

31RENTALS RSystem®

USER GUIDE

GROUP 13

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1.0 Preface

1.1 About the Manual

Welcome to 31Rentals RSystems®. The manual is intended to get users acquainted with the 31Rentals RSystems® Software. Our system will be used by both customers and employees that have privileged access. Employees will find all the required information detailing on how to use the system for transactions, updates, and overall inventory management. The software system is similar throughout all our branches.

1.1.1 Audience

The manual is aimed towards both existing users for reference and new users that have little to no experience using 31Rentals RSystems® Software. New user will find detailed guides that will help them navigate the system in order to make rentals. Employees will have the same access as users and further access to more features, provided they can provide credentials.

1.1.2 Contact

31Rentals™ Headquarters

10345 104 Avenue, Edmonton, AB

T5J3X7

inquiries@31rentals.ca

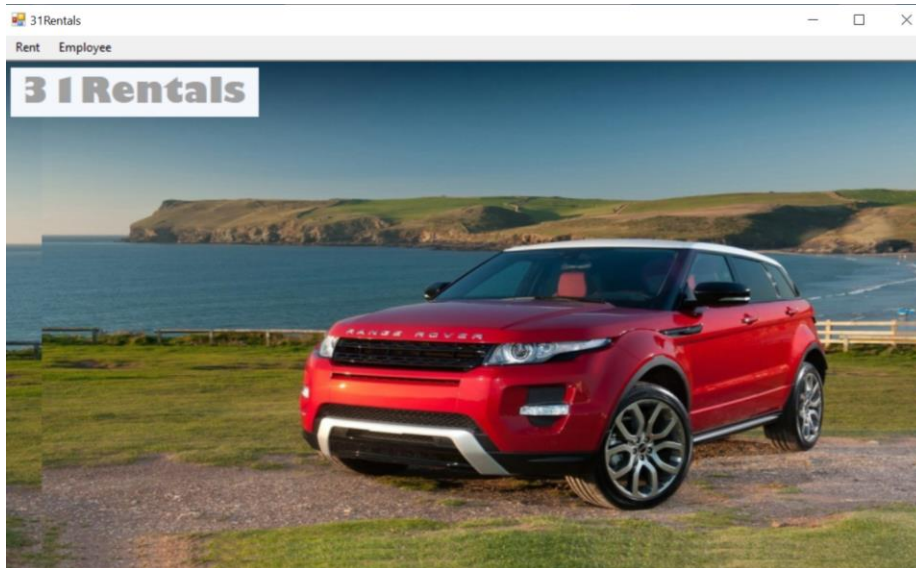
+1400456876

2.0 Introduction

Please refer to the information below. The Guide will walk you through every aspect of the system step by step. For further inquiries, please contact your assigned branch representative or customer support at +1400455876.

3.0 Getting Started

3.1 Screen 1 – Main System Screen



This is the Home Screen of our system. Customers are only able to access the “Rent” option on the menu. Employees with valid credentials can access the “Employee” option for more privileged features.

3.2 Screen 2 – Rent Screen



The **Rent** menu has a submenu, **Rent A Car**. Clicking on the submenu will open the second screen.

31Rentals
Cheap Car Rentals!

Pick-up Date/Time: Tuesday, March 31, 2020

Return Date/Time: Thursday, March 12, 2020

Pick-up Location: [Dropdown]

Drop-off Location: [Dropdown]

