

USER MANUAL

BIRTHDAY PARTY PLANNER

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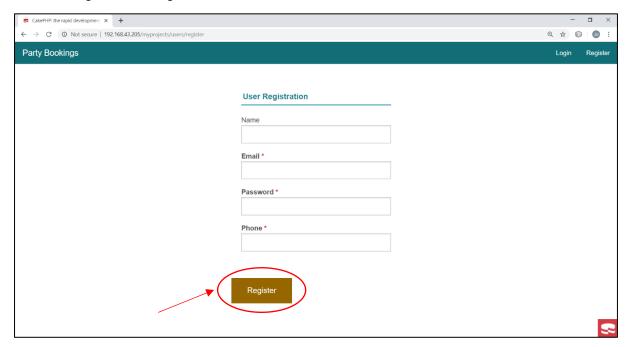
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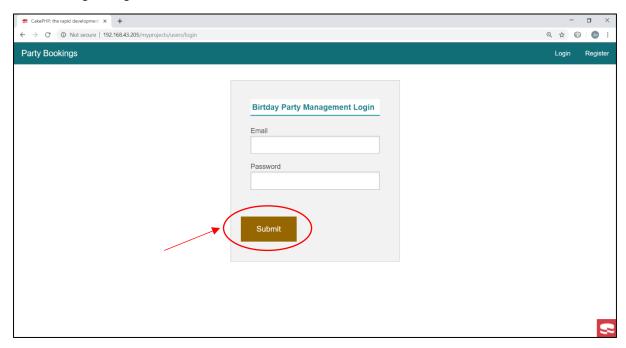
1. USER (Staff)

1.1. Registration Page



 Staff need to create an account to access the system. To register, they only need to enter their full name, email, password and phone number. Then, click the Register button.

1.2. Login Page



• Insert email and password to access the system. Then, click Submit button.

1.3. Bookings Page

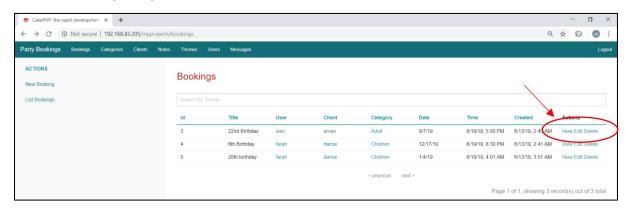


Figure 1- List Bookings

Once staff has successfully login, the first page that staff will see is List of Bookings.
On this page, there are details about bookings that has been made. Staff can choose to view, edit and delete the data.

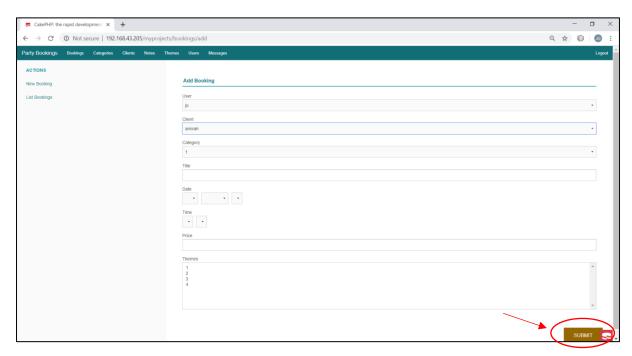


Figure 2- Add New Booking

• Staff can add new booking by entering user's name, client's name, category (1-adult, 2-children), the title chosen for the party, party's date and time, the price and themes (1-vintage, 2-galaxy, 3-avengers, 4-pirate). Then, to save the data, click on Submit button. The saved data will appear on List Bookings page.

1.4. Categories Page

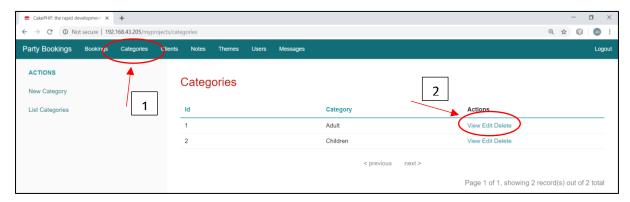


Figure 3- List Categories

 Next, staff can select categories to look at list of categories. Staff can also view, edit and delete data of category that has been inserted.

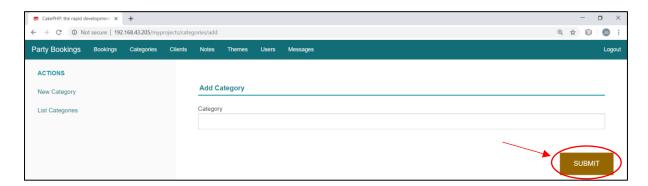


Figure 4- Add Category

• Staff can add new category and then click Submit button to save. The saved data will appear on List Categories page.

