WORKING PRODUCT

UniJet User Guide

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Introduction

Company Background

With the growing popularity of technology and its importance in the workplace, UniJet is a company that focuses on providing its customers with systems that are best suited to their needs. This company was established in 2023 and has been running smoothly since then. The company had effectively collaborated with its customers to meet their needs and give the best results. UniJet's goal in every system produced is to assure client happiness while embracing innovation and creativity.

Project Background

The market for simple-to-use systems is currently one of the fastest expanding. To continue this growth, UniJet will publish a software prototype designed exclusively for AirVia's demands. This project is meant to suit the needs of AirVia and create the best results. UniJet believes that this project will provide both firms with new opportunities and potential.

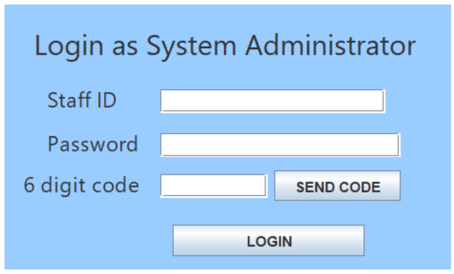
Project Objective

AirVia has asked UniJet to create a software prototype to track the sales of airline tickets sold by their travel agents. UniJet aims to achieve the following objectives with this project:

- Provide a graphical user interface.
- Establish proper security procedures and give users varying levels of access to the system.
- Give users with the opportunity to update values in the sales report without having to delete the whole report and recreate it.
- Provide a variety of abilities that can assist Travel Agents better their relationships with diverse types of consumers.

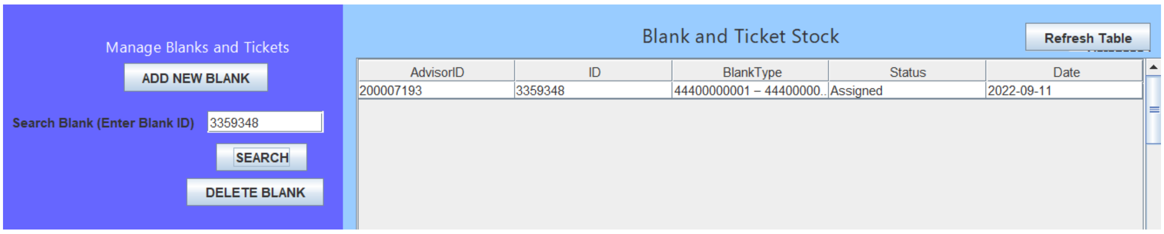
System Administrator

Log in



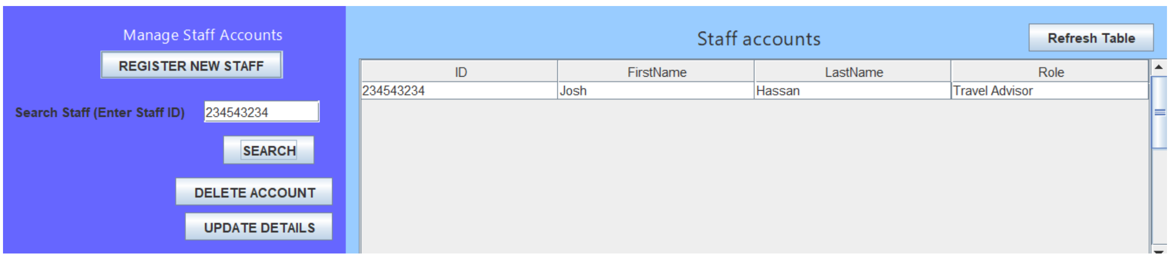
1) Launch the prototype and tap the **system administrator login**.
2) Log in to your account using your ID and password.
   After filling in your login details press the 'send code' button and a 6-digit code will be sent to your email which you will enter to complete the login process.

Manage Blanks and Tickets



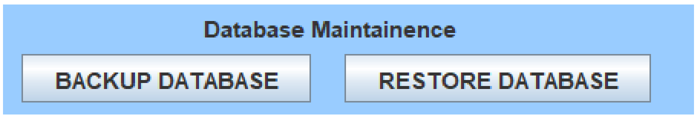
1) To **delete a blank**, search for the blank using the blank ID and then press the delete blank button.
2) To **add a new blank**, press the add new blank button:
   Fill in the needed details: Blank ID, Blank Type and Date Received and then press the add blank button.

Manage Staff Accounts



1) To **delete a staff account**, search for the staff member using their staff ID and then press the delete account button.
2) To **update staff details**, search for the staff member using their staff ID and then press the update details button.
3) To **register a new staff member**, press the register new staff button:
   Fill in the needed details: role, ID, first name, last name, email, and password and then press the register staff button.

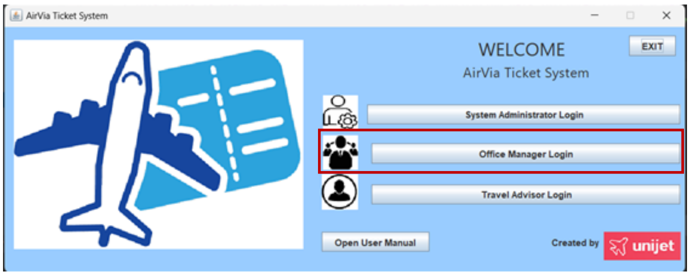
Database Maintenance

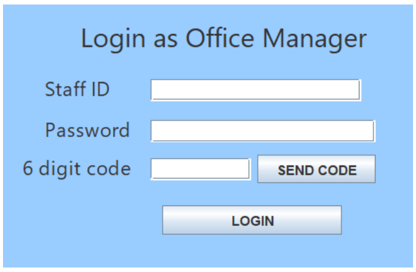


1) To **backup database** press the backup database button, and if backup is successful a pop-up will be seen with the message ‘Database has been Back Up successfully’.
2) To **restore database,** press the restore database button, and if restore is successful a pop-up will be seen with the message ‘Database has been restored successfully’.

