

Admin User Guide

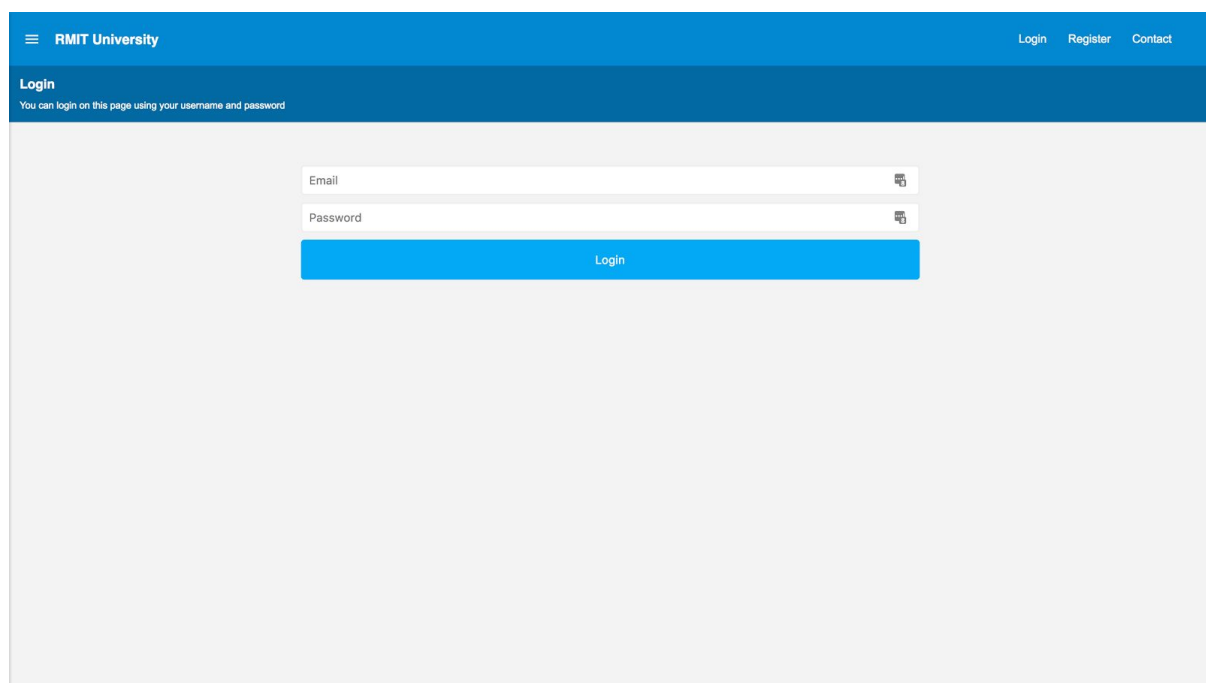
Loading up the application

Follow the installation instructions in your browser and visit the following link once completed to load the application:

<http://localhost:3000>

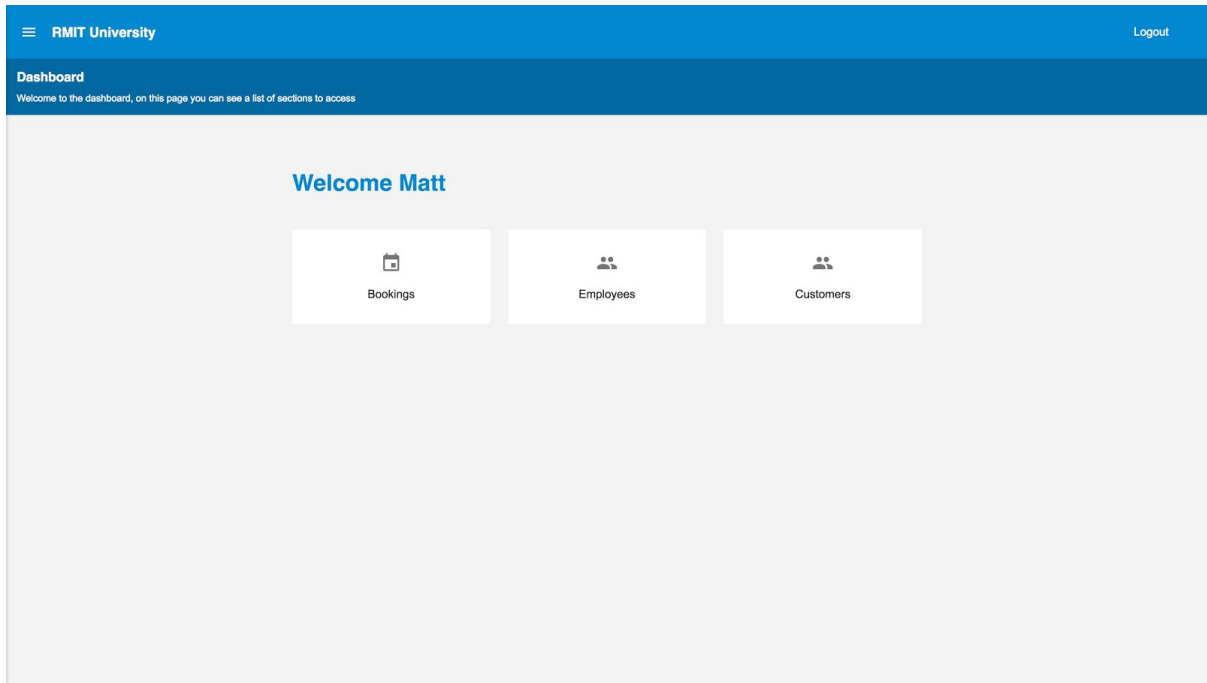
Logging in to the application

You will be greeted with the login page, enter your username and password here. You can define the default application users in the *server/config/users.json* file.

The image shows a web browser window displaying the login page of an application. The header is blue with the text "RMIT University" on the left and "Login Register Contact" on the right. Below the header, there is a dark blue section with the word "Login" and a subtext "You can login on this page using your username and password". The main content area is light gray and contains a login form. The form has two input fields: "Email" and "Password", each with a small icon on the right. Below these fields is a blue button labeled "Login".

Viewing the dashboard

After successfully logging into the application you will see the dashboard page. You can navigate back to this page at any time using the slideout menu accessible by clicking the hamburger icon on the left of the screen.

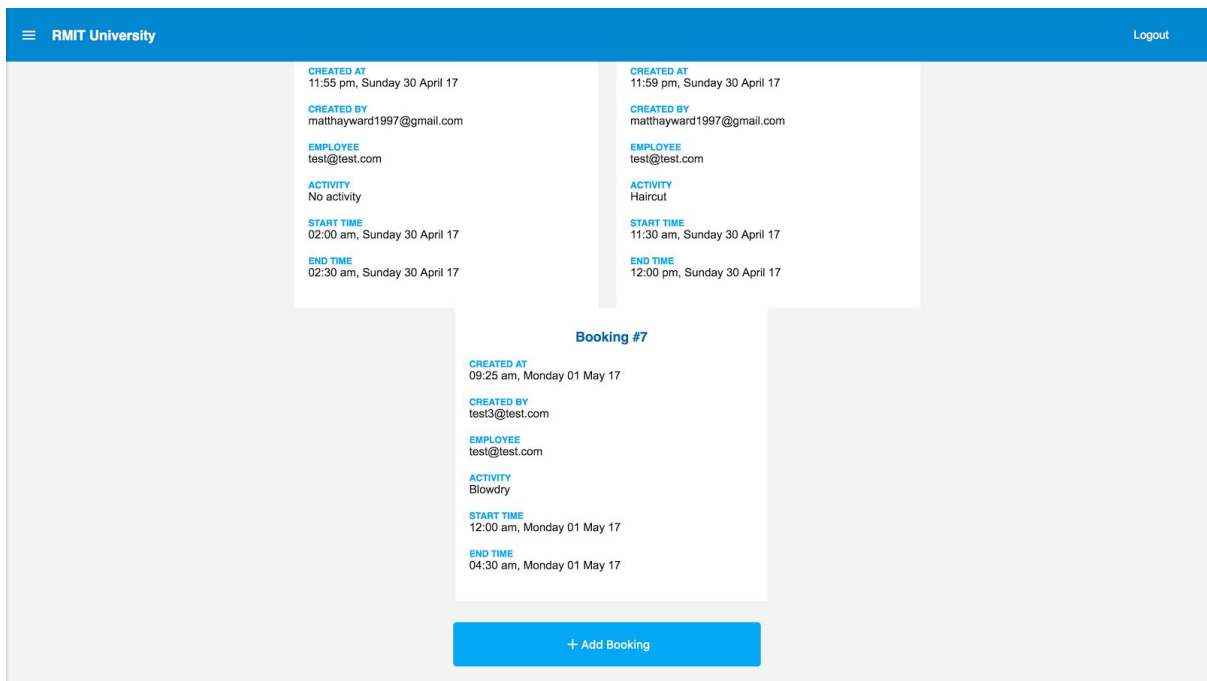


To view a list of Bookings, click “Bookings”

