

Jump Start Guide

This **Jump Start Guide** will quickly familiarize you with the Hotelogix FrontDesk. You will really appreciate and enjoy its simplicity and power of the system within the next few minutes.

Some sample data is been added for your convenience.

Overview

The FrontDesk Tape Chart is a single screen with a complete status of your Property/Hotel.

- The FrontDesk is designed to make your work really simple.
- The FrontDesk Tape Chart is actually a Reservation Table that shows the latest status of the Rooms in your Property.
- You can work directly on this Tape Chart.

Front Desk

FrontDesk Tape Chart

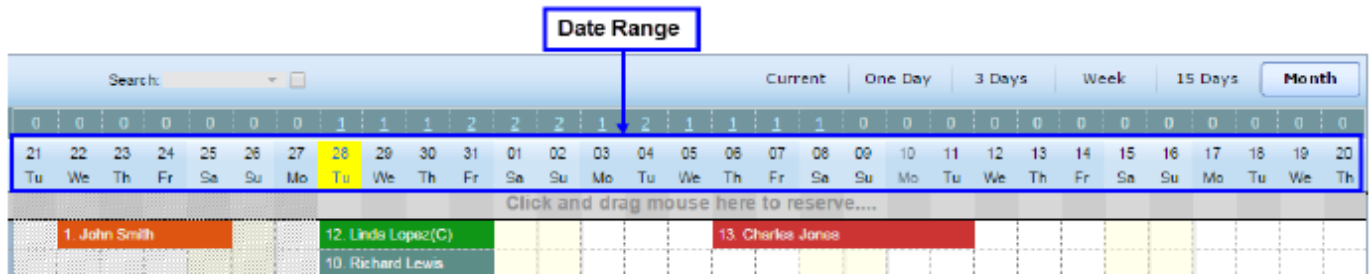
Oct 21, 2014 - Nov 20, 2014

Search:

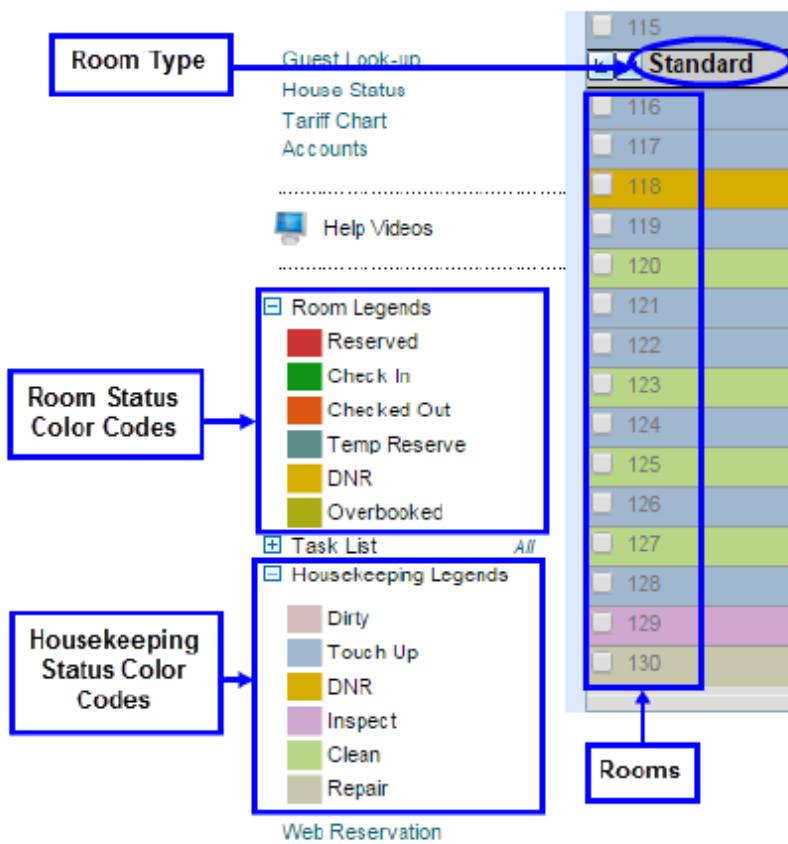
Current

Blocked	0	0	0	0	0	0	0	1	1	1	2	2	2	1	2	1	1	1	1
How to use?	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08
	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
Suite	Click and drag mouse here to reserv																		
<input type="checkbox"/> 101	1. John Smith							12. Linda Lopez(C)							13. Charles Jones				
<input type="checkbox"/> 102								10. Richard Lewis											
<input type="checkbox"/> 103								3. Jack Davis											
<input type="checkbox"/> 104																			
<input type="checkbox"/> 105																			
Deluxe	Click and drag mouse here to reserv																		
<input type="checkbox"/> 106								4. Peter White(G)							14. Tom Parker				
<input type="checkbox"/> 107								5. Linda Hill(G)											
<input type="checkbox"/> 108																			
<input type="checkbox"/> 109								11. Sarah Carter(A)											
<input type="checkbox"/> 110																			
Executive	Click and drag mouse here to reserv																		
<input type="checkbox"/> 111	2. Lily Martin							8. William Clark(T)											
<input type="checkbox"/> 112								9. Nancy Scott											
<input type="checkbox"/> 113																			
<input type="checkbox"/> 114															15. Edward Roberts(A)				
<input type="checkbox"/> 115	7. James Lee(G)																		

- The dates are displayed on the top row of the FrontDesk Tape Chart.

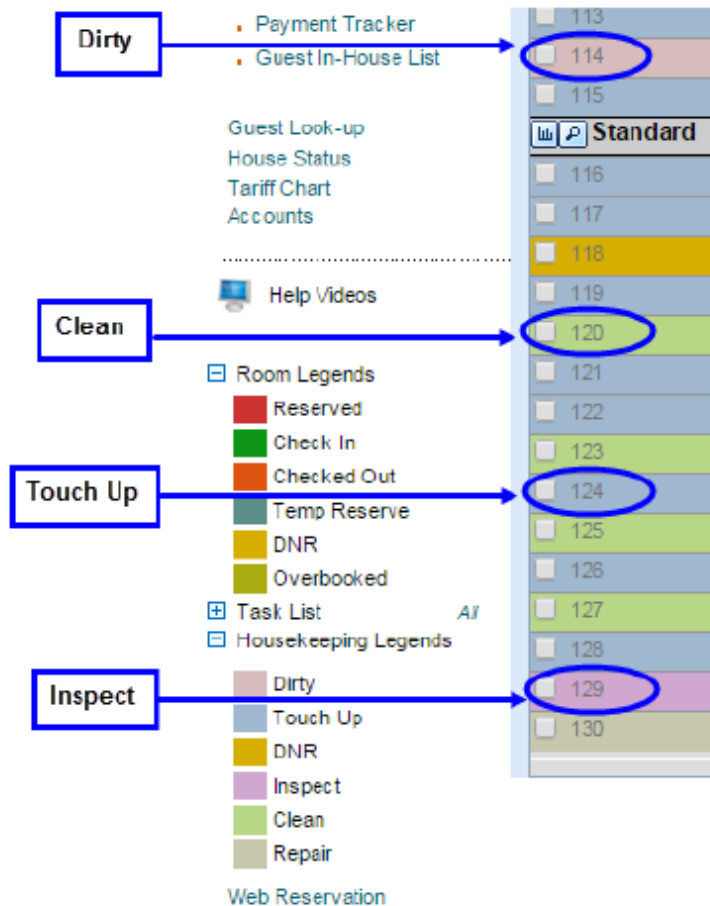


- The Tape Chart clearly displays the up-to-the-minute Room's status for the dates in the top row.



- The Room Types with Room Numbers (or Names) are listed in the first leftmost column of the FrontDesk Tape Chart. Further, Room Types are shown in bold, with Rooms under each Room Type.

- As you view from top to bottom, all Rooms under each Room Type are shown with different colors. The color of Room indicates its Housekeeping Status which may be Dirty, Clean, Inspect or Touch Up.
- Each Cell in front of the Room denotes a Room Night, and shows its status. The color of these cells indicates Reserved, Occupied, Checked-Out, or Available, for the Room it is in front of, and for the dates it is displayed under.
- In order to change the dates on FrontDesk Tape Chart, just select the desired date in the Calendar shown on the left.



