



*Reliable & Affordable
Online Solutions*



eHotel Software

Tutorial

1. Admin Panel
2. First Time Setup
3. Guest
4. Booking System
5. Invoice
6. Management Report

Admin Dashboard

1 Click your name

The screenshot displays the Admin Dashboard interface. On the left is a sidebar menu with the 'Admin Panel' header and a list of items including user profiles (AMIRA, Denisa, Lean, Mahes), Logout, Rooms Master Booking, Dashboard, Settings, Guest Listing, Booking, Invoice, and Report. The main content area features a 'Dashboard' header with a welcome message 'Welcome AMIRA!' and a grid of six colored tiles: Master Booking (red), Check-in (green), Check-out (orange), Booking List (purple), Bill (blue), and Guest (dark purple). On the right side, there is a user profile card for 'AMIRA - Administrator' which includes a 'Profile' button and a 'Logout' button. Three numbered annotations are present: '1 Click your name' points to the 'AMIRA' dropdown in the top right; '2 Click "Profile" to view your information' points to the 'Profile' button on the user card; and '3 To logout system' points to the 'Logout' button on the user card.

Admin Panel

Hello, AMIRA
Online

AMIRA
Denisa
Lean
Mahes
Logout
Rooms Master Booking
Dashboard
Settings
Guest Listing
Booking
Invoice
Report

Dashboard

Welcome AMIRA!

Master Booking

Check-in

Check-out

Booking List

Bill

Guest

Profile

Logout

AMIRA - Administrator

2 Click "Profile" to view your information

3 To logout system

3 To logout system

Superadmin

Superadmin is the head of admin

The screenshot displays the 'Admin Panel' interface. On the left, a sidebar menu lists various functions: Logout, Rooms Master Booking, Dashboard, Admin, Settings, Guest Listing, Booking, Invoice, and Report. The main content area features a 'Dashboard' header and several large, colorful buttons: 'Check-in' (green), 'Check-out' (orange), 'Booking List' (purple), 'Bill' (blue), and 'Guest' (maroon). On the right side, a user profile for 'Denisa' is shown, with a red arrow pointing to the 'Denisa - Superadmin' label. Below this, there are 'Profile' and 'Logout' buttons. A red box highlights a list of admin staff in the sidebar: AMIRA, Denisa, Lean, and Mahes. A red bracket groups these names, and a red arrow points from the 'Denisa - Superadmin' label to the 'Denisa' entry in the list. A yellow box contains the text 'List of admin'. Another yellow box contains the text 'Note: The green bullet indicate for admin staff who online'. The interface also shows a 'Hello, Denisa' greeting and an 'Online' status indicator.

Admin Panel

Hello, Denisa
Online

Dashboard

AMIRA
Denisa
Lean
Mahes

Logout

Rooms Master Booking

Dashboard

Admin

Settings

Guest Listing

Booking

Invoice

Report

Check-in

Check-out

Booking List

Bill

Guest

Denisa - Superadmin

Profile

Logout

List of admin

Note: The green bullet indicate for admin staff who online



Hello, Denisa

● Online

● AMIRA

● Denisa

● Lean

● Mahes

Logout

Rooms Master Booking

Dashboard

Dashboard

Home > Dashboard

Welcome Denisa!

Master Booking

Check-in

Check-out

Note: Only superadmin
have **ADMIN** menu

Bill

Guest

- Admin ▾
 - » Admin User
 - » Login History
 - » Staff Access Management
 - » Audit Trail

Settings <

Guest Listing <

Booking <

Invoice <

Report <

Add New Admin Staff

3

"Add New Admin"
for superadmin to add new admin staff

Admin Panel

Hello, Denisa
Online

AMIRA
Denisa
Lean
Mahes

Logout

Rooms Master Booking

Dashboard

Admin

- » Admin User
- » Login History
- » Staff Access Management
- » Audit Trail

Settings

Guest Listing

Booking

Invoice

Report

Admin User(s) - Active

Home > User > Admin User(s) - Active

Add New Admin Filter By

#	User Name	Level	Email	Status
1	AMIRA	Admin	1@gmail.com	Active Set Officer Password
2	Lean	Admin	1@gmail.com	Active Set Officer Password
3	Mahes	Administrator	1@gmail.com	Active Set Officer Password

1 Click "Admin User"

2 To edit admin staff information

3 "Add New Admin" for superadmin to add new admin staff

List of admin staff

Admin Panel

Hello, Denisa

Online

AMIRA

Denisa

Lean

Mahes

Logout

Rooms Master Booking

Dashboard

Admin

- Admin User
- Login History
- Staff Access Management
- Audit Trail

Settings

Guest Listing

Booking

Invoice

Report

Admin Add

Full Name

Full Name

User Name

User Name

Password

Password

Email

Email

Level

Administrator

Status

active

Submit

Home > Admin > Add

Level

- Administrator
- Administrator
- Clerk

Status

- active
- active
- suspended

1

Fill-in new admin staff information

2

Choose admin staff level and status

3

Click "Submit" to save

View Login History

Superadmin can view
staff login history

Admin Panel



Denisa ▾



Hello, Denisa

Online

AMIRA

Denisa

Lean

Mahes

Logout

Rooms Master Booking

Dashboard

Admin ▾

» Admin User

» Login History

» Staff Access Management

» Audit Trail

Settings <

Guest Listing <

Booking <

Invoice <

Report <

Admin Login History

Home > Admin > Login History

Username ▾

Search



Login History

#	Username	Login Date	IP Address
1	AMIRA	2015-08-12 10:55:27	14.192.211.171
2	Denisa	2015-08-12 10:55:08	14.192.211.171
3	AMIRA	2015-08-12 10:31:54	14.192.211.171
4	AMIRA	2015-08-12 10:01:17	14.192.211.171
5	AMIRA	2015-08-12 09:30:22	14.192.211.171
6	AMIRA	2015-08-07 17:21:05	14.192.215.100
7	AMIRA	2015-08-07 14:33:11	14.192.215.100
8	AMIRA	2015-08-07 12:53:15	14.192.215.100
9	AMIRA	2015-08-06 16:30:20	14.192.214.223
10	AMIRA	2015-08-06 08:45:44	14.192.214.223
11	AMIRA	2015-08-05 17:00:47	14.192.214.223
12	AMIRA	2015-08-05 14:07:08	14.192.214.223
13	AMIRA	2015-08-05 12:26:25	14.192.214.223

Click "Login History"

Edit Staff Access Management

2

Superadmin may change staff access management for **ADMIN** and **CASHIER**

Admin Panel Denisa

Hello, Denisa Online

- AMIRA
- Denisa
- Lean
- Mahes
- Logout
- Rooms Master Booking
- Dashboard
- Admin
 - Admin User
 - Login History
 - Staff Access Management**
 - Audit Trail
- Settings
- Guest Listing
- Booking
- Invoice
- Report

Staff Access level

Home > Admin > Staff Access level

#	Module	Admin	Cashier
1	Admin : Accesslevel	<input type="text" value="no"/>	<input type="text" value="no"/>
2	Admin : Adminuser	<input type="text" value="no"/>	<input type="text" value="no"/>
3	Admin : Loginhistory	<input type="text" value="no"/>	<input type="text" value="no"/>
4	Admin : Loginhistory	<input type="text" value="no"/>	<input type="text" value="no"/>
5	Billing	<input type="text" value="yes"/>	<input type="text" value="yes"/>
6	Booking : Booking List History	<input type="text" value="yes"/>	<input type="text" value="yes"/>
7	Booking : CheckIn	<input type="text" value="yes"/>	<input type="text" value="yes"/>
8	Booking : CheckOut	<input type="text" value="yes"/>	<input type="text" value="yes"/>

