



Hotel System

User manual

Semester project

TABLE OF CONTENTS

1. Introduction	2
2. Main window	3
2.1. Search bar	4
2.2. Buttons	5
2.3. Organizer	6
2.4. Information box	7
2.4.1. Additional fees	8
4. Booking	9
5. Edit	10
6. Check in	11
7. Check out	12

1. INTRODUCTION

Thank you for purchasing our advanced hotel booking system.

In the following pages you will find some tips on how to unlock the full potential of the application.

Please follow the guidelines and if you have questions that the following manual does not provide answers to, do not hesitate to contact us.

So you have made the right choice, you have chosen the best hotel system to date. What know? How can you take advantage of its functionality? Do not worry as the answers to your questions are among these pages.

The purpose of the manual is for you to get familiar with the capabilities of the software.

If you have some question about us, feel free to contact us. We are looking forward to your ideas or questions.

2. MAIN WINDOW

The screenshot shows the main window of a hotel management application. The window has a title bar with a 'Hotel' icon and standard window controls. The interface is divided into several sections:

- Search Section (Green border):** Located at the top left, it contains a 'Search' button and a text input field.
- Action Buttons (Blue border):** A vertical column on the left side containing buttons for 'Today', 'Available', 'Booked', 'Occupied', and 'Guests'.
- Room Organizer (Red border):** A list box in the center-left displaying a list of rooms and their prices, such as '1 Room Single 110€', '2 Room Single 110€', '3 Room Single 110€', '4 Room Double King 170€', '5 Room Double King 170€', '6 Room Double King 170€', '7 Room Double King 170€', '8 Room Double King 170€', '9 Room Double King 170€', '10 Room Double King 170€', '11 Room Double King 170€', '12 Room Double King 170€', '13 Room Double King 170€', '14 Room Double King 170€', '15 Room Double King 170€', '16 Room Double Twin 170€', '17 Room Double Twin 170€', '18 Room Double Twin 170€', '19 Room Double Twin 170€', and '20 Room Double Twin 170€'.
- Information Box (Orange border):** A large area on the right side for entering guest and room details. It includes fields for 'Room: 1', 'Type: Room', 'Number of guests: 0', 'Type of bed: Single', 'Arrival Date: None', 'Extra bed: No', 'Departure Date: None', 'Guests:', 'Name', 'Address:', 'Telephone:', 'Date of Birth:', 'Email:', and 'Passport:'. It also features an 'Additional fees' section with a text input and an 'OK' button.
- Navigation and Action Buttons (Blue border):** Located at the bottom right, it includes a page navigation control with '<', '1', and '>' buttons, and three main action buttons: 'Booking', 'Check In', and 'Check Out'.

The main window is the first thing you see when you run the program. Almost every action is executed from this window.

Green- Search box. (More info on page 4).

Blue- Action buttons. (More info on page 5).

Red- Organizer. (More info on page 6).

Orange- Information box. (More info on page 7).

Brown- Additional fees. (More info on page 8).

2.1. SEARCH BAR

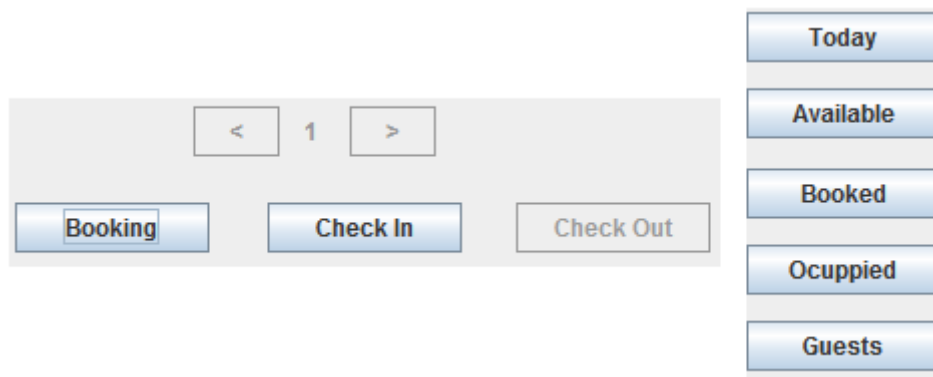
A search bar interface consisting of a light blue button labeled "Search" and a white text input field with a thin grey border, both set against a light grey background.

You can search for a room simply by entering a room number, name of a guest or a date into the text field and then pressing the "Search" button.

The result will be shown in the Organizer under this Search bar. If there are no results, you will be informed with an information message.

1. You can search by room number. For example: "12", the result will be only one room with number "12".
2. You can search by name. For example: "John" or "John Smith", the result will be all guests with this name and also all bookings on this name.
3. You can search for a room by date. For example: "15/11/2015-22/11/2015", the result will be all rooms that are free for the duration of these dates.

2.2. BUTTONS



"Today" button – Show a list of all of today's Check in and Check outs.

"Available" button – Show a list of all available rooms for today.

"Booked" button – Show a list of all bookings.

"Occupied" button – Show a list of all occupied rooms.

"Guest" button – Show a list of all guests.

