Mars | Room Management System

<u>User Manual</u>

<u>Default Login Credentials</u>

Email Address: admin@mars.com
Password: admin

1. **Login**

   When you visit the URL of your website there are actually 3 types of login. One is Admin, another is Staff and the last one is Tenant. There's no separate select option but the login type will be selected automatically from the email address.

2. **Dashboard**

   After successfully logging in, you will see the Dashboard. Here you will see the number of Total Beds, Total Tenants, Occupied Beds, and Active Tenants. You can click on View Details on any of these boxes and you will be directed to the appropriate page. Below these boxes, you will also be able to see the Due Rents of the current month and Total Rents you are supposed to receive for the current month. Beside that you will be able to see the Due and Total rents of the previous month. Below that you will see the Total Utility Bills Overall, Total Expenses Overall, Total Due Rents Overall, and Total Rents Overall.

   At the top right corner, you will see an icon that if you click will lead to two options: 1. Profile Settings. Here you can change your username and password. Just type in your new password and click on Update to save changes. 2. Logout. Just click on this button to successfully log out of the system.

   On the left of the screen, you will be able to see the Main Navigation panel that will lead you to all the other sections on the website.

3. **Room**
    a. **Add New Room**

    In this section, you will see a form for adding a new room to the existing list of rooms. Enter the assigned room number, the floor number, and any additional remarks. Press Submit and you will be directed to the page ‘View all rooms’ where you will be able to see your addition.

    b. **View All Rooms**

    Here you will see a list of all rooms, their respective floors, the date they were created on, and the date of update. On the right side of each entry, there is a button: Actions. You can click on this to edit the information or to remove it entirely. If the cursor is hovered on top of the room number, you will also be able to see the comments made for each room. At the very top left, you will see a drop down menu that will enable you to select the number of records to display on each page. On the top right, there is a search bar where you can search for rooms by entering a specific keyword.

4. **Tenant**
    a. **Add New Tenant**

    To add a new tenant, fill out the form in this page with the necessary details, including name, picture, contact information, occupation, assigned bed number, emergency contact information, and id number. You can create ID type in Settings -> ID Types. Hit submit and you will be directed to the ‘View all tenants’ page where you will be able to see the new entry.

    b. **View All Tenants**

    Here you will see a list of all tenants, alongside information like bed and room number, contact and emergency contact information, id type, status (active/inactive) and date of update. If you hover over the tenant’s name, you will be able to see their picture. If you hover over the id type, you will see the id number. At the right there is Actions from where you can view the details of each individual tenant, edit their information, change their picture, or remove them from the list.

5. **Utility Bills**
    a. **Add New Utility Bill**

        To add a new Utility Bill, fill out the form in this section with Utility Bill Category (water, electricity, gas etc created in Utility Bill Categories), year, month, amount and status (due or paid). Then hit Submit and the bill will be added to your list of all utility bills.

    b. **View All Utility Bills**

        You will be able to view all your utility bills in this section with details such as the bill category, month, year, amount, status, date of creation, and date of update. Click on actions on the right to edit the information, change status from due to paid, or to remove a specific bill from the list. On the top right there is a search bar where you can look up a specific bill/set of bills by typing in keywords.

    c. **Utility Bill Categories**

        Here you can view all the different categories of utility bills along with their date of creation and update. You can click on Actions to change the name of any particular category. On the very right is a box where you can create new bill categories. Just type in the category name and hit submit and it will be added to the existing list.

6. **Expense**
    a. **Add New Expense**

        You can create new expenses in this section by providing the necessary information like name and description of the expense, year, month, and amount in your currency. Then click Submit and it will be added to the list of expenses.

    b. **View All Expenses**

        On this page you can see the list of all the expenses. On the top right, there is a search bar where you can search for expenses by entering a specific keyword. On each entry, you will see the name of expense, month, year, amount, date of creation, and date of update. On the left, you can click on Actions to edit any information or to remove the entry from the list of beds. Hover over the expense name to see its description.

