

# IN-IT-GUEST HMS

User Guide

User guide for the IN-IT-GUEST HMS system

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## Table of Contents

<b>Login Screen .....</b>	<b>3</b>
Functionalities .....	3
<b>Process Screen.....</b>	<b>3</b>
Functionalities .....	4
<b>Reservations.....</b>	<b>4</b>
Functionalities .....	4
<b>Reception .....</b>	<b>11</b>
Functionalities .....	12
<b>Requests.....</b>	<b>15</b>
Functionalities .....	15
<b>Reports .....</b>	<b>17</b>
<b>Shifts.....</b>	<b>18</b>
Functionalities .....	19
<b>Tools.....</b>	<b>20</b>
Functionalities .....	20
<b>HK.....</b>	<b>28</b>
<b>Setup.....</b>	<b>29</b>
Functionalities .....	29
<b>How to Install.....</b>	<b>47</b>
Prerequisites.....	47
Java installation .....	47
Install and Setup Apache Tomcat Application Server(version: 8.0.23) .....	48
Install and Setup MySQL Service .....	50
Web Application Configuration .....	52
Database Settings.....	52
Export Settings .....	52
SMS Settings .....	53
References .....	54

## Login Screen

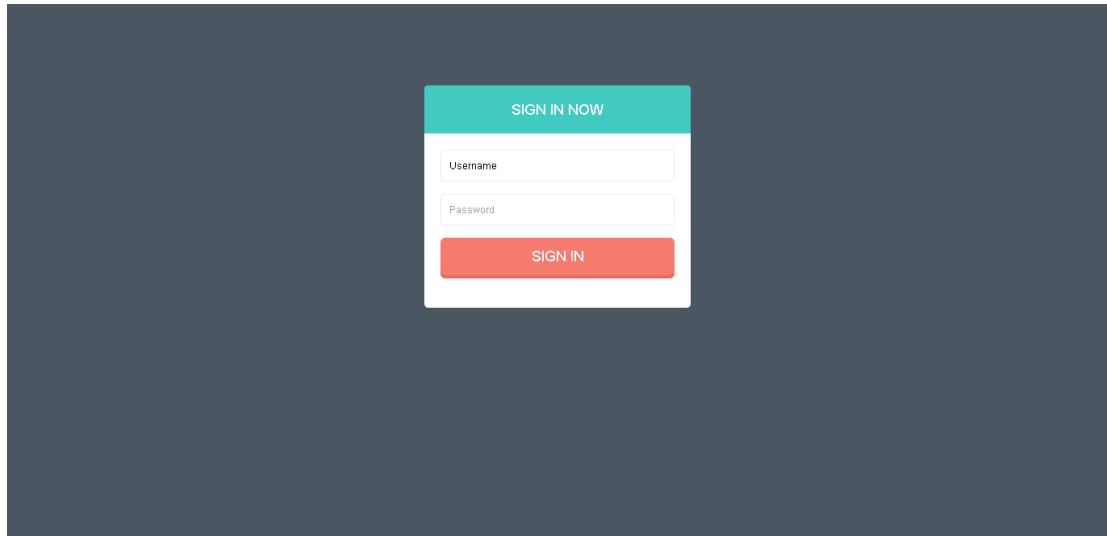


Fig: 1.1

## Functionalities

Login screen includes:

1. Username: User can specify the login username.
2. Password: User can specify the login password.

## Process Screen

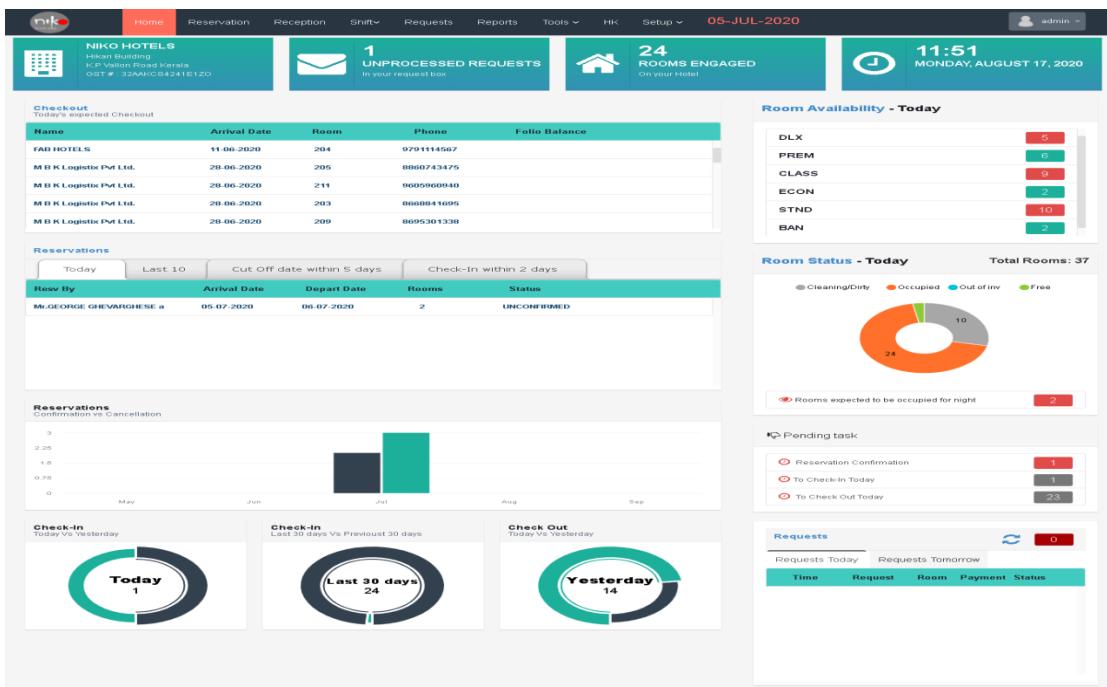


Fig: 2.1

## Functionalities

After successful login we can see the dashboard of the system. Here we can see the functionalities provided by this system. We can see there a top navigation, checkout list, reservation table, room status, reservation displayed in a bar diagram on the basis of confirmation vs. cancellation, pending task list, requests and pictorial representations of check in and check outs.

### 1. Top Navigation

Top navigation includes home button, reservation button, reception button, request button, reports button, HK button, three dropdowns like shift, tools and setup and the admin block with profile view portion, settings and logout option.

### 2. Checkout List

The check out list is given by the availability of room on the current day.

### 3. Reservations

Reservations table given by the details about the current day reservations, last 10 reservations, cutoff date within 5 days and the check in details within 2 days.

### 4. Room status

Pictorial representation of room status on current day, total number of rooms available gives in number and number of rooms expected to be occupied for night.

### 5. Reservations Bar diagram

Bar diagram gives the details about the reservations on the basis of cancellation Vs Confirmations.

### 6. Pending task

Pending task table gives the pending list of tasks.

### 7. Diagram of check in and check out

Pictorial representations of check in and check out details

### 8. Requests

There are two sections in requests table requests today and tommorrow. When we select the requests today column, today's requests details will shown in the below table and when we select the request tomorrow column, tomorrow request details will shown.

## Reservations

The screenshot shows a web-based reservation management system. At the top, there is a dark header bar with the 'niko' logo, a 'Home' button, a red 'Reservation' button (which is currently selected), 'Reception', 'Shifts', 'Requests', 'Reports', 'Tools', 'HK', and 'Setup' buttons, the date '05-JUL-2020', and an 'admin' dropdown. Below the header is a search bar with fields for 'Arrival' (05-07-2020), 'Nights' (1), 'Rooms' (2), 'Resv. For' (aa), 'Reservation Number' (dropdown), and a search icon. To the right of the search bar are buttons for 'ROOM LIST' and 'NEW RESERVATION'. The main area contains a table titled 'Reservation' with the following data:

Resv#	Arrival	Nights	Rooms	Resv. For	Resv. By	Status	Resv. On	Deposit	Days Left	Task
49	05-07-2020	1	2	aa	Mr.GEORGE GHEVARGHES	UNCONFIRMED	05-07-2020	0.00	1	

At the bottom of the table area, it says 'Showing 1 of 1 items' and has a dropdown for '10'. To the right, there are buttons for 'First', 'Previous', 'Next', and 'Last'.

Fig : 3.1

## Functionalities

Here the user can manage the Reservations in the hotel. User can search the reservations, filter the reservations, see the room list, and add new reservations using this screen.

“Room list” button - Navigate to the Room list screen.

“New Reservation” button- Navigate to the new reservation entry screen.

When user selects the item from dropdown shown in the screen used to filter the table as per the item.

#### Search criteria

1. Date
2. Name
3. Number

User can quick filter using this search bar

#### List Content

Sl. No.	Contents	Descriptions
1	Number	Enter the reference number
2	Arrival	Arrival date
3	Night	No. of night stay
4	Rooms	No. of rooms reserved
5	Reserved for	The room reserved for whom
6	Reserved by	Name of the client who reserved the room
7	Status	Status of the room
8	Reserved on	Date of reservations
9	Deposit	Advance payment
10	Day left	How many days left
11	Task	List of task assigned

Table: 3.1

When we click the down arrow seen in the search bar, a form will show as given below.

Resv. By	Status	Resv. On	Deposit	Days Left	Task
Mr. GEORGE GHEVARGHESSE a	UNCONFIRMED	05-07-2020	0.00	1	

Fig: 3.2

Here we can filter the data's using this form

1. Reserved By – name of the client who reserved the room.
2. Reservation status – reservation status.
3. Reserved date – date of reservation.
4. Arrival date – date of arrival

Then click search button to filter the details.

When we click the room list button, list screen will show as below.

The screenshot shows a grid of room numbers (106, 107, 206, 207, 306, 307, 105, 205, 301, 302, 303, 305, 101, 102, 103, 104, 201, 202) with their respective room types (DLX, PREM, CLASS) and check-in/check-out dates. A legend at the top indicates room status: OCCUPIED (red), VACANT (blue), OUT OF INV (purple), HK (yellow), DIRTY (orange), CLEAN (green), and CLEANING (light green). The interface includes a search bar, a date header (05-JUL-2020), and a navigation sidebar with buttons for 'NEW RESERVATION' and 'Deposit'.

Fig : 3.3

Here user can see the vacant room for the reservations.

Then the user clicks the “New Reservation” button the screen navigate to the registration screen as shown below.

The registration form includes fields for Arrival date (2020-07-05), Depart date (2020-07-06), Nights (1), Room (1), Adults (1), Children (0), Infants (0), Payment Source (DIRECT), Type (FIT), Cut-Off date (7/5/2020), and Meal Plan. To the right is an availability calendar for July and August 2020, showing dates from 1 to 31. Buttons for 'SEARCH', 'GUEST DETAILS & REVIEW', 'NEXT', and 'AVAILABILITY CALENDAR' are also present.

Fig: 3.4

This is the first step of reservation registration. Enter the details correctly

Sl. No.	Contents	Description
1	Arrival	Date of arrival
2	Depart date	Departure date
3	Nights	How many nights will stay
4	Rooms	No. of room needed
5	Adults	No. of adults
6	Children	No. of children
7	Infants	No. of infants
8	Payment source	Select the method of payment

9	Type	Select the type
10	Cut-off date	Select the cut-off date
11	Meal plan	Select the meal plan from the dropdown

Table : 3.2

User can see the availability calendar by clicking the button “Availability calendar” in the screen the click the next button for next step of registration. Then a new screen will show as below.

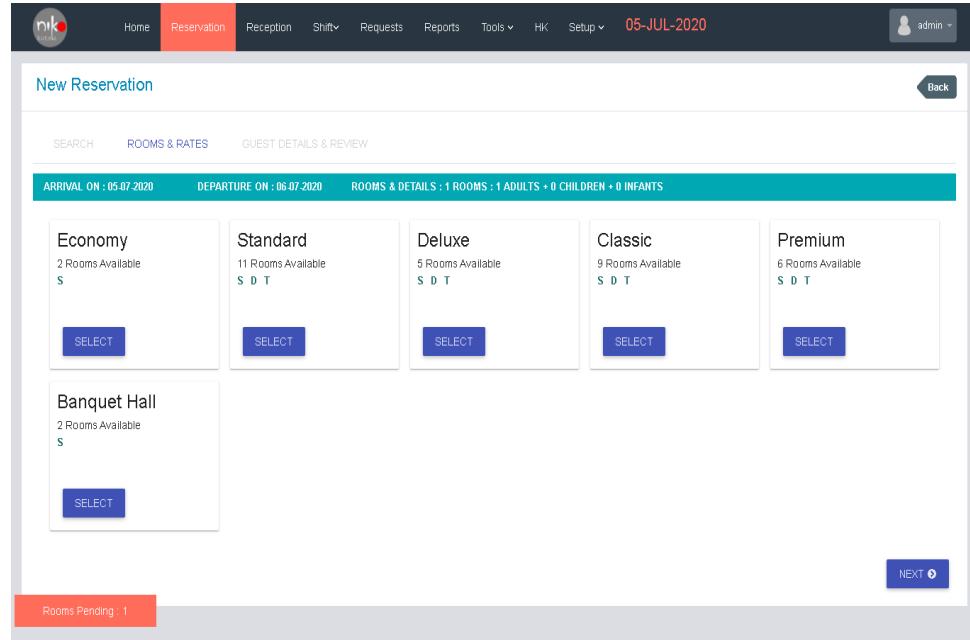


Fig:3.5

This is the next step of registration; here user can see the rooms and their rates. If the client selects the economy then click the select button then details will popup as shown below.

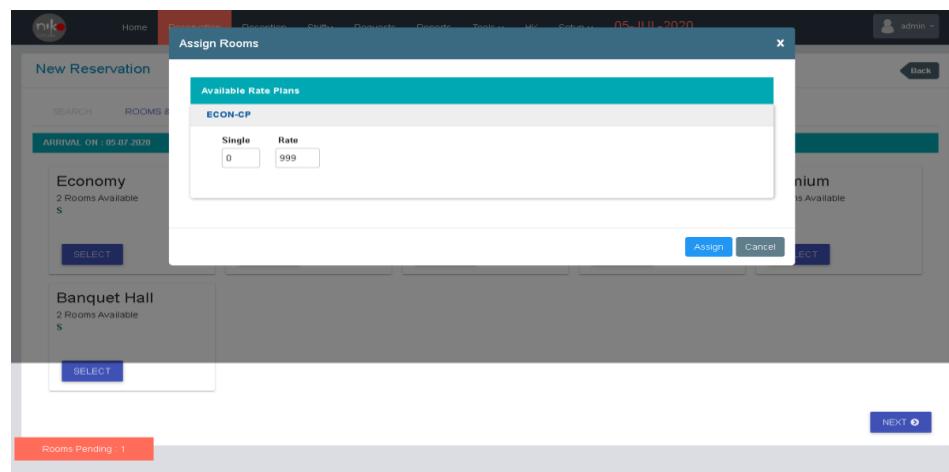


fig: 3.6

Select the no of single needed then the rate will shown in the screen, then click the assign button to assign the room.

If the client wants standard type room, the select the standard type by clicking the select button from the standard type column. Then a screen wills popup as shown below.

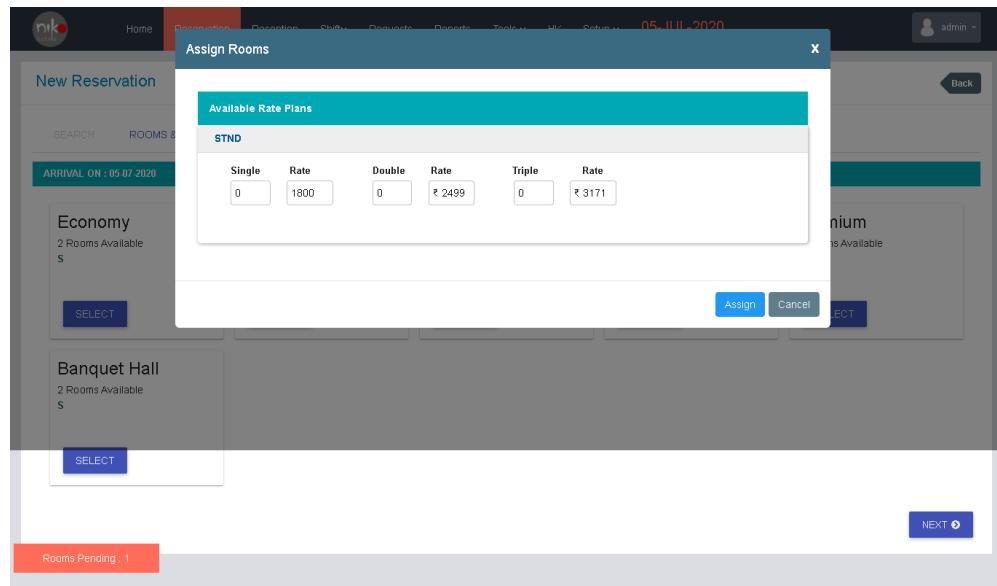


Fig: 3.7

Select the room type as single, double or triple then click the assign button to assign the room.

