EVENTS UNLIMITED MANAGEMENT SOFTWARE

User Guide

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Table of Contents

Introduction

This program has been designed to improve the running of the events management system at Events Unlimited wedding organisation system and improve the efficient organization of multiple kinds of events.

I've included many features to allow the program to perform the task's desired by the user requirements. The main function of this system is to complete a

Hardware & Software

The recommended hardware and software has been outlined below. By following these recommendations, the system will run and navigate smoothly and to its greatest ability.

	Minimum	**Recommended**
Processor	AMD A4 1.80GHz	Intel i7 2.00GHz
RAM	4GB	16GB
HDD	250GB	1TB
Screen Resolution	1366 x 768	1920 x 1080

	Minimum	**Recommended**
Operating System	Windows Vista	Windows 10
.NET Environment	Visual Studio 2012 Express	Visual Studio 2013 Professional

Operating Instructions

Home

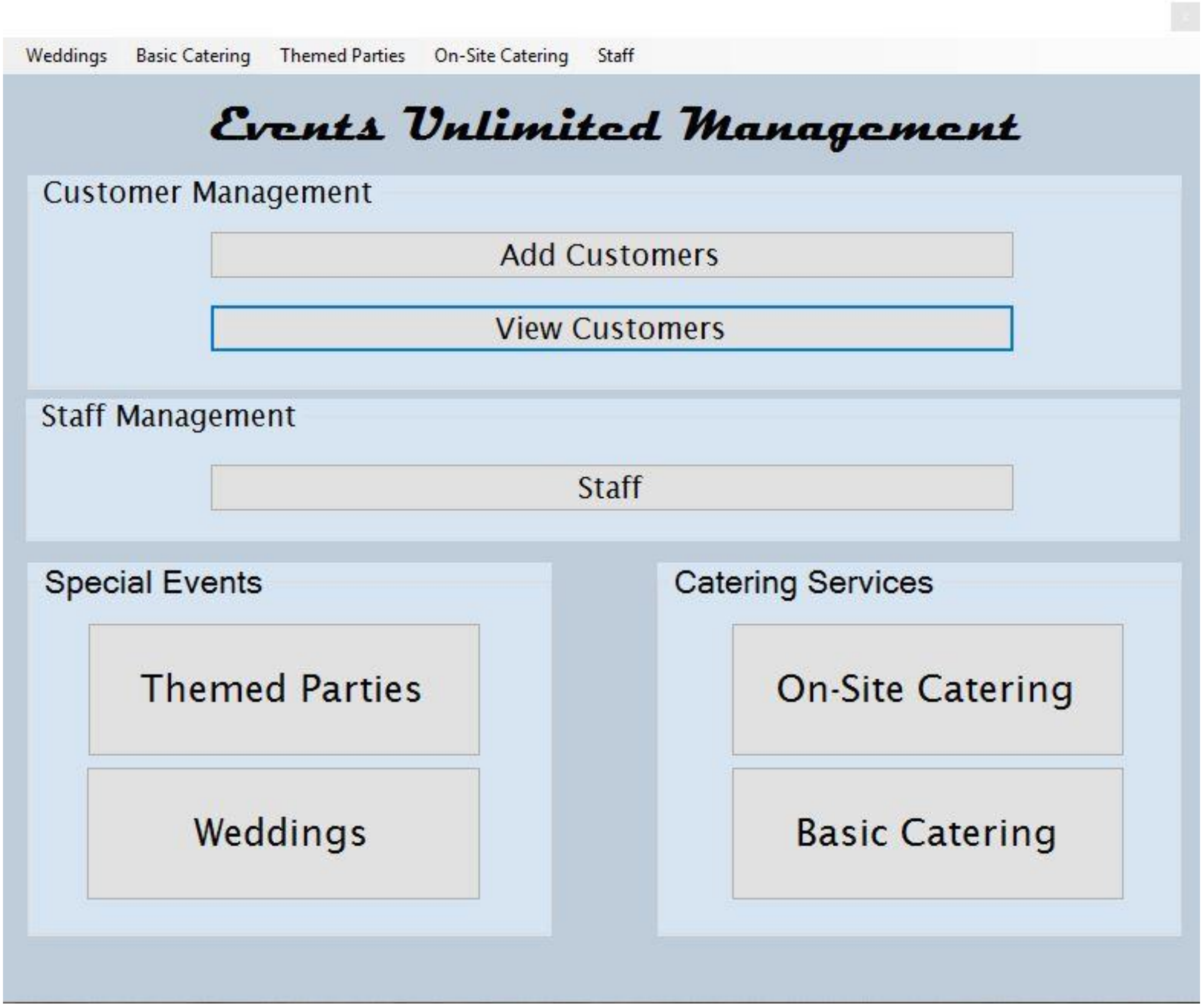


FIGURE 1

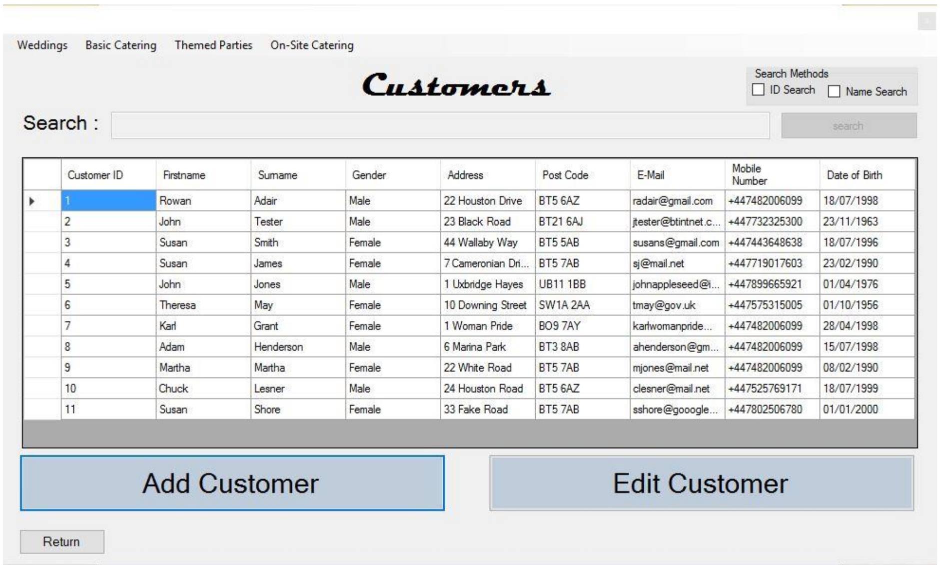
The home form is used to access different areas of the management system to perform different tasks. The menu strip visible on this and other forms allows the user to access a selected area. This can also be used to access this user guide along with allowing the user to fully exit the program.

Customers

The system allows for direct management of customer information, from adding, editing and querying customer data.

View and Search Customers

