



LODGE USER MANUAL

TechWave 2023

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REGISTERING NEW ACCOUNT

1. Navigate to register new account button.

9:31

LODGE

Email Address

Password

Login

Register new account

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2. Input Credentials

a. Staff

i. Input Credentials

9:35 ⚙️

⏪ Register account

Full Name
John Doe

User Type
Staff ▼

Email Address
john@gmail.com

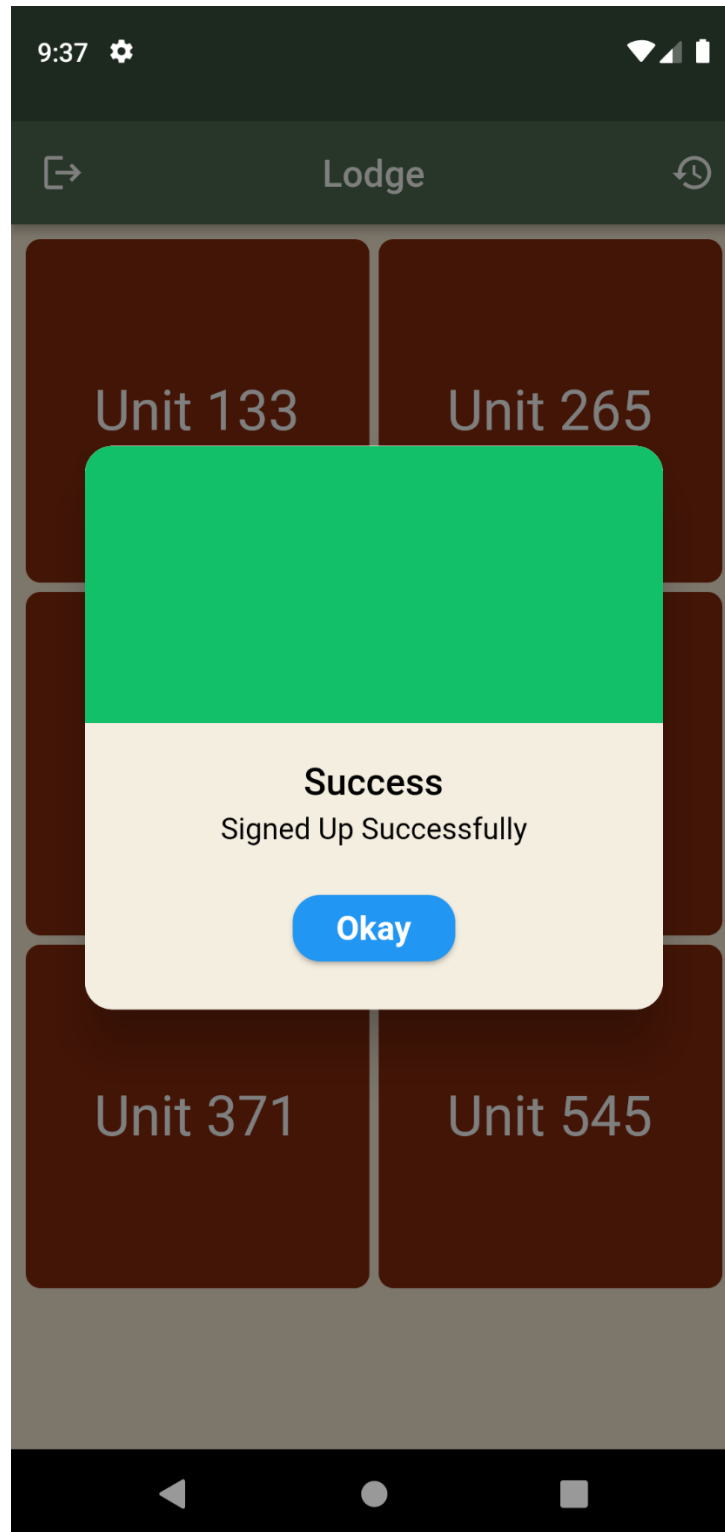
Password
..... 🔍

Re-type Password
.....

Register



- ii. After Signing up, app will redirect to staff home screen.





b. Admin

i. Input Credentials

9:41

< Register account

Full Name
Ah Heewong

User Type
Admin

Email Address
ahn@gmail.com

Password
.....

Re-type Password
.....