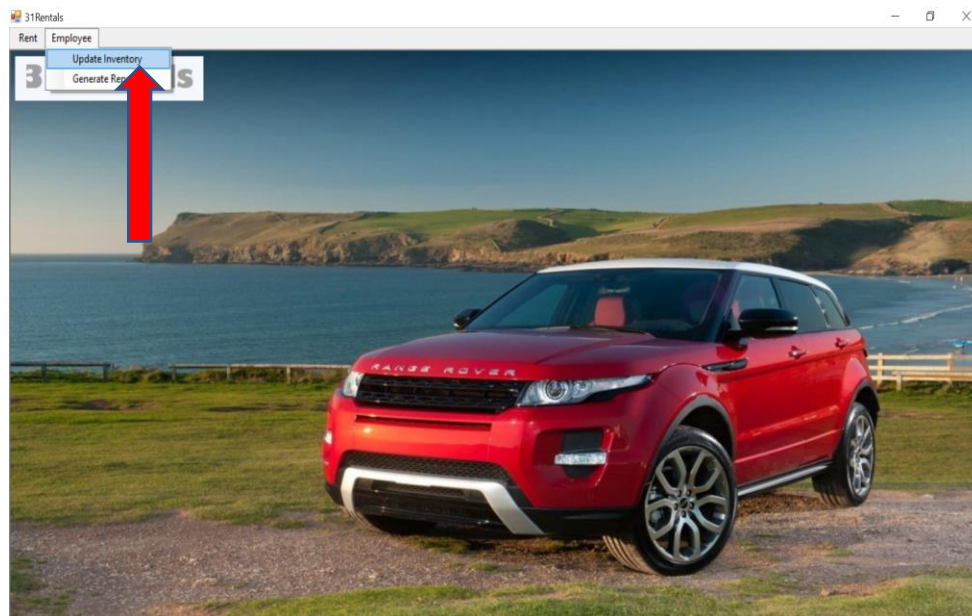
☐ Same as pick-up location

☐ 31Gold Member

☐ I've reviewed and agree with 31Rentals terms and conditions

	Our Rates		
	Daily	Weekly	Monthly
Compact	\$10	\$70	\$300
Midsize	\$15	\$105	\$450
Crossover	\$20	\$140	\$600
SUV	\$22	\$154	\$660

3.3 Screen 3 – Update Inventory Screen

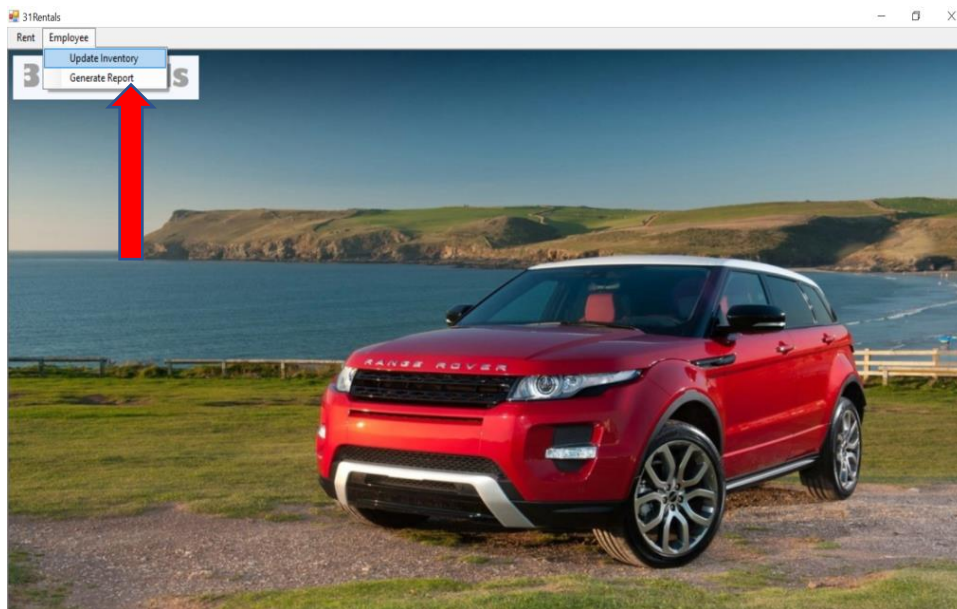


The **Employee** menu has two submenus, **Update Inventory** and **Generate Report**. Clicking on the first submenu will open the third screen.

