

GOLDEN CONNECT TRAINING MANUAL



GROUP 13
2019

Content & Purpose:

This is a manual that explains each process of the system in a logical flow.



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1. EMPLOYEE SUB-SYSTEM

1.1. Add Employee

2.1. Add Employee

Description

- ▶ This tutorial will show you how to add an employee to the system.

Learning Outcomes

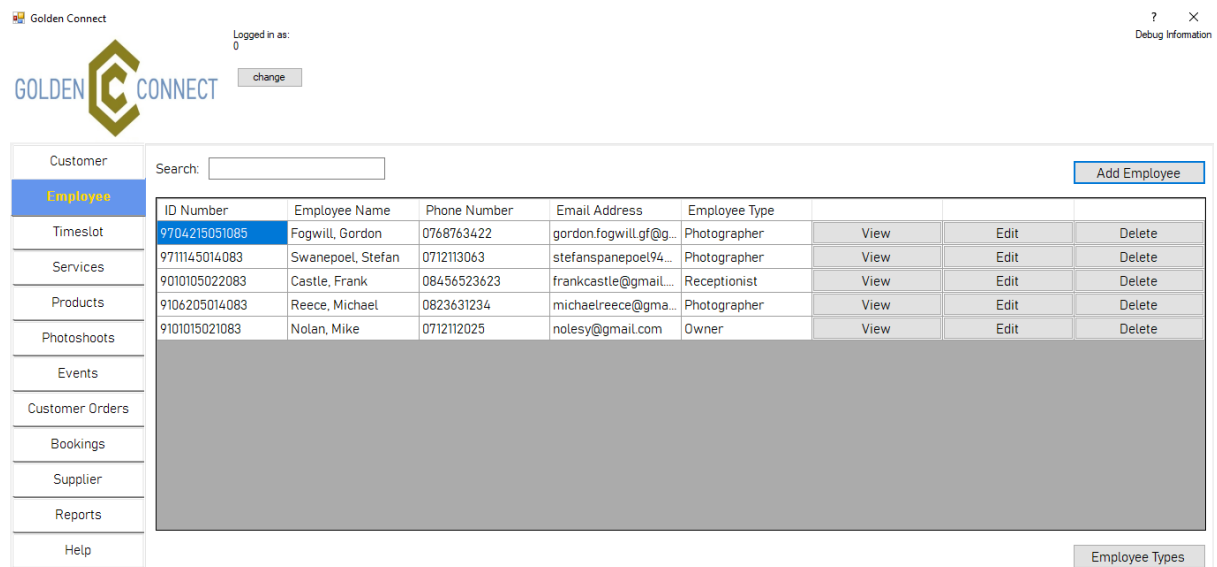
AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Add Employee Screen](#).
2. Successfully add a new employee to the system.

Process of Execution

NAVIGATING TO THE ADD EMPLOYEE SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Employee Tab](#).



The screenshot shows the Golden Connect web application. At the top, there's a header with the Golden Connect logo, a login status "Logged in as: 0", and a "change" button. On the right, there are links for "?", "X", and "Debug Information". Below the header, there's a sidebar menu with options: Customer, Employee (highlighted), Timeslot, Services, Products, Photoshoots, Events, Customer Orders, Bookings, Supplier, Reports, and Help. The main content area has a search bar and an "Add Employee" button. Below these is a table with employee data:

ID Number	Employee Name	Phone Number	Email Address	Employee Type			
9704215051085	Fogwill, Gordon	0768763422	gordon.fogwill.gf@g...	Photographer	View	Edit	Delete
9711145014083	Swanepoel, Stefan	0712113063	stefanspanepoel94...	Photographer	View	Edit	Delete
9010105022083	Castle, Frank	08456523623	frankcastle@gmail...	Receptionist	View	Edit	Delete
9106205014083	Reece, Michael	0823631234	michaelreece@gma...	Photographer	View	Edit	Delete
9101015021083	Nolan, Mike	0712112025	nolesy@gmail.com	Owner	View	Edit	Delete

At the bottom right of the table area, there's a button labeled "Employee Types".

2. When the **Employee Tab Page** is displayed, click on the **Add Employee Button**.

Search:

[Add Employee](#)

ID Number	Employee Name	Phone Number	Email Address	Employee Type			
9704215051085	Fogwill, Gordon	0768763422	gordon.fogwillgf@g...	Photographer	View	Edit	Delete
9711145014083	Swanepoel, Stefan	0712113063	stefanspanepoel94...	Photographer	View	Edit	Delete
9010105022083	Castle, Frank	08456523623	frankcastle@gmail...	Receptionist	View	Edit	Delete
9106205014083	Reece, Michael	0823631234	michaelreece@gma...	Photographer	View	Edit	Delete
9101015021083	Nolan, Mike	0712112025	nolesy@gmail.com	Owner	View	Edit	Delete

[Employee Types](#)

3. The **Add Employee Screen** is displayed.

Add Employee

1. Personal Information

First Name :

ID Number :

Last Name :

Gender :

Address :

Marital status :

Title :

2. Contact Information

Phone Number :

Email Address :

3. Business Information

Employee Type :

Add Employee Type

Cancel

Add

ADDING AN EMPLOYEE TO THE SYSTEM:

1. Enter the employee's personal, contact and business information into the textboxes on the [Add Employee Screen](#).

The screenshot shows a window titled "Add Employee" with three sections of information:

- 1. Personal Information**
 - First Name : Michael ✓
 - Last Name : Reece ✓
 - Address : 832 11th Avenue, Hatfield, 0082, Pretoria
 - ID Number : 9106205014083 ✓
 - Gender : Male ✓
 - Marital status : Single ✓
 - Title : Mr ✓
- 2. Contact Information**
 - Phone Number : 0823631234 ✓
 - Email Address : michaelreece@gmail.com ✓
- 3. Business Information**
 - Employee Type : Photographer ✓
 - Add Employee Type button

At the bottom are "Cancel" and "Add" buttons.

2. Click the [Add Button](#).

Add Employee

1. Personal Information

First Name :

Michael

✓

ID Number :

9106205014083

✓

Last Name :

Reece

✓

Gender :

Male

▼

Address :

832 11th Avenue
Hatfield
0082
Pretoria

Marital status :

Single

▼

Title :

Mr

▼

2. Contact Information

Phone Number :

0823631234

✓

Email Address :

michaelreece@gmail.com

✓

3. Business Information

Employee Type :

Photographer

▼

Add Employee Type

Cancel

Add

Test Data

Label Name:	Test Data:
Title	Mr
First Name	Michael
Last Name	Reece
Address	832 11 th Avenue Hatfield 0082 Pretoria

ID Number	9106205014083
Gender	Male
Marital Status	Single
Phone Number	0823631234
Email Address	michaelreece@gmail.com
Employee Type	Photographer

1.2. Search Employee

2.2. Search Employee

Description

- ▶ This tutorial will show you how to search for an employee on the system.
- ▶ Before searching for an employee, the employee has to be added or already exist on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Employee Tab Page](#).
2. Enter search criteria.
3. Successfully search for an employee on the system.

Process of Execution

NAVIGATING TO THE EMPLOYEE TAB PAGE:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Employee Tab](#).

Golden Connect

Logged in as: 0

change

Golden Connect

Customer

Search:

Add Employee

ID Number	Employee Name	Phone Number	Email Address	Employee Type			
9704215051085	Fogwill, Gordon	0768763422	gordon.fogwill.gf@g...	Photographer	View	Edit	Delete
9711145014083	Swanepoel, Stefan	0712113063	stefanspanepoel94...	Photographer	View	Edit	Delete
9010105022083	Castle, Frank	08456523623	frankcastle@gmail...	Receptionist	View	Edit	Delete
9106205014083	Reece, Michael	0823631234	michaelreece@gma...	Photographer	View	Edit	Delete
9101015021083	Nolan, Mike	0712112025	nolesy@gmail.com	Owner	View	Edit	Delete

Employee Types

2. The Employee Tab Page is displayed.

Search:

Add Employee

ID Number	Employee Name	Phone Number	Email Address	Employee Type			
9704215051085	Fogwill, Gordon	0768763422	gordon.fogwill.gf@g...	Photographer	View	Edit	Delete
9711145014083	Swanepoel, Stefan	0712113063	stefanspanepoel94...	Photographer	View	Edit	Delete
9010105022083	Castle, Frank	08456523623	frankcastle@gmail...	Receptionist	View	Edit	Delete
9106205014083	Reece, Michael	0823631234	michaelreece@gma...	Photographer	View	Edit	Delete
9101015021083	Nolan, Mike	0712112025	nolesy@gmail.com	Owner	View	Edit	Delete

Employee Types

SEARCHING AN EMPLOYEE ON THE SYSTEM:

1. Enter the employee's id number or employee's name into the **Search Textbox** on the **Employee Tab Page**.

Search:

Add Employee

ID Number	Employee Name	Phone Number	Email Address	Employee Type			
9106205014083	Reece, Michael	0823631234	michaelreece@gma...	Photographer	View	Edit	Delete

Employee Types

2. The search results will be displayed on the [Employee Data Grid View](#) on the form.
3. Click on the [View Button](#) in the row of the employee if you wish to view their details.
(The [View Employee Screen](#) is displayed)

Search: Add Employee

ID Number	Employee Name	Phone Number	Email Address	Employee Type			
9106205014083	Reece, Michael	0823631234	michaelreece@gma...	Photographer	View	Edit	Delete

Employee Types

Test Data

Label Name:	Test Data:
Search Criteria (Name)	Michael Reece
Search Criteria (ID)	9106205014083

1.3. Maintain Employee

2.3. Maintain Employee

Description

- ▶ This tutorial will show you how to maintain (update or delete) an employee on the system.
- ▶ Before maintaining an employee, the employee has to be added or already exist on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Edit Employee Screen](#).
2. Successfully edit an employee on the system.
3. Successfully delete an employee from the system.

Process of Execution

NAVIGATING TO THE EDIT EMPLOYEE SCREEN:

1. By using the **Menu Tab** on the **Main Form**, click on the **Employee Tab**.

Golden Connect

Logged in as: 0

change

Golden Connect

Customer

Search:

Add Employee

Employee

ID Number	Employee Name	Phone Number	Email Address	Employee Type			
9704215051085	Fogwill, Gordon	0768763422	gordon.fogwill.gf@g...	Photographer	View	Edit	Delete
9711145014083	Swanepoel, Stefan	0712113063	stefanspanepoel94...	Photographer	View	Edit	Delete
9010105022083	Castle, Frank	08456523623	frankcastle@gmail...	Receptionist	View	Edit	Delete
9106205014083	Reece, Michael	0823631234	michaelreece@gma...	Photographer	View	Edit	Delete
9101015021083	Nolan, Mike	0712112025	nolesy@gmail.com	Owner	View	Edit	Delete

Events

Customer Orders

Bookings

Supplier

Reports

Help

Employee Types

2. When the **Employee Tab Page** is displayed, navigate to the employee you want to maintain on the data grid view (using **1.2. Search Employee**).

Search:

Add Employee

ID Number	Employee Name	Phone Number	Email Address	Employee Type			
9106205014083	Reece, Michael	0823631234	michaelreece@gma...	Photographer	View	Edit	Delete

Employee Types

3. Click on the **Edit Button** in the row of the employee you want to maintain if you wish to update their details.

Search:

Add Employee

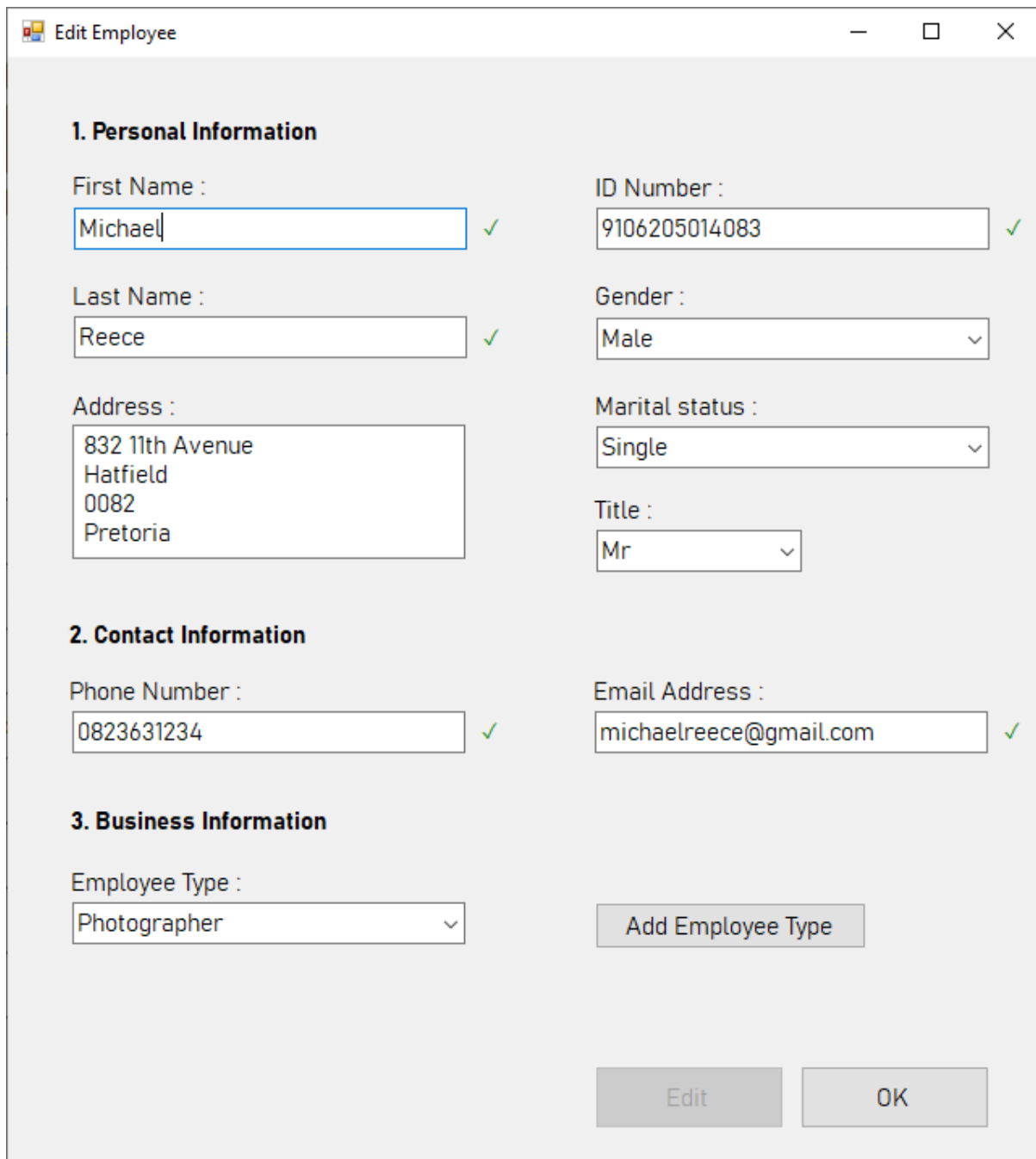
ID Number	Employee Name	Phone Number	Email Address	Employee Type			
9106205014083	Reece, Michael	0823631234	michaelreece@gma...	Photographer	View	Edit	Delete

Employee Types

4. The **Edit Employee Screen** is displayed

EDITING AN EMPLOYEE ON THE SYSTEM:

1. Enter the employee's personal, contact and business information into the textboxes on the **Edit Employee Screen**.



The screenshot shows a window titled "Edit Employee" with three sections of information:

- 1. Personal Information**
 - First Name : ✓
 - Last Name : ✓
 - Address :
 - ID Number : ✓
 - Gender : ✓
 - Marital status : ✓
 - Title : ✓
- 2. Contact Information**
 - Phone Number : ✓
 - Email Address : ✓
- 3. Business Information**
 - Employee Type : ✓
 -

At the bottom right, there are two buttons: and .

2. Click the **OK Button**.

The screenshot shows a web application window titled "Edit Employee". The form is divided into three sections: 1. Personal Information, 2. Contact Information, and 3. Business Information. Each section contains various input fields with validation status indicators (green checkmarks).

1. Personal Information

First Name : <input type="text" value="Michael"/> ✓	ID Number : <input type="text" value="9106205014083"/> ✓
Last Name : <input type="text" value="Reece"/> ✓	Gender : <input type="text" value="Male"/> ▼
Address : <input type="text" value="832 11th Avenue
Hatfield
0082
Pretoria"/>	Marital status : <input type="text" value="Single"/> ▼
	Title : <input type="text" value="Mr"/> ▼

2. Contact Information

Phone Number : <input type="text" value="0823631234"/> ✓	Email Address : <input type="text" value="michaelreece@gmail.com"/> ✓
---	--

3. Business Information

Employee Type : <input type="text" value="Photographer"/> ▼	<input type="button" value="Add Employee Type"/>
--	--

At the bottom right, there are two buttons: "Edit" (disabled) and "OK" (active).

DELETING AN EMPLOYEE FROM THE SYSTEM:

1. Click on the [Delete Button](#) in the row of the employee you want to maintain if you wish to delete the employee. (On the [Employee Tab Page](#))

Search:

ID Number	Employee Name	Phone Number	Email Address	Employee Type			
9106205014083	Reece, Michael	0823631234	michaelreece@gma...	Photographer	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

2. Click the **Yes Button**.

Delete

Do you really want to delete this entry?

Test Data

Maintain one of the employees of your choosing.

1.4. Add Employee Type

2.4. Add Employee Type

Description

- ▶ This tutorial will show you how to add an employee type to the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the **Add Employee Type Screen**.
2. Successfully add a new employee type to the system.

Process of Execution

NAVIGATING TO THE ADD EMPLOYEE TYPE SCREEN:

1. By using the **Menu Tab** on the **Main Form**, click on the **Employee Tab**.

Golden Connect Logged in as: 0 change Debug Information

GOLDEN CONNECT

Customer

Employee

ID Number	Employee Name	Phone Number	Email Address	Employee Type			
9704215051085	Fogwill, Gordon	0768763422	gordon.fogwill.gf@g...	Photographer	View	Edit	Delete
9711145014083	Swanepoel, Stefan	0712113063	stefanspanepoel94...	Photographer	View	Edit	Delete
9010105022083	Castle, Frank	08456523623	frankcastle@gmail...	Receptionist	View	Edit	Delete
9106205014083	Reece, Michael	0823631234	michaelreece@gma...	Photographer	View	Edit	Delete
9101015021083	Nolan, Mike	0712112025	nolesy@gmail.com	Owner	View	Edit	Delete

Events
Customer Orders
Bookings
Supplier
Reports
Help

Employee Types

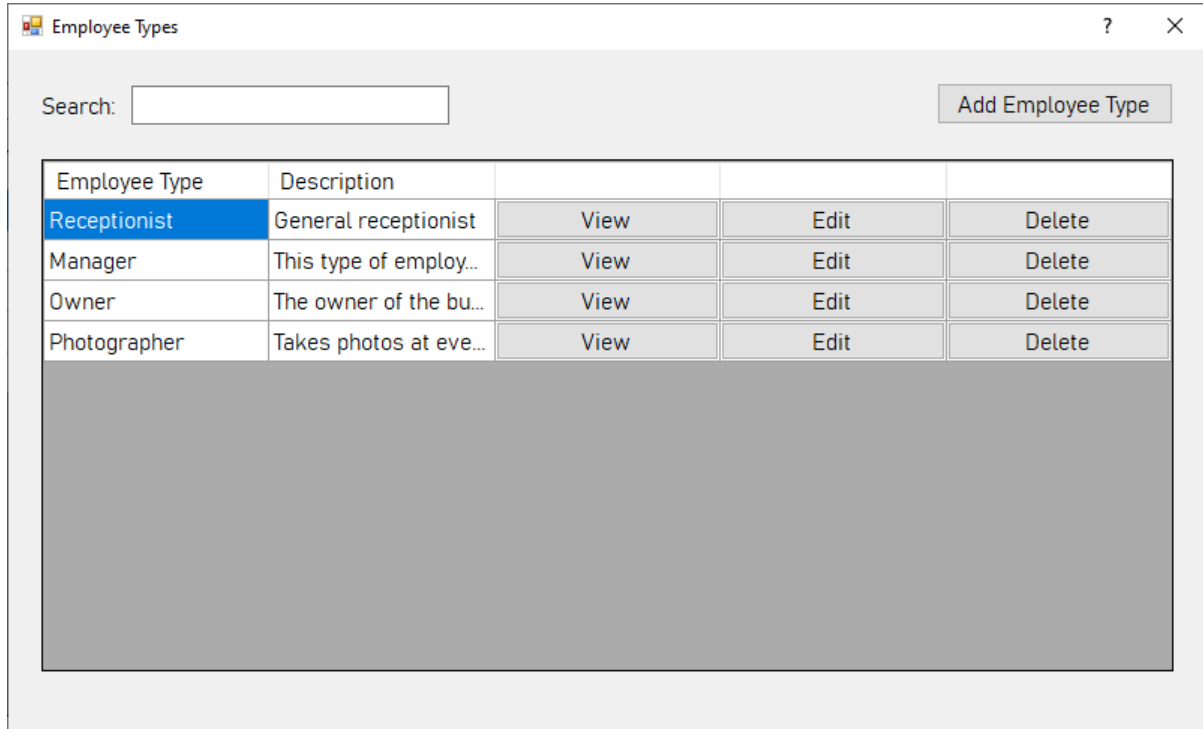
2. When the **Employee Tab Page** is displayed, click on the **Employee Types Button**.

Search:

ID Number	Employee Name	Phone Number	Email Address	Employee Type			
9704215051085	Fogwill, Gordon	0768763422	gordon.fogwill.gf@g...	Photographer	View	Edit	Delete
9711145014083	Swanepoel, Stefan	0712113063	stefanspanepoel94...	Photographer	View	Edit	Delete
9010105022083	Castle, Frank	08456523623	frankcastle@gmail...	Receptionist	View	Edit	Delete
9106205014083	Reece, Michael	0823631234	michaelreece@gma...	Photographer	View	Edit	Delete
9101015021083	Nolan, Mike	0712112025	nolesy@gmail.com	Owner	View	Edit	Delete

Employee Types

3. When the **Employee Types Screen** is displayed, click on the **Add Employee Type Button**.

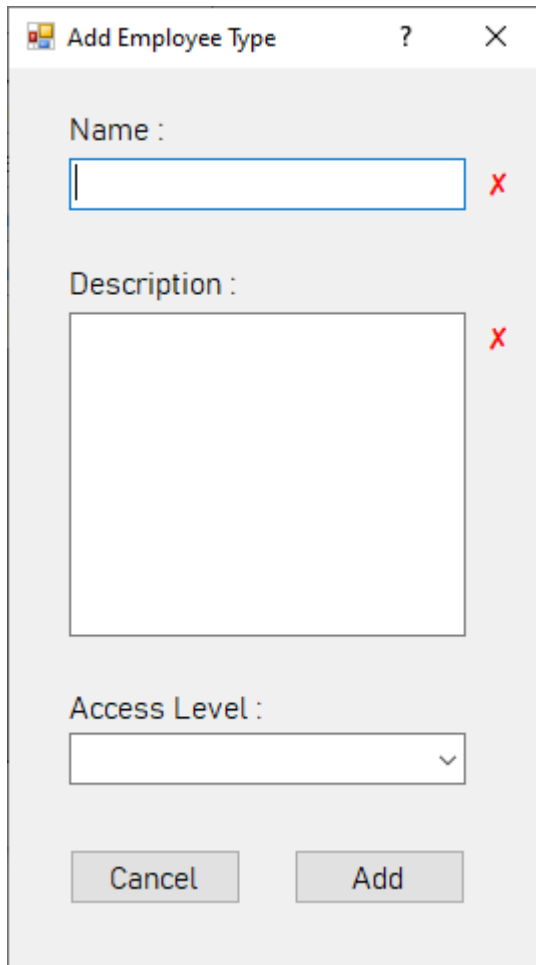


The 'Employee Types' window features a search bar at the top left and an 'Add Employee Type' button at the top right. Below these is a table with the following data:

Employee Type	Description			
Receptionist	General receptionist	View	Edit	Delete
Manager	This type of employ...	View	Edit	Delete
Owner	The owner of the bu...	View	Edit	Delete
Photographer	Takes photos at eve...	View	Edit	Delete

Below the table is a large grey rectangular area.

4. The [Add Employee Type Screen](#) is displayed.

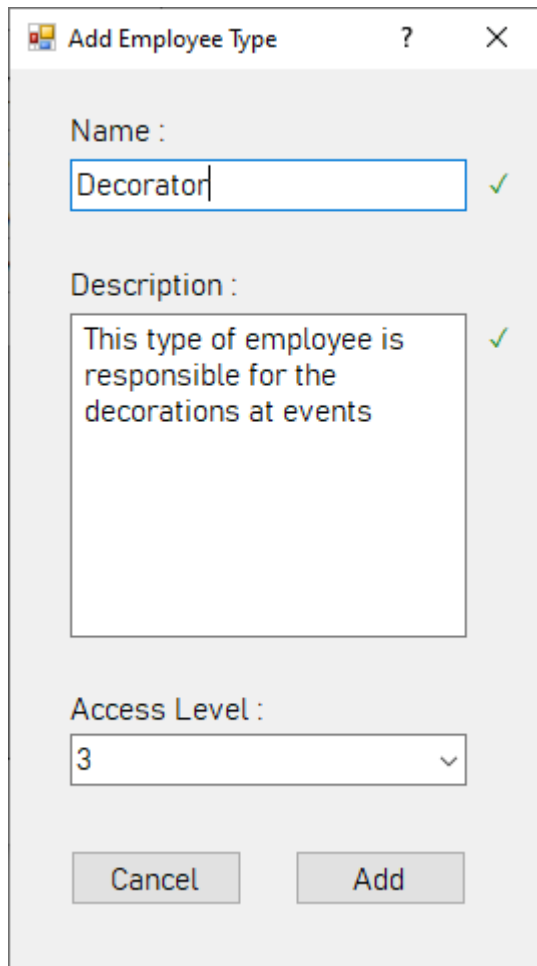


The 'Add Employee Type' window contains the following fields and buttons:

- Name :** A text input field with a red 'X' icon to its right.
- Description :** A large text area with a red 'X' icon to its right.
- Access Level :** A dropdown menu with a downward arrow icon.
- Buttons:** 'Cancel' and 'Add' buttons at the bottom.

ADDING AN EMPLOYEE TYPE TO THE SYSTEM:

1. Enter the employee type's name and description into the textboxes and select the access level in the combobox on the [Add Employee Type Screen](#).



The screenshot shows a window titled "Add Employee Type" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains the following fields and controls:

- Name :** A text box containing "Decorator" with a green checkmark to its right.
- Description :** A text area containing "This type of employee is responsible for the decorations at events" with a green checkmark to its right.
- Access Level :** A combobox showing "3" with a dropdown arrow to its right.
- Buttons:** "Cancel" and "Add" buttons at the bottom.

2. Click the [Add Button](#).

Add Employee Type ? X

Name :
Decorator ✓

Description :
This type of employee is responsible for the decorations at events ✓

Access Level :
3 ▼

Cancel Add

Test Data

Label Name:	Test Data:
Name	Decorator
Description	This employee type is for employees responsible for decorating at events.
Access Level	3

1.5. Search Employee Type

2.5. Search Employee Type

Description

- ▶ This tutorial will show you how to search for an employee type on the system.
- ▶ Before searching for an employee type, the employee type has to be added or already exist on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Employee Type Screen](#).
2. Enter search criteria.
3. Successfully search for an employee type on the system.

Process of Execution

NAVIGATING TO THE EMPLOYEE TYPE SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Employee Tab](#).

Golden Connect Logged in as: 0 change ? × Debug Information

GOLDEN CONNECT

Customer

Employee

Timeslot

Services

Products

Photoshoots

Events

Customer Orders

Bookings

Supplier

Reports

Help

Search:

Add Employee

ID Number	Employee Name	Phone Number	Email Address	Employee Type			
9704215051085	Fogwill, Gordon	0768763422	gordon.fogwill.gf@g...	Photographer	View	Edit	Delete
9711145014083	Swanepoel, Stefan	0712113063	stefanspanepoel94...	Photographer	View	Edit	Delete
9010105022083	Castle, Frank	08456523623	frankcastle@gmail...	Receptionist	View	Edit	Delete
9106205014083	Reece, Michael	0823631234	michaelreece@gma...	Photographer	View	Edit	Delete
9101015021083	Nolan, Mike	0712112025	nolesy@gmail.com	Owner	View	Edit	Delete

Employee Types

2. When the [Employee Tab Page](#) is displayed, click on the [Employee Types Button](#).

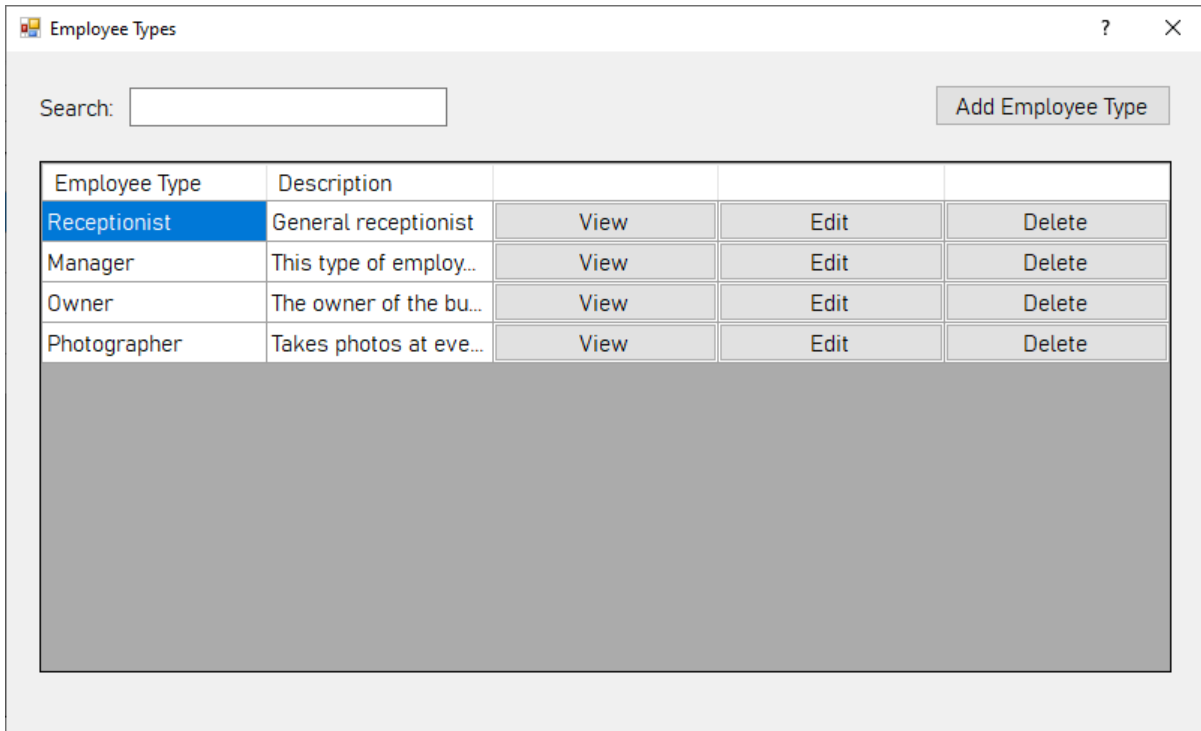
Search:

Add Employee

ID Number	Employee Name	Phone Number	Email Address	Employee Type			
9704215051085	Fogwill, Gordon	0768763422	gordon.fogwill.gf@g...	Photographer	View	Edit	Delete
9711145014083	Swanepoel, Stefan	0712113063	stefanspanepoel94...	Photographer	View	Edit	Delete
9010105022083	Castle, Frank	08456523623	frankcastle@gmail...	Receptionist	View	Edit	Delete
9106205014083	Reece, Michael	0823631234	michaelreece@gma...	Photographer	View	Edit	Delete
9101015021083	Nolan, Mike	0712112025	nolesy@gmail.com	Owner	View	Edit	Delete

Employee Types

3. The **Employee Types Screen** is displayed.



Employee Types

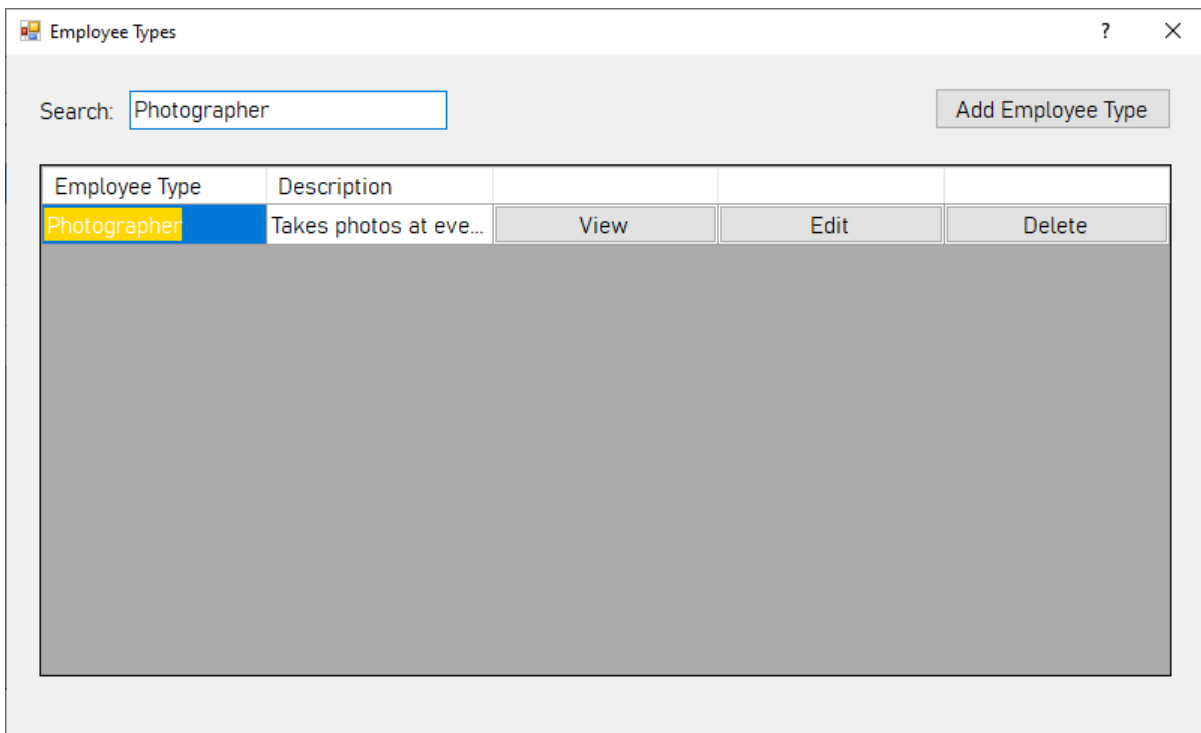
Search:

Add Employee Type

Employee Type	Description			
Receptionist	General receptionist	View	Edit	Delete
Manager	This type of employ...	View	Edit	Delete
Owner	The owner of the bu...	View	Edit	Delete
Photographer	Takes photos at eve...	View	Edit	Delete

SEARCHING AN EMPLOYEE TYPE ON THE SYSTEM:

1. Enter the employee type's name into the **Search Textbox** on the **Employee Types Screen**.



Employee Types

Search:

Add Employee Type

Employee Type	Description			
Photographer	Takes photos at eve...	View	Edit	Delete

- The search results will be displayed on the [Employee Types Data Grid View](#) on the form.
- Click on the [View Button](#) in the row of the employee type if you wish to view their details. (The [View Employee Type Screen](#) is displayed)

Employee Type	Description			
Photographer	Takes photos at eve...	View	Edit	Delete

Test Data

Label Name:	Test Data:
Search Criteria (Name)	Photographer

1.6. Maintain Employee Type

2.6. Maintain Employee Type

Description

- ▶ This tutorial will show you how to maintain (update or delete) an employee type on the system.
- ▶ Before maintaining an employee type, the employee type has to be added or already exist on the system.
- ▶

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Edit Employee Type Screen](#).
2. Successfully edit an employee type on the system.
3. Successfully delete an employee type from the system.

Process of Execution

NAVIGATING TO THE EDIT EMPLOYEE TYPE SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Employee Tab](#).

