

# YORKSHIRE INN BED AND BREAKFAST

## User and Administrator Documentation

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**Date:** April 12th, 2023

**Year:** 2023

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## 1. About

Yorkshire Inn Bed and Breakfast, the booking management project is an accommodation booking system specifically designed for Yorkshire Inn by the Y Inn team. It will allow users to browse through many wanted accommodation options when browsing the site. The site will provide information about the place such as accommodation location, description, and contact details. Visitors can also book available rooms which process consists of searching for available dates, and most important booking rooms. There is also a separate Admin panel

### 1.1 High-level project description

Site users are presented with a fully functional booking page which is built in order to be as user-friendly as possible. The potential clients may visit the homepage which welcomes them and introduces them to the services which Yorkshire Inn provides. The user may browse through accommodations that Yorkshire Inn offers without signing in order to be more user-friendly. The users explore the website with the navigation bar located at the top of the page. The accommodations contain a gallery of images and specified information on what features Yorkshire Inn provides such as bed and breakfast, AC, custom requests, and many more. After the users have found a suitable accommodation they have the option to put in the dates they would like to book the accommodation and they will be shown a set of free dates which they may select. In order to interest the users with our accommodations we have also put in a 'history' site which may offer them some cultural sense of heritage.

## 1.2 Objectives

The web service provides the following accomplishments for these users' end-user groups: users as visitors, and administrators as hotel employees.

### 1.2.1 Roles for User

- A fully functional booking process
- A gallery and introduction page for each accommodation
- About us and contact page in order for customer support
- A functional map of accommodation location
- Subscribe by email

### 1.2.2 Roles for Administrator

- Administrator needs to login <https://example-of-page.com/admin/login> (replace example-of-page with your own domain)
- Administrator can edit the users' information
- Administrator can remove the users' from the database
- Administrator can add a new booking
- Administrator can add a new admin
- Administrator can remove existing admin
- Administrator can edit an existing admin

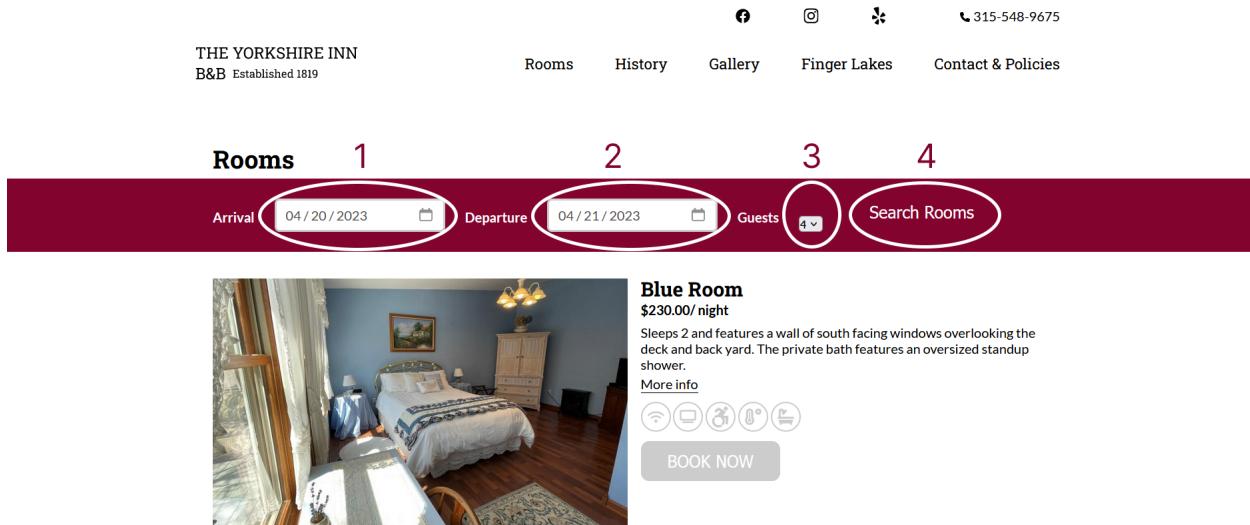
## 2. User instructions

Users have to visit the web page of Yorkshire Inn and the User will be redirected to the homepage. All the functionality of the process of the reservation of the wanted accommodation can be done from the homepage with User interaction with the web interface.

