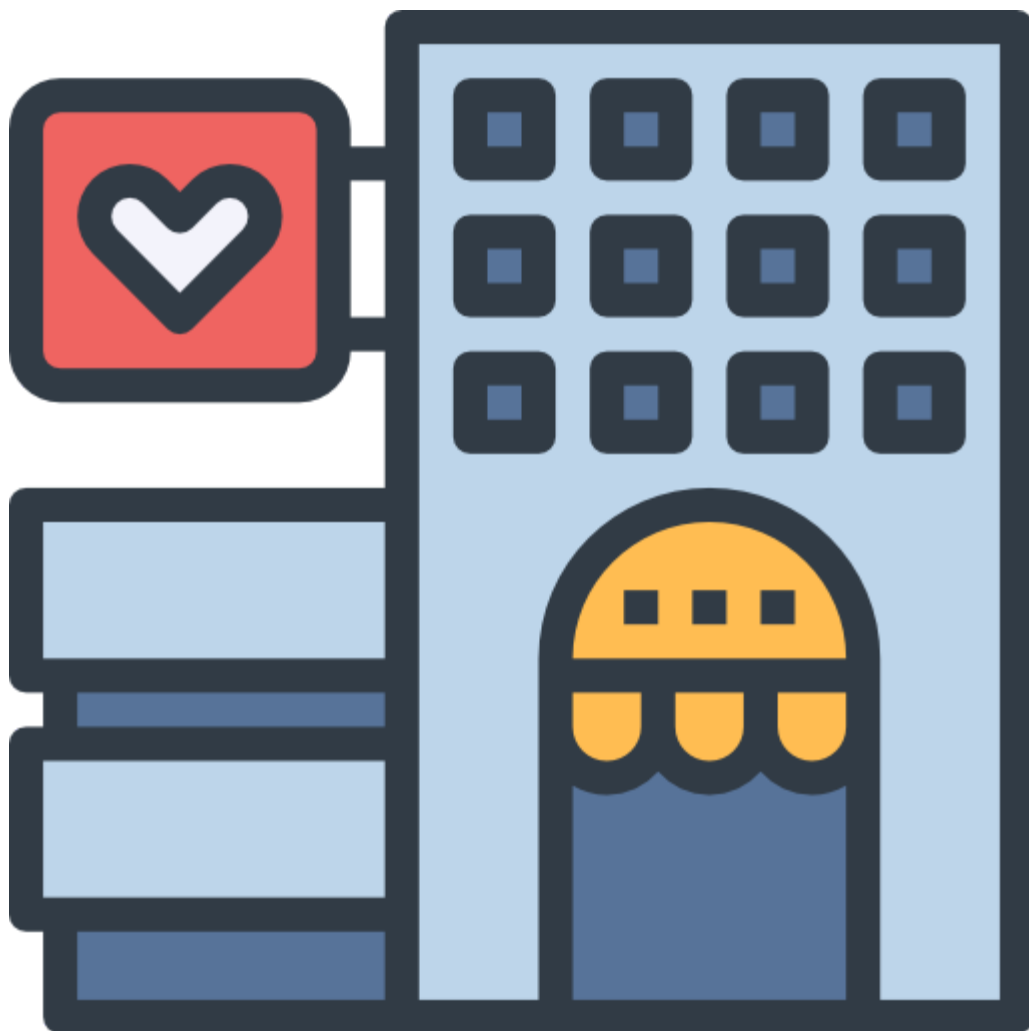


USER GUIDE

BEAVERS HOTEL BOOKING SYSTEM



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Introduction:

Thank you for using the Hotel Management Software!

This manual will lead you through the setup-process of the server and serve as a guide to all the functionality in the system.

Should you, at any point, run into problems not covered in this guide, please do not hesitate to contact Group 5.¹

¹ See *Support* at the end of this manual.

Installation:

To be able to run the program, you must have *Java Runtime Environment*² installed, as the program comes as pre-packaged jar-files. If the *Java Runtime Environment* is not currently installed on your computer, follow the link from the note at the bottom of this page and follow the download instructions listed there.

The system consists of two parts (or programs): the client, which is the program you are going to be using daily, and the server, which is communicating with the clients and is responsible for storing, updating, and retrieving the data that is generated by using the program.

It is worth noting that you only ever need one instance of the server to run (preferably on a separate computer used only for this purpose), but you can run as many clients as needed.

Server:

Firstly, for the database (the part of the server used for storing information) to be installed, you need to install *PostgreSQL*³. Download the installer from the link at the bottom of this page, and follow the directions given. During the installation, when asked to input a username and password, let the username be ***postgres***, and choose a password. Choose a password that you will be able to remember, as you will need it to start the server.

In the folder called *Program*, open the sub-folder called *SetupDatabase* and double-click on the file named *RunDatabaseSetup.bat*. Follow the instructions on screen to set up the database.

After the setup is done, go to the folder called *Server*, and double-click on the file named *RunServer.bat*. Now the server is running, and should be left this way.⁴

Client:

To run the client application, make sure that the server is running on one computer on the network, and then double-click the file called "*Client.jar*" in the *Client* folder.

