User Guide

There are two main sections of our car rental system, the Customer Login and the Employee Login. At any point within the application, the logout button can be pressed to return to the main screen to choose between which section to enter. The employee section requires a login.

Employee Login- This is where all the data is entered into the various databases of the system. There is a screen for each database listed here:

- **Cars -** This allows the employee to view, edit, and delete all the cars in the system, as well as allowing them to enter new ones. The data stored in the system is the VIN, Make, Model, Year, No. of Seats, Colour, Insurance No., Odometer No., the Branch ID it is currently located at, and its associated Car Type.
- **Car Type** - This allows the employee to view, edit, and delete all the car types in the system, as well as allowing the employee to add new ones. The car type data stored in the system is the Model ID, Description, and the Daily, Weekly, and Monthly rental costs. The search feature on this screen allows the user to search for rental prices based on a range.
- **Branches -** This allows the employee to view, edit, and delete all branches in the system, as well as add new ones. The branch data stored in the system is the Branch ID, Description, Street Address(s), City, Province, Postal Code, and Phone Number. Province can be either the full province name or the abbreviation.
- **Customers -** This allows the employee to view, edit, and delete all customers in the system, as well as adding new customers. The data stored for each customer is the Customer ID, First Name, Middle Name, Last Name, their Street Address(es), City, Province, Postal Code, Date of Birth, Phone Number, Insurance, and Drivers License No. The customer ID is optional, and if left blank will automatically generate a new ID when adding a new customer. The membership status of the customer is viewable here, but is updated automatically when they make 3 rentals. Province can be the full province name, or the abbreviated version.
- **Rentals -** This allows the employee to view all rentals, view rentals by customer, mark transactions late (adding a late fee to the rental), and cancel rental transactions.

How do these screens work? Each of these screens allow the employee to view, enter, update, and delete data from the system's database.

To add data - Type all the required fields into the text boxes and dropdown menus on the right then click add. When the add button is clicked, the database on the right will either update, showing a successful addition, or an error message will appear, showing an unsuccessful addition, at which point the user must fix the fields and try again.
Transactions are added automatically when a customer completes a rental.

To search data - For Cars, Branches, and Customers: Choose a selection in the Search By dropdown and then enter the data you wish to search for and click search.

For Car Type: To search by Model ID or Description, simply type in the search and click search car type. Rental cost allows you to search by a range of costs, the search will show all car types within that given price range for either daily cost, weekly cost, or monthly cost.
For Rentals: enter a customer ID and click search.
For all the screens, the resultant data will be displayed in the box on the right.

To edit data - Fill in the topmost field, (VIN, Model ID, Branch ID, Customer ID), then fill in any of the other fields you wish to edit, then click the edit button. Entered fields will automatically be determined and the data in the field will be updated in the view to the right. If the update is unsuccessful, a message will be shown showing the error. Transactions cannot be updated after they have been booked, but a late fee can be added, adding to the total rent value (cost) of that transaction.

To delete data - Fill in the required data (VIN / Branch ID / Customer ID / Transaction ID) in the bottom field, then click delete. The data will be updated on the right, showing the entry is removed. For Car Types, only the Model ID is required to be filled in within the normal field entry, then click delete.

Customer Login / Rental - This is where the actual rental transactions will take place.
The rent vehicle screen allows the customer to search for available vehicles based on the time range specified by the Pick-up and Return dates and the selected Pick-up Branch. After searching for a vehicle, the customer then can select their chosen vehicle based on the VIN, and click Book Now. When clicking Book Now, the cost of the transaction will be automatically calculated based on the number of months, weeks, and days in the chosen time range. A fee will be added to the total transaction cost if the return branch is different from the pickup branch, and the customer's membership status will be taken into account when adding this fee. If they are a Gold Star member, this fee will not be added. When a transaction is completed, the available vehicle list is updated to show the selected vehicle is no longer available.
The customer has the option to upgrade their vehicle type if there are no available vehicles by clicking the upgrade button. If they are a gold member, this upgrade will cost them the same as their previously selected car type.
Gold Star membership status is granted to the customer automatically upon when their third rental transaction is completed.

Report - The report screen is opened by clicking on report in the bottom left of the employee screen. This screen has 5 different tabs, each generating its own report and presenting the data in the box to the left.

1. The first report finds the popularity of rented car types from most popular to least popular, listing the Car Type ID, the Description, and the number of rentals.
2. The second report lists all customers who have never returned a car to a branch in a city that differs from their own.
3. The third report finds the total amount of rentals for each car type in each month.
4. The fourth report allows the user to select a month, and finds all customers who have not rented in that given month.

5. The fifth report finds the rental amount made by each branch in each month and year (given rental transactions exist in that month and year) and orders these by