⬜ HotelMate - Guest Profiles

1. Accessing Guest Profiles

- From the left-hand sidebar, under **Reservation**, click **Guest Profile**.
- This opens the **Guest Profiles dashboard**, where you can view all guest records.

2. Viewing Guest Records

The Guest Profile list displays:

- **Passport Number** – Guest's passport or ID (if available).
- **Name** – Full name of the guest.
- **Phone** – Contact number of the guest.
- **Country** – Guest's country of origin.
- **Email** – Registered email address.
- **Action** – Options to edit guest details.

⬜ You can also **filter or search** guest records:

- **Search bar** – Find guests by name, passport, country, or email.
- **Filter by Country** – Narrow down records based on the guest's country.
- **Filter by Email** – Quickly locate guests linked with a specific email address.

3. Editing a Guest Profile

1. Click on the **Edit (pencil) icon** under the **Action** column of a guest record.
2. The **Edit Guest Profile panel** will appear on the right side.
3. Update the required fields:
   - o **Guest Name** – Full legal name.
   - o **Phone** – Valid contact number.
   - o **Email** – Active email address.
   - o **Country** – Select/update the country of residence.
   - o **Passport Number** – Enter or update passport/ID number.
4. Once all details are correct, click **Save**.