If the client wants deluxe type room, the select the Deluxe type by clicking the select button from the deluxe type column. Then a screen wills popup as shown below.

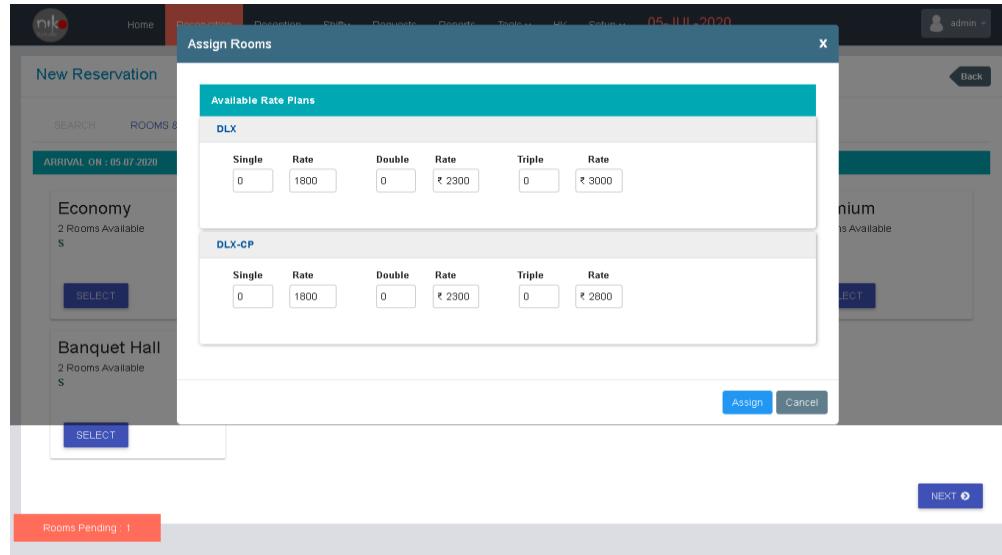


Fig: 3.8

Then select the room type and make sure about the rate of every room then click the assign button to assign the room.

If the client wants the classic type room, click the select button from the classic column then a screen wills popup as shown below.

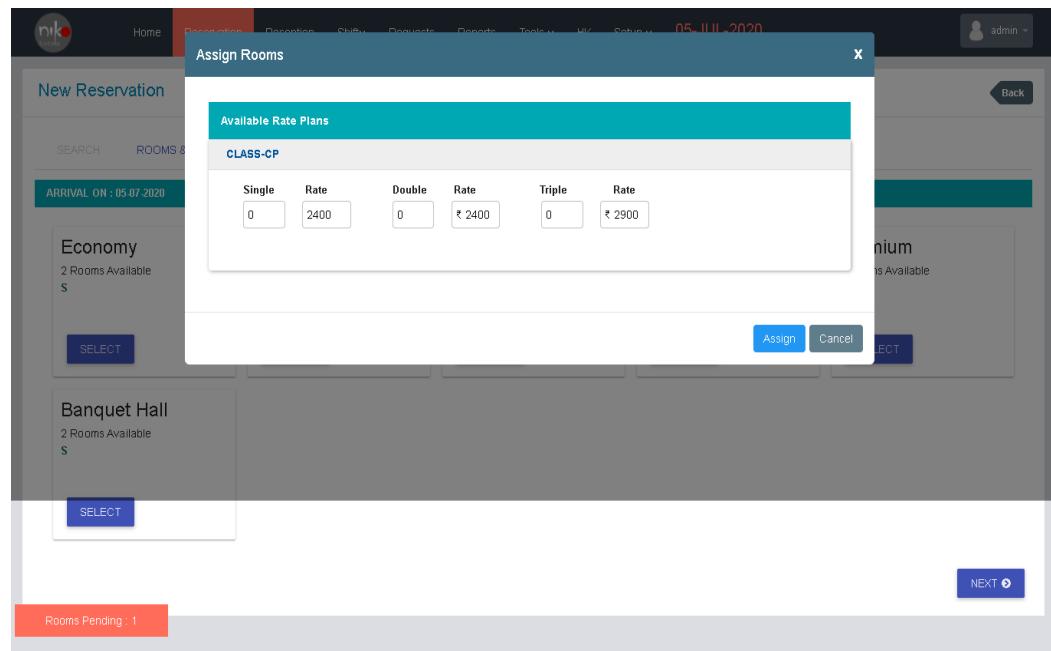


Fig: 3.9

Then select the room type and make sure about the rates then click the assign button to assign the room.

If the client wants the premium type room, click the select button from the premium column, then a screen will shown as below.

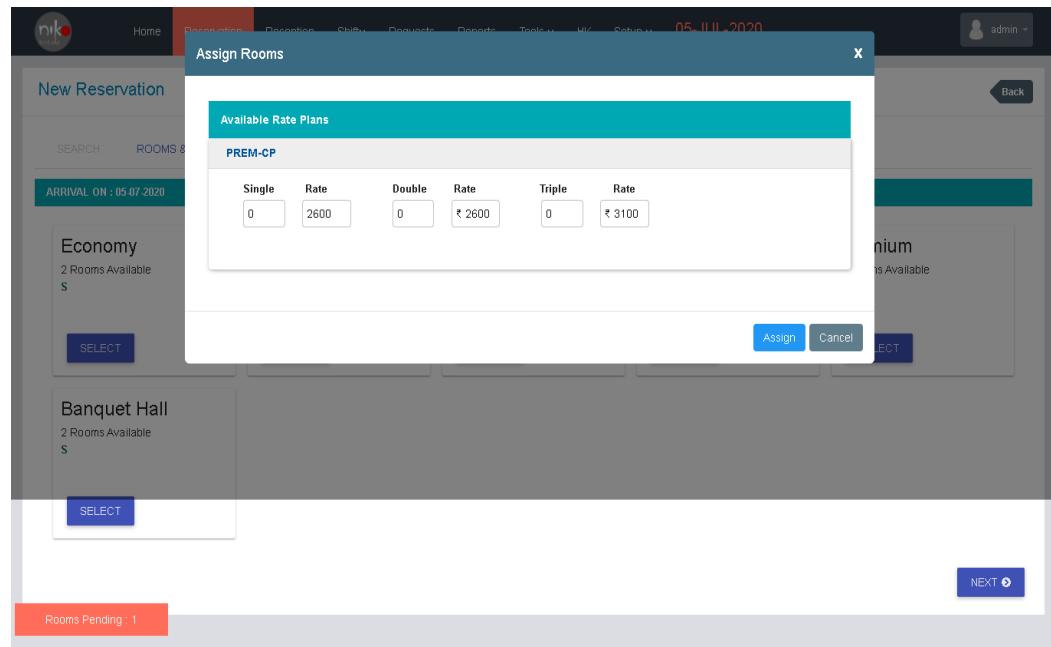


Fig: 3.10

Then select the rooms and make sure about the rates and then click the assign button to assign the room.

If the client wants the banquet hall, then click the select button from the banquet hall column, then a screen will shown as below.

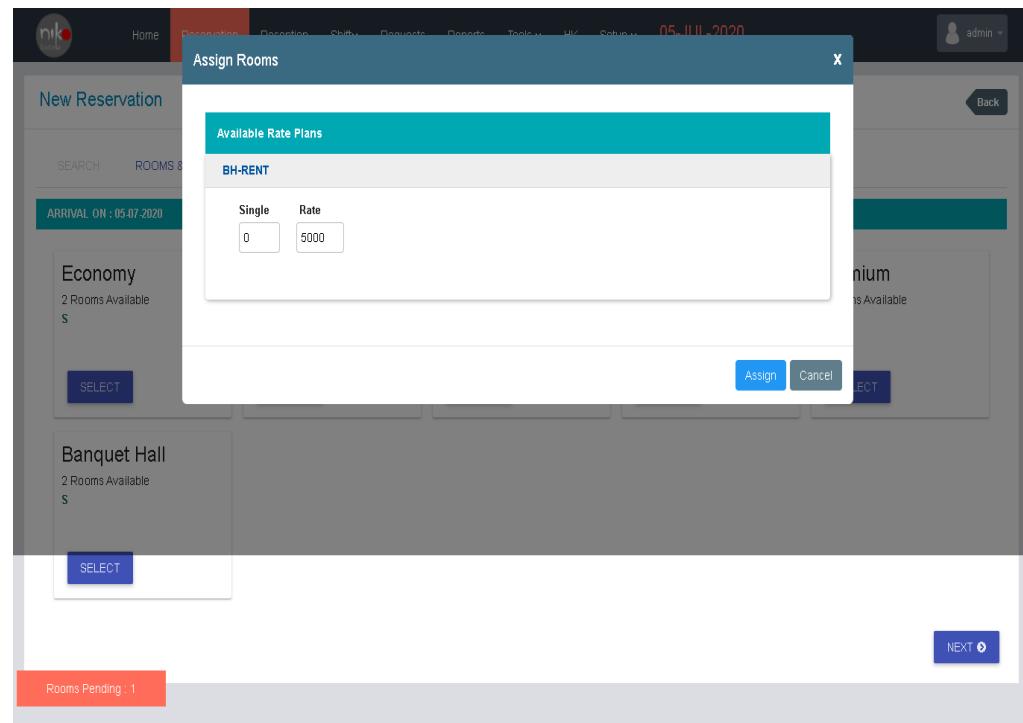


Fig: 3.11

Select the room, make sure about the rate of the room, and then assign the room by clicking the assign button from the screen.

Then click the next button shown in the screen to complete the next step of the registration. Then a new screen will shown as given below.

Selected Room Types	
ECON	1 Rooms x 1 Nights ₹ 999

Rate Summary	
Sub Total	₹ 664
Total Service Charge	₹ 0
Total Discount	₹ 0
Total Tax	₹ 115
Total Service Tax	₹ 0
Total Cost	₹ 999 (Incl Taxes)

Fig: 3.12

The next step is the final step of registration, here user enter the details about the guest and add the reviews in this screen. User can enter the details in the form seen in the screen.

Sl. No.	Contents
1	Title
2	First name
3	Last name
4	Email
5	Phone
6	DOB
7	Address
8	Country
9	State
10	Arriving from
11	Proceeding to
12	Reserved by
13	Company
14	Designation
15	Remarks
16	Gender
17	Guest name

Table 3.3

Enter the details correctly and then user can see the reservation summary and then click the submit button. The new reservation registration is completed after completing these steps.

## Reception

The screenshot shows the 'Reception' tab of the software. At the top, there are tabs for Home, Reservation, Reception (which is selected), Shift, Requests, Reports, Tools, HK, Setup, and the date 05-JUL-2020. On the right, there are buttons for admin, ROOM LIST, and NEW CHECK-IN. Below the tabs, there are two buttons: IN HOUSE and EXPECTED ARRIVALS. The main area displays a grid of guest information:

Room #	Name	Arr. Date	Arr. Time	Actual Dep. Date	Expected Dep. Date	Folio Balance	Edit	Deposit	Posting	Preview	Check-Out	Print
309	M/s Parekh Marine Services Pvt Ltd. p	05-07-2020	14:59:45	05-07-2020	06-07-2020	0.00	✓	✗	✗	✗	✗	✗
107	M/s Parekh Marine Services Pvt Ltd. p	05-07-2020	14:59:45	05-07-2020	06-07-2020	0.00	✓	✗	✗	✗	✗	✗
309	M/s KERALA STATE POLLUTION CONTROL BOARD	05-07-2020	19:09:40	05-07-2020	06-07-2020	0.00	✓	✗	✗	✗	✗	✗
111	Mr.KOSHY DANIEL KO	05-07-2020	18:25:04		06-07-2020	0.00	✓	✗	✗	✗	✗	✗
001	Mr.SAMSUNG INDIA ELECTRONICS s	04-07-2020	18:14:36	05-07-2020	05-07-2020	0.00	✓	✗	✗	✗	✗	✗
308	Mr.gana prasad	04-07-2020	10:20:43		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
302	Ms VEENA HAIR	01-07-2020	14:08:37		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
110	M/s Parekh Marine Services Pvt Ltd.	29-06-2020	20:43:54		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
208	M/s Seven Seas Hi Tech Systems Pvt Ltd.	29-06-2020	18:49:10		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
306	M/s Parekh Marine Services Pvt Ltd.	29-06-2020	18:13:26		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
104	M/s Parekh Marine Services Pvt Ltd.	29-06-2020	16:13:36		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
307	M/s Parekh Marine Services Pvt Ltd.	29-06-2020	16:13:36		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
105	M/s M B K Logistic Pvt Ltd.	29-06-2020	16:02:56		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
106	M/s M B K Logistic Pvt Ltd.	29-06-2020	16:02:56		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
201	Mr.PHILIP MATHEW	29-06-2020	00:28:29		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
210	M/s M B K Logistic Pvt Ltd	29-06-2020	00:05:30		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
206	M/s M B K Logistic Pvt Ltd	26-06-2020	21:25:16		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
207	M/s M B K Logistic Pvt Ltd.	26-06-2020	20:53:09		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
107	M/s M B K Logistic Pvt Ltd.	26-06-2020	20:50:47	05-07-2020	05-07-2020	0.00	✓	✗	✗	✗	✗	✗
306	M/s M B K Logistic Pvt Ltd.	26-06-2020	20:50:01		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
202	M/s M B K Logistic Pvt Ltd.	26-06-2020	20:49:16		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
102	M/s M B K Logistic Pvt Ltd.	26-06-2020	20:48:33		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
103	M/s M B K Logistic Pvt Ltd.	26-06-2020	20:47:45		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
109	M/s M B K Logistic Pvt Ltd.	26-06-2020	20:46:37		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
209	M/s M B K Logistic Pvt Ltd.	26-06-2020	20:45:39		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
203	M/s M B K Logistic Pvt Ltd.	26-06-2020	20:10:40		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
211	M/s M B K Logistic Pvt Ltd.	26-06-2020	18:46:38		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
208	M/s M B K Logistic Pvt Ltd.	26-06-2020	14:49:03		05-07-2020	0.00	✓	✗	✗	✗	✗	✗
204	M/s FAB HOTELS	11-06-2020	22:04:34		05-07-2020	0.00	✓	✗	✗	✗	✗	✗

At the bottom left, it says 'Showing 29 of 29 items'. At the bottom right, there are buttons for First, Previous, Next, and Last.

Fig: 4.1

## Functionality

Here the user can manage the Reception section in the hotel. User can search the reception details, filter the reception, and see the room list, and add new check in using this screen.

“Room list” button - Navigate to the Room list screen as same as above section

“New Check In” button - Navigate to the new check in entry screen.

When user selects the item from dropdown shown in the screen used to filter the table as per the item.

### Search criteria

1. Room Number
2. Customer Name
3. Check Out Date

User can quick filter using this search bar

### List Content

List Contents in house section is listed below.

Sl. No.	Contents
1	Name
2	Arrived date
3	Arrived time
4	Actual Dep. Date
5	Expected dep. date
6	Folio balance
7	Edit
8	Deposit
9	Posting
10	Preview
11	Check out
12	Print

Table: 4.1

List in expected arrivals listed below.

1. Arrivals
2. Nights
3. Rooms
4. Resv. For
5. Resv. By
6. Status
7. Resv. On
8. Deposit
9. Task

The tables show the details about the reception. User can view the room list by clicking the room list button on the screen. Then the new check in button navigates the screen to new check in registration screen as shown below.

