



BATAAN WHITE CORALS

B E A C H R E S O R T

Morong Bataan

WEB-BASED RESERVATION AND BILLING SYSTEM FOR BATAAN WHITE CORALS
BEACH RESORT

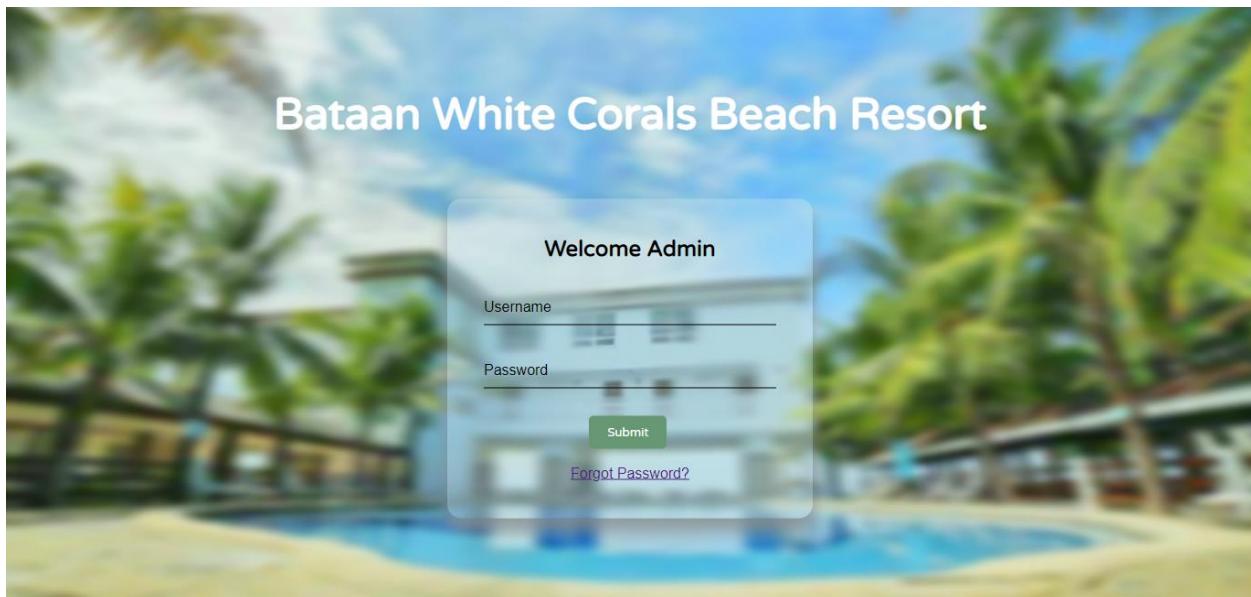
USER'S MANUAL

I. ADMIN WEBSITE



STEP 1: Search for the admin website of the resort

II. ADMIN LOGIN PAGE



STEP 2: After searching for the website, enter the login information then click the SUBMIT button to be able to enter in the admin page.

III. ADMIN PAGE

Welcome DAPHNE,

Log Out

Dashboard

Pending Reservations: 0

Confirmed Reservations: 6

Total Rooms: 91

Reservation Calendar

Legend:

- Pending
- Confirmed
- Checked in
- Checked out

November 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10

month week day list

Room Status

Checked in Rooms To be occupied today Available Rooms

Show + entries

Checked in Rooms

Room Type	Room Name	Guest Name
Lolo	Lolo 1	JANE DOE
Tatay	Tatay 1	JANE DOE

Showing 1 to 2 of 2 entries

Search:

Previous **1** Next

STEP 3: Admin page content. This interface will view different modules of the system

IV. ROOM STATUS (*Checked in Rooms*)

Welcome JUAN,

Log Out

Room Status

Checked in Rooms To be occupied today Available Rooms

Show + entries

Checked in Rooms

Room Type	Room Name	Guest Name
Lolo	Lolo 1	JANE DOE
Tatay	Tatay 1	JANE DOE

Showing 1 to 2 of 2 entries

STEP 4: When you click “Checked in Rooms”, it allows the admin to view the summary of rooms and display the specific type and name of the room, which is occupied by the guest.

ROOM STATUS (*To be occupied today*)

The screenshot shows the 'Room Status' section of the admin dashboard. On the left, there's a sidebar with various menu items like Dashboard, Room Status (which is currently selected and highlighted in blue), Manage Rooms, Walk in Reservation, Guest List, Reports, Messages, Users, User Logs, and Settings. The main content area has tabs at the top: 'Checked in Rooms', 'To be occupied today' (which is active and highlighted in blue), and 'Available Rooms'. Below these tabs, there's a search bar with dropdowns for 'Show' (set to 10), 'Room Type' (dropdown menu open), 'Room Name' (dropdown menu open), and 'Guest Name' (dropdown menu open). A large black arrow points upwards from the 'Room Type' dropdown towards the 'To be occupied today' tab. The central part of the screen displays a table with the heading 'To be occupied today'. The table has columns for Room Type, Room Name, and Guest Name. A message at the bottom of the table says 'No data available in table'. At the bottom of the main content area, there are 'Previous' and 'Next' buttons.

STEP 5: When you click “To be occupied today” it shows the summary of rooms that are occupied within the day and display the specific type and name of the room and guest’s name

ROOM STATUS (*Available Rooms*)

The screenshot shows the 'Room Status' section of the admin dashboard, similar to the previous one but with different active tabs. The sidebar and the 'Room Status' tab are identical. The main content area now has the 'Available Rooms' tab active, indicated by a blue highlight. Below the tabs, there's a search bar with dropdowns for 'Show' (set to 10), 'Room Type' (dropdown menu open), 'Room Name' (dropdown menu open), and 'Guest Name' (dropdown menu open). A large black arrow points upwards from the 'Room Type' dropdown towards the 'Available Rooms' tab. The central part of the screen displays a table with the heading 'Available Rooms'. The table has columns for Room Type, Room Name, and Guest Name. The data in the table is as follows:

Room Type	Room Name	Guest Name
Anak	Joroni	
Anak	Jenniel	
Anak	Lara Mae	
Anak	Laami	
Anak	Jonathan	
Anak	Kyle	
Anak	Patrick	
Anak	June	
Anak	Maria	
Anak	Jose	

At the bottom of the main content area, there are 'Previous' and 'Next' buttons, along with a page number indicator showing 'Showing 1 to 10 of 91 entries'.

STEP 6: When you click the “Available Rooms” you will see the lists of all the available rooms that can be occupied by the guest.

MANAGE ROOM

The screenshot shows the 'Room Types' section of the admin dashboard. On the left, there's a sidebar with links like Dashboard, Room Status, Manage Rooms (which is selected and highlighted in blue), Walk in Reservation, Guest List, Reports, Messages, Users, User Logs, and Settings. The main content area has tabs for 'Room Types' and 'All Rooms'. Below is a table titled 'Room Types' with columns: Room Type, No. Of Rooms, and Action. The table lists room types such as Anak, Dormitory, Lola (Bayview), Lolip, Nanay, Tatay, Tyang 1, Tyang 2, Tyang 1, and Tyang 2, along with their respective room counts (12, 4, 6, 1, 14, 14, 5, 4, 6, 7) and 'View Info & Rooms' actions.

Room Type	No. Of Rooms	Action
Anak	12	View Info & Rooms
Dormitory	4	View Info & Rooms
Lola (Bayview)	6	View Info & Rooms
Lolip	1	View Info & Rooms
Nanay	14	View Info & Rooms
Tatay	14	View Info & Rooms
Tyang 1	5	View Info & Rooms
Tyang 2	4	View Info & Rooms
Tyang 1	6	View Info & Rooms
Tyang 2	7	View Info & Rooms

STEP 7: Indicate all types of room that Bataan White Corals Beach Resort have and it consists of room type, number of rooms and action that can be clicked and viewed by the admin to see the overall details of the specific room.

MANAGE ROOM (Add Room Type)

The screenshot shows the 'Add Room Type' form. It has a back button and fields for Room Type Name*, Description*, Regular Capacity*, Maximum Capacity*, Rate*, Quantity*, and Image*. There are 'Save Room' and 'Cancel' buttons at the bottom. A large black arrow points to the 'Add Room Type' button in the top-left corner of the form area.

STEP 8: when you click the “Add Room Types”, you can add a new room.

MANAGE ROOM (All Rooms)

Welcome DAPHNE,

[Log Out](#)

- [Dashboard](#)
- [Room Status](#)
- Manage Rooms**
- [Walk in Reservation](#)
- [Guest List](#)
- [Reports](#)
- [Messages](#)
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- [Settings](#)

All Rooms

Number	Room Type	Room Name
1	Anak	Jenniel
2	Anak	Lara Mae
3	Anak	Laami
4	Anak	Jonathan
5	Anak	Kyle
6	Anak	Patrick
7	Anak	June
8	Anak	Maria

STEP 9: When you click “All Rooms” it displays and list all the rooms offered by the resort and the admin can view, edit and delete the specific room.

MANAGE ROOM (View Info & Rooms)

Welcome JUAN,

[Log Out](#)

- [Dashboard](#)
- [Room Status](#)
- Manage Rooms**
- [Walk in Reservation](#)
- [Guest List](#)
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Room Types

Room Type	No. Of Rooms	Action
Anak	12	View Info & Rooms
Dormitory	4	View Info & Rooms

All Rooms

Number	Room Type	Room Name	Action
1	Anak	Joroni	Edit Delete
2	Anak	Jenniel	Edit Delete
3	Anak	Lara Mae	Edit Delete
4	Anak	Laami	Edit Delete
5	Anak	Jonathan	Edit Delete

STEP 10: When you click “View Info & Rooms” it displays and list all the rooms offered by the resort and the admin can view, edit and delete the specific room.

