



First Online eHotel[®]

Online Booking | Frontdesk Management

FIRST ONLINE eHOTEL

培训指南 TRAINING GUIDE

培训大纲

Training Outline



管理员
Admin



设置
Settings



房间预订
Room Master Booking



顾客
Guest



预订
Booking



发票
Invoice



报告
Report



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管理员

ADMIN

ADMIN LISTING 管理员列表

创建新管理员用户
Create new admin user

Admin User(s)

Add New Admin

Filter By

Active
Suspended

筛选管理员用户的状态
Filter admin user status

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  

删除管理员用户
Delete admin user

编辑管理员用户
Edit admin user

重设密码
Email to reset password

启用/禁用管理员用户
Activate/Suspend admin user

设置官方密码
Set officer password

☆ 根据我们的用户许可证
注明: 标准的每一个用户许可证 = 4个用户
主管理员可以随时登录, 在此同时其他用户不能登录

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



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设置

SETTINGS

LOGO 商标

Logo

Logo Placement Left Center

1 选择商标位子
Select logo position

Upload Logo(350*80)

Browse... No file selected.

2 点击“Browse”以便选择你文件夹里的商标图像
Click “Browse” to select logo from your folder

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Submit

3 点击“Submit”以保存资料
Click “Submit” to save

Theme Update

1 选择网站的主题颜色
Select site theme color

Red

Green

Orange

Pink

Yellow

Blue

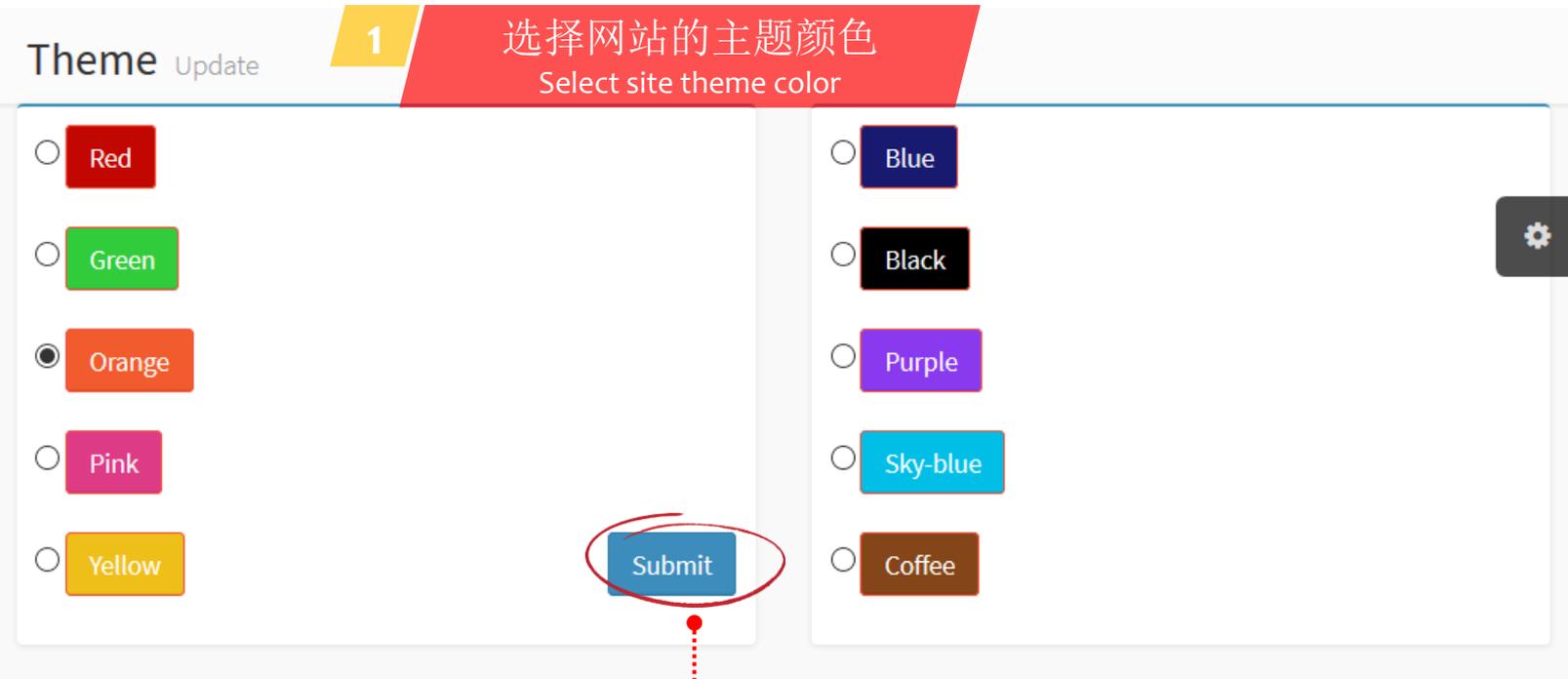
Black

Purple

Sky-blue

Coffee

Submit



2 点击“Submit”以便保存
Click “Submit” to save

BILL HEADER 账单标题

Bill Header

Home > Settings > Bill Header Setup

Bill Header Setup

Footer Message

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

1

单据页脚信息
Invoice footer message

Customer Signature section display in footer Yes No

2

启用/禁止 顾客签名
Enable/Disable guest signature

Upload Header(700*120)

