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Summary	The system must be able to store guest name, arrival/departure date and room number for the booking.
Actor	Receptionist
Precondition	A room must be available.
Post condition	A booking must be created.
Base Sequence	1) Search available rooms. 2) Click 'Make a booking' button. 3) System displays a booking form. 4) Actor populates booking form. 5) Actor clicks on 'Save' button. 6) System prompts user for confirmation. 7) If yes, system creates and saves the booking.
Exception Sequence	If no available rooms are found, the system will display the message 'No available rooms matching your search' and will return to the search screen. if actor clicks no, system will redirect actor to a booking form
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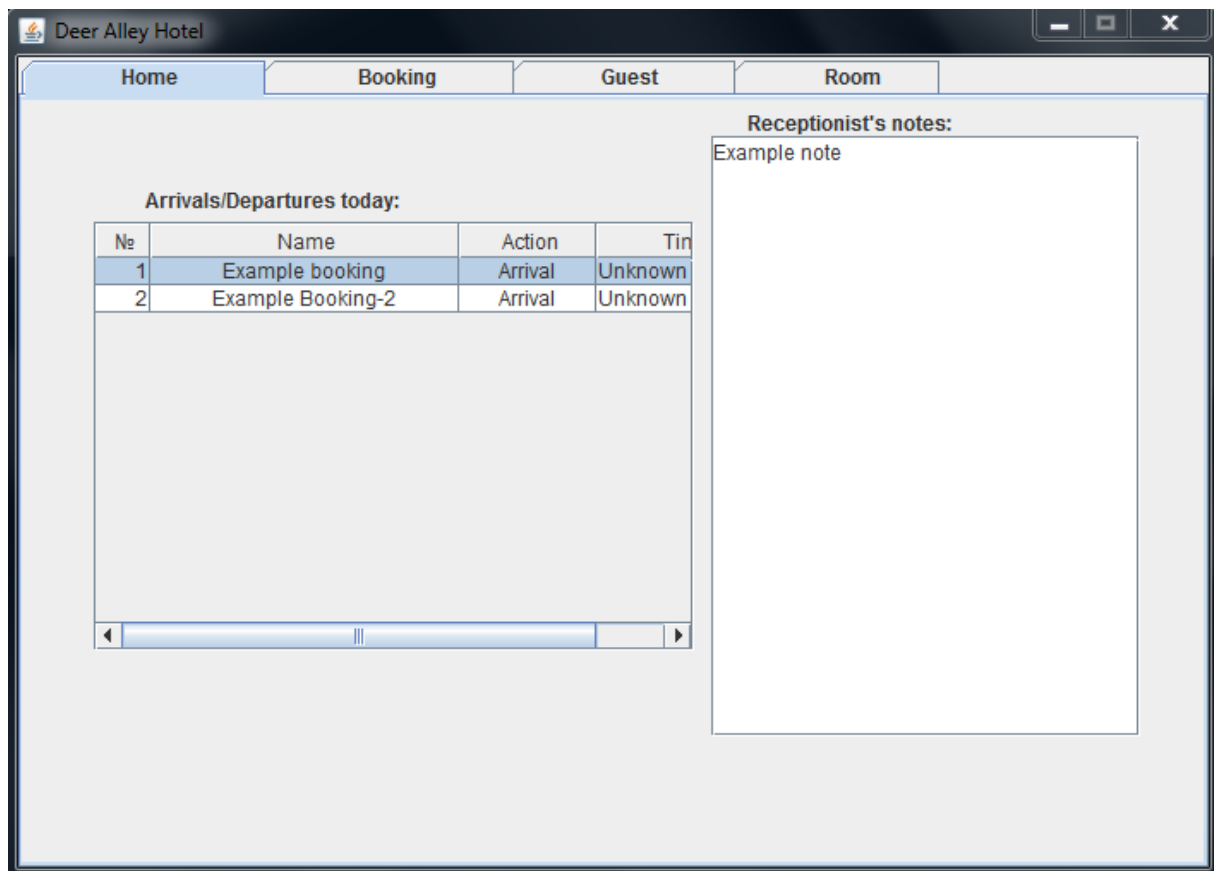
Deer Alley Hotel System User Manual

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Home tab

The Home tab of The Deer Alley Hotel system is shown bellow.



