# USER MANUAL

## Getting Started

Login screen and gaining access.

## Making Your Way Around

Navigating the home screen.

## Bookings

Managing bookings.

## Customer Inquiry

Performing customer inquiries.

## Employee Inquiry

Performing employee inquiries.

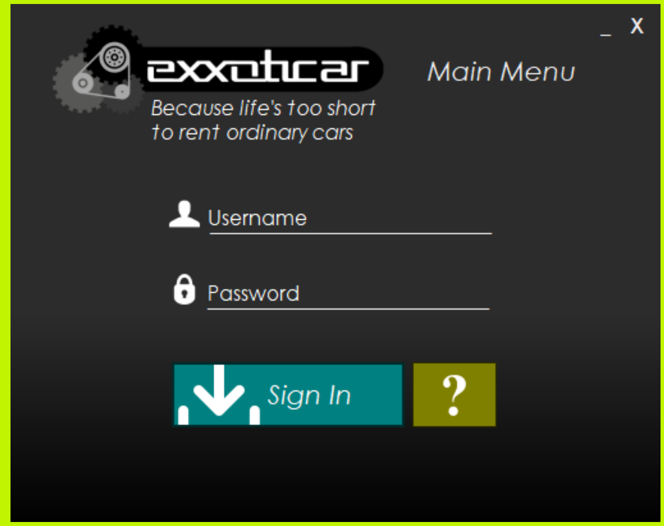
## Stock Inquiry

Performing stock inquiries.

## Reports

Viewing company reports.

## GETTING STARTED

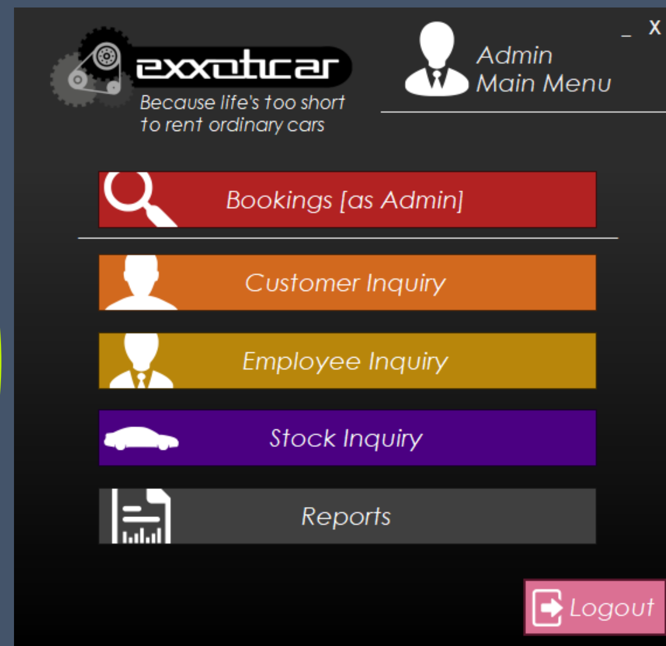



Right off the bat, the user is greeted with the Main Menu. Here, you will find the following features:

1. Username
2. Password
3. Sign In
4. ?

## DETAILS

1. Username
   This is your login credential. You will have been assigned a username upon hiring.
2. Password
   The use of a password is to guard individual privacy.
3. Sign In
   Once you have entered your username and password, click Sign In to gain access.
4. ?
   This is the Help button in case you get stuck.

