

User manual for Hotel California booking system



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1. Installation

1.1 Prerequisites

First, you need to install [Java Development kit 17](#) to be able to run the application.

Then, download [Setup.zip](#)

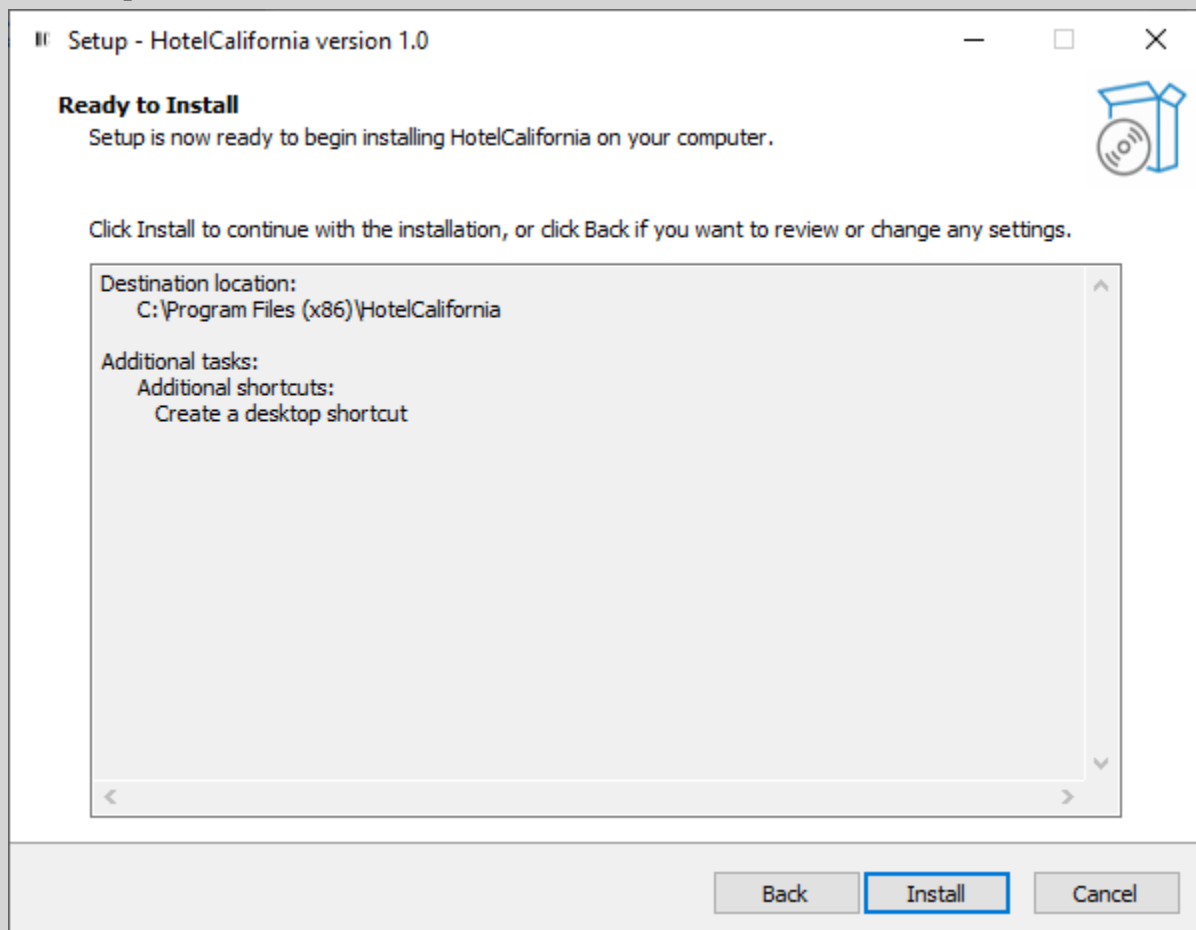
Lastly, you need a mysql database to be able to use the application.

We suggest using [Mamp](#) to set up your database.

We recommend running the application on a 16:9 or 16:10 monitor with FHD resolution for optimal scaling, as it's designed to run in an office environment.

1.2 How to install

Run Setup.exe



Click on Install, and after it finishes installing you can launch the program.

1.3 Setting up the Database

In order to use the application you need a local database (tested with MAMP) with the following settings:

- Hostaddress: 127.0.0.1
- Port: 3306
- Username: root
- Password: root

After setting up the database, you need to create a database called 'hotel' and import queries.sql to it.

After the installation you will find two sql files in C:\Program Files

(x86)\HotelCalifornia\database\

- Queries.sql: includes all sql queries that are needed to build the tables in the database.
- Data.sql: includes sql queries that creates 150 reservations (mars/2022) to test the application.

2. Login Screen

This section will serve as a guide to the first window a user will see after the program starts as well as to instruct the user how to proceed towards one of two (2) different windows: the administrator- and the receptionist-window.



2.1 Username & password

If the user is successful in starting the application, the user will be prompted to enter certain credentials: a username and a password. There are two (2) user types: receptionist and administrator. When utilizing the program for the first time there are two starter users, one of each type:

For receptionist: Username=abbe, Password=123

For administrator: Username=svea, Password=123

2.2 Login button

If the login credentials are invalid either incorrect or non-existent, the user will be prompted with an error message as shown below.



3. Receptionist

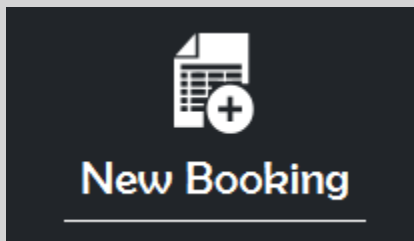
This chapter consists of a guide to the receptionists view of the system. It covers all possible features and is sectioned into parts divided by the different tabs and functions

3.1 Create a booking



This section contains a guide on how to create a booking for a customer. There are two main ways to create a booking. Through the *New booking* tab and through the *Calendar tab*.

3.1.1 New Booking

1. Press the *New Booking* tab. A new window will open that lets you select the dates for the reservation.



2. Select a date interval for the stay by either typing the specific date into the text fields or by pressing the calendar icon, which will let you choose a date. Press the submit button to list available rooms for that interval.

From  To 

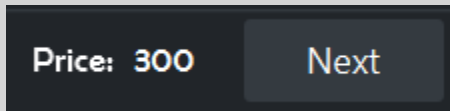
3. You can filter the rooms by pressing any of the column headers, indicated by the red arrows in this picture.

