HOTEL LAGOON DINING

User Manual

Contents

1. Introduction

This Database is easy-to-use application designed for the Hotel Lagoon Dining organisation. This User Guide is designed to help any user to use the system. The User Guide is written in simple English format that any one can read and understand. The User Guide will help the user to understand how task work and with step by step instruction. This User Guide will also help the user to troubleshoot problem.

2. Compatibility

The Hotel Lagoon Dining Database is compatible with Microsoft Windows 8 operating system (32bit or 64 bit).
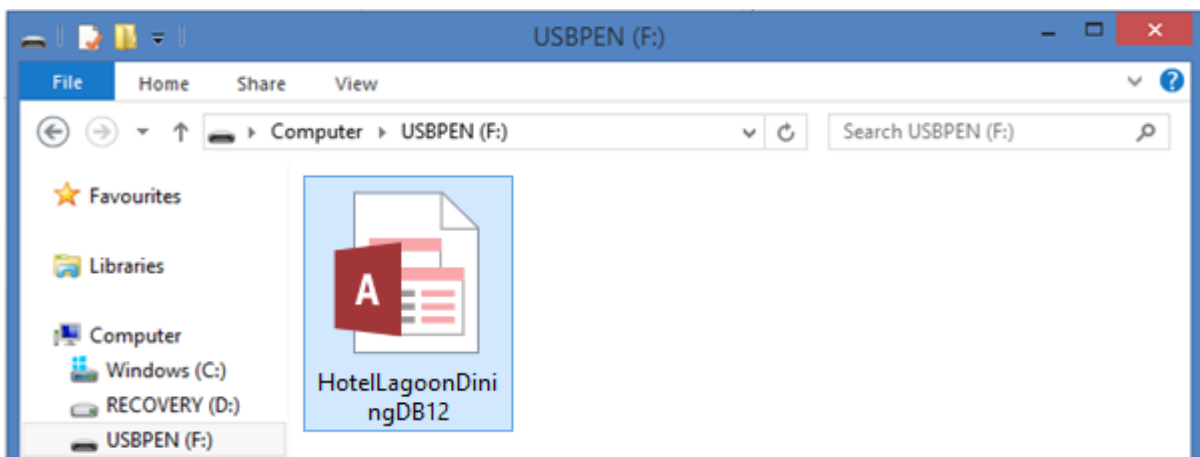
3. Getting Started

Install the Hotel Lagoon Dining Database

i. First plugin the USB pen into a USB port and wait till the computer detects the USB pen. Once the computer detected the USB Pen Drive, what you want to do now is go to *'Computer'* and open the USB Drive Named as *'USBPEN'*.
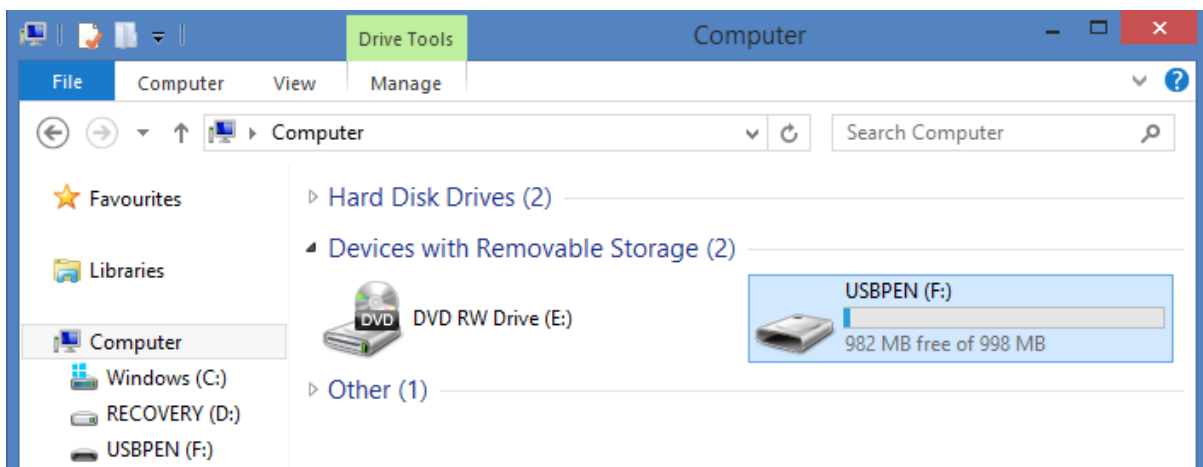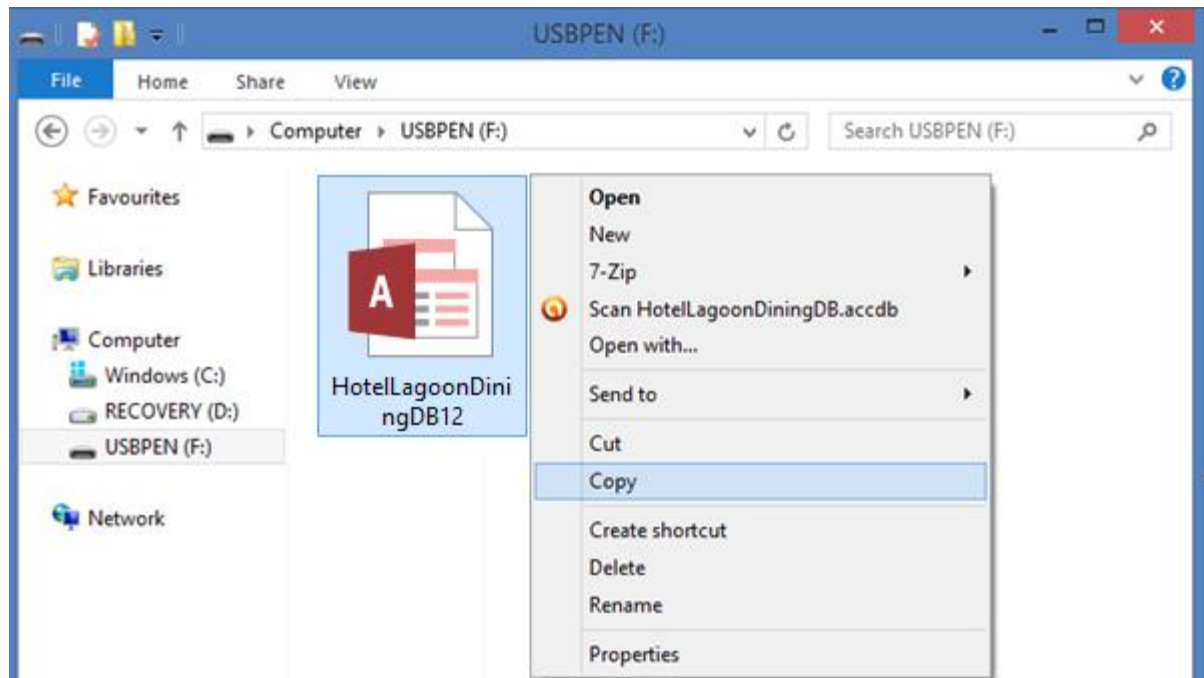

ii. Then you will see the Database of the organisation.

iii. You should now make a Copy of the Database.
   Option 1: Right Click the Icon Named as *'HotelLagoonDiningDB12'* using the mouse and make a copy of Database.
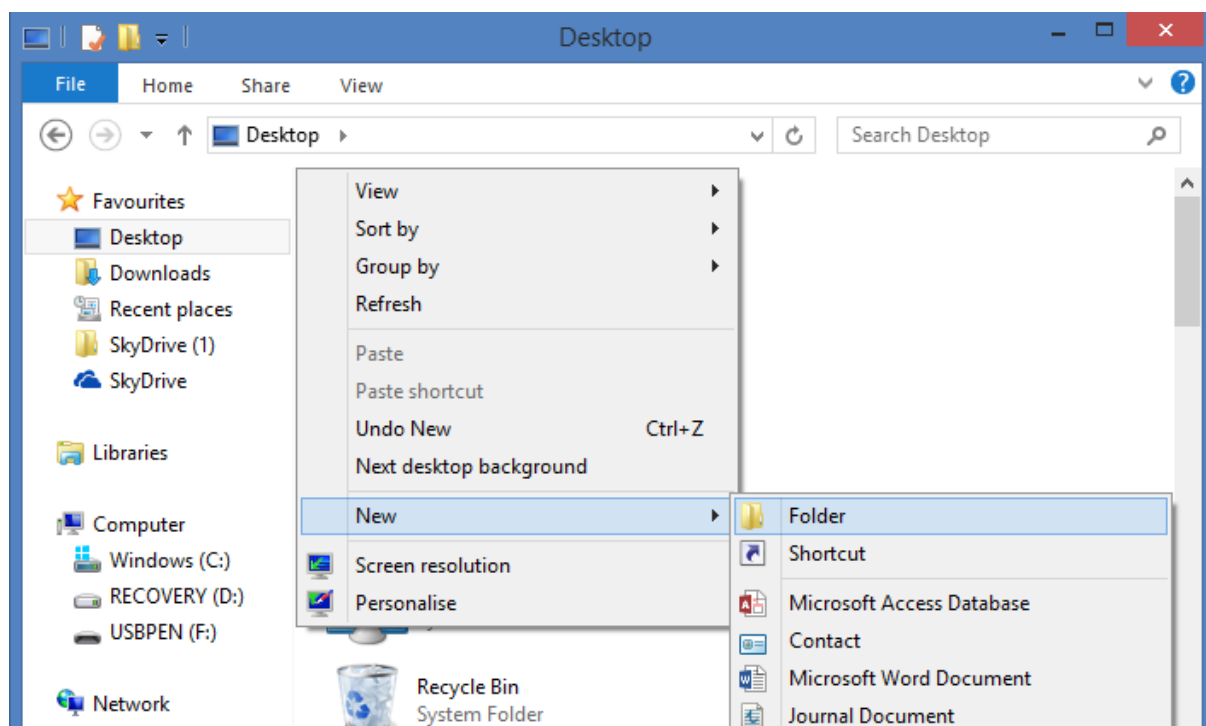   Option 2: This way is a Short Cut of Copping a file. Select the Database File and Press **CTRL+C**.