To view a list of Employees, click “Employees”

To view a list of Customers, click “Customers”

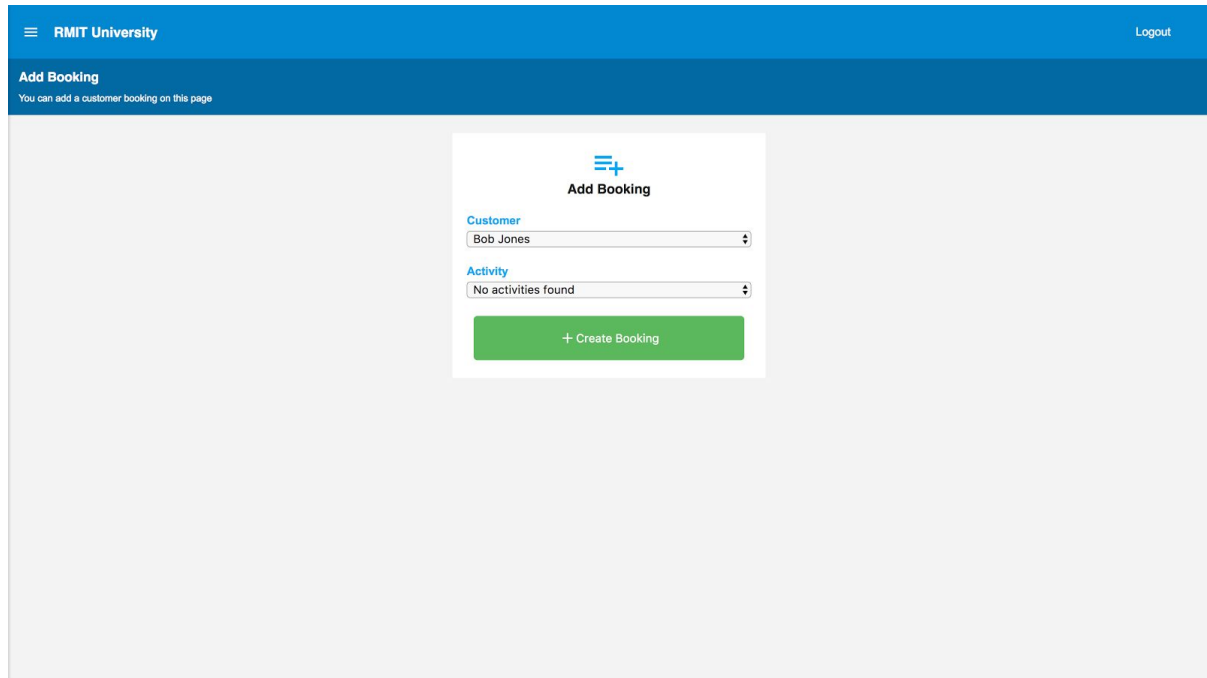
Viewing a list of bookings



On the bookings page you can easily see a list of bookings made on the system. Click the Add Booking button at the bottom of this page to create a new booking.

