User manual for Hotel California booking system

Contents

1. Installation **4**
1.1 Prerequisites 4
1.2 How to install 4
1.3 Setting up the Database 5

2. Login Screen **6**
2.1 Username & password 6
2.2 Login button 7

3. Receptionist **8**
3.1 Create a booking 8
3.1.1 New Booking 8
3.1.2 Calendar 10
3.2 Reservations 11
3.2.1 Search reservations 12
3.2.2 Delete a reservation 12
3.3 Arrivals/Dep 13
3.3.1 Check in a reservation 13
3.3.2 Check out a reservation 13
3.4 Guests 13
3.4.1 Search for a guest 14
3.4.2 Add a guest 14
3.4.3 Edit a guest 14
3.4.4 Delete a guest 15
3.5 Staff 15
3.5.1 Search for a staff member 15
3.6 Housekeeping 16
3.6.1 Add a cleaning task 16
3.6.2 Delete a cleaning task 17
3.6.3 Mark a cleaning task as finished 18
3.6.4 Print a list of cleaning tasks 19
3.7 Post-it notes 19
3.7.1 How it works 19
3.7.2 Receptionist 20
3.7.3 Administrator 21
3.8 Calendar 21
3.8.1 Select floor 21
3.8.3 Change month 22
3.8.4 Create a booking 22

4. Administrator **23**
4.1 Rooms 23

4.1.1 Search for a room 23
4.1.2 Add a room 23
4.1.3 Edit a room 24
4.1.4 Delete a room 25
4.2 Staff 26
4.2.1 Search for a staff member 26
4.2.2 Create a new staff member 26
4.2.3 Delete a staff member 26
4.3 Settings 27
4.3.1 Alter room types 28
4.3.2 Alter room capacity 28
4.3.3 Alter room locations 28

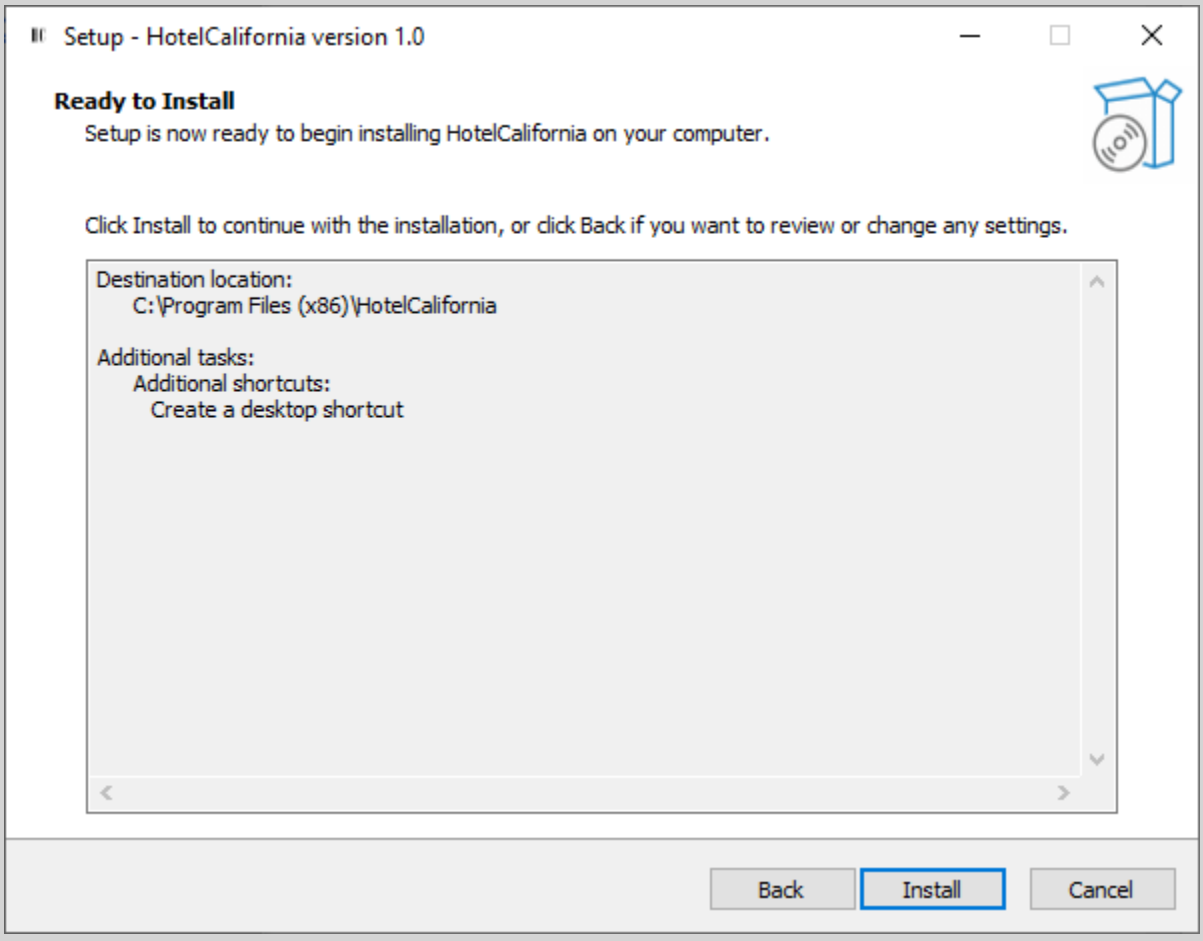
1. Installation

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

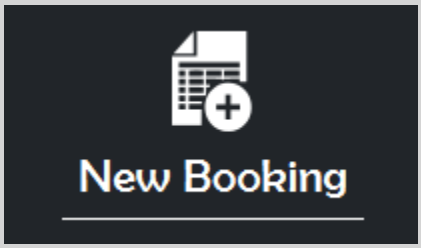
This chapter consists of a guide to the receptionists view of the system. It covers all possible features and is sectioned into parts divided by the different tabs and functions

3.1 Create a booking

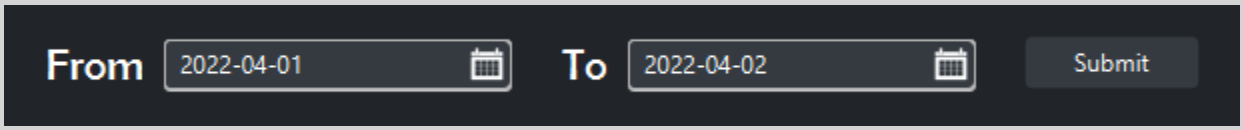
This section contains a guide on how to create a booking for a customer. There are two main ways to create a booking. Through the *New booking* tab and through the *Calendar tab*.

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.



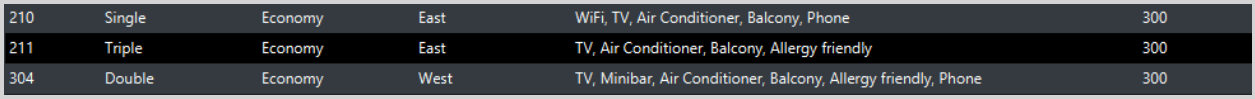
2. Select a date interval for the stay by either typing the specific date into the text fields or by pressing the calendar icon, which will let you choose a date. Press the submit button to list available rooms for that interval.



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

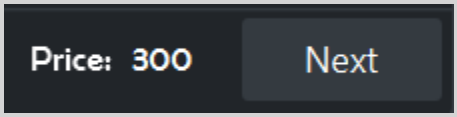
Room	Capacity	Type	Location	Details	Price
203	Double	Economy	West	WiFi, TV, Minibar, Balcony	300
205	Double	Economy	South	WiFi, TV, Balcony, Allergy friendly, Phone	300
210	Single	Economy	East	WiFi, TV, Air Conditioner, Balcony, Phone	300
211	Triple	Economy	East	TV, Air Conditioner, Balcony, Allergy 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.

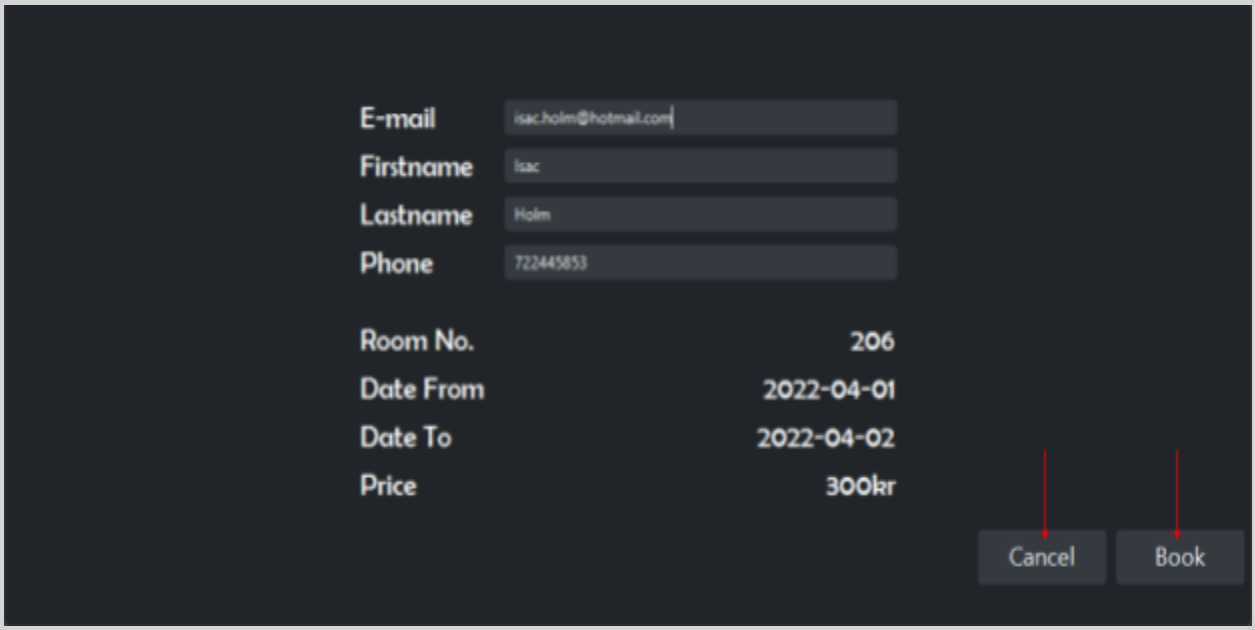


210	Single	Economy	East	WiFi, TV, Air Conditioner, Balcony, Phone	300
211	Triple	Economy	East	TV, Air Conditioner, Balcony, Allergy friendly	300
304	Double	Economy	West	TV, Minibar, Air Conditioner, Balcony, Allergy friendly, Phone	300

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.

