Manual

HOMES

A Hotel Management System

1 General Information

1.1 System Overview

HOMES is a hotel management system. It allows user to manage the operation of the hotel on a safe and stable platform. Every procedure involving in the common hotel administration can be assisted by HOMES. HOMES operates on computer devices with Windows 10/7 operating system.

1.2 Organization of the Manual

This manual of HOMES consists of 4 sections: General Information, System Summary, Getting Started, Using the System.

General Information section introduces the basic purpose and functionalities of the system.

System Summary section lists the general information about the hardware and software requirements of the system and user access level.

Getting Started section explains how to start the system.

Using the System section provides detailed instructions on how to operate HOMES. Also, the reaction of the system facing any contingencies is mentioned in this section.

System Summary 2

2.1 System Configuration

Homes system operates on computers with Windows 7 or Windows 10 system.

2.2 Users Access Levels

Homes system is only provided for hotel managers and receptionists using.

2.3 Contingencies

In case of system crashing or functions are not achieved, please contact with Jingnan Ye.

The email address is:

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3 <u>Getting Started</u>

3.1 Acquirement and Installation

● **Three version**

"Homes.exe" is a full edition version which containing all the functionalities needed.

"Homes_unsafe.exe" is a version which doesn't contain digital signature which would affect the security. If you face problems for opening the full edition version.

"Homes_dev.exe" is a version specially for debugging.

● **Aquirement**

You can acquire newest version of the system on:

https://yimian.xyz/file/ee101/as4/ftp/code/HOMES.zip which will automatically download a zip file "**HOMES.zip**" containing the program for you. After extracting the file, open the '**HOMES.exe**' file to run the system. For the first time running the program, it may take some time to preprocess, please wait with patience.
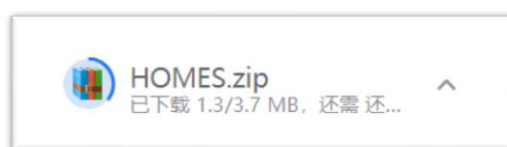
3.2 Some default values

The initial password of the Manager is set '123'. Please revise the password when you first login to the program.

The password of staff is not initialized, so you have to set them in the Manager

account.

The time displayed on the heard of the interface uses Greenwich Mean Time (GMT).

The first time opening, the program will popup a window indicating initialization

process.

Using the System 4

4.1 Open the system

Program can be opened by opening execution

4.2.1 System initialize

Manger logs in, the initial password for manger is 123. If you want to login as

staff, please login as manager at first time and set passwords for staff.

```
2018-12-20 12:35:39                    Welcome!
--------------------------------------------------------------------------------
Please use Arrows on Keyboard to Choose:


                                    Staff     <<--

                                    Manager









Press ESC to Exit!
```
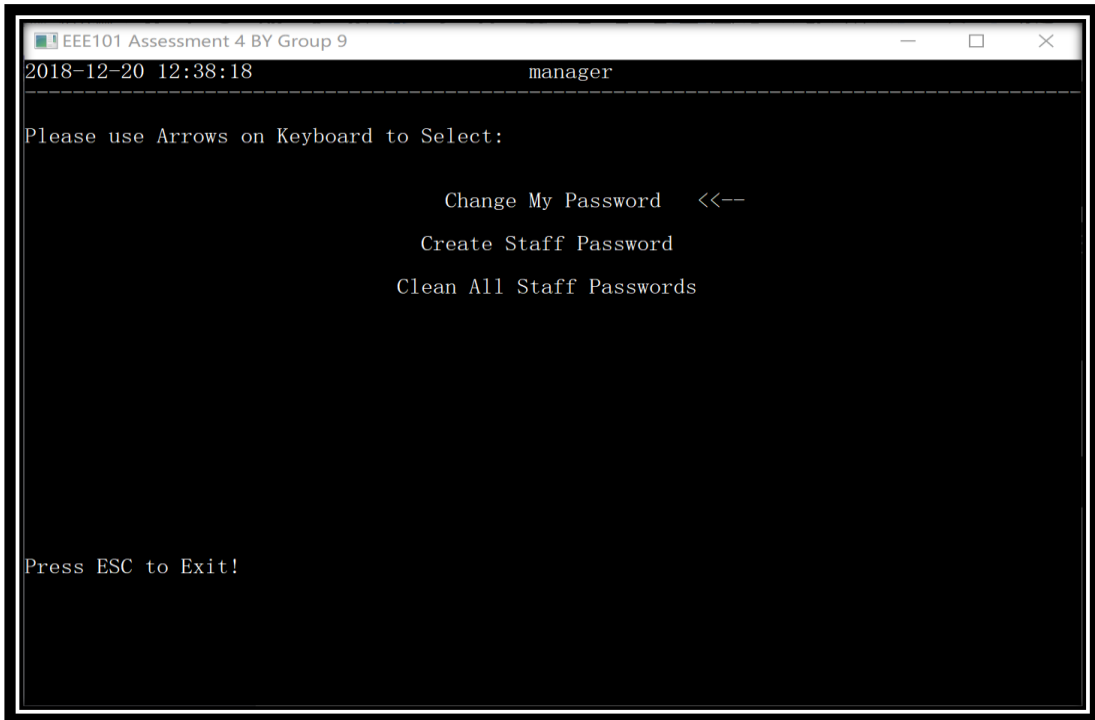
```
Please input your Current password:

Your password = ***
```

