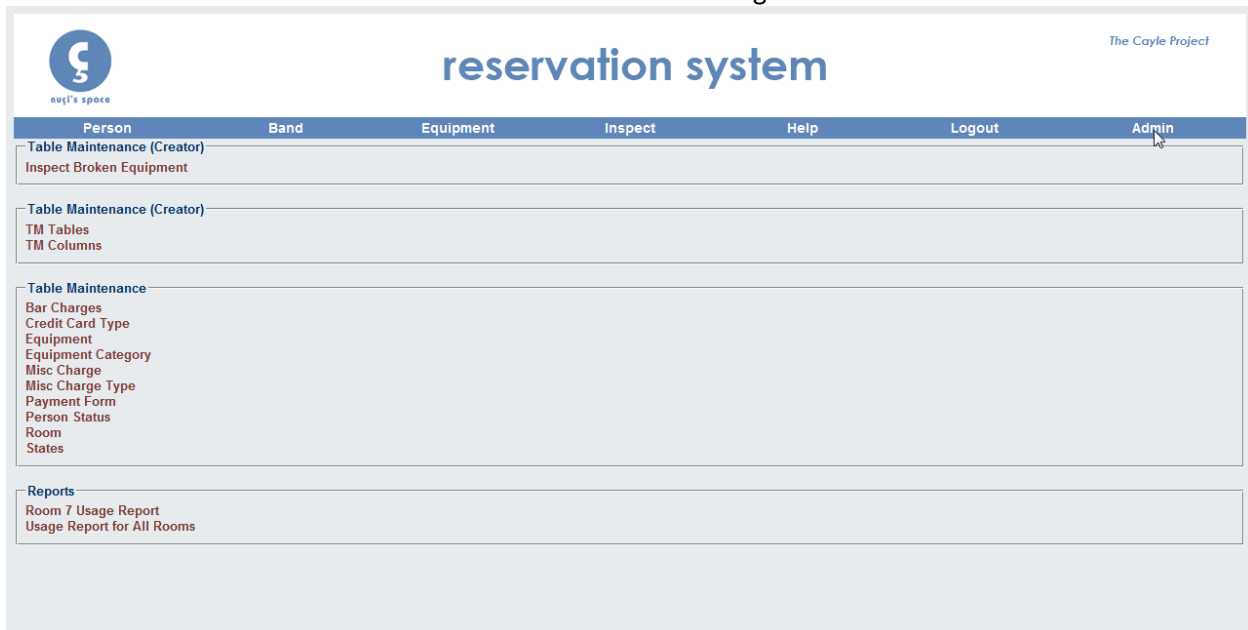


Click on the Admin link in the header bar. Click on the Bar Charges table.



The screenshot shows the 'reservation system' Admin menu. The header bar includes links for Person, Band, Equipment, Inspect, Help, Logout, and Admin. The Admin menu is expanded, showing a list of tables and reports. The 'Bar Charges' table is highlighted under the 'Table Maintenance' section.

**reservation system** The Cayle Project

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**Table Maintenance (Creator)**

- [Inspect Broken Equipment](#)

**Table Maintenance (Creator)**

- [TM Tables](#)
- [TM Columns](#)

