

User Manual

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Introduction

The Room Hire System has been designed in order to help with the creation of bookings for different rooms. The system allows its users to create and edit bookings, rooms, items for catering and customers. The Room Hire System supports multiple users and possesses facilities necessary to manage these users. The system can also create a report and provide basic statistics based on the data it holds

The general management of the system should be carried out by a system administrator who will have the ability to add, remove and edit users.

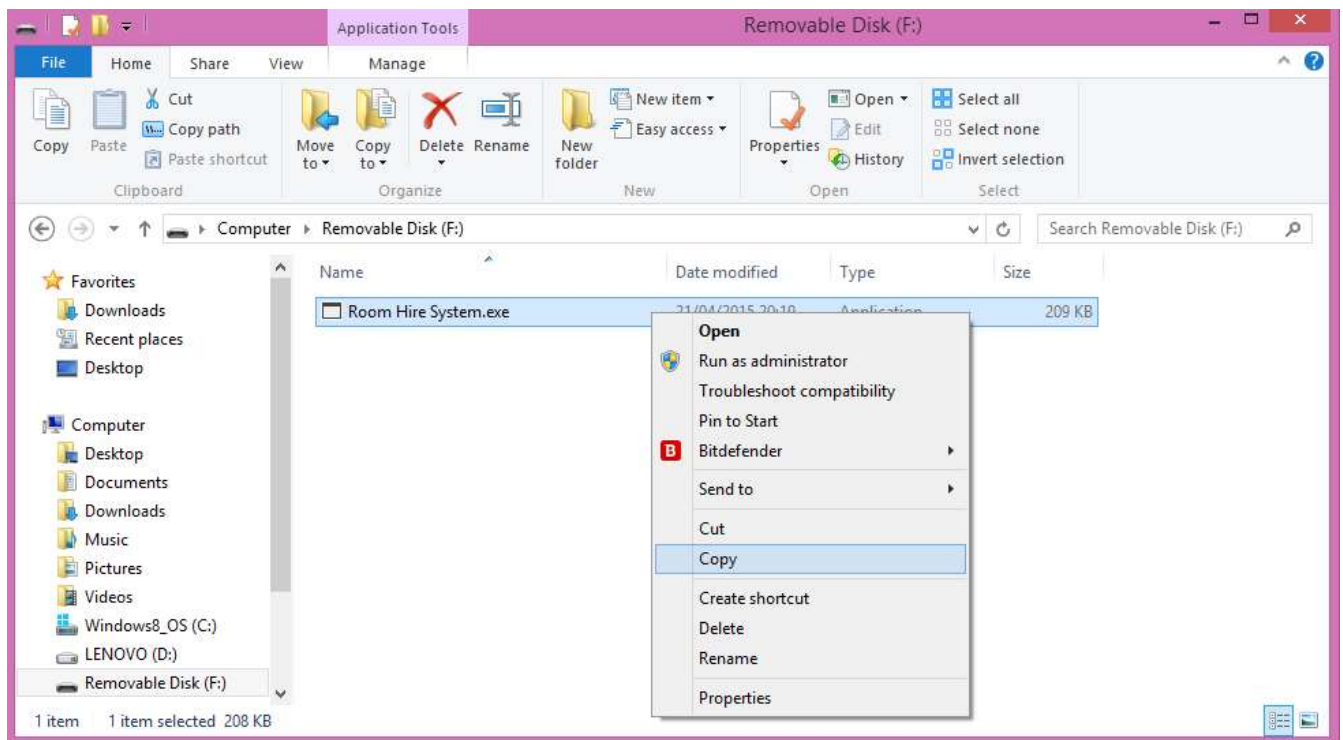
System Requirements

Below are the recommended hardware requirements for the Room Hire System:

- User must have access to a keyboard, mouse or trackpad, and a monitor with a minimum resolution of 800x600 pixels
- 1GHz single core processor or better
- Minimum of 1GB of RAM
- Hard Drive with a minimum of 100MB of free space
- Microsoft Word 2003 or later
- (Optional) Portable hard drive or flash memory stick for back-ups

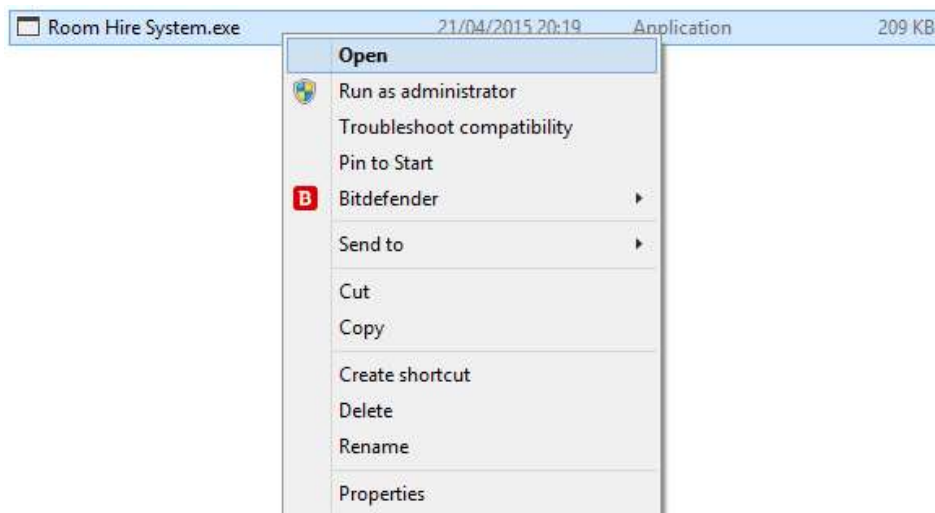
Installation

Along with this manual you should have been provided with a portable flash drive containing the Room Hire program which should be titled "Room Hire System.exe". To begin the installation, locate the program on the flash drive and click it with the right mouse button.



Select the “Copy” option from the context menu and navigate to a location on your machine where you would like to place the program. To copy the program into the selected location, right click and select the “Paste” option. This should copy the program into the selected location.

To start up the program double click on the file with the left mouse button, alternatively you may right click on the file and select the “Open” option.



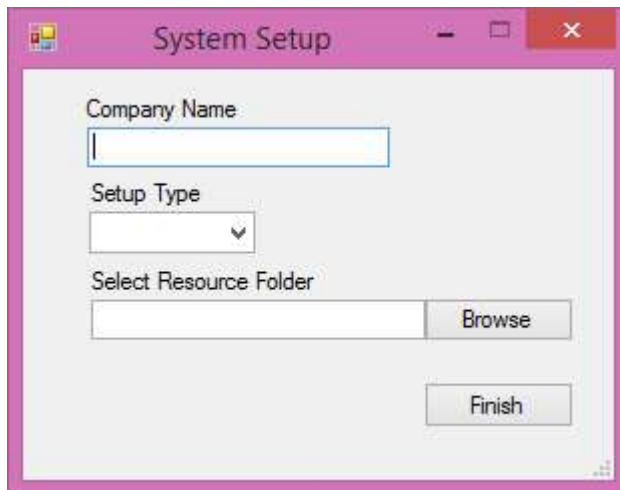
Once the program is run, a form called System Setup will be shown on the screen. This form allows you to set up the system and create the system files.

There are two types of setup for the Room Hire System: System Setup and User Setup. If the program is being used for the very first time, please proceed to the System Setup section. If the System Setup has already taken place once and there are multiple potential users then please proceed to the User Setup section.

System Setup

The system setup should be carried out if the program is being installed for the first time and none of the system files exist. This type of setup will create all of the files necessary for the system to function. It should be noted that the user who carries out the system setup will be made a system administrator.

1. To begin the installation process you should find the program titled “Room Hire System” and run it.
2. A form should be displayed with the title “System Setup”

A screenshot of a Windows-style window titled "System Setup". The window has a pink title bar with standard minimize, maximize, and close buttons. The main content area is light gray and contains three input fields: "Company Name" (a text box), "Setup Type" (a dropdown menu), and "Select Resource Folder" (a text box with a "Browse" button to its right). A "Finish" button is located at the bottom right of the form area.

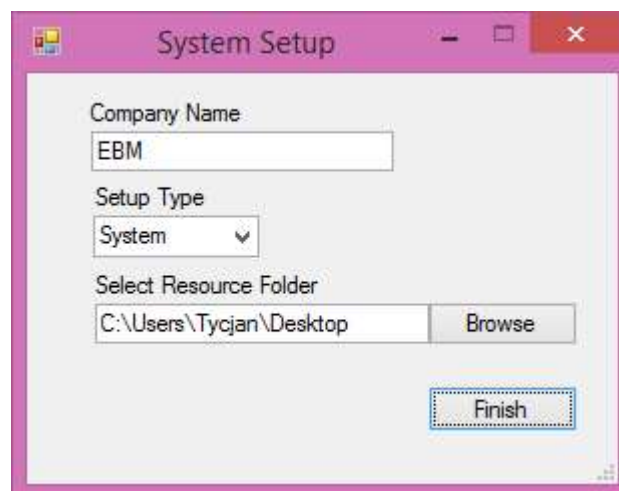
3. In the text box titled “Company Name” type in the name of your company or organization.

4. Click on the box titled “Setup Type” and choose “System” from the two options.

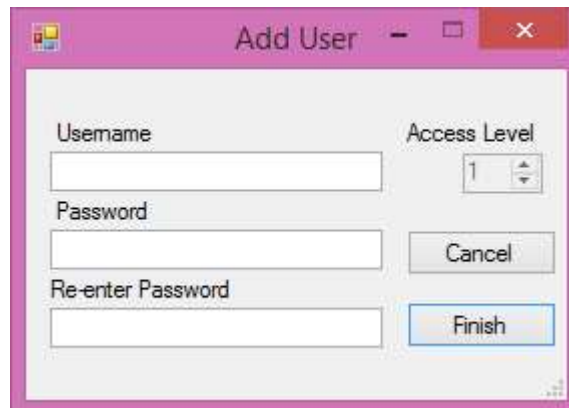
5. Click the “Browse” button and select a location where you would like to put the resource folder containing all of the system files. If you are planning

on having multiple users on different machines, please make sure to choose a location that will be accessible to all users.

6. Alternatively, enter the pathname of the location for the resource folder into the text box titled “Select Resource Folder”.

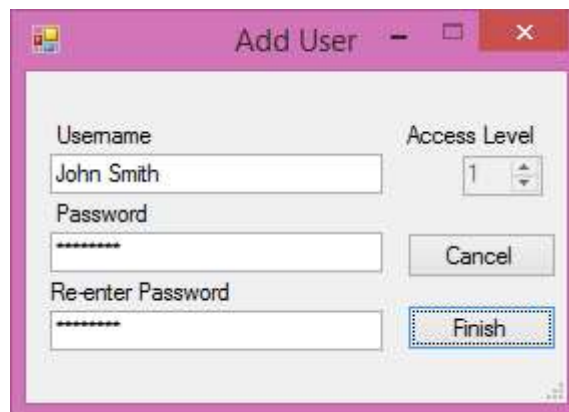
A screenshot of the "System Setup" window, similar to the first one but with data entered. The "Company Name" text box contains "EBM". The "Setup Type" dropdown menu is set to "System". The "Select Resource Folder" text box contains the path "C:\Users\Tycjan\Desktop". The "Browse" button is still present next to it, and the "Finish" button is at the bottom right.

7. Once all fields are filled in, press the “Finish” button. The “Add User” form should be displayed. This form allows the administrator to enter in their Username and Password.



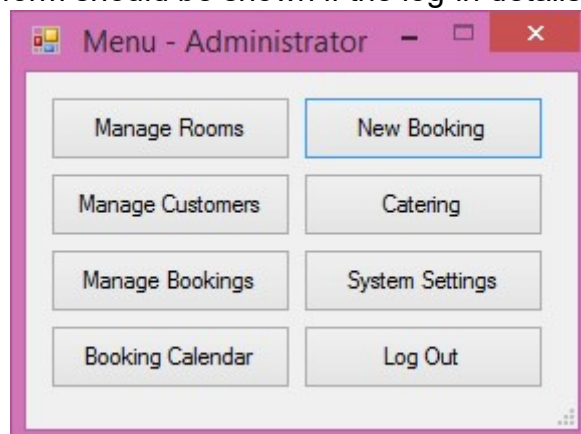
The screenshot shows a window titled "Add User" with a pink border. Inside, there are three input fields: "Username", "Password", and "Re-enter Password". To the right of the "Username" field is an "Access Level" dropdown menu showing the value "1". Below the input fields are two buttons: "Cancel" and "Finish". The "Finish" button is highlighted with a blue border.

