HotelAdmin Pro

www.hoteladminpro.com
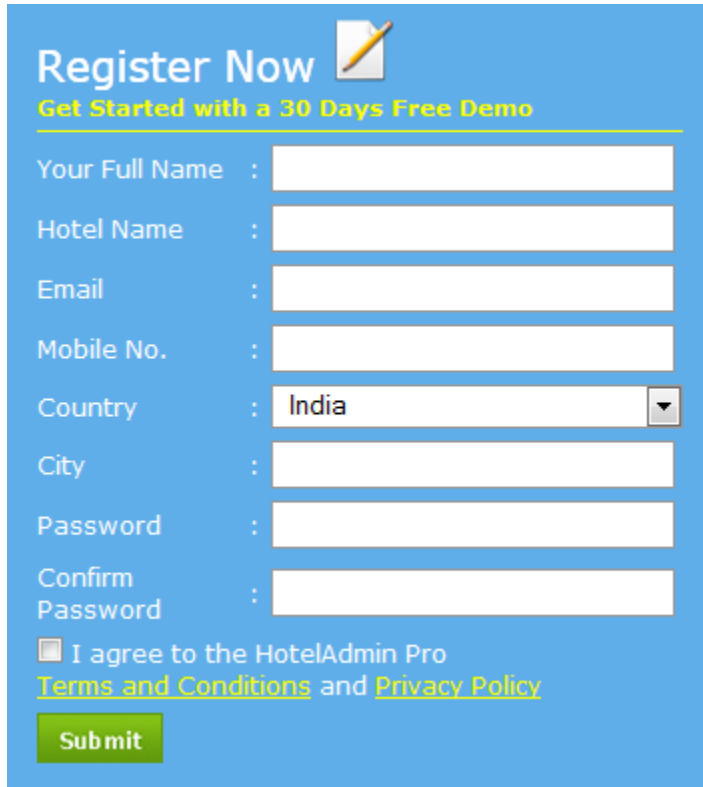
User Manual

Powered by : San Data Systems Private Limited. SAN

www.sandatasystems.com

Registration

You need to register on our homepage (www.hoteladminpro.com) before you can use the online HotelAdmin Pro software for 30 days free demo. A blank registration form is shown below.

Please provide your full name, your Hotel/Property name, email, mobile no., select country (by default India). Enter city, password and confirm your password. Please read the Terms and Conditions and Privacy Policy carefully and select the checkbox if you agree and click Submit.

Login

You can login to the Main Software Panel from the homepage. See the login screen below.

Enter your email and password you used while registering.

If you have already registered and forgot your password you can click the "Forgot your password?" link. This will redirect you to another page where you have to enter your email address and by pressing the Submit button your password will be emailed automatically.

Forgot Password

Email Address

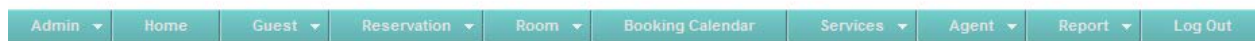[   ]

Login   **Submit**

Main Software Panel

In the main panel, with full privilege you can find 10 tabs namely,

1. Admin
2. Home
3. Guest
4. Reservation
5. Room
6. Booking Calendar
7. Services
8. Agent
9. Report
10. Log Out

San - HotelAdmin Pro

| Admin ▼ | Home | Guest ▼ | Reservation ▼ | Room ▼ | Booking Calendar | Services ▼ | Agent ▼ | Report ▼ | Log Out |

Icon Details :

🖊 ➡ Edit   ✖ ➡ Remove   ➕ ➡ Add Service   ➖ ➡ Remove Service   ⓘ ➡ More info

Admin

In the Admin Panel you'll find options like these:

Click Add User link to add one software user.

Please fill up all the fields as every field is mandatory. Select the checkboxes to give the necessary Access Rights to the user and Press Save details button.

The View User link looks similar to the following fig.

Email	Password	Name	Mobile	Adm.	Gst.	Resv.	Rm.	B.Cal.	Serv.	Agt.	Rpt.		
mr@gmail.c...	***	Mrinal Roy	9632343986	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
ss@gmail.co...	****	Sumata Das	9888888888	No	No	Yes	No	No	No	Yes	Yes		
sanjoy.nic@...	****	Sanjoy Sarma	9533224430	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		

Users are searchable by

The Edit button with every record pops up the edit page.

Here, you can change user details and user privileges and Submit the page to reflect the changes you have made.

