

QUICK STARTUP GUIDE

We strongly recommend the first time users to go through the quick start up guide. This enables the user to carry out basic operations without in-depth knowledge of the software.

After successfully installing ASI FrontDesk 6.0, you will see the following icons on your desktop.



ASI FrontDesk
6.0.0

Double Clicking on it will direct you to the Login screen of ASI FrontDesk.



ASI FrontDesk
Configurati...

Double Clicking on it will direct you to the Login screen of ASI FrontDesk Configuration.



Anand Systems
Inc Home Page

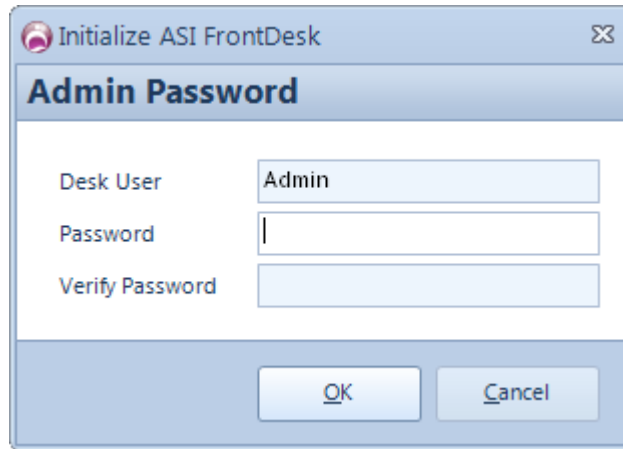
Double clicking on it will direct you to the Home Page of Anand Systems Inc., fondly known as ASI.

Visit us at <http://www.anandsystems.com> or write to us at support@anandsystems.com or for any of your queries or technical support, you can come online right away at our 24x7 LIVE SUPPORT CHAT on <http://anandsystems.com/chat> and talk to our Technical Support Personnel.

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The Setup wizard will start executing. Here, you need to enter the password for the Admin user.



Initialize ASI FrontDesk

Admin Password

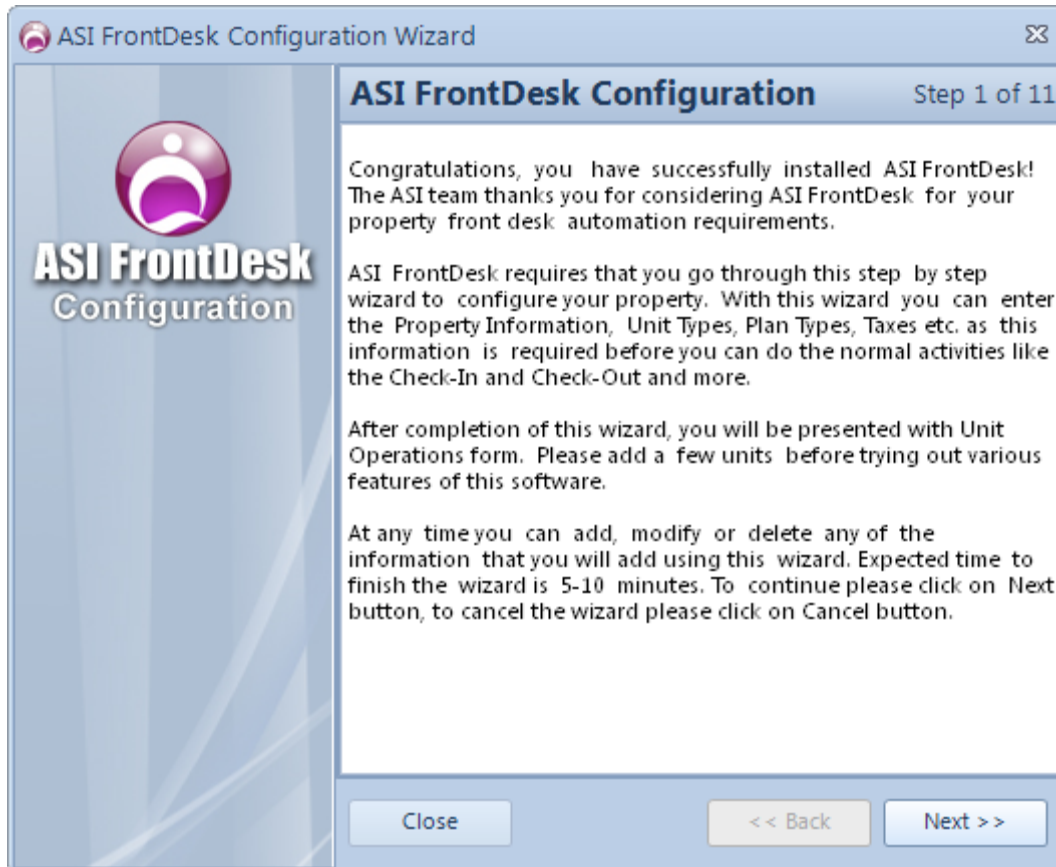
Desk User: Admin

Password:

Verify Password:

OK Cancel

The following welcome screen will appear after the successful completion of the Setup process.



ASI FrontDesk Configuration Wizard

ASI FrontDesk Configuration

 Step 1 of 11

Congratulations, you have successfully installed ASI FrontDesk! The ASI team thanks you for considering ASI FrontDesk for your property front desk automation requirements.

ASI FrontDesk requires that you go through this step by step wizard to configure your property. With this wizard you can enter the Property Information, Unit Types, Plan Types, Taxes etc. as this information is required before you can do the normal activities like the Check-In and Check-Out and more.

After completion of this wizard, you will be presented with Unit Operations form. Please add a few units before trying out various features of this software.

At any time you can add, modify or delete any of the information that you will add using this wizard. Expected time to finish the wizard is 5-10 minutes. To continue please click on Next button, to cancel the wizard please click on Cancel button.

Close << Back Next >>

Please read the above text and click on the Next button to continue.

ASI FrontDesk Configuration Wizard Step 2 of 11

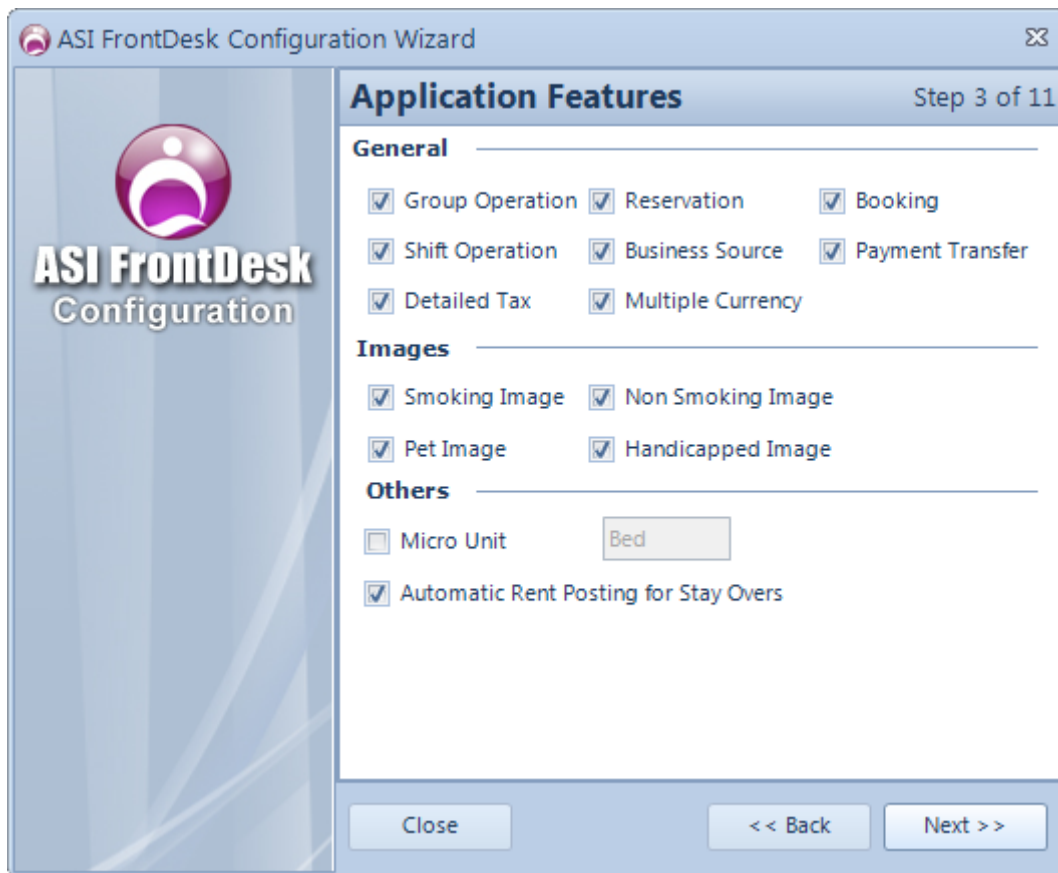
Business & Localization Info.

Type of Property	Hotel/Motel/Resorts/Guest House
Country	United States
Country Short Name	USA
Currency	\$
State/Province Title	State
Zip/Postal Code Title	ZIP
Occupancy Tax	Occupancy Tax
Other Charge Tax	Other Charge Tax
Unit Title	Room
Plan Type Title	Rate Type
Guest Title	Guest

Buttons: Close, << Back, Next >>

The fields on this form are for how you would like the fields to be displayed. For example, in the USA each state is called "State" while in Canada they are called "Province". So for Canada, you would want to replace default value of State to Province. Please click on NEXT button once you are done with making all changes.

Note: You will enter several values within the steps of this Wizard. If you are not sure about certain values, don't worry. You will be able to change these values any time after completion of this Wizard. All configuration settings can be changed as many times and any time.



General

Please select the application features you would like to use in the software in this area.

Images

In displaying rooms or units, the software can display images and hence make it easier for you to recognize them. Please select images you would like to be displayed on screen in this area.

Others

Micro Unit is particularly helpful if you plan to rent units within a unit individually. For example, if you are operating a hostel, and you rent individual beds in a room, you would want to turn on this feature. You can also name your Micro unit as Bed as shown in this screen.

Click on Automatic Rent Posting for Stay Overs if you wish software to add a day of rental automatically to guests staying over.

Please click on NEXT once you are done making changes to this form.

ASI FrontDesk Configuration Wizard Step 4 of 11

Property Information

Name:

Address:

City, State:

Zip, Country:

Phone, Fax:

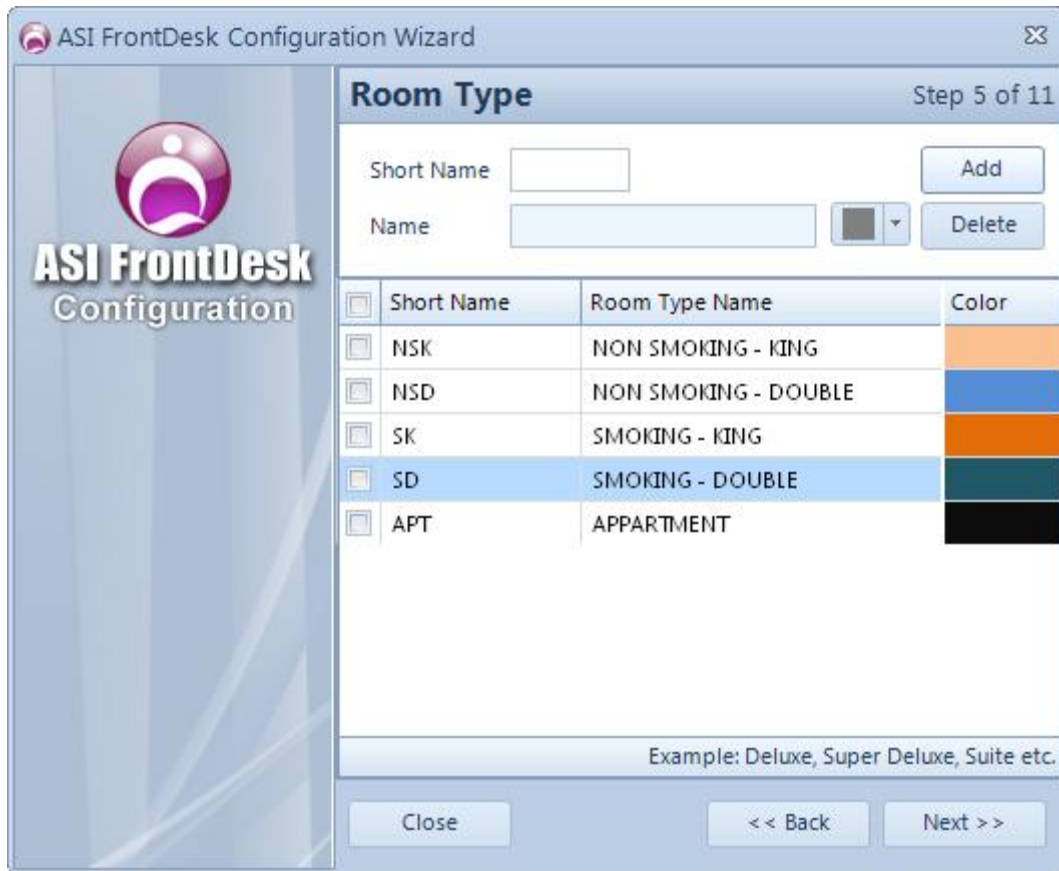
E-Mail:

URL:

On this form, please add all property related information requested. Please note that all information entered here will be displayed on reports and notifications to your guests and vendors.

You can also add a logo for your property. This logo will be printed on folios and reports.

Please click on NEXT button once you are done making changes to this form.



In this form, you will specify all Room Types you have. Each Room Type is characterized by a short name and a full descriptive name.

Short Name will be used on reports. As a general rule of thumb, each short name should be as small as possible and still retain its uniqueness.

Enter a short name and full name. Click on and specify the background color for this room type and then click on ADD button. Repeat the process for each type of rooms you have.

Note: If you add a room type by mistake, you can select the room type by clicking on it and then click on DELETE button to delete the room type.

Please click on NEXT button once you are done making changes to this form.

ASI FrontDesk Configuration Wizard Step 6 of 11

Rate Type

Short Name

Name

Days

<input type="checkbox"/>	Short Name	Rate Type Name
<input type="checkbox"/>		Daily
<input type="checkbox"/>	WALK	Walk In
<input type="checkbox"/>	BA	Best Available
<input type="checkbox"/>	CORP	Corporate
<input type="checkbox"/>	GOV	Government
<input type="checkbox"/>	MIL	Military
<input type="checkbox"/>	INT	Internet
<input type="checkbox"/>	OTANR	OTA Net Rate
<input type="checkbox"/>	OTA	OTA

Please click on NEXT button once you are done making changes to this form.

Note: If you add a Rate Type by mistake, you can select the Rate Type by clicking on it and then click on DELETE button to delete the Rate Type.

ASI FrontDesk Configuration Wizard Step 7 of 11

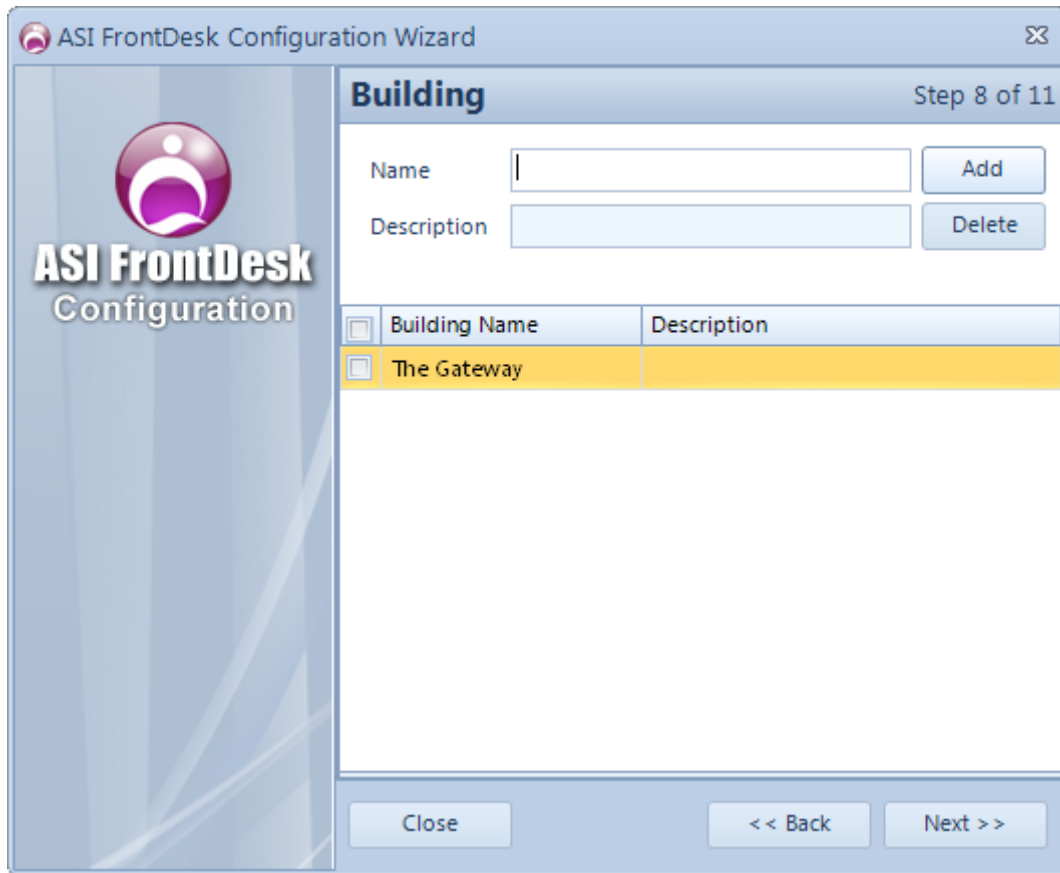
Room Type Rates

Rate Type	Base Rate	Extra Adult	Extra Child
King Non Smoking			
RACK	250	100	50
Daily	50	25	15
Monthly	1500	100	50

Buttons: Close, << Back, Next >>

Enter Room Type Rates on this form. Each room type can be defined a rate. The rate you specify will be applicable to all rooms of this type. You can also enter rates for Extra Adult and Extra Child for each type of room. Later on, when you add rooms, you will be able to specify the base occupancy information for each room.