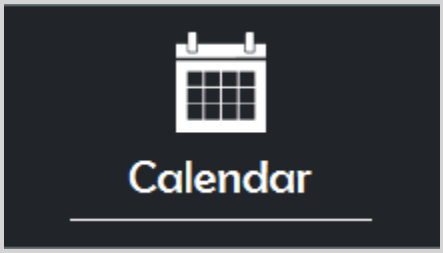


6. A new window will open that lets you fill in the personal details of the guest and provides a summary of the stay. To complete the booking all text fields need to be filed. Start by entering the email address. If the guest is already registered the rest of the information will be filled automatically. 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.

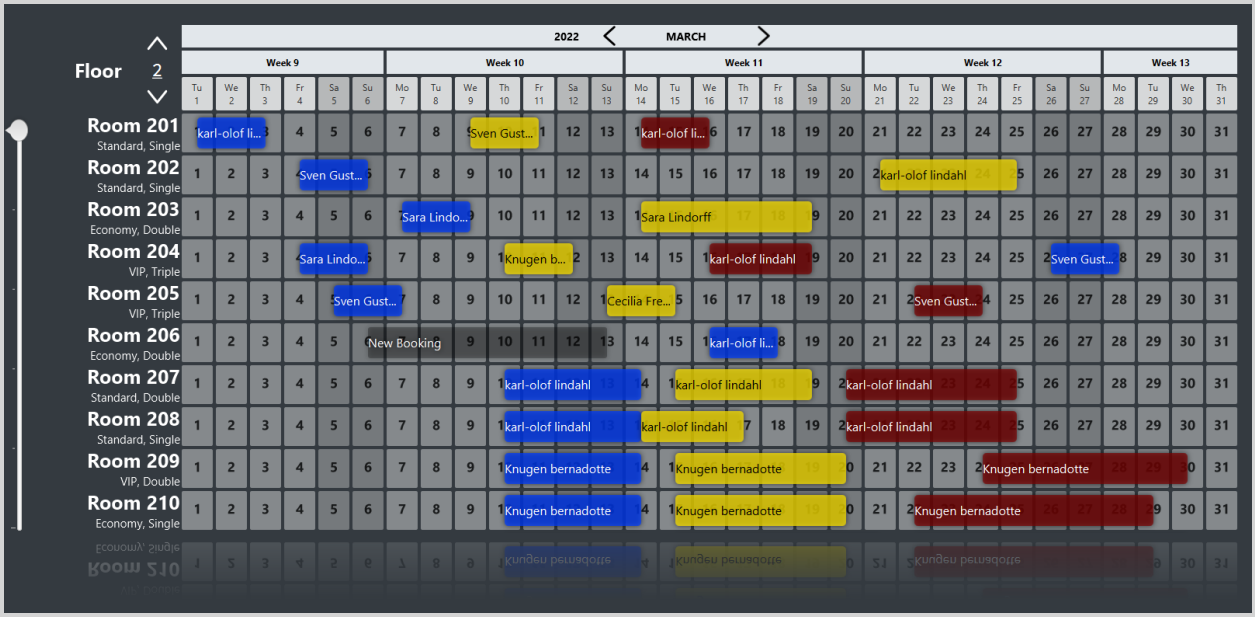


3.1.2 Calendar

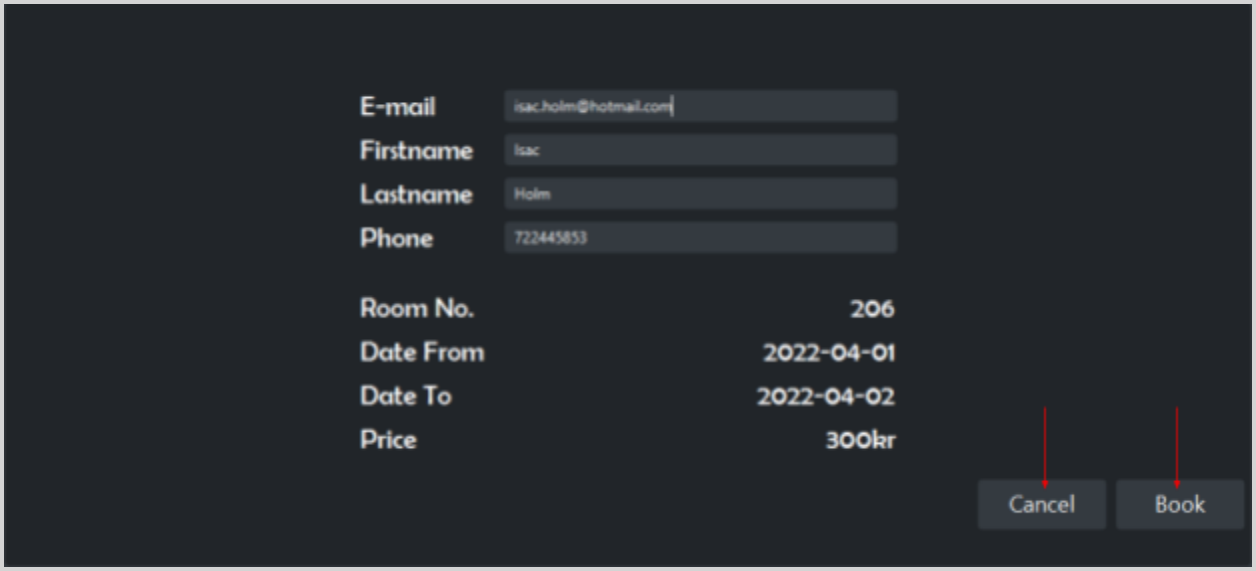
1. To create a new booking through the calendar, start by pressing the *Calendar* tab. This will show the calendar, which gives you a quick overview of the available and booked rooms.



2. To select a date interval for the booking, first select the starting date of that room, then drag your mouse to the ending date and select it to complete the interval of the stay. This example shows a booking starting at sunday the 6th of mars and ending on sunday the 13th for room 206.

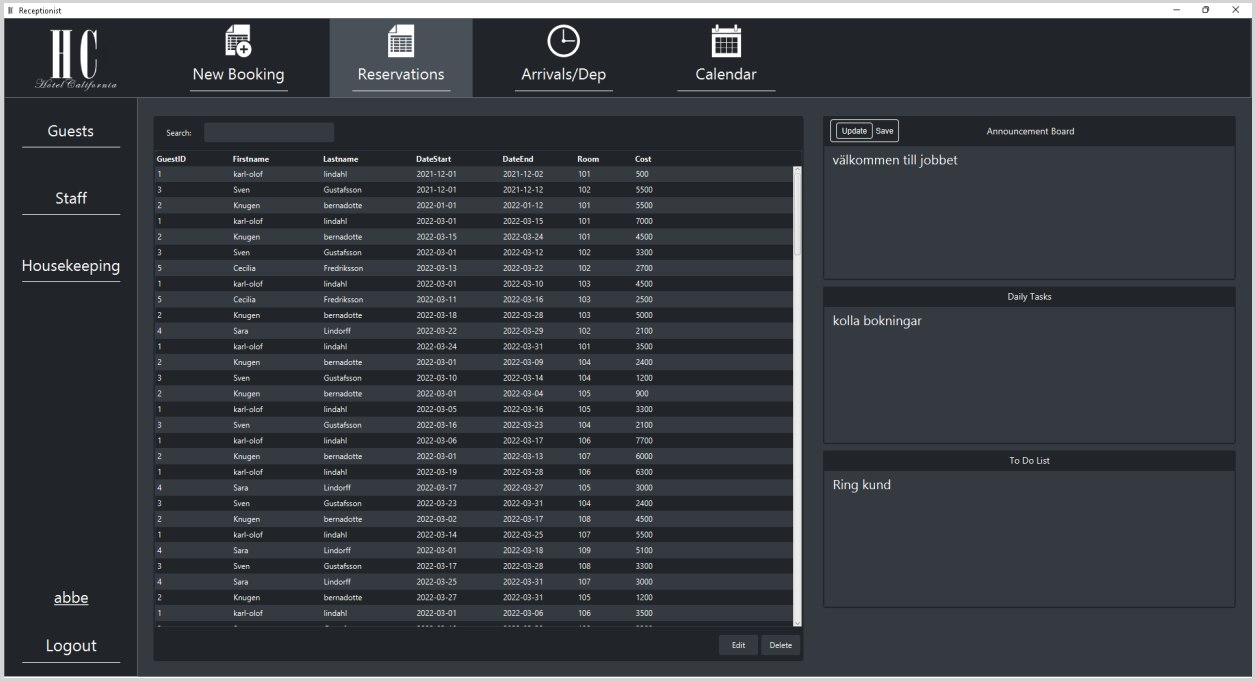


3. After selecting the ending date a new window will appear. From here you proceed with the booking as explained in steps 6, 7 in chapter 3.1.1.



