

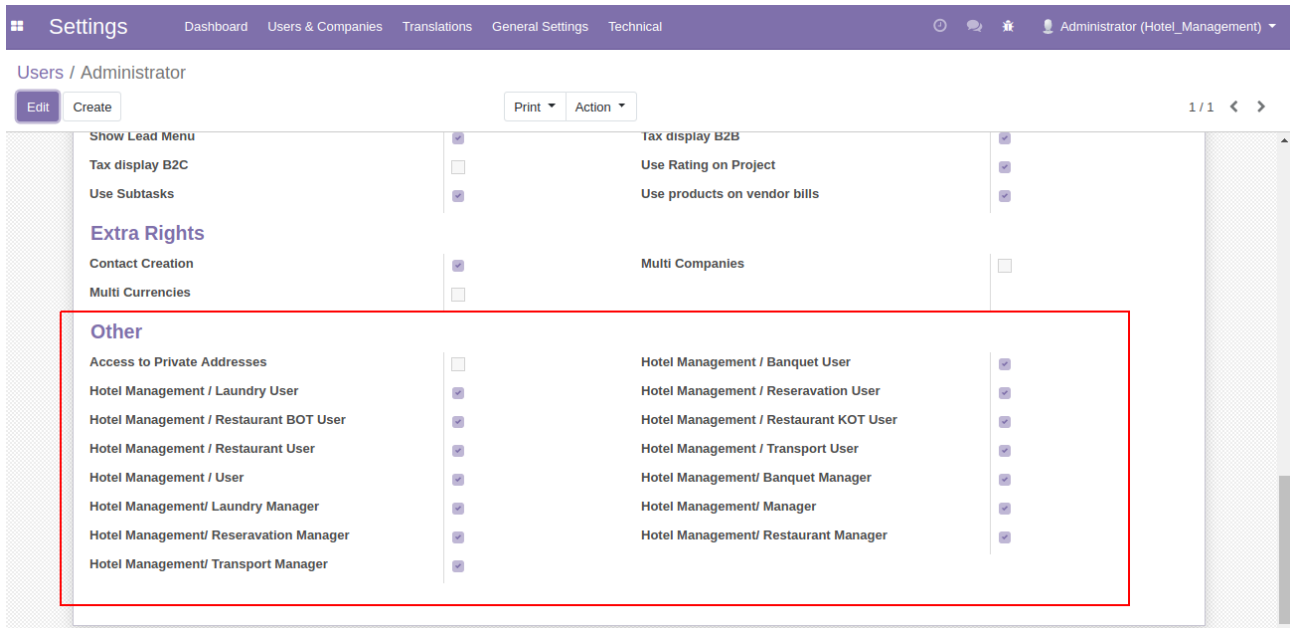


Odoo Hotel Management

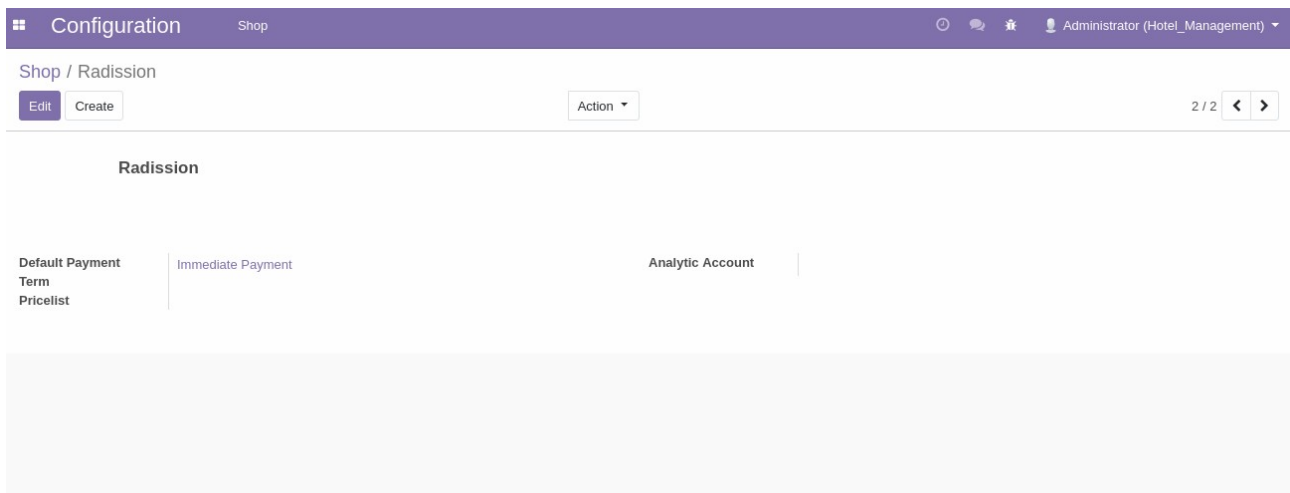
User Manual

Odoo Hotel Management

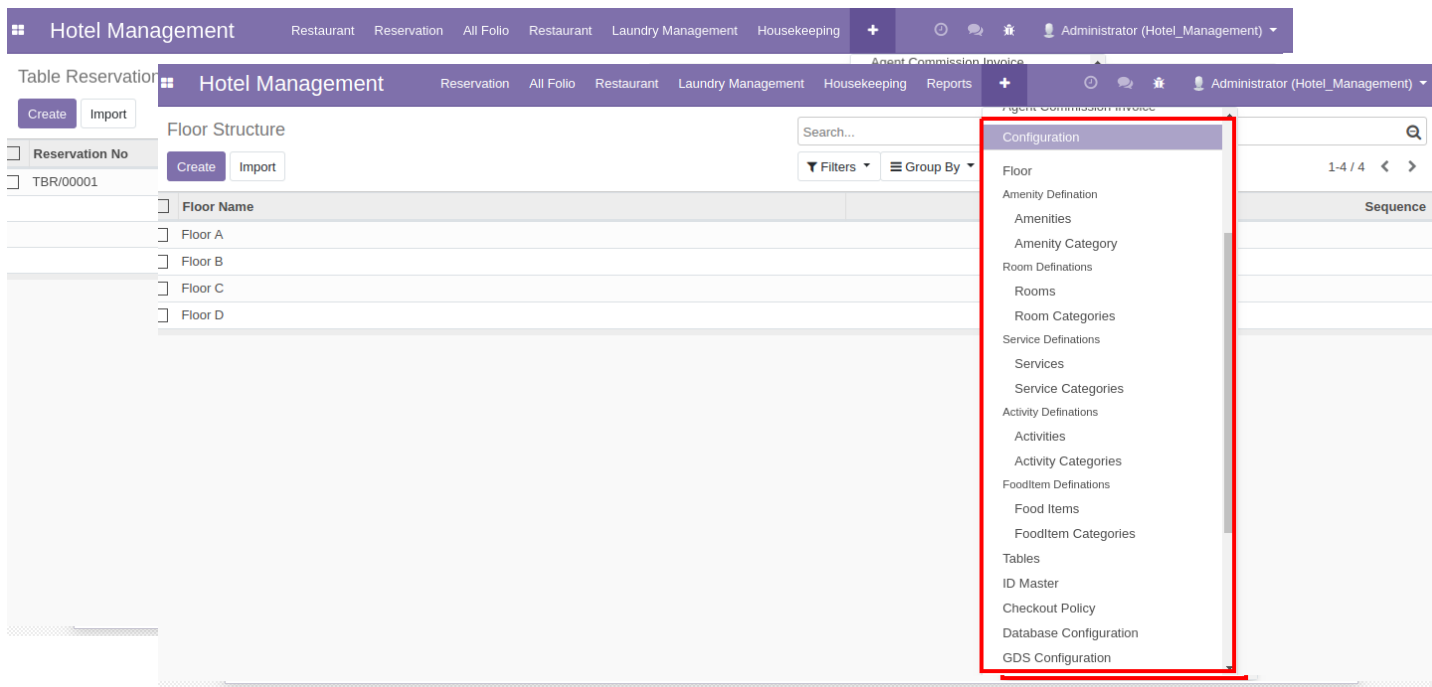
1. Admin should provide access rights by checking the checkboxes and save it to the users to access all the functionalities.(Go to settings>users>administrator>other) as shown in below screenshots:



2. Create shop by entering shop name and default payment under configuration:

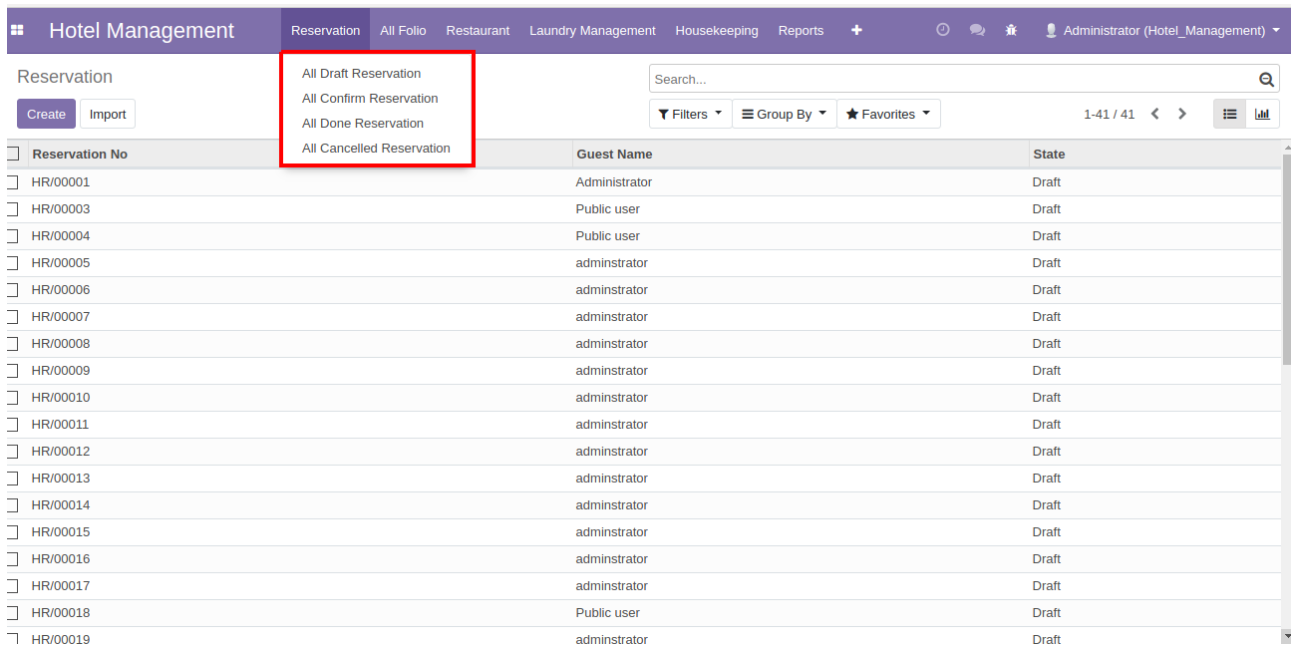


3. Goto Hotel Management app, click on the + sign, configuration options will get open.



Create the masters for floor, amenities, amenities category, rooms, room categories, services, services categories, activities, activity categories, food items, food item categories, tables etc. which is necessary to be maintained before creating reservations.

Here we have draft, confirm, done and cancelled stages for reservation as shown in below screenshot:



Click on the create button which will display the reservation form where you have to provide the details for shop, guest name, ordered date, pricelist, children(if any) etc.

Reservation / New

Save Discard

Confirm Cancel Reservation Draft Confirm Done

Reservation No. Date Ordered 01/07/2020

Shop My Company Pricelist Public Pricelist (USD)

Guest Name Adults 0

Children 0 Via Direct

Source Internal Reservation

Booking Details Item Details Other Services ID Details

Number Of Rooms 0 Deposit Policy Deposit Percentage

Percentage/Deposit Amt 0.00 Deposit Account

Booking Ref. Meal Type

Room Type	Room Number	Checkin Date	Checkout Date	Taxes	Discount (%)	Price	Sub Total
Add a line							

Select the room type, room number, checkin-checkout dates, taxes(If any), price and subtotal will be calculated accordingly

Create Reservation Line X

Room Type

Checkin Date 01/07/2020 13:39:23

Checkout Date 01/11/2020 13:39:23

Room Type 1BHK / 1BHK

Room Number R-003

Number Of Days 5

Price 1000

Sub Total 5,000.00

Discount (%) 0.00

Tax On Product

Taxes Tax 15.00%

Save & Close Save & New Discard Remove

Click on the save button to save the reservation which will be in the draft stage as shown in below screenshot. User can confirm the reservation or cancel the reservation. If he confirms, stage of the particular reservation will change to confirmed status.

Edit

Create

Action ▾

1 / 1 < >

Confirm

Cancel Reservation

Draft

Confirm

Done

Reservation No

HR/00044

Date Ordered

01/07/2020

Shop

My Company

Pricelist

Public Pricelist (USD)

Guest Name

Mr. Shah

Adults

0

Children

0

Via

Direct

Source

Internal Reservation

Booking Details

Item Deatails

Other Services

ID Details

Number Of Rooms

1

Deposit Policy

Deposit Percentage

Percentage/Deposit Amt

0.00

Deposit Account

100000 Fixed Asset Account

Booking Ref.

Meal Type

Room Type	Room Number	Checkin Date	Checkout Date	Taxes	Discount (%)	Price	Sub Total
1BHK / 1BHK	R-003	01/07/2020 13:39:23	01/11/2020 13:39:23	1 record	0.00	1,000.00	5,000.00

When user confirms the reservation, two options comes up. Create folio from where you can add this record in folio and stage will chnage to done or user can cancel the reservation by clicking on the cancel reservation button. This is how reservation is done.

Edit

Create

Action ▾

4 / 4 < >

Draft

Confirm

Done

Reservation No

HR/00047

Date Ordered

01/07/2020

Shop

My Company

Pricelist

Public Pricelist (USD)

Guest Name

Mr. Singhania

Adults

0

Children

0

Via

Direct

Source

Internal Reservation

Booking Details

PickUp Details

ID Details

Number Of Rooms

1

Meal Type

Advance Amount

0.00

Deposit Account

100000 Fixed Asset Account

Room Type	Room Number	Checkin Date	Checkout Date	Discount (%)	Price	Sub Total
All / single / Single Room	r012	01/07/2020 14:04:59	01/11/2020 14:04:59	0.00	200.00	1,000.00

4. After making reservation, goto All Folios to see all the done stage reservations:

Hotel Management						Reservation	All Folio	Restaurant	Laundry Management	Housekeeping	Reports	Banquet Booking	+	🕒	💬	👤 Administrator
Hotel Folio						Search...										🔍
Create Import						▼ Filters ▼ ≡ Group By ▼ ★ Favorites ▼										1-4 / 4 < >
<input type="checkbox"/>	Order Reference	Reservation Ref	Customer	Order Date	Total	Order State										
<input type="checkbox"/>	SO001	HR/00002	Administrator	01/06/2020 11:38:37	2,990.00	To Invoice										
<input type="checkbox"/>	SO005	HR/00046	Mr. Shah	01/07/2020 13:38:04	5,750.00	Quotation										
<input type="checkbox"/>	SO006	HR/00046	Mr. Shah	01/07/2020 13:38:04	300.00	In Progress										
<input type="checkbox"/>	SO007	HR/00047	Mr. Singhania	01/07/2020 13:57:06	1,150.00	Quotation										
					10,190.00											

Select the respective reservation, open it and confirm the folio by clicking on it which will change the stage to inprogress from quotation.