² Can be downloaded for free from java.com

(<https://www.oracle.com/java/technologies/downloads/#jdk18-windows>)

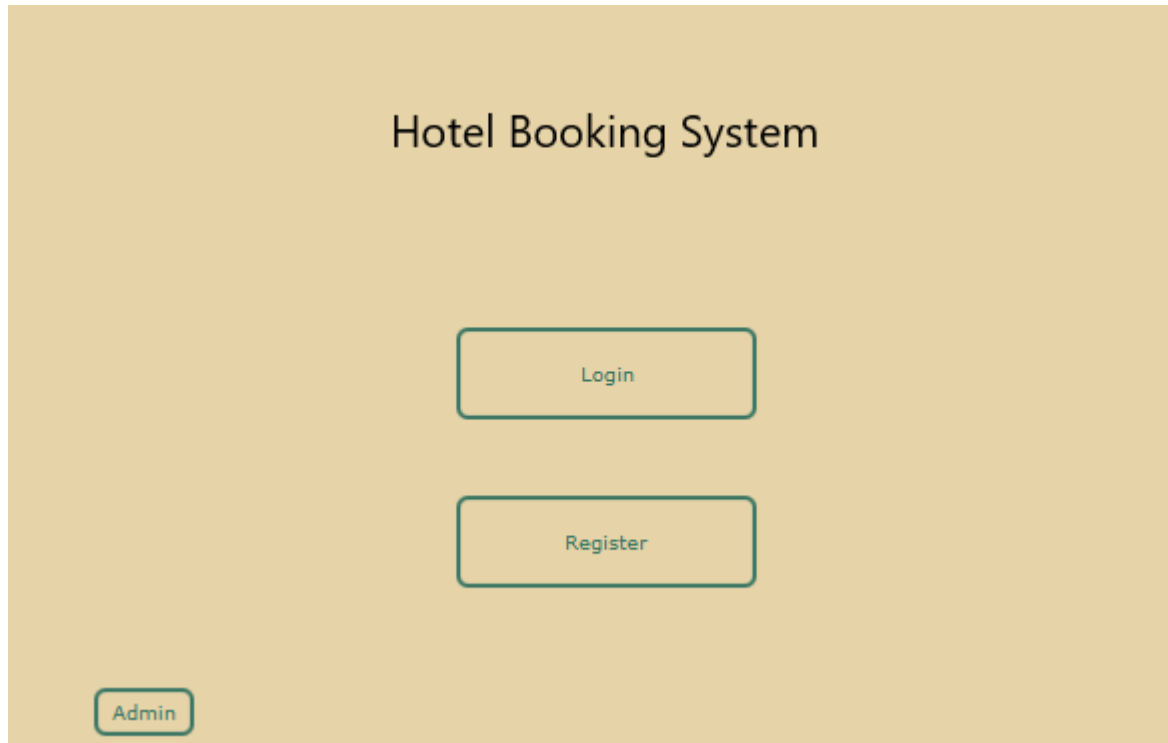
³ Can be downloaded for free using this link:

<https://www.enterprisedb.com/downloads/postgres-postgresql-downloads>, choose the newest version (at the time of writing, 14.3)

⁴ If you close the window, the server will shut down and the system will not function.

Administrative access:

To enter the system with administrative access (*Hotel Manager* or *Receptionist*), you must click the button labelled “*Admin*” in the lower left corner of the app to proceed to the login page.



Hotel Manager:

The *Hotel Manager* can manage rooms in the system (add new rooms, edit existing rooms, and remove unused rooms), view and cancel bookings and view all guests registered in the system.

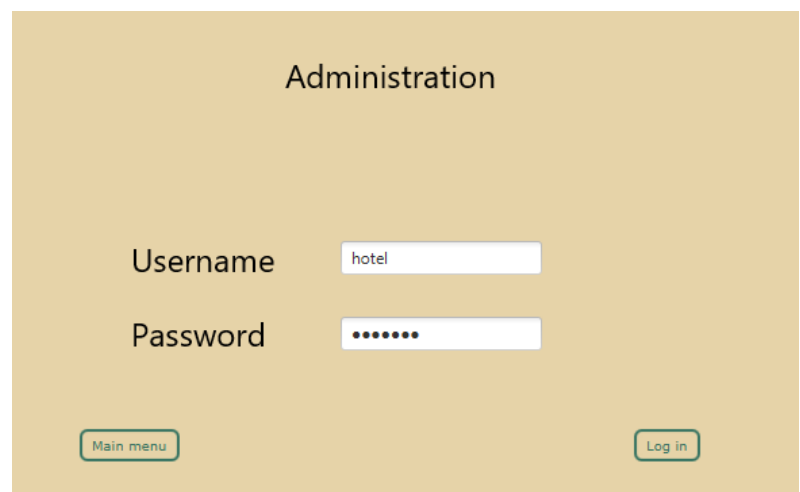
Login:

To login with Hotel Manager privileges, click the admin button in the lower left corner of the application, and use the following login⁵:

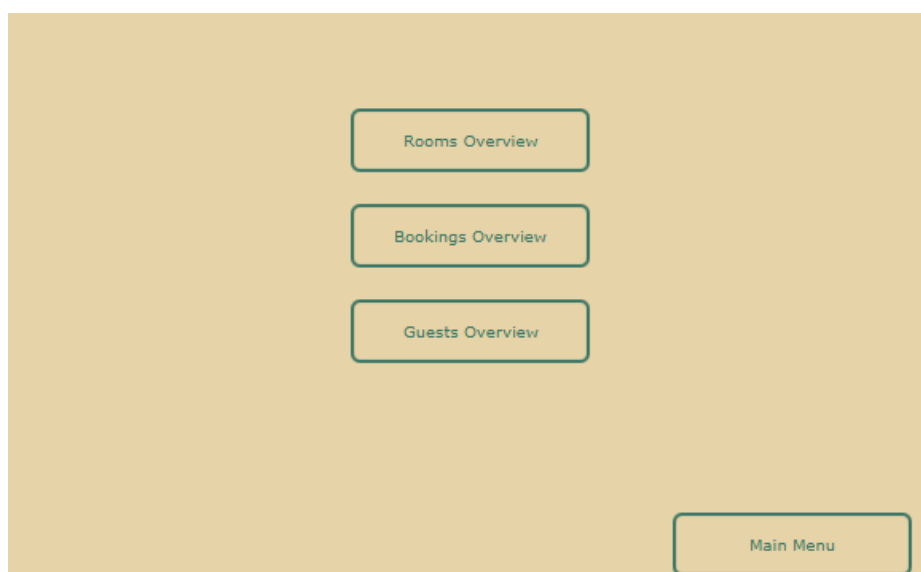
Username	hotel
Password	manager

If the entered username or password is not correct, an error message will show prompting you to try again.