1 Click "Staff Access Management"


View Audit Trail

Superadmin can view staff
audit information

Admin Panel

≡

Denisa ▾

Hello, Denisa

● Online

AMIRA

Denisa

Lean

Mahes

Logout

Rooms Master Booking

Dashboard

Admin ▾

» Admin User

» Login History

» Staff Access Management

» **Audit Trail**

Settings <

Guest Listing <

Booking <

Invoice <

Report <

Audit Trail

Home > Admin > Audit Trail

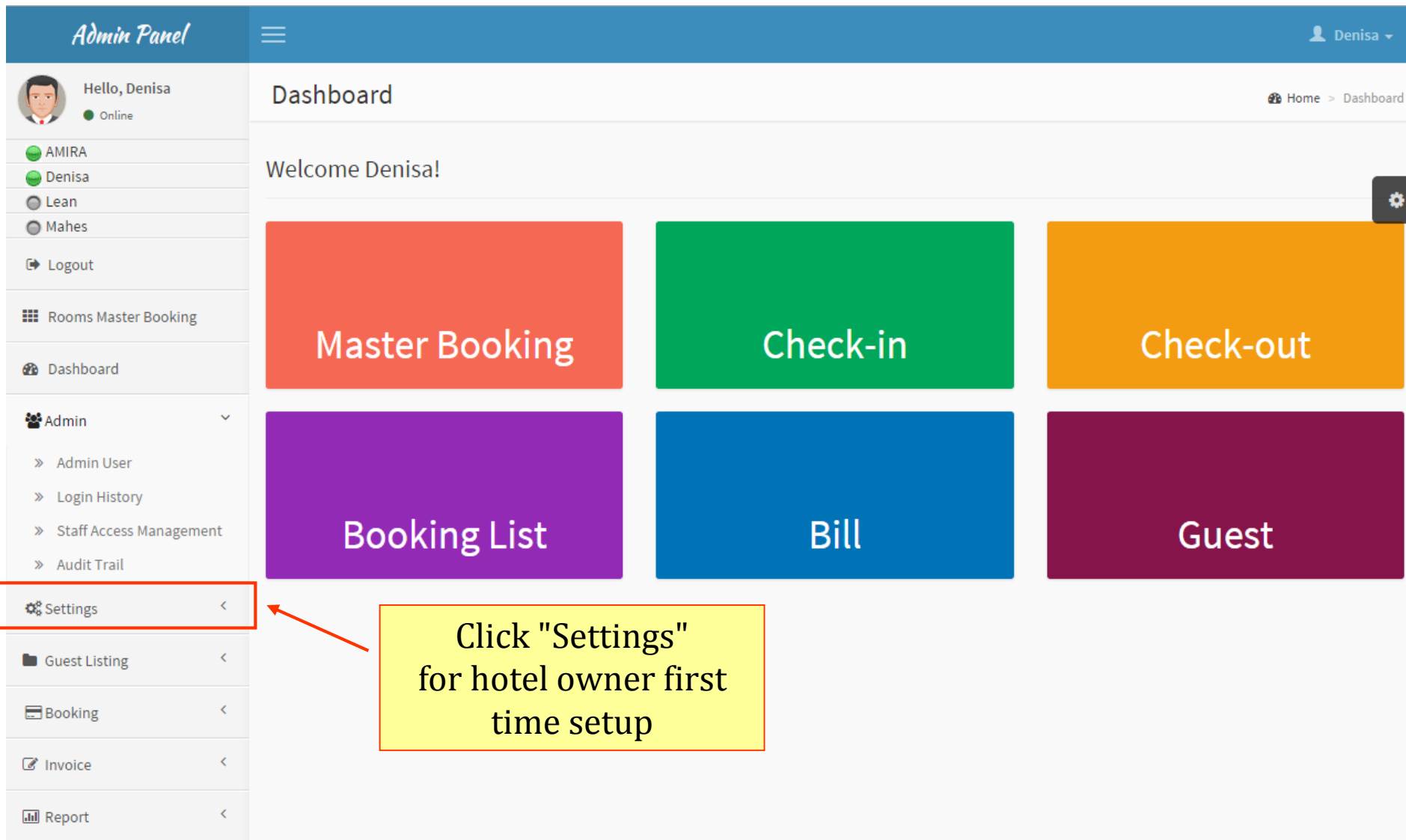
Add ▾

Q

#	Username	Action	Details	Date
1	AMIRA	Edit	Promotion & News edited	2015-08-07 17:32:36
2	AMIRA	Edit	Promotion & News edited	2015-08-07 17:29:44
3	AMIRA	Edit	Promotion & News edited	2015-08-07 17:28:49
4	AMIRA	Add	Booking for Credit Bill. Booking Number : 1438933409	2015-08-07 15:44:07
5	AMIRA	Delete	Room Number deleted 207	2015-08-07 15:20:51
6	AMIRA	Delete	Room Number deleted 208	2015-08-07 15:20:49
7	AMIRA	Delete	Room Number deleted 209	2015-08-07 15:20:46
8	AMIRA	Delete	Room Number deleted 210	2015-08-07 15:20:44
9	AMIRA	Delete	Room Number deleted 210	2015-08-07 15:20:41
10	AMIRA	Delete	Room Number deleted 301	2015-08-07 15:18:22
11	AMIRA	Add	Deposit for Bernard has been Refunded	2015-08-07 15:05:20
12	AMIRA	Add	Check-out for Room number 102.Booking Number : 1438756182	2015-08-07 15:05:13
13	AMIRA	Edit	Promotion & News edited	2015-08-07 14:35:41
14	AMIRA	Edit	Promotion & News edited	2015-08-07 14:34:57
15	AMIRA	Add	Check-in for Room Number 201,202,203. Booking Number : 1438849758	2015-08-07 12:53:41

Click "Audit Trail"

First Time Setup



The image shows a web application interface for an admin panel. The top navigation bar is blue and contains the text "Admin Panel" on the left, a hamburger menu icon in the center, and a user profile "Denisa" with a dropdown arrow on the right. Below the navigation bar, the main content area has a header "Dashboard" and a breadcrumb trail "Home > Dashboard". A welcome message "Welcome Denisa!" is displayed. The main content area features six large, colorful rectangular buttons: "Master Booking" (orange), "Check-in" (green), "Check-out" (yellow), "Booking List" (purple), "Bill" (blue), and "Guest" (dark purple). On the left side, there is a sidebar menu. The top section of the sidebar shows the user's name "Hello, Denisa" and status "Online", followed by a list of users: "AMIRA", "Denisa", "Lean", and "Mahes", each with a status indicator. Below this is a "Logout" button. The bottom section of the sidebar is a list of menu items: "Rooms Master Booking", "Dashboard", "Admin" (with a dropdown arrow), "Admin User", "Login History", "Staff Access Management", "Audit Trail", "Settings" (highlighted with a red box and a red arrow pointing to it), "Guest Listing", "Booking", "Invoice", and "Report". A yellow callout box with a red border and a red arrow pointing to the "Settings" menu item contains the text: "Click 'Settings' for hotel owner first time setup".

Admin Panel

Hello, Denisa
Online

AMIRA
Denisa
Lean
Mahes

Logout

Rooms Master Booking

Dashboard

Admin

- Admin User
- Login History
- Staff Access Management
- Audit Trail
- Settings**
- Guest Listing
- Booking
- Invoice
- Report

Dashboard

Home > Dashboard

Welcome Denisa!

Master Booking

Check-in

Check-out

Booking List

Bill

Guest

Click "Settings" for hotel owner first time setup

Setting Logo

The screenshot displays the Admin Panel interface for 'eHotel'. The left sidebar contains a user profile section with 'Hello, AMIRA' and 'Online' status, a list of users (AMIRA, Denisa, Lean, Mahes), a 'Logout' button, and a menu with 'Rooms Master Booking', 'Dashboard', and 'Settings'. The 'Settings' menu is expanded, showing options like 'Logo', 'Bill Header', 'Banners', 'Site Contents', 'News & Promotion', 'General Settings', 'Payment Settings', 'SMTP Settings', 'Room Settings', and 'Add-on Product'. The 'Logo' option is highlighted with a red box and labeled '1'. The main content area is titled 'Logo' and shows a preview of the current logo, which is the 'eHotel' logo. Above the preview, there is a text input field for 'Upload Logo (350*80)' and a 'Choose File' button, which is circled in red and labeled '2'. A yellow callout box next to it specifies the required dimensions: 'Width - 350' and 'Height - 80'. At the bottom right of the main content area, there is a blue 'Submit' button, which is circled in red and labeled '3'. A yellow callout box next to it says 'Click "Submit" to save'. The breadcrumb trail at the top right indicates the path: 'Home > Settings > Logo Setup'.

1 Click "Logo" to upload your own logo

2 Choose image file
The size required:
Width - 350
Height - 80

3 Click "Submit" to save

Setting Bill Header

The screenshot displays the Admin Panel interface for 'AMIRA'. The left sidebar contains a list of settings: Logo, Bill Header, Banners, Site Contents, News & Promotion, General Settings, Payment Settings, SMTP Settings, Room Settings, and Add-on Product. The 'Bill Header' option is highlighted with a red box and labeled with a '1'. The main content area is titled 'Bill Header' and 'Bill Header Setup'. It features an 'Upload Header(700*120)' section with a 'Choose File' button circled in red and labeled with a '2'. Below this is a preview of the bill header, which includes the 'eHotel' logo, contact information for Johor Bahru and Cyberjaya, an email address, and a GST ID. The 'Submit' button at the bottom right is circled in red and labeled with a '3'. Three yellow callout boxes provide instructions: 'Click "Bill Header" to upload your own bill header', 'Choose image file The size required: Width - 700 Height - 120', and 'Click "Submit" to save'.

Admin Panel Hello, AMIRA Online

Bill Header

Bill Header Setup

Upload Header(700*120)

Choose File No file chosen

eHotel Online Booking | Frontdesk

efHotel - Online Booking | Front Desk
Johor Bahru: 607-353 0011 Cyberjaya: 607: 355 0011
E-mail: sales@firstonline.com.my
JM0665613-P GST ID No: 0003441008

No 17A, Jalan Dedap 4 Taman Johor Jaya, 81800 Johor Bahru, Johor, Malaysia
C-1-19, SME Technopreneur Centre 63000 Cyberjaya, Selangor, Malaysia.