### 2.1 User - how to find and select the date of booking

The screenshot shows the homepage of The Yorkshire Inn. At the top, there is a navigation bar with links for Rooms, History, Gallery, Finger Lakes, and Contact & Policies. Social media icons for Facebook, Instagram, and YouTube are also present, along with a phone number (315-548-9675). Below the navigation bar is a maroon header with the word "Rooms" and four numbered circles (1, 2, 3, 4) pointing to specific input fields. The first field is for "Arrival" with the date "04/20/2023". The second field is for "Departure" with the date "04/21/2023". The third field is for "Guests" with a dropdown menu set to "4". The fourth field is a "Search Rooms" button. Below this header, a message states "Available Rooms from 2023-04-20 to 2023-04-21 for 4 Guests". A thumbnail image of the "Rose Suite" is displayed, showing a bed, a chair, and a small table. To the right of the thumbnail, the room details are listed: "Rose Suite", "\$230.00/night", and a brief description: "The Rose Suite is a two bedroom suite that sleeps up to 6 individuals. It also has large windows overlooking the deck and back yard. It has a second door that opens directly onto the deck. The private bath features an oversized standup shower." A "More info" link is also present. At the bottom of the room card is a "BOOK NOW" button.

Users browse to the rooms page located in the navigation bar, and the user chooses their preferred accommodation date, from the arrival date (number 1) to the departure date (number 2), the last option that the user needs to choose is the number of guests (number 3). After all the selections are done, users can click search rooms (number 4) to generate content of all available rooms on the page. After rooms are generated, users can choose the book now button in order to redirect to the 'oneroom' page where the user needs to populate fields with their personal data in order to make a successful reservation.



In case the booking dates are not available, the 'BOOK NOW' button will be disabled until the user enters the available dates.

## 2.2 User - how to make a booking reservation

The screenshot shows the 'Booking: Blue Room' form. It includes fields for Name (1), Surname (2), Address (3), Email (4), Phone (5), Arrival date (6), Departure date (7), Gender (8), Birthday (9), Number of Adults (10), Number of Children (11), and Special requests (12). A 'BOOK ROOM' button (13) is at the bottom.

When completing a booking, a user will be asked to fill out all required fields such as:

- First name (number 1)
- Last name (number 2)
- Address (number 3)
- Email (number 4)

- Phone number (number 5)
- Arrival date (number 6)
- Departure time (number 7)
- Gender (number 8)
- Birthday (number 9)
- Number of adults/children (numbers 10,11)
- Special requests (number 12)
- 'BOOK NOW' button (number 13)

Upon submission of the form and pressing the 'BOOK NOW' button (number 13), the user will receive an email to confirm his identity and finish his/her profile.

## 2.3 User - how to subscribe

When the user visits our homepage, at the very bottom there is a form that allows the user to input their email address to subscribe to notifications from the Yorkshire Inn. Upon entering the email address and clicking the subscribe button, the user will get a confirmation email of his subscription.

The user has to complete two steps, to enter their email to the text field (number 1), and to click the 'subscribe' button (number 2).

### Stay Connected with Yorkshire Inn

Be the first to hear about local events and new amenities.

