

# HOTSys (Hotel Management System) User Manual

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## 01) Overview

HOTSys software developed considering day-to-day problems faced by small Hotel businesses due to non-use of technology, the software is designed to maintain all business aspects of such hotels; USP of HOTSys is easy to use interface, like single dashboard to get information of any room and click-to-Checkout with finalization of bills, these simple to use features enable any user a quick and smooth operation even on rush hours.

## 02) Installation

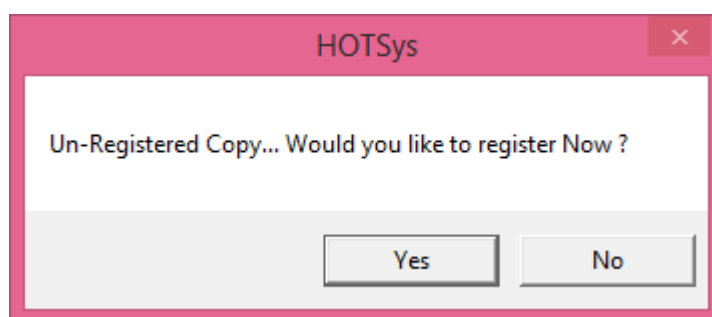
HOTSys comes with easy to use installation package, requires the user to run SETUP.EXE file from the distribution media and follow on screen instructions to complete the installation. There are some pre-requisite installations required to run HOTSys (see system requirements). HOTSys can be installed in networked environment by sharing data file on network shared folder.

- Minimum requirements to install and run HOTSys
- P-4 compatible system with 256MB RAM (recommended 512MB RAM) or above
- 500MB HDD free space
- Windows 98 or above
- Microsoft Data Access Component 2.6 or above (can be found on distribution media)

## 03) Initiating HOTSys

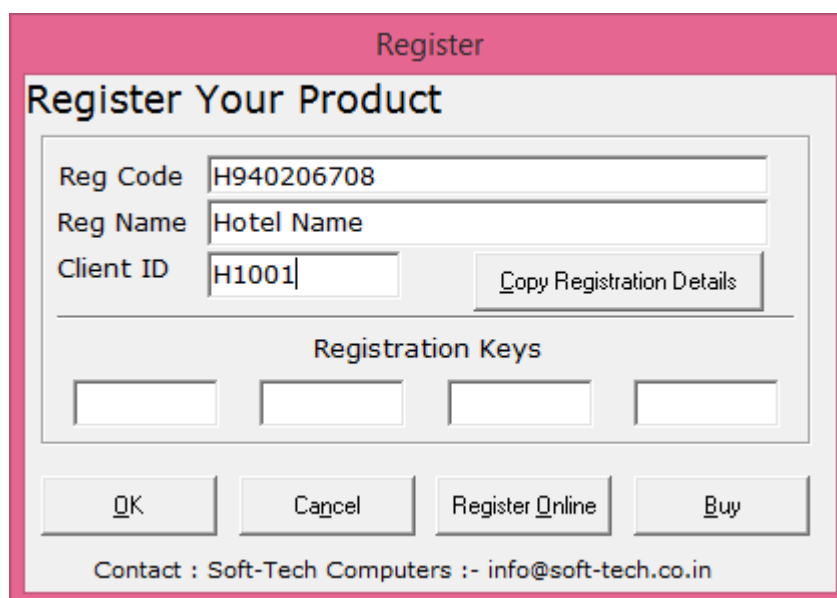
- After successful installation of HOTSys, run the software from desktop icon named HOTSys, First run asks you to register your software, click on "Yes" to go for Registration or click on "No" to continue with Demo. See below screen 1.1, 1.2, 1.3.

Screen 1.1



- If you click "Yes", get a screen for registration, fill the registration details like Registration Name and Client ID (provided by us after purchasing a license), click Copy Registration Details to copy these details and send the same to our email id [registration@soft-tech.co.in](mailto:registration@soft-tech.co.in). We would be then provide you registration keys by replying your email, fill those keys in four blank boxes and click "OK" to register the software. See Screen 1.2.

