

Bookify Project

User Manual

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User Manual

1. Introduction

Welcome to bookify the one stop shop for a web-based appointment booking solution. Bookify has service providers that set up appointment slots for particular services such as health fitness or beauty and users of the website can book those appointments.

2. System Requirements

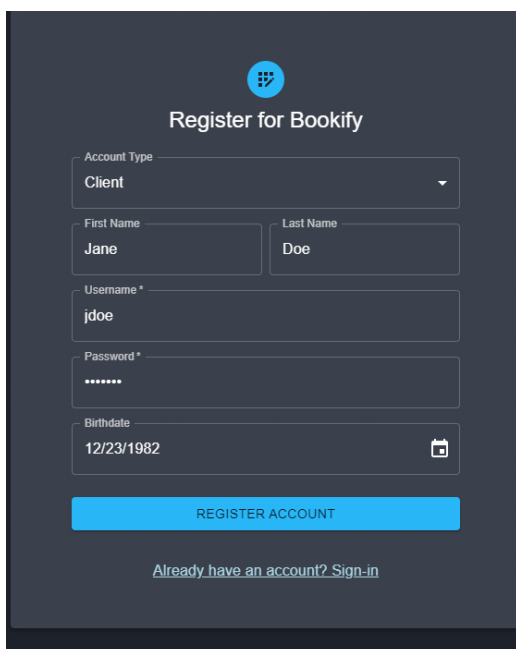
This product is hosted on a cloud ubuntu instance with mysql and a node server. It can be accessed in any modern browser through the internet while connected to UWL VPN

3. Getting Started

The appointment booking software consists of users and service providers where the service providers set up appointment slots and the users book them. There is also a third account type called admin which can modify most user and service providers. data.

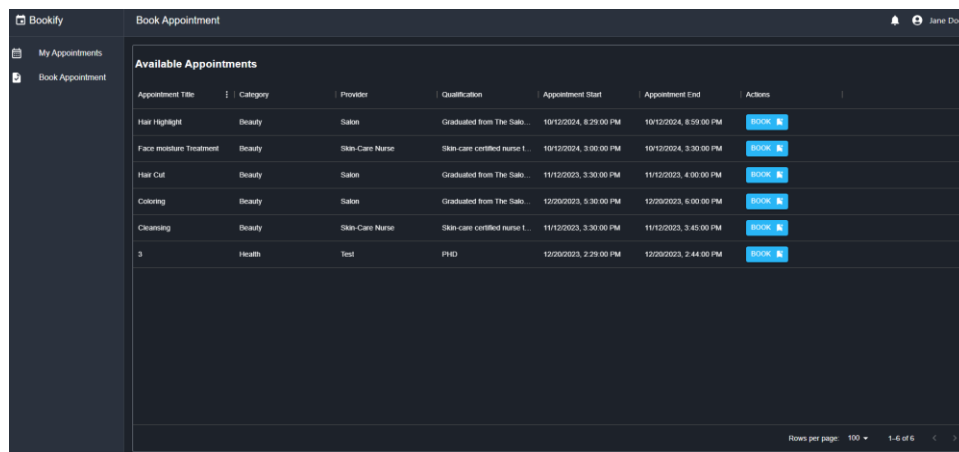
4. Creating an account

To create an account you open the webpage and if your not logged in you will be prompted to create an account. After you create an account, you will be prompted to login.

A screenshot of the 'Register for Bookify' form. The form is set against a dark grey background. At the top, there is a blue circular logo with a white grid pattern, followed by the title 'Register for Bookify' in white. Below the title, there is a dropdown menu for 'Account Type' with 'Client' selected. This is followed by two input fields for 'First Name' (containing 'Jane') and 'Last Name' (containing 'Doe'). Then, there are two more input fields: 'Username *' (containing 'jdoe') and 'Password *' (containing seven dots). Below these is a 'Birthdate' field with a calendar icon, showing '12/23/1982'. At the bottom of the form is a large blue button with the text 'REGISTER ACCOUNT' in white. Below the button, there is a link that says 'Already have an account? Sign-in'.

