

Bicoders Reservation Application



INDEX

- I) Introduction
- II) Exploring Modules
- III) Diagrammatic Representation
- IV) Navigating Modules

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
- 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

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.i) 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
- I) 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 :



Conventions Used in the Manual :::

Following typeface conventions are used throughout this manual:

Bold italic: Path indication

Italics: Menu, Image labeling, buttons indication or to draw attention to the

terms used in section description

Module -> section name: The option is identified using following format

Main module name -> Section name

example: Reservation & Sales -> Schedule reservation

Color Representation

Module Name & main section - Dark Blue color

Menu in the sections – Tan Color Sub sections in the main section – Orange color

User Manual

11



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.

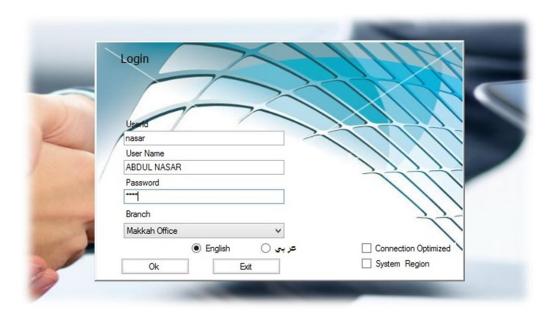






For Security reasons, More than 3 Unsuccessful attempts will result in Closing of Reservation application. Then user has to reopen the application for successful login

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



→ After Successful Login home page will be display as below





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.

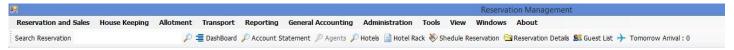
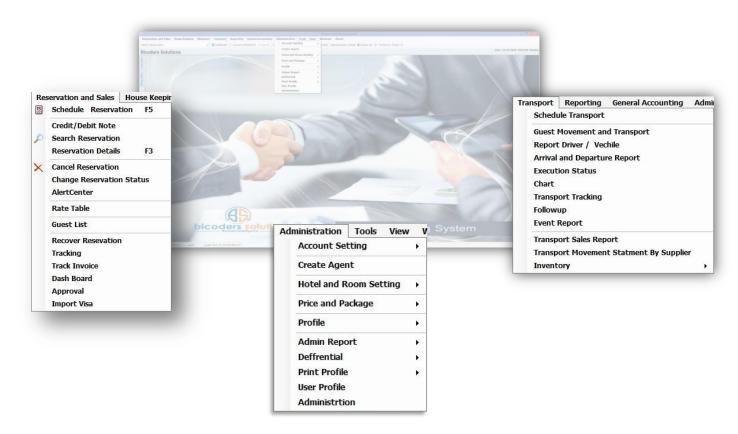


Fig.1 Bicoders application Top bar Main menu console

■ 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 contains Reservation & Transport Modules Only.



Reservation & Sales



Diagrammatic Representation :::

Reservation & Sales

	Schedule Reservation
	Credit / Debit Note
	Search Reservation
	Reservation details
	Cancel Reservation
	Change Reservation Status
	Alert center
	Rate Table
	Guest List
	Recover Reservation
	Tracking
	Track Invoice
	Dashboard
	Approval
	Import Visa
User Manual	



Exploring modules :::

2. Reservation and Sales:

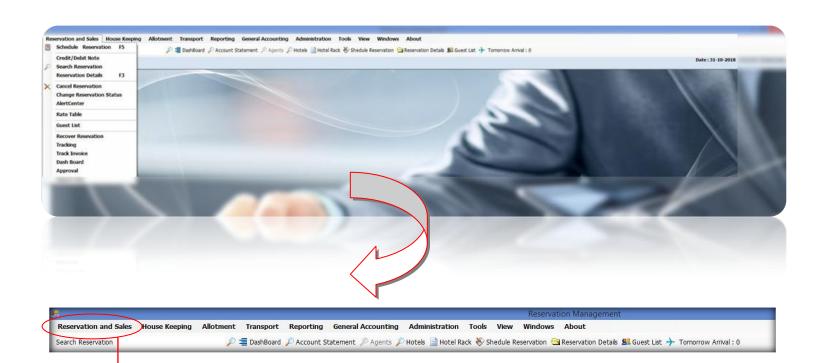
Reservation and sales is major module in Bicoders reservation application. This section gives freedom to choose various reservation processes according to its functionality. It manages day to day responsibilities in reservation process like Check in/Out, advancing booking etc. in a simplified manner. This module manages different rates for different group of guest, packages synchronization as well as special corporate rate for seasons, Hotels etc

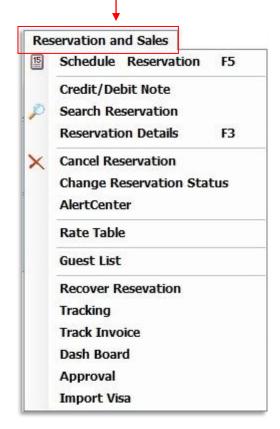
Navigation & Layout



Fig.2. Reservation and sales window







User Manual

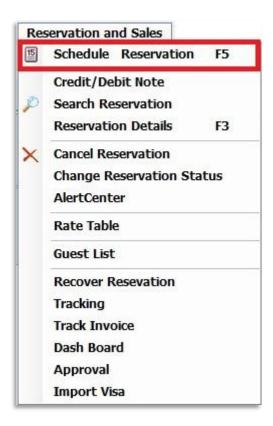
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Navigating Reservation and Sales module :::

Reservation and Sales ::

- a) Schedule Reservation
- **■** Reservation and Sales > Schedule Reservation



This section handles booking hotel for guests. All reservation details will be listed in reservation list. User can search old reservation details by reservation number, Package name etc.

Shortcut Key used here is *F5.* (by Just click *F5* key on keyboard *Schedule Reservation* Window will appear)





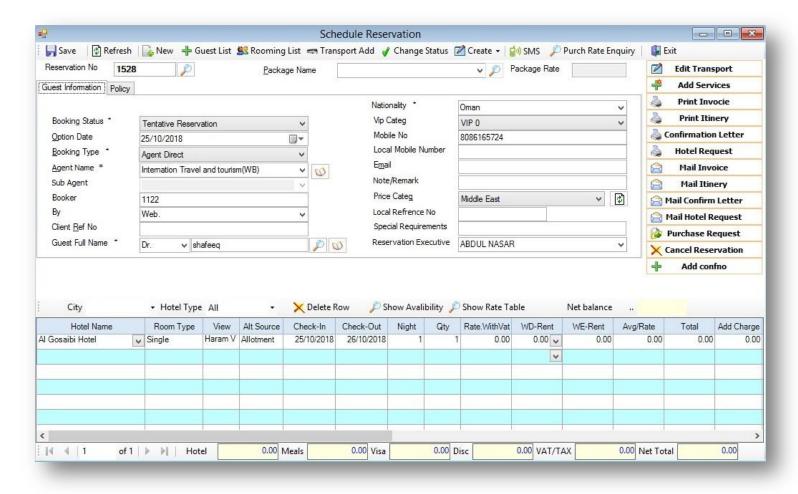
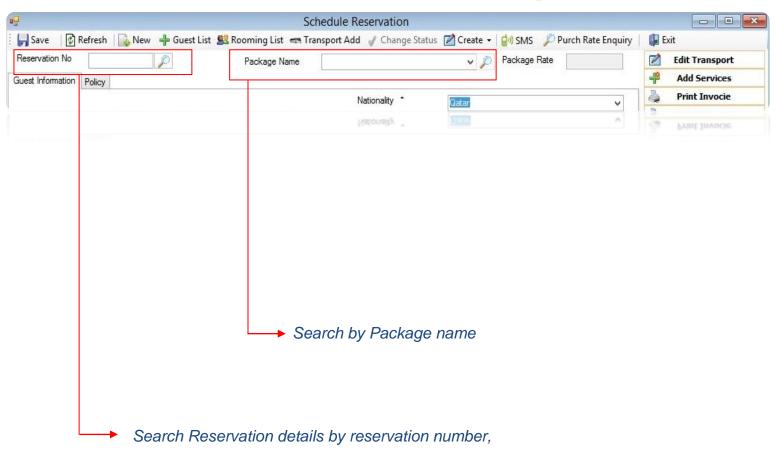


Fig.2.1 Schedule Reservation

Here filtering of the hotel details by city / Hotel type are possible also availability of rooms and the rate table can be checked.

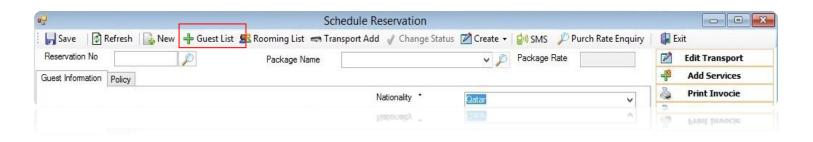
By clicking on *Check availability* button it lists the room vacant details then filter by hotel name/room type and date.





■ Guest List

[Reservation and Sales -> Schedule Reservation -> Guest List]



This section allows creating guest list. Guest List window displays Reservation number, Guest name, Agent name etc.

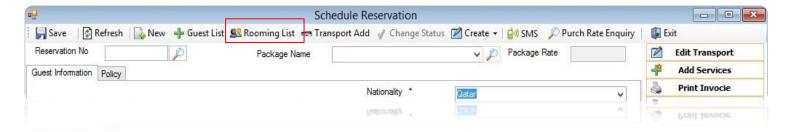




Fig.2.2 Guest List window



[Reservation and sales -> Schedule Reservation -> Rooming List]



Highlights the rooming details for that reservation. User can select Room number, room type etc from this section



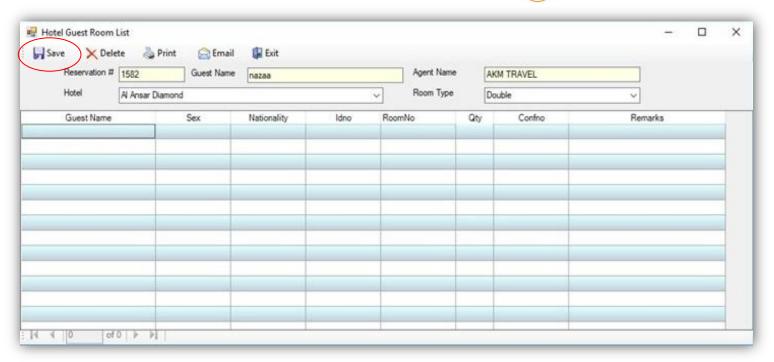
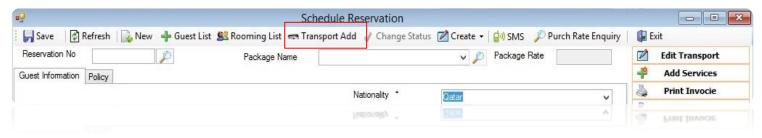


Fig 2.3 Rooming list

This section allows assigning room for guest. Here reservation number, Guest name, Agent name etc are listed. User can select Hotel name and Room type from dropdown (already saved hotel name & Room type) otherwise can enter details in fields.

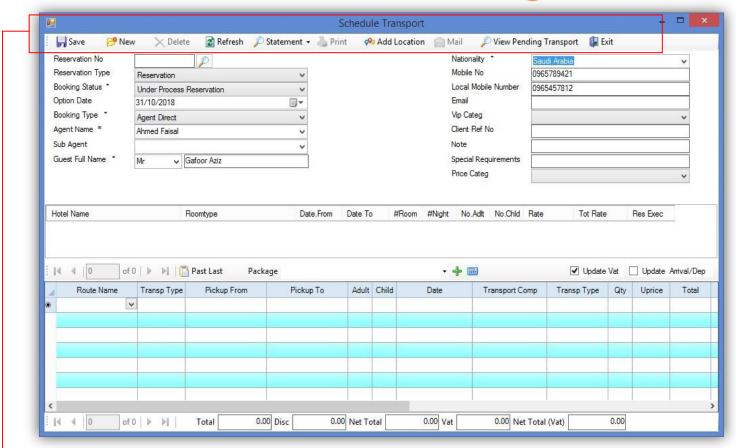
Transport Add

[Reservation -> Schedule Reservation -> Transport Add]



This section allows scheduling transportation.





Menu bar listings

Menu	Description
Save	Save details
New	New Screen
Delete	Delete details
Refresh	Refresh option for Schedule Transport window

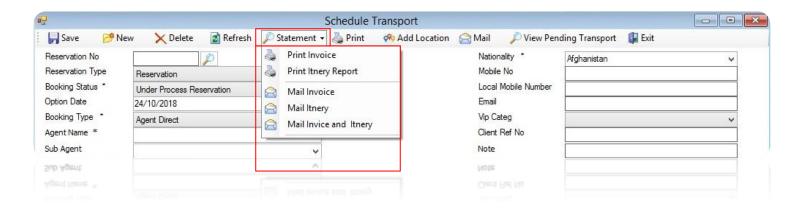
User Manual _____ 26 ____



Menu	Description
Statement	Provide statement details as Print Invoice ,Print Itenary, Mail Invoice ,Mail Itenary, Mail Invoice & Itenary etc
Print	Print Option
Add Location	Location details
Mail	Mail sending option
View Pending Transport	View sales Invoice Pending
Exit	Exit Schedule transport window

✓ Statement

[Reservation and Sales -> Schedule Reservation -> Schedule Transport -> Statement]



Statement allows user to have different options such as Print Invoice, Print Itenary which shows printed statement Report whereas Mail Invoice, Mail Itenary, Mail Invoice and Itenary etc.are mail functions.





[Reservation and Slaes -> Schedule Reservation -> Schedule Transport -> Statement -> Print Invoice]

Here user can print detailed Invoice.



Fig 2.4 Print Invoice

Print Itenary

[Reservation and Slaes -> Schedule Reservation -> Schedule Transport -> Statement -> Print Itenary]

User has the option of printing booking details without price





[Reservation and Slaes -> Schedule Reservation -> Schedule Transport -> Statement -> Mail Invoice]

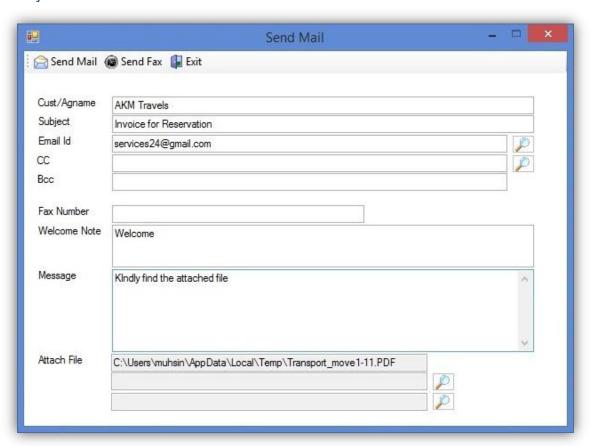


Fig 2.5 Send mail

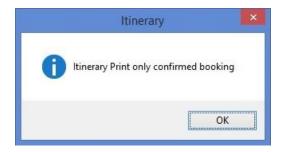
Invoice details can be send through mail by providing details. File can be attached like normal mails.

Mail Itenary

[Reservation and Slaes -> Schedule Reservation -> Schedule Transport -> Statement -> Mail Itenary]

Mail the booking details without price. The file will be in PDF format.





Itinerary print is only for conformed booking

Mail Invoice and Itenary

[Reservation and Slaes -> Schedule Reservation -> Schedule Transport -> Statement -> Mail Invoice and Itenary]

It includes the process of sending Invoice and booking detail with out price (Itenaray) in a single mail. File can be attached here like normal mail.



✓ Add Location

[Reservation and Sales -> Schedule Reservation -> Schedule Transport -> Add Location]

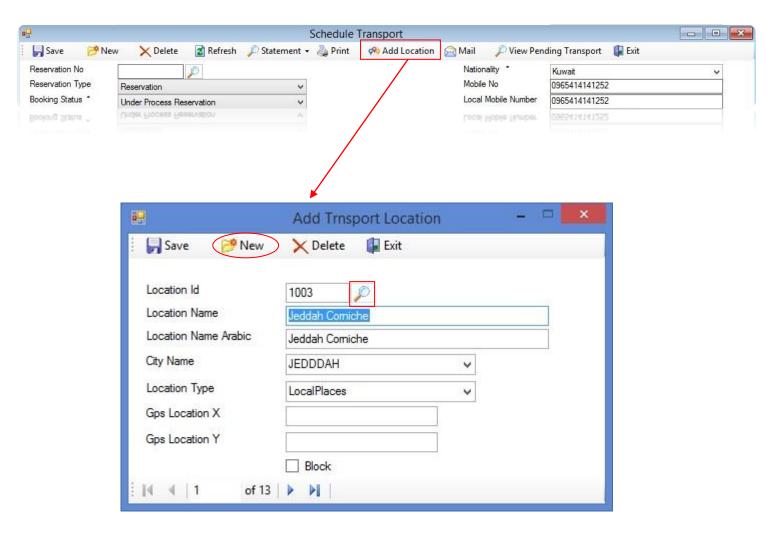


Fig 2.6 Add Transport Location

Here new transport location can be created by clicking *Add Location* menu. By providing Location Name, City name details, Latitude & Longitude details new location can be created.

Saved location details can be viewed on clicking search button near Location Id.

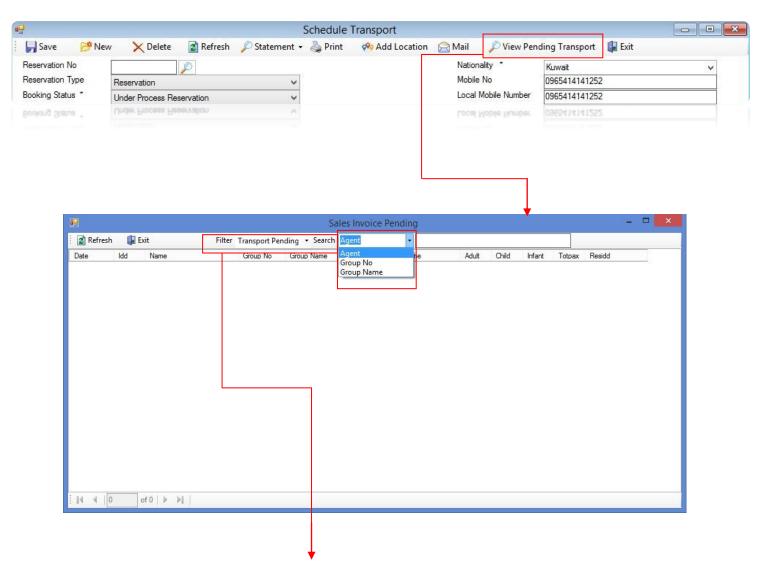


Field	Description
Location Id	Location Id , Auto Generated
Location Name	Location Name Details
Location Name Arabic	Location Name Details in Arabic Language
City Name	City details
Location Type	Location details like Airport ,hotel or other places etc
GPS Location X	Indicates Latitude formats like 21.3891° N
GPS Location Y	Indicates Longitude format like 39.8579° E



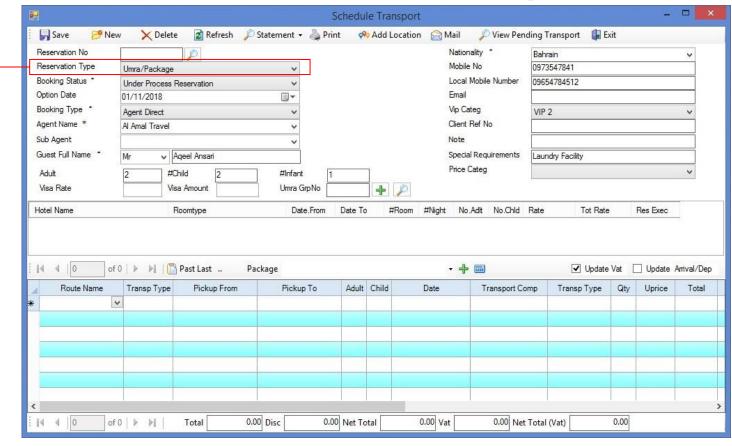
✓ View Pending Transport

[Reservation and Sales -> Schedule Reservation -> Transport -> Schedule Transport -> View Pending Transport]

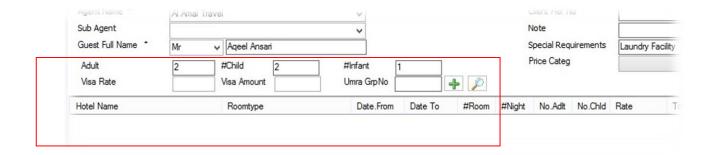


In *View Pending Transport* one can view the pending sales invoice. User can filter in the field provided accordingly as Transport pending, not invoice type etc also search by Agent ,Group number name etc.

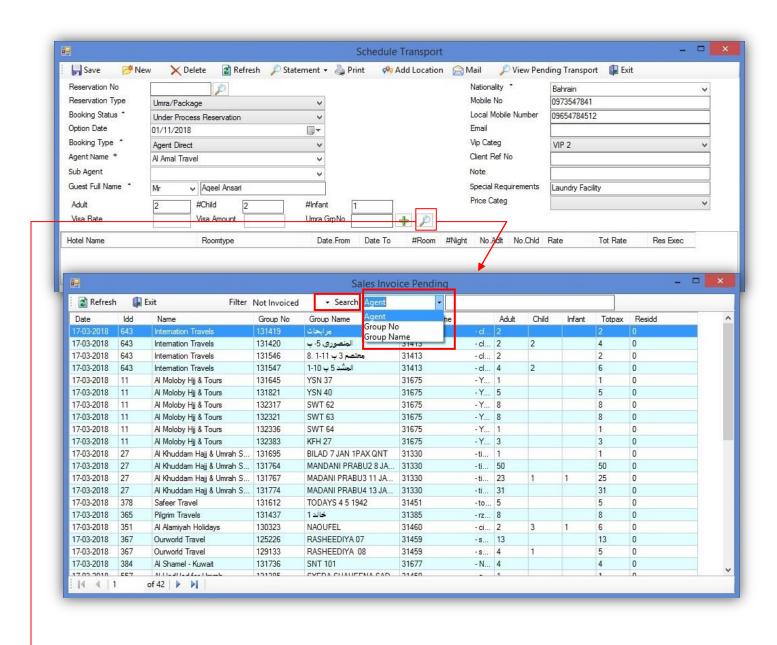




- On clicking Reservation type both options are available such as Reservation or Umrah Package.
- Selecting Umrah package will result in additional fields like Adult, Child, Infant, Visa Rate, Visa Amount, Umrah group no etc which is not present in common Reservation





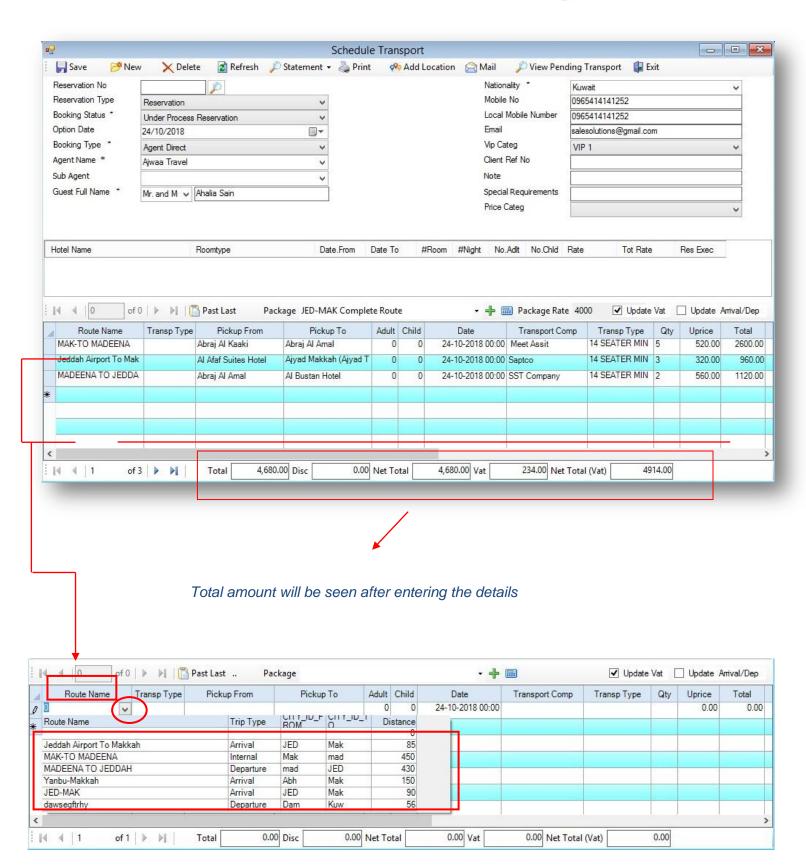


On clicking search button user can view Sales Invoice which can be filtered according to Not invoiced, Transport pending etc also filtering is possible by Agent, Group name, Agent Number

User Manual

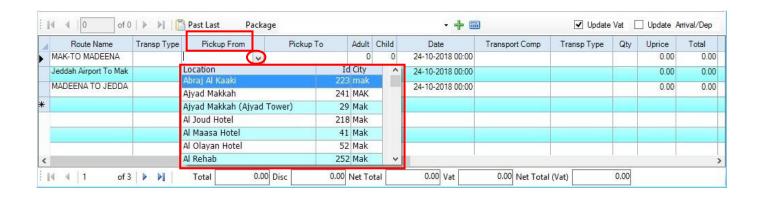
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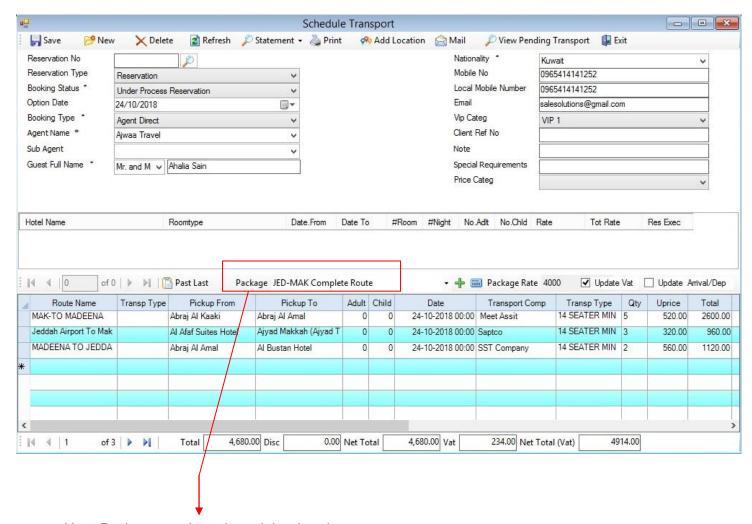


User Manual _____ 36 ____





In the schedule transport window details can be provided in the fields .Here route name, transport type, Pick Up from, pickup to ,Transport company details ,Quantity (Qty),Unit price details are selected from the dropdown filter in each column of the grid.



Here Package can be selected the dropdown.

User Manual

37 —



Navigating Schedule Transport Fields ::

Fields	Description	
Reservation No	Reservation id , Auto Generated	
Nationality	Country Details	
Reservation Type	Defines details like reservation or Umrah package etc	
Mobile Number	Contact Number Details	
Booking Status	Shows the current status as /Tentative/Accepted and confirmed / Complementary etc	
Local Mobile Number	Contact number details	
Option Date	Last day to confirm booking reservation	
Email	Mail details	
Booking Type	Shows booking through Agent or individual	
VIP categ	Shows special privilege status	
Agent Name	Name details	
Client Ref No	Reference number details	
Sub Agent	Sub agent details	
Note	Additional description if any	
Guest Full Name	Guest name (including first & second name)	



Fields	Description
Special Requirements	Additional Requirements if any
Price categ	Price category details like weekend packages ,special Packages etc



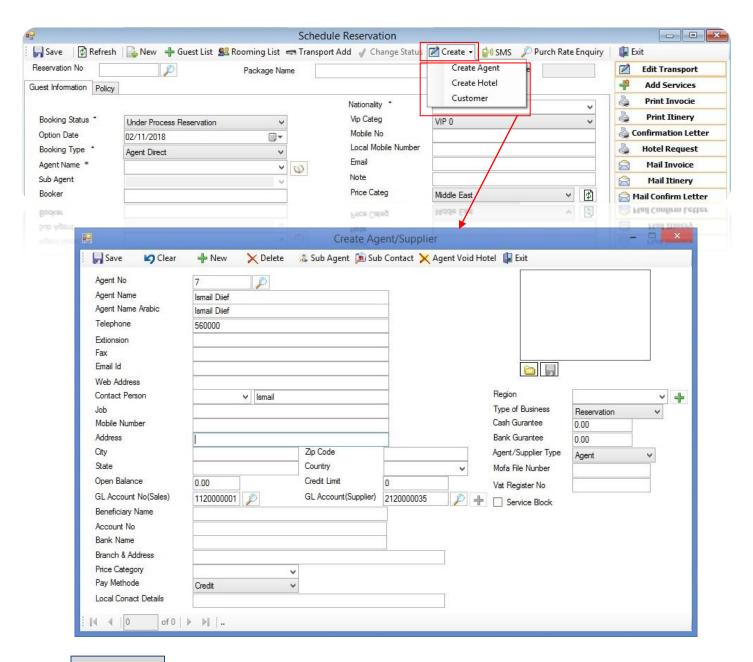


[Reservation -> Schedule Reservation -> Create]

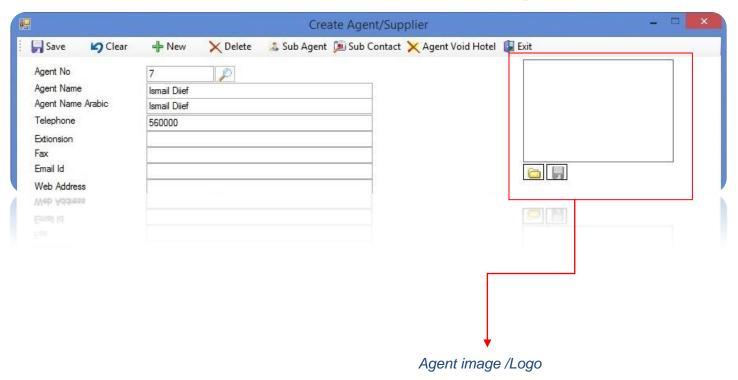
Here user can add agent ,Hotel,customer etc.

Create Agent

[Reservation and Slaes -> Schedule Reservation -> Create -> Create Agent]







Field	Description	
Agent No	Agent Number. 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	



Field	Description	
Email Id	Mail Id of Agent	
Web Address	Web site address if available for supplier/Agent	
Contact Person	Contact person Details	
Job	Job Details	
Mobile Number	Mobile number contact details	
Address	Address Details	
City	City details of Agent\supplier	
Zipcode	Postal code /Zip code details	
State	State or province , area etc	
Country	Country details	
Open balance	Balance at the beginning of account period	
Credit Limit	Max amount extends through line of credits	
GL Account number (Sales)	General Ledger Account Number for sales	
GL Account number (Supplier)	General Ledger Account Number for supplier	
Beneficiary Name	Name of person/Company receiving funds	
Account Number	Account number details	
Bank Name	Name of bank where Account holds	
Branch& Address	Branch details of bank	
Price category	Price category includes price of middle east/other market prices etc	
Pay method	Payment methods like cash/debit/credit cheque online etc	



Field	Description	
Local Contact details	Locally Contact details	
Region	Defines region middle east or else any other	
Type of business	Business type like ,Umrah or Reservation	
Agent Name	Name of Agent	
Cash guarantee	Security deposit amount here it is Cash guarantee amount	
Bank guarantee	Bank promise amount to meet liability of debtor to fulfill contracts. Here it is bank guarantee amount	
Agent Supplier type	Defines Agent/supplier	
MOFA File Number	Ministry of Foreign Affairs Number	
VAT Registration number	VAT registration number details	

Agent number can be selected from the search button icon. a new Agent list will appear for already saved accounts

Agent list can be sort by city, Address, Email etc



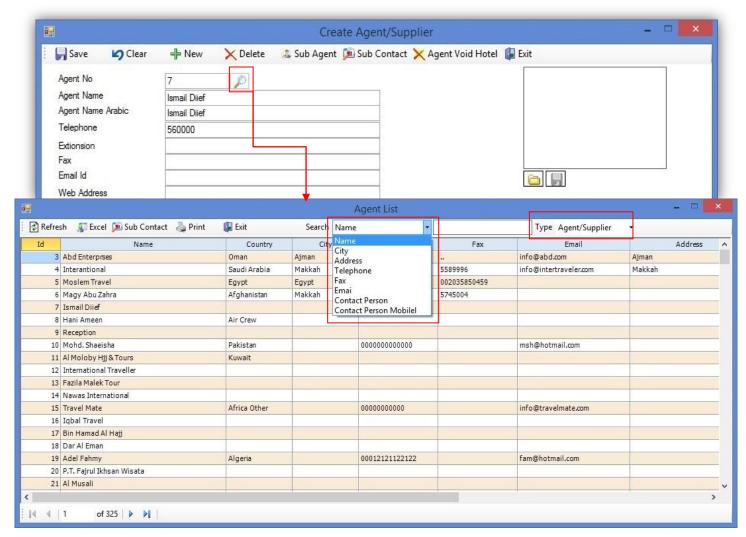


Fig 2.7 Agent List

Agent number can be selected from the search button icon. A new Agent list will appear for already saved accounts.

For GL accounts click on search button on GL Account field, New account list will appear showing complete account lists



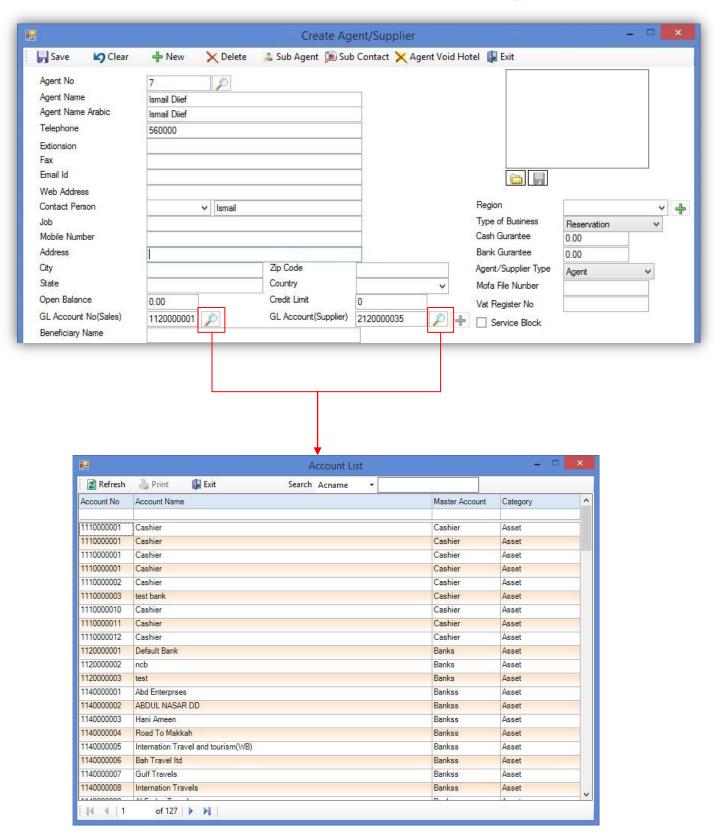
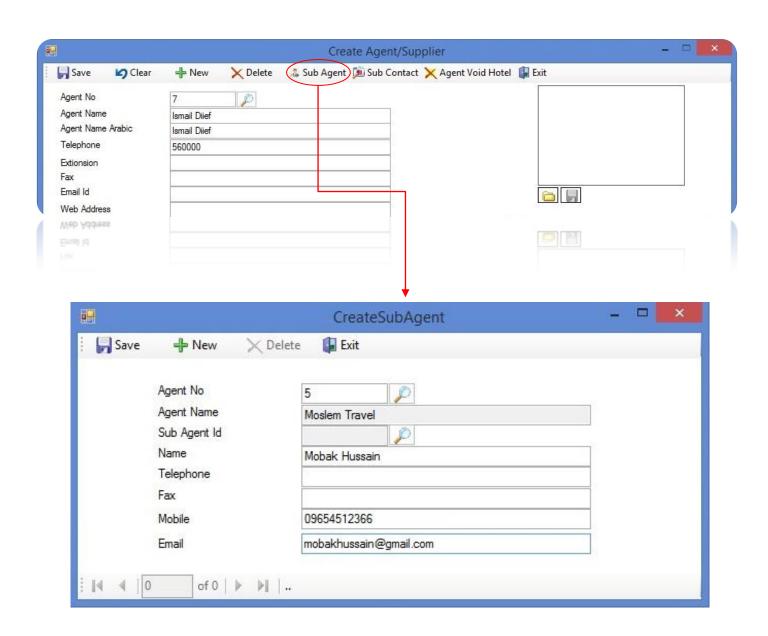


Fig 2.8 Account List

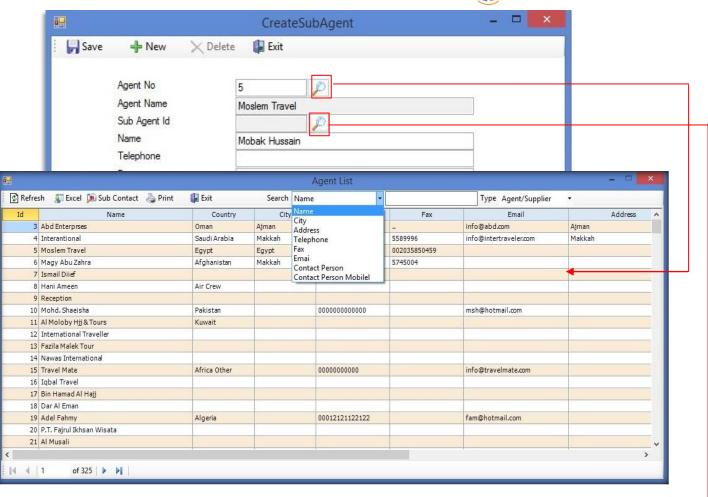


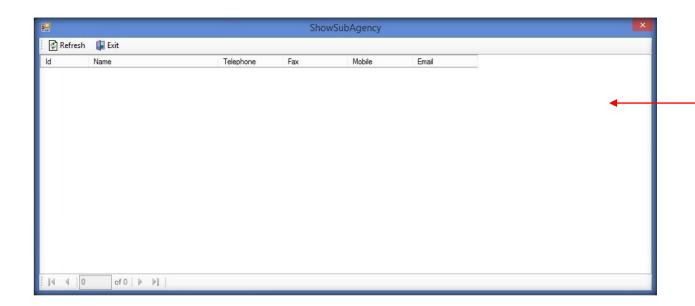
✓ Sub agent

[Reservation and Slaes -> Schedule Reservation -> Create -> Create Agent -> Sub Agent]









User Manual _____ 47 ____



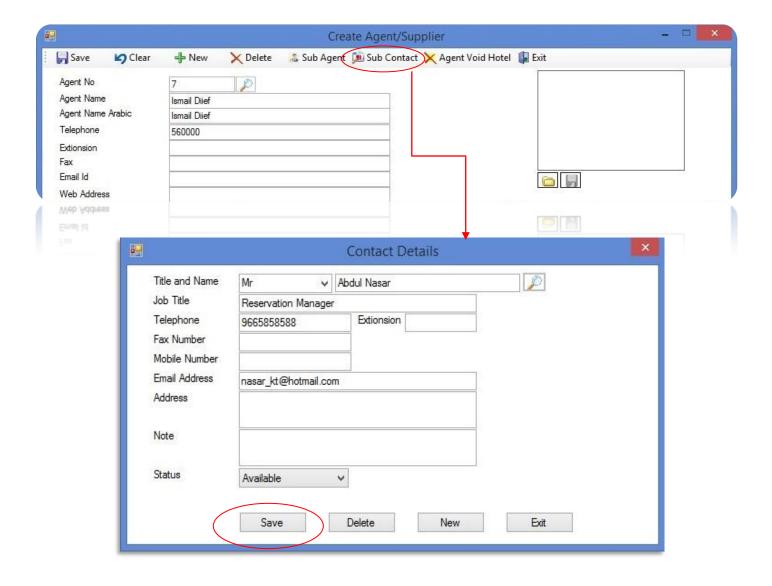
In Create Sub Agent, agent number can be selected from the agent list on clicking *search* button sameway subagent Id can be selected from *search* button near Sub agent Id.

