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| 1. **Login**    1. To enter the application, you must enter your credentials. A correct Username and Password is needed prior to clicking the submit button.    2. You can select whether you would like the login screen to display in English or French in the bottom left corner of the window.    3. Your local time zone is shown in the bottom right corner of the window. |

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| 1. **Appointments**    1. You can view all appointments made from the current day forward.    2. You can view all appointments within the current week or current month from the buttons provided in the bottom left corner of the window.    3. Bottom right corner buttons.       1. Reports: Takes you to the reporting window.       2. Edit: An appointment must be selected before clicking this button. Once a selection is made, the edit button with take you to the edits form.       3. Delete: This button will remove any selected appointments within the table.       4. Customers: This button will take you to the customers’ window.       5. Log Out: This button will take you back to the log in window. |

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| 1. **Reporting**    1. Three different reports can be viewed within this window.       1. Total Appointments          1. This report displays the total number of appointments made by type and by month.       2. Contact Schedules          1. This report displays each contacts appointment schedule from the current date forward.          2. A drop-down list in the bottom right corner will show all the contacts available for you to pick and view their schedules.       3. Login Attempts          1. This report displays all login attempts made from the login page. You will be able to see if attempts were successful and not as well as by which users. |

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| 1. **Customers**    1. You can view all your customers from this window.    2. Bottom left buttons       1. New: You will be taken to a form to create new customers       2. Delete: This will remove any selected customers from the table    3. Bottom right buttons       1. Customer Info: You can view more information about any selected customers as well as access additional customer management functions.       2. Make Appointment: You can create an appointment with a selected customer. This will take you to an appointment form.       3. Back: This will take you back to the appointment window |

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| 1. **Customer Info**    1. More customer information is available to view.  * 1. The left box is customer details.      1. Edit: You can edit the existing customer details in the event they change email, phone number, or address.      2. Back: You will be taken back to the customer window   2. Middle box is a worklog for keeping track of work you’ve done for the customer.      1. New: You can create a new log entry.      2. Edit: You can edit an existing log entry.      3. Delete: You can delete an existing log entry.      4. You’re able to sort through the worklog from work you’ve done and work you need to do with the buttons above the table.   3. Right box is a communications log to keep track of your communication with customers.      1. New: You can create a new log entry.      2. Edit: You can edit an existing log entry.      3. Delete: You can edit an existing log entry. |

**Forms**

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| 1. **Appointment Form**    1. This form is used to create or update appointments.    2. The cancel button will take you back to the previous window you were at.    3. The submit button will either display as create or update depending on the action you wanted to take prior to the form window. |

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| 1. **Customer Form**    1. This form is used to create or update customers.    2. The cancel button will take you back to the previous window you were at.    3. The submit button will either display as create or update depending on the action you wanted to take prior to the form window. |

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| 1. **Worklog Form**    1. This form is used to create or update worklogs.    2. The cancel button will take you back to the previous window you were at.    3. The submit button will either display as create or update depending on the action you wanted to take prior to the form window. |

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| 1. **Communications Form**    1. This form is used to create or update communication interactions.    2. The cancel button will take you back to the previous window you were at.    3. The submit button will either display as create or update depending on the action you wanted to take prior to the form window. |