When the ✕ button is clicked, it pops-up a window as shown below:
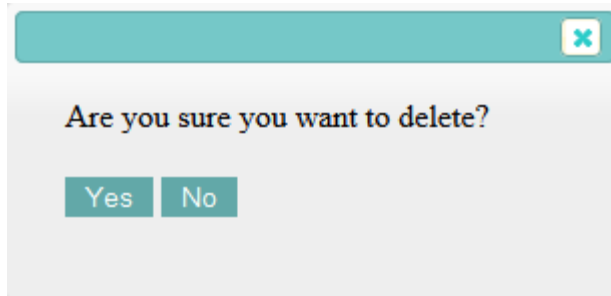
When Yes button is clicked it checks whether there is any association for this record with other components in the software. If it finds an association it shows a message like this
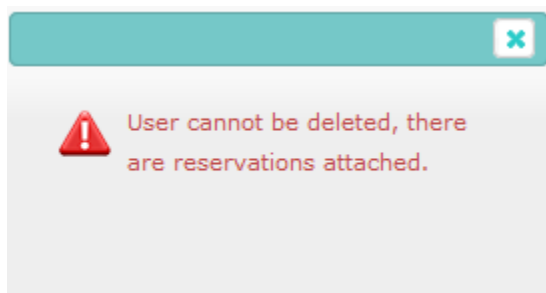
If, there is no associated components with a record it simply deletes the item.

In Add Hotel Info link, you enter your Hotel Information. These details will be shown in Bill.

Click Save details.

In View Hotel Info you can see the details and edit if required.

Hotel Name	Address	phone		
Taj	Kolkata 8	24445666	✏	✖
Taj Bengal	Alipore	033-22229876	✏	✖

Note: Please don't enter more than one Hotel Information. If entered more than one record by mistake immediately delete the unnecessary record(s) by clicking the ✕ icon next to it.

A confirm window pops up when you click the delete icon. Press Yes to confirm delete operation.
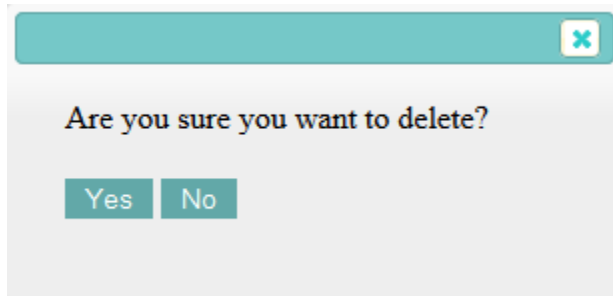
Guest

In the Guest tab you'll find links like these:

The Add Guest link is shown below

Fill up all the fields and click save details button to add one guest. For Id Proof, click the ✚ icon next to the Id Proof drop down. This will pop up a window like this

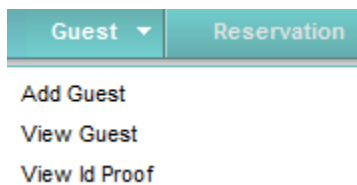Type the required Id Proof name like "PAN" /"Passport" /"Voter Card"/"Driving Lisence" etc and the added item will be populated in Id Proof dropdown. Now, you can choose any one Id proof from dropdown and put the corresponding value in the textbox next to it.

The View guest link looks like the following fig.

Guest Search by [--All-- ▼] [Show Result]

Guest Id	Guest Name	Gender	Id Proof	Mobile	Email	City	State	Country	Pin Code		
19	Soumen Satra	Male	Passport No - ABCC4555G	9888466459	soumen@g...	Kolkata	WB	India	700040	✏	✗
18	Atanu Roy	Male	Pan Card No - ABCC4555V	9888455459	atn@gmail.c...	Kolkata	WB	India	700013	✏	✗
17	Dip Das	Male	Pan Card No - ABCC4555N	9888455469	dip@gmail.c...	Kolkata	WB	India	700005	✏	✗
16	Monoj Ghosal	Male	Visa Card - ABCDE1234M	9855456988	mn@gmail.c...	Kolkta	WB	India	700013	✏	✗
13	Ayush Sharma	Male	Pan Card No - ABCDE1234K	9433334412	ayush@gma...	Bengaluru	Karnataka	India	560038	✏	✗
12	Vijay Venugopal	Male	Pan Card No - ABCDE1234C	9656369993	vijay@gmail...	Chennai	Tamilnadu	India	600035	✏	✗
11	Prakash Jha	Male	Passport No - CFJ3000651	9244334412	prakash@g...	Ranchi	Jharkhand	India	831013	✏	✗
10	Ritendar Sing Shodhi	Male	Pan Card No - ABCDE1234P	9922242521	riten@gmail....	Ludhiana	Panjab	India	141001	✏	✗
9	Aman Bhatt	Male	Passport No - CFJ2000451	9774569881	susovan@g...	Rajkot	Gujarat	India	364485	✏	✗
8	Rahul Gupta	Male	Passport No - CFU3000651	9588446639	rahul@gmail...	Pune	Maharasht...	India	411051	✏	✗
7	Zahir Khan	Male	Passport No - CFH2000351	9856565255	zahir@gmail...	Vadodra	Gujarat	India	391125	✏	✗
6	Sunil Joshi	Male	Passport No - CFG2000651	9333355532	sunil@gmail....	Jaipur	Rajasthan	India	302004	✏	✗
5	Tanmoy Jana	Male	Pan Card No - ABCDE1234S	9236363699	tanmoy@gm...	Shiliguri	WB	India	734003	✏	✗
3	Rajpal Sing	Male	Pan Card No - ABCDE1234T	9233334412	raj@gmail.c...	Amritsar	Panjab	India	143001	✏	✗
2	Prithis Mitra	Male	Pan Card No - ABCDE1234F	9334569881	pr100@gmai...	Patna	Bihar	India	800001	✏	✗

Page 1 of 2 [First] [Prev] [1] [2] [Next] [Last]

In this fig. you can see that the total number of guests has been displayed in multiple pages to easily manage and display guest information in a compact way. In a single page 15 guest records are being displayed.

