



VICTORIA COURT

WEBSITE SYSTEM BACK-END
USER'S MANUAL

TABLE OF CONTENTS

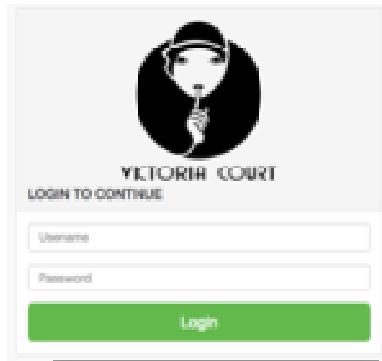
I.	INTRODUCTION	3
II.	SIGN-IN PAGE	4
III.	DASHBOARD	5
IV.	SYSTEM MENU	6
V.	ROOM STATUS	7
VI.	FRONT-END SETTINGS	8
	a. Company List	8
	b. Branches List	9
	c. Pages List	11
	d. Banner List	12
VII.	MARKETING TOOLS	14
	a. Promotion List.....	14
	b. Testimonials	16
	c. Career List	18
	d. Career Applicants	20
	e. Contact Us	21
VIII.	ROOM SET-UP	22
	a. Room Type	22
	b. Premium Rooms	24
	c. Linked Rooms	27
	d. Room Add-on	29
	e. Booking List	31
IX.	FOOD GUIDE	32
	a. Food Type	32
	b. Food List	34
X.	USER SETTINGS	37
	a. Create Positions	37
	b. Users	38
XI.	SET BRANCH	42
XII.	CONTACT SUPPORT	43
XIII.	REPORTS	44
XIII	RFPOR TS	44

INTRODUCTION

The Victoria Court Website Backend User's Manual contains all essential information for the user to make full use of the Website system. This manual includes a description of the system functions, capabilities, and a step-by-step procedure for system access and use.

SIGN IN PAGE

Logging in is used to enter into the website main page. Once the user is logged in, the login token may be used to track what actions the user has taken while connected to the site.



Before you are able to totally enter the website, you are required to sign in using your User Code and Password provided by the system admin.

- Enter the correct USER CODE and PASSWORD.
- Once the User code or password is incorrect, the system will show the message "User code or password is not valid!".



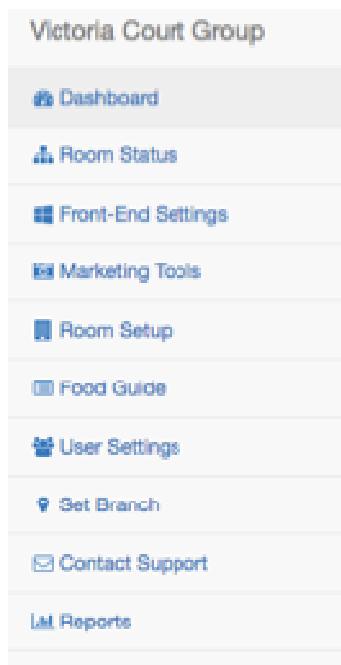
 DASHBOARD

A **Dashboard Page** is a data visualization tool that displays the current status of jobs and booking per branch. **Dashboards** consolidate and arrange the data to show the performance scorecards of each branch in one single screen.



SYSTEM MENU

The **System Menu** are the options provided for a quick access to different pages and function of the system. Victoria Court Inventory website menu includes of Dashboard, Room Status, Front-End Settings, Marketing Tools, Room Setup, Food Guide, User Settings, Set Branch, Contact Support and Reports.





ROOM STATUS

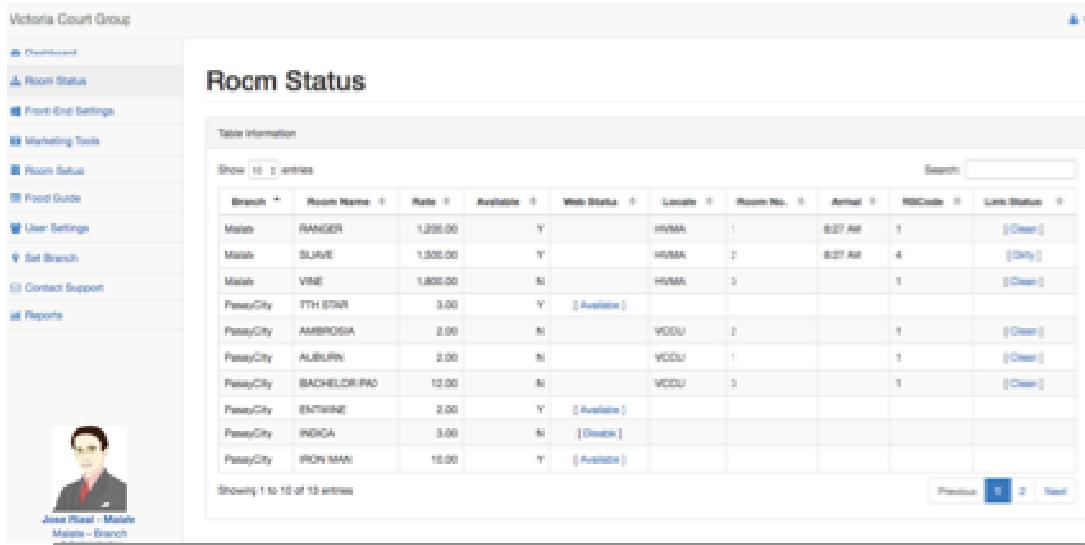
Room status is used to control the status of room that will appear in the website.

- **WEB STATUS**

Once the STATUS appeared as [Disable], this means the room will appear in the website. If the room status posted as [Available], that means the room is DISABLED in the website.

- **LINK STATUS**

Link Status together with the RSCode is the actual status of rooms. RSCode 1 means [clean] and 4 means [Dirty].



The screenshot shows a user interface for managing room status. On the left, there's a sidebar with navigation links: Dashboard, Room Status (which is selected and highlighted in blue), Front End Settings, Marketing Tools, Room Status (repeated), Food Guide, User Settings, Set Branch, Contact Support, and Reports. Below the sidebar is a user profile picture and the text "Anne Patel - Maluti Branch". The main content area has a title "Room Status" and a sub-section "Table Information". It includes a search bar and a table with 10 entries. The table columns are: Branch, Room Name, Rate, Available, Web Status, Locale, Room No., Arrived, RSCode, and Link Status. The data in the table is as follows:

Branch	Room Name	Rate	Available	Web Status	Locale	Room No.	Arrived	RSCode	Link Status
Maluti	RANGER	1,000.00	Y	Available	ENGLISH	1	02/07/2017	1	Clean
Maluti	SUAVE	1,000.00	Y	Available	ENGLISH	2	02/07/2017	4	Dirty
Maluti	VINI	1,000.00	N	Available	ENGLISH	3		1	Clean
Parys City	IT'S COOL	0.00	Y	Available	AFRIKAANS	4		1	Clean
Parys City	AMBERGSA	0.00	N	Available	AFRIKAANS	5		1	Clean
Parys City	AUBURN	0.00	N	Available	AFRIKAANS	6		1	Clean
Parys City	BACHELOR PAD	10.00	N	Available	AFRIKAANS	7		1	Clean
Parys City	ENTHUSI	2.00	Y	Available	AFRIKAANS	8		1	Clean
Parys City	INDIA	0.00	N	Available	AFRIKAANS	9		1	Clean
Parys City	IRON MAN	10.00	Y	Available	AFRIKAANS	10		1	Clean

At the bottom of the table, it says "Showing 1 to 10 of 10 entries" and has navigation buttons for Previous, Next, and Last.



