



JDEV OFFICE SOLUTION INC.  
4776 Montang Ave. Diamond Subd. Balibago, Angeles City 2009  
(045) 900-3988 / 0955-283-3018  
jdevtechsolution@gmail.com

# **HOTEL MANAGEMENT SYSTEM**

## **USER MANUAL**



## Table of Contents

<b>1. FRONT OFFICE</b> .....	<b>7</b>
<b>1.1 How to Reserve rooms for Walk In Customers?</b> .....	<b>7</b>
1.1.1 How to Select Room?.....	8
1.1.2 Summary of Information.....	9
1.1.3 Information for Check In (Walk In) .....	9
<b>1.2 How to create New Reservation?</b> .....	<b>16</b>
1.2.1 Select Room .....	16
1.2.2 Summary of Information for Reservation.....	17
1.2.3 Information for Check In/Reserve.....	17
<b>1.3 Options</b> .....	<b>23</b>
<b>1.4 Check In</b> .....	<b>28</b>
<b>1.5 Update</b> .....	<b>28</b>
<b>1.6 Reservation List</b> .....	<b>29</b>
<b>1.7 Cancelled Reservation List</b> .....	<b>31</b>
<b>1.8 Other Sales</b> .....	<b>32</b>
<b>1.9 Guest Master list</b> .....	<b>34</b>
<b>1.10 Guest Arrival list</b> .....	<b>35</b>
<b>2. REFERENCES</b> .....	<b>36</b>
<b>2.1 Rate Type</b> .....	<b>36</b>
2.1.1 How to Add Rate Type .....	36
2.1.2 How to Edit Rate Type.....	38
2.1.3 How to Delete Rate Type .....	38
<b>2. Room Rate</b> .....	<b>38</b>
2.2.1 How to Add Room Type .....	38
2.2.2 How to Edit Room Type .....	40
2.2.3 How to Delete Room Type .....	40
<b>2.3 Room Amenities</b> .....	<b>40</b>
2.3.1 How to Add Room Amenities.....	40
2.3.2 How to Edit Amenities Type.....	42
2.3.3 How to Delete Room Amenities.....	42



<b>2.4 Floor</b>	<b>42</b>
2.4.1 How to Add a Floor	42
2.4.2 How to Edit Floor List	44
2.4.3 How to Delete Floor List	44
<b>2.5 Room List</b>	<b>44</b>
2.5.1 How to Add a Room in the List	44
2.5.2 How to Edit Room in the List	46
2.5.3 How to Delete a Room in the List	46
<b>2.6 Set Room Rates</b>	<b>46</b>
2.6.1 How to Edit a Rate Value	46
<b>2.7 Reservation Type</b>	<b>47</b>
2.7.1 How to Add a Reservation Type	47
2.7.2 How to Edit Room in the List	49
2.7.3 How to Delete a Reservation Type	49
<b>2.8 Cancellation Type</b>	<b>49</b>
2.8.1 How to Add a Cancellation Type	49
2.8.2 How to Edit a Cancellation Type	51
2.8.3 How to Delete a Cancellation Type	51
<b>2.9 Transaction Type</b>	<b>51</b>
2.9.1 How to Add a Transaction Type	51
2.9.2 How to Edit a Transaction Type	53
2.9.3 How to Delete a Transaction Type	53
<b>2.10 Guest Type</b>	<b>53</b>
2.10.1 How to Add a Guest Type List	53
2.10.2 How to Edit a Guest Type	55
2.10.3 How to Delete a Guest Type	55
<b>2.11 Vehicle Type</b>	<b>55</b>
2.11.1 How to Add a Vehicle Type	55
2.11.2 How to Edit a Vehicle Type	57
2.11.3 How to Delete a Vehicle Type	57
<b>2.12 ID Type</b>	<b>57</b>
2.12.1 How to Add an Identity Type List	57



2.12.2 How to Edit an ID Type.....	59
2.12.3 How to Delete an ID Type .....	59
<b>2.13 Nationality .....</b>	<b>59</b>
2.13.1 How to Add Nationality.....	59
2.13.2 How to Edit a Nationality .....	61
2.13.3 How to Delete a Nationality.....	61
<b>2.14 Language .....</b>	<b>61</b>
2.14.1 How to Add Language in the List .....	61
2.14.2 How to Edit a Language .....	63
2.14.3 How to Delete a Language .....	63
<b>2.15 Company .....</b>	<b>63</b>
2.15.1 How to Add Company in the List .....	63
2.15.2 How to Edit a Company in the List.....	65
2.15.3 How to Delete a Company .....	65
<b>2.16 Credit Card Type .....</b>	<b>65</b>
2.16.1 How to Add Card Type in the List.....	65
2.16.2 How to Edit a Credit Card Type in the List .....	67
2.16.3 How to Delete a Credit Card Type .....	67
<b>2.17 Check Type .....</b>	<b>67</b>
2.17.1 How to Add Check Type in the List .....	67
2.17.2 How to Edit a Check Type in the List.....	69
2.17.3 How to Delete a Check Type .....	69
<b>2.18 Category.....</b>	<b>69</b>
2.18.1 How to Add Category in the List .....	69
2.18.2 How to Edit a Category in the List.....	71
2.18.3 How to Delete a Category.....	71
<b>2.19 Item .....</b>	<b>71</b>
2.19.1 How to Add an Item in the List .....	71
2.19.2 How to Edit an Item in the List.....	73
2.19.3 How to Delete an Item.....	73
<b>2.20 Package.....</b>	<b>73</b>
2.20.1 How to Add a Package in the List.....	73



2.20.2 How to Edit a Package in the List.....	75
2.20.3 How to Delete a Package in the List.....	75
<b>3. UTILITIES .....</b>	<b>75</b>
<b>3.1 User List .....</b>	<b>75</b>
3.1.1 How to Setup User Rights .....	76
3.1.2 How to Add New User in the User List.....	77
3.1.3 How to Edit a User in the User List .....	77
3.1.4 How to Delete a User in the User List .....	78
<b>3.2 User Type .....</b>	<b>78</b>
3.2.1 How to Add New User Type .....	78
3.2.2 How to Edit a User Type.....	79
3.2.3 How to Delete a User Type .....	79
<b>3.3 Setup Authorized User .....</b>	<b>80</b>
3.3.1 How to Add User .....	80
3.3.3 How to Remove User from Authorization List .....	81
<b>3.4 Company Settings .....</b>	<b>81</b>
3.4.1 How to Setup the General Settings.....	81
3.4.2 How to Setup the Reports Settings.....	82
<b>4. ACCOUNTING .....</b>	<b>82</b>
<b>4.1 A/R Payment .....</b>	<b>82</b>
4.1.1 How to Add New AR Payment .....	83
4.1.2 How to View an AR Payment Transaction .....	84
<b>5. REPORTS .....</b>	<b>85</b>
<b>5.1 Shift Report (Detailed) .....</b>	<b>85</b>
5.1.1 How to Preview the Shift Report .....	85
<b>5.2 Shift Report (Summary) .....</b>	<b>86</b>
5.2.1 How to Preview the Shift Report (Summary).....	86
<b>5.3 Sales Summary .....</b>	<b>87</b>
5.3.1 How to Preview the Sales Summary .....	87
<b>5.4 AR Customer Subsidiary .....</b>	<b>88</b>
5.4.1 How to Preview AR Customer Subsidiary .....	88
<b>5.5 Summary of AR Reports .....</b>	<b>88</b>



5.5.1 How to Preview the Summary of AR Reports ..... 88

**5.6 Transaction Log .....89**

5.6.1 How to Preview the Transaction Log ..... 89

**5.7 Customer History File.....89**

5.7.1 How to Preview Customer History File ..... 89

**5.8 Room Rates Breakdown .....90**

5.8.1 How to Preview Room Rates Breakdown ..... 90

**5.9 Service Charge Report.....91**

5.9.1 How to Preview Service Charge Reports..... 91

**5.10 All Day Notes .....91**

5.10.1 How to Preview All Day Notes ..... 91

**6. QUICK TOOLS ..... 92**

**6.1 Guest Quick Search .....92**

6.1.1 How to Add/Edit/Delete New Guest Entry ..... 92

6.1.2 How View History of Guest ..... 92

**6.2 Search Available Rooms .....93**

**6.3 Balance Alert .....93**

**6.4 Room Assignment.....94**

**7. QUICK NAVIGATION TOOL ..... 95**

7.1 How to preview Due Out List.....95

7.2 How to preview Monthly Occupancy .....96

7.3 How to preview Monthly Occupancy (Per Room Type).....97

7.4 Housekeeping Operations .....98

7.5 Housekeeping Inventory .....98

7.6 How to Change Password? .....99

7.7 How to Close Shift? .....99

7.8 Logout..... 1000



## Hotel Management System Main Interface

Figure 1: Hotel Management System

### 1 FRONT OFFICE

after clicking the system, **figure 1** will show up, here you can see the *different views of your data, summary of your available/occupied rooms, and Quick tools.*

#### 1.1 How to Reserve rooms for Walk In Customers?

To reserve rooms for *Walk in* Customers, Click **Walkin** in the Front Office Tab, you will now see **figure 1.1**. In the **Walkin Wizard** you can see the *Walkin Info*, choose the customer's preferred Rate Type, Arrival time and Departure time, Number of Hours and No of Adult/Child, after filling up this information click **Next** to go to the Next Step.



JDEV OFFICE SOLUTION INC.  
4776 Montang Ave. Diamond Subd. Balibago, Angeles City 2009  
(045) 900-3988 / 0955-283-3018  
jdevtechsolution@gmail.com

→ Type the necessary values in the fields

**Walkin Wizard**  
This wizard will step you through Check In a Guest. Key in all information on this dialouge and press Next Button. Please note by Arrival date will be today's date.

**Other Information**

- 1. Walkin Info
- 2. Select Room
- 3. Summary

**Welcome to Walkin Wizard**

Rate Type: aa 1

Arrival: 01/26/2018 02:00:00 PM  Set Actual Time

Departure: 01/27/2018 12:00:00 PM

Nights/Hours: 1

No of Adult: 1 No of Child: 0

Buttons: Back, Next, Finish, Close

Figure 2.1: Walk In Info

### 1.1.1 How to Select Room?

upon clicking the **Next** Button, you will be directed to Selecting a Room, you will now see **figure 1.1.1** in **Select Room**, choose the room where the customer wants to stay, it composes of variety of rooms from standard up to executive rooms, then click **Next** to go the **Summary**.

**Walkin Wizard**  
This wizard will step you through Check In a Guest. Key in all information on this dialouge and press Next Button. Please note by Arrival date will be today's date.

**Other Information**

- 1. Walkin Info
- 2. Select Room
- 3. Summary

**Room Selection**

Drag a column header here to group by that column

Code	Name	Room Type	Floor	HK Status
1002	Room 1002	Standard	1st Floor	NCI
1003	Room 1003	Standard	1st Floor	OC
1004	Room 1004	Standard	1st Floor	OC
1005	Room 1005	Standard	1st Floor	OC
1006	Room 1006	Family Suite With B	1st Floor	OC
1007	Room 1007	Standard	1st Floor	NCI
1008	Room 1008	Family Suite With B	1st Floor	NCI
1009	Room 1009	Standard	1st Floor	NCI
1010	Room 1010	Family Suite With A	1st Floor	NCI
1012	Room 1012	Family Suite With B	1st Floor	NCI
1014	Room 1014	Family Suite With A	1st Floor	VC
2001	Room 2001	Junior Suite B	2nd Floor	NCI

Buttons: Back, Next, Finish, Close

Figure 3.1.1: Select Room





### 1.1.2 Summary of Information

after clicking the **Next** button, you will now see **figure 1.1.2**. It will show you the summary of room information, such as *Rate Type, Arrival Date, Departure Date, Number of Night, Number of adults/child, Rate Type, and Room Rate*. If the information is final click **Finish**, click **Back** if you want to edit the information.

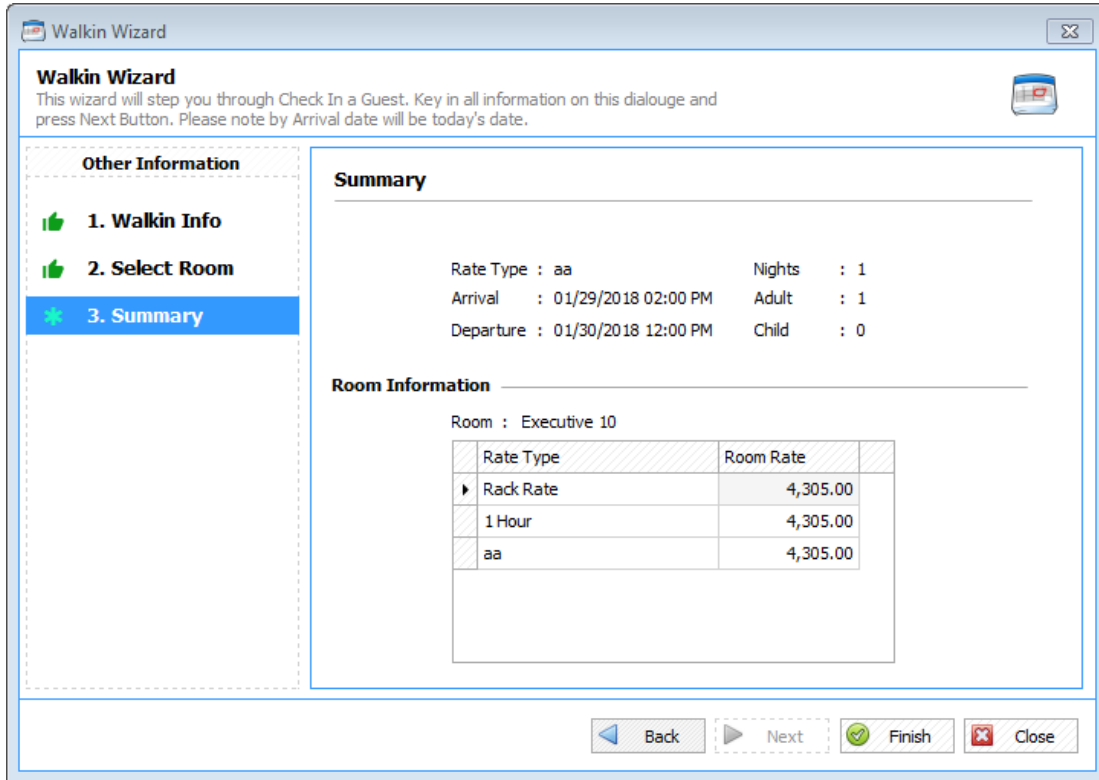


Figure 4.1.2: Summary of Information for Walk in

### 1.1.3 Information for Check In (Walk In)

Upon clicking the **Finish** button, you will now see the *Information for Check In* it includes *General Information, Rate Information, Extra Charges, and Payment Details*.

#### 1.1.3.1 General Information for Walkin

- in the **General Information** tab, you will see the Guest Information, you will enter the Guest Name (*First Name and Last Name, \*these are required field*).
- for **Settlement Options**, choose if the payment will be through *Cash, Card, Check or Direct Billing*, after choosing the payment option select the *type of the card/check* (you can also **add** new type click the button on the right portion of the input box), enter the *Card/Check Number*, and *Bill to* (guest you want to bill to).
- for **Stay Information**, you will see your information about the *customer's arrival/departure dates, Number of Nights to stay, Number of Adults/Child, and Breakfast* (the information is editable).
- in the **Rate Type Information**, choose the rate type, enter the days of the stay, and the Room Rate.



- **Document Information**, here you will see information about Reservation, it includes Folio number, Reservation number, Reservation type, Reservation Group, Voucher number, Service Charge, and transaction type.  
 Enter your voucher number if you have vouchers, then choose your *Transaction Type*, you can also create a Transaction Type.
- **Summary of Information**, here you will see the *Room Charges* (charges for your room accommodation) *Extra Charges* (charges for extra charge you created in **figure 1.1.3.3**), *Total Charges* (sum of Room Charges and other charges), *Less for Discount/Amount Paid*, *Total Refund*, and the *Remaining Balance* (Overall Balance).
- **Remarks**, you can also add notes for Guest, Reservation and Check in.

→ Type the necessary values in the fields

Figure 5.1.3.1: General Information for Walk in

### 1.1.3.2 Rate Information for Walkin

- in the **Rate Information** tab, you will see the information of your Room rate per date, *Rate Type*, *Rate Amount*, and *Discount*, you can apply these to Selected, Checked or Full Stay.
- **Summary** of the data are also shown whether there are changes or not. Do not forget to click **Apply Room Changes** to save your inputs.
- In the **room charges** you will see the current room you created.
- **Transferred room charges** can be applied when you click the **check in** button, this is where you want to transfer the charge to another room you also occupied.

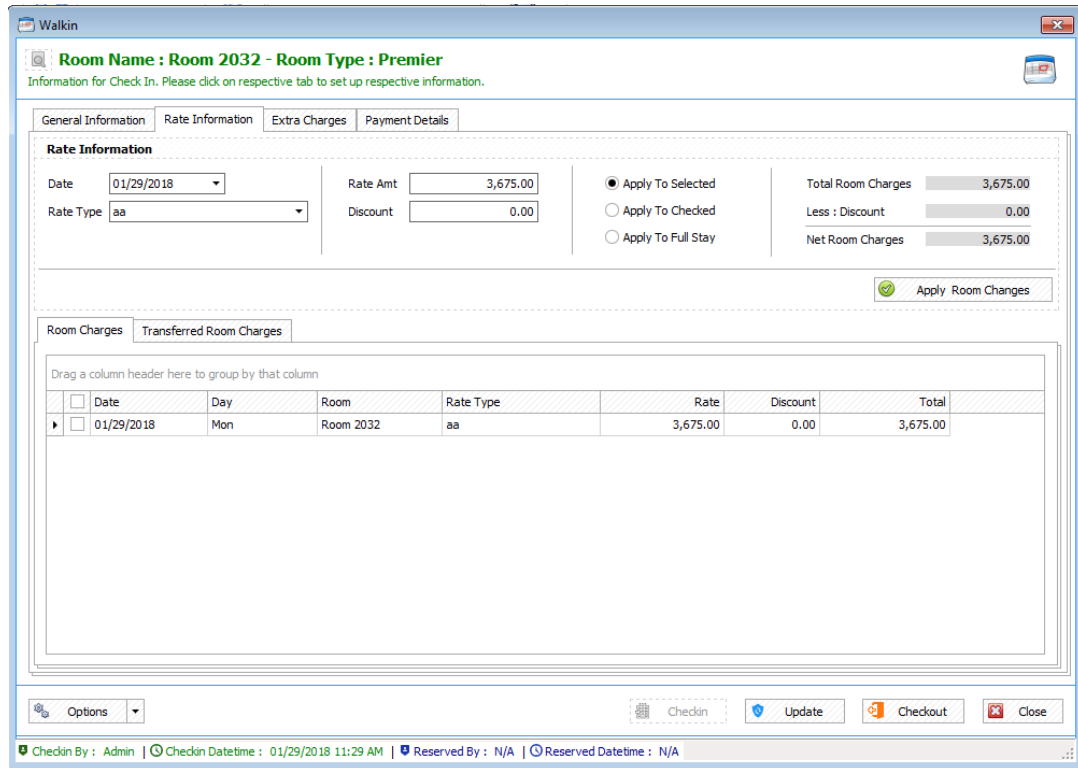


Figure 6.1.3.2: Rate Information for Walk in

### 1.1.3.3 Extra Charges for Walk In

- in the **Extra Charges** tab, you will see the information of the extra charges you created.
- **Summary** of the data are also shown whether there are changes or not.

- **How to Add New Extra Charge**

Click **New** to create an Extra Charge, you will now see **figure 1.1.3.3.1**, enter your *GRS Number* (Guest Request Slip), *Charge Date*, choose your *Category*, choose the *extra charge* that the customer needs, *amount of the extra charge*, *discount*, *Quantity* (number of persons), and *Remarks*. The *Net Total* will be the total of the extra charge you created. Click **Accept** if you want to create the extra charge or **Cancel** to void the process.

- **How to Edit Extra Charge**

If you want to edit the extra charge you created click **Edit**, you will now edit the information you created in **figure 1.1.3.3.1**. click **Accept** to continue or **Cancel** to void the process.

- To **cancel/delete a current extra charge** you created, select which you want to void and click **Void**.



Date	Charge Type	POS Invoice #	Document #	User	Amount	Qty	Discount	Total	Remarks
01/29/2018	Extra Breakfast		GRS-1234	Admin	170.00	1	0.00	170.00	okay

Figure 7.1.3.3: Extra Charges for Walk in

GRS #

Charge Date: 01/29/2018

Category: All Categories

Extra Charge: [Select Extra Charge]

Amount: 0.00

Discount: 0.00 % 0.00

Quantity: 1

Net Total: 0.00

Remarks:

Accept Cancel

Type the necessary values in the fields

Figure 8.1.3.3.1: Add/Edit Extra Charge



JDEV OFFICE SOLUTION INC.  
4776 Montang Ave. Diamond Subd. Balibago, Angeles City 2009  
(045) 900-3988 / 0955-283-3018  
jdevtechsolution@gmail.com

#### 1.1.3.4 Payment Details for Walk In

- in the **Payment Details** tab, you will see the information of your payment option.
- **Summary** of the data are also shown whether there are changes or not.
- **How to Add Payments:** To **add** a New Payment option, click **New** you will now see **figure 1.1.3.4.1**, in the payment information, enter the *O.R Number (Official Receipt number)*, the *Payment Date, Payment Type*, Click **Accept** to continue or **Cancel** to void the process.
  - If the Payment Type is through **Card** or **Check**, Enter the Card/Check Type and the Card/Check Number, the amount and Remarks(optional).
  - If the Payment Type is through **Cash** or **Bank Deposit**, just enter the amount and Remarks(optional).
  - If the Payment type is through **Direct Billing**, enter the person to Bill to, the amount and the Remarks(optional).
- **How to Edit Payments:** To **edit** the Payment you created, select the item you want to modify and click **Edit**, you can change the value of the *OR number (Official Receipt Number)*, *Payment Date, Payment Type, Card/Check Type, Card/Check Number, Amount and Remarks(optional)*, then Click **Accept** to continue or **Cancel** to void the process.
- To cancel/delete a certain Payment Item, Select the item you want to modify and click **Void**.
- **How to Print/Preview Receipt:** To print the Provisional/Acknowledgement Receipt of your payment, select the payment you want to modify then click **Print**, you will now see **figure 1.1.3.4.2**.
- **How to send Email:** To send mail of your receipt rather than printing, select the item you want to modify and click **Mail**, you will now see **figure 1.1.3.4.3**, in Sending Mail enter the Recipient (multiple Email must be separated by comma), subject and Body, click **Send Mail** to continue or **Cancel** to void the process.
- **Transferred room charges** can be applied when you click the **check in** button, this is where you want to transfer the charge to another room you also occupied.



*Figure 9.1.3.4: Payment Details for Walk in*

➔ **Type the necessary values in the fields**

*Figure 10.1.3.4.1: Add New Payment*



**JDEV OFFICE SOLUTION INC.**  
4776 Montang Ave. Diamond Subd. Balibago, Angeles City 2009  
(045) 900-3988 / 0955-283-3018  
jdevtechsolution@gmail.com

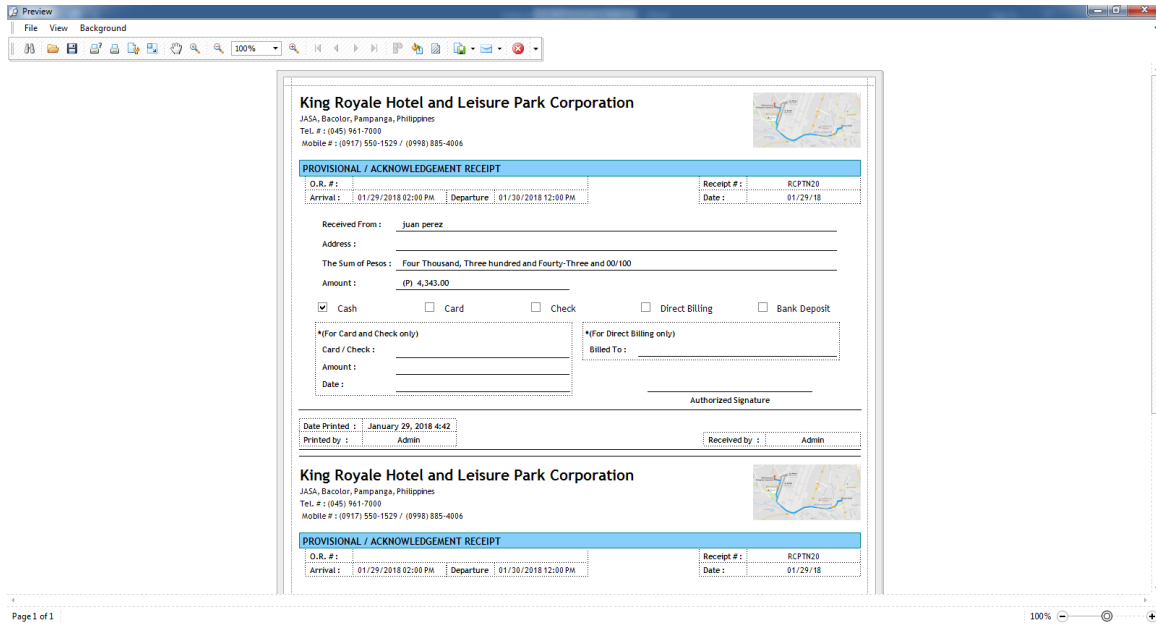


Figure 11.1.3.4.2: Sample Preview of Receipt for Walk In

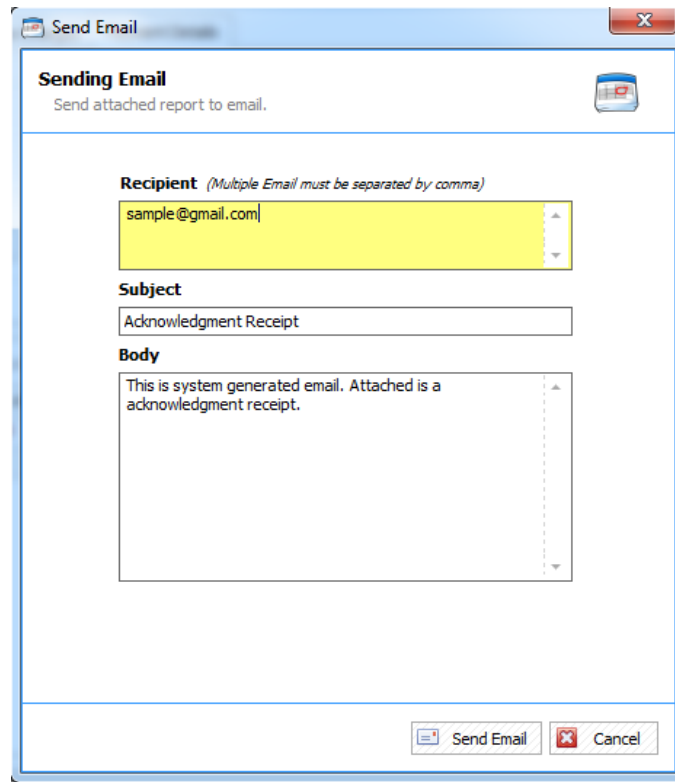


Figure 12.1.3.4.3: Sending Email for Walk In



## 1.2 How to create New Reservation?

To create an Advance/New Reservation for Customers, Click **New Reservation** in the Front Office Tab, you will now see **figure 1.2.**

In the **Reservation Wizard** you can see the **Reservation Info**, choose the customer's preferred Rate Type, Arrival time and Departure time, Number of Hours and No of Adult/Child, after filling up this information click **Next** to go to the Next Step.

→ **Type the necessary values in the fields**

**Figure 13.2:** New Reservation

### 1.2.1 Select Room

upon clicking the **Next** Button, you will be directed to Selecting a Room, you will now see **figure 1.2.1.** in **Select Room**, choose the room where the customer wants to stay, it composes of variety of rooms from standard up to executive rooms, then click **Next** to go the **Summary**.

Code	Name	Room Type	Floor	HK Status
1002	Room 1002	Standard	1st Floor	NCI
1003	Room 1003	Standard	1st Floor	OC
1004	Room 1004	Standard	1st Floor	OC
1005	Room 1005	Standard	1st Floor	OC
1006	Room 1006	Family Suite With B	1st Floor	OC
1007	Room 1007	Standard	1st Floor	NCI
1008	Room 1008	Family Suite With B	1st Floor	NCI
1009	Room 1009	Standard	1st Floor	NCI
1010	Room 1010	Family Suite With A	1st Floor	NCI
1012	Room 1012	Family Suite With B	1st Floor	NCI
1014	Room 1014	Family Suite With A	1st Floor	VC
2001	Room 2001	Junior Suite B	2nd Floor	NCI

**Figure 14.2.1:**  
 Select Room for Reservation



### 1.2.2 Summary of Information for Reservation

after clicking the **Next** button, you will now see **figure 1.2.2**. It will show you the summary of room information, such as *Rate Type*, *Arrival Date*, *Departure Date*, *Number of Night*, *Number of adults/child*, *Rate Type*, and *Room Rate*. If the information is final click **Finish**, click **Back** if you want to edit the information.

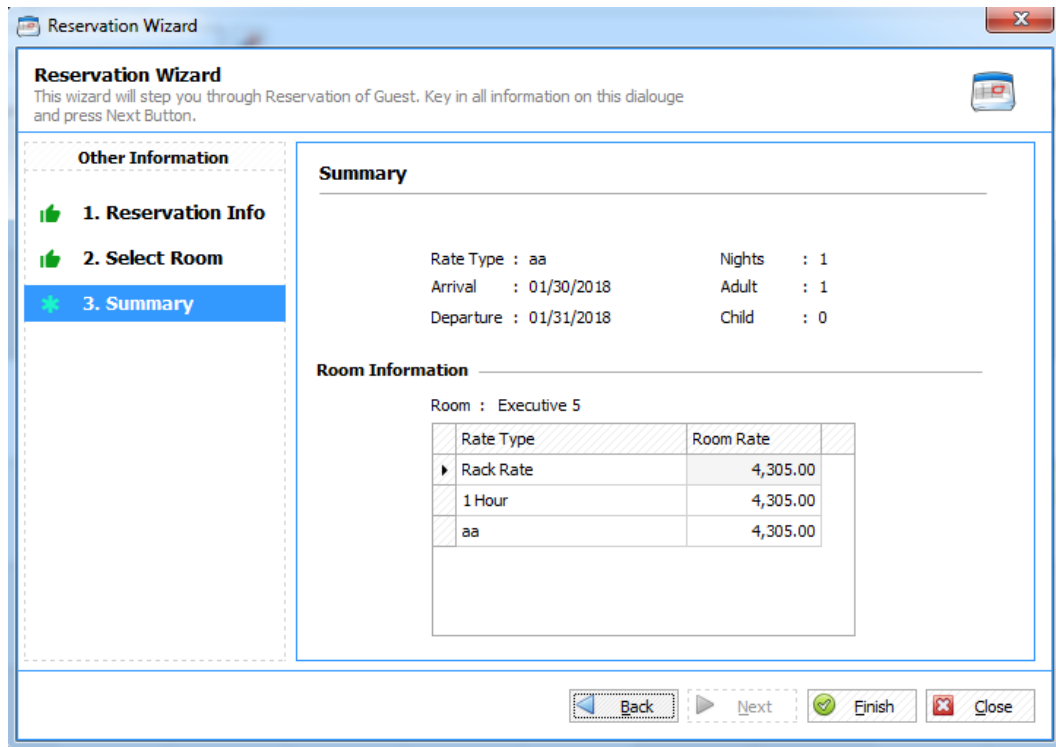


Figure 15.2.2: Summary of Information for Reservation

### 1.2.3 Information for Check In/Reserve

Upon clicking the **Finish** button, you will now see the *Information for Check In/Reservation* it includes *General Information*, *Rate Information*, *Extra Charges*, and *Payment Details*.

#### 1.2.3.1 General Information for Reservation

- in the **General Information** tab, you will see the Guest Information, you will enter the Guest Name (*First Name* and *Last Name*, \*these are required field).
- for **Settlement Options**, choose if the payment will be through *Cash*, *Card*, *Check* or *Direct Billing*, after choosing the payment option select the *type of the card/check* (you can also **add** new type click the button on the right portion of the input box), enter the *Card/Check Number*, and *Bill to* (guest you want to bill to).
- for **Stay Information**, you will see your information about the *customer's arrival/departure dates*, *Number of Nights to stay*, *Number of Adults/Child*, and *Breakfast* (the information is editable).
- in the **Rate Type Information**, choose the rate type, enter the days of the stay, and the Room Rate.



- **Document Information**, here you will see information about Reservation, it includes Reservation number, Reservation Type, Reservation Group, Voucher number, Service Charge, and transaction type. Select your Reservation Type choose between the choices, enter your Voucher Number if you have vouchers, enter the service charge (if included), choose the *type of the Transaction*, you can also create a Transaction Type.
- **Summary of Information**, here you will see the *Room Charges* (charges for your room accommodation) *Extra Charges* (charges for extra charge you created in **figure 1.2.3.3**), *Total Charges* (sum of Room Charges and other charges), *Less for Discount/Amount Paid*, *Total Refund*, and the *Remaining Balance* (Overall Balance).
- **Remarks**, you can also add notes for Guest, Reservation and Check in.

→ Type the necessary values in the fields

Figure 16.2.3.1: General Information for Reservation

### 1.2.3.2 Rate Information for Reservation

- in the **Rate Information** tab, you will see the information of your Room rate per date, *Rate Type*, *Rate Amount*, and *Discount*, you can apply these to Selected, Checked or Full Stay.
- **Summary** of the data are also shown whether there are changes or not. Do not forget to click **Apply Room Changes** to save your inputs.
- Your reserve transaction will be shown in your window it includes the *Date*, *Day*, *Room*, *Room Rate*, *Rate*, *Discount*, and *Total*.