Field	Description
Agent No	Agent Number. it can be any value
Agent Name	Sub Agent Name
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



✓ Sub contact

[Reservation and Slaes -> Schedule Reservation -> Create -> Create Agent -> Sub Contact]





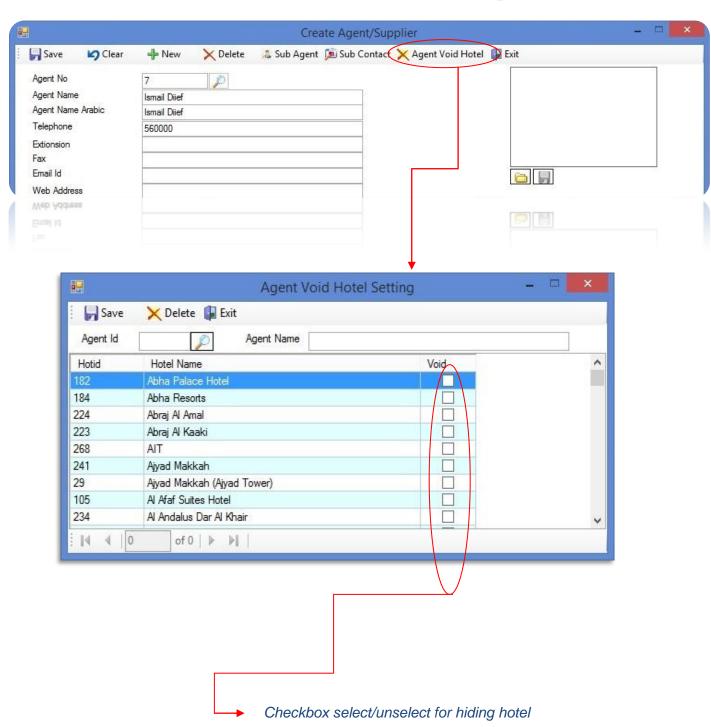
Field	Description	
Title and Name	Name details with suffix like Mr,Ms etc.	
Job Title	Job Title like Manager,superviser etc	
Telephone	Contact details	
Fax Number	Fax Number details	
Mobile Number	Contact details	
Email Address	Email address	
Address	Address details	
Note	Additional description if any	
Status	Shows Current status whether active nor not	

✓ Agent Void

[Reservation and Slaes -> Schedule Reservation -> Create -> Create Agent -> Agent Void Hotel]

Here user can select which hotel details want to be hidden.after selecting checkbox agent void hotel setting can be done.





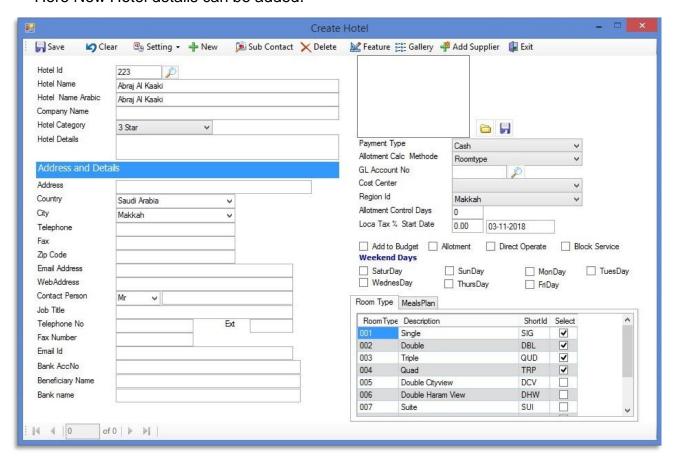
User Manual _____ 51 ___





[Reservation and Slaes -> Schedule Reservation -> Create -> Create Hotel]

Here New Hotel details can be added.



Field	Description	
Hotel Id	Hotel Id , Auto generated numerical 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	



Field	Description	
Hotel Category	Indicates star rating whether 2 star or 3 etc	
Hotel details	Additional Hotel details	
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	



Field	Description
Allotment Calc Method	Calculation details for allotment given according to room type total allotment etc
GL Account number	General Ledger number details
Cost Center	Cost center details
Region Id	Region details
Allotment control Days	Indicate days number
Local Tax % start date	Details of local tax percentage used & its started date onwards details

Add Customer

[Reservation and Slaes -> Schedule Reservation -> Create -> Add Customer]

New customer details can be added here by providing details.



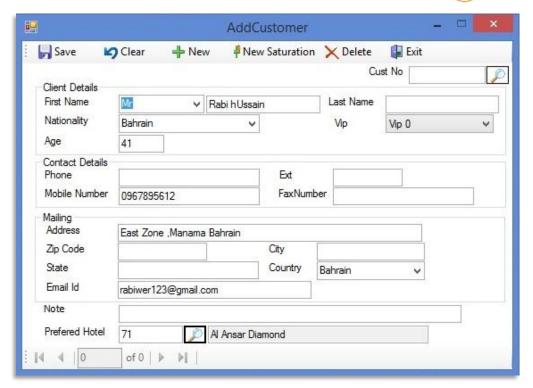


Fig 2.9 Add Customer

Here new customer details can be created. After providing, details can be saved. Customer number is auto generated. First name and last name is mandatory field.

Field	Description
Cust No	Customer number details, Auto generated
First Name	Name details
Last Name	Sur name details
Nationality	Country details
VIP	VIP category privilege details, priority order (Select from drop down list)



Field	Description
Phone	Contact details
Ext	Extension number details, if available
Mobile Number	Mobile number details
Fax Number	Fax Number details
Address	Address details
ZIP code	ZIP (zone improvement plan)- postal code details
City	City details
State	Region/province details
Country	Country details (select from dropdown list)
Email Id	Mail id details
Note	Additional description if any
Preferred Hotel	User favorites/wish hotel (User can select from the list by clicking search button)



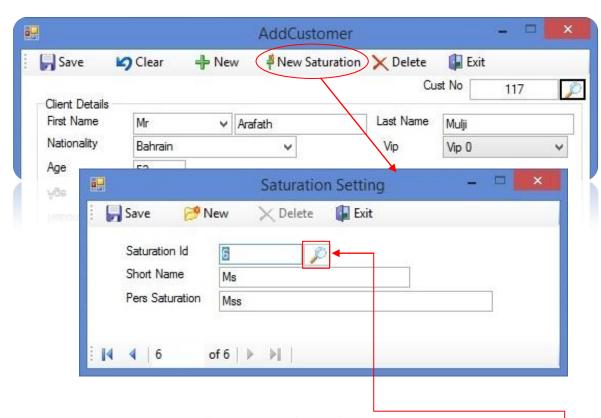


Fig 2.10 saturation setting

Saturation setting highlights greeting or acknowledgement before name

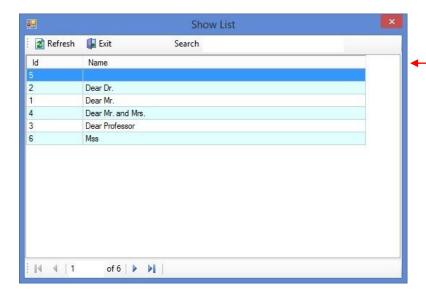
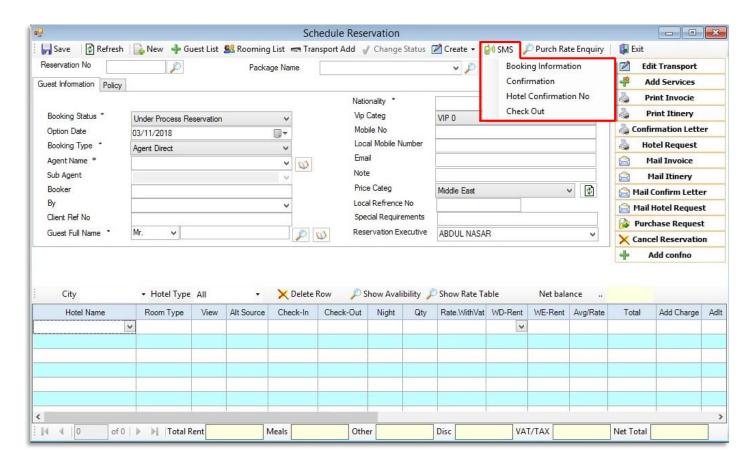


Fig 2.11 Saturation List





[Reservation and sales -> Schedule Reservation -> SMS]



This section mainly aims for sending SMS (short message services). User can send SMS for

- i) Booking information
- ii) Confirmation
- iii) Hotel conformation number
- iv) Check out



Purchase Rate Enquiry

[Reservation and sales -> Schedule Reservation -> Purchase Rate Enquiry]

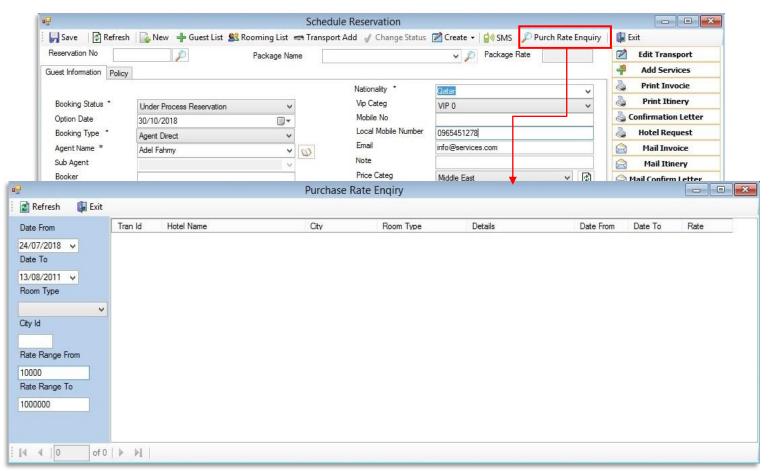


Fig 2.12 Purchase Rate Enquiry

In this section View of purchased room details and rate is possible. Filtering by Date /Room type/ City id/Rate range.

One can provide price range details and date range details for sorting.



Menu Listings ::

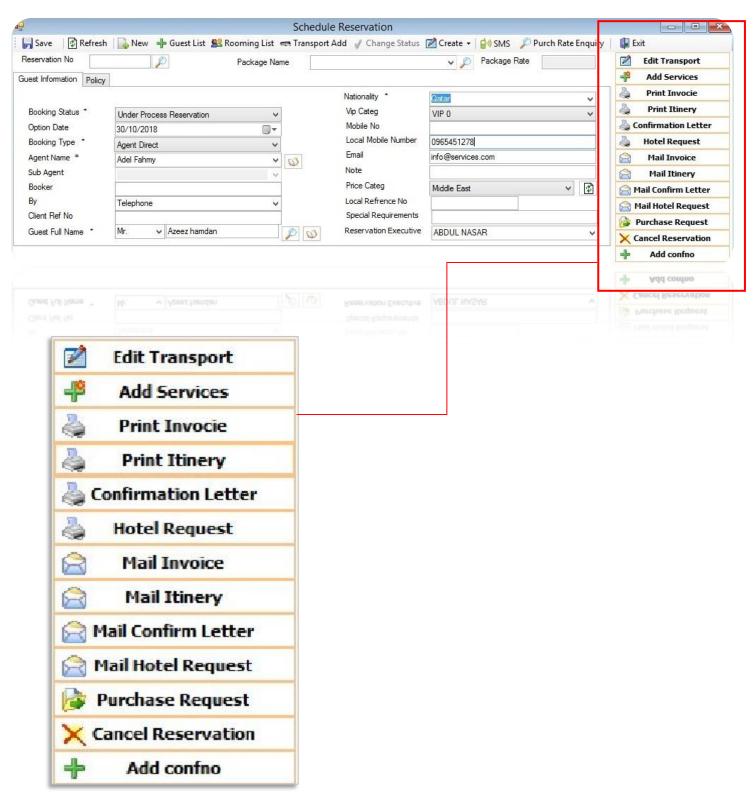


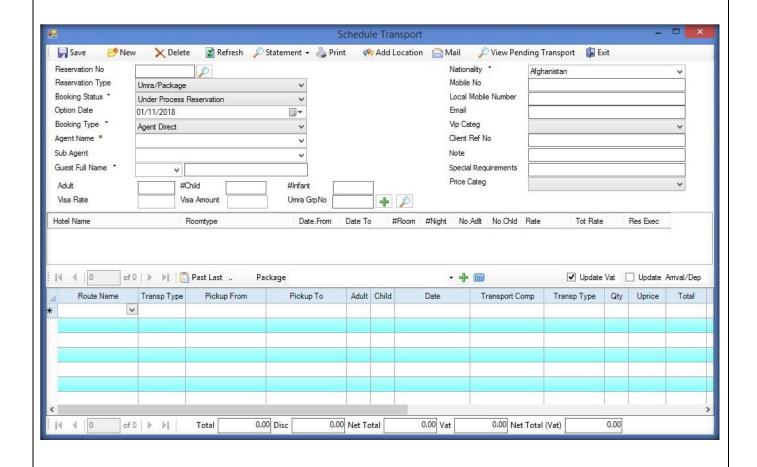
Fig 2.13 Schedule Reservation Side Menu



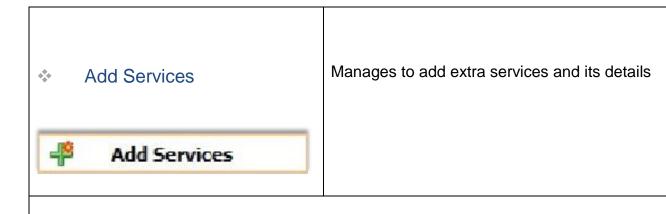


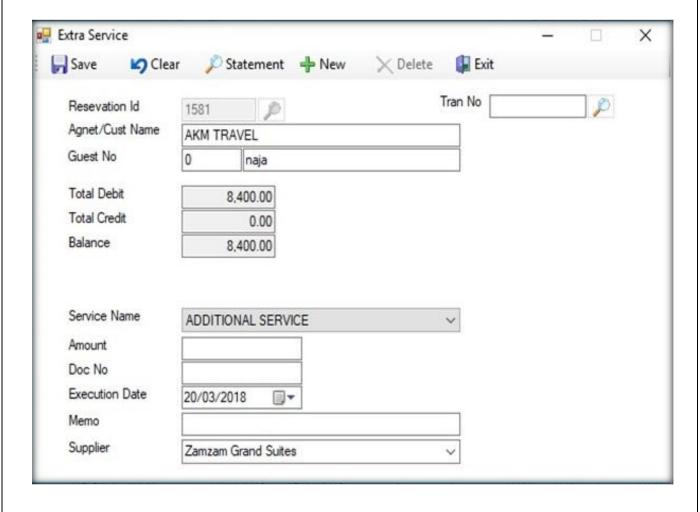
Allows to edit the transportation booking details User can view the hotel details in one table.













Print Invoice

Print detailed Invoice of Reservation process



Print Invocie





Print Itinerary

processes and manages Invoice without price details



Print Itinery

Confirmation Letter



Send confirmation letter after reservation process done

17/02/2018

[AKM TRAVEL]

Good Day from Bicoders Solutions

Thank you for choosing Bicoders Solutions, With reference to your request regarding room reservation, we are pleased to confirm your request on Tentative basis with following details

Guest Name Mr naja Nationality

Roon	Type	#Room	Check I	n Ch	eck Out	Night	Rate	Total	Meals
Single CV View	City	1	17/02/	18 18	3/02/18	1	2,000	2,000.00	RO
Quad Har View	am	1	17/02/	18 19	/02/18	2	3,000	6,000.00	RO
Total Rent 8,000.00			Addit Charge 0.0			0.00	0 Meals Amt		0.00
0.00	0.00 Addit Service		0.00 Discco			unt 0.00 Net Total		8,000.00	
		Vat	5.00	%	40	00.00	Net Total (W	ith Vat)	8,400.00
	Single CV View Quad Har View Total Re	Single CV City View Quad Haram View Total Rent 8,00	Single CV City View Quad Haram View Total Rent 8,000.00 0.00 Addit Service	Single CV City 1 17/02/2 View Quad Haram 1 17/02/2 View Total Rent 8,000.00 Addit Service	Single CV City 1 17/02/18 18	Single CV City 1 17/02/18 18/02/18 View Quad Haram 1 17/02/18 19/02/18 View Total Rent 8,000.00 Addit Charge 0.00 Addit Service 0.00 Discount Discount	Single CV City 1 17/02/18 18/02/18 1	Single CV City 1 17/02/18 18/02/18 1 2,000	Single CV City 1 17/02/18 18/02/18 1 2,000 2,000.00 View Quad Haram 1 17/02/18 19/02/18 2 3,000 6,000.00 View Total Rent 8,000.00 Addit Charge 0.00 Meals Amt 0.00 Addit Service 0.00 Discount 0.00 Net Total

Please you are kindly requested to send total amount to our following account.

Account Name	SSSS
Bank Name	
Account No	SA
Bank Details	

Before 17/02/2018 and send a copy of bank transfer to be fax No. .. or Email nasar_kt@hotmail.com

Cancellation Policy: No-Cancellation or Amendment will be accepted after re-confirmation

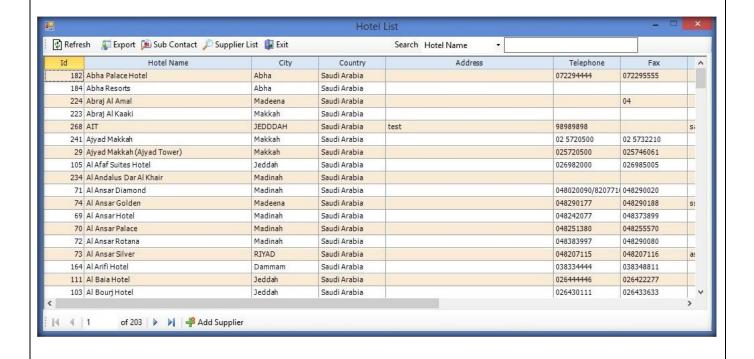
Reservation Department





Manages to select hotel reserved

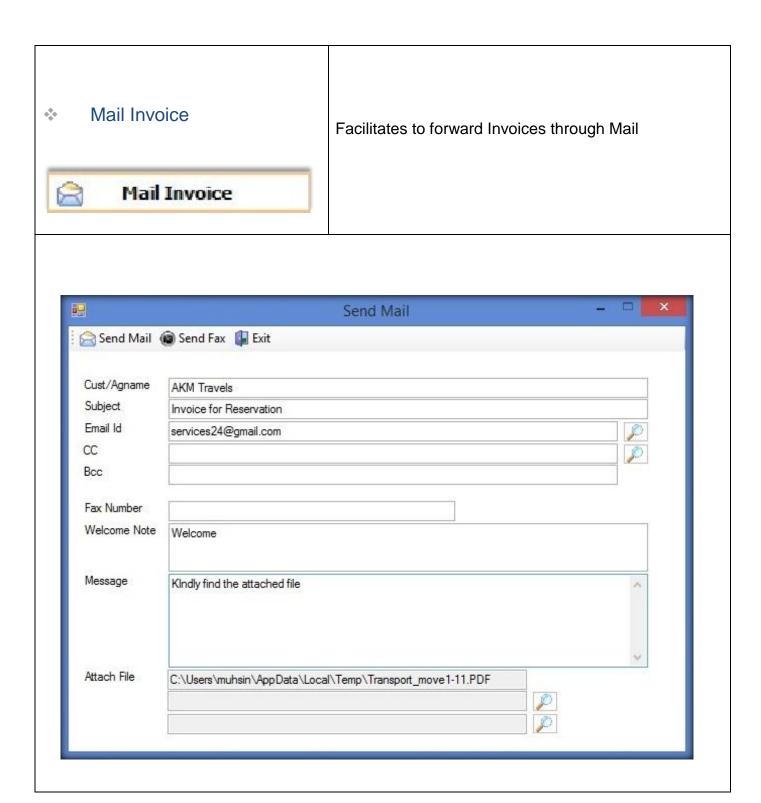




User Manual

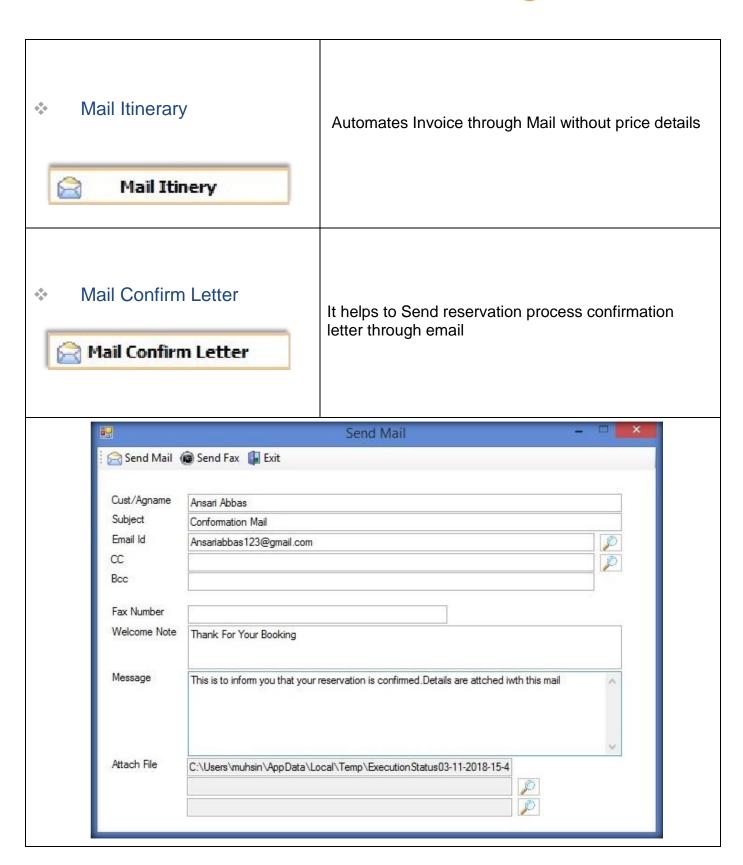
65







67



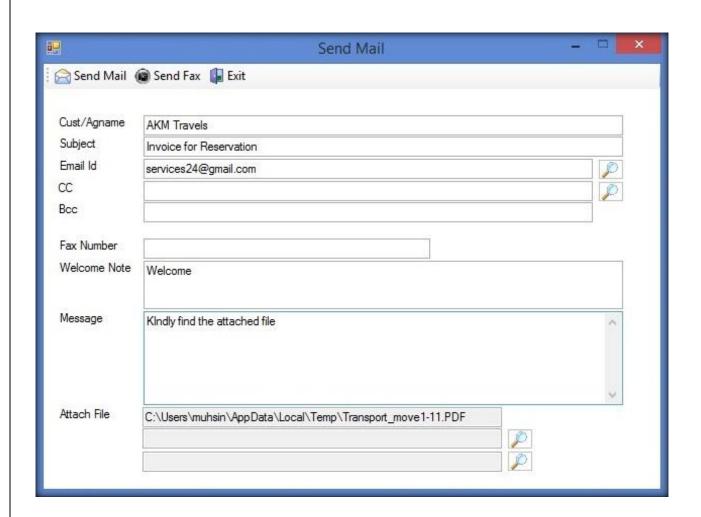
User Manual _____





😭 Mail Hotel Request

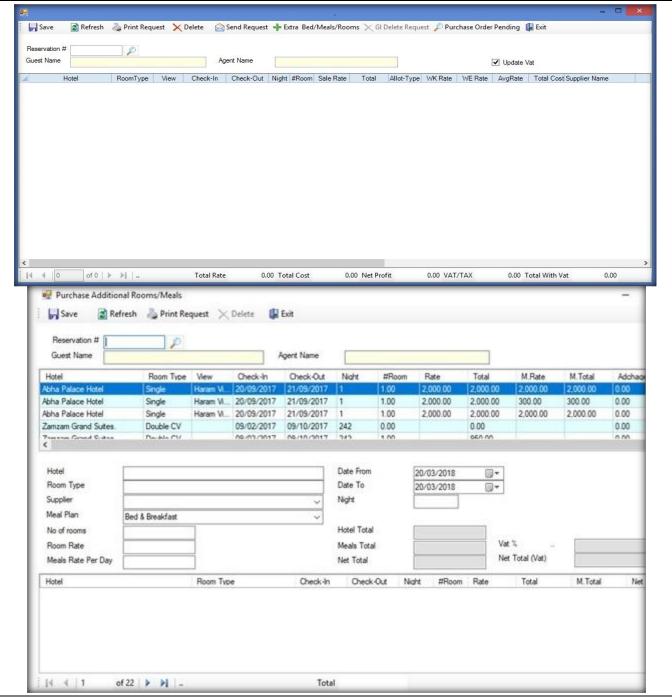
Process of sending hotel details through mail



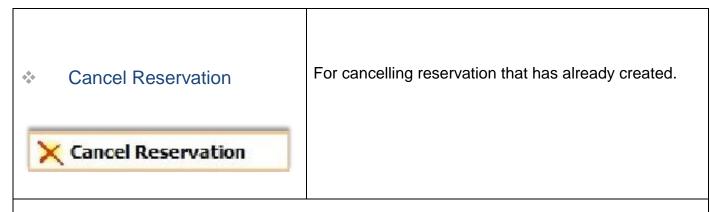


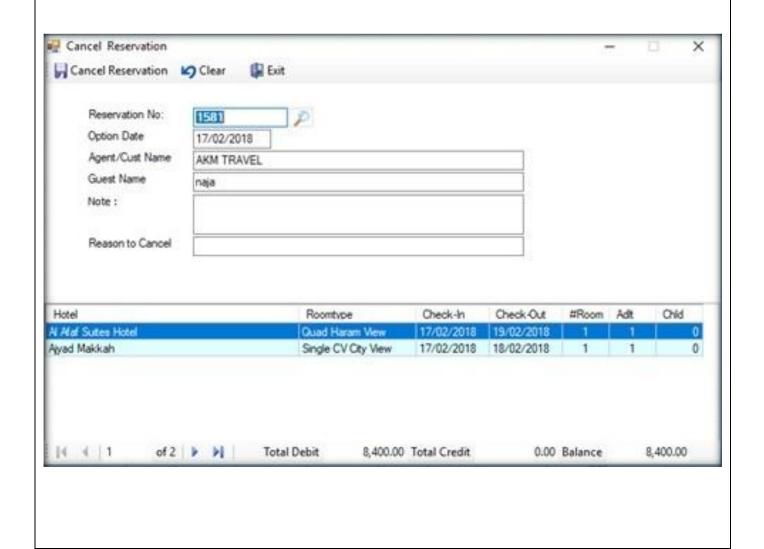


Manages request for adding extra bed/meal/rooms

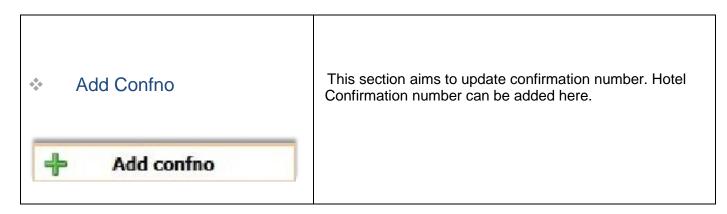






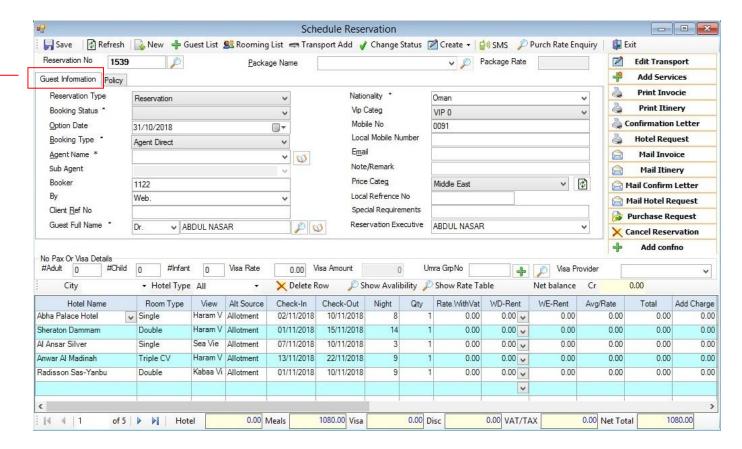








Navigating Schedule Reservation fields :::



Guest Information Details

Navigating Guest Information fields :::

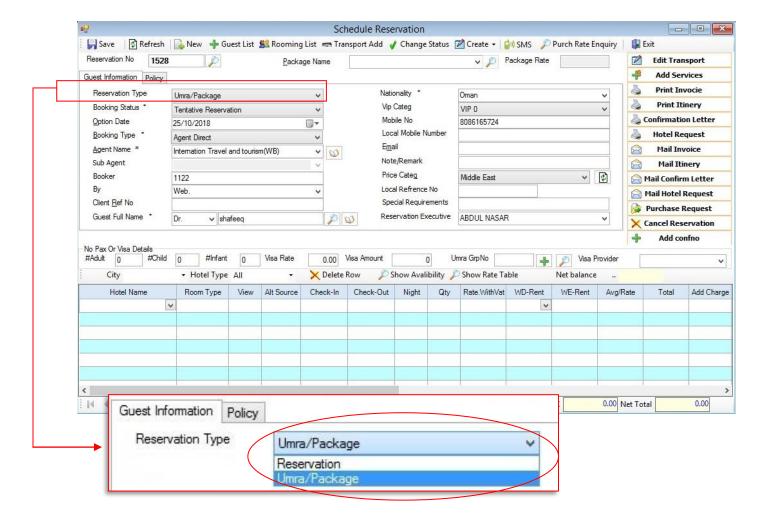
Field	Description
Reservation Type	Defines type as Reservation or Umrah packages
Nationality	Country details
Booking Status	Defines status like tentative ,confirmed etc



Field	Description
VIP category	Defines preference category wise like VIP 1,VIP 2 etc
Option Date	Last day to confirm booking reservation from customer
Booking Type	Indicates booking through Agent/Sub agent or Individual etc
Local Mobile number	Contact number details
Agent Name	Agent name details
Email	Mail details
Sub Agent Name	Sub agent name details
Note/Remark	Description
Booker	Person who request for booking here refers to booking person from agent
Price Category	Defines Price category like Middle east packages /weekend packages etc
Ву	Booking means through web/telephone /walk-in etc
Local Reference Number	Shows if there is any local record for particular booking
Client Reference Number	Customer/Agent Invoice number or request number

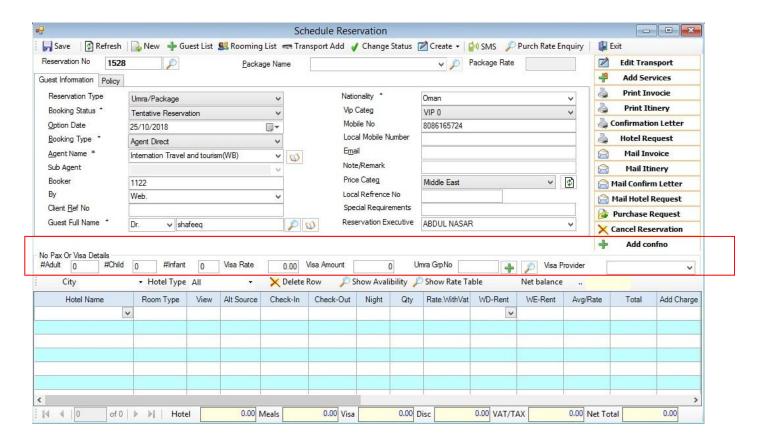


Field	Description
Special Requirements	Additional requirements if any
Guest full Name	Full name with first name last name etc





For scheduling of reservation of Umrah select Umrah/ package from Reservation Type fields. Then user has to update details

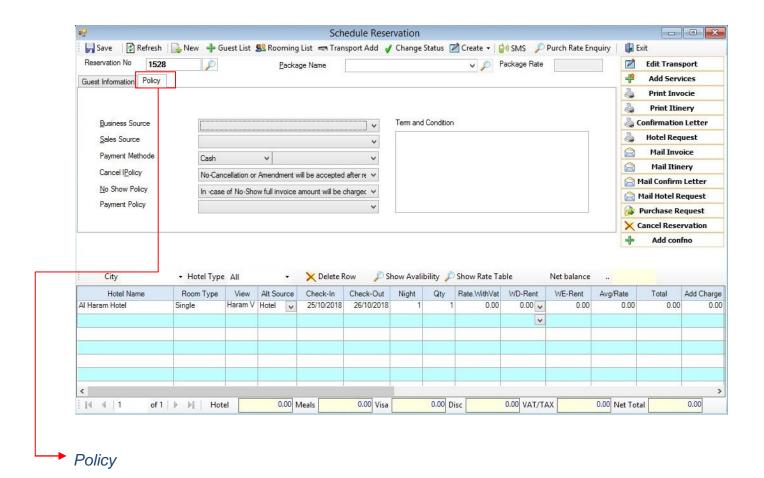


Field	Description
# Adult	Adult numbers
# Child	Child numbers
# Infant	Infant numbers
#Visa Rate	Visa rate (provide visa rate figures)
#Visa Amount	Visa Amounts (provide visa amount figures)



Field	Description
Umrah group No	Defines Umrah Group Number
Visa Provider	Visa providers details, any group or agents etc

Navigating policy fields :::



User Manual

------ 76 -----

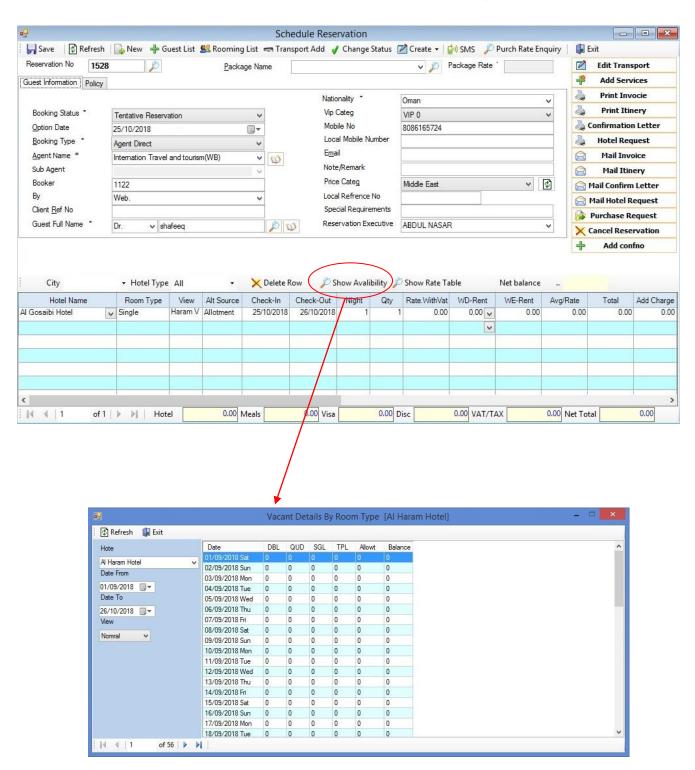


Field	Description
Business source	Mention source like through Agent/Sub or direct etc
Sales source	Defines business generated through commission agent/Sales representative/Promoter etc
Payment Method	Method of transaction through Cash/Credit etc if cash select bank also
Cancel Policy	Policies like no cancel after reservation, reconfirm booking before option date etc
No show Policy	Policies like no cancellation, No refund etc
Payment Policy	Defines different payment Policies
Terms and Conditions	Any additional terms & conditions according regarding reservation process



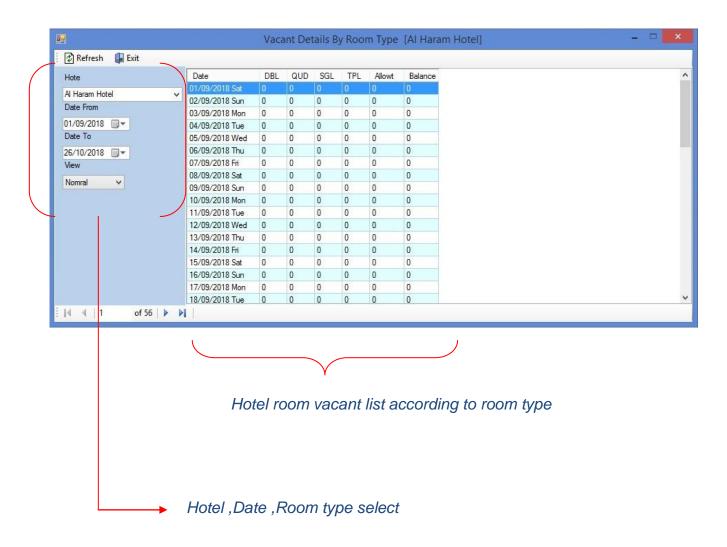
Show Availability

[Reservation and sales -> Schedule Reservation -> Show Availability]





Shows vacant rooms available in selected hotel by providing date range .User can select hotel from the dropdown list also date can be selected .Then the list will be updated showing vacant details of different room type.