Guest can be searchable by Guest Id, Guest Name, Id Proof No, Email and Mobile.

[--All-- ▼]
--All--
Guest Id
Guest Name
Id Proof No
Email
Mobile

By clicking the Edit Icon (✏) for a record will pop up a edit form similar to the following fig.

Here, you can edit the necessary Guest Information click Submit to reflect the changes in the system.

In the View Id Proof link, you can see the Id Proof(s) you have entered through Add Guest page.

Id Proof Id	Id Proof Name		
5	Adhar Card	✎	✗
1	Pan Card No	✎	✗
2	Passport No	✎	✗
3	Visa Card	✎	✗

If you misspell Id Proof Name while adding from the Add Guest page (by clicking on the ✚ icon) here, in the View Id Proof link you can edit the entry.

Room

In the Room tab you'll find links like these:

To create a Room Type first, click on Add Room Type. You'll get a form like this

Type the Room Type Name e.q "5 Star"/"Delux Non-AC"/"Super deluxe-AC"/"Comfort" etc, enter maximum number of adult and child for that room type and click Save details.

In the View Room Type link you'll get all the Room Types entered.

Room Type	Max Adult	Max Child		
3 Star	3	3	✏	✗
5 Star	4	4	✏	✗
7 Star	5	5	✏	✗

Room Type can be searchable by, Room Type name. Room Type can also be editable. Please refer the following fig.

Room Type :	3 Star
Max Adult :	3
Max Child :	3

Submit

Now, click on the Add Room link under Room tab.

Room Name :	
Room No :	
Room Type :	--Please Select-- ▼
Room Rate :	

Save details

Please enter Room Name, Room No. e.g. "201"/"G-100" etc, select the Room Type from the drop down menu, enter the Room Rate per day and click Save details to add one room.

Room Search by --All-- ▼ Show Result

Room Name	Room No	Room Type	Room Rate		
Akanto Mohol	110	5 Star	1800	✎	✗
Ananda Mohol	109	5 Star	1600	✎	✗
Chirag	101	5 Star	1500	✎	✗
Corporate	103	7 Star	3000	✎	✗
Dipayan	104	3 Star	700	✎	✗
Dreem	102	3 Star	1000	✎	✗
Dreem Mohol	106	7 Star	3000	✎	✗
Nil Mohol	108	3 Star	1200	✎	✗
Nitangle	100	7 Star	2000	✎	✗
Raj Mohol	105	7 Star	2500	✎	✗
Room A	111	3 Star	500	✎	✗
Room B	112	3 Star	500	✎	✗
Room C	113	3 Star	500	✎	✗
Taj Mohol	107	7 Star	3000	✎	✗

The View Room link is shown below. Room can be searchable by, Room Name, Room Type & Room No.

Click on the edit button to edit a room. This will pop up a window like this

Note: You are required to select the corresponding Room Type to add one Room record. So, you've to add at least one Room Type prior to adding one new Room.

You can add components e.g "TV"/"Fridge"/"Telephone"/"Internet" to a Room Type by clicking on Room Type Component link.

These components will be shown in View Room Type Component link as shown in the fig.

Component Id	Component Name		
1	AC	✎	✗
2	TV	✎	✗
3	Fridge	✎	✗
4	Computer	✎	✗
5	Sound System	✎	✗

Component name can be editable by clicking on the edit icon (✎)

Click Submit to save changes.

Now, it's time to assign these components to Room Type.

Please click on the link Assign Components to Room Type. Select the Room Type from the drop down menu. This will enlist all the components you've entered via Add Room Type Component link. Select the necessary Components and click Save details button. After save details button is clicked the Room Type will be disappeared from this drop down menu and will appear in View Components in Room Type page.

In the demo, we've selected "AC" and "Sound System" for the "3 star" Room Type.

To view the Room Type along with components in it click the View Components in Room Type link under Room tab. See fig. below

Room Type	Component List	
5 Star	AC	
	TV	✏️
	Fridge	
7 Star	AC	
	TV	
	Fridge	✏️
	Computer	
	Sound System	
3 Star	AC	✏️
	Sound System	

You can see "AC" and "Sound System" is enlisted in the 3 Star Room Type. To add/remove room components from a Room Type click the edit button (✏️) next to that Room Type.

