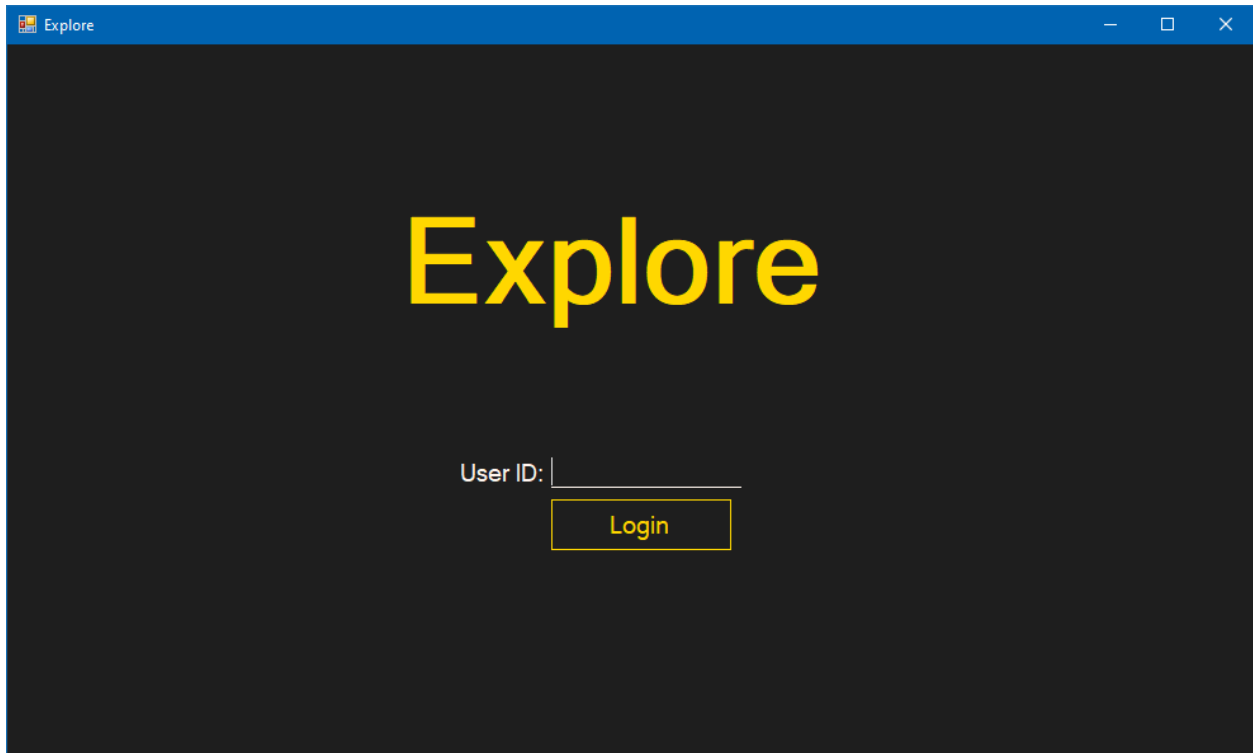


# Explore - User Guide

## 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.

---

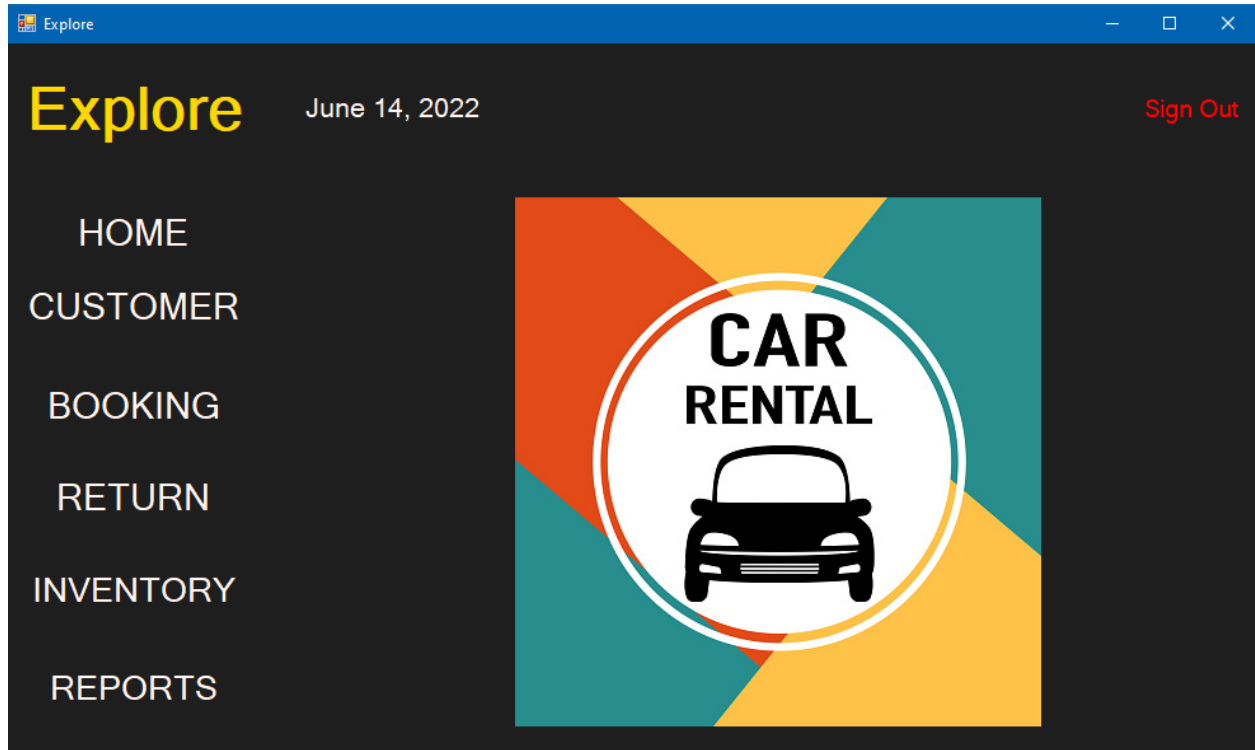
**Employee – See Section 1**

**Customer – See Section 2**

---

## SECTION 1 - EMPLOYEE

Employee Dashboard - Home (Figure 1.1)



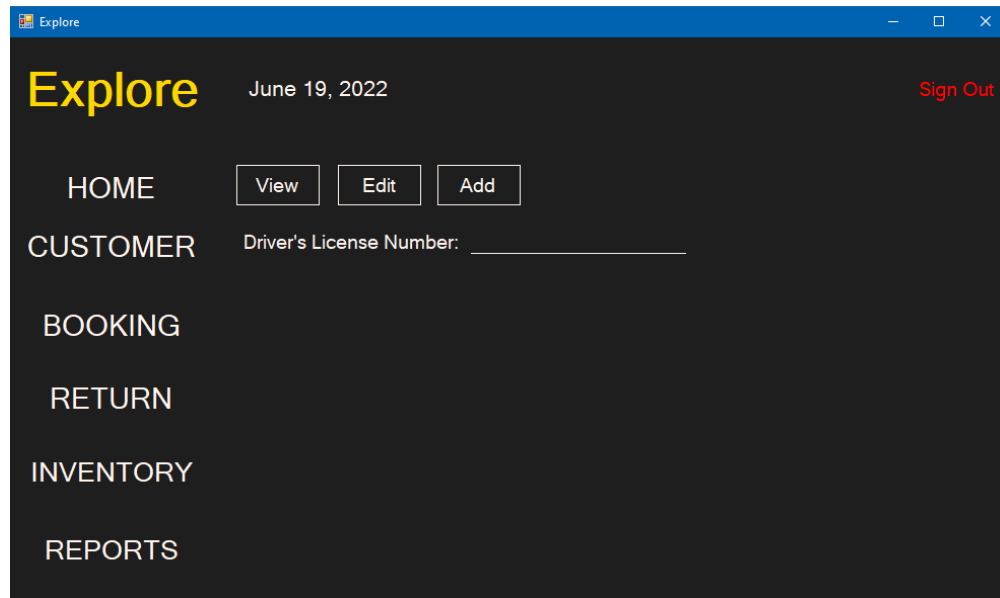
Upon logging in with an employee ID, the employee will be in the employee dashboard (1.1). The user will always have the option to read today's date, view the Application title, and click the sign-out button which will redirect them back to the login screen.

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)

Explore June 18, 2022 Sign Out

HOME Previous Save

CUSTOMER CID: C000019 Membership: ☒ License Number: 983759325

BOOKING First Name: Joyce Phone Number: 5874885489

RETURN Last Name: McCabe Email: j.mccabe@gmail.com

INVENTORY Address: 15 Abbey Road DOB: May 5, 1989

REPORTS City: Alder Flats Province: AB Gender: ☒ Male  
☐ Female  
☐ Prefer Not To Say

Postal Code: T5V3F9

Employee Dashboard - Customer - Add (Figure 1.1.3)

Explore June 18, 2022 Sign Out

HOME Previous Save

CUSTOMER CID: C000020 Membership: ☐ License Number: 123456789

BOOKING First Name: John Phone Number:

RETURN Last Name: Doe Email:

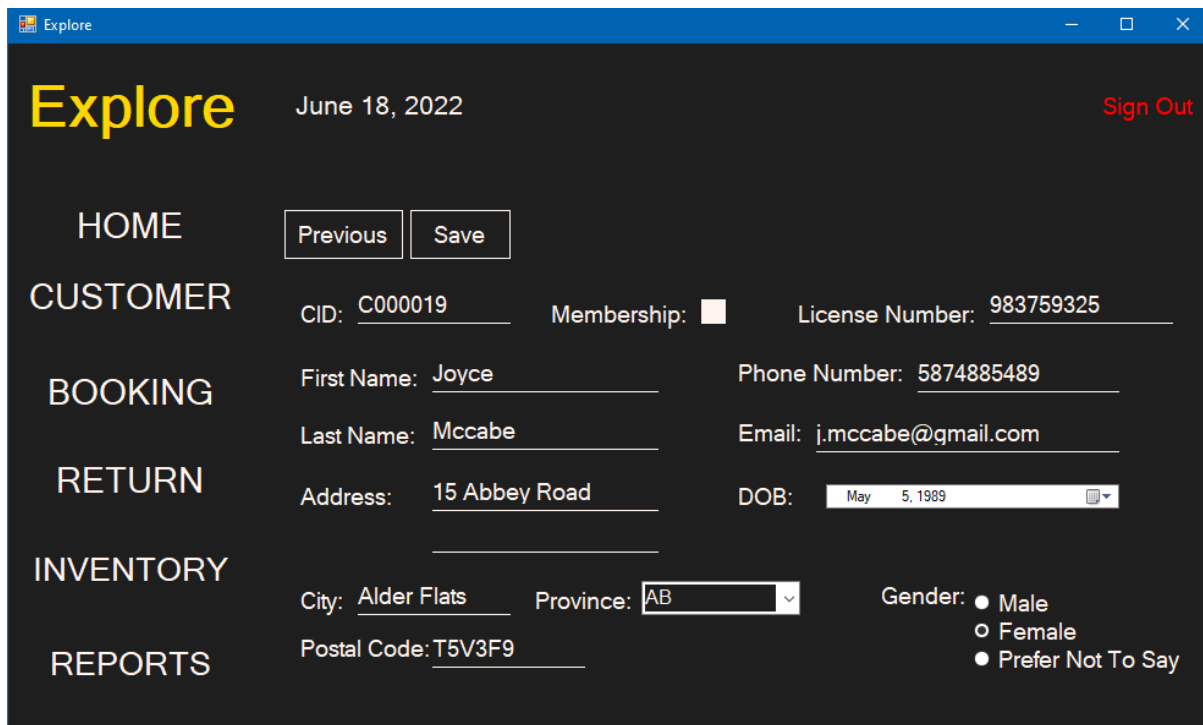
INVENTORY Address: DOB: June 18, 2022

REPORTS City: Province: AB Gender: ☒ Male  
☐ Female  
☐ Prefer Not To Say

Postal Code:

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)



Explore June 18, 2022 Sign Out

HOME Previous Save

CUSTOMER CID: C000019 Membership: ☐ License Number: 983759325

BOOKING First Name: Joyce Phone Number: 5874885489

Last Name: Mccabe Email: j.mccabe@gmail.com

RETURN Address: 15 Abbey Road DOB: May 5, 1989

INVENTORY City: Alder Flats Province: AB Gender: ☒ Male

REPORTS Postal Code: T5V3F9 ☐ Female ☐ Prefer Not To Say

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)

Explore June 18, 2022 Sign Out

HOME  
CUSTOMER  
BOOKING  
RETURN  
INVENTORY  
REPORTS

Driver License: \_\_\_\_\_ Pickup Branch \_\_\_\_\_

First Name: \_\_\_\_\_ Return Branch \_\_\_\_\_

Last Name: \_\_\_\_\_ Car Type \_\_\_\_\_

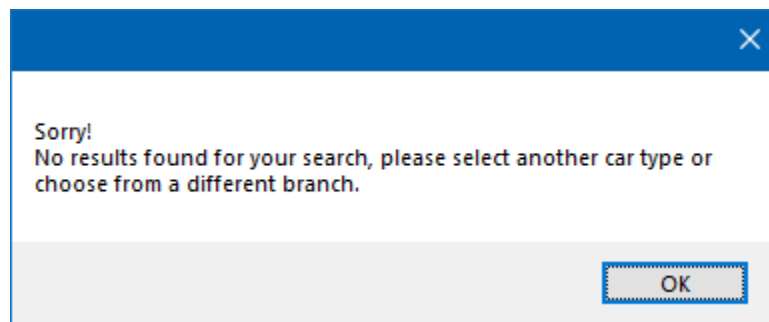
Start Date: June 18, 2022 Return Date: June 18, 2022

Next

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)

Explore June 18, 2022 Sign Out

HOME  
CUSTOMER  
BOOKING  
RETURN  
INVENTORY  
REPORTS

Pickup Branch: 190 Carleton Dr #112 Return Branch: 190 Carleton Dr #112

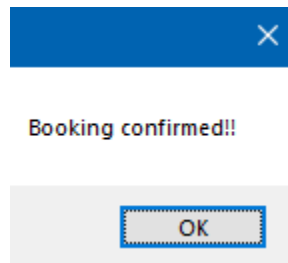
Car ID	Type Name	Brand	Model	Year	Mileage
CR00004	Luxury	Audi	A8	2015	1000
CR00008	Luxury	Audi	A9	2019	1000

Estimated Cost: \$506 Previous Book

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)

Explore June 19, 2022 Sign Out

HOME CID:

CUSTOMER

Type_Requested	Car_Received_ID	Pickup_Branch_ID	Return_Branch_ID	Start_Date
----------------	-----------------	------------------	------------------	------------

BOOKING

RETURN

INVENTORY

REPORTS

Search Next

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)

Explore June 19, 2022 Sign Out

HOME CID:

CUSTOMER

Type_Requested	Car_Received_ID	Pickup_Branch_ID	Return_Branch_ID	Start_Date
1	CR00001	B001	2022/6/7	2022/6/12
2	CR00001	B001	2022/1/1	2022/1/3
4	CR00028	B003	2022/2/1	2022/2/8
2	CR00090	B009	2022/3/3	2022/4/4

BOOKING

RETURN

INVENTORY

REPORTS

Search Next

Employee Dashboard - Return details (Figure 1.3.3)

Explore June 19, 2022 Sign Out

Transaction ID:

return detail

HOME

CUSTOMER

BOOKING

RETURN

INVENTORY

REPORTS

Reservation price: \_\_\_\_\_

Change\_branch\_fee: \_\_\_\_\_

Late fee: \_\_\_\_\_

Total: \_\_\_\_\_

CID: \_\_\_\_\_

Late: \_\_\_\_\_

membership: \_\_\_\_\_

Pick up: \_\_\_\_\_

Return Branch

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

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)

Explore June 19, 2022 Sign Out

Transaction ID: T000000002 check

HOME

CUSTOMER

BOOKING

RETURN

INVENTORY

REPORTS

Reservation price: 478.80

CID: C000002

Change\_branch\_fee: 20

Late fee: 50

Late:

Total:

membership: N

Pick up: B001

Return Branch

Start Date: 2022/6/11

End Date: 2022/7/12

Return Date:

Confirm Previous

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

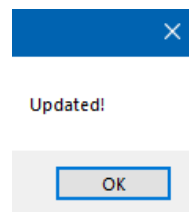
1. The employee is **required** to calculate and enter the total price under the 'Total' textbox.
2. The employee is **required** to enter a return date
3. The employee is **required to** select a return branch
4. The employee is **required** to click 'Check' again to display whether or not the transaction 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.

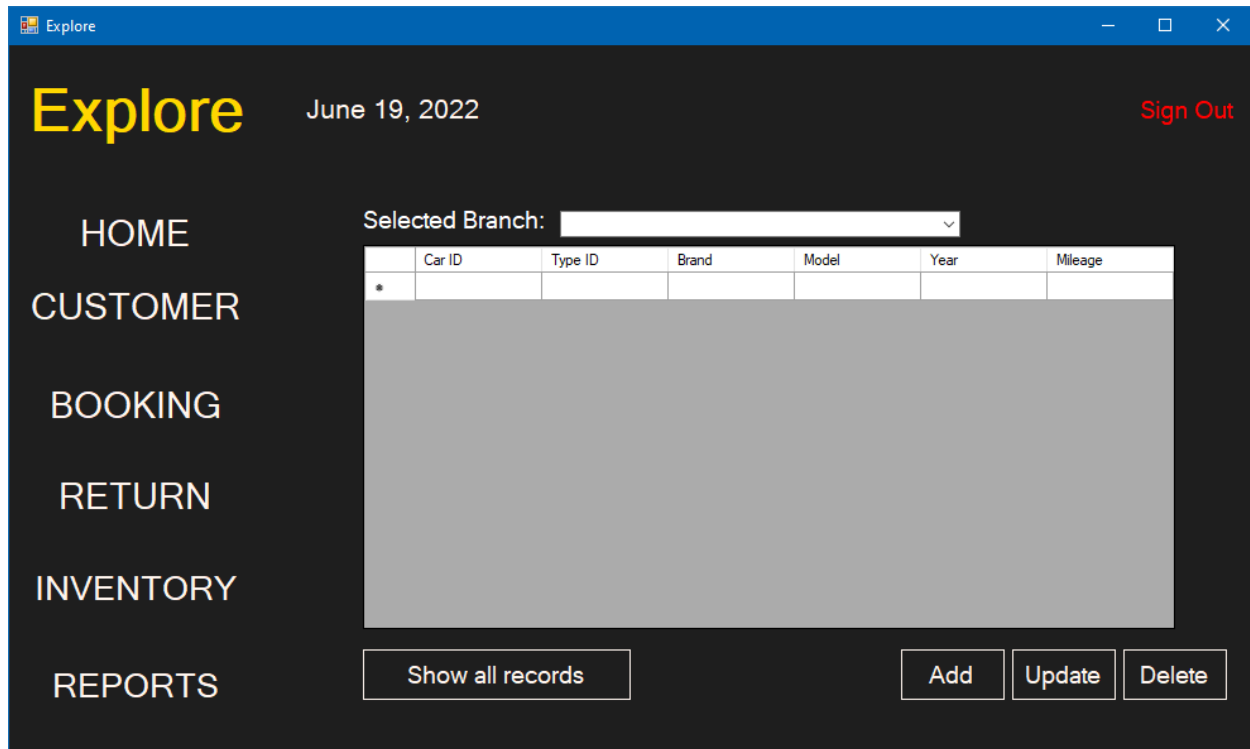


**(Note:** a pop-up message box will also appear if the customer has completed their third transaction of the calendar year, appointing them with a Gold Membership). Thus, completing the functionality of the 'Return' tab.