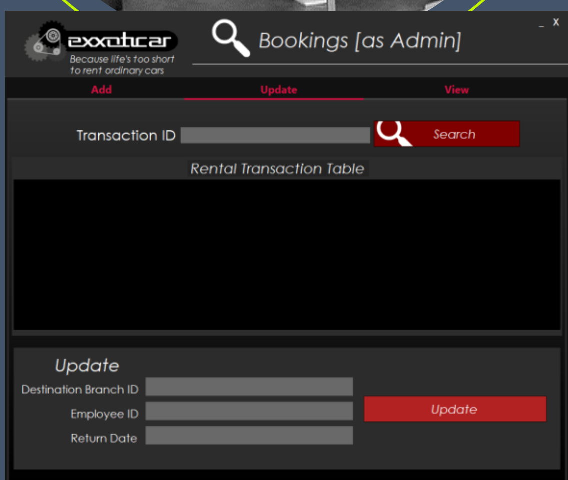


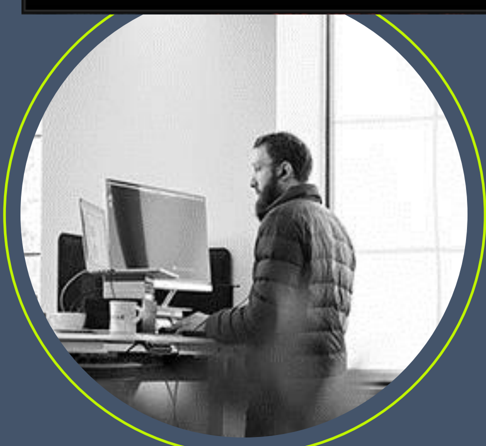

## MAKING YOUR WAY AROUND

When you sign in as admin, you are greeted by the Admin Main Menu. Here, you will find the following features:

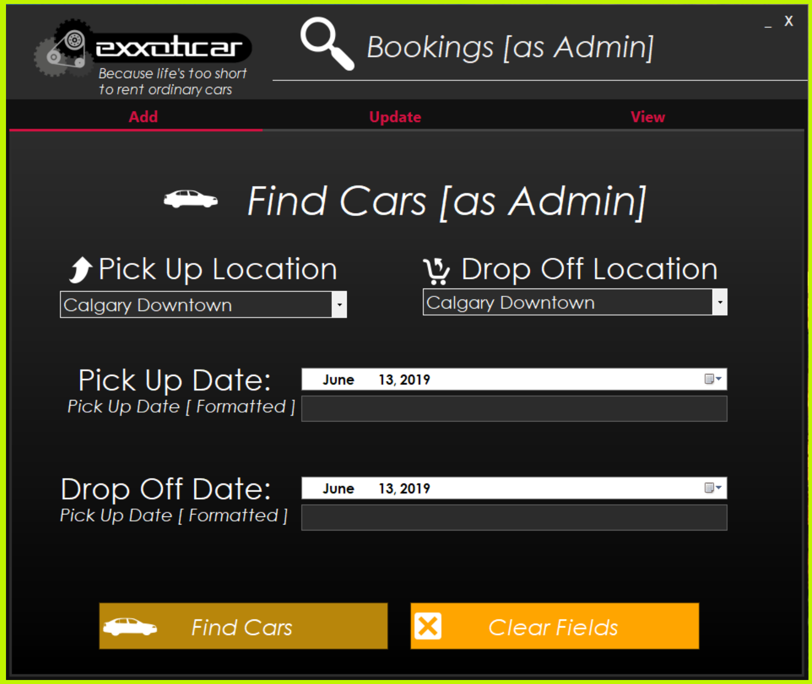
1. Bookings [as Admin]
   Use this option to gain administrative access to Bookings.
2. Customer Inquiry
   Use this option to perform a customer inquiry.
3. Employee Inquiry
   Use this option to perform an employee inquiry.
4. Stock Inquiry
   Use this option to perform a stock inquiry.
5. Reports
   Use this option to view available reports.
6. Logout
   Use this option to log out of your account.

"Because life's too short to rent ordinary cars."

