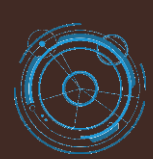


HotelVpf, Back Office Quick Guide v1.0

Windows Application 





HotelVpf, Back Office Quick Guide v1.0


Windows Application 


Contents

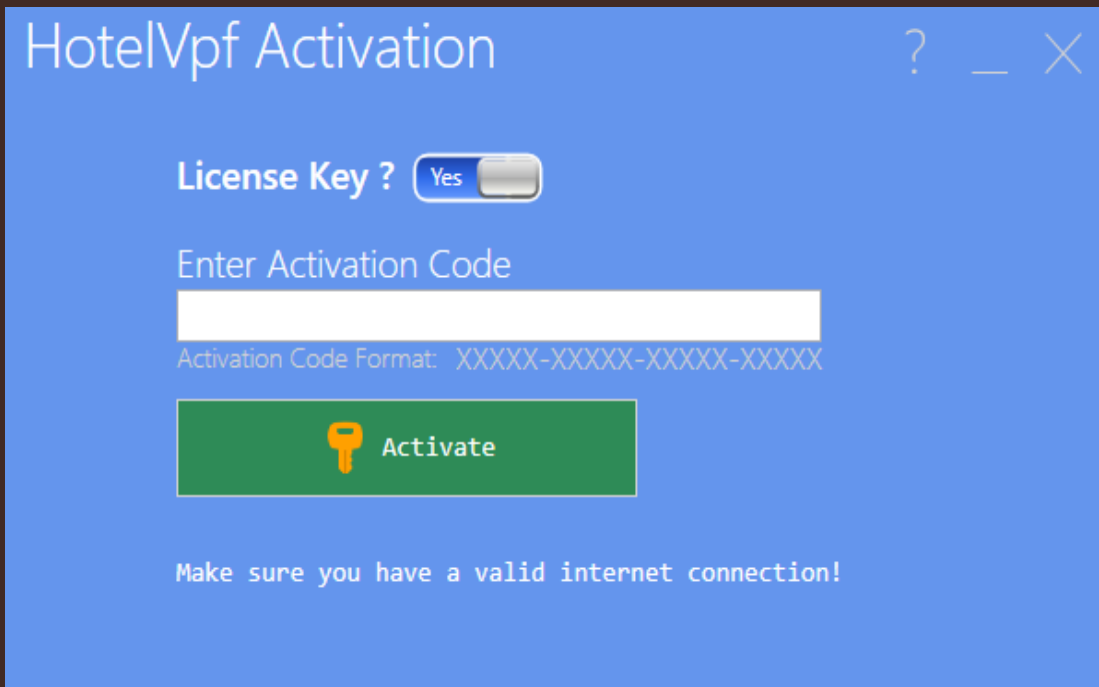
- (1) **Software Activation**
- (2) **Login**
- (3) **Property**
 - (3.1) Property
 - (3.2) Property Details
 - (3.3) Property GUI
 - (3.4) Buildings
 - (3.5) Floors
 - (3.6) Rooms
 - (3.7) Room Type
 - (3.8) Room Status
 - (3.9) Room Amenities
- (4) **Room Pricing**
 - (4.1) Room Rate
 - (4.2) Revenue Management
 - (4.3) Hotel Tax
 - (4.4) Discount
 - (4.5) Deposit
 - (4.6) Payment Type
- (5) **Authorization**
 - (5.1) Receptionists
 - (5.2) Receptionist Status
- (6) **Operations**
 - (6.1) Housekeeping Rooms
 - (6.2) Maintenance Rooms
 - (6.3) Guest Search
- (7) **Reports**
 - (7.1) Check In /Out Reports
 - (7.2) Payments Report
 - (7.3) Guests Report
 - (7.4) Revenue Report



(1) Software Activation

 A) Enter Your Activation Code - you should have received this in your order confirmation email from HotelVpf.com website after you purchased.

