



Bicoders Reservation Application

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Introduction

Bicoders desktop based hotel reservation software is packed with numerous prevailing functionalities that makes it easy for you to manage your daily operations while improving your overall guest services. This software is specially designed for hotels, motels, resorts, guest houses etc. It's much user friendly system covers hotel reservation, Transportation reservation, billing etc.

Key Features:-

- Equally Ideal for all sized hotel systems.
- User friendly interface
- Multiple hotel booking system
- Extensively useful for transportation, booking, allotment.
- Availability of report in various formats
- Transportation tracking and guest movement tracking facility
- Pricing and package details
- Email and SMS integration
- Multi language platform

Ideal for all sized hotel system

Bicoders hotel reservation software is ideally preferable for small, midsized, large hotel booking and reservation platforms. It offers reliable and covers all modules like Reservation, Tracking, Statements, and Reports etc.

User friendly interface

Bicoders reservation system supports much user friendly interface for bookings. User can easily navigate through reservation systems with ease .it allows administration process to handle easily and simple manner.

Multiple Hotel booking

In Bicoders Desktop Application user can enhance feature of multiple hotel booking in which user can select a hotel from the list and provide booking details also same user can select another hotel from the list and submit details under schedule reservation category.

All in one Integrated Design

In result to experience and knowledge from the useful needs of operators with in the hotel management Bicoders provides extensive useful features for Hotel booking, Transportation requirements, Visa & Tour operators ,accounting systems etc in one platform. Self service tools and flexible options help users to go through different features.

Custom Reports Generator

Generates various custom reports in different criteria like Reservation report, Sale report, Sales comparison report, Hotel budget report, and Revenue report by date & month, Arrival reports Hotel reports, Cancellation report, Cost detailed report, Account statement etc.

Transport Tracking Facility

Bicoders reservation software package manages transport tracking facility in which guest movements can be recorded. Date, time, city, local movement can be scheduled in the software.

Email and SMS integration

After successful booking, final confirmation Email and SMS are sent in which full booking details are listed in that Email & SMS.
Email & SMS can be sent through this desktop application.

Pricing and Package Details

Pricing category extensively features of Price category setting, Extra services, Price scheduling, Create budget by Hotel, Hotel sales rate adding etc.

Multi- Language Support

This software supports multiple language platforms like English & Arabic which can be used accordingly to choice of the user.

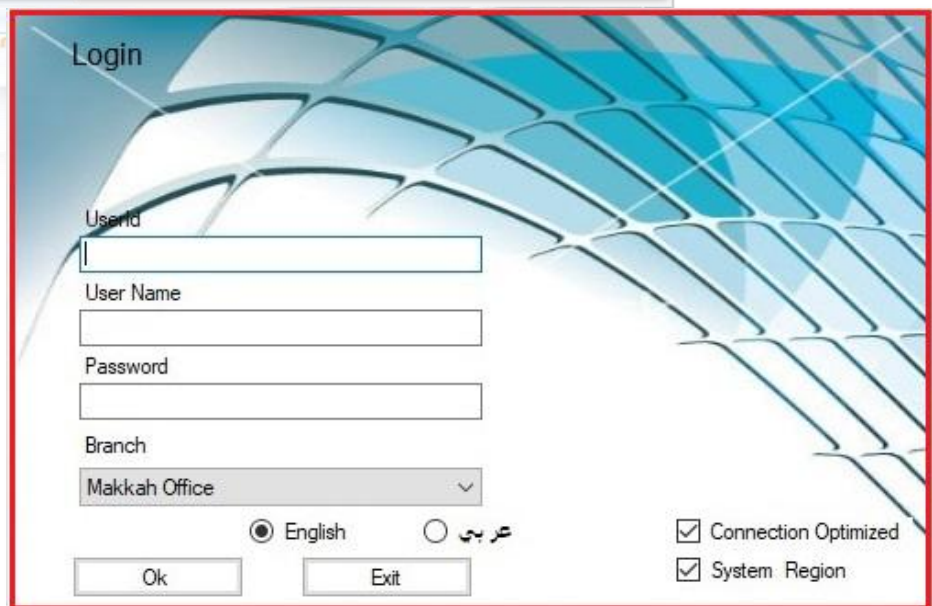
Getting Started with Application

To launch the Bicoders Reservation application, double-click its desktop icon, or right click the mouse button > **Run** the Application

User can provide Username & password can select branch listed. Also preferred language can be choose for login.

Login Details

Login screen displays User Id, Username & Password, Branch also can select preferable language



Working with the Modules :::

After Successful login The Application displays user Id, Logged time ,Current date etc

Bicoders Reservation Application displays a series of 11 menu tabs appear along top of the Application .Under each main menu it consists of sub menus also.



Fig.1 Bicoders application Top bar Main menu console

Module Listings

Modules
Reservation and sales
House Keeping
Allotment
Transport
Reporting
General Accounting
Administration
Tools
View
Windows
About

Exploring modules ;

1. Administration :

Setting of Administrative module enables to use the Reservation Application effectively and efficiently. Administration module in top bar helps to create master account, company, branch etc.

Hotel rooms setting ,Price scheduling ,Price setting ,Price category all are also categorized under Administration module.