4.2.2 Change manger password, create staff password and clean all staff

password

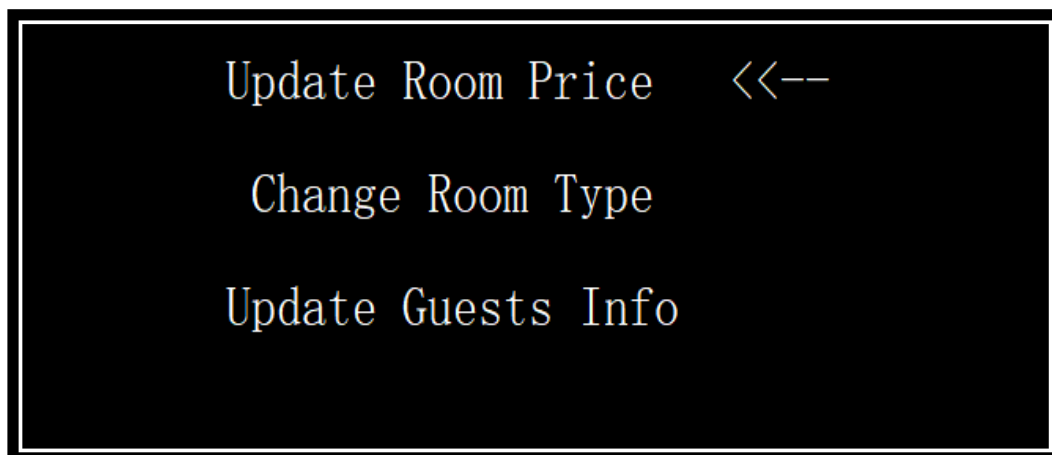Manager logs in first, and create passwords for staffs so that staffs are allowed
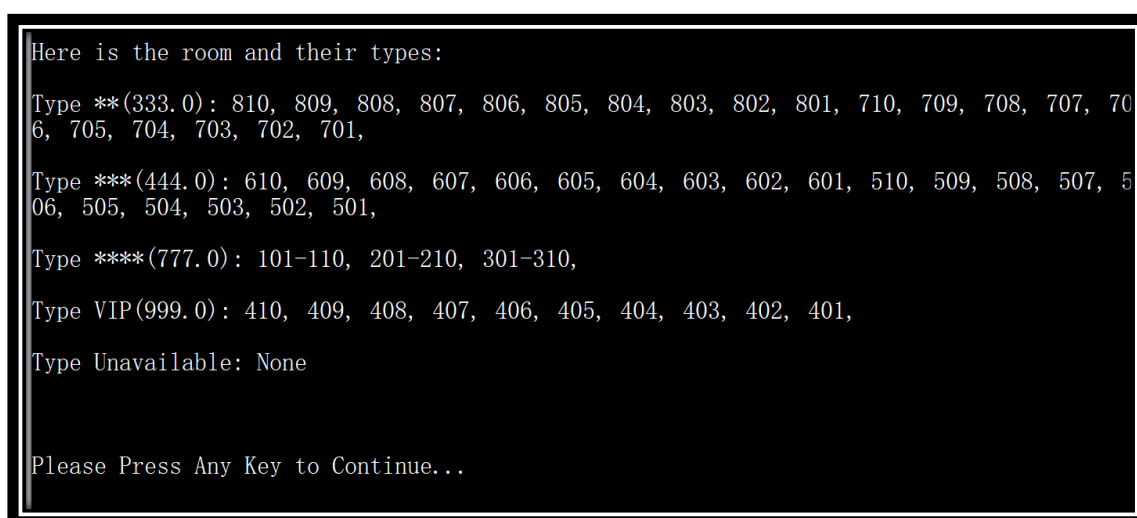
to log in and work.