 B) Free Trial (without product key) - enter your email address and the system will register for you a new license for a valid period of 20 days.




HotelVpf Activation ? _ X

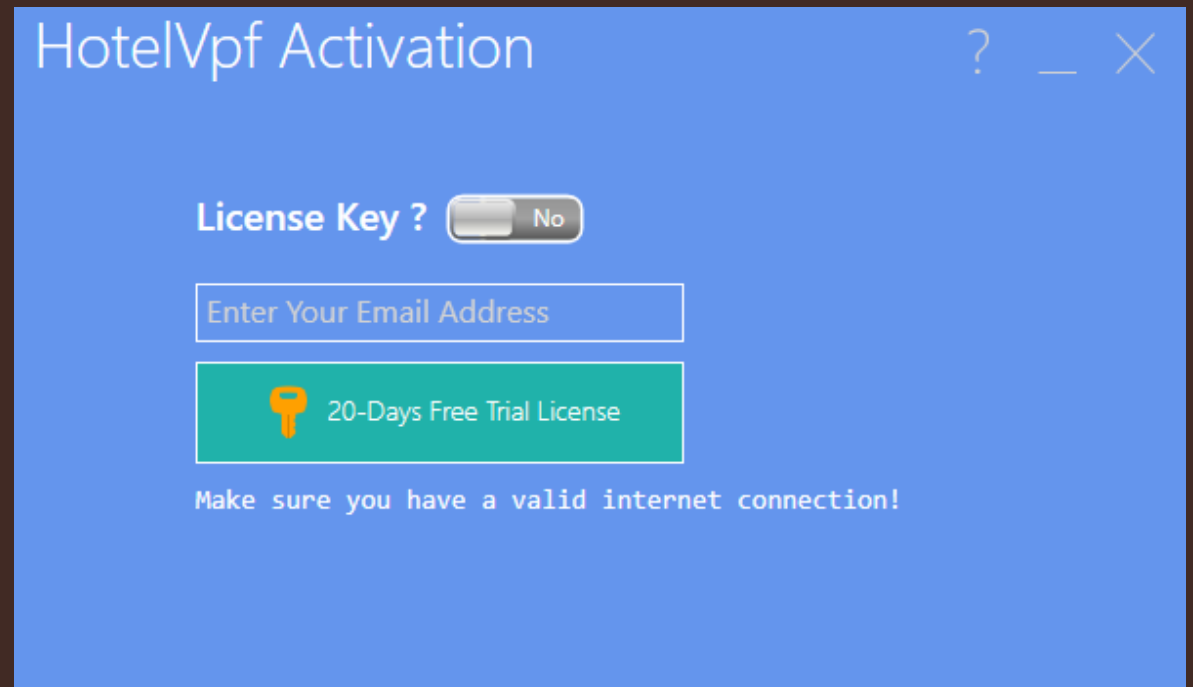
License Key ? Yes

Enter Activation Code

Activation Code Format: XXXXX-XXXXX-XXXXX-XXXXX

 Activate


Make sure you have a valid internet connection!