8. Enter you Username and Password in to the spaces provided and click the “Finish” button.



The screenshot shows the same "Add User" window. The "Username" field now contains the text "John Smith". The "Password" and "Re-enter Password" fields are filled with eight asterisks (*****). The "Access Level" dropdown still shows "1". The "Finish" button is now highlighted with a blue border and a dashed outline, indicating it is the active button.

9. If done correctly then the “Add User” form will close and the “Log-in” form should be displayed. To log in, simply input the Username and Password you created on the “Add User” form into the spaces provided and click the “Log-in” button.
10. Finally, the menu form should be shown if the log-in details have been valid.

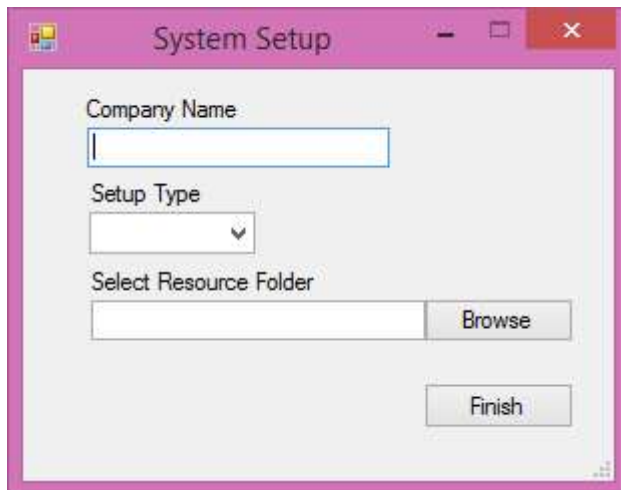


The screenshot shows a window titled "Menu - Administrator" with a pink border. It contains a grid of eight buttons arranged in two columns and four rows. The buttons are: "Manage Rooms", "New Booking", "Manage Customers", "Catering", "Manage Bookings", "System Settings", "Booking Calendar", and "Log Out". The "New Booking" button is highlighted with a blue border.

User Setup

A user setup should be carried out once the System Setup has already taken place and all of the system files exist. If there are multiple users then a copy of the Room Hire program should be installed on the user's machine from the flash drive provided and the User Setup should be performed. The User Setup ensures that the user's copy of the program has access to the system files which may be held on a different machine e.g. a local server. Below is a guide to completing the user setup:

1. To begin the installation process you should find the program titled "Room Hire System" and run it.
2. A form should be displayed with the title "System Setup"



3. In the text box titled "Company Name" type in the name of your company or organization.

4. Click on the box titled "Setup Type" and choose "User" from the two options.

5. Click the "Browse" button. A form should be shown on the screen. Navigate through the files and try to find the resource folder called "Room Hire System". If the folder does not exist then please refer to the "System Setup" guide.

6. Once all of the details have been filled in, press the "Finish" button. If everything is on order the "Log-in" form will be shown.
7. Log into the system using credentials provided by a system administrator.

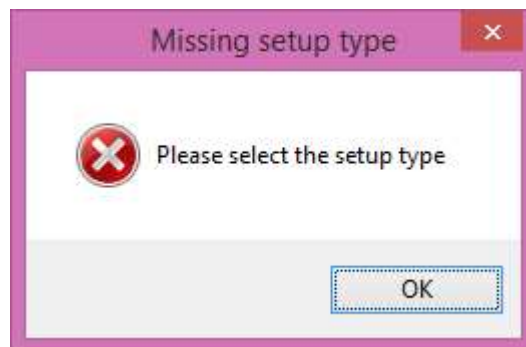
Installation Errors

If an error occurs during the installation process a message box will be shown stating the cause of the error and a method used to alleviate it.

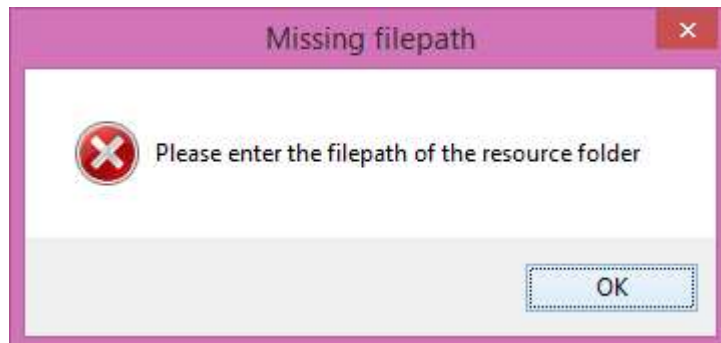
Missing Company Name: The company name field has been left blank. Enter the name of the company or organization.



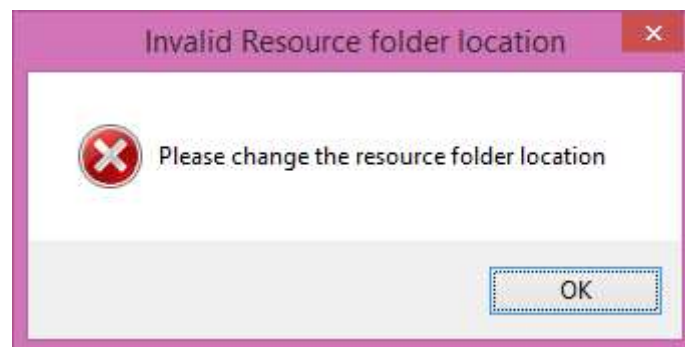
Missing Setup Type: The setup type has not been chosen. Choose either the "User" or "System" setup type.



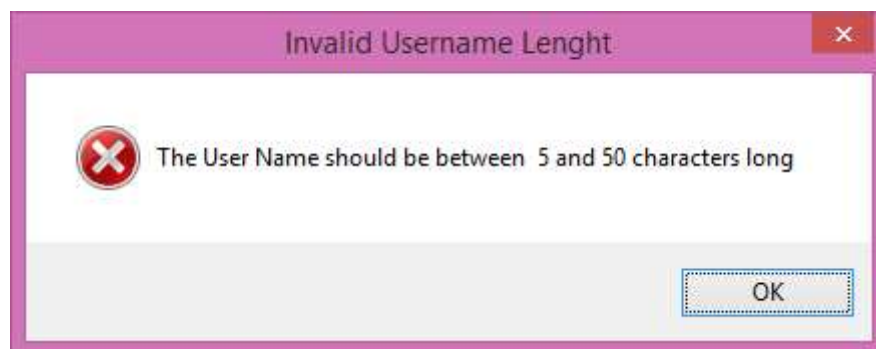
Missing File path: The resource folder location has not been selected. Press the "Browse" button to select a location or enter the file path manually



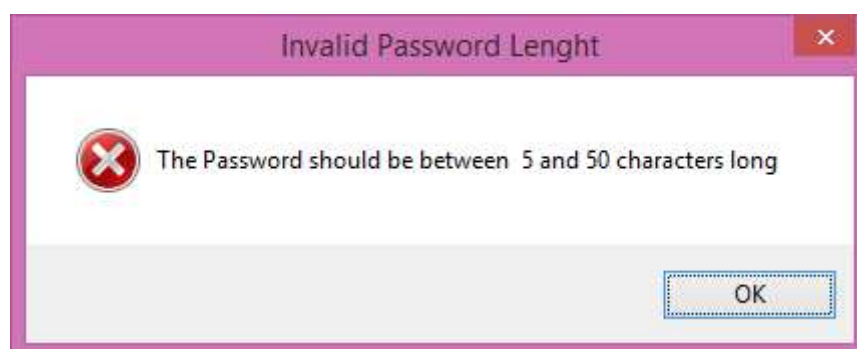
Invalid resource folder location: The selected location is invalid as the resource folder does not exist. Choose the location of the folder again making sure that it actually exists.



Invalid Username Length: The user name is less than 5, or more than 50, characters long. Choose a different user name that is between 5 and 50 characters long.



Invalid Password Length: The password is less than 5, or more than 50, characters long. Enter a password that is between 5 and 50 characters long.



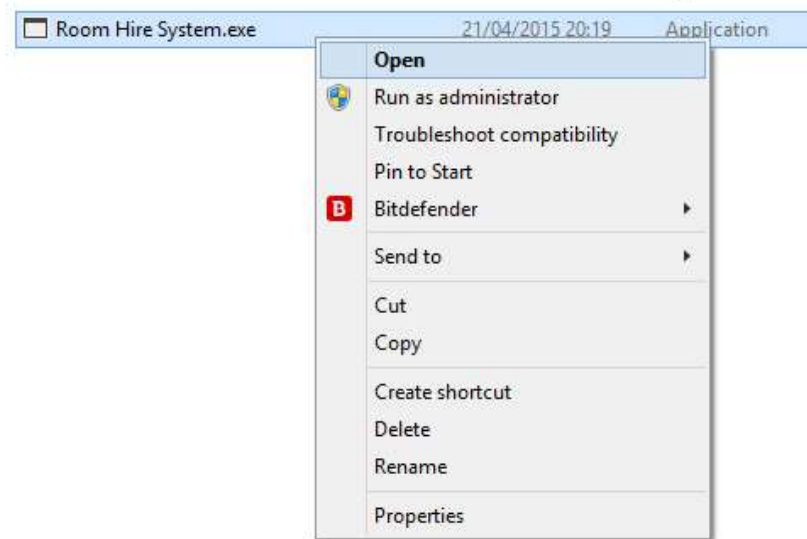
Password Mismatch: The passwords which have been entered do not match. Re-enter the password again.



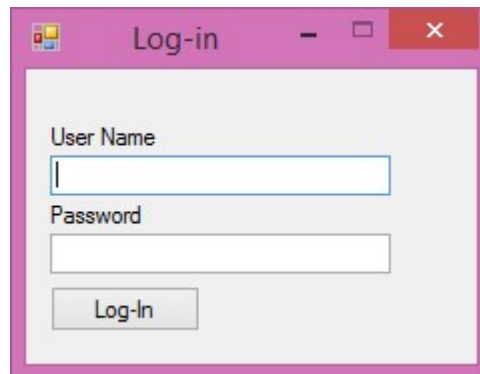
General Usage

Log-in

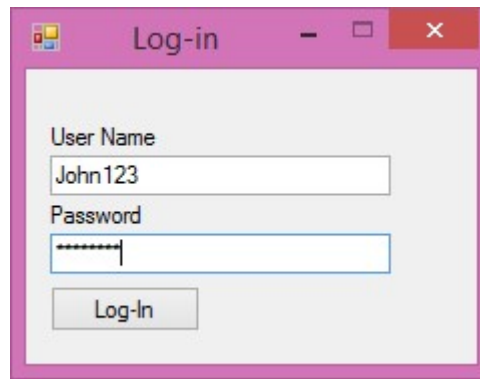
1. Locate the Room Hire program on your machine and double click with the left mouse button otherwise you may left click on the program and select the “Open” option from the context menu.



2. A form with the title “Log-in” should be shown on the screen.

A screenshot of a small application window titled 'Log-in'. The window has a pink border and standard Windows window controls (minimize, maximize, close). Inside the window, there are two text input fields. The first field is labeled 'User Name' and the second is labeled 'Password'. Below these fields is a button labeled 'Log-In'.

3. Enter the log-in credentials into the fields present. Enter your username into the field titled “User Name” and enter your password into the field titled “Password”.