New Check In

SEARCH ROOMS & RATES GUEST DETAILS SUMMARY

Arrival date: 7/5/2020 Depart date: 7/6/2020

Nights: 1 Rooms: 1

Payment Source: DIRECT Type: FIT

AVAILABILITY CALENDAR NEXT

Fig: 4.2

The user enters the details about the arrival date, depart date, no. of nights, and no. of rooms, payment source and type then user can check the availability by clicking the button “availability calendar” then click the next button to complete the registration. Then a room and rate screen will be shown as below.

New Check In

SEARCH ROOMS & RATES GUEST DETAILS SUMMARY

ARRIVAL: 05-07-2020 DEPARTURE: 06-07-2020 ROOMS & DETAILS: 1 ROOMS - ADULTS + CHILDREN + INFANTS

Economy 1 Rooms Available <b>S</b>	Standard 10 Rooms Available <b>S D T</b>	Deluxe 5 Rooms Available <b>S D T</b>	Classic 9 Rooms Available <b>S D T</b>	Premium 6 Rooms Available <b>S D T</b>
Banquet Hall 2 Rooms Available <b>S</b>				

Rooms Pending : 1

NEXT

Fig: 4.3

Then user can select the room as same as the room selection in reservation module then click the next button to enter the guest details. Then a new window will show as given below.

Fig: 4.4

Then user will enter the guest details in the form given in the screen then assign the room by clicking the assign room button shown in the screen. When user click the assign room button a popup will shown as given below.

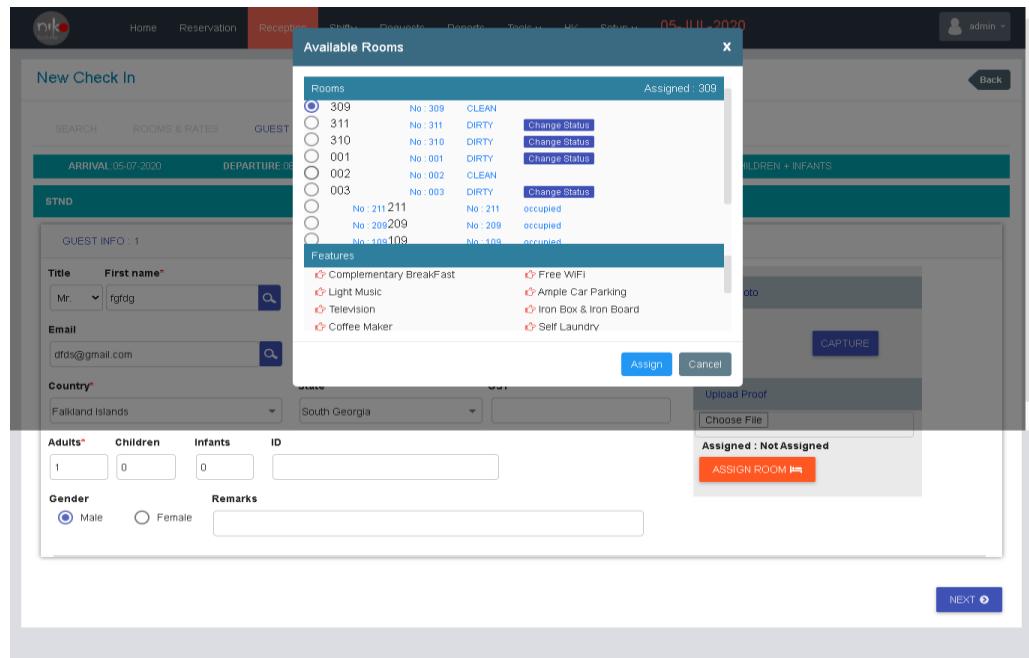


Fig: 4.5

Then select the room and click the assign button to the assign the room. Then click the next button to complete the next step of registration. Then a summary screen will be shown as given below.

Fig: 4.6

Then the user can see the summary of the registrations then user can check the details then click the submit button to submit the check in.

## Requests

Fig: 5.1

## Functionalities

Here the user can manage the Request section in the hotel. User can search the request details, filter the request, and add new request using this screen.

“New Request”: Navigate the user to the new request registration screen.

User can search the request using the search bar seen in the screen. And user can filter by clicking the arrow button near the search bar. User can filter by room number and request status. Then the

table shows the list of details about the unprocessed requests and all requests.

#### List contents

1. Room Number
2. Name
3. Phone
4. Facility
5. Request date and time
6. Add-on Status
7. Current status

User can enter new request by clicking the “New Request” button. When user clicks the new request button, a new form will be pop up as shown below.

The screenshot shows the 'New Request' dialog box. The 'Room Number' field is set to 211. The 'Facility' dropdown is set to 'PICKUP'. The 'Request Type' dropdown is set to 'ON DATE'. The 'Request Time' field shows '01 : 54 PM'. To the right of the form, there is a vertical list of numbers from 001 to 004. At the bottom of the dialog, there is a red 'ADD TO REQUEST LIST' button.

Fig: 5.2

This screenshot shows the same 'New Request' dialog box, but with different settings. The 'Request Type' dropdown is now set to 'DAILY'. The 'Date' field shows '7/6/2020'. The 'Remarks' field is present at the bottom of the form. The rest of the interface remains the same, including the room number, facility, and request time fields.

Fig: 5.3

Enter the details in the form. User can select the room number from the dropdown shown in the window. When user selects the room number, the details will show in the screen. Then select the facility from the dropdown. There are two types of requests provided, daily and on date: when user selects the on date portion then enter the other details as per the on date service. If user selects the daily portion, then the screen will change as per the selected portion and enter the details as per the request then click the save button to submit the request.

## Reports

Fig: 6.1

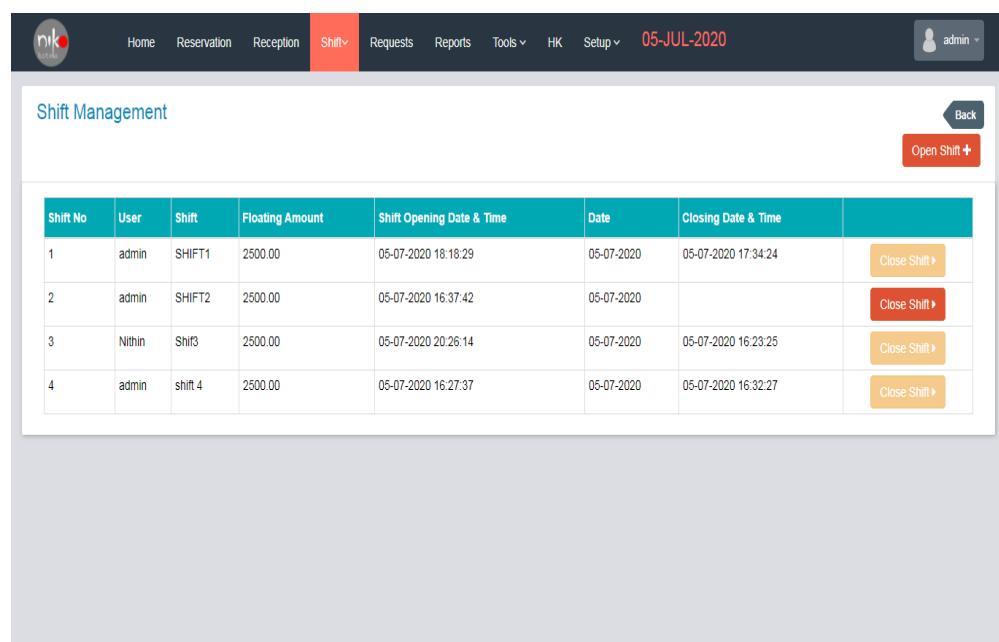
The user can get the details about the hotel in the PDF or Excel format from the report module. User can get all the reports.

1. Reception Reports
2. Expected Arrival list
3. Actual Departure list
4. Rooms per Day list
5. Guest history report
6. Frequent guest analysis report
7. Actual arrival list
8. In-house guest list
9. Plan and room list
10. Room booking frequency report
11. Expected departure list
12. Occupancy list

13. Country/Nationality statistics by month
14. Customer grading report
15. Reservation Reports
16. Reservation list
17. Cancellation report
18. Transaction Reports
19. Transaction list
20. Transfer transaction list
21. Transaction deleted list
22. Cash register closure report
23. Daily revenue report
24. Monthly closure report
25. Collection register report
26. Tally export
27. Corporate list
28. Folio Balance
29. Folio Balance report
30. Shift Reports
31. Shift wise transaction report
32. Shift wise transaction transfer report
33. Request
34. Request report

These are the reports provided in this module. User can see the reports in PDF format or excel document and user can download the reports in PDF format for further reference. When user click the links shown in the screen, then popup a window for enter the details for filter the reports from the list.

## Shifts



The screenshot shows a web-based application interface for managing shifts. At the top, there is a navigation bar with links for Home, Reservation, Reception, Shift (highlighted in red), Requests, Reports, Tools, HK, and Setup. The date '05-JUL-2020' is displayed in the center of the header. On the right side of the header, there is a user profile icon labeled 'admin'. Below the header, the title 'Shift Management' is centered. To the right of the title are two buttons: 'Back' and 'Open Shift +'. The main content area displays a table with the following data:

Shift No	User	Shift	Floating Amount	Shift Opening Date & Time	Date	Closing Date & Time	
1	admin	SHIFT1	2500.00	05-07-2020 18:18:29	05-07-2020	05-07-2020 17:34:24	<button>Close Shift +</button>
2	admin	SHIFT2	2500.00	05-07-2020 16:37:42	05-07-2020		<button>Close Shift +</button>
3	Nithin	Shift3	2500.00	05-07-2020 20:26:14	05-07-2020	05-07-2020 16:23:25	<button>Close Shift +</button>
4	admin	shift 4	2500.00	05-07-2020 16:27:37	05-07-2020	05-07-2020 16:32:27	<button>Close Shift +</button>

Fig: 7.1

## Functionalities

When user clicks the shift button from the top navigation, a new window will show as given above. Here user can see the list of shifts in the hotel and user can close the shift by clicking the close shift button in the list. When user click the close shift button from the list then popup a window shown as below for closing the shifts.

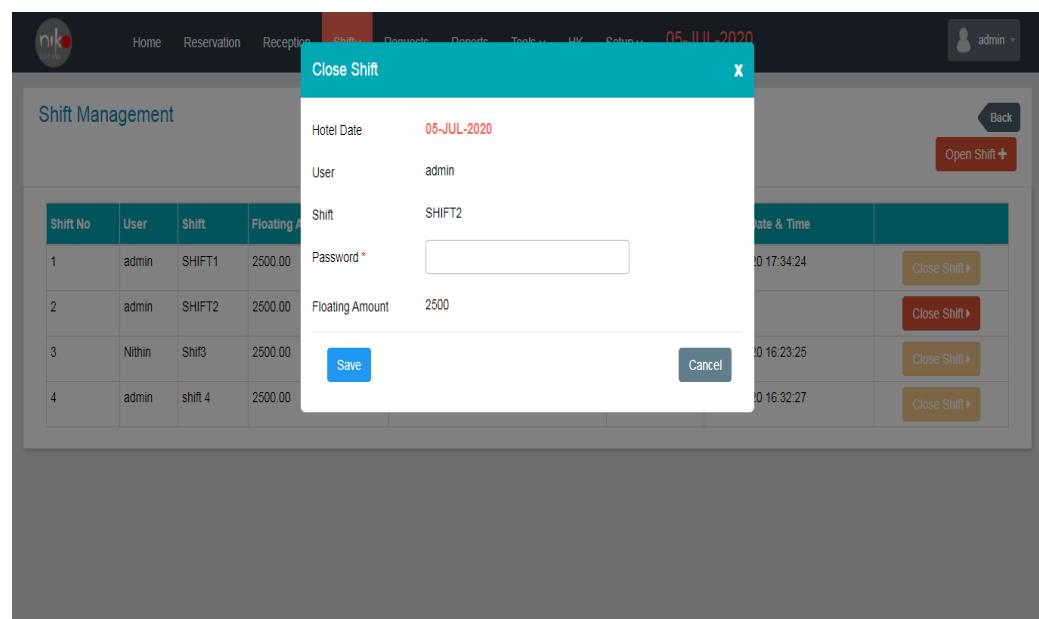


Fig: 7.2

User can enter the password to close the shift then click the save button to close the shift. User can open a new shift in this screen by clicking the open shift. When user clicks the open shift button then popup a new window had shown as below.

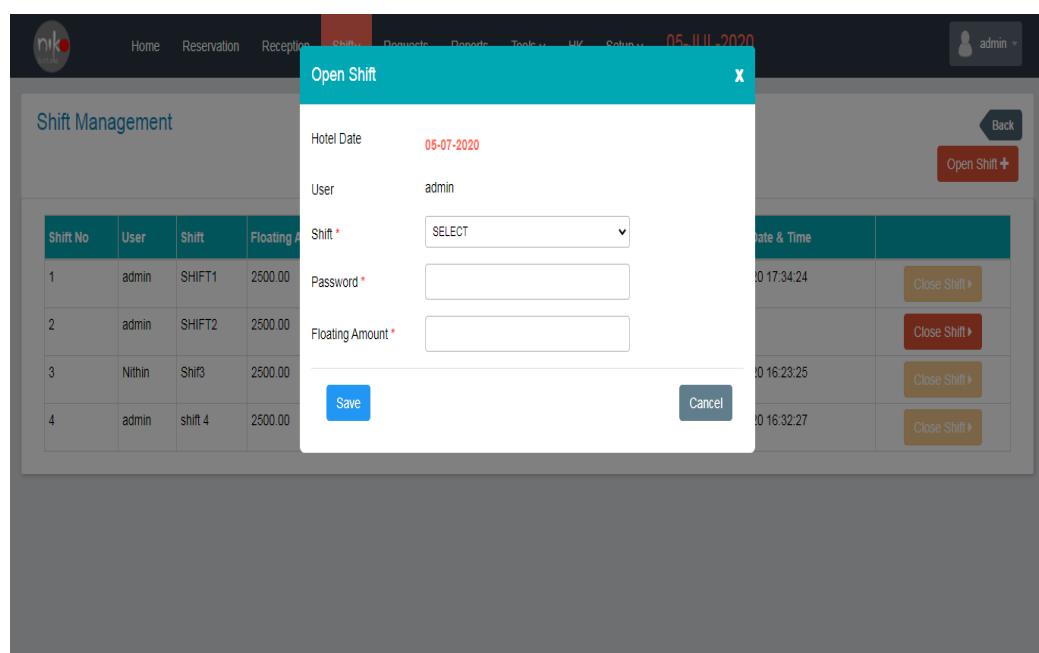


Fig 7.3

In this form user can see the hotel date, user name, then user can enter

## Tools

**NIKO HOTELS**  
Hikari Building  
K.P Vallon Road Kerala  
GST # : 32AAKCS424IE1Z0

**1 UNPROCESSED REQUEST**  
In your request box

**Checkout**  
Today's expected Checkout  
No checkout today

**Reservations**

Res By	Arrival Date	Depart Date	Rooms	Status
Mr.tgtg dhgf	05-07-2020	06-07-2020	1	UNCONFIRMED
Mr.GEORGE GHEVARGHESE a	05-07-2020	06-07-2020	2	UNCONFIRMED

**Room Availability - Today**

PREM	2
CLASS	2
STND	5
BAN	2

**Room Status - Today** Total Rooms: 37

**Pending task**

- Reservation Confirmation: 2
- To Check-In Today: 2
- To Check Out Today: 0

**Requests**

Time	Request	Room	Payment	Status	0
Requests Today	0	Requests Tomorrow	0		

Fig: 8.1

In tools module, there are some options provided for the management of the hotel facilities. Night Audit, Transfer, Users, User Group in user management section, then facilities and facility provider in facility management section: these are the features provided in the tools module.