Navigation & Layout

By accessing Admin module user can view as ;

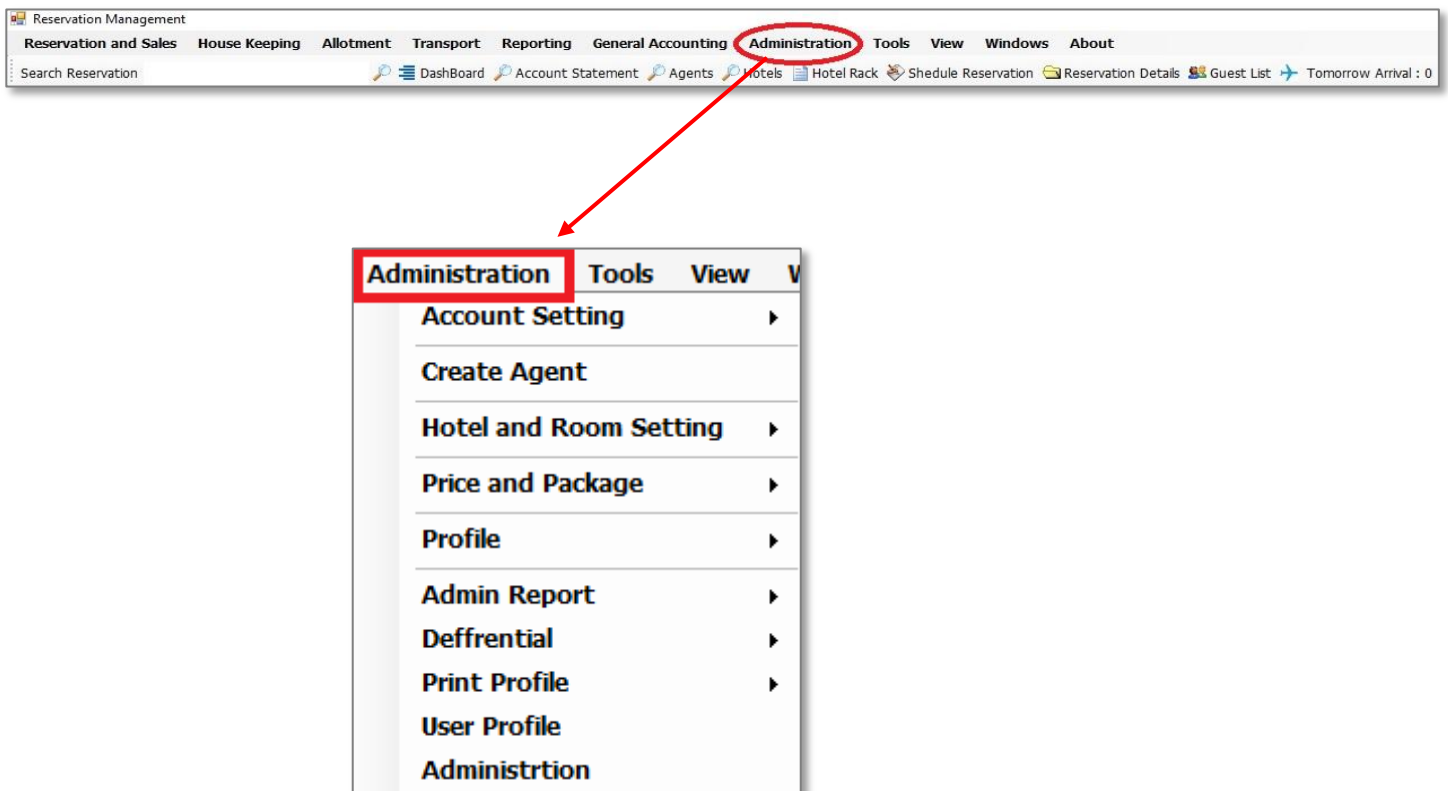



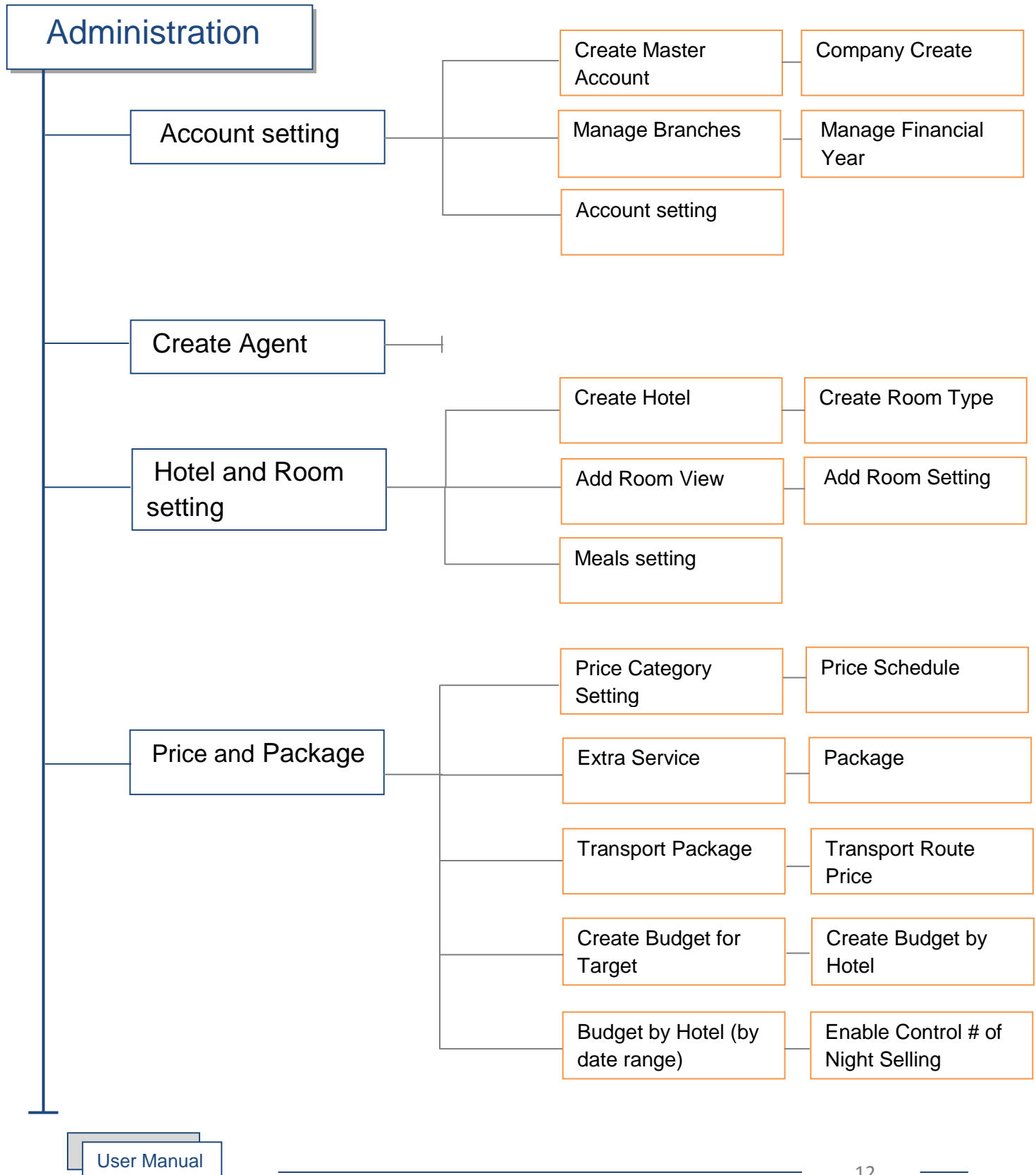
Fig.2 Administration menu Listings

This User Documentation is for creating New User only

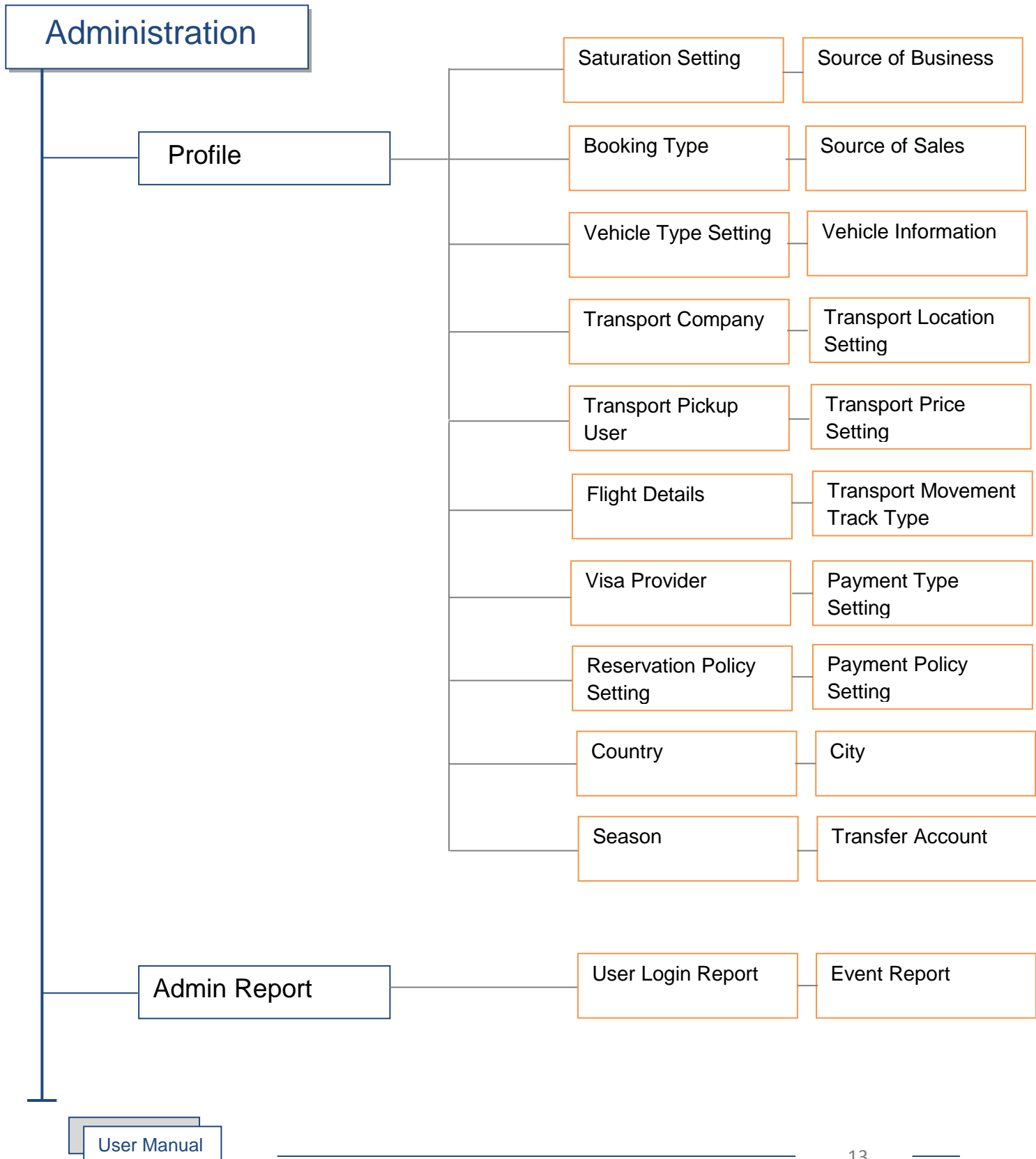
-  Administration module helps to configure menus like Account setting , Create Agent, Hotel and room setting ,Price and Package ,Profile ,Admin Report ,Differential ,Print profile, User Profile and administration .

Each menu in Administration module maps into different sub menus.Diagramatic representation of administration module is represented below.