V. WALK IN RESERVATION (*Select Dates*)

Welcome JUAN,

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Walkin Reservation

1 Select Dates	2 Select Rooms	3 Guest Information	4 Booking Summary Report
Check in: <input type="text" value="2018-09-04"/>	Check out: <input type="text" value="2018-09-05"/>		Check Availability

STEP 11: The step by step reservation for walk-in guests. The first procedure is that guest must choose their desired check-in and check-out dates.

WALK IN RESERVATION (*Select Rooms*)

Welcome JUAN,

[Log Out](#)

- [Dashboard](#)
- [Room Status](#)
- [Manage Rooms](#)
- [Walk in Reservation](#)
- [Guest List](#)

Walkin Reservation

1 Select Dates	2 Select Rooms	3 Guest Information	4 Booking Summary Report
Check in: <input type="text" value="2018-09-04"/>	Check out: <input type="text" value="2018-09-05"/>		Check Availability

Results for: September 04, 2018 to September 05, 2018

[Back](#)

ANAK

2 Double Size Beds

Regular Capacity: 4 pax | Maximum Capacity: 7 pax

Rate per night: ₱ 5,068.00

Available Room(s): 12

Quantity:

Adult: Children:

*** Note: Rates are subjected to change without prior notice. ***

STEP 12: When you click “Check Availability” the second procedure will display to avail or select a room that guest wants to reserve and occupy.

WALK IN RESERVATION (*Guest Information*)

The screenshot shows the 'Walkin Reservation' section of the admin interface. On the left sidebar, 'Walk in Reservation' is selected. The main area has tabs: '1 Select Dates', '2 Select Rooms', '3 Guest Information' (which is active), and '4 Booking Summary Report'. A sub-header says 'Fill-up the form below' with a back button. The 'Personal Information' form contains fields for First Name, Last Name, Gender (Male/Female), Nationality (Afghan), Mobile Number (09987654321), Email (me@email.com), and Address. A note at the bottom says 'Note: Textboxes with * (asterisk) are required fields'. To the right, a 'Your stay' summary shows Check-in: September 04, 2018, Check-out: September 05, 2018, Night(s): 1, Total Room Charge: 15,204.00, and a breakdown of room and extra charges. VAT Sales, Vat (12%), and Total are also listed.

STEP 13: The third procedure that guests must provide their personal information such as the first and last name, gender, nationality, address, mobile number and email in order to address them correctly. Also, it displays the summary of the guests stay which consists of the total room charge, extra charge/s, VAT sales and VAT.

WALK IN RESERVATION (*Booking Summary Report*)

The screenshot shows the 'Walkin Reservation' section of the admin interface. The sidebar shows 'Walk in Reservation' is selected. The main area has tabs: '1 Select Dates', '2 Select Rooms', '3 Guest Information', and '4 Booking Summary Report' (which is active). A sub-header says 'Review Reservation' with a back button. It shows Transaction ID: 09041852X45, Transaction Date: September 04, 2018 09:06 pm, Check-in: September 04, 2018, Check-out: September 05, 2018, and Night(s): 2. Below this is a 'Reservation Details' table with rows for Guest Name (Ms. Jade Lazana), Mobile Number (09297562074), Email Address (lazonately2016@gmail.com), Nationality (Belgian), Home Address (262 Hinahon), Total Adult Guest(s) (3), and Total Children Guest(s) (0).

STEP 14: The third procedure display the summary of the guest's reservation it displays the Transaction Id and date, check-in and check-out dates, total nights reserved. It also shows the guests' details such as the name, mobile number, email address, nationality, home address, total adult and child(ren) guests. In addition to that, under the payment breakdown it displays the VAT sales, VAT, total and required down payment that guest must pay.

VI. GUEST LIST

Transaction ID	Name	Check In	Check Out	Reservation Status	Guest Status	Action
090218DE30F	FRENZ DELGADO	September 15, 2018	September 16, 2018	CONFIRMED		
090418CFE0P	ROMEL PUSA	September 21, 2018	September 22, 2018	PENDING		
090418T005H	KRISTEL JADE LAZONA	September 26, 2018	September 30, 2018	PENDING		

STEP 15: Displays the summary or list of guests for the admin. The admin can sort, search and view a specific data or information.

GUEST LIST (View)

Transaction ID	Name	Check In	Check Out	Reservation Status	Guest Status	Action
090218DE30F	FRENZ DELGADO	September 15, 2018	September 16, 2018	CONFIRMED		
090418CFE0P	ROMEL PUSA	September 21, 2018	September 22, 2018	PENDING		
090418T005H	KRISTEL JADE LAZONA	September 26, 2018	September 30, 2018	PENDING		

Reservation Information

Guest Information

Transaction ID: 103118YXDZK
Name: MS. JANE DOE
Email: ANOTHERJUST20@GMAIL.COM
Check In: November 02, 2018
Check Out: November 03, 2018
Guest Status:
Reservation Amount: ₱ 16,568.00
Add ons Amount: ₱ 0.00
Other Charges: ₱ 0.00
Total Amount: ₱ 16,568.00
Paid Amount: ₱ 16,568.00
Remaining Balance: ₱ 0.00

Payment History

Date	Payment Code	Cash	Change	Action
11/01/2018	PD1101181CMB	16,000.00	0.00	VOID
11/02/2018	PD110218SO67J	568.00	0.00	VOID
Total Cost		16,568.00		

Availed Reservation

Room Type	Quantity	Adult(s)	Child(ren)
Tatay	1	3	2
Lolo	1	2	4

Availed Add Ons

Name	Quantity	Subtotal	Action
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Buttons: Back, Email, Add Reservation, Modify Date, Print Receipt, Print Invoice, Cancel Reservation, Proof of Payment, Pay, Check In.

STEP 16: When you click the “View” it displays the information of the reservation information, if the reservation status of the guest is pending, above below shows the reservation information of the guest such as the guest information, payment history, availed reservation and availed add ons. It also displays that the admin can email, add a reservation, modify the date, print the invoice and cancel the reservation of the guest. Also, the admin can view the proof of payment uploaded by the guest and the admin can input the amount of the payment in the pay button. Thus, the admin can confirm or click the check in button.

GUEST LIST (Void Payment)

Reservation Information

Guest Information

Transaction ID: 103118YXDZK
Name: MS. JANE DOE
Email: ANOTHERJUST20@GMAIL.COM
Check In: November 02, 2018
Check Out: November 03, 2018
Guest Status:
Reservation Amount: ₱ 16,568.00

Payment History

Date	Payment Code	Cash	Change	Action
11/01/2018	PD1101181CMB	16,000.00	0.00	VOID
11/02/2018	PD110218SO67J	568.00	0.00	VOID
Total Cost		16,568.00		

Availed Add Ons

Name	Quantity	Subtotal	Action
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Reservation Information

Guest Information

Payment History

Date	Payment Code	Cash	Change	Action
11/01/2018	PD1101181CMB	16,000.00	0.00	VOID
Total Cost		P 16,568.00		

Availed Reservation

Room Type	Quantity	Adult(s)	Child(ren)
Tatay	1	3	2
Lolo	1	2	4

Availed Add Ons

Name	Quantity	Subtotal	Action

STEP 17: When you click the “Void” it displays display a pop-up message and allows the admin to void or delete the payment of the guest.

GUEST LIST (*Early Check In*)

Reservation Information

Guest Information

Payment History

Date	Payment Code	Cash	Change	Action
11/01/2018	PD1101181CMB	16,000.00	0.00	VOID
11/02/2018	PD110218S067J	568.00	0.00	VOID
Total Cost		P 16,568.00		

Welcome JUAN,

[Log Out](#)

- [Dashboard](#)
- [Room Status](#)
- [Manage Rooms](#)
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- Guest List**
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Reservation Information

[Back](#) [Email](#) [Modify Date](#) [Print Receipt](#) [Print Invoice](#)

Guest Information					
Transaction ID:	103118YXDZK	Name:	MS. JANE DOE		
Email:	ANOTHERJUST20@GMAIL.COM	Check In:	November 02, 2018		
		Check Out:	November 03, 2018		
		Guest Status:	CHECKED IN		
Reservation Amount:	₱ 16,568.00	Add ons Amount:	₱ 0.00		
Other Charges:	₱ 500.00	Total Amount:	₱ 17,068.00		
Paid Amount:	₱ 16,568.00	Remaining Balance:	₱ 500.00		
Proof of Payment		Pay	Avail Add On		
Check Out					

Availed Reservation					
Room Type	Assigned Room	Action			
Lolo	Lolo 1	Change			
Tatay	Tatay 1	Change			

Payment History					
Date	Payment Code	Cash	Change	Action	
11/01/2018	PD1101181CMMB	16,000.00	0.00	VOID	
11/02/2018	PD110218SO67J	568.00	0.00	VOID	
Total Cost		₱ 16,568.00			

Availed Add Ons					
Name	Quantity	Subtotal	Action		

STEP 18: When you click the “Check in” it display a pop-up message and notify the admin that if the guest wants to check in early, he/she will be charged.

GUEST LIST (*Checked In Guest*)

Welcome JUAN,

[Log Out](#)

- [Dashboard](#)
- [Room Status](#)
- [Manage Rooms](#)
- [Walk in Reservation](#)
- Guest List**
- [Reports](#)
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- [Settings](#)

Reservation Information

[Back](#) [Email](#) [Add Reservation](#) [Modify Date](#) [Print Receipt](#) [Print Invoice](#) [Cancel Reservation](#)

!

Confirm EARLY check in?

