GUEST HOUSE MANAGEMENT SYSTEM- USER GUIDE

CONTENTS

1. INTRODUCTION

This software is a Guest House Management System which handles the queries and issues of a regular Guest House website.

Features Implemented:

➢ Booking of a Guest House.

➢ Logging in as a user to receive different privileges and priorities for the guest house which include accessing services like housekeeping, cabs, mess, etc.

➢ Checking the bookings made.

➢ Rating and feedback of the guest house.

➢ Changing your password.

2. START OF THE SOFTWARE

On starting the application, you would see a form on the screen as shown below.
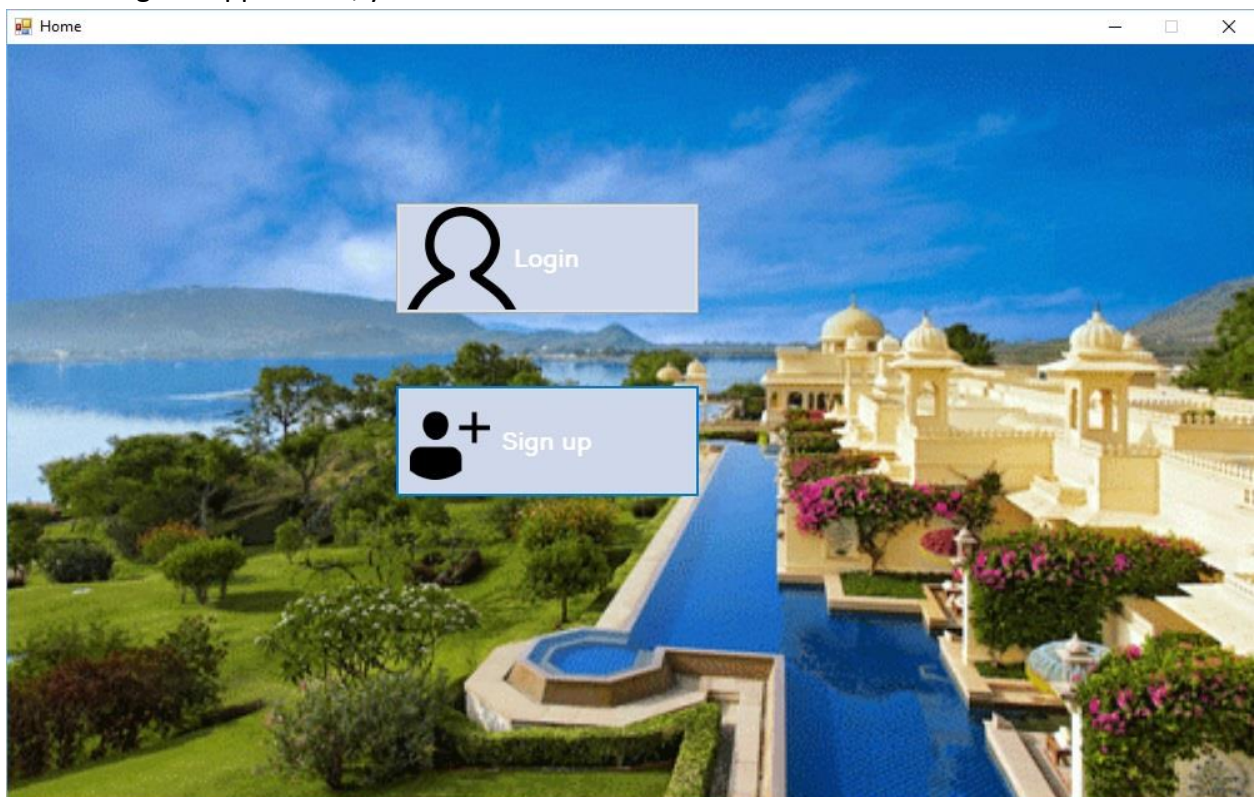
This is the main page of the software. It has the following functionalities.

➤ **LOGIN**: To log in as an user click on '**Login'** button, details have been explained here.