FRONT-END SETTINGS

Front-End Settings include modules that are used to control and updates information and contents of the website.

A. COMPANY LIST

Company List is the company information that will be appearing on all headers of all reports. Only one company name is allowed. It contains trade name, business name, address, contact details and e-mail.

INSTRUCTIONS:

1. TO UPDATE

- Click [Update]. It will proceed to **Company List – MODIFY RECORD** page. Edit any information that need to change. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Company List] when finish.

Company List - MODIFY RECORD

The screenshot shows a web-based form titled "Company List - MODIFY RECORD". The form has several input fields:

- Company Name:** Inventory Website System
- Address:** Head Office Address
- Telephone:** Enter telephone
- Fax No.:** Enter fax number
- Mobile No.:** Enter mobile #
- Email:** Enter email
- Website:** Enter website
- Status:** A dropdown menu showing "Y".

At the bottom of the form, there are "Save" and "Reset" buttons. Above the "Save" button, it says "Last Updated By/ID On" followed by "Admin/00000001 2019-10-10 11:11:10".

2. TO DELETE

- Click [Delete]. This will proceed to **Company List – REMOVE RECORD** page. Click [Delete Record] if want to remove department name. Click [Back to Company List] when done.

Company List - REMOVE RECORD

Basic Information

Company Name
Inventory Website System

Delete Record

Back to Company List

B. BRANCHES LIST

Branches List contains all the information of all branches of the company.

INSTRUCTIONS:

1. TO ADD RECORD

- Click [Add Record]. This will proceed to **Branches List – ADD RECORD** page. Enter branch name and other information needed. Click [Save] when done or [Reset] if wanted to remove all encoded information. Then click [Back to Branches List] when finish.

Branches List - ADD RECORD

Basic Information

Branch Name
Enter branch name

Branch Address
Enter address name for the branch

Address

Branch Contact

Branch Type
Enter branch type

Branch Status
Enter status name

Branch Email
Enter branch email

Branch Phone
Enter branch phone

Branches Link

Branch Facebook account
Enter Facebook account

Branch Twitter account
Enter Twitter account

Branch YouTube account
Enter YouTube account

Active

Last Updated By: Dr. John (2018-10-09 07:57:48)

Save Cancel

2. TO UPDATE

- Click [Update]. It will proceed to **Branches List – MODIFY RECORD** page. Edit any information that needs to change. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Branches List] when finish.

Branches List - MODIFY RECORD

Basic Information		Back to Branches List
Branch Name		<input type="button" value=""/>
HOTEL VICTORIA MALATE (HVMA)		<input type="button" value=""/>
Short Name		<input type="button" value=""/>
Malate		<input type="button" value=""/>
Locality Details (e.g. HVMA - Hotel Panorama Hillbreak)		<input type="button" value=""/>
HVMA		<input type="button" value=""/>
Address		<input type="button" value=""/>
2188 Madre Ignacia Street, Malate, Manila (Along Quiapo Avenue, across Manila Zoo)		<input type="button" value=""/>
Telephone		<input type="button" value=""/>
621-1064		<input type="button" value=""/>
Fax No.		<input type="button" value=""/>
(02) 6742		<input type="button" value=""/>
Mobile No.		<input type="button" value=""/>
+63917522		<input type="button" value=""/>

3. TO DELETE

- a. Click [Delete]. This will proceed to **Branches List – REMOVE RECORD** page.
Click [Delete Record] if want to remove branch name. Click [Back to Branches List] when done.

Branches List - REMOVE RECORD

Basic Information		Back to Branches List
Branch Name		<input type="button" value=""/>
HOTEL VICTORIA MALATE (HVMA)		<input type="button" value=""/>
Delete Record		<input type="button" value=""/>

- b. The deleting record cannot continue processing if the branch name has existing records.

Branches List - REMOVE RECORD

Basic Information		Back to Branches List
Branch Name		<input type="button" value=""/>
HOTEL VICTORIA MALATE (HVMA)		<input type="button" value=""/>
Result		<input type="button" value=""/>
The entry has links to other tables. Cannot continue to process...		<input type="button" value=""/>

C. PAGES LIST

Pages list contains information found on the website. This includes a privacy policy, terms and conditions, etc. This is where they are being updated and change from time to time.

INSTRUCTIONS:

1. TO ADD RECORD

- a. Click [Add Record]. This will proceed to **Pages List – ADD RECORD** page. Select Page type in the drop down list. Enter the Page name and other information needed. Click [Save] when done or [Reset] if wanted to remove all encoded information. Then click [Back to Pages List] when finish.

The screenshot shows a user interface for adding a new page record. On the left is a vertical sidebar with navigation links: Room Status, Front-End Settings, Interacting Icons, Room Setup, Front Guide, User Settings, Set Branch, Contact Support, and Reports. Below this is a user profile picture and the text "Jesus Plaza - Manila, Main Branch, Administrator". The main area is titled "Pages List - ADD RECORD". It has tabs for "Basic Information" and "Page Types". The "Page Types" tab is active, showing a dropdown menu with the following options: Footer Menu, Footer Menu A, Footer Menu B, Footer Menu C, Footer Menu D, Footer Menu E, Terms and Conditions, and Privacy Policy. The "Footer Menu A" option is highlighted with a blue selection bar. Below the dropdown are sections for "Page Content" and "Attachments". At the top right of the main area is a "Back to Pages List" link.

2. TO UPDATE

- a. Click [Update]. It will proceed to **Pages List – MODIFY RECORD** page. Edit any information that needs to change. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Branches List] when finish.

3. TO DELETE

- a. Click [Delete]. This will proceed to **Pages List – REMOVE RECORD** page. Click [Delete Record] if want to remove page name. Click [Back to Pages List] when done.

D. BANNER LIST

Contains rooms that will appear on the website main page.

The screenshot shows the 'Banner List' page within the Victoria Court System. The left sidebar contains navigation links for Dashboard, Room Status, Front-End Settings (Company List, Branches List, Pages List, Banner List), Marketing Tools, Room Setup, Food Guide, User Settings, Set Branch, Contact Support, and Reports. The main content area has a title 'Banner List' and a sub-section 'Replace Campaign Banner Ad'. A table lists five banner records with columns: Order Id, Branch, Banner Name, Image File, Active, User Stamp, and Action. Each record includes 'Update' and 'Delete' buttons. The table shows records for HOTEL VICTORIA MALATE (PARA), CASINO ROYAL, MARRIOTT, MIRROR, and SO SHORES.