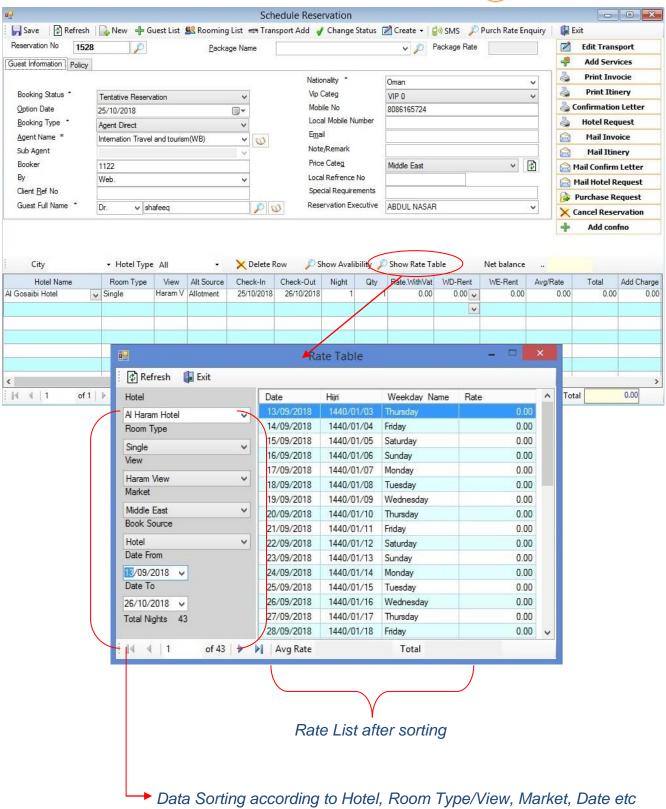


Show Rate Table

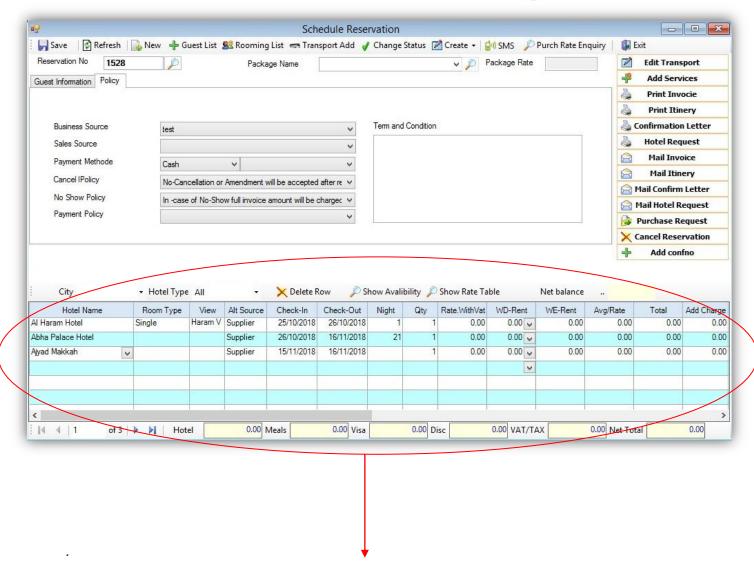
[Reservation and sales -> Schedule Reservation -> Show Rate Table]

Rate details of rooms of selected hotel according to date ,Room type ,room view etc.User will get list depending upon sorting process.







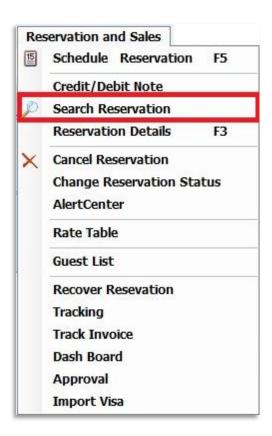


Hotel Name ,Room Type details like *single/double* View like *Haram view/city view* Alt source like *supplier/hotel/direct*,Checkin/out date etc can be selected from drop down menu.



b) Search Reservation

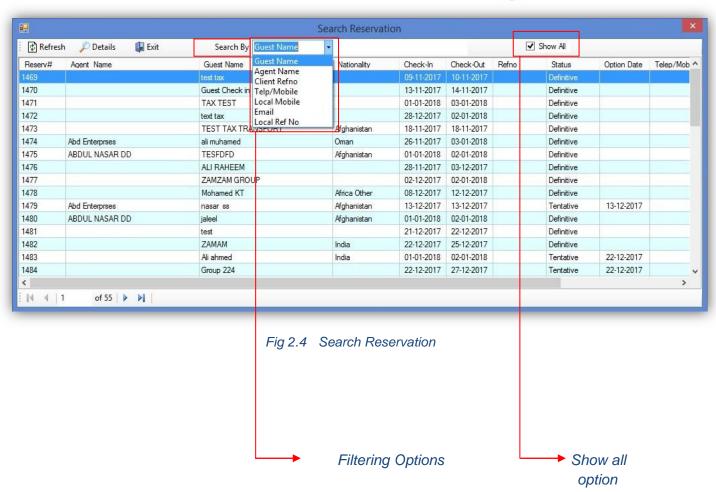
■ Reservation and Sales > Search Reservation



This section allows User to search the reservation details. Here user can filter data by Guest Name, Agent name, Client Reference number etc.

The Search reservation window includes Reservation number, Agent name, Guest Name





For searching reservation first select the required one from the list displayed. Then click on *Details* button on top .It will display the reservation details window as in below shown image



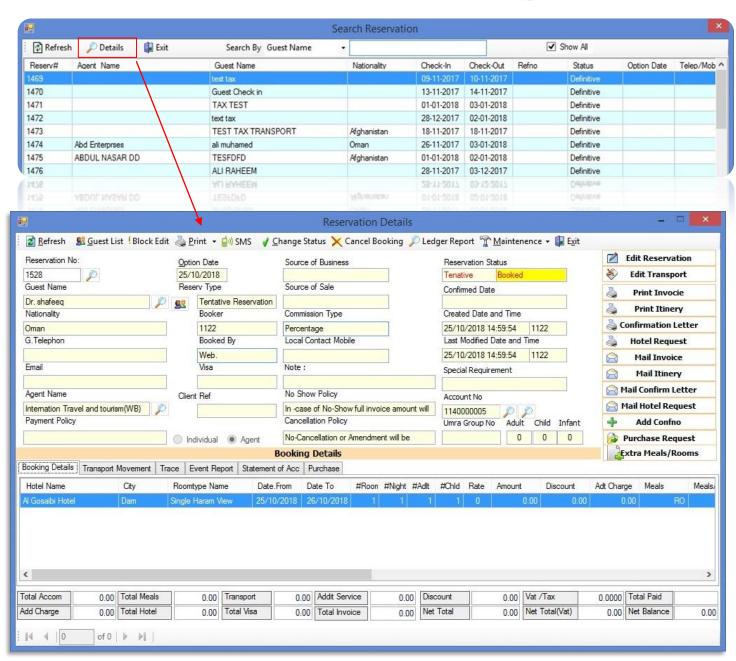


Fig 2.14 Reservation Details window



Navigating Reservation details Fields :::

Field	Description	
Reservation No	Reservation number details , Auto generated	
Option Date	Last day to confirm booking reservation from customer	
Source Of Business	Defines source such as agent or others	
Reservation Status	Status like Tentative/booked etc	
Guest Name	Guest Name details	
Reservation Type	Reservation details like Tentative, Guaranteed, confirmed etc	
Source of Sales	Sales source details	
Confirmed Date	Reservation confirmed date	
Nationality	Country details	
Booker	Booking person details	
Commission Type	Indicates that percentage or amount etc	



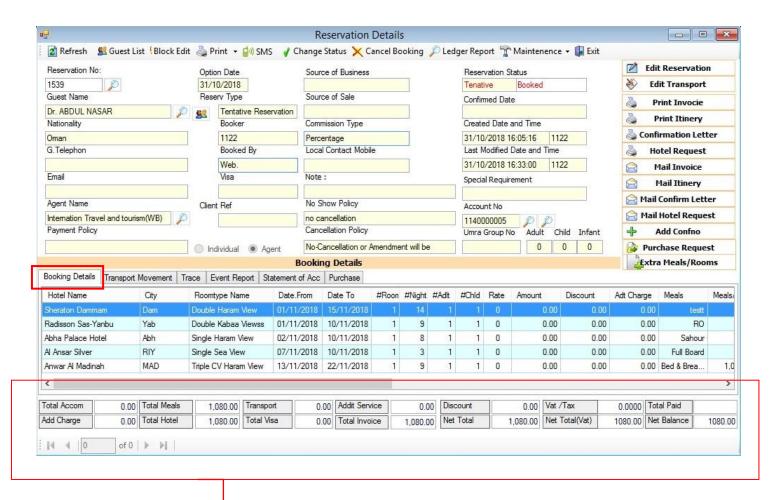
Field	Description
Created Date and Time	Reservation created date and time
G- Telephone	Contact number
Booked by	Booking procedure through web/direct /telephone etc
Local contact Mobile	Contact details
Last modified Date and Time	Modification date and time
Email	Mail details
Visa	Visa details
Note	Description if any
Special Requirement	Requirements description
Agent Name	Agent Name/Group details
Client Ref no	Customer invoice number or request number



Field	Description
No Show Policy	Policies like no cancellation, No refund etc
Account No	Account number details
Payment Policy	Policies like 50% advance remaining later or 100% advance etc
Cancellation Policy	Policies like no cancel after reservation, reconfirm booking before option date etc
Umrah Group No	Group no provided



✓ Booking Details



Amount details Overview

Here booking details can be viewed. Hotel Name, city, Room type ,Room numbers etc can be viewed in grids.

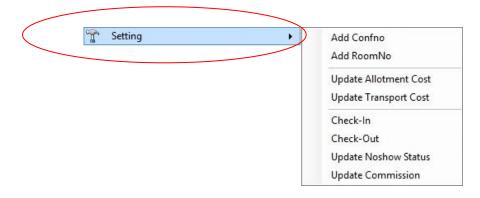
User Manual



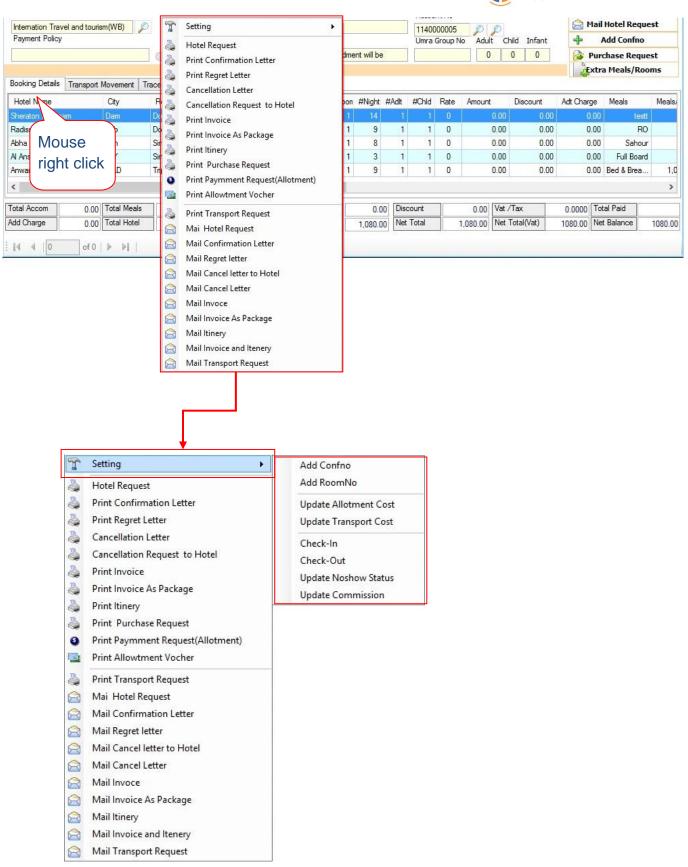
Grid Details		
Hotel Name	City	Room type Name
Date from	Date To	# Room (Room number)
#Night (Number of nights)	#Adlt (Number of Adult persons)	# Chld (Number of children)
Rate	Amount	Discount
Adlt (Additional charge),	Meals	Meals Amt (Meals Amount)
Transport	Commission	Total
VAT	Net	Special Req(Special Requirement)
Conf No(conference number)	Purch cost(purchase cost)	Allotment
PUR Room	INOUT	

Booking details grid will display details of Hotel Name, City, date details, room type etc
On right click of the Booking details various menu options of print & mail are available in which user can go straight without navigating modules.

On right click of setting Add, Update, Checkin/out process are also available

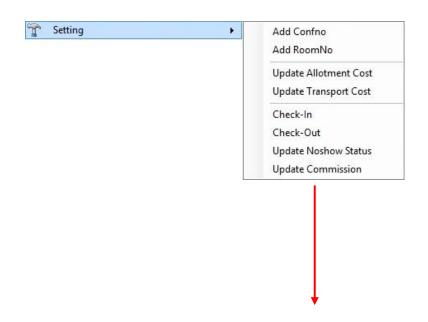


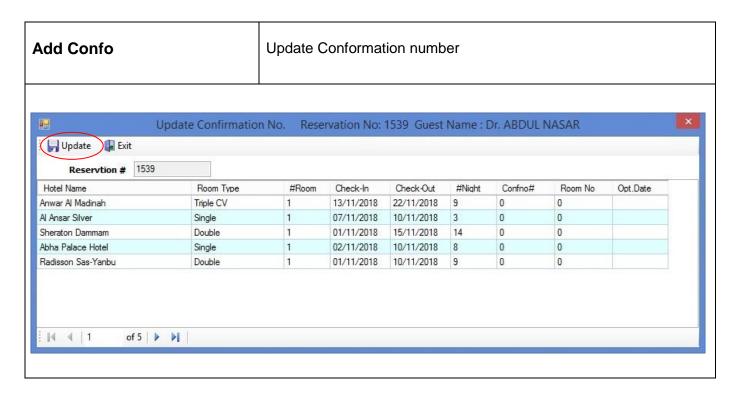








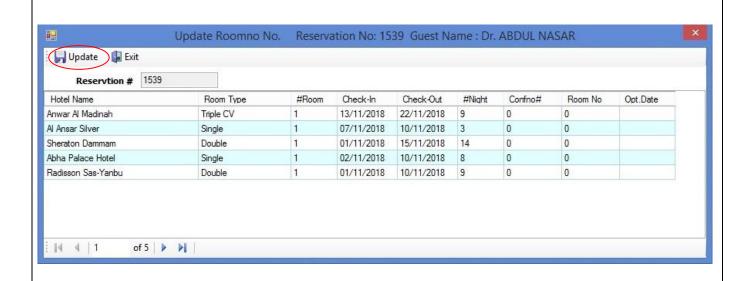






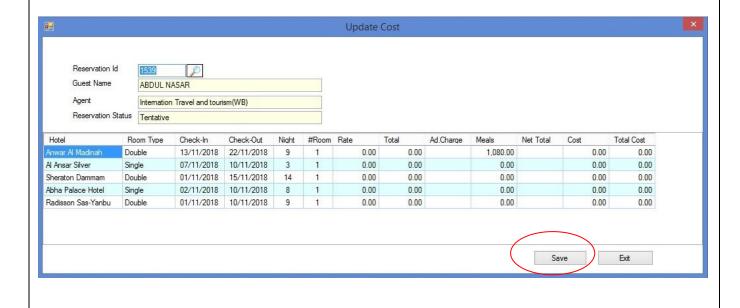
Add Room No

Update Room number

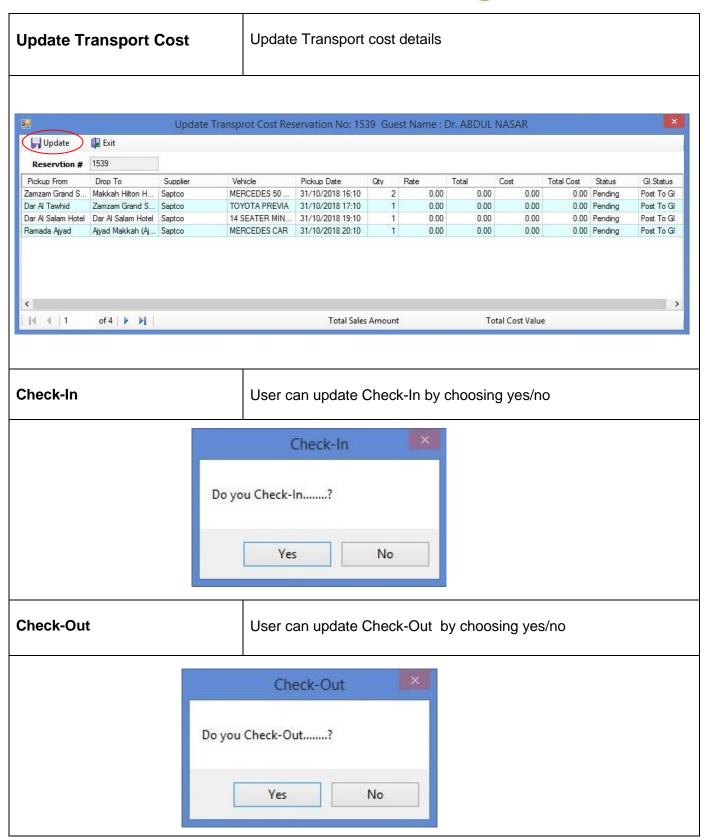


Update Allotment Cost

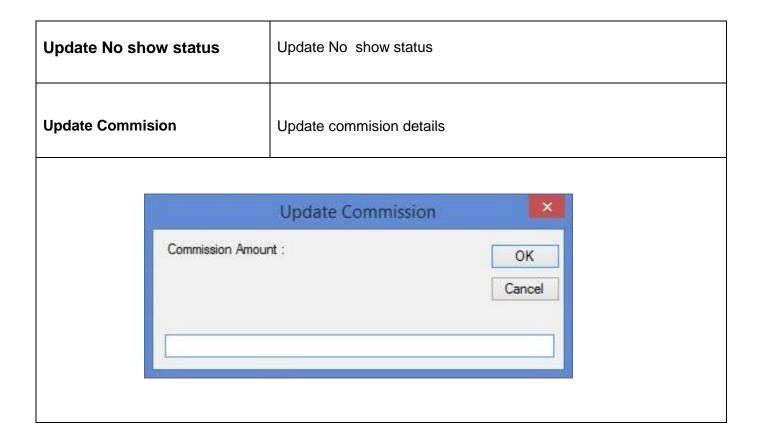
Update cost details





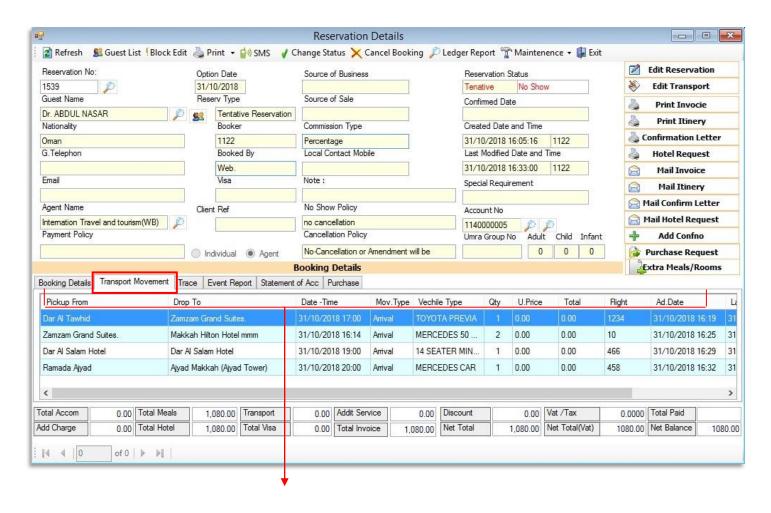








✓ Transport Movement



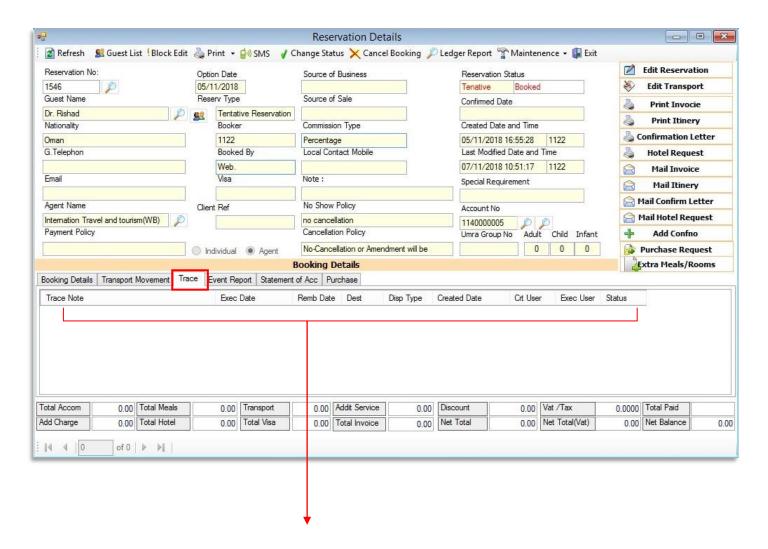
Here user can view Transport details on the time of booking

Grid Details		
Pickup From	Drop To	Date Time
Mov-Type (Movement Type)	Vehicle Type	Qty (Quantity)
UPrice (Unit price)	Total	Flight
Ad.Date (Additional Date)	Last Update	L.U.user (Last Update User)

User Manual



✓ Trace

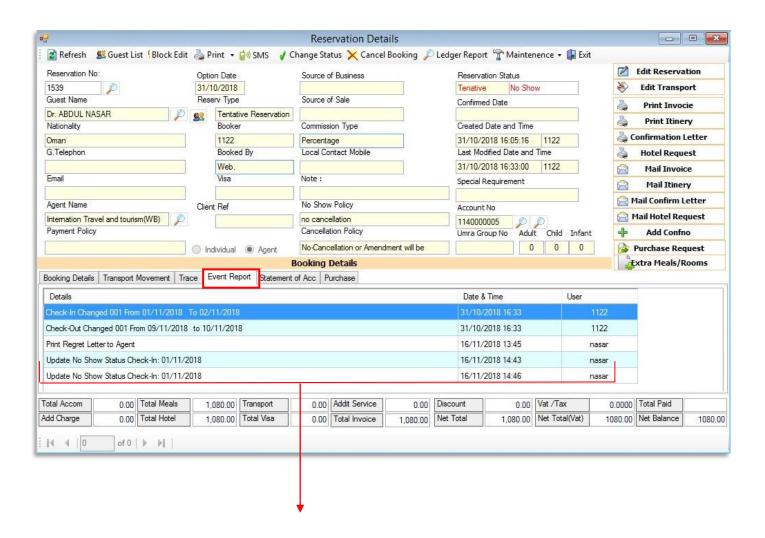


Grid Details		
Trace Note	Remb.Date(Remember Date)	Dest (Destination)
Disp Type (Display Type)	Created Date	Crt User(Created User)
Exec Date (Execute Date)	Exec User (Execute User)	Status

Trace indicates Alert in reservation process.



✓ Event Report



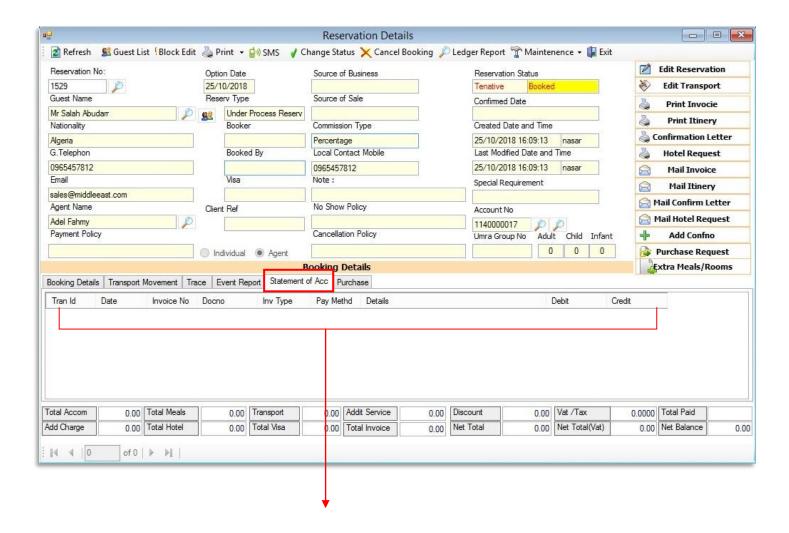
Grid Details		
Details	Date & Time	User

Event Report Highlights Booking related changes.

User Manual



✓ Statement of Acount



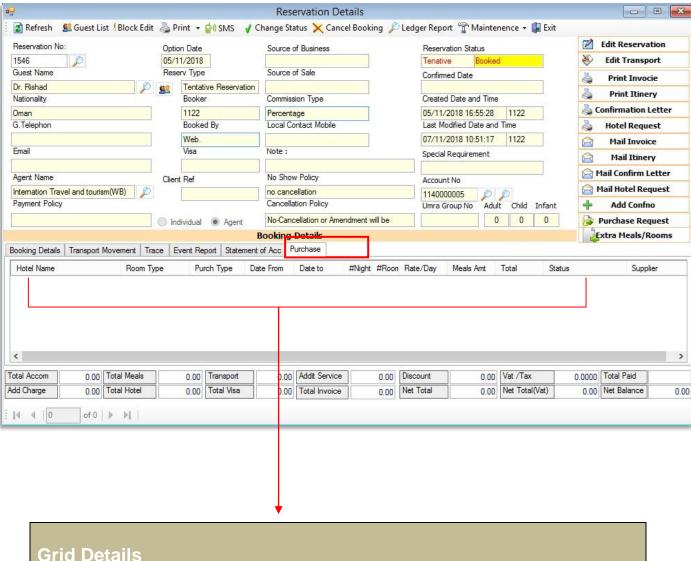
Grid Details		
Tran Id (Transaction Id)	Date	Invoice No
Doc no (Document Number)	Inv Type (Invoice Type)	Pay Method
Details	Debit	Credit

Defines Statements of Accounts related to transaction details for booking process

User Manual



✓ Purchase



Grid Details		
Hotel Name	Room Type	PurchType (purchase type)
Date from	Date To	#Night (Number of nights)
#Room (Number of Rooms)	Rate/Day	Meals Amt (Meals Amount)
Total	Status	

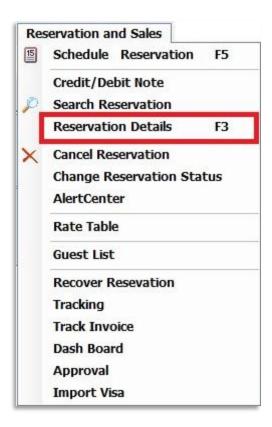
Shows purchase related to booking

User Manual



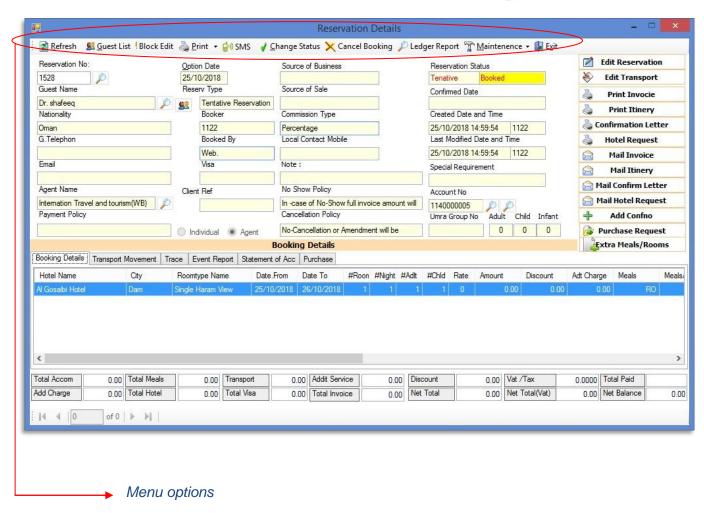
c) Reservation Details

Reservation and Sales > Reservation Details



User gets a clear idea regarding Reservation details here. Shot cut key here used is $\it F3$ Just by clicking shot cut key user will get reservation details page without navigating Reservation and Sales menu.





■ Guest List

[Reservation and sales -> Reservation Details -> Guest List]

Here complete Guest list details can be viewed. Complete details like Guest Name Gender, Nationality, Passport number, VISA Number, Flight number ticket number etc are listed here.



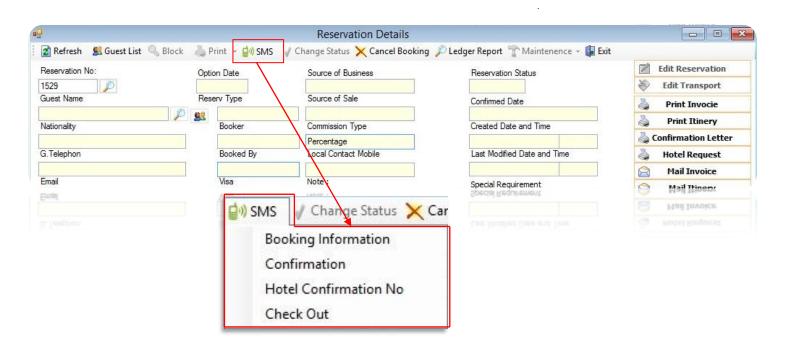


Fig 2.15 Guest List Window



[Reservation and sales -> Reservation Details -> SMS]

This section aims to send messages for various booking process.



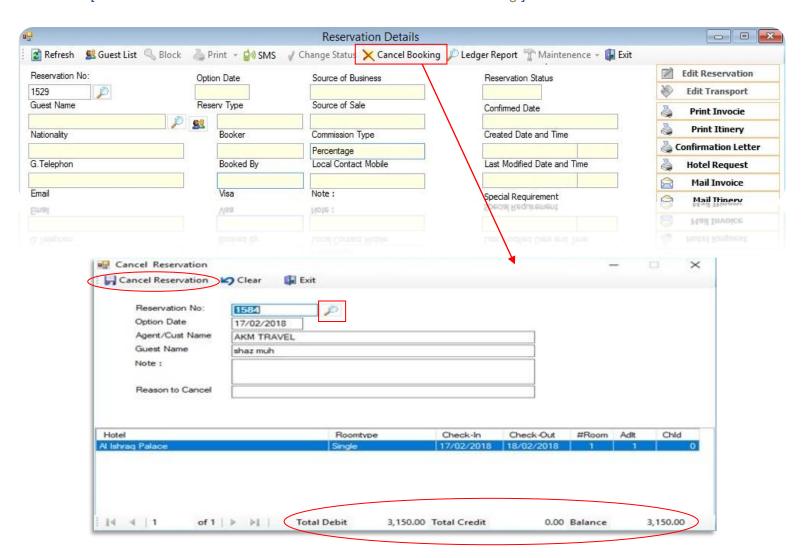


Here user can send SMS for

- i) Booking information
- ii) Confirmation
- iii) Hotel conformation number
- iv) Check out



[Reservation and sales -> Reservation Details -> Cancel Booking]







As the name suggests this section deals with cancelling of reservation that has undergone.

Field	Description
Reservation No	Reservation number details
Option Date	Last day to confirm booking reservation from customer
Agent/Guest Name	Agent or Guest Name details
Note	Additional description if any
Reason to Cancel	Brief description about cancellation

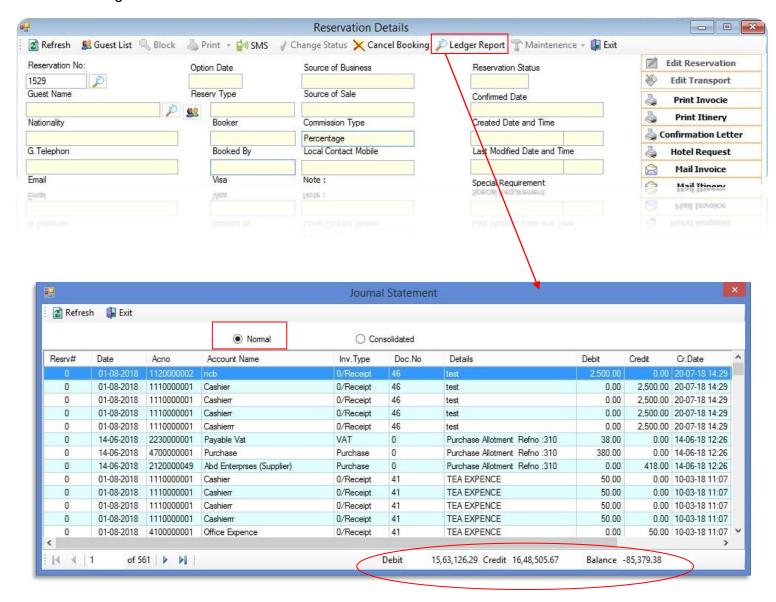
User can select reservation number from search button and have to give explanation for cancelling the reservation. When entering the reservation number hotel details will be visible.



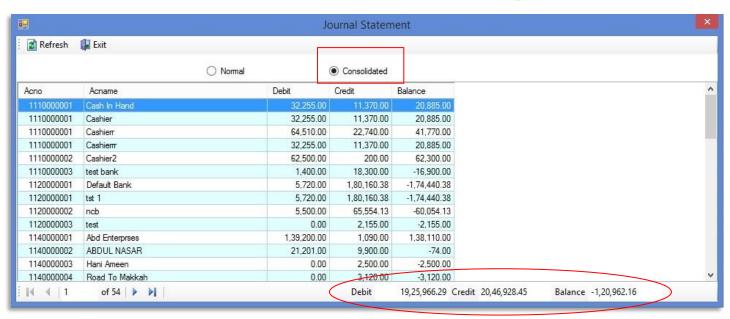


[Reservation and sales -> Reservation Details -> Ledger Report]

Ledger Report provide entire record of financial transactions carried out. Report is categorided into Normal and consolidated.

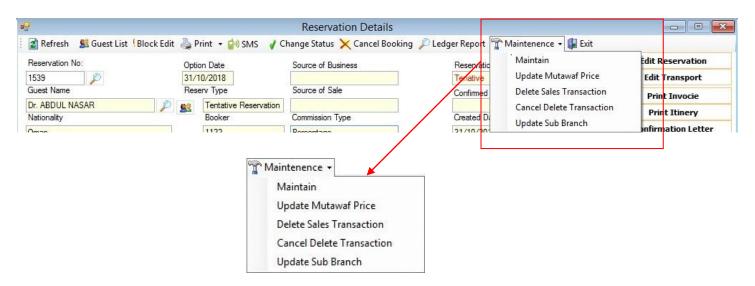






■ Maintenance

[Reservation and sales -> Reservation Details -> Maintenance]

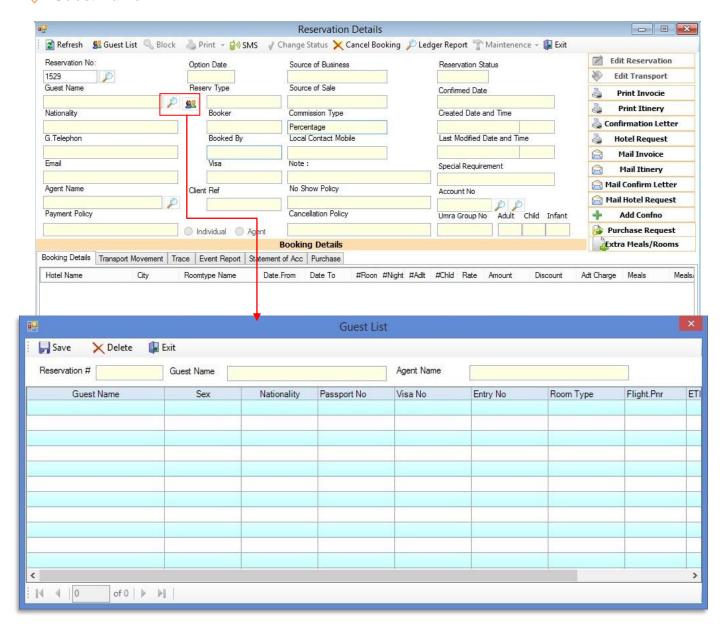


Highlights update of Muthawaf price, Delete /Cancel sales transaction etc.



