

# Guideline for hotel administrators in using HBS (Hotel Booking System)

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**1. HOTEL LOGIN - This section will guide you through basic hotel setup.**

- A. To Access the Main Menu, Login to HBS Admin Site by entering the URL below in your web browser: <http://hbs.gmetech.com/frmlgin.asp>



- B. After successfully logging in, you will be redirected to the main menu.

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**2. HOTEL SETTINGS – In this section, you will provide required information for your hotel in order for your account to work properly.**

**A.** In the Main Menu, Choose Company Settings to access the **Global Setting** function.



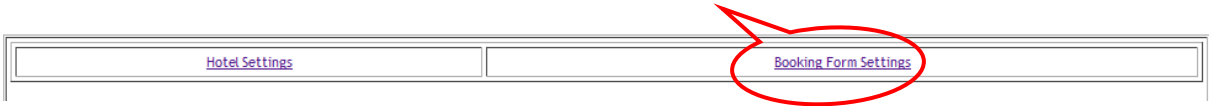
The screenshot shows a navigation bar with two links: "Hotel Settings" (circled in red) and "Booking Form Settings". Below the navigation bar is a form with the following fields:

* Company Name	:	<input type="text" value="Atatu Inn"/>	
* Address	:	<input type="text" value="40 Main Rd."/>	
		<input type="text" value="State Highway 1"/>	
* City	:	<input type="text" value="Tirau"/>	
* Currency	:	<input type="text" value="USD"/>	
* Post Code	:	<input type="text" value="-"/>	
* State	:	<input type="text" value="-"/>	
* Country	:	<input type="text" value="NEW ZEALAND"/>	
* Contact No	:	<input type="text" value="64078831108"/>	Please Enter Full Contact No. Without Space. Example: 60362333894
Fax No	:	<input type="text" value="-"/>	
* Company Email Address	:	<input type="text" value="atatuinn@yahoo.com"/>	Please Enter Company Email Address
Company Home Page	:	<input type="text" value="http://atatuinn.com"/>	Please Enter Full Path For Hotel Home Page. Example http://www.gmetech.comer
HBS Booking Notification Email Address	:	<input type="text" value="atatuinn@yahoo.com"/>	Please Enter the email address that will be used in Sending Booking Notifications to the guest. e. g. booking@gmetech.com
HBS Admin Login Page	:	<input type="text" value="http://hbs.gmetech.com/frmlogin.asp"/>	(Recommended: http://hbs.gmetech.com/frmlogin.asp)
* HBS Booking Return Page	:	<input type="text" value="http://atatuinn.com"/>	Please Enter the URL of your Hotel Reservation Page (e. g. http://hbs.gmetech.com/reservation.html)

- B.** After filling-out all the required fields in Hotel Setting Page, click the “Save” to save all changes.
- C.** After you save your changes in the Hotel Settings, “Next” link will appear and click on it to go in the Bookings Settings.

**3. BOOKING SETTINGS – In this section you will enable your preferred payment method, setup price for room extra person, and create your custom Terms and Condition text.**

A. Click the Booking Settings to access the function



B. There are 4 payment gateways, to enable the payment type check the box next to its name.

Alternative Payment:  Enable / Disable  
HBS Filename:

Paypal Payment:  Enable / Disable  
Email Account:

Moneybookers:  Enable / Disable  
Email Account:

Ipay88:  Enable / Disable  
Merchant ID:   
Merchant Key:

Extra Person Charge:

Terms and Conditions:

MSN Chat Script :

D. Extra Person Charge – is the rate of the Hotel for Rooms exceeding the standard room capacity

**4. ROOM CATEGORY – All New Hotel Registration has a default room category named “Rooms”**

- A. In the main menu, click Room Category under Room Management
- B. Check if there is a Default “Room” Category

Product Categories List				
The records below show the Product Categories.				
Enter text here..	<input type="button" value="Search"/>	<input type="button" value="Add Category"/>		
Category Code	Category Name	Category Description	Hidden	Command
M100-CAT-22	Rooms	Rooms	True	<a href="#">Edit</a> <a href="#">Remove</a>
1				

**5. ROOM TYPE – In this section you will check if there are Room Types defined for your hotel**

To check if there is Room Types

- A. In the Room Settings, click Room Type List

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- B. Make sure the is Room Type(s) defined, refer to the highlight below