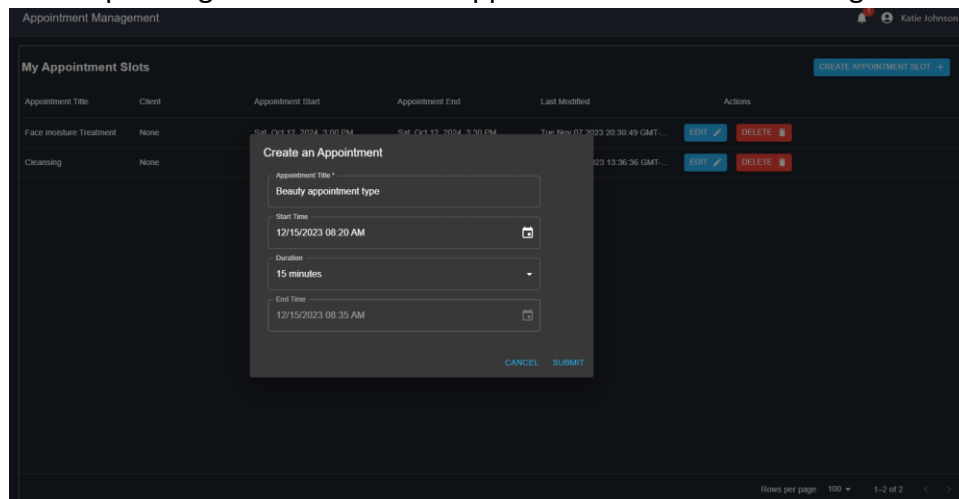
5. Booking an appointment

Too book an appointment login as a normal user and click on the book appointment page. Then click book on one of the appointments in the grid.



6. Setting up an appointment slot

Service providers can set up appointment slots on the create appointment page by pressing the button create appointment slot and following the dialog.



7. Canceling an appointment

For a user to cancel an appointment they navigate to the my appointments page and view all their booked appointments then if it is 24 hrs. before the appointment time then they can cancel the appointment by clicking cancel on the appointment in the grid. If a service provider deletes an appointment slot then the user that booked the appointment will get notified through their notification bar that the appointment is canceled.

My Appointment Slots						CREATE APPOINTMENT SLOT +
Appointment Title	Client	Appointment Start	Appointment End	Last Modified	Actions	
Face moisture Treatment	None	Sat, Oct 12, 2024, 3:00 PM	Sat, Oct 12, 2024, 3:30 PM	Tue Nov 07 2023 20:30:49 GMT...	EDIT	DELETE
Cleansing	None	Sun, Nov 12, 2023, 3:30 PM	Sun, Nov 12, 2023, 3:45 PM	Sun Dec 10 2023 13:36:36 GMT...	EDIT	DELETE

8. Admin canceling an appointment

Administrators can also cancel appointments and appointment slots. They have no limits on what they can see and cancel as far as appointments.

Bookify	Admin Appointment Management						admin
Manage Appointments	Manage System Appointments						
Admin Appointment Trends	<input type="checkbox"/> Show All Appointments Appointment Start Date: 07/05/2023 Appointment End Date: 12/11/2023						
Admin User Management	Appointment Title	Provider	Client	Appointment Start	Appointment End	Last Modified	Actions
	Hair Cut	Salon (Abby Anderson)	None	Sun, Nov 12, 2023, 3:30 PM	Sun, Nov 12, 2023, 4:00 PM	Sat, Dec 9, 2023, 6:31 PM	EDIT DELETE CANCEL
	Cleansing	Skincare Nurse (Katie J.)	None	Sun, Nov 12, 2023, 3:30 PM	Sun, Nov 12, 2023, 3:45 PM	Sun, Dec 10, 2023, 1:36 PM	EDIT DELETE CANCEL

9. Admin Looking at trends

Administrators have a page that lets them view various assortments of report data on appointment statistics. There is a bar graph that tells what days were most popular for appointment booking and scheduling. This can be filtered by category time and service provider separately.

