

User Manual :

Hotel Booking System

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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

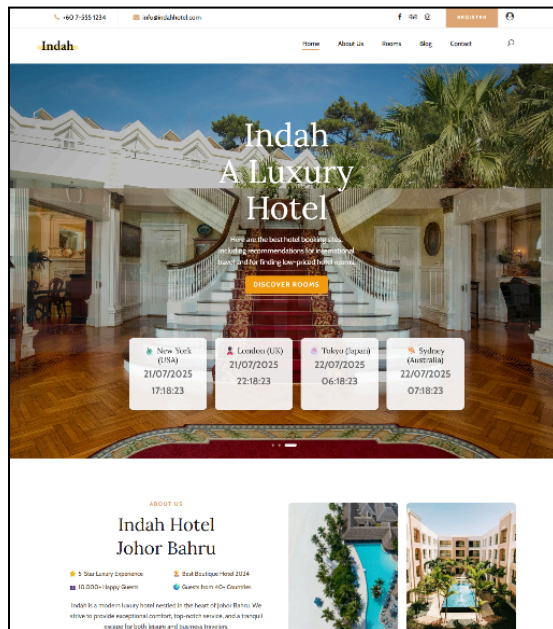
3.0 User Roles

- 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

Register an Account

Create your profile to manage bookings and enjoy exclusive member benefits.

First Name

Last Name

Email


Password

Confirm Password

Select Account Type:

☒ User

☐ Admin



4.2 Log In

1. Go to login page
2. Enter your email and password
3. Click “Login”

Login To Your Account
Access your dashboard and manage your bookings.

Email

userguest@gmail.com

Password

.....

LOGIN

Don't have an account? [Register here](#)

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”

My Dashboard

Overview

My Bookings

Profile Settings

Feedback

Logout

My Bookings

Your reservation history and upcoming stays will appear here.

Name:

Your full name

Email:

you@example.com

Check-In Date:

dd/mm/yyyy

Check-Out Date:

dd/mm/yyyy

Number of Guests:

Choose...

Number of Rooms:

Choose...

Submit Booking

Booking History

Name	Email	Check-In	Check-Out	Guests	Rooms	Actions
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4.4 View Booking History and Invoice

1. After logging in, go to dashboard
2. Click on “My Bookings”
3. View the details

My Dashboard

Overview

My Bookings

Profile Settings

Feedback

Logout

My Bookings

Your reservation history and upcoming stays will appear here.

Name:

Your full name

Email:

you@example.com

Check-In Date:

dd/mm/yyyy

Check-Out Date:

dd/mm/yyyy

Number of Guests:

Choose...

Number of Rooms:

Choose...

Submit Booking

Booking History

Name	Email	Check-In	Check-Out	Guests	Rooms	Actions
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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

Email

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
<input type="text" value="Enter your name"/>	<input type="text" value="Enter your email"/>
Your Feedback	
<input type="text" value="Enter your feedback"/>	
<input type="submit" value="Submit Feedback"/>	

4.7 Logout

1. Click on “Logout”



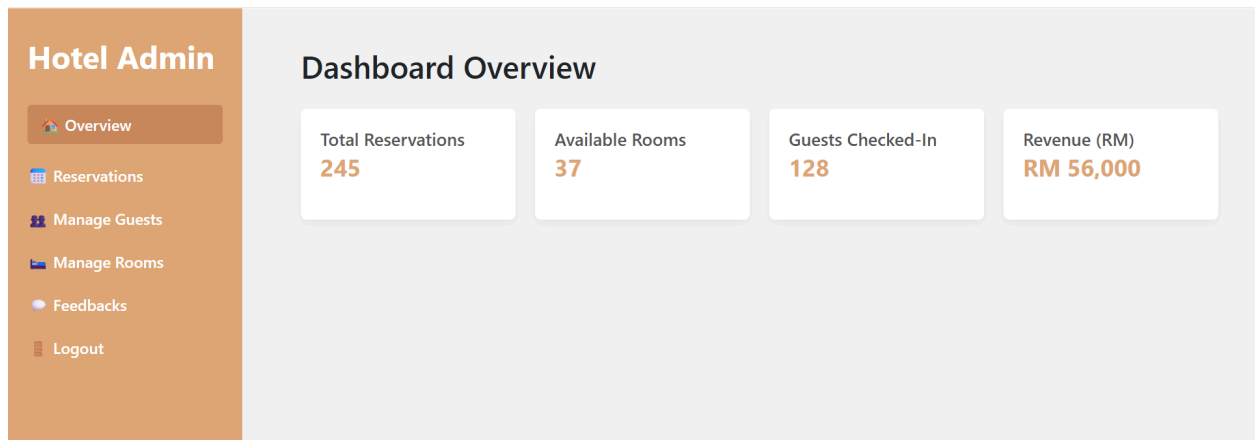
5.0 Admin Guide

5.1 Login as Admin

1. Go to login page
2. Enter your email and password
3. Click “Login”

5.2 Dashboard Admin

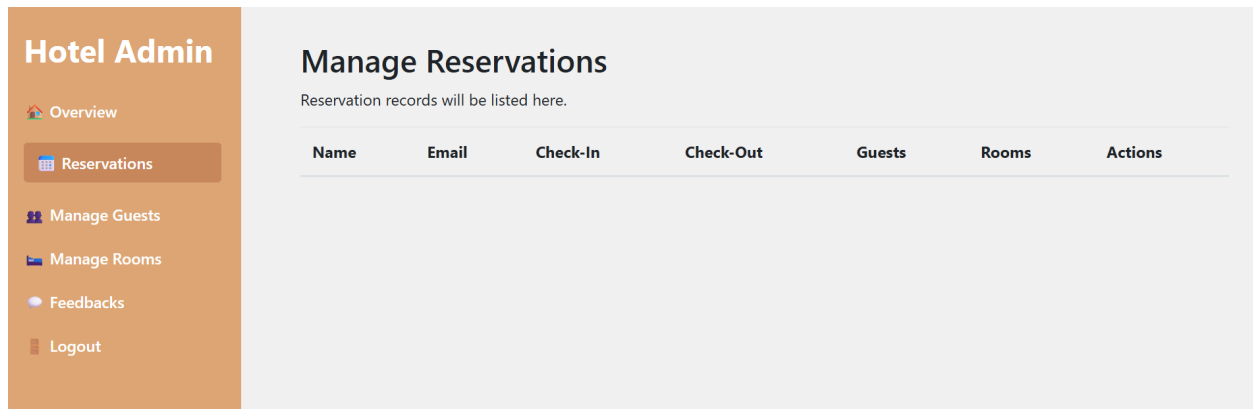
1. After logging in, go to dashboard
2. Click on “Overview”



5.3 Manage Reservations

1. After logging in, go to dashboard

2. Click on “Reservations”



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”

The screenshot shows a form titled "Add New Guest" on a light gray background. The form contains several input fields, each with a label above it: "First Name", "Last Name", "Email", "Phone", "Check-In Date", and "Check-Out Date". The "Check-In Date" and "Check-Out Date" fields include a date picker icon (a small square with a diagonal line) on the right side. At the bottom of the form is an orange button labeled "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.