

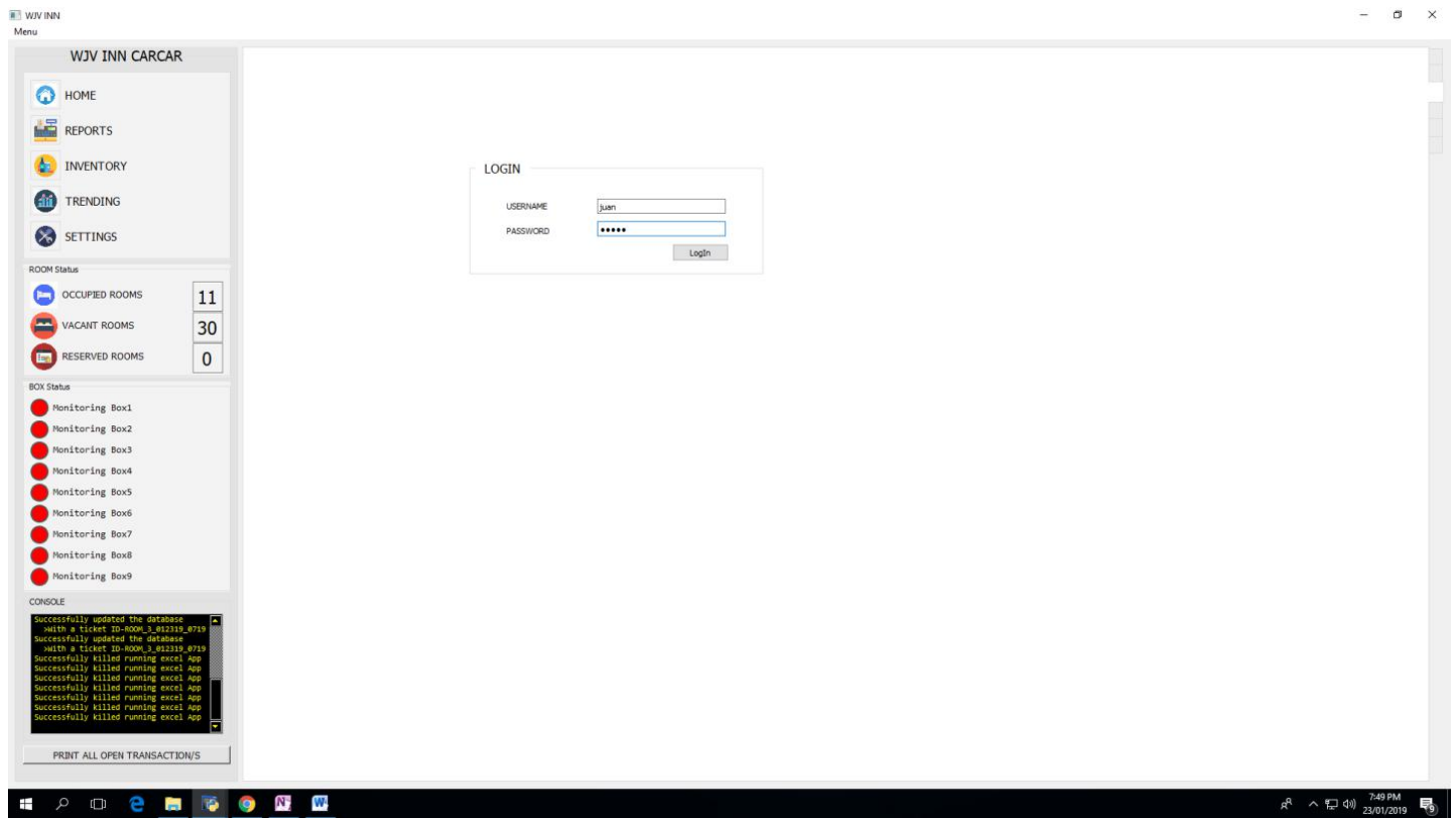
WJV HOTEL
MANAGEMENT SYSTEM
OPERATION MANUAL

OPENING THE PROGRAM

Click the main.py shortcut to open the program.