➤ **SIGN UP**: If you are a new user you can sign up by clicking on '**Sign Up'** button, and providing the necessary details. Click on sign up to do the same, details are explained here.**[FORM1_SIGN_UP]**

3. LOGIN PAGE

After clicking on the login button on the main page as shown in the image below, a login form would pop up (shown below).
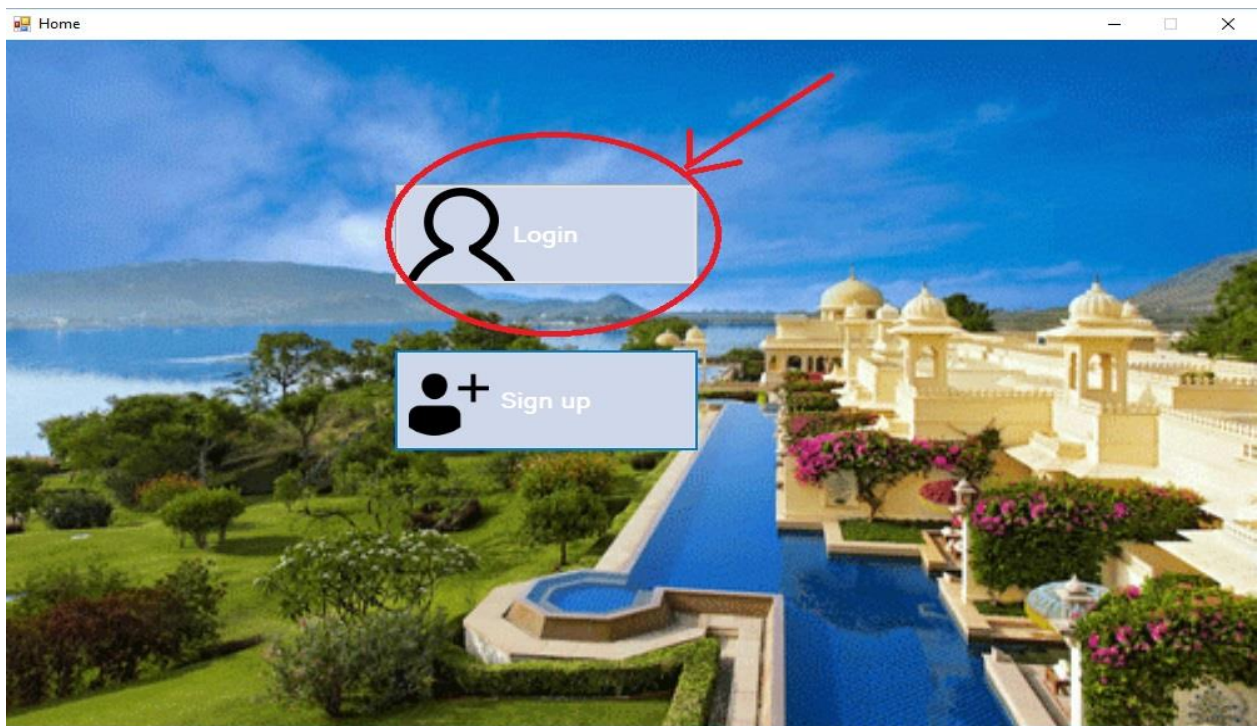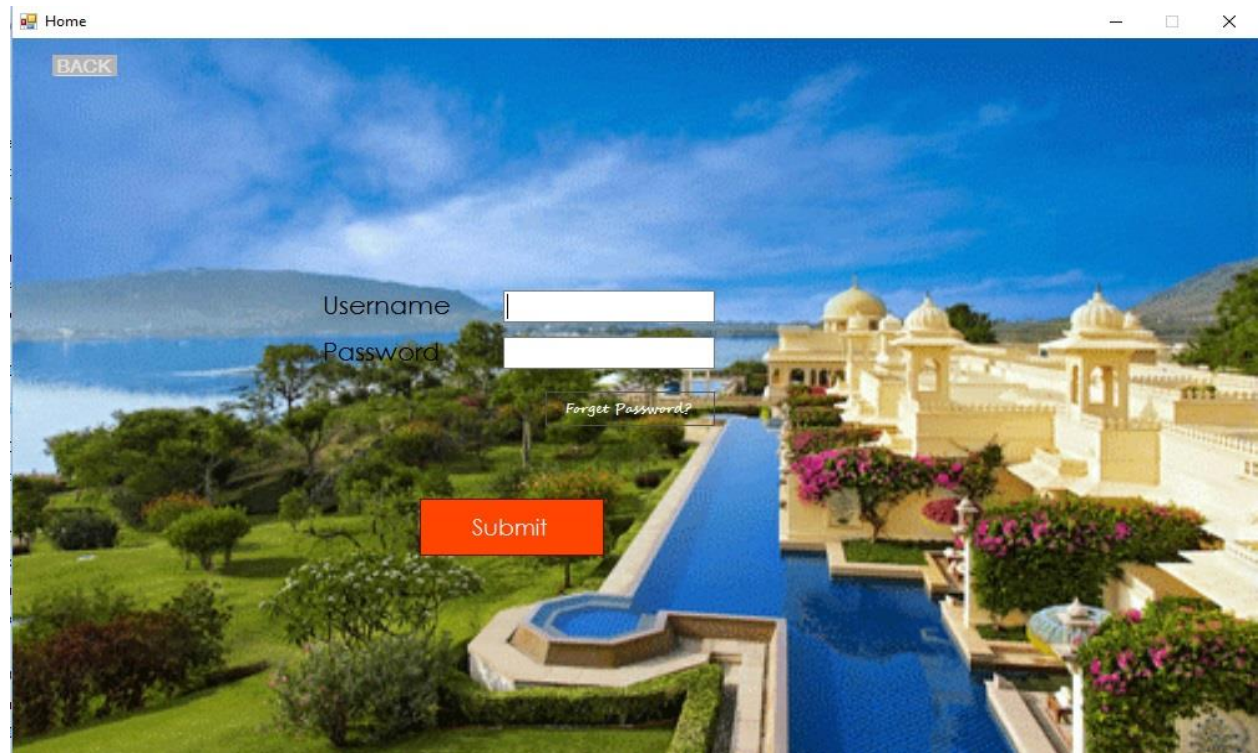
The entries of this page are as follows:

➢ **USERNAME**: Enter your correct username in the required textbox.
➢ **PASSWORD**: Enter the corresponding password in this textbox.
   o *Input format*: Correct username and corresponding correct password.

LOGIN

Finally, after entering the username and password details, click on '*Login'*. If the details are correct, then this page would direct you to another form.

Entering incorrect credentials would show an appropriate error message.

FORGOT PASSWORD:

In case you forgot your password type your username and click on '*Forgot Password*' button and you will receive an email about your new password.

4. SIGN UP PAGE

To register as a new user, click on 'Sign Up'.
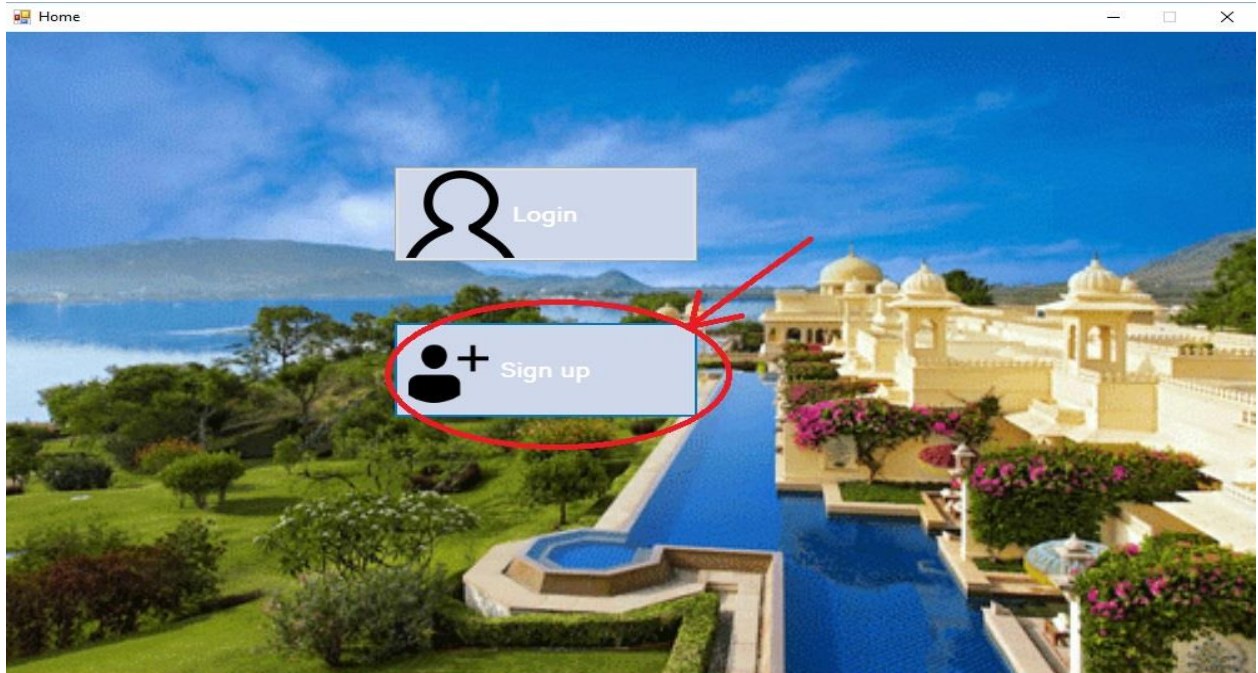
Clicking on sign up page will open the following form for you.
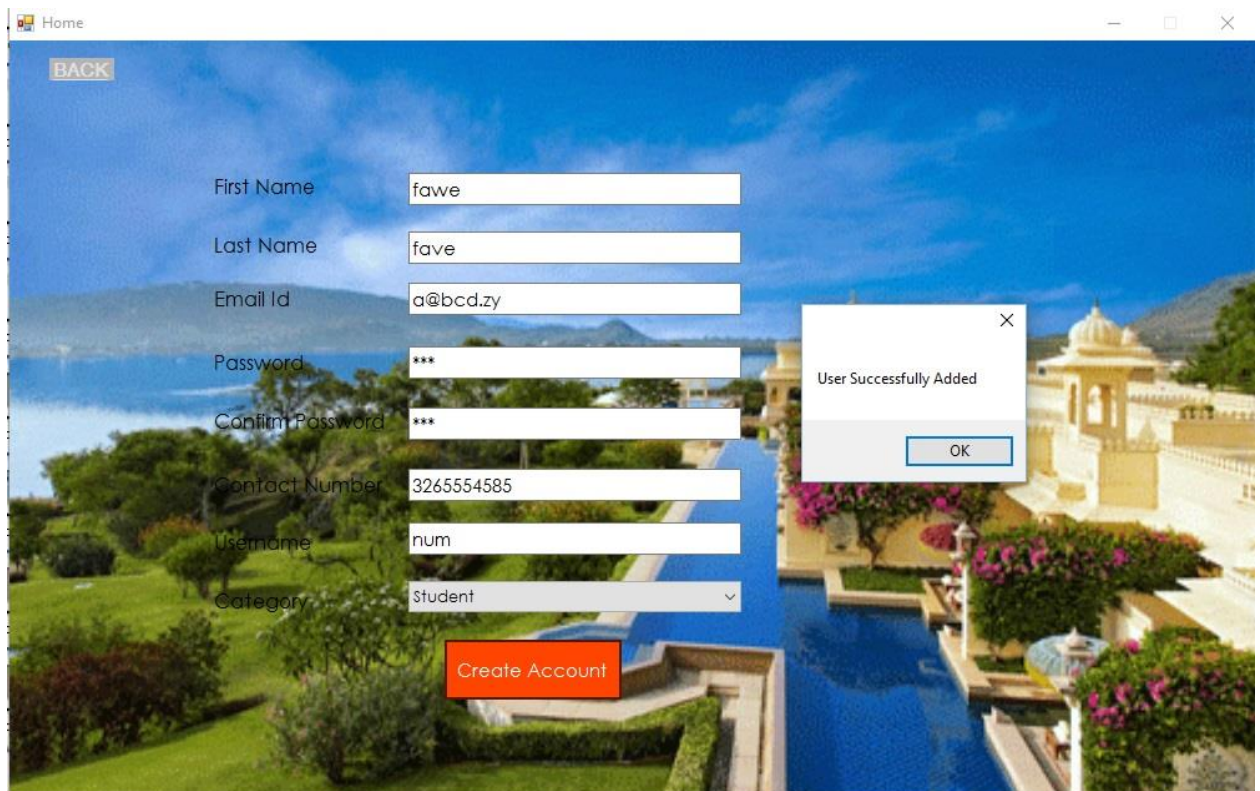
To sign up provide the necessary details that include:

➢ *First Name*

- ➢ *Last Name*
- ➢ *Email ID*
- ➢ *Password*
- ➢ *Contact Number*
- ➢ *Username*
- ➢ *Category (Need to choose one of the existing user categories)*

After filling up all the above details click on '*Create Account*'. Incorrect or illegal entries will show necessary errors. Upon successful creation of account, you will get a confirmation message.

To go back to the main page any time click on '*Back*'.

5. CUSTOMER HOMEPAGE

After successful login, the following page will be shown.
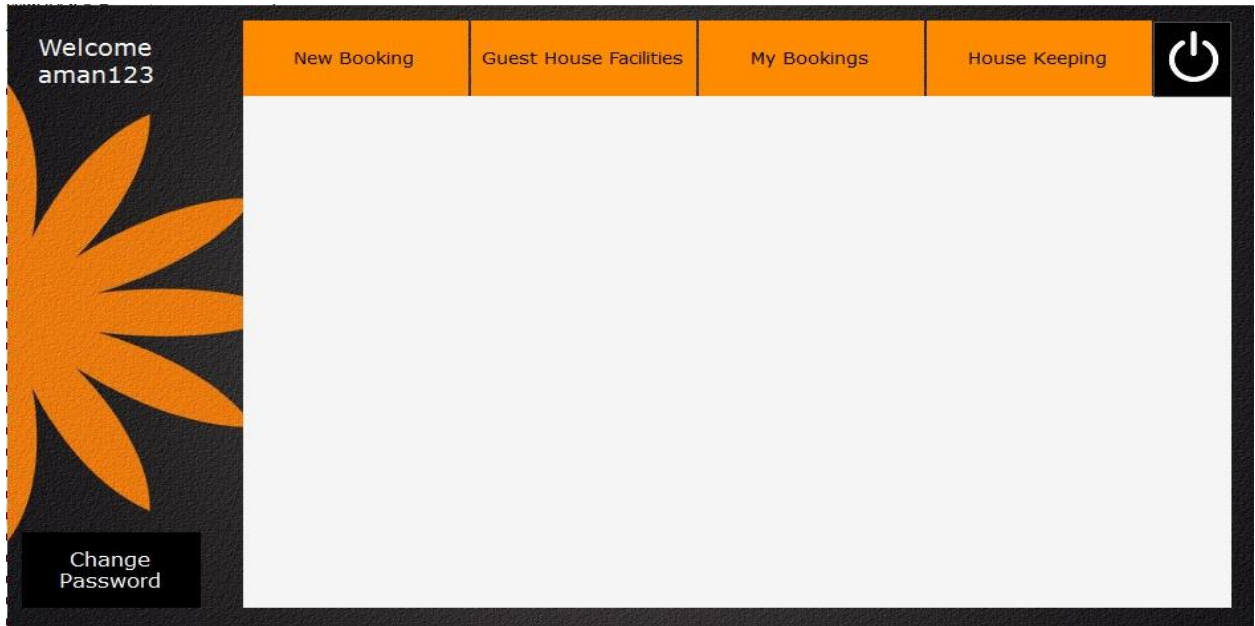
The features of this page are listed.

