COMMERCIAL HOTEL APPLICATION

USER GUIDE FOR COMPLETE HOTEL APPLICATION

J

Index :

1. Overview	1
2. Features	2
3. Configuration Menu	5
4. Workflow	6
5. Website Overview	7
6. Cozy Jupical Theme	14
7. Augusti Jupical Theme	17
8. Configuration Menu	21
9. Reservation Menu	37
10. Housekeeping Services	40
11. Restaurant Menu	41
12. Reports Menu	49
13. Reporting Menu	52

<u>Overview</u>

In the hospitality industry, enterprise resource planning (ERP) is essential for optimising operations and business strategies in a variety of settings, such as chain hotels, casinos, and cruise lines. Businesses may improve their forecasting, reduce expenses, respond quickly to opportunities, and report outcomes more efficiently by utilizing ERP technology. Hotel management may be revolutionized with ERP software, bringing forth a whole new level of guest experience and daily responsibilities.

A Hotel Management System in Odoo works like a smart assistant that helps hotels run smoothly. It takes care of everything—from room reservations to housekeeping and restaurant services—so that hotel staff can focus on giving guests a great experience.

With an online booking system, guests can easily reserve rooms from the website without any hassle. Housekeeping is well-organized, ensuring clean and comfortable rooms for every stay. The restaurant management feature keeps track of orders, menus, and billing, making dining services smooth and efficient.

The system also provides reports on hotel performance, restaurant sales, and finances, helping managers make better decisions. With automated billing and easy financial tracking, handling payments becomes simple and smooth.

Overall, this system acts as a helping hand for hotels, making daily tasks easier, improving guest experiences, and ensuring everything runs perfectly behind the scenes.

Features

<u>Hotel Menu Management</u>

Our Hotel Management System in Odoo makes hotel operations smooth and efficient. Guests can easily book rooms online through the website, and their reservations instantly appear in the admin dashboard for easy tracking. From handling bookings to managing housekeeping, restaurants, and finances, this system ensures a seamless experience for both guests and hotel staff.

1. Handles Reservations :

Streamline front desk activities with a user-friendly interface. Handle guest inquiries, bookings, and registrations efficiently.

Dashboard / Room Availability :

In the dashboard, admins can simply view the types of rooms available with the service and amenities guests have added.

In the dashboard, admins can simply view the types of rooms available or reserved for the specified date range.

Room Reservations :

In the reservation section, you can reserve the room of your choice and the facilities you want to add as per requirements of the guests.

As you confirm the reservation, an invoice will be created.

Inquiries :

In the inquiry section, you can enter the details of the guest who wants to make a reservation for the room.

Here you will also have a smart button that shows the availability of the room to ease the process of making a reservation.

2. Housekeeping Service :

Under this section, the hotel manager can give the duties/activities to the inspector who is responsible for cleaning the rooms.

Manager can also configure if the said inspector has to see the cleanliness at the time of guest check-in, check-out or daily.

Activities can be configured by the manager and the time so that everyone is engaged in the designated activity.

3. Restaurant Management :

Table Booking :

In the table booking section, managers can book tables of guest's choice in advance, and that too according to their time.

Order :

In the order section the manager can add the food items that the guest has ordered and can also generate a KOT for the same.

Table Order :

Table order section is a combination of table booking and order section for the people who are not guests in the hotel so it works the same as table booking and order section also generates KOT.

Kitchen Order Ticket :

Kitchen Order Ticket is used to save the information of the guests and their orders which can be used by the hotel manager for further use.

4. Reporting :

States By Reservation Report:

In this report you can see a pivot view which is based on the number of reservations that have been made and their status.

States By Restaurants Report :

In this report you can see a pivot view which is based on the number of reservations that have been made at the restaurant.

Reservation List :

In this report, you will find the details of the guest that has made a reservation in a specific date range.

Room Used maximum :

In this report you can find the details of the room that has been used maximum in a specific date range.

Activity Report (Housekeeping) :

In this report you can find the details of all the housekeeping services that have been done in a particular room within a specific date range.

Restaurant Report :

In this report you can find the details of the reservations that are made by multiple guests, along with their total amount and the total orders each guest has given.

Check-in/Check-out :

You can generate a check-in/check-out list of the guests.

5. Configuration :

The There is a facility for pre-configured settings to streamline repetitive tasks. This includes configuring rooms, services,amenities,activity food items, tables, and floors.

Rooms :

This allows configuration of rooms i.e. give type and number to room and room types that allows to classify rooms in different categories.

Amenity :

This allows configuration of different types of amenities and different amenities of a hotel, it allows to configure unit of measurement, type of amenity and price of it.

Service :

This function is used to configure services that a hotel management can provide and we can manage charges of that service. Service types are used to categorise services.

Food Item :

Food item menu helps to configure different food items that are available in the restaurant and food item types are used to categorise food in different types.

Activity :

This function is used to configure day-to-day, check-in and check-out activities in the hotel. With activity types one can categorise these activities.

Table :

With table functionality one can specify the number of tables and respective capacity for the table.

Floor:

Foor functionality helps to manage floor number, which is used during room reservation.

6. Financial Management made easy :

Invoice Generation :

An invoice is generated based on the types of room isbooked and along with that the service and amenities guests have added.

Room Charges :

Room charges vary by the type of room the guest wants.

Workflow :

The Hotel Management Software of Jupical provides top to toe features that any Hotel will ever need to seamlessly do all their work:

The NO CODE Multi-Page Website:

By installing Jupical's Hotel Management Software you will get a full fledged editable website.

Below is a glimpse of the website :

Website Overview



Enjoy a Luxury Experience

Welcome to the best five-star deluxe hotel in New York. Hotel elementum sesue the aucan vestibulum aliquam justo in sapien rutrum volutpat. Donec in quis the pellentesque velit. Donec id velit ac arcu posuere blane.