Date	Day	Room	Rate Type	Rate	Discount	Total
01/30/2018	Tue	Room 2022	aa	3,675.00	0.00	3,675.00

Figure 17.2.3.2: Rate Information for Reservation

### 1.2.3.3 Extra Charges for Reservation

- in the **Extra Charges** tab, you will see the information of the extra charges you created.
- **Summary** of the data are also shown whether there are changes or not.
- **How to add new Extra Charges:** Click **New** to create an Extra Charge, you will now see **figure 1.2.3.3.1**, enter your *GRS Number* (Guest Request Slip), *Charge Date*, choose your *Category*, choose the *extra charge* that the customer needs, *amount of the extra charge*, *discount*, *Quantity* (number of persons), and *Remarks*. The *Net Total* will be the total of the extra charge you created. Click **Accept** if you want to create the extra charge or **Cancel** to void the process.
- **How to Edit Extra Charges:** If you want to edit the extra charge you created click **Edit**, you will now can edit the information you created in **figure 1.2.3.3.1**. click **Accept** to continue or **Cancel** to void the process.
- To **cancel/delete a current extra charge** you created, select which you want to void and click **Void**.



Date	Folio No	Charge Type	Document #	User	Amount	Qty	Discount	Total	Remarks
01/30/2018		Toiletries	GRS-43242	Admin	50.00	1	0.00	50.00	

Figure 18.2.3.3: Extra Charges for Reservation

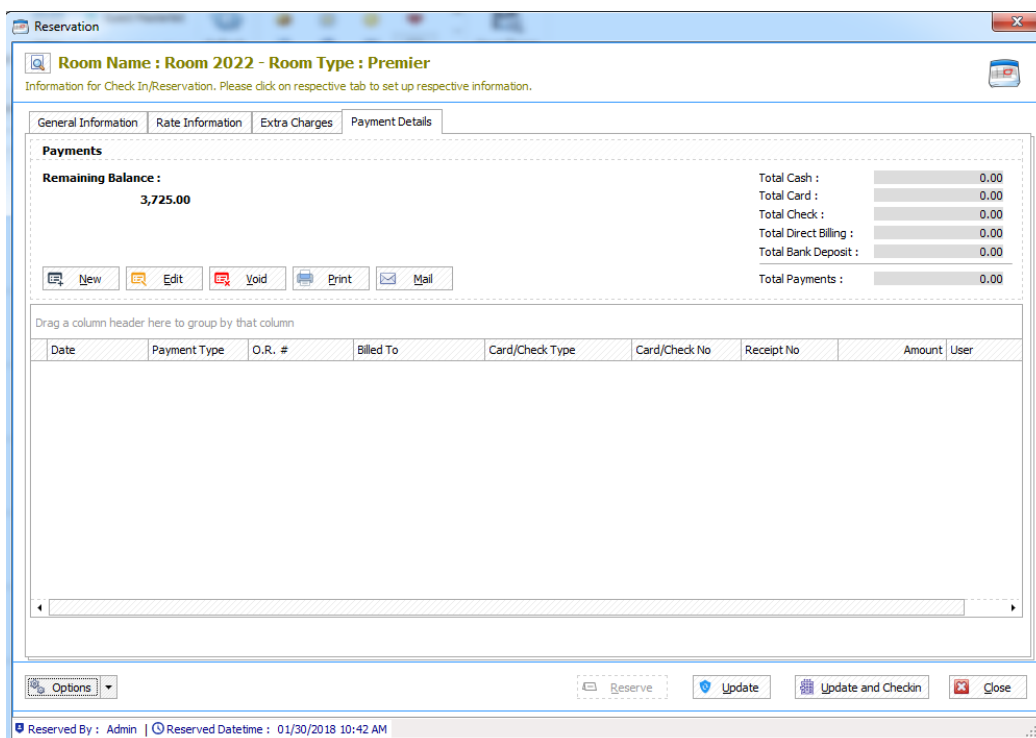
Type the necessary values in the fields

Figure 19.2.3.3.1: add/edit Extra Charges for Reservation



#### 1.2.3.4 Payment Details for Reservation

- in the **Payment Details** tab, you will see the information of your payment option.
- **Summary** of the data are also shown whether there are changes or not.
- **How to add Payments:** To **add** a New Payment option, click **New** you will now see **figure 1.2.3.4.1**, in the payment information, enter the *O.R Number (Official Receipt number)*, the *Payment Date, Payment Type*, Click **Accept** to continue or **Cancel** to void the process.
  - If the Payment Type is through **Card** or **Check**, Enter the Card/Check Type and the Card/Check Number, the amount and Remarks(optional).
  - If the Payment Type is through **Cash** or **Bank Deposit**, just enter the amount and Remarks(optional).
  - If the Payment type is through **Direct Billing**, enter the person to Bill to, the amount and the Remarks(optional).
- **How to Edit Payments:** To **edit** the Payment you created, select the item you want to modify and click **Edit**, you can change the value of the *OR number (Official Receipt Number)*, *Payment Date, Payment Type, Card/Check Type, Card/Check Number, Amount and Remarks(optional)*, then Click **Accept** to continue or **Cancel** to void the process.
- **How to Void Payments:** To cancel/delete a certain Payment Item, Select the item you want to modify and click **Void**.
- **How to Print Receipt:** to print/view the Provisional/Acknowledgement Receipt of your payment, select the payment you want to modify then click **Print**, you will now see **figure 1.2.3.4.2**. (make sure to save your transaction)
- **How to Send Email:** To send mail of your receipt rather than printing, select the item you want to modify and click **Mail**, you will now see **figure 1.2.3.4.3**, in Sending Mail enter the Recipient (multiple Email must be separated by comma), subject and Body, click **Send Mail** to continue or **Cancel** to void the process.



**Figure 20.2.3.4:**

*Payment Details for Reservation*



→ Type the necessary values in the fields

Figure 21.2.3.4.1: add Payments for Reservation

Figure 22.2.3.4.2: Sample Preview of Receipt for Reservation

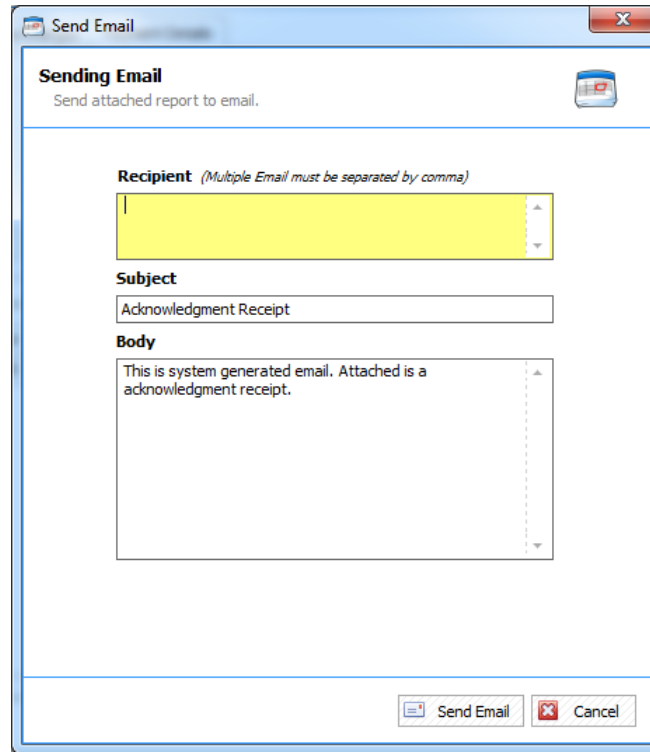


Figure 23.2.3.4.3: Sending Email for Reservation

### 1.3 Options

The **Button** in the lower part of the left side of the Window (Check In/Reservation) is the **Options**, here you can *change the stay (date), Transfer Room, Transfer Charges, Preview Billing Statement, Email Billing Statement, Preview Registration Card, Preview Folio Ledger Preview S.O.A (Statement of Account), Preview S.O.A Selective charges, Other Printings, and Audit Trail* (these information can only be accessed when you checked in).

- **How to Change your Stay:** you can change the time/date of your stay, just click Options in the bottom left side of the window and click Change Stay, after making some changes click **Accept** to continue and **Cancel** to void the process. (see **figure A**)



The 'Change Stay' dialog box is titled 'Change of Stay' with the subtitle 'Changing Stay of reservation or check in.' It contains two sections: 'Current Stay Information' and 'New Stay Information'. Each section has three input fields: 'Arrival' (date and time), 'Departure' (date and time), and 'No of Night(s)'. The current stay information shows arrival on 01/29/2018 at 02:00:00 PM, departure on 01/30/2018 at 12:00:00 PM, and 1 night. The new stay information is identical. At the bottom right, there are 'Accept' and 'Cancel' buttons.

Figure A: Change of Stay

- **How to Transfer Room:** you can transfer your information to another room, enter the new Room, Room Type, Rate Type, and Rate value, click **Accept** to continue and **Cancel** to void the process. (see figure B)

→ Type the necessary values in the fields

The 'Transfer Room' dialog box is titled 'Transfer Room' with the subtitle 'Transferring room of guest.' It contains two sections: 'Current Room Information' and 'New Room Information'. The 'Current Room Information' section has four input fields: 'Room' (Room 2032), 'Room Type' (Premier), 'Rate Type' (aa), and 'Rate' (3,675.00). The 'New Room Information' section has four input fields: 'Room' (empty), 'Room Type' (empty), 'Rate Type' ([Select]), and 'Rate' (0.00). There is a 'Search Room' button next to the 'Room' field. At the bottom right, there are 'Accept' and 'Cancel' buttons.

Figure B: Transfer Room





**JDEV OFFICE SOLUTION INC.**  
 4776 Montang Ave. Diamond Subd. Balibago, Angeles City 2009  
 (045) 900-3988 / 0955-283-3018  
 jdevtechsolution@gmail.com

- **How to Transfer Charges:** you can transfer your charge into another person, choose whom you want to transfer your charges, click Accept to continue and Cancel to void the process.

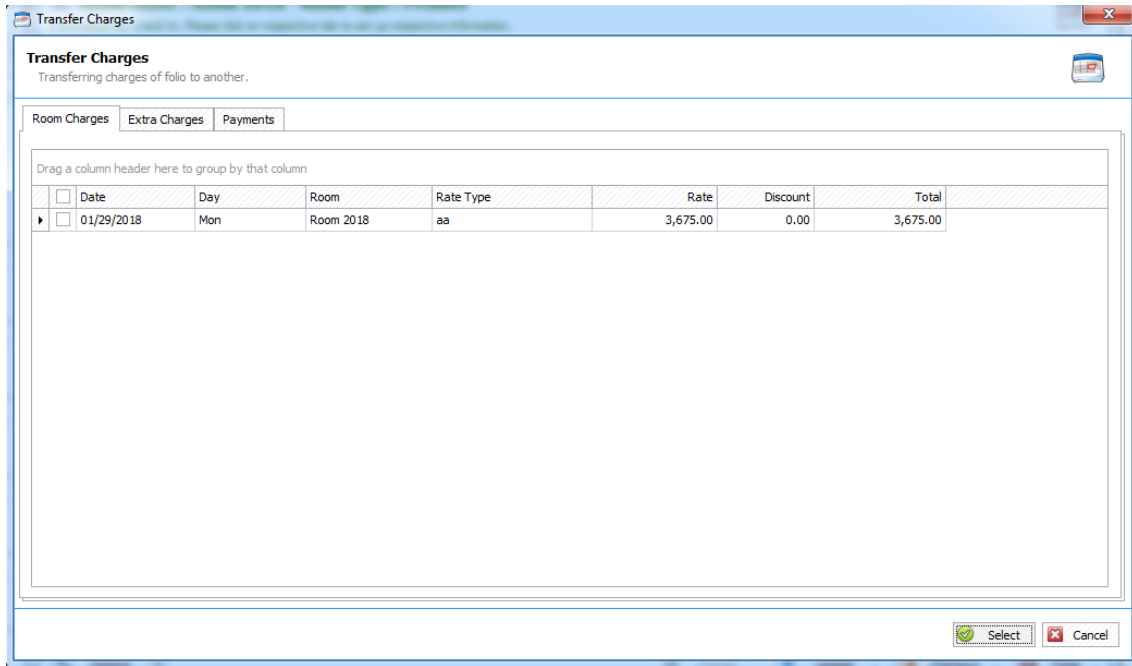


Figure C: Transfer Charges

- **How to Preview S.O.A Selected Charges:** this will preview your statement of account of a selected charge without the payment. (see Figure C)
- Other printing includes *Cash Basis Notice, Extension Notice, Guest Departure, Guest Notice to Charge Company, and Guest Update Notice*

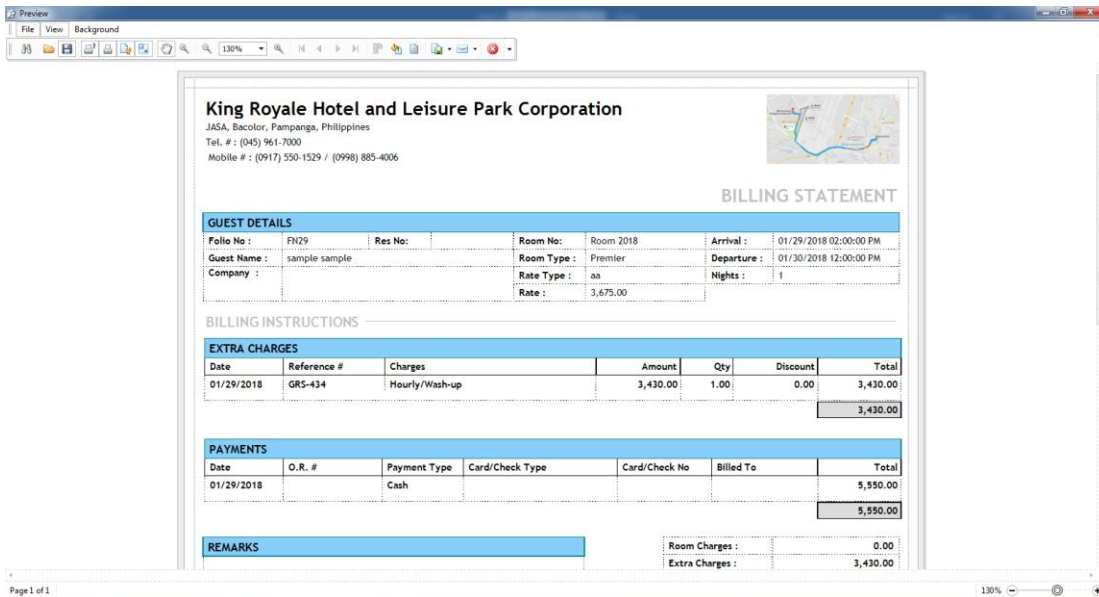


Figure D:  
 Sample Preview of Billing Statement



**JDEV OFFICE SOLUTION INC.**  
 4776 Montang Ave. Diamond Subd. Balibago, Angeles City 2009  
 (045) 900-3988 / 0955-283-3018  
 jdevtechsolution@gmail.com

Preview

File View Background

140%

**REGISTRATION CARD**

Folio No : FN29 Checkin By : Admin  
 Res. No :

<b>Guest Details</b>	LASTNAME sample	FIRSTNAME sample	MIDDLENAME
<b>Guest Address</b>	ADDRESS	EMAIL ADDRESS	MOBILE #
<b>Company</b>	NAME OF OFFICE / BUSINESS ADDRESS		TELEPHONE #
<b>DURATION</b>	ARRIVAL DATETIME 01/29/2018 02:00 PM	DEPARTURE DATETIME 01/30/2018 12:00 PM	# OF NIGHT(S) 1
			# OF ADULT(S) 1
			# OF CHILDREN(S) 0
<b>ROOM AND RATES</b>	ROOM Room 2018	RATE TYPE aa	RATE 3,675.00
			TOTAL ROOM CHARGE(S) 3,675.00
			TOTAL EXTRA CHARGE(S) 0.00
<b>PAYMENTS</b>	CASH 0.00	CARD 0.00	CHECK 0.00
			DIRECT BILLING 0.00
			BANK DEPOSIT 0.00
			TOTAL PAYMENTS 0.00
<b>CITIZENSHIP</b>	NATIONALITY	ID TYPE	ID # EXP. DATE

Page 1 of 1

140%

Figure E: Sample Preview Registration Card

Preview

File View Background

130%

**King Royale Hotel and Leisure Park Corporation**  
 JASA, Bacolor, Pampanga, Philippines  
 Tel. # : (045) 961-7000  
 Mobile # : (0917) 950-1529 / (0998) 885-4006

**FOLIO LEDGER**

**GUEST DETAILS**

Folio No :	FN29	Res No :		Room No :	Room 2018	Arrival :	01/29/2018 02:00:00 PM
Guest Name :	sample sample	Room Type :	Premier	Departure :	01/30/2018 12:00:00 PM	Nights :	1
Company :		Rate Type :	aa	Rate :	3,675.00		

DATE	PARTICULAR	CREDIT	DEBIT	BALANCE
01/29/2018	Hourly/Wash-up	3,430.00		3,430.00
01/29/2018	Cash - RCPTN21		5,550.00	-2,120.00

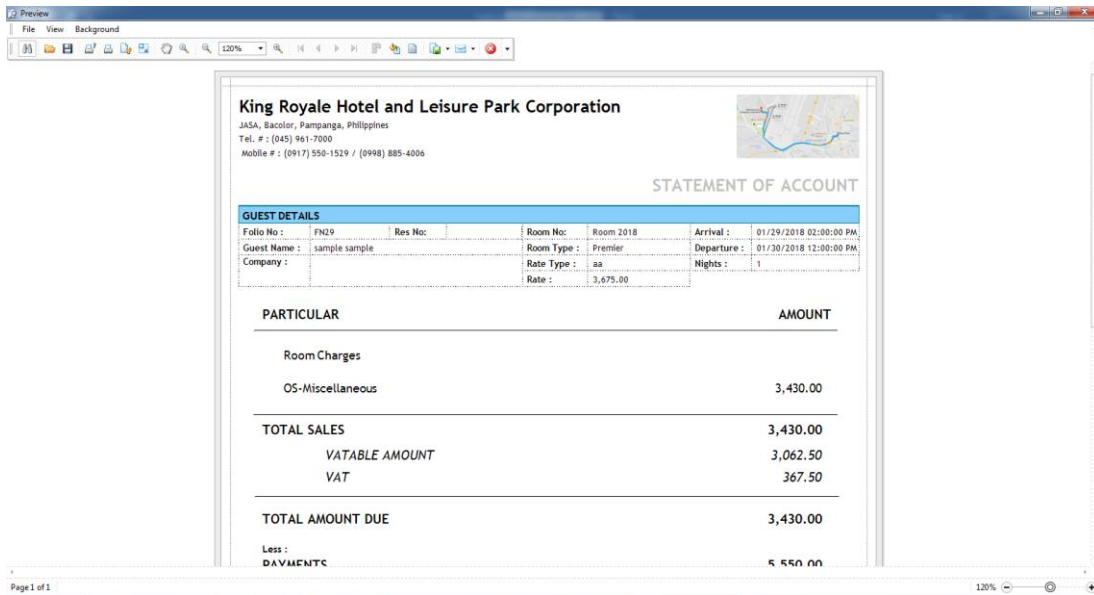
Page 1 of 1

130%

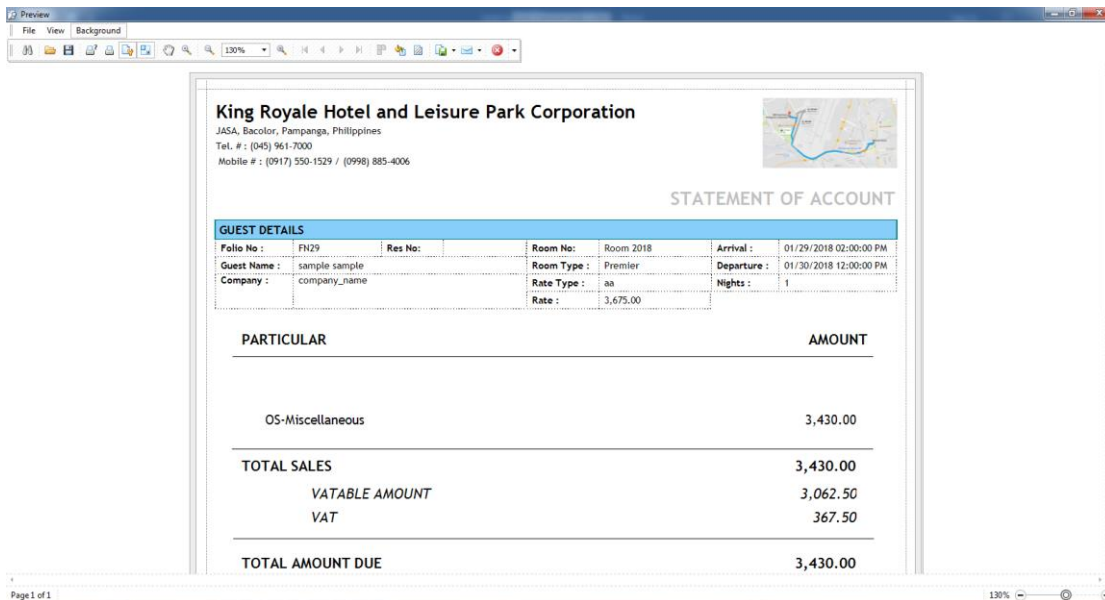
Figure F: Sample Preview of Folio Ledger



**JDEV OFFICE SOLUTION INC.**  
4776 Montang Ave. Diamond Subd. Balibago, Angeles City 2009  
(045) 900-3988 / 0955-283-3018  
jdevtechsolution@gmail.com



*Figure G: Sample Preview of Statement of Account*



*Figure H: Sample Preview of Statement of Account (Selected Charges)*



**Audit Trail**

**Transaction for checkin and reservation.**  
 Add or Edit Payment on checkin or reservation.


Drag a column header here to group by that column

Datetime	User	Action Taken	Authorized By
01/29/2018 05:19 PM	Admin	Transfer Room Charges Room Charge Date :01/29/2018 Rate Type : aa Room Name : Room 2018 Room Charge Total : 3,675.00 Transfer To Folio : FN7	
01/29/2018 05:06 PM	Admin	Update Checkin	
01/29/2018 05:06 PM	Admin	Added Extra Charge : Hourly/Wash-up Amount : 3,430.00 Extra Charge Date : 01/29/2018	
01/29/2018 05:05 PM	Admin	Update Checkin	
01/29/2018 05:05 PM	Admin	Added Payment : Cash O.R. # : Receipt No : [New] Amount : 5,550.00 Payment Date : 01/29/2018	
01/29/2018 05:03 PM	Admin	Checkin Guest	


Cancel

Figure 1: Audit Trail

### 1.4 Check In

After filling up of the information in the above procedures and if you want to continue to book the reservation click **Check In**  located in the lower part of the right side of the window (Check In/Reservation), make sure to enter your *first name* and *last name* because these are required fields, after clicking the button click **Yes** if you're sure to continue or **No** if not.

### 1.5 Update

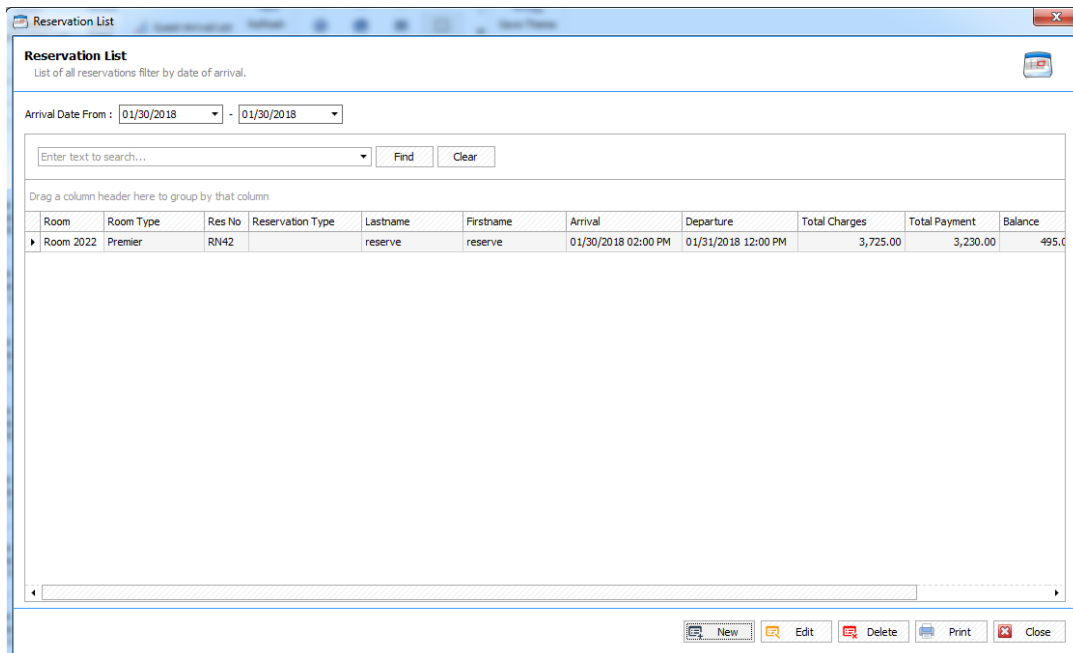
When you click the **Check In** you will see the *Calendar View* with the new transaction that you created a while ago, to update the values of your data *Right Click* (Mouse Right Click) then click **Open**, you will now see your transaction, you now can change the information, after that save your changes click **Update**  , a confirmation box will appear click **Yes** if you wish to continue or **No** if not.



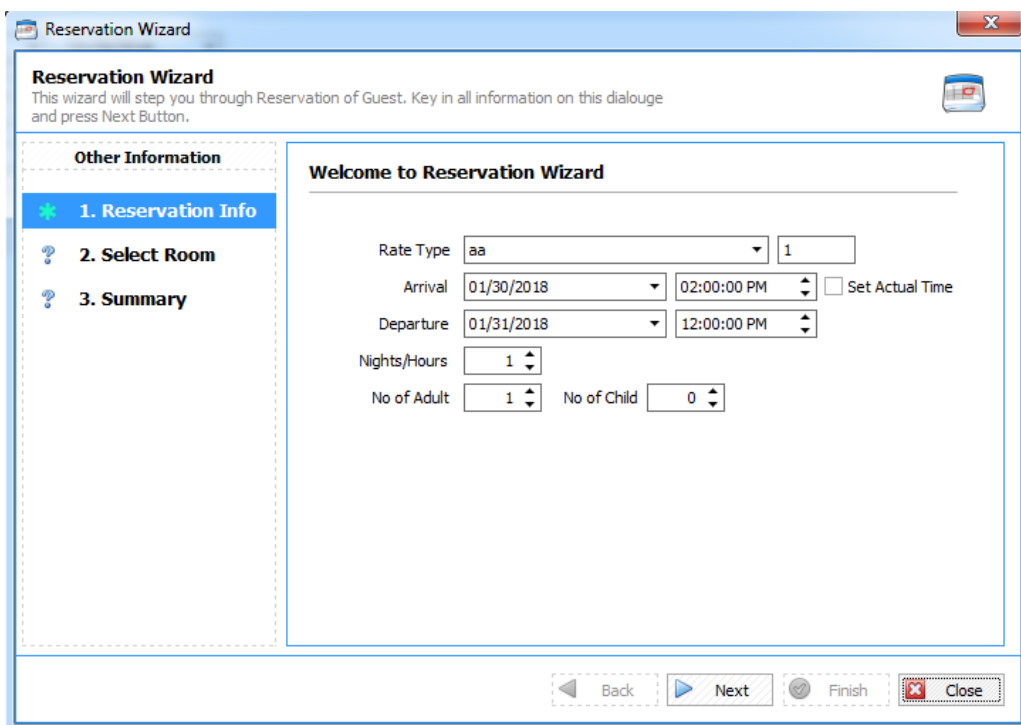
## 1.6 Reservation List

**Reservation List** will show you your current transaction (depends on the date), you can adjust the Arrival Date so you can see the Reservation List of past transactions.

- **How to add another Reservation List:** You can **Add** New Reservation List, in the lower part of the right corner of the window click **New**, you will now see **figure 1.6.1**. after clicking the button, you will now be redirect to Reservation Wizard, to add new Reservation List follow the steps in **1.2 New Reservation** in pg. 16.



**Figure 1.6:** Reservation List



← **Type the necessary values in the fields**

**Figure 1.6.1:** New Reservation List




- **How to edit new Reservation List:** To edit your Reservation, click **Edit** (located in the lower part in the right portion of the window) and you will see **figure 1.6.2**, you now have the privilege to edit the Reservation (make sure you read and understand **1.2 New Reservation**), after making some changes click **Update** if you want to save your changes, if you want to save and Check In your reservation click **Update and Check In**, a confirmation code will now show up, click **Yes** if you wish to continue or **No** if not.

The screenshot shows a software window titled "Reservation" with a sub-header "Room Name : Room 2022 - Room Type : Premier". Below this is a note: "Information for Check In/Reservation. Please click on respective tab to set up respective information." The window is divided into several sections:

- General Information:** Includes tabs for "Guest Information" and "Guest Picture". Fields include "Guest Code" (2018-000019), "First Name" (reserve), and "Last Name" (reserve).
- Settlement Options:** Radio buttons for "Cash", "Card", "Check", and "Direct Billir". Includes "Type" and "Card/Check No" dropdowns.
- Stay Information:** Includes "Arrival" (01/30/2018, 02:00:00 PM, Tue), "Departure" (01/31/2018, 12:00:00 PM, Wed), "No of Night(s)" (1), "Adult" (1), "Child" (0), and "Breakfast" (0). A "Set Actual Time" checkbox is also present.
- Rate Type Information:** Includes "Rate Type" (aa), "Days" (1), and "Room Rate" (3,675.00).
- Document Information:** Includes "Reservation #" (RN42), "Reservation Type" (Select Reservation Type), "Res Group #", "Voucher #", "Service Charge (%)" (5.00), and "Transaction Type" (Select Transaction Type).
- Summary:** A table showing charges: "Room Charges : 3,675.00", "Extra Charges : 50.00", "Total Charges : 3,725.00", "Less : Discount : 0.00", "Less : Amount Paid : 3,230.00", and "Remaining Balance : 495.00".

At the bottom, there are buttons for "Options", "Reserve", "Update", "Update and Checkin", and "Close". A status bar at the very bottom reads "Reserved By : Admin | Reserved Datetime : 01/30/2018 10:42 AM".

Figure 1.6.2: Edit Reservation List

- **How To preview/print your Reservation List (Guest Arrival List):** click Print  Print , see **figure 1.6.3** to see a sample preview.

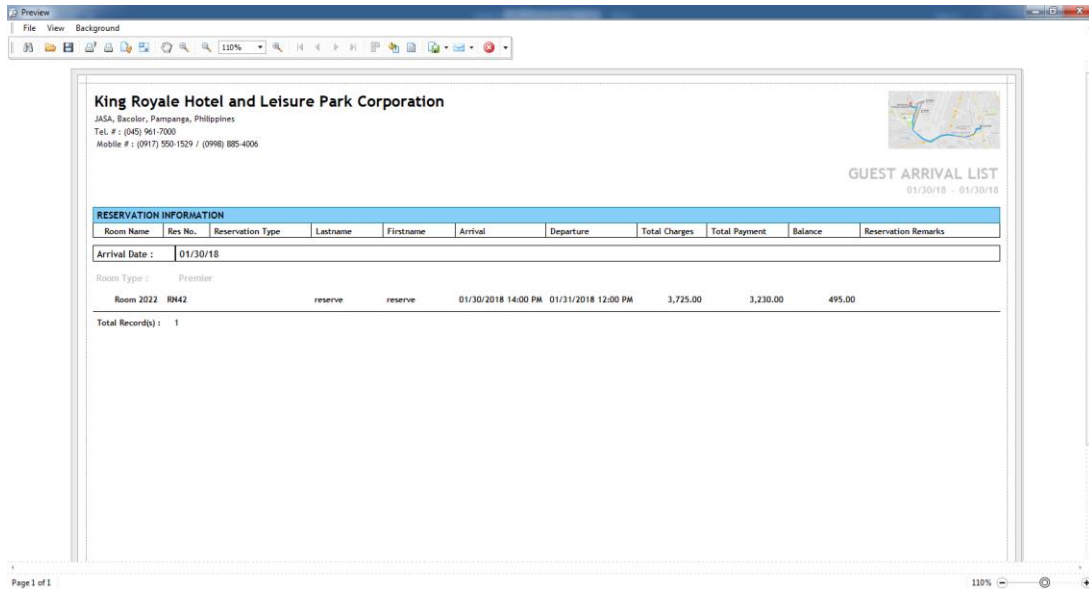


Figure 1.6.3: Sample Preview of Reservation List (per date)

## 1.7 Cancelled Reservation List

**Cancelled Reservation List** shows list of transactions (see **figure 1.7**) which are cancelled by the user (you can change the date to see the past cancelled reservation lists). You can also **resume the reservation**, just select the item that you want to modify and click **Resume Reservation** to continue the reservation of a list.

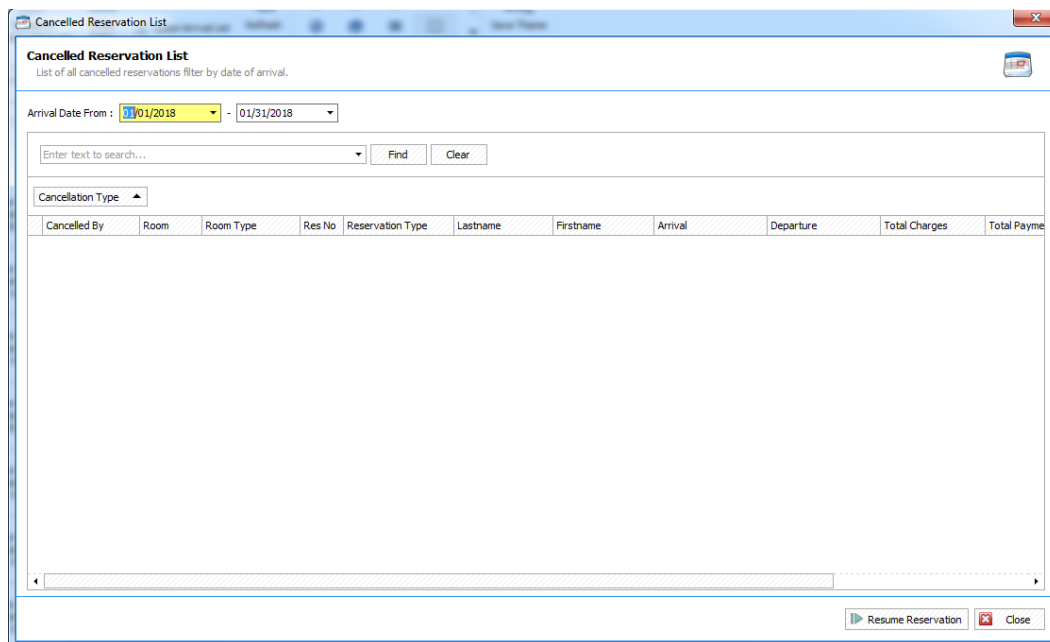


Figure 1.7: Cancelled Reservation List



## 1.8 Other Sales

Other Sales shows the list of the other Sales of your company, you can adjust the date to see the past sales.

