



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:

The screenshot displays the 'CONFIGURATION » ROOMS' interface. At the top, there are three dropdown menus: 'Campus' (with a callout 'Select Campus name'), 'Building' (with a callout 'Select building'), and 'Floor No.' (with a callout 'Select floor no.'). Below these is a 'Generate Pdf' button. A 'Total no. of rooms' field shows '40' and an 'Add room' button (with a callout 'Add room'). A 'Blocked Rooms' button is also visible. Below the form is a table titled 'Available Room Details' with columns for selection, Sr No., Room Type, Room No., Room Alias, Area, Capacity, No. Of Doors, No Of Windows, Accomodation For (Employee, Student), and Occupancy Type. The table contains four rows of single rooms with room numbers 10, 11, 12, and 13.

<input type="checkbox"/>	Sr No.	Room Type	Room No.	Room Alias	Area(in square feet)	Capacity	No. Of Doors	No Of Windows	Accomodation For		Occupancy Type
									Employee	Student	
<input type="checkbox"/>	1	Single Room	10		200	2	1	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/> No
<input type="checkbox"/>	2	Single Room	11		200	2	1	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/> No
<input type="checkbox"/>	3	Single Room	12		200	2	1	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/> No
<input type="checkbox"/>	4	Single Room	13		200	2	1	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/> No



Add room details:

Room Details X

Add Room Details

Room Type *	<input type="text" value="Select"/>	Select room type
Use for	<input type="radio"/> Instructional Area <input checked="" type="radio"/> Other	Select other for guest room
Entry Method	<input type="radio"/> Individual <input checked="" type="radio"/> Group	Select entry method
Description	<input style="width: 100%;" type="text"/>	
No. of persons *	<input style="width: 80%;" type="text"/>	Enter no. of persons
Total Area *	<input style="width: 80%;" type="text"/> in square feet	Enter total area
No. of Window *	<input style="width: 80%;" type="text"/>	Enter no. of windows

No. of Doors *	<input style="width: 90%;" type="text"/>	
Accommodation For Student	<input type="checkbox"/>	
Accommodation For Employee	<input type="checkbox"/>	
Allow to Use	<input checked="" type="radio"/> ALL <input type="radio"/> MALE <input type="radio"/> FEMALE	
AC / NON-AC	<input type="radio"/> AC <input checked="" type="radio"/> NON-AC	
Incur Supplement Charges (In Rs.)	<input style="width: 100%;" type="text"/>	
Occupancy Type	<input style="width: 90%;" type="text"/>	Click to submit
<input type="button" value="Submit"/> <input type="button" value="Reset"/>		



Room type creation:

Add Infrastructure Type ✕

Add Infrastructure Details

Infrastructure Name:	<input style="width: 90%;" type="text"/>
Description:	<input style="width: 90%; height: 30px;" type="text"/> Enter description
Category:	<input style="width: 90%;" type="text" value="Rooms"/>

Entry method individual:

Entry Method	<input checked="" type="radio"/> Individual <input type="radio"/> Group Enter room no.
Room No.	<input style="width: 90%;" type="text"/>
Room Alias	<input style="width: 90%;" type="text"/> Enter room alias
Description	<input style="width: 90%; height: 40px;" type="text"/>



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.

The screenshot shows a 'Room Configuration' form with the following fields and callouts:

Start Date	<input type="text"/>	
End Date	<input type="text"/>	
Daily Fare (In ₹)	<input type="text"/>	Enter daily fare
Per Guest Fare (In ₹)	<input type="text"/>	Enter per guest charges
Staff/Student Per Day Fare (In ₹)	<input type="text"/>	Enter room charges
Staff/Student Per Guest Fare (In ₹)	<input type="text"/>	Charges
Description	<input type="text"/>	

Save configuration

Save Configuration

Add guest room configuration:



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:	
<input type="checkbox"/>	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
<input type="checkbox"/>	1	Single Room - 10	200	2	Dec 01,2017	Dec 31,2020	₹ 2,000.00	₹ 1,500.00		NaN		
<input type="checkbox"/>	2	Single Room - 11	200	2	Dec 01,2017	Dec 31,2020	₹ 2,000.00	₹ 1,500.00		NaN		
<input type="checkbox"/>	3	Single Room - 12	200	2	Dec 01,2017	Dec 31,2020	₹ 2,000.00	₹ 1,500.00		NaN		
<input type="checkbox"/>	4	Single Room - 13	200	2	Dec 01,2017	Dec 31,2020	₹ 2,000.00	₹ 1,500.00		NaN		