## Functionalities

### 1. Night Audit

In Night Audit, section user can see the pre night audit checklist on the screen. User can see the

count of expected, no-show, in-house details as numbers in the top most rows on the screen. Then there are two tables shown in the window; Expected departure and Expected arrivals. In Expected departure, user can see the list about the expected departure, list contents are Room, Arrival date, Name, Phone, Folio balance and Extend stay. Then in expected arrivals, list contents are Name, Reserved date, Room type, and phone and Reserve status.

Fig: 8.1.1

When user select the expected arrivals list, a list is shown as above and user can select any one from list it will popup the details as shown below.

Fig: 8.1.2

User can cancel the reservation by clicking the cancel button in the window and user can set the no-

show details by clicking the button shown in the window.

## 2. Transfer

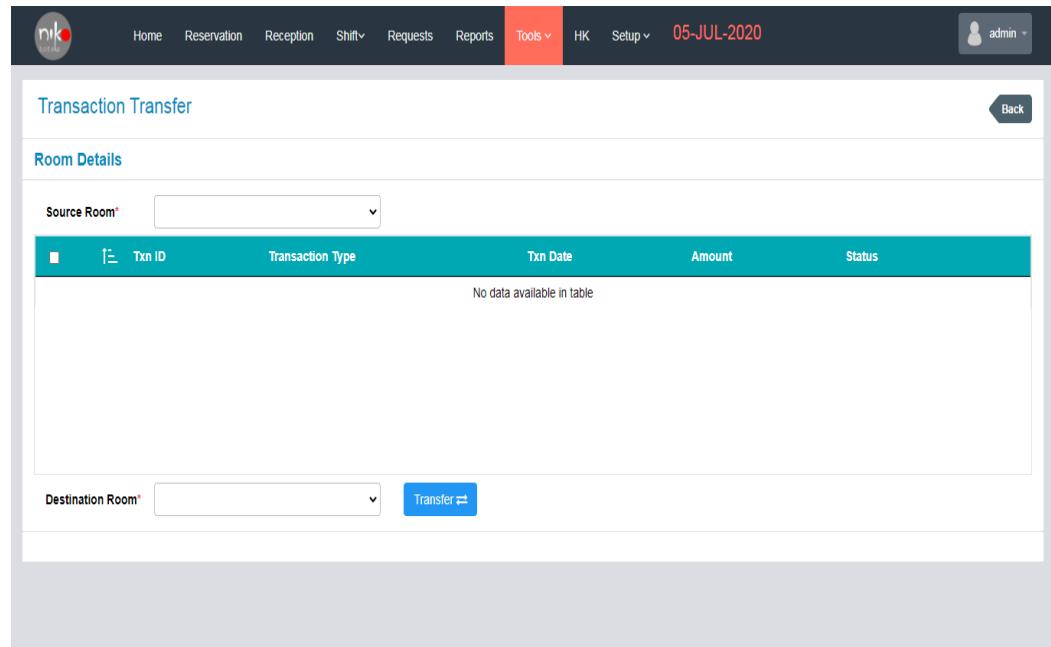


Fig: 8.2.1

In transfer section, user can transfer the room using this feature. User selects the source room and destination room then click transfers the button.

## 3. User

Login Id	Name	Email	User Group	Active
accounts	Accounts Department	accounts@indocosmo.com	ACCOUNTS	✓
adminniko	Niko Inventory	booking@niko-inn.com	ADMIN	✓
Akhil	Akhil	booking@niko-in.com	SUPER ADMIN	✓
edward	Edward Peter	edward@indocosmo.in	OFFICE	✓
gana	Gana	gana@indocosmo.in	USER	✓
gm	Babin	babin@gmail.com	ADMIN	✓
Jasmin	Jasmin	booking@niko-in.com	USER	✓
Krishnendhu	Krishnendhu	booking@niko-inn.com	SUPER USER	✓
Nithin	Nithin	Nithincv33@gmail.com	SUPER ADMIN	✓
Pradeep	Pradeep	manager@niko-inn.com	SUPER ADMIN	✓

Fig: 8.3.1

User modules show the users details of the hotel.

List contents

1. Login id

2. Name
3. Email
4. User group
5. Active status

User can add new user by clicking the button “Add user”. When user click the add user button popup a new window as shown below.

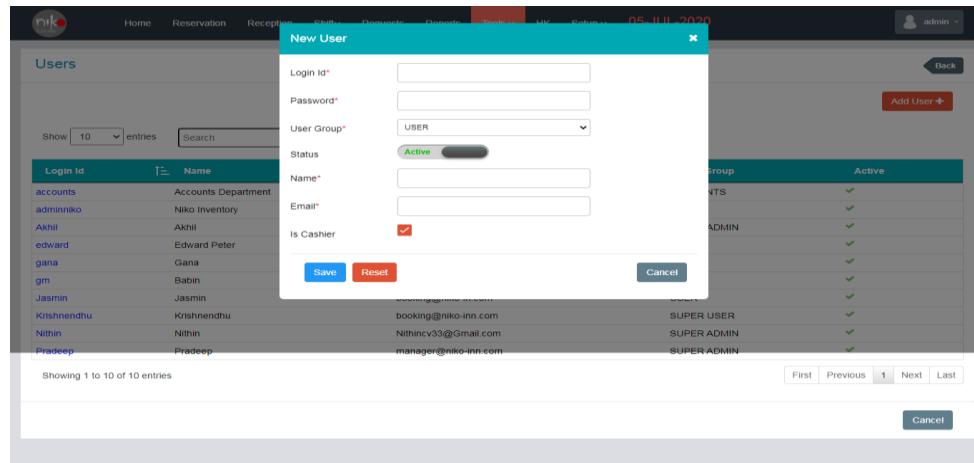


Fig: 8.3.2

#### Form contents

1. Login id : Enter the login id
2. Password : Enter the password
3. User group : select the user group from the dropdown
4. Status : enable the active status
5. Name : Enter the name of the user
6. Email : Enter the email id
7. Is cashier : check the checkbox if the user is a cashier

Then click the save button to add the user. User can reset the details by clicking the reset button and cancel the process by clicking the cancel button.

#### 4. User Groups

Code	Name	Description	Permission
ACCNT	ACCOUNTS	Accounts Department	Assign Permissions
ADMIN	ADMIN	ADMIN	Assign Permissions
GN	computer	computer dept	Assign Permissions
OFFICE	OFFICE	Office	Assign Permissions
SADMIN	SUPER ADMIN	Super Administrative Rights	Assign Permissions
SUSER	SUPER USER	Superior User Rights	Assign Permissions
USER	USER	USER	Assign Permissions

Fig: 8.4.1

In this section user can add the new user group and also show the list of user groups in the hotel.

List contents

1. Code
2. Name
3. Description
4. Permission

User can add the permissions by clicking the “Assign Permission” button in the list. When the user clicks the assign permission button, a new window will open as shown below.

The screenshot shows a web-based application interface titled "Setting Up Permission Lists". The top navigation bar includes links for Home, Reservation, Reception, Shifts, Requests, Reports, Settlement, Tools, HK, Setup, and a date field (05-JUL-2020). A user icon labeled "admin" is visible in the top right corner. The main content area displays a large grid of permissions, organized into sections: MASTER, NIGHT AUDIT, HK, RESERVATION, RECEPTION, TRANSACTION, SETTINGS, DEPOSIT, USER, OPENSHIFT, SHIFT, DASHBOARD, REPORTS, and STORE. Each section contains a list of items with checkboxes for View, Add, Edit, Delete, Export, and Execute. The "RECEPTION" section has a checked checkbox under "view" for item 3 (payment). The "REPORTS" section contains numerous items, all of which have checked checkboxes under all six columns. At the bottom of the grid are buttons for Back, Reset, and Save.

Section	Item	View	Add	Edit	Delete	Export	Execute
MASTER	System Settings	<input type="checkbox"/>					
	Department	<input type="checkbox"/>					
	Currency	<input type="checkbox"/>					
	Account Master	<input type="checkbox"/>					
	Season	<input type="checkbox"/>					
	Discount	<input type="checkbox"/>					
	Tax	<input type="checkbox"/>					
	RoomType	<input type="checkbox"/>					
	Room	<input type="checkbox"/>					
	Corporate	<input type="checkbox"/>					
	Corporate To Rate	<input type="checkbox"/>					
	Room Rate	<input type="checkbox"/>					
	Rack Rate	<input type="checkbox"/>					
	Add Rate Periods	<input type="checkbox"/>					
	Templates	<input type="checkbox"/>					
	Service Tax	<input type="checkbox"/>					
	Facilities	<input type="checkbox"/>					
	Floor	<input type="checkbox"/>					
	Petty Cash	<input type="checkbox"/>					
NIGHT AUDIT	nightAudit	<input type="checkbox"/>					
	HK	<input type="checkbox"/>					
RESERVATION	House Keeping	<input type="checkbox"/>					
	Reservation	<input type="checkbox"/>					
RECEPTION	reception	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	posting	<input type="checkbox"/>					
	payment	<input type="checkbox"/>					
	checkOut	<input type="checkbox"/>					
	Facility Provider	<input type="checkbox"/>					
	Communication	<input type="checkbox"/>					
	-	<input type="checkbox"/>					
	RequestCheckin	<input type="checkbox"/>					
TRANSACTION	transaction	<input type="checkbox"/>					
		<input type="checkbox"/>					
SETTINGS	Tax	<input type="checkbox"/>					
	User	<input type="checkbox"/>					
	Item Category	<input type="checkbox"/>					
	Item Valued	<input type="checkbox"/>					
	Department	<input type="checkbox"/>					
	Supplier	<input type="checkbox"/>					
DEPOSIT	deposit	<input type="checkbox"/>					
		<input type="checkbox"/>					
USER	Users	<input type="checkbox"/>					
	User Group	<input type="checkbox"/>					
OPENSIFT	Openshift	<input type="checkbox"/>					
		<input type="checkbox"/>					
SHIFT	Shift	<input type="checkbox"/>					
		<input type="checkbox"/>					
DASHBOARD	report1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dashboard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
REPORTS	Expected Arrival Reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Actual Arrival Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Expected Departure Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Actual Departure Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	InHouse Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Reservation Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Reservation Cancellation Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Transaction Transfer Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Folio Balance Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Shift Management Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Shift Wise Transaction Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Transaksi Deleted Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Shift Wise Transaction Transfer Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Request Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
STORE	Occupancy List	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Rooms Per Day List	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Plan and Room List	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Daily Revenue Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Monthly Closure Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Nationality Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Customer Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Collection Register Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Customer Grading Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Tally Export Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Corporate List	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
MAIN	Purchase Order	<input type="checkbox"/>					
	Stock IN	<input type="checkbox"/>					
		<input type="checkbox"/>					
REPORTS	Stock Adjustment	<input type="checkbox"/>					
	Stock Disposal	<input type="checkbox"/>					
	Stock Transfer	<input type="checkbox"/>					
	Stock Summary	<input type="checkbox"/>					
SETTINGS	Stock Taking	<input type="checkbox"/>					
	Stock Out	<input type="checkbox"/>					
	Purchase Return	<input type="checkbox"/>					
STORE	Customer Outstanding	<input type="checkbox"/>					
	Settlement	<input type="checkbox"/>					
	Aging AR	<input type="checkbox"/>					
MAIN	STORE	<input type="checkbox"/>					
	REPORTS	<input type="checkbox"/>					
	SETTINGS	<input type="checkbox"/>					

Fig: 8.4.2

User can set the permission of the user group and click the save button to add the permissions. Then user can also add new user by clicking the “Add Group” Button shown in the list screen. When the user clicks the Add Group Button, a popup will show as below.

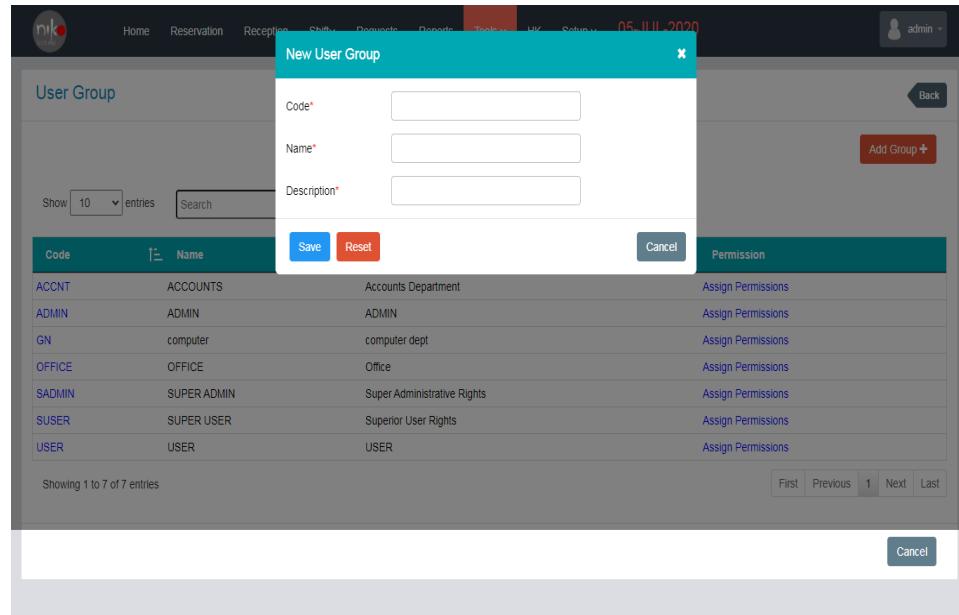


Fig: 8.4.3

Enter the user code, Name, Description then click the “Save “Button. User can reset the details by clicking the Reset button and user can cancel the process by clicking the Cancel button.

## 5. Facilities

Code	Name	Facility	Payment
CARGO	Cargo Facility	INHOUSE	Payable
DROP	Drop	TRAVEL	Non Payable
PICKUP	PickUp	TRAVEL	Non Payable

Fig: 8.5.1

User can see the list of facilities provided in the hotel.

List contents

1. Code

2. Name
3. Facility
4. Payment

User can add the new facility details by clicking the “New facility” Button. Popup a new window as shown below.

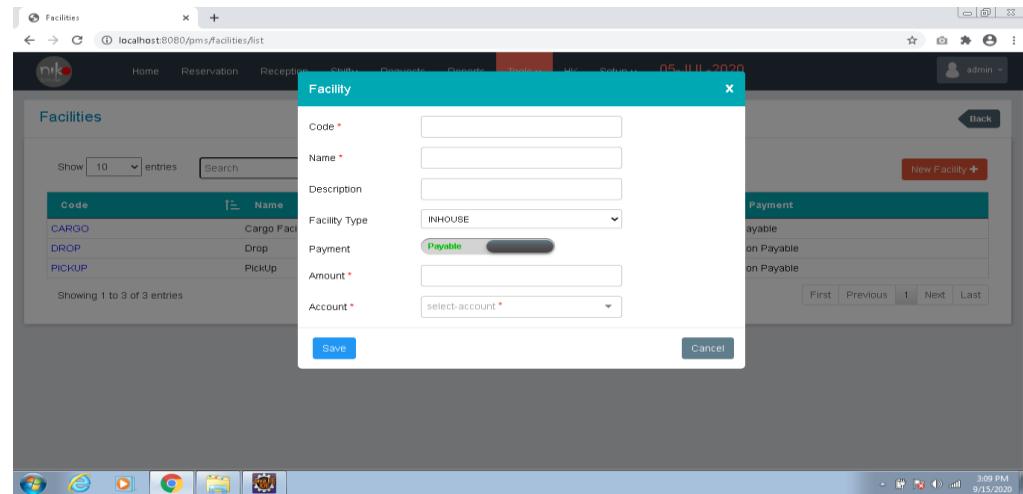


Fig: 8.5.2

User can add the details in the above form and click the save button to add the facility details.

#### Contents

1. Code : Enter the code
2. Name : Enter the name of the facility
3. Description : Enter the details
4. Facility type : Select the facility type from drop down
5. Payment : Enable the payment option
6. Amount : Enter the amount
7. Account : Select the account type from the dropdown

These are the details needed for adding new facility.