HotelVpf Activation ? _ X


License Key ? No


Enter Your Email Address

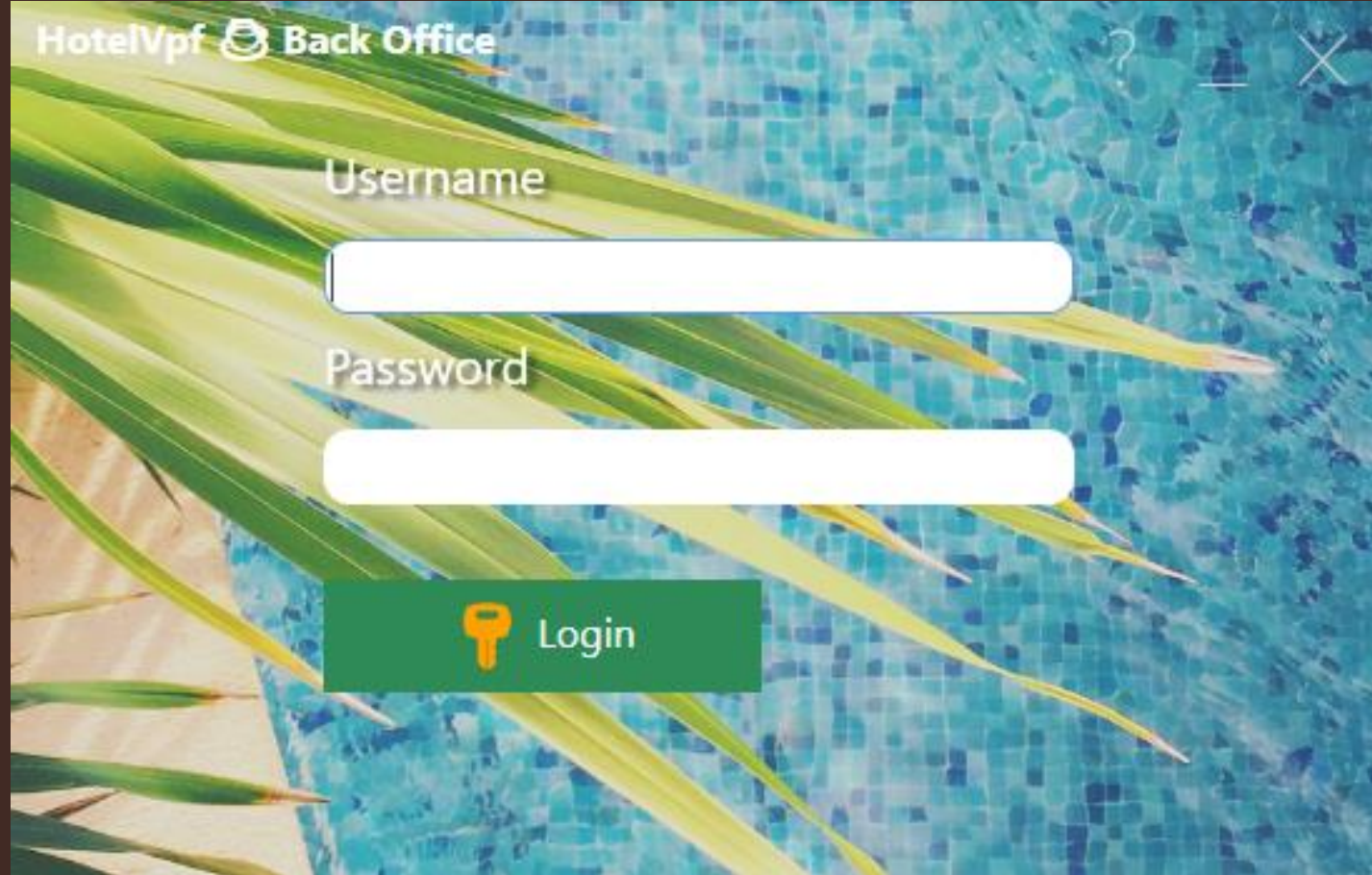
 20-Days Free Trial License

Make sure you have a valid internet connection!

(2) Login

 Download and install Back-Office application;


 Sign In Back-Office → type Username and Password received by registration email.



HotelVpf Back Office

Username

Password

 Login

(3) Property

(3.1) Property

It presents the most important hotel data registered in Front Desk app. (quick reports viewing, printing and export):

- **Payments** – show all registered payments;
- **Refunds** - show all refunds made;
- **Bookings** - show all bookings;
- **Reservations** – show all reservations;
- **Guests** - shows all data of registered guests;
- **Total Collection Today** - show all payments made today;
- **Availability** - show the number of rooms under a certain status: Available, Booked, Reserved, Check In Today, Check Out Today, Housekeeping, Maintenance.