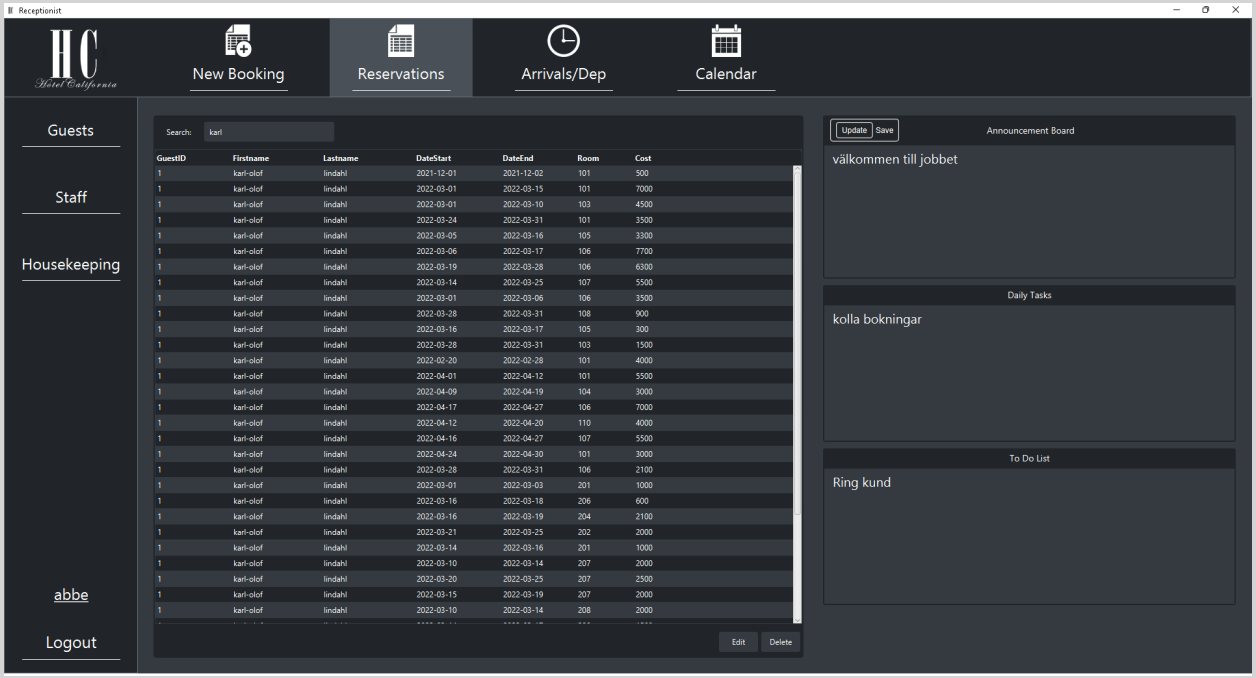
3.2 Reservations

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



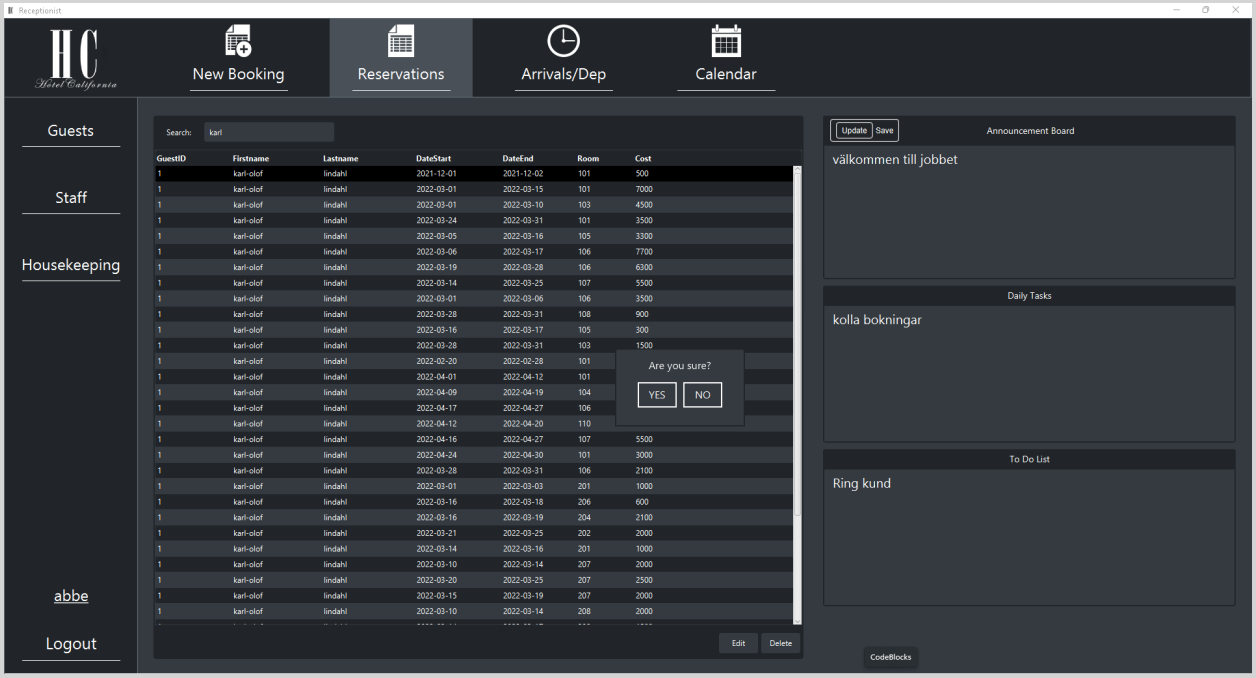
3.2.1 Search reservations

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.



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,

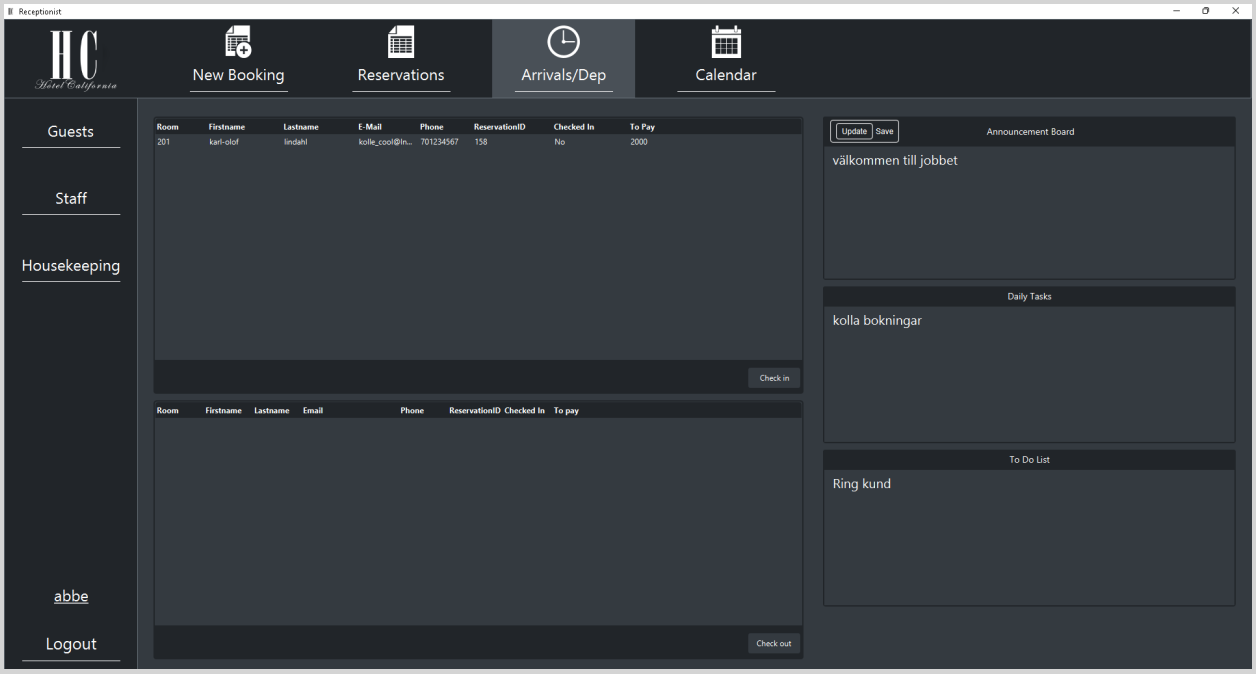


which will prompt the user to confirm if they want to proceed with the action.

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.

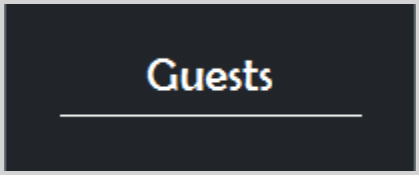


3.3.2 Check out a reservation

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.

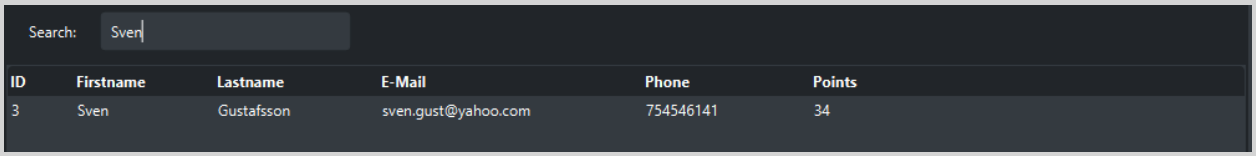
3.4 Guests

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.