## 6. Facility Provider

Code	Name	Phone	Facility
001	Manu	8978451278	TRAVEL
002	Latheef	7869561245	INHOUSE
003	Babu	9586847552	TRAVEL
004	Dr.Mohandas KT	9998887770	TREATMENT

Fig: 8.6.1

User can add, edit and view the list of facility providers in the hotel. User can edit the facility provider details by clicking the link provided in the code column in the table. When user clicks the code from the list, popup a window for edit the details as shown below.

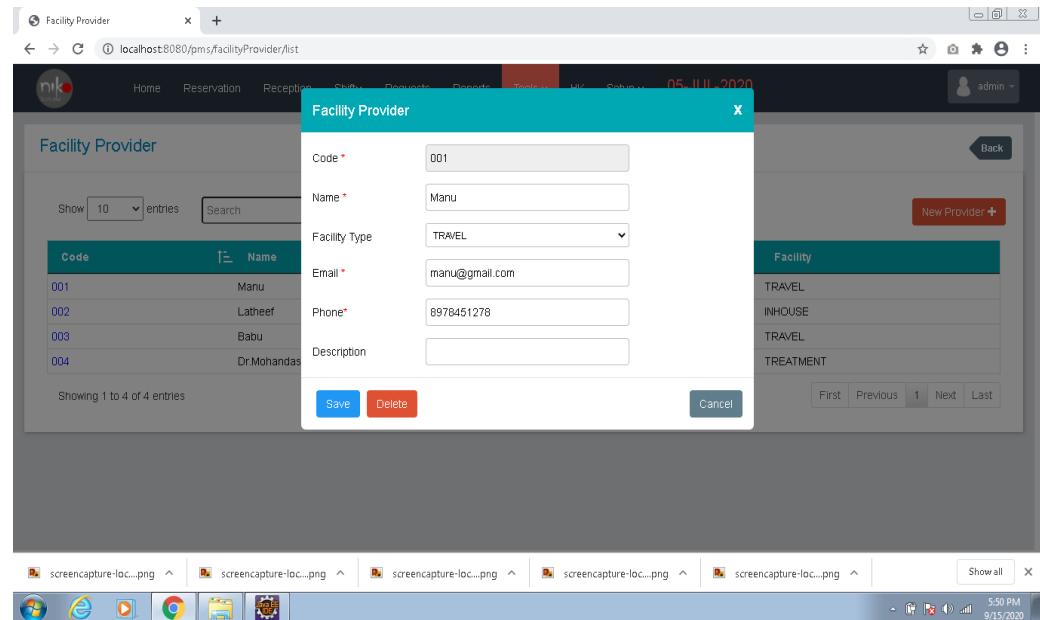


Fig: 8.6.2

User can edit the details of the facility provider in this screen and click the save button to make the change.

Then user can also add the facility provider by clicking the “New provider” button on the screen.  
When user clicks the button, popup a new window as shown below.

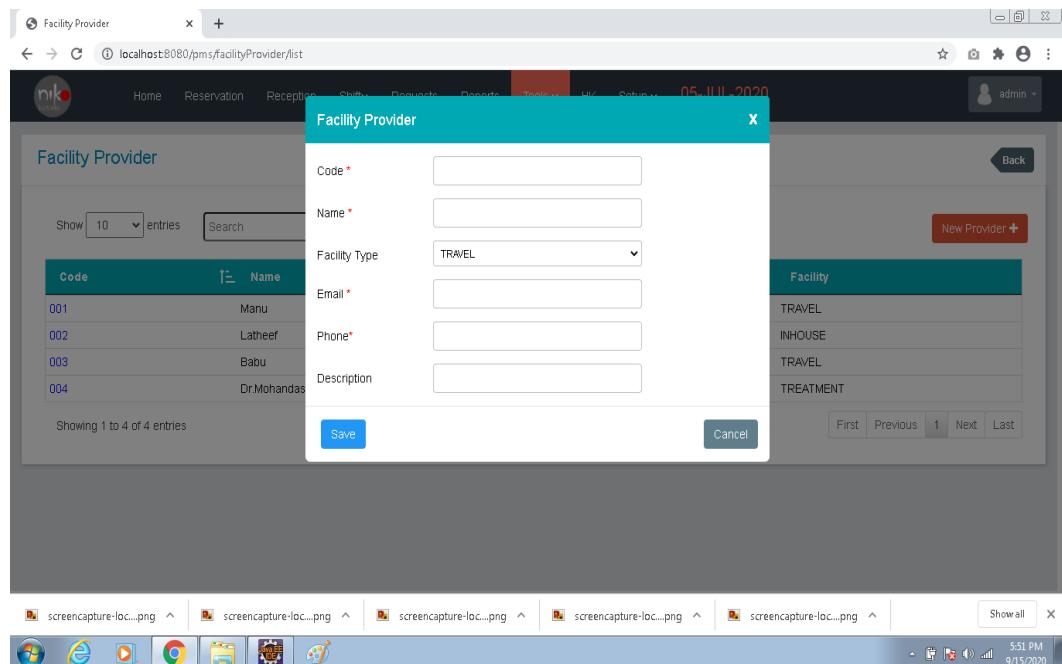


Fig: 8.6.3

SL No.	Contents	Descriptions
1	Code	Enter the code
2	Name	Enter the name of the facility provider
3	Facility type	Select the type from the dropdown
4	Email	Enter the email address
5	Phone	Enter the phone number
6	Description	Add the description

Table: 8.1

User can enter the details as per the above instructions and click the save button to save the details.

**HK**

Fig: 9.1

User can view the house keeping in this screen. User can also filter the rooms by room type and floor selected from the dropdown. User can view the cleaned rooms, dirty rooms and cleaning rooms separately.

## Setup

User can setup the system in this module. System setup includes System settings, departments, currency, account master, seasons, discount, tax, shifts, room type, floor, corporate Ta, room rate, corporate.

## Functionalities

### 1. System Settings

The screenshot shows the 'System Settings' page of the IN-IT-GUEST HMS software. The page is organized into several sections:

- SYSTEM:** Production mode (checkbox checked).
- COMPANY:** Company (NIKO HOTELS), Building (Hikari Building), Street (K P Vallon Road), City (Ernakulam), State (Kerala), Country (India), GST No (32AAKCS4241E120).
- BUSINESS:** Business year start in (April), Week starts on (Monday), Base Currency (INR), RUPEE (₹), Decimal Places (2).
- TARIFF:** Weekly Special days (checkboxes for Sun, Mon, Tue, Wed, Thu, Fri, Sat checked).
- FORMATS:** Date Display Format (dd-MM-yyyy) and Time Display Format (hh:mm).
- SERVICE CHARGE:** Service Charge Is Applicable (checkbox checked).
- TAXATION:** Tax-1 (CGST), Tax-2 (SGST), Tax-3 (IGST), Tax-4 (checkbox unchecked).
- ROUNDING:** Final Bill Rounding (nearest 1).
- RESERVATION:** Confirm bookings before (0 days before the arrival date), Max. rooms per booking (3d), Max. nights per booking (20). Send notifications for reservation, Cut Off Date, confirmation, cancellation, No Show, Check In, and Check Out via E-mail or SMS.
- FINANCIAL YEAR:** CODE (2018-19, 2019-20, 2020-21), FROM (01-04-2018, 01-04-2019, 01-04-2020), TO (31-03-2019, 31-03-2020, 31-03-2021), Use CODE (checkbox checked), Use PREFIX (checkbox unchecked).
- MAIL SETTINGS:** SMTP Server (smtp.gmail.com), SMTP Port (465), Mail ID (ganaprasad1995@gmail.com), Password (\*\*\*\*\*).
- SMS SETTINGS:** WEB Service, User ID, Password.

At the bottom left are 'Save' and 'Back' buttons.

Fig: 10.1.1

User can set the system setting in this module. If the system is in the production mode, mark the check box as checked. Then next section is entering the company details.

Sl. No.	Contents	Description
1	Company	Enter the company name
2	Building	Enter the building No. or name
3	Street	Enter the street name
4	City	Enter the city name
5	State	Enter the state
6	Country	Enter the country name
7	GST No.	Enter the GST Number

Table: 10.1

Then enter the business details in the next section

Sl. No.	Contents	Description
1	Business year start in	Select the month from the dropdown
2	Weeks start in	Select the day from the dropdown
3	Base Currency	Select the base currency
4	Decimal places	Enter the decimal places in number

Table: 10.2

Then add the traffic details in the next section. Mark the checkboxes in weekly special days and if user adds traffic tax then mark the checkbox enable.

The next section is formats used in the system. The date and time display in the system. Select the proper format for date and time.

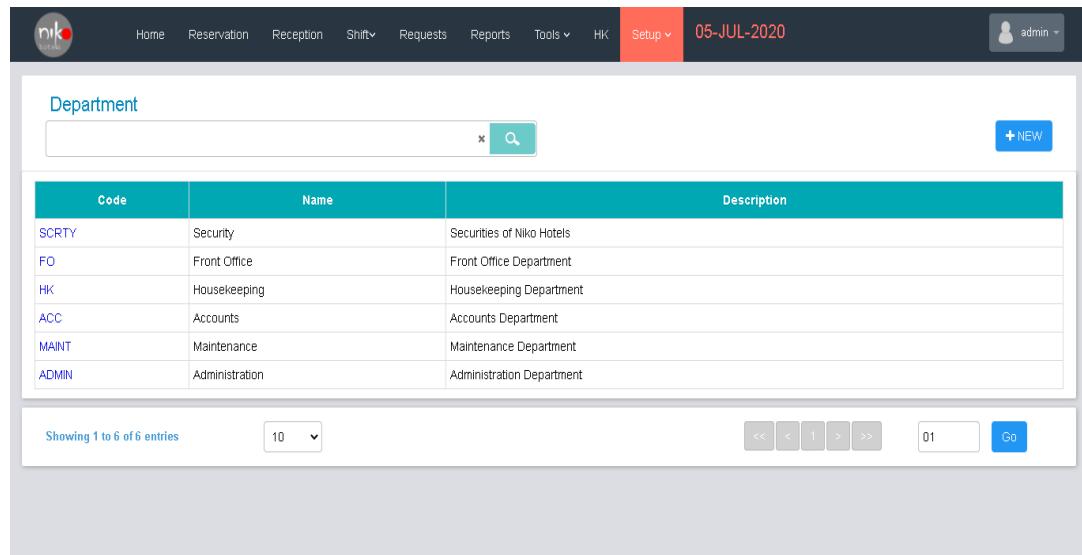
If company applies any service charges then enable the check box shown in the screen. Then set the taxation details in the next section. Then set the rounding details. Select the suitable rounding from the drop down.

Then set the reservations details as per the company policy. Then the next section user can add the financial year details by clicking the add button, then mark if its uses codes or prefix by enable the checkbox.

Then the next section mail setting, enter the details of SMTP Server name, port number, mail id and password.

Then next section is SMS setting if the company uses any SMS services, add the web service name, user id and password details. Finally verify all the details and click the save button.

## 2. Department



The screenshot shows a web-based application interface for managing departments. At the top, there is a navigation bar with links for Home, Reservation, Reception, Shifts, Requests, Reports, Tools, HK, Setup, and a date indicator (05-JUL-2020). A user profile icon for 'admin' is also present. Below the navigation bar is a search bar with a magnifying glass icon and a blue '+ NEW' button. The main content area is titled 'Department' and contains a table with columns for 'Code', 'Name', and 'Description'. The table data is as follows:

Code	Name	Description
SCRTY	Security	Securities of Niko Hotels
FO	Front Office	Front Office Department
HK	Housekeeping	Housekeeping Department
ACC	Accounts	Accounts Department
MAINT	Maintenance	Maintenance Department
ADMIN	Administration	Administration Department

At the bottom of the table, there is a pagination section showing 'Showing 1 to 6 of 6 entries' and a dropdown menu set to '10'. To the right are navigation buttons for page numbers (1, >, >>) and a 'Go' button.

Fig: 10.2.1

Here user can add the department details, edit the details and view the details. When user can edit the department details by clicking the link given in the code column. Then popup the window as shown below.

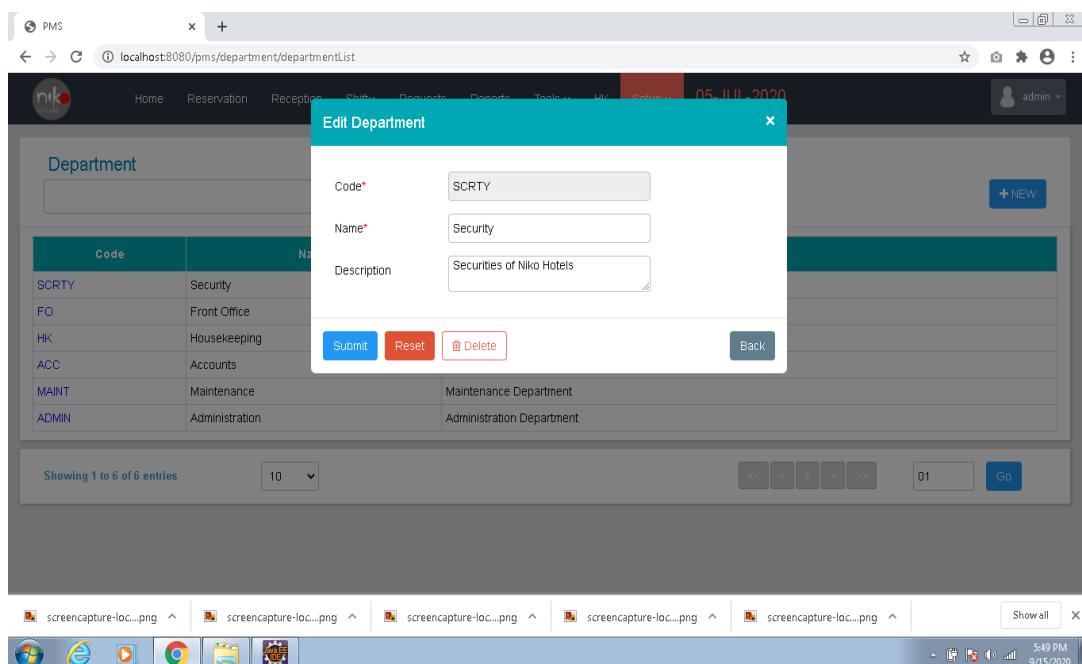


Fig: 10.2.2

User can edit the details of department like name and description then click the submit button to make the changes. User can delete the entry by clicking the delete button.

User can also add a new department by clicking the "New" button seen in the screen. When user clicks the new button, popup a new window as shown below.

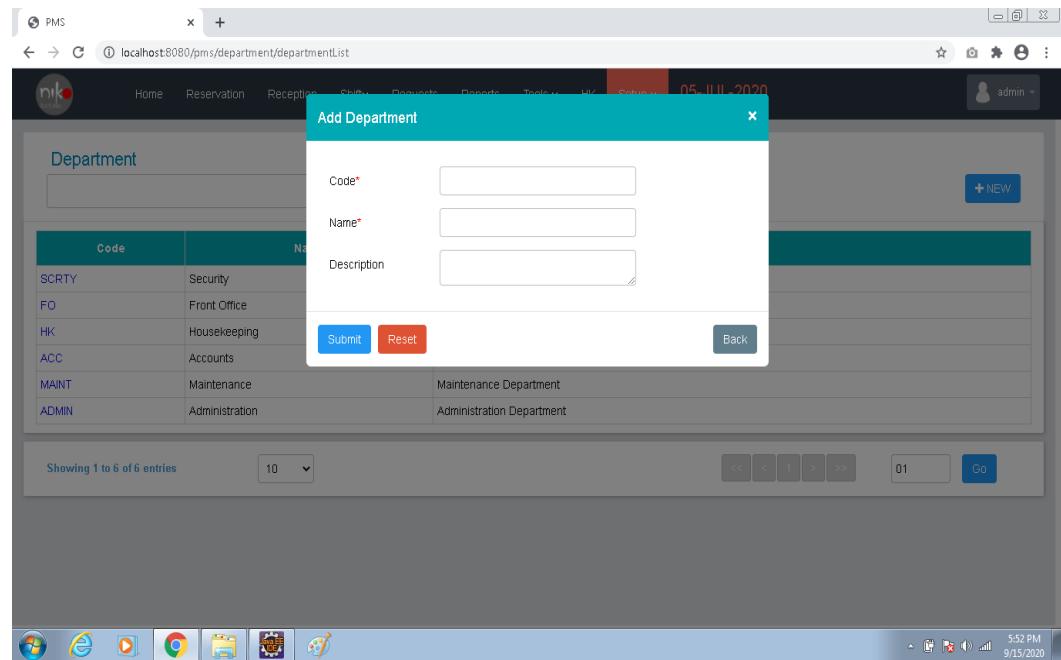


Fig: 10.2.3

Enter the department code, name and description, then click the submit button for adding the new department.