Submit

1 Click "Bill Header" to upload your own bill header

2 Choose image file
The size required:
Width - 700
Height - 120

3 Click "Submit" to save

Setting Banners

2

Click "Add New Banner"

Add New Banner







Header Banner

Right Banner

Two type of banner

Update Show in Front Page

Update Sort No

Select	Description	Banner Image	Sort No	Action
<input checked="" type="checkbox"/>	Welcome Banner		<input type="text" value="1"/>	 
<input checked="" type="checkbox"/>	Quick Check-in		<input type="text" value="2"/>	 

1

Click "Banners" to update your own banner

Insert sort number to set which banner to come out first

Add New Banner

The screenshot displays the 'Admin Panel' interface for adding a new banner. The left sidebar contains a user profile for 'AMIRA' (Online) and a menu with options like 'Rooms Master Booking', 'Dashboard', and 'Settings'. The main content area is titled 'Banner Add' and includes a breadcrumb trail 'Home > Banner > Add'. The form contains several fields: 'Banner Type' (a dropdown menu), 'Banner Name' (a text input), 'LinkURL' (a text input), 'Banner Image' (a 'Choose File' button), and 'Sort No' (a text input). A 'Submit' button is located at the bottom of the form. Three numbered instructions are overlaid on the image: 1. 'Select banner type' points to the 'Banner Type' dropdown menu, which is open and shows options: 'select banner Type', 'header(980*250)', 'right(250*250)', and 'banner name'. 2. 'Choose image file from your folder' points to the 'Choose File' button in the 'Banner Image' section. 3. 'Click "Submit" to save' points to the 'Submit' button.

Admin Panel Hello, AMIRA Online

Banner Add Home > Banner > Add

Banner Type

select banner Type

select banner Type

header(980*250)

right(250*250)

banner name

Banner Name

Banner Name

LinkURL

Link URL

Banner Image

Choose File No file chosen

Sort No

Sort No

Submit

1 Select banner type

2 Choose image file from your folder

3 Click "Submit" to save

Website Content Setup

2

Edit your hotel website content

The screenshot displays the Admin Panel interface. On the left is a sidebar with the 'Admin Panel' header and a user profile for 'AMIRA'. Below this are links for 'Logout', 'Rooms Master Booking', 'Dashboard', and 'Settings'. The 'Settings' menu is expanded, showing options like 'Logo', 'Bill Header', 'Banners', 'Site Contents', 'News & Promotion', 'General Settings', 'Payment Settings', 'SMTP Settings', 'Room Settings', and 'Add-on Product'. The 'Site Contents' option is highlighted with a red box and labeled with a '1'. The main content area is titled 'Site Contents' with a subtitle 'welcomemessage Update'. It features a breadcrumb trail 'Home > Settings > Edit Site Contents'. A red box highlights the 'Welcome Message' tab, which is selected. Below the tabs, there is a 'Title' field containing 'Welcome To Our Hotel'. The 'Content' field is a rich text editor with a toolbar for text formatting (bold, italic, underline, font color, background color, font name, font size), paragraphs, styles, and insertions (table, link, unlink, image, video, iframe, code, etc.). The content area contains three paragraphs of placeholder text. At the bottom of the content area, there is a 'Submit' button circled in red and labeled with a '3'. A yellow box with the text 'Click "Submit" to save' points to this button. Another yellow box with the text 'Click "Site Contents"' points to the 'Site Contents' menu item in the sidebar.

Admin Panel

Hello, AMIRA
Online

AMIRA
Denisa
Lean
Mahes

Logout

Rooms Master Booking

Dashboard

Settings

- » Logo
- » Bill Header
- » Banners
- » Site Contents
- » News & Promotion
- » General Settings
- » Payment Settings
- » SMTP Settings
- » Room Settings
- » Add-on Product

Site Contents welcomemessage Update

Home > Settings > Edit Site Contents

Welcome Message Our Hotel FAQ Our Terms Menu Title

Title

Welcome To Our Hotel

Content

hru City. It is about 10 minutes away from the Causeway and Johor Bahru Business
rooms & suites and extensive meeting and event facilities. For meetings and events,
First Resort offers the perfect combination of first class facilities, outstanding services and a range of flexible packages. We also
offers a range of wedding packages for your special day.

Stay here and enjoy its convenience and comfort. There are numerous well-known Food & Beverage outlets, Fashion boutiques,
Cineplex and Hypermarkets (Tesco) all under one roof. Without compromising the location, you still can enjoy the water theme park
facilities, Golf simulator experience, pool, billiard and children's amusement arcade.

In the evening, all guests are invited to our Mission Bar & Grill, where you are able to enjoy a wide range of imported beers and
wines. There will be Barbeque dinner and live band to lead you through the night.

Words: 160 Characters: 1472 100%

Submit

Click "Site Contents"

Click "Submit" to save

News & Promotion Setup

Admin Panel















Hello, AMIRA
Online

AMIRA
Denisa
Lean
Mahes
Logout
Rooms Master Booking
Dashboard
Settings

- Logo
- Bill Header
- Banners
- Site Contents
- News & Promotion**
- General Settings
- Payment Settings
- SMTP Settings
- Room Settings
- Add-on Product

Promotion & News

View All Add New News

#	Caption	Banner	Action
1	Travel Fair - Johor Matta Fair 2015		  
2	MyCyberSales Malaysia 2014		  
3	Welcome to Our Hotel		  
4	Latest News	NEWS - Sample Banner	  

1 Click "News&Promotion"

2 To edit news and promotion

3 Click "Add New News" to add new news

Add New News

Admin Panel

Hello, AMIRA
Online

- AMIRA
- Denisa
- Lean
- Mahes
- Logout
- Rooms Master Booking
- Dashboard
- Settings
 - » Logo
 - » Bill Header
 - » Banners
 - » Site Contents
 - » **News & Promotion**
 - » General Settings
 - » Payment Settings
 - » SMTP Settings
 - » Room Settings
 - » Add-on Product
- Guest Listing
- Booking
- Invoice

Promotion & News Add

1 Fill-in news title

Subject

Subject

Banner

2 Choose image file
The size required:
Width – 700
Height – 120

Choose File No file chosen
(700*120)

Sort No

Sort No

Message.

Common Format Paragraphs Insert

Submit

3 Click "Submit" to save

Words:0 Characters:0 100%

General Setup

The screenshot shows the 'Admin Panel' interface. On the left is a sidebar with a user profile (AMIRA, Online) and a list of menu items: AMIRA, Denisa, Lean, Mahes, Logout, Rooms Master Booking, Dashboard, and Settings. The 'Settings' menu is expanded, showing sub-items: Banners, Site Contents, News & Promotion, General Settings (highlighted with a red box), Payment Settings, SMTP Settings, Room Settings, and Add-on Product. Below these are sections for Guest Listing, Booking, Invoice, and Report. The main content area is titled 'General Settings' and contains a checkbox for 'Enable website "Under Maintenance" mode.' (highlighted with a red circle and an arrow from a yellow callout box). Below this are input fields for Hotel Name (Denisa Budget Hotel), Business Registration Number (redacted), Address (No 17, Jalan dedap 4, Taman Johor Jaya), Post Code (81100), City (Johor Bahru), State (Johor), Country (Malaysia), Email (sales@firstonline.com.my), Telephone (6073530011), Mobile No (60193380011), and Fax No (6073550011). A second yellow callout box with the number '2' is connected to the business information fields by a red bracket.

1 Click "General Settings"

If you check the box then your website will be under maintenance mode

2 Fill-in business info

(for search engine robot use / ranking purpose)

Meta Title

Denisa Budget Hotel

Meta Keywords

First Online eHotel - Best budget hotel software in Malaysia

Meta Description

First Online eHotel - Best budget hotel software in Malaysia

Facebook

Enable

Facebook URL

sellingonline

Youtube

Enable

Youtube Url

mybizcart

Twitter

Enable

Twitter Url

firstonline

Submit



1

Choose to Enable
or Disable


2

Fill-in Social
Network info

3

Click "Submit"
to save

Admin Panel



Hello, AMIRA

Online

AMIRA

Denisa

Lean

Mahe

Logout

Rooms Master Booking

Dashboard

Settings

» Logo

» Site Contents

» News & Promotion

» General Settings

» **Payment Settings**

» SMTP Settings

» Room Settings

» Add-on Product

Guest Listing

Booking

Invoice

Report

Payment Settings

Settings

Service Tax Enable / Disable

Service Tax(%)

10.00

Heritage Tax Enable / Disable

Heritage Tax(%)

2.00

Others Tax

GST

GST Enable / Disable

GST(%)

6.00

GST Number

A1234567

Deposit

Deposit Amount

250.00

Paypal

Disable

Paypal ID

1

Click "Payment Settings"

2

Fill-in payment info

Bank Account Setup

1

Choose to Enable or Disable



Bank-in

Enable

Bank-in I

Bank Name

Maybank

Account Name

First Hotel Sdn Bhd

Account Number

67899900034213

Swift Code (Optional - required to accept oversea bank transfer only)

899900

Bank-in II

Bank Name

Public Bank

Account Name

First Hotel Sdn Bhd

Account Number

7890790870987111

Swift Code(Optional - required to accept oversea bank transfer only)

2

Fill-in bank account info

Payment Gateway

1 Choose to Enable or Disable

Disable

Disable

Enable

Disable

Submit

PayPal™

Paypal ID

iPay88

ipay88

iPay88 Mecrchant Code

iPay88 Mecrchant Key

MolPay

MOLPay
Buy Everywhere, Pay Anywhere

MolPay Mecrchant Code

MolPay Mecrchant Key

eGHL

e [GHL

eGHL ID

eGHL Password

3

Click "Submit"
to save

2

Setup Payment
Gateway Account

SMTP Setup

Simple Mail Transfer Protocol (SMTP) is an Internet standard for electronic mail (email) transmission.