Browse... No file selected.

3

点击“Browse”以便选择文件夹里的账单标题图像
Click “Browse” to select bill header from your folder



607-355 0011

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

sales@firstonline.com.my

Submit

4

点击“Submit”以便保存资料
Click “Submit” to save

BANNER 横幅

Banner Listing 创建新横幅广告
Create new banner

Home > Banner > Banner Listing

[Add New Banner](#) [Header Banner](#) [Right Banner](#) ⚙️

[Update Show in Front Page](#) [Update Sort No](#) ⚙️

Select	Description	Banner Image	Sort No	Action
<input checked="" type="checkbox"/>	Pool View	Header banner 	<input type="text" value="1"/>	✎ ✖

删除横幅
Delete banner

编辑横幅
Edit banner

显示在首页
Show in front page

Welcome Message

Near by Places

Our Hotel

FAQ

Our Terms

Privacy Policy

Menu Title



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

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.

Words:161 Characters:1178 100%

2

点击“Submit”以便储存
Click “Submit” to save

Submit

GALLERY 图库

Gallery
Gallery

View All Add Gallery **Create new gallery**
创建新图库

Search Update Sort No

#	CATEGORY NAME	PHOTO	SORT NO	STATUS
1	Snorkeling	Manage Photo	<input type="text" value="3"/>	Active  
2	Activity	Manage Photo	<input type="text" value="2"/>	Active  
3	Beach View	Manage Photo	<input type="text" value="1"/>	Active  

1 点击“Manage Photo”
Click “Manage Photo”

编辑图库
Edit gallery

删除图库
Delete gallery

Gallery

Gallery Photo for Snorkeling

Gallery Photo for Snorkeling

Title 1

Title 2

Photo

No file chosen

2

输入标题1 & 标题2（自选的）

Enter Title 1 & Title 2 (optional)

3

点击“Choose File”以便从你的文件夹里选择图像

Click “Choose File” to select photo from your folder

4

点击“Add”以便保存

Click “Add” to save

[View All](#)

[Back to Gallery](#)

