

Access  
System

Gather  
information

Create/mo  
dify/cancel  
Reservation

Check in

Check out

Front desk  
clerk Login

Gather  
Information  
from guest

Check room  
and dates  
availabilities

CalanderView  
Confirm  
reservation in  
system

Process  
check  
in

Process  
check  
out

Enter  
username

Gather  
guest(s)  
name(s)

Navigate to the  
calendrer/room  
view

Confirm room  
and availabilities  
details with  
guest

Add  
discount if  
exist

Gather credit  
card or other  
payment  
information  
from guest

Enter  
password

Gather  
guest  
address

Confirm that  
room type is  
available at for  
requests dates

Communicate  
costs to the  
guests

Add  
extra  
services

Generate  
invoice

Press login  
button

Gather  
guest phone  
number

Create/Mo  
dify/Cancel  
reservation

Activate  
key card

Process  
payment

Gather  
guests room  
preferences

Send  
confirmation

Check in

Give  
invoice  
to client

Gather check-  
in and check-  
out dates

Check out

Deactivate  
key card

Access  
System

Gather  
information

Create/mo  
dify/cancel  
Reservation

All  
process of  
payment

Manage  
users

All types  
of  
Reports

Manager  
Log In

Gather  
Information  
from guest

Check room  
and dates  
availabilities

Confirm  
reservation  
in system

Process  
payment

Create  
user

modify  
the user

delete  
the user

Pull  
Reports

Enter  
username

Gather  
guest(s)  
name(s)

Navigate to the  
calendrer/room  
view/modify  
calendar

Confirm room  
and availabilities  
details with  
guest

Gather credit  
card or other  
payment  
information  
from guest

User's  
name

Correct  
the ID

Remove  
the user

Access  
the  
reports

Enter  
password

Gather  
guest  
address

Confirm that  
room type is  
available at for  
requests dates

Communicate  
costs to the  
guests

Generate  
invoice

User ID

Change the  
telephone  
number

Confirm  
to remove  
the user

View the  
reports

Press login  
button

Gather  
guest phone  
number

Gather  
guests room  
preferences

Gather check-  
in and check-  
out dates

Give  
invoice to  
client

User  
temporary  
password

Change  
the  
address

Print the  
reports