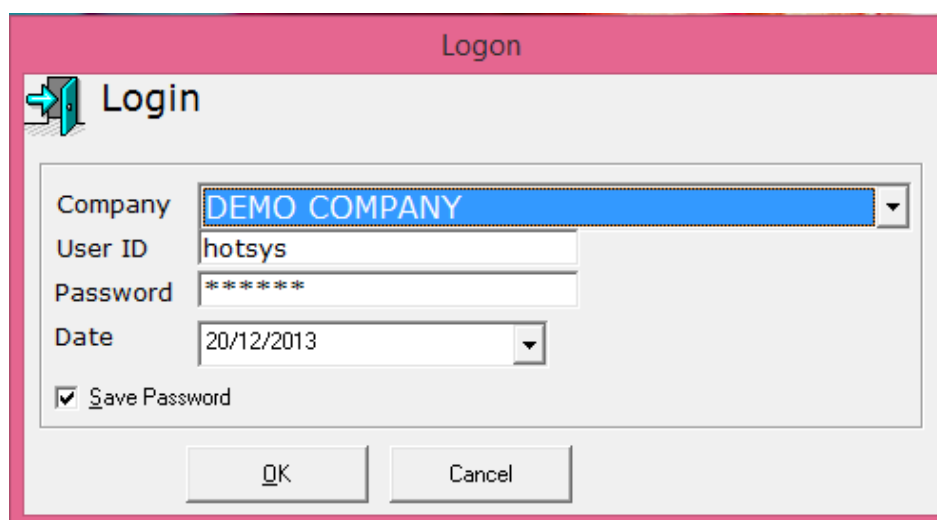
Screen 1.2



The 'Register' dialog box has a title bar 'Register' and a main title 'Register Your Product'. It contains three input fields: 'Reg Code' with the value 'H940206708', 'Reg Name' with the value 'Hotel Name', and 'Client ID' with the value 'H1001'. To the right of the 'Client ID' field is a button labeled 'Copy Registration Details'. Below these fields is a section titled 'Registration Keys' containing four empty input boxes. At the bottom are four buttons: 'OK', 'Cancel', 'Register Online', and 'Buy'. A footer line reads 'Contact : Soft-Tech Computers :- info@soft-tech.co.in'.

- After successful registration restart the software, to get login screen see Screen 1.3.

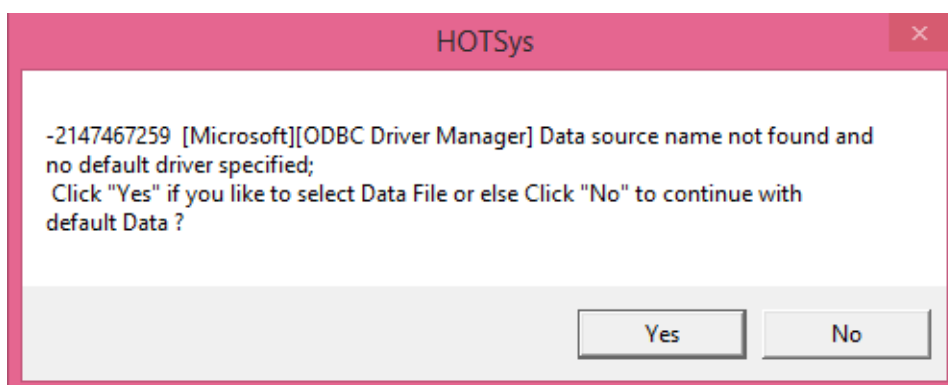
Screen 1.3



The 'Login' dialog box has a title bar 'Login' and a main title 'Login' with a blue icon. It contains four input fields: 'Company' with a dropdown menu showing 'DEMO COMPANY', 'User ID' with the value 'hotsys', 'Password' with the value '\*\*\*\*\*', and 'Date' with a dropdown menu showing '20/12/2013'. Below these fields is a checkbox labeled 'Save Password' which is checked. At the bottom are two buttons: 'OK' and 'Cancel'.