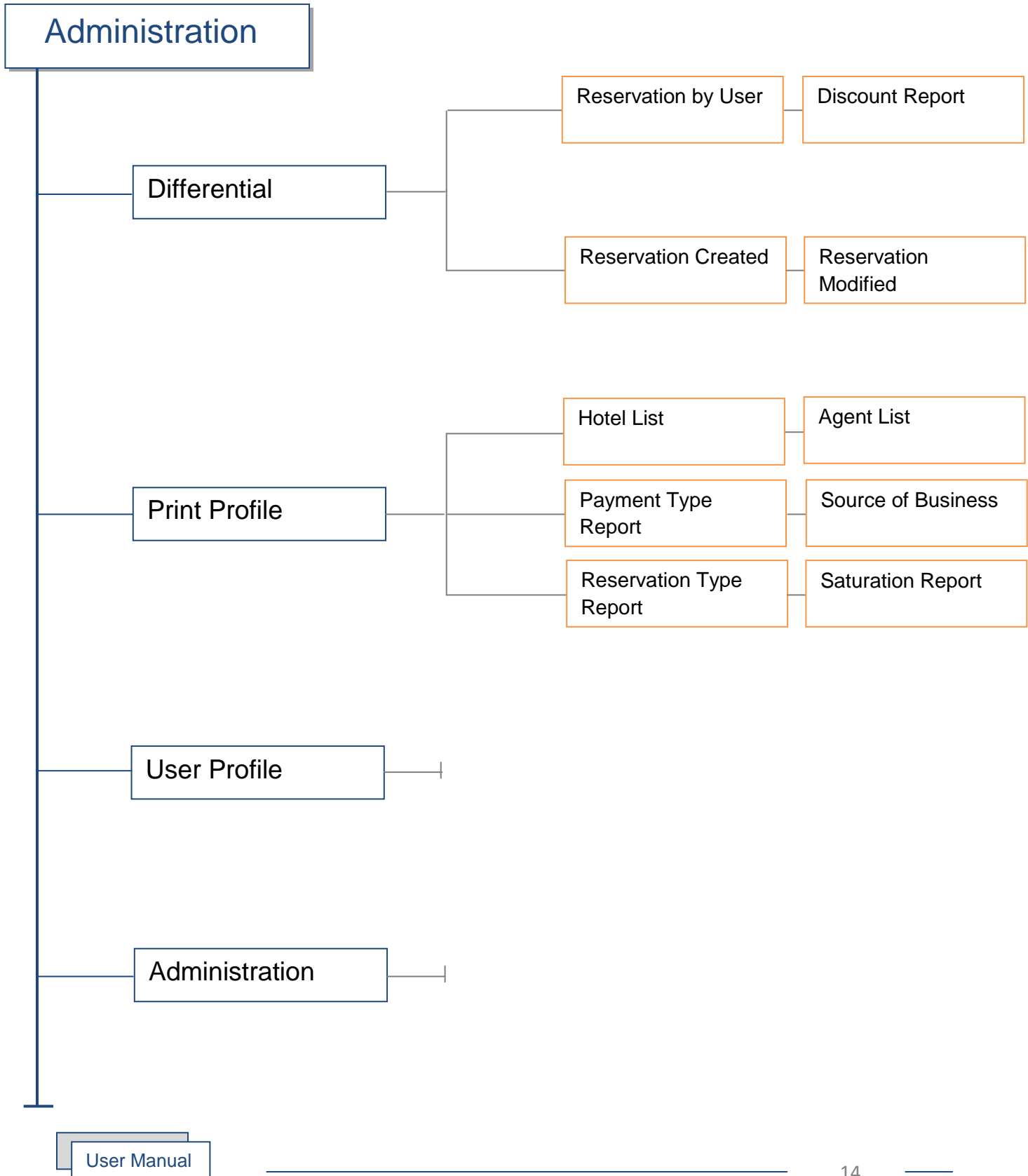
Diagrammatic Representation :::



Diagrammatic Representation cont.....



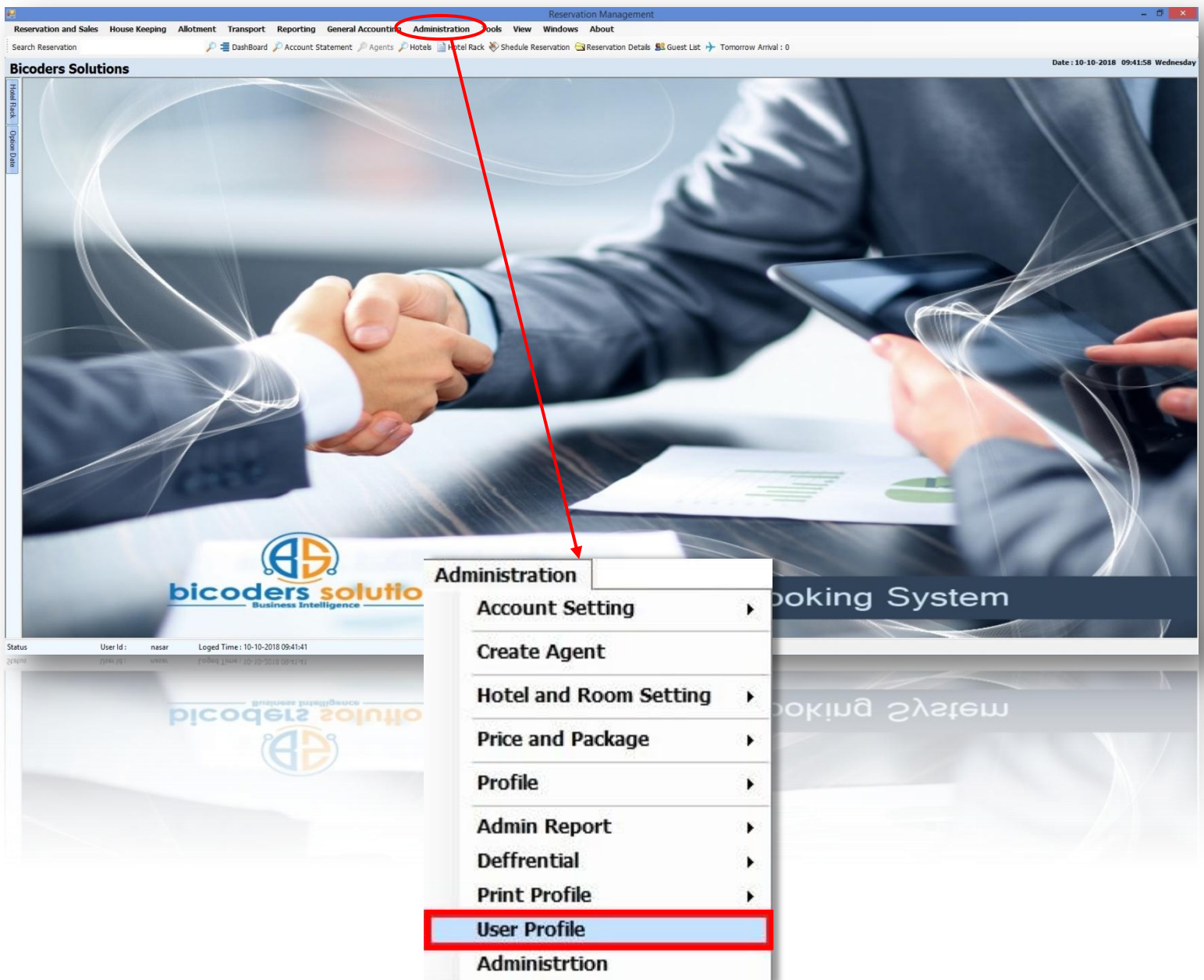
Diagrammatic Representation cont.....