Golden Connect

Logged in as: 0

change

?

×

Debug Information

GOLDEN CONNECT

Customer

Search:

Add Employee

Employee

ID Number	Employee Name	Phone Number	Email Address	Employee Type			
9704215051085	Fogwill, Gordon	0768763422	gordon.fogwill.gf@g...	Photographer	View	Edit	Delete
9711145014083	Swanepoel, Stefan	0712113063	stefanspanepoel94...	Photographer	View	Edit	Delete
9010105022083	Castle, Frank	08456523623	frankcastle@gmail...	Receptionist	View	Edit	Delete
9106205014083	Reece, Michael	0823631234	michaelreece@gma...	Photographer	View	Edit	Delete
9101015021083	Nolan, Mike	0712112025	nolesy@gmail.com	Owner	View	Edit	Delete

Events

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Reports

Help

Employee Types

2. When the [Employee Tab Page](#) is displayed, click on the [Employee Types Button](#).

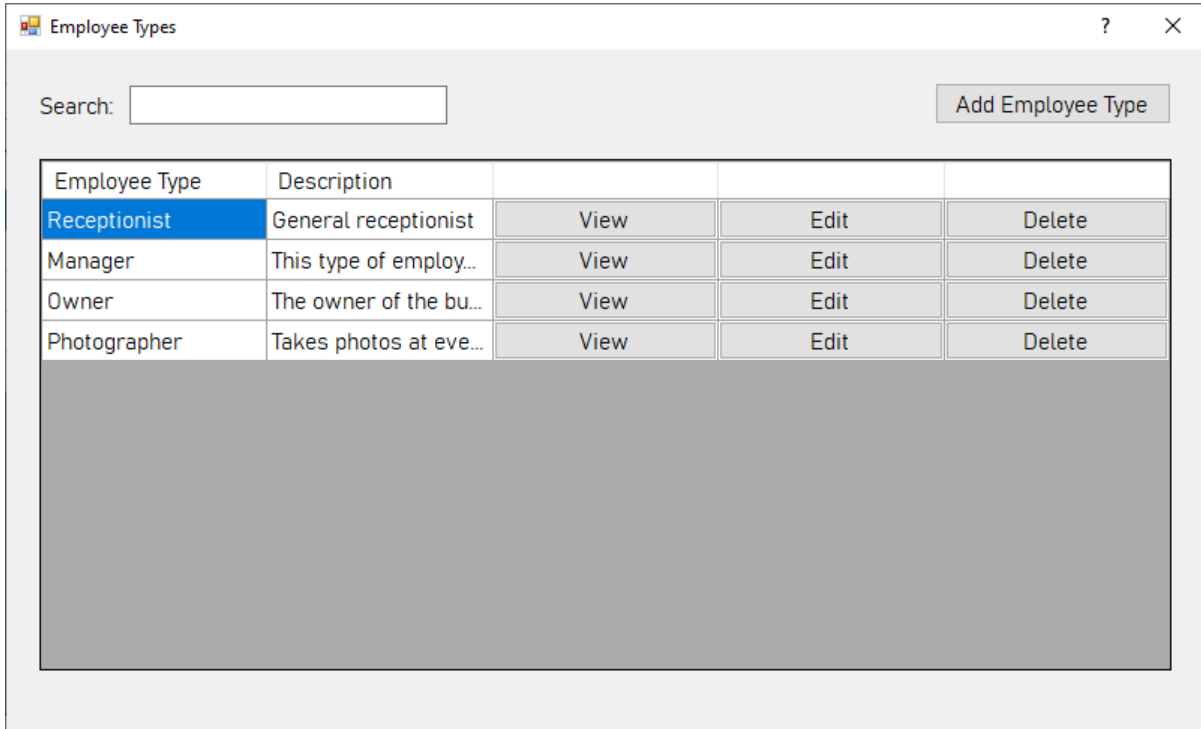
Search:

Add Employee

ID Number	Employee Name	Phone Number	Email Address	Employee Type			
9704215051085	Fogwill, Gordon	0768763422	gordon.fogwill.gf@g...	Photographer	View	Edit	Delete
9711145014083	Swanepoel, Stefan	0712113063	stefanspanepoel94...	Photographer	View	Edit	Delete
9010105022083	Castle, Frank	08456523623	frankcastle@gmail...	Receptionist	View	Edit	Delete
9106205014083	Reece, Michael	0823631234	michaelreece@gma...	Photographer	View	Edit	Delete
9101015021083	Nolan, Mike	0712112025	nolesy@gmail.com	Owner	View	Edit	Delete

Employee Types

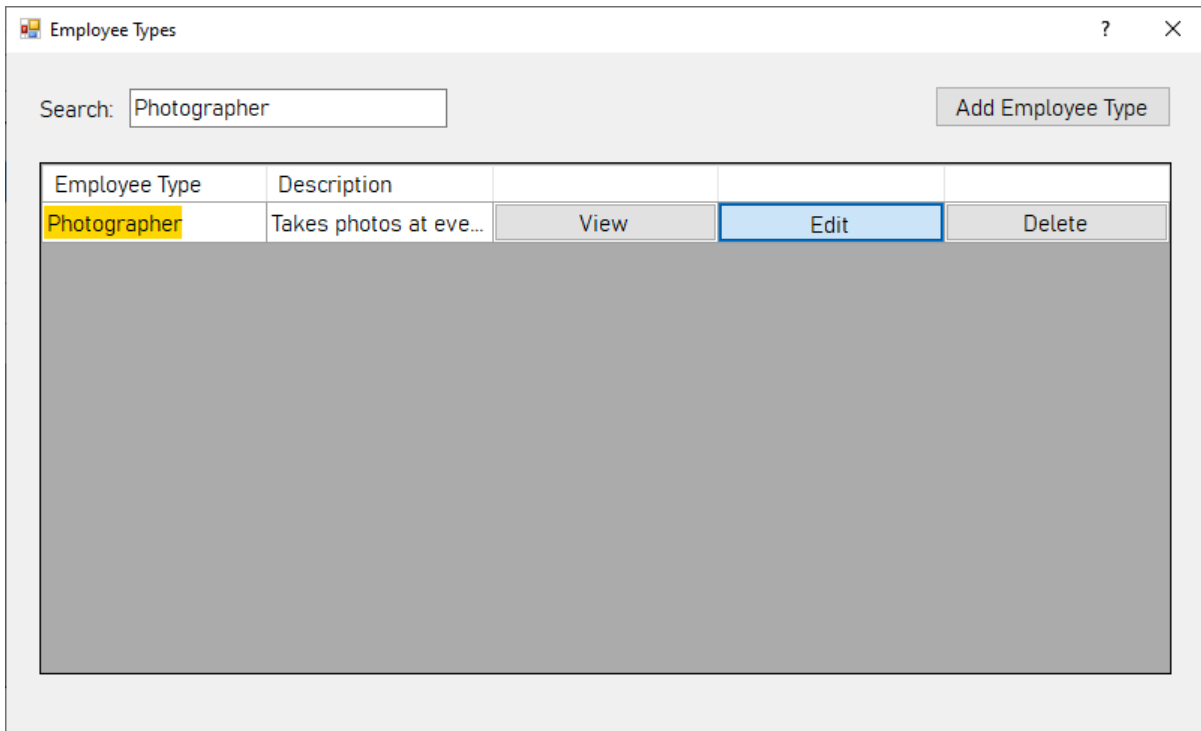
3. When the [Employee Types Screen](#) is displayed, navigate to the employee type you want to maintain on the data grid view (using [1.5. Search Employee Type](#)).



The screenshot shows the 'Employee Types' window. At the top, there is a search bar and an 'Add Employee Type' button. Below this is a table with columns: Employee Type, Description, View, Edit, and Delete. The 'Receptionist' row is highlighted in blue.

Employee Type	Description	View	Edit	Delete
Receptionist	General receptionist	View	Edit	Delete
Manager	This type of employ...	View	Edit	Delete
Owner	The owner of the bu...	View	Edit	Delete
Photographer	Takes photos at eve...	View	Edit	Delete

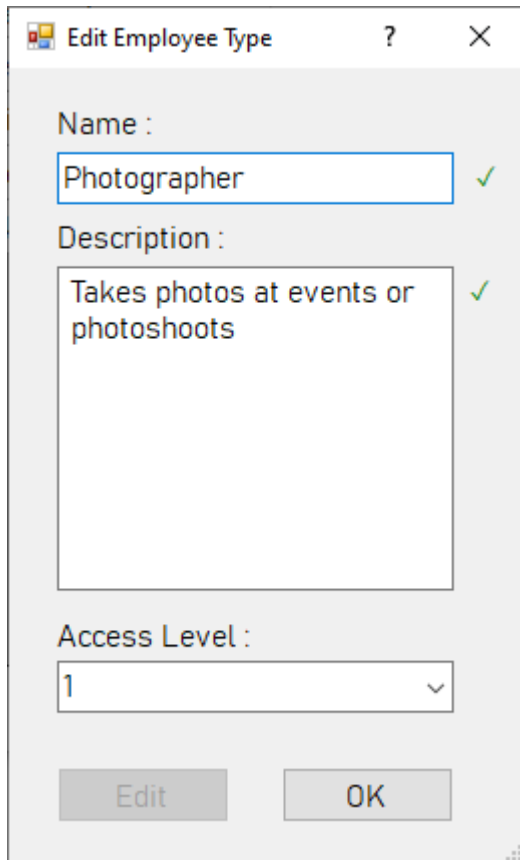
4. Click on the [Edit Button](#) in the row of the employee type you want to maintain if you wish to update their details.



The screenshot shows the 'Employee Types' window with the search bar containing 'Photographer'. The 'Photographer' row in the table is highlighted in yellow, and the 'Edit' button in that row is highlighted in blue.

Employee Type	Description	View	Edit	Delete
Photographer	Takes photos at eve...	View	Edit	Delete

5. The **Edit Employee Type Screen** is displayed



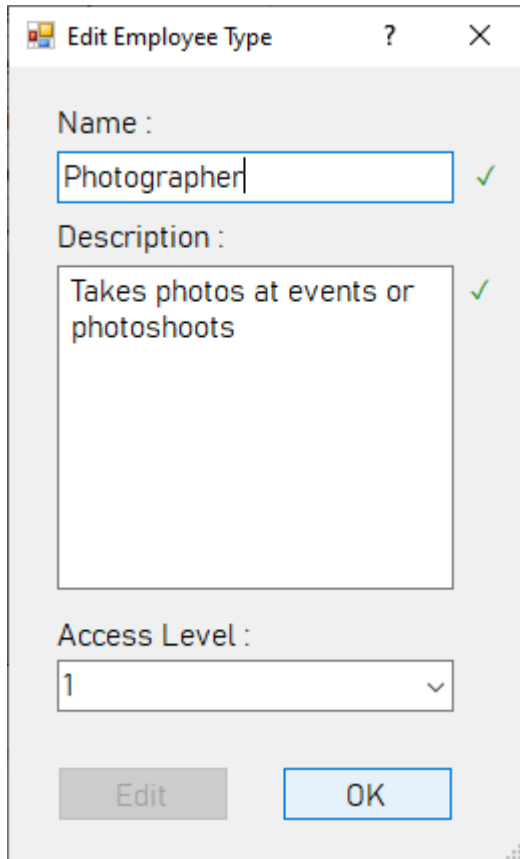
The screenshot shows a Windows-style dialog box titled "Edit Employee Type". It has a standard title bar with a question mark icon and a close button (X). The dialog contains three input fields, each with a green checkmark to its right, indicating successful validation:

- Name :** A text box containing "Photographer".
- Description :** A larger text box containing "Takes photos at events or photoshoots".
- Access Level :** A dropdown menu currently showing the value "1".

At the bottom of the dialog, there are two buttons: "Edit" and "OK".

EDITING AN EMPLOYEE TYPE ON THE SYSTEM:

1. Enter the employee type's name and description into the textboxes and the access level into the combobox on the [Edit Employee Type Screen](#).
2. Click the [OK Button](#).



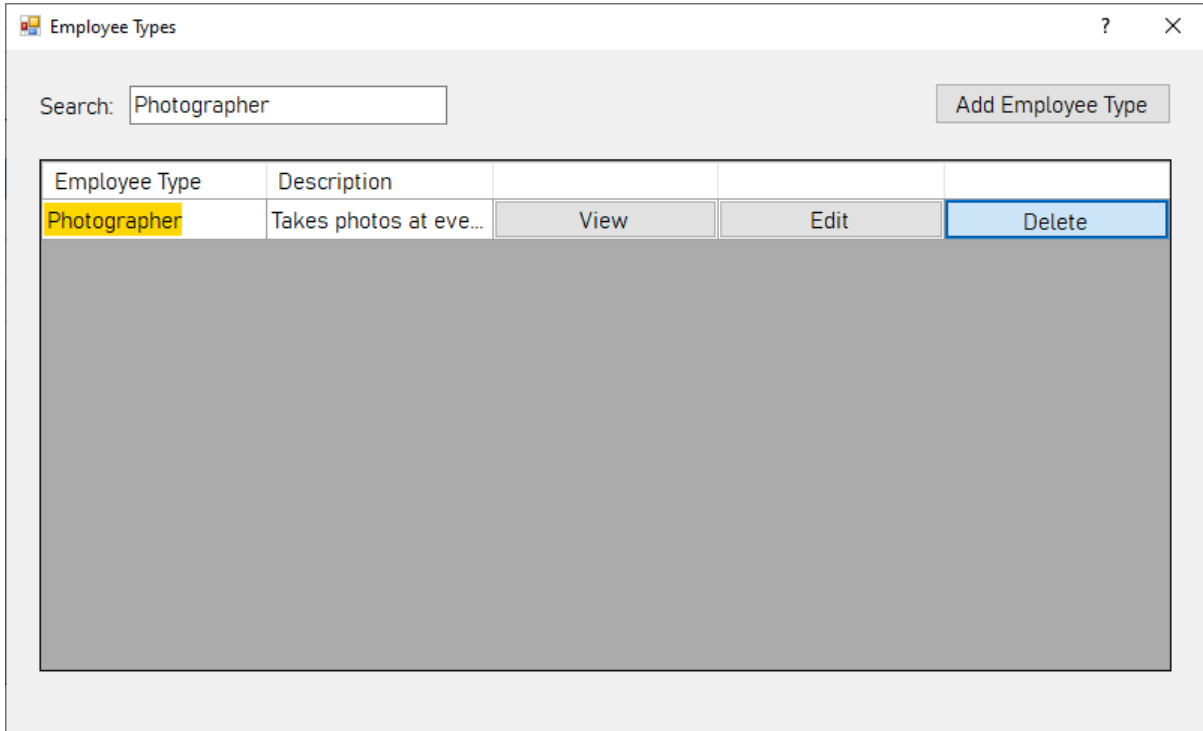
The screenshot shows a Windows-style dialog box titled "Edit Employee Type". It contains three input fields, each with a green checkmark indicating successful input:

- Name :** A text box containing "Photographer".
- Description :** A larger text box containing "Takes photos at events or photoshoots".
- Access Level :** A dropdown menu showing "1".

At the bottom of the dialog are two buttons: "Edit" (disabled) and "OK" (active).

DELETING AN EMPLOYEE TYPE FROM THE SYSTEM:

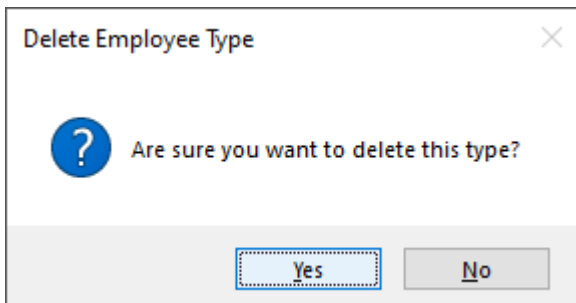
1. Click on the [Delete Button](#) in the row of the employee type you want to maintain if you wish to delete the employee type. (On the [Employee Types Screen](#))



The screenshot shows a window titled "Employee Types". At the top, there is a search bar with the text "Photographer" and an "Add Employee Type" button. Below this is a table with the following columns: "Employee Type", "Description", and three action buttons: "View", "Edit", and "Delete". The first row of the table contains the text "Photographer" in the first column, "Takes photos at eve..." in the second column, and the three action buttons. The "Delete" button is highlighted with a blue border. Below the table is a large grey rectangular area.

Employee Type	Description	View	Edit	Delete
Photographer	Takes photos at eve...			

2. Click the [Yes Button](#).



The screenshot shows a small dialog box titled "Delete Employee Type". It contains a question mark icon and the text "Are sure you want to delete this type?". At the bottom, there are two buttons: "Yes" and "No". The "Yes" button is highlighted with a blue border.

Test Data

Maintain one of the employee types of your choosing.

2. CUSTOMER SUB-SYSTEM

2.1. Add Customer

1.1. Add Customer

Description

- ▶ This tutorial will show you how to add a customer on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the **Add Customer Screen**.
2. Successfully add a new customer to the system.

Process of Execution

NAVIGATING TO THE ADD CUSTOMER SCREEN:

1. By using the **Menu Tab** on the **Main Form**, click on the **Customer Tab**.

The screenshot displays the Golden Connect application window. The title bar reads "Golden Connect" with a question mark and close button. The application has a sidebar menu on the left with the "Customer" tab selected. The main area shows a table of customer data with columns: ID Number, Customer Name, Phone Number, Email Address, View, Edit, and Delete. The first row is highlighted. A search bar and an "Add Customer" button are at the top right of the table area.

ID Number	Customer Name	Phone Number	Email Address	View	Edit	Delete
9711145010086	Swanepoel, Stefan	0712123065	stefanswanepoel94@g...	View	Edit	Delete
9704215051083	Smith, John	0768764323	smithjohn@gmail.com	View	Edit	Delete
9704215051085	Fogwill, Gordon	0768764322	gordon.fogwill.gf@gm...	View	Edit	Delete
9811425220327	Teller, Jax	0721320023	jax@gmail.co.za	View	Edit	Delete
8601115025083	Van Zyl, Bryan	0823212356	bryanvanzyl93@gmail...	View	Edit	Delete

2. When the **Customer Tab Page** is displayed, click on the **Add Customer Button**.

Search:

[Add Customer](#)

ID Number	Customer Name	Phone Number	Email Address			
9711145010086	Swanepoel, Stefan	0712123065	stefanswanepoel94@g...	View	Edit	Delete
9704215051083	Smith, John	0768764323	smithjohn@gmail.com	View	Edit	Delete
9704215051085	Fogwill, Gordon	0768764322	gordon.fogwill.gf@gm...	View	Edit	Delete
9811425220327	Teller, Jax	0721320023	jax@gmail.co.za	View	Edit	Delete
8601115025083	Van Zyl, Bryan	0823212356	bryanvanzyl93@gmail...	View	Edit	Delete

3. The **Add Customer Screen** is displayed.

Add Customer ? X

1. Personal Information

First Name : X

ID Number : X

Last Name : X

2. Contact Information

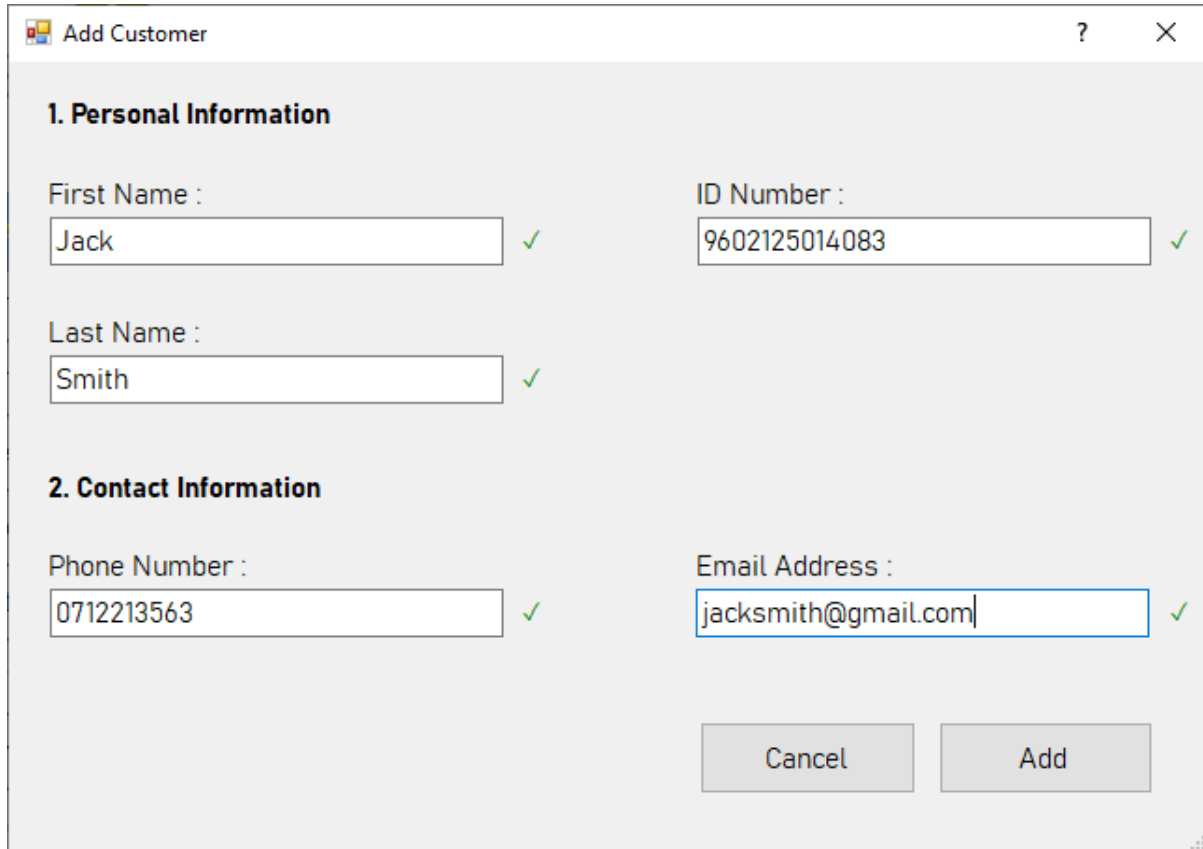
Phone Number : X

Email Address : X

Cancel Add

ADDING A CUSTOMER TO THE SYSTEM:

1. Enter the customer's personal and contact information into the textboxes on the [Add Customer Screen](#).



The screenshot shows a window titled "Add Customer" with a standard Windows interface (title bar, help icon, close button). The window is divided into two sections: "1. Personal Information" and "2. Contact Information".

1. Personal Information

First Name : ✓

ID Number : ✓

Last Name : ✓

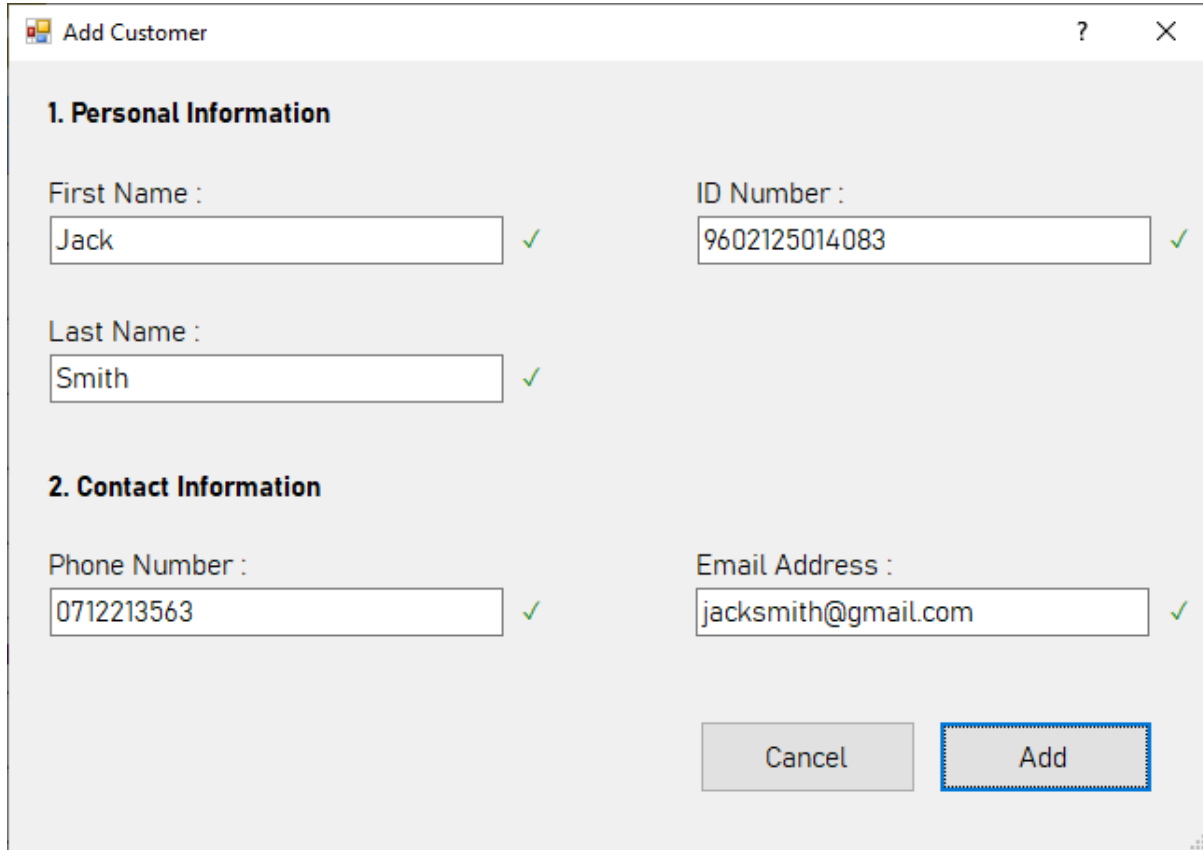
2. Contact Information

Phone Number : ✓

Email Address : ✓

At the bottom right, there are two buttons: "Cancel" and "Add".

2. Click the [Add Button](#).



Add Customer

1. Personal Information

First Name : Jack ✓

Last Name : Smith ✓

ID Number : 9602125014083 ✓

2. Contact Information

Phone Number : 0712213563 ✓

Email Address : jacksmith@gmail.com ✓

Cancel Add

Test Data

Label Name:	Test Data:
First Name	Jack
Last Name	Smith
ID Number	9602125014083
Phone Number	0712213563
Email Address	jacksmith@gmail.com

2.2. Search Customer

1.2. Search Customer

Description

- ▶ This tutorial will show you how to search for a customer on the system.
- ▶ Before searching for a customer, the customer must be added or already exist on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:


1. Navigate to the [Customer Tab Page](#).
2. Enter search criteria.
3. Successfully search for a customer on the system.

Process of Execution

NAVIGATING TO THE CUSTOMER TAB PAGE:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Customer Tab](#).

Golden Connect ? ×
Debug Information

GOLDEN  CONNECT

Customer	Search: <input type="text"/>	Add Customer
Employee		
Timeslot		
Services		
Products		
Photoshoots		
Events		
Customer Orders		
Bookings		
Supplier		
Reports		
Help		

ID Number	Customer Name	Phone Number	Email Address			
9711145010086	Swanepoel, Stefan	0712123065	stefanswanepoel94@g...	View	Edit	Delete
9704215051083	Smith, John	0768764323	smithjohn@gmail.com	View	Edit	Delete
9704215051085	Fogwill, Gordon	0768764322	gordon.fogwillgf@gm...	View	Edit	Delete
9811425220327	Teller, Jax	0721320023	jax@gmail.co.za	View	Edit	Delete
8601115025083	Van Zyl, Bryan	0823212356	bryanvanzyl93@gmail...	View	Edit	Delete

2. The **Customer Tab Page** is displayed.

Search:

[Add Customer](#)

ID Number	Customer Name	Phone Number	Email Address			
9711145010086	Swanepoel, Stefan	0712123065	stefanswanepoel94@g...	View	Edit	Delete
9704215051083	Smith, John	0768764323	smithjohn@gmail.com	View	Edit	Delete
9704215051085	Fogwill, Gordon	0768764322	gordon.fogwill.gf@gm...	View	Edit	Delete
9811425220327	Teller, Jax	0721320023	jax@gmail.co.za	View	Edit	Delete
8601115025083	Van Zyl, Bryan	0823212356	bryanvanzyl93@gmail...	View	Edit	Delete

SEARCHING A CUSTOMER ON THE SYSTEM:

1. Enter the customer's id number or customer's name into the **Search Textbox** on the **Customer Tab Page**.

Search:

[Add Customer](#)

ID Number	Customer Name	Phone Number	Email Address			
9711145010086	S wanepoel, Stefan	0712123065	stefanswanepoel94@g...	View	Edit	Delete
9704215051083	S mith, John	0768764323	smithjohn@gmail.com	View	Edit	Delete

2. The search results will be displayed on the **Customer Data Grid View** on the form.
3. Click on the **View Button** in the row of the customer if you wish to view their details. (The **View Customer Screen** is displayed)

Search:

[Add Customer](#)

ID Number	Customer Name	Phone Number	Email Address			
9711145010086	Swanepoel, Stefan	0712123065	stefanswanepoel94@g...	View	Edit	Delete
9704215051083	Smith, John	0768764323	smithjohn@gmail.com	View	Edit	Delete

Test Data

Label Name:	Test Data:
Search Criteria (Name)	Jack Smith
Search Criteria (ID)	9602125014083

2.3. Maintain Customer

1.3. Maintain Customer

Description

- ▶ This tutorial will show you how to maintain (update or delete) a customer on the system.
- ▶ Before maintaining a customer, the customer must be added or exist on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Edit Customer Screen](#).
2. Successfully edit a customer on the system.
3. Successfully delete a customer from the system.

Process of Execution

NAVIGATING TO THE EDIT CUSTOMER SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Customer Tab](#).

Golden Connect

? ×
Debug Information

Customer

Employee

Timeslot

Services

Products

Photoshoots

Events

Customer Orders

Bookings

Supplier

Reports

Help

Search:

Add Customer

ID Number	Customer Name	Phone Number	Email Address			
9711145010086	Swanepoel, Stefan	0712123065	stefanswanepoel94@g...	View	Edit	Delete
9704215051083	Smith, John	0768764323	smithjohn@gmail.com	View	Edit	Delete
9704215051085	Fogwill, Gordon	0768764322	gordon.fogwill.gf@gm...	View	Edit	Delete
9811425220327	Teller, Jax	0721320023	jax@gmail.co.za	View	Edit	Delete
8601115025083	Van Zyl, Bryan	0823212356	bryanvanzyl93@gmail...	View	Edit	Delete

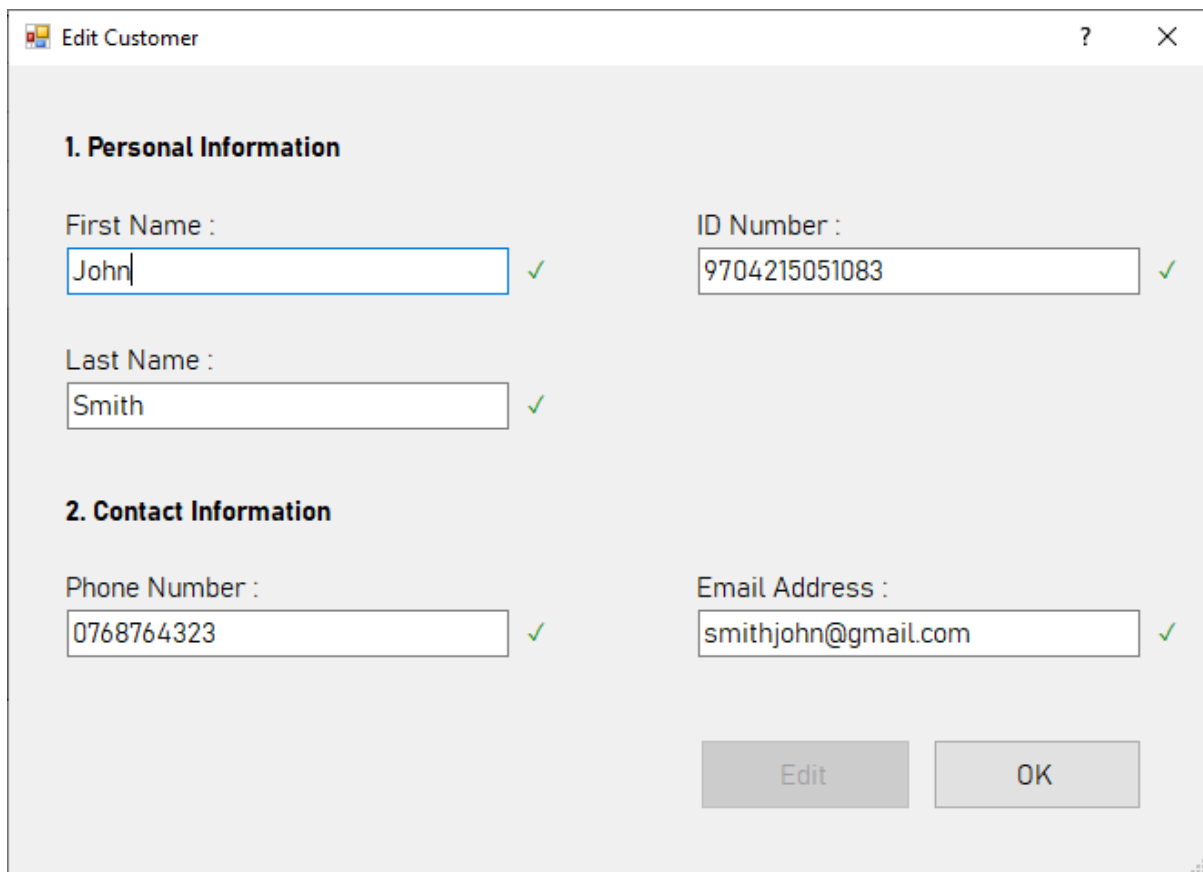
2. When the **Customer Tab Page** is displayed, navigate to the customer you want to maintain on the data grid view (using **1.2. Search Customer**).

ID Number	Customer Name	Phone Number	Email Address			
9711145010086	Swanepoel, Stefan	0712123065	stefanswanepoel94@g...	View	Edit	Delete
9704215051083	Smith, John	0768764323	smithjohn@gmail.com	View	Edit	Delete
9704215051085	Fogwill, Gordon	0768764322	gordon.fogwill.gf@gm...	View	Edit	Delete
9811425220327	Teller, Jax	0721320023	jax@gmail.co.za	View	Edit	Delete
8601115025083	Van Zyl, Bryan	0823212356	bryanvanzyl93@gmail...	View	Edit	Delete

3. Click on the **Edit Button** in the row of the customer you want to maintain if you wish to update their details.

ID Number	Customer Name	Phone Number	Email Address			
9704215051083	Smith, John	0768764323	smithjohn@gmail.com	View	Edit	Delete

4. The **Edit Customer Screen** is displayed



The screenshot shows a window titled "Edit Customer" with a standard Windows title bar (minimize, maximize, close buttons). The window contains two sections: "1. Personal Information" and "2. Contact Information".

