



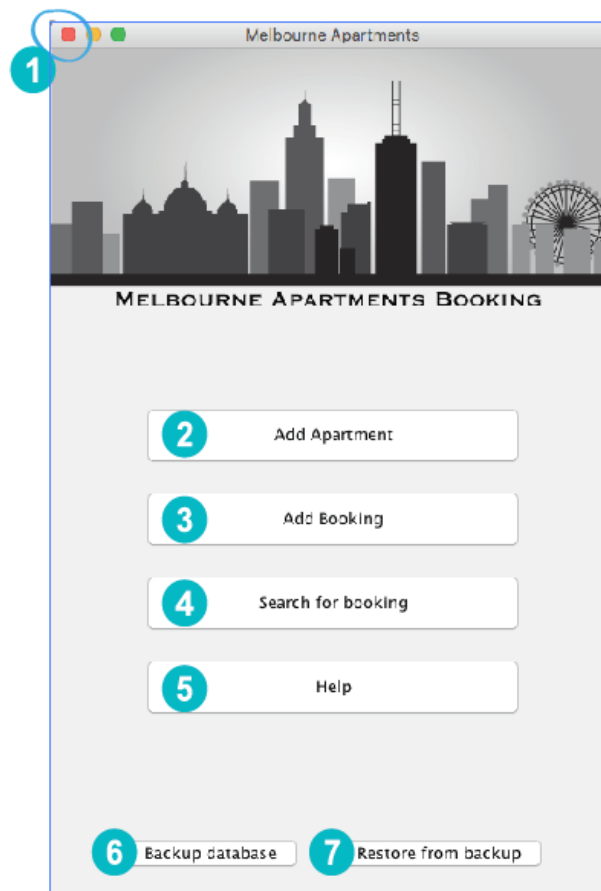
Melbourne Apartments Booking System

Help Documentation

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Main Menu



1. Click here to close the application.
2. Click to navigate to add or delete apartment.
3. Click to navigate to add bookings.
4. Click to view, search, update or delete bookings.
5. Click to show the help Documentation.
6. Click to backup database to binary file. Please note that clicking this button save all records from the database to an external backup file.
7. Click to restore database from backup file. Please note that clicking this button will delete all records from the database and re-create from binary file (only continue if binary file has been created).

Add/Delete apartment

1. Click here to close the application.
2. Enter unit and street address here.
3. Enter post code here. Post code has to be number between 2000 and 9999.
4. Enter suburb name here.
5. Enter daily price here. Price has to number format.
6. Double click on record to select it.
7. Click here to Add apartment to database.
8. Click here to delete selected apartment
9. Click here to navigate back to main menu

Add Booking

The screenshot shows a web application window titled 'Melbourne Add Booking'. The main form is titled 'Add new Booking'. It contains the following fields and controls:

- 1**: Window control buttons (close, maximize, minimize).
- 2**: Apartment dropdown menu (selected: 305/554 Elizabeth...).
- 3**: Reference Number text input (1122).
- 4**: Guest Name text input (Thomas).
- 5**: Guest Last Name text input (Day).
- 6**: Guest Phone number text input (0123456789).
- 7**: Guest Email text input (Thomas@mail.com).
- 8**: Check in Date date picker (23/09/2019).
- 9**: Length of stay in days text input (2).
- 10**: Booking Source radio buttons (Online selected, Direct unselected).
- 11**: Booking Source dropdown menu (selected: Booking.com).
- 12**: Add button.
- 13**: Back to menu button.
- 10**: Summary box for Online booking source.
- 11**: Summary box for Direct booking source with options for Returning or New customer.

1. Click here to close the application.
2. Choose apartment here.
3. Enter reference number here. Reference number can contain numbers only.
4. Enter Guest name here.
5. Enter Guest surname here.
6. Enter phone number here. At least 9 numbers and no more than 10
7. Enter email address here.
8. Choose the date of check in.
9. Enter number of days booked. Must be number format.
10. Choose Online booking and select source of booking.
11. Choose direct booking and select if guest is new or returning customer.
12. Click here to add booking to database.
13. Click here to navigate back to main menu.

Search/Delete/Update booking

Search for booking

Guest Name:

Guest Last Name:

Apartment:

RefNo	address	name	surname	phone	email	checkin	days	quoted	source
4444	44 Lygon st	Miles	Caldwell	333444222	Miles@mail...	2019-05-20	2	430.0	direct
3	308/25 Bat...	Tom	German	111222333	tom@hd.au	2019-10-16	1	120.0	online
4	308/25 Bat...	Rachel	Woods	0900744322	Rachel.Woo...	2019-12-25	1	108.0	online

Update booking details

Name:

Last name:

1. Click here to close the application.
2. Enter name of the booking searched for here.
3. Enter last name of guest name of the booking searched for.
4. Choose apartment here. After selecting table will show bookings for selected apartment.
5. Double click on booking to select it. Bookings in table are always sorted by date.
6. Click here to search for booking according to name and last name entered.
7. Select booking and click here to update booking. Window to change details will appear.
 1. Enter changed name here.
 2. Enter changed last name here.
 3. Click here to update booking details.
 4. Click here to cancel and navigate back to search window.
8. Click here to delete selected record.
9. Click here to navigate back to main menu.