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Guest House Management System

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Topic: Room Management

Prerequisite: 1. Hostel Admin / Head Admin Role to User
              2. Guest house (building) configuration should be added with all details.

Roles: Hostel Admin / Head Admin

Path: Configuration » Rooms

Functionality:
1. Able to create guest house room types.
2. Able to give unique no to every room.
3. Able to edit room details.
4. Able to block rooms.
5. Able to view list of block rooms.
6. Able to save occupancy type to every room.

Room configuration:

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Add room details:

Room Details		
Add Room Details		
Room Type *	Select ⌄	Select room type
Use for	○Instructional Area ⊙Other	Select other for guest room
Entry Method	○Individual ⊙Group	Select entry method
Description		
No. of persons *		Enter no. of persons
Total Area *		(in square fee) Enter total area
No. of Window *		Enter no. of windows

No. of Doors *		
Accomodation For Student	☐	
Accomodation For Employee	☐	
Allow to Use	⊙ALL ○MALE ○FEMALE	
AC / NON-AC	○AC ⊙NON-AC	
Incur Supplement Charges (In Rs.)		
Occupancy Type		Click to submit
	Submit Reset	

Room type creation:

Add Infrastructure Type ✕

Add Infrastructure Details	
Infrastructure Name:	
Description:	Enter description
Category:	Rooms

Add

Entry method individual:

Entry Method	⦿ Individual ◯ Group
Room No.	Enter room no.
Room Alias	Enter room alias
Description	

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Topic: Guest Room Charges Configuration

Prerequisite: Hostel admin role to User

Roles: Hostel Admin

Path: Configuration » Guest Room Configuration

Functionality:

1. Able to set configuration of guest house rooms for guest with price.

Add guest room configuration:

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CONFIGURATION » GUEST ROOM CONFIGURATION　　　　　　　　　　　　　FEB 03, 2018 3:28:23

| Hostel Policy | Select Policy Name ⌄ | Hostel Plan | Jul 01,2017 - Jun 30,2018 [College ⌄ | Campus | Bangalore ⌄ |
| Hostel Building | Annex III ⌄ | Floor | Ground Floor ⌄ | | |

ROOM DETAILS

10 ⌄ records per page　　　　　　　　　　　　　　　　　　　　　Search:

☐ Sr No.	Room No.	Area (In Sq ft)	Capacity	From Date	To Date	Per day Charge (In ₹)	Per Guest Charge (In ₹)	Staff/Student per day Charge (In ₹)	Staff/Student per Guest Charge (In ₹)	Description	Edit
☐ 1	Single Room - 10	200	2	Dec 01,2017	Dec 31,2020	₹ 2,000.00	₹ 1,500.00	NaN	NaN		✎
☐ 2	Single Room - 11	200	2	Dec 01,2017	Dec 31,2020	₹ 2,000.00	₹ 1,500.00	NaN	NaN		✎
☐ 3	Single Room - 12	200	2	Dec 01,2017	Dec 31,2020	₹ 2,000.00	₹ 1,500.00	NaN	NaN		✎
☐ 4	Single Room - 13	200	2	Dec 01,2017	Dec 31,2020	₹ 2,000.00	₹ 1,500.00	NaN	NaN		✎

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Topic: Booking requisition for guest house

Prerequisite: 1. Staff/Faculty/Student roll to user
                       2. Guest house Configuration should be added with all details.

Roles: Staff/Faculty/Student roll to user

Path: Requisition »Benefits »Guest Room Application

Functionality:
1. Able to generate request for guest.

Guest room application:

REQUISITIONS » BENEFITS » GUEST ROOM APPLICATION		FEB 03, 2018 3:52:10
Name of Guest *	Arya	Contact Number * — 9876543210
Email-Id *	arya@gmail.com	Designation * — Implementor
Organization *	Arnav	Gender * — ○ Male ◉ Female
No. Of Guest *		Date and Time * — From: Feb 04,2018 - 09:00 To: Feb 08,2018 - 15:00
If VIP / VVIP then specify *	○ VIP ○ VVIP ◉ Regular	Room Description * — ○ AC ◉ Non AC
Guest Payment Category *	○ Sponsored ◉ NonSponsored	Guest Room Preference — ○ Shared ◉ Independent
Purpose Of Visit *	meeting	

Fill guest details and submit

Submit Back Reset

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Topic: Guest Room Booking

Prerequisite:

1. Hostel admin role to User
2. Guest room booking request must be raised from staff/employee login.

Roles: Hostel Admin

Path: Hostel Allocation » Guest Room Booking

Functionality:

1. Able to view list of guest room booking request.
2. Able to approve raised guest room booking request.
3. Able to view guest check-in details.
4. Able to view guest check-out details.
5. Able to view list of available guest rooms.
6. Able to view guest room booking history.

Guest room booking process:

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Guest room booking

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HOSTEL ALLOCATION » GUEST ROOM BOOKING							FEB 06, 2018 5:05:03

Hostel Policy	Select Policy Name		Hostel Plan	Jul 01,2017 - Jun 30,2018 [College ∨]

Guest Room Booking Request | Available Room | Guest Room Booking History

○ Event Booking   ◉ Room Booking   ○ Check - In List   ○ Check - Out List

Name	Gender	Number Of Guest	Purpose Of visit	Check In Time Date	Check Out Time Date	Shared/ Independent	Sponsored/ NonSponsored	Room Description
Arya	Female	3	Meeting	Feb 07,2018 - 16:25	Feb 10,2018 - 16:25	Shared	NonSponsored	NonAC