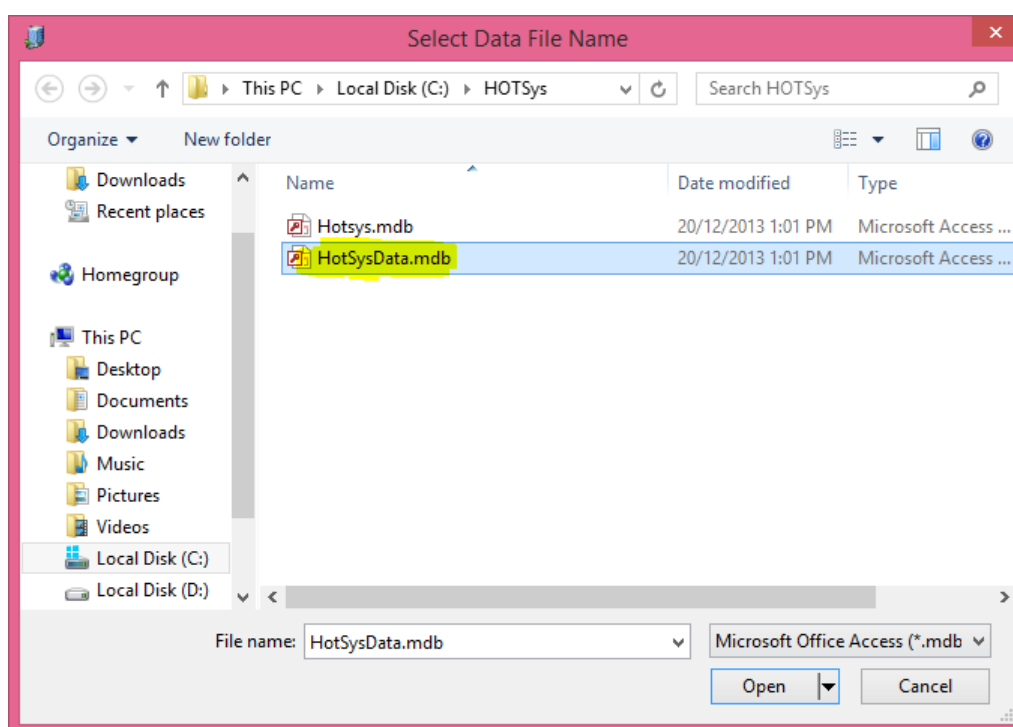
- Default Company Name is Demo Company, User ID is HOTSys and Password is HOTSys, these details can be changed once logged in to the system.
- On first run the system asks to select file (data source) name, select **HOTSysData.mdb** file, which is located by default in your installation folder (normally C:\Program Files\HOTSys). See Screen 2.1 and 2.2.

Screen 2.1



- Click on “Yes” if you like to select Data file or else click “No” to continue with default Data. See Screen 2.2 how to select Data.

Screen 2.2



- Select **HOTSysData.mdb** file and click on “Open”, you would get confirmation message “DSN Created successfully”.
- HOTSys is now ready to go.
- You may create new users or change user rights or password of existing users from House-Keeping->User Master menu option; default User ID and Password **HOTSys** is assigned with full administrative rights.
- You may assign user rights from the same menu option, users can be restricted with option for add / modify / delete in all modules
- Note: - User Rights abbreviations are as follows
  - 01 Add (Adding of new Records are allowed)
  - 02 Edit (Modifying of records are allowed)
  - 03 Delete (Delete of Records are allowed)
 SU Supervisor (All administrative rights)  
 OP Operator Special abbreviation to restrict the user from delete bills (Bill Correction Option)
- You may edit default company details from menu File->Company Master and give all details about the name and address of Hotel.

#### 04) Prepare Master Data

To start working in live environment, master data has to be prepared first time, like "Menu Room Group", "Room No", "Account Head", "Debtors Name" has to be defined.

- Manage all Group of Rooms from File->Room Group Master menu option.
- Manage all Menu Rooms from File->Room Master menu option.
- Manage all Customers and Account heads including Cash / Different types of credit cards from File->Customer Master Menu option.

#### 05) Check-In

Screen 3

- You may enter Guest Check-In details from File->Check-In Entries menu option.
- To enter new Check-In Click Add and fill in Credit To, Reg. No, Arrival Date, Arrival Time, Persons, Room No, Discount %, Extra Bed, Guest Name, Guest Address, City, Image scan and click update button to save the entry. You may add subsequent Check-In by clicking Add button. See Screen 3.

## 06) Room Information Status

Screen 4

Info. x

Available Occupied Mntnance Not Ready  
Reserved Exp ChOut

Total Rooms **40**

Occupied **1**

Ready **30**

Reserved Tommorrow **0**

Reserved Today **0**

	101	102	103	104	105
106	107	108	109	110	201
202	203	204	205	206	207
208	209	210	301	302	303
304	305	306	307	308	309
310	401	402	403	404	405
406	407	408	409	410	

- You may open Room Information Windows from Window->Information Window menu option.
- While entering Check-In, you will notice room status Information on the screen shows Room Numbers of occupied rooms. At any given time you can check pending room or check out the room by clicking on the room number. See Screen 4.