Room	Capacity	Type	Location	Details	Price
203	Double	Economy	West	WiFi, TV, Minibar, Balcony	300
205	Double	Economy	South	WiFi, TV, Balcony, Allergy friendly, Phone	300
210	Single	Economy	East	WiFi, TV, Air Conditioner, Balcony, Phone	300
211	Triple	Economy	East	TV, Air Conditioner, Balcony, Allergy friendly	300
304	Double	Economy	West	TV, Minibar, Air Conditioner, Balcony, Allergy friendly, Phone	300
305	Double	Economy	West	WiFi, TV, Minibar, Air Conditioner, Allergy friendly, Phone	300
306	Triple	Economy	East	WiFi, Minibar, Air Conditioner, Phone	300
308	Double	Economy	West	WiFi, Air Conditioner, Balcony, Allergy friendly	300
311	Triple	Economy	East	WiFi, TV, Minibar, Balcony, Allergy friendly	300
313	Single	Economy	West	WiFi, Minibar, Air Conditioner, Balcony, Allergy friendly, Phone	300
107	Triple	Standard	East	Air Conditioner, Balcony, Allergy friendly	500
110	Single	Standard	West	TV, Minibar, Air Conditioner, Allergy friendly, Phone	500

4. To select the desired room, simply press the row of that room. A selected room is highlighted in black.

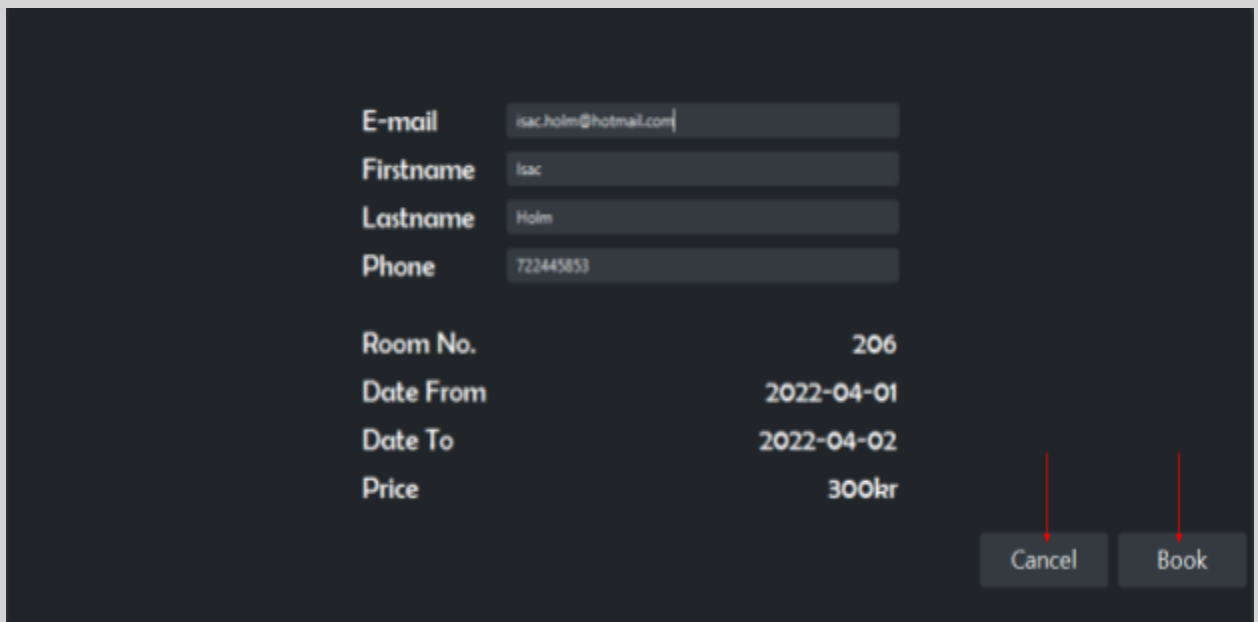
210	Single	Economy	East	WiFi, TV, Air Conditioner, Balcony, Phone	300
211	Triple	Economy	East	TV, Air Conditioner, Balcony, Allergy friendly	300
304	Double	Economy	West	TV, Minibar, Air Conditioner, Balcony, Allergy friendly, Phone	300

5. In the bottom right corner of the window you will see a total price proposal of the stay and a button that will let you proceed with the booking. If you wish to proceed with the booking, simply press the next button.



Price: 300 Next

6. A new window will open that lets you fill in the personal details of the guest and provides a summary of the stay. To complete the booking all text fields need to be filled. Start by entering the email address. If the guest is already registered the rest of the information will be filled automatically. If not, you will have to enter all the details.
7. From here you can choose to not follow through with the booking, simply by pressing the *Cancel* button, or to finish the booking by pressing the *Book* button. If the *Book* button is pressed, the window will close and a booking confirmation will be generated. The booking is now fulfilled.
 - Note that the confirmation pdf will be saved in the pdf folder of the installation path of the application. If the application is installed on the system disk you may have to run the application as administrator for the pdf to be saved successfully.



E-mail	isac.holm@hotmail.com		
Firstname	Isac		
Lastname	Holm		
Phone	722445853		
Room No.	206		
Date From	2022-04-01		
Date To	2022-04-02		
Price	300kr		

Cancel

Book

- After selecting the ending date a new window will appear. From here you proceed with the booking as explained in steps 6, 7 in chapter 3.1.1.

E-mail: isac.holm@hotmail.com

Firstname: Isac

Lastname: Holm

Phone: 722445853

Room No.: 206

Date From: 2022-04-01

Date To: 2022-04-02

Price: 300kr

Cancel Book

3.2 Reservations

When the user presses on the “Reservations”-button in the receptionist window a table containing reservation entries will be displayed.

Receptionist

HC Hotel California

New Booking Reservations Arrivals/Dep Calendar

Guests Staff Housekeeping abbe Logout

Search:

GuestID	Firstname	Lastname	DateStart	DateEnd	Room	Cost
1	kari-olof	lindahl	2021-12-01	2021-12-02	101	500
3	Sven	Gustafsson	2021-12-01	2021-12-12	102	5500
2	Knugen	bernadotte	2022-01-01	2022-01-12	101	5500
1	kari-olof	lindahl	2022-03-01	2022-03-15	101	7000
2	Knugen	bernadotte	2022-03-15	2022-03-24	101	4500
3	Sven	Gustafsson	2022-03-01	2022-03-12	102	3300
5	Cecilia	Fredriksson	2022-03-13	2022-03-22	102	2700
1	kari-olof	lindahl	2022-03-01	2022-03-10	103	4500
5	Cecilia	Fredriksson	2022-03-11	2022-03-16	103	2500
2	Knugen	bernadotte	2022-03-18	2022-03-28	103	5000
4	Sara	Lindorff	2022-03-22	2022-03-29	102	2100
1	kari-olof	lindahl	2022-03-24	2022-03-31	101	3500
2	Knugen	bernadotte	2022-03-01	2022-03-09	104	2400
3	Sven	Gustafsson	2022-03-10	2022-03-14	104	1200
2	Knugen	bernadotte	2022-03-01	2022-03-04	105	900
1	kari-olof	lindahl	2022-03-05	2022-03-16	105	3300
3	Sven	Gustafsson	2022-03-16	2022-03-23	104	2100
1	kari-olof	bernadotte	2022-03-06	2022-03-17	106	7700
2	Knugen	bernadotte	2022-03-01	2022-03-13	107	6000
1	kari-olof	lindahl	2022-03-19	2022-03-28	106	6300
4	Sara	Lindorff	2022-03-17	2022-03-27	105	3000
3	Sven	Gustafsson	2022-03-23	2022-03-31	104	2400
2	Knugen	bernadotte	2022-03-02	2022-03-17	108	4500
1	kari-olof	lindahl	2022-03-14	2022-03-25	107	5500
4	Sara	Lindorff	2022-03-01	2022-03-16	109	5100
3	Sven	Gustafsson	2022-03-17	2022-03-28	108	3300
4	Sara	Lindorff	2022-03-25	2022-03-31	107	3000
2	Knugen	bernadotte	2022-03-27	2022-03-31	105	1200
1	kari-olof	lindahl	2022-03-01	2022-03-06	106	3500

