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Hotel Management App Documentation

About the App:

This app will allow you to:

* Create, Edit and Delete rooms
* Create and Delete Clients
* Create and Delete complimentary gifts for your guests
* Book and Vacate rooms
* View all rooms and their current occupants
* View all guests, the rooms they currently occupy, and complimentary gifts they have received

Getting Started:

Load the app from its installation folder. A sampling of rooms, guests, and prizes has been included and will load automatically upon startup. You may use this data to learn about and experiment with the program. You can remove these as desired and replace them with your own data. After saving, your data will be loaded automatically at the next start up. Details on this process will be given later. Upon start up you will see a loading confirmation box.

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Press the “OK” button to continue. You will open to the Rooms tab by default.

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Here you can create, edit, or delete rooms. To create a new room, start by clicking on “New Room” in the bottom right.

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Enter the information as desired and select all options applicable.

* All rooms are created “Vacant” by default
* Newly created rooms are immediately available for booking
* All rooms are 1 room by default, unless the “Suite” option is checked
* “Smoking” cannot be enabled in Suites
* Rooms marked “Under Repair” will not be available for booking
* All fields are required, Number of Beds and Rooms must contain numbers
  + Room Number may be a basic number OR a title. Ex: 401 OR Ocean Suite

When you are satisfied, click on the “Save” button, located above the “New Room” button in the lower right.

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A small dialog box will appear to confirm that the room was saved successfully. Press “OK” to continue.

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* If this box does not appear, the room was not saved successfully. Try closing and reopening the app, then try again. If the issue persist, contact the developer for support.

If you wish to edit the properties of a room, click the “Edit Rooms” button in the lower left.

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All rooms will be loaded automatically. You may scroll through the rooms using the “Previous” and “Next” buttons, above the “Edit Rooms” button. Once you have made your edits, press the “Save Edit” button.

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* All rules for creating a room apply to editing a room
* You cannot edit a rooms “Vacant” status
* Occupied rooms cannot be marked for “Under Repair”, the room must first be vacated
* Rooms coming off “Under Repairs” will be immediately included in available rooms for booking
* Edits will be saved only for the room currently on screen
* You do not need to save between every edit, but you do need to save between every room
* Saving edits will disable the scroll buttons and reset the order to first room. Press the “Edit Rooms” button to re-enable the scroll

You can delete a room entry by using the “Remove” button on the right side of the screen while “Edit Rooms” and the scroll buttons are active. This button is disabled at all other times.

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* The room currently displayed on the left will be the entry removed
* Occupied rooms cannot be removed. They must be vacated first
* Removing a room cannot be undone. If a room was accidentally removed, it must be recreated
* Removed rooms will immediately be removed from availability for booking

A confirmation box will appear. Click on “Yes” to continue deleting the room, and “No” to cancel the operation. If you selected “Yes”, a small confirmation box will appear once the removal is completed. Click on “OK” to continue.

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Click on the “Clients” tab near the top of the app to switch to the Clients tab.

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On the Clients tab you can:

* Create and Delete clients
* View all clients, including the current rooms (if any) that they occupy, and the complimentary gifts (if any) that they have received
* You can not edit client data. They can only be removed and re-added

To create a new client, click on “New Client” in the lower left corner.

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Enter the data as desired. When done, click the “Save” button in the lower left, under the New Client button.

* Client ID may be numbers OR titles
* All fields are required
* Phone number must be ten digits long, cannot contain any letters or symbols

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A small confirmation box will appear when the client has been saved successfully.

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* If this box does not appear, the client did not save. Try closing and restarting the app. If the issue persists, contact the developer for further support.

To view all current clients, click the “Load Clients” button in the middle of the bottom of the window. Client data will appear on the right side of the window.

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Scroll through the client list using the “Previous” and “Next” buttons located on either side of the Load Clients button.

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After the clients have been loaded via the Load Clients button, the delete button will become available. This button will allow you to delete a client. To delete a client, scroll to the record you wish to remove, and then press the “Delete” button in the lower right.

