Guest Module - Documentation

1. Introduction

The Guest Module is a core part of the Hotel Property Management System (PMS). It allows administrators and staff to manage guest details, reservations, and related information in an efficient and organized manner. The module ensures that all guest-related data is accessible, structured, and easy to maintain.

2. Objectives/Benifits

The objectives of the Guest Module are:
• Maintain a centralized guest database
• Provide detailed guest profiles and reservation information
• Helps in Verification processes
• Facilitate easy communication with guests
• Support international PMS standards

3. Guest Table Overview

The guest table provides a quick overview of all guests with essential details. It supports searching and pagination for better navigation.

Field	Description
Reservation ID	Unique identifier for the reservation
Name	Full name of the guest
Email	Guest's email address
Contact Number	Guest's phone number (international format)
Document Type	Type of identification document (Passport, Driver's License, State ID,Others)
Room Number	Assigned room number for the guest

4. Guest Details Modal

When a guest is selected from the table, a detailed modal view is displayed. This modal provides comprehensive information about the guest and their reservation.
The modal contains:
• Name, Email, Contact Number
• ID Document details
• Address information
• Number of guests, Room details
• Check-In and Check-Out dates
• Guest comments,Easy access to invoices and communication options
• Action buttons: Download Invoice, Print Invoice, Send Mail

5. Functionalities

Key functionalities of the Guest Module include:
• Search functionality for quick guest lookup
• Pagination for large guest lists
• Visual reservation status indicators.
• Easy access to invoices and communication options