Update Save

Announcement Board

välkommen till jobbet

Daily Tasks

kolla bokningar

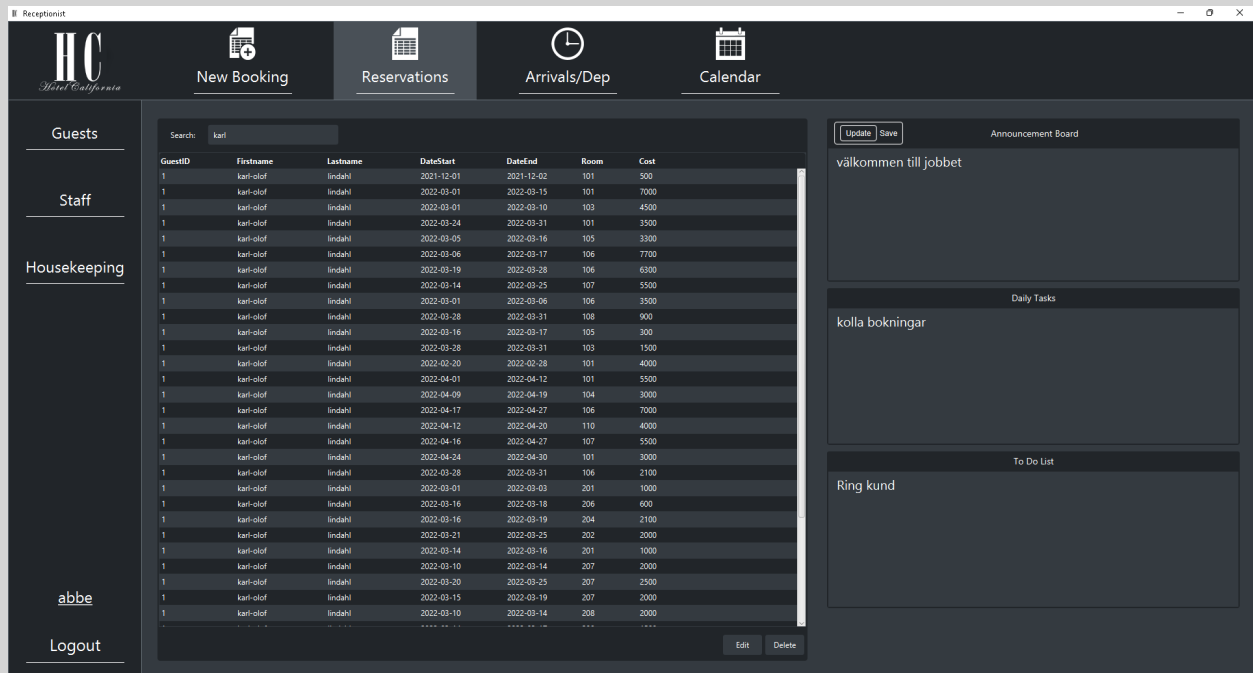
To Do List

Ring kund

Edit Delete

3.2.1 Search reservations

The search feature in the reservations tab will filter through the reservations to only display those that contain (partial or whole) the searched entry, such as the example shown below.

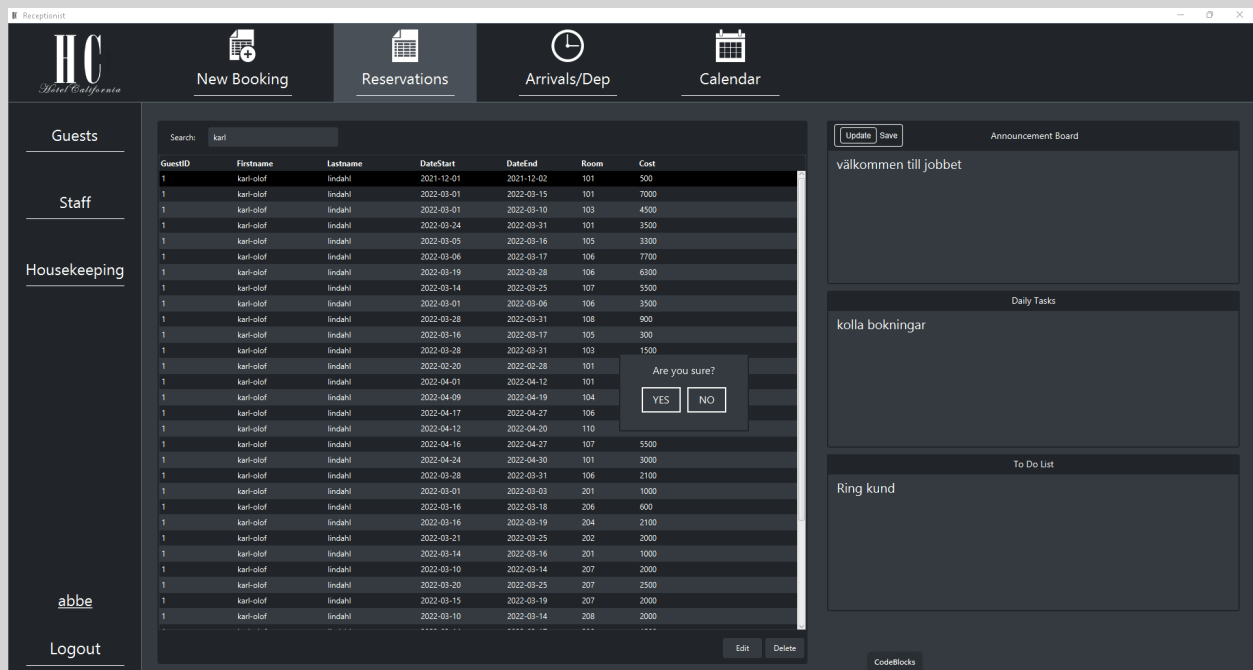


The screenshot shows the 'Receptionist' interface for 'Hotel California'. The 'Reservations' tab is active. A search bar at the top left of the table area contains the text 'kari'. The table below displays a list of reservations for 'kari-olof lindahl'. The table has columns: GuestID, Firstname, Lastname, DateStart, DateEnd, Room, and Cost. The reservations are listed in descending order of DateStart.