1.5. Clients Page

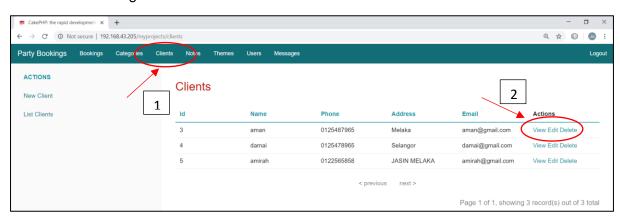


Figure 5-List Clients

 Click Clients button on the top bar to see list of Clients. Staff can view, edit and delete data of clients.

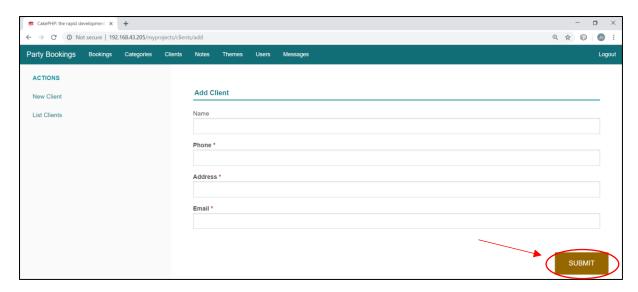


Figure 6- Add New Client

 Staff can add new client by entering the client's name, phone number, address and email. Then, click Submit button to save the data. The saved data will appear on List Clients page.

1.6. Notes Page

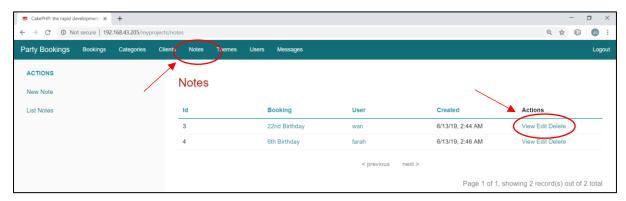


Figure 7-List Notes

 Click Notes button to see list of notes. On this page, staff can see the notes made for any party. Staff can view, edit and delete the data.

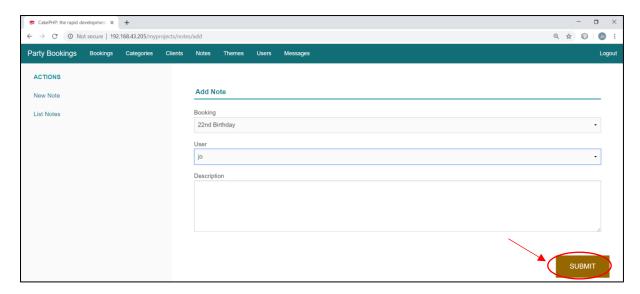


Figure 8-Add New Note

Note will only be created if the clients requested something special for their party.
Staff insert the booking's title, user's name and the full description of the request made by the client. The data will be saved and appear on List Notes page.

1.7. Themes Page

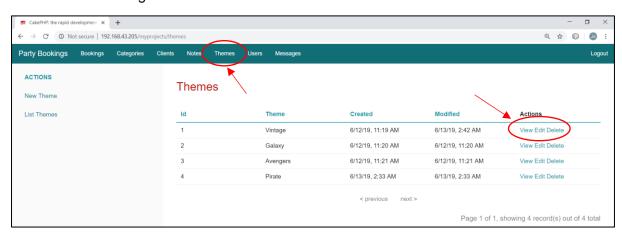


Figure 9- List Themes

 Click on Themes button the see the data of list themes. Staff can view the created data, edit and delete.

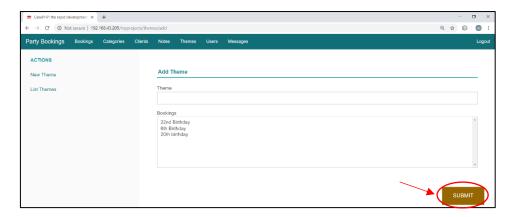


Figure 10- Add New Theme

 New theme can be added by entering the theme name. Then, click Submit button to save the data. The new data created will appear on List Themes.

1.8. Users Page

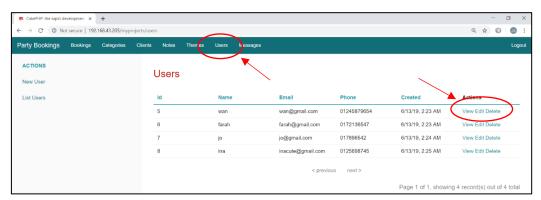


Figure 11- List Users

• Click Themes button to see list of users. Staff can view, edit and delete the data.

