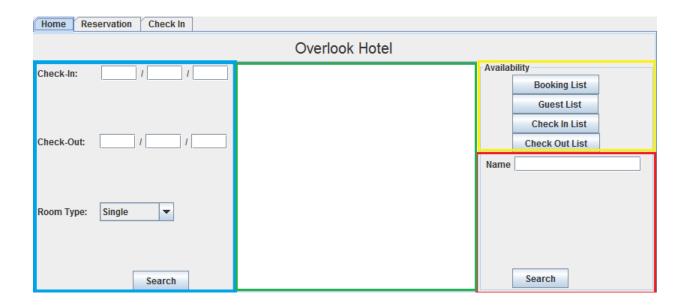
# **User guide for the "Overlook Hotel"**

# **Contents**

Home	2
Reservation	5
Check in/Check out	9

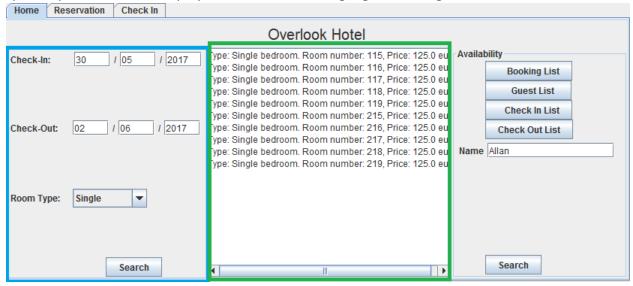
Starting the program will give you the following graphical user interface:



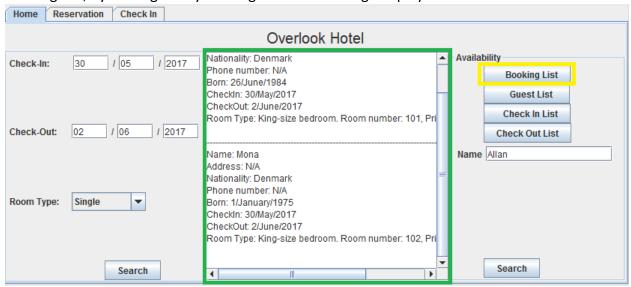
On the top there are three tabs, "Home", "Reservation" and "Check In/Check out".

The home tab contains the options "Search" for available rooms, "Booking List", "Guest List", "Check In List", "Check Out List", "Search" booking by name.

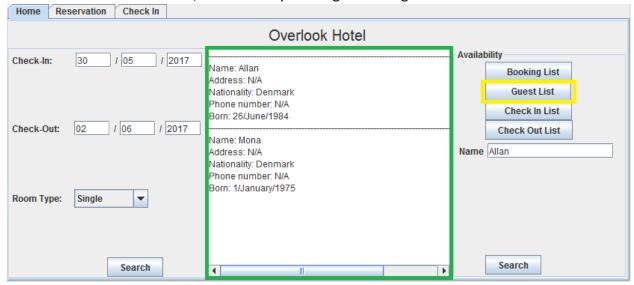
The area highlighted with blue is where you search for an available room. By entering the expected check in and check out dates in dd/mm/yyyy format and the type of room the guest requests, by clicking the search button you will get all the available rooms of that type for that specific period of time, displayed in the text area highlighted with green.



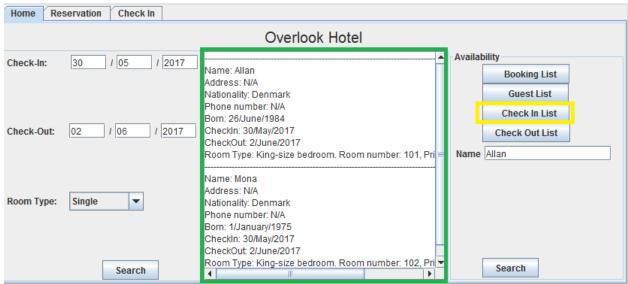
The buttons area highlighted in yellow in the first picture has four buttons. The first one is Booking List, by clicking on it you will get all the bookings displayed in the text area.



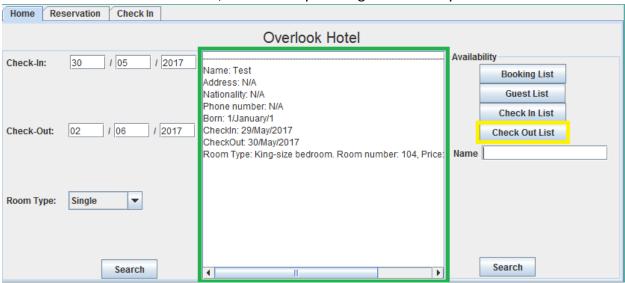
The second one is Guest List, from which you will get all the guests in the hotel.



