



eHotel Software 使用教程 (Tutorial)

- 1. 管理面板 Admin Panel
- 2. 初次设置 First Time Setup
- 3. 访客设置 Guest Setup
- 4. 预约系统 Booking System
- 5. 单据 Invoice
- 6. 管理报告 Management Report

管理员控制台 Admin Dashboard





超级管理员是其它管 理员之主 Super admin is the head of admins



Admin Panel	≡		💄 Denisa 🗸
Hello, Denisa • Online	Dashboard		🚯 Home > Dashboard
 AMIRA Denisa Lean 	Welcome Denisa!		•
MahesLogout			
III Rooms Master Booking	Master Booking	Check-in	Check-out
🍘 Dashboard	Master Dooking	CHECK-III	Check-Out
 Admin User Admin User Login History Staff Access Management Audit Trail 	注: 只有超级管理员 管理员菜单 Note: Only superadmin have	具有 ADMIN Bill	Guest
📽 Settings <	J J Internu		
Guest Listing			
Booking <			
♂ Invoice <			
All Report <			

添加新的管理人员Add New Admin Staff

Admin Panel	3 点击"Add New Ad 以添加新的管理 Hit "Add New Admin for superadmin to add new a	lmin" 人员 n" admin staff
Hello, Denisa • Online	Admin User(s) - Active	ชื่⊌ Home ⇒ User > Admin User(s) - Active
 AMIRA Denisa Lean 	Add New Admin Filter By 🗸	0
Mahes	# User Name Level Email	Status
Logout	1 AMIRA Adm	Active Set Officer Password 🖋 🗱
III Rooms Master Booking	2 Lean 名dm 百姓人贝名平	Active Set Officer Password 🖋 💥
🚯 Dashboard	3 Mahes Administrator	Active Set Officer Password 🖋 🗱
📽 Admin 🗸 🗸		
 Admin User Login History 		2 编辑管理工作人员信息 To edit admin staff information
Staff Access Management		
» Audit Trail	中击 "Admin User" Click "Admin User"	
Guest Listing		
Booking <		
☑ Invoice <		
له Report ۲		



查看登录历史View Login History

Admin Panel

Hello, Denisa

Online

III Rooms Master Booking

AMIRA

Denisa

Image: Description → Logout

Dashboard

» Admin User

» Login History

» Audit Trail

Guest Listing

Settings

Booking

Invoice

III Report

» Staff Access Management

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13

AMIRA

AMIRA

😤 Admin

Lean
Mahes

超级管理员可以查看员工登录记录

Superadmin can view staff login history

👤 Denisa 🗸 Admin Login History Home > Admin > Login History Q Username ۳ Search ø Login History **IP Address** # Username Login Date 1 AMIRA 14.192.211.171 2015-08-12 10:55:27 2 Denisa 2015-08-12 10:55:08 14.192.211.171 0:31:54 3 14.192.211.171 点击"Login History" 0:01:17 14.192.211.171 **Click "Login History"** 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 AMIRA 14.192.214.223 10 2015-08-06 08:45:44 11 AMIRA 2015-08-05 17:00:47 14.192.214.223

14.192.214.223

14.192.214.223

2015-08-05 14:07:08

2015-08-05 12:26:25

Online

AMIRA

🔵 Denisa Lean

Mahes

Logout

Dashboard

» Admin User

» Login History

» Audit Trail

Guest Listing

C Settings

Booking

Invoice

III Report

8

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Booking : CheckOut

📽 Admin

超级管理员可制定工作人员账号权力 2 Superadmin may change staff access management for **ADMIN and CASHIER** Admin Panel 👤 Denisa 🗸 Hello, Denisa Staff Access level Home > Admin > Staff Access level Staff Access level Module Admin # Cashier Admin : Accesslevel 1 no . no Rooms Master Booking 2 Admin : Adminuser no ٠ no . 点击"Staff Access Management" 3 . no **Click "Staff Access Management"** Admin : Loginhistory Δ no • no » Staff Access Management 5 Billing ۲ • yes yes < Booking : Booking List History 6 yes ٠ yes < < 7 Booking: CheckIn yes yes <

yes

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yes

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查看审计追踪 View Audit Trail

Admin Panel

超级管理员可以查看的工作人员审核信息

Superadmin can view staff audit information

👤 Denisa 🗸

Hello, Denisa • Online	Audit Trail			🆚 Home > Admin > Audit Trail
AMIRA				
🍚 Denisa			Add	_
🔘 Lean				•
Mahes				
🕩 Logout	# Username	Edit	Promotion & News edited	2015-08-07 17:32:36
Rooms Master Booking	2 AMIRA	Edit	Promotion & News edited	2015-08-07 17:29:44
🚯 Dashboard	3 AMIRA	Edit	Promotion & News edited	2015-08-07 17:28:49
📽 Admin 🗸 🗸	4 AMIRA	Add	Booking for Credit Bill. Booking Number : 1438933409	2015-08-07 15:44:07
» Admin User	5 AMIF 点	击"Au	udit Trail" 6	2015-08-07 15:20:51
» Login History	6 AMIR	Click "A	udit Trail" 07	2015-08-07 15:20:49
» Staff Access Management	AMIRA	Delete	Room Number deleted 208	2015-08-07 15:20:46
» Audit Trail	8 AMIRA	Delete	Room Number deleted 209	2015-08-07 15:20:44
🛇 Settings <	9 AMIRA	Delete	Room Number deleted 210	2015-08-07 15:20:41
Guest Listing <	10 AMIRA	Delete	Room Number deleted 301	2015-08-07 15:18:22
Booking <	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
Le Invoice ,	13 AMIRA	Edit	Promotion & News edited	2015-08-07 14:35:41
III Report <	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

初**次**设置 First Time Setup

Admin Panel	=		💄 Denisa 🗸
Hello, Denisa • Online	Dashboard	🄀 Home > Dashboard	
 AMIRA Denisa Lean Mahes 	Welcome Denisa!		
🕩 Logout			
III Rooms Master Booking	Master Pooking	Chock in	Check out
🚯 Dashboard	Master Booking	Check-III	Check-out
National Sector			
 » Admin User » Login History » Staff Access Management » Audit Trail 	Booking List	Bill	Guest
📽 Settings 🛛 <	」 上士 "Cottin		
Guest Listing <	·····································	lgS 大晋	
Booking <	Click "Setting	s"	
♂ Invoice <	for hotel owner first t	ime setup	
M Report <			