Room Type(s)									
<input type="button" value="Rooms"/>									
Below are the room(s) available in your Hotel. You can add new Room Type, Edit the Details and Delete.									
To Add Rooms the the Room Type, Click the Room list.									
Created Date	Display / Hidden	Room Category	Room Type Code	Room Type Name	RoomType Price	Description	Promotion Code	Picture	Action
Friday, October 14, 2011	Display	Rooms	AI-Standard-101	Standard Room	100.00	Twin bed, Color...	-	No picture	<a href="#">View Room Units</a> <a href="#">Edit Room Type</a> <a href="#">Delete Room Type</a>
Wednesday, November 02, 2011	Display	Rooms	AI-Deluxe Room	Deluxe Room	300.00	Deluxe Room	-	No picture	<a href="#">View Room Units</a> <a href="#">Edit Room Type</a> <a href="#">Delete Room Type</a>
1	<a href="#">Add New Room Type</a>								

To create a new Room Type Name

C. In the Room Settings, click Create a Room Type or click Room Types and then below the form click "Add New Room Type".

Room Type(s)

Rooms

Below are the room(s) available in your Hotel. You can add new Room Type, Edit the Details and Delete.  
To Add Rooms the the Room Type, Click the Room list.

Created Date	Display / Hidden	Room Category	Room Type Code	Room Type Name	RoomType Price	Description	Promotion Code	Picture	Action
Friday, October 14, 2011	Display	Rooms	AI-Standard-101	Standard Room	100.00	Twin bed, Color...	-	No picture	<a href="#">View Room Units</a> <a href="#">Edit Room Type</a> <a href="#">Delete Room Type</a>
Wednesday, November 02, 2011	Display	Rooms	AI-Deluxe Room	Deluxe Room	300.00	Deluxe Room	-	No picture	<a href="#">View Room Units</a> <a href="#">Edit Room Type</a> <a href="#">Delete Room Type</a>

[Add New Room Type](#)

D. Below is a sample of **New Room Type** form. Fill-up the form then click "Add New "

Add New Room Type

Room Type Code : AI-Deluxe Room

\* Room Type Name : Deluxe Room

Room Type Category : Rooms

\* Room Type Price : 300

Display Price : 300

\* Description :

Room Type Image Thumbnail : http://www.sample.com/image.jpg

\* Required field(s)

**6. ROOM UNITS – In this section you will check if there are Room Units assigned to a Room Type, and/or you will add room units if there are no Room Units defined in a Room Type.**

Please refer to the table below for the sample structure of Room Type and Room Units.

Room Type	Room Unit
Deluxe Room	Deluxe Room 101
Deluxe Room	Deluxe Room 102
Deluxe Room	Deluxe Room 103
Deluxe Room	Deluxe Room 104
Deluxe Room	Deluxe Room 105

Room Type	Room Unit
Standard Room	Standard Room 101
Standard Room	Standard Room 102

This Room Units below is defined in Room Type “Standard”

Room Units can be named based on its Room Type, example:

**Room Type :** Standard

**Room Units:** Standard 101, Standard 102, Standard 103, Standard 104, Standard 105

**Room Units List**

Below are the Room(s) available in your hotel. You can add new rooms , delete rooms, and edit room names

Search by Part ID / Code / Name / Category:

Sort by:  Order:

Created Date	Room ID	Room Unit Name	Description	Action
2011-11-02 15:49:58	M100-PT-101	Standard Room 101	Standard Room, Color Television with in-house Satellite TV, In-room safe deposit , Key card access, Toilet amenities, Shower room with hot and cold water.	<a href="#">View/Edit</a> <a href="#">Delete</a>
2011-11-02 15:50:17	M100-PT-102	Standard Room 102	Standard Room, Color Television with in-house Satellite TV, In-room safe deposit , Key card access, Toilet amenities, Shower room with hot and cold water.	<a href="#">View/Edit</a> <a href="#">Delete</a>

1

[Add Rooms Units](#) [Return to Room Types List](#)

To Add new rooms

A. Click on “Add Room Units” , and **Add New Room** form will appear. Enter the details of the new room and click “Add new”.

**Add New Room Unit for Standard Room**

\* Room Unit Name : SR101

\* Room Unit Description : SR101

\* Required field(s)

**7. PERIOD PRICES – In this section you will check if your hotel has created Non-Promo and/or Promo Prices for your Room Types.**

A. If there is no Non-Promo and/or Promo defined in the **PERIOD PRICES**, this will appear in your Booking system. There will be no prices and Rooms.