The screenshot shows the Frontdesk Housekeeping interface. At the top, there is a navigation bar with 'Frontdesk', 'Housekeeping', 'Sample Restaurant', 'Others', and 'Report'. Below this is a 'Front Desk' section with a 'Checked-Out' label. The main area is a calendar for 'Nov 01, 2014 - Dec 01, 2014'. On the left, a 'Calendar' box shows the month of December 2014. The main calendar grid shows room status for various rooms (101-109) across the months of November and December. Annotations include: 'Calendar' pointing to the left calendar box; 'Checked-Out' pointing to the 'Checked-Out' label; '3. Jack Davis' pointing to a red cell in the calendar; '13. Charles Jones' pointing to a red cell in the calendar; '26. Joseph Parker' pointing to a green cell in the calendar; '29. Kevin Green(A)' pointing to a red cell in the calendar; '11. Sarah C.' pointing to a red cell in the calendar; 'Checked-In/ Occupied' pointing to a green cell in the calendar; and 'Reserved' pointing to a red cell in the calendar. The interface also includes a 'Live Support' button and a 'Room Operations' section with links for Check in list, Check out list, Reservation list, and Temp Room List.

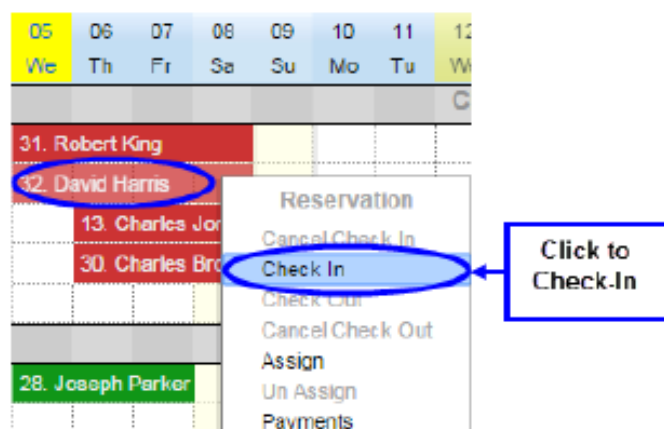
How to Check-In a Guest already reserved?

Here is explained the right-click quick function to Check-In the Guest:

Step 1: To Check-In an already reserved Guest, just right click on the Reservation.

A small menu will show up.

Step 2: Select Check-In and you are done!



How to Check-In a Guest making fresh Reservation?

Here is explained the method to Check-In a Guest at one go:

Step 1: On FrontDesk Tape Chart, click (left-click) in front of the Room Type to be reserved. Drag your mouse (with the button pressed) from the Check-In date (which should be the Current Date) to the Check-Out date.

A yellow panel, i.e. Quick Reservation Form would open up.

Step 2: Select Occupancy (No. of Guests) and the Rate Type.

The screenshot shows the 'Add Quick Reservation' form. At the top, a 'Reservation Details' box points to the 'Suite' room type and the '3 Nights' duration. The form includes fields for 'Duration' (Nov 05 - Nov 08), 'Adult' (1), 'Child' (1), 'Rate Type' (Sample All Meal Plan (1N)), and 'Rooms' (1). The 'Price' is listed as \$ 946.50 (\$ 315.50). The 'Guest Details' section includes a dropdown for 'Miss', a text field for 'Jennifer Collins', and a text field for 'jennifer@hotmail.com'. A 'Credit Card Guarantee / Deposit' field is also present. At the bottom, there are buttons for 'Hold Till', 'Temp Reserve', 'Reserve', and 'Check-In'. The 'Check-In' button is circled in blue, and a blue box with an arrow points to it, containing the text 'Click to Check-In'.

Note:

The default Rate which you can see is a Seasonal Rate. Clicking on the Rate Type drop down will show different Rate Types that you have defined in the Administrator Console. For now, we have added the sample data in the Administrator Console for you to choose.

Step 3: Enter Guest Details – Name, Phone No. and Email id.

Step 4: Click Check-In and you are done!

