

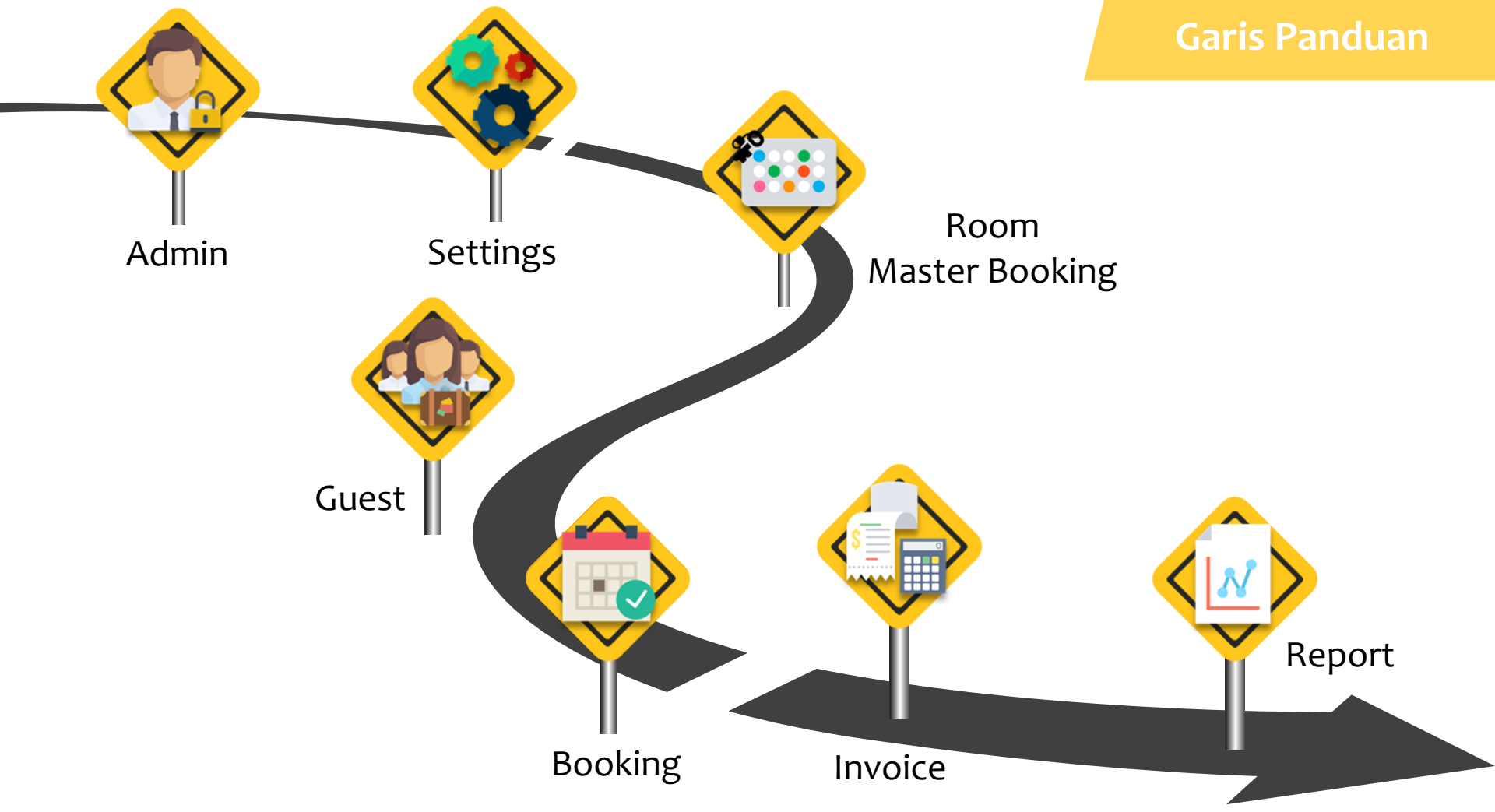


First Online eHotel®
Online Booking | Frontdesk Management

FIRST ONLINE eHOTEL

PANDUAN SISTEM

Garis Panduan





First Online eHotel®
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ADMIN

ADMIN LISTING

Cipta pentadbir
admin baru ☆

Admin User(s)

