

BISTONESOFT

**Hotel Management System
Full Board Version
Guide**

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1 How to Log In

If you are starting your system for the first time, you can log in using the default administrator account. Its password is empty (i.e., no password), as shown in Figure 1. You can simply click the **Login** button to log in to your system and gain full permissions:



Figure 1 Login as Admin

If you are a staff member of this hotel, you can log in using your username and password. Of course, you should ensure that you are already authorized to log in to this system. If you want to add some user accounts for your staff members, please refer to Chapter 8.

2 How to Set Up a Room Type

After logging into the system, the first task is to set up all the room types for your hotel. Simply follow these easy steps to set up your room types:

Step 1) Go to the Room Types section

Go to the Room Types section, as shown in Figure 2:

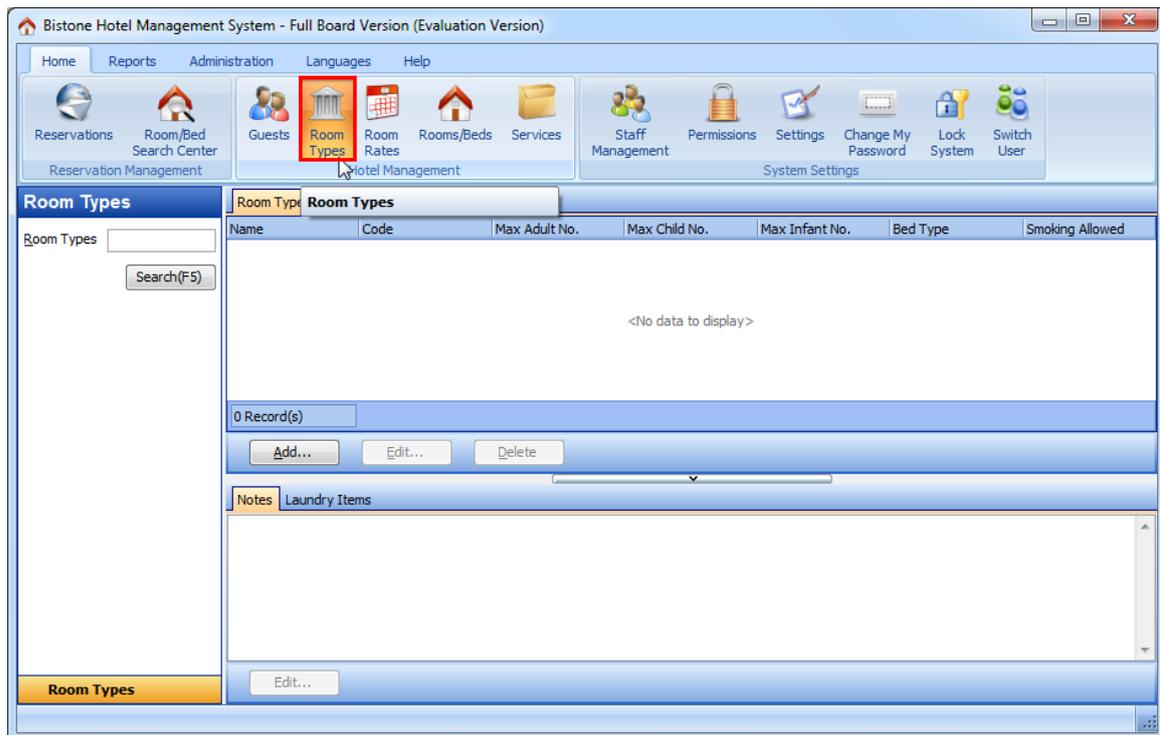


Figure 2 Go to the Room Types section

Step 2) Click the Add button

Click the Add button to open the Add Room Type dialog, as shown in Figure 3:

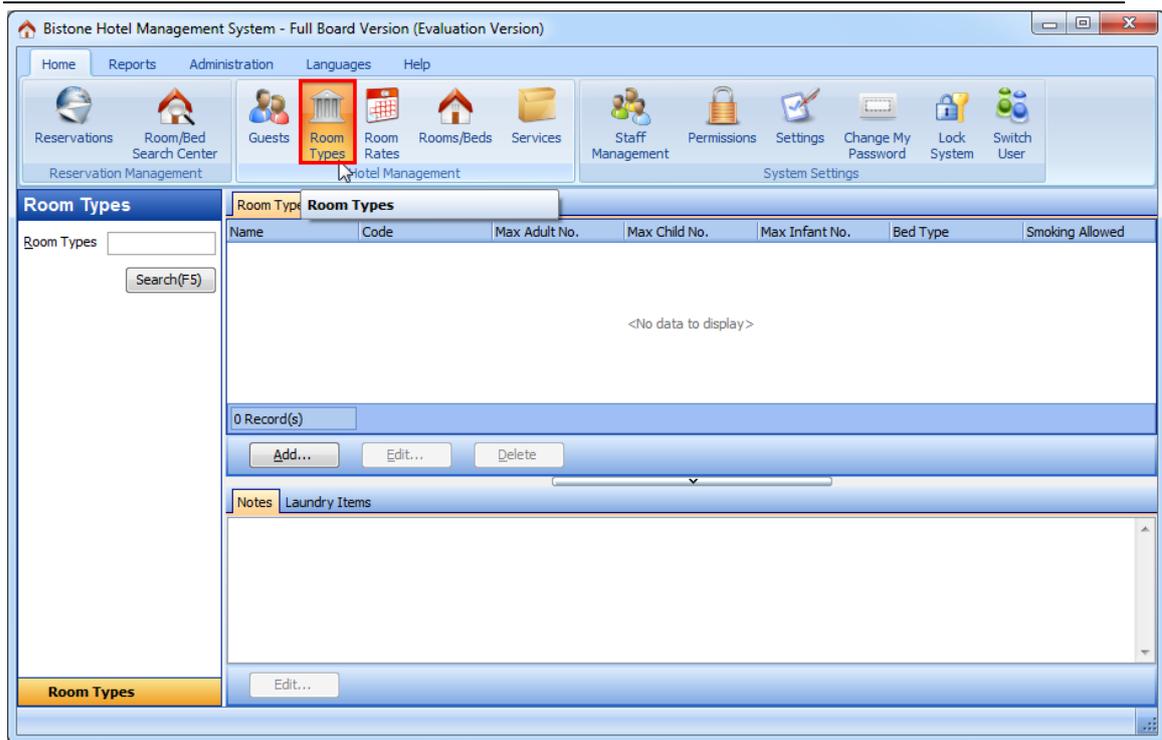


Figure 3 Click the Add button

Step 3) Enter All Fields

You can fill in all the fields in the Add Room Type dialog, as shown in Figure 4:

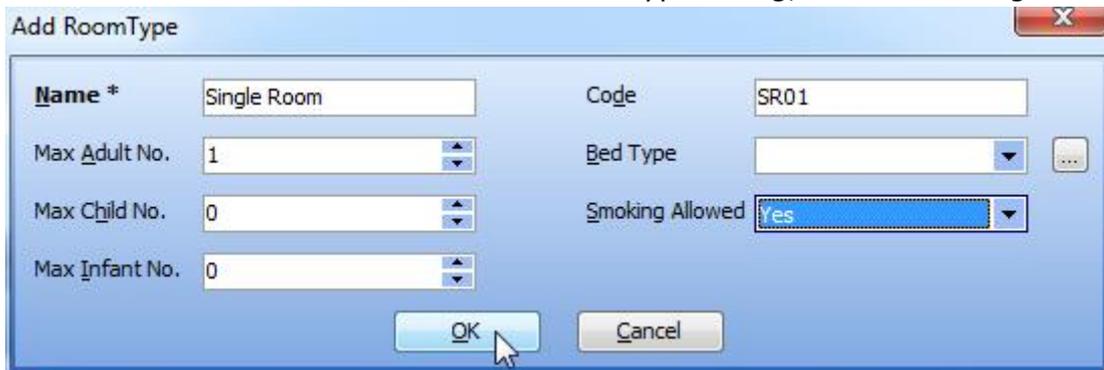


Figure 4 Enter All Fields

If there is no default bed type in your system, and you want to add bed types, click the button next to the Bed Type edit box, as shown in Figure 5:



Figure 5 Set up Bed Types

Click the Add button in the Bed Type dialog to add a bed type, as shown in Figure 6:

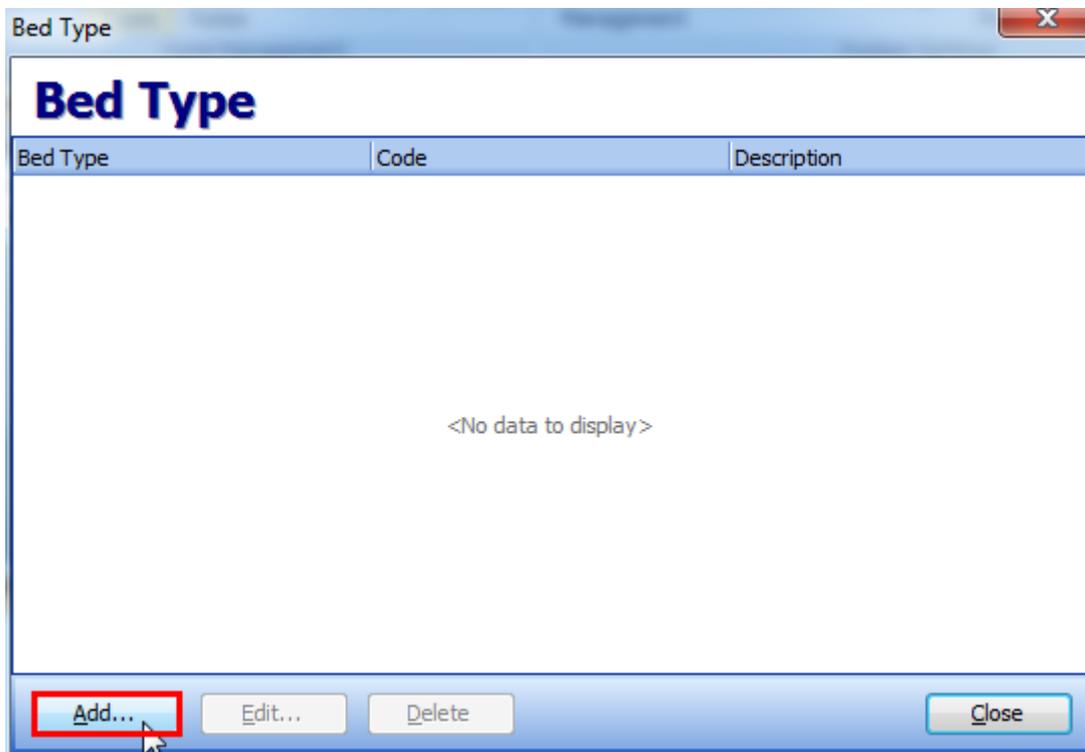


Figure 6 Click the Add Bed Type button

Next, enter all the fields in the Add Bed Type dialog, as shown in Figure 7:

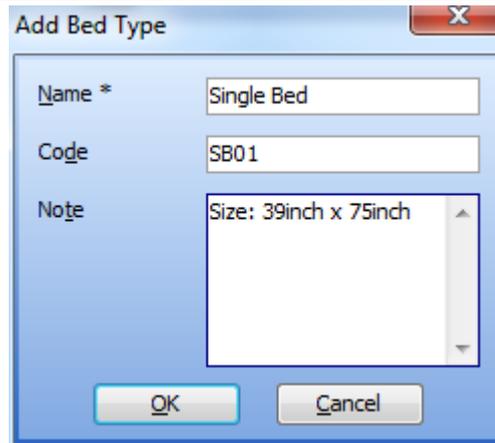


Figure 7 Enter Bed Type Details

Then, click the OK button in the Add Bed Type dialog and the Close button in the Bed Type dialog. After that, you can select the bed type '**Single Bed**' for the room type '**Single Room**', as shown in Figure 8:

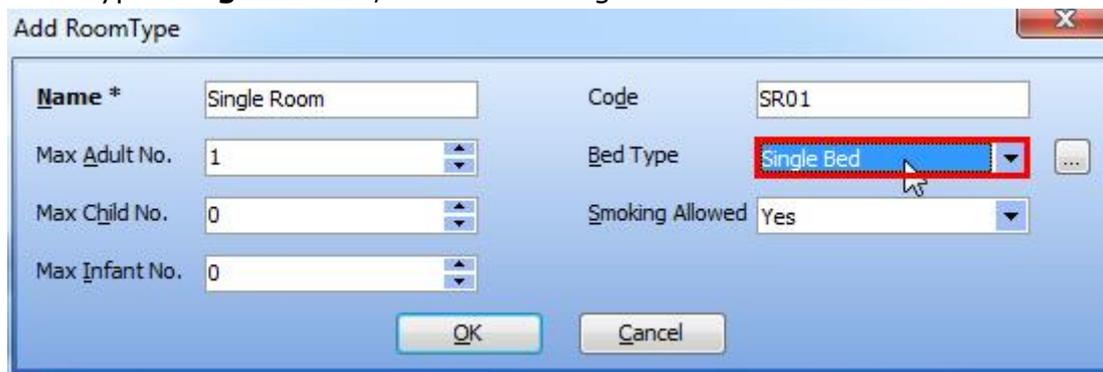


Figure 8 Select a Bed Type

Step 4) Click the OK button

Click the OK button in the Add Room Type dialog, as shown in Figure 9:

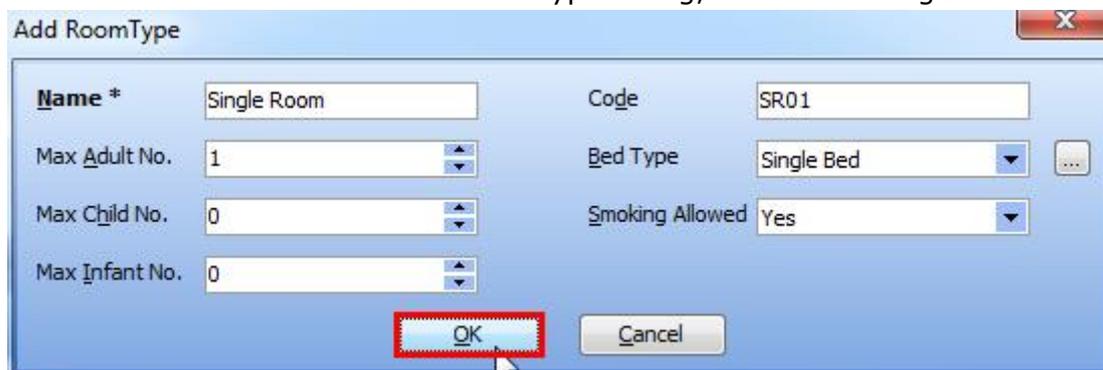


Figure 9 Click the OK button in the Add RoomType Dialog

Then, You will see the following dialog. You can click its OK button to set up the RACK rate for your room type:



Figure 10 Set Up the RACK Rate Now

When you click the OK button on the RACK rate confirmation dialog, you will see the following dialog:

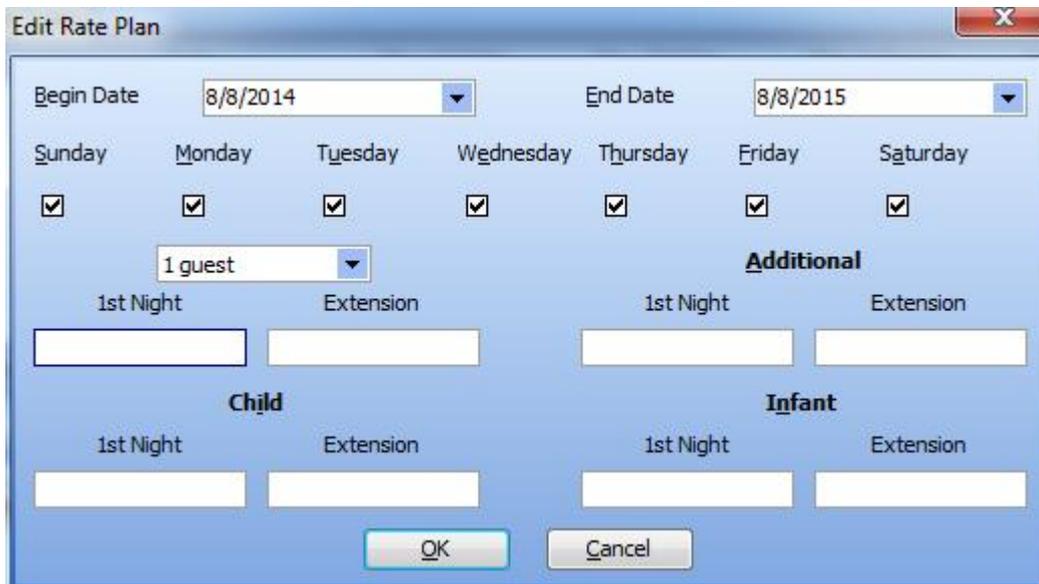


Figure 11 the Edit Rate Plan Dialog

You can enter the Rack rate for your room type, as shown in the following figure:

Edit Rate Plan

Begin Date: 8/8/2014 End Date: 8/8/2015

Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

1 guest

Additional		Child	
1st Night	Extension	1st Night	Extension
\$100.00	\$95.00	\$80.00	\$75.00
1st Night	Extension	1st Night	Extension
\$90.00	\$85.00	\$60.00	\$30.00

OK Cancel

Figure 12 Enter the Rack Rate Value

Then, click the OK button, and wait a moment, as this action generates rate data for one year (From 2014-08-08 To 2015-08-08).

The room type '**Single Room**' has been added to the system. You can find it in the room type list, as shown in Figure 13:

Bistone Hotel Management System - Full Board Version (Evaluation Version)

Home Reports Administration Languages Help

Reservations Room/Bed Search Center
Guests **Room Types** Room Rates Rooms/Beds Services
Staff Management Permissions Settings Change My Password Lock System Switch User

Room Types

Name	Code	Max Adult No.	Max Child No.	Max Infant No.	Bed Type	Smoking Allowed
Single Room	SR01	1	0	0	Single Bed	Yes

1 Record(s)

Add... Edit... Delete

Notes Laundry Items

Room Types Edit...

Figure 13 Room Type List

You can click the Edit button to modify your room type, or the Delete button to remove the selected room type.

3 How to Set Up a Room Rate

If you have already set the Rack Rate while configuring the Room Type and do not require additional pricing options, you can skip this chapter and refer directly to Chapter 4.

If you have not set the Rack Rate, or if you wish to set more varied pricing for your room types to meet different needs or channels, please follow these simple steps:

Step 1) Go to the Room Rates section

Go to the Room Rates section, as shown in Figure 14:

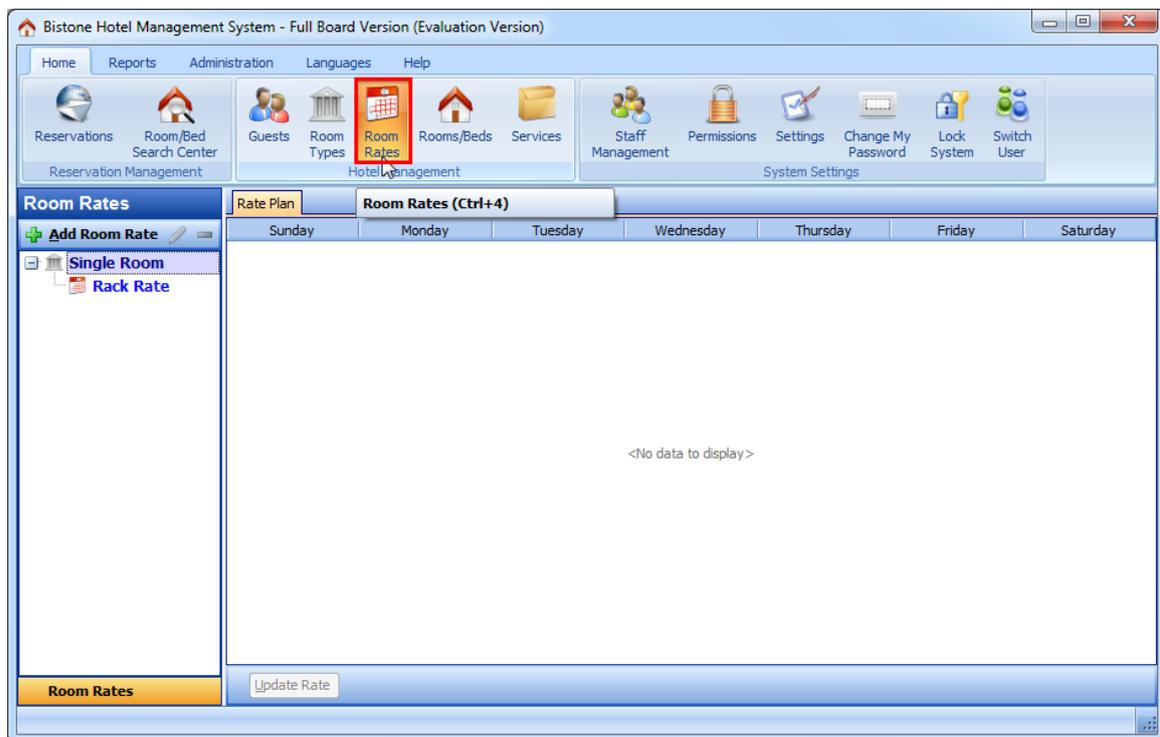


Figure 14 the Room Rates section

Step 2) Right-Click on a room type

Right-Click the room type '**Single Room**', then select **Add Room Rate Description**, as shown in Figure 15:

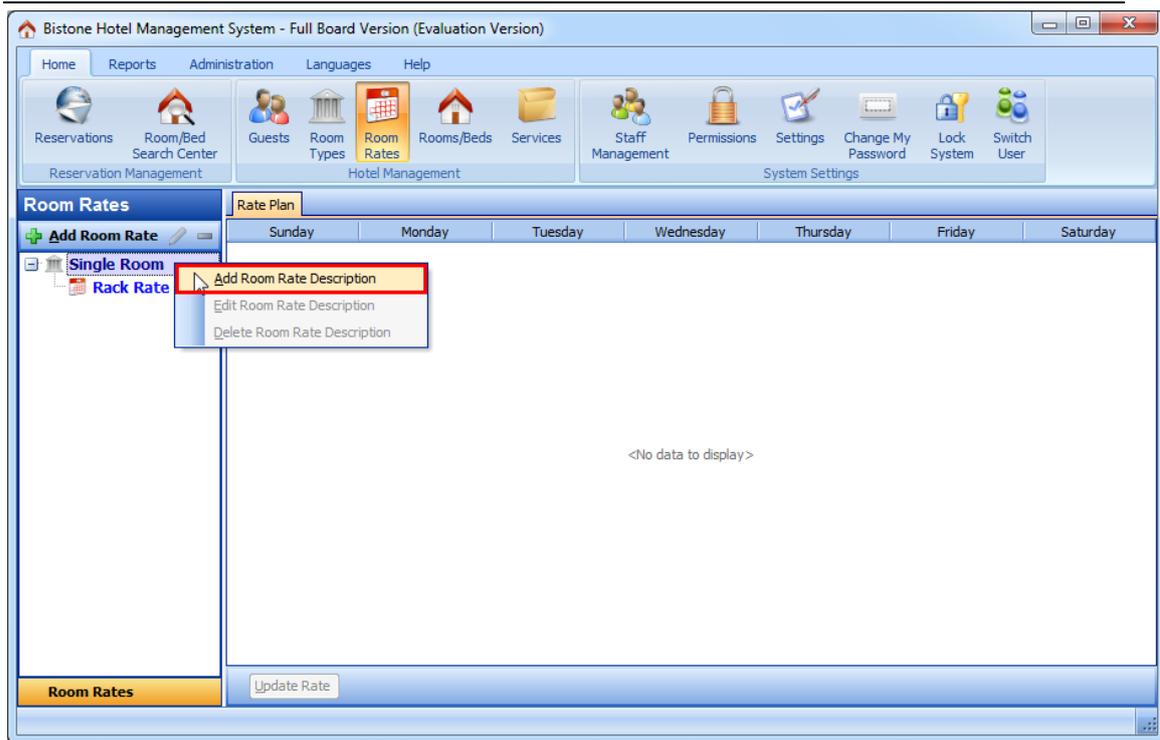


Figure 15 Select Add Room Rate Description

Step 3) Enter All Fields

Fill in all the fields in the Add Room Rate dialog, as shown in Figure 16:



Figure 16 Enter All Fields

Step 4) Select a room rate

Click the OK button in the Add Room Rate dialog, then select the room rate '**BAR Rate**', as shown in Figure 17:

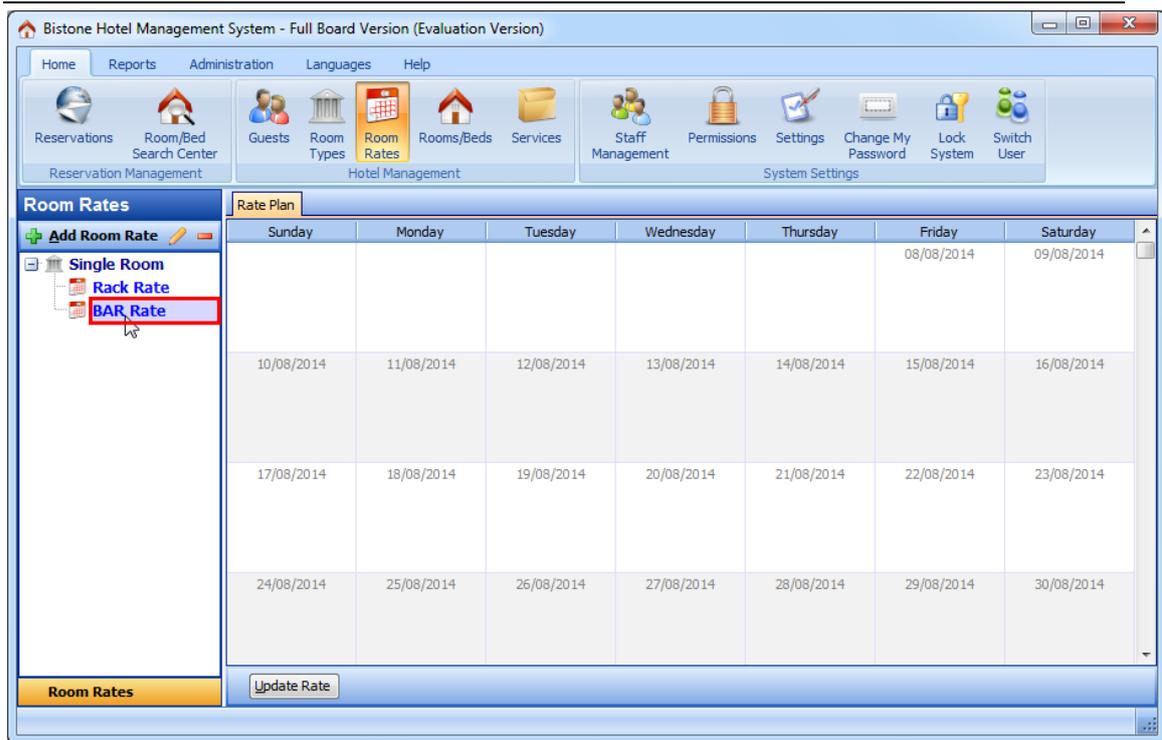


Figure 17 Select a Room Rate

Step 5) Click the Update Rate Button

Click the Update Rate button in the Rate Plan panel, as shown in Figure 18:

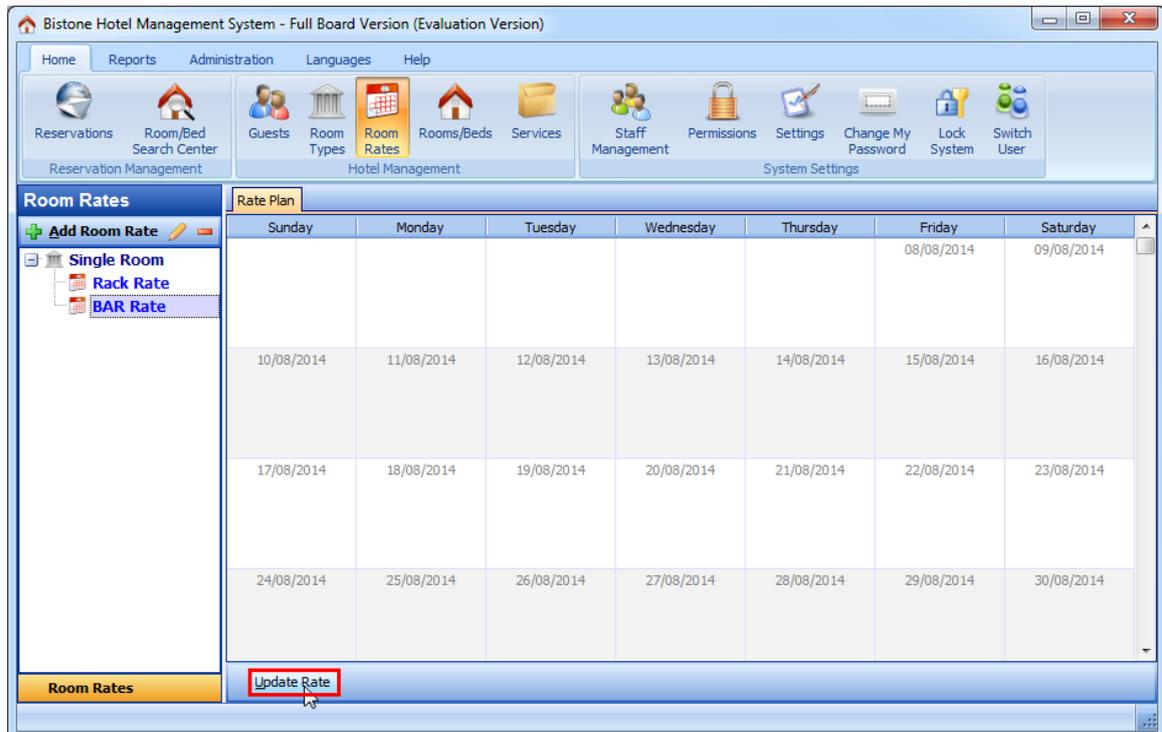


Figure 18 Click the Update Rate Button

Step 6) Enter All Fields

Fill in all the fields in the Edit Rate Plan dialog, as shown in Figure 19:

The screenshot shows the 'Edit Rate Plan' dialog box with the following details:

- Begin Date:** 8/8/2014
- End Date:** 8/8/2015
- Days of the Week:** Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday (all checked).
- Guests:** 1 guest
- Additional Rates:** 1st Night: \$85.00, Extension: \$80.00
- Child Rates:** 1st Night: \$75.00, Extension: \$70.00
- Infant Rates:** 1st Night: \$60.00, Extension: 30
- Buttons:** OK, Cancel

Figure 19 Enter All Fields

The rate for the first night for 1 adult guest is \$95, and the rate for each extension night is \$90, for each additional adult, the rate for the first night is \$85, and the rate for each extension night is \$80, similarly, set the first and extension night rates for each child and infant for every **Sunday, Monday, Tuesday, Wednesday, Thursday, Friday** and **Saturday** from the **Begin Date** to the **End Date**.

Of course, you can also set the room rate for each weekend to be \$119 and \$110. Please set it as shown in Figure 20:

Figure 20 the Room Rate for Each Weekend

As you can see, all the rates for this BAR rate are displayed in the Rate Plan panel, as shown in Figure 21:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					08/08/2014	09/08/2014
					1G: \$95.00; \$90.00 \$85.00; \$80.00 \$75.00; \$70.00	1G: \$119.00; \$110.00 \$105.00; \$100.00 \$95.00; \$90.00
10/08/2014	11/08/2014	12/08/2014	13/08/2014	14/08/2014	15/08/2014	16/08/2014
1G: \$119.00; \$110.00 \$105.00; \$100.00 \$95.00; \$90.00	1G: \$95.00; \$90.00 \$85.00; \$80.00 \$75.00; \$70.00	1G: \$119.00; \$110.00 \$105.00; \$100.00 \$95.00; \$90.00				
17/08/2014	18/08/2014	19/08/2014	20/08/2014	21/08/2014	22/08/2014	23/08/2014
1G: \$119.00; \$110.00 \$105.00; \$100.00 \$95.00; \$90.00	1G: \$95.00; \$90.00 \$85.00; \$80.00 \$75.00; \$70.00	1G: \$119.00; \$110.00 \$105.00; \$100.00 \$95.00; \$90.00				
24/08/2014	25/08/2014	26/08/2014	27/08/2014	28/08/2014	29/08/2014	30/08/2014
1G: \$119.00; \$110.00 \$105.00; \$100.00 \$95.00; \$90.00	1G: \$95.00; \$90.00 \$85.00; \$80.00 \$75.00; \$70.00	1G: \$119.00; \$110.00 \$105.00; \$100.00 \$95.00; \$90.00				

Figure 21 All the Rates in the Rate Plan Panel

4 How to Manage All Rooms/Beds in Your Hotel

If you want to manage all the rooms or beds in your hotel, please follow these simple steps:

Step 1) Go to the Rooms/Beds section

Go to the Rooms/Beds section, as shown in Figure 22:

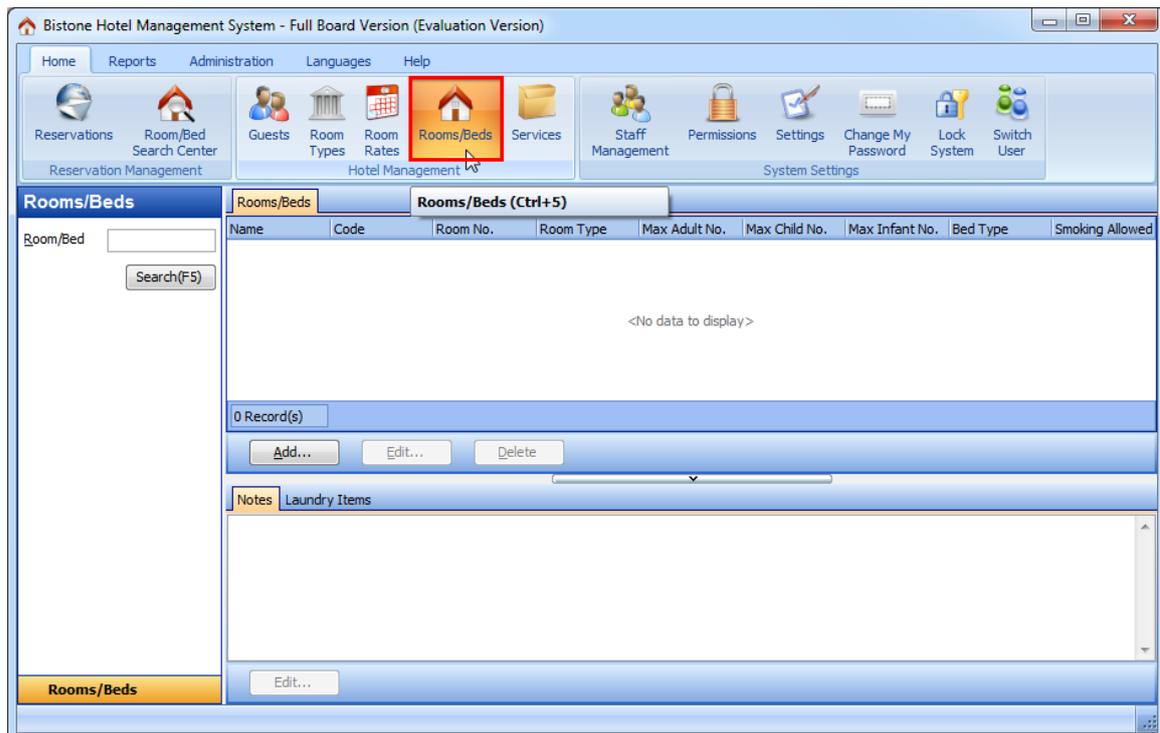


Figure 22 Go To the Rooms/Beds Section

Step 2) Click the Add button

Click the Add button in the Room/Bed panel, as shown in Figure 23:

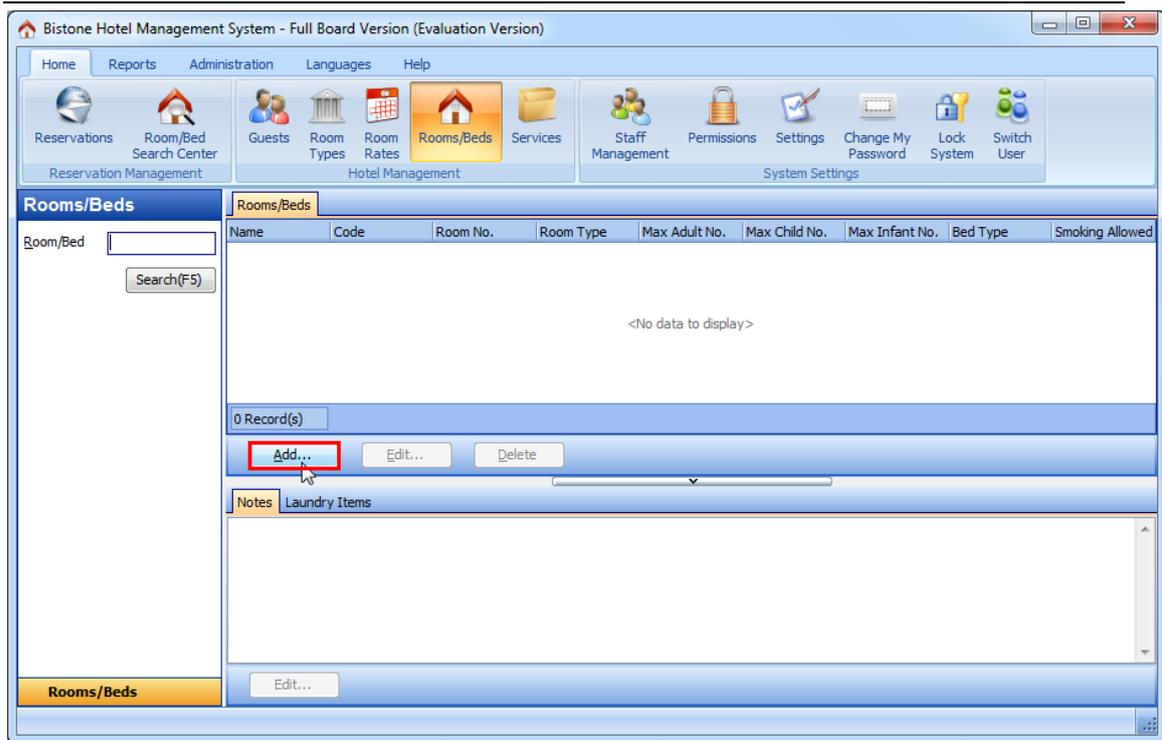


Figure 23 Click the Add Button in the Boom/Bed Panel

Step 3) Enter All Fields

Fill in all the required fields in the Add Room dialog, as figure 24 shows:

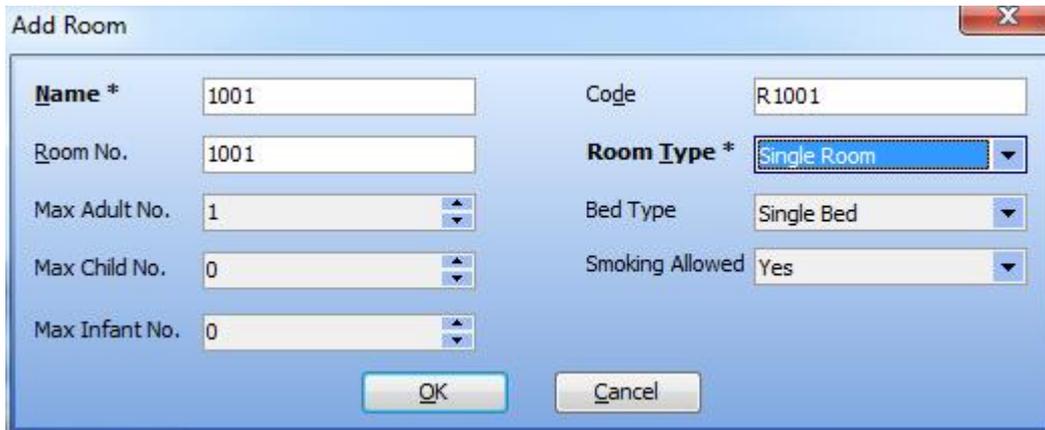


Figure 24 Enter All Fields in the Add Room Dialog

If you want to manage a specific bed in a 6-bed room, you can enter it as shown in Figure 25:

Figure 25 Enter All Fields for a Bed

Now, you can see all the rooms/beds in your hotel in the Room/Bed panel, as shown in Figure 26:

Name	Code	Room No.	Room Type	Max Adult No.	Max Child No.	Max Infant No.	Bed Type	Smoking Allowed
1001	R1001	1001	Single Room	1	0	0	Single Bed	Yes
1002-1	10021	1002	Bed Of 6Bed Rox	1	0	0		No
1002-2	10022	1002	Bed Of 6Bed Rox	1	0	0		No
1002-3	10023	1002	Bed Of 6Bed Rox	1	0	0		No
1002-4	10024	1002	Bed Of 6Bed Rox	1	0	0		No
1002-5	10025	1002	Bed Of 6Bed Rox	1	0	0		No
1002-6	10026	1002	Bed Of 6Bed Rox	1	0	0		No

Figure 26 the Room/Bed Panel

You can click the Edit button to modify your room or bed, and click the Delete button to remove the selected room or bed.