Navigating Fields ::

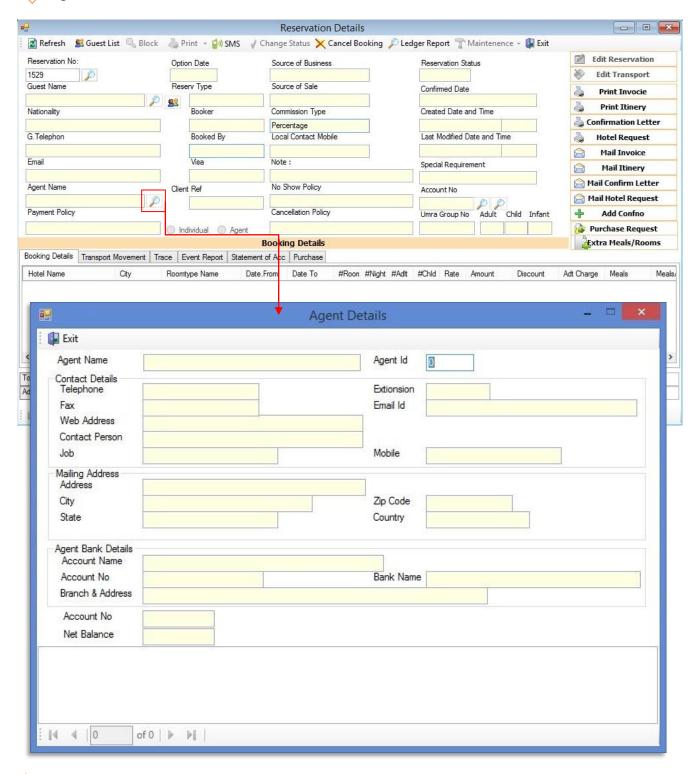
Guest Name



Guest Name detail can be selected from the search button near *Guest Name* Field.



> Agent Name



Agent Name detail can be selected from the search button near *Agent Name* Field.



Navigating Agent Details fields :::

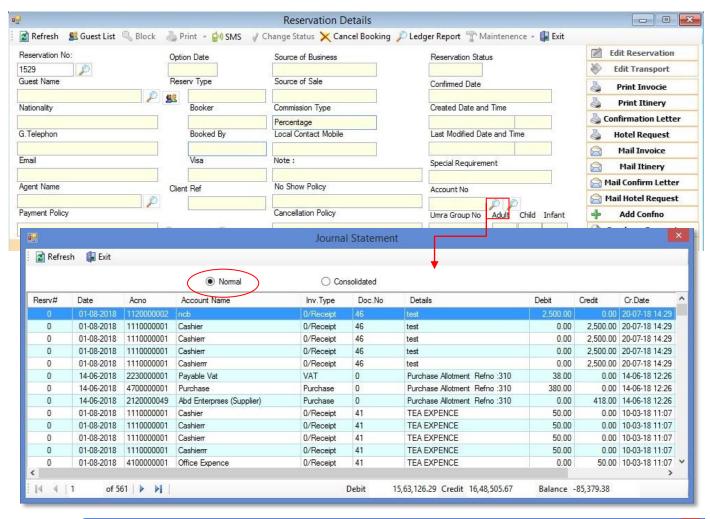
Field	Description		
Agent Name	Agent name details		
Agent Id	Id number of Agent		
Contact details			
Telephone	Contact number details		
Extension	Extension number if any		
Fax	Fax number details		
Email Id	Mail id details		
Web Address	Website address		
Contact person	Contact person details		
Job	Job/designation details		
Mailing address	Address details where		
Address	Address details		
City	City details of Agent		
Zip code	Postal code details		
State	Area/Province details		
Country	Country details of Agent		

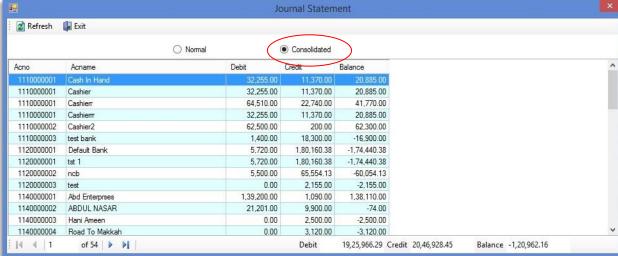


Field	Description	
Agent Bank Details		
Account Name	Name as in bank accounts	
Account No	Account number details	
Bank Name	Bank name details	
Branch & Address	Bank branch and Address where Account holds	
Account No	Mail id details	
Net Balance	Website address	



Account Number





Account number detail can be selected from the search button near Account No Field



Navigating Reservation Details Fields :::

Field	Description	
Reservation No	Reservation number details , Auto generated	
Option Date	Last day to confirm booking reservation from customer	
Source Of Business	Defines source such as agent or others	
Reservation Status	Current status as Tentative/confirmed etc	
Guest Name	Guest Name details	
Reservation Type	Reservation details like Tentative, Guaranteed, confirmed etc	
Source of Sales	Sales source details	
Confirmed Date	Confirmed date for booking	
Nationality	Country details	
Booker	Person who request for booking	
Commission Type	Indicates percentage/amount etc	



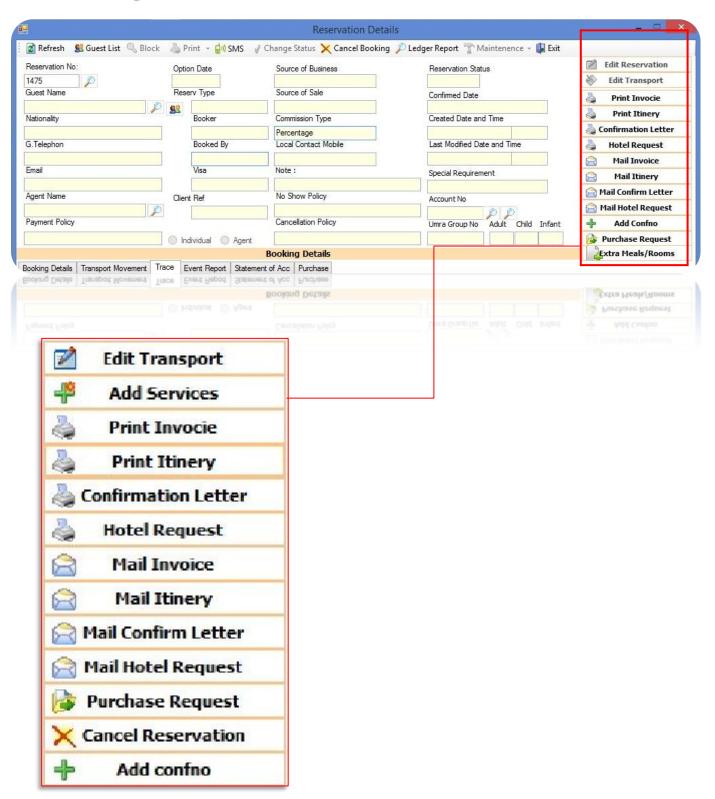
Field Description				
Created Date and Time	Created date and time			
G- Telephone	Contact details			
Booked by	Booking channel through web/telephone etc			
Local contact Mobile	Contact number details			
Last modified Date and Time	Modified date and time details			
Email	Email details			
Visa	Visa Details			
Note	Additional description if any			
Special Requirement	Additional requirements description			
Agent Name	Agent name details			
Client Ref no	Serial number given after booking			



Field	Description
No Show Policy	Policies like no cancellation, No refund etc
Account No	Account number details
Payment Policy	Defines Payment policies (Policies like 50% advance or 100% advance etc)
Cancellation Policy	Policies like no cancel after reservation, reconfirm booking before option date etc
Umrah Group No	Group no details



Menu Listings ::

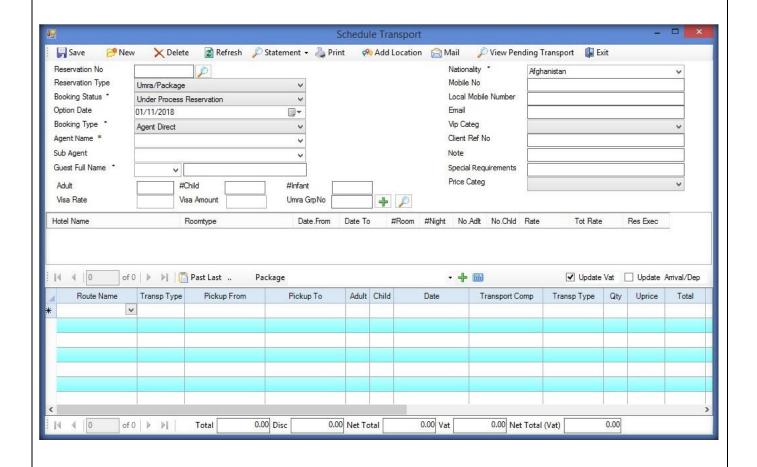




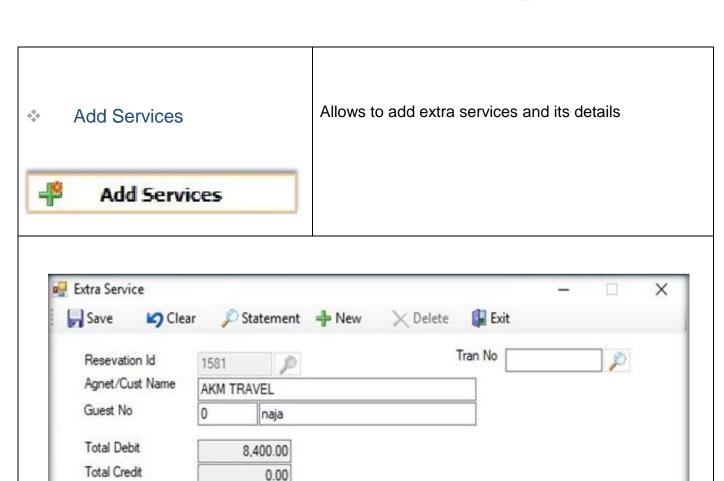


Allows to edit the transportation booking details User can view the hotel details in one table.









8,400.00

ADDITIONAL SERVICE

Zamzam Grand Suites

-

20/03/2018

Balance

Service Name

Execution Date

Amount Doc No

Memo

Supplier

User Manual

117



Print Invoice

Print detailed Invoice of Reservation process



Print Invocie





Print Itinerary

Invoice without price details



Print Itinery

Confirmation Letter



Send confirmation letter after reservation process done

> Option Date 17/02/2018

[AKM TRAVEL]

Good Day from Bicoders Solutions

Thank you for choosing Bicoders Solutions, With reference to your request regarding room reservation, we are pleased to confirm your request on Tentative basis with following details

Guest Name Mr naja Nationality

Hotel Name	Room Type	#Room	Check In	Check Out	Night	Rate	Total	Meals
Ajyad Makkah	Single CV City View	1	17/02/18	18/02/18	1	2,000	2,000.00	RO
Al Afaf Suites Hotel	Quad Haram View	1	17/02/18	19/02/18	2	3,000	6,000.00	RO
Adult 2	Total Rent 8,	000.00	Addit	Charge	0.00		Meals Amt	0.00
Transportation	0.00 Addi	t Service	0	.00 Discco	unt	0.00	Net Total	8,000.00
		Vat	5.00	% 40	00.00	Net Total (W	ith Vat)	8,400.00

Please you are kindly requested to send total amount to our following account.

Account Name	SSSS
Bank Name	
Account No	SA
Bank Details	

Before 17/02/2018 and send a copy of bank transfer to be fax No. .. or Email nasar_kt@hotmail.com

Cancellation Policy: No-Cancellation or Amendment will be accepted after re-confirmation

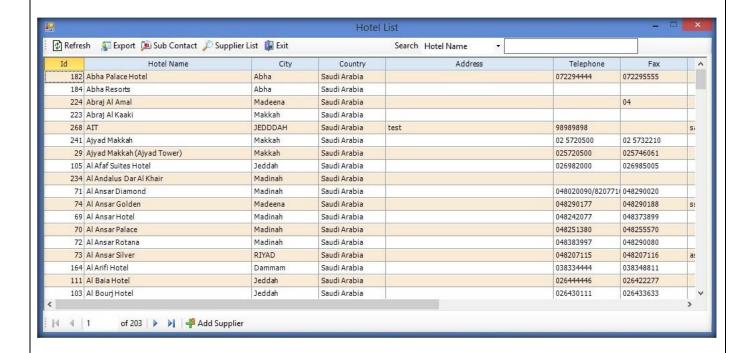
Reservation Department





Manages to select hotel reserved

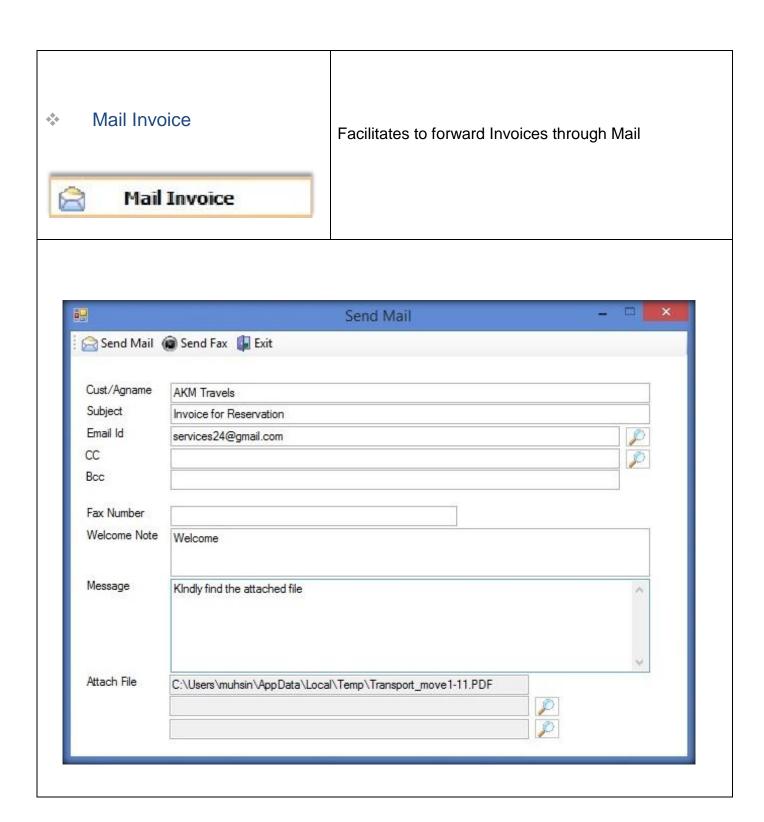




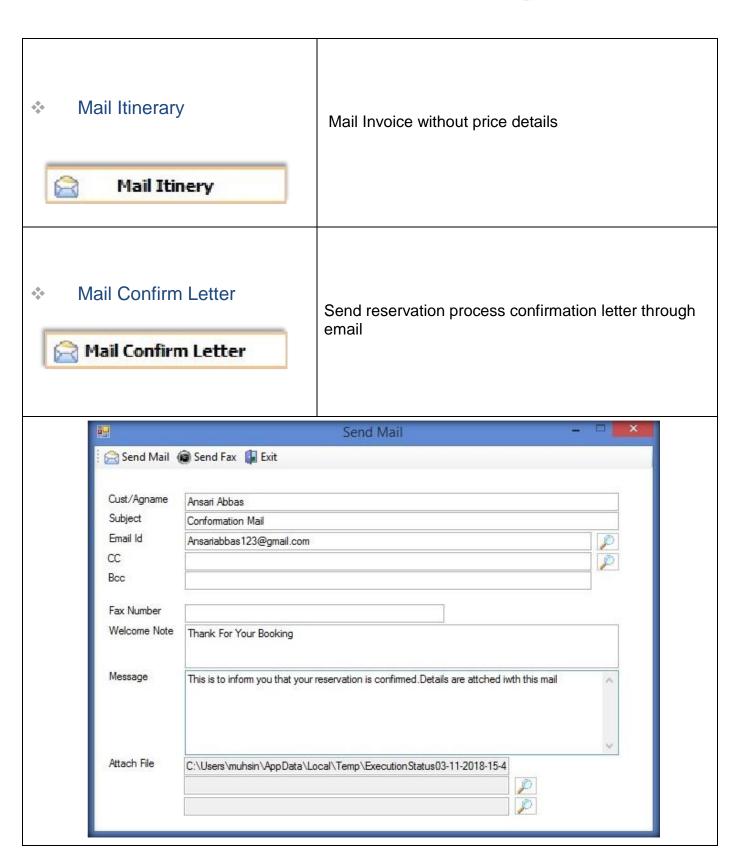
User Manual

120 -

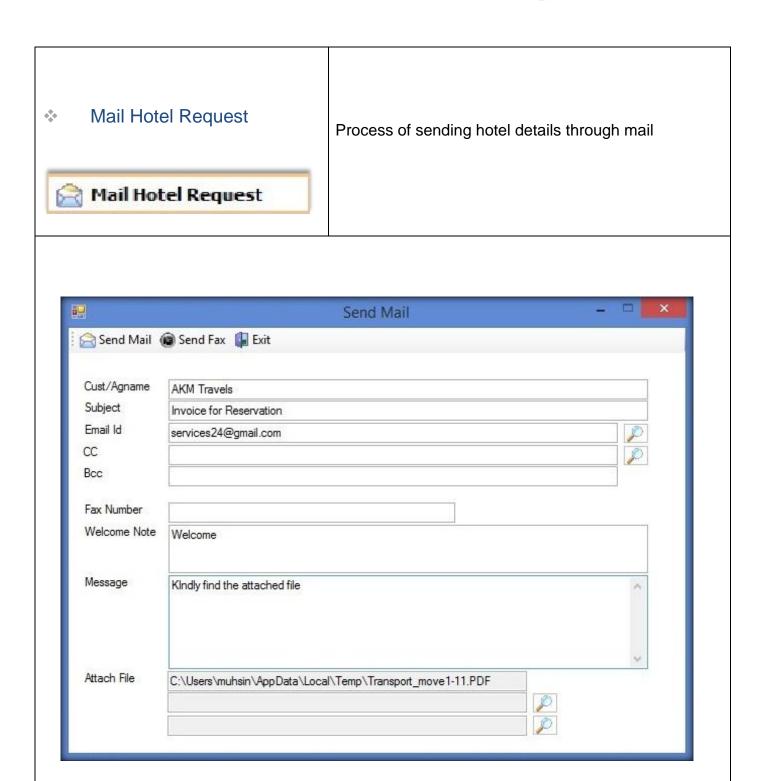








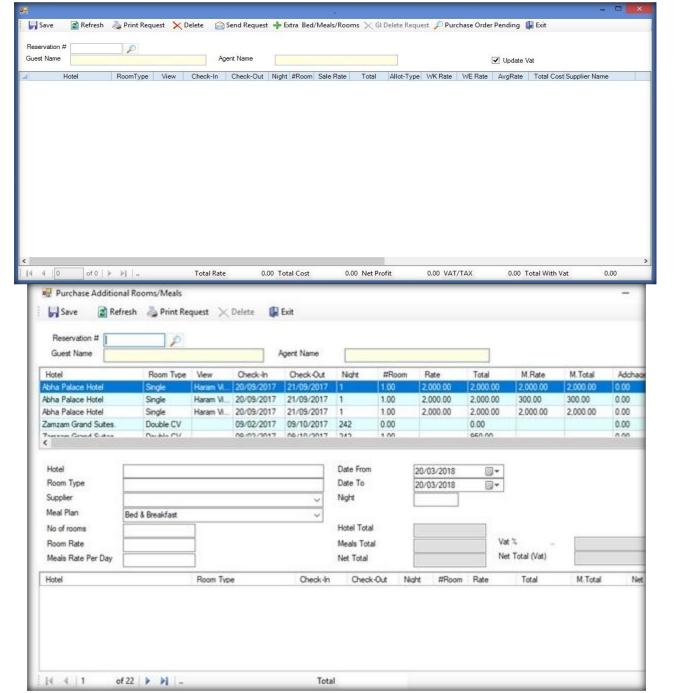




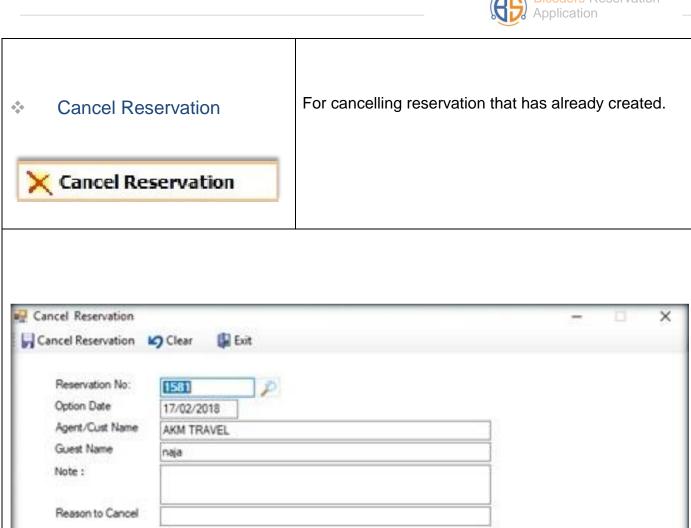




For adding extra bed/meal/rooms

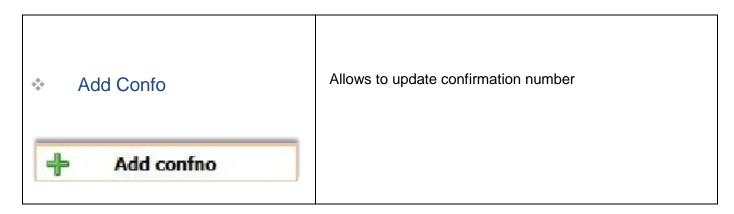






Roomtype Hotel Check-Out #Room Adit Check-In A Alaf Suites Hotel Quad Haram View 17/02/2018 19/02/2018 Ayad Makkah Single CV City View 17/02/2018 18/02/2018 Total Debit 8,400.00 Total Credit 0.00 Balance 8,400.00 of 2 P M

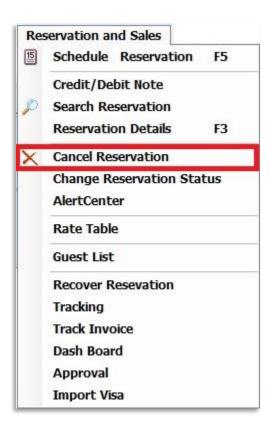






d) Cancel Reservation

Reservation and Sales > Cancel reservation



This section includes the process of cancellation. It defines a reservation at any time prior to the guest's check in. User can select reservation number from search button and have to give explanation for cancelling the reservation. When entering the reservation number hotel details will be visible.



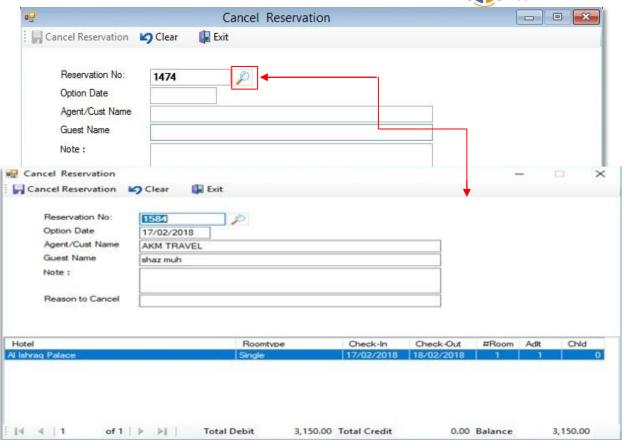


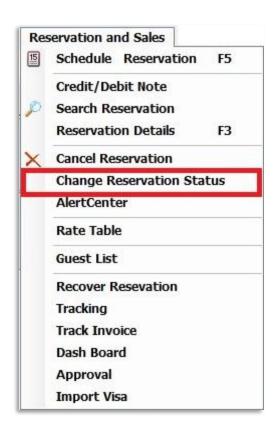
Fig 2.16 Cancel Reservation

Field	Description
Reservation No	Reservation number details, Auto generated
Option Date	Last day to confirm booking reservation from customer
Agent/Cust Name	Agent name/Customer name details
Guest Name	Guest Name details
Note	Additional description if any
Reason to Cancel	Short description about reservation cancellation



e) Change Reservation Status

Reservation and Sales > Change reservation status



Defines modification of booking status For updating booking status user has to select the reservation id and select confirmation type like tentative reservation, complementary confirmation etc

Changes made will be highlighted in all the account statements, VAT, Sales report etc.



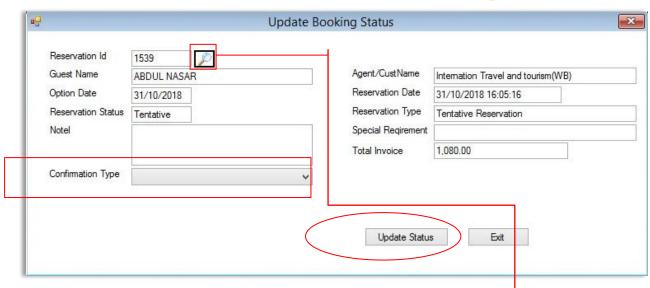


Fig2.17 Change Reservation Status



User Manual _____ 130 ____

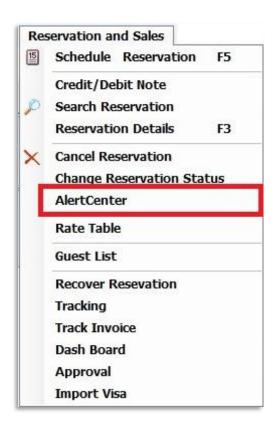


Field	Description	
Reservation Id	Reservation number details, Auto generated	
Guest Name	Guest Name details	
Agent/Cust Name	Agent name/Customer name details	
Option Date	Last day to confirm booking reservation from customer	
Reservation Type	Tentative/confirmed etc	
Reservation Status	Comfiirmed/Cancelled /No show etc	
Special Requirement	Additional requirements	
Conformation Type	Conformation type like Tentative Complementary conformation ,Cancelled reservation etc	
Total Invoice	Total Invoice Amount details	



f) Create Alert

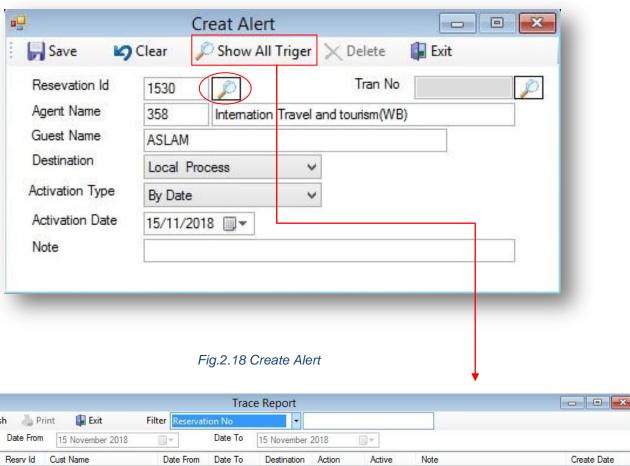
Reservation and Sales > Create Alert

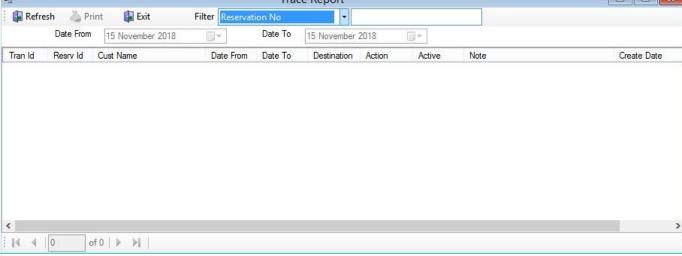


Indicates warning that might need attention regarding the reservation carried out. by providing details along with Activation type (by date, reading data etc) and with Action date.

For creating Alert user can select Reservation id from the list on clicking the search button.







By clicking the *Show All the Trigger* user can view Alert created on the date period provided. It can be filtered By reservation number, created date etc.

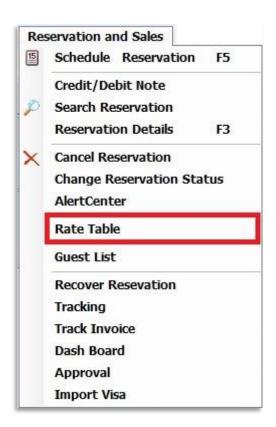


Field	Description
Reservation Id	Reservation number details, Auto generated
Tran No	Transaction number details
Agent Name	Agent name details
Guest Name	Guest Name details
Destination	Defines local process/hotel etc
Activation Type	Activation needed according to date or when reading data etc
Activation Date	Alert Active date
Note	Additional description regarding alert created



g) Rate Table

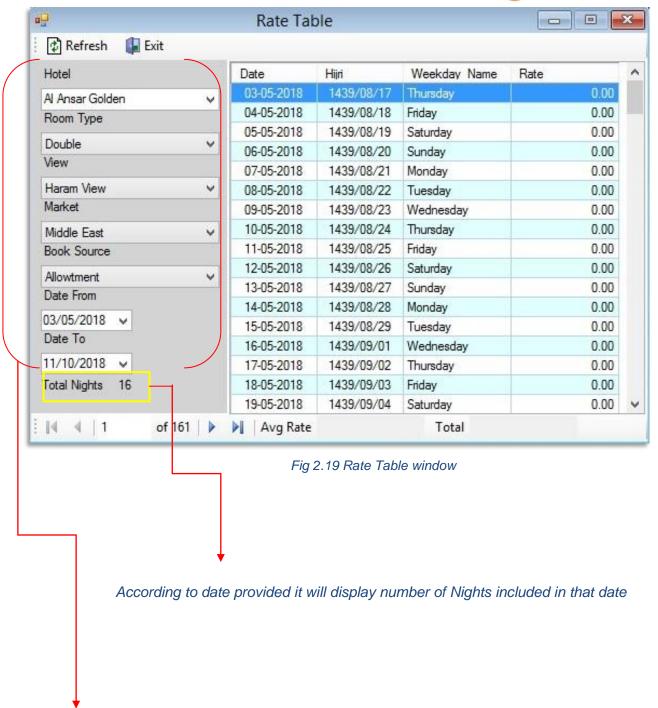
Reservation and Sales > Rate Table



This section displays rate lists of hotels. Data can be Filtered by with hotel name/view/cost center/date etc.

User can also view past rate details also by just providing from and to date



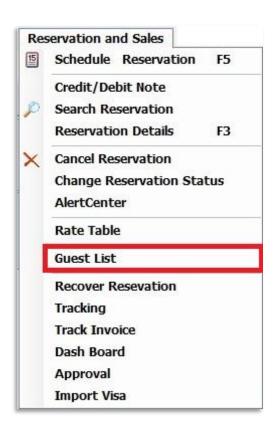


Here hotel name, room type and other details can be filtered and sort out



i) Guest List

Reservation and Sales > Guest List



Guest List is all about providing complete list of Guest in that hotel. Here Guest list can be sort upon Name, Passport Number, VISA number etc. An option to view the reservation details is also in this section.



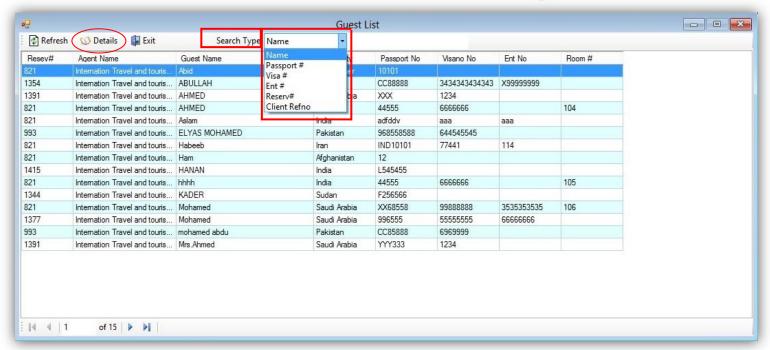


Fig 2.20 Guest list Window

Details can be sort by Passport # (Passport number), VISA # (Visa Number), Ent#(Entrance number), Reserv# (Reservation number), Client Ref No etc



j) Recover Reservation





Retrieval of deleted file of reservation process. Files so deleted may be still recoverable under this section.

On providing Reservation number remaining details will automatically fetch and displayed on the window. User has to provide description on *Reason to Recover* field and click on *Update* button.



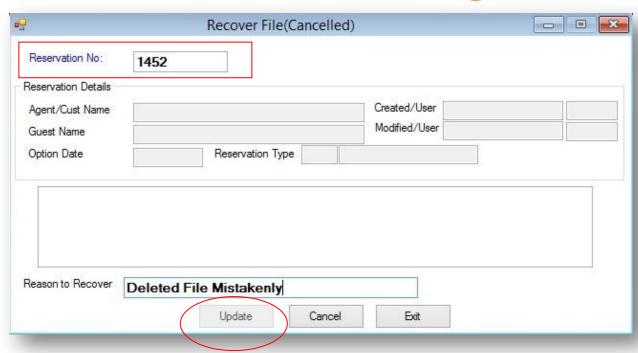
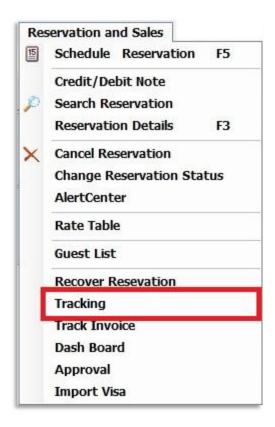


Fig 2.21 Recover File Window



k) Tracking

Reservation and Sales > Tracking

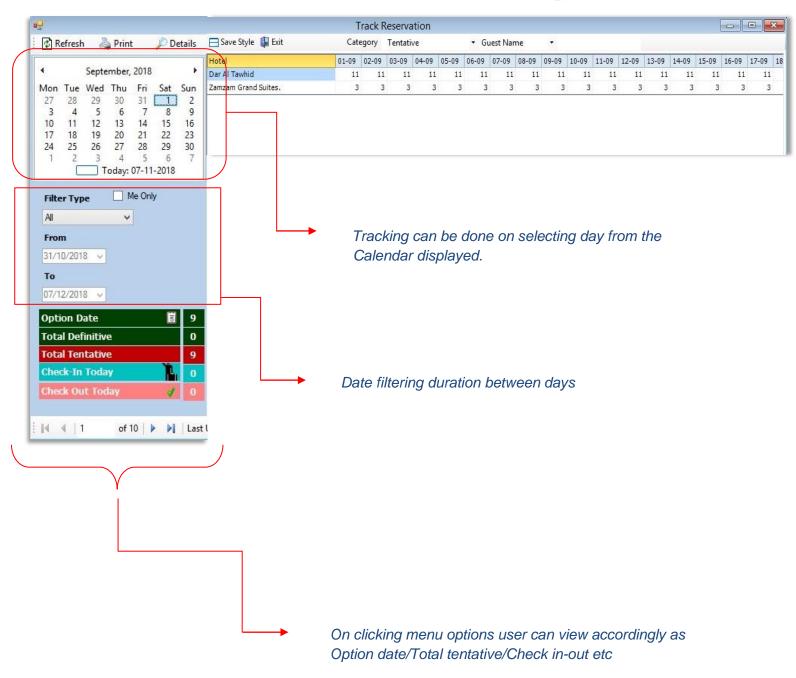


Initiates Tracking of reservation process as definitive, Tentative etc. So user will get clear picture about the current status of reservation file. Here Tracking can be done by filtering based on date period, check-in/Out dates, Tentative stage etc.



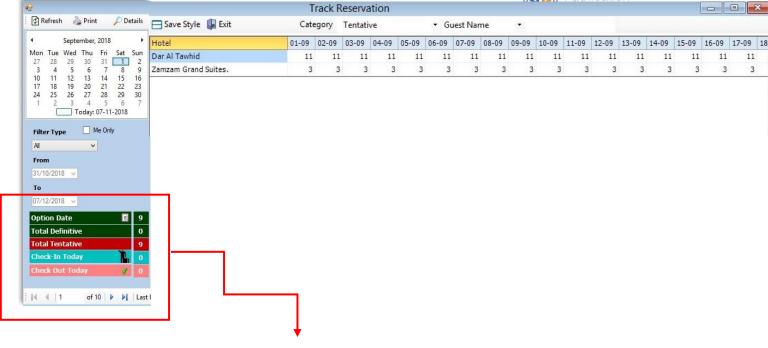
Grid Details		
Reserv# (Reservation number)	Agent Name	Guest Name
Nationality	Check-In	Check-Out
Status	Opt Date(Option date)	Price
Payed	Balance	RefNo (Reference number)
GType	Adlt (Adult)	Chld (child)
Inf (Infant)	Cr.Date	Exec (Execute)
Exec	Follow details	Transport company
Qty (quantity)		





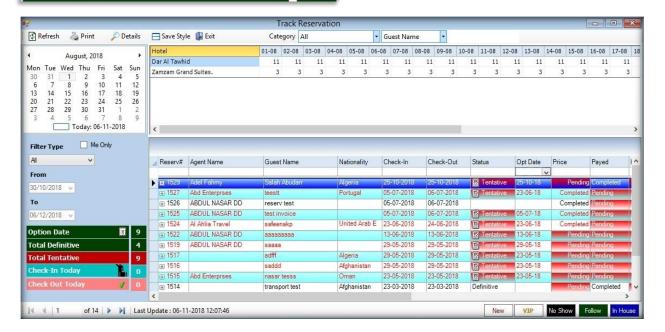
User Manual _____ 143





Option Date





Option Date

Option date defines Last day to confirm booking reservation from customer. Here tracking list the file related to option dates

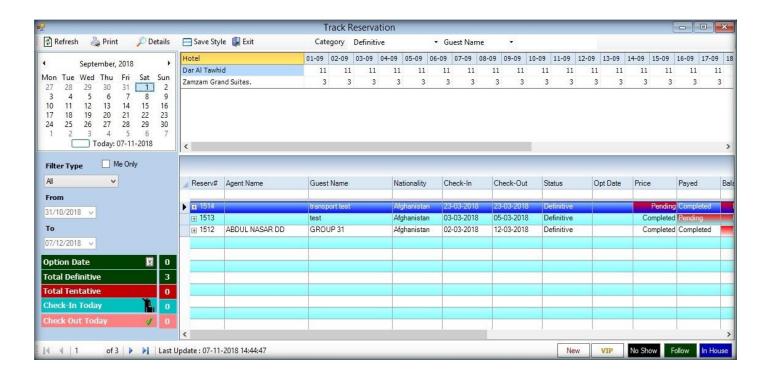
User Manual

144 —



Total Definitive

0



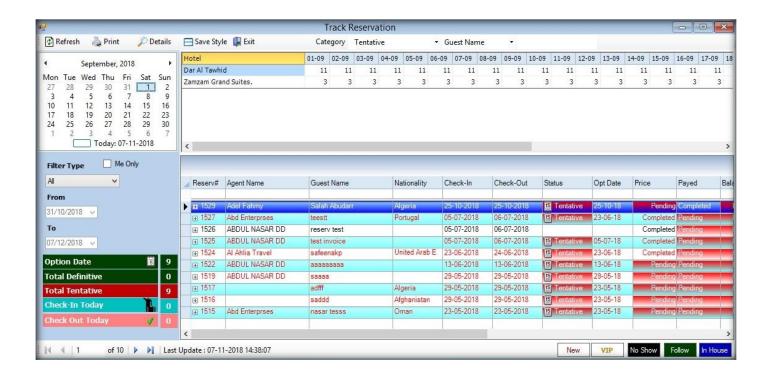
Total Definitive

When a group is set to definite status it means the contract for the stay has been agreed upon. Reservation first created it is automatically set to tentative. The group status automatically changes from **Tentative** to **Definite**. Here definite status files can be tracked.