GuestID	Firstname	Lastname	DateStart	DateEnd	Room	Cost
1	kari-olof	lindahl	2021-12-01	2021-12-02	101	500
1	kari-olof	lindahl	2022-03-01	2022-03-15	101	7000
1	kari-olof	lindahl	2022-03-01	2022-03-10	103	4500
1	kari-olof	lindahl	2022-03-24	2022-03-31	101	3500
1	kari-olof	lindahl	2022-03-05	2022-03-16	105	3300
1	kari-olof	lindahl	2022-03-06	2022-03-17	106	7700
1	kari-olof	lindahl	2022-03-19	2022-03-28	106	6300
1	kari-olof	lindahl	2022-03-14	2022-03-25	107	5500
1	kari-olof	lindahl	2022-03-01	2022-03-06	106	3500
1	kari-olof	lindahl	2022-03-28	2022-03-31	108	900
1	kari-olof	lindahl	2022-03-16	2022-03-17	105	300
1	kari-olof	lindahl	2022-03-28	2022-03-31	103	1500
1	kari-olof	lindahl	2022-03-20	2022-03-28	103	4000
1	kari-olof	lindahl	2022-04-01	2022-04-12	101	5500
1	kari-olof	lindahl	2022-04-09	2022-04-19	104	3000
1	kari-olof	lindahl	2022-04-17	2022-04-27	106	7000
1	kari-olof	lindahl	2022-04-12	2022-04-20	110	4000
1	kari-olof	lindahl	2022-04-16	2022-04-27	107	5500
1	kari-olof	lindahl	2022-04-24	2022-04-30	101	3000
1	kari-olof	lindahl	2022-03-28	2022-03-31	106	2100
1	kari-olof	lindahl	2022-03-01	2022-03-03	201	1000
1	kari-olof	lindahl	2022-03-16	2022-03-18	206	600
1	kari-olof	lindahl	2022-03-16	2022-03-19	204	2100
1	kari-olof	lindahl	2022-03-21	2022-03-25	202	2000
1	kari-olof	lindahl	2022-03-14	2022-03-16	201	1000
1	kari-olof	lindahl	2022-03-10	2022-03-14	207	2000
1	kari-olof	lindahl	2022-03-20	2022-03-25	207	2500
1	kari-olof	lindahl	2022-03-15	2022-03-19	207	2000
1	kari-olof	lindahl	2022-03-10	2022-03-14	208	2000

3.2.2 Delete a reservation

If the user wants to delete a certain reservation entry, then one has to select (left-click on mouse) the reservation entry and then press the “Delete”-button,



The screenshot shows the 'Receptionist' interface for 'Hotel California'. The 'Reservations' tab is active. A search bar at the top left of the table area contains the text 'kari'. The table below displays a list of reservations for 'kari-olof lindahl'. A confirmation dialog box is overlaid on the table, asking 'Are you sure?' with 'YES' and 'NO' buttons. The 'Delete' button is visible at the bottom right of the table.

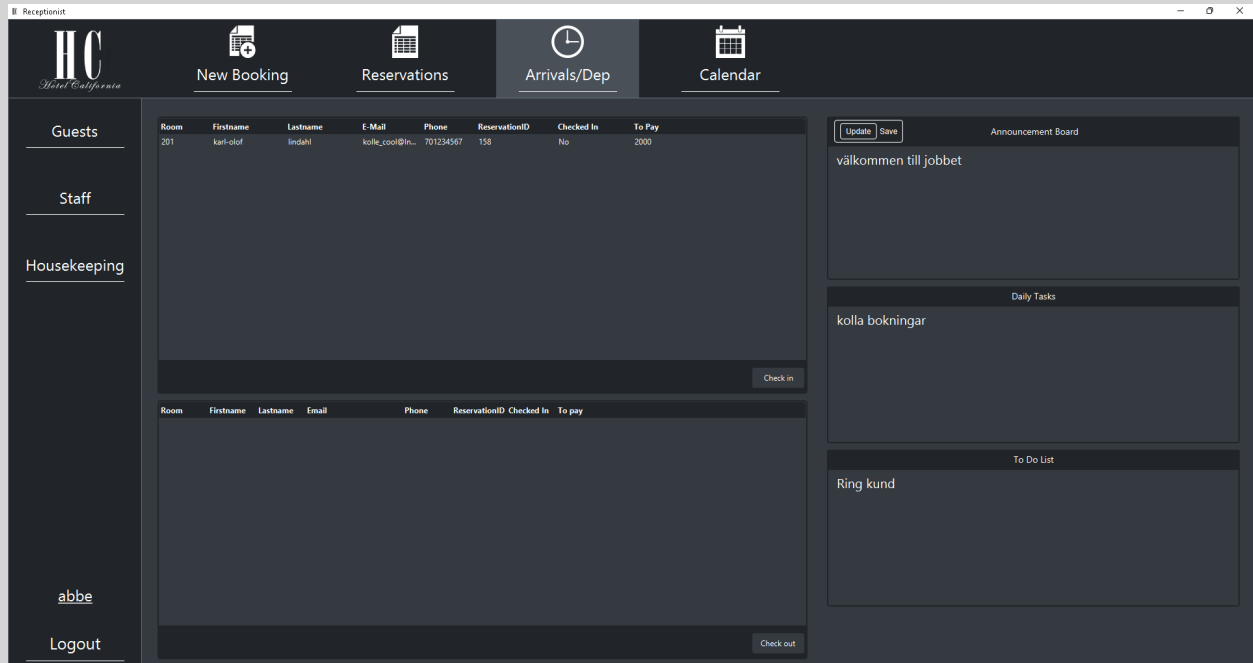
GuestID	Firstname	Lastname	DateStart	DateEnd	Room	Cost
1	kari-olof	lindahl	2021-12-01	2021-12-02	101	500
1	kari-olof	lindahl	2022-03-01	2022-03-15	101	7000
1	kari-olof	lindahl	2022-03-01	2022-03-10	103	4500
1	kari-olof	lindahl	2022-03-24	2022-03-31	101	3500
1	kari-olof	lindahl	2022-03-05	2022-03-16	105	3300
1	kari-olof	lindahl	2022-03-06	2022-03-17	106	7700
1	kari-olof	lindahl	2022-03-19	2022-03-28	106	6300
1	kari-olof	lindahl	2022-03-14	2022-03-25	107	5500
1	kari-olof	lindahl	2022-03-01	2022-03-06	106	3500
1	kari-olof	lindahl	2022-03-28	2022-03-31	108	900
1	kari-olof	lindahl	2022-03-16	2022-03-17	105	300
1	kari-olof	lindahl	2022-03-28	2022-03-31	103	1500
1	kari-olof	lindahl	2022-02-20	2022-02-28	101	
1	kari-olof	lindahl	2022-04-01	2022-04-12	101	
1	kari-olof	lindahl	2022-04-09	2022-04-19	104	
1	kari-olof	lindahl	2022-04-17	2022-04-27	106	
1	kari-olof	lindahl	2022-04-12	2022-04-20	110	
1	kari-olof	lindahl	2022-04-16	2022-04-27	107	5500
1	kari-olof	lindahl	2022-04-24	2022-04-30	101	3000
1	kari-olof	lindahl	2022-03-28	2022-03-31	106	2100
1	kari-olof	lindahl	2022-03-01	2022-03-03	201	1000
1	kari-olof	lindahl	2022-03-16	2022-03-18	206	600
1	kari-olof	lindahl	2022-03-16	2022-03-19	204	2100
1	kari-olof	lindahl	2022-03-21	2022-03-25	202	2000
1	kari-olof	lindahl	2022-03-14	2022-03-16	201	1000
1	kari-olof	lindahl	2022-03-10	2022-03-14	207	2000
1	kari-olof	lindahl	2022-03-20	2022-03-25	207	2500
1	kari-olof	lindahl	2022-03-15	2022-03-19	207	2000
1	kari-olof	lindahl	2022-03-10	2022-03-14	208	2000