5 How to Manage Your Guests

When a guest want to reserve a room or bed at your hotel, you can collect his/her information and then follow these simple steps to manage them:

Step 1) Go to the Guests Section

Go to the Guests section, as shown in Figure 27:

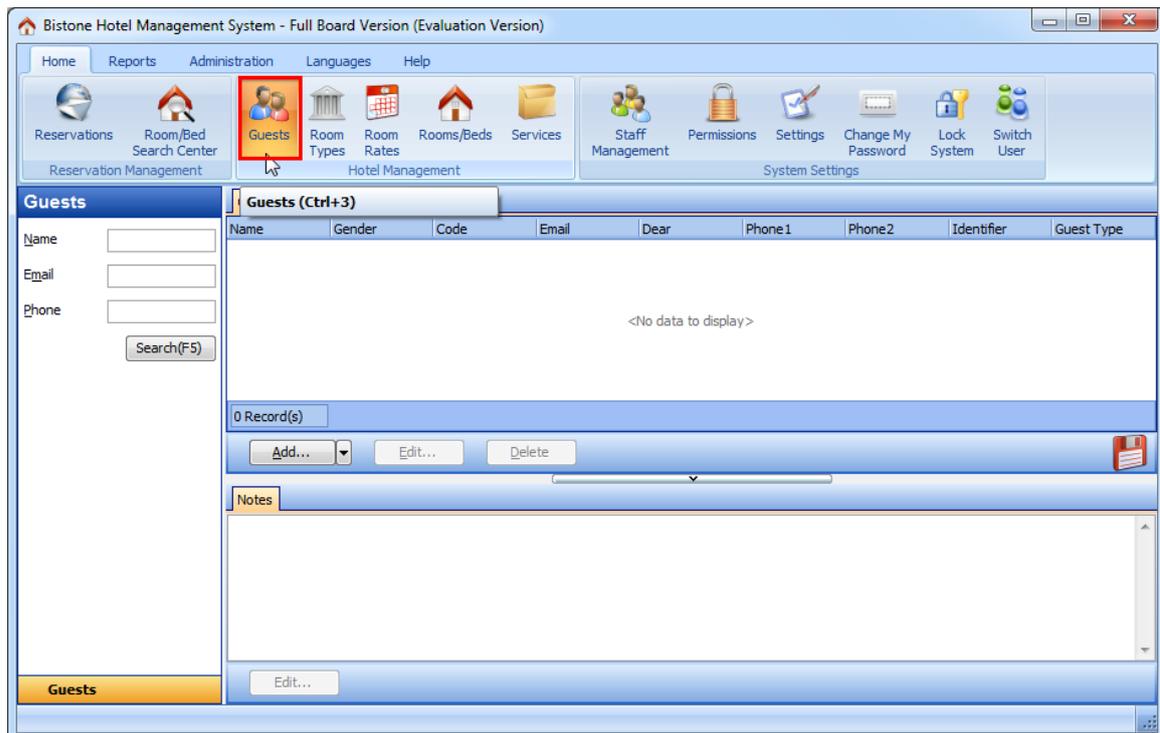


Figure 27 Go To the Guests Section

Step 2) Click the Add Button

Click the Add button in the Guests panel, as shown in Figure 28:

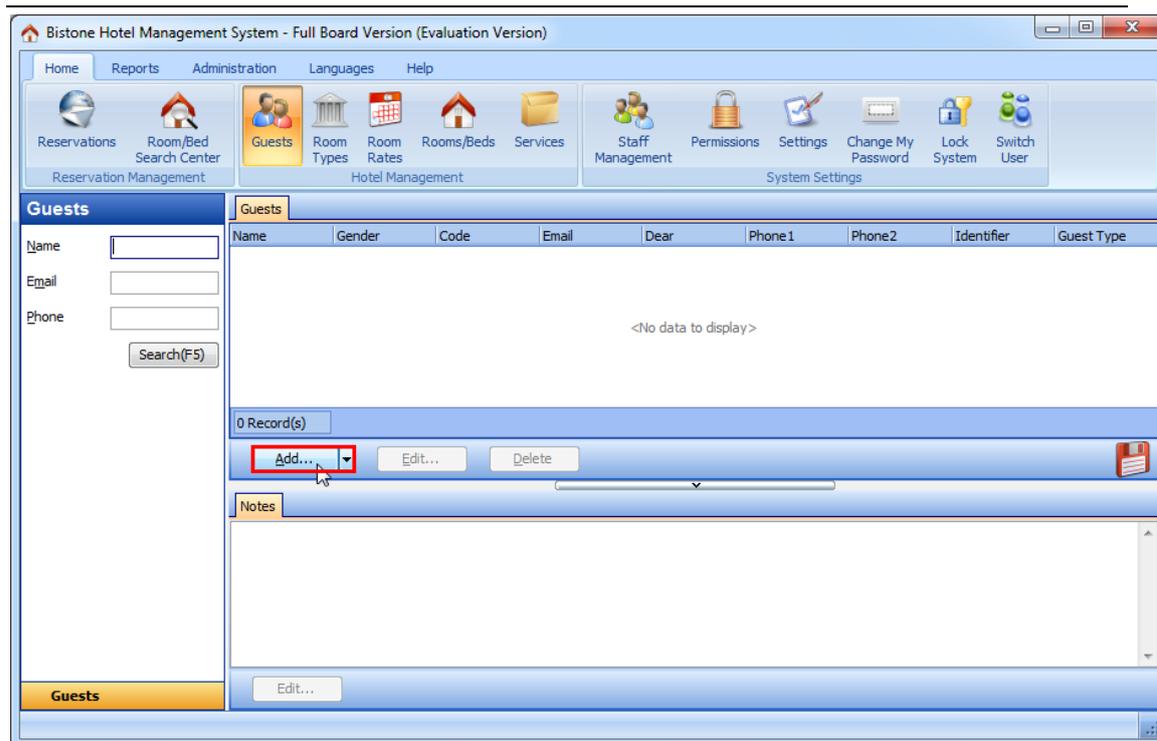


Figure 28 Click the Add button

Step 3) Enter All Fields

Fill in all the required fields, as shown in Figure 29:

Add Guest

Common Information

Name * Member Code
Dear Gender
Identifier Guest Type ...

Contact Information

Phone_1
Phone_2
Email

Billing Address

Address
City
State
Country ...
Post Code

Credit Card

Credit Card Type ...
Card No
Expire Date
Name On Card

Company Information

Company ...
Company Notes

Taxation Information

VAT No.

Passport

Passport No.
Country
Expiration Date

Car Information

Car
License Plate
Driver License

Figure 29 Enter All Fields

Then, click the OK button in the Add Guest dialog, you can now see all the guests of your hotel in the Guests panel, as shown in Figure 30:

Bistone Hotel Management System - Full Board Version (Evaluation Version)

Home Reports Administration Languages Help

Reservations Room/Bed Search Center **Guests** Room Types Room Rates Rooms/Beds Services Staff Management Permissions Settings Change My Password Lock System Switch User

Reservation Management Hotel Management System Settings

Guests

Name:
 Email:
 Phone:
 Search(F5)

Name	Gender	Code	Email	Dear	Phone 1	Phone 2	Identifier	Guest Type
Marry Lus	Female	2014001	support@bistone	Marry Lus	123	456	42070419	

1 Record(s)

Add... Edit... Delete

Notes

Edit...

Figure 30 Guest List

6 How to Make a Reservation

Now that we have added some room types, room rates, rooms or beds and guests, we can follow these simple steps to make a reservation:

Step 1) Go to the Reservations section

Go to the Reservations section, as shown in Figure 31:

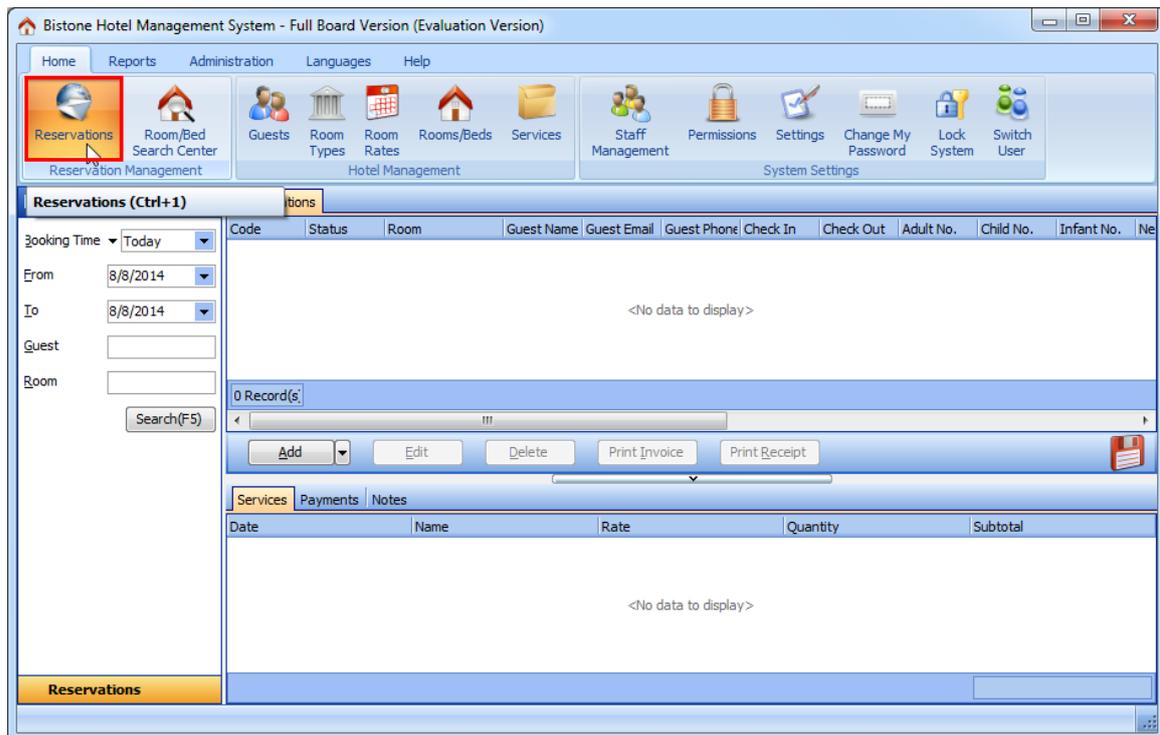


Figure 31 Go to the Reservations Section

Step 2) Click the Add Button

Click the Add button in the Reservations panel, as shown in Figure 32:

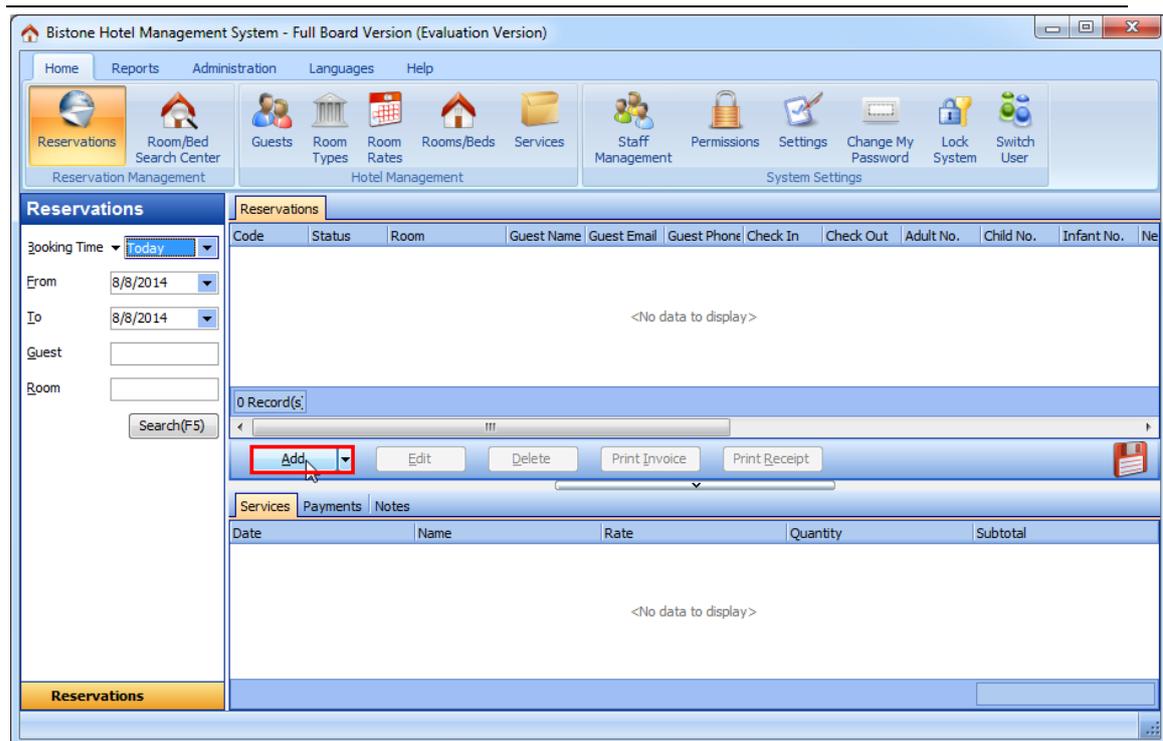


Figure 32 Click the Add Button

Step 3) Click the Room Button

Click the button next to the Room Edit Box, as shown in Figure 33:

Add Reservation

Common Information
Code * 140808001 Status * New Source
Booking Time 8/8/2014 1:19:23 PM User Admin Guarantee

Room Information
Check In * 8/8/2014
Check Out * 8/9/2014
Adult No. 1
Child No. 0
Infant No. 0
Room * ...