Total Tentative

9

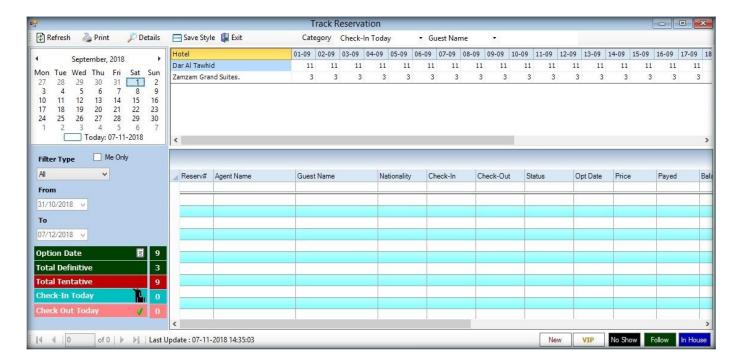


Total Tentative

A tentative booking is a booking that occupies the calendar but has not been confirmed. When a group is tentative the blocked rooms will remain in inventory as available to sell Under tracking total number of tentative files can be viewed.



Check-In Today 0

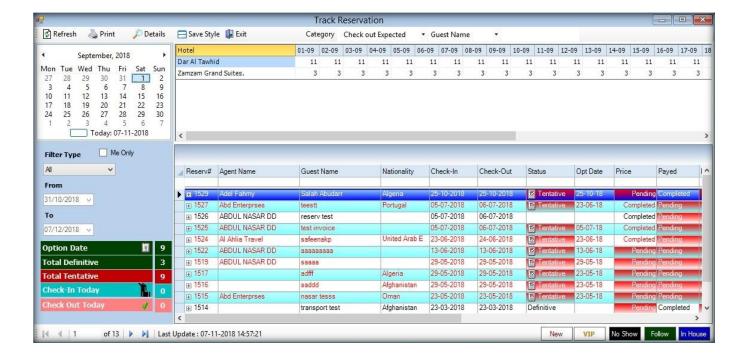


Check in Today

This section specify a time after reservation which they expect guests to **check-in**. So by tracking total check-in for a particular date provided can be viewed



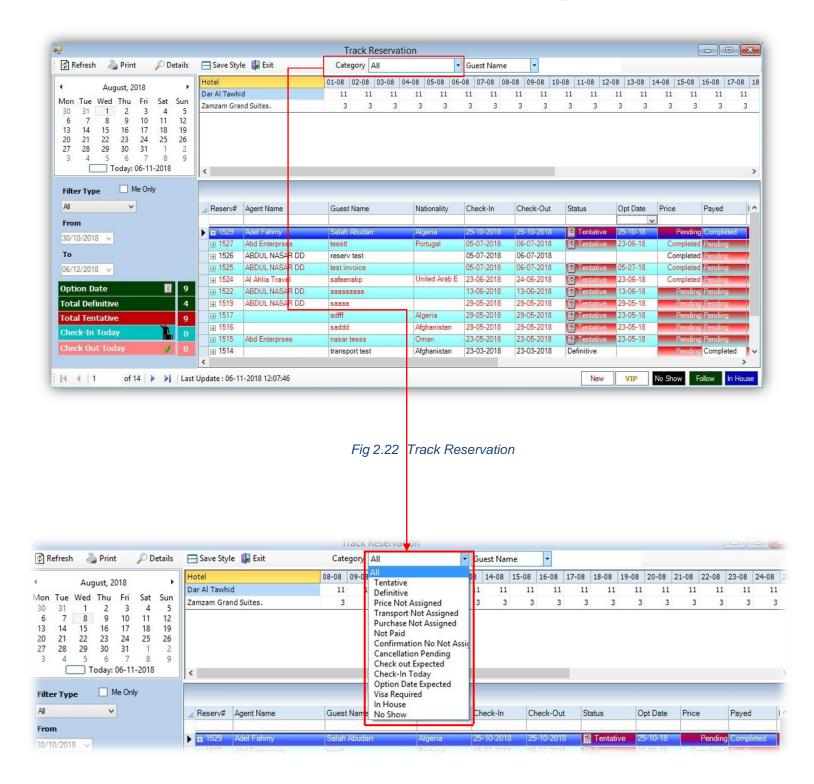
Check Out Today 🧳 0



Check Out Today

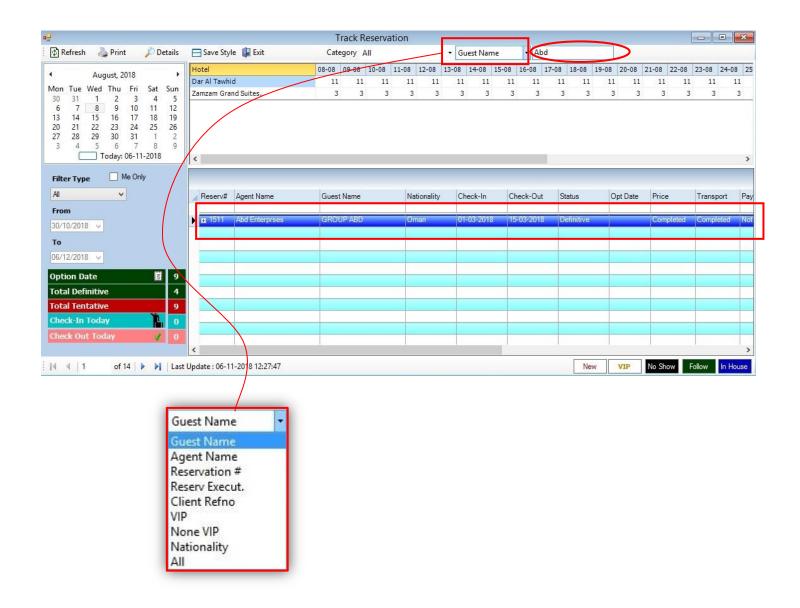
Checkout refers to standard time by which a hotel guest must formally vacate rooms. Here total checkouts in a day can be tracked by providing dates





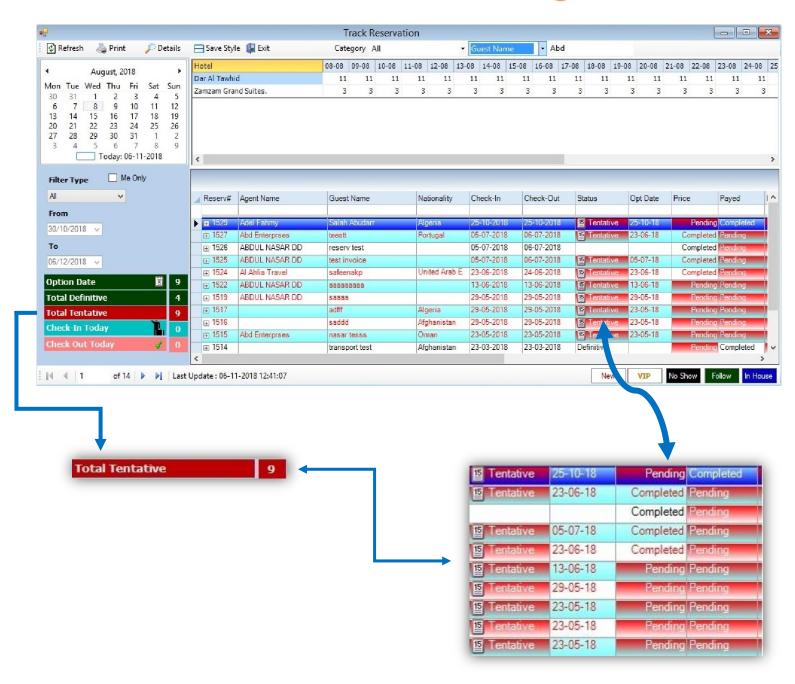
Tracking can be done by filtering category wise as Tentative, Definitive, Price not Assigned, Transport not Assigned etc.





Here Tracking can be done by filtering Guest Name /Agent name /Reservation number etc.



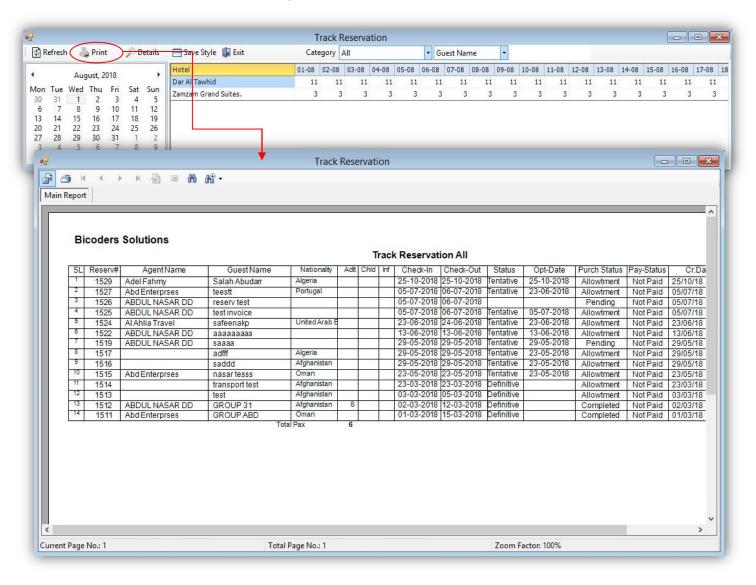


✓ Here Tentative is represented by Red colour .So tracking one can easily identify & Track
Tentative reservation details





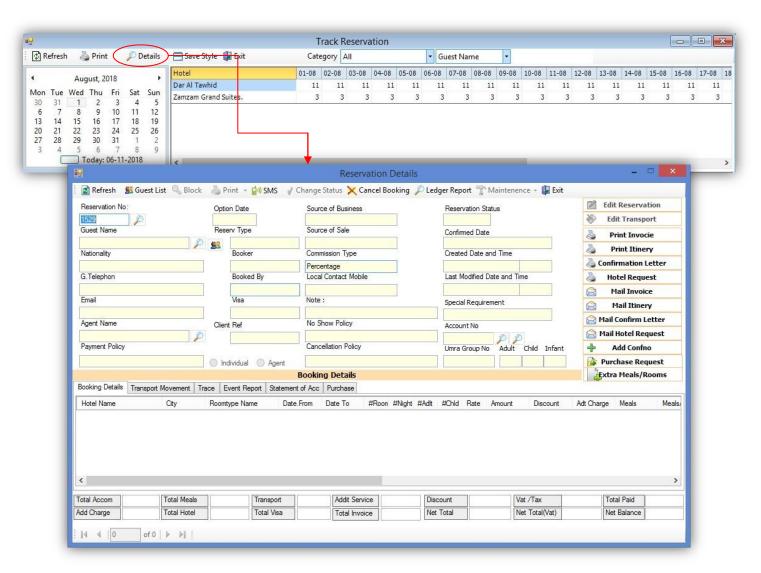
[Reservation and Sales -> Tracking -> Print]





■ Details

[Reservation and Sales -> Tracking -> Details]

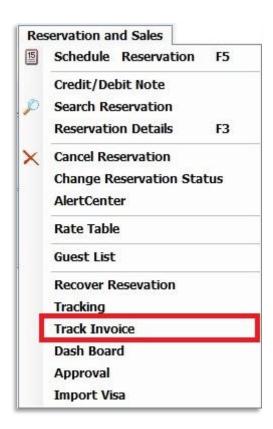


On clicking Details button, Reservation details can be viewed.



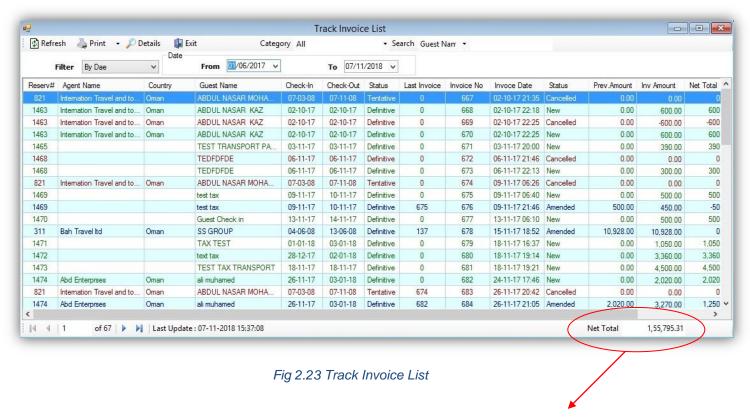
I) Track Invoice

Reservation and Sales > Track Invoice List



This feature manages to track invoice with filtering options as well. Amended /cancelled all invoice details can be tracked here. It can also generate printed reports of tracked Invoice.

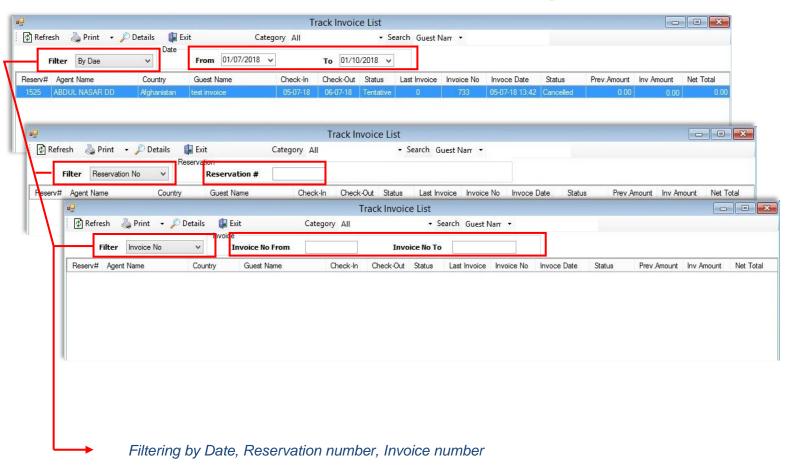




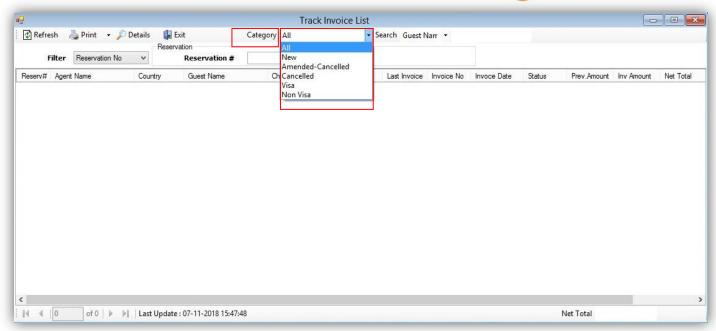
Total amount display of tracked invoices within date

Invoices can be easily narrow down by filtering Invoices providing date, Reservation number, reservation date etc. User can track all customer payments invoice between date period

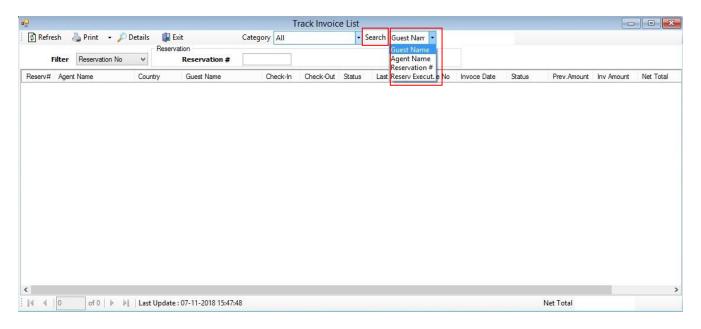








In Tracking Invoice, Filtering is possible on category wise like New/Amended-cancelled/Visa etc



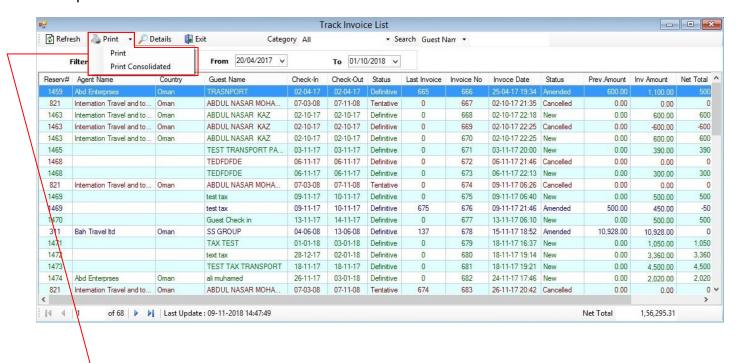
Or user can filter by Guest name/Agent name/Reservation#(reservation number), Reservation executive etc





[Reservation and Sales -> Track Invoice -> Print]

Here complete record of Invoice list is available as *Print* and *Print consolidated*. User can print the records.



Print options as Print & Print consolidated



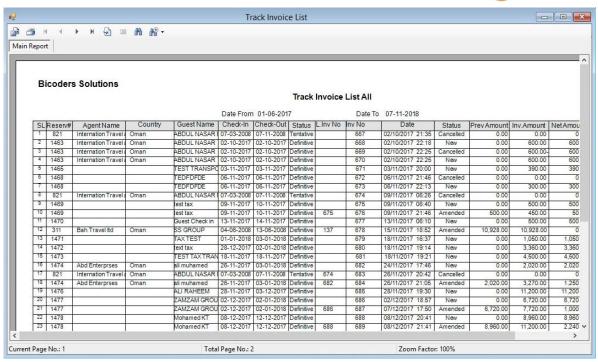


Fig 2.24 Print list

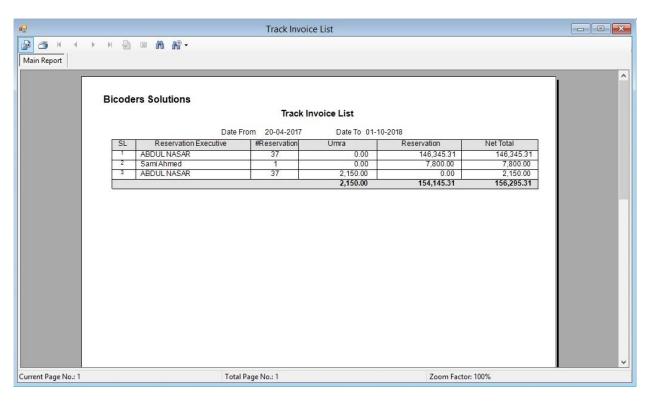


Fig2.25 Print Consolidated





■ Details

[Reservation and Sales -> Track Invoice -> Details]

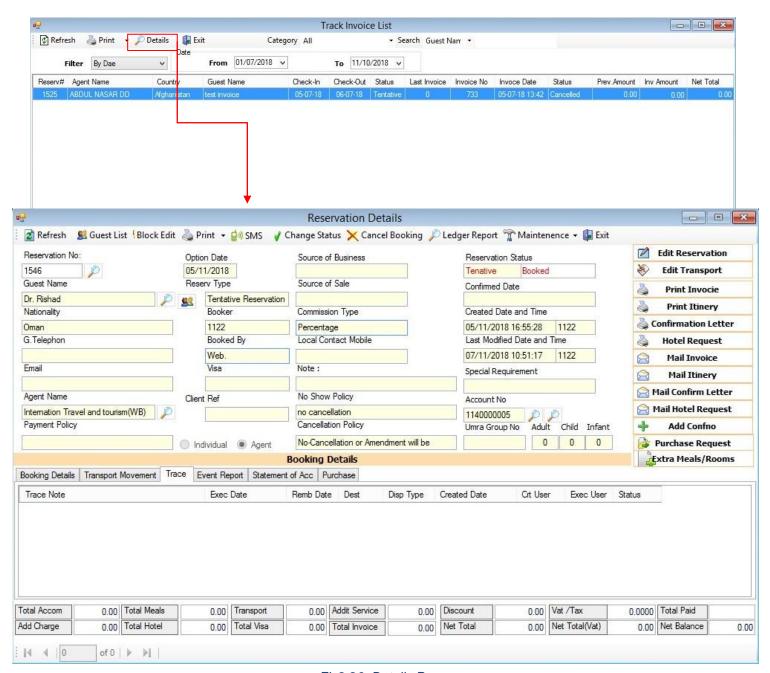


Fig2.26 Details Page

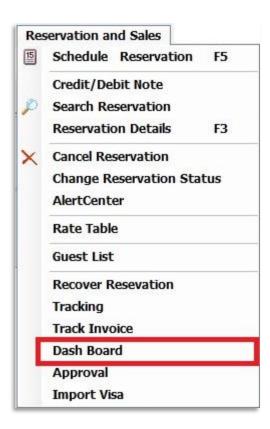
In details page complete reservation details can be created and saved. By entering reservation number already saved one can be viewed.





m) Dashboard

Reservation and Sales > Dashboard



Dashboard module integrates information from other modules to unified display visualizes and summarizes add event and other options which provide at a glance views.

It shows last update date and time.



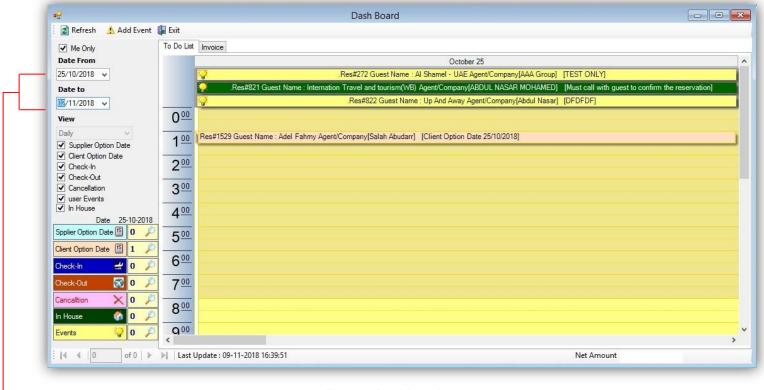


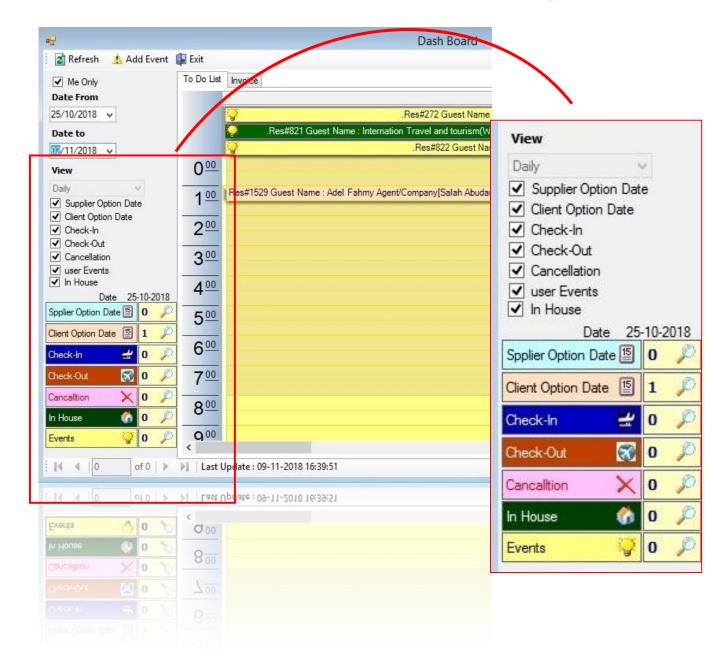
Fig 2.27 Dashboard

Date filtering

 Date filtering is possible up to maximum of 30 days. Other than an alert message will display







Here view represents different options which can be selected on ticking checkbox Each menu points on functions which can be viewed by selecting on search button.

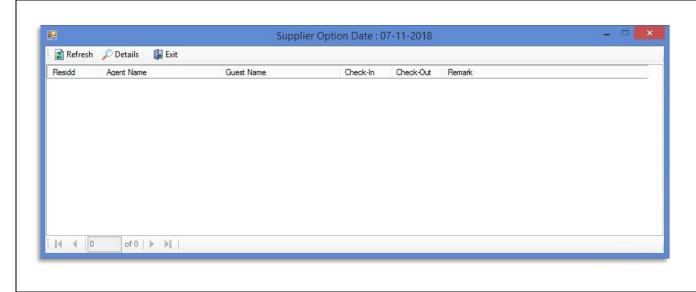




Supplier Option Date

Dates provided by outside booking Suppliers/Agents etc.

On clicking search button a new window will display showing Supplier option date details

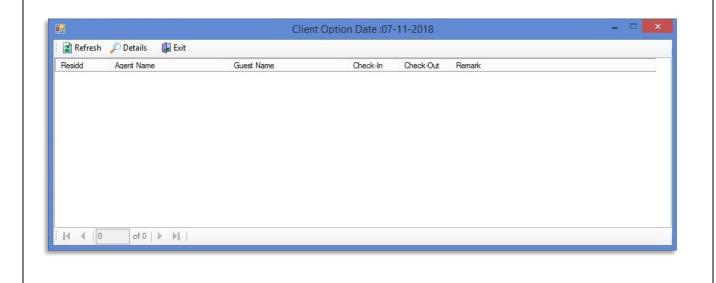




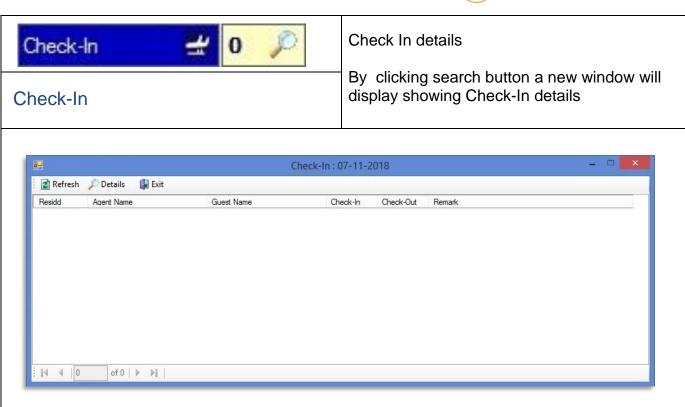
Dates allotted for clients.

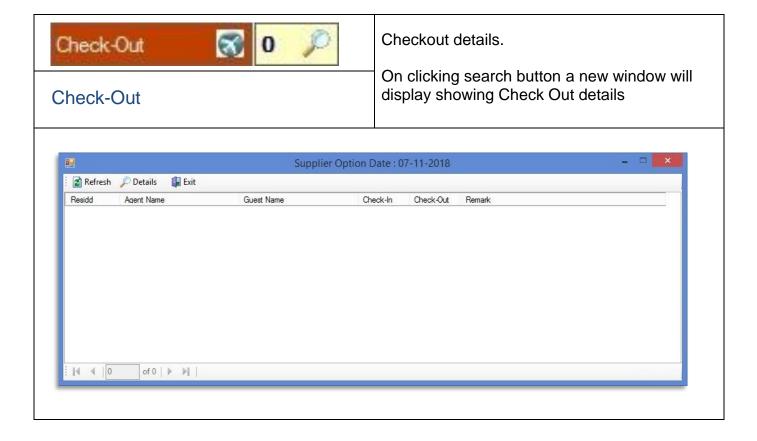
Client Option Date

By clicking search button a new window will display showing Client option date details

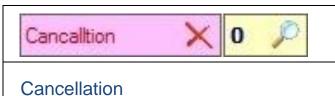






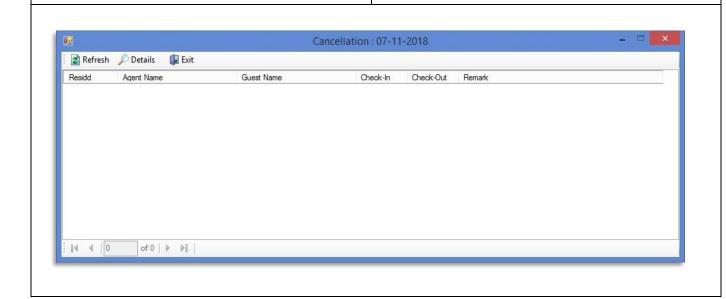






Cancellation of Reservation details

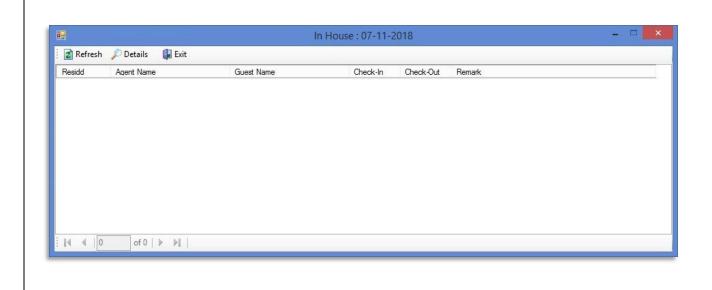
On clicking search button a new window will display showing cancellation details





In House

By clicking search button a new window will display showing details



User Manual

In House

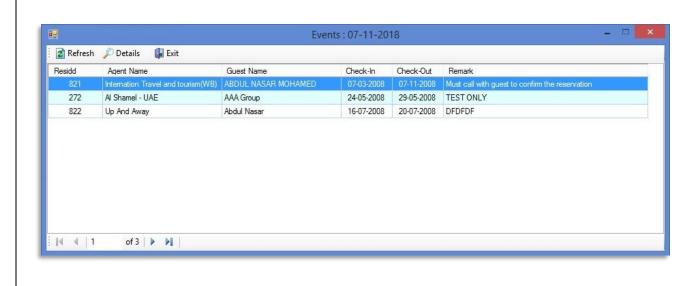




Shows the history of Reservation details like Guest name, Check-in/Out date etc

Events

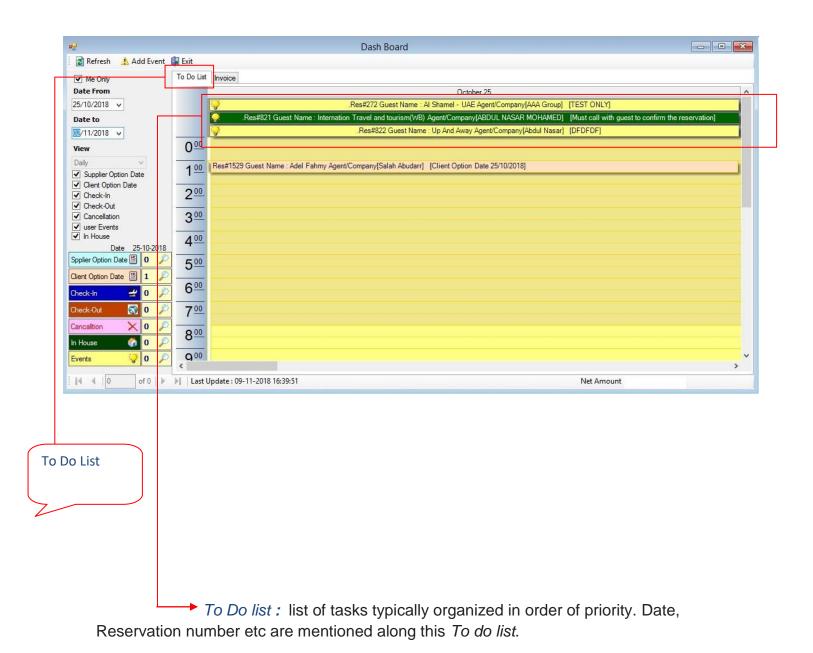
On clicking search button a new window will display showing details





■ To do List

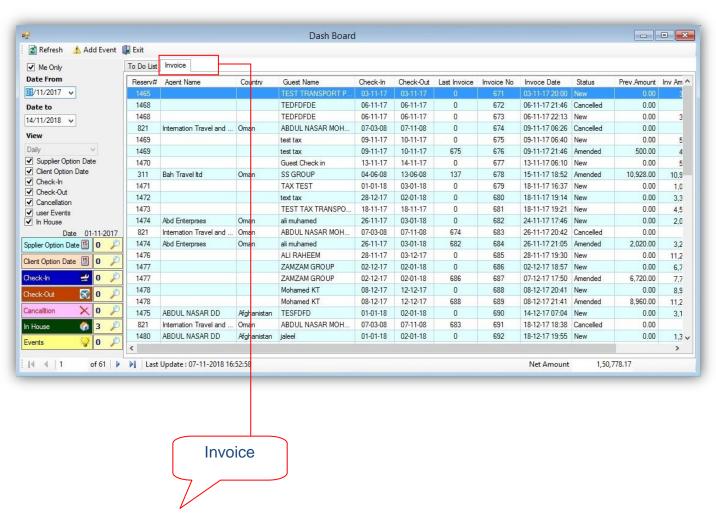
[Reservation and Sales -> DashBoard -> To Do List]





Invoice

[Reservation and Sales -> DashBoard -> Invoice]



Invoice Details: Here invoice details are listed in detail. Details includes Agent name, Guest Name, Check in/Out details, Last Invoice details, Prev amount etc.





[Reservation and Sales -> DashBoard -> Add Event]

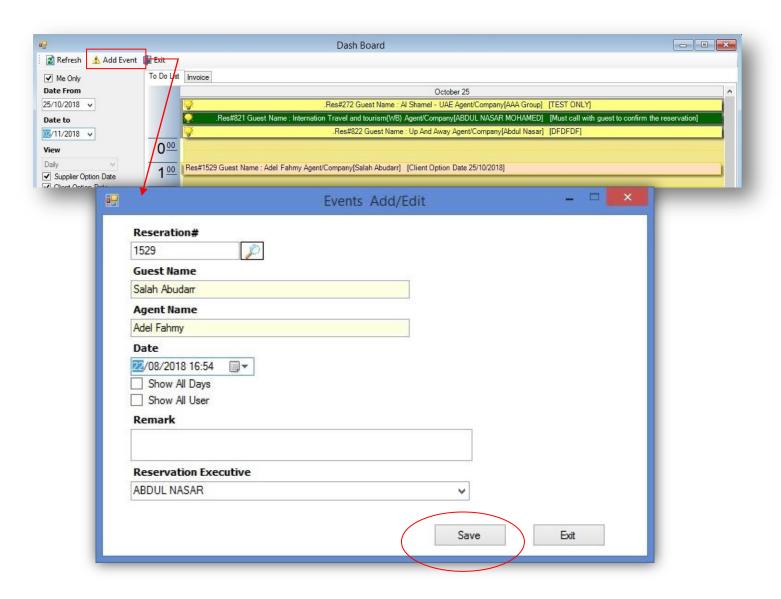


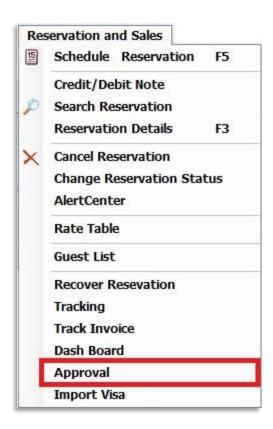
Fig 2.28 Add Event Window

Here New Events can be added/Edited on date by providing Reservation number. User has select Reservation executive from the selectable dropdown and click on *save* button. Then new Event is created. For any additional description use Remark field.



n) Approval

Reservation and Sales > Approval



The process for making changes in existing reservation .On clicking *New request* user can be make any changes /Amendments. Changes can be made for pending reservations/recently approved reservation etc.