Hotel Management																	Reservation	All Folio	Restaurant	Laundry Management	Housekeeping	Reports	Banquet Booking	+	🕒	💬	👤 Administrator										
Hotel Folio / SO007																																					
Edit Create																	Print ▼ Action ▼										4 / 4 < >										
Create Invoice																	Quotation To Invoice In Progress CheckOut																				
Folio Other Data ID Details Advance Payment Transfer Invoice Details History Table Reservations POS ORDERS																																					
Guest Name			Mr. Singhania				Invoice Address			Mr. Singhania																											
Pricelist			Public Pricelist (USD)																																		
Company			My Company																																		
Room Lines																																					
Description	Check In	Check Out	Room No	Quantity	Rent(UOM)	Rent	Subtotal																														
r012	01/07/2020 14:04:59	01/11/2020 14:04:59	r012	5.000	Unit(s)	200.00	1,000.00																														
Service Lines																																					
Description	Product	Quantity	Unit Price	Subtotal																																	

Now user will create invoice by clicking on the create invoice button. It will prompt a message asking if you want to give any reference to another orders and create invoice.

Hotel Management | Reservation | All Folio | Restaurant | Laundry Management | Housekeeping | Reports | Banquet Booking | + | Administrator

Hotel Folio / SO007

Transfer Invoice

Folio Ref: SO007 | Transfer Folio Ref:

Guest Name: Mr. Singhania | Invoice Address: Mr. Singhania

Pricelist: Public Pricelist (USD)

Company: My Company

Room Lines

Description	Check In	Check Out	Room No	Quantity	Rent(UOM)	Rent	Subtotal
r012	01/07/2020 14:04:59	01/11/2020 14:04:59	r012	5.000	Unit(s)	200.00	1,000.00

Service Lines

Which comes up with an option of advance payment, click on the advance payment for the payment

Hotel Management | Reservation | All Folio | Restaurant | Laundry Management | Housekeeping | Reports | Banquet Booking | + | Administrator

Hotel Folio / SO007

4 / 4

Checkout | **Advance Payment** | Quotation | In Progress | Checkout

Folio | Other Data | ID Details | Advance Payment | Transfer Invoice Details | History | Table Reservations | POS ORDERS

Guest Name: Mr. Singhania | Invoice Address: Mr. Singhania

Pricelist: Public Pricelist (USD)

Company: My Company

Room Lines

Description	Check In	Check Out	Room No	Quantity	Rent(UOM)	Rent	Subtotal
r012	01/07/2020 14:04:59	01/11/2020 14:04:59	r012	5.000	Unit(s)	200.00	1,000.00

Service Lines

Description	Product	Quantity	Unit Price	Subtotal
-------------	---------	----------	------------	----------

Fill all the details related to payment as shown below:

Hotel Management

Reservation All Folio Restaurant Laundry Management Housekeeping Reports Banquet Booking +

Hotel Folio / SO007

Edit Create

Checkout Advance

Folio

Guest Name

Pricelist

Company

My Company

Room Lines

Description	Check In	Check Out	Room No	Quantity	Rent(UOM)	Rent	Subtotal
r012	01/07/2020 14:04:59	01/11/2020 14:04:59	r012	5.000	Unit(s)	200.00	1,000.00

Service Lines

Deposit amount entry

Amount: 1150

Journal: Customer Invoices (USD)

Payment Date: 01/07/2020

Deposit Account: 101110 Stock Valuation Account

Reservation Ref: HR/00047

Cancel Payment

After making payment, user will click checkout button for checking out which will change the stage to checkout.

Hotel Management

Reservation All Folio Restaurant Laundry Management Housekeeping Reports Banquet Booking +

Hotel Folio / SO007

Edit Create

Print Action

4 / 4

Done

Quotation In Progress CheckOut

Folio Other Data ID Details Advance Payment Transfer Invoice Details History Table Reservations POS ORDERS

Guest Name: Mr. Singhania

Pricelist: Public Pricelist (USD)

Company: My Company

Invoice Address: Mr. Singhania

Room Lines

Description	Check In	Check Out	Room No	Quantity	Rent(UOM)	Rent	Subtotal
r012	01/07/2020 14:04:59	01/11/2020 14:04:59	r012	5.000	Unit(s)	200.00	1,000.00

Service Lines

Description	Product	Quantity	Unit Price	Subtotal
-------------	---------	----------	------------	----------

Then go to history for clearing the invoice.

Hotel Management Reservation All Folio Restaurant Laundry Management Housekeeping Reports Banquet Booking + 🕒 💬 👤 Administrator

Hotel Folio / SO007

Edit Create Print Action 4 / 4 ◀ ▶

Done Quotation In Progress CheckOut

Folio Other Data ID Details Advance Payment Transfer Invoice Details **History** Table Reservations POS ORDERS

Related invoices

Vendor	Bill Date	Number	Payment Ref.	Due Date	Source Document	Tax Excluded	Tax	Total	To Pay	Status
Mr. Singhania					SO007	\$ 1,000.00	\$ 150.00	\$ 1,150.00	\$ 0.00	Draft

1,000.00 150.00 1,150.00 0.00

Laundry Related invoices

Vendor	Bill Date	Number	Payment Ref.	Due Date	Source Document	Tax Excluded	Tax	Total	To Pay	Status
--------	-----------	--------	--------------	----------	-----------------	--------------	-----	-------	--------	--------

Click on the invoice line which will prompt open invoices which is in the draft stage as shown below:

Open: Invoices Validate Draft Open Paid

Vendor: Mr. Singhania Source Document: SO007

Vendor Reference: Auto-Complete Bill Date: Due Date:

Bill Other Info

Product	Description	Account	Analytic Account	Analytic Tags	Quantity	Unit of Measure	Unit Price	Discount (%)	Taxes	Amount
r012	r012	200000 Product Sales			5.000	Unit(s)	200.00	0.00	Tax 15.00%	\$ 1,000.00

Close

Click validate which will take user to register payment option, then click on register payment for payment and fill all the required details which are there on the payment form as shown below (payment can be done from bank or cash)or user can also provide credit note(if required)

Register Payment

Payment Amount: \$1,150.00

Payment Date: 01/07/2020

Payment Journal: Bank (USD)

Memo: INV/2020/0004/04

Buttons: Validate, Cancel, Close

Click on validate for validating the payment which will change the status to paid.

5. Restaurant:

Under Restaurant, select shop then select room no.(if table is to be booked for the room stayers) otherwise leave empty.

Select start and end date and time slot for which booking is to made.

Add table number mentioning the capacity of the people. Book two tables in single order only if more people are there than the table capacity.

Also food order can be taken at the time of table reservation.

Then save it, confirm it, done it, following each step then it will go to final status as order done.

