BooKing Manual

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I.User setup:

Sign Up:

As a first-time user, you are asked to sign up using the sign up button on the top right of the screen.

After you are in the sign up screen, please enter the correct employee information as listed.

Firstname: Please key in your first name.

Lastname: Please key in your last name,

Email: Please provide your current email address.

Username: Please provide an 8-digit user name.

Password: Please provide an 8-digit password.

Once complete, please hit “Employee signup now”.

The address bar should show “successful” if the signup is successful.

Step Review:

1. First name
2. Last name
3. Email address
4. Username
5. Password.

II. Login:

Once you have successfully signed up for a user account, you can login with your username or email and password

To do so, enter your username into the username box on the top right,

Enter your password into the password box next to the username box,

Press the “login” button. You should be directed to the “Home” page.

Steps review:

1. Username input
2. Password input
3. Press login button
4. Directed to the home screen.

III. Home Screen

The homepage is where all the pages are connected to and where you can start from the beginning.

Home screen details:

Customer Login-

New Books-

Shipping Info-

Review Customer Account-

Employee HelpDesk Contact-

Shopping Cart-