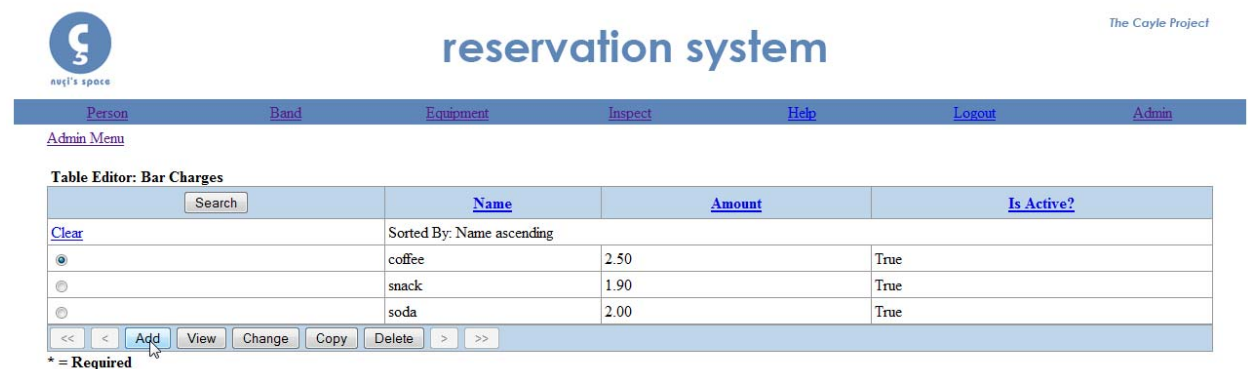
**Table Maintenance**

- [Bar Charges](#)
- [Credit Card Type](#)
- [Equipment](#)
- [Equipment Category](#)
- [Misc Charge](#)
- [Misc Charge Type](#)
- [Payment Form](#)
- [Person Status](#)
- [Room](#)
- [States](#)

**Reports**

- [Room 7 Usage Report](#)
- [Usage Report for All Rooms](#)

Click Add.



The screenshot shows the 'Table Editor: Bar Charges' interface. It includes a search bar, a table with columns for Name, Amount, and Is Active?, and a bottom bar with navigation buttons. The 'Add' button is highlighted.

**reservation system** The Cayle Project

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[Admin Menu](#)

**Table Editor: Bar Charges**

Search

[Clear](#)


Sorted By: Name ascending

	Name	Amount	Is Active?
<input checked="" type="radio"/>	coffee	2.50	True
<input type="radio"/>	snack	1.90	True
<input type="radio"/>	soda	2.00	True

<< < **Add** View Change Copy Delete > >>

\* = Required

Enter the name of the new bar charge in the Name field and the fixed price for the item in the Amount field. Make sure the Is Active field is set to "True" to allow the bar charge to be available. Click Save.



## reservation system

The Cayle Project

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**Table Editor: Bar Charges**


Name	drum sticks	
Amount	10	Enter amount of the bar charge to be charged
Is Active?	Select ▼	True = Active, False = InActive
<input type="button" value="Save"/> <input type="button" value="More"/> <input type="button" value="Cancel"/>		

\* = Required

---

Footer

The new bar charge now shows in the list. Click a radio button next to any bar charge item to select it. Then click View to see its details. Items should not be deleted. The Is Active status should be set to False to make them unavailable.



## reservation system

The Cayle Project

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**Table Editor: Bar Charges**

	Name	Amount	Is Active?
<a href="#">Clear</a>	Sorted By: Name ascending		
<input type="radio"/>	coffee	2.50	True
<input checked="" type="radio"/>	drum sticks	10.00	False
<input type="radio"/>	snack	1.90	True
<input type="radio"/>	soda	2.00	True
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>&lt;&lt; &lt; Add View Change Copy Delete &gt; &gt;&gt;</span> <span>1 record added</span> </div>			

\* = Required

---

Footer

Choose the Misc Charges table from the Admin Menu. This table is where discounts and other charges are associated with transactions. Click Add.

Person Band Equipment Inspect Help Logout Admin

[Admin Menu](#)


Table Editor: Misc Charge

Search	Type	Name	Description	Amount	Is Active?
<a href="#">Clear</a> Sorted By: Name ascending					
<input type="radio"/>	Payment	Cash		0.00	True
<input type="radio"/>	Payment	Check		0.00	True
<input type="radio"/>	Discount	Coupon 1	standard discount amount as advertised	0.00	True
<input type="radio"/>	Discount	Coupon 2	coupon 2	0.00	True
<input type="radio"/>	Payment	Credit Card	mastercard or visa	0.00	True
<input type="radio"/>	Inspection - Admin	Deactivated	equipment beyond repair, customer may or may not have been charged	0.00	True
<input type="radio"/>	room_rates	Drummer Rate	Drummer Discount	0.00	True
<input type="radio"/>	room_rates	Employee Rate	Employee Discount	0.00	True
<input type="radio"/>	Equipment Charge	Equipment Not Returned	equipment lost, stolen, or not returned for some other reason	0.00	True
<input type="radio"/>	Equipment Charge	Equipment Repair	equipment that had to be repaired because it failed inspection and/or was damaged by a customer	0.00	True
<input type="radio"/>	Inspection	Failed	equipment failed inspection for a reservation	0.00	True
<input type="radio"/>	Discount	free hour	buy 9 hours get the 10th free	0.00	True
<input type="radio"/>	cancellation	Less than 24 hours	Cancellation fee - less than 24 hours	0.00	True
<input type="radio"/>	cancellation	More than 24 hours	Cancellation fee - more than 24 hours	0.00	True
<input type="radio"/>	cancellation	No Show	cancellation with no call - automatically charges full room charge amount	0.00	True