This will pop up a window where you can alter your component selection for that Room Type. Please refer fig. below

Room Type : 3 Star

Room Type	Include
AC	☑
TV	☑
Fridge	☐
Computer	☐
Sound System	☑

Update

Here, we've selected another component "TV" and clicked on Update button to reflect the changes which is shown below

Room Type	Component List	
5 Star	AC	
	TV	✏
	Fridge	
7 Star	AC	
	TV	
	Fridge	✏
	Computer	
	Sound System	
3 Star	AC	
	TV	✏
	Sound System	

If you completely de-select all the components for a Room Type and Update, you'll find the Room Type in Assign Components to Room Type link's drop down menu and that Room Type is ready for re-assignment of room components.

Services

In the Services tab you'll find links like these:

Services ▼   Agent ▼

Add Service
View Service
Add Service Type
View Service Type

To create a Service Type first, click on Add Service Type. You'll get a form like this

Name :
Code :
Note :

Save details

Type Service Type name e.g. "Cleaning"/"Laundry"/"Drinks"/"Meal"/"Breakfast" etc, Code, and Note for a small description of that Service Type. Click save details button to add one Service Type.

Click on the View Service Type to see the list of all service types entered.

Service Type Search by --All-- ▼ Show Result

Service Type	Code	Description		
cleaning	3	This is cleaning type service	✎	✗
Cloth	ST03	this is ST03	✎	✗
Drinks	2	this is drinks type service	✎	✗
Flower	ST01	this is ST01	✎	✗
Fruit	ST02	this is ST02	✎	✗
Meal	1	this is meal type service	✎	✗

Service Type can be searchable by Service Type name. Similar to Room Type, Service Type is also editable. By clicking the edit button next to each row, a window pops up where you can edit the record and click Submit button to save the changes you have made.

Service Type : Drinks
Code : 2
Description : this is drinks type service

Submit

Now, click on Add Service link under Services tab.

Service Name :
Code :
Type : --Please Select-- ▼
Rate :

Save details

Please type Service Name, Code, select Service Type from the drop down menu and rate for that service.

Here, you are required to select the corresponding Service Type to add one Service record. So, you've to add at least one Service Type prior to adding one new Service.

Click the View Service link under Services tab to enlist the added services.

Service Search by --All-- ▼ Show Result

Sevice Name	Service Code	Service Type	Service Rate		
Dress	S03	Cloth	1000	✎	✕
Drinks	2	Drinks	300	✎	✕
Fruit Service	S02	Fruit	400	✎	✕
Loundry	3	cleaning	200	✎	✕
Meal Plan	1	Meal	500	✎	✕
Rose Flower	S01	Flower	350	✎	✕

It's searchable by, Service Name, Service Type & Service Code.

--All-- ▼
--All--
Service Name
Service Type
Service Code

By clicking on the edit button (✎) next to each Service record will pop up a window like the following fig. where you can edit the record and click Submit to save changes.

Service Name : Drinks

Service Code : 2

Service Type : Drinks ▼

Service Rate : 300

Submit

In the Agent tab you'll find the following links:

Add Agent

View Agent

Click Add Agent to add one agent. The Add Agent form is shown below.

Please type all the details and click Save details. Every field is mandatory here.

In the View Agent link, your agent list is shown.

Agent Name	Contact Person	Mobile	Email	City	State	Pin Code		
Moon	Monoj Sen	9888488459	mnj@gmail.com	Kolkata	WB	700041	✏️	✕
Blue Star	Bilash Barama	9588446655	bstar@gmail.com	Kolkta	WB	700088	✏️	✕
Sun	Sudipto Jana	9748383219	sudipto@gmail.com	Kolkata	WB	700091	✏️	✕

Agent can be searchable by, Agent Name, Email & Mobile.
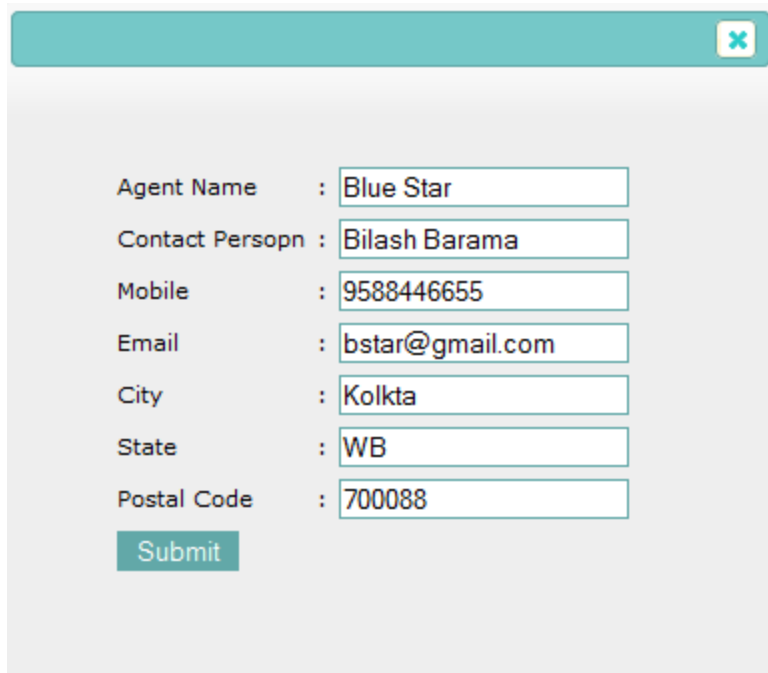
Click the edit button, to edit Agent Information. Click Submit to save changes.