Once confirmed, you will not be able to undo! The guest will be charged ₱ 500.00

[Cancel](#) [OK](#)

Payment History					
Date	Payment Code	Cash	Change	Action	
11/01/2018	PD1101181CMMB	16,000.00	0.00	VOID	
11/02/2018	PD110218SO67J	568.00	0.00	VOID	
Total Cost		₱ 16,568.00			

STEP 19: Above below shows that after the admin confirms the check in button it will display the overall reservation information of the guest such as the guest information, payment history, availed reservation which can be changed and availed add ons. It also shows that the admin can view the proof of payment

uploaded by the guest, can input the amount paid by the guest, can easily avail an add on requested by the guest and can check out the guest once he/she will leave the resort.

GUEST LIST (*Checked In Guest - Avail Add On*)

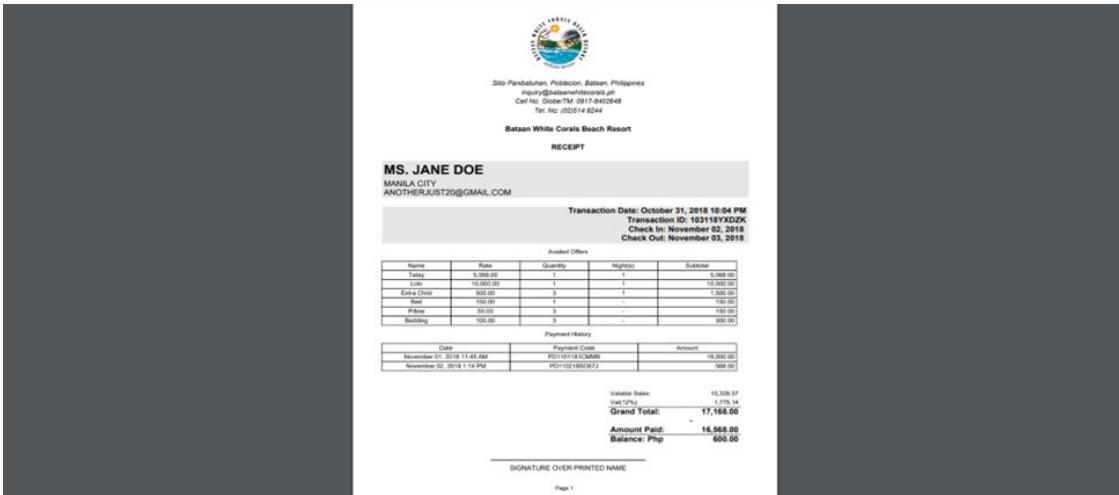
The screenshot shows the 'Reservation Information' page for a guest named MS. JANE DOE. The 'Avail Add On' button is highlighted with a large blue arrow pointing towards it. Other buttons visible include 'Print Receipt' and 'Print Invoice'.

The screenshot shows the 'Add ons' modal window. It lists items: Bed (19), Pillow (7), and Bedding (37). The 'Bedding' row has a quantity input field set to 3. A 'Save' button is visible at the bottom right of the modal.

STEP 20: When you click the “Avail Add On button” it will display the available add ons that the resort offers and the admin can also input the quantity of the guest’s request for a bed, pillow or bedding.

GUEST LIST (*Checked In Guest - Receipt*)

The screenshot shows the 'Reservation Information' page. The 'Print Receipt' button is highlighted with a large blue arrow pointing towards it. Other buttons visible include 'Back', 'Email', 'Modify Date', and 'Print Invoice'.



STEP 21: When you click the “Print Receipt” button, it will display the receipt of the guest showing their availed offers and payment history. As well as the transaction date and time, transaction ID, check-in and out date, and the grand total, amount paid and balance of the guest’s reservation.

GUEST LIST (*Checked In Guest - Invoice*)

Admin - Bataan White Corals Beach Resort

Welcome JIAN,

Log Out

- Dashboard
- Room Status
- Manage Rooms
- Walk in Reservation
- Guest List** (This is the active tab)
- Reports
- Messages
- Users
- User Logs
- Settings

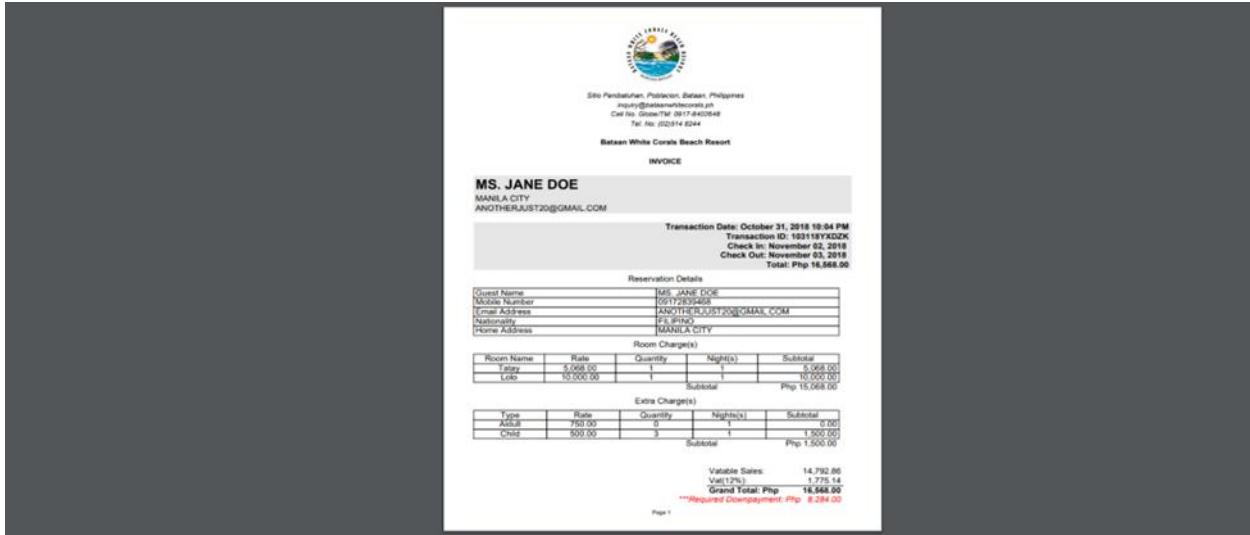
Reservation Information

Guest Information

Payment History

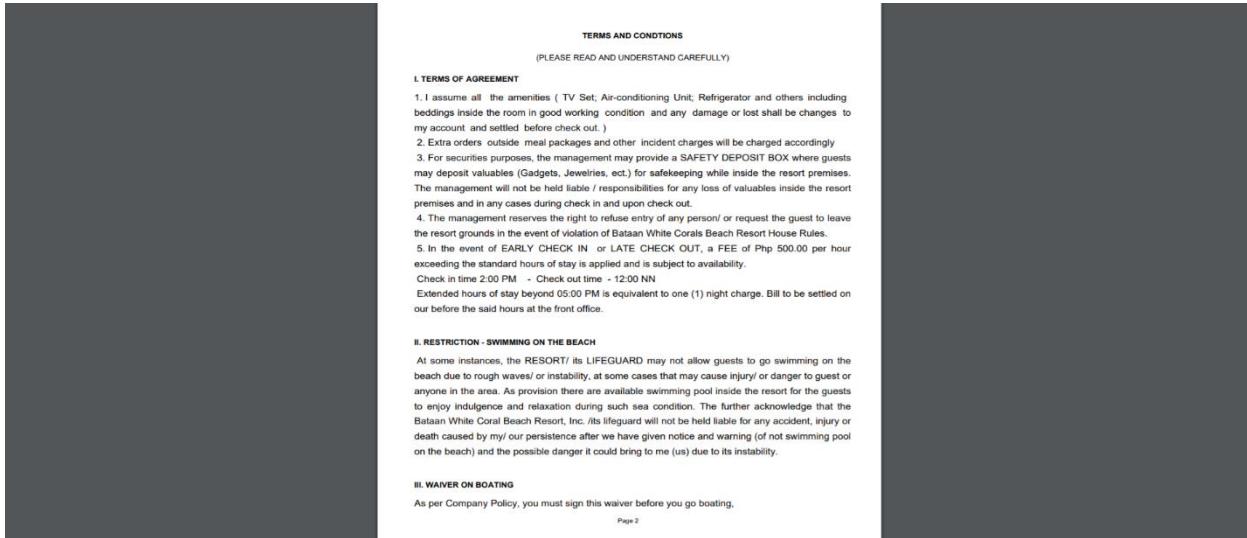
Date	Payment Code	Cash	Change	Action
11/01/2018	PD1101181CMB	16,000.00	0.00	VOID
11/02/2018	PD110218S067J	568.00	0.00	VOID

Total Cost: P 16,568.00



STEP 22: When you click the “Print Invoice” button, it will display the invoice of the guest indicating their reservation details, room and extra charges also the grand total and the required down payment. As well as the transaction date and time, check-in and out date of the guest’s reservation.

GUEST LIST (Checked Out Guest - Terms and Conditions)



STEP 23: Shows the terms and conditions of the resort which means the set of rules or restrictions and guidelines that the guest must follow when they are inside the resort.

INVOICE (Checked Out Guest – Data Privacy Act Form)



STEP 24: Shows the data privacy consent form which is an agreement or contract between the guest and Bataan White Corals Beach Resort, to collect, store, and access the personal data of the guest.