Register

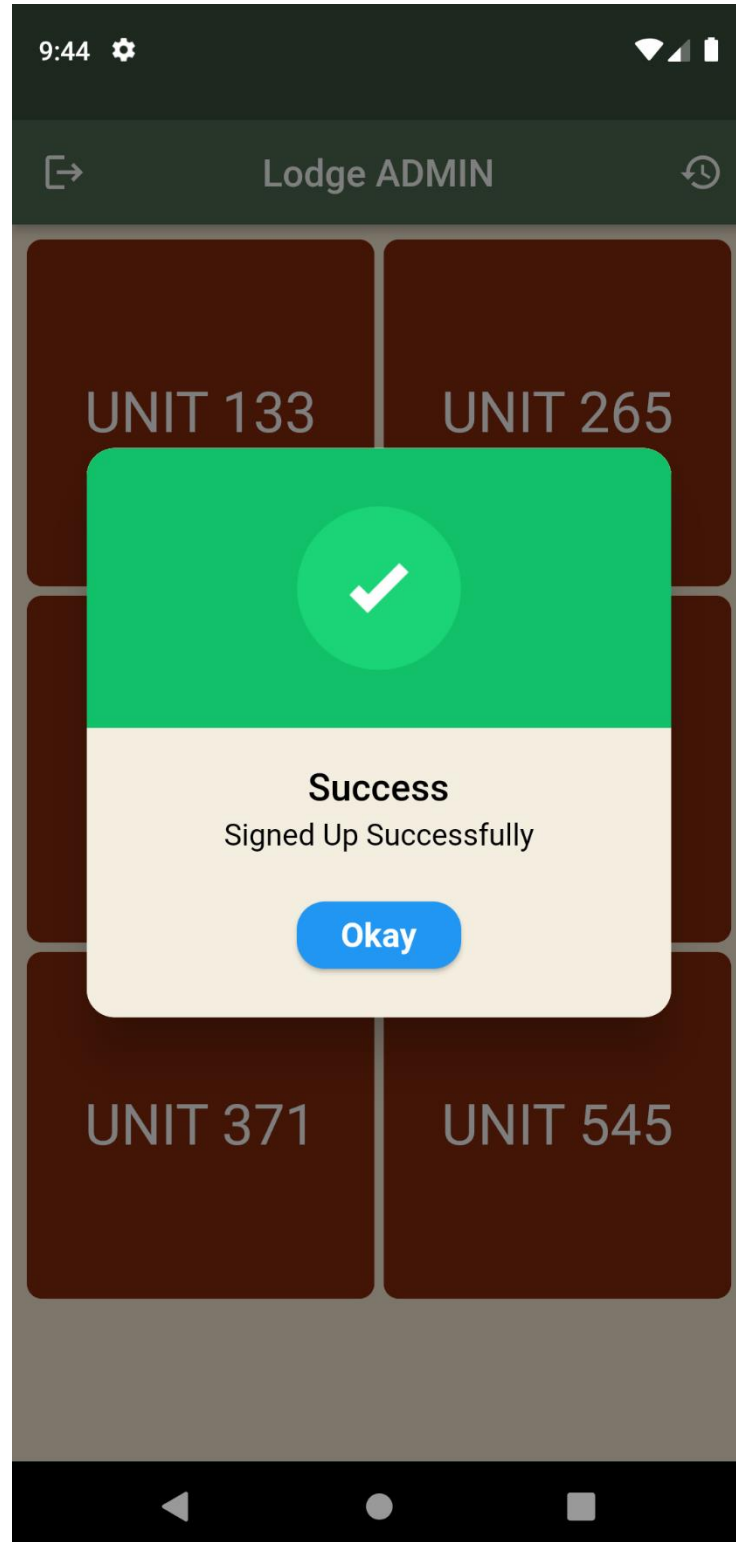


ii. Input PIN: 1216 (PIN can be change in database)

A screenshot of a mobile application's registration screen. The background is a dark grey with a green header bar containing a back arrow and the text "Register account". Below the header are several input fields: "Full Name" with the value "Ah Heewong", "User Type" with a dropdown menu showing "Admin", "Email Address" with the value "ahr...", "Password" with masked dots, and "Repeat Password" with masked dots. A white modal dialog is centered on the screen with the title "Please Input Verification Pin". Inside the modal is a "Pin" input field with a blue border and four dots. At the bottom of the modal are two buttons: "Cancel" and "Submit". The status bar at the top shows the time "9:43", a settings gear icon, and signal/battery icons. The Android navigation bar is at the bottom.