设置Logo Setting Logo



设置比尔头 Setting Bill Header





添加新布条Add New Banner



Nile Site Contents Welcome Message Our Hotel Name Our Hotel Welcome Message Velcome To Our Hotel <	Admin Panel	2 编辑您的酒店网页内容 Edit your hotel website content	👤 AMIRA 🗸	
AMRA Wicome Message Our Hotel PAQ Our Terms Menu Title Image: Im	Hello, AMIRA • Online	Site Contents welcomemesage Update	Home > Settings > Edit Site Contents	
Mahes Itle Ite Logout Ite Welcome To Our Hotel Ite Rooms Master Booking Ite IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	 AMIRA Denisa Lean 	Welcome Message Our Hotel FAQ Our Terms Menu Title	0	
 Logout Brooms Master Booking Dashboard Content Logo Logo Logo Logo Ligo Bill Header Site Contents Site Site Logo May here and enjoy its convenience and confort. There are numerous well-known Food. Beverage outlets, Fashion boutiques, fashions boutiques, fashio	Mahes	Title		
III Rooms Master Booking Content	🕞 Logout	Welcome To Our Hotel		
 Bashboard Cashboard Cashboar	III Rooms Master Booking	Content		
• Cogo • Insert Ball Header • Cocy • Cocy • Cocy • Cocy • Cocy • Cocy • Cocy • Co	Dashboard	Font name Font size B U A V	i	
* Logo 1 * Logo	📽 Settings 🛛 🗸	ÊÈÌO♥♥▼ ××&→♥♥♥ ☷+☷+झझ44 ▦◪▣+♥▮		
 » Site Contents » News & Promotion » General Settings » Payment Settings » SMTP Settings » Add-on Product Submit Submit Submit Submit Submit Cinck "Submit" to save	» Logo 1 » Bill Header » Banners	计 "Site Contents" Click "Site Contents" U City. It is about 10 minutes away from the Causeway ar oms & suites and extensive meeting and event facilities. F irst class facilities, outstanding services and a range of flex pecial day.	sert nd Johor Bahru Business ▲ For meetings and events, xible packages. We also E	
 » General Settings » Payment Settings » SMTP Settings » Room Settings » Add-on Product 	» Site Contents» News & Promotion	Stay here and enjoy its convenience and comfort. There are numerous well-known Food & Beverage out Cineplex and Hypermarts (Tesco) all under one roof. Without compromising the location, you still can en- facilities, Golf simulator experience, pool, billiard and children's amusement arcade.	lets, Fashion boutiques, joy the water theme park	
 > Payment Settings > SMTP Settings > Add-on Product wines. There will be Barbeque dinner and live band to lead you through the night. > Words: 160 Characters: 1472 100% (minute) Submit Submit Submit Submit Submit Submit Click "Submit" to save 	» General Settings	In the evening, all guests are invited to our Mission Bar & Grill, where you are able to enjoy a wide rang	ge of imported beers and	
SMTP Settings » Room Settings » Add-on Product Submit 3 Lite "Submit" to save	» Payment Settings	wines. There will be Barbeque dinner and live band to lead you through the night.		
» Room Settings » Add-on Product Submit 3 Lick "Submit" to save	» SMTP Settings		100 Characters, 1772 100 70	
» Add-on Product 3 点击 "Submit" 保存 Click "Submit" to save	» Room Settings	Submit		
Chex Subinit to save	» Add-on Product	3 点击"Submit"保存 Click "Submit" to save		

Admin Panel	=		_	1 AMIRA -
Hello, AMIRA • Online	Promotion & News 3	点击"Add New News" 本还加新闻		Home > Settings > Promotion & News
AMIRA Denisa Lean Mahes	View All Add New More	不你加爾門明 Click "Add New News" to add new news	٩	٥
Dogout	# Caption	Banner		Action
III Rooms Master Booking	1 Travel Fair - Johor Matta Fair 2015		alatrona	/ x v
🍰 Dashboard			12005	
0 % Settings ~		Expo hall, Dan	P City Lill	
 » Logo » Bill Header » Banners 	2 MyCyberSales Malaysia 2014	CONE		/ × ×
» Site Contents	3 Welcome to Our Hotel			/ x v
News & Promotion General Settings Payment Settings	4 Latest News	NEWS - Sample Banner		/ × v
 SMTP Settings Room Settings 	1 	ews&Promotion"	2	编辑新闻和促销
Add-on Product	Click	"News&Promotion"		イ白 クリ To edit news and promotion

添加新新闻 Add New News

Admin Panel	
Hello, AMIRA • Online	Promotion & News Add 1 输入-新闻标题
 AMIRA Denisa Lean Mahes 	Subject
LogoutRooms Master Booking	Banner Choose File No file chosen Kall 120
Dashboard	Sort No Sort No
♥ Settings ✓ >> Logo >> Bill Header >> Banners >> Site Contents >> News & Promotion >> General Settings >> Payment Settings	Message. Message. Font nam Font nam Font nam B ブ Choose image file The size required: Width - 700 Height - 120 Insert
 » SMTP Settings » Room Settings » Add-on Product 	
Guest Listing <	✓ ≪> Words:0 Characters:0 100%
 ■ Booking < Invoice 	Submit → 3 点击"Submit" 保存

常规设置 General Setup



	(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
1 选择启用或不启用 Choose to Enable or Disable	sellingonline Vertube Enable Youtube Url Mybizcart Twitter
	Enable Twitter Url firstonline Submit 3 点击 "Submit" 保存 Click "Submit" to save

