

Form Design

1. frmWelcomeScreen Form

| | |
|--------------------|---------------------------------------------------|
| Field | : No. |
| Buttons | : Welcome! (On Click - CloseWindow and OpenForm). |
| Hyperlink | : No. |
| SubForm | : No. |
| Auto Centre | : Yes |
| Auto Resize | : Yes |
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : No |
| Moveable | : No |
| Pop up | : Yes |
| Modal | : Yes |
| Default View | : Single Form |

2. frmLogin Form

| | |
|--------------------|---------------------------------------------------------------|
| Field | : No. |
| Buttons | : Submit (On Click – Run Code). Exist (On Click – QuitAccess) |
| Hyperlink | : No. |
| SubForm | : No. |
| Auto Centre | : Yes |
| Auto Resize | : Yes |
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : No |
| Moveable | : No |
| Pop up | : Yes |
| Modal | : Yes |
| Default View | : Single Form |

3. frmManagerAuthority Form

| | |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field | : No. |
| Buttons | : User Control (On Click - CloseWindow and OpenForm), Main Menu (On Click - CloseWindow and OpenForm) and Logout (On Click - CloseWindow and OpenForm). |
| Hyperlink | : No. |
| Subform | : No. |
| Auto Centre | : Yes |
| Auto Resize | : Yes |
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : No |
| Moveable | : No |
| Pop up | : Yes |
| Modal | : Yes |
| Default View | : Single Form |

4. frmUserControl Form

| | |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field | : UserID, UserName, UserLevel, Password and RetypePassword. From Table tblUserDetails |
| Buttons | : Add (on Click – AddRecord), Save (On Click – SaveRecord), Search (On Click – FindRecord), Delete (On Click – DeleteRecord) and Back (On Click – CloseWindow and OpenForm). |
| Hyperlink | : No. |
| Subform | : No |
| Default View | : Split Form |
| Split form datasheet | : Read Only |
| Split form Splitter bar | : Yes |
| Split form Orientation | : Datasheet on Bottom |
| Auto Centre | : Yes |
| Auto Resize | : No |

| | |
|--------------------|----------|
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : No |
| Close button | : No |
| Moveable | : No |
| Pop up | : No |
| Modal | : Yes |

5. frmMainMenu Form

| | |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field | : No |
| Buttons | : Log Out (On Click – CloseWindow and OpenForm). Back (On Click – Run code) |
| Navigation Buttons | : Guests (Navigation Target – frmGuestDetailsExtended), Room (Navigation Target – frmRoomDetailsExtended), Bookings (Navigation Target – frmBookingDetailsExtended), Payment (Navigation Target – frmPaymentDetailsExtended), Extra Charge (Navigation Target – frmExtraChargeExtended), Booking Cancelation (Navigation Target – frmBookingCancelationExtended) and Reports (Navigation Target – frmReports). |
| Hyperlinks | : No. |
| SubForm | : No. |
| Auto Centre | : Yes |
| Auto Resize | : No |
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : No |
| Close Button | : No |
| Moveable | : No |
| Pop up | : No |
| Modal | : Yes |
| Default View | : Single Form |

6. frmGuestDetailsExtended Form

| | |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field | : GuestID, Title, FirstName, LastName, DOB (DateOfBirth), Age, StreetAddress, Town, Country, Post/Zip Code, Mobile, Email and NICPassportNo. From Query qryGuestDetailsExtended. |
| Buttons | : Add New Guest (On Click – OpenForm). Search Guest (On Click – Run Code). All Guest Details (On Click – Run Code). Refresh Details (On Click – Run Code) |
| Hyperlink | : The GuestID Column is Hyperlinked. |
| SubForm | : frmGuestDetailsExtendedDS. |
| Auto Centre | : No |
| Auto Resize | : Yes |
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : No |
| Close Button | : Yes |
| Moveable | : No |
| Pop up | : No |
| Modal | : No |
| Default View | : Single Form |