In this form the user can access information on each customer that the company has or will work with. By clicking the “Add Customer” button the dialog box to add a new customer will appear (see page). This functionality is present in other parts of the system that may require new customer information.

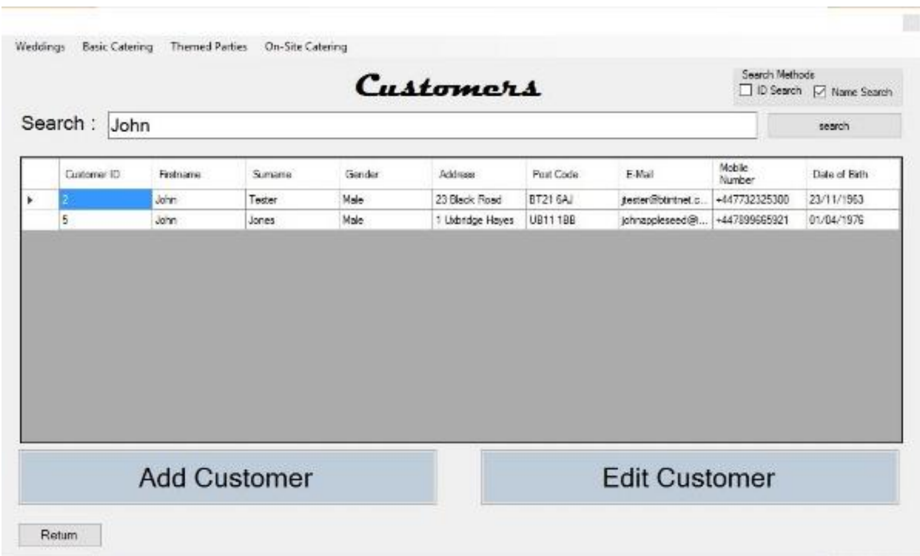


Customer ID	Firstname	Surname	Gender	Address	Post Code	E-Mail	Mobile Number	Date of Birth
1	Rowan	Adair	Male	22 Houston Drive	BT5 6AZ	radair@gmail.com	+447482006099	18/07/1998
2	John	Tester	Male	23 Black Road	BT21 6AJ	jtester@btintnet.c...	+447732325300	23/11/1963
3	Susan	Smith	Female	44 Wallaby Way	BT5 5AB	susans@gmail.com	+447443648638	18/07/1996
4	Susan	James	Female	7 Cameronian Dri...	BT5 7AB	sj@mail.net	+447719017603	23/02/1990
5	John	Jones	Male	1 Uxbridge Hayes	UB11 1BB	johnappleseed@i...	+447899665921	01/04/1976
6	Theresa	May	Female	10 Downing Street	SW1A 2AA	tmay@gov.uk	+447575315005	01/10/1956
7	Karl	Grant	Female	1 Woman Pride	BO9 7AY	karlwomanpride...	+447482006099	28/04/1998
8	Adam	Henderson	Male	6 Marina Park	BT3 8AB	ahenderson@gm...	+447482006099	15/07/1998
9	Martha	Martha	Female	22 White Road	BT5 7AB	mjones@mail.net	+447482006099	08/02/1990
10	Chuck	Lesner	Male	24 Houston Road	BT5 6AZ	clesner@mail.net	+447525769171	18/07/1999
11	Susan	Shore	Female	33 Fake Road	BT5 7AB	sshore@gooogle...	+447802506780	01/01/2000

FIGURE 2

Customer information can be organised in ascending or descending order in each column by clicking the top of each column.