I. NEW BOOKING:

Click on '*NEW BOOKING*' to a request a booking.
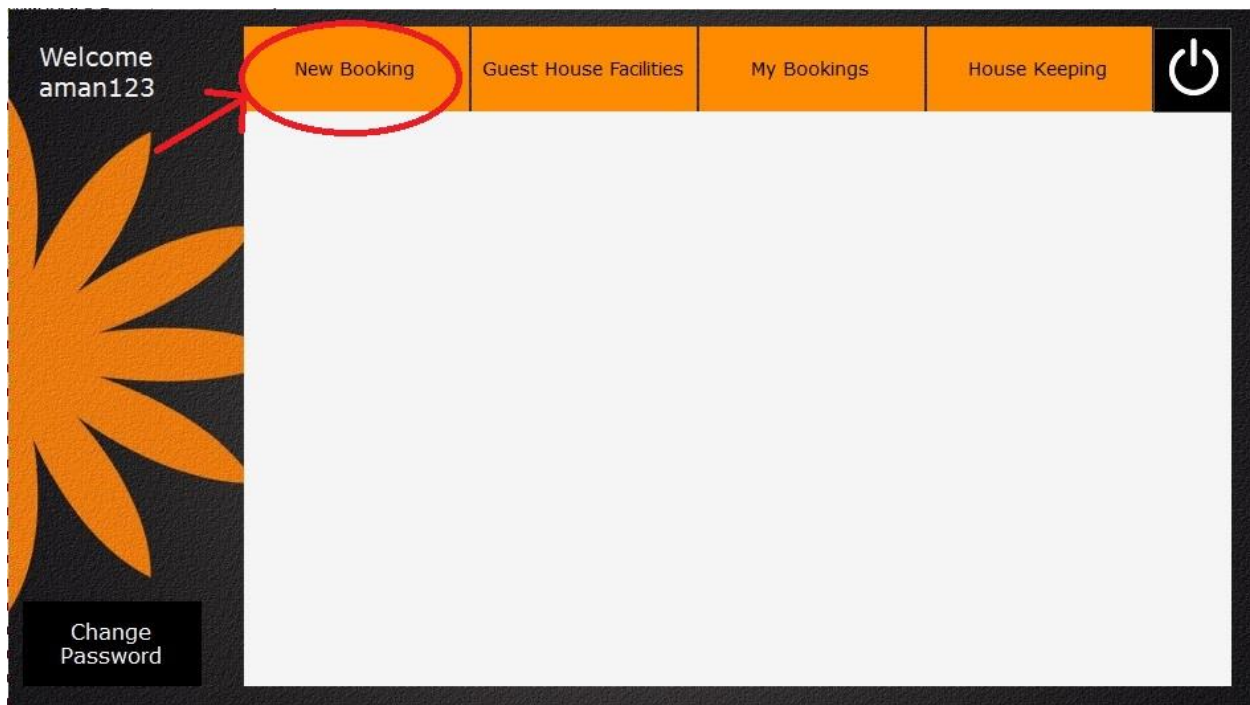
Clicking on '*NEW BOOKING*' you will be asked to provide the following details.

- ➢ *Username*- Enter the username here.
- ➢ *Booking For*- The name of the person who will use the room(s).
- ➢ *Customer Type*- Choose the type of the customer who will use the room.

- ➢ *Booking From*- The date from which you want to book the room from.
- ➢ *Booking Up to*- The date till which the room is to be booked.
- ➢ *Booking Contact*- The contact number of the person for whom the booking is to be made.
- ➢ *Email*- Email id of the one who will use the room.
- ➢ *Room Type*- The required type of the room available from the combo-box.
- ➢ *Number of Rooms*- Number of rooms of the specific type you need.
  - ○ You can add rooms of different types of different numbers to his request list.

After entering the various details with acceptable fields, click on submit, leaving anything blank or incorrect entry will show the corresponding error.

You will get a pop-up message box confirming that booking request is sent to approval.

You can see the status of request in "My Bookings".

II.   GUEST HOUSE FACILITIES

To know information about the facilities of '*Guest House'* click on '*Guest House Facilities'*.