Order Id	Branch	Banner Name	Image File	Active	User Stamp	Action
100	HOTEL VICTORIA MALATE (PARA)	BATCARI	banner.jpg	Y	Jose Rizal - Malate 11/08/2016 12:39:44 AM	[Update] [Delete]
300	HOTEL VICTORIA MALATE (PARA)	CASINO ROYAL	the-therme.jpg	Y	Jose Rizal - Malate 11/08/2016 12:39:49 AM	[Update] [Delete]
400	HOTEL VICTORIA MALATE (PARA)	MARRIOTT	marrash.jpg	Y	Jose Rizal - Malate 11/08/2016 12:39:53 AM	[Update] [Delete]
500	VICTORIA COURT GL. PLAZA (MOP)	MIRROR	lana-den.jpg	Y	Jose Rizal - Malate 11/08/2016 12:39:58 AM	[Update] [Delete]
600	VICTORIA COURT CUNETA (MOLM)	SO SHORES	so-shores.jpg	Y	Jose Rizal - Malate 11/08/2016 12:40:03 AM	[Update] [Delete]

INSTRUCTIONS:

1. TO ADD RECORD

- Click [Add Record]. This will proceed to **Banner List – ADD RECORD** page. Enter branch name, the name of the banner and other information needed. Click [Save] when done or [Reset] if wanted to remove all encoded information. Then click [Back to Banner List] when finish.

Banner List - ADD RECORD

The screenshot shows the 'Banner List - ADD RECORD' form. It has a 'Basic Information' section with fields for Order Id (set to 0), Branch (dropdown menu), Banner Name (text input), Main URL (text input), Picture (file upload field set to 'Choose File'), Active (checkbox checked), and User Stamp (displayed as 'User Updated By: Jose Rizal - Malate 10/18/2016 07:55:11'). At the bottom are 'Save' and 'Reset' buttons.

2. TO UPDATE

- Click [Update]. It will proceed to **Banner List – MODIFY RECORD** page. Edit any information that needs to change. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Banner List] when finish.

Banner List - MODIFY RECORD

Basic Information		Back to Banner List
Order By	1.00	
Branch	HOTEL VICTORIA, MALLATE (HVMA)	
Banner Name	BATCAVE	
Web URL (Http://)		
Picture (200 x 200 pixels)	Ironman.jpg	
Choose File	No file chosen	
Active	Y	
Last Updated By / On	Joss Rizal - Mallate	2018-11-28 00:39:14
Save Reset		

3. TO DELETE

- Click [Delete]. This will proceed to **Banner List – REMOVE RECORD** page. Click [Delete Record] if want to remove the banner name. Click [Back to Banner List] when done.

Banner List - REMOVE RECORD

Basic Information		Back to Banner List
Banner Name	BATCAVE	
Delete Record		

- The deleting record cannot continue processing if the banner name has existing records.



MARKETING TOOLS

Marketing Tools are techniques and promotional strategies involve in the promotion of goods and services.

A. PROMOTION LIST

Promotion list includes special offer intended to raise a customer's interest and influence a purchase, and to make a particular product or company stand out among its competitors.

Victoria Court Group								
Promotion List								
Table Information								
Show: 0 of 0 entries								Add Record
Branch	Date From	Date To	Promotion Code	Promotion Name	Discount	Action	User/Manager	Status
HOTEL VICTORIA MALLARTE (HVM)	12/01/2016	12/15/2016	LE00010%	Binary Loss 10%	10.00	Y	Jesse Rose - Manager 12/03/2016 10:52:45 Post	[Update] [Delete]
VICTORIA COURT MULAYTHINER (VCMB)	12/01/2016	12/15/2016	Promo 20%	iPhone 20%	0.00	Y	Jesse Rose - Manager 12/03/2016 10:53:36 Post	[Update] [Delete]
VICTORIA COURT PARACASAGA (VCPC)	12/01/2016	12/15/2016	Free Food	Free Food	0.00	Y	Jesse Rose - Manager 12/04/2016 02:44:09 Post	[Update] [Delete]

INSTRUCTIONS:

1. TO ADD RECORD

- Click [Add Record]. This will proceed to **Promotion List – ADD RECORD** page. Select Branch name in the drop down list. Enter the Promotion Code, Promotion Name and other information needed.

Promotion List - ADD RECORD

Basic Information	Back to Promotion List
Branch	<input type="text"/>
Date	<input type="text" value="2016-12-08"/>
Promotion Code	<input type="text"/>
Promotion Name	<input type="text"/>
Description	<input type="text"/>
Discount	<input type="text" value="0"/>
Promotion Type	<input type="text"/>

- b. If the promotion code has a date range, enter [Date From] as the starting date of the promotion and [Date To] as when the promotion ends. Click [Choose File] to upload pictures. Also, select Y [Yes] if the promo is active or N [No] if not. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Promotion List] when finish.

The screenshot shows a form titled 'Create New Promotion'. It contains the following fields:

- Branch:** HOTEL VICTORIA (VIA)
- Date:** 2016-12-08
- Promotion Type:** LESS10%
- Promotion Name:** Enjoy Less 10%
- Description:** Enjoy Less 10% Enjoy Less 10%
- Active:** Yes

At the bottom, there are 'Save' and 'Reset' buttons.

2. TO UPDATE RECORD

- a. Click [Update]. It will proceed to **Promotion List – MODIFY RECORD** page. Edit any information that needs to change. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Promotion List] when finish.

Promotion List - MODIFY RECORD

The screenshot shows the 'Promotion List - MODIFY RECORD' page. It contains the following fields:

- Basic Information**
- Branch:** HOTEL VICTORIA (VIA)
- Date:** 2016-11-08
- Promotion Type:** LESS10%
- Promotion Name:** Enjoy Less 10%
- Description:** Enjoy Less 10% Enjoy Less 10%

At the top right is a 'Back to Promotion List' link. At the bottom are 'Save', 'Reset', and 'Cancel' buttons.

3. TO DELETE

- Click [Delete]. This will proceed to **Food List – REMOVE RECORD** page. Click [Delete Record] if want to remove Promotion Name. Click [Back to Promotion List] when done.

Promotion List - REMOVE RECORD

Basic Information	Back to Promotion List
Promotion Name Enjoy Less 10%	
Delete Record	

B. TESTIMONIALS

Testimonials are one of the most potent tools of marketing. These are written recommendation from a celebrity or satisfied customer affirming the performance of the service, foods, and rooms.

Victoria Court Group							
Dashboard Room Status Front-End Settings Marketing Tools Promotion List Testimonials Career List Career Applications Contact Us Room Setup Food Guide User Settings Get Branch Contact Support Reports							
Testimonial List							
View Information Add Record <input type="text" value="Search"/>							
Show:	10	2 entries					
Date	Name	Message	Active	User/Stamp	Status		
10/01/1999	Andrea Bernice	It was out of this world. I would definitely recommend to my friends. The staff was polite and very accomodating too.	<input checked="" type="checkbox"/>	Jesse Rose - Male 12/07/2018 04:44:00 AM	[Update] [Delete]		
10/01/1999	motor12345 Surrey, Australia	(Guest) from motor12345 Surrey, Australia (Guest) from motor12345 Surrey, Australia I stayed here several times and always find the staff are very friendly and go above and beyond with their service and cleaning. You get a free breakfast for stays over 120 hours. Also the location is very close to fast food chains and TAFE. Always my place of stay when in Melbourne.	<input checked="" type="checkbox"/>	Jesse Rose - Male 12/07/2018 04:40:53 AM	[Update] [Delete]		
10/01/1999	Nice and Private	I book in a studio room for a small family and it was a nice and pleasant stay for 21 nights. Privacy was respected through walls in a room and close to Mall of Asia. The staff and security are great. Thank you.	<input checked="" type="checkbox"/>	Jesse Rose - Male 12/07/2018 04:40:58 AM	[Update] [Delete]		
Showing 1 to 3 of 3 entries Previous 1 Next							

INSTRUCTIONS:

1. TO ADD RECORD

- Click [Add Record]. This will proceed to **Testimonial List – ADD RECORD** page. Enter the Testimonial Name. Enter the message inside the Message box. Select Y [Yes] if active in the drop down list or N [No] if not. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Testimonial List] when finish.

