

GME HOTEL BOOKING SYSTEM MANUAL

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HOW TO INTEGRATE HBS TO THE HOTEL WEBSITE

Step 1: We need to know the basic detail of the Hotel that will use the HBS; you need to visit this URL <http://202.76.236.49/hbs/frmHBSRegistration.asp> to register your hotel. Fill-up the required details and click Register button. A confirmation email will be sent to the email address you have provided valid registration information.

The Figure below shows the sample HBS Registration Form.

HOTEL BOOKING SYSTEM - REGISTRATION FORM

* Required field

*Hotel Name :	<input type="text" value="Sample Hotel"/>	e.g. My New Hotel
*Hotel website :	<input type="text" value="http://www.myhotel.com"/>	e.g. http://www.hotelname.com
*Contact Person :	<input type="text" value="sample contact person"/>	
*Contact Numbers :	<input type="text" value="353543454534"/>	
*Hotel Address :	<input type="text" value="Sample Hotel Address"/>	
*Country :	<input type="text" value="MALAYSIA"/>	
Name of IT personnel (if any) :	<input type="text" value="Mr. Smith"/>	
Company Email address :	<input type="text" value="myhotel@gmail.com"/>	
*Booking notification recipient email address :	<input type="text" value="myhotel_bookingdept@gmail.com"/>	

[Click here to view the Terms And Conditions](#)
[Click here to view the Privacy Policy](#)

I have READ and AGREE to the following Terms and Conditions, and Privacy Policy.

The Figure below shows the sample Successful HBS Registration.

REGISTRATION IS SUCCESSFULL, THANK YOU!
You may now close this window or click Back button to register another Hotel.
A copy of Registration Details has been sent to your Hotel Email Address

REGISTRATION DETAILS

Registration Date : 2011-07-25 3:56:55 PM
*Hotel Name : Sample Hotel
*Hotel website : http://www.myhotel.com
*Contact Person : sample contact person
*Contact Numbers : Sample Hotel
Hotel Address : Sample Hotel Address
*Country : MALAYSIA

*Hotel Email address : myhotel@gmail.com
*HBS Email address : myhotel_bookingdept@gmail.com
Name of IT personnel (if any) : Mr. Smith

Step 2: Once the registration is approved, you will be given a Hotel code, e. g. “M100-1-50”. The Hotel code is your unique ID to access HBS admin login, reservation system and admin function. HBS Technical support will send a format of IFRAME that you will use in your website in order for HBS reservation system to load in your website.

The Figure below shows the sample HBS Reservation module.

STEP 1 of 4 : Choose your preferences



Select Reservation Date

Check-In Date: 25 JUL 2011

Check-Out Date: 26 JUL 2011

No. of Night(s)

No. of Adult(s)

No. of Children

Promo Code: (if any)

Terms And Conditions

INTERNET BOOKING

i) Payment

Payment must be made by Credit Cards.All payment must be made in full upon confirmation or your reservation will be canceled automatically.

I have READ and AGREE to the following terms and conditions.

Check Available Rooms

July 2011

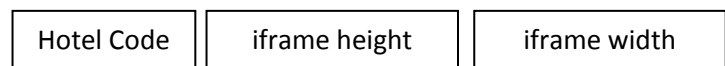
July 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 AVAILABLE	2 AVAILABLE
3 FULLY BOOKED	4 FULLY BOOKED	5 AVAILABLE	6 AVAILABLE	7 AVAILABLE	8 AVAILABLE	9 AVAILABLE
10 AVAILABLE	11 AVAILABLE	12 AVAILABLE	13 AVAILABLE	14 AVAILABLE	15 AVAILABLE	16 AVAILABLE
17 AVAILABLE	18 AVAILABLE	19 AVAILABLE	20 AVAILABLE	21 FULLY BOOKED	22 FULLY BOOKED	23 FULLY BOOKED
24 AVAILABLE	25 AVAILABLE	26 AVAILABLE	27 AVAILABLE	28 AVAILABLE	29 AVAILABLE	30 AVAILABLE
31 AVAILABLE						

Instructions: You can click the calendar number to automatically change the Check-In Date.

Step 3: Here is the sample IFRAME format.

Instruction on how to modify the format:

1. You will change the value of **CID** to the Hotel code that is assigned to your Hotel
2. Change the value of height and width to fit the **IFRAME** to your Hotel website
3. Add this code to the reservation page of your Hotel, e. g. myhotel.com/reservation.html



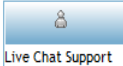
```
<iframe id="myframe" src="frmPage1.asp?cid=M91-C-100" height="500" width="1100"
frameborder="0"> <p>Your browser does not support iframes.</p></iframe>
```

HOW TO USE THE HOTEL BOOKING SYSTEM (ONLINE BOOKING)

After setting up of IFRAME in your Hotel website reservation page, e. g. myhotel.com/reservation.html The **Page 1** of the HBS reservation page should appear.