Below the user can see the result of searching for users whose name contains “John”. If the user enters one name, then results for users with “John” in their forename or surname but if the user were to search “John Jones” only users whose full name was John Jones would appear.



Customer ID	Firstname	Surname	Gender	Address	Post Code	E-Mail	Mobile Number	Date of Birth
2	John	Tester	Male	23 Black Road	BT21 6AJ	jtester@btintnet.c...	+447732325300	23/11/1963
5	John	Jones	Male	1 Uxbridge Hayes	UB11 1BB	johnappleseed@i...	+447899665921	01/04/1976

FIGURE 3

Customer information can be searched and queried using the search functionality. The user can select to search using Customer ID or Customer Name. When searching with ID the user will not be able to enter any characters that are not integers. When both search methods are unchecked, or the search text box is empty the form will revert to the default information displayed when the form is opened.

Add Customer Data

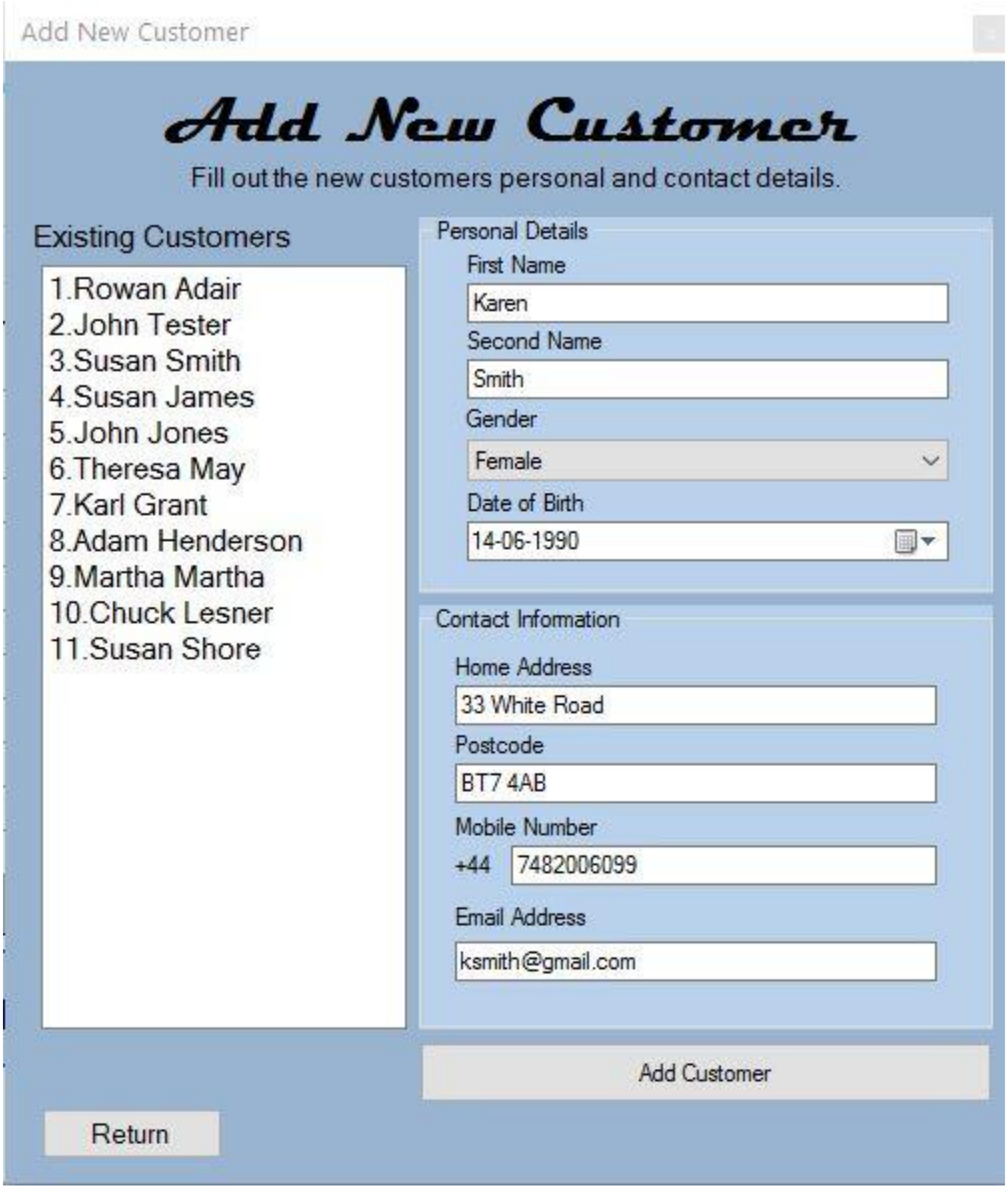


FIGURE 4

The add customer dialog box can be accessed from multiple forms.