iv. Once you copied the file go to Desktop and create an empty new folder.
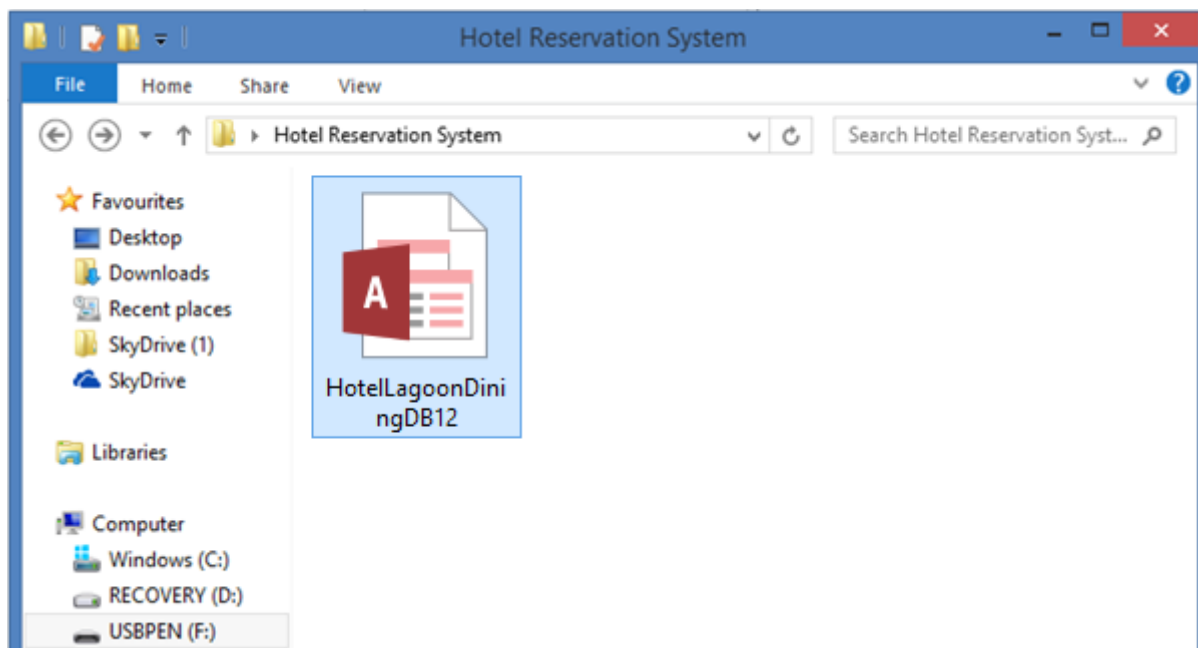   Option 1: Right Click on the mouse and choose 'New' and click on 'Folder'.
   Option 2: This way is a Short Cut to Opening a New Folder. Press **CTRL+Shift+N.**

v. Once you have made a New Folder in the desktop, name the folder as *'Hotel Reservation system'*. After that Paste the Database file inside the Folder *'Hotel Reservation system'*.
Option 1: Right click and Choose Paste.
Option 2: This way is a Short Cut to paste a file. Press **CTRL+V.**
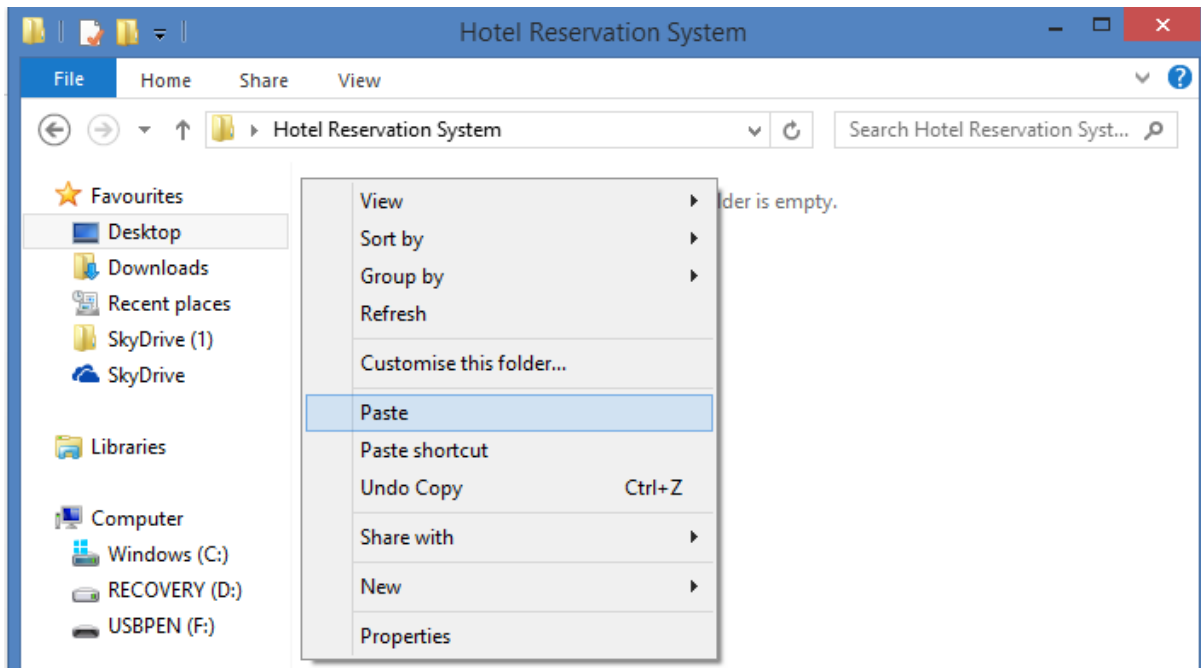
vi. Once you have done that, you will see that the *'HotelLagoonDiningDB12'* Database is now inside the *'Hotel Reservation System'* Folder.
Note: This is just a Copy of the System inside the folder. The Original Copy of the system is inside the USB pen drive.
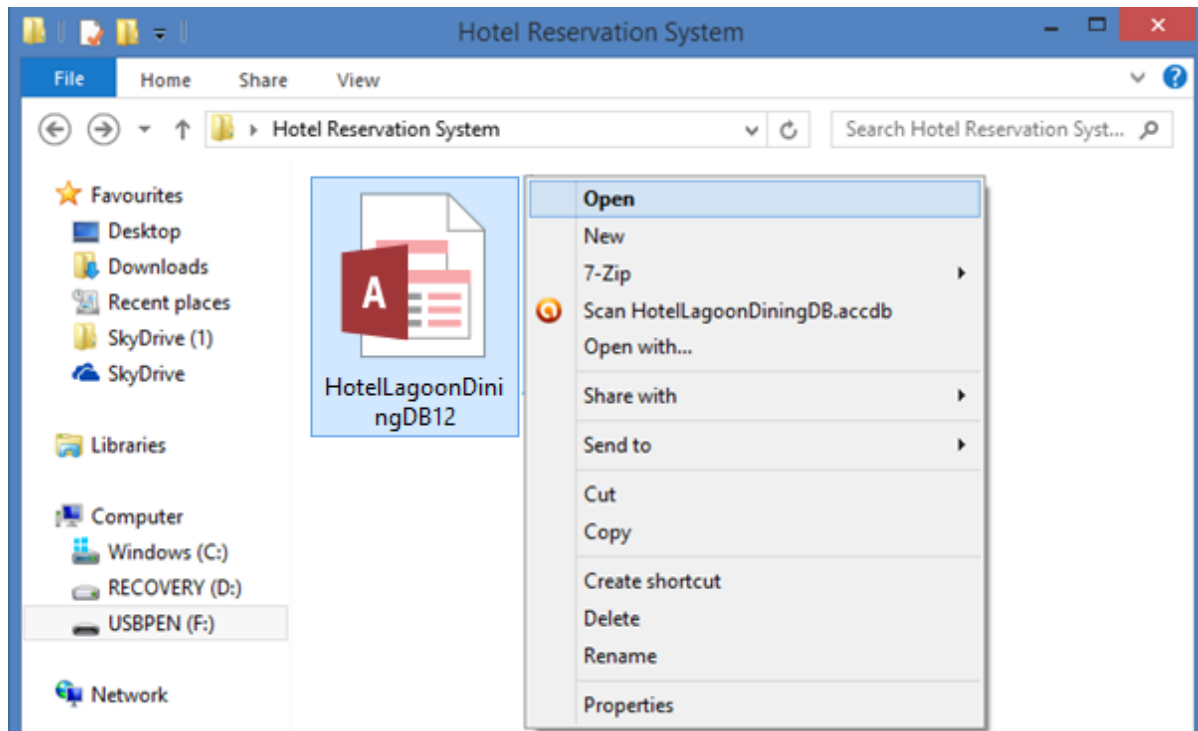
4. Opening the Database

Go to *'Hotel Reservation System'* Folder and Select the *'HotelLagoonDiningDB12'* database.
Option 1: double click on the Icon to open the database.
Option 2: Right Click on the mouse and click Open. Then the database will start up.
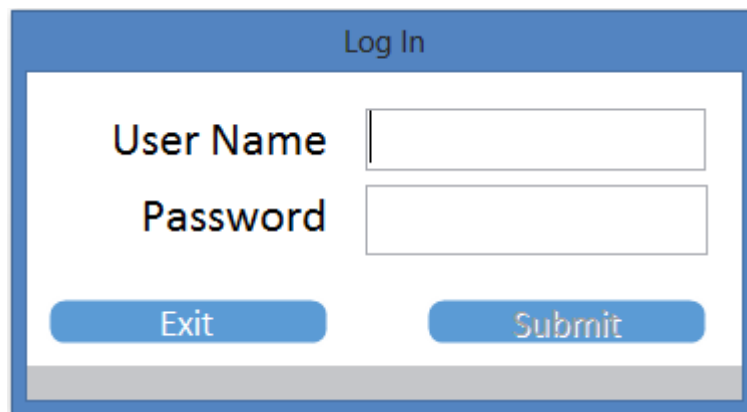

5. Using the Hotel Lagoon Dining Database

i. Once you have Double Click and opened the *'HotelLagoonDining12'* Database. The user will be welcomed with the *'Welcome screen'*.

ii. Then Click on the Button *'Welcome'* to go to the next Form. Which is the *'Log in'* Form. In this step you have to provide your *'User Name'* and *'Password'* to move forward. Remember if you don't provide the information correctly you will not be able to login to the system. Note: you cannot stay in login Form more than 30 second because after 30 seconds the Login form will get cancelled and the Welcome Screen will be opened.