---

## 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)

Explore June 19, 2022 Sign Out

HOME  
CUSTOMER  
BOOKING  
RETURN  
INVENTORY  
REPORTS

Selected Branch: 1696 W 1st Ave

Car ID	Type ID	Brand	Model	Year	Mileage
CR00081	Economy	Honda	Civic	2016	10000
CR00082	Compact	Toyota	Yaris	2017	5000
CR00083	Standard	Nissan	Rogue	2018	7000
CR00084	Luxury	Audi	A28	2021	1000
CR00085	Economy	Honda	Civic	2020	10000
CR00086	Compact	Toyota	Yaris	2017	5000
CR00087	Standard	Nissan	Rogue	2016	7000
CR00088	Luxury	Audi	A29	2019	1000
CR00089	Economy	Honda	Civic	2015	10000
CR00090	Compact	Toyota	Yaris	2016	5000

Show all records Add Update Delete

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)

Explore June 19, 2022 Sign Out

HOME

CUSTOMER

BOOKING

RETURN

INVENTORY

REPORTS

Selected Branch:

Car ID: CR00091 Car Type:

Brand:  Year:

Model:  Mileage (km):

Previous Add

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.

Brand:

Audi

Honda

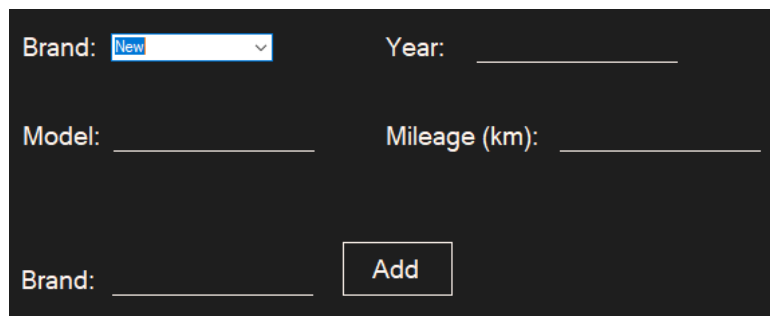
Nissan

Toyota

New

Model:

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

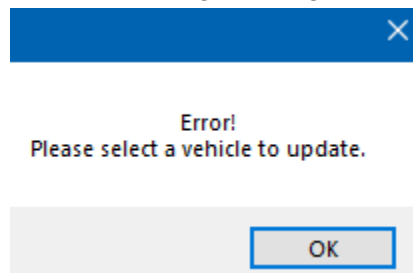


A screenshot of a web form for adding a new car. The form has a dark background. It contains the following fields: 'Brand:' with a dropdown menu showing 'New', 'Year:' with a text input, 'Model:' with a text input, 'Mileage (km):' with a text input, and another 'Brand:' text input at the bottom left. An 'Add' button is located at the bottom right.

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)

Explore June 19, 2022 Sign Out

HOME

CUSTOMER

BOOKING

RETURN

INVENTORY

REPORTS

Selected Branch: 190 Carleton Dr #112

Car ID: CR00002 Car Type: Compact

Brand: Toyota Year: 2022

Model: Yaris Mileage (km): 5000

Previous Update

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).

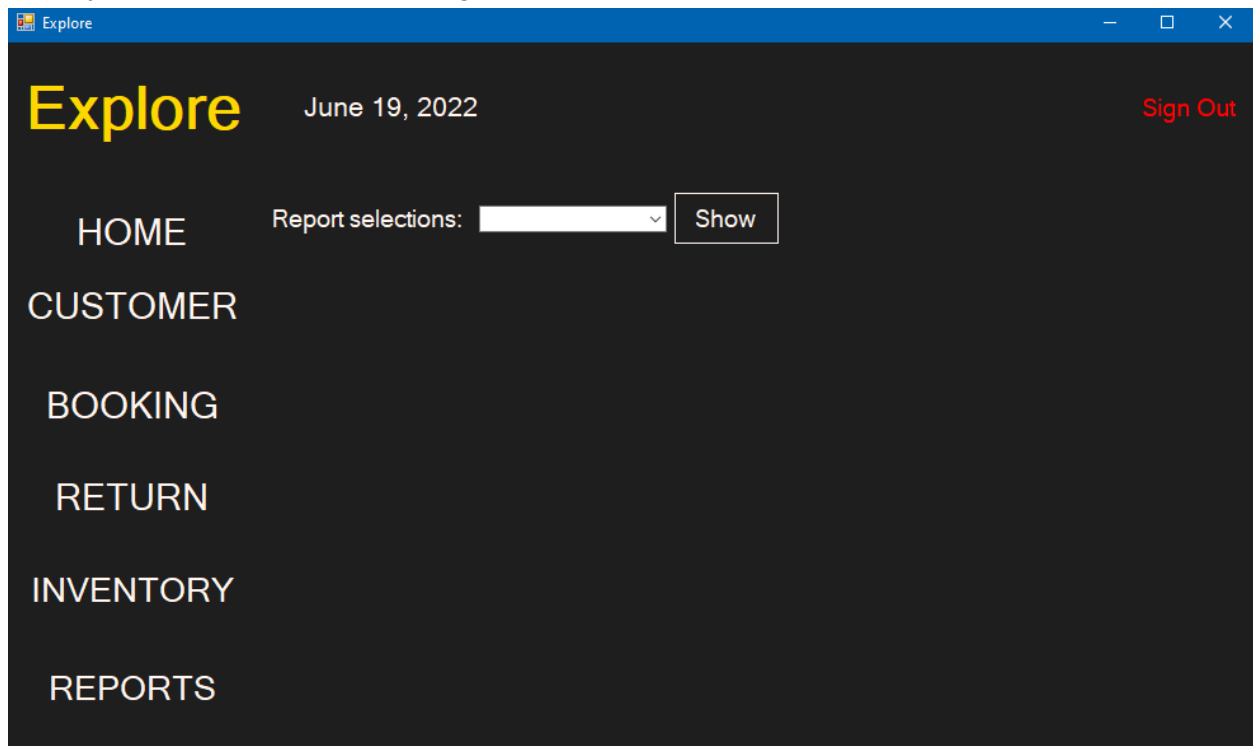
Once the employee has made the desired changes, they can click 'Update' to confirm the changes or 'Previous' to return to the Inventory main page without saving any changes. Once arriving back at the Inventory home, the employee must click 'Show all records' or select a branch from the combo box to refresh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