7. frmGuestDE Form

| | |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field | : GuestID, Title, FirstName, LastName, DOB (DateOfBirth), StreetAddress, Town, Country, Post/Zip Code, Mobile, Email and NICPassportNo. From Table tblGuestDetails. |
| Buttons | : Add (on Click – AddRecord), Save (On Click –Run code), Delete (On Click – DeleteRecord) and Back (On Click – CloseWindow and OpenForm). |
| Hyperlink | : No. |
| SubForm | : No. |
| Auto Centre | : Yes |
| Auto Resize | : Yes |
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : No |

| | |
|--------------|---------------|
| Moveable | : No |
| Pop up | : Yes |
| Modal | : Yes |
| Default View | : Single Form |

8. frmGuestReports Form

| | |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field | : No |
| Buttons | : Guest Summary (On Click – CloseWindow and OpenReport) and Room and ExtraCharge (On Click - CloseWindow and OpenReport). Age Category (On Click – Run Code). Close (On Click - CloseWindow and OpenForm) |
| Hyperlink | : No. |
| SubForm | : No. |
| Auto Centre | : Yes |
| Auto Resize | : Yes |
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : No |
| Moveable | : No |
| Pop up | : Yes |
| Modal | : Yes |
| Default View | : Single Form |

9. frmRoomDetailsExtended Form

| | |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field | : RoomID, RoomNumber, Type, Notes, CostPerNight and Active (Caption Availibility). From Query qryRoomDetailsExtended. |
| Buttons | : Add New Room (On Click – OpenForm), All Rooms (On Click – Run Code), Available Rooms (On Click – Run Code), Unavailable Room (On Click – Run Code) and Room Information (On Click – OpenForm). |
| Hyperlinks | : The RoomID Column is Hyperlinked. |
| SubForm | : frmRoomDetailsExtendedDS. |
| Auto Centre | : Yes |
| Auto Resize | : Yes |
| Border Style | : Dialog |
| Record Selectors | : No |

| | |
|--------------------|---------------|
| Navigation Buttons | : No |
| Control box | : Yes |
| Moveable | : No |
| Pop up | : No |
| Modal | : No |
| Default View | : Single Form |

10. frmRoomInformation Form

| | |
|--------------------|----------------------------------------------------|
| Note | : Information about rooms are updated in this form |
| Field | : No |
| Buttons | : Back (On Click – CloseWindow and OpenForm). |
| Hyperlinks | : No |
| SubForm | : No |
| Auto Centre | : Yes |
| Auto Resize | : Yes |
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : No |
| Moveable | : Yes |
| Pop up | : Yes |
| Modal | : Yes |
| Default View | : Single Form |

11. frmRoomDE Form

| | |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Field | : RoomID, RoomNumber, Type, Notes, CostPerNight and Active (Caption – Availability). From Table tblRoomDetails. |
| Buttons | : Add (on Click – AddRecord), Save (On Click – Run Code), Delete (On Click – DeleteRecord) and Back (On Click – CloseWindow and OpenForm). |
| Hyperlinks | : No. |
| SubForm | : No. |
| Auto Centre | : Yes |
| Auto Resize | : Yes |
| Border Style | : Dialog |

| | |
|--------------------|---------------|
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : No |
| Moveable | : Yes |
| Pop up | : Yes |
| Modal | : Yes |
| Default View | : Single Form |

12. frmBookingDetailsExtended Form

| | |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field | : BookingID, RoomID, GuestID, NoOfAdults, NoOfChildren, NoOfNights, CheckInDate, CheckinTime, CheckOutDate, CheckOutTime, RoomNumber, Type and ExtraChargeID. From Query qryBookingDetailsExtended. |
| Buttons | : Add New Booking (On Click – OpenForm). Refresh Details (On Click – Run Code) |
| Hyperlinks | : The BookingID is Hyperlinked, The RoomID Is HyperLinked and The GuestID is Hyperlinked. |
| SubForm | : frmBookingDetailsExtendedDS |
| Auto Centre | : No |
| Auto Resize | : Yes |
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : Yes |
| Moveable | : No |
| Pop up | : No |
| Modal | : No |
| Default View | : Single Form |