6. User Access Levels

1. Manger
2. Staff

Features available for the Manager

i. If you're a *'Manager'* at the Hotel Lagoon Dining you will get the Full authority feature of using this system. The following Figure shows the *'Full authority'* Form which only the manager will be able to operate. This feature is also available for the *'Organiser'* as well.

ii. If you click on the Button *'User Control'*, you will be able to control every user in the system. Such as deleting a user and adding new user.
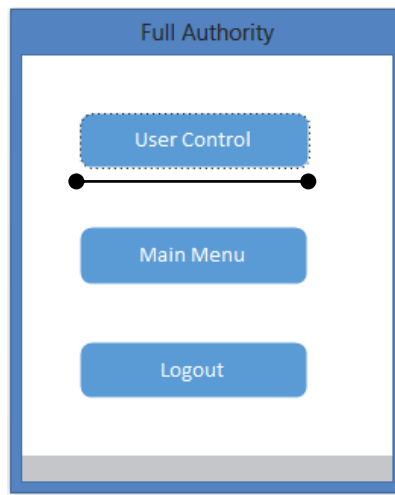
iii. This is the *'User Control'* Form. On the Bottom you can see the User Details. On the Top you can see the Data Entry form of the User Control. If you want to add a user press the button *'Add'*. If you want to save the user press the button *'Save'*. If you want to delete a user press the button *'Delete'*. If you want to go back to the *'Full Authority'* Form Press the button *'Back'*.

iv. If you want to add a new user Press the button *'Add'* and fill in the details. Such as *'User Name'*, *'User Level'* (you will get option of choosing the users user level, which are manager and staff), *'Password'* and *'Retype Password'*. The UserID will be automatically to add, you don't need to fill in the UserID. Once you filled in the details press the button *'Save'*. Then the user will be saved to the database.

Note: You cannot save the User Details if you don't fill in all the Details. You will get a Warning Message. The message is as follows. When you get the Message, Click OK and try to fill in all the Details.
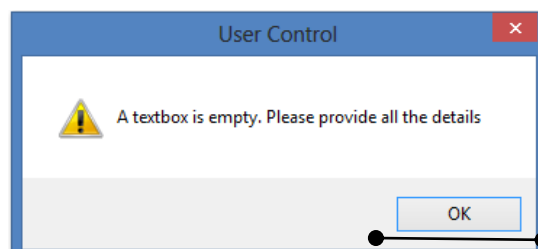
Note: Remember that your Retype Password should always match the Password. It doesn't matter if you get it wrong because you will get a Warning Message. When you get the Message, Click OK and try again. The Warning Message is as follows:
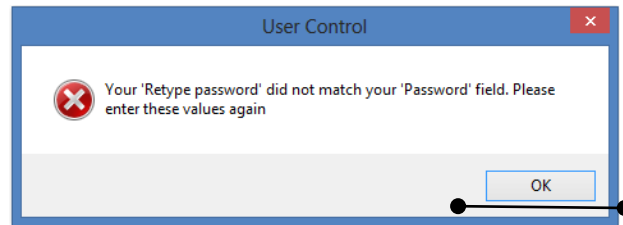
v. If you want to edit a User Detail. Just the cursor ⬏ and move it down to the User Details and click on the particular user that you want to edit. If you click on the user the result will show on the top.

vi. If you want to delete a user then press the *'Delete'* Button but remember that you will get a Message. The message will just to letting you know that the user will get deleted from the system permanently. If you press *'Yes'* the user will get deleted from the system. If you press *'No'* the user will not get deleted from the system.
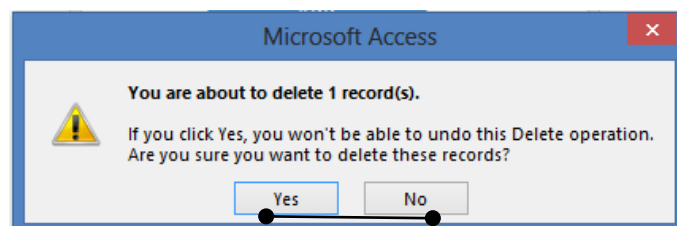
vii. Other features for the manager is you can *'Logout'* and go to the *'Main Menu'*.
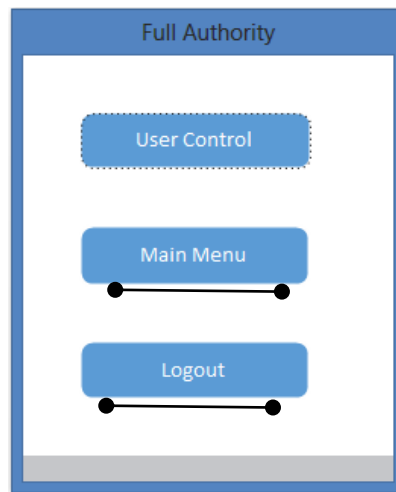
Features available for the staff

Unfortunately the staff will only be able to go to the *'Main Menu'* and do the Reservation process.

7. Errors you get in the Login form and how to overcome it

Note: in the Login Form the Password TextBox and the Submit Button is **disabled** at first but not the UserName TextBox. So when you're trying to login to the system you cannot first provide the Password and then provide the UserName because as you already know that the Password TextBox and the Submit Button is **disabled** at first. You may first provide the User Name and then the Password TextBox will get **enabled**. When you provide the Password, the Submit Button will be **enabled**. Then only you can login in to the system.

i. If you enter a wrong *'User Name'* or *'Password'*, you will get an error message like this.

Note: You can avoid these error messages easily by paying attention to what your type. Then again when you get the Warning message, just click ok and try again.
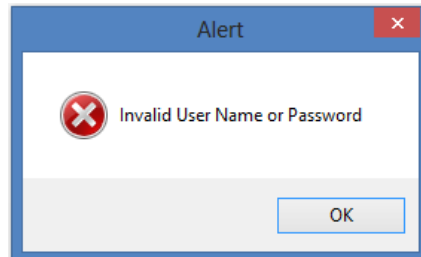
8. Main Menu

i. This is where everything is been filled. Like *'Guest details'*, *'Booking Details'*, *'Room Details'*, *'Payment Details'*, *'Extra Charge Details'*, *'Booking Cancelation Details'* and also *'Reports'*. A simple navigation structure is built in the *'Main Menu'*. The following figure is how the *'Main Menu'* Looks.

ii. You can navigate through these forms by clicking on the Navigation Buttons. If you want to Log Out from the Main Menu just click on the Button *'Log Out'*. If you're a manager then you can go back the Full Authority Form or you can Logout.
Note: only the Manager will get the Feature of going back to the Full Authority form.

9. Steps of making a reservation

Step 1: Enter Guest Details

Step 2: Check Room Availability

Step 3: Enter Booking Details

Step 4: Enter Payment Details

10. Guest Details

i. When you navigate into *'Guest'* Details. You will get an overall look at all the *'Guest'* Details. To add a new Guest Detail Click the button *'Add New Guests'.* Then Guest Data Entry Form will pop up.

ii. In the Guest Data Entry you will get to Add Guest, Save Guest, Delete Guest and Go Back.
Note: You cannot save the Guest Details if you don't fill in all the Details. You will get a Warning Message. When you get the Message, Click OK and try to fill in all the Details. The Important Details will be given with a star on it. You can easily find the important Details. The message is as follows.
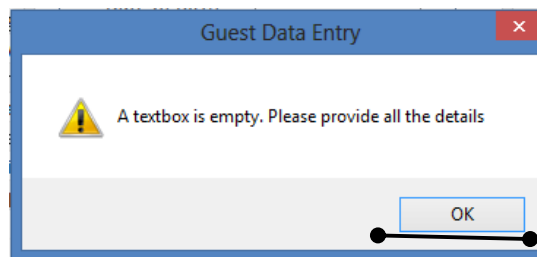
iii. If you want to Edit a Guest Detail or Delete a Guest. You can do it as given below.

Click on the *Hyperlink* in the *'GuestID'*. Say if I want to Edit the details of *'GuestID'* number 57, I would click *'GuestID'* number 57. By clicking the *Hyperlink 'Guest Data Entry'* Form will pop up. In the *'Guest Data Entry'* Form you can correct the error and save it or if you want to delete that user, you can press the button *'Delete'*.

iv. When you click save you will get a Message. When you click OK the Guest Data Entry Form will automatically get closed.
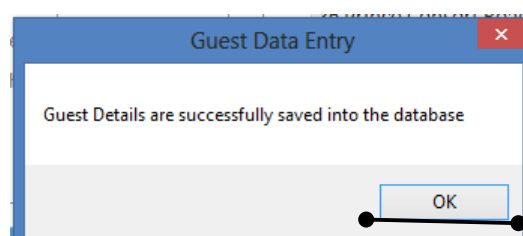
v.   After you Save a Guest Detail it will not immediately show up in the Guest Details Form. So what you want to do is click Refresh Details button to refresh the form. When you click the button you will see the latest update.

GuestID	Title	FirstName	Last Name	Date of Birth	Age	Street Address	Town	Country	Post/Zip Code	M
57	Mrs.	Alice	Brady	31/07/1929	85	4 Bath Rd	WOODBOROUGH	United Kingdom	SN9 1JG	(447)-(74
58	Mrs.	Elizabeth	Knight	23/12/1983	31	36 Prince Consort Road	KELTNEYBURN	United Kingdom	PH15 2DT	(447)-(98
59	Mr.	Hamish	Dawson	17/01/1959	56	93 Tennyson Road	MARRICKVILLE SOUTH	Australia	NSW 2204	(660)-(25
60	Mr.	David	Birnie	02/10/1985	29	76 Moruya Street	CRYSTAL CREEK	Australia	NSW 2484	(667)-(93
61	Mrs.	Marina	Urner	31/03/1933	82	Invalidenstrasse 37	Höheinöd	Germany	66989	(889)-(92
62	Ms.	Omali	Perera	10/10/1991	23	no 78, lake road	moratuwa	Sri Lanka	co 2349	(947)-(74
70	Mr.	dilith	desilva	05/12/1991	23	no 19, dolalanada garde	thalawathugoda	Sri Lanka	co 10088	(779)-(09
71	Master	Homer	Simpson	13/05/1997	17	1408 Poling Farm Road	Tekamah	United States	NE 68061	(947)-(7

vi.   The Guest Search. This feature is useful when there are Lots of Guest Details. If you click on the Search Guest Button a Message Box will pop up, there you have to provide the NIC/Passport No of the Guest. Then Press OK. After you press OK the Particular Guest will Show up.

