

# 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.