Important:

1. The system automatically assigns Room to the Reservation at the time of Check-In.
2. The amenities/ inclusions of the selected Package/Rate also get added automatically.

How to Check-Out a Guest?

Here is explained the method to Check-Out a Guest from the FrontDesk Tape Chart:

04	05	06	07	08	09	10	11	12
Tu	We	Th	Fr	Sa	Su	Mo	Tu	We
		X	X					Click
	33. Jennifer Collins							
	32. David Harris							
	31. Robert King							
		13. Charles Jo						
		30. Charles Br						
								Click
	28. Joseph Parker							
		29. Kevin Grea						
								Click

Step 1: Just right click on the Occupied Room.

A menu will show up.

Step 2: Select Check-Out

The Payment screen with all the accounts till date will open up.

Click to
Check-Out

Step 3: Settle the payments and you are done.

The Checked-Out Room is automatically marked dirty.

How to use?

01 Sa

02 Su

03 Mo

04 Tu

05 We

06 Th

07 Fr

08 Sa

09 Su

Suite

101

102

103

104

3. Jack Davis

33. Jennifer Collins

42. David Harris

31. Robert King

13. Charles Jones

Dirty

Checked-Out

Front Desk

David Harris

Payment Screen

Res ID: 120432

Check-in: Nov 05, 2014

Check-out: Nov 09, 2014

How to use?

BOOKING DETAILS

Guest Name: Mr. David Harris (P27)

Address: Phone: 972939197 Email: david.harris@gmail.com

Created On: Nov 05, 2014

Stay Details: Suite(102) Nov 05, 2014-Nov 09, 2014(4 Nights) Sample All Meal Plan

Room(s)/Person(s): Room(s)/3 (2 Adults 1 Children)

Amount: \$ 1,322.00

FOLIO LIST

No Folio Generated. Generate Now Generate separate Folio for Other Charges

ACCOUNT STATEMENT

	Date	Description - Reference	Folio #	Disc/Allowance	Charges	Tax	Payment
	Nov 05, 2014	Sample All Meal Plan Room Rent Suite/102		-	\$ 330.50	\$ 0.00	
	Nov 06, 2014	Qty 1 Sample Sandwich - Sample Restaurant (Folio# 1)		-	\$ 3.00	\$ 0.00	
	Nov 06, 2014	Qty 1 Sample French Fries - Sample Restaurant (Folio# 1)		-	\$ 4.00	\$ 0.00	
	Nov 06, 2014	Sample All Meal Plan Room Rent Suite/102		-	\$ 330.50	\$ 0.00	
	Nov 07, 2014	Qty 1 Sample Balinese Massage - Sample SPA (Folio# 1)		-	\$ 40.00	\$ 0.00	
	Nov 07, 2014	Sample All Meal Plan Room Rent Suite/102		-	\$ 330.50	\$ 0.00	
	Nov 08, 2014	Qty 1 Sample Chianti Wine - Sample Restaurant (Folio# 3)		-	\$ 10.00	\$ 0.00	
	Nov 08, 2014	Sample All Meal Plan Room Rent Suite/102		-	\$ 330.50	\$ 0.00	
	Nov 08, 2014	Qty 1 Sample Brownie - Sample Restaurant (Folio# 3)		-	\$ 5.00	\$ 0.25	
	Nov 09, 2014	Qty 1 Sample Chicken Noodles - Sample Restaurant (Folio# 3)		-	\$ 10.00	\$ 0.50	
	Total			-	\$ 1,394.00	\$ 0.75	\$ 0.00

Refund

Generate Folio

Consolidate Account

Other Charges

Custom Charge/Allowance

Guest Check-out

Booking Total

Other Charges

Total Tax

Total Disc/Allow

Total With Tax

Total Paid

Balance

Currency Converter

Payments

Payment Gateway is not integrated. Credit card will not be charged.

Type

Amount

CC/Cheque No

Receipt #

Description

Pay Now

1394.75

Back

Check-out

Express Check-out

Settle Folio

Delete Proforma Invoices

Close

Print

Accept Payment here

Payments

Payment Gateway is not integrated. Credit card will not be charged.

Type

Amount

CC/Cheque No

Receipt #

Description

Pay Now

1394.75

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