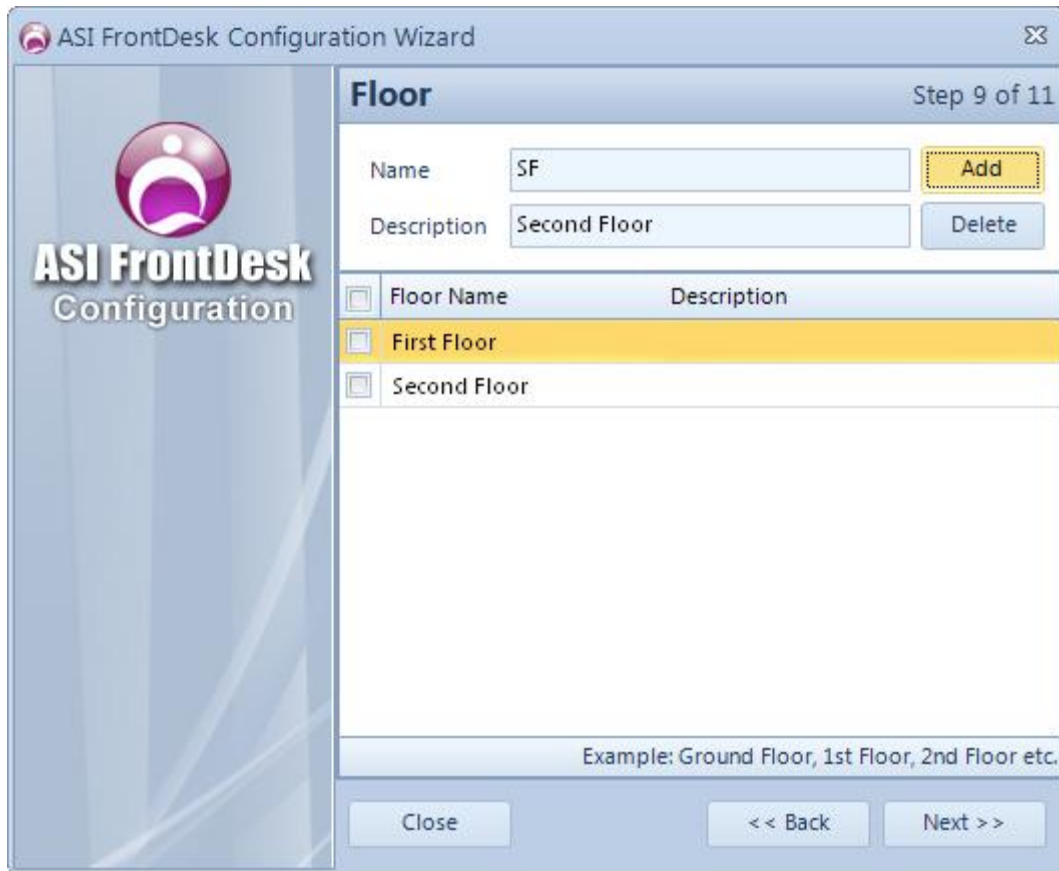
Please click on NEXT button once you are done making changes to this form.



Note: The system will automatically add one building with the same name as your property. You can add more buildings and delete the default building added by the system.

Note: If you add a Building by mistake, you can select the Building by clicking on it and then click on DELETE button to delete the Building.

Please click on NEXT once you are done making changes to this form.



The software allows you to add floors in your building. This is particularly helpful when dealing with multi floor properties. It also quickly allows you to see vital rental information floor by floor.

Please click on NEXT button once you are done making changes to this form.

Note: If you add a Floor by mistake, you can select the Floor by clicking on it and then click on DELETE button to delete the Floor.

ASI FrontDesk Configuration Wizard Step 10 of 11

Tax Setting

Occupancy Tax

Occupancy Tax	8.500 %
Occupancy Tax 2	4.500 %
Occupancy Tax / Day	1.500 \$
Occupancy Tax / Stay	0.000 \$

Occupancy Tax Charges = (Room Rent * Occupancy Tax Rate) / 100

Other Charge Tax

Other Charge Tax	10.000 %
------------------	----------

Other Charge Tax Charges = (Charge Amount * Other Charge Tax R...

Close << Back Next >>

ASI FrontDesk offers comprehensive definition of tax values. In this form you can quickly setup two types of occupancy taxes, two types of flat rate taxes and one type of sales tax.

Note: Occupancy taxes are applicable to rental charges or stay period.

Note: Sales tax is applicable to items you sell in the hotel, such as post cards or souvenirs.

Please click on NEXT button once you are done making changes to this form.



This completes the Configuration of your property.

Click on the FINISH button to end up with the Configuration part.

You will be then redirected to this page, wherein you need to Add Rooms.

The Name is a compulsory field whereas the Description is an optional field. You need to select from the available options above which apply to your Room.

Clicking on SAVE button will save the information and again a blank page will appear wherein you need to enter the details of other rooms which you need to add.

Clicking on SAVE & CLOSE button enables you to Save the information of the room and then close the Add Room window.

Below given list shows the listing of all the rooms created.

Shor...	Room Name	Description	Room Type	Floor
	116		NON SMOKING - DOUBLE	First Floor
	117		NON SMOKING - DOUBLE	First Floor
	118		NON SMOKING - DOUBLE	First Floor
	119		NON SMOKING - DOUBLE	First Floor
	120		NON SMOKING - DOUBLE	First Floor
	201		SMOKING - DOUBLE	Second Floor
	202		SMOKING - KING	Second Floor
	203		SMOKING - DOUBLE	Second Floor
	204		SMOKING - KING	Second Floor
	205		NON SMOKING - DOUBLE	Second Floor
	206		NON SMOKING - KING	Second Floor
	207		NON SMOKING - DOUBLE	Second Floor
	208		NON SMOKING - KING	Second Floor
	209		NON SMOKING - DOUBLE	Second Floor
	210		NON SMOKING - DOUBLE	Second Floor

35 Records.

Buttons: Add, Edit, Copy, Delete, Close

Apart from the window of Add Rooms which appears first as soon as you complete the Configuration form, you can Add new rooms, Edit the existing room details, Copy multiple rooms at once and delete multiple rooms at once.

Herein you can Edit the details of an existing room.

Room

Room Information

Edit Room

Short Name

Name

Description

Create From Active

Allow Smoking Handicapped Room?

Allow Pets Include in Occupancy

Room Properties

Room Type

Building

Appearance Physical Room Virtual Room

Floor

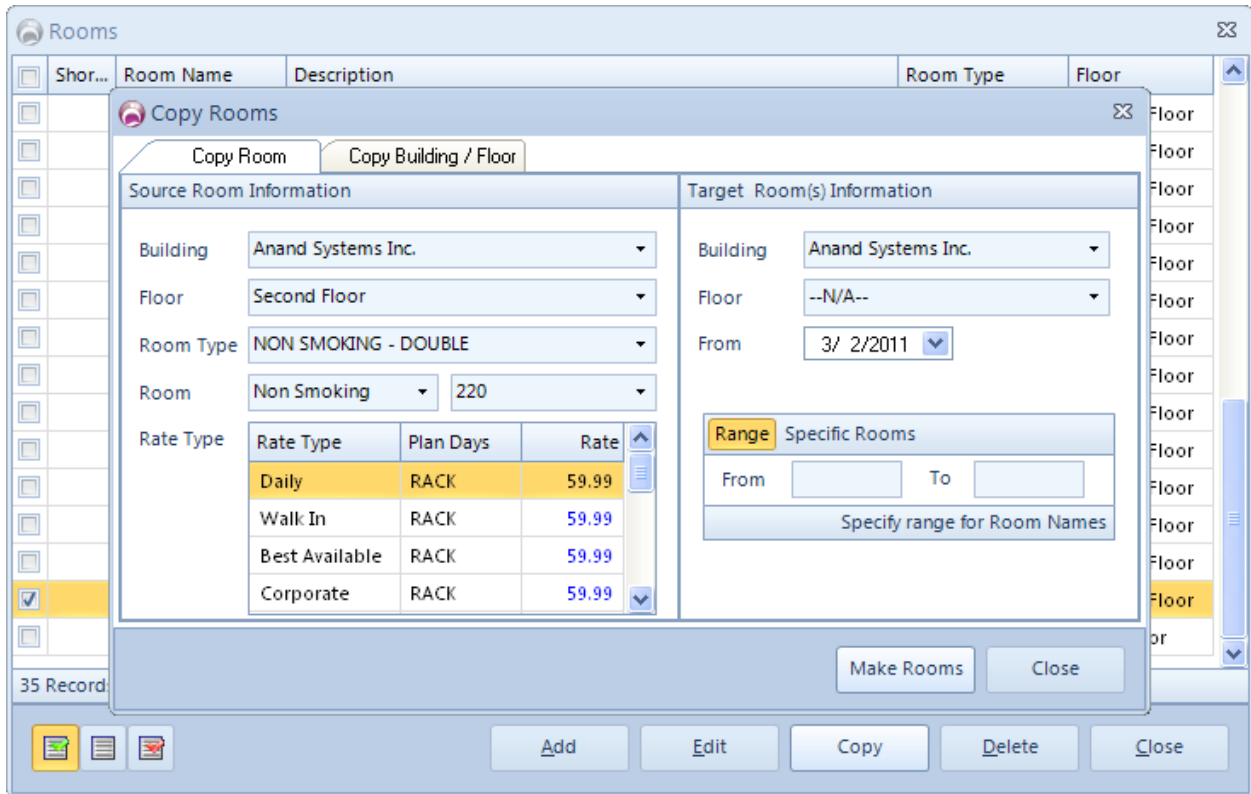
Allow Hourly Ren... Allow Bed

Miscellaneous

Amenities	Add	Image	Add	Del

Clicking on SAVE & CLOSE button enables you to Save the information of the room and then close the Add Room window.

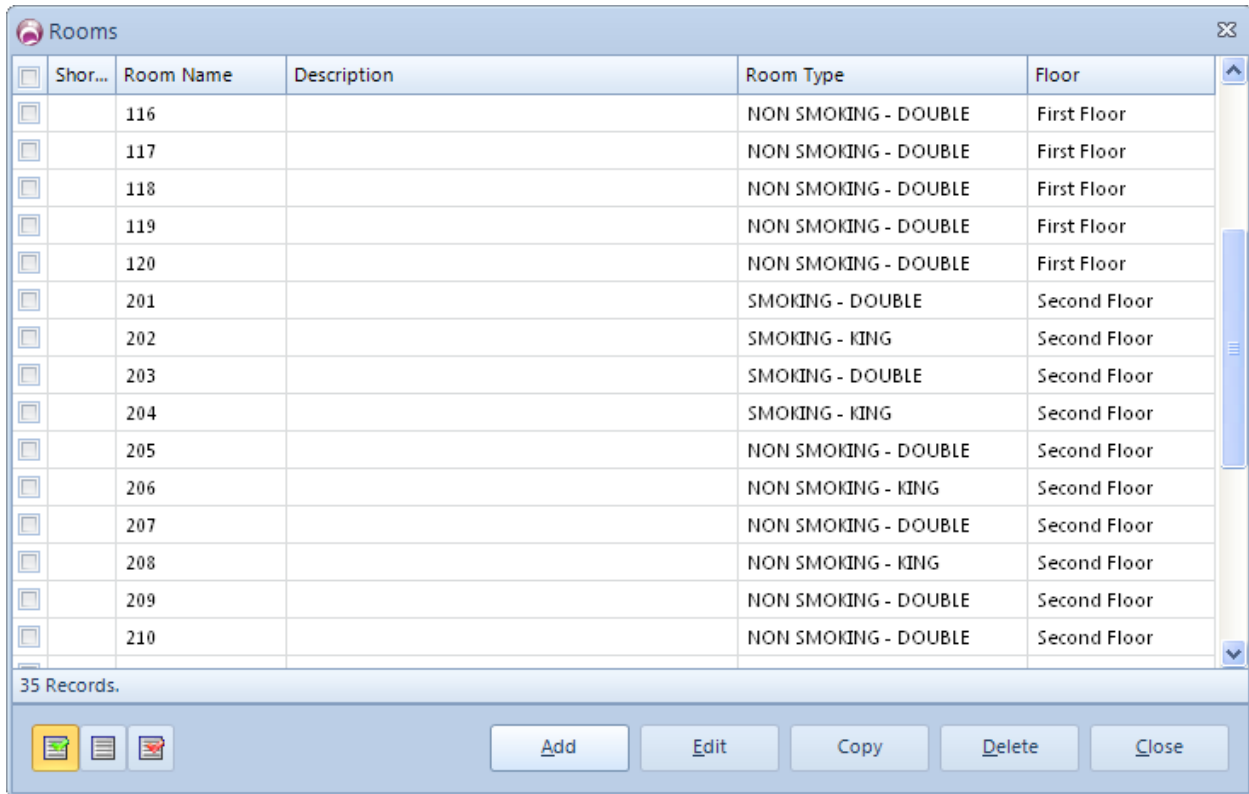
Here at this step you can create multiple copies of a single room as well as you can create a whole new floor by copying an existing floor.



You can create a series of rooms by specifying a range of Room numbers or alternatively you can also specify random room numbers separating each of them by a comma (,).

ASI FrontDesk 6.0 Startup Guide

This is the list showing all the existing rooms.

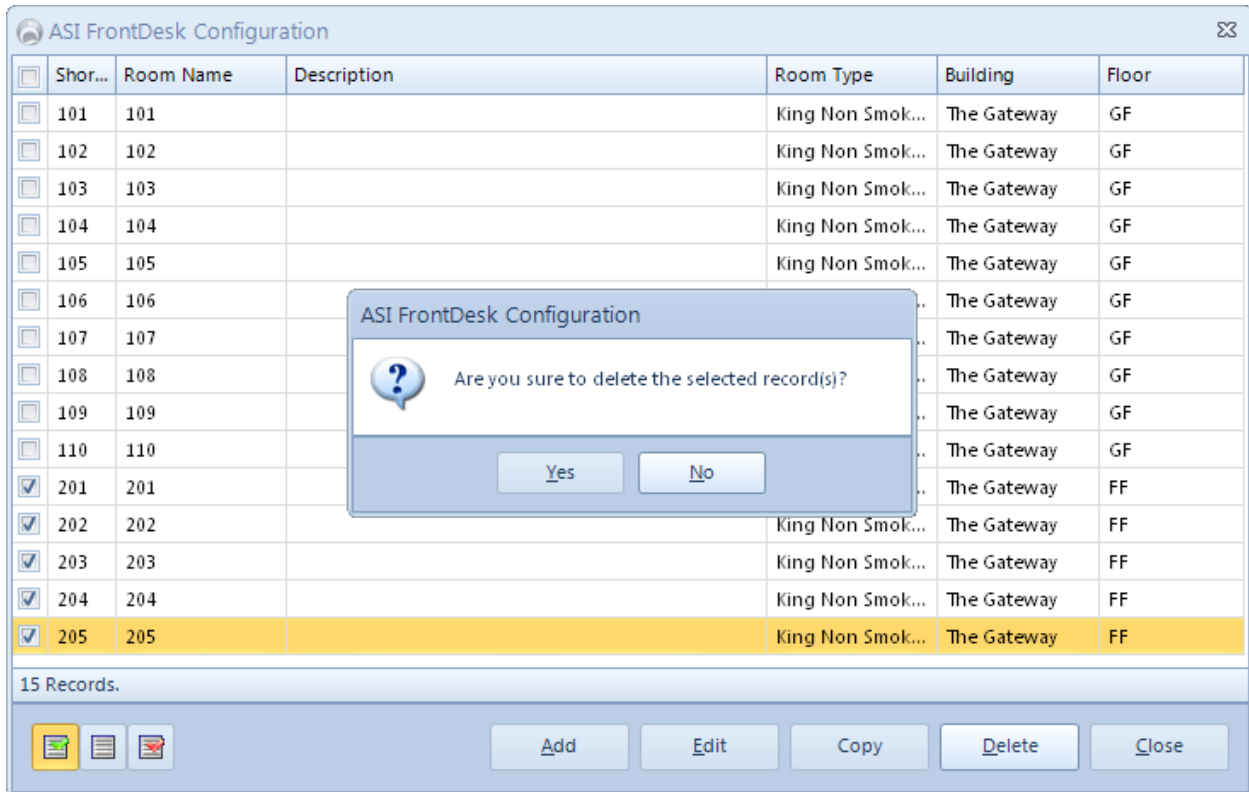


Shor...	Room Name	Description	Room Type	Floor
<input type="checkbox"/>	116		NON SMOKING - DOUBLE	First Floor
<input type="checkbox"/>	117		NON SMOKING - DOUBLE	First Floor
<input type="checkbox"/>	118		NON SMOKING - DOUBLE	First Floor
<input type="checkbox"/>	119		NON SMOKING - DOUBLE	First Floor
<input type="checkbox"/>	120		NON SMOKING - DOUBLE	First Floor
<input type="checkbox"/>	201		SMOKING - DOUBLE	Second Floor
<input type="checkbox"/>	202		SMOKING - KING	Second Floor
<input type="checkbox"/>	203		SMOKING - DOUBLE	Second Floor
<input type="checkbox"/>	204		SMOKING - KING	Second Floor
<input type="checkbox"/>	205		NON SMOKING - DOUBLE	Second Floor
<input type="checkbox"/>	206		NON SMOKING - KING	Second Floor
<input type="checkbox"/>	207		NON SMOKING - DOUBLE	Second Floor
<input type="checkbox"/>	208		NON SMOKING - KING	Second Floor
<input type="checkbox"/>	209		NON SMOKING - DOUBLE	Second Floor
<input type="checkbox"/>	210		NON SMOKING - DOUBLE	Second Floor

35 Records.

ASI FrontDesk 6.0 Startup Guide

The deletion of rooms is made easy as you either select a single room or mark multiple rooms for deletion on a single click.



The screenshot displays the 'ASI FrontDesk Configuration' window. It features a table with columns for 'Shor...', 'Room Name', 'Description', 'Room Type', 'Building', and 'Floor'. The table contains 15 records, with rows 201 through 205 selected. A modal dialog box is overlaid on the table, asking 'Are you sure to delete the selected record(s)?' with 'Yes' and 'No' buttons. The dialog box also has a title bar 'ASI FrontDesk Configuration' and a question mark icon.

Shor...	Room Name	Description	Room Type	Building	Floor
<input type="checkbox"/>	101	101	King Non Smok...	The Gateway	GF
<input type="checkbox"/>	102	102	King Non Smok...	The Gateway	GF
<input type="checkbox"/>	103	103	King Non Smok...	The Gateway	GF
<input type="checkbox"/>	104	104	King Non Smok...	The Gateway	GF
<input type="checkbox"/>	105	105	King Non Smok...	The Gateway	GF
<input type="checkbox"/>	106	106	King Non Smok...	The Gateway	GF
<input type="checkbox"/>	107	107	King Non Smok...	The Gateway	GF
<input type="checkbox"/>	108	108	King Non Smok...	The Gateway	GF
<input type="checkbox"/>	109	109	King Non Smok...	The Gateway	GF
<input type="checkbox"/>	110	110	King Non Smok...	The Gateway	GF
<input checked="" type="checkbox"/>	201	201	King Non Smok...	The Gateway	FF
<input checked="" type="checkbox"/>	202	202	King Non Smok...	The Gateway	FF
<input checked="" type="checkbox"/>	203	203	King Non Smok...	The Gateway	FF
<input checked="" type="checkbox"/>	204	204	King Non Smok...	The Gateway	FF
<input checked="" type="checkbox"/>	205	205	King Non Smok...	The Gateway	FF

15 Records.

Buttons: Add, Edit, Copy, Delete, Close

ASI FrontDesk 6.0 Startup Guide

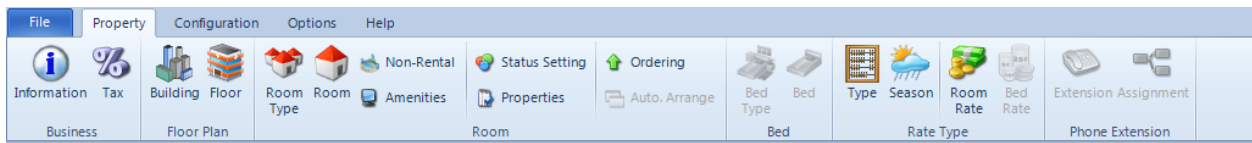
After closing the Add / Edit Room window, this is how the main screen of ASI FrontDesk Configuration appears to be.



