

# **Booking System User's Manual**

# **TABLE OF CONTENTS**

|   |          |
|---|----------|
| <b>1.0 GENERAL INFORMATION</b>            | <b>3</b> |
| 1.1 System overview                       | 3        |
| 1.2 organisation of the manual            | 3        |
| <b>2.0 SYSTEM SUMMARY</b>                 | <b>4</b> |
| 2.1 System Configuration                  | 4        |
| 2.2 User Access Levels                    | 4        |
| <b>3.0 GETTING STARTED</b>                | <b>5</b> |
| 3.1 Installation                          | 5        |
| 3.2 System Menu                           | 5        |
| 3.2.1 Public menu                         | 5        |
| 3.2.2 Admin Menu                          | 5        |
| 3.2.3 Business Owner Menu                 | 5        |
| 3.2.4 Customer Owner Menu                 | 5        |
| 3.3 Changing User's username and password | 5        |
| 3.4 Exit System                           | 5        |
| <b>4.0 USING THE SYSTEM</b>               | <b>6</b> |
| 4.1.1 Login                               | 6        |
| 4.1.2 Register                            | 6        |
| 4.1.3 Add Business                        | 6        |
| 4.1.4 Add employee                        | 6        |
| 4.1.5 Add shifts                          | 6        |
| 4.1.6 Add services                        | 6        |
| 4.1.7 View booking summary                | 6        |
| 4.1.8 View employee's availability        | 6        |
| 4.1.9 Change styles                       | 6        |
| 4.1.10 View available times               | 6        |
| 4.1.11 Owner make bookings                | 6        |
| 4.1.12 Customer make booking              | 6        |
| 4.1.13 Back                               | 6        |
| 4.1.14 logout                             | 7        |

# **1.0 GENERAL INFORMATION**

## **1.1 System overview**

Booking System is an application that allows users to create bookings for different services. The app runs locally on your electronic device, either desktop computer or laptop and stores booking information to a JSON database.

## **1.2 organisation of the manual**

The user manual consist of 4 sections: General information, System Summary, Getting Started and Using The System

General Information section explains in general terms the system and the purpose for which it is intended.

System Summary section provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration and user access levels.

Getting Started section explains how to get Booking System and install it on the device. The section presents briefly system menus.

Using The System section provides a detailed description of system functions.

## **2.0 SYSTEM SUMMARY**

### **2.1 System Configuration**

Booking System operates on computer devices with either Mac operating system or windows. It is compatible with windows 8+ and Mac OS 10+. The application requires no connection to Internet in order to save data to database. Data saved in database can be seen By accessing the JSON files where the program is installed. After installation on the device, Booking System can be used immediately without any further configuration.

### **2.2 User Access Levels**

Everyone can use application, but only registered users are able to save data to database and admins users are the only allowed to register new businesses to the system.

## **3.0 GETTING STARTED**

### **3.1 Installation**

The newest version currently available can be downloaded from our GitHub repository at, <https://github.com/dbns97/SE-P-T-Assignment>.

### **3.2 System Menu**

Booking System consists of four menus. First is the public menu which is used to enter either the three user menus: Admin menu, Owner menu and customer menu, or a customer register form.

#### **3.2.1 Public menu**

The public is the default menu which opens when the application is opened, it has two options, one being the login function and the other being the customer register function

#### **3.2.2 Admin Menu**

The admin menu consists of the one option to add business's into the system

#### **3.2.3 Business Owner Menu**

The business owner menu consists of seven options: add employee, add shifts, Add services, view booking summary, owner make bookings, view employee's availability and change styles

#### **3.2.4 Customer Owner Menu**

The customer owner menu consists of two options: view booking times and make bookings.

### **3.3 Changing User's username and password**

User ID and password can be changed only by directly accessing the database files, and should be avoided by anyone not familiar with JSON files.

### **3.4 Exit System**

Booking System can be closed by selecting red 'x' action on the top of the applications graphical user interface.

## **4.0 USING THE SYSTEM**

### **4.1.1 Login**

In the public menu, there is 3 input field, business name, username and password. Entering the details here allows the user to enter either the Admin menu, Owner menu or the customer menu.

Each input field is case sensitive and all inputs must be entered and correct for the login to work.

### **4.1.2 Register**

The register can be accessed from the public menu, and allows for anyone to register a customer user account to any business they choose. The form contains seven input fields: Business name, username, password, password confirmation, name, contact number and address.

### **4.1.3 Add Business**

Add business is exclusive function for the admins, that is used for creating new businesses into the system. It requires you to add the business name as well as create the owner user account at the same time for this business with the input fields: username, password, name, address and contact number.

### **4.1.4 Add employee**

From the owner menu, add employee is for adding your new employees into the system. You provide the system with the employee's name as well as their email.

### **4.1.5 Add shifts**

Add Shift is for creating the shifts for already existing employees in this business. The drop down choice box displays the employees in the system and the other drop down choice box is for picking which day they will be working. The remaining two input fields are for their starting and ending times. Which are required to be in 24 hour time with the format hh:mm.

### **4.1.6 Add services**

Add services provide owners is for allowing the business to have options for the bookings. The two fields give the name for the service ie: Hair cut and the duration is the allocated time that service will take to be done.

### **4.1.7 View booking summary**

The view bookings summary provide the owner with the bookings made to their business. The select week choice box allows for the owner to see last week's bookings, the current weeks and the following weeks bookings.

### **4.1.8 View employee's availability**

View employee's availability provides a tabbed view for each day showing the time and name of employee working for that current day.

### **4.1.9 Change styles**

The Booking system allows the owner to customize the text font of the system and the background colour. And will affect how customers menu for the selected business too.

### **4.1.10 View available times**

This provides the Customer with all the times employees are working for the current week and the following. This information is here in order to allow the customer to choose when making bookings they know when the employees are available for bookings.

### **4.1.11 Customer make booking**

Customer make booking function is for the user to chose and save a booking to the system. Start with choosing which service you want, after picking the service the next choice box will appear containing the employees. Based off which employee is chosen the days you can pick from will vary only showing the days they are working. Finally entering time you want for the booking and clicking the confirm button will check if the information is all correct and that the booking is available and if so will return the customer to the customer menu.

### **4.1.12 Owner make bookings**

Owner Make booking varies to the customer one with the addition for a choice box for the customers usernames, so if a customer is unable to access the Booking system a owner of the business can do it for them.

### **4.1.13 Back**

All functions have an available back button to allow users to exit at anytime, taking them back to their corresponding user menu.

### **4.1.14 logout**

The logout menu in each user menu, returns the user to the public menu.