1 Click "SMTP Settings"

2 Fill-in SMTP information

3 Click "Submit" to save

The screenshot shows the Admin Panel interface. On the left is a sidebar menu with the 'Admin Panel' header and a user profile for 'AMIRA'. The 'Settings' menu is expanded, showing options like Logo, Bill Header, News & Promotion, General Settings, Payment Settings, SMTP Settings (highlighted with a red box and an arrow from instruction 1), Room Settings, Add-on Product, Guest Listing, Booking, Invoice, and Report. The main content area is titled 'SMTP Settings' and contains several input fields: 'Server Name' (denisa.ehotel.my), 'Port' (587), 'Username' (response@denisa.ehotel.my), 'Password' (empty), 'From Name' (First Online Ehotel), and 'Reply Email' (denisa@firstonline.com.my). A blue 'Submit' button is at the bottom left of the form, circled in red with an arrow from instruction 3. A red bracket groups the input fields with instruction 2. A yellow text box at the top right explains SMTP.

Room Setup

Admin Panel Hello, AMIRA Online

Room Type

1 Click "Room Settings"




2 Click "Manage Room Number" to manage room number

3 Click "Add New Room Type" to add new room type

Shows overall room status

Room Status Summary:

- Total Room : 30
- Allotted Room : 22
- Remaining Room : 8

Image	Room Type	Total Rooms	Status	Show in Online
	Chalet Room Rate : 350.00 Weekend Rate : 370.00 Promotion Rate : 370.00 School Holiday Rate : 370.00 Public Holiday Rate : 370.00 Manage Room Number	1	Active	Yes
	Deluxe Room Room Rate : 108.00 Weekend Rate : 118.00 Promotion Rate : 98.00 School Holiday Rate : 108.00 Public Holiday Rate : 118.00 Manage Room Number	10	Active	Yes
	HOME STAY Room Rate : 200.00 Weekend Rate : 250.00 Promotion Rate : 180.00 School Holiday Rate : 220.00 Public Holiday Rate : 250.00 Manage Room Number	1	Active	Yes

Add New Room

Room Type Add

Total Room : 30
Allotted Room : 22
Remaining Room : 8

Room Type Name
Room Type Name

Total Rooms
Total Rooms

Normal Price
Normal Price

Weekend Price
Weekend Price

Promotion Price
Promotion Price

School Holiday Price
School Holiday Price

Public Holiday Price
Public Holiday Price

Occupants
Occupants

Show Online
☒ Yes ☐ No

Room photo (size : 320x240px)
Choose File No file chosen

Submit

1 Fill-in room info

2 Choose image file
The size required:
Width – 320
Height – 240

3 Click "Submit" to save

Add-on Product Setup

Admin Panel Hello, AMIRA Online

AMIRA
Denisa
Lean
Mahes
Logout
Rooms Master Booking
Dashboard
Settings
Logo
Bill Header
Banners
Site Contents
News & Promotion
General Settings
Payment Settings
SMTP Settings
Room Settings
Add-on Product

Add-on -Active

3 Click "Add New Add-on" to add new add-on product

1 Click "Add-on Product"


2 To edit add-on

#	Add-on	Price	Status		
1	Chocolate Choc	8.00	Active		
2	Mee goreng 1101	15.00	Active		
3	Newspaper NP	2.00	Active		
4	Tooth Paste TP	2.00	Active		

Update Sortino

Add New Add-on

Admin Panel



Hello, AMIRA
Online

AMIRA

Denisa

Lean

Mahes

Logout

Rooms Master Booking

Dashboard

Settings

» Logo

» Bill Header

» Banners

» Site Contents

» News & Promotion

» General Settings

» Payment Settings

» SMTP Settings

» Room Settings

» Add-on Product

Add-on Add

Add-on Name

Add-on Name

Add-on Code

Add-on Code

Eg: NP => News Paper

Amount

Amount

Heritage Tax Enable / Disable

☒

GST Enable / Disable

☒

Submit

1

Fill-in add-on info

2

Click "Submit" to save

View Guest Information

Admin Panel AMIRA

Hello, AMIRA Online

Guest Details Home > Guest > Guest

[Add New Guest](#) [Filter By](#) [View All](#)

#	Guest Name	IC/Passport	Contact Number	Status
1	Muthu Ramesh	930404-01-1293	013-3456789	Active
2	Lily Lim	880303-01-1234	017-7332323	Active
3	Group	870114-01-7877	44444	Active
4	Ah Fook	830701-14-1233	017-7659080	Active
5	Bernard	12345678	0125287769	Active
6	Stanley Tiew	111111111111	60197530011	Active
7	Joe Tiew	1234567890	0197750011	Active

1 Click "Guest Profile" view guest info

2 To edit guest list

3 Click "Add New Guest" to add new guest

Guest Listing

- Guest Profile
- Booking
- Invoice
- Report

Add New Guest

Guest Info

Guest Name:

Company Name:

GST Reg.No:

IC No :

Password :

Contact Number

Vehicle Number

Email

Address

Address

City

Post Code

State

Johor

Country

Malaysia

submit

Back

1

Fill-in guest info

2

Click "Submit" to save

Guest Panel Booking System

denisa.ehotel.my

Hotel server name



Enquiry? + 6073530011

HOME

OUR HOTEL

OUR ROOMS

FAQ

CONTACT US

NEWS & PROMOTION



Welcome To Our Hotel

The hotel is located in the heart of Johor Bahru City. It is about 10 minutes away from the Causeway and Johor Bahru Business District. The Resort style hotel provides 868 rooms & suites and extensive meeting and event facilities. For meetings and events, First Resort offers the perfect combination of first class facilities, outstanding services and a range of flexible packages. We also offers a range of wedding packages for your special day. Stay here and enjoy its convenience and comfort. There are numerous well-known Food & Beverage outlets, Fashion boutiques, Cineplex and Hypermarkets (Tesco) all under one roof. Without compromising the location, you still can enjoy the water theme park facilities, Golf simulator, swimming pool, billiard and children's amusement arcade.

1

Guest pick booking date and click "Check Availability"

Make A Booking

Check-in : 13-08-2015

Check-out : 14-08-2015

Check Availability

Rooms Availability

Check-in : 13-08-2015

Check-out : 14-08-2015

#	Description	Average Rate (RM)/ Night	Total (RM) for 1 Night(s)	Number Of Room(s)
1	Deluxe Room	108.00	108.00	0
2	HOME STAY	200.00	200.00	0
3	Single Room	65.00	65.00	1

1 Type of room available

Search Again

2

Choose how many room guest want to booking

Click "Search Again" to check availability again

Book Now

3

Click "Book Now" to booking



Your Booking Details

Check-in : 13-08-2015

Check-out : 14-08-2015

#	Description	Night(s)	Average Rate (RM)/ Night	Total (RM) for 1 Night(s)
1	Single Room	1	65.00	65.00
			GST	3.90
			Heritage Tax	1.30
			Total	70.20

Click icon to delete



Search Again

Confirm

Click "Search Again" to check availability again

Click "Confirm" to confirm booking



1

Guest
Booking
Details

2

Guest Login

If guest is existing guest then just fill-in IC/Passport No and Password

The screenshot shows the eHotel website interface. At the top, there is a blue navigation bar with social media icons (Facebook, Twitter, YouTube) and links for 'Login' and 'Email Us'. Below this is the eHotel logo with the tagline 'Online Booking | Frontdesk' and a contact number 'Enquiry? + 6073530011'. A black navigation bar contains links for 'HOME', 'OUR HOTEL', 'OUR ROOMS', 'FAQ', 'CONTACT US', and 'NEWS & PROMOTION'. The main content area is titled 'Login | New Guest Registration'. On the left, under the 'Existing Guest' section, there is a form with two input fields: 'IC/ Passport No :' and 'Password :'. A red bracket and the number '1' point to these fields. Below the fields is a blue 'SUBMIT' button, which is circled in red. To the right of the form, a yellow box contains the text 'Fill-in IC/Passport No and Password'. On the right side of the page, there is a 'Make A Booking' section with 'Check-in' and 'Check-out' date pickers (both set to 13-08-2015 and 14-08-2015 respectively) and a blue 'Check Availability' button.

Existing Guest

If you are existing Guest, please login here. Else, please scroll down to register. Forgot password? Don't worry, click at "Forgot Password" button to retrieve your password.

IC/ Passport No :

Password :

1

Fill-in IC/Passport No and Password

SUBMIT

2 Click "Submit" to login

New Guest Registration

If guest is new then guest need to fill-in information

New Guest Registration

You only need to register once. Next time, you can just login with your IC/ Passport and password for new booking or manage your account.

Fields marked with an asterisk* are required.