Reservation

In the Reservation tab you'll find links like these:

Click Add reservation. You'll get a form like the following fig.

Reservation By	:	Sanjoy Sarma	Status	:	--Please Select-- ▼
Booking Time	:	2013-09-27 13:21:38	Guest Name	:	[ ] [...]
Booking Type	:	--Please Select-- ▼	Email	:	[ ]
Agent Name	:	[ ]	Mobile	:	[ ]
Check In	:	[ ]	Address	:	[ ]
Check Out	:	[ ]	City	:	[ ]
No of Adult	:	[ ]	State	:	[ ]
No of Child	:	[ ]	Country	:	[ ]
Room	:	[ ] [...]			
Room Total	:	[ ]	Add Service	:	Date Name Rate Qty Subtotal
Service Total	:	[ ]			
Discount	:	[ ] ⦿ (%) ○ Flat			
Tax	:	[ ] ⦿ (%) ○ Flat	Paid	:	[ ]
Net Total	:	[ ]	Blance	:	[ ]

Save details

In this fig. you can see that, Reservation By and Booking Time (a digital clock) is shown in 2 textboxes.

Please select the Status. Status can be "Confirmed" or "CheckIn". Now, select Guest.

As you've already inserted the Guest Information in the Add Guest link under Guest tab, your job is to select the guest by clicking the [...] button, just next to Guest Name textbox. A window will pop-up with all the guest entries you have made prior to making a reservation. Here, guests can be searchable by Name, Email or Mobile.

If you hover over the Guest records, you'll see a thumbnail and that record will be highlighted. Just click to select the Guest.

You'll see that all the textboxes related to guest is now populated with the guest you have selected. See fig. below.

Now, select the Booking Type. There are 2 options namely "Direct Booking" and "Agent Booking".

If you select, Direct Booking, the Agent Name textbox will be blank as usual. But, if you select Agent Booking as Booking Type, you'll see a [...] button to select the corresponding Agent.

As you have already inserted the agent, it's now time to select by clicking on the [...] button next to Agent name textbox.

After you click the button you'll see a pop-up window where all your agent records will be enlisted. You've to select the corresponding agent from there.

Search

Name

Email

Mobile

Agent Id	Agent Name	Email	Mobile
1	Sun	sudipto@gmail.com	9748383219
2	Moon	mono@gmail.com	9656364693
3	Blue Star	bstar@gmail.com	9588446655

Here also, you can search agents by Name, Email or Mobile.

After agent selection, the Agent Name will automatically be populated with your selected agent name.

Agent Name   :   Blue Star   [...]

Please, select the Check In and Check Out dates using date-picker. The system's valid date format is yyyy-mm-dd.

Check In	:	☐

			September, 2013	▶	▶▶

Check Out :

No of Adult :

No of Child :

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Room :

Room Total :

Enter the number of Adult and Child.

Check In	:	2013-09-27
Check Out	:	2013-09-29
No of Adult	:	2
No of Child	:	1

Now, please click the ⋯ button just beside Room to view and select the available rooms.

Here also, you can search for available rooms by Check In, Check Out, Adult No and Child No.

Click to select an available room.

In this demo, we have selected the Room "Taj Mahal" whose room-rate is INR 3000/night.

So, in the Reservation from, "Taj Mahal" will be populated in the Room name and Room Total will be calculated and populated in from the number of days the Guest is staying multiplied by room-rate per night.

Net Total and Balance will also be calculated and populated at this point.

Room Total	:	9000.00		

Service Total	:			
Discount	:		⦿ (%) ◯ Flat	
Tax	:		⦿ (%) ◯ Flat	
Net Total	:	9000.00		

Save details

Now, it's time to add some room service (optional in Reservation). You can also edit the reservation and add room service later on.

I assume you've already added some Service and Service Type as instructed in this manual.

Please, click the ➕ button which will pop-up another window from where you can select the required service. This select service page can be searchable by Service Name and Service Code. Here, we have selected the Meal Plan.

Service Name [   ]

Service Code [   ]

Search

Sevice Name	Service Code	Service Type	Service Rate
Dress	S03	Cloth	1000
Drinks	2	Drinks	300
Fruit Service	S02	Fruit	400
Loundry	3	cleaning	200
Meal Plan	1	Meal	500
Rose Flower	S01	Flower	350

By selecting a service this window will automatically be closed and you'll see the Add Service box is populated by your selected service.

Type the numeric quantity for Meal Plan (we have entered 1) and the Subtotal textbox along with Service total, Net Total and Balance textboxes will be populated/updated.

Click ✚ icon to add more services and ➖ icon to delete any service from the Add Service box. You don't need to worry about Service Total, Net Total and Balance textboxes as these will be updated automatically.