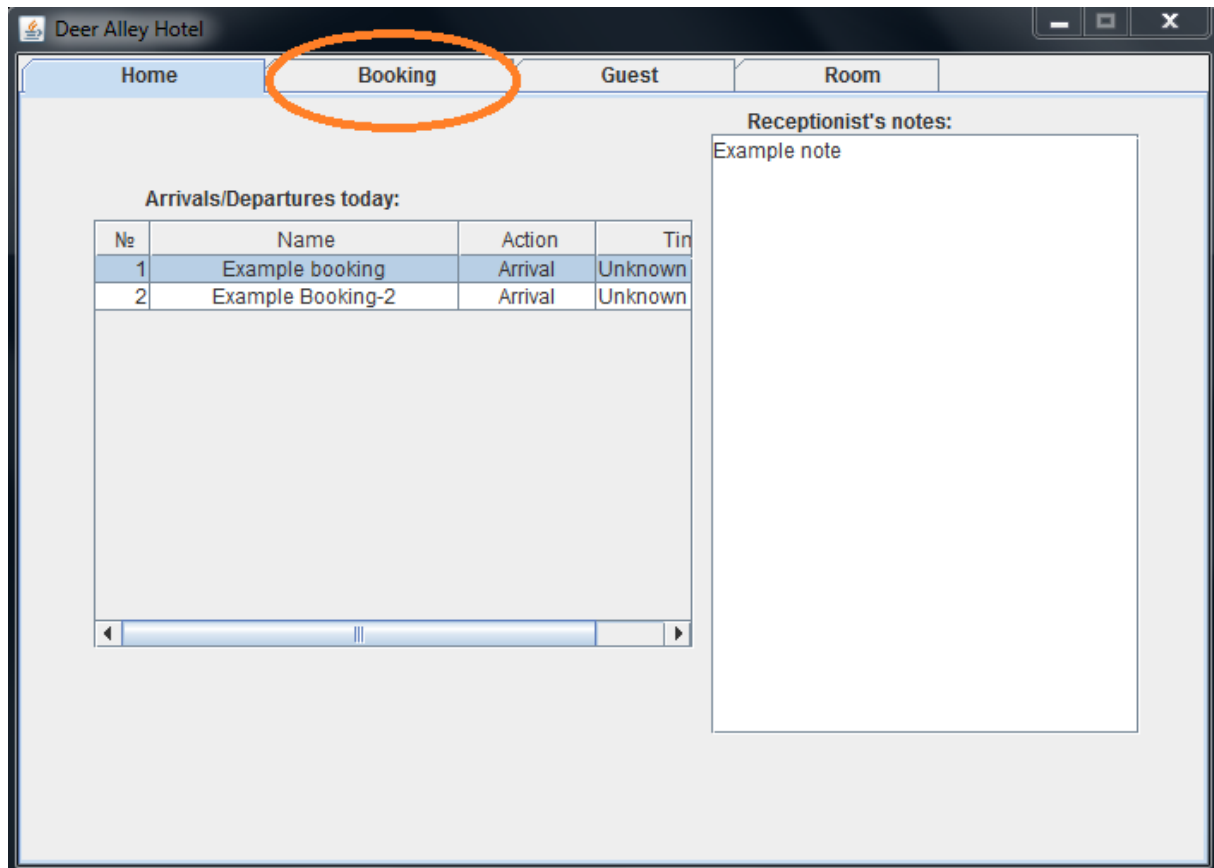
This is the Home tab and it is displayed when the program is opened. The Home tab has two features. Firstly, it shows all the expected arrivals and departures for that day, it displays the room number, name of the person that made the booking, specifies whether it is an arrival or a departure and also displays the exact time the guest arrives/departs if it's known.

Secondly, it enables the user to make notes by simply clicking on the text field and writing. The notes are automatically saved each time the program closes so they are a very convenient way of storing information that the user needs in his/her workspace.

On the following pages we will elaborate on all of the functions of the program.

Booking tab

In order to access the Booking tab the user needs to click on the button that's highlighted in the picture bellow. The Booking tab contains everything related to the bookings, it's the place to go to if you want to search through the bookings, create a new booking or edit/cancel an existing one. Furthermore, you check in guests from the booking tab. We will explain every of those functions in the following pages.



