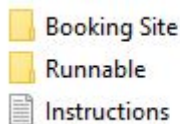


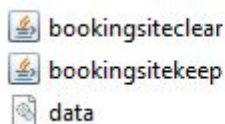
# User Manual

These instructions will explain each file needed to run and test the program as well as how to navigate it and perform each function of the requirements.

## Files in this submission



- Booking Site (folder): This contains the unpackaged version of the code from the project as a workspace. This includes all source files and resources used in the packaged version. It can be viewed in an editor or imported as a project and will run functionally the same as bookingSiteClear.jar.
- Runnable (folder): This contains the .jar files that you will run to execute the program



- BookingSiteClear.jar: This will launch the program and will have full functionality. When launching this version it will clear all data currently save and seed the database will some pre filled dummy data to use the functions of the application with.
- BookingSiteKeep.jar: This will launch the program in its regular state, keeping all data saved previously.
- Data.db: this is the database file that the program stores of ofits data. If at any point this is deleted you simply need run "bookingsitekeep.jar" to generate another one.

## Running the application

Both versions of the application can be run by simply double clicking on the desired jar file or by entering the following command into command prompt;

```
"java -jar bookingsiteclear.jar"
```

Or

```
"java -jar bookingsitekeep.jar"
```


After a short delay the program will open and be ready to run.



# Performing functions

This section of the instructions will cover how to perform the functions described in the specifications of part B of the assignment. It is assumed that there is necessary data in the database to perform these functions and that the user is able to navigate the tab menu at the top of the application once logged in.

## Add employee

A screenshot of a web form titled "Add Employee". The form is set against a light gray background. It contains two columns of input fields. The left column has four text input fields labeled "First Name", "Last Name", "Email", and "Contact no.". The right column has three text input fields labeled "Street Address", "City", and "Post Code", followed by a dropdown menu labeled "State" with a downward arrow. At the bottom right of the form is a bright blue button with the word "Add" in white text.

**Add Employee**

First Name

Last Name

Email

Contact no.

Street Address

City

Post Code

State ▼

Add

1. Add employee information
2. Click "Add"

You will be informed if any information you entered was incorrect, e.g. if the contact no. had non-numerical characters in it.



## Change employee working time/days

The screenshot shows the 'Manage Availabilities' form for an employee named John Doe. At the top right is an 'Edit Specialization' button. Below the title, there's a dropdown menu for 'Select an employ' with 'John Doe' selected. A note states: 'To indicate no roster for a given day, set boths times to 00:00'. The form contains seven columns for the days of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Each column has 'Start' and 'End' time dropdown menus. The times are: Sunday (00:00/00:00), Monday (10:00/18:00), Tuesday (10:00/18:00), Wednesday (10:00/18:00), Thursday (00:00/00:00), Friday (00:00/00:00), and Saturday (00:00/00:00). A 'Save' button is at the bottom left.

Start by being on the manage availabilities menu.

From Manage Availabilities, a business account can select an employee from the drop down menu, and set each day's working hours, to give a weekly roster. Once saved, this employee will have these hours available to be assigned to a booking.

## Modify tasks an employee can perform

- Begin by navigating to the “Edit employees” page

This screenshot is identical to the one above, showing the 'Manage Availabilities' form for John Doe. The 'Edit Specialization' button at the top right is highlighted with a red rectangular box.

- Select Employee you want to modify from “Select employee” drop down menu

A close-up of the 'Select an employ' dropdown menu. The menu is open, showing a list of names: 'John Doe' (highlighted in blue) and 'Jane Oliver'.

- Click the “Edit Specialisation” button and a new window will open displaying the employee current specializations as well as some options.



John Doe's Specializations

Currently consists of Nails, None, Style, Cut and Style.

Specialization to add

Add

Specialization to remove

Remove

Done

- To add an employee specialisation:
  - Choose specialisation from drop down menu with label "Specialisation to add".
  - Click "Add" button

Specialization to add

Cut

- To remove an employee specialisation:
  - Choose specialisation from drop down menu with label "Specialisation to remove".
  - Click "Remove" button

Specialization to remove

Nails

None

Style

Cut and Style

## Editing services that take different times

- Login as business owner
- Click link that says "Edit Type" (as in appointment type, which type being interchangeable with "service")





Edit Services

The current available services are Nails, None, Cut, Style, Cut and Style.

Add service

Service name:

Duration in minutes:

Service to remove

### Add a new service

- Type in service name, such as "Bath & blow dry"
- Enter duration in minutes using only numerical characters. For example, entering "30" will result in the service taking 30 minutes.

Edit Services

The current available services are Nails, None, Cut, Style, Cut and Style.

Add service

Service name:

Duration in minutes:

Service to remove

- Click "Add"

The form field will then be empty again and the new service will then appear in the list beneath the header like so:



### Edit Services

The current available services are Nails, None, Cut, Style, Cut and Style, Bath & blow dry.

Add service

Service name:

Duration in minutes:

Add

Service to remove

Remove

It will also appear in service to remove list:

Service to remove

Nails

None

Cut

Style

Cut and Style

Bath & blow dry

The service can now also be assigned to an employee as a specialisation, thus allowing bookings to be made of this type.