The screenshot displays the 'Property' management interface. At the top, there's a navigation bar with tabs for Property, Room Pricing, Authorizations, Operations, Products, and Reports. Below this is a secondary navigation bar with icons for Property, Property Details, Property Gui, Buildings, Floors, Rooms, Room Type, Room Status, and Room Amenities. The main content area shows the 'PROPERTY' details for a specific property, including a star rating, name, and address. A 'Total collection today' summary shows '0.00 EUR'. Below this is a 'PAYMENTS' section with a table header: Guest, RoomNo, PaymentID, AmountPaid, PaymentMethod, PaymentDate, and Receptionist. At the bottom, there's an 'Availability' section with a table for tracking room status: AVAILABLE, BOOKED, RESERVED, CHECKIN TODAY, CHECKOUT TODAY, HOUSE KEEPING, and MAINTENANCE.

(3) Property

(3.2) Property Details

Show hotel details, useful for the bookings on the Front Desk side; edit and update next info:

- Logo;
- Property Name;
- Registration Email, read-only field, automatically added when you activated the license;
- Currency;
- Website;
- Address;
- Childrens age categories.

The screenshot shows a web application window titled 'Property' with a user 'admin' logged in. The main content area is titled 'PROPERTY DETAILS'. On the left, there is a navigation menu with options: Property, Property Details, Property Gui, Buildings, Floors, Rooms, Room Type, Room Status, Room Amenities, Room Pricing, Authorizations, Products, Operations, and Reports. The 'Property Details' section contains the following form elements:

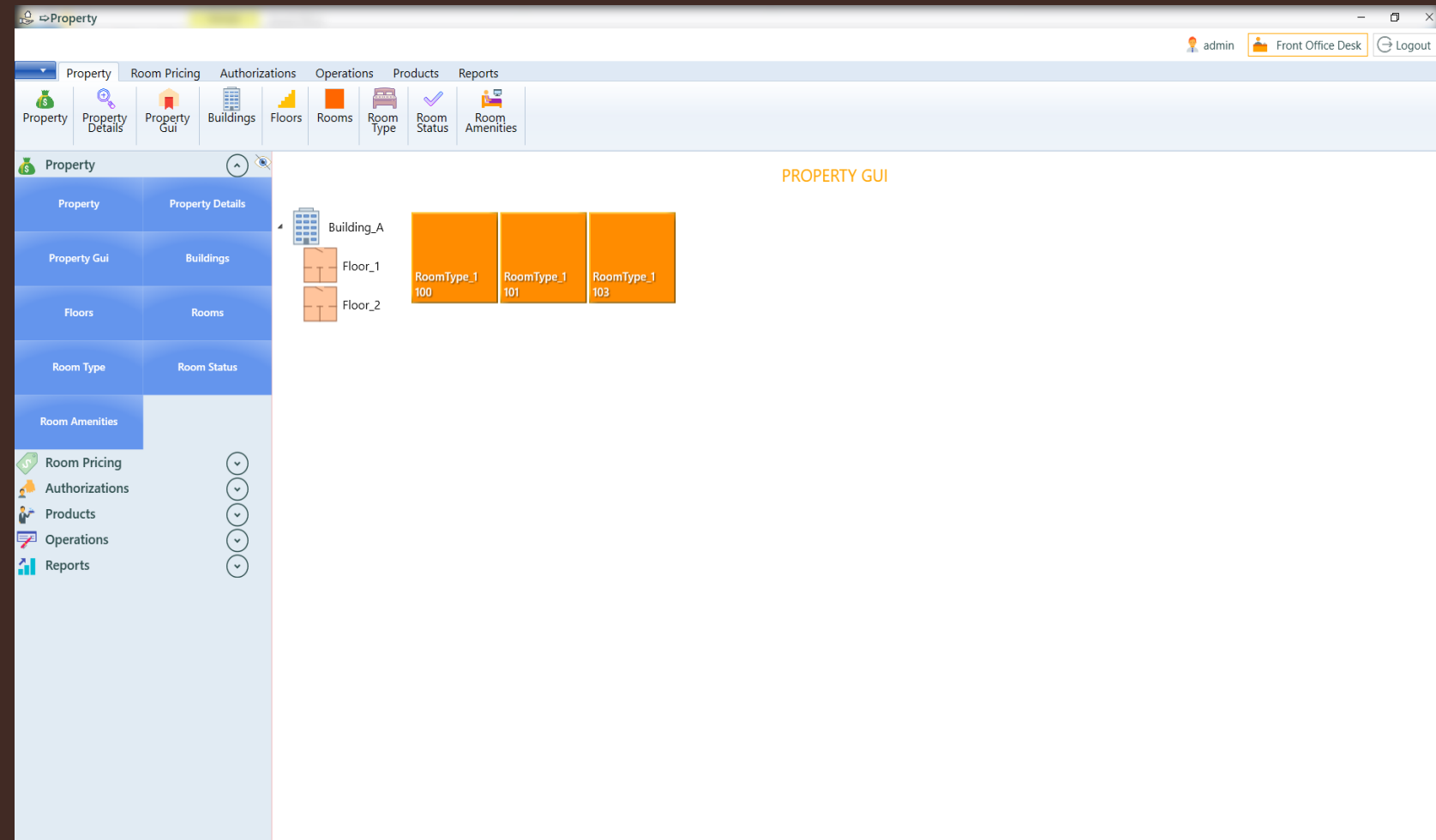
- Hotel Logo:** A circular logo with five yellow stars on a teal background.
- Property Name:** A text input field.
- Registration Email:** A text input field containing 'iondorul@yahoo.com'.
- Currency:** A dropdown menu set to 'EUR - Euro'.
- Website:** A text input field.
- Contact Details:**
 - Address:** A text input field.
 - Country:** A text input field.
 - City:** A text input field.
 - District:** A text input field.
 - Zip:** A text input field.
 - Phone1:** A text input field.
 - Phone2:** A text input field.
 - Fax1:** A text input field.
 - Fax2:** A text input field.
 - E-mail:** A text input field.
- Children Ages Booking:**
 - Child Type A:** Min. Age (1) and Max. Age (5) dropdowns.
 - Child Type B:** Min. Age (5) and Max. Age (5) dropdowns.