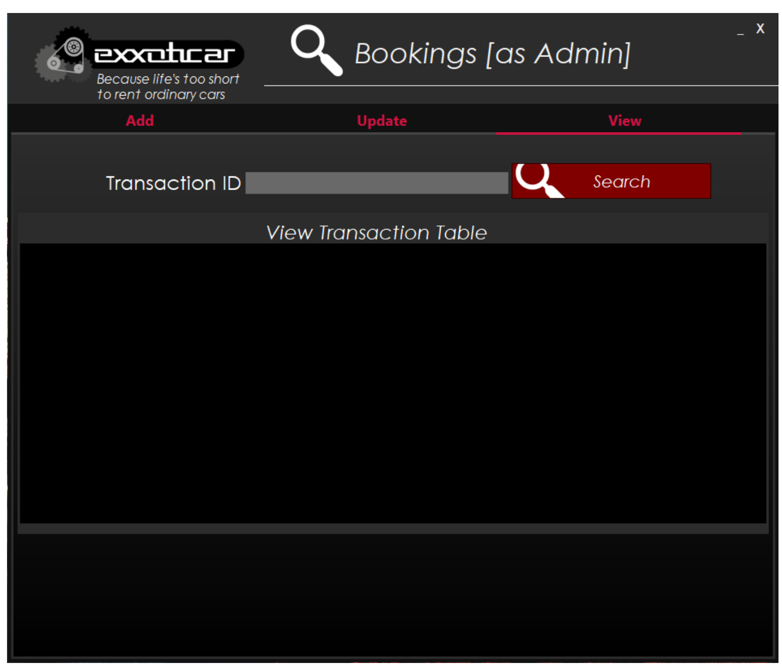


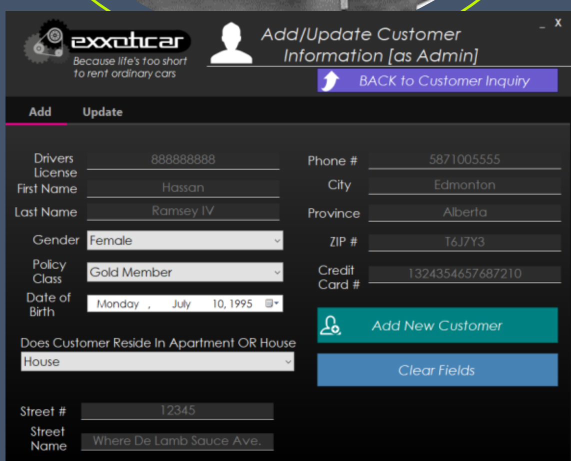



## BOOKINGS



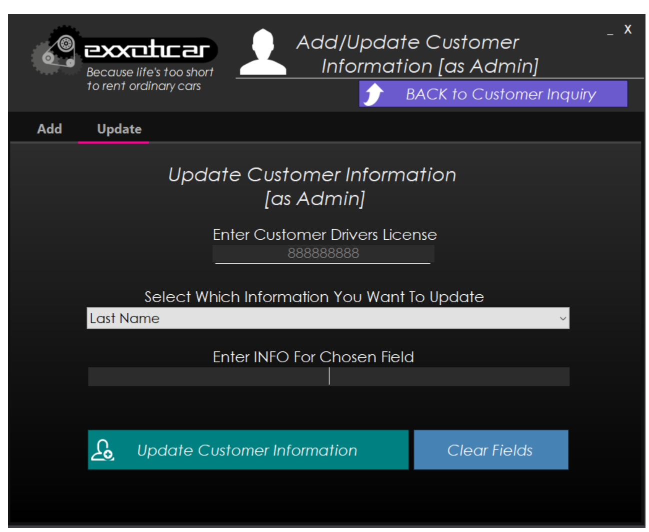

- New bookings can be created using the Add tab. Input the applicable information and hit Find Cars to perform a search for available cars. Hit Clear Fields to start over.
- Existing bookings can be modified using the Update tab. The booking is retrieved using the Transaction ID. Enter the information you would like modified and hit Update.
- Existing bookings can be accessed using the View tab. The booking is retrieved using the Transaction ID.
- You can return to the main menu by clicking Admin Main Menu.