### Remove a service

- Select service to be removed from drop down
- Click "Remove" button

Service will no longer be visible in list below "Edit Services" header or in "Service to Remove" drop down. Service will also no longer be available to add as a specialisation to an employee.



## Create booking as a customer

- Begin by logging in as a customer, you will be presented with a screen showing all available booking slots and their respective employees.

### Available Appointments

2017-05-01

Employee: John Doe

Start: 10:00  
End: 10:15

Employee: John Doe

Start: 10:15  
End: 10:30

- Once you have selected an time that suits simply click on the box that the booking you would like is in. A new window will pop up with some information and options.

Would you like to confirm this Booking?  
Date: 2017-05-01  
Start Time: 2017-05-01  
Finish Time: 2017-05-01  
Employee: John Doe  
Please select the appointment type you desire.

- Review the information to make sure it is correct and then select an appoint type from the drop down menu

Please select the appointment type you desire.

Nails  
None  
Style  
Cut and Style



- Some employees can only perform certain services, if your desired service isn't on that list, it means that the employee cannot perform it. You simply need to close the window or press the "Cancel" button and find another booking slot.
- Once you have selected a booking type and are sure that all information is correct, click the "Submit" button and the booking is made. It will now show up on the previous menu with your details under that slot.

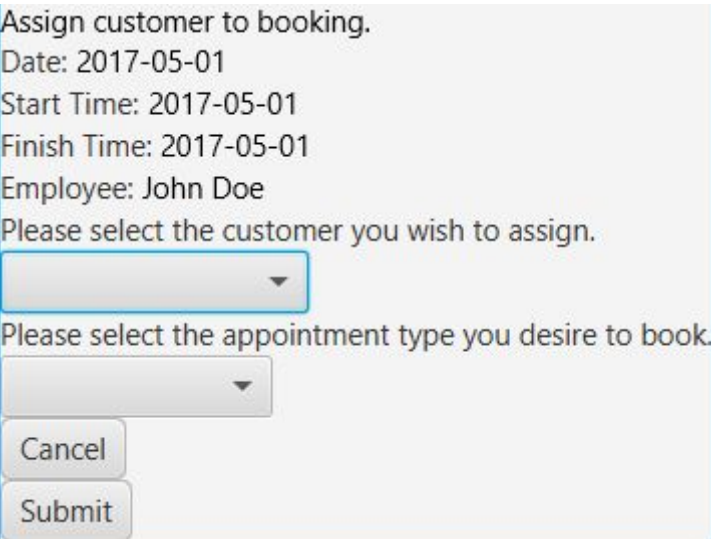
## Create booking as a business

- Begin by navigating to the view bookings screen from the business account main menu



The screenshot shows a web interface for managing bookings. At the top, there's a header with the word "Bookings" on the left and a button labeled "Past Bookings" on the right. Below the header, the date "2017-05-01" is displayed. Underneath the date, there are two rectangular boxes representing booking slots. Each box contains the text "Employee: John Doe" on the left and the start/end times on the right. The first slot has a start time of 10:00 and an end time of 10:15. The second slot has a start time of 10:15 and an end time of 10:30.

- Search the list until you find the booking slot that you would like to fill. Then simply click on the box of the booking. A new window will open with some information and options.



The screenshot shows a modal window for editing a booking. It contains the following text and controls:
 

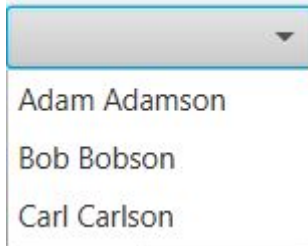
- "Assign customer to booking."
- "Date: 2017-05-01"
- "Start Time: 2017-05-01"
- "Finish Time: 2017-05-01"
- "Employee: John Doe"
- "Please select the customer you wish to assign."
- A dropdown menu with a downward arrow.
- "Please select the appointment type you desire to book."
- Another dropdown menu with a downward arrow.
- Two buttons at the bottom: "Cancel" and "Submit".

- This displays the information about the booking you're about to make.





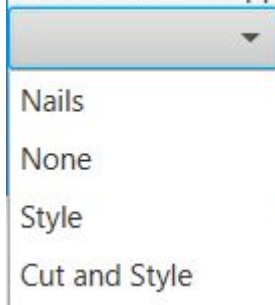
Please select the customer you wish to assign.

A dropdown menu with a grey header bar containing a downward arrow. Below the header, three names are listed: Adam Adamson, Bob Bobson, and Carl Carlson.

- Adam Adamson
- Bob Bobson
- Carl Carlson

- First select a customer to assign the booking to

Please select the appointment type you desire to book.

A dropdown menu with a grey header bar containing a downward arrow. Below the header, four appointment types are listed: Nails, None, Style, and Cut and Style.

- Nails
- None
- Style
- Cut and Style

- Then select a booking type
- Once those are completed click the “Submit” button and the booking will be saved. You can now see the new information in the booking slot
- At anytime, simply close the window or hit the “Cancel” button to return to the view bookings page.