<< < Add View Change Copy Delete > >>

\* = Required

Choose Discount from the dropdown menu.

 reservation system The Cayle Project

Person Band Equipment Inspect Help Logout Admin

[Admin Menu](#)


Table Editor: Misc Charge

Type	cancellation				
Name	cancellation				
Description	Discount				
Amount	Equipment Charge				
Is Active?	Fee Waiver				
	Inspection				
	Inspection - Admin				
	late_fees				
	Payment				
	room_rates				

Save More Cancel

\* = Required

Enter a new coupon name in the Name field and a description of the purpose of the discount. Then click Save. Make sure the Is Active field is set to "True" to make sure the coupon is available on the invoices.



## reservation system

The Cayle Project

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**Table Editor: Misc Charge**

Type	Discount	
Name	May Coupon	
Description	for the graduates!	
Amount		
Is Active?	True	

\* = Required

**Footer**

Click on the Room 7 Usage Report from the Reports section of the Admin menu.



## reservation system

The Cayle Project

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**Table Maintenance (Creator)**

[Inspect Broken Equipment](#)

**Table Maintenance (Creator)**

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[TM Columns](#)

**Table Maintenance**

[Bar Charges](#)

[Credit Card Type](#)

[Equipment](#)

[Equipment Category](#)

[Misc Charge](#)

[Misc Charge Type](#)

[Payment Form](#)

[Person Status](#)

[Room](#)

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**Reports**

[Room 7 Usage Report](#)

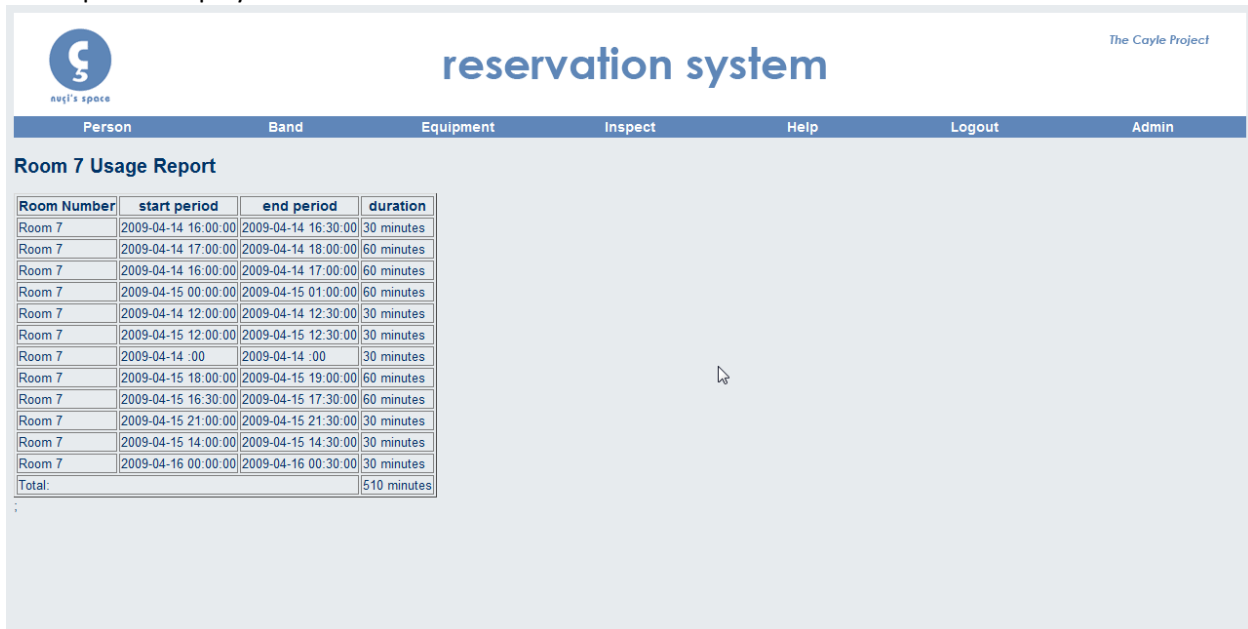
[Usage Report for All Rooms](#)

Enter the start date and end date for the report using the 4 digit year, two digit month, and two digit day format. April 16, 2009 would be entered as 20090416. Then, click Run Report.