Log-in

User Name
John123

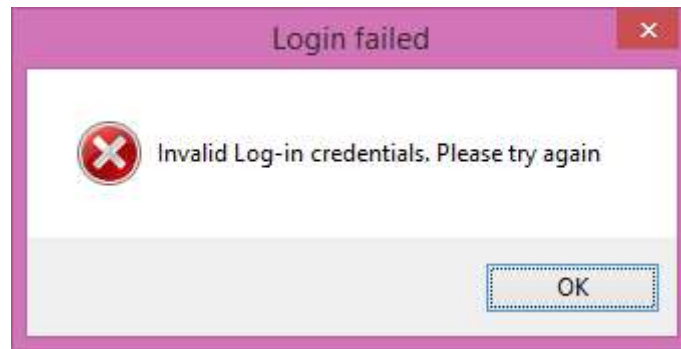
Password

Log-In

4. Press the “Log-In” button at the bottom of the form in order to log into the system.

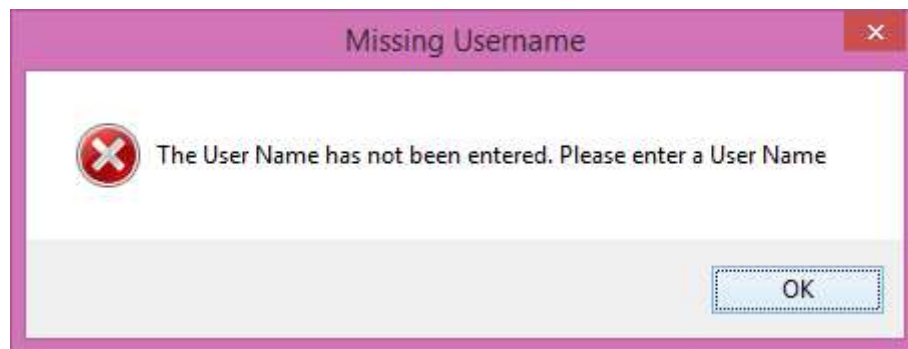


5. If the login credentials are incorrect the following message box will be shown



To continue simply press the "OK" button and try logging in again using a correct user name and password.

6. If the Username is missing the following error message will be shown



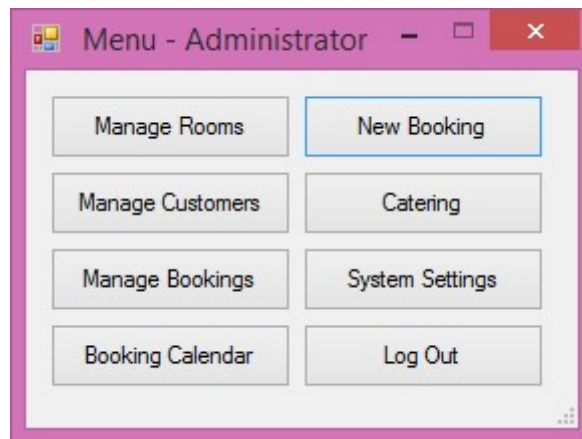
To continue press the "OK" button and enter the User Name into the field provided

7. If the Password is missing then the following error message will be shown



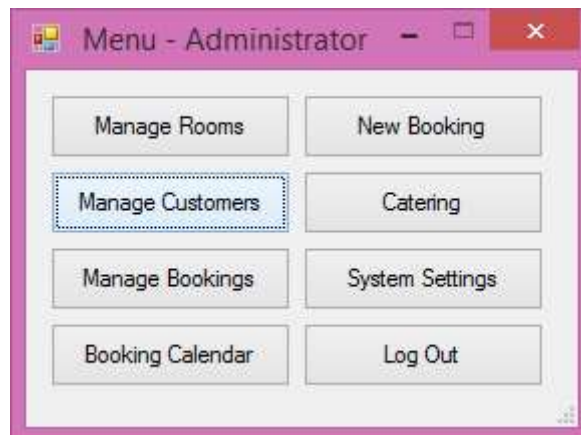
To continue press the "OK" button and enter the Password in to the field provided

8. If you are successful in logging in then the Menu form will be shown the screen and the Login form will be hidden.

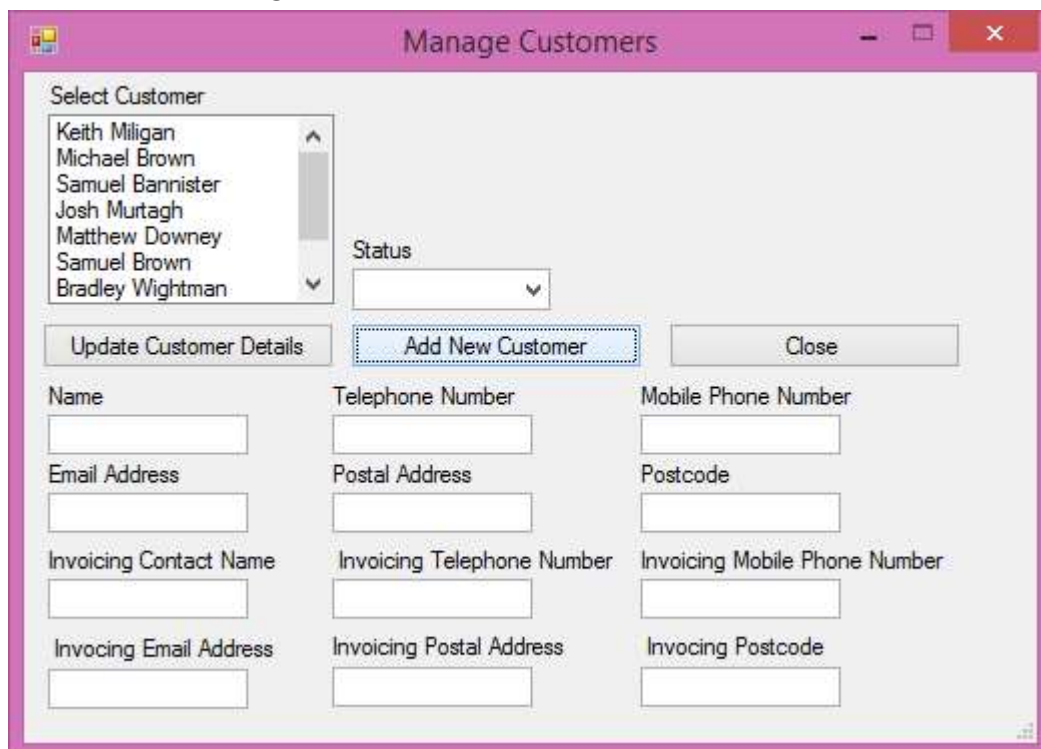


Adding a Customer

1. On the “Menu” form click the button titled “Manage Customers”



2. A form called “Manage Customers” will be shown. On this form find the button named “Add New Customer” and click it.

A screenshot of a software window titled "Manage Customers". The window has a pink border and standard Windows window controls. Inside, there is a "Select Customer" list box containing names: Keith Miligan, Michael Brown, Samuel Bannister, Josh Murtagh, Matthew Downey, Samuel Brown, and Bradley Wightman. To the right of the list is a "Status" dropdown menu. Below these are three buttons: "Update Customer Details", "Add New Customer" (highlighted with a blue dashed border), and "Close". At the bottom, there are several input fields arranged in a grid for customer details: Name, Telephone Number, Mobile Phone Number, Email Address, Postal Address, Postcode, Invoicing Contact Name, Invoicing Telephone Number, Invoicing Mobile Phone Number, Invoicing Email Address, Invoicing Postal Address, and Invoicing Postcode.

3. The “Add New Customer” should be displayed on the screen.

Customer Details	Invoicing Contact Details
Name	Invoicing Contact Name
Telephone Number	Invoicing Telephone Number
Mobile Phone Number	Invoicing Mobile Phone Number
Email Address	Invoicing Email Address
Postal Address	Invoicing Postal Address
Postcode	Invoicing Postcode

Buttons: Finish, Cancel

4. Fill in the fields with the customer's details.

The fields are described below (along with their respective lengths):

Name: Name of the Customer (50 characters)

Telephone Number: Telephone number of the Customer (11 characters)

Mobile Phone Number: Mobile phone number of the Customer (11 characters)

Email Address: Email address of the Customer (320 characters)

Postal Address: The Customer's Postal address (50 characters)

Postcode: Customer's postcode (7 characters)

Invoicing Contact Name: Name of the invoicing contact (50 characters)

Invoicing Telephone Number: Telephone number of the invoicing contact (11 characters)

Invoicing Mobile Phone Number: Mobile phone number of the invoicing contact (11 characters)

Invoicing Email Address: Email address of the invoicing contact (320 characters)

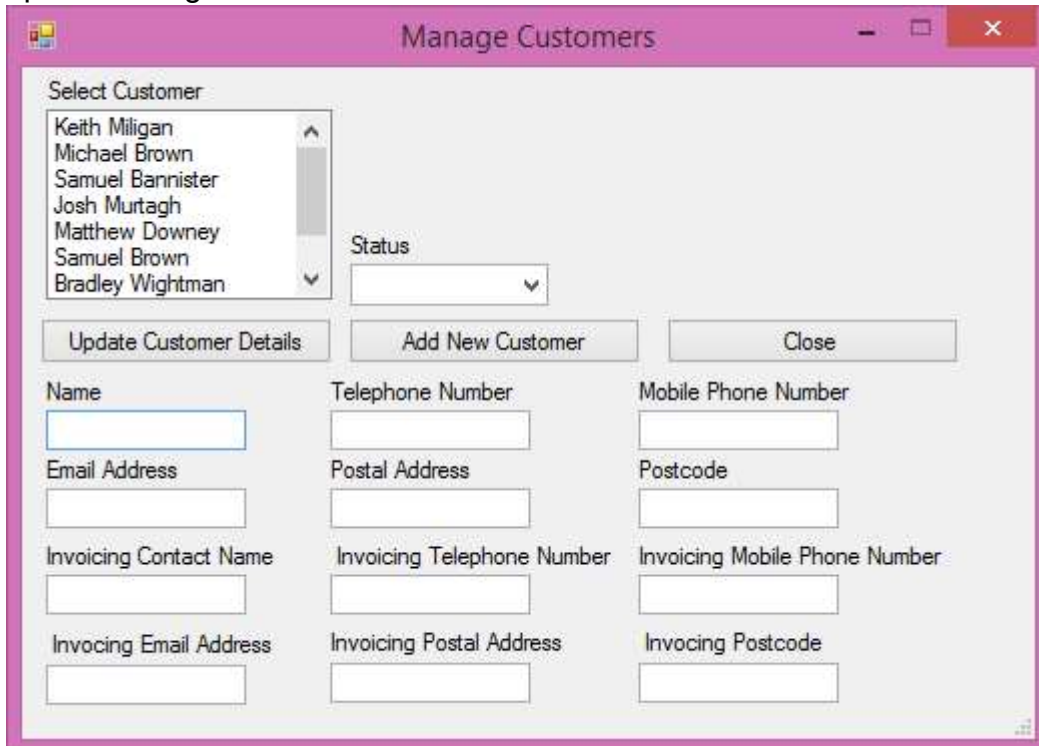
Invoicing Postal Address: Postal address of the invoicing contact (50 characters)

Invoicing Postcode: Postcode of the invoicing contact (7 characters)

5. When you are done click the "Finish" button in order to create the new customer.

Editing Customer Details

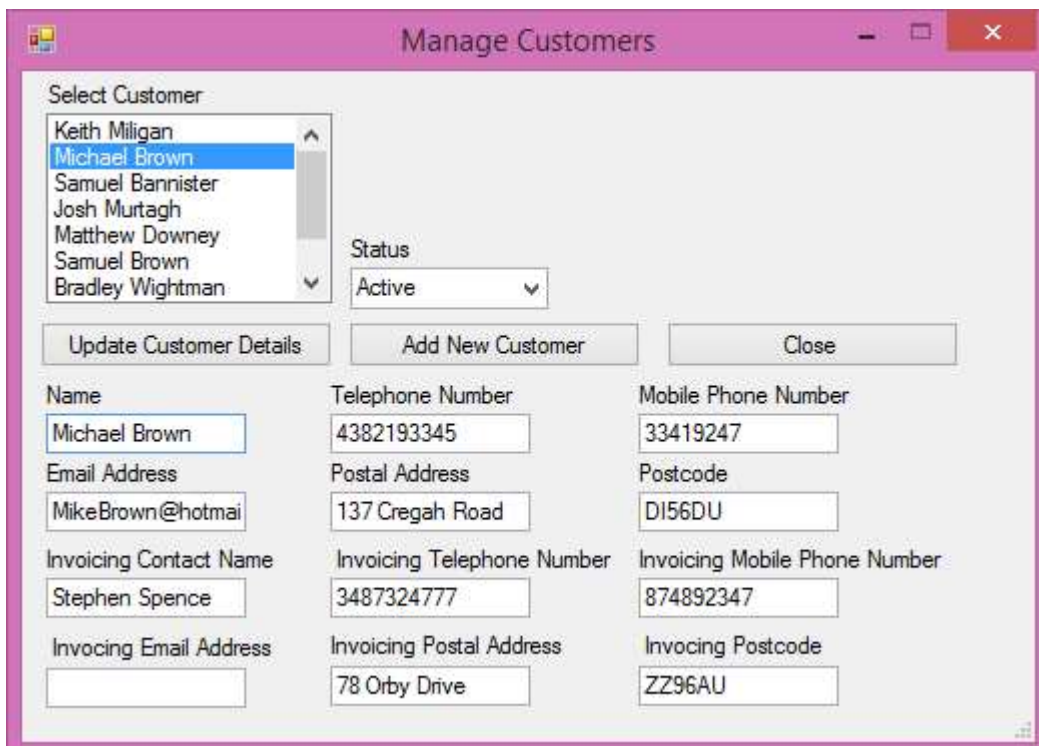
1. While on the Menu form click the “Manage Customers” button. This will bring up the Manage Customers form.