GUEST LIST(Early Check Out)

Welcome JUAN,

Log Out

Dashboard

Room Status

Manage Rooms

Walk in Reservation

Guest List

Reports

Messages

Users

User Logs

Settings

Admin - Bataan White Corals Beach Resort

Reservation Information

Transaction ID: 1031181CMBB
Name: MS. JANE DOE
Email: ANOTHERJUSTIN@GMAIL.COM
Check In: November 02, 2018
Check Out: November 02, 2018
Guest Status: CHECKED OUT
Reservation Amount: P 17,668.00
Add ons Amount: P 0.00
Other Charges: P 500.00
Total Amount: P 17,668.00
Paid Amount: P 17,668.00
Remaining Balance: P 0.00

Proof of Payment Pay Avail Add On

Check Out

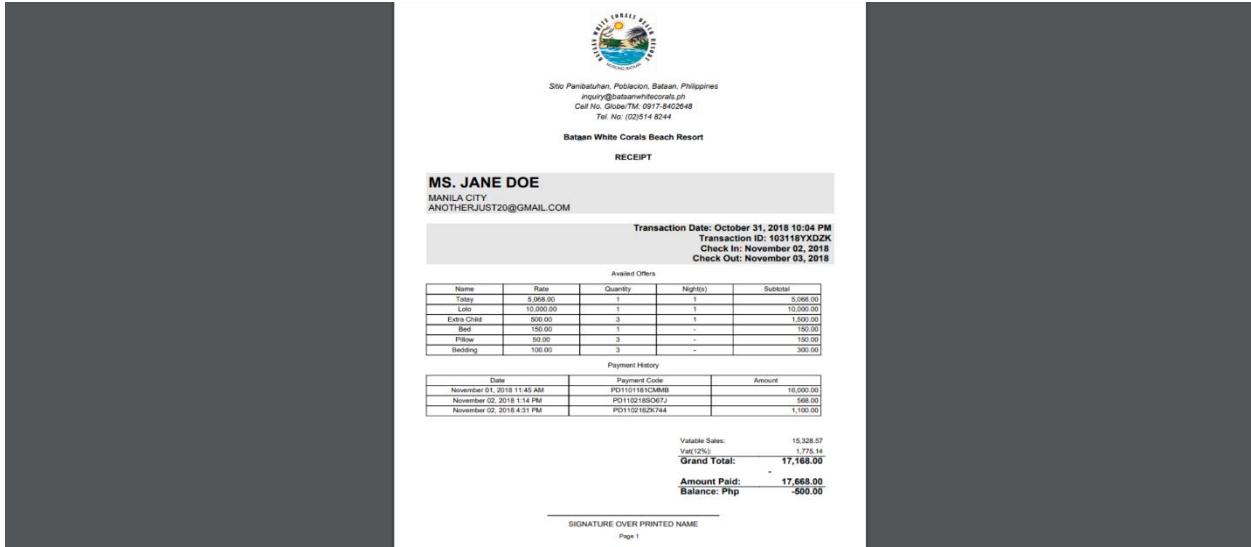
Cancel OK

Confirm EARLY check out?
Once confirmed, you will not be able to undo!

Date	Payment Code	Cash	Change	Action
11/01/2018	PD1101181CMBB	16,000.00	0.00	VOID
11/02/2018	PD110218SO67J	568.00	0.00	VOID
11/02/2018	PD110218ZK744	1,100.00	0.00	VOID
Total Cost		P 16,568.00		

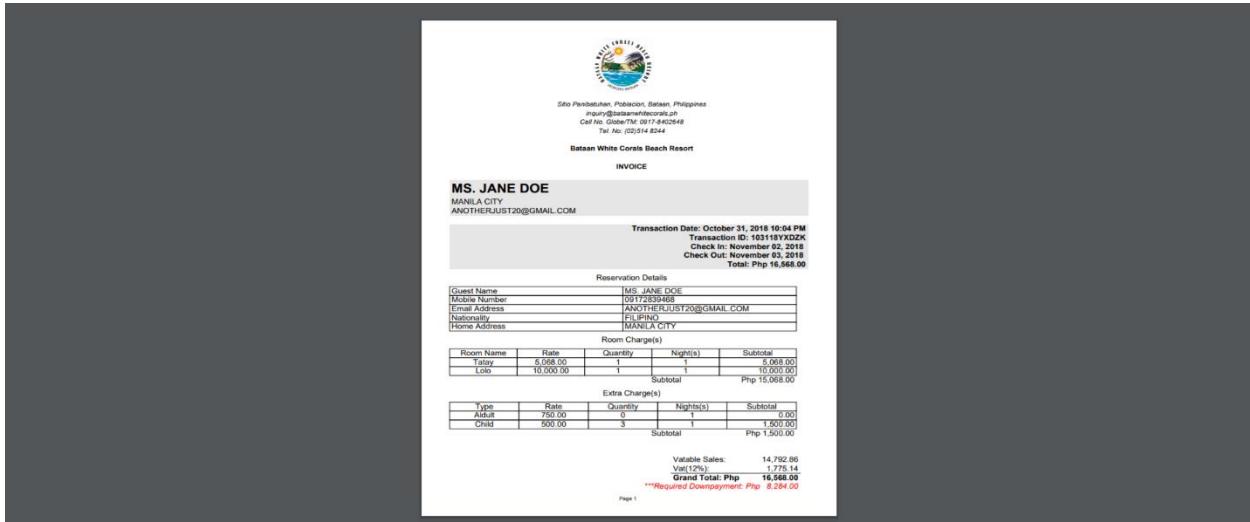
STEP 25: When you click “Check out” button, it will display a pop-up message and notify the admin that if the guest wants to check out early.

GUEST LIST (*Checked Out - Receipt*)



STEP 26: After clicking the print receipt button, it will display the receipt of the guest showing their availed offers and payment history. Also, the transaction date and time, transaction ID, check-in and out date, and the grand total, amount paid and balance of the guest's reservation.

GUEST LIST (*Checked Out Guest - Invoice*)



STEP 27: After clicking the print invoice button, it will display the invoice of the guest indicating their reservation details, room and extra charges also the grand total and the required down payment. Also, the transaction date and time, check-in and out date of the guest's reservation.

GUEST LIST (*Checked Out Guest - Terms and Conditions*)

<p style="text-align: center;">TERMS AND CONDITIONS (PLEASE READ AND UNDERSTAND CAREFULLY)</p> <p>I. TERMS OF AGREEMENT</p> <p>1. I assume all the amenities (TV Set; Air-conditioning Unit; Refrigerator and others including beddings inside the room in good working condition and any damage or lost shall be charges to my account and settled before check out.) 2. Extra orders outside meal packages and other incident charges will be charged accordingly 3. For securities purposes, the management may provide a SAFETY DEPOSIT BOX where guests may deposit valuables (Gadgets, Jewerlies, ect.) for safekeeping while inside the resort premises. The management will not be held liable / responsibilities for any loss of valuables inside the resort premises and in any cases during check in and upon check out. 4. The management reserves the right to refuse entry of any person/ or request the guest to leave the resort grounds in the event of violation of Bataan White Corals Beach Resort House Rules. 5. In the event of EARLY CHECK IN or LATE CHECK OUT, a FEE of Php 500.00 per hour exceeding the standard hours of stay is applied and is subject to availability. Check in time 2:00 PM - Check out time - 12:00 NN Extended hours of stay beyond 05:00 PM is equivalent to one (1) night charge. Bill to be settled on our before the said hour at the front office.</p> <p>II. RESTRICTION - SWIMMING ON THE BEACH</p> <p>At some instances, the RESORT/ its LIFEGUARD may not allow guests to go swimming on the beach due to rough waves/ or instability, at some cases that may cause injury/ or danger to guest or anyone in the area. As provision there are available swimming pool inside the resort for the guests to enjoy indulgence and relaxation during such sea condition. The further acknowledge that the Bataan White Coral Beach Resort, Inc. /its lifeguard will not be held liable for any accident, injury or death caused by my/ our persistence after we have given notice and warning (of not swimming pool on the beach) and the possible danger it could bring to me (us) due to its instability.</p> <p>III. WAIVER ON BOATING</p> <p>As per Company Policy, you must sign this waiver before you go boating.</p> <p style="text-align: center;">Page 2</p>	
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STEP 28: Shows the terms and conditions of the resort which means the set of rules or restrictions and guidelines that the guest must follow when they are inside the resort.

INVOICE (*Checked Out Guest – Data Privacy Act Form*)

<p>I, along with the members of my party, take full responsibility of our actions while boating. The Bataan White Corals Beach Resort, Inc. is not responsible for any accident, injury, death, loss of valuables while outside the resort grounds upon agreement with a privately owned boat. If any accident, injury, death, or loss of valuables, I cannot bring about a lawsuit against any of the employees/ management working at the resort.</p> <p style="text-align: center;">DATA PRIVACY ACT CONSENT FORM</p> <p>I understand and agree that by signing below, I am agreeing to Bataan White Corals Beach Resort Privacy Policy and giving my full consent to Bataan White Corals Beach Resort and all related businesses or affiliate, if any, to collect, store, access and/or process any personal data I may provide herein for legitimate business purpose of booking a room with Bataan White Corals Beach Resort.</p> <p style="text-align: center;">_____ SIGNATURE OVER PRINTED NAME</p>	
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STEP 29: Shows the data privacy consent form which an agreement or contract between the guest and Bataan White Corals Beach Resort, to collect, store, and access the personal data of the guest.

GUEST LIST (*Waitlist*)

The screenshot shows the 'Waitlist' tab selected in the navigation bar. The main content area displays a table titled 'Waitlist' with columns: Transaction ID, Name, Check In, Check Out, Reservation Status, Guest Status, and Action. Two entries are listed:

Transaction ID	Name	Check In	Check Out	Reservation Status	Guest Status	Action
090218DE30F	FRENZ DELGADO	September 15, 2018	September 16, 2018	CONFIRMED		View
090718UYTIP	FRENZ DELGADO	September 09, 2018	September 10, 2018	CONFIRMED		View

Below the table, a message says 'Showing 1 to 2 of 2 entries'. The left sidebar has a 'Guest List' section highlighted in blue, containing links for Reports, Messages, Users, User Logs, and Settings.