This is how the main screen of ASI FrontDesk Configuration will appear after you are done with creating all your rental & non-rental units giving .

ASI FrontDesk 6.0 Startup Guide

When you click on the Property tab, you get the following options.



Wherein you can add/edit/delete the Property details, tax details, Building details, Floors, Non-Rental Units, Amenities.

PROPERTY INFORMATION

Property Information

Property Information

Name: Anand Systems Inc.

Address: 35 East 10th Street, Suite F, [Add](#)

City, State: Tracy California

ZIP, Country: 95376 USA

Phone, Fax: 1.800.431.4786 1.800.431.4919

E-Mail, URL: info@anandsystems.com www.anandsystems.com


Save Close

Here you can edit the details available above.. For example Image is not added here for the property.. We can just hit add and then browse the path of the image and then save it..

Property Information

Property Information

Name: Anand Systems Inc.

Address: 35 East 10th Street, Suite F,  [Remove](#)

City, State: Tracy California

ZIP, Country: 95376 USA

Phone, Fax: 1.800.431.4786 1.800.431.4919

E-Mail, URL: info@anandsystems.com www.anandsystems.com

Save Close

Clicking on Save button will save the above information (if edited) and the image will be saved which inturn will be displayed on all the Reports/Folio(s)/Bill(s)/Receipt(s).

TAX DETAILS

Here in the above image, you can ADD, EDIT and DELETE taxes.

ASI FrontDesk 6.0 Startup Guide

Here whenever you add a new tax rate or edit the existing tax rates, you will get the below displayed message on the screen, implying that the new tax rates added or edited shall be applicable wef from the next time you create a new day.

The screenshot displays the 'Tax Information' window in ASI FrontDesk. The window title is 'Tax Information' and it contains a table with columns 'From Date' and 'To Date'. The first row is highlighted in yellow and shows '8/6/2010' in the 'From Date' column. Below this, there is a section for 'Occupancy Tax Rate' with a text input field set to '10.000 %' and a checked checkbox for 'Exempt After Days' with a value of '30'. A modal dialog box titled 'ASI FrontDesk Configuration' is overlaid on the window. The dialog contains a question mark icon and the text: 'The taxes will be applicable from '8/6/2010' onwards. Do you want to save the changes?'. There are 'Yes' and 'No' buttons at the bottom of the dialog. At the bottom of the 'Tax Information' window, there are buttons for 'Add', 'Edit', 'Delete', and 'Close'. A 'Tax Detail Master' link is visible in the bottom left corner.

From Date	To Date	Other Charge Tax (%)
8/6/2010		10.000
1/1/2010	8/5/2010	0.000

ASI FrontDesk Configuration

The taxes will be applicable from '8/6/2010' onwards.
Do you want to save the changes?

Yes No

Save Save & Close Cancel

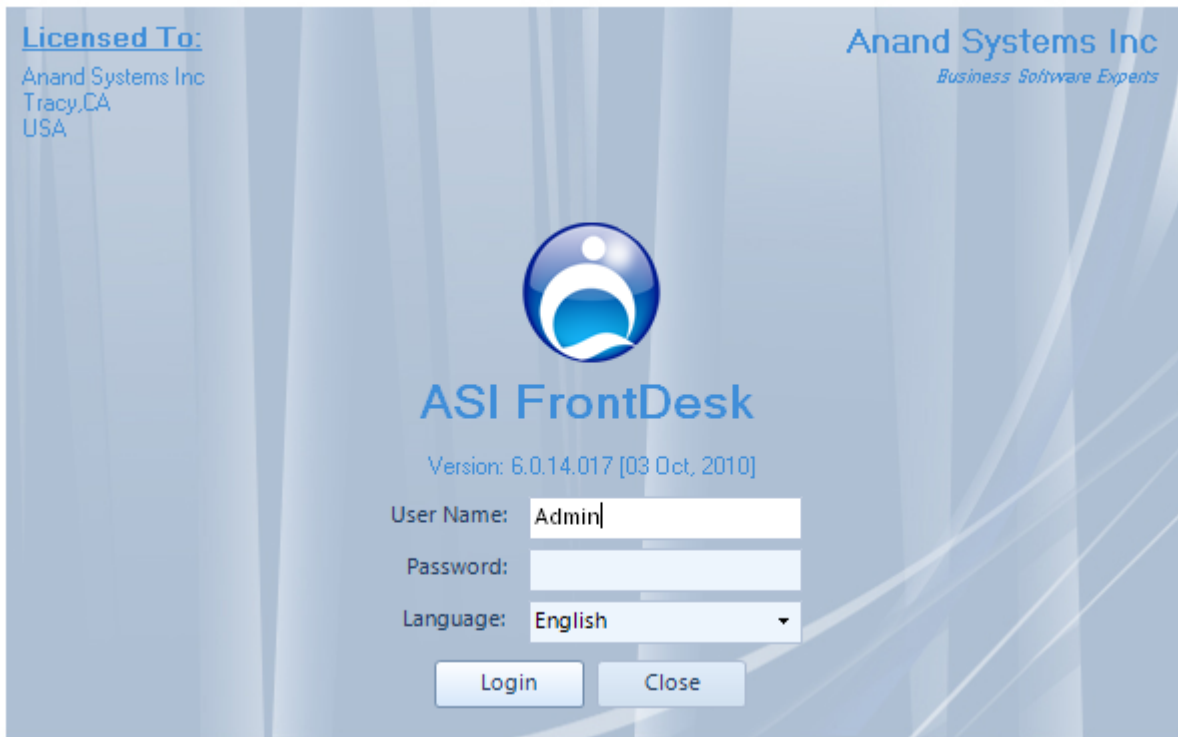
[Tax Detail Master](#) Add Edit Delete Close

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LOGIN

ASI Front Desk starts up with the Login screen as below.

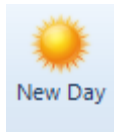
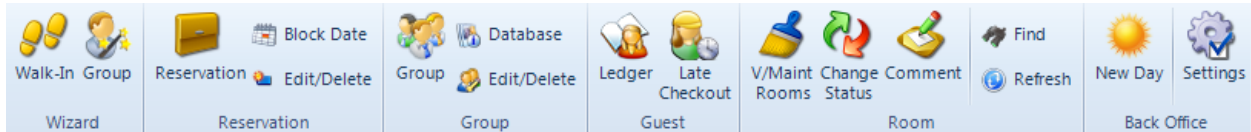


Here by, in order to start using the software put in your login credentials with selecting your preferred language from the list.

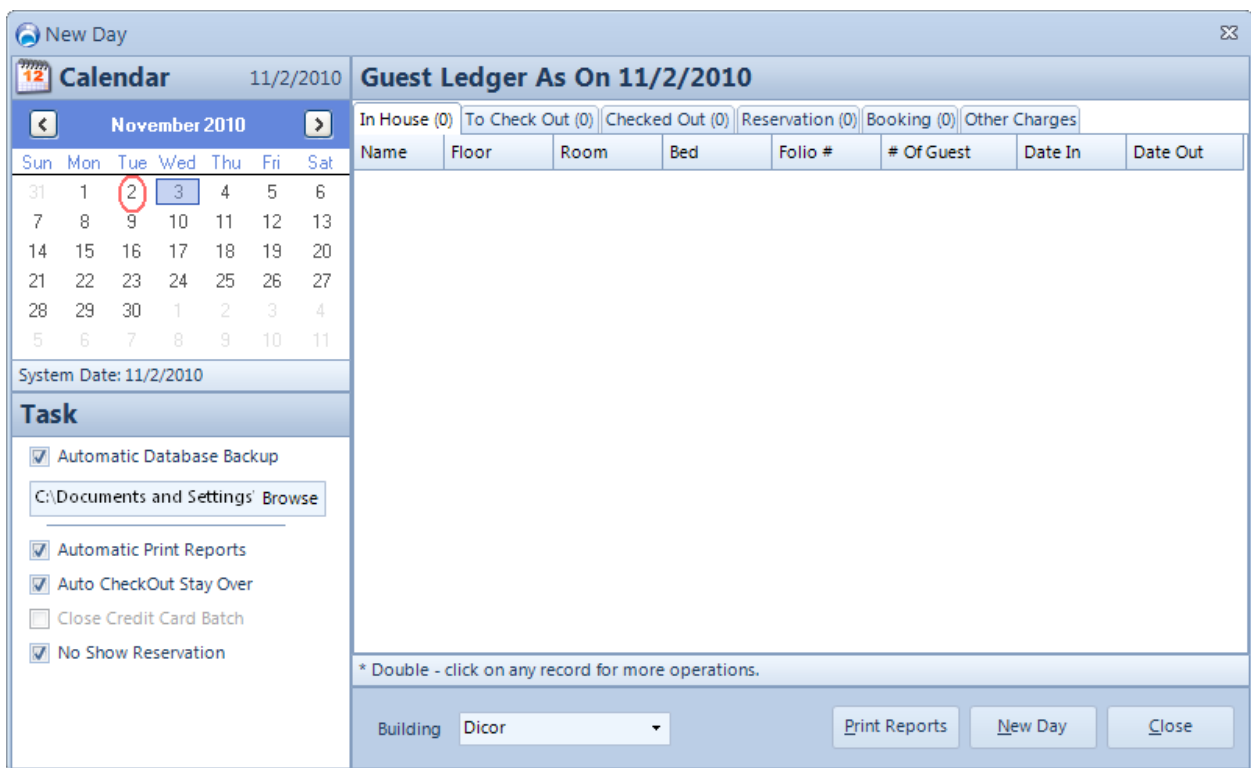
The ASI FrontDesk main screen gets displayed as shown below.

NEW DAY

This is the first and the foremost thing which you need to do when you start your day at the property. This button is located in the FrontDesk tab.



To create a new day, click on the New Day icon which displays the below given window wherein you get the New Day section on the left part as well as the Night Audit section on the right part.. It also prints the Night Audit Reports with it..

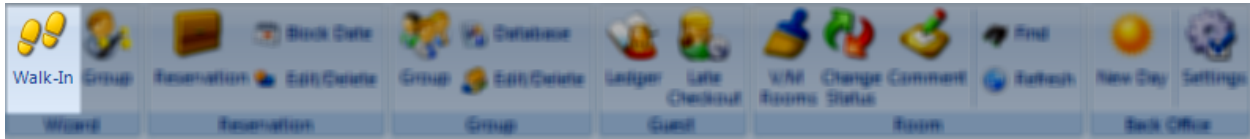


Donot forget to checkmark the Automatic Database Backup feature. It relieves you from the hassle of taking regular backups at regular intervals. Checking the Auto CheckOut StayOver automatically checks out the guests whose check out date matches current working day and amount balance is zero on creation of New Day.. In this way creating a New Day does performs four tasks at once namely:

1. New Day
2. Night Audit
3. Database Backup.
4. Automatic CheckOut of Stay Over Guests.

WALK-IN WIZARD

The Walk-in Wizard guides you through the process of checking in a guest. It is a step by step procedure which we shall follow below:



This is the Walk-in Wizard which you get to see after clicking on the above highlighted button:

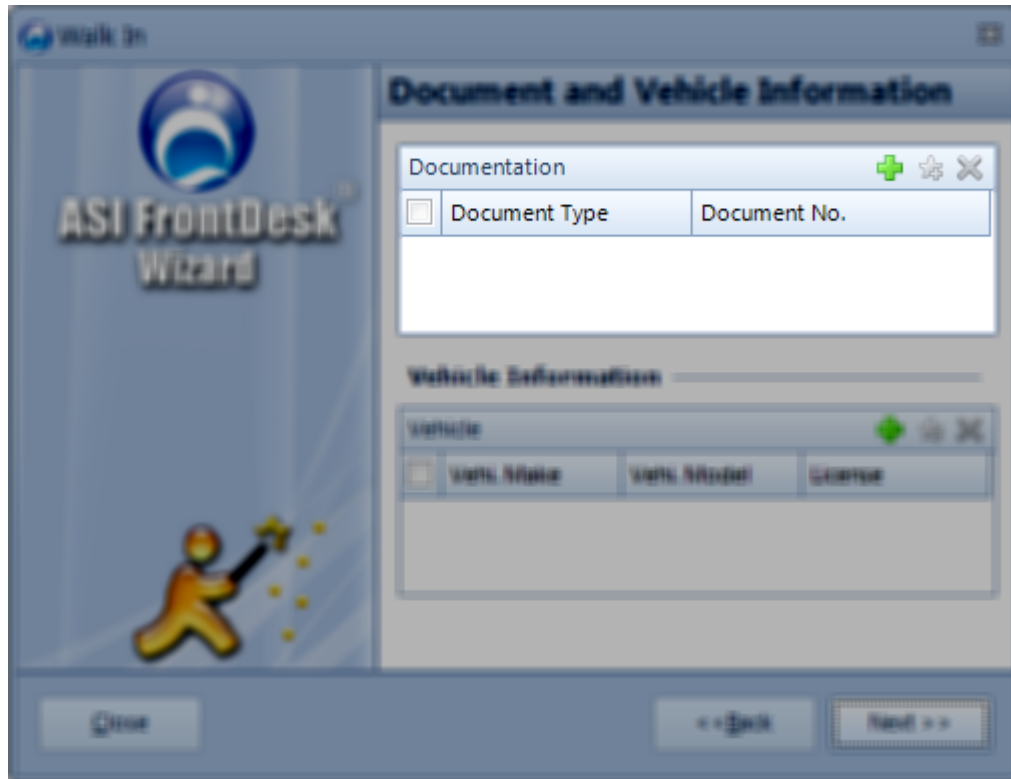
Step 1:

Guest Information	
Full Name...	John Doe
Company...	
Contact Information :: Home <input checked="" type="checkbox"/> Primary	
Home Phone...	123.456.7890
Home Address...	ST. GEORGE STREET TRACY CA 95376 UNITED STATES
Home E-Mail...	johndoe@gmail.com

You need to fill in the guest information whichever applicable to the guest as shown in the above image and then click on the Next >> button.

Step 2:

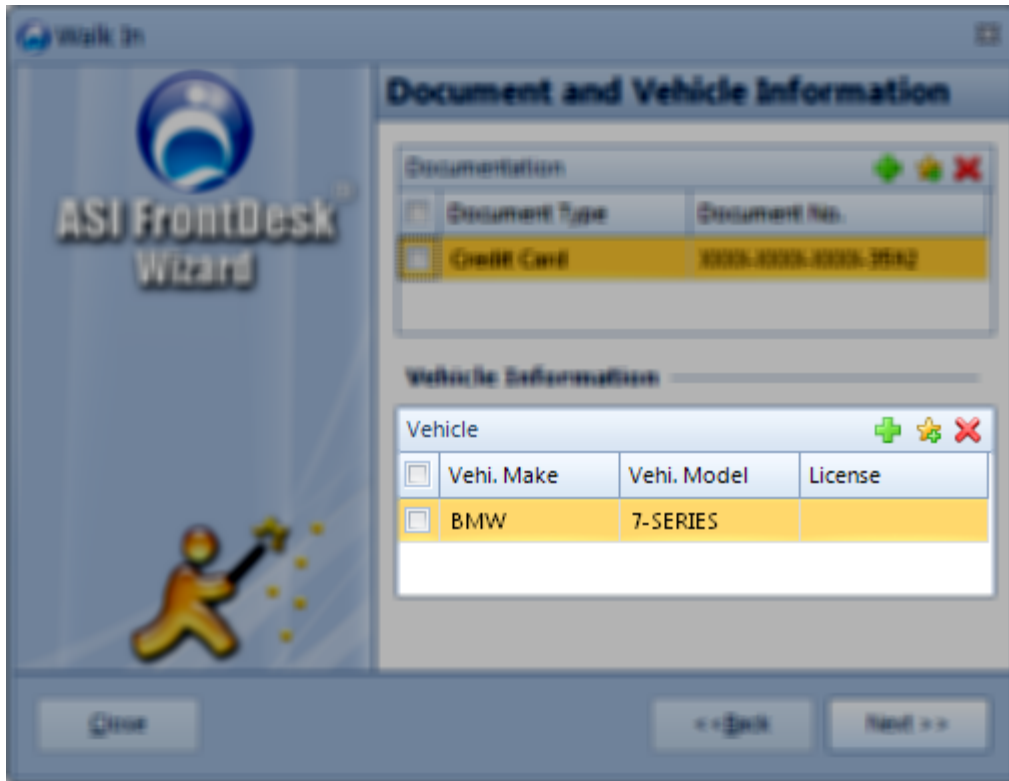
This is the next step after filling in the guest details.. The guest's document (ID proof) and vehicle information.




You can fill in the details like the guest's Credit Card, State ID, Passport, Military ID & the Driver's License in the Documentation Section..


Step 2:

Whereas the Vehicle details in the Vehicle Information Section.



You can add the details of any section just by clicking on the Add  button

You can edit the details of any section just by clicking on the Edit  button

You can delete the details of any section just by clicking on the Delete  button

Just click on the Next >> button to proceed on to the next step.

Step 3:

Herein, you need to select the stay day(s) for the guest..

Walk In ✖

ASI FrontDesk Wizard

Stay Information Hourly Rental

Description Stay Description / Season Info / Block Date Info.

Date In 5/ 5/2011 02:41 AM

No. Of Days 5

Date Out 5/10/2011 02:41 AM

Close << Back Next >>

The Check Out date will be displayed automatically depending upon the number of stay days.

Click on the Next>> button to proceed on to the next step.

Step 4:

Room Allocation:



The screenshot shows a software window titled "Walk In" with a close button in the top right corner. On the left side, there is a logo for "ASI FrontDesk Wizard" featuring a stylized blue figure and a yellow star. The main area is titled "Room Information" and contains several input fields:

- Building:** A dropdown menu with "Anand Systems Inc." selected.
- Floor:** A dropdown menu with "First Floor" selected.
- Room Type:** A dropdown menu with "NON SMOKING - KING" selected.
- Room:** A dropdown menu with "101" selected, accompanied by a small calendar icon.
- Comment:** A text area with up and down arrow buttons on the right side.
- Plan Type:** A dropdown menu with "Daily" selected and a "1" next to it.
- # Of Guest:** A spinner control with "1" in the center.

At the bottom of the window, there are three buttons: "Close", "<< Back", and "Next >>". The "Next >>" button is highlighted with a dashed border.

Herein, you need to allocate the room type, room and the rate type to the guest.

Click on the Next >> button to proceed on to the next step.

Step 5:

The last & final step to finish the wizard.



Here you just need to have an overlook on to the details of the guest which you have provided from the Step 1 to Step 4. And then Click on Finish to complete the Walk-In Wizard to Check-In the guest.

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This is the Check-In window, which appears after you click on the Finish button, wherein you just need to confirm the details and rate type and click on the Check-In button to check-in the guest in to the room.

