

# User Manual

## It Contains

- ✓ [Login to System](#)
- ✓ [View Room Details](#)
- ✓ [Add Reservations](#)
- ✓ [View Reservations](#)
- ✓ [View Guests](#)
- ✓ [View Reports](#)
- ✓ [View History](#)
- ✓ [Manage \(Admin\)](#)

## Login to System

To access the system, you need to login to the system. There are two types of users 1.Admin 2.Staff To Login to System:

- ✓ Open the application
- ✓ Provide username and password

All the features are not available to staffs. Some features can be accessed only by the admin.

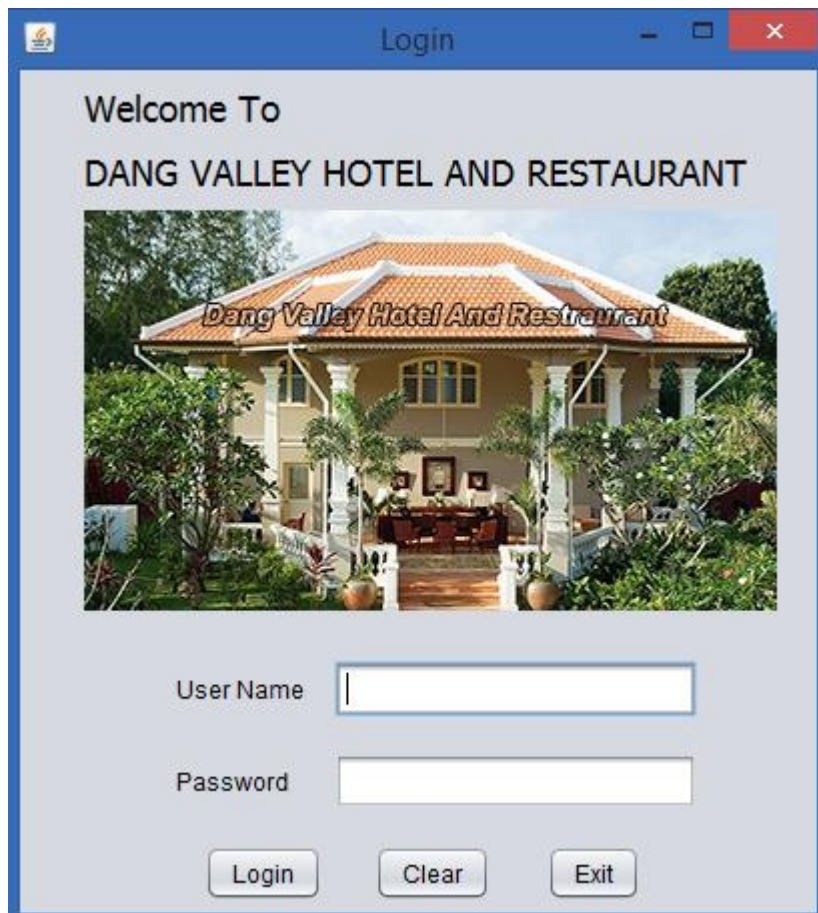
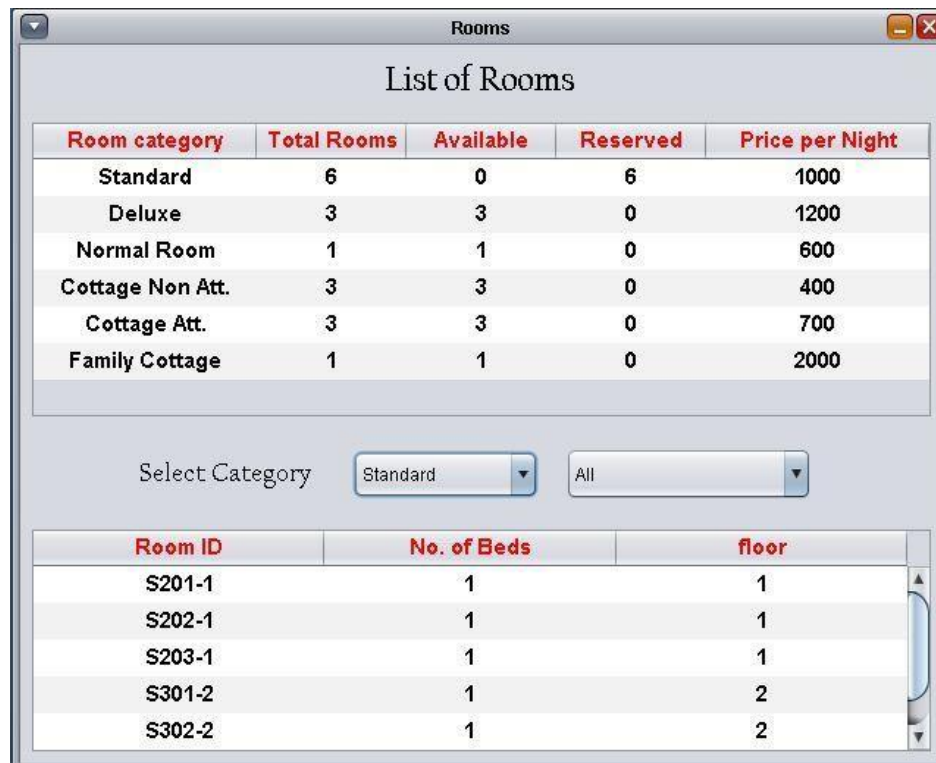