which will prompt the user to confirm if they want to proceed with the action.

3.3 Arrivals/Dep

3.3.1 Check in a reservation

Select a reservation (So that it's highlighted) then press the *Check in* button.

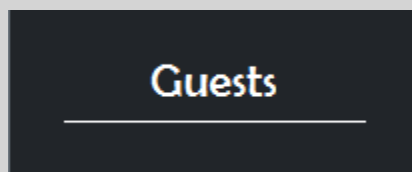


3.3.2 Check out a reservation

To check out a reservation the user has to navigate to the bottom table and press (left-click on mouse) on an entry. Then press the *Check out* button.

3.4 Guests

The guests tab allows you to browse the registered guests and provides features for adding new guests, editing an existing guest or to delete a guest from the system. Press the *Guests* tab at the left side of the screen to access it.



3.4.1 Search for a guest

To search for a guest type your search word in the search field at the top of the table. The search will match the search word and filter the best match at the top of the table. This example shows the search results of the first name “Sven”.

Search:

ID	Firstname	Lastname	E-Mail	Phone	Points
3	Sven	Gustafsson	sven.gust@yahoo.com	754546141	34

3.4.2 Add a guest

1. To add a guest to the system you first need to fill all the guests details in the text fields at the bottom of the table.

Firstname	Lastname	E-Mail	Phone	Add	Edit	Delete
-----------	----------	--------	-------	-----	------	--------

2. To proceed with adding a new guest, press the *Add* button. This example will add a new guest with first name: Fredrik, last name: Karlsson, email address: freddan@gmail.com and phone number 07465912 to the system.

Fredrik	Karlsson	freddan@gmail.com	7465912	Add	Edit	Delete
---------	----------	-------------------	---------	-----	------	--------

3.4.3 Edit a guest

1. To edit an existing guest in the system, start by selecting the guest that you want to edit. The selected guest will be highlighted in black.

Search:

ID	Firstname	Lastname	E-Mail	Phone	Points
1	karl-olof	lindahl	kolle_cool@lnu.se	701234567	37
2	Knugen	bernadotte	kingen_i_bingen@yahoo.com	701234341	38
3	Sven	Gustafsson	sven.gust@yahoo.com	754546141	34
4	Sara	Lindorff	Sara.lind@hotmail.com	756165165	29
5	Cecilia	Fredriksson2	Cecilia.Fred@gmail.com	723654894	16
6	Isac	Holm	isac.holm@hotmail.com	722445853	1

2. By selecting a guest, the fields with the guests details will be autofilled in the bottom of the table.

Sven	Gustafsson	sven.gust@yahoo.com	754546141	Add	Edit	Delete
------	------------	---------------------	-----------	-----	------	--------

3. To edit, simply edit the desired text field or fields and press the *Edit* button. This example will change the selected guest, with first name "Sven" to firstname "Sven-Erik".

Sven-Erik	Gustafsson	sven.gust@yahoo.com	754546141	Add	Edit	Delete
-----------	------------	---------------------	-----------	-----	------	--------

- When the edit button is pressed, you'll be asked to confirm the changes. Press *YES* to confirm, or *NO* to discard the changes.

Are you sure?

YES NO

3.4.4 Delete a guest

- To delete a guest, start by selecting the guest in the table (so that it is highlighted).
- Proceed by pressing the *Delete* button. This example will delete the guest "Sara Lindorff" from the system.
- When the delete button is pressed, you'll be asked to confirm the changes. Press *YES* to confirm, or *NO* to discard the changes.

Are you sure?

YES NO

3.5 Staff

3.5.1 Search for a staff member

Firstname	Lastname	Phone	E-Mail	Role
Sven	Svensson	722432562	svea.andersson@gmail.com	Administrator
Albin	Kzason	722432572	albin_sven@hotmail.com	Receptionist

Logged in as a receptionist.

HC Hotel California

New Booking **Reservations** **Arrivals/Dep** **Calendar**

Guests **Staff** **Housekeeping**

2022-04-04 0 of 0

☐ **Room No.** **Room Type** **Room Size** **Status** **Availability** **Task date** **Priority** **Action**

104 Economy Triple N/A Occupied 2022-04-04 High Submit Cancel

3.6.2 Delete a cleaning task

To delete a task simply tick the box and click on the bin icon and click yes at the confirmation box. (If all tasks are to be removed at once, tick the box directly under the bin icon. This will select all tasks).

Receptionist

HC Hotel California

New Booking **Reservations** **Arrivals/Dep** **Calendar**

Guests **Staff** **Housekeeping**

2022-04-04 0 of 1

☐ **Room No.** **Room Type** **Room Size** **Status** **Availability** **Task date** **Priority** **Action**

☒ 104 Economy Triple **Dirty** Occupied 2022-04-04 **High**

Click this box to select all tasks

3.6.3 Mark a cleaning task as finished

After a cleaning task has been added it will show “Dirty” under the status column. Simply click the green checkmark when the cleaning of the room is done.

Receptionist


HC Hotel California

New Booking Reservations Arrivals/Dep Calendar

Guests Staff Housekeeping

2022-04-04 0 of 1

Add Cleaning Task

Room No.	Room Type	Room Size	Status	Availability	Task date	Priority	Action
104	Economy	Triple	Dirty	Occupied	2022-04-04	High	

↑

After clicking the green checkmark it will change the status from “Dirty” to “Clean”. The white bar will also become green indicating that all the tasks are completed. (If two tasks are existent, but only one is done the bar will only be green half way).