Add New Admin

Filter By ▾

Active
Suspended

Tapis status
pentadbir admin

Home > User > Admin User(s) -

#	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  

Padam
pentadbir
admin

Kemas kini
pentadbir
admin

E-mel untuk menetapkan
semula kata laluan

Activate/Suspend
pentadbir admin

Set kata laluan
pentadbir induk

☆ Berdasarkan lesen pengguna

Nota: Standard 1 lesen pengguna = 4 pengguna

Pentadbir induk boleh login pada bila-bila masa, pengguna lain tidak dapat login pada masa yang sama



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SETTINGS

Logo

Logo Placement ☐ Left ☒ Center

1

Pilih kedudukan logo

Upload Logo(350*80)

Browse...

No file selected.

2

Klik “Browse” untuk memilih logo dari *folder* anda



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Submit

3

Klik “Submit” untuk simpan

Theme Update

1 Pilih tema warna laman web

☐ Red

☐ Green

☒ Orange

☐ Pink

☐ Yellow

☐ Blue

☐ Black

☐ Purple

☐ Sky-blue

☐ Coffee

Submit

2 Klik “Submit” untuk simpan

Bill Header Setup

Footer Message

This is a computer generated document. No signature is required.

1

Mesej footer invois

Customer Signature section display in footer ☒ Yes ☐ No

2

Enable/Disable tandatangan tetamu

Upload Header(700*120)

Browse...

No file selected.

3

Klik “Browse” untuk memilih bill header dari folder anda



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®



607-355 0011



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



sales@firstonline.com.my

Submit

4

Klik “Submit” untuk simpan

Banner Listing

Cipta *banner* baru

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	 

Paparkan di muka hadapan

Padam *banner*
Kemas kini *banner*

Title

Welcome to Our Hotel



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

Submit

2

Klik **“Submit”** untuk simpan

GALLERY

Gallery

Gallery

[View All](#)[Add Gallery](#) ••••• **Cipta gallery baru**

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	 

1

Klik "Manage Photo"

Padam gallery

Kemas kini gallery

Gallery

Gallery Photo for Snorkeling

Gallery Photo for Snorkeling

Title 1

Title 2

Photo

No file chosen

2

Masukkan *Title 1* &
Title 2 (pilihan)

3

Klik **“Choose File”** untuk
memilih foto dari *folder* anda

4

Klik **“Add”** untuk simpan

[View All](#)

[Back to Gallery](#)



#

PHOTO

SORT NO

ACTION

1



Padam foto

[Add New FAQ](#)[View All](#)

Question

[Update SortNo](#)

1 What is check in / check out times at First Hotel?

Ans : Check in starts at 2:00pm, and our check out time is 12:00pm.



0

2 How to check-in early?

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?

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?

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?

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

Padam FAQ**Kemas kini FAQ**

Promotion & News

Show All

Add New News

Q

#

Caption

Banner

1

FREE
ADMISSION
TO
ADVENTURE
PARK



Update Sort No

3

Status

Active

Cipta promosi & berita baru

Padam promosi & berita

Kemas kini promosi & berita

GENERAL SETTINGS

General Settings Settings

[Home](#) > [Settings](#) > [General Settings](#)

☐ Enable website "Under Maintenance" mode.

1

Tandakan kotak untuk membolehkan laman web di bawah penyelenggaraan

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

Twitter

Enable

Twitter Url

2

Kemas kini tetapan umum di sini dan klik "Submit" untuk simpan

PAYMENT SETTINGS

Payment Settings Settings

[Home](#) > [Settings](#) > [Payment Settings](#)