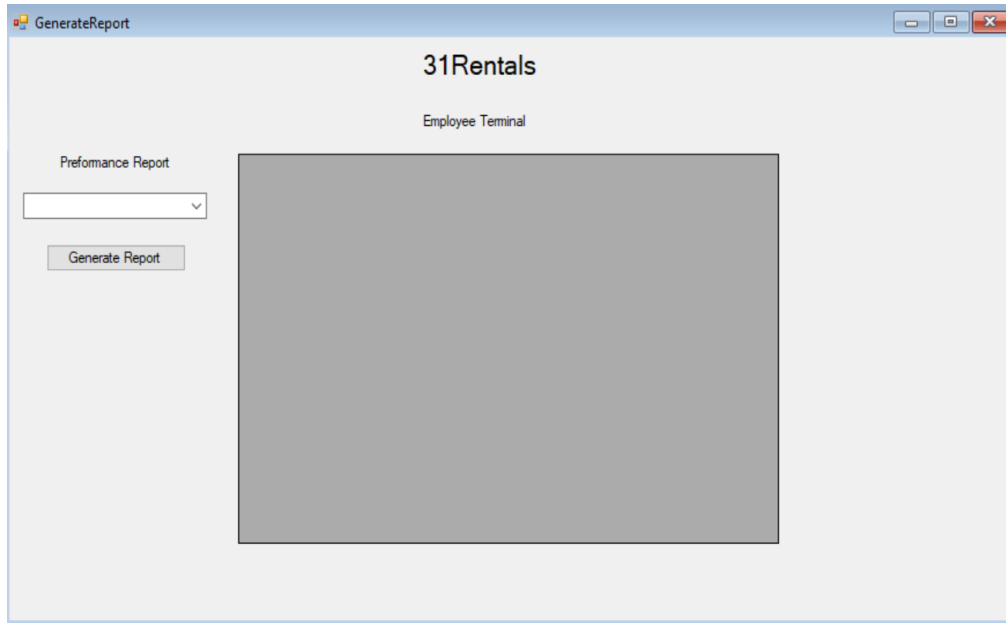
User Guide

The screenshot shows a software window titled '31Rentals' with a menu bar containing 'Rent' and 'Employee'. The 'Update Inventory' window is open, displaying a form with the following fields: Car ID, Branch ID, Color, License Plate, Make, Type, and Current Branch Location. To the right of these fields are two date pickers for 'Date' and 'Return Date', both set to 'Friday, March 27, 2020', and two text input fields for 'Customer Number' and 'Employee Number'. At the bottom of the form are six buttons: 'Search', 'Add', 'Check-Out', 'Update', 'Delete', and 'Check-In'. A large, empty rectangular box is located below the form fields.

3.4 Screen 4 – Generate Report Screen



The **Employee** menu has two submenus, **Update Inventory** and **Generate Report**. Clicking on the second submenu will open the fourth screen.



4.0 Rent

The screenshot shows the "31Rentals Cheap Car Rentals" form. Red boxes with numbers 1 through 15 point to various fields and buttons. The form includes date pickers for pickup and return, location dropdowns, a search button, a car selection table, and a rates table.

	Daily	Weekly	Monthly
Compact	\$10	\$70	\$300
Midsize	\$15	\$105	\$450
Crossover	\$20	\$140	\$600
SUV	\$22	\$154	\$660

Data Entry Field and Button Descriptions:

1. Car Pick up date
2. Car Pick up time
3. Car Return date

4. Car Return time
5. Car Pick up branch location
6. Car Dropoff branch location
7. Checkbox option if Pickup location and Dropoff locations match
8. Search Button
9. Display for search results
10. Rental rates
11. Customer name
12. Customer 31Gold member number
13. Checkbox if customer is 31Gold member
14. Checkbox for Terms and Agreements
15. Rent Button

4.1 Searching for a Car

To search for a car, the user will need to fill out the following in their corresponding fields:

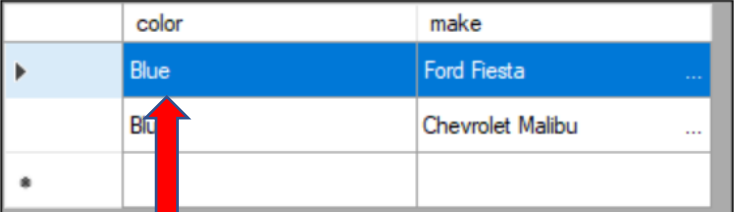
- Pick up date and time
- Return date and time
- Pickup location
- Dropoff location (user has the option to check “Same as pickup location”)

When all the above have been filled out, simply click on the “Search” button.

