

User Guide

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**This should be done only after all the steps in the installation guide have been finished**.

1. If you are a new user click on the *Create New User* button. If not enter your login information and press *Login*.(Skip to step 4)

2. Fill out all of the information on this page. **Note:** The password is a max of 10 characters.

3. Once all information is filled out press the *Create* button.(This will take you back to the login page where you will have to enter your login information.)

4. You are now in the main search page. From here you are able to type books into the search bar to see if they are owned and in stock. Make sure the information is correct.  Use the drop down box to search by a specific category. M

For employees

Enter your Login information and you will have access to the employee page. If an error message pops up before you reach the page click continue.

Here you will be able to look at Users, Employees and Customers. To do this click on the drop down menu and select the table you wish to see. Then click the display button.

You can also change the information in the tables that are displayed. Enter the new information and click update, okay. Then click display again. (**Note** you should not change any of the ID numbers these are primary keys and should not be changed)

You can also delete people from the Users table. Display the information so that you can see the ID number. Then is the text box enter that number, then click delete. Then click display again.

**Menu Bar**

https://lh3.googleusercontent.com/U-uvmyYrcysXvvF9IczgI14gZCkDFpv7du-lzizHRgDitjEZXDkZ4WZwUg_yUe9d0DN7z04_9ZtjobnqTuxJ2QERaYj5tmCHnyckqHiwbpqphVNXlr1bSNmK_BMXNBI4jg

*Menu*

      - Close (Will close out of the application)

*Browse*

      - To Search Page (Will take the user back to the main search page)

*My Account*

- Logout (Will log the user out and bring the user back to the login screen)