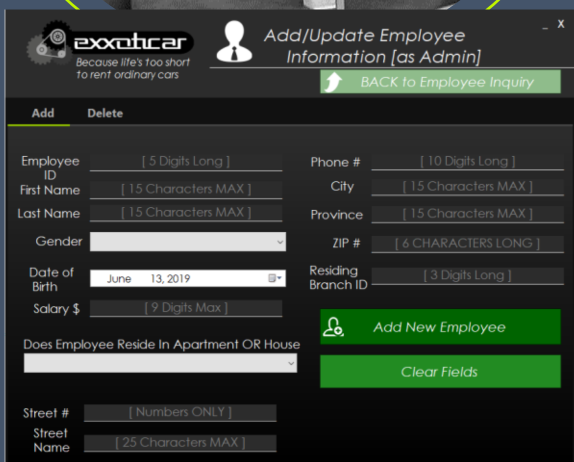


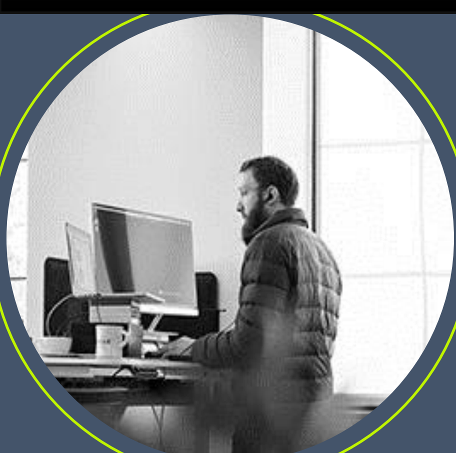



# CUSTOMER INQUIRY


- Specific customer inquiries can be performed using driver's license numbers. Enter this in the field provided, then click the search button to initiate a search. This brings up a log of all customer records.
- The clear button clears the form of all results.
- The entire customer database can be accessed by clicking Search All Customers.
- New customers can be added, and existing customer information can be updated using the Add/Update Customer INFO button. This bring up a new window with separate tabs to add or update, with all relevant fields.
- You can return to the main menu by clicking Admin Main Menu.