Hotel ut nisl quam nestibulum ac quam nec odio elementum sceisue the aucan ligula. Orci varius natoque penatibus et magnis dis parturient monte nascete ridiculus mus nellentesque habitant morbine.

Reservation
 123 123 1234













DISCOVER The Restaurant Restaurant inilla duiman at elit

auscipit non sagie th extinn augue artime Learn More

EXPERIENCES Spa Center

Learn More

Spa centr





Learn More



The Health Club & Pool The health club & pool at elit fir misuscipit non sagie the fermer accession augue artine.







-n~ TIMOTHY RAFI

GREENTREE





Room Category



All Rooms

ACCOMMODATIONS

Quisque vitae posuere libero. Phasellus feugiat erat sit amet dui condimentum imperdiet. Ut at libero nec ligula fringilla dictum sit amet id dui. Integer gravida dolor elit, sit amet vestibulum mi elementum eget.





About us





Useful Links

Home About us Products Services Legal Contact us We are a team of passionate people whose goal is to improve everyone's life through disruptive products. We build great products to solve your business problems.

Our products are designed for small to medium size companies willing to optimize their performance.

Connect with us

Contact us
 info@yourcompany.example.com
 .1555 css csso

f X in a

www.jupical.io

Copyright
Company name



Room Category



All Rooms

ACCOMMODATIONS

Quisque vitae posuere libero. Phasellus feugiat erat sit amet dui condimentum imperdiet. Ut at libero nec ligula fringilla dictum sit amet id dui. Integer gravida dolor elit, sit amet vestibulum mi elementum eget.





About us





Useful Links

Home About us Products Services Legal Contact us We are a team of passionate people whose goal is to improve everyone's life through disruptive products. We build great products to solve your business problems.

Our products are designed for small to medium size companies willing to optimize their performance.

Connect with us

Contact us
 info@yourcompany.example.com
 .1555 css cssc



soppright of company name

Perticular Room Details :



Check Date Availabilities :



Confirmation Details :



Payment Confirmation :



Cozy Jupical Theme in Hotel :



Discover The City

You are in a city where people are never bored. Immerse yourself in local art exhibitions, neighbourhood events, seasonal activities and numerous parks.



Exhibition & Museum Don't miss the excellent art exhibitions coming up. You will always find someting you like: traditional paintings, transformative sculptures, interactive art exhibits, and etc.



Nearby Pearks Numerous beautiful parks allow you to roam freely in nature even in the city. Each park has its own characteristics, come and check out what surprises it can bring you.

Discover More



Local Food Tour How can we not mention all kinds of seasonal deleaces and major food festivate? Highlights: Taro readings and cocktails nights at CozyStay's bar every Thursday this month. Discover More



Luxury furnished serviced apartments in Times Square

.coated in Times Square. CoxyStay apartment hole provide a ponacelul, what methat in the heart of one of the word's most coinc cleans. Experience a sophisticated blend of professional services and home comforts. We proud offers a half range of complementary amendes and services that provide you with everything you need for an inspring stay.

Start Exploring

Cozy Jupical Theme in Hotel :



Cozy Jupical Theme in Hotel :





THIS IS AUGUSTINE

An Ode to Discovery.







Suites



BOOK A STAY

Sunny Room Appartment

Dictum varius duis at conse ctetur lorem donec massa sapi en faucibus. Tinci dunt nulla aliquet portitior lacus luctus arcu non sodales neque sodales ut etiam sit amet Enim nulla pul aliquet.









Augusti Jupical Theme Room List pagei n Hotel :

BOOK SUIT



BOOK SUIT

+

-

Configurations :

• Rooms Menu :



• Rooms List :

Hotel Reservations Housekeeping Services Restaurant Reports Repo	ting Configuration Q Bearch *	🏚 🐢 🧿 My Company (San Francisco) 💙 📲 pipical tech-vi 1-9/9 < >	18-hotel-sb.
Name	Room Category	Room rate Status	Capacity 韋
Standard 101	Luxury	100.00 Available	1
Double 101	Luxury	100.00 Available	4
Double 102	Luxury	200.00 Available	4
Delux 101	Delux	200.00 Available	1
Delux 102	Delux	200.00 Available	1
Master 101	Delux	500.00 Available	1
Master 102	Delux	500.00 Available	1
C King 101	Delux	600.00 Available	1
C King 102	Delux	600.00 Available	1

• Rooms Form :

Hotel Reservent	vations Housekeepii 1 O	ng Services Rest	taurant Reports	Reporting Confi	guration				
Name ? Standar Status ? Available	d 101								
Room Name ? Delux R	oom								
Information	Room Reservation	Room Details	Image Gallery	Room Amenities	Descriptio	ons Are	ound Hotel		
Floor ?	1			Purcha	se Taxes ?	15% ×			
Room Category ?	Luxury			Sales	axes ?	15% ×			
Room Manager ?	Mitchell Admin			Sales F	Price ?	100.00			
Capacity ?	1			Cost ?		100.00			
Room Type ?	service								

Here you can create a new room based on the floor that the room exists in and can also set the price for it.

OM RESERVATION LINE							
toom id	Check In Date	Check Out Date	Room Statu	s	Reservation	state	
itandard 101	02/10/2025 13:00:00	02/12/2025 13:00	0:00 Assigned		R/00003	Confirm	
Add a line							

Here you can view the list of the guests who have reserved this room.

Information	Room Reservation	Room Details	Image Gallery	Room Amenities	Descriptions	Around Hotel			
OM DETAILS									
om Rating 7	★★★★☆								
OM DESCRIPTIO	DN								
d Description ⁷	This is nice Room								
OM DETAILS									
om Size ?	50				F	Room-Detail Image ?			1.1
om Guest ?	2								
om-Detail Phor	+9912345678	39							
om-Detail	This is Room	has 2 person capacit	ν.						
scription ?							Taxan and a		
							AXX - D		0
									11
									-
									-
								1111	11 114
								The summer of the summer of	
								A DESCRIPTION OF TAXABLE PARTY OF TAXABLE PARTY.	