IC/ Passport	<input type="text"/>	*
Password	<input type="password"/>	*
Full Name	<input type="text"/>	*
Company Name	<input type="text"/>	
GST Reg.No	<input type="text"/>	
Address	<input type="text"/>	*
Postcode / Zip	<input type="text"/>	
City	<input type="text"/>	*
State	<input type="text" value="Johor"/>	
Country	<input type="text" value="Malaysia"/>	*
Contact Number	<input type="text"/>	*
Email Address	<input type="text"/>	*
	<input type="text"/>	

b57d4

(Please enter the text/ number you see in the left box)

SUBMIT

1

Guest need to fill-in their info

2

Click "Submit" to login

Payment

Check-in : 14-08-2015

Check-out : 17-08-2015

#	Description	Night(s)	Average Rate (RM)/ Night	Total (RM) for 3 Night(s)
1	Deluxe Room	3	114.67	344.00
	GST			20.64
	Heritage Tax			6.88
	Total			371.52

Please select your payment method

1

Choose
payment
methodBANK
TRANSFER

PayPal

ipay88 VISA MasterCard

MOLPay VISA MasterCard

eGHL VISA MasterCard

Confirm & Pay

2

Click "Confirm & Pay"
to confirm booking

My Menu

My Profile

My Booking

Change Password

Logout





Enquiry? + 6073530011

HOME

OUR HOTEL

OUR ROOMS

FAQ

CONTACT US

NEWS & PROMOTION

MY DASHBOARD ▾

Bank Transfer

Thank you for your booking, please bank-in the payment to the following account.

Once you have bank-in the payment, please notify us by email or fax or call. If we do not receive your payment, the room will auto release for new booking.

Maybank

Account Name : First Hotel Sdn Bhd

Account Number : [REDACTED]

Swift Code (Optional) : [REDACTED]

Public Bank

Account Name : First Hotel Sdn Bhd

Account Number : [REDACTED]

Bank account
detail for bank-in
payment method

My Menu

My Profile

My Booking

Change Password

Logout

Make A Booking

Check-in : 13-08-2015

Check-out : 14-08-2015

Check Availability

My Profile

Fields marked with an asterisk* are required.

IC/Passport :

Full Name :

Company Name :

GST Reg.No :

Address :

Postcode / Zip :

City :

State :

Country :

Contact Number :

Email Address :

My Menu

My Profile

My Booking

Change Password

Logout

Make A Booking

Check-in :

Check-out :




Guest click
"My Profile" to
view their
profile

Guest can edit
their profile

Click "Submit"
to save

Guest View Their Booking

**ehotel**
Online Booking | Frontdesk

Enquiry? + 6073530011

HOMEOUR HOTELOUR ROOMSFAQCONTACT USNEWS & PROMOTIONMY DASHBOARD ▾

My Booking

Below are your current active booking(s). To view booking history, please click at Booking History button.

Booking History

#	Booking No	Check-in	Check-out	Payment
1	1439369929	13-08-2015	14-08-2015	Not Paid

View

My Menu

My Profile

My Booking

Change Password

Logout

Guest click “My Booking” to view their booking history

Guest Change Password



Change Password

Please enter your current & new password, then submit.

IC/Passport :

Current Password :

New Password :

1 Guest click "Change Password" to change new password

2 Fill-in new password

3 Click "Submit" to save

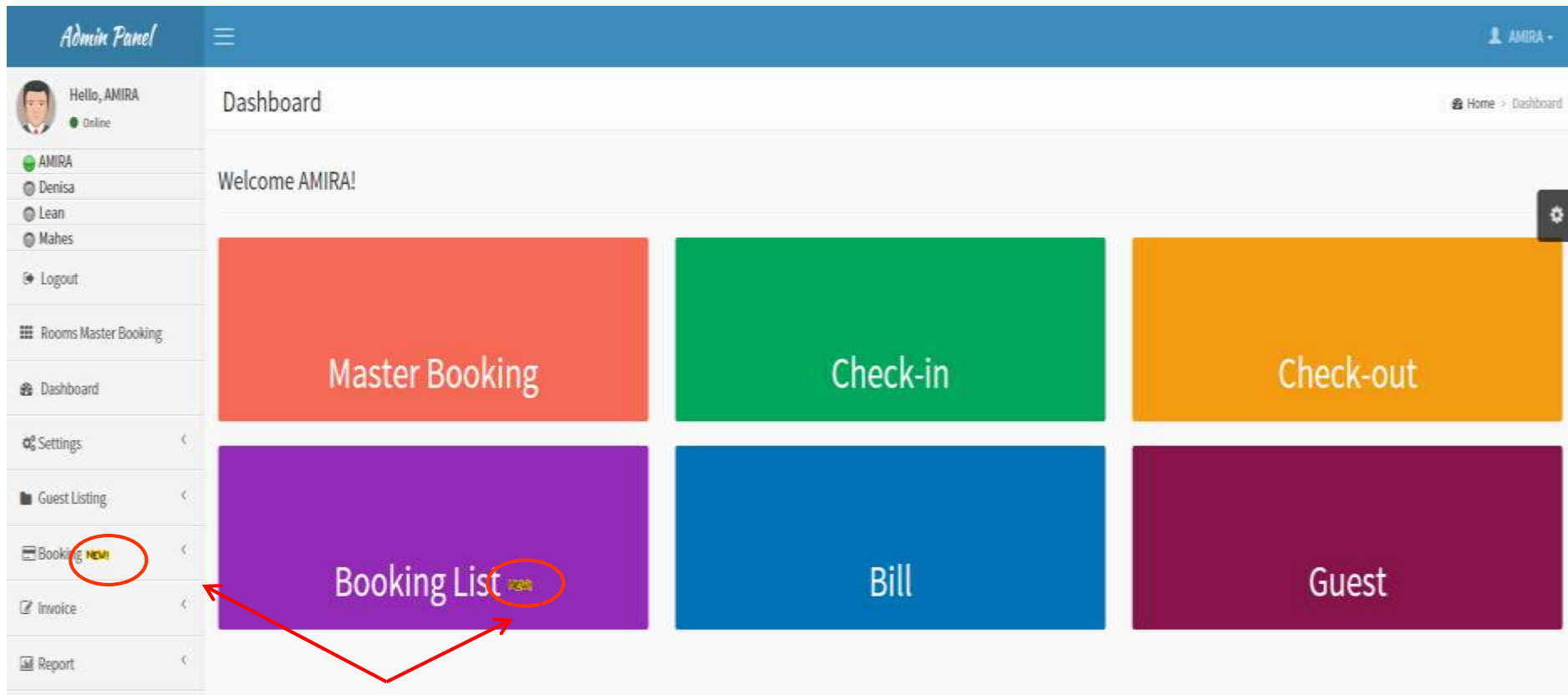
My Booking

Change Password

Logout

Make A Booking

Admin Panel Booking System



The blinking “NEW!” shows new booking

Booking List

Admin Panel Hello, AMIRA Online

Room Booking List

Room Number

Add New Booking Filter By View All

#	Booking Info	Room Number	Check-in	Check-out	Action	Pay By	Remark	Extra Guest
1	Book No : 1439372315 Booking Date : 12-08-2015 Name : Ah Fook IC/Passport : Contact No : Booked via : Online Status : Pending	101	13-08-2015	17-08-2015	Bank-in Bank-in(Pending) Bill/ Change Room Delete	Pending	Remark	Extra Guest
2	Book No : 1439372150 Booking Date : 12-08-2015 Name : Muthu Ramesh IC/Passport : Contact No : Booked via : Online Status : Pending	401	13-08-2015	14-08-2015		Pending	Remark	Extra Guest
3	Book No : 1439369929 Booking Date : 12-08-2015 Name : Lily Lim IC/Passport : Contact No : Booked via : Online Status : Pending	201	13-08-2015	14-08-2015	Bank-in	Pending	Remark	Extra Guest

Booking List

Check-in List

Check-out List

Housekeeping List

Deposit List

Booking History

Invoice

Report

2 Click "Bank-in(Pending)" to update payment

1 Status "Pending" if no bank-in payment have been made

Update Payment Status

Bank-in Info for Booking No : 1439372150

Guest Name : Muthu Ramesh

Contact Number : [REDACTED]

Email : muthuramesh4493@gmail.com

Amount (RM) : 216.00

Booking Date : 12-08-2015

Bank Name

Public Bank

Payment Status

Paid

Not Paid

Paid

Payment accepted Date: 12/08/2015 Amount: RM216.00

Submit

Date	Remark	Added By
------	--------	----------

1

Staff need to verify bank-in info before update Payment Status

2

Click "Submit" to save

Admin Panel

AMIRA

AMIRA

Denisa

Lean

Mahes

Logout

Rooms Master Booking

Dashboard

Settings

Guest Listing

Booking

- Booking List
- Check-in List
- Check-out List
- Housekeeping List
- Deposit List
- Booking History