Reserved [R-3164, By: Admin (3/2/2011 3:02 PM)]
Σ

Stay Information	Miscellaneous Information	Franchise Folio #	Folio #	1
-------------------------	----------------------------------	-------------------	---------	---

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100px;">Full Name...</td> <td><input type="text" value="John Doe"/></td> <td><input type="text"/></td> </tr> <tr> <td>Company...</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Business Source...</td> <td>--N/A--</td> <td><input type="text"/></td> </tr> <tr> <td colspan="3">Contact Information :: Home <input type="checkbox"/> Primary <input checked="" type="checkbox"/></td> </tr> <tr> <td>Home Phone...</td> <td>123.456.7890</td> <td><input type="text"/></td> </tr> <tr> <td>Home Addr...</td> <td>ST. GEORGE STREET</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td>TRACY</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td>CA</td> <td>95376</td> </tr> <tr> <td></td> <td>UNITED STATES</td> <td><input type="text"/></td> </tr> <tr> <td>Home E-Mail...</td> <td colspan="2">johndoe@gmail.com</td> </tr> </table> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td colspan="2">Documentation</td> <td style="text-align: right;">+ * X</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Document Type</td> <td>Document No.</td> </tr> <tr style="background-color: #ffffcc;"> <td><input type="checkbox"/></td> <td>Credit Card</td> <td>XXXX-XXXX-XXXX-3592</td> </tr> </table>	Full Name...	<input type="text" value="John Doe"/>	<input type="text"/>	Company...	<input type="text"/>	<input type="text"/>	Business Source...	--N/A--	<input type="text"/>	Contact Information :: Home <input type="checkbox"/> Primary <input checked="" type="checkbox"/>			Home Phone...	123.456.7890	<input type="text"/>	Home Addr...	ST. GEORGE STREET	<input type="text"/>		TRACY	<input type="text"/>		CA	95376		UNITED STATES	<input type="text"/>	Home E-Mail...	johndoe@gmail.com		Documentation		+ * X	<input type="checkbox"/>	Document Type	Document No.	<input type="checkbox"/>	Credit Card	XXXX-XXXX-XXXX-3592	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">May 05, 11 [Thursday] - May 10, 11 [Tuesday]</td> </tr> <tr> <td>5/ 5/2011</td> <td>2:41 AM</td> <td>Days 5</td> <td>5/10/2011</td> <td>2:41 AM</td> </tr> <tr> <td>Building</td> <td>Anand Systems Inc.</td> <td>Rent</td> <td>60.00</td> <td></td> </tr> <tr> <td>Floor</td> <td>First Floor</td> <td>Total Rent</td> <td>300.00</td> <td></td> </tr> <tr> <td>Room Type</td> <td>NON SMOKING - KING</td> <td>Tax</td> <td>39.90</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Room</td> <td>101</td> <td>Total Rental</td> <td>339.90</td> <td></td> </tr> <tr> <td>Comment</td> <td><input type="text"/></td> <td>Other Charges</td> <td>0.00</td> <td></td> </tr> <tr> <td>Rate Type</td> <td>Daily 1</td> <td>Discount</td> <td>0.00</td> <td></td> </tr> <tr> <td># Of Guest</td> <td>1</td> <td>Total Charges</td> <td>339.90</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Payments</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td>CC Authorized</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Balance</td> <td>339.90</td> <td></td> </tr> </table>	May 05, 11 [Thursday] - May 10, 11 [Tuesday]		5/ 5/2011	2:41 AM	Days 5	5/10/2011	2:41 AM	Building	Anand Systems Inc.	Rent	60.00		Floor	First Floor	Total Rent	300.00		Room Type	NON SMOKING - KING	Tax	39.90		<input checked="" type="checkbox"/> Room	101	Total Rental	339.90		Comment	<input type="text"/>	Other Charges	0.00		Rate Type	Daily 1	Discount	0.00		# Of Guest	1	Total Charges	339.90				Payments	0.00				CC Authorized	0.00				Balance	339.90	
Full Name...	<input type="text" value="John Doe"/>	<input type="text"/>																																																																																															
Company...	<input type="text"/>	<input type="text"/>																																																																																															
Business Source...	--N/A--	<input type="text"/>																																																																																															
Contact Information :: Home <input type="checkbox"/> Primary <input checked="" type="checkbox"/>																																																																																																	
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Guest	<input type="button" value="InHouse"/>	<input type="button" value="Check-In"/>	<input type="button" value="Check-Out"/>	<input type="button" value="Payment"/>	<input type="button" value="Special Request"/>
--------------	----------------------------------------	-----------------------------------------	------------------------------------------	----------------------------------------	------------------------------------------------

<input type="button" value="Reservation"/>	<input type="button" value="Check In"/>	<input type="button" value="Update"/>	<input type="button" value="Chg. Room"/>	<input type="button" value="Undo"/>	<input type="button" value="Print"/>	<input type="button" value="Close"/>
--------------------------------------------	-----------------------------------------	---------------------------------------	------------------------------------------	-------------------------------------	--------------------------------------	--------------------------------------

This completes with the Checkin process for a guest through the Walk-In Wizard.

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CHECK IN A GUEST

For Checking-In a guest just click on any of the Vacant Rooms and then you get to see the below given detailed Check-in interface. Herein, you can enter all the details pertaining to the guest as well as the Rent details. You can enter the shared guest details with the help of the Miscellaneous Information tab which follows next.


The screenshot shows the 'Check In' interface with the following details:

- Franchise Folio #:** [Empty] **Folio #:** 050511031433
- Stay Information:** May 05, 11 [Thursday] - May 07, 11 [Saturday]
- Guest Information:**
 - Full Name: Doe John
 - Company: [Empty]
 - Business Source: --N/A--
 - Contact Information: Home (Primary)
 - Home Phone: [Empty]
 - Home Address: STREET, CITY, STATE, ZIPCODE, UNITED STATES
 - Home E-Mail: [Empty]
 - Documentation: [Empty]
- Stay, Room & Plan Information:**
 - Start: 5/ 5/2011 3:14 PM, Days: 2, End: 5/ 7/2011 12:00 PM
 - Building: Anand Systems Inc.
 - Floor: First Floor
 - Room Type: NON SMOKING - DOU
 - Room: 117
 - Rate Type: Daily (1)
 - # Of Guest: 7
 - H. K. Freq.: 1 Days
 - Status: UnConfirmed
- Rent Summary:**

Rent	75.00
Total Rent	150.00
Tax	19.96
Total Rental	169.96
Other Charges	0.00
Discount	0.00
Total Charges	169.96
Payments	0.00
CC Authorized	0.00
Balance	169.96
- Buttons:** Reservation, Check In, Update, Chg. Room, Undo, Print, Close

Thus, this interface lets you have all details like the Guest Info, Stay Info & the Rent Info at once.

The details could be fed in to the software through just swiping either of the documents like Driver's License, Credit Card or even by scanning the documents like State ID, Passport or the Driver's license.

The Shared guest information is to be filled in from here. . By clicking on the  in line to the Shared Guests text which in return opens up a new window somewhat similar to the Checkin window for filling up the details for the other guests sharing the room.

Herein, you need to enter the additional guest details who share the room.. The filled in Shared Guest Information looks as given below:

The filled in Shared Guest Information looks as given below:

The screenshot shows the 'Add Guest' form within the 'Shared Information' window. The form includes the following fields and options:

- Full Name...:** Mr. Andrew Rayner
- Company...:** (Empty)
- Contact Information :::** Home (selected), Primary (checked)
- Home Phone...:** 2612781056
- Home Address...:** 1452, Ellis Bridge, Cambridge, London, USA
- Home E-Mail...:** (Empty)
- Documentation:** A table with columns for Document Type and Document No.
- Buttons:** Save, Save & Close, Cancel

Click on Save if you have finished entering details of all the guests and click on Save & Close when you just have one guest whose details are to be added.

Rather than typing in all the guest details manually you can even swipe the guest's Driver License or a Credit Card or scan a State ID or a Credit Card so as to make the work easy for you..

The guest details added can be seen as follows:

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The screenshot shows the 'Check In' window with the 'Maintenance Information' tab selected. The 'Shared Guests' section is highlighted, displaying a table with one record for Andrew Rayner. The table has columns for 'First Name' and 'Last Name'. Below the table are buttons for 'Add', 'Update', 'Delete', and 'Print'. The 'Guest Stay History' section is also visible, showing a table with columns for 'RoomID', 'Date In', 'Days', 'Total Amt', and 'Check In'.

First Name	Last Name
Andrew	Rayner

RoomID	Date In	Days	Total Amt	Check In
--------	---------	------	-----------	----------

The image above shows only one record for the Shared Guests details.. Here you can add up as many guests in the list who share the room..

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Check In
✕

Stay Information

Miscellaneous Information

Folio # 111110014210

Guest
Search
Swipe
ID Scan
Passport Scan
Sign

Full Name... Miss. Ashley Rayner

Company...

Business Source... --N/A--

Contact Information :: Home Primary

Home Phone... 2612781056

Home Address... 1452, Ellis Bridge
Cambridge
London ZipCode
United Kingdom

Home E-Mail...

Documentation + * ✕

Document Type	Document No.

Stay, Room & Plan Information
Hourly Rental

Description Nov 11, 10 [Thursday] - Nov 25, 10 [Thursday]

11.Nov.10 1:42 PM Days 14 25.Nov.10 11:00 AM

Building M Rent 72.00

Floor 1ST Total Rent 1008.00

Room Type NKS Tax 131.04

Room 201 Total Rental 1139.04

Comment

Rate Type RACK 1 Other Charges 0.00

Of Guest 1 Discount 0.00

H. K. Freq. 1 Days Total Charges 1139.04

Status Confirmed Payments 0.00

CC Authorized 0.00

Balance 1139.04

Guest

InHouse

Check-In

Check-Out

Payment

Special Request

Reservation

Check In

Update

Chg. Room

Undo

Print

Close

This finishes with the checkin operation for a guest..

ADDING A PAYMENT

Next important step is Adding a Payment.. Adding a Payment will seem never so easy.. Just four simple steps and that's it..

1. Click on the Payments link.
2. Select the mode of the Payment to be made.
3. Enter the amount manually (if not the full amount).
4. Click on Add.

That's it..!

Payment Details Room Name: 117 || Balance: 0.00 \$

Payment Type: Cash | Business Source: | Room/Guest: | Sale: | Authorize Payment: | Auth. To Sale:

Type: Cash | Card #: | Valid Till: | Auth. #: Authorize

Guest: Doe John | Date: 5/ 5/2011 | Receipt #: | Amount: 0.00 \$ | Deposit: Rental Deposit

Remark: | Display On Folio | |

Date	Payment Mode	Deposit	Card #	Autho. #	Rec. #	Amount	Desk Cle...	Remark
5/5/2...	Cash					169.96	Admin	

1 Records. Total: 169.96

| |

We provide offline as well as online payment modes..

Offline includes the Cash, Cheque, Bad Debts & Complimentary whereas the

Online mode includes the online processing of payments made through the different credit/debit cards which includes Master Card, Visa, Discover, American Express, Diners Club and any ATM card..

You can either Authorize the card or directly process it and charge the Guest's card.

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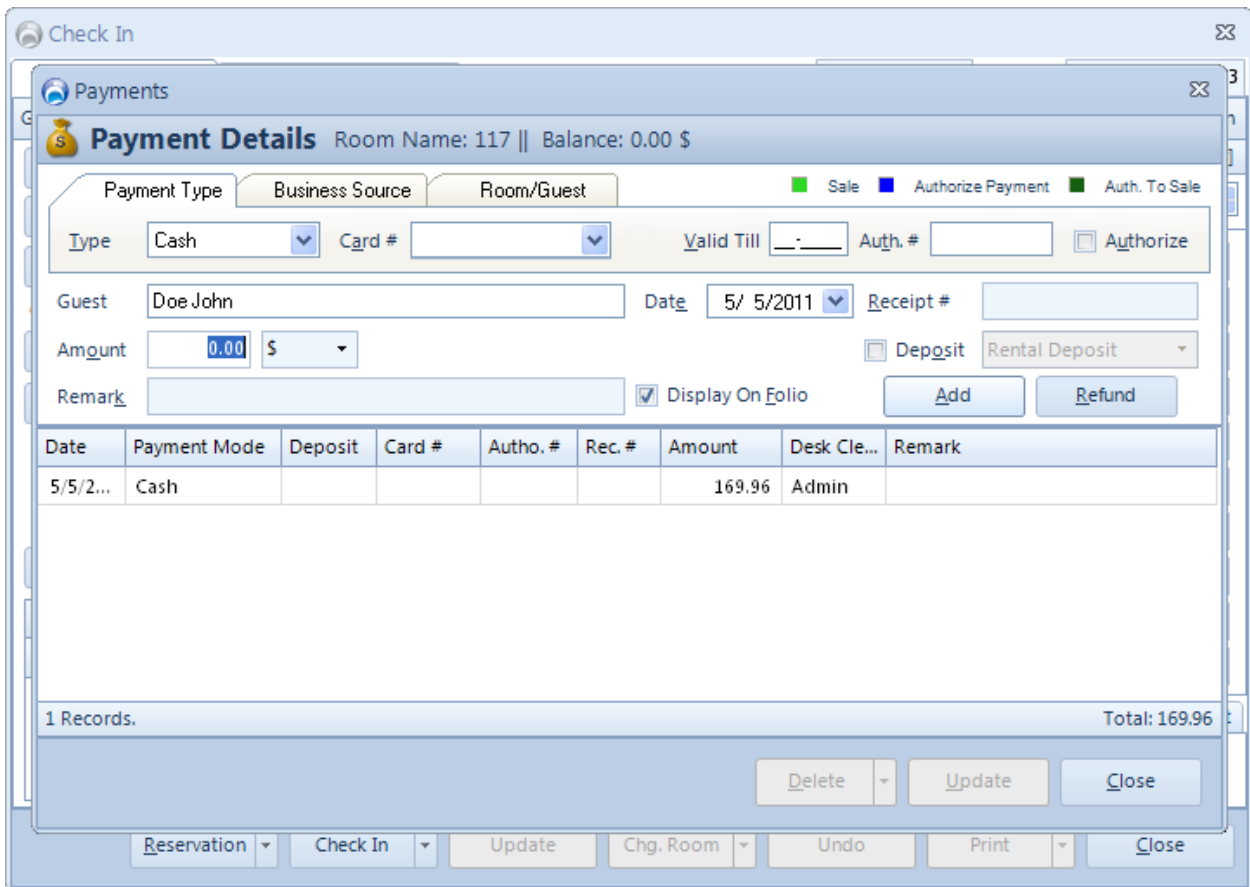
Below given are some images which will describe the adding payment steps..

The screenshot displays the 'Check Out' interface with the following details:

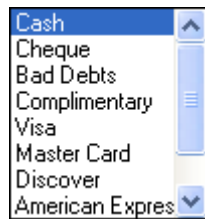
- Guest Information:** Full Name: Miss Ashley Rayner, Company: [Empty], Business Source: --N/A--.
- Contact Information:** Home Phone: 2627820706, Home Address: 1452 Elm Bridge, Cambridge, London, United Kingdom.
- Stay Room & Plan Information:** Description: Nov 22, 10 (Thursday) - Nov 25, 10 (Thursday), Building: 01, Floor: 217, Room Type: 003, Rate Type: RACK.
- Charges Summary:** Total Rent: 2000.00, Tax: 270.00, Total Rental: 2270.00, Total Charges: 2270.00. The 'Payments' link is highlighted in a red box.

To add a payment for a guest, you need to click on the Payments link as highlighted in the above image which opens up a new Payment window for adding up the payment(s).

This is the Payment window which pops up after you click on the Payment link.



Herein, you get several modes of payment as like shown in list below:



You can add the payment of the guest in any one mode or in multiple modes..

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This is the screen which you see after adding the payment..

The Payments field which was empty before is filled up with the payment amount.

Document Type	Document No.
---------------	--------------

Rate	72.00
Total Rate	2008.00
Tax	278.00
Total Rental	2286.00
Other Charges	0.00
Discount	0.00
Total Charges	2286.00
Payments	1139.04
CC Authorized	0.00
Balance	0.00

The above screen ends up with the Offline Payment Adding tutorial..

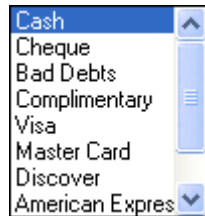
Next is the Online Payment mode.

Below are some images showing the steps to proceed with the same:

You can add up the guest's credit/debit card details in to the Documentation information, which you can find in the Checkin window, so that at the time you add the payment, you just need to follow these below given steps for adding up the payment.

Either ways, the steps to be followed are as follows:

1. Click on the Payments link.
2. Select the mode of the Payment to be made (Select the card type).



3. Enter the amount manually (if not the full amount).
4. Click on Add.
5. The payment is either Authorized to Sales or directly sent to Sales (depends upon the setting made by you).

That's it..!

This finishes up with the Adding of Payments through cards. The same will be furnished in graphics now.

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The spotted & highlighted box in the below given image shows up the Documentation information, where you can add the details of the guest's identity.. May it be either of the things like the State ID, Credit Card, Driver's License or the Passport.

The screenshot shows the 'Check Out' window in ASI FrontDesk 6.0. The window is titled 'Check Out [Checked In By: Admin]'. It has two tabs: 'Stay Information' and 'Miscellaneous Information'. The 'Stay Information' tab is active. The window is divided into several sections:

- Guest Information:** Includes fields for Full Name (John Anthony Payne), Company, Business Source (N/A), Contact Information (Home), Home Phone (262782456), Home Address (1452 Elk Bridge, Cambridge, London, United Kingdom), and Home E-Mail.
- Stay Room & Plan Information:** Includes Description (New 22, 22 (Thursday) - New 25, 22 (Thursday)), Dates (11/21/2011 - 11/25/2011), Days (24), Building (22), Floor (227), Room Type (NOC), Room (225), Comment, Rate Type (RACK), # of Guest (2), and M, K, Prog (2 Days).
- Documentation:** A highlighted section with a table:

Document Type	Document No.
Credit Card	XXXX-XXXX-XXXX-4215
- Payment Summary:** Includes Total Rent (2005.00), Tax (275.00), Total Rental (2275.00), Other Charges (0.00), Discount (0.00), Total Charges (2275.00), Payments (0.00), CC Authorized (0.00), and Balance (2275.00).

At the bottom of the window, there are buttons for 'Check Out', 'Update', 'Chg Room', 'Print', and 'Close'.

If you add up the Credit Card details here, you wont have to add the Credit Card details in the Payment window then after while adding up the payment.

So, now moving on to the graphical steps.

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Open up the room to add up the payment.

Check Out [R-3164, By: Admin (3/2/2011 3:02 PM), Checked In By: Admin]
✕

Stay Information
Miscellaneous Information
Franchise Folio #
Folio # 1

Guest
Search
Swipe
ID Scan
Passport Scan
Sign

Full Name...

Company...

Business Source...

Contact Information :: Home Primary

Home Phone...

Home Address...

Home E-Mail...

Documentation
+
*
✕

Document Type	Document No.
Credit Card	XXXX-XXXX-XXXX-3592

Stay, Room & Plan Information
May 05, 11 [Thursday] - May 10, 11 [Tuesday]

Days

Building

Floor

Room Type

Room

Comment

Rate Type

Of Guest

H. K. Freq. Days.

Rent	60.00
Total Rent	300.00
Tax	39.90
Total Rental	339.90
Other Charges	0.00
Discount	0.00
Total Charges	339.90
Payments	0.00
CC Authorized	0.00
Balance	339.90

Guest
InHouse
Check-In
Check-Out
Payment
Special Request

Check Out
Update
Chg. Room
Undo
Print
Close

Click on the Payments link.

ASI FrontDesk 6.0 Startup Guide

Click on Add, which will Authorize the Card of the guest.