- **How to Create New Sales Entry?**

You can create **New Sales Entry**, click New then you will see an Authorization Lock, enter your username and password, then you will now see **Other Sales Entry Window** (see **figure 1.8.1**), in the window enter the O.R. Number (Official Receipt no.), enter the Payee, choose the Payment Type, choose also the Card/Check Type (for Card/Check Type only) then enter the Card/Check number. You can now **add item** of your choice (see **figure 1.8.2**), you can also remove an item that you added, after completely filling the fields click **Save** to continue or **Close** if not.

- **Cancel Transaction**

You can also Cancel your transaction, select the item you want to modify then click **Cancel Transaction**, then an *Authorization Lock* will be shown enter your username and password then a *confirmation box* will show up, click **Yes** if you wish to continue or **No** if not.

- **How to print Acknowledgement Receipt?**

To print acknowledgement Receipt, select the item you want to modify then click **Print Ack. Rcpt.** (see **figure 1.8.3** for sample Preview of the receipt)

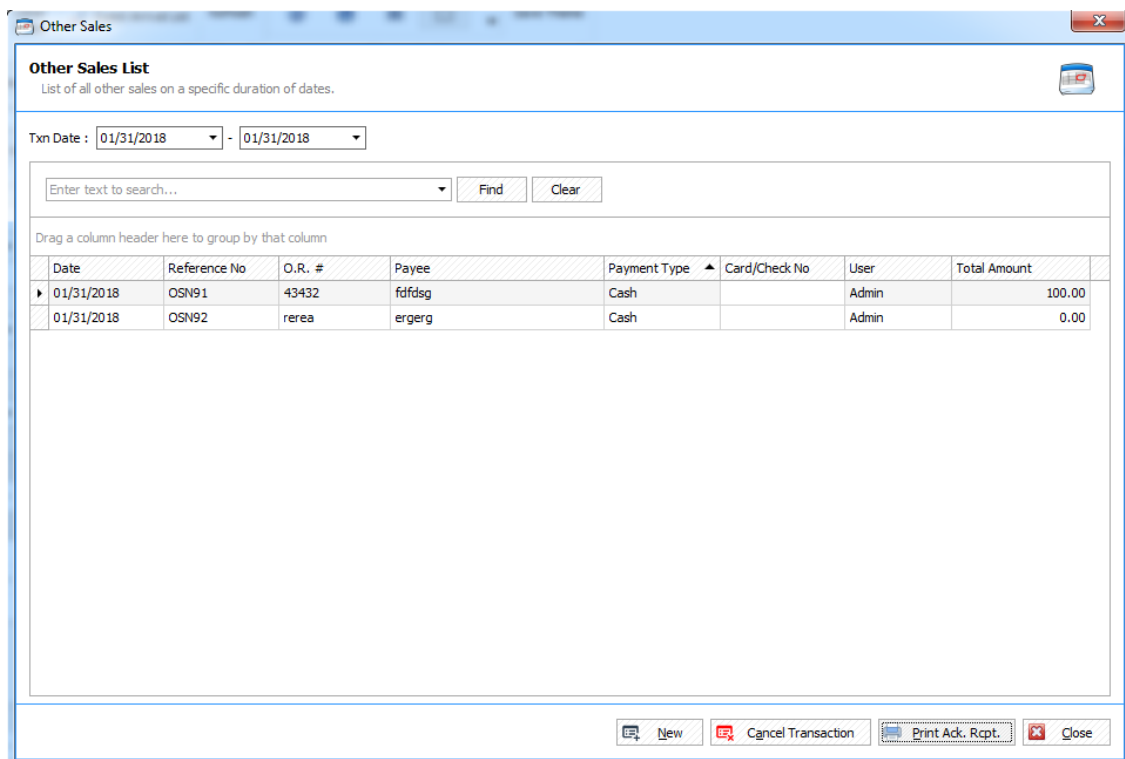


Figure 1.8: Other Sales List





**JDEV OFFICE SOLUTION INC.**  
4776 Montang Ave. Diamond Subd. Balibago, Angeles City 2009  
(045) 900-3988 / 0955-283-3018  
jdevtechsolution@gmail.com

→ Type the necessary values in the fields

The 'Other Sales Entry' window contains the following fields and controls:

- Reference #: Auto Generated
- Payment Type: Cash
- O.R. #: [Empty field]
- Card/Check Type: [Select Card/Check Type]
- Payee: [Empty dropdown]
- Card/Check No: [Empty field]
- Table with columns: Code, Item Name, Category, SRP, Qty, Line Total
- Buttons: Add Item, Remove Item, Save, Close
- Total Amount: 0.00

Figure 1.8.1: Other Sales Entry

The 'Select Item' window contains the following elements:

- Search bar: Enter text to search... with Find and Clear buttons
- Table with columns: Code, Name, Category, Rate, Sort Key
- Buttons: Accept, Close

Code	Name	Category	Rate	Sort Key
<input type="checkbox"/>	200	Babysitter Charges	OS-Babysitting Charge	100.00 0
<input type="checkbox"/>	201	Blow Dryer Rental	OS-Blow Dryer Rental	50.00 0
<input type="checkbox"/>	203	Door Knob	OS-Broken Door Knob	500.00 0
<input type="checkbox"/>	204	Mirror	OS-Broken Mirror	600.00 0
<input type="checkbox"/>	205	Bidet	OS-Broken/Damage Bidet	450.00 0
<input type="checkbox"/>	206	Cable Box	OS-Broken/Damage Cable Box	0.00 0
<input type="checkbox"/>	207	Furniture	OS-Broken/Damage Furniture	0.00 0
<input type="checkbox"/>	208	Remote Control	OS-Broken/Damage Remote Control	1,500.00 0
<input type="checkbox"/>	209	Toilet Bowl	OS-Broken/Damage Toilet Bowl	2,000.00 0
<input type="checkbox"/>	210	Television Set	OS-Broken/Damage TV	0.00 0
<input type="checkbox"/>	211	Cash Paid Out Service Fee	Paid Out	0.00 0
<input type="checkbox"/>	212	Coffee Vendo Sales	OS-Coffee Vendo Sales	0.00 0
<input type="checkbox"/>	213	Commission	OS-Commission	0.00 0
<input type="checkbox"/>	214	Curtain	OS-Damage Curtain	500.00 0
<input type="checkbox"/>	215	Night Table	OS-Damage Night Table	1,200.00 0

Figure 1.8.2: Select Item






## 1.9 Guest Master list

Guest Master List shows list of guests that booked a room in the company, here you can create new Guest Entry, Edit Guest Entry and Delete Guest Entry.

- **How to Create New Guest Entry?**

You can create **New Guest Entry**, click New then you will see Guest Entry window (see **figure 1.9.1**), enter the Guest Information:

- *Guest Information*
  - Guest Information includes *Guest Code* (Auto Generated Code – no need to enter value), and *First name* and *Last Name* (required field).
- *Address Information*
  - Address Information includes *Address*, *City*, *Street*, *State*, *Zip Code*, and *Country*.
- *Contact Information*
  - Contact Information includes *Email* and *Mobile Number*.
- *Other Information*
  - These includes *Guest Type* (you can add new choice), *Birthdate*, *Gender*, *Company* (you can add also a new company - click the button ), and *Nationality* (you can add also a new Field).
- *Guest Image*
  - Upload your photo/image by clicking the  button or click  button to remove the current uploaded image.
- *Identity Information*
  - These includes *ID Type* (you can add also new ID Type), *ID Number*, *ID State*, *ID Country*, and *Expiration Date*.
- *Vehicle Information* (not required)
  - Includes *vehicle*, *Color* of the vehicle, *License Plate Number*, *Vehicle Model*, *Year*, and *State*.
- You can add also a Guest Remark. Click **Save** to continue or **Close** to cancel the process.

← **Type the necessary values in the fields**

Figure 1.9.1: Guest Entry



- **How to Edit Guest Entry?**

To edit Guest Entry click **Edit** in the Guest List Window, you can now edit the information you created in **figure 1.9.1.**, after editing the Guest Entry click **Save** to continue or **Close** to cancel the process.

- **How to Delete Guest Entry?** To **Delete** a list in the Guest List, select the guest you want to delete and click **Delete**, a confirmation box will show, click **Yes** if you want to continue or **No** if not.

## 1.10 Guest Arrival list

Guest Arrival List shows a preview of guests arrival list (per date).

To see the *Guest Arrival List*, select your preferred **date** (see **figure 1.10.**) and click **Preview** to see the Guest Arrival List (see **figure 1.10.1** to see sample of guest arrival list).

The screenshot shows a software window titled "Guest Arrival List". The window has a standard Windows-style title bar with a close button (X) in the top right corner. Below the title bar, the text "Guest Arrival List" is displayed in a bold font, followed by the subtitle "View all arriving guest information." and a small calendar icon. A dashed box labeled "Period Covered" contains two date selection fields: "Date From:" with a dropdown menu showing "Tuesday, January 02, 2018" and "Date To:" with a dropdown menu showing "Wednesday, January 31, 2018". At the bottom right of the window, there are two buttons: "Preview" and "Close".

*Figure 1.10: Guest Arrival List*

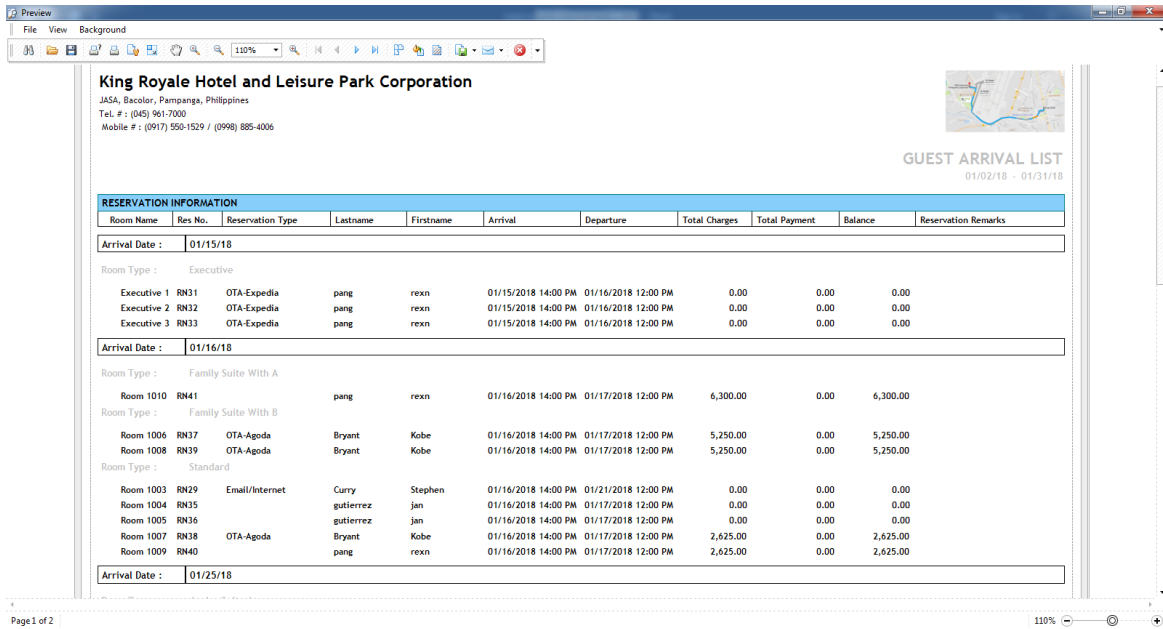


Figure 1.10.1: Sample Preview of Guest Arrival List

## 1.11 Refresh

The function of this button is to refresh the data of the system, updates the information of the page.

## 1.12 Theme


The user can change the **theme** of the page, after choosing your preferred theme click **Save Theme** to save the changes.

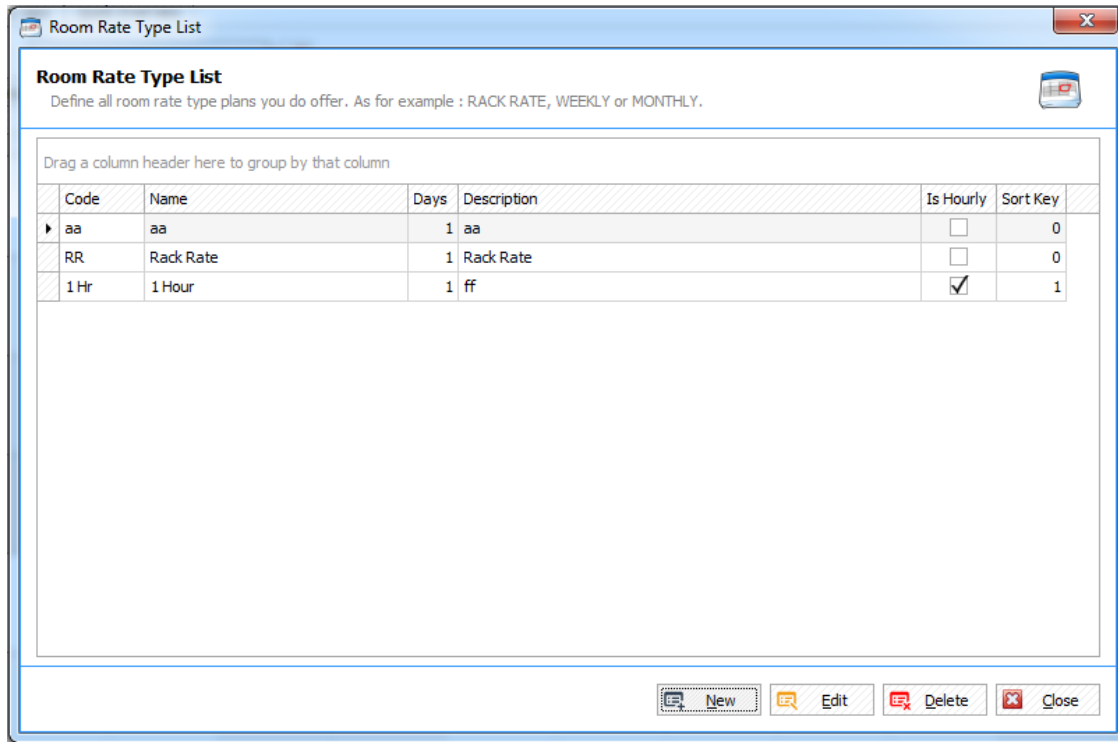
## 2 REFERENCES

References gives different buttons that the user can use, it includes *Rate Type, Room Type, Room Amenities, Floor, Room List, Set Room Rates, Reservation Type, Cancellation Type, Transaction Type, Guest Type, Vehicle Type, ID Type, Nationality, Language, Company, Credit Card Type, Check Type, Category, Item, and Package.*

### 2.1 Rate Type

#### 2.1.1 How to Add Rate Type?

To add Rate Type in the *Room Rate Type List* click New  then you will now see **figure 2.1.1**. Enter Room Rate Code, Rate Type Name, Description, and Plan Types, click Save to continue.



Room Rate Type List

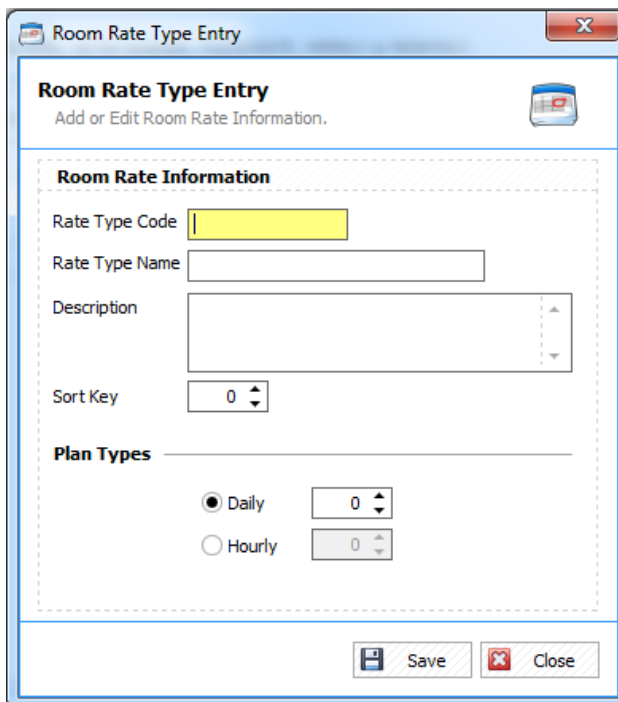
Define all room rate type plans you do offer. As for example : RACK RATE, WEEKLY or MONTHLY.

Drag a column header here to group by that column

Code	Name	Days	Description	Is Hourly	Sort Key
aa	aa	1	aa	<input type="checkbox"/>	0
RR	Rack Rate	1	Rack Rate	<input type="checkbox"/>	0
1 Hr	1 Hour	1	ff	<input checked="" type="checkbox"/>	1

New Edit Delete Close

Figure 2.1 Rate Type



Room Rate Type Entry

Add or Edit Room Rate Information.

**Room Rate Information**

Rate Type Code

Rate Type Name

Description

Sort Key

**Plan Types**

Daily

Hourly

Save Close

→ **Type the necessary values in the fields**

Figure 2.1.1 Add Rate Type



### 2.1.2 How to Edit Rate Type?

To **edit** an item in the Room Rate Type Entry, click **Edit** in the *Room Rate Type List* (see **figure 2.1**). you will now see **figure 2.1.2**, you can change a field in the window such as *Rate Type Code*, *Rate Type Name*, *Description* and the *Plan Type*. click **Save** to continue or **Close** to cancel the process.


Figure 2.1.2 Edit Rate Type

### 2.1.3 How to Delete Rate Type?

To **delete** an item in the Room Rate Type Entry, select an item you want to modify then click **Delete** in the *Room Rate Type List* (see **figure 2.1**). You can delete a list *unless* it is being used by other records, make sure that the Rate is free.

## 2. Room Rate

### 2.2.1 How to Add Room Type?

To add Room Type in the *Room Type List* click **New**  then you will now see **figure 2.2.1**. Enter *Room Type Code*, *Rate Type Name*, *Description*, and the *Rate*, in the **Pax Setting** select the quantity of the *Base Adult*, *Max Adult*, *Base Child* and the *Max Child*, in the **Display Setting** choose your *back color* and *Fore Color*, then click **Save** to continue.



Code	Name	Base Adult	Max Adult	Base Child	Max Child	Description	Sort Key
STN	Standard	2	2	1	2	- Choose between 2 single beds o...	0
PRM	Premier	2	2	1	2	- choose between 2 single beds o...	1
EXE	Executive	2	2	0	2	- Enjoy 2 queen size bed	2
JNRA	Junior Suite A	2	2	0	2	- enjoy 2 double size beds	3
JNRB	Junior Suite B	3	4	0	4	- 1 queen size bed	4
BRD	Bridal Suite	2	4	1	4	- with 1 king size bed	5
KRS	King's Royal Suite	2	2	1	2	- family friendly suite with 2 king s...	6
FMA	Family Suite With A	2	2	1	2	- with 2 queen size bed	7
FMB	Family Suite With B	1	1	0	1	- with 1 Queen Size Bed	8
BV3	3 Bedroom Villas	1	1	0	1	- Good for 5-6 persons	9
BV4	4 Bedroom Villas	1	1	0	1	- good for 7-8 persons	10

Figure 2.2 Room Type

**Room Type Entry**  
Add or Edit Room Type Information.

**Room Type Information**

Room Type Code:

Room Type Name:

Description:

Sort Key:

**Default Rate Settings**

Rate:

**Pax Settings**

Base Adult:  Base Child:   
Max Adult:  Max Child:

**Display Settings**

Back Color:  Fore Color:

Sample

Type the necessary values in the fields

Figure 2.2.1 Add Room Type



### 2.2.2 How to Edit Room Type?

To **edit** an item in the Room Rate Type Entry, click **Edit** in the *Room Rate Type List* (see **figure 2.2**). you will now see **figure 2.2.2**, you can change a field in the window such as *Room Type Code*, *Room Type Name*, *Description* and the *Rate*, you can also change the **Pax** and **Display Settings**, click **Save** to continue.

The screenshot shows a software window titled "Room Type Entry" with a subtitle "Add or Edit Room Type Information." The window contains several sections:

- Room Type Information:**
  - Room Type Code:
  - Room Type Name:
  - Description:
  - Sort Key:
- Default Rate Settings:**
  - Rate:
- Pax Settings:**
  - Base Adult:  Base Child:
  - Max Adult:  Max Child:
- Display Settings:**
  - Back Color:
  - Fore Color:
  - Sample: 

Sample

At the bottom right, there are "Save" and "Close" buttons.


Figure 2.2.2 Edit Room Type

### 2.2.3 How to Delete Room Type?

To **delete** an item in the Room Type Entry, select an item you want to modify then click **Delete** in the *Room Type List* (see **figure 2.2**). You can delete a list *unless* it is being used by other records, make sure that the Room is free.

## 2.3 Room Amenities

### 2.3.1 How to Add Room Amenities?

To add Room Amenities in the *Room Amenities List* click **New**  then you will now see **figure 2.3.1**. Enter the *Amenities Code*, *Amenities Name*, and *Description*, also choose your *Sort Key* then click **Save** to continue.



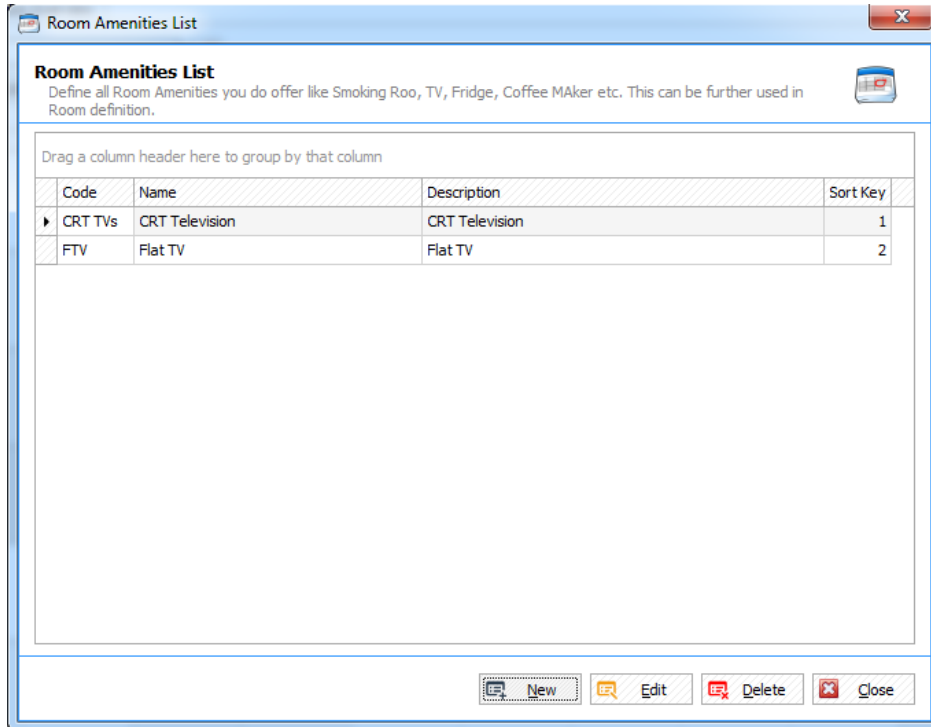


Figure 2.3 Amenities Type

→ Type the necessary values in the fields

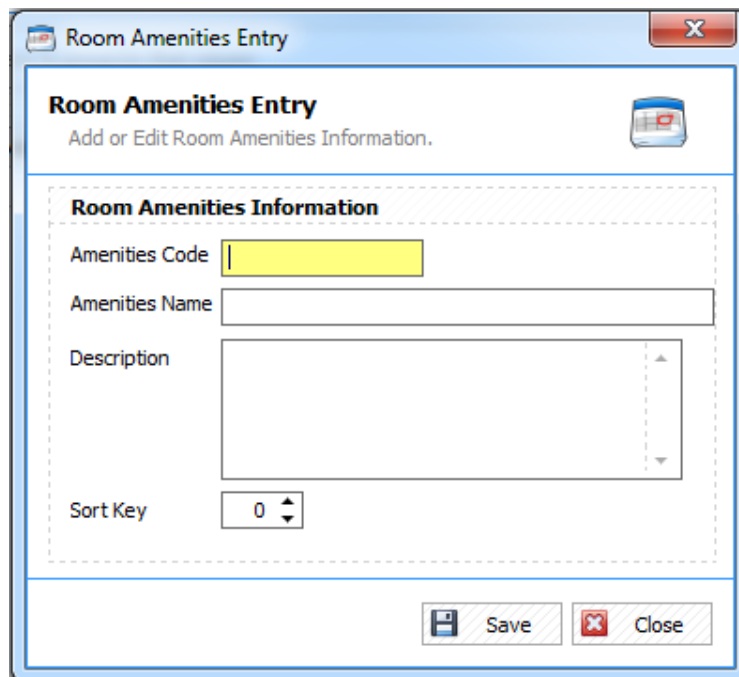
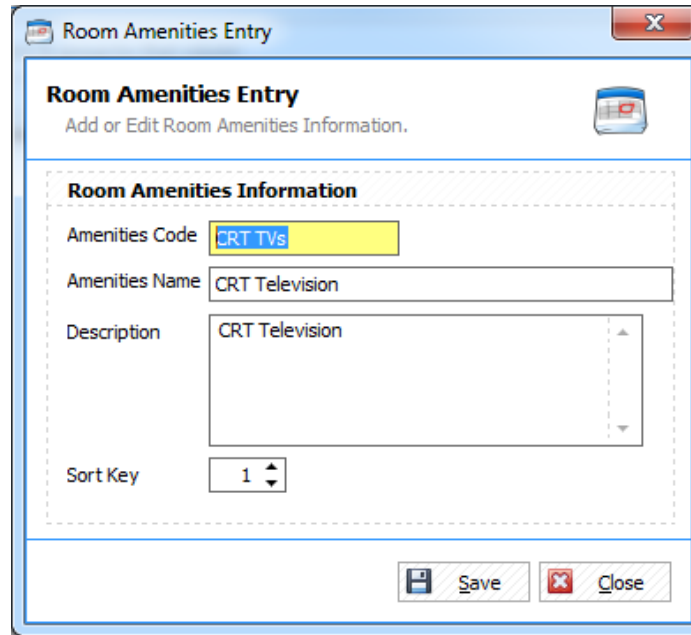


Figure 2.3.1 Add Amenities Type

### 2.3.2 How to Edit Amenities Type?

To **edit** an item in the Room Amenities Entry, click **Edit** in the *Room Amenities List* (see **figure 2.3**). you will now see **figure 2.3.2**, you can change a field in the window such as *Amenities Code*, *Amenities Name*, *Description*, also choose the Sort Key, click **Save** to continue.



The screenshot shows a window titled "Room Amenities Entry" with a close button (X) in the top right corner. Below the title bar, the window contains the following elements:

- Room Amenities Entry** (Section Header)
- Add or Edit Room Amenities Information.* (Sub-header)
- Room Amenities Information** (Section Header)
- Amenities Code**: A text input field containing "CRT TVs" (highlighted in yellow).
- Amenities Name**: A text input field containing "CRT Television".
- Description**: A text area containing "CRT Television".
- Sort Key**: A spin box containing the value "1".
- Save** and **Close** buttons at the bottom right.


Figure 2.3.2 Edit Amenities

### 2.3.3 How to Delete Room Amenities?

To **delete** an item in the Room Amenities, select an item you want to modify then click **Delete** in the *Room Amenities List* (see **figure 2.3**). You can delete a list *unless* it is being used by other records, make sure that the Amenities is free.

## 2.4 Floor

### 2.4.1 How to Add a Floor?

To add Floor in the **Floor List** click **New**  then you will now see **figure 2.4.1**. Enter the *Floor Code*, *Floor Name*, and *Description*, also choose the *Sort Key* then click **Save** to continue.

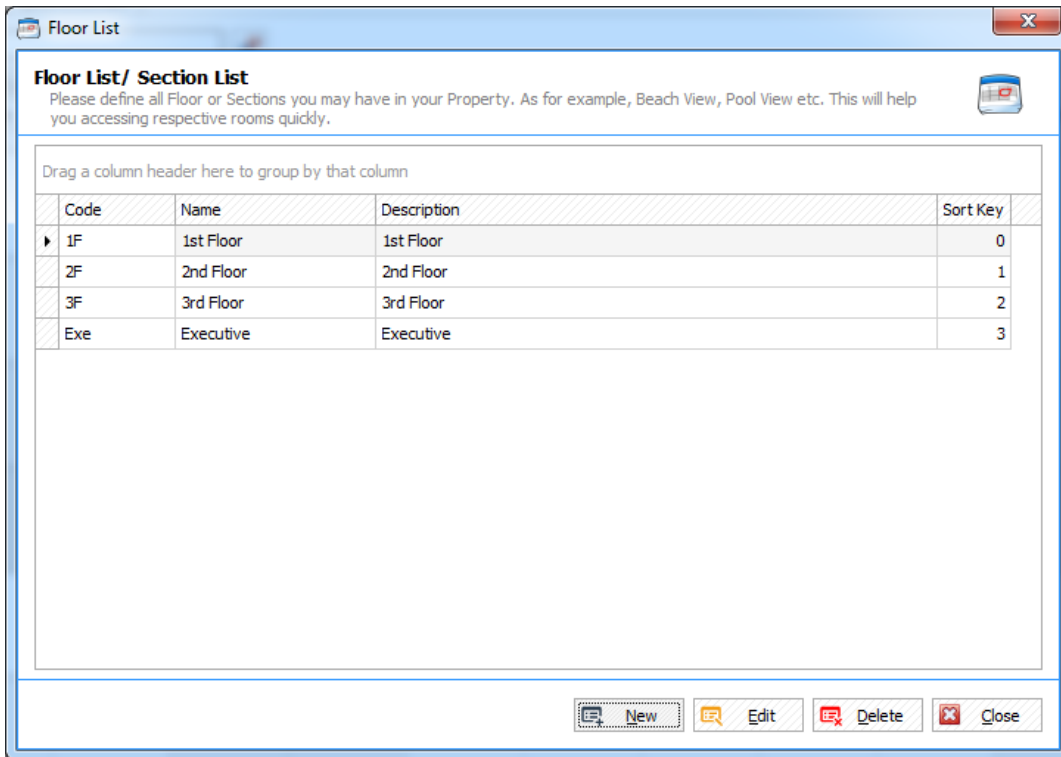


Figure 2.4 Floor / Section List

→ **Type the necessary values in the fields**

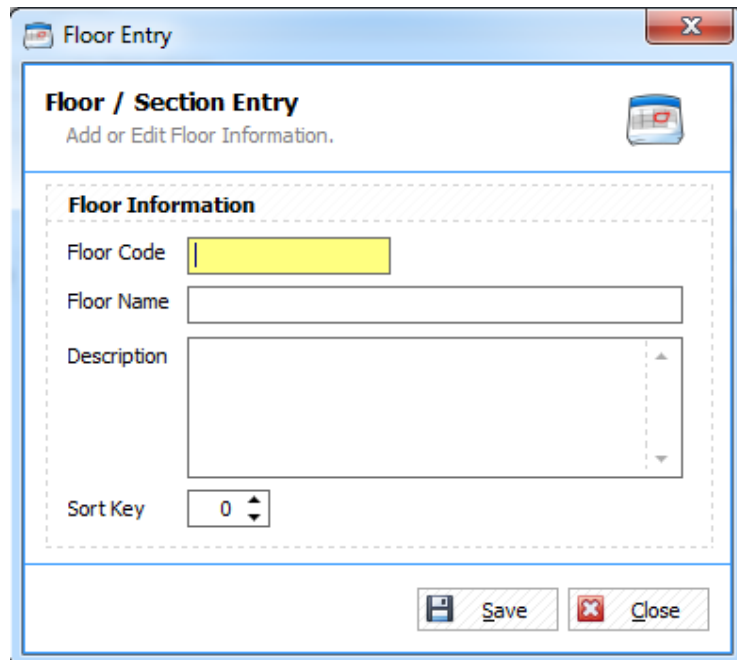


Figure 2.4.1 Add Floor / Section



### 2.4.2 How to Edit Floor List?

To **edit** an item in the Floor / Section Entry, click **Edit** in the *Floor List* (see **figure 2.4**). you will now see **figure 2.4.2**, you can change a field in the window such as *Floor Code*, *Amenities Name*, *Description*, also Choose Sort Key then click **Save** to continue.

The screenshot shows a window titled "Floor Entry" with a close button in the top right corner. The main content area is titled "Floor / Section Entry" and includes the instruction "Add or Edit Floor Information." Below this, there is a dashed box labeled "Floor Information" containing the following fields: "Floor Code" with a text input field containing "1F", "Floor Name" with a text input field containing "1st Floor", "Description" with a text area containing "1st Floor", and "Sort Key" with a spinner box set to "0". At the bottom of the window, there are two buttons: "Save" and "Close".


Figure 2.4.2 Edit Floor / Section List

### 2.4.3 How to Delete Floor List?

To **delete** an item in the Room Amenities, select an item you want to modify then click **Delete** in the *Room Amenities List* (see **figure 2.3**). You can delete a list *unless* it is being used by other records, make sure that the floor is free.

## 2.5 Room List

### 2.5.1 How to Add a Room in the List?

To add Room in the *Room List* click **New**  then you will now see **figure 2.5.1**. Enter the *Room Code*, *Room Name*, select your *Room Type*, select your *Room Floor*, choose your *Room Amenities*, also choose the *Sort Key* then click **Save** to continue.



Room List

Room List  
Define all room you have in your property. Use copy from function to create similar room quickly.