The Figure below shows the sample **Page 1** of HBS Reservation module.

STEP 1 of 4 : Choose your preferences



Select Reservation Date

Check-In Date: 25 JUL 2011

Check-Out Date: 26 JUL 2011

No. of Night(s): 1

No. of Adult(s): 1

No. of Children: 0

Promo Code: (if any) none

Terms And Conditions

INTERNET BOOKING

i) Payment

Payment must be made by Credit Cards.All payment must be made in full upon confirmation or your reservation will be canceled automatically.

I have READ and AGREE to the following terms and conditions.

Check Available Rooms

July 2011

July 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 AVAILABLE	2 AVAILABLE
3 FULLY BOOKED	4 FULLY BOOKED	5 AVAILABLE	6 AVAILABLE	7 AVAILABLE	8 AVAILABLE	9 AVAILABLE
10 AVAILABLE	11 AVAILABLE	12 AVAILABLE	13 AVAILABLE	14 AVAILABLE	15 AVAILABLE	16 AVAILABLE
17 AVAILABLE	18 AVAILABLE	19 AVAILABLE	20 AVAILABLE	21 FULLY BOOKED	22 FULLY BOOKED	23 FULLY BOOKED
24 AVAILABLE	25 AVAILABLE	26 AVAILABLE	27 AVAILABLE	28 AVAILABLE	29 AVAILABLE	30 AVAILABLE
31 AVAILABLE						

Instructions: You can click the calendar number to automatically change the Check-In Date.

Instructions for Page 1:

1. Check the Availability of the Rooms in the Calendar on the right side
2. Select Reservation Date (Check-in and Check-out)
3. Choose Number of Adults and Children from the dropdown menu
4. Agree to the terms and conditions by clicking the Checkbox above the Submit button
5. Click Submit button to continue to Page 2

The Figure below shows the sample **Page 2 – Room Selection** of HBS Reservation module.

STEP 2 of 4 : Please select a room type for your stay.

Arrival Date: July 25, 2011 Departure: July 26, 2011

Available Rooms and Rates			
Room Package	Standard Price	Price Now	
Standard Room	MYR 429.20	MYR 407.00	Select No. of Rooms <input type="button" value="BOOK NOW"/>
Deluxe Room	MYR 394.40	MYR 473.00	Fully Booked -
Honeymoon	MYR 545.20	MYR 517.00	Fully Booked -
Family Room	MYR 371.20	MYR 352.00	Fully Booked -

Instructions: To reserve room: Select no. of rooms you want to book and click the "BOOK NOW " button. To find more rooms: Try to change your selected Check-in and Check-out dates.

Note: After 30 mins. of inactivity to this page you will be redirected to the Main Page of the Reservation System.

Instructions for Page 2:

1. Select the rooms you want to reserve by clicking its drop-down selection
2. After selecting the no. of rooms you want to server, click the Book Now button to continue to Page 3

The Figure below shows the sample **Page 3 – Guest Information** of HBS Reservation module.

STEP 3 of 4 : GUEST INFORMATION

** Required Field*

* Name:	sample name
* Address:	Sample Address
* Nationality:	Malaysia
* Contact No.:	+639204443482
* Email Address:	my_email@gmail.com
Remarks:	nonee

<-- BACK CONTINUE -->

Instructions for Page 3:

1. Fill-up the required information and Click the continue button

Note: The system will send a copy of Reservation Details to the email address you have provided, make sure you have access to that email address.

The Figure below shows the sample **Page 4 – Confirmation and Payment** of HBS Reservation module.

STEP 4 of 4 : CONFIRMATION AND PAYMENT

Select Payment Mode below and click "PAY NOW" button to confirm your booking.

RESERVATION DETAILS			
Booking Reference No.	HBS-100-709	Check In Date	2011-07-25
Name	sample name	Check Out Date	2011-07-26
Address	Sample Address	Rooms Selected	1 Standard Room @ MYR 407.00 per day.
Nationality	Malaysia	No Of Adult	1
Contact No	+639204443482	No Of Children	0
Email	my_email@gmail.com	Room Amount	MYR 407.00
Remarks	nonee	Extra Person Amount	MYR 0.00
		Total Amount	MYR 407.00

Choose payment mode:

- Paypal
 Moneybookers
 Alternative Payment

PAY NOW

Instructions:

1. Review the Reservation Details, Choose Paypal – if you have Paypal account, Moneybookers – if you have Moneybookers account and Alternative Payment – if you have credit card
2. Choose your desired payment mode and click PAY NOW button

The Figure below shows the sample **Page 4 – Confirmation and Payment** of HBS Reservation module.