Payments
✖

Payment Details
Room Name: 101 || Balance: 339.90 \$

Payment Type
Business Source
Room/Guest

Sale
 Authorize Payment
 Auth. To Sale

Type:
Card #:
Valid Till:
Auth. #:
 Authorize

Guest:
Date:
Receipt #:

Amount: \$
 Deposit

Remark:
 Display On Folio

Date	Payment Mode	Deposit	Card #	Autho. #	Rec. #	Amount	Desk Cle...	Remark
5/5/2...	Visa		XX-3592			339.90	Admin	

1 Records.
Total: 0.00

Note: You can differentiate the state of the payment which can be in any one of the below highlighted states:

Payments
✖

Payment Details
Room Name: 101 || Balance: 339.90 \$

Payment Type
Business Source
Room/Guest

Sale
 Authorize Payment
 Auth. To Sale

Type:
Card #:
Valid Till:
Auth. #:
 Authorize

Guest:
Date:
Receipt #:

Amount: \$
 Deposit

Remark:
 Display On Folio

Date	Payment Mode	Deposit	Card #	Autho. #	Rec. #	Amount	Desk Cle...	Remark
5/5/2...	Visa		XX-3592			339.90	Admin	

1 Records.
Total: 0.00

By looking at the color of the payment you can get the state of the payment..

The next step is processing the Authorized amount.

For proceeding with it, you need to select the payment which you need to process and then click on Auth. to Sale button which processes the guest's card. (Highlighted below in the image).

The screenshot shows the 'Payments' window with the following details:

- Payment Type:** Business Source, Room/Guest
- Card #:** XX-3592
- Amount:** 339.90 \$
- Auth. #:** (empty)
- Auth. to Sale:** (checked)

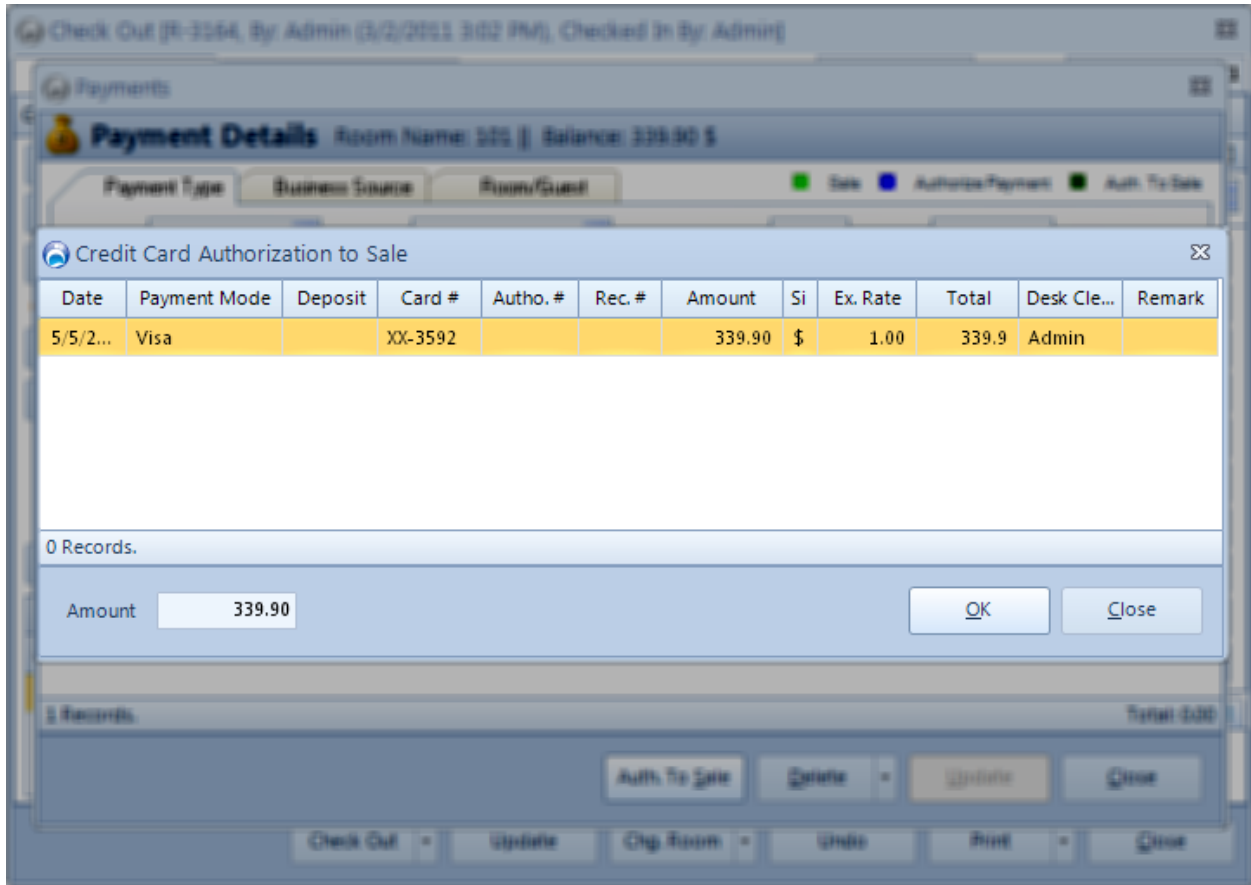
Date	Payment Mode	Deposit	Card #	Autho. #	Rec. #	Amount	Desk Cle...	Remark
5/5/2...	Visa		XX-3592			339.90	Admin	

1 Records. Total: 0.00

Buttons: Delete, Update, Close

This will forward you to a new window which will ask you to enter the amount of money you wish to process from the card.

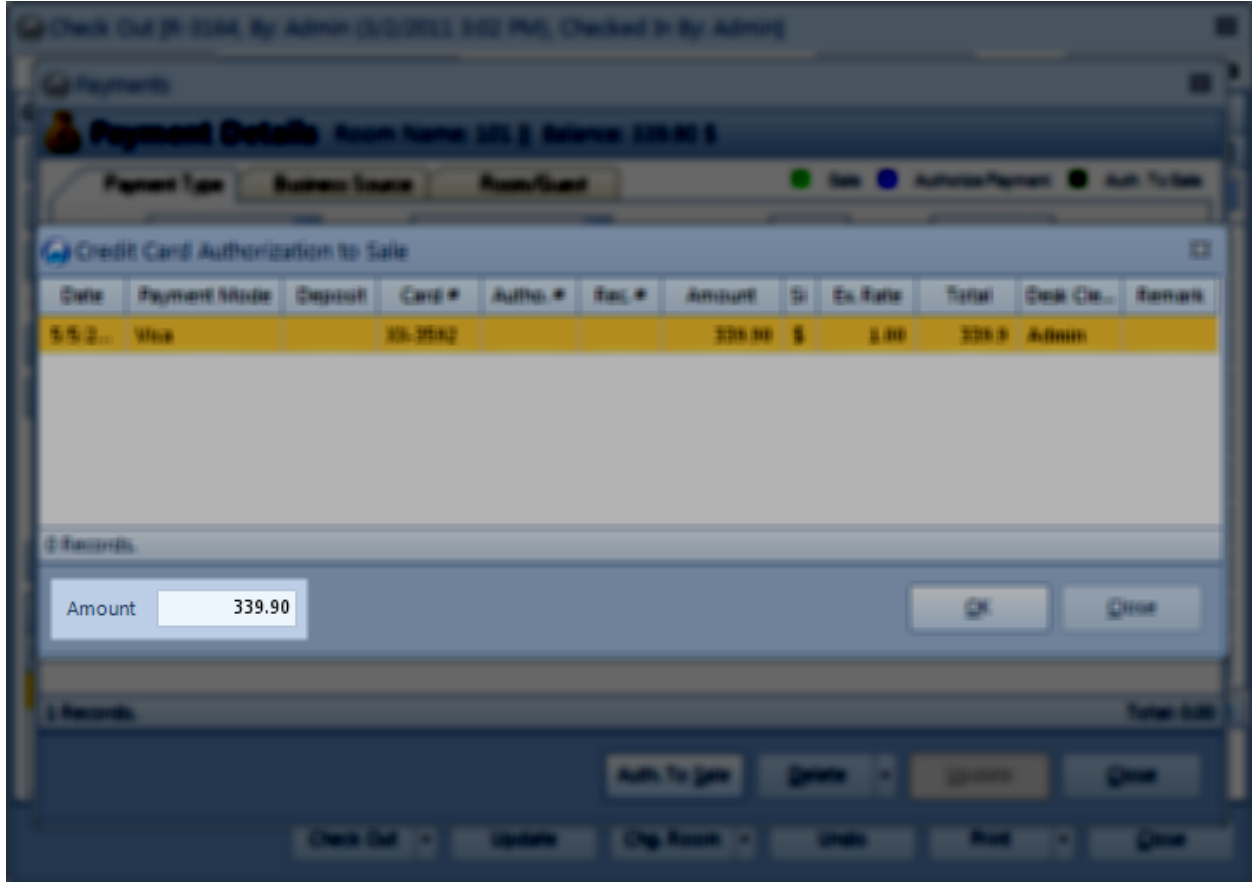
ASI FrontDesk 6.0 Startup Guide



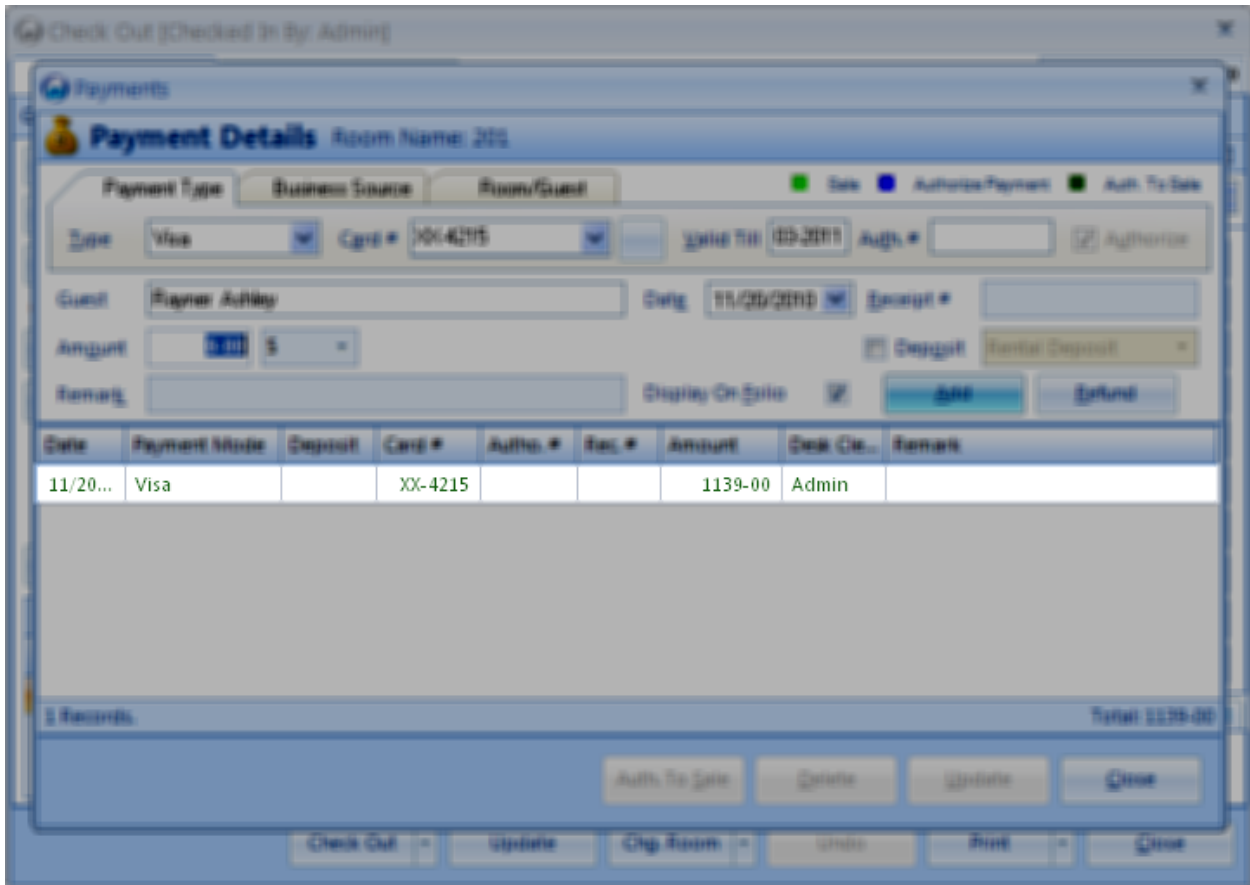
Herein, if you click on OK in the above window, the whole amount of 192.00 from the card will be processed.

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Rather if you wish to enter the partial amount to be processed from the card, you can enter it in the Amount field as shown below:



After completing with this, you can see the below results in the Payment window.



The color of the payment entry has changed to that of the Auth. to Sale from the color of Authorize Payment.

Well, this ends up with the Adding up a Payment for a guest..!

REFUND

Refunding of money is also made simpler in the newer version.

We need to remember and follow these steps:

1. Open up the room and click on the Payments link.

Reserved [R-3066, By: Admin (12/29/2010 12:00 AM)]
✕

Stay Information	Miscellaneous Information	Franchise Folio #	Folio #
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Guest	Stay, Room & Plan Information
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<table style="width: 100%; border-collapse: collapse;"> <tr><td>Full Name...</td><td>John Doe</td></tr> <tr><td>Company...</td><td></td></tr> <tr><td>Business Source...</td><td>--N/A--</td></tr> <tr><td colspan="2">Contact Information :: Home <input type="checkbox"/> Primary <input checked="" type="checkbox"/></td></tr> <tr><td>Home Phone...</td><td></td></tr> <tr><td>Home Addr...</td><td>STREET</td></tr> <tr><td></td><td>CITY</td></tr> <tr><td></td><td>STATE</td></tr> <tr><td></td><td>ZIPCODE</td></tr> <tr><td></td><td>UNITED STATES</td></tr> <tr><td>Home E-Mail...</td><td></td></tr> </table> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td colspan="2">Documentation + * ✕</td></tr> <tr><td><input type="checkbox"/> Document Type</td><td>Document No.</td></tr> <tr style="background-color: #ffffcc;"><td><input type="checkbox"/> Credit Card</td><td>XXXX-XXXX-XXXX-4275</td></tr> <tr><td><input type="checkbox"/> Driver License</td><td></td></tr> </table>	Full Name...	John Doe	Company...		Business Source...	--N/A--	Contact Information :: Home <input type="checkbox"/> Primary <input checked="" type="checkbox"/>		Home Phone...		Home Addr...	STREET		CITY		STATE		ZIPCODE		UNITED STATES	Home E-Mail...		Documentation + * ✕		<input type="checkbox"/> Document Type	Document No.	<input type="checkbox"/> Credit Card	XXXX-XXXX-XXXX-4275	<input type="checkbox"/> Driver License		<table style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2" style="text-align: center;">May 05, 11 [Thursday] - May 10, 11 [Tuesday]</td></tr> <tr><td>5/ 5/2011</td><td>6:01 AM</td></tr> <tr><td>Days</td><td>5</td></tr> <tr><td>5/10/2011</td><td>6:00 AM</td></tr> <tr><td>Building</td><td>Anand Systems Inc.</td></tr> <tr><td>Floor</td><td>First Floor</td></tr> <tr><td>Room Type</td><td>NON SMOKING - DOU</td></tr> <tr><td><input checked="" type="checkbox"/> Room</td><td>115</td></tr> <tr><td>Comment</td><td></td></tr> <tr><td>Rate Type</td><td>Daily 1</td></tr> <tr><td># Of Guest</td><td>1</td></tr> <tr><td>Status</td><td>Confirmed</td></tr> </table> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Rent</td><td style="text-align: right;">65.00</td></tr> <tr><td>Total Rent</td><td style="text-align: right;">325.00</td></tr> <tr><td>Tax</td><td style="text-align: right;">43.23</td></tr> <tr><td>Total Rental</td><td style="text-align: right;">368.23</td></tr> <tr><td>Other Charges</td><td style="text-align: right;">0.00</td></tr> <tr><td>Discount</td><td style="text-align: right;">0.00</td></tr> <tr><td>Total Charges</td><td style="text-align: right;">368.23</td></tr> <tr><td>Payments</td><td style="text-align: right;">0.00</td></tr> <tr><td>CC Authorized</td><td style="text-align: right;">0.00</td></tr> <tr><td>Balance</td><td style="text-align: right;">368.23</td></tr> </table>	May 05, 11 [Thursday] - May 10, 11 [Tuesday]		5/ 5/2011	6:01 AM	Days	5	5/10/2011	6:00 AM	Building	Anand Systems Inc.	Floor	First Floor	Room Type	NON SMOKING - DOU	<input checked="" type="checkbox"/> Room	115	Comment		Rate Type	Daily 1	# Of Guest	1	Status	Confirmed	Rent	65.00	Total Rent	325.00	Tax	43.23	Total Rental	368.23	Other Charges	0.00	Discount	0.00	Total Charges	368.23	Payments	0.00	CC Authorized	0.00	Balance	368.23
Full Name...	John Doe																																																																										
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Balance	368.23																																																																										

Guest	InHouse	Check-In	Check-Out	Payment	Special Request
--------------	----------------	-----------------	------------------	----------------	------------------------

Reservation	Check In	Update	Chg. Room	Undo	Print	Close
-------------	----------	--------	-----------	------	-------	-------

2. Select the Payment entry and enter the amount which you need to refund in the AMOUNT field.

Payments
✖

Payment Details
Room Name: 115 || Balance: 0.00 \$

Payment Type
Business Source

 Sale
 Authorize Payment
 Auth. To Sale

Type
Card #
Valid Till
Auth. #
 Authorize

Guest
Date
Receipt #

Amount \$
 Deposit

Remark
 Display On Folio

Date	Payment Mode	Deposit	Card #	Autho. #	Rec. #	Amount	Desk Cle...	Remark
5/5/2...	Visa		XX-4275			368.23	Admin	

1 Records.
Total: 368.23

3. Click on the Refund button.

Payments
✖

Payment Details
Room Name: 115 || Balance: 100.00 \$

Payment Type
Business Source

■ Sale
 ■ Authorize Payment
 ■ Auth. To Sale

Type
Card #
Valid Till
Auth. #
 Authorize

Guest
Date
Receipt #

Amount

Deposit

Remark
 Display On Folio

Add Refund

Date	Payment Mode	Deposit	Card #	Autho. #	Rec. #	Amount	Desk Cle...	Remark
5/5/2...	Visa		XX-4275			368.23	Admin	
5/5/2...	Visa		XX-4275			-100.00	Admin	

2 Records.
Total: 268.23

Delete Update Close

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That's it.. And the amount is refunded back to the guest.

Reserved [R-3066, By: Admin (12/29/2010 12:00 AM)]

Stay Information | Miscellaneous Information | Franchise Folio # | Folio #

Guest Search Swipe ID Scan Passport Scan Sign | Stay, Room & Plan Information | Lock Reservation

Full Name... John Doe

Company...

Business Source... --N/A--

Contact Information :: Home Primary

Home Phone...
Home Address... STREET
CITY
STATE ZIPCODE
UNITED STATES

Home E-Mail...

