User Manual :

Hotel Booking System

Table of Contents

1.0 Introduction

This user manual offers a comprehensive guidance for guests and administrators on how to use the hotel booking system. The system is designed to streamline hotel reservations, guest and overall room management.

2.0 System Requirements

- Browser: Latest version of Google Chrome, Firefox, Safari
- Stable internet connection
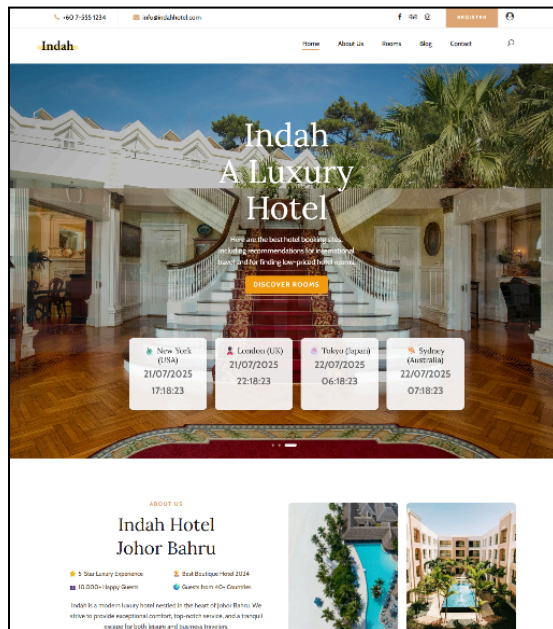- Device: Desktop, laptop, tablet, or mobile device

3.0 User Roles

- Guest: Can register, log in, browse rooms, make bookings, view summary, and submit feedback
- Admin: Can log in to manage room inventory, view bookings, update booking statuses, and generate reports

4.0 Guest Guide

4.1 Register a New Account

1. Go to the homepage.

2. Click on the "Account" icon

3. Fill in the registration form with:
   - Full name
   - Email address
   - Password

4. Click "Submit"

5. You will be redirected to the login page upon successful registration

4.2 Log In

1. Go to login page

2. Enter your email and password

3. Click "Login"

4.3 Booking a Room

1. After logging in, go to dashboard

2. Click on "My Bookings"

3. Enter name, email, check-in-date, check-out-date, number of guests, and number of rooms

4. Confirm details and click on "Submit Booking"

4.4 View Booking History and Invoice

1. After logging in, go to dashboard

2. Click on "My Bookings"

3. View the details

4.5 Delete a Booking

1. After logging in, go to dashboard

2. Click on "My Bookings"

3. View the details

4. Click on "xxx" button

4.5 Edit Profile Details

1. After logging in, go to dashboard

2. Click on "Profile Settings"

3. Enter full name or email

4. Click on "Update Profile" button

Profile Settings

Full Name

John Doe

Email

example@email.com

Update Profile

4.6 Submit Feedback or Complaint

1. After logging in, go to dashboard

2. Click on "Feedback"

3. Enter name, email, and feedback

4. Click on "Submit Feedback" button

Suggestions & Complaints

Your Name | Your Email

[Enter your name] [Enter your email]

Your Feedback

[Enter your feedback]

[Submit Feedback]

