**User Guide for T2P**

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**1.0 Login Frame and Sign Up**

Note: text field in sign up, reset password has tooltip.

User open the program, and in left corner there is a combo box contains three choice. User can choose to login as guest/customer/staff via his/her selection to different frames. To login, user need an account associate with their selection, otherwise, user can’t login to T2P. On the right side of the text field, two buttons are there, user can keep mouse there for a while then a tooltip will show up.

**1.1 Forget username and forget password**

One button is for forget username, user can use this function to retrieve the username if his/her email is in database then an email will send to his/her email address with username. Another button is forget password, user need to enter an email in database then a validation number will send. User has 5 chances to enter the validation number before it expired. If the validation number is correct, user enter the reset password page. Now, user need enter the username for his/her account, if the username is not corresponding to the email that user enter, user are not allowed to change the password. User can change his/her password if username is correct. After user change password, the login page will pop out again for user to login to T2P. Also, user can cancel at any time which will go back to login page.

**1.2 Sign up**

On the bottom of login page, there are login and signup button. User can click on sign up button which will lead them to signup page, and user can sign up a new account with T2P. For a new user to signup, there are 8 requirement and 2 optional. User can keep mouse on each text field for a while then a tooltip will show up. If user does not enter correct information then a warning on the right side will display. User can change their input according to warning shows up. If all information required are enter correctly, user can click on signup which will create an account for he/she in T2P database. After user signup, the login page will pop out again for user to login to T2P. Also, user can cancel at any time which will go back to login page.



**2.0 Staff login**

User can choose login as staff, and enter username (Agent1) and password (123) to login to staff page.

**2.1 Staff detail**

The first tab is agent information which show information about the user. Staff can to change their information by enter different value in the text field and click on the submit button. If the information contains illegal format, warning will display on the right side, otherwise, the information will update in the database. Another button in the tab is change password which allow staff to change their password. Staff need enter their username, new password and confirm the password in order to change password. If the password is changed, staff will go back to login page and need to login again using new password. Also, user can cancel at any time which will go back to staff page.

**2.2 Flight Searching**

The second tab is using by staff to search flight. Staff can selected type of trip (one way/round trip) in left corner. Staff need enter departure date and return date if round trip is selected. Next, staff can select the departure location and arrive location. Once all required information is correct, user can click on search button which will display available flight.

**2.3 Customer searching and editing**

The third tab is used for staffs who want to search for a particular customer and also change his/her information. Staffs have to enter customer’s last name and his/her date of birth in order to search detailed information. (example: last name:White, DOB: 03/08/1978). After click on the search button, staff should be able to change customer’s information. Staff should be able to clear his/her input by clicking on the clear button, and logout to login frame by clicking on the signout button.



**2.3.1 Booking History**

Staff should be able to check customer’s booking history by clicking on the booking history button in the left corner of Customer search frame. If no customer is searched, the booking history frame will be empty. Staff may click on print button to print the whole table.

Staff should be able to escape the frame by clicking on back button or simply close it out.

**2.4 Manage**

This tab is show up only when manager login (Agent1). In this tab, manager can add new staff which generate a fix pattern of username and a temporary password. Manager can send this information to new staff by entering his/her email and send it. Manager can delete an existing agent if he/she is no longer working in T2P by selecting the check box on the last column. Manager can add new flight to database by click on add flight button. An input dialog will show up, and manager can enter new flight information(airline,departure location,destination, type, price, number of ticket). After manager enter the information, these information will shows up in the table and manage need to click submit button to confirm add new flights. The maximum number of flights can be add at once are 10. Also, manage can check the profit for a period of time by click the profit button. A profit frame will show up, and manger can select beginning and ending date. Now, manager click the calculate button the profit for this given period of time will display if the time is legit.

**3.0 Customer Login**

User can select login as customer (default) and enter username (Wilson3) and password (0000000) to login to customer main page.

**3.1 Customer Profile**

The first tab contains customer information which show information about the user. Customer can update information by entering required information and clicking on the edit button. If the information contains illegal format, warning will display on the right side, otherwise, the information will update in the database. Membership type is also displayed and that’s the only information that cannot be changed.

**3.2 Payment Information**

The second tab has customer card information which can later be used to checkout. Customer can later add another card by updating the information. To update, all field must be filled and once the update button is pressed the previous card information is replaced by the new one.

**3.3 Booking a flight**

The third tab is used for looking up a flight and booking it. Customer can either select round trip or one-way. Every field needs to be complete before proceeding or system will generate error messages. Once all the informations are provided, customer can click the search button. This will show the flight information based on the user input. If user selected one-way, only one table that contains departure flight information is shown, otherwise, if user selects round trip, both table containing departure and arrival flight informations are displayed on the screen. From the table user can select flights and once the checkout button is clicked, the user is taken to the payment screen. In the payment screen, user card information will be synced in if there is one in the system. The only information the user need to enter is the security code for verification. After everything has been verified, the user can click submit payment button which will book the selected flight and also send confirmation to the provided email.

**3.4 Booking History**

The fourth tab lists out customer’s booking history.

**3.5 Rewards**

The fifth tab displays the rewards of the user. Every user has different level of membership and based on that user can earn rewards. This rewards can also be used towards booking flights.

**3.6 Recommend a friend**

Using the sixth tab, an user can recommend a friend to sign up for an account. Once the user selects recommend now, the system generates a code and sends it to the friend’s email provided by the user. The user also has the option to recommend later.