Testimonial List - ADD RECORD

[Basic Information](#) [Back to Testimonial List](#)

Testimonial Name

Message

Active
 Y

Last Updated By / On
 Jose Rizal - Malate 2016-10-07 04:45:25

[Save](#) [Reset](#)

2. TO UPDATE RECORD

- Click [Update]. It will proceed to **Testimonial List – MODIFY RECORD** page. Edit any information that needs to change. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Testimonial List] when finish.

Testimonial List - MODIFY RECORD

[Basic Information](#) [Back to Testimonial List](#)

Testimonial Name

Message

Active
 Y

Last Updated By / On
 Jose Rizal - Malate 2016-11-07 04:45:08

[Save](#) [Reset](#)

3. TO DELETE RECORD

- Click [Delete]. This will proceed to **Testimonial List – REMOVE RECORD** page. Click [Delete Record] if want to remove Testimonial name. Click [Back to Testimonial List] when done.

Testimonial List - REMOVE RECORD

[Basic Information](#) [Back to Testimonial List](#)

Testimonial Name

[Delete Record](#)

Testimonial List - REMOVE RECORD

Basic Information	Back to Testimonial List
Testimonial Name Andrea Bonifacio	
Delete Record	

C. CAREER LIST

Career list is the list of positions or jobs that the company is looking for.

Career List						
Table Information						
Branch	Date	Position	Vacancy	Active	User/Stamp	Status
HOTEL VICTORIA BALI (BALI)	10/01/1989	General Manager	2	Y	Jose Rold - Malate 11/12/2016 04:32:01 PM	[Update] [Delete]
HOTEL VICTORIA BALI (BALI)	10/01/1989	Head Waiter	2	Y	Jose Rold - Malate 11/12/2016 04:32:01 PM	[Update] [Delete]
VICTORIA COURT BALI (TRAWAS, NCBOA)	10/01/1989	Cashier	2	Y	Jose Rold - Malate 11/12/2016 10:02:39 PM	[Update] [Delete]

INSTRUCTIONS:

1. TO ADD RECORD

- Click [Add Record]. This will proceed to **Career List – ADD RECORD** page. Select the Branch name in the Branch drop-down list. Enter the Position name. Enter how many vacancies available under the [Vacancy] box. In the Description box, enter the description and qualification for the position needed. On the Active box, select Y [Yes] if the position is still available or N[No] if closed. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Food Type List] when finish.

Career List - ADD RECORD

Basic Information		Back to Career List
Branch	<input type="text"/>	
Position	<input type="text"/>	
Reference	<input type="text"/>	
Description	<input type="text"/>	
Active	<input type="checkbox"/> Y	
Last Updated By / On	Jose Pilar - Infante 2016-12-08 07:44:52	
<input type="button"/> Save <input type="button"/> Reset		

2. TO UPDATE RECORD

- a. Click [Update]. It will proceed to **Career List – MODIFY RECORD** page. Edit any information that needs to change. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Career List] when finish.

Career List - MODIFY RECORD

Basic Information		Back to Career List
Branch	<input type="text"/> MOTEL VICTORIA MALLATE (VMMA)	
Position	<input type="text"/> General Manager	
Reference	<input type="text"/>	
Description	<input type="text"/> Will keep busy	
Active	<input type="checkbox"/> Y	
Last Updated By / On	Jose Pilar - Infante 2016-11-29 10:33:01	
<input type="button"/> Save <input type="button"/> Reset		

3. TO DELETE RECORD

- a. Click [Delete]. This will proceed to **Career List – REMOVE RECORD** page. Click [Delete Record] if want to remove position. Click [Back to Career List] when done.

Career List - REMOVE RECORD

Basic Information		Search for Career List	
Branch	HOTEL VICTORIA MALATE (HVM)	Search	Clear
Position	General Manager	Search	Clear
<input type="button" value="Delete Record"/>			

D. CAREER APPLICANTS

Career applicants list is where you can view the status of applicants applying for each position that the company is looking for.

Victoria Court Group																																																																			
Dashboard Room Status Front-End Settings Marketing Tools																																																																			
Promotion List Recommendations Career List Career Applicants Contact Us																																																																			
Room Setup Food Guide User Settings Get Branch Contact Support Reports																																																																			
<h3>Career Applicants List</h3> <table border="1"> <thead> <tr> <th colspan="11">Basic Information</th> </tr> <tr> <td>Show</td> <td>1 to 3 entries</td> <td>Search</td> <td>Clear</td> <td>Print</td> <td>Next</td> </tr> <tr> <th>Branch</th> <th>Date</th> <th>Position</th> <th>Vacancy</th> <th>Total</th> <th>New</th> <th>Approved</th> <th>Denied</th> <th>Open</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>HOTEL VICTORIA MALATE (HVM)</td> <td>10/01/1999</td> <td>General Manager</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>[View]</td> </tr> <tr> <td>HOTEL VICTORIA MALATE (HVM)</td> <td>10/01/1999</td> <td>Head Waiter</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> <td>1</td> <td>0</td> <td>[View]</td> </tr> <tr> <td>VICTORIA COURT BALAYNAK (VCB)</td> <td>10/01/1999</td> <td>Cashier</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>[View]</td> </tr> </tbody> </table>											Basic Information											Show	1 to 3 entries	Search	Clear	Print	Next	Branch	Date	Position	Vacancy	Total	New	Approved	Denied	Open	Status	HOTEL VICTORIA MALATE (HVM)	10/01/1999	General Manager	0	0	0	0	0	0	[View]	HOTEL VICTORIA MALATE (HVM)	10/01/1999	Head Waiter	0	1	0	0	1	0	[View]	VICTORIA COURT BALAYNAK (VCB)	10/01/1999	Cashier	0	0	0	0	0	0	[View]
Basic Information																																																																			
Show	1 to 3 entries	Search	Clear	Print	Next																																																														
Branch	Date	Position	Vacancy	Total	New	Approved	Denied	Open	Status																																																										
HOTEL VICTORIA MALATE (HVM)	10/01/1999	General Manager	0	0	0	0	0	0	[View]																																																										
HOTEL VICTORIA MALATE (HVM)	10/01/1999	Head Waiter	0	1	0	0	1	0	[View]																																																										
VICTORIA COURT BALAYNAK (VCB)	10/01/1999	Cashier	0	0	0	0	0	0	[View]																																																										

Click [VIEW] to check the status of applicants in each position. Click **Document file** under C.V File to open the uploaded resume of applicants. Update applicant status by clicking [Approve] or [Denied].