Drag a column header here to group by that column

Code	Name	Room Type	Floor	Remarks	Sort Key	Created On	Created By
▶ 1001	Room 1001	Junior Suite A	1st Floor		0	01/01/2016	Admin
1002	Room 1002	Standard	1st Floor	Hallway Resort	1	01/16/2017	
1003	Room 1003	Standard	1st Floor		2	02/06/2017	Admin
1004	Room 1004	Standard	1st Floor		3	02/06/2017	Admin
1005	Room 1005	Standard	1st Floor		4	02/06/2017	Admin
1006	Room 1006	Family Suite With B	1st Floor		5	02/14/2017	Admin
1007	Room 1007	Standard	1st Floor		6	02/14/2017	Admin
1008	Room 1008	Family Suite With B	1st Floor		7	02/14/2017	Admin
1009	Room 1009	Standard	1st Floor		8	02/14/2017	Admin
1010	Room 1010	Family Suite With A	1st Floor		9	02/14/2017	Admin
1012	Room 1012	Family Suite With B	1st Floor		10	02/14/2017	Admin
1014	Room 1014	Family Suite With A	1st Floor		11	02/14/2017	Admin
2001	Room 2001	Junior Suite B	2nd Floor		13	06/09/2017	Admin
2002	Room 2002	Standard	2nd Floor		14	06/09/2017	Admin
2003	Room 2003	Junior Suite A	2nd Floor		15	06/09/2017	Admin
2004	Room 2004	Standard	2nd Floor		16	06/12/2017	Admin
2005	Room 2005	Junior Suite B	2nd Floor		17	06/12/2017	Admin
2006	Room 2006	Standard	2nd Floor		18	06/12/2017	Admin
2007	Room 2007	Standard	2nd Floor		19	06/12/2017	Admin
2008	Room 2008	Standard	2nd Floor		20	06/12/2017	Admin
2009	Room 2009	Standard	2nd Floor		21	06/12/2017	Admin

New Edit Delete Close

Figure 2.5 Room List

Room Entry

Room Entry  
Add or Edit Room Information.

**Room Information**

Room Code  Remarks

Room Name

Room Type

Floor

Sort Key

**Room Amenities**

Amenities
▶ <input type="checkbox"/> CRT Television
<input type="checkbox"/> Flat TV

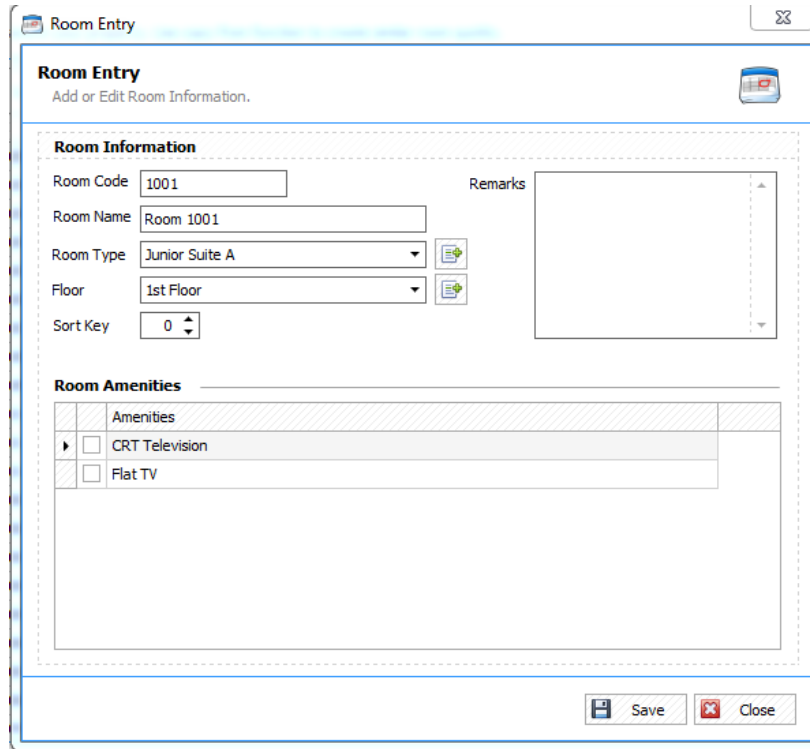
Save Close

➔ Type the necessary values in the fields

Figure 2.5.1 Add Room List

### 2.5.2 How to Edit Room in the List?

To **edit** an item in the Room Entry, click **Edit** in the *Floor List* (see **figure 2.4**). you will now see **figure 2.4.2**, you can change a field in the window such as *Floor Code, Amenities Name, Description*, also Choose Sort Key then click **Save** to continue.



The screenshot shows a software window titled "Room Entry" with the subtitle "Add or Edit Room Information." The window is divided into two main sections: "Room Information" and "Room Amenities".

**Room Information:**

- Room Code: 1001
- Room Name: Room 1001
- Room Type: Junior Suite A (dropdown menu)
- Floor: 1st Floor (dropdown menu)
- Sort Key: 0 (spin button)
- Remarks: A large empty text area.

**Room Amenities:**

Amenities	
<input type="checkbox"/>	CRT Television
<input type="checkbox"/>	Flat TV

At the bottom right of the window, there are two buttons: "Save" and "Close".

Figure 2.5.2 Edit Room in the List

### 2.5.3 How to Delete a Room in the List?

To **delete** an item in the Room List, select an item you want to modify then click **Delete** in the *Room List* (see **figure 2.5**). You can delete a list *unless* it is being used by other records, make sure that the Room List is free.

## 2.6 Set Room Rates

In the Set Room Rates Window, you can see Rates based on its Rate Types and Rate Values.

### 2.6.1 How to Edit a Rate Value?

To **edit** an item in the Set Room Rates window, click rate of a certain type (see **figure 2.4**) enter your desired value for the Rate, then click **Save** to continue.

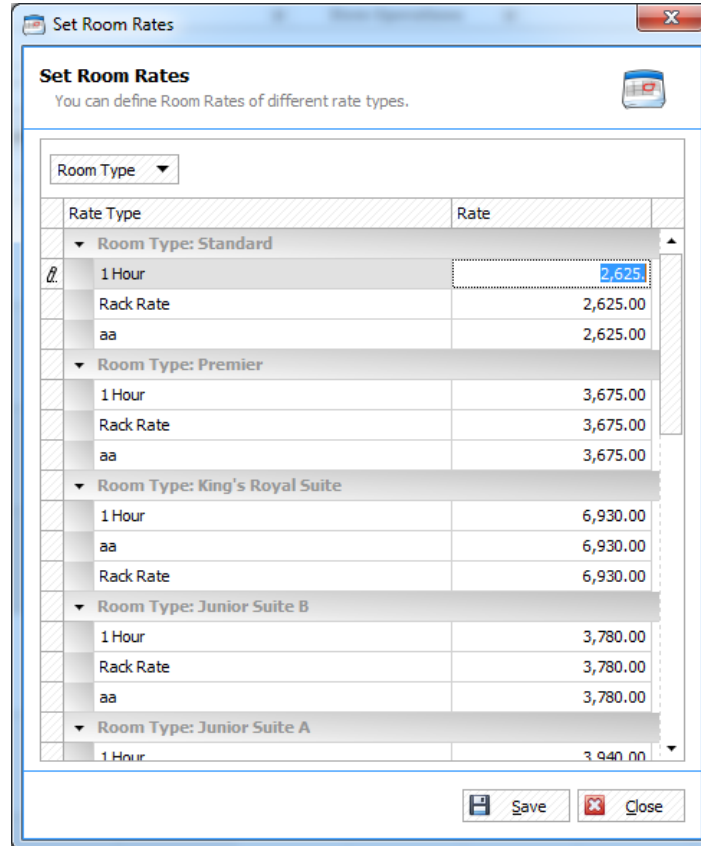



Figure 2.6 Set Room Rate

## 2.7 Reservation Type

### 2.7.1 How to Add a Reservation Type?

To add Reservation Type in the **Reservation Type List**, click **New**  then you will now see **figure 2.7.1**. Enter the **Reservation Type Name**, **Sort Key**, and in the **Display Setting**, choose the **Back** and **Fore Color** then click **Save** to continue.

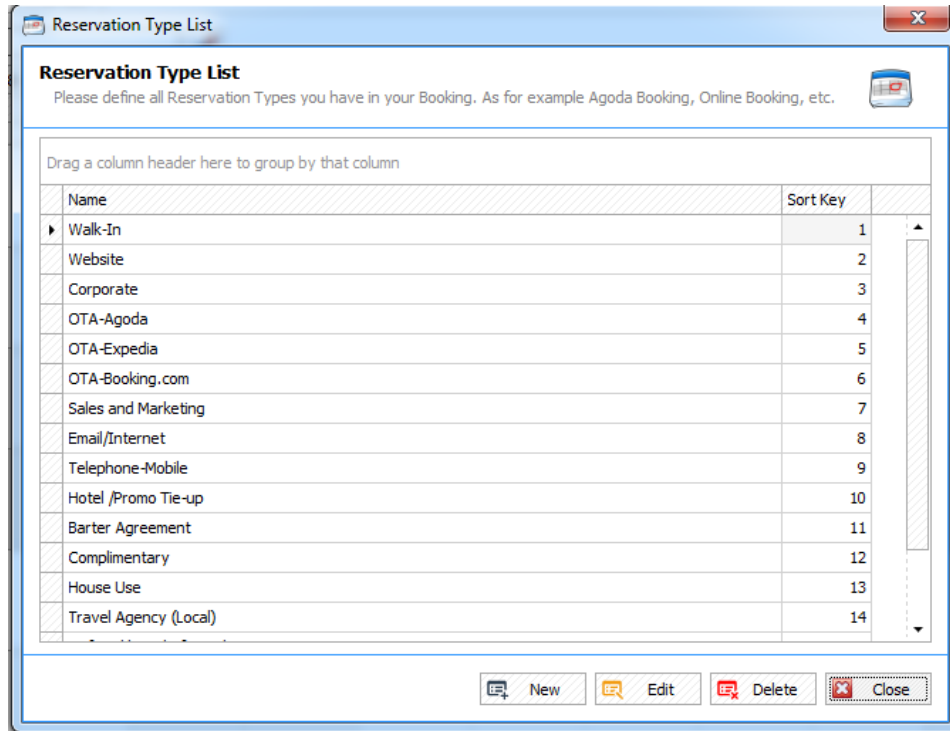


Figure 2.7 Reservation Type List

➔ Type the necessary values in the fields

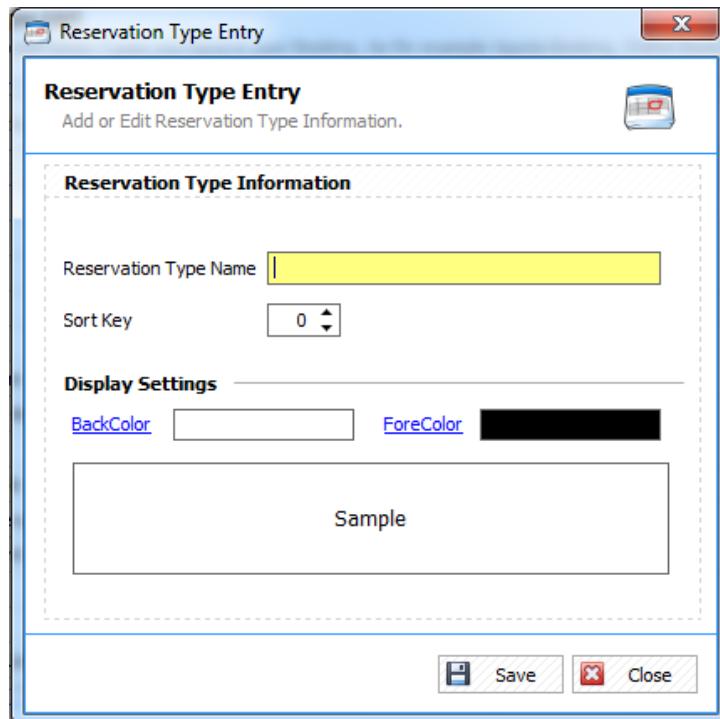


Figure 2.7.1 Add Room List



### 2.7.2 How to Edit Room in the List?

To **edit** an item in the Reservation Type Entry, click **Edit** in the *Reservation Type List* (see **figure 2.7**). you will now see **figure 2.7.2**, you can change a field in the window such as *Reservation Type Name*, and the *Sort Key*, also in the **Display Settings** choose the *Back* and *Fore Color*, then click **Save** to continue.

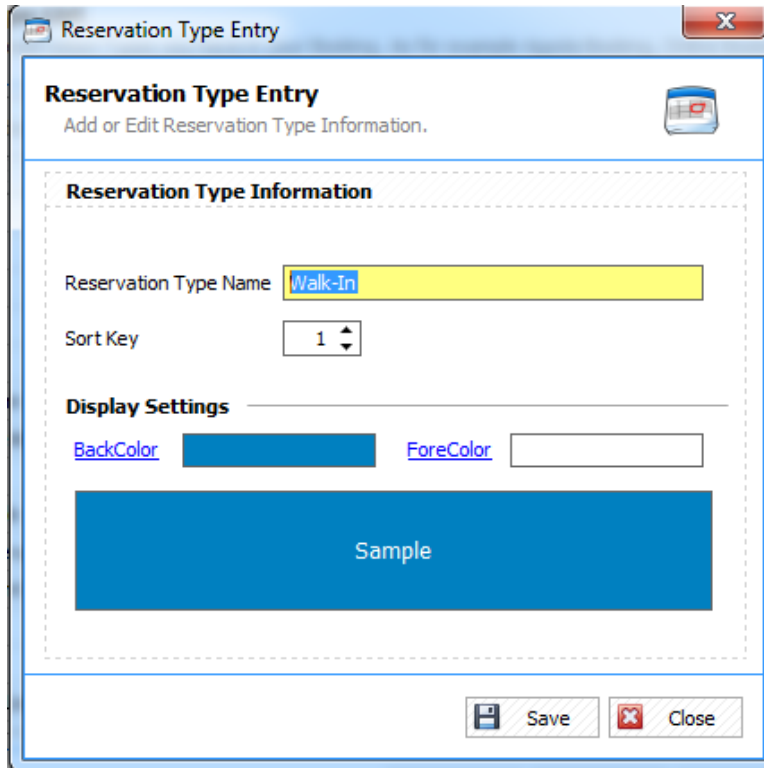


Figure 2.7.2 Edit a Reservation Type


### 2.7.3 How to Delete a Reservation Type?

To **delete** an item in the Reservation Type List, select an item you want to modify then click **Delete** in the *Reservation Type List* (see **figure 2.7**). You can delete a list *unless* it is being used by other records, make sure that the Reservation Type is free.

## 2.8 Cancellation Type

Define all cancellation type for cancelling a reservation.

### 2.8.1 How to Add a Cancellation Type?

To add Reservation Type in the **Cancellation Type List**, click **New**  then you will now see **figure 2.8.1**. Enter the *Cancellation Type Code*, *Cancellation Type Name*, *Description* and *Sort Key* then click **Save** to continue.

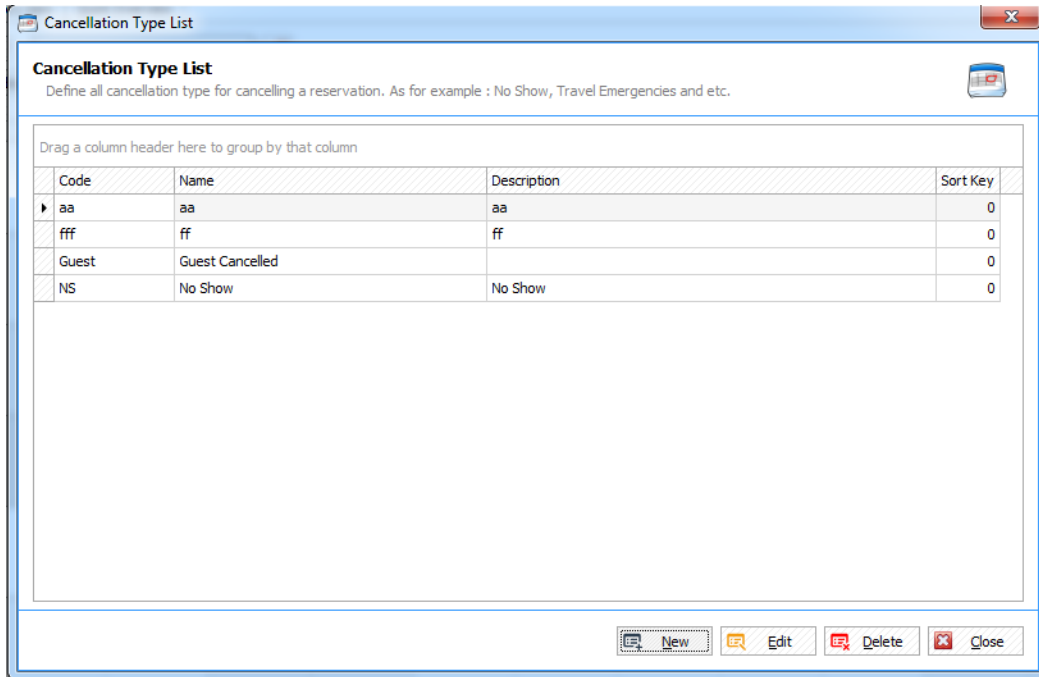


Figure 2.8 Cancellation Type List

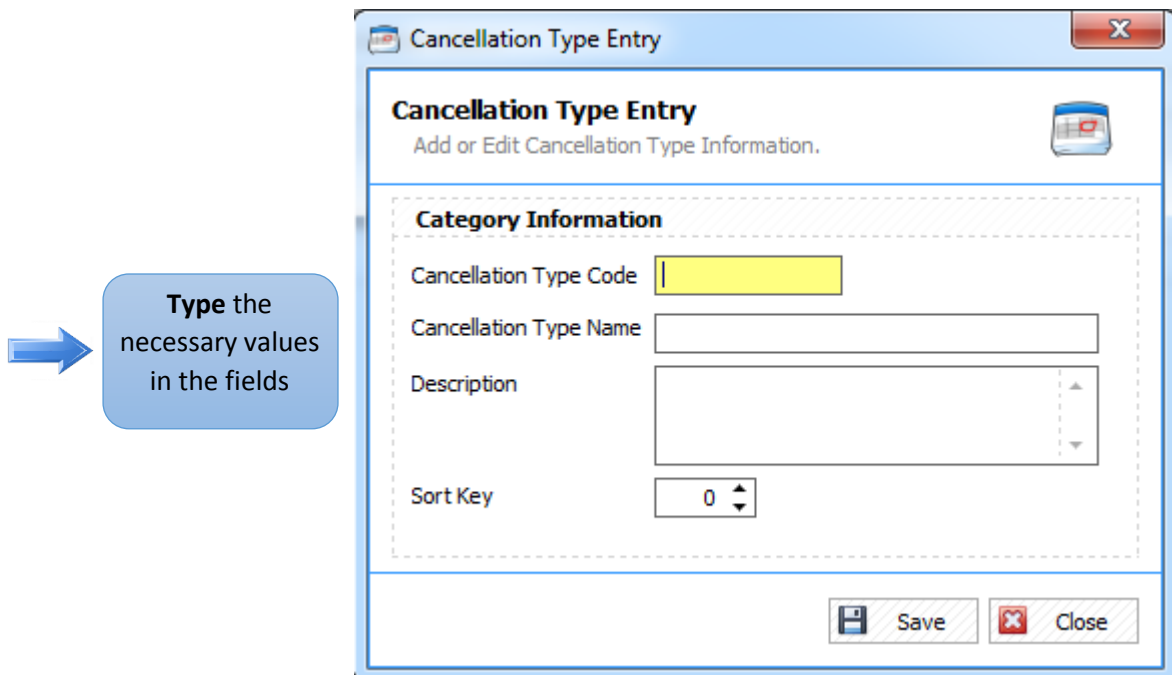
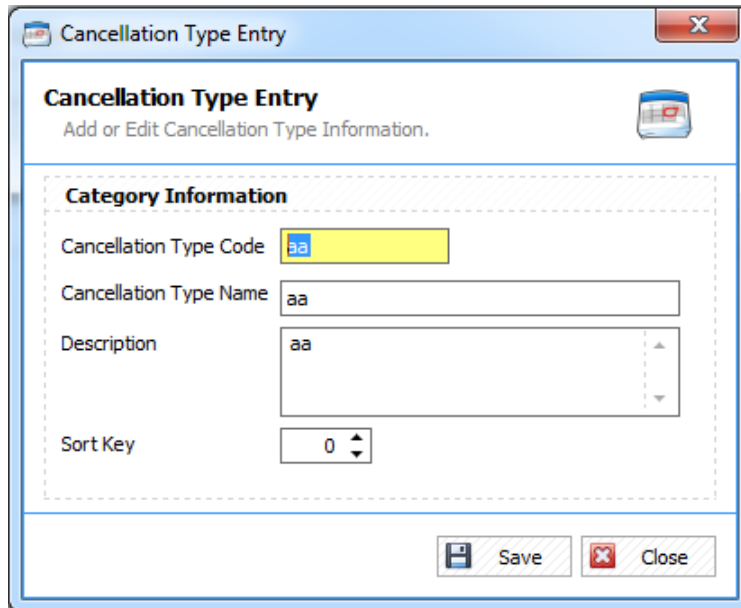


Figure 2.8.1 Add Cancellation Type List

## 2.8.2 How to Edit a Cancellation Type?

To **edit** an item in the Cancellation Type Entry, click **Edit** in the *Cancellation Type List* (see **figure 2.8**). you will now see **figure 2.8.2**, you can change a field in the window such as *Cancellation Type Code*, *Cancellation Type Name*, *Description* and *Sort Key*, then click **Save** to continue.



*Figure 2.8.2 Edit a Cancellation Type*


## 2.8.3 How to Delete a Cancellation Type?

To **delete** an item in the Cancellation Type List, select an item you want to modify then click **Delete** in the *Cancellation Type List* (see **figure 2.8**), after that a confirmation box will show up, click **Yes** to delete the record or **No** if not.

## 2.9 Transaction Type

Define all transaction type for check in/reservation.

### 2.9.1 How to Add a Transaction Type?

To add Transaction Type in the *Transaction Type List*, click **New**  then you will now see **figure 2.9.1**. Enter the *Transaction Type Code*, *Transaction Type Name*, *Description* and *Sort Key* then click **Save** to continue.

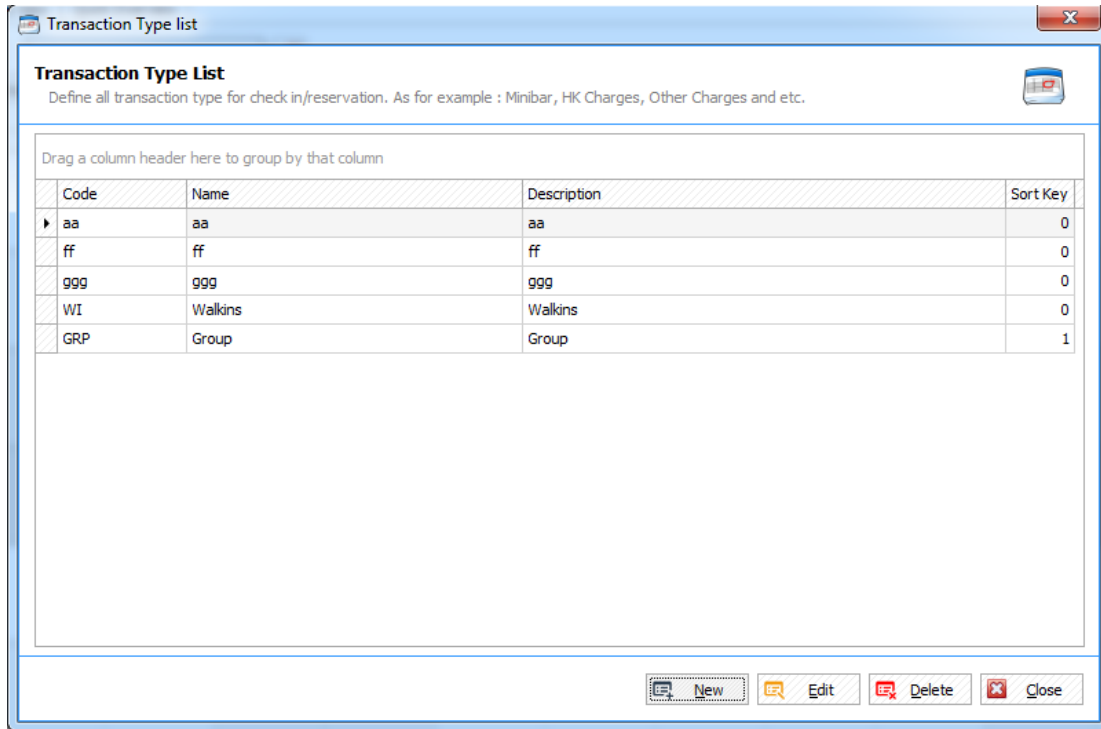


Figure 2.9 Transaction Type List

→ **Type the necessary values in the fields**

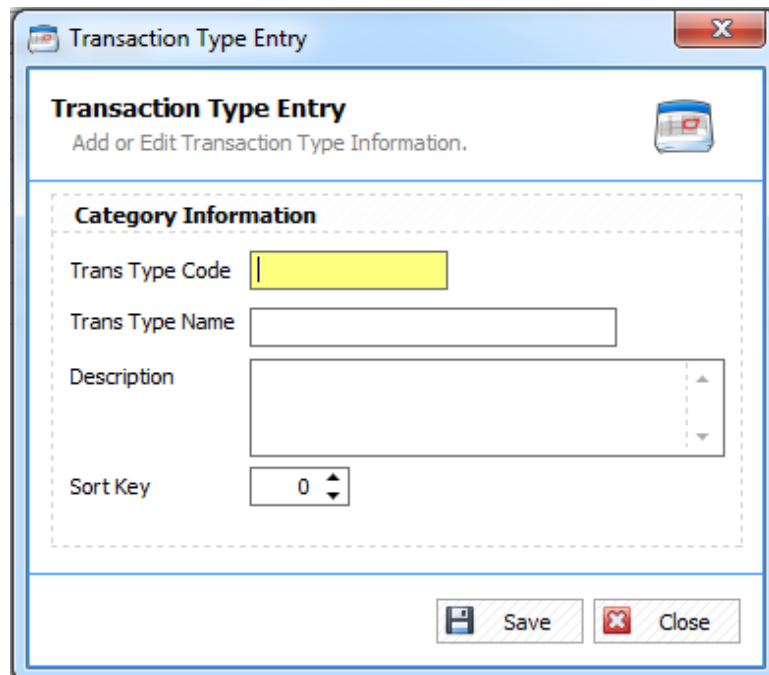
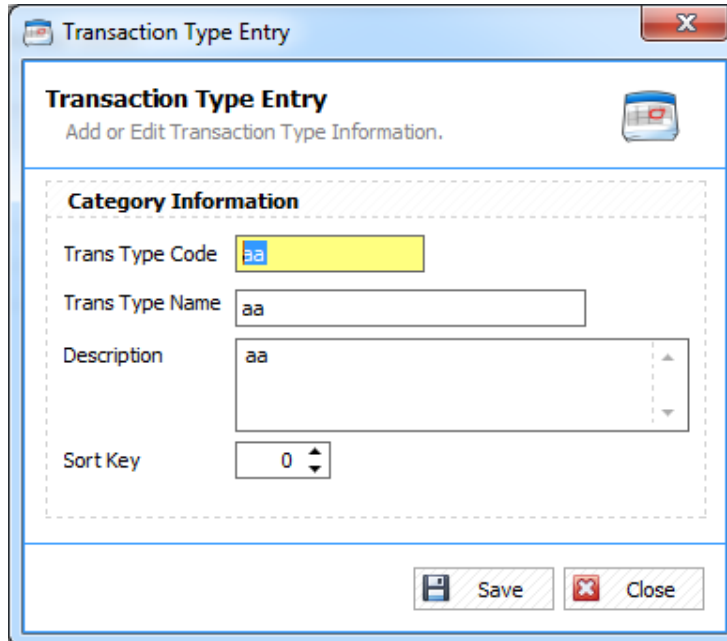


Figure 2.9.1 Add Transaction Type List

### 2.9.2 How to Edit a Transaction Type?

To **edit** an item in the Transaction Type Entry, click **Edit** in the *Transaction Type List* (see **figure 2.9**). you will now see **figure 2.9.2**, you can change a field in the window such as *Transaction Type Code*, *Transaction Type Name*, *Description* and *Sort Key*, then click **Save** to continue.



*Figure 2.9.2 Edit a Transaction Type*


### 2.9.3 How to Delete a Transaction Type?

To **delete** an item in the Transaction Type List, select an item you want to modify then click **Delete** in the *Transaction Type List* (see **figure 2.9**), after that a confirmation box will show up, click **Yes** to delete the record or **No** if not.

## 2.10 Guest Type

Define all guest types for your Hotel.

### 2.10.1 How to Add a Guest Type List?

To add Guest Type in the *Guest Type List*, click **New**  then you will now see **figure 2.10.1.1**. Enter the *Guest Type Code*, *Guest Type Name*, *Description* and *Sort Key* then click **Save** to continue.

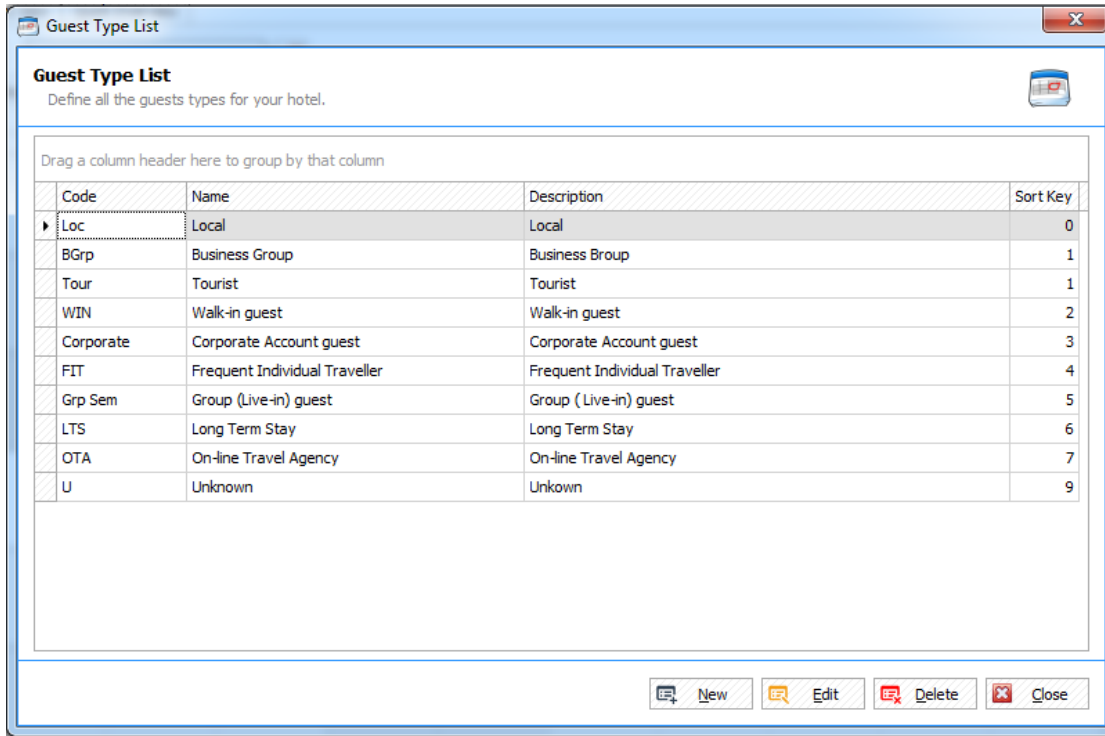


Figure 2.10 Guest Type List

→ **Type the necessary values in the fields**

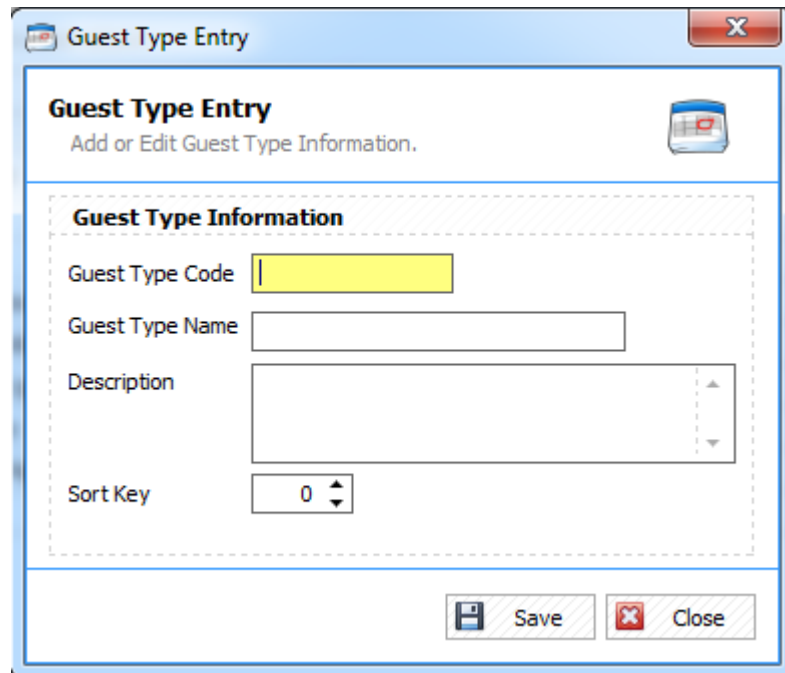
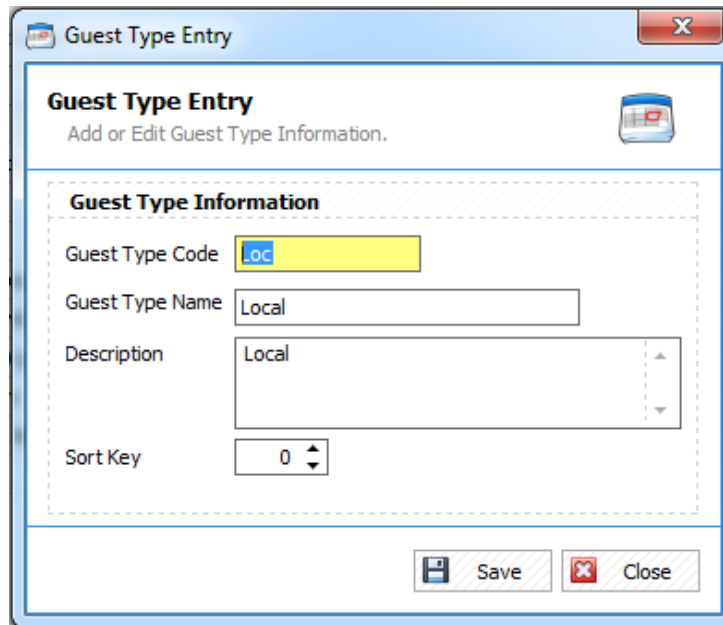


Figure 2.10.1 Add Guest Type List

### 2.10.2 How to Edit a Guest Type?

To **edit** an item in the Guest Type Entry, click **Edit** in the *Guest Type List* (see **figure 2.10**). you will now see **figure 2.10.2**, you can change a field in the window such as *Guest Type Code*, *Guest Type Name*, *Description* and *Sort Key*, then click **Save** to continue.