Here in the room details section you can add the various details of the room

Information	Room Reservation	Room Details	Image Gallery	Room Amenities	Descriptions	Around Hotel
Title						
Area 1						
Area 2						
Add a line						

Information	Room Reservation	Room Details	Image Gallery	Room Amenities	Descriptions	Around Hotel					
ROOM AMENITIES											
Name			Am	enities Category						Amenity Ra	te
Hairdryer			Bas	sic							×
WIFI Network			Bas	sic							×
Dry Namkeen			Bas	sic							×
Add a line											

In the room amenities you can select the amenities you want with that room.

Informati	n Room Reservation	Room Details	Image Gallery	Room Amenities	Descriptions	Around Hotel
DESCRIPTIO						-
This Room i	50 SF Room, it hase all basi	c animities and mo	rning Breakfast also	This is very suitable r	room for 2 person.	n.

Information	Room Reservation	Room Details	Image Gallery	Room Amenities	Descriptions	Around Hotel			
ROUND HOTEL	AREAS								
Area Name				Image					
Swimming Poll				6					
SPA				G					
Add a line									

Here in the around hotel section you can add the various details of the area which is the extra animities of Hotel.

• Rooms Types Menu :

Reporting	Configuration	
	Poom	
	Room	-
	Rooms	
	Room Types	

• Rooms Types List :



• Rooms Types Form :

Hotel Reservations	Housekeeping Services	Restaurant	Reports	Reporting	Configuration
New Room Type Luxury 🌣					
Name ?	Luxury				
Total Breakfast Price ?	0.00				

Here you can Configure the types of rooms you want in your hotel.

- 2. Anemity :
 - Anemities Menu :

Reporting	Configuration	
	Room	-
	Rooms	
	Room Types	
	Amenity	
	Amenities	
	Amenity Types	

• Anemities List :

Hotel Reservations Housekeeping Services Restaurant Reports Re	Porting Configuration Q. Bearch	غ 📌 🧿 My Company (San Francisco)
Name	Amenities Category	
Hairdryer	Basic	
WIFI Network	Basic	
Dry Namkeen	Basic	

• Anemities type Menu :



• Anemities type List :

Hotel Reservations	Housekeeping Services	Restaurant	Reports	Reporting	Configuration		± 🏓	🕑 Му	/ Company (San Francisco)
New Amenities Type 🌣					Q, Search	•			
Name									
Basic									
Advance Animities									

• Anemities type Form :

Hotel Reservations Housekeeping Services Restaurant Reports Reporting Configuration

 New
 Amenities Type

 Amenity Type ?
 Basic

3. Service :

• Services Menu :

Services	
Services	
Service Types	

Hotel Reservations Housekeeping Services Restaurant Reports Re	porting Configuration	🔉 🐢 🧿 My Company (San Francisco)
New Services •	Q Search	•
Name	Service Category	
Internet	Basic	
Taxi	Basic	
Laundry	Advance	

• Services Form :

Hotel Reservations Housekeeping Services Restaurant Reports Reporting Configuration

New Services Internet O	
Name ?	
Internet	
Information Descriptions	
Service Category ? Basic	Purchase Taxes ? 15% ×
Service Manager ? Mitchell Admin	Sales Taxes ? 15% ×
Unit of Measure ⁷ Units	Sales Price ? 200.00
Internal Reference ?	Cost 7 0.00
Purchase Unit ? Units	

Here you can create different types of services.

in Hotel Reservations Housekeeping Services Restaurant Reports Reporting Configuration
New Services
Name ?
Internet
Information Descriptions
DESCRIPTION
It is that Internet available for 24x7 in the Room.
SALE DESCRIPTION
PURCHASE DESCRIPTION

• Services Types Menu :



• Services Types List :

Hotel Reservations	Housekeeping Services	Restaurant	Reports	Reporting	Configuration	,	•	0	My Company (San Francisco)
New Service Type �					Q Search	•			
Name									
Basic									
Advance									

• Services Types Form :



Here you can mention different services's Types.

- 4. Activity :
 - Activities Menu :



• Activities List :

Configuration	🐞 🐢 📀 My Company (San Francisco)
Q Search	•
Category	
Room Activity	
Room Activity	
Furniture Activity	
Room Activity	
Furniture Activity	
	configuration Q, Search Category Room Activity Room Activity Unified Activity Room Activity Room Activity Unified Activity Room Activity Furniture Activity Furniture Activity

• Activities Form :

🏥 Hotel Rese	rvations Housekeeping	g Services Restauran	Reports	Reporting	Configuratio	n
New Room Clea	ning 🌣					
Activity Name ?	Room Cleaning				Sales Price ?	1.00
Category ?	Room Activity				Cost ?	0.00

Here you can create any housekeeping activities of your choice.

• Activity Types Menu :



• Activity Types List :

Hotel Reservations Housekeeping Services Restaurant Reports	eporting Configuration	🎄 蛇 🕐 🦉 My Company (San Francisco)
New Activity Types 🌣	Q Şearch	
Name Name		
Room Activity		
Furniture Activity		

• Activity Types Form :

Hotel Reservations Housekeeping Services Restaurant Reports Reporting Configuration

New Activity Types

Room Activity ©

Activity Name ? Room Activity

Here you can create any housekeeping activity types of your choice.