Post/Z					NIC/Passport No
SN9 1JG					KK34
PH15 2D					GX89
NSW 220					1Z 880
NSW 24					1Z404
66989					571
co 2349					34235435v
co 10088					987876v
NE 68061	(947)-(773)-458938	simpsons@yah.com			50716XXXX

Guest Data Entry

Please enter NIC/Passport Number of the Guest   OK   Cancel

kk34

GuestID	Title	FirstName	Last Name	Date of Birth	Age	Street Address	Town	Country	Post/Zip Code	M
57	Mrs.	Alice	Brady	31/07/1929	85	4 Bath Rd	WOODBOROUGH	United Kingdom	SN9 1JG	(447)-(74

vii.   After that you may have view all the Guest Details. To do that Click All the Guest Details Button. When Click the Button all the Guest Details will display back.

GuestID	Title	FirstName	Last Name	Date of Birth	Age	Street Address	Town	Country	Post/Zip Code	M
57	Mrs.	Alice	Brady	31/07/1929	85	4 Bath Rd	WOODBOROUGH	United Kingdom	SN9 1JG	(447)-(74
58	Mrs.	Elizabeth	Knight	23/12/1983	31	36 Prince Consort Road	KELTNEYBURN	United Kingdom	PH15 2DT	(447)-(98
59	Mr.	Hamish	Dawson	17/01/1959	56	93 Tennyson Road	MARRICKVILLE SOUTH	Australia	NSW 2204	(660)-(25
60	Mr.	David	Birnie	02/10/1985	29	76 Moruya Street	CRYSTAL CREEK	Australia	NSW 2484	(667)-(93
61	Mrs.	Marina	Urner	31/03/1933	82	Invalidenstrasse 37	Höheinöd	Germany	66989	(889)-(92
62	Ms.	Omali	Perera	10/10/1991	23	no 78, lake road	moratuwa	Sri Lanka	co 2349	(947)-(74
70	Mr.	dilith	desilva	05/12/1991	23	no 19, dolalanada garde	thalawathugoda	Sri Lanka	co 10088	(779)-(09
71	Master	Homer	Simpson	13/05/1997	17	1408 Poling Farm Road	Tekamah	United States	NE 68061	(947)-(7

11. Room Details

i. When you navigate into *'Room'* Details. You will get an overall look at all the *'Room'* Details.

ii. To check Available Rooms Click on the button *'Available Rooms'*.

iii. To check Unavailable Rooms Click on the button *'Unavailable Rooms'*.

iv. To View all the Rooms Click on the button 'All Rooms'.

| | | | | Add New Room | | All Rooms | | Available Rooms | Unavailable Rooms | Room Information | Refresh Details |

RoomID	Room Number	Type	Notes	Cost PerNight	Availability
2	101	Standard	Good Conditio	£100.00	☑
3	102	Supreme	Booked	£200.00	☐
4	103	Deluxe	Good Conditio	£300.00	☑
5	104	Standard	Good Conditio	£200.00	☑
6	105	Supreme	BreakFast Inclu	£400.00	☑
7	106	Deluxe	Booked	£500.00	☐
8	107	Standard	Good Conditio	£550.00	☑
9	108	Supreme	Air Condition F	£200.00	☐
10	109	Deluxe	Booked	£1,000.00	☐
11	110	Standard	Full Board	£800.00	☑
12	125	Supreme	Full Board	£900.00	☑
13	167	Deluxe	Repairs	£250.00	☐
14	209	Standard	not in use	£250.00	☐
15	99	Supreme	Good Conditio	£777.00	☑
16	333	Standard	repairs	£223.00	☐

v. To view Room Information click on the button 'Room Information'. When you click the Room Information Button the Room Information Form will pop up. If you want to close the Room Information form just click Back button in the Room Information Form.

| | | | | Add New Room | | All Rooms | | Available Rooms | Unavailable Rooms | Room Information | Refresh Details |

RoomID	Room Number	Type	Notes	Cost PerNight	Availability
2	101	Standard	Good Conditio	£100.00	☑
3	102	Supreme	Booked	£200.00	☐
4	103	Deluxe	Good Conditio	£300.00	☑
5	104	Standard	Good Conditio	£200.00	☑
6	105	Supreme	BreakFast Inclu	£400.00	☑
7	106	Deluxe	Booked	£500.00	☐
8	107	Standard	Good Conditio	£550.00	☑
9	108	Supreme	Air Condition F	£200.00	☐
10	109	Deluxe	Booked	£1,000.00	☐
11	110	Standard	Full Board	£800.00	☑
12	125	Supreme	Full Board	£900.00	☑
13	167	Deluxe	Repairs	£250.00	☐
14	209	Standard	not in use	£250.00	☐
15	99	Supreme	Good Conditio	£777.00	☑
16	333	Standard	repairs	£223.00	☐

Room Information

Room Information

Standard Room Features:

- Non-smoking.
- Television.
- Air condition.
- Mini bar.
- Seating area.
- Private bathroom.
- Coffee/tea maker.
- In-room safe.
- television
- DVD/CD player

Supreme Room Features:

- Non-smoking.
- Television.
- Air condition.
- Mini bar.
- Seating area.
- Private bathroom.
- Coffee/tea maker.
- In-room safe.
- television
- DVD/CD player

Deluxe Room Features:

- Non-smoking.
- Television.
- Air condition.
- Mini bar.
- Seating area.
- Private bathroom.
- Coffee/tea maker.
- In-room safe.
- Free WiFi access
- 24-hour butler service.
- television
- DVD/CD player

Children:

Infants 0 – 5 years ------> Stay for free, if using existing bedding.
   Note: - if you need a cot there may be an extra charge.

_____

Children 6 – 12 years ------> Stay for free, if using existing bedding.

- Guests over 2 years old are considered as an adult.

Back

vi. To add new room click on the button *'Add New Room'*. Once you filled in the data, you can save it by clicking on the button *'Save'*.

RoomID	Room Number	Type	Notes	Cost PerNight	Availability
2	101	Standard	Good Conditio	£100.00	☑
3	102	Supreme	Booked	£200.00	☐
4	103	Deluxe	Good Conditio	£300.00	☑
5	104	Standard	Good Conditio	£200.00	☑
6	105	Supreme	BreakFast Inclu	£400.00	☑
7	106	Deluxe	Booked	£500.00	☐
8	107	Standard	Good Conditio	£550.00	☑
9	108	Supreme	Air Condition F	£200.00	☐
10	109	Deluxe	Booked	£1,000.00	☐
11	110	Standard	Full Board	£800.00	☑
12	125	Supreme	Full Board	£900.00	☑
13	167	Deluxe	Repairs	£250.00	☐
14	209	Standard	not in use	£250.00	☐
15	99	Supreme	Good Conditio	£777.00	☑
16	333	Standard	repairs	£223.00	☐

Add New Room | All Rooms | Available Rooms | Unavailable Rooms | Room Information | Refresh Details

The Guest Data Entry Form will popup. There you will need to fill in all the guest details and press the button 'Save'.

Note: You cannot save the Room Details if you don't fill in all the Details. You will get a Warning Message. When you get the Message, Click OK and try to fill in all the Details. The Important Details will be given with a star on it. You can easily find the important Details. The message is as follows.
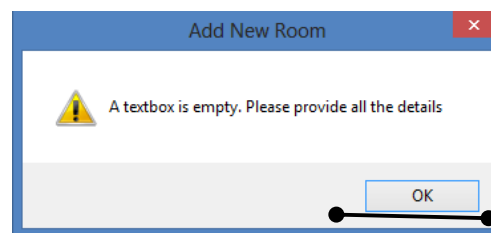
vii. A *Hyperlink* is set to the *'RoomID'*. Say if I want to Edit the details of *'RoomID'* number 10, I would click number 10. By clicking the *Hyperlink* it will pop up the *'Add New Room'* form. In the *'Add New Room'* Form you can correct the error and save it or if you want to delete that user you can press the button *'Delete'*.

Add New Room

RoomID*	10
Room Number*	109
Room Type*	Deluxe
Note*	Booked
Room Cost*	£1,000.00
Availability *	☐

Add

Save

Delete

Back

viii.   After you Save a Room Detail it will not immediately show up in the Room Details Form. So what you want to do is click Refresh Details button to refresh the form. When you click the button you will see the latest update.

Add New Room | All Rooms | Available Rooms | Unavailable Rooms | Room Information | Refresh Details

RoomID	Room Number	Type	Notes	Cost PerNight	Availability
2	101	Standard	Good Conditio	£100.00	☑
3	102	Supreme	Booked	£200.00	☐
4	103	Deluxe	Good Conditio	£300.00	☑
5	104	Standard	Good Conditio	£200.00	☑
6	105	Supreme	BreakFast Inclu	£400.00	☑
7	106	Deluxe	Booked	£500.00	☐
8	107	Standard	Good Conditio	£550.00	☑
9	108	Supreme	Air Condition F	£200.00	☐
10	109	Deluxe	Booked	£1,000.00	☐
11	110	Standard	Full Board	£800.00	☑
12	125	Supreme	Full Board	£900.00	☑
13	167	Deluxe	Repairs	£250.00	☐
14	209	Standard	not in use	£250.00	☐
15	99	Supreme	Good Conditio	£777.00	☑
16	333	Standard	repairs	£223.00	☐

12. Booking Details

i.   When you navigate into '*Bookings*' Details. You will get an overall look at all the *'Bookings'* details. To make a new Booking Click the button *'Add New Booking'*.

Main Menu

User Level: *Manager*

22 April 2015
01:06:07 AM

Guests

Room

Bookings

Payment

Extra Charge

Booking Cancelation

Reports

Bookings

Add New Booking | Refresh Details

BookingID	RoomID	GuestID	No of Adults	No of Children	No of Nights	CheckIn Date	CheckIn Time	CheckOut Date	CheckOut Time	Ro
46	10	Omali	2	2	2	02/08/2014	11:00 AM	03/08/2014	11:00 AM	
48	3	Elizabeth	2	0	2	12/10/2014		14/10/2014		

Back

Log Out

ii. If you click it the *'Bookings Data Entry'* Form will popup. There you will need to fill in all the guest details and press the button *'Save'*.