Documentation

Document Type	Document No.
<input checked="" type="checkbox"/> Credit Card	XXXX-XXXX-XXXX-4275
<input type="checkbox"/> Driver License	

May 05, 11 [Thursday] - May 10, 11 [Tuesday]

5/ 5/2011 6:01 AM Days 5 5/10/2011 6:00 AM

Building Anand Systems Inc. Rent 65.00

Floor First Floor Total Rent 325.00

Room Type NON SMOKING - DOU Tax 43.23

Room 115 Total Rental 368.23

Comment

Rate Type Daily 1 Other Charges 0.00

Of Guest 1 Discount 0.00

Total Charges 368.23

Payments 268.23

Status Confirmed CC Authorized 0.00

Balance 100.00

Guest InHouse Check-In Check-Out Payment Special Request

Reservation Check In Update Chg. Room Undo Print Close

ASI FrontDesk 6.0 Startup Guide

Open up the room.

Check Out [Checked In By: Admin]

Stay Information | Miscellaneous Information | Folio # 111110014210

Guest Search Swipe ID Scan Passport Scan Sign

Guest Information:
Full Name: Miss. Ashley Rayner
Company:
Business Source: --N/A--
Contact Information: Home (Primary)
Home Phone: 2612781056
Home Address: 1452, Ellis Bridge, Cambridge, London, United Kingdom
Home E-Mail:
Documentation: Credit Card (XXXX-XXXX-XXXX-4215)

Stay, Room & Plan Information:
Description: Nov 11, 10 [Thursday] - Nov 25, 10 [Thursday]
Check In: 11/11/2010 1:42 PM | Days: 14 | Check Out: 11/25/2010 11:00 AM
Building: M | Floor: 1ST | Room Type: NKS | Room: 201
Rate Type: RACK 1 | # Of Guest: 1 | H. K. Freq: 1 Days
Financial Summary:
Rent: 72-00
Total Rent: 1008-00
Tax: 131-00
Total Rental: 1139-00
Other Charges: 0-00
Discount: 0-00
Total Charges: 1139-00
Payments: 1189-00
CC Authorized: 0-00
Balance: -50-00

Buttons: Check Out, Update, Chg. Room, Undo, Print, Close

Here, we can see that the credit balance shows up for the guest meaning we need to refund the guest an amount of 50.00

Now, click on the Payments link so as to view the Payment details.

Check Out [Checked In By: Admin]

Payments

Payment Details Room Name: 201

Payment Type: Business Source Room/Guest

Sale
 Authorize Payment
 Auth. To Sale

Type: Visa Card #: XX-4215 Valid Till: 03-2011 Auth. # Authorize

Guest: Rayner Ashley Date: 11/22/2010 Receipt #

Amount: -50-00 \$ Deposit Rental Deposit

Remark: Display On Folio

Date	Payment Mode	Deposit	Card #	Autho. #	Rec. #	Amount	Desk Cle...	Remark
11/20...	Visa		XX-4215			1139-00	Admin	
11/22...	Cash					50-00	Admin	

2 Records. Total: 1189-00

The cash payment of the amount 50.00 is to be refunded back to the guest.

ASI FrontDesk 6.0 Startup Guide

Now, select the payment and then click on the Refund button.

Payments
X

Payment Details Room Name: 201

Payment Type Business Source Room/Guest

 Sale
 Authorize Payment
 Auth. To Sale

Type: Card #:
Valid Till: Auth. #:
 Authorize

Guest:
Date:
Receipt #:

Amount: \$
 Deposit

Remark:
Display On Folio:

Date	Payment Mode	Deposit	Card #	Autho. #	Rec. #	Amount	Desk Cle...	Remark
11/20...	Visa		XX-4215			1139-00	Admin	
11/22...	Cash					50-00	Admin	

2 Records.
Total: 1189-00

The refunded amount is shown below:

Payments
X

Payment Details Room Name: 201

Payment Type Business Source Room/Guest

 Sale
 Authorize Payment
 Auth. To Sale

Type: Card #:
Valid Till: Auth. #:
 Authorize

Guest:
Date:
Receipt #:

Amount: \$
 Deposit

Remark:
Display On Folio:

Date	Payment Mode	Deposit	Card #	Autho. #	Rec. #	Amount	Desk Cle...	Remark
11/20...	Visa		XX-4215			1139-00	Admin	
11/22...	Cash					50-00	Admin	
11/22...	Cash					-50-00	Admin	

3 Records.
Total: 1139-00

The refunded amount also reflects on to Checkin Form..

Check Out [Checked In By: Admin]

Stay Information | Miscellaneous Information | Folio # 111110014210

Guest Search Swipe ID Scan Passport Scan Sign

Guest Information:
 Full Name: Miss. Ashley Rayner
 Company:
 Business Source: --N/A--
Contact Information :: Home Primary
 Home Phone: 2612781056
 Home Address: 1452, Ellis Bridge, Cambridge, London, United Kingdom
 Home E-Mail:
Documentation:

Document Type	Document No.
Credit Card	XXXX-XXXX-XXXX-4215

Stay, Room & Plan Information
 Description: Nov 11, 10 [Thursday] - Nov 25, 10 [Thursday]
 11/11/2010 1:42 PM Days 14 11/25/2010 11:00 AM
 Building: M Floor: 1ST Room Type: NKS Room: 201
 Comment:
 Rate Type: RACK 1 # Of Guest: 1 H. K. Freq: 1 Days.
Financial Summary:
 Rent: 72-00
 Total Rent: 1008-00
 Tax: 131-00
 Total Rental: 1139-00
 Other Charges: 0-00
 Discount: 0-00
 Total Charges: 1139-00
 Payments: 1139-00
 CC Authorized: 0-00
Balance: 0-00

Guest InHouse Check-In Check-Out Payment Special Request

Check Out Update Chg. Room Undo Print Close

The balance now shows zero (0-00) where first it had a credit balance for the guest.

In this way, we can refund the payment to a guest.

CHECK OUT

Checking Out a guest is just a work of three simple clicks..

1. Open up the Room.
2. Click on the Check Out button.
3. Click on the Check Out button on the Check Out window.

This completes the Check Out process.

We shall have a graphical tutorial for the same..

Open up a room and click on Check Out.

Check Out [Checked In By: Admin]

Stay Information | Miscellaneous Information | Folio # 111110014210

Guest Search Swipe ID Scan Passport Scan Sign

Full Name... Miss. Ashley Rayner

Company...

Business Source... --N/A--

Contact Information :: Home Primary

Home Phone... 2612781056

Home Address... 1452, Ellis Bridge
Cambridge
London ZipCode
United Kingdom

Home E-Mail...

Documentation + * x

Document Type	Document No.
Credit Card	XXXX-XXXX-XXXX-4215

Stay, Room & Plan Information

Description Nov 11, 10 [Thursday] - Nov 25, 10 [Thursday]

11/11/2010 1:42 PM Days 14 11/25/2010 11:00 AM

Building	M	Rent	72-00
Floor	1ST	Total Rent	1008-00
Room Type	NKS	Tax	131-00
<input checked="" type="checkbox"/> Room	201	Total Rental	1139-00
Comment		Other Charges	0-00
Rate Type	RACK 1	Discount	0-00
# Of Guest	1	Total Charges	1139-00
H. K. Freq.	1 Days.	Payments	1139-00
		CC Authorized	0-00
		Balance	0-00

Guest InHouse Check-In Check-Out Payment Special Request

Check Out Update Chg. Room Undo Print Close

This will direct you to the Check Out window where you need to click on Check Out to complete the Check Out process..

ASI FrontDesk 6.0 Startup Guide

The below given is the Check Out window wherein you just need to click on the Check Out button, which will be the last and final step to complete the Check Out process..

Check Out [X]

Room 201

Guest Name: Miss. Ashley Rayner Rate/Period: 72

Date In: 11/11/2010 01:42 PM Total Rental: 1139-00

Date Out: 11/25/2010 11:00 AM Other Charges: 0-00

Payments: 1139-00

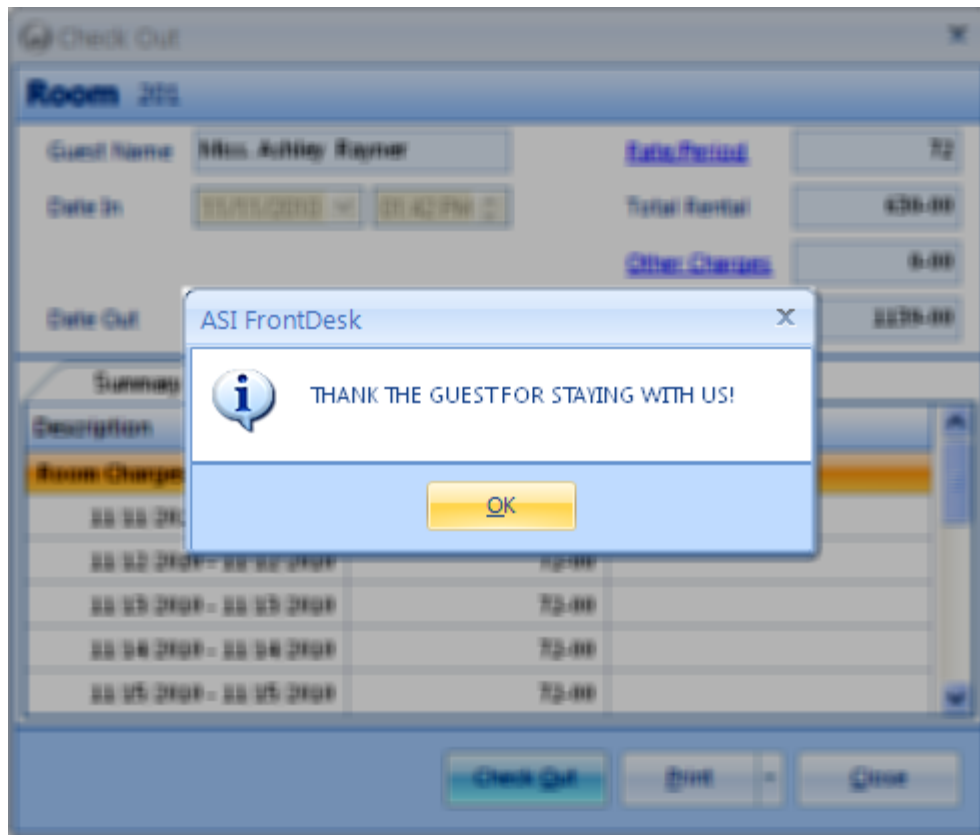
Summary Other Charges Amount Paid

Description	Chargeable Amount	Amount Received
Room Charges		
11/11/2010 - 11/11/2010	72-00	
11/12/2010 - 11/12/2010	72-00	
11/13/2010 - 11/13/2010	72-00	
11/14/2010 - 11/14/2010	72-00	
11/15/2010 - 11/15/2010	72-00	

Check Out Print Close

ASI FrontDesk 6.0 Startup Guide

This is Check Out message which is displayed after the guest is checked out..



This completes with the Check Out process..

RESERVATION

Reservation is another important feature and activity of hotel management software. Well, there is a very minor difference between a Reservation and a Booking.

A Reservation is a made up on a specific Room Number of a particular Room Type whereas

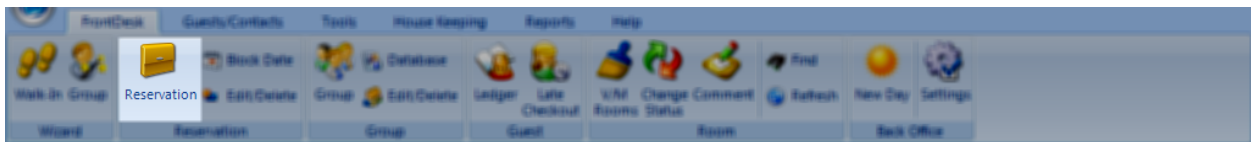
A booking is made up on a particular Room Type.

So while either making a Reservation / Booking, you just need to remember the above things.

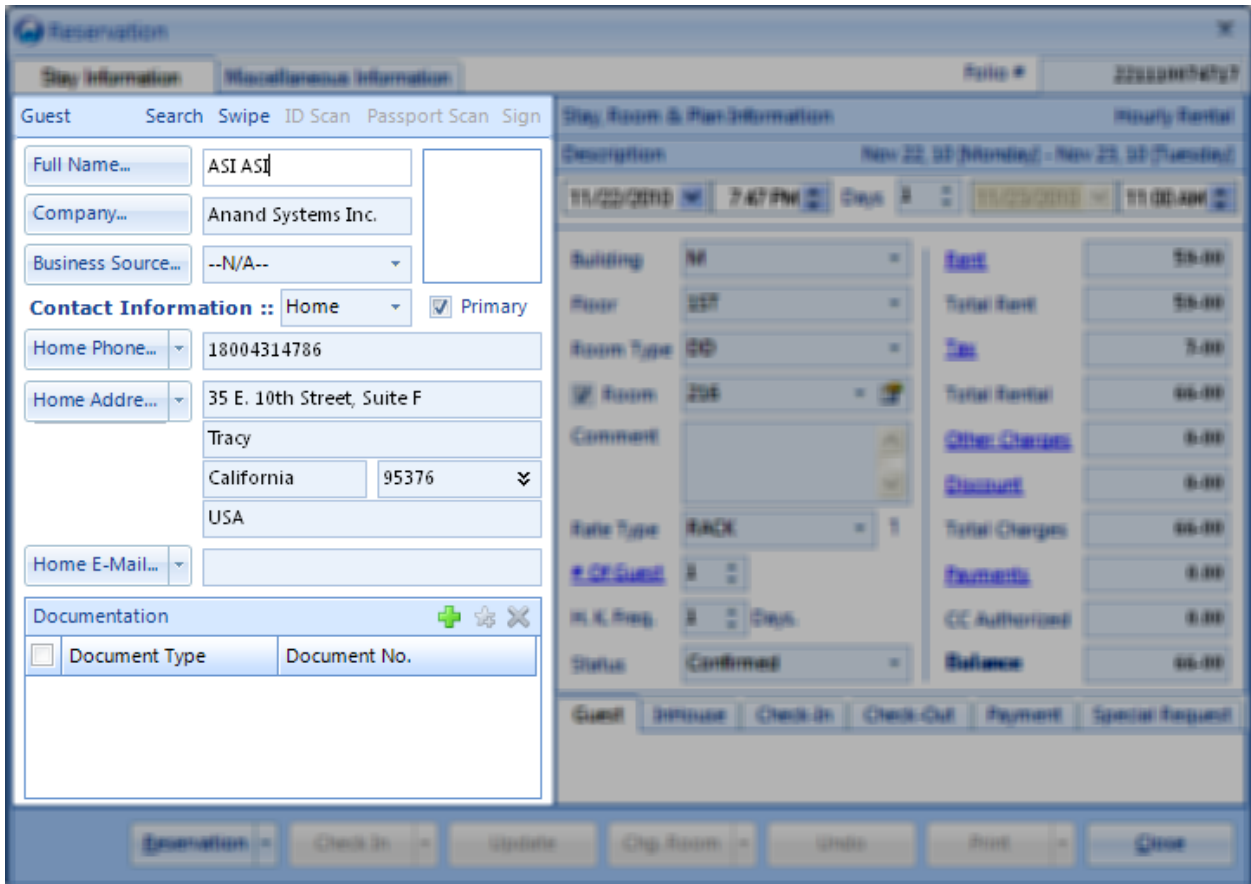
Now the operations to be made for a Reservation & Booking are the same.

The steps are as given below:

1. Click on the Reservation button.



2. Fill in the details of the guest like the name, address, stay period, checkin date etc.



3. Now fill in the Plan type as in the rate, rate type etc...

Herein, you need to remember the basic difference between a Reservation & Booking.

Here you can see that the Room Number is selected and assigned too.. Now in this case it becomes a Reservation.

Well, we shall see that further..

Once you are done with entering and finalizing the details.. Hit the Reservation button.

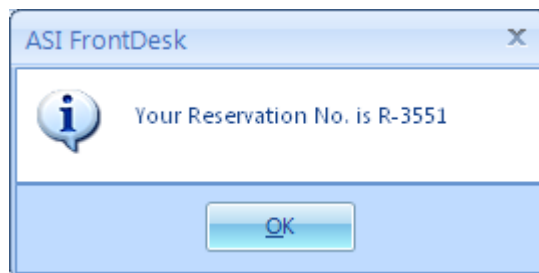
The screenshot shows the 'Reservation' window in ASI FrontDesk. The 'Stay Information' tab is selected. The form is divided into several sections:

- Guest Information:** Full Name (Anil Anil), Company (Anand Systems Inc.), Business Source (N/A), Contact Information (Home), Home Phone (3106424704), Home Address (35 E 19th Street, Suite F, Tracy, California 95376, USA), Home E-Mail.
- Stay Room & Plan Information:** Description (Nov 22, 11 (Monday) - Nov 28, 11 (Monday)), Dates (11/22/2010 7:47 PM to 11/28/2010 11:00 AM), Building (M), Floor (22F), Room Type (SD), Room (205), Comment, Rate Type (RACK), # of Guest (1), N.K. Freq (1 Day), Status (Confirmed).
- Summary Table:**

Hourly Rental	54.00
Total Rent	453.00
Tax	53.00
Total Rental	506.00
Other Charges	0.00
Discount	0.00
Total Charges	506.00
Payments	0.00
CC Authorized	0.00
Balance	506.00

At the bottom of the window, there are buttons: Reservation (dropdown), Check In, Update, Cmp Room, Undo, Print, and Close.

The next it displays the Confirm Reservation Number. This number is system generated.



This was the Reservation process.. Now we shall see the Booking process.

BOOKING

As we discussed earlier that the Booking is made up on a particular Room Type, we shall have a simple tutorial for the same as we had for the Reservation.

The Booking process commences the same way as the Reservation process.

But here we do not have to allocate the room number to the guest.. We need to allocate a specific room type to the guest.

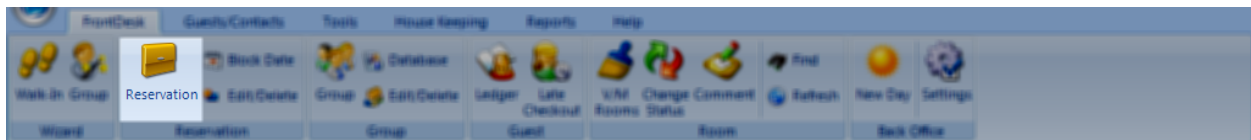
So that when the guest arrives at the property on the supposed Check-In date you can allocate any Vacant room of that specific Room Type.

Whereas the Reservation done binds you to allocate the same room on which the Reservation has been made to the guest at the supposed Check-In date.

Now the operations to be made for a Reservation & Booking are the same.

The steps are as given below:

1. Click on the Reservation button.



ASI FrontDesk 6.0 Startup Guide

2. Fill in the details of the guest like the name, address, stay period, checkin date etc.

Reservation

Stay Information Miscellaneous Information

Guest Search Swipe ID Scan Passport Scan Sign

Full Name... ASI ASI

Company... Anand Systems Inc.

Business Source... --N/A--

Contact Information :: Home Primary

Home Phone... 18004314786

Home Address... 35 E. 10th Street, Suite F
Tracy
California 95376
USA

Home E-Mail...

