**Book It User Manuel**

This document will help the reader understand how to navigate through the application and complete their desired goals.

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**Creating an Account**  *To begin using Book It you must create an account*

1. Select the create Appointment button when the application is launched.
2. Enter the information asked on the Sign-Up View
3. Select Create an Account
4. Confirm your appointment through your email provided

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Screen View #1 Sign-up View

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Description automatically generatedSet Account Preferences**

*An account must be created to login to Book It*

1. Create a new account
2. Enter the information prompted from the next screen or skip

**Login**

*An account must be created to login to Book It*

1. Select the login button when the application is launched.
2. Enter the email and password entered used when creating an account
3. Select the login button

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**Main View Login View**

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*An account must be created to create an appointment*

1. Make sure you are on the “Create” tab
2. Enter your location by entering a zip code or city, state (Philadelphia, PA)
3. Select if you would like a hair stylist or barber
4. Select a shop
5. Select a style
6. Select a time
7. Select a Stylist
8. Select a date
9. Enter a comment (optional)
10. Select “book it”

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*An account must be created to check the appointment dashboard view*

1. Select “Main” tab at the bottom of the screen

**­­­­**

**Review All Existing Appointments**

*An appointment must be created to see existing appointments*

1. Make sure you are on the “Main” tab
2. Locate the “Upcoming Appointments “label
3. Select view more appointments

**Review Previous Appointments**

*An appointment must be created and completed to see previous appointments*

1. Make sure you are on the “Main” tab
2. Locate the “Previous Appointments “label
3. Select view more appointments

**Update an Appointment**

*An appointment must be created to update an appointment*

1. Make sure you are on the “Main” tab
2. Locate the “Upcoming Appointments “label
3. Select the appointment you would like to update
4. Select the edit button on the view to update the appointment
5. Select the field you would like to update
6. Confirm your changes
7. Click “update appointment”

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**A screenshot of a cell phone

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*An account must be created to check the profile view*

1. Select the “profile” tab at the bottom of the screen

**Change User Profile Information**

1. Make sure you are on the “Profile” tab
2. Enter the information in all fields with the most current information
3. Select “Submit”

**Change User Preferences**

1. Make sure you are on the “Profile” tab
2. Select Preferences
3. Enter the most current preferences in all fields

**Delete Account**

1. Make sure you are on the “Profile” tab
2. Select “delete account”
3. Confirm you want to delete your account