Note: You cannot save the Booking Details if you don't fill in all the Details. You will get a Warning Message. When you get the Message, Click OK and try to fill in all the Details. The Important Details will be given with a star on it. You can easily find the important Details. The message is as follows.
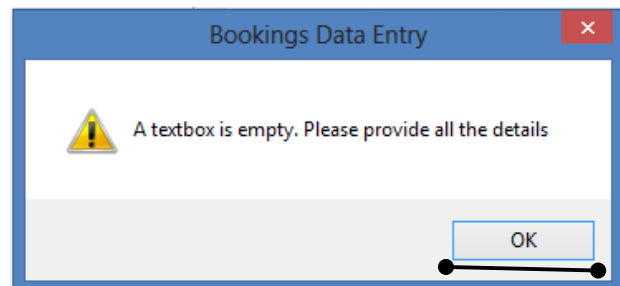

iii. I have also given the feature of editing Details of *'Bookings'* Details, '*Room*' Details and '*Guest*' Details. By clicking on the *Hyperlinks* you can view each detail. If I want to change Details of **BookingID - 46, RoomID - 10 and GuestID - Omali**. Individually I will click on the *Hyperlinks*.

Add New Booking	Re

BookingID	RoomID	
46	10 ▾	2
48	3	0

◀

Add New Room

RoomID* [10]

Room Number* [109]

Room Type* [Deluxe ▾]

Note* [Booked]

Room Cost* [£1,000.00]

Availability * [ ]

[Add]

[Save]

[Delete]

[Back]

🐦 **Bookings**

Add New Booking	Refresh Details

BookingID	RoomID	GuestID		Ch
46	10	Omali ▾		
48	3	Elizabeth		

◀

Guest Data Entry

Details | Contact Details

Guest ID* [62]

Title* [Ms. ▾]

First Name* [Omali]

Last Name* [Perera]

Date of Birth* [10/10/1991]

[Add]

[Save]

[Delete]

[Back]

13. How to Change Availability

- The process is easy to do and quick. This is done through the Booking Data Entry form. Note: Changing the Availability should be done while filling Booking Details. Follow the instructions that is given below.

When you select the RoomID of the Room, the availability will be stated as available but you have to change it to unavailable. If there is a tick then that mean it's available.

In the Availability you should take off the tick and re-write the Room Status as Booked. Don't keep it as Sea View. After Changing the Availability, Click Save.

When you do this process it will be updated in the Room Form which we check the Availability of a Room. RoomID 10 is now unavailable.

14. Payment Details

i. When you navigate into *'Payment'* Details. You will get an overall look at all the *'Payment'* details.

ii. To make a Payment Click on the Button *'Make Payment'*. There are two steps of making a Payment. First step is entering the Payment details and second step if confirming the payments. Once you fill the payment details, then press the Button *'Save'* and press the button *'Confirm Payment'* to go to the second step.

Note: you cannot click the Button Confirm Payment without saving the Details. At first the Confirm Payment Button is disabled. To enable the button you should save the Details.

Note: You cannot save the Payment Details if you don't fill in all the Details. You will get a Warning Message. When you get the Message, Click OK and try to fill in all the Details. The Important Details will be given with a star on it. You can easily find the important Details. The message is as follows.

Payment - Step One

⚠ A textbox is empty. Please provide all the details

OK

Once you save the Details then click the Confirm Payment Button

Payment - Step One

Payment ID*	1
Booking ID*	46
Card Holders First Name*	senith
Card Holders Last Name*	desilva
Credit Card Type*	Visa
Credit Card Number*	1234 4356 7657 45
Expiry Date*	01/12/2019
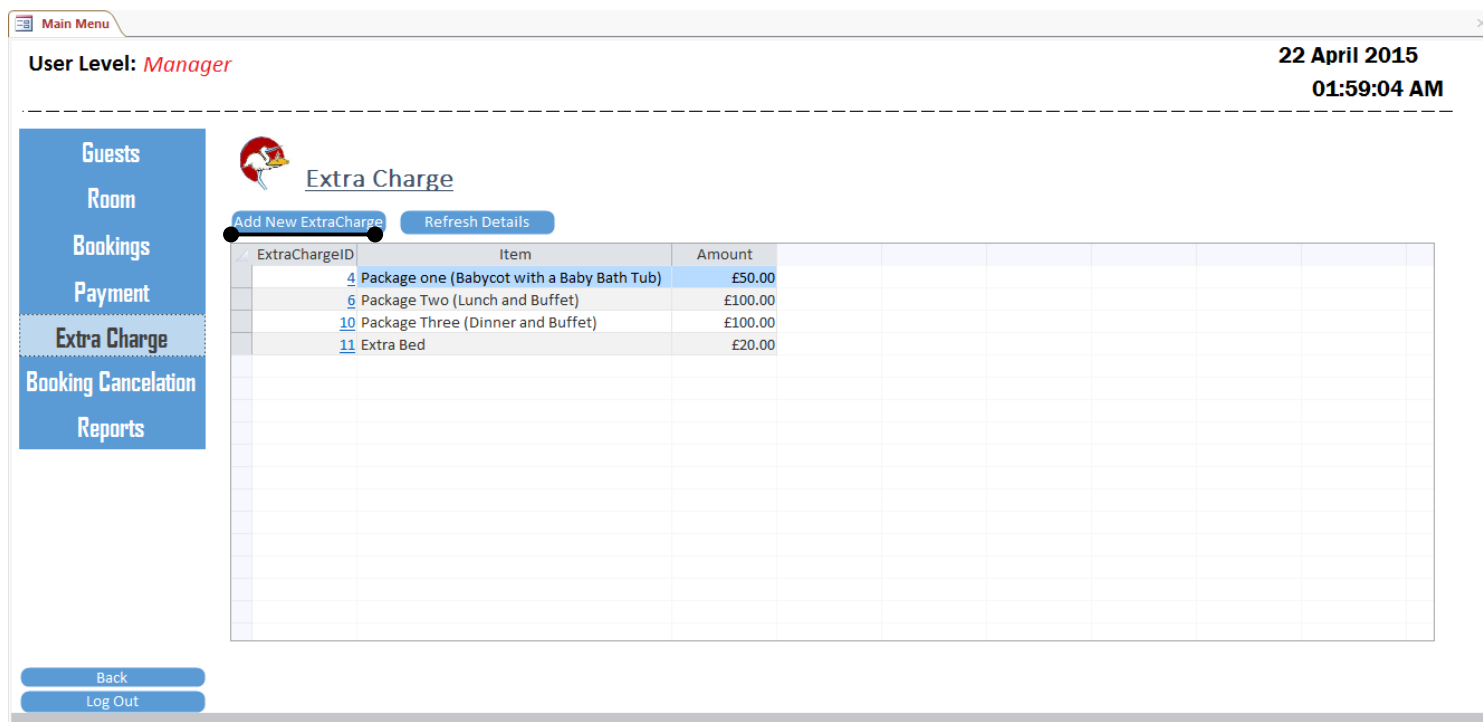
Add

Save

Confirm Payment → **Enabled**

Delete

Back

iii. Once the Step Two Pops up. You can confirm the payment with the Guest and Click Confirm Payment Button.

Payment - Step Two

Booking Details

Guest Name	Omali
BookingID	46
RoomID	10
ExtraChargeID	Extra Bed

Payment Details

Payment ID	1
Card Holders First Name	senith
Card Holders Last Name	desilva
Credit Card Type	Visa
Credit Card Number	1234 4356 7657 4534
Expiry Date	01/12/2019

Total Amount To Be Paid

Cost PerNight	1,000.00
No Of Nights	2
Extra Charge Amount	20.00
Total Cost =	£2,020.00

Close   Confirm

iv. When you click 'Confirm' you will get a message saying that *"you are about to run an append Query"*. This mean that all the payment details will be saved to the database. So you should click *'Yes'* or if you don't want to run this action click *'No'*. Once you press *'Yes'* you will get another message saying that *"you are about to append 3 row".* This is the actual process where the details will be saved. So press *'Yes'*.

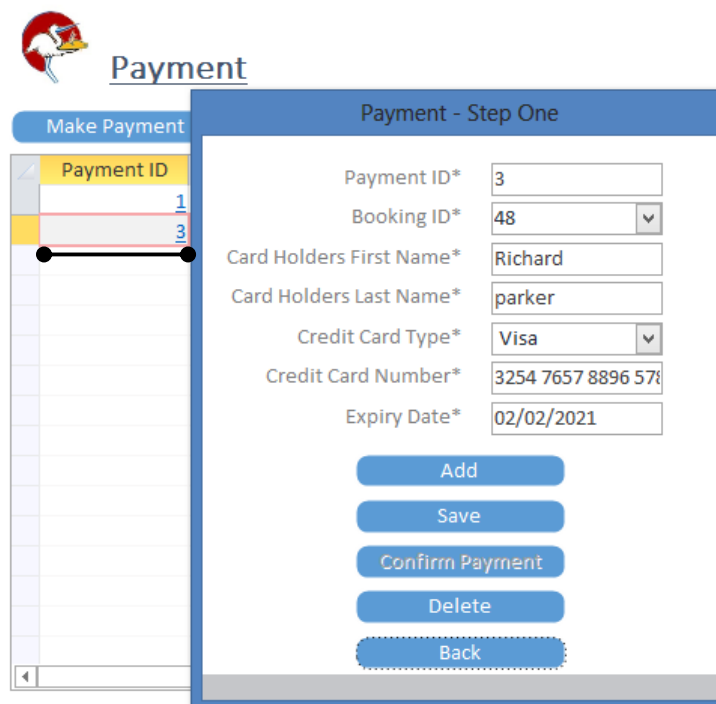v. To print out a Receipt click on the button *'Print Receipt'*

vi. Then the '*Receipts*' Form will popup. Then you can find the receipt by pressing the button '*Find Receipt*' and search the name you want to print out.

vii. Then click '*Print Receipt*'. Choose the printer '*Name*' and Press '*OK*' to print out the Receipt.

viii. Say if I want to change the payment details of **PaymentID - 3**. There's a *Hyperlink* set to the 'PaymentID' that will open the 'Payment - Step one' form. So you can edit and save the Data.

Note: If you want to confirm the Payment Again you should save the Details again. Don't worry the Details won't get save to times.