Fig 1 Login to system

## View Room Details

It displays the list of rooms with availability based on their category. To View Room Details:

- ✓ go to Reservation Menu
- ✓ Select View Rooms



The screenshot shows a window titled 'Rooms' with a 'List of Rooms' table and a detailed room list below it.

Room category	Total Rooms	Available	Reserved	Price per Night
Standard	6	0	6	1000
Deluxe	3	3	0	1200
Normal Room	1	1	0	600
Cottage Non Att.	3	3	0	400
Cottage Att.	3	3	0	700
Family Cottage	1	1	0	2000

Select Category: Standard All

Room ID	No. of Beds	floor
S201-1	1	1
S202-1	1	1
S203-1	1	1
S301-2	1	2
S302-2	1	2

Fig 2 View Room Details

## Add Reservations

If the reservation is requested, we have to add that reservation to our system (database).

To add reservation:

- ✓ go to Reservation menu
- ✓ Select Reservation Form
- ✓ Provide all the details about the guest and reservations
- ✓ Click Add Reservation

Fig 3 Add Reservation

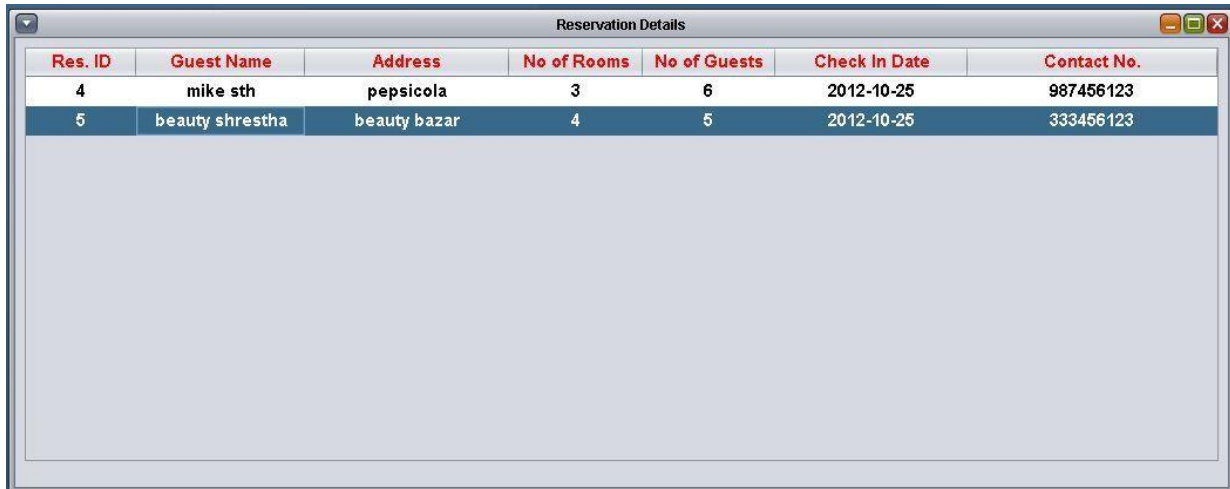
## View Reservations

To view details about the reservations and perform checkout operation. To view reservation details: ✓ go to Reservation Menu