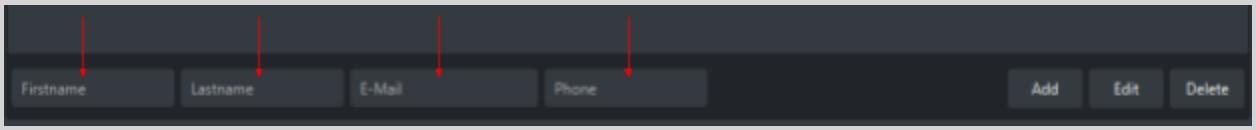
3.4.1 Search for a guest

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”.

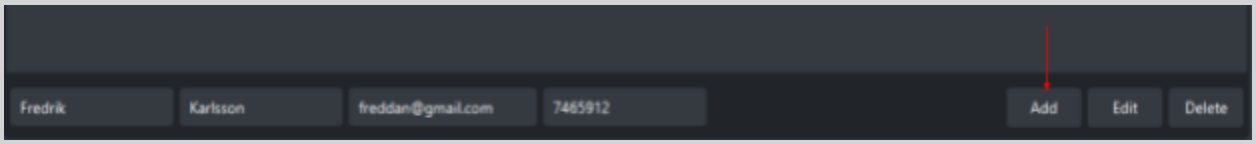


3.4.2 Add a guest

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.

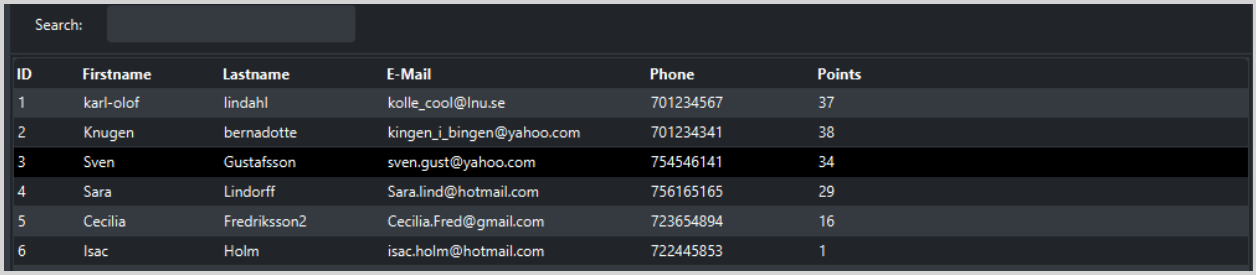


2. To proceed with adding a new guest, press the *Add* button. This example will add a new guest with first name: Fredrik, last name: Karlsson, email address: freddan@gmail.com and phone number 07465912 to the system.

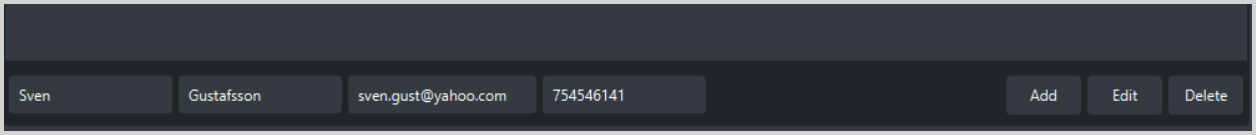


3.4.3 Edit a guest

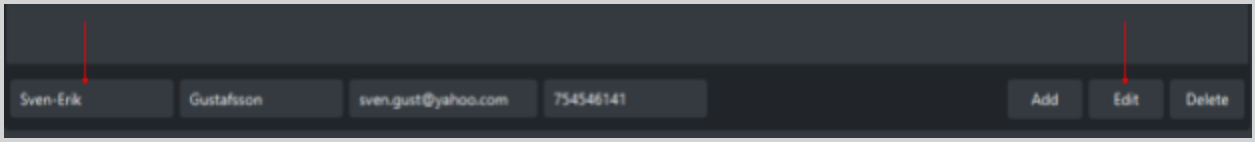
1. To edit an existing guest in the system, start by selecting the guest that you want to edit. The selected guest will be highlighted in black.



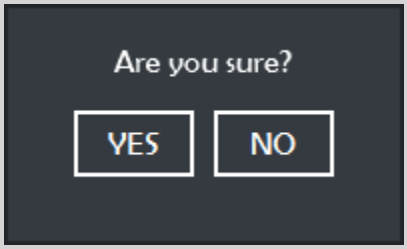
2. By selecting a guest, the fields with the guests details will be autofilled in the bottom of the table.



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”.

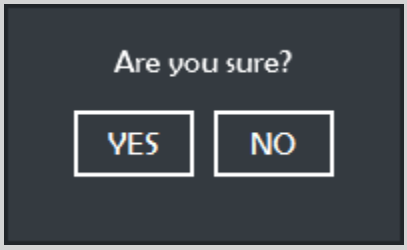


4. When the edit button is pressed, you'll be asked to confirm the changes. Press *YES* to confirm, or *NO* to discard the changes.



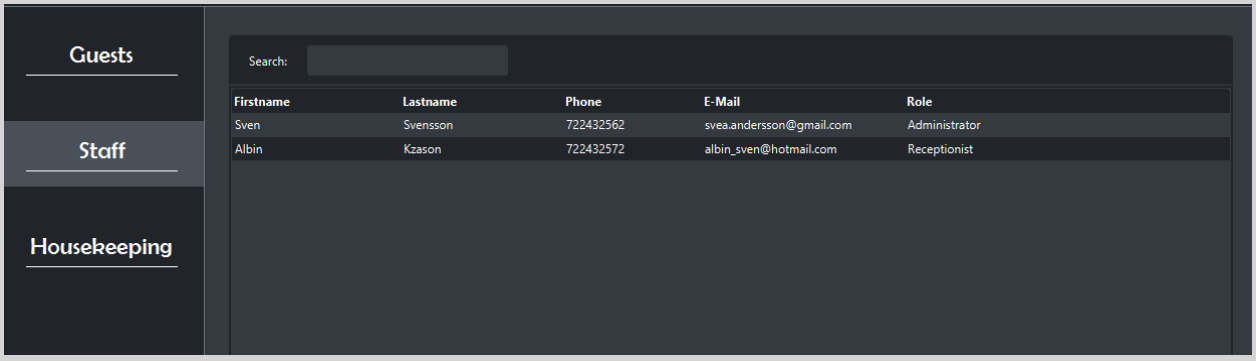
3.4.4 Delete a guest

1. To delete a guest, start by selecting the guest in the table (so that it is highlighted).
2. Proceed by pressing the *Delete* button. This example will delete the guest "Sara Lindorff" from the system.
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.



3.5 Staff

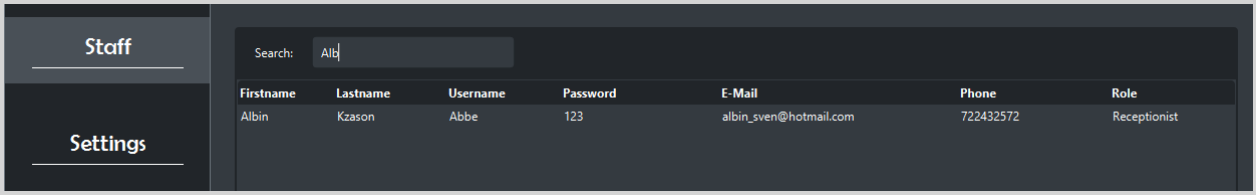
3.5.1 Search for a staff member



Logged in as a receptionist.

Logged in as an administrator.

When logged in as either a receptionist or an administrator you can select STAFF and search for a specific person in the list. This is done by simply writing in the “search:”-field. NOTE that the field you search for must be either the person's first name, last name or username.

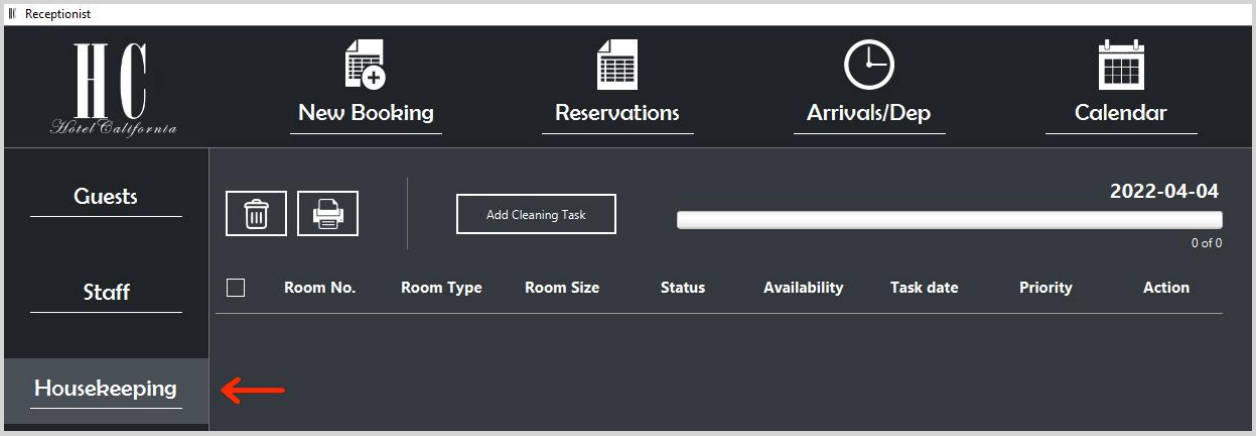


Search with the target to locate the employee Albin.