### 3. Currency

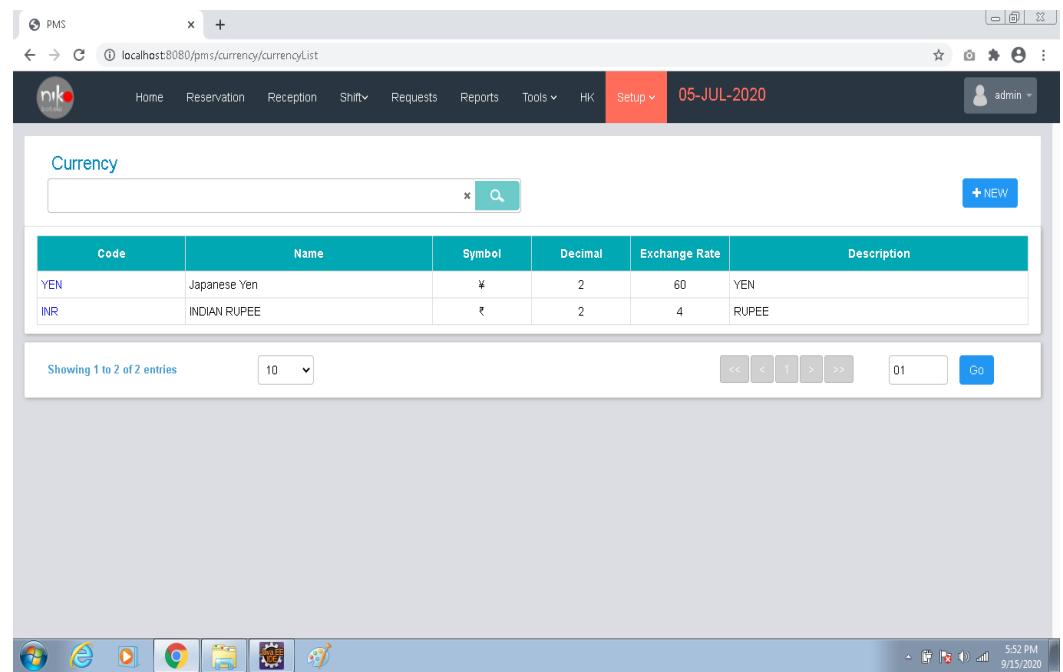


Fig: 10.3.1

In this section user can edit, add and view the details of currency used for transactions in the company.

When user clicks the link shown in the code column, popup a window for editing the details as shown below.

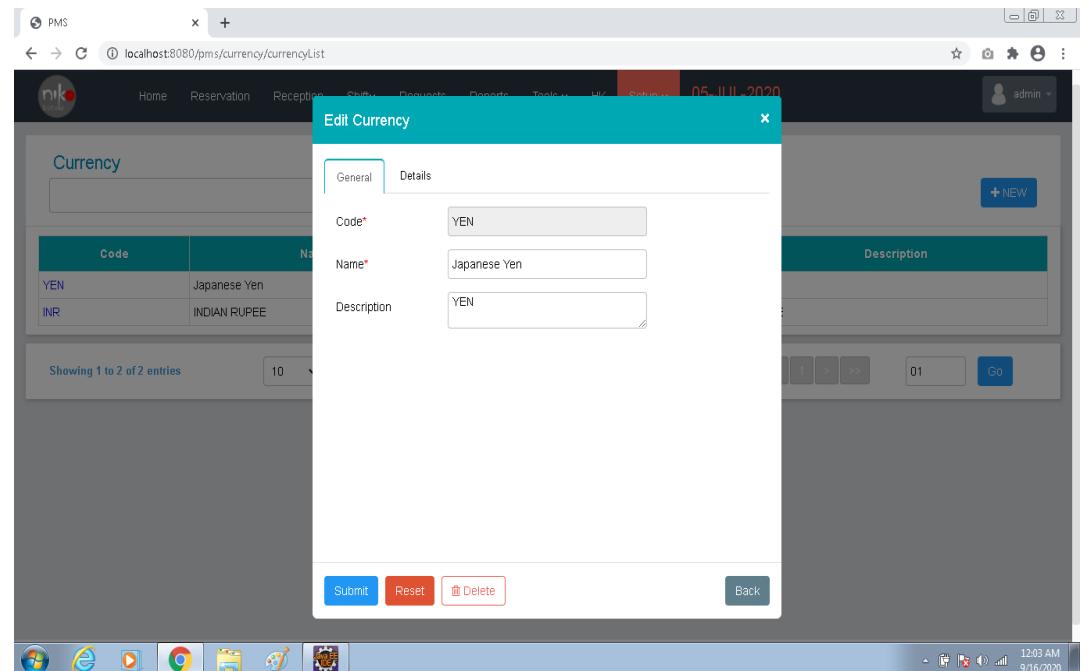


Fig: 10.3.2

User can edit the details from this window and click the submit button to make the change. User can delete the details by clicking the delete button.  
User can add new currency details by clicking the New Button. Add currency window as shown below.

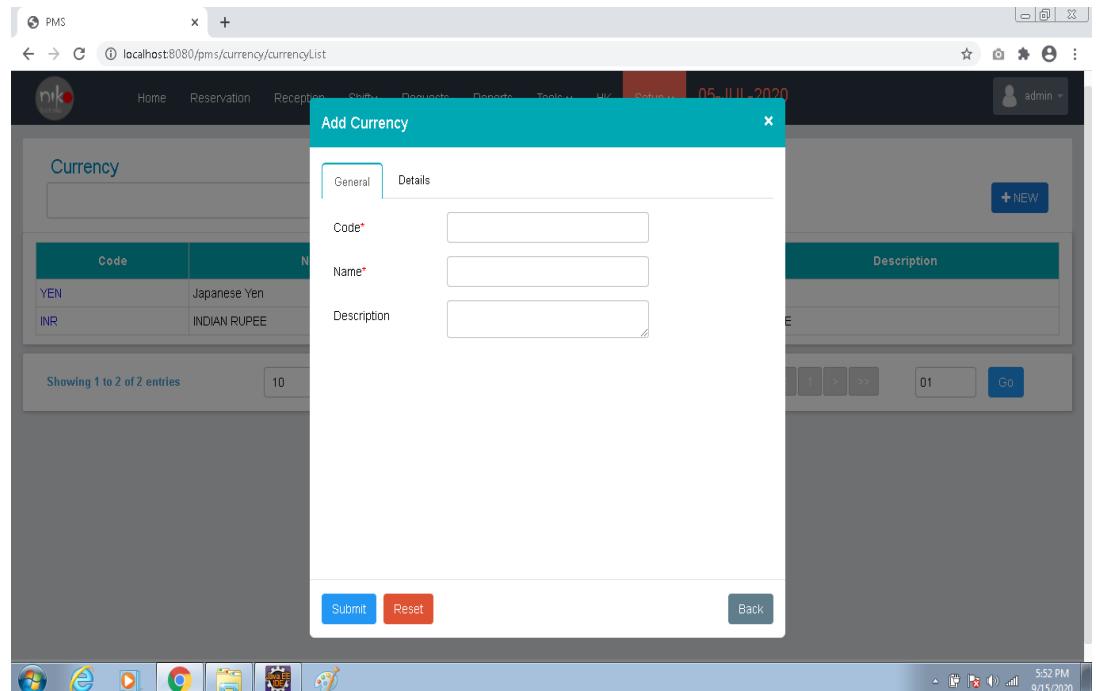


Fig: 10.3.3

Enter details as per the table given below.

SL No	Contents	Description
1	Code	Enter the unique code
2	Name	Enter the name of currency
3	Description	Add the description about the currency
4	Symbol	Add the symbol used
5	Fraction	Add the fraction
6	Fraction symbol	Add the fraction symbol
7	Decimal place	Add the decimal places used
8	Exchange rate	Add the exchange rate
9	Updated date	Add the current date or updated date

Table: 10.3.1

Add the details and click the submit button to add the new entry.

#### 4. Account master

Code	Name	HSN/SAC	Account Type	Tax	Service Charge	Credit Days	Tax Include	Description
R-C	Room Charges	996311	Room Revenue	LUXURY	10	0	<input checked="" type="checkbox"/>	Room Charges
FORFEIT	Forfeit	996311	Forfeit	EN-TAX	0	0	<input checked="" type="checkbox"/>	Forfeit
DEPOSIT	Deposit	996311	Deposit	NO-TAX	0	0	<input checked="" type="checkbox"/>	Deposit
REFUND	Refund	996311	Refund	NO-TAX	0	0	<input checked="" type="checkbox"/>	Refund
DISCOUNT	Discount	996311	Discount	NO-TAX	0	0	<input checked="" type="checkbox"/>	Discount
E-B	Extra Bed	996311	Room Revenue	LUXURY	5	0	<input checked="" type="checkbox"/>	Extra Bed
PAID-IN	Paid In	996311	Paid In	NO-TAX	0	0	<input checked="" type="checkbox"/>	Paid In
S-T	Service Tax	996311	Service Tax	NO-TAX	0	0	<input checked="" type="checkbox"/>	Service Tax
R-A	Round Adjust	996311	Round Adjust	NO-TAX	0	0	<input checked="" type="checkbox"/>	Round Adjust
TAX-ADJ	Tax Adjust	996311	Tax Adjust	NO-TAX	0	0	<input checked="" type="checkbox"/>	Tax Adjust

Fig: 10.4.1

Here user can add and view the details of Account master details. When user clicks the new button shown in the screen, a popup will show as below to add the account master details.

**Add Account Master**

Code	Name
R-C	Room Charges
FORFEIT	Forfeit
DEPOSIT	Deposit
REFUND	Refund
DISCOUNT	Discount
E-B	Extra Bed
PAID-IN	Paid In
S-T	Service Tax
R-A	Round Adjust
TAX-ADJ	Tax Adjust

Fig: 10.4.2

SL No	Contents	Description
1	Code	Enter the unique code
2	Name	Enter the name
3	Description	Add the description
4	Txn type	Select the transaction type from the dropdown
5	Tax code	Select the tax code from the dropdown
6	Service charge	Enter the service charge
7	HSSN code	Add the HSSN Code
8	Credit days	Add the credit days
9	Include tax	If tax included, enable the checkbox

Table: 10.4.1

Add the proper data as per the table shown above and click the submit button to add the new entry.

## 5. Seasons

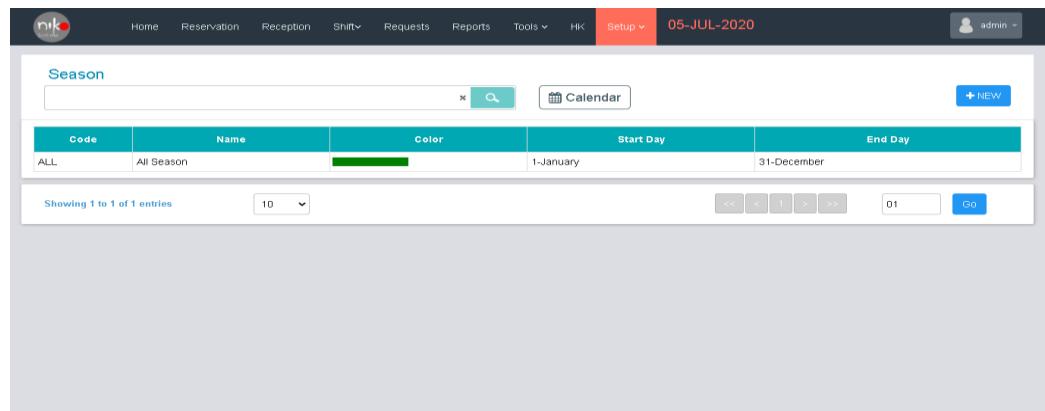


Fig: 10.5.1

Here user can add and view the details of seasons. User can add new season by clicking new button shown in the screen.

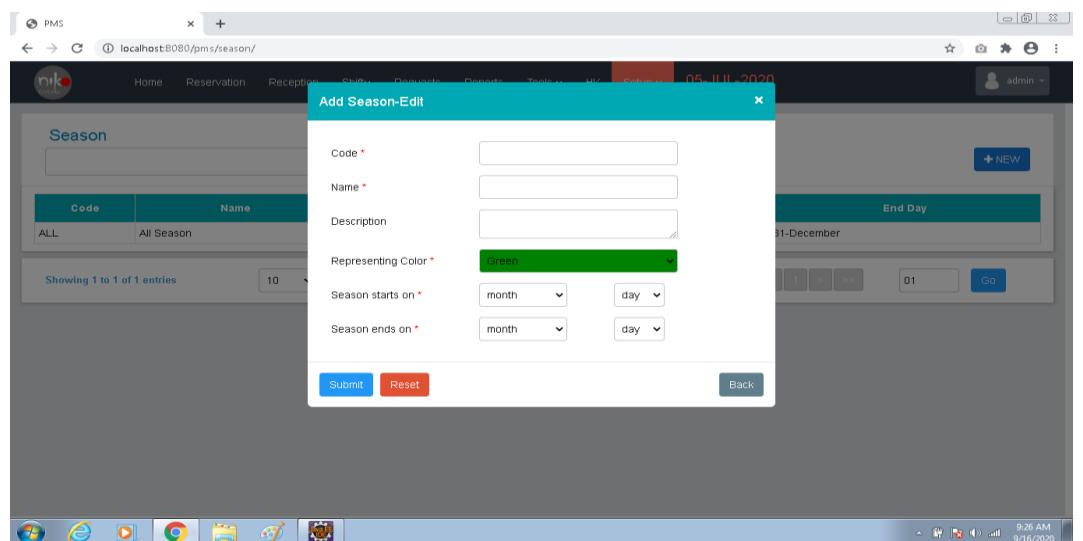


Fig: 10.5.2

Sl. No.	Contents	Description
1	Code	Enter the unique code
2	Name	Enter the name of the season
3	Description	Enter the description
4	Representing color	Select the color from the dropdown
5	Season starts on	Select the month and day
6	Season ends on	Select the month and day

Table: 10.5.1

Add the proper data and click the submit button to add the entry.

#### 6. Discount

The screenshot shows a web-based application interface for managing discounts. At the top, there is a navigation bar with links for Home, Reservation, Reception, Shifts, Requests, Reports, Tools, HK, and Setup. The date '05-JUL-2020' is displayed in the top right. Below the navigation is a search bar with a magnifying glass icon and a blue 'New' button. The main content area is titled 'Discount' and contains a table with columns: Code, Name, Valid From, Valid To, Calculation Mode, Discount Amount, and Description. The table lists eight discount entries, each with a unique code like 'GENERAL', 'OPEN', or 'DLX-PLAN-100', a name, and specific validity dates and amounts. At the bottom of the table, there are pagination controls showing 'Showing 1 to 8 of 8 entries' and buttons for navigating through the pages.

Fig: 10.6.1

Here user can add and view the details discounts provided in the company. User can add new discount by clicking the new button.

This screenshot shows the 'Add Discount' dialog box open over the 'Discount' list page. The dialog has tabs for 'General' and 'More'. Under the 'General' tab, fields are present for 'Code' (with a red asterisk), 'Name' (with a red asterisk), and 'Description'. Below these is a 'Validity Period' section with 'From' and 'To' fields. The background shows the same discount list as Fig 10.6.1, with the 'New' button visible. At the bottom of the dialog, there are 'Submit' and 'Reset' buttons, and a 'Back' link.