	Admin Panel	=	
	Hello, AMIRA • Online	Payment Settings Settings	
	AMIRA Denisa Lean Mahos	Service Tax Enable / Disable Service Tax(%)	
	G Logout	10.00	
	III Rooms Master Booking	Heritage Tax Enable / Disable 🗸	
	2 Dashboard	2.00	
	¢ [®] Settings ∨	Others Tax	
	» Logo	GST	v
点击"P Click	ayment Setting "Payment Settings"	S [™] Enable / Disable ✓	2 输入付款信息 Fill-in payment info
	» News & Promotion	6.00	
	» General Settings	GST Number	
	 » Payment Settings » SMTP Settings 	A1234567	
	 Room Settings 	Deposit 🖌	
	» Add-on Product	Deposit Amount	
	Guest Listing <	250.00	
	Booking	Paypal	
	Invoice <	Disable	
	M Report <	Paypal ID	

选择启用或不启用 Choose to Enable or Disable

1





BANK SIMPANAN NASIONAL

Bank-in		
Enable		T
Bank-in I		
Bank Name		
Maybank		
Account Name		
First Hotel Sdn Bhd		
Account Number		
67899900034213		
wift Code (Optional - required to accept oversea bank transfer only)		
899900	2	输入银行帐户
Bank-in II	\geq	信自
Bank Name		Fill-in bank account
Public Bank		info
Account Name		
First Hotel Sdn Bhd		
Account Number		
7890790870987111		
Swift Code(Optional - required to accept oversea bank transfer only)		

支付网关 Payment Gateway	Disable Paypal tm Paypal ID	•
	iPay88 iPay88 Mecrchant Code iPay88 Mecrchant Key	,
1 <u>点选启用或不启用</u> Choose to Enable or Disable	MolPay Image: Second state Image: Second state	<mark>设置第3方支付账户</mark> Setup Payment Gateway Account
	MolPay Mecrchant Key EGHL Disable Disable	
	eGHL ID eGHL Password 3 点击"Submit"保存	

SMTP设置 SMTP Setup

1

	Admin Panel	SMTP Settings Settings	Simple Mail Transfer Protocol (SMTP) 是电子邮 件(email)标准格式	
	 AMIRA Denisa Lean Mahes 	Server Name denisa.ehotel.my	 Simple Mail Transfer Protocol (SMTP) is an Internet standard for electronic mail (email) transmission 	
	Logout	Port		
	III Rooms Master Booking	Username		
	🕸 Dashboard	response@denisa.ehotel.my	2 输入的SMTP	
	Settings ~ » Logo » Bill Header	Password	信息 Fill-in SMTP information	
点击"S Click	SMTP Settings" "SMTP Settings"	First Online Ehotel Reply Email		
	 » General Settings » Payment Settings » SMTP Settings » Room Settings 	denisa@firstonline.com.my	"Submit"保存 ick "Submit" to save	
	Add-on Product Guest Listing			
	Booking <			
	☑ Invoice <			
	And Report <			

房间设置 Room Setup



添加新房间 Add New Room

Coline AMIRA O Denisa O Lean Mahos De Logout III Rooms Master Booking 2 Dashboard **O**[®] Settings » Logo Bill Header 364 24 Banners 36 Site Contents News & Promotion 2 General Settings 34 Payment Settings 20-1 100 SMTP Settings » Room Settings 📾 Guest Listing E Booking C? Invoice €. **III** Report e.

Room Type Add Total Room : 30 Alotted Room: 22 Remaining Room : 8 Room Type Name Room Type Name **Total Rooms** Total Rooms Normal Price Normal Price Weekend Price Weekend Price 输入-房间信息 **Promotion Price Fill-in room info** Promotion Price **School Holiday Price** School Holiday Price **Public Holiday Price** Public Holiday Price Occupants 选择图像文件 Occupants 尺寸要求: Show Online 3 I Yes INO 宽度-320 iom photo (size : 320x240px) 高度-240 No file chosen Choose File scription **Choose image file** C. (C) SB III (C) SB Font name - 15 4 - 101 - 52 -B / U - A 26 . 23 The size required: The lotter -2 - 3-× × 🖻 💿 🏭 🐷 INB Width - 320 Format Then a Height - 240 点击"Submit" 3 Words:0 Characters:0 100% 保存 **Click "Submit" to save**



Admin Panel	Ξ								🛔 AMIRA -
Hello, AMIRA • Online	Add-on	-Active	· 古点	点击"Add New Add-on"					🍪 Home > Add-on > -Active
AMIRA Denisa Lean	Add New A	dd-on Active Suspended	レ目 Click "A	インドレン イン イン イン イン イン イン イン Add New Add- add-on pro	川川 阳] 百日 on" to add new oduct				0
Mahes	*	Add-on		-]			Update SortNo
Logout Rooms Master Rooking	1	Chocolate Choc		8.00	Active		1	ж	0
& Dashboard	2	Mee goreng 1101		15.00	Active		1	×	0
G ^e Settings ×	3	Newspaper NP		2.00	Active	1	1	×	0
» Logo » Bill Header	4	Tooth Paste TP		2.00	Active		1	×	0
» Banners									
» Site Contents	点击'	"Add-on Pr	oduct"		2	编辑附	加商品	2	
» News & Promotion	Cli	ck "Add-on Prod	ıct"		~	To edit	add-on		
> General Settings	/				L	10 0410			
» Payment Settings									
» SMTP Settings									
 » koom settings » Add-on Product 	1								
 General Settings Payment Settings SMTP Settings Room Settings Add-on Product 					L				

Admin Panel	
Hello, AMIRA • Online	Add-on Add
AMIRA Denisa Lean Mabes	Add-on Name Add-on Name
 Logout 	Add-on Code
III Rooms Master Booking	Add-on Code Eg: NP ⇒ News Paper 1 输入在附加商员信自
Dashboard	Amount Fill-in add-on info
♥\$ Settings ~ >> Logo	Heritage Tax Enable / Disable V
 Bill Header Banners Site Contents 	submit ← ² 点击 "Submit" 保存
 » News & Promotion » General Settings » Payment Settings 	Click "Submit" to save
» SMTP Settings» Room Settings	
» Add-on Product	

