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HOW TO INTEGRATE HBS TO THE HOTEL WEBSITE

Step 1: We need to know the basic detail of the Hotel that will use the HBS; you need to visit this URL http://202.76.236.49/hbs/frmHBSRegistration.asp to register your hotel. Fill-up the required details and click Register button. A confirmation email will be sent to the email address you have provided valid registration information.

The Figure below shows the sample HBS Registration Form.

The Figure below shows the sample Successful HBS Registration.
Step 2: Once the registration is approved, you will be given a Hotel code, e.g. “M100-1-50”. The Hotel code is your unique ID to access HBS admin login, reservation system and admin function. HBS Technical support will send a format of IFRAME that you will use in your website in order for HBS reservation system to load in your website.

The Figure below shows the sample HBS Reservation module.

Step 3: Here is the sample IFRAME format.

Instruction on how to modify the format:
1. You will change the value of CID to the Hotel code that is assigned to your Hotel
2. Change the value of height and width to fit the IFRAME to your Hotel website
3. Add this code to the reservation page of your Hotel, e.g. myhotel.com/reservation.html

```
<iframe id="myframe" src="frmPage1.asp?cid=M91-C-100" height="500" width="1100" frameborder="0"> <p>Your browser does not support iframes.</p></iframe>
```
HOW TO USE THE HOTEL BOOKING SYSTEM (ONLINE BOOKING)

After setting up of IFRAME in your Hotel website reservation page, e.g. myhotel.com/reservation.html, The Page 1 of the HBS reservation page should appear.

The Figure below shows the sample Page 1 of HBS Reservation module.

Instructions for Page 1:
1. Check the Availability of the Rooms in the Calendar on the right side
2. Select Reservation Date (Check-in and Check-out)
3. Choose Number of Adults and Children from the dropdown menu
4. Agree to the terms and conditions by clicking the Checkbox above the Submit button
5. Click Submit button to continue to Page 2

The Figure below shows the sample Page 2 – Room Selection of HBS Reservation module.

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.
Instructions for Page 2:
1. Select the rooms you want to reserve by clicking its drop-down selection
2. After selecting the no. of rooms you want to server, click the Book Now button to continue to Page 3

The Figure below shows the sample Page 3 – Guest Information of HBS Reservation module.

Instructions for Page 3:
1. Fill-up the required information and Click the continue button

Note: The system will send a copy of Reservation Details to the email address you have provided, make sure you have access to that email address.
The Figure below shows the sample **Page 4 – Confirmation and Payment** of HBS Reservation module.

**STEP 4 of 4: CONFIRMATION AND PAYMENT**

Select Payment Mode below and click "PAY NOW" button to confirm your booking.

<table>
<thead>
<tr>
<th>RESERVATION DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booking Reference No.</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Nationality</td>
</tr>
<tr>
<td>Cont. No</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Room Amount</td>
</tr>
<tr>
<td>Extra Person Amount</td>
</tr>
<tr>
<td>Total Amount</td>
</tr>
</tbody>
</table>

Choose payment mode:
- Paypal
- Moneybookers
- Alternative Payment

**PAY NOW**

**Instructions:**
1. Review the Reservation Details, Choose Paypal – if you have Paypal account, Moneybookers – if you have Moneybookers account and Alternative Payment – if you have credit card
2. Choose your desired payment mode and click PAY NOW button

The Figure below shows the sample **Page 4 – Confirmation and Payment** of HBS Reservation module.

**CREDIT CARD DETAILS**

Credit Card Type: -Select Card Type-

Credit Card No:

Secure No (CVV): (The last 3 digits security code appearing on the signature panel)

Card Holder’s Name:

Card Issuing Bank Name:

Expiration Date: July 2011

For Payment of RM: 407.00

**Submit**

You will be informed of the status of your reservation within 24-48 hours of receiving your booking during normal days.

Bookings are subject to availability.

Please be informed that all Reservations have to be made minimum 2 working days before date of check-in. For last minute booking, kindly contact our reservation department directly. Tel No. Company Telephone or Email address: email reserves@companyname.com.my

This window will show if your choose **Alternative Payment Method**
The Figure below shows the sample **Booking Reservation Details** sent by the booking system.

![Booking Reservation Details #: HBS-100-709](image)

<table>
<thead>
<tr>
<th>Hotel Reservation to my_email, me</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booking Reference #: HBS-100-709</td>
</tr>
<tr>
<td>Name: sample name</td>
</tr>
<tr>
<td>Address: Sample Address</td>
</tr>
<tr>
<td>Nationality: Malaysia</td>
</tr>
<tr>
<td>Contact No: +635204443482</td>
</tr>
<tr>
<td>Email: <a href="mailto:my_email@gmail.com">my_email@gmail.com</a></td>
</tr>
</tbody>
</table>

**RESERVATION DETAILS**
- Remarks: none
- Check In Date: 2011-07-26
- Check Out Date: 2011-07-26
- Rooms Selected: 1 Standard Room @ MYR 407.00 per day.
- No Of Adult: 1
- No Of Children: 0
- Room Amount: 407
- Package Amount: 0.00
- Extra Person Amount: 0.00
- Total Amount: 407.00

The system will prompt this message box after 20 minutes of inactivity to the Booking system. You must click the OK button to refresh the Current window and continue the booking.