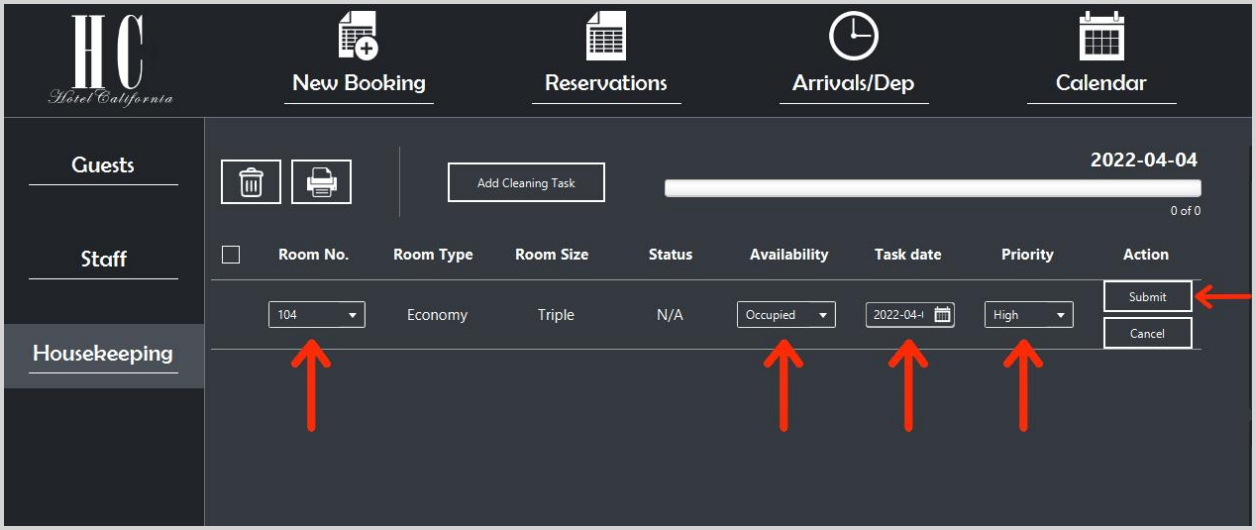
3.6 Housekeeping

3.6.1 Add a cleaning task

Adding a cleaning task is done by heading to the *Housekeeping* tab

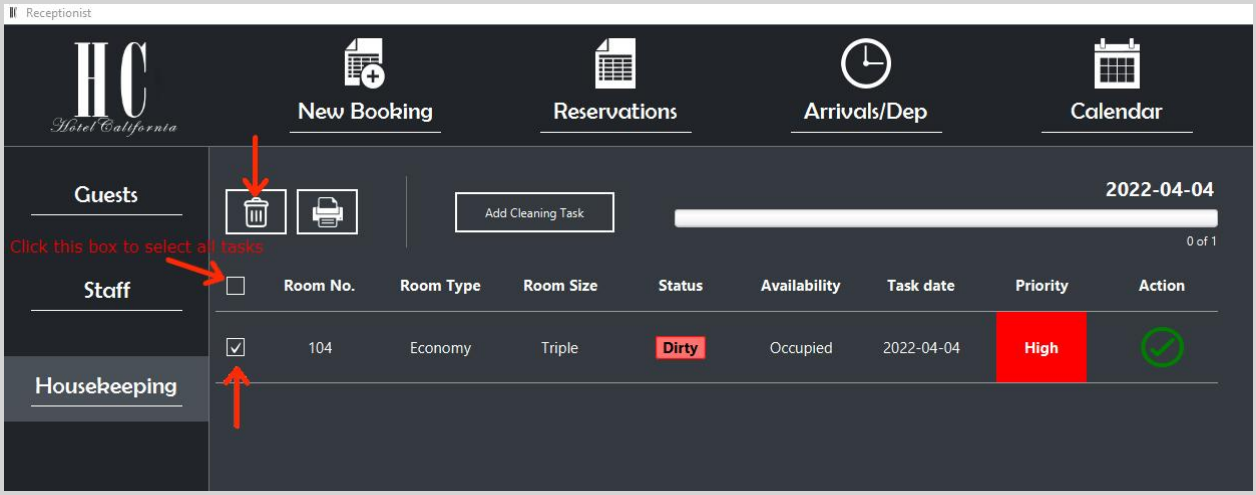


Click the *Add Cleaning task* button. Select the room, availability, task date, priority. Once chosen simply click the *submit* button.



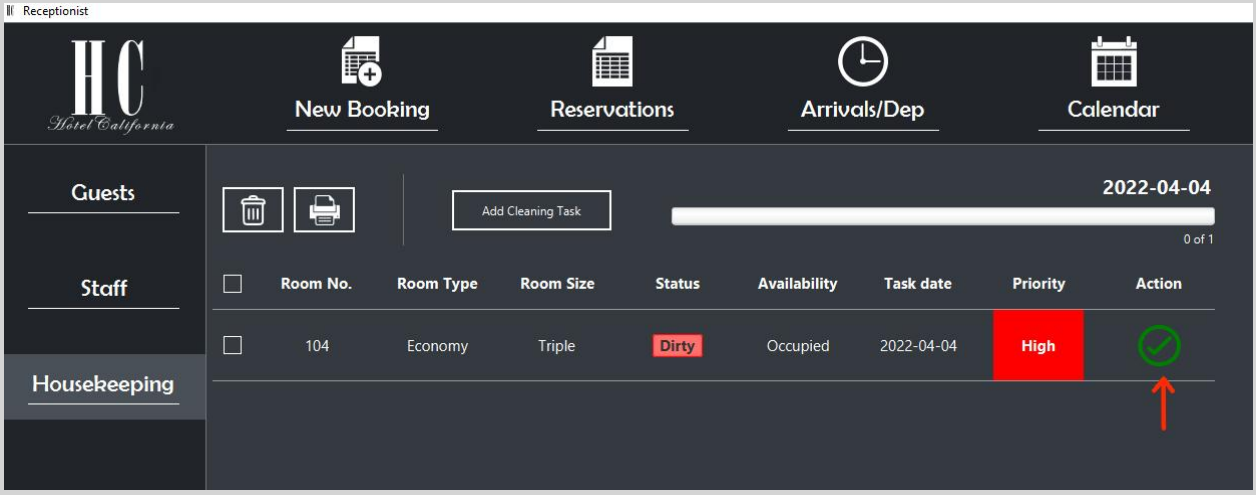
3.6.2 Delete a cleaning task

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).

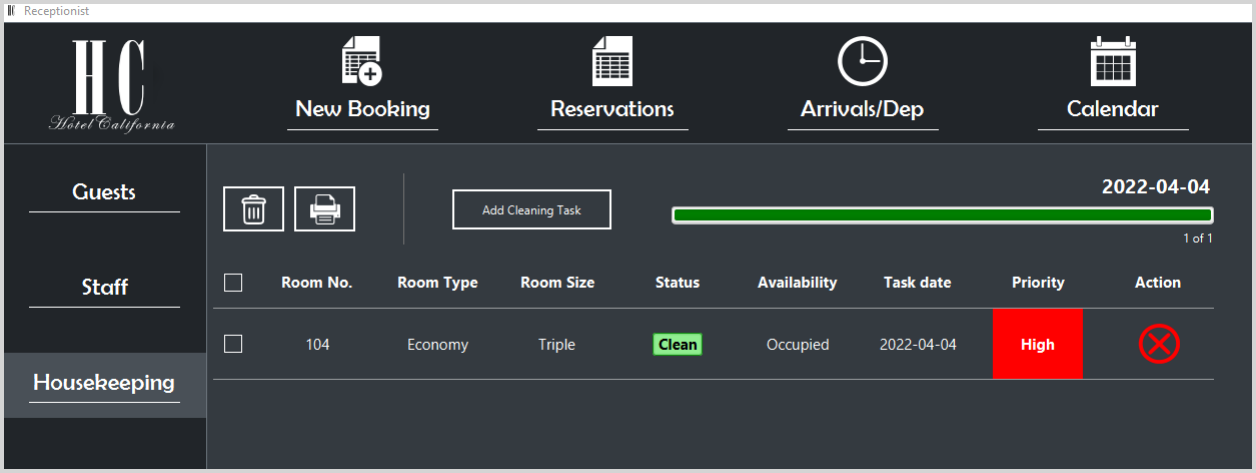


3.6.3 Mark a cleaning task as finished

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.

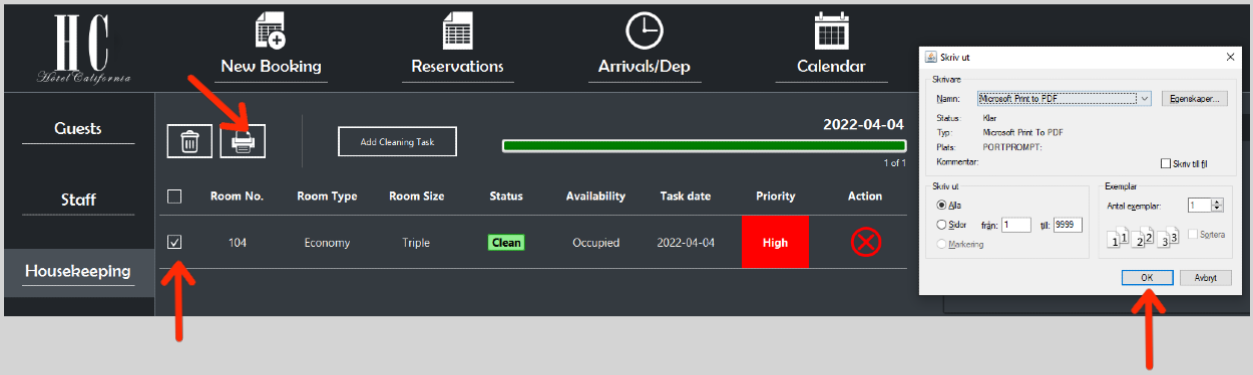


After clicking the green checkmark it will change the status from “Dirty” to “Clean”. The white bar will also become green indicating that all the tasks are completed. (If two tasks are existent, but only one is done the bar will only be green half way).