Main Window:



Input USER NAME and PASSWORD

LOGIN

USERNAME

PASSWORD

Login

HOME

Click HOME tab to open Home Window



WJV INN CARCAR

Menu

HOME
REPORTS
INVENTORY
TRENDING
SETTINGS

ROOM Status

OCCUPIED ROOMS 11
VACANT ROOMS 30
RESERVED ROOMS 0

BOX Status

Monitoring Box1
Monitoring Box2
Monitoring Box3
Monitoring Box4
Monitoring Box5
Monitoring Box6
Monitoring Box7
Monitoring Box8
Monitoring Box9

CONSOLE

Successfully updated the database
With a ticket ID: ROOM_2_012319_0718
Successfully updated the database
Successfully killed running excel App
Successfully updated the database
With a ticket ID: ROOM_3_012319_0719
Successfully updated the database
With a ticket ID: ROOM_1_012319_0719
Successfully killed running excel App
Successfully killed running excel App
Successfully killed running excel App

PRINT ALL OPEN TRANSACTION/S

VACANT RESERVED OCCUPIED OPEN TIME EXPECTED OUT OVERSTAYED

ROOM 01	ROOM 02	ROOM 03	ROOM 04	ROOM 05	ROOM 06	ROOM 07
DELUXE 3 Hrs Php 290 0:23:10 Update				REGULAR 3 Hrs Php 179 1 day, 4:07:01 Update		
ROOM 08	ROOM 09	ROOM 10	ROOM 11	ROOM 12	ROOM 13	ROOM 14
			REGULAR 3 Hrs Php 179 1 day, 2:43:02 Update			
ROOM 15	ROOM 16	ROOM 17	ROOM 18	ROOM 19	ROOM 20	ROOM 21
						REGULAR 3 Hrs Php 179 1 day, 4:07:19 Update
ROOM 22	ROOM 23	ROOM 24	ROOM 25	ROOM 26	ROOM 27	ROOM 28
	REGULAR 3 Hrs Php 179 1 day, 4:07:34 Update	REGULAR 3 Hrs Php 179 23:34:29 Update	REGULAR 3 Hrs Php 179 23:40:29 Update		REGULAR 3 Hrs Php 179 1 day, 3:55:01 Update	
ROOM 29	ROOM 30	ROOM 31	ROOM 32	ROOM 33	ROOM 34	ROOM 35
		REGULAR 3 Hrs Php 179 1 day, 3:55:03 Update				
ROOM 36	ROOM 37	ROOM 38	ROOM 39	ROOM 40	ROOM 41	WALK-IN
	REGULAR 3 Hrs Php 179 1 day, 3:54:58 Update			REGULAR 3 Hrs Php 179 1 day, 4:49:59 Update		Purchase Items

Color Code Status:

- GREEN – Check in room
- PINK – 10 mins before expected Check-out
- YELLOW – System Check in
- RED – Over expected Check out
- BLUE – Open Time

CHECK IN

To check in guest, click Update

Click drop down menu and select desired Room Rate or Type

Click ADD to check in

The screenshot shows the 'TRANSACTIONS' window with the 'ROOM_2' tab selected. The 'ROOM RATES' section has a dropdown menu open, displaying options: 'REGULAR 3 Hrs Php 179', 'REGULAR 12 Hrs Php 369', 'REGULAR 24 Hrs Php 739', 'DELUXE 3 Hrs Php 290', 'DELUXE 12 Hrs Php 850', and 'DELUXE 24 Hrs Php 1520'. The first option is selected. To the right of the dropdown are 'EXT' and 'ADD' buttons, with a radio button next to 'ADD'. Below the dropdown is a quantity input field with '1' and up/down arrows, followed by another 'ADD' button. The 'MERCHANDISE / OTHERS' section has a 'Transfer Room' button. The 'Transaction Summary' section displays 'GOOD DAY! Welcome to WJV INN'. At the bottom are 'CHECKOUT', 'PRINT', and 'EXIT' buttons.

