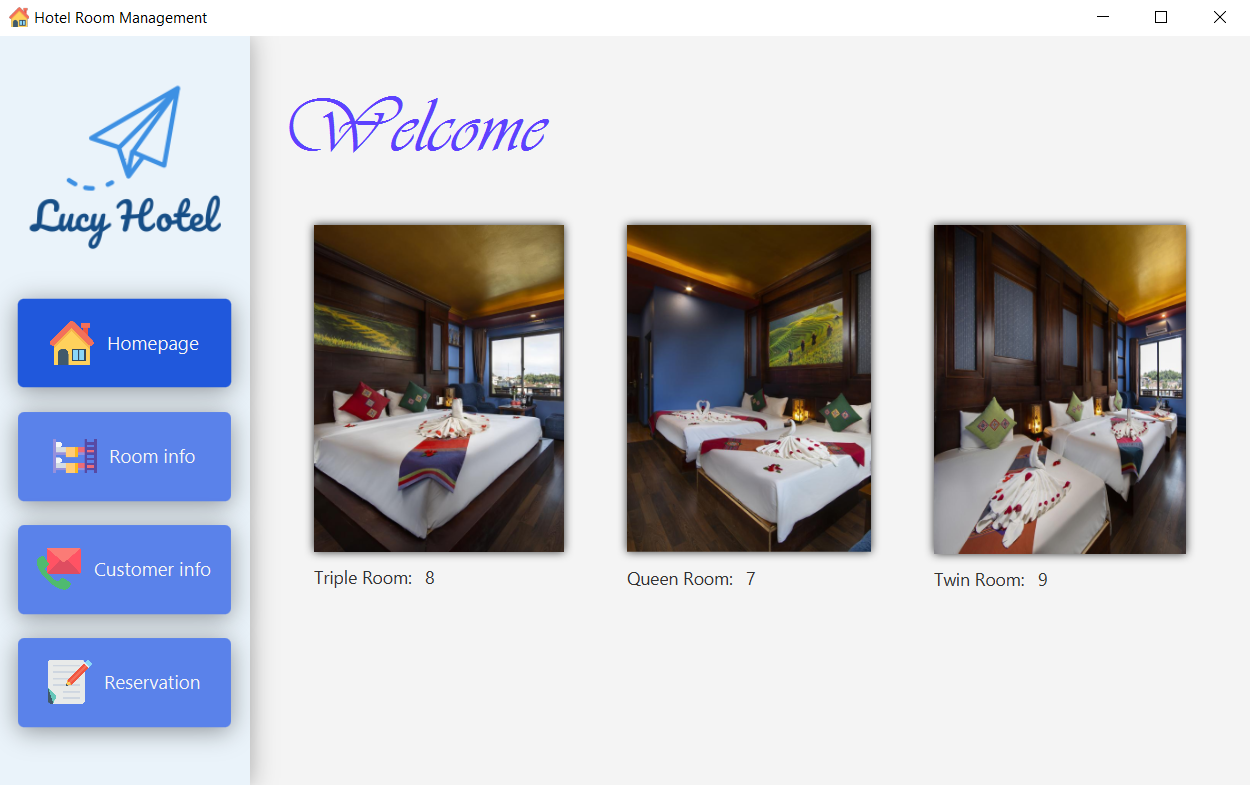
**User Manual**

The Hotel management application includes four main pages which are displayed in the left vertical taskbar of the application and arranged downward, such as Homepage, Room Info, Customer Info and Reservation respectively. Furthermore, this application also contains several of functions that support hotel staffs to manage easier.

## A. Homepage

First of all, when successfully running the application, a homepage will display to user. The Homepage presents the number of available of each type of hotel room in which simplifies the management of the available rooms. An Available status showing in Room Info page will be counted and grouped by Room Type, then shows the number of available rooms on Homepage.



**Figure 5-1: Homepage**

## B. Room Info

Table

Description automatically generated with medium confidence

**Figure 5-2: Room Information Page**

Since the Room Info contains all the information of hotel rooms, such as Room Number, Room Type and Room Status, displayed via a table, and five more functions, the hotel staffs easily check the condition and make a change with every single room.

The Room Number is different from each other and arranged ascending by default.

Additionally, the Room Type, which are Triple Room, Queen Room and Twin Room, are distributed to every room number.

Following by the Room Status has three options, such as, Available, Reserved and Staying. When customer successfully makes a reservation via telephone or on desk with hotel staffs, the status for reserved room(s) will automatically change from Available to Reserved. After that, on the reserved date, the Status of that room will replace by Staying.