1. Personal Information

First Name : ✓ ID Number : ✓

Last Name : ✓

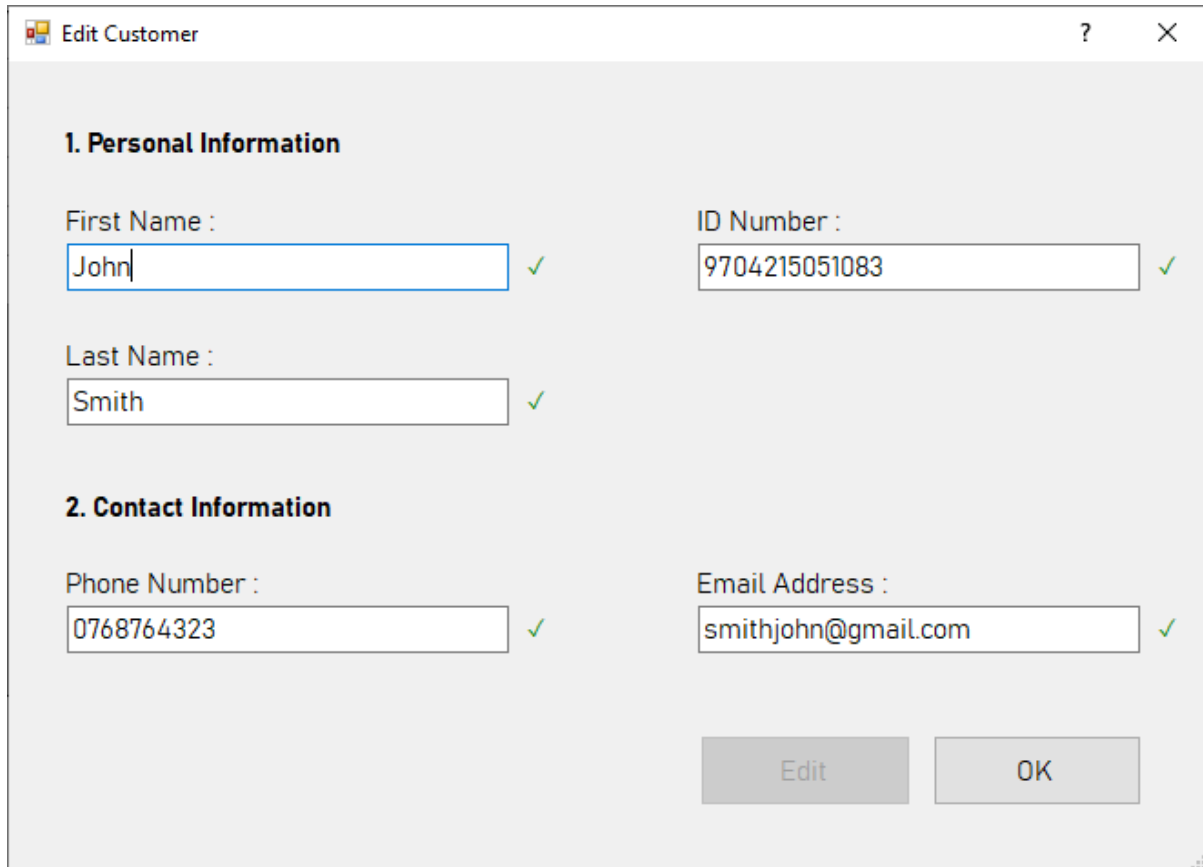
2. Contact Information

Phone Number : ✓ Email Address : ✓

At the bottom right, there are two buttons: "Edit" and "OK".

EDITING A CUSTOMER ON THE SYSTEM:

1. Enter the customer's personal and contact information into the textboxes on the **Edit Customer Screen**.



The screenshot shows a window titled "Edit Customer" with a standard Windows title bar (minimize, maximize, close buttons). The window is divided into two sections: "1. Personal Information" and "2. Contact Information".

1. Personal Information

First Name : ✓

ID Number : ✓

Last Name : ✓

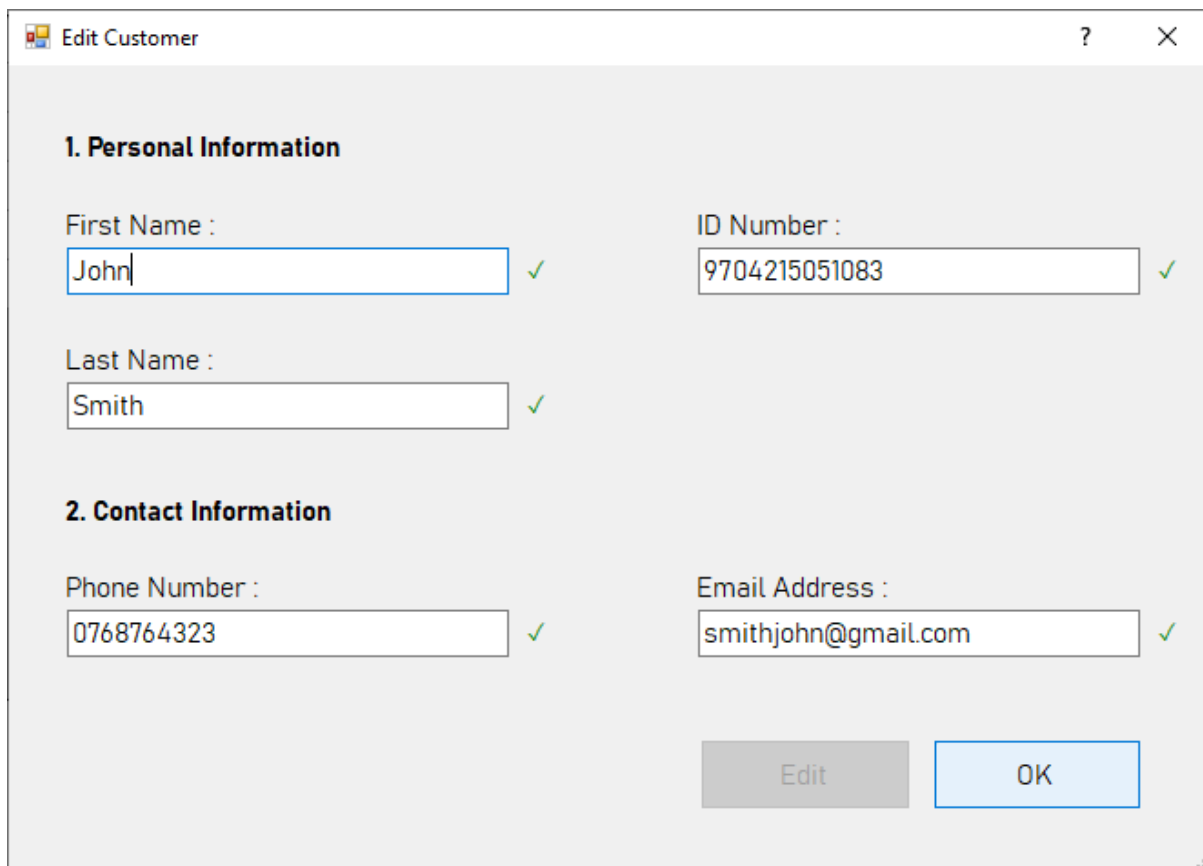
2. Contact Information

Phone Number : ✓

Email Address : ✓

At the bottom right, there are two buttons: "Edit" (disabled, grey) and "OK" (active, light grey).

2. Click the **OK Button**.



This screenshot is identical to the one above, showing the "Edit Customer" window with the same data and green checkmarks. The only difference is that the "OK" button at the bottom right is now highlighted with a blue border, indicating it is the next step in the process.

DELETING A CUSTOMER FROM THE SYSTEM:

1. Click on the **Delete Button** in the row of the customer you want to maintain if you wish to delete the customer. (On the **Customer Tab Page**)

Search: Add Customer

ID Number	Customer Name	Phone Number	Email Address			
9704215051083	Smith, John	0768764323	smithjohn@gmail.com	View	Edit	Delete

2. Click the **Yes Button**.

Delete

Do you really want to delete this entry?

Yes

No

Test Data

Maintain one of the customers of your choosing.

3. SERVICES SUB-SYSTEM

3.1. Add Service

4.1. Add Service

Description

- ▶ This tutorial will show you how to add a service to the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Add Service Screen](#).
2. Successfully add a new service to the system.

Process of Execution

NAVIGATING TO THE ADD SERVICE SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Services Tab](#).

Golden Connect Logged in as: Nolan, Mike Debug Information

GOLDEN CONNECT

Customer Search: [Add Service](#)

Employee

Timeslot

Services

Products

Photoshoots

Events

Customer Orders

Bookings

Supplier

Reports

Help

Settings

Service Name	Service Type	Price			
Picnic Decor	Event	R20,00	View	Edit	Delete
1 Hour Photography	Photoshoot	R50,00	View	Edit	Delete
1 Hour Photography	Event	R50,00	View	Edit	Delete
Wedding Decor	Event	R20,00	View	Edit	Delete
2 Hour Photography	Event	R90,00	View	Edit	Delete

[Service Types](#)

2. When the [Services Tab Page](#) is displayed, click on the [Add Service Button](#).

Search: [Add Service](#)

Service Name	Service Type	Price			
Picnic Decor	Event	R20,00	View	Edit	Delete
1 Hour Photography	Photoshoot	R50,00	View	Edit	Delete
1 Hour Photography	Event	R50,00	View	Edit	Delete
Wedding Decor	Event	R20,00	View	Edit	Delete
2 Hour Photography	Event	R90,00	View	Edit	Delete

[Service Types](#)

3. The **Add Service Screen** is displayed.

Add Service ? X

Service Name : X

Service Price : X

Service Description : X

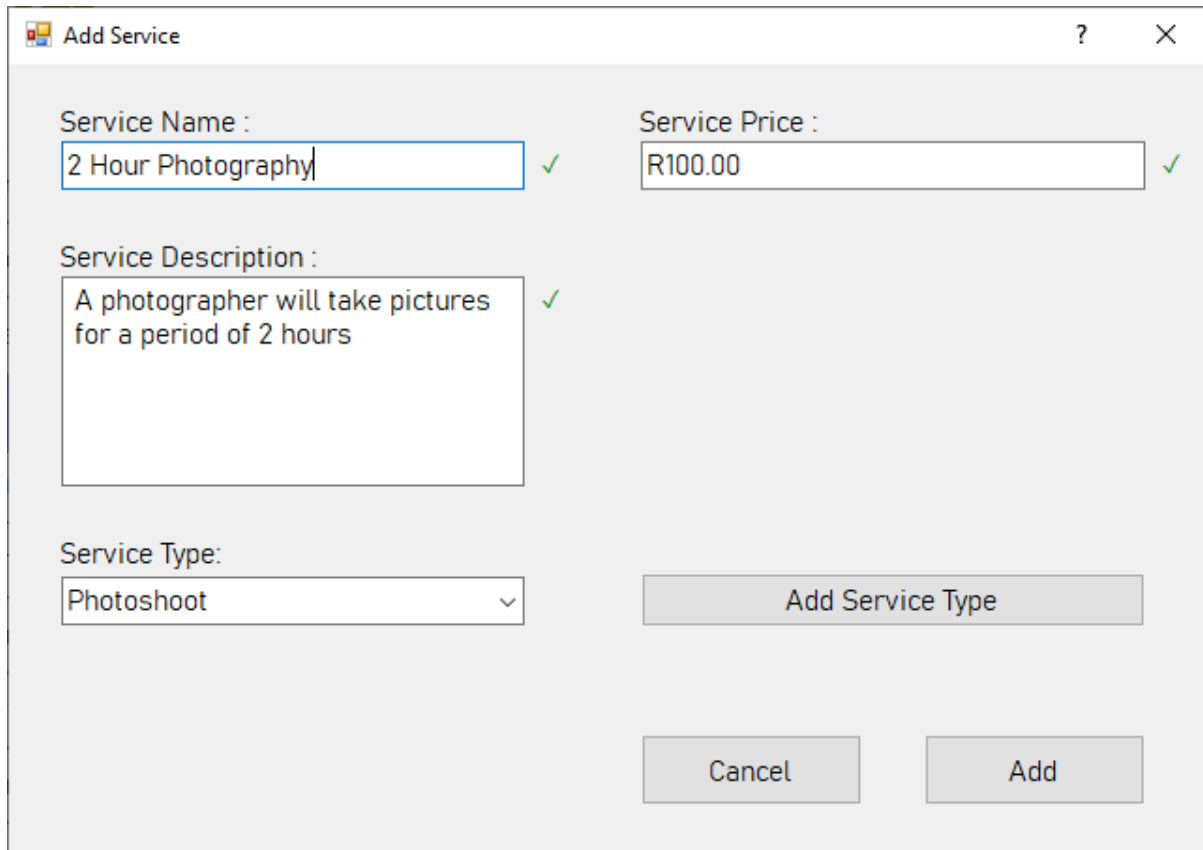
Service Type: ▼

Add Service Type

Cancel Add

ADDING A SERVICE TO THE SYSTEM:

1. Enter the service details into the textboxes on the [Add Service Screen](#).



Add Service

Service Name : 2 Hour Photography ✓

Service Price : R100.00 ✓

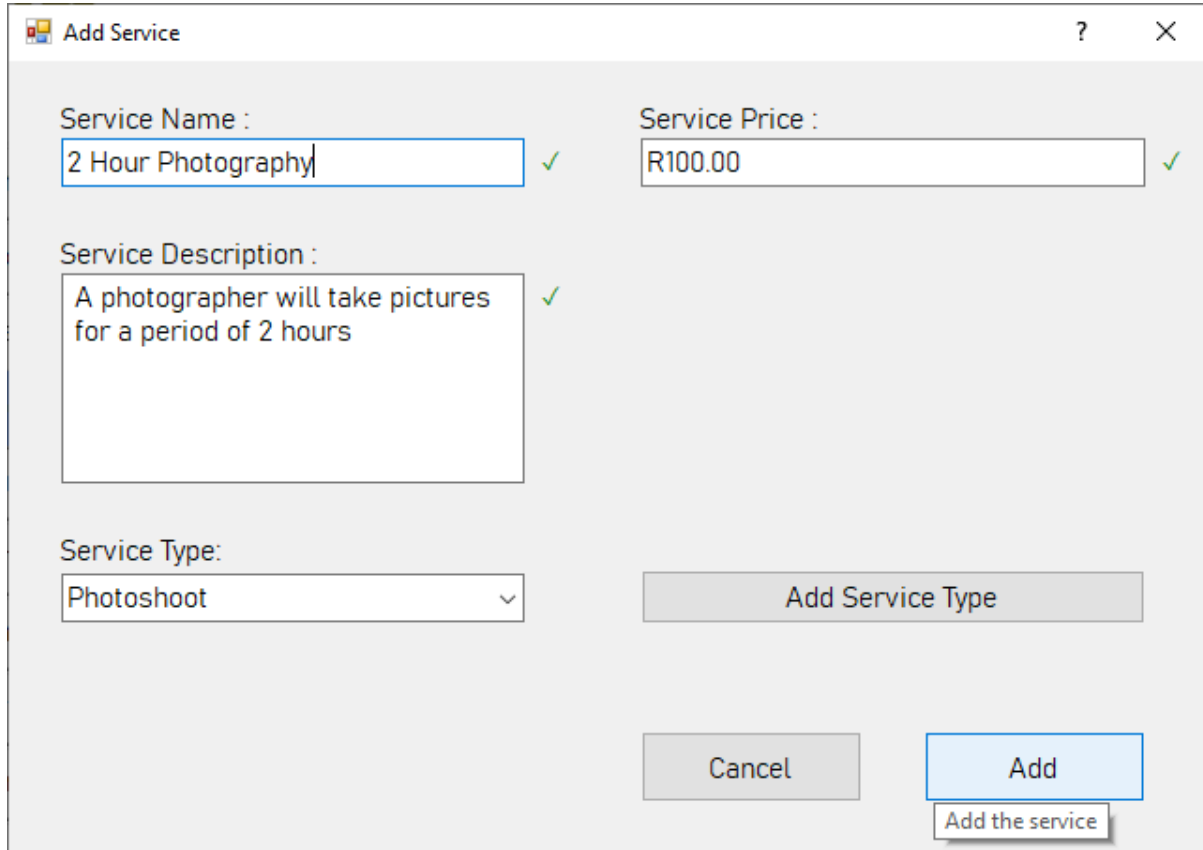
Service Description : A photographer will take pictures for a period of 2 hours ✓

Service Type: Photoshoot ▼

Add Service Type

Cancel Add

2. Click the **Add Button**.



Test Data

Label Name:	Test Data:
Service Name	2 Hour Photography
Service Price	R100.00
Service Description	A photographer will take pictures for a period of 2 hours.
Service Type	Photoshoot

3.2. Search Service

4.2. Search Service

Description

- ▶ This tutorial will show you how to search for a service on the system.
- ▶ Before searching for a service, the service has to be added or already exist on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Services Tab Page](#).
2. Enter search criteria.
3. Successfully search for a service on the system.

Process of Execution

NAVIGATING TO THE SERVICES TAB PAGE:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Services Tab](#).

Golden Connect Logged in as: Nolan, Mike ? X Debug Information

GOLDEN C CONNECT

Customer	Search: <input type="text"/>	Add Service																																				
Employee																																						
Timeslot																																						
Services	<table><thead><tr><th>Service Name</th><th>Service Type</th><th>Price</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>Picnic Decor</td><td>Event</td><td>R20,00</td><td>View</td><td>Edit</td><td>Delete</td></tr><tr><td>1 Hour Photography</td><td>Photoshoot</td><td>R50,00</td><td>View</td><td>Edit</td><td>Delete</td></tr><tr><td>1 Hour Photography</td><td>Event</td><td>R50,00</td><td>View</td><td>Edit</td><td>Delete</td></tr><tr><td>Wedding Decor</td><td>Event</td><td>R20,00</td><td>View</td><td>Edit</td><td>Delete</td></tr><tr><td>2 Hour Photography</td><td>Event</td><td>R90,00</td><td>View</td><td>Edit</td><td>Delete</td></tr></tbody></table>	Service Name	Service Type	Price				Picnic Decor	Event	R20,00	View	Edit	Delete	1 Hour Photography	Photoshoot	R50,00	View	Edit	Delete	1 Hour Photography	Event	R50,00	View	Edit	Delete	Wedding Decor	Event	R20,00	View	Edit	Delete	2 Hour Photography	Event	R90,00	View	Edit	Delete	
Service Name	Service Type	Price																																				
Picnic Decor	Event	R20,00	View	Edit	Delete																																	
1 Hour Photography	Photoshoot	R50,00	View	Edit	Delete																																	
1 Hour Photography	Event	R50,00	View	Edit	Delete																																	
Wedding Decor	Event	R20,00	View	Edit	Delete																																	
2 Hour Photography	Event	R90,00	View	Edit	Delete																																	
Products																																						
Photoshoots																																						
Events																																						
Customer Orders																																						
Bookings																																						
Supplier																																						
Reports																																						
Help																																						
Settings		Service Types																																				

2. The [Services Tab Page](#) is displayed.

Search:

Add Service

Service Name	Service Type	Price			
Picnic Decor	Event	R20,00	View	Edit	Delete
1 Hour Photography	Photoshoot	R50,00	View	Edit	Delete
1 Hour Photography	Event	R50,00	View	Edit	Delete
Wedding Decor	Event	R20,00	View	Edit	Delete
2 Hour Photography	Event	R90,00	View	Edit	Delete

Service Types

SEARCHING A SERVICE ON THE SYSTEM:

1. Enter the service name into the **Search Textbox** on the **Services Tab Page**.

Search:

Add Service

Service Name	Service Type	Price			
1 Hour Photography	Photoshoot	R50,00	View	Edit	Delete
1 Hour Photography	Event	R50,00	View	Edit	Delete

Service Types

2. The search results will be displayed on the **Services Data Grid View** on the form.
3. Click on the **View Button** in the row of the service if you wish to view their details.
(The **View Service Screen** is displayed)

Search:

Add Service

Service Name	Service Type	Price			
1 Hour Photography	Photoshoot	R50,00	View	Edit	Delete
1 Hour Photography	Event	R50,00	View	Edit	Delete

Service Types

Test Data

Label Name:	Test Data:
Search Criteria (Name)	2 Hour Photography

3.3. Maintain Service

4.3. Maintain Service

Description

- ▶ This tutorial will show you how to maintain (update or delete) a service on the system.
- ▶ Before maintaining a service, the service has to be added or already exist on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Edit Service Screen](#).
2. Successfully edit a service on the system.
3. Successfully delete a service from the system.

Process of Execution

NAVIGATING TO THE EDIT SERVICE SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Services Tab](#).

The screenshot displays the Golden Connect application interface. At the top, it shows 'Golden Connect' and 'Logged in as: Nolan, Mike'. The left sidebar contains a menu with options: Customer, Employee, Timeslot, **Services** (highlighted), Products, Photoshoots, Events, Customer Orders, Bookings, Supplier, Reports, Help, and Settings. The main area shows a table of services with columns: Service Name, Service Type, Price, View, Edit, and Delete. The table lists five services: Picnic Decor, 1 Hour Photography, 1 Hour Photography, Wedding Decor, and 2 Hour Photography. A search bar and an 'Add Service' button are at the top right of the table area. A 'Service Types' button is at the bottom right.

Service Name	Service Type	Price	View	Edit	Delete
Picnic Decor	Event	R20,00	View	Edit	Delete
1 Hour Photography	Photoshoot	R50,00	View	Edit	Delete
1 Hour Photography	Event	R50,00	View	Edit	Delete
Wedding Decor	Event	R20,00	View	Edit	Delete
2 Hour Photography	Event	R90,00	View	Edit	Delete

- When the [Services Tab Page](#) is displayed, navigate to the service you want to maintain on the data grid view (using [3.2. Search Service](#)).
- Click on the [Edit Button](#) in the row of the service you want to maintain if you wish to update their details.

Search:

[Add Service](#)

Service Name	Service Type	Price			
1 Hour Photography	Photoshoot	R50,00	View	Edit	Delete
1 Hour Photography	Event	R50,00	View	Edit	Delete

[Service Types](#)

- The [Edit Service Screen](#) is displayed

Edit Service

Service Name : ✓

Service Price : ✓

Service Description : ✓

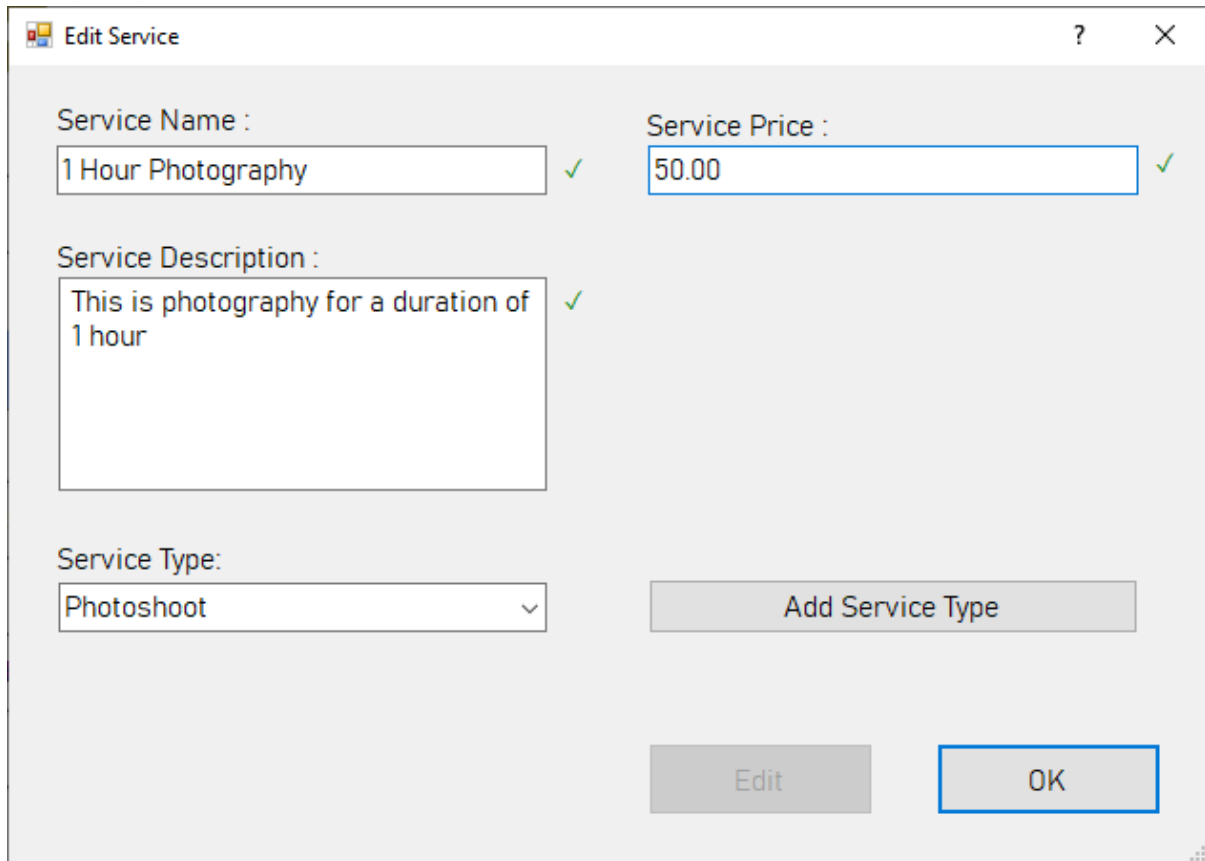
Service Type: ▼

[Add Service Type](#)

[Edit](#) [OK](#)

EDITING A SERVICE ON THE SYSTEM:

1. Enter the service details into the textboxes on the [Edit Service Screen](#).



2. Click the [OK Button](#).

DELETING A SERVICE FROM THE SYSTEM:

1. Click on the [Delete Button](#) in the row of the service you want to maintain if you wish to delete the service. (On the [Services Tab Page](#))

Search:

[Add Service](#)

Service Name	Service Type	Price			
1 Hour Photography	Photoshoot	R50,00	View	Edit	Delete
1 Hour Photography	Event	R50,00	View	Edit	Delete

[Service Types](#)

2. Click the [Yes Button](#).

Delete
×

Do you really want to delete this entry?

Test Data

Maintain one of the services of your choosing.

3.4. Add Service Type

4.4. Add Service Type

Description

- ▶ This tutorial will show you how to add a service type to the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Add Service Type Screen](#).
2. Successfully add a new service type to the system.

Process of Execution

NAVIGATING TO THE ADD SERVICE TYPE SCREEN:

1. By using the **Menu Tab** on the **Main Form**, click on the **Services Tab**.

Golden Connect Logged in as: Nolan, Mike Debug Information

GOLDEN C CONNECT

Customer	Search: <input type="text"/>	Add Service																																					
Employee																																							
Timeslot																																							
Services	<table><thead><tr><th>Service Name</th><th>Service Type</th><th>Price</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>Picnic Decor</td><td>Event</td><td>R20,00</td><td>View</td><td>Edit</td><td>Delete</td></tr><tr><td>1 Hour Photography</td><td>Photoshoot</td><td>R50,00</td><td>View</td><td>Edit</td><td>Delete</td></tr><tr><td>1 Hour Photography</td><td>Event</td><td>R50,00</td><td>View</td><td>Edit</td><td>Delete</td></tr><tr><td>Wedding Decor</td><td>Event</td><td>R20,00</td><td>View</td><td>Edit</td><td>Delete</td></tr><tr><td>2 Hour Photography</td><td>Event</td><td>R90,00</td><td>View</td><td>Edit</td><td>Delete</td></tr></tbody></table>	Service Name	Service Type	Price				Picnic Decor	Event	R20,00	View	Edit	Delete	1 Hour Photography	Photoshoot	R50,00	View	Edit	Delete	1 Hour Photography	Event	R50,00	View	Edit	Delete	Wedding Decor	Event	R20,00	View	Edit	Delete	2 Hour Photography	Event	R90,00	View	Edit	Delete		
Service Name	Service Type	Price																																					
Picnic Decor	Event	R20,00	View	Edit	Delete																																		
1 Hour Photography	Photoshoot	R50,00	View	Edit	Delete																																		
1 Hour Photography	Event	R50,00	View	Edit	Delete																																		
Wedding Decor	Event	R20,00	View	Edit	Delete																																		
2 Hour Photography	Event	R90,00	View	Edit	Delete																																		
Products																																							
Photoshoots																																							
Events																																							
Customer Orders																																							
Bookings																																							
Supplier																																							
Reports																																							
Help																																							
Settings																																							

Service Types

2. When the **Services Tab Page** is displayed, click on the **Service Types Button**.

Search:

Add Service

Service Name	Service Type	Price			
Picnic Decor	Event	R20,00	View	Edit	Delete
1 Hour Photography	Photoshoot	R50,00	View	Edit	Delete
1 Hour Photography	Event	R50,00	View	Edit	Delete
Wedding Decor	Event	R20,00	View	Edit	Delete
2 Hour Photography	Event	R90,00	View	Edit	Delete

Service Types

3. When the [Service Types Screen](#) is displayed, click on the [Add Service Type Button](#).

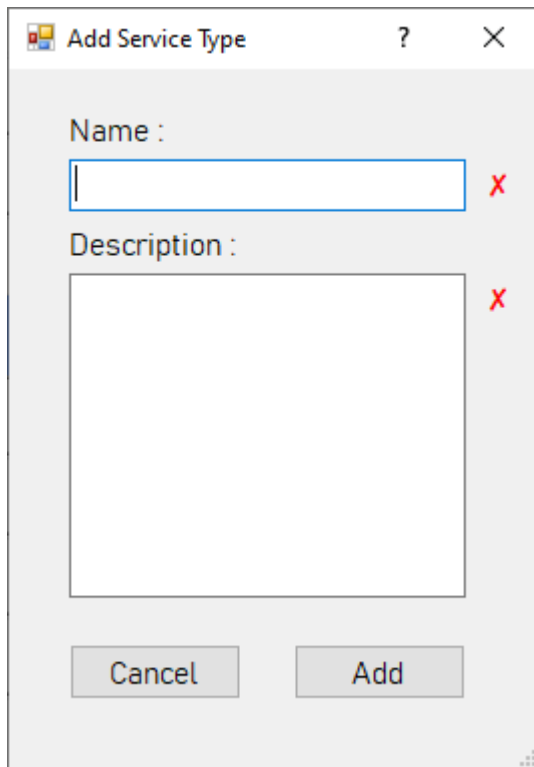
Service Types

Search:

Add Service Type

Name	Description			
Event	These services are ...	View	Edit	Delete
Photoshoot	These services are ...	View	Edit	Delete

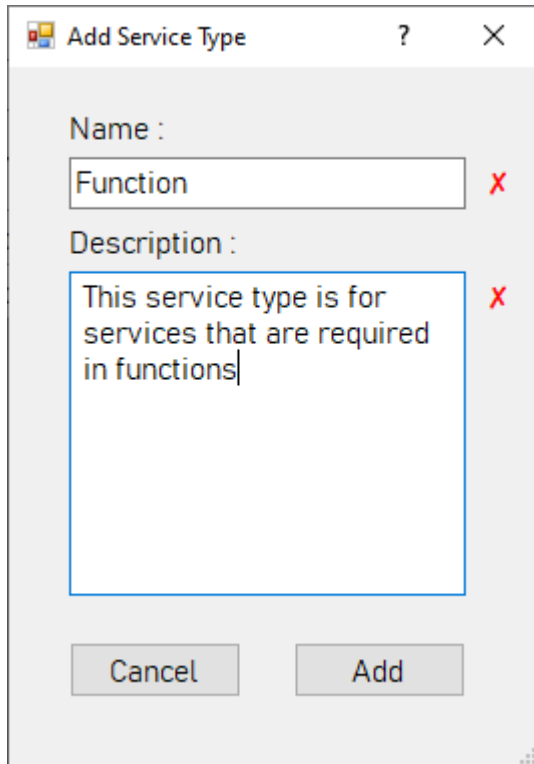
4. The [Add Service Type Screen](#) is displayed.



The screenshot shows a Windows-style dialog box titled "Add Service Type". It features a standard title bar with a question mark icon and a close button (X). The main area contains two labeled input fields: "Name :" followed by a single-line text box, and "Description :" followed by a larger multi-line text box. To the right of each text box is a red "X" icon, likely indicating a required field. At the bottom of the dialog, there are two buttons: "Cancel" and "Add".

ADDING A SERVICE TYPE TO THE SYSTEM:

1. Enter the service type's details into the textboxes on the [Add Service Type Screen](#).



The screenshot shows a Windows-style dialog box titled "Add Service Type". It has a standard icon on the left and help/question mark and close buttons on the right. The "Name:" label is above a text box containing "Function". To the right of this text box is a red "X" icon. The "Description:" label is above a larger text area containing the text "This service type is for services that are required in functions". To the right of this text area is also a red "X" icon. At the bottom of the dialog are two buttons: "Cancel" and "Add".

2. Click the [Add Button](#).

Test Data

Label Name:	Test Data:
Name	Function
Description	This service type is for services that are required in functions.

3.5. Search Service Type

4.5. Search Service Type

Description

- ▶ This tutorial will show you how to search for a service type on the system.
- ▶ Before searching for a service type, the service type has to be added or already exist on the system.

Learning Outcomes

[AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:](#)

1. Navigate to the [Service Type Screen](#).
2. Enter search criteria.
3. Successfully search for a service type on the system.

Process of Execution

NAVIGATING TO THE SERVICE TYPE SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Services Tab](#).

Golden Connect Logged in as: Nolan, Mike 1 ? × Debug Information

GOLDEN CONNECT

Customer

Employee

Timeslot

Services

Products

Photoshoots

Events

Customer Orders

Bookings

Supplier

Reports

Help

Settings

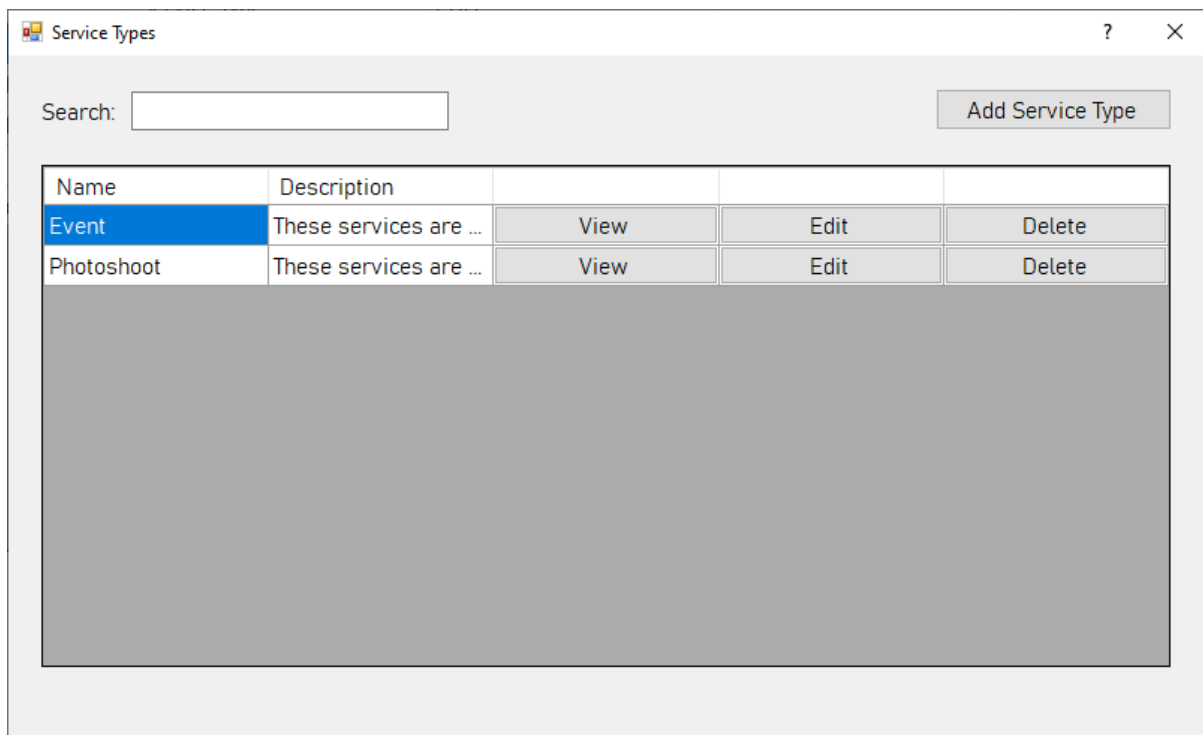
Service Name	Service Type	Price			
Picnic Decor	Event	R20,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
1 Hour Photography	Photoshoot	R50,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
1 Hour Photography	Event	R50,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Wedding Decor	Event	R20,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2 Hour Photography	Event	R90,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

2. When the [Services Tab Page](#) is displayed, click on the [Service Types Button](#).

Search:

Service Name	Service Type	Price			
Picnic Decor	Event	R20,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
1 Hour Photography	Photoshoot	R50,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
1 Hour Photography	Event	R50,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Wedding Decor	Event	R20,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2 Hour Photography	Event	R90,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

3. The **Service Types Screen** is displayed.



Service Types

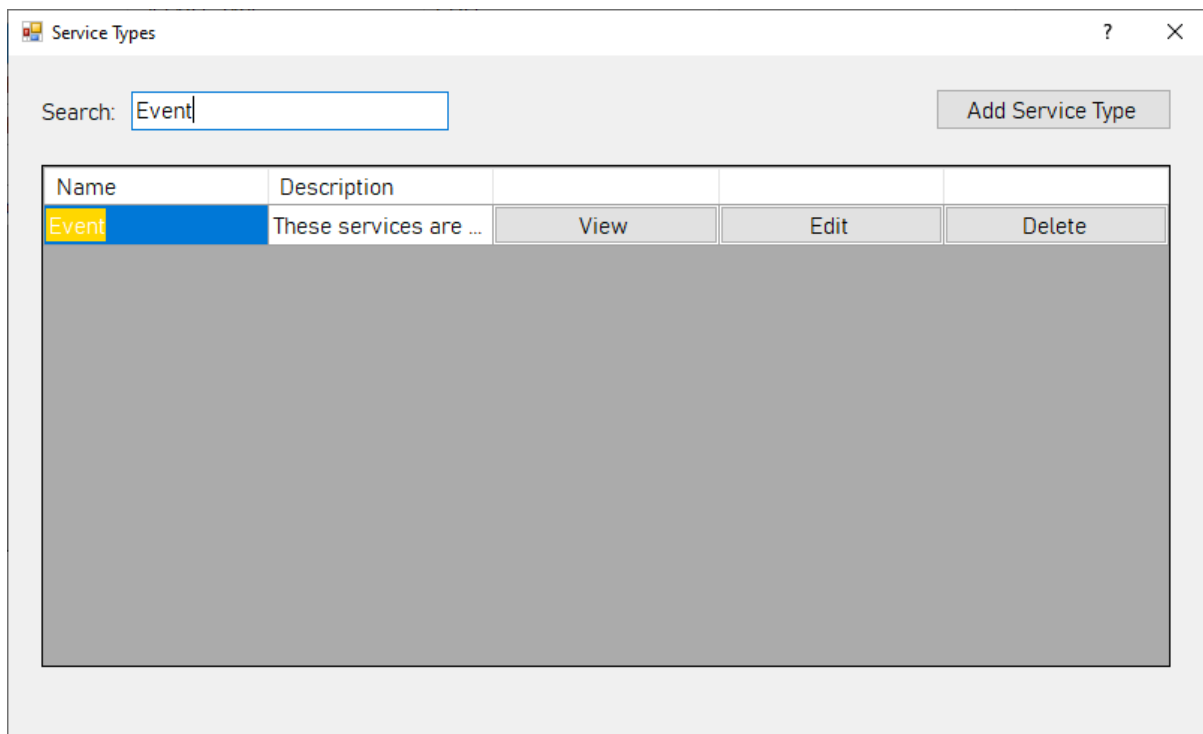
Search:

Add Service Type

Name	Description			
Event	These services are ...	View	Edit	Delete
Photoshoot	These services are ...	View	Edit	Delete

SEARCHING A SERVICE TYPE ON THE SYSTEM:

1. Enter the service type's name into the **Search Textbox** on the **Service Types Screen**.



Service Types

Search:

Add Service Type

Name	Description			
Event	These services are ...	View	Edit	Delete

2. The search results will be displayed on the [Service Types Data Grid View](#) on the form.
3. Click on the [View Button](#) in the row of the service type if you wish to view its details. (The [View Service Type Screen](#) is displayed)

Name	Description			
Event	These services are ...	View	Edit	Delete

Test Data

Label Name:	Test Data:
Search Criteria (Name)	Photoshoot

3.6. Maintain Service Type

4.6. Maintain Service Type

Description

- ▶ This tutorial will show you how to maintain (update or delete) a service type on the system.
- ▶ Before maintaining a service type, the service type has to be added or already exist on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Edit Service Type Screen](#).
2. Successfully edit a service type on the system.
3. Successfully delete a service type from the system.