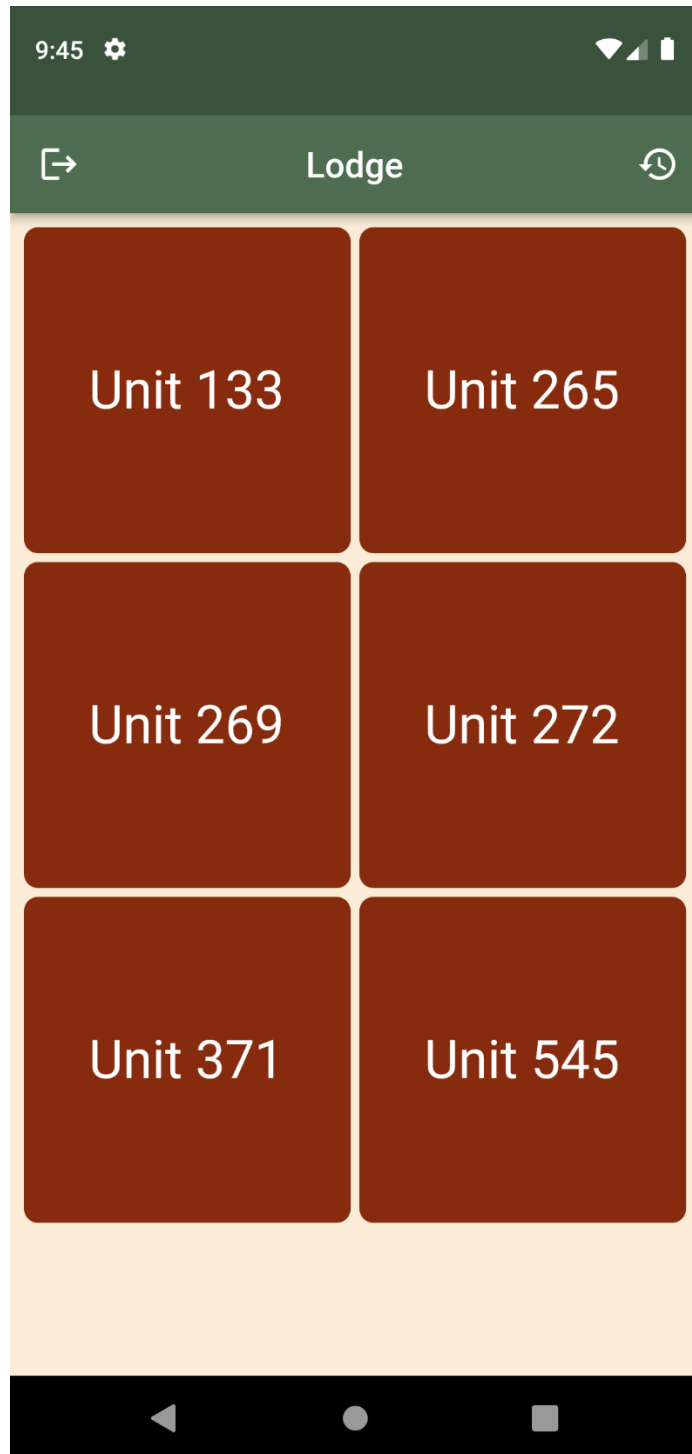
- iii. After Signing up, app will redirect to admin home screen.





VIEWING AND EDITING OF SCHEDULES FOR STAFF USERS

1. Navigate to a Unit





2. Overall Calendar viewing

9:50

Unit 133 Bookings

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
					Davy Jones	Mary »
17	18	19	20	21	22	23
« Mary		Jessica Perez				
24	25	26	27	28	29	30
31	1	2	3	4	5	6