Table Reservation / TBR/00001

Buttons: Save, Discard

Reservation No: TBR/00001

Shop: My Company

Room No: [Empty]

Start Date: 01/06/2020 12:27:05

End Date: 01/11/2020 12:27:05

Pricelist: Public Pricelist (USD)

Customer Name: Administrator

Table number	Shop	Capacity	Availability Status
Tb-001	My Company	4	Available
Tb-02	My Company	8	Available

Add a line

Order List

Item Name	Qty	Taxes	Rate	Subtotal
Tomato Soup	5	1 record	100.00	500.00

Add a line

6. Laundry Management

User can create a request for availing laundry service for any guest for their reserved room.

Enter the request data when it is to be done, with its shop's name, selecting the room and service type may be internal or third party as per the availability. System will fetch the guest name automatically.

Hotel Management | Reservation | All Folio | Restaurant | Laundry Management | Housekeeping | Reports | Banquet Booking | + | Administrator

Laundry Service Configuration / New

Save | Discard

Confirm | Cancel | Draft | Confirmed | Done

Order Reference

Request Date: 01/07/2020 14:55:24

Shop Name: My Company

Pricelist: Public Pricelist (USD)

Responsible: Administrator

Request Deadline: 01/07/2020 14:55:24

Company: My Company

Room Info

Request Type: From Room

Is Chargable: ☐

Room No: R-003

Service Type: Internal

Guest Name: Mr. Shah

Supplier Info

Supplier: Green Laundry service

Select laundry service product info by clicking on add a line

Hotel Management | Reservation | All Folio | Restaurant | Laundry Management | Housekeeping | Reports | Banquet Booking | + | Administrator

Laundry Service Configuration / New

Save | Discard

Supplier: Green Laundry service

Laundry Service Product Info

Laundry Service Product

Service Name	Customer Taxes	Sales Rate	Sales Sub Total
Add a line			
			0.00
Subtotal:			0.00
Tax:			0.00
Total:			0.00

Select which service is to be utilised with its pricelist and line items as shown in below screenshot:

Hotel Management

Reservation All Folio Restaurant Laundry Management Housekeeping Reports Banquet Booking +

Administrator

Laundry Service Configuration / LDR0002

Save Discard

Supplier

Laundry Service Configuration

Service Name Washing Clothes Pricelist Public Pricelist (USD)

Customer Taxes Tax 15.00% Sales Rate 0.00

Sales Sub Total 0.00

Service Product Line Info

Items	Quantity	UOM	Sales Price	Sale Sub Total
Shirt	1.00		10.00	10.00
Add a line				
				10.00

Save & Close Save & New Discard

Click on save and close and confirm the request which will change the stage to confirmed.

Hotel Management

Reservation All Folio Restaurant Laundry Management Housekeeping Reports Banquet Booking +

Administrator

Laundry Service Configuration / LDR0002

Edit Create Action

2 / 2

Send to Laundry Draft Confirmed Done

Order Reference LDR0002 Responsible Administrator

Request Date 01/07/2020 14:55:24 Request Deadline 01/07/2020 14:55:24

Shop Name My Company Company My Company

Pricelist Public Pricelist (USD)

Room Info

Request Type From Room Service Type Internal

Is Chargable ☐

Room No R-003 Guest Name Mr. Shah

Supplier Info

Supplier Green Laundry service

Laundry Service Product Info

Click on the send to laundry which will change the stage to sent to laundry and click on return laundry which will change the status to laundry changed.

Hotel Management

[Reservation](#)
[All Folio](#)
[Restaurant](#)
[Laundry Management](#)
[Housekeeping](#)
[Reports](#)
[Banquet Booking](#)

+

🕒

💬

👤 Administrator

▼

Laundry Service Configuration / LDR0002

Edit

Create

Action ▼

2 / 2

◀ ▶

Customer Return

Draft

Confirmed

Laundry Returned

Done

Order Reference

LDR0002

Request Date

01/07/2020 14:55:24

Shop Name

My Company

Pricelist

Public Pricelist (USD)

Responsible

Administrator

Request Deadline

01/07/2020 14:55:24

Company

My Company

Room Info

Request Type

From Room

Is Chargable

☐

Room No

R-003

Service Type

Internal

Guest Name

Mr. Shah

Supplier Info

Supplier

Green Laundry service

Laundry Service Product Info

Hotel Management

[Reservation](#)
[All Folio](#)
[Restaurant](#)
[Laundry Management](#)
[Housekeeping](#)
[Reports](#)
[Banquet Booking](#)

+

🕒

💬

👤 Administrator

▼

Laundry Service Configuration / LDR0002

Edit

Create

Action ▼

2 / 2

◀ ▶

Laundry Return

Draft

Confirmed

Sent to Laundry

Done

Order Reference

LDR0002

Request Date

01/07/2020 14:55:24

Shop Name

My Company

Pricelist

Public Pricelist (USD)

Responsible

Administrator

Request Deadline

01/07/2020 14:55:24

Company

My Company

Room Info

Request Type

From Room

Is Chargable

☐

Room No

R-003

Service Type

Internal

Guest Name

Mr. Shah

Supplier Info

Supplier

Green Laundry service

Laundry Service Product Info

Now click on return customer to give the laundry back to the guest which will change the status to done and its process will be completed.

Hotel Management Reservation All Folio Restaurant Laundry Management Housekeeping Reports Banquet Booking + Administrator

Laundry Service Configuration / LDR0002

Edit Create Action 2 / 2 < >

Done Draft Confirmed Customer Returned Done

Order Reference LDR0002
Request Date 01/07/2020 14:55:24
Shop Name My Company
Pricelist Public Pricelist (USD)

Responsible Administrator
Request Deadline 01/07/2020 14:55:24
Company My Company

Room Info

Request Type From Room
Is Chargeable ☐
Room No R-003

Service Type Internal
Guest Name Mr. Shah

Supplier Info

Supplier Green Laundry service

Laundry Service Product Info

8. HouseKeeping

User will create a request for housekeeping where he will have to enter required information.

Start date- when it gets started

Expected end date- when it gets end

Cleantype: Whether this service has to be done at check in time, checkout time, or daily.

Room no. Select the room number for which this activity is to be done.

Roomtype activity: add a line of the activity which is to be performed and save it

Hotel Management Reservation All Folio Restaurant Laundry Management Housekeeping Reports Banquet Booking + Administrator

Housekeeping / New

Save Discard

Clean Dirty Clean Inspect Done

Housekeeping

Start Date 01/11/2020
Clean Type Checkout
Inspector Josh
Housekeeping Type

Expected End Date 01/11/2020
Room No R011
Inspect Date Time 01/11/2020 15:40:11

Housekeeping Activity	Housekeeper	Clean Start Time	Clean End Time	Dirty	Clean
cleaning and polishing toilets	Josh	01/11/2020 15:41:03	01/11/2020 19:41:03	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Add a line](#)

Click on clean will change the stage to clean then click on inspect will change to inspect and clicking on done will change the stage to done.(followed each step)

Hotel Management

Reservation
All Folio
Restaurant
Laundry Management
Housekeeping
Reports
Banquet Booking
+

Administrator

Housekeeping / hotel.housekeeping,3

EditCreate

Action

3 / 3

DoneCancel

DirtyCleanInspectDone

Housekeeping

Start Date

01/11/2020

Clean Type

Checkout

Inspector

Josh

Housekeeping Type

Cleaning

Expected End Date

01/11/2020

Room No

R011

Inspect Date Time

01/11/2020 15:40:11

Housekeeping Activity	Housekeeper	Clean Start Time	Clean End Time	Dirty	Clean
cleaning and polishing toilets	Josh	01/11/2020 15:41:03	01/11/2020 19:41:03	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If there is any situation or repair any item or replacing any item then user can utilise request for repair/ replacement and enter all the information like shop, source, requested by, activity and add line by entering the details of required item for that particular service. Follow the stages by assign and done.