Process of Execution

NAVIGATING TO THE EDIT SERVICE TYPE SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Services Tab](#).

Golden Connect Logged in as: Nolan, Mike ? × Debug Information

GOLDEN CONNECT

Customer

Employee

Timeslot

Services

Products

Photoshoots

Events

Customer Orders

Bookings

Supplier

Reports

Help

Settings

Service Name	Service Type	Price			
Picnic Decor	Event	R20,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
1 Hour Photography	Photoshoot	R50,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
1 Hour Photography	Event	R50,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Wedding Decor	Event	R20,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2 Hour Photography	Event	R90,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

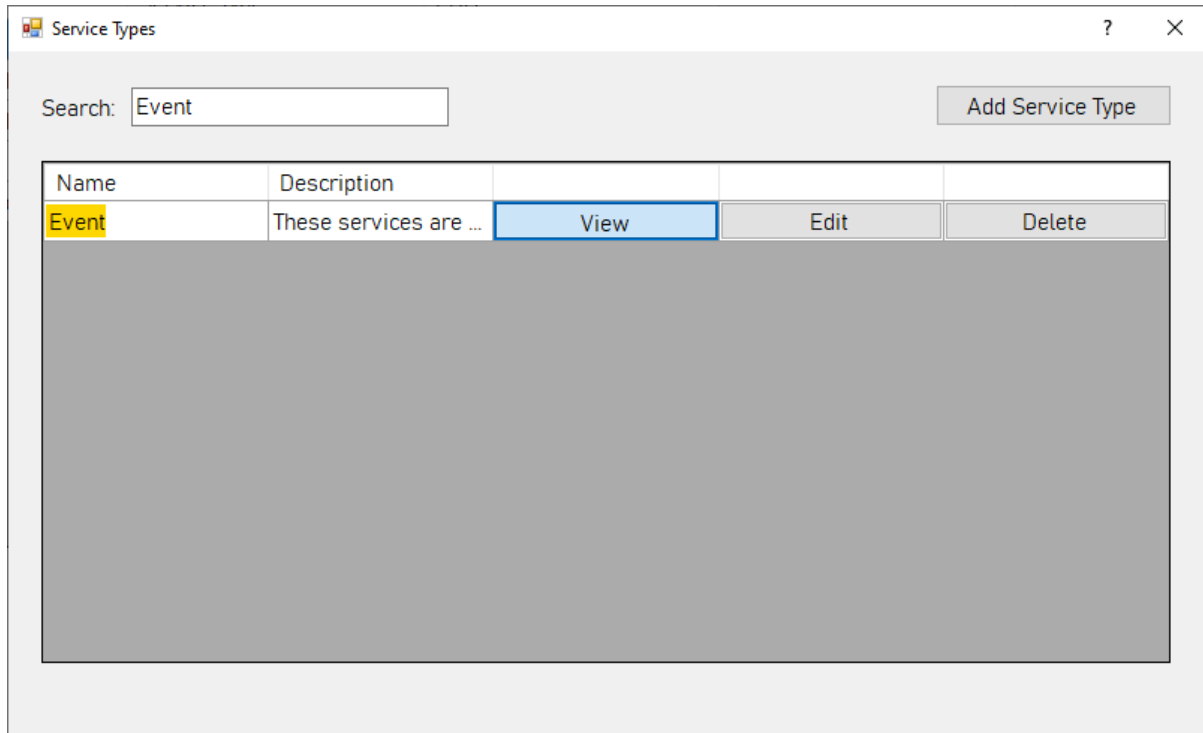
2. When the [Services Tab Page](#) is displayed, click on the [Service Types Button](#).

Search:

Service Name	Service Type	Price			
Picnic Decor	Event	R20,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
1 Hour Photography	Photoshoot	R50,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
1 Hour Photography	Event	R50,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Wedding Decor	Event	R20,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2 Hour Photography	Event	R90,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

3. When the [Service Types Screen](#) is displayed, navigate to the service type you want to maintain on the data grid view (using [3.5. Search Service Type](#)).

- Click on the [Edit Button](#) in the row of the service type you want to maintain if you wish to update their details.

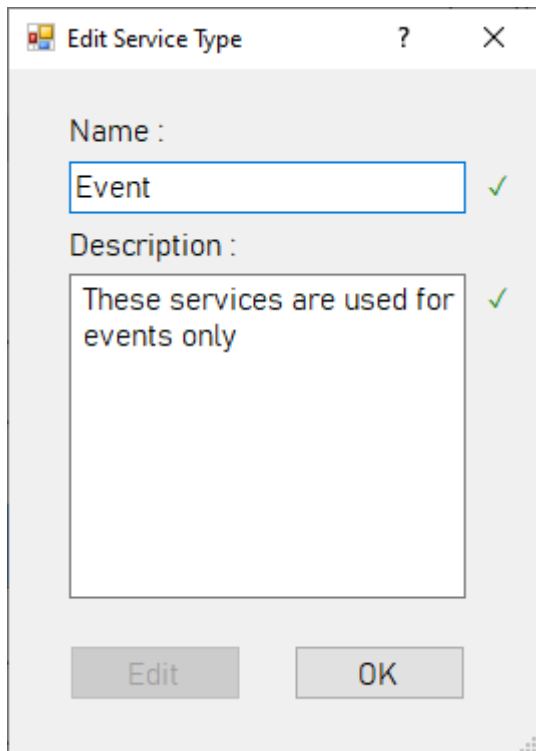


Service Types

Search: [Add Service Type](#)

Name	Description			
Event	These services are ...	View	Edit	Delete

- The [Edit Service Type Screen](#) is displayed



Edit Service Type

Name : ✓

Description : ✓

[Edit](#) [OK](#)

[EDITING A SERVICE TYPE ON THE SYSTEM:](#)

- Enter the service type's name and description into the on the [Edit Service Type Screen](#).

Edit Service Type

Name :
Event ✓

Description :
These services are used for events only ✓

Edit OK

2. Click the **OK Button**.

DELETING A SERVICE TYPE FROM THE SYSTEM:

1. Click on the **Delete Button** in the row of the service type you want to maintain if you wish to delete the service type. (On the **Service Types Screen**)

Service Types

Search: Event Add Service Type

Name	Description			
Event	These services are ...	View	Edit	Delete

2. Click the [Yes Button](#).

Test Data

Maintain one of the service types of your choosing.

4. PRODUCTS SUB-SYSTEM

4.1. Add Product

5.1. Add Product

Description

- ▶ This tutorial will show you how to add a product to the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Add Product Screen](#).
2. Successfully add a new product to the system.

Process of Execution

NAVIGATING TO THE ADD PRODUCT SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Products Tab](#).

Golden Connect Logged in as: Nolan, Mike Debug Information

GOLDEN CONNECT

Customer Search: Add Product

Employee

Timeslot

Services

Products

Photoshoots

Events

Customer Orders

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Help

Settings

Product Name	Product Type	Price			
Standard Platter	Event	R100,00	View	Edit	Delete
A6 Photo	Photoshoot	R10,00	View	Edit	Delete
Rib Platter	Event	R160,00	View	Edit	Delete
Key holder	Order	R20,00	View	Edit	Delete
A3 Canvas	Order	R0,00	View	Edit	Delete

Product Types

2. When the **Products Tab Page** is displayed, click on the **Add Product Button**.

Search: Add Product

Product Name	Product Type	Price			
Standard Platter	Event	R100,00	View	Edit	Delete
A6 Photo	Photoshoot	R10,00	View	Edit	Delete
Rib Platter	Event	R160,00	View	Edit	Delete
Key holder	Order	R20,00	View	Edit	Delete
A3 Canvas	Order	R0,00	View	Edit	Delete

Product Types

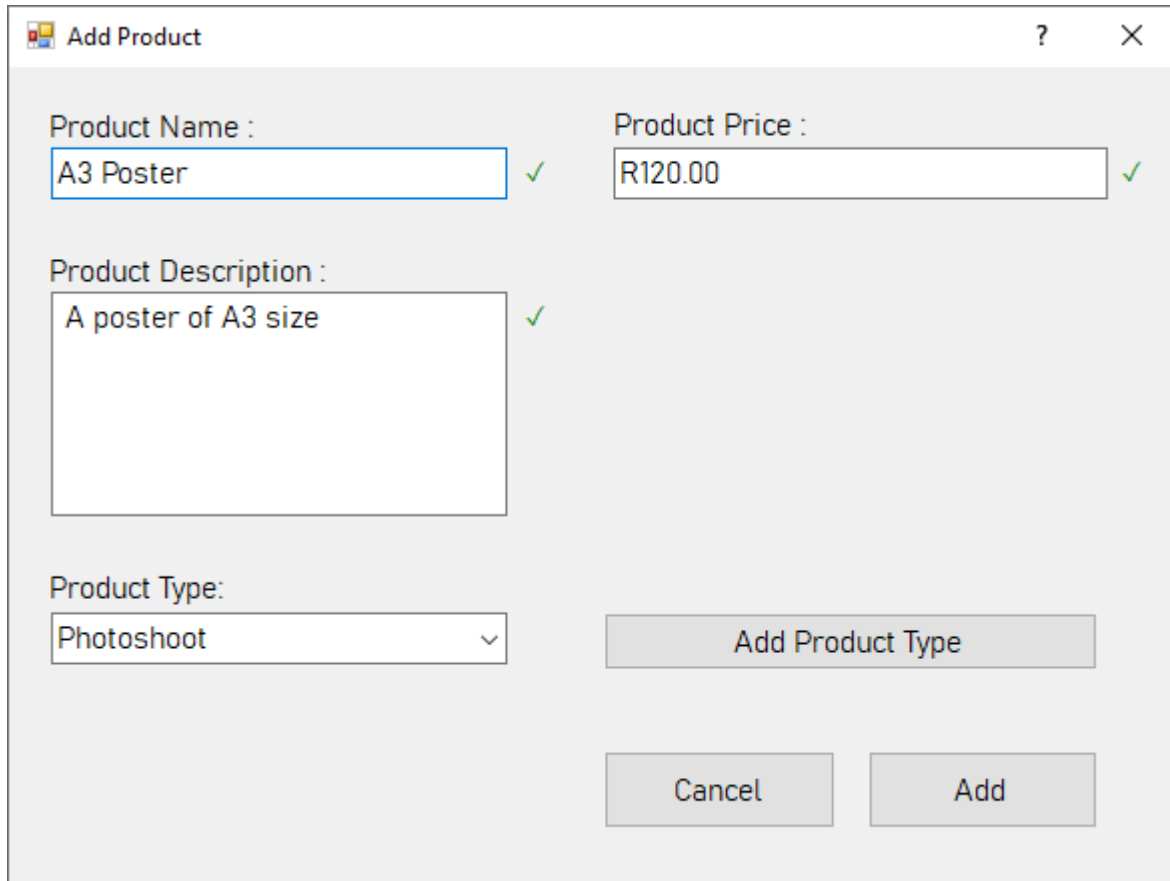
3. The **Add Product Screen** is displayed.

The screenshot shows a Windows-style dialog box titled "Add Product". It has a standard title bar with a question mark icon and a close button (X). The dialog contains the following elements:

- Product Name :** A text input field that is currently empty. A red "X" is positioned to the right of the field.
- Product Price :** A text input field containing the letter "R". A red "X" is positioned to the right of the field.
- Product Description :** A larger text input area that is empty. A red "X" is positioned to the right of the field.
- Product Type:** A dropdown menu with a downward arrow icon. It is currently empty.
- Buttons:** Three buttons are located at the bottom right of the dialog:
 - "Add Product Type": A button next to the Product Type dropdown.
 - "Cancel": A button below the "Add Product Type" button.
 - "Add": A button to the right of the "Cancel" button.

ADDING A PRODUCT TO THE SYSTEM:

1. Enter the product details into the textboxes on the [Add Product Screen](#).



Add Product ? X

Product Name :
A3 Poster ✓

Product Price :
R120.00 ✓

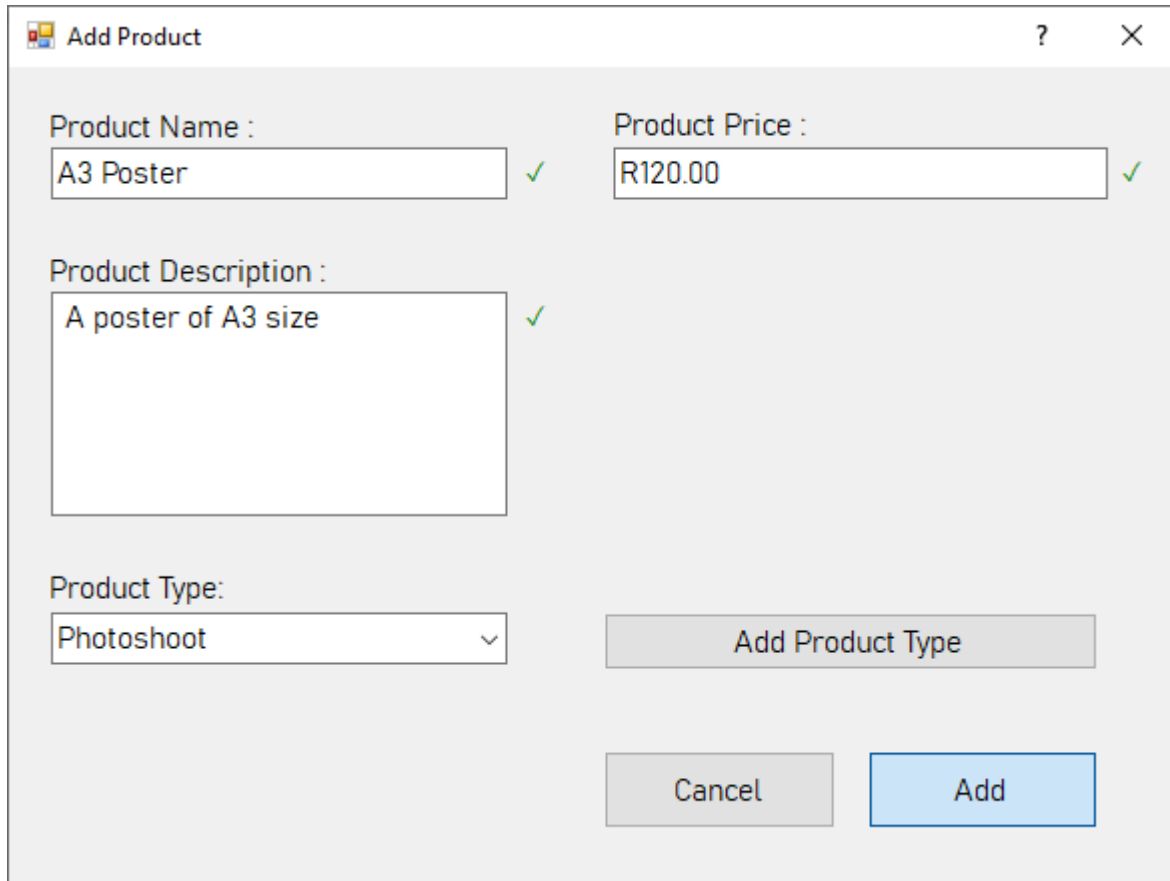
Product Description :
A poster of A3 size ✓

Product Type:
Photoshoot ▼

Add Product Type

Cancel Add

2. Click the [Add Button](#).



Add Product

Product Name : A3 Poster ✓

Product Price : R120.00 ✓

Product Description : A poster of A3 size ✓

Product Type: Photoshoot ▼

Add Product Type

Cancel Add

Test Data

Label Name:	Test Data:
Product Name	A3 Poster
Product Price	R120.00
Product Description	A poster of A3 size
Product Type	Photoshoot

4.2. Search Product

5.2. Search Product

Description

- ▶ This tutorial will show you how to search for a product on the system.
- ▶ Before searching for a product, the product has to be added or already exist on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Products Tab Page](#).
2. Enter search criteria.
3. Successfully search for a product on the system.

Process of Execution

NAVIGATING TO THE PRODUCTS TAB PAGE:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Products Tab](#).

Golden Connect Logged in as: Nolan, Mike Debug Information

GOLDEN C CONNECT

Customer Search: Add Product

Employee

Timeslot

Services

Products

Photoshoots

Events

Customer Orders

Bookings

Supplier

Reports

Help

Settings

Product Name	Product Type	Price			
Standard Platter	Event	R100,00	View	Edit	Delete
A6 Photo	Photoshoot	R10,00	View	Edit	Delete
Rib Platter	Event	R160,00	View	Edit	Delete
Key holder	Order	R20,00	View	Edit	Delete
A3 Canvas	Order	R0,00	View	Edit	Delete

Product Types

2. The [Products Tab Page](#) is displayed.

Search: Add Product

Product Name	Product Type	Price			
Standard Platter	Event	R100,00	View	Edit	Delete
A6 Photo	Photoshoot	R10,00	View	Edit	Delete
Rib Platter	Event	R160,00	View	Edit	Delete
Key holder	Order	R20,00	View	Edit	Delete
A3 Canvas	Order	R0,00	View	Edit	Delete

Product Types

SEARCHING A PRODUCT ON THE SYSTEM:

1. Enter the product name into the [Search Textbox](#) on the [Products Tab Page](#).

Search:

Add Product

Product Name	Product Type	Price			
A6 Photo	Photoshoot	R10,00	View	Edit	Delete

Product Types

- The search results will be displayed on the **Products Data Grid View** on the form.
- Click on the **View Button** in the row of the product if you wish to view their details.
(The **View Product Screen** is displayed)

Search:

Add Product

Product Name	Product Type	Price			
A6 Photo	Photoshoot	R10,00	View	Edit	Delete

Product Types

Test Data

Label Name:	Test Data:
Search Criteria (Name)	A5 Photo

4.3. Maintain Product

5.3. Maintain Product

Description

- ▶ This tutorial will show you how to maintain (update or delete) a product on the system.
- ▶ Before maintaining a product, the product has to be added or already exist on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Edit Product Screen](#).
2. Successfully edit a product on the system.
3. Successfully delete a product from the system.

Process of Execution

NAVIGATING TO THE EDIT PRODUCT SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Products Tab](#).

The screenshot shows the Golden Connect application interface. At the top, it says "Golden Connect" and "Logged in as: Nolan, Mike". The main menu on the left has the "Products" tab highlighted. The main content area displays a table of products with columns for Product Name, Product Type, Price, View, Edit, and Delete. The table contains five rows of product data.

Product Name	Product Type	Price	View	Edit	Delete
Standard Platter	Event	R100,00	View	Edit	Delete
A6 Photo	Photoshoot	R10,00	View	Edit	Delete
Rib Platter	Event	R160,00	View	Edit	Delete
Key holder	Order	R20,00	View	Edit	Delete
A3 Canvas	Order	R0,00	View	Edit	Delete

2. When the [Products Tab Page](#) is displayed, navigate to the product you want to maintain on the data grid view (using [4.2. Search Product](#)).
3. Click on the [Edit Button](#) in the row of the product you want to maintain if you wish to update their details.

Search:

Add Product

Product Name	Product Type	Price			
A6 Photo	Photoshoot	R10,00	View	Edit	Delete

Product Types

4. The **Edit Product Screen** is displayed

The screenshot shows a Windows-style dialog box titled "Edit Product". The title bar includes a standard icon, a question mark, and a close button (X). The dialog's content area is light gray and contains four input fields arranged in a 2x2 grid. Each field is followed by a green checkmark, indicating successful data entry. The fields are: "Product Name" (text box with "A6 Photo"), "Product Price" (text box with "10,00"), "Product Description" (text area with "This is an A6 photo"), and "Product Type" (dropdown menu with "Photoshoot" selected). In the bottom right corner, there are three buttons: "Add Product Type", "Edit", and "OK". The "Add Product Type" button is positioned above the "Edit" and "OK" buttons.

Field	Value	Status
Product Name :	A6 Photo	✓
Product Price :	10,00	✓
Product Description :	This is an A6 photo	✓
Product Type:	Photoshoot	✓

Buttons: Add Product Type, Edit, OK

EDITING A PRODUCT ON THE SYSTEM:

1. Enter the product details into the textboxes on the [Edit Product Screen](#).

Product Name : A6 Photo ✓

Product Price : 10,00 ✓

Product Description : This is an A6 photo ✓

Product Type: Photoshoot ▼

Add Product Type

Edit OK

2. Click the **OK Button**.

DELETING A PRODUCT FROM THE SYSTEM:

1. Click on the **Delete Button** in the row of the product you want to maintain if you wish to delete the product. (On the **Products Tab Page**)

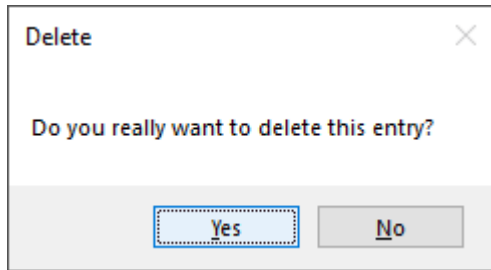
Search: A6 Photo

Add Product

Product Name	Product Type	Price			
A6 Photo	Photoshoot	R10,00	View	Edit	Delete

Product Types

2. Click the **Yes Button**.



Test Data

Maintain one of the products of your choosing.

4.4. Add Product Type

5.4. Add Product Type

Description

- ▶ This tutorial will show you how to add a product type to the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Add Product Type Screen](#).
2. Successfully add a new product type to the system.

Process of Execution

NAVIGATING TO THE ADD PRODUCT TYPE SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Products Tab](#).

Golden Connect Logged in as: Nolan, Mike 0 ? × Debug Information

GOLDEN CONNECT

Customer
Employee
Timeslot
Services
Products
Photoshoots
Events
Customer Orders
Bookings
Supplier
Reports
Help
Settings

Search: Add Product

Product Name	Product Type	Price			
Standard Platter	Event	R100,00	View	Edit	Delete
A6 Photo	Photoshoot	R10,00	View	Edit	Delete
Rib Platter	Event	R160,00	View	Edit	Delete
Key holder	Order	R20,00	View	Edit	Delete
A3 Canvas	Order	R0,00	View	Edit	Delete

Product Types

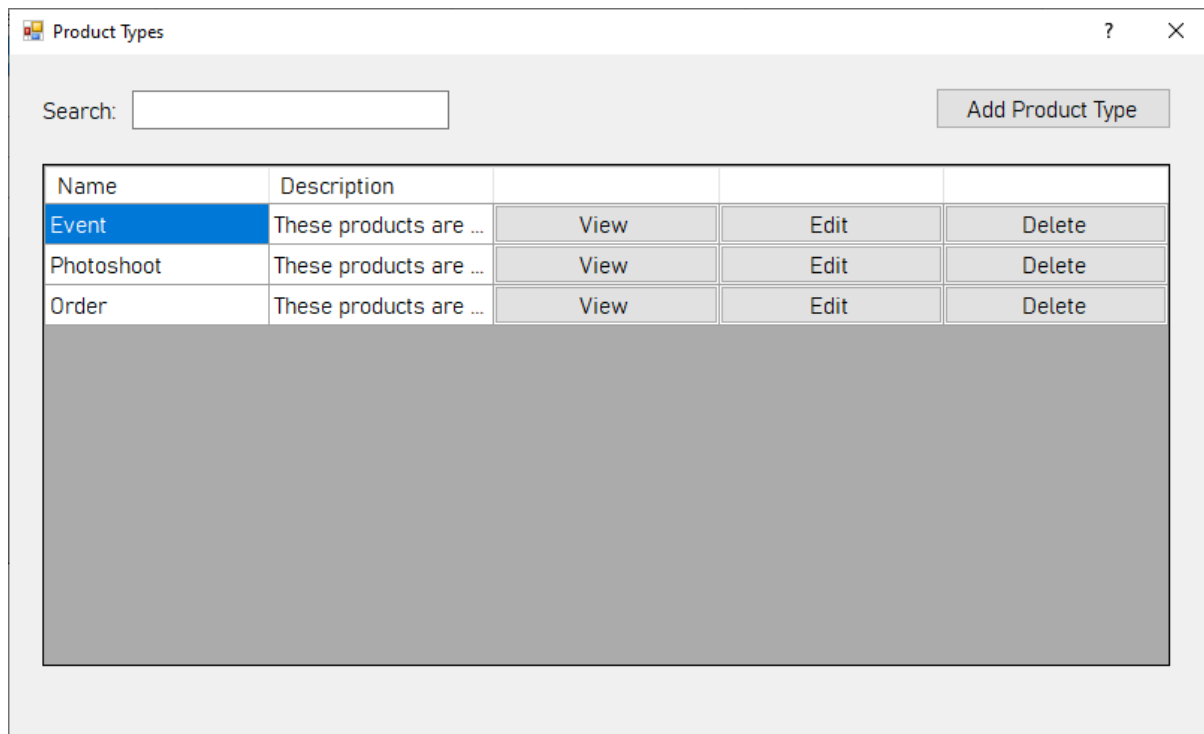
2. When the **Products Tab Page** is displayed, click on the **Product Types Button**.

Search: Add Product

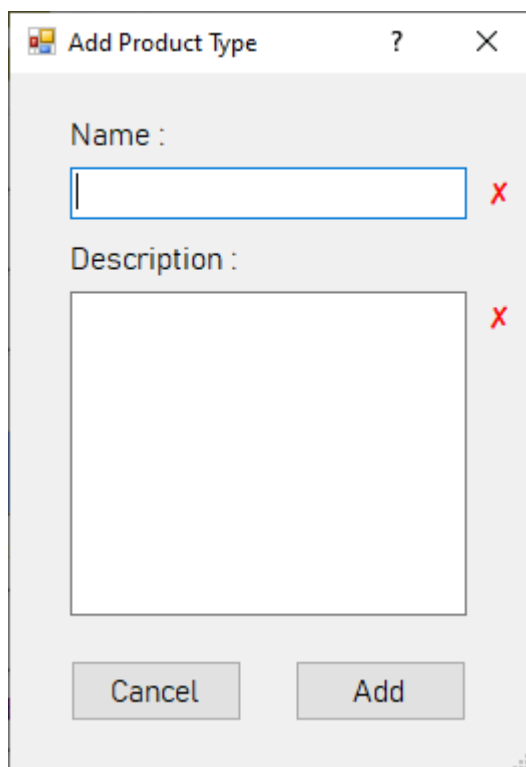
Product Name	Product Type	Price			
Standard Platter	Event	R100,00	View	Edit	Delete
A6 Photo	Photoshoot	R10,00	View	Edit	Delete
Rib Platter	Event	R160,00	View	Edit	Delete
Key holder	Order	R20,00	View	Edit	Delete
A3 Canvas	Order	R0,00	View	Edit	Delete

Product Types

3. When the **Product Types Screen** is displayed, click on the **Add Product Type Button**.

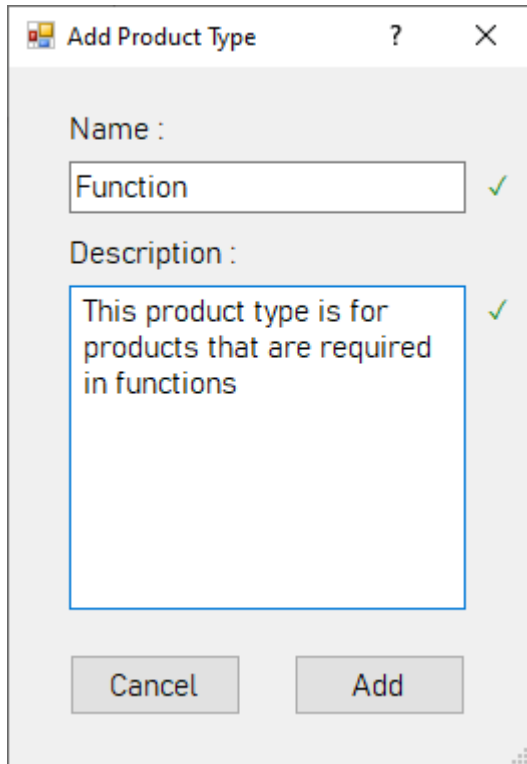


4. The [Add Product Type Screen](#) is displayed.



ADDING A PRODUCT TYPE TO THE SYSTEM:

1. Enter the product type's details into the textboxes on the [Add Product Type Screen](#).



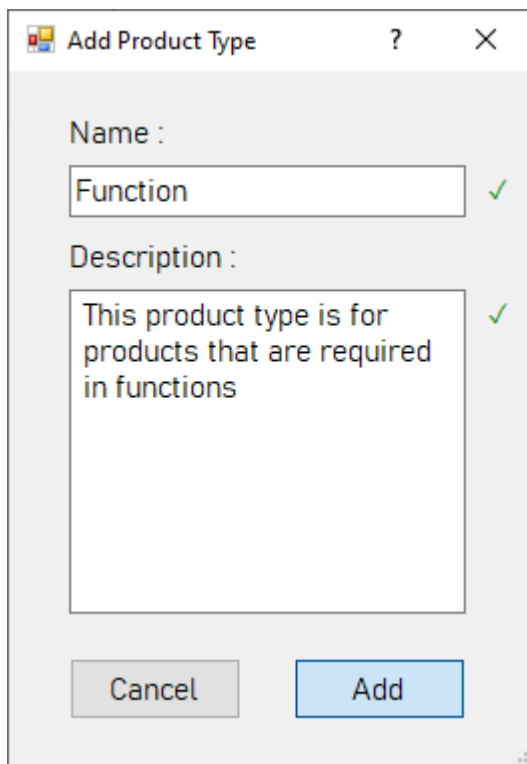
Add Product Type ? X

Name :
Function ✓

Description :
This product type is for products that are required in functions ✓

Cancel Add

2. Click the **Add Button**.



Add Product Type ? X

Name :
Function ✓

Description :
This product type is for products that are required in functions ✓

Cancel Add

Test Data

Label Name:	Test Data:
Name	Function
Description	This product type is for products that are required in functions.

4.5. Search Product Type

5.5. Search Product Type

Description

- ▶ This tutorial will show you how to search for a product type on the system.
- ▶ Before searching for a product type, the product type has to be added or already exist on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:


1. Navigate to the [Product Type Screen](#).
2. Enter search criteria.
3. Successfully search for a product type on the system.

Process of Execution

NAVIGATING TO THE PRODUCT TYPE SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Products Tab](#).

Golden Connect Logged in as: Nolan, Mike ? ×
0 Debug Information

GOLDEN  CONNECT

Customer	Search: <input type="text"/>	<input type="button" value="Add Product"/>																																				
Employee	<table><thead><tr><th>Product Name</th><th>Product Type</th><th>Price</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>Standard Platter</td><td>Event</td><td>R100,00</td><td><input type="button" value="View"/></td><td><input type="button" value="Edit"/></td><td><input type="button" value="Delete"/></td></tr><tr><td>A6 Photo</td><td>Photoshoot</td><td>R10,00</td><td><input type="button" value="View"/></td><td><input type="button" value="Edit"/></td><td><input type="button" value="Delete"/></td></tr><tr><td>Rib Platter</td><td>Event</td><td>R160,00</td><td><input type="button" value="View"/></td><td><input type="button" value="Edit"/></td><td><input type="button" value="Delete"/></td></tr><tr><td>Key holder</td><td>Order</td><td>R20,00</td><td><input type="button" value="View"/></td><td><input type="button" value="Edit"/></td><td><input type="button" value="Delete"/></td></tr><tr><td>A3 Canvas</td><td>Order</td><td>R0,00</td><td><input type="button" value="View"/></td><td><input type="button" value="Edit"/></td><td><input type="button" value="Delete"/></td></tr></tbody></table>	Product Name	Product Type	Price				Standard Platter	Event	R100,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	A6 Photo	Photoshoot	R10,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Rib Platter	Event	R160,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Key holder	Order	R20,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	A3 Canvas	Order	R0,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	
Product Name	Product Type	Price																																				
Standard Platter	Event	R100,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>																																	
A6 Photo	Photoshoot	R10,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>																																	
Rib Platter	Event	R160,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>																																	
Key holder	Order	R20,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>																																	
A3 Canvas	Order	R0,00	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>																																	
Timeslot																																						
Services																																						
Products																																						
Photoshoots																																						
Events																																						
Customer Orders																																						
Bookings																																						
Supplier																																						
Reports																																						
Help																																						
Settings		<input type="button" value="Product Types"/>																																				

- When the **Products Tab Page** is displayed, click on the **Product Types Button**.

Search:

Add Product

Product Name	Product Type	Price			
Standard Platter	Event	R100,00	View	Edit	Delete
A6 Photo	Photoshoot	R10,00	View	Edit	Delete
Rib Platter	Event	R160,00	View	Edit	Delete
Key holder	Order	R20,00	View	Edit	Delete
A3 Canvas	Order	R0,00	View	Edit	Delete

Product Types

- The **Product Types Screen** is displayed.