CREDIT CARD DETAILS

Credit Card Type: --Select Card Type--
Credit Card No:
Secure No (CVV): (The last 3 digits security code appearing on the signature panel)
Card Holder's Name:
Card Issuing Bank Name:
Expiration Date: July 2011
For Payment of (RM): 407.00

You will be informed of the status of your reservation within 24-48 hours of receiving your booking during normal days.

Bookings are subject to availability.

Please be informed that all Reservations have to be made minimum 2 working days before date of check-in. For last minute booking, kindly contact our reservation department directly. Tel No. Company Telephone or Email address: [email reserve@companyname.com.my](mailto:reserve@companyname.com.my)

This window will show if your choose **Alternative Payment Method**

The Figure below shows the sample **Booking Reservation Details** sent by the booking system.

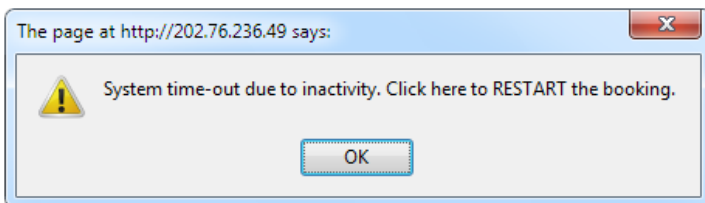
Booking Reservation Details #: HBS-100-709 

☆ **Hotel Reservation** to my_email, me

Booking Reference #:HBS-100-709
Name:sample name
Address:Sample Address
Nationality:Malaysia
Contact No:[+639204443482](tel:+639204443482)
[Email:my_email@gmail.com](mailto:my_email@gmail.com)

RESERVATION DETAILS
Remarks:nonee
Check In Date:2011-07-25
Check Out Date:2011-07-26
Rooms Selected:1 Standard Room @ MYR 407.00 per day.
No Of Adult:1
No Of Children:0
Room Amount:407
Package Amount:
Extra Person Amount:0.00
Total Amount:407.00

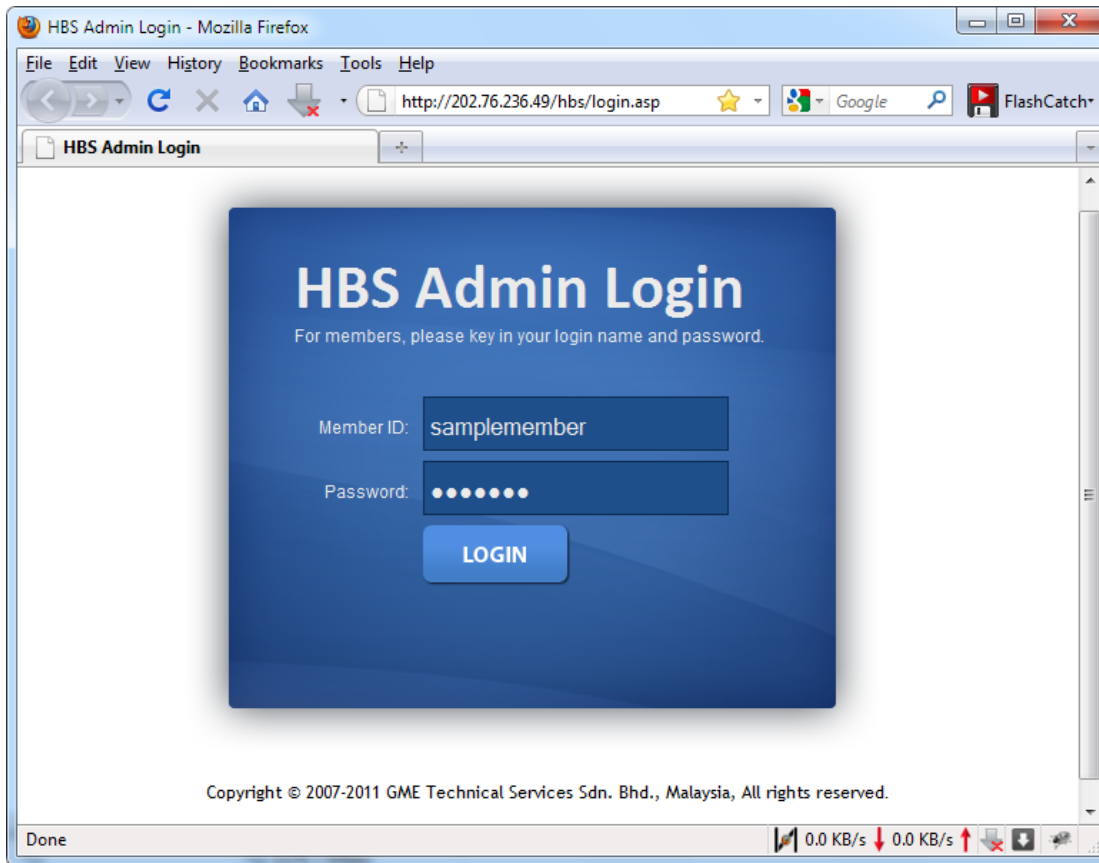
The system will prompt this message box after 20 minutes of inactivity to the Booking system. You must click the OK button to refresh the Current window and continue the booking.