Receptionist


HC Hotel California

New Booking Reservations Arrivals/Dep Calendar

Guests Staff Housekeeping

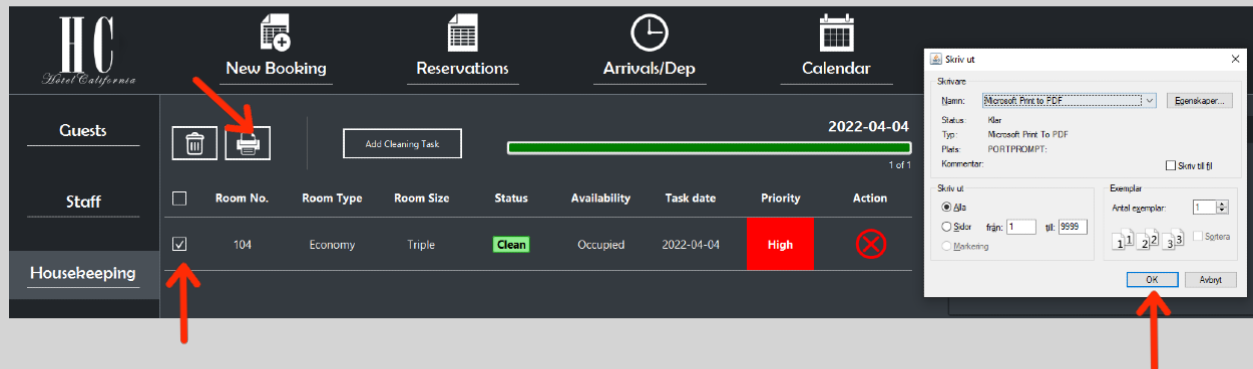
2022-04-04 1 of 1

Add Cleaning Task

Room No.	Room Type	Room Size	Status	Availability	Task date	Priority	Action
104	Economy	Triple	Clean	Occupied	2022-04-04	High	

3.6.4 Print a list of cleaning tasks

Select desired tasks to print and click the printer icon. Click “ok” on the popup to complete the print.



3.7 Post-it notes

3.7.1 How it works

On the post-it notes you can write or read important information that either you or your colleagues need to know. There are three boxes named Announcement board, Daily task and To Do List. To update the Announcement board and Daily task with new directives a user account with the role Administrator is needed. In the To Do List box both administrator and receptionist can type, they are saved separately so that only receptionists can see what has been written by a receptionist and vice versa. To see if any new information has been added press update, any information that you change will be saved upon logging out.

Before changing any notes, make sure to press the “update” button to see if any changes have been made since the last time.

The screenshot displays a web interface for an 'Announcements Board'. At the top left is an 'Update' button. The board is divided into three main sections, each with a header bar: 1. 'Announcements Board' header: Contains the text 'Welcome to work!', 'Important: - Fire drill next week, monday 12:00.', and 'FVI: - Company party is on saturday.'. 2. 'Daily Tasks' header: Contains the text 'Check bookings'. 3. 'To Do List' header: Contains the text 'Create cleaning tasks for floor two.'.

Picture shows the three different post-it categories with examples.

3.7.2 Receptionist

Before changing any notes, make sure to press the “update” button to see if any changes have been made since the last time.

This close-up screenshot shows the top portion of the interface. It features the 'Update' button on the far left, followed by the 'Announcements Board' title. Below this, the first section's header 'Welcome to work!' is visible.

Picture shows the top of Announcements board where the update button is located to the far left.

The receptionist can update the To Do List box, this is done by first pressing the update button to check for changes, then simply type into the box what text you want to add and it will be saved when you log out. NOTE the To Do List box stores separate information for receptionist and administrator, meaning that only receptionists can see what other receptionists have written and vice versa.

3.7.3 Administrator

Before changing any notes, make sure to press the “update” button to see if any changes have been made since the last time.

The administrator can update all of the boxes, this is done in the exact same way as the receptionist. NOTE the To Do List box stores separate information for receptionist and administrator, meaning that only receptionists can see what other receptionists have written and vice versa.

3.8 Calendar

3.8.1 Select floor

Head into the “Calendar” tab and click arrow up or arrow down to shift between floors. Use the scroll down bar to view rooms that do not fit the floor window.

The screenshot shows the Hotel California calendar interface. The top navigation bar includes icons for New Booking, Reservations, Arrivals/Dep, and Calendar. The left sidebar has tabs for Guests, Staff, and Housekeeping. The main area displays a calendar grid for April 2022, with rooms listed on the left and their availability status (1 for available, 0 for booked) shown in the grid cells. Red arrows and text annotations highlight the 'Increase floor' and 'Decrease floor' buttons, and the 'Scroll through rooms' scroll bar.

		2022 < APRIL >																														
		Week 14							Week 15							Week 16							Week 17									
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su		
Room 201	Standards, single	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
Room 202	Standards, single	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
Room 203	Economy, Double	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
Room 204	VIP, Triple	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
Room 205	VIP, Triple	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
Room 206	Economy, Double	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
Room 207	Standards, Double	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
Room 208	Standards, single	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
Room 209	VIP, Double	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
Room 210	Economy, Single	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1

3.8.3 Change month

Change the month by clicking the arrows. Left arrow for decrease of month, and right arrow for increasing of month.

The screenshot shows the Hotel California PMS interface. The top navigation bar includes icons for New Booking, Reservations, Arrivals/Dep, and Calendar. The left sidebar has tabs for Guests, Staff, and Housekeeping. The main area displays a calendar for April 2022, with navigation arrows for previous and next months. Below the calendar is a grid showing room status for various rooms, including Room 201 through Room 210. The grid columns represent days of the month, and the rows represent different room types and their occupancy status.

		2022 < APRIL >																														
		Week 14							Week 15							Week 16							Week 17									
		Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
Floor 2	Room 201 Standard, Single	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
	Room 202 Standard, Single	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
	Room 203 Economy, Double	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
	Room 204 VIP, Single	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
	Room 205 VIP, Single	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
	Room 206 Economy, Double	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
	Room 207 Standard, Double	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
	Room 208 Standard, Single	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
	Room 209 VIP, Double	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
	Room 210 Economy, Single	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1

3.8.4 Create a booking

Check section 3.1.2

4. Administrator

4.1 Rooms

The rooms tab allows you to browse all the rooms of the hotel and provides features for adding new rooms, editing existing rooms or to delete a room from the system. Press the *Rooms* tab at the top of the screen to access it.



4.1.1 Search for a room

To search for a room, type your search word in the search field at the top of the table. The search will match the search word and filter the best match at the top of the table. This example shows the search results of the rooms with a price of 500.