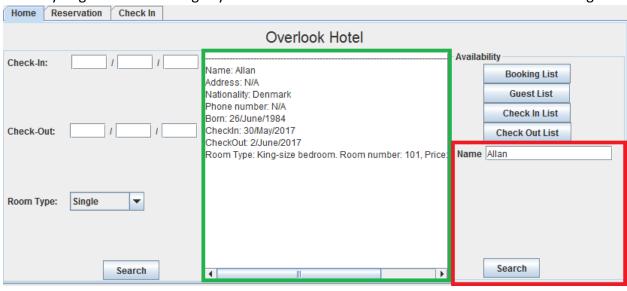
## The third one is Check In List, from which you get all of today's check ins:



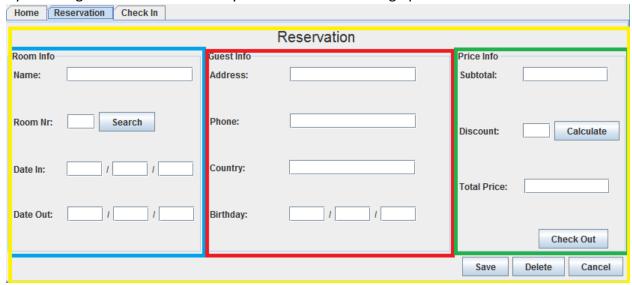
#### The fourth Check Out List button, from which you will get all of today's check outs:



In the area highlighted with red you enter a name in the text field and by clicking the Search button you get all the bookings by that name and the stored information for those bookings.



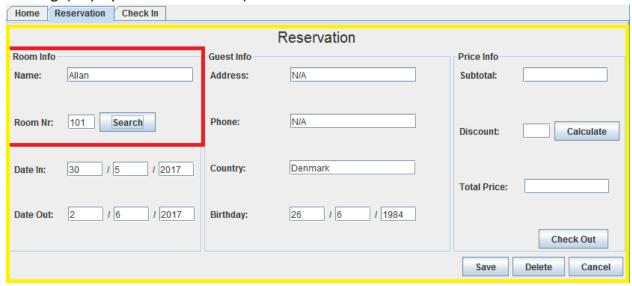
By selecting the "Reservation" tab you will see the following options:



Overall in this tab you can navigate everything regarding a guest's booking such as saving the booking, storing his information, checking him out and calculating the price for the whole stay(with or without a discount).

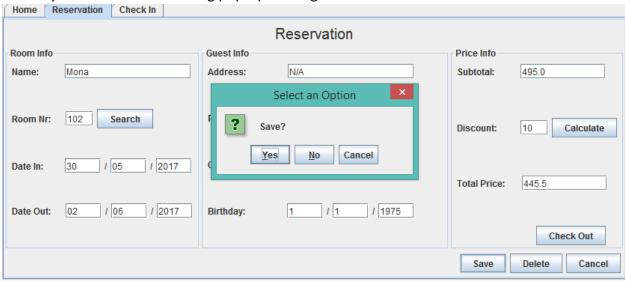
Other additional options in this tab are:

On the picture below the area highlighted in red – by typing a guest's name and the room number, when you click on the search button you will get all the information of the guest's booking. (Displayed in the text fields).



When it is time for the guest to leave the hotel and check him out, (in the green area) you can add a discount and calculate the total price which the customer needs to pay by clicking the calculate button and then you can check him out when you click the Check Out button.

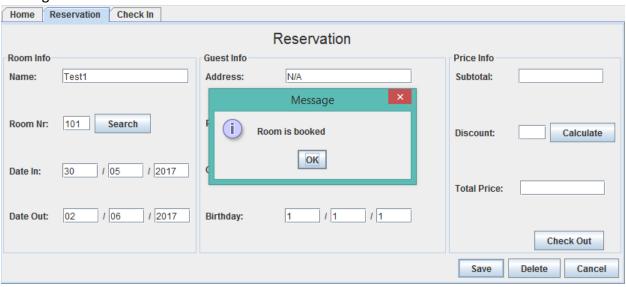
After entering all the information for a booking needed to be created by clicking the Save button you will see the following pop-up message:



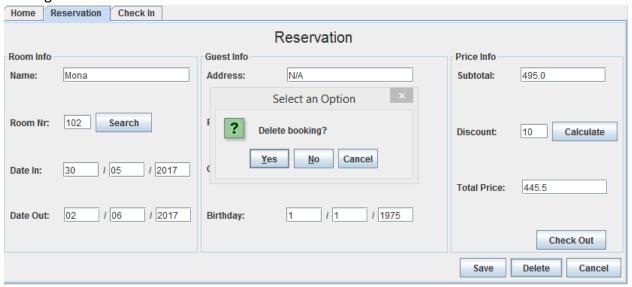
Upon entering invalid dates or some field is empty you will receive a warning:



If you want to put a customer in a room which is already booked you will receive the following message:



If you want to edit or delete a booking you can use the Delete button to either delete the booking or edit it because when you press "Yes" on the pop-up window the booking information from it remains in the text fields, therefore you can change any of the fields and save again:

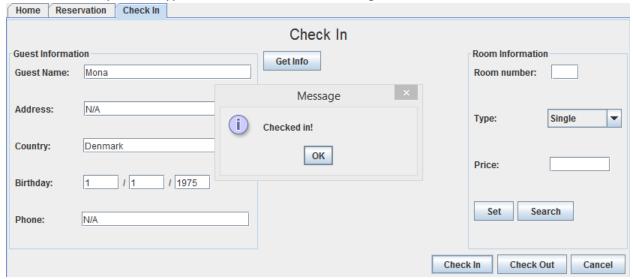


## By clicking on the "Check in" tab you will see the following:

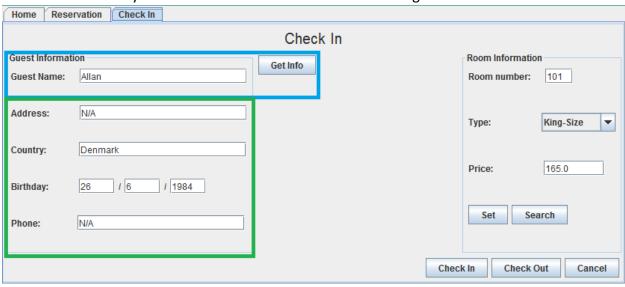
Home Reser	rvation Check In			
Check In				
Guest Information	on	Get Info		Room Information Room number:
Address:				Type: King-Size ▼
Country: Birthday:				Price:
Phone:				Set Search
			Che	ck In Check Out Cancel

Here on this tab you can either change a room type or add guests.

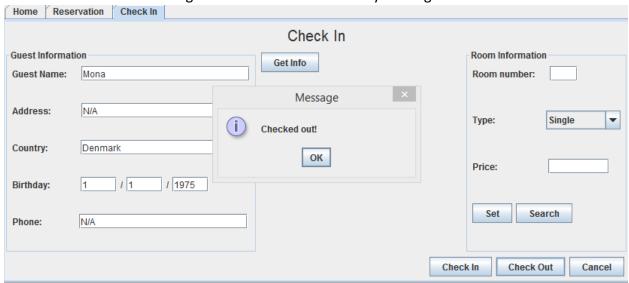
In the red area you can type all of the information for a guest and check him in the hotel:



If you just need information about an already existing guest by entering his name and clicking the Get Info button you will have all the information about the guest with that name:

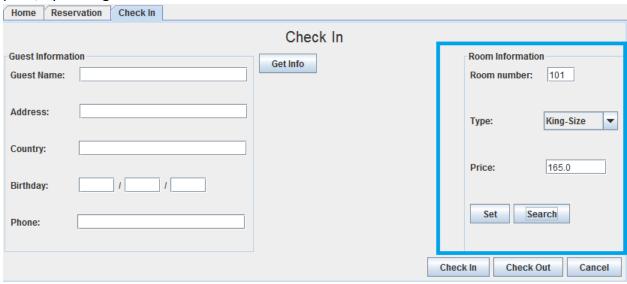


or if it is needed to check a guest out that can be done by clicking the Check Out button:



On the picture below in the blue area is shown how you can change the room type. Entering the room number and by clicking the search button you will get the price and type of the room and then you can pick from the combo box to what type of room you want to set it and the new

## price, by clicking on the "Set" button:



This is all the information needed for using this simple program. Hopefully it is easy enough to work with it and will make your job easier.