For EXTRA HEADS, input number of heads then click ADD

For MERCHANDISE, click drop down box and choose ordered merchandise, input quantity then click ADD

The screenshot shows the 'TRANSACTIONS' window with the 'ROOM_2' tab. The 'ROOM RATES' section now shows 'REGULAR 3 Hrs Php 179' selected. Below it, the '+EXTRA HEADS' section has a quantity input field with '1' and up/down arrows, followed by an 'ADD' button. The 'MERCHANDISE / OTHERS' section has a dropdown menu open, showing 'ID36 : BEER - Php 95' selected. To the right of the dropdown is a quantity input field with '1' and up/down arrows, followed by an 'ADD' button. The 'TRANSFER ROOM' section has a dropdown menu showing 'ROOM_3' selected, followed by a 'Transfer' button. Red arrows point to the 'ADD' buttons for '+EXTRA HEADS' and 'MERCHANDISE / OTHERS', and to the quantity input fields for both.

To transfer room, click drop down box and choose appropriate room then click Transfer.

The screenshot shows a software window titled "TRANSACTIONS" with a sub-header "ROOM_2". It contains several input fields and buttons. The "ROOM RATES" field is set to "REGULAR 3 Hrs Php 179". The "+EXTRA HEADS" field is set to "1". The "MERCHANDISE / OTHERS" field is set to "ID36 : BEER - Php 95". The "TRANSFER ROOM" dropdown menu is open, showing a list of rooms from "ROOM_3" to "ROOM_14", with "ROOM_3" selected. Red arrows point to the dropdown menu and the "Transfer" button. The "Transaction Summary" section displays the hotel name "WJV INN", location "CARCAR Lapu-lapu City", date "Jan 23, 2019", check-in and check-out times, and a detailed breakdown of charges including room rate, extra heads, and merchandise, totaling "Php374.0". At the bottom, there are buttons for "CHECKOUT", "PRINT" (with a checked checkbox), and "EXIT".

Room charge, extra heads and merchandise details will be shown in the window below
To exit the window, click EXIT

CHECK OUT

To check out Guest, click CHECK OUT Button

Billing details will be print out in the thermal printer

You can chose to not print the billing details by clicking the print check box (remove v)

A close-up of the bottom of the window showing the "CHECKOUT" button and the "PRINT" checkbox, which is currently checked with a 'v'.

REPORTS

To open cashier report click report tab



Below window will open

Choose date and click Generate REPORT

Click Export to Excel to view report in Excel app

Click PRINT to automatically print the generated report

Cashiers REPORT

January, 2019

Generate REPORT

Export To Excel

PRINT

DATE: Wednesday, 23 January, 2019

WJV INN
(CARGAR BRANCH)

CASHIER'S DAILY REPORT

ROOM TRANSACTION

ROOM NO.	ROOM TYPE	OPEN TIME	CHECK IN	CHECK OUT	TOTAL TIME	+ HEADS	MERCHANDISE/ MEALS	Extra Charge (TAX)	CASHIER	TOTAL SALE
ROOM_26	DELUXE 3 Hrs Php 290	FALSE	2019-01-22 19:18:31	2019-01-22 14:09:29	18.88	0	0	1600	admin	1890
ROOM_27	DELUXE 3 Hrs Php 290	FALSE	2019-01-22 19:32:37	2019-01-22 14:09:50	18.62	0	0	1600	admin	1890
ROOM_10	DELUXE 12 Hrs Php 850	FALSE	2019-01-22 19:35:23	2019-01-22 14:22:06	18.58	0	0	700	admin	1550
ROOM_4	DELUXE 12 Hrs Php 850	FALSE	2019-01-22 19:40:53	2019-01-22 14:30:29	18.49	0	0	700	admin	1550
ROOM_3	REGULAR 3 Hrs Php 179	TRUE	2019-01-22 19:24:27	2019-01-22 14:24:38	19.81	0	0	1280	system	1459
ROOM_1	REGULAR 3 Hrs Php 179	FALSE	2019-01-22 19:18:28	2019-01-22 14:25:27	19.15	0	0	1280	admin	1459
ROOM_38	DELUXE 24 Hrs Php 1520	FALSE	2019-01-22 19:19:18	2019-01-22 14:38:17	19.32	0	0	0	admin	1520
ROOM_31	REGULAR 24 Hrs Php 739	FALSE	2019-01-22 14:48:06	2019-01-22 14:48:09	0.03	0	0	0	admin	739
ROOM_5	DELUXE 12 Hrs Php 850	FALSE	2019-01-22 14:49:56	2019-01-22 14:49:23	0.04	0	0	0	admin	850
ROOM_1	REGULAR 3 Hrs Php 179	TRUE	2019-01-22 14:49:45	2019-01-22 15:34:27	0.47	100	95	0	system	374
ROOM_14	REGULAR 3 Hrs Php 179	FALSE	2019-01-22 14:49:50	2019-01-22 15:34:37	0.48	0	80	0	admin	259
ROOM_41	REGULAR 3 Hrs Php 179	FALSE	2019-01-22 15:28:08	2019-01-22 15:28:18	0	0	0	0	clodong	179
ROOM_10	REGULAR 3 Hrs Php 179	FALSE	2019-01-22 15:32:58	2019-01-22 18:17:19	2.74	100	95	0	admin	374
ROOM_42	WALKIN 0 Hrs Php 0	FALSE	2019-01-22 18:30:51	2019-01-22 18:36:38	0.08	0	235	0	t	235
ROOM_42	WALKIN 0 Hrs Php 0	FALSE	2019-01-22 18:30:51	2019-01-22 20:35:51	2.07	0	235	0	system	235
ROOM_1	REGULAR 3 Hrs Php 179	FALSE	2019-01-22 15:40:40	2019-01-22 20:36:35	4.84	0	0	160	t	339