How To Create a User ?

User can be created on selecting *user profile* from Administrator module

 **Administration > User Profile**



On selecting *user profile* from administrator module a new window will appear for creating new user.

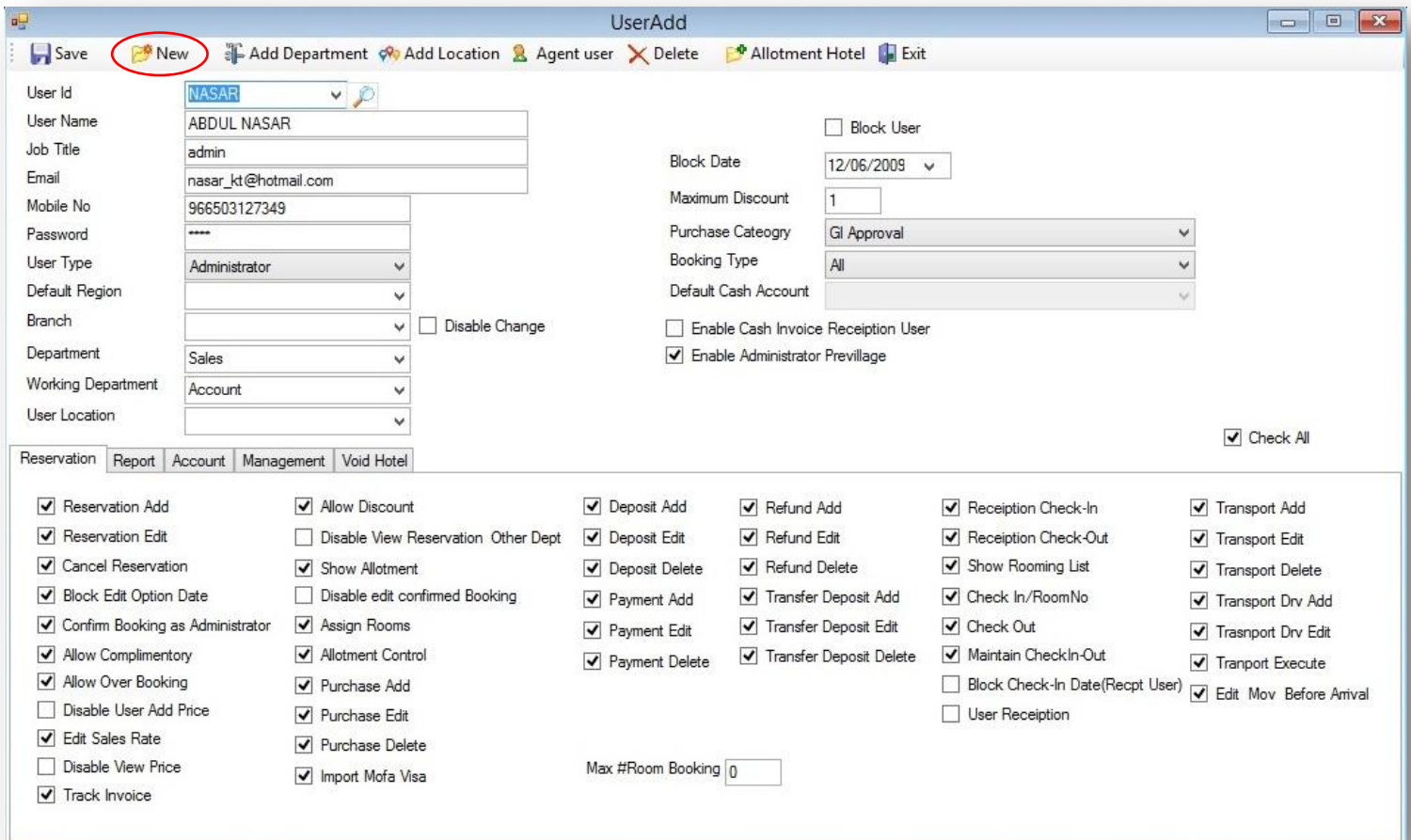
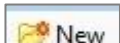


Fig.1.1 User Creation window

On clicking *New* icon [] on tool bar, new user can be created.