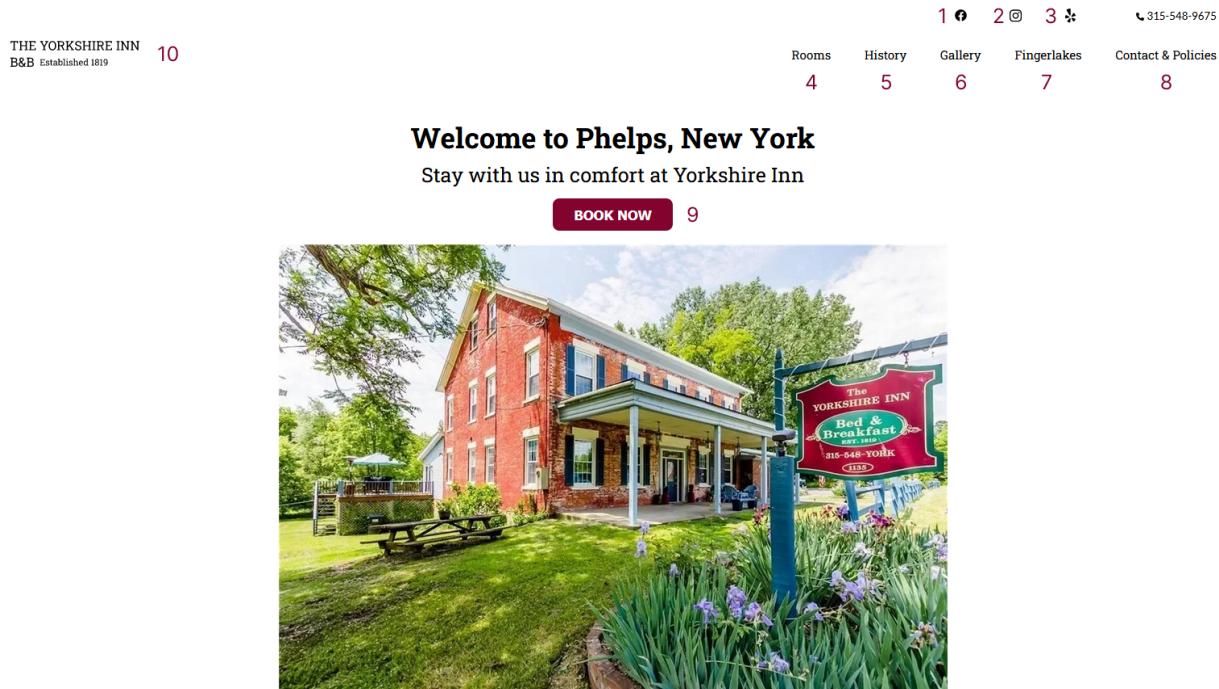
1 Email

SUBSCRIBE

2

1. Field for entering User email
2. A button that subscribes the User to the subscription mail list

## 2.4 User - how to navigate the homepage



Once on the website, the user is greeted with a navigation bar that contains multiple elements (assigned with numbers 1-10).

1. When the user clicks on the Facebook icon on the top right side of the navigation bar (number 1), the user will be redirected to the Yorkshire Inn Facebook site.
2. When the user clicks on the Instagram icon on the top right side of the navigation bar (number 2), the user will be redirected to the Yorkshire Inn Instagram site.
3. When the user clicks on the Yelp icon on the top right side of the navigation bar (number 3), the user will be redirected to the Yorkshire Inn Yelp site.
4. When the user clicks on 'Rooms' on the top right side of the navigation bar in the second row (number 4), the user will be redirected to the Yorkshire Inn 'Rooms' page. The users can see all of the rooms and can see their short descriptions, pictures, and prices. The users can also see from the icons what is

available in the room (for example wi-fi). They can also see the “Book now” buttons and the “More info” links. If the user clicks on the “More Info” link, it will redirect them to the page, regarding that specific room, and will be presented with more pictures of the room, and at the bottom, the room features.

5. When the user clicks on ‘History’ on the top right side of the navigation bar in the second row (number 5), the user will be redirected to the Yorkshire Inn ‘History’ page where he/she can continue to browse (will be further explained).
6. When the user clicks on ‘Gallery’ on the top right side of the navigation bar in the second row (number 6), the user will be redirected to the Yorkshire Inn ‘Gallery’ page where he/she will be presented with some of the pictures of Yorkshire Inn. When the user clicks on the picture, it will expand. The users will also be able to scroll through the pictures either with “<-- or --> arrows” or by clicking on them. When the user clicks on “X” the picture will not be extended and will return to the original gallery page appearance.
7. When the user clicks on ‘Finger Lakes’ on the top right side of the navigation bar in the second row (number 7), the user will be redirected to the Yorkshire Inn ‘Finger Lakes’ page where the users will be presented first with a picture of ‘Finger lakes’ and will see the description of it, and activities they might be interested in. Underneath the text, the user will see a “book a stay in Yorkshire Inn” button, when clicked, will redirect them to the “rooms” page. Underneath that, the users will be presented with an interesting fact about Finger Lakes District and will be able to click on the button “Find out more”. It will redirect them to the news article that talks about how Finger Lakes is a great wine region.
8. When the user clicks on ‘Contact & Policies’ on the top right side of the navigation bar in the second row (number 8), the user will be redirected to the