The screenshot shows a window titled "Guest Type Entry" with a subtitle "Add or Edit Guest Type Information." The window contains a dashed box labeled "Guest Type Information" with the following fields: "Guest Type Code" (text box with "LOC" and a yellow highlight), "Guest Type Name" (text box with "Local"), "Description" (text box with "Local"), and "Sort Key" (spin box with "0"). At the bottom right of the window are "Save" and "Close" buttons.

Figure 2.10.2 Edit a Guest Type


### 2.10.3 How to Delete a Guest Type?

To **delete** an item in the Guest Type List, select an item you want to modify then click **Delete** in the *Guest Type List* (see **figure 2.10**), after that a confirmation box will show up, click **Yes** to delete the record or **No** if not.

## 2.11 Vehicle Type

Define all vehicle like Ford, Honda, Chevrolet etc. this will be further use in recording guest information upon guest arrival.

### 2.11.1 How to Add a Vehicle Type?

To add Vehicle Type in the *Vehicle Type List*, click **New**  then you will now see **figure 2.11.1**. Enter the *Vehicle Code*, *Vehicle Name*, *Description* and *Sort Key* then click **Save** to continue.

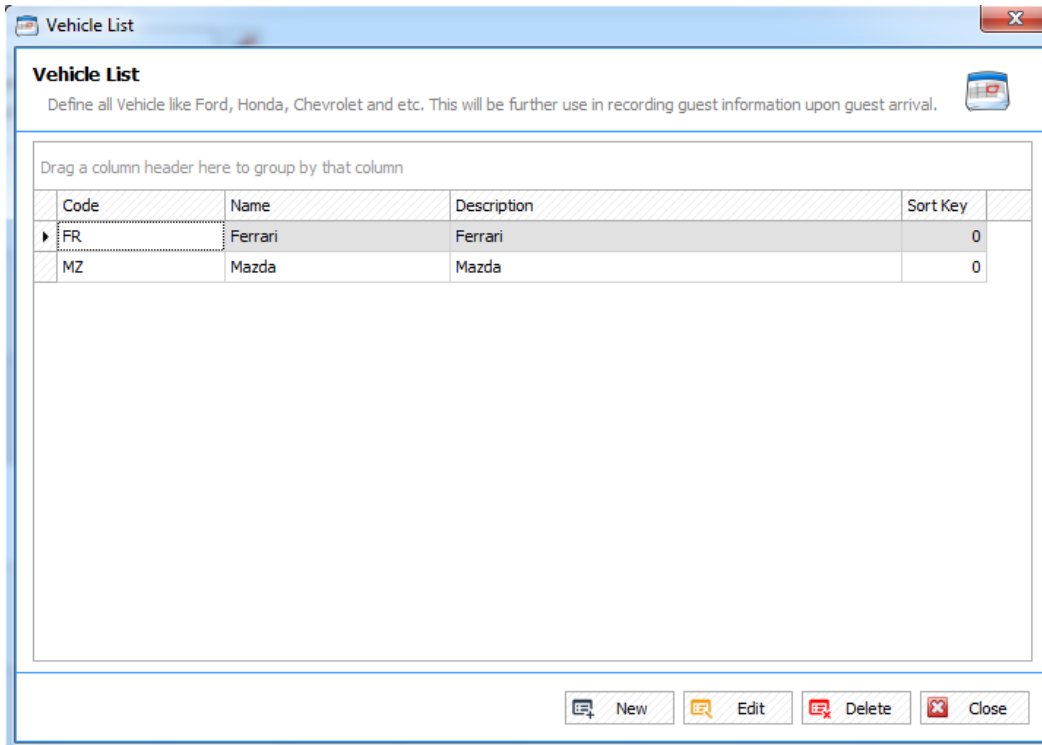


Figure 2.11 Vehicle Type

→ **Type the necessary values in the fields**

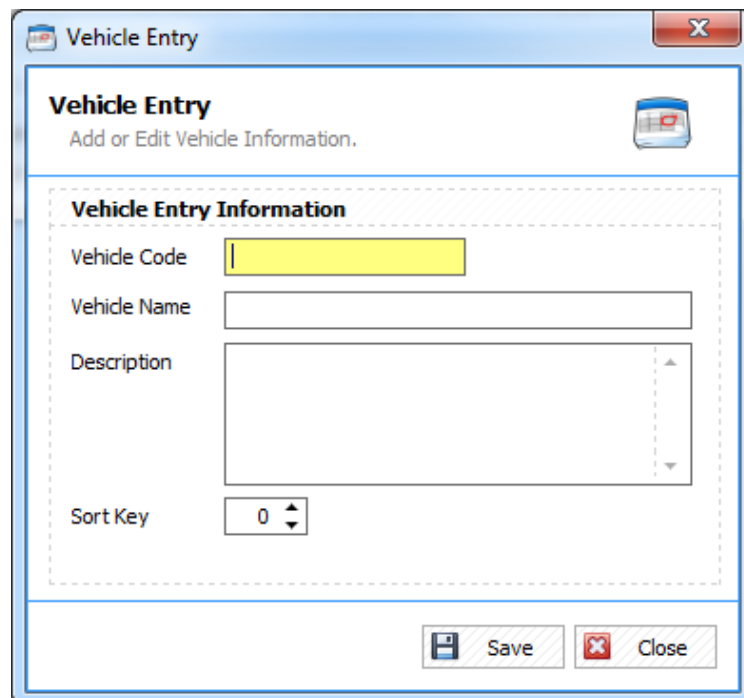


Figure 2.11.1 Add Vehicle Type List



### 2.11.2 How to Edit a Vehicle Type?

To **edit** an item in the Vehicle Entry, click **Edit** in the Vehicle List (see **figure 2.11**). you will now see **figure 2.11.2**, you can change a field in the window such as *Vehicle Code*, *Vehicle Name*, *Description* and Sort Key, then click **Save** to continue.

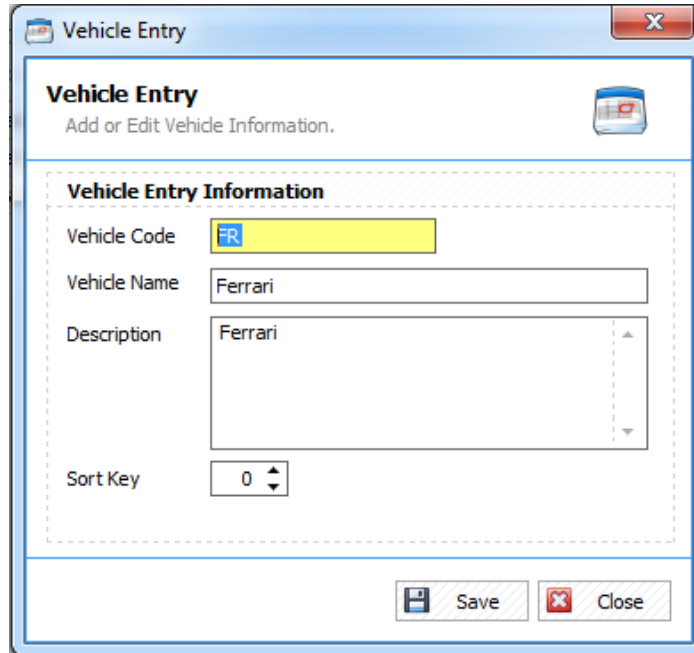


Figure 2.11.2 Edit a Vehicle Type


### 2.11.3 How to Delete a Vehicle Type?

To **delete** an item in the Vehicle List, select an item you want to modify then click **Delete** in the *Vehicle List* (see **figure 2.11**), after that a confirmation box will show up, click **Yes** to delete the record or **No** if not.

## 2.12 ID Type

Define all guest types for your Hotel.

### 2.12.1 How to Add an Identity Type List?

To add an ID Type in the *Identity Type List*, click **New**  then you will now see **figure 2.12.1**. Enter the *Identity Type Code*, *Identity Type Name*, *Description* and Sort Key then click **Save** to continue.

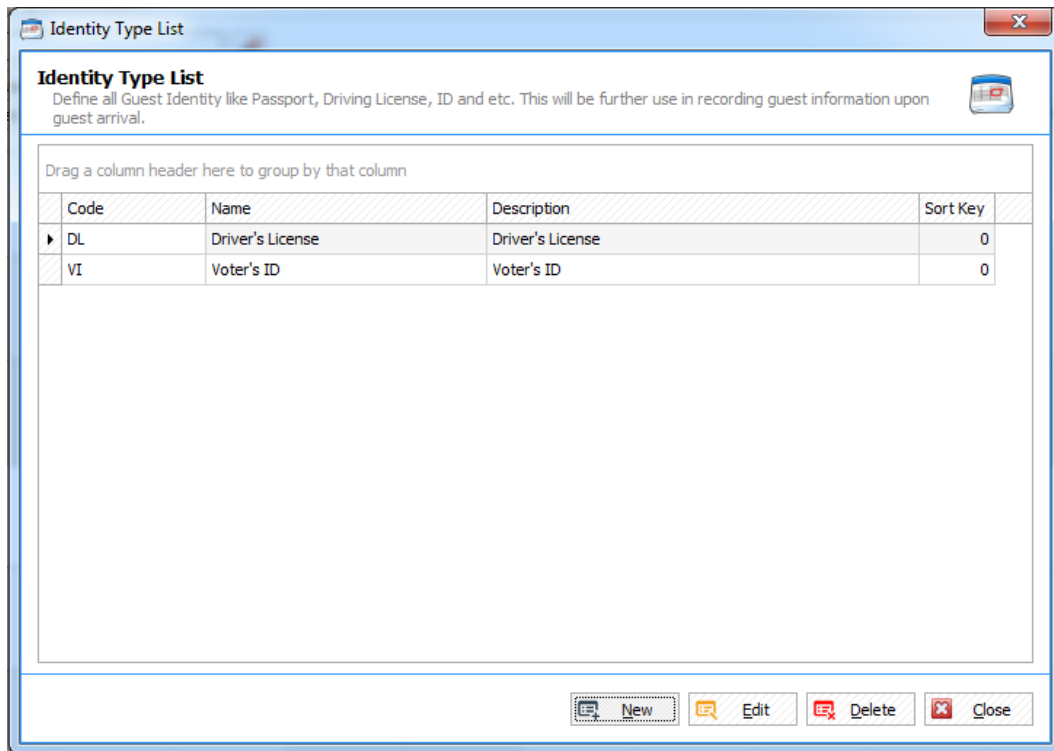


Figure 2.12 ID Type

→ Type the necessary values in the fields

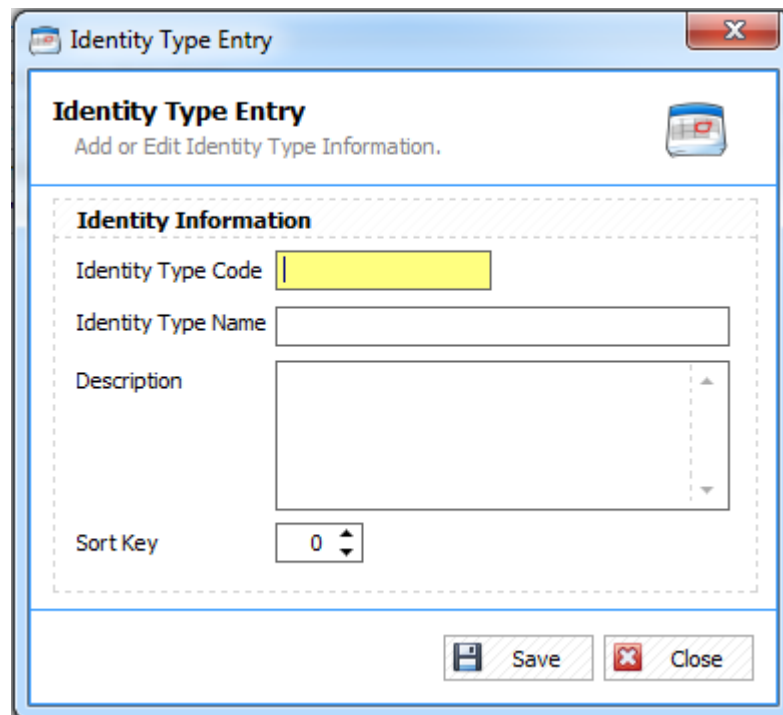


Figure 2.12.1 Add Identity Type List



### 2.12.2 How to Edit an ID Type?

To **edit** an item in the Identity Type Entry, click **Edit** in the Identity Type List (see **figure 2.12**). you will now see **figure 2.12.2**, you can change a field in the window such as *Identity Type Code*, *Identity Type Name*, *Description* and *Sort Key*, then click **Save** to continue.

Figure 2.12.2 Edit an ID Type

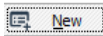
### 2.12.3 How to Delete an ID Type?

To **delete** an item in the Identity Type List, select an item you want to modify then click **Delete** in the *Identity Type List* (see **figure 2.12**), after that a confirmation box will show up, click **Yes** to delete the record or **No** if not.

## 2.13 Nationality

Define all nationalities of your guests.

### 2.13.1 How to Add Nationality?

To add an Nationality in the **Nationality List**, click **New**  then you will now see **figure 2.13.1**. Enter the *Nationality Code*, *Nationality Name*, *Description* and *Sort Key* then click **Save** to continue.

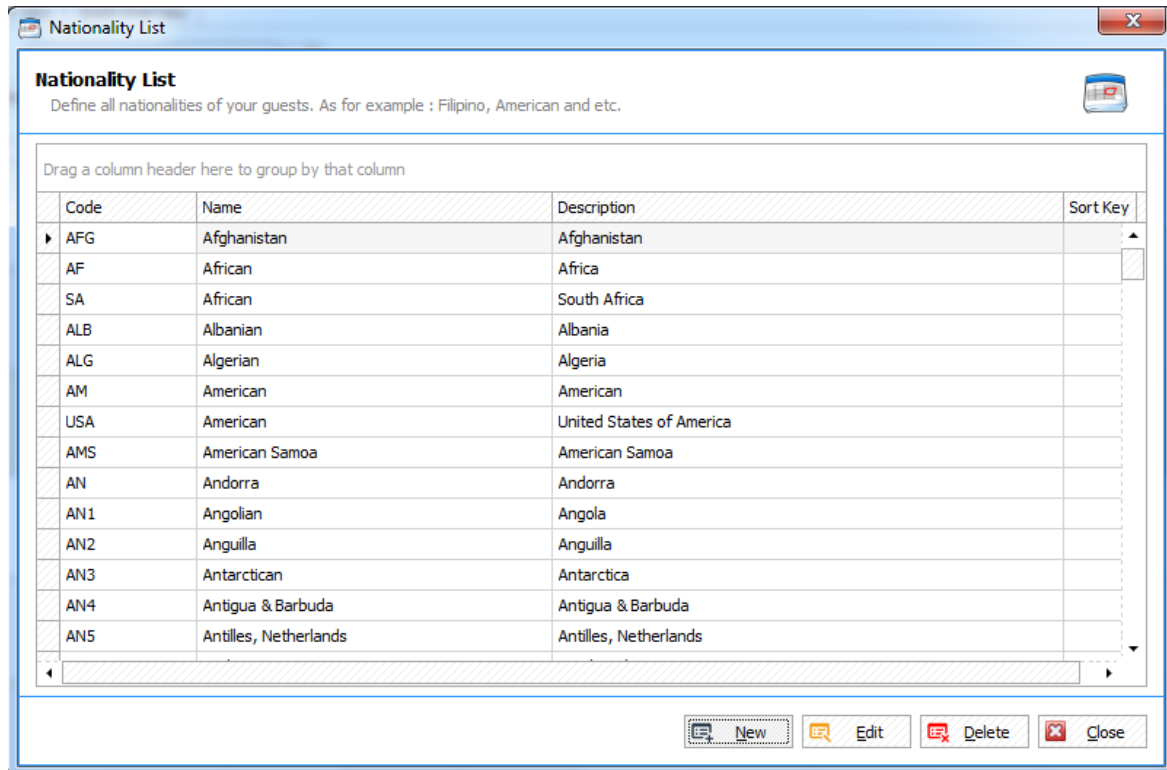


Figure 2.13 Nationality

→ Type the necessary values in the fields

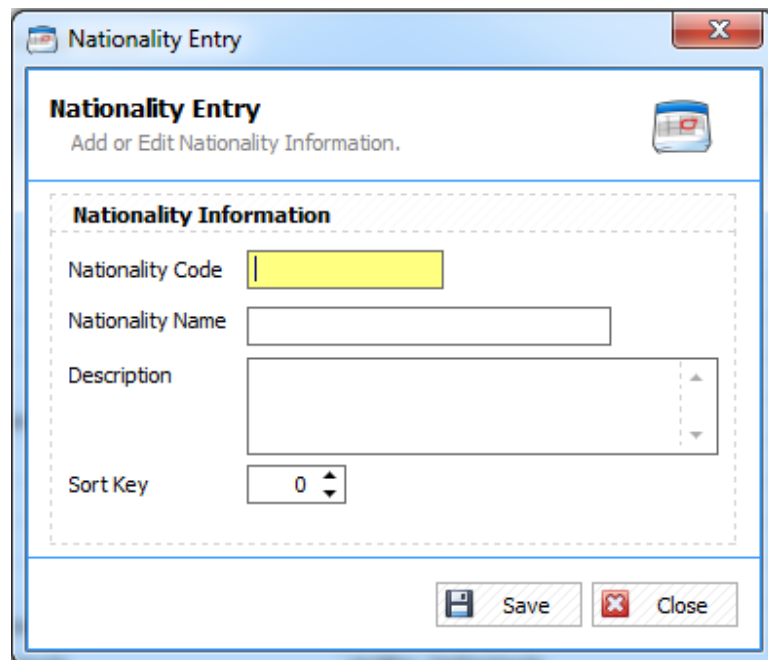
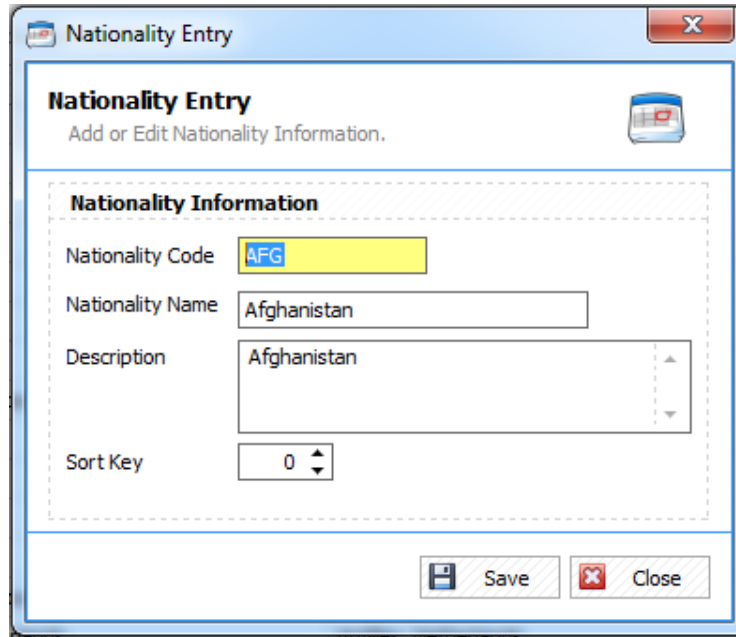


Figure 2.13.1 Add a Nationality

### 2.13.2 How to Edit a Nationality?

To **edit** an item in the Nationality Entry, click **Edit** in the Nationality List (see **figure 2.13**). you will now see **figure 2.13.2**, you can change a field in the window such as *Nationality Code*, *Nationality Name*, *Description* and *Sort Key*, then click **Save** to continue.



The screenshot shows a window titled "Nationality Entry" with a close button (X) in the top right corner. The window contains the following fields:

- Nationality Code:** A text box containing "AFG" with a yellow highlight.
- Nationality Name:** A text box containing "Afghanistan".
- Description:** A text box containing "Afghanistan".
- Sort Key:** A spin box containing "0".

At the bottom of the window, there are two buttons: "Save" (with a floppy disk icon) and "Close" (with a red X icon).

Figure 2.13.2 Edit a Nationality

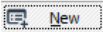
### 2.13.3 How to Delete a Nationality?

To **delete** an item in the Nationality List, select an item you want to modify then click **Delete** in the *Nationality List* (see **figure 2.13**). You can delete a list *unless* it is being used by other records, make sure that the Nationality is free.

## 2.14 Language

Define all languages of your guest.

### 2.14.1 How to Add Language in the List?

To add an Language in the *Language List*, click **New**  then you will now see **figure 2.14.1**. Enter the *Language Code*, *Language Name*, *Description* and *Sort Key* then click **Save** to continue.

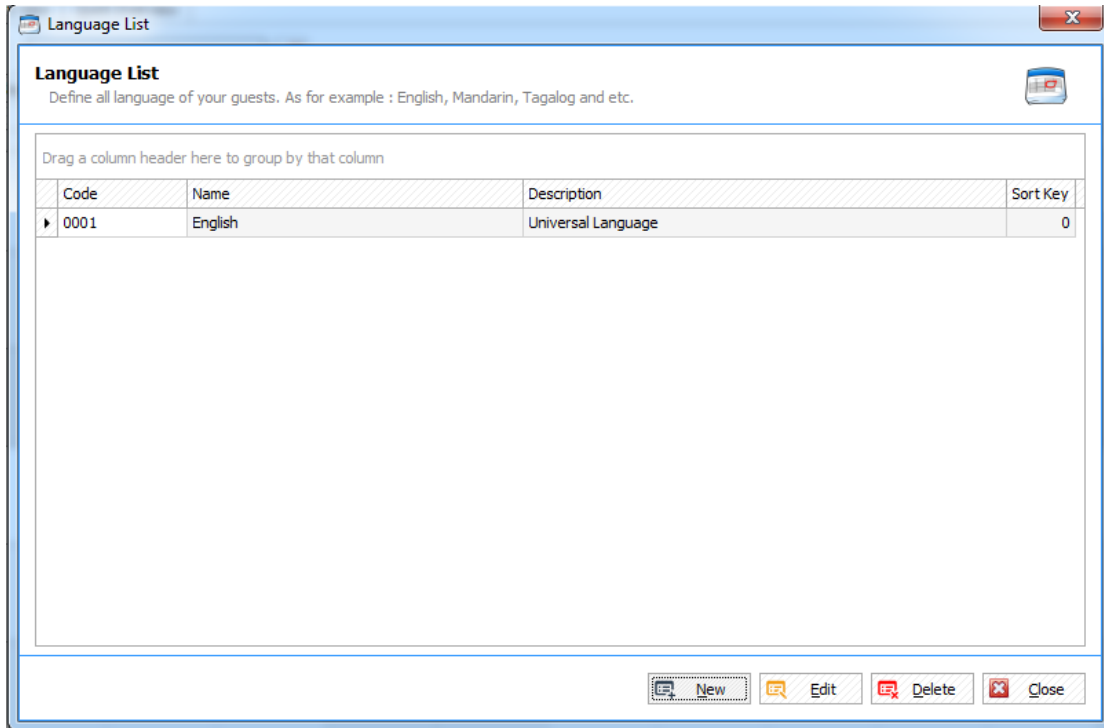


Figure 2.14 Language

→ **Type the necessary values in the fields**

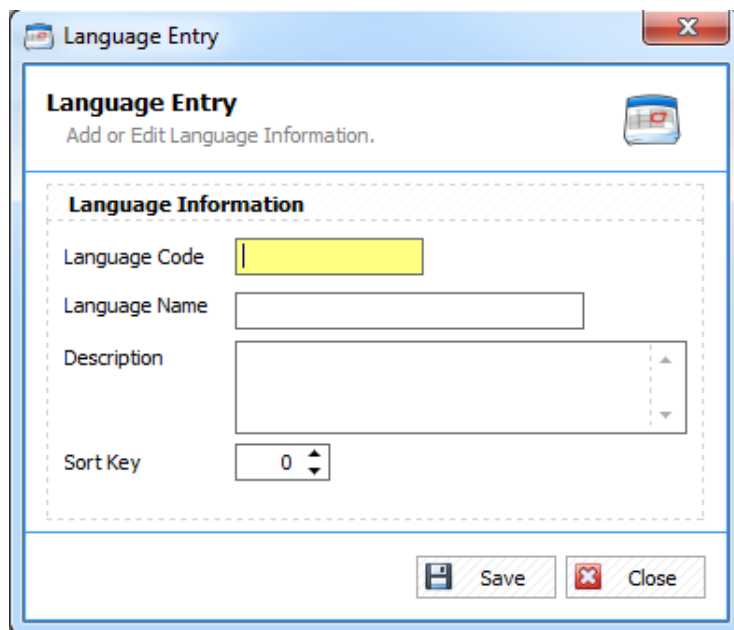
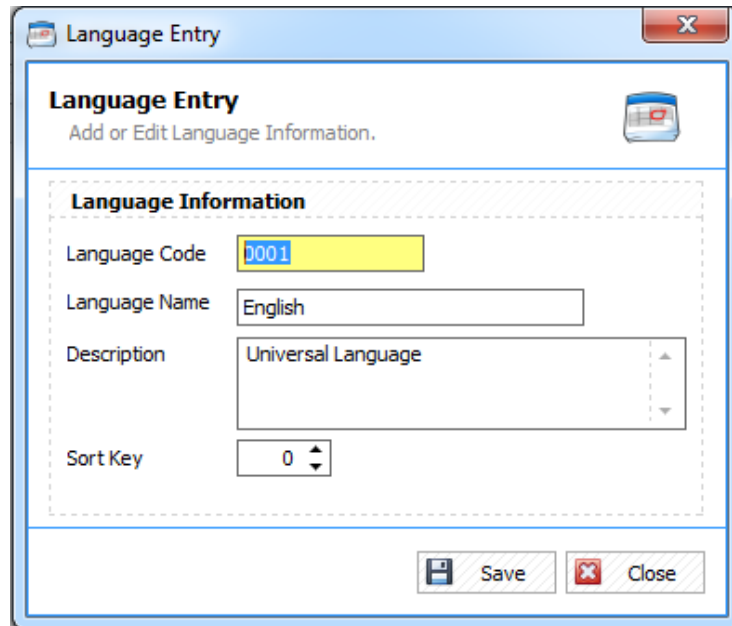


Figure 2.14.1 Add a Language

### 2.14.2 How to Edit a Language?

To **edit** an item in the Language Entry, click **Edit** in the *Language List* (see **figure 2.14**). you will now see **figure 2.14.2** you can change a field in the window such as *Language Code*, *Language Name*, *Description* and *Sort Key*, then click **Save** to continue.



*Figure 2.14.2 Edit a Language*

### 2.14.3 How to Delete a Language?

To **delete** an item in the Language List, select an item you want to modify then click **Delete** in the *Language List* (see **figure 2.14**). You can delete a list *unless* it is being used by other records, make sure that the language is free.

## 2.15 Company

Define all the companies of your guest.

### 2.15.1 How to Add Company in the List?

To add a Company in the *Company List*, click **New**  then you will now see **figure 2.15.1**. Enter the *Company Code*, *Company Name*, *Description* and *Sort Key* then click **Save** to continue.

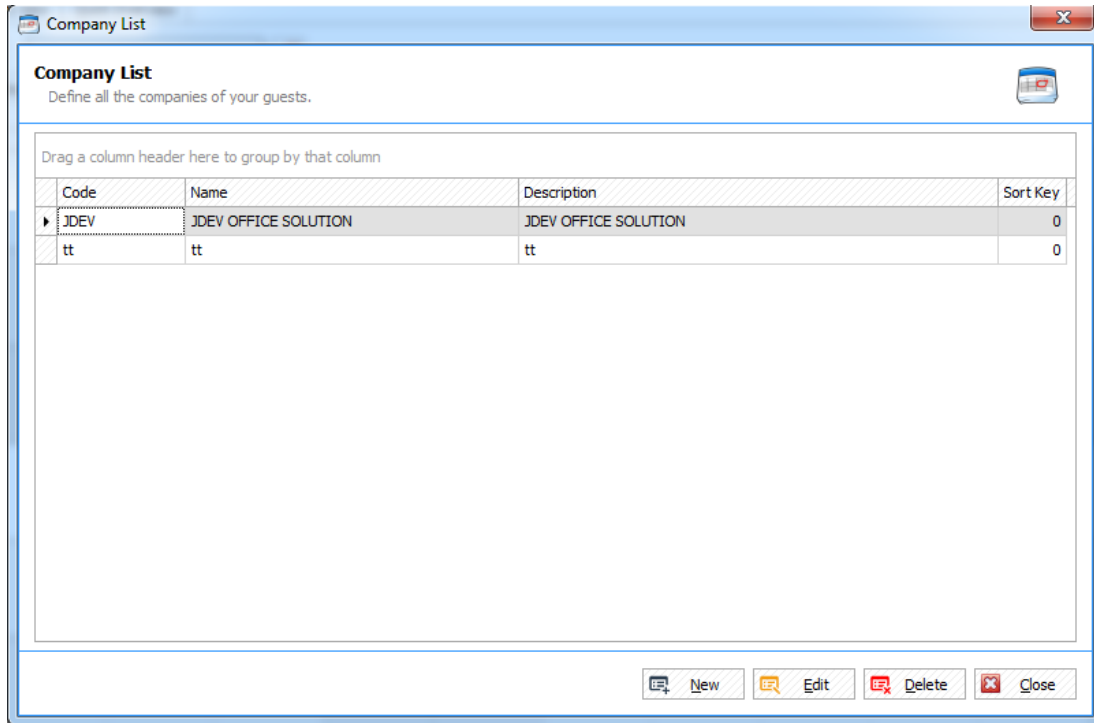


Figure 2.15 Company

→ **Type the necessary values in the fields**

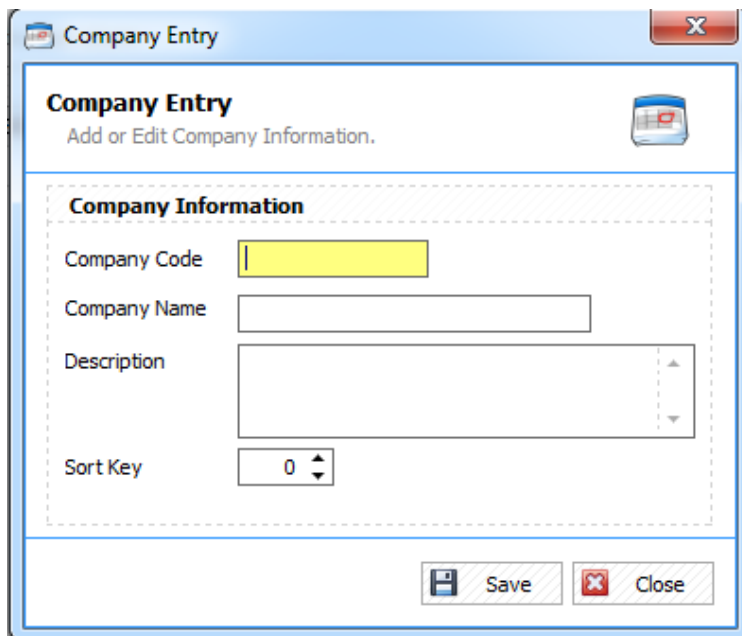


Figure 2.15.1 Add a Company





JDEV OFFICE SOLUTION INC.  
4776 Montang Ave. Diamond Subd. Balibago, Angeles City 2009  
(045) 900-3988 / 0955-283-3018  
jdevtechsolution@gmail.com

### 2.15.2 How to Edit a Company in the List?

To **edit** an item in the Company Entry, click **Edit** in the *Company List* (see **figure 2.15**). you will now see **figure 2.15.2** you can change a field in the window such as *Company Code*, *Company Name*, *Description* and *Sort Key*, then click **Save** to continue.

The screenshot shows a software window titled "Company Entry" with a close button (X) in the top right corner. Inside the window, there is a sub-header "Company Entry" and a subtitle "Add or Edit Company Information." Below this is a dashed box labeled "Company Information" which contains four input fields: "Company Code" (text box with "JDEV"), "Company Name" (text box with "JDEV OFFICE SOLUTION"), "Description" (text area with "JDEV OFFICE SOLUTION"), and "Sort Key" (spin box with "0"). At the bottom right of the window are two buttons: "Save" and "Close".

Figure 2.15.2 Edit a Company


### 2.15.3 How to Delete a Company?

To **delete** an item in the Company List, select an item you want to modify then click **Delete** in the *Company List* (see **figure 2.15**). You can delete a list *unless* it is being used by other records, make sure that the company is free.

## 2.16 Credit Card Type

Define all the Card Types that you do accept for payments.

### 2.16.1 How to Add Card Type in the List?

To add a Credit Card Type in the *Card Type List*, click **New**  then you will now see **figure 2.16.1**. Enter the *Card Type Code*, *Card Type Name*, *Description* and *Sort Key* then click **Save** to continue.