On the left side of the form the existing customers will be shown to the user, showing their ID and Name. The first section will allow the user to fill in personal customer details. The user cannot be the younger than 18 years of age to use this service. As such if the user enters an age the younger than 18 then an error will be returned when trying to add this customer. The second section encompasses contact information. Adding a home address, postcode, mobile number and email address. The post code and mobile must be a standard UK format. Email addresses must also be of a valid email format. If any of this information is of an invalid format when attempting to add a customer, specific errors will be returned, and the user will not be able to add this customer. The information in the figure on the previous page is all information of a valid format So when the user clicks “Add customer” then a dialog box informing the user that the customer has been added will appear.

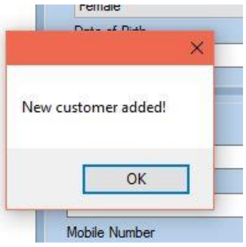


FIGURE 5

Edit Customer Data

When selecting a customer from the table (click the left hand side of the customer ID) the user has the option to edit that customer. The user can only edit one customer at a time due to the nature of the system. A form will appear with textboxes containing information that can be edited. Gender and Date of Birth cannot be changed but name and all contact information can be changed. Like adding the customer, all validation is still present and if information is not of a valid format upon applying edit; an error will appear explaining what the error is.

FIGURE 6

When a valid edit is applied the user will be informed that the update to the customer information has been accepted. After clicking "OK" the user will be returned to the form containing the customer table where the update has taken place.

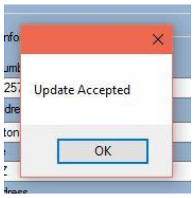


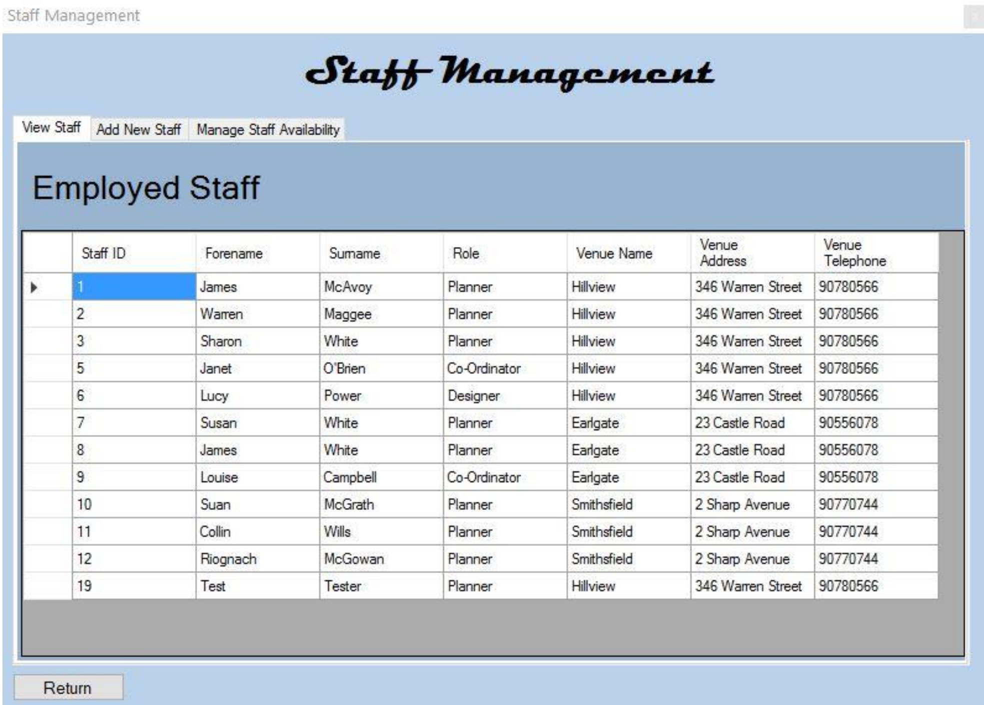
FIGURE 7

Staff

Staff management can be accessed from the home form or the menu strip in other forms by clicking the "Staff" button.

View Staff

When the staff form is opened the first tab visible will be the "View Staff" tab. This lists off information on each member of staff, their role and where they work along with contact information for the venue they work in.



Staff ID	Forename	Surname	Role	Venue Name	Venue Address	Venue Telephone
1	James	McAvoy	Planner	Hillview	346 Warren Street	90780566
2	Warren	Maggee	Planner	Hillview	346 Warren Street	90780566
3	Sharon	White	Planner	Hillview	346 Warren Street	90780566
5	Janet	O'Brien	Co-Ordinator	Hillview	346 Warren Street	90780566
6	Lucy	Power	Designer	Hillview	346 Warren Street	90780566
7	Susan	White	Planner	Earlgate	23 Castle Road	90556078
8	James	White	Planner	Earlgate	23 Castle Road	90556078
9	Louise	Campbell	Co-Ordinator	Earlgate	23 Castle Road	90556078
10	Suan	McGrath	Planner	Smithsfield	2 Sharp Avenue	90770744
11	Collin	Wills	Planner	Smithsfield	2 Sharp Avenue	90770744
12	Riognach	McGowan	Planner	Smithsfield	2 Sharp Avenue	90770744
19	Test	Tester	Planner	Hillview	346 Warren Street	90780566

FIGURE 8

Add New Members of Staff

When adding a new member of staff has two stages if they are a wedding planner. Firstly, their initial adding and secondly their management schedule. Wedding planners will make all initial plans for weddings and co-Ordinator's will co-ordinate the wedding itself.