- 5. Food Item :
 - Food Items Menu :



• Food Items Kanban :



• Food Items List :

Hotel Reservations Housekeeping Services Restaurant Reports Reporting	Configuration	蛇 🤣 😨 My Company (San Francisco)
New Food Item •	Q Search	1-2/2 < >
Name	Food item Type	Food Item R 📫
Rice	Basic	100.00
Deal	Basic	30.00

• Food Items Form :

Hotel Reservations Housekeeping Services Restaurant Reports Reporting New Food Item Rice Image: Content of the service of t	Configuration
Food Item Name Rice	
Food Type Food Item Type Basic Food Manager Unit of Measure ? Units Purchase Unit ? Units	Purchase Taxes? 15% × Sales Taxes? 15% × Sales Price? 100.00 Cost ? 100.00

Here you can create the food items and set its price according to your choice.

Hotel Reservations Housekeeping Services Restaurant Reports Reporting Configuration	
New Rice 🌣	
Food Item Name Rice	
Information Descriptions	
DESCRIPTION	
It is Basic meal.	
SALE DESCRIPTION	
PURCHASE DESCRIPTION	

• Food Items types Menu :



• Food Items types List :

Hotel Reservations Housekeeping Services Re	staurant Reports Reporting	Configuration	
New Food Item Type 🌣		Q Şearch	•
Name			
basic			

• Food Items types Form :

iiii Hotel Reservations	Housekeeping Services	Restaurant	Reports	Reporting	Configuration
New Food Item Type basic 🍄					
Food Item Name ? basic					

Here you can create food item types of your choice.

6. Tables :

• Tables Menu :



• Tables Kanban :

Hotel Reservations Housekeeping Services	Restaurant Reports Reporting	Configuration	
New Tables �		Q Search	•
Table No. 1	Table No. 2	Table No. 3	
Status Available	Status Available	Status Available	

• Tables List :

Hotel Reservations Housekeeping Services Restaurant Reports Reporting	Configuration	🐢 📀 My Company (San Francisco) 👹
New Food Item •	Q Search	1-2/2 < > 📭
Name	Food item Type	Food item R 🛫
Rice	Basic	100.00
Deal	Basic	30.00

• Tables Form :

111	Hotel	Reservations	Housekeeping Services	Restaurant	Reports	Reporting	Configuration
-----	-------	--------------	-----------------------	------------	---------	-----------	---------------

(New 1 🌣	
	Table Number ?	1
	Capacity ?	2
	Status ?	Available

Here you can create tables and set the capacity of that table.

7. Floor :

• Floor Menu :

Tables	
Floor	

• Floors List :

New Floor I Floor Ame Floor Name Floor Nam Floor Name Floor Nam<!--</th--><th>Hotel Reservations Housekeeping Services Restaurant Rep</th><th>rts Reporting</th><th>Configuration</th><th>± 🏓</th><th> My Company (San Francisco) </th>	Hotel Reservations Housekeeping Services Restaurant Rep	rts Reporting	Configuration	± 🏓	 My Company (San Francisco)
Eloor Name	New Floor •		Q Search	·	
	Floor Name				
	□ II 1				
	□ II 2				

• Floors Form :

🔋 Hotel	Reservations	Housekeeping Services	Restaurant	Reports	Reporting	Configuration
New 1 🌣						
Floor Nam	e'1					

Here you can create a floor if needed.

- 7. Around Hotel :
 - Around Hotel Menu :



• Around Hotel List :

Hotel Reservations Housekeeping Services Restaurant Reports Reporting	Configuration	🐞 🐋 🧿 My Company (San Francisco)
New Around Hotel •	Q Search	•
Area Name	Image	
Swimming Poll		
SPA		
Gym		

• Around Hotel Form :



Here you can create areas which is around the Hotel..

8. Customer Reviews :

• Customer Review Menu:



• Customer Review List :

Hotel Reservations Housekeeping Services Restaurant Reports Reporting	Configuration	* %	 My Company (San Francisco)
New Customer Review 🌣	Q Search	•	
Created on Customer Review	Customer Rating	Customer Name	Your Email
02/13/2025 13:22:09 Nice Hotel Services	4	Raj Indutry, Viraj	jupical@gmail.com
02/13/2025 13:22:09 Nice Hotel Services	4	Raj Indutry, Viraj	jupical@gmail.com

• Customer Review Form :



It is Dynamic Feature which has functionality that when user gives some feedback about your hotel or rooms which we can show in this Customer Review Menu.

Post Your Review	Our Reviewers

Your Email :	
jupical@gmail.com	
Any Other suggestions:	
Nice Hotel Services	
Post Now	

After some Review posted then we can see that reviewers in the website also.

	Give The Review For The Ho	otel
Post Your Review	Our Reviewers	
Your Email : Any Other suggestions: Post Now	★★★★☆ Nice Hotel Services -Peter Parker jupical@gmail.com	★★★★ Nice Hotel Services -Peter Parker jupicat@gmail.com

<u>Reservation :</u>

1. Room Availability :

	Hotel Re	servations	Housekeeping	Services	Restaurant	Reports	Reporting	Configuration
Net	w Nev R	toom Availabi	lity					
Start	Date ?	Reservations nquiries yo y 2023 03 y	50.00					
	Rooms	Sat 1 Feb	Sun 2 Feb	Mon 3 Feb	Tue 4 Feb	Wed 5 Feb	Thu 6 Fe	b Fri 7 Feb
	Standard 101	Free	Free	Free	Free	Free	Free	Free
	Double 101	Free	Free	Free	Free	Free	Free	Free

Â	Hotel Re	servations	Housekeepin	g Services	Restaurant	Reports F	Reporting C	Configuration													👂 🕜 Му	Company (Sa	n Francisco)
Nev	New O	A ×																					
Start	Start Date ? 02/01/2025 05:30:00 End Date ? 02/28/2025 05:30:00																						
Ro	om Summar	y																					
	Rooms	Sat 1 Feb	Sun 2 Feb	Mon 3 Feb	Tue 4 Feb	Wed 5 Feb	Thu 6 Feb	Fri 7 Feb	Sat 8 Feb	Sun 9 Feb	Mon 10 Feb	Tue 11 Feb	Wed 12 Feb	Thu 13 Feb	Fri 14 Feb	Sat 15 Feb	Sun 16 Feb	Mon 17 Feb	Tue 18 Feb	Wed 19 Feb	Thu 20 Feb	Fri 21 Feb	Sat 22 Feb
	Standard 101	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free
	Double 101	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free
	Double 102	Free	Free	Free	Free	Free	Free	Reserved	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free
	Delux 101	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free
	Delux 102	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free
	Master 101	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free
	Master 102	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free
	King 101	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free
	King 102	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free

Here in this area you can see the status of all the rooms on a specified date range that whether they are available or reserved.