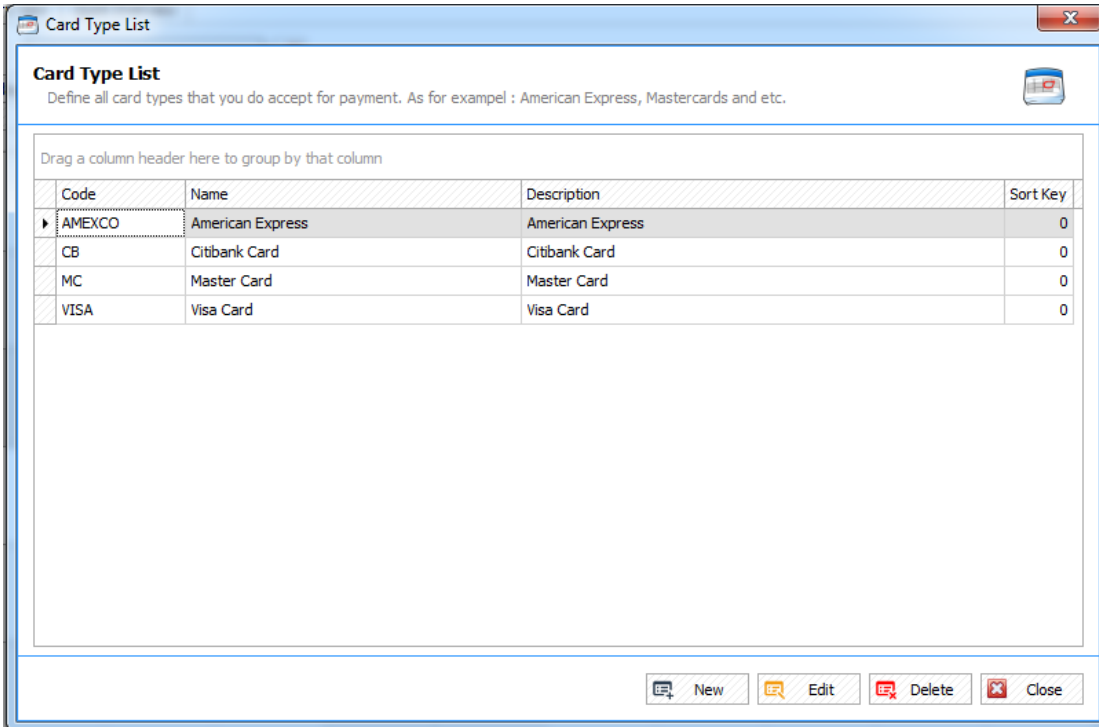


Figure 2.16 Credit Card Type

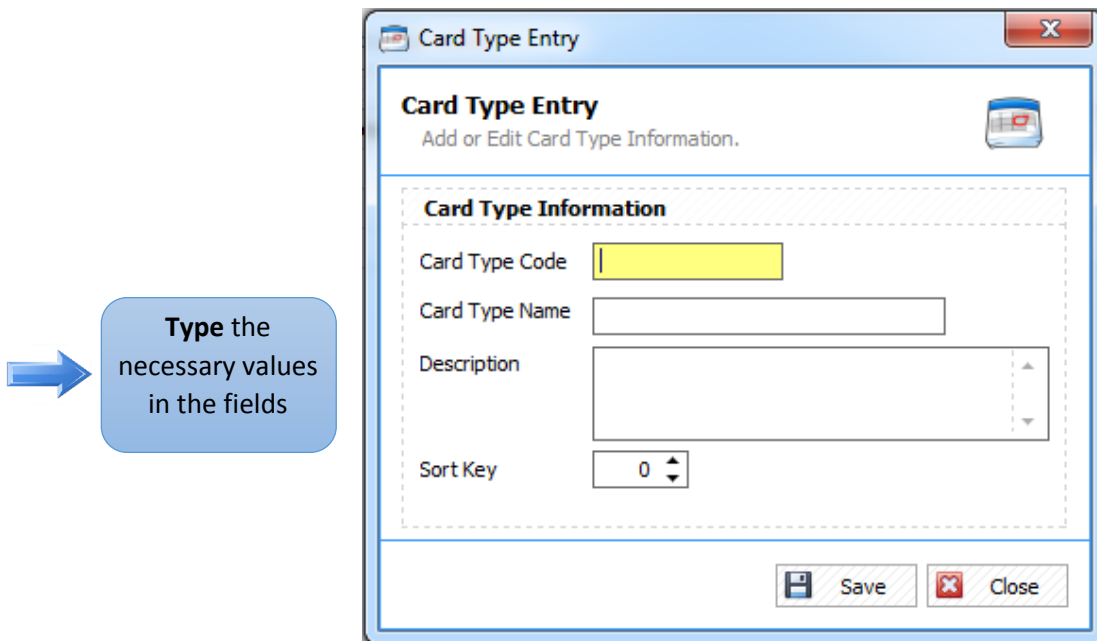


Figure 2.16.1 Add a Credit Card Type



### 2.16.2 How to Edit a Credit Card Type in the List?

To **edit** an item in the Card Type Entry, click **Edit** in the *Card Type List* (see **figure 2.16**). you will now see **figure 2.16.2** you can change a field in the window such as *Card Type Code*, *Card Type Name*, *Description* and *Sort Key*, then click **Save** to continue.

The screenshot shows a software dialog box titled "Card Type Entry". The main heading is "Card Type Entry" with the subtitle "Add or Edit Card Type Information." Below this, there is a dashed-line box labeled "Card Type Information" containing the following fields: "Card Type Code" (text box with "AMEXCO"), "Card Type Name" (text box with "American Express"), "Description" (text box with "American Express"), and "Sort Key" (spinner box with "0"). At the bottom right of the dialog are "Save" and "Close" buttons.

Figure 2.16.2 Edit a Credit Card Type


### 2.16.3 How to Delete a Credit Card Type?

To **delete** an item in the Card Type List, select an item you want to modify then click **Delete** in the *Card Type List* (see **figure 2.16**). You can delete a list *unless* it is being used by other records, make sure that the Credit Card is free.

## 2.17 Check Type

Define all room rate type plans you do offer.

### 2.17.1 How to Add Check Type in the List?

To add a Check Type in the *Check Type List*, click **New**  then you will now see **figure 2.17.1**. Enter the *Check Type Code*, *Check Type Name*, *Description* and *Sort Key* then click **Save** to continue.

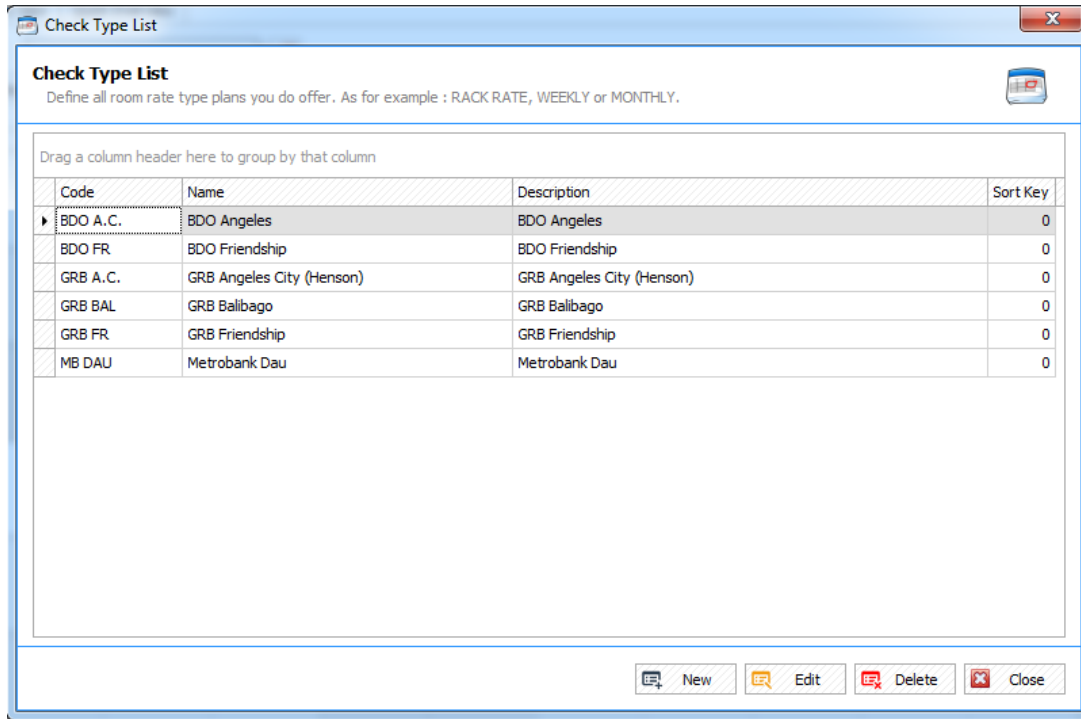


Figure 2.17 Check Type

→ Type the necessary values in the fields

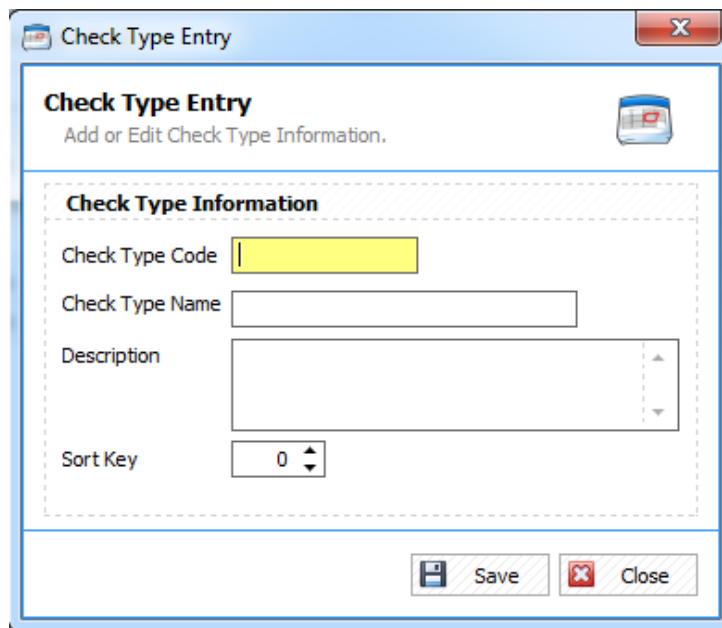


Figure 2.17.1 Add a Check Type



### 2.17.2 How to Edit a Check Type in the List?

To **edit** an item in the Check Type Entry, click **Edit** in the *Check Type List* (see **figure 2.17**). you will now see **figure 2.17.2** you can change a field in the window such as *Card Type Code*, *Card Type Name*, *Description* and *Sort Key*, then click **Save** to continue.

The screenshot shows a window titled "Check Type Entry" with a close button in the top right corner. Below the title bar, the text "Check Type Entry" and "Add or Edit Check Type Information." is displayed, followed by a small check icon. The main content area is enclosed in a dashed border and titled "Check Type Information". It contains four input fields: "Check Type Code" (value: BDO A.C.), "Check Type Name" (value: BDO Angeles), "Description" (value: BDO Angeles), and "Sort Key" (value: 0). At the bottom of the window, there are two buttons: "Save" and "Close".

Figure 2.17.2 Edit a Check Type in the List


### 2.17.3 How to Delete a Check Type?

To **delete** an item in the Check Type List, select an item you want to modify then click **Delete** in the *Check Type List* (see **figure 2.17**), then click **Yes** to delete the record or **No** if not.

## 2.18 Category

Define all categories for the items/extra charges.

### 2.18.1 How to Add Category in the List?

To add a Category in the **Category List**, click **New**  then you will now see **figure 2.18.1**. Enter the *Category Code*, *Category Name*, *Description* and *Sort Key* then click **Save** to continue.

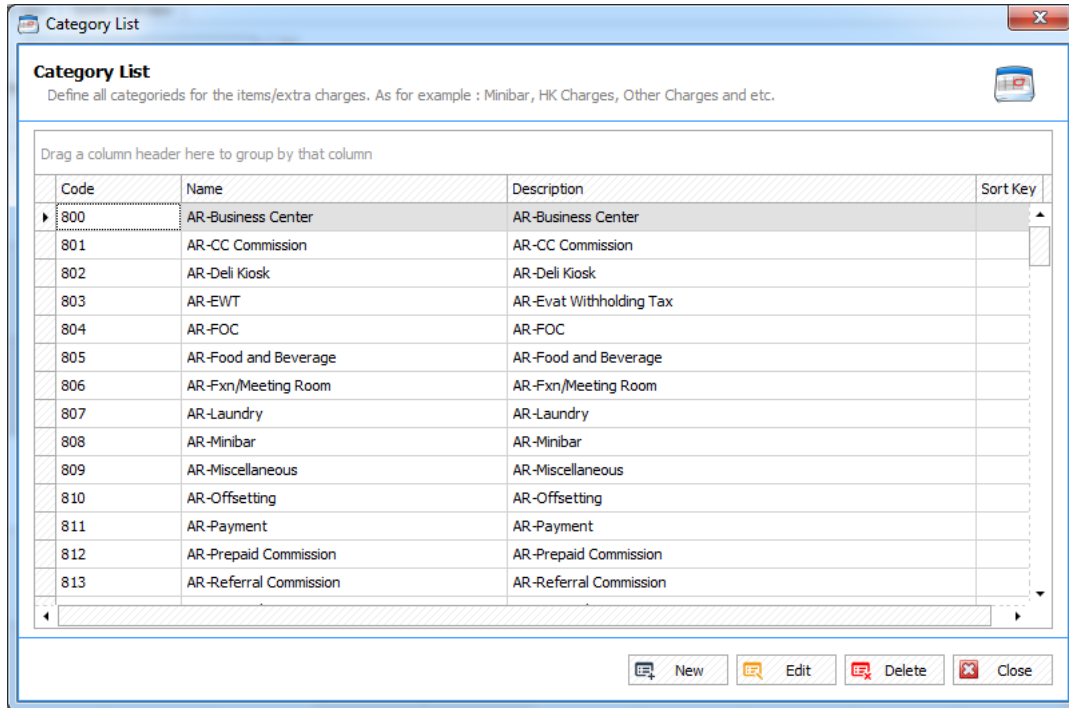


Figure 2.18 Category

➔ Type the necessary values in the fields

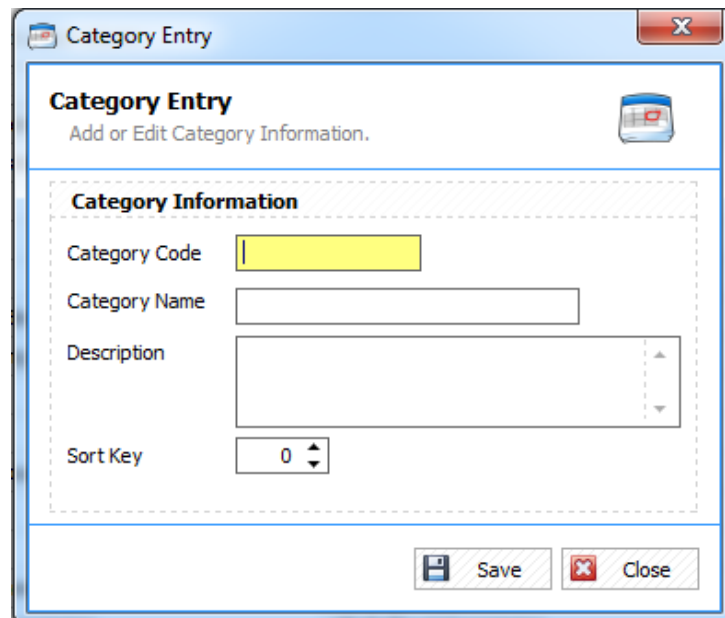


Figure 2.18.1 Add a Category



### 2.18.2 How to Edit a Category in the List?

To **edit** an item in the Category Entry, click **Edit** in the *Category List* (see **figure 2.18**). you will now see **figure 2.18.2** you can change a field in the window such as *Category Code*, *Category Name*, *Description* and *Sort Key*, then click **Save** to continue.

The screenshot shows a 'Category Entry' dialog box. The title bar reads 'Category Entry' with a close button (X). The main content area is titled 'Category Entry' and has the subtitle 'Add or Edit Category Information.' Below this is a dashed box labeled 'Category Information' containing four fields: 'Category Code' (text box with '300'), 'Category Name' (text box with 'AR-Business Center'), 'Description' (text box with 'AR-Business Center'), and 'Sort Key' (spin box with '0'). At the bottom of the dialog are 'Save' and 'Close' buttons.

Figure 2.18.2 Edit a Category in the List


### 2.18.3 How to Delete a Category?

To **delete** an item in the Category List, select an item you want to modify then click **Delete** in the *Category List* (see **figure 2.18**), then click **Yes** to delete the record or **No** if not.

## 2.19 Item

Define all extra charges that your hotel offers.

### 2.19.1 How to Add an Item in the List?

To add an Item in the *Item List*, click **New**  then you will now see **figure 2.19.1**. Enter the *Item Code*, *Item Name*, choose your *Category*, enter your *Rate*, and *Sort Key* then click **Save** to continue.



Code	Name	Category	Rate	Sort Key
200	Babysitter Charges	OS-Babysitting Charge	100.00	0
201	Blow Dryer Rental	OS-Blow Dryer Rental	50.00	0
203	Door Knob	OS-Broken Door Knob	500.00	0
204	Mirror	OS-Broken Mirror	600.00	0
205	Bidet	OS-Broken/Damage Bidet	450.00	0
206	Cable Box	OS-Broken/Damage Cable Box	0.00	0
207	Furniture	OS-Broken/Damage Furniture	0.00	0
208	Remote Control	OS-Broken/Damage Remote Control	1,500.00	0
209	Toilet Bowl	OS-Broken/Damage Toilet Bowl	2,000.00	0
210	Television Set	OS-Broken/Damage TV	0.00	0
211	Cash Paid Out Service Fee	Paid Out	0.00	0
212	Coffee Vendo Sales	OS-Coffee Vendo Sales	0.00	0
213	Commission	OS-Commission	0.00	0
214	Curtain	OS-Damage Curtain	500.00	0
215	Night Table	OS-Damage Night Table	1,200.00	0

Figure 2.19 Item List

→ Type the necessary values in the fields

Item Code

Item Name

Category

Rate

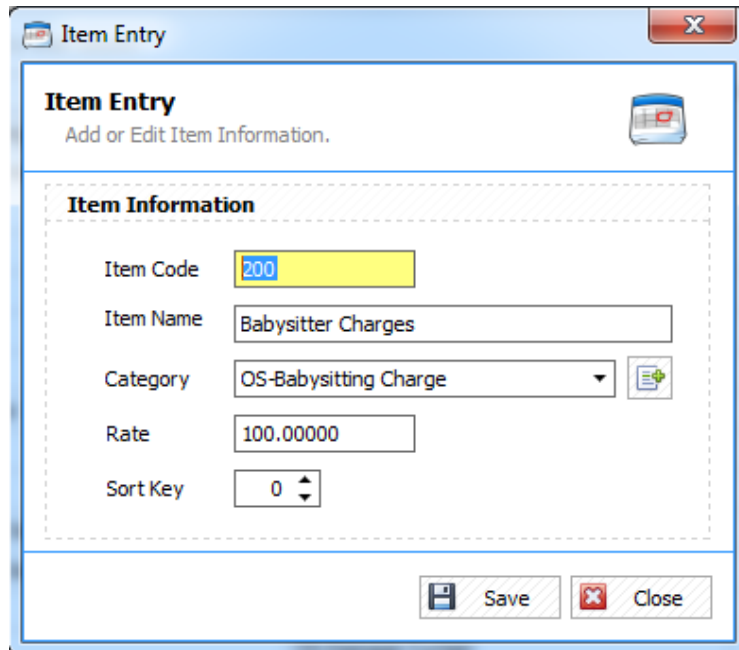
Sort Key

Figure 2.19.1 Add an Item



### 2.19.2 How to Edit an Item in the List?

To **edit** an item in the Item Entry, click **Edit** in the *Item List* (see **figure 2.19**). you will now see **figure 2.19.2** you can change a field in the window such as *Item Code*, *Item Name*, *choose your Category*, *enter your Rate*, and *Sort Key* then click **Save** to continue.



The screenshot shows a software window titled "Item Entry" with a subtitle "Add or Edit Item Information." The window contains a form with the following fields:

- Item Code: 200 (highlighted in yellow)
- Item Name: Babysitter Charges
- Category: OS-Babysitting Charge (dropdown menu)
- Rate: 100.00000
- Sort Key: 0 (spin button)

At the bottom of the window, there are two buttons: "Save" and "Close".

**Figure 2.19.2** Edit an Item in the List


### 2.19.3 How to Delete an Item?

To **delete** an item in the Item List, select an item you want to modify then click **Delete** in the *Item List* (see **figure 2.19**), then click **Yes** to delete the record or **No** if not.

## 2.20 Package

Define all the packages that your hotel offers.

### 2.20.1 How to Add a Package in the List?

To add an Item in the **Package List**, click **New**  then you will now see **figure 2.20.1**. Enter the *Package Code*, *Package Name*, *Description* and *Sort Key* then add an item you want to include to your item list, (you can also remove a list that you added, just click **Remove item**) after that click **Save** to continue.

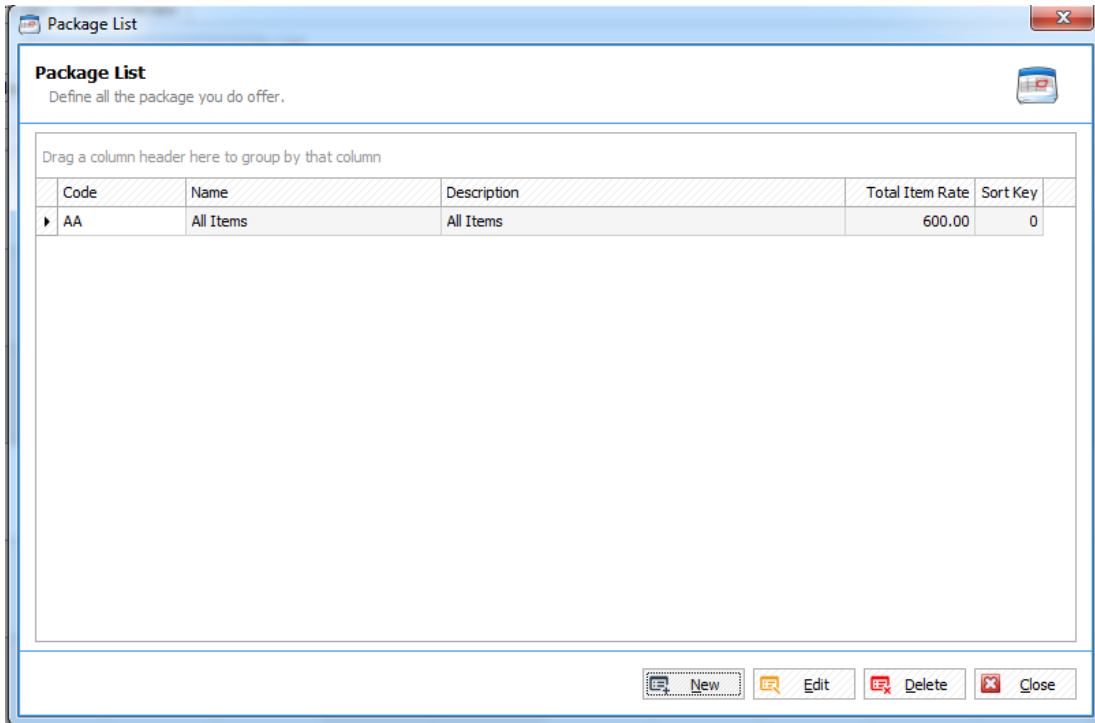


Figure 2.20 Package List

→ Type the necessary values in the fields

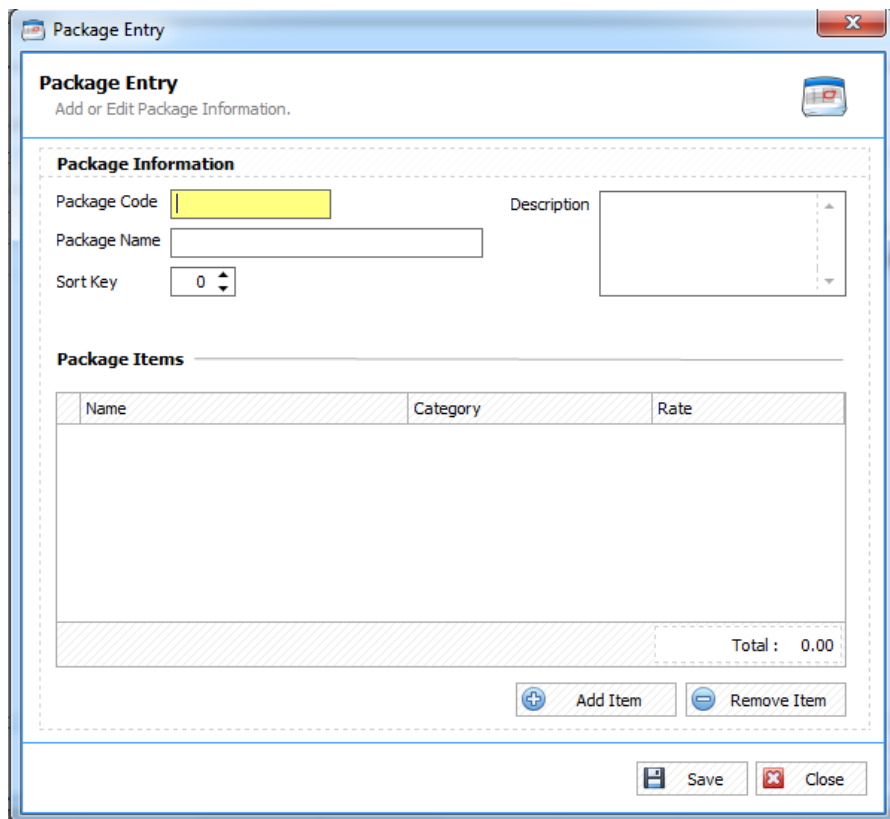


Figure 2.20.1 Add Package



### 2.20.2 How to Edit a Package in the List?

To **edit** an item in the Package Entry, click **Edit** in the *Package List* (see **figure 2.20**). you will now see **figure 2.20.2** you can change a field in the window such as *Package Code*, *Package Name*, *Description* and *Sort Key*, and you can *add or remove an item* in the Package Item, then click **Save** to continue.

The screenshot shows a window titled "Package Entry" with the subtitle "Add or Edit Package Information." The window is divided into two main sections: "Package Information" and "Package Items".

**Package Information**

- Package Code: A text input field containing "AA".
- Package Name: A text input field containing "All Items".
- Sort Key: A spinner control set to "0".
- Description: A text area containing "All Items".

**Package Items**

Name	Category	Rate
Blow Dryer Rental	OS-Blow Dryer Rental	50.00
Mirror	OS-Broken Mirror	600.00

At the bottom right of the table area, it says "Total : 650.00". Below the table are two buttons: "Add Item" and "Remove Item". At the very bottom of the window are "Save" and "Close" buttons.

Figure 2.20.2 Edit an Item in the Package List

### 2.20.3 How to Delete a Package in the List?

To **delete** an item in the Package List, select an item you want to modify then click **Delete** in the *Package List* (see **figure 2.20**), then click **Yes** to delete the record or **No** if not.

## 3 UTILITIES

This tab shows information about the user and the company, this tab can be used to set the User List, User Type, Setup Authorization User, and Company Settings.

### 3.1 User List

Defines all user accounts that can access the system.

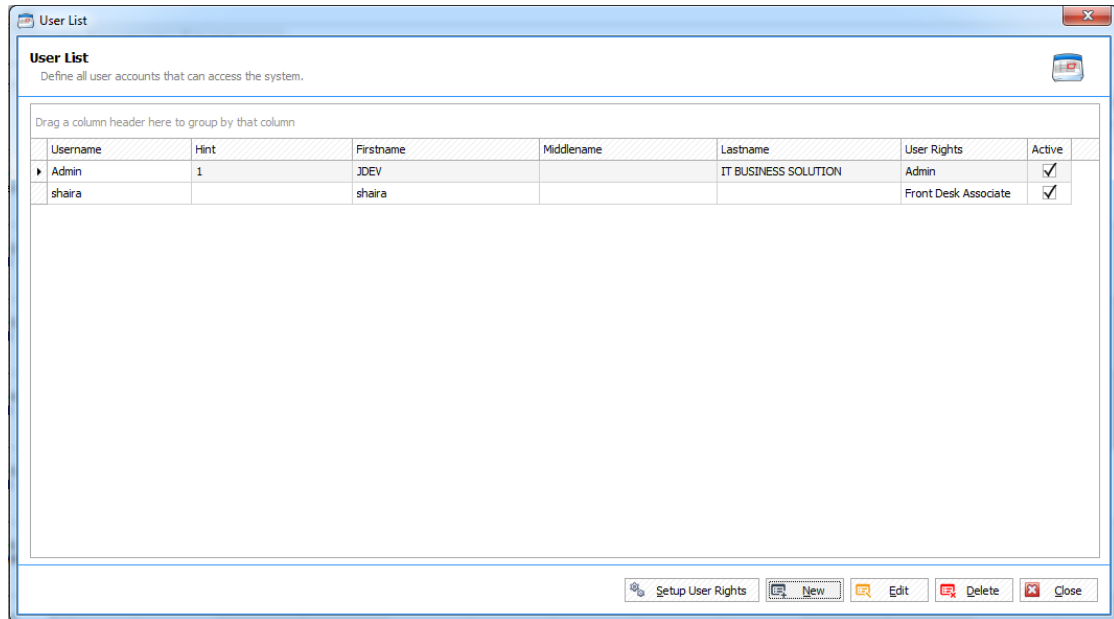


Figure 3.1 User List

### 3.1.1 How to Setup User Rights?

To setup User Rights go to the User List window (see **figure 3.1**), all the field that are checked in “Is Allowed?” are all permitted to used certain Notes per information. To set this up, click in the check mark  to allow Rights or uncheck  to prohibit the use of a certain rights. Click **Save** to save the changes or **Close** to void the process.

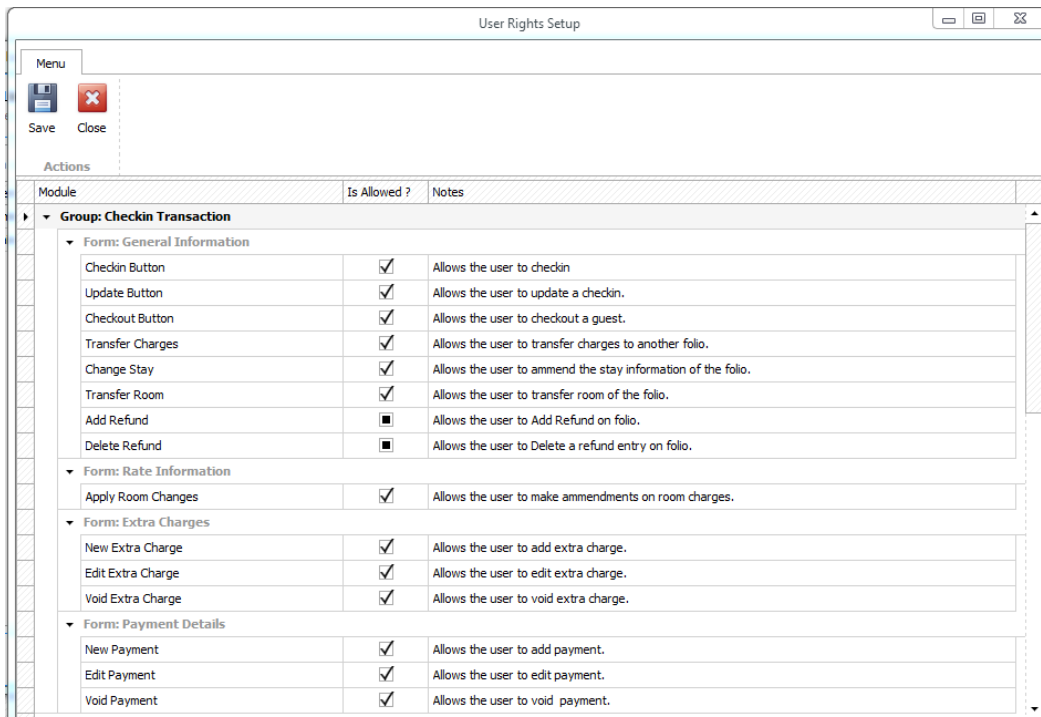



Figure 3.1.1

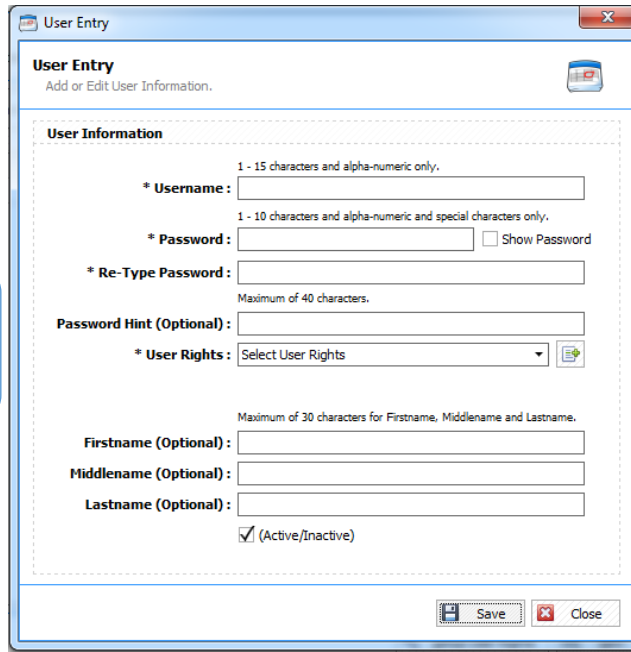
Setup User Rights



### 3.1.2 How to Add New User in the User List?

To add New User in the **User List**, click **New**  then you will now see **figure 3.1.2**. Enter the *Username, Password, Re-Type your password, Password Hint (optional), setup the user rights*, for the user's identity enter the *First Name, Middle Name, and Last Name* (this fields are required), check also the *Active/inactive* mark to activate the user's availability, then click **Save** to continue.

