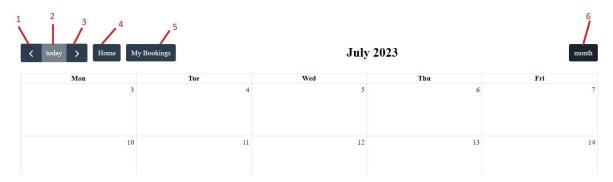# Booking System: User Guide



Fig 1: Month View

- When you enter the website by entering the link, you can see the webpage like above. This is called 'Monthly View'. You can use number 1 and number 3 buttons in figure1 to navigate to previous and next months in this view.
- When you use number 2 button, you can come back to today.
- Number 4 button is used to come back to the whole calendar with everyone's bookings.
- When you click the number 5 button, you will get asked to enter your employee number. This should be a NUMBER. After you entered the number, you will see the same calendar view. But now, you only see the bookings that belongs to your employee number.
- There are 2 views in the calendar. Fig 1 shows the 'Monthly View'. The other view is called 'Day View'. When you are in `Day View`, you can use number 6 button to come back to `Monthly View'

## Adding a new booking

- If you are in 'Month View', click on a date. You will be redirected to 'Day View' of the date you clicked.
- When you are in `Day View`, you can select a single time slot or drag from one time slot to create a booking for whole selected time slot.
- After selecting the timeslots, you are redirected to a form with 2 inputs. For title input, you can use anything. For employee number, input should be a NUMBER.
- Once you submit the form, the event will be displayed in the calendar.



Fig 2: Day View

# Updating / Deleting a booking

- If you are in 'Month View', click on the event. You will be redirected to the 'Day View' with the event. Alternatively, you can select the date with event to go to 'Day View'.
- When you are in 'Day View', click on the event you want to update/delete. You will be redirected to a form. The form you got redirected has buttons for update and delete.
- If you want to update the event, you can change the form. After changing, you can click on update button. There will be a confirm popup. If you confirm the update, you will be redirected to home page. You will see that the event is updated in the calendar.
- If you click the delete button, you will first get an alert popup saying that the deletion cannot be revered. After that, you get a confirm popup. When you confirm, you will be redirected to homepage. The event is deleted from calendar.

HOME

Title

Project Planning

Date (YYYY-MM-DD)

2023-07-11

Start (hh:mm)

10:00

End (hh:mm)

13:00

Employee Number

123

UPDATE

DELETE

Fig 3: Update/Delete Form

# View my bookings

- This calendar have facility to view only bookings that belongs to your employee number. To go to this view, click on number 5 as shown in Figure 1.
- You will get a prompt to enter your employee number. Once your enter employee number, you will get a filtered calendar that only shows bookings belong to you.
- To go back to the calendar with every booking, click on home button.