➤ Navigating Tool Bars :::



Menu	Functionality
Save	Save user profile
New	Add New User
Add Department	Create Department
Add Location	Create Location
Agent User	Agent User Login
Delete	Delete user
Allotment hotel	New Hotel list
Exit	Exit windows

☰ *User Id, User name , Password, Reservation tab, User right on reservation module, Report Tab, User right to report, Account table, Account access right, management, management of software are **mandatory** fields.*

➤ Navigating Fields :::

Field	Description
User Id	Max 6 characters
User Name	User name details
Job Title	Job title details like admin /manager etc.
Email	Email details
Mobile number	Mobile no/contact details
Password	Set password
User Type	User Type details like User/Power user/Administrator etc.
Default Region	Region details like middle east/Asia or country details
Branch	Branch details
Department	Department details like sales/purchase/marketing etc
Working department	Details like sales/transport/account etc
User Location	User location details
Block Date	Effective date onwards from the date blocked
Purchase Category	Details like GL Approval, management approval etc
Booking Type	Details like agent/individual etc
Default Cash Account	Need only for reception not required for hotel reservation

The screenshot shows the 'UserAdd' application window with the following fields and options:

- User Information:** User Id (with search icon), User Name, Job Title, Email, Mobile No, Password, User Type (User), Default Region, Branch, Department (Sales), Working Department (Sales), User Location.
- Block Settings:** Block Date (10/10/2018), Maximum Discount, Purchase Category (None), Booking Type (All), Default Cash Account.
- Advanced Options:**
 - Block User
 - Enable Cash Invoice Reception User
 - Enable Administrator Privillage
- Management Tab (Selected):**
 - Disable Change
 - Check All
- Reservation Management (Other Tabs):**
 - Reservation Add, Edit, Cancel, Block Edit Option Date, Confirm Booking as Administrator, Allow Complimentary, Allow Over Booking, Disable User Add Price, Edit Sales Rate, Disable View Price, Track Invoice.
 - Allow Discount, Disable View Reservation Other Dept, Show Allotment, Disable edit confirmed Booking, Assign Rooms, Allotment Control, Purchase Add, Edit, Delete, Import Mofa Visa.
 - Deposit Add, Edit, Delete, Payment Add, Edit, Delete, Transfer Deposit Add, Edit, Delete.
 - Refund Add, Edit, Delete.
 - Reception Check-In, Check-Out, Maintain Check-In-Out, Block Check-In Date(Recpt User), User Reception.
 - Transport Add, Edit, Delete, Transport Drv Add, Edit, Execute, Edit Mov Before Arrival.

Disable change

Block User

Check All

- ▶ **Disable change** : in case of sub branch clicking disable change checkbox further modification/changes are not allowed.
- ▶ **Block user**: block user from further changes on page
- ▶ **Check All**: for Selecting all checkboxes

☰ Saved user id can be viewed on clicking search button [] near user id field

The screenshot shows the 'UserAdd' application window with the following visible fields and options:

- Buttons: Add Location, Agent user, Delete, Allotment Hotel, Exit
- Block User:
- Block Date: 10/10/2018
- Maximum Discount: []
- Purchase Category: None
- Booking Type: All
- Default Cash Account: []
- Enable Cash Invoice Reception User: (highlighted)
- Enable Administrator Privilage: (highlighted)
- Check All:
- Max #Room Booking: []

Enable cash invoice reception User

Enable Administrator privilege

- ▶ *Enable Cash Invoice Reception User* : allow Cash invoice reception user on applying tick mark on check box
- ▶ *Enable Administrator Privilage* : by selecting user can set as with administrator rights

Default Region:

Branch: Disable Change

Department: Sales

Working Department: Account

User Location:

Default Cash Account:

Enable Cash Invoice Reception User

Enable Administrator Privillage

Check All

Reservation | Report | Account | Management | Void Hotel

<input checked="" type="checkbox"/> Reservation Add	<input checked="" type="checkbox"/> Allow Discount	<input checked="" type="checkbox"/> Deposit Add	<input checked="" type="checkbox"/> Refund Add	<input checked="" type="checkbox"/> Reception Check-In	<input checked="" type="checkbox"/> Transport Add
<input checked="" type="checkbox"/> Reservation Edit	<input type="checkbox"/> Disable View Reservation Other Dept	<input checked="" type="checkbox"/> Deposit Edit	<input checked="" type="checkbox"/> Refund Edit	<input checked="" type="checkbox"/> Reception Check-Out	<input checked="" type="checkbox"/> Transport Edit
<input checked="" type="checkbox"/> Cancel Reservation	<input checked="" type="checkbox"/> Show Allotment	<input checked="" type="checkbox"/> Deposit Delete	<input checked="" type="checkbox"/> Refund Delete	<input checked="" type="checkbox"/> Show Rooming List	<input checked="" type="checkbox"/> Transport Delete
<input checked="" type="checkbox"/> Block Edit Option Date	<input type="checkbox"/> Disable edit confirmed Booking	<input checked="" type="checkbox"/> Payment Add	<input checked="" type="checkbox"/> Transfer Deposit Add	<input checked="" type="checkbox"/> Check In/RoomNo	<input checked="" type="checkbox"/> Transport Drv Add
<input checked="" type="checkbox"/> Confirm Booking as Administrator	<input checked="" type="checkbox"/> Assign Rooms	<input checked="" type="checkbox"/> Payment Edit	<input checked="" type="checkbox"/> Transfer Deposit Edit	<input checked="" type="checkbox"/> Check Out	<input checked="" type="checkbox"/> Trasnport Drv Edit
<input checked="" type="checkbox"/> Allow Complimentary	<input checked="" type="checkbox"/> Allotment Control	<input checked="" type="checkbox"/> Payment Delete	<input checked="" type="checkbox"/> Transfer Deposit Delete	<input checked="" type="checkbox"/> Maintain CheckIn-Out	<input checked="" type="checkbox"/> Tranport Execute
<input checked="" type="checkbox"/> Allow Over Booking	<input checked="" type="checkbox"/> Purchase Add			<input type="checkbox"/> Block Check-In Date(Recpt User)	<input checked="" type="checkbox"/> Edit Mov Before Arrival
<input type="checkbox"/> Disable User Add Price	<input checked="" type="checkbox"/> Purchase Edit			<input type="checkbox"/> User Reception	
<input checked="" type="checkbox"/> Edit Sales Rate	<input checked="" type="checkbox"/> Purchase Delete				
<input type="checkbox"/> Disable View Price	<input checked="" type="checkbox"/> Import Mofa Visa				
<input checked="" type="checkbox"/> Track Invoice					