#

PHOTO

SORT NO

ACTION

1



删除图片
Delete photo

FAQ 问与答

创造新的问与答 Create new FAQ

FAQ

Home > FAQ >

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

删除问与答
Delete FAQ

编辑问与答
Edit FAQ

PROMOTION & NEWS 促销&消息

Promotion & News



Show All

Add New News

创建新促销与消息

Create new
promotion & news



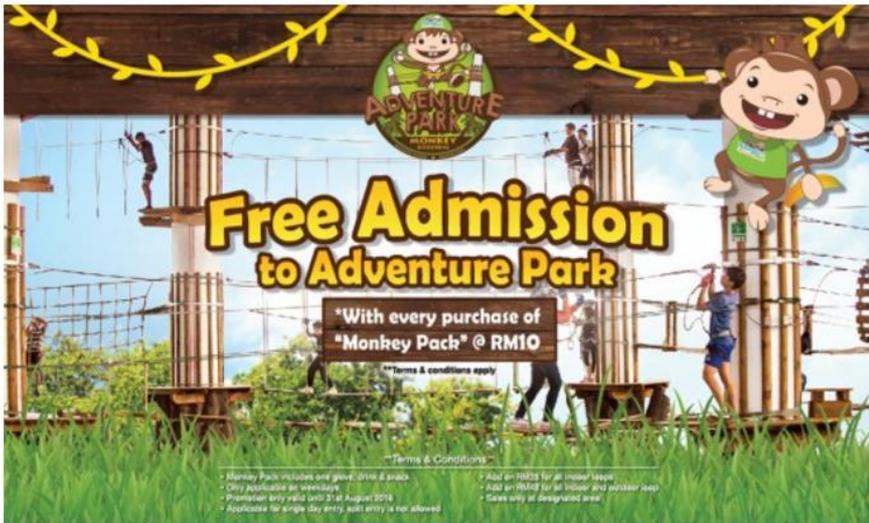
Caption

Banner

Update Sort No

Status

1 FREE
ADMISSION
TO
ADVENTURE
PARK



3

Active



删除促销与消息

Delete
promotion & news

编辑促销与消息

Edit
promotion & news

GENERAL SETTINGS 一般设置

General Settings Settings Home > Settings > General Settings

Enable website "Under Maintenance" mode. **1**

Hotel Name
First Online eHotel

Business Registration Number
[Empty field]

Address
[Empty field]

Post Code
[Empty field]

City
[Empty field]

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
[Empty field]

Youtube
Enable

Youtube Url
[Empty field]

Twitter
Enable

Twitter Url
[Empty field]



点击复选框以便开启网站正在维修功能
Check box to enable site under maintenance

2 在此更新旅店设置之后点击
“Submit” 以便保存资料
Update hotel general settings here
and click “Submit” to save

PAYMENT SETTINGS 付款设置

Payment Settings 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

Home > Settings > Payment Settings



Enable Disable

Paypal ID



Enable Disable

eGHL ID

eGHL Password

在此更新付款详情之后点击
“Submit” 以便储存资料
Update payment details here and click
“Submit” to save

ROOM SETTINGS 房间设置

Room Type **创建新的房间类型**
Create new room type

Home > Room Type >

Add New Room Type

Filter By ▾

View All

Total Room : 100

Allotted Room : 17

Remaining Room : 83

编辑房间类型
Edit room type

Manage Season Date

经营房间编号
Manage room number

#	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	<input type="text" value="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		Active	Yes	<input type="text" value="2"/> Update Price

删除房间类型
Delete room type

启用/禁用 房间
Activate/Suspend room

显示房间类型的 线上/离线
Show room type online/offline

更新房间价钱
Update room price

Room Type Update

1 在此更新房间详情
Update room details here

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

更新提供给第三方的房间价钱

Update room price for 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

Room Type Update

[Update Details](#)

[Update Price](#)

[Update Description](#)

[Gallery](#)

3 **更新房间描述**
Update room description



Description

Rich text editor toolbar with sections: Common, Format, Paragraphs, and 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

Words:65 Characters:723 100%

[Submit](#) [Back](#)

Room Type Update

Update Details

Update Price

Update Description

Gallery

4

更新房间图片库
Update room gallery



Room Type Name: Standard Room

Room photo (size : 550*330)

Choose File No file chosen

Submit

Back



THIRD PARTY 第三方

创建新的第三方
Create new third party

筛选第三方状态
Filter third party status

更新第三方的房间
价钱
Update third party
room price

启用/禁用第三方
Activate/Suspend third
party

删除第三方
Delete
third party

编辑第三方
Edit
third party

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	 

ADD-ON 附加选项

Add-on -Active

Home > Add-on > -Active

Add New Add-on

Filter By

创建新的附加选项
Create new add-on

#	ADD-ON	PRICE	STATUS	SHOW IN ONLINE	Update SortNo
1	Breakfast Nasi Lemak + Teh Tarik BNLTT	5.00	Active	Yes	<input type="text" value="1"/>
2	Flower Bouquet FB	30.00	Active	Yes	<input type="text" value="2"/>
3	Flower Chocolate Bouquet FCB	50.00	Active	No	<input type="text" value="3"/>
4	Decoration Room with Ballon DRB	20.00	Active	No	<input type="text" value="4"/>

删除附加选项
Delete add-on

编辑附加选项
Edit add-on

启用/禁用 附加选项
Activate/Suspend add-on



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房间预订

ROOM MASTER BOOKING

ROOM MASTER BOOKING 房间预订

Room Master Booking

[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](#)