The screenshot shows the 'Manage Customers' window. At the top is a 'Select Customer' list box containing the following names: Keith Miligan, Michael Brown, Samuel Bannister, Josh Murtagh, Matthew Downey, Samuel Brown, and Bradley Wightman. To the right of the list is a 'Status' dropdown menu. Below these are three buttons: 'Update Customer Details', 'Add New Customer', and 'Close'. The main area of the form contains a grid of input fields for customer information:

Name	Telephone Number	Mobile Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	Postal Address	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Invoicing Contact Name	Invoicing Telephone Number	Invoicing Mobile Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Invoicing Email Address	Invoicing Postal Address	Invoicing Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

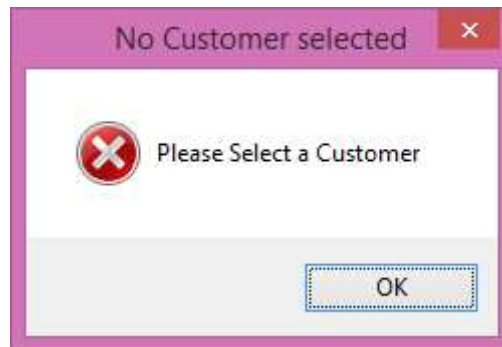
2. To edit a customer simply choose the name of the customer from the list of names. This will cause the customer information to be loaded into the text boxes.



The screenshot shows the 'Manage Customers' window with the same 'Select Customer' list box. 'Michael Brown' is now selected and highlighted in blue. The 'Status' dropdown menu is set to 'Active'. The input fields are now populated with the following data:

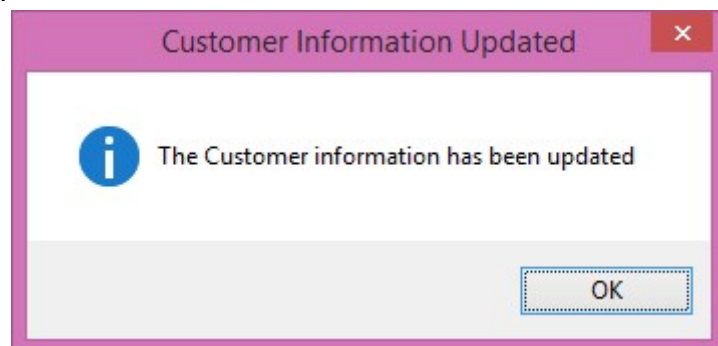
Name	Telephone Number	Mobile Phone Number
Michael Brown	4382193345	33419247
Email Address	Postal Address	Postcode
MikeBrown@hotmail	137 Cregah Road	DI56DU
Invoicing Contact Name	Invoicing Telephone Number	Invoicing Mobile Phone Number
Stephen Spence	3487324777	874892347
Invoicing Email Address	Invoicing Postal Address	Invoicing Postcode
	78 Orby Drive	ZZ96AU

3. Edit the data contained within the text boxes accordingly. The fields shown on this form are identical to those found on the Add New Customer form; see the “Adding a Customer” section for guidance. It should be noted that the box titled “Status” allows the selected customer to be made inactive meaning that they cannot have bookings created in their name.
4. Finish editing by pressing “Update Customer Details” button. If the customer has not been chosen before pressing the button, an error message will be displayed



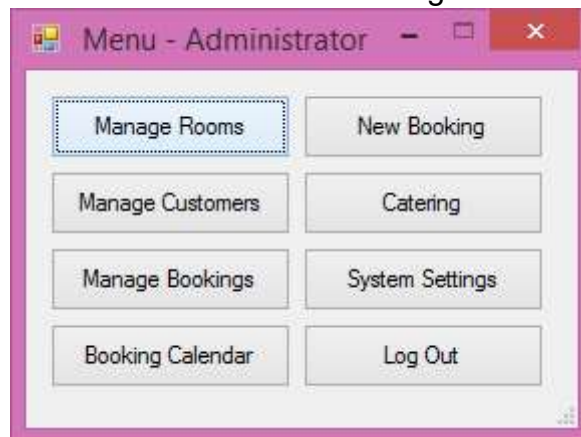
To continue press the “OK” button and select a customer from the list.

5. If the procedure was completed without any errors then the following message will be shown

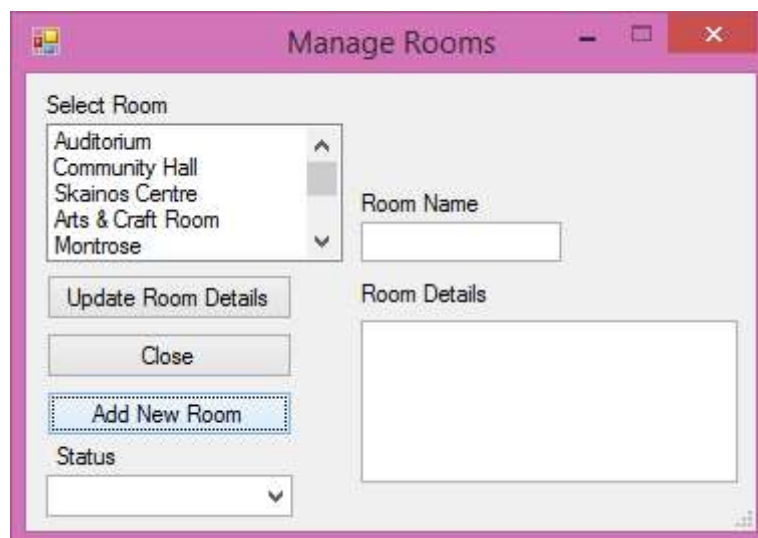


Adding a Room

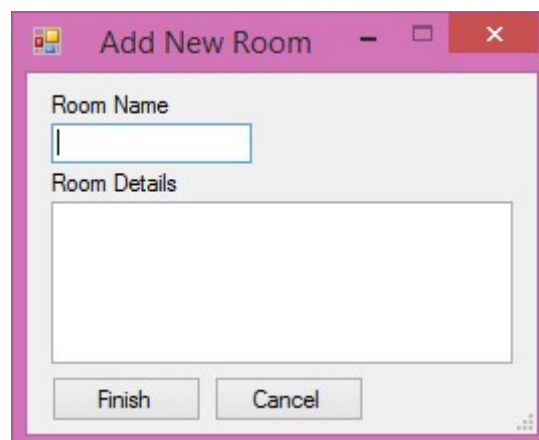
1. On the “Menu” form click the button titled “Manage Rooms” form



2. A form called “Manage Rooms” will be shown. On this form find the button named “Add New Room” and click it.



3. The “Add New Room” form should be shown on the screen.



4. Fill in the fields with the room details. The fields are described below:

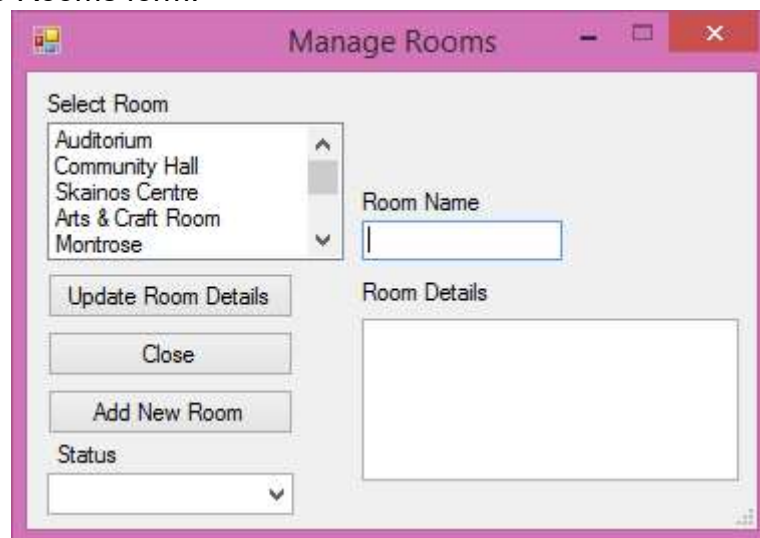
Room Name: Name of the room (50 characters)

Room Details: Information regarding the room (100 characters)

5. . Once you are finished press the “Finish” button.

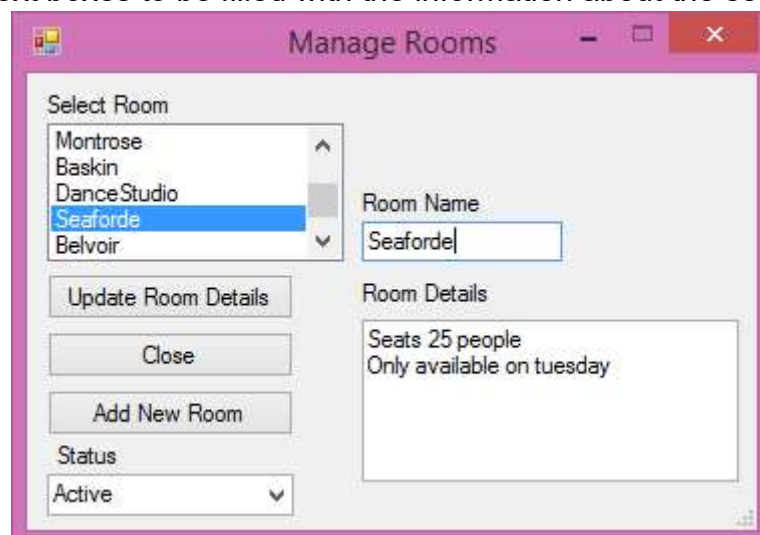
Editing Room Details

1. While on the Menu form click the “Manage Rooms” button. This will bring up the Manage Rooms form.



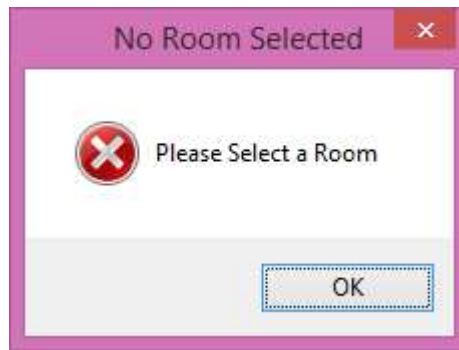
The screenshot shows the 'Manage Rooms' window. On the left, under 'Select Room', is a list box containing: Auditorium, Community Hall, Skainos Centre, Arts & Craft Room, and Montrose. Below this list are three buttons: 'Update Room Details', 'Close', and 'Add New Room'. At the bottom left is a 'Status' dropdown menu. On the right, there is a 'Room Name' text box and a larger 'Room Details' text box, both of which are currently empty.

2. Scroll through the list of room names and click to select a room. This will cause the text boxes to be filled with the information about the selected room.



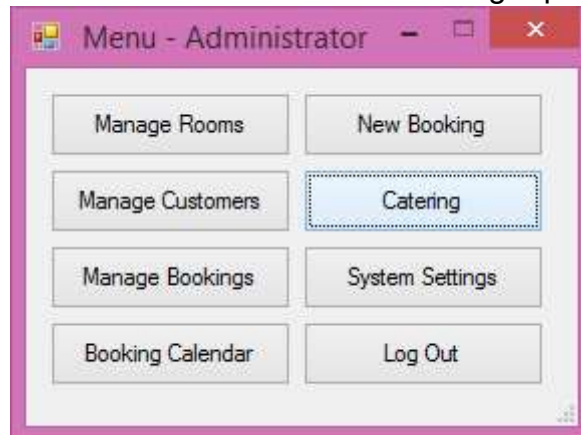
The screenshot shows the 'Manage Rooms' window after a room has been selected. In the 'Select Room' list box, 'Seaforde' is highlighted. The 'Room Name' text box on the right now contains the text 'Seaforde'. The 'Room Details' text box now contains the text 'Seats 25 people' and 'Only available on tuesday'. The 'Status' dropdown menu at the bottom left now shows 'Active'.