It is possible to return to the main menu by clicking the *Main Menu* button.



After successfully logging in, you will see the following menu, letting you choose which action to take:



⁵ If the login information is to be changed, contact Group 5 (see last page).

Rooms Overview:

Clicking the “*Rooms Overview*”-button opens the following window, showing you all currently created rooms:

Rooms Overview			
Room Number	Type	Capacity	Daily price
101	Single	1	350
104	Single	1	350
202	Family	4	950
210	Double	4	650
303	Family	5	1200

Add

Edit

Remove

Main Menu

To go back to the menu, click the “*Main Menu*” button.

Add new room:

When clicking the “*Add*”-button, a new window will open, allowing you to enter the necessary information about the room to be added.⁶

Room Details			
Number	<input type="text"/>	Daily price	<input type="text" value="0"/>
Type	<input type="text"/>		
Capacity	<input type="text" value="0"/>		
		<div>Exit</div>	<div>Confirm</div>

To add a new room, fill in the *Number*, *Daily price*, and *Capacity* fields, and choose a type from the dropdown menu by clicking it, and click confirm to proceed.

⁶ It is possible to go back to the menu by clicking the “*Back*” button.

If any values are not entered, or if illegal values⁷ are entered, a message will be shown in the lower left corner of the window explaining the error.

After clicking confirm, a confirmation window will show, presenting you with information about the room you are about to add. If you want to proceed, click the “*Confirm*”-button to add the room and return the list of all rooms, or otherwise click cancel to go back and make changes.

Edit existing room:

When selecting a room (by clicking on it) from the “*Rooms Overview*”-window, the buttons labelled “*Edit*” and “*Remove*” will become active.

Click “*Edit*” to edit information about the selected room.⁸

To edit information about a room, enter your changes into any of the available fields (or choose another room-type from the drop-down), and click confirm to save your changes.

If any fields are empty or contains illegal values⁹, a message will be shown in the lower left corner describing the error.

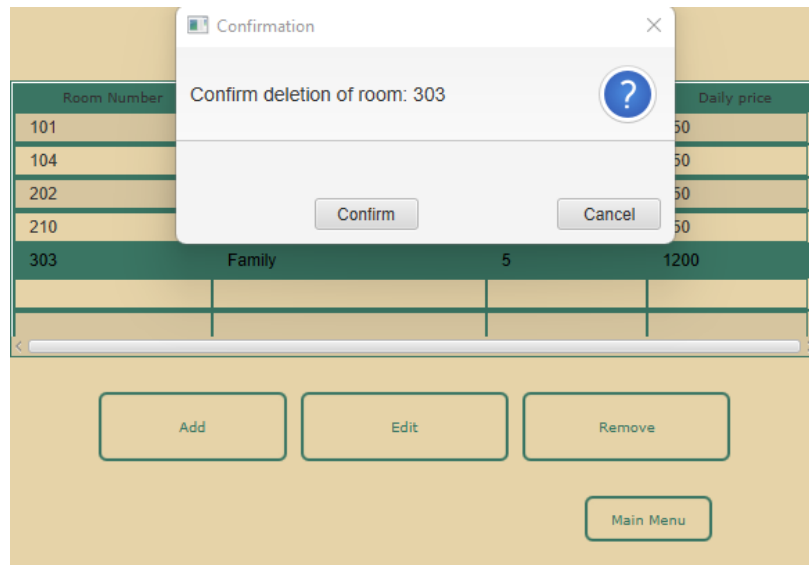
⁷ Legal values are as follows: Room Number must be unique, daily price must be more than 0, and capacity must be between 1 and 20.

⁸ Type, capacity, and daily price can be edited.

⁹ Legal values are as follows: Daily price must be more than 0, and capacity must be between 1 and 20.

Remove a room:

With a room selected, click the “Remove” button to remove the room from the system. Click “Confirm” in the confirmation window, and the room will be removed¹⁰.



View bookings:

When clicking the “Bookings Overview” button, a new window will open, showing you a list of all bookings currently in the system, alongside buttons for cancelling a booking, going back to the menu, and showing or hiding cancelled bookings.



¹⁰ You can only remove a room if it does not have any bookings associated.

Clicking the *“Hide Cancelled Bookings”* button will remove all cancelled bookings from the table, while clicking the *“Show Cancelled Bookings”* button will show them again.

To cancel a booking, simply select a booking by clicking on it. If the booking can be cancelled¹¹ the *“Cancel Booking”* button will become active, and when you click it the booking will be cancelled.

View guests:

Clicking the *“Guests Overview”*-button will open a window showing you information about all users registered in the system. Clicking the *“Menu”* button will take you back to the menu.

Guests Overview				
Username	First name	Last Name	Email	Phone
bob	Bob	Builder	BobBuilder@gmail.c...	88851515
julia	Julia	Mcclain	JuliaMcclain@gmail....	15637557
norman	Norman	William	NormanWilliam@g...	12637227
Filip	Filip	Joyner	Flip@gmail.com	12437212

< >

Menu

¹¹ A booking can be cancelled if it has not yet started ie. if it is in the *“booked”* state.