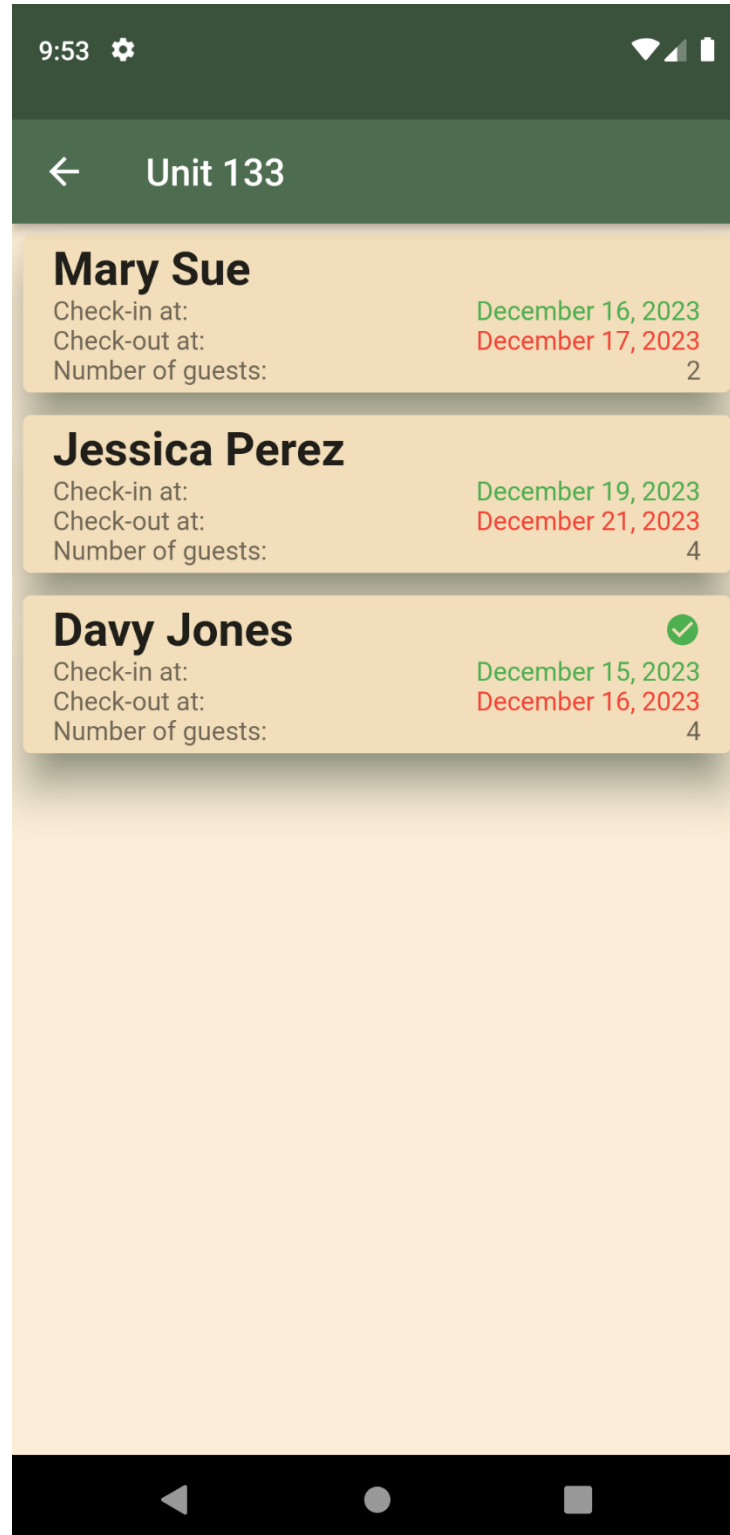


3. Navigate to Bookings tab



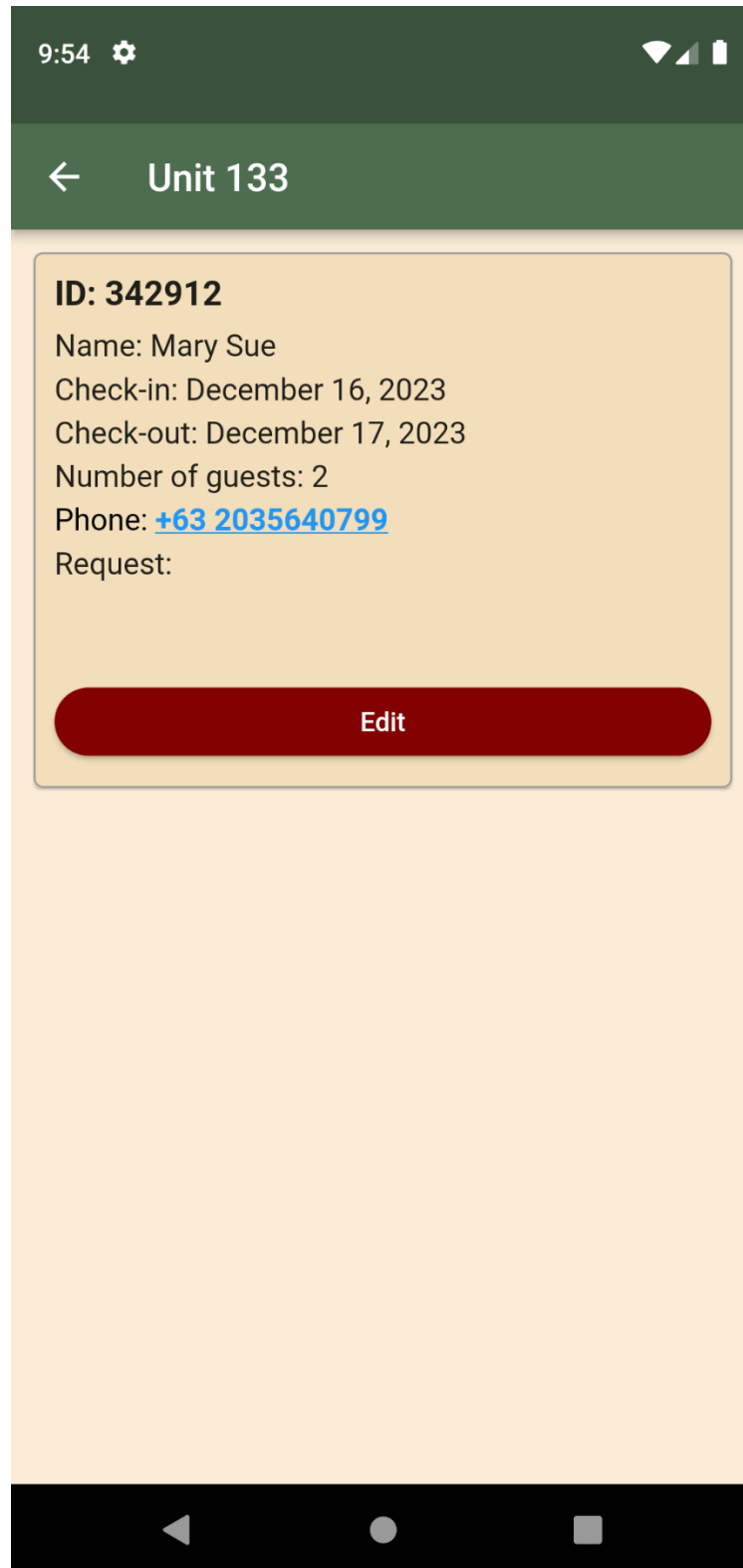


4. View all bookings with check mark indication whether the booking date has already passed.





5. Clicking any booking will direct to full booking details.





6. Staff can only edit number of guests and requests inputs.