Admin Panel	=					1 AMIRA -
Hello, AMIRA • Online • AMIRA • Denisa • Lean	Guest Details	人。 人。 Click "Add New O	<mark>v Guest"添加新</mark> Guest" to add new guest	房客		& Home > Guest > Guest-
Mahes	Add New Guest Filter By + View All					¢
e rogour	# Guest Name	IC/Passport	Contact Number	Status		
Rooms Master Booking	1 Muthu Ramesh	930404-01-1293	013-3456789	Active	1	×
8 Dashboard	2 Lily Lim	880303-01-1234	017-7332323	Active	1	x
Q ^a _b Settings	3 Group	870114-01-7877	44444	Active	1	×
Guest Listing	4 Ah Fook	830701-14-1233	017-7659080	Active	1	×
Guest Profile	5 Bernard	12345678	0125287769	Active	1	x
	6 Stariley Tiew	1111111111	60197530011	Active	1	x
EDOONING	7 Joe Tiew	1234567890	0197750011	Active	1	x
☑ Invoice (_
🖬 Report 🤇	1 点击"(Guest Profile"	2	编辑房客名	S单	
	查看 Click "Gu g	房客信息 est Profile" view uest info		To edit guest	list	

添加新房客Add New Guest

Guest Info

Guest Name:			
Company Name:			
GST Reg.No:			
IC No :			
Password :			
Contact Number			
Vehicle Number		1	输入房客个人资料
Email			Fill-in guest info
Address Address			
City			
Post Code			
State Johor			
Country Malaysia		_	
submit Back	o 点击"Subn 但友	nit"	
	下 1 元 1 子		

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游客面板订票系统 Guest Panel Booking System



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 Hypermarts (Tesco) all under one roof. Without compromising the location, you

still can enjoy arcade.

选择预约日期,点击"Check Availability"查看空房 Guest pick booking date and click "Check Availability"

Make A Booking



👖 🕇 🔠 🛛 🔒 Login 🛛 Email Us





在籍房客只需填入IC/护照号码和密码 If guest is existing guest then just fill-in IC/Passport No and Password



Make A Booking

Login | New Guest Registration

<u>Existing Guest</u> If you are existing Guest, please login here. Else, please scroll down to register. Forgot password? Don't worry,	Check-in : Check-out :	13-08-2015 14-08-2015
click at "Forgot Password" button to retrieve your password. IC/ Passport No: Password : SUBMIT SUBMIT	<u>၂</u> No	Check Availability
2 点击 "Submit" 登陆		

If guest is	新房客需 new then gu	输入个 lest need	、人资 to fill-ir	料 1 infor	mation		
New Guest Registration You only need to register booking or manage your Fields marked with an ast IC/ Passport Password Full Name Company Name	Dn once. Next time, you account. erisk* are required.	can just login wit	h your IC/ Pa	issport and	l password for new		
GST Reg.No Address Postcode / Zip City		*	*	1	输入个人 Guest need t their in	、资料 to fill-in lfo	
State	Johor	•					
Country Contact Number Email Address b57d4		*	*				
	# (Please enter th	e text/ number y	ou see in the	e left box) 2	点击"Su Click "Su	l bmit" bmit" to log	登陆 gin



Enquiry? + 6073530011

	Online Booki	ng Frontdes	k				
HOME	OUR HOTEL	OUR ROOMS	FAQ	CONTACT US	NEWS & PROMOTION	MY DASHBOARD -	

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

My Menu

My Profile		
My Booking		
Change Password		
Logout		







点击"Confirm & Pay",以 确认预订 Click "Confirm & Pay" to confirm booking


来宾帐户 Guest Account



Enquiry? + 6073530011

FAQ MY DASHBOARD -CONTACT US **NEWS & PROMOTION** My Profile 房客点击"My My Menu Profile", 查 My Profile 看他们的个人 Fields marked with an asterisk* are required. 资料 IC/Passport: My Booking **Guest click "My** Full Name : Lily Lim Change Password Profile" to view their Company Name XYZ (M) Sdn Bhd profile Logout GST Reg.No No 17A Jalan Dedap 4 Address: Make A Booking 2 房客可以编辑自己 Postcode / Zip : 81100 25-08-2015 (2) (2) 的个人资料 Taman Johor Jaya City **Guest can edit their profile** put: 26-08-2015 -Johor State **Check Availability** * Malaysia Country Contact Number : 07-3530011 3 Email Address : sales@firstonline.com.my 点击"Submit"保存 Click "Submit" to save SUBMIT

						f t 💩	🔒 Logout	Email Us
	Online		ontdesk			Enqui	γŝ + 602	73530011
ł	OME OUR	HOTEL OUR F	ROOMS FAQ	CONTACT US	NEWS & PRO	OMOTION	MY DASHBOAR	D 🕶
M) Belo	/ Booking w are your current on.	t active booking(s). T	o view booking histo	ory, please click at Bo	oking History	My Men	u	
#	Booking No	Check-in	Check-out	Payment		My Booking		
1	1439369929	13-08-2015	14-08-2015	Not Paid	View	Logout	ira	
			房客可	可以点击的	"My Boo 页订的历	oking" 史		

	👖 t 🚨 🔒 Logout 💟 Email Us
Online Booking Frontdesk	Enquiry? + 6073530011
HOME OUR HOTEL OUR ROOMS FAQ CONTACT US	S NEWS & PROMOTION MY DASHBOARD -
Change Password Please enter your current & new password, then submit.	点击"Change Password"更 1 改新密码 Guest click "Change Password" to change new password
IC/Passport: Current Password: New Password: * 新入新 Fill-in new	My Booking Change Password Logout
Solice S	"Submit"保存 k "Submit" to save

Admin Panel			1 AMIRA -							
Hello, AMIRA • Online	Dashboard & Home > Dashbo									
ANIRA Denisa Lean Mabes	Welcome AMIRA!	Nelcome AMIRA!								
Logout										
III Rooms Master Booking										
🍰 Dashboard	Master Booking	Check-in	Check-out							
¢ ^c Settings	<									
Guest Listing	«									
Booking How	Booking List	Bill	Guest							
🕍 Report										
	闪烁的"NEW!"显 示了新的预订 The blinking "NEW!" shows new booking									