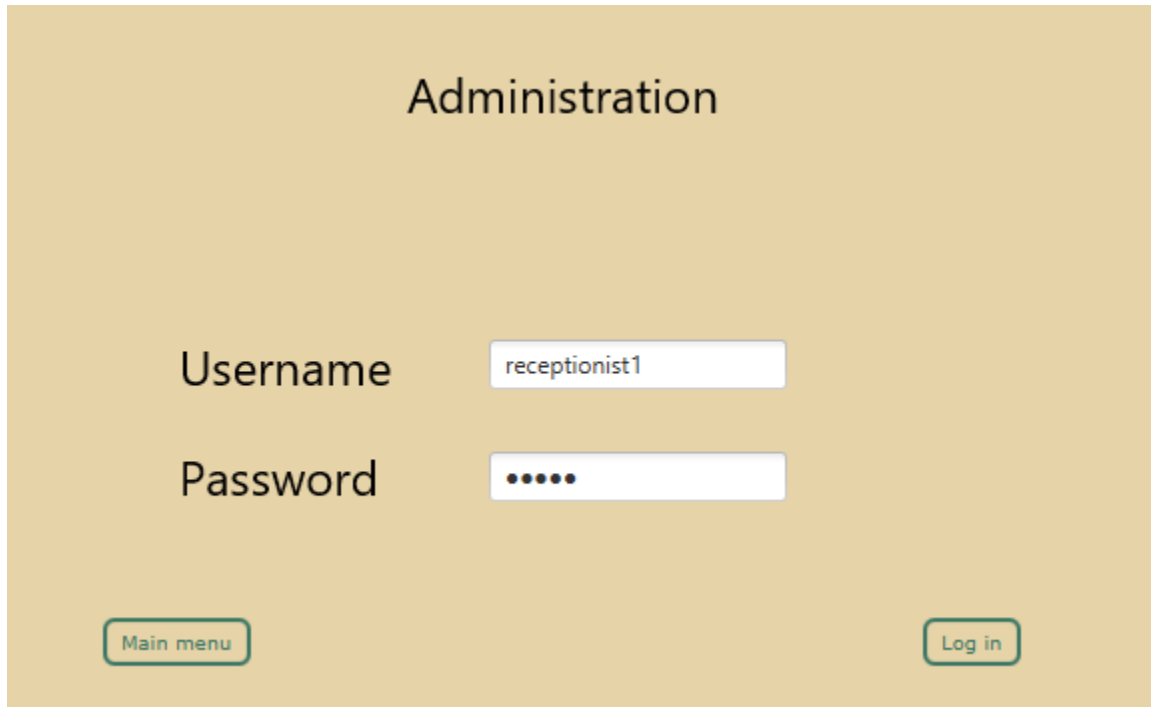
Receptionist:

The *Receptionist* can process bookings (check in/out), edit future and current bookings and edit the personal information of guests prior to- or during their stay.

Login:

To login with *Receptionist* privileges, click the admin button in the lower left corner of the application, and use one of the following logins¹²:

Username	receptionist1	receptionist2	receptionist3
Password	pass1	pass2	pass3



Administration

Username

Password

[Main menu](#) [Log in](#)

If the entered username or password is not correct, an error message will be shown prompting you to try again.

¹² If the login information is to be changed, contact Group 5 (see last page).

Manage bookings:

After successfully logging in, an overview of all current booked¹³ bookings are shown.

On the day of the start of the booking, the booking will turn green to notify the receptionist that the guest is expected to check in on this day.

ID	Start Date	End Date	Guest	Room	Status
1	2022-06-09	2022-06-11	Filip Joy...	303	Booked
2	2022-07-11	2022-07-14	Filip Joy...	202	Booked
3	2022-07-11	2022-07-17	Bob Buil...	210	Booked
4	2022-06-09	2022-06-14	Julia Mc...	104	Booked
5	2022-06-22	2022-06-24	Norman ...	101	Booked

Clicking the “*Show in progress*” button will show all booking that are *in progress*¹⁴, instead of *booked*.

On the day of the end date of the booking, the booking will turn red to notify the receptionist that the guest is expected to check out on this day.

ID	Start Date	End Date	Guest	Room	Status
6	2022-05-30	2022-06-01	Bob Buil...	210	In progress

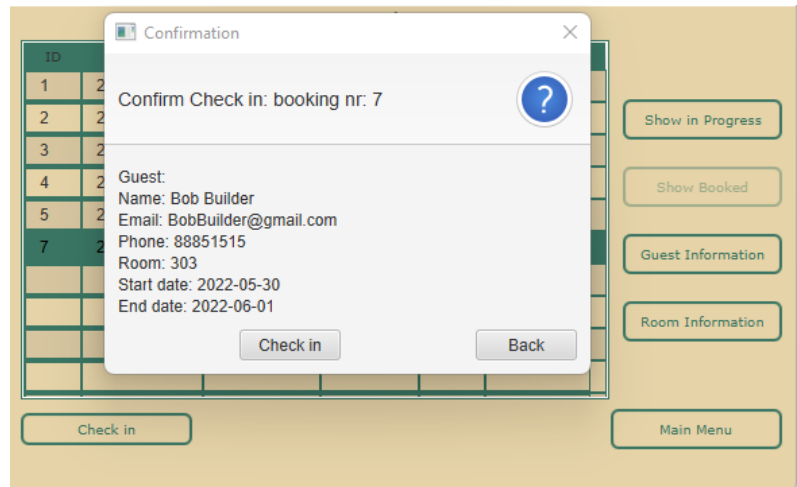
¹³ A booking is *booked* when the booking has been made, but the guest has yet to check in.

¹⁴ A booking is *in progress* when the customer has checked in.

Check in/out:

To check in or check out a booking, select the booking from the table by clicking on it. Now, the corresponding button (depending on whether *booked* or *in progress* bookings is shown, the button will say “*Check in*” or “*Check out*”).

Click the button with a booking selected, and a confirmation window will appear containing information about the guest and the booking to let the receptionist verify the identity of the guest. You now have the choice to either confirm the action (by clicking the “*Check in*” / “*Check out*” button) or to go back to the list without performing the action.



It is only possible to check in a guest on the start date of the booking, and vice-versa it is only possible to check out on the end date. If an attempt is made to do either of these on any other day, the system will show an error message in the lower left corner telling the receptionist that it is not possible to perform the action.

Edit booking:

To edit a booking, first select the booking you want to edit and then click the button labelled “Room Information” to open a window containing details about the booking.

