Bicoders Solutions
Business Intelligence

Bicoders Reservation Application

INDEX

Modules ::::

1) Administration

a) Account Setting

    a.a) Create Master Account

    a.b) Company Create

    a.c) Manage Branches

    a.d) Manage Financial Year

    a.e) Account Setting

b) Create Agent

c) Hotel and Room Setting

    c.a) Create hotel

    c.b) Create Room Type

    c.c) Add Room view

    c.d) Hotel Room Setting

    c.e) Meals Setting

d) Price and Package

    d.a) Price category settings

    d.b) Price Schedule

    d.c) Extra Service

    d.d) Package

    d.e) Create budget for Target

    d.f) Create Budget by Hotel

d.g) Budget by Hotel (Date Range)

d.h) Hotel sales rate add

d.i) Enable control # of Night selling

e) Profile

    e.a) Saturation setting- Saturation setting

    e.b) Source of business -Source

    e.c) Booking type – Booking type

    e.d) Source of sales

    e.e) Vehicle type setting

    e.f) Vehicle information

    e.g) Transport Company

    e.h) Transport Location Setting

    e.i) Transport pickup user

    e.j) Transport price settings

    e.k) Flight Details

    e.l) Transport Movement track type

    e.m) Visa Provider

    e.n) Payment type setting

    e.o) Reservation policy setting

    e.p) Payment policy setting

f) Admin Report

    f.a) User Login Report

    f.b) Event Report

g) Differential

    g.a) Reservation By User

    g.b) Discount Report

    g.c) Reservation Created

    g.d) Reservation Modified

h) Print profile

    h.a) Hotel list

    h.b) Agent List

    h.c) Payment Type Report

    h.d) Source of Business

    h.e) Reservation type report

h.f)   Saturation Report

2) Hotel Reservation and sales

a)   Schedule Reservation
b)   Debit/Credit Note
c)   Search Reservation

d)   Reservation Details
e)   Cancel Reservation
f)   Change Reservation Status
g)   Alert Center
h)   Rate Table
i)   Recover file
j)   Tracking
k)   Dash Board
l)   Approval

3) House Keeping

a)   Pending list
b)   House keeping report
c)   Arrival report

4) Allotment

a)   Reception

a.a)   Assign Rooms
a.b)   Check In
a.c)   Check out
a.d)   Rooming List
a.e)   Receipt Invoice
a.f)   Payment Invoice
a.g)   Check – In- Out Report
a.h)   Room assigned report
a .i)   Rooming list by date

b)   Hotel Rack Availability Report
c)   Reservation Scheduler
d)   Rooming List
e)   Reservation chart with guest details
f)   Reservation chart consolidated
g)   Purchase
h)   Print all price list
I)   Print list by date

5) Transport

a)   Schedule Transport
b)   Guest Movement and Transport
c)   Report Driver/ Vehicle
d)   Arrival Departure report
e)   Execution status
f)   Chart
g)   Transport Tracking
h)   Follow-up
i)   Event Report
j)   Transport sales report
k)   Transport movement statement by supplier

6) Reporting

a)   Reservation Report

a.a) Reservation Report
a.b) Arrival Report
a.c) Cancellation Report
a.d) Trace Report
a.e) Sales Invoice Payment Report

b)   Report by Agent

b.a) Client Reservation Statement
b.b) Reservation Statement
b.c) Invoice List

b.d) Agent Credit Report

b.e) Cash Agent Credit Report

b.g) Invoice detailed Report

b.f) Individual Balance Report

c) Sales Report

c.a) Hotel Sales Report

c.b) Daily Hotel Revenue Report

c.c) Sales Invoice Detailed Report

c.d) Sales Cost report

c.e) Revenue Cost and Profit Report

c.f) Cost Detailed Report

c.g) Monthly Sales Report

c.h) Sales Report Monthly Compare

c.i) Hotel Sales and Purchase Report

c.j) Hotel Budget report

c.k) Account Statement

c.l) Sales Report Consolidated

c.m) MOFA visa Report

c.n) Visa Sales

c.o) Individual Sales Status Report

c.p) Reservation By Agent

c.q) Daily Sales Report

c.r) Daily Sales Report Consolidated

c.s) Invoice Statement by VAT

d) Account Report

d.a) Account Statement

d.b) Statement of Account Visa

d.c) Account Receivable

d.d) Account Receivable with Visa

7) General Accounting

a) Management

a.a) Create Account

a.b) Create Category Account

a.c) Beginning Balance

a.d) Close Final Transaction

      a.e) Create Cost Center
      a.f)   Create Smart List
      a.g) Chart of Account
      a.h) Sales Post Check
      a.i)   Customer Invoice Post Pending

a)   Invoicing

      b.a) Receipt Invoice
      b.b) Payment Invoice
      b.c) Invoice Report by Date
      b.d) Post Invoice to Ledger
      b.e) Payment/Receipt Report

c)   Journal Main

      c.a) Journal Entry
      c.b) Reservation Edit
      c.c) Journal Report
      c.d) Search Journal Entry
      c.e) Change Journal Date
      c.d) Audit Ledger
      c.f)   Journal by Date
      c.g) Journal Report
      c.h) Journal unapplied List
      c.i)   Payment Invoice
      c.j)   Transfer Funds
      c.k) Close GL
      c.l)   Post Reservation to GL
      c.m) Post Transport
      c.n) Post Driver Commission
      c.o) Import visa

d)   Account Statement

      d.a) Statement of Account
      d.b) Statement by Smart List
      d.c) Statement by Cost center
      d.d) Statement of Account Visa

e)   Trial Balance

      e.a) Trial Balance
      e.b) Trial Balance by Master Account

e.c) Trial Balance with Balance
e.d) Trial Balance by Company
e.e) Balance by Master Account
e.f) Cash/Bank/Customer balance

f) Cost Center

f.a) Trial Balance with Cost Center
f.b) Cost Center Balance
f.c) Income Expense Analyze
f.d) Cost Center Consolidated
f.e) Cost Center Consolidated by Branch

g) Approval

g.a) Purchase Approval
g.b) Debit/Credit Note Approval
g.c) Transport Purchase

h) Account Payable
i) Account Receivable
j) Aging Report
k) Invoice Follow-up
l) Balance Sheet
m) Bank and Cash Balance
n) Account balance By Month
o) Account balance By Month Detailed
p) Income Statement
q) Expense Analyze
r) Income Analyze
s) Expense Report
t) Sales and GL Report

8) Tools

a) Change Password
b) Lock Screen
c) Change Connection

9) View

a) Tool Bar
b) Status Bar

10) Windows

        a) New Window
        b) Cascade
        c) Tile Vertical
        d) Tile Horizontal
        e) Close All
        f) Arrange Icons
        g) Exit Windows
        h) Guest Movement and Transport

11) About

Introduction

Bicoders desktop based hotel reservation software is packed with numerous prevailing functionalities that makes it easy for you to manage your daily operations while improving your overall guest services. This software is specially designed for hotels, motels, resorts, guest houses etc. It's much user friendly system covers hotel reservation, Transportation reservation, billing etc.

Key Features:-

- Equally Ideal for all sized hotel systems.
- User friendly interface
- Multiple hotel booking system
- Extensively useful for transportation, booking, allotment.
- Availability of report in various formats
- Transportation tracking and guest movement tracking facility
- Pricing and package details
- Email and SMS integration
- Multi language platform

Ideal for all sized hotel system

Bicoders hotel reservation software is ideally preferable for small, midsized, large hotel booking and reservation platforms. It offers reliable and covers all modules like Reservation, Tracking, Statements, and Reports etc.

User friendly interface

Bicoders reservation system supports much user friendly interface for bookings. User can easily navigate through reservation systems with ease .it allows administration process to handle easily and simple manner.

Multiple Hotel booking

In Bicoders Desktop Application user can enhance feature of multiple hotel booking in which user can select a hotel from the list and provide booking details also same user can select another hotel from the list and submit details under schedule reservation category.

All in one Integrated Design

In result to experience and knowledge from the useful needs of operators with in the hotel management Bicoders provides extensive useful features for Hotel booking, Transportation requirements, Visa & Tour operators ,accounting systems etc in one platform. Self service tools and flexible options help users to go through different features.

Custom Reports Generator

Generates various custom reports in different criteria like Reservation report, Sale report, Sales comparison report, Hotel budget report, and Revenue report by date & month, Arrival reports Hotel reports, Cancellation report, Cost detailed report, Account statement etc.

Transport Tracking Facility

Bicoders reservation software package manages transport tracking facility in which guest movements can be recorded. Date, time, city, local movement can be scheduled in the software.

Email and SMS integration

After successful booking, final confirmation Email and SMS are sent in which full booking details are listed in that Email & SMS.
Email & SMS can be sent through this desktop application.

Pricing and Package Details

Pricing category extensively features of Price category setting, Extra services, Price scheduling, Create budget by Hotel, Hotel sales rate adding etc.

Multi- Language Support

This software supports multiple language platforms like English & Arabic which can be used accordingly to choice of the user.

About This Manual :::

This User Manual has been developed to guide you through Bicoders Reservation
Application with comprehensive and simple manner .For making user-friendly manual
Includes small description along with Images as well.

The user manual was designed in a modular format for the purpose of grouping
sections under each modules.

Content in the manual is organized in the format of :

Module Name	→	Section Name	→	Path	→	Description & Images

Conventions Used in the Manual :::

Following typeface conventions are used throughout this manual :

Bold   : Main Heading /Main Module
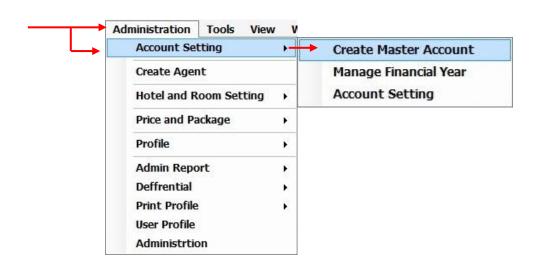
Bold italic   : Path indication

Italics   : Menu, Image labeling, buttons indication or to draw attention to the
                  terms used in section description

Module **->** section name **:** Each section is described/identified using following format

For example :

Here Main module is *Administration, Sub* section is *Account setting &* section wise
Create Master Account

Simply Represented as :

1. Administration

   a) Account setting

   a .a) Create Master Account

Color Representation

Main Heading in administration Module   –   Orange color
Sub heading section under Main module   –   Dark Blue color
Menu in the sections   –   Grey Color
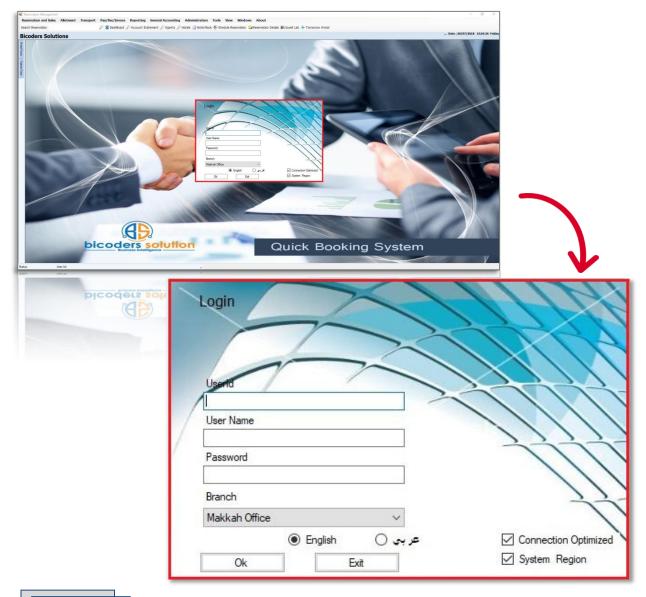
Getting Started with Application

To launch the Bicoders Reservation application, double-click its desktop icon, or right click the mouse button **> Run** the Application
User can provide Username & password can select branch listed. Also preferred language can be choose for login.

Login Details

Login screen displays User Id, Username & Password, Branch also can select preferable language

⚠️
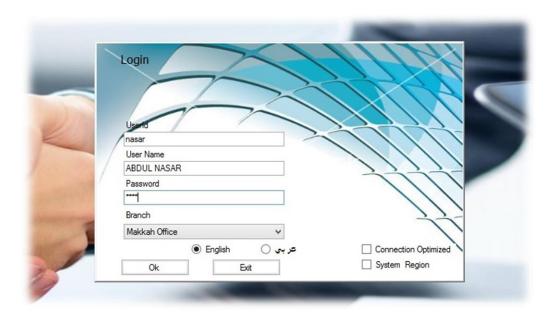
For Security reasons, More than 3 Unsuccessful attempts will result in Closing of Reservation application. Then user has to reopen the application for successful login

By providing User id, User name will display automatically user has to enter password Only for login purpose.

Working with the Modules :::

After Successful login The Application displays user Id, Logged time ,Current date etc Bicoders Reservation Application displays a series of 11 menu tabs appear along top of the Application .Under each main menu it consists of sub menus also.
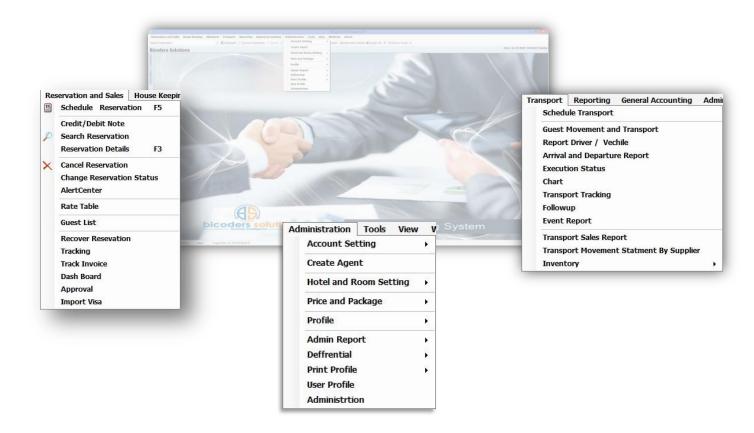
Fig.1 Bicoders application Top bar Main menu console

📄 Module Overview

A module description provides detailed information about the module and its supported componenets.It covers entire reservation process and manages user to explore application. Each module is mapped into sub sections comprising of different functionalities and serves unique and separate operations

Modules Listings :::

RESERVATION AND SALES

HOUSE KEEPING

ALLOTMENT

TRANSPORT

REPORTING

GENERAL ACCOUNTING

ADMINISTRATION

TOOLS

VIEW

WINDOWS

EXIT

This User manual is for Administration Module Only

Exploring modules ;

1. Administration :::

Administration module supervises entire process of reservation needs. It covers process of creation, pricing, requirements etc.Also additionally reports can be obtained from administration module
Administrative module is key module which enables to use the Reservation Application effectively and efficiently. It helps to create master account, company, branch etc
Hotel rooms setting, Price scheduling, Price setting, Price category all are also categorized under Administration module.

Navigation & Layout

By accessing Admin module user can view as ;

Administration module helps to configure menus like Account setting , Create Agent, Hotel and room setting ,Price and Package ,Profile ,Admin Report ,Differential ,Print profile, User Profile and administration .

Each menu in Administration module maps into different sub menus
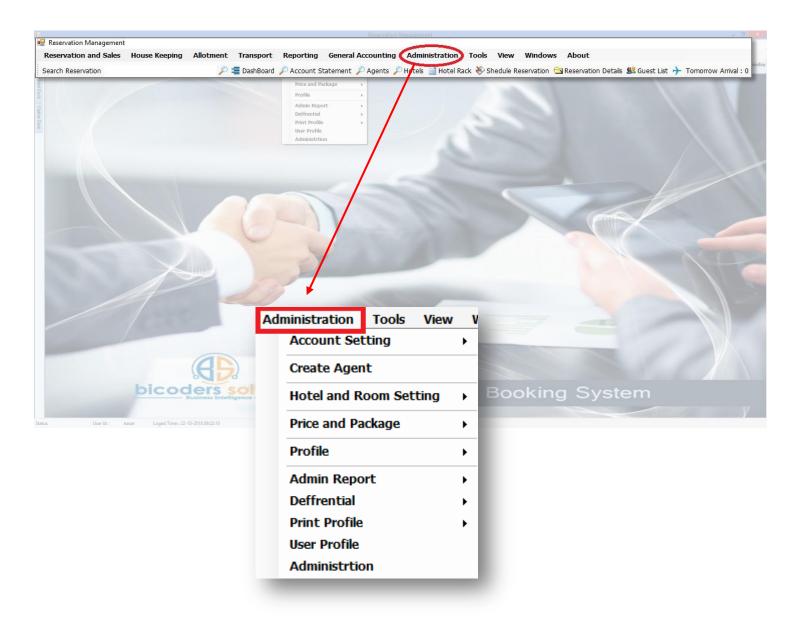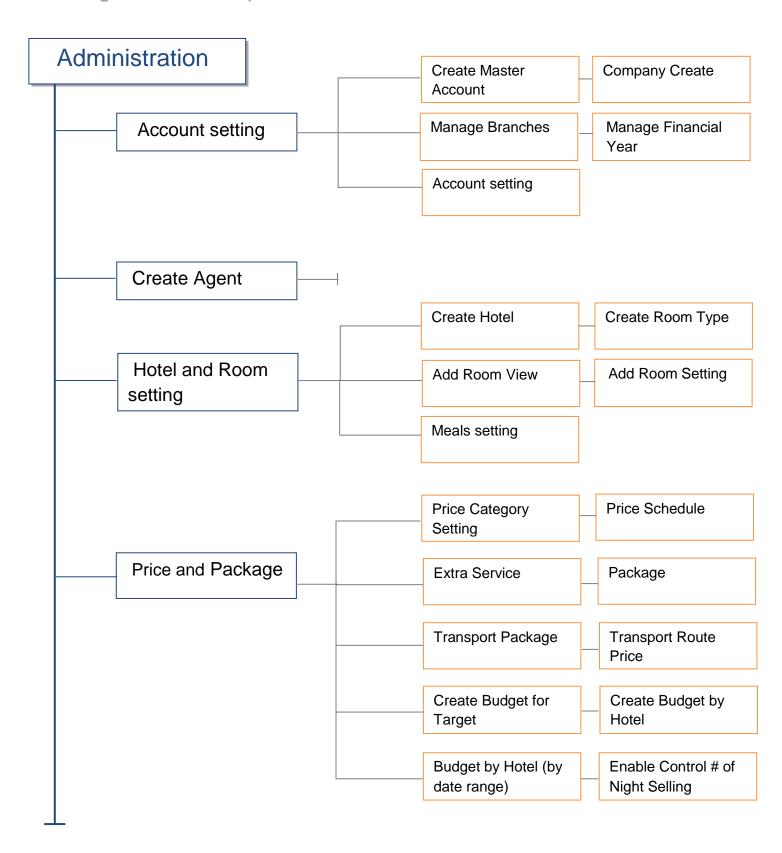
Fig.1.1 Administration menu Listings
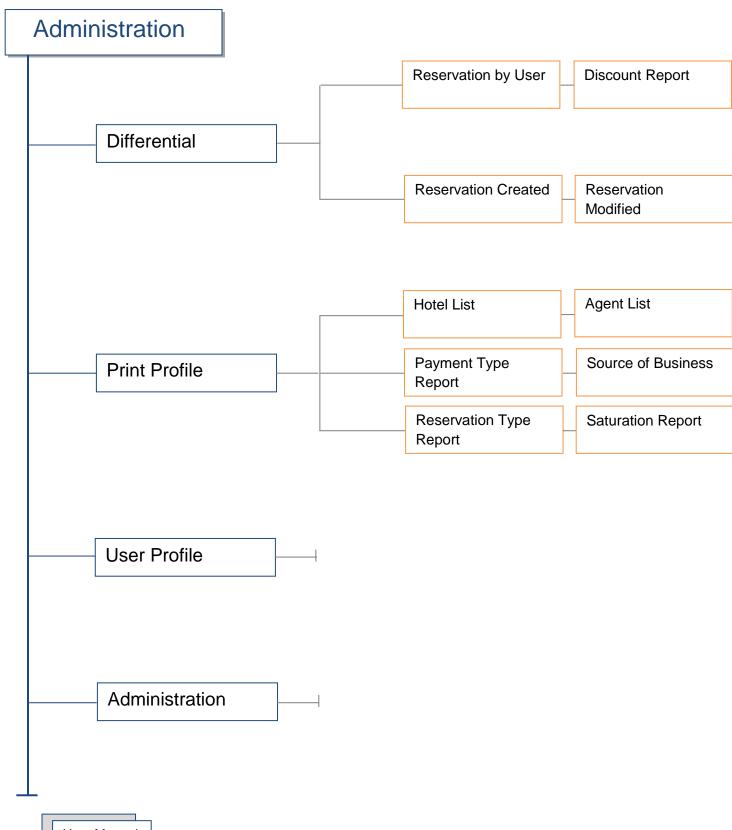
Diagrammatic Representation :::

Administration		

Account setting

Create Master Account	Company Create
Manage Branches	Manage Financial Year
Account setting	

Create Agent

Hotel and Room setting

Create Hotel	Create Room Type
Add Room View	Add Room Setting
Meals setting	

Price and Package

Price Category Setting	Price Schedule
Extra Service	Package
Transport Package	Transport Route Price
Create Budget for Target	Create Budget by Hotel
Budget by Hotel (by date range)	Enable Control # of Night Selling

Diagrammatic Representation cont……

Administration

Profile

Saturation Setting	Source of Business

Booking Type	Source of Sales

Vehicle Type Setting	Vehicle Information

Transport Company	Transport Location Setting

Transport Pickup User	Transport Price Setting

Flight Details	Transport Movement Track Type

Visa Provider	Payment Type Setting

Reservation Policy Setting	Payment Policy Setting

Country	City

Season	Transfer Account

Admin Report

User Login Report	Event Report

Diagrammatic Representation cont……

Administration

Differential
- Reservation by User
- Discount Report
- Reservation Created
- Reservation Modified

Print Profile
- Hotel List
- Agent List
- Payment Type Report
- Source of Business
- Reservation Type Report
- Saturation Report

User Profile

Administration

Navigating Administration module ;

1. Administration

a) Account Setting

📄 ***Administration > Account setting***

Account Setting provides an overview for creating and managing new accounts. This module includes Create Master Account, Company create, Manage branches, Manage financial year, account setting etc.

a .a) Create Master Account

📄 ***Administration > Account setting > Create Master Account***

Administration	Tools	View	V
Account Setting	▸	**Create Master Account**	
Create Agent		Manage Financial Year	
Hotel and Room Setting	▸	Account Setting	
Price and Package	▸		
Profile	▸		
Admin Report	▸		
Deffrential	▸		
Print Profile	▸		
User Profile			
Administrtion			
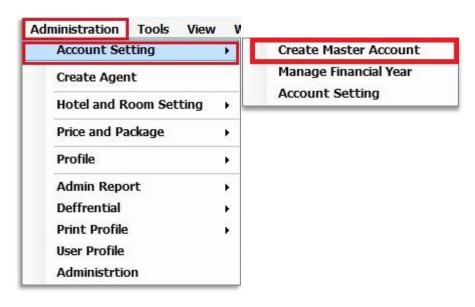
Fig.1.2 Account settings menu Listings

Create Master Account is for creating new Accounts like Expense/Purchase/Assets Capital/Revenue etc.

Create Master Account window opens up with a window showing details like Account no, Account name ,Parent account ,Transaction method etc.The data entered in the field can be saved , deleted or cancelled.
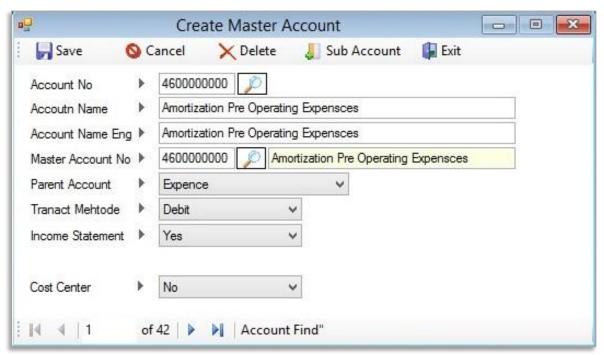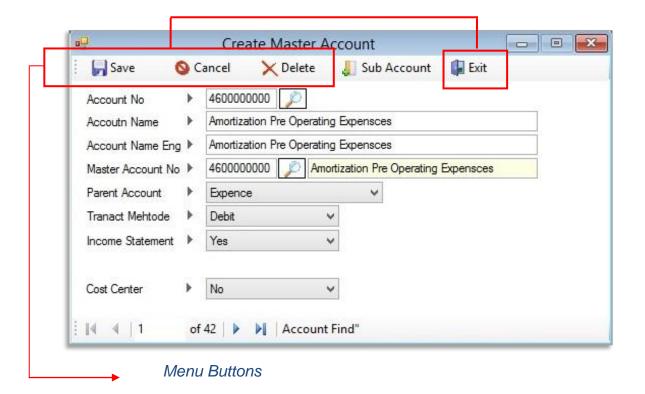
Fig.1.3 Create Master account window

Menu Buttons

Navigating Menu buttons :::

Menu	Description
Save	Save functionality. Any data entered can be saved by using save button
Cancel	For canceling the operation that currently processing
Delete	Remove any data that has saved already
Exit	Quitting the current window opened

Navigating Create Master Account Fields :::

Field	Description
Account No	Account number details, Auto Generated
Account Name	Account name details
Account Name Eng	Account name in English Language
Master Account No	Master Account number
Parent Account	Defines account type as Income/Asset /Liability Expense etc
Transact Method	Defines method of Transaction Debit/Credit or both
Income statement	Show Income Statement .whether yes/No
Cost center	Cost center details

Familiarize terms :::

Account Number

In create master account user can create account for different purpose. Usually Account number is expressed as numbers. Created account number can be saved by clicking on save button.

Account Name

Account name can be given to which account is to be created. Account name can be like *Inventory, Employee loan, Fixed Assets, Account payable Sales, Relative credit balance* etc.

Parent Account

On clicking parent account it displays a drop down. User can select parent account type details like *current asset, fixed asset, liabilities, income* etc from the list created.

Transact Method

This indicates method of transaction to the account. Transaction method includes *debit, credit* etc.
User can select appropriate method

Income statement
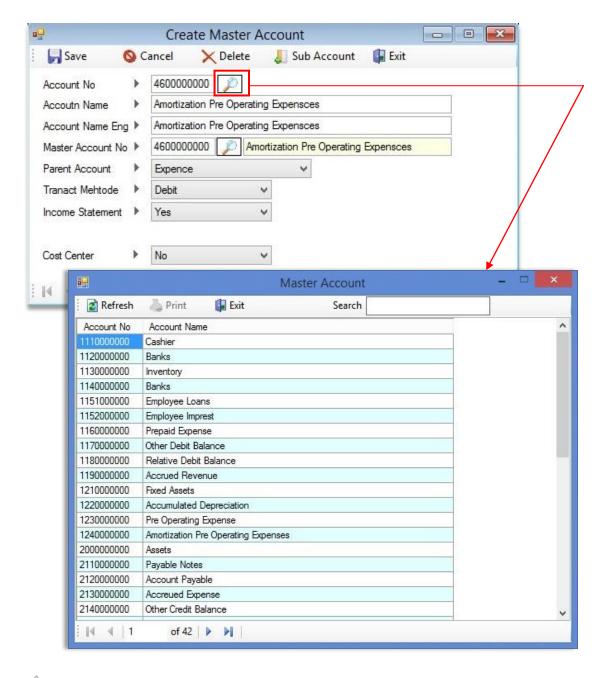
Income statement is financial statement based on financial performances. Here it shows Whether income statement want to show or not
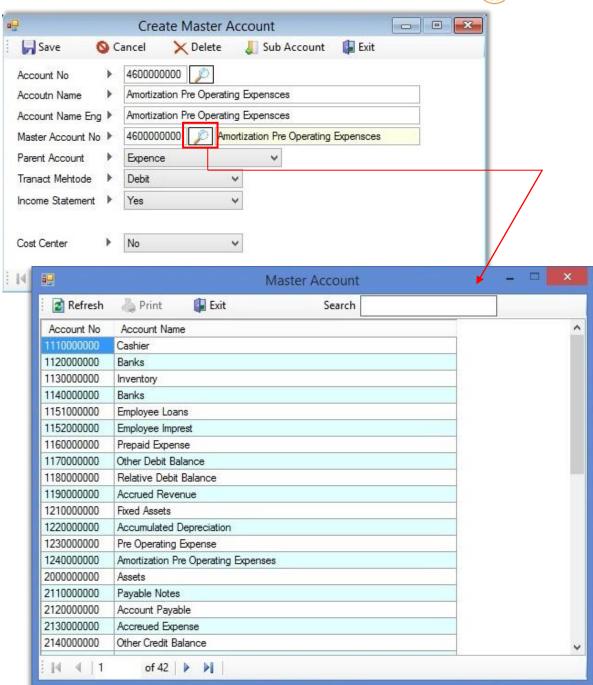
Cost Center

Cost Center Integrated (if cost center is integrated , user must select cost center in Journal Entry)

◇ On clicking Search button, a new window will appear displaying already created Account numbers with account name. User can select the required one

◇ On clicking Search button, a new window will appear displaying already created Account numbers with account name. User can select the required one

Create Sub Account :

[Administration -> Account Setting -> Create Master Account-> -> Create Sub Account]

This section allows creating sub accounts under master account. User can manage the created sub accounts data with **Save, Cancel and Delete** buttons.

Create sub account
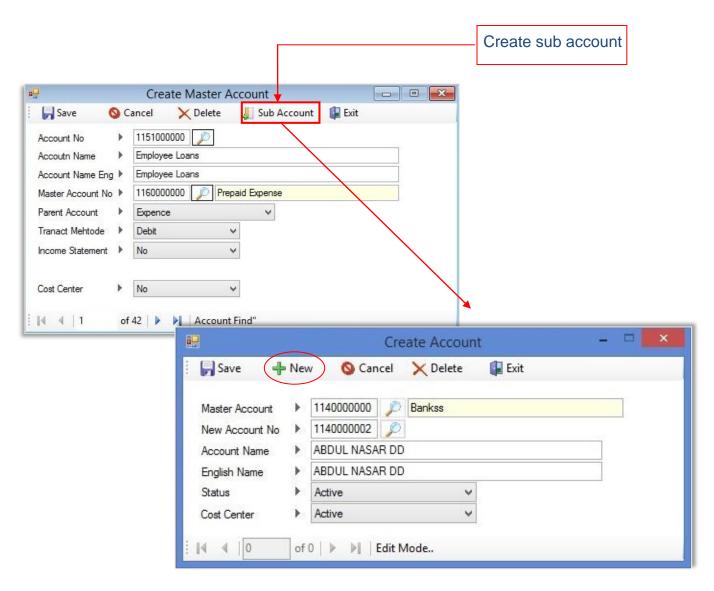
Fig.1.4   Create Sub Account window
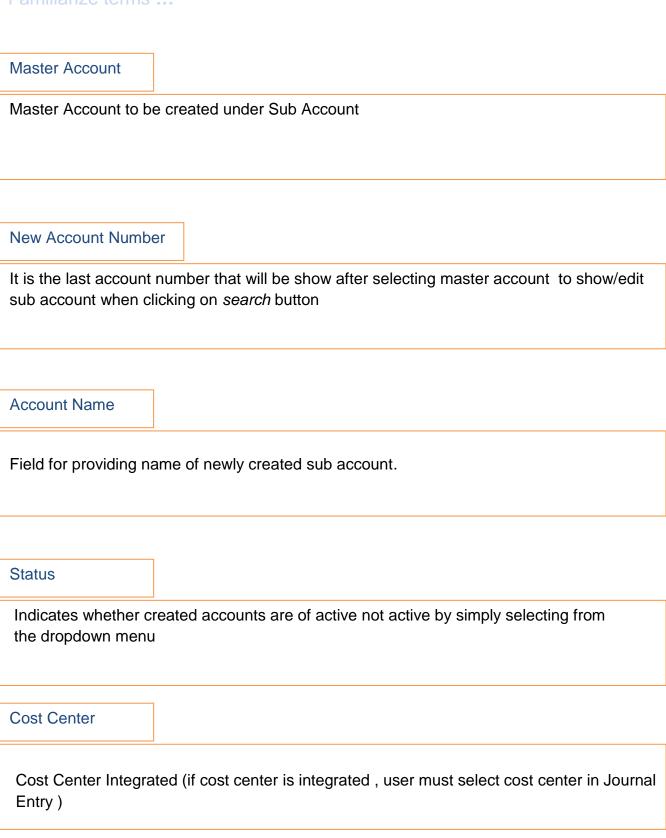
Navigating Create Sub Account Fields :::

Field	Description
Master Account	Master Account number details, Auto Generated
New Account No	Account number details
Account Name	Account name in English Language
English Name	Name details
Status	Defines account whether active or not
Cost center	Cost center details

.

Familiarize terms :::

Master Account

Master Account to be created under Sub Account

New Account Number

It is the last account number that will be show after selecting master account to show/edit sub account when clicking on *search* button

Account Name

Field for providing name of newly created sub account.

Status

Indicates whether created accounts are of active not active by simply selecting from the dropdown menu

Cost Center

Cost Center Integrated (if cost center is integrated , user must select cost center in Journal Entry)

a .d) Manage Financial Year

Create and manage new financial year details. User can **Create, Edit and Change** the status of financial year.

📄 *Administration > Account setting > Manage Financial Year*
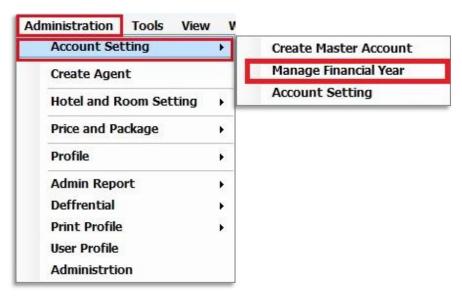
Fig.1.5   Manage Financial Year menu Listings

In this module user can create and manage new financial year.New financial year can be created on clicking add button.

Add button displays a window showing details for creating a new financial year.

Fig 1.6 Manage Financial year

Add	→	For adding new Financial year
Edit	→	For editing existing Financial year created
Remove	→	For removing existing Financial year created
Close Year	→	Close Financial Year newly created
Exit	→	Exit Financial Year window
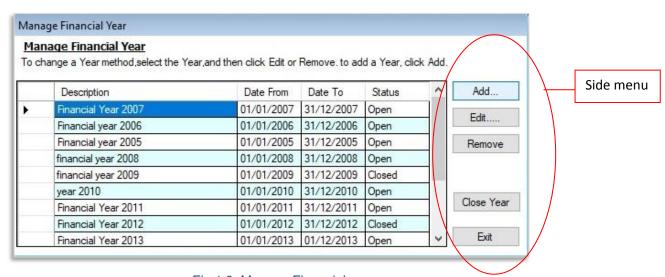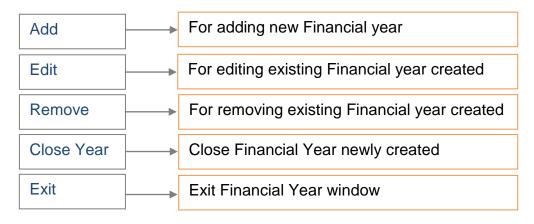
◇ **O**n clicking **Add** button new window will appear for creating a new financial year
In which it includes fields for Company Name,Details and finanacial year starting & end
date.Entered data can be saved by clicking **Save** button.
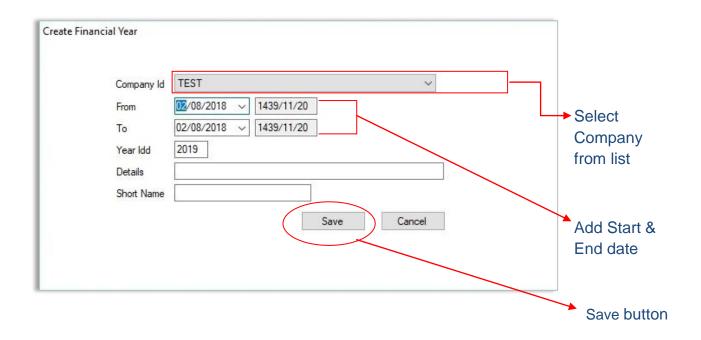
Fig 1.7 Create Financial year window

Create New Financial year comprises of Company id, From - To dates format both in Georgian calendar and hijri calendar also Year id and details can be provided on field provided.
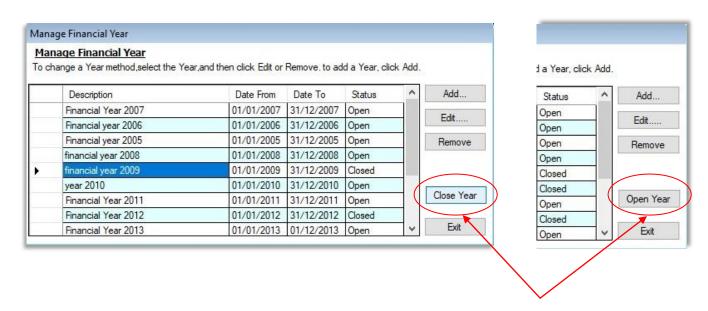
User can create new Financial year by selecting company name from the dropdown list and by setting From date, To date also Year id new financial year is created and saved by clicking on save button.

Created financial year list can be viewed on the manage financial year window and it can be Editted,Removed accordingly by double clicking the required Financial year content.

Navigating Manage Financial Year Fields :::

Field	Description
Company Id	Details of Company
From	Financial Year Starting date
To	Financial Year Ending date
Year Id	Year details which Financial year to be added
Details	Financial Year Details
Short Name	Financial year short details like year 2007 etc.