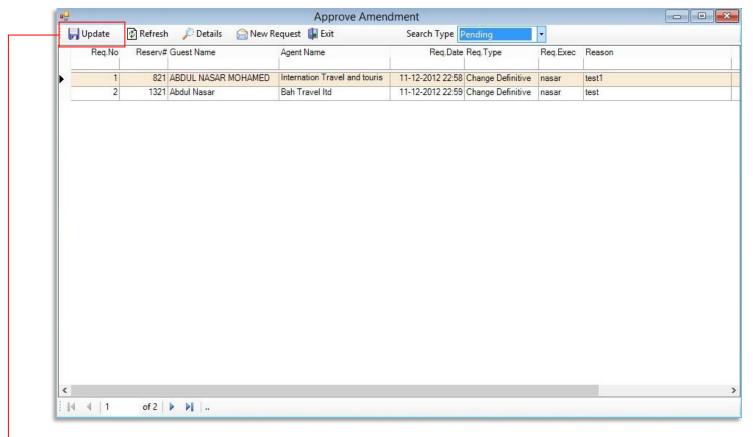
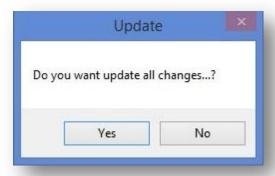
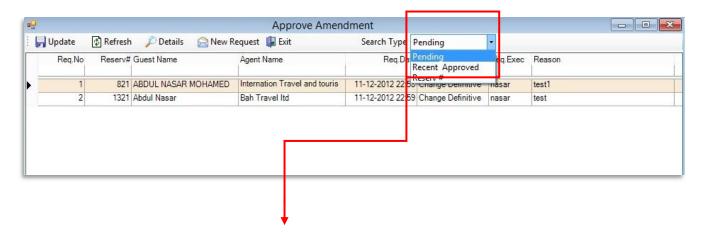


Fig 2.29 Approval Amendment

Clicking on *Update* dialog box will appear for prompting user asking about changes update







Searching files for amendment based on Pending/Reservation number etc

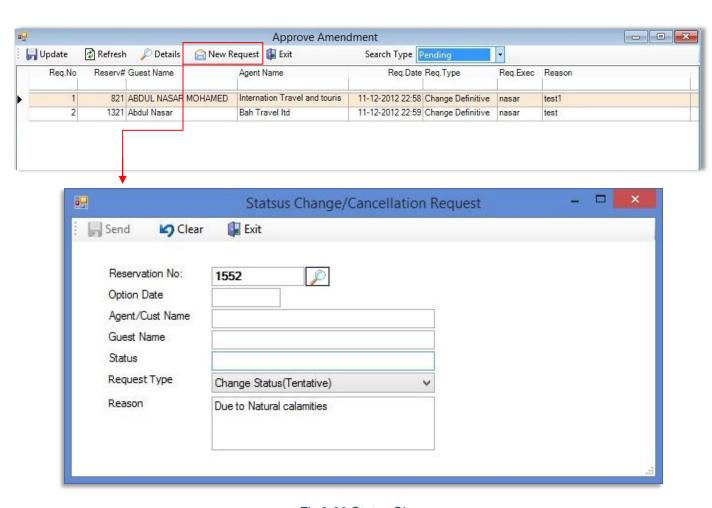


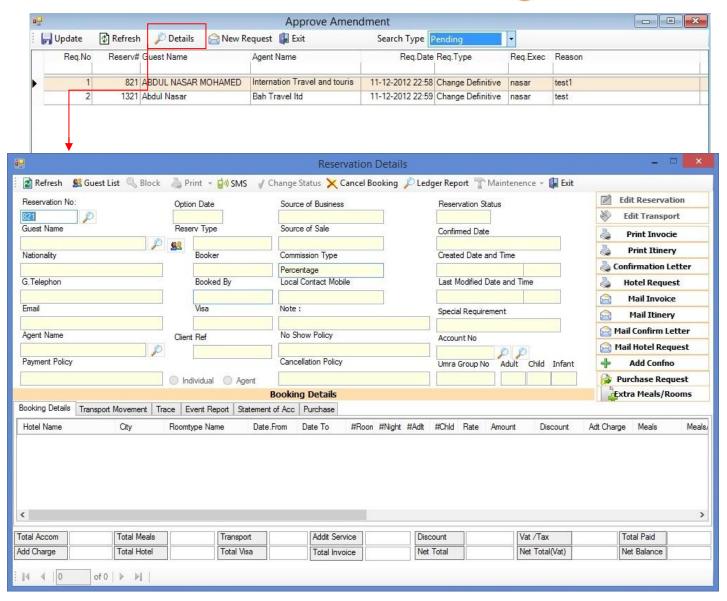
Fig 2.30 Status Change



New request for amendment can be possible by clicking New Request icon.

Fields	Description
Reservation No	Reservation number details
Option Date	Last day to confirm booking reservation from customer
Agent/Cust name	Agent or customer name details
Guest Name	Guest name details
Status	Current status as active or not
Request Type	Request for changing status or changing option date
Reason	Short description for status change/cancellation reason



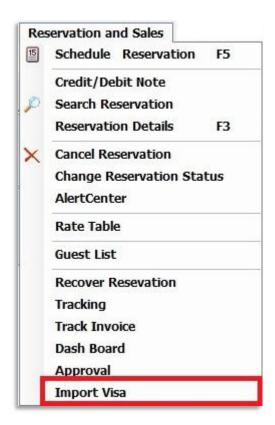


On clicking *Details* reservation details can be view already created one or can create new reservation also



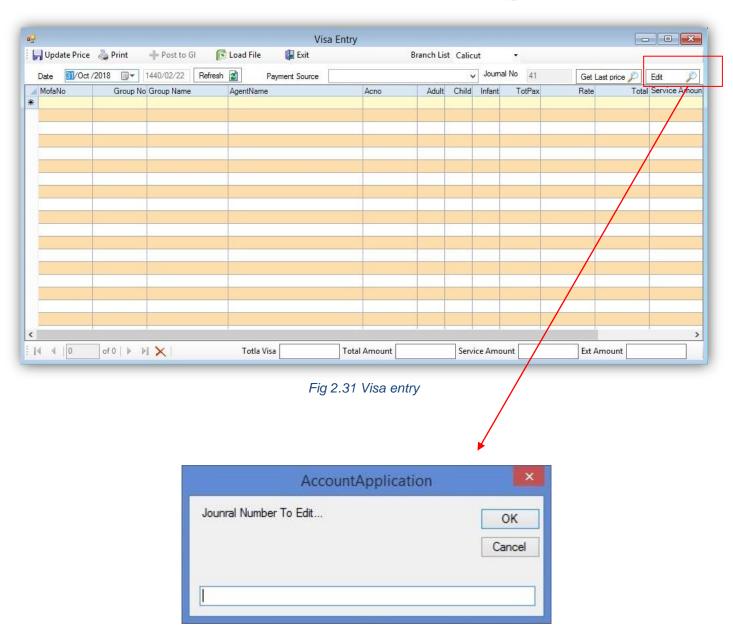
o) Import Visa

Reservation and Sales >Import Visa



Comprehensive platform to import VISA details excel sheet from MOFA (Ministry of foreign Affairs) site. Visa entry includes payment source ,date ,Journal number etc.





By clicking on *Edit* button window will appear for editing journal number to edit.after providing journal number click *OK* to edit.



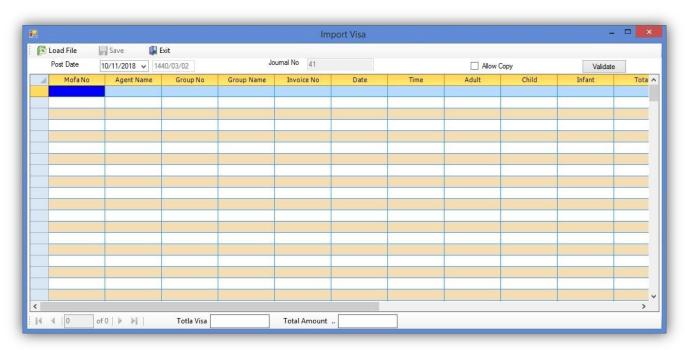


Fig 2.32 Visa details



179

Transport

User Manual _____



Diagrammatic Representation :::

Transport Schedule Transport **Guest Movement and Transport** Report Driver / Vehicle Arrival and Departure Report **Execution Status** Chart **Transport Tracking** Followup **Event Report** Transport Sales Report Transport Movement Statement By Supplier



Exploring modules :::

5. Transport :::

This module facilitates coordinating, monitoring, and optimizing all the processes related to Transport. It integrates scheduling, Movement, Tracking etc in one platform This module handles assigning driver, Guest movement, Transport sales report in a convinced way.

Navigation & Layout

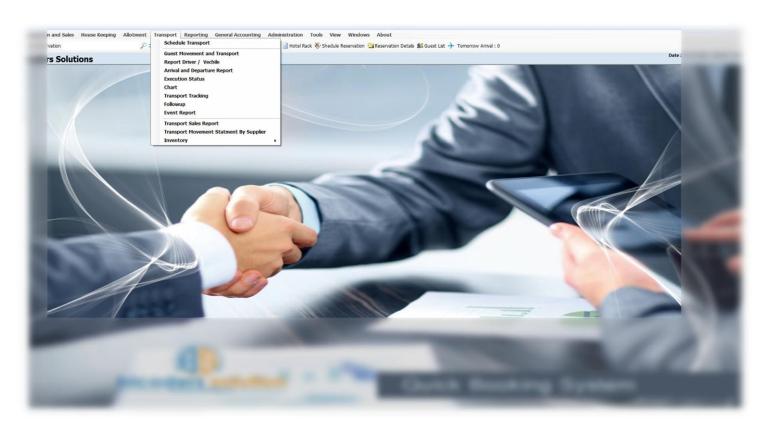
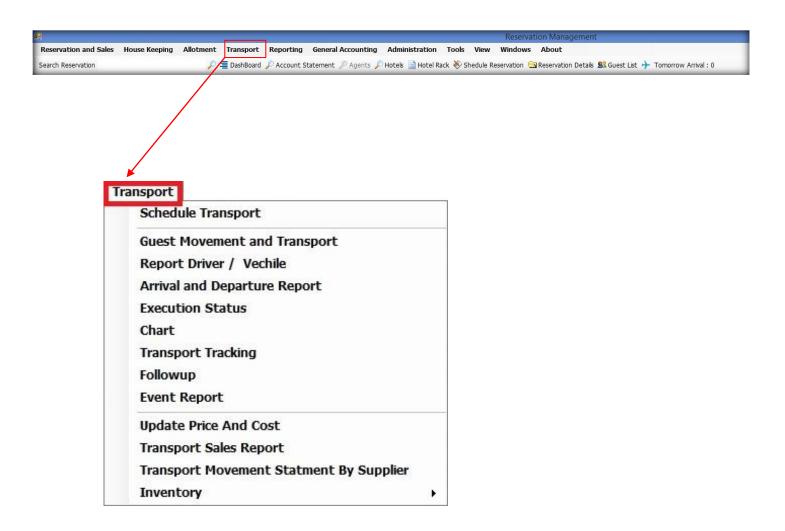


Fig.5.1 Transport Window



■ By accessing Transportation module user can view as ;

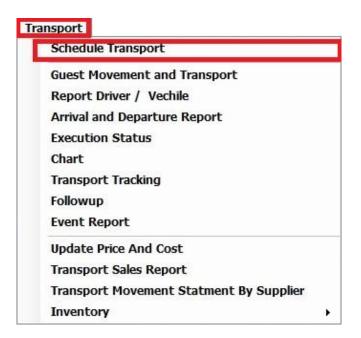




Navigating Transportation module ::

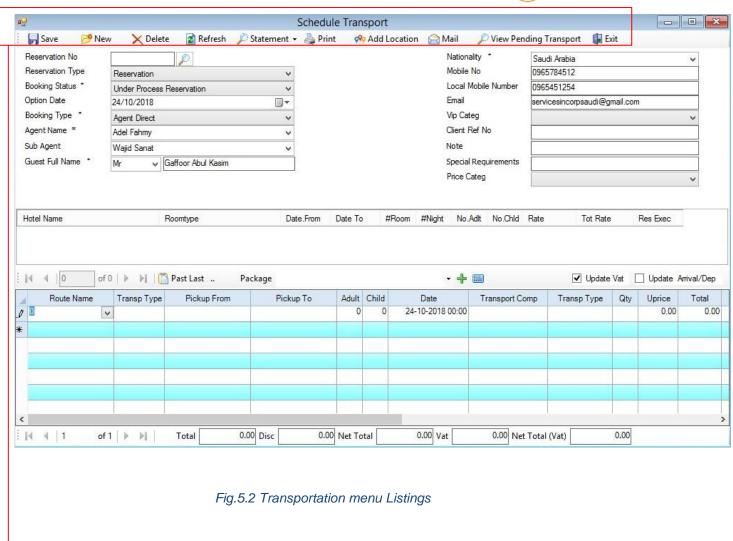
a) Schedule Transport

■ Transport > Schedule Transport



This section allows scheduling transportation. The agent can view the hotel details while selecting the reservation number, if it is booked.





Navigating menu in Schedule Transport :::

Menu bar Listings

Menu	Description
Save	Save details
New	New Screen
Delete	Delete details
Refresh	Refresh option for Schedule Transport window

User Manual

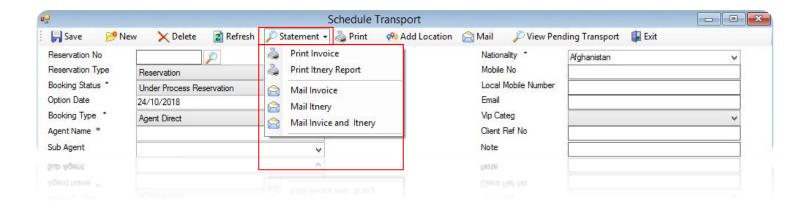
184 —



Menu	Description
Statement	Provide statement details as Print Invoice ,Print Itenary,Mail Invoice ,Mail Itenary,Mail Invoice & Itenary etc
Print	Print Option
Add Location	Location details
Mail	Mail sending option
View Pending Transport	View sales Invoice Pending
Exit	Exit Schedule transport window

■ Statement

[Transport -> Schedule Transport -> Statement]



Statement allows user to have different options such as Print Invoice, Print Itenary which shows printed statement Report whereas Mail Invoice, Mail Itenary, Mail Invoice and Itenary etc.are mail functions.





[Reservation and Slaes -> Schedule Reservation -> Schedule Transport -> Statement -> Print Invoice]

Here user can print detailed Invoice.



Fig 2.4 Print Invoice

Print Itenary

[Reservation and Slaes -> Schedule Reservation -> Schedule Transport -> Statement -> Print Itenary]

User has the option of printing booking details without price





[Reservation and Slaes -> Schedule Reservation -> Schedule Transport -> Statement -> Mail Invoice]

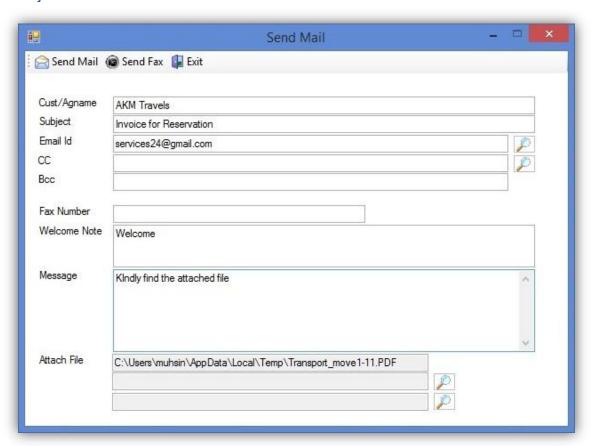


Fig 2.5 Send mail

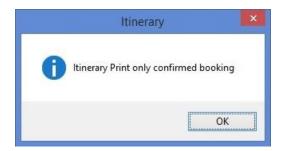
Invoice details can be send through mail by providing details. File can be attached like normal mails.

Mail Itenary

[Reservation and Slaes -> Schedule Reservation -> Schedule Transport -> Statement -> Mail Itenary]

Mail the booking details without price. The file will be in PDF format.





Itinerary print is only for conformed booking

Mail Invoice and Itenary

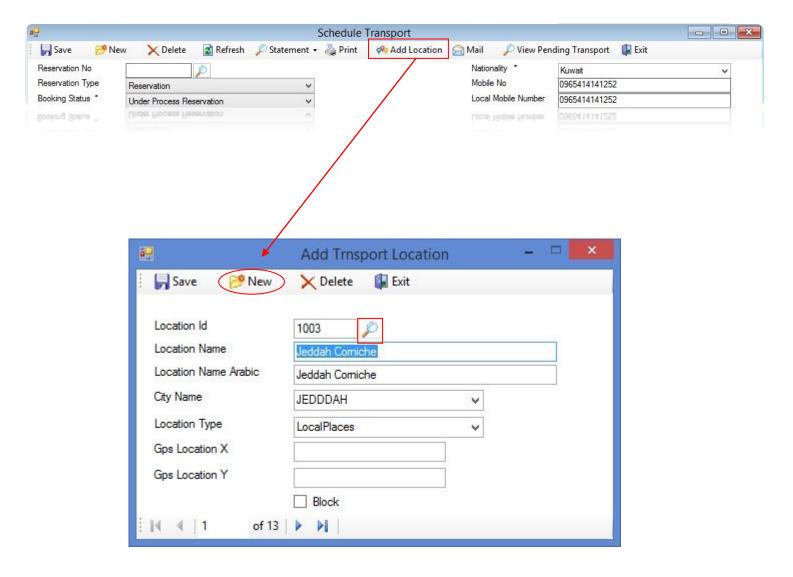
[Reservation and Slaes -> Schedule Reservation -> Schedule Transport -> Statement -> Mail Invoice and Itenary]

It includes the process of sending Invoice and booking detail with out price (Itenaray) in a single mail. File can be attached here like normal mail.



Add Location

[Transport -> Schedule Transport -> Add Location]



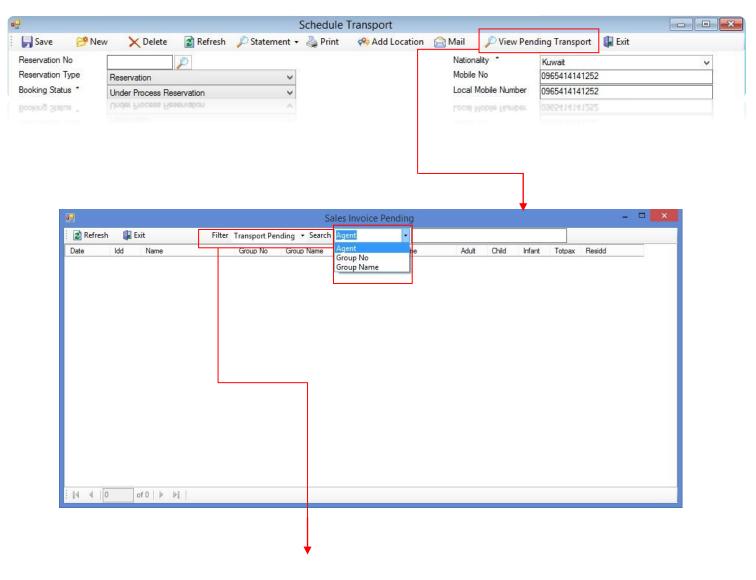
Here new transport location can be created by clicking *Add Location* menu. By providing Location Name, City name details ,Latitude & Longitude details new location can be created.

Saved location details can be viewed on clicking search button near Location Id.



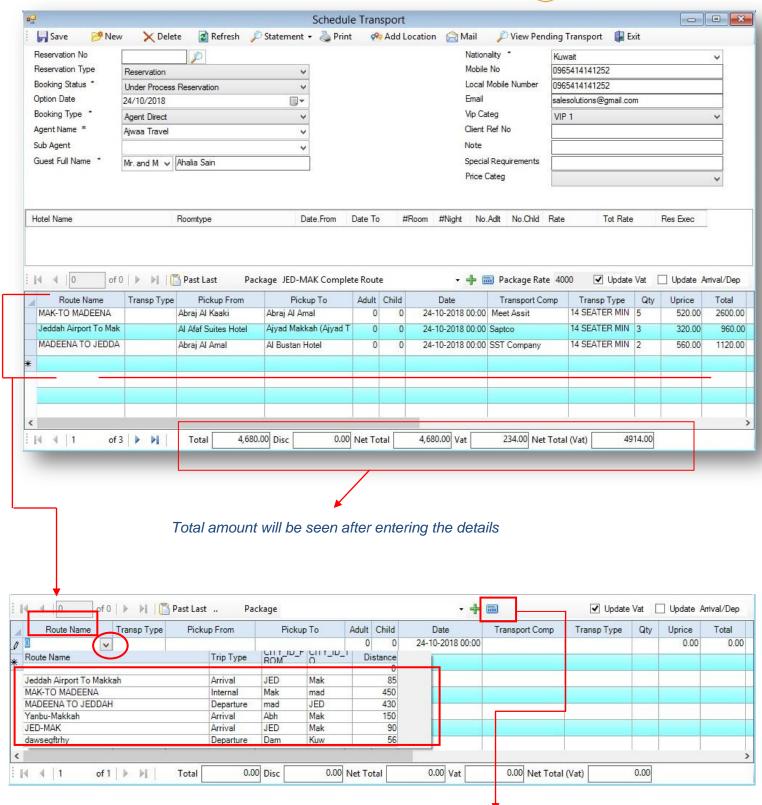
■ View Pending Transport

[Transport -> Schedule Transport -> View Pending Transport]



In *View Pending Transport* one can view the pending sales invoice. User can filter in the field provided accordingly as Transport pending, not invoice type etc also search by Agent ,Group number name etc.



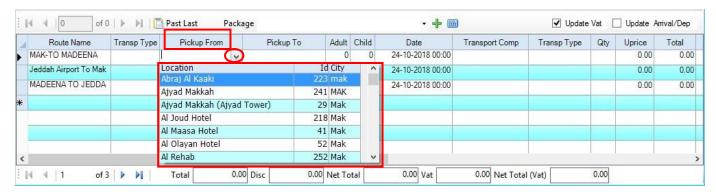


To convert price to VAT include rate select rate column and click the button

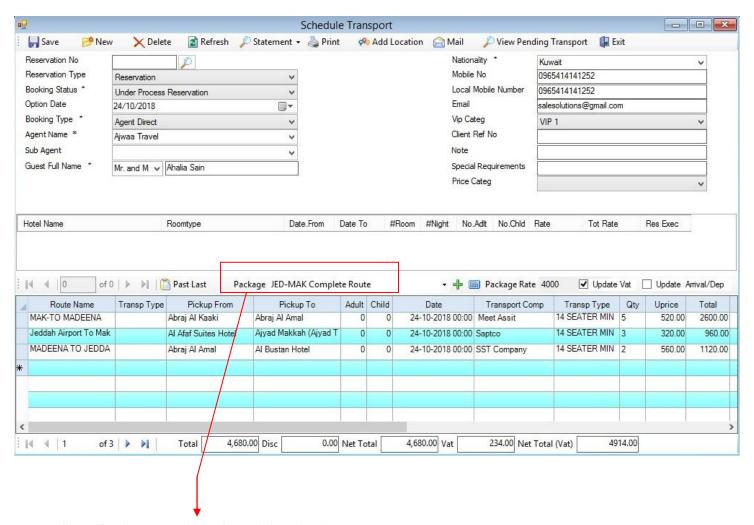
User Manual

191 —





In the schedule transport window details can be provided in the fields .Here route name, transport type, Pick Up from, pickup to ,Transport company details ,Quantity (Qty),Unit price details are selected from the dropdown filter in each column of the grid.



Here Package can be selected the dropdown.



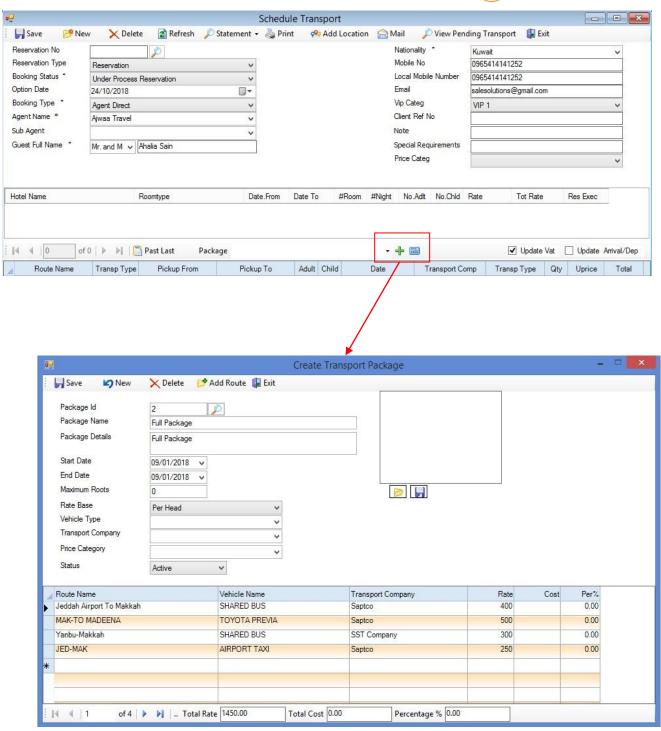


Fig.5.3 Create Transport Package

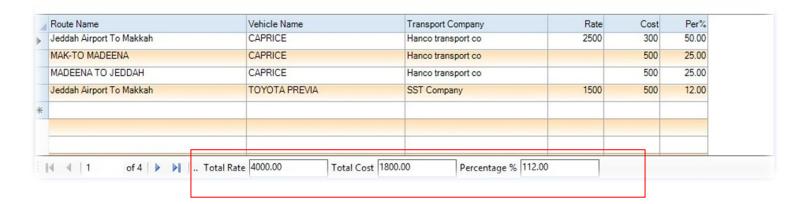
Transport package helps to create new transport packages. On clicking new button transport packages can be created.



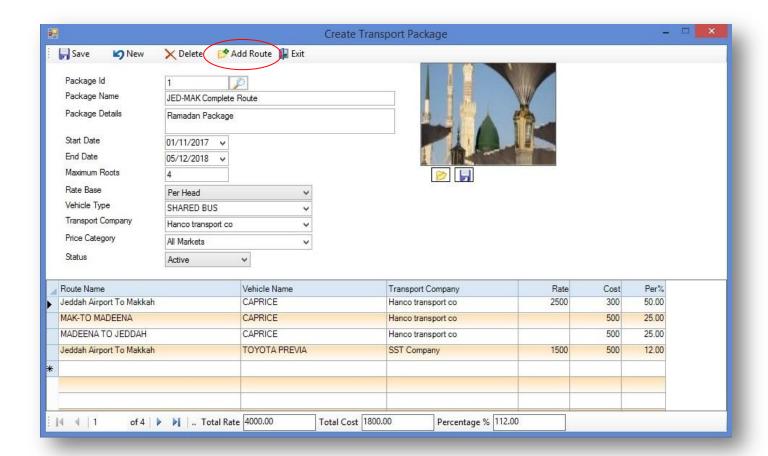


Field	Description
Package Id	Read only,Auto generated
Package Name	Package name details like Jeddah- makkah route etc.
Package Details	Package Details like Ramdan,Pilgrim package etc
Start Date	Package start date
End Date	Package end date
Maximum Roots	Defines no:of routes avialble in this package
Rate 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 active or not





Summary of Total Rate, Total Cost & Percentage etc can be viewed also here in create transport package page.



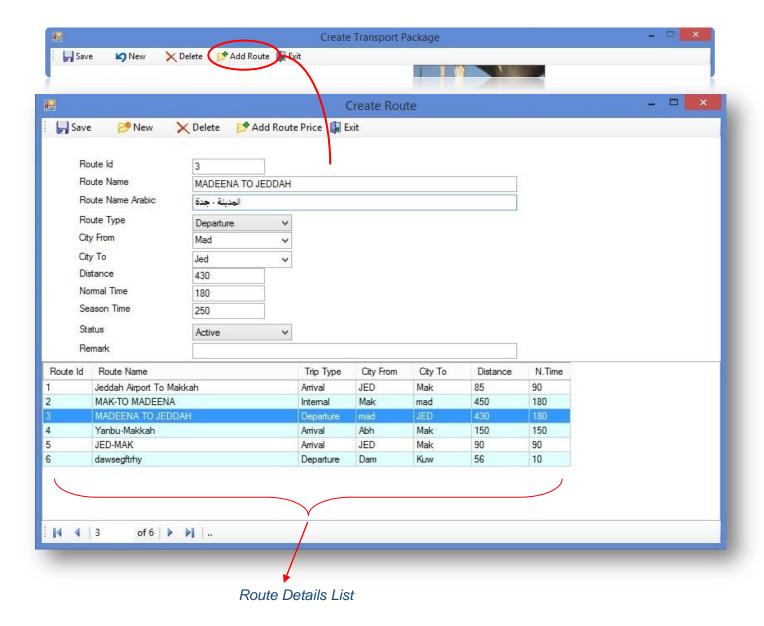


✓ Add Route

[Transport-> Schedule Transport -> package -> Add Transport Package -> Create Transport Package -> Add Route]

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

On clicking Add route button new window will appear showing details





✓ Add Route Price

[Transport -> Schedule Transport -> package -> Add Transport Package -> Create Transport Package -> Add Route -> Add Route Price]

User can view route price of created routes by selecting route names from drop down in the *Route Name* field.

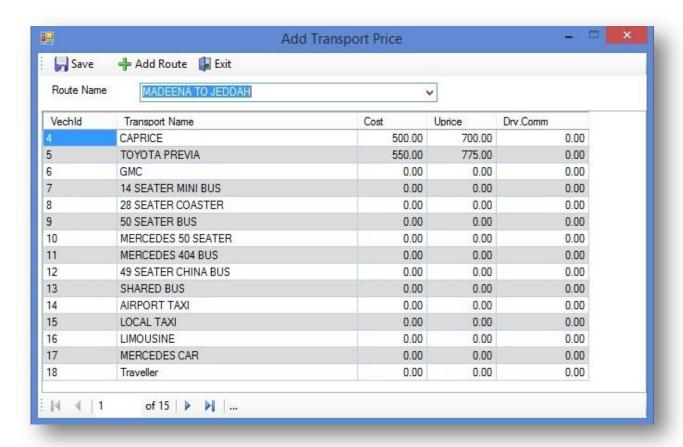
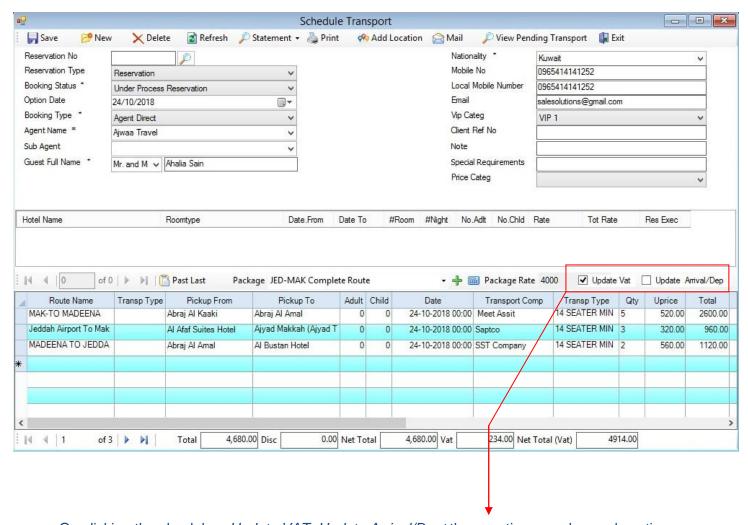


Fig 5.4 Add Transport Price

Here User can view transport details like transport Name, Cost, Unit price, driver compensation etc





On clicking the check box Update VAT, Update Arrival/Dept these options can be made active

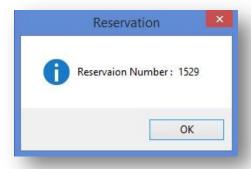
Navigating Input Fields in Schedule Transport :::

Field	Description
Reservation No	Reservation number details , Auto generated
Nationality	Provide country details
Reservation Type	Reservation Type details like umrah package or reservation
Mobile No	Contact Number details

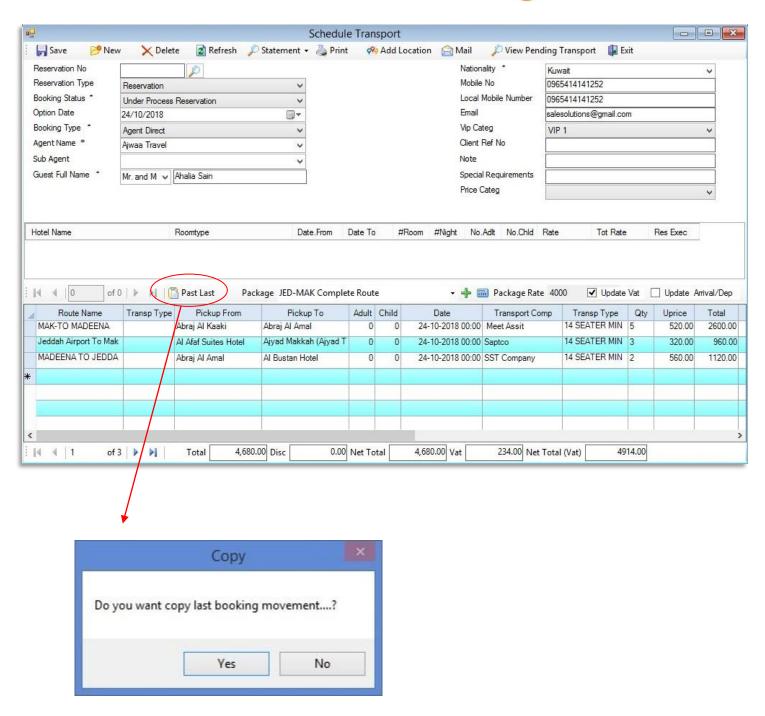


Field	Description
Booking Status	Shows booking status like amended confirmation, Tentative reservation ,Accepted & Confirmation reservation etc
Local Mobile Number	Contact Number details
Option Date	Last day to confirm booking reservation from customer
Email	Email details
Booking Type	Details of booking type like Agent direct or individual etc
VIP category	VIP classification details such as VIP 1 ,VIP 2,VIP 3 etc
Agent Name	Agent Name details
Client Ref No	Customer invoice number or request number
Sub Agent	Sub Agent Name details
Note	Additional details if any
Guest Full name	Guest Name details with salutation like Mr,Mrs etc
Special Requirements	Special requirements needs
Price Categ	Price category details like Full package ,middle east Rate etc.

After providing required data fields ,a message box will display showing the Reservation number details which indicates the successful procedure.







For copying last booking movements click yes, details will be pasted there.



b) Guest Movement and Transport

Transport > Guest Movement and Transport



This section possesses and manages a view of transportation details of guest.



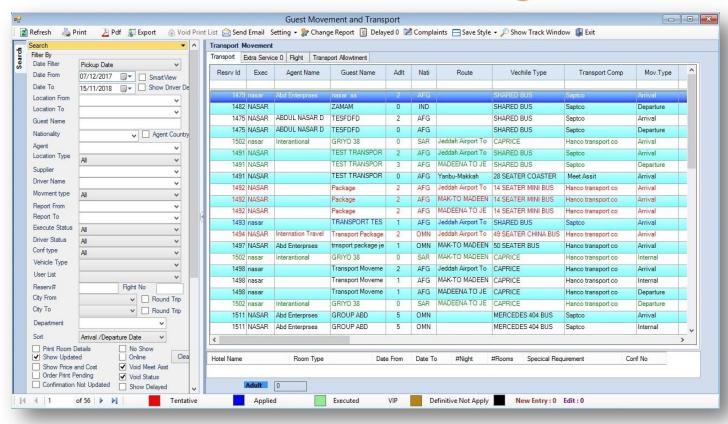


Fig.5.5 Guest Movement and Transport



[Transport -> Guest movement and Transport -> Print]

Here user can avail print report of entireguest movement details.it can be saved as pdf or printed.



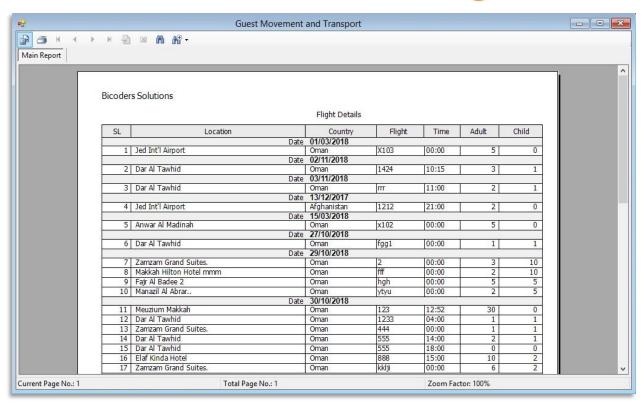


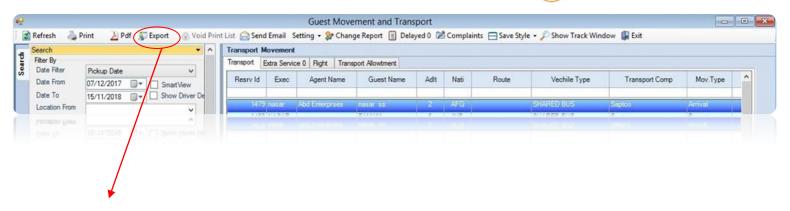
Fig.5.6 Guest Movement and Transport print



[Transport -> Guest movement and Transport -> Export]

The details can be exported and saved any where. The file will be available in the any of the form selected froom the drop down lists.





