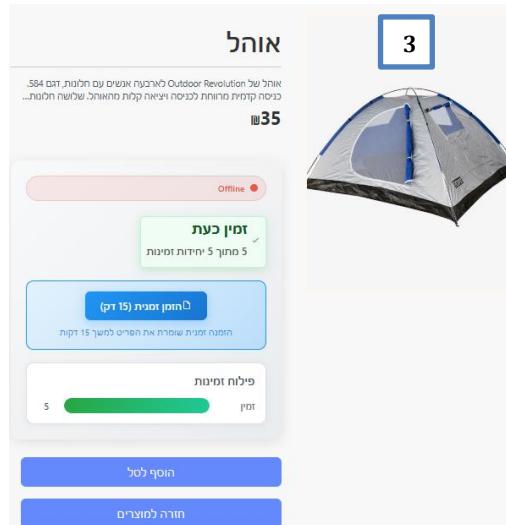
- **Regular User:** Browse Equipment, My Bookings, Profile
- **Administrator:** Dashboard, Manage Equipment, Manage Users, Reports

Using the Website as a Regular User

Products Page - Browsing Equipment

1. For the Products menu, click on 'Products' in the navigation bar.
2. Use the search by categories and filters to easily find what you're searching for.
3. Click on an item to see details, availability, and rental price.

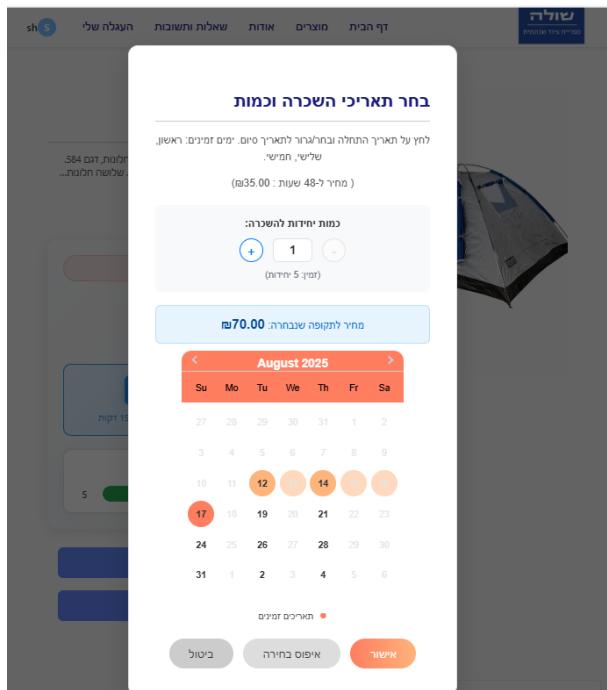
The screenshot shows the Shola website's products page. At the top, there is a navigation bar with links for 'sh 5', 'האגלה שלי', 'אודות', 'מוצרים', 'העגלה שלי', 'זרם הבית', and 'שולה' (Logo). A blue box labeled '1' highlights the 'שולה' logo. Below the navigation bar, the page title 'מה יש אצל שולה?' is displayed. A search bar with the placeholder 'חפש מוצרים...' is shown, with a blue box labeled '2' highlighting it. To the right of the search bar are filters for 'טוויה חומרית:', 'סינון:', and 'קטגוריות:'. Below these filters, there is a button 'איפוס מוכנים' (Pre-set filters) and a 'ברוך מלאי' (Full search) button. A green progress bar indicates the search results: 'מציג 12 מתוך 61 מוצרים' (Showing 12 of 61 products). Three product thumbnails are visible: a red and white power drill, a blue and grey tent, and a black and blue power drill. Each thumbnail has a small orange box labeled '5' indicating availability.



Product Details Page - Booking an Item

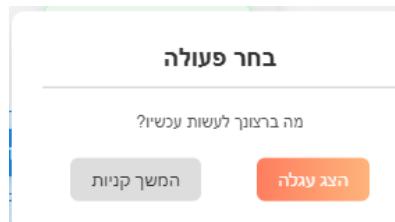
- From the item page, select your rental dates, then click 'confirm'.