Issue Material / ISS/000001

Issue Material

EditCreate

Action

1 / 1

DraftConfirmDone

Issue Material

Issue Slip

ISS/000001

Shop

My Company

Complaint

Replace Cheer

Request Number

RPC/2020/00001

Product	Qty	UOM	Source Location	Destination Location
[TIPS] Tips	1.00	Unit(s)	WH/Stock	Partner Locations

Hotel Management

Reservation
All Folio
Restaurant
Laundry Management
Housekeeping
Reports
Banquet Booking
+

Administrator

Request for Repair / Replacement / RPR/2020/00001

EditCreate

Action

1 / 1 < >

ConfirmCancel

DraftConfirmedAssignedDone

Repair Housekeeping

Req No

RPR/2020/00001

Date Ordered

01/07/2020 15:56:58

Shop

My Company

Source

Internal Observation

Room No

R-003

Requested By

Josh

Activity

Repair

Approved By

Complaint

Defected Bulb

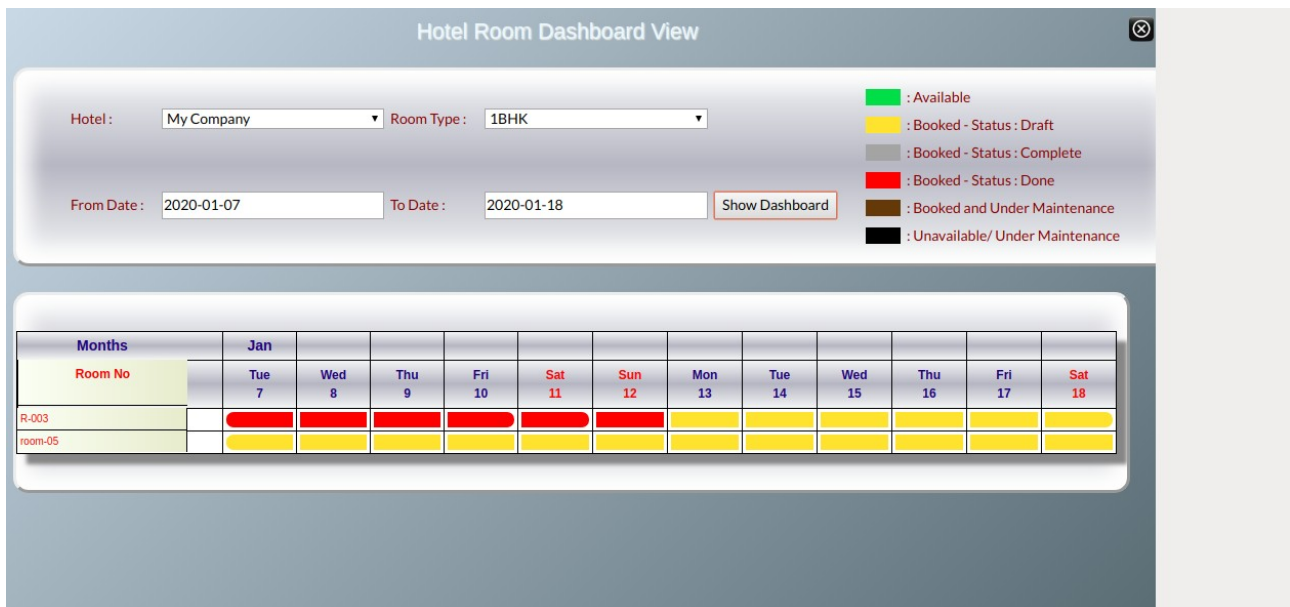
Product	Qty	UOM
Bulb	5.00	Unit(s)

User can issue the required material using this below screen.

Similarly banquet reservations can be done as room reservation are shown.

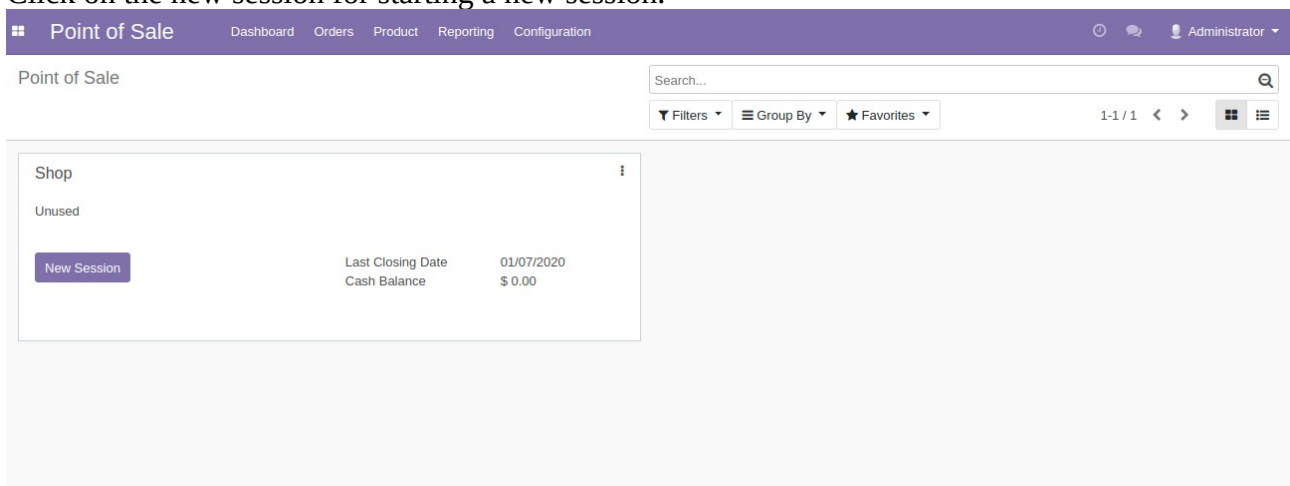
Room Dashboard:

User can select thr from date and to date and click on show dashboard nd able to see the information regarding the rooms as shown inbelow screenshot with all the available status.