13. frmBookingsDE Form

| | |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field | : BookingID, GuestID, CheckInDate, CheckInTime, CheckOutDate, CheckOutTime, RoomID, Room Type, NoOfAdults, NoOfChildren, NoOfNights, Active (Caption – Availability), Note and ExtraChargeID. |
| Buttons | : Add (on Click – AddRecord), Save (On Click –Run Code), Delete (On Click – DeleteRecord) and Back (On Click – CloseWindow and OpenForm). |

| | |
|--------------------|---------------|
| Hyperlinks | : No. |
| SubForm | : No. |
| Auto Centre | : Yes |
| Auto Resize | : Yes |
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : No |
| Moveable | : Yes |
| Pop up | : Yes |
| Modal | : Yes |
| Default View | : Single Form |

14. frmBookingReport Form

| | |
|--------------------|----------------------------------------------------------------------------------------------------------------------|
| Field | : No. |
| Buttons | : Country with most Bookings (On Click – CloseWindow and OpenReport). Close (On Click – CloseWindow and OpenForm) |
| Hyperlinks | : No. |
| SubForm | : No. |
| Auto Centre | : Yes |
| Auto Resize | : Yes |
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : No |
| Moveable | : Yes |
| Pop up | : Yes |
| Modal | : Yes |
| Default View | : Single Form |

15. frmExtraChargeExtended Form

| | |
|---------|------------------------------------------------------------------------------------|
| Field | : ExtraChargeID, Item and Amount. From Query qryExtraChargeExtended. |
| Buttons | : Add New ExtraCharge (On Click – OpenForm). Refresh Details (On Click – Run Code) |

| | |
|--------------------|-------------------------------------|
| Hyperlink | : The ExtraChargeID is Hyperlinked. |
| SubForm | : frmExtraChargeExtendedDS |
| Auto Centre | : No |
| Auto Resize | : Yes |
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : Yes |
| Moveable | : No |
| Pop up | : No |
| Modal | : No |
| Default View | : Single Form |

16. frmExtraChargeDE Form

| | |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Field | : ExtraChargeID, Item and Amount. From Table tblExtraChargeDetails. |
| Buttons | : Add (on Click – AddRecord), Save (On Click – Run Code), Delete (On Click – DeleteRecord) and Back (On Click – CloseWindow and OpenForm). |
| Hyperlink | : No. |
| SubForm | : No. |
| Auto Centre | : Yes |
| Auto Resize | : Yes |
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : No |
| Moveable | : Yes |
| Pop up | : Yes |
| Modal | : Yes |
| Default View | : Single Form |

17. frmPaymentDetailsExtended Form

| | |
|-------|-----------------------------------------------------------------------------------------------------------------------------------|
| Field | : PaymentID, GuestID, BookingID, RoomID, CardHoldersFirstName, CardHoldersLastName, CreditCardType, CreditCardNumber, ExpiryDate, |
|-------|-----------------------------------------------------------------------------------------------------------------------------------|

CostPerNight, NoOfNights, ExtraChargeID, Amount and Total Cost. From Query qryPaymentDetailsExtended.

| | |
|--------------------|-------------------------------------------------------------------------------------------------------------------|
| Buttons | : Make Payment (On Click – OpenForm). Print Receipts (On Click – OpenForm). Refresh Details (On Click – Run Code) |
| Hyperlink | : the PaymentID is Hyperlinked. |
| SubForm | : frmPaymentDetailsExtendedDS |
| Auto Centre | : No |
| Auto Resize | : Yes |
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : Yes |
| Moveable | : No |
| Pop up | : No |
| Modal | : No |
| Default View | : Single Form |

18. frmPaymentStepOneDE Form

| | |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field | : PaymentID, BookingID, CardHoldersFirstName, CardHoldersLastName, CreditCardType, CreditCardNumber and ExpiryDate. From Table tblPaymentDetails. |
| Buttons | : Add (on Click – AddRecord), Save (On Click – Run Code), Confirm Payment (On Click – CloseWindow and OpenForm), Delete (On Click – DeleteRecord) and Back (On Click – CloseWindow and OpenForm). |
| Hyperlink | : No. |
| SubForm | : No. |
| Auto Centre | : Yes |
| Auto Resize | : Yes |
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : No |
| Moveable | : Yes |

| | |
|--------------|---------------|
| Pop up | : Yes |
| Modal | : Yes |
| Default View | : Single Form |