The window shows all relevant information about the selected booking, as seen in the picture below:



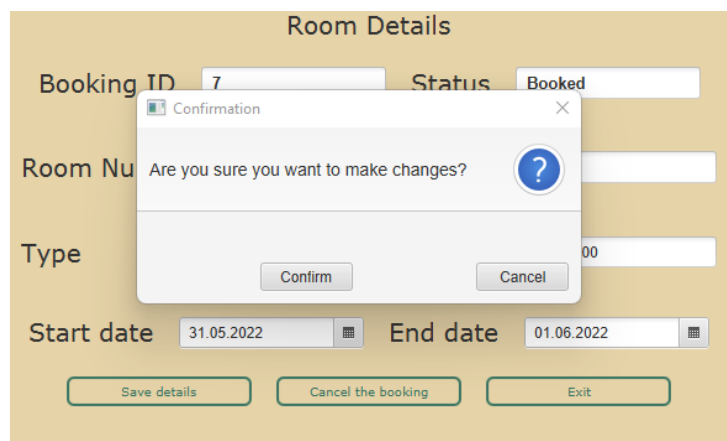
The "Room Details" window displays the following information:

Booking ID	7	Status	Booked
Room Nu...	303	Capacity	5
Type	Family	Daily Price	1200
Start date	30.05.2022	End date	01.06.2022

At the bottom, there are three buttons: "Save details", "Cancel the booking", and "Exit".

With the window open, you have the following options for editing: Room, start date, end date and the option to cancel the booking.

To change the room, simply write the room number¹⁵ of the new room in the “Room Number” field. The start- and end-dates can be edited by selecting new valid¹⁶ dates by clicking the date-pickers. Click the “Save details”-button and click confirm in the confirmation window to save your changes.



The "Room Details" window is shown with a confirmation dialog box overlaid. The dialog box has the title "Confirmation" and the text "Are you sure you want to make changes?". It has two buttons: "Confirm" and "Cancel". The "Room Number" field in the background is highlighted, and the "Start date" field shows a date picker with "31.05.2022" selected.

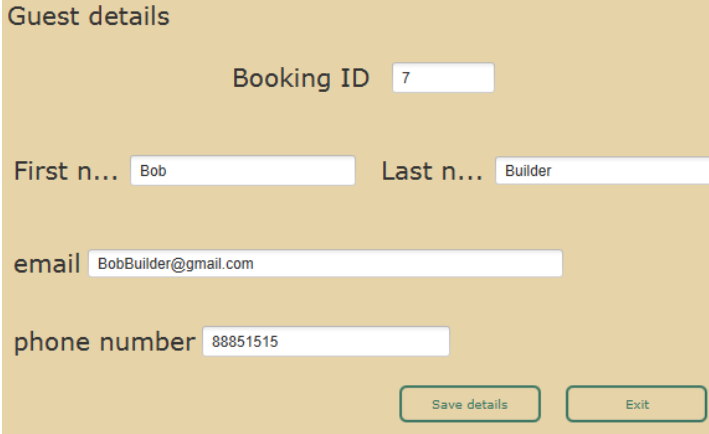
If the requested changes cannot be made, an error-message will show in the lower left corner describing the error.

¹⁵ The program will check if the room number entered exists and will also check if any current or planned bookings will conflict with the room in the selected date-interval.

¹⁶ Valid dates meaning: Start-date cannot be before the current date, and end date must be at least the day after the start date. A check will also be made to make sure that no other bookings are planned in the selected date-interval.

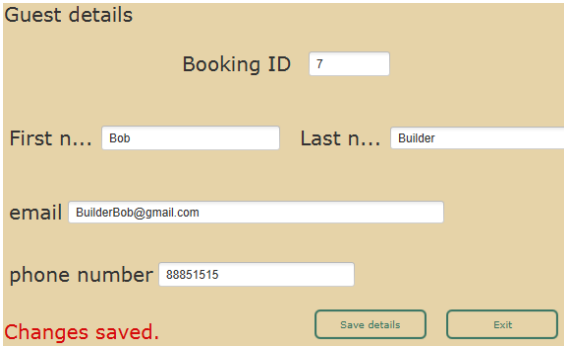
Edit guest information:

When clicking the “Edit Guest information” button with a booking selected, a new window will open containing all editable information about the guest associated with the selected booking.

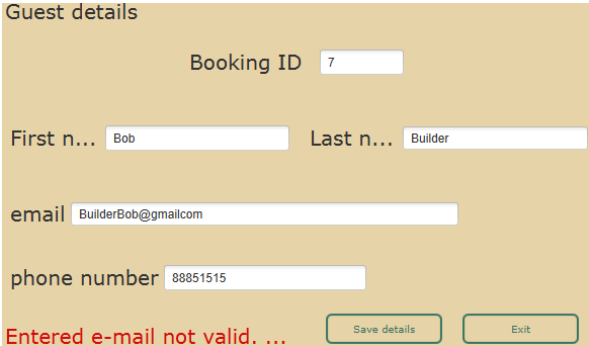


A screenshot of a web form titled "Guest details" with a tan background. It contains several text input fields: "Booking ID" with the value "7", "First n..." with "Bob", "Last n..." with "Builder", "email" with "BobBuilder@gmail.com", and "phone number" with "88851515". At the bottom right are two buttons: "Save details" and "Exit".

To edit any values, overwrite the text in the text fields with the changes, and click “Save details” to save. If any changes are not valid, a message will appear in the lower left describing the error, and if the changes are successful, a message will appear telling you this.



A screenshot of the "Guest details" form showing a successful save. The text "Changes saved." is displayed in red at the bottom left. The form fields and buttons are identical to the previous screenshot.