## 07) Laundry Item

Screen 5

HOTSys (Hotel Management System)

Transaction Entries (Item Wise)

Transaction Entries (Item wise)

Slip No.

Date  Time

Room No.  Check-In Dt.

Reg Code  Guest Name

Tax (%)  Account

25.00

Item Name	Qty.	Rate	Amount
BATH TOWEL	1.000	25.00	25.00

Add Edit Delete Refresh Search Close Print Re-Print

Record: 1

- You may enter Laundry Entry from File->Laundry Entries menu option.
- To entry new Laundry Entry Add and fill in Slip Number, Date, Time, Room No, Tax (%), Account, Item Name, Item Quantity details and click update button to save the entry. You can add more Laundry Entry by clicking Add button.
- You may also modify Item and Quantity details within the grid and save the changes with update button. See Screen 5.

## 08) Room Transaction

Screen6

**Room Transactions**

Ref. No.  Slip No.

Date  Time

Room No.  Check-In Dt.

Reg Code  Guest Name

Account

Amount

Remark

Record: -1

- You may enter Room Transaction Entry from File->Transection Entries menu option.
- To enter new Room Transaction Click Add and fill in Slip Number, Date, Time, Room No, Account and Amount, click update button to save the entry. Add more Transection by clicking Add button again. See Screen 6.

## 09) Check-Out

Screen 7

Check-Out Entries

### Check-Out Entries

Room No.	202	Credit To	CASH	
Reg No.	1	Bill No.	1	Check-In Date
Room No.	202	Days	0	Check-In Time
Guest Name	Guest Name			Date
Company Name	CASH			Time
Advance Amount	1294	Service Tax		
Restaurant				

[Preview](#)

Slip ...	Date	Account	Amount	L.Tax	Extra ...	Total

☒ All
 ☐ Tariff
 ☐ Others
 ☐ W/o Disc.
 ☐ Print Image

[Update](#)
[Cap RMSys](#)
**Total Amount with Service Tax**

[Print Bill](#)

- To Check-Out the room click on the room number on Information status, click yes for check-out, Check-Out window would auto fill current Date, Time, Advance Amount and other relevant data, if customer pays amount by Credit Card or credit to customer account select Credit to and change as payment mode and then click Preview button to update and preview room data, click update button check-out the room, after check-out click print bill to get the bill printed. See Screen 7.

## 10) Undo Check-Out

Screen 8

HOTSys

File House Keeping Reports Optional Report Window

### HOTSys (Hotel Management System)

Undo Check-Out

Undo Check-Out

Reg No.	1	1	Check-In Date	20/12/2013
Room No.	202		Check-In Time	11:20
Guest Name	Guest Name			
Bill No.	1		Date	20/12/2013
Days	1		Time	11:55

[Update](#)

HOTSys

Check-Out undone successfully..

[OK](#)



- For Undo Check-Out go to House Keeping->Undo Check-Out menu option.
- When open Undo Check-Out form enter register number and click on update button to Undo Check-Out. See Screen 8.

## 11) Modify Bill

Screen 9

Modify Bill Details

Reg No.  Check-In Date

Room No.  Check-In Time

Guest Name

Bill No.  Date

Days  Time

Credit To  ☐ Print Image ☐ W/o Disc.

☒ Tariff ☒ Phone ☒ Restaurant ☒ Laundry ☒ Others

- To modify bill details go to House Keeping->Modify Bill menu option.
- Key-in Register Number of the bill to modify, you may change mode of payment by changing Credit To values, option is provided to print only selected values in the invoice for various client requirements.. See Screen 9.

## 12) Generating Reports

- Various reports may be generated by key-in criteria for reports in relevant boxes like Starting and Ending Date, Time select appropriate button to generate report on screen (Drill-Down), Print Preview, Print to Printer or Email Report
- Every report may be sent through Email by keying in email parameters, Microsoft Outlook or Outlook Express should be configured to use this feature.
- You can set or change printer configuration from Printer Setup Button of relevant report.
- You may change sorting order of any report in Drill-Down report by 1) Clicking in any row of column to sort and then 2) Clicking on the heading of the same column)
- Once you close drill-down report, you will be presented with an option to Print Previewed Report Check-Box, if you select this check box the report generated will retain its Sorting Order and Condition for other options like Print Preview, Print or Email.
- You may drill-down up to the Transaction Entry by double-clicking or pressing Enter key on relevant data row in all Drill-Down Report screen.