Yorkshire Inn ‘Contact & Policies’ page. This page will contain all of the information regarding Yorkshire Inn accommodation. Contact; email, phone number, Location; address, zip-code, country, city), Check-in time, check-out time, cancellation policy. Regarding policy, there will be all of the information about cancellation guidelines, additional guest fees, and smoking policy. There is also a Google map shown, so the user can see where the hotel is on a map, its' rating, etc. Underneath the map is also a “book now” button where users will be redirected to the “rooms” page.

9. When the user clicks on the ‘BOOK NOW’ button located in the middle of the screen, the user will be redirected to the booking page to continue the reservation process. Firstly, the users need to choose the date of their stay because the “book now” button will be disabled until users set the date and click the button “Search”. When the users click the “Book now” button they will be redirected to the “oneroom” page.
10. When the user clicks on the Yorkshire Inn logo on the top left side of navigation (number 10), the user will be redirected to the Yorkshire Inn homepage page.

## Amenities

We offer a variety of amenities to make your stay as comfortable as possible. Each room has its own private bathroom and cable TV. There is free WiFi throughout the house as well as on the back deck. All guest rooms are on the first floor with no steps or stairs from the large parking lot to any of the rooms. There is central heating air conditioning in each room. We proudly provide low waste toiletries in all the rooms from [Marilla's Mindful Supplies](#)



WiFi



TV



Accessibility



Heating



Bathroom



Eco-friendly

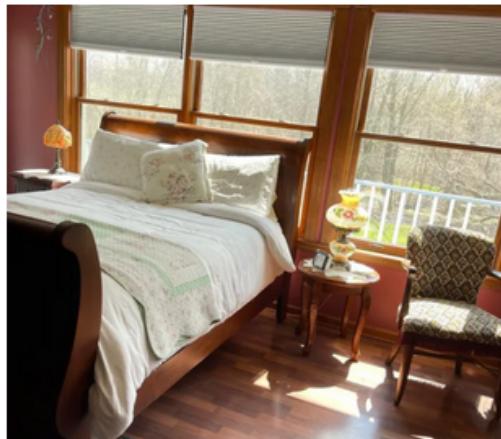
## Available Rooms



Blue Room



Bolero Room



Rose Suite



Lodge Suite

Once the user scrolls down on our homepage, he will be greeted with the list of amenities that the Yorkshire Inn offers. In the description of amenities, the user can click on a hyperlink to Marilla's mindful supplies, products that empower people to lead sustainable, low-waste, plastic-free, and eco-friendly lives that we proudly offer within our accommodation.

Below the amenities icons, there is a short preview of the rooms the user can book in the Yorkshire Inn.

### Before You Book

We want you to be as comfortable as possible during your stay and in order to do that we ask you please let us know prior to booking if you have any questions or concerns. You can do that by calling or emailing the Inn directly. We do try to accommodate all dietary needs or restrictions but do need to know of them in advance of your stay. We also have pets, a cat and a dog, that live in the Inn as this is our home as well. If you have any allergies or concerns about the animals we highly recommend you call us prior to booking or consider other accommodations.

[CONTACT](#)



Welcome to Your Home Away From  
Home at The Yorkshire Inn!

[BOOK NOW](#)

Activate Windows  
Go to Settings to activate

After scrolling even further, the user will see a 'Before you book' paragraph where they can click on the 'CONTACT US' button, so the staff can help them with any of the questions they might have.

Below, the user is greeted with a picture of breakfast served in the Yorkshire Inn, as well as another button to book accommodation. Once the user clicks on the 'BOOK NOW' accommodation, they will be redirected to the booking page to continue the reservation process (example on 2.2 how to make a booking reservation).

### Stay Connected with Yorkshire Inn

Be the first to hear about local events and new amenities.

Email

SUBSCRIBE

Follow the Yorkshire Inn



Contact us

315-548-9675

innkeeper@theyorkshireinn.com

Activate Window

Go to Settings to activa

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At the very bottom of the homepage, there is a possibility for the user to subscribe to the Yorkshire Inn newsletter by entering their email address in the text area and clicking on the 'SUBSCRIBE' button.