9:55 ⚙️

← Unit 133

ID
342912

Name
Mary Sue

Number of Guests
2

Phone
+63 2035640799

Request

Save



VIEWING, ADDING, EDITING, AND DELETING SCHEDULES FOR ADMIN

1. Navigate to any Units





2. Overall Calendar viewing





3. Click add button to add booking.





4. Add booking details

9:59

Add new booking

Name
Test

Check-in Date
January 03, 2024

Check-out Date
January 06, 2024

Add Booking Schedule

Number of guests
2

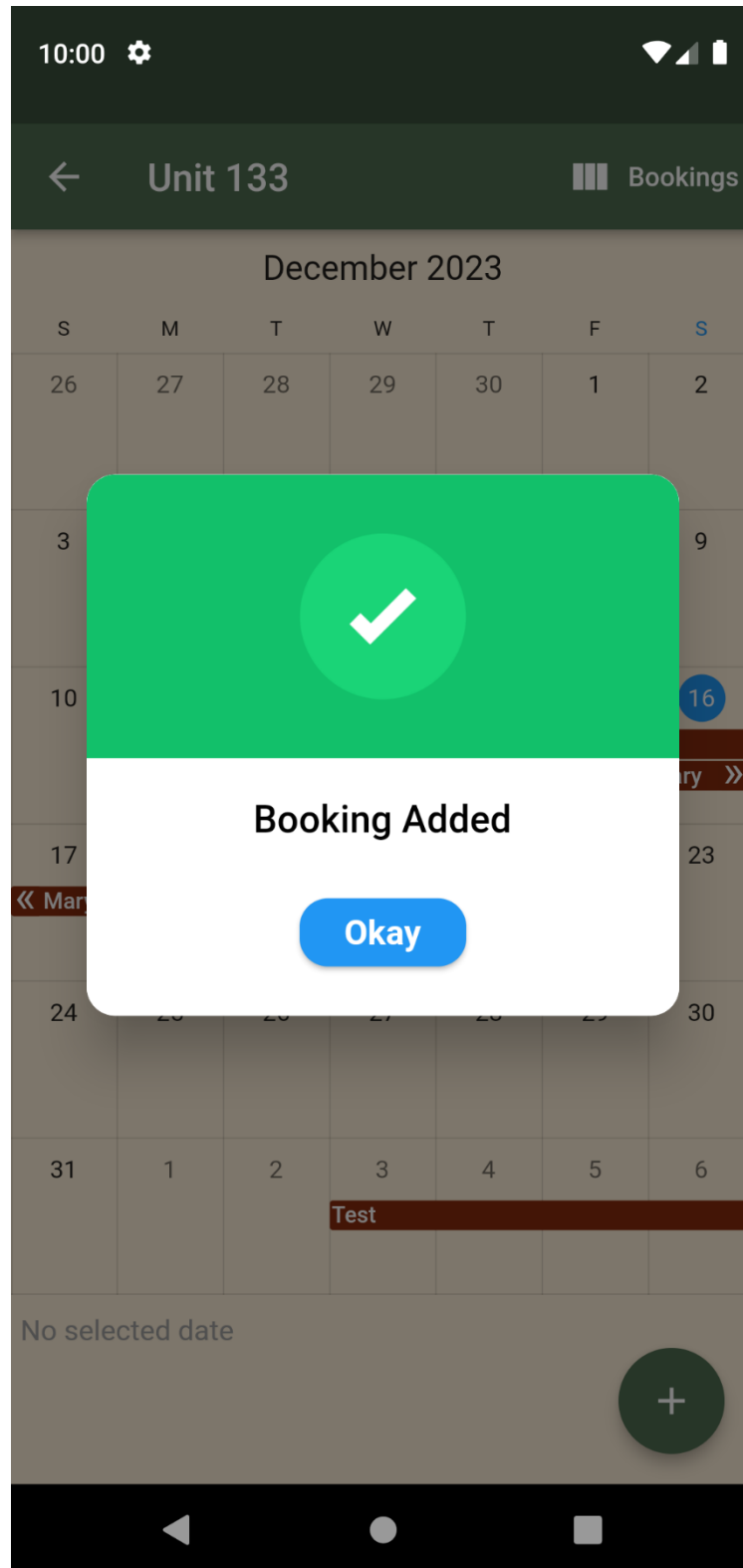
Phone Number
+63 2035640799

Requests

Cancel **Ok**



5. Booking added successfully



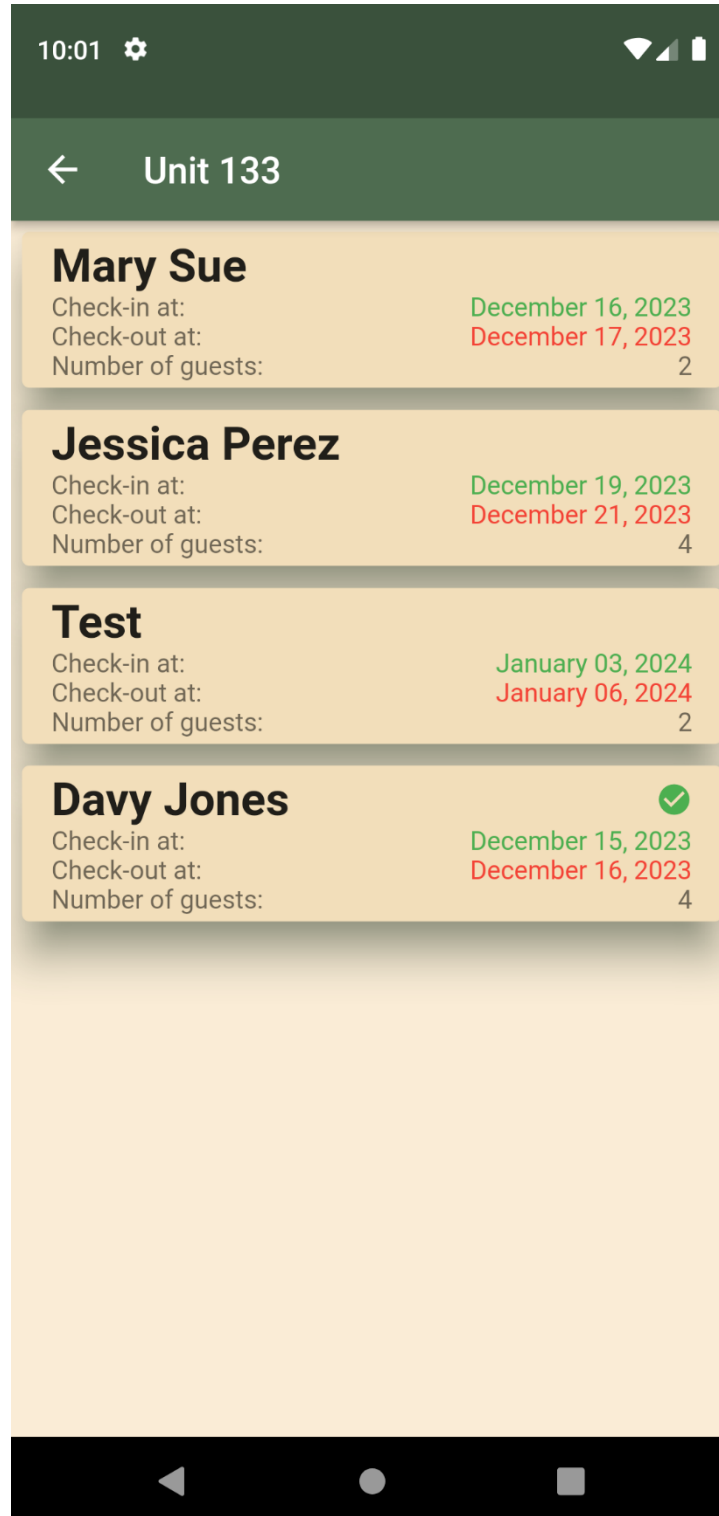


6. Go to bookings tab