3. Edit the room details contained in the text boxes. The fields shown on the form are described in the “Adding a Room” section of the manual. The status box can be used to deactivate or activate a room. A deactivated room cannot be used in bookings.
4. Once the editing is finished, click the “Update Room Details” button to finalize the changes. If room is not selected before pressing the button, an error message will be shown.

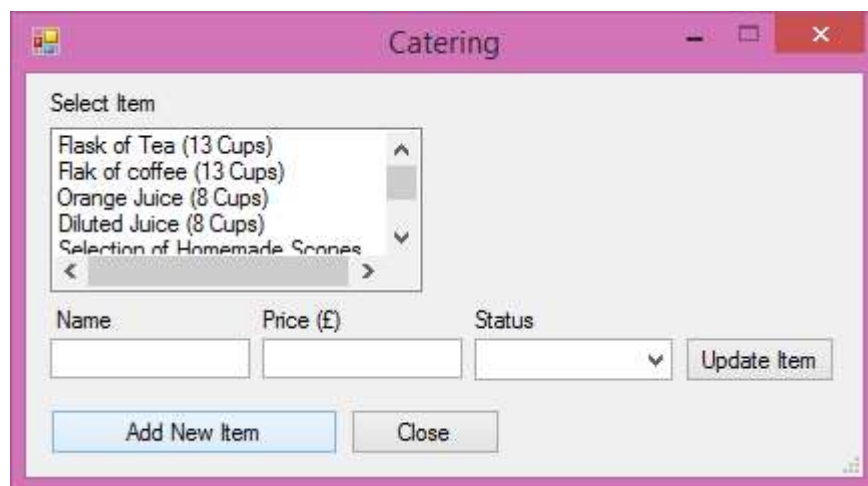


Adding an Item

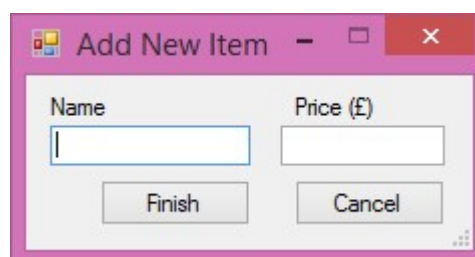
1. From the Menu choose the “Catering” option.



2. The “Catering” form will be shown on the screen. While on this form find and click the “Add New Item” button which will bring up the Add New Item form.

A screenshot of a software window titled "Catering". It features a "Select Item" section with a list box containing: "Flask of Tea (13 Cups)", "Flak of coffee (13 Cups)", "Orange Juice (8 Cups)", "Diluted Juice (8 Cups)", and "Selection of Homemade Scones". Below the list are three input fields labeled "Name", "Price (£)", and "Status" (a dropdown menu). To the right of these fields is an "Update Item" button. At the bottom are two buttons: "Add New Item" (highlighted in blue) and "Close".

3. Enter the item details into the fields provided.

A screenshot of a software window titled "Add New Item". It has two input fields: "Name" and "Price (£)". Below these fields are two buttons: "Finish" and "Cancel".

The fields are described below:

Name: Name of the food item (50 characters)

Price: Price of the item



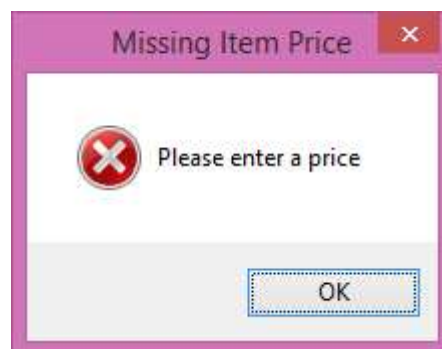
To continue press the “OK” button and enter a valid price of an item

If the name of the item is has not been entered an error message will be shown



To continue, press the “OK” button and enter the name of the item

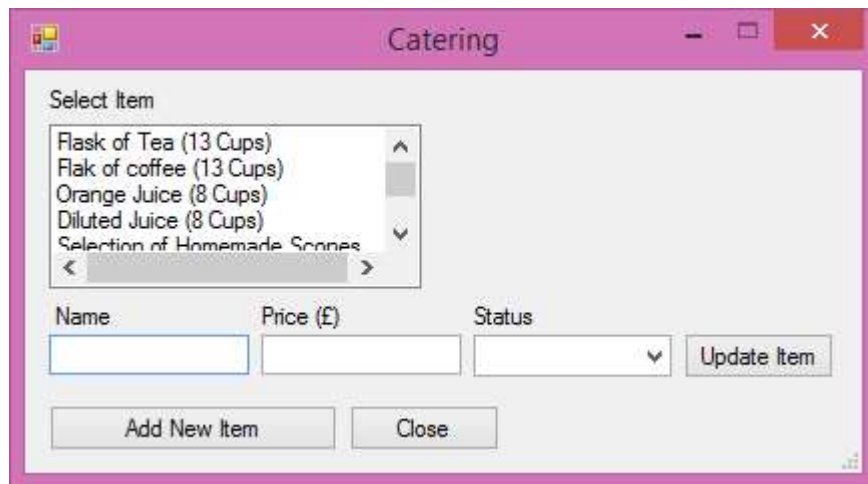
If a price has not been entered into the field provided then an error message will be shown



To continue, press the “OK” button and enter the item price into the relevant field

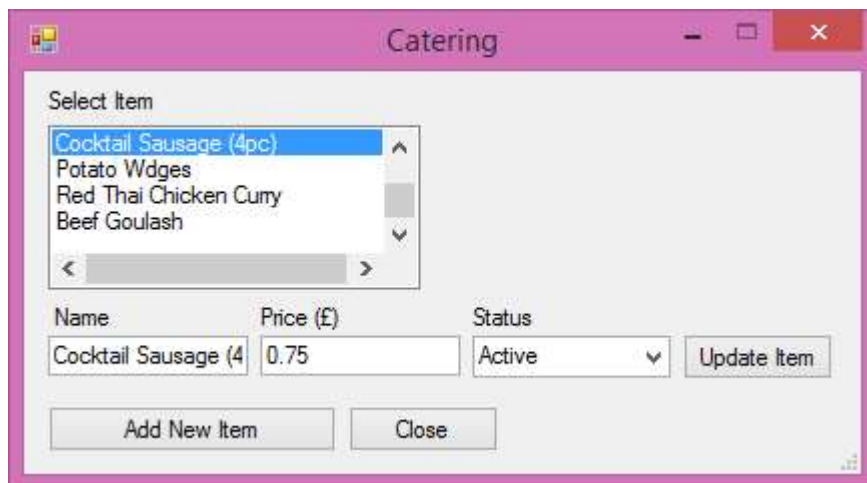
Editing Item Details

1. Click the “Catering” button on the Menu form. This will bring up the Catering form.



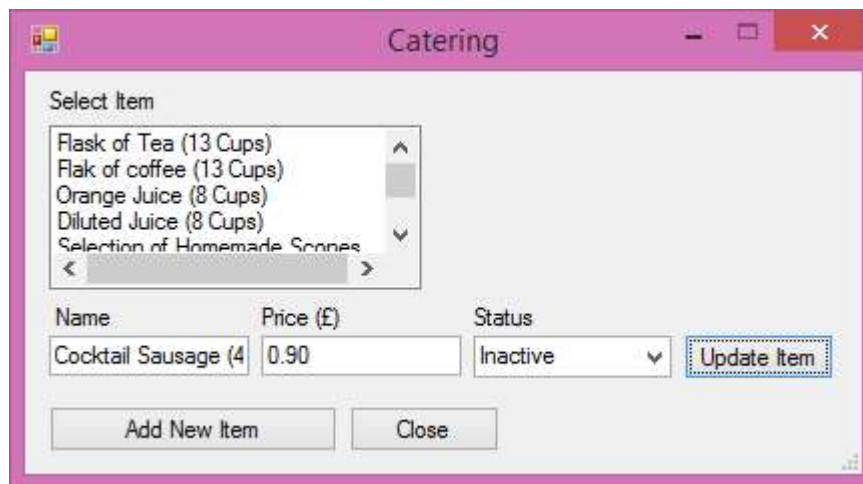
The screenshot shows a window titled "Catering" with a "Select Item" list box containing the following items: "Flask of Tea (13 Cups)", "Flak of coffee (13 Cups)", "Orange Juice (8 Cups)", "Diluted Juice (8 Cups)", and "Selection of Homemade Scones". Below the list box are three input fields: "Name", "Price (£)", and "Status". The "Name" field is empty, the "Price (£)" field is empty, and the "Status" field is a dropdown menu showing "Active". To the right of these fields is an "Update Item" button. At the bottom of the form are two buttons: "Add New Item" and "Close".

2. Scroll through the list of items and click on the item you wish to edit. Clicking on an item will cause its details to be placed into the relevant fields.

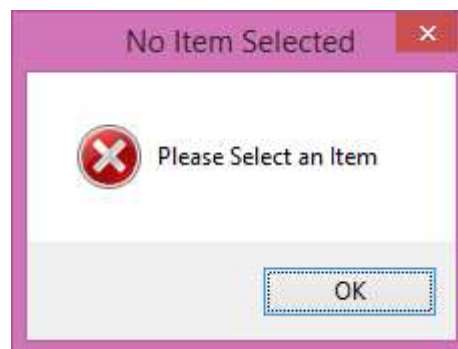


The screenshot shows the same "Catering" window, but now "Cocktail Sausage (4pc)" is selected in the "Select Item" list box. The "Name" field is populated with "Cocktail Sausage (4)", the "Price (£)" field is populated with "0.75", and the "Status" dropdown menu is still showing "Active". The "Update Item" button is still present. The "Add New Item" and "Close" buttons are also visible at the bottom.

3. Edit the details of the item as necessary and press the “Update Item” button. The fields shown here are described in the “Adding an Item” section. Please note that the “Status” field indicates the current status of the item. An inactive item cannot be ordered by a customer.

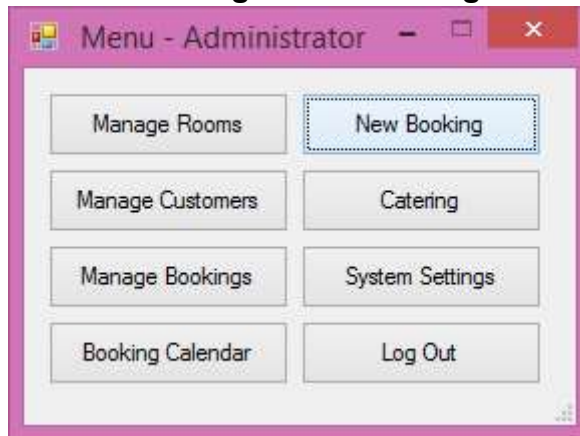


If the “Update Item” button is pressed without an item being selected an error message will be shown.



To continue, press the “OK” button and select an item from the list.

Creating a new booking



1. From the Menu select the “New Booking” option. This should bring you to the New Booking form.

The screenshot shows the 'New Booking' form with a pink title bar. The form contains several sections:

- Booking Reference:** A text input field.
- Booking Date:** A date picker showing '08 April 2015'.
- Start Time:** A time picker showing '00:00:00'.
- End Time:** A time picker showing '00:00:00'.
- Select Room:** A dropdown menu.
- Room Setup:**
 - Layout:** A large text area.
 - Tech Support:** A large text area.
 - Number of Microphones:** A spinner box set to '0'.
- Buttons:** 'Finish' and 'Cancel' at the bottom left.
- Customer Selection:**
 - Select Customer:** A list box showing 'Keith Miligan', 'Michael Brown', 'Samuel Bannister', 'Josh Murtagh', and 'Matthew Downey'. Below it is a checkbox for 'New Customer'.
 - Select Item:** A list box showing 'Flask of Tea (13 Cups)', 'Flak of coffee (13 Cups)', 'Orange Juice (8 Cups)', 'Diluted Juice (8 Cups)', and 'Selection of Homemade Scones'.
- Delivery Time:** A time picker showing '00:00:00'.
- Quantity:** A spinner box set to '0'.
- Buttons:** 'Clear Time', 'Remove Selected Item', and 'Add Item'.
- Table:** A table with columns 'Name', 'Quantity', and 'Delivery Time'.
- Extra Requests:** A large text area.