Note: Don't forget to enter Qty (quantity) for each Service otherwise the calculation will be erroneous.

Add the optional Discount and Tax as necessary. You can choose these by percentage or flat by clicking on the corresponding radio buttons. Click anywhere outside the textbox to reflect your changes.

As you can see in the following fig. we've entered Flat 50 Discount and 12.36% Tax and clicked in somewhere outside the textboxes.

Click the amount Paid and click outside the textbox.

Finally, click save details button to make the Reservation.

You'll get a message "Record Successfully inserted" after a successful reservation.

You can see all the Reservations made in the View Reservation link under reservation. The most recent reservation will be on top of the list and the older reservations will be enlisted on the lower part. Reservation page is also organized with pagination with 10 Reservations per page.

In View Reservation page, reservations can be searchable by,

Click the icon to view full details and icon to edit Reservation.

Booking calendar

Please click on the Booking Calendar Tab. Enter From date and To date using the date-picker.

Click Search. You can see the Booking Calendar for the date period in a pop-up window shown below.

Room	2013-09-18	2013-09-19	2013-09-20	2013-09-21	2013-09-22	2013-09-23	2013-09-24	2013-09-25
Akanto Mohol								
Ananda Mohol								
Chirag			Avik Samonta	Avik Samonta	Avik Samonta			Tanmoy Jana
Corporate			Prithis Mitra	Prithis Mitra	Prithis Mitra	Prithis Mitra		
Dipayan		Aman Bhatt	Aman Bhatt	Aman Bhatt	Ritendar Sing Shodhi	Ritendar Sing Shodhi	Ritendar Sing Shodhi	Ritendar Sing Shodhi
Dreem			Sunil Joshi	Sunil Joshi	Sunil Joshi	Sunil Joshi	Sunil Joshi	Vijay Venugopal
Dreem Mohol								

Reports

In the Reports Tab, you'll find the following report links.

Guest Report

Reservation Report

Invoice Report

Payment Report Details

Total Payment

Payment Received by User

Daily Occupancy

Occupancy Ratio

Service Report

Guest Report

Click the Guest Report link under reports tab.

Booking Time	Guest Id	Guest Name	Id Proof	Mobile	Email	City	Country	Net Total	Paid	Balance
2013-09-27 14:23:25	16	Monoj Ghosal	Visa Card - ABCDE1234M	9855456988	mn@gmail.c...	Kolkta	India	10618.02	5000	5618.02
2013-09-20 13:42:05	17	Miithun Majhi	Pan Card No - ABCDM1234C	6899999998	mm@gmail....	Kolkata	India	8500	6000	2500
2013-09-20 12:43:09	10	Ritendar Sing Shodhi	Pan Card No - ABCDE1234P	9922242521	riten@gmail....	Ludhiana	India	3800	3000	800
2013-09-20 12:37:27	2	Prithis Mitra	Pan Card No - ABCDE1234F	9334569881	pr100@gmai...	Patna	India	13000	0	13000
2013-09-20 11:56:15	1	Avik Samonta	Pan Card No - BPBPQ4545A	9877886610	av@gmail.c...	Kolkata	India	6602.4	4000	2602.4
2013-09-19 18:08:37	7	Zahir Khan	Passport No - CFH2000351	9856565255	zahir@gmail...	Vadodra	India	8800	0	8800
2013-09-18 16:41:09	16	Monoj Ghosal	Visa Card - ABCDE1234M	9855456988	mn@gmail.c...	Kolkta	India	3000	0	3000
2013-09-18 14:42:48	5	Tanmoy Jana	Pan Card No - ABCDE1234S	9236363699	tanmoy@gm...	Shiliguri	India	7000	0	7000
2013-09-18 13:03:23	3	Rajpal Sing	Pan Card No - ABCDE1234T	9233334412	raj@gmail.c...	Amritsar	India	8350	0	8350
2013-09-17 14:59:10	9	Aman Bhatt	Passport No - CFJ2000451	9774569881	susovan@g...	Rajkot	India	3124.8	2000	1124.8

Page 1 of 2   [First] [Prev] [1] [2] [Next] [Last]

Guest Report is similar to View Guest link except for the fact that only Guests who had a Revervation will be shown here. These records can be searchable by,

[--All-- ▼]
--All--
Today
Yesterday
This week
Last week
This month
Last month
This year
Last year
Custom

Note: For Custom "From Date" and "To Date" fill both the fields using date-picker. Even for a single date, enter the same date twice in the From Date and To Date fields. Don't leave any field empty.

Reservation Report

The Reservation Report link looks like the following fig. and it's similar to View Reservation link.