"Booking" button – Opens a new window for booking. In the organizer, room has to be selected. (More info on page 9).

"Check In" button – Opens a new window for Check In. Available only if an available room or a booking with today's arrival is selected. (More info on page 11).

"Check Out" button – Opens a new window for Check out. Available only if an occupied room is selected. (More info on page 12).

"Edit" button – Opens a new window for Edit. Available only if a booking is selected. (More info on page 10).

"<" And ">" buttons – Available only if a room contains more than 1 guest. You can switch between guests and their information using these arrows.

2.3. ORGANIZER



The Organizer is a list of results from the search bar and the action buttons. This organizer can show lists of guests, bookings, rooms and more.

You can select a room, a booking or a guest from this list and all the information connected to this room or guest is shown in the information box (on the right side).

2.4. INFORMATION BOX

Room: 1	Type: Room
Number of guests: 1	Type of bed: Single
Arrival Date: 08/12/2015	Extra bed: No
Departure Date: 15/12/2015	
Guests: John Smmith	
Additional fees:	
<input type="text"/>	<input type="button" value="OK"/>
John Smmith	
Address: Street x	Telephone: 45 45 45 45
Date of birth: 10/12/1995	Email: example@domain.com
Passport:	

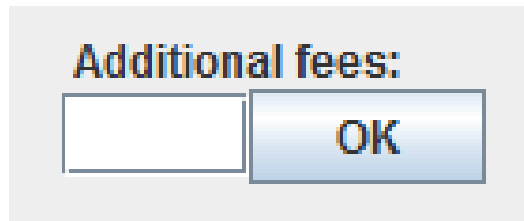
In the information box you can see all the information about the rooms and the guests.

Each room has a room number, a type, the guest's names and arrival and departure dates.

Then there is the "Additional fees" bar. More information below.

And the Guest's information where you can find the name, the contact information and the address.

2.4.1. ADDITIONAL FEES



A screenshot of a software dialog box. The title bar at the top reads "Additional fees:". Below the title bar, there is a text input field on the left and a blue button with the text "OK" on the right. The dialog box has a light gray background.

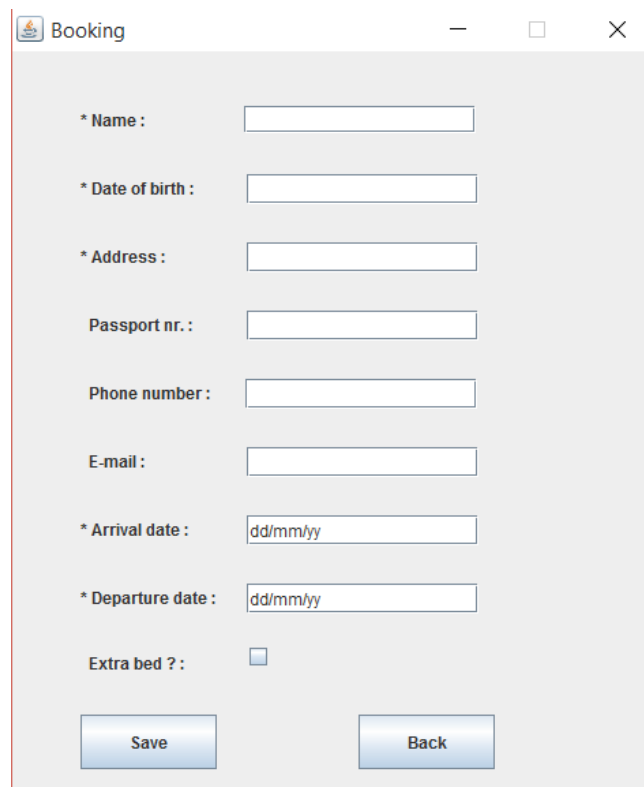
If the guests use additional services such as the minibar, you can add a price for that service and that price will be added to the Check Out total price.

If you write for example: "50", 50 Euros will be added.

Also you can write: "-50", 50 Euros will be removed from the total price.
(Discounts)

4. BOOKING

If you press the “Booking” button, a new window will appear.
There you need to put information about the booker.
Fields marked with * mark are necessary, the others are optional.
Dates have to be in format "dd/mm/yyyy".



The screenshot shows a window titled "Booking" with standard window controls (minimize, maximize, close). The window contains the following fields and controls:

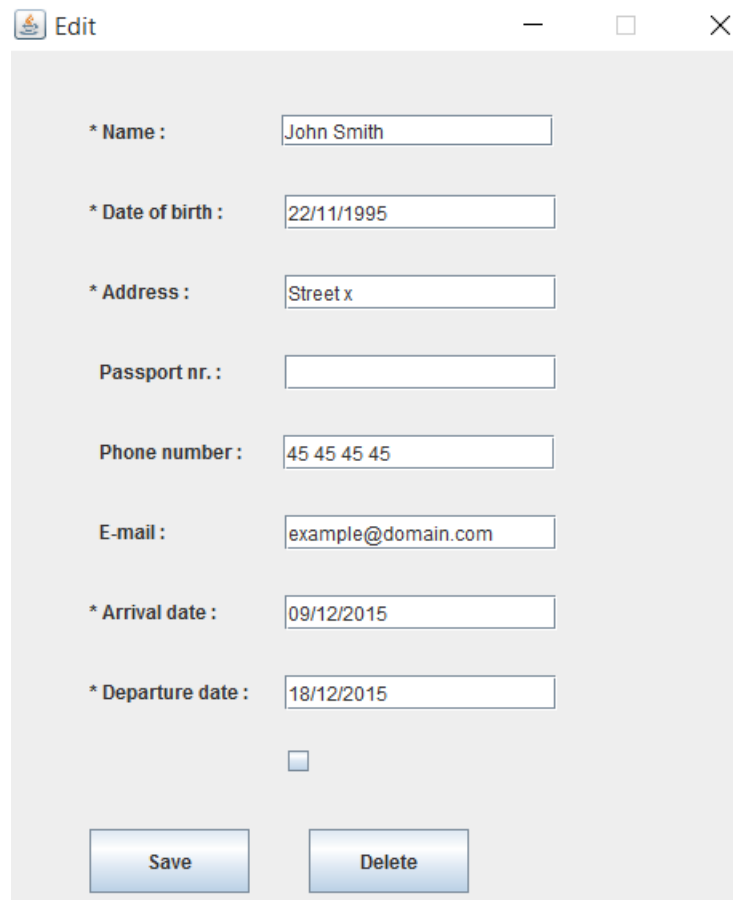
- * Name :
- * Date of birth :
- * Address :
- Passport nr. :
- Phone number :
- E-mail :
- * Arrival date :
- * Departure date :
- Extra bed ? : ☐
- Save button
- Back button

With the button “Save”, you will save this booking in the database.
With the button “Back”, you will return to the main window and nothing is saved.
If guest does not show up until 18:00 of the arrival day, the booking will be removed.

5. EDIT

If you have booked a room and you want to edit or delete it, you can select it from booked rooms list and click the button “Edit”.

A new window will appear:



The screenshot shows a window titled "Edit" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains a form with the following fields:

- * Name : John Smith
- * Date of birth : 22/11/1995
- * Address : Street x
- Passport nr. : (empty)
- Phone number : 45 45 45 45
- E-mail : example@domain.com
- * Arrival date : 09/12/2015
- * Departure date : 18/12/2015

Below the fields is a small, unchecked checkbox. At the bottom of the window are two buttons: "Save" and "Delete".

Text fields are already filled with “Old” information. You can change them and click on the button “Save” to save this booking with the new information or you can press “Delete” to delete this booking.

6. CHECK IN

If you want to Check In a booking or an available room, you can click on the button "Check In" and a new window will appear:

The screenshot shows a 'Check In' window with the following fields and controls:

	Guest1	Guest2
* Name :	<input type="text"/>	<input type="text"/>
* Date of birth :	<input type="text"/>	<input type="text"/>
* Address :	<input type="text"/>	<input type="text"/>
Passport nr. :	<input type="text"/>	<input type="text"/>
Phone number :	<input type="text"/>	<input type="text"/>
E-mail :	<input type="text"/>	<input type="text"/>
* Arrival date :	<input type="text" value="09/12/2015"/>	
* Departure date :	<input type="text"/>	
Extra bed ? :	<input type="checkbox"/>	

At the bottom, there are two buttons: 'Save' and 'Back'.

If you have selected an available room (Not booked), all fields except the arrival date will be blank.

Else, if you have selected booking, Guest1 will be filled automatically with the information from booking.

Arrival date is also filled out automatically.

When you click "Save", the room will be checked and booking will be removed.

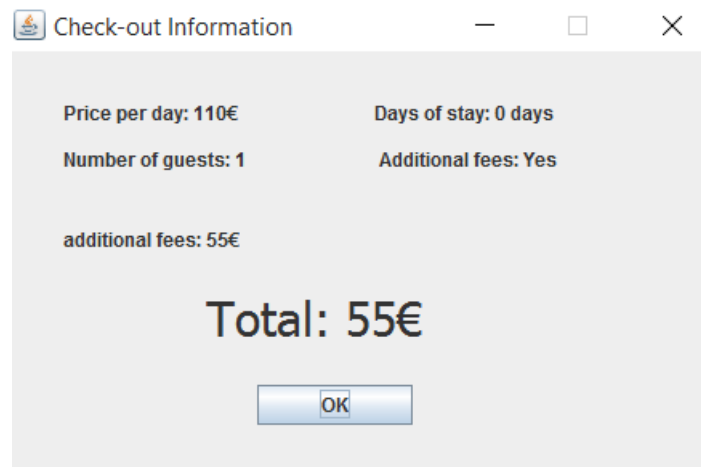
When you click "Back", you will return to the Main window and the room will still be only in a booked state.

7. CHECK OUT

When you want to Check Out guests you can click “Check Out” button. A window with confirmation will appear:



When you click on “No” you will be returned to the Main menu. Else if you click on “yes”, there will be a new window with information about the duration of stay and the total price:



After you click OK, the room will be empty and you will return to the Main window.