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		Fill guest details and submit		FEB 03, 2018 3:52:10
Name of Guest *	<input type="text" value="Arya"/>	Contact Number *	<input type="text" value="9876543210"/>	
Email-Id *	<input type="text" value="arya@gmail.com"/>	Designation *	<input type="text" value="Implementor"/>	
Organization *	<input type="text" value="Arnav"/>	Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female	
No. Of Guest *	<input type="text"/>	Date and Time *	From : <input type="text" value="Feb 04,2018 - 09:00"/> <input type="calendar"/> To : <input type="text" value="Feb 08,2018 - 15:00"/> <input type="calendar"/>	
If VIP / VVIP then specify *	<input type="radio"/> VIP <input type="radio"/> VVIP <input checked="" type="radio"/> Regular	Room Description *	<input type="radio"/> AC <input checked="" type="radio"/> Non AC	
Guest Payment Category *	<input type="radio"/> Sponsored <input checked="" type="radio"/> NonSponsored	Guest Room Preference	<input type="radio"/> Shared <input checked="" type="radio"/> Independent	
Purpose Of Visit *	<input type="text" value="meeting"/>			
<input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Reset"/>				



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:

HOSTEL ALLOCATION » GUEST ROOM BOOKING
FEB 06, 2018 4:54:21

Hostel Policy | Select Policy Name v

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

Guest Room Booking Request

Available Room

Guest Room Booking History

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

Search:

Guest Stay Details													
Name of Guest	Gender	Number Of Guest	From date	To Date	Guest of	Requested By	Authority 1	Authority 2	Shared/ Independent	Sponsored/ NonSponsored	Room Description	Book	Action
Arya Guest11 Guest21	Female	3	Feb 07, 2018 - 04:25 PM	Feb 10, 2018 - 04:25 PM	IT		Mary Ancilla ACCEPTED	Mangesh K ACCEPTED	Shared	NonSponsored	NonAC	Book Now	Delete

Click on book now



HOSTEL ALLOCATION » GUEST ROOM BOOKING
FEB 07, 2018 1:19:26

Hostel Policy

Hostel Plan

Guest Room Booking Request
Available Room
Guest Room Booking History

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

Intender
 Mr. Seema N
 seema@gmail.in
 9739059999

Name	Gender	Number Of Guest	Purpose Of visit	Check In Time Date	Check Out Time Date	Shared/ Independent	Sponsored/ NonSponsored	Room Description
Arya	Female	2	Meeting	Feb 08,2018 - 13:00	Feb 10,2018 - 13:00	Shared	NonSponsored	NonAC

Proceed Back

Click to proceed

Guest room booking

HOSTEL ALLOCATION » GUEST ROOM BOOKING
FEB 07, 2018 1:19:26

Hostel Policy

Hostel Plan

Guest Room Booking Request
Available Room
Guest Room Booking History

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

Intender
 Mr. Seema N
 seema@gmail.in
 9739059999

Name	Gender	Number Of Guest	Purpose Of visit	Check In Time Date	Check Out Time Date	Shared/ Independent	Sponsored/ NonSponsored	Room Description
Arya	Female	2	Meeting	Feb 08,2018 - 13:00	Feb 10,2018 - 13:00	Shared	NonSponsored	NonAC

Proceed Back

Click to proceed



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

Hostel Policy

Hostel Plan

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

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annex III Guest House No : 10 Charges: ₹ 1500 Capacity: 2 Availability: 2 Booking Count: <input type="text" value="2"/>	Annex III Guest House No : 11 Charges: ₹ 1500 Capacity: 2 Availability: 2 Booking Count: <input type="text" value="1"/>	Annex III Guest House No : 12 Charges: ₹ 1500 Capacity: 2 Availability: 2 Booking Count: <input type="text" value="2"/>	Annex III Guest House No : 13 Charges: ₹ 1500 Capacity: 2 Availability: 2 Booking Count: <input type="text" value="2"/>	Annex III Guest House No : 14 Charges: ₹ 1500 Capacity: 2 Availability: 2 Booking Count: <input type="text" value="2"/>	Annex III Guest House No : 15 Charges: ₹ 1500 Capacity: 2 Availability: 2 Booking Count: <input type="text" value="2"/>	Annex III Guest House No : 16 Charges: ₹ 1500 Capacity: 2 Availability: 2 Booking Count: <input type="text" value="2"/>	Annex III Guest House No : 16 Charges: ₹ 1500 Capacity: 2 Availability: 2 Booking Count: <input type="text" value="2"/>

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

Hostel Policy

Hostel Plan

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*	<input checked="" type="radio"/> Payable <input type="radio"/> UnPayable

Selected Room Details as follows

Select guest	Guest Name	Room No.	Capacity	Availability	No. Of Days	No of Person Per Room
<input checked="" type="checkbox"/>	Arya Feb 07, 2018 04:25 PM To Feb 10, 2018 04:25 PM	Annex III Guest House No : 10	2	2	<input type="text" value="3"/>	<input type="text" value="2"/>
<input checked="" type="checkbox"/>	Arya Feb 07, 2018 04:25 PM To Feb 10, 2018 04:25 PM	Annex III Guest House No : 11	2	2	<input type="text" value="3"/>	<input type="text" value="1"/>

Click to book

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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