Note: Read instructions to understand the administrator's management of prices, workdays, and rental periods.

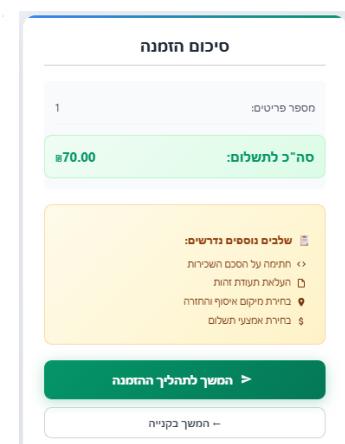


- Click 'Add to Cart'.

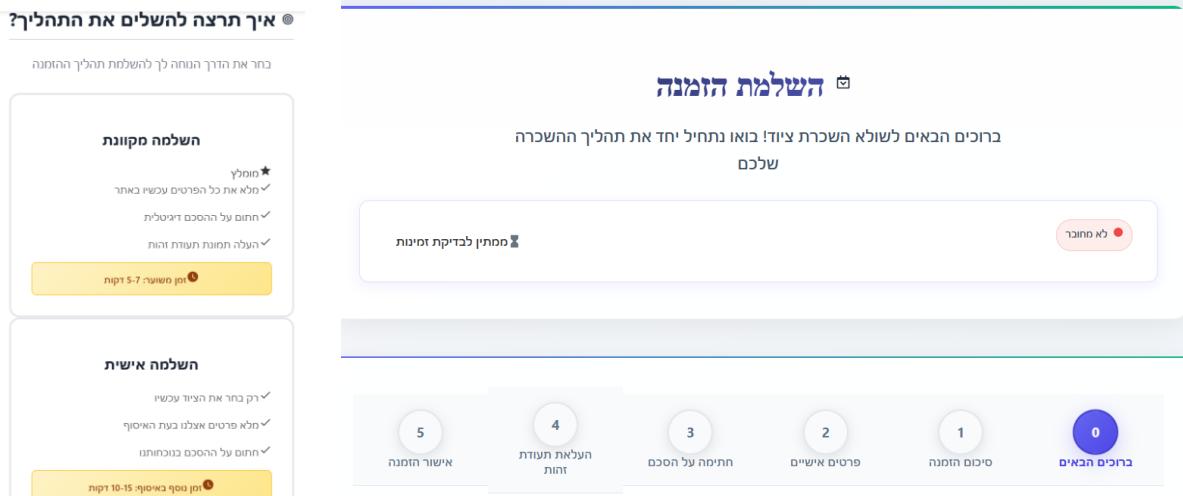
If you're done, click 'go to cart', else, click 'Continue Shopping'.



- Go to your cart, review your selections.
- Confirm booking details and click 'Continue' to move to the checkout process.



Checkout Process



ן איך תרכה להשלים את התהילה?

בחר את הדרך הנוחה לך להשלמת התהילך והחומרה

השלמה מקוונת

- ✗ מומלץ
- ✓ מלא או כל הפרטים עכשוויים באתר
- ✓ חתום על החסם דיפטורי
- ✓ העלה מומנט מעות וחותם

זון משופר 5-7 דקות

השלמה אישית

- ✓ רק בחור את הציור עכשווי
- ✓ פלא פרטיס אצלנו בעית האיסוף
- ✓ חתום על החסם במכחומר

זון מוקט באוטומט 10-15 דקות

השלמה הזמנת

בוחנים הבאים לבדיקה זמינות

לא מחובר

5 אישור הזמנה
4 חזרה
3 חתימת תעודה
2 פרטיז אשישים
1 סיכום הזמנה
0 בוחנים הבאים

Checking out is the final step in booking equipment. It ensures users provide all required information and confirm their preferences before completing the rental.

Step 1 – Review Order Details:

Users review the items in their order, including rental dates, quantities, and total price.

Step 2 – Provide Required Information:

- If this is the user's first checkout, they will be prompted to submit necessary documents.
- Users can choose to either:
 - Submit the documents in person, OR
 - Fill in the required fields online and save them.
- Once saved, this step will be skipped in future checkouts.