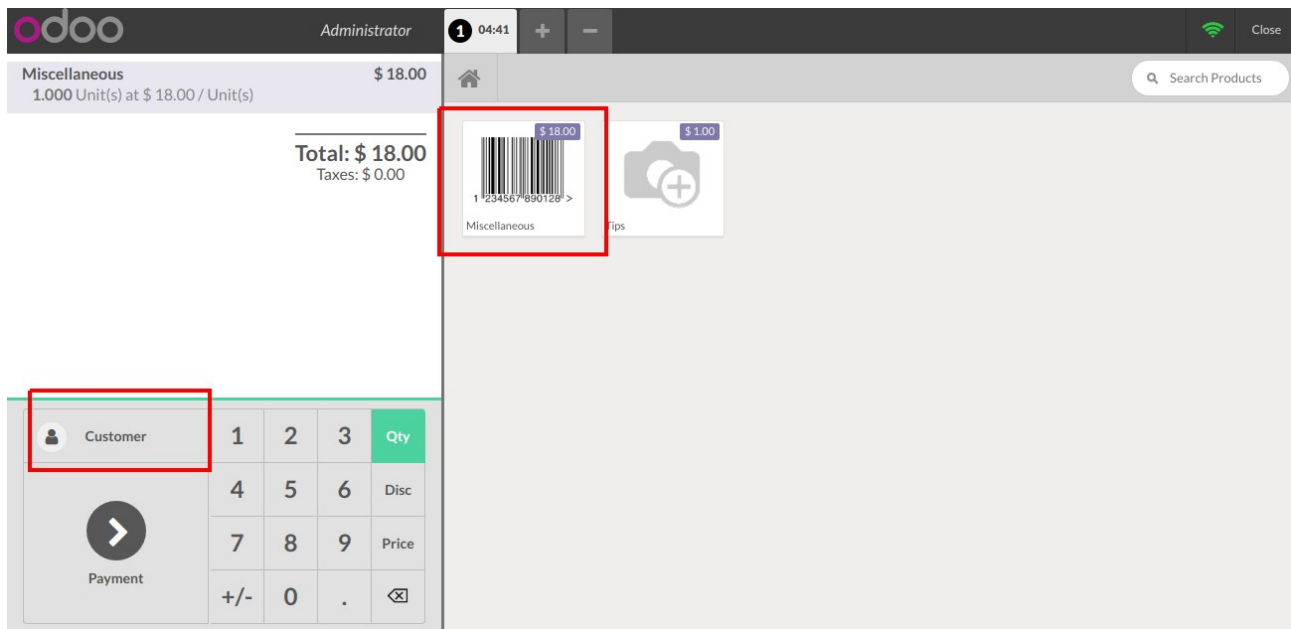


POS

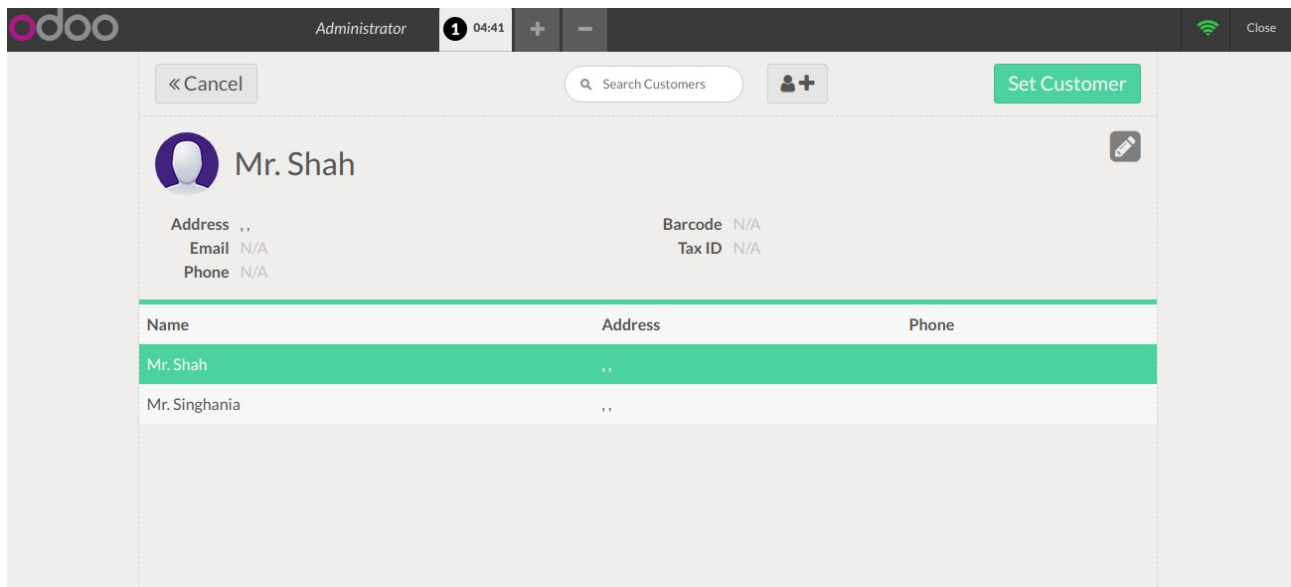
Click on the new session for starting a new session.



Select the product which is for selling and select customer by clicking on the customer button:



Then select customer and set it as shown below



Click on the payment for proceeding the payment

Administrator
04:41
+
-
Close

Miscellaneous
\$ 18.00
1.000 Unit(s) at \$ 18.00 / Unit(s)

Total: \$ 18.00
Taxes: \$ 0.00

\$ 18.00
Miscellaneous

\$ 1.00
Tips

Mr. Shah
1
2
3
Qty

4
5
6
Disc

7
8
9
Price

+/-
0
.

Payment

Select the method as cash and enter the amount for the payment and validate it

Administrator
04:41
+
-
Close

« Back
Payment
Validate »

Cash (USD)
\$ 18.00
Please select a payment method.

1
2
3
+10

4
5
6
+20

7
8
9
+50

C
0
.

Mr. Shah
Room

Then click again on validate for proceeding for the payment

Administrator

1 04:41

+

-

Close

« Back

Payment

Validate »

Cash (USD)

Due	Tendered	Change	Method
18.00	18.00		Cash (USD) ✕

1	2	3	+10
4	5	6	+20
7	8	9	+50
C	0	.	⌫

Mr. Shah

Room

Receipt will prompt with all the details and user can move to next order.

Administrator

1 04:41

+

-

Close

Change: \$ 0.00

Next Order »

Print Receipt

01/07/2020 16:45:00 Order 00006-001-0001

My Company
Phone:
User: Administrator

Miscellaneous	1.000	\$ 18.00
Subtotal:		\$ 18.00
Total:		\$ 18.00
Cash (USD)		\$ 18.00
Change:		\$ 0.00

Now user can view the orders which were created and edit incase required

Point of Sale

Dashboard

Orders

Product

Reporting

Configuration

Administrator

Orders

Orders

Sessions

Customers

Search...

Filters

Group By

Favorites

1-1 / 1

Order Ref	Receipt Ref	Customer	Order Date	Salesperson	Total	Status	Session
Shop/0001	Order 00006-001-0001	Mr. Shah	01/07/2020 16:45:00	Administrator	18.00	Paid	POS/2020/01/07/06

18.00

Incase customer wants to return or edit the created order, he can open the order and edit it or click n the return button to return the product or invoice by clicking on the the create invoice button

Point of Sale

Dashboard

Orders

Product

Reporting

Configuration

Administrator

Orders / Shop/0001

Edit

Action

1 / 1

Invoice

Return Products

Draft

Paid

Posted

Shop/0001

01/07/2020 16:45:00

POS/2020/01/07/06

Mr. Shah

Tables

Table number

Products

Payments

Extra Info

Notes

Product	Quantity	Unit Price	Discount (%)	Taxes	Subtotal w/o Tax	Subtotal
[MISC] Miscellaneous	1.000	18.00	0.00		18.00	18.00

When user will create invoice it will again ask to validate the order as shown below:

Point of Sale

Dashboard Orders Product Reporting Configuration

Orders / Shop/0001 / Invoice Shop/0001

Edit Create Print Action

Validate View Draft Open Paid

Draft Invoice

Customer	Mr. Shah	Invoice Date	
Delivery Address		Due Date	
Payment Terms		Salesperson	Administrator
Cash Rounding Method		Sales Team	Sales

Invoice Lines Other Info

Product	Description	Account	Analytic Account	Analytic Tags	Quantity	Unit of Measure	Price	Disc (%)	Taxes	Subtotal
[MISC] Miscellaneous	[MISC] Miscellaneous	200000 Product Sales			1.000	Unit(s)	18.00	0.00		\$ 18.00

Untaxed Amount: \$ 18.00
Tax: \$ 0.00

As shown below, standard process will be followed by the user for registering the payment