Invoice

Report

Hello, AMIRA

Online

Room Booking List

Home > Booking > Room Booking List

Room Number

Q

Add New Booking

Filter By

View All

Bank-in info updated for Booking No : 1439372150

#	Booking Info	Room Number	Check-in	Check-out	Action	Pay By		
1	Book No : 1439372315 Booking Date : 12-08-2015 Name : Ah Fook IC/Passport : <div></div> Contact No : <div></div> Booked via : Online Status : Confirmed	101	13-08-2015	17-08-2015	Check-in	Bank-in	Remark	Extra Guest
2	Book No : 1439372150 Booking Date : 12-08-2015 Name : Muthu Ramesh IC/Passport : <div></div> Contact No : <div></div> Booked via : Online Status : Confirmed	401	13-08-2015	14-08-2015	Bank-in	Pending	Remark	Extra Guest
3	Book No : 1439369929 Booking Date : 12-08-2015 Name : Lily Lim IC/Passport : <div></div> Contact No : <div></div> Booked via : Online Status : Pending	201	13-08-2015	14-08-2015	Bank-in	Pending	Remark	Extra Guest

1

2

Click "Check-in" for guest to check-in

Status changed to "Confirmed" after payment have been made

Guest Check-in

Admin Panel Hello, AMIRA Online

Check-in for Booking Number 1439372315

Home > Check-in for Booking Number 1439372315

Check-in Check-in List Master Booking

Room still in cleaning process

#	Room Type	Room Number	Check-in this room?
1	Deluxe Room	101	<input checked="" type="checkbox"/>

Collect Deposit ☒ Deposit Amount (RM) 250.00 Cash

Note: Please check the box to collect deposit

1 Click to choose room number

2 Click "Check-in" to confirm check-in

Check-in



Hello, AMIRA

Online

AMIRA

Denisa

Lean

Mahes

Logout

Rooms Master Booking

Dashboard

Settings

Guest Listing

Booking ▾

» Booking List

» Check-in List

» Check-out List

» Housekeeping List

» Deposit List

» Booking History

Invoice

Report

Check-in List

Home > Booking > Check-in List

Room Number



Add New Booking

Filter By ▾

View All

#	Booking Info	Room Number	Check-in	Check-out	Payment				
1	Booking No : 1440123278 Name : Ah Fook IC/Passport [REDACTED] Contact No [REDACTED]	401	21-08-2015	22-08-2015	Credit Bill	View	Check-in	Guest Details	Remark
						Add Add-on			

Click "Add-on" if
customer request add-on

Guest Request Add-on

Admin Panel AMIRA

Hello, AMIRA Online

Add-on for Booking Number 1439372150 Home > Add-on for Booking Number 1439372150

Name

1 Check the box

[Check-in List](#) [Check-out List](#) [Master Booking](#)

Note: Please enable checkbox then click submit button to add add-on to booking

#	Add-On	Amount	Select
1	Chocolate	<input type="text" value="8.00"/> +GST: 6.00	<input checked="" type="checkbox"/>
2	Mee goreng	<input type="text" value="15.00"/> +GST: 6.00	<input type="checkbox"/>
3	Newspaper	<input type="text" value="2.00"/> +GST: 6.00 +Service Tax: 10.00%	<input checked="" type="checkbox"/>
4	Tooth Paste	<input type="text" value="2.00"/> +GST: 6.00 +Service Tax: 10.00%	<input type="checkbox"/>

2 Click "Submit" to add add-on

Left Sidebar:

- AMIRA
- Denisa
- Lean
- Mahes
- Logout
- Rooms Master Booking
- Dashboard
- Settings
- Guest Listing
- Booking
 - Booking List
 - Check-in List
 - Check-out List
 - Housekeeping List
 - Deposit List
 - Booking History
- Invoice
- Report

Admin Panel

AMIRA

AMIRA

Online

Denisa

Lean

Mahes

Logout

Rooms Master Booking

Dashboard

Settings

Guest Listing

Booking

Invoice

Paid Invoice

Unpaid Invoice

Report

Invoice Details #50

Home > Booking > Payment

Invoice Ref #50

Muthu Ramesh
No 17A Jalan Dedap 4
Tel: 013-3456789

Invoice # 50
Date: 12-08-2015

Date	Description	Charge(RM)	Payment(RM)
12-08-2015	HOME STAY-401	200.00	---
	GST	12.00	---
12-08-2015	Heritage Tax	4.00	---
12-08-2015	Payment By Bank-in	---	216.00
13-08-2015	Chocolate	<input type="text" value="8.00"/> <input type="button" value="Update"/>	<input type="button" value="X"/>
13-08-2015	Newspaper	<input type="text" value="2.00"/> <input type="button" value="Update"/>	<input type="button" value="X"/>
	GST	0.60	---
		226.60	216.00
	Balance		10.60

Payment Methods:

☒ Cash ☐ Credit Card ☐ Credit Bill

Amount Due

Total: RM10.60

Click icon to delete add-on

1 Choose "Payment Methods"

2 Click "Submit"

Change Guest Room

Admin Panel



AMIRA

Room Master Booking

Home / Room Master Booking

👤 = Check-In ➡ = Check-Out 🟡 = Bad 🔴 = Reserved

New Booking

Booking List

Dashboard

Next 7 Days

Room No	21 Aug, 2015 Fri	22 Aug, 2015 Sat	23 Aug, 2015 Sun	24 Aug, 2015 Mon	25 Aug, 2015 Tue	26 Aug, 2015 Wed	27 Aug, 2015 Thu
Deluxe Room 101	Release	Book	Book	Book	Book	Book	Book
Deluxe Room 102	Book	Book	Book	Group	Group	Book	Book
Deluxe Room 103	Book	Book	Book	Book	Book	Book	Book
Deluxe Room 104	Book	Book	Book	Book	Book	Book	Book
Deluxe Room 105	👤 Lily Lim	➡ Lily Lim	Book	Book	Book	Book	Book
Deluxe Room 106	View / Change Room	Book	Book	Book	Book	Book	Book
Deluxe Room 107	Book	Book	Book	Book	Book	Book	Book


Click "View/Change Room"

View / Change Room

Check-out

Admin Panel | Dashboard - Google Chrome

cp.ehotel.my/admin/booking_print/view/1440122694/master

**eHotel**
Online Booking | Frontdesk

eHotel - Online Booking | Front Desk
Johor Bahru: 607-353 0011 Cyberjaya: 607: 355 0011
E-mail: sales@firstonline.com.my
JM0665613-P GST ID No: 0003441008
81800 Johor Bahru, Johor, Malaysia
C-1-19, SME Technopreneur Centre 63000 Cyberjaya, Selangor, Malaysia.

Contact Person
Lily Lim
No 17A Jalan Dedap 4
Phone: 017-7332323


Booking No : 1440122694
Date: 21-08-2015
GST Reg.No: A1234567

#	Description	Check-in	Check-out	U/Price	Subtotal
1	Deluxe Room - <div><div>105</div><div>105 101 102 103 104 106 107 108 109 110</div></div>	21-			RM118.00
					RM7.08
				Heritage Tax	RM2.36

Payment M

Amount Due

Total: RM127.44



Choose new room available


Room Master Booking


[Home](#) / Room Master Booking↻ = Check-In ↻ = Check-Out = Bad = Reserved[New Booking](#)[Booking List](#)[Dashboard](#)[Next 7 Days](#)

Room No	21 Aug, 2015 Fri	22 Aug, 2015	23 Aug, 2015 Sun	24 Aug, 2015 Mon	25 Aug, 2015 Tue	26 Aug, 2015 Wed	27 Aug, 2015 Thu
Deluxe Room 101	Release ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾
Deluxe Room 102	Book ▾	Book ▾	Book ▾	Group ▾	Group ▾	Book ▾	Book ▾
Deluxe Room 103	Lily Lim ▾	Lily Lim ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾
Deluxe Room 104	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾
Deluxe Room 105	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾

Room changed

Guest Extend Stay

Admin Panel 

AMIRA 

 = Check-In  = Check-Out  = Bad  = Reserved [New Booking](#) [Booking List](#) [Dashboard](#)

Next 7 Days



New Booking for Room Number - 102

Check-in

2015-08-25

Check-Out

2015-08-26

1

Select check-in and
check-out date

Submit

2

Click "Submit" to
confirm date



Hello, AMIRA

● Online

● AMIRA

● Denisa

● Lean

● Mahes

🚪 Logout

🏠 Rooms Master Booking

🏠 Dashboard

⚙️ Settings <

📁 Guest Listing <

📅 Booking ▾

» Booking List

» Check-in List

» Check-out List

» Housekeeping List

» Deposit List

» Booking History

📄 Invoice <

📊 Report <

New Booking

🏠 Home > New Booking

New Booking

Master Booking

Check-in Date : 2015-08-25

Check-out Date : 2015-08-26

#	Description	Room Number	Rate (RM)/ Night	Night(s)	Total (RM) - 1 Night(s)	Action
1	Deluxe Room	102	108.00 Edit	1	108.00	✖
Total Rental					108.00	
GST					6.48	
Heritage Tax					2.16	
Total					116.64	

#	Add-on	Price	
1	Chocolate Choc	8.00	Add to Cart
2	Mee goreng 1101	15.00	Add to Cart
3	Newspaper NP	2.00	Add to Cart
4	Tooth Paste TP	2.00	Add to Cart