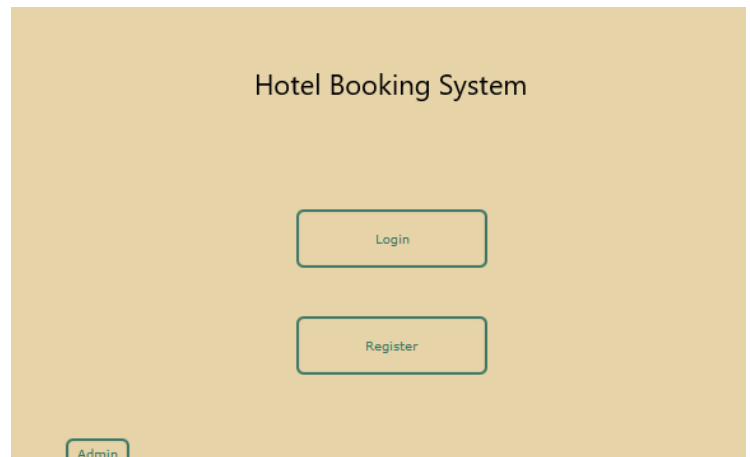
A screenshot of the "Guest details" form showing an invalid email address. The text "Entered e-mail not valid. ..." is displayed in red at the bottom left. The email field contains "BuilderBob@gmailcom" (missing a dot). The form fields and buttons are identical to the previous screenshots.

Guest access:

As a guest, you can book both regular and conference rooms, cancel your booking before it starts and edit your personal details.

From the main menu, you have two ways of accessing the program as a guest, depending on whether you have used the program before.

If it is your first time using the program, you must register by clicking the “Register”-button in the main menu. If you have previously used the program and created a profile, you can simply click the “Login”-button and login using the username and password you selected when registering.



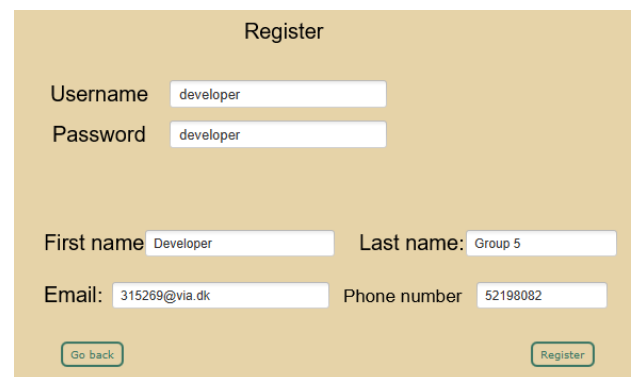
The screenshot shows the main menu of the Hotel Booking System. It has a light beige background. At the top center, the text "Hotel Booking System" is displayed. Below it, there are two green rectangular buttons with rounded corners: "Login" and "Register". At the bottom left, there is a small green button labeled "Admin".

Register:

When accessing the program for the first time as a guest, you must register to be created as a guest in the program. When clicking the “Register”-button in the main menu, a new window will open prompting you to fill in your personal information.

When done, click the “Register”-button to proceed to the guest menu.

If any entered information is invalid¹⁷, a message describing the problem will be shown in the lower left corner of the screen.



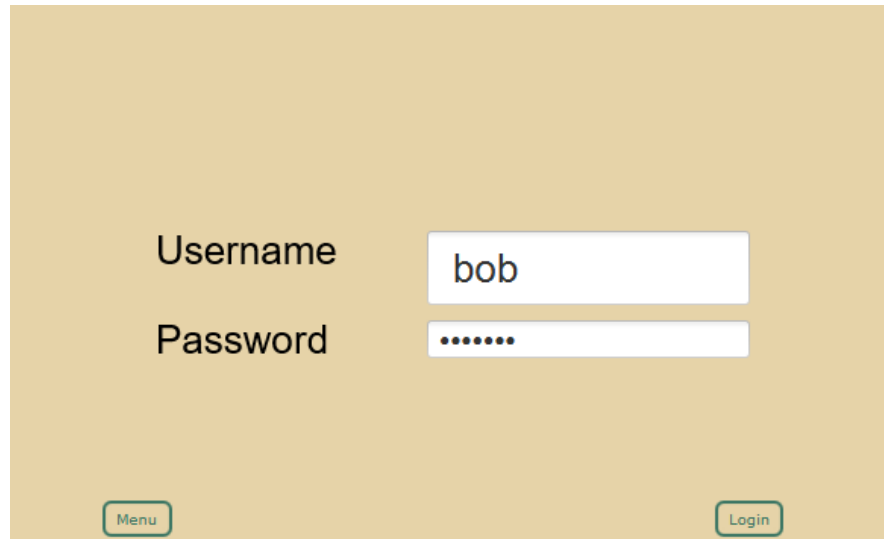
The screenshot shows the Register form. It has a light beige background. At the top center, the text "Register" is displayed. Below it, there are two input fields: "Username" with the value "developer" and "Password" with the value "developer". Below these, there are four input fields: "First name" with the value "Developer", "Last name:" with the value "Group 5", "Email:" with the value "315269@via.dk", and "Phone number" with the value "52198082". At the bottom left, there is a green button labeled "Go back". At the bottom right, there is a green button labeled "Register".

¹⁷ The entered information can be invalid if the following are not met: All fields must be filled, username must be unique (e.g., not already in use by another guest), email must contain both . and @ and phone number must contain 8 digits.

