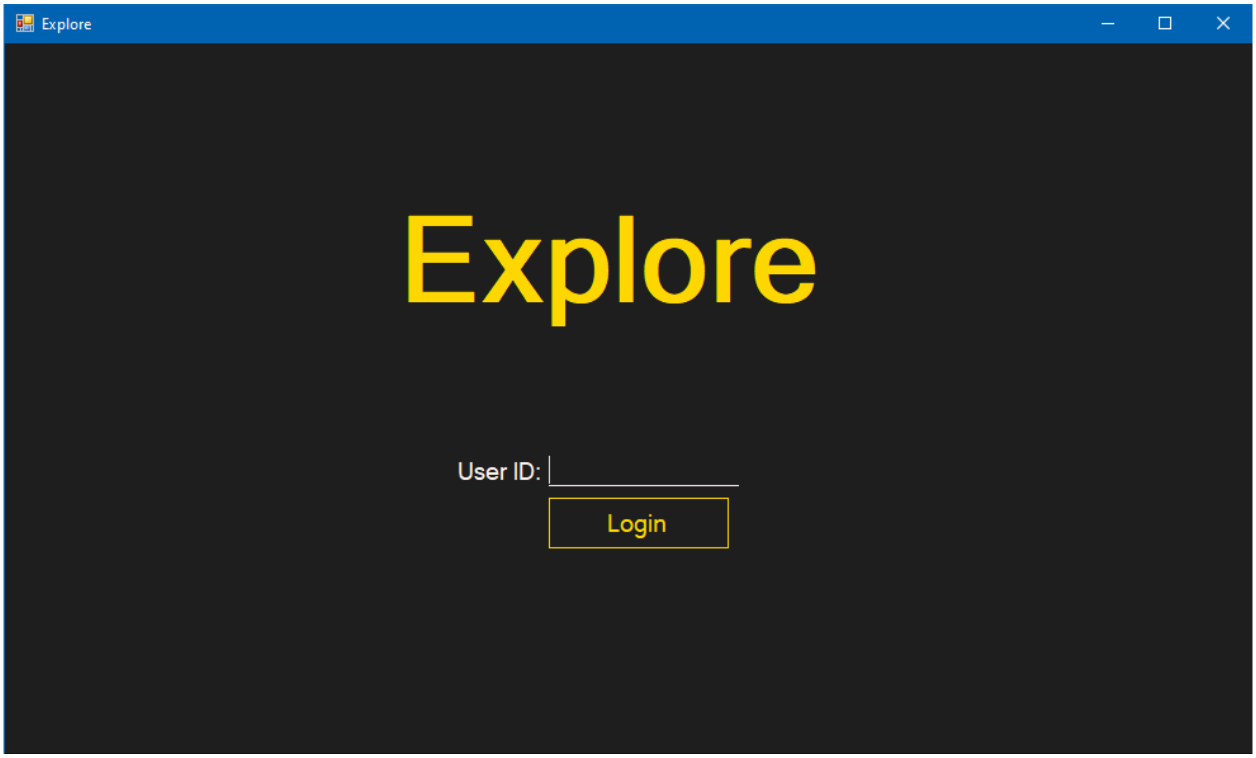
Explore - User Guide

INTRODUCTION



Upon startup of the Explore Application, the user will be prompted to sign in using a User ID. Since there are two possible users, either an employee or a customer can sign in with an existing User ID.

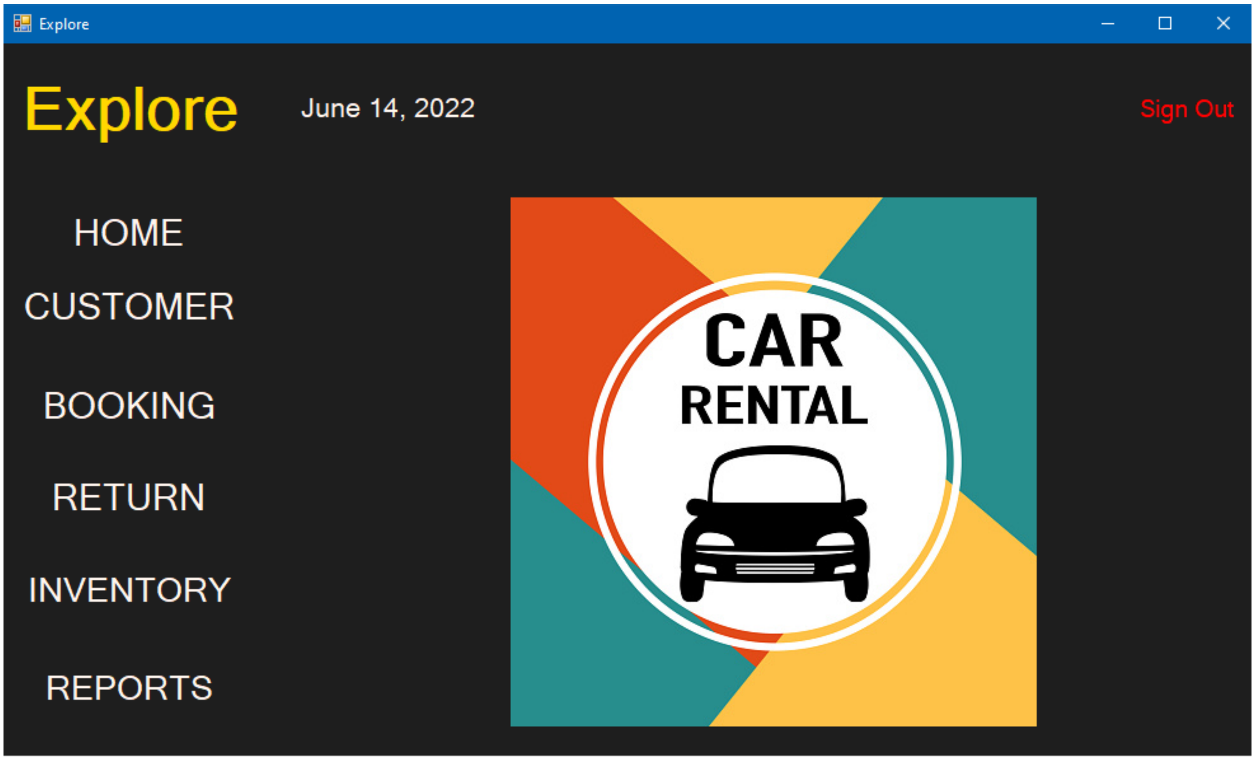
- For instance:
  - An employee would type in ‘E0001’ and click ‘Login’ to proceed to the Employee Dashboard Home.
  - A Customer would type in ‘C000001’ and click ‘Login’ to proceed to the Customer Dashboard Home.

Employee – See Section 1

Customer – See Section 2

SECTION 1 - EMPLOYEE

Employee Dashboard - Home (Figure 1.1)



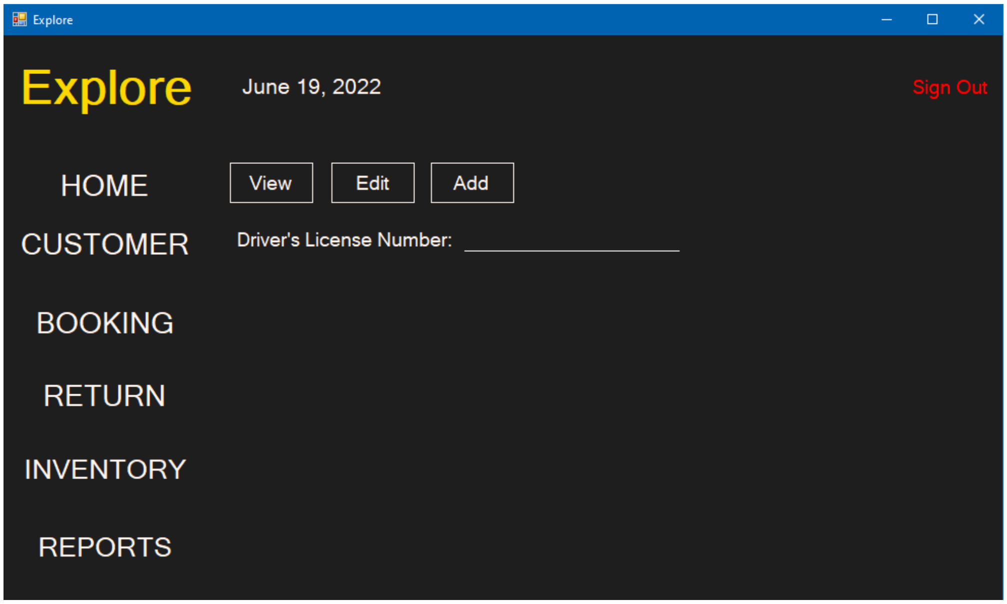
Upon logging in with an employee ID, the employee will be in the employee dashboard (1.1). The user will always have the option to read today's date, view the Application title, and click the sign-out button which will redirect them back to the login screen.

On the left-hand side, we have menu options that the user can click on to perform specific tasks. These include:

- Home - home page
- Customer - add, edit, view customer details
- Booking - perform booking action
- Return - perform return action
- Inventory - view, add, edit, delete car inventory
- Reports - custom reports

SECTION 1.1 - CUSTOMER

Employee Dashboard - Customer (Figure 1.1.1)

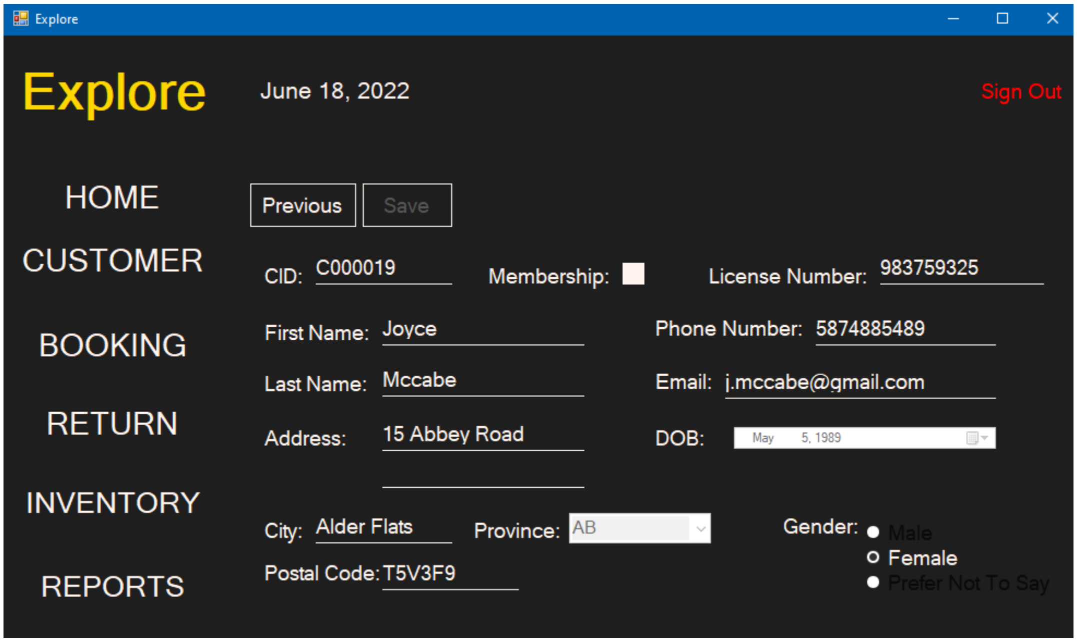


On the customer page (1.1.1), the employee has the option to either view, add, or edit a customer's information.