Adding

When adding a new member of staff, the record requires their forename, surname and where their role and where they will be working. If they are a planner, then their availability for appointments will also need to be managed.

FIGURE 9

When a staff member has been added the message will be shown informing the user that a new member of staff has been added. However, if information is either incorrect or absent, an error will occur highlighting the specific areas that are incorrect or absent.

Manage Availability

When managing staff, a list of planner staff will be retrieved for the user to select from. When selected the user have the option to view their present schedule. Since the planner "Test Tester" has just been added he has no sessions. When the user check "Add New Session" the user will have the option to select from a list of days. Once the day has been selected, unoccupied sessions for this member of staff will be shown.

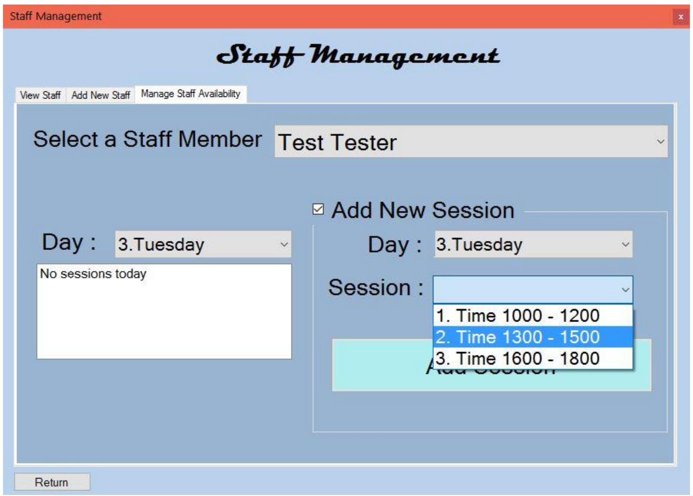


FIGURE 10

If all are filled by this member of staff, then the text will read “No Sessions Available”. (see figure 11)

FIGURE 11

When a session has been added it will show in the text box to the left-hand side of the form with the dialog box requesting the user if they would like to book another session, if “Yes” then the day will remain the same with the sessions updated. If “No” then the form will be reset.

The form will also be reset when the user selects “<None>” from the drop-down box for staff member selection.

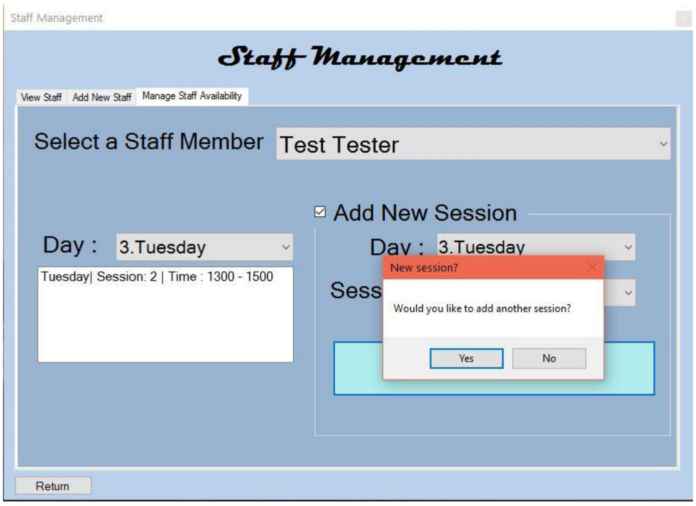


FIGURE 12

Wedding Management

Pre-Planning Appointments

Before a wedding can be arranged, a customer must make an appointment with someone from the company.

View and Search Appointments

When the appointments form is opened a list of future appointments with information on the staff, customer, venue, date and session will be shown. To view previous appointments, check the “View all previous appointments” check box. This does disable the functionality of cancellation and date changing as information on past appointments cannot be removed or altered. (see figure 13)