Fig: 10.6.2

Sl. No.	Contents	Description
1	Code	Enter the unique code
2	Name	Enter the name
3	Description	Enter the description
4	From	Select the from date
5	To	Select the to date
6	Discount type	Select the discount type from the dropdown
7	Rate plan	Select the rate plan from the dropdown
8	Calculation mode	Select the calculation mode from the dropdown
9	Discount amount	Enter the discount amount

Table: 10.6.1

Enter the details as per the table then click the submit button to add the new entry.

## 7. Tax

Fig: 10.7.1

Here user can add, edit and view the details of taxes included in the company. When user select the tax entry from the table, popup a edit screen as shown below.

Fig: 10.7.2

Edit the details as per the changes needed and click the submit button to make the change. User can delete the entry by clicking the delete button. User can also add the new entry by clicking the new button shown in the screen and popup a new window for add the new entry as shown below.

PMS

localhost:8080/pms/TaxHdr/taxList

Home Reservation Reception Cashier Requests Reports Testimonials HK Search 05 JUL 2020 admin

**Add Tax**

**Tax**

Code
NO-TAX
LUXURY
VAT
EN-TAX
Buffet Lunch
Buffet
Buffet Dinner
F & B

Showing 1 to 8 of 8 entries

**General** **Tax Details**

Code \*

Name \*

Description

Indicator

Submit Reset Back 01 Go

+ NEW

Fig: 10.7.3

Sl. No.	Contents	Description
1	Code	Enter the unique code
2	Name	Enter the name
3	Description	Add the description
4	Indicator	Add the indicator

Table: 10.7.1

Add the tax details in the next section and click the submit button to add the new entry.

## 8. Shifts

Shift		Setup		05-JUL-2020	User: admin
Show <input type="button" value="10"/> entries		Search		<a href="#">+ NEW</a>	
Code	Name	Start Time	End Time	Actions	
Shift3	Shift 3	15:00	02:00	<a href="#">Edit</a>	<a href="#">Delete</a>
shift 4	KRISHNENDHU	21:36	21:37	<a href="#">Edit</a>	<a href="#">Delete</a>
SHIFT1	SHIFT1	08:00	18:00	<a href="#">Edit</a>	<a href="#">Delete</a>
SHIFT2	SHIFT2	18:00	08:00	<a href="#">Edit</a>	<a href="#">Delete</a>

Fig: 10.8.1

Here user can add, edit and view the details of shifts in the hotel. User can edit the shift details by clicking the item from the list and popup the edit window as shown below.

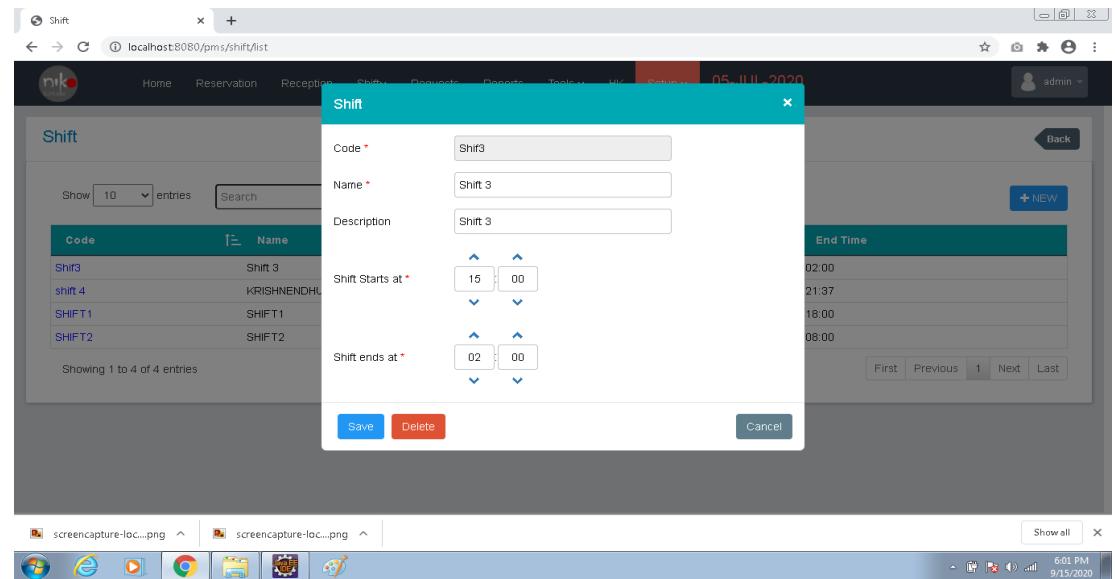


Fig: 10.8.2

User can change the shift details as per the needs and click the save button to make the change. User can add the new shift details by clicking the new button. Popup a new window for add a new entry as shown below.

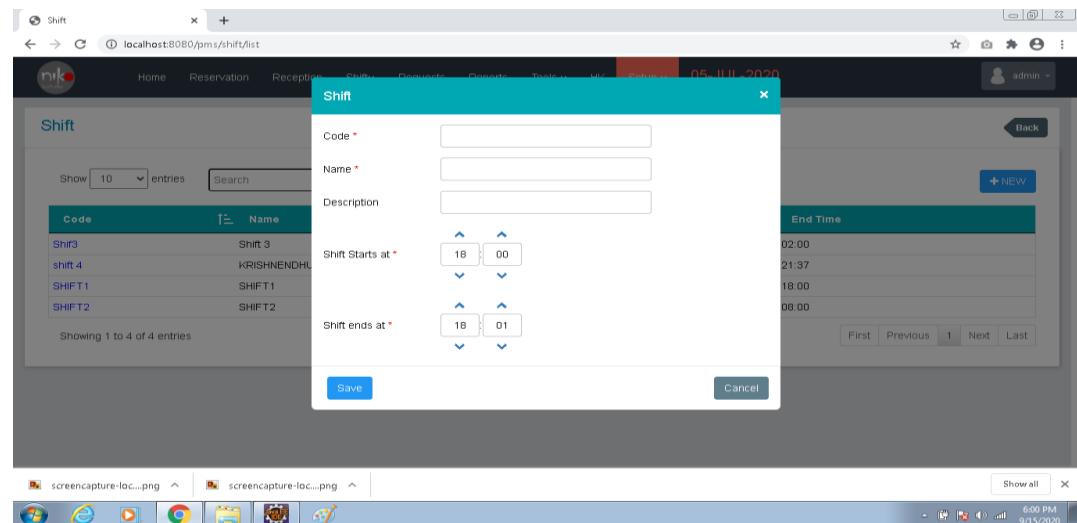


Fig: 10.8.3

Sl. No.	Contents	Description
1	Code	Enter the unique code
2	Name	Enter the name
3	Description	Add the description
4	Shift start at	Select the start time
5	Shift ends at	Select the end time

Table: 10.8.1

Add the details as per the details given above and click the save button to add the new entry.

#### 9. Room type

Code	Name	Description	Single Occ	Double Occ	Triple Occ	Quad Occ
BAN	Banquet Hall	Banquet Hall	✓	✗	✗	✗
CLASS	Classic	Classic Room	✓	✓	✓	✗
DLX	Deluxe	Deluxe Room	✓	✓	✓	✗
ECON	Economy	Economic Room	✓	✗	✗	✗
PREM	Premium	Premium Room	✓	✓	✓	✗
STND	Standard	Standard Room	✓	✓	✓	✗

Fig: 10.9.1

User can add and view the room type details in this screen. User can add the new entry by clicking the new button shown in the screen. Then popup a new window to add the new entry as shown below.

Fig: 10.9.2

Sl. No.	Contents	Description
1	Code	Enter the unique code
2	Name	Enter the name
3	Overbooking %	Add the percentage of overbooking
4	Display order	Add the display order
5	Description	Add the description

:

Table: 10.9.1

Then enable the applicable occupancies if needed.

## 10. Rooms

The screenshot shows a table titled 'Rooms' with the following data:

Number	Name	Room Type	Inventory Status	Occupancy Status	Description
101	101	Classic	✓	✓	Classic
102	102	Classic	✓	✗	Classic
109	109	Standard	✓	✗	Standard
111	111	Standard	✓	✗	Standard
208	208	Economy	✓	✗	Economy
209	209	Standard	✓	✗	Standard
211	211	Standard	✓	✗	Standard
308	308	Economy	✓	✗	Economy
309	309	Standard	✓	✓	Standard
311	311	Standard	✓	✓	Standard

Showing 1 to 10 of 37 entries

Fig: 10.10.1

Here user can add, edit and view the room list. User can edit the entry by selecting the entry from the list and popup an edit window as shown below.

The screenshot shows the 'Edit Rooms' modal window with the 'General' tab selected. The form fields are:

- Room No: 311
- Room Name: 311
- Description: Standard
- Room Type: STND
- Floor: FLOOR3

Showing 1 to 10 of 37 entries

Submit Reset Delete Cancel

Fig: 10.10.2

User can change the details as per the changes needed and click the submit button to make the change. User can also delete the entry by clicking the delete button.

User can add a new entry by clicking the new button shown in the view page. When user clicks the new button, popup a new window for adding a new entry.

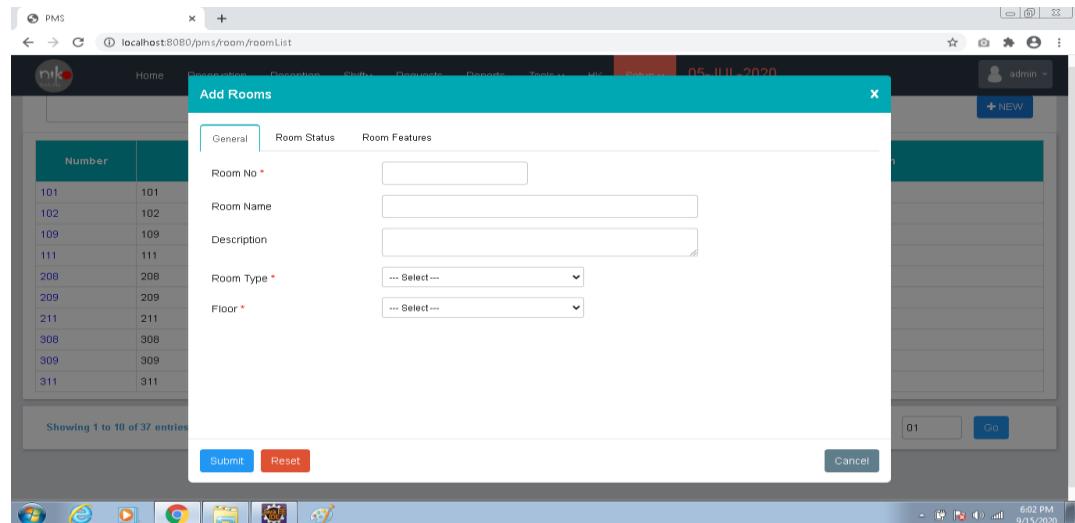


Fig: 10.10.3

Sl. No.	Contents	Description
1	Room No.	Enter the unique code
2	Room Name	Enter the room name
3	Description	Add the description
4	Room type	Select the room type from the dropdown
5	Floor	Select the floor from the dropdown
6	Inventory status	Change the inventory status if needed
7	House-keeping status	No need to change
8	Occupancy status	No need to change

Table: 10.10.1

Add the proper details and click the submit button to add the new entry.

### 11. Floor

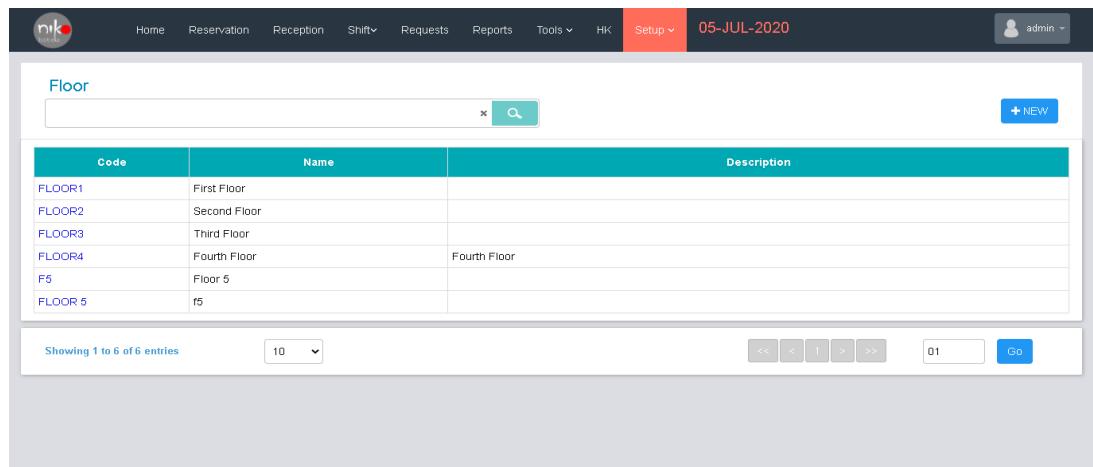


Fig: 10.11.1

User can add, edit and view the details of floors in the hotel in this section. User can edit the entry by clicking the entry from the list and popup a window for edit the entry as shown below.

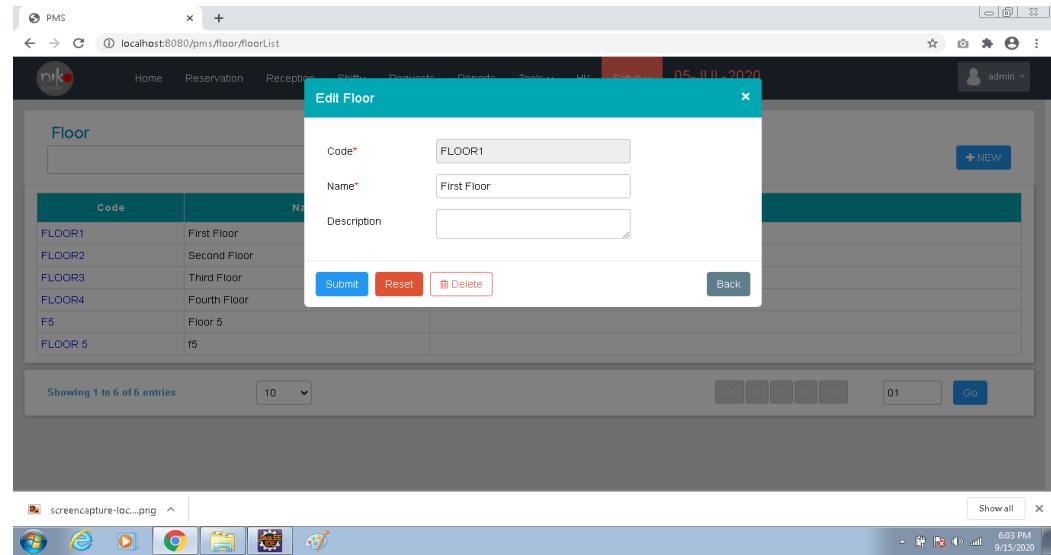


Fig: 10.11.2

User can make the changes if needed and click the submit button. User can also delete the entry by clicking the delete button shown in the window. User can add a new entry by clicking the new button shown in the view page and popup a new button as shown below.