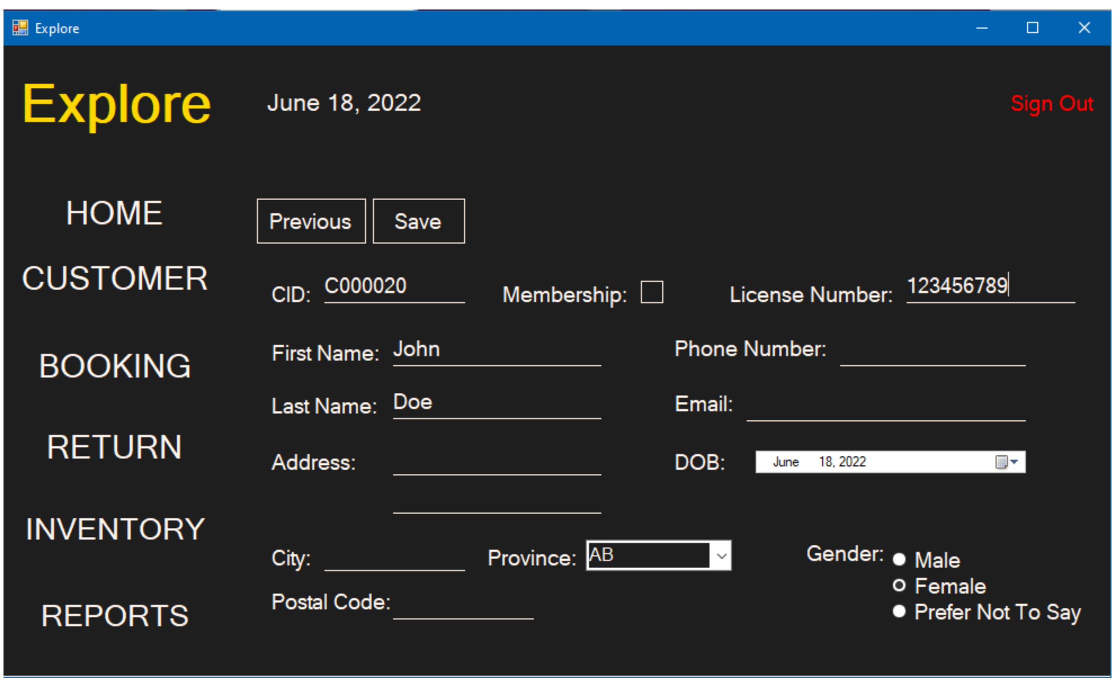
To view and edit a customer, the employee will be required to enter a valid customer driver's license number before proceeding to the next step by view or edit. (**Note:** If the customer's driver's license number is not in the database, follow the add page (1.1.3))

- The view page will have all the customer information filled, without the editability.
- The edit page will have all the customer information filled, with editability.

Employee Dashboard - Customer - View (Figure 1.1.2)

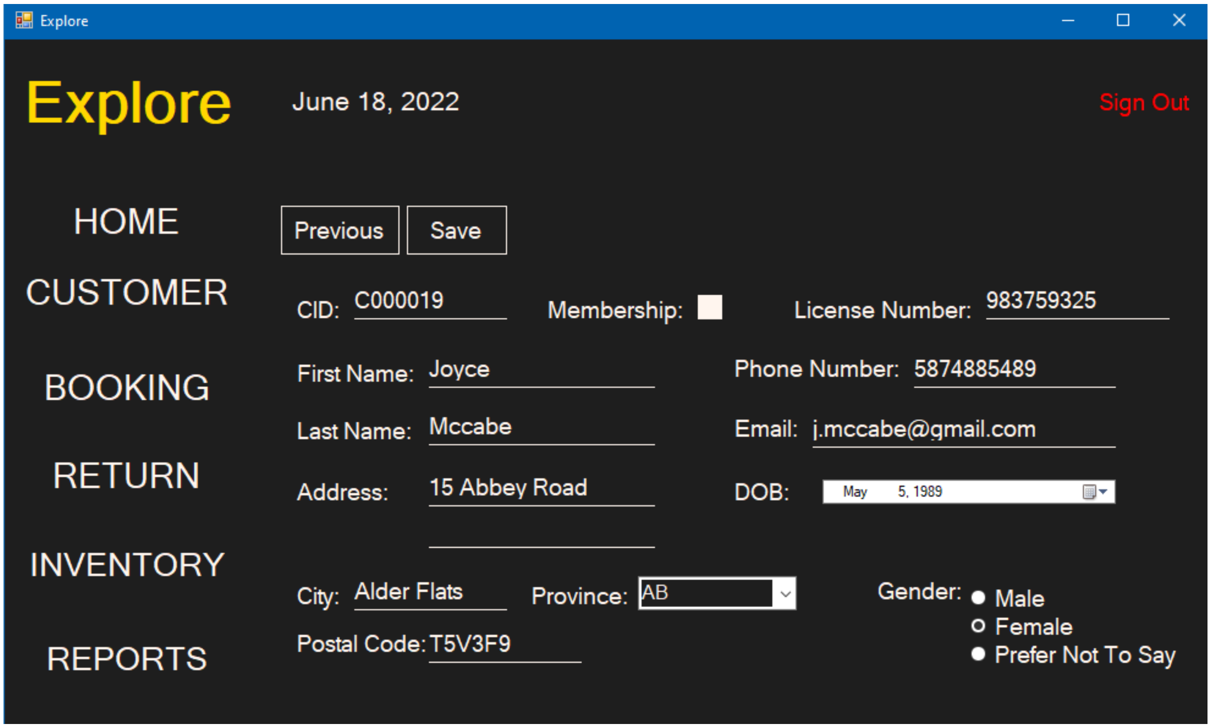


Employee Dashboard - Customer - Add (Figure 1.1.3)



On the customer edit page (1.1.3), the customer ID (CID) is automatically generated whereas the **first name**, **last name**, **address**, **city**, **Province**, **Postal code**, **phone number**, **email**, **DOB**, **gender**, **driver's license number**, and **membership** will each need to be filled by the employee. (**Note:** Membership status should be left as the default.)

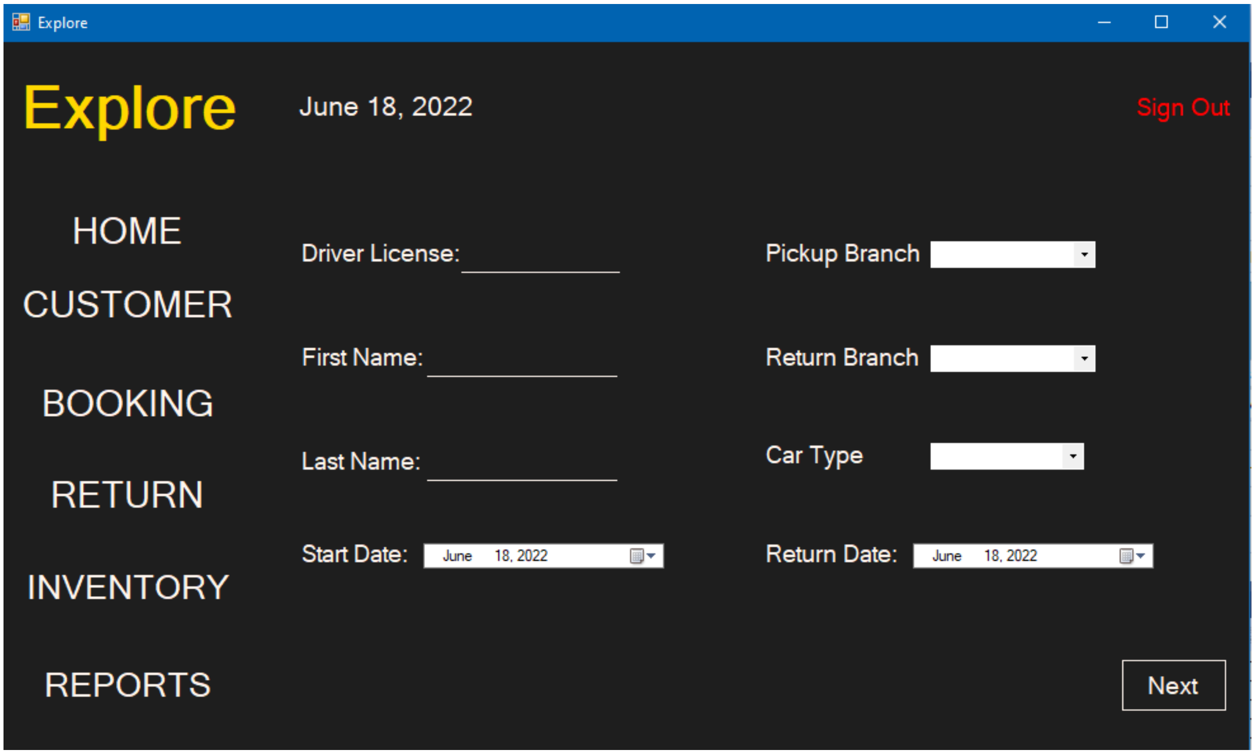
Employee Dashboard - Customer - Edit (Figure 1.1.4)



On the customer edit page (1.1.4), the customer's current information will automatically fill into their respective sections where the employee can edit any section necessary and click 'Save' to update the changes to the customer's information.

SECTION 1.2 - BOOKING

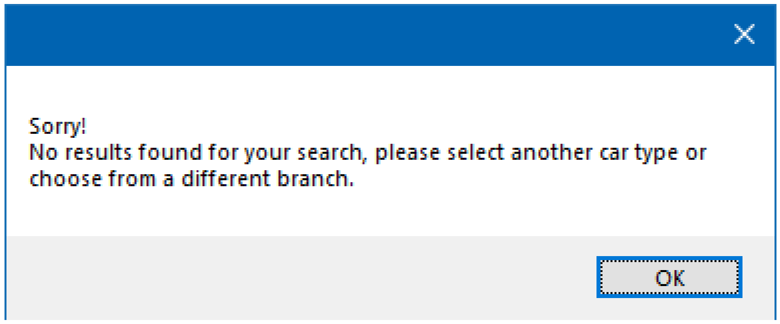
Employee Dashboard - Booking (Figure 1.2.1)



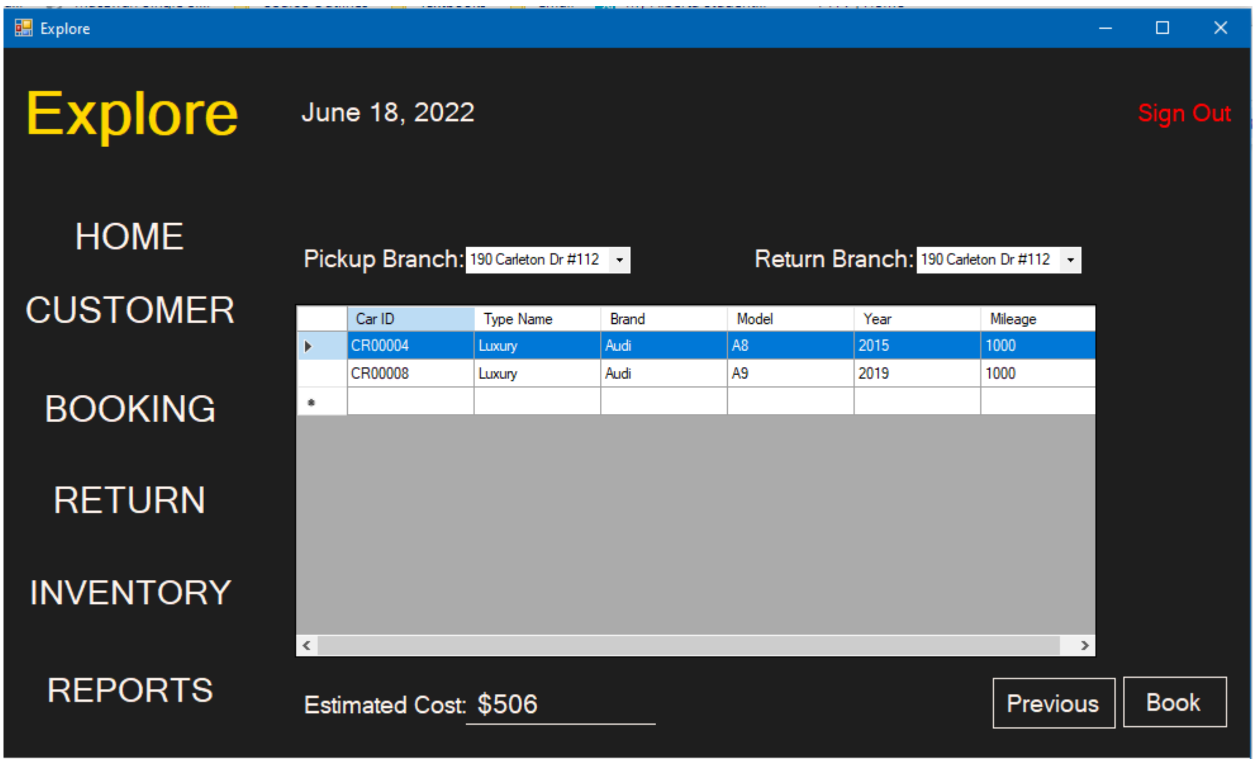
This booking page (1.2.1) is the first step in completing a rental transaction where the employee will complete the initial booking.