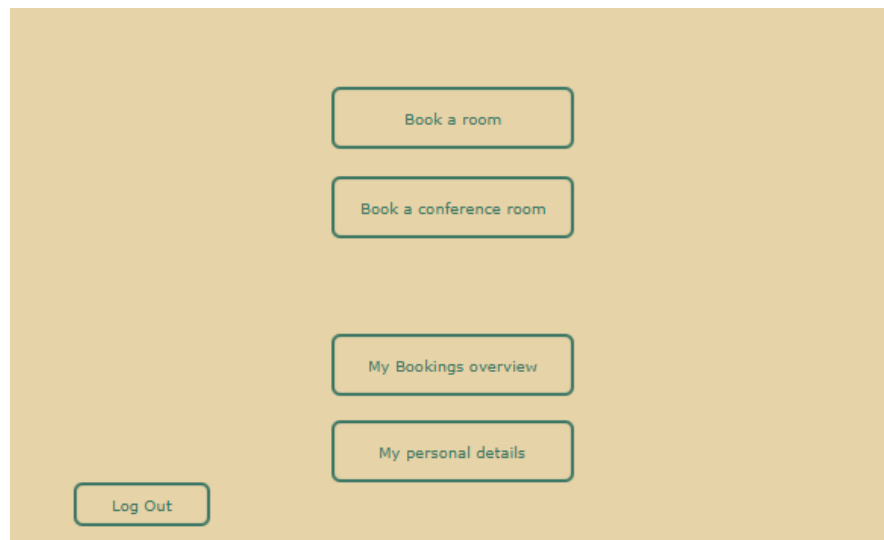
Login:

If you previously created an account in the program, you obviously do not need to register again. In this case, you can click the “*Login*”-button in the main menu to login using the username and password chosen during registration.

If the username entered is not found in the list of registered users, or if the username and password does not match the values stored in the system, a message will show at the bottom of the screen.

A login form on a light beige background. It features two labels, 'Username' and 'Password', in a dark grey sans-serif font. To the right of 'Username' is a white text input field containing the text 'bob'. To the right of 'Password' is a white password input field with seven black dots. At the bottom left is a small green button with the text 'Menu', and at the bottom right is a small green button with the text 'Login'.

After successfully logging in, you will see the guest menu window, which will allow you to book either regular hotel rooms or conference rooms, see an overview of your bookings, edit your personal details, or log out.

A guest menu interface on a light beige background. It contains five green buttons with rounded corners and dark green text. The buttons are arranged vertically in the center: 'Book a room', 'Book a conference room', 'My Bookings overview', and 'My personal details'. A fifth button, 'Log Out', is positioned at the bottom left of the menu area.

Book a hotel room:

Clicking the “Book a room”-button takes you to the booking window.

This window consists of two date-pickers used to select the length of your booking¹⁸, a table showing you the available rooms, and options for filtering to allow you to easier find a room that suits your needs.

Room	Type	Number of beds	Price pr. day	Total price
101	Sin...	1	350,00 DKK	700,00 DKK
104	Sin...	1	350,00 DKK	700,00 DKK
202	Fa...	4	950,00 DKK	1900,00 DKK

To search for a room to book, select a valid¹⁹ start- and end-date for your booking, and then click the “Look for available rooms”-button to update the list of rooms in the table that you can choose from.

To book a room, select a possible booking by clicking on it, and then click “Book a room” and click “OK” in the information window that pops up.

Clicking the “Main Menu” button will take you back to the menu.

Filtering rooms:

To easily find a room suited for your needs, you can filter the available rooms by room-type, number of beds and the total price of your booking. Each of the filters can be used on their own, or in conjunction with each other.

Filter by room type:

To filter by room type, simply click the dropdown-menu and select the room-type you wish to filter by.

Room	Type	Number of beds	Price pr. day	Total price
101	Single	1	350,00 DKK	700,00 DKK
104	Single	1	350,00 DKK	700,00 DKK

¹⁸ When opening the window, the booking will, by default, be set to start on the current date and end two days later.

¹⁹ Valid meaning: Start-date can not be before the current date, end-date must be at least one day after start-date.

As can be seen in the example pictures above, when choosing to filter by *Single* rooms with the selection from before, the list of rooms shown updates to only show *Single* rooms.

To cancel the selected filtering, click the dropdown again and select *All*.

Filter by number of beds:

To filter by the number of beds in the room, enter the minimum number of beds wanted in the text-field to the right. The list now updates, to only show rooms with at least the specified number of beds.

As seen in the example to the right, after entering 2 in the text field, the list has updated and no longer shows the two *Single* rooms that had one bed each.

To cancel the current filtering, delete the number you entered in the text-field.

The screenshot shows a booking interface with the following elements:

- Pick a date:** Two date pickers showing 05.06.2022 and 09.06.2022, separated by a 'TO' label.
- Look for available rooms:** A button below the date pickers.
- Pick your room:** A section containing a table of available rooms.
- Room Table:**

Room	Type	Number of beds	Price pr. day	Total price
202	Fa...	4	950,00 DKK	3800,00 DKK
210	Dou...	4	650,00 DKK	2600,00 DKK
- Filter by room t...:** A dropdown menu currently set to 'All'.
- Filter by numbe...:** A text input field containing the number '2'.
- Filter by price:** Two input fields labeled 'From:' and 'To:'.
- Run price filter:** A button below the price filter fields.
- Main Menu** and **Book a room** buttons at the bottom right.

Filter by price:

When filtering by price, you have multiple options for how to filter:

Filter by a minimum price:

If you choose to only enter a value in the *From* field and click the “*Run price filter*”-button, the list will update to only show possible bookings with a total price (for the chosen date-interval) that is, at least, equal to the value entered.

Filter by maximum price:

If you only enter a value in the *To* field and click the “*Run price filter*”-button, the list will update to show all possible bookings with a total price (for the chosen date-interval) that is, at most, equal to the value entered.

Filter by price range:

If you enter values in both the *From* and *To* fields and click the “*Run price filter*”-button, the list will update to show all possible bookings with a total price (for the chosen date-interval) that is in the range of the two entered values (both values included).

Pick a date

05.06.2022 TO 09.06.2022

Look for available rooms

Pick your room

Room	Type	Number of beds	Price pr. day	Total price
210	Dou...	4	650,00 DKK	2600,00 DKK

Filter by room t... All

Filter by numbe...