Open \Close Financial year button

◇ By clicking Open/Close button, already created Financial year can be closed or opened. select the Financial year from the list and select Open /Close button.

a .e) Account Configuration

The Account configuration modules are designed to manage all account related from a central menu. This section allows configuring account settings. Admin has to set accounts for users.

📄 ***Administration > Account setting > Account Configuration***
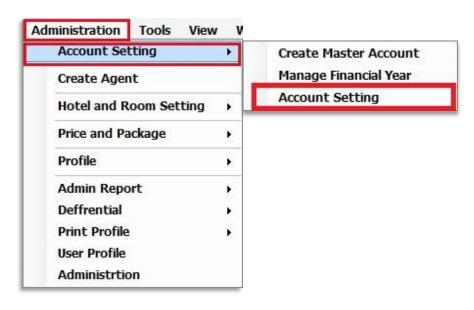
Fig1.8 Account Configuration Menu Listings

This is Master Section for account linking to sales and purchase, Also it act as important part of GL Account and sales. Based on criteria the auto posting financial transaction will be posted.
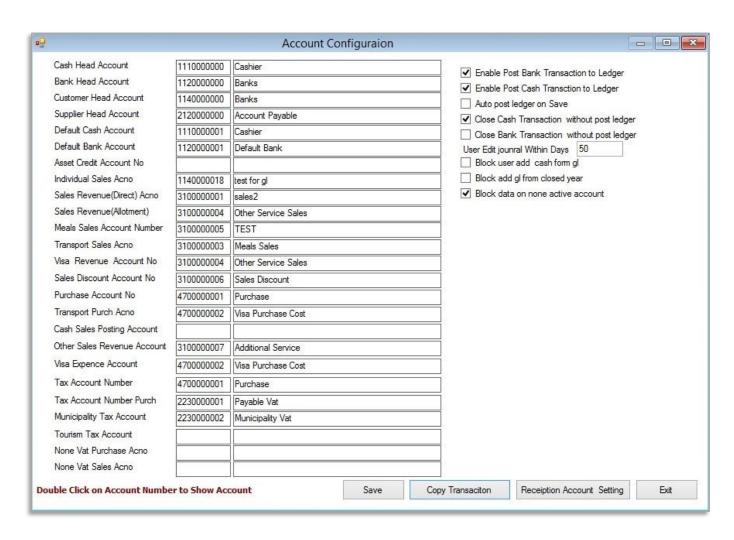
Fig 1.9 Account Configuration window

This is Master Section for account linking to sales and purchase , Also act as important part of GL Account and sales. Based on criteria the auto posting financial transaction will posted
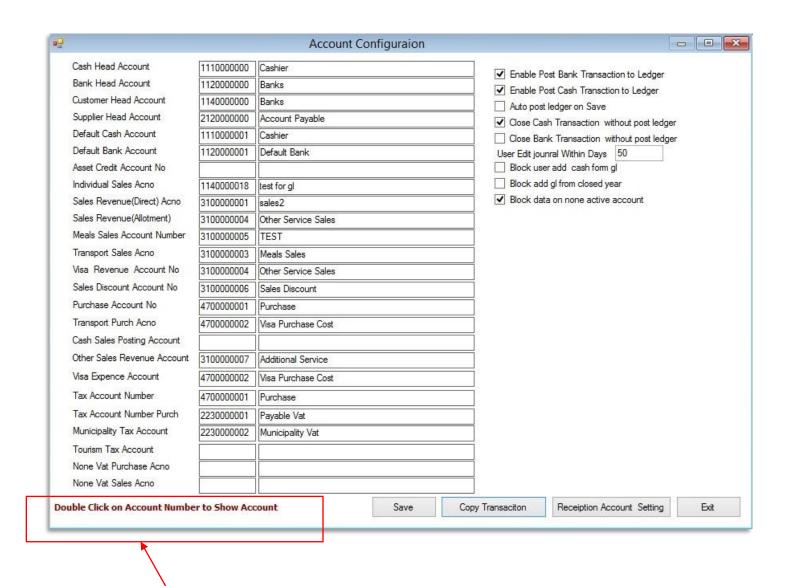
Navigating Account Configuration As follows :::

Field	Description
Cash Head Account	Cash Master Account Number
Bank Head Account	Bank Master Account Number
Customer Head Account	Customer Master Account Number
Supplier Head Account	Supplier Master Account Number
Default Cash Account	Default Cash Account Number
Default Bank Account	Default Bank Account Number
Asset Credit Account No	Asset Credit account number
Individual Sales Account No	For Sales of Individual Person (eg: walking customer) directly post this account number
Sales Revenue (Direct) Account No	Hotel Sales Revenue Account. Not for allotment booking
Sales Revenue (Allotment)	Sales Revenue Account Number for Allotment Sales
Meals Sales Account Number	Meals Sales Revenue Account Number
Transport Sales AcNo	Transport sales Account number ,defines Transport Sales Revenue Account Number
Visa Revenue Account No	Defines Visa Sales Revenue Account Number

Field	Description
Sales Discount Account No	Sales Discount Account Number
Purchase Account No	Defines Purchase Account Number
Transport Purch Ac No	Transport Purchase Account number
Cash sales posting Account	Cash Sales Posting Account Number
Other Sales Revenue Account	Other Revenue Account Number External Service
Visa Expense Account	Visa Expense Account Number (Purchase)
Tax Account Number	Indicates Tax Payable Account Number
Tax Account Number Purch	Tax Account number purchase meant for Tax Receivable Account Number
Municipality Tax Account	Shows Municipality Tax Account Number
Tourism Tax Account	Tourism Tax Account Number (Not using)
None VAT Purchase AcNo	None VAT Purchase Account number
None VAT Sales AcNo	None VAT Sales Account number (visa ext fee)

Account Configuraion

Cash Head Account	1110000000	Cashier
Bank Head Account	1120000000	Banks
Customer Head Account	1140000000	Banks
Supplier Head Account	2120000000	Account Payable
Default Cash Account	1110000001	Cashier
Default Bank Account	1120000001	Default Bank
Asset Credit Account No		
Individual Sales Acno	1140000018	test for gl
Sales Revenue(Direct) Acno	3100000001	sales2
Sales Revenue(Allotment)	3100000004	Other Service Sales
Meals Sales Account Number	3100000005	TEST
Transport Sales Acno	3100000003	Meals Sales
Visa Revenue Account No	3100000004	Other Service Sales
Sales Discount Account No	3100000006	Sales Discount
Purchase Account No	4700000001	Purchase
Transport Purch Acno	4700000002	Visa Purchase Cost
Cash Sales Posting Account		
Other Sales Revenue Account	3100000007	Additional Service
Visa Expence Account	4700000002	Visa Purchase Cost
Tax Account Number	4700000001	Purchase
Tax Account Number Purch	2230000001	Payable Vat
Municipality Tax Account	2230000002	Municipality Vat
Tourism Tax Account		
None Vat Purchase Acno		
None Vat Sales Acno		

- [x] Enable Post Bank Transaction to Ledger
- [x] Enable Post Cash Transction to Ledger
- [ ] Auto post ledger on Save
- [x] Close Cash Transaction without post ledger
- [ ] Close Bank Transaction without post ledger
- User Edit jounral Within Days   50
- [ ] Block user add cash form gl
- [ ] Block add gl from closed year
- [x] Block data on none active account

Double Click on Account Number to Show Account

Save | Copy Transaciton | Receiption Account Setting | Exit

Account Configuraion

Cash Head Account	1110000000	Cashier
Bank Head Account	1120000000	Banks
Customer Head Account	1140000000	Banks

Double clicking on Account number ; Account List will display

◆ By double clicking on Account number in any field of Account configuration;
Account list will display

Account Configuraion

Cash Head Account	1110000000	Cashier
Bank Head Account	1120000000	Banks
Customer Head Account	1140000000	Banks

☑ Enable Post Bank Transaction to
☑ Enable Post Cash Transction to Le
☐ Auto post ledger on Save

Account List

Refresh | Print | Exit | Search Acname

Account No	Account Name	Master Account	Category
1110000001	Cashier	Cashier	Asset
1110000001	Cashier	Cashier	Asset
1110000001	Cashier	Cashier	Asset
1110000001	Cashier	Cashier	Asset
1110000002	Cashier	Cashier	Asset
1110000003	test bank	Cashier	Asset
1110000010	Cashier	Cashier	Asset
1110000011	Cashier	Cashier	Asset
1110000012	Cashier	Cashier	Asset
1120000001	Default Bank	Banks	Asset
1120000002	ncb	Banks	Asset
1120000003	test	Banks	Asset
1140000001	Abd Enterprses	Bankss	Asset
1140000002	ABDUL NASAR DD	Bankss	Asset
1140000003	Hani Ameen	Bankss	Asset
1140000004	Road To Makkah	Bankss	Asset
1140000005	Internation Travel and tourism(WB)	Bankss	Asset
1140000006	Bah Travel ltd	Bankss	Asset
1140000007	Gulf Travels	Bankss	Asset
1140000008	Internation Travels	Bankss	Asset

|◄ ◄ | 1 of 125 | ► ►|

✓   *Copy Account Transaction*

Account Transaction can be copied from an already saved account number by clicking copy transaction button.

Fig 1.10 Copy Account Transaction window

On selecting search menu 'From account No' account details can be selected, also to which account the details are to copied just click on 'To Account No'.

Now copy Account transaction window will show details as displayed below

Fig 1.11 Copy Account Transaction details window

[Transfer Button]
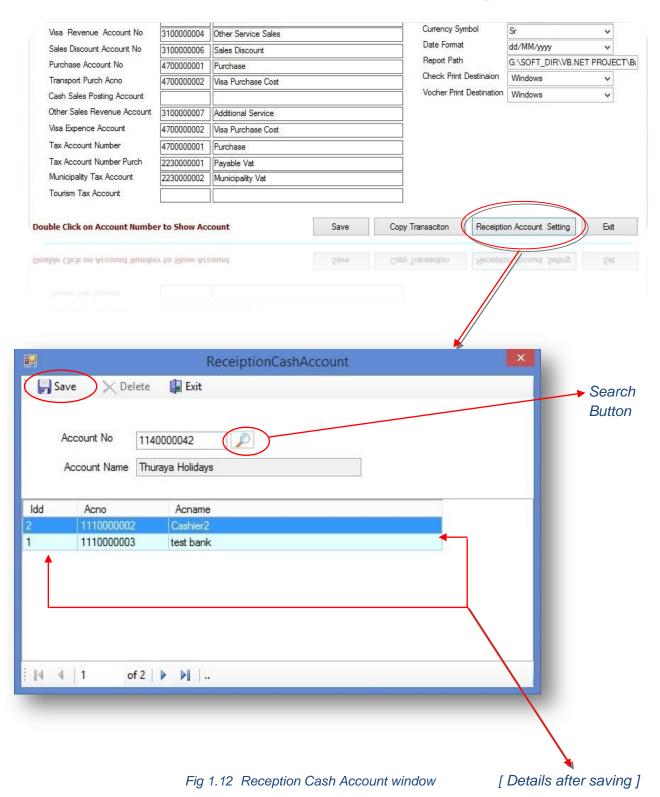
On clicking Transfer button details can be transferred or else want to cancel just click exit button. Details will show account number with balance as well.

✓ *Reception Account Setting*
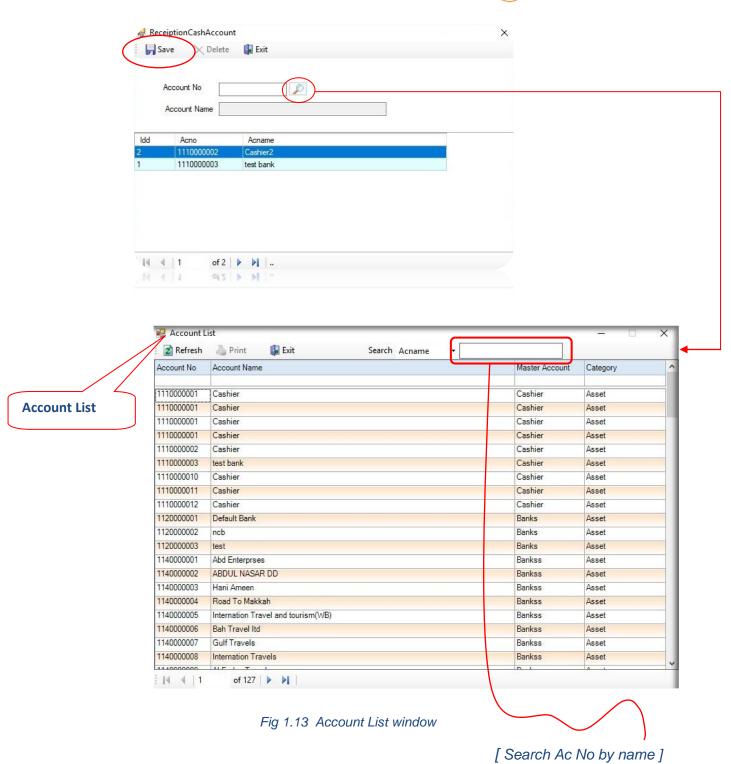
On clicking the Reception account setting it displays a window allows creating account settings in reception user for using Reception module for hotel.

User can select account number from search button a list will appear .selected account details displays on the window after saving on clicking save button on top of window.

Visa Revenue Account No	3100000004	Other Service Sales
Sales Discount Account No	3100000006	Sales Discount
Purchase Account No	4700000001	Purchase
Transport Purch Acno	4700000002	Visa Purchase Cost
Cash Sales Posting Account		
Other Sales Revenue Account	3100000007	Additional Service
Visa Expence Account	4700000002	Visa Purchase Cost
Tax Account Number	4700000001	Purchase
Tax Account Number Purch	2230000001	Payable Vat
Municipality Tax Account	2230000002	Municipality Vat
Tourism Tax Account		

Currency Symbol	Sr
Date Format	dd/MM/yyyy
Report Path	G:\SOFT_DIR\VB.NET PROJECT\B
Check Print Destinaion	Windows
Vocher Print Destination	Windows

Double Click on Account Number to Show Account   Save   Copy Transaciton   Receiption Account Setting   Exit

Search Button

ReceiptionCashAccount

💾 Save   ✕ Delete   🚪 Exit

Account No   1140000042   🔍

Account Name   Thuraya Holidays

Idd	Acno	Acname
2	1110000002	Cashier2
1	1110000003	test bank

◁◁ ◁ | 1   of 2 | ▷ ▷▷ | ..

Fig 1.12 Reception Cash Account window   *[Details after saving]*

Fig 1.13 Account List window

Account List

[Search Ac No by name]

After selecting account details from Account list window it can be saved on clicking save button on top of window
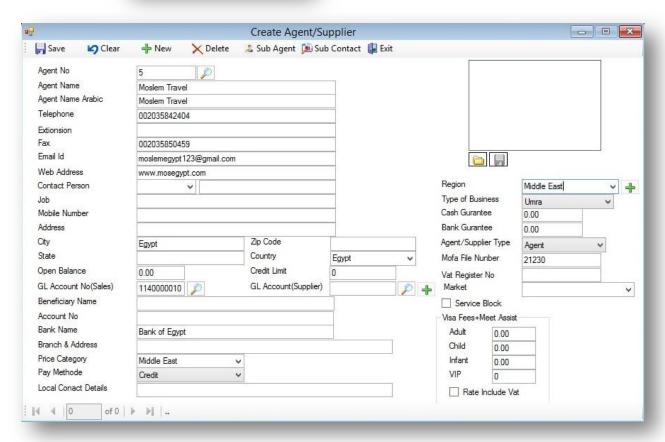
b) Create Agent
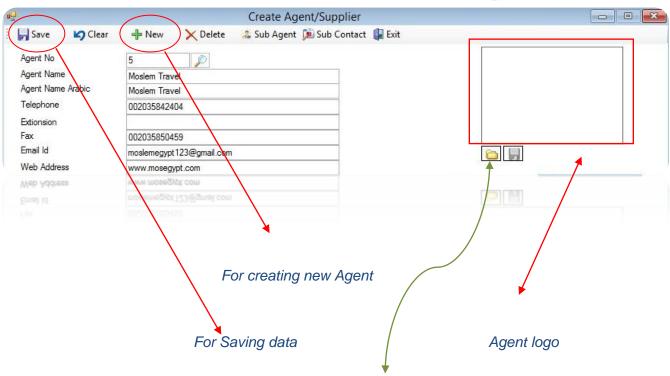
This Section helps Administrator to create new agent /supplier. New agent /supplier can be created here by providing details like Agent name, Account number, contact details such as Telephone number, Email address, City etc.

📄 *Administration > Create Agent > Create Supplier*

For creating new Agent

For Saving data

Agent logo

File browse option for selecting agent logo

◇ On clicking new button window will displays for creating new agent. Agent logo can be provided on selecting folder and browse from file manager.

Navigating Create Agent/Supplier Menu :::

Menu	Description
Clear	As the name, to clear all contents in the fields
Sub Agent	For creating new subagent (saved details can be viewed by clicking on search button)
Sub Contact	For creating new sub contact (saved details can be viewed by clicking on search button)
Exit	Exit Create Agent window

Create Sub Agent

[Administration **->** *Account Setting* **->** *Create Agent* **->** **->** *Create Sub Agent]*
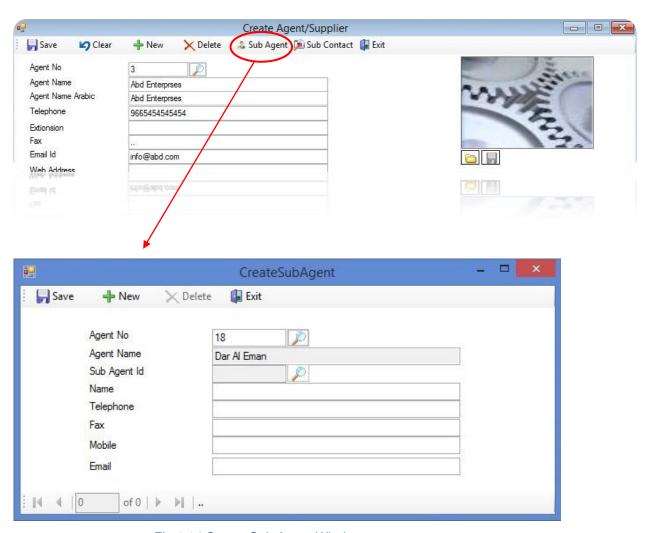
Fig 1.14 Create Sub Agent Window

This section focuses on creating new Sub Agent .On clicking Create *Sub Agent* a new window will appear showing details for adding new subagent. Saved details can be viewed on clicking search button.

Navigating Sub agent Fields :::
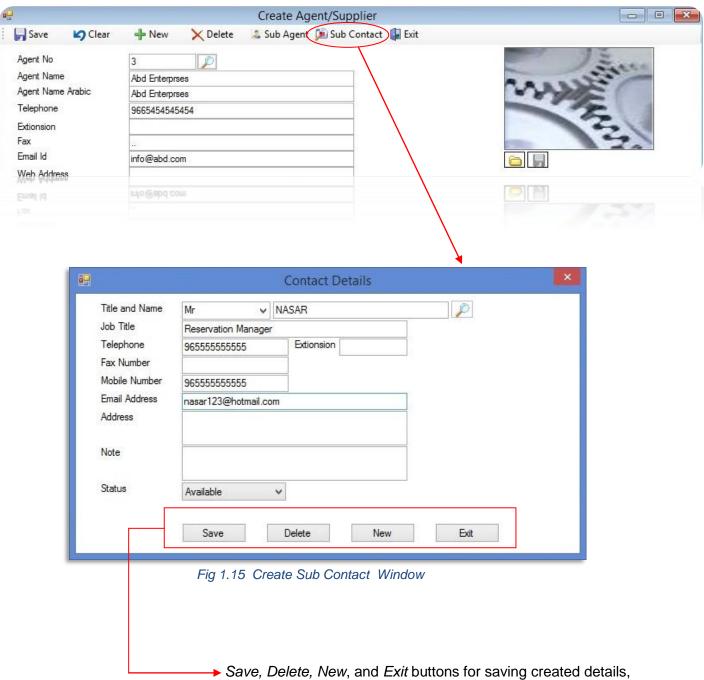
Field	Description
Agent No	Agent Number. it can be any value
Agent Name	Sub Agent Name details
Sub agent Id	Id details of Sub Agent
Name	Name of Sub Agent
Telephone	Provide Telephone number details
Fax	Fax number if any
Mobile	Mobile number details of Sub Agent
Email	Provide Email details of Sub agent

Create Sub Contact

[Administration -> Account Setting -> Create Agent -> -> Create Sub Contact]

This section aims to create and manage of Sub Contact details.New details can be created here and created one can be viewed also .

Fig 1.15 Create Sub Contact Window
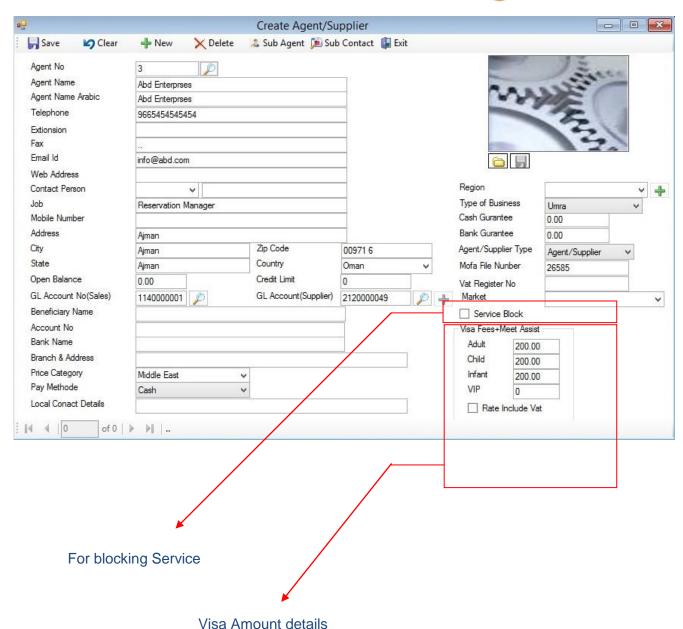
Save, Delete, New, and *Exit* buttons for saving created details, deleting the details, creating new details & exit windows etc.

Navigating Sub Contact Fields :::

Field	Description
Title and Name	Title as Mr/Mrs etc also provide Name details
Job Title	Job Title like Executive/Supervisor/Reservation Executive etc
Telephone	Telephone number details
Extension	Extension number if any
Fax Number	Fax number details if available
Email Address	Provide email address
Address	Contact Address details
Note	Additional description if any
Status	Shows status whether available or not

For blocking Service

Visa Amount details

Here Visa amount details can be added separately for adult, Child, Infant etc.by selecting check box VAT rate can be also included to Visa rate .

Navigating Create Agent/Supplier Fields :::

Field	Description
Agent No	Agent Number. For new agent leave it blank (Auto generated)
Agent Name	Name of Agent
Agent name in Arabic	Provide Agent name in Arabic Language
Telephone	Provide Telephone number details
Extension	Extension numbers if any available
Fax	Fax number if any
Email Id	Mail Id of Agent
Web Address	Web site address if available for supplier/Agent
Contact Person	Contact person Details for Agent/Supplier
Job	Job Details
Mobile Number	Mobile number contact details for Agent/Supplier
Address	Address Details
City	City details of Agent\supplier
Zipcode	Postal/Zip code details
State	State or province , area etc
Country	Country details
Open balance	Balance at the beginning of account period
Credit Limit	Credit Limit amount (Zero means no limit)
GL Account number (Sales)	General Ledger Account Number for sales
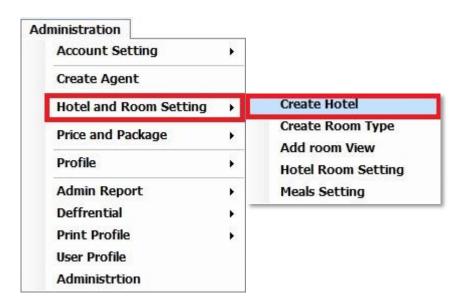
Field	Description
GL Account number (Supplier)	General Ledger Account Number for supplier
Beneficiary Name	Beneficiary Account Name(for supplier)
Account Number	Account number details
Bank Name	Bank where Agent/Supplier account holds
Branch& Address	Branch details of bank where Agent/Supplier holds Account
Price category	Price category includes price of middle east/other market prices etc
Pay method	Payment methods like cash/debit/credit cheque online etc
Local Contact details	Locally Contact details (Locally agent contact person)
Region	Defines region middle east or else any other
Type of business	Business type like ,Umrah etc reservation
Cash guarantee	Security deposit amount here it represents amount in terms of cash guarantee
Bank guarantee	Bank promise amount to meet liability of debtor to fulfill contracts. Here it represents amount in terms of bank guarantee
Agent Supplier type	Defines Agent/supplier /Both (if both needed create both account)
MOFA File Number	Ministry of Foreign Affairs Number
VAT Registration number	VAT registration number (Required for local agent)

c) Hotel and Room Setting

This section includes adding new hotel and its various room details.Admin has to set all basic details first

📝 *Administration > Hotel and Room Setting> Create Hotel*
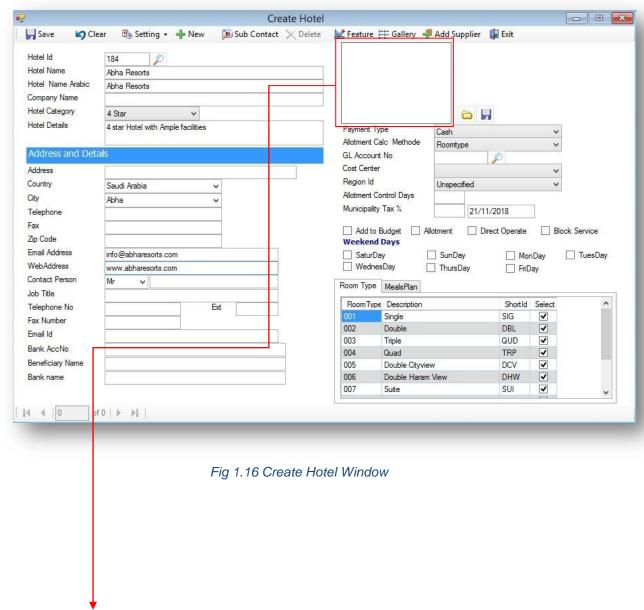
c.a) Create Hotel

This section helps administrator to add new hotel details. Here user can add various features like hotel room types, meals plan, hotel image, hotel feature etc.

Hotel price list, Price schedule, supplier list etc are set here. Complete and comprehensive hotel details like address, contact details, bank accounts etc are listed here. *In which name, telephone details, country etc are mandatory*.

All details can be saved by clicking save button and new hotel details can be added by clicking new button too.

Fig 1.16 Create Hotel Window

Hotel Image/Logo [User can browse image/Logo and save here. File size should be less than 50kb]

📄   *Setting*

[Administration -> Hotel & Room setting -> Create hotel - > Setting]
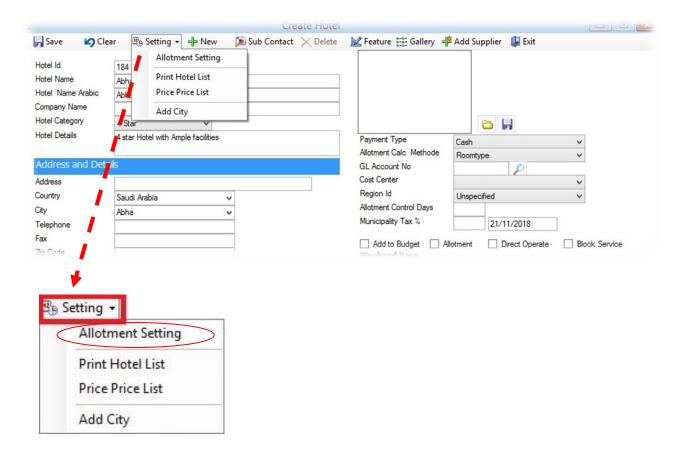
◆   *Allotment Setting*

[Administrartion -> Hotel & Room setting -> Create hotel-> Setting -> Allotment Setting]

Allotment means number of rooms in each room category in hotel also number of persons who can stay in each of the room.

Options for adding room allotments only for direct operating hotel (as permanent allotment).Here Admin can view/add/edit the allotment details of rooms in hotel

Allotment setting window includes Room type like single room or double room also no: of persons in each room can be allotted.

For adding new allotment setting   *Hotel Name*
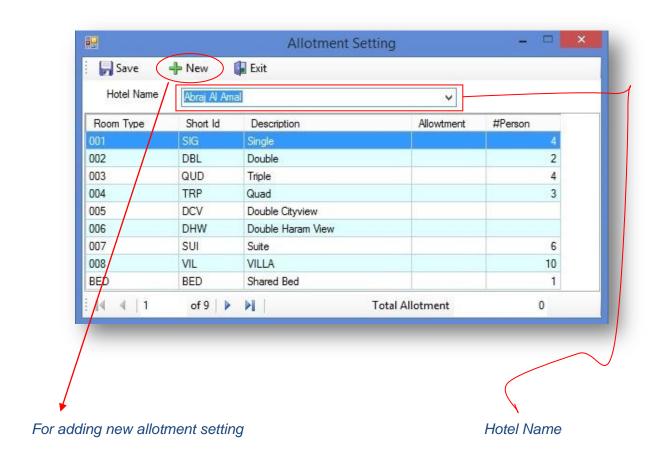
Fig 1.17 Allotment Setting Window
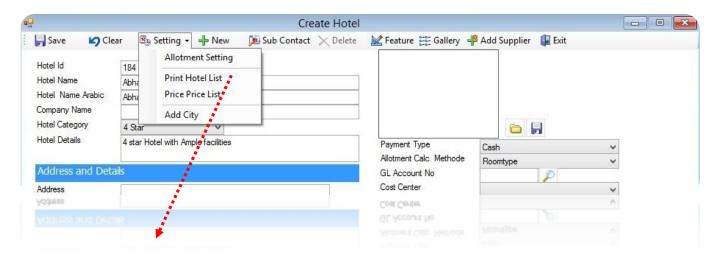
Grid Overview :::
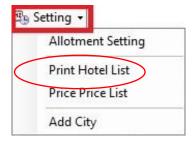
Grid	Description
Room Type	Auto Generated codes after saving
Short Id	Short code assumed for each type of room like **SIG** for single room,**DBL** for Double etc
Description	Defines the name of room like single ,Double etc
Persons	Defines number of persons allotted to the each room

◆ *Print Hotel List*

[Administrartion -> Hotel & Room setting -> Create hotel-> Setting -> Print Hotel List]

Print Hotel List avail the complete list of Hotels saved in the create hotel category. It can be export & printed.

All the Hotel lists are arranged according to serial number. List includes Hotel Name/Country City/Telephone details/Fax Numbers/Email Address etc.
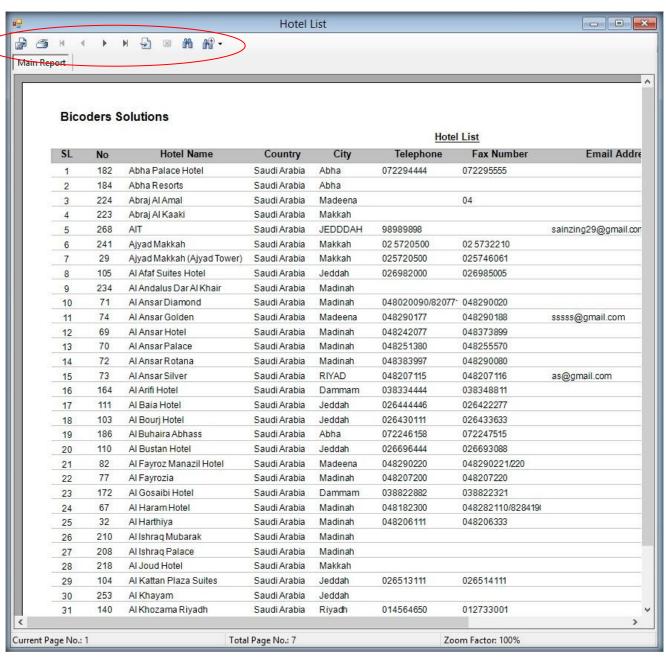
Fig 1.17 Print Hotel List- Full details view
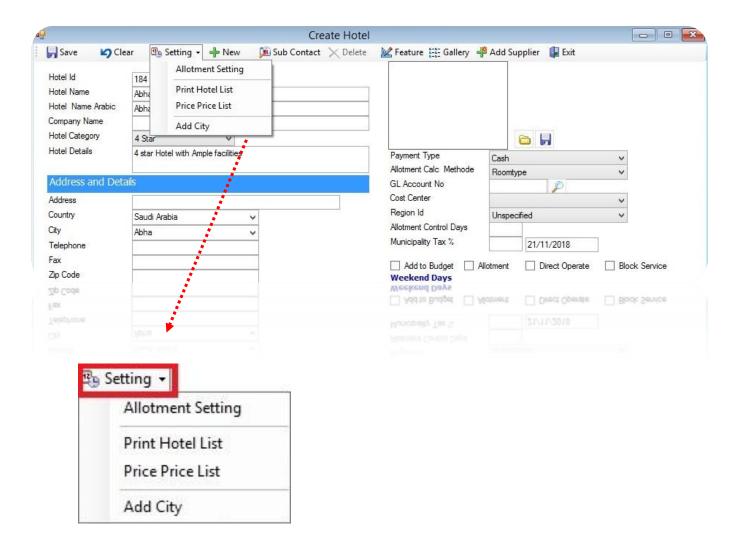
Icons include [from left -> Right] *Print button for printing, Export button for export or saving files*

Zoom in & Zoom out button for viewing larger or miniature view.

◆ *Price List*

[Administration-> Hotel & Room setting -> Create hotel - > Setting -> Price List]

This section will lists the price lists of hotel. Details can be printed or saved.List Includes the details of selected hotel from the date period (date From-date To).Week rates /weekend rates are also included in the list.
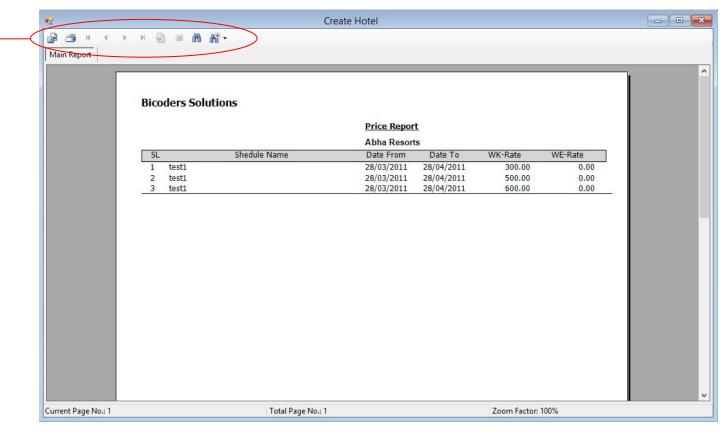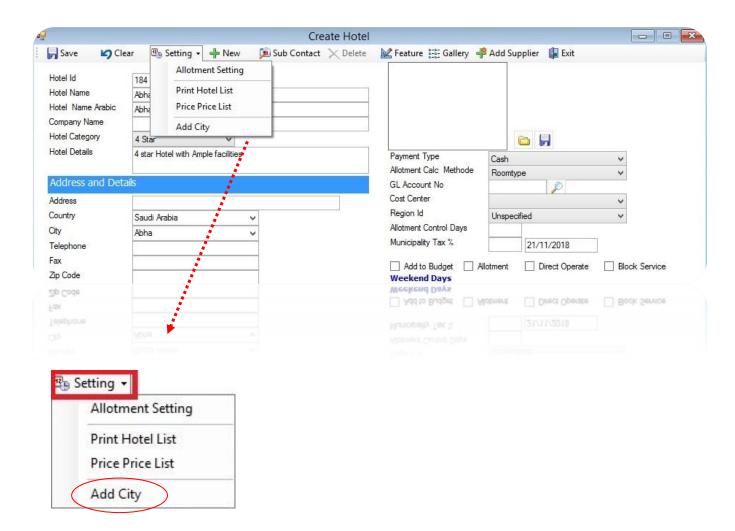
Fig 1.18 Price list window

Icons include [from left -> Right] *Print button for printing, Export button for export or saving files*

Zoom in & Zoom out button for viewing larger or miniature view.

◆ *Add City*
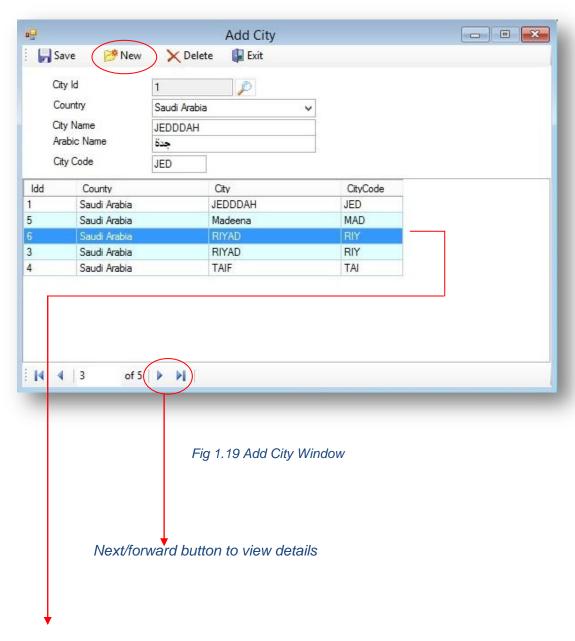
[Administration -> Hotel & Room setting -> Create hotel - > Setting -> Add city]

In *Add City* new cities can be added by clicking on new button. Saved City can be viewed also. User has to provide details like country ,city name, City name in Arabic language ,City code etc. City Id is read only will be auto generated.