Creating a Booking

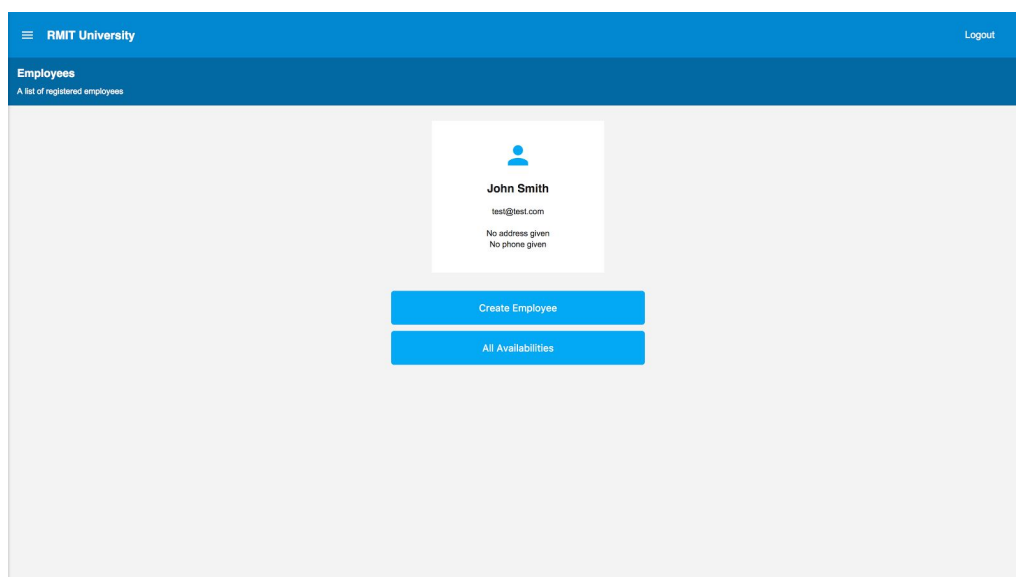
Once you have clicked on the “Add Booking” button a new booking can be created by filling out the form by first selecting the customer, then the activity and then the rest of the booking information.



The screenshot shows the 'Add Booking' form within the RMIT University system. The form is titled 'Add Booking' and includes a sub-header 'You can add a customer booking on this page'. It features two dropdown menus: 'Customer' with 'Bob Jones' selected, and 'Activity' with 'No activities found' selected. A green button labeled '+ Create Booking' is positioned below the dropdowns.

Viewing a list of all employees

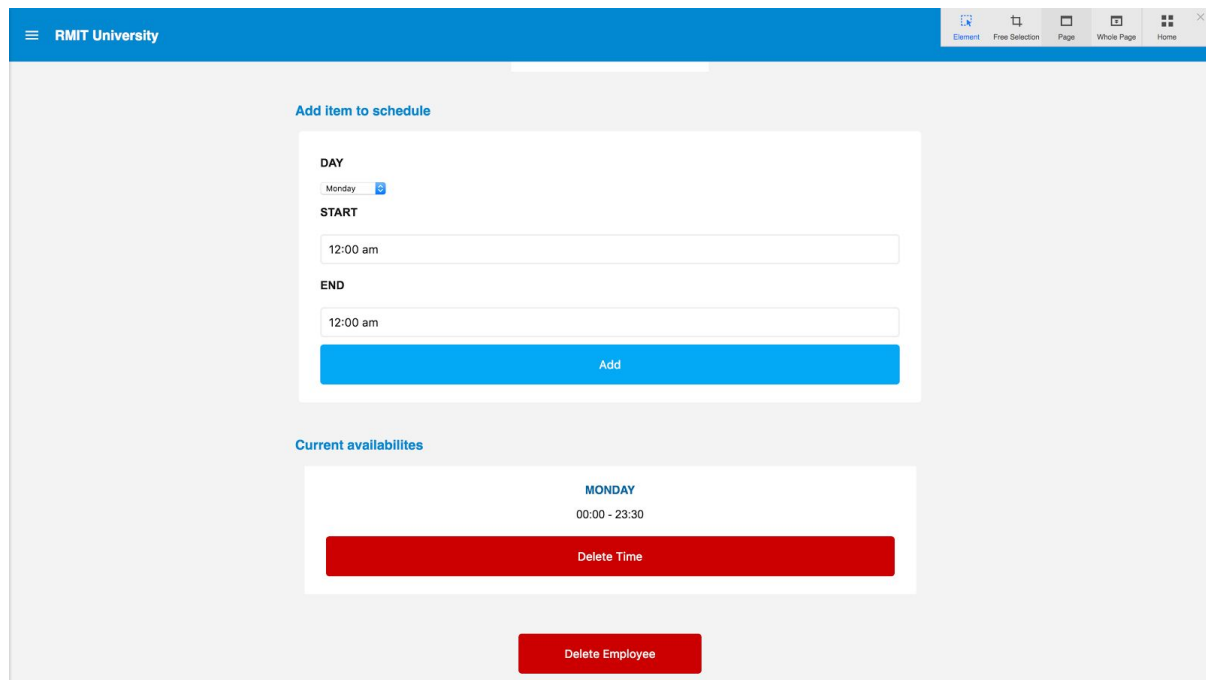
A list of all employees can be viewed on the Employees page. Click on an employee to set their availabilities and view more details.