1. The employee enters the customer's driver's license number. If the customer's driver's license number exists in the database, the customer's first and last name will autofill in their respective textboxes. (**Note:** If the customer's driver's license number is not in the database, follow the add page (1.1.3)).
2. The employee is required to fill out:
   a. The intended pick up and return branch
   b. The intended start and return date
   c. the car type they wish to rent.

If there are no cars of the selected car type available in the selected branch, the user will receive a popup message like so:



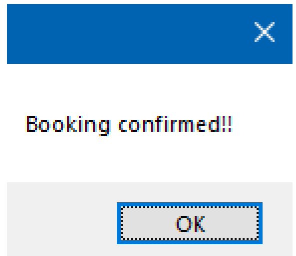
Employee Dashboard - Booking - selection detail (Figure 1.2.2)



On the booking selection detail page, the employee will be able to view the available cars from the selected car type and branch. In addition, the employee can change the pickup and return branch if the customer changes their mind. (**Note:** the estimated cost is only 'estimated' due to the possibility of the customer failing to return the car on the intended return date. In such an instance, a late fee will be added to the final cost).

The 'Estimated Cost' will reflect the 'Change of Branch' fee.

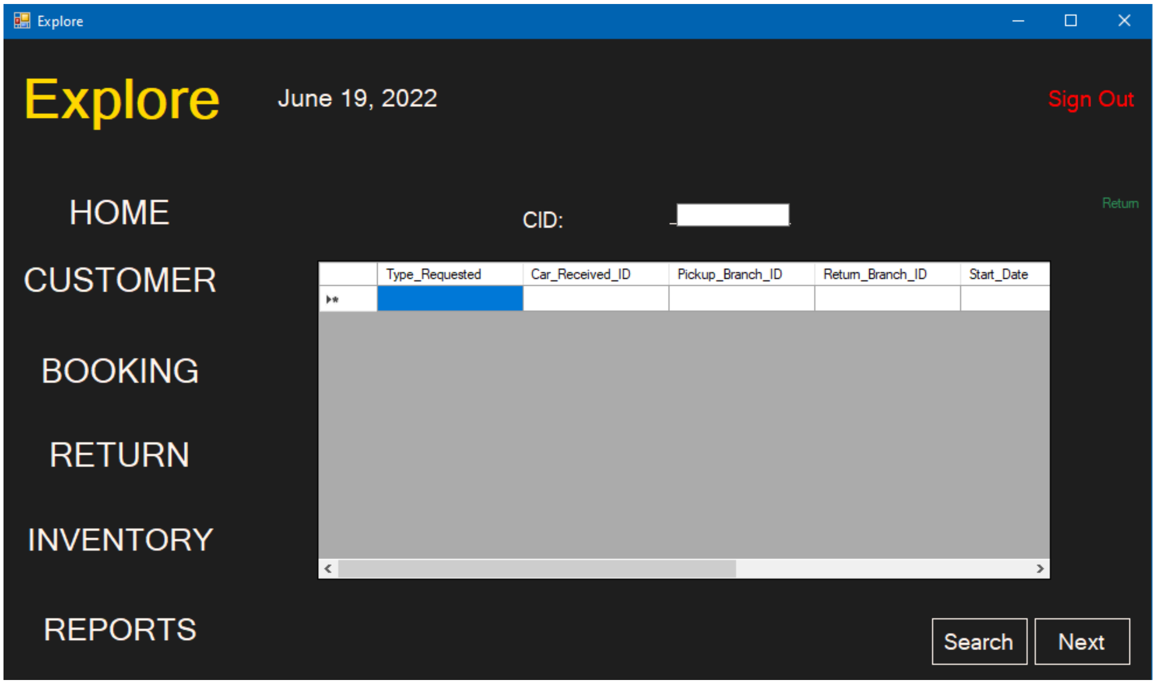
The employee then can click on a row to select the car and finalize the booking by clicking ‘Book’ where a confirmation popup message will appear confirming a successful booking.



By clicking ‘OK’, the user will be redirected back to the initial Booking page; thus, completing the functionality of the Booking tab.

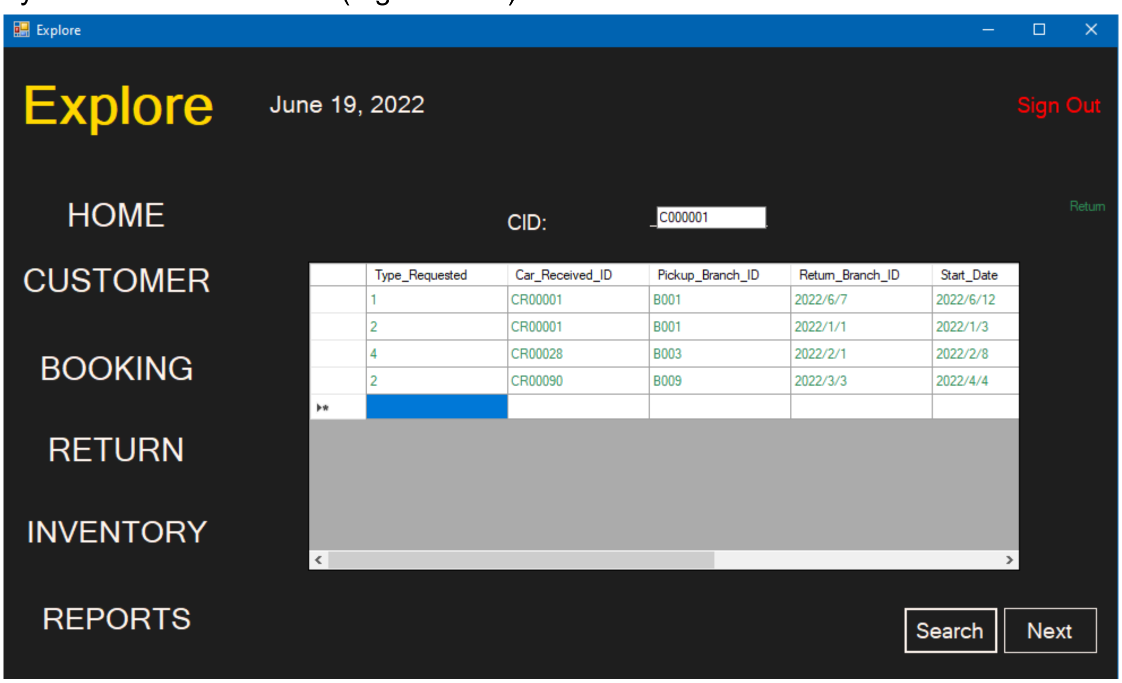
SECTION 1.3 - RETURN

Employee Dashboard - Return (Figure 1.3.1)

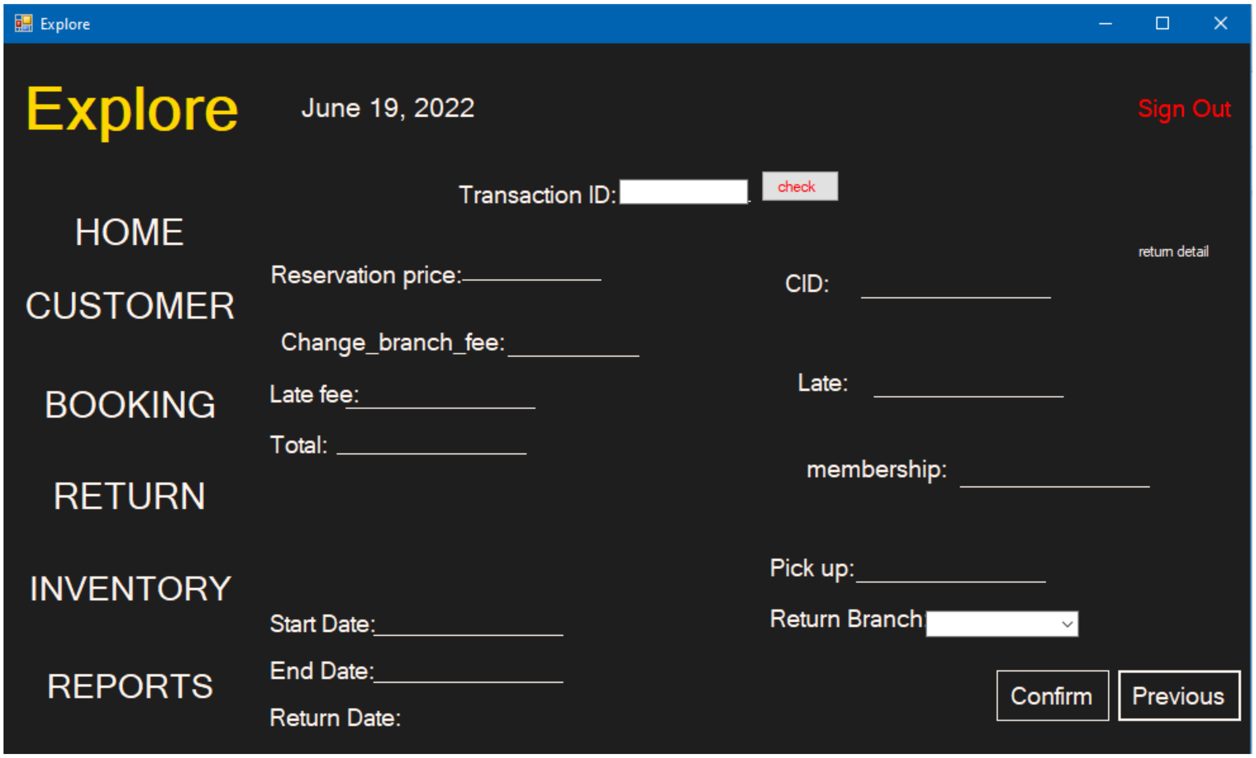


On the return page (1.3.1), the employee can enter a **Customer ID** to view all of that customer's transactions in the database as a reference.