The results will be displayed in the table on the right side of the panel.

4.2 Making a Selection

To select the car, the user will need to click on the row of their desired car.

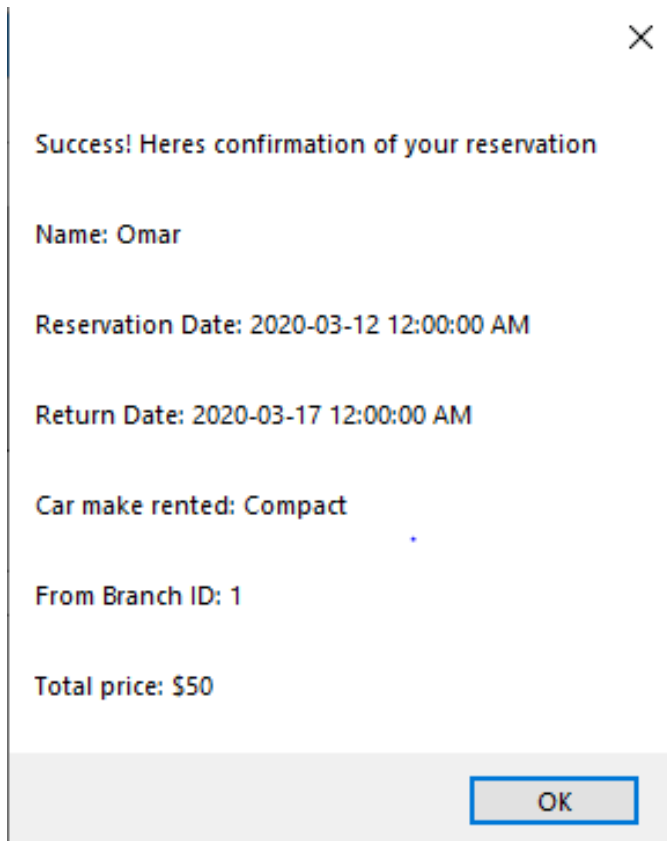


	color	make
▶	Blue	Ford Fiesta ...
	Blue	Chevrolet Malibu ...
*		

4.3 Completing Required Information

To complete the reservation, user will need to fill out the remaining information, i.e., their Name and 31GoldMember (if applicable). After this, they will be required to accept the rental Terms and Conditions, then click on “Rent” to finalize their booking.

4.4 Confirmation of Reservation



On a successful reservation, user will see a new window pop-up that will include the summary of their reservation and total owing price.

5.0 Inventory

Both Screens under the **Employee** section are password protected and will need special privileges to be accessed.