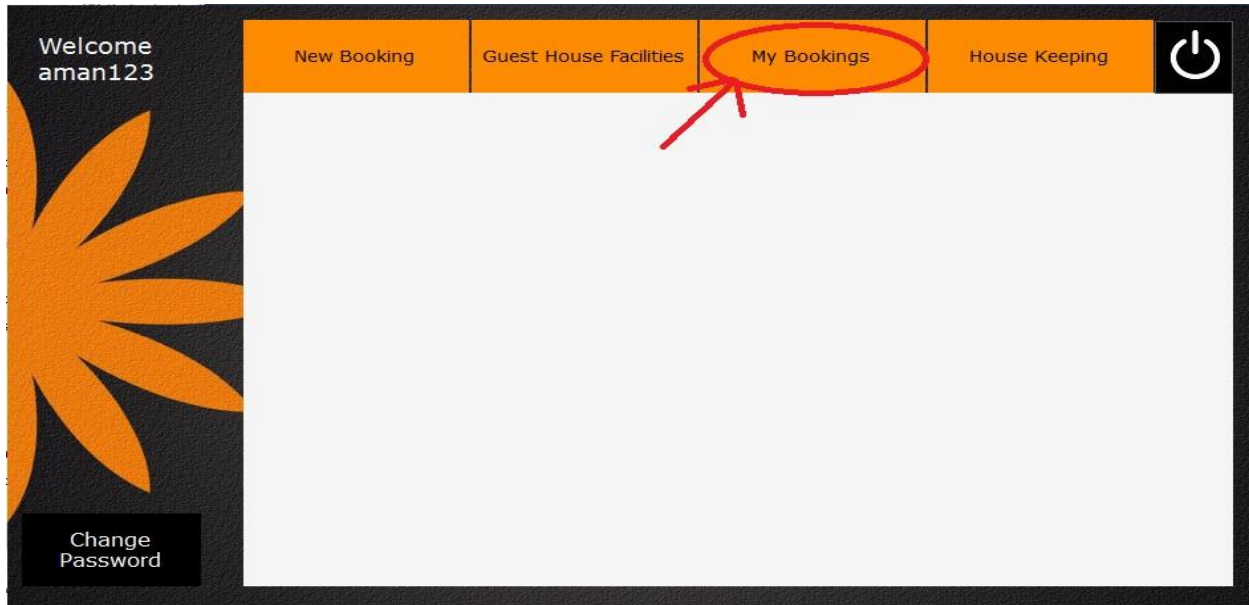

The following types can be seen

- ➢ *Cabs*
- ➢ *Mess Details*
- ➢ *Tourist Hotspots*
- ➢ *Restaurants*

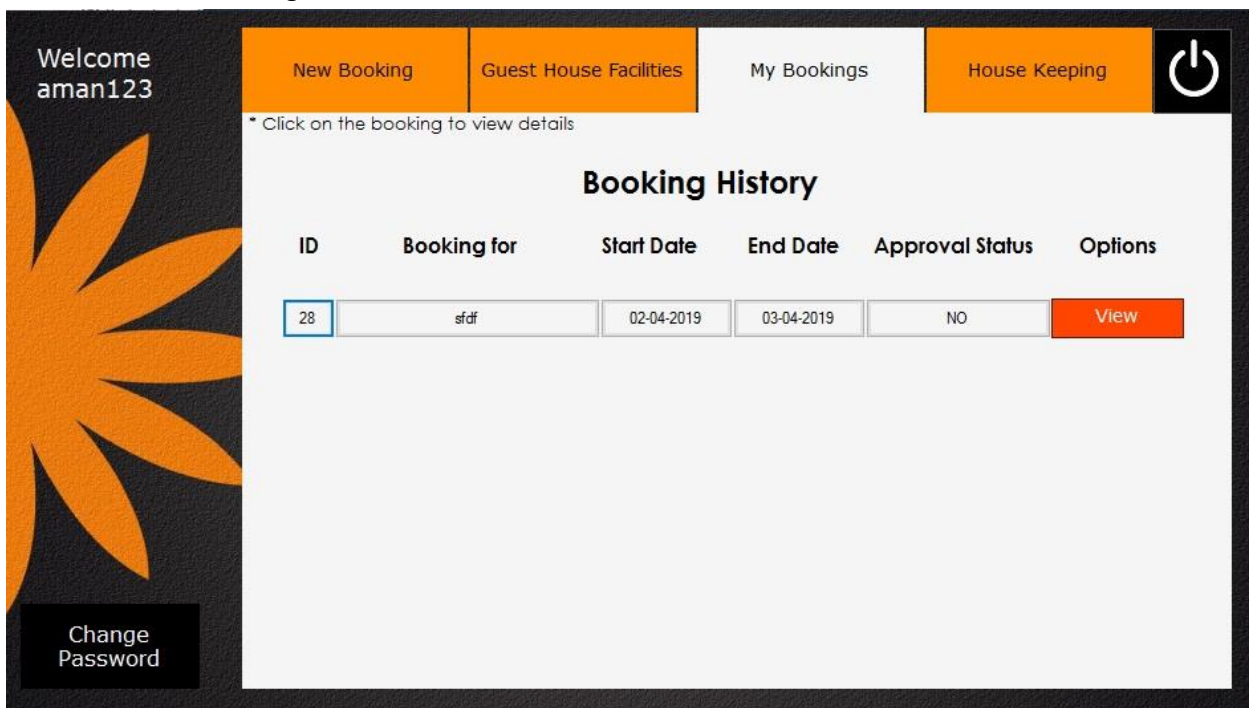Click on any one of them to know information about the same.