Step 3 – Confirm Pickup/Delivery Preferences:

Users select whether they will pick up the item or request delivery, and set their preferred time.

Step 4 – Rental Summary and Terms:

Before proceeding, users see a complete rental summary. They must agree to the terms and conditions to continue.

Step 5 – Choose Payment Method:

Users select a payment option (e.g., credit card, bank transfer, cash on pickup).

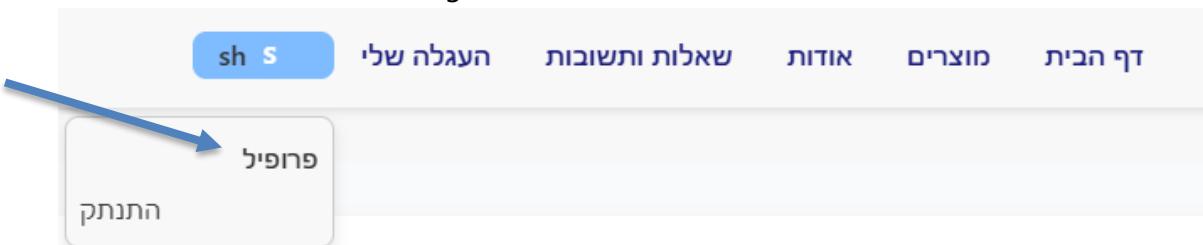
Step 6 – Final Confirmation:

Users click 'Confirm Rental' to complete the booking. A confirmation screen and email are sent with all details.

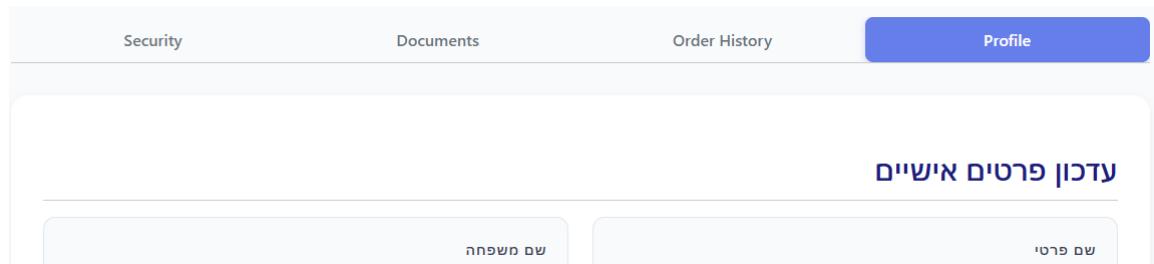
After this step, the admin will receive your order, you can track the status in 'Order History' in your profile, once an order is approved by the admin, you'll be updated.

Managing Profile

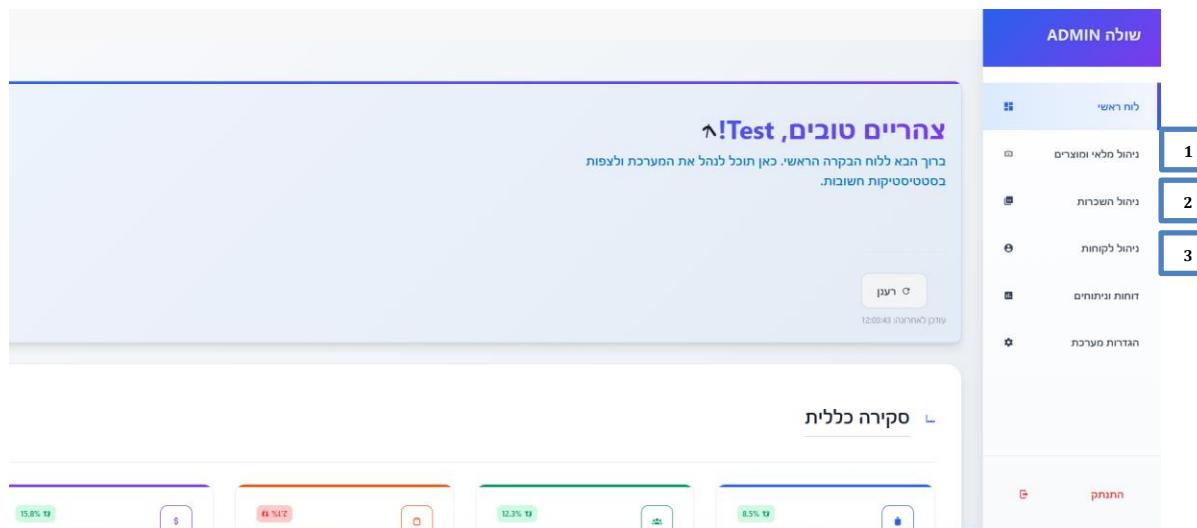
1. Go to 'Profile' from the navigation bar.



