Accomi
Accommodation
Management Software Support

Developed by David Jin

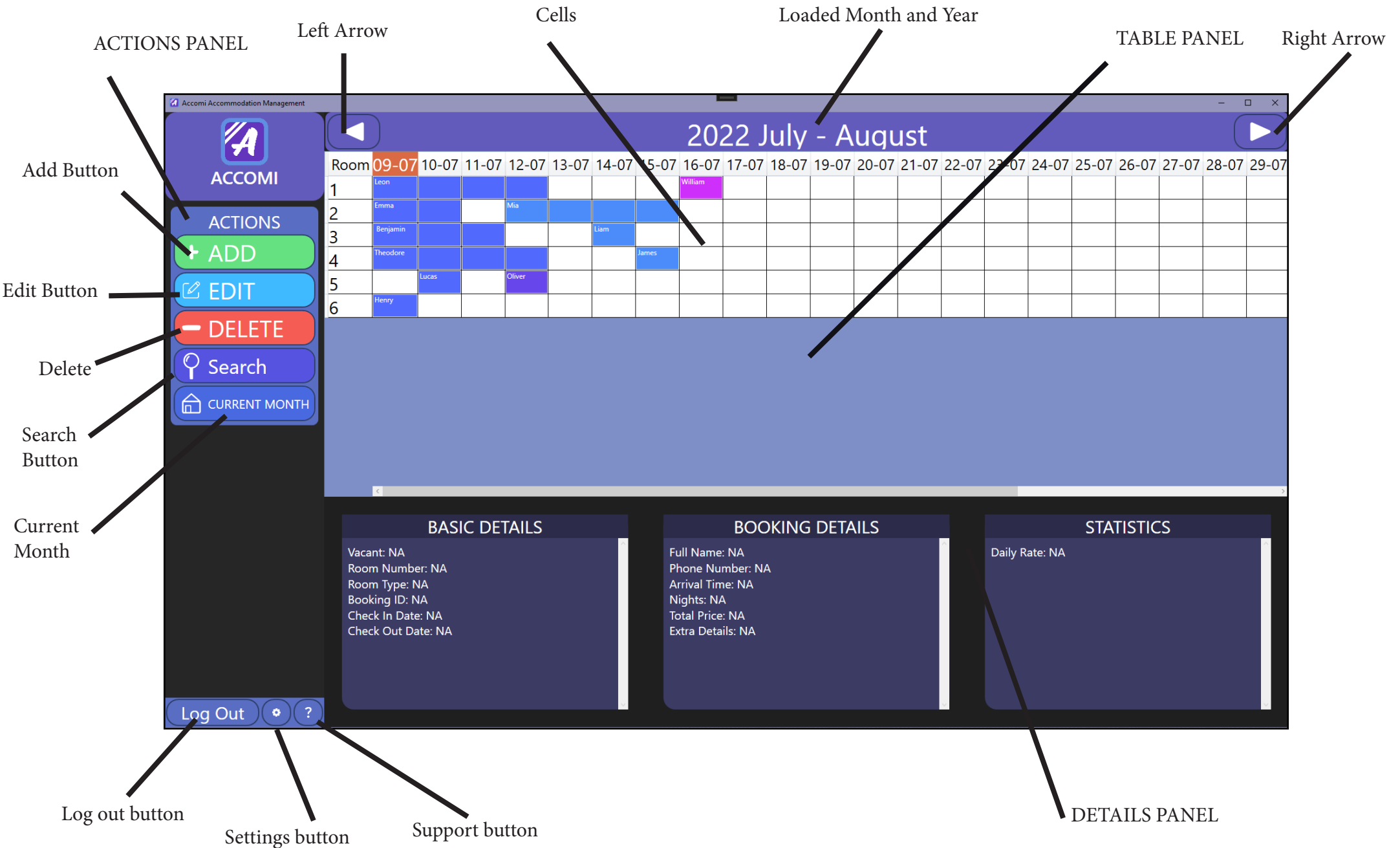CONTENTS

Quick Reference Card

Commands	Actions
Add Button (on main user interface)	Opens up the booking entry window to create a new booking in the selected cell.
Edit Button (on main user interface)	Opens up the edit booking entry window to edit the booking in the selected cell.
Delete Button (on main user interface)	Deletes the booking in the selected cell.
Search Button (on main user interface)	Opens a calendar prompt to select a date to jump to.
Current Month Button (on main user interface)	Jump back to the current date.
Log Out Button (on main user interface)	Logs the user out of the program.
Settings Cog Button (on main user interface)	Opens up the settings window.
Question Mark Button (on main user interface)	Opens up software manual.
Left Arrow Button (on main user interface)	Load previous set of dates.
Right Arrow Button (on main user interface)	Load next set of dates.
Cells On Table (on main user interface)	When a cell is selected in the table it would turn orange, and available actions will be shown in the actions panel and details shown in the details panel below.
Edit Rooms Button (on settings interface)	Opens up edit rooms prompt where the user can change the current room types or delete rooms.
Add Room Button (on settings interface)	Opens up the new room prompt where the user can add new rooms to the system.
Load Backup Button (on settings interface)	Opens up file explorer to load a backup file or another accommodation file.
Change Password Button (on settings interface)	Prompts the user to change the login password
Random Cell Check box (on settings interface)	When checked, bookings on the table will be shown in different colours.
Columns Shown Text Box (on settings interface)	The entered number indicates t he amount of dates are shown in the table.