2. Reservations :

🏢 Hotel 🏾	Reservations House	keeping Services	Restaurant	Reports	Reporting	Configuration
New Res	Room Availability Reservations					Q Search
Reserval	Inquiries			Guest Nan	ne	
R/00003				Raj Indutry	ı, Viraj	
R/00002				YourComp	any, Mitchell /	Admin

• Reservation List :

Hotel Reservations Housekeeping Services Restaurant	Reports Reporting	Configuration		* 纶 📀	My Company (San Francisco)	V Viraj E jupic	altech-v18-hotel-sb.
New Reservations ©		Q, Search	•			1-3/3	
Reservation No	Guest Name		Expected-Date-Arrival	Expected-Date-Dep	State		With Breakfa 📫
R/00003	Raj Indutry, Viraj		02/07/2025 05:30:00	02/08/2025 05:30:00	Confirm		
□ R/00002	YourCompany, Mitchell	Admin	01/27/2025 05:30:00	01/29/2025 05:30:00	Cancel		
R/00001	YourCompany, Mitchell	Admin	01/24/2025 05:30:00	01/25/2025 05:30:00	Cancel		

• Reservation Form :

Hotel Reservations Housekeeping Services Restaurant Reports Reporting	Configuration	📣 🧭 🥵 My Company (San Francisco)
New Reservations R/00002 •	Orders Invoices	2/3 < >
Set to Draft		Draft Confirm Cancel
Reservation No		
Date Ordered 03/20/2024 11:43:06		
Hotel Imperial palace		
Guest Name Deco Addict, Addison Olson	Expected-Date-Arrival 03/20/2024 11:00:00	
Scheme ² Benelux (USD)	Expected-Date- 03/21/2024 11:00:00 Departure	
Ordering Contact Deco Addict, Addison Olson	No. of Nights 1	
Invoice Address 7 Deco Addict, Addison Olson	Adults ⁷ 1	
	Children ? 3	
Reservation Line Services Invoice Info		
Room		Sale Price
Single-101		100.00

Here in this form you can reserve a room by entering your details and by selecting the room of your choice in a specified date range.

Reservation Line Services Invoice Info		
Name	Service Category	Service rate
Internet	Fixed	200.00 🗙
Taxi	Variable	500.00 🗙
Laundry	Fixed	150.00 🗙
Add a line		

Above are the services that you can choose which you wish to have along with room.

Reservation Line Services Invoice Info
Total Amount 1,667.50
Paid Amount 250.13
Due Amount 1,417.37

In the invoice you will get the total amount for your reservation which includes the rent of the room and the charge of the service you have chosen.

3. Inquiries :



• Inquiries List :

THOTEL Reserv	ations Housekeeping Service	s Restaurant	Reports Reporting	Configuration		9 3	My Company (San Franc	cisco) 🦉
New Inquiries 4	•	C	Search		•		1-1/1 < >	= P
Name	Check in Date	Check out Date	e Email	Phone	Adults	Childr	ren Room	ŧ
Devik jones	21-03-2024	22-03-2024	devik@	gmail.com 887773253	1 1	0	1	

Hotel Reser	vations Housekeeping Services F	Restaurant Reports Reporting	Configuration	2 3	02	My Company (San Francisco)	a
New Devik jones	•		Room Summary			1/1 <	>
Confirm Cance	1				Dra	ft Confirmed Cancel	led
Name	Devik jones		Phone	8877732531			
Check in Date	21-03-2024		Adults	1			
Check out Date	22-03-2024		Children	0			
Email	devik@gmail.com		Room	1			

In this form you can fill the details of the guest who wants to make a reservation in the upcoming days.

Housekeeping Services :

(Hotel	Reservatio	ns Houseke Housel	eping Service keeping Servi	es Restaura	ant Reports	Reporting	Configurat	ion
4 h	Rooms	Fri 1 Mar	Sat 2 Mar	Sun 3 Mar	Mon 4 Mar	Tue 5 Mar	Wed 6 Mar	Thu 7 Mar	Fri 8 Mar
	Single- 101	Free	Free	Free	Free	Free	Free	Free	Free
	Single-	Free	Free	Free	Free	Free	Free	Free	Free
•	• House	ekeeping	Services	List :					

🏢 Hotel	Reservations Housekeeping Serv	ices Restaurant Rep	orts Reporting	Configuration	
New Hou	sekeeping Services 🗢			Q Search	•
Date	Room No				
02/10/20	25 Standard 101				

• Housekeeping Services Form :

eset								New	Requested Clos
ustomer ?	Deco	Addict			Quality ?	Excellent			
ate ?	02/10	/2025							
equest Typ	e ? Room	Service							
oom No ?	Stand	ard 101							
OOM CLEA	N Housekee	Inspector	Inspect Date Time	Today Date	Clean Start Time	Clean End Time	Clean Durat	State	-
oom Cle	Marc Dem	o Mitchell A	02/09/2025 10:00:00	02/10/2025	02/10/2025 10:53:56	02/10/2025 10:54:06	0.00	Inspect	View
acuuming	Marc Dem	o Mitchell A	02/09/2025 11:00:00	02/10/2025	02/10/2025 11:00:56	02/10/2025 11:02:00	0.02	Inspect	View
dd e Bee									

In the housekeeping section you can add the details of the room and can also mark the status of the room services it is Good or Excelent or Bad.