15. Extra Charge Details

i. When you navigate into 'Extra Charge' Details. You will get an overall look at all the 'Extra Charge' details. To add a new Extra Charge Detail Click the button 'Add New ExtraCharge'.
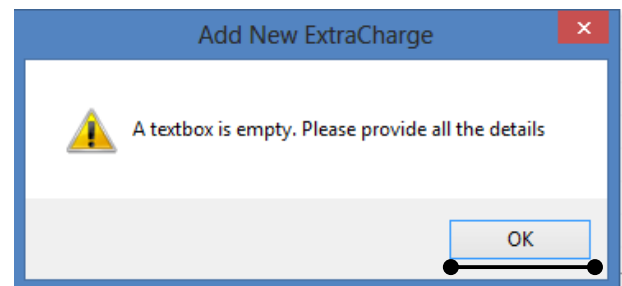
ii. When you click it the *'Add New Extra Charge'* Form will popup. Fill in the details and press the button *'Save'* to save the data.

Note: You cannot save the Extra Charge Details if you don't fill in all the Details. You will get a Warning Message. When you get the Message, Click OK and try to fill in all the Details. The Important Details will be given with a star on it. You can easily find the important Details. The message is as follows.

iii. If you want to edit or delete an ExtraCharge Detail click on the *Hyperlink 'ExtraChargeID'*. Say If I want edit the **ExtraChargeID - 6**. Click the **ExtraChargeID - 6** and the *'Add New ExtraCharge'* Form will popup. There you can edit the data and save it.

16. Booking Cancelation Details

i. When you navigate into '*Booking Cancelation*' Details. You will get an overall look at all the '*Booking Cancelation*' details.

ii. To Cancel a Booking press the button '*Cancel Booking'.*
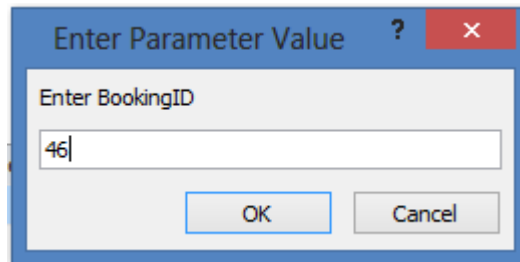
iii. The steps of Cancelling a Booking is first the system will run an **Append Query** which will save the '*Booking Detail'*. Second step is the system will run a **Delete Query** which will delete the '*Booking Detail'* permanently.
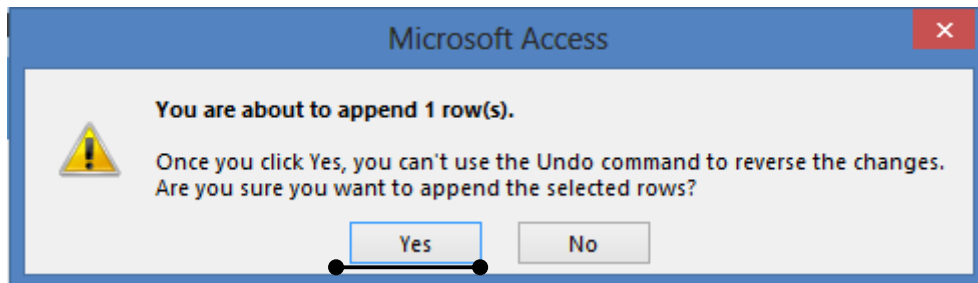
When you click on it you will get a message saying that *"you are about to run a query"*, you should press '*Yes'* if you want to save the booking details. If you don't want to save it press *'No'.*
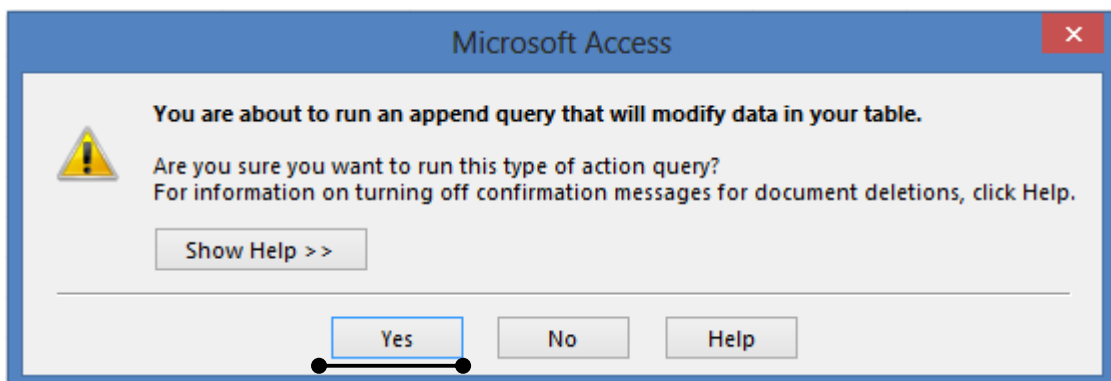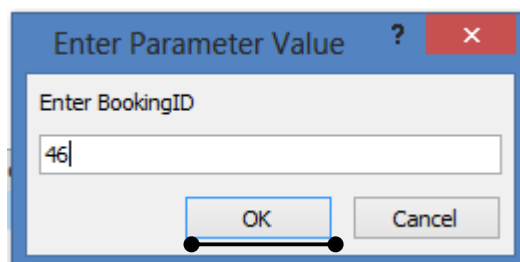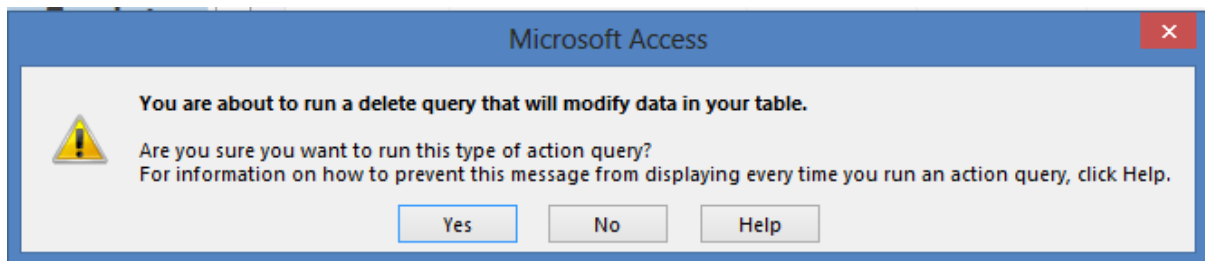
iv. Next Step you will need to enter the *'BookingID'*. Say if I want to delete the *'Booking Details'* of **BookingID - 46**. I will enter **BookingID - 46**. Then press *'OK'* to move forward.

v. Next step will let you know that you are going to save that **BookingID - 46**. So make sure press 'Yes'. If you don't want to save it press *'No'*.

vi. Next step will you will get a message saying *"that you are about to run a Delete query"*. Press *'Yes'* because this is the actual step where the **BookingID - 46** will be deleted from the database. If you don't want to delete it press *'No'*.

viii. After you enter 'BookingID' and pressed 'OK' the system will let you know that "you are about to delete the BookingID 46". So press 'Yes' to successfully delete the **BookingID - 46**. If you don't want to delete it press 'No'.
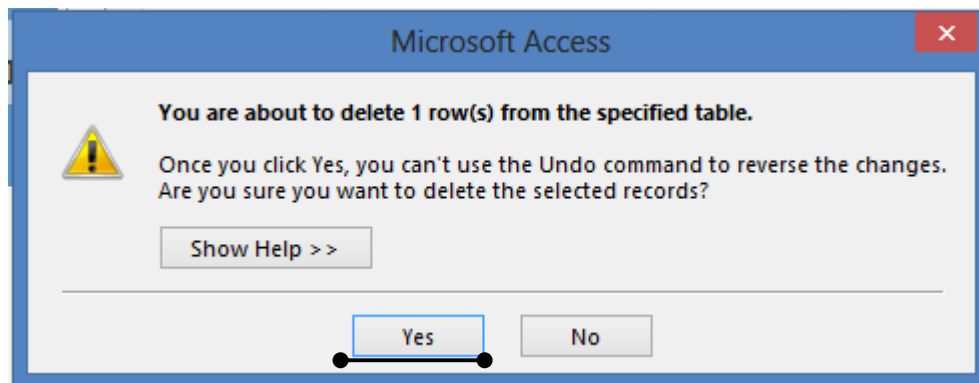
ix. After you Save a Booking Cancelation Detail it will not immediately show up in the Booking Cancelation Details Form. So what you want to do is click Refresh Details button to refresh the form. When you click the button you will see the latest update.

BookingCancelationID	BookingID	GuestID	RoomID	ExtraChargeID	Cancelation Date	Cancelation Time
2	47	70	7	10	19/04/2015	11:27 PM
3	48	58	3	10	22/04/2015	02:04 AM
(New)	0	0	0	0	22/04/2015	02:15 AM

Booking Cancelation

BookingCancelationID	BookingID	GuestID	RoomID	ExtraChargeID	Cancelation Date	Cancelation Time
2	47	70	7	10	19/04/2015	11:27 PM
3	48	58	3	10	22/04/2015	02:04 AM
4	46	62	10	11	22/04/2015	02:18 AM
(New)	0	0	0	0	22/04/2015	02:19 AM