After clicking the system will display the booking tab to the user. The booking tab is shown bellow.

The screenshot shows a web application window titled "Deer Alley Hotel". It has four tabs: "Home", "Booking" (which is selected), "Guest", and "Room". Below the tabs is a "Search" button followed by a text input field. The main content area contains a table with the following data:

Nº	Name	Checked in	Dates
1	Name 1	<input type="checkbox"/>	01.01.2015 (Unknown) - 25.01.2015 (Unk
2	Name 2	<input type="checkbox"/>	01.02.2015 (Unknown) - 25.02.2015 (Unk
3	Name 3	<input type="checkbox"/>	01.03.2015 (Unknown) - 25.03.2015 (Unk
4	Name 4	<input type="checkbox"/>	01.04.2015 (Unknown) - 25.04.2015 (Unk
5	Name 5	<input type="checkbox"/>	01.05.2015 (Unknown) - 25.05.2015 (Unk
6	Name 6	<input type="checkbox"/>	01.06.2015 (Unknown) - 25.06.2015 (Unk
7	Name 7	<input type="checkbox"/>	01.07.2015 (Unknown) - 25.07.2015 (Unk
8	Name 8	<input type="checkbox"/>	01.08.2015 (Unknown) - 25.08.2015 (Unk
9	Name 9	<input type="checkbox"/>	01.09.2015 (Unknown) - 25.09.2015 (Unk
10	Name 10	<input type="checkbox"/>	01.10.2015 (Unknown) - 25.10.2015 (Unk
11	Name 11	<input type="checkbox"/>	01.11.2015 (Unknown) - 25.11.2015 (Unk
1, 12	Name 12	<input type="checkbox"/>	09.12.2015 (Unknown) - 25.12.2015 (Unk

Below the table is a horizontal scrollbar. At the bottom of the interface are four buttons: "Make a booking", "Cancel", "Check in", and "Edit Booking".

The main component of the booking tab is the table. The table displays all the currently registered bookings. We filled our table with example names and dates for this purpose.

You can notice the „Search“ button in the top. It enables you to search through all the bookings by simply clicking on the text field right next to it and typing in one of the specifics of any booking(name of the person that made the booking, room number,arrival or departure date). After typing in the paramater and clicking the search button , the table is automatically populated with all the matching bookings as shown in the picture on the following page.

The screenshot shows a web application window titled "Deer Alley Hotel". It has four tabs: "Home", "Booking" (which is selected), "Guest", and "Room". Below the tabs, there is a "Search" button and a text input field containing "Name 6". Below this is a table with three columns: "Name", "Checked in", and "Dates". The table contains one row with the values "Name 6", an unchecked checkbox, and "01.06.2015 (Unknown) - 25.06.2015 (Unknown)". Below the table is a horizontal scrollbar. At the bottom of the window, there are four buttons: "Make a booking", "Cancel", "Check in", and "Edit Booking".

Name	Checked in	Dates
Name 6	<input type="checkbox"/>	01.06.2015 (Unknown) - 25.06.2015 (Unknown)

Note: when searching for bookings based on the name parameter, remember to type in the name exactly as it's saved in the booking(pay attention to capital letters).

There are four buttons at the bottom, their functions are pretty self-explanatory but we will go through them anyways.

The first function in the booking tab that we have to go over is Make a booking.

When the Make a booking button is pressed, the system displays a new window(shown bellow) where the user can fill in the booking information, specifically, the name of the person that made the booking, room number and arrival departure date.