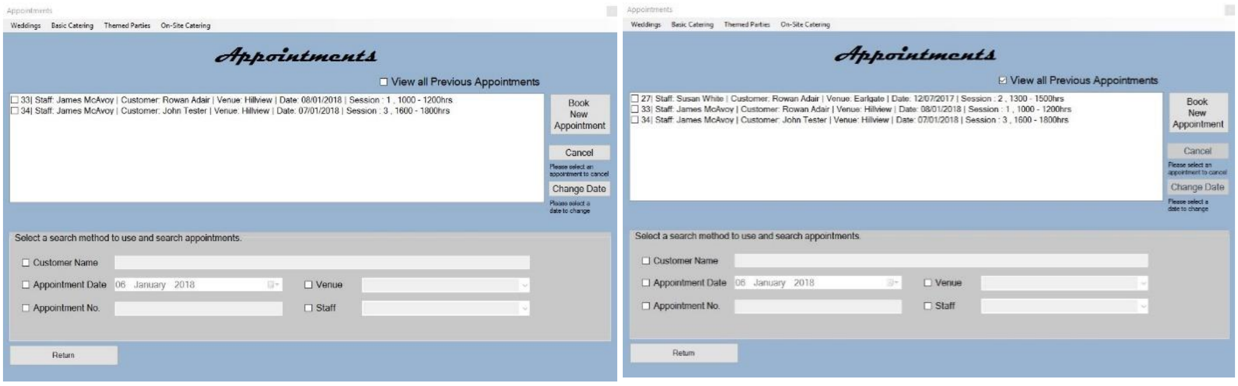


FIGURE 13

Appointments can be searched in multiple different ways by checking any of the checkboxes and entering or selecting information to search for appointments with. For example, the below figure shows that “Appointment Date” has been checked with the date “7th January 2018” selected returning all appointments that occurred on the 7th January 2018 after clicking “Search by Date of Appointment”

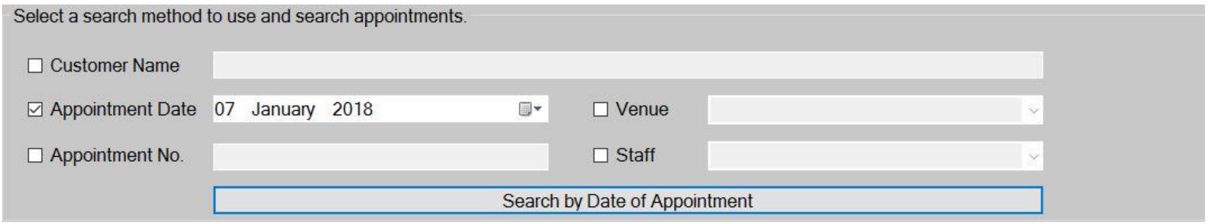


FIGURE 14

Book Appointments

This form can be accessed by clicking the “Book New Appointment” button in the appointments form. When booking a new appointment, the following steps must be followed.

1. Select a customer
2. Select a venue
3. Select a suitable date
4. Select a suitable session

When the user selects a customer the list of customers will only contain those who do not have an upcoming booking, customers who have already had an appointment will also appear. When the venue is selected a list of planners who work at the selected venue will be created. Then the date of the customers choosing will be selected, once this is done the sessions available on that day will be added to a drop-down box. What is contained in the drop-down box will be determined by the availability of staff who work at the venue and the day of the week. Providing all information is valid when the user clicks the button “Book Appointment” the appointment will be added to the database.

FIGURE 15

Edit Appointments

The user can select an appointment and change the date of appointment and session depending on availability. The venue and customer cannot be changed.

The determination of available sessions will be the same as the original booking of the appointment.

FIGURE 16

Cancel Appointments

Multiple appointments can be selected and cancelled by clicking the “Cancel Appointment” button. Appointments that have already occurred cannot be cancelled.

Post-Planning Confirmation and Booking

Book New Wedding

When generating a quote for a wedding the user must select a customer who has already had a pre-planning appointment. Only customers who have had an appointment or do not have a wedding planned will be available for selection. When a date is selected the system will check for any other weddings booked on that day, if there are any other weddings booked then a message will be displayed informing the user there is already a wedding booked on that date.

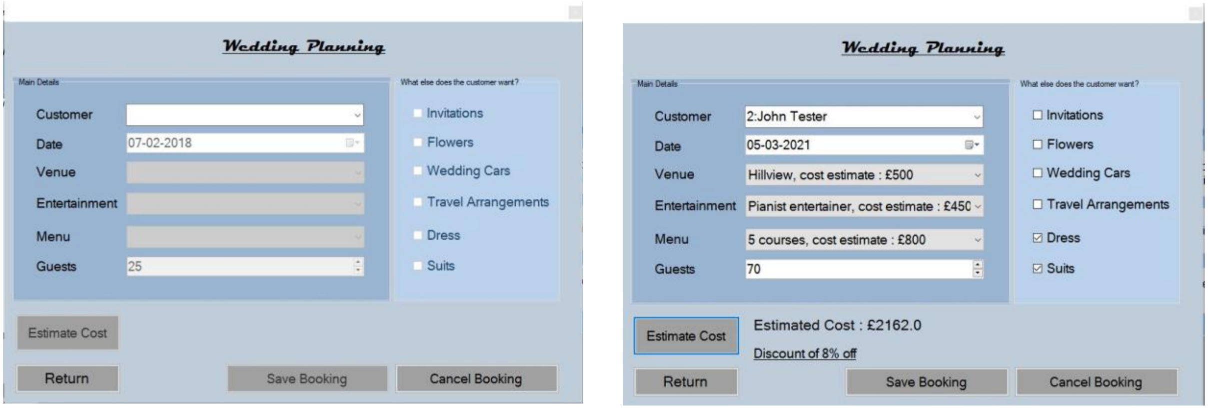


FIGURE 17

The user can select from a list of venues, entertainment and menu courses. Which will be planned by the company by default. There is also a set of optional choices on the right that the user does not have to select. The user will also be able to change the number of guests that can be selected.