Confirm

Click "Confirm"
to extend stay



Hello, AMIRA

Online

AMIRA

Denisa

Lean

Mahes

Logout

Rooms Master Booking

Dashboard

Settings

Guest Listing

Booking

» Booking List

» Check-in List

» Check-out List

» Housekeeping List

» Deposit List

» Booking History

Invoice

Report

Booking Summary #1440397692

Home > Booking > Payment

Summary & Payment

Group

No # 1440397692

Tel : 44444

Date: 24-08-2015

Check-in: 25-08-2015

Check-out: 26-08-2015

#	Description	Rate (RM)/ Night	Total (RM) - 1 Night(s)
1	Deluxe Room - 102	RM108.00	RM108.00
Sales Tax			RM6.48

Payment Methods:

☐ Cash ☒ Credit Card ☐ Credit Bill

Card Holder Name

Card Number (eg: 4141700002131900)

Expiry date (eg: 09/17)

Bank Issue (eg: Maybank)

Amount Due

Total:

RM114.48

Choose
payment type

Submit

Click "Submit" to
save

Room Master Booking

[Home](#) / Room Master Booking🔑 = Check-In 🏠 = Check-Out = Bad = Reserved[New Booking](#)[Booking List](#)[Dashboard](#)[Next 7 Days](#)

Room No	24 Aug, 2015 Mon	25 Aug, 2015 Tue	26 Aug, 2015 Wed	27 Aug, 2015 Thu	28 Aug, 2015 Fri	29 Aug, 2015 Sat	30 Aug, 2015 Sun
Deluxe Room 101	Release ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾
Deluxe Room 102	🔑 Group ▾	🏠 Group ▾ 🔑 Group ▾	🏠 Group ▾	Book ▾	Book ▾	Book ▾	Book ▾
Deluxe Room 103	Release ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾

Guest
extended stay

Bad/Reserve Room

Room No	24 Aug, 2015 Mon	25 Aug, 2015 Tue	26 Aug, 2015 Wed	27 Aug, 2015 Thu	28 Aug, 2015 Fri	29 Aug, 2015 Sat	30 Aug, 2015 Sun
Single Room 201	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾
Single Room 202	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾
Single Room 203	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾
Single Room 204	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾
Single Room 205	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾
Single Room 206	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾
Single Room 207	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾	Book ▾

Click
"Bad/Reserve"

Bad/Reserve for Room Number 201 for 2015

Room Type

Back



= Bad



= Reserved

2015

2016

2017

2015	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
January				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
February							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
March							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
April			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
May					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
July			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
August						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
September	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
October			1 September, Tuesday				4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
November							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
December		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			

1 September, Tuesday

Select date



Bad/Reserve for Room Number 201

Start Date

2015-09-01

End Date

2015-09-08

1

Select Start Date
and End Date

2

Choose "Bad",
"Reserve" or "Remove"

☐ Bad ☒ Reserve ☐ Remove

3

Click "Submit"
to save

Submit

Bad/Reserve for Room Number 201 for 2015

Room Type

Back



■ = Bad ■ = Reserved 2015 2016 2017

2015	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
January				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
February							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
March							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
April			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
May					1	2	3	4	5	The room is bad										16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
June	1	2	3	4	5	6	7	8	9	The room is bad										20	21	22	23	24	25	26	27	28	29	30					
July		1 2 3			4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
August						1	2	3	4	5	6	7	8	9	The room is reserved										20	21	22	23	24	25	26	27	28	29	
September		1 2 3 4 5 6 7 8								9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
October				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
November							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
December		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			

The room is bad

The room is reserved

Guest Check-out

Admin Panel Hello, AMIRA Online

Check-Out List

Room Number

2 Click "Check-out" for guest check-out

Add New Booking Filter By View All

#	Booking Info	Room Number	Check-in	Check-out			
1	Booking No : 1439369929 Guest Name : Lily Lim IC/Passport : 890303-01-1234 Contact No : 017-7332323	204	13-08-2015	14-08-2015	View Check-out	Guest Details	Remark
					Add Add-on		
2	Booking No : 1439372150 Guest Name : Muthu Ramesh IC/Passport : 930404-01-1293 Contact No : 013-3456789	401	13-08-2015	14-08-2015	View Check-out	Guest Details	Remark
					Add Add-on		
3	Booking No : 1439372315 Guest Name : Ah Fook IC/Passport : 830701-14-1233 Contact No : 017-7659080	105	13-08-2015	17-08-2015	View Check-out	Guest Details	Remark
					Add Add-on		

1 Click "Check-out"

Logout Rooms Master Booking Dashboard Settings Guest Listing Booking Booking List Check-in List **Check-out List** Housekeeping List Deposit List Booking History Invoice Report



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Online

AMIRA

Denisa

Lean

Mahes

Logout

Rooms Master Booking

Dashboard

Settings

Guest Listing

Booking ▾

» Booking List

» Check-in List

» Check-out List

» Housekeeping List

» Deposit List

» Booking History

Invoice

Report

Check-out for Booking Number 1439369929

Home > Check-out for Booking Number 1439369929

Check-out

Check-out List

Master Booking

Total (include Taxes) : RM 78.68

Due : 0.00

Balance : 0.00

#	Room Type	Room Number	Check-in	Check-out	Rate (RM)	Total Rental Cost (RM)	Select to Checkout
1	Single Room	204	13-08-2015	14-08-2015	65.00	65.00	<input checked="" type="checkbox"/>
							Check-out

Click "Check-out" after
confirm the details

Refund Deposit

Admin Panel Hello, AMIRA Online

Deposit List - Paid

Home > Booking > Deposit List - Paid

Room Number

Add New Booking Check-in List Check-out List

Paid Refunded Export To Excel

#	Booking Info	Room Number	Check-in	Check-out	Amount	Pay By	Status		
1	Booking No : 1425096892 Name : Bernard IC/Passport : I2345678 Contact No : 0125287769	101	28-02-2015	01-03-2015	RM250.00	Cash	Paid	Refund Deposit	View Remark
2			03-2015	02-03-2015	RM250.00				
3	Booking No : 1432431948 Name : abc	106	24-05-2015	26-05-2015	RM250.00	Cash	Paid	Refund Deposit	View Remark
4					RM250.00	Cash	Paid	Refund Deposit	View Remark
5					RM250.00	Cash	Paid	Refund Deposit	View Remark

Print

The page at cp.ehotel.my says:
Do you want to REFUND the deposit now?
OK Cancel

Contact No : 44444

Total RM1250.00

Deposit for Bernard has been Refunded

1 Click "Deposit List" to view refund deposit list

2 Click "Refund Deposit" to refund guest deposit

Note: Only after guest check-out they can refund deposit

3 Click "OK" to refund

4 A message will appear



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Logout

Rooms Master Booking

Dashboard

Settings

Guest Listing

Booking

» Booking List

» Check-in List

» Check-out List

» Housekeeping List

» Deposit List

» Booking History

Invoice

Deposit List - Refunded

Room Number

[Add New Booking](#)[Check-in List](#)[Check-Out List](#)[Paid](#) [Refunded](#) [Export To Excel](#)

#	Booking Info	Room Number	Check-in	Check-out	Amount	Pay By	Status			
1	Booking No : 1424835713 Name : abc IC/Passport : 1234512345 Contact No : 0125367788	101	25-02-2015	26-02-2015	RM250.00	Cash	Refunded	Cancel Refund	View	Remark
								Print		
2	Booking No : 1418318909 Name : abc IC/Passport : 1234512345 Contact No : 0125367788	101	12-12-2014	13-12-2014	RM250.00	Cash	Refunded	Cancel Refund	View	Remark
								Print		
3	Booking No : 1424077811 Name : abc IC/Passport : 1234512345 Contact No : 0125367788	102	16-02-2015	17-02-2015	RM250.00	Cash	Refunded	Cancel Refund	View	Remark
								Print		
4	Booking No : 1424856521 Name : Stanley Tiew IC/Passport : 111111111111 Contact No : 60197530011	202	25-02-2015	26-02-2015	RM250.00	Cash	Refunded	Cancel Refund	View	Remark
								Print		

Click "Refunded" to view refunded deposit list

View Housekeeping List

The screenshot displays the Admin Panel interface. The left sidebar contains a menu with items: AMIRA (Online), Logout, Rooms Master Booking, Dashboard, Settings, Guest Listing, Booking (expanded), Housekeeping List (highlighted with a red box), Deposit List, Booking History, Invoice, and Report. The main content area is titled "Housekeeping List - Not Released" and features a search bar for "Room Number". Below the search bar are tabs for "Add New Booking", "Not Released" (selected), and "Released". A table lists bookings with columns: #, Booking Info, Room Number, Check-in, Check-out, Status, and actions (Release, View, Remark). The table shows several rows of bookings, all with a status of "Not Released".