Php14,902.00

INVENTORY

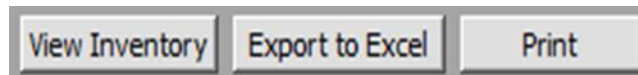
To check inventory, click INVENTORY tab



Click View Inventory to open Inventory

Click Export to Excel to open with Excel app

Click Print to print inventory report



Sample Inventory report :

View Inventory

Export to Excel

Print

WJV INN

Carcar Branch

January

	16		17		18		19		20		21		22		23		24		25		26		27		28		29		30		31		
	BI	DI	SI	BI	DI	SI	BI	DI	SI	BI	DI	SI	BI	DI	SI	BI	DI	SI	BI	DI	SI	BI	DI	SI	BI	DI	SI	BI	DI	SI	BI	DI	SI
BEER	0	0	0	0	8	0	8	0	1	7	0	0	7	0	0	7	188	4	191	0	1												
SMB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100	1	99	0	0												
REDHORSE	0	0	0	0	10	0	10	0	0	10	0	3	7	0	0	7	0	0	7	8	0	15	0	0									
WATER	0	0	0	0	35	0	35	0	1	34	0	0	34	0	5	29	0	5	24	16	0	40	0	0									
COKE/SPRITE/ROYAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
FIT N RIGHT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0	8	0	0										
LIPOVITAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	-4	0	0									
REDBULL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	-1	0	0	-1	0	0	0										
C2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
COBRA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	-2	0	0	-2	0	0	0										
GATORADE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
FRESH MILK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
MARLBORO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
LIGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
NOVA	0	0	0	0	7	0	7	0	1	6	0	6	0	1	5	0	5	0	5	0	5	0	0	0									
PIATOS	0	0	0	0	9	0	9	0	0	9	0	9	0	0	9	0	9	0	9	0	9	0	9	0									
TB/TP	0	0	0	0	11	0	11	0	0	11	0	0	11	0	0	11	0	0	11	0	0	11	0	0									
SHAMPOO	0	0	0	0	12	0	12	0	0	12	0	0	12	0	0	12	0	0	12	0	0	12	0	0									
CONDITIONER	0	0	0	0	12	0	12	0	0	12	0	0	12	0	0	12	0	0	12	0	0	12	0	0									
NAPKIN	0	0	0	0	8	0	8	0	0	8	0	0	8	0	0	8	0	0	8	0	0	8	0	0									
CONDOM	0	0	0	0	60	0	60	0	0	60	0	0	60	0	0	60	0	0	60	0	0	60	0	0									
3 IN 1 COFFEE	0	0	0	0	10	0	10	0	0	10	0	0	10	0	1	9	0	0	9	0	0	9	0	0									
PANTY LINER	0	0	0	0	16	0	16	0	0	16	0	0	16	0	0	16	0	0	16	0	0	16	0	0									
CUP NOODLES	0	0	0	0	10	0	10	0	0	10	0	0	10	0	1	9	0	0	9	0	0	9	0	0									
HOTSILOG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
TOCISLOG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
CORNSILOG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
PORKSILOG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
TAPSILOG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
CHICKSILOG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
CALAMARES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
SINIGANG BABOY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
BATCHOY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
BREADED_PORK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
PANCITCANTON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
BUTTERDCHICKEN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
LONGSILOG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
FRENCHFRIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
extra rice	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									