Victoria Court Group																																									
Dashboard Room Status Front-End Settings Marketing Tools																																									
Promotion List Recommendations Career List Career Applicants Contact Us																																									
Room Setup Food Guide User Settings Get Branch Contact Support Reports																																									
<h3>Applicants for Head Waiter for Malate</h3> <table border="1"> <thead> <tr> <th colspan="11">Basic Information</th> </tr> <tr> <td>Show</td> <td>1 to 3 entries</td> <td>Search</td> <td>Clear</td> <td>Print</td> <td>Next</td> </tr> <tr> <th>Date</th> <th>Applicant Name</th> <th>Contact No.</th> <th>Email</th> <th>C.V. File</th> <th>Status</th> <th>Open</th> </tr> </thead> <tbody> <tr> <td>10/04/2016</td> <td>test</td> <td>test</td> <td>test@yahoo.com</td> <td>new Test Document.MD</td> <td>(DRAFT)</td> <td> Approve Deny</td> </tr> </tbody> </table>											Basic Information											Show	1 to 3 entries	Search	Clear	Print	Next	Date	Applicant Name	Contact No.	Email	C.V. File	Status	Open	10/04/2016	test	test	test@yahoo.com	new Test Document.MD	(DRAFT)	Approve Deny
Basic Information																																									
Show	1 to 3 entries	Search	Clear	Print	Next																																				
Date	Applicant Name	Contact No.	Email	C.V. File	Status	Open																																			
10/04/2016	test	test	test@yahoo.com	new Test Document.MD	(DRAFT)	Approve Deny																																			

E. CONTACT US

These are the records of customer inquiries in the front-end of the website.

In updating the STATUS column, click the highlighted options below. Click [Read Already](#) if done reading, [Action Taken](#) when already made a response to the inquiry or [Remove Entry](#) if done and no need of the data.

The screenshot shows a web-based application interface for managing customer inquiries. On the left, there is a vertical sidebar menu titled "Victoria Court Group" containing various navigation items such as Dashboard, Room Status, Front-End Settings, Marketing Tools, Promotion List, Testimonials, Client List, Client Applications, Contact Us, Room Setup, Food Guide, User Settings, Set Branch, Contact Support, and Reports. The "Contact Us" item is currently selected and highlighted in blue. The main content area is titled "Contact Us List". It features a table with the following columns: Branch, Guest Name, Contact Details, Inquiry, Action, and Status. There is one entry in the table:

Branch	Guest Name	Contact Details	Inquiry	Action	Status
VICTORIA COURT MANAGEMENT (VCM)	[Stamp] 10/01/2014 09:16:17 AM [User] Andre Barrios	[Stamp] 08/04/2014 07:00:00 AM [Email] andre_barrios@yahoo.com	I would like to inquire for:	READ	Read Already

Below the table, there is a message indicating "Showing 1 to 1 of 1 entries". At the bottom right, there are "Previous" and "Next" navigation buttons.



ROOM SETUP

A. ROOM TYPE

Room Type includes the list of types of rooms inside the company.

Room Type	Active	User/Stamp	Modify	Remove
Deluxe	Y	ADMIN ACCOUNT 10/12/2016 11:48:14 AM	Update	Delete
Mini Suite	Y	ADMIN ACCOUNT 10/12/2016 11:48:14 AM	Update	Delete
Party Room	Y	ADMIN ACCOUNT 10/12/2016 11:48:03 AM	Update	Delete
Rooms	Y	Joao Raul - Matheus 12/12/2016 08:08:02 AM	Update	Delete
Standard	Y	Joao Raul - Matheus 12/12/2016 08:08:02 AM	Update	Delete
Suite	Y	ADMIN ACCOUNT 10/12/2016 11:48:08 AM	Update	Delete
Super Deluxe	Y	ADMIN ACCOUNT 10/12/2016 11:48:08 AM	Update	Delete

Showing 1 to 7 of 7 entries

INSTRUCTIONS:

1. TO ADD RECORD

- Click [Add Record]. This will proceed to **Room Type List – ADD RECORD** page. Enter Room Type Name and select [Y] for YES if it is active. Click [Save] when done or [Reset] if wanted to remove all encoded information. Then click [Back to Room Type List] when finish.

Room Type List - ADD RECORD

Basic Information		Back to Room Type List
Room Type Name		
<input type="text" value="Enter Room Type"/>		
Active		<input checked="" type="radio"/> Y
Last Updated By / On		
Joao Raul - Matheus 2016-12-06 08:33:04		
Save		Reset

2. TO UPDATE

- a. Click [Update]. It will proceed to **Room Type List – MODIFY RECORD** page.
Edit any information that needs to change. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Room Type List] when finish.

Room Type List - MODIFY RECORD

Basic Information		Back to Room Type List
Room Type Name		
Deluxe		
Active		
Y		
Last Updated By / On:		
ADMIN ACCOUNT 2018-10-15 11:48:14		
<input type="button" value="Save"/> <input type="button" value="Reset"/>		

3. TO DELETE

- a. Click [Delete]. This will proceed to **Room Type List – REMOVE RECORD** page. Click [Delete Record] if want to remove the room type name. Click [Back to Room Type List] when done.

Room Type List - REMOVE RECORD

Basic Information		Back to Room Type List
Room Type Name		
Deluxe		
<input type="button" value="Delete Record"/>		

- b. The deleting record cannot continue processing if the banner name has existing records.

B. PREMIUM ROOMS

Premium rooms are list of rooms in each room type in the company.

INSTRUCTIONS:

1. TO ADD RECORD

- Click [Add Record]. This will proceed to **Room List – ADD RECORD** page. Select Branch and Room Type from the drop-down list and enter Room Name. Enter the description, rate and how many room available for that room name and other information needed.

Premium Rooms - ADD RECORD

- Select Y [Yes] if the room is still available and N [No] if not. In the [Set to Gold room?] Box, select GOLD in the drop-down list if the room will appear as GOLD room in the website and REGULAR if not. Make sure to tag as REGULAR if not GOLD so that the GOLD room will appear in the upper portion of the room list in the front-end of the website.



- c. Click [Choose File] to upload pictures of the room. Click [Save] when done or [Reset] if wanted to remove all encoded information. Then click [Back to Room List] when finish.

Picture (1)

Choose File: No file chosen

Category 1

Category 2

Category 3

Category 4

Category 5

Address
1

Last Updated By : John Paul - 10 minutes ago

Save Reset

2. TO UPDATE

- a. Click [Update]. It will proceed to **Room List – MODIFY RECORD** page. Edit any information that needs to change. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Room Type List] when finish.

Premium Rooms - MODIFY RECORD

Basic Information		Back to Room List
Branch	HOTEL VICTORIA MALATE (HVMA)	<input type="button" value="Edit"/>
Room Type	Deluxe	<input type="button" value="Edit"/>
Room Name	RVN001R	<input type="button" value="Edit"/>
Description	24 Square Meters, Air conditioning, Cable Television, Telephone, Hardline, Private toilet and bath, Minibar, hot and cold water, WiFi Access, DVD Player, Dining Set and Private Garage	
Rate	12000.00	<input type="button" value="Edit"/>
No. of Rooms	1.00	<input type="button" value="Edit"/>
Still Available	<input checked="" type="checkbox"/> Y	<input type="button" value="Edit"/>
Delete Record?		

3. TO DELETE

- a. Click [Delete]. This will proceed to **Room List – REMOVE RECORD** page. Click [Delete Record] if want to remove room name. Click [Back to Room List] when done.