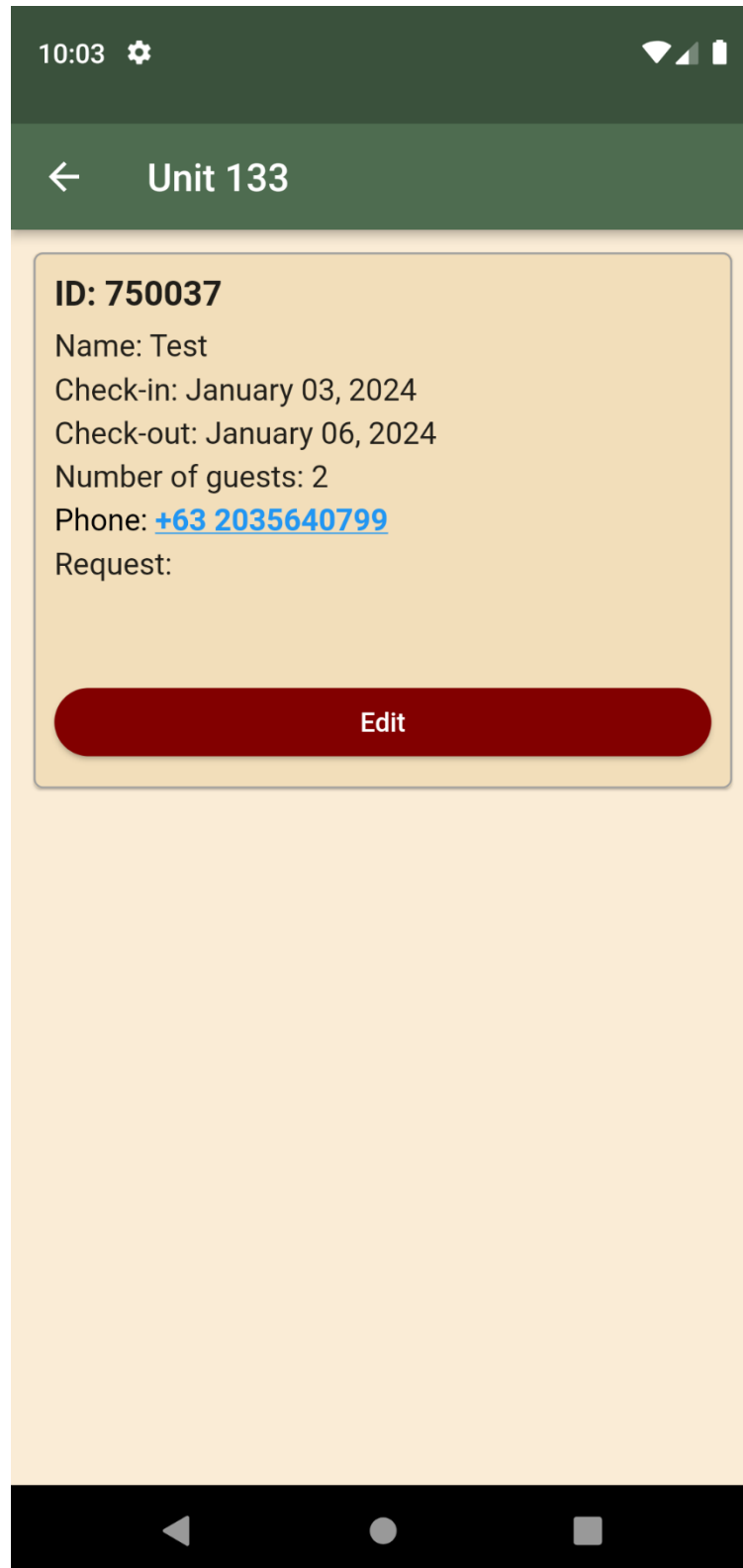


7. View all bookings with check mark indication whether the booking date has already passed.





8. Clicking any booking will direct to full booking details.





9. Admin Users can edit all booking input details.

10:05 ⚙️

← Unit 133

ID
750037

Name
Test

Number of Guests