Documentation

Document Type	Document No.
---------------	--------------

Stay Room & Rate Information

Description Nov 22, 10 (Monday) - Nov 23, 10 (Tuesday)

11/22/2010 7:47 PM Days 2 11/23/2010 11:00 AM

Building	M	Rate	\$8.00
Floor	337	Total Rent	\$8.00
Room Type	80	Tax	5.00
Room	205	Total Rental	\$6.00
Comment		Other Charges	0.00
Rate Type	RACK	Discount	0.00
# Of Guest	2	Total Charges	\$6.00
W.K. Fee	2 Days	Payments	0.00
Status	Confirmed	CC Authorized	0.00
		Balance	\$6.00

Guest Inhouse Check In Check Out Payment Special Request

Reservation Check In Update Cmp Room Undo Print Close

3. Now fill in the Plan type as in the rate, rate type etc...

Herein, you need to remember the basic difference between a Reservation & Booking.

Here you can see that the Room Number is not selected.. Now in this case it becomes a Booking.

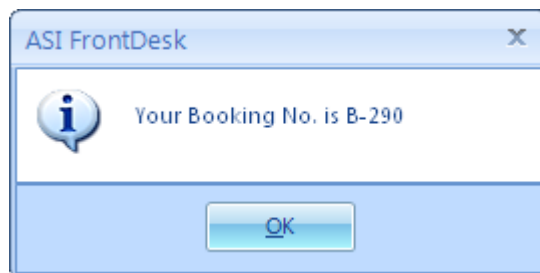
The noticeable things are that the Reservation button has now changed to Booking and the title bar has changed its name to Booking rather than Reservation.

We can see that in the image above..

Now moving on to the next & final step.

Once you are done with entering and finalizing the details.. Hit the Booking button.

The next it displays the Confirmed Booking Number. This number is system generated.



This was the Booking process..

That's all with the Reservation / Booking process.

BLOCK DATE

You can block the days from reservation when you expect higher occupancy on those days due to some special events, for example, Wedding Function, FIFA cup, World cup etc or for some other reason. Therefore when you try to make reservation for that day, the software will remind you stating the reason. Follow the steps below to block the days.

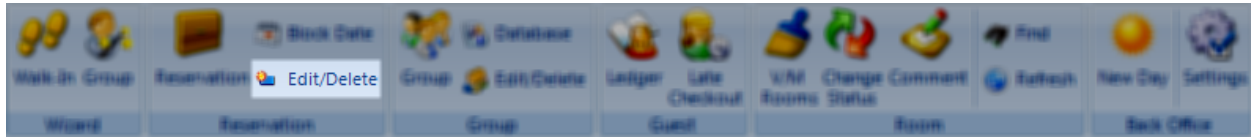
1. From Reservation menu, select Block Dates. The Block Dates form gets displayed.
2. Select the From and To date.
3. Enter the Reason for Blocking. This is not obligatory.
4. Click on Save. Note that the dates are copied to Blocked Dates.
5. Repeat the steps 2 and 3 for blocking more dates.
6. Click on Save to save the blocked dates.

For removing the Blocked Dates.

1. Select the date from the Blocked Dates list.
2. Click on Remove to remove the blocked dates.
3. Click on Save to save the changes.

EDIT/DELETE BOOKING/RESERVATION

The Edit/Delete Booking Reservation button can be found in the ribbon as shown below:



This deals with any alterations or updates / additions or deletions which are to be made to the bookings or the reservations.

Clicking it will open all the persisting bookings/reservations. Which looks like the below given image:

Herein, you get Edit option for any alterations/updates to be made and Delete/Cancel option for Cancelling/Deleting a Reservation/Booking.

EDITING A BOOKING/RESERVATION

If you need to edit any details of the booked/reserved guest as in the name, checkin date, the stay days, room type/number, rent or any other detail, in that case you need to click on the EDIT/DELETE button located just next to the RESERVATION button and then select the respective booking/reservation and then click on Edit.

After you are done with the changes/alterations, do not forget to UPDATE (SAVE) those changes.. If you fail to update them the changes/alterations won't take effect.

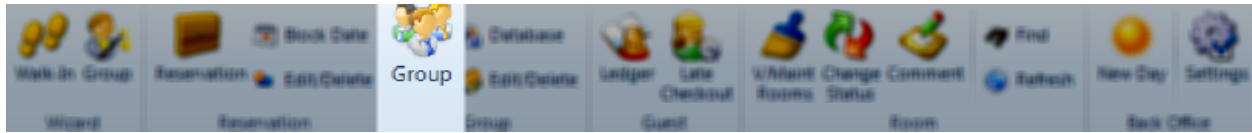
CANCELLING A BOOKING/RESERVATION

In case of cancelling a booking/reservation, in that case you need to click on the EDIT/DELETE button located just next to the RESERVATION button and then select the respective booking/reservation and then click on CANCEL button, which will direct you to a Cancellation window, confirming you the last time whether or not you want to Cancel the reservation.

DELETING A BOOKING/RESERVATION

In case of deleting a booking/reservation, in that case you need to click on the EDIT/DELETE button located just next to the RESERVATION button and then select the respective booking/reservation and then click on DELETE button, which will direct you to a Reservation Deletion window, confirming you the last time whether or not you want to Delete the reservation.

GROUP OPERATION



By clicking on this button, you can perform four operations from here. Group Booking / Reservation / Checkin or Checkout.

Here, in 6.0 we have a detailed interface for the Group Operations.. We shall start off with the Group Booking Operation..

GROUP BOOKING

As discussed earlier on the Bookings / Reservations, Group Booking deals with Bookings made on to the Room Types.

Here, we have divided the Group Operation in to two halves.

The Left portion deals with the Group Details and the Left with the Rental & Stay Details.

First you need to fill in the Group Details, as in the Group Name, Contact Person name, address, contact number and other relevant information & details and then before moving on the Left portion click on the Save button to save those details only then you can move on to the other portion of the booking window.

After the successful completion of entering the Group Information, you can select the DateIn – CheckIn date of the Group, the Stay days and the system automatically sets the DateOut – CheckOut date of the Group.

Then select the operation as Book. from the four available options as

Book. – Booking.

Res. – Reservation.

ChkIn – Checking In a Group.

ChkOut – Checking Out a Group.

Click on the Add button below inturn will open up a window wherein you need to select the room types

This shall be better understood by a video clip which follows this and shows a better explanation for the same.

GROUP RESERVATION

As discussed earlier on the Bookings / Reservations, Group Reservation deals with Reservations made on to the Room Types.

Here, we have divided the Group Operation in to two halves.

The Left portion deals with the Group Details and the Left with the Rental & Stay Details.

First you need to fill in the Group Details, as in the Group Name, Contact Person name, address, contact number and other relevant information & details and then before moving on the Left portion click on the Save button to save those details only then you can move on to the other portion of the Reservation window as shown below:

The screenshot shows the 'Group Operation' window with two main tabs: 'Group Information' and 'Stay Information'.

Group Information Tab:

- Group:** Search, Swipe, ID Scan, Passport Scan, Sign
- Group Name:** ASI
- Full Name...:** Pratic Patel
- Business Source...:** Direct Billing Accou
- Contact Information :::** Home (checked), Primary (checked)
- Home Phone...:** 1.800.431.4786
- Home Addr...:** Street, Tracy, CA 95376, United States
- Home E-Mail...:** sales@anandsystems.com
- Group Remar...:**
- Documentation:** + * X

Stay Information Tab:

- Check In:** 03/04/11 12:22 PM
- Days:** 1
- Check Out:** 03/05/11 12:00 PM
- Group Member & Plan Information:**
 - Book. Res. Chk-In Chk-Out
 - Room Name: (Empty)
 - Balance: (Empty)
- Plan & Rent Adjustment:**
 - Expiry Date: 03/04/11
 - Rate Type: Daily
 - Rent: 0.00
 - Total Rent: 0.00
 - Tax: 0.00
 - Total Rental: 0.00
 - Other Charges: 0.00
 - Discount: 0.00
 - Total Charges: 0.00
 - Payments: 0.00
 - CC Authorized: 0.00
 - Balance: 0.00

Buttons: Update, Undo, Print, Close

ASI FrontDesk 6.0 Startup Guide

After the successful completion of entering the Group Information, you can select the DateIn – CheckIn date of the Group, the Stay days and the system automatically sets the DateOut – CheckOut date of the Group.

Group Operation

Group Information

Group: Search Swipe ID Scan Passport Scan Sign

Group Name: ASI

Full Name: Pratic Patel

Business Source: Direct Billing Accou

Contact Information: Home Primary

Home Phone: 1.800.431.4786

Home Address: Street Tracy CA 95376 United States

Home E-Mail: sales@anandsystems.com

Group Remark

Documentation

Stay Information

03/04/11 12:22 PM Days 1 03/05/11 12:00 PM

March, 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	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	1	2
3	4	5	6	7	8	9

Today: 03/08/11

Plan & Rent Adjustment

Expiry Date	03/04/11
Rate Type	Daily
Rent	0.00
Total Rent	0.00
Tax	0.00
Total Rental	0.00
Other Charges	0.00
Discount	0.00
Total Charges	0.00
Payments	0.00
CC Authorized	0.00
Balance	0.00

Check In

Update Undo Print Close

Then select the operation as Res. from the below four available options as
 Book. – Booking.
 Res. – Reservation.
 ChkIn – Checking In a Group.
 ChkOut – Checking Out a Group.

Group Operation

Group Information

Group: Search Swipe ID Scan Passport Scan Sign

Group Name: ASI

Full Name: Pratic Patel

Business Source: Direct Billing Accou

Contact Information :: Home Primary

Home Phone: 1.800.431.4786

Home Address: Street, Tracy, CA 95376, United States

Home E-Mail: sales@anandsystems.com

Group Remark:

Documentation

Stay Information

03/04/11 12:22 PM Days 1 03/05/11 12:00 PM

Group Member & Plan Information

Book. **Res.** Chk-In Chk-Out

<input type="checkbox"/>	Room Name	Balance

Expiry Date: 03/04/11

Rate Type: Daily

Plan & Rent Adjustment

Rent	0.00
Total Rent	0.00
Tax	0.00
Total Rental	0.00
Other Charges	0.00
Discount	0.00
Total Charges	0.00
Payments	0.00
CC Authorized	0.00
Balance	0.00

Check In

Update Add
To add more members into this group

Close

ASI FrontDesk 6.0 Startup Guide

Click on the Add button below inturn will open up a window wherein you need to select the Rooms to be Reserved from the list of Available Rooms.

Group Reservation

Available Rooms | Reservation(s)

Building and Floor Information | Stay Information

Building: AMERICAN INN EXPRE: | Description: Stay Description / Season Info / Block Date Info.
Floor: First Floor | Date In: 03/21/11 12:22 PM | Days: 7 | Date Out: 03/28/11 12:00 PM
Room Type: --ALL--

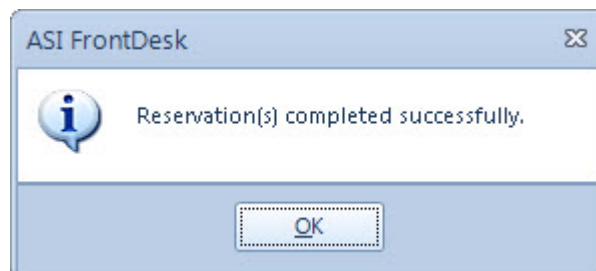
Rooms Info

<input type="checkbox"/>	Date In	Days	Date Out	Room Type	Room	Rate Type	Rate	Hourly
<input type="checkbox"/>	03/21/11	7	03/28/11	KING S	101	Daily	40.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	03/21/11	7	03/28/11	KING S	102	Daily	40.00	<input type="checkbox"/>
<input type="checkbox"/>	03/21/11	7	03/28/11	KING S	103	Daily	40.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	03/21/11	7	03/28/11	KING S	104	Daily	40.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	03/21/11	7	03/28/11	KING S	105	Daily	40.00	<input type="checkbox"/>
<input type="checkbox"/>	03/21/11	7	03/28/11	KING S	106	Daily	40.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	03/21/11	7	03/28/11	KING S	120	Daily	40.00	<input type="checkbox"/>
<input type="checkbox"/>	03/21/11	7	03/28/11	KING S	123	Daily	40.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	03/21/11	7	03/28/11	KING S	129	Daily	40.00	<input type="checkbox"/>

33 Records.

Reservation Close

A message will be displayed upon successful completion of Rooms Reservation.



You can see the Reserved Rooms in a list as shown below:

Group Operation
✕

Group Information
Stay Information

Group Search Swipe ID Scan Passport Scan Sign

Group Name: ASI

Full Name...: Pratic Patel

Business Source...: --N/A--

Contact Information :: Home Primary

Home Phone...: 1.800.431.4786

Home Address...: Street
Tracy
CA 95376
United States

Home E-Mail...: sales@anandsystems.com

Group Remark...:

Documentation + * ✕

03/21/11 12:22 PM Days 7 03/28/11 12:00 PM

Group Member & Plan Information Plan & Rent Adjustment

Book.	Res.	Chk-In	Chk-Out	Expiry Date	Rate Type
<input type="checkbox"/>	<input checked="" type="checkbox"/>			03/04/11	Daily
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Room Name	Balance	Rate Type	0.00
102	308.00	Rent	1400.00
104	308.00	Tax	140.00
105	308.00	Total Rental	1540.00
120	308.00	Other Charges	0.00
129	308.00	Discount	0.00
		Total Charges	1540.00
		Payments	0.00
		CC Authorized	0.00
		Balance	1540.00

Check In + * ✕ ✕ ✕

Update Undo Print Close

ASI FrontDesk 6.0 Startup Guide

Just to make sure that the Reservations have been made, you can see them in the Tape Chart View as shown below:

Date		18 Mar	19 Mar	20 Mar	21 Mar	22 Mar	23 Mar	24 Mar	25 Mar	26 Mar	27 Mar	28 Mar	29 Mar	30 Mar	31 Mar
Room Type	Room	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
KING NS	Booking	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	110														
	111														
	115														
	116														
	124														
	125														
KING S	Booking	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	101														
	102				ASI										
	103				ASI										
	104				ASI										
	105				ASI										
	106														
	120				ASI										
	123				ASI										
	129				ASI										
DD NS	Booking	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	108														
	109														
	112														
	114														
	127														
	132														
134															

DIRECT BILLING



Source

Business Source Payment

One of the important feature of the software is to allow Direct Billing. In Direct Billing the person need not pay the amount instantly instead the corporation he belongs to pays the rent amount at one time. Normally Direct Billing amenity is given to the corporations. In Direct billing, the corporation is offered the specific credit limit and seen that the credit limit do not exceed the specified. The Direct Billing provides Financial Convenience to the corporation and it can pay the money at a time through credit cards or checks. You have to create an account and store the credit limit before direct billing to the guest. The dues are added to the account whenever the corporate's employee is rented so that they can conveniently pay at one time.

The corporation can clear the dues at specific time periods, say for example on monthly basis.

The very first task in Direct Billing is to create an account. But you cannot create the Direct Billing account unless you are privileged to create. By default Admin is privileged to create the account.

This Feature can be use to post third party payments for those guest whose stays in your property & there payment will be posted later on when third party gives you a check or any other mode of payment like cash or credit card.

This is the Direct Billing Feature Main Screen; you can go to this window from Tools Option.

ASI FrontDesk 6.0 Startup Guide

Business Source
✖

Search Criteria

Category: --ALL--
 Name:
 Contact Person:

Business Source (Category : --ALL--)

<input type="checkbox"/>	Business Source Name	First Name	Last Name	Comm...	Credit...	Comm. A...	Credit Li...	Due Balance	Description
<input type="checkbox"/>	CIRCULO DE LECTORES	Gustavo	Buenaño	No	Yes	0.00	1000.00	172.88	
<input type="checkbox"/>	www.ResMe.com			Yes	No	0.00	0.00	0.00	
<input type="checkbox"/>	www.SpiderHolidays.com			Yes	No	0.00	0.00	0.00	

3 Records.

Payment Receive
Commission Payment
Invoice
Add
Edit
Delete
Close

Here, you can see how to add direct billing company in the list.

The screenshot shows the 'Add Business Source' dialog box. It has two tabs: 'Master Information' and 'Transaction Information'. The 'Master Information' tab is active and contains several sections:

- Basic Details:** Includes 'Short Name' (text box), 'Creation Date' (dropdown menu showing '02/08/11'), 'Name' (text box), 'Description' (text box), 'IATA #' (text box), and an 'Active' checkbox which is checked.
- Documentation:** A table with two columns: 'Document Type' and 'Document No.'. There is a '+' icon to add a new row.
- Contact Person:** Includes a dropdown menu, 'First', 'Middle', and 'Last' (text boxes), and a 'Designation' (text box).
- Communication Details:** A table with four columns: 'Address', 'Phone No.', 'Fax No.', and 'E-Mail'. There is a '+' icon to add a new row.

At the bottom of the dialog, there are three buttons: 'Save', 'Save & Close', and 'Cancel'. On the right side of the dialog, there are 'Reset' and 'Print List' buttons.

Type Direct billing company name in the window and save it., you can add more company names by replying same procedure.

ASI FrontDesk 6.0 Startup Guide

Here you can create an invoice for those guest whose payment was posted by particular direct billing company and then you can send this same invoice to the direct billing company via mail.

➤ Add Business Source Invoice
☰

CORPORATE LODGING CONS...

 United States

Invoice #
 Invoice Date
 Due Date

Un-Assigned Folio(S) Assign >>

☐	Folio #	Guest Name	Room Name	Posted Am...
<input type="checkbox"/>	180507000...	WILLIE RUCER	120	41.80
<input type="checkbox"/>	110607080...	JIM SHUP	120	41.80
<input type="checkbox"/>	060707183...	SHARL JOHNSON	111	41.80
<input type="checkbox"/>	070707231...	CHARLES RUD...	120	41.80
<input type="checkbox"/>	140707224...	BRANDY RICH	116	83.60
<input type="checkbox"/>	140707224...	ANDREW WEN...	120	83.60
<input type="checkbox"/>	160707163...	JOHN ROGERS	115	167.20
<input type="checkbox"/>	160707235...	AJUD BARRERA	114	184.80
<input type="checkbox"/>	160707001...	JOHN MONTE...	116	167.20
<input type="checkbox"/>	180707000...	RODNEY MONTE...	111	83.60

<< Un-Assign

Assigned Folio(S)

☐	Folio #	Guest Name	Room Name	Posted Am...

Description Total Amount: 7119.20

Description Total Amount: 0.00

Remark

ASI FrontDesk 6.0 Startup Guide

In this window you can post payment either by cash, check or credit card by selecting a particular invoice number option located at the right hand side top corner, this will deduct the amount from the total due balance of a direct billing company .

Payment Receive
Σ

Payment Receive
CORPORATE LODGING CONSULTANT, INC.

Type

Date

Remark

Card #

Amount \$

Invoice #

Valid Till

Auth. #

Receipt #

Date	Type	Card #	Autho. #	Rec. #	Amount	Unallocate...	User...	Remark
12/31/20...	Check				1531.20	1531.20	Ad...	
1/14/200...	Cash				44.00	44.00	Ad...	
1/14/200...	Cash				44.00	44.00	Ad...	
3/19/200...	Check				167.20	167.20	Ad...	
3/28/200...	Check				83.60	83.60	Ad...	
6/30/200...	Check				83.60	83.60	Ad...	
7/31/200...	Check				41.80	41.80	Ad...	
3/9/2009 ...	Check				138.60	138.60	Ad...	