Premium Rooms - REMOVE RECORD

Basic Information		Back to Room List
Room Name	RVN001R	<input type="button" value="Edit"/>
Delete Record?		

C. LINKED ROOMS

INSTRUCTIONS:

1. TO ADD RECORD

- Click [Add Record]. This will proceed to **Linked Rooms – ADD RECORD** page. Enter the Locale (branch code) and the Room No. Select code from the drop-down list. Enter the Arrival time of booking for the room. Click [Save] when done or [Reset] if wanted to remove all encoded information. Then click [Back to Linked Room List] when finish.

Linked Rooms - ADD RECORD

2. TO UPDATE

- Click [Update]. It will proceed to **Room Type List – MODIFY RECORD** page. Edit any information that needs to change. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Linked Room List] when finish.

Linked Rooms - MODIFY RECORD

Basic Information		Back to Linked Room List
Locate:	<input type="text" value="HOTEL"/>	
Room No.:	<input type="text" value="1"/>	
Code (1 - clean , 4 - reserved)	<input type="text" value="1"/>	
Arrival Time:	<input type="text" value="10:27 AM"/>	
<input type="button" value="Save"/> <input type="button" value="Reset"/>		

3. TO DELETE

- a. Click [Delete]. This will proceed to **Room Type List – REMOVE RECORD** page. Click [Delete Record] if want to remove banner name. Click [Back to Linked Room List] when done.

Linked Rooms - REMOVE RECORD

Basic Information		Back to Linked Room List
Locate:	<input type="text" value="HOTEL"/>	
Room No.:	<input type="text" value="1"/>	
<input type="button" value="Delete Record"/>		

- b. Deleting record cannot continue processing if the banner name has existing records.

D. ROOM ADD-ON

Creates a list of chargeable items such as ordered meals, minibar consumption, parking fees and additional room amenities (extra beds, blanket, pillows).

INSTRUCTIONS:

1. TO ADD RECORD

- Click [Add Record]. This will proceed to **Room Add-On List – ADD RECORD** page. Select Branch and enter the additional room amenities like bed, pillows, etc. Enter other information needed and upload pictures if needed. The picture must be 120x120 dimension. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Room Add-on List] when finish.

Room Add-On List - ADD RECORD

The screenshot shows a web-based form titled "Room Add-On List - ADD RECORD". At the top right is a link "Back to Room Add-On List". The form is divided into sections: "Basic Information" and "Branch". Under "Basic Information", there are fields for "Room Add-On Name" (with placeholder "Room Add-On Name"), "Description" (with placeholder "Description"), "Rate" (with placeholder "Rate"), and "Main Picture" (with placeholder "Main Picture"). Below these are two more "Picture" fields, each with a "Choose File" button and the placeholder "No file chosen".

2. TO UPDATE

- Click [Update]. It will proceed to **Room Add-on List – MODIFY RECORD** page. Edit any information that needs to change. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Room Add-on List] when finish.

Room Add-On List - MODIFY RECORD

Basic Information [Back to Room Add-On List](#)

Branch: HOTEL VICTORIA MULATI (HVMM)

Room Add-On Name: Flowers

Description: Flowers Flowers

Rate: 150.00

Main Picture: flowers.jpg

[Choose File](#) No file chosen

3. TO DELETE

- a. Click [Delete]. This will proceed to **Room Add-On List – REMOVE RECORD** page. Click [Delete Record] if want to remove room add-on name. Click [Back to Room Add-on List] when done.

Room Add-On List - REMOVE RECORD

Basic Information [Back to Room Add-On List](#)

Room Add-On Name: Flowers

[Delete Record](#)

E. BOOKING LIST

This includes the list of bookings or reservation of rooms including the details of the customer who made the transaction on the website.

Booking List

Filter By Name:		Filter								Add Record	
				Search:							
Date	Rec. No.	Name	Email	Mobile	Type	Amount	Modify	Remove			
10/03/2016	1				INCOMPLETE	9.00	Update	Delete			
10/06/2016	2				INCOMPLETE	9.00	Update	Delete			
10/06/2016	3				INCOMPLETE	10.00	Update	Delete			
10/06/2016	4				INCOMPLETE	9.00	Update	Delete			
10/06/2016	5				INCOMPLETE	10.00	Update	Delete			
10/06/2016	6				INCOMPLETE	9.00	Update	Delete			
10/06/2016	7				INCOMPLETE	12.00	Update	Delete			
10/11/2016	8	jeff long	aaa@yahoo.com		INCOMPLETE	1,188.00	Update	Delete			
10/20/2016	9	ong, jeff	abc@yahoo.com	9176731015	INCOMPLETE	2,380.00	Update	Delete			
10/20/2016	10	ong, jeff	abc@yahoo.com	9176731015	INCOMPLETE	2,380.00	Update	Delete			

Showing 1 to 10 of 10 entries

Previous 1 2 3 4 5 6 Next

INSTRUCTIONS:

1. TO UPDATE

- a. Click [Update]. It will proceed to **Booking List – MODIFY RECORD** page. Edit any information that needs to change. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Room Add-on List] when finish.

2. TO DELETE

- a. Click [Delete]. This will proceed to **Booking List – REMOVE RECORD** page. Click [Delete Record] if want to remove room add-on name. Click [Back to Room Add-on List] when done.

Transaction List - REMOVE RECORD

Basic Information		Back to Transaction List
Date	2016-10-16	
Doc. No.	1	
Name		
<input type="button" value="Delete Record"/>		

 **FOOD GUIDE**
A. FOOD TYPE

This includes the grouping of food according to their variety to easily identify the list of food included in the menu. (e.g. dessert, appetizer, drinks etc.)

Victoria Court Group					
Dashboard Home Issues Front-End Settings Marketing Tools Room Setup Food Guide + Food Type Food List User Settings Our Mission Contact Support M. Reports					
Food Type List					
Filter By Food Type Name:		Filter		Add Record	
#	Food Type	Active	User/Stamp	Status	
1	Appetizer	Y	Jose Rizal - Malate 12/06/2016 01:31:55 AM	[Update]	[Delete]
2	(Breakfast	Y	Jose Rizal - Malate 12/06/2016 01:32:00 AM	[Update]	[Delete]
3	Dinner	Y	Jose Rizal - Malate 12/06/2016 01:32:05 AM	[Update]	[Delete]
4	Main Dish	Y	Jose Rizal - Malate 12/06/2016 01:32:08 AM	[Update]	[Delete]
5	pulutan	Y	Jose Rizal - Malate 12/15/2016 09:20:42 PM	[Update]	[Delete]

INSTRUCTIONS:**1. TO ADD RECORD**

- Click [Add Record]. This will proceed to **Food Type List – ADD RECORD** page. Enter the food type name. Select Y [Yes] if active in drop down list or N [No] if not. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Food Type List] when finish.

Food Type List - ADD RECORD

Basic Information		Back to Food Type List
Food Type Name		<input type="text" value="Enter Food Type"/>
Active		<input checked="" type="checkbox"/>
Last Updated By / On		
Jose Rizal - Malate 2016-12-06 01:31:55		
<input type="button" value="Save"/>		<input type="button" value="Reset"/>

2. TO UPDATE

- a. Click [Update]. It will proceed to **Food Type List – MODIFY RECORD** page.
Edit any information that needs to change. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Food Type List] when finish.