- ✓ Select View Reservations (checkout ) menu
- ✓ Right click on any reservation
- ✓ Click View Details

To perform checkout operation:

- ✓ go to Reservation Menu
- ✓ Select View Reservations (checkout ) menu
- ✓ Right click on any reservation ✓ Click checkout



The screenshot shows a window titled "Reservation Details" with a table containing reservation information. The table has seven columns: Res. ID, Guest Name, Address, No of Rooms, No of Guests, Check In Date, and Contact No. There are two rows of data. The first row has Res. ID 4, Guest Name mike sth, Address pepsicola, No of Rooms 3, No of Guests 6, Check In Date 2012-10-25, and Contact No. 987456123. The second row has Res. ID 5, Guest Name beauty shrestha, Address beauty bazar, No of Rooms 4, No of Guests 5, Check In Date 2012-10-25, and Contact No. 333456123. Below the table is a large empty rectangular area.

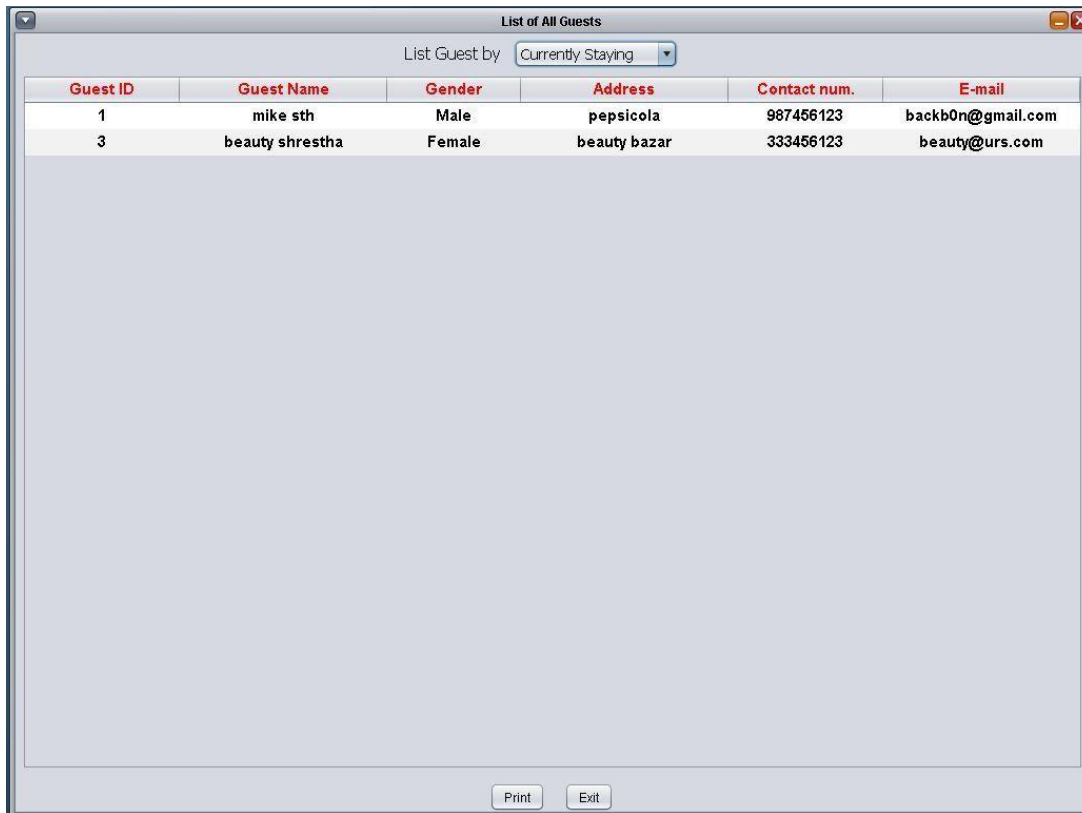
Res. ID	Guest Name	Address	No of Rooms	No of Guests	Check In Date	Contact No.
4	mike sth	pepsicola	3	6	2012-10-25	987456123
5	beauty shrestha	beauty bazar	4	5	2012-10-25	333456123