III.   MY BOOKINGS

To know information on your bookings click on *'My Bookings'*.

To see your bookings, including current and past bookings click on '*My Bookings*'.

It will open up the list of bookings you did.

To know about any booking, you may click on '*View*' near the corresponding booking.

IV.   HOUSE KEEPING:

To avail 'Housekeeping' services click on '*House Keeping*'.

Choose your room number and check the services needed and click on '*Submit'*.

A confirmation showing the request has been sent will be shown, regarding the request.

V.   CHANGE PASSWORD:

To change your password, click on the '*Change Password*' button from the left panel.
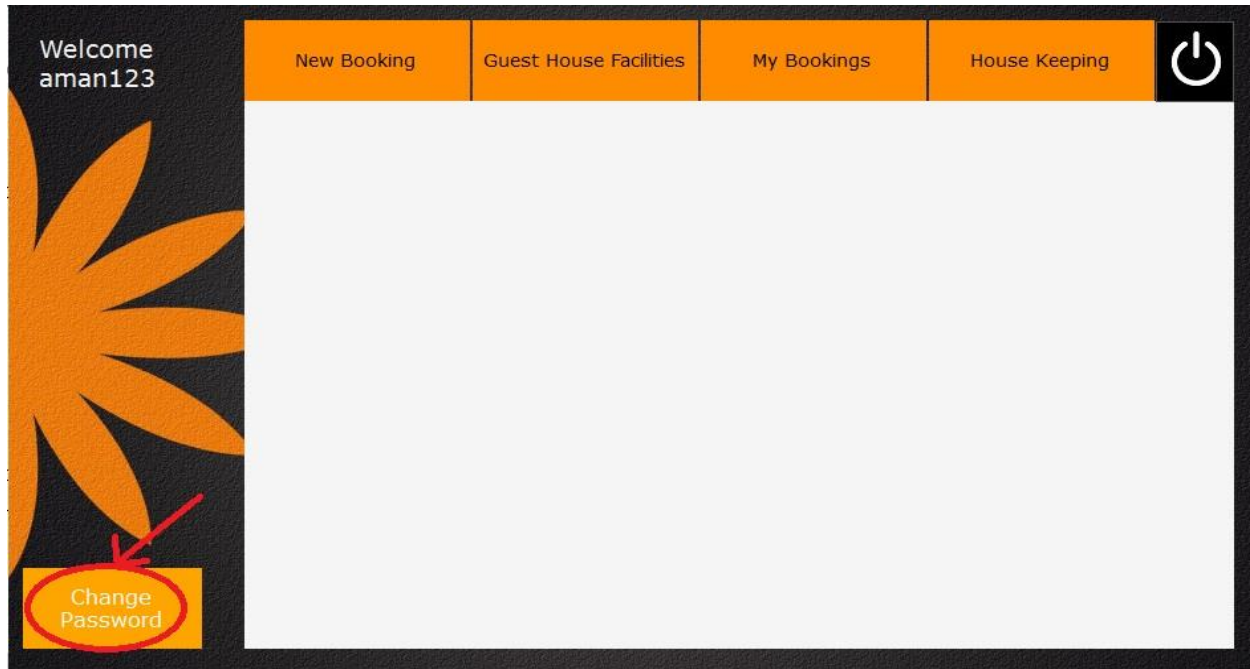
Enter your old and new password in the mentioned textboxes and click on '*Change Password'* to confirm.

Upon incorrect entry of any values will result in corresponding error.

To sign out click on the following button.

It will lead you to the 'HOME PAGE'.