19. frmPaymentStepTwo Form

| | |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field | : From Table tblBookingDetails - GuestID, BookingID, RoomID, NoOfNights and ExtraChargeID. From Table tblExtraChargeDetails – Amount. From Table tblPaymentDetails - CardHoldersFirstName, CardHoldersLastName, CreditCardType, CreditCardNumber, ExpiryDate and PaymentID. From Table tblRoomDetails – CostPerNight. Total Cost: [CostPerNight]*[NoOfNights]+[Amount]. |
| Buttons | : Confirm (On Click – OpenQuery). Close (On Click – CloseWindow and OpenForm) |
| Hyperlink | : No. |
| SubForm | : No. |
| Auto Centre | : Yes |
| Auto Resize | : Yes |
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : No |
| Moveable | : Yes |
| Pop up | : Yes |
| Modal | : Yes |
| Default View | : Single Form |

20. frmReceipts Form

| | |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field | : From Table tblBookingDetails – GuestID, BookingID, RoomID, NoOfNights, ExtraChargeID, From Table tblExtraChargeDetails – Amount. From Table tblPaymentDetails – CardHoldersFirstName, CardHoldersLastName, CreditCardType, CreditCardNumber and ExpiryDate. From Table tblGuestDetails - FirstName, Title, LastName, StreetAddress, Town, Country and Post/ZipCode. From Table tblRoomDetails – CostPerNight. From Table. Total Cost: [CostPerNight]*[NoOfNights]+[Amount] |
| Buttons | : Find Receipt (On Click – FindRecord) and Print Receipt (On Click – RunMenuCommand). Close (On Click – CloseWindow and OpenForm) |
| Hyperlinks | : No. |

| | |
|--------------------|---------------|
| SubForm | : No. |
| Auto Centre | : Yes |
| Auto Resize | : Yes |
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : No |
| Moveable | : Yes |
| Pop up | : Yes |
| Modal | : Yes |
| Default View | : Single Form |

21. frmFinancialReports Form

| | |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field | : No. |
| Buttons | : Total Cost (On Click – CloseWindow and OpenReport), Monthly Income (On Click – CloseWindow and OpenReport) and Annual Income (On Click – CloseWindow and OpenReport). Close (On Click – CloseWindow and OpenForm) |
| Hyperlink | : No. |
| SubForm | : No. |
| Auto Centre | : Yes |
| Auto Resize | : Yes |
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : No |
| Moveable | : Yes |
| Pop up | : Yes |
| Modal | : Yes |
| Default View | : Single Form |

22. frmBookingCancelationExtended Form

| | |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Field | : BookingID, BookingCancelationID, CancelationDate, CancelationTime, GuestID, RoomID and ExtraChargeID. From Query qryBookingCancelationExtended. |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------|

| | |
|--------------------|-------------------------------------------------------------------------------------------------|
| Buttons | : Cancel Booking (On Click – Run Macro mrcDeleteBooking). Refresh Details (On Click – Run Code) |
| Hyperlink | : No. |
| SubForm | : tblBookingCancelationExtendedDS. |
| Auto Centre | : No |
| Auto Resize | : Yes |
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : Yes |
| Moveable | : No |
| Pop up | : No |
| Modal | : No |
| Default View | : Single Form |

23. frmReports Form

| | |
|--------------------|---------------------------------------------------------------------------------------------------------------------------|
| Field | : No. |
| Buttons | : Guest Reports (On Click – OpenForm), Booking Reports (On Click – OpenForm) and Financial Reports (On Click – OpenForm). |
| Hyperlinks | : No. |
| SubForm | : No. |
| Auto Centre | : No |
| Auto Resize | : Yes |
| Border Style | : Dialog |
| Record Selectors | : No |
| Navigation Buttons | : No |
| Control box | : yes |
| Moveable | : No |
| Pop up | : No |
| Modal | : No |
| Default View | : Single Form |