When the user clicks the button "Estimate Cost" the program will generate an estimate of how much the wedding will cost factoring in built in discounts. If the wedding is booked a year in advance, then there will be a 5 percent discount applied. If the wedding is booked a year and a half in advance, then there will be a discount of 7% and finally if the wedding is booked two years in advance with a guest number exceeding 50 then a discount of 8% will be applied to the total cost.

This will be displayed as it is for the wedding of "John Tester" on the previous page. The use can click "Cancel Booking" at this point which will remove all information on the form and revert it to its initial state resetting all values.

Providing the booking is not cancelled the user can click the "Save Booking" button where they will be prompted to answer if the customer has confirmed the booking. If yes then the customer will pay the

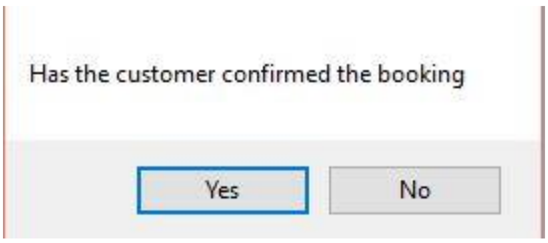


FIGURE 18

ten percent deposit on the wedding, if no then they have not yet payed the deposit on the wedding.

View Weddings

The weddings form has multiple functions. It initially will show a list of all future weddings confirmed and unconfirmed. The user will have the option to check the “past weddings” checkbox to display past weddings that have been confirmed alongside future weddings. The user can also choose to display only confirmed or unconfirmed weddings. See figures 20 and 21.

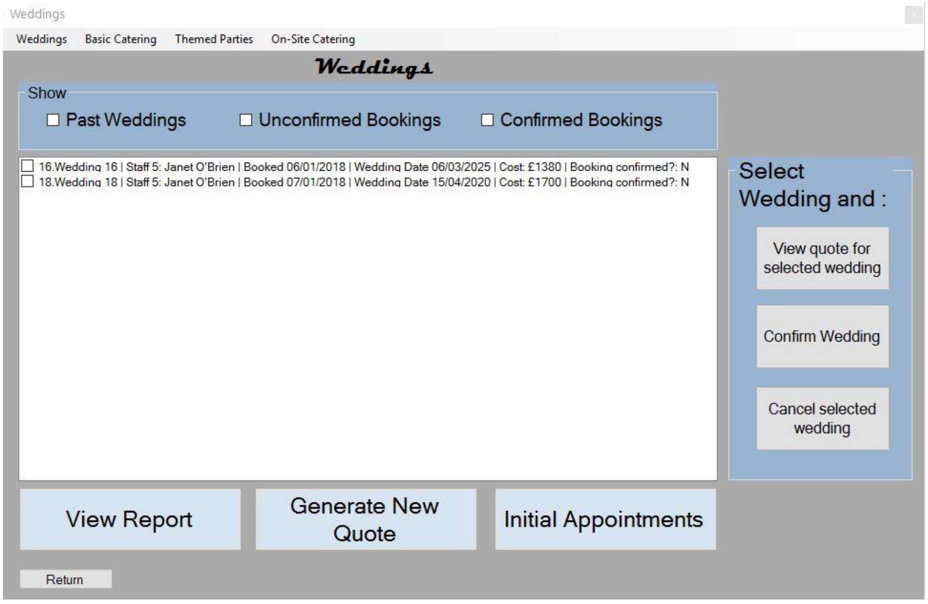


FIGURE 19

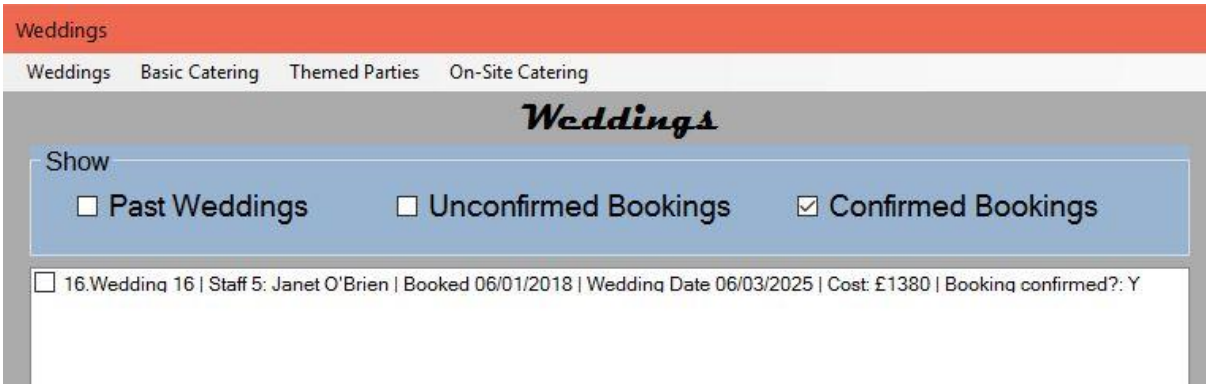


FIGURE 20 (CONFIRMED)

FIGURE 21 (UNCONFIRMED)

If the user selects a wedding that hasn't been confirmed and they want to cancel it, there will be no issues. If the wedding has been confirmed however the user will be prompted to make sure that the customer wants to cancel the wedding because a deposit made on a wedding is non-refundable.