客房预订清单Booking List

Admin Panel AMIRA -Helio, AMIRA **Room Booking List** B Home > Backing > Room Backing List Online AMIRA Q. Room Number ٠ C Denisa C Lean 0 Mahes Add New Booking Fifter By + View All @ Logout Booking Info Room Number Check-in Check-out Action Pay By III Rooms Master Booking Book No : 1439372315 101 13-08-2015 17-08-2015 Bank-in Pending Extra Guest Booking Date: 12-08-2015 R Dashboard Name : Ah Fook Bank-in[Pending] IC/Passport: С. Of Settings Contact No : Bill/ Change Room Booked via: Colin Statut : Pending è., Guest Listing Delete Book (A): 1439372150 401 13-08-2015 14-08-201 Pending Extra Guest **Booking** Booking Date : 12-08-2015 Name : Muthu Ramesh Booking List ■ Booking List ■ Passport: 点击 "Bank-in(Pending)" Check-in List 2 ontact No : Booked via : Online > Check-out List 更新付款状态 Status : Pending Housekeeping List **Click "Bank-in(Pending)" to update** Book No: 1439369929 201 13-08-2015 Extra Guest > Deposit List Booking Date : 12-08-2015 payment Booking History Name : Lily Lim IC/Passport: ☑ Invoice Contact No : Booked via: Online M Report Status: Pending 清单显示"Pending" 1 状态代表尚未付款 Status "Pending" if no bank-in payment have been made

2

Bank-in I Guest Name : M Contact Numb Email : muthur Amount (RM) : Booking Date : Bank Name	nfo for Booking No : 14393 Muthu Ramesh Muthu Ramesh Muth	372150	
Public Bank Payment Statu Paid Not Paid Paid Payment acc	Js r r r r r r r r r r r r r	1 更新付款状态前 验证银行的 Staff need to verify b update Paym	,工作人员需 付款在信息 ank-in info before tent Status
Submit			
点击"Submit" 保存 Click "Submit" to save	Date Remark	Added By	

Admin Panel	Ξ							1 AMIRA -
Helio, AMIRA • Croine	Room Booking List						ŝ	1 Home > Booking > RoomBooking Lis
AMIRA Denisa Lean Mahes Count	Add New Booking Filter By + View	All	Room Number	•	٩			ļ
III Rooms Master Booking	Bank-in info updated for Booking No : 14393	72150						
Dashboard	# Booking Info	Room Number	Check-in	Check-out	Action	Pay By		
¢ [®] ₉ Settings (1 Book No : 1439372315 Booking Date : 12-08-2015 Name : Ah Fook	101	13-08-2015	17-08-2015	Check-in	Bank-in	Remark	Extra Guest
Guest Listing	IC/Passport Contact No : Booked via : Online							
 Booking * Booking List Check-in List Check-out List Housekeeping List Deposit List 	Status: Confirmed Book No : 1439372150 Booking Date : 12-08-2015 Name : Muthu Ramesh IC/Passport : Contact No : Booked via : Online Status : Confirmed	401	2 人 人 人 人 人 人 人 人 人 人 人 人 人 人 一 人 一 人 一	告"Ch 房客办 k "Check- che	<mark>eck-in"</mark> 理入住手 in" for guest cck-in	, 续 to	Remark	Estra Guest
Booking History Invoice	3 Book No : 1439369929 Booking Date : 12-08-2015	201	13-08-2015	14-08-2015	Bank-in 🝷	Pending	Remark	Extra Guest
Call Report Call	Name : Lily Lim IC/Passport : Contact No : Booked via : Online Status : Pending	1 付款 Status	款以后状 "Confinichanged to	式态更改 rmed" "Confirm	女为 ed" after			

游客入住 Guest Check-in



Admin Panel	≡	💄 AMIRA 🗸
Hello, AMIRA • Online	Check-in List	🍓 Home > Booking > Check-in List
AMIRA Denisa Lean	Add New Booking Filter By - View All	, 0
Manes	# Booking Info Room Number Check-in Check-out Payment	
Rooms Master BookingDashboard	1 Booking No : 1440123278 401 21-08-2015 22-08-2015 Credit Bill View Chee Name : Ah Fook IC/Passport Add Add-on Contact No Add Add-on	ck-in Guest Details Remark
Ø \$Settings <		
Guest Listing		
Booking List Booking List Check-in List Check-out List Housekeeping List Deposit List Booking History Crinvoice <	点击 Click	F "Add-on"以添加 附加商品 "Add-on" if customer request add-on

房客要求附加商品 Guest Request Add-on

Admin Panel 1 AMIRA -Hello, AMIRA Add-on for Booking Number 1439372150 B Home ⇒ Add-on for Booking Number 1439372150 Online 勾选 AMIRA Name , Q. 1 Denisa Check the box C Lean Ô Mahes Check-in List Check-out List Master Booking ó € Logout III Rooms Master Booking Note: Please enable checkbox then click submit button to add add-on to booking Submit Bashboard # Add-On Amount Select 1 Chocolate +GST: 6.00 4 8.00 Ø[®]₆ Settings C_{i} +GST: 6.00 2 Mee goreng 15.00 ■ Guest Listing £., 3 Newspaper +GST: 6.00 +Service Tax: 10.00% ¥ 2.00 v Booking +GST: 6.00 +Service Tax: 10.00% Tooth Paste 4 2.00 » Booking List » Check-in List Submit » Check-out List » Housekeeping List » Deposit List » Booking History 点击"Submit, 2 0 2 Invoice 添加附加商品 M Report ¢., Click "Submit" to add add-on

Admin Pan	el	Ξ						1 AMS	RA +
Hello, AMIRA • Online		Invoice Details 50						🏚 Home > Booking > Pa	ayment
AMIRA Content		Wuthu Ramesh No 17A Jalan Dedap Tel: 013-3456789	f #50 4			Invoice # 50 Date: 12-08-2015			0
Rooms Master Book	áng	Date	Description	Charge(RM)			Раут	占击图标删图	涂
🆀 Dashboard		12-08-2015	HOME STAY-401	200.00			-	附加商品	41
0 ° Settings	¢		GST	12.00			-	Click icon to delet	te
🐚 Guest Listing	<	12-08-2015	Heritage Tax	4.00			÷	add-on	
■Booking	¢	12-08-2015	Payment By Bank-in				216.00		
() hundre	~	13-08-2015	Chocolate	8.00	Update		*		
La invoice		13-08-2015	Newspaper	2.00	Update		×		
 Paid invoice Unpaid invoice 			GST	0.60			-		
W Onpaki a		选择付款力	古式	226.60			216.00		
ша керот	Cho	ose "Payment M	Aethods"	Balance			10.60		
		Payment Meth	ods:	_	Amount Due				
		Cash Credit C	ard OCredit Bill	点击"Submit"	Total:	RM10.60			
	-			Click "Submit"					
							-		