At the bottom right, there are two buttons: 'Save' and 'Close'.

(3) Property

(3.3) Property GUI

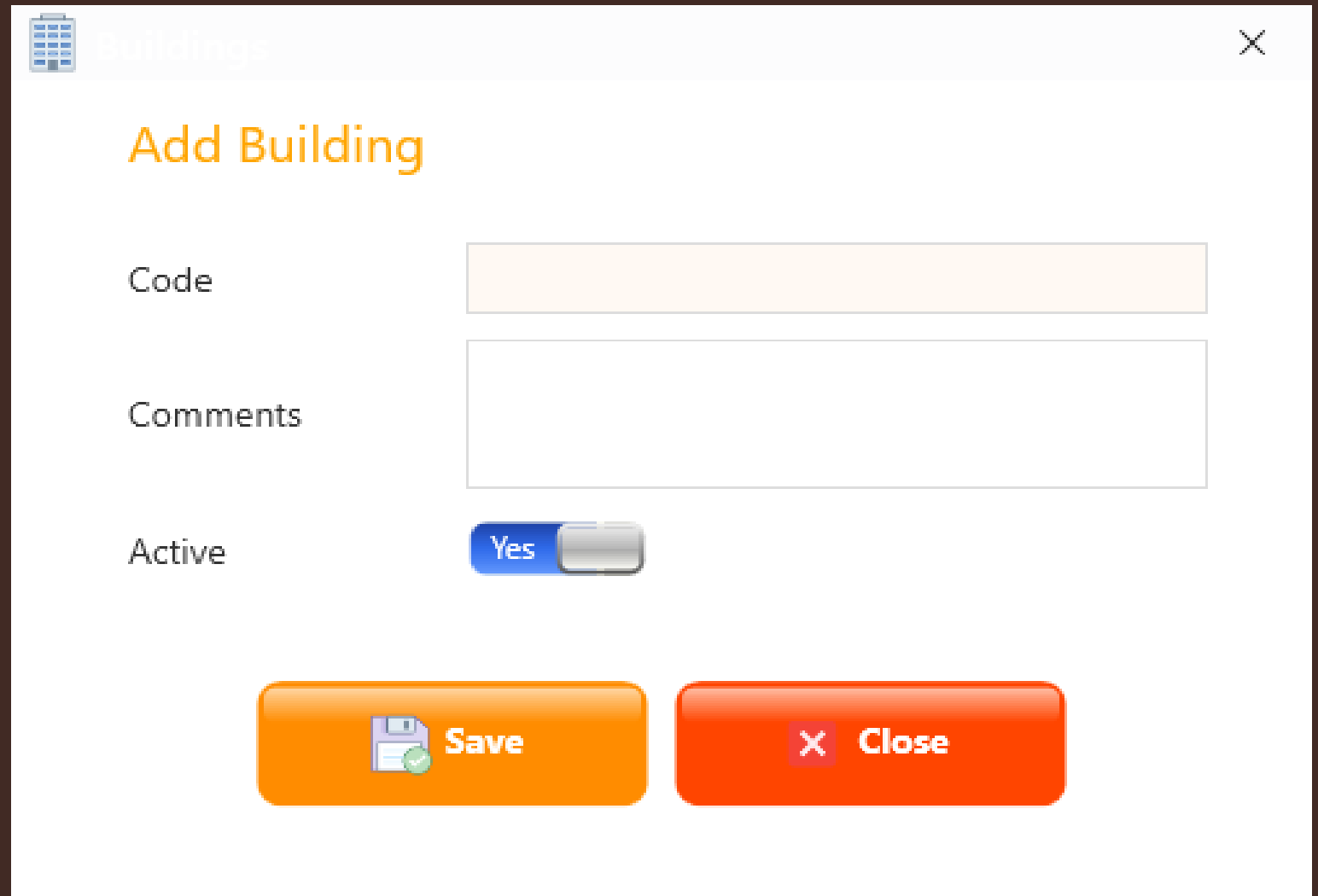
- Showing basic hotel structure: Buildings, Floors & Rooms;
- Mouse Right Click Room, Building or Floor → Add, Edit or Delete Building, Floor or Rooms;
- Mouse Left Click Room → view, add, update room features and amenities, save/print room draw as .pdf file.



(3) Property

(3.4) Buildings

- Add hotel building. Each room belongs to a floor and each floor belongs to a building.