STEP 30: When you click “Waitlist” it shows the list of guests that are in the waitlist and displays the transaction ID, name of the guest, check in and out date, reservation and guest status.

GUEST LIST (*Reservation Information*)

The screenshot shows the 'Reservation Information' section. At the top, there are buttons for Back, Email, Add Reservation, Modify Date, Print Receipt, Print Invoice, and Cancel Reservation. Below this, the 'Guest Information' panel displays details for a reservation with Transaction ID 090218DE30F, Name MR. FRENZ DELGADO, Email DELGADO.FRENZ@GMAIL.COM, Check In September 15, 2018, Check Out September 16, 2018, and Reservation Status CONFIRMED. It also shows Guest Status, Reservation Amount (₱ 5,568.00), Add ons Amount (₱ 0.00), Total Amount (₱ 5,568.00), Paid Amount (₱ 5,000.00), and Remaining Balance (₱ 568.00). Buttons for Proof of Payment and Pay are present. The 'Availed Reservation' table shows 1 Anak room. The 'Payment History' table shows a single entry for 09/02/2018 with a payment code PD0902189L8U0, cash amount 5,000.00, and change 0.00. The 'Availed Add Ons' table is currently empty.

STEP 31: When you click the “View” button in the guest list module of the admin, it will show the reservation information of the guest such as the guest and availed reservation, payment history and availed add ons of the guest. The admin can also email, add a reservation, modify the date, print the receipt and invoice and cancel the guest’s reservation.

GUEST LIST (*Reservation Information - Email*)

The screenshot displays the Admin interface for Bataan White Corals Beach Resort. In the main area, under 'Guest List', there is a 'Reservation Information' section. Within this section, a green button labeled '+ Add Reservation' is highlighted with a large black arrow. Below this, there are buttons for 'Modify Date', 'Print Receipt', 'Print Invoice', and 'Cancel Reservation'. To the left of the main content, a sidebar lists navigation options: Dashboard, Room Status, Manage Rooms, Walk in Reservation, and Guest List (which is currently selected). At the bottom of the main content area, there is a 'Payment History' table with columns for Date, Payment Code, Cash, Change, and Action. A specific row is shown with the date 2018, payment code PD0902189L8U0, cash 5,000.00, change 0.00, and action VOID.

STEP 32: When you click the “Email” button in the reservation information module, the admin has the ability to send an email to the guest.

GUEST LIST (*Reservation Information - Add Reservation*)

This screenshot shows the same Admin interface as the previous one, but the 'Reservation Information' section is now active. A large black arrow points directly at the green '+ Add Reservation' button. The rest of the interface elements, including the sidebar, payment history table, and other buttons in the 'Reservation Information' section, are visible but not highlighted.

Welcome JUAN,

[Log Out](#)

- [Dashboard](#)
- [Room Status](#)
- [Manage Rooms](#)
- [Walk in Reservation](#)
- [Guest List](#)
- [Reports](#)
- [Messages](#)
- [Users](#)
- [User Logs](#)
- [Settings](#)

Admin - Bataan White Corals Beach Resort

Additional Reservation

Results for: September 15, 2018 to September 16, 2018

[Back](#)

ANAK

2 Double Size Beds

- Regular Capacity : 4 pax
- Maximum Capacity: 7 pax

Rate per night : ₱ 5,068.00

Available Room(s): 11

Quantity:

Adult: Child(ren):

STEP 33: When you click the “Add Reservation” button in the reservation information module, it will direct the admin in adding a reservation for the guest, where the guest wants to avail a room and add to their reservation.

GUEST LIST (*Reservation Information - Add Reservation Summary*)

Welcome JUAN,

[Log Out](#)

- [Dashboard](#)
- [Room Status](#)
- [Manage Rooms](#)
- [Walk in Reservation](#)
- [Guest List](#)
- [Reports](#)
- [Messages](#)
- [Users](#)
- [User Logs](#)
- [Settings](#)

Admin - Bataan White Corals Beach Resort

Additional Reservation Summary

[Back](#)

Your stay

Check-in: September 15, 2018 Check-out: September 16, 2018

Night(s): 1

Total Room Charge: 5,068.00				
Room	Rate	Quantity	Night(s)	Subtotal
Tatay	5068.00	1	1	5068

Extra: 500.00				
Type	Rate	Quantity	Night(s)	Subtotal
Adult	570.00	0	1	0
Child	500.00	1	1	500

Total: ₱ 5,568.00

[Cancel](#) [Add Reservation](#)

STEP 34: After the guest choose their additional desired room, it will show the summary of the room’s total charge as well as the extra charges that the guest must pay.

GUEST LIST (*Reservation Information - Modify Date*)

Welcome JUAN,

[Log Out](#)

- [Dashboard](#)
- [Room Status](#)
- [Manage Rooms](#)
- [Walk in Reservation](#)
- Guest List**
- [Reports](#)
- [Messages](#)
- [Users](#)
- [User Logs](#)
- [Settings](#)

Reservation Information

Check in: Check out:

[Print Receipt](#) [Print Invoice](#) [Cancel Reservation](#)

Guest Information				
Transaction ID:	090218DE30F			
Name:	MR. FRENZ DELGADO			
Email:	DELGADO.FRENZ@GMAIL.COM			
Check In:	September 15, 2018			
Check Out:	September 16, 2018			
Reservation Status:	CONFIRMED			
Guest Status:				
Reservation Amount:	₱ 11,136.00			
Add ons Amount:	₱ 0.00			
Total Amount:	₱ 11,136.00			
Paid Amount:	₱ 5,000.00			
Remaining Balance:	₱ 6,136.00			

Payment History				
Date	Payment Code	Cash	Change	Action
09/02/2018	PD0902189L8U0	5,000.00	0.00	VOID
Total Cost		₱ 11,136.00		
Paid		₱ 5,000.00		

STEP 35: When you click the modify date button in the reservation information of the guest list module, it will show display the check in and out date that the admin can edit for the guest.

GUEST LIST (*Reservation Information - Proof of Payment*)

Welcome JUAN,

[Log Out](#)

- [Dashboard](#)
- [Room Status](#)
- [Manage Rooms](#)
- [Walk in Reservation](#)
- Guest List**
- [Reports](#)
- [Messages](#)
- [Users](#)
- [User Logs](#)
- [Settings](#)

Proof of Payment

BDO Transaction ID: 090218DE30F
Name: FRENZ DELGADO

Company Name	Date
BDO	9-7-18
Institution Code	Product Code
(Please refer to the list of institution and product codes at depositor's willing table.)	

Payment Details

Subscriber's Account No.: 628299362729
Subscriber's Name: Bataan White Corals Beach Resort
Please use separate slip for each mode of payment.

CASH PAYMENT BREAKDOWN

Denomination	Pieces	Amount
1,000	5	5,000.00

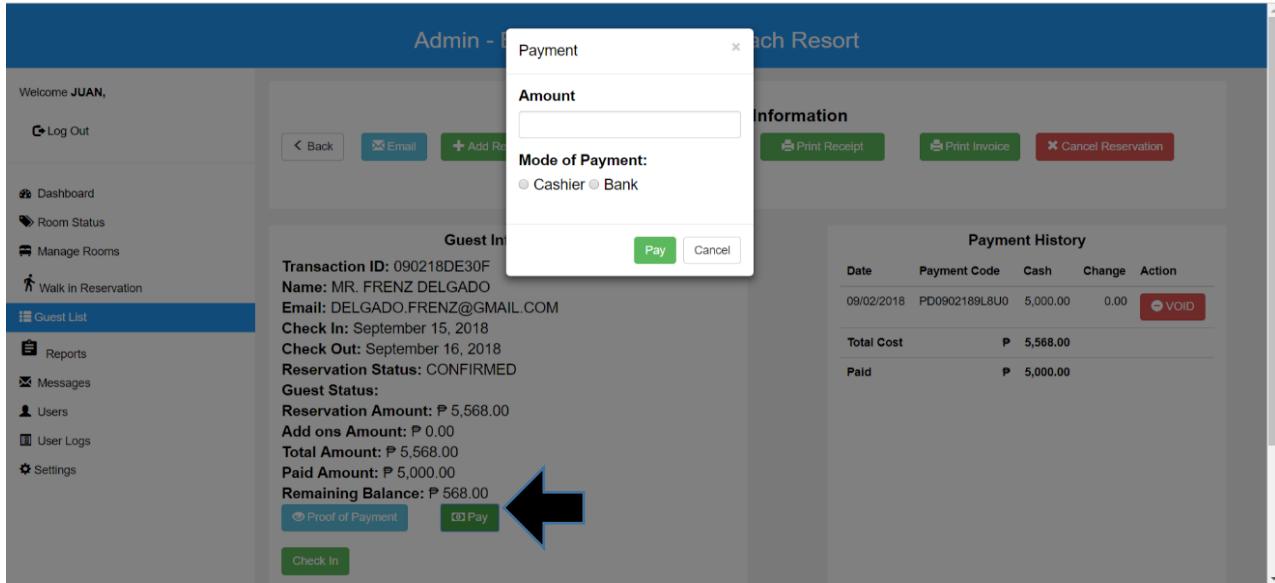
[Print Invoice](#) [Cancel Reservation](#)

Payment History

Payment Code	Cash	Change	Action
2018 PD0902189L8U0	5,000.00	0.00	VOID
Cost		₱ 11,136.00	
		₱ 5,000.00	

STEP 36: When you click the “ proof of payment” button in the guest information of the guest list module, it will show the uploaded image by the guest where the admin can view.