4.3.3 Data setting

Manager is allowed to update room price, change room type and update guests info.

```
Update Room Price    <<--

Change Room Type

Update Guests Info
```

1) Update room price

```
Here is the room and their types:

Type **(333.0): 810, 809, 808, 807, 806, 805, 804, 803, 802, 801, 710, 709, 708, 707, 70
6, 705, 704, 703, 702, 701,

Type ***(444.0): 610, 609, 608, 607, 606, 605, 604, 603, 602, 601, 510, 509, 508, 507, 5
06, 505, 504, 503, 502, 501,

Type ****(777.0): 101-110, 201-210, 301-310,

Type VIP(999.0): 410, 409, 408, 407, 406, 405, 404, 403, 402, 401,

Type Unavailable: None


Please Press Any Key to Continue...
```

You can change the room type for changing price

```
                                    Type **       <<--

                                    Type ***

                                    Type ****

                                        VIP



Press ESC to Exit!
```

2) Change room type

```
Here is the room and their types:

Type **(333.0): 810, 809, 808, 807, 806, 805, 804, 803, 802, 801, 710, 709, 708, 707, 70
6, 705, 704, 703, 702, 701,

Type ***(444.0): 610, 609, 608, 607, 606, 605, 604, 603, 602, 601, 510, 509, 508, 507, 5
06, 505, 504, 503, 502, 501,

Type ****(777.0): 101-110, 201-210, 301-310,

Type VIP(999.0): 410, 409, 408, 407, 406, 405, 404, 403, 402, 401,

Type Unavailable: None




Please Press Any Key to Continue...
```

```
                              First Floor    <<--
                              Second Floor
                              Third Floor
                              Fourth Floor
                              Fifth Floor
                              Sixth Floor
                              Seven Floor
                              Eighth Floor



Press ESC to Exit!
```

You have the 8 floors to choose. Take the 1st floor for an sample.

```
Please use Arrows on Keyboard to Select a room:

                                        101    <<--

                                        102

                                        103

                                        104

                                        105

                                        106

                                        107

                                        108

                                        109

                                        110

Press ESC to Exit!
```

Take room 101 for sample

```
Please use Arrows on Keyboard to Select:

                              Type **        <<--

                              Type ***

                              Type ****

                                  VIP

Press ESC to Exit!
```

There are four types manager can choose. Take type 2 as a sample.

```
Here is the room and their types:

Type **(777.0): 101, 810, 809, 808, 807, 806, 805, 804, 803, 802, 801, 710, 709, 708, 70
7, 706, 705, 704, 703, 702, 701,

Type ***(444.0): 610, 609, 608, 607, 606, 605, 604, 603, 602, 601, 510, 509, 508, 507, 5
06, 505, 504, 503, 502, 501,

Type ****(777.0): 310, 102-110, 201-210, 301-310,

Type VIP(999.0): 410, 409, 408, 407, 406, 405, 404, 403, 402, 401,

Type Unavailable: None


Please Press Any Key to Continue...
```

3) Update Visitors Info

```
Please Input a Key words to search a Visitor:
Key Words=
```

Inputting key words about visitors, then manager can change visitors' information.

```
Please use Arrows on Keyboard to Select:


                              Update Room Price   <<--
                               Change Room Type
                              Update Guests Info








Press ESC to Exit!
```
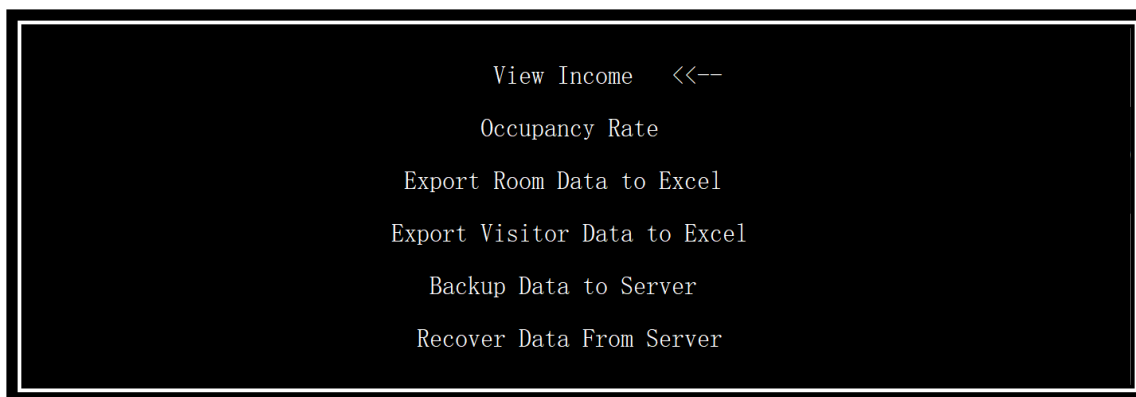
Then you return to changing data interface.