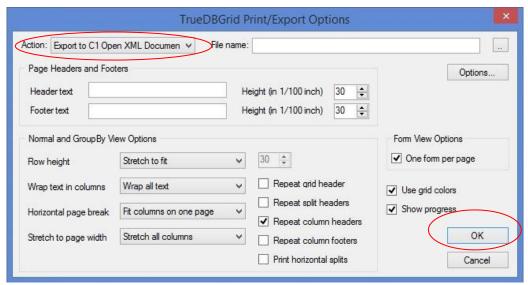


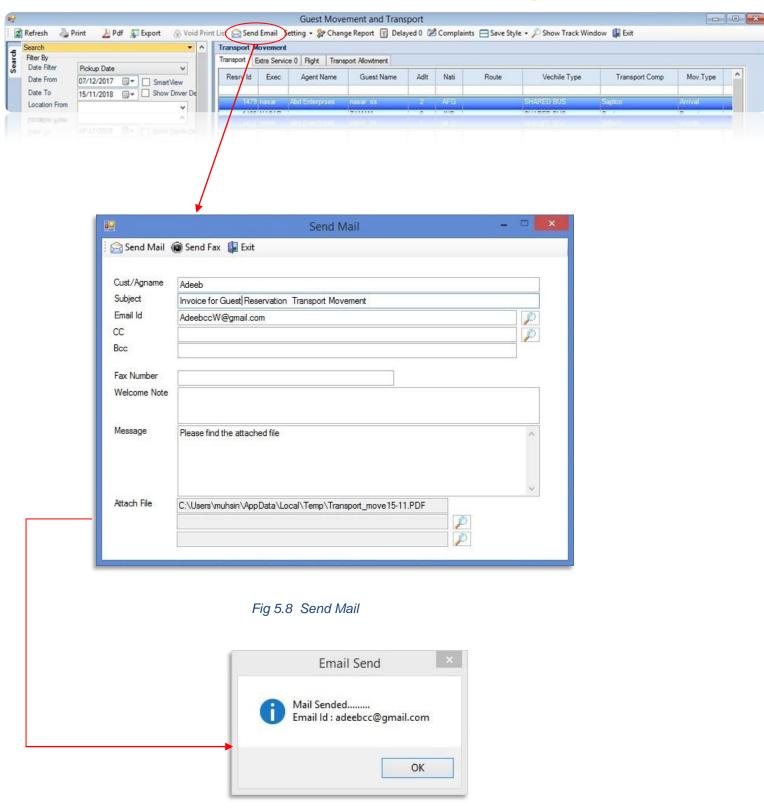
Fig 5.7 Export options

Send Mail

[Transport -> Guest movement and Transport -> Send Mail]

Here user can send mail regarding guest movements ,transport etc

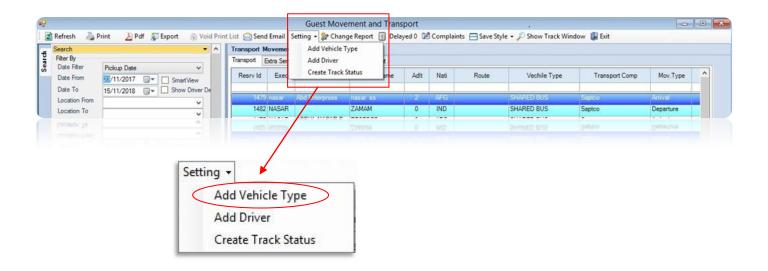








[Transport -> Guest movement and Transport -> Setting]



Add Vehicle type

[Transport -> Guest movement and Transport -> Setting -> Add Vehicle Type]

This section aims to add different vehicle types

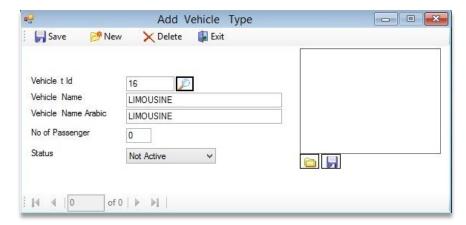


Fig 5.9 Add vehicle Type



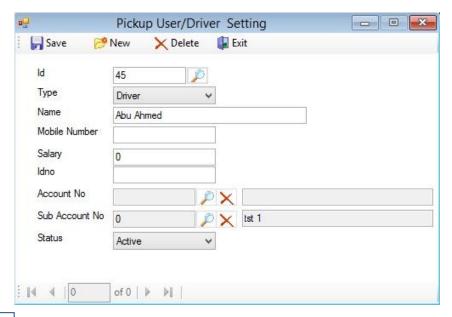


Field	Description
Vehicle Id	Vehicle details Id .Auto generated
Vehicle Name	Vehicle Name details
Vehicle Name Arabic	Vehicle Name details in Arabic Language
No of Passenger	Passenger details
Status	Shows Active or not

Add Driver

[Transport -> Guest movement and Transport -> Setting -> Add Driver]

Here details of new pickup user/ driver can be added. Saved details can be viewed on clicking search button





Field	Description
Id	Auto generated
Туре	Defines Driver/Receiving person
Name	Name details of Driver/Receiving person
Mobile Number	Contact Number details
Salary	Salary provided details
Idno	Id details
Account No	Account number details .(saved details can be viewed on clicking search button)
Sub Account No	Sub Account number details .(saved details can be viewed on clicking search button)
Status	Shows Active or not





Transport Movement Track Type

[Transport -> Guest movement and Transport -> Setting -> Transport Movement Track Type]

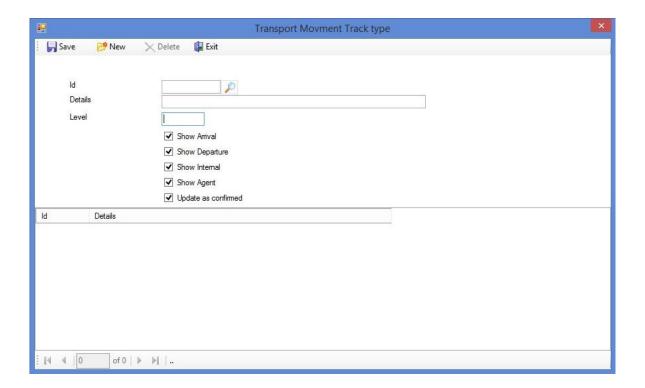


Fig 5.10 Transport Movement Track Type



1 Tran Rate: 0.00 To 300.00 Dat01/01/2018

1 Tran Rate: 300.00 To 350.00 Dat01/01/201

1 Tran Rate: 350.00 To 300.00 Dat01/01/201

1 Tran Rate: 0.00 To 250.00 Dat02/01/2018

5 Tr Qty Changed:5 To 2 Date 07/01/2018 00:0

5 Tran Rate: 500.00 To 205.00 Dat07/01/201

2 Tr Qty Changed:3 To 2 Date 02/07/2008 15:0

2 Tr Oty Changed:1 To 2 Date 13/01/2018 15:0

1 Tr Qty Changed:1 To 2 Date 14/01/2018 00:0

1 Tr Qty Changed:1 To 2 Date 18/01/2018 00:0

500.00 Dat01/01/2018

0.00 Dat07/01/2018

0.00 Dat07/01/2018

0.00 To

1 Tran Rate:

5 Tran Rate: 200.00 To

5 Tran Rate: 300.00 To

Change Report

1480 Jed Int'l Airport

1480 Jed Int'l Airport

1480 Jed Int'l Airport

1483 Jed Int'l Airport

1491 Abha Palace Hotel

1491 Abha Palace Hotel

1491 Abha Palace Hotel

821 Madinah Airport

1498 Jed Int'l Airport

1498 Ajyad Makkah

|4 4 | 1

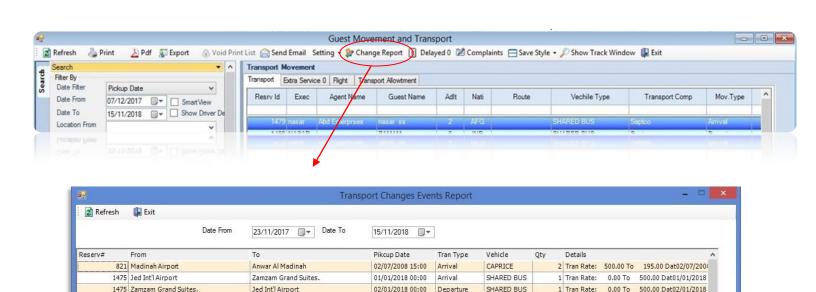
1498 Sanable Al Madinah

of 43

1491 Safir Al Saha

1480 Zamzam Grand Suites.

[Transport -> Guest movement and Transport -> Change Report]



01/01/2018 00:00

01/01/2018 00:00

01/01/2018 00:00

02/01/2018 00:00

01/01/2018 00:00

07/01/2018 00:00

07/01/2018 00:00

07/01/2018 00:00

07/01/2018 00:00

02/07/2008 15:00

13/01/2018 15:00

18/01/2018 00:00

14/01/2018 00:00 Internal

Arrival

Arrival

Arrival

Arrival

Arrival

Arrival

Departure

Departure

Meet & Asst

SHARED BUS

SHARED BUS

SHARED BUS

28 SEATER COA

CAPRICE

CAPRICE

CAPRICE

CAPRICE

Fig 5.11 Change Report

Zamzam Grand Suites.

Zamzam Grand Suites.

Zamzam Grand Suites.

Jed Int'l Airport

Abha Resorts

Abha Resorts

Sahari Hotel

Abraj Al Amal

Aiyad Makkah

Jed Int'l Airport

Anwar Al Madinah

Sanable Al Madinah



■ Delayed

[Transport -> Guest movement and Transport -> Delayed]

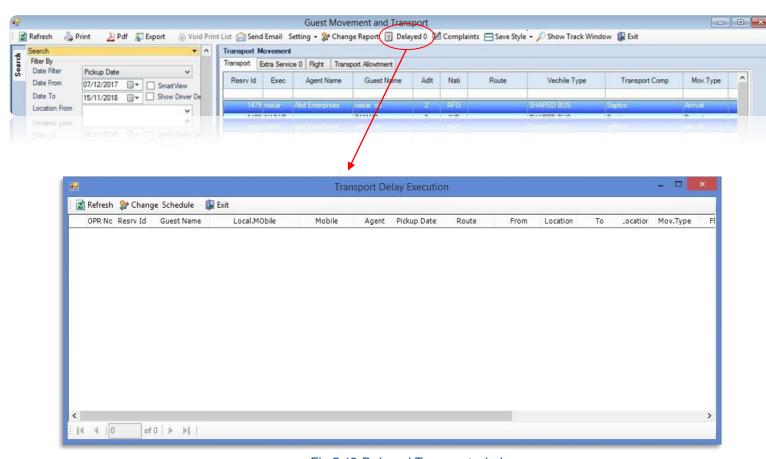


Fig 5.12 Delayed Transport window

Delayed transport reports are collected here.



□ Complaints

[Transport -> Guest movement and Transport -> Complaints]

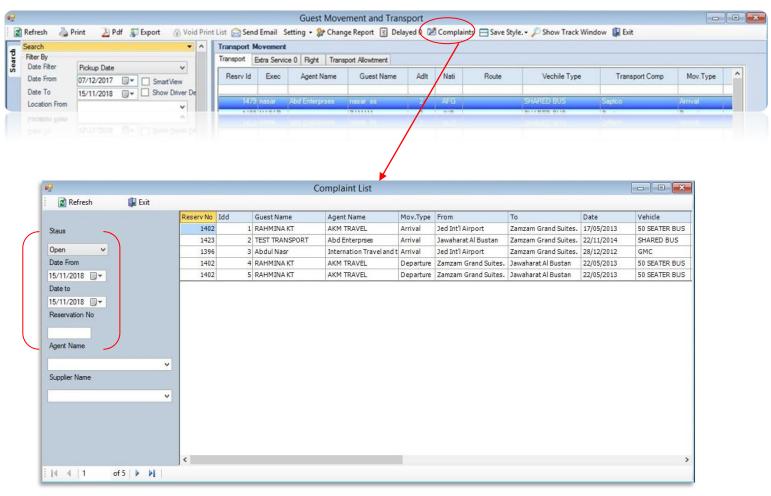


Fig 5.13 Complaint list window

Complaints can be sort by date period .Also agent name, Supplier name can be selected from the dropdown list.



■ Show Track Window

[Transport -> Guest movement and Transport -> Show Track Window]

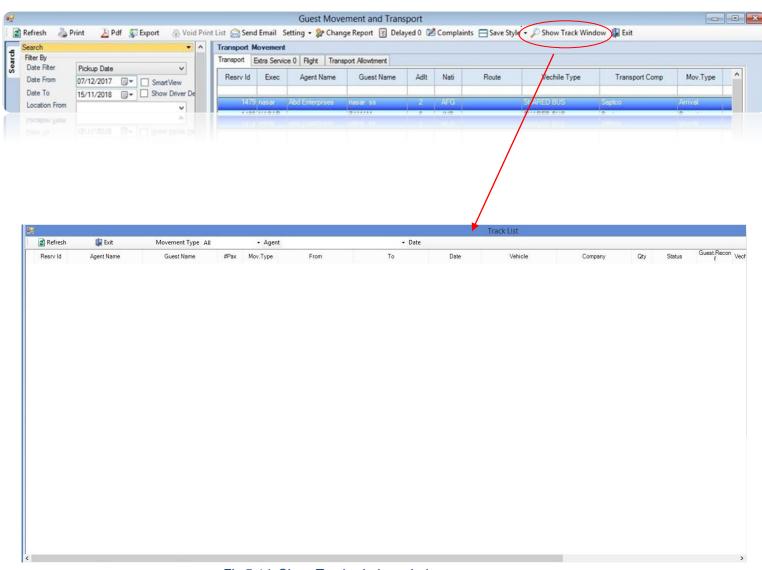


Fig 5.14 Show Track window window

Here as the name suggests it displays tracking of guest movement and transport.



Transport Movement Categories :::

✓ Transport

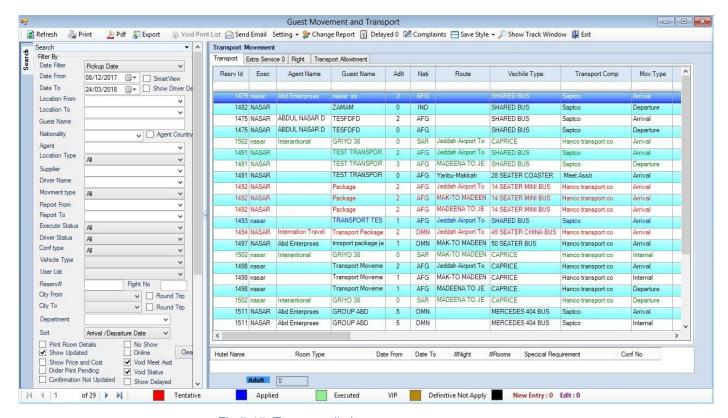
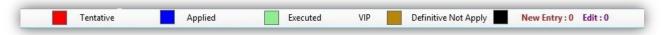


Fig 5.15 Transport listings

Shows entire Transport details according as Tentative, definitive not applied, applied etc.

Color representation can be found on the list based on the status of movement



✓ Extra services

Extra services list can be viewed here by sorting date, Location Type/To, guest Name nationality, Movement type, supplier etc. Many filtering options are provided here



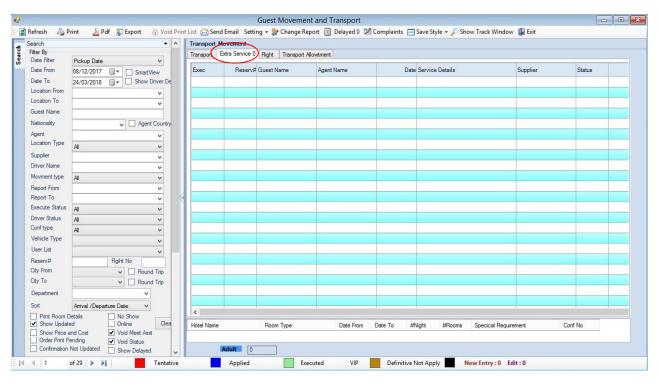
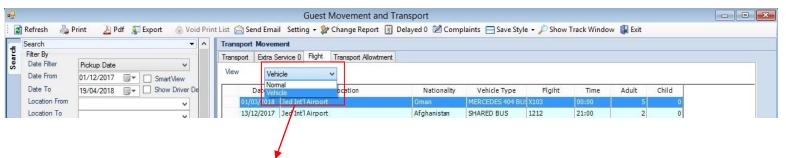


Fig 5.16 Extra Service list

✓ Flight

Here flight/Vehicle details can be viewed.



Normal /Vehicle details can be viewed her by selecting from the dropdown.

User Manual

215



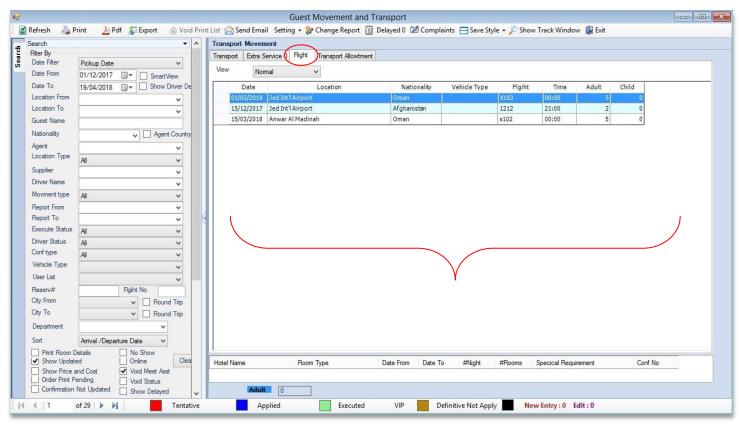
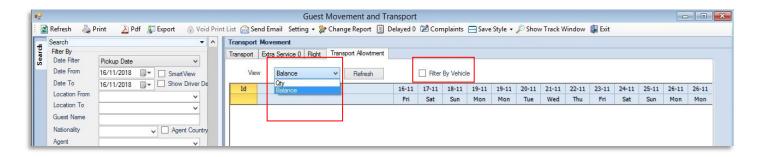


Fig 5.17 Flight list

✓ Transport Allotment



In this section filtering for view can be possible as balance or Quantity. By selecting checkbox (Filter by vehicle) user get list of transport allotment by vehicle also.



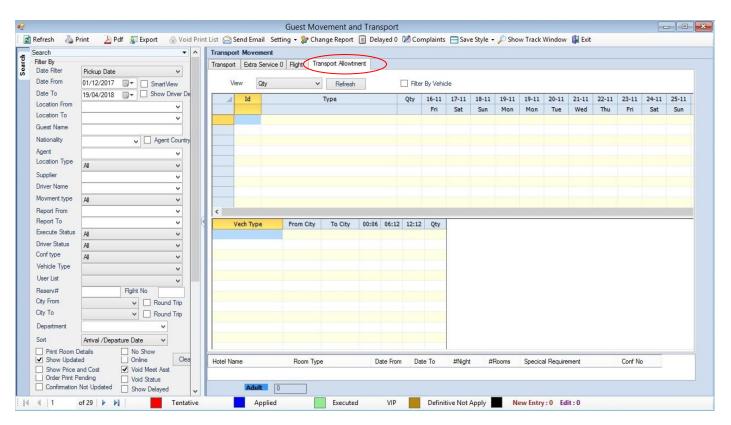


Fig 5.18 Transport Allotment

User Manual

217 -



c) Report Driver / Vehicle

Transport > Report Driver/Vehicle



This section is for generating transport report by driver. The user can take print, send invoice email to agent, convert and save report in pdf format, convert into excel format,

Also assigned list and status of driver can be viewed .Update batch conformation number and on right click options like send SMS to guest, send SMS to driver and assign Driver can be seen.



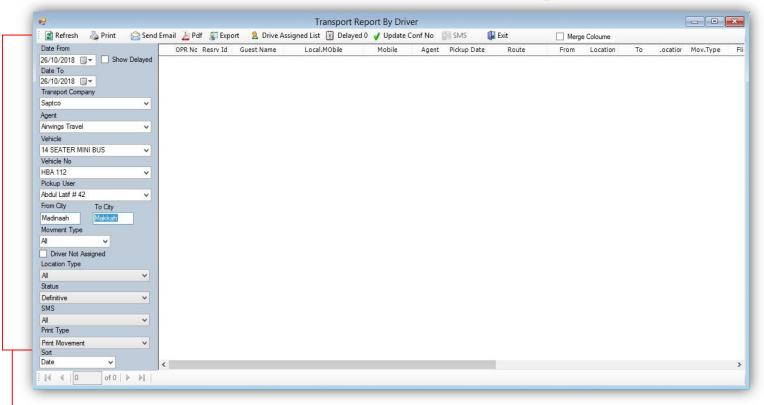


Fig.5.19 Transport Report by Driver

Field	Description
Date from	Start date
Date To	End date
Transport Company	Transport company details which can be selected from the dropdown which is already saved
Agent	Agent Name details which can be selected from the dropdown which is already saved
Vehicle	Vehicle details like car ,Tourister bus , Minivan etc



Field	Description
Vehicle No	Vehicle registration number details
Pickup user	Name details whom which pickup is to assigned
From City	Starting point city details
To City	Destination city details
Movement Type	Defines Arrival/departure etc
Location Type	Defines Hotel/Local places etc
Status	Shows active or not
SMS	Defines message to all/driver/guest etc
Print Type	Print details of driver/route/vehicle details etc



Send Email

[Transport -> Transport Report By Driver -> Send Email]

Here Email details can be sent



d) Arrival and Departure Report

Transport > Arrival and Departure Report

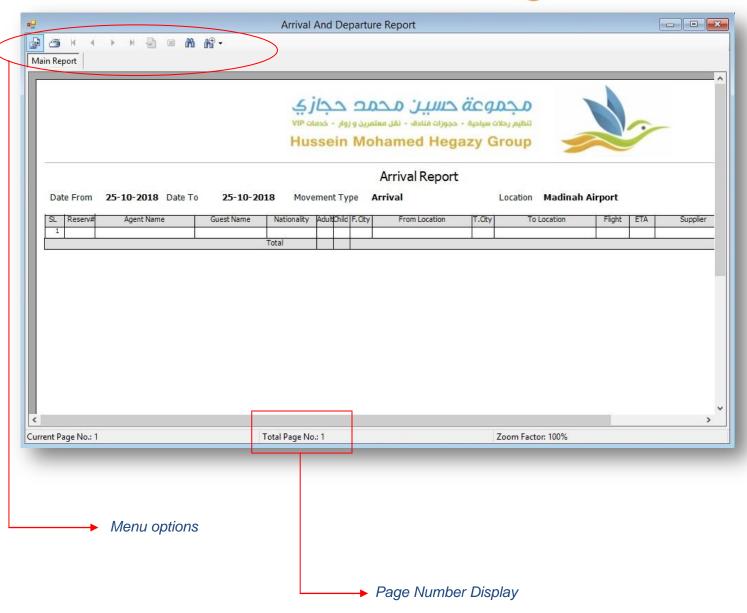


Here Transportation arrival and departure details are recorded. Detailed Arrival report showing Date from /To Location etc is dispalyed.

Grid showing Agent Name, Guest Name, Nationality is also included in this detailed Arrival and departure Report which can be printed or saved accordingly.



222



User Manual _____



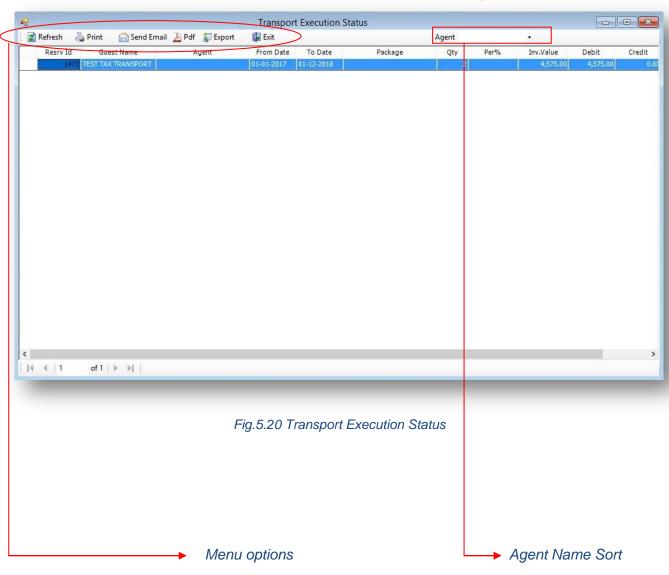
e) Execution Status

Transport > Execution Status



This Section lists Execution status details. Here details like Reservation Id Guest name, From -To date, Debit, Credit etc are visible in this section.



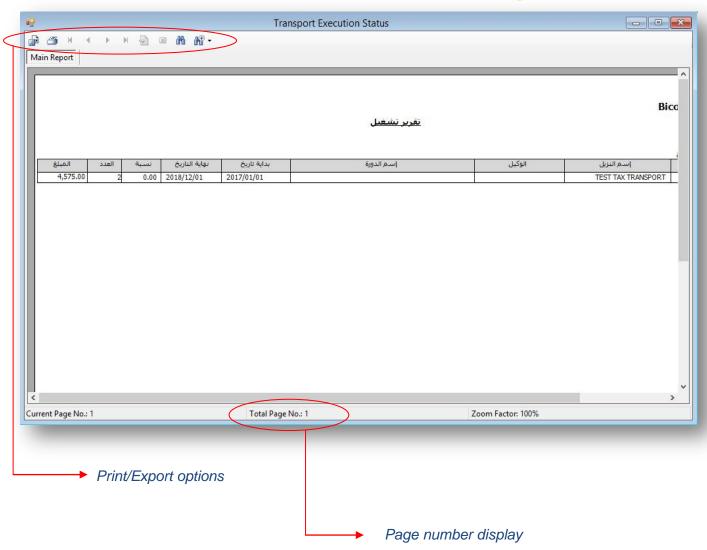




[Transport -> Execution Status -> Print]

In this user can take print out or either save the file just by clicking *print* button.Report can be Export or can be printed accordingly



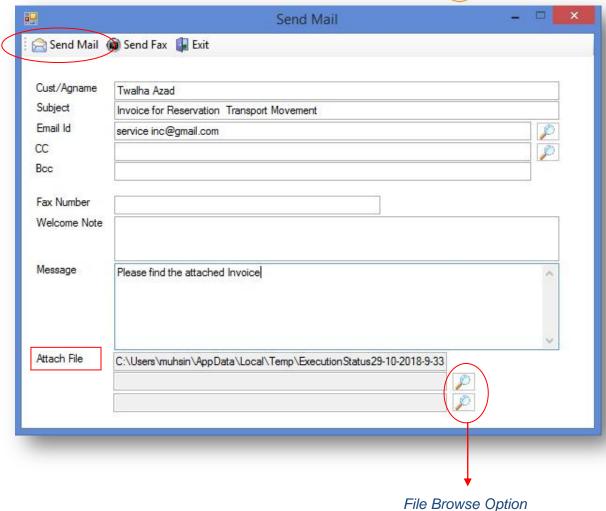




[Transport -> Execution Status -> Send Email]

Here Invoice can be sent as mail by providing Email recipeints and subject just like normal email .Also file can be attched here.



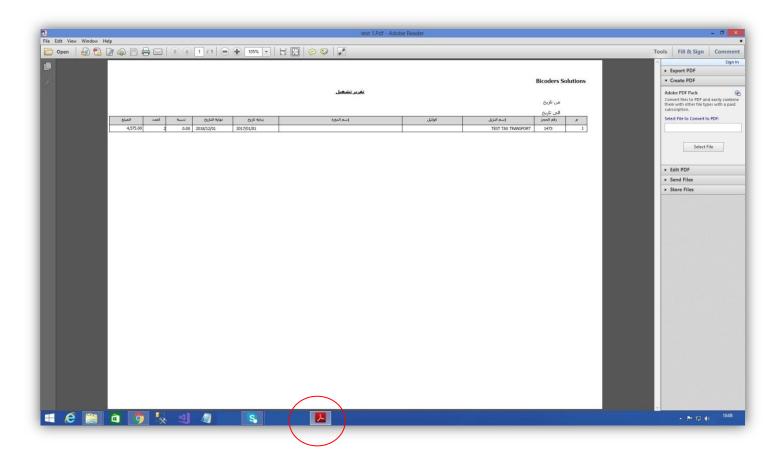


■ PDF

[Transport -> Execution Status -> Pdf]

On clicking *Pdf* Icon user can save the report as pdf format which can be used for later purpose as document or for print purpose.





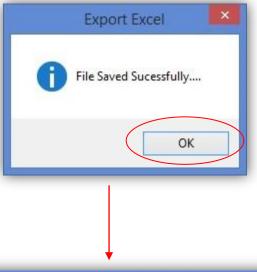
Report can be viwed as Pdf format.

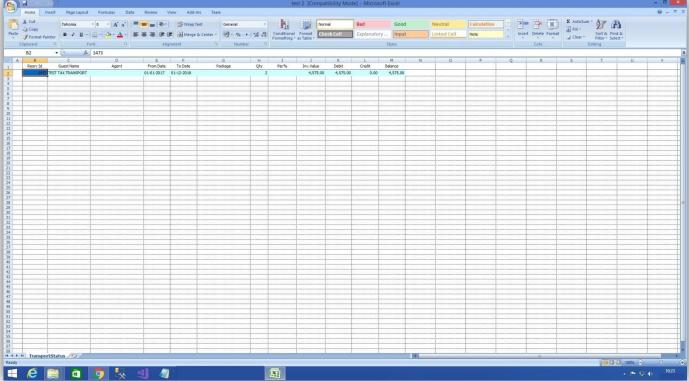
■ Export

[Transport -> Execution Status -> Export]

Here Report can be export inMicrosoft Excel format by clicking on *Export* Icon.





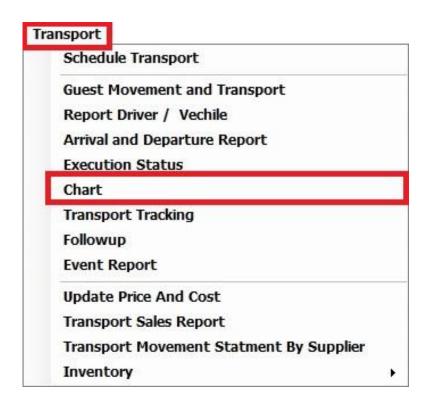


Report details view in Excel Format.



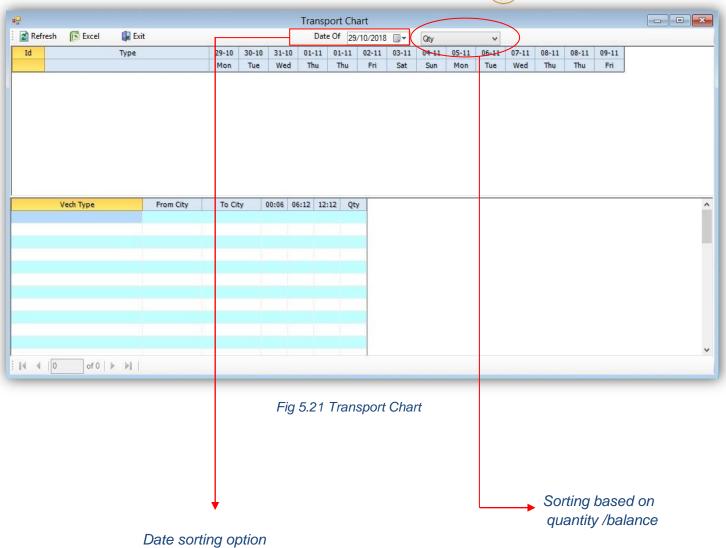
f) Chart

Transport > Chart



This section will list the chart of transportation. Here details can be viewed according date by sorting required date from date picker. It will list the details also along with date data can be sort by quantity or balance as well.



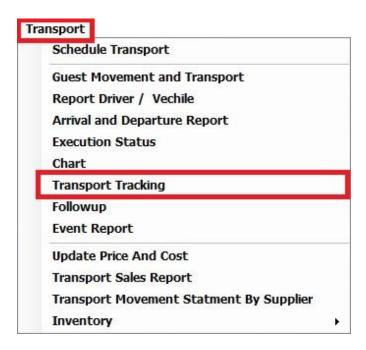


User Manual _____ 230 ___



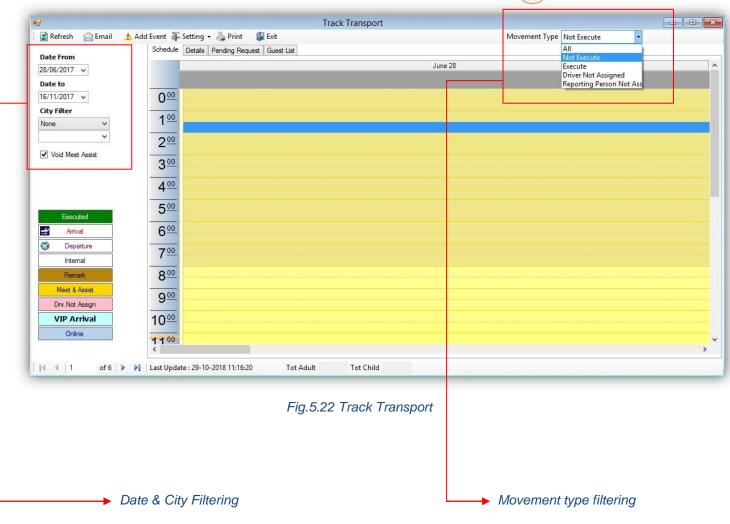
g) Transport Tracking

Transport > Transport Tracking



Here Transport details can be tracked. Details can be tracked by providing date details. Filter options for city like city from ,city to and Movement type like Executed /Driver not assigned etc can be sorted here.



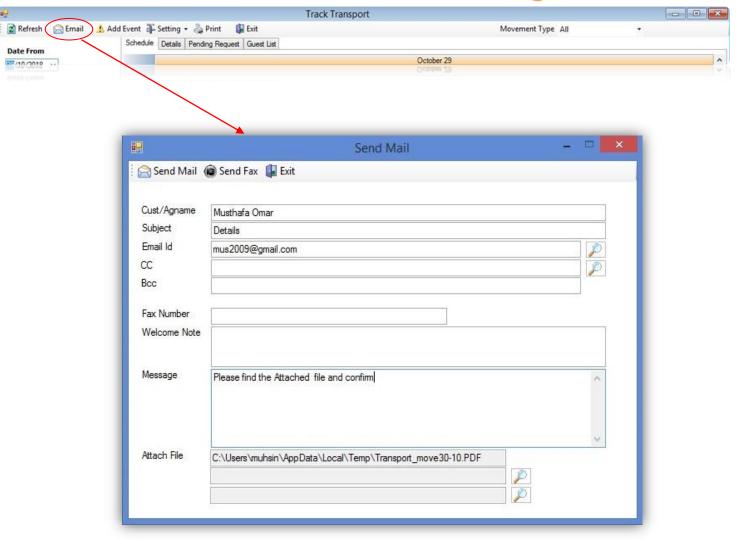


≡ Email

[Transport – Transport Tracking -> Email]

Track details can be sent through Mail by providing reciepients.

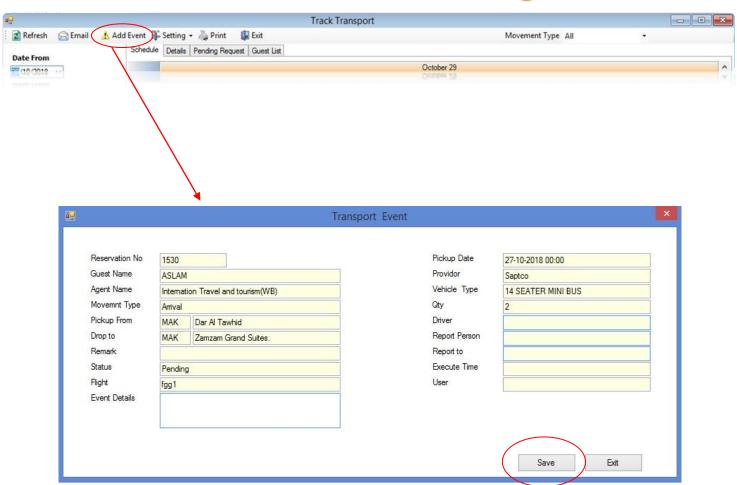




Add Event

[Transport -> Transport Track -> Add Event]





Field	Description
Reservation No	Reservation number details
Pick Up date	Date details
Guest Name	Guest Name details
Provider	Transport provider details
Agent Name	Location details where to be collect the person



Field	Description
Vehicle Type	Vehicle details like bus ,mini van etc
Movement type	Details like arrival/departure
City	City details
Pickup from	Location details where the passenger/goods to be collect
Driver	Driver details
Drop To	Destination location details
Report person	Report person details
Remark	Additional detail if any
Report To	Report details
Status	Current status pending/active/not active
Execute Time	Time details
Flight	Flight details
User	User details
Event Details	Additional description



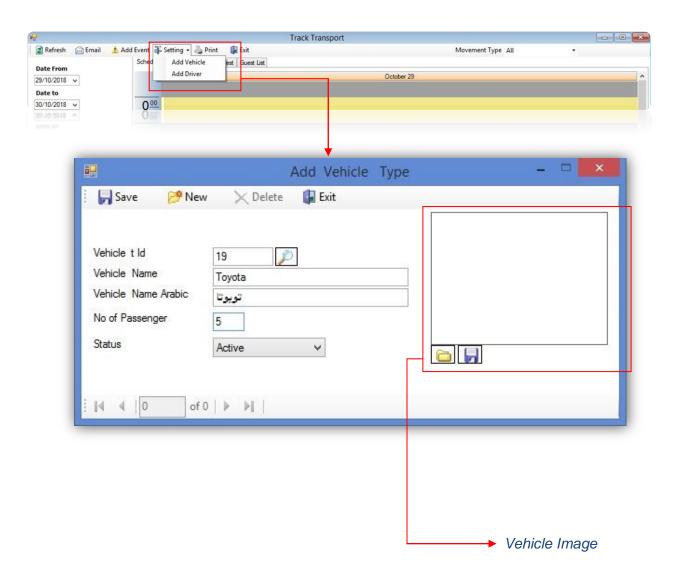


[Transport -> Transport Track -> Setting]

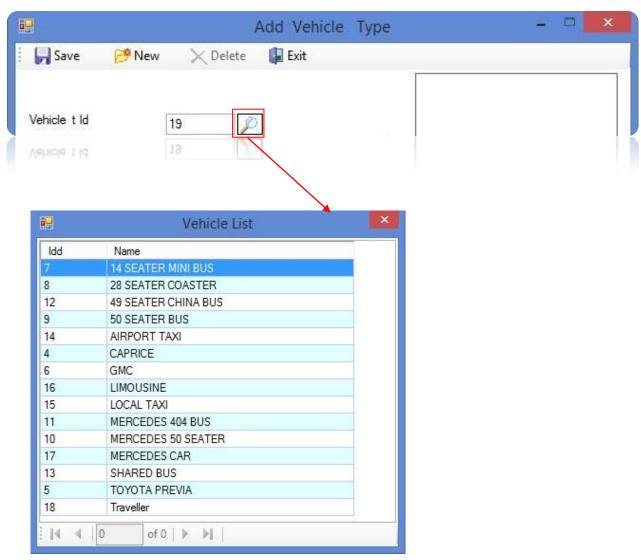
Here transport setting like Add vehicle ,Add driver can be done.

