**Mansion Management System**

# Rooms Management

* Add Room – Room capacity, floor no, room no, etc
* Edit Room Details

# Guest Management

* Guest Admission – Enter details, capture photo, scan proof.
* Edit Guest Details – Rooms Transfer, update personal details, etc.
* Checkout Guest – Guest details should not be deleted, but archived for future use
* Search Guests
  + Name
  + Phone Number
  + Room No

# Bills

* Advance Receipt – While a guest is checking in, the advance receipt has to be generated
* Monthly Rent Receipt – While collecting the rent, this one has to be generated for every guest.

# Reports

* Rooms
  + Room Occupancy Status Report - No of People occupied
* Guests
* Generate Present Guests List – Generate By Room No as of now (present status)
* Generate Guests List (For a given Date Range)
* Generate Guests List for Police submission (By Room wise, for a given Date Range). Each and every room no will be stored in a separate file like Room1.pdf, Room2.pdf, etc.

In each pdf file, the details of all the guests will be embedded inside that with photos, proof etc.)

* Rent Report
* Collection Report – Collection done on today, a given date range.
* Pending Report – Pending Rent collection for a given date range.
* Daily Expenses Report – Will list all the expenses done on the selected date/today
* Monthly Expense Report (On every expense heads) – entries for each and every head will be summed up and shown as summary.

# Accounts

* Create/Modify/Delete Heads (This can be created for all types of expenses such as maintenance (plumbing, electrical works), Maintenance staff salary, internet bill, miscellaneous expenses etc.)
* Daily Expenses entry – Will list all the expenses done on today

# Remote Login

The Software will have a provision for the administrator to login remotely other than from the office premises. From the login, the admin can choose a Mansion and view any of the Mansion details, the software provides.

# Dashboard

There will be a dashboard to show up the summary of information on various parameters.