Employee Dashboard - Return (Figure 1.3.2)

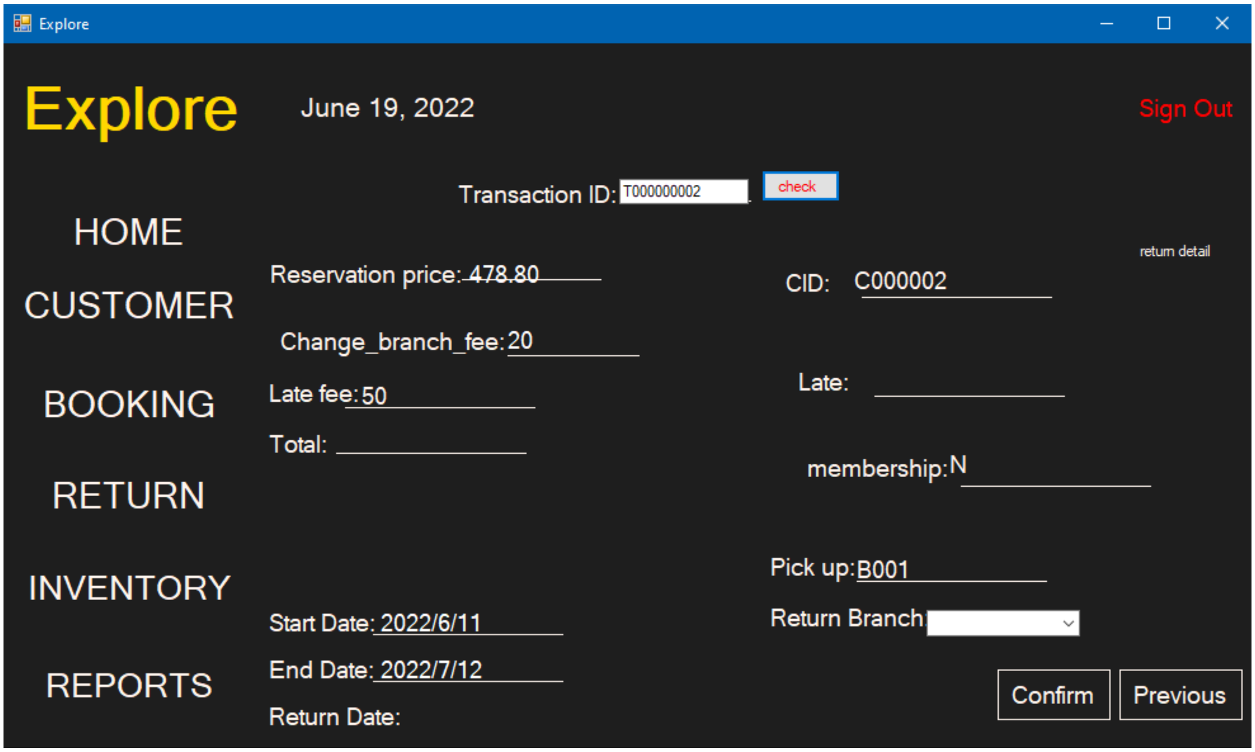


Employee Dashboard - Return details (Figure 1.3.3)



On the return detail page, the employee will have to enter the **transaction ID** of the transaction they wish to return and click ‘Check’. Upon doing so, some fields of information from the entered transaction will be displayed.

Employee Dashboard - Return details (Figure 1.3.4)



From the above screen, the employee must perform the following:

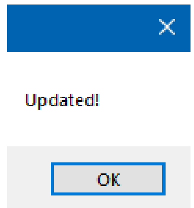
1. The employee is **required** to calculate and enter the total price under the 'Total' textbox.
2. The employee is **required** to enter a return date
3. The employee is **required to** select a return branch
4. The employee is **required** to click 'Check' again to display whether or not the transaction is late (which will automatically fill in the 'Late' textbox).

Once the appropriate information is entered, the employee can click 'Confirm' to confirm the return or click 'Previous' to return to the previous screen.

(**Note:** the change of branch fee and late fee are labels to aid the employee in calculating the total price and are to be used only if applicable)

(**Note:** the system will charge the customer the 'Estimated Cost' at the very least, ie. if a customer returns the car earlier than the intended return date, the customer will still pay the full invoice).

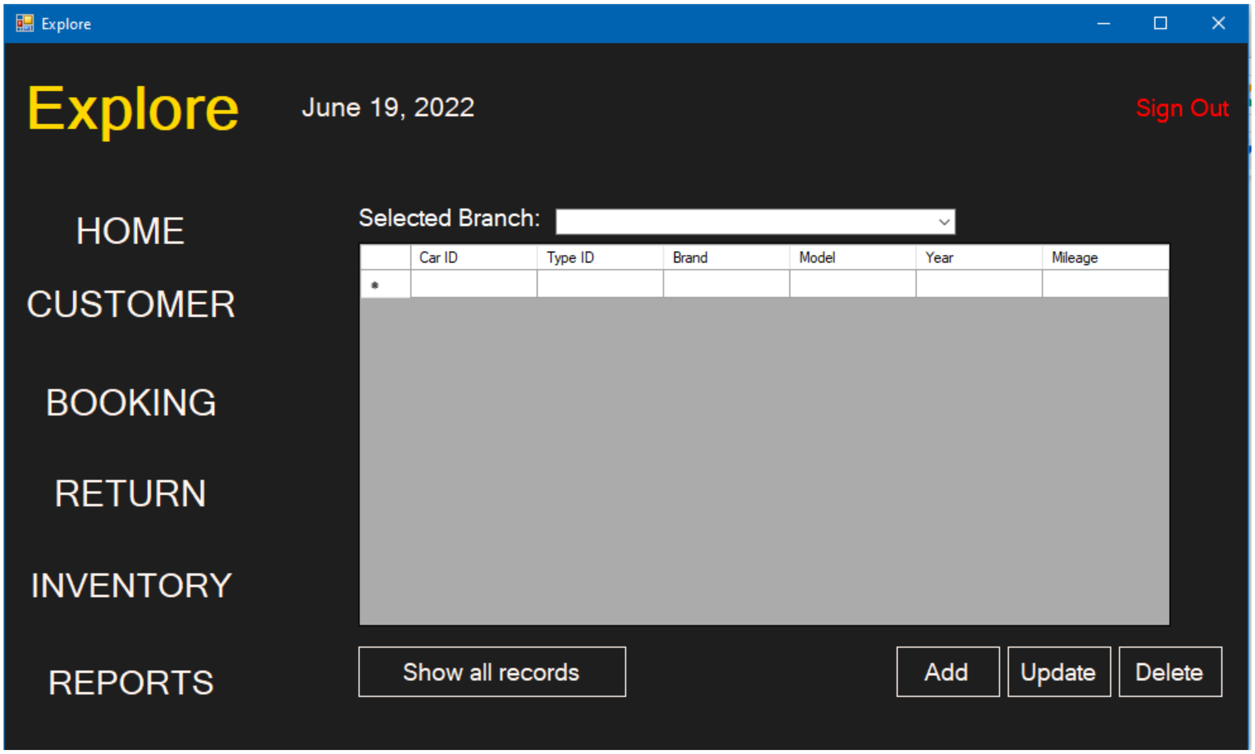
After clicking ‘Confirm’, the employee will be presented with a pop-up message box confirming the return.



(**Note:** a pop-up message box will also appear if the customer has completed their third transaction of the calendar year, appointing them with a Gold Membership). Thus, completing the functionality of the ‘Return’ tab.

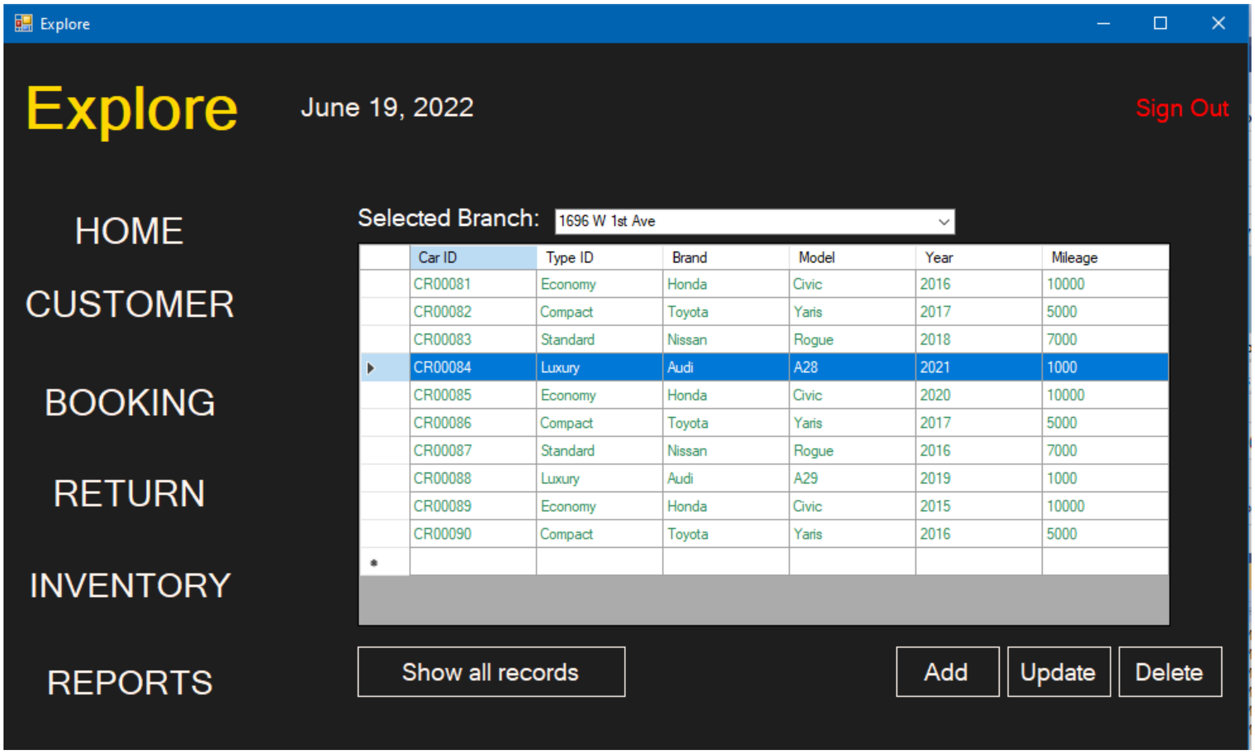
SECTION 1.4 - INVENTORY

Employee Dashboard - Inventory (Figure 1.4.1)



On the inventory page, the employee has the option to view every vehicle record in the database by clicking on the ‘Show all records’ button. They can also view each car record filtered by branch by selecting a branch from the combobox drag down menu. Upon doing so, they will see the following screen (1.4.2).