4.3.4 View statistics

```
             View Statistics   <<--
```

You have several options:

```
                     View Income    <<--

                     Occupancy Rate

               Export Room Data to Excel

              Export Visitor Data to Excel

                 Backup Data to Server

               Recover Data From Server
```

Choose export room Data to Excel for a sample.

Date	RoomId	visitorNum	type	price	checkIn	checkOut
20181220	101	0	**	777	No	No
20181220	102	0	****	777	No	No
20181220	103	0	****	777	No	No
20181220	104	0	****	777	No	No
20181220	105	0	****	777	No	No
20181220	106	0	****	777	No	No
20181220	107	0	****	777	No	No
20181220	108	0	****	777	No	No
20181220	109	0	****	777	No	No
20181220	110	0	****	777	No	No
20181220	201	0	****	777	No	No
20181220	202	0	****	777	No	No
20181220	203	0	****	777	No	No

Mangers can get this hotel operation in excel.

4.3.5 Switch user

```
                    Switch User
```

It is relevant with log in. Take the password 234 for a sample.
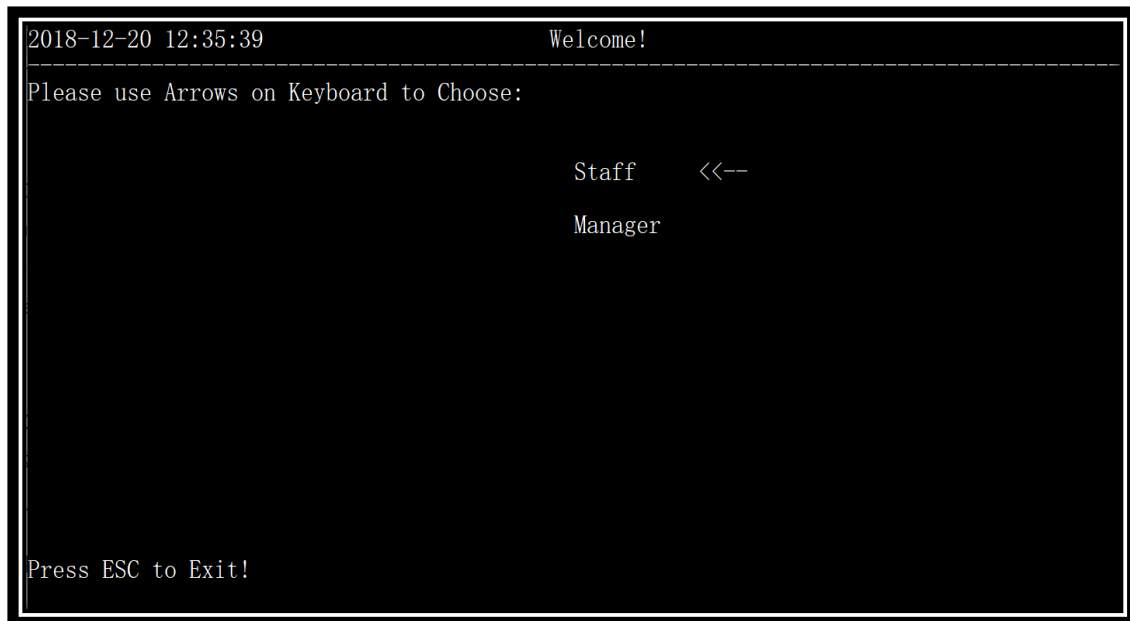
4.3.6 Exit

The program was terminated. You can exit the program.

