



# THANDI'S GUEST HOUSE

THANDI'S GUEST HOUSE ROOM BOOKING SYSTEM  
USER GUIDE

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## **THANDI'S GUEST HOUSE ROOM BOOKING SYSTEM**

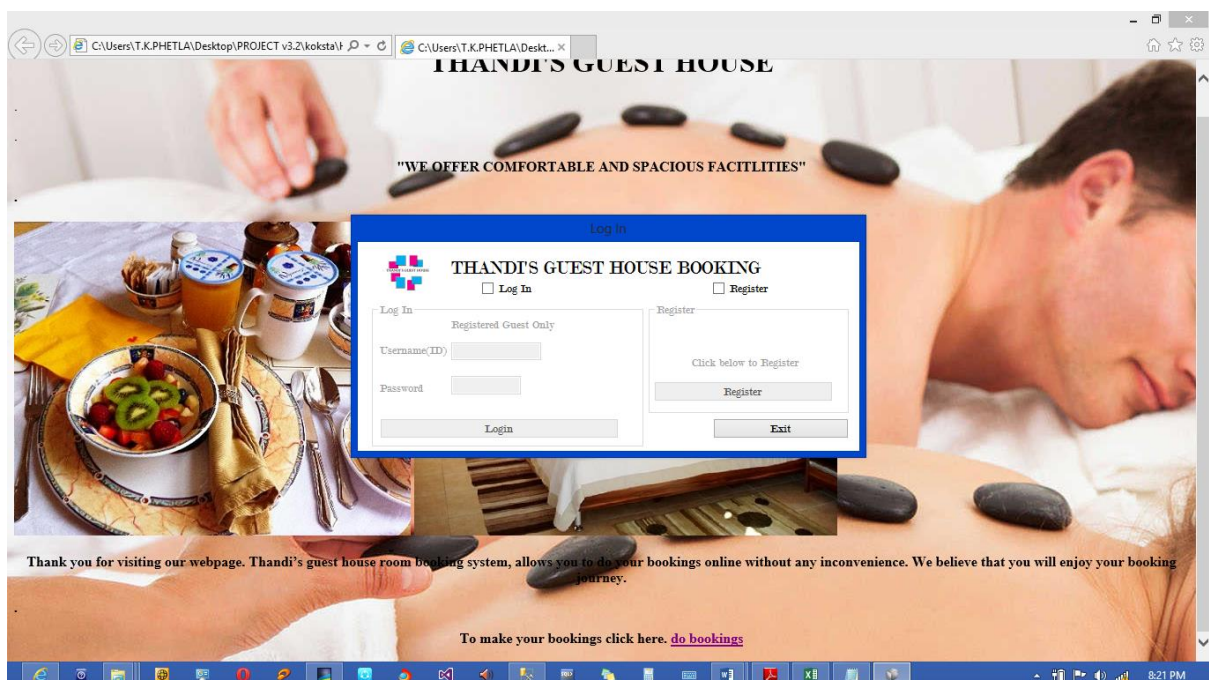
Thank you for visiting our website. Thandi's guest house room booking system is a computerized system that is specially design for room booking and facilities that the lodge offers.

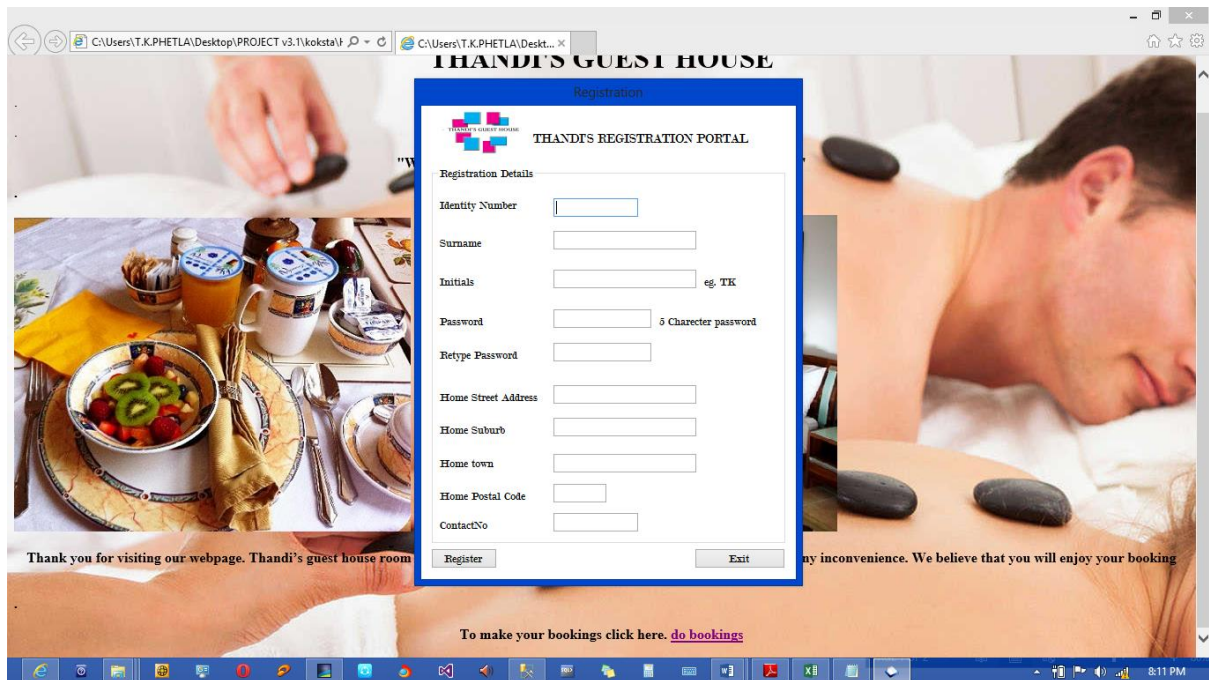
The system has an intuitive visual user Interface which enables users to view and manage reservations with ease. Managing guests, expenses, and rooms is made easy via the user friendly buttons created in the interface. The system can also generate invoices and confirmation messages for you.