17. Reports

i. When you navigate into 'Report' Details. You will get an overall look at all the 'Report' details.
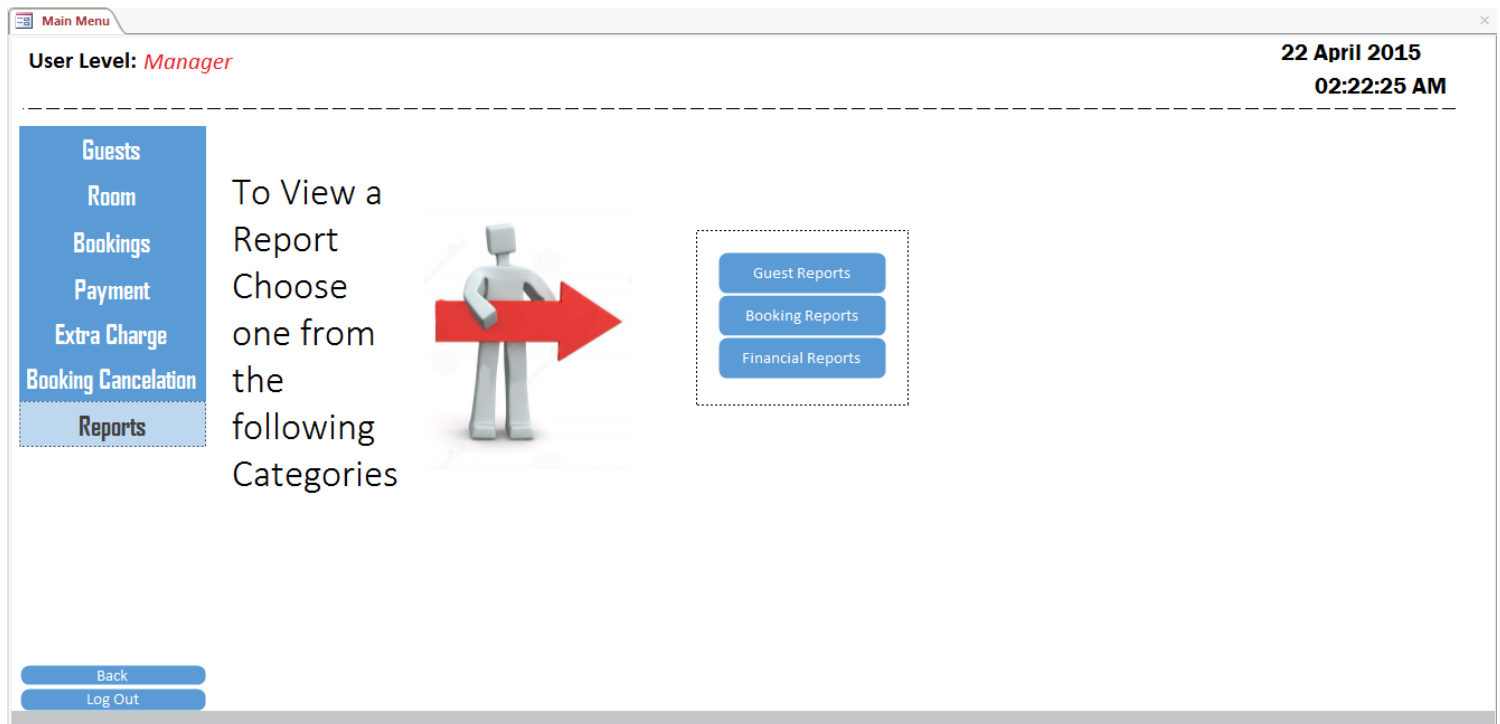
There are 3 Categories for Reports. Such as *Guest Reports, Booking Reports and Financial Reports.*

ii. In *'Guest Reports'* you can view reports such as *Guests Summary Report, Room and ExtraCharge Report* and Age Category Reports.
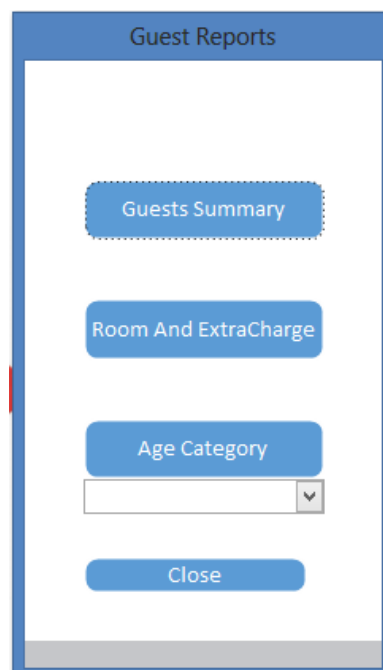
o   *Guest Summary* Report.

Guest Report

HOTEL LAGOON
DINING

Guests Summary

Current Date   22 April 2015
Current Time   02:35:42

Close
Print

Title	Name	Age	Street Address	Country	Mobile	Email
Mrs.	Alice Brady	85	4 Bath Rd	United Kingdom	(447)-(744)-368877	AliceBrady@dayrep.com
Mrs.	Elizabeth Knight	31	36 Prince Consort Road	United Kingdom	(447)-(986)-629620	PaylessMortgages.co.uk
Mr.	Hamish Dawson	56	93 Tennyson Road	Australia	(660)-(255)-666745	DumbRule.com.au
Mr.	David Birnie	29	76 Moruya Street	Australia	(667)-(937)-248768	DavidBirnie@armyspy.com
Mrs.	Marina Urner	82	Invalidenstrasse 37	Germany	(889)-(923)-840098	MarinaUrner@teleworm.us
Ms.	Omali Perera	23	no 78, lake road	Sri Lanka	(947)-(745)-843285	omali.perera@gami.com

o   *Room and ExtraCharge* Report.

Guest Report

HOTEL LAGOON
DINING

Room and ExtraCharge Booked by

Current Date   22 April 2015
Current Time   02:36:20

Close
Print

| Guest ID	Name	Room ID	Room Number	Room Type	Room Cost	Extra Charge	Extra Charge Cost
59	Hamish Dawson	4	103	Deluxe	£300.00	Package Two (Lunch and Buffet)	£100.00
71	Homer Simpson	11	110	Standard	£800.00	Package one (Babycot with a Baby Bath Tub)	£50.00
61	Marina Urner	15	99	Supreme	£777.00	Package Three (Dinner and Buffet)	£100.00

Page 1 of 1

       o   Age Category Reports

There are 3 Age Category, they are Teens, Adults and seniors. These Categories can be selected from the drop down list

Note: you cannot view the report without selecting the age category. If you click Age Category Button without selecting the Age Group a Warning Message will pop up. The message is as follows:
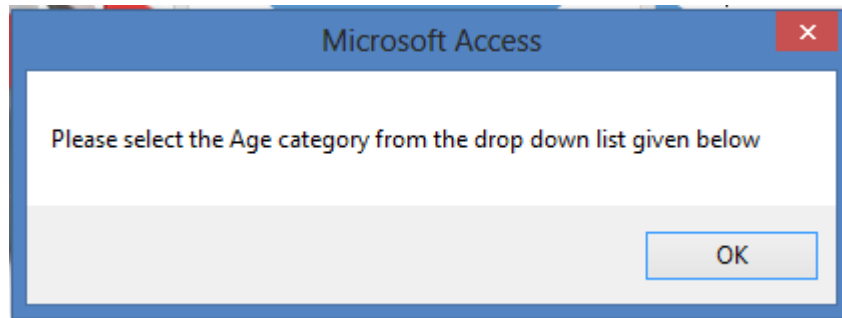
If you try to type age category without selecting it from the drop down list a warning message will pop up. The message is as follows:
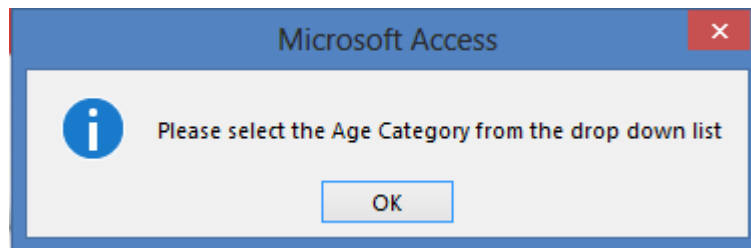
Age Category Teens

Age Category - Teens

Current Date   22 April 2015
Current Time   02:44:49

Age	Date Of Birth	Guest Name	GuestID	Street Address	Town	Country	Post/Zip Code	Mobile	Email	NIC/Passport No
17	13/05/1997	Master Homer Simpson	71	1408 Poling Farm Road	Tekamah	United States	NE 68061	(947)-(773)-458938	simpsons@yah.com	50716XXXX

Total Teens   1

Page 1 of 1

Age Category Adults

HOTEL LAGOON
DINING

Close

Print

Age Category - Adults

Current Date 22 April 2015

Current Time 02:45:53

Age	Date Of Birth	Guest Name	GuestID	Street Address	Town	Country	Post/Zip Code	Mobile	Email	NIC/Passport No
31	23/12/1983	Mrs. Elizabeth Knight	58	36 Prince Consort Road	KELTNEYBURN	United Kingdom	PH15 2DT	(447)-(986)-629620	PaylessMortgages.co.uk	GX89
56	17/01/1959	Mr. Hamish Dawson	59	93 Tennyson Road	MARRICKVILLE SOUTH	Australia	NSW 2204	(660)-(255)-666745	DumbRule.com.au	1Z 880
29	02/10/1985	Mr. David Birnie	60	76 Moruya Street	CRYSTAL CREEK	Australia	NSW 2484	(667)-(937)-248768	DavidBirnie@armyspy.com	1Z404
23	10/10/1991	Ms. Omali Perera	62	no 78, lake road	moratuwa	Sri Lanka	co 2349	(947)-(745)-843285	omali.perera@gami.com	34235435v
23	05/12/1991	Mr. dilith desilva	70	no 19, dolalanada gardens	thalawathugoda	Sri Lanka	co 10088	(779)-(097)-876876	test@gmai.com	987876v

Total Adults 5

Page 1 of 1

Age Category Seniors

HOTEL LAGOON
DINING

Close

Print

Age Category - Seniors

Current Date 22 April 2015

Current Time 02:46:42

| Age	Date Of Birth	Guest Name	GuestID	StreetAddress	Town	Country	Post/Zip Code	Mobile	Email	NICPassportNo
85	31/07/1929	Mrs. Alice Brady	57	4 Bath Rd	WOODBOROUGH	United Kingdom	SN9 1JG	(447)-(744)-368877	AliceBrady@dayrep.com	KK34
82	31/03/1933	Mrs. Marina Urner	61	Invalidenstrasse 37	Höheinöd	Germany	66989	(889)-(923)-840098	MarinaUrner@teleworm.us	571