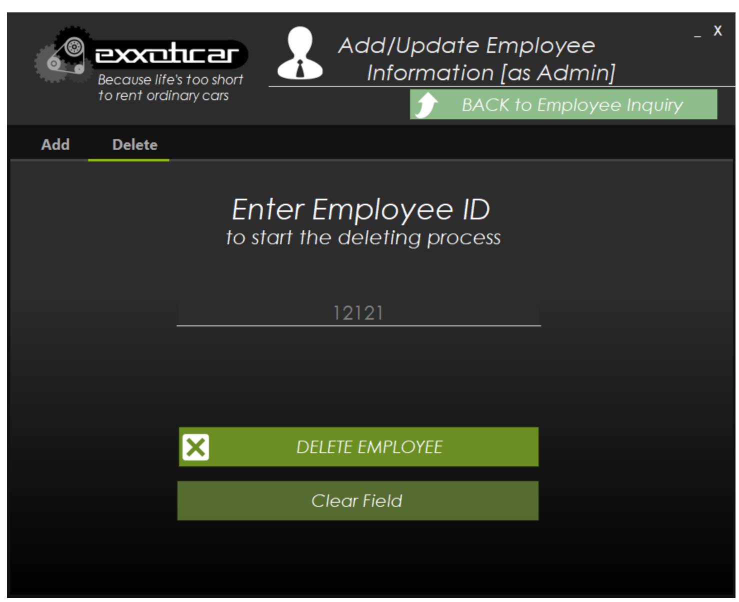




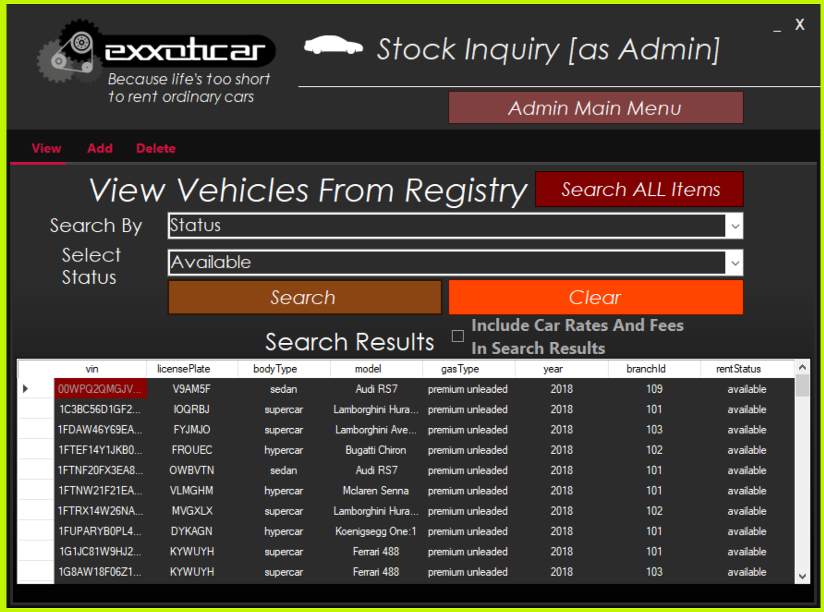



# EMPLOYEE INQUIRY

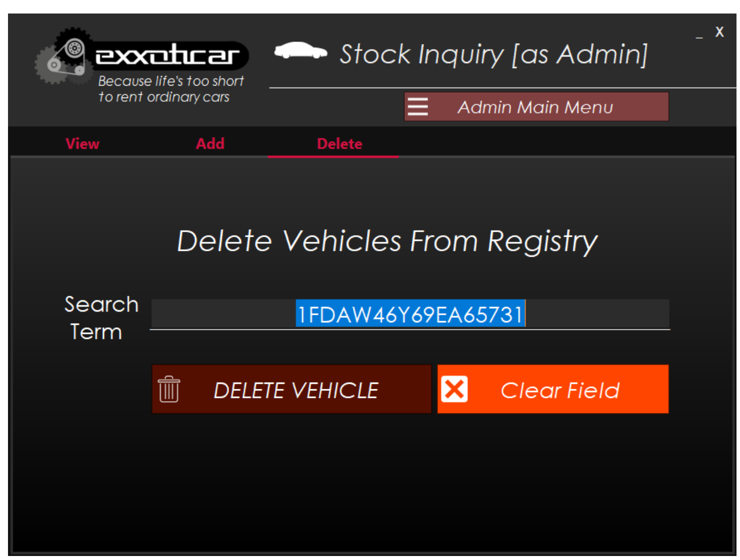

- Specific employee inquiries can be performed using employee ID numbers. Enter this in the field provided, then click the search button to initiate a search. This brings up a log of all employee records.
- The clear button clears the form of all results.
- The entire employee database can be accessed by clicking Search All Employees.
- New employees can be added, and existing employees can be deleted using the Add/Delete Employee INFO button. This bring up a new window with separate tabs to add or delete, with all relevant fields.
- You can return to the main menu by clicking Admin Main Menu.