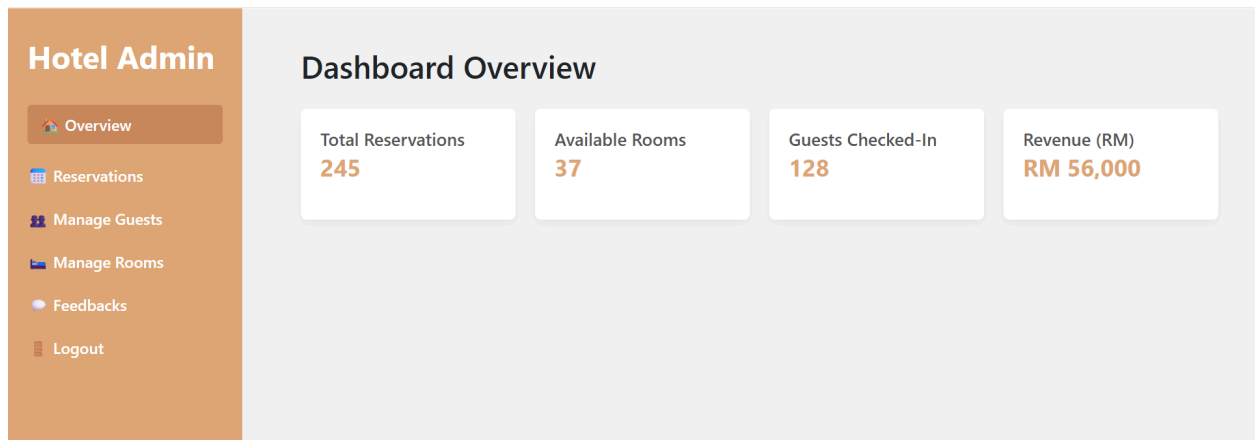**4.7 Logout**

1. Click on "Logout"

5.0 Admin Guide

5.1 Login as Admin

1. Go to login page

2. Enter your email and password

3. Click "Login"
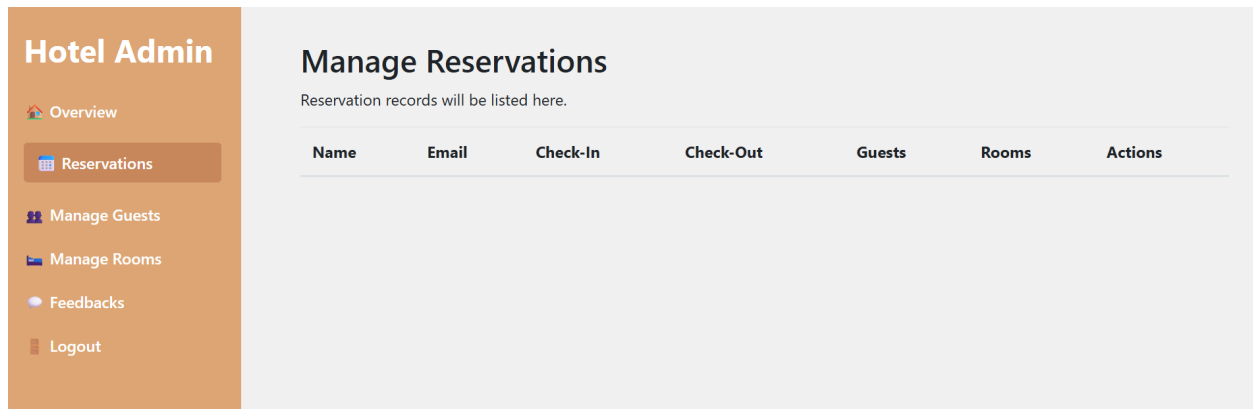
5.2 Dashboard Admin

1. After logging in, go to dashboard

2. Click on "Overview"

5.3 Manage Reservations

1. After logging in, go to dashboard

2. Click on "Reservations"

Hotel Admin

- Overview
- Reservations
- Manage Guests
- Manage Rooms
- Feedbacks
- Logout

Manage Reservations

Reservation records will be listed here.

Name	Email	Check-In	Check-Out	Guests	Rooms	Actions

5.4 Manage Guests

1. After logging in, go to dashboard

2. Click on "Manage Guests"

3. Enter first name, last name, email, phone, check-in-date, and check-out-date

4. Click on "Add Guest"

Add New Guest

First Name

Last Name

Email

Phone

Check-In Date

dd/mm/yyyy

Check-Out Date

dd/mm/yyyy

Add Guest

5.5 View Current Guests

1. After logging in, go to dashboard

2. Click on "Manage Guests"

Existing Guests

First Name	Last Name	Email	Phone	Check-In Date	Check-Out Date	Status	Actions

5.6 Room Management

1. After logging in, go to dashboard

2. Click on "Manage Rooms"

3. Enter room number, room type, price, and vacancy status

4. Click on "Add Room"

Room Management

Add, update, or delete room records.

Room Number

Room Type

Price

Vacancy Status

Available

Add Room

5.7 View Current Rooms

1.   After logging in, go to dashboard

2.   Click on "Manage Rooms"

Existing Rooms

Room Number	Room Type	Price	Vacancy Status	Actions

5.8 View Guest Feedback

1.   After logging in, go to dashboard

2.   Click on "Feedbacks"

User Feedback

Name	Email	Feedback	Date Submitted	Actions

6.0 Troubleshooting

6.1 Form Not Submitting

Check all fields are filled and correctly formatted.

6.2 Booking Not Confirming

Ensure the check-in and check-out dates are valid.