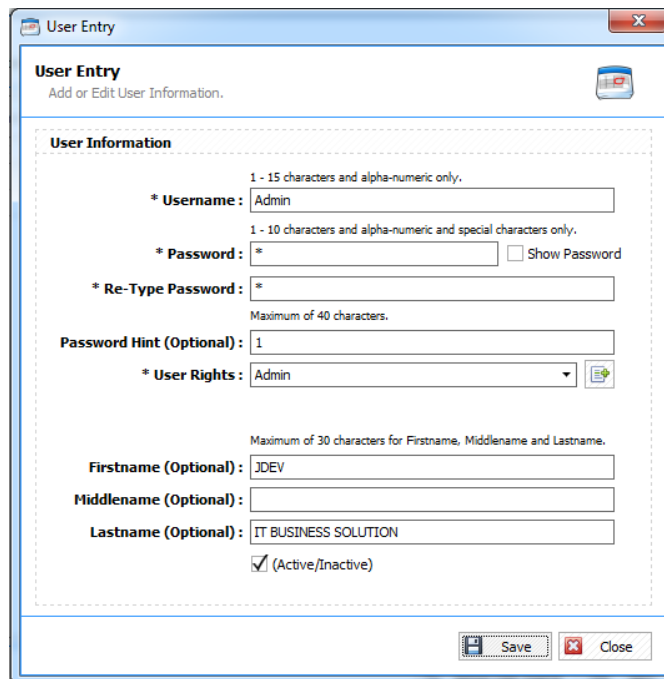
→ Type the necessary values in the fields



**Figure 3.1.2**  
Add new User Account

### 3.1.3 How to Edit a User in the User List?

To **edit** an item in the User Entry, click **Edit** in the *User List* (see **figure 3.1**). you will now see **figure 3.1.3** you can change a field in the window such as *Username, Password, Re-Typed password, Password Hint (optional), setup user rights, First Name, Middle Name, and Last Name*, you can also uncheck/check also the *active/inactive* mark, then click **Save** to continue.



**Figure 3.1.3**  
Edit User Account



### 3.1.4 How to Delete a User in the User List?

To **delete** an item in the User List, select an item you want to modify then click **Delete** in the *User List* (see **figure 3.1**), You can delete a list *unless* it is being used by other records, make sure that the user is free.

## 3.2 User Type

Defines all user type that you have such as Admin, Hotel Manager, Front Desk Officer, etc.

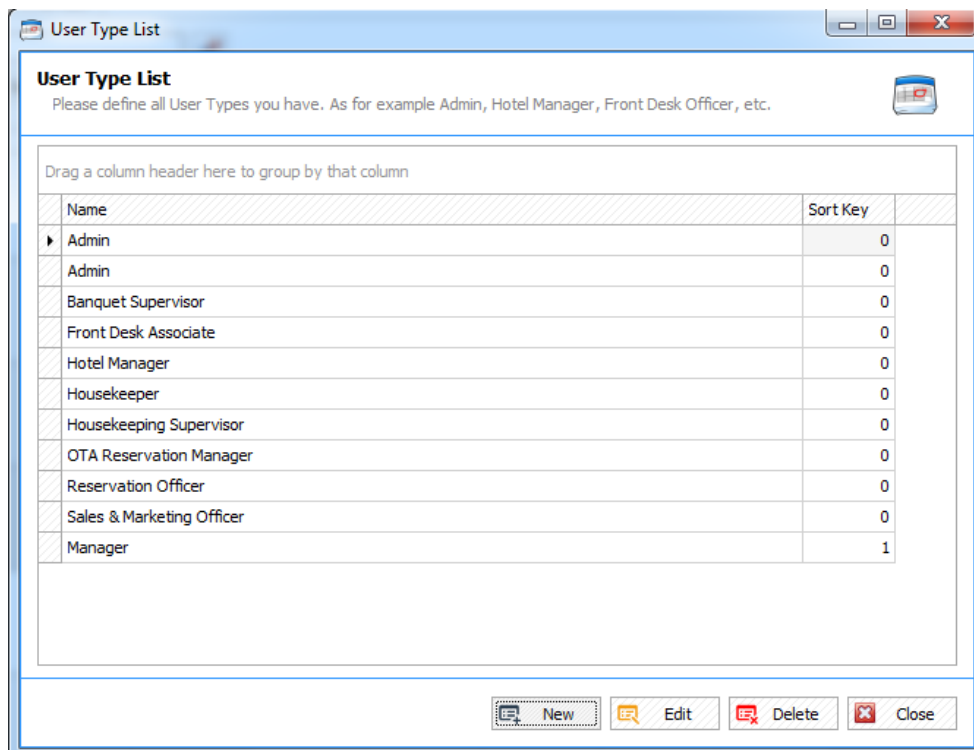



Figure 3.2 User Type

### 3.2.1 How to Add New User Type?

To add New User Type in the *User Type List*, click **New**  then you will now see **figure 3.2.1**. Enter the *User Type Name* and the *Sort Key*, then click **Save** to continue.



The screenshot shows a window titled "User Type Entry" with a subtitle "Add or Edit User Type Information." Inside the window, there is a section titled "User Type Information" enclosed in a dashed border. This section contains two input fields: "User Type Name" which is an empty text box, and "Sort Key" which is a spinner box currently set to "0". Below the dashed border, there are two buttons: "Save" and "Close".

Figure 3.2.1 Add new User Type

### 3.2.2 How to Edit a User Type?

To **edit** an item in the User Type Entry, click **Edit** in the *User Type List* (see **figure 3.2**). you will now see **figure 3.2.2** you can change a field in the *User Type Name* and the *Sort Key*, then click **Save** to continue.

The screenshot shows the same "User Type Entry" window as in Figure 3.2.1, but now the "User Type Name" field contains the text "Admin". The "Sort Key" spinner box remains at "0". The "Save" and "Close" buttons are still present at the bottom right.

Figure 3.2.2 Edit a User Type

### 3.2.3 How to Delete a User Type?

To **delete** an item in the User Type List, select an item you want to modify then click **Delete** in the *User Type List* (see **figure 3.2**), You can delete a list *unless* it is being used by other records, make sure that the user type is free.



### 3.3 Setup Authorized User

List of Authorized User, you can add or remove authorized user here.

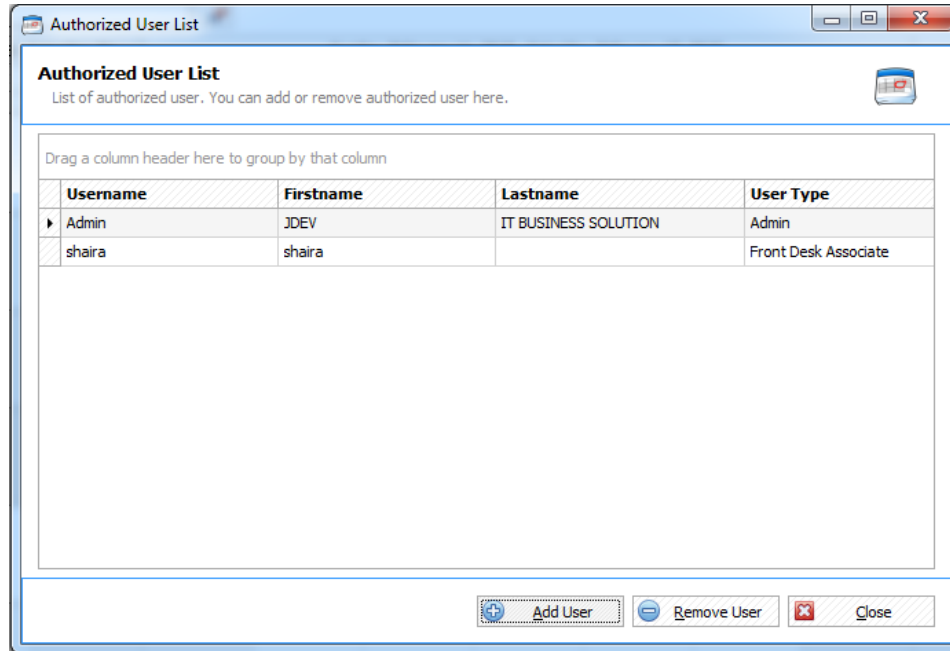



Figure 3.3 Setup Authorization User

#### 3.3.1 How to Add User?

To add New User in the **Authorization User List**, click **Add User**  then you will now see **figure 3.3.1**. An Authorization Lock will now show (see **figure 3.3.1**), select your user name and enter your password, click **Accept** to enter the User List, select now the new user from the *User List* (make sure that the user is not already setup as Authorization User), a confirmation box will show click **Yes** to continue.

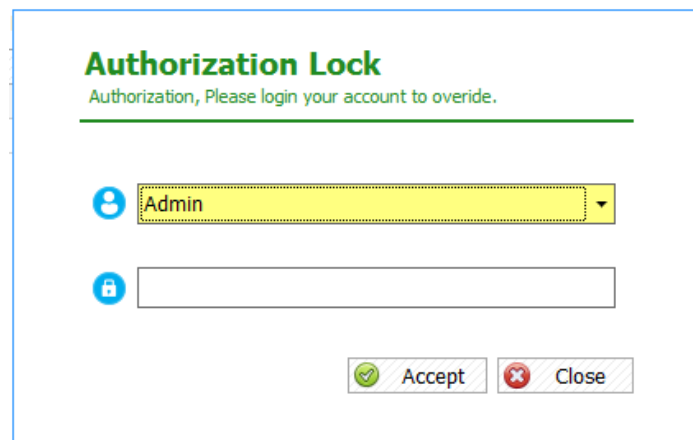
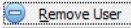


Figure 3.3.1 Authorization Lock





### 3.3.3 How to Remove User from Authorization List?

To **remove** an item in the Authorization User List, select an item you want to modify then click **Remove User** , an **Authorization Lock** will now show (see **figure 3.3.1**), select your *User name* and enter your *password*, after successfully logging in a confirmation box will appear, click **Yes** to remove the user or **No** if not.

## 3.4 Company Settings

Defines the company's general, advanced and report settings.

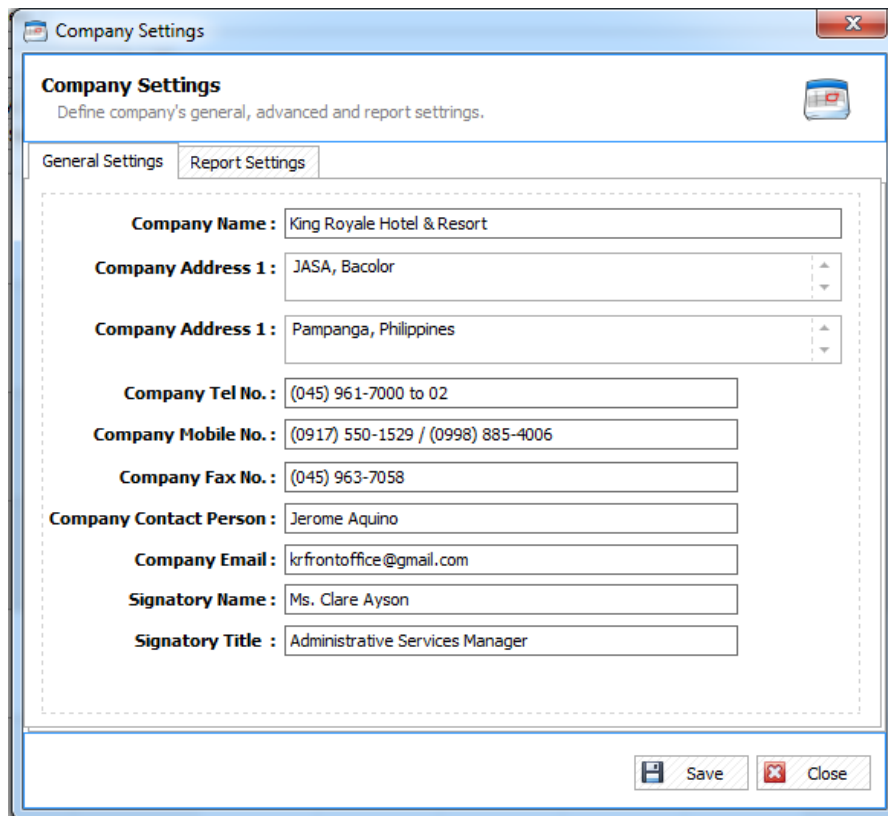


Figure 3.4. Company Settings

### 3.4.1 How to Setup the General Settings

General Settings are used in your company's general information like contacts, company profile and title formats, to setup these settings enter the values of the following: *Company Name*, *Company Address 1*, *Company Address 1* (word extension), *Company Telephone Number*, *Company Mobile Number*, *Company Fax Number*, *Company Contact Person*, *Company Email*, *Signatory Name*, and *Signatory Title*, then click **Save** to continue.



### 3.4.2 How to Setup the Reports Settings

Reports Settings are used in your company's reports information that can be use in your documents such as Statement of Account, Shift Report, Sales Summary etc., to setup these settings enter the values of the following: *Report Title, Sub Header 1, Sub Header 2, Sub Header 3*, then browse your company's logo, then click **Save** to continue. (see **figure 3.4.2**)

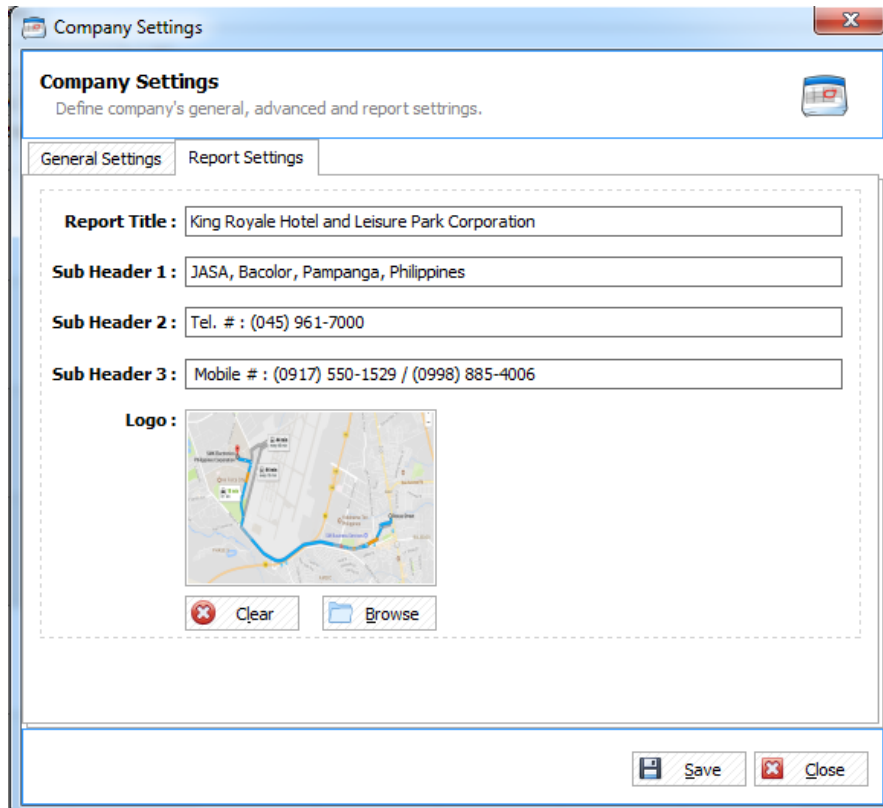


Figure 3.4.2 Reports Settings

## 4 ACCOUNTING

### 4.1 A/R Payment

List of all payments of Account Receivable.

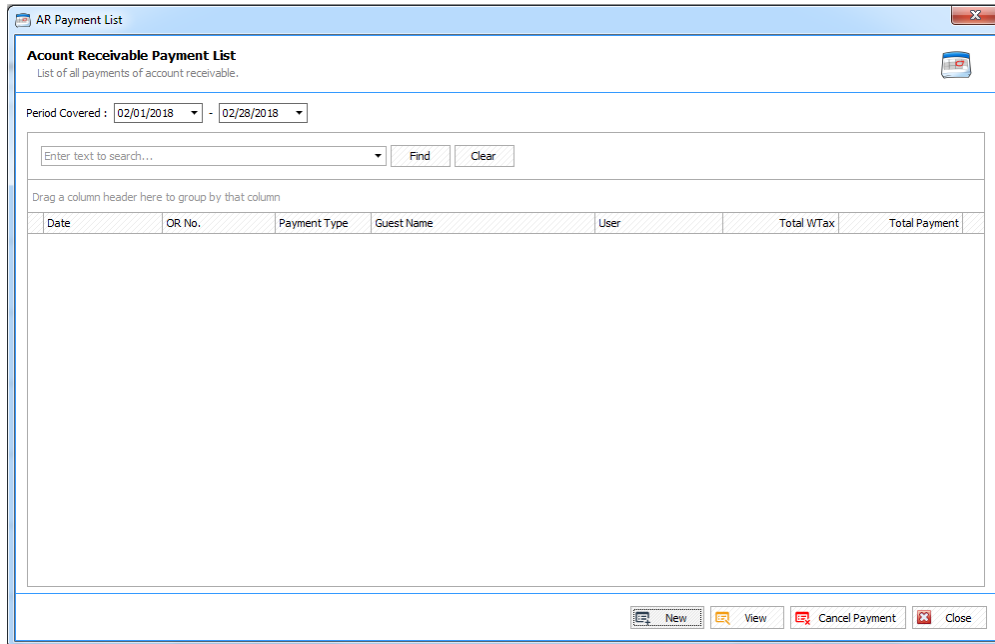



Figure 4.1 A/R Payments

#### 4.1.1 How to Add New AR Payment?

To add New AR Payment in the **AR Payment List**, click **New**  then you will now see **figure 4.1.1**. Select the *Guest/Customer*, *Payment Type*, *Card/Check Type* and *Payment Date*, enter the *OR number* and the *Card/Check Number*, check the check mark at the bottom part of the window to show transactions with 0 balances, (make sure that there is A/R Transaction for the Guests) then click **Save** to continue.

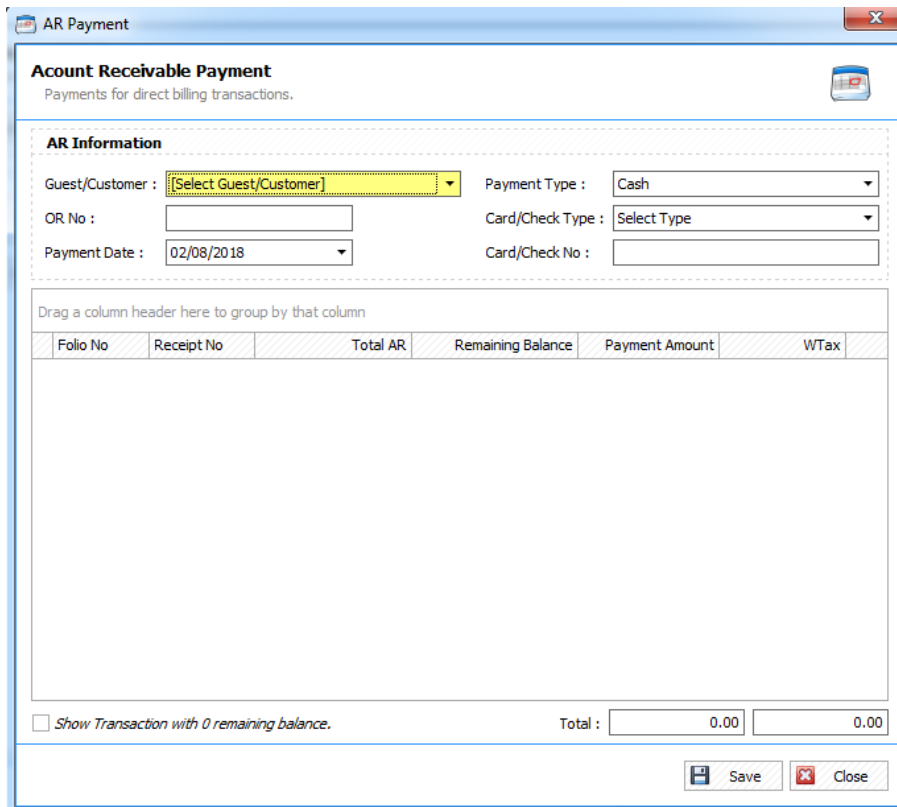



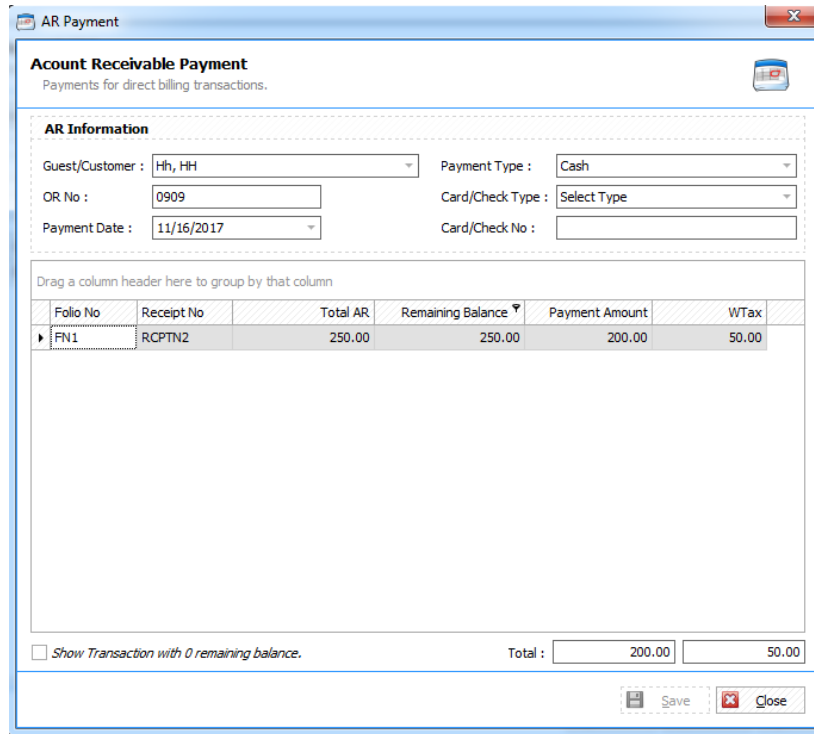
Figure 4.1.1  
Add New A/R Payments



JDEV OFFICE SOLUTION INC.  
4776 Montang Ave. Diamond Subd. Balibago, Angeles City 2009  
(045) 900-3988 / 0955-283-3018  
jdevtechsolution@gmail.com

#### 4.1.2 How to View an AR Payment Transaction?

To view an AR Payment Transaction in the **AR Payment List**, select the item you want to view then click **View**  **View** then you will now see **figure 4.1.2**. Take note that the information you will see here is for Viewing purposes only, you can't change any value in the fields.



**Account Receivable Payment**  
Payments for direct billing transactions.

**AR Information**

Guest/Customer : Hh, HH      Payment Type : Cash  
OR No : 0909      Card/Check Type : Select Type  
Payment Date : 11/16/2017      Card/Check No :

Drag a column header here to group by that column

Folio No	Receipt No	Total AR	Remaining Balance	Payment Amount	WTax
FN1	RCPTN2	250.00	250.00	200.00	50.00

Show Transaction with 0 remaining balance.      Total : 200.00      50.00

Save      Close

Figure 4.1.2 Sample View of AR Payments



## 5 REPORTS

### 5.1 Shift Report (Detailed)

Detailed report of Shift, this is per shift date and Shift Name.

#### 5.1.1 How to Preview the Shift Report

to preview the Shift Report (where you can also print a hard copy just click **File -> Print**) select your *Shift Date* and *Shift Name* and Click **Preview**.

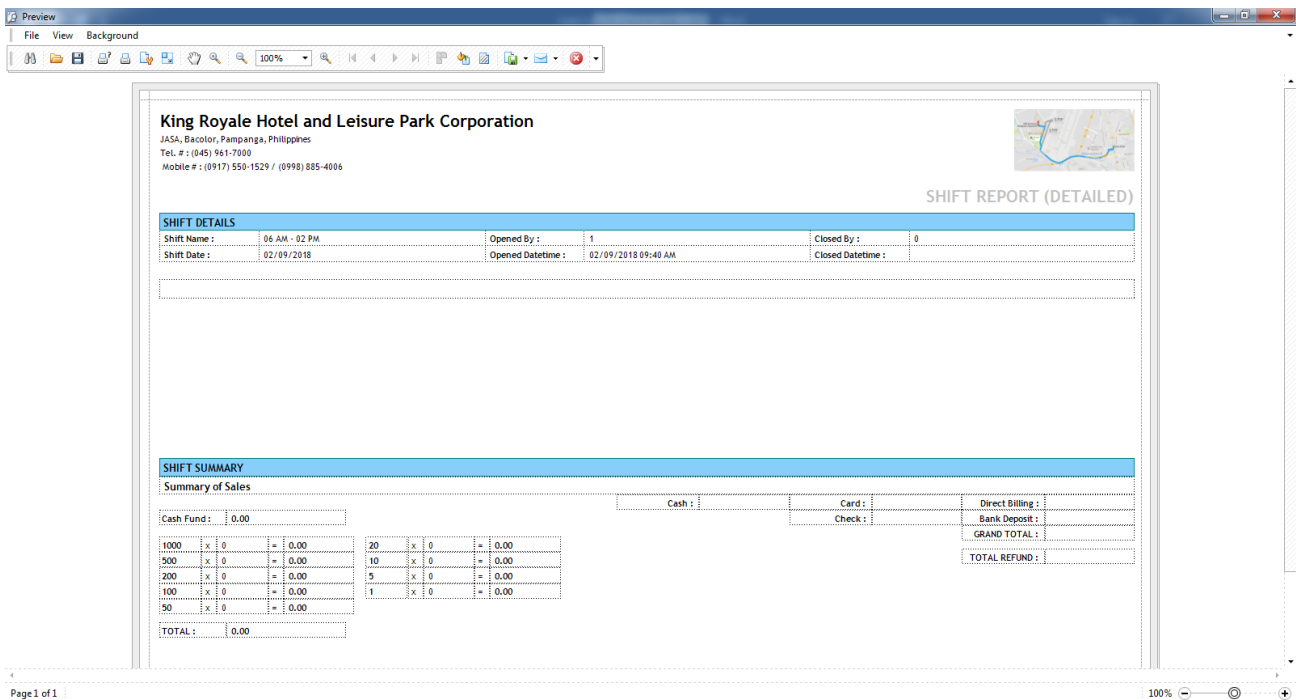


Figure 5.1.1 Sample Preview of Shift Report (Detailed)



## 5.2 Shift Report (Summary)

Detailed report of Shift, this is per shift date and Shift Name.

### 5.2.1 How to Preview the Shift Report (Summary)

to preview the Shift Report Summary (where you can also print a hard copy, just click **File -> Print**) select your *Shift Date* and Click **Preview**.

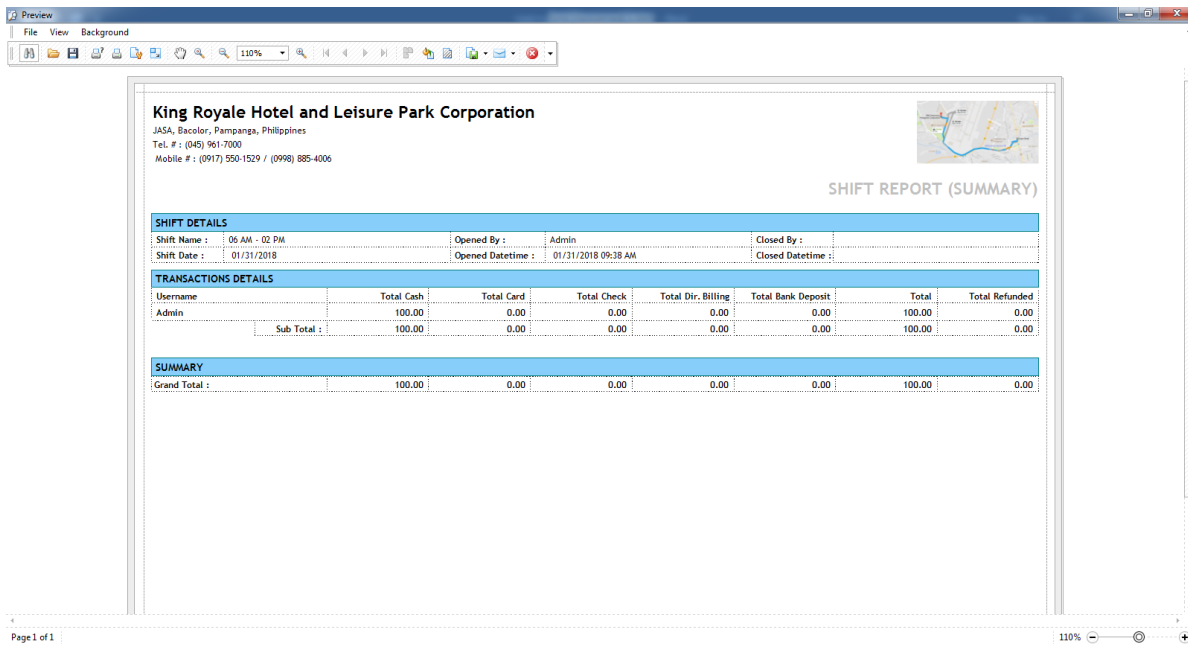



Figure 5.2.1 Sample Preview of Shift Report (Summary)

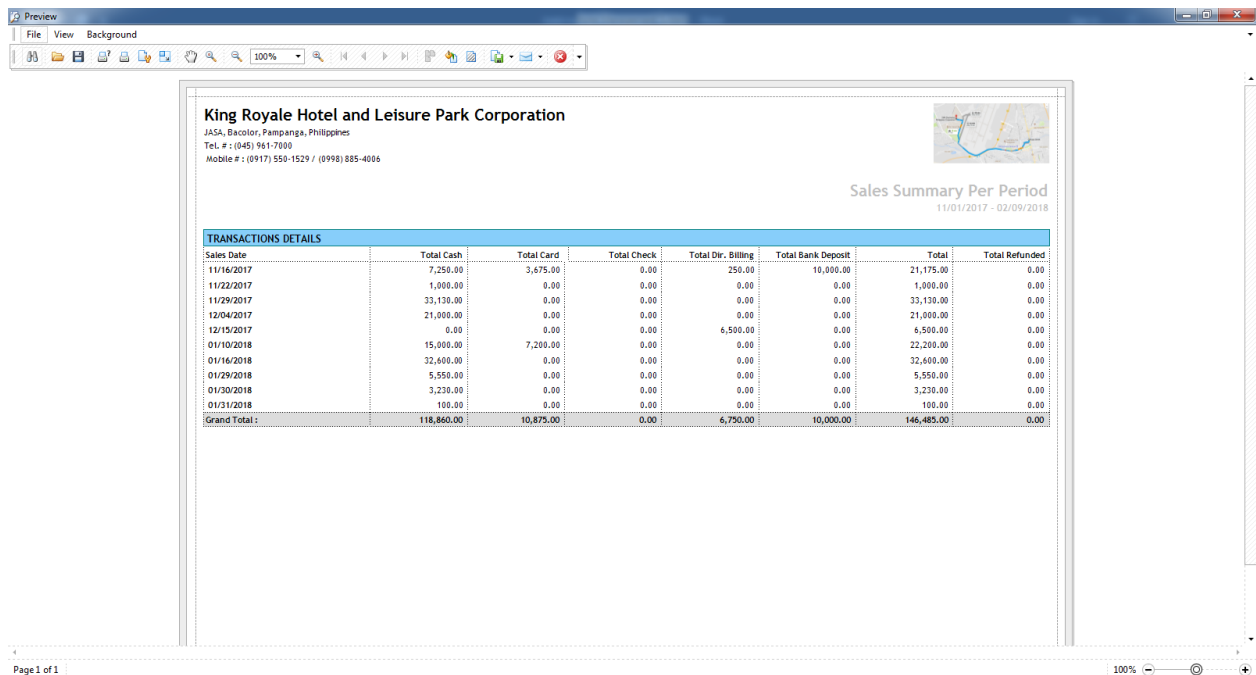


### 5.3 Sales Summary

View summarized report of sales based on selected period.

#### 5.3.1 How to Preview the Sales Summary

to preview the Shift Report Summary (where you can also print a hard copy, just click **File -> Print**) select the period covered (*Date From* and *Date To*) then click  **Preview**



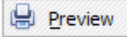
**Figure 5.3.1** Sample Preview of Sales Summary



## 5.4 AR Customer Subsidiary

Generate AR subsidiary report.

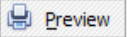
### 5.4.1 How to Preview AR Customer Subsidiary

to preview the AR Customer Subsidiary (where you can also print a hard copy, just click **File** -> **Print**) select the period covered (*Date From* and *Date To*) then click 

## 5.5 Summary of AR Reports

Preview all summary of AR Accounts.