Point of Sale

Dashboard Orders Product Reporting Configuration

Orders / Shop/0001 / INV/2020/0005 Shop/0001

Edit Create Print Action

Send & Print Register Payment Add Credit Note Preview Draft Open Paid

INV/2020/0005

Customer	Mr. Shah	Invoice Date	01/07/2020
Delivery Address		Due Date	01/07/2020
Payment Terms		Salesperson	Administrator
Cash Rounding Method		Sales Team	Sales

Invoice Lines Other Info

Product	Description	Account	Analytic Account	Analytic Tags	Quantity	Unit of Measure	Price	Disc (%)	Taxes	Subtotal
[MISC] Miscellaneous	[MISC] Miscellaneous	200000 Product Sales			1.000	Unit(s)	18.00	0.00		\$ 18.00

Point of Sale Dashboard Orders Product Reporting Configuration Admin

Orders / Shop/0001

Edit Create

Send & Print Register

Register Payment

Payment Amount: \$18.00

Payment Date: 01/07/2020

Payment Journal: Bank (USD)

Memo: Shop/0001

Validate Cancel

INV/2020/0005

Customer: Mr. Shah

Delivery Address:

Payment Terms:

Cash Rounding:

Method:

Invoice Date: 01/07/2020

Due Date: 01/07/2020

Salesperson: Administrator

Sales Team: Sales

Product	Description	Account	Analytic Account	Analytic Tags	Quantity	Unit of Measure	Price	Disc (%)	Taxes	Subtotal
[MISC] Miscellaneous	[MISC] Miscellaneous	200000 Product Sales			1.000	Unit(s)	18.00	0.00		\$ 18.00

Subtotal: \$ 18.00

Click on validate and invoice will be paid and stage will change to stage

Point of Sale Dashboard Orders Product Reporting Configuration Administrator

Orders / Shop/0001 / INV/2020/0005 Shop/0001

Edit Create

Print Action

Send & Print Add Credit Note Preview

Draft Open Paid

INV/2020/0005

Customer: Mr. Shah

Delivery Address:

Payment Terms:

Cash Rounding:

Method:

Invoice Date: 01/07/2020

Due Date: 01/07/2020

Salesperson: Administrator

Sales Team: Sales

Invoice Lines Other Info

Product	Description	Account	Analytic Account	Analytic Tags	Quantity	Unit of Measure	Price	Disc (%)	Taxes	Subtotal
[MISC] Miscellaneous	[MISC] Miscellaneous	200000 Product Sales			1.000	Unit(s)	18.00	0.00		\$ 18.00

All the created records will come under the session list with the information(closed, inprogress stages also)

Point of Sale

Dashboard

Orders

Product

Reporting

Configuration

Administrator

Sessions

Search...

Filters

Group By

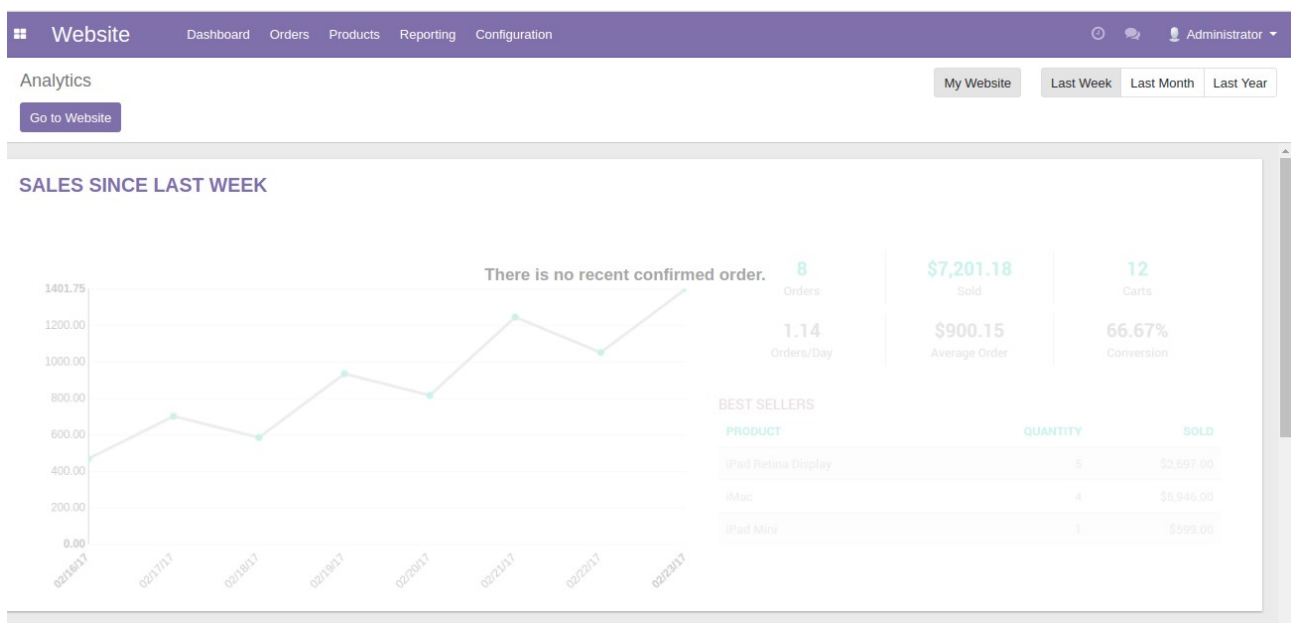
Favorites

1-3 / 3

<input type="checkbox"/>	Point of Sale	Session ID	Responsible	Opening Date	Closing Date	Status
<input type="checkbox"/>	Shop (Administrator)	POS/2020/01/07/06	Administrator	01/07/2020 16:40:43		In Progress
<input type="checkbox"/>	Shop (Administrator)	POS/2020/01/07/05	Administrator	01/07/2020 16:40:04	01/07/2020 16:40:21	Closed & Posted
<input type="checkbox"/>	Shop (Administrator)	POS/2020/01/07/04	Administrator	01/07/2020 16:35:17	01/07/2020 16:39:35	Closed & Posted

Website:

User will go to website and click on go to website option



It will open the below page and then user will select booking for move further:

WEBSITE Pages Customize Promote				Published New Edit	
Your logo		Home Shop Contact us		Administrator Booking	
<div>Welcome to your Homepage!</div> <div>Let's start designing.</div> <div>Follow all the signs to get your website ready in no time.</div>					
<div>Our Products & Services</div> <div>Home</div>		<div>Connect with us</div> <div>Contact us</div> <div>info@yourcompany.com</div>		<div>My Company - About us</div> <div>We are a team of passionate people whose goal is to improve everyone's life through disruptive products. We build great products to solve your business problems.</div>	

User will select checkin and checkout date for checking the rooms availability

WEBSITE ▾ Pages Customize Promote

📱 + New ✎ Edit

Your logo

Home Shop Contact us Administrator ▾ **Booking**

Checkin Date

Checkout Date

ok

Our Products & Services

[Home](#)

Connect with us

[Contact us](#)

✉ info@yourcompany.com

My Company - [About us](#)

We are a team of passionate people whose goal is to improve everyone's life through disruptive products. We build great products to solve your business problems.

Our products are designed for small to medium size companies willing to optimize their performance.