Search: 500					
Id	Capacity	Type	Location	Details	Price
101	Single	Standard	South	WiFi, TV, Minibar, Air Conditioner, Balcony	500
107	Triple	Standard	East	Air Conditioner, Balcony, Allergy friendly	500
110	Single	Standard	West	TV, Minibar, Air Conditioner, Allergy friendly, Phone	500
201	Single	Standard	South	WiFi, TV, Minibar, Air Conditioner, Phone	500
202	Single	Standard	East	WiFi, Minibar, Allergy friendly, Phone	500
207	Double	Standard	East	WiFi, TV, Minibar, Balcony, Phone	500
208	Single	Standard	South	WiFi, Minibar, Air Conditioner, Balcony, Allergy friendly, Phone	500
212	Triple	Standard	West	WiFi, TV, Minibar, Air Conditioner, Balcony, Allergy friendly	500
214	Single	Standard	East	WiFi, Minibar, Air Conditioner, Balcony, Allergy friendly, Phone	500
303	Triple	Standard	West	WiFi, TV, Minibar, Air Conditioner, Allergy friendly	500
307	Single	Standard	South	WiFi, TV, Air Conditioner, Balcony, Allergy friendly	500
309	Triple	Standard	East	WiFi, Minibar, Air Conditioner, Allergy friendly	500
310	Single	Standard	West	TV, Minibar, Air Conditioner, Balcony	500
312	Single	Standard	East	Minibar, Air Conditioner, Balcony, Allergy friendly	500
314	Double	Standard	West	WiFi, TV, Minibar, Air Conditioner, Phone	500

4.1.2 Add a room

1. To add a new room, use the toolbox at the bottom of the table.

☒ WiFi

☒ TV

☒ Minibar

☒ Air Conditioner

☒ Balcony

☐ Allergy friendly

☐ Phone

Double

Standard

West

200

Add

Edit

Delete

-

1

+

Room No.

317

☒ Auto Increment

- The first row of the toolbox allows you to choose specific details about the room simply by pressing the checkboxes. Multiple details can be chosen.

A screenshot of a room creation form. The first row contains seven checkboxes: WiFi, TV, Minibar, Air Conditioner, Balcony, Allergy friendly, and Phone. Below this row are four dropdown menus labeled Capacity, Type, Location, and Price. To the right of these are three buttons: Add, Edit, and Delete. At the bottom left, there are minus and plus buttons next to a 'Room No.' field. At the bottom right, there is an 'Auto Increment' checkbox.

- The second step is to specify the capacity, type, location and the price of the room. For capacity, type and location pressing the box will reveal a dropdown menu that lets you choose from different alternatives. The price box is a text field which lets you write the desired price of the room. Note that all of these fields need to be specified to create a new room.

A screenshot of the same room creation form. The first row of checkboxes is now filled: WiFi is unchecked, while TV, Minibar, Air Conditioner, Balcony, Allergy friendly, and Phone are all checked. The second row shows the Capacity dropdown set to 'Single', Type set to 'Standard', Location set to 'West', and the Price text field. The Add, Edit, and Delete buttons are still present. The bottom left shows the minus and plus buttons next to the 'Room No.' field. The bottom right shows the number '319' and the 'Auto Increment' checkbox, which is now checked.

- The third step is to specify the room number. This can be done in two ways. The first is to write the room number manually into the *Room No* text field. Note that you first need to specify the floor level of which the room is located. You do this by going up or down the floors using the plus and minus buttons. This example will add a room with number 213, where the first number specifies which floor the room is located on. The second option is to use the *Auto Increment* checkbox. This will automatically give the room the “next in line” room number for the floor specified.

A screenshot of the room creation form. The minus and plus buttons next to the 'Room No.' field are highlighted with a red box. The 'Room No.' field contains the number '13'. To the right, the number '213' is displayed, and the 'Auto Increment' checkbox is unchecked.

- Fourth and last step is to complete it by pressing the *Add* button.

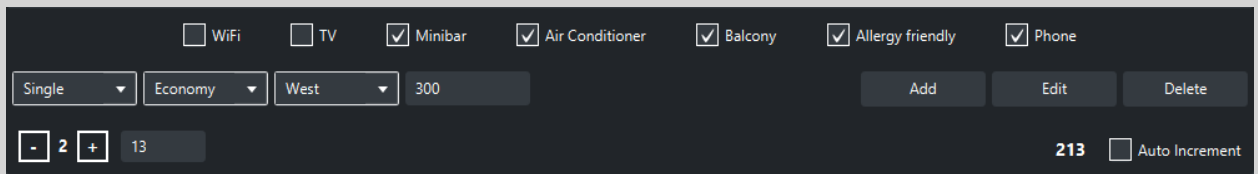
A screenshot of the room creation form. The 'Add' button is highlighted with a red box. The form shows the Capacity dropdown set to 'Triple', Type set to 'VIP', Location set to 'West', and the Price text field. The bottom left shows the minus and plus buttons next to the 'Room No.' field. The bottom right shows the number '114' and the 'Auto Increment' checkbox, which is now checked.

4.1.3 Edit a room

- To edit an existing room in the system, start by selecting the room that you want to edit. The selected room will be highlighted in black.

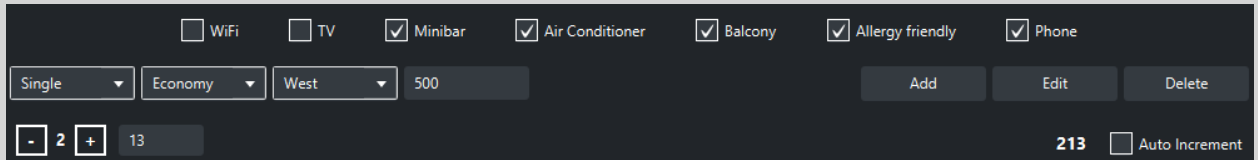
Search: <input type="text"/>					
Id	Capacity	Type	Location	Details	Price
101	Single	Standard	South	WiFi, TV, Minibar, Air Conditioner, Balcony	500
102	Single	Economy	West	Minibar, Air Conditioner, Balcony, Allergy friendly, Phone	300
103	Single	Standard	East	WiFi, TV, Minibar, Balcony	700

- By selecting a room, the fields with the details of the room will be autofilled in the bottom of the table.



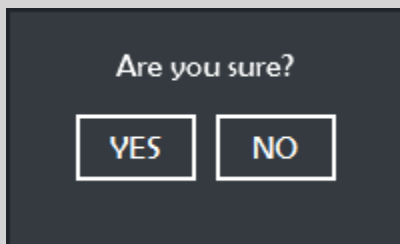
A screenshot of a room details form. At the top, there are checkboxes for amenities: WiFi, TV, Minibar, Air Conditioner, Balcony, Allergy friendly, and Phone. Below these are dropdown menus for room type (Single), category (Economy), and location (West), followed by a price input field (300). To the right are buttons for 'Add', 'Edit', and 'Delete'. At the bottom, there is a pagination control showing '- 2 +' and a page number '13'. On the far right, it shows '213' and an 'Auto Increment' checkbox.

- To edit, simply edit the desired field and press the *Edit* button. This example will change the selected room 102 to have a price of 500 instead of 300.