### 5.5.1 How to Preview the Summary of AR Reports

to preview the AR Customer Subsidiary (where you can also print a hard copy, just click **File** -> **Print**) select “As of Date” period then click 

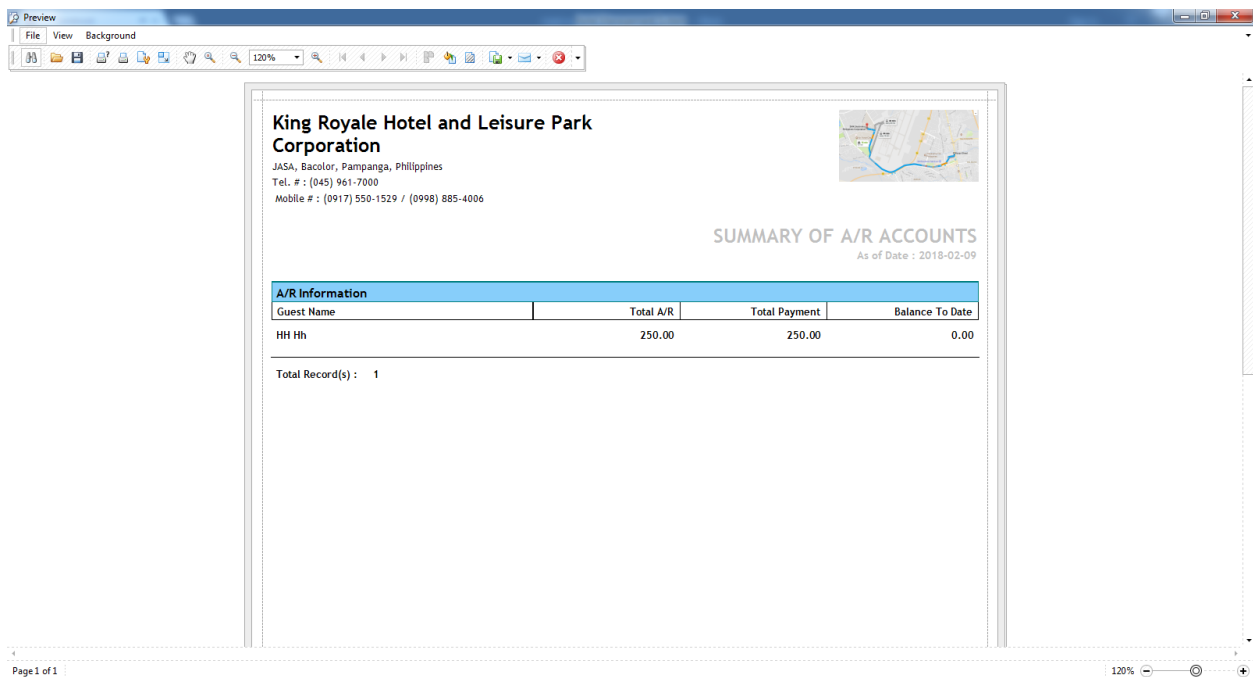


Figure 5.5.1 Sample Preview of Summary of AR Report




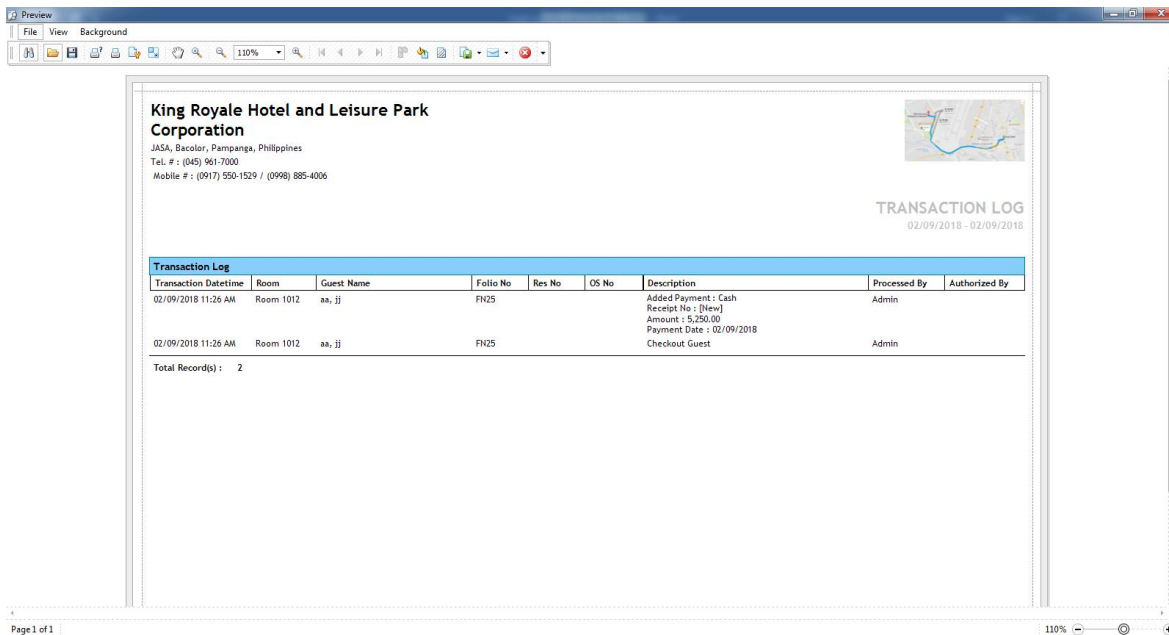


## 5.6 Transaction Log

View all transaction information.

### 5.6.1 How to Preview the Transaction Log

to preview the *Transaction Log* (where you can also print a hard copy, just click **File -> Print**) select the Date Periods (*Date From* and *Date To*) then click  **Preview**




**Figure 5.6.1** Sample Preview of Transaction Log

## 5.7 Customer History File

View all the history of guest and their information.

### 5.7.1 How to Preview Customer History File

to preview the *Customer History File* (where you can also print a hard copy, just click **File -> Print**) select the Reservation Type and the Date Periods (*Date From* and *Date To*) then click  **Preview**



Preview

File View Background

King Royale Hotel and Leisure Park Corporation  
 JASA, Bacolor, Pampanga, Philippines  
 Tel. # : (045) 961-7000  
 Mobile # : (0917) 550-1529 / (0998) 885-4006

Reservation Type : Walk-In

CUSTOMER HISTORY FILE  
 11-01-2017 - 02-09-2018

Room	Folio No.	Res No.	Guest	Arrival	Departure	Nights	Total Charges	Total Payment	Total Refund	Balance
Transaction Type   Reservation										
Room 1001		RN27	Juan, Don	01/25/2018 02:00 PM	02/02/2018 12:00 PM	8	29,640.00	10,000.00	0.00	19,640.00
							Sub Total :	29,640.00	10,000.00	19,640.00
Transaction Type   Checkin										
Room 2005	FN14	RN12	gutierrez, jan	11/16/2017 02:00 PM	11/18/2017 12:00 PM	2	5,250.00	5,250.00	0.00	0.00
Room 1003	FN10	RN9	aguinos, jerome	11/16/2017 02:00 PM	11/18/2017 12:00 PM	2	3,675.00	0.00	0.00	3,675.00
Room 1005	FN11	RN10	aguinos, jerome	11/16/2017 02:00 PM	11/18/2017 12:00 PM	2	0.00	0.00	0.00	0.00
Room 1008	FN13	RN11	aguinos, jerome	11/16/2017 02:00 PM	11/18/2017 12:00 PM	2	10,500.00	0.00	0.00	10,500.00
Room 1008	FN16	RN15	Hh, Hh	12/04/2017 02:00 PM	12/07/2017 12:00 PM	3	0.00	0.00	0.00	0.00
Room 1009	FN17	RN16	Hh, Hh	12/04/2017 02:00 PM	12/07/2017 12:00 PM	3	0.00	0.00	0.00	0.00
Room 1010	FN18	RN17	Hh, Hh	12/04/2017 02:00 PM	12/07/2017 12:00 PM	3	0.00	0.00	0.00	0.00
							Sub Total :	19,425.00	5,250.00	14,175.00
Transaction Type   Checkout										
Room 1002	FN9	RN8	aguinos, jerome	11/16/2017 02:00 PM	11/18/2017 12:00 PM	2	0.00	0.00	0.00	0.00
Room 1001	FN12	RN7	aguinos, jerome	11/16/2017 02:00 PM	11/18/2017 12:00 PM	2	34,130.00	34,130.00	0.00	0.00
Room 1012	FN25	RN30	aa, jj	01/15/2018 02:00 PM	01/16/2018 12:00 PM	1	5,250.00	5,250.00	0.00	0.00


Page 1 of 1

Figure 5.7.1 Sample Preview of Customer History File

## 5.8 Room Rates Breakdown

View all the history of guest and their information.

### 5.8.1 How to Preview Room Rates Breakdown

to preview the *Room Rates Breakdown* (where you can also print a hard copy, just click **File -> Print**) select the Date Periods (*Date From* and *Date To*) then click 

Preview

File View Background

King Royale Hotel and Leisure Park Corporation  
 JASA, Bacolor, Pampanga, Philippines  
 Tel. # : (045) 961-7000  
 Mobile # : (0917) 550-1529 / (0998) 885-4006

ROOM RATES BREAKDOWN  
 12-01-2017 - 02-09-2018

Room	Folio No.	Res No.	Res Type	Guest	Arrival	Departure	Basic Rate	VAT Amount	Service Charge	Tourist TAX	Room Rate	Discount	Total
Room 1008	FN16	RN15	Walk-in	Hh, Hh	12/04/2017 02:00 PM	12/07/2017 12:00 PM	34,807.38	4,176.89	3,480.74	60.00	42,525.00	0.00	42,525.00
Room 1009	FN17	RN16	Walk-in	Hh, Hh	12/04/2017 02:00 PM	12/07/2017 12:00 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Room 1010	FN18	RN17	Walk-in	Hh, Hh	12/04/2017 02:00 PM	12/07/2017 12:00 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Room 2001	FN19	RN18	Walk-in	pang, rexn	12/04/2017 02:00 PM	12/05/2017 12:00 PM	8,463.11	1,015.57	846.31	20.00	10,345.00	0.00	10,345.00
Room 2002	FN20	RN19	Walk-in	pang, rexn	12/04/2017 02:00 PM	12/05/2017 12:00 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Room 2003	FN21	RN20	Walk-in	pang, rexn	12/04/2017 02:00 PM	12/05/2017 12:00 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Room 1007	FN22	RN21	Walk-in	asdad, sadas	12/15/2017 02:00 PM	12/16/2017 12:00 PM	2,135.25	256.23	213.52	20.00	2,625.00	0.00	2,625.00
Room 1001	FN23	RN21	Walk-in	James, Lebron	12/18/2017 02:00 PM	12/19/2017 12:00 PM	3,213.11	385.57	321.31	20.00	3,940.00	0.00	3,940.00
Room 1006	FN24	RN21	Walk-in	aguinos, jerome	01/10/2018 02:00 PM	01/14/2018 12:00 PM	9,770.49	1,172.46	977.05	80.00	12,000.00	0.00	12,000.00
Room 2015	FN26	RN26	Walk-in	Juan, Don	01/16/2018 02:00 PM	01/17/2018 12:00 PM	2,995.90	359.51	299.59	20.00	3,675.00	0.00	3,675.00
Room 1002	FN27	RN28	Email/Internet	Curry, Stephen	01/16/2018 02:00 PM	01/21/2018 12:00 PM	21,434.43	2,572.13	2,143.44	100.00	26,250.00	0.00	26,250.00
Room 2018	FN29	RN29	Walk-in	sample, sample	01/29/2018 02:00 PM	01/30/2018 12:00 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Record(s) : 12

Page 1 of 1


Figure 5.8.1 Sample Preview of Room Rates Breakdown

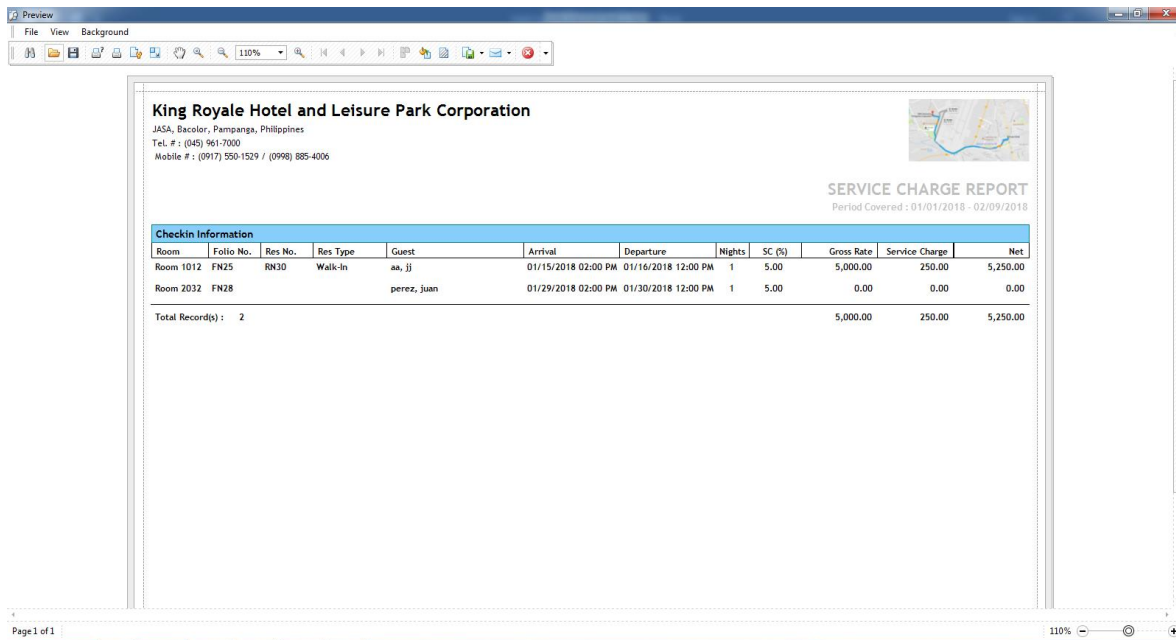


## 5.9 Service Charge Report

Preview Service Charge Reports.

### 5.9.1 How to Preview Service Charge Reports

to preview the *Service Charge Reports* (where you can also print a hard copy, just click **File -> Print**) select the Date Periods (*Date From* and *Date To*) then click  **Preview**




**Figure 5.9.1** Sample Preview of Service Charge Reports

## 5.10 All Day Notes

Preview all day notes of all transactions filtered by.

### 5.10.1 How to Preview All Day Notes

to preview the *All Day Notes* (where you can also print a hard copy, just click **File -> Print**) select the Date and then click  **Preview**



## 6 QUICK TOOLS

### 6.1 Guest Quick Search

Quick searching of Guests, you can search some information per guests such as the Guest Information, Address Information, Contact Information, Identity Information Guest Remarks, and Other Information. (you can't edit or change any value here, it is for viewing purposes only)

Code	Guest Name
2017-000001	a, a
2017-000011	aa, jj
2017-000010	aquinos, jerome
2017-000014	asdasd, sadas
2017-000002	b, b
2017-000005	Bryant, Kobe
2017-000007	Curry, Stephen
2017-000004	fff, fff
2017-000013	gutierrez, jan
2017-000003	Hh, HH
2017-000012	huhu, lolu
2018-000020	hwrhwrh, grghr
2017-000006	James, Lebron
2018-000016	Juan, Don
2017-000008	pang, rexn

Figure 6.1 Guest Quick Search

#### 6.1.1 How to Add/Edit/Delete New Guest Entry?

To add new guest entry please see 1.9 Guest Master in pg. 34) List it will show the proper steps how to manage Guest Entry.

#### 6.1.2 How View History of Guest?

To view the history of Guests select the guest where you want to view the history then click **View History**, if you want to print the current history click **Print**.



## 6.2 Search Available Rooms

Look up available rooms based on criteria you enter, to **Search for Available Rooms** select your Arrival Time and Departure Time, select the Floor and Room Type, choose the number of nights. You can now see the available rooms based on the entered criteria.

Code	Name	Room Type	Floor	Remarks
2011	Room 2011	Premier	2nd Floor	
2012	Room 2012	Premier	2nd Floor	
2013	Room 2013	Premier	2nd Floor	
2014	Room 2014	Premier	2nd Floor	
2015	Room 2015	Premier	2nd Floor	
2016	Room 2016	Premier	2nd Floor	
2017	Room 2017	Premier	2nd Floor	
2018	Room 2018	Premier	2nd Floor	
2019	Room 2019	Premier	2nd Floor	
2020	Room 2020	Premier	2nd Floor	
2021	Room 2021	Premier	2nd Floor	
2022	Room 2022	Premier	2nd Floor	
2023	Room 2023	Premier	2nd Floor	
2024	Room 2024	Premier	2nd Floor	
2025	Room 2025	Premier	2nd Floor	
2026	Room 2026	Premier	2nd Floor	
2028	Room 2028	Premier	2nd Floor	
2030	Room 2030	Premier	2nd Floor	

**Figure 6.2** Search Available Rooms

## 6.3 Balance Alert

Preview current balance of all check in, to preview the balance alert select the Date you want to preview then click **Preview**.



Preview

File View Background

King Royale Hotel and Leisure Park Corporation  
 JASA, Bacolor, Pampanga, Philippines  
 Tel. # : (045) 961-7000  
 Mobile # : (0917) 550-1529 / (0998) 885-4006

BALANCE ALERT  
 As of Date : 02/09/2018

Room	HK Status	Transaction Type	Bfast	Guest	Arrival	Departure	Nights	Total Charges	Total Payment	Total Refund	Balance
Room 1001	DO	Walkins	0	James, Lebron	12/18/2017	12/19/2017	1	3,940.00	0.00	0.00	3,940.00
Room 1002	NCI	Group	2	Curry, Stephen	01/16/2018	01/21/2018	5	26,250.00	25,000.00	0.00	1,250.00
Room 1003	OC	Walkins	0	aquinos, jerome	11/16/2017	11/18/2017	2	3,675.00	0.00	0.00	3,675.00
Room 1004	OC	Walkins	0	James, Lebron	11/16/2017	11/19/2017	3	6,735.00	6,500.00	0.00	235.00
Room 1005	MUR	Walkins	0	aquinos, jerome	11/16/2017	11/18/2017	2	0.00	0.00	0.00	0.00
Room 1006	OC	Walkins	0	aquinos, jerome	01/10/2018	01/14/2018	4	12,200.00	12,200.00	0.00	0.00
Room 1007	NCI	Walkins	0	asdasd, sadas	12/15/2017	12/16/2017	1	2,625.00	0.00	0.00	2,625.00
Room 1008	NCI	Walkins	0	aquinos, jerome	11/16/2017	11/18/2017	2	10,500.00	0.00	0.00	10,500.00
Room 1008	NCI	Walkins	0	Hh, HH	12/04/2017	12/07/2017	3	0.00	0.00	0.00	0.00
Room 1009	NCI	Walkins	0	Hh, HH	12/04/2017	12/07/2017	3	0.00	0.00	0.00	0.00
Room 1010	NCI	Walkins	0	Hh, HH	12/04/2017	12/07/2017	3	0.00	0.00	0.00	0.00
Room 1014	NCI		0	hwrhwrh, grgr	02/09/2018	02/10/2018	1	0.00	0.00	0.00	0.00
Room 1014	NCI		0	hwrhwrh, grgr	02/09/2018	02/10/2018	1	0.00	0.00	0.00	0.00
Room 1014	NCI		0	hwrhwrh, grgr	02/09/2018	02/10/2018	1	0.00	0.00	0.00	0.00
Room 2001	NCI	Walkins	0	pang, rexn	12/04/2017	12/05/2017	1	0.00	0.00	0.00	0.00
Room 2002	NCI	Walkins	0	pang, rexn	12/04/2017	12/05/2017	1	0.00	0.00	0.00	0.00
Room 2003	NCI	Walkins	0	pang, rexn	12/04/2017	12/05/2017	1	0.00	0.00	0.00	0.00
Room 2005	NCI	Walkins	0	gutierrez, jan	11/16/2017	11/18/2017	2	5,250.00	5,250.00	0.00	0.00
Room 2011	OC	Walkins	0	pang, rexn	11/16/2017	11/18/2017	2	0.00	0.00	0.00	0.00
Room 2011	OC	Walkins	0	pang, rexn	11/16/2017	11/18/2017	2	3,150.00	0.00	0.00	3,150.00

Page 1 of 2

Figure 6.3 Sample Preview of Balance Alert

## 6.4 Room Assignment

View Room assignments per day, to view Room Assignments select the Date you want to view and select the Room Type, you will now see Rooms that are assigned, it will show the Room Information, Occupied By, and Incoming Guests.

Room Assignment

Room Assignment

View Room Assignment per day.

Date: Friday, February 09, 2018 Room Type: All Room Type

Drag a column header here to group by that column

Room Information			Occupied By		Incoming Guest	
Room	Room Type	HK Status	Folio No	Guest Name	Res No	Guest Name
Room 1001	Junior Suite A	DO	FN23	James, Lebron		
Room 1002	Standard	NCI	FN27	Curry, Stephen		
Room 1003	Standard	OC	FN10	aquinos, jerome		
Room 1004	Standard	OC	FN2	James, Lebron		
Room 1005	Standard	MUR	FN11	aquinos, jerome		
Room 1006	Family Suite With B	OC	FN24	aquinos, jerome		
Room 1007	Standard	NCI	FN22	asdasd, sadas		
Room 1008	Family Suite With B	NCI	FN13	aquinos, jerome		
Room 1008	Family Suite With B	NCI	FN16	Hh, HH		
Room 1009	Standard	NCI	FN17	Hh, HH		
Room 1010	Family Suite With A	NCI	FN18	Hh, HH		
Room 1012	Family Suite With B	VD				
Room 1014	Family Suite With A	NCI	FN30	hwrhwrh, grgr		
Room 1014	Family Suite With A	NCI	FN31	hwrhwrh, grgr		
Room 1014	Family Suite With A	NCI	FN32	hwrhwrh, grgr		
Room 2001	Junior Suite B	NCI	FN19	pang, rexn		
Room 2002	Standard	NCI	FN20	pang, rexn		
Room 2003	Junior Suite A	NCI	FN21	pang, rexn		

Close

Figure 6.3  
 Room Assignment



## 7 QUICK NAVIGATION TOOL

This field gives a quick solution to navigate different main functions of the system.

- **Check in/ Reservation**, this field contains *Walk In, New Reservation, Multiple Reservation* and *Multiple Check In* (see **1. Front Office** in **pg. 7**)
- **Guest Operations**, this fields contains *Guest Master List* and *Guest Arrival List* (see **1. Front Office** in **pg. 7**)
- **Reports** this field contains *Balance Alert, Due Out List, Monthly Occupancy*, and *Occupancy (Per room type)*
- **Housekeeping Operations**, this includes *Housekeeping* and *Housekeeping Inventory*
- **Others**, this fields contains *Change Password, Close Shift*, and *Logout*.

### 7.1 How to preview Due Out List

To preview Due Out List, go to navigation tool located at the left panel of the window then click **Due Out List**, enter the “*As of Date*” of the List then click Preview. (see **figure 7.1** for sample)

**King Royale Hotel and Leisure Park Corporation**  
 JASA, Bacolor, Pampanga, Philippines  
 Tel. #: (045) 961-7000  
 Mobile #: (0917) 550-1529 / (0998) 885-4006

**DUE OUT LIST**  
 As of Date : 02/12/2018

Checkin Information											
Room	Folio No.	Res No.	Res Type	Guest	Arrival	Departure	Nights	Total Charges	Total Payment	Total Refund	Balance
Room 1001	FN23	RN21		James, Lebron	12/18/2017 02:00 PM	12/19/2017 12:00 PM	1	3,940.00	0.00	0.00	3,940.00
Room 1002	FN27	RN28	Email/Internet	Curry, Stephen	01/16/2018 02:00 PM	01/21/2018 12:00 PM	5	26,250.00	25,000.00	0.00	1,250.00
Room 1003	FN10	RN9	Walk-In	aquinos, Jerome	11/16/2017 02:00 PM	11/18/2017 12:00 PM	2	3,675.00	0.00	0.00	3,675.00
Room 1004	FN2			James, Lebron	11/16/2017 02:00 PM	11/19/2017 12:00 PM	3	6,755.00	6,500.00	0.00	255.00
Room 1005	FN11	RN10	Walk-In	aquinos, Jerome	11/16/2017 02:00 PM	11/18/2017 12:00 PM	2	0.00	0.00	0.00	0.00
Room 1006	FN24			aquinos, Jerome	01/10/2018 02:00 PM	01/14/2018 12:00 PM	4	12,200.00	12,200.00	0.00	0.00
Room 1007	FN22			asdasd, sadas	12/15/2017 02:00 PM	12/16/2017 12:00 PM	1	2,625.00	0.00	0.00	2,625.00
Room 1008	FN16	RN15	Walk-In	Hh, HH	12/04/2017 02:00 PM	12/07/2017 12:00 PM	3	0.00	0.00	0.00	0.00
Room 1008	FN13	RN11	Walk-In	aquinos, Jerome	11/16/2017 02:00 PM	11/18/2017 12:00 PM	2	10,500.00	0.00	0.00	10,500.00
Room 1009	FN17	RN16	Walk-In	Hh, HH	12/04/2017 02:00 PM	12/07/2017 12:00 PM	3	0.00	0.00	0.00	0.00
Room 1010	FN18	RN17	Walk-In	Hh, HH	12/04/2017 02:00 PM	12/07/2017 12:00 PM	3	0.00	0.00	0.00	0.00
Room 1014	FN31	RN43		hwrhwrh, grgr	02/09/2018 02:00 PM	02/10/2018 12:00 PM	1	0.00	0.00	0.00	0.00
Room 1014	FN32	RN43		hwrhwrh, grgr	02/09/2018 02:00 PM	02/10/2018 12:00 PM	1	0.00	0.00	0.00	0.00
Room 1014	FN30	RN43		hwrhwrh, grgr	02/09/2018 02:00 PM	02/10/2018 12:00 PM	1	0.00	0.00	0.00	0.00
Room 2001	FN19	RN18		pang, rexn	12/04/2017 02:00 PM	12/05/2017 12:00 PM	1	0.00	0.00	0.00	0.00
Room 2002	FN20	RN19		pang, rexn	12/04/2017 02:00 PM	12/05/2017 12:00 PM	1	0.00	0.00	0.00	0.00
Room 2003	FN21	RN20		pang, rexn	12/04/2017 02:00 PM	12/05/2017 12:00 PM	1	0.00	0.00	0.00	0.00
Room 2005	FN14	RN12	Walk-In	gutierrez, jan	11/16/2017 02:00 PM	11/18/2017 12:00 PM	2	5,250.00	5,250.00	0.00	0.00
Room 2011	FN3	RN2	Corporate	pang, rexn	11/16/2017 02:00 PM	11/18/2017 12:00 PM	2	3,150.00	0.00	0.00	3,150.00

**Figure 7.1** Sample Preview of Due Out List



## 7.2 How to preview Monthly Occupancy

To preview Monthly Occupancy, go to navigation tool located at the left panel of the window then click **Monthly Occupancy**, select the *Month* of the report if you want a **Specific Month** or enter the **Custom Date** (Date From and Date to) then click Preview. (see **figure 7.2.1** for sample)

Monthly Occupancy Report  
Preview occupancy report per month

Period Covered

Specific Month  Custom Date

Month: February

Custom Date

From: Monday, February 12, 2018

To: Monday, February 12, 2018

Preview Close

Figure 7.2 Monthly Occupancy

King Royale Hotel and Leisure Park Corporation  
JASA, Bacolor, Pampanga, Philippines  
Tel. # : (045) 961-7000  
Mobile # : (0917) 550-1529 / (0998) 885-4006

Occupancy Report  
Period Covered : February 2018

Room	Room Type	Nights	Percentage(%)
Room 1001	Junior Suite A	1	3.57%
Room 1002	Standard	0	0.00%
Room 1003	Standard	0	0.00%
Room 1004	Standard	0	0.00%
Room 1005	Standard	0	0.00%
Room 1006	Family Suite With B	0	0.00%
Room 1007	Standard	0	0.00%
Room 1008	Family Suite With B	0	0.00%
Room 1009	Standard	0	0.00%
Room 1010	Family Suite With A	0	0.00%
Room 1012	Family Suite With B	0	0.00%
Room 1014	Family Suite With A	3	10.71%
Room 2001	Junior Suite B	0	0.00%
Room 2002	Standard	0	0.00%
Room 2003	Junior Suite A	0	0.00%
Room 2004	Standard	0	0.00%
Room 2005	Junior Suite B	0	0.00%
Room 2006	Standard	0	0.00%
Room 2007	Standard	0	0.00%
Room 2008	Standard	0	0.00%

Page 1 of 2

Figure 7.2.1 Sample Preview of Monthly Occupancy





### 7.3 How to preview Monthly Occupancy (Per Room Type)

To preview Monthly Occupancy (Per Room Type), go to navigation tool located at the left panel of the window then click **Monthly Occupancy (Per Room Type)**, select the *Month* of the report if you want a **Specific Month** or enter the **Custom Date** (*Date From and Date to*) then click . (see **figure 7.3.1** for sample)

Monthly Occupancy Report(Per Room Type)  
Preview occupancy report per month

Period Covered

Specific Month  Custom Date

Month  
February

Custom Date

From :  
Monday, February 12, 2018

To :  
Monday, February 12, 2018

Preview Close

Figure 7.3 Monthly Occupancy (Per Room Rate)

King Royale Hotel and Leisure Park Corporation  
JASA, Bacolor, Pampanga, Philippines  
Tel. # : (045) 961-7000  
Mobile # : (0917) 550-1529 / (0998) 885-4006

Occupancy Report (Per Room Type)  
Period Covered : February 2018

Room Type	Nights	Percentage(%)
Junior Suite A	1	3.57%
Junior Suite B	0	0.00%
Executive	0	0.00%
Family Suite With A	3	10.71%
Premier	0	0.00%
Standard	0	0.00%
Family Suite With B	0	0.00%
3 Bedroom Villas	0	0.00%
4 Bedroom Villas	0	0.00%
Total Record(s) : 9	0.44	1.59%

Figure 7.3.1 Sample Preview of Monthly Occupancy (Per Room Type)



## 7.4 Housekeeping Operations

This field shows Housekeeping status, you can also *Set Room Status*, just select the item you want to set the status then select the status type and click **Set Status**. You can also add an *extra charge* in a specific room.

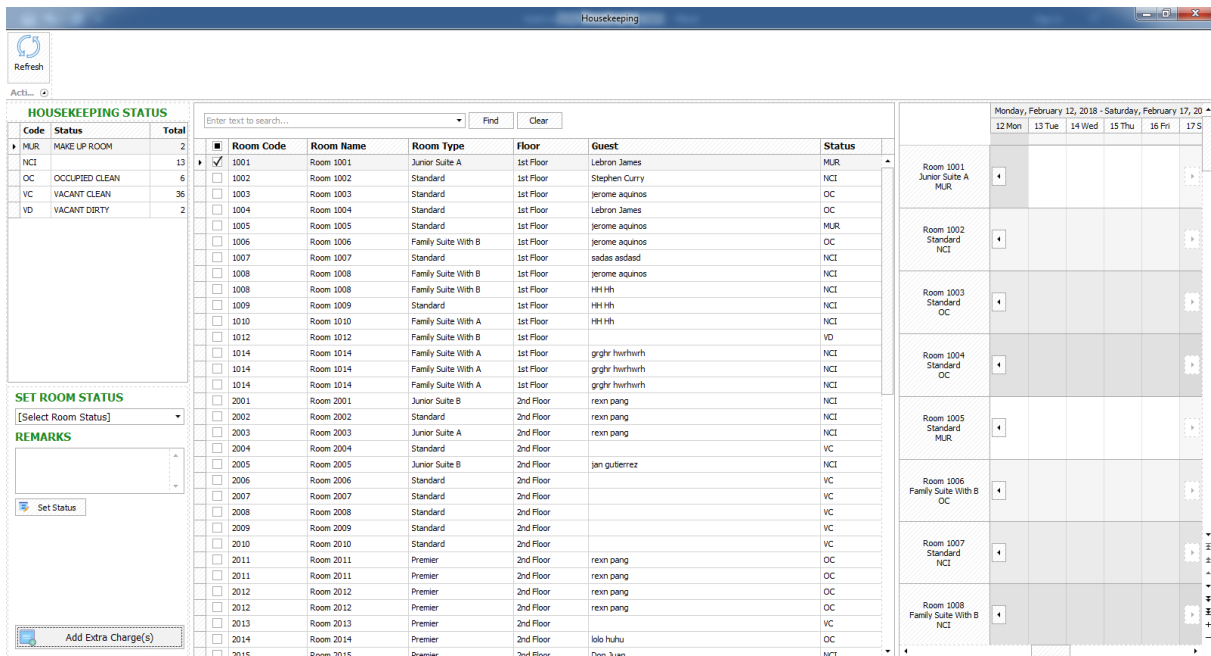


Figure 7.4 Housekeeping Operations

## 7.5 Housekeeping Inventory

This field previews all room status for housekeeping, to view the Housekeeping Inventory **select the Floor** you want to preview then click **Preview**, you will now be redirected to Microsoft Excel where your inventory will be viewed.

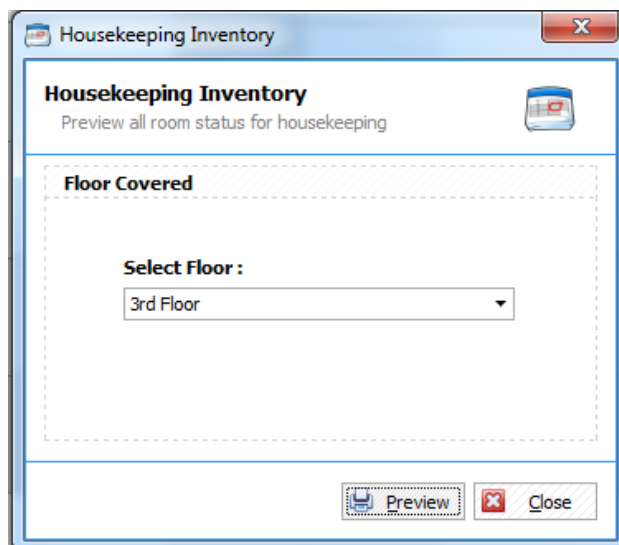


Figure 7.5 Housekeeping Inventory



## 7.6 How to Change Password?

To Change Password, go to navigation tool located at the left panel of the window then click **Change Password** (see **figure 7.5**), enter your *Current Password*, *New Password*, *Confirm New Password* (re-enter your new password) and *Password Hint* (optional) then click **Save**.

Type the necessary values in the fields

**Figure 7.6** Change Password

## 7.7 How to Close Shift?

To **Close Shift**, go to navigation tool located at the left panel of the window then click **Close Shift** (see **figure 7.6**), enter the corresponding value in the Summary, enter the number value in each field (from 1-1000) then click **Close Shift**, a confirmation box will show up, click **Yes** to continue or **No** if not.



**Shift Details**

Shift Name	06 AM - 02 PM	Opened By	Admin
Shift Date	02/12/2018	Opened Datetime	02/12/2018 10:06 AM

**Sales Details**

User	Cash	Card	Check	Direct Billing	Bank Deposit	Total Sales	Refunded
------	------	------	-------	----------------	--------------	-------------	----------

**Summary**

Cash Fund :

1,000	<input type="text" value="0"/>	<input type="text" value="0.00"/>	20	<input type="text" value="0"/>	<input type="text" value="0.00"/>
500	<input type="text" value="0"/>	<input type="text" value="0.00"/>	10	<input type="text" value="0"/>	<input type="text" value="0.00"/>
200	<input type="text" value="0"/>	<input type="text" value="0.00"/>	5	<input type="text" value="0"/>	<input type="text" value="0.00"/>
100	<input type="text" value="0"/>	<input type="text" value="0.00"/>	1	<input type="text" value="0"/>	<input type="text" value="0.00"/>
50	<input type="text" value="0"/>	<input type="text" value="0.00"/>			

Total :

Total Cash	0.00
Total Card	0.00
Total Check	0.00
Total Direct Billing	0.00
Total Bank Deposit	0.00
<b>Grand Total</b>	<b>0.00</b>
<b>Total Refund</b>	<b>0.00</b>

Figure 7.7 Close Shift

## 7.8 Logout

To **Log out**, go to navigation tool located at the left panel of the window then click **Logout**, click **Yes** to continue to logout or **No** if not.