# FIRST ONLINE eHOTEL
## TRAINING GUIDE

Training Outline

Admin

Settings

Room
Master Booking

Guest

Booking

Invoice

Report

# ADMIN

# ADMIN LISTING

Create new admin user ☆

Filter status admin user

Admin User(s)

🌐 Home > User > Admin User(s) -

Add New Admin | Filter By ▾

Active
Suspended

| # | USER NAME | LEVEL | EMAIL | STATUS | | | |
|---|-----------|-------|-------|--------|---|---|---|
| 1 | cashier2 | Cashier | cashier2@gmail.com | Active | Set Officer Password | ✏ | ✖ |
| 2 | administrator | Administrator | administrator@gmail.com | Active | Set Officer Password | ✏ | ✖ |
| 3 | cashier1 | Cashier | cashier1@gmail.com | Suspended | Set Officer Password | ✏ | ✖ |

Delete admin user

Edit admin user

Email to reset password

Activate/Suspend admin user

Set officer password

☆ Based on user license
Note: Standard 1 user license = 4 users
        Master admin can login anytime, other user cannot login at the same time

# SETTINGS

First Online eHotel®
Online Booking | Frontdesk Management

# LOGO

## Logo

**Logo Placement** ○ Left ● Center ┈┈┈┈┈┈● **1** Select logo position

**Upload Logo(350*80)**

Browse... No file selected. **2** Click **"Browse"** to select logo from your folder

# First Online eHotel®
### Online Booking | Frontdesk Management

Submit ┈┈┈┈┈● **3** Click **"Submit"** to save

# THEME

## Theme Update

- ○ Red
- ○ Green
- ◉ Orange
- ○ Pink
- ○ Yellow

- ○ Blue
- ○ Black
- ○ Purple
- ○ Sky-blue
- ○ Coffee

Submit

# BILL HEADER

## Bill Header

### Bill Header Setup

**Footer Message**

This is a computer generated document. No signature is required. •••••• **1** Invoice footer message

Customer Signature section display in footer ⦿ Yes ○ No •••••• **2** Enable/Disable guest signature

**Upload Header(700*120)**

Browse... No file selected. **3** Click **"Browse"** to select bill header from your folder

🏢 **First Online eHotel**
Online Booking | Frontdesk Management ®

🖨 607-355 0011

📍 No 17A, Jalan Dedap 4, Taman Johor Jaya, 81100 Johor Bahru, Johor

✉ sales@firstonline.com.my

Submit •••••• **4** Click **"Submit"** to save

# BANNER

## Banner Listing

**Create new banner**

Add New Banner    Header Banner    Right Banner

Update Show in Front Page    Update Sort No

| Select | Description | Banner Image | Sort No | Action |
|--------|-------------|--------------|---------|--------|
| ✔ | Pool View | Header banner  | 1 | ✏ ✖ |

**Show in front page**

**Delete banner**

**Edit banner**

# SITE CONTENT

Site Contents *welcomemesage Update*

**1** Update site content here

| Welcome Message | Near by Places | Our Hotel | FAQ | Our Terms | Privacy Policy | Menu Title |

**Title**

Welcome <span>to Our Hotel</span>

**Short Description**

The hotel is located in the heart of Johor Bahru City. It is about 10 minutes away from the Causeway and Johor Bahru Business District.The Resort style hotel provides 868 rooms & suites and extensive meeting and event facilities. For meetings and events, First Resort offers the perfect combination of first class facilities, outstanding services and a range of flexible packages. We also offers a range of wedding packages for your special day.

**Content**

| Font name | Font size | Paragraphs | Styles |
| --- | --- | --- | --- |

Common    Format    Paragraphs    Insert

The hotel is located in the heart of Johor Bahru City. It is about 10 minutes away from the Causeway and Johor Bahru Business District.The Resort style hotel provides 868 rooms & suites and extensive meeting and event facilities. For meetings and events, First Resort offers the perfect combination of first class facilities, outstanding services and a range of flexible packages. We also offers a range of wedding packages for your special day.

<p>

Words:161 Characters:1178    100%

Submit

**2** Click **"Submit"** to save

# GALLERY

## Gallery
Gallery

View All     Add Gallery ········○ **Create new gallery**

| Search | | | | Update Sort No |
|---|---|---|---|---|

| # | CATEGORY NAME | PHOTO | SORT NO | STATUS | | |
|---|---|---|---|---|---|---|
| 1 | Snorkeling | Manage Photo | 3 | Active | ✏ | ✖ |
| 2 | Activity | Manage Photo | 2 | Active | ✏ | ✖ |
| 3 | Beach View | Manage Photo | 1 | Active | ✏ | ✖ |

**Delete gallery**

**Edit gallery**

**1**   Click **"Manage Photo"**

# Gallery
Gallery Photo for Snorkeling

**Gallery Photo for Snorkeling**

Title 1

Title 2

**2** Enter Title 1 & Title 2 (optional)

Photo

Choose File No file chosen

**3** Click **"Choose File"** to select photo from your folder

Add

**4** Click **"Add"** to save

View All | Back to Gallery

Update Sort No

| # | PHOTO | SORT NO | ACTION |
|---|-------|---------|--------|
| 1 | | 12 | ✖ |

**Delete photo**

# FAQ

## FAQ

**Create new FAQ**

Add New FAQ     View All

| # | Question | | |
|---|----------|---|---|
| 1 | What is check in / check out times at First Hotel? <br> Ans : Check in starts at 2:00pm, and our check out time is 12:00pm. | ✏ ✖ | 0 |
| 2 | How to check-in early? <br> Ans : Please contact our counter staff for assistance. We allow guest to check-in early if there is extra room available. | ✏ ✖ | 0 |
| 3 | Why is there more than one rate for the same room type? <br> Ans : Different rates are due to the different promotions being offered by a hotel at any given time. | ✏ ✖ | 0 |
| 4 | How do i know if a discount has been given? <br> Ans : All promotional rates displayed are already discounted. Information regarding specific hotel promotions are also displayed on the booking form. For more details, please continue to the booking form. | ✏ ✖ | 0 |
| 5 | What should i do if i cannot log on to my account or have lost my username and password? <br> Ans : Your password is case-sensitive, please make sure that you properly use uppercase and lowercase characters when entering your password. You can set a new password at any time by using the following "Forgot your password?" link. | ✏ ✖ | 0 |

Update SortNo

**Delete FAQ**

**Edit FAQ**

# PROMOTION & NEWS

## Promotion & News

[ ] 🔍

**Create new promotion & news**

Show All    Add New News

**Delete promotion & news**

| # | Caption | Banner | Update Sort No | Status | |
|---|---------|--------|----------------|--------|---|
| 1 | FREE ADMISSION TO ADVENTURE PARK |  | 3 | Active | ✏️ ✖️ |

**Edit promotion & news**

# GENERAL SETTINGS

## General Settings  Settings

Enable website "Under Maintenance" mode.

**1** Check box to enable site under maintenance

**Hotel Name**

First Online eHotel

**Business Registration Number**

**Address**

**Post Code**

**City**

**SMS User Name**

Enter ...

**SMS Password**

Enter ...

**SMS From**

Enter ...