As mentioned above, there are five functions, namely, Sort by Room Type, Sort by Room Status, Edit, Delete and Add Room.

The room information can be sorted by either Room Type or Room Status. For each sorting option, hotel staffs have four choices, which are All, Twin Room, Triple Room, Queen Room for Room Type, and All, Available, Reserved, Staying for Room Status. Three figures below show results after sorting by three different methods.

Table

Description automatically generated

**Figure 5-3: Sorted by Room Type**

Table

Description automatically generated with medium confidence

**Figure 5-4: Sorted by Room Status**

Graphical user interface

Description automatically generated

**Figure 5-5: Sorted by Room Type and Room Status**

Furthermore, the users are able to modify room information, like Edit and Delete, through following steps.

* Step 1: Choose a room to modify
* Step 2: Click Edit or Delete button
* Step 3:
* Edit Room: Because of unique room number, the hotel staffs cannot change it, however they can change the other two information by choosing either Room Type or Room Status by combo boxes.

Graphical user interface, application

Description automatically generated

**Figure 5-6: Edit Room Dialog**

* Delete Room: The hotel staffs will choose OK if they ensure to remove that room from the database. Otherwise, they will return to the previous state.

Graphical user interface

Description automatically generated

**Figure 5-7: Delete Room Dialog**

After that, the room information has been changed in the table

Table

Description automatically generated with medium confidence

**Figure 5-8: After modification (edit and delete)**

In contrast, if hotel staff do not choose a room in the table before modification, the system will show the error dialog.

Graphical user interface

Description automatically generated

**Figure 5-9: Error notification**

The last function in this Room info page is Add Room. By those following steps, the hotel staffs will be able to create a new room.

* Step 1: Choose Add button
* Step 2: Fill all the information
* Step 3: Click OK, then the room is successfully created. Otherwise, no room will be added to the database.

Graphical user interface

Description automatically generated

**Figure 5-10: Add Room**

In step 2, if they miss needed information, the system will display an error dialog

Graphical user interface

Description automatically generated

**Figure 5-11: Invalid either Room type or Room Status**

Graphical user interface, application

Description automatically generated

**Figure 5-12: Invalid Room Number**

## C. Customer Info

The third page, Customer Info, supports the hotel staffs to administer the personal information and booking information of customers. By this way, there are not difficulty to find out the data because two kinds of information are linked with each other.

On the left side of the page, there are a Search box and a table which consists of Customer ID, First Name and Last Name. And on the right side, it shows all personal information except Customer ID and a Show booking info button which includes all booking information of customer.

Graphical user interface

Description automatically generated

**Figure 5-13: Customer Information Page**

Firstly, hotel staffs can search their known information about customer in the Search box, for example, 1, W, Gina, etc. The table automatically filter the customer information based on what they searched.

Graphical user interface

Description automatically generated with medium confidence

**Figure 5-14: Search for Customer Information**

If hotel staffs do not choose any customer information in the table, the personal information is empty. Otherwise, it is filled with all detailed information.