HBS ADMIN FUNCTIONS

ADMIN FUNCTION – LOGIN MODULE

To Access HBS Admin Function, you need to go to <http://202.76.236.49/hbs/login.asp>



Instructions:

1. Enter your username and password and click the login button

ADMIN FUNCTION - MAIN MENU

The Figure below is the **Main Menu** of HBS Admin functions. The Functions that are available are Admin Profile, Product Settings, Booking System, Booking Settings, Accounts, Company Setting, and Admin Tools.

The screenshot displays the HBS Admin Main Menu. On the left is a vertical sidebar with buttons for: MAIN MENU, ADMIN PROFILE, PRODUCT SETTINGS, **BOOKING SYSTEM** (highlighted in red), BOOKING SETTINGS, ACCOUNTS, ADMIN TOOLS, and LOGOUT. The main content area is organized into columns:

- ADMIN PROFILE**: [Change Password](#)
- PRODUCT SETTINGS**: [Product List](#), [Add New Product](#), [Product Category List](#), [Add New Product Category](#)
- COPYWRITING**: [Articles](#)
- BOOKING SYSTEM**: [Room Availability](#), [Room Allotment](#), [Room Unblock](#), [Online Booking Clearance](#), [Create New Booking](#), [Booking List](#), Search, Change, Cancel, Recover
- BOOKING SETTINGS**: [Run Of House](#)
- ACCOUNTS**: [Monthly Sales Report](#)
- COMPANY SETTING**: [Global Setting](#)
- ADMIN TOOLS**: [Register Admin Member](#), [Member\(s\) List](#), [Purchase Clearance](#), [Withdrawal Clearance](#), [Broadcast](#)

TIPS:

1. The vertical menu on the left serve as a shortcut menu to all functions found in the Main Menu.

ADMIN FUNCTION – ADMIN CHANGE PASSWORD

Function to changed the current hotel admin password

The screenshot shows the 'CHANGE PASSWORD' form. The sidebar on the left has 'ADMIN PROFILE' highlighted in red, with 'Change Password' selected. The form contains the following fields and instructions:

- Instruction: Please Fill all the required fields in order to change your password. After filled in all the requested fields, click submit to completed editing.
- Field 1: * Enter Old Password :
- Field 2: * Enter New Password :
- Field 3: * Confirm New Password :
- Field 4: * Required Field :

At the bottom of the form, it says: System Settings
Secret Question verification = Disabled

ADMIN FUNCTION – ADMIN EDIT PROFILE

Function to edit the Hotel admin basic information

MAIN MENU

ADMIN PROFILE

- Edit Profile
- Change Password

PRODUCT SETTINGS

BOOKING SYSTEM

BOOKING SETTINGS

ACCOUNTS

ADMIN TOOLS

LOGOUT

EDIT PROFILES

Please Fill all the required fields in order to change your profile. After filled in all the requested fields, click submit to completed editing.

* First Name :

* Last Name :

* Date of Birth :

* Contact No :

* Email Address :

* Confirm Email Address :

* Required Field

ADMIN FUNCTION – PRODUCT CATEGORY

Function to add Product category

MAIN MENU

ADMIN PROFILE

PRODUCT SETTINGS

- Product List
- Add New Product
- Product Category List
- Add New Product Category

BOOKING SYSTEM

BOOKING SETTINGS

ACCOUNTS

ADMIN TOOLS

LOGOUT

Product Categories List

The records below show the Product Categories.

Enter text here..