Max #Room Booking:

 Reservation

[Administrator – User profile – Reservation]

- User can set options under reservation category. Only required options need to be ticked on check box

Reservation | Report | Account | Management | Void Hotel

<input checked="" type="checkbox"/> Reservation Add	<input checked="" type="checkbox"/> Allow Discount	<input checked="" type="checkbox"/> Deposit Add	<input checked="" type="checkbox"/> Refund Add	<input checked="" type="checkbox"/> Reception Check-In	<input checked="" type="checkbox"/> Transport Add
<input checked="" type="checkbox"/> Reservation Edit	<input type="checkbox"/> Disable View Reservation Other Dept	<input checked="" type="checkbox"/> Deposit Edit	<input checked="" type="checkbox"/> Refund Edit	<input checked="" type="checkbox"/> Reception Check-Out	<input checked="" type="checkbox"/> Transport Edit
<input checked="" type="checkbox"/> Cancel Reservation	<input checked="" type="checkbox"/> Show Allotment	<input checked="" type="checkbox"/> Deposit Delete	<input checked="" type="checkbox"/> Refund Delete	<input checked="" type="checkbox"/> Show Rooming List	<input checked="" type="checkbox"/> Transport Delete
<input checked="" type="checkbox"/> Block Edit Option Date	<input type="checkbox"/> Disable edit confirmed Booking	<input checked="" type="checkbox"/> Payment Add	<input checked="" type="checkbox"/> Transfer Deposit Add	<input checked="" type="checkbox"/> Check In/RoomNo	<input checked="" type="checkbox"/> Transport Drv Add
<input checked="" type="checkbox"/> Confirm Booking as Administrator	<input checked="" type="checkbox"/> Assign Rooms	<input checked="" type="checkbox"/> Payment Edit	<input checked="" type="checkbox"/> Transfer Deposit Edit	<input checked="" type="checkbox"/> Check Out	<input checked="" type="checkbox"/> Trasnport Drv Edit
<input checked="" type="checkbox"/> Allow Complimentary	<input checked="" type="checkbox"/> Allotment Control	<input checked="" type="checkbox"/> Payment Delete	<input checked="" type="checkbox"/> Transfer Deposit Delete	<input checked="" type="checkbox"/> Maintain CheckIn-Out	<input checked="" type="checkbox"/> Tranport Execute
<input checked="" type="checkbox"/> Allow Over Booking	<input checked="" type="checkbox"/> Purchase Add			<input type="checkbox"/> Block Check-In Date(Recpt User)	<input checked="" type="checkbox"/> Edit Mov Before Arrival
<input type="checkbox"/> Disable User Add Price	<input checked="" type="checkbox"/> Purchase Edit			<input type="checkbox"/> User Reception	
<input checked="" type="checkbox"/> Edit Sales Rate	<input checked="" type="checkbox"/> Purchase Delete				
<input type="checkbox"/> Disable View Price	<input checked="" type="checkbox"/> Import Mofa Visa				
<input checked="" type="checkbox"/> Track Invoice					

Max #Room Booking:

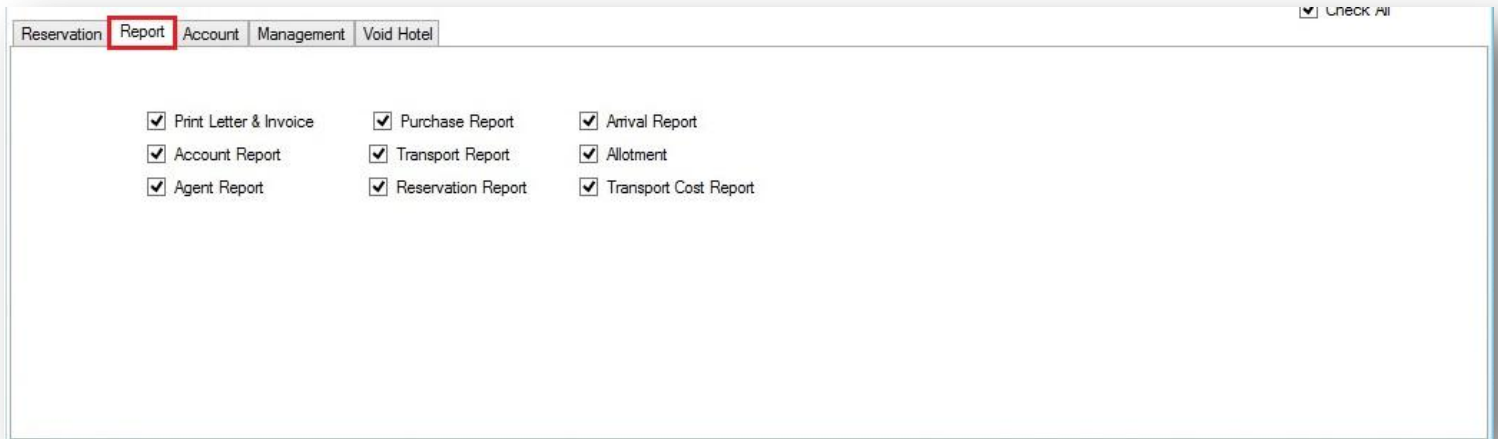
Field	Description
Reservation Add	Add reservation details
Reservation Edit	Edit reservation details
Cancel Reservation	Cancel the reservation done
Block Edit Option Date	Block date edit options in user add window
Confirm booking as Administrator	Booking as privilege of administrator
Allow Complementary	Set Complementary
Disable user Add Price	Restrict user from adding price packages
Edit Sales Rate	Edit sales rate details
Disable view price	Disable view price will restrict from seeing the price details
Track Invoice	Invoice details tracking
Allow Discount	Discount allowing option
Disable View Reservation other department	Restrict from other reservation department details
Show Allotment	Allotment details show
Disable Edit Confirmed Booking	Restrict from Confirmed booking details
Assign Rooms	Room assign details
Allotment control	Allotment control process details