*STEP 2 of 4 : Please select a room type for your stay.*

<i>Available Rooms and Rates</i>			
Room Package	Standard Price	Price Now	
Standard Room	Booking unavailable yet	Booking unavailable yet	NA
Deluxe Room	Booking unavailable yet	Booking unavailable yet	NA

Arrival Date: January 01, 2012 Departure: January 02, 2012

Instructions: To reserve room: Select no. of rooms you want to book and click the "BOOK NOW " button. To find more rooms: Try to change your selected Check-in and Check-out dates.  
Note: After 30 mins. of inactivity to this page you will be redirected to the Main Page of the Reservation System.

B. If there are Non-Promo and/or Promo defined in the **PERIOD PRICES**, this will appear in your Booking system. Room Price will be available.

*STEP 2 of 4 : Please select a room type for your stay.*

<i>Available Rooms and Rates</i>			
Room Package	Standard Price	Price Now	
Standard Room	MYR 100.00	MYR 80.00 **	Select No. of Rooms ▾
Deluxe Room	MYR 300.00	MYR 250.00 **	Select No. of Rooms ▾

Arrival Date: November 23, 2011 Departure: November 24, 2011

Instructions: To reserve room: Select no. of rooms you want to book and click the "BOOK NOW " button. To find more rooms: Try to change your selected Check-in and Check-out dates.  
Note: After 30 mins. of inactivity to this page you will be redirected to the Main Page of the Reservation System.

C. To setup Non-Promo and/or Promo in the **PERIOD PRICES**, click “Period Prices” to access the module.

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D. In the Period Prices module you will see the Period Name with its effective date (Start Date and End Date)

E. To add Period Name, Click “Add Period Category”

To filter the list, select the date range and click Generate.

Select Start Date: 23 NOV 2011  Select End Date: 23 NOV 2011

Default Date Range: 11/23/2011 - 11/23/2011

	Period ID #	Type	Period Name	Start Date	End Date	Created Date/Time	Created By	Update Date/Time	Update By	Action
1	M100-HP-21	Non-Promo	October Promo	10/1/2011	10/18/2011	2011-10-14 23:48:10	M100-152	2011-10-19 15:12:09	M100-152	<a href="#">Edit Period Details</a> <a href="#">Delete Period</a> <a href="#">Add Room Type(s)</a> <a href="#">View Room Type(s)</a>
2	M100-HP-22	Non-Promo	Best Deal	10/19/2011	10/20/2011	2011-10-19 15:14:29	M100-152	2011-10-19 15:14:48	M100-152	<a href="#">Edit Period Details</a> <a href="#">Delete Period</a> <a href="#">Add Room Type(s)</a> <a href="#">View Room Type(s)</a>
3	M100-HP-23	Non-Promo	Excellent Deal	10/21/2011	10/24/2011	2011-10-21 22:57:25	M100-152	2011-11-19 22:18:21	M100-152	<a href="#">Edit Period Details</a> <a href="#">Delete Period</a> <a href="#">Add Room Type(s)</a> <a href="#">View Room Type(s)</a>
4	M100-HP-24	Non-Promo	Seasonal Promotion	10/25/2011	10/31/2011	2011-10-24 23:01:51	M100-152	2011-11-19 22:18:53	M100-152	<a href="#">Edit Period Details</a> <a href="#">Delete Period</a> <a href="#">Add Room Type(s)</a> <a href="#">View Room Type(s)</a>
5	M100-HP-25	Non-Promo	November Promo	11/1/2011	11/30/2011	2011-11-02 15:53:26	M100-152			<a href="#">Edit Period Details</a> <a href="#">Delete Period</a> <a href="#">Add Room Type(s)</a> <a href="#">View Room Type(s)</a>
6	M100-HP-31	Non-Promo	test	12/1/2011	12/7/2011	2011-11-20 01:51:55	M100-152	2011-11-20 15:28:52	M100-152	<a href="#">Edit Period Details</a> <a href="#">Delete Period</a> <a href="#">Add Room Type(s)</a> <a href="#">View Room Type(s)</a>
7	M100-HP-32	Promo	Promo 1	11/20/2011	11/21/2011	2011-11-20 15:43:25	M100-152	2011-11-20 15:44:11	M100-152	<a href="#">Edit Period Details</a> <a href="#">Delete Period</a> <a href="#">Add Room Type(s)</a> <a href="#">View Room Type(s)</a>
8	M100-HP-33	Promo	Promo 2	11/20/2011	11/21/2011	2011-11-20 15:44:42	M100-152	2011-11-20 15:45:04	M100-152	<a href="#">Edit Period Details</a> <a href="#">Delete Period</a> <a href="#">Add Room Type(s)</a> <a href="#">View Room Type(s)</a>