In order to have access to the system you have to register first to be considered a member. We believe that you will enjoy using the exceptional system designed for your convenience. If you have any questions, comments or Feature request, please contact us via email at [optimum@gmail.com](mailto:optimum@gmail.com).

# REGISTERING

- Enter <http://www.thandisguesthouse.co.za> on your web browser.
- Click the **'do booking'** link.
- Tick the **'Register'** box.
- Click the **'Register'** button.
- Fill in the **'Registration'** form as required.
- Click the **'Register'** button to confirm registration and to go through to the logging in section.





## LOGING IN

- Tick the '**Log In**' box.
- Fill in the '**Log In**' form by entering your '**ID number and Password**'.
- Click the '**Login**' button to navigate to the '**Booking**' section.

## MAKING A BOOKING

- Enter your '**Identity Number**'.
- Select '**Room Type**' of your preference.
- Select '**Number of Rooms**' you are booking.
- Choose '**Booking Date**'.
- Select '**Booking Duration**'.
- Enter the '**Number of Guests**' for the booking you are making.
- Tick/Untick the '**Breakfast box**' according to your choice.
- Select the '**Number of Days**' that you will have breakfast.
- Click the '**Save**' button to save your bookings.

**THANDI'S GUEST HOUSE**

Booking

**Make Bookings**

Enter Identity Number  Username not registered

Select Room(s) To book **STANDARD SINGLE**

Number of rooms booking  Digits

Book From **9/19/2015**

Number of days booking  Digits

Number of Guests  Digits

☒ Include breakfast  
Breakfast For a single day is R50

Number of days you want your breakfast  Digits

**Booking details** ☒ Book again

ROOM BOOKING	STANDARD SINGLE
NUMBER OF BOOKED ROOMS	1
DAYS BOOKED	2
BREAKFAST	Yes
GUEST QUANTITY	2
DATE BOOKED	9/19/2015

**Payment information**

Invoice Number 1132  
You are expected to pay R 945.00000  
Please do your transaction below

**Transaction Details**

Payment Type ☒ Cash ☐ EFT ☐ Credit Card

Invoice Number  1132

Card Number  16565

Amount Paid  5750

**Cancel Booking**

Enter ID number used during the booking

Insert Your Receipt Number

**Accommodation Details**

There are 50 Room(s) available for 19 Sep 2015

Room and Bed Type available for 19 Sep 2015

HONEY MOON 14 ROOMS AVAILABLE R300 P/N

LUXURY DOUBLE 19 ROOMS AVAILABLE R300 P/N

LUXURY SINGLE 9 ROOMS AVAILABLE R100 P/N

Booking For (select Date): **9/19/2015**

TK PHETLA ROOM NUMBER IS 8

TK PHETLA ROOM NUMBER IS 9

kk seopela ROOM NUMBER IS 10

TK PHETLA ROOM NUMBER IS 11

E ZINYO ROOM NUMBER IS 15

E ZINYO ROOM NUMBER IS 16

Bookings For ID Number  9401295756052

MS MTSWENT 2015 9 20ROOM NUMBER 33

MS MTSWENT 2015 9 20ROOM NUMBER 40

MS MTSWENT 2015 9 20ROOM NUMBER 41

MS MTSWENT 2015 9 20ROOM NUMBER 42

MS MTSWENT 2015 9 20ROOM NUMBER 43

MS MTSWENT 2015 9 20ROOM NUMBER 50

MS MTSWENT 2015 9 20ROOM NUMBER 63

## BOOKING BREAKFAST

- Tick or Untick the **'Breakfast box'** according to your choice as already stated above.

## CANCEL BOOKING

- Go to the **'Cancel Booking'** section.
- Enter your **'ID Number'**.
- Insert in your **'Receipt Number'** on the textbox.
- Press the **'Cancel Booking'** button, then your booking will be successfully cancelled.

## INVOICING

- At the bottom of the **'Booking page'** at the **'Booking details'** section a summary of your booking will generate.

- On the middle top in the **'Payment information'** section the cost of your bookings will show.

## **PAYMENT**

- On the **'Payment information'** section, your **'Invoice Number'** together with the **'Amount you are expected to pay'** will be displayed.
- Underneath the **'Payment information'** section, there is a **'Transaction Details'** portion where you are required to **Tick** the **'Payment Type'** of your choice.
- Enter your **'Invoice Number'**.
- Enter your **'Card Number'**.
- Pay the amount required to settle your booking expenses.

## **ENQUIRYING**

- If your question is not answered on the above demonstration feel free to contact us at optimum@gmail.com for any query or comment.
- If you are experiencing a functional or technical problem regarding **Thandi's Guest House Room Booking System**, please contact the **helpline** on **017 – 014 – 0976** or **email us** at **OPTIMUM@GMAIL.COM**.
- You can also visit our site <http://www.thandisguesthouse.co.za> for more information.