Office Manager

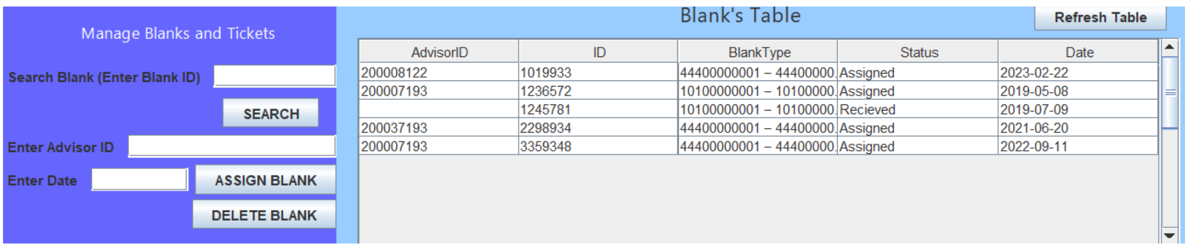
Log in





1) Launch the prototype and tap the **office manager login**.
2) Log in to your account using your ID and password.
   After filling in your login details press the ‘send code’ button and a 6-digit code will be sent to your email which you will enter to complete the login process.

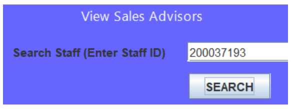
Manage Blanks and Tickets



AdvisorID	ID	BlankType	Status	Date
200008122	1019933	44400000001 – 44400000	Assigned	2023-02-22
200007193	1236572	10100000001 – 10100000	Assigned	2019-05-08
	1245781	10100000001 – 10100000	Recieved	2019-07-09
200037193	2298934	44400000001 – 44400000	Assigned	2021-06-20
200007193	3359348	44400000001 – 44400000	Assigned	2022-09-11

1) To **assign a blank** to an advisor, search for the blank using the blank ID and then enter the advisor ID and date then press the assign blank
2) To delete a blank, search for the blank using the blank ID and press the delete blank button.

View Sales Advisor

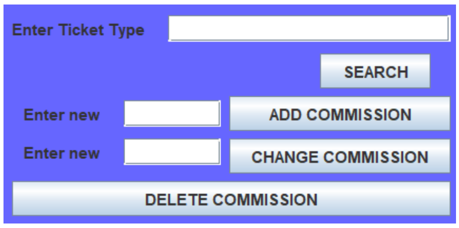


1) To **view the sales advisor**, enter the staff ID and press the search button

Generate Reports

1) To **generate reports**, press the generate reports button at the top of the page.
2) Then select the report that you want generated.
3) For individual reports the respective Advisor ID must be entered for the report to be generated.

Modify Commission

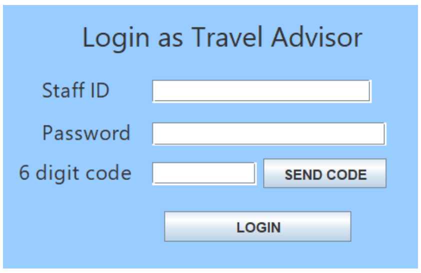


1) To **modify commission rates,** press the modify commission button.
2) To **add a new commission rate**, enter the ticket type and fill in the new commission rate and press the add commission button.
3) To **change the commission rate**, enter the ticket type and fill in the new commission rate and press the change commission button.
4) To **delete commission rate**, enter the ticket type and press the delete commission button.

Manage Discount Plans

1) To **set a discount plan**, enter the customer ID and press the search button
2) Determine whether they have a fixed or flexible discount plan and enter the discount percentage and press the set discount button

Travel Advisor



1) Launch the prototype and tap the **travel advisor login**.
2) Log in to your account using your ID and password.
   After filling in your login details press the ‘send code’ button and a 6-digit code will be sent to your email which you will enter to complete the login process.

Late Payment

1) If there is a late payment, when logging in there will be a popup message that shows 'LATE PAYMENT ALERT The following customers can pay within 30 days:' and the customer ID of customers that have late payments.

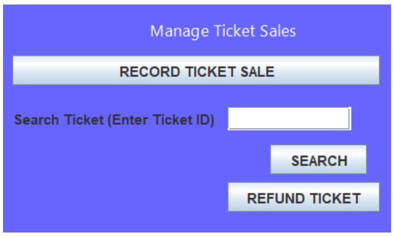
Manage Blanks

1) To void blanks, search for the blank using the blank ID and then press the void blank button.

Manage Customers

1) To **manage customers**, press the view customer menu button.
2) To **register customers**, press the register customer button: Fill in the needed details: ID, first name, last name, type and email address then press register customer button.
3) To **delete a customer**, search for the customer using the customer ID and then press the delete customer button.
4) To **update customer details**, search for the customer using the customer ID and then press the update customer button. Fill in the needed details: new first name, new last name, new type, and new email and press the update customer button.

Manage Ticket Sales



1) To **record ticket sale,** press the record ticket sale button. Fill in the needed details: Sale ID, Blank ID, Customer ID, payment details, sale type, local country, local tax, other tax, status, exchange rate, commission rate, local currency and date, then press the record sale button.
2) To **refund ticket**, search for the ticket using the ticket ID and press the refund ticket button.