## 13) User Rights Management

- Administrators may create, delete or modify users from House-Keeping->User Master menu option
- Users may be assigned with Module Rights and Option Rights
- Module Rights:
  - These rights defined users' role for Menu Options like you can control whether user can open Menu Options available (like File->Transaction)
  - Every module is numbered from its location like File->Company Master is numbered as 00, Room Group Master as 01  
....
  - Likewise House Keeping->Change Color as 18 number (Remember to count line separators)
  - For example you want to assign any user "Check-In Entries", "Laundry Entries" and "Transaction Entries Option you can give Module Rights as 08 09 10 (See Module Listing section for explanation on Page No. 11).
- Option Rights
  - These rights defined users' role for tasks like Add / Modify / Delete control.
  - Every option is numbered from its location like Add is numbered as 01, Modify as 02.
  - For example you want to assign any user Add and Delete option, you can give Option Rights as 01 03. (By default 06 (Close Option) is available to all users).

#### 14) General Information for All Data Entry Modules

- User may Add new entries in any module either by clicking Add button (1st from lower left corner) or by pressing Ctrl+A key combination.
- User may Edit current record in any module either by clicking Modify button (2nd from lower left), or by pressing Ctrl+M key combination.
- User may delete current record either by clicking Delete button (3rd from lower left), or by pressing Ctrl+D key combination.
- User may search record by clicking Search button (5th from lower left)
- User may move to next or previous record either by clicking Arrow Buttons on either side of bottom screen or by pressing PgUp or PgDn keys.
- User may move to Last or First record either by pressing Ctrl+PgUp or Ctrl+PgDn key combination or by pressing Home or End keys.
- User may save record either by clicking on Update button or by pressing Ctrl+S key combination when in Add or Edit Mode.

Note: Availability of option may depend on user rights and database mode.  
Like Add / Modify / Delete / Search / Close / Next / Previous buttons will be disabled when record is being modified or added.

#### 15) Terms Used in this Manual

- Menu option File->Exit means select Exit option from File menu
- Clicking Button means click on available rectangular box.
- Toolbar means Icon representation of menu options below the Main-Menu in main form
- Module Rights means option particular user is entitled to use.
- Option Rights means particular task like Addition, Modification, Deletion of Entry, user entitled to use.

## 16) Module List

Module No.	Module Name
File Menu	
00	Company Master
01	Room Group Master
02	Room Master
03	Account Head
04	Debtors Master
05	Guest Details
06	-----
07	Advance Booking Entries
08	Check-In Entries
09	Laundry Entries
10	Transection Entries
11	Check-Out Entries
12	Check-In Entries (Booking)
13	Receipt Entries
14	Receipt Entries (Multi Bill)
15	-----
16	Exit
17	Logout
House Keeping Menu	
18	Change Color
19	User Master
20	System Parameters
21	Document Designer
22	Undo Check-Out
23	Collect TelCap Data
24	Collect RMSys Data
25	Directory Inquiry
26	Tariff Change
27	Modify Bill
28	Export to AMISys
29	Export to Tally
Report Menu	
30	Daily Cash
31	Daily Income
32	Daily Transaction
33	Daily Check-In Report
34	Daily Check-Out Report
35	Room wise Bills
36	Debtor wise Bills
37	Guest Register
38	Daily Receipt
39	-----
40	Room wise income Summary
41	Debtor wise Bill Summary
42	Date wise Income Summary
43	Room Status
44	Daily Flash Report
45	Advance Booking Report
46	Daily Cash Summary
47	FORM III (Tax Register)
48	Outstanding Bills
Optional Report	
49	Reg. Transections

50	Day wise Summary
51	Day wise Chart
52	Print Old Modified Bill
53	Daily Cash Report (With Modify)
54	Daily Print Report
55	Invoice Print Summary
56	Daily Status
57	Laundry Report
58	-----
59	Discount Report

## 17) Contact Information

### **Soft-Tech Computers**

205, 216/12B, 2<sup>nd</sup> Floor, Sai Baba Complex,  
City Police Station Road,  
Gandhidham – (Kutch) 370 201

Gujarat – India

Ph. +91 2836 224777

Website: <http://www.soft-tech.co.in>

Email: [info@soft-tech.co.in](mailto:info@soft-tech.co.in)

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