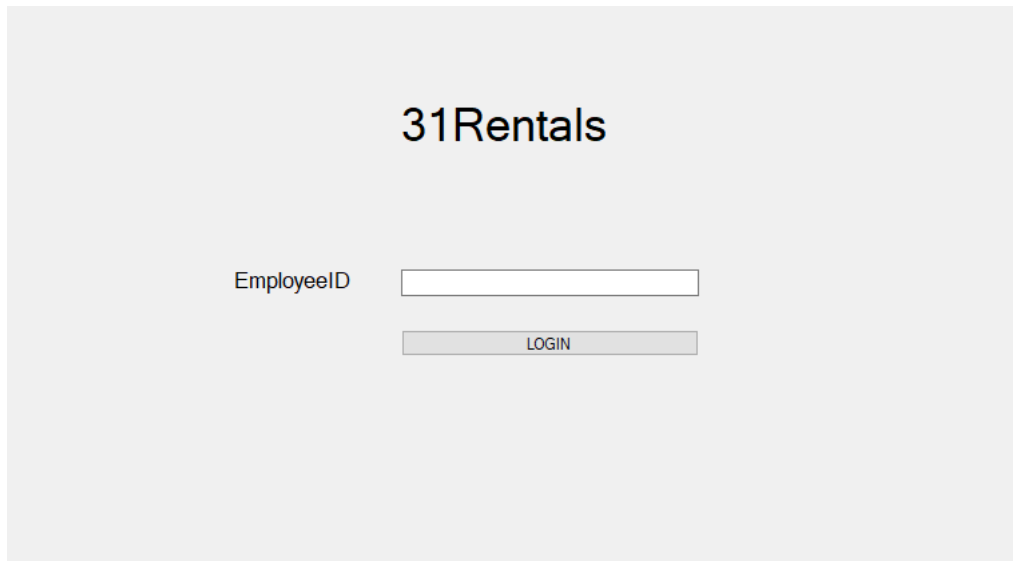
The screenshot shows the 'UpdateInventory' window in the 31Rentals application. The window has a title bar with '31Rentals' and 'UpdateInventory'. Below the title bar are tabs for 'Rent' and 'Employee'. The form contains several input fields and buttons. Red numbered boxes (1-18) are placed over the form elements to identify them. 1-7 are input fields for Car ID, Branch ID, Color, License Plate, Make, Type, and Current Branch Location. 8 and 9 are date pickers for Date and Return Date. 10 and 11 are input fields for Customer Number and Employee Number. 12-17 are buttons: Search, Add, Check-Out, Update, Delete, and Check-In. 18 is a large gray rectangular area at the bottom.

Data Entry Field and Button Descriptions:

1. Car ID
2. Branch ID
3. Car Colour
4. Car License plate
5. Car Make (Brand Name)
6. Car Type
7. Current Branch Location
8. Pickup Date
9. Return Date
10. Customer 31Gold number
11. Employee ID
12. Search Inventory
13. Add to Inventory

14. Check out a car (Rent). Employees will use this to rent a car.
15. Update Inventory
16. Delete from Inventory
17. Check in a car (Return). Employees will use this to return a car.
18. Results table. Any searches or queries will be displayed in this area.

5.1 Login Screen

The image shows a login screen for 31Rentals. At the top center, the text "31Rentals" is displayed in a large, bold, black font. Below this, on the left side, is the label "EmployeeID" in a smaller black font. To the right of the label is a white rectangular input field with a thin black border. Below the input field is a gray rectangular button with the word "LOGIN" in black, uppercase letters.

To access the **Inventory System**, user will need to be an employee of 31Rentals™ or someone with approved access. The login screen will require special Employee ID.

5.2 Searching for a Car

To search for a car, fill in the following fields then click on the **Search** (12) button. The fields include:

1. Car ID
2. Branch ID
3. Car Colour
4. Car License plate
5. Car Make (Brand Name)
6. Car Type
7. Current Branch Location

Note: Some of these fields can be left blank but the field **Car Type** is mandatory.

5.3 Updating Inventory

To modify existing entries in the database system, user will need to fill in the required fields and use the **Update** (15) button to complete the update. Please **note** that the following fields need to be filled to make an update:

1. Car ID
2. Branch ID
3. Car Colour
4. Car License plate
5. Car Make (Brand Name)
6. Car Type
7. Current Branch Location

5.4 Adding a Car

To add a car to the database, user will need to fill in the required information then click on the **Add** (13) button to complete the process. The field that need to be filled include:

1. Car ID
2. Branch ID
3. Car Colour
4. Car License plate
5. Car Make (Brand Name)
6. Car Type
7. Current Branch Location

Note: The field Car ID is **not mandatory**. Users can leave this blank as it can be auto generated.

5.5 Deleting a Car

To delete a car from the database, user will need to fill in the required information then click on the **Delete** (16) button to complete the process. User can fill in the following fields:

1. Car ID
2. Branch ID
3. Car Colour
4. Car License plate
5. Car Make (Brand Name)
6. Car Type
7. Current Branch Location

Note: field Car ID **is mandatory**. Every car has a unique identifier, its ID number. Cars **cannot** be deleted from the database if this entry is not filled.