#	Booking Info	Room Number	Check-in	Check-out	Status	Release	View	Remark
1	Booking No : 1438756182	102	06-08-2015	07-08-2015	Not Released	Release	View	Remark
2	Booking No : 1438765514	103	06-08-2015	07-08-2015	Not Released	Release	View	Remark
			07-08-2015		Not Released	Release	View	Remark
			10-08-2015		Not Released	Release	View	Remark
5	Booking No : 1438849758	202	07-08-2015	10-08-2015	Not Released	Release	View	Remark
6	Booking No : 1438849758	203	07-08-2015	10-08-2015	Not Released	Release	View	Remark
7			10-08-2015		Not Released	Release	View	Remark

1 Click "Housekeeping List" to view room under cleaning process

2 Click "Release" if cleaning process done

3 Click "OK" to release room

4 A message will appear

House Keeping done for Room Number 102

The page at cp.ehotel.my says:
Do you want to RELEASE this room now?
OK Cancel

View Paid Invoice

Admin Panel AMIRA

Hello, AMIRA Online

Paid Invoice 主页 Home > Invoice > Paid Invoice

Invoice Number

[Add New Booking](#) [View All](#)

Invoice No	Booking Number	Guest Info	Check-in	Check-out	Amount	
50	1439372150	Muthu Ramesh 930404-01-1293 013-3456789	13-08-2015	14-08-2015	226.60	View Print
		Ah Fook 830701-14-1233 017-7659080	13-08-2015	17-08-2015	488.16	View Print
		Muthu Ramesh 930404-01-1293 013-3456789	07-08-2015	10-08-2015	664.20	View Print
45	1438754780	Muthu Ramesh 930404-01-1293 013-3456789	06-08-2015	09-08-2015	776.14	View Print
44	1438765514	Muthu Ramesh 930404-01-1293 013-3456789	06-08-2015	07-08-2015	116.64	View Print

1 Click "Paid Invoice" to view paid invoice

2 Click "View"

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Lean

Mahes

Logout

Rooms Master Booking

Dashboard

Settings

Guest Listing

Booking

Invoice

Paid Invoice

Unpaid Invoice

Report

Sample Paid Invoice

 Tax Invoice Ref #50

Muthu Ramesh
No 17A Jalan Dedap 4
Tel: 013-3456789

Tax Invoice # 50
Date: 12-08-2015

GST Reg.No: A1234567
Company No: JM0665613-P

Date	Description	Charge(RM)	Payment(RM)
12-08-2015	HOME STAY-401	200.00	---
	GST@6.00%	12.00	---
12-08-2015	Heritage Tax@2.00%	4.00	---
12-08-2015	Payment By Bank-in	---	216.00
13-08-2015	Chocolate	8.00	---
13-08-2015	Newspaper	2.00	---
	GST@6.00%	0.60	---
13-08-2015	Payment By Cash	---	10.60
		226.60	226.60
		Balance	0.00

Receipt

Date	Receipt No	Payment Type	Amount(RM)	
12-08-2015	54	Bank-in	216.00	View
13-08-2015	56	Cash	10.60	View

View Unpaid Invoice

Admin Panel AMIRA

Hello, AMIRA Online

AMIRA
Denisa
Lean
Mahes
Logout
Rooms Master Booking
Dashboard
Settings
Guest Listing
Booking
Invoice
Paid Invoice
Unpaid Invoice
Report

Unpaid Invoice

Home > Invoice > Unpaid Invoice

Invoice Number

Add New Booking View All

Invoice No	Booking Number	Guest Info	Check-in	Check-out	Amount	Due	Paid	
55	1440123057	Joe Tiew 1234567890 0197750011	21-08-2015	22-08-2015	99.98	99.98	0.00	<input type="checkbox"/> View Print
		Lily Lim 880303-01-1234 017-7332323	21-08-2015	22-08-2015	127.44	127.44	0.00	<input checked="" type="checkbox"/> View Print
		Lily Lim 880303-01-1234 017-7332323	07-08-2015	10-08-2015	397.50	397.50	0.00	<input checked="" type="checkbox"/> View Print

Pay


1 Click "Unpaid Invoice" to view unpaid invoice

2 Check the box to pay

3 Click "Pay" to proceed to payment

Note: You can check more than 1 box for same customer

Admin Panel



Hello, AMIRA

Online

AMIRA

Denisa

Lean

Mahe

Logout

Rooms Master

Dashboard

Settings

Guest Listing

Booking

- Booking List
- Check-in List
- Check-out List
- Housekeeping List
- Deposit List
- Booking History

Invoice Payment

Home > Invoice Payment

Invoice Payment CartMaster Booking

#	Invoice No	Due Amount	Pay(RM)	Action
		127.44	127.44	✖
		397.50	397.50	✖
		Total Amount to Pay	524.94	

Pay By

Cash

Cash

C/Card

Cheque

Confirm To Pay

1

Choose payment methods

2

Fill-in details

3

Click "Confirm To Pay"

Pay By

C/Card

Card Holder Name

Card Number

Expiry date

Bank Name

Pay By


Cheque

Bank Name

Cheque Number

Management Report

Admin Panel

 Hello, AMIRA
Online

AMIRA

Denisa

Lean

Mahes

Logout

Rooms Master Booking

Dashboard

Settings

Guest Listing

Booking

Invoice

Report

- » Today Collection Report
- » Collection Report
- » Occupany Report
- » Audit Report
- » Guest Stay Report

Today Collection Report

Home > Report > Collection Report

Today Collection Cash RM125.12
Click Here

Today Collection Credit Card RM0.00
Click Here

Today Collection Bank-in RM216.00
Click Here

Today Collection Cheque RM0.00
Click Here

Today Collection View ALL RM341.12
Click Here

Click "Today Collection Report" to view daily collection

View Collection Report

Admin Panel Hello, AMIRA Online

Collection Report Home > Report > Collection Report

Receipt No [] Search []

View All Filter By Payment Type Issued By Export To Excel

Cash Collection Card-in Collection : RM3216.88

Total Collection

#	Date	Receipt No	Booking No	Guest	Amount	Payment	Issued By	
1	21-08-2015	64	1440123057	Joe Tiew	RM99.98	Cash	AMIRA	Print
2	21-08-2015	63	1440123278	Ah Fook	RM265.00	Cash	AMIRA	Print
3	21-08-2015	61	1432434705	abc	RM1114.34	Cash	AMIRA	Print
4	21-08-2015	60	1439974983	Ah Fook	RM8.48	Cash	AMIRA	Print
5	20-08-2015	59	1440057598	Bernard	RM116.64	Cash	AMIRA	Print
6	20-08-2015	58	1439369929	Lily Lim	RM8.48	Cash	AMIRA	Print
7	13-08-2015	56	1439369929	Muthu Ramesh	RM10.60	Cash	AMIRA	Print
8				Fook	RM8.48	Cash	AMIRA	Print
9				Lim	RM8.48	Cash	AMIRA	Print
10	06-08-2015	49	1438754780	Muthu Ramesh	RM20.14	Cash	AMIRA	Print

1 Click "Collection Report" to view collection report


2 You can filter collection report by payment type or issued by admin staff

Navigation Menu:

- AMIRA
- Denisa
- Lean
- Mahes
- Logout
- Rooms Master Booking
- Dashboard
- Settings
- Guest Listing
- Booking
- Invoice
- Report
 - Today Collection Report
 - Collection Report
 - Occupany Report
 - Audit Report
 - Guest Stay Report

View Occupancy Report

Admin Panel



Hello, AMIRA
Online

AMIRA

Denisa

Lean

Mahes

Logout

Rooms Master Booking

Dashboard

Settings

Guest Listing

Booking

Invoice

Report

- » Today Collection Report
- » Collection Report
- » Occupancy Report
- » Audit Report
- » Guest Stay Report

Occupancy Report

Home > Occupancy Report

Prev 7 Days

Next 7 Days

Room Type	20 Aug, 2015 Thu		21 Aug, 2015 Fri		22 Aug, 2015 Sat		23 Aug, 2015 Sun		24 Aug, 2015 Mon		25 Aug, 2015 Tue		26 Aug, 2015 Wed	
Deluxe Room	1/10	10%	0/10	0%	0/10	0%	0/10	0%	0/10	0%	0/10	0%	0/10	0%
HOME STAY	1/1	100%	0/1	0%	0/1	0%	0/1	0%	0/1	0%	0/1	0%	0/1	0%
Chalet	0/1	0%	0/1	0%	0/1	0%	0/1	0%	0/1	0%	0/1	0%	0/1	0%
Single Room	0/10	0%	0/10	0%	0/10	0%	0/10	0%	0/10	0%	0/10	0%	0/10	0%

Prev 7 Days

Next 7 Days

Click "Occupancy Report" to view occupancy room report



View Guest Stay Report

Report

- » Today Collection Report
- » Collection Report
- » Occupany Report
- » Audit Report
- » Guest Stay Report

1

Click "Guest Stay Report" to view guest stay report

Admin Panel



AMIRA

Guest Stay Report

[Home](#) / [Report](#) / [Guest Stay Report](#)

Bill No



Search



Dashboard



Guest Stay Report

[Audit Report](#)

[Collection Report](#)

[Occupany Report](#)

[Export To Excel](#)

2

Click guest name to view guest information

#	Check-in	Check-out	Guest Name	Room Number	Total Amount
1	20-08-2015	21-08-2015	Bernard	101	116.64
2	20-08-2015	21-08-2015	Ah Fook	401	216.00
3	13-08-2015	14-08-2015	Lily Lim	201	78.68
4	13-08-2015	14-08-2015	Muthu Ramesh	401	226.60
5	13-08-2015	17-08-2015	Ah Fook	101	488.16



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