Category Code	Category Name	Category Description	Hidden	Command
HBS-CAT-6	Meals	Meals Package	False	Edit Remove
HBS-CAT-14	Package	Package	False	Edit Remove
HBS-CAT-1	Rooms	Rooms	False	Edit Remove
HBS-CAT-15	Transfer	Transfer Charges	False	Edit Remove

1

ADMIN FUNCTION –ADD PRODUCT CATEGORY

Function to add Product Category

MAIN MENU

ADMIN PROFILE

PRODUCT SETTINGS

- [Product List](#)
- [Add New Product](#)
- [Product Category List](#)
- [Add New Product Category](#)

BOOKING SYSTEM

BOOKING SETTINGS

ACCOUNTS

ADMIN TOOLS

LOGOUT

HBS Add Product Category

Product Name :

Product Description :

Hidden: False
 True

ADMIN FUNCTION –PRODUCT LIST

Function to view all the Product

MAIN MENU

ADMIN PROFILE

PRODUCT SETTINGS

- [Product List](#)
- [Add New Product](#)
- [Product Category List](#)
- [Add New Product Category](#)

BOOKING SYSTEM

BOOKING SETTINGS

ACCOUNTS

ADMIN TOOLS




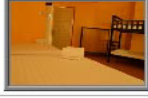
LOGOUT

Product List

Rooms Meals Package Transfer

Below are the product(s) available in your Company. You can add new product, edit the existing product and delete the product.

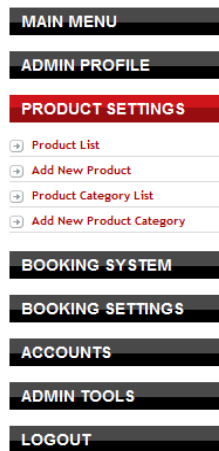
Order: Descending

Created Date	Display / Hidden	Product Category	Product Code	Name	Maintenance Duration	Description	Promotion Code	Promotion Price (MYR)	Picture	Action
Wednesday, June 09, 2010	Display	Rooms	P100	Standard Room	0 month	Standard Room	-	-		Parts List View/Edit Delete
Wednesday, June 09, 2010	Display	Rooms	P102	Deluxe Room	0 month	Deluxe Room ...	-	-		Parts List View/Edit Delete
Wednesday, June 09, 2010	Display	Rooms	P103	Honeymoon	0 month	Honeymoon Room<...>	-	-		Parts List View/Edit Delete
Wednesday, June 09, 2010	Display	Rooms	P104	Family Room	0 month	Family Room: up...	-	-		Parts List View/Edit Delete

1
[Add New Product](#)

ADMIN FUNCTION –ADD NEW PRODUCT

Function to add new Product



Add New Product

Product Code :

* Product Name :

Product Category : Meals

* Product Price :

Display Price :

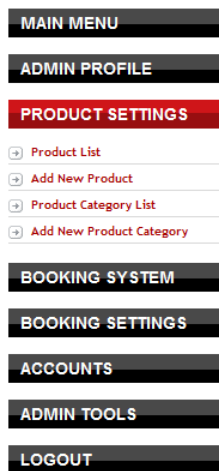
* Description :

Product Image Thumbnail :

* Required field(s)

ADMIN FUNCTION –EDIT PRODUCT

Function to edit selected Product



Edit Package

* Display/Hidden in Room Reservation : Display Hidden

Product Code : P103

* Product Name :

Product Category : Rooms

* Product Price (MYR) :

Display Price :

* Description :

Product Image Thumbnail :

* Required field(s)

ADMIN FUNCTION –PRODUCT -> PART LIST

Function to add new Part in the selected Product

MAIN MENU

ADMIN PROFILE

PRODUCT SETTINGS

- Product List
- Add New Product
- Product Category List
- Add New Product Category

BOOKING SYSTEM

BOOKING SETTINGS

ACCOUNTS

ADMIN TOOLS

LOGOUT

Parts List

Below are the product(s) available in your Company. You can add new product, edit the existing product and delete the product.

Search by Part ID / Code / Name / Category:

Sort by: Order:

Created Date	Part Name	Description	Action
2010-06-27 23:27:32	R107	Room 107 Family Room	View/Edit Delete
2010-06-27 23:27:54	R207	Room 207 Family Room	View/Edit Delete
2010-06-27 23:28:38	R307	Room 307 Family Room	View/Edit Delete

1

[Add New Part](#) | [Return to Part List](#) [Return to Product List](#)

ADMIN FUNCTION –PRODUCT -> EDIT PART

Function to edit Part in the selected Product

MAIN MENU

ADMIN PROFILE

PRODUCT SETTINGS

- Product List
- Add New Product
- Product Category List
- Add New Product Category

BOOKING SYSTEM

BOOKING SETTINGS

ACCOUNTS

ADMIN TOOLS

LOGOUT

Edit PartsFamily Room - M91-PD-244

* Part Name :