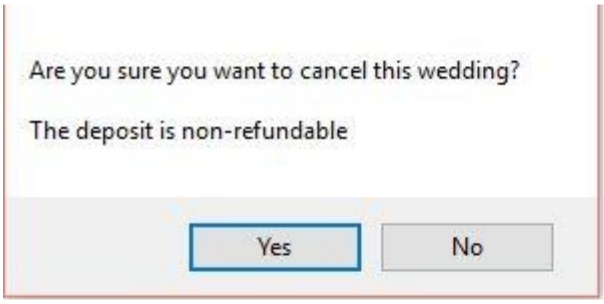


FIGURE 22

If the user answers "Yes" then the wedding will be cancelled however if the user answers "No" then the selected wedding will be deselected, and the weddings form will be returned to its original state.

Quotes

The user can view a quote for any booking, past and present, confirmed and unconfirmed. When the quote is selected the user can click the button that says, "View quote for selected wedding" to generate a quote for the selected wedding booking. If a booking has not been confirmed the user will be present with the option in the quote to confirm the wedding. If it has already been confirmed the user will be informed of this with text at the bottom of the quote stating, "The wedding has already been confirmed". Below you can see the quote for a confirmed booking and unconfirmed booking respectively. (see figure 22)

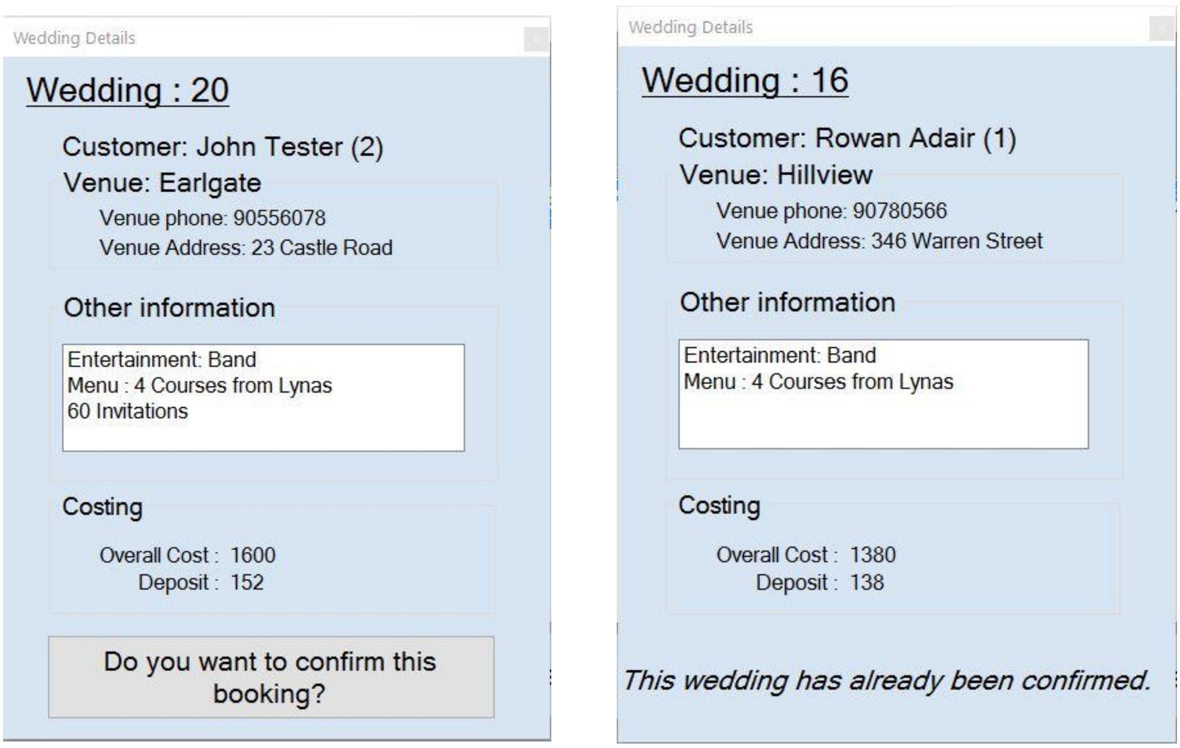


FIGURE 23

Wedding Report Access

Accessing reports on the information of the wedding, this form allows you to view reports with specific information you enter, to improve management and limit wastage. To check wedding costs between certain costs or wedding costs below a certain value or above a certain value you can enter the information and click the "search button".

The user can also enter IDs from either Booking, Wedding or Staff. The user can also show all confirmed or unconfirmed bookings.

If the user clicks the "refresh" form the form will be reset to its original state.