2. You can edit your details or documents.
3. You can view your orders in 'Order History'.
4. To cancel, click 'Cancel Booking' next to the reservation.



Using the Website as an Administrator



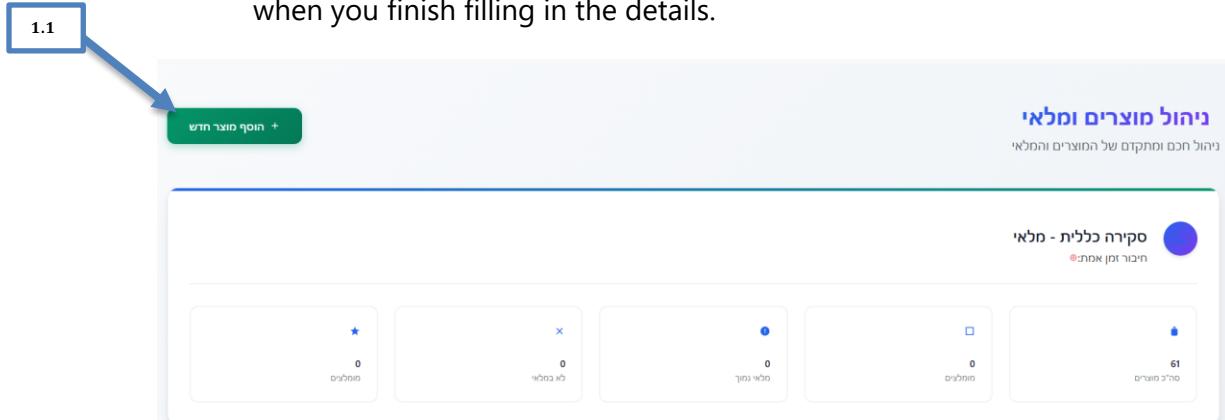
The screenshot shows the Sholah website's admin interface. On the left is a sidebar titled 'ADMIN' with numbered buttons 1 through 5. The main content area has several sections:

- צהרים טוביים, ^!Test!**: A welcome message with a note about new users and a 'המשך' (Continue) button.
- לוחADMIN**: A calendar section.
- ניהול מלאי וסוצרים**: A section for managing sellers.
- ניהול חסרונות**: A section for managing accounts.
- ניהול לקוחות**: A section for managing customers.
- דוחות וניתוחים**: A section for reports and analysis.
- הגדרות מסעדה**: A section for restaurant settings.
- סקירה כללית**: A general overview section.
- התנק**: Logout button.