Admin Panel

Room Master Booking



e Hol	Celand Johor B.	H - Omiline Boo ahru: 607-353 0011 sales@firstonline.co	king Front Dock Cyberjaya: 607: 355 0011 m.my
No 17A, Jalan Dedap 4 Ta C-1-19, SME Technoprene	uman Johor Jaya, 81800 um Centre 63000 Cyberj	Johor Bahru, Jol aya, Selangor, M	hor, Malaysia Ialaysia.
Contact Person Lily Lim No 17A Jalan Dedap 4 Phone: 017-7332323		Bo Da GS	oking No : 1440122694 te: 21-08-2015 T Reg.No: A1234567
# Description 1 Deluxe Room - 105 105	Che 选	<mark>择新房间</mark> ew room ava	ilable
Payment M 107 108	Ar	GST Heritage Tax mount Due	RM7.08 RM2.36
109 110	1	otal:	RM127.44

Dana Martan Darah

Admin Panel

Room Master Booking Home / Room Master Booking ♦) = Check-In 🕞 = Check-Out = Reserved **Booking List** Dashboard = Bad New Booking 21 Aug, 2015 22 Aug, 2015 23 Aug, 2015 24 Aug, 2015 25 Aug, 2015 26 Aug, 2015 27 Aug, 2015 Room No Sun Mon Tue Wed Thu 房间变更 Deluxe Room Release Book Book Book 🚽 Book Book -**Room changed** Deluxe Room Book Book Book Group Group Book Book -➡ Lily Lim 🕒 Lily Lim Book 🚽 Book Book Book Book Deluxe Room Book Book Book Book Book Book Book ----104 Deluxe Room Book 👻 Book Book -Book Book Book Book -

👤 AMIRA 🗸

Admin Pana	el \equiv						💄 AMIRA 🗸						
Room Master Booking													
Behome / Room Master Booking													
🏟 = Check-In 🕩 =	Check-Out = Bad =	Reserved New Booking B	ooking 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 - 点	击"Exten	d Stay"	Book 👻	Book 🔫	Book 👻						
Deluxe Room 102	🔿 Group 🔻	Group	Click "Exten	d Stay"	Book 👻	Book 👻	Book 👻						
Deluxe Room 103	Release 🗸	View / Change Room	Book 👻	Book 👻	Book -	Book 👻	Book 👻						
Deluxe Room 104	Book -	Extend Stay	Book 👻	Book 👻	Book -	Book 👻	Book -						
Deluxe Room 105	Book 👻	New Booking	Book 👻	Book 👻	Book 👻	Book 👻	Book 👻						



Admin Panel	≡					💄 AMIRA 🗸
Hello, AMIRA • Online	New Book	king				🍰 Home > New Booking
 AMIRA Denisa Lean 	New Booking	Master Booking				0
 Mahes Logout 	Check-in Date Check-out Dat	: 2015-08-25 te : 2015-08-26				
III Rooms Master Booking	# Descript	ion Room Numb	er Rate (RM)/ Night	Night(s)	Total (RM) - 1 Ni	ight(s) Action
🏠 Dashboard	1 Deluxe R	oom 102	108.00 Z Edit	1	108.00	×
Q[®] Settings <				Total Rental	108.00	
Guest Listing <				GSI	6.48	
■Booking × > Booking List				Total	116.64	
 Check-in List Check-out List Housekeeping List Deposit List 	# 1	Add-on Chocolate Choc	Pric 8.00	re)	Add to Cart	Confirm
 » Booking History Invoice 	2	Mee goreng 1101	15.0	00	Add to Cart	点击"Confirm"
III Report <	3	Newspaper NP	2.00)	Add to Cart	确定 Click "Confirm" to extend
	4	Tooth Paste TP	2.00)	Add to Cart	stay

			L AMIRA ·	
Hello, AMIRA • Online	Booking Summary #1440397692		🍰 Home > Booking > Paym	ent
 AMIRA Denisa Lean Mahes Logout 	Summary & Payment		No # 1440397692 Date: 24-08-2015	¢
Rooms Master BookingDashboard	Check-in: 25-08-2015 Check-out: 26-08-2015			
📽 Settings <				
Guest Listing <	# Description	Rate (RM)/ Night	Total (RM) - 1 Night(s)	
Booking ×	1 Deluxe Room - 102	RM108.00 Sales Tax	RM108.00 RM6.48	
 Check-in List Check-out List Housekeeping List Deposit List 	Payment Methods: Cash Credit Card Credit Bill Card Holder Name 	Amount D Total:	RM114.48	
» Booking History Invoice <	Card Number (eg: 4141/00002131900) Expiry date (eg: 09/17)	上一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一	择付款方式 e payment type	
In Report <	Bank Issue (eg: Maybank)	击"Submit"保存		

Admin Panel

Room Master Booking



坏房/预订**房**间 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 👻				
Single Room 202	Book Bad/Reserve	Book -	Book 👻				
Single Room 203	Bunk -	Book -	Book 👻				
Single Room 204	Book -	Book -	Book 👻				
Single R 205 点击	"Bad/Reser	rve"	Book 👻				
Single Room	Book -	Book -	Book 👻				
Single Room 207	Book 👻						

Admin Panel

Bad/Reserve for Room Number 201 for 2015

Room Type Back

 \mathbf{N}

选择日期 Select date

= Bad	= Re	eserve	d 2	015	20	16	2017																											ſ	*
2015	Мо	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	ľ
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			
Мау					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 Sept	embe	, Tu	esday	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			



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Admin	Pan	el		≡																													1 A	MIRA.	-
Bad/Reserve fo	or Roo	m Nu	mber	201 fo	or 201	.5	Ro	om Ty	/pe	Ba	ck																							0	ł
= Bad	= Re	serve	ed 2	2015	20	16	201	7																										ſ	-0
2015	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	
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			
Мау					1	2	3	4	5		r 8.			\						16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	:
June	1	2	3	4	5	6	7	~	9	圿	掉	的	房	间	Th	e ro	om	is ł	oad	20	21	22	23	24	25	26	27	28	29	30					
July			1	2	з	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			_	= >=	7	L. /r	7 15	-			20	21	22	23	24	25	26	27	28	29	:
September		1	2	3	4	5	6	7	8	9	10	11	12	1		Ч	月 The	引E roo	川他		F 崔	i Vod			24	25	26	27	28	29	30				
October	L			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			
4																																-			Þ