(for search engine robot use / ranking purpose)

**Meta Title**

First Online eHotel

**Meta Keywords**

First Online eHotel - Best budget hotel software in Malaysia

**Facebook**

Enable

**Facebook URL**

**Youtube**

Enable

**Youtube Url**

**2** Update hotel general settings here and click **"Submit"** to save

**Twitter**

Enable

**Twitter Url**

# PAYMENT SETTINGS

## Payment Settings <small>Settings</small>

**Service Tax** ○ Enable ● Disable

**Heritage Tax** ○ Enable ● Disable

**Type of Tax**

None

**Deposit** ● Enable ○ Disable

**Deposit Amount**

50.00

Submit

**BANK TRANSFER**

● Enable ○ Disable

Booking automatically deleted,
if not bank-in after booking confirmed by
bank-in ● Enable ○ Disable

Number of days waiting for bank-in after booking

1

**Bank-in I**

**Bank Name**

Maybank

**Account Name**

**PayPal**

● Enable ○ Disable

**Paypal ID**

**eGHL**

● Enable ○ Disable

**eGHL ID**

**eGHL Password**

**1** Update payment details here and click **"Submit"** to save

# ROOM SETTINGS

**Create new room type**

Room Type

Add New Room Type | Filter By ▾ | View All

Total Room : 100

Alotted Room : 17

Remaining Room : 83

**Edit room type**

Manage Season Date

**Manage room number**

| # | IMAGE | ROOM TYPE | TOTAL ROOMS | STATUS | ONLINE | | Update SortNo |
|---|-------|-----------|-------------|--------|--------|---|---------------|
| 1 | | Standard Room<br>**Room Rate :** 80.00<br>**Weekend Rate :** 90.00<br>**Promotion Rate :** 70.00<br>**School Holiday Rate :** 50.00<br>**Public Holiday Rate :** 50.00<br>Manage Room Number | 10 | Active | Yes | ✏ ✖ | 1 |
| | | | | | | | Update Price |
| 2 | | Twin Room<br>**Room Rate :** 85.00<br>**Weekend Rate :** 100.00<br>**Promotion Rate :** 95.00<br>**School Holiday Rate :** 100.00<br>**Public Holiday Rate :** 120.00<br>Manage Room Number | 5 | Active | Yes | ✏ ✖ | 2 |
| | | | | | | | Update Price |

**Delete room type**

**Activate/Suspend room**

**Show room type online/offline**

**Update room price**

# Room Type Update

**Update Details** | Update Price | Update Description | Gallery ⚙

## Room Type Name

Standard Room

## Total Rooms 10

## Normal Price

80.00

## Weekend Price

90.00

## Promotion Price

70.00

## School Holiday Price

50.00

## Public Holiday Price

50.00

## Occupants

2

## Show Online

● Yes ○ No

## Room photo (size : 550*330)

Choose File  No file chosen

Submit  Back

## Feature

Icon refer from http://fontawesome.io/icons

☑ WiFi
Icon: wifi

☑ Parking          Icon:
car

☑ Swimming Pool    Icon:
tint

☑ Restaurant       Icon:
cutlery

☑ AC               Icon:
shield

☐                  Icon:

## Room Type - Standard Room  Update Price

### Default Price Setup

Update Details | Update Price | Update Description | Gallery

**Update Price**

Normal Price

80.00

Weekend Price

90.00

Promotion Price

70.00

School Holiday Price

50.00

Public Holiday Price

50.00

Submit

### Third Party Booking Price Setup

**Update Agoda Price**

Update Price

Normal Price

31.50

Weekend Price

36.00

Promotion Price

31.50

School Holiday Price

40.50

Public Holiday Price

40.50

Submit

**Update Booking.com Price**

Update Price

Normal Price

0.00

Weekend Price

0.00

Promotion Price

0.00

School Holiday Price

0.00

Public Holiday Price

0.00

Submit

# Room Type *Update*

Update Details    Update Price    **Update Description**    Gallery

## Description

| Font name | Font size | | Paragraphs | Styles | | | | |

**Standard Room**

Size of unit - 667 sq.ft, Bedding - 1 King Size Bed, In-room private swimming pool, Glass panel for underneath seawater viewing

**Digital appliances**

Satellite TV, Television, DVD, LCD/Plasma screen, Free WiFi

**Features**

- 40" LCD TV with cable TV channel
- Coffee & Tea making facilities
- Electronic in-room safe box

<p>    <strong>

Words:65 Characters:723    100%

Submit    Back

# Room Type _Update_

Update Details    Update Price    Update Description    **Gallery**

**Room Type Name: Standard Room**

**Room photo (size : 550*330)**

Choose File   No file chosen

Submit    Back

# MANAGE SEASON DATE

Season Date for 2017 | Room Type | Back

☐ = Weekend  ▩ = Promotion  ▩ = School Holiday  ▩ = Public Holiday   2017   2018   2019

**School Holiday**

**Public Holiday**

**Promotion**

| 2017 | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| January | | | | | 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 | 31 |
| February | | 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 |
| March | | 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 | 31 |
| April | | | | | | 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 |
| May | 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 | 31 |
| June | | | 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 |
| July | | | | 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 | 31 |
| August | | 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 | 31 |
| September | | | | | 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 |
| October | | | | | | | 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 | 31 |
| November | | 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 |
| December | | | | 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 | 31 |

# THIRD PARTY

## Third Party

**Create new third party**

**Filter status third party**

Add New Third Party    Filter By ▾    Show All    ⚙

| # | NAME | PAY TO | | STATUS | Update SortNo | | |
|---|------|--------|---|--------|------|---|---|
| 1 | Agoda | Thirdparty | Update Price | Active | 1 | ✏ | ✖ |
| 2 | Booking.com | Hotel | Update Price | Active | 2 | ✏ | ✖ |
| 3 | Hotels.com | Thirdparty | Update Price | Suspended | 3 | ✏ | ✖ |

**Delete third party**

**Update third party room price**

**Edit third party**

**Activate/Suspend admin user**

# ADD-ON

## Add-on -Active

Add New Add-on    Filter By ▼

**Create new add-on**

| # | ADD-ON | PRICE | STATUS | SHOW IN ONLINE | | | Update SortNo |
|---|--------|-------|--------|----------------|---|---|---------------|
| 1 | Breakfast Nasi Lemak + Teh Tarik BNLTT | 5.00 | Active | Yes | ✏️ | ✖ | 1 |
| 2 | Flower Bouquet FB | 30.00 | Active | Yes | ✏️ | ✖ | 2 |
| 3 | Flower Chocolate Bouquet FCB | 50.00 | Active | No | ✏️ | ✖ | 3 |
| 4 | Decoration Room with Ballon DRB | 20.00 | Active | No | ✏️ | ✖ | 4 |

**Delete add-on**

**Edit add-on**

**Activate/Suspend add-on**

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# ROOM
# MASTER BOOKING

GUEST

# GUEST LISTING

## Guest Details

**Create new guest**

Guest Name ▼ [                    ] [🔍]

**Add New Guest**    Filter By ▼    View All    Export To Excel    ⚙

| # | NAME | IC/PASSPORT | CONTACT NUMBER | STATUS | | |
|---|------|-------------|----------------|--------|---|---|
| 1 | Jessica Lee | | | Active | ✏ | ✖ |
| 2 | Adam Mukriz | | | Active | ✏ | ✖ |
| 3 | Nur Haliza | | | Active | ✏ | ✖ 👤 |
| 4 | Noer Etiqah | | | Suspended | ✏ | ✖ |
| 5 | Angela Tan | | | Active | ✏ | ✖ |

**Block listed guest**

**Delete guest profile**

**Edit guest profile**

**Activate/Suspend guest**

# BOOKING

# Room Master Booking

New Booking | New Monthly Booking | Not Paid | Pay Later | Paid | Check In | Today Check In | Check Out | Today Check Out | Housekeeping | Deposit | History