Food Type List - MODIFY RECORD

The screenshot shows a web-based form titled "Food Type List - MODIFY RECORD". At the top right is a link "Back to Food Type List". The form has a header "Basic Information". It contains fields for "Food Type Name" (set to "Appetizer") and "Active" (set to "Y"). Below these are "Last Updated By / On" fields showing "John Doe - Manager" and "2018-10-08 01:31:55". At the bottom are "Save" and "Reset" buttons.

3. TO DELETE

- a. Click [Delete]. This will proceed to **Food Type List – REMOVE RECORD** page. Click [Delete Record] if want to remove room add-on name. Click [Back to Food Type List] when done.

Food Type List - REMOVE RECORD

The screenshot shows a web-based form titled "Food Type List - REMOVE RECORD". At the top right is a link "Back to Food Type List". The form has a header "Basic Information". It contains fields for "Food Type Name" (set to "Appetizer") and a "Delete Record" button.

B. FOOD LIST

This includes the list of foods available in each food type.

ID	Branch	Food Type	Food Name	Rate	Featured	Active	User/Stamp	Status
1	HOTEL VICTORIA MALLATE (PARAS)	Appetizer	Chicharon Bulaklak	250.00	Y	Y	Jose Rizal - Malate	12/07/2014 12:58:20 AM
2	HOTEL VICTORIA MALLATE (PARAS)	Appetizer	Spicy Chicken Wings	250.00	Y	Y	Jose Rizal - Malate	12/07/2014 12:58:31 AM
3	HOTEL VICTORIA MALLATE (PARAS)	Breakfast	Pork Belly	180.00	N	Y	Jeff Cing - Malate	12/15/2014 11:48:57 AM
4	HOTEL VICTORIA MALLATE (PARAS)	Drinks	Burger	150.00	Y	Y	Jose Rizal - Malate	12/05/2014 11:17:34 PM
5	HOTEL VICTORIA MALLATE (PARAS)	Drinks	Fresh Fruit Shakes	150.00	N	Y	Jose Rizal - Malate	12/05/2014 03:13:58 AM
6	HOTEL VICTORIA MALLATE (PARAS)	Main Dish	3 in 1 Burger	250.00	N	Y	Jose Rizal - Malate	12/05/2014 03:14:37 AM
7	HOTEL VICTORIA MALLATE (PARAS)	Main Dish	Chopuey	250.00	N	Y	Jeff Cing - Malate	12/15/2014 11:48:44 AM
8	CAFE VICTORIA PARAS	Drinks	Cream Soda	150.00	N	Y	Ivan Wong - Malate	12/05/2014 11:17:34 AM

INSTRUCTIONS:

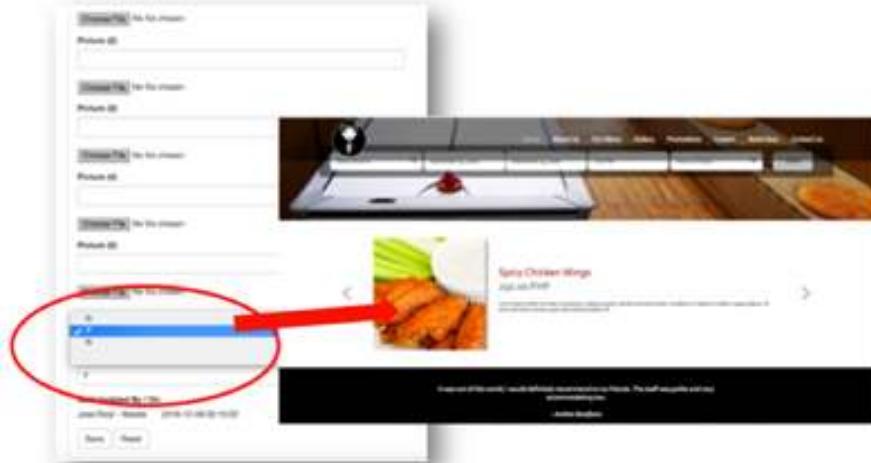
1. TO ADD RECORD

- Click [Add Record]. This will proceed to **Food List – ADD RECORD** page. Select Branch name in the drop down list and the food type. Enter the food name and other information needed.

Food List - ADD RECORD

Basic Information		Back to Food List
Branch	<input type="text"/>	
Food Type	<input type="text"/>	
Food Name	<input type="text"/>	
Description	<input type="text"/>	
Rate	<input type="text"/>	
Still Available	<input type="checkbox"/>	
Main Picture	<input type="file"/>	

- b. Click [Choose File] to upload pictures. On the Featured, select in the drop down list Y [Yes] if it will appear on the Home Page of the website and N [No]. See attached image. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Food Type List] when finish.



2. TO UPDATE

- a. Click [Update]. It will proceed to **Food List – MODIFY RECORD** page. Edit any information that need to change. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Food Type List] when finish.

Food List - MODIFY RECORD

A screenshot of the 'Food List - MODIFY RECORD' form. The form is divided into sections: 'Basic Information' and 'Description'.

- Branch:** HOTEL VICTORIA MALLATE (HVM)
- Food Type:** Appetizer
- Food Name:** Chicharon Bulaklak
- Description:** (A large text area containing placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.')
 - Rate:** (A text input field containing '200.00')

3. TO DELETE

- a. Click [Delete]. This will proceed to **Food List – REMOVE RECORD** page.
Click [Delete Record] if want to remove Food Name. Click [Back to Food List] when done.

Food List - REMOVE RECORD

Basic Information	Back To Food List
Food Name Chicharon Butak	
<input type="button" value="Delete Record"/>	



USER SETTINGS

This section provides various settings for User Authentication and Account Track functions to control the use of the system. User settings help you manage the user information including their log-in access rights.

A. CREATE POSITIONS

This includes the list users by the department to identify their access rights in the system. (e.g. administrator or not)

ID	Position	Type	Active	User/Stamp	Status
1	Accounting Dept	ACCOUNTING	Y	Jesse Rose - Male	12/01/2018 09:11:23 AM
2	Administrator	ADMIN	Y	Jesse Rose - Male	12/01/2018 09:11:28 AM
3	Hotel Manager	MANAGER	Y	Jesse Rose - Male	12/01/2018 09:11:32 AM
4	Marketing Dept	MARKETING	Y	Jesse Rose - Male	12/01/2018 09:11:36 AM
5	Service Desk	SERVICE	Y	Jesse Rose - Male	12/01/2018 09:11:40 AM

INSTRUCTIONS:

1. TO ADD RECORD

- Click [Add Record]. This will proceed to **Position List – ADD RECORD** page. Enter the Position Name. Enter the Type of Position available in the drop-down list. Select Y [Yes] if active in drop-down list or N [No] if not. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Position List] when finish.

Position List - ADD RECORD

Basic Information		Back to Position List
Position Name	Enter Position	
Type	Enter Type	
Active	Y	
Last Updated By / On : Jesse Rose - Male 2018-12-01 09:11:40 AM		
<input type="button" value="Save"/> <input type="button" value="Reset"/>		

2. TO UPDATE RECORD

- a. Click [Update]. It will proceed to **Position List – MODIFY RECORD** page.
Edit any information that needs to change. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to Position List] when finish.