房客**退房** Guest Check-out

Admin Panel	Ξ	
Hello, AMIRA • Online	Check-Out List	2 <mark>按 "Check-out,</mark> 力厉各退房 Click "Check-out" for guest check-out
AMIRA Denisa Lean	Room Number Add New Booking Filter By + View All	• •
ManesLogout	# Booking Info Room Number Check-in	Check-out
Rooms Master Booking	1 Booking No : 1439369929 204 13-08-2015 Guest Name : Liiv Lim	14-08-2015 Guest Details Remark
🍰 Dashboard	IC/Passport : 880303-01-1234 Contact No : 017-7332323	Add Add-on
¢⊈ Settings ⊂	2 Booking No : 1439372150 401 13-08-2015 Guest Name : Nuthu Ramesh	14-08-2015 View Check-out Guest Details Remark
Guest Listing	IC/Passport : 930404-01-1293 Contact No : 013-3456789	Add Add-on
■Booking	3 Booking No : 1439372315 105 13-08-2015 Guest Name : Ah Fook	17-08-2015 View Check-out Guest Details Remark
 Booking List Check-in List 	IC/Passport : 830701-14-1233 Contact No : 017-7659080	Add Add-on
> Check-out List		
 Prousekeeping List Deposit List 	按"Check-out"	
» Booking History	Click "Check-out"	
☑ Invoice		
🖬 Report 🤇		

Hello, AMIRA • Online • AMIRA • Denisa	Check-o	out for F						
AMIRA Denisa		Juciore	Booking Numbe	er 14393699	29		🏟 Home > 0	Check-out for Booking Number 143936
 Lean Mahes Logout Rooms Master Booking 	Check-out Total (in Due : 0.0 Balance	Check- nclude Tax 00	out List Master Boo kes) : RM 78.68	king				
🍘 Dashboard	# Room	n Type	Room Number	Check-in	Check-out	Rate (RM)	Total Rental Cost (RM)	Select to Checkout
📽 Settings <	1 Single	e Room	204	13-08-2015	14-08-2015	65.00	65.00	\checkmark
Guest Listing <								Check-out
 Booking > Booking List > Check-in List 								
 Check-out List Housekeeping List Deposit List Booking History 						确) Clie	人细节后点击 ck "Check-out" after	"Check-out' r confirm the detail
Invoice <								
Report <								

退还押金 Refund Deposit

Admin Panel 📃

```
Hello, AMIRA
                     Deposit List - Paid
     0 Online
                                                                                                   2
                                                                                                          点击"Refund Deposit"退还
AMIRA
                                                                         Room Number
                                                                                          .
                                                                                                                             房客押金
Denisa
C Lean
                                                                                                             Click "Refund Deposit" to refund guest
                                             Check-Out List
                      Add New Booking
                                   Check-in List
Mahes
                                                                                                                                 deposit
Logout
                                                                                                                                                Refunded
                                                                                                                                                       Export To Excel
                                                                                                                                            Paid.
III Rooms Master Booking
                          Booking Info
                                                     Room Number
                                                                    Check-in
                                                                                Check-out
                                                                                                        Pay By
                                                                                            Amount
                                                                                                                Status
& Dashboard
                         Booking No: 1425096892
                                                     101
                                                                    28-02-2015
                                                                                01-03-2015
                                                                                            RM250.00
                                                                                                        Cash
                                                                                                                Paid
                                                                                                                                                    lemark
                          Name: Bernard
                          IC/Passport: 12345678
                ÷.
C<sup>®</sup> Settings
                         Contact No: 0125287769
                                                                                                      注: 只有在房客退房时才能
                0
                          点击"Deposit List",
Guest Listing
                                                                        015
                                                                                02-03-2015
                                                                                            RM250.00
                                                                                                                       退还押金
                                   查看押金名单
                                                                                                     Note: Only after guest check-out they can
Booking
                         Click "Deposit List" to view refund
                                                                                                                      refund deposit
» Booking List
                                        deposit list
                                                                        015
                                                                                26-05-2015
                                                                                            RM250.00
                                                                                                        1.260
                                                                                                                                                    Remark
                                                                                                                                           View
 » Check-in List
 » Check-out List
                                                                                   ×
                          The page at cp.ehotel.my says:
» Housekeeping List
                                                                                            RM250.00
                                                                                                        Cash
                                                                                                                Paid
                                                                                                                                                    Remark
» Deposit List
                          Do you want to REFUND the deposit now?
» Booking History
                                                                                                                          Print
                ÷
Invoice
                                                            OK
                                                                         Cancel
                                                                                            RM250.00
                                                                                                        Cash
                                                                                                                Paid
                                                                                                                                                    Jemark
                ÷
M Report
                                                                                         Deposit for Bernard has been Refunded
                         Contact No: 44444
                                     点击"OK"退款
                                                                                            RM1250.00
                                                                                Total
                             3
                                                                                                        4
                                                                                                               系统显示押金退还讯息
                                       Click "OK" to refund
                                                                                                                     A message will appear
```