![System time-out due to inactivity. Click here to RESTART the booking.](image)
HBS ADMIN FUNCTIONS

ADMIN FUNCTION – LOGIN MODULE

To Access HBS Admin Function, you need to go to http://202.76.236.49/hbs/login.asp

Instructions:
1. Enter your username and password and click the login button
**ADMIN FUNCTION - MAIN MENU**

The Figure below is the Main Menu of HBS Admin functions. The Functions that are available are Admin Profile, Product Settings, Booking System, Booking Settings, Accounts, Company Setting, and Admin Tools.

**ADMIN PROFILE**
- Change Password

**PRODUCT SETTINGS**
- Product List
- Add New Product
- Product Category List
- Add New Product Category

**BOOKING SYSTEM**
- Room Availability
- Room Block
- Booking List
- Online Booking Clearance
- Add New Booking
- Booking List
- Search, Change, Cancel, Recover

**ADMIN TOOLS**
- Register Admin Member
- Membership List
- Purchase Clearance
- Withdrawal Clearance
- Broadcast

**COPYWRITING**
- Articles

**BOOKING SETTINGS**
- Run Of House

**ACCOUNTS**
- Monthly Sales Report

**COMPANY SETTING**
- Gala Setting

**TIPS:**
1. The vertical menu on the left serve as a shortcut menu to all functions found in the Main Menu.

**ADMIN FUNCTION – ADMIN CHANGE PASSWORD**

Function to changed the current hotel admin password
ADMIN FUNCTION – ADMIN EDIT PROFILE

Function to edit the Hotel admin basic information

![Admin Edit Profile Form]

ADMIN FUNCTION – PRODUCT CATEGORY

Function to add Product category

![Product Categories List]
**ADMIN FUNCTION – ADD PRODUCT CATEGORY**

Function to add Product Category

*Image of an interface for adding a product category with fields for Product Name and Product Description.*

**ADMIN FUNCTION – PRODUCT LIST**

Function to view all the Product

*Image of a product list with columns for Created Date, Display / Hidden, Product Category, Product Code, Name, Maintenance Duration, Description, Promotion Code, Promotion Price (MYR), Picture, and Action.*

Below are the product(s) available in your company. You can add a new product, edit the existing product, and delete the product.
ADMIN FUNCTION – ADD NEW PRODUCT

Function to add new Product

![Add New Product Form]

ADMIN FUNCTION – EDIT PRODUCT

Function to edit selected Product

![Edit Product Form]
ADMIN FUNCTION – PRODUCT -> PART LIST

Function to add new Part in the selected Product

![Parts List](image)

ADMIN FUNCTION – PRODUCT -> EDIT PART

Function to edit Part in the selected Product

![Edit Part](image)
ADMIN FUNCTION – MONTHLY SALES REPORT

Function to show the current sales

ADMIN FUNCTION – ROOM AVAILABILITY

Function to show the current rooms that are available for online customer, agent allotted rooms, and booked rooms
ADMIN FUNCTION – ROOM ALLOTMENT

Function to reserve rooms for Online Booking and for Agent Booking

Instructions:
1. Select the start and end date for the room allotment
2. Choose the room allocation type
3. Choose the Room(s) that you want to include in the allocation process. Use CTRL + Click to select more rooms. Then Click SUBMIT button to start the process.

This window below will appear during the allotment process.

Completed 100 %

Please dont close this page, you will be redirected to the Room Allocation Chart after the process is finished.
This window below will appear after allotment process. There should be a message “Allotment Process is Successful” when the process is complete.

You can view the Room Availability Function to check the allotment of rooms.
ADMIN FUNCTION – ROOM UNBLOCKING

Function to remove rooms for Online Booking and for Agent Booking

Instructions:
1. Select the start and end date for the room allotment
2. Choose the Room(s) that you want to include in the allocation process. Use CTRL + Click to select more rooms. Then Click SUBMIT button to start the process.
ADMIN FUNCTION – BOOKING CLEARANCE

This function is used to Assign rooms for the guest

**Instructions:**
1. Click the Assign Room Link to go to the Make Booking Function and assign rooms for the selected guest

In the Make Booking Function
2. Select rooms, Select Check-in and Check-out date,
3. Fill-up the required information and Click BOOK NOW button

The Figure below is a sample Make Booking Function.
4. View the Room Availability Function to check the details of the guest. Mouse-over on the red box to view the customer details.

5. After the guest is successfully booked in the system, you need to click the “Assigned” link to change the guest current status from “Assigning room” to “Assigned”.

Below shows the current status of guest that is currently in “Assigning room” status.

Below shows “Assigned” status of guest.
ADMIN FUNCTION – BOOKING LIST

Use this function to view details of the Booked Guest

ADMIN FUNCTION – MAKE BOOKING

Use this function to Manually entry booking details.