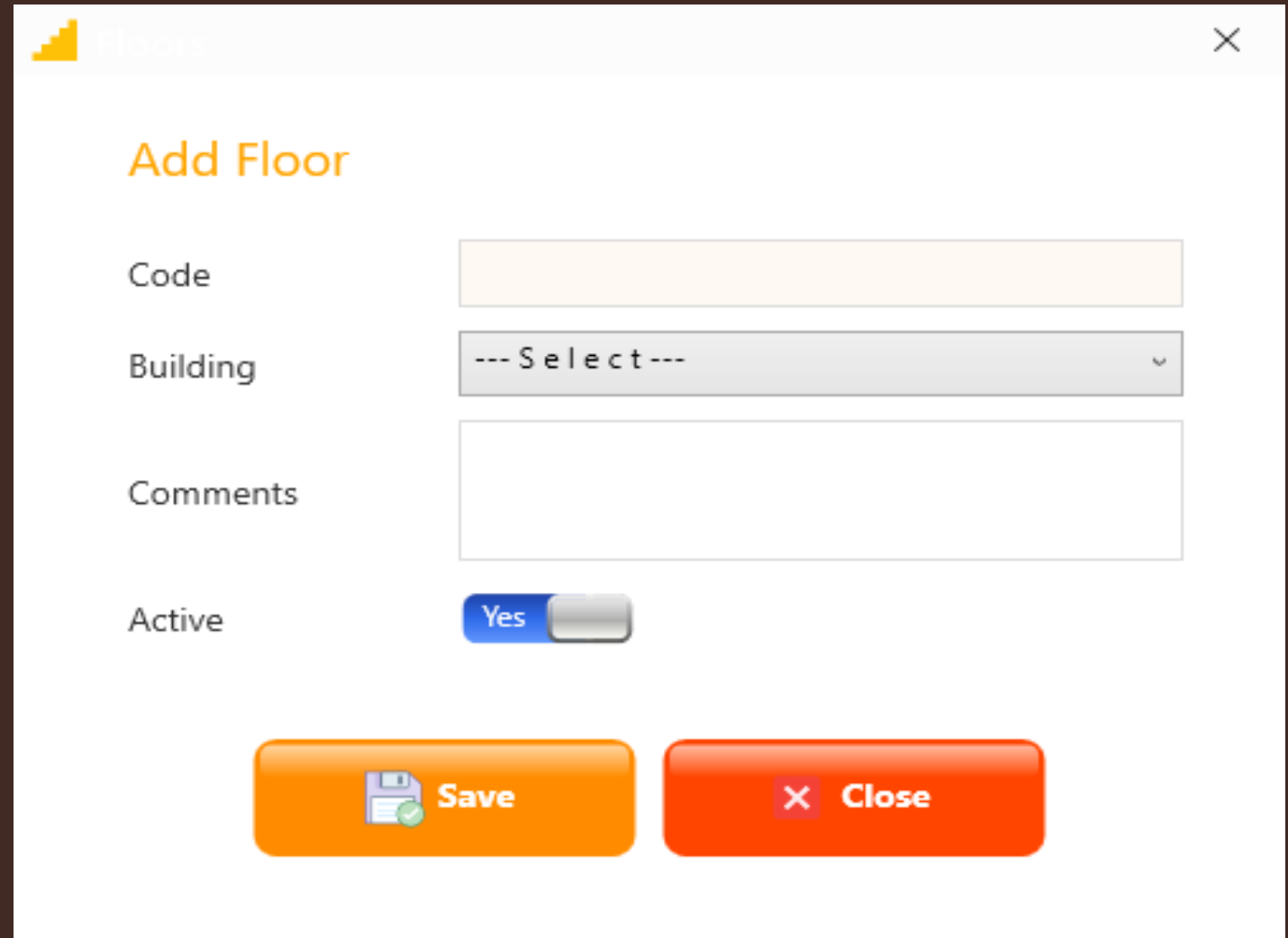


The screenshot shows a web application window titled "Buildings" with a close button (X) in the top right corner. The main heading is "Add Building" in orange. Below the heading are three input fields: "Code" (a single-line text box), "Comments" (a multi-line text area), and "Active" (a toggle switch currently set to "Yes"). At the bottom of the form are two large buttons: "Save" (orange with a document icon) and "Close" (red with an X icon).

(3) Property

(3.5) Floors

- Add hotel floors. Each room belongs to a floor and each floor belongs to a building.



The screenshot shows a web application window titled "Floors" with a close button in the top right corner. The main heading is "Add Floor". The form contains the following fields:

- Code:** A text input field.
- Building:** A dropdown menu with the text "--- Select ---" and a downward arrow.
- Comments:** A large text area.
- Active:** A toggle switch currently set to "Yes".

At the bottom of the form are two buttons: an orange "Save" button with a floppy disk icon and a green checkmark, and a red "Close" button with a white 'X' icon.