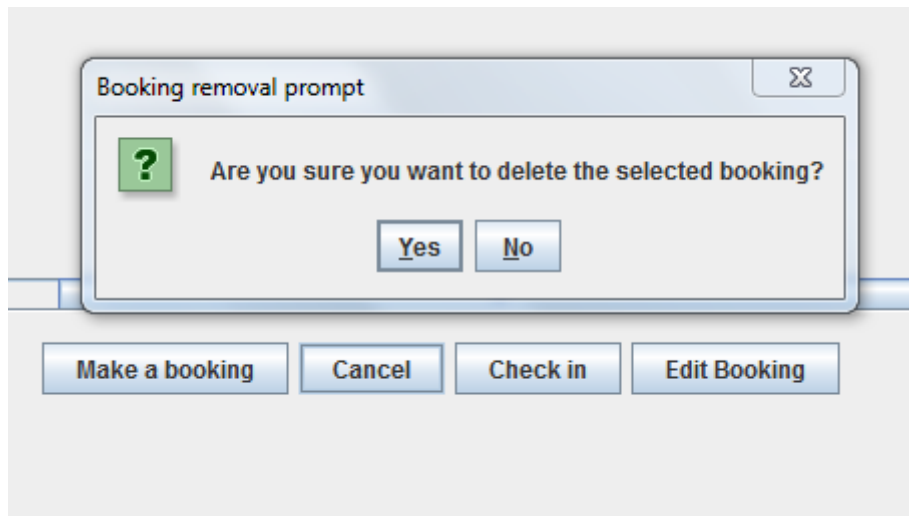
The screenshot shows the 'Deer Alley Hotel' application window. It features a navigation bar with 'Home', 'Booking', 'Guest', and 'Room' tabs. Below the tabs is a 'Search' button and a text input field. A table displays booking information with columns: No, Name, Checked in, and Dates. The table has two rows of data. A 'Make a booking' dialog box is overlaid on the table, containing three input fields: 'Name', 'Room number', and 'Arrival/Departure date' (with a separator '-'). A 'Save' button is at the bottom of the dialog. Below the table, there are four buttons: 'Make a booking', 'Cancel', 'Check in', and 'Edit Booking'.

No	Name	Checked in	Dates
1	Name 1	<input type="checkbox"/>	01.01.2015 (Unknown) - 25.01.2015 (Unk
2	Name 2	<input type="checkbox"/>	01.02.2015 (Unknown) - 25.02.2015 (Unk
3			2015 (Unk
4			2015 (Unk
5			2015 (Unk
6			2015 (Unk
7			2015 (Unk
8			2015 (Unk
9			2015 (Unk
10			2015 (Unk
11			2015 (Unk
1, 12			2015 (Unk

After filling all the fields, the user is required to press the Save button and after a prompt, a new booking has been created and saved.

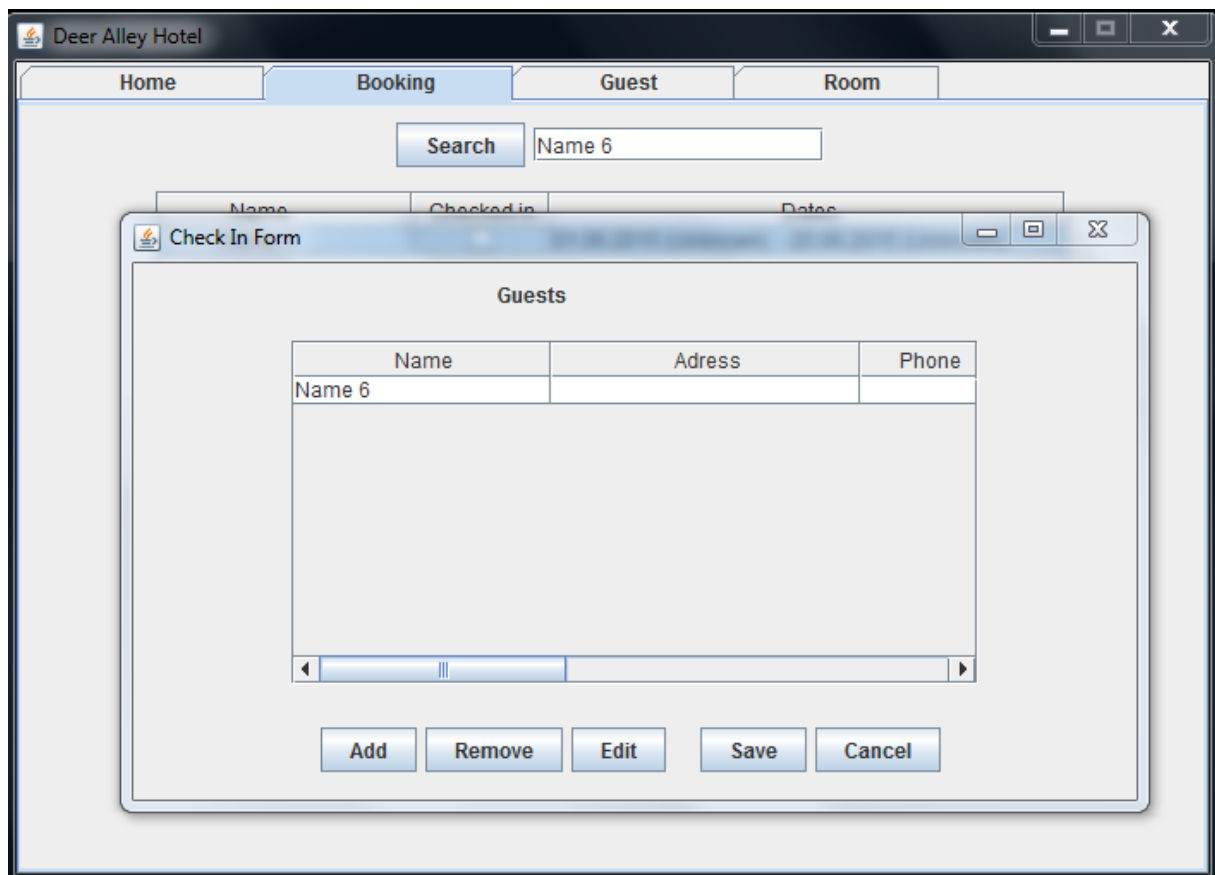
In order to access the Cancel, Check in, Edit Booking functions, the user is required to simply click on a booking and mark it. The booking in the picture above is marked, therefore it becomes shaded.