Product Types

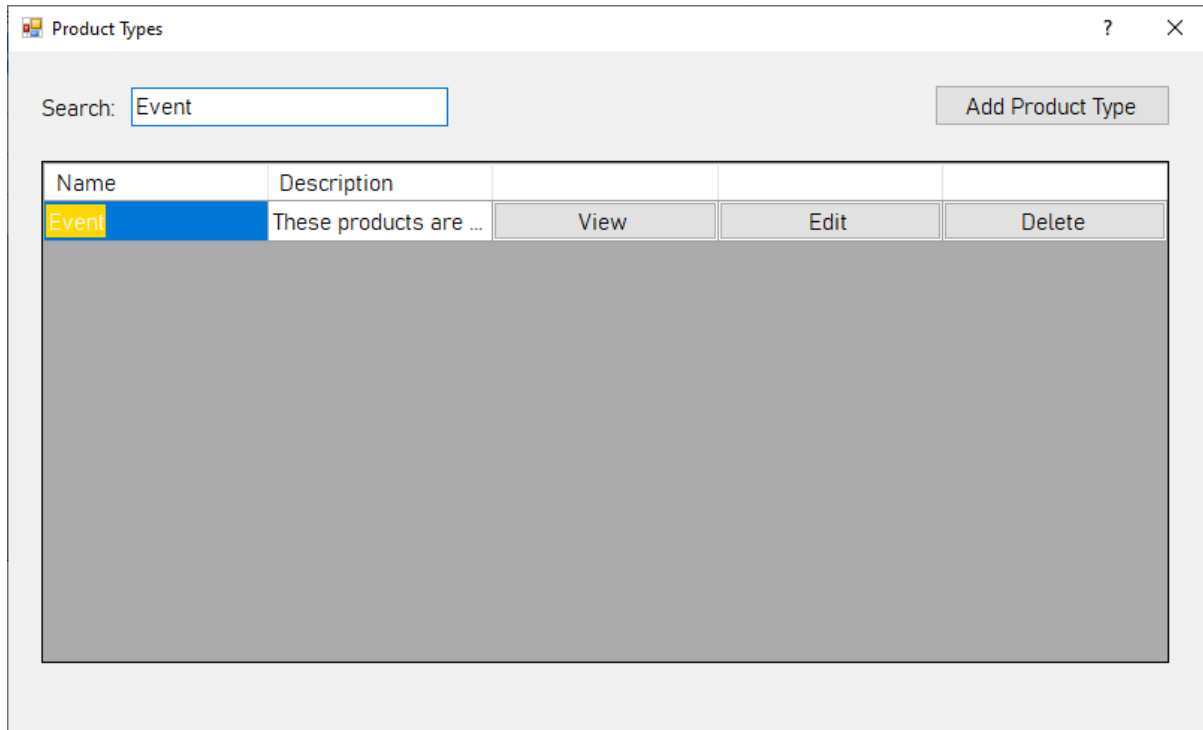
Search:

Add Product Type

Name	Description			
Event	These products are ...	View	Edit	Delete
Photoshoot	These products are ...	View	Edit	Delete
Order	These products are ...	View	Edit	Delete

SEARCHING A PRODUCT TYPE ON THE SYSTEM:

- Enter the product type's name into the **Search Textbox** on the **Product Types Screen**.

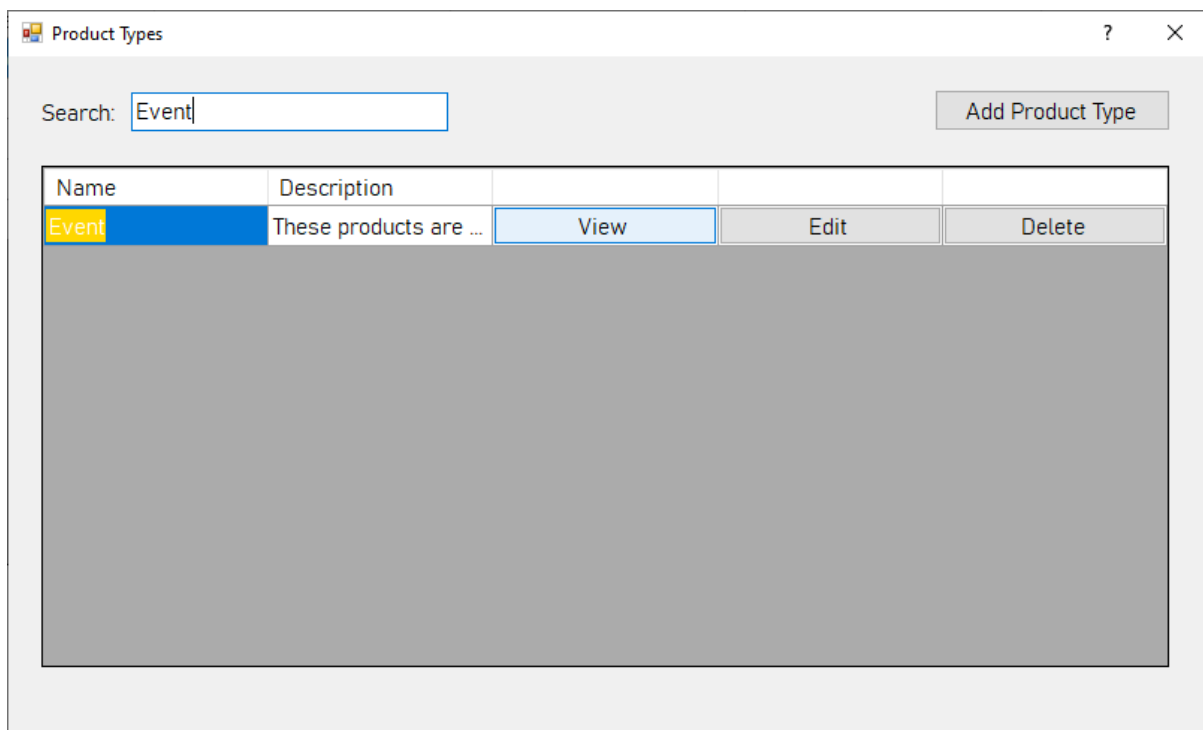


The screenshot shows a window titled "Product Types" with a search bar containing "Event" and an "Add Product Type" button. Below the search bar is a table with the following structure:

Name	Description			
Event	These products are ...	View	Edit	Delete

The "Event" row is highlighted in blue. The rest of the table area is a large grey rectangle.

2. The search results will be displayed on the [Product Types Data Grid View](#) on the form.
3. Click on the [View Button](#) in the row of the product type if you wish to view its details. (The [View Product Type Screen](#) is displayed)



This screenshot is identical to the previous one, but the "View" button in the "Event" row is highlighted with a blue border.

Test Data

Label Name:	Test Data:
Search Criteria (Name)	Event

4.6. Maintain Product Type

5.6. Maintain Product Type

Description

- ▶ This tutorial will show you how to maintain (update or delete) a product type on the system.
- ▶ Before maintaining a product type, the product type has to be added or already exist on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Edit Product Type Screen](#).
2. Successfully edit a product type on the system.
3. Successfully delete a product type from the system.

Process of Execution

NAVIGATING TO THE EDIT PRODUCT TYPE SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Products Tab](#).

The screenshot displays the Golden Connect application interface. At the top, it shows 'Golden Connect' and 'Logged in as: Nolan, Mike'. The main menu on the left includes options like Customer, Employee, Timeslot, Services, **Products** (highlighted), Photoshoots, Events, Customer Orders, Bookings, Supplier, Reports, Help, and Settings. The main content area shows a table of product types with columns for Product Name, Product Type, Price, View, Edit, and Delete. The table lists items like Standard Platter, A6 Photo, Rib Platter, Key holder, and A3 Canvas. A 'Product Types' button is visible at the bottom right.

Product Name	Product Type	Price	View	Edit	Delete
Standard Platter	Event	R100,00	View	Edit	Delete
A6 Photo	Photoshoot	R10,00	View	Edit	Delete
Rib Platter	Event	R160,00	View	Edit	Delete
Key holder	Order	R20,00	View	Edit	Delete
A3 Canvas	Order	R0,00	View	Edit	Delete

2. When the [Products Tab Page](#) is displayed, click on the [Product Types Button](#).

Search:

Add Product

Product Name	Product Type	Price			
Standard Platter	Event	R100,00	View	Edit	Delete
A6 Photo	Photoshoot	R10,00	View	Edit	Delete
Rib Platter	Event	R160,00	View	Edit	Delete
Key holder	Order	R20,00	View	Edit	Delete
A3 Canvas	Order	R0,00	View	Edit	Delete

Product Types

- When the [Product Types Screen](#) is displayed, navigate to the product type you want to maintain on the data grid view (using [4.5. Search Product Type](#)).

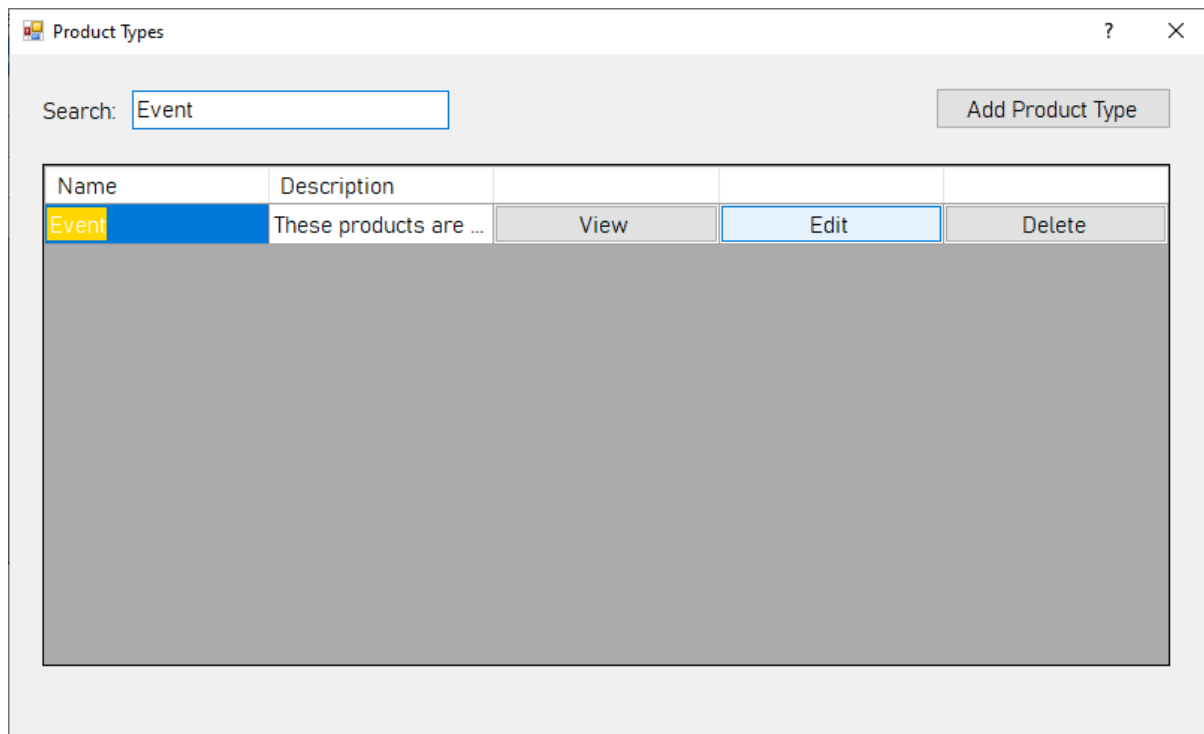
Product Types

Search:

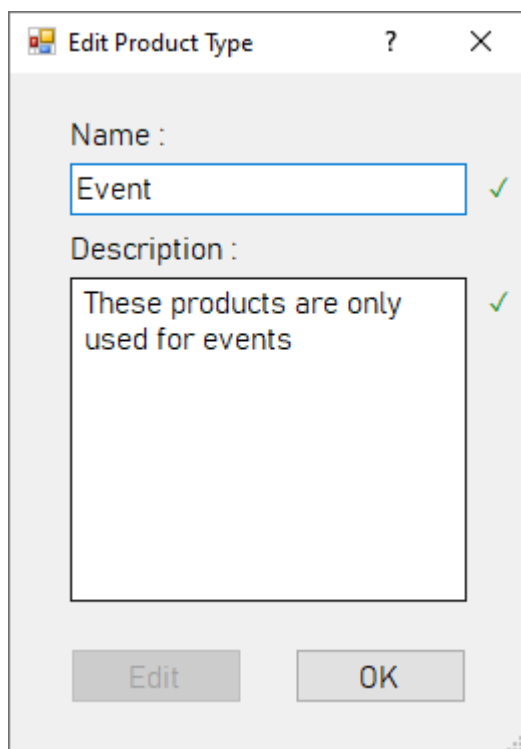
Add Product Type

Name	Description			
Event	These products are ...	View	Edit	Delete
Photoshoot	These products are ...	View	Edit	Delete
Order	These products are ...	View	Edit	Delete

- Click on the [Edit Button](#) in the row of the product type you want to maintain if you wish to update their details.

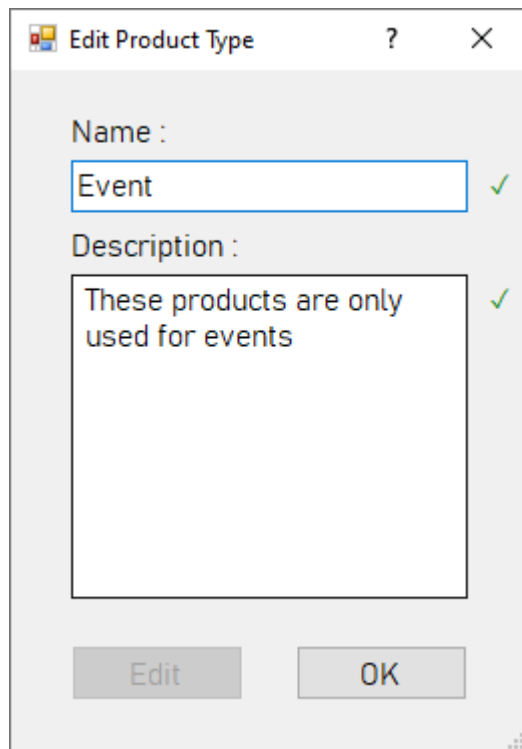


5. The [Edit Product Type Screen](#) is displayed



[EDITING A PRODUCT TYPE ON THE SYSTEM:](#)

1. Enter the product type's name and description into the on the [Edit Product Type Screen](#).



Edit Product Type

Name :
Event ✓

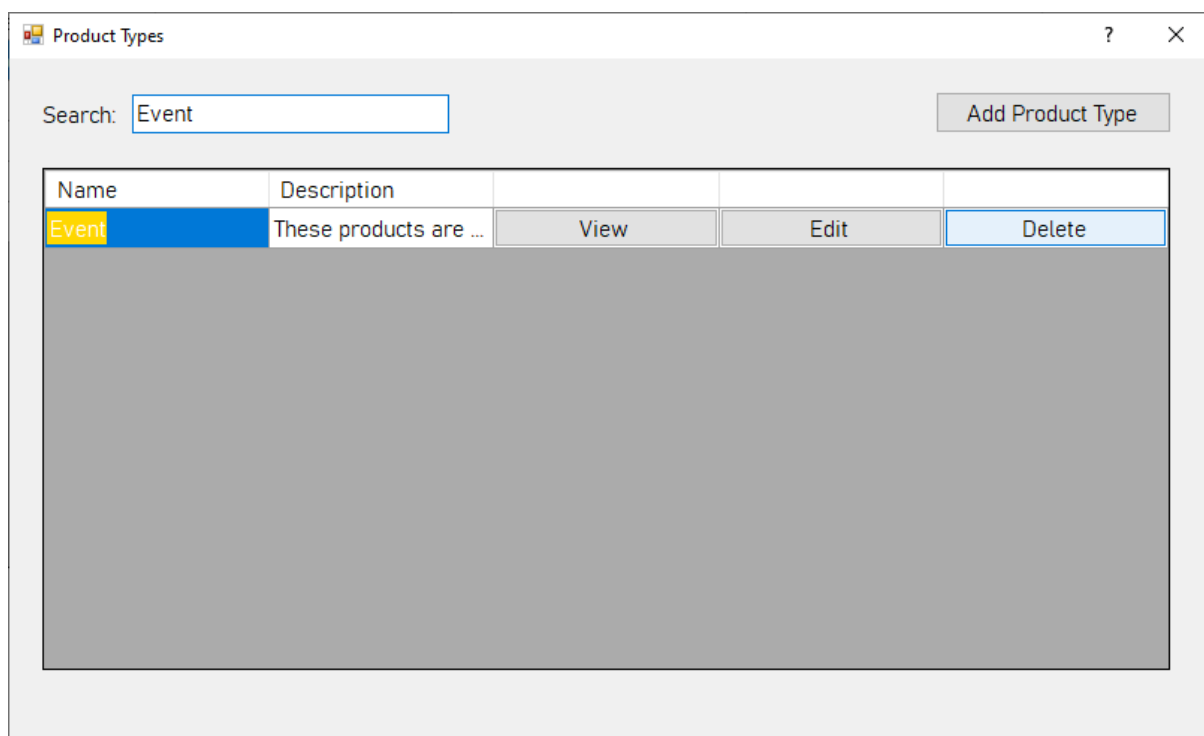
Description :
These products are only used for events ✓

Edit OK

2. Click the **OK Button**.

DELETING A PRODUCT TYPE FROM THE SYSTEM:

1. Click on the **Delete Button** in the row of the product type you want to maintain if you wish to delete the product type. (On the **Product Types Screen**)

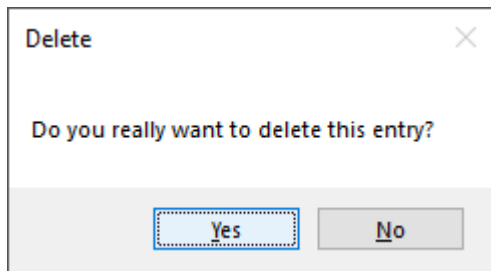


Product Types

Search: Event Add Product Type

Name	Description			
Event	These products are ...	View	Edit	Delete

2. Click the **Yes Button**.



Test Data

Maintain one of the product types of your choosing.

5. PHOTOSHOOT SUB-SYSTEM

5.1. Add Photoshoot Package

6.1. Add Photoshoot Package

Description

- ▶ This tutorial will show you how to add a photoshoot package on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the **Add Photoshoot Package Screen**.
2. Successfully add a new photoshoot package to the system.

Process of Execution

NAVIGATING TO THE ADD PHOTOSHOOT PACKAGE SCREEN:

1. By using the **Menu Tab** on the **Main Form**, click on the **Photoshoots Tab**.

Golden Connect Logged in as: Nolan, Mike Debug Information

GOLDEN CONNECT

Customer
Employee
Timeslot
Services
Products
Photoshoots
Events
Customer Orders
Bookings
Supplier
Reports
Help
Settings

Search: Add Photoshoot Package

Package Name	Services	Products	Price			
Family Shoot	1	4	R90	View	Edit	Delete
Baby Shoot	1	4	R90	View	Edit	Delete
Couple Shoot	1	3	R80	View	Edit	Delete

Photoshoot Types

- When the **Photoshoot Tab Page** is displayed, click on the **Add Photoshoot Package Button**.

Search: Add Photoshoot Package

Package Name	Services	Products	Price			
Family Shoot	1	4	R90	View	Edit	Delete
Baby Shoot	1	4	R90	View	Edit	Delete
Couple Shoot	1	3	R80	View	Edit	Delete

Photoshoot Types

- The **Add Photoshoot Package Screen** is displayed.

Add Photoshoot Package

Package Details

Name :

Description :

Total Price : R0.00

Services in Package :

Service Name	Price
--------------	-------

Products in Package :

Product Name	Quantity	Price
--------------	----------	-------

Add Services and Products

Services :

Service Name	Price	
1 Hour Photography	R50,00	Add

Products :

Product Name	Price	
A6 Photo	R10,00	Add
10 Edited Photos	R50,00	Add

Cancel Add Package

ADDING A PHOTOSHOOT PACKAGE TO THE SYSTEM:

1. Enter the package name and description into the corresponding textboxes on the **Package Details Group Box** on the **Add Photoshoot Package Screen**.

Add Photoshoot Package

Package Details

Name : Family Shoot ✓

Description : This photoshoot package is for a family ✓

Total Price : R100,00

Services in Package :

Service Name	Price	
1 Hour Photography	R50,00	Remove

Products in Package :

Product Name	Quantity	Price		
10 Edited Photos	1	R50,00	Add	Remove

Add Services and Products

Services :

Service Name	Price	
1 Hour Photography	R50,00	Add

Products :

Product Name	Price	
A6 Photo	R10,00	Add
10 Edited Photos	R50,00	Add

Cancel Add Package

2. Use the **Search Textbox** above the **Services Data Grid View** in the **Add Services and Products Group Box** to enter the service name you wish to add to the package.

Add Photoshoot Package

Package Details

Name :

Description :

Total Price :

Services in Package :

Service Name	Price

Products in Package :

Product Name	Quantity	Price

Add Services and Products

Services : Search :

Service Name	Price	Add
1 Hour Photography	R50,00	<input type="button" value="Add"/>

Products : Search :

Product Name	Price	Add
10 Edited Photos	R50,00	<input type="button" value="Add"/>

- The search results will be displayed in the **Services Data Grid View**.
- Click on the **Add Button** in the row of the service you wish to add to the package.

Add Photoshoot Package

Package Details

Name :

Description :

Total Price :

Services in Package :

Service Name	Price

Products in Package :

Product Name	Quantity	Price

Add Services and Products

Services : Search :

Service Name	Price	Add
1 Hour Photography	R50,00	<input type="button" value="Add"/>

Products : Search :

Product Name	Price	Add
10 Edited Photos	R50,00	<input type="button" value="Add"/>

- Use the **Search Textbox** above the **Products Data Grid View** in the **Add Services and Products Group Box** to enter the product name you wish to add to the package.

6. The search results will be displayed in the **Products Data Grid View**.
7. Click on the **Add Button** in the row of the product you wish to add to the package.

8. To edit a product's quantity, use the **Add Button** and the **Remove Button** in the row of the product you wish to edit in the **Products in Package Data Grid View**.
9. Click the **Add Button** to save the new package.

Test Data

Label Name:	Test Data:
Name	Family Shoot
Description	This photoshoot package is for a family
Services	1 Hour Photography
Products	10 Edited Photos
(quantity)	2

5.2. Search Photoshoot Package

6.2. Search Photoshoot Package

Description

- ▶ This tutorial will show you how to search for a photoshoot package on the system.
- ▶ Before searching a photoshoot package, the package has to be added or already exist on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Photoshoots Tab Page](#).
2. Enter search criteria.
3. Successfully search for a photoshoot package on the system.

Process of Execution

NAVIGATING TO THE PHOTOSHOOTS TAB PAGE:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Photoshoots Tab](#).

Golden Connect Logged in as: Nolan, Mike Debug Information

GOLDEN CONNECT

Customer Search: Add Photoshoot Package

Employee

Timeslot

Services

Products

Photoshoots

Events

Customer Orders

Bookings

Supplier

Reports

Help

Settings

Package Name	Services	Products	Price			
Family Shoot	1	4	R90	View	Edit	Delete
Baby Shoot	1	4	R90	View	Edit	Delete
Couple Shoot	1	3	R80	View	Edit	Delete

Photoshoot Types

2. The Photoshoots Tab Page is displayed.

Search: Add Photoshoot Package

Package Name	Services	Products	Price			
Family Shoot	1	4	R90	View	Edit	Delete
Baby Shoot	1	4	R90	View	Edit	Delete
Couple Shoot	1	3	R80	View	Edit	Delete

Photoshoot Types

SEARCHING A PHOTOSHOOT PACKAGE ON THE SYSTEM:

1. Enter the photoshoot package name into the **Search Textbox** on the **Photoshoots Tab Page**.

Search: Add Photoshoot Package

Package Name	Services	Products	Price			
Family Shoot	1	1	R90	View	Edit	Delete

Photoshoot Types

- The search results will be displayed on the [Photoshoot Packages Data Grid View](#) on the form.
- Click on the [View Button](#) in the row of the photoshoot package if you wish to view its details. (The [View Photoshoot Package Screen](#) is displayed)

Search: Add Photoshoot Package

Package Name	Services	Products	Price			
Family Shoot	1	1	R90	View	Edit	Delete

Photoshoot Types

Test Data

Label Name:	Test Data:
Search Criteria (Name)	Family Shoot

5.3. Maintain Photoshoot Package

6.3. Maintain Photoshoot Package

Description

- ▶ This tutorial will show you how to maintain a photoshoot package on the system.
- ▶ Before maintaining a photoshoot package, the package must be added or already exist on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

- Navigate to the [Edit Photoshoot Package Screen](#).
- Successfully edit a photoshoot package on the system.
- Successfully delete a photoshoot package from the system.

Process of Execution

NAVIGATING TO THE EDIT PHOTOSHOOT PACKAGE SCREEN:

1. By using the **Menu Tab** on the **Main Form**, click on the **Photoshoots Tab**.

Golden Connect Logged in as: Nolan, Mike ? ×
Debug Information

GOLDEN CONNECT

Customer

Employee

Timeslot

Services

Products

Photoshoots

Events

Customer Orders

Bookings

Supplier

Reports

Help

Settings

Search:

Add Photoshoot Package

Package Name	Services	Products	Price			
Family Shoot	1	4	R90	View	Edit	Delete
Baby Shoot	1	4	R90	View	Edit	Delete
Couple Shoot	1	3	R80	View	Edit	Delete

Photoshoot Types

2. When the **Photoshoots Tab Page** is displayed, navigate to the photoshoot package you want to maintain on the data grid view (using [6.2. Search Photoshoot Package](#)).

Search:

Add Photoshoot Package

Package Name	Services	Products	Price			
Family Shoot	1	4	R90	View	Edit	Delete
Baby Shoot	1	4	R90	View	Edit	Delete
Couple Shoot	1	3	R80	View	Edit	Delete

Photoshoot Types

3. Click on the **Edit Button** in the row of the photoshoot package you want to maintain if you wish to update its details.

Search:

[Add Photoshoot Package](#)

Package Name	Services	Products	Price			
Family Shoot	1	1	R90	View	Edit	Delete

[Photoshoot Types](#)

4. The [Edit Photoshoot Package Screen](#) is displayed.

Edit Photoshoot Package

Package Details

Name :

Description :

Total Price :

Services in Package :

Service Name	Price	
1 Hour Photography	R50,00	Remove

Products in Package :

Product Name	Quantity	Price		
A6 Photo	4	R40,00	Add	Remove

Add Services and Products

Services :

Service Name	Price	
1 Hour Photography	R50,00	Add

Products :

Product Name	Price	
A6 Photo	R10,00	Add
10 Edited Photos	R50,00	Add

EDITING A PHOTOSHOOT PACKAGE ON THE SYSTEM:

1. Enter the package name and description into the corresponding textboxes on the **Package Details Group Box** on the [Edit Photoshoot Package Screen](#).

Package Details

Name: Family Shoot

Description: This package is for a family studio shoot

Total Price: R90,00

Services in Package :

Service Name	Price	Remove
1 Hour Photography	R50,00	Remove

Products in Package :

Product Name	Quantity	Price	Add	Remove
A6 Photo	4	R40,00	Add	Remove

Add Services and Products

Services : Search :

Service Name	Price	Add
1 Hour Photography	R50,00	Add

Products : Search :

Product Name	Price	Add
A6 Photo	R10,00	Add
10 Edited Photos	R50,00	Add

Edit OK

2. Use the **Remove Button** in the row of the service you wish to remove in **Services in Packages Data Grid View** to remove a service from the package.
3. To edit a product's quantity, use the **Add Button** and the **Remove Button** in the row of the product you wish to edit in the **Products in Package Data Grid View**.
4. Use the **Search Textbox** above the **Services Data Grid View** in the **Add Services and Products Group Box** to enter the service name you wish to add to the package.
5. The search results will be displayed in the **Services Data Grid View**.
6. Click on the **Add Button** in the row of the service you wish to add to the package.
7. Use the **Search Textbox** above the **Products Data Grid View** in the **Add Services and Products Group Box** to enter the product name you wish to add to the package.
8. The search results will be displayed in the **Products Data Grid View**.
9. Click on the **Add Button** in the row of the product you wish to add to the package.
10. Click the **OK Button** to save the new package details.

DELETING A PHOTOSHOOT PACKAGE ON THE SYSTEM:

1. Click on the **Delete Button** in the row of the photoshoot package you want to maintain if you wish to delete the package. (On the **Photoshoots Tab Page**)

Search:

Package Name	Services	Products	Price			
Family Shoot	1	1	R90	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

2. Click the **Yes Button**.

Delete

Do you really want to delete this entry?

Test Data

Maintain one of the photoshoot packages of your choosing.

5.4. Add Photoshoot Type

6.4. Add Photoshoot Type

Description

- ▶ This tutorial will show you how to add a photoshoot type on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the **Add Photoshoot Type Screen**.
2. Successfully add a new photoshoot type to the system.

Process of Execution

NAVIGATING TO THE ADD PHOTOSHOOT TYPE SCREEN:

1. By using the **Menu Tab** on the **Main Form**, click on the **Photoshoots Tab**.

Golden Connect Logged in as: Nolan, Mike ? ×
0 Debug Information

GOLDEN CONNECT

Customer

Employee

Timeslot

Services

Products

Photoshoots

Events

Customer Orders

Bookings

Supplier

Reports

Help

Settings

Search:

Add Photoshoot Package

Package Name	Services	Products	Price			
Family Shoot	1	4	R90	View	Edit	Delete
Baby Shoot	1	4	R90	View	Edit	Delete
Couple Shoot	1	3	R80	View	Edit	Delete

Photoshoot Types

2. When the **Photoshoot Tab Page** is displayed, click on the **Photoshoot Types Button**.

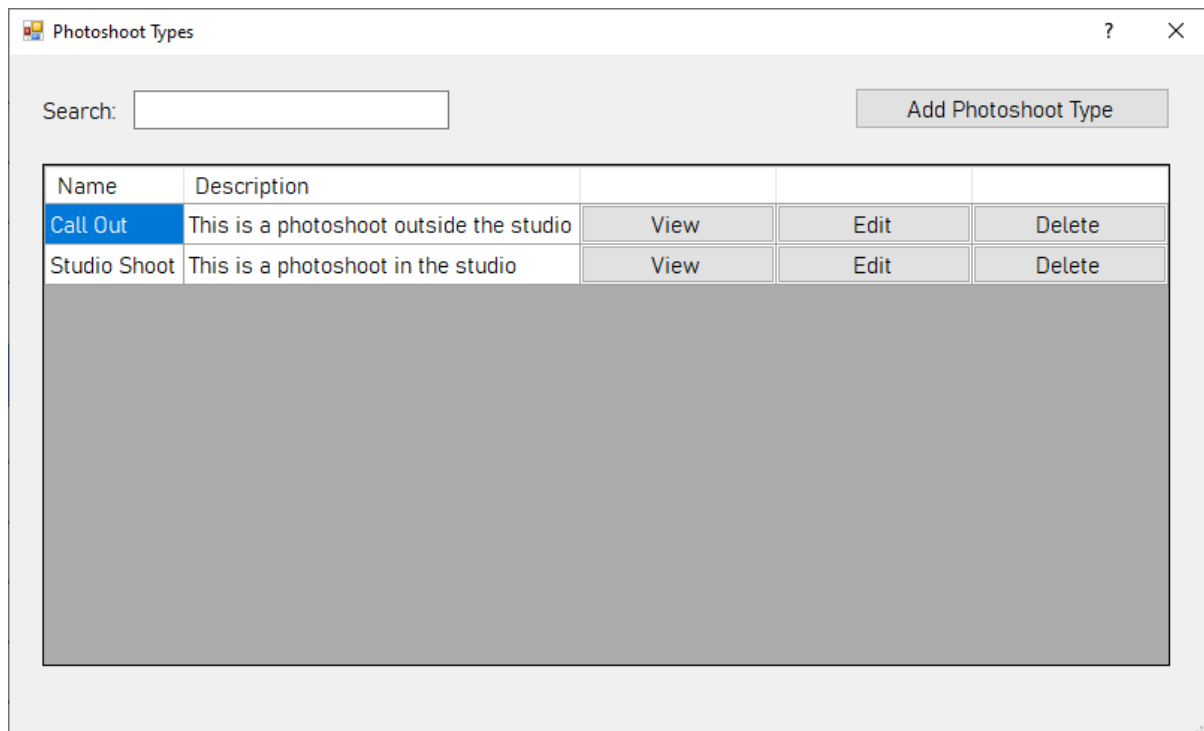
Search:

Add Photoshoot Package

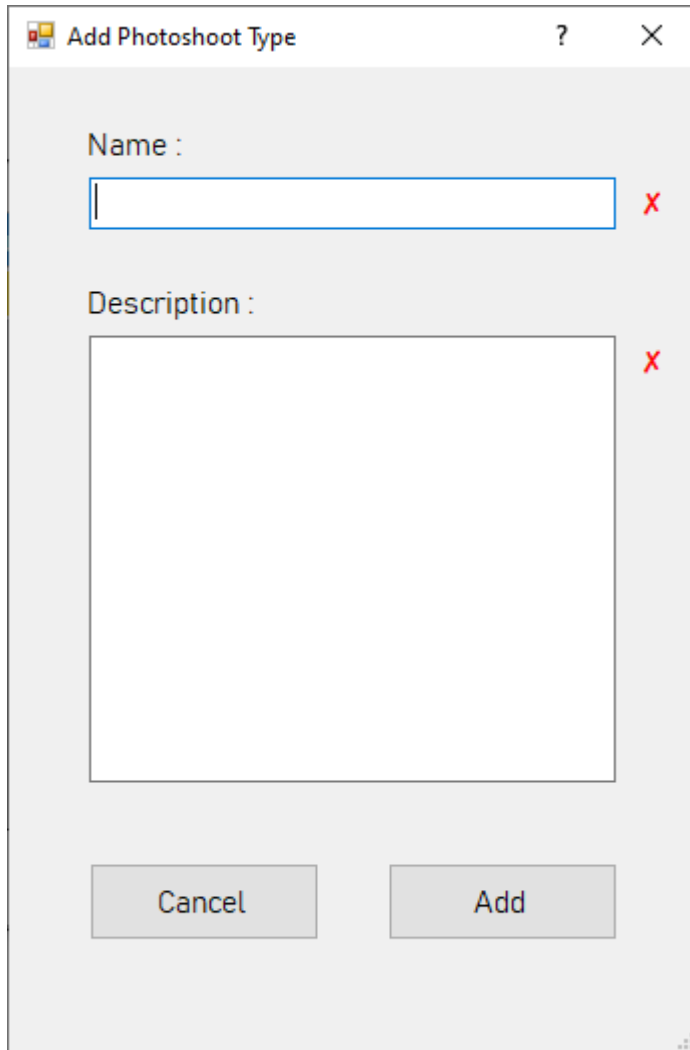
Package Name	Services	Products	Price			
Family Shoot	1	4	R90	View	Edit	Delete
Baby Shoot	1	4	R90	View	Edit	Delete
Couple Shoot	1	3	R80	View	Edit	Delete

Photoshoot Types

3. When the **Photoshoot Types Screen** is displayed, click on the **Add Photoshoot Type Button**.



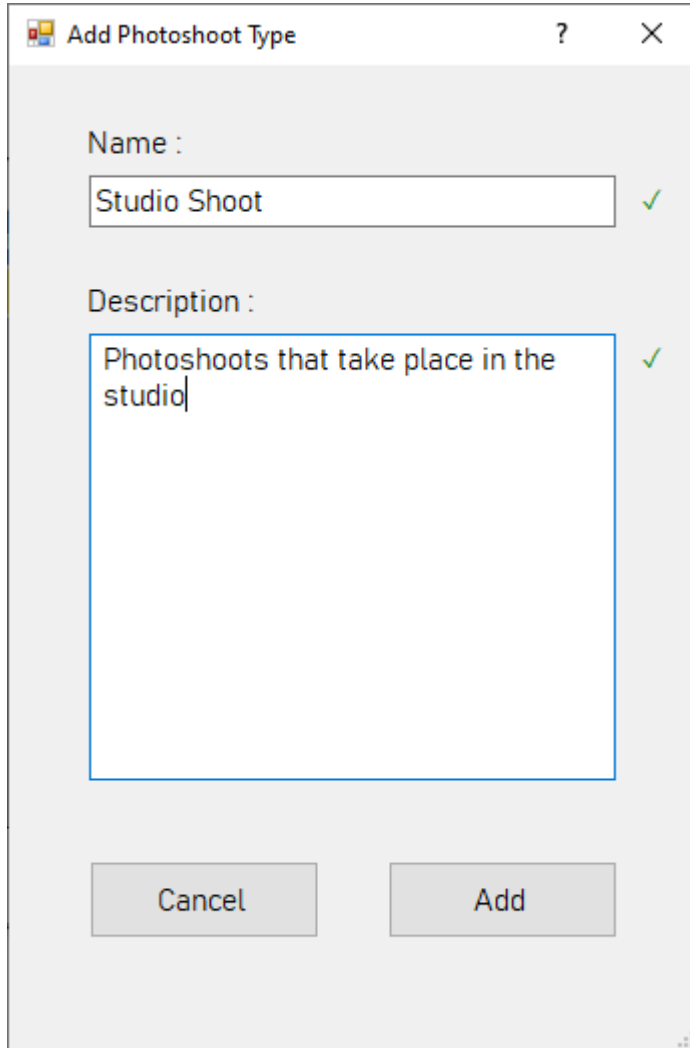
4. The [Add Photoshoot Type Screen](#) is displayed.