= Not Paid   = Credit

Search Roo...   Searc

| Room No | | 14 Aug, 2017 Mon |
| --- | --- | --- |

## New Booking

**Check-in**

2017-08-08

**Check-Out**

2017-08-09

○···········● **2** Select date

**Number of Rooms**

1

○···········● **3** Select number of rooms

Submit   ○···········● **4** Click **"Submit"**

Dormitory - 1 Bed in 8 Bed Fe...
901

Fikri Ha

Dormitory - 1 Bed in 8 Bed Fe...
902

Fikri Ha

Dormitory - 1 Bed in 8 Bed Fe...
903

Book

| Room No | | 14 Aug, 2017 Mon |
| --- | --- | --- |

Single Room
201

Book   Book   → Aaron Le

Book

# Booking

Booking    Add New Booking    Add New Monthly Booking

Check-in Date : **2017-08-08**

Check-out Date : **2017-08-09**

| # | DESCRIPTION | RATE (RM)/ NIGHT | TOTAL (RM) - 1 NIGHT(S) | NUMBER OF ROOM(S) |
|---|-------------|------------------|--------------------------|-------------------|
| 1 | Dormitory - 1 Bed in 8 Bed Female Dorm | 35.00 | 35.00 | 0 |
| 2 | Single Room | 65.00 | 65.00 | 1 |
| 3 | Deluxe Room | 80.00 | 80.00 | 0 |

Book Now

**6**   Click **"Book Now"**

**5**   Select room

# New Booking

| New Booking | Add New Booking | Add New Monthly Booking | ⚙ |
|---|---|---|---|

Check-in Date : **2017-08-08**

Check-out Date : **2017-08-09**

| # | DESCRIPTION | ROOM NUMBER | RATE (RM)/ NIGHT | NIGHT(S) | TOTAL (RM) - 1 NIGHT(S) | ACTION |
|---|---|---|---|---|---|---|
| 1 | Single Room | 208 | 65.00 ☑Edit | 1 | 65.00 | ✖ |
| | Breakfast Nasi Lemak + Teh Tarik | | | | 5.00 ☑Edit | ✖ |
| | Total Rental | | | | 70.00 | |
| | **Total** | | | | **70.00** | |

**Existing Guest**  **New Guest**  ⟵ 8  Click **"Existing Guest"** or **"New Guest"**

| # | ADD-ON | PRICE | |
|---|---|---|---|
| 1 | Breakfast Nasi Lemak + Teh Tarik BNLTT | 5.00 | Add to Cart |
| 2 | Flower Bouquet FB | 30.00 | Add to Cart |

7 Click **"Add to Cart"** to add add-on

# Hotel Guest

Name

Add New Guest | View All | Add New Booking | Add New Monthly Booking

| # | GUEST NAME | IC/PASSPORT | CONTACT NUMBER | |
|---|---|---|---|---|
| 1 | Rita Wilson | | | Select Guest |
| 2 | Sarah | | | Select Guest |
| 3 | Aaron Lee | | | Select Guest |
| 4 | Arvind Doraisamy | | | Select Guest |
| 5 | Fikri Hakim | | | Select Guest |
| 6 | Simon Liew | | | Select Guest |

9 Click **"Select Guest"** from guest list
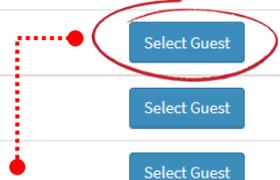
Booking    Add New Booking    Add New Monthly Booking

🌐 **Summary & Payment**

**Aaron Lee**

**No # 1502172029**

**Date:** 08-08-2017

Tel :

**Check-in:** 08-08-2017
**Check-out:** 09-08-2017

| # | DESCRIPTION | RATE (RM)/ NIGHT | TOTAL (RM) - 1 NIGHT(S) |
|---|---|---|---|
| 1 | Single Room - 208 | 65.00 | 65.00 |
| | Breakfast Nasi Lemak + Teh Tarik | | 5.00 |

Payment Methods:    Amount Due

○ Cash  ○ Credit Card  ○ Credit Bill

**10** Select payment methods

Total:    RM70.00

💳 Submit

**11** Click **"Submit"**

# Room Booking List

Select ▾

Filter By Third Party ▾    Walk-in    Online

Payment Received. Booking Number : 1502172029    ⋯⋯ **12**    **Successfully booked room**

Bulk Delete

| # | BOOKING INFO | ROOM NUMBER | CHECK-IN | CHECK-OUT | |
|---|---|---|---|---|---|
| 1 | **1502172029**<br>Date : 08-08-2017<br>**Name : Aaron Lee**<br>IC/Passport :<br>Contact No :<br>Booked via : Walk-in<br>**Status : Confirmed** | 208<br><br>Amount : 70.00<br>Due : 0.00<br>Paid : 70.00<br>⎘ Edit | 08-08-2017 | 09-08-2017 | Cash |

Refund    Check-in    Add-on        Change Date    Change Room        View    Print

# CHECK-IN

## Room Booking List

Add New Booking | Add New Monthly Booking | Not Paid | Pay Later | Paid | Check-In | Today Check-In | Check-Out | Today Check-Out | Housekeeping | Deposit | History

Select ▼ | 🔍

Filter By Third Party ▼    Walk-in    Online    Show All

View All      Bulk Delete

| # | BOOKING INFO | ROOM NUMBER | CHECK-IN | CHECK-OUT | ☐ |
|---|---|---|---|---|---|
| 1 | **150155195017**<br>Date : 01-08-2017<br>**Name : Tharini**<br>IC/Passport :<br>Contact No :<br>Booked via : Online<br>**Status : Confirmed** | 203 , 204<br><br>Amount : 735.00<br>Due : 0.00<br>Paid : 735.00<br>Edit | 07-08-2017 | 09-08-2017 | Bank-in |

💬 👥 🔍 Refund | Check-in | Add-on     Change Date | Change Room     View | Print

# Check-in for Booking Number 150155195017

**Check-in**     Check-in List     Master Booking     ⚙

| # | ROOM TYPE | ROOM NUMBER | CHECK-IN THIS ROOM? |
|---|-----------|-------------|---------------------|
| 1 | Single Room | 203 ⌄ | ✔ |
| 2 | Single Room | 204 ⌄ | ✔ |

☑ Collect Deposit        Deposit Amount (RM)

50.00

Cash ⌄

**Check-in**

**Note** : Please check the box to collect deposit

**Collect deposit from guest**

**3** Click **"Check-in"** button to confirm check-in

**Note: You can disable collect deposit feature**

# Deposit List

Booking Number ▾   150155195017   🔍

Deposit Paid     Deposit Refunded     Show All

Check-in successful. Have a nice stay!  ·······•  **4**   **Successfully Check-in**

Export To Excel

| # | BOOKING INFO | ROOM NUMBER | CHECK-IN | CHECK-OUT | AMOUNT | PAY BY | STATUS | | |
|---|---|---|---|---|---|---|---|---|---|
| 1 | **150155195017** <br> **Name : Tharini** <br> IC/Passport : <br> Contact No : | 203,204 | 07-08-2017 | 09-08-2017 | RM50.00 | Cash | Paid | Refund Deposit <br><br> Print | View <br><br> Remark |
| | | | Total | | RM50.00 | | | | |

CHECK-OUT

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Online Booking | Frontdesk Management

# CHECK-OUT

## Room Booking List

| Add New Booking | Add New Monthly Booking | Not Paid | Pay Later | Paid | Check-In | Today Check-In | Check-Out | Today Check-Out | Housekeeping | Deposit | History |

Select ▾

**1** Click **"Today Check-out"**, daily check-out

Filter By Third Party ▾    Walk-in    Online    Show All

View All                                                          Bulk Delete

| # | BOOKING INFO | ROOM NUMBER | CHECK-IN | CHECK-OUT | |
|---|---|---|---|---|---|

| 1 | 150155044089 | 902 | 05-08-2017 | 07-08-2017 | Bank-in |
| | Date : 01-08-2017 | | | | |
| | **Name : Alvin Ong** | Amount : 509.00 | | | |
| | IC/Passport : | Due : 0.00 | | | |
| | Contact No : | Paid : 509.00 | | | |
| | Booked via : Online | 🖉 Edit | | | |
| | **Status : Check-in** | | | | |