If the Cancel button is clicked, the system prompts the user as shown bellow.



If the user clicks Yes, the booking is deleted.

If the Check in button is clicked, the system opens a new window which is shown bellow.



The Check in form features a new table and several buttons. The table is populated with the guest that made the booking, but the user can also add any number of additional guests that also show up. In order to check in more guests the user needs to click the Add button which opens the guest info window, as shown below.

Guest Info

Name

Address

Phone number

E-mail address

Passport number

Date of birth - -

Room number

Arrival/Departure date -

The user then enters all the available guest information and clicks on the Save button. After clicking, the system prompts the user and then checks in the guest and updates the booking table. The user can also remove guests from the booking if needed, edit the guest information for already checked in guests. In order to finish, the user clicks the Save button and afterwards the booking table is updated as shown below.

Nº	Name	Checked in	Dates
1	Name 1	<input type="checkbox"/>	01.01.2015 (Unknown) - 25.01.2015 (Unk
2	Name 2	<input type="checkbox"/>	01.02.2015 (Unknown) - 25.02.2015 (Unk
3	Name 3	<input type="checkbox"/>	01.03.2015 (Unknown) - 25.03.2015 (Unk
4	Name 4	<input type="checkbox"/>	01.04.2015 (Unknown) - 25.04.2015 (Unk
5	Name 5	<input type="checkbox"/>	01.05.2015 (Unknown) - 25.05.2015 (Unk
6	Name 6	<input checked="" type="checkbox"/>	01.06.2015 (Unknown) - 25.06.2015 (Unk
7	Name 7	<input type="checkbox"/>	01.07.2015 (Unknown) - 25.07.2015 (Unk
8	Name 8	<input type="checkbox"/>	01.08.2015 (Unknown) - 25.08.2015 (Unk
9	Name 9	<input type="checkbox"/>	01.09.2015 (Unknown) - 25.09.2015 (Unk
10	Name 10	<input type="checkbox"/>	01.10.2015 (Unknown) - 25.10.2015 (Unk
11	Name 11	<input type="checkbox"/>	01.11.2015 (Unknown) - 25.11.2015 (Unk
1, 12	Name 12	<input type="checkbox"/>	09.12.2015 (Unknown) - 25.12.2015 (Unk

We've gone through everything in the check in form and are going back to the Booking tab now. The next function is Edit Booking. After clicking on the button the system opens the booking form with the all information about the booking and the user can edit the information as needed.

After a guest has been checked in the table in the guest tab is updated with the important information.

Guest tab

The Guest tab features a table with all the checked in guests, as we said before. The table displays the room in which the guest is residing, the name of the guest of course and the period the guest is expected to stay in the hotel. The Guest tab is shown bellow.