Select [--All-- ▼] [Show Result]

Resv. No.	Booking Time	Check In	Check Out	Room	Guest Id	Guest Name	Room Total	Service Total	Discount	Tax	Net Total	Status
14	2013-09-27 14:23:25	2013-09-27	2013-09-29	Taj Mohol	16	Monoj Ghosal	9000	500	50	12.36%	10618.02	Confirmed
13	2013-09-20 13:42:05	2013-09-26	2013-09-28	Raj Mohol	17	Miithun Majhi	7500	1000	0%	0%	8500	Confirmed
12	2013-09-20 12:43:09	2013-09-22	2013-09-25	Dipayan	10	Ritendar Sing Shodhi	2800	1000	0%	0%	3800	Confirmed
11	2013-09-20 12:37:27	2013-09-20	2013-09-23	Corporate	2	Prithis Mitra	12000	1000	0%	0%	13000	Confirmed
10	2013-09-20 11:56:15	2013-09-20	2013-09-22	Chirag	1	Avik Samonta	4500	2050	10%	12%	6602.4	CheckIn
9	2013-09-19 18:08:37	2013-09-20	2013-09-23	Nitangle	7	Zahir Khan	8000	800	0%	0%	8800	Confirmed
8	2013-09-18 16:41:09	2013-09-29	2013-09-30	Dipayan	16	Monoj Ghosal	1400	1600	0%	0%	3000	Confirmed
7	2013-09-18 14:42:48	2013-09-25	2013-09-28	Chirag	5	Tanmoy Jana	6000	1000	0%	0%	7000	Confirmed
6	2013-09-18 13:03:23	2013-09-25	2013-09-28	Nitangle	3	Rajpal Sing	8000	350	0%	0%	8350	Confirmed
5	2013-09-17 14:59:10	2013-09-19	2013-09-21	Dipayan	9	Aman Bhatt	2100	1000	10%	12%	3124.8	Confirmed

Page 1 of 2   [First] [Prev] [1] [2] [Next] [Last]

Records can be searchable by,

```
--All--                    ▼
--All--
Reservation By
Booking Time
CheckIn
CheckOut
Guest ID
Guest Name
Guest ID Proof
Room
Status
```

Invoice Report

Click the Invoice Report under Reports tab to get a page similar to the following fig.

Select [--All--▼] [Show Result]

Invoice No	Date	Guest Id	Guest Name	Check In	Check Out	Room Total	Service Total	Discount	Tax	Net Total	Paid	Balance	
14	2013-09-27 14:23:25	16	Monoj Ghosal	2013-09-27	2013-09-29	9000	500	50	12.36%	10618.02	5000	5618.02	ⓘ
13	2013-09-20 13:42:05	17	Miithun Majhi	2013-09-26	2013-09-28	7500	1000	0%	0%	8500	6000	2500	ⓘ
12	2013-09-20 12:43:09	10	Ritendar Sing Shodhi	2013-09-22	2013-09-25	2800	1000	0%	0%	3800	3000	800	ⓘ
11	2013-09-20 12:37:27	2	Prithis Mitra	2013-09-20	2013-09-23	12000	1000	0%	0%	13000	0	13000	ⓘ
10	2013-09-20 11:56:15	1	Avik Samonta	2013-09-20	2013-09-22	4500	2050	10%	12%	6602.4	4000	2602.4	ⓘ
9	2013-09-19 18:08:37	7	Zahir Khan	2013-09-20	2013-09-23	8000	800	0%	0%	8800	0	8800	ⓘ
8	2013-09-18 16:41:09	16	Monoj Ghosal	2013-09-29	2013-09-30	1400	1600	0%	0%	3000	0	3000	ⓘ
7	2013-09-18 14:42:48	5	Tanmoy Jana	2013-09-25	2013-09-28	6000	1000	0%	0%	7000	0	7000	ⓘ
6	2013-09-18 13:03:23	3	Rajpal Sing	2013-09-25	2013-09-28	8000	350	0%	0%	8350	0	8350	ⓘ
5	2013-09-17 14:59:10	9	Aman Bhatt	2013-09-19	2013-09-21	2100	1000	10%	12%	3124.8	2000	1124.8	ⓘ

Page 1 of 2   [First] [Prev] [1] [2] [Next] [Last]

All the Invoices are enlisted here and organized in pages for better viewing experience.

Invoice records can be searchable by,

[--All--▼]
--All--
Today
Yesterday
This week
Last week
This month
Last month
This year
Last year
Custom

Note: For Custom "From Date" and "To Date" fill both the fields using date-picker. Even for a single date, enter the same date twice in the From Date and To Date fields. Don't leave any field empty.

Click ⓘ icon to view the detailed Invoice in a window. Click Print button to Print Invoice.

Taj

Kolkata 8

Tel : 24445666

INVOICE

Name : Monoj Ghosal
Phone : 9855456988
Email : mn@gmail.com

Invoice No : 14
Date : 2013-09-27
Check In : 2013-09-27
Check Out : 2013-09-29

Date	Room Name	Qty.	Amount
2013-09-27	Taj Mohol	3 Nights	₹9,000.00
2013-09-27	Meal Plan	1	₹500.00

Net Total in words : Rupees Ten Thousand Six
Hundred Eightteen and two paise only.

Total : ₹9,500.00
Discount :₹50.00
Tax :12.36%
Net Total : ₹10,618.02
Paid : ₹5,000.00
Balance : ₹5,618.02

Thank you for staying with us, we hope to have you again with us.