 = 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	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	Wenny	Wenny	Book	Book	Book
Single Room 203	Agency C Book	Book	Lalisa	Lalisa	Book	Book	Book
Single Room 204	Agency C Book	Book	Amira	Amira	Book	Book	Book
Single Room 205	Adam Lee Book	Adam Lee Book	Bad	Bad	Bad	Bad	Bad

家政服务
Housekeeping

预约的房间
Room reserved

付款的预订
Booking with payment

未付款的预订
Booking without payment

之后付款的预订
- 第三方/ 信用发票☆☆

Booking pay later -
Thirdparty / Credit Invoice☆☆

条件不好的房间
Room in bad condition

登记后的房客
Customer check-in

即将退房的房客
Customer check-out

☆☆ 附加选项功能

注明: 有些功能是在选择的计划/版本可得到

☆☆ Add-on Feature

Note: Some features are available on selected plans / versions



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房客

GUEST

GUEST LISTING 房客列表

Guest Details

Home > Guest > Guest -

创建新房客
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		

黑名单的房客
Block listed
guest

删除房客资料
Delete guest
profile

编辑房客资料
Edit guest profile

启用/禁用房客
Activate/Suspend guest



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预订

BOOKING

NEW BOOKING 新的预订

Room Master Booking

1

点击“New Booking”或者“Book”
Click “New Booking” or “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	08 Aug, 2017 Tue	09 Aug, 2017 Wed	10 Aug, 2017 Thu	11 Aug, 2017 Fri	12 Aug, 2017 Sat	13 Aug, 2017 Sun
Single Room 201	Book	Book	Book	Book	Book	Book
Single Room 202	Book	Book	Book	Book	Book	Book
Single Room 203	Book	Book	Book	Book	Book	Book

Room Master Booking

New Booking

New Monthly Booking

New Daily

Book Later

Book

Check-in

Today Check-in

Check-Out

Today Check-Out

Manage Booking

Search

Filter

= Not Paid = Credit

Search Room

Room No

Dormitory - 1 Bed in 8 Bed Fe
901

Dormitory - 1 Bed in 8 Bed Fe
902

Dormitory - 1 Bed in 8 Bed Fe
903

Room No

Single Room
201

14 Aug, 2017
Mon

Fikri Ha

Fikri Ha

Book

14 Aug, 2017
Mon

Aaron Le

Book

Book

New Booking

Check-in

2017-08-08

Check-Out

2017-08-09

Number of Rooms

1

Submit

2

选择日期
Select date

3

选择房间数量
Select number of rooms

4

点击“Submit”
Click “Submit”

Booking

Home > 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	<input type="text" value="0"/>
2	Single Room	65.00	65.00	<input type="text" value="1"/>
3	Deluxe Room	80.00	80.00	<input type="text" value="0"/>

Book Now

6

点击“Book Now”
Click “Book Now”

5

选择房间类型
Select room type

New Booking

Home > 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

点击“Existing Guest”或者“New Guest”

Click “Existing Guest” or “New Guest”

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

7

点击“Add to Cart”以便增加附加选项

Click “Add to Cart” to add add-on

Hotel Guest

Home > Booking > Hotel Guest

Name



Add New Guest

View All

Add New Booking

Add New Monthly Booking



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

9

点击“Select Guest”在房客列表里
Click “Select Guest” from guest list

Booking Summary #1502172029

Booking

[Add New Booking](#)

[Add New Monthly Booking](#)



Summary & Payment

Aaron Lee

No # 1502172029

Tel : [REDACTED]

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

10

选择付款方式
Select payment methods

Total: RM70.00

Submit

11

点击“Submit”
Click “Submit”

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



Payment Received. Booking Number : 1502172029

12 成功预订房间
Successfully booked room

#	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 <input type="button" value="Edit"/>	08-08-2017	09-08-2017	Cash



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登记

CHECK-IN

1

点击“Today Check-in”，每日登记
Click “Today Check-in”，daily 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

Q



Filter By Third Party Walk-in Online Show All



View All

Bulk Delete

#	BOOKING INFO	ROOM NUMBER	CHECK-IN	CHECK-OUT	<input type="checkbox"/>
---	--------------	-------------	----------	-----------	--------------------------

