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A simple help guide for the Backend of the Easy!Appointments Web Application for End Users

Easy!Appointments

Help Guide

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# Introduction

## Background

Easy!Appointments is a web appointment scheduler that can be installed and run in web servers. Users will be able to reach the application through their web browsers by using an active internet connection, just like visiting a normal website. The installation process is very similar to other popular web systems like WordPress and Joomla.

Follow these instructions strictly in order to complete the installation.

## Dictionary

* Apache A free and open-source cross-platform web server software;

## System Requirements

In order to complete this installation, the user will need to meet these system requirements:

* Windows XP or Newer
* Browser (Firefox v.68.2.0esr)
* Internet connection

# Installation

## Application initial database configuration

### **Open the Easy!Appointments installation folder URL**

#### Open your browser and search localhost. This will take you to this page

#### 

#### The first time you open this page an installation guide will be shown. Fill in the administrator user and company settings and press the Install button.

#### Once you have entered the required data, click Install Easy!Appointments at the bottom of the page

#### 

### Setup the Business Logic

### When you finish the installation, Easy!Appointments will only contain an administrator user, a test service, a test provider and some default settings. You will need configure the system with your own business logic before it’s fully functional.

#### Click on the Settings menu

#### 

#### Click on the Business Logic tab

#### 

#### Apply the working plan of your company

#### 

#### Press the save button when finished. This will now be the default working plan

#### 

### Create a test service

#### Click on Services tab on top row

#### 

#### Click Categories

#### 

#### Click + Add

#### 

#### Enter details as pictured below

#### 

#### Click Save

#### 

#### For the second time, Click + Add

#### 

#### Enter details as pictured below

#### 

#### Click Save

#### 

#### The sidebar should now look like this

#### 

#### Now click Services

#### 

#### Click + Add button to add a new service

#### 

#### Enter details as pictured below

#### 

#### Click Save

#### 

#### Click on Test Service in the side bar

#### 

#### Click Edit

#### 

#### Now change the category to Category One, using the dropbox

#### 

#### Click Save

#### 

### Create a Test User

#### Click on Users in the main menu

#### 

#### Click + Add button to add a new user

#### 

#### Enter details as pictured below (password is password)

#### 

#### Click on Working Plan

#### 

#### Adjust Working Plan to the following

#### 

#### Adjust Breaks to the following

#### 

#### Click Save

#### 

### Finishing up

#### That's it! Click on the Go To Booking Page link on the footer of the page and create a new appointment.

#### 

#### After completing the booking here, the new appointment will be now be visible at the Calendar page of the backend section.

#### 

#### You can go back to the Backend Section by clicking in the same region at the bottom of the page

#### The customer's data have also been saved and can be found in the Customers page.

#### 

# Conclusion

This installation guide is to be used by a user on Windows XP to install the Easy!Appointments Web Application. This is an unofficial guide which is for a study assignment and is in no way affiliated with Easy!Appointments.

If you encounter any problems when using Easy!Appointments you can search the official Support Group [here](https://groups.google.com/forum/#!forum/easy-appointments) for answers. You can also create new issues on GitHub and get involved in the development progress with pull requests or other suggestions. Follow Easy!Appointments on [Facebook](https://www.facebook.com/easyappointments.org), [Twitter](https://twitter.com/EasyAppts) and get the latest updates!