Here you can also allocate the housekeeping service that you want to do in that room like cleaning,vacuuming etc.

Restaurent:

1. Table Booking :

G Hotel Reservations	Housekeeping Services	Restaurant Reports	Reporting	Configuration
New Table Booking 🌣		Table Booking]	Q Search
_		Orders		
Reservation No	Order No F	Table Order		Start Time
R0/00001		Kitchen ofder ficket		03/12/2024 16:34
R0/00002	S00024 [E-COM06] Corner Desk Right	t Sit	03/13/2024 09:54

• Table Booking List :

Hotel Reservations	Housekeeping Servi	ces Restaurant Repo	rts Reporting (Configuration	-	🐞 📌 🧿 My Com	vany (San Francisco) 🔽	Viraj B jupicaltech-v18-hotel-si	ib
New Table Booking •				Q, Search		•		1-3/3 <	>
Reservation No	Order No	Room No	Start Time	End Time	Customer Name	Address	Table Number	state	÷
R0/00001	500043	Double 102	02/10/2025 11:10:	29 02/11/2025 11:00:00	Raj Indutry, Viraj	Raj Indutry, Viraj	1 record	Confirmed	
R0/00002			02/10/2025 11:11:	01 02/11/2025 11:00:00	Deco Addict	Deco Addict	1 record	Done	
R0/00003	500041	Standard 101	02/10/2025 11:23:	22 02/11/2025 11:00:00	YourCompany, Mitchell Admin	YourCompany, Mitchell Admin	1 record	Order Created	

• Table Booking Form :

 Confirm 		Draft Confirmed	Do
Table Booking ${}^{?}$ R	0/00005		
s a Hotel Guest?? ?	v		
Order No ?	S00043		
Room No ?	Double 102		
Customer Name ?	Raj Indutry, Viraj		
Address ?	Raj Indutry, Viraj		
tart Time ?	02/10/2025 11:10:29		
nd Time ?	02/11/2025 11:00:00		
ABLE LIST		-	
Table Number		Сарас	ity
1			2 ×

Here in the table booking section you can book a table of your choice on a specific date for specific hours.

🏥 Hotel Reserva	ations Housekeeping Services	Restaurant Repo	ts Reporting	Configuration		
New R0/00005						
🖹 Create Order					Draft	Confirmed Done
Table Booking ${}^{?}$	0/00005					
Is a Hotel Guest?? ?	2					
Order No ?	S00043					
Room No ?	Double 102					
Customer Name ?	Raj Indutry, Viraj					
Address ?	Raj Indutry, Viraj					
Start Time ?	02/10/2025 11:10:29					
End Time ?	02/11/2025 11:00:00					
TABLE LIST						
Table Number						Capacity
1						2 🗙
Add a line						

After clicking on create order you can view that order in the Orders menu.

2. Orders :

🕅 Hotel	Reservations	Housekeeping Services	Restaurant	Reports	Reporting	Configuration
New Ord	er 🌣		Table Book	king		Q Search
		Orders				
Order N	D	Reservation No	Table Order		Date	
ORR/000	05	R0/00004			03/19/202	24 10:33:07

• Order List :

Hotel Reservations Housekeeping Services Restaurant R	Reports Reporting Configuration			🎄 🐢 🧿 My Company (San Fran	ncisco) Viraj jupicaltech-vi8-	hotel-sb.
New Order O	Q (Search		•		1-1/1	$\langle \rangle$
Reservation Order No	Reservation No	Date	Waiter Name	Table Number	State	Total 🚅
ORR/00001	R0/00003	02/10/2025 11:23:22		1 record	Draft	100.00
						100.00

• Order Form :

Hotel Reservations Housekeeping Services Restaurant Reports Reporting Configuration		
New Order 0RR/00001 I		
→ Generate KOT	Draft Order Created D	Done
order * 0RR/00001		
Is a Hotel Guest?? ?		
Reservation No ? R0/00003		
Order No ? 500041		
Date ? 02/10/2025 11:23:22		
Waiter Name ⁷		
TABLE LIST		
Table Number	Capacity	
3	3	×
Add a line		
ORDER LIST		
Item Name	Qty Rate Subtotal	₽
Rice	1 100.00 100.00	ê
Add a line		

After clicking on generate KOT you can generate order in the Orders menu.

• Order Bill :



My Company (San Francisco) 250 Executive Park Blvd, Suite 3400 San Francisco CA 94134 United States

Customer Order Bill

Date	Order Number	Waiter Name
2024-03-19 05:03:07	0RR/00005	
	Table Information	
1		

Order List

Food Item	Quantity	Rate	SubTotal
Rice	1	100.0	100.0
		Sub Total:	100.0
		Тах:	0.0
		Total:	100.0

+1 (650) 555-0111 info@yourcompany.com http://www.example.com US12345671

Page: 1 / 1

3. Table Orders :

The servations Housekeeping Services	Restaurant Reports	Reporting Configuration	
New Table Order 🌣	Table Booking Orders		Q Search
Order Number	Table Order		Table I
OR/00006	Kitchen Order Ticket)	1 recoi

• Table Order List :

1	Hotel Reservations	Housekeeping Services	Restaurant	Reports	Reporting	Configuration			* 🏓 🤅	My Company (San Francisco)	Viaj Bjupicaltech-v18-hotel-sb
N	ew Table Order O					Q ßearch		-)		1-1/1 < >
	Order Number		Order Date		Table Numb	ver	Room No	W	aiter Name	State	Total 🛫
	0R/00001		02/10/2025	16:44:01	1 record		Standard 101	Az	ture Interior	Draft	100.00
											100.00