2. To begin creating a new booking you must first select a customer from the list of existing customers.

The fields present on the form are described below:

Booking Reference: A reference for each booking (20 characters)

Booking Date: The date of the booking

Start Time: The time at which the booking starts

End Time: The time at which the booking ends

Layout: Layout of the room during (1000 characters)

Tech Support: The technical support needed for the booking (1000 characters)

Number of Microphones: The number of microphones required for the booking

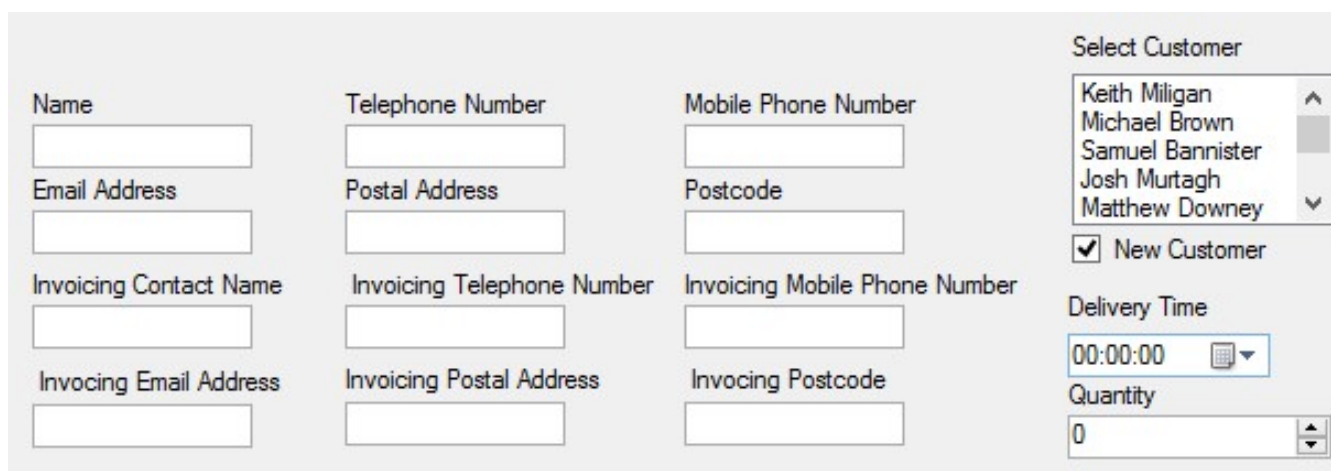
Delivery Time: The time at which the selected item should be delivered

Quantity: The number of servings of the selected item

Extra Requests: Extra catering requests (1000 characters)

A screenshot of a web form titled "Select Customer". It features a dropdown menu with five names: Keith Miligan, Michael Brown, Samuel Bannister (highlighted in blue), Josh Murtagh, and Matthew Downey. Below the dropdown is a checkbox labeled "New Customer".

Alternatively, you may choose to create a new customer along with the booking. If that is the case then click on the check box titled "New Customer". This will reveal a number of fields much like those found on the Add New Customer form. To proceed simply fill in the customer details as necessary.

A screenshot of a web form titled "Add New Customer". It contains several input fields arranged in a grid. The first three columns are: Name, Telephone Number, Mobile Phone Number; Email Address, Postal Address, Postcode; Invoicing Contact Name, Invoicing Telephone Number, Invoicing Mobile Phone Number; and Invoicing Email Address, Invoicing Postal Address, Invoicing Postcode. To the right of these fields is a "Select Customer" dropdown menu with the same five names as the first screenshot, and a checked checkbox labeled "New Customer". Below these are fields for "Delivery Time" (set to 00:00:00) and "Quantity" (set to 0).

3. Next are the details concerning the booking such as the booking reference, date of the booking, start/end time, and the room in which the booking will be taking occur.

Booking Reference

Booking Date

08 April 2015

Start Time

00:00:00

End Time

00:00:00

Select Room

Room Setup

Layout

Tech Support

Number of Microphones

0

You may also specify the layout of the room, the number of microphones required for the booking. The form also allows you to outline the specifics of any technical support that may be needed.

The room can be chosen from the box titled “Select Room”. To select a room, click on the arrow on the right hand side and click on a room name.

Select Room

Auditorium

Community Hall

Skainos Centre

Arts & Craft Room

Montrose

Baskin

Dance Studio

Seaforde

Belvoir

Computer Room

Alternatively, you can begin typing the name of the room into the field. This will auto fill the rest of the name and also provide suggestions.

Select Room

arts & Craft Room

Arts & Craft Room

Auditorium

Booking Reference		Booking Date	
AUD22/7		22 July 2015	
Start Time	End Time	Select Room	
13:00:00	14:30:00	Auditorium	
Room Setup			
Layout		Tech Support	
Prepare at least 23 chairs		No technical support necessary	
		Number of Microphones	
		1	

4. Finally the catering for a booking may be necessary. To add an item to the list of orders, click the name of the item in the list, select the quantity in the box titled "Quantity" and press the "Add Item" button. This will add the item to the grid below. You may also change the delivery time of the item. By default the delivery time is set to the start time of the booking.

Select Customer		Select Item							
Keith Miligan Michael Brown Samuel Bannister Josh Murtagh Matthew Downey		Flask of Tea (13 Cups) Flask of coffee (13 Cups) Orange Juice (8 Cups) Diluted Juice (8 Cups) Selection of Homemade Scones							
<input checked="" type="checkbox"/> New Customer									
Delivery Time									
13:10:00									
Quantity		Remove Selected Item							
2		Add Item							
<table border="1"> <thead> <tr> <th>Name</th> <th>Quantity</th> <th>Delivery Time</th> </tr> </thead> <tbody> <tr><td colspan="3" style="height: 100px;"></td></tr> </tbody> </table>				Name	Quantity	Delivery Time			
Name	Quantity	Delivery Time							

To remove an item from the list of orders you must first select the item from the data grid. To remove the selected item, press the “Remove Selected Item” button.

The screenshot shows a form with the following elements:

- Delivery Time:** A dropdown menu set to 13:00:00.
- Quantity:** A numeric input field set to 0.
- Buttons:** "Remove Selected Item" (highlighted with a dashed border), "Clear Time", and "Add Item".
- Table:** A table with 4 columns: Name, Quantity, and Delivery Time. The first row is highlighted in blue.

	Name	Quantity	Delivery Time
	Flask of Tea (13 Cu...	2	13:10
	Selection of Home...	3	13:10
	Red Thai Chicken ...	10	13:10
▶	Diluted Juice (8 Cups)	50	13:00

At the very bottom you may also find the “Extra Requests” field where you can list any extra requests a customer may have regarding the catering.

The screenshot shows a form with the following element:

- Extra Requests:** A large, empty text area for entering additional requests.

- To finish the process and add the new booking, click the “Finish” button in the bottom left corner of the form.
Potential errors are listed below:

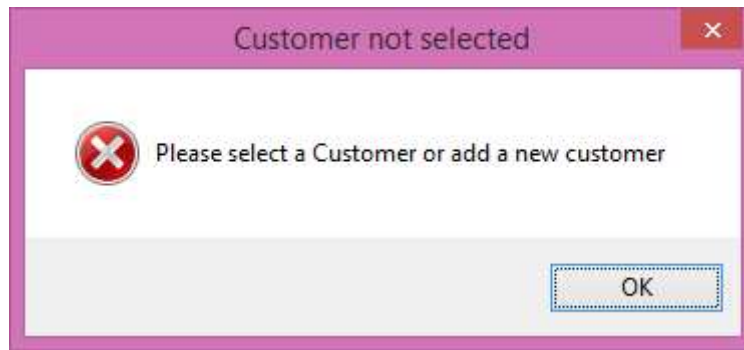
Clashing Booking: The currently processed booking is clashing with an already existing booking. Choose a different date, time or room for the booking.

The screenshot shows a dialog box titled "Clashing Booking" with a red 'X' icon. The message reads:

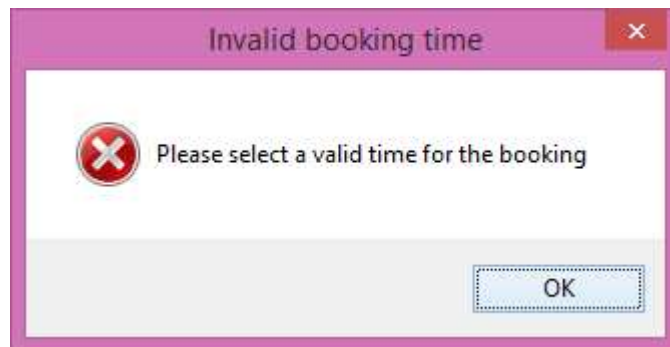
This booking clashes with a booking starting at 12:00 and ending at 13:00 on 14/03/2015
Reference : AUD

An "OK" button is located at the bottom right of the dialog box.

Customer not selected: A customer has not been selected. Choose a customer from the list or create a new customer.



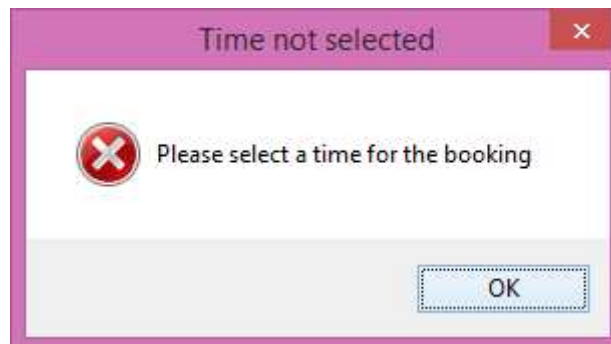
Invalid Booking Time: The time of the booking is invalid. The booking might begin and end at the same time or the end time of the booking occurs before the start time.



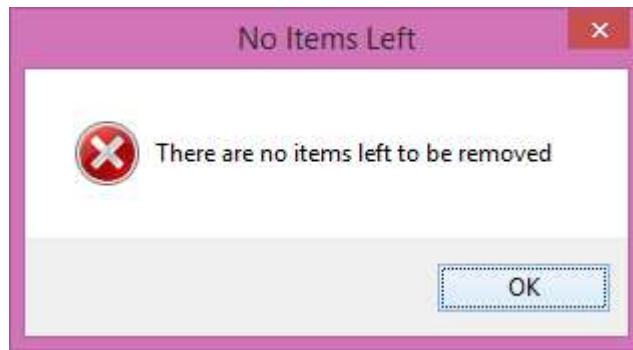
Room not selected: The room has not been selected. Choose a room from the list of rooms.



Time not selected: The time at which the booking should take place has not been chosen. Enter in a valid start and end time for the current booking.



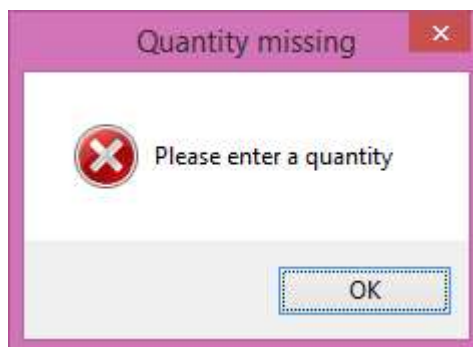
No Items left to remove: No items have been ordered but the "Remove Selected Item" button has been pressed.



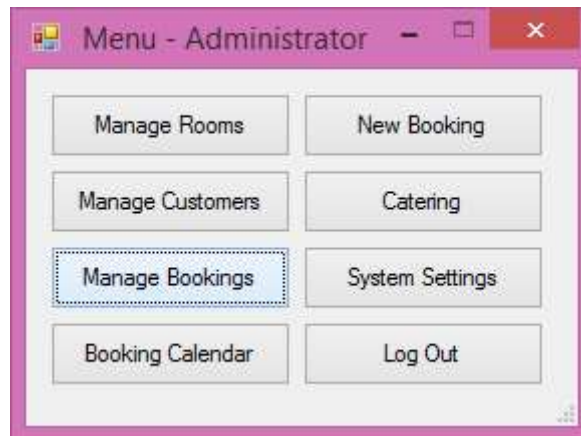
No item has been selected: Select an item from the list



Quantity has not been selected: Enter a quantity for the currently selected item.