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

Change Date

Change Room

View

Print

Refund

Check-in

Add-on

2

点击“Check-in”按钮
Click “Check-in” button

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	<input checked="" type="checkbox"/>
---	-------------	-----	-------------------------------------

2	Single Room	204	<input checked="" type="checkbox"/>
---	-------------	-----	-------------------------------------

Collect Deposit

Deposit Amount (RM)

50.00

Cash

Check-in

Note: Please check the box to collect deposit

从房客那边收取押金
Collect deposit from guest

3

点击“Check-in”
按钮以便确认登记
Click “Check-in” button
to confirm check-in

注明: 您能禁用收取押金的功能
Note: You can disable collect deposit feature

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



Deposit Paid Deposit Refunded Show All



Check-in successful. Have a nice stay!

4 成功登记
Successfully Check-in

#	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	<input type="button" value="Refund Deposit"/>	<input type="button" value="View"/>
								<input type="button" value="Print"/>	<input type="button" value="Remark"/>
				Total	RM50.00				



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退房

CHECK-OUT

CHECK-OUT 退房

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](#)[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
	Check-out Add-on	Extend Date Change Room	View	Print	

1

点击“Today Check-out”，每日退房

Click “Today Check-out”, daily check-out

2

点击“Check-out”按钮

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	<input checked="" type="checkbox"/>

Check-out

3 点击“Check-out”按钮以便确认退房
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

Deposit Paid Deposit Refunded Show All

Check-Out successful. Have a nice stay!

4 成功退房
Successfully Check-out

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				

注明：如果您有向房客收取押金，点击退房之后会自动显示押金列表
Note: If you click deposit from guest, after check-out you will automatically direct to deposit listing



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退还押金

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

1

点击“Refund Deposit”按钮以便退还押金
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

Do you want to REFUND the deposit now?

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		<input type="button" value="Refund Deposit"/> <input type="button" value="View"/>	
							Total	RM50.00	<input type="button" value="Print"/> <input type="button" value="Remark"/>

2 点击“OK”以便确保退还押金
Click “OK” to confirm refund

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

Deposit Paid Deposit Refunded Show All

Deposit for Alvin Ong has been Refunded

3 成功退还押金
Successfully refunded

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	<input type="button" value="Cancel Refund"/> <input type="button" value="View"/>
								<input type="button" value="Print"/> <input type="button" value="Remark"/>
				Total	RM50.00			



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延长日期

EXTEND DATE

EXTEND DATE 延长日期

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](#)

1

点击“Check-out”
Click “Check-out”

2

点击“Extend Date”按钮
Click “Extend Date” button

注明：已经登记的房客想要延长住宿

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: [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 (RM)

Room: 204 (RM)

Extend Date

Back

3

选择退房日期
Select check-out date

4

点击“Extend Date”按钮
Click “Extend Date” button

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

5

选择付款方式
Select payment methods

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

支付金额延长逗留
Amount to pay for
extend stay

如果是免费延期需
要官方密码
If free extend, require
officer password

6

点击“Confirm to Extend Date”以便确认延期
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



#	BOOKING INFO	ROOM NUMBER	CHECK-IN	CHECK-OUT	<input type="checkbox"/>
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 <input type="button" value="Edit"/>	07-08-2017	10-08-2017 Bank-in	

7 成功延长住宿日期
Successfully extended stay



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更換日期

CHANGE DATE

CHANGE DATE 更換日期

1

点击“Paid”或者“Pay Later”
Click “Paid” or “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

点击“Change Date”按钮
Click “Change Date” button

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

在选择的日期没有空房
Room not available on selected date

Check-in

2017-08-22

Check-Out

2017-08-24

Room: 103 (RM)

Room: 104 (RM)

Room: 105 (RM)

Change Date Back

3

选择新日期
Select new date

4

点击“Change Room”按钮
Click “Change Room” button

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

Change Date

Back

6

选择新日期
Select new date

7

点击“Change Room”按钮
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

点击“Confirm to Change Date”以便确认更期
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

Filter By Third Party

#	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 <input type="button" value="Edit"/>	29-08-2017	31-08-2017	Bank-in <input type="checkbox"/>