On clicking delete button user can remove created details also.

Fig 1.19 Add City Window

Next/forward button to view details

Created details can be viewed here.

Sub Contact

[Administration -> Hotel & Room setting -> Create hotel - > Sub Contact]

Here sub contact details are added by clicking on *New* button. Name ,contact details are provided. saved sub contact list can be viewed on clicking search button.
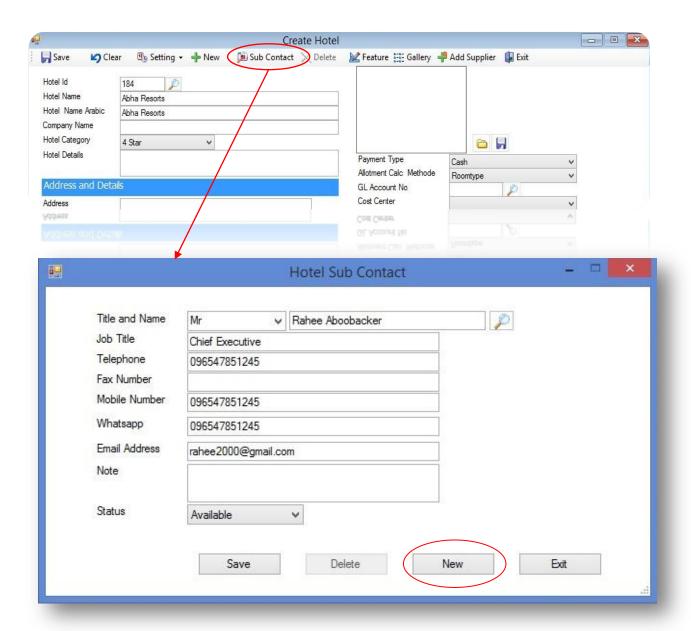
Fig 1.20 Hotel Sub Contact Window

Hotel Features

[Administration -> Hotel & Room setting -> Create hotel - > Hotel features]
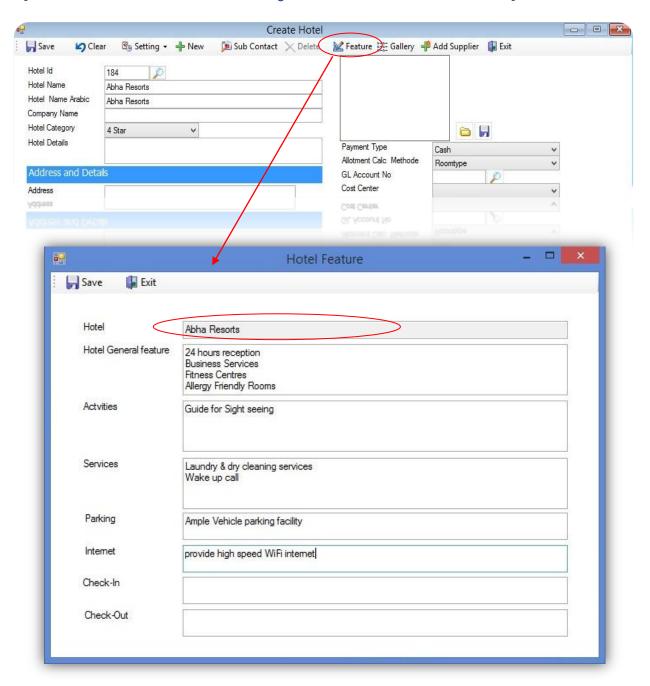
Fig 1.21   Hotel features Window

Hotel features allows to set different hotel features that includes as services or extra features .

Hotel name is auto generated when user firstly selects hotel name on *create hotel* screen.

Hotel general features includes Star ratings or conference & Event facilities or any other amenities.

Services may be of Free Wi-Fi, Laundry services, or flexible food packages
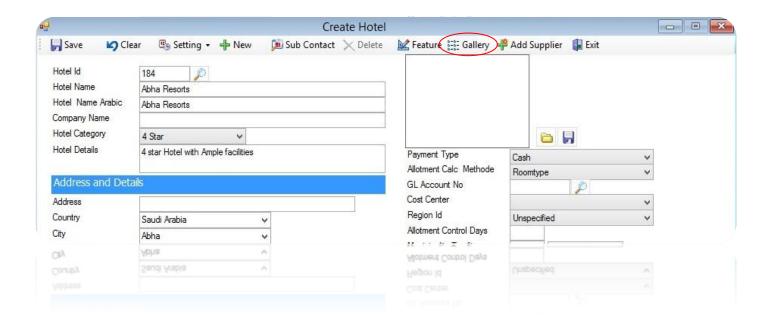
Parking implies whether ample parking facility is provided or free parking available

Internet confirms free internet or any available or not.

Check in& Check Out shows common time or any procedures during that time.

Gallery

[Administration -> Hotel & Room setting -> Create hotel - > Gallery]
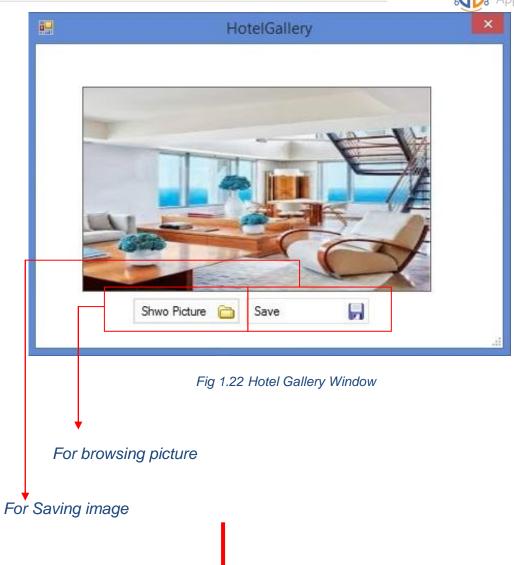
Here hotel /room images can be displayed .user can select image on clicking *Show picture* and can be saved by clicng on *Save* button.

Fig 1.22 Hotel Gallery Window

For browsing picture

For Saving image

Add Supplier

[Administration -> Hotel & Room setting -> Create hotel - > Add supplier]
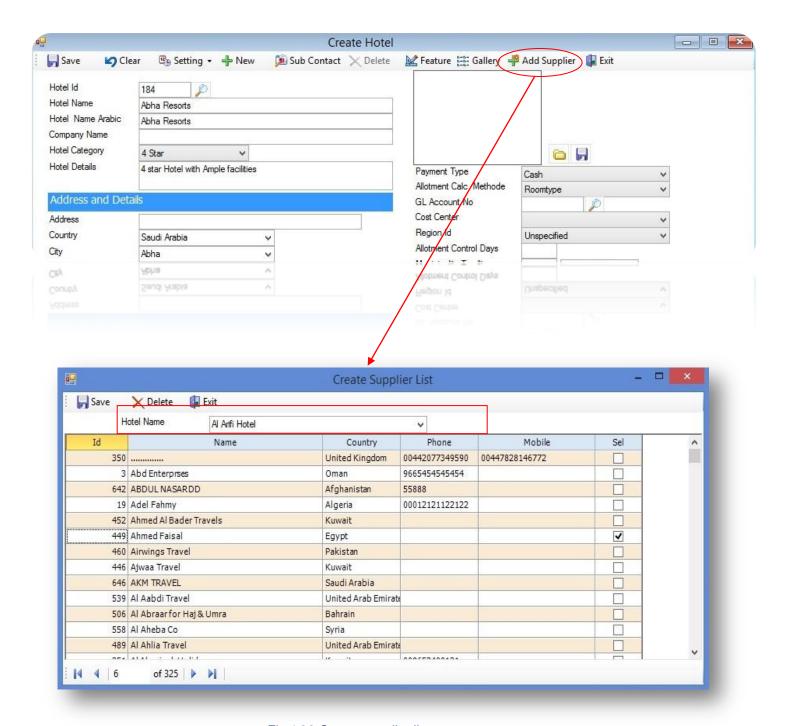
Fig 1.23 Create supplier list
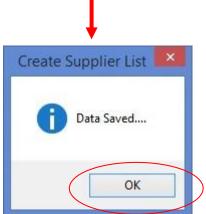
In *Create Supplier list ,* Supplier can be selected from the list. after selecting the hotel name from the dropdown they can be added to list by ticking on check box provided. On the same way it can be deleted also.

User can select hotel name from the list and can add as supplier .
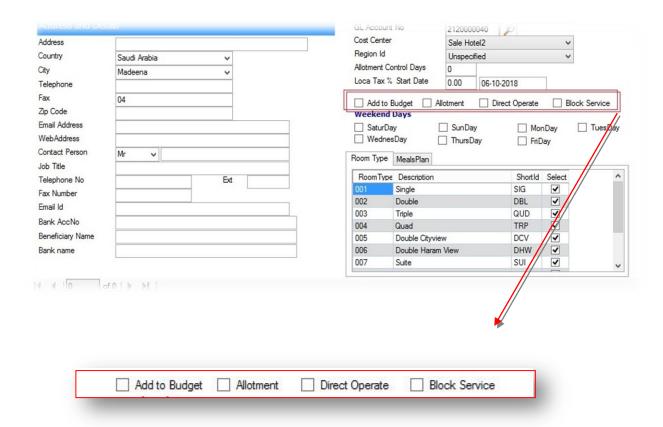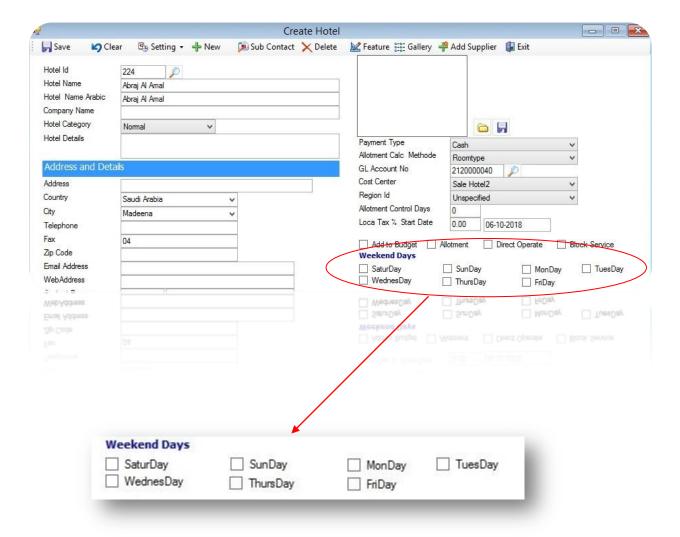
Add to Budget	Hotels that wish to add to budget circle
Allotment	For showing Rooms Available in a hotel
Direct Operate	Operating direct or not
Block Service	Blocking the service of selected hotel. By selecting on check box user can block or un check retain to normal
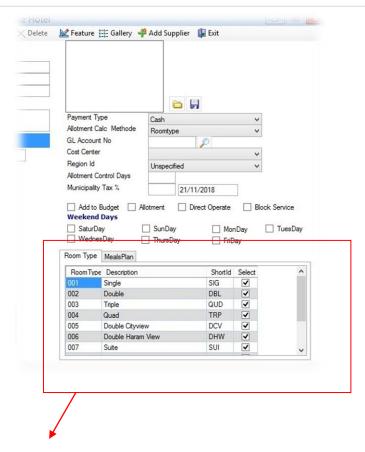
◇ *Weekend Days*
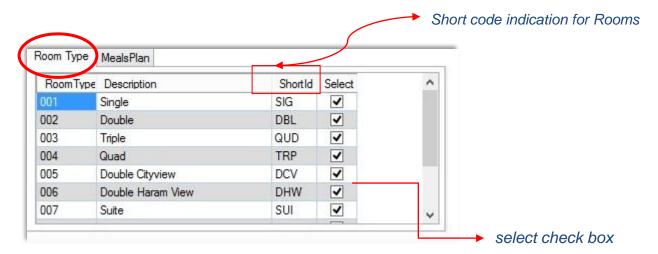
weekend days for including special weekend day rates .Administrator can set weekend preferred days for setting new premium price

Here the Weekend days are used to reflect the rate.

◇ *Room Type*

Short code indication for Rooms

select check box

Room type indicates various types like Single room, Double Triple, Quad, King Size Queen Size etc. based on size and bed allowed.

Administrator can select the required one and tick required one on the checkbox provided.

◇ *Meals Plan*

Meals plan displays meals different packages like RO (Room only), BB (bed & Breakfast) which means breakfast is included in rate , CP (continental plan) which shows continental breakfast is included in the rate etc.. can be included here.

Navigating Create Hotel fields :::

Field	Description
Hotel Id	Hotel Id , new hotel leave blank. Auto generated value
Hotel Name	Hotel Name details
Hotel Name in Arabic	Hotel Name details in Arabic Language
Company Name	Company name or group name hotel belongs to ..
Hotel Category	Indicates star rating whether 2 star or 3 etc…
Hotel Details	Additional details of hotel

Field	Description
Address	Address details of hotel
Country	Country name where hotel situates
City	City details of hotel
Telephone	Telephone details of Hotel
Fax	Fax number of hotel if available
Zip code	Postal code /Zip code details
Email Address	Mail id details
Web Address	Website details of hotel if available
Contact Person	Related Contact person
Job Title	Describes position
Telephone No	Telephone Number details of person in charge
Fax Number	Fax number details
Email Id	Mail Id details of person in charge
Bank Account No	Bank Account details
Beneficiary Name	Name of person/Company receiving funds
Bank Name	Bank Name details
Payment Type	Includes payment like cash /credit etc
Allotment Calc Method	Calculation details for allotment given according to room type total allotment etc
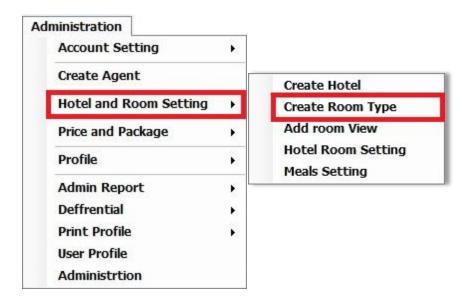
Field	Description
GL Account number	General Ledger number.(Saved number can be selected by clicking search button)
Cost Center	Cost Center Integrated (if cost center integrated user must select cost center in Journal Entry
Allotment control Days	Allotment control days
Local Tax % start date	Details of Local tax percentage (Municipality Tax)

c.b) Create Room Type

📄 *Administration > Hotel and Room Setting > Create Room Type*

Create Room type List defines types of Rooms like Single, Quad, King Size Queen Size etc. Manage the lists of room types with **Save and Delete** buttons.
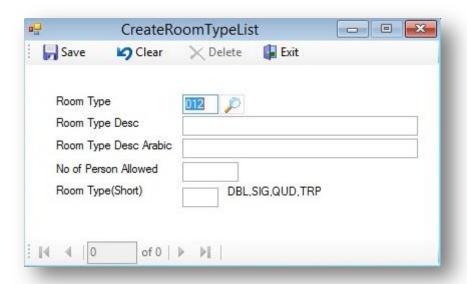
Fig 1.24 Create Room Type List window

Field	Description
Room Type	Read Only. Auto Generated
Room Type Desc	Room type Description like single ,double etc
Room Type Desc Arabic	Room type Description in Arabic Language
No:of Person Allowed	Max no :of persons allowed in room according to Room type
Room Type (Short)	Defines Short code for Room type. Eg**: -** Single Room as SIG ,Double as DBL

On clicking
a new window
which displays
different room
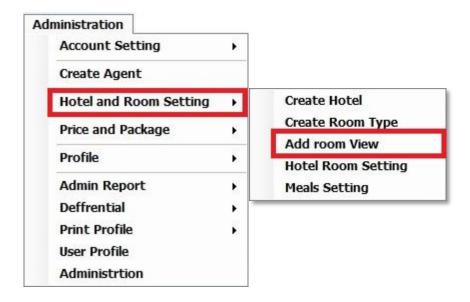
Search button
will appear
saved list of
types

c.c) Add Room View

📄 *Administration > Hotel and Room Setting > Add Room View*

Add Room View simply outlines different views available in a hotel for the rooms like sea view , Ka'aba view (in case of hotels near Makkah of Saudi Arabia)etc.

The saved data can be viewed on clicking search button on view id field.
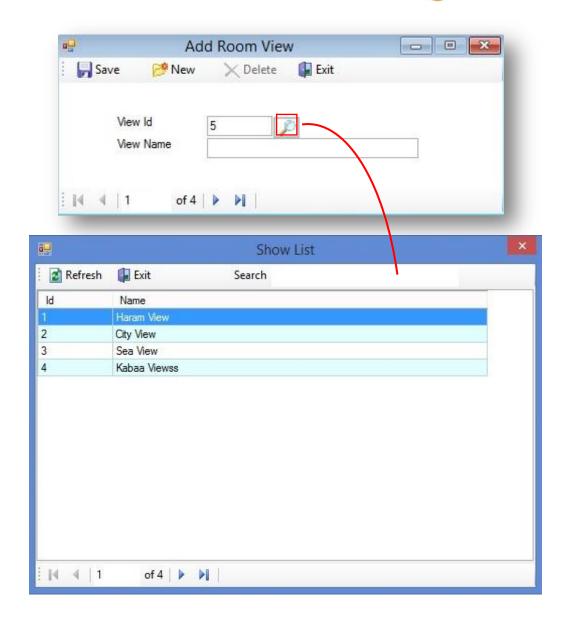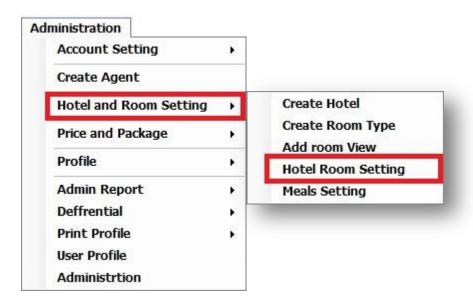
Fig 1.25 Add Room View

Field	Description
View Id	Read Only. Auto Generated
View Name	Displays saved list of different views available like sea View ,beach front etc

c.d) Hotel Room Setting

📄 ***Administration > Hotel and Room Setting > Hotel Room Setting***
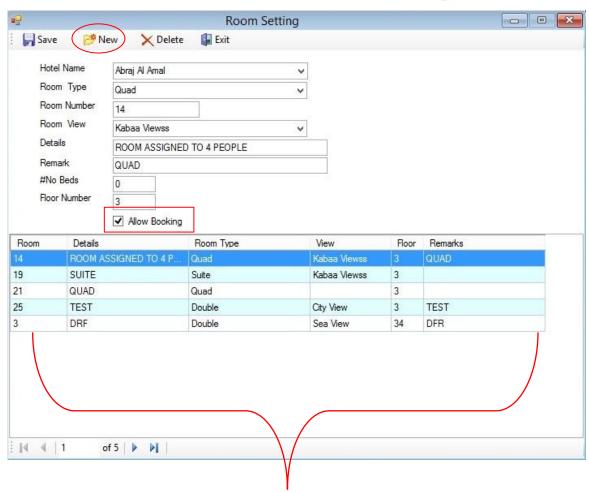
This section handles with setting of various Room offerings by hotel. Details include room type, number ,Room floor etc. in which room number, details about room and floor number are mandatory

User can select *Hotel name*, *Room Type, Room View* from already saved data from dropdown available.

After entering details click on *Allow booking* check box and save the data.
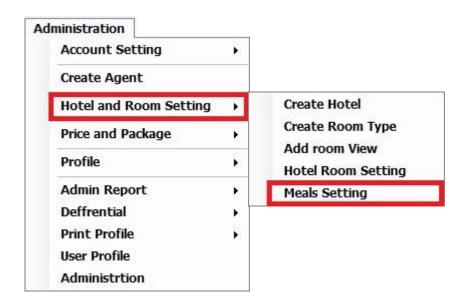
list displaying details after successful entry

Field	Description
Hotel Name	Defines Hotel name to which hotel room is setting
Room Type	Types of rooms like single or double ,quad etc
Room number	Specify room number
Room View	Different room available list
Details	Additional details
Remarks	Remarks if any
# No beds	Number of Beds available
Floor Number	Specify Floor number

c.e) Meals Setting

📝 *Administration > Hotel and Room Setting > Meals Setting*

Meals Setting defines different meal plans like RO(room only), AP (American plan - 3 meals per day), Family plan (discounted meals for children) BB (bed &breakfast) etc.
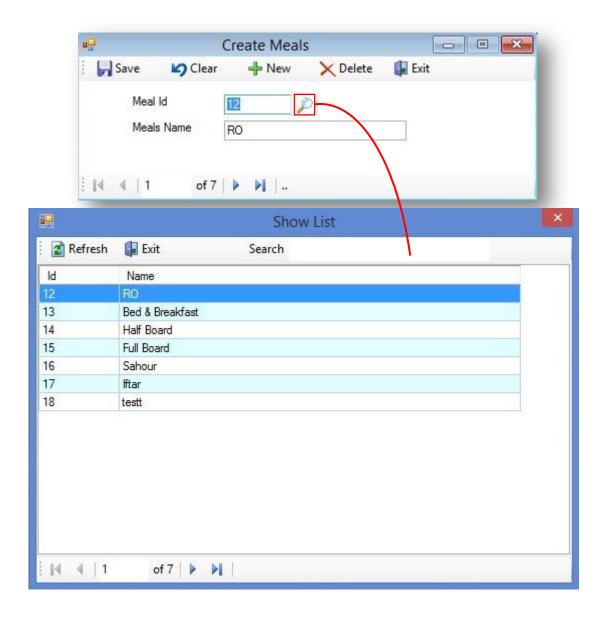
Fig 1.25 Create Meals

Field	Description
Meals Id	Read Only. Auto generated
Meal Name	Meal plans name available such as Half board -HB (Breakfast &lunch) Full board - FB (breakfast, lunch & dinner) etc.
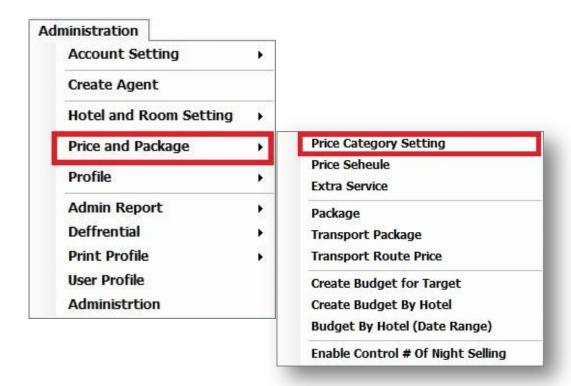
d) Price and Package

📄 *Administration > Price and Package*

This module covers comprehensive price management functionality for all pricing
Processes also different package schedules can be set here.

d.a) Price Category Setting

📄 *Administration > Price and Package > Price Category Setting*

This section allows defining price categories. Price will be based on categories like Middle east/Weak end package/All market etc.
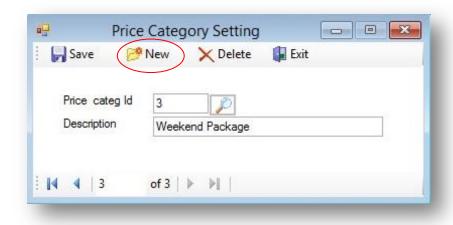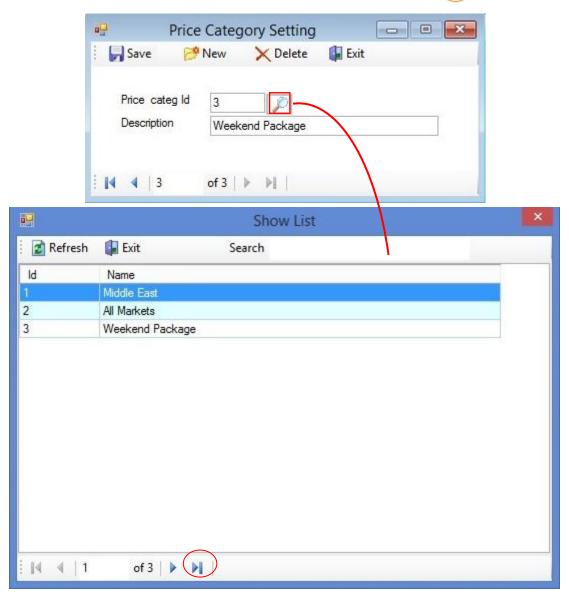
Fig 1.26 Price Category Setting

Field	Description
Price Categ Id	price category Id. Read Only, Auto generated
Description	Includes Various packages like weekend packages, Middle east packages, special packages etc.

Created price category setting can be viewed on clicking search button. Unwanted can be deleted also on delete button. List displays complete saved price packages. If more full list can be viewed on clicking next icon …

d.b) Price Schedule

📄 **Administration > Price and Package > Price Schedule**

This section allows scheduling price of rooms based on price category like Middle East/ all markets/ weekend packages .The user has to schedule the price of each day
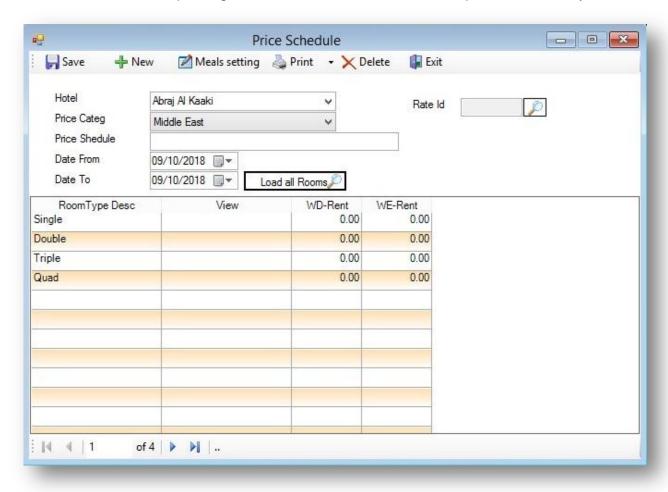
Fig 1.27 Price Schedule Setting
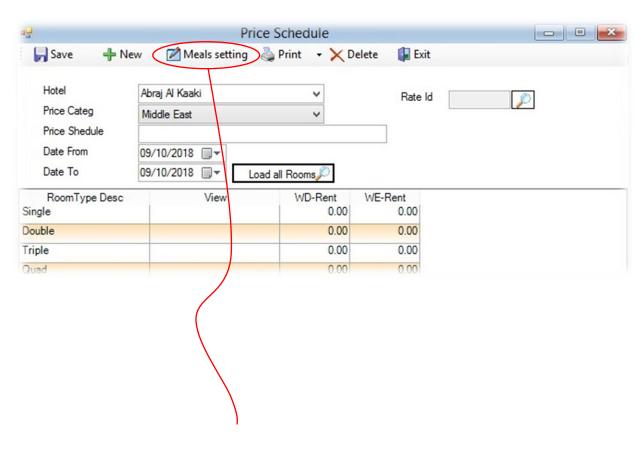
Field	Description
Hotel	Hotel Name
Price Categ	Price category like middle east or weekend rates etc
Price Schedule	Price Schedule details
Date From	Price schedule on which date starts
Date To	Price schedule for which date ends

📰 *Meals setting*

Firstly for setting price schedule select *Meals setting.* A new window will appear
showing the details Select hotel from the list and select date from & date to. So it will be
assigned to that hotel on given date.

[Administration -> Price & Package -> Price Schedule - > Meals Setting]

Meal setting

📄 *Print*
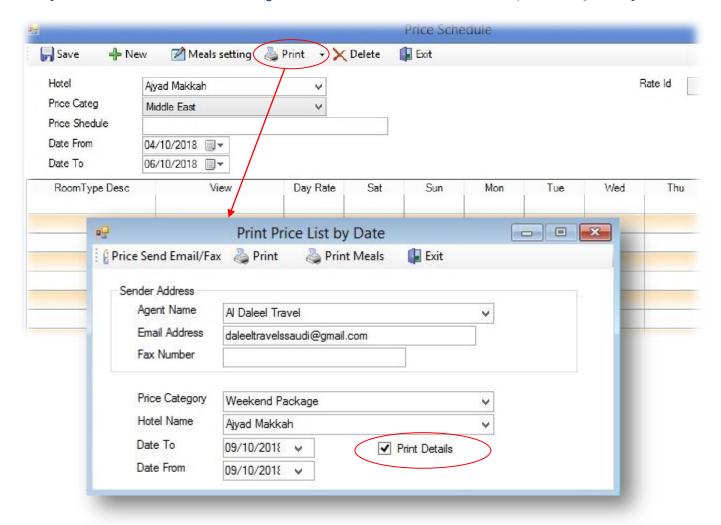
[Administration -> Price & Package -> Price Schedule -> Print -> Print price list by date]
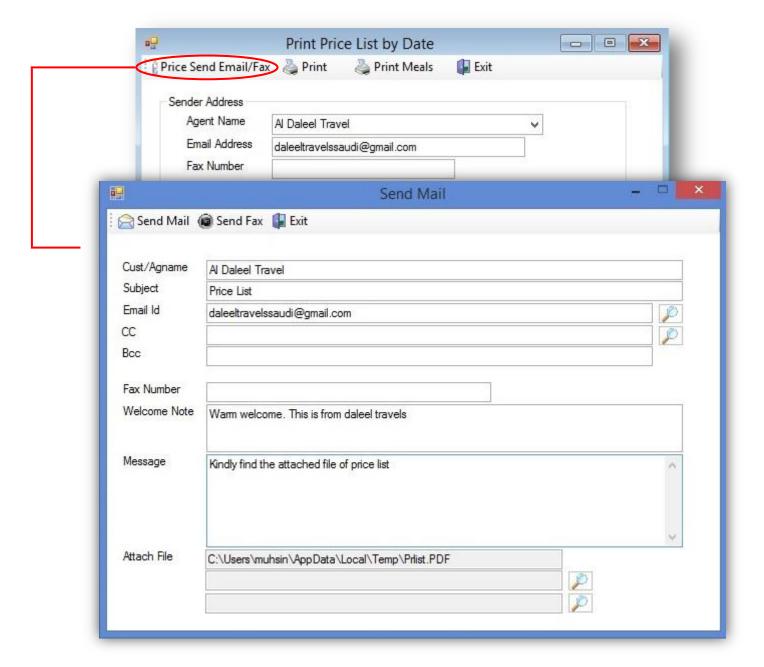
On *Price schedule* Print option is available for price list date wise. Window appear includes Agent name, Email address, fax number ,price category of Hotel, hotel name and date picker etc. after entering details click on *Print details* checkbox print reports showing price list will appear.

✓   Price Send Email/Fax

[Administration -> Price & Package -> Price Schedule -> Print -> Print price list by date ->
Price Send Email/Fax]
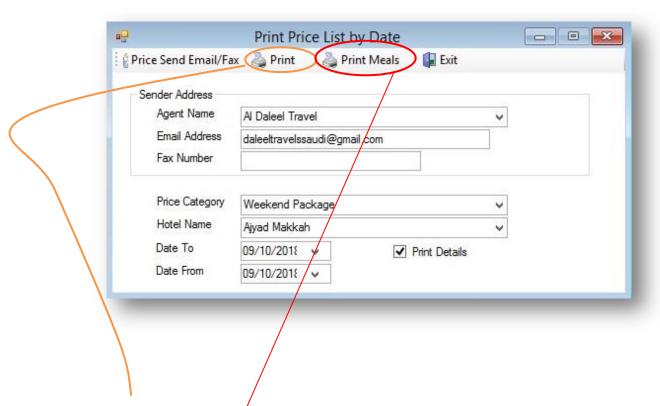
Price Send email/ fax button enables send mail/fax to agent by adding mail id and subject also
Reports or any other file formats can be attached with this.

✓   Print & Print Meals

[Administration -> Price & Package -> Price Schedule -> Print -> Print price list by date -> Print, Print Meals]

Price List of different hotels can be printed on clicking *print* button. The data will be in PDF format.

Print Meals avail the print report of meals details. Both the reports can be exported & printed
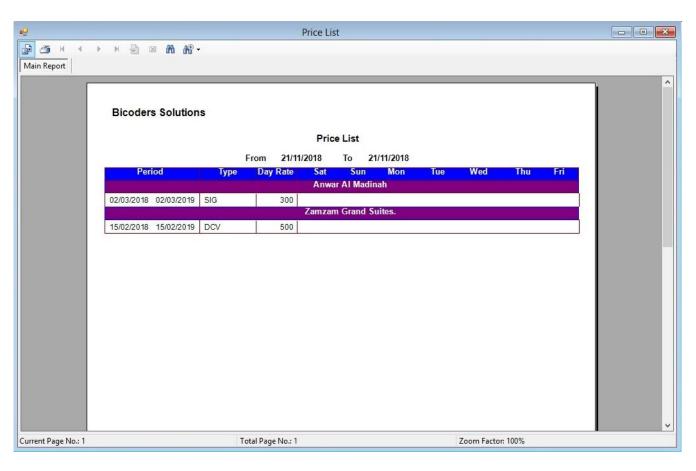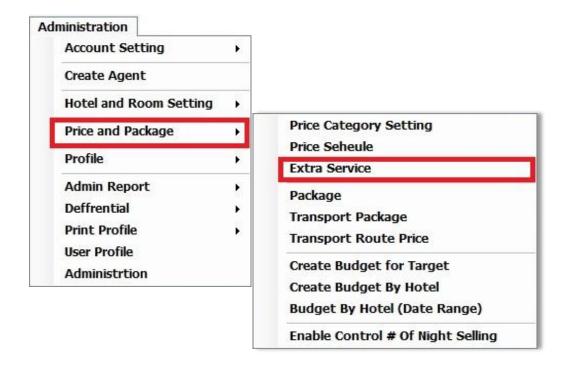
Fig 1.28 price list of various hotels
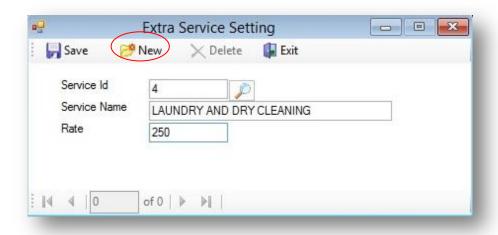
d.c) Extra Services

.