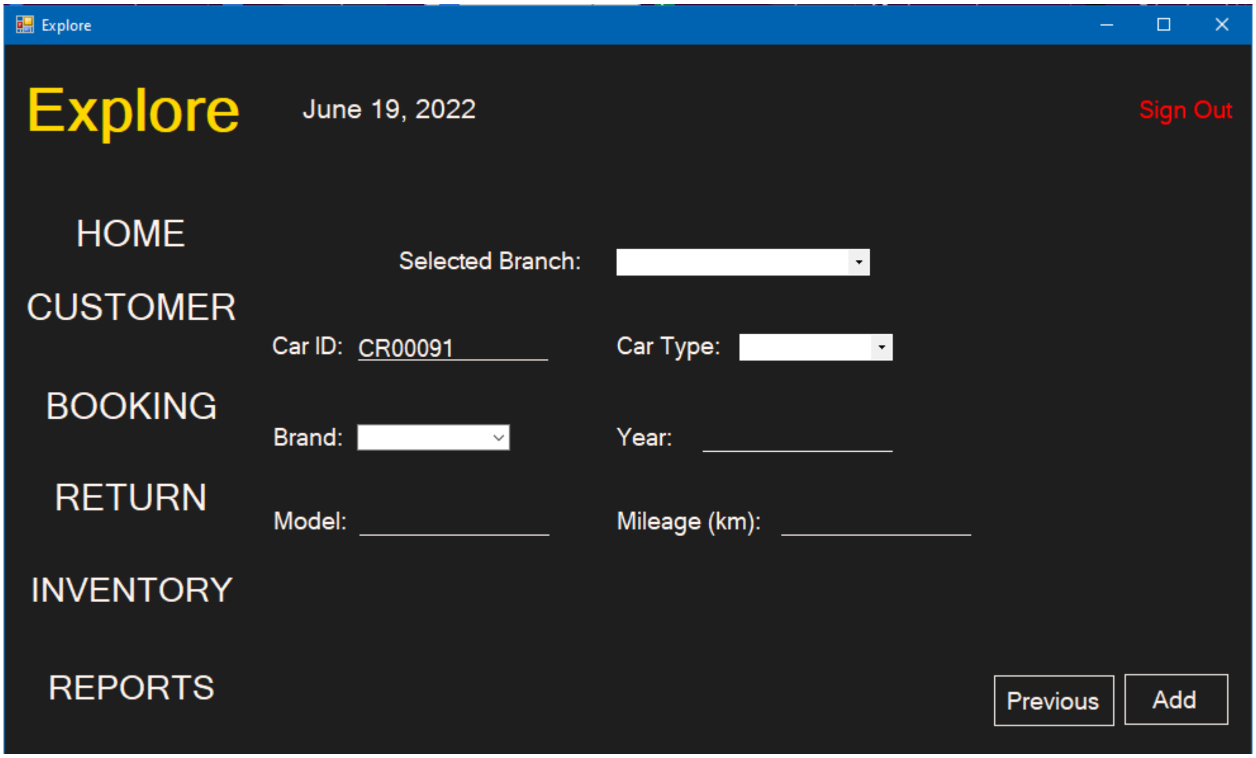
Employee Dashboard - Inventory (Figure 1.4.2)



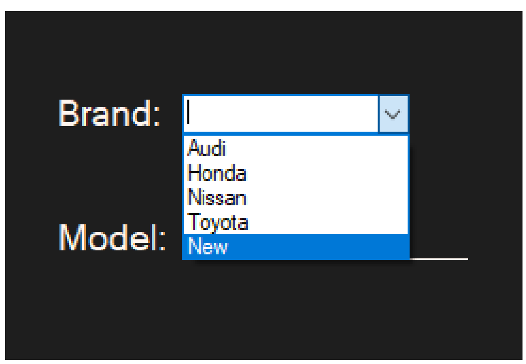
On the inventory page (1.4.2), the employee can scroll through the inventory of cars in the selected branch. The employee can add a car at any point, they can click on the ‘Add’ button to proceed to the following screen (1.4.3).

From the main Inventory screen, the employee has the option to delete a car record from the database. To do so, they follow the same approach as updating a car by first selecting the row of the car of interest. Once the row is selected, the employee simply clicks ‘Delete’ to remove the record (**Note:** a row must be clicked first, otherwise the employee will receive a pop-up message informing them they must select a car to delete first). Upon the deletion of a car, the employee can click ‘Show all records’ to refresh the table and continue browsing the inventory if they please.

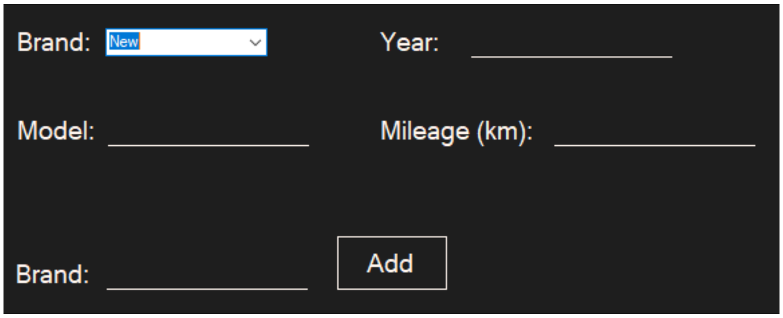
Employee Dashboard - Inventory Add (Figure 1.4.3)



On the inventory add page, the employee can enter the details of the car they wish to add where the **Car ID** is automatically updated and uneditable. The necessary information includes a **branch**, a **car type**, **brand**, **model**, the **year** of the car, and the its **mileage** in kilometers. If an employee wishes to enter a new Brand of a car into the Brand combo box, they can select 'New' from the dropdown menu.



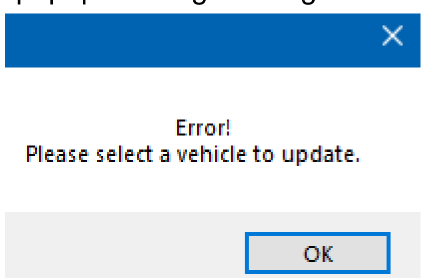
After selecting ‘New’ the employee will be prompted to type in the desired new car Brand, like so:



After inputting the new Brand in the Brand text box, the employee can click ‘Add’ to add it & automatically select it in the Brand combobox. Finally, once all of the necessary information is entered, the employee can click ‘Add’ to create a new car record in the database.

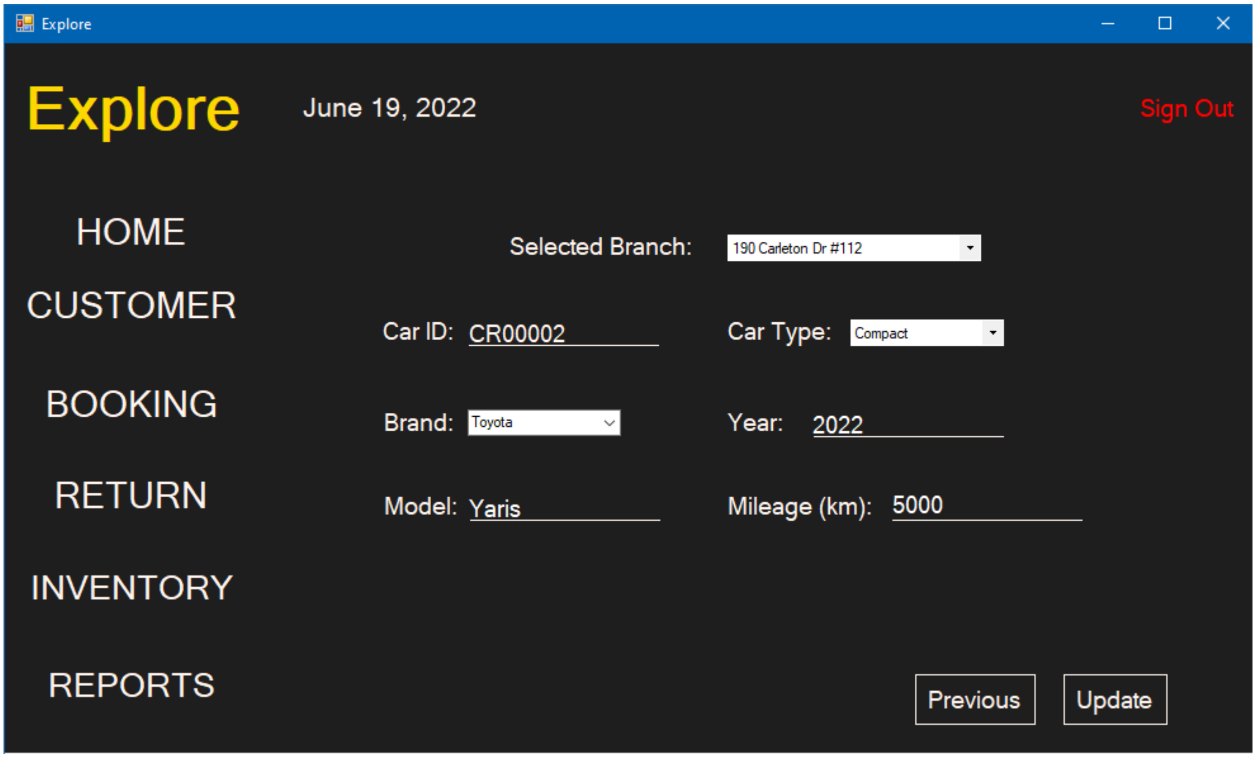
Once doing so, the employee will be redirected to the table view where they can then view the newly added car (**Note:** clicking ‘Show all records’ and scrolling to the bottom of the table is the easiest way to view the newly added car since the Car ID gets automatically incremented from the last Car ID).

On the Inventory page(1.4.2), the employee then has the option to update a car. To do so, the employee must first select a branch and a row before clicking ‘Update’; if they do not select a car to update, they will receive a popup message asking them to first select a car, like so:



Once the employee selects a car and clicks ‘Update’, they will be redirected to the following screen (1.4.4).

Employee Dashboard - Inventory Update (Figure 1.4.4)



On the inventory update page, the employee can edit the **Branch**, **Car Type**, **Brand**, **Model**, **Year**, and **Mileage** in kilometers.

If an employee wishes to enter a new Brand of the car into the Brand combo box, they can select ‘New’ from the dropdown menu; the same functionality as the Inventory Add screen where a textbox to enter a new Brand will appear & automatically populate the Combobox upon adding it (**Note:** the Car ID will remain uneditable).

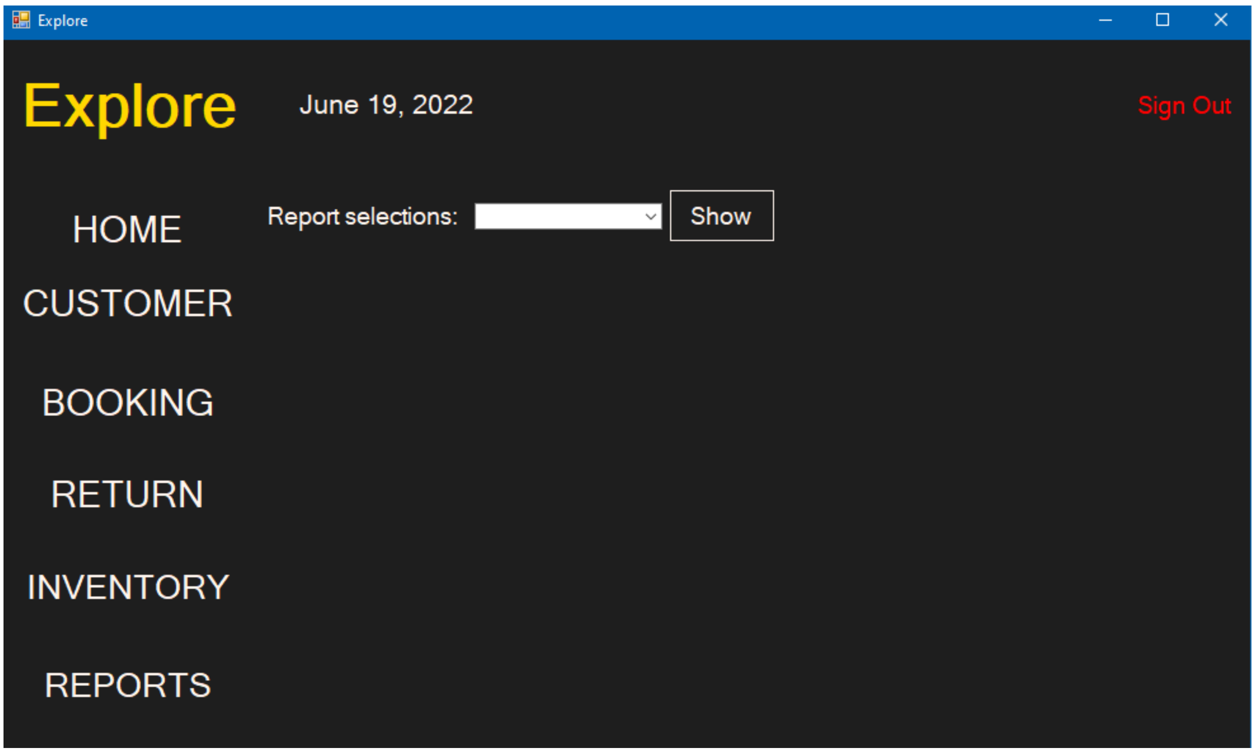
Once the employee has made the desired changes, they can click ‘Update’ to confirm the changes or ‘Previous’ to return to the Inventory main page without saving any changes. Once arriving back at the Inventory home, the employee must click ‘Show all records’ or select a branch from the combo box to refresh the table to show their recent changes.