Add Vehicle

[Transport -> Transport Track -> Setting -> Add vehicle]







Vehicle list can be selected on clicking *Search* button incase of already saved one .otherwise new vehicle details need to be created on clicking *New* button



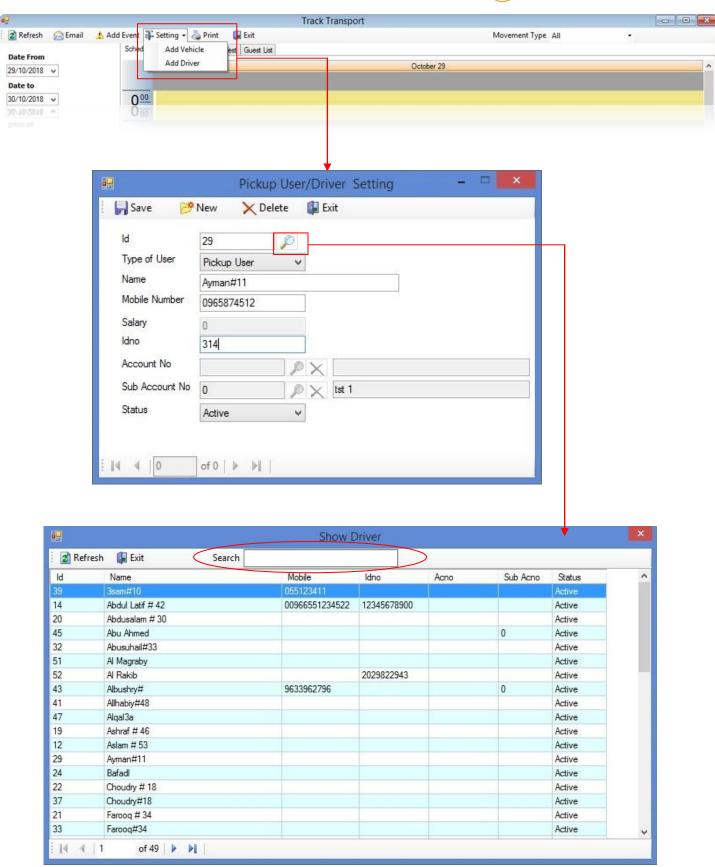
Field	Description
Vehicle Id	Vehicle id details , Auto Generated
Vehicle Name	Vehicle Name details
Vehicle Name Arabic	Vehicle Name in Arabic
No of passenger	Passenger number details
Status	Status active/not
Status	Status active/not

Add Driver

[Transport -> Transport Track -> Setting -> Add Driver]

Here driver details can be added on clicking *Serach* button incase of already saved one otherwise new driver details need to be created on clicking New button



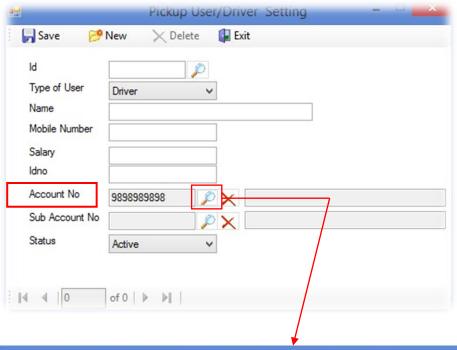


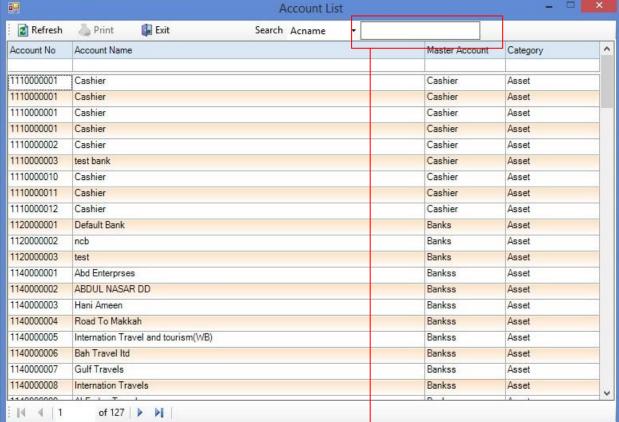


Field	Description
Id	Auto Generated
Туре	Defines Driver /Receiving person etc
Name	Name details of Driver
Mobile Number	Passenger number details
Salary	Salary details
ld No	Id number details such a any number representation
Account No	Account number details (saved Account number can be viewed from the list)
Sub Account No	Sub Account number details (saved Account number can be viewed from the list)
Status	Currently Active /Not

Account list, Sub Account list can be selected from search button on Account No & Sub account number field.





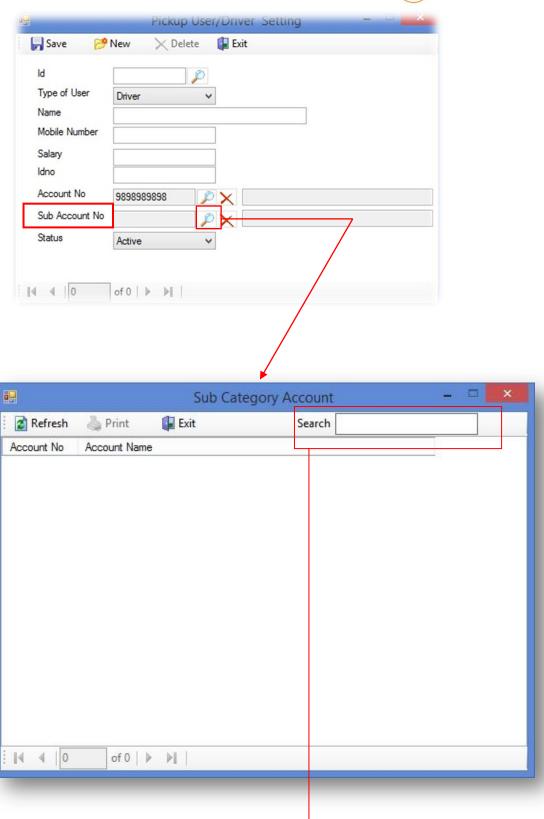


Search Account Name

241

User Manual _____





User Manual

Search Sub Account





[Transport -> Transport Track -> Print]

Details can be avail in printed format or it can be saved also.

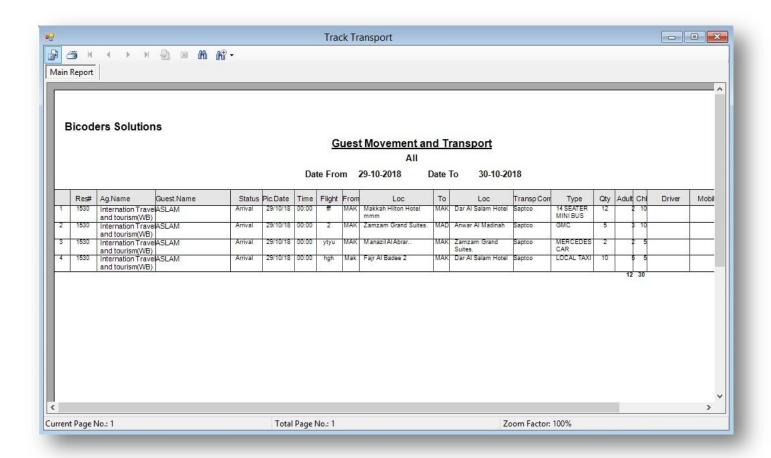
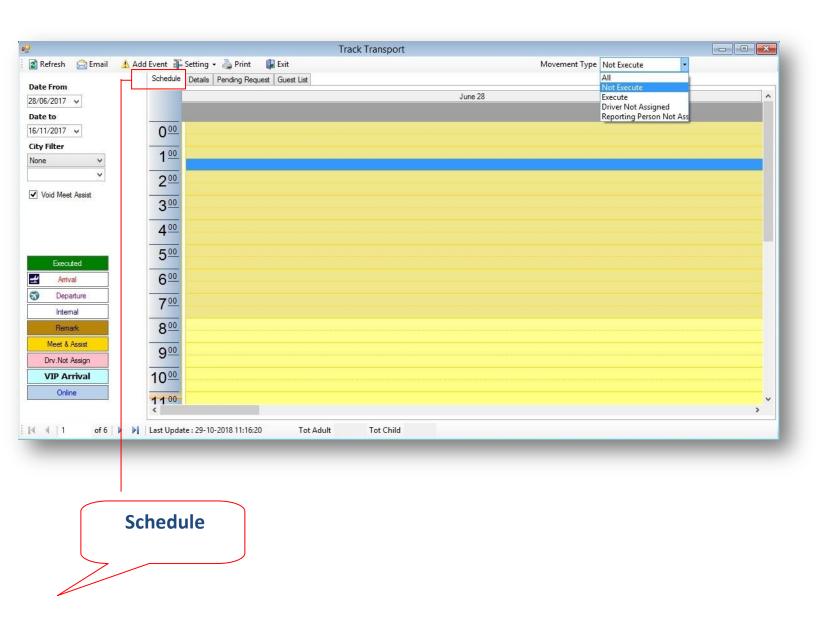


Fig.5.23 Track Transport print window





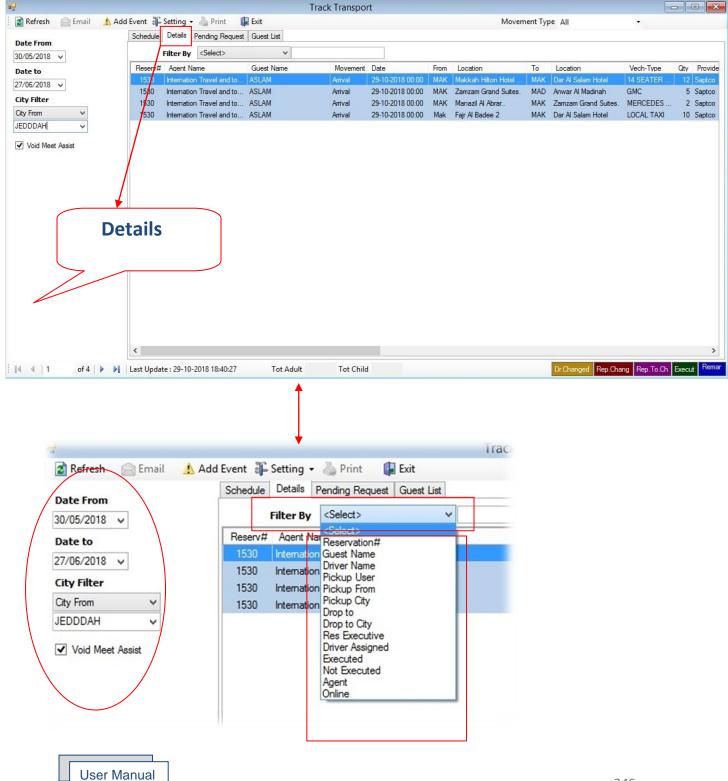
[Transport -> Transport Track -> Schedule]







[Transport -> Transport Track -> Details]

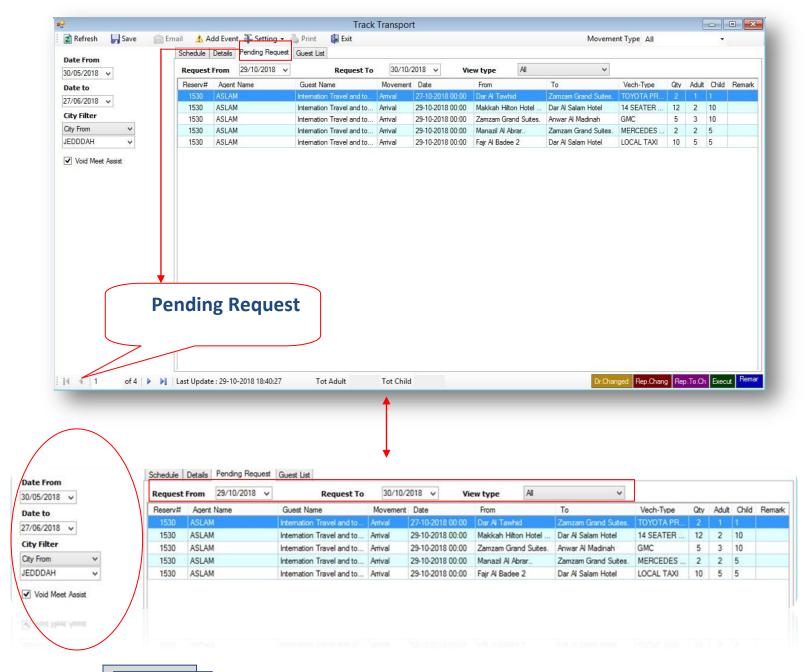




Here details can be avail by sorting Date, City etc. Also details can be sort by Guest Name/Driver Name etc.

Pending Request

[Transport -> Transport Track -> Pending Request]

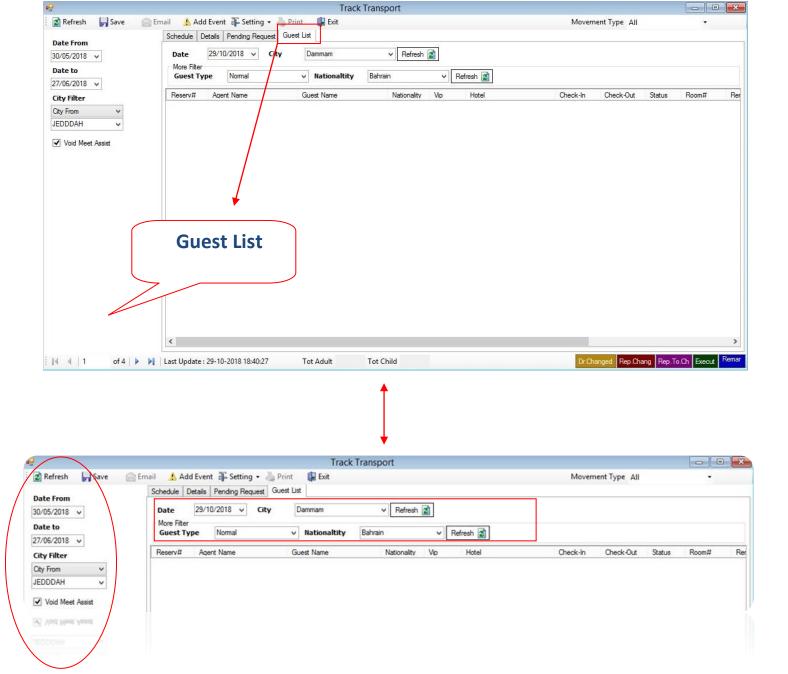




Here Pending Request can be viewed and sort by Date ,City, Request from/To etc.



[Transport -> Transport Track -> Guest List]





Guest List details can be sorted by Date, Guest type like VIP, Normal etc. also by Nationality

h) FollowUp

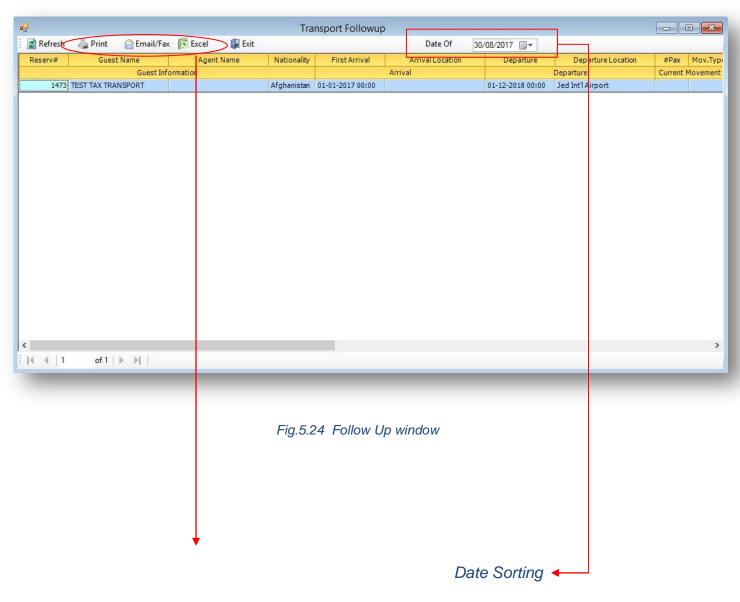




Followup helps to know information related to Guest, Arrival, Arrival location, departure etc.

Also. User can convert data to excel format. Here print, Email, Fax facility is also provided.





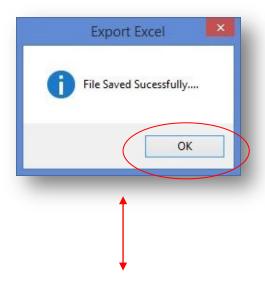
Print, Mail, Excel export options

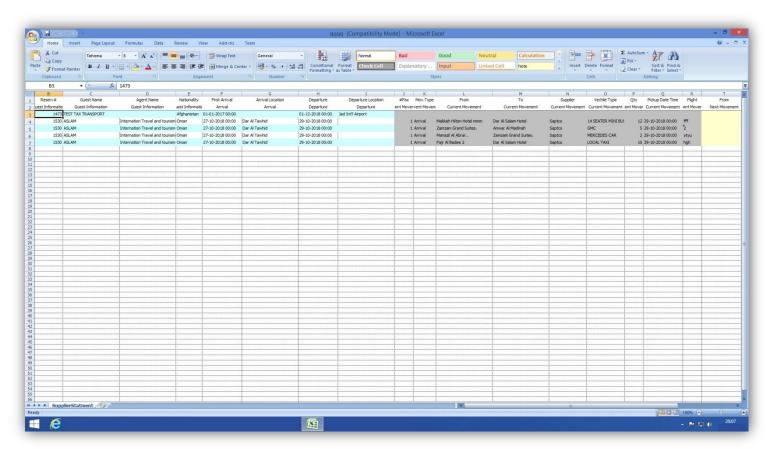
User Manual

249 —



Detailed excel sheet is available on clicking Excel icon.







i) Event Report

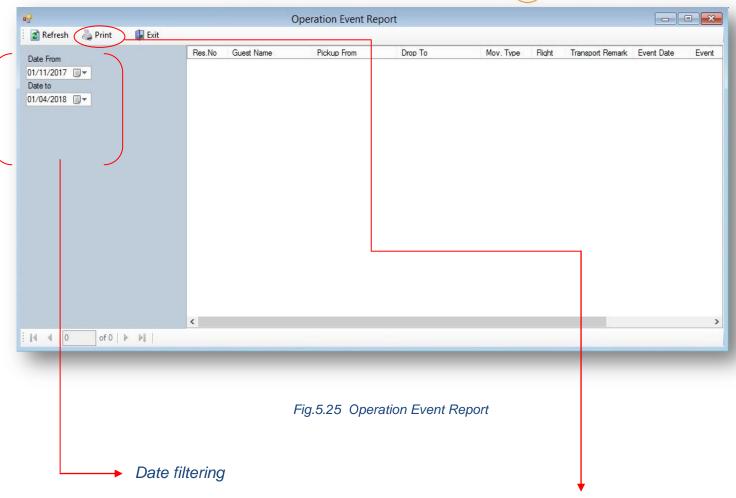
Transport > Event Report

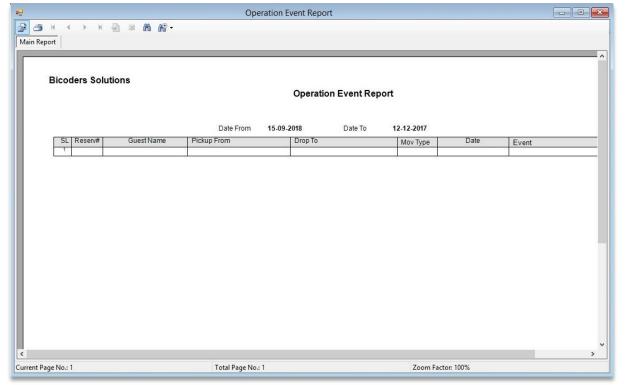


Event Report handles detailed operation events which can be filtered by providing From/To dates. User can avail the printed report also for which date applied.

Print report have details Reservation Id, Guest Name, location details (starting point & end point).









j) Update Price and Cost

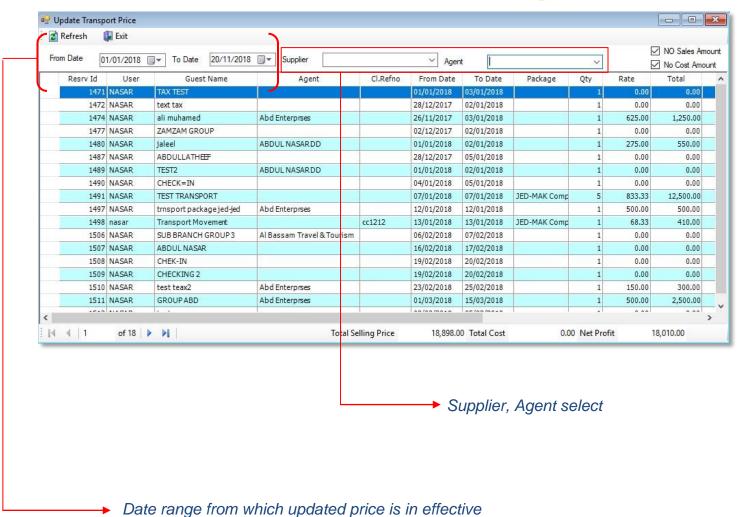
Transport > Update Price and Cost



This module provides solution for updating price and cost in transport. It enables update pricing by providing date range, Supplier, Agent details etc.

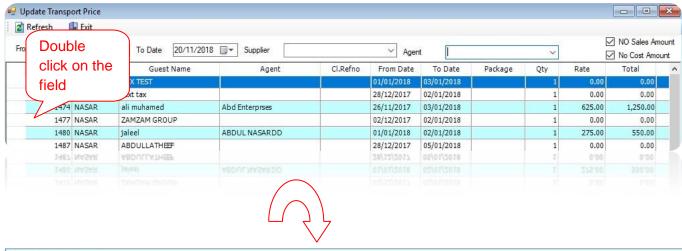
On double clicking the grid a new window will pop up showing the details for updating price tactics.

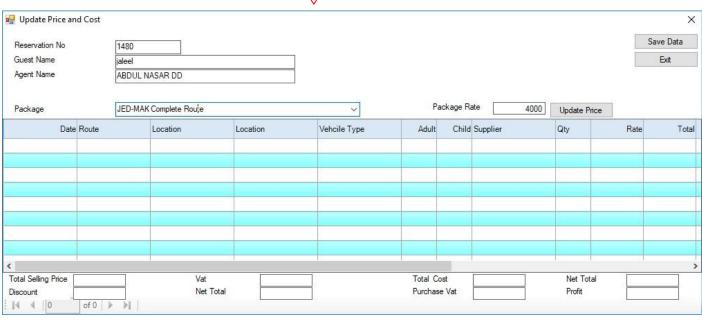




Bato rango nom winon apaatoa phoo io in onootive





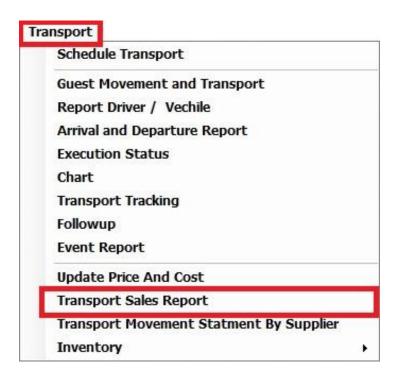


User Manual _____ 255 ____



k) Transport Sales Report

Transport > Transport Sales Report



This section will list transport sales report. User can filter data by with date/ Transport Company / Vehicle / Agent / pickup user/ from city / to city / Status / Report type etc.



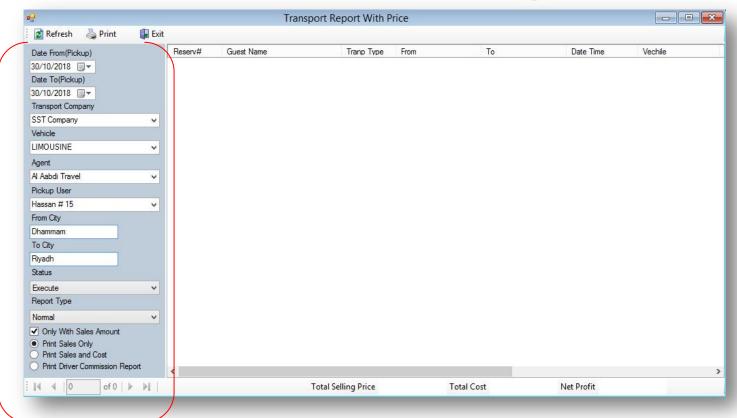


Fig.5.26 Transport Report With Price

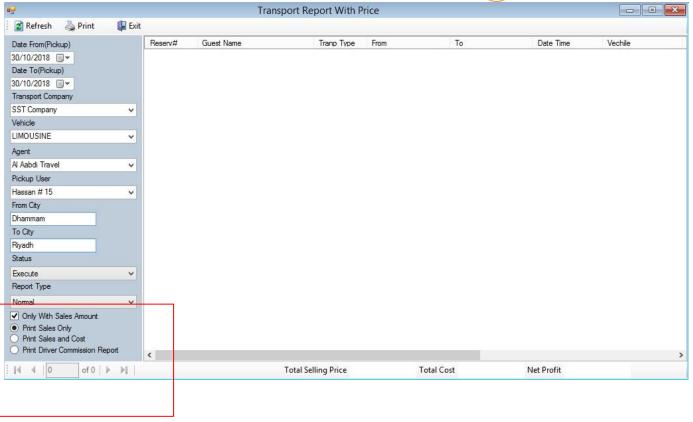
Fields for data

Field	Description
Date From (Pick up)	From Date details
Date To (pickup)	To date details
Transport Company	Transport company details like sapt Trans Co etc
Vehicle	Vehicle name like Car ,Minibus etc



Field	Description
Agent	Agent name details
Pickup user	PickUp user details
From City	Starting point City
To City	Destination city
Status	Currently Active/not
Report Type	Details like normal/supplier total /Agent total etc

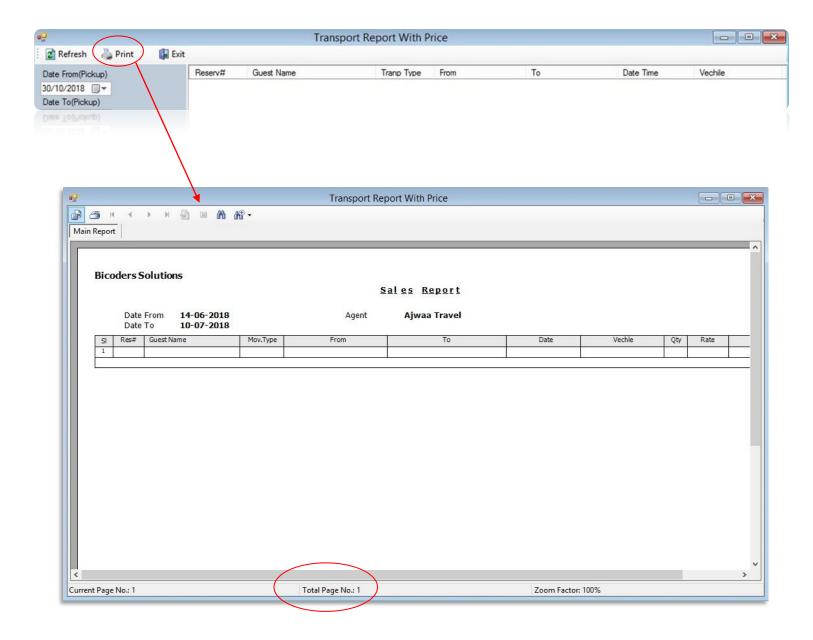








[Transport -> Transport Sales Report -> Print]



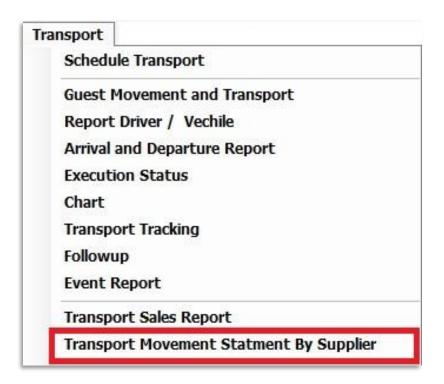
Detailed Print report is available on clicking *Print* button .It will display sales report with Date ,Agent, Guest name, Vehicle details, Rate etc.





K) Transport Movement Statement Repot by Supplier

Transport > Transport Movement Report by Supplier



This section Focus the transport movement statement by supplier. User can filter data by with supplier/ date/status of transportation



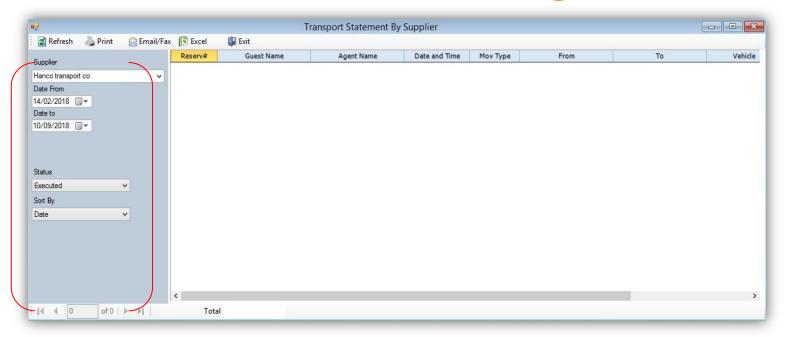


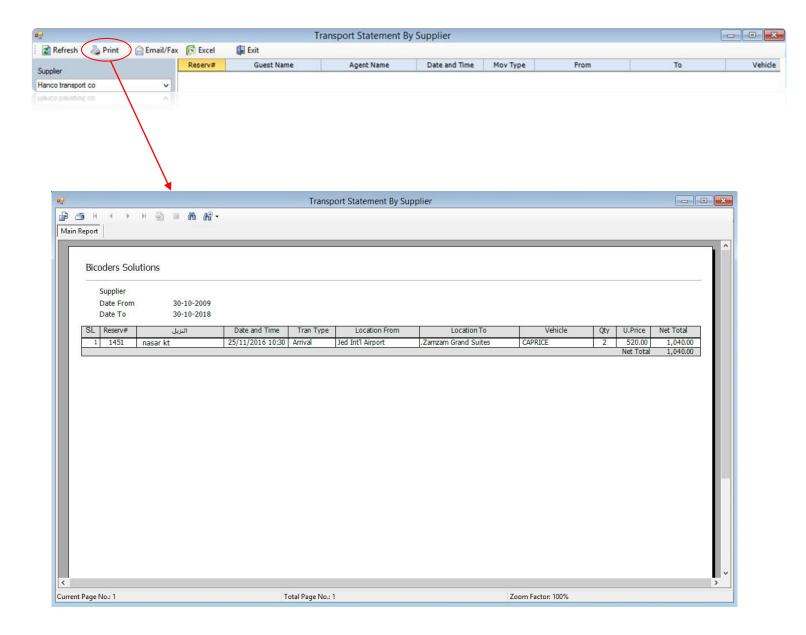
Fig.5.27 Transport Movement Statement by Supplier

Field	Description
Supplier	Supplier details like name/group etc
Date from	Date onwards
Date To	Up to date
Status	Destination city
Sort By	Filtering by date/Reservation (#) number etc





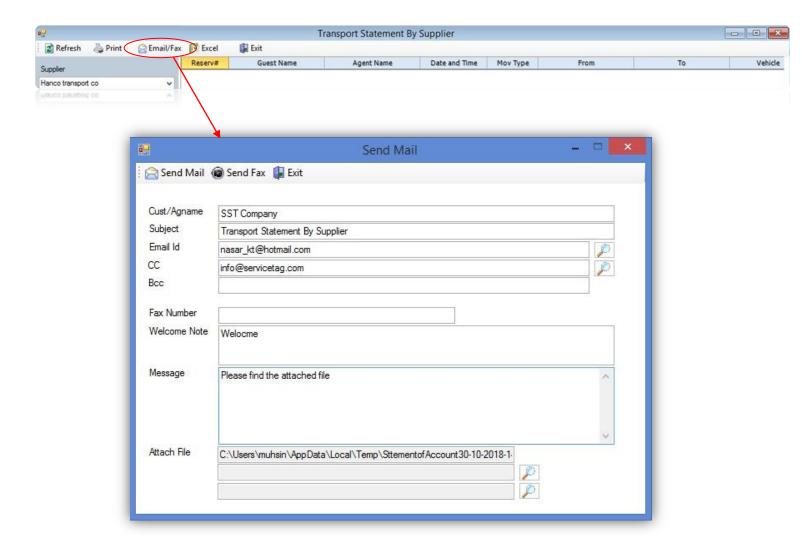
[Transport -> Transport Movement Statement by Supplier-> Print]







[Transport -> Transport Movement Statement by Supplier-> Send Mail]

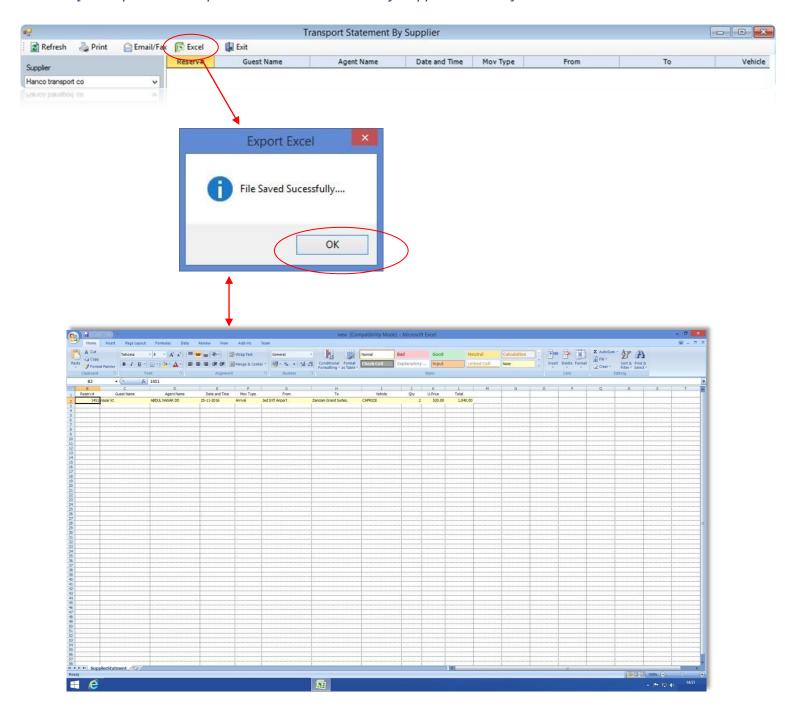


Mail can be send by providing details and mail id. User can also attach files





[Transport -> Transport Movement Statement by Supplier-> Excel]



On clicking *Excel* button it will prompt to save file .after saving user can view detailed excel sheet

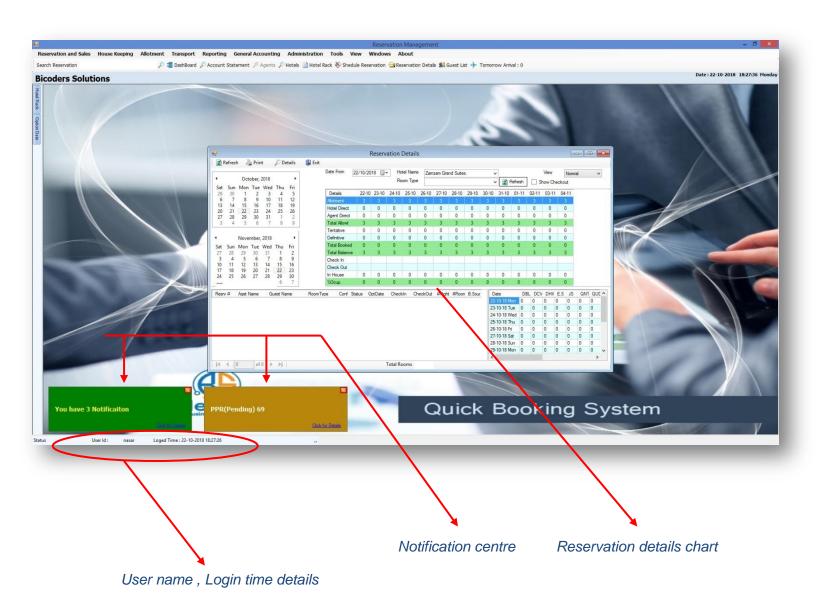




Appendix



General Info





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 Commonly used

Icons	Representations
	Dashboard Icon
*	New folder create Icon
	Refresh Icon
	Exit Icon
Ø.	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



Some of the Room Status commonly used

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 Reservation Application



Contact: +91 7510119999, +91 494 2400555



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Email: info@bicoders.com|www.bicoders.com

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