Guest Information
Guest Name *
Company
Email
Phone
Special Requirement

Billing Address
Address
City
State
Country
Post Code

Payment Information
+ Add Payment
Time Pay Type Total Details
<No data to display>

Service Information
+ Add Service
Date Name Rate Qty Subtotal
<No data to display>

Room Total \$0.00 Discount \$0.00 Total \$0.00
Service Total \$0.00 Tax Paid \$0.00
Net Total \$0.00 Tax Total \$0.00 Balance \$0.00

OK Cancel

Figure 33 Click the Room Button

Step 4) Select a Room

Select a room in the 'Select a room' dialog, as shown in Figure 34:

Select a room

Search

Check In: 8/8/2014 Check Out: 8/9/2014

Adult No.: 1 Child No.: 0

Infant No.: 0 Filter:

OK Cancel Reset

Room	Room No.	Room Type	Rate	08/08/2014
1001	1001	Single Room	Rack Rate	\$100.00
1002-1	1002	Bed Of 6Bed Roo	Rack Rate	\$60.00
1002-2	1002	Bed Of 6Bed Roo	Rack Rate	\$60.00
1002-3	1002	Bed Of 6Bed Roo	Rack Rate	\$60.00
1002-4	1002	Bed Of 6Bed Roo	Rack Rate	\$60.00
1002-5	1002	Bed Of 6Bed Roo	Rack Rate	\$60.00
1002-6	1002	Bed Of 6Bed Roo	Rack Rate	\$60.00

7 Record(s)

Figure 34 Select a Room Dialog

Then, click the OK button in the Select a room dialog. The room will be automatically filled into the reservation, as shown in Figure 35:

Add Reservation

Common Information

Code *: 140808001 Status *: New Source:

Booking Time: 8/8/2014 1:19:23 PM User: Admin Guarantee:

Room Information

Check In *: 8/8/2014 Check Out *: 8/9/2014

Adult No.: 1 Child No.: 0 Infant No.: 0 Room *: 1001

Guest Information

Guest Name *:

Company:

Email:

Phone:

Special Requirement:

Billing Address

Address:

City:

State:

Country:

Post Code:

Service Information

+ Add Service

Date	Name	Rate	Qty	Subtotal
<No data to display>				

Payment Information

+ Add Payment

Time	Pay Type	Total	Details
<No data to display>			

Room Total: \$100.00 Discount: \$0.00 Total: \$100.00

Service Total: \$0.00 Tax:

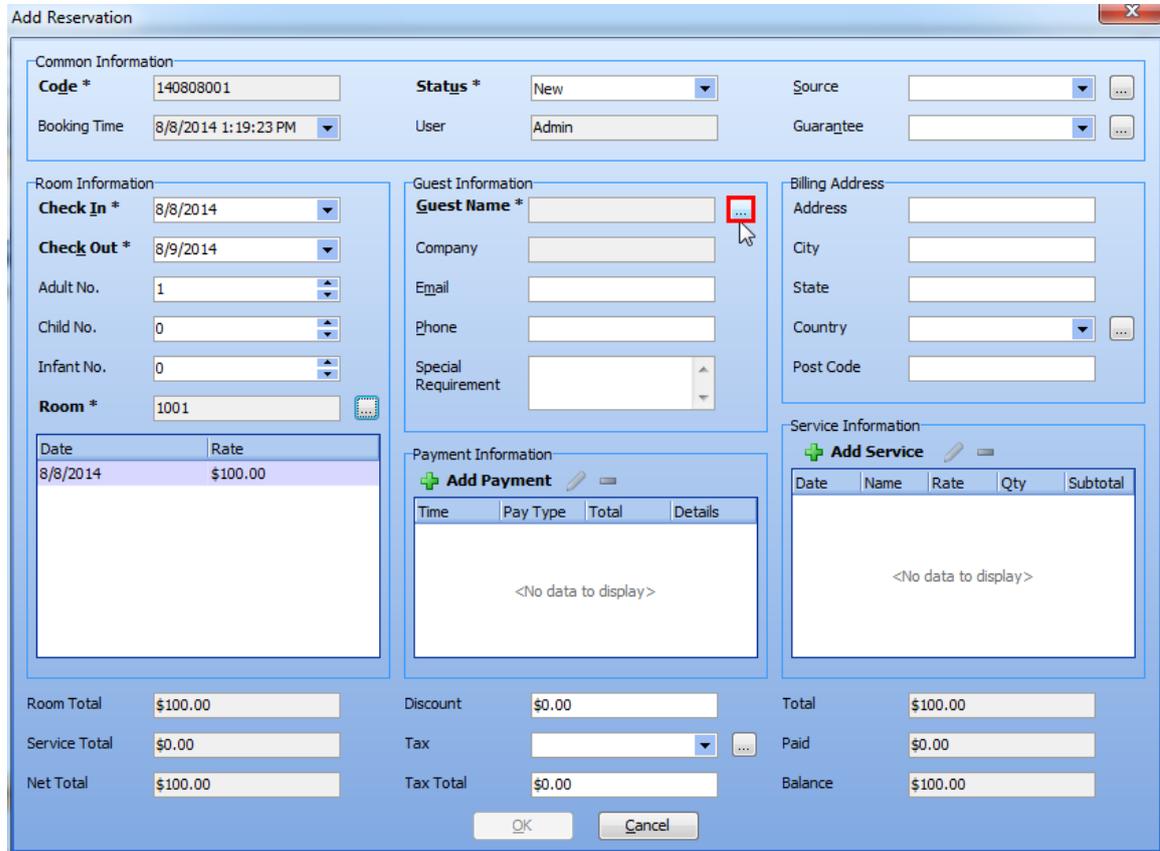
Net Total: \$100.00 Tax Total: \$0.00 Paid: \$0.00 Balance: \$100.00

OK Cancel

Figure 35 Fill Room Details

Step 5) Click the Guest Button

Click the button next to the Guest Name Edit Box, as shown in Figure 36:



The screenshot shows the 'Add Reservation' dialog box with the following sections:

- Common Information:** Code * (140808001), Status * (New), Source, Booking Time (8/8/2014 1:19:23 PM), User (Admin), Guarantee.
- Room Information:** Check In * (8/8/2014), Check Out * (8/9/2014), Adult No. (1), Child No. (0), Infant No. (0), Room * (1001).
- Guest Information:** Guest Name * (with a red box and a button next to it), Company, Email, Phone, Special Requirement.
- Billing Address:** Address, City, State, Country, Post Code.
- Payment Information:** Add Payment button, table with columns Time, Pay Type, Total, Details. Content: <No data to display>.
- Service Information:** Add Service button, table with columns Date, Name, Rate, Qty, Subtotal. Content: <No data to display>.
- Summary:** Room Total (\$100.00), Service Total (\$0.00), Net Total (\$100.00), Discount (\$0.00), Tax, Tax Total (\$0.00), Total (\$100.00), Paid (\$0.00), Balance (\$100.00).

Figure 36 Click the Guest Button

Step 6) Select a Guest

Select a guest in the Select a Guest dialog, as shown in Figure 37:

Select a guest

Search

Name

Email

Phone

OK

Cancel

Reset

Name	Gender	Code	Email	Dear	Phone 1
Marry Lus	Female	2014001	support@bis	Marry Lus	123

Add...

Edit...

Figure 37 Select a Guest Dialog

And then, click the OK button in the Select a Guest dialog. The guest will be automatically filled into the reservation, as shown in Figure 38:

Add Reservation

Common Information

Code * 140808001

Status * New

Source

Booking Time 8/8/2014 1:19:23 PM

User Admin

Guarantee

Room Information

Check In * 8/8/2014

Check Out * 8/9/2014

Adult No. 1

Child No. 0

Infant No. 0

Room * 1001

Guest Information

Guest Name * Marry Lus

Company

Email support@bistonesoft.com

Phone 123

Special Requirement

Billing Address

Address International Building

City EZ

State CA

Country United States

Post Code 10010

Service Information

+ Add Service

Date	Name	Rate	Qty	Subtotal
<No data to display>				

Payment Information

+ Add Payment

Time	Pay Type	Total	Details
<No data to display>			

Room Total \$100.00

Discount \$0.00

Total \$100.00

Service Total \$0.00

Tax

Paid \$0.00

Net Total \$100.00

Tax Total \$0.00

Balance \$100.00

OK

Cancel

Figure 38 Fill in Guest Information

Step 7) Select a Tax

There is no default tax in the system. You can follow these simple steps to add some tax rates:

Step 1) Click the button next to the Tax Edit Box

The screenshot shows the 'Add Reservation' dialog box with various fields for reservation details. At the bottom, the summary section includes fields for Room Total, Service Total, Net Total, Discount, Tax, Tax Total, Total, Paid, and Balance. The 'Tax' field is a dropdown menu, and its arrow is highlighted with a red box. A mouse cursor is pointing at this arrow.

Step 2) Click the Add button in the Tax Ratio dialog

The screenshot shows the 'Tax Ratio' dialog box, which is currently empty. It has a table header with columns for 'Tax Name', 'Tax Ratio', and 'Default'. Below the table, there are several buttons: 'Add...', 'Edit...', 'Delete', 'Set As Default', and 'Close'. The 'Add...' button is highlighted with a red box, and a mouse cursor is pointing at it.

Step 3) Enter a tax rate in the Add Tax Ratio dialog

Add Tax Ratio

Name * Default Tax

Ratio * 5.50%

OK Cancel

Then, you can select a tax rate, as shown in Figure 39:

Add Reservation

Common Information

Code * 140808001 Status * New Source [Dropdown] ...

Booking Time 8/8/2014 1:19:23 PM User Admin Guarantee [Dropdown] ...

Room Information

Check In * 8/8/2014 Check Out * 8/9/2014

Adult No. 1 Child No. 0 Infant No. 0 Room * 1001

Date	Rate
8/8/2014	\$100.00

Guest Information

Guest Name * Marry Lus Company [Dropdown] Email support@bistonesoft.com Phone 123 Special Requirement [Dropdown]

Billing Address

Address International Building City EZ State CA Country United States Post Code 10010

Payment Information

+ Add Payment

Time	Pay Type	Total	Details
<No data to display>			

Service Information

+ Add Service

Date	Name	Rate	Qty	Subtotal
<No data to display>				

Summary

Room Total	\$100.00	Discount	\$0.00	Total	\$105.50
Service Total	\$0.00	Tax	Default Tax (5.50%)	Paid	\$0.00
Net Total	\$100.00	Tax Total	\$5.50	Balance	\$105.50

OK Cancel

Figure 39 Select a Tax Ratio

Then, you can click the OK button to save the reservation. You will see the reservation appear in the Reservation List, as shown in Figure 40:

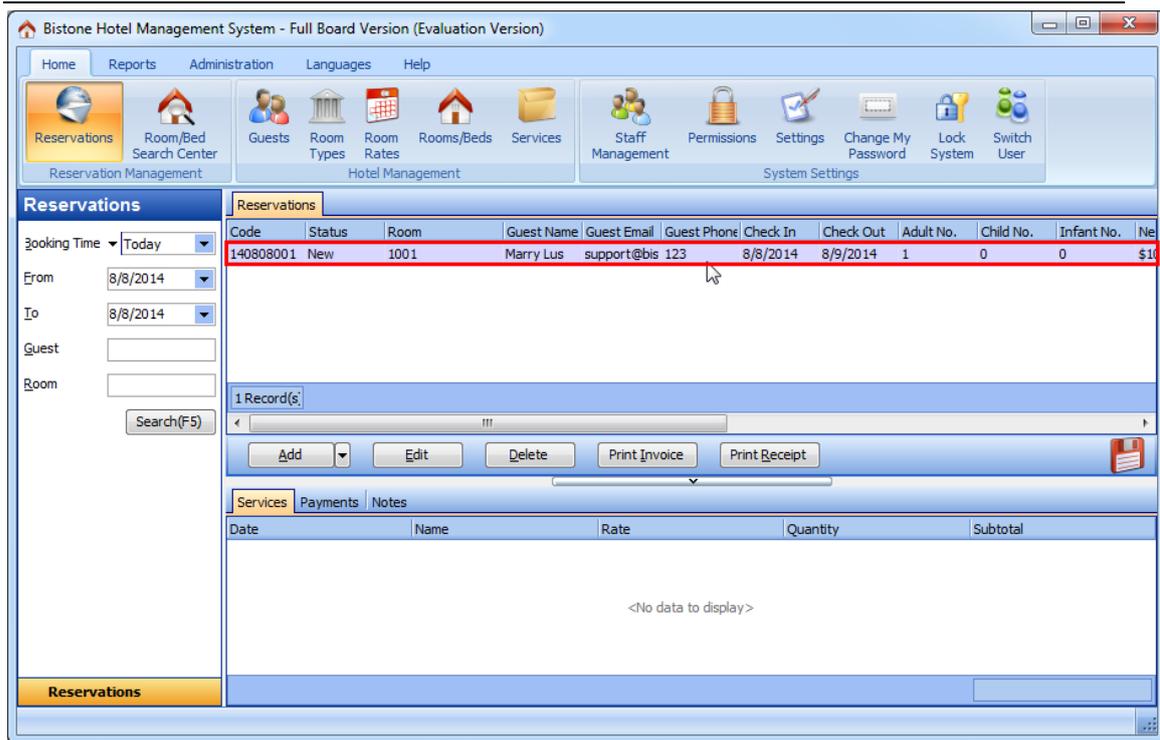


Figure 40 Reservation List

Finally, you can click the Edit button to modify this reservation, or click the Delete button to remove this reservation.

Step 8) Go to the Room/Bed Search Center

You can go to the Room/Bed Search Center section to check the occupancy status of rooms/beds in your hotel, as shown in Figure 41:

The screenshot displays the Bistone Hotel Management System interface. The title bar reads "Bistone Hotel Management System - Full Board Version (Evaluation Version)". The main menu includes Home, Reports, Administration, Languages, and Help. Below the menu are icons for Reservations, Room/Bed Search Center (highlighted), Guests, Room Types, Room Rates, Rooms/Beds, Services, Staff Management, Permissions, Settings, Change My Password, Lock System, and Switch User.

The "Room Search Center" section is active, showing search filters:

- Period: This week
- From: 8/4/2014
- To: 8/10/2014
- Guest: [Empty]
- Room: [Empty]
- Search(F5) button

The data table below shows search results for the period 8/4/2014 to 8/10/2014. A tooltip is visible over the 8/8/2014 column for room 1001.

Room/Bed	8/4/2014 Mon	8/5/2014 Tue	8/6/2014 Wed	8/7/2014 Thu	8/8/2014 Fri	8/9/2014 Sat	8/10/2014 Sun
1001					Reservation No.: 140808001 Reservation Status: New Guest Name: Marry Lus Check In Date: 08/08/2014 Check Out Date: 08/09/2014		
1002-1							
1002-2							
1002-3							
1002-4							
1002-5							
1002-6							

Figure 41 Room/Bed Search Center

7 How to Sell Your Services

If your hotel offers services such as swimming pools, restaurants and so on, you can add these services to the system and then sell them.

In fact, you can also add some physical items that you want to sell to the system, such as bottled water, beer, etc.