7. **Staff**
   a. **Add New Staff**

      When you employ a new staff member, you can add them to the system by filling out the form in this section. Type in their name, role, mobile number, status (active or inactive), and any remarks you would like to add. Then click on submit.

   b. **View All Staff**

      You can view the complete list of staff here, along with role, mobile number, username, password, status (active or inactive), and date of creation and update. When you create a new employee, the system will automatically generate an id and password. The password can be changed by the staff member from their account, but username cannot be changed. If you put the cursor over their names, you will also be able to see the remarks you added.

      Click on Actions to edit their information, remove them from the list, or modify their permissions. When you click on Permissions, you will see a list of all the pages on the website. Check the boxes next to those names to select which pages the staff member will have access to, and then click on Update.

   c. **Add New Staff Payroll**

      To add a new staff payroll, fill out the form in this section by typing in the name of the staff or selecting from the drop down menu. Then select the year, month, amount, and status (due or paid) of the payroll. Then simply hit Submit.

   d. **Staff Payroll**

      Here you will see the list of all the staff payrolls next to the staff members' names, along with month, year, amount, date of creation and update. You will also be able to see the status, due or paid. To change the status or edit any other information or to remove an entry from the list, click on Actions. On the right, there is also a search bar.

8. **Rents**
   a. **Generate Rent**

      In this section, you will see two boxes. On the left is the form for generating rent for a single tenant. Select the name of the tenant from the drop down menu, select status (due or paid), month, year, and amount to be paid in advance (If any). Then hit Generate. To generate monthly rents for all active tenants, just select the year and month on the right box and hit generate. An invoice will be created for each tenant with a designated number, which you will be able to see in the list of monthly rents and all rents.

   b. **View Monthly Rents**

      By default, this page will display the monthly rents, both due and paid, of the current month and year. In each entry, you will see the tenant's name, next to their invoice number, bed, room number, rent amount, advance amount, status (due or paid), and date of creation and update, also the person it was updated by. On the top right of this box, there is also a search option. You will also be able to see the due and paid rent amounts of the selected month in the orange and blue boxes at the bottom right of the page. You can select a different month and year by typing in the top right box. Then hit Show.

      When you click on the invoice number next to each tenant's name, you will be directed to a separate page with the details: tenant's name, address, date of invoice creation, due date of payment, status (paid or due), month and year, amount of rent and advance payment and the calculated total amount due. On the bottom left, hit Print to print out the invoice and give it to the tenant.

   c. **VIew All Rents**

      On this page you will see a list of all the rents, due and paid. You will see the tenant's name, next to their bed, room number, invoice number, rent amount, advance amount, status (due or paid), and date of creation and update, also the person it was updated by. On the right, click on Actions to edit the information or to remove an entry. You can click on the invoice number to see details and print it out.

9. **Account**

This page will display automatically generated accounts created by the system for each month. Each individual entry will show you the total, paid, and due amount for each month and year. On the top right there is also a search bar.

10. **Settings**
    a. **Website**

    There are four forms on this page. The first one on the left is for updating website settings. Here you can change the system name and the currency. Type in the information and click Update.

    In the middle top, you can change the logo by uploading an image of the specified dimensions. You can also see the logo preview above. Hit update to save changes. In the middle bottom is the form for updating favicons. You can change the favicon in the same way as the logo.

    On the right, you can change website settings like the tagline and time zone. Hit Update to save changes.

    b. **Professions**

    On this page you will see a list of all the Professions along with date of creation and update. Click on actions to edit any information or to remove. On the right, you can create new professions. Just type in the name and hit Submit.

    c. **ID Types**

    On this page you will see a list of all the ID types along with date of creation and update. Click on actions to edit any information or to remove. On the right, you can create new ID types. Just type in the name and hit Submit.

d. Profile

On this page, only an admin can change his/her username and password. Staff can only change their password. Simply type in your new desired username and password and hit Update. Changes will be saved.