* Part Description :

* Required field(s)

ADMIN FUNCTION –MONTHLY SALES REPORT

Function to show the current sales

MAIN MENU

ADMIN PROFILE

PRODUCT SETTINGS

BOOKING SYSTEM

BOOKING SETTINGS

ACCOUNTS

Monthly Sales Report

ADMIN TOOLS

LOGOUT

Monthly Sales Report

Start Date:

End Date:

Default Date Range: 07/25/2011 - 07/26/2011

Item #	Booking Code	Name	Rooms Selected	Adult	Children	Room	XtraPerson	Date	Total Amt.
1	HBS-100-709	sample name	1 Standard Room @ MYR 407.00 per day.	1	0	407	0.00	7/25	MYR 407.00
							Total Bookings: 1	Total Sales: MYR 407.00	

ADMIN FUNCTION –ROOM AVAILABILITY

Function to show the current rooms that are available for online customer, agent allotted rooms , and booked rooms

MAIN MENU

ADMIN PROFILE

PRODUCT SETTINGS

BOOKING SYSTEM

Room Availability

Room Allotment

Room Unblock

Online Booking Clearance

Booking List

Create New Booking

BOOKING SETTINGS

ACCOUNTS

ADMIN TOOLS

LOGOUT

Room Availability

Legend:
Online Alotment
Agent Alotment
Booked

Selected Month : 2011-07

Date:

Room	Room Description	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
R101	Standard Room																																	
R102	Standard Room																																	
R103	Standard Room																																	
R104	Standard Room																																	
R105	Standard Room																																	
R106	Standard Room																																	
R107	Family Room																																	
R108	Standard Room																																	
R109	Standard Room																																	
R110	Standard Room																																	
R111	Standard Room																																	
R112	Standard Room																																	
R113	Standard Room																																	
R207	Family Room																																	
R208	Standard Room																																	

ADMIN FUNCTION –ROOM ALLOTMENT

Function to reserve rooms for Online Booking and for Agent Booking

1. Select Date Range for Room Allotment

Select Start Date: 07/01/2011

Select End Date: 07/05/2011

Agent Name:

4. Choose Room Allocation Type

5. Use Ctrl + Click to select more rooms below then click "SUBMIT" button to start room allocation.

- R101 Standard Room
- R102 Standard Room
- R103 Standard Room
- R104 Standard Room
- R105 Standard Room
- R106 Standard Room
- R107 Family Room
- R108 Standard Room**
- R109 Standard Room**
- R110 Standard Room**
- R111 Standard Room**
- R112 Standard Room**
- R113 Standard Room**
- R207 Family Room
- R208 Standard Room
- R209 Standard Room
- R210 Standard Room
- R211 Standard Room
- R212 Standard Room
- R213 Standard Room
- R307 Family Room
- R308 Deluxe Room
- R309 Honeymoon
- R310 Honeymoon
- R311 Deluxe Room
- R312 Deluxe Room
- R313 Deluxe Room

Instructions:

1. Select the start and end date for the room allotment
2. Choose the room allocation type
3. Choose the Room(s) that you want to include in the allocation process. Use CTRL + Click to select more rooms. Then Click SUBMIT button to start the process.

This window below will appear during the allotment process.

Completed 100 %

Please dont close this page, you will be redirected to the Room Allocation Chart after the process is finished.

This window below will appear after allotment process. There should be a message “Allotment Process is Successful” when the process is complete.

Allotment Process is Successful

1. Select Date Range for Room Allotment

Select Start Date: 07/01/2011

Select End Date : 07/05/2011

Agent Name:

4. Choose Room Allocation Type

You can view the Room Availability Function to check the allotment of rooms.

- MAIN MENU**
- ADMIN PROFILE**
- PRODUCT SETTINGS**
- BOOKING SYSTEM**
 - Room Availability
 - Room Allotment
 - Room Unblock
 - Online Booking Clearance
 - Booking List
 - Create New Booking
- BOOKING SETTINGS**
- ACCOUNTS**
- ADMIN TOOLS**
- LOGOUT**

Room Availability																																
Legend:																																
■ Online Allotment ■ Agent Allotment ■ Booked																																
Selected Month : 2011-07																																
Date: Jul 2011 <input type="button" value="Change"/> <input type="button" value="ThisMonth"/>																																
Room	Room Description	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
R101	Standard Room																															
R102	Standard Room																															
R103	Standard Room																															
R104	Standard Room																															
R105	Standard Room																															
R106	Standard Room																															
R107	Family Room																															
R108	Standard Room																															
R109	Standard Room																															
R110	Standard Room																															
R111	Standard Room																															
R112	Standard Room																															
R113	Standard Room																															
R207	Family Room																															

