User Guide:

Logging into BooKings Online Application:

From the Front page, on the top right-hand corner:

Enter login name:

Password and hit enter.

For a new account:

Press New button next to login.

It will take you to where you fill out all customer information:

To search for a title:

Enter title in Search box and press “Search”

Select the title you would like to view.

To purchase a title:

Once search is found,

Add to cart by pressing the “add to cart” button.

It will take you to your cart

Review titles and quantities,

Press purchase or rent.

You will then move on to the payment page.

Enter all billing information,

Press “review purchase” to continue.

In the “review purchase” page, review all information

When ready to purchase, press “finalize.”

For Employees to login:

Enter your login ID and password

Login and passwords are created by the Super User:

The flow is similar to customers purchasing or renting.

The inventory tab will have information on the stock of the book.