The screenshot shows a Windows-style dialog box titled "Add Photoshoot Type". It features a standard title bar with a question mark icon and a close button (X). The main area contains two labeled input fields. The first is "Name :", followed by a single-line text box and a red "X" icon to its right. The second is "Description :", followed by a multi-line text area and a red "X" icon to its right. At the bottom of the dialog, there are two buttons: "Cancel" on the left and "Add" on the right.

ADDING A PHOTOSHOOT TYPE TO THE SYSTEM:

1. Enter the name and description into the corresponding textboxes.



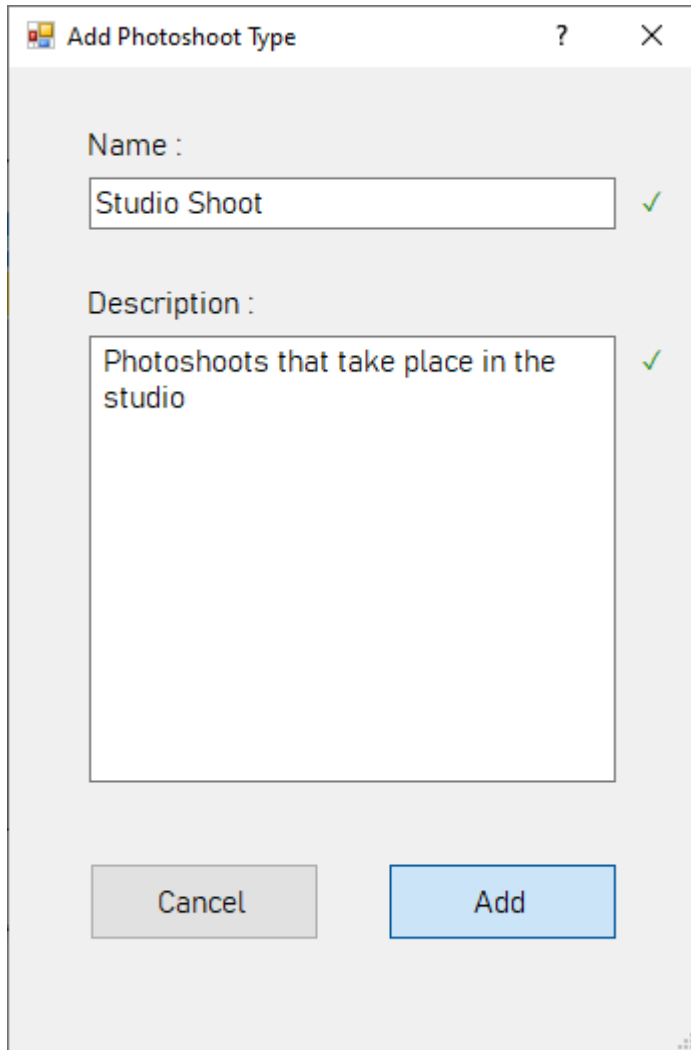
Add Photoshoot Type ? X

Name :
Studio Shoot ✓

Description :
Photoshoots that take place in the studio ✓

Cancel Add

2. Click the [Add Button](#).



Add Photoshoot Type

Name :
Studio Shoot ✓

Description :
Photoshoots that take place in the studio ✓

Cancel Add

Test Data

Label Name:	Test Data:
Name	Studio Shoot
Description	Photoshoots that take place in the studio

5.5. Search Photoshoot Type

6.5. Search Photoshoot Type

Description

- ▶ This tutorial will show you how to search for a photoshoot type on the system.

- ▶ Before searching for a photoshoot type, the type must be added or already exist on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the **Photoshoot Types Screen**.
2. Enter search criteria.
3. Successfully search for a photoshoot type on the system.

Process of Execution

NAVIGATING TO THE PHOTOSHOOT TYPES SCREEN:

1. By using the **Menu Tab** on the **Main Form**, click on the **Photoshoots Tab**.

Golden Connect Logged in as: Nolan, Mike ? × Debug Information

GOLDEN CONNECT

Customer Add Photoshoot Package

Employee

Timeslot

Services

Products

Photoshoots

Events

Customer Orders

Bookings

Supplier

Reports

Help

Settings

Package Name	Services	Products	Price			
Family Shoot	1	4	R90	View	Edit	Delete
Baby Shoot	1	4	R90	View	Edit	Delete
Couple Shoot	1	3	R80	View	Edit	Delete

Photoshoot Types

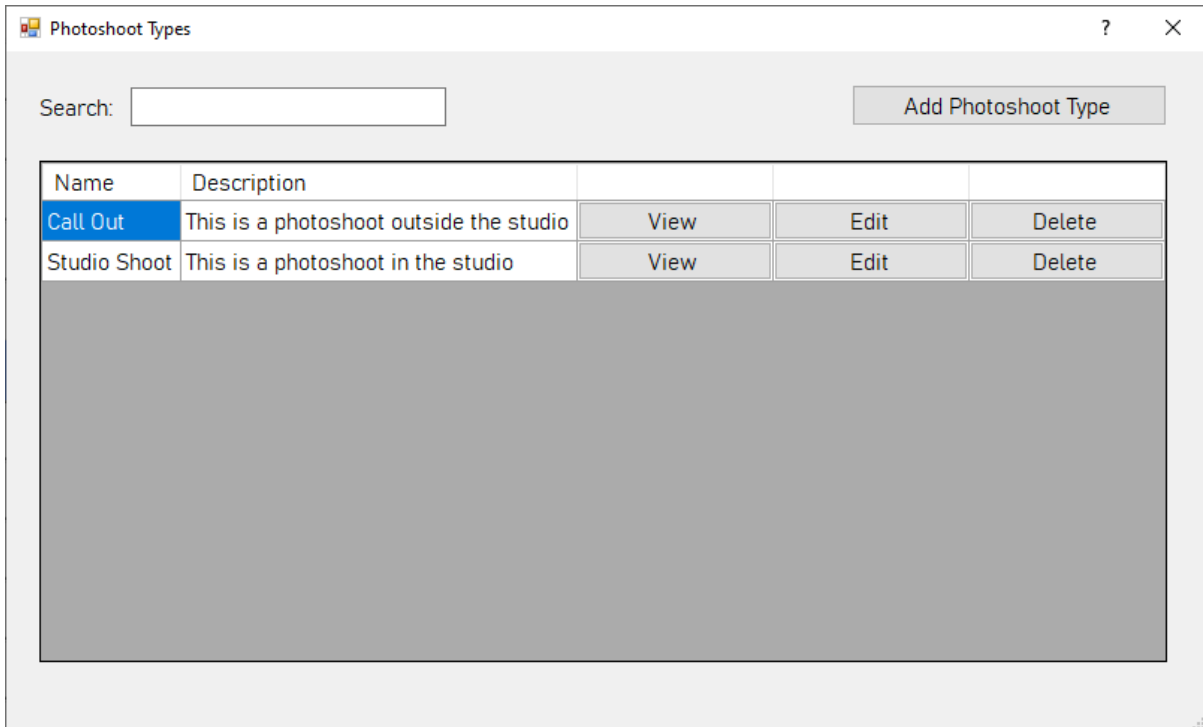
2. When the **Photoshoots Tab Page** is displayed, click on the **Photoshoot Types Button**.

Search: Add Photoshoot Package

Package Name	Services	Products	Price			
Family Shoot	1	4	R90	View	Edit	Delete
Baby Shoot	1	4	R90	View	Edit	Delete
Couple Shoot	1	3	R80	View	Edit	Delete

Photoshoot Types

3. The **Photoshoot Types Screen** is displayed.

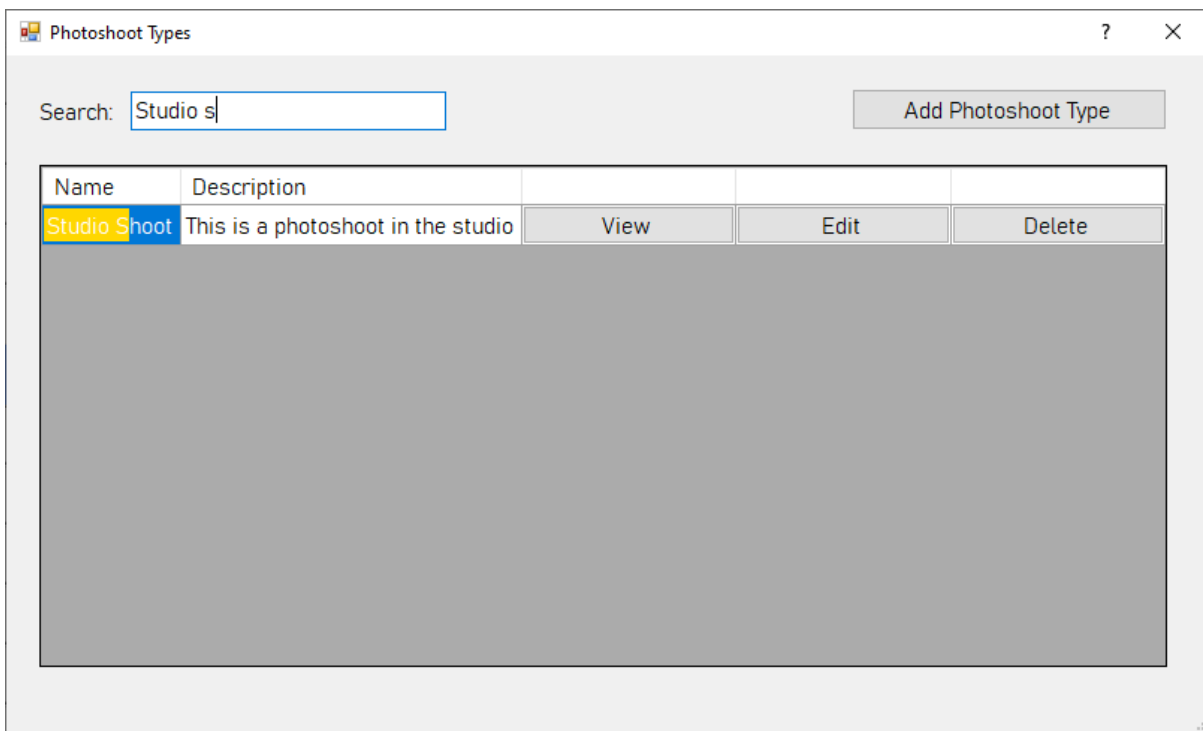


The screenshot shows a window titled "Photoshoot Types" with a search bar and an "Add Photoshoot Type" button. Below is a table with the following data:

Name	Description			
Call Out	This is a photoshoot outside the studio	View	Edit	Delete
Studio Shoot	This is a photoshoot in the studio	View	Edit	Delete

SEARCHING A PHOTOSHOOT PACKAGE ON THE SYSTEM:

1. Enter the photoshoot type name or part of the photoshoot type description into the **Search Textbox** on the **Photoshoot Types Screen**.

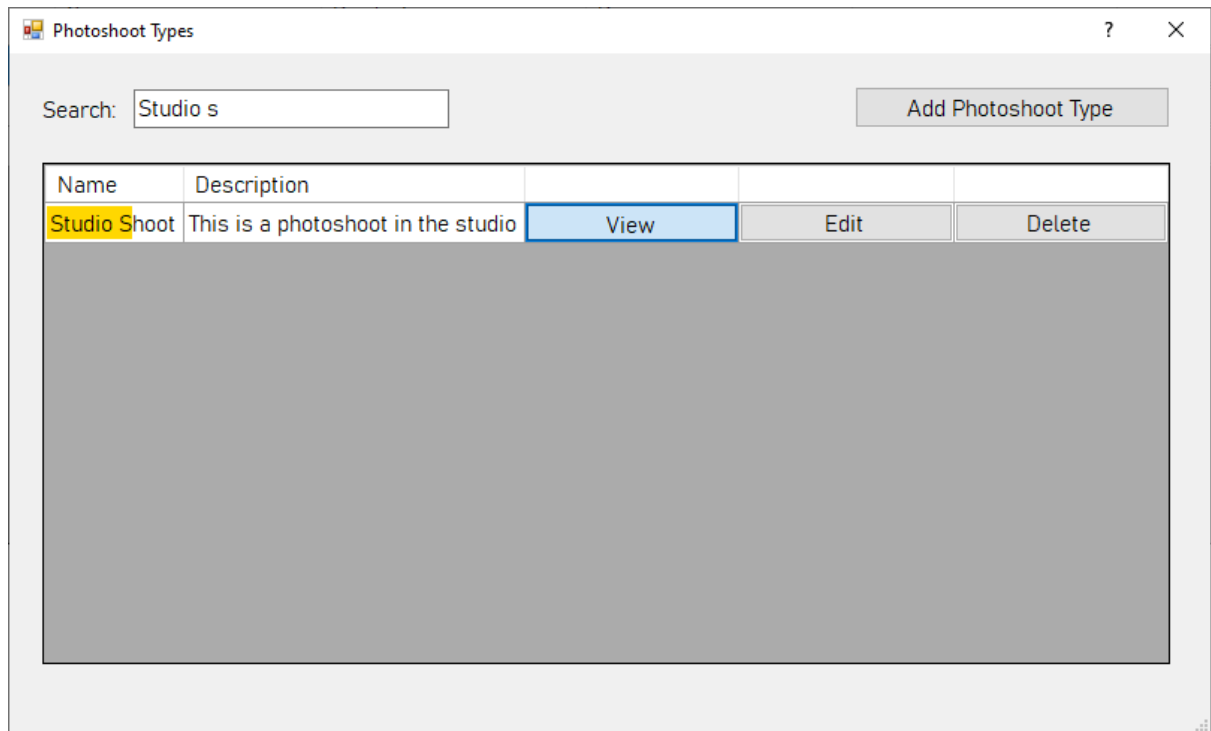


The screenshot shows the same "Photoshoot Types" window, but the search bar now contains the text "Studio s". The table is filtered to show only the "Studio Shoot" entry:

Name	Description			
Studio Shoot	This is a photoshoot in the studio	View	Edit	Delete

2. The search results will be displayed on the **Photoshoot Types Data Grid View** on the form.

- Click on the **View Button** in the row of the photoshoot type if you wish to view its details. (The **View Photoshoot Types Screen** is displayed)



Test Data

Label Name:	Test Data:
Search Criteria (Name)	Studio Shoot
Search Criteria (Description)	Photoshoots that take place in the studio

5.6. Maintain Photoshoot Type

6.6. Maintain Photoshoot Type

Description

- ▶ This tutorial will show you how to maintain a photoshoot type on the system.
- ▶ Before maintaining a photoshoot type, the type must be added or already exist on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Edit Photoshoot Type Screen](#).
2. Successfully edit a photoshoot type on the system.
3. Successfully delete a photoshoot type from the system.

Process of Execution

NAVIGATING TO THE EDIT PHOTOSHOOT TYPE SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Photoshoots Tab](#).

Golden Connect Logged in as: Nolan, Mike 0 ? × Debug Information

GOLDEN CONNECT

Customer Search: [Add Photoshoot Package](#)

Employee

Timeslot

Services

Products

Photoshoots

Events

Customer Orders

Bookings

Supplier

Reports

Help

Settings

Package Name	Services	Products	Price			
Family Shoot	1	4	R90	View	Edit	Delete
Baby Shoot	1	4	R90	View	Edit	Delete
Couple Shoot	1	3	R80	View	Edit	Delete

[Photoshoot Types](#)

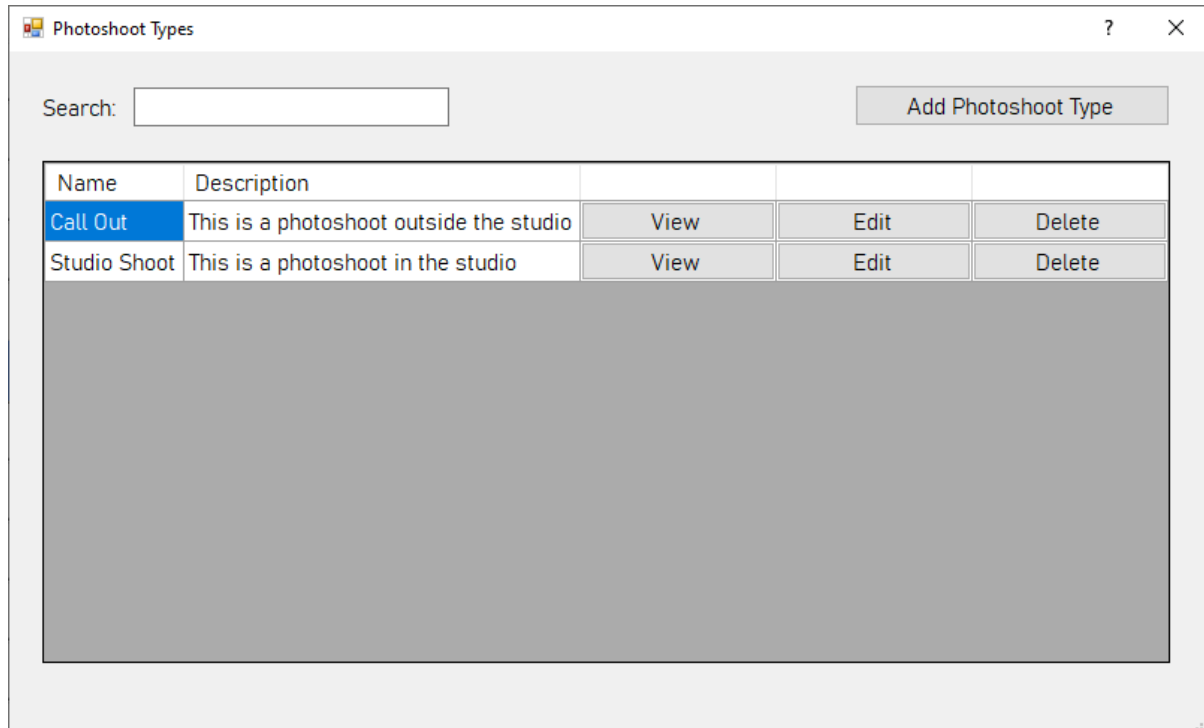
2. When the [Photoshoots Tab Page](#) is displayed, click on the [Photoshoot Types Button](#).

Search: [Add Photoshoot Package](#)

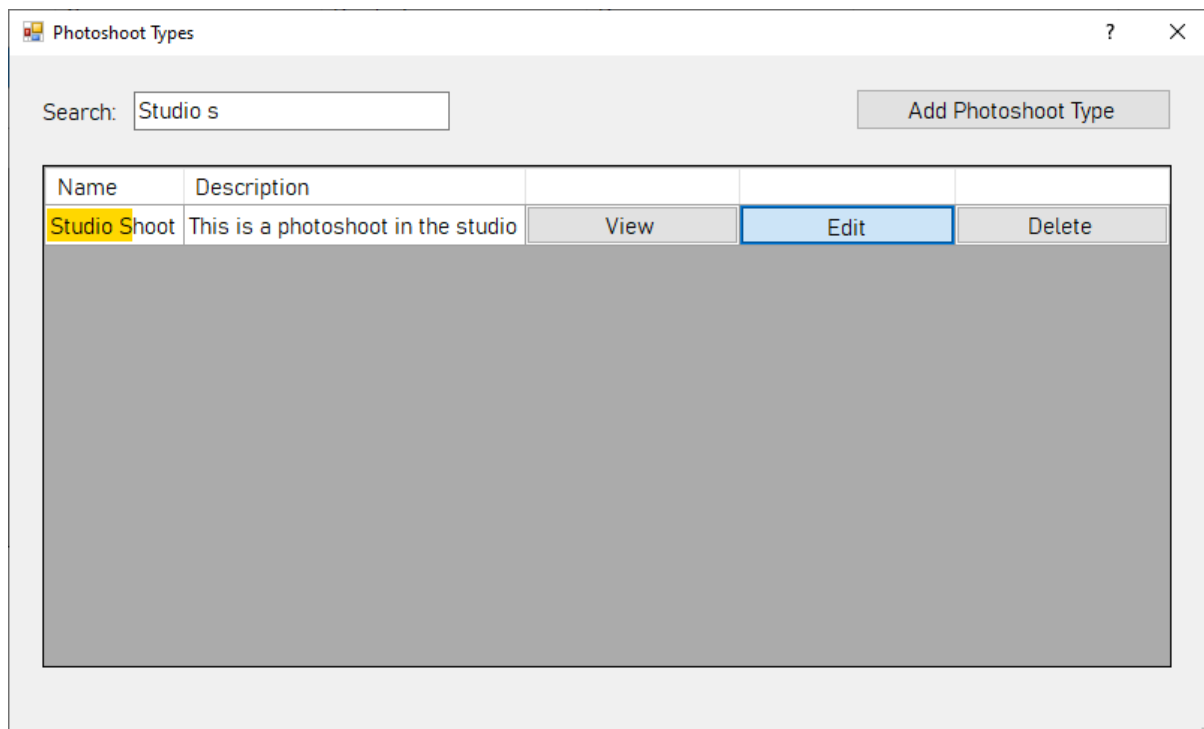
Package Name	Services	Products	Price			
Family Shoot	1	4	R90	View	Edit	Delete
Baby Shoot	1	4	R90	View	Edit	Delete
Couple Shoot	1	3	R80	View	Edit	Delete

[Photoshoot Types](#)

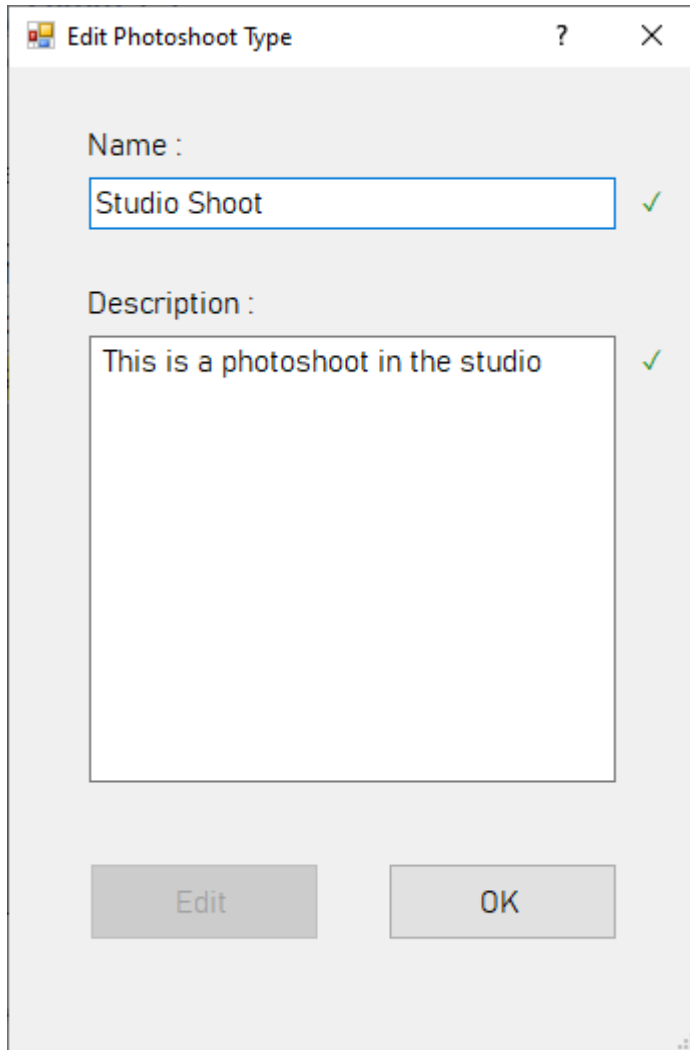
3. The [Photoshoot Types Screen](#) is displayed. Navigate to the photoshoot type you want to maintain on the data grid view (using [6.5. Search Photoshoot Type](#)).



- Click on the **Edit Button** in the row of the photoshoot type you want to maintain if you wish to update its details.



- The **Edit Photoshoot Type Screen** is displayed.



Dialog box titled "Edit Photoshoot Type" with fields for Name and Description, and buttons for Edit and OK.

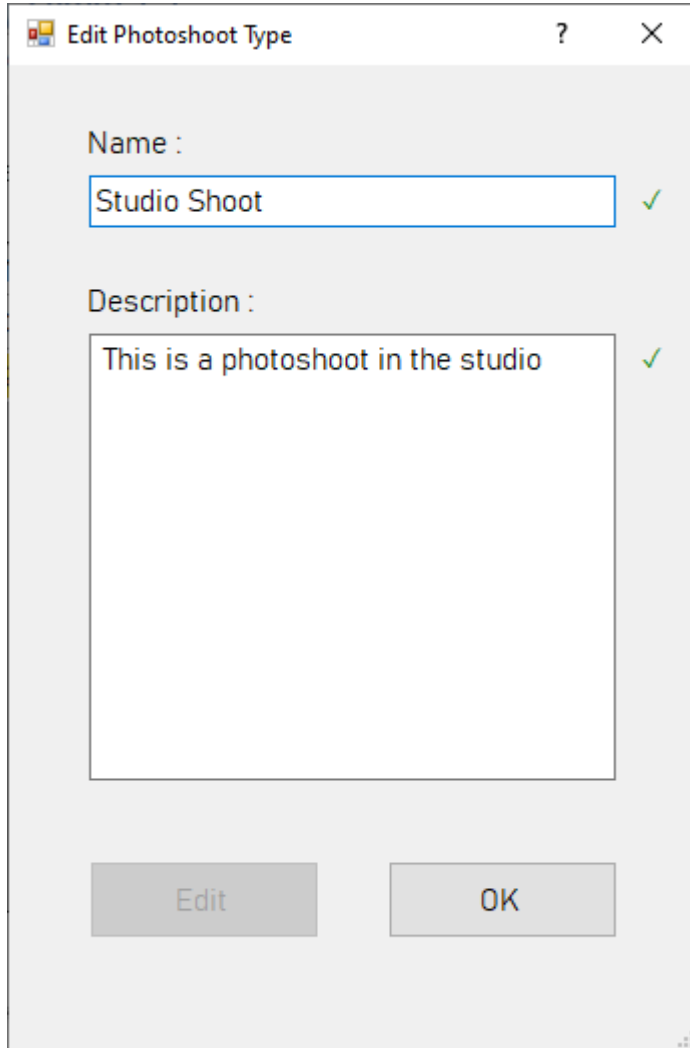
Name :
Studio Shoot ✓

Description :
This is a photoshoot in the studio ✓

Edit OK

EDITING A PHOTOSHOOT TYPE ON THE SYSTEM:

1. Enter the type name and description into the corresponding textboxes on the [Edit Photoshoot Type Screen](#).

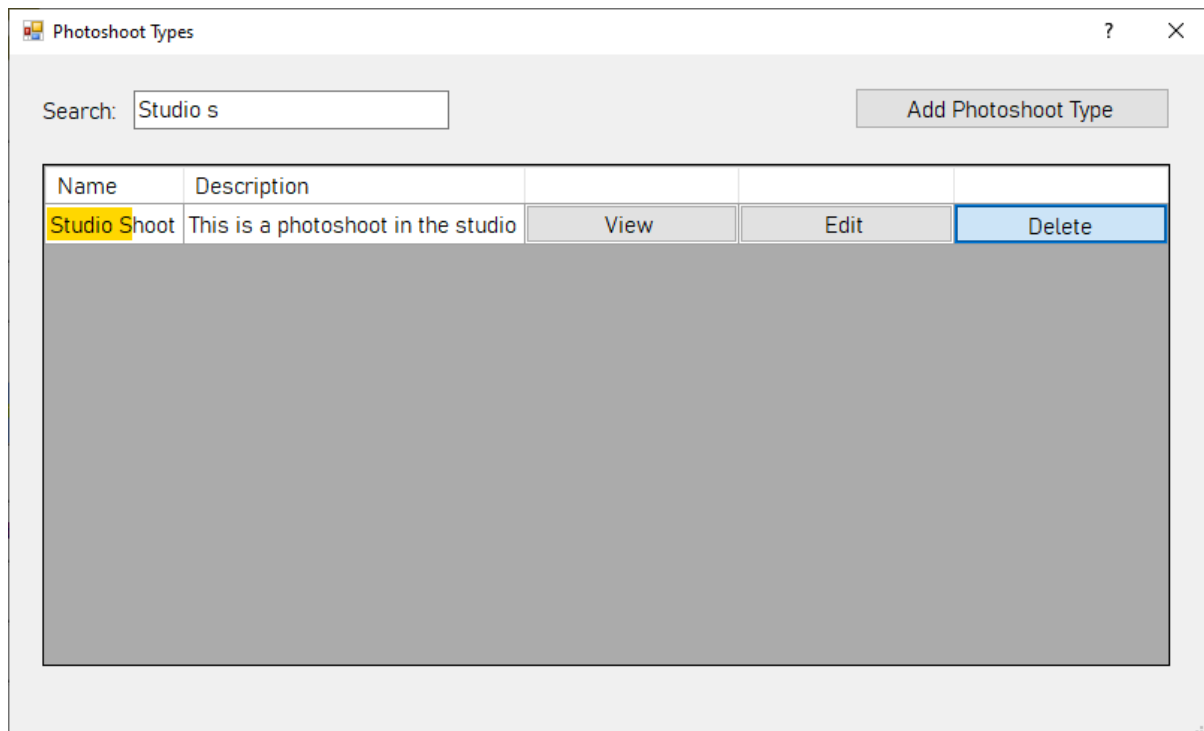


The screenshot shows a window titled "Edit Photoshoot Type". Inside the window, there are two input fields. The first is labeled "Name :" and contains the text "Studio Shoot", with a green checkmark to its right. The second is labeled "Description :" and contains the text "This is a photoshoot in the studio", also with a green checkmark to its right. At the bottom of the window, there are two buttons: "Edit" and "OK".

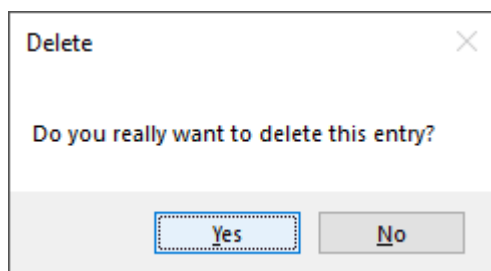
2. Click the **OK Button** to save the new type details.

DELETING A PHOTOSHOOT TYPE ON THE SYSTEM:

1. Click on the **Delete Button** in the row of the photoshoot type you want to maintain if you wish to delete the type. (On the **Photoshoot Types Screen**)



2. Click the **Yes Button**.



Test Data

Maintain a photoshoot type of your choosing.

6. EVENT SUB-SYSTEM

6.1. Add Event Package

7.1. Add Event Package

Description

- ▶ This tutorial will show you how to add an event package on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Add Event Package Screen](#).
2. Successfully add a new event package to the system.

Process of Execution

NAVIGATING TO THE ADD EVENT PACKAGE SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Events Tab](#).

Golden Connect Logged in as: Nolan, Mike 121 ? × Debug Information

GOLDEN C CONNECT

Customer

Employee

Timeslot

Services

Products

Photoshoots

Events

Customer Orders

Bookings

Supplier

Reports

Help

Settings

Search:

Add Event Package

Package Name	Services	Products	Price			
Standard Picnic	2	1	R170	View	Edit	Delete
Rib Picnic	2	1	R230	View	Edit	Delete
Two In One Picnic	2	2	R330	View	Edit	Delete

Event Types

2. When the [Events Tab Page](#) is displayed, click on the [Add Event Package Button](#).

Search:

Add Event Package

Package Name	Services	Products	Price			
Standard Picnic	2	1	R170	View	Edit	Delete
Rib Picnic	2	1	R230	View	Edit	Delete
Two In One Picnic	2	2	R330	View	Edit	Delete

Event Types

3. The [Add Event Package Screen](#) is displayed.

The screenshot shows the 'Add Event Package' window. On the left, the 'Package Details' group box contains a 'Name' field, a 'Description' field, and a 'Total Price' field. The 'Services in Package' and 'Products in Package' data grids are empty. On the right, the 'Add Services and Products' group box contains a 'Services' section with a search bar and a data grid showing three services: 'Picnic Decor' (R20,00), '1 Hour Photography' (R50,00), and 'Wedding Decor' (R20,00). The 'Products' section also has a search bar and a data grid showing two products: 'Standard Platter' (R100,00) and 'Rib Platter' (R160,00). At the bottom are 'Cancel' and 'Add Package' buttons.

ADDING AN EVENT PACKAGE TO THE SYSTEM:

1. Enter the package name and description into the corresponding textboxes on the **Package Details Group Box** on the **Add Event Package Screen**.
2. Use the **Search Textbox** above the **Services Data Grid View** in the **Add Services and Products Group Box** to enter the service name you wish to add to the package.

The screenshot shows the 'Add Event Package' window with the package details filled out. The 'Name' field contains 'Standard Picnic' and the 'Description' field contains 'This event package is a picnic which is a small gathering in a park'. The 'Total Price' field shows 'R0.00'. In the 'Add Services and Products' group box, the 'Services' search bar contains '1 Hour Phot' and the data grid shows '1 Hour Photography' (R50,00) selected. The 'Products' search bar contains 'Stand' and the data grid shows 'Standard Platter' (R100,00) selected. The 'Cancel' and 'Add Package' buttons are at the bottom.

3. The search results will be displayed in the **Services Data Grid View**.
4. Click on the **Add Button** in the row of the service you wish to add to the package.

Package Details

Name : Standard Picnic ✓

Description : This event package is a picnic which is a small gathering in a park ✓

Total Price : R150,00

Services in Package :

Service Name	Price	
1 Hour Photography	R50,00	Remove

Products in Package :

Product Name	Quantity	Price		
Standard Platter	1	R100,00	Add	Remove

Add Services and Products

Services : Search : 1 Hour Phot

Service Name	Price	
1 Hour Photography	R50,00	Add

Products : Search : Stand

Product Name	Price	
Standard Platter	R100,00	Add

Cancel Add Package

5. Use the **Search Textbox** above the **Products Data Grid View** in the **Add Services and Products Group Box** to enter the product name you wish to add to the package.
6. The search results will be displayed in the **Products Data Grid View**.
7. Click on the **Add Button** in the row of the product you wish to add to the package.
8. To edit a product's quantity, use the **Add Button** and the **Remove Button** in the row of the product you wish to edit in the **Products in Package Data Grid View**.
9. Click the **Add Package Button** to save the new package.

Test Data

Label Name:	Test Data:
Name	Standard Picnic
Description	This event package is a picnic which is a small gathering in a park
Services	1 Hour Photography
Products	Standard Platter
(quantity)	1

6.2. Search Event Package

7.2. Search Event Package

Description

- ▶ This tutorial will show you how to search for an event package on the system.
- ▶ Before searching for an event package, the package must be added or already exist on the system.