In the Action Column:

- 1.1 - Edit Period Details - Modify the Period Name information
- 1.2 - Delete Period Details - Remove the Period Name entry
- 1.3 - Add Room Types – Add Room Type to the Period Name
- 1.4 - View Room Type - View Room Type of the Period Name

E. Add Period Name Form, Click “Add Period Category” to add new entry, make sure to double check the Start and End Date

Note:

For Period Type: Non-Promo – The Start Date and End Date must not overlap with other period name.

For Period Type: Promo – The Start Date and End Date can overlap with other Promo Name

**Add Period Category Name**

\* Period Name :

Start Date : 23 NOV 2011

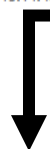
End Date : 24 NOV 2011

Period Type :

\* Required Field

E. To Edit the Period Name, click “Edit Period Category”

Period ID #	Type	Period Name	Start Date	End Date	Created Date/Time	Created By	Update Date/Time	Update By	Action	
1	M100-HP-21	Non-Promo	October Promo	10/1/2011	10/18/2011	2011-10-14 23:48:10	M100-152	2011-10-19 15:12:09	M100-152	<a href="#">Edit Period Details</a> <a href="#">Delete Period</a> <a href="#">Add Role Type(s)</a> <a href="#">View Role Type(s)</a>
2	M100-HP-22	Non-Promo	Best Deal	10/19/2011	10/20/2011	2011-10-19 15:14:29	M100-152	2011-10-19 15:14:48	M100-152	<a href="#">Edit Period Details</a> <a href="#">Delete Period</a> <a href="#">Add Role Type(s)</a> <a href="#">View Role Type(s)</a>



**Edit Period Category Details**

\* Period Name :

Start Date : 20 NOV 2011

End Date : 21 NOV 2011

Period Type :

\* Required Field

F. To Add the Room Type in the selected Period Name, click “Edit Period Category”

To filter the list, select the date range and click Generate.

**Add Period - Room Type**

	RemID	Room Type	Previous Price	CurrentPrice	Action
1	M100-PP-42	Deluxe Room	300.00	250	<a href="#">Delete Room Type</a>
2	M100-PP-43	Standard Room	100.00	90	<a href="#">Delete Room Type</a>
1					

Period -> Add New Product

Period ID : M100-HP-33  
 Period Name : Promo 2  
 Room :   
 Old Price :   
 \* Period / Promo Price :   
 \* Required Field

1.1 - Select the Room Type that you want to include in the selected Period Name, then specify the new price. Old price will automatically appear once you select Room Name; however you can change the old price.

1.2 – Period Name will appear in the Room Type List, next to the Room Type Name column.

Room Type(s)

Below are the room(s) available in your Hotel. You can add new Room Type, Edit the Details and Delete.  
 To Add Rooms the the Room Type, Click the Room list.

Created Date	Display / Hidden	Room Category	Room Type Code	Room Type Name	October Promo 2011-10-01~2011-10-18	Best Deal 2011-10-19~2011-10-20	Excellent Deal 2011-10-21~2011-11-19	Seasonal Promotion 2011-10-24~2011-11-23	November Promo 2011-11-01~2011-11-30	RoomType Price	Description
Friday, October 14, 2011	Display	Rooms	AI-Standard-101	Standard Room	RRP:300.00 Current:280.00	RRP:100.00 Current:50.00	-none-	-none-	RRP:100.00 Current:90.00	100.00	Twin bed, Color...
Wednesday, November 02, 2011	Display	Rooms	AI-Deluxe Room	Deluxe Room	-none-	-none-	-none-	-none-	RRP:300.00 Current:250.00	300.00	Deluxe Room

1  
[Add New Room Type](#)

RoomType Price	Description	Promotion Code	Picture	Action
100.00	Twin bed, Color...	-	No picture	<a href="#">View Room Units</a> <a href="#">Edit Room Type</a> <a href="#">Delete Room Type</a>
300.00	Deluxe Room	-	No picture	<a href="#">View Room Units</a> <a href="#">Edit Room Type</a> <a href="#">Delete Room Type</a>

**8. ROOM AVAILABILITY – This section shows the allocated Room Units for your Online Booking.**

To check if you have allocated Rooms units for the Room Type

A. Make sure there is a green colored box which means room is allotted for Online Booking and is available, Red box signifies that room is already taken.