BI – Beginning Inventory

DI – Delivery

SI – Sales

SETTINGS

Click Settings tab to add/edit USER, ROOM TYPE, RATES and MERCHANDISE



ADD USER

To add user account, input USERNAME and PASSWORD, CONFIRM then click Create

A screenshot of a web application interface. On the left is a sidebar menu titled "WJVV INN CARCAR" with icons and labels for HOME, REPORTS, INVENTORY, TRENDING, and SETTINGS. The SETTINGS option is highlighted. On the right is a form titled "CREATE NEW USER/PASSWORD" with input fields for USERNAME, PASSWORD, and CONFIRM PASS, and a "Create" button at the bottom.

CREATE ROOM RATES and TYPE

Input Name, Price , +Hour and+Head rates then click ADD

Name sample Format: REGULAR 12 Hrs

A screenshot of a form titled "ADD NEW ITEMS". Under the heading "ROOM RATES :", there is a text input field with a blue example text "(ex: REGULAR 12 Hrs)". Below this are four input fields labeled "Name :", "Price :", "+Hour", and "+Head". To the right of these fields is a gray "ADD" button.

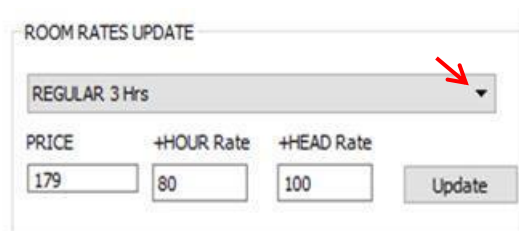
CREATE MERCHANDISE

Input Name, Price , Initial Qty then click ADD

A screenshot of a form titled "MERCHANDISE :". It contains four input fields labeled "Name :", "Price :", "Qty :", and "Min:". The "Qty" and "Min" fields have the number "0" entered. To the right of these fields is a gray "ADD" button.

EDIT ROOM RATE

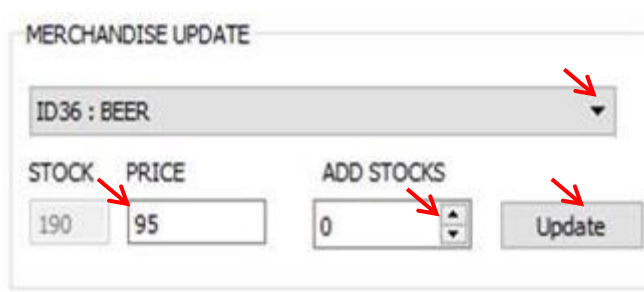
To change price, extra hours and head input the new rates then click Update



EDIT MERCHANDISE PRICE

To change price choose the merchandise item, input new price then click Update

To add inventory, choose the merchandise item, input delivery stock then click Update



Click View Inventory to check that the added inventory stock reflects on the DI (Delivery column)

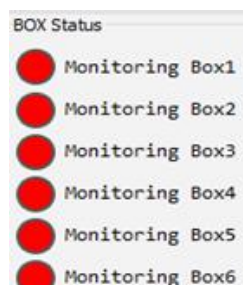


	16			17		
	BI	DI	SI	BI	DI	SI
BEER	0	0	0	0	8	0
SMB	0	0	0	0	0	0
REDHORSE	0	0	0	0	10	0
WATER	0	0	0	0	35	0

LOG-OUT :

Click Menu then Log-out

OTHERS :



For system with Auto Check In system

Red – box not functional

Green – box functions normally

COMMON PROBLEM AND ACTIONS :

- | | |
|-----------------------------------|--|
| 1. Hang-up system | - Restart PC |
| 2. No printing at thermal printer | - Check power ON |
| | - Check if no pending print |
| | - Check if thermal paper positions properly |
| 3. No printing at Main printer | - Check power ON |
| | - Check if no pending print |
| 4. No display on monitor | - Check cables (properly connected) |
| 5. Alarm sound of UPS | - normal after 15 minutes with no power (brownout) |