1) Managing Equipment

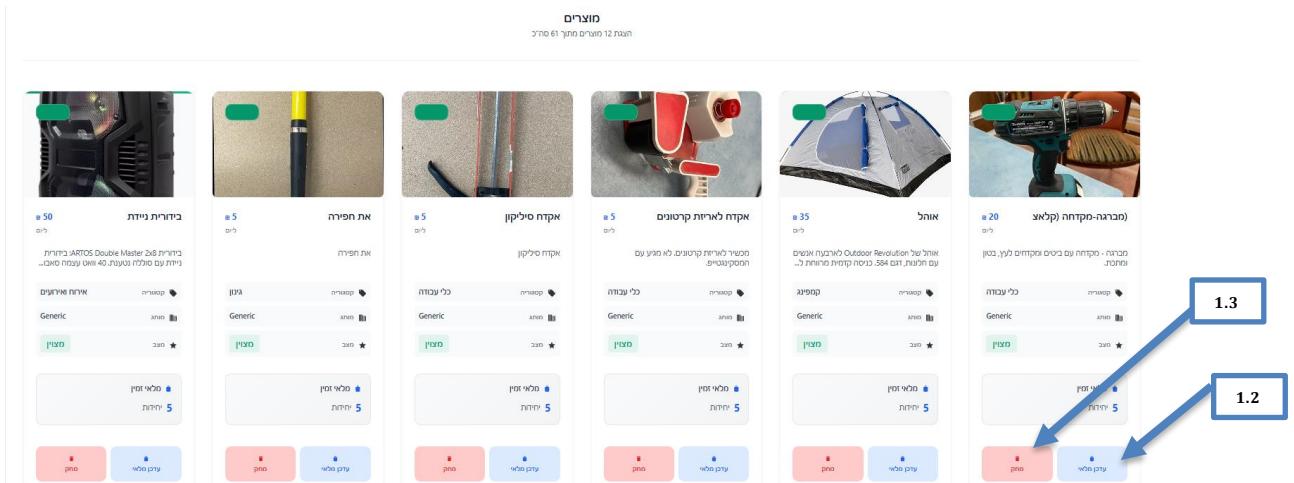
From the dashboard, click 'Manage Equipment'.

- 1.1) To add a product, click 'Add New Product', fill in details, and click 'Add Product' when you finish filling in the details.



The page of adding a product will look like this:

- 1.2) To edit, click the item name, update fields, and click 'Save Changes'.
- 1.3) To delete, click 'Delete' next to the item.



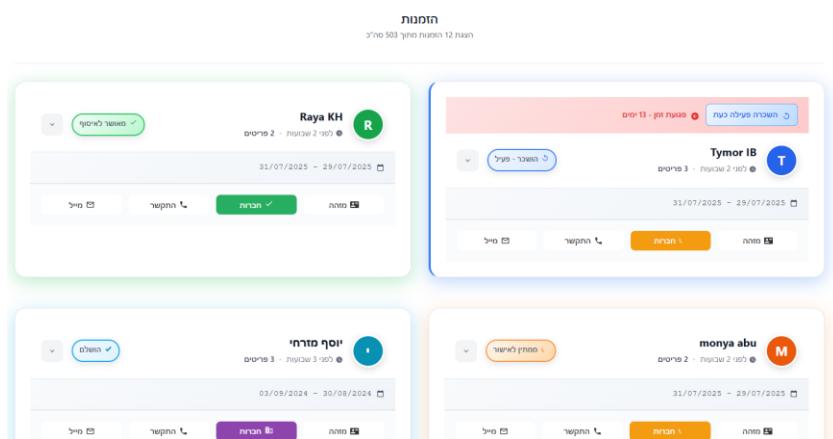
The screenshot shows a grid of six items with their details and actions:

- 1.3**: Item 50: בחרית פידת (5 ל"ג). Actions: Delete (red), Edit (blue).
- 1.2**: Item 5: אט פיריה (5 ל"ג). Actions: Delete (red), Edit (blue).
- Item 5: אקדח סיליקון (5 ל"ג). Actions: Delete (red), Edit (blue).
- Item 5: אקדח לאירועים קריסטום (5 ל"ג). Actions: Delete (red), Edit (blue).
- Item 35: אוהל (5 ל"ג). Actions: Delete (red), Edit (blue).
- 1.3**: Item 20: מכבחה-סדקוחה (קלאנ) (20 ל"ג). Actions: Delete (red), Edit (blue).

2) Managing Orders

For managing orders, from the navigation menu, click on 'Manage Orders'.