The screenshot shows a web application window titled "Deer Alley Hotel". It has four tabs: "Home", "Booking", "Guest" (which is selected), and "Room". Below the tabs is a "Search" button next to a text input field. In the center is a table with three columns: "No", "Name", and "Dates". The table contains one row with the following data:

No	Name	Dates
5	Name 5	01.05.2015 (Unknown) - 25.05.2015 (Unknown)

Below the table are three buttons: "Edit Note", "Check out", and "Edit Form".

The user can search through all the guests by entering an parameter from the check in form and clicking Search. The table is updated with all the matching guests.

In order to access the buttons at the bottom the user needs to click and mark the wanted guest and then click on one of the buttons. The Edit Note button opens a new window where the user can write notes about the guest specifying any additional costs or demands.

In order to check out a guest the user must select the wanted guest and click on the Check out button. After clicking the user will be presented a new window(shown on the following page).

Check Out

Price of stay: 24860

Discount: 0%

Additional costs

Subtotal: 24860

Tax: 25%

Total: 31075.0

The window shows the notes for that guest and the user can use those notes in order to add additional costs. The system displays the price of the stay, the discount if there is any and the total price after the additional costs and tax have been added to the main sum.

Note: the user must first input the additional costs(mini bar items,possible penalty for breaking property,extra bed etc.) and then click on Calculate. The user will be presented with the total price of the stay and only then can the guest be checked out by clicking the check out button.

The last function in the guest tab is the Edit Form. When the user selects a guest and clicks on the button, the system will display the Check in form for that guest.

The screenshot shows a software window titled "Check In Form". Inside the window, there is a section labeled "Guests" containing a table. The table has three columns: "Name", "Adress", and "Phone". The first row of the table contains the text "Name 10" in the "Name" column, and the "Adress" and "Phone" columns are empty. Below the table is a horizontal scrollbar. At the bottom of the window, there are five buttons: "Add", "Remove", "Edit", "Save", and "Cancel".

Name	Adress	Phone
Name 10		

The user then has to click on the Edit button on the bottom which will display the guest information. User then edits the information as required and clicks on the Save button.

Rooms tab

The last tab in the program is the Rooms tab.

No	Type	P/N	Booked for
1	suite	220	01.01.2015 (Unknown) - 25.01.2015 (Unknown) //
2	suite	220	01.02.2015 (Unknown) - 25.02.2015 (Unknown)
3	2 bedroom suite	340	01.03.2015 (Unknown) - 25.03.2015 (Unknown)
4	3 bedroom suite	450	01.04.2015 (Unknown) - 25.04.2015 (Unknown)
5	single bed room	110	01.05.2015 (Unknown) - 25.05.2015 (Unknown)
6	single bed room	110	01.06.2015 (Unknown) - 25.06.2015 (Unknown)
7	single bed room	110	01.07.2015 (Unknown) - 25.07.2015 (Unknown)
8	kingsize bed	170	01.08.2015 (Unknown) - 25.08.2015 (Unknown)
9	kingsize bed	170	01.09.2015 (Unknown) - 25.09.2015 (Unknown)
10	kingsize bed	170	01.10.2015 (Unknown) - 25.10.2015 (Unknown)
11	kingsize bed	170	01.11.2015 (Unknown) - 25.11.2015 (Unknown)
12	kingsize bed	170	09.12.2015 (Unknown) - 25.12.2015 (Unknown)
13	kingsize bed	170	

Available from -

Type

Price range -

The table is filled with the information about all the rooms(room number, the type of the room,price per night). If the room is booked,the table displays the exact time period in which the room is occupied.

The user is able to search through all the rooms based on the required time period,type of room and also price range. To do this the user must fill the blank text fields with the information and click on Search. The table will be populated with all the matching rooms.

The user is able to make a booking from that room and also check in a guest immediately in case they haven't made a booking earlier. We believe this function will be very useful when, for instance, a guest comes to the hotel and asks if they have a room available right away, or if they have specific requirements for the room when making a booking.

In order to make a new booking from this tab, the user has to select the wanted room and click on the Book button which will open the booking form we previously discussed(for further information refer to page 7). The process is similar for the Check in button which will open the respected check in form(for further information refer to page 8).

Conclusion

We believe we have gone over all of the functionality of the program. We designed it with usability in mind, and we sincerely hope it proves to be intuitive and easy to use.

Thank you for using our program and best of luck.