Position List - MODIFY RECORD

The screenshot shows a web-based form titled "Position List - MODIFY RECORD". At the top right is a "Back to Position List" link. The form contains several input fields:

- Position Name:** Accounting Dept
- Type:** ACCOUNTING
- Action:** Y

A timestamp below the fields indicates the record was last updated by "John Doe" on "2018-09-09 10:49:06". At the bottom are "Save" and "Reset" buttons.

3. TO DELETE RECORD

- a. Click [Delete]. This will proceed to **Position List – REMOVE RECORD** page.
Click [Delete Record] if want to remove Position name. Click [Back to Position List] when done.

Position List - REMOVE RECORD

The screenshot shows a simplified version of the "Position List - REMOVE RECORD" form. It features a single input field for "Position Name" containing "Accounting Dept" and a single "Delete Record" button at the bottom.

B. USERS

Privilege granting center in which users can be registered, tagged as branch group users or administrators.

Victoria Court Group	
<input type="checkbox"/> Dashboard	
<input type="checkbox"/> Room Status	
<input type="checkbox"/> Front End Settings	
<input type="checkbox"/> Marketing Tools	
<input type="checkbox"/> Room Setup	
<input type="checkbox"/> Hotel Data	
<input checked="" type="checkbox"/> User Settings	
- Create Positions	
+ Users	
<input type="checkbox"/> Set Branch	
<input type="checkbox"/> Contact Support	
<input type="checkbox"/> Get Reports	

User List								
User Information								
Show 10 of entries								
Branch	Name / Position	Phone / Email / Mobile	Active	User/Stamp	Modify	Remove	Add Record	
HOTEL VICTORIA MALATE (HVMA)	HyMIA Branch Manager		Y	José Raval - Malate Administrator 12/03/2018 09:10:01 AM	[Update] [Delete]			
HOTEL VICTORIA MALATE (HVMA)	José Raval - Malate Administrator		Y	José Raval - Malate Administrator 12/03/2018 09:10:01 AM	[Update] [Delete]			
VICTORIA COURT BALINTAWAK (VCBA)	VCBA Branch Manager		Y	José Raval - Malate Administrator 12/03/2018 09:10:01 AM	[Update] [Delete]			
VICTORIA COURT CUNETA (VCU)	VCU Branch Manager		Y	José Raval - Malate Administrator 12/03/2018 09:10:01 AM	[Update] [Delete]			

INSTRUCTIONS:**1. TO ADD RECORD**

- a. Click [Add Record]. This will proceed to **User List – ADD RECORD** page. Select Branch Name in the drop down list. Select Position in the drop down list. Enter the User Name, User Code, and Password. Enter other information needed.

User List - ADD RECORD

Basic Information		Back to User List
Branch:	<input type="text"/>	
Position:	<input type="text"/>	
User Name:	<input type="text"/>	
User Code:	<input type="text"/>	
Password:	<input type="text"/>	
Comments:	<input type="text"/>	

- b. In the **Is Admin?** Box, select Y [Yes] if the user has the administrator access right and N [No] if not. In the **Active** box, select Y [Yes] if the user is an active user and N [No] if not. To upload a picture of the user, click [Choose File]. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to User List] when finish.

The screenshot shows a form for editing user profile information. It includes fields for Telephone, Mobile No., Email, Is Admin?, Active, and a Picture upload section. Below the form, it shows the last updated by 'jfr' on 'Jose Rizal - Malete' on '2016-12-07 05:29:13' with 'Save' and 'Reset' buttons.

Telephone	<input type="text"/>
Mobile No.	<input type="text"/>
Email	<input type="text"/>
Is Admin?	<input type="checkbox"/> N <input checked="" type="checkbox"/> Y
Active	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
Picture (300 x 300 pixels)	<input type="file"/> Choose File No file chosen
Last Updated by jfr Jose Rizal - Malete 2016-12-07 05:29:13	
<input type="button"/> Save <input type="button"/> Reset	

2. TO ADD RECORD

- a. Click [Update]. It will proceed to **User List – MODIFY RECORD** page. Edit any information that needs to change. Click [Save] when done or [Reset] to remove all data encoded. Click [Back to User List] when finish.

User List - MODIFY RECORD

The screenshot shows a form for modifying user basic information. It includes fields for Branch, Position, User Name, User Code, Password, and Address. The 'Basic Information' tab is selected.

Basic Information	<input type="button"/> Back to User List
Branch	<input type="text"/> HOTEL VICTORIA MALLITE (IVANA)
Position	<input type="text"/> Administrator
User Name	<input type="text"/> Jose Rizal - Malete
User Code	<input type="text"/> 8
Password	<input type="text"/> 8
Address	<input type="text"/>

3. TO DELETE RECORD

- a. Click [Delete]. This will proceed to **User List – REMOVE RECORD** page.
Click [Delete Record] if want to remove Username. Click [Back to User List] when done.

User List - REMOVE RECORD

Basic Information	Back to User List
User Name Jose Rizal - Malate	
Delete Record	



SET BRANCH

Branch Focus is used to filter branches when accessing the system. To set specific branch, click [\[Set as this Branch\]](#). Only details and information of the selected branch will show up to all tables. To show all branches and their details, just click the button Remove Filter and Show All Other Branches. To easily search the branch name, type the Branch Name in the box provided beside the FILTER button and click the Filter. It will automatically filter the branches.

#	Branch / Code	Address / Email	Phone / Fax / Mobile	Status
1	[Branch] HOTEL VICTORIA MALATE (HVM) [Code] Malate	[Address] 2184 Madre Ignacia Street, Malate, Manila (Along Quiapo Avenue, across Manila Zoo) [Email] hvmsvc@yahoo.com	[Phone] 521-1184 [Fax] 538-5742 [Mobile] 0917-662-0000	[Set as this Branch]
2	[Branch] VICTORIA COURT BALINTAWAK (VCBA) [Code] Balintawak	[Address] 17 Don Vicente Arg Street, Caloocan City [Email]	[Phone] 364-0239 363-2429 [Fax] 363-3635 [Mobile] +63 998 872 1488	[Set as this Branch]
3	[Branch] VICTORIA COURT CUBAO (VCCU) [Code] Pasay City	[Address] 2 Corazon Street, Pasay City (Behind Heritage Hotel, alongside Kenny Rogers Roasters) [Email]	[Phone] 651-4818 [Fax] 651-4814 [Mobile] +63 998 872 1488	[Set as this Branch]



CONTACT SUPPORT

This page is provided for any system support needed by the user. Any concern will be automatically received by the system provider.

Contact Us Page

Please give us at least 3 days to reply to your inquiry

Subject

Name

Mobile No.

Email

Message

 **REPORTS**

The Reports page shows all reports that can be generated in the system.

Victoria Court Group

-  [Dashboard](#)
-  [Room Status](#)
-  [Front-End Settings](#)
-  [Marketing Tools](#)
-  [Room Setup](#)
-  [Food Guide](#)
-  [User Settings](#)
-  [Sell Branch](#)
-  [Content Report](#)
-  [Reports](#)

Reports

Choose Report Form

#	Report Name	Action
1	Revenue Detailed by Branch	View
2	Revenue Summary by Branch	View
3	Booking Details by Branch	View
4	Booking Summary by Branch	View
5	Booking Tally by Branch	View

Showing 1 to 5 of 5 entries

Previous  Next