Graphical user interface, table

Description automatically generated

**Figure 5-15: Show Personal Information**

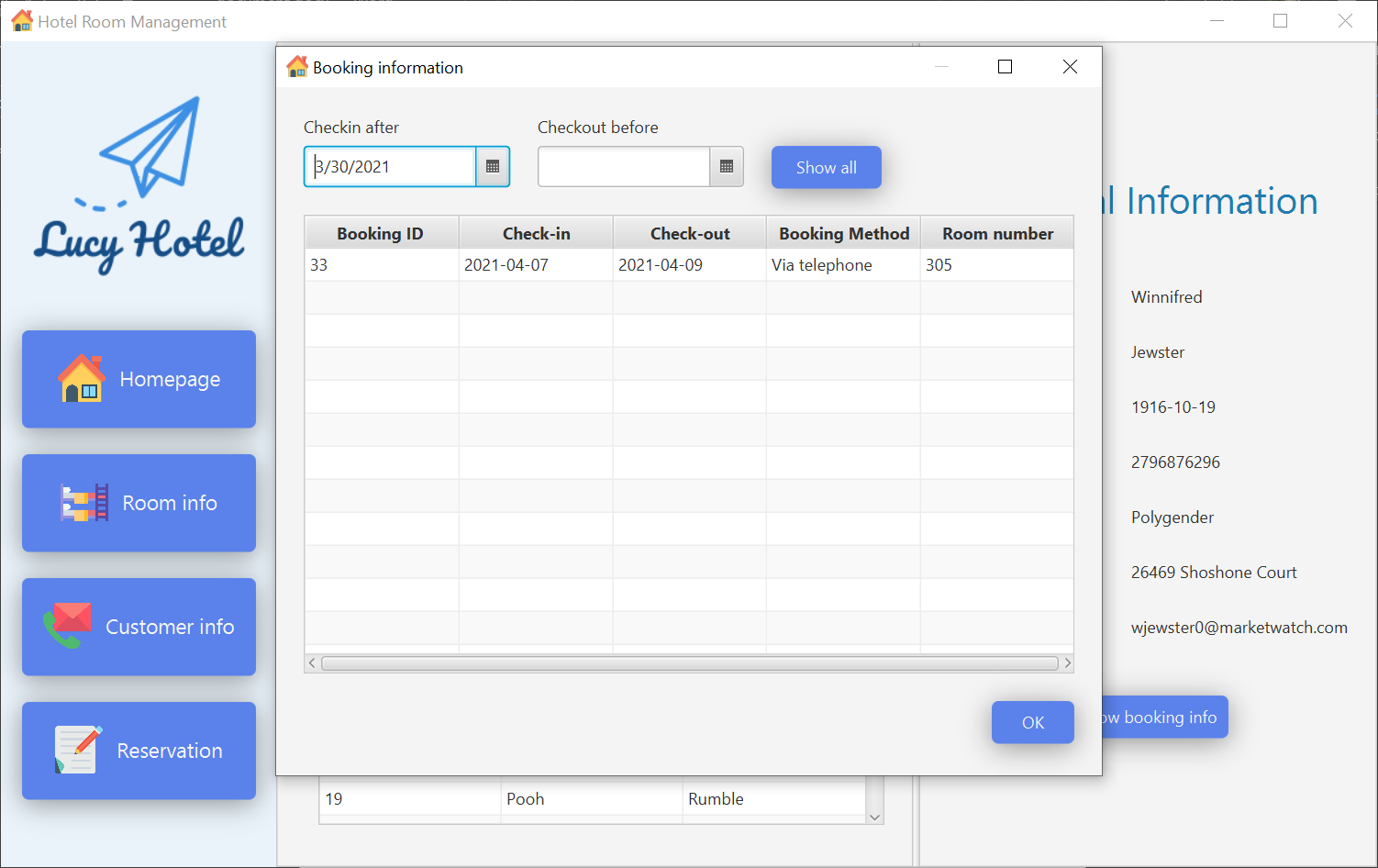
As mentioned above, Show booking info shows all booking information of the chosen customer.

Graphical user interface

Description automatically generated

**Figure 5-16: Show Booking Information**

In this dialog, it contains the table with all booking information, such as, Booking ID, Check-in Date, Check-out Date, Booking Method and Room Number. The Check-in After box and Check-out Before box is to sort out the Booking information of the chosen customer.



**Figure 5-17: Sorted by either Check-in date or Check-out date**

There is a Show All button which shows all booking information again after sorting.

## D. Reservation

The Reservation page helps hotel staffs receive the booking information from customer at desk or via telephone.