3.6.4 Print a list of cleaning tasks

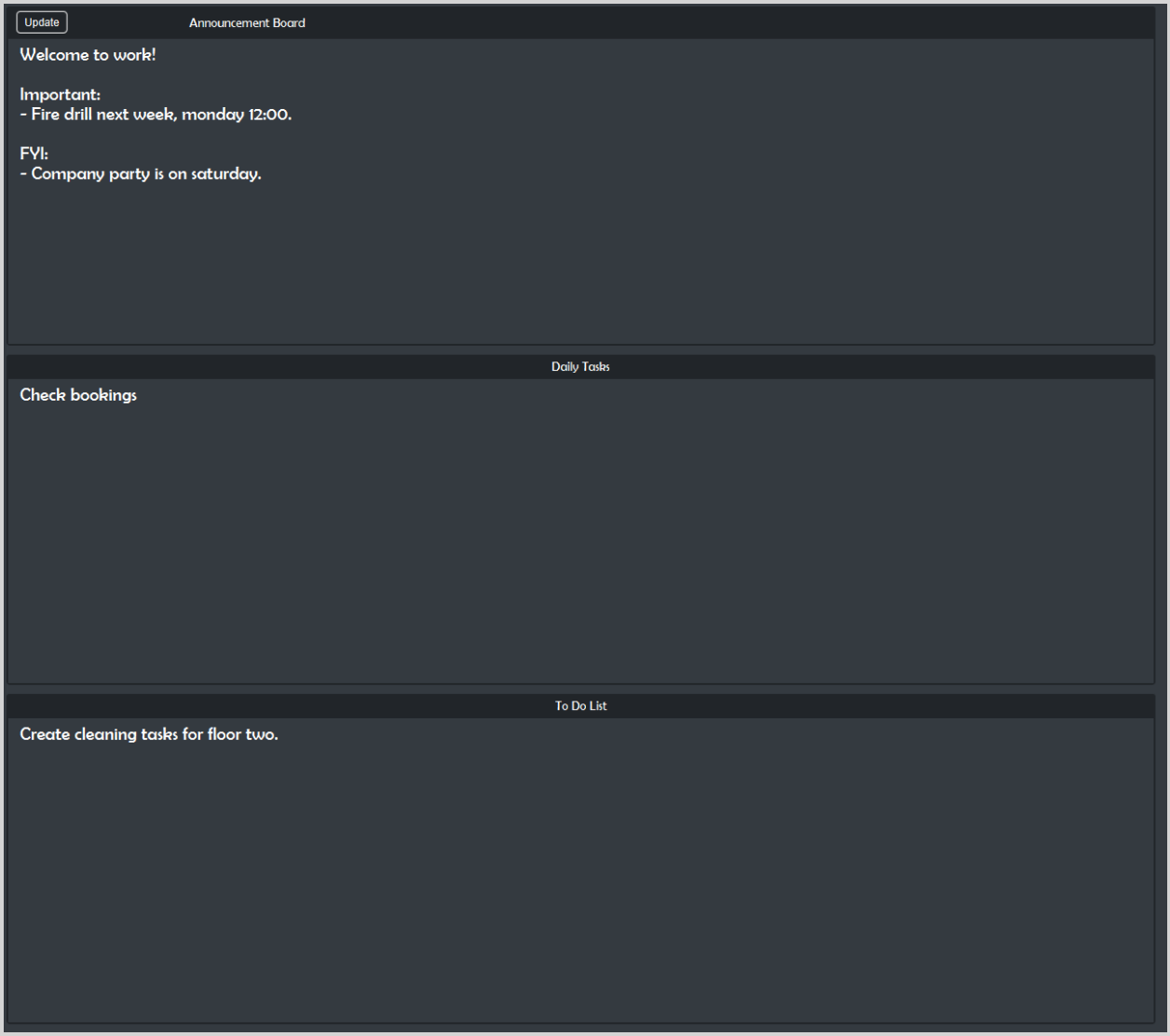
Select desired tasks to print and click the printer icon. Click “ok” on the popup to complete the print.



3.7 Post-it notes

3.7.1 How it works

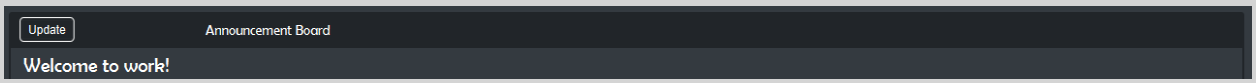
On the post-it notes you can write or read important information that either you or your colleagues need to know. There are three boxes named Announcement board, Daily task and To Do List. To update the Announcement board and Daily task with new directives a user account with the role Administrator is 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.



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.



Picture shows the top of Announcement 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

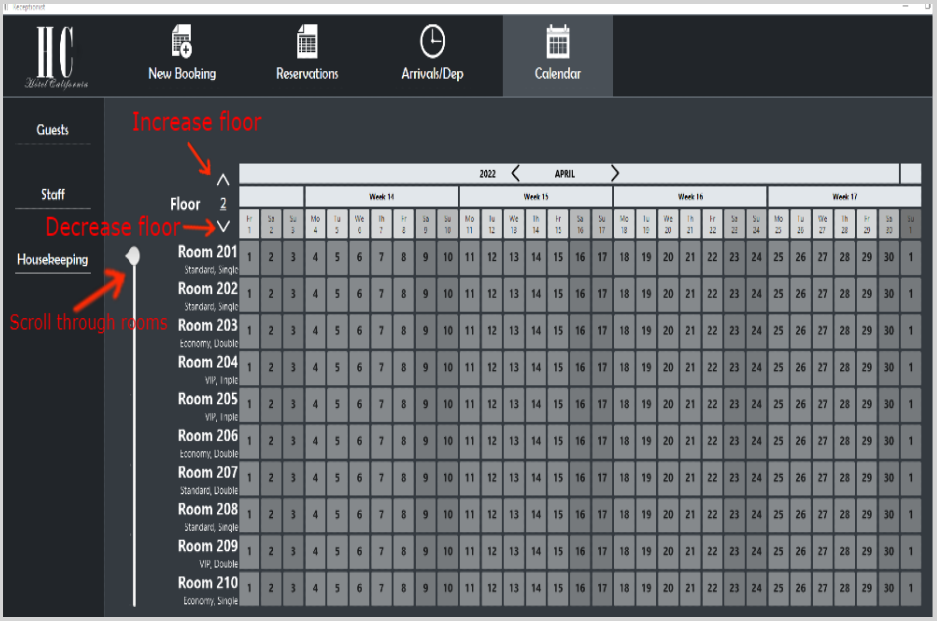
Before changing any notes, make sure to press the “update” button to see if any changes have been made since the last time.

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

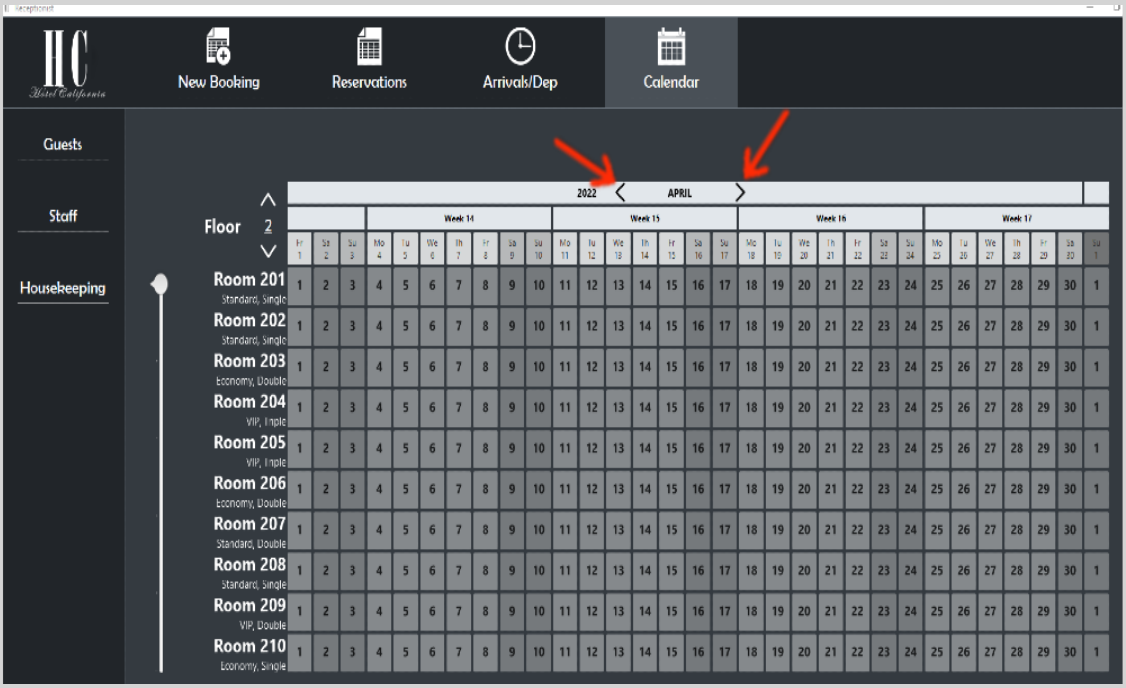
3.8.1 Select floor

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.



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.