ADMIN FUNCTION –ROOM UNBLOCKING

Function to remove rooms for Online Booking and for Agent Booking

The screenshot displays the 'Room Unblocking' interface. On the left is a sidebar menu with the following items: MAIN MENU, ADMIN PROFILE, PRODUCT SETTINGS, BOOKING SYSTEM (highlighted in red), ROOM AVAILABILITY, ROOM ALLOTMENT, ROOM UNBLOCK, ONLINE BOOKING CLEARANCE, BOOKING LIST, CREATE NEW BOOKING, BOOKING SETTINGS, ACCOUNTS, ADMIN TOOLS, and LOGOUT. The main form area contains two steps: 1. Select Date Range for Room Unblocking, with 'Select Start Date' set to 7/25/2011 and 'Select End Date' set to 7/26/2011, each with a 'select' button. 2. Use Ctrl + Click to select more rooms below then click "SUBMIT" button to start room allocation. Below this is a scrollable list of rooms: R101 Standard Room, R102 Standard Room, R103 Standard Room, R104 Standard Room, R105 Standard Room, R106 Standard Room, R107 Family Room, R108 Standard Room (highlighted), R109 Standard Room, R110 Standard Room, R111 Standard Room, R112 Standard Room (highlighted), R113 Standard Room, R207 Family Room, R208 Standard Room, R209 Standard Room, R210 Standard Room, R211 Standard Room, R212 Standard Room, R213 Standard Room, R307 Family Room, R308 Deluxe Room, R309 Honeymoon, R310 Honeymoon, R311 Deluxe Room, R312 Deluxe Room, and R313 Deluxe Room. At the bottom of the form is a 'SUBMIT' button with the instruction: 'Click the submit button to start the Room Unblock process'.

Instructions:

1. Select the start and end date for the room allotment
2. Choose the Room(s) that you want to include in the allocation process. Use CTRL + Click to select more rooms. Then Click SUBMIT button to start the process.

ADMIN FUNCTION –BOOKING CLEARANCE

This function is used to Assign rooms for the guest

MAIN MENU

ADMIN PROFILE

PRODUCT SETTINGS

BOOKING SYSTEM

- Room Availability
- Room Allotment
- Room Unblock
- Online Booking Clearance
- Booking List
- Create New Booking

BOOKING SETTINGS

ACCOUNTS

ADMIN TOOLS

LOGOUT

Booking Clearance

The records below show the online bookings that require manual clearance. Check the payment has been cleared. Then assign room.

Ref No	Date & Time	Status	Action	FirstName	LastName	Gender	Address	Nationality	ContactNo	FaxNo	Email
HBS-100-659	2011-06-24 11:00:26 AM	NEW	AssignRoom Reject	dd			dd	Adelie Land	dd		dd@yahoo.com
HBS-100-658	2011-06-24 10:54:44 AM	NEW	AssignRoom Reject	willai			kl	Malaysia	019		iad@iad.com.my

[<< Prev] [1] 2

Instructions:

1. Click the Assign Room Link to go to the **Make Booking Function** and assign rooms for the selected guest

In the Make Booking Function

2. Select rooms, Select Check-in and Check-out date,
3. Fill-up the required information and Click BOOK NOW button

The Figure below is a sample Make Booking Function.

MAIN MENU

ADMIN PROFILE

PRODUCT SETTINGS

BOOKING SYSTEM

- Room Availability
- Room Allotment
- Room Unblock
- Online Booking Clearance
- Booking List
- Create New Booking

BOOKING SETTINGS

ACCOUNTS

ADMIN TOOLS

LOGOUT

Make Booking

Booking Ref : HBS-100-658

Room : R101 Standard Room

* Check-In Date : 25 JUL 2011

Check-Out Date : 26 JUL 2011

Night(s) of stay : 1

* Customer Name : willai

Address : kl

Country : MALAYSIA

Contact No : 019

Email Address : myemail@mycompany.com

* Required Field

Name: willai
 Special Request: testing
 Check in: 2011-06-08
 Check out: 2011-06-09
 Room selected: 1 Standard Room @ MYR407.00 per day.
 Occupant: Adults 1 + Children 0
 Amount: Room RM407 + Package RM
 Address: kl
 Nationality: Malaysia

- View the Room Availability Function to check the details of the guest.
Mouse-over on the red box to view the customer details