GUEST LIST (*Reservation Information - Payment*)



STEP 37: When you click the “pay” button in the guest information of the guest list module, the admin will input the amount paid by the guest and he/she will indicate if the mode of payment is through bank or cashier.

GUEST LIST (*Reservation Information - Availed Reservation*)

Availed Reservation
(NOTE: You can only decrease the quantity of the room and modify the number of guests.)

Name	Quantity	Adult	Child
Anak	1	4	3

Cancel Save

Reservation Amount: ₱ 5,568.00
Add ons Amount: ₱ 0.00
Total Amount: ₱ 5,568.00
Paid Amount: ₱ 5,000.00
Remaining Balance: ₱ 568.00

Proof of Payment Pay Check In

Availed Reservation

Room Type	Quantity	Adult(s)	Child(ren)	Action
Anak	1	4	3	Edit

Availed Add Ons

Name	Quantity	Subtotal	Action

STEP 38: When you click the “edit” button in the availed reservation information of the guest list module, the admin will only modify and input the quantity, adult and child that the guest desires.

GUEST LIST (*Check In*)

Admin - Bataan White Corals Beach Resort

Welcome JUAN,
Log Out

Dashboard Room Status Manage Rooms Walk in Reservation Guest List Reports Messages Users User Logs Settings

All 7 Waitlist 2 Check-in Check-out 1 Pending 1 Expired 1 Cancelled 2

Show 10 entries Search:

Check-in

Transaction ID	Name	Check In	Check Out	Reservation Status	Guest Status	Action
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

STEP 39: Displays the table or list of guests who are checked in. It includes also the transaction ID, name of the guest, check in and out date, reservation and guest status that can be viewed by the admin.

GUEST LIST (*Check out*)

The screenshot shows the 'Check-out' section of the guest list. The top navigation bar includes links for All (7), Waitlist (2), Check-in, Check-out (1), Pending (1), Expired (1), and Cancelled (2). The main table has columns for Transaction ID, Name, Check In, Check Out, Reservation Status, Guest Status, and Action. One entry is listed: Transaction ID 090618THFIW, Name Juan dela cruz, Check In September 06, 2018, Check Out September 07, 2018, Reservation Status CONFIRMED, Guest Status CHECKED OUT, and Action with a 'View' button.

Transaction ID	Name	Check In	Check Out	Reservation Status	Guest Status	Action
090618THFIW	Juan dela cruz	September 06, 2018	September 07, 2018	CONFIRMED	CHECKED OUT	<button>View</button>

STEP 40: List of guests who checked out in the resort where the transaction ID, name of the guest, check in and out date, reservation and guest status are displayed

GUEST LIST (*Pending*)

The screenshot shows the 'Pending' section of the guest list. The top navigation bar includes links for All (23), Waitlist (2), Check-in (1), Check-out (3), Pending (selected), Expired (14), and Cancelled (3). The main table has columns for Transaction ID, Expiration, Name, Check In, Check Out, Reservation Status, and Action. A message indicates 'No data available in table'. The table is empty.

Transaction ID	Expiration	Name	Check In	Check Out	Reservation Status	Action
----------------	------------	------	----------	-----------	--------------------	--------

STEP 41: List of guests that are pending it also includes the transaction ID, expiration, name of the guest, check in and out date and reservation status are displayed.

GUEST LIST (*Expired*)

The screenshot shows the 'Admin - Bataan White Corals Beach Resort' interface. On the left, there's a sidebar with navigation links: Dashboard, Room Status, Manage Rooms, Walk in Reservation, Guest List (which is highlighted in blue), Reports, Messages, Users, User Logs, and Settings. The main content area has a header 'Admin - Bataan White Corals Beach Resort'. Below it, a navigation bar includes 'All' (23), 'Waitlist' (2), 'Check-In' (1), 'Check-out' (3), 'Pending', 'Expired' (14) (which is selected and highlighted in blue), and 'Cancelled' (3). The main table is titled 'Expired' and shows the following data:

Transaction ID	Date Expired	Name	Check In	Check Out	Reservation Status
092218B42N3	September 25, 2018 08:43 PM	FLORA CIPRIANO	November 01, 2018	November 02, 2018	EXPIRED

Showing 1 to 1 of 1 entries.

STEP 42: List of guests that are pending it also includes the transaction ID, expiration, name of the guest, check in and out date and reservation status are displayed.

GUEST LIST (*Cancelled*)

The screenshot shows the 'Admin - Bataan White Corals Beach Resort' interface. The sidebar and navigation bar are identical to the previous screenshot. The main content area has a header 'Admin - Bataan White Corals Beach Resort'. Below it, a navigation bar includes 'All' (23), 'Waitlist' (2), 'Check-In' (1), 'Check-out' (3), 'Pending', 'Expired' (14), and 'Cancelled' (3). The main table is titled 'Cancelled' and shows the following data:

Transaction ID	Name	Check In	Check Out	Reservation Status
091918X9R6C	FRENZ DELGADO	September 19, 2018	September 20, 2018	CANCELLED
092418FHN14	GIANNE ADUANA	September 26, 2018	September 30, 2018	CANCELLED
103118OJ7GE	JOHN DOE	November 01, 2018	November 02, 2018	CANCELLED

Showing 1 to 3 of 3 entries.

STEP 43: List of cancelled reservation of the guests. It also includes the transaction ID, name of the guest, check in and out date and reservation status are displayed.

VII. REPORTS PAGES (*Profit Report - Daily*)

Welcome JUAN,

[Log Out](#)

- [Dashboard](#)
- [Room Status](#)
- [Manage Rooms](#)
- [Walk in Reservation](#)
- [Guest List](#)
- [Reports](#)
- [Messages](#)
- [Users](#)
- [User Logs](#)
- [Settings](#)

Profit Report

Frequency:	Start Date:	End Date:	Submit
<input type="button" value="Daily"/>	<input type="button" value="2018-09-07"/>	<input type="button" value="2018-09-07"/>	

[Print PDF](#)

Daily Reports from September 02, 2018 to September 02, 2018

Date	Bank	Cashier	Total
September 02, 2018	5,068.00	0.00	5,068.00
Grand Total	₱ 5,068.00	₱ 0.00	₱ 5,068.00

STEP 44: The daily profit report, which the admin can view, from the admin's reports page indicating the date, mode of payments such as through bank and cashier and display the total profit earned within the day. It also lets the admin print a PDF of the report.

REPORT PAGE (*Profit Report PDF - Daily*)

Welcome JUAN,

[Log Out](#)

- [Dashboard](#)
- [Room Status](#)

Profit Report

Frequency:	Start Date:	End Date:	Submit
<input type="button" value="Daily"/>	<input type="button" value="2018-09-07"/>	<input type="button" value="2018-09-07"/>	

[Print PDF](#)


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Bataan White Corals Beach Resort

DAILY PROFIT REPORT
From September 02, 2018 to September 02, 2018

Date	Bank	Cashier	Total
September 02, 2018	5,068.00	0.00	5,068.00
Grand Total	Php 5,068.00	Php 0.00	Php 5,068.00

Prepared by:
FRENZ DELGADO
Authorized Personnel

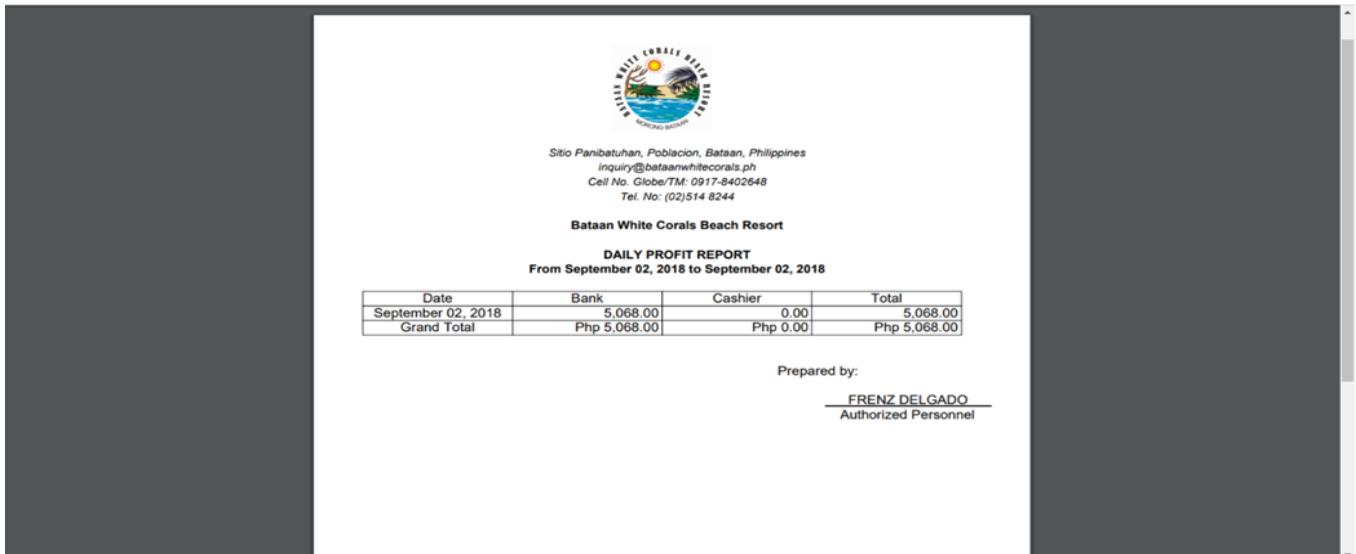
STEP 45: When you click “print PDF”, it will show the generated report of the daily profit report listing the date, mode of payments such as bank and cashier and the total profit earned by the resort. The admin can also print and have a hard copy of it.

