

User Manual For the Luxury Hotel Management System

For Employees:

Make a Booking

1. Access the Booking Form:

- On the **Main Form**, click the “**Booking button**”. This will open the Booking_Form.

2. Fill in Guest Details:

- Navigate to the “**Add Booking**” Tab.
- Enter the guest’s ID number, first name, last name, contact number and email in the respective fields.
- Provide the guest’s street and city address.

3. Select Book-In and Book-Out Dates:

- Use the date pickers to select the desired Book-in and Book-out dates.

4. Choose a Room:

- In the “**Add Booking**” Tab, select an available room from the list.

5. Complete the Booking:

- Click the “**Book Guest**” In button to finalize the booking. A confirmation message will appear once the booking is successful.

Update a Booking

1. Navigate to the Booking Form:

- On the **Main Form**, click the Booking button to open the Booking_Form.

2. Select the Booking to Update:

- From the Booking Overview list, select the booking you wish to update.

3. Switch to Update Mode:

- Click the “**Update Booking**” button to enable editing.

4. Modify the Necessary Details:

- Update guest information or booking dates as required.

5. Save the Updates:

- Click the “**Update Guest**” button to save the changes.

Delete a Booking

1. Access the Booking Form:

- On the **Main Form**, click the “**Booking**” button.

2. Select the Booking to Delete:

- From the Booking Overview list, select the booking you want to delete.

3. Remove the Booking:

- Click the “**Remove Booking**” button and confirm the deletion when prompted.

Check a Guest In

1. Go to the Check-In/Out Form:

- On the **Main Form**, click the “**Check In/Out**” button to open the CheckInOut_Form.

2. Select a Guest to Check In:

- In the Booked Guests section, choose the guest who needs to be checked in, and click on “**Check Guest In**” button.

3. Enter Banking Details:

- Fill in the required banking information, such as card type, bank name, and card number etc.

4. Complete the Check-In:

- Click the “**Check Guest In**” button to finalize the process. The system will confirm the check-in.

Update Guest Information

1. Access the Check-In/Out Form:

- On the **Main Form**, click the “**Check In/Out**” button.

2. Select the Guest:

- Choose the guest from the Checked-In Guests list.

3. Update Details:

- Click the “**Update Check In**” button, modify the guest’s information, and click Guests Update to save changes.

Check a Guest Out

1. Go to the Check-In/Out Form:

- On the **Main Form**, click the “**Check In/Out**” button.

2. Select the Guest to Check Out:

- In the Checked-In Guests section, select the guest.

3. Check Out the Guest:

- Click the “**Check Out**” button. The system will ask for a review and complete the check-out process.

Review Hotel

1. Review During Check-Out:

- During the check-out process, a Review Hotel form will appear.

2. Submit the Review:

- The guest can rate the hotel, and the rating will be recorded when you confirm the check-out.

Add Room

1. Access Manage Rooms:

- On the **Main Form**, click the “**Manage Rooms**” button.

2. Fill in Room Details:

- Navigate to the “**Add Room**” Tab.
- Enter the room number and room type.

3. Add the Room:

- Click the “**Add Room**” button to add the new room.

Update Room

1. Go to Manage Rooms:

- On the **Main Form**, click the “**Manage Rooms**” button.

2. Select the Room to Update:

- Choose the room from the list and click the “**Update**” button.

3. Modify the Room Details:

- Update the room number or type and click Add Room Update to save changes.

Delete Room

1. Access Manage Rooms:

- On the **Main Form**, click the “**Manage Rooms**” button.

2. Select the Room to Delete:

- Choose the room from the list.

3. Remove the Room:

- Click the “**Delete**” button and confirm the deletion.

For the Owner:

Add Employee

1. Access Manage Employees:

- On the **Main Form**, click the “**Manage Employees**” button.

2. Enter Employee Details:

- Navigate to the Add Employees Tab.
- Fill in the employee’s first name, surname, username, password, and role.

3. Add the Employee:

- Click the Add Employee button to add the new employee to the system.

Update Employee

1. Go to Manage Employees:

- On the **Main Form**, click the “**Manage Employees**” button.

2. Select the Employee to Update:

- Choose the employee from the list and click the “**Update Employee**” button.

3. Modify the Employee Details:

- Update the necessary fields and click “**Update**” to save the changes.

Remove Employee

1. Access Manage Employees:

- On the **Main Form**, click the “**Manage Employees**” button.

2. Select the Employee to Remove:

- Choose the employee from the list.

3. Delete the Employee:

- Click the “**Delete Employee**” button and confirm the deletion.

Resetting an Employee's Password

1. Access Manage Employees:

- On the **Main Form**, click the “**Manage Employees**” button to open the Employee Management form.

2. Select the Employee:

- In the Employee Management form, find and click on the row corresponding to the employee whose password you want to reset.

3. Reset the Password:

- Click the “**Reset Password**” button.
- A dialog box will appear prompting you to enter a new password.
- Enter the new password in the text box and click “**OK**” to confirm.

4. Confirm the Reset:

- A confirmation message will appear, indicating that the password has been reset successfully.

Request Report

1. Navigate to the Reports Section:

- On the **Main Form**, click the “**Request Report**” button to access the Request_Report form.

2. Select the Desired Report:

- Choose from available options, such as "10 Most Popular Weeks", "Top 5 Guests in a Time Period" or “Hotel Review” in the Tabs.

3. Generate the Report:

- Select a Time Period in the Date picker controls you want your report to be based on and click on the “**Search**” button to view the reports.

Recommended Devise Specifications for Running the Program

1. Operating System:

- Windows 10 or later (64-bit recommended)

2. Processor:

- Intel Core i5 8th Generation or newer, or AMD Ryzen 5 equivalent

3. RAM:

- 8 GB minimum (16 GB recommended)

4. Storage:

- 256 GB SSD minimum (SSD recommended for faster load times)

5. Graphics:

- Integrated graphics are sufficient (Intel UHD Graphics 620 or AMD equivalent).

6. Display:

- Minimum resolution of 1366 x 768 pixels (1920 x 1080 or higher recommended)