Service Tax ☐ Enable ☒ Disable

Heritage Tax ☐ Enable ☒ Disable

Type of Tax

None

Deposit ☒ Enable ☐ Disable

Deposit Amount

50.00

Submit



☒ 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



☒ Enable ☐ Disable

Paypal ID



☒ Enable ☐ Disable

eGHL ID

eGHL Password



Kemas kini butiran
pembayaran di sini dan klik
“Submit” untuk simpan

ROOM SETTINGS

Room Type

Cipta jenis bilik baru

Home > Room Type >

Add New Room Type

Filter By

View All

Total Room : 100

Alotted Room : 17

Remaining Room : 83

#

IMAGE

ROOM TYPE

TOTAL ROOMS

STATUS

ONLINE

Update SortNo

1



Standard Room

Room Rate : 80.00

Weekend Rate : 90.00

Promotion Rate : 70.00

School Holiday Rate : 50.00

Public Holiday Rate : 50.00

Manage Room Number

10

Active

Yes

1

Update Price

2



Twin Room

Room Rate : 85.00

Weekend Rate : 100.00

Promotion Rate : 95.00

School Holiday Rate : 100.00

Public Holiday Rate : 120.00

Manage Room Number

5

Active

Yes

2

Update Price

Urus nombor bilik

Activate/Suspend bilik

Tunjukkan jenis bilik online/offline

Kemas kini jenis bilik

Padam jenis bilik

Kemas kini harga bilik

Room Type Update

1

Kemas kini butiran bilik di sini

- 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:

2

Kemas kini harga bilik
untuk *third party*

Room Type - Standard Room [Update Price](#)

Default Price Setup

[Update Details](#)[Update Price](#)[Update Description](#)[Gallery](#)

Update Price

Normal Price

Weekend Price

Promotion Price

School Holiday Price

Public Holiday Price

Third Party Booking Price Setup

Update Agoda Price

Normal Price

Weekend Price

Promotion Price

School Holiday Price

Public Holiday Price

Update Booking.com Price

Normal Price

Weekend Price

Promotion Price

School Holiday Price

Public Holiday Price

3

Kemas kini
penerangan bilik



Description

Common

Format

Paragraphs

Insert

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>

Words:65 Characters:723 100%

Room Type Update

Update Details

Update Price

Update Description

Gallery

4

Kemas kini
gallery bilik



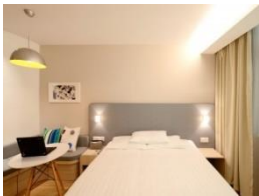
Room Type Name: Standard Room

Room photo (size : 550*330)

Choose File No file chosen

Submit

Back



Promosi

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	 

Cipta
third party baru

Tapis status
third party

Kemas kini harga
bilik third party

Activate/Suspend
third party

Kemas kini
third party

Padam
third party

Add-on -Active

Home > Add-on > -Active

Add New Add-on

Filter By

Cipta *add-on*
baru



#	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

Padam *add-on*

Kemas kini *add-on*

Activate/Suspend
add-on



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ROOM MASTER BOOKING

ROOM MASTER BOOKING

Room Master Booking

Buttons: 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, NEW! Order

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

Search Room or Name Next 7 Days Filter By Date

Room No	06 Jun, 2017 Tue	07 Jun, 2017 Wed	08 Jun, 2017 Thu	09 Jun, 2017 Fri	10 Jun, 2017 Sat	11 Jun, 2017 Sun	12 Jun, 2017 Mon
Single Room 201		Book	Reserved	Reserved	Reserved	Reserved	Book
Single Room 202	Agency C Book	Book		 Book	Book	Book	Book
Single Room 203	Agency C Book	Book		 Book	Book	Book	Book
Single Room 204	Agency C Book	Book		 Book	Book	Book	Book
Single Room 205	 Book	 Book	Bad	Bad	Bad	Bad	Bad

Annotations:

- Housekeeping
- Room reserved
- Booking with payment
- Booking without payment
- Booking pay later – Thirdparty / Credit Invoice
- Room in bad condition
- Customer check-in
- Customer check-out

☆☆ Add-on Feature

Nota: Sesetengah ciri tersedia pada pelan / versi yang dipilih



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GUEST

Guest Details

Cipta tetamu
baru

Home > Guest > 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

Padam profil
tetamu

Kemas kini
profil tetamu

Activate/Suspend
tetamu



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BOOKING

Room Master Booking

1

Klik “New Booking”
atau “Book”