B. Light Blue Colored box means that Room Units is not available.

Room Availability		Selected Month : 2011-11																													
Legend:																															
Online Allotment																															
Agent Allotment																															
Booked																															
Date: Nov 2011		Change																													
Room Type	Room Unit	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Deluxe Room	Deluxe Room 101	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red	Red	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Deluxe Room	Deluxe Room 102	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red	Red	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Deluxe Room	Deluxe Room 103	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	
Deluxe Room	Deluxe Room 104	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	
Deluxe Room	Deluxe Room 105	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	
Standard Room	Standard Room 101	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red	Red	Green	Green	Green	Green	Green	Green	Green	Green	
Standard Room	Standard Room 102	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	

If there are no Room Units allocated for the Room Type

A. Go to the Main Menu and click “Room Allotment”

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B. Room Allotment Form – this function is used to allocate one or more rooms for the two kinds of Allocation Type (Online Booking and Agent Booking).

Online Booking – Allocation Type (Green Color) – Will appear in the Booking Form

Agent Booking – Allocation Type (Orange Color) – Will not appear in the Booking Form instead will appear in the Room Availability Form for Admin use only.

**STEP 1 of 4 : CHOOSE YOUR PREFERENCES**

**Select Reservation Date**

Check-In Date: 15 NOV 2011

Check-Out Date: 19 NOV 2011

**No. of Night(s)**  **No. of Person(s)**  **Promo Code:** none

**Terms And Conditions**

INTERNET BOOKING

i) Payment

Payment must be made by Credit Cards.All payment must be made in full upon confirmation or your reservation will be canceled automatically.

I have READ and AGREE to the following terms and conditions.

**Check Available Rooms**

November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 YACANT	2 YACANT	3 YACANT	4 YACANT	5 YACANT
6 YACANT	7 YACANT	8 YACANT	9 YACANT	10 YACANT	11 YACANT	12 YACANT
13 YACANT	14 YACANT	15 YACANT	16 YACANT	17 YACANT	18 YACANT	19 YACANT
20 YACANT	21 YACANT	22 YACANT	23 YACANT	24 YACANT	25 YACANT	26 FULL
27 FULL	28 FULL	29 FULL	30 FULL			

**Instructions: You can click the calendar number to automatically change the Check-In Date.**

C. To allocate more Room Type, select the date and the Room Unit. In this example the selected Room units is “Deluxe Room 105” and will be allocated for Nov – 1 to Nov 10 , 2011.

Click “Submit” to start the allocation process.

1. Select Date Range for Room Allotment

Select Start Date: 11/01/2011

Select End Date: 11/10/2011

Agent Name: None

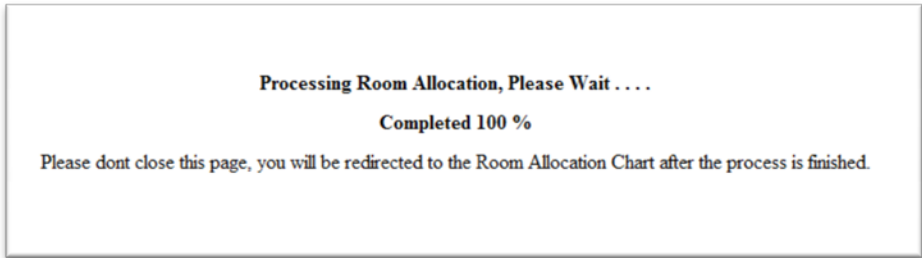
4. Choose Room Allocation Type

Online Booking

5. Use Ctrl + Click to select more rooms below then click "SUBMIT" button to start room allocation.

- Deluxe Room -> Deluxe Room 101
- Deluxe Room -> Deluxe Room 102
- Deluxe Room -> Deluxe Room 103
- Deluxe Room -> Deluxe Room 104
- Deluxe Room -> Deluxe Room 105
- Standard Room -> Standard Room 101
- Standard Room -> Standard Room 102

D. A progress notification will appear to notify the hotel admin that the process is finished. After successful Allocation process. The form will return Room Allocation.