• Table Order Form :

Hotel Reservations Housekeeping Service	es Restaurant	Reports	Reporting	Configuration				
New 0R/00006 ¢					<u></u>			
→ Generate KOT ✓ Done × Cancel					Draft Order C	reated Do	one Canc	ellec
Table Order ³ 0R/00006								
Order Date ? 02/10/2025 17:06:51								
Is a Hotel Guest?? ?								
Customer Name ? Deco Addict								
Waiter Name ? Azure Interior								
TABLE LIST								
Table Number							Capacity	
1							2	×
Add a line								
ORDER LIST								
Item Name					Qty	Rate	Subtotal	‡
Rice					1	100.00	100.00	Û
Add a line								

Hotel Reservations Housekeeping Services	Restaurant	Reports	Reporting	Configuration					
New Table Order 0R/00005 🍄									
→ Generate KOT ✓ Done ★ Cancel					Draf	t Order C	Created Don	e Canc	elled
Table Order ? 0R/00005									
Order Date ? 02/10/2025 17:06:51									
Is a Hotel Guest?? ?									
Order No ? \$00043									
Room No ? Double 102									
Customer Name ? Raj Indutry, Viraj									
Waiter Name ? Azure Interior									
TABLE LIST									
Table Number								Capacity	
1								2	×
Add a line									
ORDER LIST									
Item Name						Qty	Rate	Subtotal	‡
Rice						1	100.00	100.00	8
Add a line									

4. Kitchen Order Ticket :

Hotel Reservations Housekeeping Services	Restaurant Reports Reporting	Configuration			
Kitchen Order Tickets 🌣	Table Booking Orders	Q Search			
Order Number Reserva	Table Order	Date	Room No		
0R/00002	Kitchen Order Hcket	02/10/2025 16:44:01	Standard 101		
0R/00001		02/10/2025 16:44:01	Standard 101		
OR/00003		02/10/2025 16:44:01	Standard 101		
OR/00004		02/10/2025 17:06:51	Double 102		

• kitchen Order ticket List :

Hotel Reservations Housekeeping Services Restaurant Reports Reporting	Configuration		e 🥩 🧿 My Company (San Francisco)	Viraj jupicaltech-v18-hotel-sb.
Kitchen Order Tickets 🕈	Q. Search	•		1-6/6 < >
Order Number Reservation Number	Date Room No	Waiter Name	Table Number	Order List 🚅
OR/00002	02/10/2025 16:44:01 Standard 101	Azure Interior	1 record	1 record
OR/00001	02/10/2025 16:44:01 Standard 101	Azure Interior	1 record	1 record
OR/00003	02/10/2025 16:44:01 Standard 101	Azure interior	1 record	1 record
OR/00004	02/10/2025 17:06:51 Double 102	Azure Interior	1 record	1 record
OR/00005	02/10/2025 17:06:51 Double 102	Azure Interior	1 record	1 record
OR/00006	02/10/2025 17:06:51 Double 102	Azure Interior	1 record	1 record

• Kitchn Order ticket Form :

Hotel Reservations Housekeeping Services Restaurant Reports Reporting Co	onfiguration
hen Order Tickets 20006 🚭	
to the last of the	
der Number OR/00006	
servation Number 1	
te ⁶ 02/10/2025 17:06:51	
om No ⁷ Double 102	
iter Name ? Azure Interior	
BLE LIST	
Table Number	Capaci
1	
DER LIST	
item Name	٩
Rice	

You will see the button Generate KOT in the order and Table order section when you click on it you will be able to see those orders in the Kitchen Order Ticket section.

Reports :

1. States by Reservation :

	Reports Reporting	Configuration
a	States By Reservation	
	States By Restaurant	

• States by Reservation Pivot :

Hotel Reservations Housekeeping Services Restaurant Reports Reporting							Repor	ting Conf		🎄 📌 🧿 My Company (San Francisco) 💟 Viraj 🛛 jupicallech-v18-hotel-sb
States By Res	ervatio	on O						Q	•	(iii) 🛥 🔳
Measures +	Insert	in Spreadshee	et ≓	+ ±						
	🖯 Tota	bl								
	🖬 R/0	0001	C R/00	2002	C R/0	0003				
	Count	Reservation	Count	Reservation	Count	Reservation	Count	Reservation		
🖯 Total	1	1	1	1	1	1	3	1		
R/00001	1	1					1			
R/00002			1	1			1			
R/00003					1	1	1			

In this section you can view a report in pivot view based on the number of reservations that are done and the status of it.

• States by Reservation Graph :



• States by Reservation List :

Hotel Reservations Housekeeping Services Restaurant Reports Reporting	Configuration	🛔 蛇 🧿 My Company (San Francisco)	Viraj jupicaltech-v18-hotel-sb.
New States By Reservation •	Q Bearch	*	1-3/3 < > 📾 🖿 🔳
Reservation No		State	*
R/00001			
R/00002			
R/00003		Confirm	

2. States by Restaurant :



• States by Restaurant Pivot :

el Re	servations I	tousekeeping	Services Re	estaurant R	eports Rep	orting	nfiguration	🏚 🥠 🎯 My Company (San Francisco)
esi	aurants O						search 👻	
-	Insert in Spre	adsheet =	÷ + ±					
	🖯 Total							
	R0/00001	R0/00002	R0/00003	R0/00004	R0/00005			
	Count	Count	Count	Count	Count	Count		
	1	1	1	1	1	5		
/0000	1					1		
0/00003		1				1		
R0/00003			1			1		
R0/0000-				1		1		
					1	1		

• States by Restaurant Graph :



• States by Restaurant List :