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 Bill Paid Check-In Check-Out Housekeeping Bad Reserved

Search Room or Name

Search

Next 7 Days

Filter By Date

Search

Room No

Single Room
201

Single Room
202

Single Room
203

08 Aug, 2017
Tue

09 Aug, 2017
Wed

10 Aug, 2017
Thu

11 Aug, 2017
Fri

12 Aug, 2017
Sat

13 Aug, 2017
Sun

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Book

Room Master Booking

New Booking

Check-in

Check-Out

Number of Rooms

Submit

2

Pilih tarikh

3

Pilih bilangan bilik

4

Klik "Submit"

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

Klik “Book Now”

5

Pilih bilik

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

Klik “Existing Guest”
atau “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

Klik “Add to Cart”
untuk tambah add-on

Hotel Guest

Name

Q

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

Klik "Select Guest" daripada senarai tetamu

Klik "Select Guest" daripada senarai tetamu

Booking

Add New Booking

Add New Monthly Booking

⚙

🌐 Summary & Payment

Aaron Lee

No # 1502172029

Tel :

Date: 08-08-2017

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
	Breakfast Nasi Lemak + Teh Tarik		5.00

Payment Methods:

Amount Due

☒ Cash ☐ Credit Card ☐ Credit Bill

9

Pilih kaedah pembayaran

Total:

RM70.00

 Submit

10

Klik “Book Now”

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

Q



Filter By Third Party Walk-in Online



Payment Received. Booking Number : 1502172029

11 Bilik berjaya ditempah

Bulk Delete

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

Refund

Check-in

Add-on

Change Date

Change Room

View

Print



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CHECK-IN

1

Klik “Today Check-in”,
daftar masuk harian

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

Q

⚙

[Filter By Third Party](#) [Walk-in](#) [Online](#) [Show All](#)

⚙

[View All](#)

[Bulk Delete](#)

#	BOOKING INFO	ROOM NUMBER	CHECK-IN	CHECK-OUT	
1	150155195017 Date : 01-08-2017 Name : Tharini IC/Passport : Contact No : (Booked via : Online Status : Confirmed	203 , 204 Amount : 735.00 Due : 0.00 Paid : 735.00 Edit	07-08-2017	09-08-2017	Bank-in
Refund Check-in Add-on Change Date Change Room View Print					

2

Klik butang “Check-in”

Check-in for Booking Number 150155195017

Home > 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	3 Check-in
		Cash	

Note : Please check the box to collect deposit

Kumpulkan deposit dari tetamu

Klik butang “**Check-in**”
untuk mengesahkan
daftar masuk

Nota: Anda boleh *disable* mengumpul ciri deposit

Deposit 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

Booking Number

150155195017

Q



Deposit Paid

Deposit Refunded

Show All



Check-in successful. Have a nice stay!



4

Daftar masuk berjaya

Export To Excel

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

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

Q



[Filter By Third Party](#) [Walk-in](#) [Online](#) [Show All](#)

[View All](#)

[Bulk Delete](#)

#	BOOKING INFO	ROOM NUMBER	CHECK-IN	CHECK-OUT	
1	150155044089 Date : 01-08-2017 Name : Alvin Ong IC/Passport : Contact No : Booked via : Online Status : Check-in	902 Amount : 509.00 Due : 0.00 Paid : 509.00 Edit	05-08-2017	07-08-2017	Bank-in
Add-on Extend Date Change Room View Print					

1

Klik “Today Check-out”,
daftar keluar harian

2

Klik butang “Check-out”

Check-out for Booking Number 150155044089

Home > 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

Klik butang “**Check-out**”
untuk mengesahkan
daftar keluar

Deposit List - Paid

Add New BookingAdd New Monthly BookingNot PaidPay LaterPaidCheck-InToday Check-InCheck-OutToday Check-OutHousekeeping (1)DepositHistory

Booking Number150155044089

Deposit PaidDeposit RefundedShow All

Check-Out successful. Have a nice stay!