Main User Interface Diagram

ACTIONS PANEL

Left Arrow

Cells

Loaded Month and Year

TABLE PANEL

Right Arrow

Add Button

Edit Button

Delete

Search Button

Current Month

Accomi Accommodation Management

2022 July - August

Room	09-07	10-07	11-07	12-07	13-07	14-07	15-07	16-07	17-07	18-07	19-07	20-07	21-07	22-07	23-07	24-07	25-07	26-07	27-07	28-07	29-07
1	Leon							William													
2	Emma			Mia																	
3	Benjamin					Liam															
4	Theodore						James														
5		Lucas		Oliver																	
6	Henry																				

ACTIONS

+ ADD

✎ EDIT

— DELETE

🔍 Search

🏠 CURRENT MONTH

Log Out   ⚙   ?

BASIC DETAILS

Vacant: NA
Room Number: NA
Room Type: NA
Booking ID: NA
Check In Date: NA
Check Out Date: NA

BOOKING DETAILS

Full Name: NA
Phone Number: NA
Arrival Time: NA
Nights: NA
Total Price: NA
Extra Details: NA

STATISTICS

Daily Rate: NA

Log out button

Settings button

Support button

DETAILS PANEL

Booking Entries Interface Diagram

Save Button

Edit Booking Window

Edit Booking Entry - Room 1 Queen Room

Save

First Name Entry

First Name

Leon

Surname Entry

Surname

Kepler

Phone Number Entry

Phone Number

123 456 789

Check-In Time Entry

Check-In Time

4PM

Extra Details Entry

Extra Details

Requires disabled toilets

Check-In Date

Check-In: 9/07/2022

Check-Out Date

Check-Out: 13/07/2022

Number of Nights: 4

Daily Rate Entry

Daily Rate: 125

Total: $500
GST: $50
Total Without GST: $450

Price Statistics

Note: Only check-in date, check-out date and daily rate needs to be filled out to create a booking

Settings Interface Diagram

Save Button

SettingsWindow

Accomi Settings

Save

Settings

Random Cell Colours Checkbox

Random Cell Colours: ☑
Columns Shown: 30

Columns Shown

Actions

Edit Rooms

Edit Rooms

Add Room

Add Room Button

Load Backup

Load Backup Button

Change Password

Change Password Button