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* The guest currently visible on the right side will be the entry deleted
* Deleting a guest cannot be undone
* Removed guests will take their door prize history with them. This data cannot be re-added
* Current guests cannot be deleted. They must be vacated from their rooms prior to deletion

A small confirmation box will appear. Click “No” to cancel, and “Yes” to delete the guest. A final confirmation box will then appear when the operation is completed. Click OK to continue.

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Move to the “Room Status” tab by clicking the tab near the top of the window. This will bring you to the Room Status page.

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On this page you can:

* View the current status of all rooms and the clients that occupy them (if any)
* View the next room available for booking (if any)
* Book and vacate clients to/from rooms
* Randomly distribute complimentary gifts to guests as you complete their bookings

To view all rooms, click the “Load Rooms” button on the lower left portion of the window. The area immediately above will display the room information, and the area on the right will display the client information if the room is currently occupied. Use the “Previous” and “Next” buttons to move through the list.

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* Though the rooms appear in sorted order, it is not necessarily the booking order

The next room to be booked is displayed on the bottom of the screen. You can use the Load Rooms function to view the details of that room.

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To book the available room, click the “Load Clients” button in the lower right portion of the window. Use the “Previous Client” and “Next Client” buttons to scroll through the clients to find your desired client. The client info will appear in the area immediately above the scroll controls.

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To book the client into the next available room, click the “Book Next Available Room” button, located above the Previous Client button.

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A small confirmation box will appear.

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* The “Next Available” display will update automatically upon booking
* If no rooms are available, then vacate current rooms, create new rooms, or take rooms out of Under Repair
* Recently vacated rooms, newly created rooms and rooms coming out of repairs will be added to availability at the end of the line

Door prizes: From time to time, your guest will receive a complimentary gift upon completion of their booking. You will receive a confirmation message, or a notification if the prize box is empty. These prizes can be managed from a different tab.

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* Gifts are given out to every 3rd-4th while the app is running
* Closing and re-opening the app will reset the count

To vacate a room, just click the “Vacate Recent Booking” button located above the Next Room button.

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A confirmation box will appear informing you of the guest and room checkout.

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* Rooms are vacated in a LIFO (last in, first out) order. This means the most recent guest will be the first to check out. In order to check out the oldest guest, all other guest must first be vacated.
* Vacated rooms are added to the back of the line of available rooms

Move to the “Manage Door Prizes” tab by clicking on the tab near the top of the window.

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From here you can:

* View all current door prizes available
* Add news prizes
* Remove recently added prizes

To view the current list of prizes, click the “View Prizes” button in the middle of the window. Use the “Previous” and “Next” buttons to scroll through the list of available prizes. Prize will display below the “Create a Prize” button.

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To remove a recent prize, click the “Remove Last” button, right above the View Prizes button. This will remove the most recent prize.

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A small confirmation box will appear.

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* Prizes operate in a LIFO (last in, first out) order. That means if a gift was recently added, it will be the first one given to a guest or removed
* The gift displayed when the Previous button will not go back any further is the oldest gift, and last in the order
* The gift displayed when the Next button will go no further is the most recent, and first in the order.

To add a prize, click the “Create A Prize” button near the top of the window.

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Enter a prize into the text box, then press the “Enter” button below it.

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A small confirmation box will appear.

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* The most recently added prize will be the first one distributed to guests.

File Save/Load

To Save or Load your data, click on “File” in the upper left, and then “Save” or “Load”.

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* The app processes all changes dynamically, but does not back them up without manual saving. This means that if the app crashes, or if you exit without saving, none of the changes will be present when the app is next opened
* For this reason, it is recommended that you save after every change, and always save upon exiting the app
* Loading will return the app to the state of the most recent save. If you open the app, make a few changes, and reload without saving, the app will be in the same state as when it was first opened prior to being used.
* With frequent saving, if a mistake is made, you may reload to undo the mistake.