Explore June 19, 2022 Sign Out

HOME

CUSTOMER

BOOKING

RETURN

INVENTORY

REPORTS

Report selections: Car Type Popularity Show

Select Time Frame: This Week (Last 7 Days)

Search By: Year Submit

	Branch Name	Most Rented	Least Rented
*			

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)

The screenshot shows a web application titled 'Explore' with a dark blue header. The date 'June 19, 2022' is displayed in the top center, and a 'Sign Out' link is in the top right. On the left, a vertical navigation menu lists: HOME, CUSTOMER, BOOKING, RETURN, INVENTORY, and REPORTS. The main content area has a dark background. It features a 'Report selections:' section with a dropdown menu set to 'Car Type Popularity' and a 'Show' button. Below this is a 'Select Time Frame:' section with a dropdown menu set to 'This Year (Last 365 Days)'. Further down is a 'Search By:' section with a dropdown menu set to 'Type' and a 'Submit' button. A table is displayed below the search filters, showing data for various branches. The table has four columns: 'Branch Name', 'Most Rented', and 'Least Rented'. The first row is highlighted in blue. The table data is as follows:

Branch Name	Most Rented	Least Rented
1000 Airport Rd #1	Luxury	Luxury
14371 Macleod Trail SW	Economy	Economy
1696 W 1st Ave	Economy	Compact
190 Carleton Dr #112	Compact	Luxury
190 Carleton Dr #112	Economy	Luxury
190 Carleton Dr #112	Compact	Standard
190 Carleton Dr #112	Economy	Standard
210 Freeport Landing NE	Luxury	Luxury
4603 16 Ave NW	Standard	Standard

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 screenshot shows a web application window titled 'Explore'. The header includes the date 'June 19, 2022' and a 'Sign Out' link. A sidebar on the left contains navigation links: HOME, CUSTOMER, BOOKING, RETURN, INVENTORY, and REPORTS. The main content area displays 'Report selections:' with a dropdown menu set to 'Report 2' and a 'Show' button. Below this, the text 'most profitable branch' is visible. A table with columns 'BID', 'Address\_1', 'city', and 'Province' is shown, with the first row containing an asterisk. To the right of the table are filters for 'Year:', 'Province:', and 'City:', each with a dropdown menu. A 'show' button is located below these filters.

Explore June 19, 2022 Sign Out

HOME

CUSTOMER

BOOKING

RETURN

INVENTORY

REPORTS

Report selections: Report 2 Show

most profitable branch

	BID	Address_1	city	Province
*				

Year:

Province:

City:

show

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)