A screenshot of the same room details form, but the price input field now contains '500'. The 'Edit' button is highlighted, indicating it has been pressed.

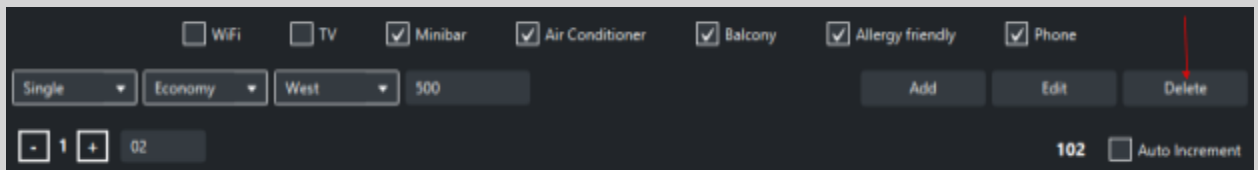
- When the edit button is pressed, you'll be asked to confirm the changes. Press *YES* to confirm, or *NO* to discard the changes.



A confirmation dialog box with the text 'Are you sure?' and two buttons: 'YES' and 'NO'.

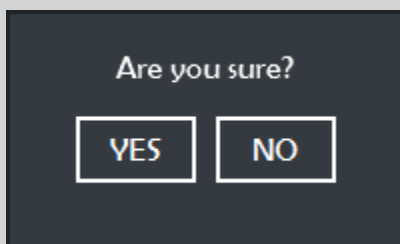
4.1.4 Delete a room

- To delete a room, start by selecting the room in the table (so that it is highlighted).
- Proceed by pressing the *Delete* button. This example will delete room 102 from the system.



A screenshot of the room details form, similar to the previous ones, but with a red arrow pointing to the 'Delete' button. The price input field still shows '500'.

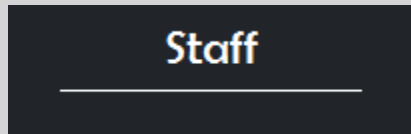
- When the delete button is pressed, you'll be asked to confirm the changes. Press *YES* to confirm, or *NO* to discard the changes.



A confirmation dialog box with the text 'Are you sure?' and two buttons: 'YES' and 'NO'.

4.2 Staff

The staff tab allows you to browse all the staff of the hotel and provides features for adding new staff members to the system, searching for staff members or deleting members. Press the *Staff* tab at the left side of the screen to access it.



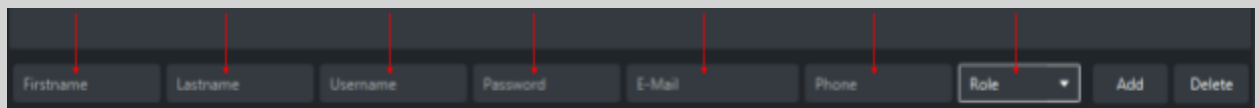
4.2.1 Search for a staff member

To search for a staff member, type your search word in the search field at the top of the table. The search will match the search word and filter the best match at the top of the table. This example shows the search results of the staff members named "Isac".

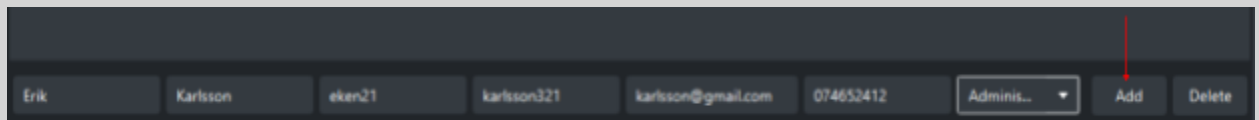
Search: <input type="text" value="Isac"/>						
Firstname	Lastname	Username	Password	E-Mail	Phone	Role
Isac	Holm	isac	123	ih222nz@student.lnu.se	722455852	Receptionist

4.2.2 Create a new staff member

1. To add a new staff member to the system you first need to fill in all the necessary information of the new staff member in the text fields at the bottom of the table. Note that the role will determine which part of the system the staff member will have access to.

A horizontal form with seven text input fields labeled "Firstname", "Lastname", "Username", "Password", "E-Mail", and "Phone". To the right of these fields is a dropdown menu labeled "Role" with a downward arrow. Further right are two buttons labeled "Add" and "Delete". Red arrows point to each of the seven input fields and the "Role" dropdown.

2. To proceed with adding a new guest, press the *Add* button. This example will add a new staff member Erik Karlsson as an administrator.

The same form as above, but now it contains data for a new staff member: "Erik" in the Firstname field, "Karlsson" in the Lastname field, "eken21" in the Username field, "karlsson321" in the Password field, "karlsson@gmail.com" in the E-Mail field, "074653412" in the Phone field, and "Adminis..." in the Role dropdown. The "Add" button is highlighted with a red arrow.

4.2.3 Delete a staff member

1. To delete a staff member, start by selecting the person in the table (so that it is highlighted).
2. Proceed by pressing the *Delete* button.
3. When the delete button is pressed, you'll be asked to confirm the changes. Press *YES* to confirm, or *NO* to discard the changes.

4.3 Settings

As an administrator you can access settings. This is where you can add or remove different options for when you are creating new rooms. Simply edit one of the boxes to the right by removing a filled box or adding text to an empty box, then press save. If you erase something by mistake and have not yet saved, press undo to get it back.

In this version a total of five different settings are available for the different types.

The screenshot displays the 'Settings' tab in an administrator interface. On the left, a sidebar contains two tabs: 'Staff' and 'Settings', with 'Settings' being the active tab. The main content area is divided into three sections: 'Room Types', 'Room Capacity', and 'Room Location'. Each section has a 'Preview' dropdown menu and a set of input boxes for configuration. At the bottom, there are 'Undo' and 'Save' buttons.

Room Types
Preview: Type ▾
Economy Standard VIP
Ultra

Room Capacity
Preview: Capacity ▾
Single Double Triple

Room Location
Preview: Location ▾
South West East

Undo Save

Picture shows the settings tab in the administrator window.

4.3.1 Alter room types

To alter room types simply write or erase the text in one of the five boxes, then press save in the lower left corner of the settings window.

Room Types

Preview

Type ▼

Economy

Standard

VIP

Ultra

Economy

Standard

VIP

Ultra

Picture shows the drop down menu that displays the various existing example options.

4.3.2 Alter room capacity

To alter room capacity simply write or erase the text in one of the five boxes, then press save in the lower left corner of the settings window.

Room Capacity

Preview

Capacity ▼

Single

Double

Triple

Single

Double

Triple

Picture shows the drop down menu that displays the various existing example options.

4.3.3 Alter room locations

To alter room types write or erase the text in one of the five boxes, then press save in the lower left corner of the settings window.

Room Location

Preview

Location ▼

South

West

East

South

West

East

Picture shows the drop down menu that displays the various existing example options.