4Daftar keluar berjaya

Export To Excel

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

Nota: Jika anda mendaftar keluar tetamu, secara automatik anda akan ke penyenaraian deposit



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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

[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 Name : Alvin Ong IC/Passport : Contact No :	902	05-08-2017	07-08-2017	RM50.00	Cash	Paid	Refund Deposit View
								Print Remark
				Total	RM50.00			

1

Klik butang “Refund Deposit”
untuk bayaran balik 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

Q

Deposit Paid Deposit Refunded Show All

Check-Out successful. Have a nice stay!

Do you want to REFUND the deposit now?

OK

Cancel

Export To Excel

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

2

Klik "OK" untuk mengesahkan bayaran balik deposit

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

Q



Deposit Paid

Deposit Refunded

Show All



Deposit for Alvin Ong has been Refunded

3

Bayaran balik deposit berjaya

Export To Excel

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



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EXTEND DATE

1

Klik “Check-out”

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

Q

⚙

Filter By Third Party ▾ Walk-in Online Show All

⚙

View All

#	BOOKING INFO	ROOM NUMBER	CHECK-IN	CHECK-OUT	
1	150155195017 Date : 01-08-2017 Name : Tharini IC/Passport : Contact No : Booked via : Online Status : Check-in	203 , 204 Amount : 735.00 Due : 0.00 Paid : 735.00 ✎ Edit	07-08-2017	09-08-2017	Bank-in
 Check-out Add-on Extend Date Change Room View Print					

2

Klik butang “Extend Date”

Nota: Tetamu yang sudah mendaftar masuk ingin melanjutkan penginapan

 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

Pilih tarikh daftar keluar

4

Klik butang “Extend Date”

Extend Date

Booking No: 150155195017

Name: Tharini

Email: [redacted]

Contact Number: [redacted]

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

Total Amount to pay: 130.00

Payment Methods ☒ Cash ☐ Credit Card ☐ Pay Later ☐ Free

Search Again

Confirm to Extend Date

Back

Jumlah untuk membayar untuk melanjutkan penginapan

Sekiranya percuma, memerlukan kata laluan pentadbir induk

Pilih kaedah pembayaran

6

Klik "Confirm to Extend Date" untuk mengesahkan

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

Q



Filter By Third Party Walk-in Online Show All



View All

Bulk Delete

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

Check-outAdd-on

ViewPrint

7

Berjaya melanjutkan penginapan

CHANGE DATE

CHANGE DATE

1

Klik “Paid” atau “Pay Later”

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 Date : 09-08-2017 Name : Kelvin Tan IC/Passport : Contact No : Booked via : Online Status : Confirmed	103 , 104 , 105 Amount : 1272.00 Due : 0.00 Paid : 1272.00 Edit	22-08-2017	24-08-2017	Bank-in
		Change Date Change Room	View	Print	

2

Klik butang “Change Date”

Change Date

Sorry, Selected date not Available

Booking No: 150224659877

Name: Kelvin Tan

Email: [REDACTED]

Contact Number: [REDACTED]

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

5

Bilik tiada pada tarikh
yang dipilih

Check-in

2017-08-22

Check-Out

2017-08-24

Room: 103 (RM)

Room: 104 (RM)

Room: 105 (RM)

Change Date

Back

3

Pilih tarikh baru

4

Klik butang
“Change Room”

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

Pilih tarikh baru

7

Klik butang
“Change Room”

Change Date

Booking No: 150224659877

Name: Kelvin Tan

Email: [REDACTED]

Contact Number: [REDACTED]

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

8

Klik “Confirm to Change Date” untuk mengesahkan

Search Again

Confirm to Change Date

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

Booking Number

150224659877

Q



Filter By Third Party Walk-in Online Show All



View All

Bulk Delete

#	BOOKING INFO	ROOM NUMBER	CHECK-IN	CHECK-OUT	
1	150224659877 Date : 09-08-2017 Name : Kelvin Tan IC/Passport : Contact No : Booked via : Online Status : Confirmed	103 , 104 , 105 Amount : 1272.00 Due : 0.00 Paid : 1272.00 Edit	29-08-2017	31-08-2017	Bank-in
9 Berjaya tukar tarikh					
Refund Check-in Add-on Change Date Change Room View Print					