The screenshot shows a web form with the following sections:  
- A red header: **Allotment Process is Successful!**  
- Section 1: "1. Select Date Range for Room Allotment" with fields for "Select Start Date: 11/01/2011" and "Select End Date: 11/10/2011", each with a "select" button, and "Agent Name: None" with a dropdown arrow.  
- Section 4: "4. Choose Room Allocation Type" with a dropdown menu showing "Online Booking".  
- Section 5: "5. Use Ctrl + Click to select more rooms below then click 'SUBMIT' button to start room allocation." containing a list of room types and numbers: "Deluxe Room -> Deluxe Room 101", "Deluxe Room -> Deluxe Room 102", "Deluxe Room -> Deluxe Room 103", "Deluxe Room -> Deluxe Room 104", "Deluxe Room -> Deluxe Room 105", "Standard Room -> Standard Room 101", and "Standard Room -> Standard Room 102".  
- At the bottom, two buttons: "SUBMIT" and "VIEW ROOM ALLOCATION".

E. To check if the Room unit allocation is successful, click “View Room Allocation”  
To check if the Room unit “Deluxe Room 105” is allocated between Nov – 1 to Nov 10 , 2011.

To check if the Room unit “Deluxe Room 105” is allocated between Nov – 1 to Nov 10 , 2011.

Room Availability

Legend:  
Online Allotment Agent Allotment Booked

Selected Month : 2011-11

Date: Nov 2011 Change

Room Name	Room Type	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Deluxe Room 101	Deluxe Room	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red	Red	Green	Green	Red	Red	Green	Green	Green	Green	Red	Red	Red	Green	Green
Deluxe Room 102	Deluxe Room	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red	Red	Green	Green	Red	Red	Green	Green	Green	Green	Red	Red	Red	Green	Green
Deluxe Room 103	Deluxe Room	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Deluxe Room 104	Deluxe Room	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Deluxe Room 105	Deluxe Room	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Standard Room 101	Standard Room	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Standard Room 102	Standard Room	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green

### 9. BOOKING SYTEM (For Public Site)

Check if the Room Units are allocated

STEP 1 of 4 : CHOOSE YOUR PREFERENCES

**Select Reservation Date**  
 Check-In Date: 15 NOV 2011   
 Check-Out Date: 19 NOV 2011

**No. of Night(s)**: 4   
**No. of Person(s)**: 1   
**Promo Code:** none

**Terms And Conditions**  
 INTERNET BOOKING  
 i) Payment  
 Payment must be made by Credit Cards. All payment must be made in full upon confirmation or your reservation will be canceled automatically.

I have READ and AGREE to the following terms and conditions.

**Check Available Rooms**  
 November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 VACANT	2 VACANT	3 VACANT	4 VACANT	5 VACANT
6 VACANT	7 VACANT	8 VACANT	9 VACANT	10 VACANT	11 VACANT	12 VACANT
13 VACANT	14 VACANT	15 VACANT	16 VACANT	17 VACANT	18 VACANT	19 VACANT
20 VACANT	21 VACANT	22 VACANT	23 VACANT	24 VACANT	25 VACANT	26 FULL
27 FULL	28 FULL	29 FULL	30 FULL			

**Instructions:** You can click the calendar number to automatically change the Check-In Date.

**10. ONLINE BOOKING CLEARANCE – this list will display all the booking transactions that are done in Public site.**

Check if the Test Bookings appears the List. Refer to its Reference No.

Booking Clearance												
The records below show the online bookings that require manual clearance. Check the payment has been cleared. Then assign room.												
Ref No	Date & Time	Status	Action	Full Name	Address	Nationality	ContactNo	FaxNo	Email	SpecialRequest	CheckInDate	CheckOutDate
HB5-100-882	2011-11-20 4:16:57 PM	NEW	<a href="#">AssignRoom</a> <a href="#">Reject</a> <a href="#">Resend Voucher</a> <a href="#">Send Confirmation</a>	John Smith	zfs	Afghanistan	1234567890		marionvasquez2007@gmail.com	www	2011-11-20	2011-11-21

\*\*\*\*\* END OF DOCUMENT \*\*\*\*\*