Editing a Booking



1. While on the Menu click the “Manage Bookings” button. This will bring up the Manage Bookings form.

The screenshot shows the 'ManageBookings' form with a purple title bar. The form is divided into several sections:

- Select Booking:** A table with columns 'Date', 'Room', and 'Reference'.
- Select Customer:** A list box containing names: Keith Miligan, Michael Brown, Samuel Bannister, Josh Murtagh, and Matthew Downey.
- Select Item:** A list box containing items: Flask of Tea (13 Cup), Flak of coffee (13 Cl., Orange Juice (8 Cup, Diluted Juice (8 Cup, and Selection of Homem:.
- Delivery Time:** A text box showing '00:00:00' with a 'Clear Time' button and a 'Remove Selected Item' button.
- Quantity:** A text box showing '0' with an 'Add Item' button.
- Booking Reference:** A text box.
- Booking Date:** A date picker showing '09 April 2015'.
- Start Time:** A time picker showing '00:00:00'.
- End Time:** A time picker showing '00:00:00'.
- Select Room:** A dropdown menu.
- Layout:** A text box.
- Tech Support:** A text box.
- Status:** A dropdown menu.
- Number of Microphones:** A text box showing '0'.
- Extra Requests:** A text box.
- Buttons:** 'Close' and 'Update Booking' at the bottom.

2. To begin you must first choose a customer from the list

Select Booking

	Date	Room	Reference
▶	SEA1	14/03/2015	Seaforde
	SEA2	15/03/2015	Seaforde

Select Customer

Matthew Downey
Samuel Brown
Bradley Wightman
Fred Blogs
Mark Sweeney

Doing so will cause the adjacent data grid to display all of the bookings for that particular customer. To choose one of the bookings to be edited click on one of the rows. (Please note that even though the first row in the data grid is highlighted, the booking itself has not been chosen and must be clicked on)

- Once the booking has been selected, the booking details should be loaded into all fields.

The screenshot shows the 'ManageBookings' application window. It contains several sections for managing a booking:

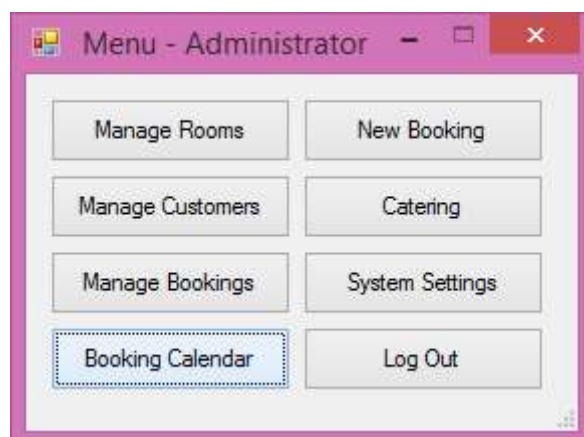
- Select Booking:** A table with columns Date, Room, and Reference. The row for 'SEA2' on '15/03/2015' in 'Seaforde' is selected.
- Select Customer:** A list box showing customers: Matthew Downey, Samuel Brown, Bradley Wightman (selected), Fred Blogs, and Mark Sweeney.
- Select Item:** A list box showing items: Flask of Tea (13 Cup), Flak of coffee (13 Cu), Orange Juice (8 Cup), Diluted Juice (8 Cup), and Selection of Homemz.
- Booking Reference:** A text field containing 'SEA2'.
- Booking Date:** A date picker showing '15 March 2015'.
- Start Time:** A time picker showing '11:00:00'.
- End Time:** A time picker showing '12:30:00'.
- Select Room:** A dropdown menu showing 'Seaforde'.
- Layout:** A text area labeled 'Default Layout'.
- Tech Support:** A text area.
- Status:** A dropdown menu showing 'Active'.
- Number of Microphones:** A spinner box showing '1'.
- Quantity:** A spinner box showing '0'.
- Delivery Time:** A time picker showing '11:00:00' with 'Clear Time' and 'Remove Selected Item' buttons.
- Add Item:** A button.
- Item List Table:**

Name	Quantity	Delivery Time
Beef Goulash	6	11:00
Piri Piri Chicken ...	3	11:30
Flask of Tea (13 ...	1	11:00
- Extra Requests:** A text area.
- Buttons:** 'Close' and 'Update Booking'.

- Edit the booking details as needed and press the "Update Booking" button. The fields shown on this form are identical to those found on the "New Booking" form. For a description of the fields go to the "Creating a New Booking" section in the manual.

Navigating the Booking Calendar

To access the booking calendar, go to the menu and click the button called “Booking Calendar”. The Calendar allows you to view any booking that has been recorder in the system.

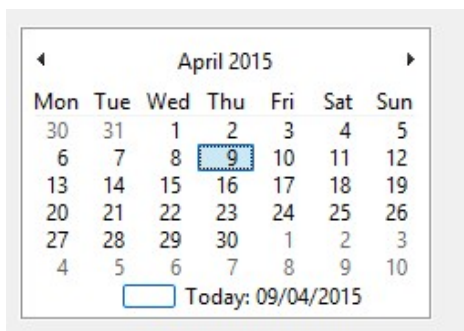


When the Booking Calendar form is first accessed it will display all of the bookings taking place within the current month.

The screenshot shows the "Booking Calendar" form with a red title bar. It contains several sections:

- Bookings Table:** A table with columns: Customer Name, Reference, Time, Room Name, Date.
- Calendar:** A calendar for April 2015 with the 9th highlighted. Below it, a text field shows "Today: 09/04/2015".
- Processed by:** A text input field.
- Room Layout:** A large text area.
- Technical Support:** A large text area.
- Extra Requests:** A large text area.
- Microphones:** A small text input field.
- Show bookings for current:** Two buttons: "Month" and "Year".
- Create Report:** A button.
- Close:** A button.
- Table:** A table with columns: Name, Quantity, Delivery Time.

On the upper left of the form we can see the actual calendar. By default it will be showing today's date.



To the right of the calendar we can find the data grid showing all of the bookings which take place during the selected time period. To select a booking simply click on an entry in the data grid and the information for that booking will be displayed below.

	Customer Name	Reference	Time	Room Name	Date
►	Keith Miligan	...	13:00-13:30	Auditorium	18/03/2015
	Samuel Bannister	SAB3	17:00-20:00	Auditorium	31/03/2015
	Fred Blogs	Mon	12:00-13:00	Montrose	28/03/2015
	Michael Brown	...	13:00-15:00	Auditorium	02/04/2015

At the bottom of the form we can find fields which hold the booking information. The form will also display the username of the user who made the booking.

Processed by: Admin

Room Layout: circle of chairs
50 people

Technical Support

Extra Requests

Microphones: 5

Create Report

Close

Show bookings for current: Month Year

	Name	Quantity	Delivery Time
▶	Cocktail Sausage...	5	13:00
	Potato Wedges	5	13:00

The calendar can also be used to more than one date. To select a range of dates simply click, hold and move the cursor to the required date. This action will cause all bookings taking place between those dates to be shown in the adjacent data grid.

	Customer Name	Reference	Time	Room Name	Date
▶	Michael Brown	AUD	12:00-13:00	Auditorium	14/03/2015
	Bradley Wightman	SEA1	06:00-07:00	Seaforde	14/03/2015
	Bradley Wightman	SEA2	11:00-12:30	Seaforde	15/03/2015
	Keith Miligan	...	13:00-13:30	Auditorium	18/03/2015
	Keith Miligan	fed	07:00-08:00	Seaforde	14/03/2015

March 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today: 09/04/2015

You may also need to display all bookings within the current month or year. To do this you need to click on either the “Year” or “Month” button.

Show bookings for current:

Month Year

The final function of the Booking Calendar is the report function. A booking report can be created for the currently selected booking by pressing the “Create Report” button.

Room Layout: circle of chairs
50 people

Technical Support

Extra Requests

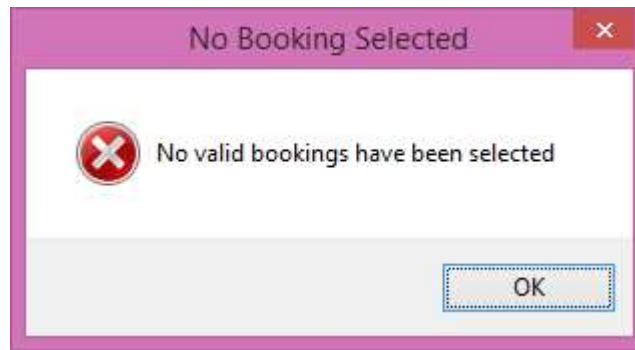
Microphones: 5

Create Report

Close

	Name	Quantity
▶	Cocktail Sausage...	5
	Potato Wedges	5

Once the button has been pressed, the report will be automatically generated by the system in the form of a Microsoft Word document. If a booking is not selected before pressing the “Create Report” button an error message will be shown.



To continue, press the “OK” button and select a booking from the data grid.

After pressing the button the program should appear unresponsive for a short period of time as the report is being generated. Once the report is generated it will be displayed on the screen. The document can be edited and saved if needed.

Booking Report for Mark Sweeney on 28/04/2015 at 09:00

This booking was created by Admin

Preferred Room Layout

circle of chairs

50 people

Technical Support

The customer has requested 5 microphone/s

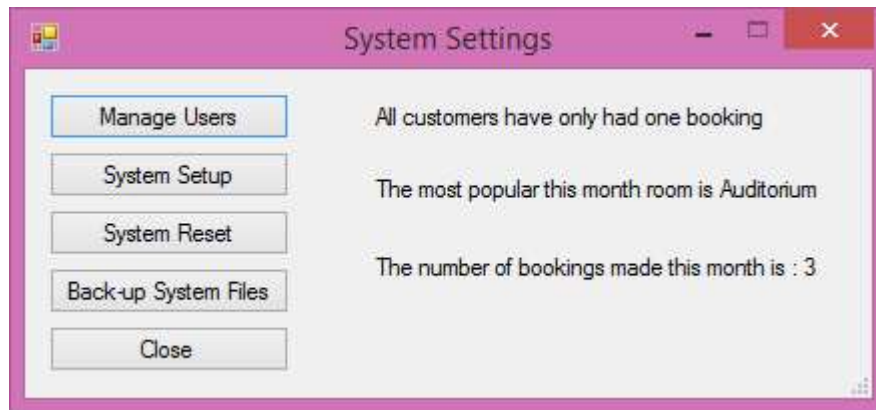
The customer does not require any technical assistance

Catering

Name	Quantity	Delivery Time
Cocktail Sausage (4pc)	5	13:00
Potato Wedges	5	13:00

System Settings

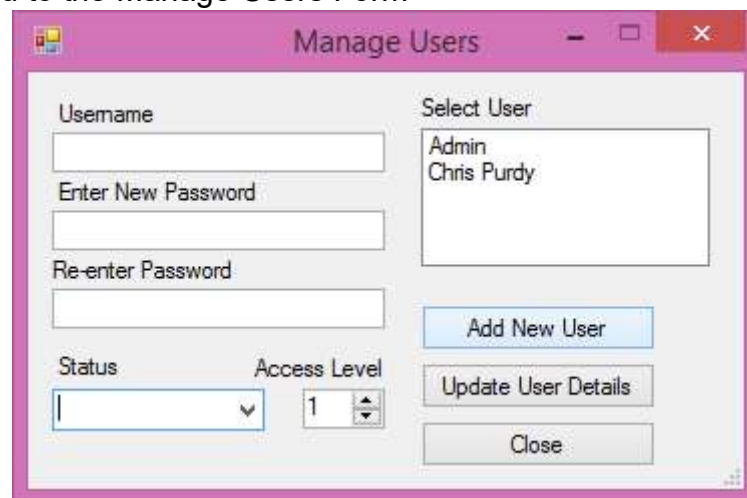
Administrators have access to the system settings form which allows them to perform tasks such as making a back-up, managing users or performing a system setup. To access the system settings select the “System Settings” button from the menu. This will bring up the form which also provides some basic statistics about the system.