Check-out  Add-on        Extend Date  Change Room        View  Print

**2** Click **"Check-out"** button

# Check-out for Booking Number 150155044089

| Check-out | Check-out List | Back | | ⚙ |
|---|---|---|---|---|

**Total (include Taxes) : RM 509.00**

**Due : 0.00**

**Balance : 0.00**

| # | ROOM TYPE | ROOM NUMBER | CHECK-IN | CHECK-OUT | RATE (RM) | TOTAL RENTAL COST (RM) | SELECT TO CHECKOUT |
|---|---|---|---|---|---|---|---|
| 1 | Dormitory - 1 Bed in 8 Bed Female Dorm | 902 | 05-08-2017 | 07-08-2017 | 37.50 | 75.00 | ☑ |

Check-out

**3** Click **"Check-out"** button to confirm check-out

# Deposit List - Paid

| Add New Booking | Add New Monthly Booking | Not Paid | Pay Later | Paid | Check-In | Today Check-In | Check-Out | Today Check-Out | Housekeeping (1) | Deposit | History |

Booking Number ▾ | 150155044089 | 🔍

**Deposit Paid**      **Deposit Refunded**      **Show All**      ⚙

Check-Out successful. Have a nice stay!  ·········  **4**  **Successfully Check-out**

Export To Excel

| # | BOOKING INFO | ROOM NUMBER | CHECK-IN | CHECK-OUT | AMOUNT | PAY BY | STATUS | | |
|---|---|---|---|---|---|---|---|---|---|
| 1 | **150155044089**<br>Name : Alvin Ong<br>IC/Passport :<br>Contact No : | 902 | 05-08-2017 | 07-08-2017 | RM50.00 | Cash | Paid | Refund Deposit<br>Print | View<br>Remark |
| | | | | Total | RM50.00 | | | | |

**Note: If you click deposit from guest, after check-out you will automatically direct to deposit listing**

# REFUND DEPOSIT

## Deposit List - Paid

Add New Booking | Add New Monthly Booking | Not Paid | Pay Later | Paid | Check-In | Today Check-In | Check-Out | Today Check-Out | Housekeeping (1) | Deposit | History

Booking Number | 150155044089

Deposit Paid | Deposit Refunded | Show All

Check-Out successful. Have a nice stay!

Export To Excel

| # | BOOKING INFO | ROOM NUMBER | CHECK-IN | CHECK-OUT | AMOUNT | PAY BY | STATUS | | |
|---|---|---|---|---|---|---|---|---|---|
| 1 | **150155044089** <br> **Name : Alvin Ong** <br> IC/Passport : <br> Contact No : | 902 | 05-08-2017 | 07-08-2017 | RM50.00 | Cash | Paid | Refund Deposit <br> Print | View <br> Remark |
| | | | | Total | RM50.00 | | | | |

**1** Click **"Refund Deposit"** button to refund

# Deposit List - Paid

| Add New Booking | Add New Monthly Booking | Not Paid | Pay Later | Paid | Check-In | Today Check-In | Check-Out | Today Check-Out | Housekeeping (1) | Deposit | History |

Booking 🔍

Deposit Paid    Deposit Refunded    Show All

**Do you want to REFUND the deposit now?**

OK    Cancel

Check-Out successful. Have a nice stay!

Export To Excel

| # | BOOKING INFO | ROOM NUMBER | CHECK-IN | CHECK-OUT | AMOUNT | PAY BY | STATUS | | |
|---|---|---|---|---|---|---|---|---|---|

**2** Click **"OK"** to confirm refund

| 1 | 150155044089<br>Name : Alvin Ong<br>IC/Passport :<br>Contact No : | 902 | 05-08-2017 | 07-08-2017 | RM50.00 | Cash | Paid | Refund Deposit | View |
| | | | | | | | | Print | Remark |

| | | | | Total | RM50.00 | | | | |

# Deposit List - Refunded

Add New Booking | Add New Monthly Booking | Not Paid | Pay Later | Paid | Check-In | Today Check-In | Check-Out | Today Check-Out | Housekeeping (1) | Deposit | History

Booking Number ▼ | 150155044089 | 🔍

Deposit Paid | Deposit Refunded | Show All ⚙

Deposit for Alvin Ong has been Refunded ┄┄┄┄ **3** **Successfully refunded**

Export To Excel

| # | BOOKING INFO | ROOM NUMBER | CHECK-IN | CHECK-OUT | AMOUNT | PAY BY | STATUS | | |
|---|---|---|---|---|---|---|---|---|---|
| 1 | **150155044089**<br>Name : Alvin Ong<br>IC/Passport :<br>Contact No : | 902 | 05-08-2017 | 07-08-2017 | RM50.00 | Cash | Refunded | Cancel Refund | View |
| | | | | | | | | | Print | Remark |
| | | | Total | | RM50.00 | | | | |

EXTEND DATE

# EXTEND DATE

## Room Booking List

New Booking | New Monthly Booking | Not Paid | Pay Later | Paid | Check-In | Today Check-In | Check-Out | Today Check-Out | Housekeeping | Deposit | History

Select

Filter By Third Party ▾    Walk-in    Online    Show All

View All

| # | BOOKING INFO | ROOM NUMBER | CHECK-IN | CHECK-OUT | |
|---|---|---|---|---|---|
| 1 | 150155195017 | 203 , 204 | 07-08-2017 | 09-08-2017 | Bank-in |
| | Date : 01-08-2017 | | | | |
| | **Name : Tharini** | Amount : 735.00 | | | |
| | IC/Passport : | Due : 0.00 | | | |
| | Contact No : | Paid : 735.00 | | | |
| | Booked via : Online | Edit | | | |
| | **Status : Check-in** | | | | |

Check-out | Add-on    Extend Date | Change Room    View | Print

**Note: Guest already check-in wish to extend stay**

Hello, nuramira
● Online

Login User(s) 🟢

Logout

Dashboard

Rooms Master Booking

Booking

Invoice

Guest Profile

Report

Settings

## Extend Date

Booking No: 150155195017

Name: Tharini

Email: 

Contact Number: 

Check-In: 07-08-2017

Check-Out: 09-08-2017

Room: 203 (RM130.00)

Room: 204 (RM130.00)

Total: RM735.00

Check-in: 2017-08-07

Check-Out

2017-08-10

Room: 203 (RM)

Room: 204 (RM)

Extend Date    Back

**3** Select check-out date

**4** Click **"Extend Date"** button

# Extend Date

**Booking No:** 150155195017

**Name:** Tharini

**Email:** ▓▓▓▓▓▓▓▓▓▓

**Contact Number:** ▓▓▓▓▓▓

**Check-In:** 07-08-2017

**Check-Out:** 09-08-2017

Room: 203 (RM130.00)

Room: 204 (RM130.00)

**Total: RM735.00**

**Check-in:** 2017-08-07

**Check-Out**

| 2017-08-10 |

Room: 203 (RM195.00)

Room: 204 (RM195.00)

**Upgrade Amount: 130.00**

**Amount to pay for extend stay**

Total Amount to pay: 130.00

Payment Methods  ● Cash  ○ Credit Card  ○ Pay Later  ○ Free

**If free extend, require officer password**

Search Again | Confirm to Extend Date | Back

**5** Select payment methods

**6** Click **"Confirm to Extend Date"** to confirm

Payment Methods  ○ Cash  ○ Credit Card  ○ Pay Later  ● Free

Enter Officer Password [_____]

Change Room | Confirm to Upgrade | Back

# Room Booking List

New Booking | New Monthly Booking | Not Paid | Pay Later | Paid | Check-In | Today Check-In | Check-Out | Today Check-Out | Housekeeping | Deposit | History