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CHANGE ROOM

1

Klik “Paid” atau “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

Q

⚙

Filter By Third Party ▾

Walk-in

Online

Show All

⚙

View All

Bulk Delete

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



Refund

Check-in

Add-on

Change Date

Change Room

View

Print

2

Klik butang “Change Room”

Change Room

Booking No: 150148123753

Name: Iqbal

Email: lookiantat@hotmail.com

Contact Number: 109398263

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

4

Klik butang
"Change Room"

3

Pilih nombor
bilik baru

202 - Single Room Upgrade To

202

202

902

903

209

104

105

106

108

109

Change Room

Booking No: 150148123753

Name: Iqbal

Email: [REDACTED]

Contact Number: [REDACTED]

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

Klik “Confirm to Upgrade”
untuk mengesahkan

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

Name

iqbal

Q



Filter By Third Party ▾ Walk-in Online Show All



View All

Bulk Delete

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

6

Pertukaran bilik berjaya

Change Date

Change Room

View

Print

Refund

Check-in

Add-on

CANCEL BOOKING

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

Q

Filter By Third Party ▾

Walk-in

Online

Show All

View All

Bulk Delete

#	BOOKING INFO	ROOM NUMBER	CHECK-IN	CHECK-OUT	
1	1498026298 Date : 21-06-2017 Name : Marina Bte Admad IC/Passport : Contact No : Booked via : Walk-in Status : Pending	205 Amount : 57.20 Due : 57.20 Paid : 0.00	21-06-2017	22-06-2017	Not Paid ☒
2	1496716943 Date : 06-06-2017 Name : Lalisa IC/Passport : Contact No : Booked via : Walk-in Status : Pending	203 Amount : 65.00 Due : 65.00 Paid : 0.00	08-06-2017	09-06-2017	Not Paid ☒

1

Klik "Not Paid" untuk melihat tempahan tidak dibayar

2

Klik padam ikon untuk memadam

Padam tempahan secara pukal

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



Filter By Third Party ▾ Walk-in Online Show All

1

Klik “Paid” untuk melihat tempahan yang telah dibayar

View All

Bulk Delete

#	BOOKING INFO	ROOM NUMBER	CHECK-IN	CHECK-OUT	
1	150163651249 Date : 02-08-2017 Name : Christine Ang IC/Passport : Contact No : Booked via : Online Status : Confirmed	205, 206 Amount : 551.00 Due : 0.00 Paid : 551.00 Edit	08-08-2017	10-08-2017	Bank-in
2 Klik “Refund” Change Date Change Room View Print					

Pilihan 1

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

Submit

Back

3

Pilihan

4

Klik “Submit” Untuk
mengesahkan bayaran balik

Pilihan 2

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

Q



Filter By Third Party ▾ Walk-in Online



Cancel with Refund for Booking Number : 150163651249 successful.

5

Bayaran balik berjaya

Bulk Delete

#	BOOKING INFO	ROOM NUMBER	CHECK-IN	CHECK-OUT	
1	1502172029 Date : 08-08-2017 Name : Aaron Lee IC/Passport : Contact No : Booked via : Walk-in Status : Confirmed	208 Amount : 70.00 Due : 0.00 Paid : 70.00 Edit	08-08-2017	09-08-2017	Cash
	Refund Check-in Add-on	Change Date Change Room	View Print		

HOUSEKEEPING

Bilangan bilik di bawah pengemasan

1

Klik “Housekeeping” untuk melihat senarai bilik di bawah pengemasan

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	 Andry La	 Andry La Book	Book	Book	 Arvind D Arvind D	Arvind D	 Arvind D Book

Next 7 Days

2

Ikon menunjukkan bilik berada di bawah pengemasan. Klik ikon untuk melepaskan bilik

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

Q

Housekeeping Not Released

Housekeeping Released

Show All

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

3

Klik butang “Release”
untuk melepaskan bilik

Melepaskan bilik di
bawah pengemasan
secara pukal

Housekeeping List - Not Released

Add New BookingAdd New Monthly BookingNot PaidPay LaterPaidCheck-InToday Check-InCheck-OutToday Check-OutHousekeeping (1)DepositHistory

Room Number

Do you want to RELEASE this room now?