4.4 Log in
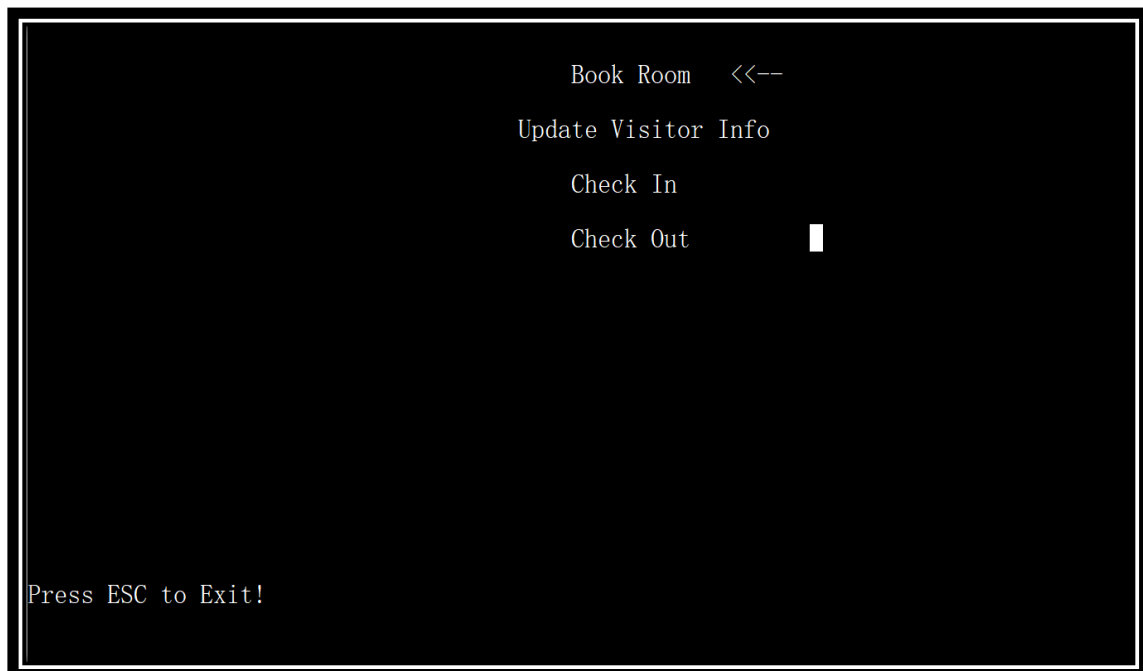
Use keyboard arrows to choose manger or receptionist

If you are a manger, please choose Manger option

If you are a receptionist, please choose Staff option

```
2018-12-20 12:35:39                    Welcome!
---------------------------------------------------------------------
Please use Arrows on Keyboard to Choose:


                                    Staff    <<--

                                    Manager







Press ESC to Exit!
```

4.5.1 Receptionist logging in

Use the password 234 set before. Staff logs in successfully.

```
                              Book Room   <<--
                           Update Visitor Info
                              Check In
                              Check Out           ▌









Press ESC to Exit!
```

4.5.2 Check-out

When visitors leave, the receptionist needs to do check-out job for the room where

visitors leave.

Here you should input a room number. Take room 101 as a sample.

4.5.3 Book room

Input the data and type. Take the Christmas and type 2 as sample

Then the available rooms are provided. Take room 810 and 3 days as a sample.

```
Availible Rooms and days:
Room Number: 810          Days: 3
Room Number: 809          Days: 3
Room Number: 808          Days: 3
Room Number: 807          Days: 3
Room Number: 806          Days: 3
Room Number: 805          Days: 3
Room Number: 804          Days: 3
Room Number: 803          Days: 3
Room Number: 802          Days: 3
Room Number: 801          Days: 3
Room Number: 710          Days: 3
Room Number: 709          Days: 3
Room Number: 708          Days: 3
Room Number: 707          Days: 3
Room Number: 706          Days: 3
Room Number: 705          Days: 3
Room Number: 704          Days: 3
Room Number: 703          Days: 3
Room Number: 702          Days: 3
Room Number: 701          Days: 3


Please  Input  the  Room  to book:
room=
```

Receptionist needs to input visitor Number.

```
Please input the visitor number
Visitor Number=
```

```
Please Input a Key words to search a Visitor or input q to create one:
Key Words=
```

Then you need to input a key word about visitors. And it will be shown to book

room successfully.

4.5.4 Check-in

```
Please use Arrows on Keyboard to Select:


                          Book Room

                       Update Visitor Info

                          Check In    <<--

                          Check Out








Press ESC to Exit!
```

```
Please Input a Key words to search a Visitor:
Key Words=
```

Use the sample data stored before as the index for searching. 111111 is input,

and it is checked-in successfully. It returns to staff option interface.

4.5.5 Update Visitor Info

```
Please Input a Key words to search a Visitor:
Key Words=
```

You can input key word for looking for the visitor, and then input his or her

information again.

This can change visitors' information.