# Help Function : Hotel Management System

# 1   Logging In

**Purpose:** Access the system to manage guests, employees, rooms, jobs, bookings, and more.

**Steps:**

1. Open the Hotel Management System application.
2. Enter your username and password in the login fields.
3. Click "Login" to access the Main Form.
   - If it is your first time logging into the system, please use your default password that the administrator gave you. You will be prompted to change your password. Please enter a password that follows the following password policies:
     - Must be between 8-12 digits
     - Must contain at least 2 numeric values
     - Must contain at least 1 special character
   - If a user has forgotten their password, please contact the helpline for further support.

**Expected Outcome:** You will be directed to the Main Form where you can navigate to different modules of the system based on your role – Admin, Clerk or Normal Employee staff member.

# 2   Main Form

**Purpose:** Navigate to various sections of the application.

**Features:**

- **Manage Guests:** Click to access the Manage Guests Form.
- **Manage Employees:** Click to access the Manage Employees Form.
- **Manage Rooms:** Click to access the Manage Rooms Form.
- **Manage Jobs:** Click to access the Manage Jobs Form.
- **Manage Bookings:** Click to access the Manage Bookings Form.
- **Check-In Guest:** Click to access the Check-In Form.
- **Check-Out Guest:** Click to access the Check-Out Form.
- **Generate Reports:** Click to access the Reports Form.

**Expected Outcome:** Navigate to the selected form to perform tasks related to that module.

# 3   Manage Guests Form

**Purpose:** Add, edit, or delete guest information.

**Steps:**

1. **Add Guest:**
   - Enter guest details in the provided fields
   - Click the "Add Guest" button.
2. **Edit Guest:**

- o Select a guest from the DataGridView.
- o Modify the guest details as needed.
- o Click "Edit Guest."

3. **Delete Guest:**
   - o Select a guest from the DataGridView.
   - o Confirm that Guest Details to be deleted are correct.
   - o Click "Delete Guest."
   - o Confirm the deletion.
   - o Delete is restricted if guest is associated with booking

4. **Cancel:**
   - o Click "Cancel" to return to the Main Form without making changes.

**Expected Outcome:** The guest's information is either added, updated, or removed from the system.

# 4 Manage Employees Form

**Purpose:** Add, edit, or delete employee information.

**Steps:**

1. **Add Employee:**
   - o Enter employee details.
   - o Select Employee role.
   - o Select Employee job.
   - o Click the "Add Employee" button.

2. **Edit Employee:**
   - o Select an employee from the DataGridView.
   - o Modify the employee details as needed.
   - o Click "Update Employee" button to update the information.

3. **Delete Employee:**
   - o Select an employee from the DataGridView.
   - o Confirm that Employee Details to be deleted are correct.
   - o Click "Delete Employee."
   - o If Employee is associated with a room, it will be set to null.

4. **Cancel:**
   - o Click "Cancel" to return to the Main Form without making changes.

**Expected Outcome:** Employee information is updated, added, or deleted as required.

# 5 Manage Rooms Form

**Purpose:** Manage room details.

**Steps:**

1. **Add Room:**
   - o Enter room details.
   - o Click "Add Room."
2. **Edit Room:**
   - o Select a room from the DataGridView.
   - o Modify room details.
   - o Click "Update Room." Button to update room information.
3. **Delete Room:**
   - o Select a room the DataGridView.
   - o Click "Delete Room." button to delete room.
   - o Delete will be restricted if there is a booking associated with the room
4. **Cancel:**
   - o Click "Cancel" to discard changes and return to the Main Form.

**Expected Outcome:** Room details are updated, added, or removed.

# 6 Manage Jobs Form

**Purpose:** Manage job positions and details.
**Steps:**
1. **Add Job:**
   - o Enter job details
   - o Click "Add Job." Button
2. **Edit Job:**
   - o Select a job from the dataGridView.
   - o Modify job details.
   - o Click "Edit Job."
   - o Click "Save" to update the job information.
3. **Delete Job:**
   - o Select a job from the dataGridView.
   - o Confirm the deletion.
   - o Click "Delete Job."
   - o Delete will be restricted if an employee(s) is assigned to it

**Expected Outcome:** Job details are updated, added, or removed.

# 7 Manage Bookings Form

**Purpose:** Manage guest bookings.
**Steps:**
1. **Add Booking:**
   - o Enter booking details.

o   Click "Add Booking." Button.

2. **Edit Booking:**
   o   Select a booking from the dataGridView.
   o   Modify booking details.
   o   Click "Edit Booking."

3. **Delete Booking:**
   o   Select a booking from the datagridview.
   o   Confirm the deletion.
   o   Click "Delete Booking."

4. **Cancel:**
   o   Click "Cancel" to return to the Main Form without making changes.

**Expected Outcome:** Booking details are updated, added, or removed.

# 8  Check-In Form

**Purpose:** Check in a guest to the hotel.

**Steps:**

1. Enter the guest's details.
2. Select the arrival date using the Calendar.
3. Click "Check-In" to complete the check-in process.
4. If you need to return to the Main Form, click "Cancel."

**Expected Outcome:** Guest is checked in, and their details are updated in the system

# 9  Check-Out Form

**Purpose:** Check out a guest from the hotel.

**Steps:**

1. Enter the guest's details.
2. Select the departure date using the Calendar.
3. Click "Check Out" to complete the check-out process.
4. If you need to return to the Main Form, click "Cancel."

**Expected Outcome:** Guest is checked out, and their details are updated in the system.

# 10  Reports Form

**Purpose:** Generate various reports based on the data in the system.

**Steps:**

1. Select the type of report you wish to generate from the List.
2. Set the date range using the Calendar if applicable.
3. Click "Generate Report" to produce the selected report.

4. If you need to return to the Main Form, click "Cancel."

**Expected Outcome:** The selected report is generated and displayed.

## 11 Troubleshooting

**Common Issues:**

- **Application Not Starting:** Ensure that all necessary components are installed and the system meets the application's requirements.
- **Form Fields Not Saving:** Verify that all required fields are filled in correctly and there are no errors.
- **Navigation Issues:** Restart the application and try navigating again.

**Contact Support:**

- **Email:** support@group22.com
- **Phone:** 012 345 6789

## 12 Contact Information

For additional assistance or inquiries, please contact:

- **Email:** inquiries@group22.com
- **Phone:** 012 345 6789