Print

Payment Report Details

Click the Payment Report Details link to view all the payments made.

Reservation No	Booking Time	Guest Id	Guest Name	Net Total	Paid	Balance
14	2013-09-27 14:23:25	16	Monoj Ghosal	10618.02	5000	5618.02
13	2013-09-20 13:42:05	17	Miithun Majhi	8500	6000	2500
12	2013-09-20 12:43:09	10	Ritendar Sing Shodhi	3800	3000	800
11	2013-09-20 12:37:27	2	Prithis Mitra	13000	0	13000
10	2013-09-20 11:56:15	1	Avik Samonta	6602.4	4000	2602.4
9	2013-09-19 18:08:37	7	Zahir Khan	8800	0	8800
8	2013-09-18 16:41:09	16	Monoj Ghosal	3000	0	3000
7	2013-09-18 14:42:48	5	Tanmoy Jana	7000	0	7000
6	2013-09-18 13:03:23	3	Rajpal Sing	8350	0	8350
5	2013-09-17 14:59:10	9	Aman Bhatt	3124.8	2000	1124.8
4	2013-09-17 14:48:55	11	Prakash Jha	11760	5000	6760
3	2013-09-17 14:40:20	12	Vijay Venugopal	6832	3000	3832
1	2013-09-17 14:31:56	6	Sunil Joshi	6496	4000	2496

Records can be searchable by,

--All-- ▼
--All--
Today
Yesterday
This week
Last week
This month
Last month
This year
Last year
Custom

Total Payment

Please click the Total Payment report to get the page similar to the fig. below.

Select the date range and click Search button.

Select [Last week ▼] From Date [2013-09-16] To Date [2013-09-22] [Search]

Date	Quantity	Net Total	Paid	Balance
2013-09-16 - 2013-09-22	12	87265.2	27000	60265.2

Payment Received by User

Click the next report: Payment Received by User. Select an User, date range and click Search button to get the Report.

| Select User : | Sanjoy Sarma ▼ | Select | Last week ▼ | From Date | 2013-09-16 | To Date | 2013-09-22 | Search |

User Name	Net Total	Paid	Balance
Sanjoy Sarma	77265.2	27000	50265.2

In this demo Report, you can find, Sanjoy Sarma's sum of Net Total, Paid and Balance values are 77265.2, 27000 and 50265.2 respectively for total number of Reservations made by him.

Daily Occupancy

Click the next Report : Daily Occupancy. Enter a date and click Search to get the page similar to the following fig.

Date 2013-09-25   Search

Room	Room Type	Guest	Net Total	Pay	Balance	Status
Dipayan	3 Star	Ritendar Sing Shodhi	3800	3000	800	Confirmed
Dreem	3 Star	Vijay Venugopal	6832	3000	3832	Confirmed
Chirag	5 Star	Tanmoy Jana	7000	0	7000	Confirmed
Nitangle	7 Star	Rajpal Sing	8350	0	8350	Confirmed

All the Rooms booked on that day will be enlisted along with Room Type, Guest who is staying in, his Net Total, Paid amount, Balance and Status.

Occupancy Ratio

Please click on the next Report : Occupancy Ratio. Select a particular Room or All. Enter date range and click Search to get the Report.

Select Room :	--All-- ▼	Select	This week ▼	From Date	2013-09-23	To Date	2013-09-29	Search

Room	Occupancy	Vacancy	Occupancy Rate(%)	
Akanto Mohol	0	7		0.00
Ananda Mohol	0	7		0.00
Chirag	4	3		57.14
Corporate	3	4		42.86
Dipayan	4	3		57.14
Dreem	6	1		85.71
Dreem Mohol	0	7		0.00
Nitangle	5	2		71.43
Raj Mohol	3	4		42.86
Room1	0	7		0.00
Room2	0	7		0.00
Room3	0	7		0.00
Room4	0	7		0.00
Room5	0	7		0.00
Room6	0	7		0.00
Taj Mohol	3	4		42.86

In this Report you can find for a date range which Rooms are more popular (more occupied) and which are less (vacant) by Occupancy ratio with a nice Bar diagram.

Service Report

Click the final Report : Service Report. Select the date-range and click Search to get the Report. In this report you'll find the exact number of different Services are being used within selected date-range.

Select	Last week ▼	From Date	2013-09-16	To Date	2013-09-22	Search

Service Name	Type	Quantity	Total
Dress	Cloth	1	1000
Drinks	Drinks	10	3000
Fruit Service	Fruit	3	1200
Meal Plan	Meal	15	7500
Rose Flower	Flower	3	1050

Log Out

Under Log Out Tab you'll find these links

Log Out

Log Out

Change Password

Click the Change password to get the following screen.

User Name	Password	
sanjoy.nic@gmail.com	***	✎

By clicking the ✎ button a window will pop-up where you can change your password. Click Submit to reflect the change in the system.

When you are finished working with the system, click Log Out link to completely Log Out from the software.

~*~Thank You~*~