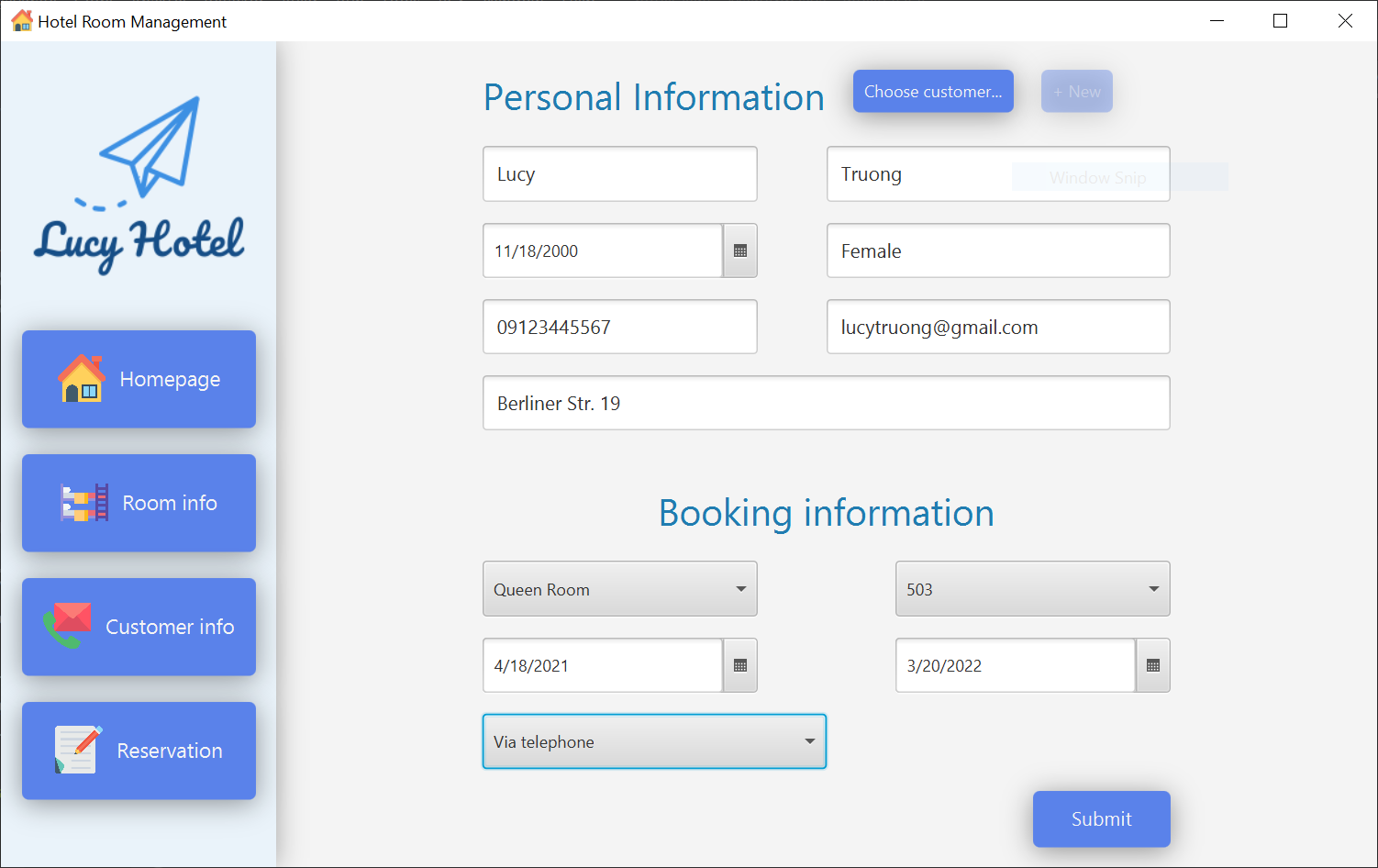
Graphical user interface

Description automatically generated

**Figure 5-18: Reservation form**

After hotel staffs open the Reservation page, the blank form will appear which can be fill in by two different ways

* Option 1: For new customers, hotel staffs input manually all Personal Information and Booking Information and then submit the booking.