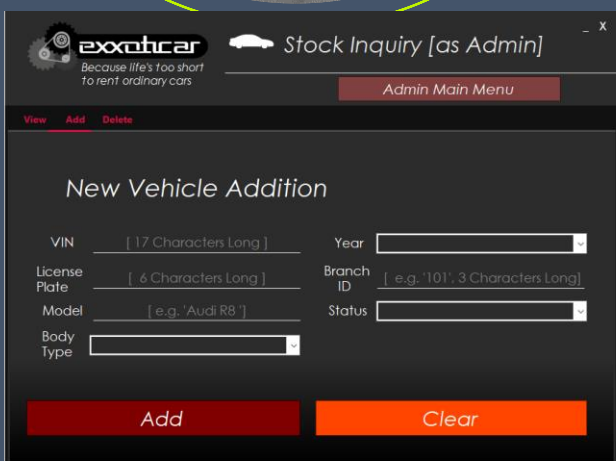


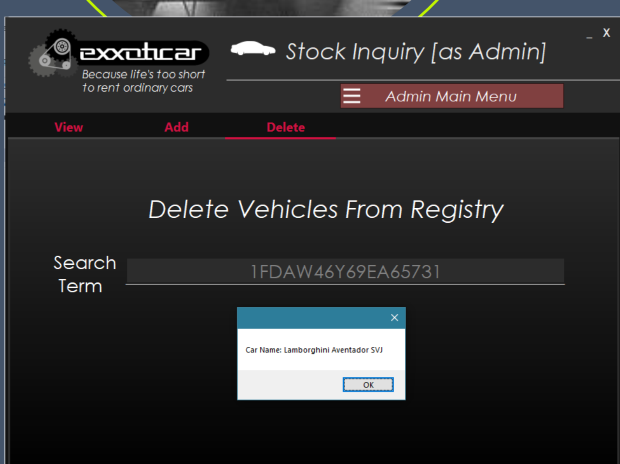
# STOCK INQUIRY

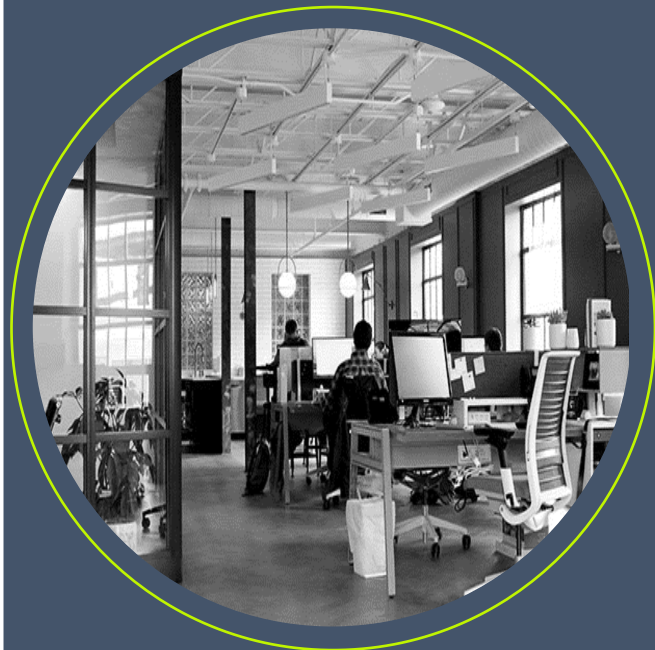



- Vehicle stock can be viewed from the View tab. Simply select what filter you would like to search by and what search terms you desire.
- All existing stock can be displayed by clicking the Search ALL Items button.
- If you would like to display all fees and rates in the results, select the Include Car Rates and Fees In Search Results option.
- New stock can be added using the Add tab. Simply enter all prompted information and click Add. The form can be cleared using the Clear button.
- Existing stock can be deleted using the VIN. When a valid VIN is entered, a dialogue box appears with the model of vehicle in question. Clicking Delete Vehicle carries out the task. The form can be cleared using the Clear button.
- You can return to the main menu by clicking Admin Main Menu.