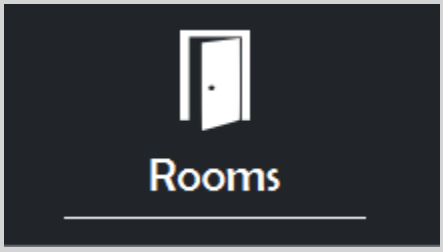
3.8.4 Create a booking

Check section 3.1.2

4. Administrator

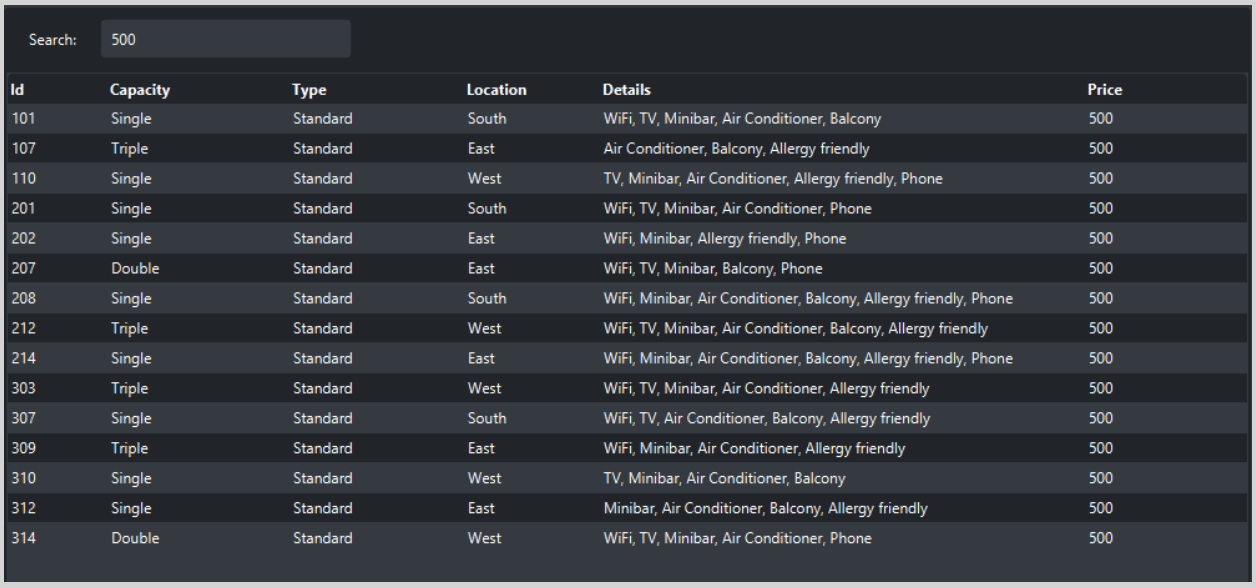
4.1 Rooms

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.



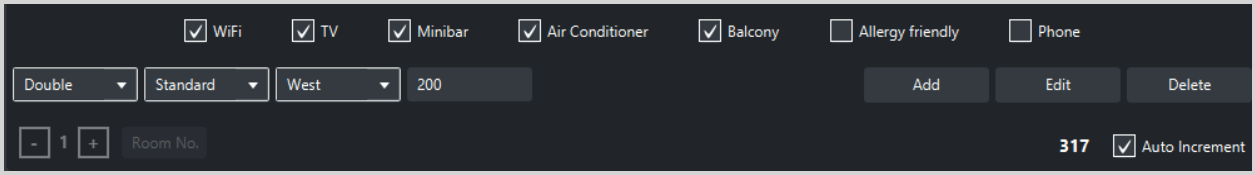
4.1.1 Search for a room

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.

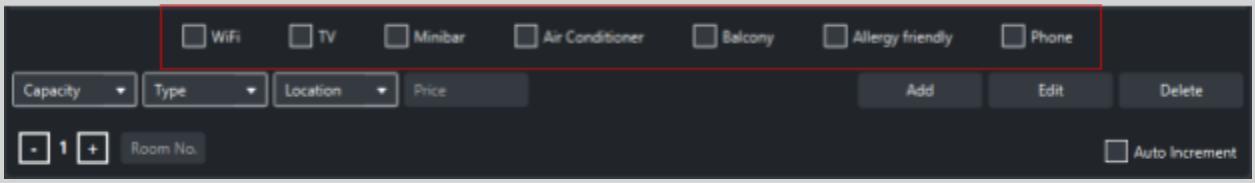


4.1.2 Add a room

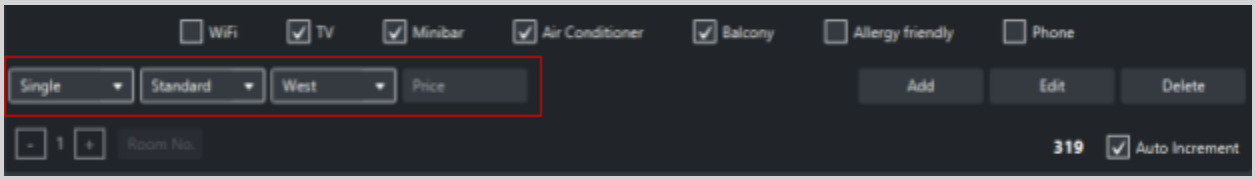
1. To add a new room, use the toolbox at the bottom of the table.



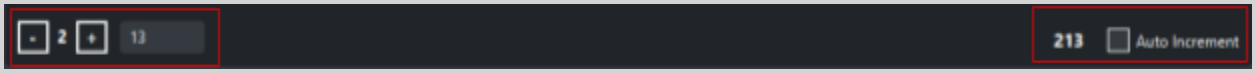
2. The first row of the toolbox allows you to choose specific details about the room simply by pressing the checkboxes. Multiple details can be chosen.



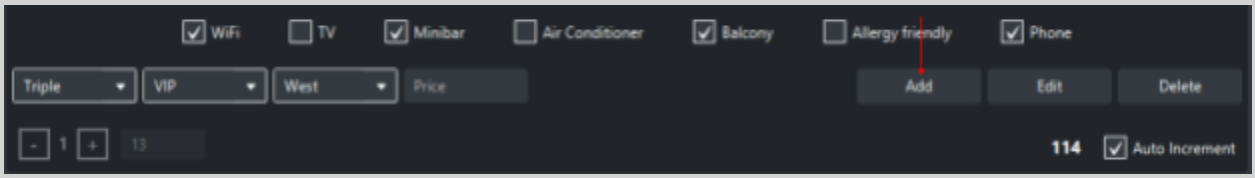
3. The second step is to specify the capacity, type, location and the price of the room. For capacity, type and location pressing the box will reveal a dropdown menu that lets you choose from different alternatives. The price box is a text field which lets you write the desired price of the room. Note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



4. 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.

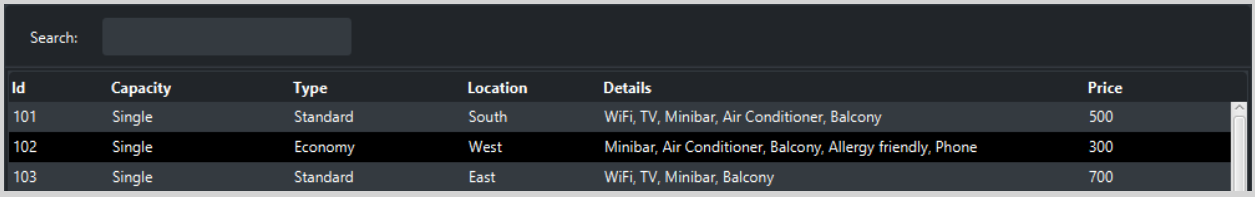


5. Fourth and last step is to complete it by pressing the *Add* button.

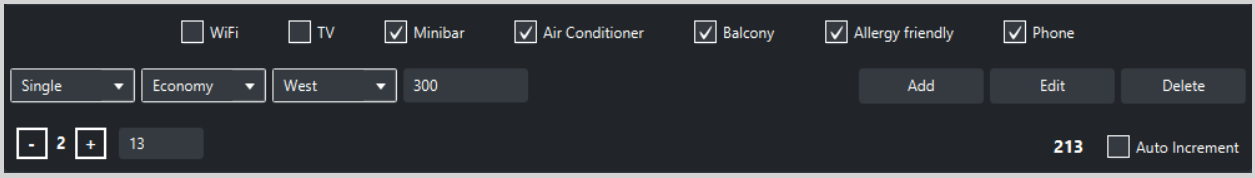


4.1.3 Edit a room

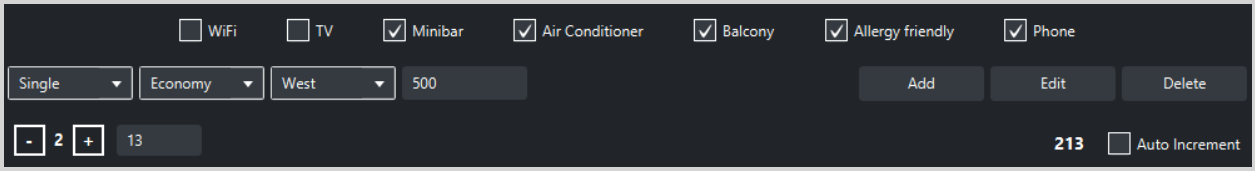
1. To edit an existing room in the system, start by selecting the room that you want to edit. The selected room will be highlighted in black.



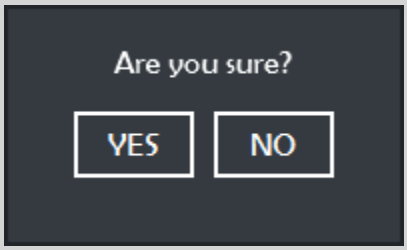
2. By selecting a room, the fields with the details of the room will be autofilled in the bottom of the table.



3. 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.