MAIN MENU

ADMIN PROFILE

PRODUCT SETTINGS

BOOKING SYSTEM

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LOGOUT

Room Availability

Legend: ■ Online Allotment ■ Agent Allotment ■ Booked

Selected Month : 2011-07

Date: Jul 2011 Change ThisMonth

Room	Room Description	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
R101	Standard Room		■	■	■				■						■	■									■	■	■	■	■	■	■	■	
R102	Standard Room	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■																	
R103	Standard Room																																
R104	Standard Room										■	■	■	■	■	■																	
R105	Standard Room																									■	■	■	■	■	■	■	
R106	Standard Room														■	■																	
R107	Family Room																																
R108	Standard Room																										■	■					
R109	Standard Room																																
R110	Standard Room										■	■	■	■	■	■	■	■	■	■	■	■	■	■									

Day 1 Customer name: willai Address line 1: kl Country: MALAYSIA Contact no: 019 Email: myemail@mycompany.com

- After the guest is successfully booked in the system, you need to click the “Assigned” link to change the guest current status from “Assigning room “ to “Assigned”.

Below shows the current status of guest that is currently in “Assigning room” status

Booking Clearance											
The records below show the online bookings that require manual clearance. Check the payment has been cleared. Then assign room.											
Ref No	Date & Time	Status	Action	FirstName	LastName	Gender	Address	Nationality	ContactNo	FaxNo	Email
HBS-100-659	2011-06-24 11:00:26 AM	NEW	AssignRoom Reject	dd			dd	Adetie Land	dd		dd@yahoo.com
HBS-100-658	2011-06-24 10:54:44 AM	Assigning Room	Assigned AssignRoom	willai			kl	Malaysia	019		iad@iad.com.my

[<< Prev] [1] 2

Below shows “Assigned” status of guest

Booking Clearance											
The records below show the online bookings that require manual clearance. Check the payment has been cleared. Then assign room.											
Ref No	Date & Time	Status	Action	FirstName	LastName	Gender	Address	Nationality	ContactNo	FaxNo	Email
HBS-100-659	2011-06-24 11:00:26 AM	NEW	AssignRoom Reject	dd			dd	Adetie Land	dd		dd@yahoo.com
HBS-100-658	2011-06-24 10:54:44 AM	Assigned	-	willai			kl	Malaysia	019		iad@iad.com.my

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ADMIN FUNCTION –BOOKING LIST

Use this function to view details of the Booked Guest

- MAIN MENU
- ADMIN PROFILE
- PRODUCT SETTINGS
- BOOKING SYSTEM**
 - Room Availability
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- ACCOUNTS
- ADMIN TOOLS
- LOGOUT

Booking List											
The records below show the online bookings that require manual clearance. Check the payment has been cleared. Then assign room.											
Customer Name <input type="text" value="Enter text here.."/> <input type="button" value="Search"/>											
Booking Ref No	Room Status	Booking Type	Product	Booking Date	Days	Online Ref	System Red	Customer Info	Remarks	Create DateTime	Command
M100-HB-1963	Unassigned yet	Rooms	M91-PD-237					Customer name: new Address line 1: No. 1 Country: ANDORRA Contact no: 60123456 new@yahoo.com		2011-07-02 14:45:51	Detail (for changes too) Remove
M100-HB-1962	Unassigned yet	Rooms	M91-PD-237					Customer name: new Address line 1: No. 1 Country: ANDORRA Contact no: 60123456 Email: new@yahoo.com		2011-07-02 14:45:03	Detail (for changes too) Remove
M100-HB-1961	Unassigned yet	Rooms	M91-PD-237	2011-07-04	3			Customer name: new Address line 1: No. 1 Country: ANDORRA Contact no: 60123456 Email: new@yahoo.com		2011-07-02 14:44:33	Detail (for changes too) Remove
M100-HB-1960	Unassigned yet	Rooms	M91-PD-237	2011-07-04	3			Customer name: new Address line 1: No. 1 Country: ANDORRA Contact no: 60123456 Email: new@yahoo.com		2011-07-02 14:43:57	Detail (for changes too) Remove

ADMIN FUNCTION –MAKE BOOKING

Use this function to Manually entry booking details.

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- ACCOUNTS
- ADMIN TOOLS
- LOGOUT

Make Booking	
Room	: R101 Standard Room <input type="button" value="select"/>
* Check-In Date	: 25 JUL 2011 <input type="button" value="select"/>
Check-Out Date	: 26 JUL 2011 <input type="button" value="select"/>
Night(s) of stay	: 1 <input type="button" value="select"/>
* Customer Name	: <input type="text"/>
Address	: <input type="text"/>
Country	: MALAYSIA <input type="button" value="select"/>
Contact No	: <input type="text"/>
Email Address	: <input type="text"/>
* Required Field	<input type="button" value="BOOK NOW"/>