**Figure 5-19: The form is manually filled**

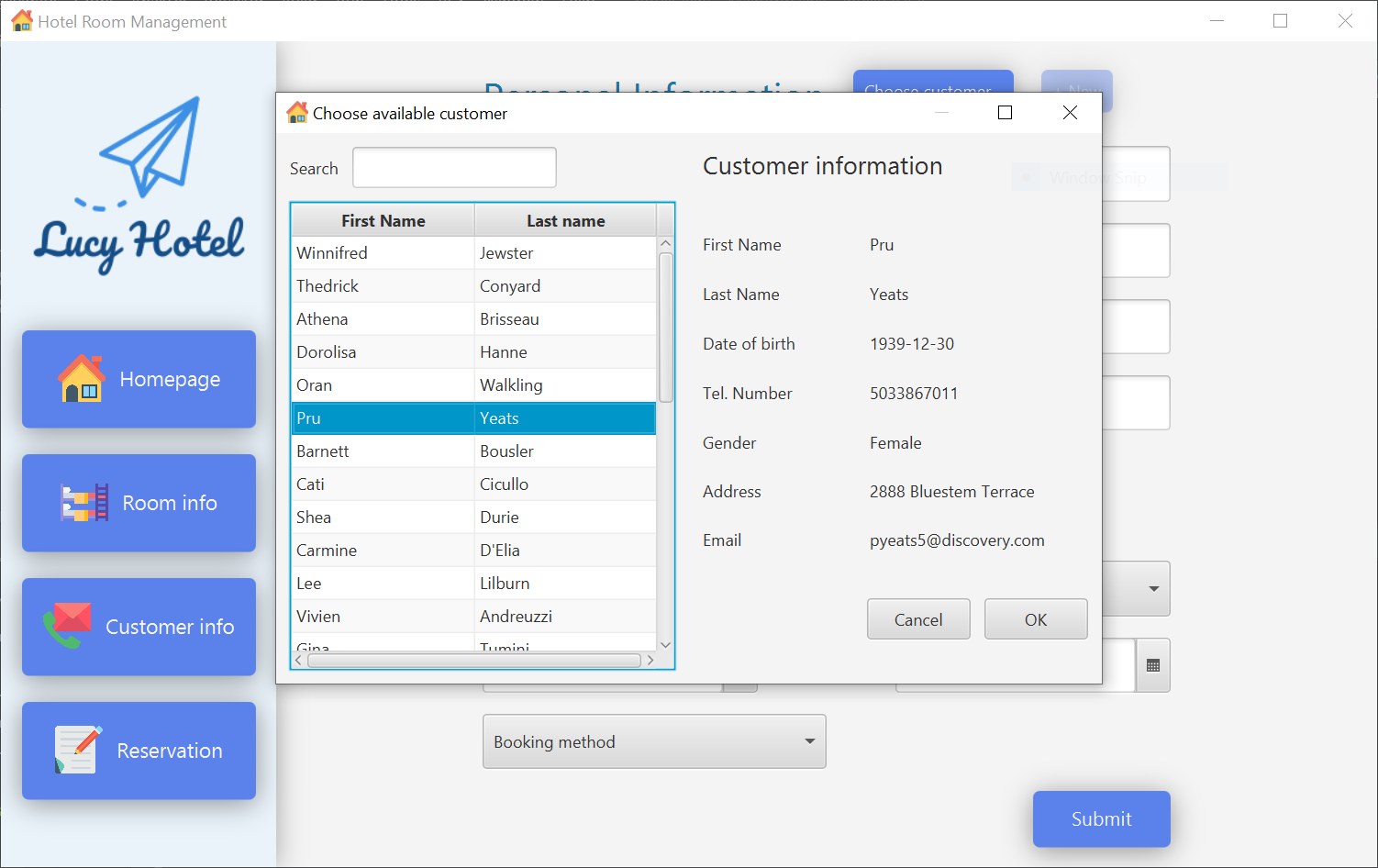
* Option 2: For customers who had already stayed in the hotel:
* Step 1: Hotel staffs click Choose customer button. Then the dialog, which imitates Customer info page, opens.

Graphical user interface, application

Description automatically generated

**Figure 5-20: Make a reservation for the customer who had already stayed in the hotel**

* Step 2: Choose the customer information who is making reservation.



**Figure 5-21: Choose available customer**

* Step 3: Click OK and finally, all the needed information is automatically filled in the form.

Graphical user interface

Description automatically generated

**Figure 5-22: All personal information is automatically filled**

* Step 4: The hotel staffs insert all booking information and submit the reservation. It will change the status of reserved room to Reserved and add this booking to Booking Information page.

In option 2, it consists of the last function of the application which is + New. This function helps hotel staffs after receiving a wrong information, they can refresh to the blank form, same as Figure 3-18.

Since all the information is important, the error dialog will appear whenever the hotel staffs do not

completely fill in the reservation form.

Graphical user interface, application

Description automatically generated

**Figure 5-23: Invalid Information**

# Appendix

## Use Case Diagram

Diagram

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**Figure 6-1: Use Case Diagram - Room Information Page**

Diagram

Description automatically generated

**Figure 6-2: Use Case Diagram - Customer Information Page**

Diagram

Description automatically generated

**Figure 6-3: Use Case Diagram - Reservation Page**

## Sequence diagram

Graphical user interface, waterfall chart

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**Figure 7-1: Sequence Diagram - Homepage**

Diagram, timeline

Description automatically generated

**Figure 7-2: Sequence Diagram - Room Information Page**

Diagram

Description automatically generated

**Figure 7-3: Sequence Diagram - Customer Information Page**

Diagram

Description automatically generated

**Figure 7-4: Sequence Diagram - Reservation Page**

## Entity Relational Diagram

Diagram

Description automatically generated

**Figure 8-1: Database - ER Diagram**