Select ▼ | 🔍

Filter By Third Party ▾ | Walk-in | Online | Show All ⚙

View All | Bulk Delete

| # | BOOKING INFO | ROOM NUMBER | CHECK-IN | CHECK-OUT | ☐ |
|---|---|---|---|---|---|
| 1 | **150155195017** <br> Date : 01-08-2017 <br> **Name : Tharini** <br> IC/Passport : <br> Contact No : <br> Booked via : Online <br> **Status : Check-in** | 203 , 204 <br><br> Amount : 800.00 <br> Due : 0.00 <br> Paid : 800.00 <br> ✎Edit | 07-08-2017 | 10-08-2017 | Bank-in |

💬 👥 🔍 Check-out | Add-on

Extend Date | Change Room

**7** **Successfully extended stay**

View | Print

# CHANGE DATE

## Room Booking List Filter By Status - Paid

New Booking | New Monthly Booking | Not Paid | Pay Later | Paid | Check-In | Today Check-In | Check-Out | Today Check-Out | Housekeeping | Deposit | History

Name

Kelvin Tan

Filter By Third Party ▾    Walk-in    Online    Show All

View All

| # | BOOKING INFO | ROOM NUMBER | CHECK-IN | CHECK-OUT | |
|---|---|---|---|---|---|
| 1 | 150224659877 | 103 , 104 , 105 | 22-08-2017 | 24-08-2017 | Bank-in |
| | Date : 09-08-2017 | Amount : 1272.00 | | | |
| | Name : Kelvin Tan | Due : 0.00 | | | |
| | IC/Passport : | Paid : 1272.00 | | | |
| | Contact No : | Edit | | | |
| | Booked via : Online | | | | |
| | Status : Confirmed | | | | |

Refund  Check-in  Add-on       Change Date  Change Room       View  Print

# Change Date

**5** Room not available on selected date

Sorry, Selected date not Available

Booking No: 150224659877

Name: Kelvin Tan

Email: ~~hidden~~

Contact Number: ~~hidden~~

Check-In: 22-08-2017

Check-Out: 24-08-2017

Room: 103 (RM160.00)

Room: 104 (RM160.00)

Room: 105 (RM160.00)

Total: RM1272.00

**Check-in**

2017-08-22

**Check-Out**

2017-08-24

**3** Select new date

Room: 103 (RM)

Room: 104 (RM)

Room: 105 (RM)

[Change Date] [Back]

**4** Click "**Change Room**" button

## Change Date

**Booking No: 150224659877**

**Name: Kelvin Tan**

**Email:** ▓▓▓▓▓▓▓▓▓▓▓▓▓▓

**Contact Number:** ▓▓▓▓▓▓▓▓

**Check-In: 22-08-2017**

**Check-Out: 24-08-2017**

**Room: 103 (RM160.00)**

**Room: 104 (RM160.00)**

**Room: 105 (RM160.00)**

**Total: RM1272.00**

Check-in

2017-08-29

Check-Out

2017-08-31

Change Date    Back

**6** Select new date

**7** Click **"Change Room"** button

# Change Date

**Booking No: 150224659877**

**Name:** Kelvin Tan

**Email:** ▓▓▓▓▓▓▓▓▓▓▓▓

**Contact Number:** ▓▓▓▓▓▓▓▓

**Check-In:** 22-08-2017

**Check-Out:** 24-08-2017

**Room:** 103 (RM160.00)

**Room:** 104 (RM160.00)

**Room:** 105 (RM160.00)

**Total:** RM1272.00

**Check-in**

2017-08-29

**Check-Out**

2017-08-31

**Room:** 103 (RM160.00)

**Room:** 104 (RM160.00)

**Room:** 105 (RM160.00)

**Upgrade Amount:** 0.00

**Total Amount to pay:** 0.00

**Refund** ● No ○ Yes

Search Again | Confirm to Change Date | Back

8 Click **"Confirm to Change Date"** to confirm

# Room Booking List

New Booking | New Monthly Booking | Not Paid | Pay Later | Paid | Check-In | Today Check-In | Check-Out | Today Check-Out | Housekeeping | Deposit | History

Booking Number [▼] | 150224659877 | 🔍

Filter By Third Party ▼     Walk-in     Online     Show All ⚙

View All                                                    Bulk Delete

| # | BOOKING INFO | ROOM NUMBER | CHECK-IN | CHECK-OUT | |
|---|---|---|---|---|---|
| 1 | **150224659877**<br>Date : 09-08-2017<br>**Name : Kelvin Tan**<br>IC/Passport : ▓▓▓▓<br>Contact No : ▓▓▓▓<br>Booked via : Online<br>**Status : Confirmed** | 103 , 104 , 105<br><br>Amount : 1272.00<br>Due : 0.00<br>Paid : 1272.00<br>✎Edit | 29-08-2017 | 31-08-2017 | Bank-in |

💬 👥 🔍 Refund Check-in Add-on     Change Date  Change Room              View  Print

**9** Successfully change date

# CHANGE ROOM

**1** Click **"Paid"** or **"Pay Later"**

## Room Booking List

| New Booking | New Monthly Booking | Not Paid | Pay Later | Paid | Check-In | Today Check-In | Check-Out | Today Check-Out | Housekeeping | Deposit | History |

Select [ ▼ ]  202  [🔍]

Filter By Third Party ▾   Walk-in   Online   Show All

**View All**                                                                 **Bulk Delete**

| # | BOOKING INFO | ROOM NUMBER | CHECK-IN | CHECK-OUT | |
|---|---|---|---|---|---|
| 1 | **150148123753**<br>Date : 31-07-2017<br>**Name : Iqbal**<br>IC/Passport :<br>Contact No :<br>Booked via : Online<br>**Status : Confirmed** | 202<br><br>Amount : 225.00<br>Due : 0.00<br>Paid : 225.00<br>✏ Edit | 08-08-2017 | 09-08-2017 | Bank-in |

💬 👥 ✉ **Refund** **Check-in** **Add-on**          **Change Date** **Change Room**          **View** **Print**

**2** Click **"Change Room"** button

# Change Room

**Booking No: 150148123753**

**Name: Iqbal**

**Email:** ▓▓▓▓▓▓▓▓▓▓▓▓

**Contact Number:** ▓▓▓▓▓▓

**Check-In: 08-08-2017**

**Check-Out: 09-08-2017**

**Room: 202 (RM65.00)**

**Total: RM225.00**

**202 - Single Room** Upgrade To

| 202 | ▾ |

Change Room   Back

**3** Select new room number

**202 - Single Room** Upgrade To

| 202 | ▾ |

202
902
903
**209**
104
105
106
108
109

**4** Click **"Change Room"** button

# Change Room

**Booking No: 150148123753**

**Name: Iqbal**

**Email:** ▓▓▓▓▓▓▓▓▓▓

**Contact Number:** ▓▓▓▓▓▓▓

**Check-In: 08-08-2017**

**Check-Out: 09-08-2017**

**Room: 202 (RM65.00)**

**Total: RM225.00**

**202 - Single Room** Upgrade To

| 209 (RM65.00) | ⌄ |

**Upgrade Amount: 0.00**

**Total Amount to pay: 0.00**

**Refund** ⦿ No ◯ Yes

[ Change Room ] [ Confirm to Upgrade ] [ Back ]