Hotel Reservations Housekeeping Services Restaurant Reports Reporting	Configuration Q. Search.	🎄 🥩 🧿 My Company (San Francisco)	Viraj s jupicattech-v18-hotel-sb. 1-5/5 < >
Reservation No		State	*
R0/00001		Done	
R0/00002		Done	
R0/00003		Order	
R0/00004		Done	
R0/00005		Done	

Reporting:

1. Hotel Reservation Report :



From: 2024-03-01 05:30:00 To: 2024-03-31 05:30:00

#No	Guest Name	Check-In Date	Room Type	Room No
R/00006	Diya Unadkat	03/19/2024 15:00:00	Double	Double-202
R/00005	Azure Interior	03/26/2024 12:00:00	Quad	Quad-401
R/00004	Jesse Brown	03/29/2024 17:00:00	Triple	Triple-101
R/00002	Colleen Diaz	03/18/2024 10:00:00	Quad	Quad-401
R/00001	Deco Addict	03/14/2024 14:00:00	Triple	Triple-101

In this report you will get the details of the guest that has checked-in in a specified date range

• Checkout List :

San Francisco CA 94134 United States

🕸 Hotel Reserv	ation Report				\times
Start Date ? 03/01 End Date ? 03/31	/2024 11:00:00 /2024 11:00:00				
ា Checkin List	Ĵ CheckOut List	■ Reservation List	⊟ Room Used Maximum	× Cancel	
	My Company (San Fra 250 Executive Park Bl	ncisco) vd, Suite 3400			

Check-Out Guest List

From: 2024-03-01 05:30:00 To: 2024-03-31 05:30:00

#No	Guest Name	Check-Out Date	Room Type	Room No
R/00006	Diya Unadkat	03/22/2024 15:00:00	Double	Double-202
R/00005	Azure Interior	03/28/2024 12:00:00	Quad	Quad-401
R/00004	Jesse Brown	03/30/2024 17:00:00	Triple	Triple-101
R/00002	Colleen Diaz	03/22/2024 10:00:00	Quad	Quad-401
R/00001	Deco Addict	03/16/2024 14:00:00	Triple	Triple-101

+1 (650) 555-0111 info@yourcompany.com http://www.example.com US12345671

Page: 1/1

In this report you will get the details of the guest that has checked-out in a specified date range.



San Francisco CA 94134 United States

Reservation List

From: 2024-03-01 05:30:00 To: 2024-03-31 05:30:00

#No	Guest Name	Check-In Date	Check-Out Date	Room Details
R/00006	Diya Unadkat	03/19/2024 15:00:00	03/22/2024 15:00:00	Double Double-202
R/00005	Azure Interior	03/26/2024 12:00:00	03/28/2024 12:00:00	Quad Quad-401
R/00004	Jesse Brown	03/29/2024 17:00:00	03/30/2024 17:00:00	Triple Triple-101
R/00002	Colleen Diaz	03/18/2024 10:00:00	03/22/2024 10:00:00	Quad Quad-401
R/00001	Deco Addict	03/14/2024 14:00:00	03/16/2024 14:00:00	Triple Triple-101

+1 (650) 555-0111 info@yourcompany.com http://www.example.com US12345671

Page: 1/1

In this report you will get the details of the guest that has made a reservation in a specified date range.

• Room Used Maximum :



Max Room Used List

From: 2024-03-01 05:30:00 To: 2024-03-31 05:30:00

Room No	No of Times used
Double-202	1
Triple-101	2
Quad-401	1

+1 (650) 555-0111 info@yourcompany.com http://www.example.com US12345671

Page: 1/1

In this report you will get the details of the room that has been used maximum in a specified date range.

2. Activity Report :

Image: Weight of the second state o	vations Housekeeping Services Restaurant Reports Reporting Con ag Services Hotel Reservat Activity Report Cancel Restaurant Rep 03/19/2024 Check-In Single-101	nfiguration ion Report ports Inspector ? Inspect Date Time ? Quality ?
🗴 Activity Repo	rt	×
Activity Start Date [?] Activity End Date [?] Room No [?]	03/01/2024 11:00:00 03/31/2024 11:00:00 Single-101	
Activity Report	Cancel My Company (San Francisco) 250 Executive Park Blvd, Suite 3400 San Francisco CA 94134 United States	
	Room Activities Report From: 03/01/2024 11:00:00 To: 03/31/2024 11:00:00 For Room:- Single-101 Date Activities Housekeeper Name Clean Start Time Clean End T	Time Duration

In this report you will get the details of all the housekeeping service that has been done in a particular room between a specified date range.

03/19/2024 15:00:00 03/19/2024 16:00:00 1:00:00

2024-03-19 Vacuuming Mitchell Admin

🕼 Hotel	Reservations Housek	eeping Services Re	staurant Reports	Reporting	Configuration	n
New Table	Booking 🌣			Hotel Res	ervation Repor	t
	5			Activity R	eport	
Reservatio	on No	Order No	Room No	Restaurar	nt Reports	
R0/00004				03/1	9/2024 10:33:0	7
🕸 Restauran	t Reports					×
Start Date ? 03;	/01/2024 11:00:00					
End Date ? 03	/31/2024 11:00:00					
With Details ?	9					
🔒 Restaurant F	Reserved Order 🗶 Cance	el				
	(J)					
	My Company (San Francisco) 250 Executive Park Blvd, Sui San Francisco CA 94134 United States) te 3400				
	Res	taurants Reser	vation Order	Details		
		From: 2024-03-01 05:30	:00 To: 2024-03-31 05:30:0	00		
	Reservation Number : Customer Name : Krisha					
	Order Number.	Order Date	Items	State	Total	
	0R/00006		1	done	200.0	

In this report you will get the details of the reservations that are done by multiple guests along with their total amount and the total orders each guest has given.

Thank you for Reading.

Please follow us at