📄 **Administration > Price and Package > Extra Services**

Here Extra services provided can be entered. Some hotels provide extra services like free Wi-Fi, Pickup services, fitness centers, laundry cleaning etc
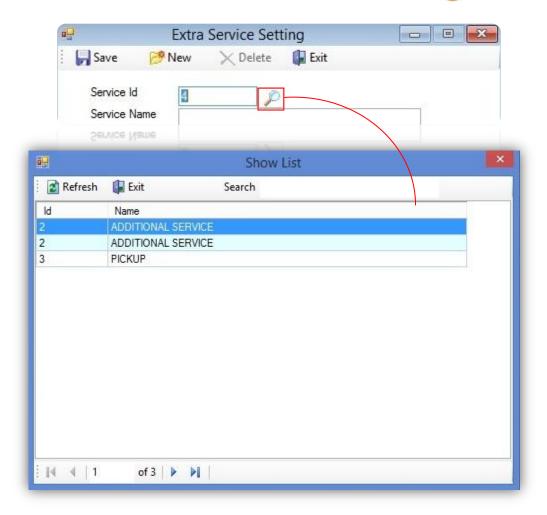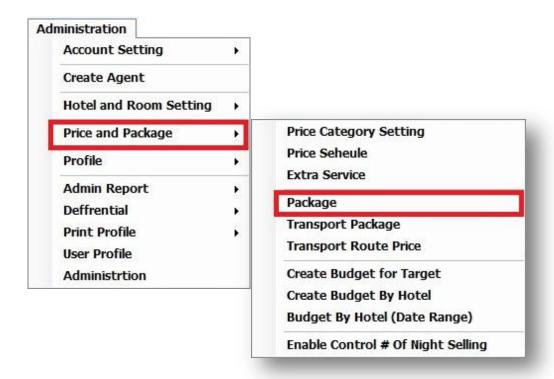
Fig 1.29 Extra Services show list

Field	Description
Service Id	Read Only , Auto Generated
Service Name	Extra services name provided like free/paid pick up etc.
Rate	Rate charged for extra services

d.d) Packages

📝 *Administration > Price and Package > Package*

This section allows creating packages for transport. Different package details can be added here. Package details can be set for days of different hotel.
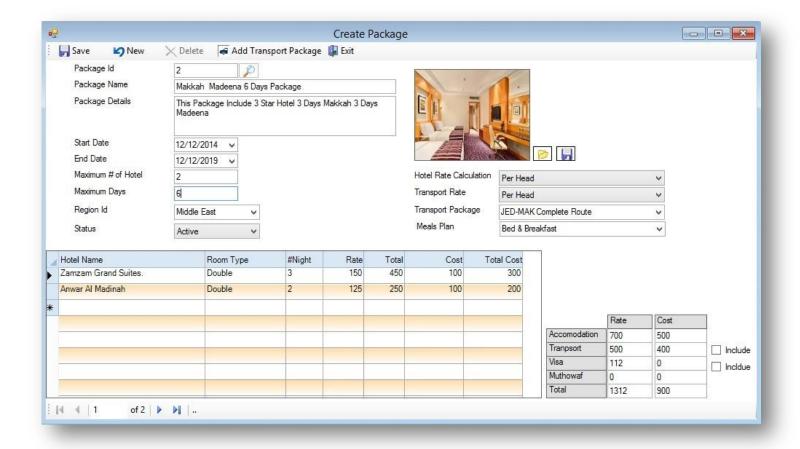
Fig 1.30 Create Package

📄 Add Transport Package

[Administration-> Price and Package -> Package]
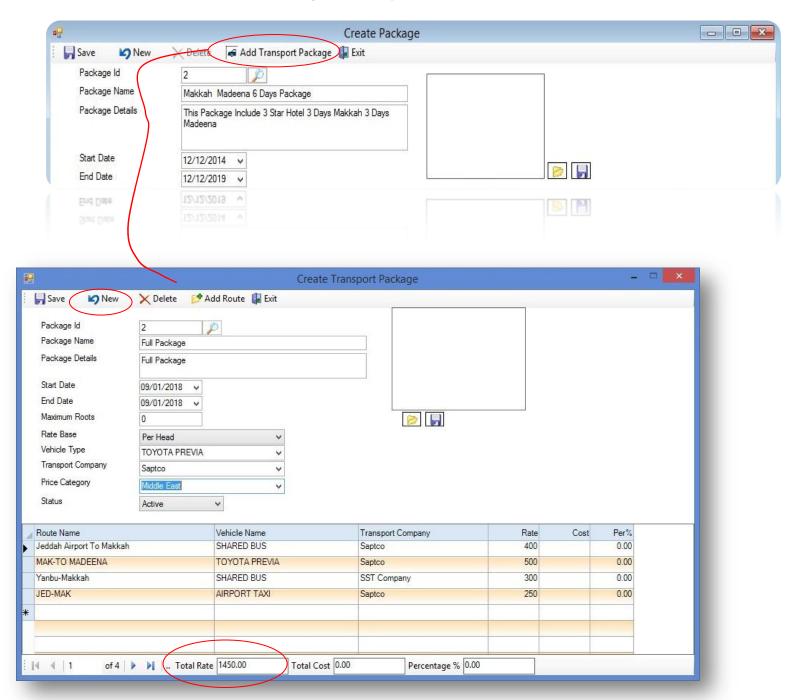
Fig 1.31 Create Transport Package

Transport package helps to create new transport packages.On clicking new button transport packages can be created. User can add image (less than 50kb) to this section
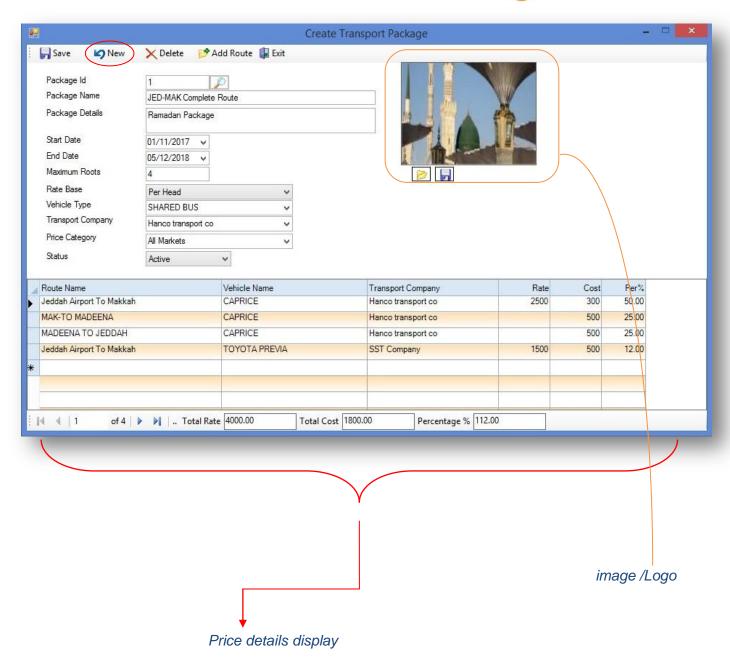
Navigating Add Transport Package Fields :::
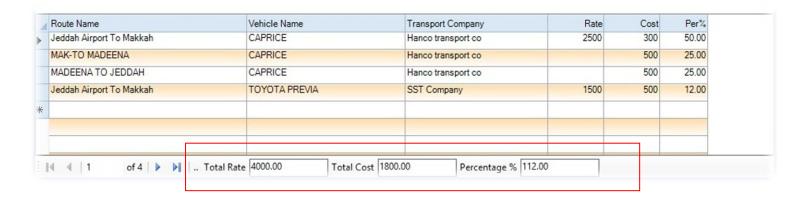
Field	Description
Package Id	Read only,Auto generated
Package Name	Package name details like Jeddah- makkah route etc.
Package Details	Package Details like Ramdan,Pilgrim package etc
Start Date	Package start date
End Date	Package end date
Maximum Roots	Defines no:of routes avialble in this package
Rate Base	Rate calculation based on head/vehicle etc.
Vehicle Type	Defines vehicle type like bus / Car/10 seater or 20 seater vehicle type etc
Transport Company	Transport company details
Price Category	Price category details such as middle east packages , other packages like weeeknd packages etc
Status	Shows whether package is active or not

image /Logo

Price details display

After saving the details Route name,vehicle name,rate ,cost,percentage etc will be displayed
in grid.

Route Name	Vehicle Name	Transport Company	Rate	Cost	Per%
Jeddah Airport To Makkah	CAPRICE	Hanco transport co	2500	300	50.00
MAK-TO MADEENA	CAPRICE	Hanco transport co		500	25.00
MADEENA TO JEDDAH	CAPRICE	Hanco transport co		500	25.00
Jeddah Airport To Makkah	TOYOTA PREVIA	SST Company	1500	500	12.00
*					

◄◄ ◄ | 1   of 4 | ► ►◄ | .. Total Rate 4000.00   Total Cost 1800.00   Percentage % 112.00

Summary of Total Rate, Total Cost & Percentage etc can be viewed also here in create transport package page
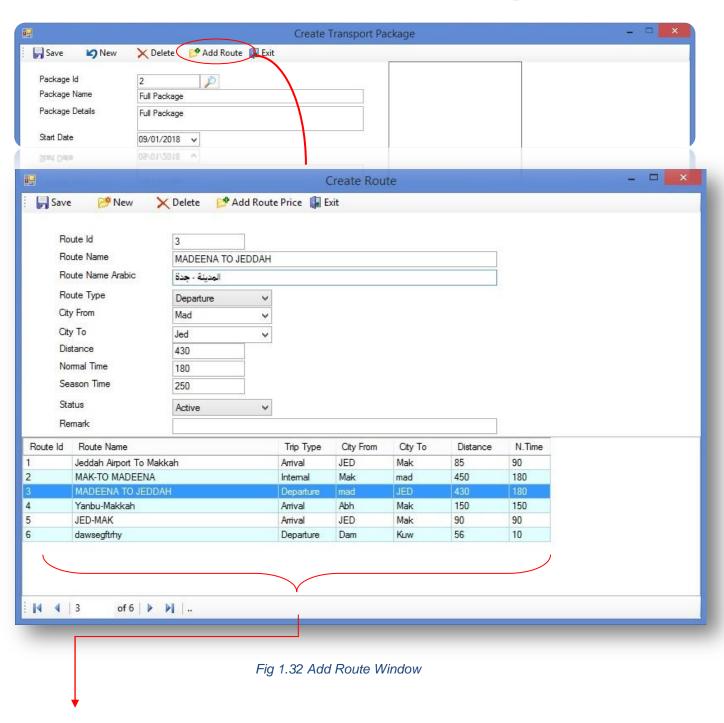
✓ *Add Route*

[Administration -> Price & Package -> Package -> Create package -> Add Transport Package

-> Create Transport Package -> Add Route]

In create Transport package page, *Add Route* option is provided for adding route details of transport.

On clicking *Add route* button new window will appear showing details

Fig 1.32 Add Route Window

Route Details

Navigating Add Route Fields :::

Field	Description
Route Id	Read only,Auto generated
Route Name	Route name details like Jeddah- makkah route madeenah – yambu etc.
Route Name Arabic	Route name in Arabic Language
Route Type	Defines Arrival or Departure
City From	City details where route begins
City To	City details where route ends
Distance	Rate calculation based on head/vehicle etc.
Normal Time	Time to cover distance
Season Time	Time to cover distance during any particular season (may be due to heavy traffic)
Status	Shows Whether active or not
Remark	Additional info if any

✓   *Add Route Price*

[Administration -> Price & Package -> Package -> Create package -> Add Transport Package

-> Create Transport Package -> Add Route -> Add Route Price]

Here user can add route price to selected transport routes that has been created.
User can view route price of created routes by selecting route names from drop down in
the *Route Name* field.
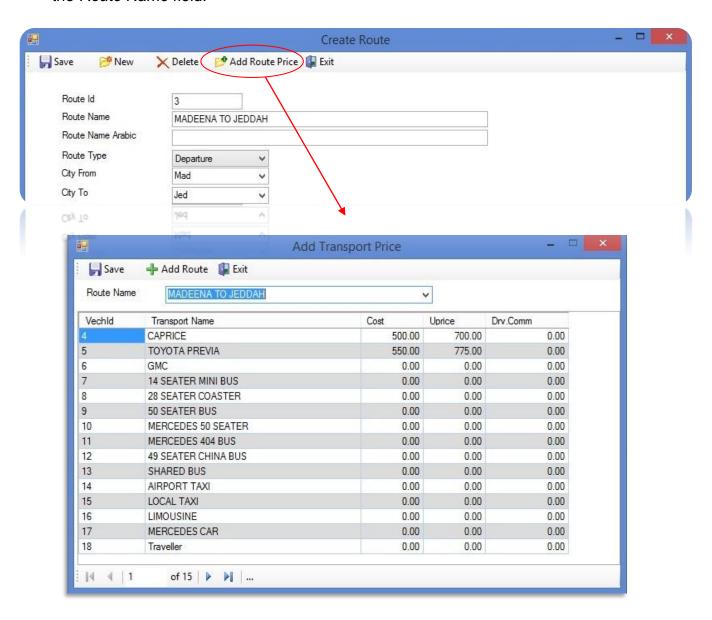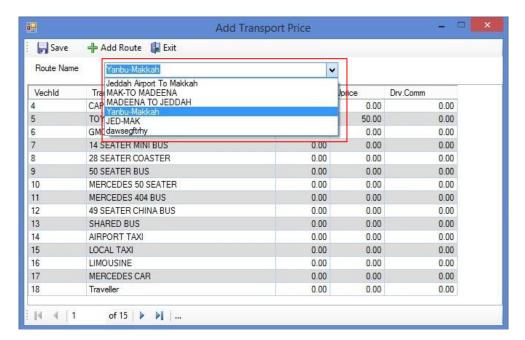
Fig 1.33 Add Transport Price
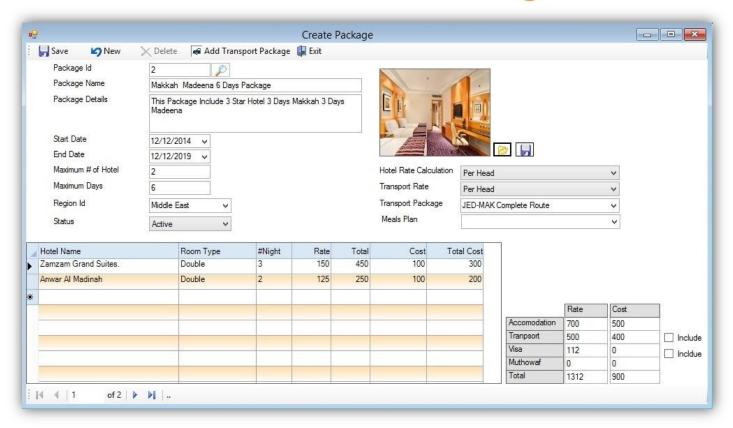
Here User can view transport details like transport Name, Cost, Unit price, driver
compensation etc

User can select route name from the list. Then cost and unit price can be set. Also
driver compensation amount can be set here. After that details can be saved.

Navigating Create Package Fields :::

Field	Description
Package Id	Package details Id .Auto generated
Package Name	Package Name details
Package Details	Package details summary
Start Date	Package start date
End Date	Package end date
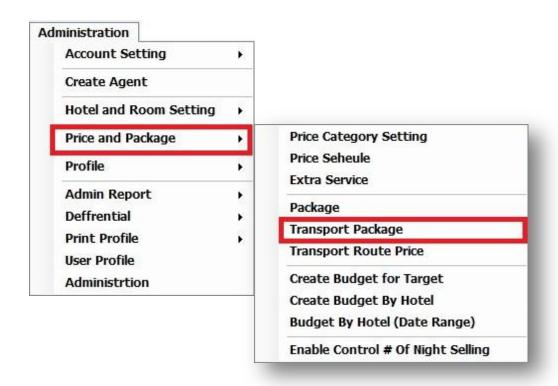
Field	Description
Maximum # of Hotel	Maximum number of hotel that package is available
Maximum Days	Package duration days
Region Id	Denotes region like middle east or other asia/Africa/pan Arabia etc
Status	Status active or not
Hotel Rate Calculation	Hotel rate as per head / rooms
Transport Rate	Transport rate per head / vehicle
Transport package	Transport package details
Meals Plan	Meals Plan details for this package like bread and break fast, bed only etc

d.e) Transport Packages
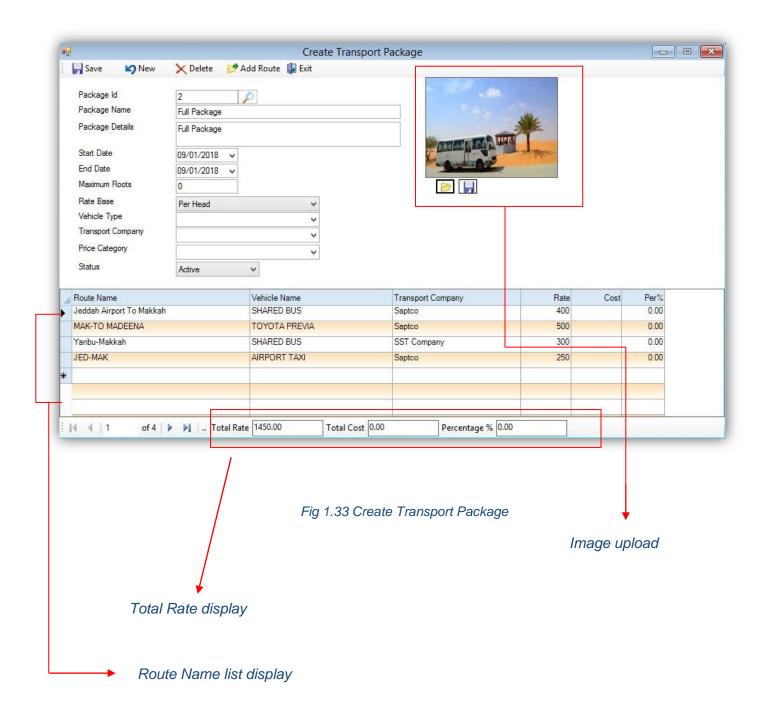
📄 *Administration > Price and Package > Transport Package*

This section defines adding new transportation packages.Variuos packages can be created here by providing package name details; date period, price and vehicle details.

After providing details it will display Total rate details.
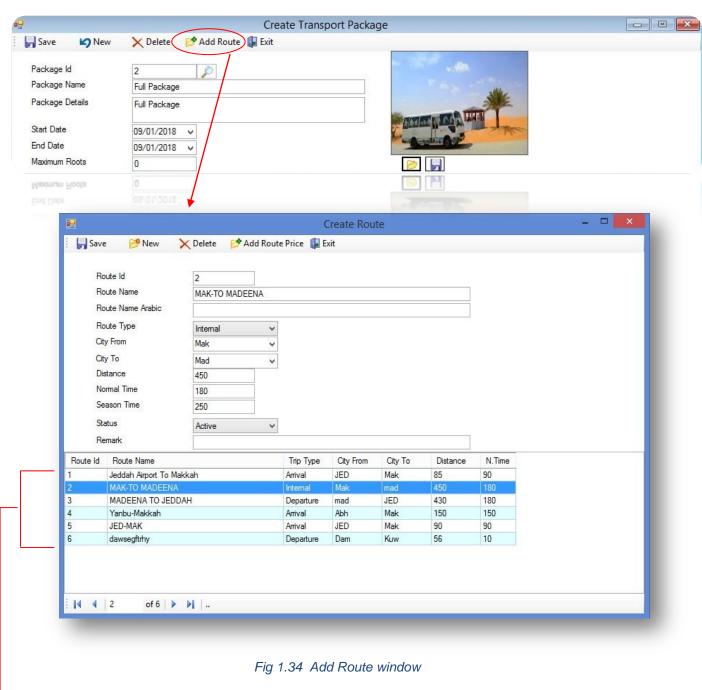
Fig 1.33 Create Transport Package

Image upload

Total Rate display

Route Name list display

📄 *Add Route*

[Administration -> Price & Package -> Transport Package -> Create Transport Package

-> Add Route]

Fig 1.34 Add Route window

➤ *Route details*

Add Route option helps to mange adding new route details of transport. On clicking *Add route* button new window will appear showing details

Navigating Add Route Fields **:::**

Field	Description
Route Id	Read only,Auto generated
Route Name	Route name details like Jeddah- makkah route madeenah – yambu etc.
Route Name Arabic	Route name in Arabic Language
Route Type	Defines Arrival or Departure
City From	City details where route begins
City To	City details where route ends
Distance	Rate calculation based on head/vehicle etc.
Normal Time	Time to cover distance normally without any traffic issues
Season Time	Time to cover distance during any particular season (may be due to heavy traffic)
Status	Shows Whether active or not
Remark	Additional info if any

✓ **Add Route price**

[*Administration* -> *Price & Package* -> *Transport Package* -> *Create Transport Package*

-> *Add route* -> *Add Route Price*]

Fig 1.35 Add Route Price

Route name select

Navigating Create Transport Package :::

Field	Description
Package Id	Read only,Auto generated
Package Name	Package name details
Package Details	Details about package
Start Date	Package start date
End Date	Package end date
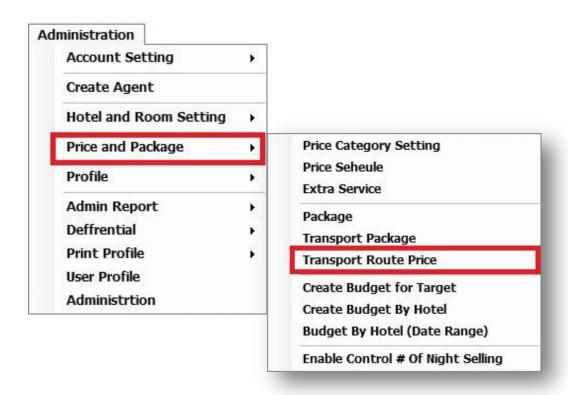
Field	Description
Maximum Roots	Defines no:of routes avialble in this package
Rate Base	Rate calculation based on head/vehicle etc.
Vehicle Type	Defines vehicle type like bus / Car/10 seater or 20 seater vehicle type etc
Transport Company	Transport company details
Price Category	Price category details such as middle east packages , other packages like weeeknd packages etc
Status	Status active/none active
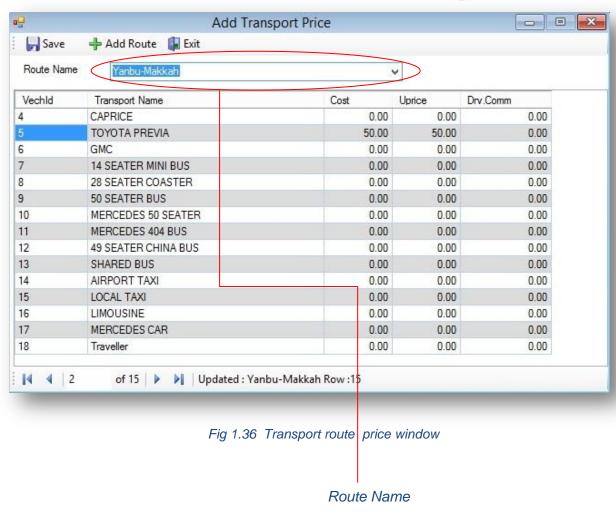
d.f) Transport Route Price

📄 *Administration* > *Price and Package* > *Transport Route Price*

This section supports setting of route prices in transport. Here created route name will appear .user has to select route name from the list already created then price details can be set .

Fig 1.36 Transport route price window

Route Name

📄 *Add Route*

[Administration -> Price & Package -> Transport Route Price -> Add Transport Price

-> Add Route]

If the user wishes to create new route details on the time of setting Route price just click on *Add Route* icon on the top menu bar so that new route details can be created.

Grid will display Route Name ,Trip type (Arrival/Departure),City from ,City to ,Distance ,Normal time etc.
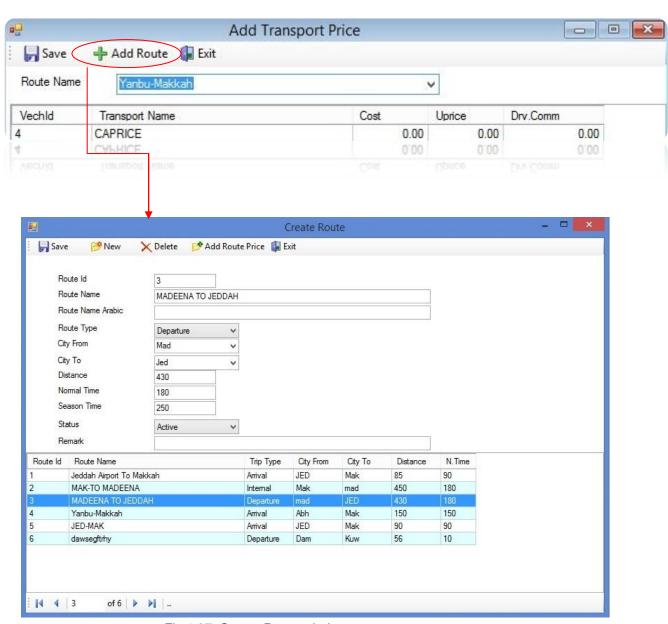
Fig 1.37 Create Route window
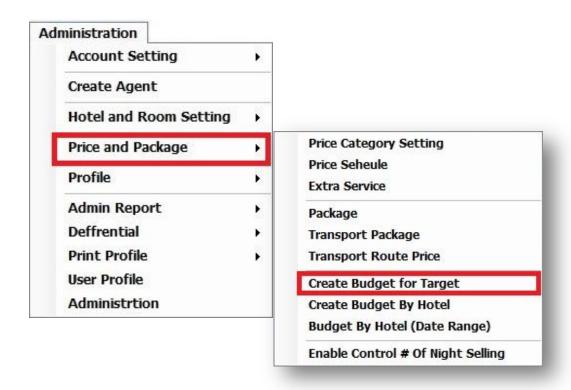
Navigating Add Route Fields :::

Field	Description
Route Id	Read only,Auto generated
Route Name	Route name details like Jeddah- makkah route madeenah – yambu etc.
Route Name Arabic	Route name in Arabic Language
Route Type	Defines Arrival or Departure
City From	City details where route begins
City To	City details where route ends
Distance	Rate calculation based on head/vehicle etc.
Normal Time	Time to cover distance normally without any traffic issues
Season Time	Time to cover distance during any particular season (may be due to heavy traffic)
Status	Shows Whether active or not
Remark	Additional info if any

d.g) Create Budget for Target

📄 *Administration > Price and Package > Create Budget for Target*

This section is helps to create budget for a year. Here total budget can be set. Full list months are listed here .one can enter amount details and it will sum up in *Total* field.
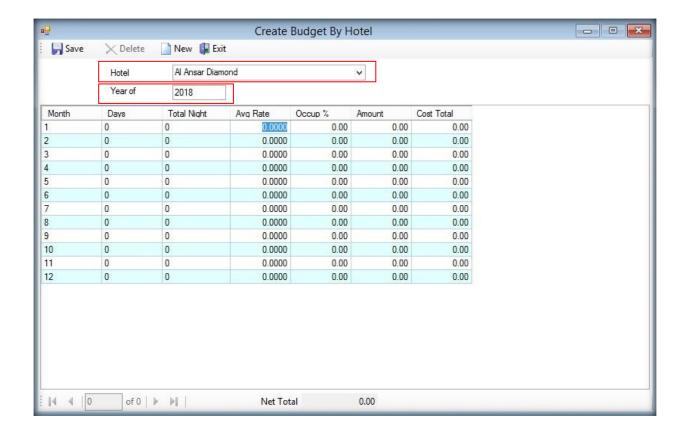
For creating new budget select hotel from the dropdown list and select year also.

On creating *Hotel Budget* menu it displays a grid showing Month ,Days, Total Night, Average Rate, Occupancy percentage Amount, total cost etc.

One can create Budget of a hotel for a year and represented in month wise.
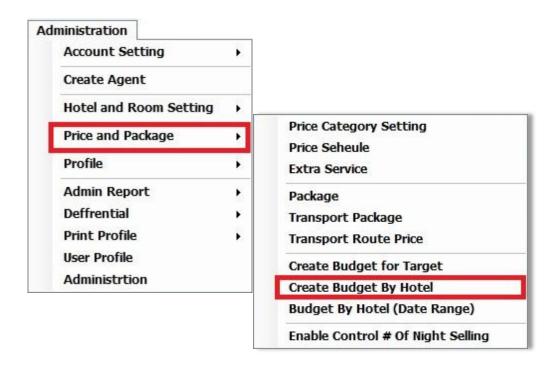
Fig 1.38. Budget and Target

d.h) Create Budget By Hotel
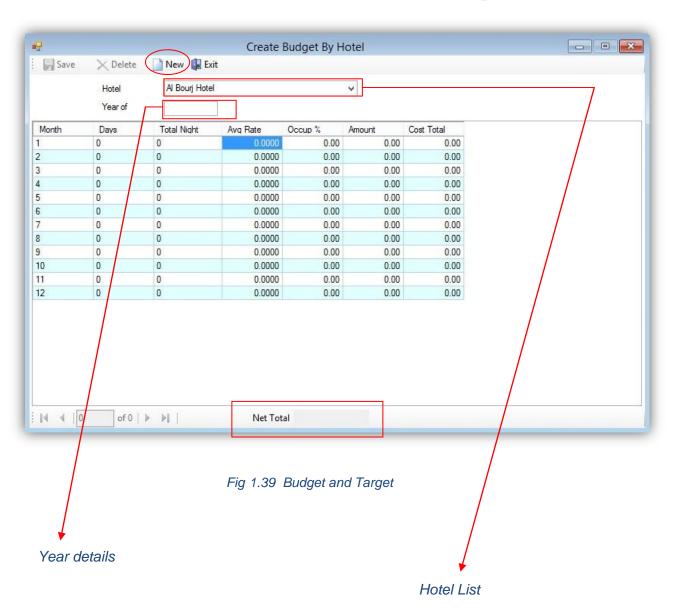
📝 ***Administration > Price and Package > Create Budget by Hotel***

This section defines creating Budget of a hotel for a year and represented in month wise. By clicking on *New* icon data window appears. select a new hotel from dropdown list of already saved hotel also set year, then enter details on grids.

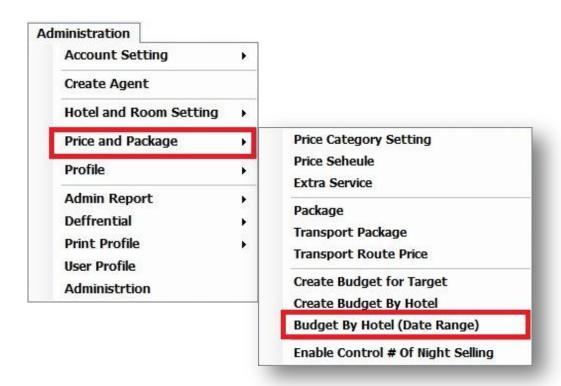Total figure will display on the *Net Total* field.

Fig 1.39 Budget and Target

Year details

Hotel List

d.i) Budget By Hotel

📝 *Administration > Price and Package > Budget by Hotel*
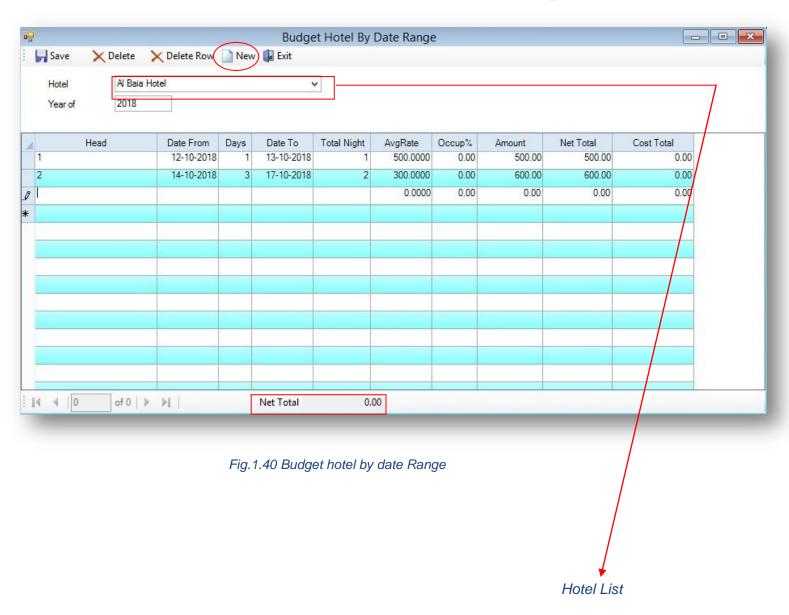
This section is meant for creating budget for a selected period of time.

By selecting Hotel from already created list and entering year, user can enter details by providing date from /to total night amount etc.

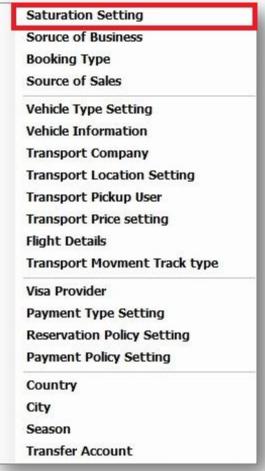If user wants to delete data of a single row only then selecting row and menu *Delete Row* data can be deleted

Fig.1.40 Budget hotel by date Range

Hotel List

e) Profile

📄 *Administration > Profile*

e.a) Saturation Setting

📄 *Administration > Profile > Saturation Setting*
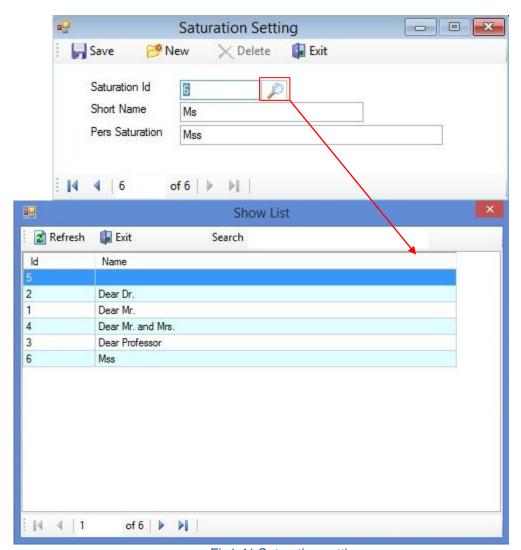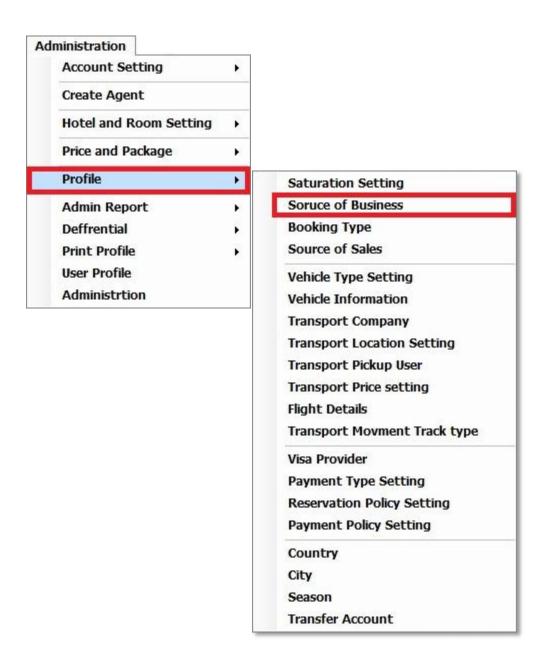
Fig1.41 Saturation setting

Field	Description
Saturation Id	Saturation Id. Read Only, Auto generated
Short Name	Short name details like Mr,Mrs,Ms,Dear Sir etc
Pers Saturation	Person saturation details

e.b) Source of Business

📝 *Administration > Profile > Source of Business*

Source of business is term used to determine how a guest came to know about the hotel. Also Defines through which channel/source the business reached to hotel Business can be typically from travel Agents, Tour Operators or any other third parties.
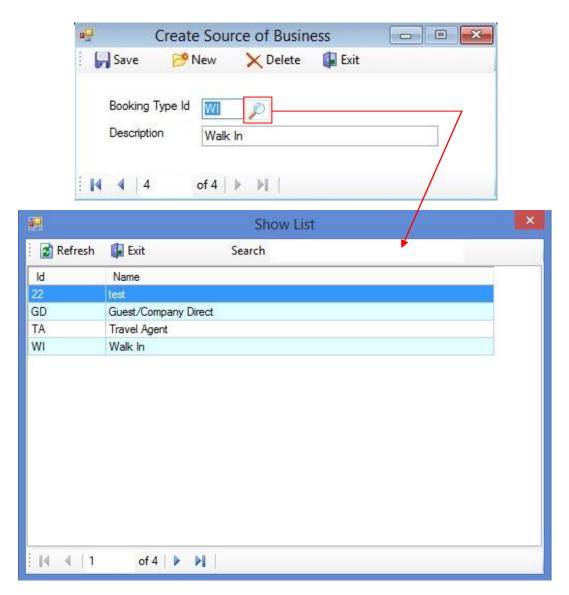
Fig.1.42 Create source of business

To determine where the source business originates many hotels will have option for guest to provide with answer which in turn helps in promotion of hotels. Here user can set source of business details as Travel Agent/Direct etc.
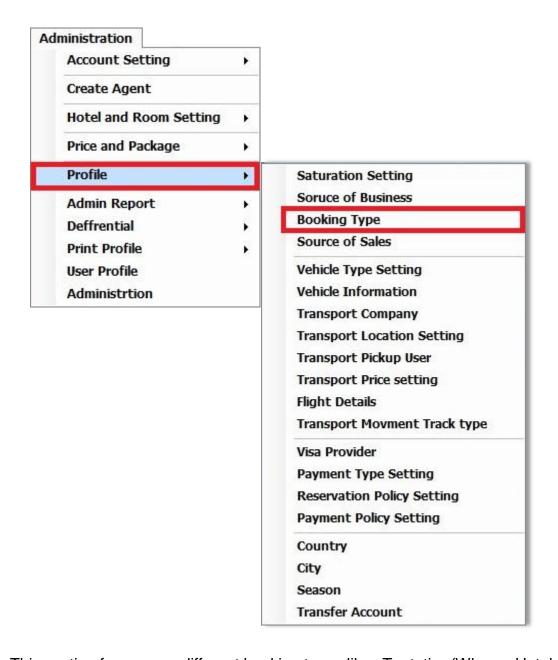
Field	Description
Booking Type Id	Highlights the source /Root where business originate. Just input any short codes like WI(walk in)or Dr (Direct) etc
Description	Business originates/source details .may be direct/through agent etc

e.c) Booking Type

📄 *Administration > Profile > Booking Type*

This section focuses on different booking types like, *Tentative* (When a Hotel reservations is taken but not confirmed, *Confirmed* (When a Hotel reservation is confirmed by the hotel by a letter or a mail to the guest) etc.
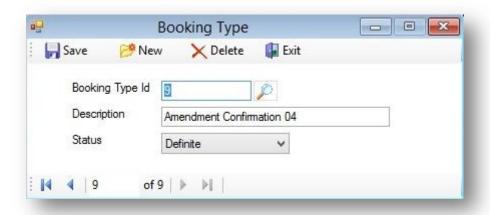
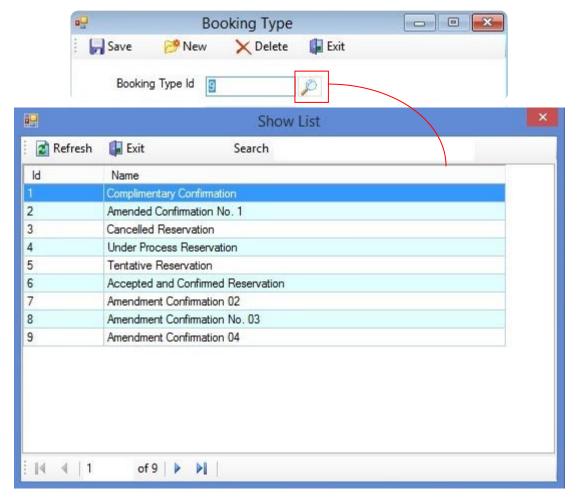*Fig.1.43 Booking Type window*
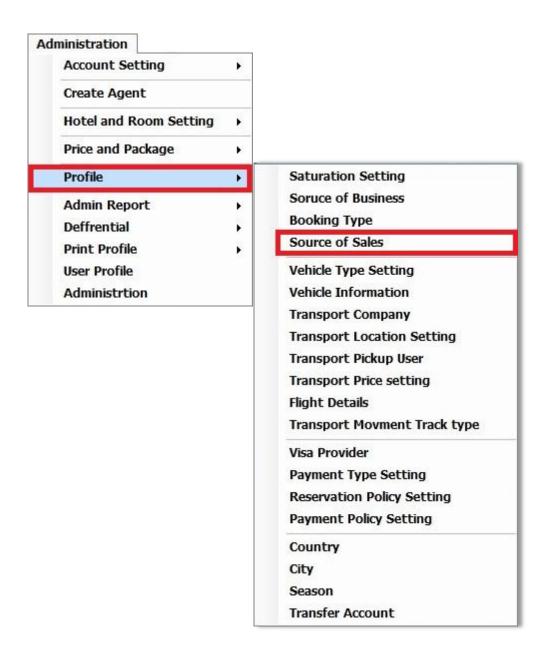

Fig.1.44 Booking Type Show List

On clicking the search button near *booking Type Id* field,   it will complete list of saved
booking types like Tentative, Accepted and confirmed reservation etc.