REPORT PAGE (*Profit Monthly*)

Date	Bank	Cashier	Total
September 2018	5,068.00	10,136.00	15,204.00
Grand Total	₱ 5,068.00	₱ 10,136.00	₱ 15,204.00

STEP 46: The monthly profit report, which the admin can view, from the admin’s reports page indicating the date, mode of payments such as through bank, cashier, and display the total profit earned within the month. It also lets the admin print a PDF of the report

REPORT PAGE (*Profit Report PDF - Monthly*)



STEP 47: When you click “print PDF”, it will show the generated report of the monthly report listing the date, mode of payments such as bank and cashier and the total profit earned by the resort. The admin can also print and have a hard copy of it.

REPORT PAGE (*Profit Yearly*)

Welcome JUAN,

[Log Out](#)

- [Dashboard](#)
- [Room Status](#)
- [Manage Rooms](#)
- [Walk in Reservation](#)
- [Guest List](#)
- [Reports](#)
- [Messages](#)
- [Users](#)
- [User Logs](#)
- [Settings](#)

Profit Report

Frequency: Daily Start Date: 2018-09-08 End Date: 2018-09-08

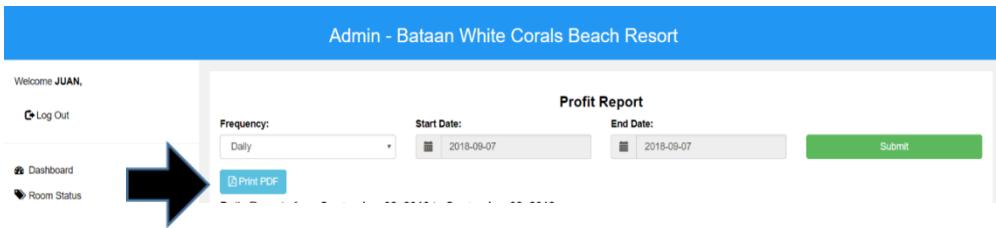
[Print PDF](#)

Yearly Report from 2018 to 2018

Date	Bank	Cashier	Total
2018	5,068.00	20,272.00	25,340.00
Grand Total	PHP 5,068.00	PHP 20,272.00	PHP 25,340.00

STEP 48: The yearly profit report, which the admin can view, from the admin's reports page indicating the date, mode of payments such as through bank, cashier, and display the total profit earned within the month. It also lets the admin print a PDF of the report.

REPORT PAGE (*Profit Report PDF - Yearly*)



The screenshot shows the Admin - Bataan White Corals Beach Resort interface. On the left, there is a sidebar with 'Welcome JUAN,' 'Log Out,' 'Dashboard,' and 'Room Status.' The main area is titled 'Profit Report' and includes fields for 'Frequency:' (set to 'Daily'), 'Start Date:' (set to '2018-09-07'), and 'End Date:' (set to '2018-09-07'). Below these are 'Submit' and 'Print PDF' buttons. A large blue arrow points from the 'Print PDF' button to the generated PDF report on the right.



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Bataan White Corals Beach Resort

YEARLY PROFIT REPORT
FROM 2018 TO 2018

Date	Bank	Cashier	Total
2018	5,068.00	20,272.00	25,340.00
Grand Total	Php 5,068.00	Php 20,272.00	Php 25,340.00

Prepared by:
FRENZ DELGADO
 Authorized Personnel

STEP 49: When you click “print PDF”, it will show the generated report of the yearly report listing the date, mode of payments such as bank and cashier and the total profit earned by the resort. The admin can also print and have a hard copy of it

REPORT PAGE (*Room Reservations Report*)

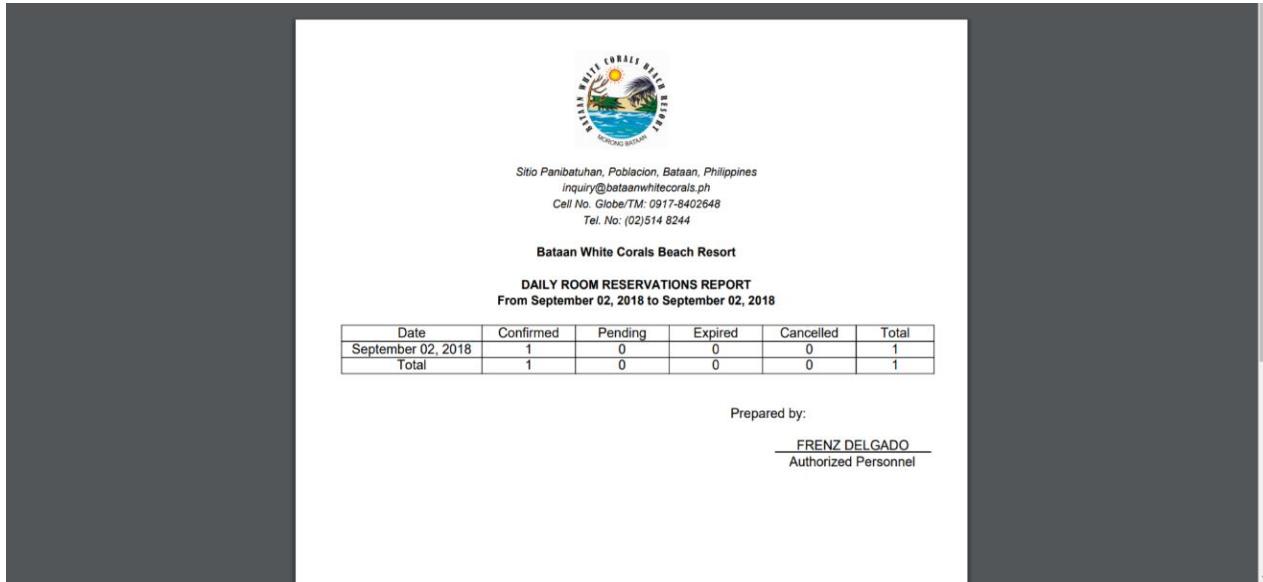
The screenshot shows the admin dashboard for Bataan White Corals Beach Resort. On the left, there is a sidebar with various menu items: Dashboard, Room Status, Manage Rooms, Walk In Reservation, Guest List, Reports (which is selected and highlighted in blue), Messages, Users, User Logs, and Settings. The main content area is titled "Room Reservations Report" and displays a daily report from September 02, 2018, to September 02, 2018. The report includes fields for Frequency (set to Daily), Start Date (2018-09-08), and End Date (2018-09-08). A "Print PDF" button is available. The report table shows the following data:

Date	Confirmed	Pending	Expired	Cancelled	Total
September 02, 2018	1	0	0	0	1
Total	0	1	0	0	1

STEP 50: The daily room reservations report which the admin can view the summary from the admin's reports page indicating the date, numbers of confirmed, pending, expired and cancelled reservation. It also lets the admin print a pdf of the report.

REPORT PAGE (*Room Reservations Report PDF - Daily*)

This screenshot is identical to the one above, showing the "Room Reservations Report" page. A large black arrow points to the "Print PDF" button, highlighting the action being described in the step. The report table data is the same as in the previous screenshot.



STEP 51: When you click “print PDF”, it will show the generated report of the daily room reservations report listing the date, numbers of confirmed, pending, expired and cancelled reservation as well as the total numbers of room reserved within the day.

REPORT PAGE (*Room Reservations Report - Monthly*)

Date	Confirmed	Pending	Expired	Cancelled	Total
September 2018	5	1	5	2	13
Total	5	0	5	2	13

STEP 52: The daily room reservations report which the admin can view the summary from the admin's reports page indicating the date, numbers of confirmed, pending, expired and cancelled reservation. It also lets the admin print a pdf of the report.

REPORT PAGE (*Room Reservations Report PDF - Monthly*)

The screenshot shows the Admin - Bataan White Corals Beach Resort interface. On the left, there is a sidebar with options: Dashboard, Room Status, Manage Rooms, Walk in Reservation, Guest List, and Reports (which is highlighted). The main area is titled "Room Reservations Report". It has fields for Frequency (set to Daily), Start Date (2018-09-08), End Date (2018-09-08), and a "Print PDF" button. Below these are two tables. The first table shows a monthly breakdown from September 01, 2018, to September 30, 2018, with columns for Date, Confirmed, Pending, Expired, Cancelled, and Total. The second table shows a total for the month of September 2018. A blue arrow points to the "Print PDF" button.

Date	Confirmed	Pending	Expired	Cancelled	Total
September 2018	5	1	5	2	13

	Confirmed	Pending	Expired	Cancelled	Total
Total	5	0	5	2	13


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Bataan White Corals Beach Resort

DAILY ROOM RESERVATIONS REPORT
From September 02, 2018 to September 02, 2018

Date	Confirmed	Pending	Expired	Cancelled	Total
September 02, 2018	1	0	0	0	1
Total	1	0	0	0	1

Prepared by:
FRENZ DELGADO
Authorized Personnel

STEP 53: When you click “print PDF”, it will show the generated report of the monthly room reservations report listing the date, numbers of confirmed, pending, expired and cancelled reservation as well as the total numbers of room reserved within the month.

REPORT PAGE (*Room Reservations Report - Yearly*)

Room Reservations Report

Date	Confirmed	Pending	Expired	Cancelled	Total
2018	5	1	5	2	13
Total	5	0	5	2	13

STEP 54: The yearly room reservations report which the admin can view the summary from the admin's reports page indicating the date, numbers of confirmed, pending, expired and cancelled reservation. It also lets the admin print a pdf of the report.