Field	Description
Purchase Add	Add purchase details
Purchase Edit	Edit purchase details
Purchase Delete	Delete purchase details
Import MOFA Visa	Ministry Of Foreign Affairs visa details
Deposit Add	Add deposit details
Deposit Edit	Edit deposit details
Payment Add	Payment options details
Payment Edit	Payment options edit details
Payment Delete	Payment options delete details
Refund Add	Refund options adding
Refund Edit	Edit options for refund
Refund Delete	Delete option for refund
Transfer Deposit Add	Transfer deposit amount details
Transfer Deposit Edit	Transfer deposit amount edit details
Transfer Deposit Delete	Transfer deposit amount delete details
Reception Check in	Check in details during reception

Field	Description
Reception Check Out	Check out details of reception
Show Rooming list	Room list details
Check In/room No	Room number details
Check Out	Checkout details
Maintain check in-Out	Check in /checkout details
Block Check in Date	Restrict Check in date
User Reception	Option need to be unchecked. Only need to integrated with hotel reception module
Transport Add	Transport details addition
Transport Edit	Changes in transport details
Transport Delete	Removing transport details
Transport DRV Add	Transport driver add details
Transport DRV Edit	Transport driver editing details
Transport execute	Status Update of transport details
Edit MOV before arrival	Data entry details of last time edit

 Report

[Administrator – User profile – Report]



Field	Description
Print Letter & Invoice	Letter ,invoice details
Account Report	Account details reports
Agent Report	Agent details reports
Purchase Report	Purchase details report
Transport Report	Transport details reports
Reservation Report	Reservation details report
Arrival Report	Arrival details reports

Field	Description
Allotment	Allotment allowed details
Transport Cost Report	Reports regarding total cost

 Account

[Administrator – User profile – Account]

Reservation Report **Account** Management Void Hotel

<input checked="" type="checkbox"/> Access to Account Module <input checked="" type="checkbox"/> Ledger Add <input checked="" type="checkbox"/> Ledger Edit <input checked="" type="checkbox"/> Ledger Delete <input checked="" type="checkbox"/> Ledger Statement <input checked="" type="checkbox"/> Account Statment <input checked="" type="checkbox"/> Trial Balance <input checked="" type="checkbox"/> BalanceSheet <input checked="" type="checkbox"/> Post from Reservation	<input checked="" type="checkbox"/> Receipt Add <input checked="" type="checkbox"/> Receipt Edit <input checked="" type="checkbox"/> Receipt Delete <input checked="" type="checkbox"/> Payment Add <input checked="" type="checkbox"/> Payment Edit <input checked="" type="checkbox"/> Payment Delete
--	--

Field	Description
Access to Account Module	Allow access to account module
Ledger Add	Adding ledger details
Ledger Edit	Editing ledger details

Field	Description
Ledger Statement	Charges & payments statement
Account Statement	Transactions summary sheet
Trial balance	Debit, credit statement
Balance sheet	Statement of capital,assets,liabilities etc
Post from Reservation	Post all Invoices from reservation
Receipt Add	Cash Invoice add details
Receipt Edit	Cash Invoice details edit
Receipt Delete	Cash Invoice details delete
Payment Add	Payment option addition
Payment Edit	Payment option editing
Payment Delete	Payment option deleting

 Management

[Administrator – User profile – Management]

Field	Description
Hotel Add	Adding new hotel
Hotel Edit	Editing details of newly created hotel
Hotel Delete	Hotel details deleting
Agent Add	Adding new agent details
Agent Edit	Editing details of newly add agent
Agent Delete	Deleting agent details
Room type Add	Add room type details like single/double room etc
Room type Edit	Edit room type details created

Room type delete	Delete room type details created
Price Add	Add price details to the hotel created
Price Edit	Price details edit to the hotel created
Price Delete	Price details delete of hotel created
Account Manager	Optional- Recommended for reception modules
Update visa cost/Muthawaf	Update details of visa cost
Post Invoice	Invoice posting for updating ledger
Block Sensitive Information	Block viewing of all personal related information of agents
Extra Service Add	Adding Extra services details like Pickup services,laundray services
Extra Service Edit	Extra services details edit
Extra Service Delete	Extra services details Delete
Enable Target	Set target for user



Default Fixed Hotel Default Fixed Agent Block Seinsitive Information

- ▶ *Default Fixed Hotel* : After setting default fixed hotel only that hotel name will be seen for user
- ▶ *Default Fixed Agent* : After setting default fixed Agent only that Agent name will be seen for user



Default Fixed Hotel Default Fixed Agent Block Seinsitive Information

- ▶ *Block Sensitive Information* : Block viewing of all personal related information of agents

Void Hotel

[Administrator – User profile – Void Hotel]



► Void Hotel is Option for restrict viewing Hotel name/details from the list