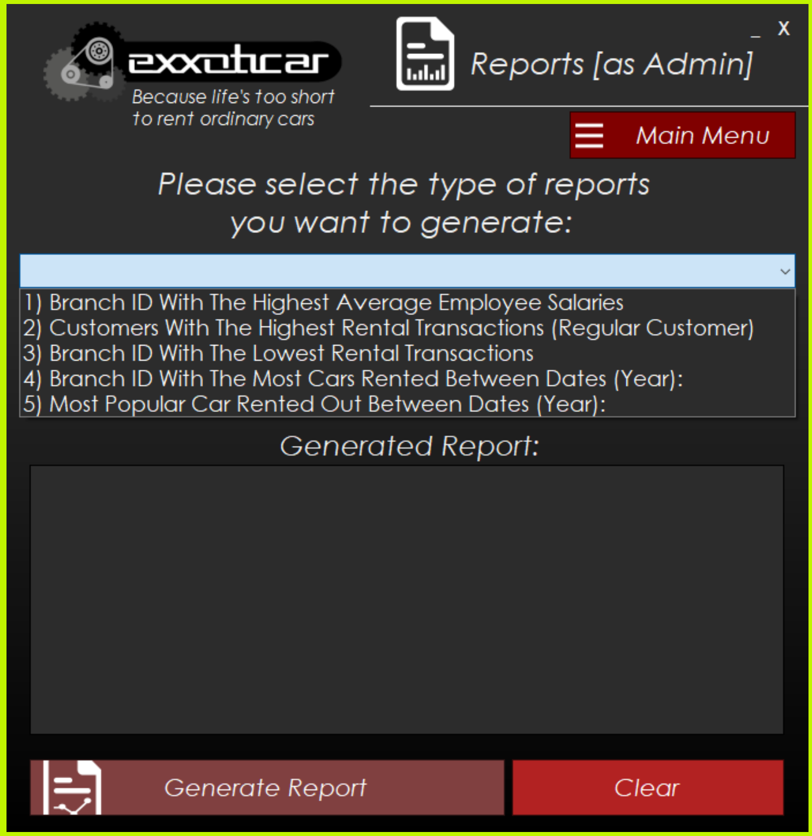


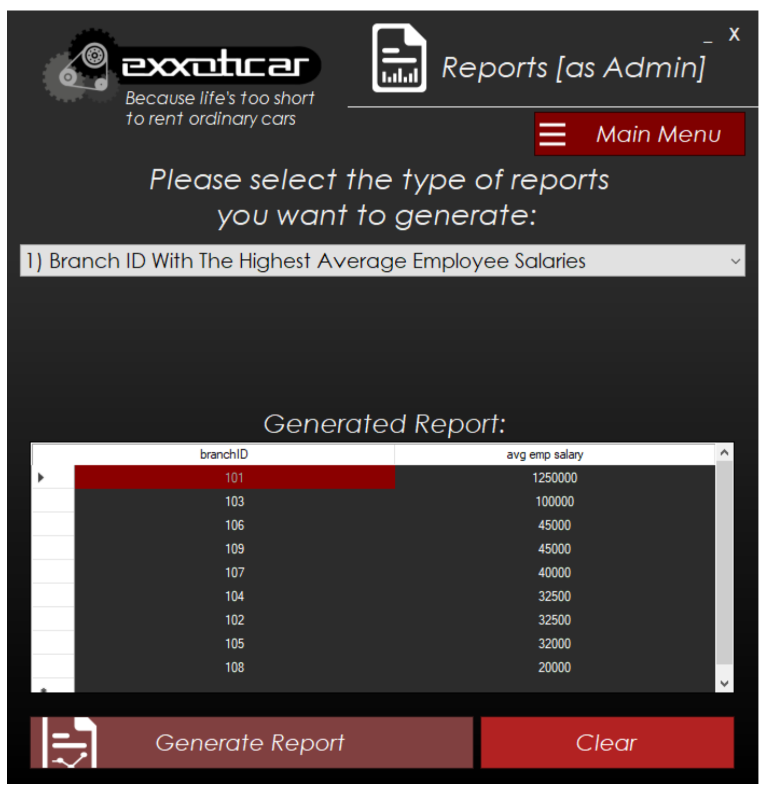





# REPORTS




- You can browse available reports using the drop-down menu and selecting which report you would like displayed.
- After making a selection, hit Generate Report to display the report. A table will populate, detailing the report.
- Hit the Clear button to clear the form.
- You can return to the main menu by clicking Main Menu.




| branchID | avg emp salary |
|---|---|
| 101 | 1250000 |
| 103 | 100000 |
| 106 | 45000 |
| 109 | 45000 |
| 107 | 40000 |
| 104 | 32500 |
| 102 | 32500 |
| 105 | 32000 |
| 108 | 20000 |