Filter by price:
From: 1500 To: 3799

Run price filter

Main Menu Book a room

To stop filtering by price, simply delete the value(s) entered in the fields and click “Run price filter” again.

Book a conference room:

To book a conference room, click the “Book a conference room” button in the guest menu.

This opens a window consisting of two date-pickers used to select the length of your booking²⁰ and a table showing you the available rooms for the selected date-interval.

To search for a room to book, select a valid²¹ start- and end-date for your booking, and then click the “Look for available rooms”-button to update the list of rooms in the table that you can choose from.

Pick a date

30.05.2022 TO 01.06.2022

Look for available rooms

Pick your room

Room	Capacity	Price pr. day	Total price
C01	20	1750,00 DKK	3500,00 DKK
C02	15	1500,00 DKK	3000,00 DKK

Main Menu Book a room

To book a conference room, simply select a room from the list by clicking it, and then click the “Book a room” button and click OK in the pop-up.

At any point, you can click the “Main Menu” button to go back to the menu.

²⁰ When opening the window, the booking will, by default, be set to start on the current date and end two days later.

²¹ Valid meaning: Start-date can not be before the current date, end-date must be at least one day after start-date.

Overview of bookings:

Click “My Bookings overview” to open a list containing all bookings you have made.

Clicking the “Main Menu” button goes back to the menu.

Bookings				
ID	Start Date	End Date	Room	Status
3	2022-07-11	2022-07-17	210	Booked
7	2022-05-30	2022-06-01	303	Booked
6	2022-05-30	2022-06-01	210	In progress

Room details

Cancel Booking

Main Menu

Booking details:

Select the booking whose details you want to see by clicking on it. When you click on a booking, the “Room details” button becomes active, and if you click that, a window with information about the booking will open.

Cancel a booking:

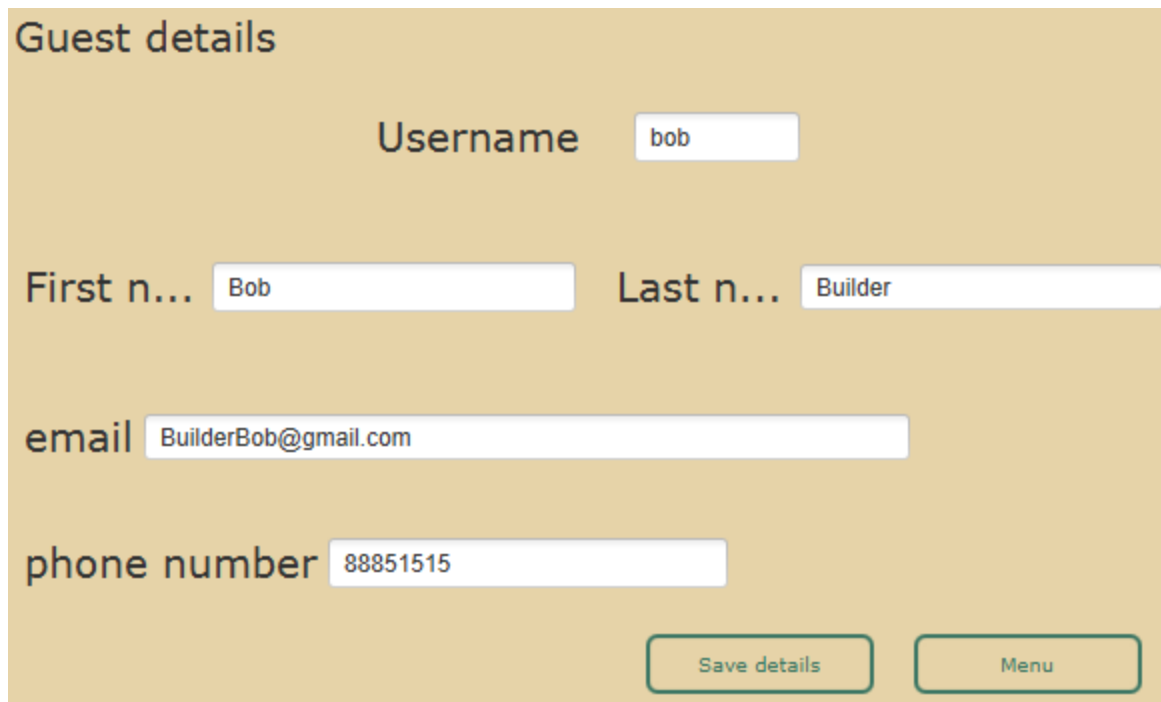
Select the booking you wish to cancel by clicking on it. If cancellation of the booking is possible²², the “Cancel Booking” button will become active, and when you click it, a confirmation window will appear. Proceed through this to cancel the booking.

²² It is only possible to cancel a booking that has not yet started – e.g., has a status of “Booked”.

Edit personal information:

Click the “*My Personal details*” button, to open a window containing your personal information with the possibility of changing your name, email, and phone number.

Clicking the “*Menu*” button takes you back to the menu.



The screenshot shows a form titled "Guest details" on a light beige background. The form contains the following fields and labels:

- Username**: A text input field containing the value "bob".
- First n...**: A text input field containing the value "Bob".
- Last n...**: A text input field containing the value "Builder".
- email**: A text input field containing the value "BuilderBob@gmail.com".
- phone number**: A text input field containing the value "88851515".

At the bottom right of the form, there are two buttons: "Save details" and "Menu".

To edit, simply overwrite the contents of the field you want to change with the changes. If any changes are not valid²³, a message will show in the bottom of the window.

²³ The entered information can be invalid if the following are not met: All fields must be filled, email must contain both . and @ and phone number must contain 8 digits.

Support:

In case of need, you can contact the developers, Group 5, via email:

Nina Anna Wrona	315202@via.dk
Justina Ieva Bukinaite	315199@via.dk
Karolis Sadeckas	315225@via.dk
Christian Hougaard Pedersen	315269@via.dk