9 成功更换日期
Successfully change date



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更換房間

CHANGE ROOM

CHANGE ROOM 更换房间

1

点击“Paid”或者“Pay Later”
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

Q

Filter By Third Party

Walk-in

Online

Show All

View All

Bulk Delete

BOOKING INFO

ROOM NUMBER

CHECK-IN

CHECK-OUT

1 150148123753

202

08-08-2017

09-08-2017

Bank-in

Date : 31-07-2017

Name : Iqbal

IC/Passport :

Contact No :

Booked via : Online

Status : Confirmed

Amount : 225.00

Due : 0.00

Paid : 225.00

Edit

Change Date

Change Room

View

Print

2

点击“Change Room”按钮
Click “Change Room” button

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

202

Change Room

Back

202 - Single Room Upgrade To

202

202

902

903

209

104

105

106

108

109

3

选择新的房号
Select new room
number

4

点击“Change Room”按钮
Click “Change Room” button

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

点击“Confirm to Upgrade”以便确认更房
Click “Confirm to Upgrade” 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

Name



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

View All

Bulk Delete

#	BOOKING INFO	ROOM NUMBER	CHECK-IN	CHECK-OUT	<input type="checkbox"/>
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 <input type="button" value="Edit"/>	08-08-2017	09-08-2017	Bank-in

6 成功更换房间
Successfully change room

-
-
-

-
-



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取消预订

CANCEL BOOKING

CANCEL BOOKING 取消预订

Room Booking List Filter By Status - Not Paid

Navigation 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

Select

1

点击“Not Paid”以便浏览未付款的预订
Click “Not Paid” to view not paid booking

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	21-06-2017	22-06-2017	Not Paid

合计取消预订
Cancel booking in bulk

Navigation icons: Chat, People, Home, Delete, Mail, Phone, Pay

2

点击删除图标以便删除改预订
Click delete icon to delete

2	1496716943 Date : 06-06-2017 Name : Lalisa IC/Passport : Contact No : Booked via : Walk-in Status : Pending	203	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 [dropdown] 205 [search]

Filter By Third Party Walk-in Online Show All

1 点击“Paid”以游览已付款预订
Click “Paid” to view paid booking

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

- Refund
- Check-in**
- Add-on
- Change Date
- Change Room

2 点击“Refund”
Click “Refund”

View Print

Option 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 [redacted]

Cancel booking with No Refund Cancel booking with Refund

Submit

Back

3

选择选项
Select option

4

点击“Submit”
以便确认退款
Click “Submit” to
confirm refund

Option 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 [redacted]

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 成功退款
Successfully refund

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 <input type="button" value="Edit"/>	08-08-2017	09-08-2017	Cash <input type="checkbox"/>



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家政服务

HOUSEKEEPING

HOUSEKEEPING 家政服务

1

点击“Housekeeping”
以便浏览处于家政服务的
列表

Click “Housekeeping” to view
room listing under Housekeeping

Number of room under
housekeeping
处于家政服务的房间数量

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 Book

Next 7 Days

2

图标显示房间处于家政服务。
点击图标以便开放房间
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

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		<input checked="" type="checkbox"/>

Bulk Release



Release

View



3

点击“Release”
按钮以便开放房间
Click “Release” button to
release room

合计开放处于家政服
务的房间
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

Do you want to RELEASE this room now?

#	BOOKING NO	ROOM NUMBER	CHECK-IN	CHECK-OUT	STATUS	Actions
1	2147483647	401	07-08-2017	08-08-2017	Not Released	<input type="button" value="Release"/> <input type="button" value="View"/> <input type="checkbox"/>

4 点击“OK”以便确认开放房间
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 家政服务完成了
Housekeeping done

#	BOOKING NO	ROOM NUMBER	CHECK-IN	CHECK-OUT	STATUS	Bulk Release <input type="checkbox"/>
No Records Found...						



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发票

INVOICE

INVOICE 发票

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  

注明：当房客退房之后，税务发票会自动生成
Note: Tax Invoice will be generated after guest check-out

UNPAID INVOICE 未付款的发票

2

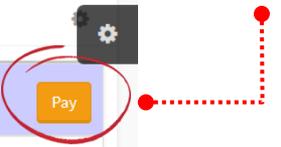
点击“Pay”以更新付款
Click “Pay” to update payment