SECTION 1.5 - REPORTS

The final tab for the employee sign in is the ‘Reports’ tab. After an employee clicks the ‘Reports’ tab, they will be redirected to the following screens:

- Car type popularity (1.5.2)
- The most profitable branch (1.5.3)

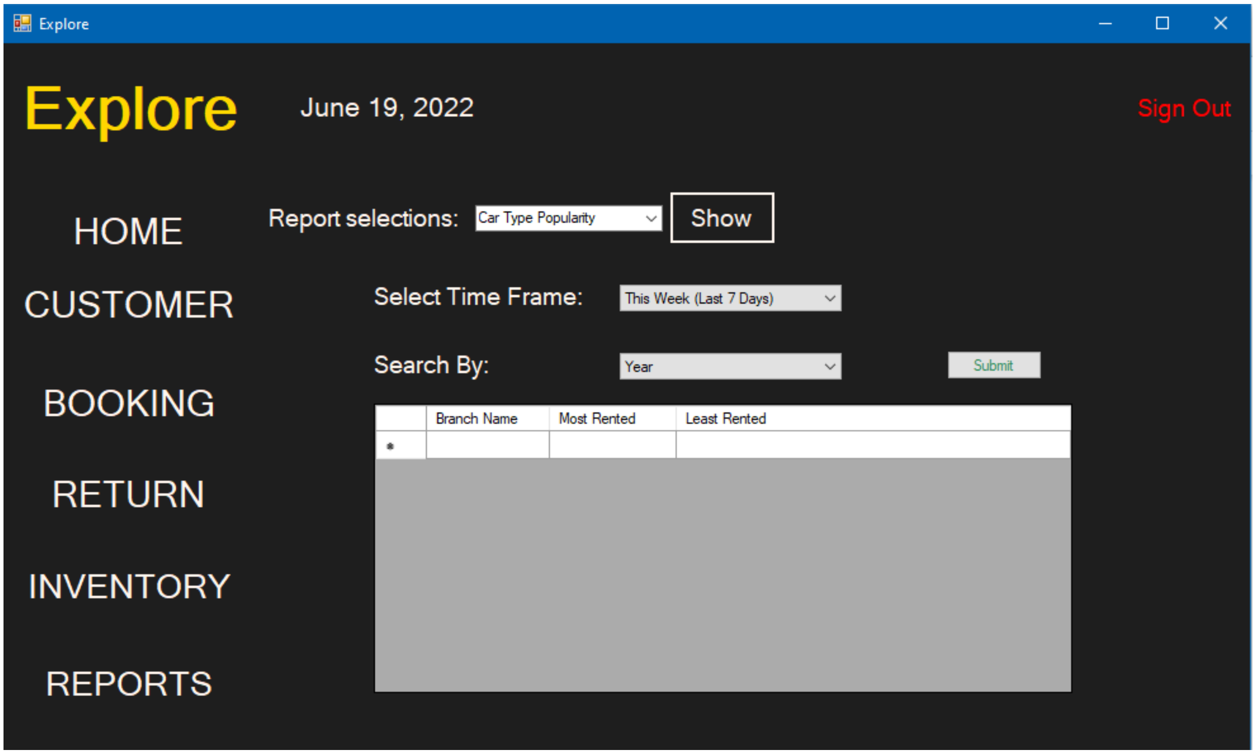
Employee Dashboard - Reports (Figure 1.5.1)



From the above screen, the employee has the option to select which custom report they wish to access from the drop-down menu. The employee can select a report and click ‘Show’ to proceed to the desired reports.

SECTION 1.5.1 - REPORT 1

Employee Dashboard - Report 1 (Figure 1.5.1-1)

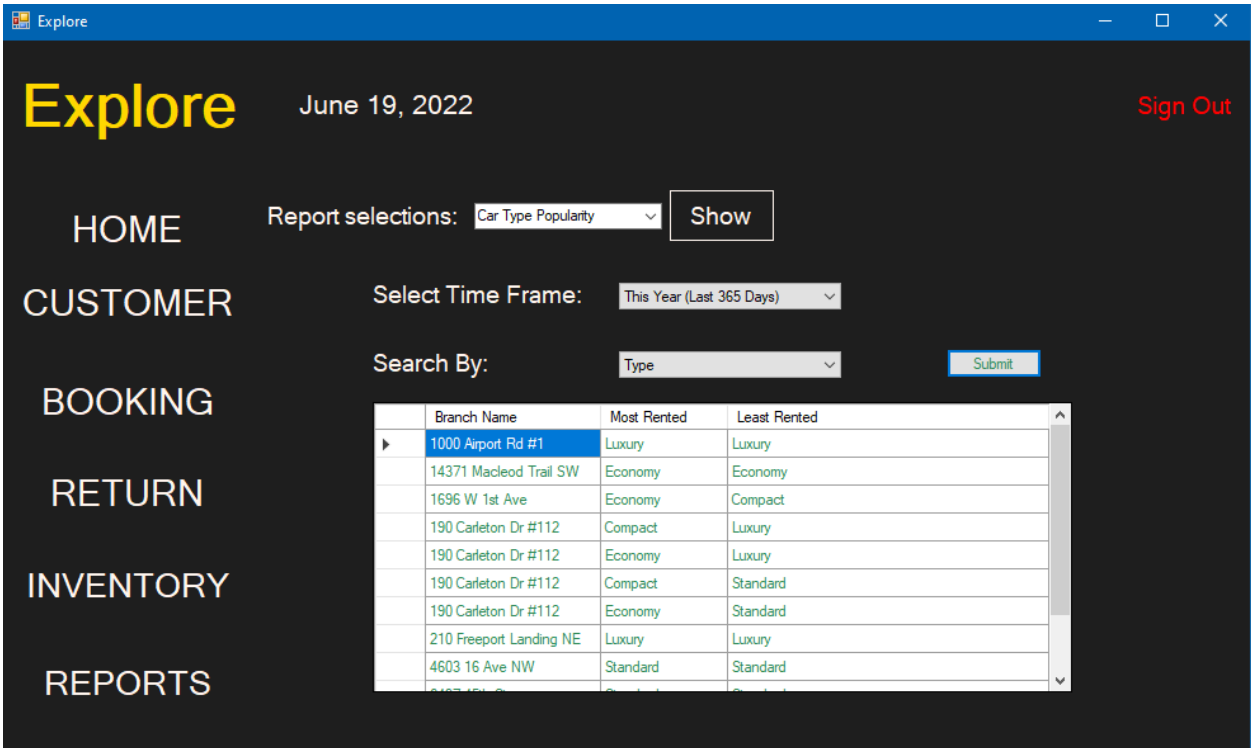


On the report 1 page, the employee has the option to select a time frame from which they wish to filter the results from. These include the last 7 days, the last 30 days, or the last 365 days (filter by week, month, or year).

Next, the employee has the option to select what feature of the car they wish to filter by. These features include **Year**, **Brand**, **Model**, and **Car Type**.

For Example, if the employee selects a time frame of the last 365 days, to search by Car Type and clicks 'Select', they will receive the following output (1.5.1-2).

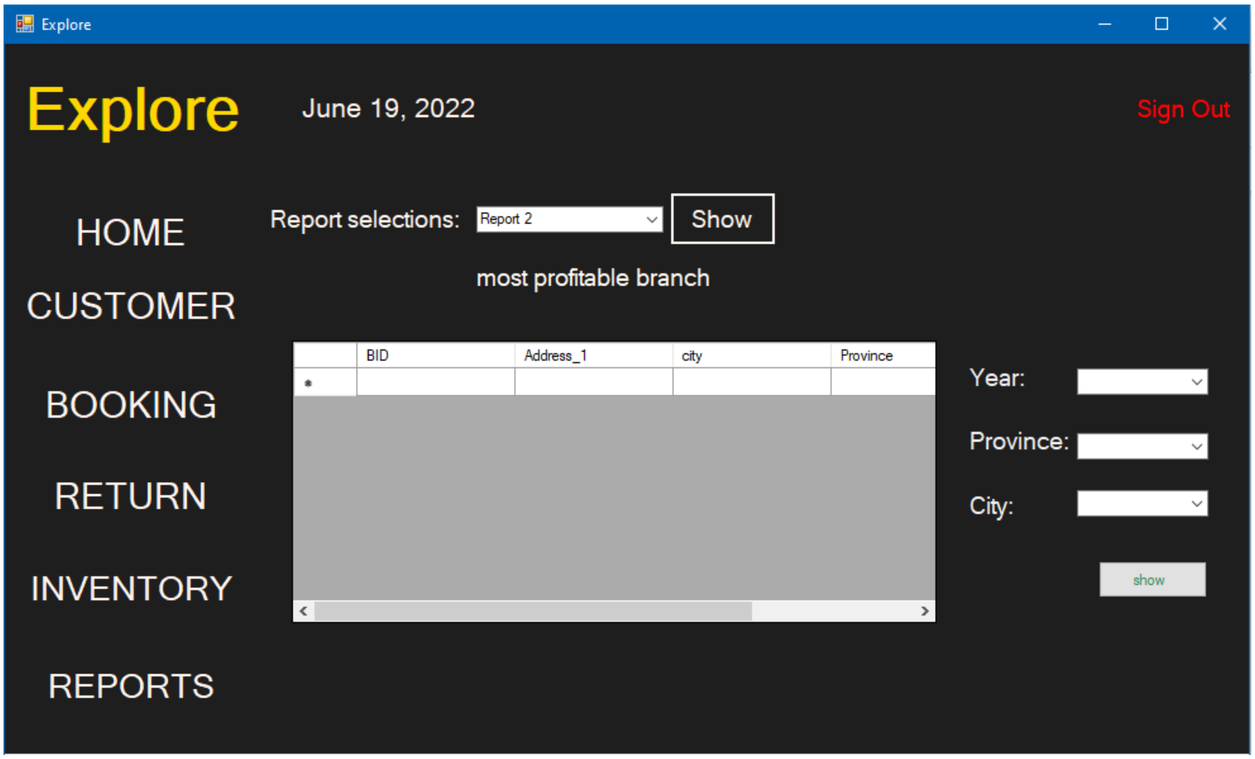
Employee Dashboard - Report 1 example (Figure 1.5.1-2)



From this example, the employee can view the **Most Rented Car Type**, as well as the **Least Rented Car Type**; each filtered by branch. The report can then be altered to view any other of the desired outputs available from this screen (**Note:** if the number of transactions for Year, Brand, Model, or Car Type are the same for any one branch the same value will be displayed in both Most/Least Rented).