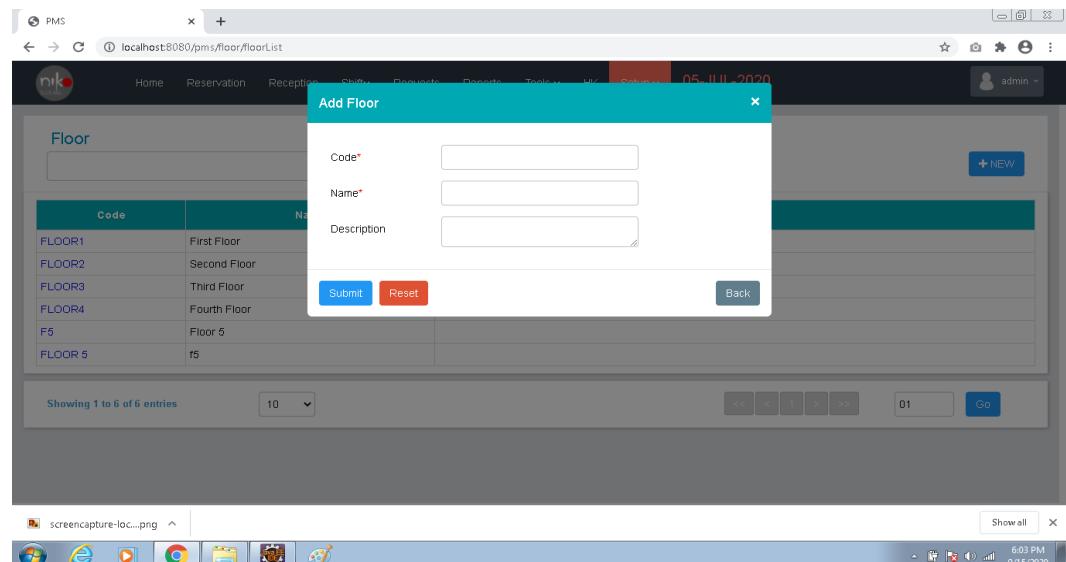


Fig: 10.11.3

Sl. No.	Contents	Description
1	Code	Enter the unique code
2	Name	Enter the floor name
3	Description	Add the description

Table: 10.11.1

Add the details as per the details shown in the table and click the submit button to save the data.

## 12. Corporate ta rates

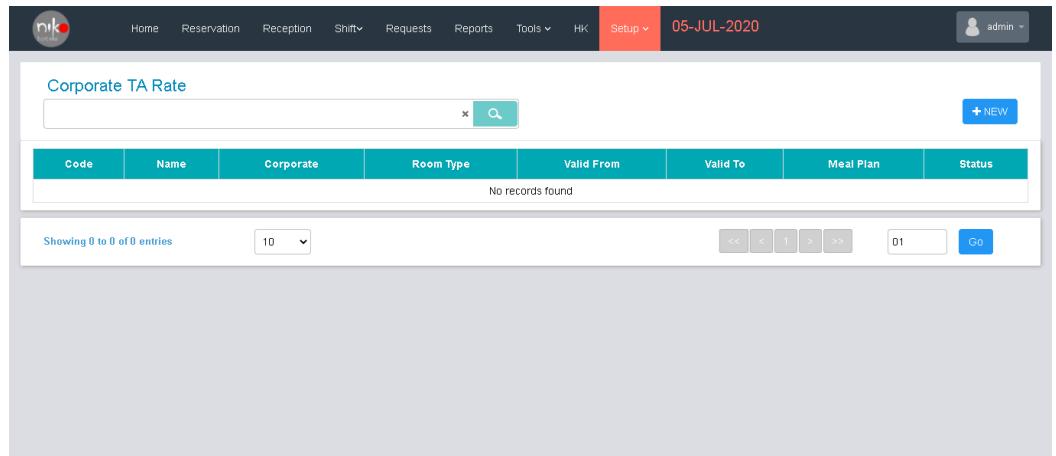


Fig: 10.12.1

User can add, edit and view the details of the corporate ta rate in the section. User can add a new entry by clicking the new button seen in the screen, then popup a new window for adding the new entry as shown below.

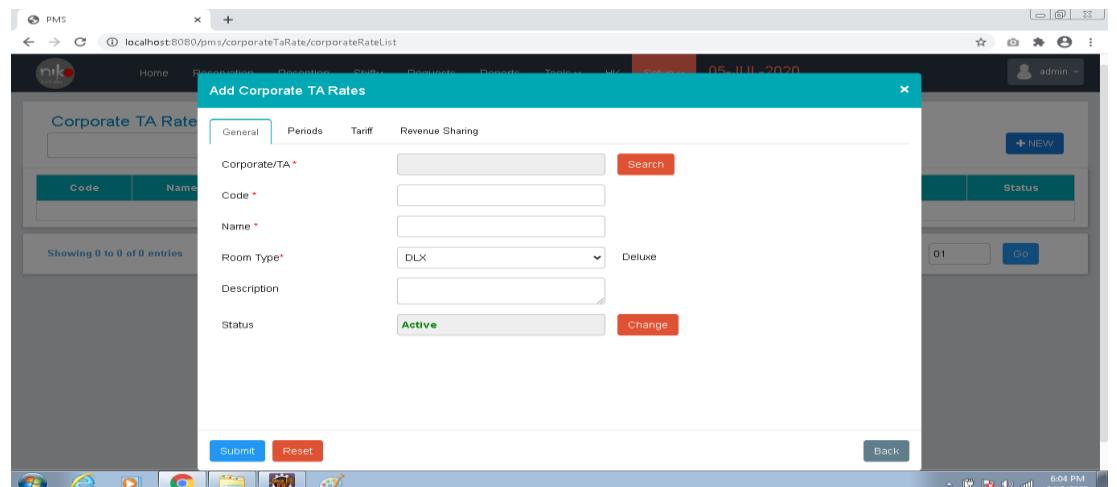


Fig: 10.12.2

Sl. No.	Contents	Description
1	Corporate/TA	Select the item from dropdown
2	Code	Enter the unique code
3	Name	Enter the name
4	Room type	Select the room type from the dropdown
5	Description	Add the description
6	Status	Change the status if needed
7	Agreement ref.	Enter the agreement reference number
8	From	Select the from date
9	To	Select the to date
10	Traffic include the taxes	If taxes included enable the checkbox

Table: 10.12.1

Then add the details of meals plan, traffic and revenue sharing then click the submit button to add the new entry.

### 13. Room rate

Code	Name	Room Type	Valid From	Valid To	Meal Plan	Status
ECON-CP	Economy Room Rate - Plan CP	ECON	01-October-2017	31-March-2030	CP	✓
DLX-CP	Deluxe Room Rate - Plan CP	DLX	01-October-2017	31-March-2030	CP	✓
CLASS-CP	Deluxe Twin Room Rate - Plan CP	CLASS	01-October-2017	31-March-2030	CP	✓
PREM-CP	Deluxe Premium Room Rate - Plan CP	PREM	01-October-2017	31-March-2030	CP	✓
STND	STANDARD-CP PLAN	STND	01-October-2017	31-March-2030	CP	✓
CLASS-CP	Deluxe Twin Room Rate - Plan CP	CLASS	01-October-2017	31-March-2030	CP	✓
DLX-CP	Deluxe Room Rate - Plan CP	DLX	01-October-2017	31-March-2030	CP	✓
STND	STANDARD-CP PLAN	STND	01-October-2017	31-March-2030	CP	✓
STND	STANDARD-CP PLAN	STND	01-October-2017	31-March-2030	CP	✓
STND	STANDARD-CP PLAN	STND	01-October-2017	31-March-2030	CP	✓

Fig: 10.13.1

User can add and view the details of room rates available in the hotel. User can add the new rate details by clicking the new button shown in the screen, then popup a new window as shown below for add a new entry.

Code*	Name*	Description	Room Type*	Status
ECON-CP			DLX	Active
DLX-CP				Change
CLASS-CP				
PREM-CP				
STND				
CLASS-CP				
DLX-CP				
STND				
STND				

Fig: 10.13.2

Sl. No.	Contents	Description
1	Code	Enter the code
2	Name	Enter the name
3	Description	Add the description
4	Room type	Select the room type from the dropdown
5	Status	Add the description
6	From	Select the from date
7	To	Select the to date
8	Traffic include the taxes	If taxes included enable the checkbox

Table: 10.13.1

Add details as per the table and click the submit button.

#### 14. Corporate

Code	Name	Customer	Contact Person	Email	Mobile	Status
MMT	MAKE MY TRIP	TRAVEL_AGENT	ADMIN MAKE MY TRIP	admin@gmail.com	1234567897	✓
OLA	OLA CORPORATES	CORPORATE	ADMIN OLA	admin@olacorp.com	3333333333	✓
BIN	BINOD	TRAVEL_AGENT	BINOD	binod@indocosmo.in	9544309158	✓
ZEE	ZANE	CORPORATE	ZANE	zane@niko-inn.com	9895010809	✓
BOO	BOOKING.COM	TRAVEL_AGENT	BOOKING.COM	booking.com@gmail.com	8046675000	✓
O11	EXPEDIA	TRAVEL_AGENT	Expedia	expediapartnercentral@gmail.com	1800301033	✓
CLE	CLEARTRIP	TRAVEL_AGENT	RESHMA	reshma@cleartrip.com	9980630400	✓
GO	GOIBIBO	TRAVEL_AGENT	DILEEP	dilieep@gobibbo.com	9947145849	✓
YA	YATRA	TRAVEL_AGENT	SUJITH S NAIR	sujith@yatra.com	7204838417	✓
MAG	MAGNUM	CORPORATE	MANU	manu@msn.in	7012463410	✓

Fig: 10.14.1

User can add and view the corporate details from this section. User can add a new entry by clicking the new button shown in the screen then popup a new window for add entry as shown below.

Fig: 10.14.2

Sl. No.	Contents	Description
1	Code	Enter the unique code
2	Name	Enter the name
3	Address	Add the address
4	Customer classification	Select the item from the dropdown
5	Customer rating	Change the rating if needed
6	Customer status	Change the status if needed
7	Contact person	Enter the name of contact person
8	Email address	Enter the email id
9	Mobile number	Enter the mobile number
10	Office phone	Enter the office phone number
11	Fax	Enter the fax number
12	Back office account no.	Enter the account details

Table: 10.14.1

Add the details as per the table shown above and click the submit button to save the data.

## How to Install

User can install this application through the following steps.

This document is prepared based on the current server installation. All the settings and commands are shown with the values for the current NIKO server setup.

### Prerequisites

The server system must have minimum configuration mentioned below.

OS	: CentOS Linux 7 or later
IP Address	: 192.168.2.35

### Java installation

To install openjdk.1.8 use following command

```
#sudo yum install java-1.8.0-openjdk.x86_64
```

To verify the installed version using following command

```
#java -version
```

## Install and Setup Apache Tomcat Application Server(version: 8.0.23)

Create a user group named tomcat

```
#sudogroupadd tomcat
```

Create installation directory for tomcat

```
#sudomkdir /opt/tomcat
```

Create a user named tomcat

```
#sudouseradd -s /bin/nologin -g tomcat -d /opt/tomcat tomcat
```

Change current working directory to /opt

```
#cd /opt/
```

Change ownership of the tomcat directory to tomcat user

```
#chowntomcat:root ./tomcat/ -R
```

Change permission of the tomcat installation directory

```
#chmod775 ./tomcat -R  
cd ~
```

Install wget for downloading tomcat

```
#yum install wget
```

Download apache-tomcat-8.0.23.tar.gz

```
#wget https://archive.apache.org/dist/tomcat/tomcat-8/v8.0.23/bin/apache-tomcat-8.0.23.tar.gz
```

Extract the downloaded file to the location /opt/tomcat

```
#sudo tar -zxvf apache-tomcat-8.0.23.tar.gz -C /opt/tomcat  
--strip-components=1
```

Set following file permissions to the tomcat directory

```
#cd /opt/tomcat  
#sudochgrp -R tomcat conf  
#sudochmodg+rwxconf  
#sudochmodg+rconf/*  
#sudochown -R tomcat logs/ temp/ webapps/ work/  
  
#sudochgrp -R tomcat bin  
#sudochgrp -R tomcat lib  
#sudochmodg+rwx bin  
#sudochmodg+r bin/*
```

Create the following file /etc/systemd/system/tomcat.service with below content

```
#sudovi /etc/systemd/system/tomcat.service
```

Paste contents from below<<-----

```
[Unit]  
Description=Apache Tomcat Web Application Container  
After=syslog.targetnetwork.target  
  
[Service]  
Type=forking  
  
Environment=JAVA_HOME=/usr/lib/jvm/jre  
Environment=CATALINA_PID=/opt/tomcat/temp/tomcat.pid  
Environment=CATALINA_HOME=/opt/tomcat  
Environment=CATALINA_BASE=/opt/tomcat  
Environment='CATALINA_OPTS=-Xms512M -Xmx1024M -server -XX:+UseParallelGC'  
Environment='JAVA_OPTS=-Djava.awt.headless=true  
-Djava.security.egd=file:/dev/.urandom'  
  
ExecStart=/opt/tomcat/bin/startup.sh  
ExecStop=/bin/kill -15 $MAINPID  
  
User=tomcat
```

```
Group=tomcat
[Install]
WantedBy=multi-user.target
```

Up to above line ----->>>

```
(ESC: wq (i=insert, quit without saving q!)
```

Check status of the tomcat application server

```
#service tomcat starts/stop/restart/status
```

## Install and Setup MySQL Service

Enable the MySQL 5.7 repository with the following command:

```
#sudo yum localinstall https://dev.mysql.com/get/mysql57-community-release-el7-
11.noarch.rpm
```

Install MySQL 5.7 package with:

Install MySQL as any other package using yum:

```
#sudo yum install mysql-community-server
```

Once the installation is completed, start the MySQL service and enable it to automatically start on boot with:

```
#sudosystemctl enable mysqld
#sudosystemctl start mysqld
```

We can check the MySQL service status by typing:

```
#sudosystemctl status mysqld
```

To log in to the MySQL server as the root user type:

```
#mysql -u root -p
```

You will be prompted to enter the root password you have previously set when the mysql\_secure\_installation script was run.

Once you enter the password you will be presented with the mysql shell as shown below:

Welcome to the MySQL monitor. Commands end with; or \g.

```
Your MySQL connection id is 11
Server version: 8.0.11 MySQL Community Server - GPL

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owners.
```

```
Type 'help;' or '\h' for help. Type '\c' to clear the current input statement.
```

Once you are connected to the MySQL shell, you can create a new database by typing the following command:

```
#mysql> CREATE DATABASE new_database
```

Reload the yum repository using following command

```
#yum repolist
#sudo yum install mysql-community-server
#sudosystemctl start mysqld
```

## Web Application Deployment

Build the web application project, which builds the admin module also.

The war file should be created and can be renamed to whatever name planning for the app-folder in the pmsurl.

**Important:** The war file name should be the name of the <app-folder-name> with the '.war' file extension.

i.e<**app-folder-name**>.war

For example. If the war file is renamed to pms.war, then the url will be  
<https://192.168.2.35:8080/pms>

Deploy the war file in tomcat

Copy war file into the tomcat hosting directory (/opt/tomcat/webapps)

A folder with the name of <app-folder-name> might have created under /opt/tomcat/webapps

For example, a folder with name “pms” will be created when we deploy/copy “pms.war”

## Web Application Configuration

The web application database configuration file, “database.properties” is placed under the folder /opt/tomcat/webapps/<app-folder-name>/WEB-INF/classes/

Open the database properties file

```
#sudovi/opt/tomcat/webapps/pms/WEB-INF/classes/database.properties
```

### Database Settings

For example use the following entry to set the database name as **hms\_db**

```
jdbc.driverClassName=com.mysql.jdbc.Driver

#/NIKO HOTELS
jdbc.url=jdbc:mysql://192.168.2.35/hms_db?characterEncoding=UTF-8
jdbc.username=hms_user
jdbc.password=hms123456^.
```

The web application tally export configuration file, “export.properties” is placed under the folder /opt/tomcat/webapps/<app-folder-name>/WEB-INF/classes/

Open the export properties file

```
#sudovi/opt/tomcat/webapps/pms/WEB-INF/classes/export.properties
```

### Export Settings

The web application tally export configuration file, "sms.properties" is placed under the folder  
/opt/tomcat/webapps/<app-folder-name>/WEB-INF/classes/

Open the sms properties file

```
#sudovi/opt/tomcat/webapps/pms/WEB-INF/classes/sms.properties
```

## SMS Settings

```
#SMS  
  
SMSAPIKEY = IOGBEU5btLY-vASdMhwmJ2cgMIIINLG3ALuOIQgAcd  
  
SMSAPISENDERID = NIKORW  
  
#SMSAPICC = ,  
  
#EMAIL  
  
#EMAILCC = info@niko.com  
  
FDBKURL = http://192.168.2.35:8080/feedback.html
```

Restart the Apache HTTP service.

```
#systemctl restart httpd
```

Restart the Tomcat service

```
#systemctl restart tomcat
```

## References

<https://www.digitalocean.com/community/tutorials/how-to-secure-apache-with-let-s-encrypt-on-cento>