Field	Description
Booking Type Id	Booing type Id. Read Only, Auto generated
Description	Defines various booking types like *Tentative* (When a Hotel reservations is taken but not confirmed , *Confirmed* (When a Hotel reservation is confirmed by the hotel by a letter or a mail to the guest) etc
Status	Shows whether booking is Active or not

e.d) Source of Sales

📄 *Administration > Profile > Source of Sales*

Administration		
Account Setting	▶	
Create Agent		
Hotel and Room Setting	▶	
Price and Package	▶	
Profile	**▶**	Saturation Setting
Admin Report	▶	Soruce of Business
Deffrential	▶	Booking Type
Print Profile	▶	**Source of Sales**
User Profile		Vehicle Type Setting
Administrtion		Vehicle Information
		Transport Company
		Transport Location Setting
		Transport Pickup User
		Transport Price setting
		Flight Details
		Transport Movment Track type
		Visa Provider
		Payment Type Setting
		Reservation Policy Setting
		Payment Policy Setting
		Country
		City
		Season
		Transfer Account

Source of Sales defines from whom the sales leads come from .may be a person or any referrals from others. Hotel uses to track how business brought in and which channel it came from.
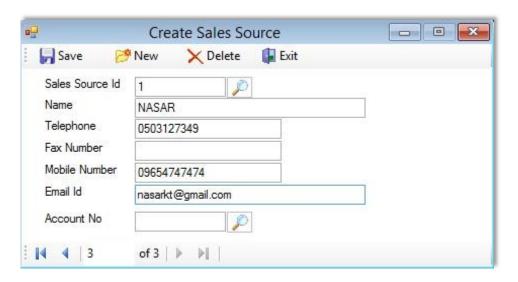
Fig.1.45 Create Sales Source window

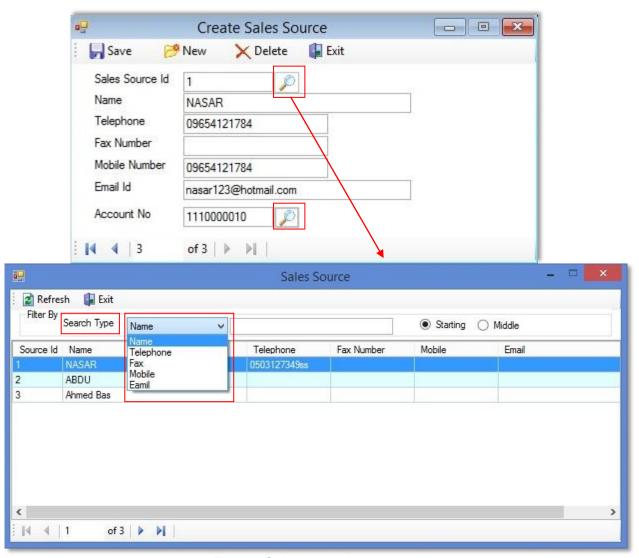| Field	Description
Sales Source Id	Sales Source Id. Read Only, Auto generated
Name	Provide Sales Source name details
Telephone	Telephone number details
Fax Number	Fax details if available
Mobile Number	Contact Number details
Email id	Mail Id details
Account No	GL Account number details

Navigating Source of Sales fields :::
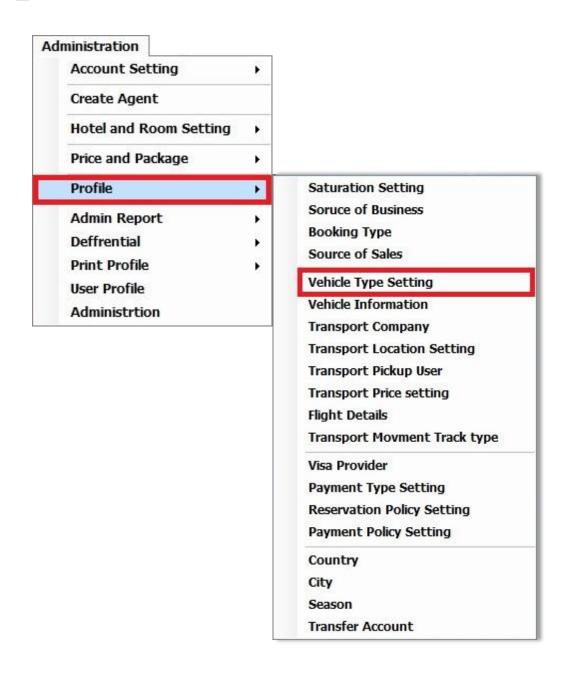

Fig 1.46 Sales source list

Here Sales source id created can be search by filtering Name/Telephone/Mobile/email etc. Name can be filtered according to Starting or middle name etc.

Account number can be selected from the search button near the account no field

e.f) Vehicle Type Setting

📄 *Administration > Profile > Vehicle Type Setting*

 Different vehicle type can be set here by providing Vehicle name & Vehicle details, passenger details etc.
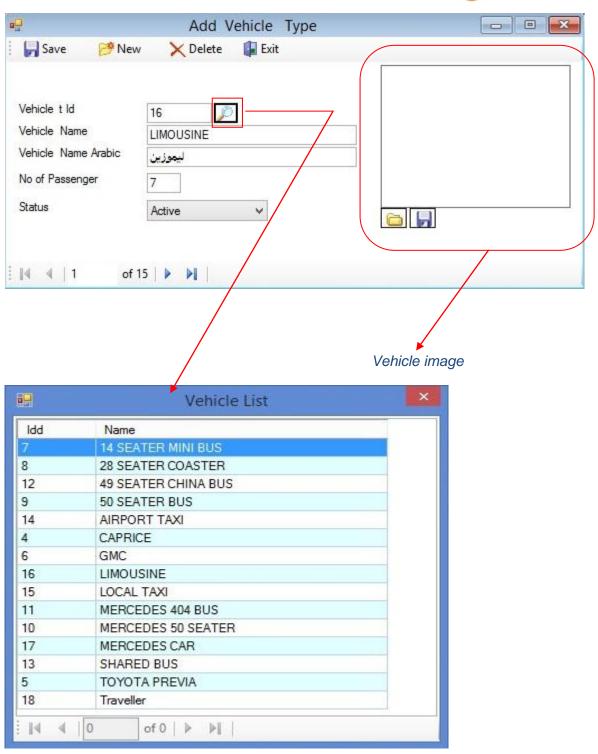
Fig 1.47. Add vehicle type window

Field	Description
Vehicle Id	Vehicle Id. Read Only, Auto generated
Vehicle Name	Vehicle name details like car, Taxi ,Bus etc.
Vehicle Name Arabic	Vehicle Name Details in Arabic language
No of Passenger	Passenger number details
Status	Shows currently active or not

Add Vehicle Type

Save   New   Delete   Exit

Vehicle t Id   16   🔍

Vehicle Name   LIMOUSINE

Vehicle Name Arabic   ليموزين

No of Passenger   7

Status   Active ▼

📁 💾

|◀ ◀ | 1   of 15 ▶ ▶|

Vehicle image

Vehicle List

Idd	Name
7	14 SEATER MINI BUS
8	28 SEATER COASTER
12	49 SEATER CHINA BUS
9	50 SEATER BUS
14	AIRPORT TAXI
4	CAPRICE
6	GMC
16	LIMOUSINE
15	LOCAL TAXI
11	MERCEDES 404 BUS
10	MERCEDES 50 SEATER
17	MERCEDES CAR
13	SHARED BUS
5	TOYOTA PREVIA
18	Traveller

|◀ ◀ |0   of 0 ▶ ▶|

◇   Created list vehicles can be viewed on clicking search button *on Vehicle id* field.

e.f) Vehicle Information

📝 *Administration > Profile > Vehicle Type Setting*

Detailed Vehicle information can be set here .Also saved details can be viewed on clicking search button.
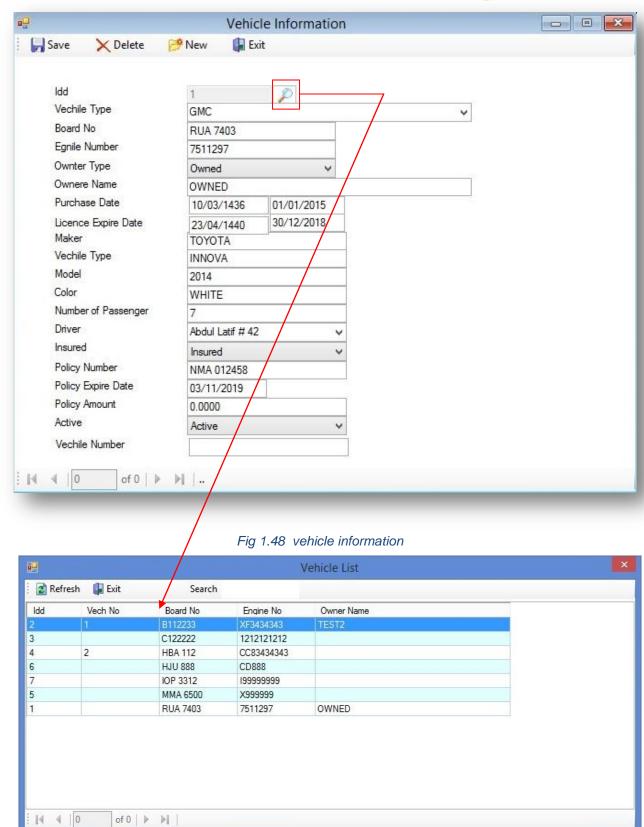

Fig 1.48 vehicle information

Fig 1.49 vehicle information list

Navigating Vehicle Information Fields :::

| Field	Description
Idd	Vehicle Id. Read Only, Auto generated
Vehicle Type	Defines vehicle type like Car , bus or mini van etc
Board No	Vehicle number board details
Engine Number	Vehicle Engine number details
Owner Name	Vehicle Owner of vehicle details
Purchase Date	Vehicle purchase date
License Expire Date	License expiry date for vehicle
Maker	Vehicle manufacture company details like Toyota, Mercedes etc
Vehicle Type	Defines type like car ,bus or van etc
Model	Model year like 2012 etc
Color	Color of vehicle
Number of Passenger	Passenger number which vehicle can accommodate
Driver	Driver name details
Insured	Insurance details whether vehicle is insured or not
Policy Number	Insurance policy number of vehicle
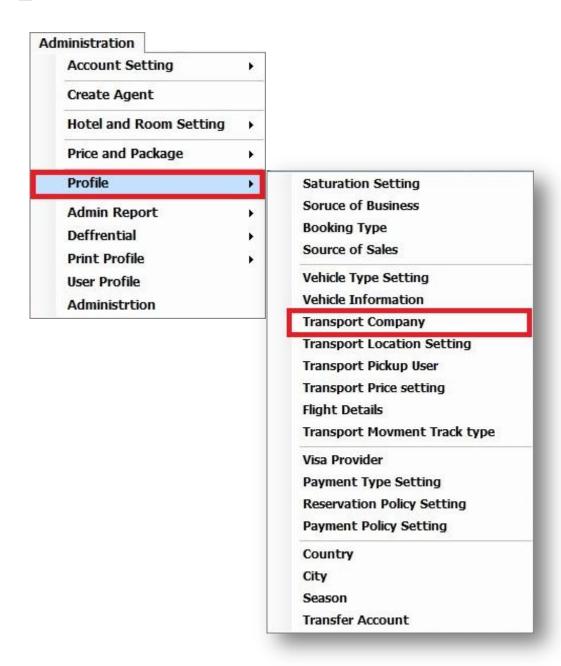
Field	Description
Policy Expire Date	Insurance policy expiry date
Policy Amount	Insurance policy amount paid
Active	Shows whether status is active or not
Vehicle Number	Vehicle number details

e.g) Transport Company

📝 *Administration > Profile > Transport Company*

A Transport Company is intended for transportation process from one place to another
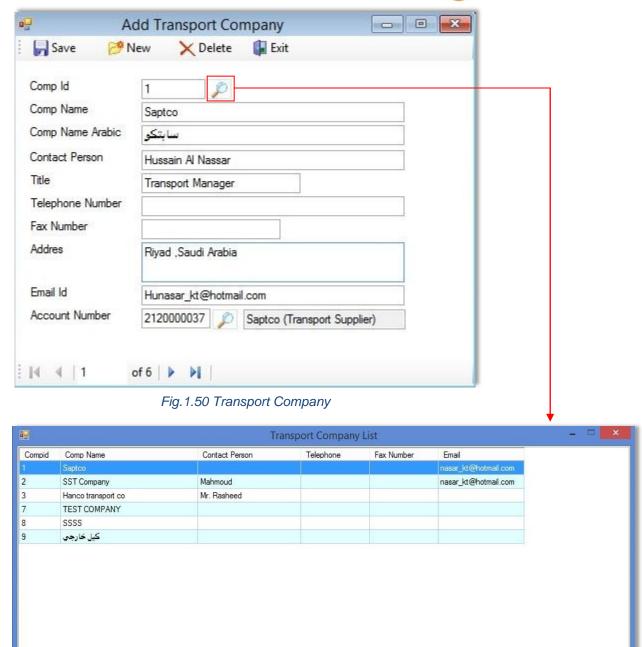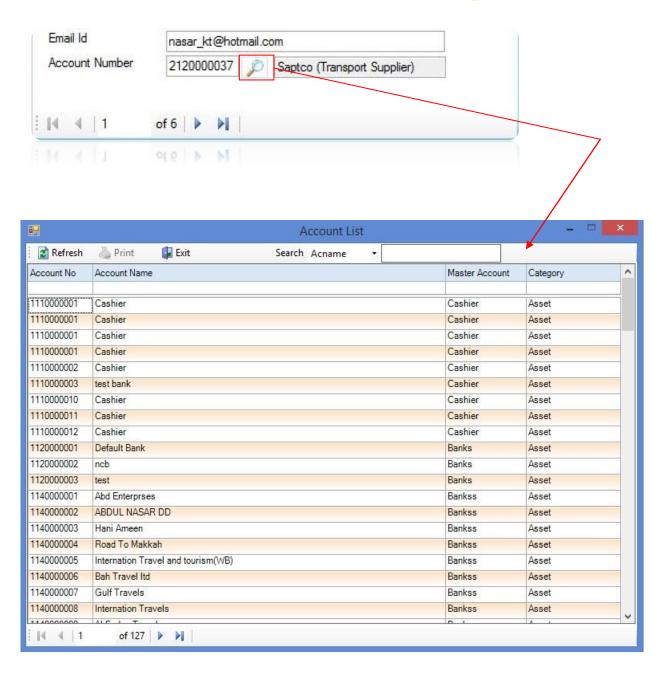Transport Company details can be created here by providing details.

Fig.1.50 Transport Company

Fig.1.51 Transport Company list

Email Id   nasar_kt@hotmail.com

Account Number   2120000037 🔍 Saptco (Transport Supplier)

◄◄ ◄ | 1   of 6 ► ►◄

Account List

Refresh Print Exit   Search Acname ▼ [   ]

Account No	Account Name	Master Account	Category
1110000001	Cashier	Cashier	Asset
1110000001	Cashier	Cashier	Asset
1110000001	Cashier	Cashier	Asset
1110000001	Cashier	Cashier	Asset
1110000002	Cashier	Cashier	Asset
1110000003	test bank	Cashier	Asset
1110000010	Cashier	Cashier	Asset
1110000011	Cashier	Cashier	Asset
1110000012	Cashier	Cashier	Asset
1120000001	Default Bank	Banks	Asset
1120000002	ncb	Banks	Asset
1120000003	test	Banks	Asset
1140000001	Abd Enterprses	Bankss	Asset
1140000002	ABDUL NASAR DD	Bankss	Asset
1140000003	Hani Ameen	Bankss	Asset
1140000004	Road To Makkah	Bankss	Asset
1140000005	Internation Travel and tourism(WB)	Banks	Asset
1140000006	Bah Travel ltd	Bankss	Asset
1140000007	Gulf Travels	Banss	Asset
1140000008	Internation Travels	Banss	Asset

◄◄ ◄ | 1   of 127 ► ►◄

Account number can be selected from the search button near Account number field.
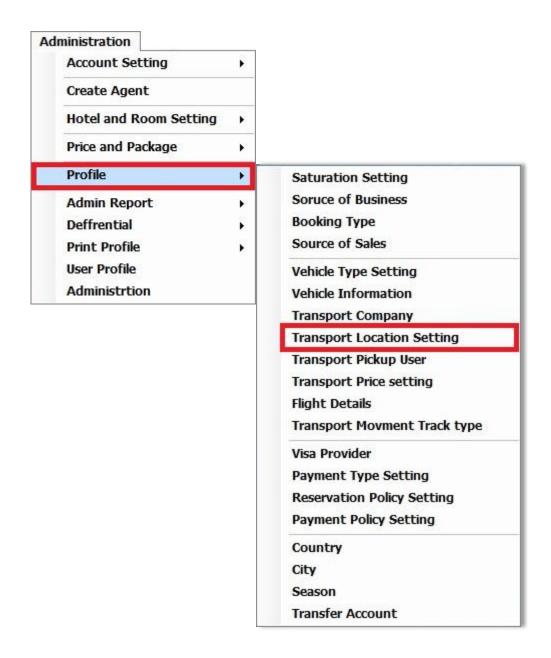
Navigating Add Transport company fields :::

Field	Description
Comp Id	Company Id. Read Only, Auto generated
Comp Name	Company Name details
Comp Name Arabic	Company Name in Arabic Language
Contact Person	Contact Person of company
Title	Title details like Transport manager, Company secretary etc.
Telephone Number	Telephone number details of Transport company
Fax Number	Fax number details of transport company
Address	Address details of transport company
Email Id	Mail id details
Account Number	Account number details
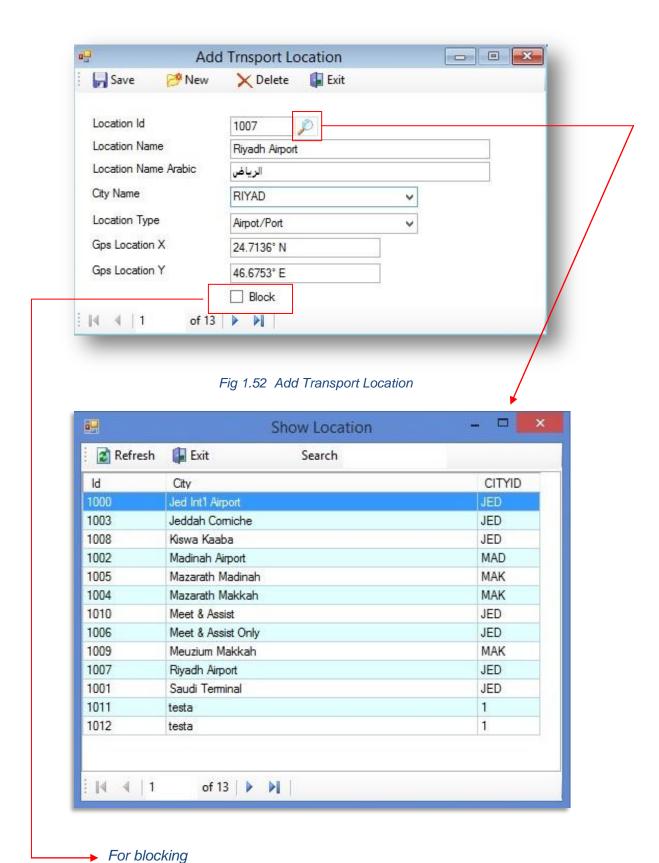
e.g) Transport Location Setting

📄 *Administration > Profile > Transport Location setting*

Administration	
Account Setting	▶
Create Agent	
Hotel and Room Setting	▶
Price and Package	▶
Profile	▶
Admin Report	▶
Deffrential	▶
Print Profile	▶
User Profile	
Administrtion	

Saturation Setting
Soruce of Business
Booking Type
Source of Sales
Vehicle Type Setting
Vehicle Information
Transport Company
Transport Location Setting
Transport Pickup User
Transport Price setting
Flight Details
Transport Movment Track type
Visa Provider
Payment Type Setting
Reservation Policy Setting
Payment Policy Setting
Country
City
Season
Transfer Account

New Transport locations can be created here. Just provide location name, city name
Details transport location can be managed.

Fig 1.52 Add Transport Location

For blocking
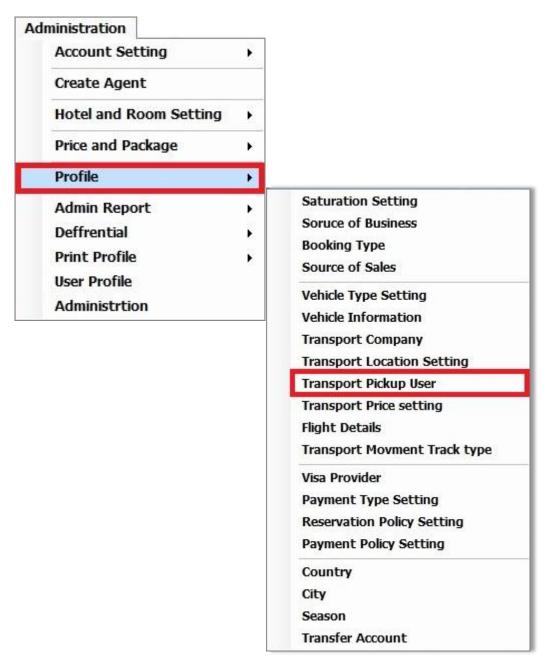
Navigating Transport Location Setting :::

Field	Description
Location Id	Location Id. Read Only, Auto generated
Location Name	Location name details
Location Name Arabic	Location Name Details in Arabic language
City Name	City Name details
Location Type	Location details like hotel/Airport/Local places etc
Gps Location X	GPS location latitude/longitude coordinates like 21.4858° N
Gps Location Y	GPS location latitude/longitude coordinates like 39.1925° E

e.h) Transport Pickup User

📄 *Administration > Profile > Transport Pickup User*

This section helps to manage *Add/Delete/Edit* driver details and status of driver. On clicking search button full list can be seen.

151
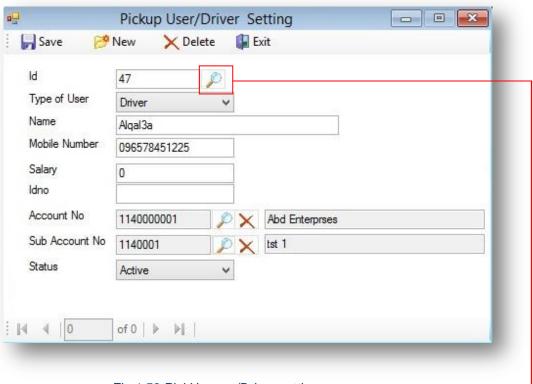
Fig 1.53 PickUp user/Driver setting
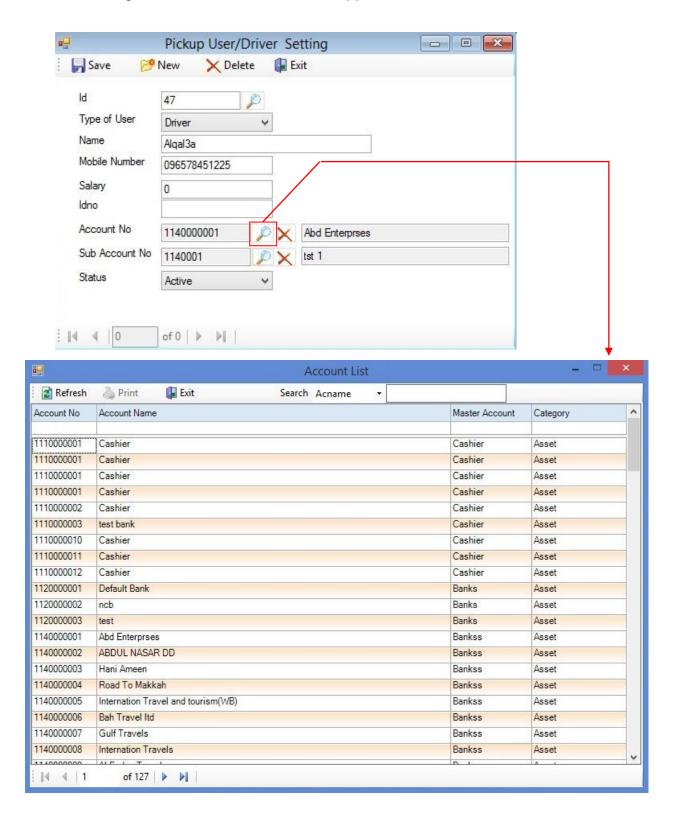
Field	Description
Id	Location Id. Read Only, Auto generated
Type of User	Defines type of user like driver/pickup user
Name	Name details of driver
Mobile Number	Contact number details of driver
Salary	Salary details
Idno	Identification number ,any numerical value
Account No	Account number details
Sub Account No	Sub category Account number details
Status	Shows whether active or not
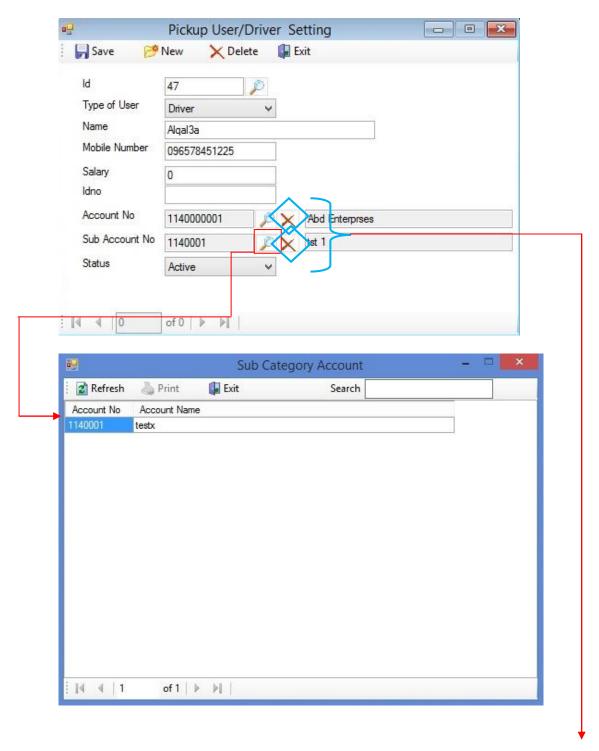
On Clicking *Account No* button a list will appear which shows account name details

Sub Account details can be available on clicking *Sub account No* search button
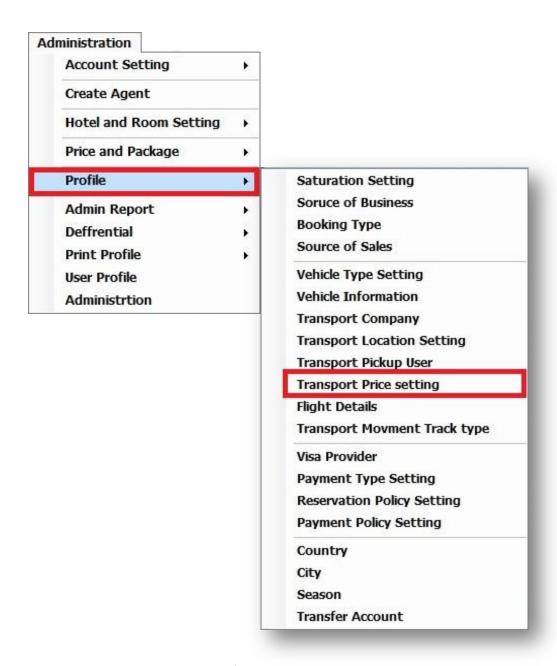
Account/ Sub Account *delete* button
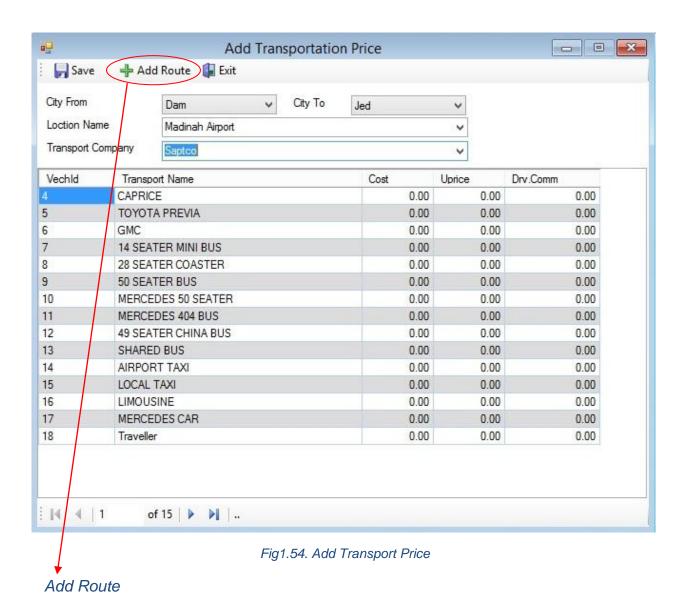
e.i) Transport Price Setting

📝 *Administration > Profile > Transport Price Setting*
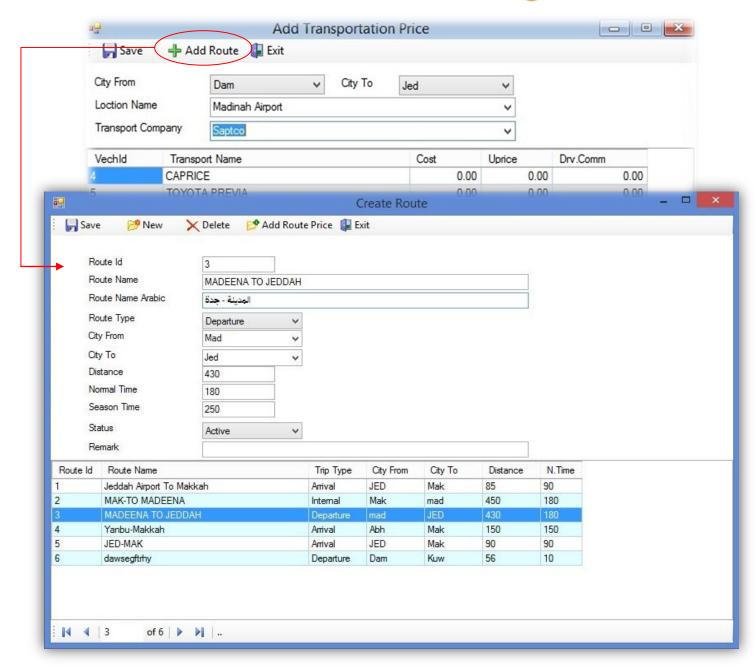
It denotes Transportation price from one location to another. Here price can be set from by providing *City from* & *City to* details. Location name, Transport company details also need to provide

Fig1.54. Add Transport Price

Add Route
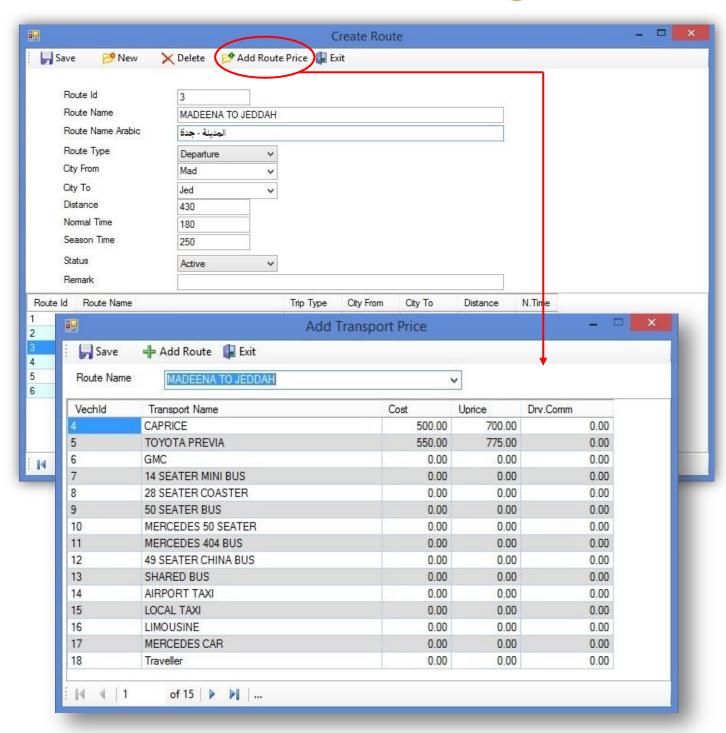
In this New Route details can be also added which includes the location to travel and different times (normal time, season time, high season time)

In Transport price setting user can create new routes by providing details .same way new route price can be assigned to created routes also.
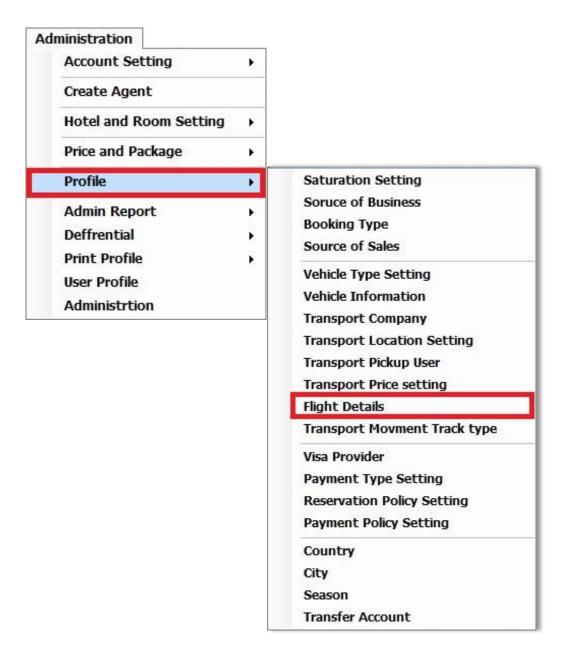
e.j) Flight Details

📄 *Administration > Profile > Flight Details*

This section aims to add New Flights details. Various Flights name are recorded here and by clicking on search button it can be viewed.
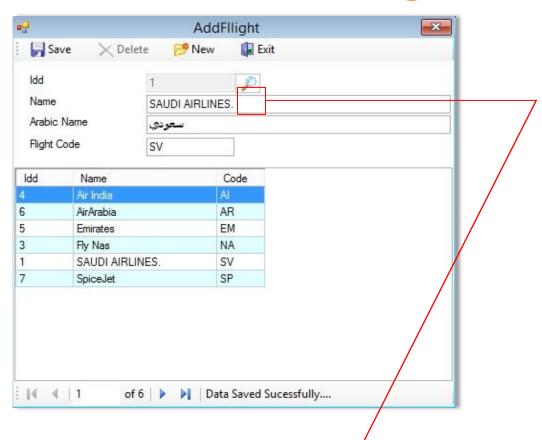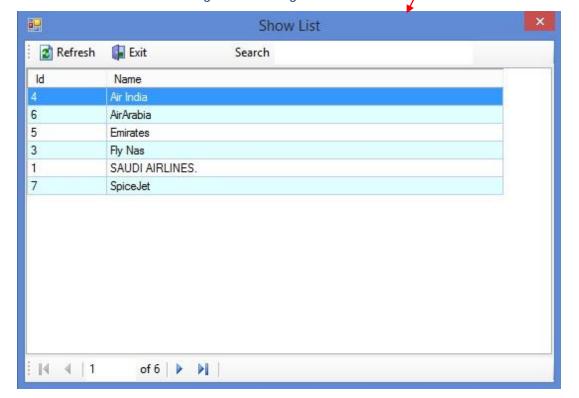
Fig.1.55 Add Flight Details
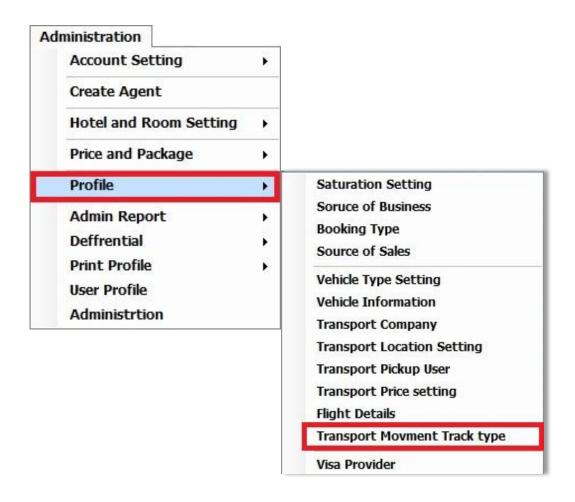
Navigating Add Flight details field :::

Field	Description
Idd	Id. Read Only, Auto generated
Name	Flight Name details like Flynas,Saudi Airlines etc
Arabic Name	Flight Name Details in Arabic language
Flight Code	Flight code details as per IATA code

e.k) Transport Movement Track Type

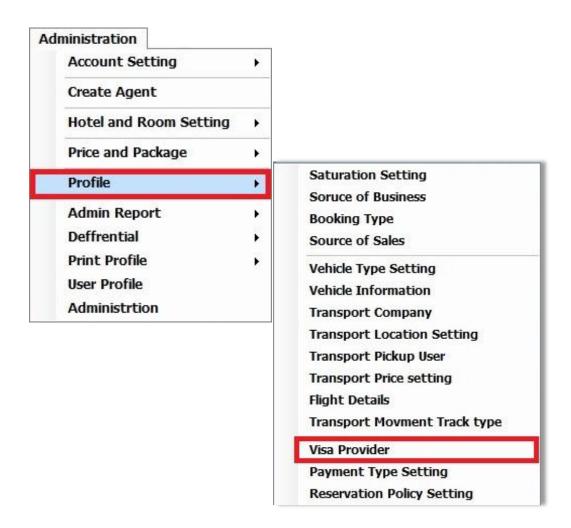📄 *Administration > Profile > Transport Movement Track Type*