Below is our footer where the user can once again click on the left side of our Facebook, Instagram, and Yelp icons to take them to our official Facebook, Instagram, and Yelp sites.

On the right side of the footer, the user has the Yorkshire phone number and email address in case they want to contact the accommodation directly.

### 3. Admin instructions

These instructions followed by steps of the procedure, are referred to the admin panel. To access the admin panel, the Administrator has to successfully login with Administrator credentials. The admin panel gives the Administrator access to edit dataspace from one panel.

#### 3.1 Admin backend management system

- Status: Implemented
- Technology decision: PHP
- Relevant domain(s): Front-end, Back-end & Database
- Summary of approach: Have a simple, easy-to-use page with a simple navigation bar that allows the admin to see, add, remove, or edit any user or booking.
- Completion criteria:
  - Admin pages for seeing, adding, removing, or editing existing users and bookings.
  - Login system works with cookies and sessions.

#### 3.2 Admin - how to login

To login to the website, the admin has to go to the web page and locate the user icon. Once clicking the user icon in the navigation bar top right corner, the administrator will be able to enter their credentials (username and password) that will upon submission allow him to alter user reservations, update prices, etc. Admin can create another admin account as well.

THE YORKSHIRE INN  
B&B Established 1819

**Log In**

Username \_\_\_\_\_  
Password \_\_\_\_\_

**Log in**

[Forgot password?](#)

Once the admin has clicked on the login icon, they will be welcomed with the screen above to enter their credentials.

In case the admin forgot the password, by clicking on ‘forgot password’, a new window will open.

THE YORKSHIRE INN  
B&B Established 1819

Enter your email to reset the password

Email \_\_\_\_\_

**Reset Password**

[Back to Login Page](#)

After clicking on ‘forgot password’ the admin will have to enter their email address to receive an email to alter their password.

### 3.3 Admin - how to update the password

#### 3.3.1 When the admin is logged into the Admin panel:

The screenshot shows the 'Admins' section of the 'The Yorkshire Inn' admin panel. On the left, there's a sidebar with 'Bookings & Customers' and 'Admins' (numbered 1). The main area shows a table of 'Admins' with columns: ID, Username, Password, and ACTION. Two users are listed: 'blendirr' (ID 1) and 'mario1' (ID 2). The 'ACTION' column for 'mario1' contains an edit icon (pencil and person), which is circled and numbered 2. A large arrow points from the sidebar's 'Admins' button to this circled icon.

This process is made of 3 steps:

1. Administrator chooses the Admin section in the Admin dashboard, on the left side navigation, the admin should locate the ‘Admins’ button and click on it (number 1)

2. The administrator chooses the edit button in order to edit the Administrator account, to change the password, the admin must click on the blue edit icon button on the table and click on it (number 2)
3. At this point, the Administrator has clicked the edit button and it is prompted to edit Administrator data through a form that will appear

**Edit User**

1.	Username:	mario1
2.	Email:	mxs9672@g.rit.edu
3.	Password:	1234
4.	<input type="button" value="Save"/>	<a href="#">Back to Users Panel</a>
5.		

1. Username input (number 1)
2. Email input (number 2)
3. Password input (number 3)
4. Save button (number 4)
5. Back to Admin panel button (number 5)

To save progress and edit the Admin account, the administrator has to click the 'SAVE' button at the bottom of the form (number 4).

To return to the Users panel, the administrator has to click the 'Back to Users Panel' button (number 5).

After completion, the admin successfully changed the password.

### 3.3.2 When the Administrator is not logged in to the Admin panel

In a case when Administrator is not logged in, Administrator needs to successfully repeat the steps of the process (3.2 Admin - how to login), and proceed with steps from (3.3.1 When the admin is logged to the website)

To update a password, the admin has to go from the homepage on the navigation bar to the top right corner and click the user icon. The admin will be redirected to the login page. If the admin is not logged in, and cannot remember his/her password, the admin should locate the "forgot password" button on the login page and click on it. After clicking on the button, a short form will appear for the admin to enter his previous password, and his new password. Once edited, the admin should click the save button to save the new password. After completion, the admin successfully changed the password.