The screenshot shows the 'reservation system' interface. At the top left is a logo with a stylized 'S' and the text 'nuçit's space'. At the top right is the text 'The Cayle Project'. Below the header is a navigation bar with links: Person, Band, Equipment, Inspect, Help, Logout, and Admin. The main content area is titled 'Select Date for room\_7\_usage.php'. It contains two input fields: 'Start Date (YYYYMMDD): 20090401' and 'End Date (YYYYMMDD): 20090415'. To the right of these fields are two buttons: 'Run Report' (highlighted with a mouse cursor) and 'Export Report to Excel'.


The report is displayed.



The screenshot shows the 'reservation system' interface with the 'Room 7 Usage Report' displayed. The report is a table with the following data:

Room Number	start period	end period	duration
Room 7	2009-04-14 16:00:00	2009-04-14 16:30:00	30 minutes
Room 7	2009-04-14 17:00:00	2009-04-14 18:00:00	60 minutes
Room 7	2009-04-14 16:00:00	2009-04-14 17:00:00	60 minutes
Room 7	2009-04-15 00:00:00	2009-04-15 01:00:00	60 minutes
Room 7	2009-04-14 12:00:00	2009-04-14 12:30:00	30 minutes
Room 7	2009-04-15 12:00:00	2009-04-15 12:30:00	30 minutes
Room 7	2009-04-14 :00	2009-04-14 :00	30 minutes
Room 7	2009-04-15 18:00:00	2009-04-15 19:00:00	60 minutes
Room 7	2009-04-15 16:30:00	2009-04-15 17:30:00	60 minutes
Room 7	2009-04-15 21:00:00	2009-04-15 21:30:00	30 minutes
Room 7	2009-04-15 14:00:00	2009-04-15 14:30:00	30 minutes
Room 7	2009-04-16 00:00:00	2009-04-16 00:30:00	30 minutes
Total:			510 minutes

Choose the Room 7 Usage Report from the Reports section of the Admin menu.



The screenshot shows the 'reservation system' admin interface. At the top left is a logo with a stylized 'S' and the text 'not's space'. At the top right is 'The Cayle Project'. Below the header is a navigation bar with links: Person, Band, Equipment, Inspect, Help, Logout, and Admin. The main content area is divided into sections. The first section is 'Table Maintenance (Creator)' with a link 'Inspect Broken Equipment'. The second section is 'Table Maintenance (Creator)' with links 'TM Tables' and 'TM Columns'. The third section is 'Table Maintenance' with a list of links: Bar Charges, Credit Card Type, Equipment, Equipment Category, Misc Charge, Misc Charge Type, Payment Form, Person Status, Room, and States. The fourth section is 'Reports' with links 'Room 7 Usage Report' and 'Usage Report for All Rooms'.

Enter the start date and end date for the report using the 4 digit year, two digit month, and two digit day format. April 16, 2009 would be entered as 20090416. Then, click Export Report to Excel.



The screenshot shows the 'reservation system' report generation page. At the top left is a logo with a stylized 'S' and the text 'not's space'. At the top right is 'The Cayle Project'. Below the header is a navigation bar with links: Person, Band, Equipment, Inspect, Help, Logout, and Admin. The main content area has the title 'Select Date for room\_7\_usage.php'. Below the title are two input fields: 'Start Date (YYYYMMDD):' with the value '20090401' and 'End Date (YYYYMMDD):' with the value '20090415'. To the right of these fields are two buttons: 'Run Report' and 'Export Report to Excel'. A mouse cursor is pointing at the 'Export Report to Excel' button.



Click on Admin in the header and then Inspect Broken Equipment. Any equipment that has failed inspection will show up for administrator disposition.

**reservation system** The Cayle Project

Person Band Equipment **Inspect** Help Logout Admin

**Admin - Inspect Broken Equipment**

The initials of the person performing the inspection must be entered in the comments field.

Serial Number	Type	Manufacturer	Model	Inspection	Comments	View Invoice	
99	Keyboard	Roland	y100			<a href="#">View Invoice</a>	<a href="#">Inspect</a>

**\*This process starts once the equipment has been inspected by an administrator and the decision made to repair or retire the equipment.\***

Click on View Invoice. Select an Equipment Charge and enter a comment and amount to charge the person. Then click Add.