30 Records.
Total: 7246.80

ADDING FOLIO NOTICE

Here is one picture where you can add the folio notice.

It's located in software on this path.

Go to Tools -> Folio Notice

Here you can add notice for all folios and forms.

	Check In Folio	Default Folio Notice
Check In Folio1	Line 1	
Check In Folio2	Line 2	
Reservation Folio	Line 3	
Registration Form	Line 4	
Reservation Conformation	Line 5	
Group Folio	Line 6	
Direct Billing Folio	Line 7	
Check In Thank You Message	Line 8	
Reservation Thank You Message	Line 9	
Group Thank You Message	Line 10	
Payment Notice	Line 11	
Other Charge Notice	Line 12	
Rental Charge Notice		

UNDO/REDO TRANSACTION

You can delete any transaction for permanent from Undo transaction and you can also get it back in system once it's deleted by Redo transaction.

This is how we can UNDO transaction.

Undo Transaction
☰

Filtration Criteria

By Month & Year
By Date

Select Month & Year
 Month March Year 2011

Guest Name Search

<input type="checkbox"/>	First Name	Last Name	Room Name	Date In	Date Out	Folio Amt	Payments	Payment Type
<input checked="" type="checkbox"/>	MARTIN	MICHAEL	119	3/1/2011	3/5/2011	176.00	176.00	Cash
<input type="checkbox"/>	JOUSE	GORDON	114	3/3/2011	3/4/2011	49.50	49.50	Cash

2 Records
Selected Amount : 0.00 || Total Amount : 225.50

Undo Path Browse

Undo
Close

ASI FrontDesk 6.0 Startup Guide

This is how we can get transaction back in system by REDO transaction.

Redo Transaction

Filtration Criteria

By Month & Year By Date

Select Month & Year

Month March Year 2011

Guest Name Guest Name Search

<input type="checkbox"/>	First Name	Last Name	Room	Date In	Date Out	Folio Amount	Payments
--------------------------	------------	-----------	------	---------	----------	--------------	----------

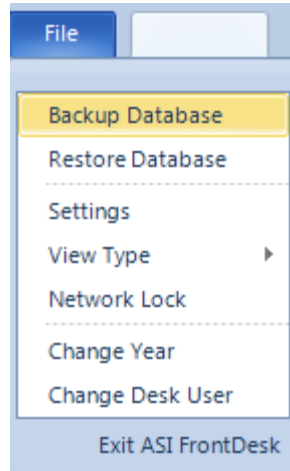
0 Records Selected Amount : 0.00 || Total Amount : 0.00

Redo Path C:\Documents and Settings\All Users\Application Da Browse

Redo Delete Close

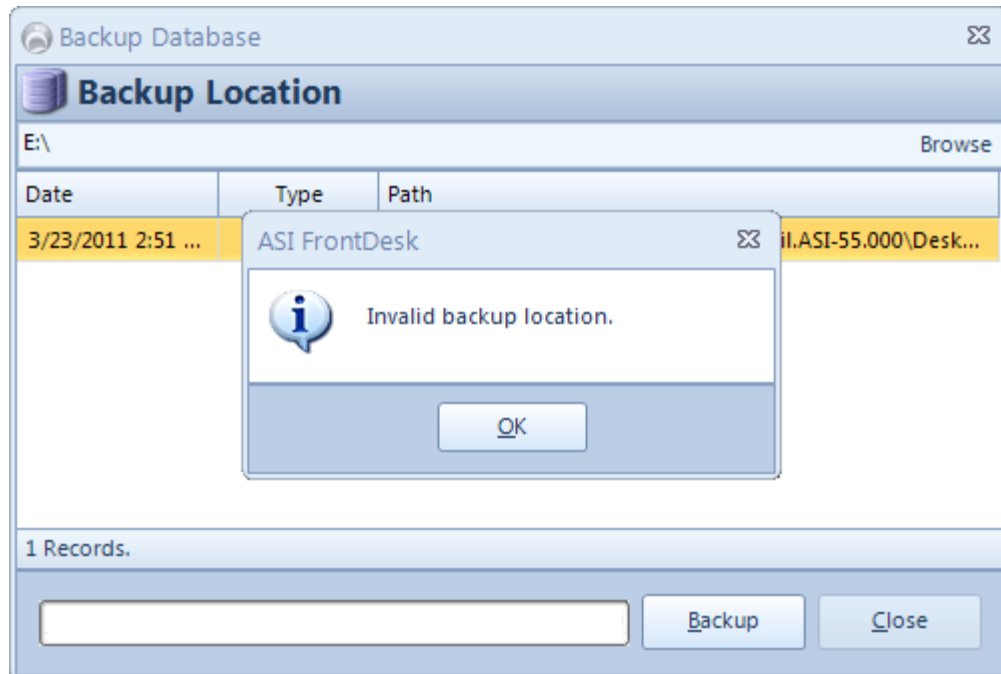
BACKUP DATABASE

You can take the Database Backup anytime from the File menu..



This will start the backup process and will make a backup file on the specified location.

Incase, if it prompts you with the below given error



The message is displayed as the backup location which is specified here as "E:\" is a location which either does not exist or the software cannot write on to the location specified or the location does not have the write permission.

So in this case, you need to check for either of the above possible things and try to resolve it.

LATE CHECK OUT

If you forget to check out guest today and it's comes up as stay over in room then you can check out it from Late check out option, also you can change status of room from here

You can select room from here and press Check Out.

<input type="checkbox"/>	Room Name	Name	Date In	Date Out	Balance
<input type="checkbox"/>	102	Carla Slatton	07/30/10	03/02/11	0.00

1 Records.

SOFTWARE VIEWS

The software ASI FrontDesk provides you 4 different views with their respective importance. They are described in detail as follows:

1. Unit View.
2. List View.
3. Tape Chart View.
4. Flash View.
5. Rate View.

ASI FrontDesk 6.0 Startup Guide

UNIT VIEW

The screenshot displays the ASI FrontDesk 6.0 interface for the 'First Floor'. The main area shows a floor plan with various rooms and their status. The rooms are arranged in a grid-like pattern, with a central 'Garden Area' and a 'Swimming Pool' area. The rooms are color-coded based on their status: red for 'Chg Pt' (Change Point), blue for 'Swimming Pool', and purple for 'Casino'. The status of each room is indicated by a number in the room's box.

Calendar: Mon, May 09, 2011

- 2011
 - Mar
 - Apr
 - May
 - 01 - Sun
 - 02 - Mon
 - 03 - Tue
 - 04 - Wed
 - 05 - Thu
 - 06 - Fri
 - 07 - Sat
 - 08 - Sun
 - 09 - Mon

Status:

All	25
V/Ready	13
O/Clean	1
O/Dirty	11
V/Dirty	0
V/Maint	0
V/Clean	0
R/Ready	0
R/Booking	0

Room Status Summary:

Room Number	Status
101	Chg Pt
102	Swimming Pool
103	Swimming Pool
104	Swimming Pool
105	Swimming Pool
106	Swimming Pool
107	Swimming Pool
108	Swimming Pool
109	Swimming Pool
110	Swimming Pool
111	Swimming Pool
112	Swimming Pool
113	Swimming Pool
114	Swimming Pool
115	Swimming Pool
116	Swimming Pool
117	Swimming Pool
118	Swimming Pool
119	Swimming Pool
120	Swimming Pool
121	Swimming Pool
122	Swimming Pool
123	Swimming Pool
124	Swimming Pool
125	Swimming Pool
126	Swimming Pool
127	Swimming Pool
128	Swimming Pool
129	Swimming Pool
130	Swimming Pool
131	Swimming Pool
132	Swimming Pool
133	Swimming Pool
134	Swimming Pool
135	Swimming Pool
136	Swimming Pool
137	Swimming Pool
138	Swimming Pool
139	Swimming Pool
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141	Swimming Pool
142	Swimming Pool
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145	Swimming Pool
146	Swimming Pool
147	Swimming Pool
148	Swimming Pool
149	Swimming Pool
150	Swimming Pool
151	Swimming Pool
152	Swimming Pool
153	Swimming Pool
154	Swimming Pool
155	Swimming Pool
156	Swimming Pool
157	Swimming Pool
158	Swimming Pool
159	Swimming Pool
160	Swimming Pool
161	Swimming Pool
162	Swimming Pool
163	Swimming Pool
164	Swimming Pool
165	Swimming Pool
166	Swimming Pool
167	Swimming Pool
168	Swimming Pool
169	Swimming Pool
170	Swimming Pool
171	Swimming Pool
172	Swimming Pool
173	Swimming Pool
174	Swimming Pool
175	Swimming Pool
176	Swimming Pool
177	Swimming Pool
178	Swimming Pool
179	Swimming Pool
180	Swimming Pool
181	Swimming Pool
182	Swimming Pool
183	Swimming Pool
184	Swimming Pool
185	Swimming Pool
186	Swimming Pool
187	Swimming Pool
188	Swimming Pool
189	Swimming Pool
190	Swimming Pool
191	Swimming Pool
192	Swimming Pool
193	Swimming Pool
194	Swimming Pool
195	Swimming Pool
196	Swimming Pool
197	Swimming Pool
198	Swimming Pool
199	Swimming Pool
200	Swimming Pool

System Information: Anand Systems Inc | User: Admin | Working Date: Mon, May 09, 2011 | System Date: Fri, May 13, 2011 | Technical Support

LIST VIEW

First Floor									
Room Type	Name	First Name	Last Name	Date In	Date Out	Total Charges	Amount Paid	Balance Amount	
Appartment	104	John	Doe	5/8/2011 4:46 PM	5/15/2011 11:00...	265.00	0.00	265.00	
Appartment	105	John	Doe	5/8/2011 11:00 ...	5/15/2011 11:00...	265.00	0.00	265.00	
Deluxe	106								
Deluxe	107								
Deluxe	108								
Deluxe	109								
Deluxe	110	John	Doe	5/8/2011 5:20 PM	5/9/2011 11:00 ...	45.00	45.00	0.00	
Deluxe	126	Doe	John	5/5/2011 4:17 PM	5/12/2011 11:00...	240.00	240.00	0.00	
Deluxe	127								
Appartment	128	John	Doe	5/4/2011 4:26 PM	5/11/2011 11:00...	265.00	240.00	25.00	
Super Deluxe	129								
Super Deluxe	130	Lisa	Doe	5/6/2011 9:20 PM	5/13/2011 11:00...	219.94	-145.00	364.94	
Super Deluxe	131								
King Non-Smoking	132								
King Non-Smoking	133	John	Doe	5/6/2011 2:49 PM	5/12/2011 11:00...	185.34	185.34	0.00	
King Non-Smoking	134	John	Doe	4/30/2011 2:29 ...	5/21/2011 11:00...	600.00	0.00	600.00	
King Smoking	137	John	Doe	5/5/2011 5:55 PM	5/9/2011 11:00 ...	200.00	200.00	0.00	
King Smoking	138								
King Non-Smoking	139								
King Non-Smoking	140	John	Doe	5/6/2011 11:55 ...	5/13/2011 11:00...	265.00	0.00	265.00	
King Non-Smoking	141								
King Smoking	142	John	Doe	4/29/2011 1:42 ...	5/11/2011 11:00...	600.00	640.00	-40.00	
King Smoking	143	John	Doe	5/5/2011 11:50 ...	5/15/2011 11:00...	250.00	750.00	-500.00	
King Non-Smoking	144	John	Doe	5/2/2011 12:34 ...	6/1/2011 11:00 ...	645.00	645.00	0.00	

In ASI Front Desk, by default you are in Room View where you can view maximum of 300 rooms. You can also prefer to view the rooms in list view where the rooms are displayed in the Room List. Suppose if your hotel holds more than 300 rooms, ASI Front Desk automatically switches from Stay View to Today's view by Switching between the selections. Moreover the Stay view gives more details of the room compared to Today's view in the Front Desk. To switch between Stay View and Today's View, select the options by clicking them.

TAPE CHART VIEW

First Floor		08 May	09 May	10 May	11 May	12 May	13 May	14 May	15 May	16 May	17 May	18 May	19 May	20 May	21 May
Date	Room	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Deluxe	Booking	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	106														
	107														
	108														
	109														
	110	J Doe													
	126	D John													
	102														
Super Deluxe	Booking	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	129														
	130	L Doe													
	131														
King Non-Smo	Booking	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	132														
	133	J Doe													
	134	J Doe													
	139	J Doe													
	140	J Doe													
	141														
	144	J Doe													
King Smoking	Booking	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	137	J Doe													
	138														
	142	J Doe													
	143	J Doe													
Appartment	Booking	0	0	0	0	0	0	0	0	0	0	0	0	0	0

FLASH VIEW :-

With the help of this View, you can get a glance of available rooms, of one or some specific room type, at once for the coming days or for a distant date..

The screenshot displays the 'Availability Summary' window in ASI FrontDesk 6.0. The interface includes a menu bar with options like File, FrontDesk, Guests/Contacts, Tools, House Keeping, Reports, and Help. Below the menu is a toolbar with icons for various functions such as Walk-In, Reservation, Block Date, Group, Database, Ledger, Late Checkout, V/Maint Rooms, Change Status, Comment, Refresh, New Day, and Settings. The main area is titled 'Room Type Inventory' and 'Availability Summary'. It features a table with columns for 'Room Type', 'Total Room', and dates from '09 May' to '22 May'. The table lists room types: Deluxe (8 total), Super Deluxe (3 total), King Non-Smoking (7 total), King Smoking (4 total), and Apartment (3 total). The '09 May' column shows 6 available Deluxe rooms. To the left of the table is a 'Navigation And Summary' panel with a date selector set to '09 May 2011' and an 'Inventory Summary' section showing room status counts: Clean (2), Ready (0), Booking (0), Web Uploaded (0), V/Maint (0), and Total Available (6). Below the table are 'Export to Excel', 'Export to HTML', 'Export to PDF', and 'Export to XML' buttons. At the bottom, there is a 'Rate Type Details' section for 'Deluxe' rooms, listing rates for Daily (45.00), Monthly (0.00), Yearly (0.00), Weekly (0.00), and Expedia (0.00). The status bar at the very bottom shows 'User: Admin', 'Working Date: Mon, May 09, 2011', 'System Date: Fri, May 13, 2011', and a '2 Weeks' view range.

Room Type	Total Room	09 May	10 May	11 May	12 May	13 May	14 May	15 May	16 May	17 May	18 May	19 May	20 May	21 May	22 May
Deluxe	8	6	5	5	6	7	7	7	7	7	8	8	8	8	8
Super Deluxe	3	2	2	2	2	3	3	3	3	3	3	3	3	3	3
King Non-Smoking	7	3	3	3	4	5	5	5	5	5	5	5	5	6	6
King Smoking	4	2	2	3	3	3	2	3	3	3	3	4	4	4	4
Apartment	3	0	0	1	1	1	1	3	3	3	3	3	3	3	3

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RATE VIEW

Room Rate

Rate Criteria

Rate Type: Daily From Date: 3/30/2011 To Date: 4/19/2011 Show Range Rate Operation

Room Type	Date	30 Mar	31 Mar	01 Apr	02 Apr	03 Apr	04 Apr	05 Apr	06 Apr	07 Apr	08 Apr	09 Apr	10 Apr	11 Apr	12 Apr	13 Apr	14 Apr	15 Apr	16 Apr	17 Apr	18 Apr	19 Apr
KING	Base (1)	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00
	Adult	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Teen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Child	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Infant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Pet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DOUBLE BED	Base (1)	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00	62.00
	Adult	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Teen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Child	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Infant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Pet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KING SUITE	Base (1)	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00
	Adult	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Teen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Child	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Infant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Pet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

User: Admin Working Date: Wed, March 30, 2011 System Date: Mon, April 04, 2011 Technical Support Anand Systems Inc

The above Rate View gives you an overview of the Rates which are applied on Rooms for the selected Room type and Date Range.

You can also set / alter the prevalent Rates for the Rooms using the 'Range Rate Operation.'

REPORTS

Sr. No.	Description	Page No.
i.	Room Reports. i. Room Rate Type. ii. Change Room Report. iii. Block Room Report.	
iv.	Guests Reports. i. Arrival Report. ii. Departure Report. iii. Remaining Guest Check-out Report. iv. Guest Classification Report.	
v.	Daily Reports. i. Daily Report. ii. Daily Rental Report. iii. Daily Sheet. iv. Daily Shift Report. v. Daily Summary Report. vi. Daily Balance Report. vii. Daily Collection Report. viii. Daily Credit Card Collection Report. ix. Daily Other Charge Summary Report. x. Daily Rate Change Report. xi. Booking Expire Report. xii. Tax Detail Report. xiii. Credit Card Activity Report.	
vi.	Monthly Reports. i. Monthly Report. ii. Monthly Rental Report.	

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	<ul style="list-style-type: none"> iii. Monthly Sheet. iv. Monthly Statistics Report. v. Monthly Collection Report. vi. Monthly Other Charges Report. vii. Monthly Other Charges Report (Column-wise). viii. Monthly Credit Card Report. ix. Monthly Tax Exempt Report. x. Monthly Tax Exempt Claim Report. xi. Monthly Tax Detail Report. xii. Monthly Commission Report. xiii. Monthly Bad Debts Report. xiv. Monthly Undo Report. xv. Monthly Hotel Statistics Report. xvi. Monthly Refund Report. 	
vii.	<p>Yearly Reports.</p> <ul style="list-style-type: none"> i. Yearly Report. ii. Yearly Rental Report iii. Yearly Sheet. iv. Yearly MTD YTD Comparison Report. v. Rooms Sold Report. 	
viii.	<p>Reservation Report.</p> <ul style="list-style-type: none"> i. Reservation Detail. 	
ii.	<p>Miscellaneous Report.</p> <ul style="list-style-type: none"> i. Adult Child Detail Report. 	

DAILY REPORTS

DAILY REPORT:-

DAILY RENTAL REPORT:-

DAILY SHEET:-

DAILY SHIFT REPORT:-

DAILY SUMMARY REPORT:-

DAILY BALANCE REPORT:-

DAILY COLLECTION REPORT:-

DAILY CREDIT CARD COLLECTION REPORT:-

DAILY OTHER CHARGE SUMMARY REPORT:-

DAILY RATE CHANGE REPORT:-

BOOKING EXPIRE REPORT:-

TAX DETAIL REPORT:-

CREDIT CARD ACTIVITY REPORT:-

MONTHLY REPORTS

MONTHLY REPORT:-

MONTHLY RENTAL REPORT:-

MONTHLY SHEET:-

MONTHLY STATISTICS REPORT:-

MONTHLY COLLECTION REPORT:-

MONTHLY OTHER CHARGES REPORT:-

MONTHLY OTHER CHARGES REPORT (COLUMN WISE):-

MONTHLY CREDIT CARD REPORT:-

MONTHLY TAX EXEMPT REPORT:-

MONTHLY TAX EXEMPT CLAIM REPORT:-

MONTHLY TAX DETAIL REPORT:-

MONTHLY COMMISSION REPORT:-

MONTHLY BAD DEBTS REPORT:-

MONTHLY UNDO REPORT:-

MONTHLY HOTEL STATISTICS REPORT:-

MONTHLY REFUND REPORT:-

YEARLY REPORTS

YEARLY REPORT:-

YEARLY RENTAL REPORT:-

YEARLY SHEET:-

YEARLY MTD, YTD COMPARISON REPORT:-

ROOMS SOLD REPORT:-