2

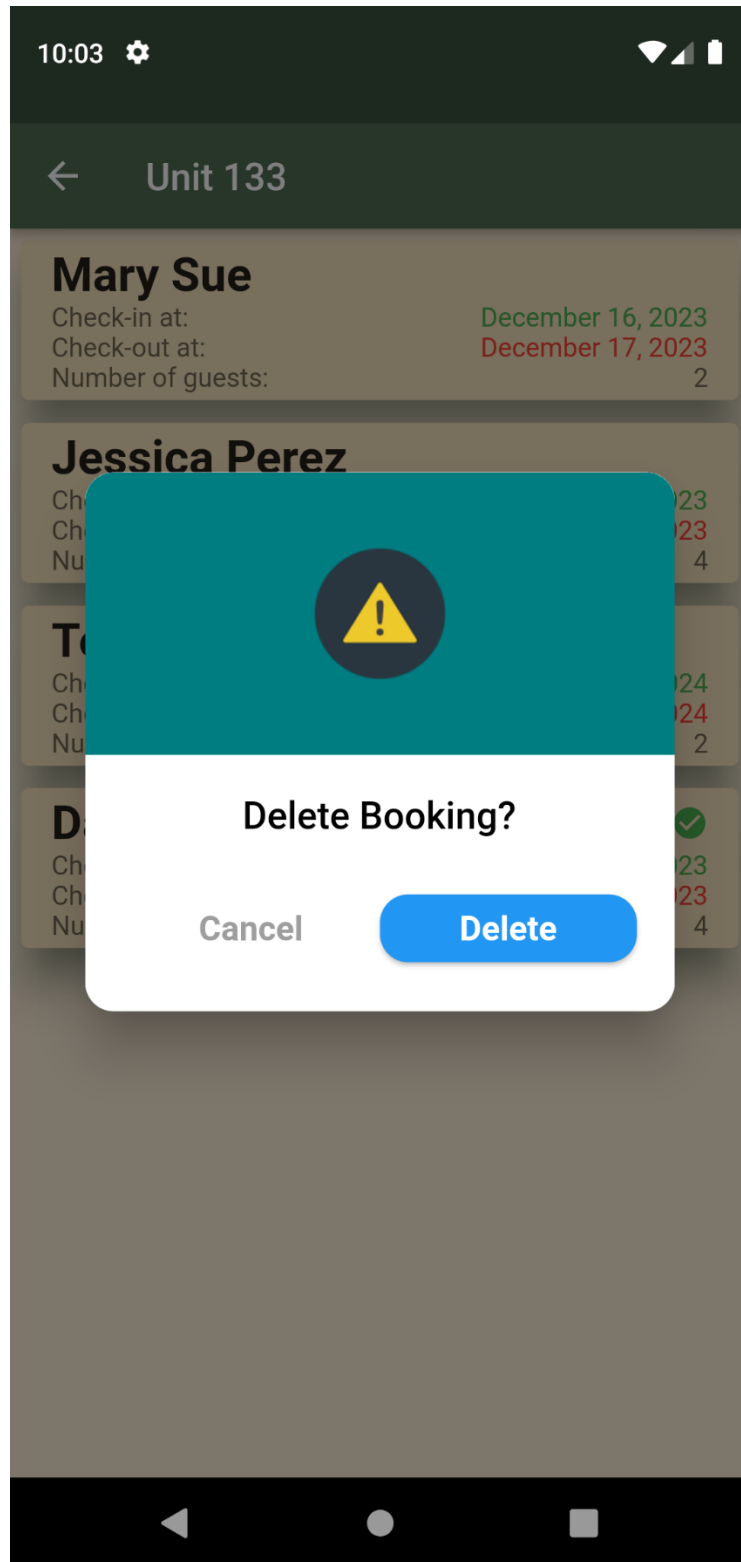
Phone
+63 2035640799

Request

Save



10. Press and hold booking to delete/cancel booking.





CHECKING HISTORIES TAB

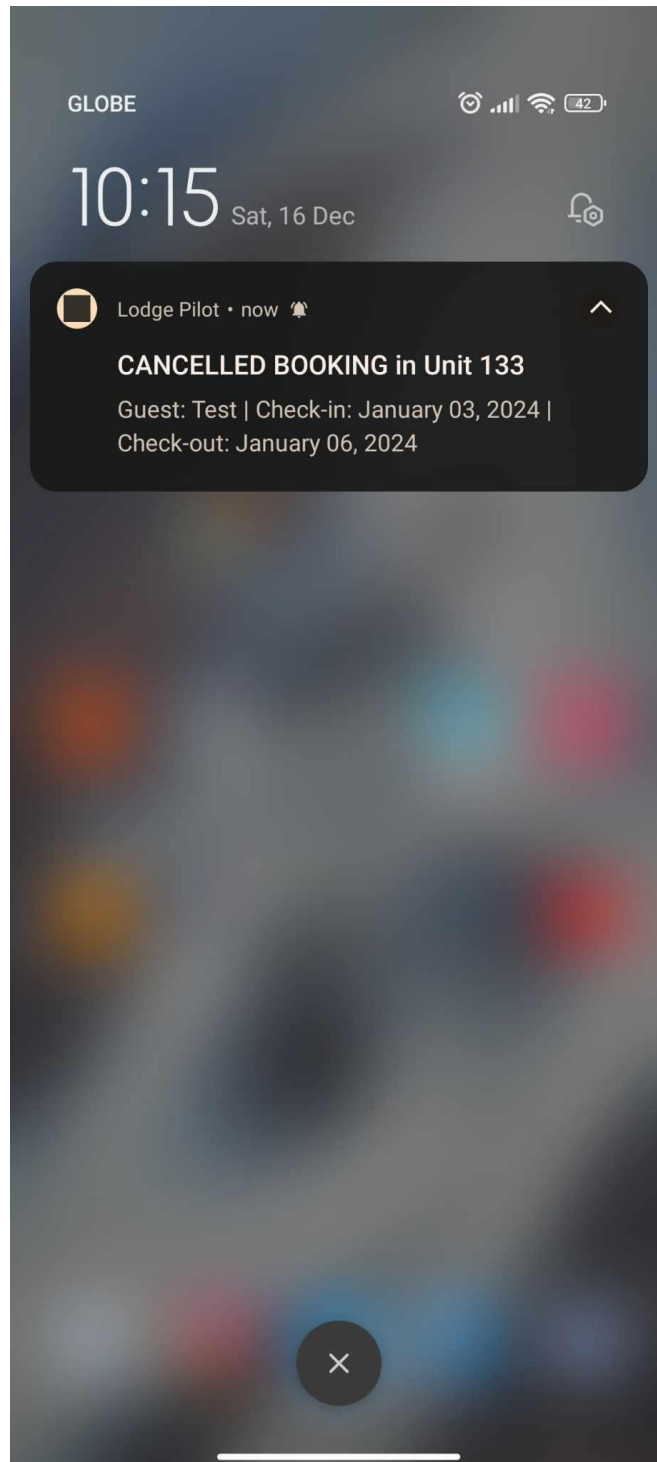
1. Navigate to Histories tab.





--- OR ---

1. Click Notifications.





2. Viewing of histories of bookings.