This section covers transport movement tracking details. Here step by step process enables to track transport movement.
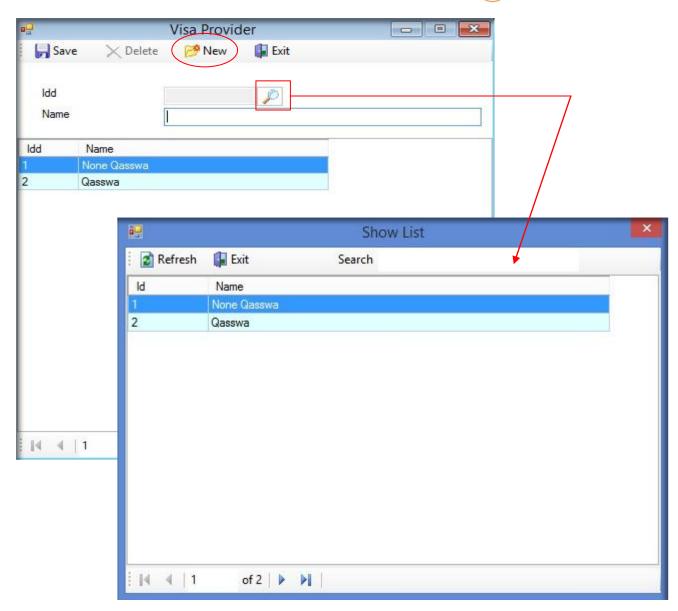
e.l) Visa Provider

📝 *Administration > Profile > Visa Provider*

This section allows creating new Visa providers (visa providing services/assistance). New visa providers details can be added here. Saved details can be viewed on clicking search button.
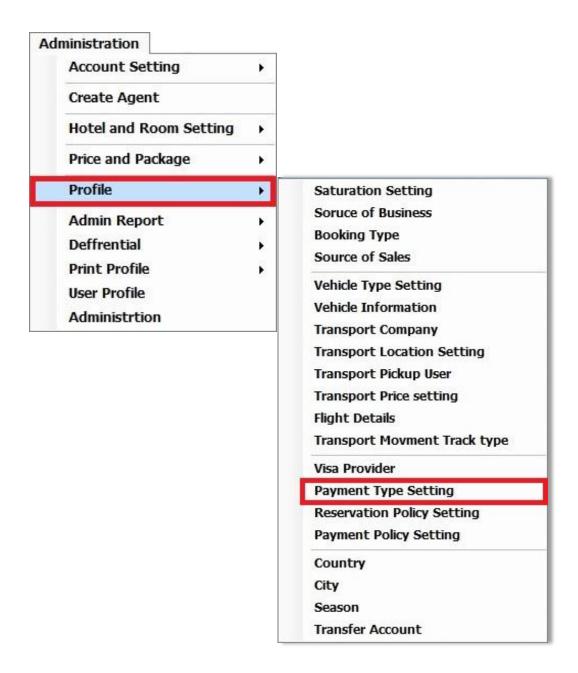
Field	Description
Idd	Auto generated
Name	Name details of visa providers

e.m) Payment Type Setting

📄 *Administration > Profile > Payment Type Setting*

This section is for defining payment types. Various payments modes like cash, credit, cheque etc. can be set here. Saved items can be viewed by clicking on search button
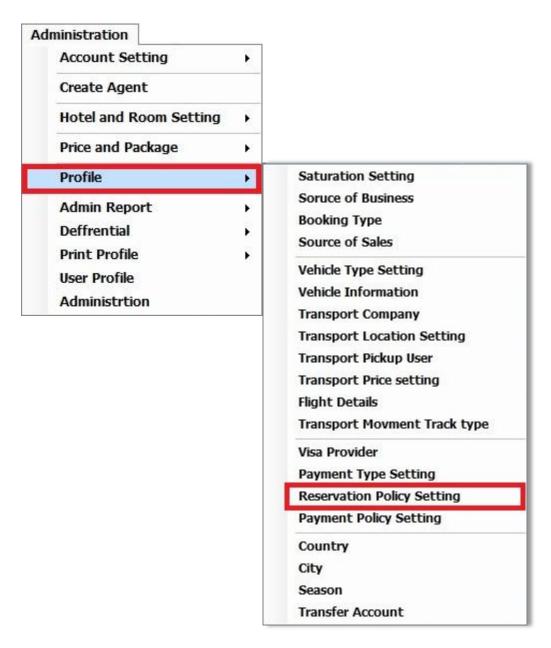
Fig 1.56 Payment type setting

Field	Description
Payment Idd	Payment Id details. Auto generated
Payment Type Name	Payment details like cheque ,cash ,credit etc
Short Name	Short code for payment type like CH for cheque payment or any

e.n) Reservation Policy Setting

📝 *Administration > Profile > Reservation Policy Setting*

Administration		
Account Setting	▶	
Create Agent		
Hotel and Room Setting	▶	
Price and Package	▶	
Profile	▶	Saturation Setting
Admin Report	▶	Soruce of Business
Deffrential	▶	Booking Type
Print Profile	▶	Source of Sales
User Profile		Vehicle Type Setting
Administrtion		Vehicle Information
		Transport Company
		Transport Location Setting
		Transport Pickup User
		Transport Price setting
		Flight Details
		Transport Movment Track type
		Visa Provider
		Payment Type Setting
		Reservation Policy Setting
		Payment Policy Setting
		Country
		City
		Season
		Transfer Account

Reservation policy setting helps to manage various reservation policies. Saved policy
name can be viewed on clicking search button.
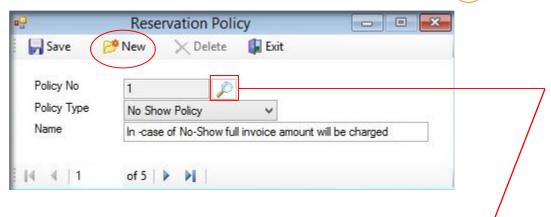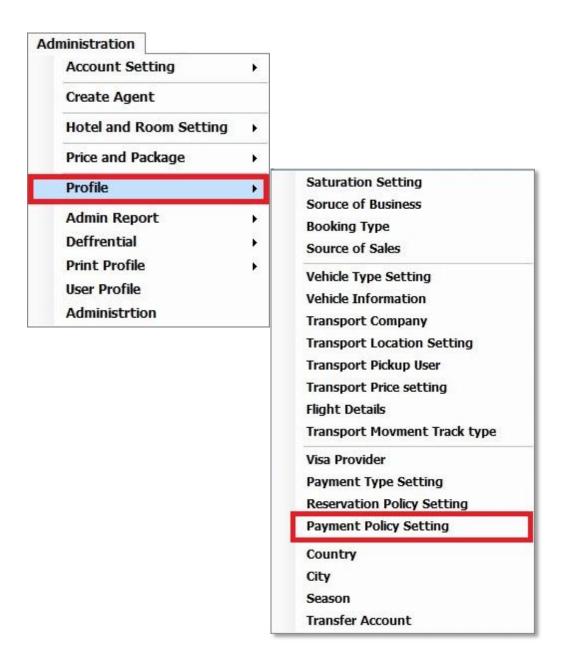
Fig 1.57 Reservation Policy

Field	Description
Policy No	Policy number , Auto Generated
Policy Type	Defines policy types like no show policy/cancellation policy etc
Name	Policy names like Reconfirm booking before option date/No amendments/No refund after reconfirmation etc

e.o) Payment Policy Setting

📝 *Administration > Profile > Payment Policy Setting*

Payment policy follows different policies that can be set by administrator. Advance payment or 50% as advance etc. are set by admin.
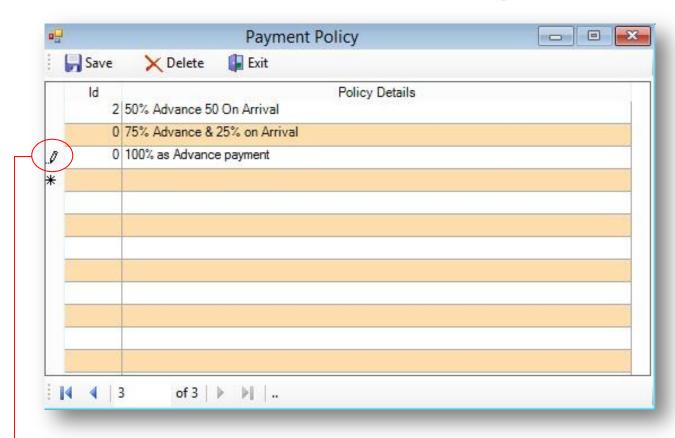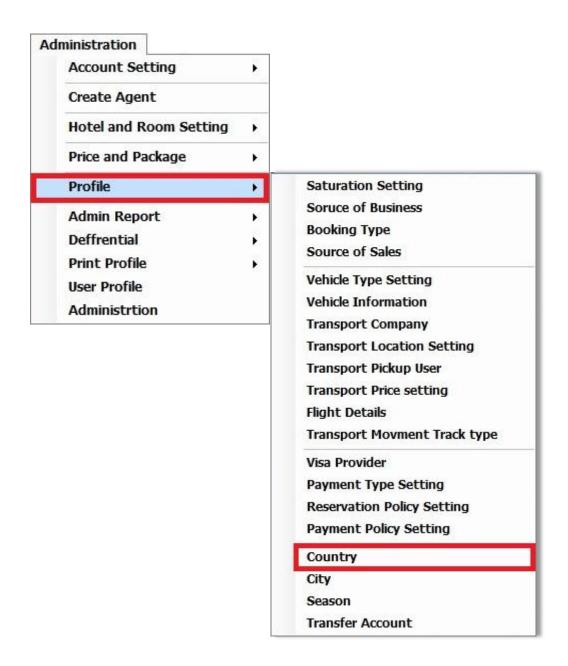
Fig1.58 Payment Policy setting window

On double clicking the field, data can be entered as policy details.
Id will be Auto generated.

e.p) Country

📑 *Administration > Profile > Country*

The Nationality/Country type settings are defined here. Nationality, Country code, Currency code etc. are set here.
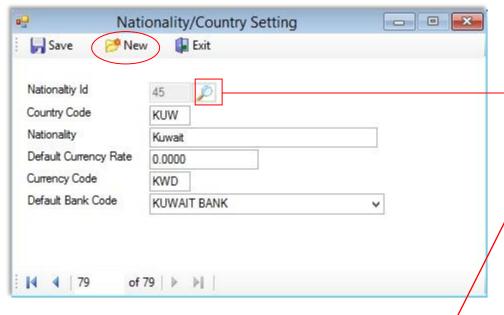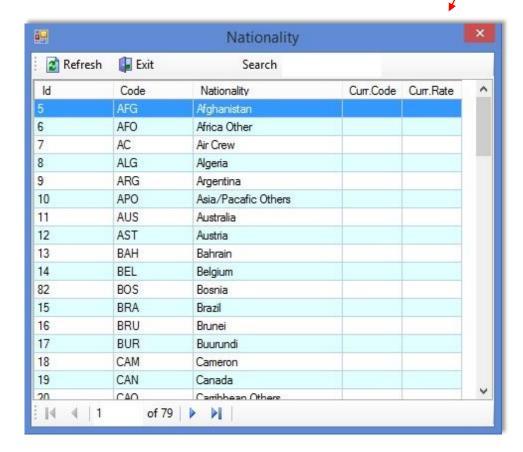
Fig 1.59 Nationality /Country setting window

Field	Description
Nationality Id	Nationality Id ,Auto generated
Country Code	Country Code representation (ISO codes like Alpha 2,Alpha 3 codes) such as **SA/SAU** for Saudi Arabia, **KUW** for Kuwait
Default Currency Rate	Currency Rate as per stock exchange rate
Currency Code	Currency Code details like **SAR** for Saudi Arabian Riyal,**KWD** for Kuwait
Default Bank Code	Default Bank code details like IBAN code etc

e.q) City

📝 *Administration > Profile > City*

New city details are created hereby providing City name & City code also selecting country from the already created country list, one can create new City.
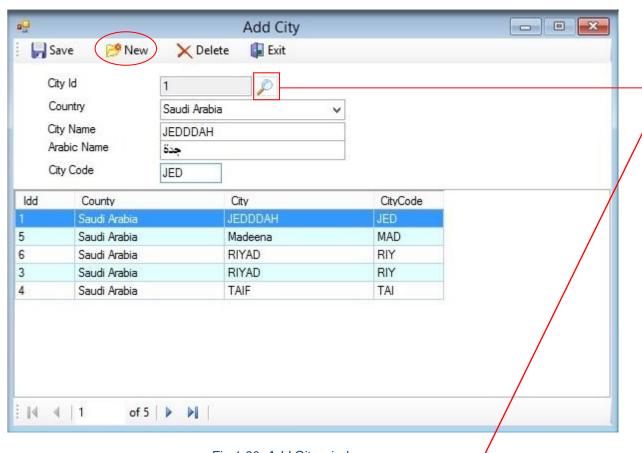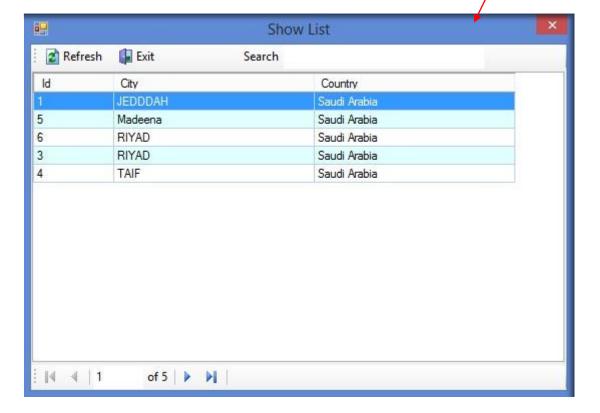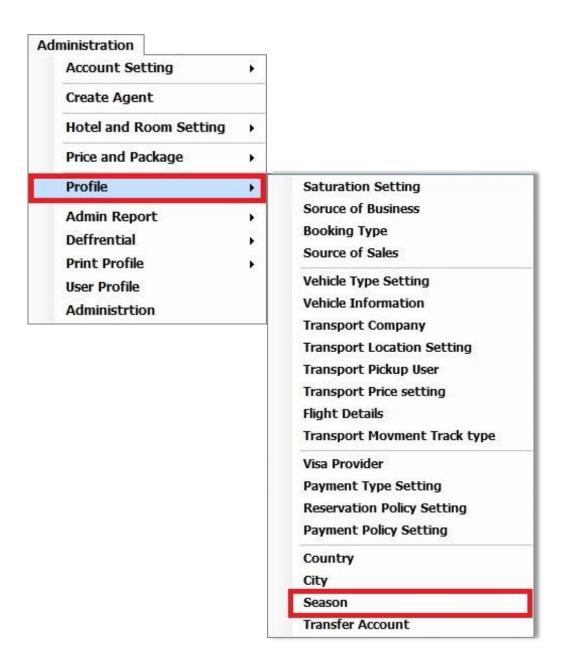
Fig 1.60 Add City window

Field	Description
City Id	City Id ,Auto generated
Country	Country where city belongs to
City Name	City name details
Arabic Name	City name in Arabic Language
City Code	City Code details such as 'JED' for *Jeddah* or else

New City can be added on clicking *New* button and can be removed by *Delete* button.
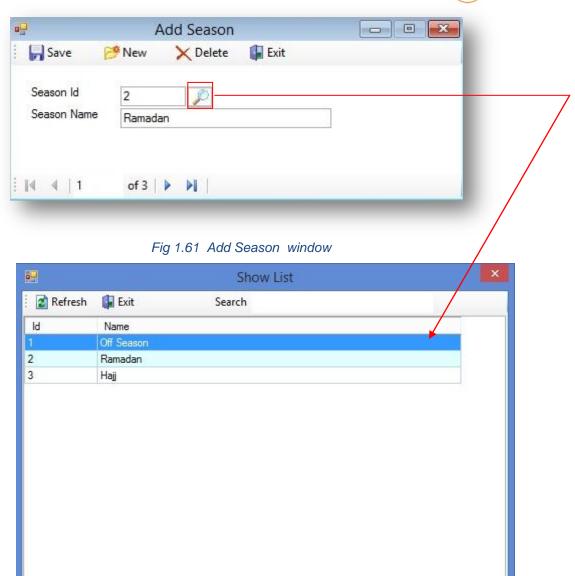Created list of cities are available on clicking search button.

e.w) Season

📝 *Administration > Profile > Season*

This section Characterizes seasonality. Season may categorize as low/medium etc or Other pilgrimage seasons like ramdan/hajj/umrah etc.

Fig 1.61 Add Season window

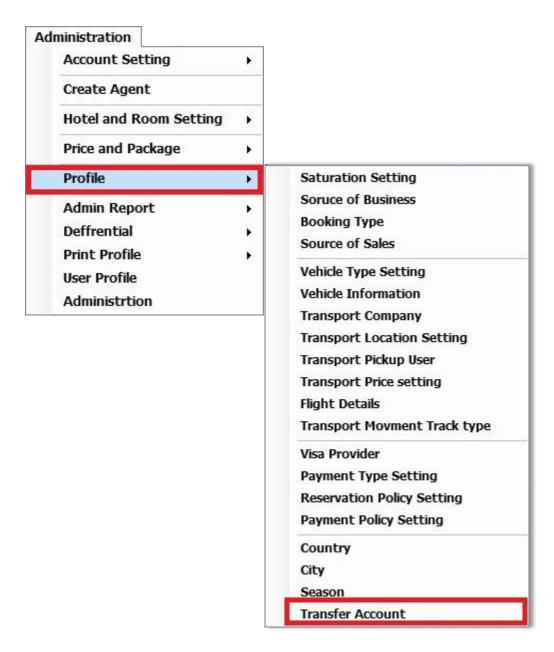| Field	Description
Season Id	Any Numerical Value
Season Name	Season name details like peak/low season etc or Hajj/Umrah etc

e.x) Transfer Account

📄 ***Administration > Profile > Transfer Account***

Here module defines Account details for cash transfer purpose. Bank name, Account number (International bank account number), Account holder name & branch details are provided.
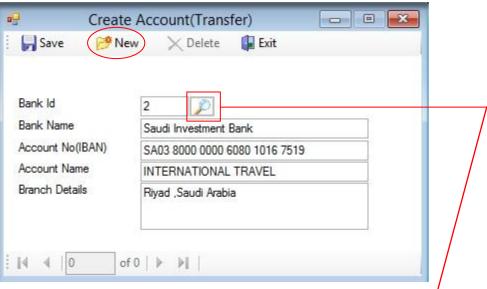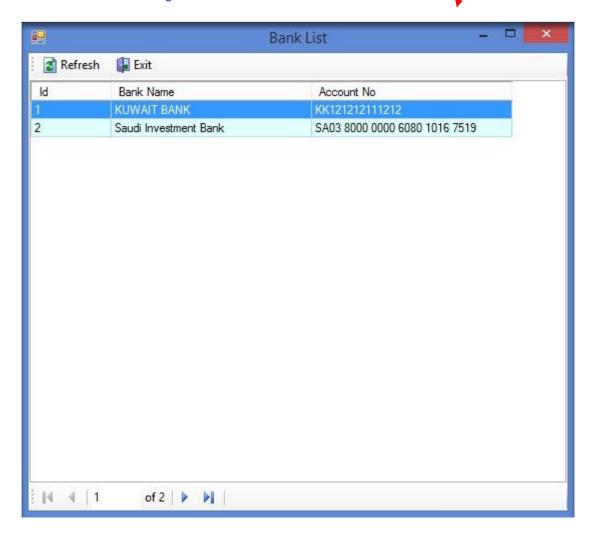
Fig 1.62 Create account window

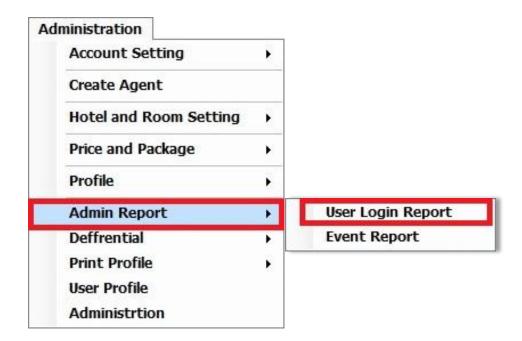| Field	Description
Bank Id	Bank Id ,Auto generated
Bank Name	Bank Name details where account holds
Account No(IBAN)	Account number (International Bank Account Number)
Account Name	Account holder name as in bank details
Branch Details	Branch details like address or any

f) Admin Report

📄 *Administration > Admin Report*

Admin Report allows to generate reports by minimal data entry thereby provides feature rich reports that enables printing also. It also keeps track of User login & Event reports. Report will give you comprehensive details regarding the modules.

f.a) User Login Report
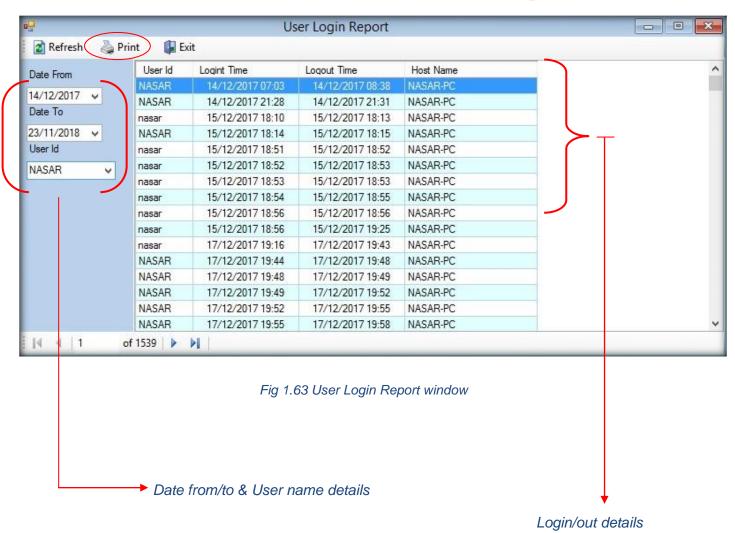
📄 *Administration > Admin Report > User Login Report*
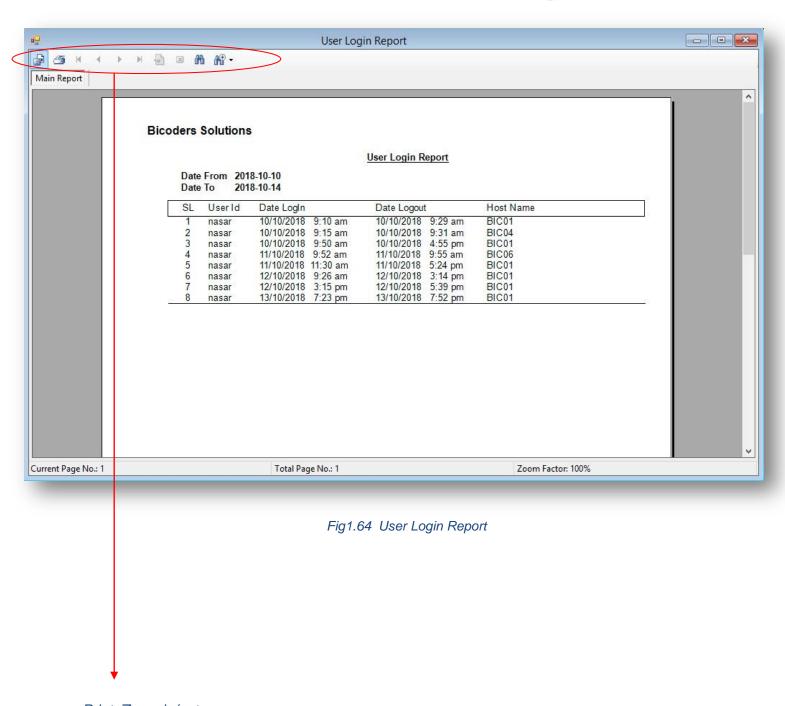
User login Reports can mange login/out time of the user which can be collected as reports by providing required dates.

If the login/out time of particular *User* need to be identified simply select date from date picker and select user from already created user lists.

Fig 1.63 User Login Report window

Date from/to & User name details

Login/out details

Fig1.64 User Login Report
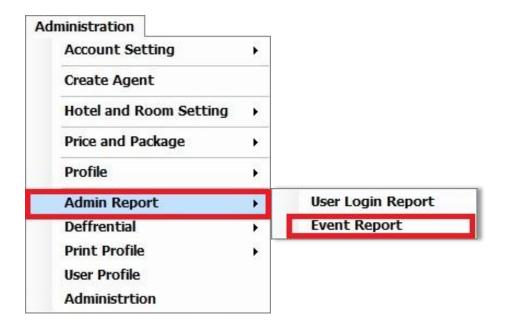
Print, Zoom in/out menu

The Report can be printed on clicking *Print* button on top left of the report

f.b) Event Report

Administration > Admin Report > Event Report
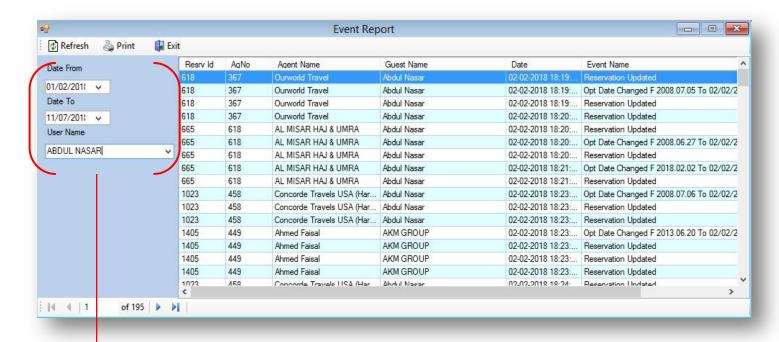
Fig1.65 Event Report

Date & User Id details
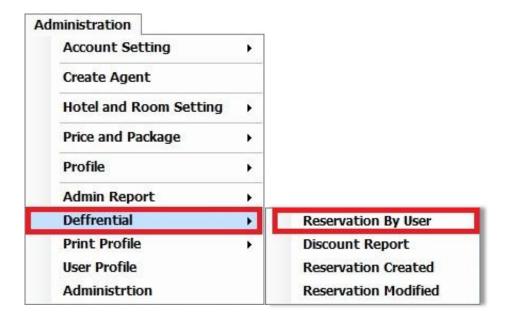
g) Differential

📄 *Administration > Differential*

Differential as name indicates user can take report in different ways of modules such as reservation by user, reservation discount report, reservation created by date and reservation modified by date.
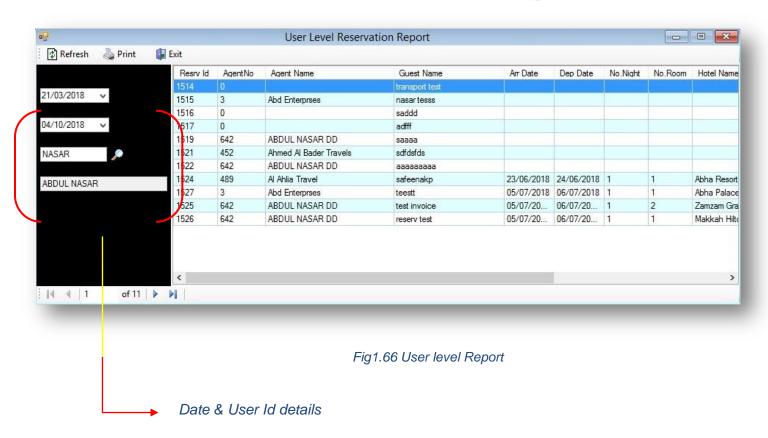
g.a) Reservation By User
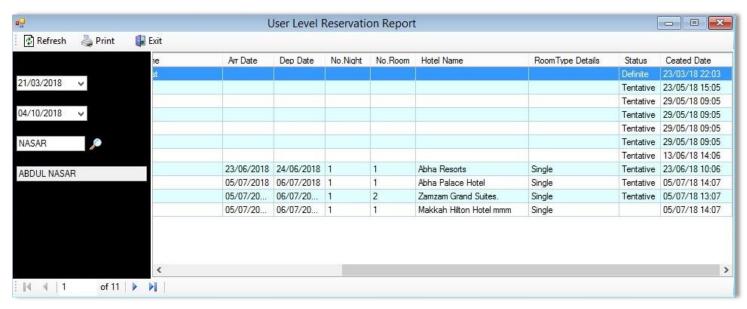
📄 *Administration > Differential > Reservation by User*

This section enables user level reservation report within a date period. User can search data by with date and user id .

Fig1.66 User level Report

Date & User Id details
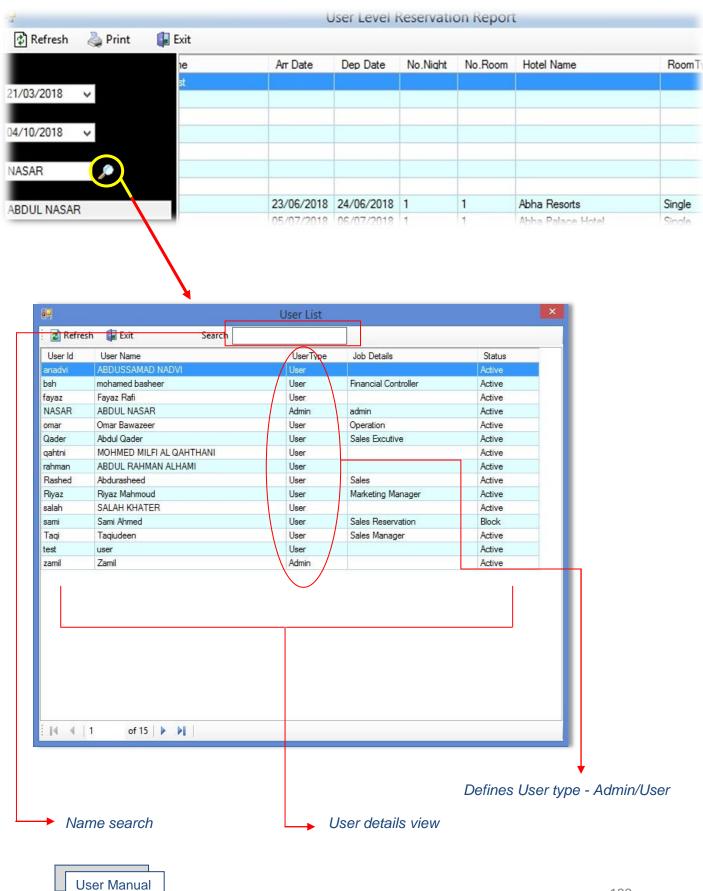
On clicking search button full user list will be shown .By providing entries of date from, date to & user id , full list of user level reservation Report will appear showing details

User Level Reservation Report

	Arr Date	Dep Date	No.Night	No.Room	Hotel Name	RoomT
	23/06/2018	24/06/2018	1	1	Abha Resorts	Single
	05/07/2018	06/07/2018	1	1	Abha Palace Hotel	Single

User List

| User Id	User Name	UserType	Job Details	Status
anadvi	ABDUSSAMAD NADVI	User		Active
bsh	mohamed basheer	User	Financial Controller	Active
fayaz	Fayaz Rafi	User		Active
NASAR	ABDUL NASAR	Admin	admin	Active
omar	Omar Bawazeer	User	Operation	Active
Qader	Abdul Qader	User	Sales Excutive	Active
qahtni	MOHMED MILFI AL QAHTHANI	User		Active
rahman	ABDUL RAHMAN ALHAMI	User		Active
Rashed	Abdurasheed	User	Sales	Active
Riyaz	Riyaz Mahmoud	User	Marketing Manager	Active
salah	SALAH KHATER	User		Active
sami	Sami Ahmed	User	Sales Reservation	Block
Taqi	Taqiudeen	User	Sales Manager	Active
test	user	User		Active
zamil	Zamil	Admin		Active

1 of 15

Defines User type - Admin/User

Name search

User details view

User Manual

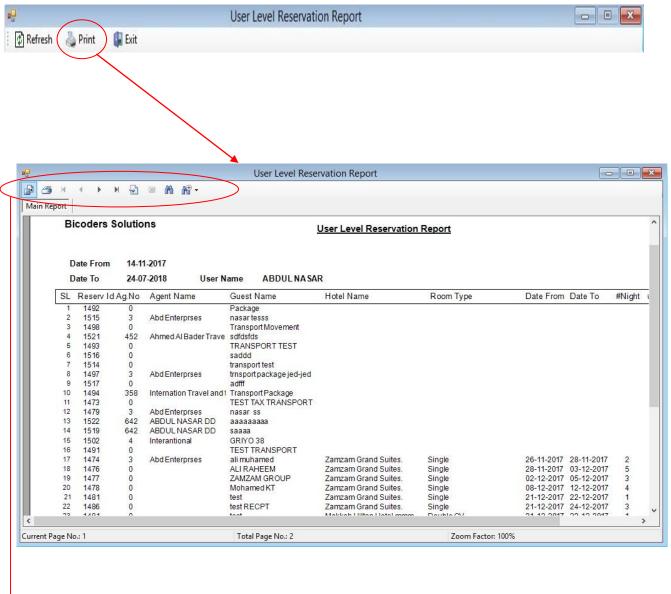On Clicking *Print* button print out of User level registration will avail showing list .

Print, Zoom in/out menu
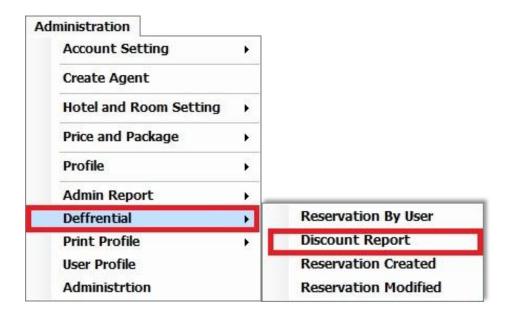
g.b) Discount Report

📄 *Administration > Differential > Discount Report*

This section will list discount details of hotels. User can search data by with date/ hotel / by date [all] /Guest in house.

User can avail the discount details by sorting the data of date period, hotel Name and Guest in house options. Available details report can be printed or saved.