Learning Outcomes

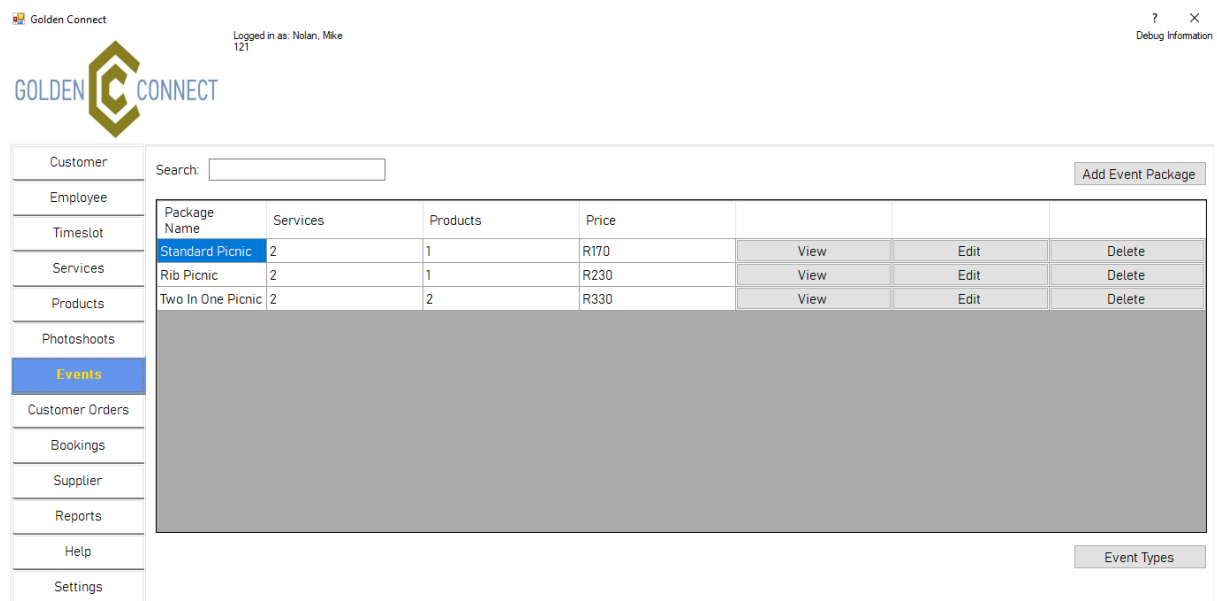
AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Events Tab Page](#).
2. Enter search criteria.
3. Successfully search for an event package on the system.

Process of Execution

NAVIGATING TO THE EVENTS TAB PAGE:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Events Tab](#).



The screenshot shows the Golden Connect application interface. At the top, it says "Golden Connect" and "Logged in as: Nolan, Mike 121". There is a "Debug Information" link. The sidebar on the left contains a menu with the following items: Customer, Employee, Timeslot, Services, Products, Photoshoots, **Events** (highlighted in blue), Customer Orders, Bookings, Supplier, Reports, Help, and Settings. The main content area displays a table with the following data:

Package Name	Services	Products	Price			
Standard Picnic	2	1	R170	View	Edit	Delete
Rib Picnic	2	1	R230	View	Edit	Delete
Two In One Picnic	2	2	R330	View	Edit	Delete

Below the table, there is a large grey rectangular area. At the bottom right of the main content area, there is a button labeled "Event Types".

2. The [Events Tab Page](#) is displayed.

Search:

Add Event Package

Package Name	Services	Products	Price			
Standard Picnic	2	1	R170	View	Edit	Delete
Rib Picnic	2	1	R230	View	Edit	Delete
Two In One Picnic	2	2	R330	View	Edit	Delete

Event Types

SEARCHING AN EVENT PACKAGE ON THE SYSTEM:

1. Enter the event package name into the [Search Textbox](#) on the [Events Tab Page](#).

Search:

Add Event Package

Package Name	Services	Products	Price			
Standard Picnic	2	1	R170	View	Edit	Delete

Event Types

2. The search results will be displayed on the [Events Packages Data Grid View](#) on the form.
3. Click on the [View Button](#) in the row of the event package if you wish to view its details. (The [View Event Package Screen](#) is displayed)

Search:

Add Event Package

Package Name	Services	Products	Price			
Standard Picnic	2	1	R170	View	Edit	Delete

Event Types

Test Data

Label Name:	Test Data:
Search Criteria (Name)	Picnic

6.3. Maintain Event Package

7.3. Maintain Event Package

Description

- ▶ This tutorial will show you how to maintain an event package on the system.
- ▶ Before maintaining an event package, the package must be added or already exist on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Edit Event Package Screen](#).
2. Successfully edit an event package on the system.
3. Successfully delete an event package from the system.

Process of Execution

NAVIGATING TO THE EDIT EVENT PACKAGE SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Events Tab](#).

Golden Connect Logged in as: Nolan, Mike 121 ? × Debug Information

GOLDEN C CONNECT

Customer	Search: <input type="text"/>	Add Event Package
Employee		
Timeslot		
Services		
Products		
Photoshoots		
Events		
Customer Orders		
Bookings		
Supplier		
Reports		
Help		
Settings		

Package Name	Services	Products	Price			
Standard Picnic	2	1	R170	View	Edit	Delete
Rib Picnic	2	1	R230	View	Edit	Delete
Two In One Picnic	2	2	R330	View	Edit	Delete

Event Types

- When the [Events Tab Page](#) is displayed, navigate to the event package you want to maintain on the data grid view (using [7.2. Search Event Package](#)).

Search:

Add Event Package

Package Name	Services	Products	Price			
Standard Picnic	2	1	R170	View	Edit	Delete
Rib Picnic	2	1	R230	View	Edit	Delete
Two In One Picnic	2	2	R330	View	Edit	Delete

Event Types

- Click on the [Edit Button](#) in the row of the event package you want to maintain if you wish to update its details.

Search:

Add Event Package

Package Name	Services	Products	Price			
Standard Picnic	2	1	R170	View	Edit	Delete

Event Types

- The [Edit Event Package Screen](#) is displayed.

The screenshot shows the 'Edit Event Package' window with the following sections:

- Package Details:**
 - Name: Standard Picnic
 - Description: This package is for a picnic with a standard platter as food.
 - Total Price: R170,00
- Services in Package:**

Service Name	Price	
Picnic Decor	R20,00	Remove
1 Hour Photography	R50,00	Remove
- Products in Package:**

Product Name	Quantity	Price		
Standard Platter	1	R100,00	Add	Remove
- Add Services and Products:**
 - Services:**

Service Name	Price	
Picnic Decor	R20,00	Add
1 Hour Photography	R50,00	Add
Wedding Decor	R20,00	Add
2 Hour Photography	R90,00	Add
 - Products:**

Product Name	Price	
Standard Platter	R100,00	Add
Rib Platter	R160,00	Add

Buttons at the bottom: Edit, OK.

EDITING AN EVENT PACKAGE ON THE SYSTEM:

1. Enter the package name and description into the corresponding textboxes on the **Package Details Group Box** on the **Edit Event Package Screen**.
2. Use the **Remove Button** in the row of the service you wish to remove in **Services in Packages Data Grid View** to remove a service from the package.
3. To edit a product's quantity, use the **Add Button** and the **Remove Button** in the row of the product you wish to edit in the **Products in Package Data Grid View**.
4. Use the **Search Textbox** above the **Services Data Grid View** in the **Add Services and Products Group Box** to enter the service name you wish to add to the package.
5. The search results will be displayed in the **Services Data Grid View**.
6. Click on the **Add Button** in the row of the service you wish to add to the package.
7. Use the **Search Textbox** above the **Products Data Grid View** in the **Add Services and Products Group Box** to enter the product name you wish to add to the package.
8. The search results will be displayed in the **Products Data Grid View**.
9. Click on the **Add Button** in the row of the product you wish to add to the package.
10. Click the **OK Button** to save the new package details.

DELETING AN EVENT PACKAGE ON THE SYSTEM:

1. Click on the **Delete Button** in the row of the event package you want to maintain if you wish to delete the package. (On the **Events Tab Page**)

Search:

Package Name	Services	Products	Price			
Standard	Picnic	2	1	R170	<input type="button" value="View"/>	<input type="button" value="Edit"/>
					<input type="button" value="Delete"/>	

2. Click the **Yes Button**.

Delete

Do you really want to delete this entry?

Test Data

Maintain one of the event packages of your choosing.

6.4. Add Event Type

7.4. Add Event Type

Description

- ▶ This tutorial will show you how to add an event type on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the **Add Event Type Screen**.
2. Successfully add a new event type to the system.

Process of Execution

NAVIGATING TO THE ADD EVENT TYPE SCREEN:

1. By using the **Menu Tab** on the **Main Form**, click on the **Events Tab**.

Golden Connect Logged in as: Nolan, Mike 121 ? × Debug Information

GOLDEN CONNECT

Customer	Search: <input type="text"/>	Add Event Package
Employee		
Timeslot		
Services		
Products		
Photoshoots		
Events		
Customer Orders		
Bookings		
Supplier		
Reports		
Help		
Settings		

Package Name	Services	Products	Price			
Standard Picnic	2	1	R170	View	Edit	Delete
Rib Picnic	2	1	R230	View	Edit	Delete
Two In One Picnic	2	2	R330	View	Edit	Delete

Event Types

2. When the **Events Tab Page** is displayed, click on the **Event Types Button**.

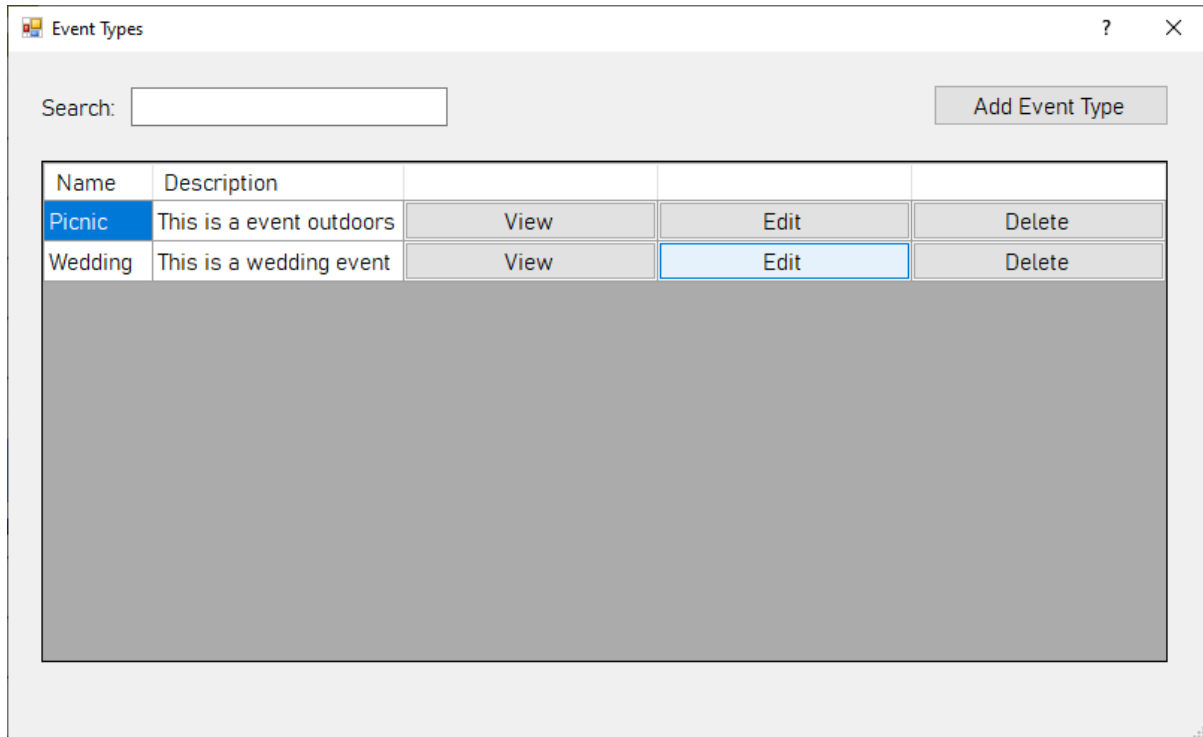
Search:

Add Event Package

Package Name	Services	Products	Price			
Standard Picnic	2	1	R170	View	Edit	Delete
Rib Picnic	2	1	R230	View	Edit	Delete
Two In One Picnic	2	2	R330	View	Edit	Delete

Event Types

3. When the **Event Types Screen** is displayed, click on the **Add Event Type Button**.

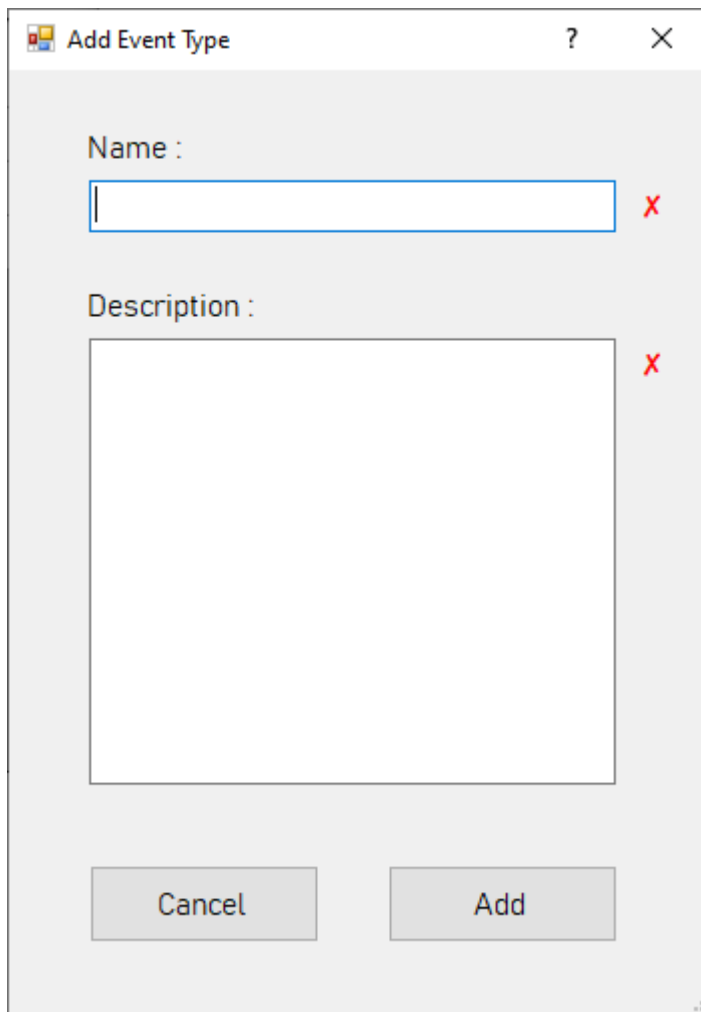


The 'Event Types' window displays a table with the following data:

Name	Description			
Picnic	This is a event outdoors	View	Edit	Delete
Wedding	This is a wedding event	View	Edit	Delete

Below the table is a large grey rectangular area. The window includes a search bar at the top left and an 'Add Event Type' button at the top right.

4. The [Add Event Type Screen](#) is displayed.

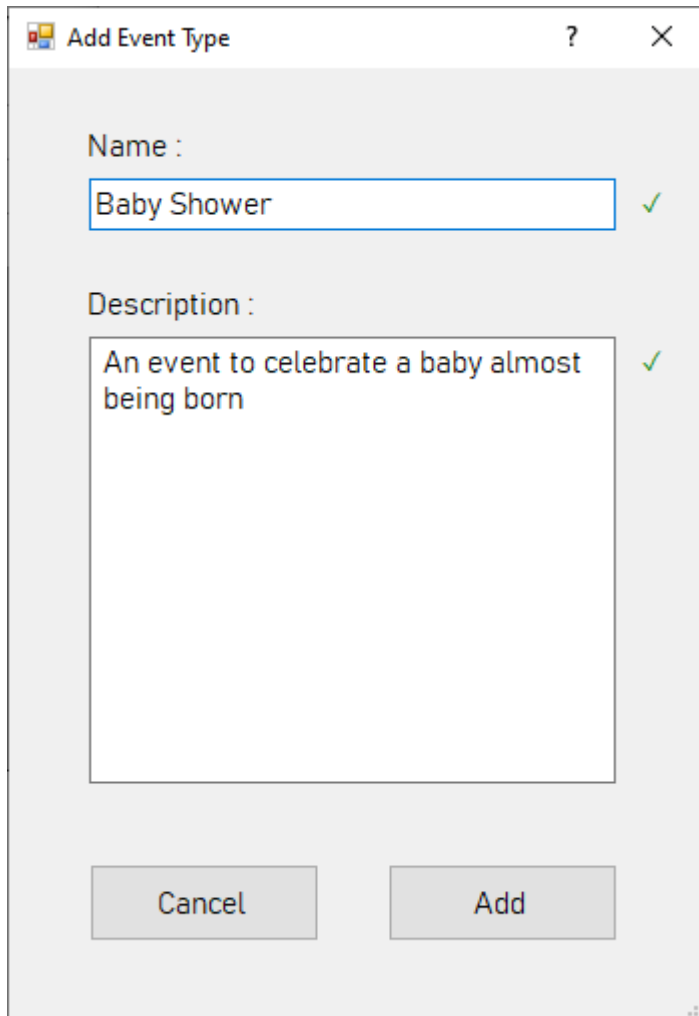


The 'Add Event Type' window contains the following fields and buttons:

- Name :** A text input field with a red 'X' icon to its right.
- Description :** A large text area with a red 'X' icon to its right.
- Buttons:** 'Cancel' and 'Add' buttons at the bottom.

ADDING AN EVENT TYPE TO THE SYSTEM:

1. Enter the name and description into the corresponding textboxes.



The screenshot shows a Windows-style dialog box titled "Add Event Type". It has a standard title bar with a question mark icon and a close button (X). The dialog contains two labeled text input fields. The first is labeled "Name :" and contains the text "Baby Shower", with a green checkmark to its right. The second is labeled "Description :" and contains the text "An event to celebrate a baby almost being born", also with a green checkmark to its right. At the bottom of the dialog are two buttons: "Cancel" on the left and "Add" on the right.

2. Click the [Add Button](#).

Add Event Type

Name :
Baby Shower ✓

Description :
An event to celebrate a baby almost being born ✓

Cancel Add

Test Data

Label Name:	Test Data:
Name	Baby Shower
Description	An event to celebrate a baby almost being born

6.5. Search Event Type

7.5. Search Event Type

Description

- ▶ This tutorial will show you how to search for an event type on the system.

- ▶ Before searching for an event type, the type must be added or already exist on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Event Types Screen](#).
2. Enter search criteria.
3. Successfully search for an event type on the system.

Process of Execution

NAVIGATING TO THE EVENT TYPES SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Events Tab](#).

Golden Connect Logged in as: Nolan, Mike 121 ? × Debug Information

GOLDEN CONNECT

Customer

Package Name	Services	Products	Price			
Standard Picnic	2	1	R170	View	Edit	Delete
Rib Picnic	2	1	R230	View	Edit	Delete
Two In One Picnic	2	2	R330	View	Edit	Delete

Events

Customer Orders

Bookings

Supplier

Reports

Help

Settings

Event Types

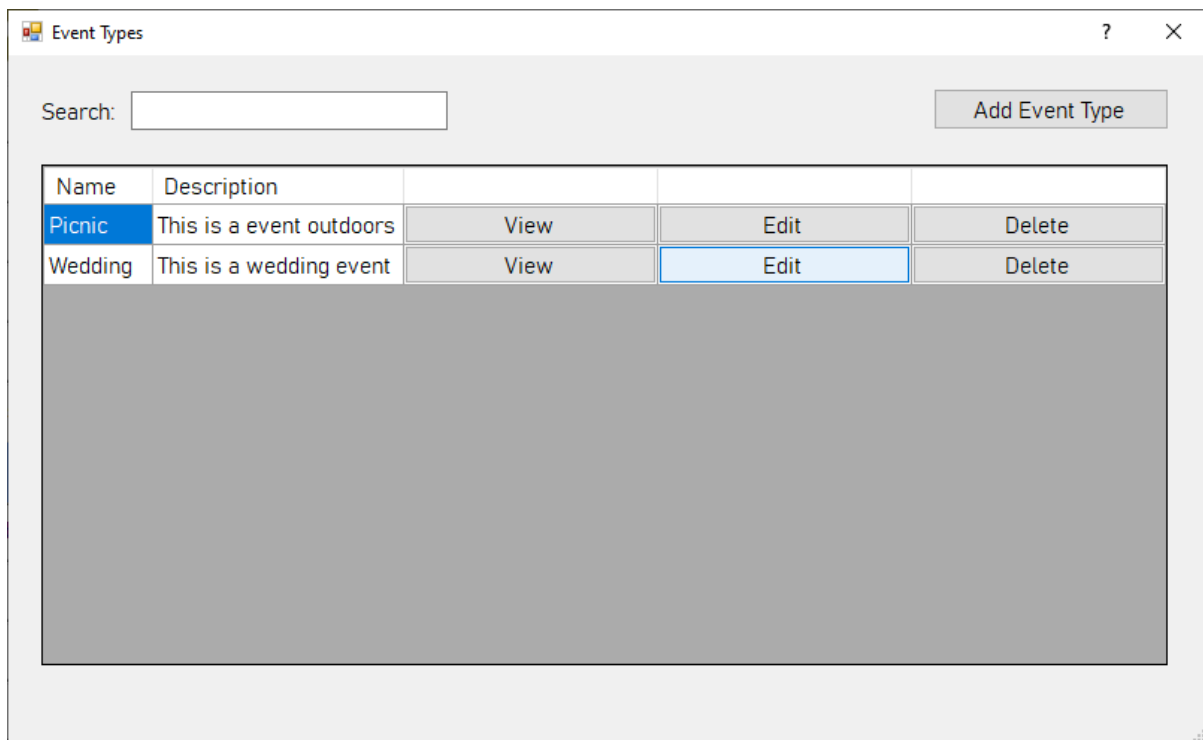
2. When the [Events Tab Page](#) is displayed, click on the [Event Types Button](#).

Search:

Package Name	Services	Products	Price			
Standard Picnic	2	1	R170	View	Edit	Delete
Rib Picnic	2	1	R230	View	Edit	Delete
Two In One Picnic	2	2	R330	View	Edit	Delete

Event Types

3. The **Event Types Screen** is displayed.



Event Types

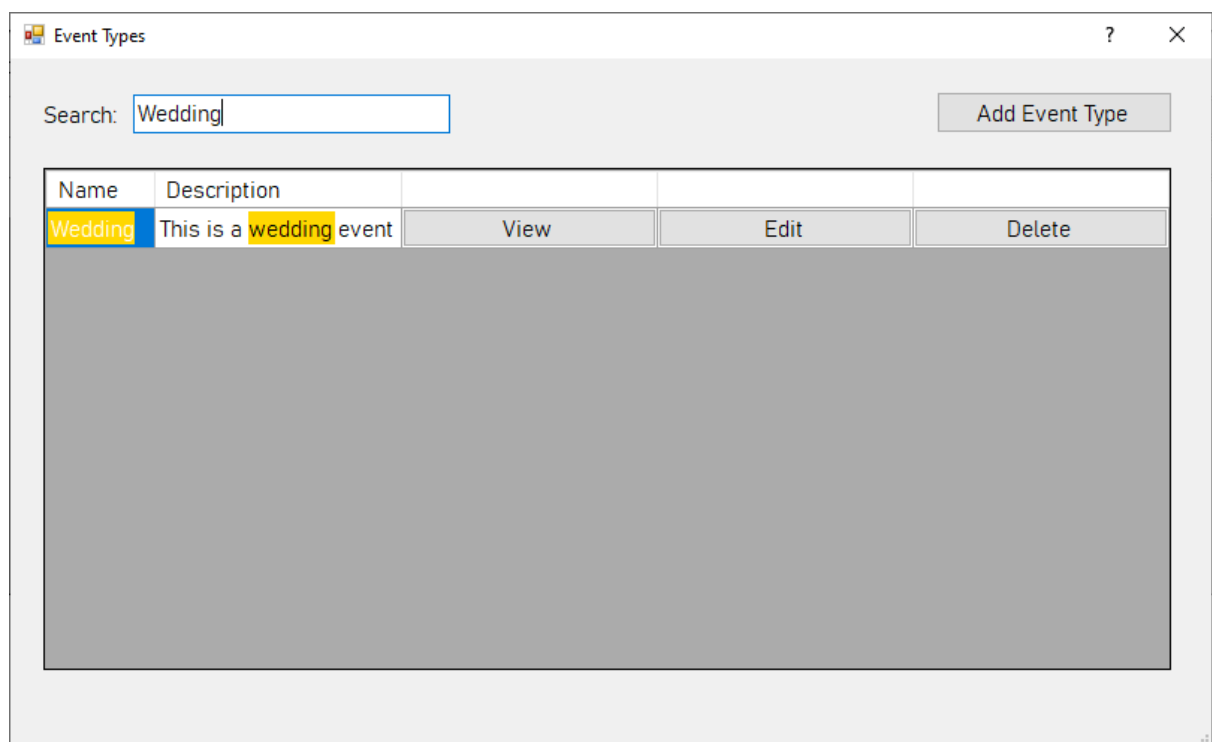
Search:

Add Event Type

Name	Description			
Picnic	This is a event outdoors	View	Edit	Delete
Wedding	This is a wedding event	View	Edit	Delete

SEARCHING AN EVENT PACKAGE ON THE SYSTEM:

1. Enter the event type name or part of the event type description into the **Search Textbox** on the **Event Types Screen**.



Event Types

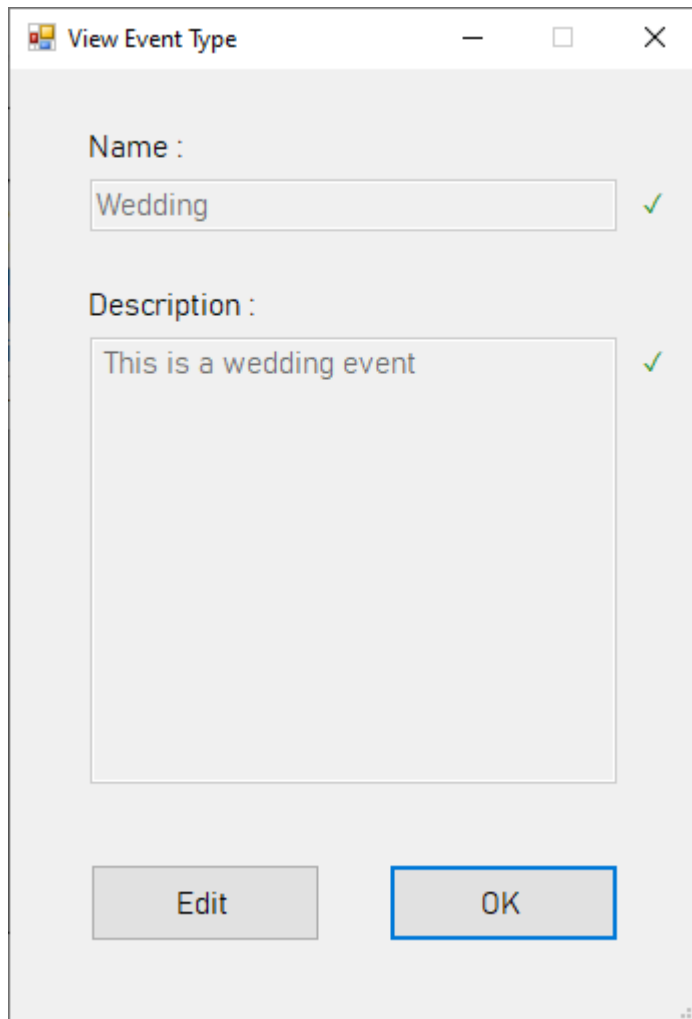
Search:

Add Event Type

Name	Description			
Wedding	This is a wedding event	View	Edit	Delete

2. The search results will be displayed on the **Event Types Data Grid View** on the form.

- Click on the **View Button** in the row of the event type if you wish to view its details.
(The **View Event Types Screen** is displayed)



View Event Type

Name :
Wedding ✓

Description :
This is a wedding event ✓

Edit OK

Test Data

Label Name:	Test Data:
Search Criteria (Name)	Baby Shower
Search Criteria (Description)	An event to celebrate a baby almost being born

6.6. Maintain Event Type

7.6. Maintain Photoshoot Type

Description

- ▶ This tutorial will show you how to maintain an event type on the system.
- ▶ Before maintaining an event type, the type must be added or already exist on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Edit Event Type Screen](#).
2. Successfully edit an event type on the system.
3. Successfully delete an event type from the system.

Process of Execution

NAVIGATING TO THE EDIT EVENT TYPE SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Events Tab](#).

Golden Connect Logged in as: Nolan, Mike 121 ? X Debug Information

GOLDEN CONNECT

Customer

Employee

Timeslot

Services

Products

Photoshoots

Events

Customer Orders

Bookings

Supplier

Reports

Help

Settings

Search:

Add Event Package

Package Name	Services	Products	Price			
Standard Picnic	2	1	R170	View	Edit	Delete
Rib Picnic	2	1	R230	View	Edit	Delete
Two In One Picnic	2	2	R330	View	Edit	Delete

Event Types

2. When the [Events Tab Page](#) is displayed, click on the [Event Types Button](#).

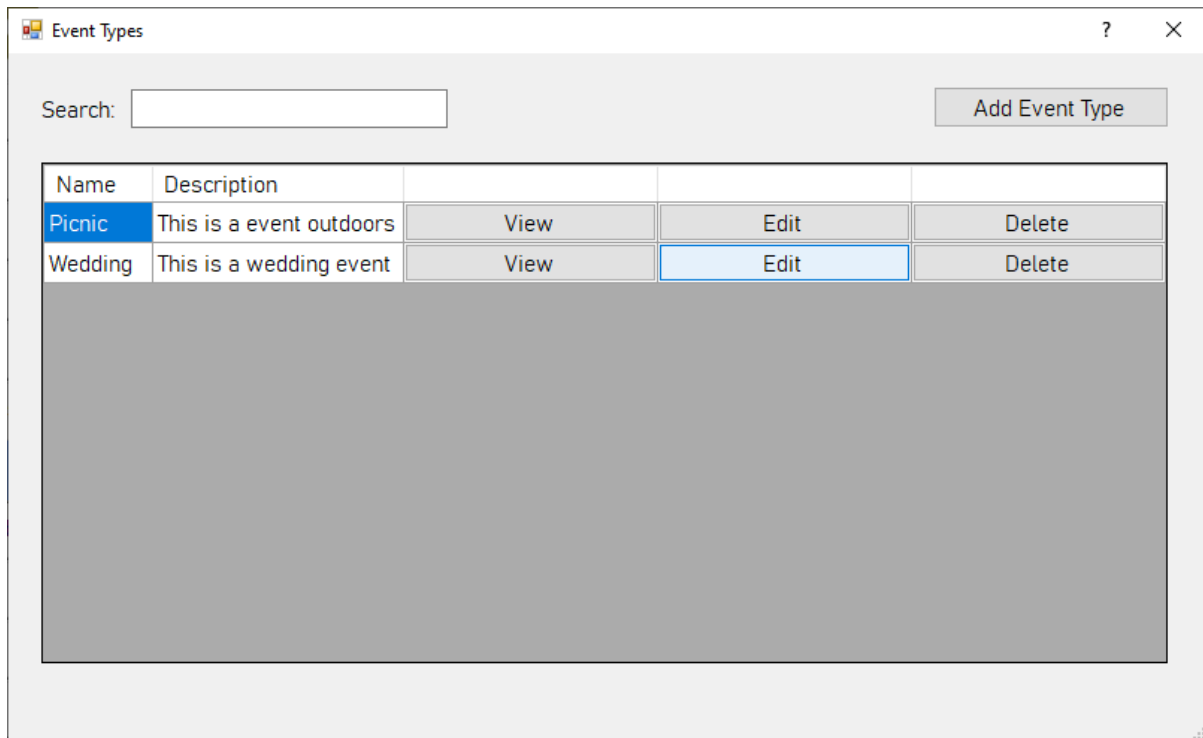
Search:

Add Event Package

Package Name	Services	Products	Price			
Standard Picnic	2	1	R170	View	Edit	Delete
Rib Picnic	2	1	R230	View	Edit	Delete
Two In One Picnic	2	2	R330	View	Edit	Delete

Event Types

3. The **Event Types Screen** is displayed. Navigate to the event type you want to maintain on the data grid view (using [7.5. Search Event Type](#)).

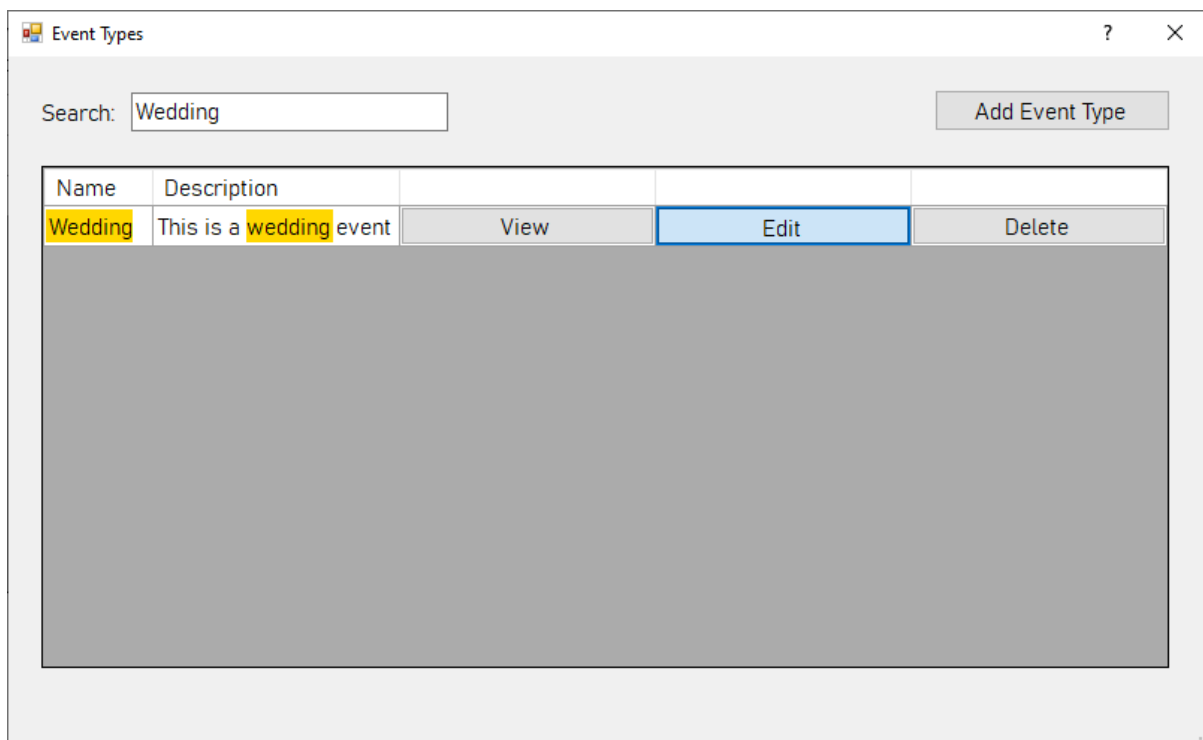


The screenshot shows the 'Event Types' window. At the top, there is a search bar and an 'Add Event Type' button. Below this is a table with the following data:

Name	Description			
Picnic	This is a event outdoors	View	Edit	Delete
Wedding	This is a wedding event	View	Edit	Delete

The 'Picnic' row is highlighted in blue, and the 'Edit' button in the 'Wedding' row is also highlighted in blue.

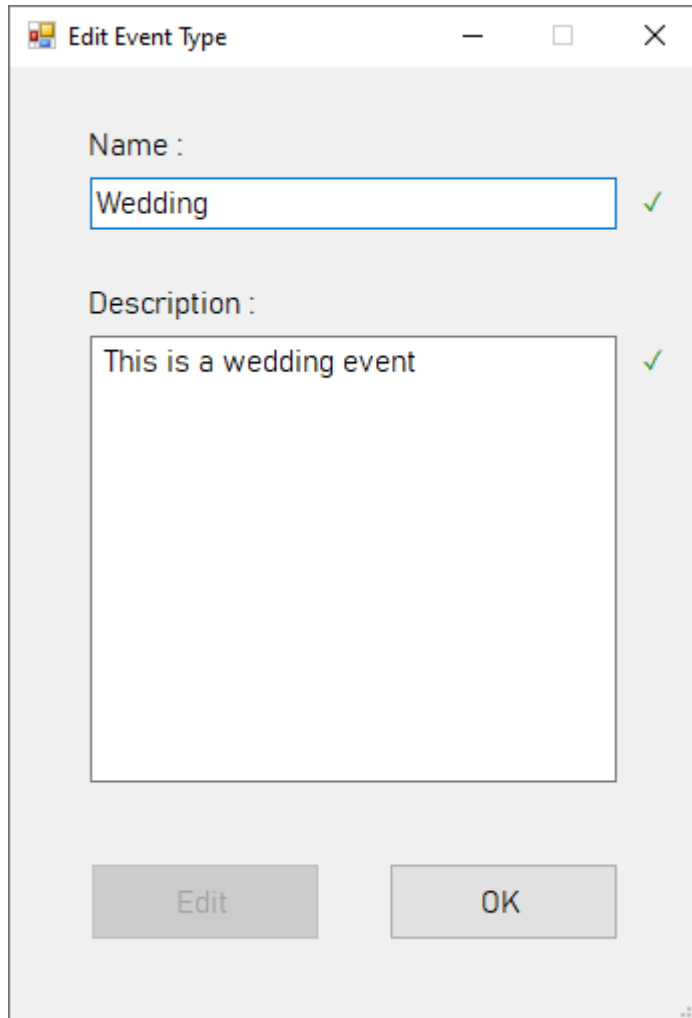
4. Click on the **Edit Button** in the row of the event type you want to maintain if you wish to update its details.