The screenshot shows the 'Employees' page within the RMIT University system. The page is titled 'Employees' and includes a sub-header 'A list of registered employees'. It features a profile card for 'John Smith' with the email 'test@test.com' and the status 'No address given' and 'No phone given'. Below the profile card are two blue buttons: 'Create Employee' and 'All Availabilities'.

Editing an employee

Once you have clicked on an employee in the employee list editing an employee is easily. You can add new availabilities by filling out the form at the top of the page, or delete the employee by clicking on the link at the bottom of the page.



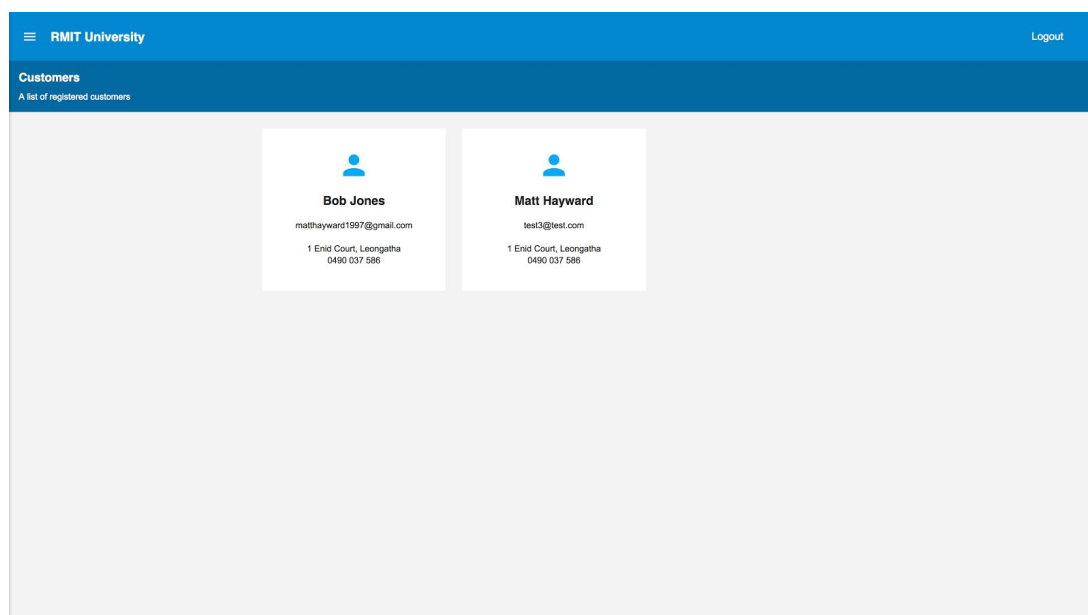
The screenshot shows the 'RMIT University' header with a navigation menu. The main content area is titled 'Add item to schedule'. It contains a form with the following fields:

- DAY**: A dropdown menu showing 'Monday'.
- START**: A text input field containing '12:00 am'.
- END**: A text input field containing '12:00 am'.
- Add**: A blue button to submit the form.

Below the form is a section titled 'Current availabilities'. It displays a red bar representing the availability for 'MONDAY' from '00:00 - 23:30'. A red button labeled 'Delete Time' is positioned below the bar. At the bottom of the page, there is a red button labeled 'Delete Employee'.

Viewing a list of customers

A list of customers can be viewed on the customer's page. New customers can self register on the Registration page.



The screenshot shows the 'RMIT University' header with a 'Logout' link. The main content area is titled 'Customers' with the subtitle 'A list of registered customers'. It displays two customer profiles:

- Bob Jones**: matthayward1997@gmail.com, 1 Enid Court, Leongatha, 0490 037 586.
- Matt Hayward**: test3@test.com, 1 Enid Court, Leongatha, 0490 037 586.

Registering as a customer

Registering as a customer is easy, simply fill out the form on the registration page with the required details and click register.

≡ RMIT University

[Login](#) [Register](#) [Contact](#)

Register

On this page you can create a new customer account

First name

Last name

Address

Mobile Number

Email

Password

Repeat Password

Register