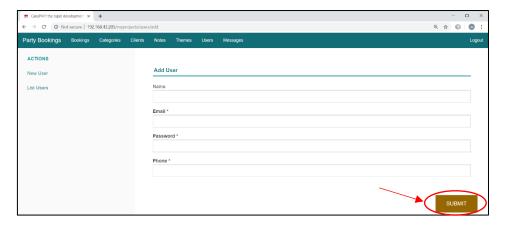


Figure 12- Add New User

 Staff can add data of new user by entering the new user's name, email, password and phone number. Then, click Submit button to save. The data will be appeared on List Users.

1.9. Messages Page

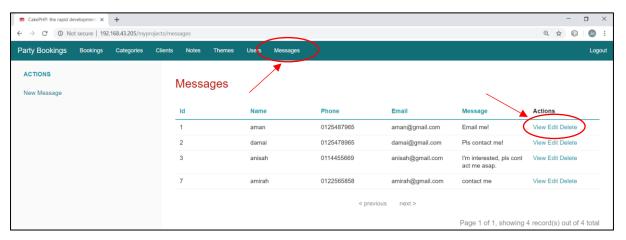


Figure 13- List of Messages

 Click on Messages button to see new and old messages. The messages were created by the clients. The staff can view, edit and delete the message.

2. Client

2.1. Homepage

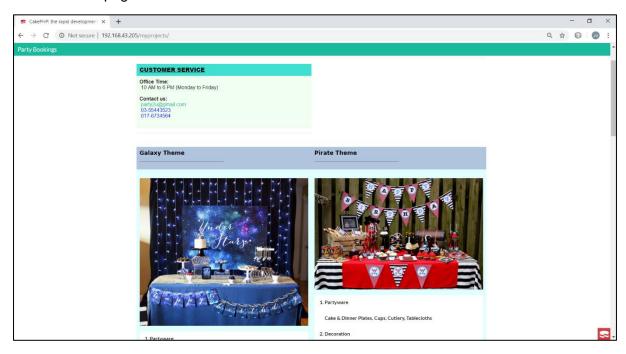


Figure 14- Information of Party Bookings

 This page has a full information about the services given by the staff, lists of themes, information about the working hour and how to contact the shop, map and feedback given by the clients. Client can also drop a message if they are interested to book a party.

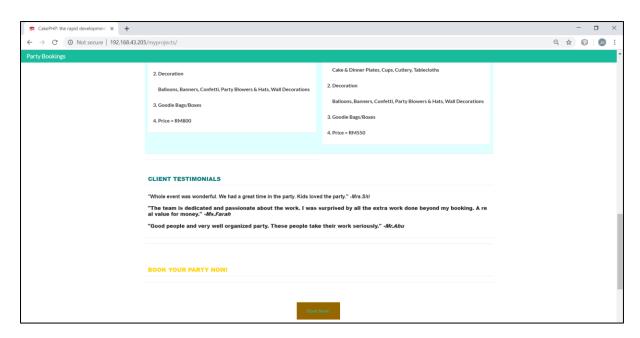


Figure 15- Client Testimonials

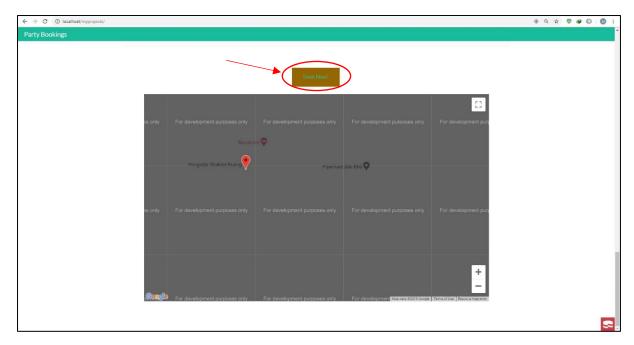


Figure 16- Location of the Company

 Map of the shop location are given to ease the client to find the shop. Client can also drop a message to book a party slot by clicking the Book Now! button.

2.2. Book a Party

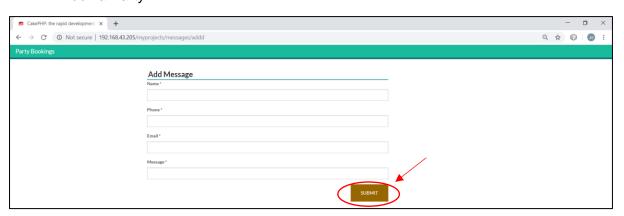


Figure 17- Add Message

 Client can send a message to the staff by entering their full name, phone number, email and a message about the details of the party they wanted. Then, click the Submit button to send the message.