Total Seniors 2

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iii. In *'Booking Reports'* you can view reports such as *Country with Most Bookings.*
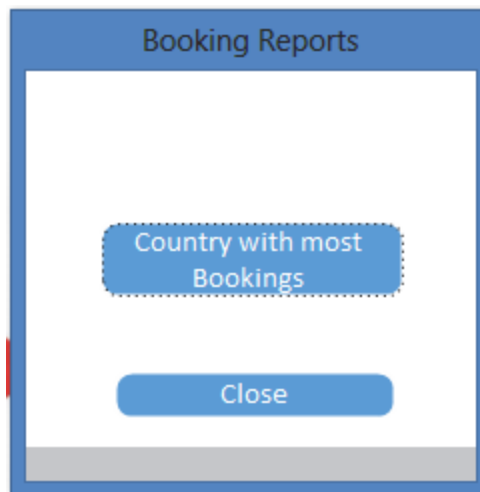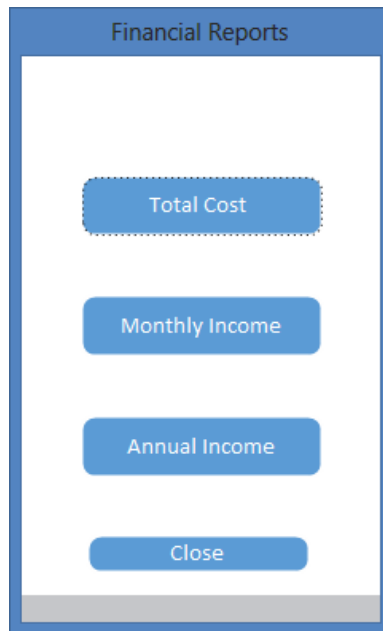

- When you open the Report *Country with Most Bookings*, first you will need to enter the *Country name*. Say if I want to get the Country Australia, I would type Australia. Then press *'OK'* to open the Report.
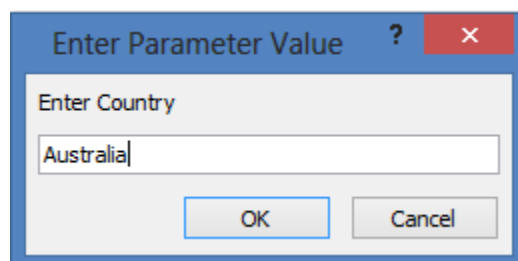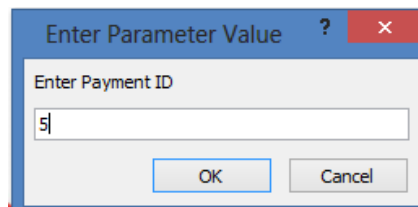
iv. In '*Financial Reports*' you can view reports such as *Total Cost, Monthly Income and Annual income.*

- To view *Total Cost* Report click the button *'Total Cost'*, then you will need to provide the *'PaymentID'*. Say if I want to get the Total Cost of the **PaymentID - 5**, I would Enter **PaymentID - 5**. Enter the PaymentID and Press '*OK*' to open the Report.

Total Cost

Current Date	22 April 2015
Current Time	02:53:19

Guest ID	Guest Name	Payment ID	Booking ID	Card Holders First Name	Card Holders Last Name	Room Cost	ExtraCharge Cost	TotalCost
59	Mr. Hamish Daws	5	49	john	mayer	£300.00	£100.00	£700.00

Page 1 of 1

- To view *'Monthly Income Report'* click the button 'Monthly *Income'*, then you will need to provide the *'Starting Date of the month?'* And *'Starting Date of the month?'*. The format of entering dates is *dd/mm/yyyy.* Enter the Date and Press *'OK'* to view the Report

- To view *'Annual Income Report'* click the button *'Annual Income'*, then you will need to provide the *'Starting Date of the Year?'* And *'Starting Date of the Year*?'. The format of entering dates is *dd/mm/yyyy*. Enter the Date and Press *'OK'* to view the Report

Close

Print

HOTEL LAGOON
DINING

Annual Income

Current Date   22 April 2015

Current Time   03:01:22

Payment ID	Booking ID	Room ID	CheckIn Date	CheckOut Date	Room Cost	No of Nights	Extra Charge ID	Extra Charge Cost	Total Cost
4	50	11	12/12/2014	15/12/2014	£800.00	3	4	£50.00	£2,450.00
5	49	4	07/08/2014	09/08/2014	£300.00	2	6	£100.00	£700.00
7	51	15	01/10/2014	02/10/2014	£777.00	1	10	£100.00	£877.00

Annual Income   £4,027.00

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18. Exit the Database

To Exit the Database you should first Logout from the system. When you Logout the Login Form will open up, then in the Login Form click the Exit Button to Exit the Database.

Log In

User Name

Password

Exit   Submit

19. Backing up the system

- Backing up the system is very important. I recommend backing up the system every week to avoid losing data. In case the database gets corrupted, hard drive failure, damaged or even get accidentally deleted. So it is important to make a copy of the database to the Organisations USB Pen Drive.

  The following steps how to back up the system.

Step 1: make sure the system is closed. Click on the *closing button* on the right corner of the database.

Step 2: Plugin the organisations USB Pen Drive.

Step 3: Open the *'Hotel Reservation system'* in Desktop and Copy the Database *'HotelLagoonDiningDB12'*.
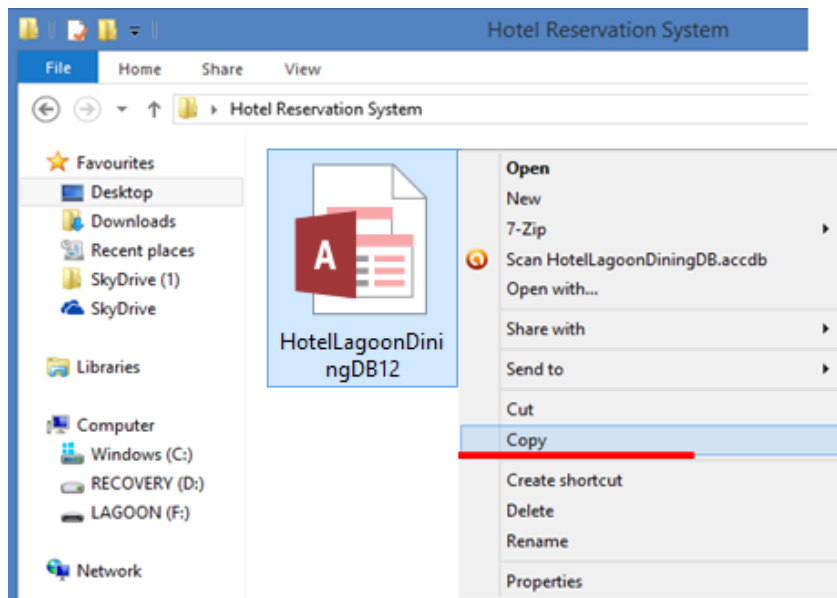
Step 4: once you copied the database, open the USB Pen Drive and Paste the Database inside the USB Pen Drive.
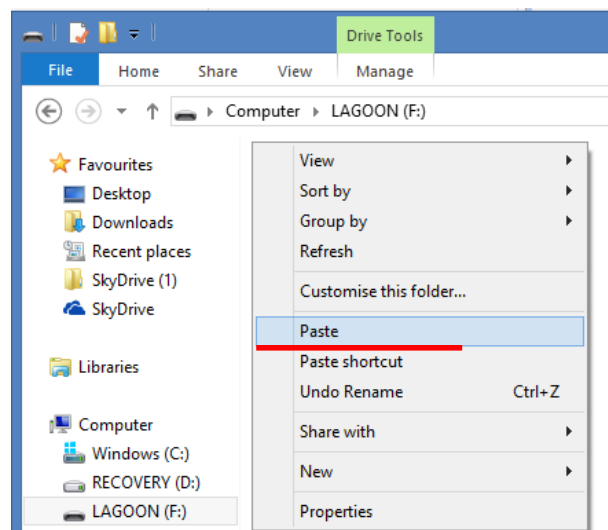
Step 5: once you pasted the database inside the USB Pen Drive, Rename the Database As '*HoteLagoonDiningDB(BackUp)*'. To Rename right click on the Icon and choose Rename.
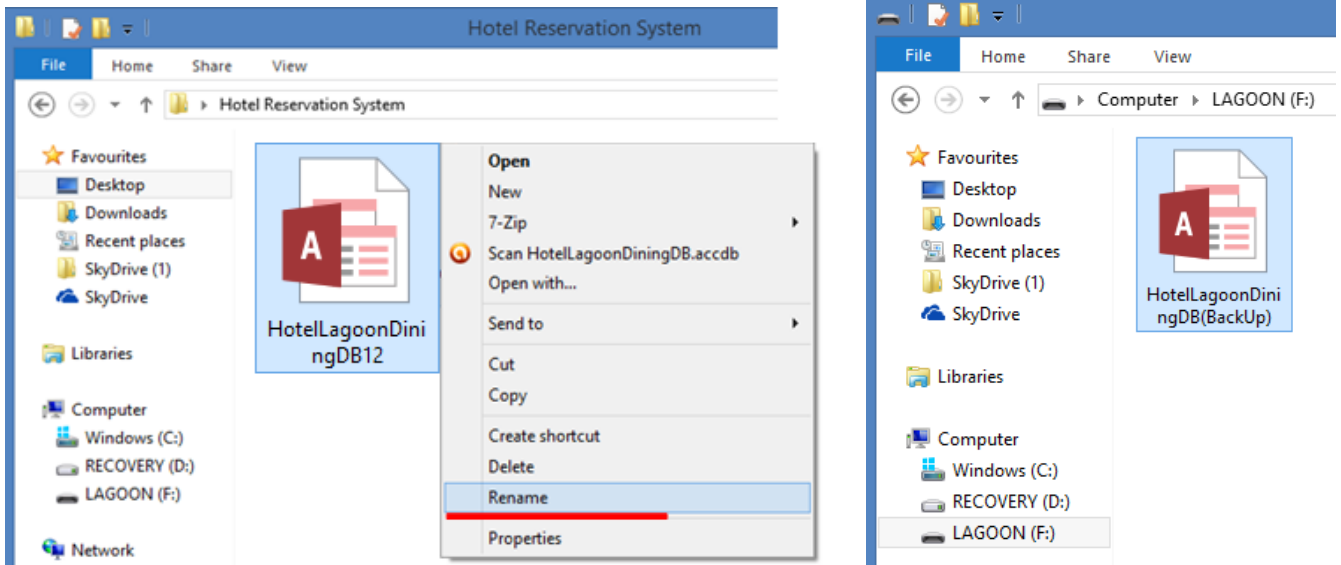
Step 6: Then Safely Remove the USB Pen Drive.

20. Assistances

- Go through the User Manual Thoroughly and if there's a problem you can't solve. Then call me on my hotline and I'll be happy to assist you through your problem.

Mr. Senith De Silva   ---------   094 776 73951.