**reservation system** The Cayle Project

Person Band Equipment **Inspect** Help Logout Admin

**Invoice**

**Customer Info:**  
Chuck Bass  
902-109-0210

**Reservation ID:** 164  
**From:** 2009/05/05  
**To:** 2009/05/05  
**Duration:** 1 day(s)  
**Room:** none

**Equipment Rentals:**  
PA system

Room Discount	Bar Charges	Miscellaneous Charges	
No Room transaction found.	--select a bar charge-- Enter quantity: 1 <input type="button" value="Add"/>	--select a coupon-- Amount: \$ <input type="text"/> Comments: <input type="text"/> <input type="button" value="Add"/>	--select a waiver-- Amount: \$ <input type="text"/> Comments: <input type="text"/> <input type="button" value="Add"/>
		Equipment Not Returned --select an equipment charge-- Equipment Not Returned Equipment Repair Equipment Retirement	Amount: \$ 10 Comments: never got it back <input type="button" value="Add"/>

**Amount due**

Type	Description	Amount (\$)	Action
Equipment Charge	PA system	15.00	
<b>Total:</b>		<b>15.00</b>	

Proceed to make payment



Click Proceed to make payment. The Show Credit Card Number link above the payment type dropdown box will show up each time an administrator is logged in and navigates to the Payment page. Click the show the credit card the customer has on file for this equipment reservation.

The screenshot shows the 'reservation system' interface. At the top, there is a navigation bar with links: Person, Band, Equipment, Inspect, Help, Logout, and Admin. The main content area is titled 'Invoice' and contains the following information:

**Customer Info:**  
 Chuck Bass  
 902-109-0210

**Reservation ID:** 164  
**From:** 2009/05/05  
**To:** 2009/05/05  
**Duration:** 1 day(s)  
**Room:** none

**Equipment Rentals:**  
 PA system

**Amount due**

Type	Description	Amount (\$)	Action
Equipment Charge	PA system	15.00	
Misc Charge	Equipment Charge - Equipment Not Returned - never got it back	10.00	<a href="#">Remove</a>
<b>Total:</b>		<b>25.00</b>	

**Payment**

The credit card number is 1234123412341234

[Show Credit Card Number](#)

—select a payment type— **Amount:**

No payments made


**Balance**

**Balance due: \$25.00**

There is no way to charge the credit card from the reservation system. The card number must be used in the financial transaction system.

**Please complete the payment step before completing the inspection step. The inspection step will erase the credit card number from the system with no way to retrieve it.**

If a person's credit card number has already been erased, the system returns an error message.



reservation system

The Cayle Project

Person

Band

Equipment

Inspect

Help

Logout

Admin

Invoice

**Customer Info:**  
 Chuck Bass  
 902-109-0210

**Reservation ID:** 164  
**From:** 2009/05/05  
**To:** 2009/05/05  
**Duration:** 1 day(s)  
**Room:** none

**Equipment Rentals:**  
 PA system

Amount due

Type	Description	Amount (\$)	Action
Equipment Charge	PA system	15.00	
Misc Charge	Equipment Charge - Equipment Not Returned - never got it back	10.00	Remove
<b>Total:</b>		<b>25.00</b>	

Payment

No credit card on file

Show Credit Card Number

--select a payment type--

Amount:

Add

No payments made

Balance

Balance due: \$25.00

Click on the Admin link from the header and then Inspect Broken Equipment. Click the Inspect link.



reservation system

The Cayle Project

Person

Band

Equipment

Inspect

Help

Logout

Admin

Admin - Inspect Broken Equipment

The initials of the person performing the inspection must be entered in the comments field.
 

Serial Number	Type	Manufacturer	Model	Inspection Comments	View Invoice
99	Keyboard	Roland	v100		View Invoice

Inspect

Enter the user's initials, select Repaired or Deactivated, and click Update Status. Repaired will return the piece to the list of equipment available for rent. Deactivated will not.



# reservation system

The Cayle Project

PersonBandEquipmentInspectHelpLogoutAdmin

Equipment Selected -

Inspector's initials: 

--select a status--

--select a status--

Deactivated

Repaired

Admin - Inspequipment

The initials of the person performing the inspection must be entered in the comments field.

Serial Number	Type	Manufacturer	Model	Inspection Comments	View Invoice
99	Keyboard	Roland	v100		<a href="#">View Invoice</a> <a href="#">Inspect</a>