**5** Click **"Confirm to Upgrade"** to confirm

# Room Booking List

Name | iqbal | 🔍

Filter By Third Party ▾     Walk-in     Online     Show All     ⚙

View All                                                                                    Bulk Delete

| # | BOOKING INFO | ROOM NUMBER | CHECK-IN | CHECK-OUT | ☐ |
|---|---|---|---|---|---|
| 1 | **150148123753**<br>Date : 31-07-2017<br>**Name : Iqbal**<br>IC/Passport :<br>Contact No :<br>Booked via : Online<br>**Status : Confirmed** | 209<br>Amount : 225.00<br>Due : 0.00<br>Paid : 225.00<br>✎ Edit | 08-08-2017 | 09-08-2017 | Bank-in |

Refund | Check-in | Add-on

**6** Successfully change room

Change Date | Change Room                              View | Print

CANCEL BOOKING

First Online eHotel®
Online Booking | Frontdesk Management

# CANCEL BOOKING

## Room Booking List Filter By Status - Not Paid

Add New Booking | Add New Monthly Booking | Not Paid | Pay Later | Paid | Check-In | Today Check-In | Check-Out | Today Check-Out | Housekeeping | Deposit | History

Select ▼

**1** Click **"Not Paid"** to view not paid booking

Filter By Third Party ▾ | Walk-in | Online | Show All

View All

Bulk Delete

Cancel booking in bulk

| # | BOOKING INFO | ROOM NUMBER | CHECK-IN | CHECK-OUT | | ☑ |
|---|---|---|---|---|---|---|
| 1 | 1498026298<br>Date : 21-06-2017<br>**Name : Marina Bte Admad**<br>IC/Passport :<br>Contact No :<br>Booked via : Walk-in<br>**Status : Pending** | 205<br><br>Amount : 57.20<br>Due : 57.20<br>Paid : 0.00 | 21-06-2017 | 22-06-2017 | Not Paid | ☑ |

**2** Click delete icon to delete

| 2 | 1496716943<br>Date : 06-06-2017<br>**Name : Lalisa**<br>IC/Passport :<br>Contact No :<br>Booked via : Walk-in<br>**Status : Pending** | 203<br><br>Amount : 65.00<br>Due : 65.00<br>Paid : 0.00 | 08-06-2017 | 09-06-2017 | Not Paid | ☑ |

# Room Booking List

New Booking | New Monthly Booking | Not Paid | Pay Later | Paid | Check-In | Today Check-In | Check-Out | Today Check-Out | Housekeeping | Deposit | History

Select | 205 | 🔍

**1** Click **"Paid"** to view paid booking

Filter By Third Party ▾ | Walk-in | Online | Show All

View All

Bulk Delete

| # | BOOKING INFO | ROOM NUMBER | CHECK-IN | CHECK-OUT | |
|---|---|---|---|---|---|
| 1 | **150163651249**<br>Date : 02-08-2017<br>**Name : Christine Ang**<br>IC/Passport :<br>Contact No :<br>Booked via : Online<br>**Status : Confirmed** | 205 , 206<br><br>Amount : 551.00<br>Due : 0.00<br>Paid : 551.00<br>Edit | 08-08-2017 | 10-08-2017 | Bank-in |

Refund | Check-in | Add-on | Change Date | Change Room | View | Print

**2** Click **"Refund"**

# Refund Booking

Note : Please enter amount to refund. This amount will show at Collection Report as negative amount.

**Booking Number :** 150163651249

**Warning :** After refund, This booking will be moved to history.So room will be released for new booking

**Name** Christine Ang

**Email**

3 · · · · · Select option

⦿ Cancel booking with No Refund  ○ Cancel booking with Refund

[Submit] [Back]

4 · · · · Click "**Submit**" to confirm refund

# Refund Booking

Note : Please enter amount to refund. This amount will show at Collection Report as negative amount.

**Booking Number :** 150163651249

**Warning :** After refund, This booking will be moved to history.So room will be released for new booking

**Name** Christine Ang

**Email**

○ Cancel booking with No Refund  ⦿ Cancel booking with Refund

**Refund Amount (RM)**

551.00

**Refund Via**

Cash

[Submit] [Back]

# Room Booking List

New Booking | New Monthly Booking | Not Paid | Pay Later | Paid | Check-In | Today Check-In | Check-Out | Today Check-Out | Housekeeping | Deposit | History

Select ▼ | 🔍

Filter By Third Party ▾     Walk-in     Online                                        ⚙

Cancel with Refund for Booking Number : 150163651249 successful.   ●●●●●● **5** | **Successfully refund**

Bulk Delete

| # | BOOKING INFO | ROOM NUMBER | CHECK-IN | CHECK-OUT | |
|---|---|---|---|---|---|
| 1 | **1502172029** | 208 | 08-08-2017 | 09-08-2017 | Cash |
| | Date : 08-08-2017 | | | | |
| | **Name : Aaron Lee** | Amount : 70.00 | | | |
| | IC/Passport : | Due : 0.00 | | | |
| | Contact No : | Paid : 70.00 | | | |
| | Booked via : Walk-in | ✎ Edit | | | |
| | **Status : Confirmed** | | | | |

💬 👥 📷 Refund Check-in Add-on          Change Date Change Room          View Print

# HOUSEKEEPING

Number of room under housekeeping

1 Click **"Housekeeping"** to view room listing under housekeeping

## Room Master Booking

New Booking | New Monthly Booking | Not Paid | Pay Later | Paid | Check-In | Today Check-In | Check-Out | Today Check-Out | Housekeeping (1) | Deposit | History

= Not Paid | = Credit Bill | = Paid | = Check-In | = Check-Out | = Housekeeping | = Bad | = Reserved

Search Room or Name | Search

Next 7 Days | Filter By Date | Search

| Room No | 08 Aug, 2017 Tue | 09 Aug, 2017 Wed | 10 Aug, 2017 Thu | 11 Aug, 2017 Fri | 12 Aug, 2017 Sat | 13 Aug, 2017 Sun | 14 Aug, 2017 Mon |
|---|---|---|---|---|---|---|---|
| Superior Room 401 | [icon] Andry La | Andry La Book | Book | Book | Arvind D | Arvind D | Arvind D Book |

Next 7 Days

2 Icon show the room is under housekeeping. Click icon to release

# Housekeeping List - Not Released

Add New Booking | Add New Monthly Booking | Not Paid | Pay Later | Paid | Check-In | Today Check-In | Check-Out | Today Check-Out | Housekeeping (1) | Deposit | History

Room Number

Housekeeping Not Released | Housekeeping Released | Show All

Bulk Release

| # | BOOKING NO | ROOM NUMBER | CHECK-IN | CHECK-OUT | STATUS | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 2147483647 | 401 | 07-08-2017 | 08-08-2017 | Not Released | Release | View | | |

3 Click **"Release"** button to release room

**Release room under housekeeping in bulk**

# Housekeeping List - Not Released

Add New Booking | Add New Monthly Booking | Not Paid | Pay Later | Paid | Check-In | Today Check-In | Check-Out | Today Check-Out | Housekeeping (1) | Deposit | History

Room Number

Housekeeping Not Released | Housekeeping Released | Show A...

Do you want to RELEASE this room now?

OK     Cancel

| # | BOOKING NO | ROOM NUMBER | CHECK-IN | | | | | | | Bulk Release | ☑ |
|---|------------|-------------|----------|---|---|---|---|---|---|--------------|---|
| 1 | 2147483647 | 401 | 07-08-2017 | 08-08-2017 | Not Released | Release | | View | 💬 | | ☑ |

**4**  Click **"OK"** to confirm release

# Housekeeping List - Not Released

Add New Booking | Add New Monthly Booking | Not Paid | Pay Later | Paid | Check-In | Today Check-In | Check-Out | Today Check-Out | Housekeeping | Deposit | History

Room Number

Housekeeping Not Released | Housekeeping Released | Show All

House Keeping done for Room Number 401

**5** Housekeeping done

| # | BOOKING NO | ROOM NUMBER | CHECK-IN | CHECK-OUT | STATUS | Bulk Release | ☑ |
|---|-----------|-------------|----------|-----------|--------|--------------|---|

No Records Found...