Date & User Id details
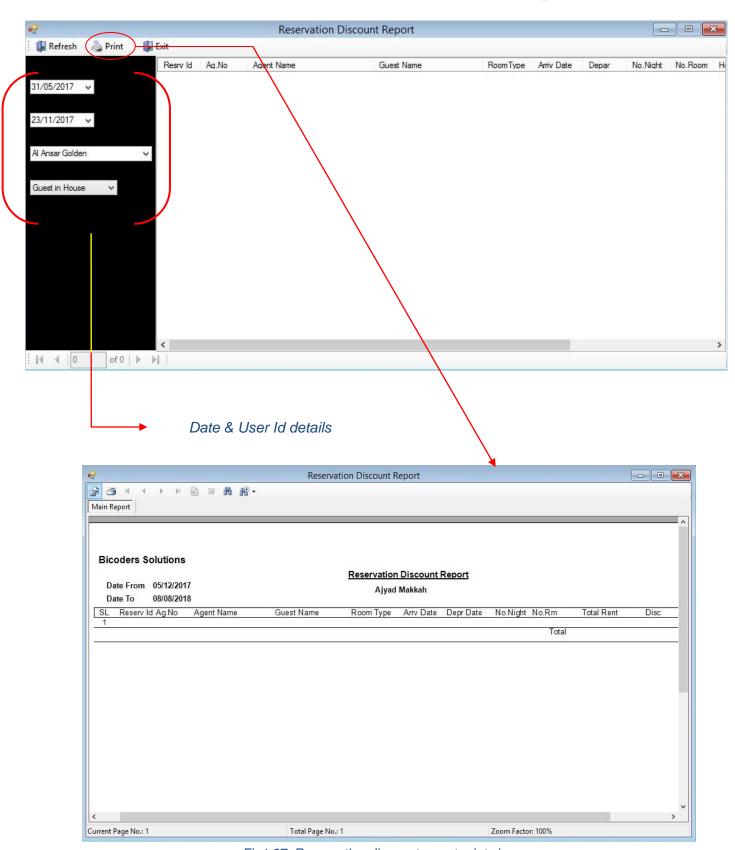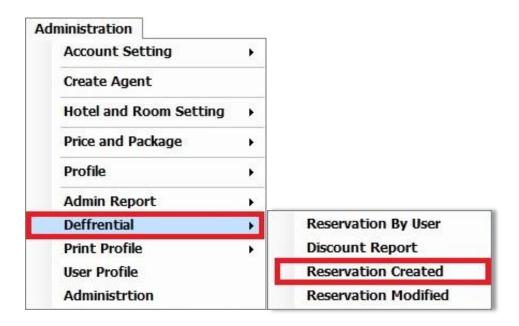
Fig1.67 Reservation discount report print view
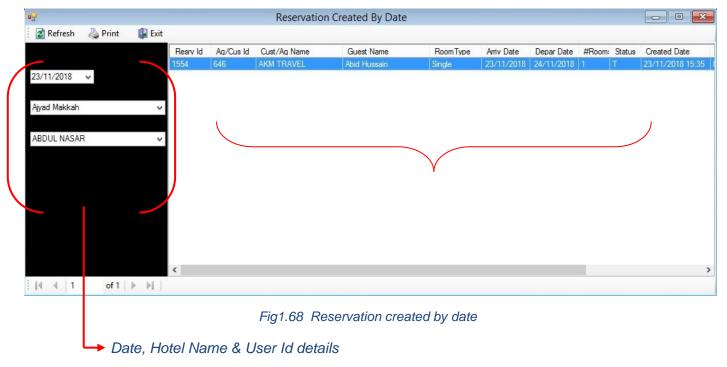
g.c) Reservation Created

📝 *Administration > Differential > Reservation Created*

View of reservation details based on created date. Provide date of reservation, Hotel name and username then reservation created according to date will display

Fig1.68 Reservation created by date

Date, Hotel Name & User Id details

User can avail report details of the reservation created which can be printed or saved for later purpose.
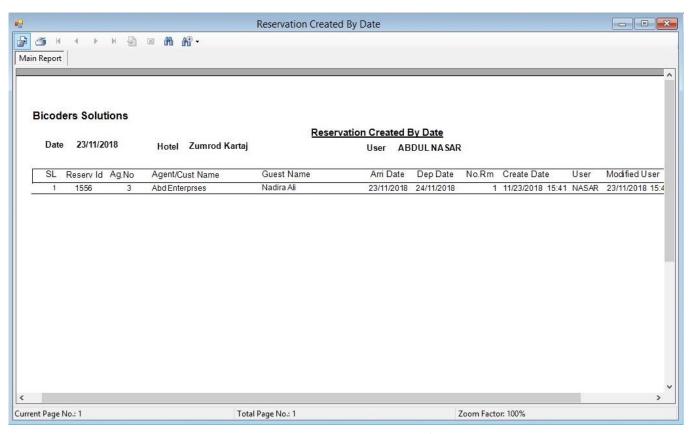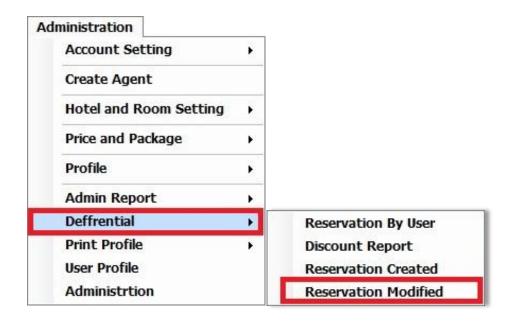

Fig1.69   Reservation created by date print
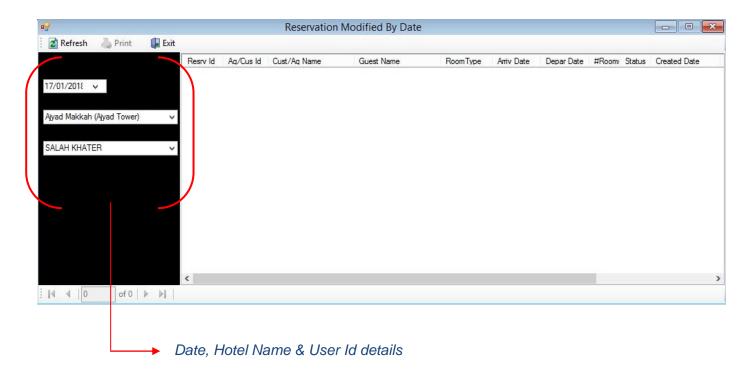
g.d) Reservation Modified

📄 *Administration > Differential > Reservation Modified*

View of existing reservation details that has been modified based on date

Date, Hotel Name & User Id details
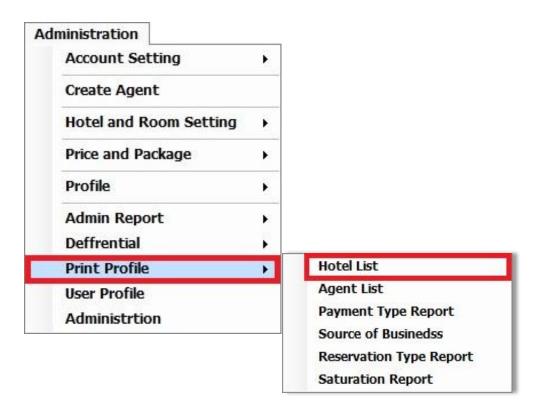
h) Print Profile

📄 *Administration > Print Profile*

Print profile module are convenient way to provide detailed history and print report of hotel list ,Agent list, payment type ,reservation type etc.
reports offers detailed visibility can be printed or either saved accordingly.

h.a) Hotel List

📄 *Administration > Print Profile > Hotel List*

Administration	
Account Setting	▶
Create Agent	
Hotel and Room Setting	▶
Price and Package	▶
Profile	▶
Admin Report	▶
Deffrential	▶
Print Profile	▶
User Profile	
Administrtion	

Hotel List
Agent List
Payment Type Report
Source of Businedss
Reservation Type Report
Saturation Report

This section will list the hotel details .Data will be in PDF format and user can take print or save it.
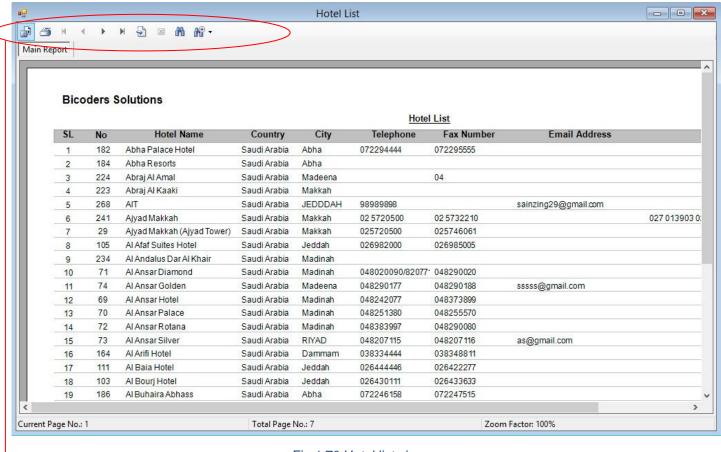
Fig 1.70 Hotel list view
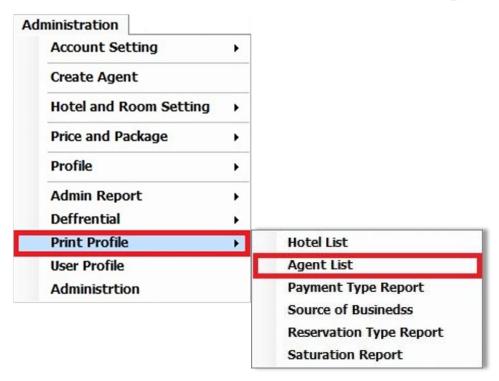
Print, Zoom in/out menu

h.b) Agent List

📄 *Administration > Print Profile > Agent List*

This section facilitates view of the agent details list. Data will be in PDF format and user can take print or save it.
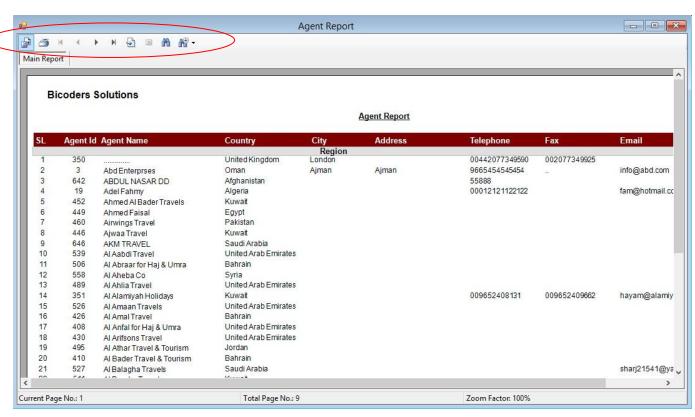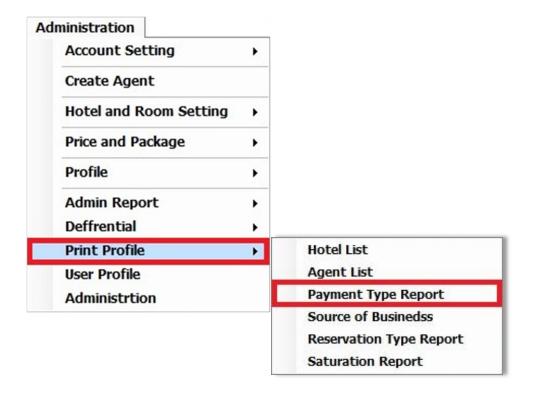
Fig 1.71 Agent List view

Print, Zoom in/out menu

h.c) Payment Type Report

📝 *Administration > Print Profile > Payment type report*

This section outlines the different payment modes. Different payment list include such as Cash ,cheque ,Bank Transfer etc.
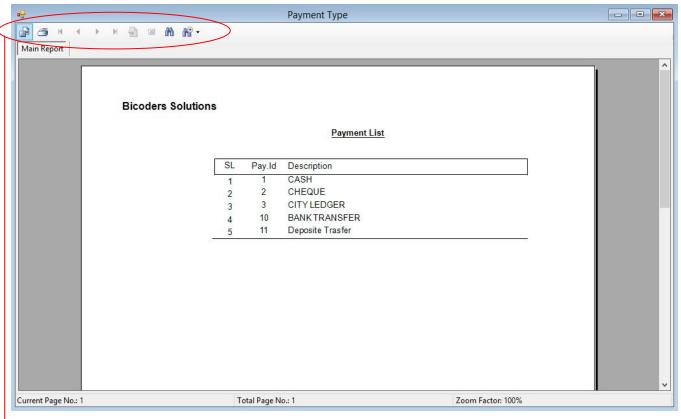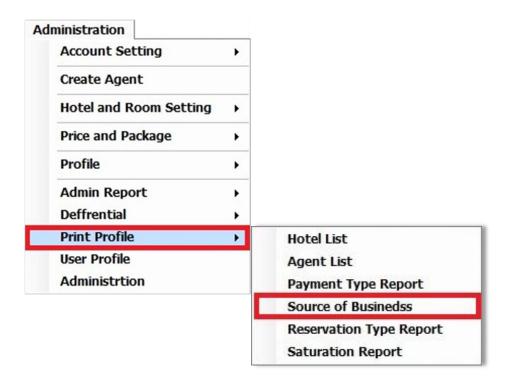
Fig 1.72 Payment type

Print, Zoom in/out menu

h.d) Source of Business

This section will lists different sources of business available. Request for room reservation may come from a number of sources. Also it is important to keep track from which source business comes in so that it will help in later business process.

By knowing how and from where does the business comes it will help in future reservation
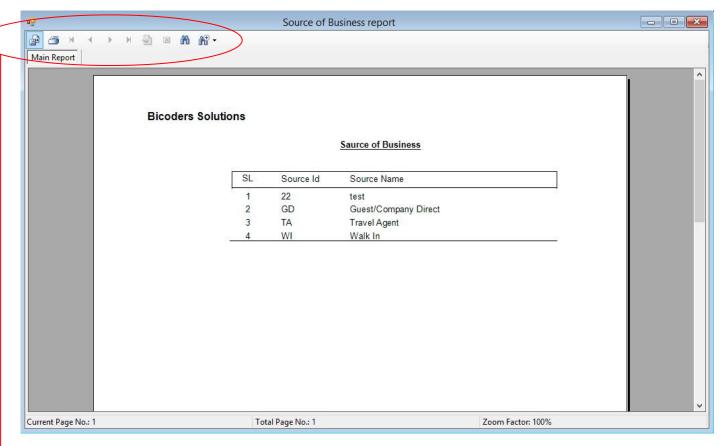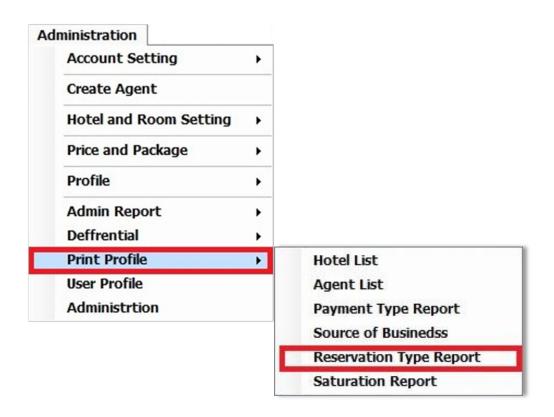
Fig 1.73 Source of business

Print, Zoom in/out menu

h.e) Reservation Type Report

📄 *Administration > Print Profile > Reservation Type Report*

This section will list the reservation types. Different Reservation types includes
Complementary confirmation, Amended confirmation, Cancelled conformation,
Tentative reservation ,Under process reservation etc .
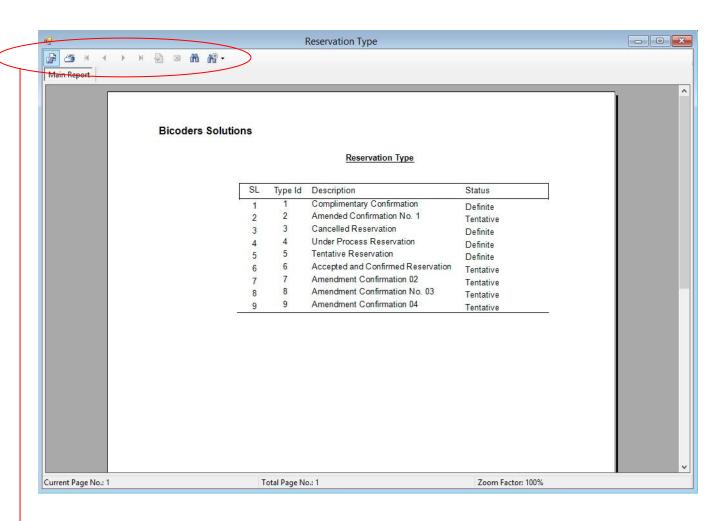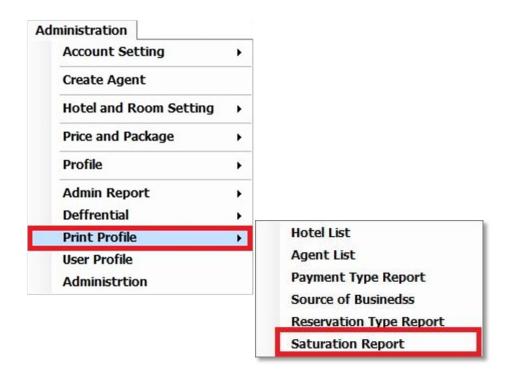
Fig 1.74 Reservation types

Print, Zoom in/out menu

h.f) Saturation Report

📄 *Administration > Print Profile > Saturation Report*

This section will list the different saturations which includes both saturation name & short name details.It may be of like *Dear, Dear Mr, Dear Mr. & Mrs.* etc.
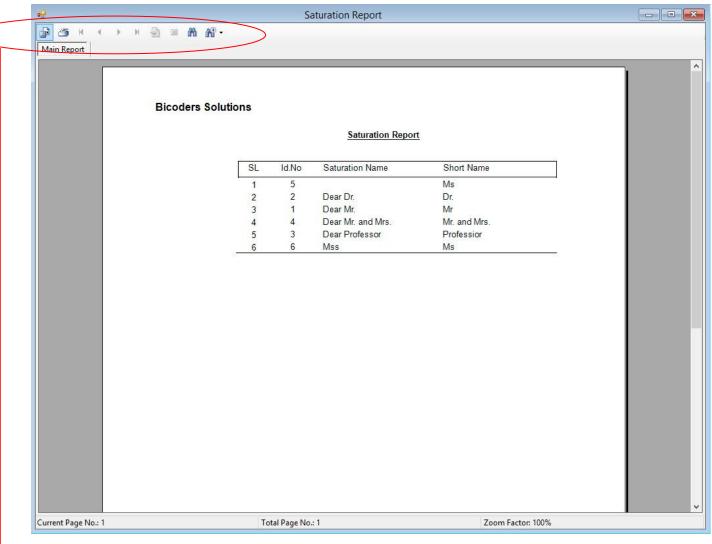
Fig 1.75 Saturation List

Print, Zoom in/out menu

To Create a New User
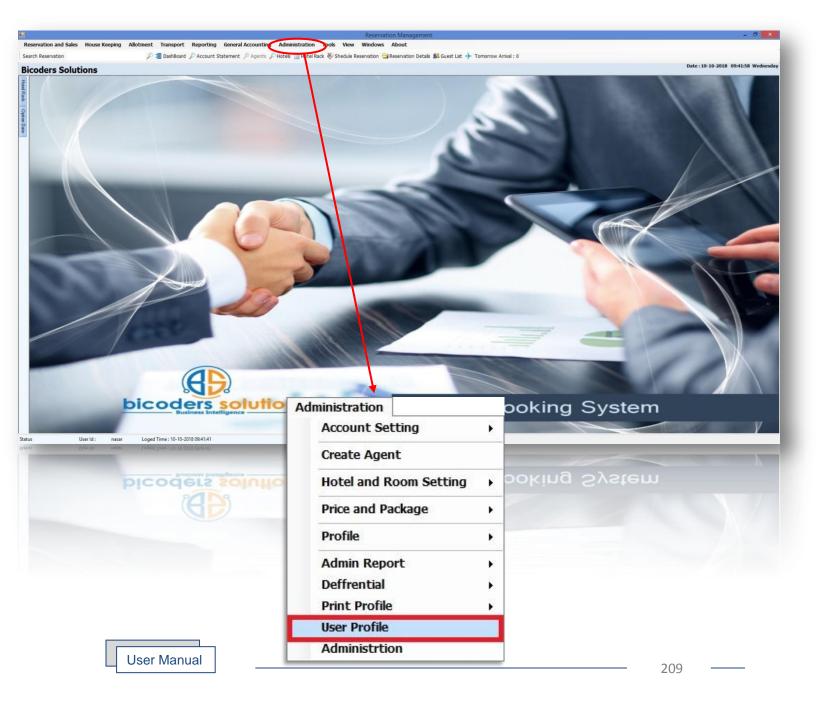
i) User Profile

In order to perform various operations/tasks in Bicoders reservation application, a valid user must be authenticated.

User with administrator profile can perform the task of adding new user details. Modifying and managing of existing user is also possible. For new user creation just select *User Profile* from Administrator module.

📄 ***Administration* > *User Profile***

On selecting *user profile* from administrator module a new window will appear for creating new user.
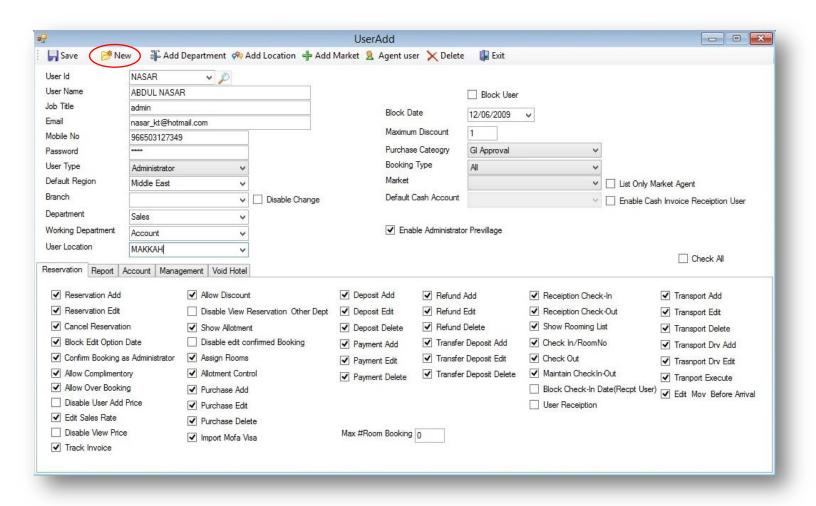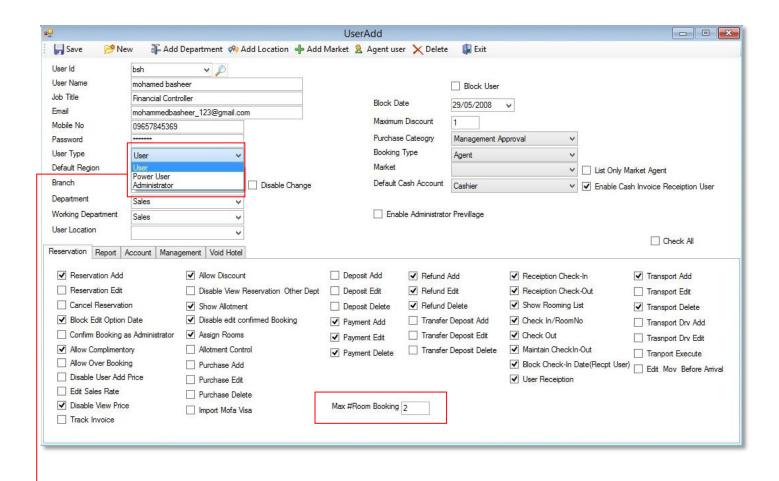
Fig.1.76 User Creation window

On clicking *New* icon [ ] on tool bar, new user can be created.

Defines whether user/Power user/Administrator according to privilege

Navigating Tool Bars :::

Menu	Functionality
Save	Save user profile
New	Add New User
Add Department	Create Department
Add Location	Create Location
Agent User	Agent User Login
Delete	Delete user
Allotment hotel	New Hotel list
Exit	Exit windows

Mandatory fields

User Id, User name, Password, Reservation tab, User right on reservation module, Report Tab, User right to report, Account table, Account access right, management, Management of software

Add Department

[Administration -> User profile -> Add Department]

As the name suggests this section deals with adding new departments like Sales, Purchase Marketing etc accordingly.
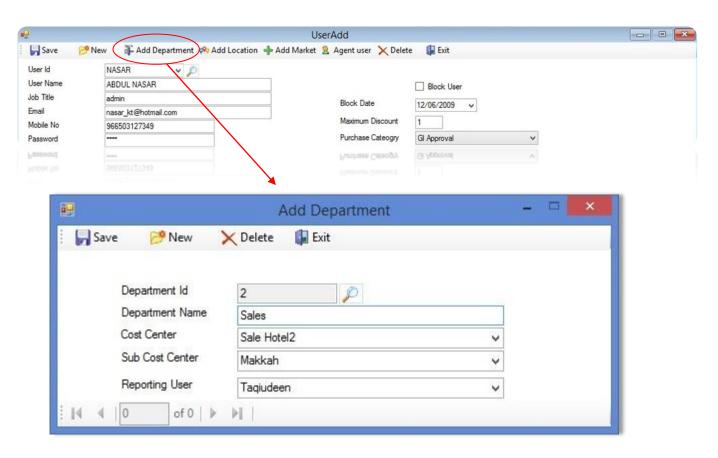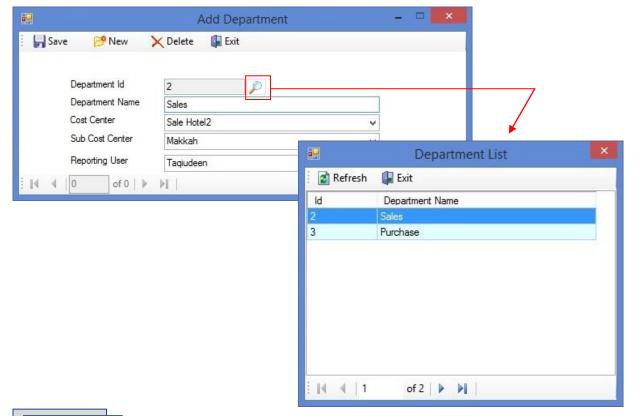
Fig 1.77 Add Department

By providing department name ,costcenter details user can create new department.

Field	Description
Department Id	Department Id details ,Auto generated
Department Name	Department name details like sales, purchase etc
Cost Center	Department that generates cost and used for the purpose of cost control. Used to identify cost incurred by an organization/firm
Sub cost center	Sub cost center details, it is branched under cost center
Reporting User	Reporting user details ,person who manages as main person in the department

Department id once created can be viewed again by clicking on *search* button on the Department Id field. It can be edited and saved again.

📄 *Add Location*

[Administration **->** *User profile* **->** *Add Location]*

Add Location enables to create new user location. Saved one can be viewed also
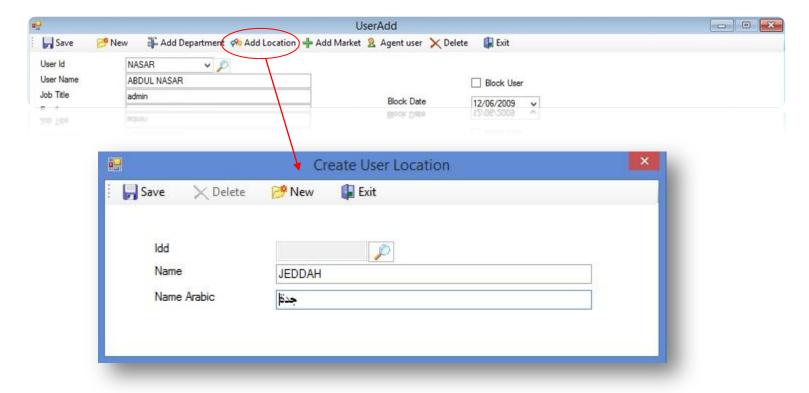
Fig 1.78   Create User location

Field	Description
Idd	Id details , Auto generated
Name	Location Name details
Name Arabic	Name details in Arabic

[Administration -> User profile -> Add Market]

Defines which market does user belongs to.After linking user with agent ,user will get only the current market details.
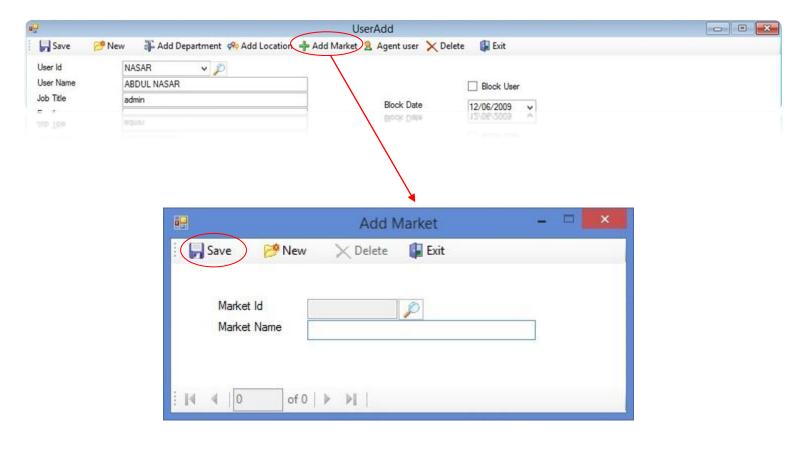
Fig 1.79 Add Market

Field	Description
Market Id	Auto generated
Market Name	Provide market name details

📄 *Agent User*

[Administration -> User profile -> Agent User]

This section manages creating new Agent login.It enables providing details along with password setting also.it is recommended for agent portal
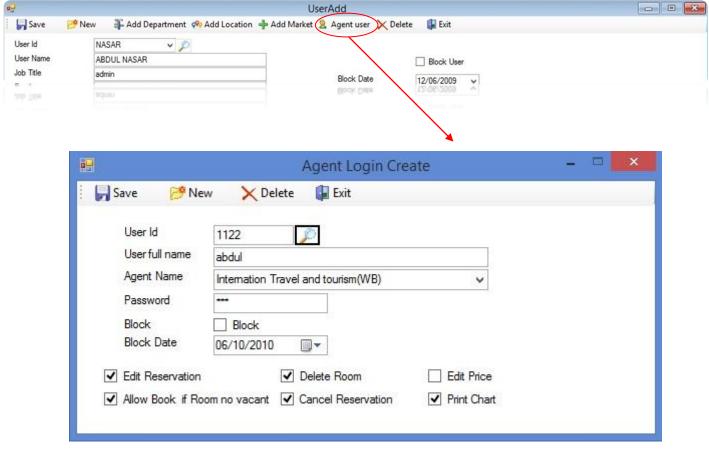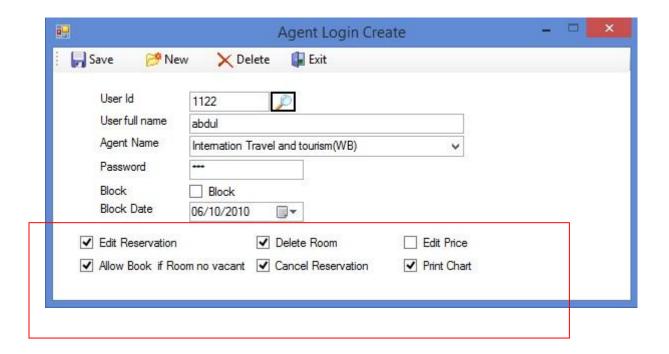
Fig 1.80 Agent login create

Navigating Agent login create fields :::

Field	Description
User Id	Id details , Auto generated
User full Name	Name details of login user
Agent Name	Provide Agent full name details
Password	Set password for future logins
Block	For blocking agents. Selecting tick mark will restrict agents from further logins
Block Date	Date onwards blocking is effective. Selecting the date from date picker will restrict from login of agent . First user has to select *block option* check box so that only block date will be active

Checkbox Functions :::

Here users can manage prevent/allow access by selecting check box. The access level depends on their settings and permissions.

Depending on the permissions determines how much access does a agent has to different sections. For access on different services put tick mark else ignore it.
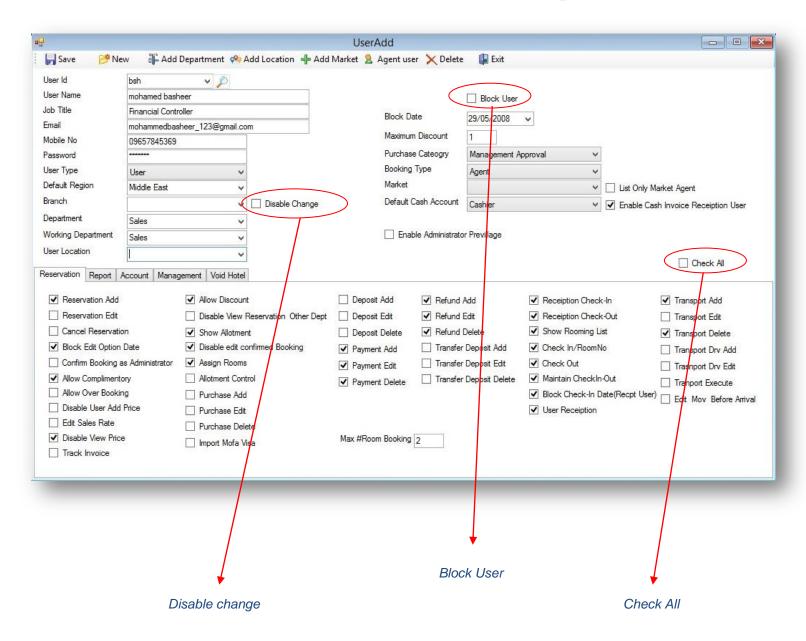
Function	Description
Edit Reservation	Provide access to make changes on reservation done
Delete Room	Right to access for removing room details
Edit Price	Permission to make changes in price details created
Allow book if room no vacant	Grant permission for booking rooms even if not vacant room available
Cancel Reservation	Right to cancel the reservation process that has been carried out
Print Chart	Allow access to printing details

Navigating User Add Fields :::
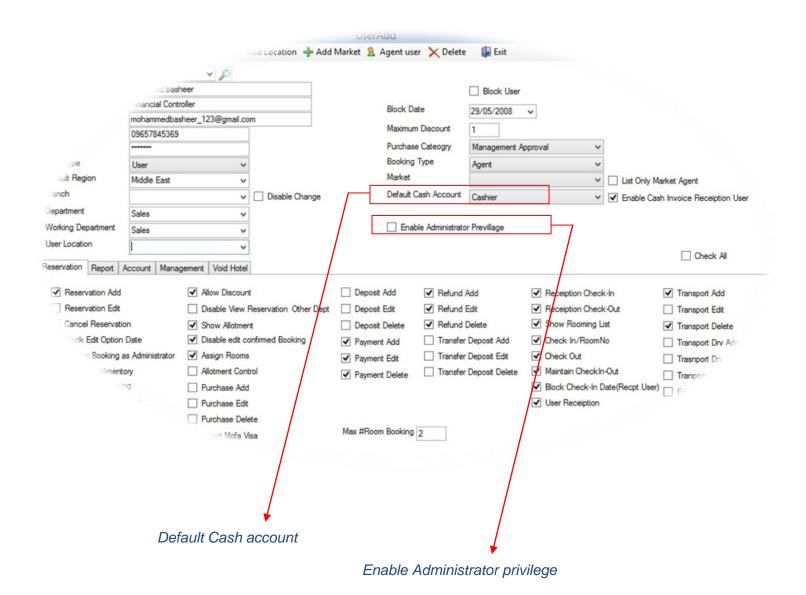
Field	Description
User Id	Input alphabets. Max 6 characters
User Name	User name details
Job Title	Job title details like admin /manager etc.
Email	Email details for user created
Mobile number	Mobile no/contact details
Password	Set password
User Type	User Type details like User/Power user/Administrator etc.
Default Region	Region details like middle east/Asia or country details
Branch	Branch details
Department	Department details like sales/purchase/marketing etc
Working department	Details like sales/transport/account etc
User Location	User location details
Block Date	Effective date onwards from the date blocked
Purchase Category	Details like GL Approval, management approval etc
Booking Type	Details like agent/individual etc
Default Cash Account	Need only for reception not required for hotel reservation

Disable change

Block User

Check All

◇ *Disable change* : in case of sub branch clicking disable change checkbox further modification/changes are not allowed

◇ *Block user:* block user from further changes on page

◇ *Check All:* for Selecting all checkboxes in a single click

▤ Saved user id can be viewed on clicking search button [🔍] near user id field

UserAdd

Add Location   ➕ Add Market   👤 Agent user   ✖ Delete   🔲 Exit

☐ Block User

...d basheer

...nancial Controller

mohammedbasheer_123@gmail.com

09657845369

****

...ype	User	Block Date	29/05/2008
...ult Region	Middle East	Maximum Discount	1
...anch		Purchase Cateogry	Management Approval
Department	Sales	Booking Type	Agent
Working Department	Sales	Market	
User Location		Default Cash Account	Cashier

☐ Disable Change

☐ List Only Market Agent

☑ Enable Cash Invoice Reception User

☐ Enable Administrator Previllage

☐ Check All

Reservation | Report | Account | Management | Void Hotel

☑ Reservation Add   ☑ Allow Discount   ☐ Deposit Add   ☑ Refund Add   ☑ Receiption Check-In   ☑ Transport Add
☐ Reservation Edit   ☐ Disable View Reservation Other Dept   ☐ Deposit Edit   ☑ Refund Edit   ☑ Receiption Check-Out   ☐ Transport Edit
☐ Cancel Reservation   ☑ Show Allotment   ☐ Deposit Delete   ☑ Refund Delete   ☑ Show Rooming List   ☑ Transport Delete
...ck Edit Option Date   ☑ Disable edit confirmed Booking   ☑ Payment Add   ☐ Transfer Deposit Add   ☑ Check In/RoomNo   ☐ Transport Drv Ad...
...Booking as Administrator ☑ Assign Rooms   ☑ Payment Edit   ☐ Transfer Deposit Edit   ☑ Check Out   ☐ Trasnport Dr...
...lmentory   ☐ Allotment Control   ☑ Payment Delete   ☐ Transfer Deposit Delete   ☑ Maintain CheckIn-Out   ☐ Tranpo...
...ing   ☐ Purchase Add   ☑ Block Check-In Date(Recpt User) ☐ E...
                            ☐ Purchase Edit   ☑ User Receiption
                            ☐ Purchase Delete

...nt Mofa Visa   Max #Room Booking 2

Default Cash account

Enable Administrator privilege

◇ *Default cash account :*   Allows Cash invoice reception user on applying tick
                                     mark on check box

◇ *Enable Administrator Privilege :* Defines level of permission for users. by selecting
                                      User access can set equals to administrator rights

User Manual
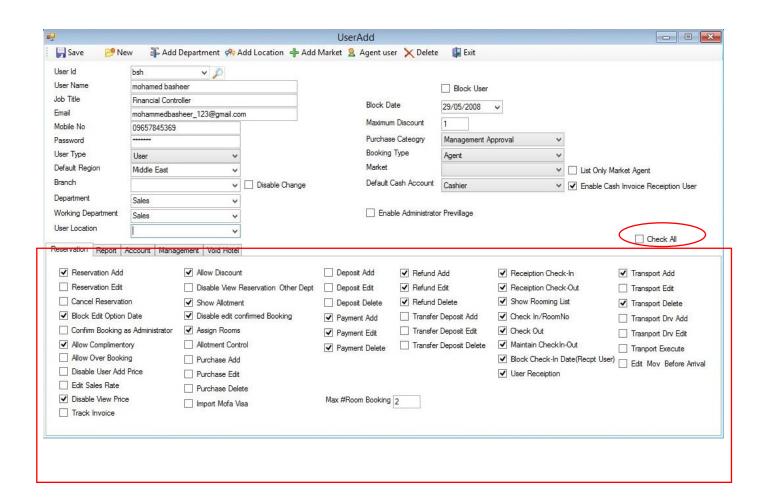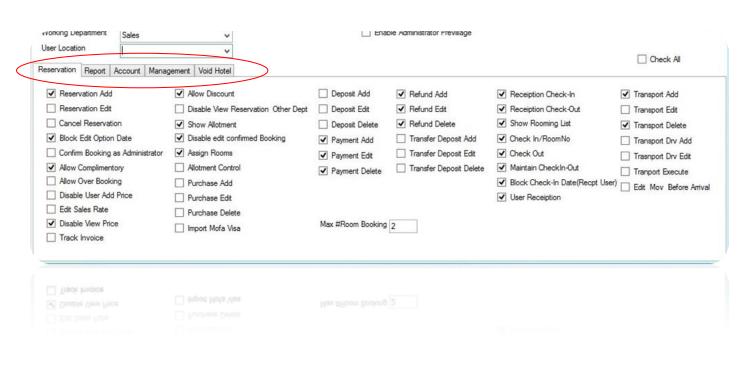
◇ Managing User Access and Permissions ::::

On scrolling down the *User Add* window provide detail on the various categories of user functions and the standard access they are granted to the Software. It allows you to configure permissions for individual form records based on the roles. You can give access permissions like the view, add, edit and delete. After setting only who have the specific access permissions will be able to perform add, edit, view & delete operations.

