USER MANUAL EMPLOYEE

Logging in: Rather simple using a valid username and password

After a successful log in you will be pushed to the add screen.

Add screen:

The add screen is where employees can add new information to the database. Anything bolded is a required field and must be filled out in order to add to the database otherwise it may be left blank. An employee should understand that while it can be left blank when adding it originally one may be required to modify it inorder to unlock functionality take for example a car when we add it to they system we are not required to have insurance for it but we do require said car to have been insured before we rent it out.

The add screen can be navigated by using the Tab’s labeled; Customer, Vehicle, Rental, Branch, and Car Type. Each of these tabs allow the user to add a new instance of each of these types to the Database. Please keep in mind some important details when using them. When adding a vehicle make sure the Branch No. or Branch ID exists as well as that the Car Type has been added to the database before creating a new instance of vehicle. (Note: searching the databases will be covered next.) Similarly, When adding a new rental make sure that the Vehicle No. or VIN is in the system as well as Customer ID must have its appropriate customer added in advance and the Pickup location(Branch ID) and Dropoff Location(again Branch ID) have been added.

For some fields one should not what data type they refer to. Branch No. in Vehicle for example refers to a Branch ID or BID, in rental both Pickup Location and Dropoff Location also refer to a BID. Vehicle No. in Rental also means VIN.

The last thing to touch on for the Add screen is the top bar. At the top of the page under the page name you should see some options a grayed out Add, Search/Modify, Reporting and Switch View. these are your navigation buttons clicking on them will open new windows with different functionality. The Search/Modify button closes Add and opens the Search/Modify window, when using it make sure all work is saved or noted down. The reporting button will open the report window giving some more complex stats for the user. And finally the Switch View button can allow the employee to view things from the customer side.

Here is an example of how to add a customer to the Database to familiarize yourself with the system. First type Test into the first name, then in last name type smith for a middle name we will type John Doe. for street address put in 7777 non existent blvd, leave street address 2 blank. After that in city put in Edmonton and province will be AB. Test Smith forgot his postal code so we can leave it blank same with phone number, Drivers License and Policy No.(a reference to their insurance) then we will birth Test smith on the first of last month hit the calendar icon next to today’s date in the Date of birth field from their if you hit the month and year at the top it will open up a list of all 12 months for the current year. Hit whatever month was last month and hit the first day of that month it will display in the field. Once you have done all of this you may hit submit located in the bottom left of your screen and done. Test Smith has been added to the database we will come back to him later but for now we can move on.

Search/Modify Screen:

The search/Modify Screen is very similar to the add delete screen. The tabs are still there same with the top bar of buttons however their are some notable disparities. For one the bolded text is gone as their are no requirements for a search. The add button has been replaced with the search button. The biggest change however is the large gray space below the search button with a few buttons bellow it.

Lets start by explaining the search button and what exactly it does. When clicked it will generate a table of all information based on what tab is open. So if i want a list of all the car types I can go to car types and hit search to get all of our car types and the rates of those car types. But sometimes we have to much information that just getting a table with all of it isnt efficient to solve this problem we have the fields. While they where used to fill in information in the Add page they are used to filter information in the search/modify page. Say i want to find anyone with a 780 area code in their phone number. I would go to phone number in customers and type in 780 and tada all customers with a 780 area code as well as some customers who have 780 in other places in their phone number would show up. How about i want to find any vehicles with da in their make we would go vehicle and type da in the make tab click search and tada we have a list of all vehicles with da in their make. On the vehicle page you will also notice that next to Year, Seats, and KMs their are 2 fields this indicates a range the field to the left is for a lower limit so everything else must be greater than equal to it and the field on the right is an upper limit so everything must be less than or equal to it. Say i have a family of 3 so i want to find anything with at least 3 seats so i type 3 in the left field of Seats, but i also dont want more than double my family size in seats so i type 6 in the right field now when i hit search i will get a list of all vehicles with at least 3 but no more than 6 seats and if i haven cleared da from the make tab all of the vehicles will have da somewhere in the make. Similarly in the rental tab you have date ranges with the exact same idea but with a date selector field.

Now how does one edit information, this is fairly intuitive simply looking at an open table double click the field you wish to edit after doing this you can add, delete or change information as you wish. Do note however that customer ID, BID, VIN, Rental ID, and car type cannot be changed. After making an edit commit it by hitting save changes if you do not wish to commit that edit just hit search to refresh the table.

Deleting an entire row from the table is also simple, click on the left most block that is blank then hit delete on your keyboard. Save to commit the change and that row has been successfully removed from your system. Now lets remove the imaginary Test Smith from our system. In the first name search Field type Test, in the middle name field type John Doe and in the last name field type smith. Hitting search should return a table with just Test Smith who lives at 7777 non existent blvd we can now click the box next to his customer id hit delete. Now save changes and Test Smith has been removed from the system.