AMIRA -

Admin Panel	=				占击	" P	ofun	dod"	杏丢	以退还
Hello, AMIRA • Online	Deposit List - Refunde	d			мц	N	拥	acu , f金清单	卫伯	
AMIRA Denisa Lean Mabes	Add New Booking Check-in Lis	Ro st Check-Out L	om Number ist		Click "	Refu	nded" to	o view refun	ded de	posit list
C Logout								Paid	Refunded	Export To Excel
Rooms Master Booking	# Booking Info	Room Number	Check-in	Check-out	Amount F	Pay By	Status			
Dashboard	1 Booking No : 1424835713 Name : abc IC/Passport : 1234512345	101	25-02-2015	26-02-2015	RM250.00 C	Cash	Refunded	Cancel Refund	View	Remark
Guest Listing <	Contact No : 0125367788 2 Booking No : 1418318909 Nemesche	101	12-12-2014	13-12-2014	RM250.00 C	Cash	Refunded	Print Cancel Refund	View	Remark
Booking V	Name : abc IC/Passport : 1234512345 Contact No : 0125367788							Print		
 Check-in List Check-out List Housekeeping List 	3 Booking No : 1424077811 Name : abc IC/Passport : 1234512345 Contact No : 0125367788	102	16-02-2015	17-02-2015	RM250.00 C	Cash	Refunded	Cancel Refund Print	View	Remark
» Deposit List » Booking History	4 Booking No : 1424856521 Name : Stanley Tiew IC/Passport : 11111111111 Contact No : 60197530011	202	25-02-2015	26-02-2015	RM250.00 C	Cash	Refunded	Cancel Refund Print	View	Remark

查看家政服务列表 View Housekeeping List

Admin Panel AMIRA -Hello, AMIRA Housekeeping List - Not Released B Home > Booking > Housekeeping List - Not Released Online AMIRA Q. Room Number . Denisa Lean Mahes Add New Booking Not Released Released Logout **Booking Info** Check-in Rooms Master Booking Room Number Check-out Status Booking No - 1438756182 05.09.2015 07-08-2015 Not Released View Remark Dashboard 点击"Housekeeping List"确认 07-08-2015 Not Released 0° Settings 房间清理状态 1 Not Released 07-08-2015 lemark View Click "Housekeeping List" to view room under Guest Listing cleaning process 10-08-2015 Not Released Remark Booking Booking No: 1438849758 Not Released 202 07-08-2015 10-08-2015 » Booking List Reman View > Check-in list Booking No: 1438849758 Not Released 203 07-08-2015 10-08-2015 Remark > Check-out List Not Release? 请完毕后点击"Release" » Housekeeping List x 10-08-2015 The page at cp.ehotel.my says: » Deposit List 以开放房间 » Booking History **Click "Release" if cleaning process** Do you want to RELEASE this room now? Invoice done M Report ¢. ОК Cancel House Keeping done for Room Number 102 4 系统显示房间以开放信息 3 点击"OK"开放房间 A message will appear Click "OK" to release room

Admin Panel	≡						1 AMIRA -
Hello, AMIRA • Online	Paid Invoice						● 主页 Home > Invoice > Paid Invoice
 AMIRA Denisa 			Invoic	e Number 🔹	۵2	点击"View	/"显示
O Lean O Mahes	Add New Booking	View All				Click "Vie	ew"
🖲 Logout	Invoice No	Booking Number	Guest Info	Check-in	Check-out	Amount	
Rooms Master Booking	50	1439372150	Muthu Ramesh 930404-01-1293	13-08-2015	14-08-2015	226.60	Wew htt
a Dashboard 片	贰击"Pai	d Invoice,	013-3456789				
¢\$ Settings 1	查看以 lick "Paid In	支付发票 voice ["] to view	Ah Fook 830701-14-1233 017-7659080	13-08-2015	17-08-2015	488.16	View Print
Guest Listing	paid i	nvoice	Muthu Ramesh	07-08-2015	10-08-2015	664.20	Wew Print
∃Booking (/		013-3456789				
@ Invoice	45	1438754780	Muthu Ramesh 930404-01-1293	06-08-2015	09-08-2015	776.14	Wew Print
» Paid Invoice	-		013-3456789				
> Unpaid Invoice	44	1438765514	Muthu Ramesh 930404-01-1293	06-08-2015	07-08-2015	116.64	Wew Print
A Report C			013-3456789				

Tax Invoice Ref #50

Muthu Ramesh

Tel: 013-3456789

No 17A Jalan Dedap 4

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	2001	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	2001	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



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AMIRA Denisa Lean	Invoice Payment Cart Master Booki	ng				0
Mahes	# Invoice No	Due Amount		Pay(RM)	Action	
^{● Logout} 1 洗择	付款方式	127.44		127.44	×	
Rooms Maste Choose pa	yment methods	397.50		397.50	×	
🚯 Dashboard		Total Amount	to Pay	524.94		
©% Settings <					Confirm To P	ay
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	C/Card Cheque		3 <mark>点</mark>	〔击 "Con	firm To P	ay"
» Booking List				Click "Conf	firm To Pay"	
 Check-in List Check-out List 						
» Housekeeping List	2	榆入详细品	ll in detaile			
» Deposit List	2		n-m details			
» Booking History						
Pay By C/Card		▼ P	Pay By Ch	eque		•
Card Holder Name						
Card Number			Ban	k Name		
Expiry date			Che	que Number		
Bank Name						

Admin Panel		👤 AMIRA 🗸
Hello, AMIRA • Online	Today Collection Report	Home > Report > Collection Report
 AMIRA Denisa Lean Mahes 	Today Collection Cash RM125.12 Click Here	Today Collection Credit Card RM0.00 Click Here ♥
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Admin Panel



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查看客房占用报告 View Occupancy Report

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Hello, AMIRA • Online		Occupany R	eport											ŵ	Home > 0	ccupany Report
AMIRA Denisa														Pre	v 7 Days	Next 7 Days
Mahes		Room Type	20 Aug Thu	, 2015	21 Aug, Fri	2015	22 Aug, Sat	2015	23 Aug, Sun	2015	24 Aug, Mon	2015	25 Aug, Tue	2015	26 Aug Wed	, 2015
🕩 Logout		Deluxe Room	1/10	10%	0/10	0%	0/10	0%	0/10	0%	0/10	0%	0/10	0%	0/10	0%
Rooms Master Booking		HOME STAY	1/1	100%	0/1	0%	0/1	0%	0/1	0%	0/1	0%	0/1	0%	0/1	0%
🏠 Dashboard		Chalet	0/1	0%	0/1	0%	0/1	0%	0/1	0%	0/1	0%	0/1	0%	0/1	0%
© ₿ Settings	<	Single Room	0/10	0%	0/10	0%	0/10	0%	0/10	0%	0/10	0%	0/10	0%	0/10	0%
Guest Listing	<													Pre	v 7 Days	Next 7 Days
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谢谢 THANK YOU

