

SILVER OAKS HOTEL SYSTEM DOCUMENTATION

USER MANUAL

GROUP 03

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MDI PARENT FORM

The user gets greeted by this form. This form gives the user the option to either log in or exit the application. This feature can be accessed via the menu strip that has two options namely, "Start Application" and "File".

HOME PAGE

This page gets accessed by the MDI Parent Form. There are two fields in which the user enters their Username and Password to log in to the system. Entering invalid data will deny the user of access to the system. After successfully logging into the system the user will be redirected to their individual pages according to their authorization roles.

ADMINISTRATOR HOME

The users with the Administrator Authorisation Role will be redirected to this page by default after logging in. This page will give the user the option to: Maintain Employees, Maintain Clients, Maintain Rooms, Maintain Room Size, as well as Reporting and Exporting Reports to CSV by clicking on the various buttons.

Maintaining Employees consists of Adding, Updating, Deleting and Viewing the Current Employees in the organization. The system stores the Employees in the database.

Maintaining Clients lets the user only View, Update and Delete existing clients as adding clients is exclusive to Receptionists.

Maintaining Rooms will let the user Add, Update, Delete and View existing rooms.

Maintaining Room Size will let the user Add, Update, Delete and View existing room sizes.

Reporting gives the user reports on data collected from both Bookings and Packages.

Exporting Reports to CSV gives the user the option to export reports to a CSV file.

BOOKING PAGES

The users with the Receptionist Authorisation Role will be redirected to this page by default after logging in. This page will give the user the option to: Maintain Bookings, Create Clients and Check Out clients by navigating the page.

Maintaining Bookings will let the user Create, Update, View and Delete bookings on the system.

Creating Clients is only possible for Receptionists, and this will add new Clients into the database.

Receptionists can check out clients after their stay at the hotel is over. This makes their booking inactive but still the booking still exists for reporting in the future.

MAINTAIN EMPLOYEES

The user with the Administrator Authorisation Role will be able to perform CRUD-operations (Create, Read, Update, and Delete) on the data in the table belonging to the employees. Although validation is done, it is important for the administrator to proceed with caution when updating and deleting data to and from the database.

Employees are the System Agents who will be operating on the system and are commonly known as System Users. Authorisation is needed to access the system's functionalities.

MAINTAIN CLIENTS

The user with the Administrator Authorisation Role will only be able to perform Read, Update and Delete operations on the data in the table belonging to clients.

The user with the Receptionist Authorisation Role will only be able to perform Create operations on the data in the table belonging to clients.

For creating new clients, all data must be filled in, as Null or White Space will not be accepted by the system.

Clients are the System Agents who will be making decision for the system from outside the system.

MAINTAIN ROOMS

The user with the Administrator Authorisation Role will only be able perform update and viewing functions of the table rooms.

The "rooms" will be a table where specifications of different rooms will be added to create a room in the table.

MAINTAIN ROOM SIZE

The user with the Administrator Authorisation Role will only be able to perform update and viewing functions of the table “room size”.

The “room size” will be a table where specifications of different room sizes will be added to create a room size in the table.

MAINTAIN PACKAGES

The Administrative role would be able to access the Packages, where The CRUD-operations (Create, Read, Update, and Delete) on the data in the table belonging to the packages.

When creating a new package the user should fill in all the data regarding the packages, to be able to create a new package.

The “package” table would consist of the available packages for the clients to choose from.

MAINTAIN BOOKINGS

The Receptionist would be the user that works with the Bookings where they would be performing CRUD-operations (Create, Read, Update, and Delete) on the data in the table belonging to the Bookings.

When creating a new Booking the Receptionist should select the desired package and fill in the relative information regarding the client that makes the booking.

The “Booking” table consists of the active bookings as well as previous bookings for referential, and reporting purposes.