OK

Cancel

#	BOOKING NO	ROOM NUMBER	CHECK-IN	CHECK-OUT	STATUS	Actions
1	2147483647	401	07-08-2017	08-08-2017	Not Released	ReleaseView

Bulk Release

4 / Klik “OK” Untuk mengesahkan pelepasan

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

▼

Q



Housekeeping Not Released

Housekeeping Released

Show All

House Keeping done for Room Number 401

5

Pengemasan tamat

#	BOOKING NO	ROOM NUMBER	CHECK-IN	CHECK-OUT	STATUS	Bulk Release ✓
No Records Found...						



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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

Nota: Invois Cukai akan dijana selepas daftar keluar tetamu

UNPAID INVOICE

Unpaid Invoice

2

Up

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	
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

Pay

2

Click “Pay” to update payment

Pay

1

Check box

Nota: Tandakan kotak untuk nama tetamu yang sama

THIRD PARTY INVOICE

Thirdparty Invoice

Invoice Number



Agoda
Booking.com
Hotels.com

Filter by
third party

[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 [REDACTED]	21-06-2017	22-06-2017	61.75	Paid    View Print
187	1491287134 Agoda	Lily Lim [REDACTED]	05-04-2017	07-04-2017	144.00	Paid    View Print
182	1490835947 Booking.com	Amira [REDACTED]	30-03-2017	31-03-2017	57.20	Paid    View Print

Nota: Invois Cukai akan dijana selepas daftar keluar tetamu

THIRD PARTY UNPAID INVOICE

Thirdparty Unpaid Invoice

Invoice Number

Agoda
Booking.com
Hotels.com

Filter by
third party

2

Click "Pay" to
update payment

[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	
193	1491815482 Agoda	Peter Pang	08-05-2017	09-05-2017	86.75	86.75	0.00	Not Paid	View Print ☒
179	1490057938 Agoda	Lalisa	21-03-2017	22-03-2017	61.75	61.75	0.00	Not Paid	View Print ☒
173	1489986156 Booking.com	Wenny	21-03-2017	23-03-2017	130.00	65.00	65.00	Not Paid	View Print ☐

1

Check box

Nota: Tandakan kotak untuk tempahan *third party* yang sama



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REPORT

TODAY COLLECTION REPORT

Today Collection Report

 Home > Report > 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
Tapis
mengikut jenis
pembayaran

Cash
Card
Bank-in
Paypal
eGHL
Jompay
Cheque

administrator
cashier2
demo

Tapis 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

Tapis 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

Tapis mengikut
third party

▼

Search



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

1

Jumlah keseluruhan jualan *add-on* harian

Total Sales Add-On



2

Cari mengikut tarikh

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

2

Klik butang pakej *add-on*, ia akan menyenaraikan senarai jualan pakej

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
08-08-2017	150215629563	Rita Wilson	RM180.00	27-08-2017	Lunch for 3D2N Package
08-08-2017	150215629563	Rita Wilson	RM180.00	27-08-2017	Lunch for 3D2N Package
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	Lunch for 3D2N Package
Total			RM1080.00		

Nota: Ini adalah laporan harian

ADD-ON SALES LIST

Add-On Sales List

Search By

▼

Search Criteria

Date By

Date By

Added Date

Check-In Date

Q

⚙

View All

Export To Excel

Back

#	DATE	BOOKING NO	GUEST	AMOUNT	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

Cari mengikut tarikh daftar masuk, supaya anda dapat menyediakan *add-on* sebelum kedatangan tetamu

⚙

OCCUPANCY REPORT

Occupancy Report

Lihat la

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

Lihat laporan penghunian



AUDIT REPORT

Audit Report

Home > Report >

Guest Name



Search

Search By



Data

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

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	---

Susun laporan audit

Nota: Invois Cukai akan dijana selepas daftar keluar tetamu

GUEST STAY REPORT

Guest Stay Report

Home > Report > Guest Stay Report

Bill No

Search



Lihat laporan penginapan
tetamu

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



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