### 3.4 Admin - how to update email

To update email, the admin has to go from the homepage on the navigation bar top right corner and click the user icon. The admin will be redirected to the login page. The admin will have the option to change the email on his profile page. Admin should locate the change email button on the page and click on it. After clicking on the button, a short form will appear for the admin to enter his previous email, and his new email. Once edited, the admin should click the save button to save the new email. After completion, the admin successfully changed the email.

## Edit Booking

First name:	Mario
Last name:	Stura
Birthday:	02 / 21 / 1993
Gender:	Male
Phone number:	987-654-3210
Email:	mariostura@example.com
Address:	Zagreb, 10000



### 3.5 Admin - how to update user booking

This process consists of 2 steps:

- Step 1: Admin can update (change already existing) booking reservations in the Admin panel which only Admin has access to. By clicking the edit button, Admin can change any data in favor or request of a User that has already made a reservation. There is one action required in this process.

The screenshot shows the 'Bookings & Customers' section of the Admin panel for 'The Yorkshire Inn'. The left sidebar has 'Bookings & Customers' selected. The main area displays a table of bookings with columns: ID, First name, Last name, Gender, Phone, and ACTION. The first row (ID 2) has a red arrow pointing to the edit icon in the ACTION column. The table data is as follows:

Bookings					
Add a Booking					
ID	First name	Last name	Gender	Phone	ACTION
2	Mario	Stura	Male	987-654-3210	
17	Steve	Jobs	male	0992441382	
20	Bill	Gates	male	1231231231	

- Step 2: Admin gets a new page with field inputs of already existing User data, where Admin can change it and save it to the database as persistent storage permanently.

### Edit Booking

1. First name: Mario

2. Last name: Stura

3. Birthday: 02 / 21 / 1993

4. Gender: Male

5. Phone number: 987-654-3210

6. Email: mariostura@example.com

7. Address: Zagreb, 10000

8. Room: Bolero Room

9. Adults: 2

10. Children: 2

11. Entry Date: 04 / 08 / 2023

12. Departure Date: 04 / 13 / 2023

13. Non-smoking room

14.   15.

- Edit first name (number 1)
- Edit last name (number 2)
- Edit Birthday (number 3)
- Edit Gender (number 4)
- Edit Phone number (number 5)
- Edit Email (number 6)
- Edit Address (number 7)
- Edit Room (number 8)
- Edit number of Adults (number 9)
- Edit number of children (number 10)
- Edit Entry date (number 11)
- Edit Departure date (number 12)
- Edit Special preferences (number 13)
- Save changes (number 14)
- Return to Admin Panel (number 15)

### 3.6 Admin - how to add new Admin account

ID	Username	Password	ACTION
1	blendirr	*****	
21	mario1	***	

This process is made of 2 steps:

- Administrator chooses the Admin section in the Admin dashboard, on the left side navigation, the admin should locate the 'Admins' button and click on it (number 1).
- Administrator clicks on the 'Add admin' button above the table to create a new admin account (number 2).

After the completion of the previous steps, the table will appear. Admin will have to fill fields:

**Add Admin**

1	Name:	<input type="text"/>
2	Last Name:	<input type="text"/>
3	Username:	<input type="text"/>
4	Birthday:	<input type="text"/> mm / dd / yyyy <input type="button" value="Calendar"/>
5	Gender:	<input type="button" value="Select --"/>
6	Phone:	<input type="text"/>
7	Address:	<input type="text"/>
8	Email:	<input type="text"/>
9	Password:	<input type="text"/>
10	<input type="button" value="Save"/>	<a href="#">Back to Users Panel</a>
11		

- Admin first name (number 1)
- Admin last name (number 2)
- Admin Username (number 3)
- Admin Birthday (number 4)
- Admin Gender (number 5)
- Admin Phone number (number 6)
- Admin Address (number 7)
- Admin Email (number 8)
- Admin Password (number 9)
- To save progress and add a new Admin to the system, the administrator has to click the 'SAVE' button at the bottom of the form (number 10).
- To return to the Admin panel, the administrator has to click the 'Back to Users Panel' button Admin Entry date (number 11).

Once the Administrator is returned to the Admin panel, he should be able to see the new Admin.