5.6 Check-in a Car

Employees can use this feature to return cars. After completing the following steps, the database will be updated and will indicate that rented cars have been returned. The following fields will need to be completed.

1. Car ID
2. Branch ID
3. Car Colour
4. Car License plate
5. Car Make (Brand Name)
6. Car Type
7. Current Branch Location

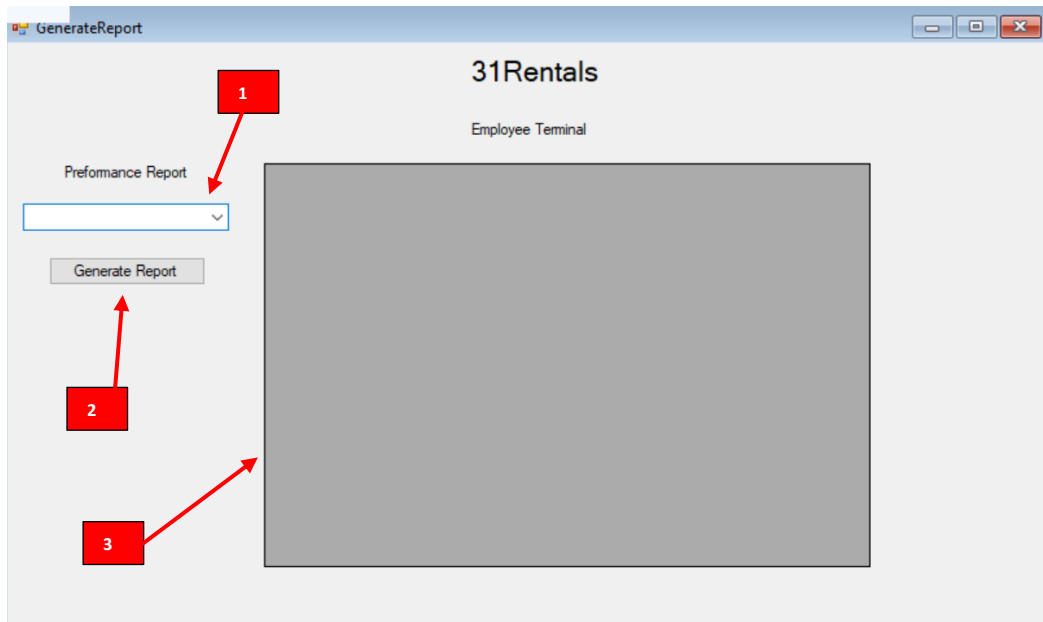
5.7 Check-out a Car

Employees can use this option to rent out a car themselves. Employees will follow the same steps outlined on section 5.2 to search for a car. All available cars that meet the criteria will be displayed. Employees will then select the desired car from the **Table (18)**. Before proceeding to complete the booking, the following will need to be filled:

1. Pickup Date
2. Return Date
3. Customer 31Gold number
4. Employee ID

After that, simply click on the **Check-out (14)** button to complete the rental.

6.0 Generate Reports



Data Entry Field and Button Descriptions:

1. Report options. Clicking on the drop-down arrow will give user the ability to select one of 5 reports.
2. Generate Report Button. When a selection is made, click this button to generate reports.
3. Results will be displayed in this area.

6.1 Top 5 Employees

This option will display the Top 5 employees across all Branchs nationwide. Top 5 customers with the greatest number of transactions will be displayed.

6.2 Most Loyal Customers

This option will display Top 5 customers. Top 5 customers with the highest number of rentals are displayed.

6.3 Worst Performing Branchs

This option will display the worst performing branch nationwide. Branch with the least number of transactions will be displayed.

6.4 Most Rented Car Make

This option will display the most rented car make. Car brands that have the highest number of rentals will be displayed.

6.5 Average Rental Period

This option will display the average rental period. The rental period is from all the Branchs and will be aggregated by average and displayed.

7.0 About

31Rentals RSystems® is proprietary software wholly owned by 31Rentals™.

31Rentals™ is a subsidiary of POS.Kelly Holdings Inc.

3/4/2020.