Hotel Management System

# Database Design: Forms, Reports, and Data Entry Screens

## 1. Data Entry Forms:

### Guest Registration Form

Form ID: REG-2025-0573

|  |  |
| --- | --- |
| First Name | John |
| Last Name | Smith |
| Email Address | john.smith@email.com |
| Phone Number | (555) 123-4567 |
| Address | 123 Main Street, Anytown, CA 90210 |
| ID Type | Driver's License |
| ID Number | DL-12345678 |
| **Submit Guest** | |

### Room Booking Form

Form ID: BOOK-2025-1083

|  |  |
| --- | --- |
| Guest ID | 101 |
| Room Number | 205 |
| Check-in Date | 2025-05-10 |
| Check-out Date | 2025-05-15 |
| Number of Guests | 2 |
| Special Requests | Late check-in |
| **Submit Room** | |

### Staff Management Form

Form ID: STAFF-2025-0193

|  |  |
| --- | --- |
| Staff ID | S123 |
| First Name | Jane |
| Last Name | Doe |
| Position | Receptionist |
| Department | Front Office |
| Contact Number | (555) 987-6543 |
| Hire Date | 2024-03-01 |
| **Submit Staff** | |

### Service Order Form

Form ID: SERV-2025-4059

|  |  |
| --- | --- |
| Order ID | SO569 |
| Room ID | 205 |
| Service ID | SVC02 |
| Quantity | 1 |
| Order Time | 2025-05-11 14:00 |
| Completion Time | 2025-05-11 14:45 |
| **Submit Service** | |

### Invoice Entry Form

Form ID: INV-2025-2314

|  |  |
| --- | --- |
| Invoice ID | INV5002 |
| Booking ID | BOOK-2025-1083 |
| Total Amount | $1,200 |
| Payment Status | Paid |
| Payment Method | Credit Card |
| Invoice Date | 2025-05-15 |
| **Submit Invoice** | |

## 2. Reports:

* The system generates the following standard reports to support operations and decision-making:
  + Daily Room Occupancy Report
  + Monthly Revenue Report
  + Guest Service Usage Report
  + Staff Assignment and Schedule Report
  + Outstanding Invoices Report