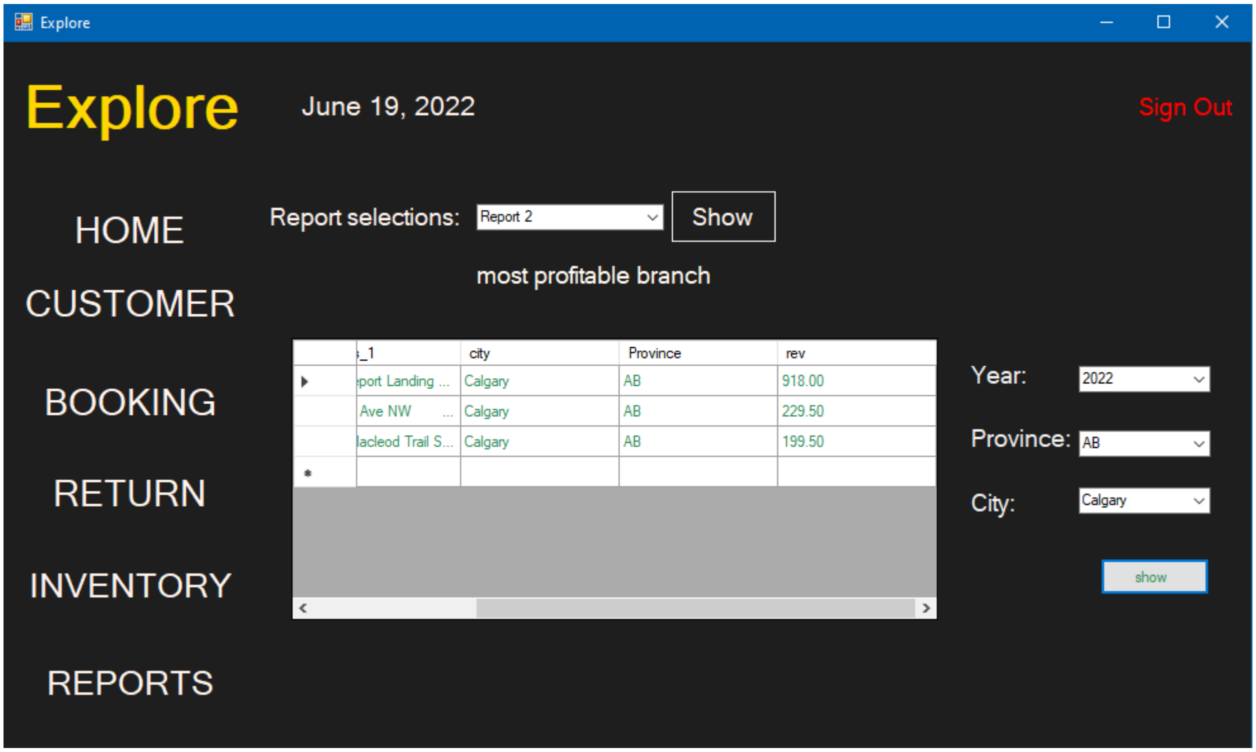
SECTION 1.5.2 - REPORT 2

Employee Dashboard - Report 2 (Figure 1.5.2-1)



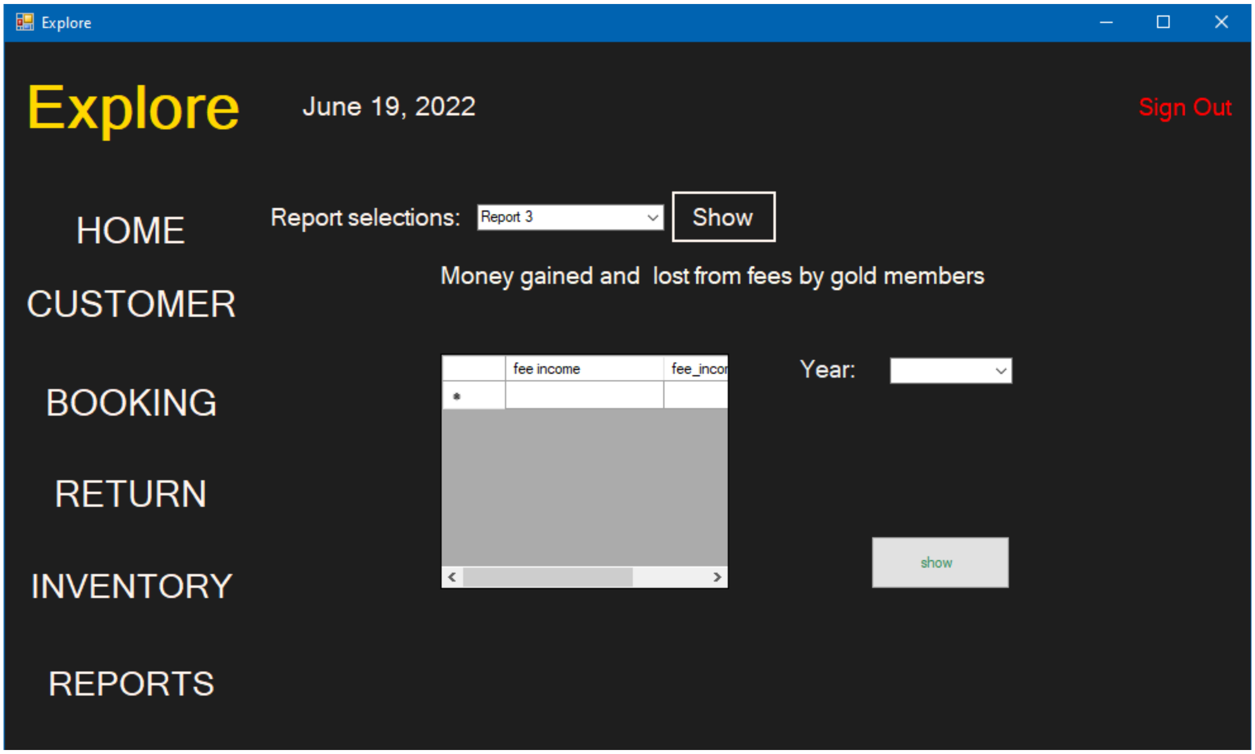
The second report will display the most profitable branch where the employee is required to enter the following filters; Year, Province, and City. Upon doing so, the employee will receive a screen similar to the one below.

Employee Dashboard - Report 2 example (Figure 1.5.2-1)



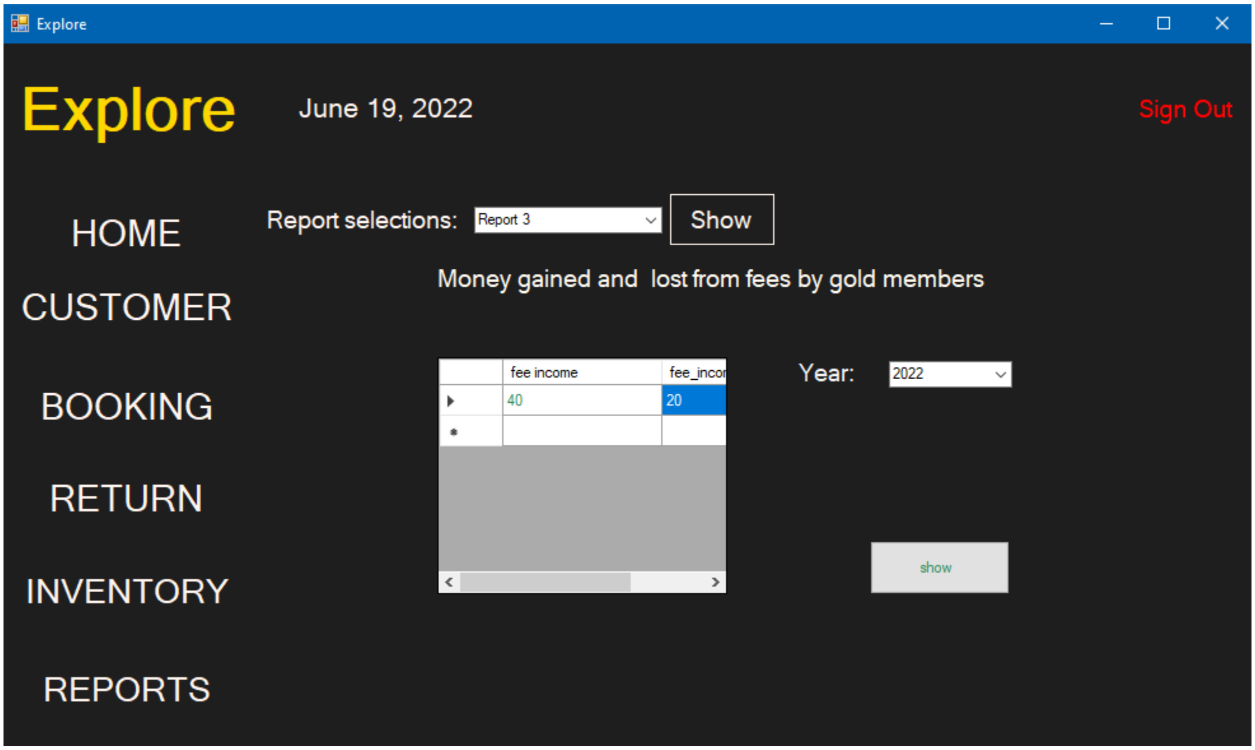
SECTION 1.5.3 - REPORT 3

Employee Dashboard - Report 3 (Figure 1.5.3-1)



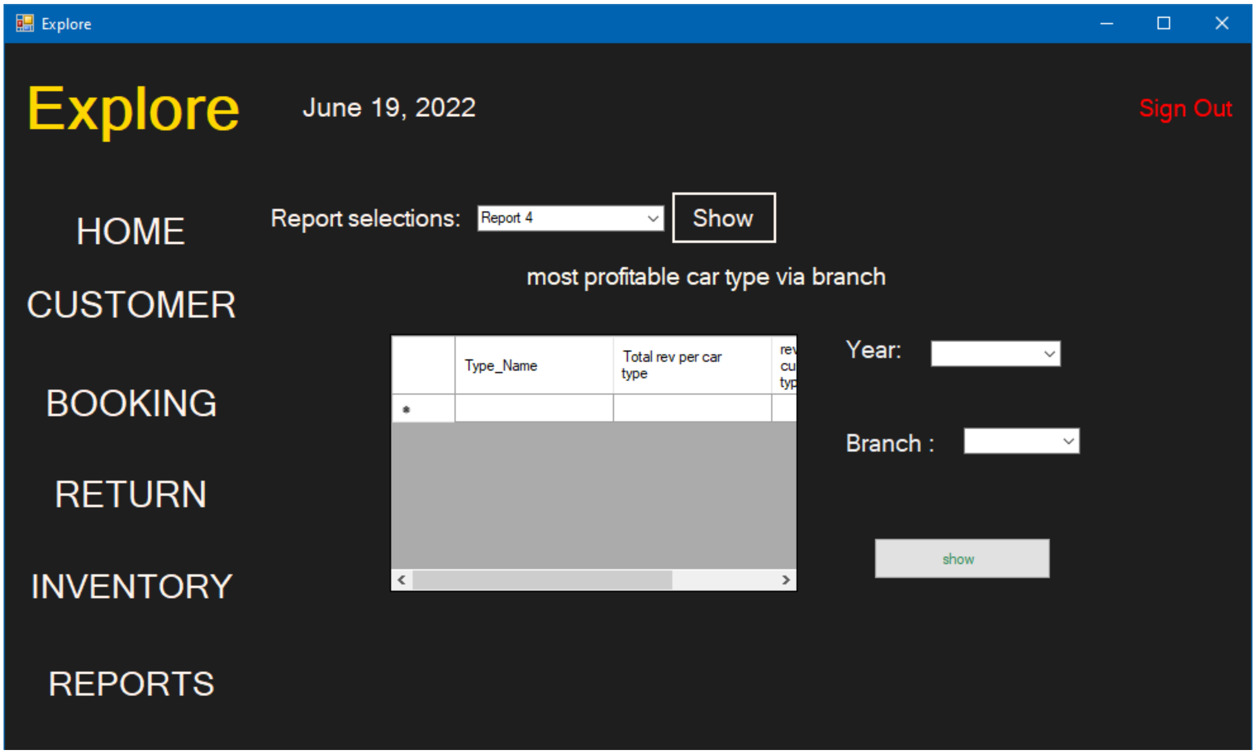
The third report will display the revenue from the change of branch fees of Non-Gold Members as well as the revenue lost from the change of branch fees of Gold Members (since Gold Members do not pay the change of branch fee). From the above screen, the employee is required to enter a year and click the green ‘Show’ button to produce a screen similar to the following.