🏛 Selected 🏛 Available 🏛 Fast Filling 🏛 Allocated   Selected :3

☑ Annex III Guest House No : 10 Charges: ₹ 1500 Capacity: 2 Availability: 2 Booking Count: 2	☑ Annex III Guest House No : 11 Charges: ₹ 1500 Capacity: 2 Availability: 2 Booking Count: 1	☐ Annex III Guest House No : 12 Charges: ₹ 1500 Capacity: 2 Availability: 2 Booking Count: 2	☐ Annex III Guest House No : 13 Charges: ₹ 1500 Capacity: 2 Availability: 2 Booking Count: 2	☐ Annex III Guest House No : 14 Charges: ₹ 1500 Capacity: 2 Availability: 2 Booking Count: 2	☐ Annex III Guest House No : 15 Charges: ₹ 1500 Capacity: 2 Availability: 2 Booking Count: 2	☐ Annex III Guest House No : 16 Charges: ₹ 1500 Capacity: 2 Availability: 2 Booking Count: 2

HOSTEL ALLOCATION » GUEST ROOM BOOKING					FEB 06, 2018 5:08:38

Hostel Policy	Select Policy Name		Hostel Plan	Jul 01,2017 - Jun 30,2018 [College ∨]

Guest Room Booking Request | Available Room | Guest Room Booking History

○ Event Booking   ◉ Room Booking   ○ Check - In List   ○ Check - Out List

No. of Person	1
Charges*	◉ Payable ○ UnPayable

Selected Room Details as follows

Select guest

uest Name	Room No.	Capacity	Availability	No. Of Days	No of Person Per Room
☑ Arya Feb 07, 2018 04:25 PM To Feb 10, 2018 04:25 PM	Annex III Guest House No : 10	2	2	3	2
☑ Arya Feb 07, 2018 04:25 PM To Feb 10, 2018 04:25 PM	Annex III Guest House No : 11	2	2	3	1

Click to book   BOOK NOW   BACK

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Topic: Billing of bookings for guests

Prerequisite:

1. Hostel admin role to User
2. Guest room booking request must be raised for guest

Roles: Hostel Admin

Path: Hostel Allocation » Guest Room Booking

Functionality:

1. Able to check out the guest.
2. Able to generate the bill.

HOSTEL ALLOCATION » GUEST ROOM BOOKING						FEB 06, 2018 5:31:58	

Hostel Policy: Select Policy Name

Hostel Plan: Jul 01,2017 - Jun 30,2018 [College]

Guest Room Booking Request | Available Room | Guest Room Booking History

○ Event Booking   ○ Room Booking   ○ Check - In List   ◉ Check - Out List   *Click for check out*

Search :

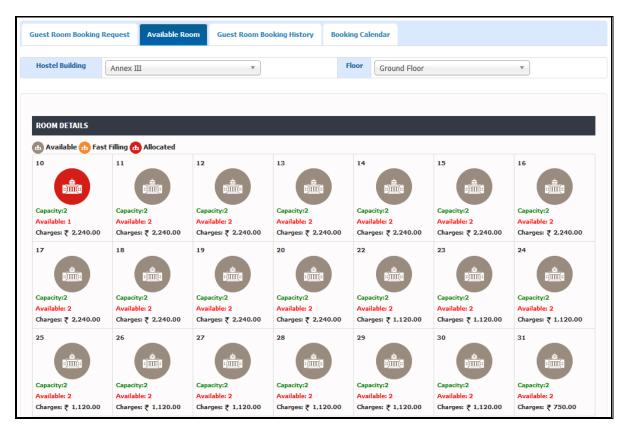|	Sr No.	Guest Name	Company Name/Event Name	From Date	To Date	Total Amount (In ₹)	Received Amount (In ₹)
⇨	1	Arya	HCL / CBCI Plenary Meeting 2018	Feb 07, 2018 - 04:25 PM	Feb 10, 2018 - 04:25 PM	9000.00	9000.00
⇨	2	Dr. Usha Rani	Neonotology / CBCI Plenary Meeting 2018	Dec 02, 2017 - 11:15 AM	Dec 03, 2017 - 06:00 PM	2000.00	1500.00

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HOSTEL ALLOCATION » GUEST ROOM BOOKING

Sr No.	Company Name	From Date	To Date	Total Amount (In ₹)	Received Amount (In ₹)		Balance Amount (In ₹)
1	HCL	2018-02-08	2018-02-11	9000	0		9000

☐	Sr No.	Room No.	Guest Name	From Date and In Time	To Date and Out Time	No. Of People	Total Days	Tariff (per day in ₹)	Concession (in ₹)	Total Tariff (in ₹)	Receipt No	Change Room	Allocate R to Gues
☑	1	Annex III >> Ground Floor >> 10	Arya,Guest11	Feb 08,2018 - 13:00	Feb 11,2018 - 13:00	2	3	1500 (In ₹)	(In ₹)	9000 (In ₹)		Change	
								Paid Amount (In ₹)		0 (In ₹)			
								Grand Total (In ₹)		9000 (In ₹)			
								Remaining Amount (In ₹)		9000			

[+ Extend Days] [Check Out] [🖶 Print Receipt] [🖶 Income Receipt]

Receipt for ○ Student ○ Employee ○ Vendor ○ Funding Agency ○ Customer ● Other ○ Depositer   BarCode

Received From:	HCL	Department / Cost Center:	Select a departn	Date:	Feb 08,2018
Address		Mobile no.		Email	

Particular / Amount		Income Mode				

Received For	Amount (In Rs.)		Payment Mode	Amount (In ₹)	Bank Name	Chq. / DD No.	Date Of Chq. / DD
Select	9000	●	Cash		NA	NA	NA
[+ Add More]			Cheque				
	receipt		Type	Amount (In ₹)	Bank Name	Reference No	Date

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Report

a) Available room

b) Guest room booking history

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c) Hostel occupancy

d) Floor wise occupancy