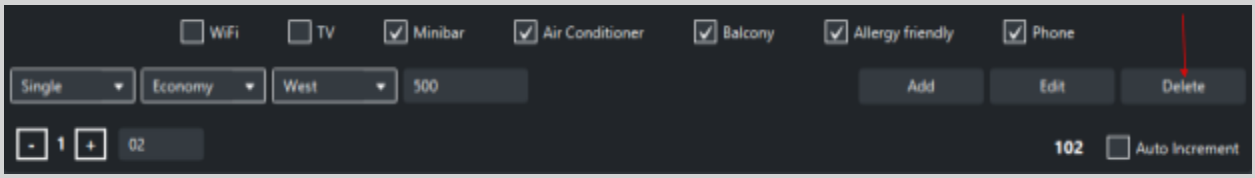


4. When the edit button is pressed, you'll be asked to confirm the changes. Press *YES* to confirm, or *NO* to discard the changes.

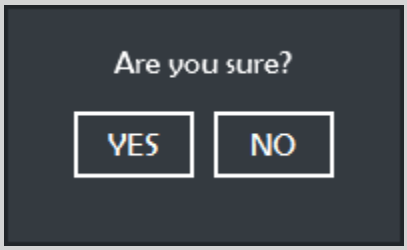


4.1.4 Delete a room

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

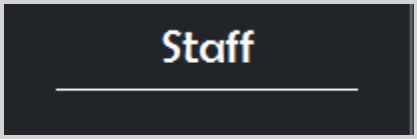


3. When the delete button is pressed, you'll be asked to confirm the changes. Press *YES* to confirm, or *NO* to discard the changes.



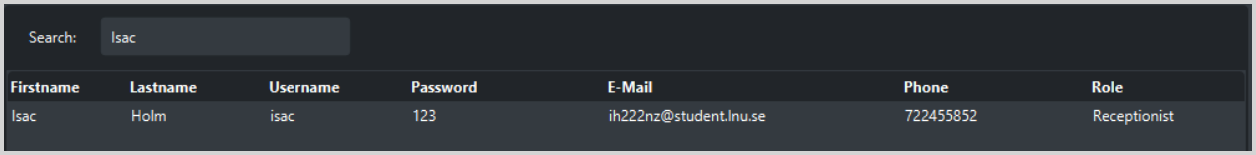
4.2 Staff

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.



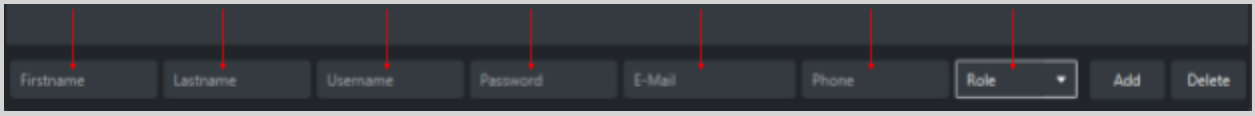
4.2.1 Search for a staff member

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”.

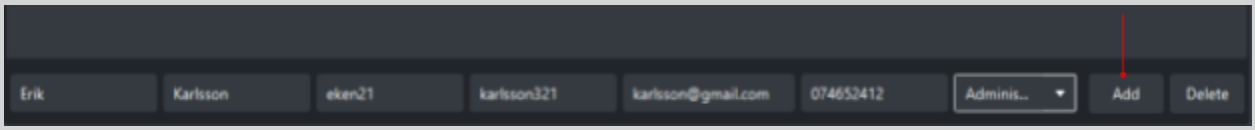


4.2.2 Create a new staff member

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.



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.

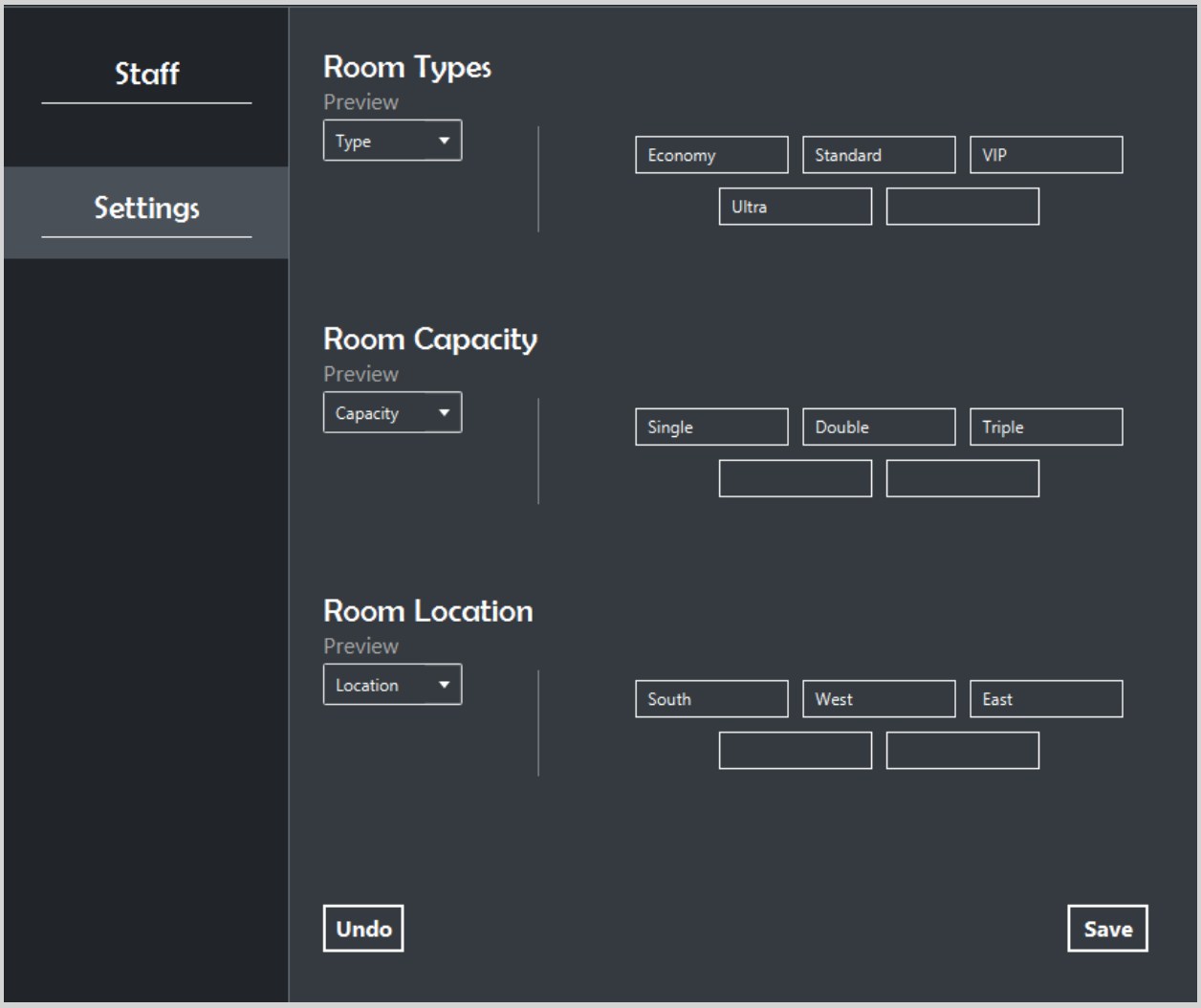


4.2.3 Delete a staff member

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.



Picture shows the settings tab in the administrator window.

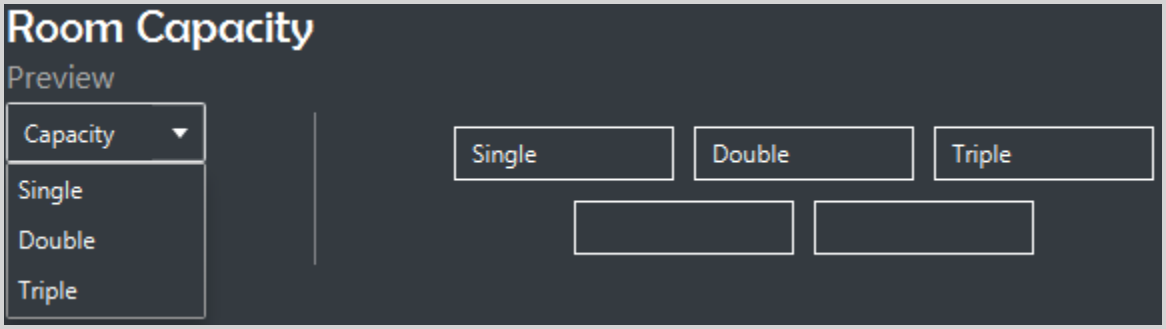
4.3.1 Alter room types

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.

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

4.3.2 Alter room capacity

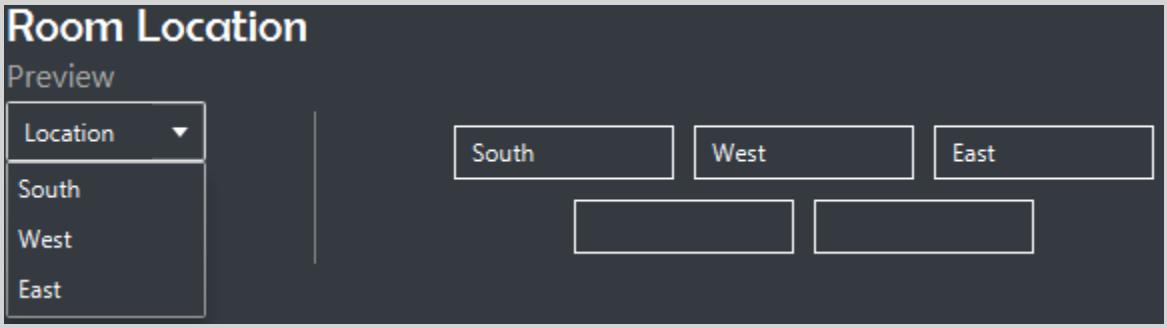
To alter room capacity simply write or erase the text in one of the five boxes, then press save in the lower left corner of the settings window.



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.



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