REPORT PAGE (*Room Reservations Report PDF - Yearly*)

Room Reservations Report

Date	Confirmed	Pending	Expired	Cancelled	Total
2018	5	1	5	2	13
Total	5	0	5	2	13

Bataan White Corals Beach Resort
YEARLY ROOM RESERVATIONS REPORT
FROM 2018 TO 2018

Date	Confirmed	Pending	Expired	Cancelled	Total
January 01, 2018	5	4	5	2	16
Total	5	0	5	2	16

Prepared by:
FRENZ DELGADO
Authorized Personnel

STEP 55: When you click “print PDF”, it will show the generated report of the monthly room reservations report listing the date, numbers of confirmed, pending, expired and cancelled reservation as well as the total numbers of room reserved within the month.

VIII. MESSAGES PAGE

STEP 56: When you click “messages” button, it allows the admin to interact with the guest such as replying for inquiries, concerns and suggestions as well as deleting a specific message given by the guest.

MESSAGES PAGE (Reply Email)

STEP 57: When you click “reply” it allows the admin reply to guest, it must consist of a “to” field, subject and message.

IX. ADMIN'S USER PAGE

Welcome JUAN,

All Users Admin Staff + Add User

Show 10 entries

Username	Name	Email	Role	Account Status	Action
frenzjr	FRENZ DELGADO	delgado.frenz@gmail.com	Admin	Enable	<button>Edit</button> <button>Delete</button>
juanD	JUAN DELA CRUZ	juanD@g.c	Admin	Enable	<button>Edit</button> <button>Delete</button>
tel	Jade Lazona	lazonately2016@gmail.com	Admin	Enable	<button>Edit</button> <button>Delete</button>

Showing 1 to 3 of 3 entries

STEP 58: Shows all registered users and their details. Also, the admin can edit and delete the information of the user.

USER'S PAGE (Edit Account Information)

Welcome JUAN,

All Users Admin Staff + Add User

Show 10 entries

Username	Name	Email	Role	Account Status	Action
frenzjr	FRENZ DELGADO	delgado.frenz@gmail.com	Admin	Enable	<button>Edit</button> <button>Delete</button>
juanD	JUAN DELA CRUZ	juanD@g.c	Admin	Enable	<button>Edit</button> <button>Delete</button>
tel	Jade Lazona	lazonately2016@gmail.com	Admin	Enable	<button>Edit</button> <button>Delete</button>

Showing 1 to 3 of 3 entries

Edit Account Information

First Name*	LAST NAME*
FRENZ	DELGADO
Username*	Email*
frenzjr	delgado.frenz@gmail.com
Role	Account Status
Admin	Enable

Save Changes Close/Cancel

STEP 59: When you click “edit” it shows the edit account information which the admin can modify the name, username, email, role and the account status of the user.

USER'S PAGE (Add User)

The screenshot displays two views of the 'Admin - Bataan White Corals Beach Resort' application. The top view shows the 'All Users' list with three entries: frenzj, DELGADO, and juanD. A blue arrow points to the 'Edit' button next to the first entry, frenzj. The bottom view shows the 'Add User' form, which includes fields for First Name*, Last Name*, Username*, Email*, Password*, Retype Password*, and Role (set to Admin). The 'Add User' button is at the bottom left, and a 'Cancel' button is at the bottom right.

STEP 60: When you click “add user” it shows that the admin can simply add a new user for the Bataan White Corals Beach Resort just providing the first and last name, username, email, password, and the assigned role of the user.

X. ADMIN USER LOGS PAGE

Welcome JUAN,

[Log Out](#)

Log-in History

Name	Role	Log-in Time	Log-out Time
FRENZ DELGADO	Admin	September 02, 2018 8:37 PM	September 02, 2018 8:38 PM
FRENZ DELGADO	Admin	September 02, 2018 8:38 PM	September 02, 2018 8:40 PM
FRENZ DELGADO	Admin	September 02, 2018 8:40 PM	September 02, 2018 8:45 PM
FRENZ DELGADO	Admin	September 02, 2018 8:57 PM	September 02, 2018 9:03 PM
FRENZ DELGADO	Admin	September 02, 2018 9:10 PM	September 02, 2018 9:47 PM
FRENZ DELGADO	Admin	September 03, 2018 12:46 AM	September 03, 2018 12:52 AM
FRENZ DELGADO	Admin	September 03, 2018 12:58 AM	September 03, 2018 12:51 PM
FRENZ DELGADO	Admin	September 03, 2018 12:51 PM	September 03, 2018 1:19 PM
FRENZ DELGADO	Admin	September 03, 2018 1:20 PM	September 03, 2018 1:20 PM
FRENZ DELGADO	Admin	September 03, 2018 1:25 PM	September 03, 2018 2:35 PM

Showing 1 to 10 of 34 entries

Previous [1](#) [2](#) [3](#) [4](#) Next

STEP 61: Lists the log-in history from the admin's user log page and list the registered account and their role.

XI. ADMIN SETTINGS PAGE (*Extras*)

Welcome JUAN,

[Log Out](#)

Extras

Name	Rate	Action
Adult	750.00	Edit
Child	500.00	Edit

Showing 1 to 2 of 2 entries

Previous [1](#) Next

STEP 62: When you click “extras” the admin settings page shows the rate of the adult and child when there are instances that the guest has an extra person with them.

ADMIN SETTINGS PAGE (*Add ons*)

The screenshot shows the Admin - Bataan White Corals Beach Resort interface. On the left, there's a sidebar with various administrative links: Dashboard, Room Status, Manage Rooms, Walk in Reservation, Guest List, Reports, Messages, Users, User Logs, and Settings. The Settings link is highlighted with a blue background. In the main content area, there are three tabs at the top: Extras, Add Ons (which is selected and highlighted in blue), and Bank Accounts. Below the tabs, there's a heading 'Add Ons' with a sub-section 'Add Ons'. A large black arrow points upwards from the 'Add Ons' button towards the tab bar. Underneath, there's a table with columns for Name, Units, Rate, and Action (with Edit and Delete buttons). The table contains three rows: Bed (Units 20, Rate 150.00), Pillow (Units 30, Rate 50.00), and Bedding (Units 40, Rate 100.00).

STEP 63: When you click “add ons” it shows that the admin can add, edit, view a list of add ons that the guest might avail once they are checked in. It also allows the admin to delete it.

ADMIN SETTINGS PAGE (*Bank Accounts*)

The screenshot shows the Admin - Bataan White Corals Beach Resort interface. The sidebar and tabs are identical to the previous screenshot. The main content area has a heading 'Available Banks For Deposits' with a sub-section 'Bank Accounts'. A large black arrow points upwards from the 'Bank Accounts' button towards the tab bar. Below, there's a table with columns for Bank Name, Account Number, Account Name, and Action (with Edit and Delete buttons). The table contains one row: BPI (Account Number 628299362729, Account Name FRENZ DELGADO). There are also search and pagination controls at the bottom.

STEP 64: When you click “bank account”, it allows the admin to add a new bank account and place their personal bank account.

ADMIN SETTINGS PAGE (*Information*)

The screenshot shows the 'User Setting' section under the 'Information' tab. The page title is 'Admin - Bataan White Corals Beach Resort'. On the left, there's a sidebar with navigation links: Welcome JUAN, Log Out, Dashboard, Room Status, Manage Rooms, Walk in Reservation, Guest List, Reports, Messages, Users, User Logs, and Settings. The main content area has tabs: Information (selected), Update Password, and Log-in History. Under 'User Information', there are fields for First Name (JUAN), Last Name (DELA CRUZ), Username (juanD), and Email (juanD@g.c). A green 'Update Information' button is at the bottom right.

STEP 65: Once, the admin clicked his/her name above the log-out button it will direct to the user settings where the admin can modify or edit his/her personal details.

XII. USER SETTINGS PAGE (*Update Password*)

The screenshot shows the 'User Setting' section under the 'Update Password' tab. The page title is 'Admin - Bataan White Corals Beach Resort'. The sidebar and tabs are identical to the previous screenshot. The main content area has three input fields: 'Old Password*', 'New Password*', and 'Retype Password*'. Below these fields are 'Reset' and 'Update Password' buttons.

STEP 66: The admin has the ability to change their desired password by inputting the old password and change their new password

USER SETTINGS PAGE(*Log-in History*)

The screenshot shows a web-based administration interface for 'Bataan White Corals Beach Resort'. The top navigation bar is blue with the text 'Admin - Bataan White Corals Beach Resort'. On the left, there is a sidebar with a welcome message 'Welcome JUAN,' and links for 'Log Out', 'Dashboard', 'Room Status', 'Manage Rooms', 'Walk in Reservation', 'Guest List', 'Reports', 'Messages', 'Users', 'User Logs', and 'Settings'. The main content area is titled 'User Setting' and has tabs for 'Information', 'Update Password', and 'Log-in History'. The 'Log-in History' tab is selected. It displays a table with two columns: 'Log-in Time' and 'Log-out Time'. The table shows ten entries from September 4, 2018, to September 7, 2018, at various times. A search bar and a pagination control are also present.

Log-in Time	Log-out Time
September 04, 2018 11:54 AM	September 04, 2018 2:52 PM
September 04, 2018 4:25 PM	September 04, 2018 4:27 PM
September 04, 2018 4:58 PM	September 04, 2018 7:20 PM
September 04, 2018 7:29 PM	September 04, 2018 7:38 PM
September 04, 2018 8:08 PM	September 04, 2018 8:09 PM
September 05, 2018 12:25 PM	September 05, 2018 9:09 PM
September 07, 2018 12:31 PM	September 07, 2018 5:35 PM
September 07, 2018 5:57 PM	September 07, 2018 5:59 PM
September 07, 2018 7:07 PM	September 07, 2018 9:18 PM
September 07, 2018 9:18 PM	September 07, 2018 10:58 PM

STEP 67: This shows the history of the admin on what date and time he/she logged in and out.