Fig 4 View Reservations

## View Guests

If the list of guests currently staying in the hotel or all the guests is required then we use this feature. To View guests:

- ✓ go to Guest menu
- ✓ Select View Guests
- ✓ Choose option from the combo box



The screenshot shows a window titled "List of All Guests". Inside the window, there is a label "List Guest by" followed by a dropdown menu currently set to "Currently Staying". Below this is a table with the following data:

Guest ID	Guest Name	Gender	Address	Contact num.	E-mail
1	mike sth	Male	pepsicola	987456123	backb0n@gmail.com
3	beauty shrestha	Female	beauty bazar	333456123	beauty@urs.com

At the bottom of the window, there are two buttons: "Print" and "Exit".

Fig 5 View Guests

## View Reports

If the admin wants to generate/view report, this feature is used. This feature is available for admin only. To generate report:

- ✓ go to Admin menu
- ✓ Select report menu ✓ Choose the type of report
- ✓ Provide the required details
- ✓ Click View Report button



Fig 6 View Report

## View History

It allows the admin to view history about reservations or orders based on date/month/year, . This feature is available for admin only. To view history:

- ✓ go to Admin menu
- ✓ Select History menu
- ✓ Choose the type of history i.e. Order or Reservation
- ✓ Provide the required details
- ✓ Click View History button

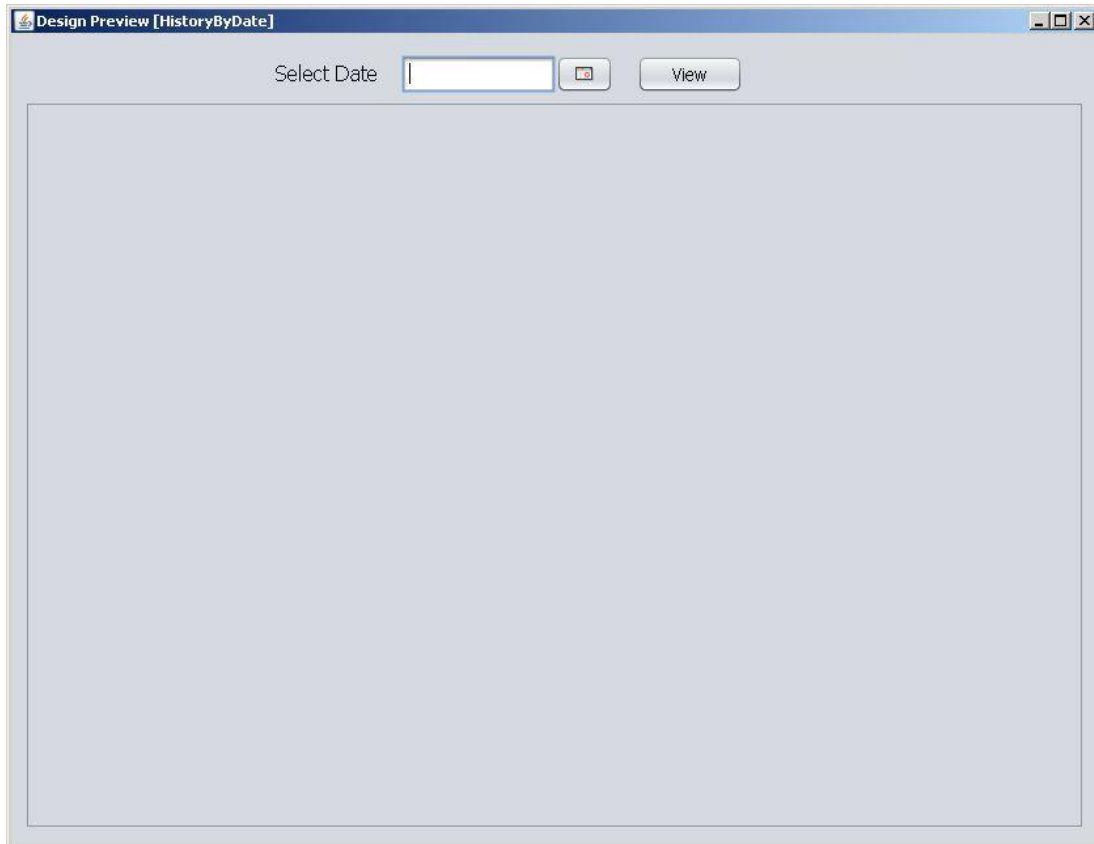


Fig 7 View History by Date

## Manage (Admin)

This feature is available for admin only. Using this feature admin can manage room details, Item details, room category, item category and passwords of all the users. To manage room:

- ✓ go to Admin menu
- ✓ Select Manage
- ✓ Click on manage room button
- ✓ List of room is displayed
- ✓ Perform add, update or delete operations as required



Similarly, Item, Room category, item category and password can be managed.

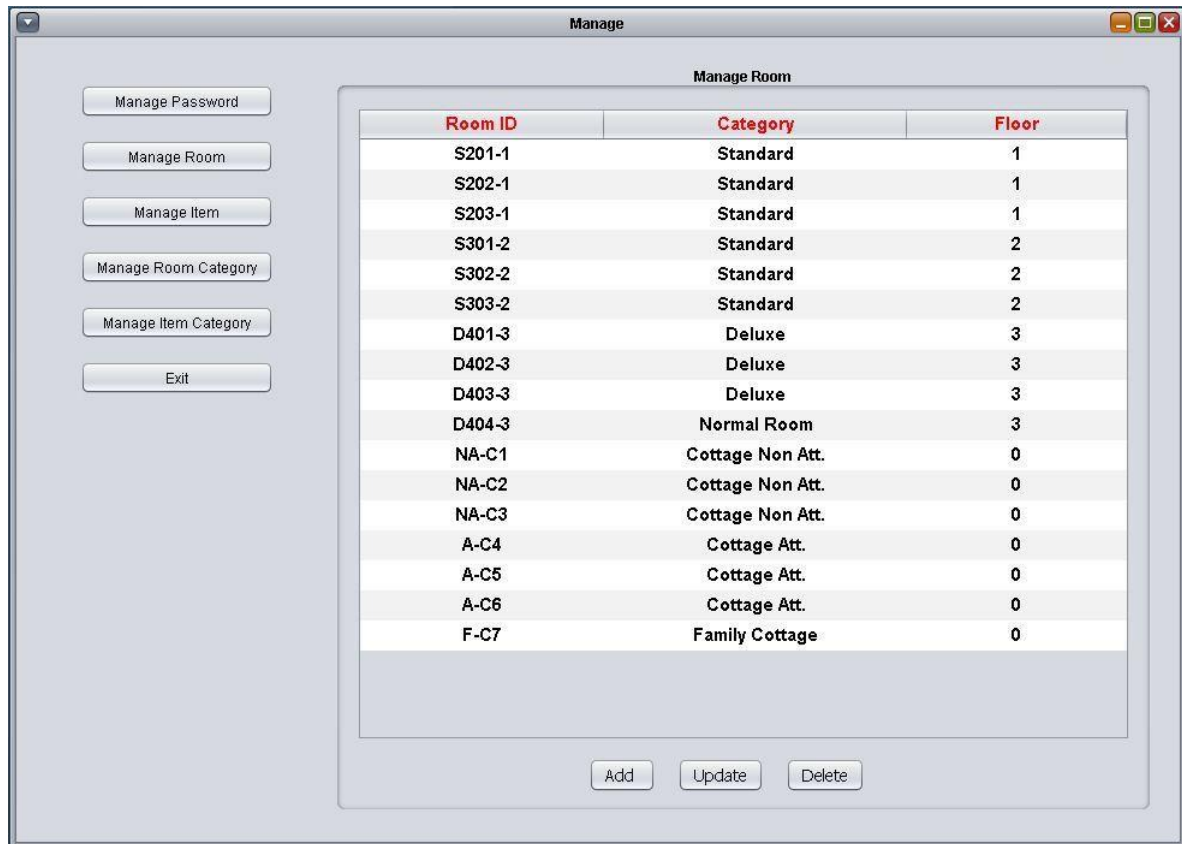


Fig 8 Manage Room