Each row represents different functionalities with checkbox provided. The tick status indicates whether Access granted or denied upon the functions. For giving access to all functions in a single click just select *Check All* option.

✓ **Reservation**

[Administrator – User profile – Reservation]

Reservation tab allows managing various reservation functions based on User levels access. It can be granted or denied by setting tick marks here. needed functionalities are just selected from the check box.
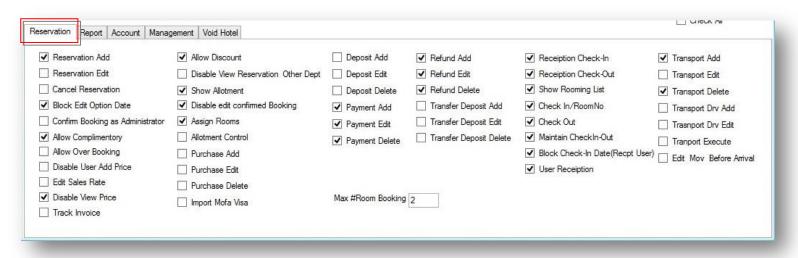
Fig 1.81 Reservation tab view

Functions	Description
Reservation Add	Access to Add new reservation details
Reservation Edit	Allow to Edit changes in reservation details created
Cancel Reservation	Access to cancel the reservation done
Block Edit Option Date	Restrict Access to make changes in option date (last date to confirm booking reservation)
Confirm booking as Administrator	Grant access to Booking as privilege of administrator (option available on agent portal level)
Allow Complementary	Grant access to add free rooms/complementary rooms
Allow Over Booking	Grant access to booking incase of rooms currently not available
Disable user Add Price	Restrict user from adding price packages
Edit Sales Rate	Access to Edit changes in sales rate details
Disable view price	Restrict user from seeing the price details
Track Invoice	Access to Invoice details tracking
Allow Discount	Access to Discount allowing option
Disable View Reservation other department	Restrict viewing of reservation section details for any other departments
Show Allotment	Access to view Allotment details (available rooms)
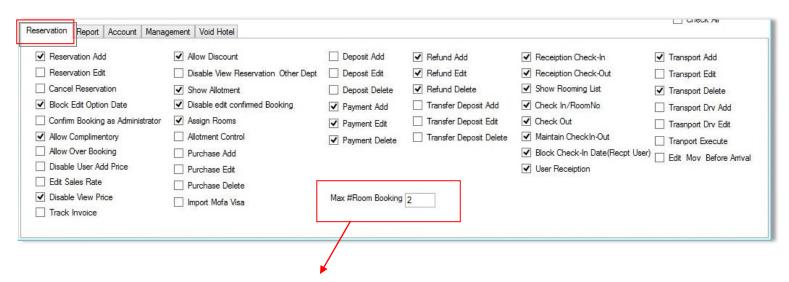
Functions	Description
Disable Edit Confirmed Booking	Restrict user from making changes in confirmed booking details
Assign Rooms	Access to assign Room number (this option is meant for reception modules)
Allotment control	Allotment control
Purchase Add	Access to Add purchase details
Purchase Edit	Access to Edit purchase
Purchase Delete	Access to Delete purchase details
Import MOFA Visa	Access to import excel file of VISA details from MOFA site(Ministry of Foreign Affairs site)
Deposit Add	Access for Adding deposit details (cash received after booking) –
Deposit Edit	Access to make changes in deposit details (cash received after booking)
Deposit Delete	Access to remove deposit details (cash received after booking)
Payment Add	Allow access for Payment
Payment Edit	Grant access for making changes in Payment
Payment Delete	Allow access to delete payment details
Refund Add	Allow access to adding Refund options

Functions	Description
Refund Edit	Access for making changes in refund options
Refund Delete	Access for removing refund details
Transfer Deposit Add	Grant access to Transfer deposit amount
Transfer Deposit Edit	Grant access to make changes in Transfer deposit amount
Transfer Deposit Delete	Grant access to remove Transfer deposit amount
Reception Check in	Access to Check in details during reception- Recommended for reception module
Reception Check Out	Access to Check out details of reception
Show Rooming list	Access to view Room list details
Check In/room No	Access for check-in details. Recommended for reception module
Check Out	Access for check-out details. Recommended for reception module
Maintain check in-Out	Maintain Check in -out
Block Check in Date	Restrict user from manually providing check-in date – Recommended for reception user
User Reception	Option need to be unchecked. Only need to integrated with hotel reception module
Transport Add	Access to add new Transport details
Transport Edit	Access to make changes in Transportation details created

Functions	Description
Transport Delete	Access to remove Transportation created
Transport DRV Add	Access to add new driver details in to transportation section
Transport DRV Edit	Access to make changes in driver details of the transportation section created
Transport execute	Allow access to execute updated status after transportation creation completed
Edit MOV before arrival	Setting access to make changes in last time edit before transportation movement carries out.

Shows how much booking can be assigned to user .User can't exceed booking beyond this limit

✓ **_Report_**

[Administrator – User profile – Report]

Here administrator can set restrictions access for different types of reports available in this application. By simply putting tick marks access and restriction can be functioned.
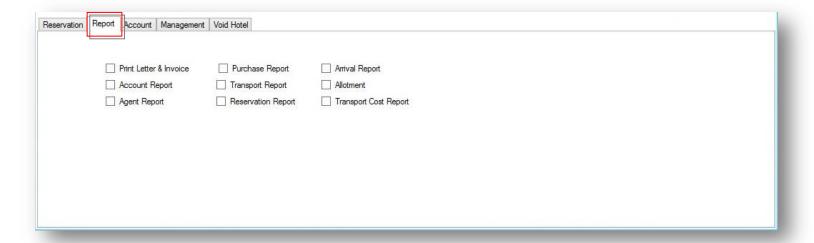
Fig1.82 Report tab view

📄 By selecting the checkbox in this section will grant access to listed functions as well.

Navigating Report Tabs :::

Functions	Description
Print Letter & Invoice	Allows access to Print letter and Invoices
Account Report	Allows access to Account details reports
Agent Report	Allows access to Agent reports

Functions	Description
Purchase Report	Allows access to Purchase details report
Transport Report	Allows access to Transport details reports
Reservation Report	Allows access to reservation details report
Arrival Report	Allows access to arrival reports
Allotment	Allows access to allotment reports
Transport Cost Report	Allows access to Transport cost reports

✓ **Account**

[Administrator – User profile – Account]

Accounts modules records and process accounting transactions and act as accounting information system. Here It manages what access could be given under accounts section in the application and prevent user from creating, modifying, deleting accounts related details
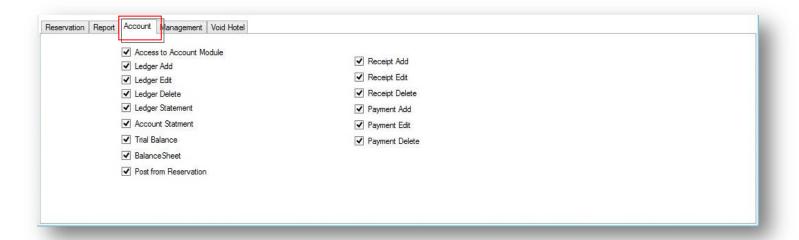

Fig1.83 Account tab view

📄 By selecting the checkbox in this section will grant access to listed functions as well.

Navigating Account Tab :::

Functions	Description
Access to Account Module	Allow access to account modules
Ledger Add	Allow access towards adding ledger details
Ledger Edit	Allow access to make changes in ledger details

Functions	Description
Ledger Delete	Allow access to delete ledger details created
Ledger Statement	Allows access to ledger statement (charges & payments statement)
Account Statement	Access to Account statement (Transactions summary sheet)
Trial balance	Access to Trial Balance (Debit, credit statement)
Balance sheet	Access to Balance sheet (Statement of capital,assets,liabilities etc)
Post from Reservation	Allows post all Invoices from reservation to accounts
Receipt Add	Allows access to receipt (Cash Invoice details)
Receipt Edit	Allows access to edit changes in receipt (Cash Invoice details)
Receipt Delete	Grant access to delete Cash Invoice details
Payment Add	Access to add different Payments options like cash receipt, payment invoices etc
Payment Edit	Access to edit changes in different Payments options like cash receipt, payment invoices etc
Payment Delete	Grant access to delete different Payments options like cash receipt, payment invoices etc

✓ **Management**

[Administrator – User profile – Management]
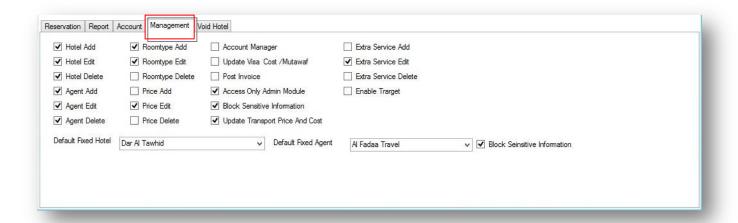
Fig 1.84 Management tab functions view

This section specifies whether user needs access to managerial department in the application. In this application some key functions/concepts are purely managerial

By selecting the checkbox in this section will grant access to listed functions as well.

Navigating Management Tab Options :::
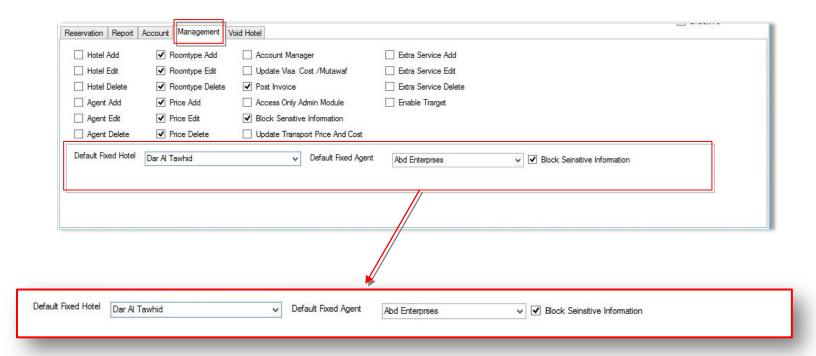
Functions	Description
Hotel Add	Access to Add new hotel details
Hotel Edit	Access to edit changes in already created hotel details
Hotel Delete	Access to delete the hotel details created.
Agent Add	Access for Adding new agent details

Functions	Description
Agent Edit	Right to access for editing agent details created
Agent Delete	Access to Delete agent details
Room Type Add	Access to Add new room types additionally
Room Type Edit	Access to make changes in created room types
Room Type Delete	Access to delete the hotel details created.
Price Add	Access to Add price details to the hotel created
Price Edit	Access to make changes in price details to the hotel created
Price Delete	Access to delete price details assigned.
Account Manager	Provide access to different levels of accounts managements . - will have right to some functions like auditing in that accounts - This is Optional- Recommended for reception modules
Update visa cost/Muthawaf	Specifies access to Update details of visa cost/Muthawaf
Post Invoice	Invoice posting for updating ledger
Access only Admin Module	Allows access as Administrator but with limited functionalities - Cannot add new users like Administrators - Don't have all rights of Administrator
Block Sensitive Information	Restricts sensitive/personal information of agents like Contact numbers, Email etc

Functions	Description
Update Transport Price and Cost	Allows to access for updating transportation price,cost details
Extra Service Add	Access to add extra services like Pickup services,laundray services etc
Extra Service Edit	Access to edit details created for extra services
Extra Service Delete	Access to remove an extra service created
Enable Target	

▶ *Default Fixed Hotel :* After setting default fixed hotel only that hotel name will be seen for user. This is meant for Reception user

▶ *Default Fixed Agent :* After setting default fixed Agent only that Agent name will be seen for user. This is meant for Reception user

▶ *Block Sensitive Information :* By selecting *Block Sensitive Information* check box when login as agents only agent report will be available.

✓ **Void Hotel**

[Administrator – User profile – Void Hotel]

Fig 1.85 Void tab view

In this section it specifies permission for restricting viewing Hotel name/details from the list.

j) Administration

Administration offers centralized control over entire modules. All the policies and settings are managed here

Administration > *Administration*

Administration of the application provides facilities for managing general setting, general parameters of application, grouped by various features. Administration window consists of setting profile, Mail & Policy, Setting, Application setting, Email Advertisement, Menu

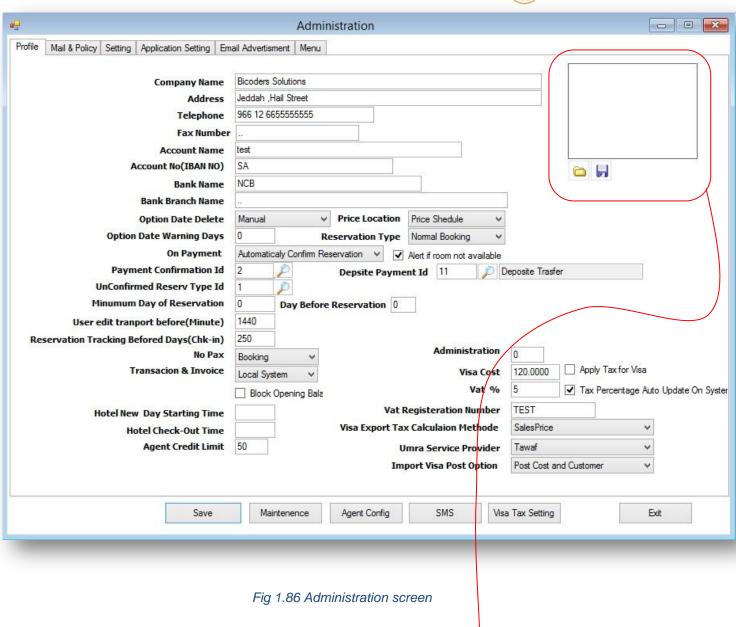| Profile	Contains Company details
Mail & Policy	Related to Mail & Policy settings of Company
Setting	General settings related to modules of application
Application Setting	General Application setting
Email Advertisement	For Email purpose
Menu	Menu options

Fig 1.86 Administration screen

Image file

✓ **Profile**

[Administrator – Administrator– Profile]

Profile denotes professional introduction of a company. Its brief summary of company overview. Here profile lists all important information related to company details.
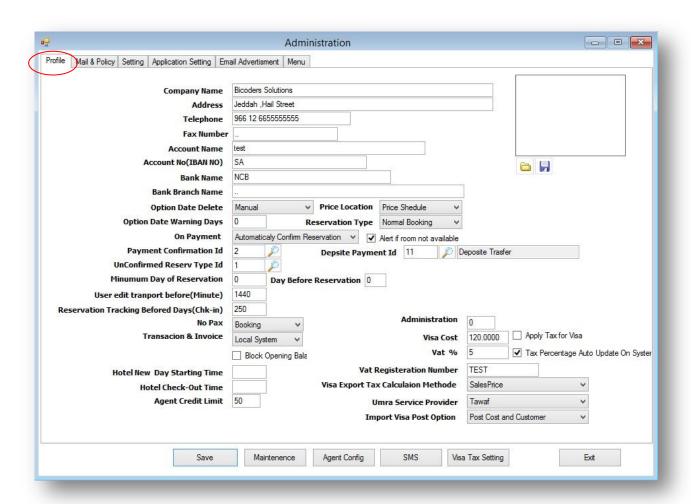

Fig 1.87 Profile Tab in Administration screen

Navigating Management Tab Options :::

Function	Description
Company Name	Company name details
Address	Address details of company
Telephone	Contact number details
Fax Number	Fax number details if available
Account Name	Account name details of company
Account No (IBAN No)	Account number details like international bank account number
Bank Branch Name	Bank branch details of company where account holds
Option Date Delete	Access to remove option date (Last day to confirm booking reservation from customer) manually or automatic
Price Location	Option to set price location as manual or automatic. Price location may include middle east or others depending upon the setting of price location
Option Date Warning Days	Set option date (Last day to confirm booking reservation from customer) warning days duration. For value zero there will not be any warning days
Reservation Type	Denotes Normal booking or Umrah services
Minimum Day of Reservation	Setting least number of days that can be reserved. Below that is not validated in the application For example if 2 days is set as minimum reservation is not valid for 1day and so on.

Function	Description
Day before reservation	Features how far in advance one can reserve the rooms Here user can set number of days.
User Edit transport before (minute)	Ensures How much time before user can update details In transportation .Here time is represented as minutes.
Reservation Tracking before days (chk-in)	Shows how far days advance reservation can be processed from the tracking list
No pax	In hotel/travel industry *PAX* stands for number of passenger/guests etc Here it calculates how much passengers/guests based on visa/ booking
Visa cost	Shows Visa Cost amount details Visa Cost 120.0000 ☑ Apply Tax for Visa By selecting checkbox tax rate will be applied on visa rate provided
Vat %	Shows percentage of VAT added Vat % 5 ☑ Tax Percentage Auto Update On System Up on selecting checkbox tax percentage will auto update
Hotel New day starting time	Highlights Reception open time on every day
VAT registration number	Provide VAT registration number details
VISA Export Calculation Method	Denotes Taxation calculation method as per package price, visa rate etc.
Agent Credit Limit	Maximum amount of credit granted to agent. Here provide amount limit (helpful for company to avoid debts)

Function	Description
Umrah Service Provider	Shows agency experts in providing Umrah services Here user can select default one as service provider.
Import VISA Post Option	Option for posting VISA document to the account imported from MOFA site Here options available are - No post to GL (no post details to GL account) - Only cost - Customer Account (post details to customer account) - Post cost and customer (post details to all accounts and GL accounts)

✓ *Mail & Policy*

[Administrator – Administrator– Mail & Policy]

This section shows summary of mail and reservation policies configured default. It enables to set mail and policy settings according to company policy.
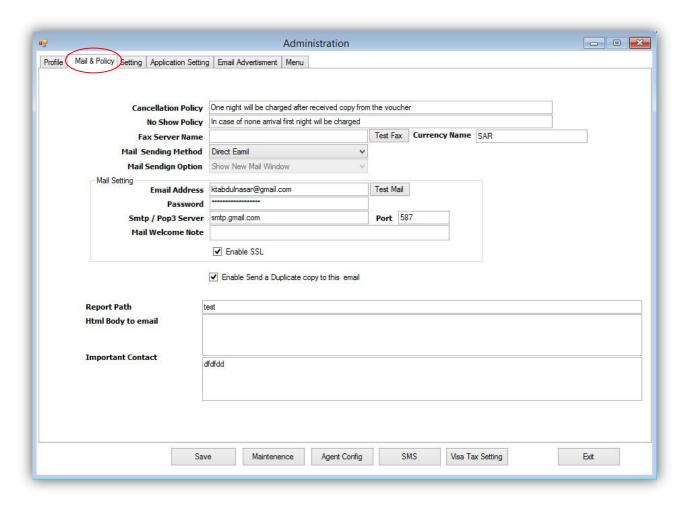By assigning details, these settings are enabled for mail policy and reservation policy.

Fig 1.88 Mail & Policy screen in Administration

Field	Description
Cancellation policy	Refers to fees charged on cancellation of reservation. Generally applicable to prepaid reservations. It may vary depending upon the policies of hotel. Common types of policies include **;** **Non Refundable :** responsible to pay full amount or one night will be charged **One Night cancellation fee :** As a penalty for canceling your hotel reservation, you will be charged the cost of one night's stay at the hotel
No show Policy	If a guest fails to arrive in certain booking date and does not cancel and makes no info regarding absence is No show. During these hotels can cover themselves by relating these to pricing structure called No show fees Under this hotel may charge cancellation fee depending upon hotel policy because of failure to notify the hotel regarding cancellation in enough time prior to the agreed date. Some hotels normally charge a night as cancellation fee by policy
Fax Server Name	Fax server is system installed in a local area network (LAN) server. It allows to send and receive fax messages over computer network Here provide fax server name
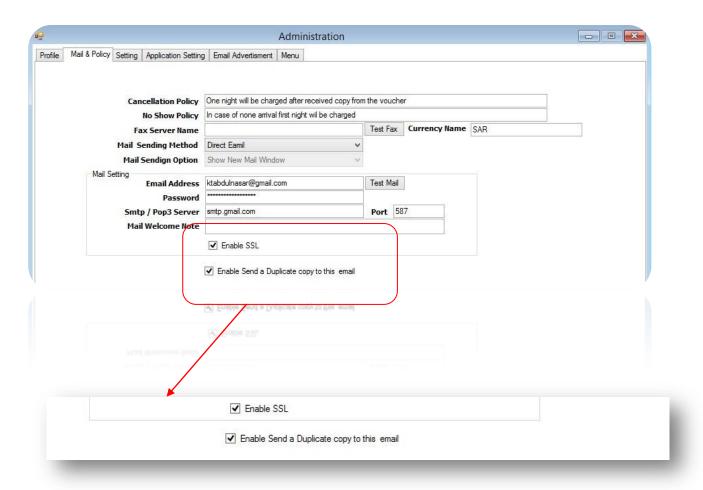
Field	Description
Currency Name	Default currency details like SAR for Saudi Riyal
Mail Sending Method	Defines default mail sending options through direct email or Microsoft Outlook etc. Outlook page must be opened in order to receive messages
Mail Sending Option	Mail sending option
Mail setting	
Email Address	Email address details by default is input here for sending all outgoing messages/mails
Password	Set default Password for sending outgoing messages/mails

Field	Description
Smtp/Pop3 Server	Email servers across the Internet use protocols for sending and retrieving emails **SMTP** server is for email flow process To send your messages with an email client or software you need first of all to configure the correct SMTP settings For Gmail default SMTP is (smtp.gmail.com) Post Office Protocol (POP) is used for retrieving emails from a remote email server. POP with version 3 (**POP3**) is the new standard commonly used
Port	Port is communication end points for email services. For SMTP/Pop3 three ports **25,587,465** are present Port 25 is not used now due to security reasons Port **587** is most supported and used for unencrypted connections Port **465** is another choice if connecting via SSL
Mail welcome Note	Welcome emails are automated mails with ready content on the behalf of company. Here user can set content what need to be appeared on recipients mail
Report Path	Defines the location of a file or folder in a computer's file system also called directory path By setting shared folder in the server all the reports file are saved to that folder
HTML body to email	Highlights what content need to be inside the mail
Important Contact	Process and manages contact details. By providing contact details will reflect on Itinerary

✓ *Enable SSL - Secure Socket Layer (SSL) defines networking protocol. By ticking it enables SSL*

✓ *Enable Send a duplicate copy to mail – By ticking checkbox it allows a duplicate copy to mail*

✓ **Setting**

[Administrator – Administrator– Setting]
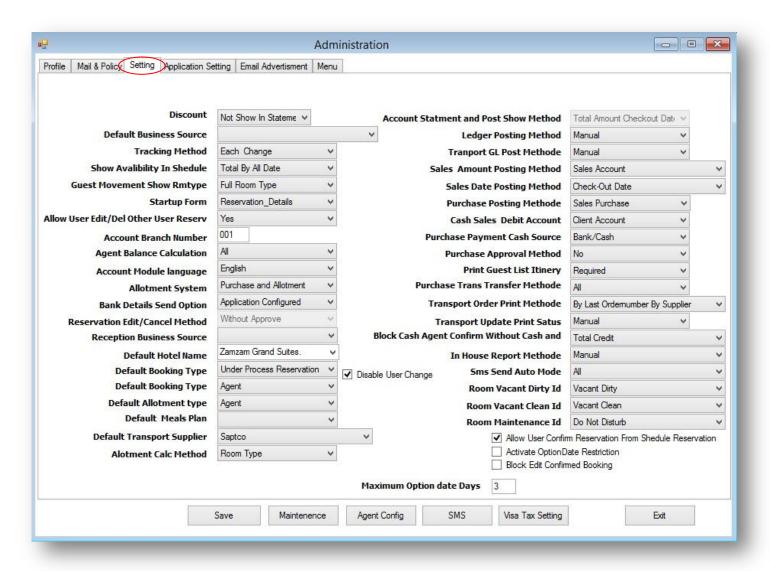
This section enables setting details.

Fig 1.89 Setting tab in Administration

Function	Description
Discount	Defines whether discounts offered need to be shown in statements or not
Account Statement and post show method	Allotment statement and post show method
Default Business source	Defines business generated through commission agent/Sales representative/Promoter/Direct etc
Ledger Posting Method	Ledger posting refers to process of transfer of entries here it denotes posting method like auto posting (automatically update customer and sales account) or manually posting
Tracking Method	Following the log of whole process undergone in Reservation. Tracking can be possible for each change made in reservation or changes made in the whole day
Transport GL post method	Refers to transfer of transport transactions details to ledger by manually or Auto mode else after execution only
Show Availability in schedule	Denotes show availability of schedules as - Total by date (group by all vacant) - Average by date (calculate average room available) - No show (not show any availability)
Sales Amount posting method	Shows sales amount posting to ledger as - Sales account - Hotel defined sales account (cost center) - Sales department cost center - Sales department cost center (Allotment)
Guest Movement Show Rm type	Implies guest movement show room type .need to display full room type details or short code used for room types

Field	Description
Sales Date Posting Method	Defines Sales date posting to ledger. User can configure based on which date need to be posted - Check in date - Booking date - Confirm date - Checkout date
Startup form	This procedure assumes customizing your application startup screen that you want to display like - Reservation details - Reservation report - Tracking details or no show any of the above
Purchase Posting method	Enables purchase posting to sales purchase (sales relative) or to all
Allow User Edit/Del Other User Reserv	Allow user edit/delete other user reservation. It shows that whether one user has the access to edit /delete other user created reservation details
Cash Sales Debit Account	Handles Cash sales debit account to client account or cash account
Account Branch Number	Function as branch number for default account. All the reservation transaction are mapped to this account.
Purchase payment Cash Source	Denotes purchase payment cash source as bank /cash or both
Agent Balance Calculation	Shows from where does agent balance shows like GL account ,Ledger or from all
Purchase Approval Method	Shows the status whether user needs permission (Yes or No) for the purchase approvals. For Yes user needs to grant permission for purchase approvals For No user will get approval automatically from the system

| Field	Description
Account module Language	Displays default language in the entire modules. Available languages are Arabic & English. Can customize user friendly language at working session by selecting desired one For Arabic language entire interface and layout will change
Print Guest List Itinerary	Print Guest list Itinerary
Allotment System	Specifies purpose of this application whether for purchase and allotment or hotel allotment
Purchase Trans Transfer Method	Purchase transfer Method
Bank Details Send Option	Optional. by default select **Application configured** (send bank details as application configured) **[** By first hotel on Invoice (Bank details from hotel information) **]** Default select Application Configured
Transport Order Print Method	Highlights Transport order method details from transportation company. It can be available in - By last order number by supplier - Separate serial number for each suppliers
Reservation Edit / Cancel method	Reservation Edit or Cancel method
Transport Update Print Status	Transport Update print status
Reception Business Source	For reception user Helps to track how business brought in and which channel it came from like Agent/Commission agent /direct etc.
Block Cash Agent Confirm Without cash	Block cash agent confirm without cash
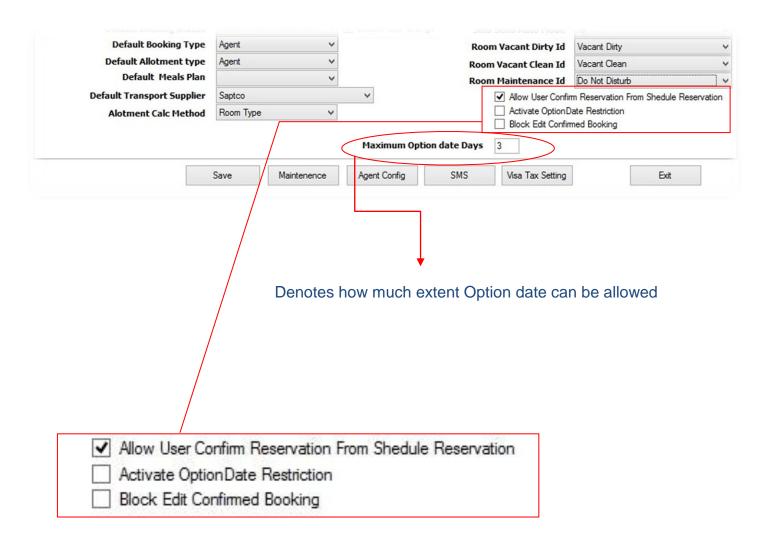
Field	Description
Default Hotel Name	Allows specifying default hotel name that want to be appear on time of reservation process.
In House Report Method	In house report is used to check the details of all guest currently occupying in the hotel. This report is usually configured as per the Room number order or Guest name order. Here it shows report method may be auto or manual Auto method is based on calculation by current booking date Or by manually implies user must add details.
Default Booking Status	Allows to specify default booking type that want to be appear on time of reservation process Default Booking Status Under Process Reservation ✔ Disable User Change By selecting *Disable User Change* user can't change the default status
SMS Send Auto Mode	Features whether Agent/Individual/All will get Automated messages regarding notification, reminders after room confirmation Notification /messages will be sent automatically depend upon settings made
Default Booking Type	Configure default Booking type as agent or individual appear on the time of reservation process.
Room Vacant Dirty Id	Shows the status of cleanliness information for occupancy of rooms It includes **:** - Vacant Ready **:** Available for booking after cleaning - Vacant Clean **:** Cleaned by housekeeper but not inspected by supervisor to ensure it is vacant ready - Sleep out **:** A guest is registered to room but bed has been not used - Occupied **:** Guest is currently occupied in the room - Occupied dirty **:** A guest is occupying the room not yet serviced by housekeeping

	- Do not Disturb **:** Guest has requested not to be disturbed - Out of Order **:** Not suitable for staying needs maintenance, cleaning etc (For Reception module)
Default allotment Type	Configure default allotment types as agent or hotel that appear on the time of reservation process

Room Vacant Clean Id	Shows the status of cleanliness information for occupancy of rooms
	It includes **;**
	- Vacant Ready **:** Available for booking after cleaning
	
	- Vacant Clean **:** Cleaned by housekeeper but not inspected
	              by supervisor to ensure it is vacant ready
	
	- Sleep out **:** A guest is registered to room but bed has
	              been not used
	
	- Occupied **:** Guest is currently occupied in the room
	
	- Occupied dirty **:** A guest is occupying the room not yet
	              serviced by housekeeping
	(For reception module)

Default Meals Plan	Configure default Meals plan available that appear on the time of reservation process Different meals plan include - Bed & Break fast – includes bed ad beak fast only - Half board – Breakfast & Dinner - Full board - breakfast, Lunch & Dinner
Room maintenance Id	Option to show maintenance requests for your guest rooms User can assign different maintenance status available

Denotes how much extent Option date can be allowed

✓ *Allow User Confirm Reservation From Schedule Reservation*

Denotes whether user can make changes in user status in reservation type of Scheduled reservation. If tick mark is applied it will allow user to make changes

✓ *Activate Option Date Restriction*

Option date is last day to confirm booking reservation from customer By selecting activate option date it won't allow user to change option dates.

✓ *Block Edit Confirmed Booking*

Confirms whether user can edit confirmed booking or not. By selecting tick mark it restricts from editing confirmed booking

Email Advertisement

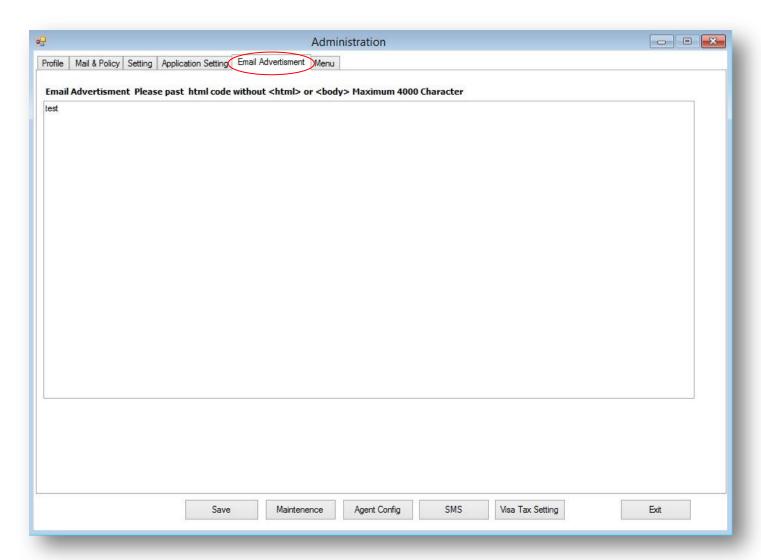*[Administrator – Administrator– Email Advertisement]*
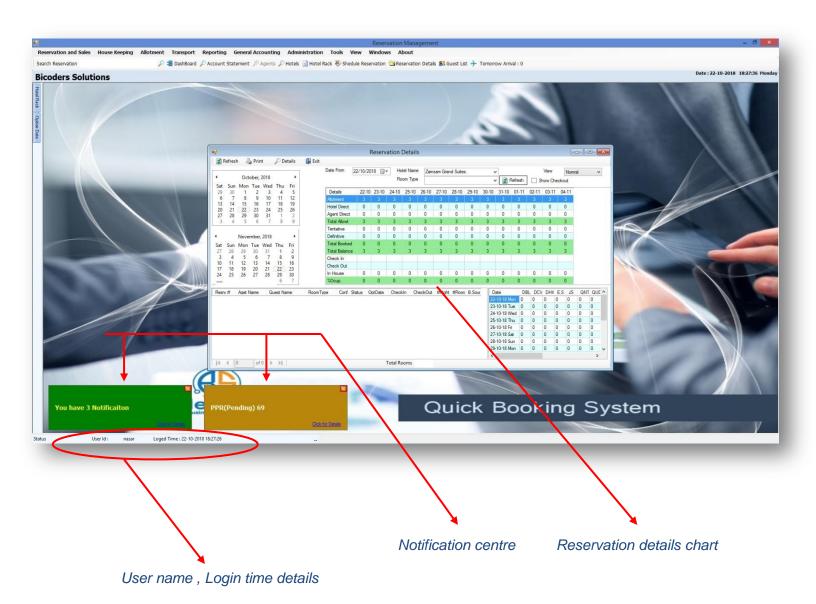

Fig 1.90 Email Advertisement Tab

Refers to Email template for sending email purposes. Paste *html* code here.Charecter limit is 4000.
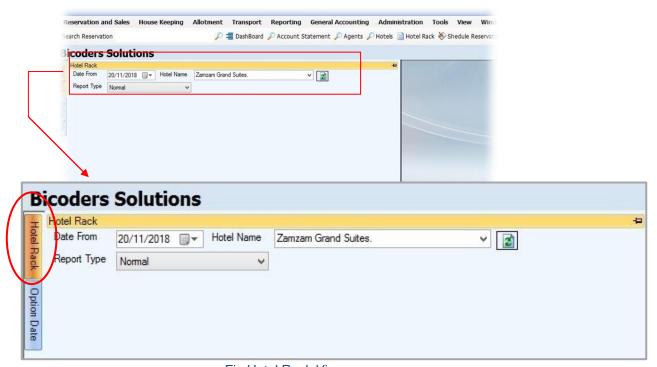
Appendix :::

General Info

Notification centre   Reservation details chart

User name , Login time details

Fig Hotel Rack View

Option Date

Fig Option Date

❖ Short Codes & Abbreviations

Short Cut Key	Functions
F3	Reservation details
F5	Schedule Reservation
F6	Reservation Report
F7	Arrival Report
F8	Client Reservation Statement
F9	Reservation chart consolidated
F11	Reservation Chart with Guest details
F12	Reservation Scheduler
Ctrl+S	Transfer Funds
Ctrl+N	Journal entry

Icons	Representations
	Dashboard Icon
	New folder create Icon
	Refresh Icon
	Exit Icon
	Search/Enquiry/Track Icon
	Arrival Icon
	Print/Letter Icon
	Room list/Guest List Icon
	Add Location

For Info **:::**

Some of the Room Types commonly used

Room Types	Descriptions
Ordinary Rooms	
Single Room	Single occupancy ,Room Assigned to one person
Double Room	Double occupancy, Room has only 1 bed.
Triple Room	Can be occupied by 3 guests,3 separate single beds
Queen Rooms	Rooms includes Queen sized beds, Extra bed is available On request and charged
Suit Rooms	
Single Suit	A room with a bedroom and sitting room ,meant for single occupancy
Double Suit	Room meant for double occupancy ,it has a sitting room
Duplex Suit	This type of suit has a two rooms ,which are situated in different floors connected by internal staircase
Deluxe Suit	Room has good view in hotel. It offers high level of comfort and has a bigger space ,bedroom & living room available

Status	Description
State of Occupancy	
Occupied	Applies to a room that has been assigned to a guest and that guest has checked in
Vacant	The guest has checked out of the room and available for booking
Ready	Room is available for new occupancy
State of Cleanliness	
Dirty	Displays rooms that require cleaning services
Clean	Displays rooms that currently are in Clean status.

Bicoders Solutions
4ᵗʰ Floor, KINFRA Techno Industrial Park
Near Calicut University
Kakkancheri, Kerala, India- 673635

Email : info@bicoders.com|www.bicoders.com
Contact: +91 7510119999, +91 494 2400555