The screenshot shows a window titled "System Settings" with a pink border. On the left side, there is a vertical list of buttons: "Manage Users" (highlighted with a blue border), "System Setup", "System Reset", "Back-up System Files", and "Close". On the right side, there are three lines of text providing system statistics: "All customers have only had one booking", "The most popular this month room is Auditorium", and "The number of bookings made this month is : 3".

Adding a User

1. Click the “Manage Users” button, while on the System settings form, which will bring you to the Manage Users Form



The screenshot shows a window titled "Manage Users" with a pink border. On the left side, there are three text input fields labeled "Username", "Enter New Password", and "Re-enter Password". Below these fields are two dropdown menus: "Status" and "Access Level" (which currently shows the value "1"). On the right side, there is a list box titled "Select User" containing the names "Admin" and "Chris Purdy". Below the list box are three buttons: "Add New User" (highlighted with a blue border), "Update User Details", and "Close".

2. Continue to the New User form by pressing the “Add New User” button which will display the form once clicked.

The screenshot shows a window titled "Add User" with a standard Windows XP-style title bar. Inside the window, there are four input fields: "Username", "Access Level", "Password", and "Re-enter Password". The "Access Level" field is a dropdown menu currently showing "1". To the right of the input fields are two buttons: "Cancel" and "Finish". The "Finish" button is highlighted with a blue border.

3. To add a new user you must fill in the Username and Password fields and select the user's access level. The access levels are summarised below:

Level 1:

Level 1 access is granted to system administrators only. This access level gives the ability to manage users i.e. add or remove users and reset their passwords. Level 1 grants the user access to all of the system facilities and all files used by the system.

Level 2:

The second highest access level allows the users access to system files meaning that they can add, remove or change their contents. Grants access to all non-administrative areas of the system.

Level 3:

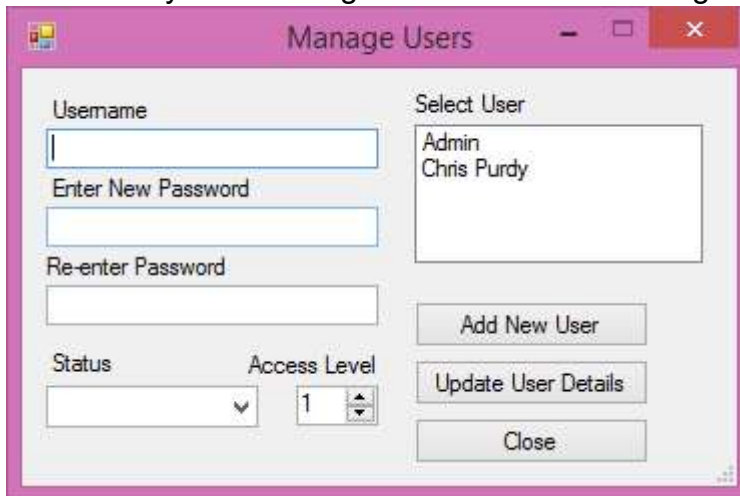
This is the lowest and most restricted access level. Users with this access level cannot modify any files and only have access to the Booking file and basic details

4. To finish press the "Finish" button. Error which occur during the creation of a new user can be found in the "Installation" section of this manual

This screenshot shows the same "Add User" window, but now the fields are populated. The "Username" field contains the text "Stephen". The "Access Level" dropdown is now set to "3". The "Password" and "Re-enter Password" fields contain a series of asterisks to mask the input. The "Finish" button is still highlighted with a blue border.

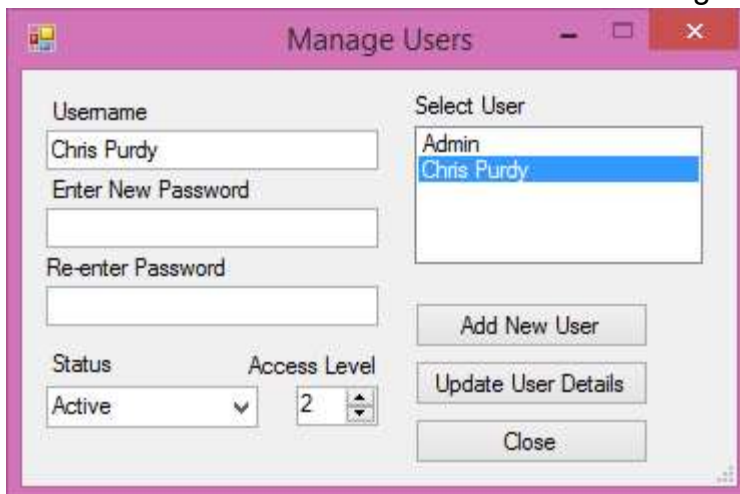
Editing User Details

1. From the System Settings form select the “Manage Users” option.



The screenshot shows a window titled "Manage Users" with a pink border. On the left, there are three text input fields: "Username" (empty), "Enter New Password" (empty), and "Re-enter Password" (empty). Below these are two dropdown menus: "Status" (showing a downward arrow) and "Access Level" (showing the number "1"). On the right, there is a "Select User" list box containing "Admin" and "Chris Purdy". Below the list box are three buttons: "Add New User", "Update User Details", and "Close".

2. To edit a user click on the list of names on the right hand side of the form.

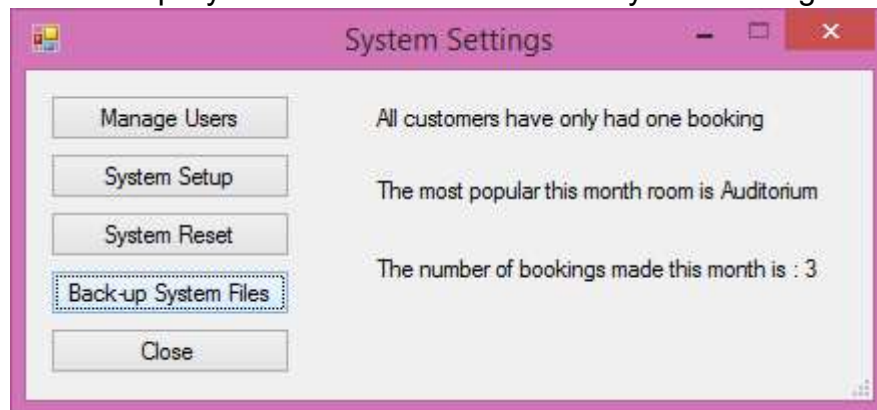


The screenshot shows the same "Manage Users" window. The "Username" field now contains "Chris Purdy". The "Status" dropdown menu now shows "Active". The "Access Level" dropdown menu now shows "2". In the "Select User" list box, "Chris Purdy" is highlighted with a blue background. The "Add New User", "Update User Details", and "Close" buttons remain visible.

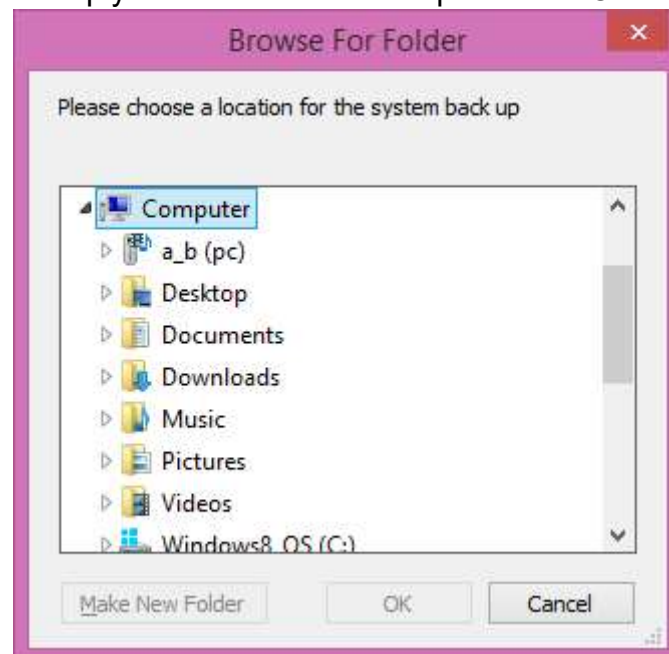
3. Edit the details as required and when you are done press the “Update User Details” button. If you do not require the password to be changed then keep both password fields blank. Please not that if a user’s status is set to “Inactive” then they will not be allowed to log into the system. If no user has been selected when the

System Back-up

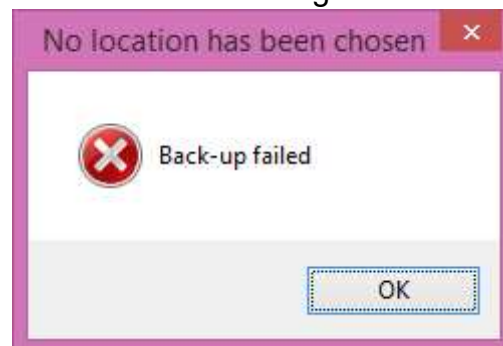
1. Select the “Back-up System Files” button form the system settings form.



2. A form will be shown prompting the user to select a location to place the backed up data. Simply select a location and press the “Ok” button.



The location is not picked then the following error message will be shown

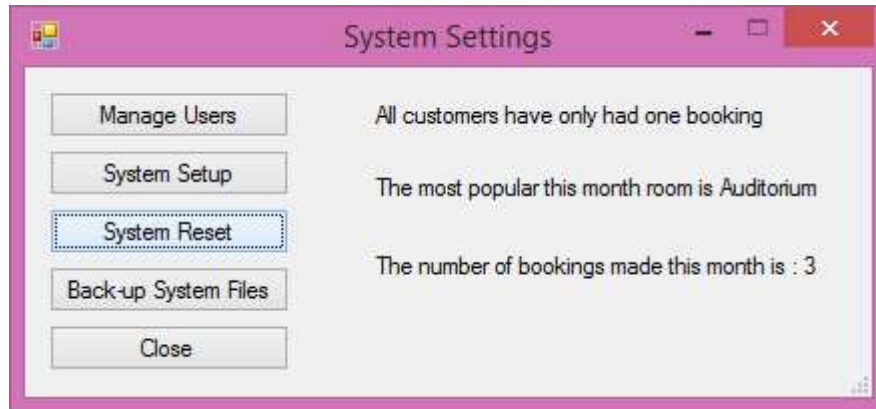


3. The backed up data will be copied to the location chosen by the user. If necessary the backed up data can be used in place of the old data. This can be done by copying the folder called “Room Hire System” from the back up

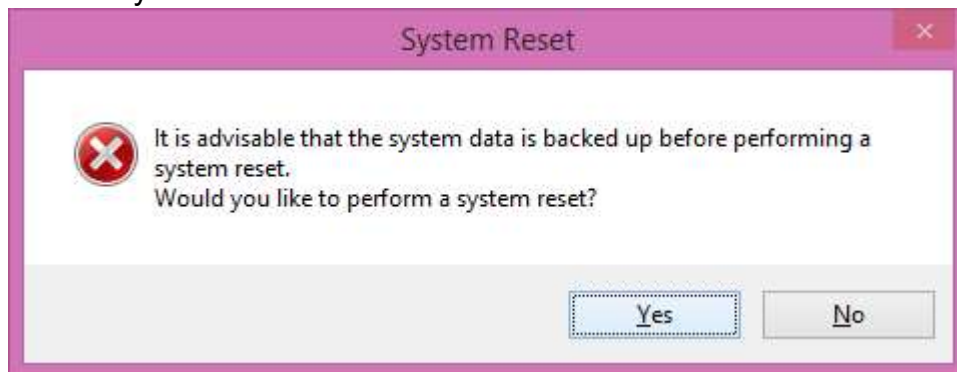
folder to the location containing the resource folder. The resource folder already contains a folder called “Room Hire System” which must be replaced by the backed up data. It is wise to keep a copy of the old folder.

System Reset

1. Press the “System Reset” button.



2. A message box containing a warning will be shown. If you wish to delete the current system files then click the “Yes” button.



3. If the system has been reset then the System Setup form will be shown so that the user can create a new system.

System Setup

The system settings form provides the Administrator to perform another system setup. This may be necessary if the resource folder has been moved meaning that a user setup must be performed on all machines running the system. If the “System Setup” button has been pressed then the Setup form will be shown. For more information please consult the installation section of the manual.