Copyright © My Company [English](#) ▾ [Add a language...](#)

Then it will display all the rooms which are available on those selected days

WEBSITE ▾ Pages Customize Promote

📱 + New ✎ Edit



Your logo

Home Shop Contact us Administrator ▾ **Booking**

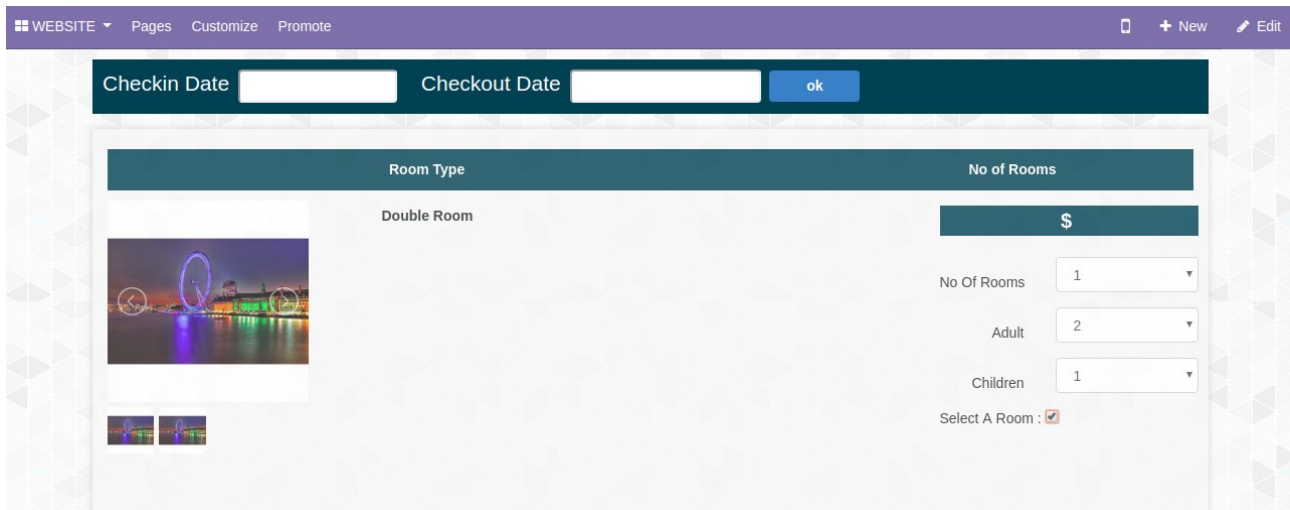
Checkin Date

Checkout Date

ok

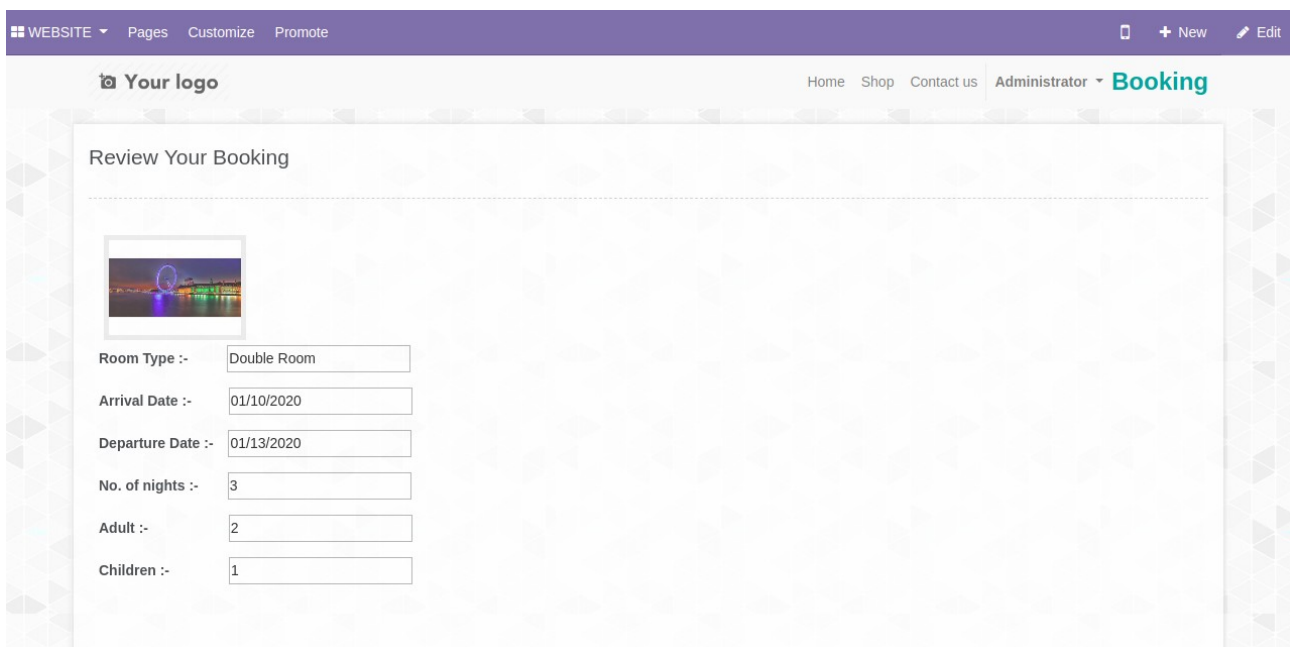
Room Type	No of Rooms
<div></div> <div>Double Room</div>	<div>\$</div> <div>No Of Rooms <input type="text" value="0"/></div> <div>Adult <input type="text" value="0"/></div> <div>Children <input type="text" value="0"/></div> <div>Select A Room : <input type="checkbox"/></div>
<div></div> <div>1BHK</div>	<div>\$</div>

User will have to enter the required information about the no. Of room and the how many adults and children will be staying and check the checkbox for the selection.



The screenshot shows a web interface for booking a room. At the top, there is a navigation bar with 'WEBSITE', 'Pages', 'Customize', and 'Promote'. Below this, a dark blue bar contains 'Checkin Date' and 'Checkout Date' input fields, followed by an 'ok' button. The main content area is divided into two columns. The left column, titled 'Room Type', displays a 'Double Room' with a large image of a Ferris wheel at night and two smaller thumbnail images below it. The right column, titled 'No of Rooms', features a price display with a '\$' symbol and three dropdown menus for 'No Of Rooms' (set to 1), 'Adult' (set to 2), and 'Children' (set to 1). At the bottom right of this column is a 'Select A Room' checkbox, which is checked.

Its time to review the booking which has been initiated



The screenshot shows a 'Review Your Booking' page. The top navigation bar is identical to the previous screenshot. Below the navigation bar, there is a 'Your logo' placeholder and a menu with 'Home', 'Shop', 'Contact us', and 'Administrator'. The 'Booking' section is highlighted in green. The main content area is titled 'Review Your Booking' and contains a large, empty rectangular box. To the left of this box, there is a small image of the Ferris wheel. Below the image, the booking details are listed in a table-like format:

Room Type :-	Double Room
Arrival Date :-	01/10/2020
Departure Date :-	01/13/2020
No. of nights :-	3
Adult :-	2
Children :-	1

User will proceed to payment by clicking on the proceed to payment button

WEBSITE

PagesCustomizePromote

+ NewEdit

Your logo

HomeShopContact usAdministratorBooking

Children :-

1

Total : 200.00 \$

Total Amount: 600.00

Taxes: 0.00

Grand Total: 600.00

← Back to Booking

Proceed to Payment →

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My Company - About us

After the payment, order confirmation message will be displayed to ensure that the order has been confirmed.

WEBSITE

PagesCustomizePromote

+ NewEdit

Your logo

HomeShopContact usAdministratorBooking

Order *HR/00055* Confirmed

Thank you for your order.

Review OrderShipping & BillingPaymentConfirmation

Bill To:
adminstrator

Ship To:
Ship to the same address

Our Products & Services
Home

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Contact us
info@yourcompany.com

My Company - About us
We are a team of passionate people whose goal is to improve everyone's life through disruptive products. We build great products to solve your business problems.

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