Explore

June 19, 2022

Sign Out

HOME

CUSTOMER

BOOKING

RETURN

INVENTORY

REPORTS

Report selections: Report 2 Show

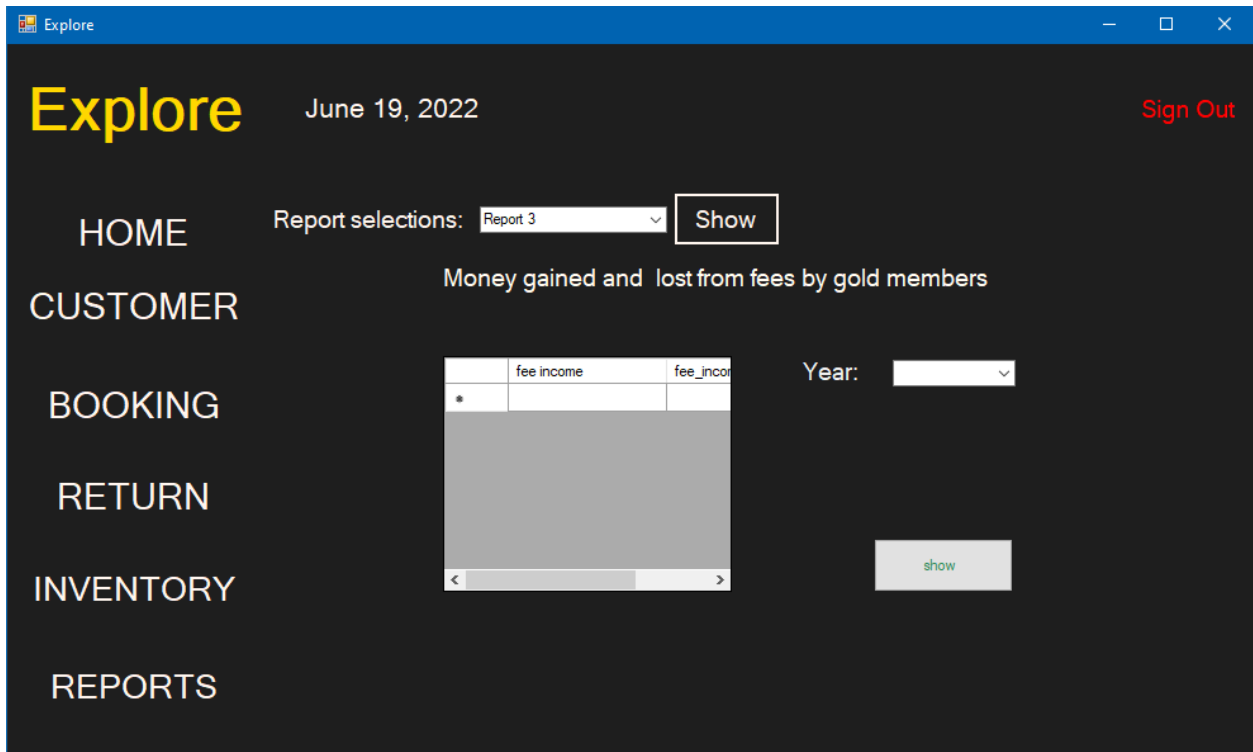
most profitable branch

_1	city	Province	rev
port Landing ...	Calgary	AB	918.00
Ave NW ...	Calgary	AB	229.50
acleod Trail S...	Calgary	AB	199.50
*			

Year: 2022  
Province: AB  
City: Calgary  
show

# 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)

Explore

June 19, 2022

Sign Out

HOME

CUSTOMER

BOOKING

RETURN

INVENTORY

REPORTS

Report selections: Report 3 Show

Money gained and lost from fees by gold members

	fee income	fee_incor
►	40	20
*		

< >

Year: 2022

show



## SECTION 1.5.4 - REPORT 4

Employee Dashboard - Report 4 (Figure 1.5.4-1)

Explore June 19, 2022 Sign Out

Report selections: Report 4 Show

most profitable car type via branch

Type_Name	Total rev per car type	rev from returning customers by car type
*		

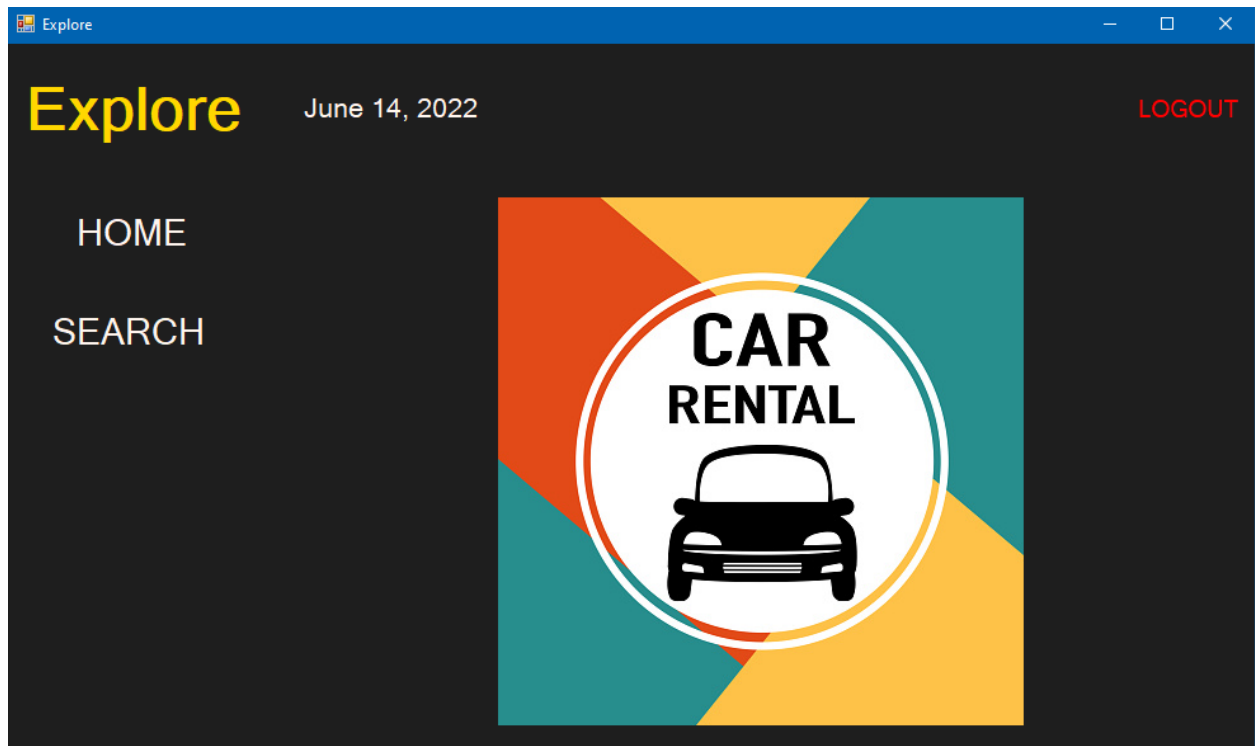
Year:  Branch:

show

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

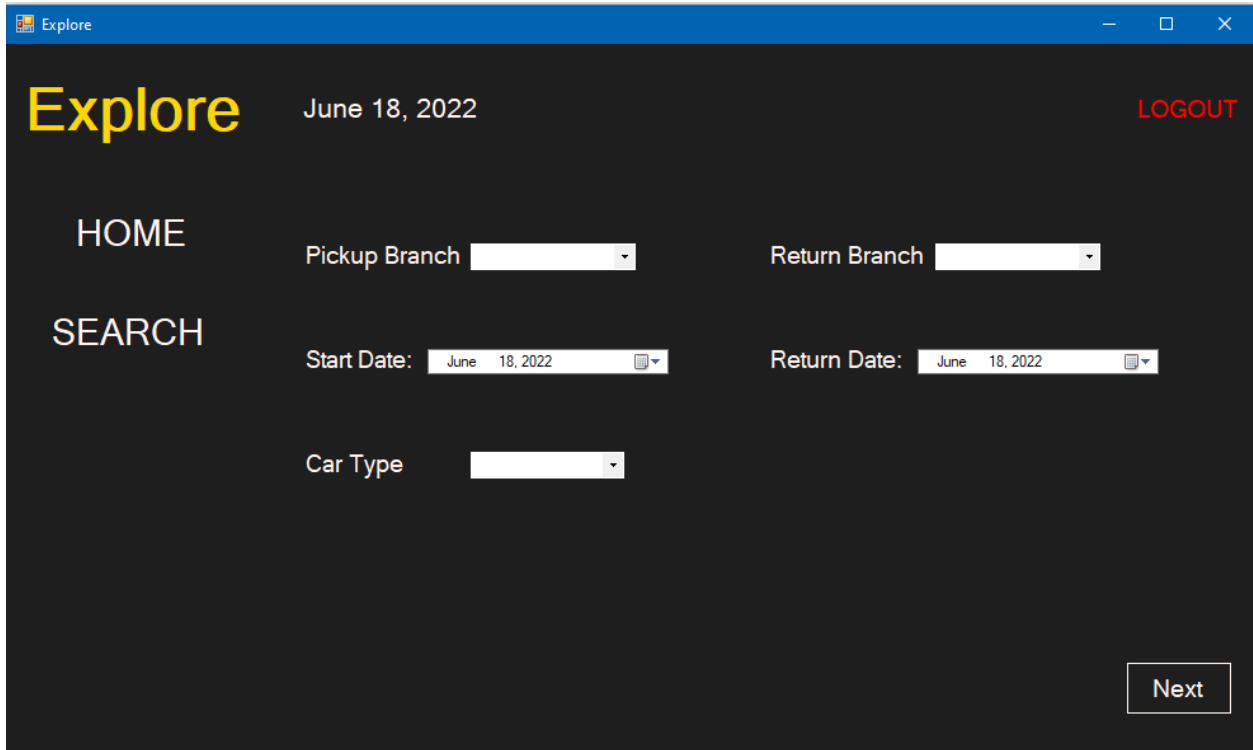


Upon logging in with a customer ID, the customer will be directed to the above screen. The user will always have the option to read the date, view the Application title, and click the logout button which will redirect them back to the login screen. Along with these options, the user will always have 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)



The screenshot shows a web application window titled "Explore". The interface has a dark theme. At the top left, the word "Explore" is in large yellow font. To its right, the date "June 18, 2022" is displayed. In the top right corner, there is a red "LOGOUT" link. On the left side, there are two menu items: "HOME" and "SEARCH", both in white capital letters. The "SEARCH" section contains several input fields: "Pickup Branch" and "Return Branch" are dropdown menus; "Start Date:" and "Return Date:" are date pickers showing "June 18, 2022"; and "Car Type" is a dropdown menu. A "Next" button is located in the bottom right corner of the search area.

Explore June 18, 2022 LOGOUT

HOME

Pickup Branch

Return Branch

SEARCH

Start Date:

Return Date:

Car Type

Next

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)

Explore June 19, 2022 LOGOUT

HOME

SEARCH

Pickup Branch: 14371 Macleod Trail S Return Branch: 190 Carleton Dr #112

	Car ID	Type Name	Brand	Model	Year	Mileage
▶	CR00006	Compact	Toyota	Yaris	2017	5000
	CR00010	Compact	Toyota	Yaris	2016	5005
*						

Estimated Cost: \$978 Previous

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).