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

<input type="checkbox"/>	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 Room to Guest
<input checked="" type="checkbox"/>	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

Received From: Department / Cost Center: Date:

Address: Mobile no.: Email:

Particular / Amount

Received For	Amount (In Rs.)
<input type="text" value="Select"/>	<input type="text" value="9000"/>

[Add More](#)

receipt

Income Mode

Payment Mode	Amount (In ₹)	Bank Name	Chq. / DD No.	Date Of Chq. / DD
<input checked="" type="radio"/> Cash	<input type="text"/>	NA	NA	NA
<input type="radio"/> Cheque	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Type	Amount (In ₹)	Bank	Reference	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Report

a) Available room

Guest Room Booking Request
Available Room
Guest Room Booking History
Booking Calendar

Hostel Building

Floor

ROOM DETAILS

Available
Fast Filling
Allocated

<p>10</p> <p>Capacity:2 Available: 1 Charges: ₹ 2,240.00</p>	<p>11</p> <p>Capacity:2 Available: 2 Charges: ₹ 2,240.00</p>	<p>12</p> <p>Capacity:2 Available: 2 Charges: ₹ 2,240.00</p>	<p>13</p> <p>Capacity:2 Available: 2 Charges: ₹ 2,240.00</p>	<p>14</p> <p>Capacity:2 Available: 2 Charges: ₹ 2,240.00</p>	<p>15</p> <p>Capacity:2 Available: 2 Charges: ₹ 2,240.00</p>	<p>16</p> <p>Capacity:2 Available: 2 Charges: ₹ 2,240.00</p>
<p>17</p> <p>Capacity:2 Available: 2 Charges: ₹ 2,240.00</p>	<p>18</p> <p>Capacity:2 Available: 2 Charges: ₹ 2,240.00</p>	<p>19</p> <p>Capacity:2 Available: 2 Charges: ₹ 2,240.00</p>	<p>20</p> <p>Capacity:2 Available: 2 Charges: ₹ 2,240.00</p>	<p>22</p> <p>Capacity:2 Available: 2 Charges: ₹ 1,120.00</p>	<p>23</p> <p>Capacity:2 Available: 2 Charges: ₹ 1,120.00</p>	<p>24</p> <p>Capacity:2 Available: 2 Charges: ₹ 1,120.00</p>
<p>25</p> <p>Capacity:2 Available: 2 Charges: ₹ 1,120.00</p>	<p>26</p> <p>Capacity:2 Available: 2 Charges: ₹ 1,120.00</p>	<p>27</p> <p>Capacity:2 Available: 2 Charges: ₹ 1,120.00</p>	<p>28</p> <p>Capacity:2 Available: 2 Charges: ₹ 1,120.00</p>	<p>29</p> <p>Capacity:2 Available: 2 Charges: ₹ 1,120.00</p>	<p>30</p> <p>Capacity:2 Available: 2 Charges: ₹ 1,120.00</p>	<p>31</p> <p>Capacity:2 Available: 2 Charges: ₹ 750.00</p>

b) Guest room booking history

GUEST ROOM BOOKING HISTORY

Today's
 Date Wise
Excel Sheet

Today
 Weeks
 Month

From Date

To Date

Booking History

10 records per page
Search:

Sr No.	Guest Name	From Date	To Date	Guest Allocation Status	Total Amount (In ₹)
1	Rituja Pardeshi, Guest11	Feb 11, 2020	Feb 12, 2020	Checked In	₹9,960.00



c) Hostel occupancy

Reports

Overall Report Hostel Occupancy

Hostel Occupancy Chart Hostel Occupancy Report

Hostel: Annex III

Floor: Ground Floor

Floor Name	Capacity	Allocations	Vacancy	Extra Allocations
Ground Floor	78	0	78	0

10
Capacity :2
Occupied :0

11
Capacity :2
Occupied :0

12
Capacity :2
Occupied :0

13
Capacity :2
Occupied :0

14
Capacity :2
Occupied :0

15
Capacity :2
Occupied :0

16
Capacity :2
Occupied :0

17
Capacity :2
Occupied :0

18
Capacity :2
Occupied :0

19
Capacity :2
Occupied :0

20
Capacity :2
Occupied :0

22
Capacity :2
Occupied :0

23
Capacity :2
Occupied :0

24
Capacity :2
Occupied :0

25
Capacity :2
Occupied :0

d) Floor wise occupancy

Hostel Occupancy Chart Hostel Occupancy Report

Hostel Name: ASSISI Block

Total Rooms: 81

Floor Wise Occupancy						Floor Name
Sr No.	Floor Name	Capacity	Allocations	Vacancy	Extra Allocations	
1	Ground Floor	15	14	1	0	▶ FLOOR NO.:GROUND FLOOR
2	First Floor	33	32	1	0	▶ FLOOR NO.:FIRST FLOOR
3	Second Floor	33	32	1	0	▶ FLOOR NO.:SECOND FLOOR