# INVOICE

# INVOICE

## Invoice

| | Invoice Number ▾ | | | 🔍 |
|---|---|---|---|---|

Add New Booking    Add New Monthly Booking    Filter By Third Party ▾    Filter By Status ▾    View All    Master Booking    Export To Excel    ⚙

| INVOICE NO | BOOKING NUMBER | GUEST INFO | CHECK-IN | CHECK-OUT | AMOUNT | STATUS | | |
|---|---|---|---|---|---|---|---|---|
| 223 | 150163651249 | Christine Ang | 08-08-2017 | 10-08-2017 | 551.00 | Paid ✏ 💬 | View | Print 🖶 |
| 222 | 150155176398 | Farah Naaz | 06-08-2017 | 08-08-2017 | 738.00 | Paid ✏ 💬 | View | Print 🖶 |
| 221 | 150155044089 | Alvin Ong | 05-08-2017 | 07-08-2017 | 509.00 | Paid ✏ 💬 | View | Print 🖶 |

**Note: Tax Invoice will be generated after guest check-out**

# UNPAID INVOICE

## Unpaid Invoice

| Invoice Number ▾ | | 🔍 |

Add New Booking    Add New Monthly Booking    Filter By Third Party ▾    View All    Master Booking    Export To Excel    ⚙

| INVOICE NO | BOOKING NUMBER | GUEST INFO | CHECK-IN | CHECK-OUT | AMOUNT | DUE | PAID | STATUS | Pay |
|---|---|---|---|---|---|---|---|---|---|
| 214 | 1496624860 | Agency Clever Travel & Tour | 05-06-2017 | 06-06-2017 | 760.00 | 760.00 | 0.00 | Not Paid 🖉  💬  🖨 | View  Print  ☐ |
| 210 | 1497859359 | Lalisa | 20-06-2017 | 21-06-2017 | 65.00 | 65.00 | 0.00 | Not Paid 🖉  💬  🖨 | View  Print  ☑ |
| 201 | 1497860042 | Robert Tan | 19-06-2017 | 20-06-2017 | 35.00 | 35.00 | 0.00 | Not Paid 🖉  💬  🖨 | View  Print  ☐ |

**2** Click **"Pay"** to update payment

**1** Check box

**Note: Check box for same guest name**

# THIRD PARTY INVOICE

## Thirdparty Invoice

Agoda
Booking.com
Hotels.com

**Filter by third party**

| Invoice Number | | |
|---|---|---|

Add New Booking     Add New Monthly Booking     Filter By Third Party ▾     Filter By Status ▾     View All     Master Booking     Export To Excel

| INVOICE NO | BOOKING NUMBER | GUEST INFO | CHECK-IN | CHECK-OUT | AMOUNT | STATUS | | |
|---|---|---|---|---|---|---|---|---|
| 203 | 1498026275 Agoda | Peter Pang | 21-06-2017 | 22-06-2017 | 61.75 | Paid ✏️ 💬 | View | Print 🖨️ |
| 187 | 1491287134 Agoda | Lily Lim | 05-04-2017 | 07-04-2017 | 144.00 | Paid ✏️ 💬 | View | Print 🖨️ |
| 182 | 1490835947 Booking.com | Amira | 30-03-2017 | 31-03-2017 | 57.20 | Paid ✏️ 💬 | View | Print 🖨️ |

**Note: Tax Invoice will be generated after guest check-out**

# REPORT

# TODAY COLLECTION REPORT

Today Collection Report

## Today Collection Cash RM-346.00

Click Here

## Today Collection Credit Card RM0.00

Click Here

## Today Collection Bank-in RM5665.00

Click Here

## Today Collection Paypal RM0.00

Click Here

## Today Collection eGHL RM0.00

Click Here

## Today Collection Jompay RM0.00

Click Here

## Today Collection Cheque RM0.00

Click Here

## Today Collection View ALL RM5319.00

Click Here

# COLLECTION REPORT

## Collection Report

**Filter by payment type**

Cash
Card
Bank-in
Paypal
eGHL
Jompay
Cheque

administrator
cashier2
demo

**Filter issued by**

| View All | Filter By Payment Type ▾ | Issued By ▾ | Export To Excel | ⚙ |

| Cash Collection :RM27619.59 | Bank-in Collection : RM33749.32 | Card Collection : RM337.97 | Cheque Collection : RM548.65 |
|---|---|---|---|

| Paypal Collection : RM0.00 | eGHL Collection : RM0.00 | Jompay Collection : RM0.00 | Total Collection :RM61706.88 |
|---|---|---|---|

| # | DATE | RECEIPT NO | BOOKING NO | GUEST | AMOUNT | PAYMENT | ISSUED BY | |
|---|---|---|---|---|---|---|---|---|
| 1 | 08-08-2017 | 307 | 150163651249 | Christine Ang | RM -551.00 | Cash | | Print |
| 2 | 08-08-2017 | 306 | 150155195017 | Tharini | RM65.00 | Cash | | Print |
| 3 | 08-08-2017 | 305 | 1502172029 | Aaron Lee | RM70.00 | Cash | | Print |
| 4 | 08-08-2017 | 304 | 1502167425 | Fikri Hakim | RM70.00 | Cash | | Print |
| 5 | 08-08-2017 | 303 | 150215598469 | Sarah | RM660.00 | Bank-in | | Print |

# SALES REPORT

## Sales Report

administrator
cashier2
demo

**Filter issued by**

[ Search ]  [              ]  [🔍]

View All          Issued By ▾          Export To Excel

| # | DATE | BOOKING NO | GUEST | AMOUNT | ISSUED BY |
|---|------|-----------|-------|--------|-----------|
| 1 | 08-08-2017 | 1502172029 | Aaron Lee | RM70.00 | |
| 2 | 08-08-2017 | 1502167425 | Fikri Hakim | RM70.00 | |
| 3 | 08-08-2017 | 150215598469 | Sarah | RM660.00 | |
| 4 | 08-08-2017 | 150215629563 | Rita Wilson | RM1490.00 | |
| 5 | 08-08-2017 | 150215532854 | Muhillah | RM450.00 | |
| 6 | 08-08-2017 | 150215510748 | Andy Lim | RM510.00 | |

# SALES REPORT THIRD PARTY

Sales Report Third Party

Agoda
Booking.com
Hotels.com

**Filter by third party**

Issued By ▾          Filter By Third Party ▾          View All

| # | DATE | BOOKING NO | GUEST | AGODA | BOOKING.COM | HOTELS.COM | ISSUED BY |
|---|------|-----------|-------|-------|-------------|-----------|-----------|
| 1 | 07-08-2017 | 1502096709 | Gerald Soh | RM41.50 | --- | --- | |
| 2 | 21-06-2017 | 1498026275 | Peter Pang | RM61.75 | --- | --- | |
| 3 | 06-06-2017 | 1496716973 | Amira | RM61.75 | --- | --- | |
| 4 | 10-04-2017 | 1491815482 | Peter Pang | RM86.75 | --- | --- | |
| 5 | 22-09-2016 | 1474533991 | Robert Tan | --- | RM62.01 | --- | |
| 6 | 14-09-2016 | 1473827775 | Muthu Ramesh | --- | RM58.56 | --- | |
| 7 | 14-09-2016 | 1473827721 | Isabella | --- | RM58.56 | --- | |
| 8 | 13-03-2017 | 1489395652 | Adam Lee | RM61.75 | --- | --- | |
| | | | | RM1686.72 | RM484.76 | RM0.00 | RM2171.48 |