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	
214	1496624860	Agency Clever Travel & Tour	05-06-2017	06-06-2017	760.00	760.00	0.00	Not Paid	<input type="checkbox"/>
210	1497859359	Lalisa	20-06-2017	21-06-2017	65.00	65.00	0.00	Not Paid	<input checked="" type="checkbox"/>
201	1497860042	Robert Tan	19-06-2017	20-06-2017	35.00	35.00	0.00	Not Paid	<input type="checkbox"/>



1

复选框
Check box

注明：打钩同样房客名字的复选框
Note: Check box for same guest name

THIRD PARTY INVOICE 第三方的发票

Thirdparty Invoice



筛选第三方
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 [blurred]	21-06-2017	22-06-2017	61.75	Paid	View Print
187	1491287134 Agoda	Lily Lim [blurred]	05-04-2017	07-04-2017	144.00	Paid	View Print
182	1490835947 Booking.com	Amira [blurred]	30-03-2017	31-03-2017	57.20	Paid	View Print

注明：当房客退房后，税务发票会自动生成
Note: Tax Invoice will be generated after guest check-out

THIRD PARTY UNPAID INVOICE 未付款的第三方的发票

Thirdparty 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	
193	1491815482 Agoda	Peter Pang	08-05-2017	09-05-2017	86.75	86.75	0.00	Not Paid	<input checked="" type="checkbox"/> <input type="button" value="Pay"/> <input type="button" value="View"/> <input type="button" value="Print"/>
179	1490057938 Agoda	Lalisa	21-03-2017	22-03-2017	61.75	61.75	0.00	Not Paid	<input checked="" type="checkbox"/> <input type="button" value="View"/> <input type="button" value="Print"/>
173	1489986156 Booking.com	Wenny	21-03-2017	23-03-2017	130.00	65.00	65.00	Not Paid	<input type="checkbox"/> <input type="button" value="View"/> <input type="button" value="Print"/>

筛选第三方
Filter by third party

2 Click "Pay" to update payment
点击“Pay”以便更新付款

1 复选框
Check box

注明：打钩同样第三方预订的复选框
Note: Check box for same third party booking



First Online eHotel[®]

Online Booking | Frontdesk Management

报告

REPORT

TODAY COLLECTION REPORT 今日总合报告

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 总合报告

Collection Report
筛选付款方式
Filter by payment type

- Cash
- Card
- Bank-in
- Paypal
- eGHL
- Jompay
- Cheque

- administrator
- cashier2
- demo

筛选由谁发出
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 销售报告

Sales Report

administrator
cashier2
demo

筛选有谁发出

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 第三方的销售报告

Sales Report Third Party

- Agoda
- Booking.com
- Hotels.com

筛选第三方

Filter by 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 今日附加选项的销售

Total Sales Add-On

1

每日附加选项总合的销售
Daily total sales add-on

Q

2

按日期搜索
Search by date

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

Aiport Transfer (One Way- Hotel to Senai)

Total Sales RM 75

Aiport 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

3

点击附加组合的按钮会显示该组合的销售列表
Click add-on package button,
it will list the package sales listing

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

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
4	08-08-2017	150215483539	Harvind	RM180.00	19-08-2017	Lunch for 3D2N Package
5	08-08-2017	150215483539	Harvind	RM180.00	19-08-2017	Lunch for 3D2N Package
6	08-08-2017	150215483539	Harvind	RM180.00	19-08-2017	Lunch for 3D2N Package
				Total	RM1080.00	

注明：这个是每日的报告
Note: This is daily report

ADD-ON SALES LIST 附加选项的销售列表

Add-On Sales List

选择登记日期为搜索，这样您能在房客到达之前提前准备附加选项

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

Search By Search Criteria

Date By

- Date By
- Added Date
- Check-In Date

[View All](#) [Export To Excel](#) [Back](#)

#	DATE	BOOKING NO	GUEST NAME	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

OCCUPANCY REPORT 房间占用报告

Occupancy Report

[Prev 7 Days](#)[Next 7 Days](#)

查看房间占用报告
Check occupancy report



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 审计报告

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 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	---

分类审计报告
Sort audit report

注明：当房客退房后，税务发票会自动生成
Note: Tax Invoice will be generated after guest check-out

GUEST STAY REPORT 房客住宿报告

Guest Stay Report

Home > Report > Guest Stay Report

Bill No

Search



查看住客留言报告
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



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THANK YOU

谢谢您