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

HMS – Data Dictionary

|  |  |  |  |
| --- | --- | --- | --- |
| Field Name | Table Name | Data Type | Description |
| address | Guest | VARCHAR(255) | Guest's full address |
| booking\_id | Bookings | INT | Unique booking identifier |
| check\_in\_date | Bookings | DATE | Guest check-in date |
| check\_out\_date | Bookings | DATE | Guest check-out date |
| completion\_time | Service Orders | DATETIME | Service completion timestamp |
| contact\_number | Staff | VARCHAR(20) | Staff member's contact number |
| department | Staff | VARCHAR(50) | Department of the staff |
| email | Guest | VARCHAR(100) | Guest email address |
| first\_name | Guest / Staff | VARCHAR(50) | First name |
| guest\_id | Guest | INT | Unique guest identifier |
| hire\_date | Staff | DATE | Date staff was hired |
| id\_number | Guest | VARCHAR(50) | Guest's ID document number |
| id\_type | Guest | VARCHAR(50) | Type of ID (e.g., Passport, Driver’s License) |
| invoice\_date | Invoice | DATE | Date invoice was issued |
| invoice\_id | Invoice | INT | Unique invoice identifier |
| last\_name | Guest / Staff | VARCHAR(50) | Last name |
| order\_id | Service Orders | INT | Unique service order ID |
| order\_time | Service Orders | DATETIME | Time the service was ordered |
| payment\_method | Invoice | VARCHAR(50) | Method of payment (e.g., cash, credit) |
| payment\_status | Invoice | VARCHAR(20) | Payment status (Paid / Unpaid) |
| phone | Guest | VARCHAR(20) | Guest phone number |
| position | Staff | VARCHAR(50) | Job title or role |
| quantity | Service Orders | INT | Number of units requested |
| room\_id | Rooms | INT | Room identifier |
| room\_number | Rooms | VARCHAR(10) | Visible room number |
| service\_id | Services | INT | Identifier for hotel service |
| staff\_id | Staff | VARCHAR(10) | Unique ID for staff member |
| total\_amount | Invoice | DECIMAL(10,2) | Total billed amount |