Employee Dashboard - Report 3 example (Figure 1.5.3-2)



SECTION 1.5.4 - REPORT 4

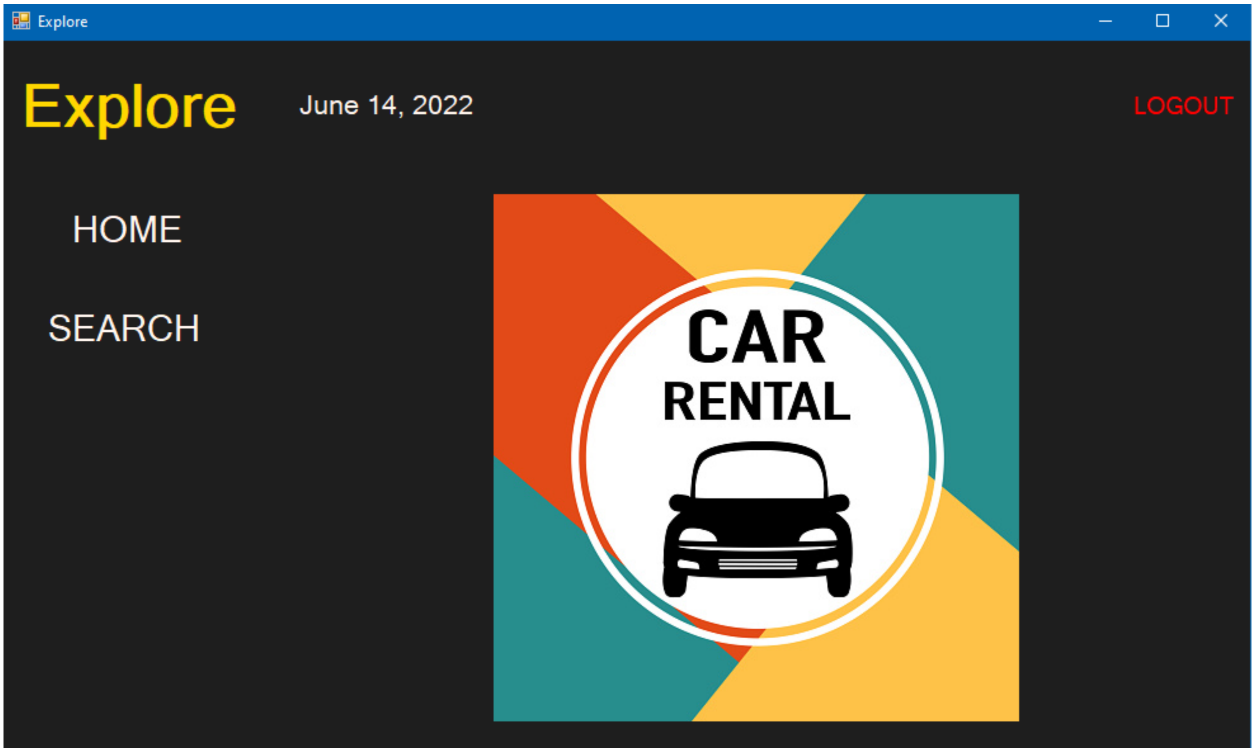
Employee Dashboard - Report 4 (Figure 1.5.4-1)



From the above screen, the employee will be required to enter a year and a branch and click the green ‘Show’ button to produce the results. Upon doing so, the table will be automatically generated to display something like the following.

Type_Name	Total rev per car type	rev from returning customers by car type
Economy	126.50	50.00
Compact	764.80	1110.60
Standard	430.00	1377.70
Luxury	250.00	1184.00

SECTION 2 - CUSTOMER

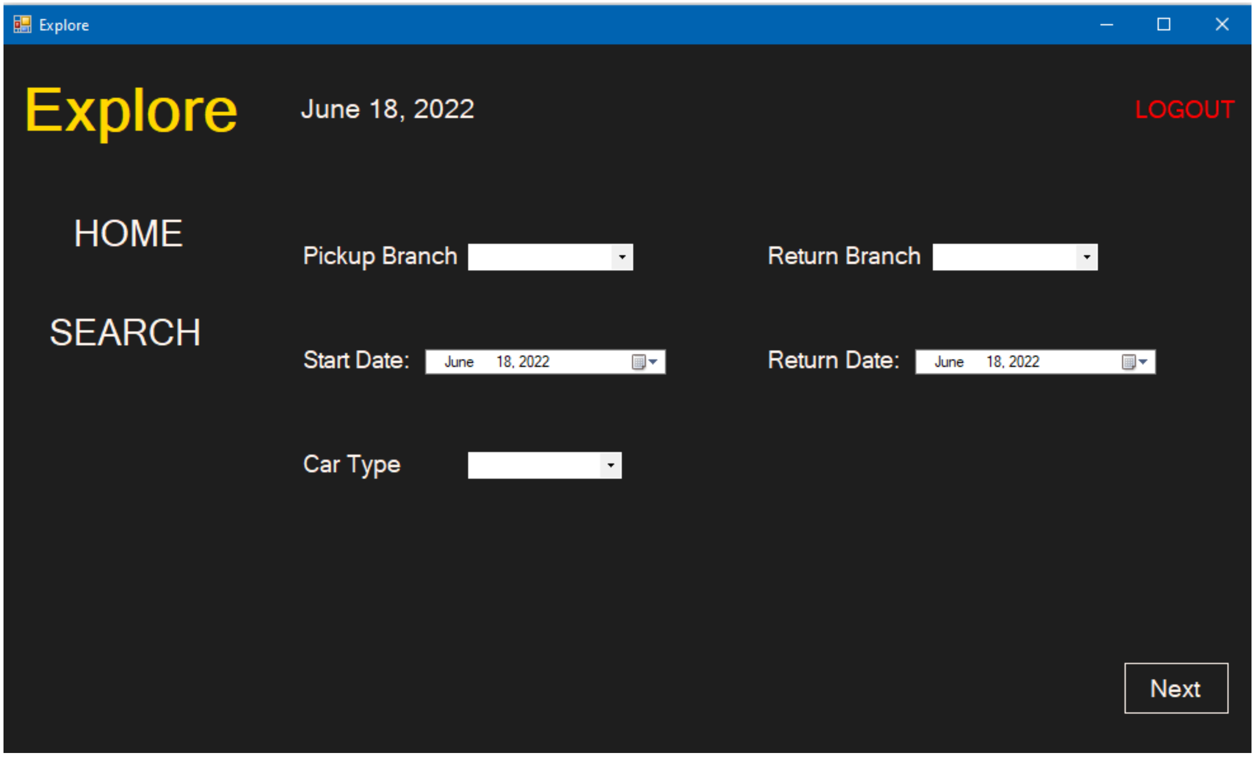


Upon logging in with a customer ID, the customer will be directed to the above screen. The user will always have the option to read the date, view the Application title, and click the logout button which will redirect them back to the login screen. Along with these options, the user will always have tabs on the left-hand side of the Application which can always be clicked on. These include:

- Home
- Search

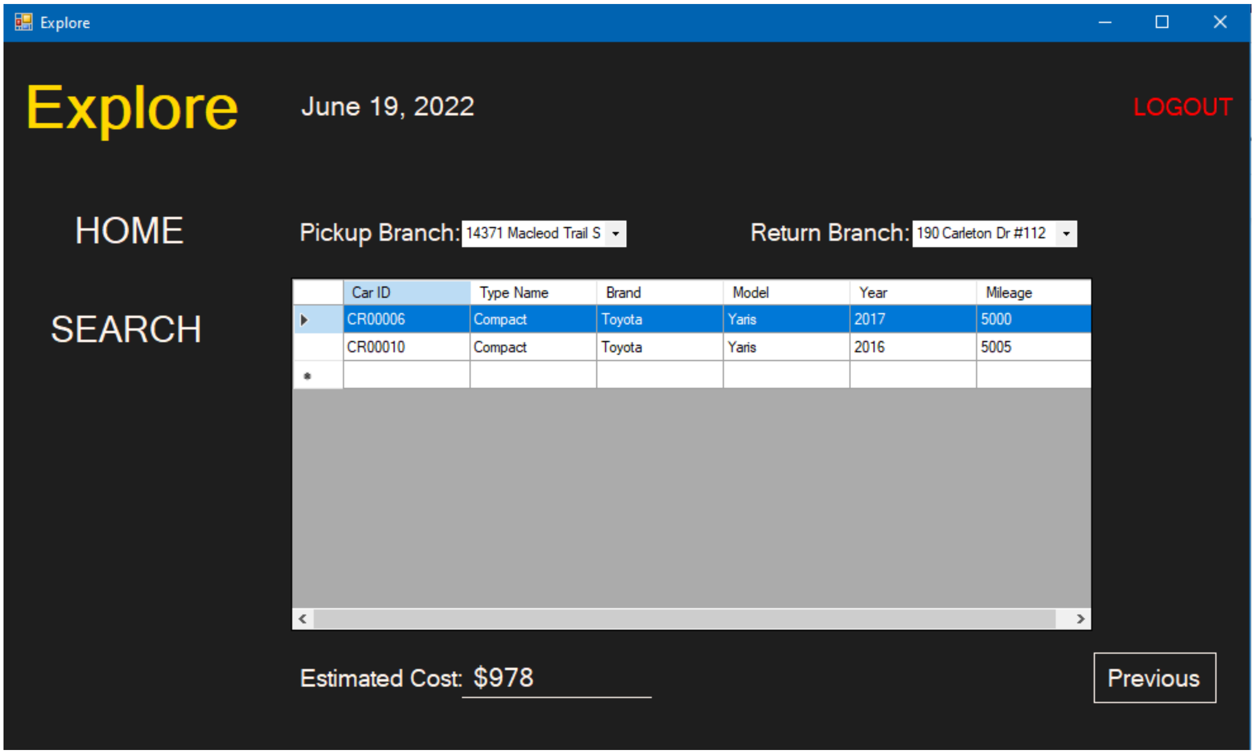
SECTION 2.1 - SEARCH

Customer Dashboard - Search (Figure 2.1)



From the above screen, the customer has the option to search and eventually view a possible transaction. The customer must first select the pick-up branch, the intended return branch, the start, and end date, as well as their desired car type. Upon doing so, the customer will be redirected to the following screen.

Customer Dashboard - Search (Figure 2.2)



From the above screen, the customer can view the estimated cost of the possible transaction they entered, they can choose from a different pick up or return branch or they can click ‘Previous’ to return to the Search home page to edit the search. (**Note:** the estimated cost will update upon clicking anywhere on the table if the return branch is changed; implementing the Change Branch Fee) (**Note:** the estimated cost will take into account whether or not the customer ID used to sign in is a Gold Member or not).