Please follow these simple steps to sell your services:

Step 1) Go to the Services Section

Go to the Services section, as shown in Figure 42:

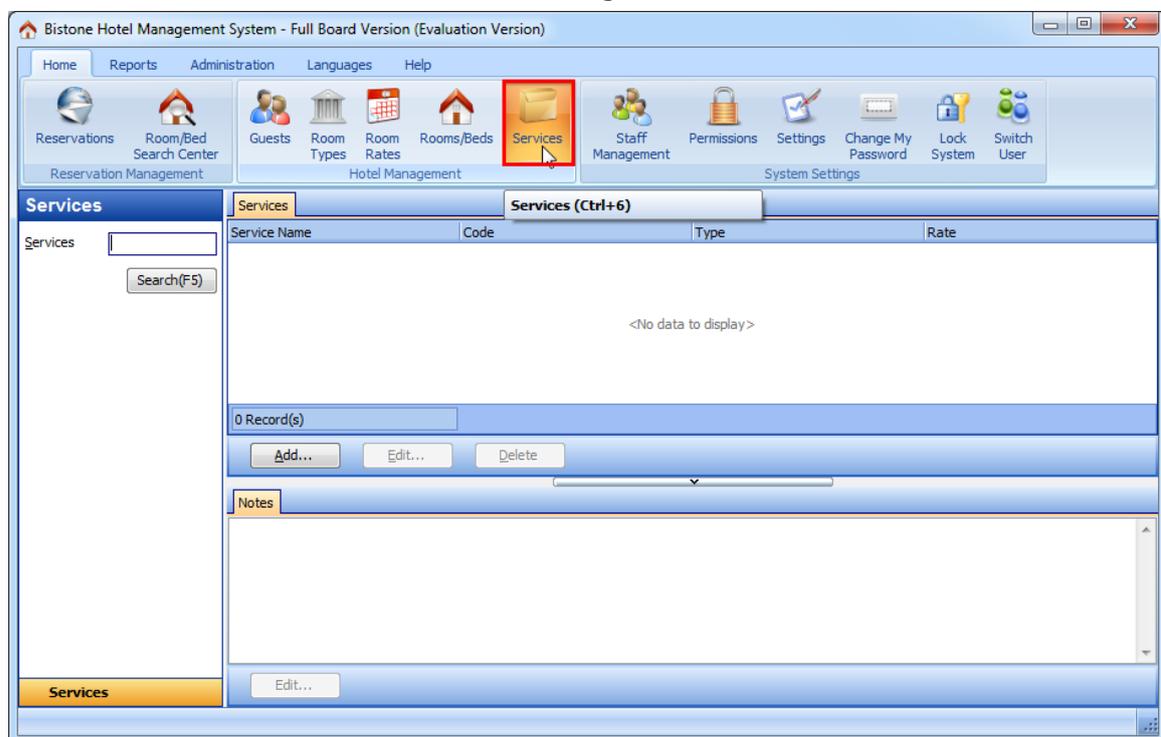


Figure 42 Go To the Services Section

Step 2) Click the Add Button

Click the Add button in the Services panel, as shown in Figure 43:

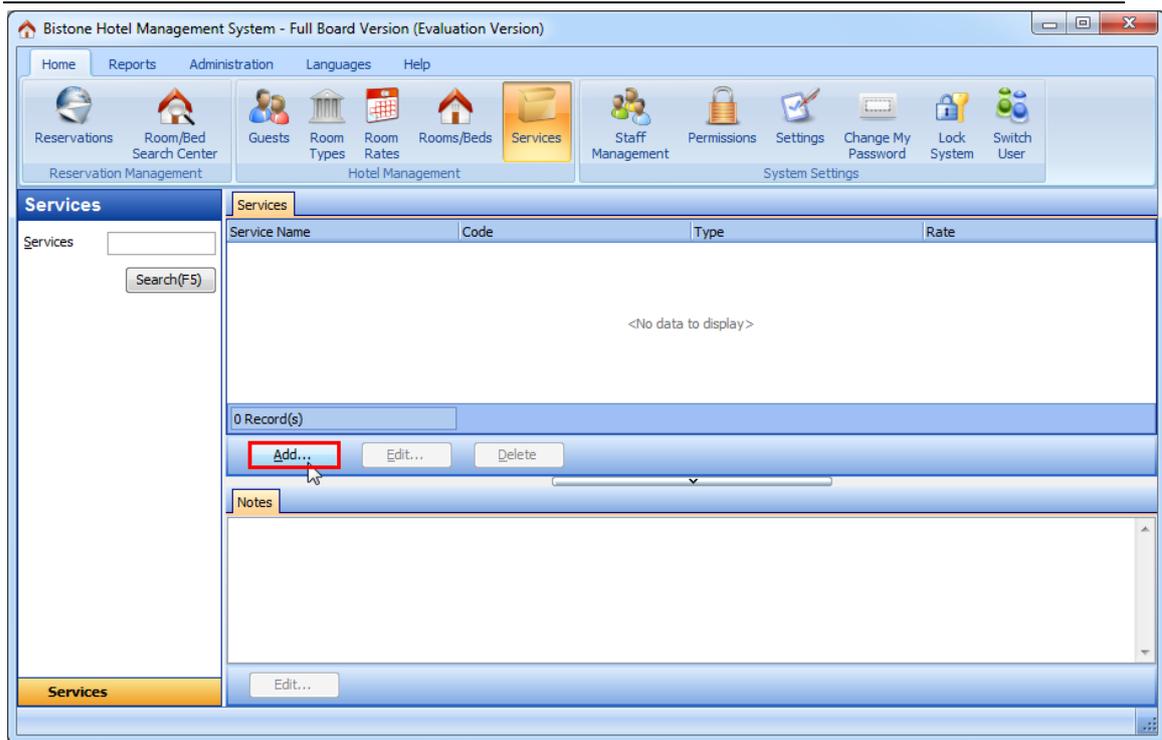


Figure 43 Click the Add Button

Step 3) Enter All Fields

Fill in all the fields in the Add Service dialog, as shown in Figure 44:



Figure 44 Enter All Fields

Then, click the OK button in the Add Service dialog. The service called '**Swimming**' has been added to the system, as shown in Figure 45:

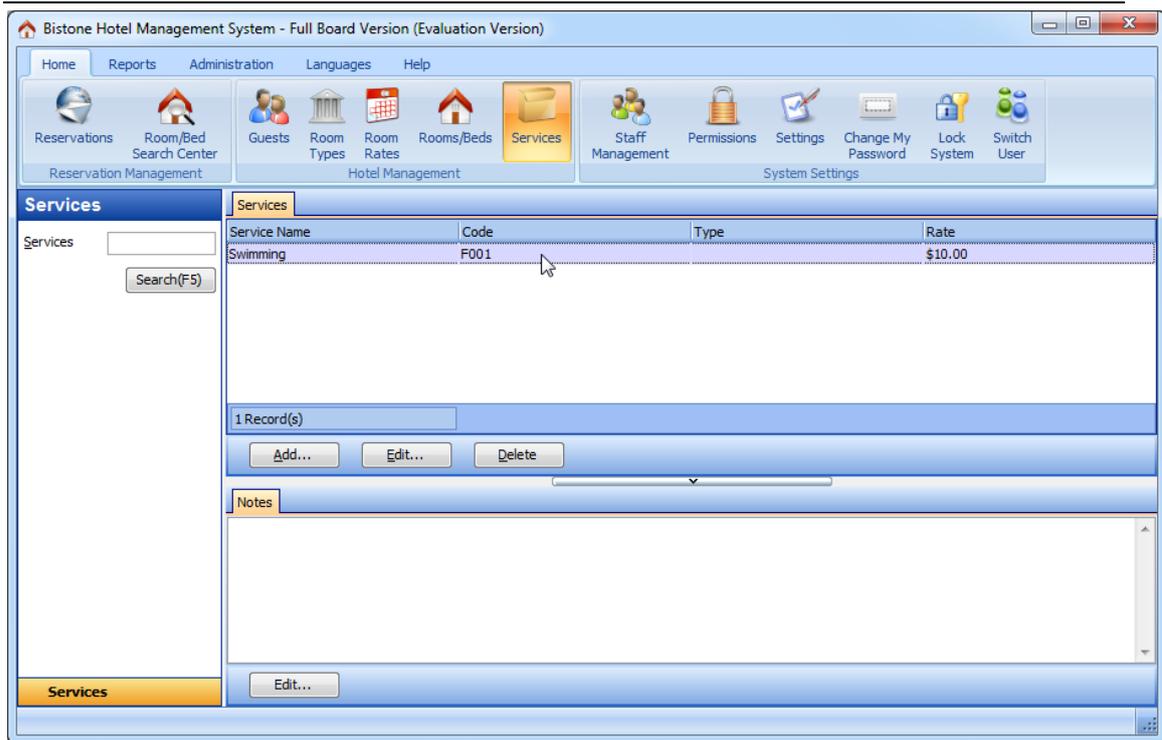


Figure 45 Service List

Step 4) Go to the Reservations Section

Go to the Reservations section and select a reservation, as shown in Figure 46:

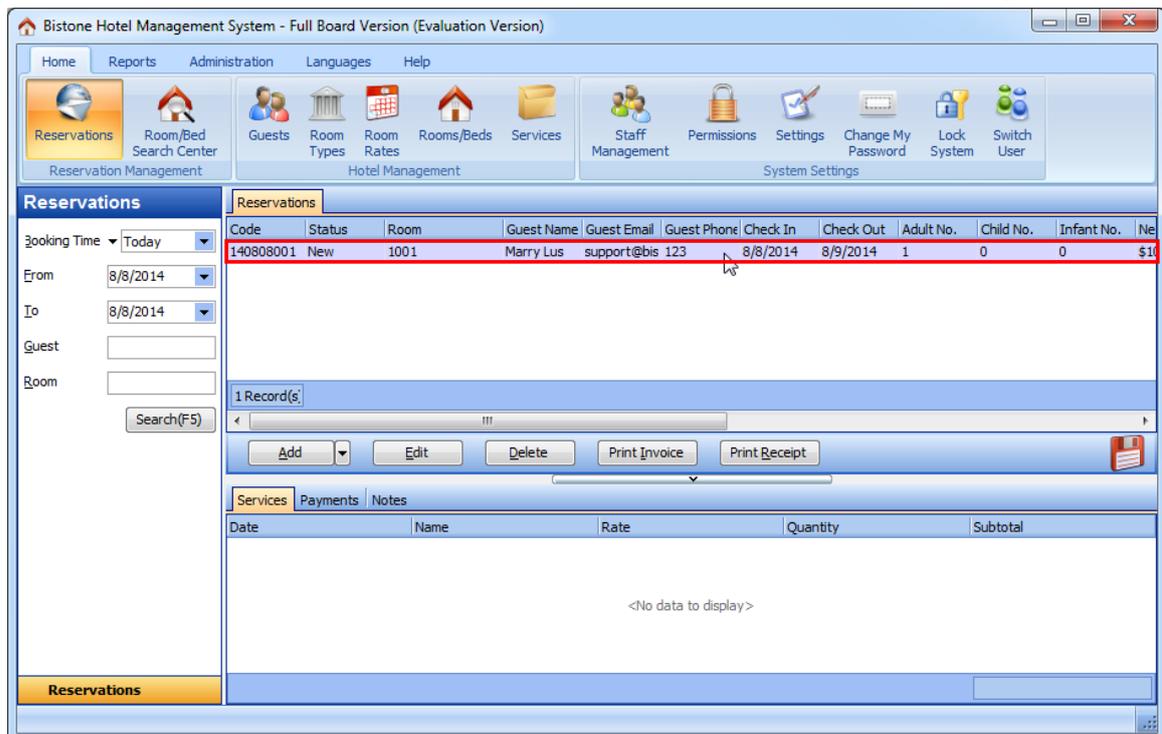


Figure 46 Reservation List

Step 5) Click the Edit Button

Click the Edit button in the Reservations panel, as shown in Figure 47:

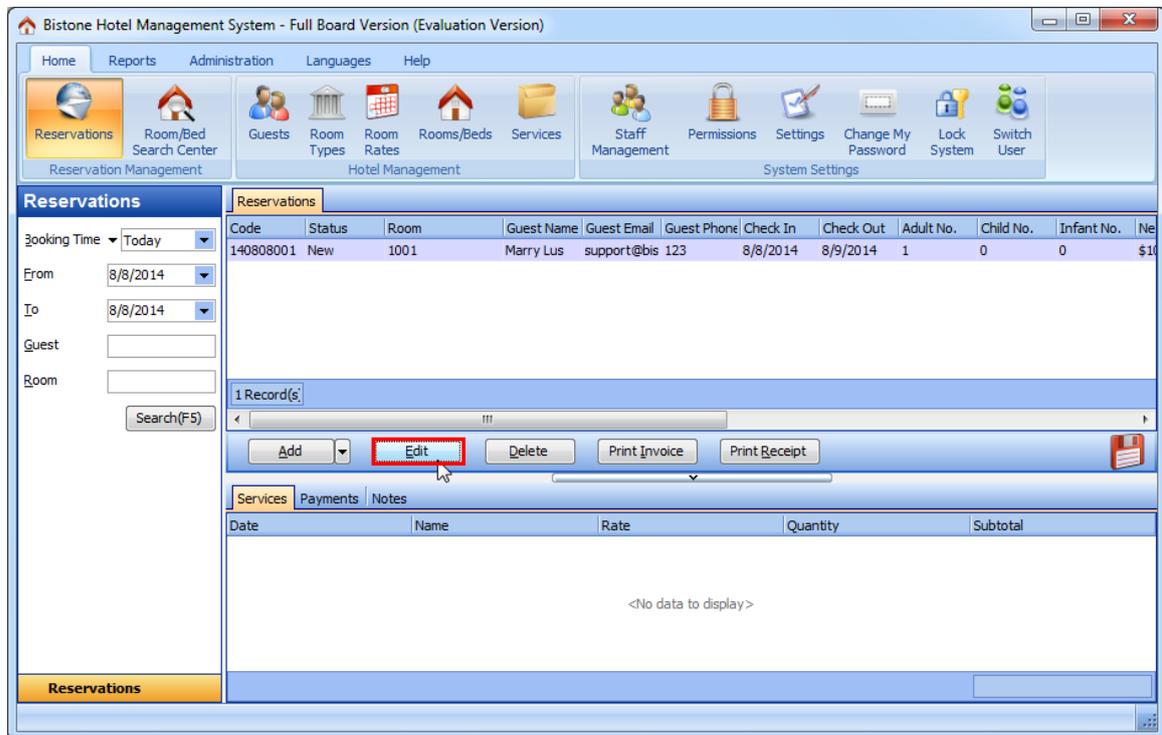


Figure 47 Click the Edit Button

Step 6) Click the Add Button

Click the Add button in the Service Information panel, as shown in Figure 48:

Edit Reservation

Common Information
 Code * 140808001 Status * Confirmed Source
 Booking Time 8/8/2014 1:19:23 PM User Admin Guarantee

Room Information
 Check In * 8/8/2014 Check Out * 8/9/2014
 Adult No. 1 Child No. 0 Infant No. 0
 Room * 1001

Date	Rate
8/8/2014	\$100.00

Guest Information
 Guest Name * Marry Lus
 Company
 Email support@bistonesoft.com
 Phone 123
 Special Requirement

Billing Address
 Address International Building
 City EZ
 State CA
 Country United States
 Post Code 10010

Payment Information
 Add Payment
 Time Pay Type Total Details
 <No data to display>

Service Information
 Add Service
 Date Name Rate Qty Subtotal
 Add service...
 <No data to display>

Room Total \$100.00 Discount \$0.00 Total \$105.50
 Service Total \$0.00 Tax Default Tax(5.50%) Paid \$0.00
 Net Total \$100.00 Tax Total \$5.50 Balance \$105.50

OK Cancel

Figure 48 Click the Add Service Button

Step 7) Click the Service Button

Click the button next to the Name Edit Box in the Add Service dialog, as shown in Figure 49:

Add Service

Name *
 Code
 Type
 Rate
 Quantity 1
 Subtotal \$0.00

OK Cancel

Figure 49 Click the Service Button

Step 8) Select a Service

Select a service in the Select a Service dialog, as shown in Figure 50:

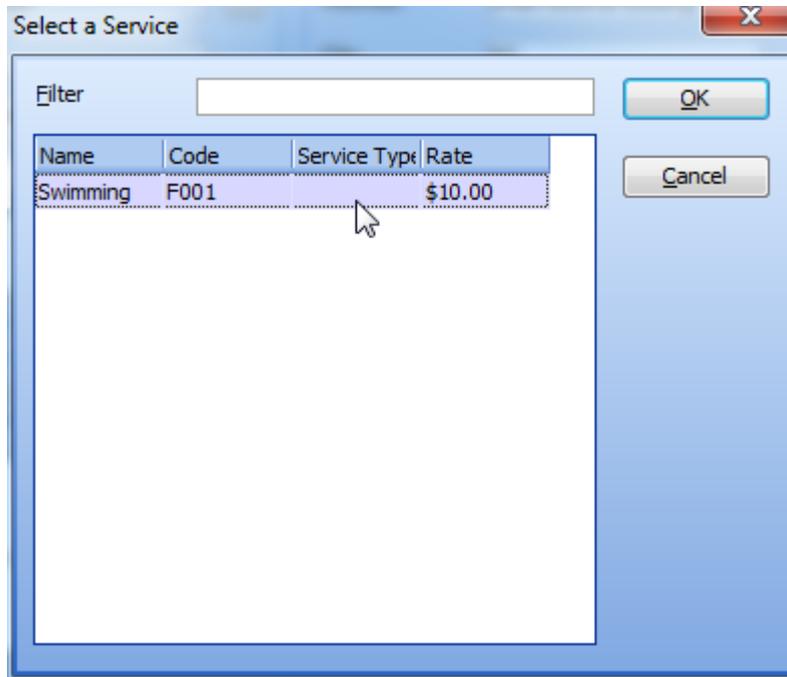


Figure 50 Select a Service

OK, the service information has been automatically filled into the Add Service dialog, as shown in Figure 51:



Figure 51 Automatically Filled

You can modify its rate or quantity. After that, please click the OK button. You will then see that the rate of this service has been added into the service total and the total amount, as shown in Figure 52:

Edit Reservation

Common Information

Code * 140808001 Status * Confirmed Source
 Booking Time 8/8/2014 1:19:23 PM User Admin Guarantee

Room Information

Check In * 8/8/2014 Check Out * 8/9/2014
 Adult No. 1 Child No. 0 Infant No. 0
 Room * 1001

Guest Information

Guest Name * Marry Lus
 Company
 Email support@bistonesoft.com
 Phone 123
 Special Requirement

Billing Address

Address International Building
 City EZ
 State CA
 Country United States
 Post Code 10010

Room Rate Table

Date	Rate
8/8/2014	\$100.00

Payment Information

+ Add Payment

Time	Pay Type	Total	Details
<No data to display>			

Service Information

+ Add Service

Date	Name	Rate	Qty	Subtotal
8/8/2014	Swimming	\$10.00	1	\$10.00

Summary

Room Total	\$100.00	Discount	\$0.00	Total	\$116.05
Service Total	\$10.00	Tax	Default Tax(5.50%)	Paid	\$0.00
Net Total	\$110.00	Tax Total	\$6.05	Balance	\$116.05

OK Cancel

Figure 52 Service Total

OK, you have successfully sold the service called 'Swimming'!

8 How to Manage Your Users and Their Permissions

There is no limit on the number of users in our system. You can add as many users as you need.

Now, please follow these simple steps to manage your users and their permissions:

Step 1) Go to the Staff Management Section

Go to the Staff Management section, as shown in Figure 53:

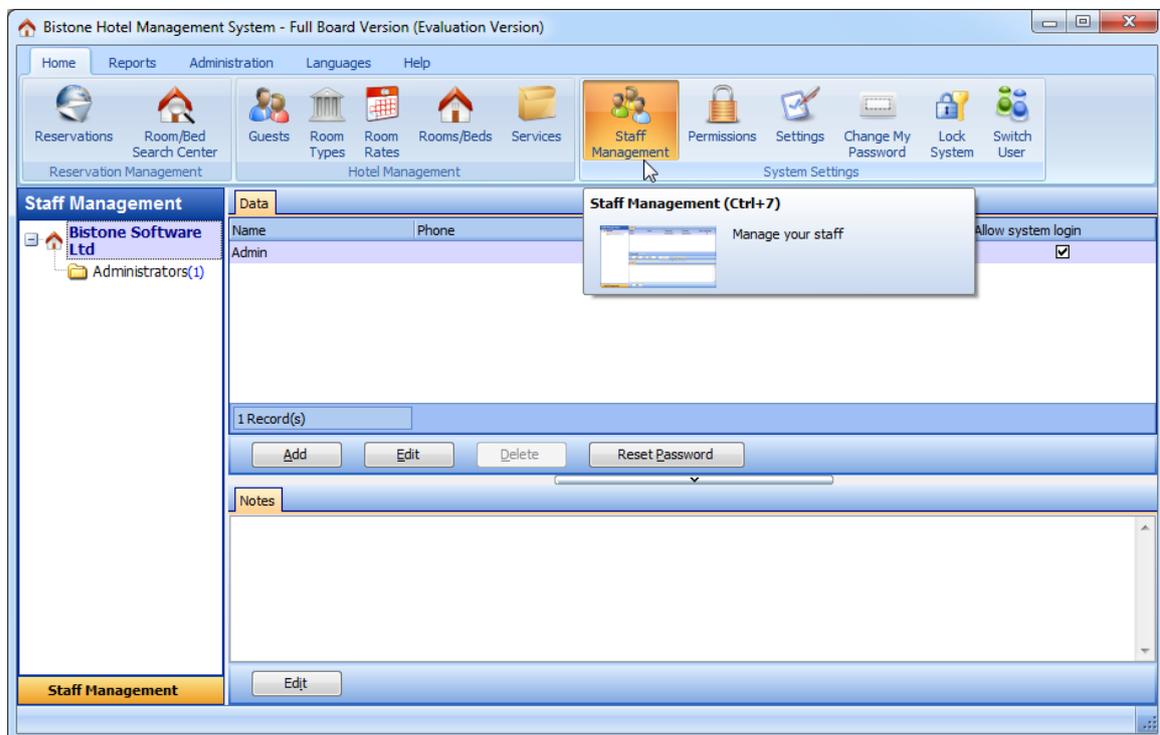


Figure 53 Go to the Staff Management System

Step 2) Click the Add Button

Click the Add button in the Staffs panel, as shown in Figure 54:

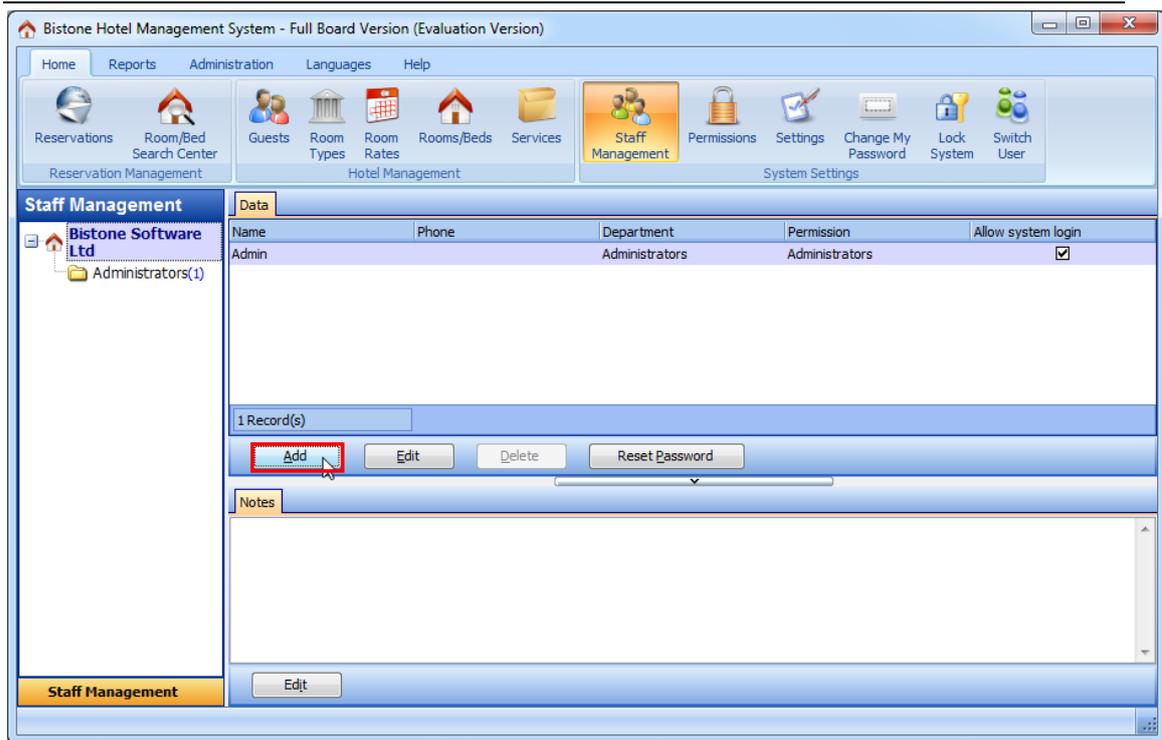


Figure 54 Click the Add Button

Step 3) Enter All Fields

Fill in all the fields in the Add Staff dialog, as shown in Figure 55:

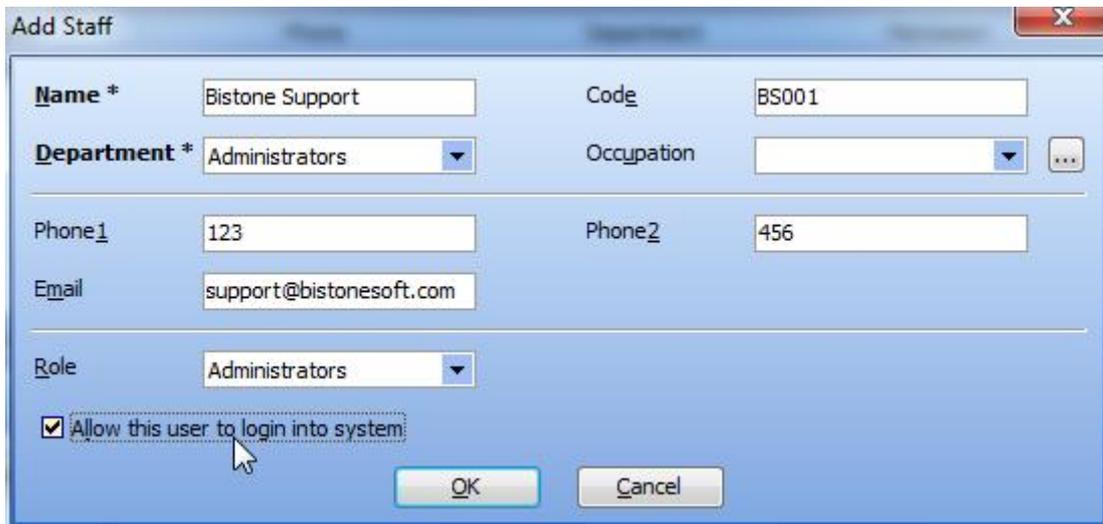


Figure 55 Enter All Fields

Then, click the OK button. The user called '**Bistone Support**' has been added to the system, as shown in Figure 56:

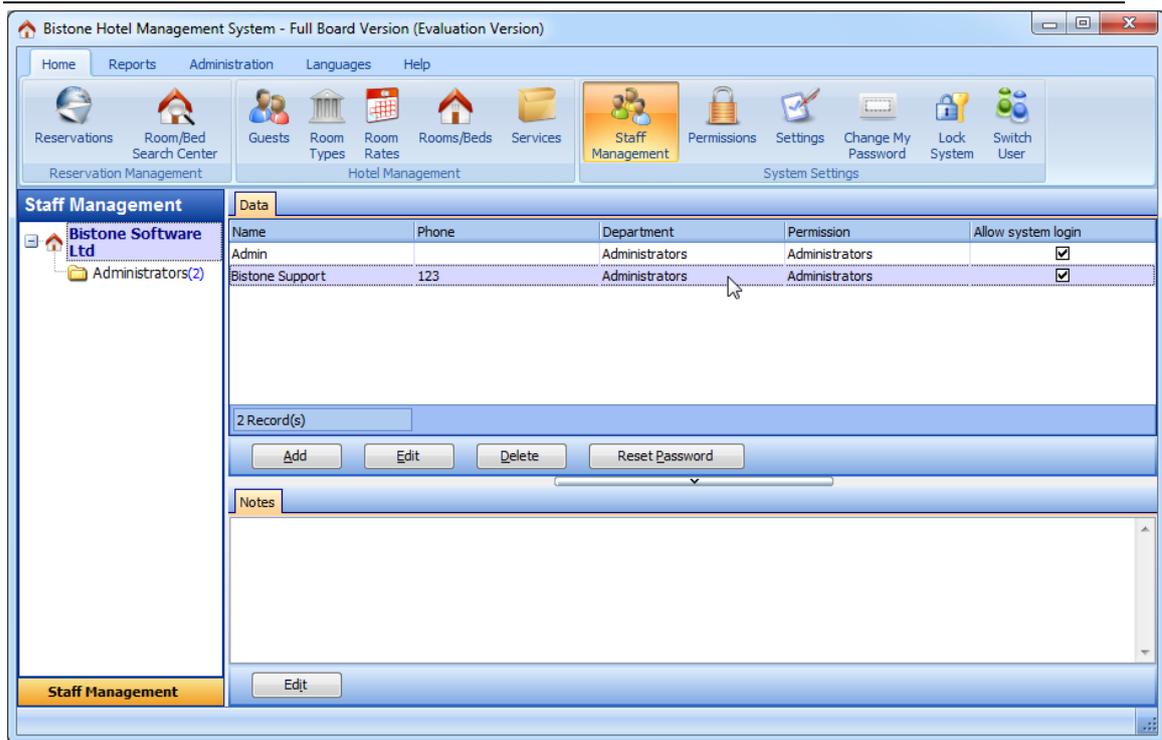


Figure 56 User List

Step 4) Go to the Permissions Section

Go to the Permissions section, as shown in Figure 57:

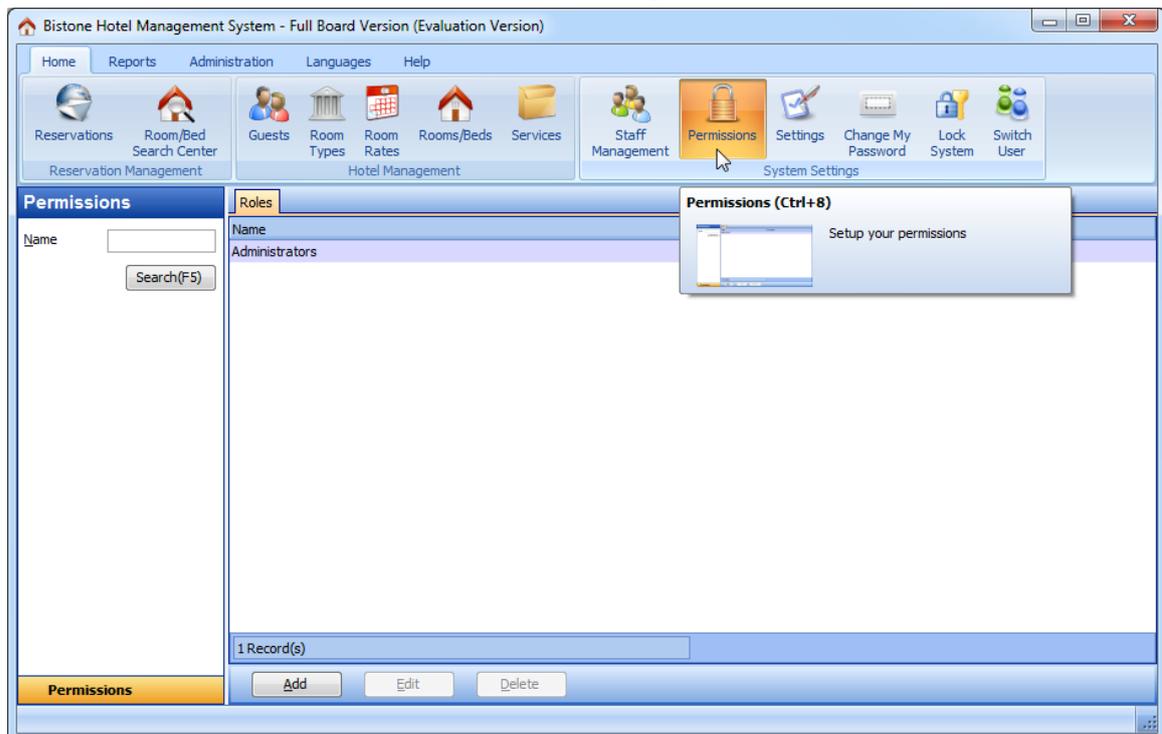


Figure 57 Go To the Permissions Section

Step 5) Click the Add Button to Create a Role

Click the Add button to create a role in the Permissions panel, as shown in Figure 58:

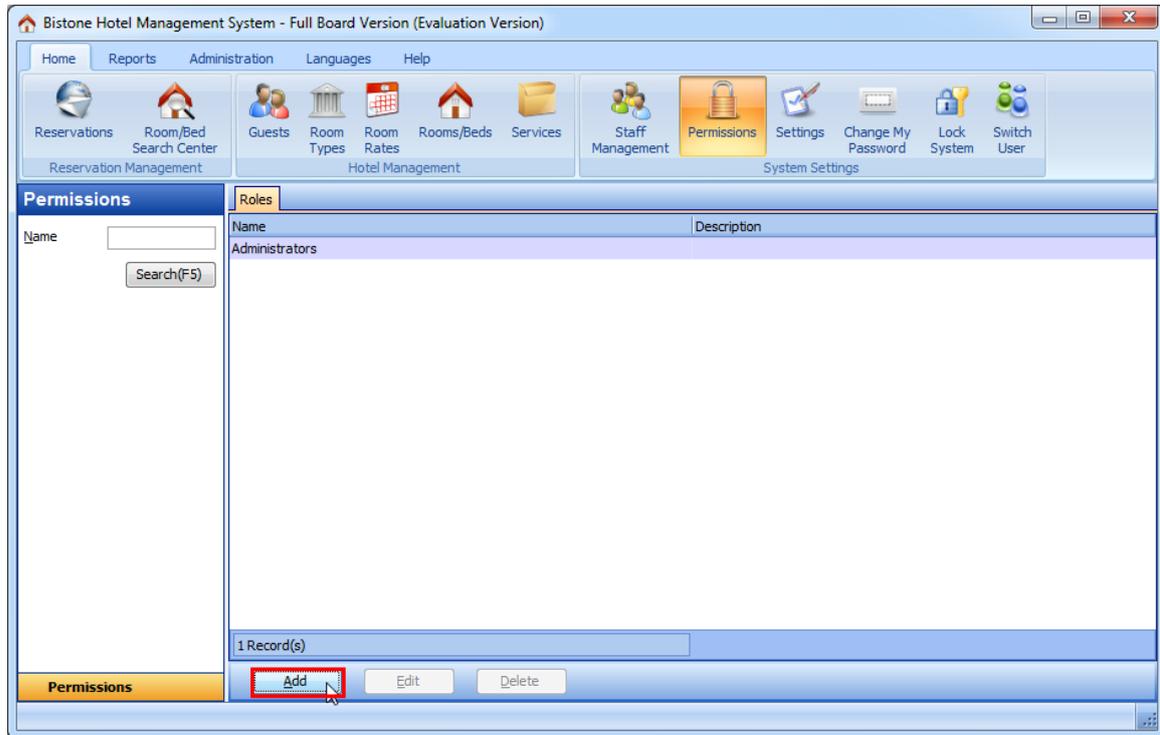


Figure 58 Click the Add Button

Step 6) Enter Role Information

In the Add Role dialog, fill in the role name, such as '**User**', and select the permissions it can perform, such as **Add Reservation**, **Edit Reservation** and so on in **Reservation Management**, as shown in Figure 59:

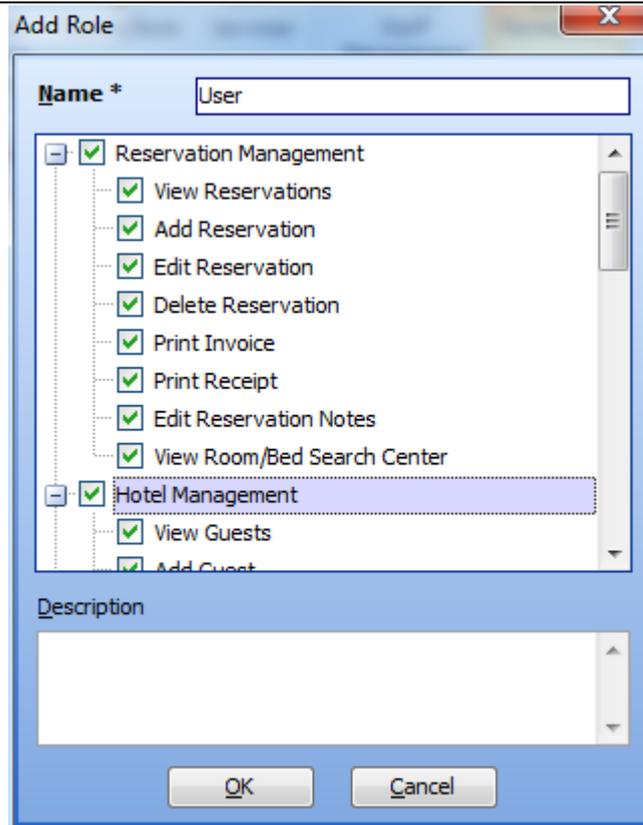


Figure 59 Enter Role Information

Step 7) Assign Permissions to a User

Go to the Staff Management section, select the user named '**Bistone Support**', then click the Edit button and change its role to the corresponding role, such as '**User**', as shown in Figure 60:

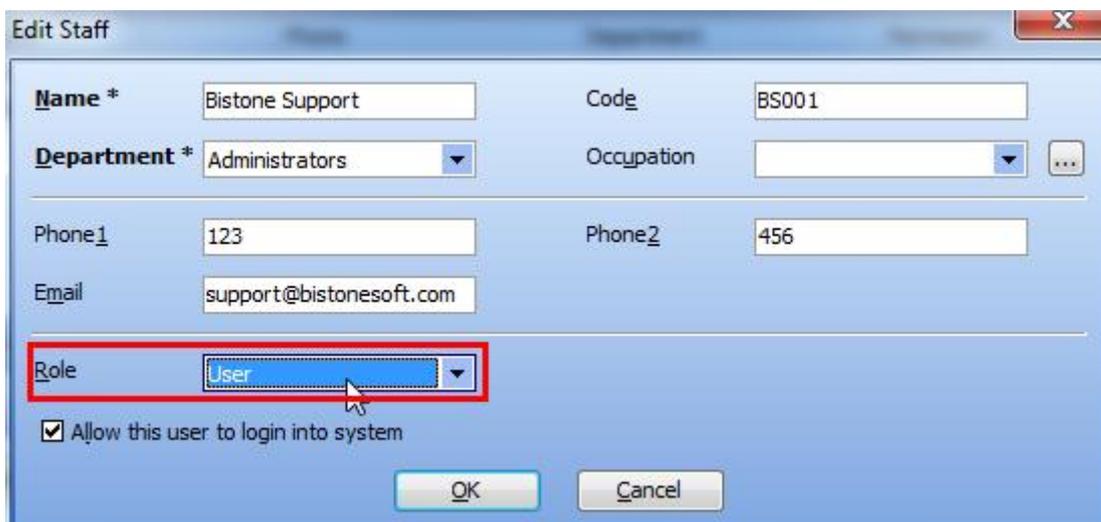


Figure 60 Modify Role

OK, when you log in to the system as **Bistone Support**, you will only be able to

access the sections that the 'User' role can access, and perform actions on the buttons that only the 'User' role can operate, as shown in Figure 61:

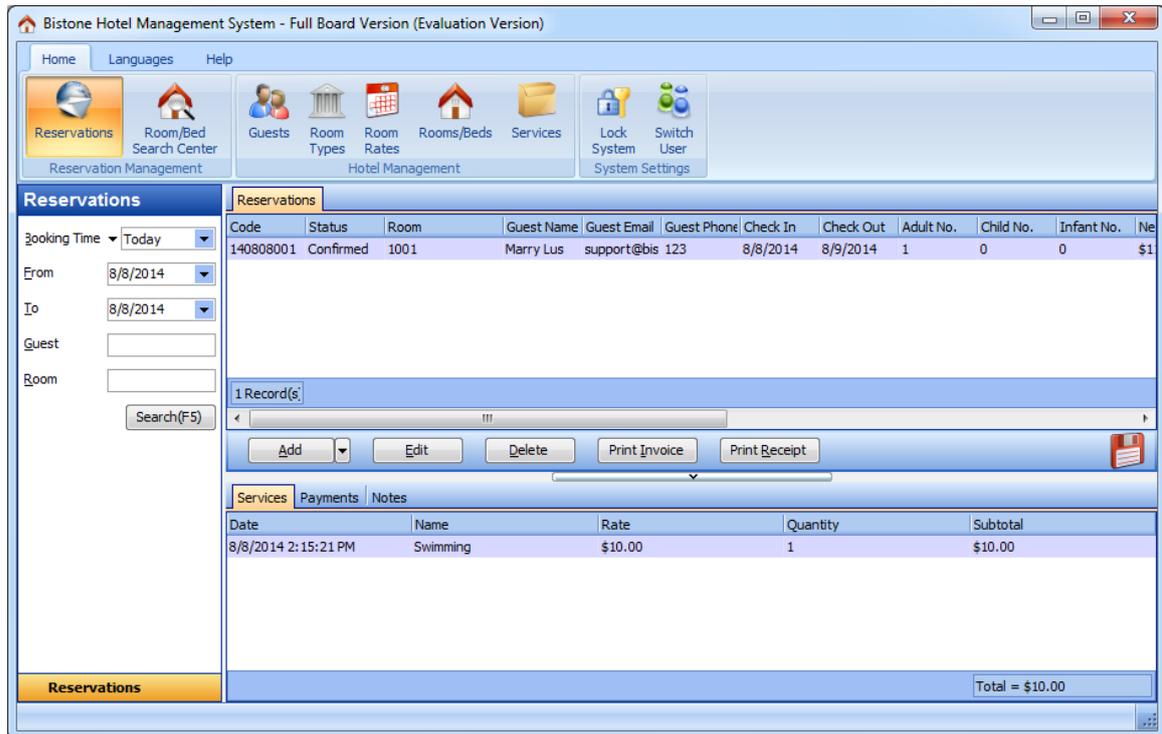


Figure 61 User Role Operation Interface