# TOTAL SALES ADD - ON

Total Sales Add-On

**1** Daily total sales add-on

**2** Search by date

Start Date : 08-08-2017 | End Date : 08-08-2017

Aiport Transfer (One Way- Hotel to Senai)  Total Sales RM 75

Airport Transfer (Return-Changi Airport)  Total Sales RM 600

Breakfast Nasi Lemak + Teh Tarik  Total Sales RM 10

Lunch for 3D2N Package  Total Sales RM 1080

Search By | Search Criteria
Added Date | 08-08-2017 To 08-08-2017

All    Export To Excel    Back

| # | DATE | BOOKING NO | GUEST | AMOUNT | CHECK-IN | ADD-ON |
|---|------|-----------|-------|--------|----------|--------|
| 1 | 08-08-2017 | 150215629563 | Rita Wilson | RM180.00 | 27-08-2017 | Lunch for 3D2N Package |
| 2 | 08-08-2017 | 150215629563 | Rita Wilson | RM180.00 | 27-08-2017 | Lunch for 3D2N Package |
| 3 | 08-08-2017 | 150215629563 | Rita Wilson | RM180.00 | 27-08-2017 | Lunch for 3D2N Package |
|   | 08-08-2017 | 150215483539 | Harvind | RM180.00 | 19-08-2017 | Lunch for 3D2N Package |
|   | 08-08-2017 | 150215483539 | Harvind | RM180.00 | 19-08-2017 | Lunch for 3D2N Package |
|   |   | 150215483539 | Harvind | RM180.00 | 19-08-2017 |   |
|   |   |   |   | Total   RM1080.00 |   |   |

**2** Click add-on package button,
it will list the package sales listing

**Note: This is daily report**

# ADD - ON SALES LIST

## Add-On Sales List

| Search By | ▾ | Search Criteria |
|---|---|---|
| Date By | | |

Date By
Added Date
Check-In Date

**Search by check-in date, so you can prepare add-on before guest arrival**

View All     Export To Excel     Back

| # | DATE | BOOKING NO | G...  NT | | CHECK-IN | ADD-ON |
|---|---|---|---|---|---|---|
| 1 | 08-08-2017 | 1502172029 | Aaron Lee | RM5.00 | 08-08-2017 | Breakfast Nasi Lemak + Teh Tarik |
| 2 | 08-08-2017 | 1502167425 | Fikri Hakim | RM5.00 | 08-08-2017 | Breakfast Nasi Lemak + Teh Tarik |
| 3 | 08-08-2017 | 150215629563 | Rita Wilson | RM180.00 | 27-08-2017 | Lunch for 3D2N Package |
| 4 | 08-08-2017 | 150215629563 | Rita Wilson | RM180.00 | 27-08-2017 | Lunch for 3D2N Package |
| 5 | 08-08-2017 | 150215629563 | Rita Wilson | RM180.00 | 27-08-2017 | Lunch for 3D2N Package |

# OCCUPANCY REPORT

## Occupancy Report

Check occupancy report

| | Prev 7 Days | Next 7 Days | Filter By Date | | | | Search | | | |
|---|---|---|---|---|---|---|---|---|---|---|

| ROOM TYPE | 08 AUG, 2017 TUE | | 09 AUG, 2017 WED | | 10 AUG, 2017 THU | | 11 AUG, 2017 FRI | | 12 AUG, 2017 SAT | | 13 AUG, 2017 SUN | | 14 AUG, 2017 MON | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Dormitory - 1 Bed in 8 Bed Female Dorm | 1/8 | 13% | 3/8 | 38% | 2/8 | 25% | 0/8 | 0% | 0/8 | 0% | 2/8 | 25% | 2/8 | 25% |
| Single Room | 6/10 | 60% | 2/10 | 20% | 2/10 | 20% | 6/10 | 60% | 7/10 | 70% | 1/10 | 10% | 2/10 | 20% |
| Junior Suite | 0/1 | 0% | 0/1 | 0% | 0/1 | 0% | 0/1 | 0% | 0/1 | 0% | 0/1 | 0% | 0/1 | 0% |
| Deluxe Room | 4/10 | 40% | 7/10 | 70% | 4/10 | 40% | 4/10 | 40% | 7/10 | 70% | 4/10 | 40% | 3/10 | 30% |
| Superior Room | 1/1 | 100% | 0/1 | 0% | 0/1 | 0% | 0/1 | 0% | 1/1 | 100% | 1/1 | 100% | 0/1 | 0% |

| Prev 7 Days | Next 7 Days |
|---|---|

# AUDIT REPORT

## Audit Report

Home > Report >

| Guest Name ▼ | Search | Search By ▼ | | 🔍 |

Da...

| | | | | | | | | | Latest One |
| | | | | | | | | | Check-in asc |
| | | | | | | | | | Check-in desc |
| | | | | | | | | | INV No asc |
| | | | | | | | | | INV No desc |

Audit (Paid , After Checkout Only)    Audit (Unpaid & Paid , Before and After Checkout)    Collection    Occupancy    Export To Excel  Select Range for total records ▼    Sort By Latest One ▼

**Sort audit report**

| DATE | BILL NO | ROOM | GUEST NAME | CHECK-IN | CHECK-OUT | ROOM RENT | ADD-ON | ADD-ON (DIS) | REFUND | CASH | CARD | IPAY88 | BANK-IN | PAYPAL | MOLPAY | EGHL | TOTAL | CODE |
|------|---------|------|------------|----------|-----------|-----------|--------|--------------|--------|------|------|--------|---------|--------|--------|------|-------|------|
| 02-08-2017 | 223 | 205, 206 | Christine Ang | 08-08-2017 | 10-08-2017 | 260.00 | 251.00 | 0.00 | 551.00 | 0.00 | 0.00 | | 551.00 | | | | 0.00 | --- |
| 01-08-2017 | 222 | 401 | Farah Naaz | 06-08-2017 | 08-08-2017 | 270.00 | 448.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 738.00 | | | | 738.00 | --- |
| 01-08-2017 | 221 | 902 | Alvin Ong | 05-08-2017 | 07-08-2017 | 75.00 | 414.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 509.00 | | | | 509.00 | --- |
| 02-08-2017 | 220 | 203, 204, 104, 105 | Abdul Qayum | 05-08-2017 | 07-08-2017 | 610.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 690.00 | | | | 690.00 | --- |
| 01-08-2017 | 219 | 101 | Michelle | 04-08-2017 | 06-08-2017 | 180.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 200.00 | | | | 200.00 | --- |
| 04-08-2017 | 218 | 903 | Amira | 04-08-2017 | 07-08-2017 | 115.00 | 0.00 | 0.00 | 0.00 | 145.00 | 0.00 | | 0.00 | | | | 145.00 | --- |

**Note: Tax Invoice will be generated after guest check-out**

# GUEST STAY REPORT

## Guest Stay Report

| Bill No ▾ | Search | | 🔍 |

**View guest stay report**

Dashboard ⚙

| Guest Stay Report | Audit Report | Collection Report | Occupancy Report | Export To Excel | ⚙ |

| # | CHECK-IN | CHECK-OUT | GUEST NAME | ROOM NUMBER | TOTAL AMOUNT |
|---|----------|-----------|------------|-------------|--------------|
| 1 | 08-08-2017 | 09-08-2017 | Aaron Lee | 208 | 70.00 |
| 2 | 08-08-2017 | 09-08-2017 | Fikri Hakim | 207 | 70.00 |
| 3 | 27-08-2017 | 29-08-2017 | Sarah | 102 | 660.00 |
| 4 | 27-08-2017 | 29-08-2017 | Sarah | 101 | 660.00 |
| 5 | 27-08-2017 | 29-08-2017 | Sarah | 202 | 660.00 |
| 6 | 27-08-2017 | 29-08-2017 | Sarah | 201 | 660.00 |