The Orders page will look like this:



The screenshot shows four open orders:

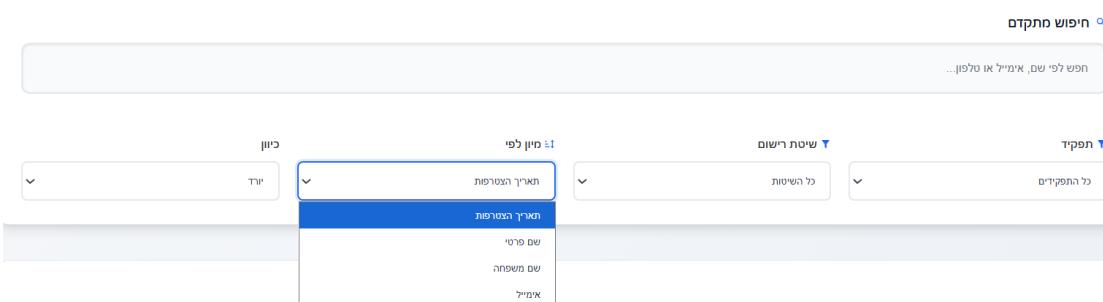
- Raya KH: סדרה 2 - מזמין 2. Order date: 31/07/2025 - 29/07/2025. Actions: Delete (red), Edit (blue).
- Tymor IB: סדרה 3 - מזמין 2. Order date: 31/07/2025 - 29/07/2025. Actions: Delete (red), Edit (blue).
- שיוף מדרתי: סדרה 3 - מזמין 3. Order date: 03/09/2024 - 30/08/2024. Actions: Delete (red), Edit (blue).
- monya abu: סדרה 2 - מזמין 2. Order date: 31/07/2025 - 29/07/2025. Actions: Delete (red), Edit (blue).

Here the admin can approve / disapprove / check details or manage anything of an existing order.

3) Managing Users

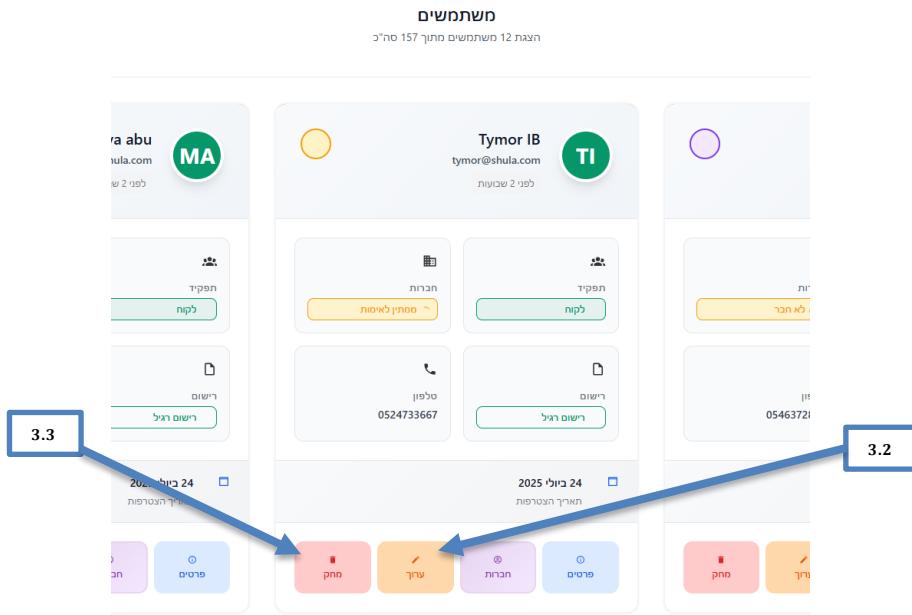
From the dashboard, click 'Manage Users'.

- 3.1) Search for a user by name or email.



The screenshot shows a search bar with placeholder text 'חפש שם, אימייל או סליפין...' and a dropdown menu for 'תאריך הנמרות' with options: 'שם פרטי', 'שם משפחה', 'שם מלא', and 'אימייל'.

- 3.2) Click to edit their details or update their role.
- 3.3) To delete an account, click delete.



5. Troubleshooting & Support

- For booking issues, ensure the item is available for the selected dates.
- For general information regarding the library, Contact technical support at shula.hadar@example.com

6. Glossary

Booking – A confirmed reservation for an equipment item.

Cart – The virtual basket where selected items are stored before checkout.

Dashboard – The main admin panel for managing the system.

Enjoy The Booking Process 😊

Group 11