The screenshot shows the 'Event Types' window with the search bar containing the text 'Wedding'. The table now only displays the 'Wedding' row, which is highlighted in yellow. The 'Edit' button in this row is highlighted in blue.

Name	Description			
Wedding	This is a wedding event	View	Edit	Delete

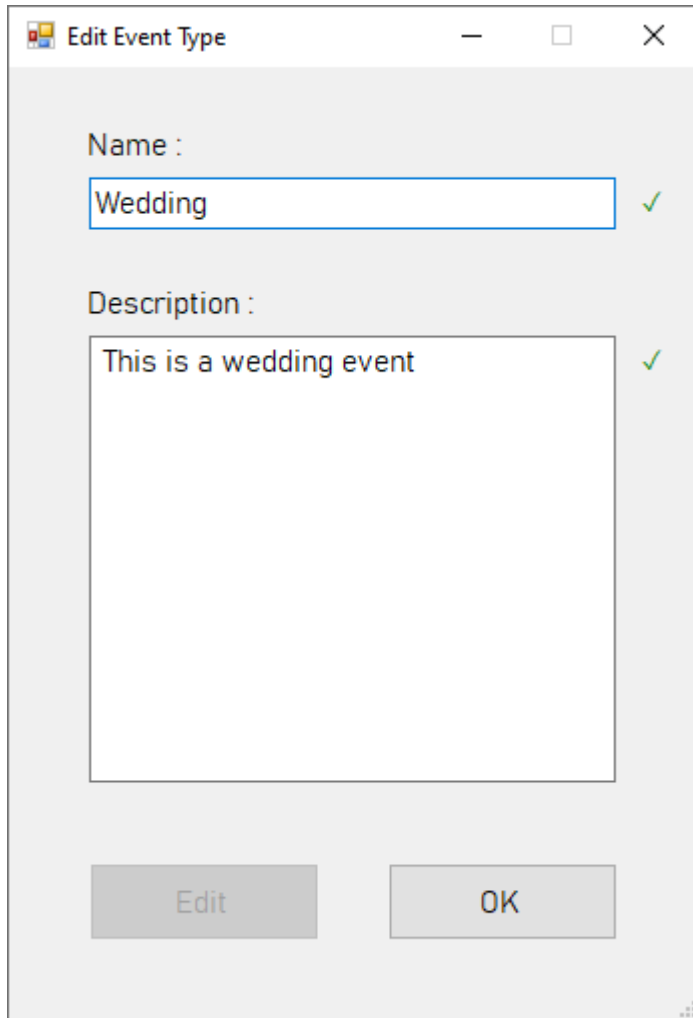
5. The **Edit Event Type Screen** is displayed.



The screenshot shows a Windows-style dialog box titled "Edit Event Type". It has a standard title bar with a close button (X). The dialog contains two labeled input fields. The first is labeled "Name :" and contains the text "Wedding"; a green checkmark is visible to the right of the text box. The second is labeled "Description :" and contains the text "This is a wedding event"; a green checkmark is also visible to the right of the text box. At the bottom of the dialog, there are two buttons: "Edit" and "OK".

EDITING AN EVENT TYPE ON THE SYSTEM:

1. Enter the type name and description into the corresponding textboxes on the [Edit Event Type Screen](#).



The screenshot shows a window titled "Edit Event Type". It contains two text input fields. The first field, labeled "Name :", contains the text "Wedding" and has a green checkmark to its right. The second field, labeled "Description :", contains the text "This is a wedding event" and also has a green checkmark to its right. At the bottom of the window, there are two buttons: "Edit" and "OK".

2. Click the [OK Button](#) to save the new type details.

DELETING AN EVENT TYPE ON THE SYSTEM:

1. Click on the [Delete Button](#) in the row of the event type you want to maintain if you wish to delete the type. (On the [Event Types Screen](#))

Event Types

Search:

Name	Description			
Wedding	This is a wedding event	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

2. Click the **Yes Button**.

Delete

Do you really want to delete this entry?

Test Data

Maintain an event type of your choosing.

7. TIMESLOTS SUB-SYSTEM

7.1. Add Timeslot

3.1. Add Timeslot

Description

- This tutorial will show you how to add a Timeslot on the system

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the **Add Timeslot Screen**.
2. Successfully add a new Timeslot to the system.

Process of Execution

NAVIGATING TO THE ADD TIMESLOT SCREEN:

1. By using the **Menu Tab** on the **Main Form**, click on the **Timeslots Tab**.

Golden Connect Logged in as: Nolan, Mike ? × Debug Information

GOLDEN CONNECT

Customer	Timeslots for this week Add Timeslots							
Employee	Time	Monday, Oct 07 2019	Tuesday, Oct 08 2019	Wednesday, Oct 09 2019	Thursday, Oct 10 2019	Friday, Oct 11 2019	Saturday, Oct 12 2019	Sunday, Oct 13 2019
Timeslot	► Available	Available	Available	Available	Available	Available	Available	Available
Services	Available	Available	Available	Available	Available	Available	Available	Available
Products	Available	Available	Available	Available	Available	Available	Available	Available
Photoshoots	Available	Available	Available	Available	Available	Available	Available	Available
Events	Available	Available	Available	Available	Available	Available	Available	Available
Customer Orders	Available	Available	Available	Available	Available	Available	Available	Available
Bookings								
Supplier								
Reports								
Help								
Settings								

2. When the **Timeslots Tab Page** is displayed, click on the **Add Timeslot Button**.

Timeslots for this week Add Timeslots

Time	Monday, Oct 07 2019	Tuesday, Oct 08 2019	Wednesday, Oct 09 2019	Thursday, Oct 10 2019	Friday, Oct 11 2019	Saturday, Oct 12 2019	Sunday, Oct 13 2019
► Available	Available	Available	Available	Available	Available	Available	Available
Available	Available	Available	Available	Available	Available	Available	Available
Available	Available	Available	Available	Available	Available	Available	Available
Available	Available	Available	Available	Available	Available	Available	Available
Available	Available	Available	Available	Available	Available	Available	Available
Available	Available	Available	Available	Available	Available	Available	Available
Available	Available	Available	Available	Available	Available	Available	Available
Available	Available	Available	Available	Available	Available	Available	Available
Available	Available	Available	Available	Available	Available	Available	Available

8. SUPPLIER SUB-SYSTEM

8.1. Add Supplier

10.1. Add Supplier

Description

- ▶ This tutorial will show you how to add a Supplier on the system

Learning Outcomes

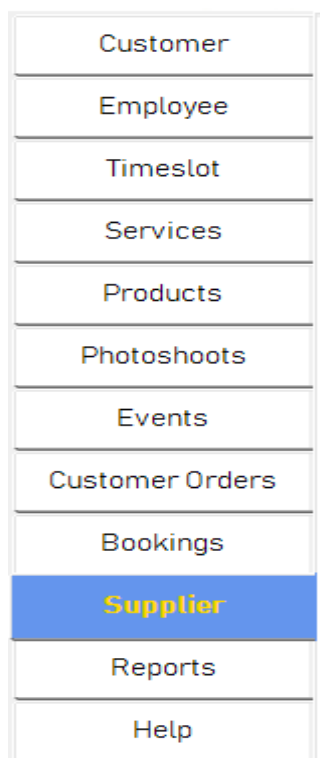
AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

3. Navigate to the [Add Supplier Screen](#).
4. Enter all Supplier details.
5. Successfully add a new Supplier to the system.

Process of Execution

NAVIGATING TO THE ADD SUPPLIER SCREEN:

4. By using the [Menu Tab](#) on the [Main Form](#), click on the [Supplier Tab](#).



5. When the Supplier is displayed, Click the Add Supplier Button.

GOLDEN CONNECT

Customer Search: → Add Supplier

Employee

Timeslot

Services

Products

Photoshoots

Events

Customer Orders

Bookings

Supplier

Reports

Help

Supplier Name	Supplier Email Address	Supplier Telephone	Supplier Type			
RM Pty Ltd	rm@gmail.com	0126258200	Manufacturer	View	Edit	Delete
John	john@tuks.co.za	0625458153	Manufacturer	View	Edit	Delete

Supplier Orders

6. Enter the Supplier details on the Add Supplier screen

View Supplier — □ ×

1. Supplier Information

Supplier Name :

Supplier Type :

Address :

2. Contact Information

Phone Number :

Email Address :

7. Click the Add button to successfully add the new Supplier

←

TUTORIAL TEST DATA

Label Name	Supplier Details
Supplier Information:	TM Meds
Address:	444 Grosvenor Street
Phone Number:	0123245655
Email Address:	infor@tm.co.za

10.2. Search Supplier

Description

- ▶ This tutorial will show you how to search for a Supplier on the system
- ▶ Before searching for a Supplier, the Supplier must first be added or exist on the system.

Learning Outcomes

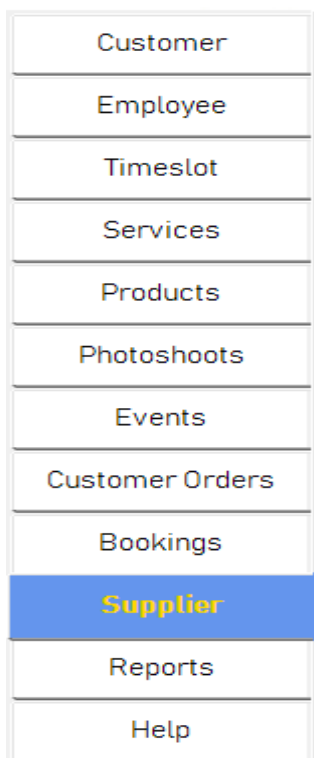
AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Search](#) on the Main Form.
2. Enter search criteria.
3. Successfully search for a Supplier.

Process of Execution


NAVIGATING TO THE SEARCH ON THE MAIN FORM:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Supplier Tab](#).



2. When the Supplier is displayed, enter search criteria on the textbox.



Customer Search: 

Add Supplier

Supplier Name	Supplier Email Address	Supplier Telephone	Supplier Type			
RM Pty Ltd	rm@gmail.com	0126258200	Manufacturer	View	Edit	Delete
John	john@tuks.co.za	0625458153	Manufacturer	View	Edit	Delete

Supplier Orders

3. The search results will display in the data grid view below.



Customer Search:

Add Supplier

Supplier Name	Supplier Email Address	Supplier Telephone	Supplier Type			
RM Pty Ltd	rm@gmail.com	0126258200	Manufacturer	View	Edit	Delete
John	john@tuks.co.za	0625458153	Manufacturer	View	Edit	Delete

Supplier Orders

TUTORIAL TEST DATA

Label Name	Search Criteria
Search:	rm

10.3. Maintain Supplier

Description

- ▶ This tutorial will show you how to maintain Supplier details on the system
- ▶ Before maintaining a Supplier, the Supplier must first be added or exist on the system.

Learning Outcomes

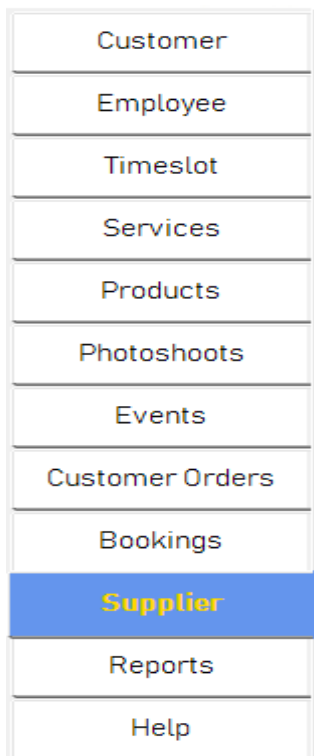
AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Delete Button and View form](#) to edit.
2. View all Supplier details.
3. Successfully delete or update a Supplier.

Process of Execution

NAVIGATING TO THE VIEW SUPPLIER SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Supplier Tab](#).



DELETING A SUPPLIER

1. enter search criteria on the textbox.



Supplier Name	Supplier Email Address	Supplier Telephone	Supplier Type			
RM Pty Ltd	rm@gmail.com	0126258200	Manufacturer	View	Edit	Delete
John	john@tuks.co.za	0625458153	Manufacturer	View	Edit	Delete

2. Click the delete button to remove searched Supplier details.



Supplier Name	Supplier Email Address	Supplier Telephone	Supplier Type			
RM Pty Ltd	rm@gmail.com	0126258200	Manufacturer	View	Edit	Delete
John	john@tuks.co.za	0625458153	Manufacturer	View	Edit	Delete

3. Click Yes on the dialogue box to confirm deletion of Supplier.

Delete


Do you really want to delete this entry?

Yes No

UPDATING A SUPPLIER

1. Enter search criteria on the textbox.



Customer Search:  Add Supplier

Supplier Name	Supplier Email Address	Supplier Telephone	Supplier Type			
RM Pty Ltd	rm@gmail.com	0126258200	Manufacturer	View	Edit	Delete
John	john@tuks.co.za	0625458153	Manufacturer	View	Edit	Delete

Supplier Orders

2. Click the Edit button to update searched Supplier details.




Customer Search: Add Supplier

Supplier Name	Supplier Email Address	Supplier Telephone	Supplier Type			
RM Pty Ltd	rm@gmail.com	0126258200	Manufacturer	View	Edit	Delete
John	john@tuks.co.za	0625458153	Manufacturer	View	Edit	Delete

Supplier Orders

3. Enter all details to update on the View Form displayed

 Add Supplier — □ ×

1. Supplier Information

Supplier Name :

Supplier Type :

Address :

2. Contact Information

Telephone Number :

Email Address :

4. Click OK button to successfully update Supplier details



8.4. Place Supplier Order

10.4. Place Supplier Order

Description

- ▶ This tutorial will show you how to place a supplier order on the system
- ▶ The supplier and products must already exist on the system

Learning Outcomes

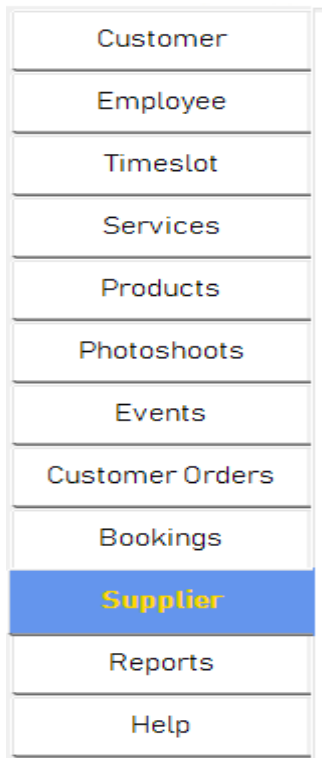
AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

6. Navigate to the [Place Supplier Order Screen](#).
7. Enter all Supplier Order details.
8. Successfully placed supplier order.

Process of Execution

NAVIGATING TO THE ADD SUPPLIER TYPE SCREEN:

8. By using the [Menu Tab](#) on the [Main Form](#), click on the [Supplier Tab](#).



9. When the Supplier is displayed, Click the Supplier Orders Button.



Supplier Name	Supplier Email Address	Supplier Telephone	Supplier Type	View	Edit	Delete
RM Pty Ltd	rm@gmail.com	0126258200	Manufacturer	View	Edit	Delete
John	john@tuks.co.za	0625458153	Manufacturer	View	Edit	Delete

10. When the Supplier Order form is displayed. Click Place Supplier Order Button.

Order No	Supplier Name	Date Placed	Order Details
46	RM Pty Ltd	9/25/2019 2:06:57 AM	View
48	John	1/1/0001 12:00:00 AM	View
49	John	1/1/0001 12:00:00 AM	View

Product Name	Order Quantity	Receive
A6 Photo	40	Receive
Rib Platter	50	Receive

11. When the Supplier Order form is displayed. Click Select Supplier Button.

Place Supplier Order

Select Supplier

Supplier Details

Supplier Name: TM Meds

Supplier Email Address: info@tm.co.za

Supplier Telephone Number: 0123245655

12. When the Supplier List form is displayed. Click Select Supplier Button.

SupplierList

Search: Sort by:

	Supplier ID	Supplier Name	Supplier Email Address	Supplier Telephone No	supplier_phone	Supplier Location Address
▶	1	RM Pty Ltd	rm@gmail.com	RM Pty Ltd	0126258200	System.Windows.For...
	2	John	john@tuks.co.za	John	0625458153	System.Windows.For...
	3	TM Meds	info@tm.co.za	TM Meds	0123245655	444 Grosevenor street
*						

Cancel Select Supplier

13. When the Supplier Order form is displayed. Click Add Product Button.

Place Supplier Order

Select Supplier

Supplier Details

Supplier Name: TM Meds

Supplier Email Address: info@tm.co.za

Supplier Telephone Number: 0123245655

Supplier Order Details

Document Type: Supplier Order Date: 2019-10-06 18:49:33

Product ID	Product Name	Quantity	Product Type
11	Key holder	45	Order
12	Canvass	60	Order
*			

Add Product Remove Product

Cancel Place Order

14. When the Product List form is displayed. Enter amount and Click Select Product For Order Button.

ProductList

Search: Sort by:

Product ID	Product Name	Product Price	Quantity On Hand	Product Type
8	Standard Platter	100.00	50	Event
9	A6 Photo	10.00	20	Photoshoot
10	Rib Platter	160.00	30	Event
11	Key holder	20.00	25	Order
12	Canvass	50.00	0	Order
13	iPhone 6S Phone ...	220.00	0	Order
14	Huawei P30 Phone...	50.00	0	Order

Product Item Quantity: Select Product For Order

15. Click the Place Order button to successfully add place supplier order

Cancel Place Order

8.5. Maintain Supplier Order

10.5. Maintain Supplier Order

Description

- ▶ This tutorial will show you how to maintain a supplier order on the system
- ▶ The supplier order must already exist on the system

Learning Outcomes

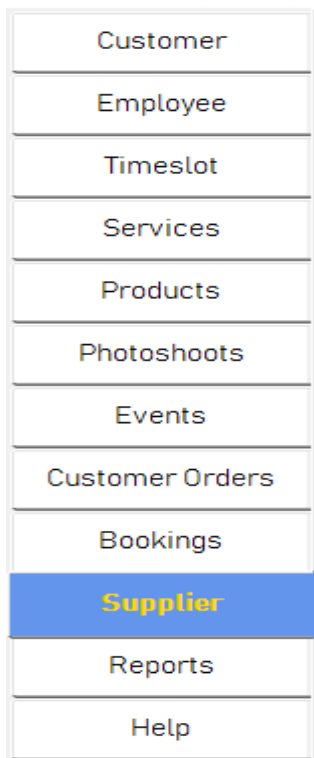
AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Receive Supplier Order Screen](#).
2. Receive all Supplier Order details.
3. Successfully placed supplier order.

Process of Execution

NAVIGATING TO THE ADD SUPPLIER TYPE SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Supplier Tab](#).



2. When the Supplier is displayed, Click the Supplier Orders Button.



Customer Search: Add Supplier

Employee

Timeslot

Services

Products

Photoshoots

Events

Customer Orders

Bookings

Supplier

Reports

Help

Supplier Name	Supplier Email Address	Supplier Telephone	Supplier Type			
RM Pty Ltd	rm@gmail.com	0126258200	Manufacturer	View	Edit	Delete
John	john@tuks.co.za	0625458153	Manufacturer	View	Edit	Delete

Supplier Orders

3. When the Supplier Order form is displayed. Click View Button on the supplier order.

Supplier Orders

Search:

Order No	Supplier Name	Date Placed	Order Details
46	RM Pty Ltd	9/25/2019 2:06:57 AM	View
48	John	1/1/0001 12:00:00 AM	View
49	John	1/1/0001 12:00:00 AM	View

4. When the Supplier Order details data grid view is displayed. Click Receive Button.

Supplier Orders

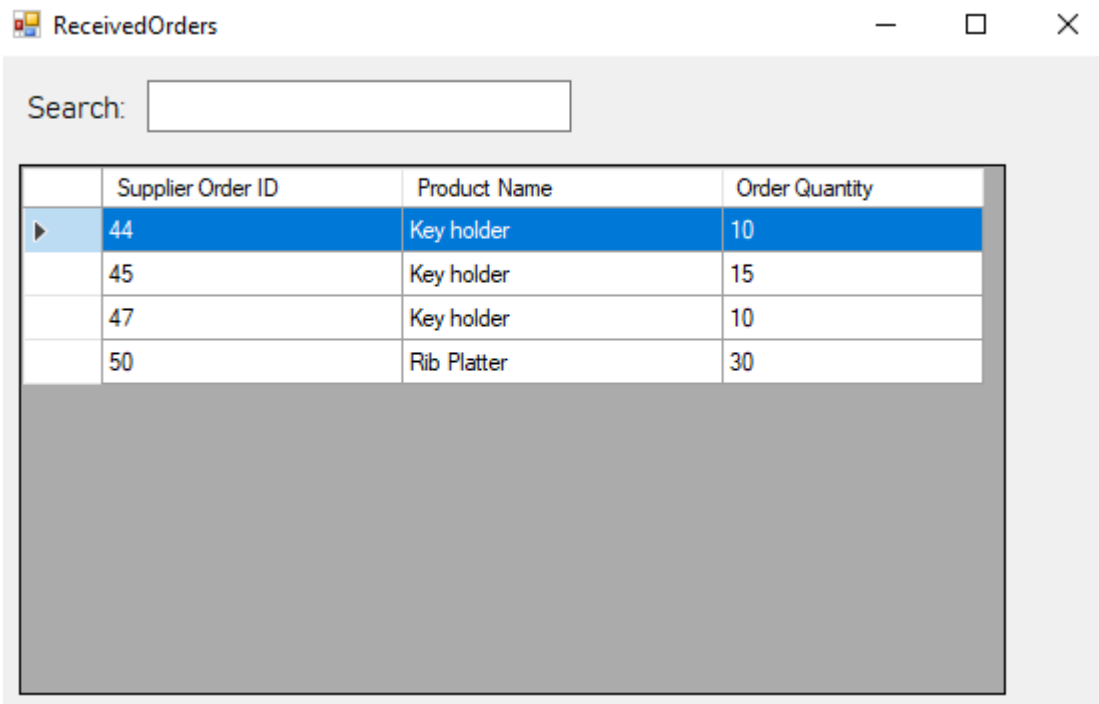
Search:

Received Supplier Orders Place Supplier Order

Order No	Supplier Name	Date Placed	Order Details
46	RM Pty Ltd	9/25/2019 2:06:57 AM	View
48	John	1/1/0001 12:00:00 AM	View
49	John	1/1/0001 12:00:00 AM	View

Product Name	Order Quantity	
A6 Photo	40	Receive
Rib Platter	50	Receive

5. Click Received Supplier Orders to view received orders.



The screenshot shows a window titled "ReceivedOrders" with a search bar and a table of orders. The table has four columns: Supplier Order ID, Product Name, and Order Quantity. The first row is highlighted in blue.

	Supplier Order ID	Product Name	Order Quantity
▶	44	Key holder	10
	45	Key holder	15
	47	Key holder	10
	50	Rib Platter	30

9. CUSTOMER ORDER SUB-SYSTEM

9.1. Place Customer Order

8.1. Place Customer Order

Description

- ▶ This tutorial will show you how to place a customer order on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Place Customer Order Screen](#).
2. Successfully place an order for a customer on the system.

Process of Execution

NAVIGATING TO THE PLACE CUSTOMER ORDER SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Customer Order Tab](#).

Golden Connect Logged in as: Nolan, Mike 2 Debug Information

GOLDEN CONNECT

Customer
Employee
Timeslot
Services
Products
Photoshoots
Events
Customer Orders
Bookings
Supplier
Reports
Help
Settings

Search: Show:

Place Order Prepare Order Deliver Order

Order ID	Customer Name	Date Placed	Order Total	Order Status	Action
1	Stefan Swanepoel	2019/08/28 12:00:00 AM	R0,00	Pending	View Order
2	Gordon Fogwill	2019/08/27 12:00:00 AM	R0,00	Ready	View Order

- When the **Customer Order Tab Page** is displayed, click on the **Place Customer Order Button**.

Search: Show:

Place Order Prepare Order Deliver Order

Order ID	Customer Name	Date Placed	Order Total	Order Status	Action
1	Stefan Swanepoel	2019/08/28 12:00:00 AM	R0,00	Pending	View Order
2	Gordon Fogwill	2019/08/27 12:00:00 AM	R0,00	Ready	View Order

- When the **Select Customer Screen** is displayed, select the customer to place the order for.

Customer Order

Select Customer

Search :

New Customer

	First Name	Last Name	ID Number	Email Address	Phone Number	Action
▶	Stefan	Swanepoel	9711145010086	stefanswanepoel94@gmail.com	0712123065	Select
	Padda	Brul	9704215051083	brul.padda@gmail.com	0768764322	Select
	Gordon	Fogwill	9704215051085	gordon.fogwill.gf@gmail.com	0768764322	Select
	Jack	Septiceye		jackspedicey@gmail.com	0763456780	Select
	Gordon	Fogwill	9704215051085	gordon.fogwill@gmail.com	0768764322	Select
*						

4. The **Place Customer Order Screen** is displayed.

Place Customer Order

Customer Order For : Stefan Swanepoel

Order ID : 8856

Select Product

Product Details

Price : R0.00

Quantity :

Stock : 0

Upload Print Photo

Product Name	Description	Product Price	Item ID	Print Images	Action
--------------	-------------	---------------	---------	--------------	--------

Order Total : R0.00

Save Order Cancel Order Add Product

PLACING A CUSTOMER ORDER ON THE SYSTEM:

1. Select a product from the **Select Product List Box**.

Place Customer Order

Customer Order For : Stefan Swanepoel

Order ID : 8856

Order List

Select Product

Product Details

Price : R0.00

Quantity : 1

Stock : 0

Upload Print Photo

Save Order

Cancel Order

Add Product

Order Total : R0.00

2. Enter a quantity in the [Quantity Numeric Up Down](#) in the [Product Details Section](#).
3. Upload an image with the [Upload Print Photo Button](#) in the [Product Details Section](#).
4. Click on the [Add Product Button](#) to add the product to the [Order List](#).
5. Go to step 1 to add another product to the list.
6. Click the [Save Order Button](#).

Test Data

Label Name:	Test Data:
Product	Key Holder
Quantity	2
Photo	Any

9.2. Capture Payment

8.2. Capture Payment

Description

- ▶ This tutorial will show you how to capture a payment for a customer order on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Capture Payment Screen](#).
2. Successfully capture a payment for a customer order on the system.

Process of Execution

NAVIGATING TO THE CAPTURE PAYMENT SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Customer Order Tab](#).

Golden Connect Logged in as: Nolan, Mike 2 Debug Information

GOLDEN CONNECT

Customer Search: Show:

Employee

Timeslot

Services

Products

Photoshoots

Events

Customer Orders

Bookings

Supplier

Reports

Help

Settings

Place Order Prepare Order Deliver Order

Order ID	Customer Name	Date Placed	Order Total	Order Status	Action
1	Stefan Swanepoel	2019/08/28 12:00:00 AM	R0,00	Pending	View Order
2	Gordon Fogwill	2019/08/27 12:00:00 AM	R0,00	Ready	View Order

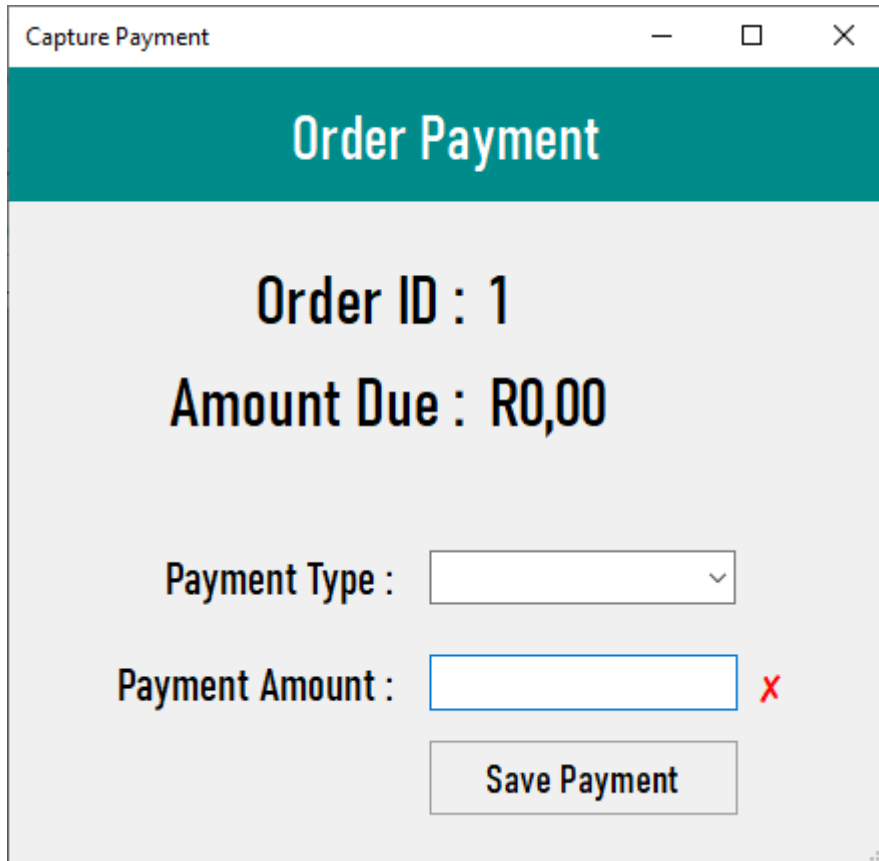
2. When the [Customer Order Tab Page](#) is displayed, click on the [View Order Button](#) in the row of the selected customer order in the [Customer Order Data Grid View](#).

Search: Show:

Place Order Prepare Order Deliver Order

Order ID	Customer Name	Date Placed	Order Total	Order Status	Action
1	Stefan Swanepoel	2019/08/28 12:00:00 AM	R0,00	Pending	View Order
2	Gordon Fogwill	2019/08/27 12:00:00 AM	R0,00	Ready	View Order

3. The [Capture Payment Screen](#) is displayed.



Capture Payment

Order Payment

Order ID : 1

Amount Due : R0,00

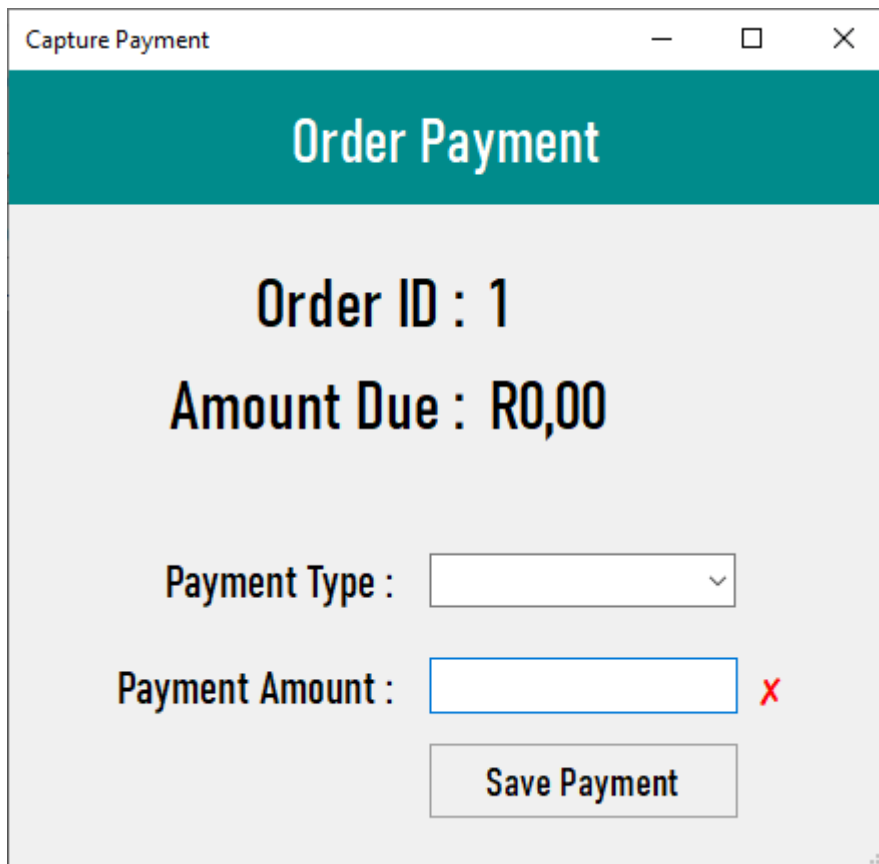
Payment Type :

Payment Amount : X

Save Payment

CAPTURING A PAYMENT ON THE SYSTEM:

1. Select the payment type from the [Payment Type Combobox](#).



2. Enter the payment amount into the [Payment Amount Textbox](#).
3. Click on the [Save Payment Button](#).

Test Data

Label Name:	Test Data:
Payment Type	Cash
Payment Amount	R50.00

9.3. Prepare Order

8.3. Prepare Order

Description

- ▶ This tutorial will show you how to prepare an order for a customer on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the **Prepare Order Screen**.
2. Successfully prepare an order for a customer on the system.

Process of Execution**NAVIGATING TO THE PREPARE ORDER SCREEN:**

1. By using the **Menu Tab** on the **Main Form**, click on the **Customer Order Tab**.

Golden Connect Logged in as: Nolan, Mike 2 ? ×
Debug Information

GOLDEN CONNECT

Customer Search: Show:

Employee

Timeslot

Services

Products

Photoshoots

Events

Customer Orders

Bookings

Supplier

Reports

Help

Settings

Order ID	Customer Name	Date Placed	Order Total	Order Status	Action
1	Stefan Swanepoel	2019/08/28 12:00:00 AM	R0,00	Pending	<input type="button" value="View Order"/>
2	Gordon Fogwill	2019/08/27 12:00:00 AM	R0,00	Ready	<input type="button" value="View Order"/>

2. When the **Customer Order Tab Page** is displayed, click on the **Prepare Order Button**.

Search: Show:

Order ID	Customer Name	Date Placed	Order Total	Order Status	Action
1	Stefan Swanepoel	2019/08/28 12:00:00 AM	R0,00	Pending	<input type="button" value="View Order"/>
2	Gordon Fogwill	2019/08/27 12:00:00 AM	R0,00	Ready	<input type="button" value="View Order"/>

3. The **Prepare Order Screen** is displayed.

PREPARING AN ORDER ON THE SYSTEM:

1. Select prepare order.

Test Data

Select any order to prepare.

10. BOOKING SUB-SYSTEM

10.1. Add Booking

9.1. Add Booking

Description

- ▶ This tutorial will show you how to add a booking on the system.

Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Navigate to the [Add Booking Screen](#).
2. Successfully add a booking for a customer on the system.

Process of Execution

NAVIGATING TO THE ADD BOOKING SCREEN:

1. By using the [Menu Tab](#) on the [Main Form](#), click on the [Bookings Tab](#).

The screenshot displays the Golden Connect application interface. At the top, the logo 'GOLDEN C CONNECT' is visible, along with the text 'Golden Connect' and 'Logged in as: Nolan, Mike'. A navigation menu on the left lists various options: Customer, Employee, Timeslot, Services, Products, Photoshoots, Events, Customer Orders, **Bookings** (highlighted in blue), Supplier, Reports, Help, and Settings. The main content area shows a table with columns: ID, Booking Date, Customer Name, Booking Status, and a large empty space below. A search bar is located at the top left of the main area, and an 'Add Booking' button is at the top right. A 'Capture Payment' button is at the bottom right.