(3) Property

(3.6) Rooms

Add hotel room depending on:

- Building;
- Floor;
- Room Type;
- Room Status;
- Room Amenities;

The screenshot shows a web application window titled "Rooms" with a close button (X) in the top right corner. The main heading is "Add Room". The form contains the following fields and controls:

- Room No:** A text input field.
- Building:** A dropdown menu with "--- Select ---" and a blue link "Add Building".
- Floor:** A dropdown menu with "--- Select ---" and a blue link "Add Floor".
- Room Type:** A dropdown menu with "--- Select ---" and a blue link "Add Room Type".
- Room Status:** A dropdown menu with "Available" and a blue link "Add Room Amenity".
- Room Amenities:** A large text area with a blue link "Add Room Amenity".
- Comments:** A text area.
- Online Reservation:** A toggle switch with "Yes" selected.
- Active:** A toggle switch with "Yes" selected.

At the bottom of the form are two buttons: an orange "Save" button with a document icon and a red "Close" button with an "X" icon.

(3) Property

(3.7) Room Type

Add different types of rooms.

The screenshot shows a web application window titled "Room Type". The main heading is "Add Room Type". The form contains the following fields and controls:

- Code:** A text input field.
- Order:** A text input field.
- Color:** A color picker with a hex code of #00000000.
- Back Color:** A color picker with a hex code of #00000000.
- Active:** A toggle switch currently set to "Yes".
- Header Description:** A text input field.
- Description:** A larger text input field.
- Main Picture:** A section with a "Browse..." button, the text "OR", and a "Select from Gallery" dropdown menu. To the right is a large grey placeholder for the image.

At the bottom of the form, there are three navigation buttons: "Persons per Room" (with a group of people icon), "Gallery" (with a gallery icon), and "Details" (with a list icon). At the very bottom, there are two large orange buttons: "Save" (with a floppy disk icon) and "Close" (with an 'X' icon).

(3) Property (3.8) Room Status

Add Room Status:

- Available;
- Booked;
- CheckInToday;
- CheckOutToday;
- Housekeeping;
- Maintenance;
- Reserved.

The screenshot displays a web application interface for managing room status. The main content area shows a table titled "ROOM STATUS" with the following data:

Code	Active	Description
Available	True	Available color usually transparent
Booked	True	Booked color usually yellow
CheckInToday	True	CheckInToday color usually light green
CheckOutToday	True	CheckOutToday color usually orange
Housekeeping	True	Housekeeping color usually pink
Maintenance	True	Maintenance color usually blue
Reserved	True	Reserved color usually red


The interface also features a left-hand navigation menu with categories like Property, Room Pricing, Authorizations, Products, Operations, and Reports. A top toolbar contains icons for Property, Property Details, Property Gui, Buildings, Floors, Rooms, Room Type, Room Status, and Room Amenities. The user is logged in as 'admin' and is viewing the 'Front Office Desk'.

(3) Property

(3.9) Room Amenities

Add Room Amenities:

- TV;
- Internet;
- Bar;
- Jacuzzi;
- etc.


 Room Amenities ✕

Add Room Amenity


Code

Comments

Active



Save





Close

(4) Room Pricing (4.1) Room Rate

 Create Room Rates base of:

- Room Type;
- Start Date Rate;
- End Date Rate;
- Set Prices by Custom Dates;
- Set Prices by Week Days;

 Each new rate can be overwritten with an existing rate so that it can be added and modified quickly.

 Room Rate
✕

Add Room Rate


Code	<input type="text"/>	Double Bed (AMT)	<input style="width: 100%;" type="text" value="50.00"/>
ID	<input type="text" value="2"/>	Single Bed (AMT)	<input style="width: 100%;" type="text" value="20.00"/>
Room Type	<input type="text" value="--- Select ---"/>	Extra Bed Adult (AMT)	<input style="width: 100%;" type="text" value="15.00"/>
Start Date	<input type="text" value="Monday, November 30, 2020"/>	Extra Bed Child A (AMT)	<input style="width: 100%;" type="text" value="5.00"/>
End Date	<input type="text" value="Tuesday, December 1, 2020"/>	Extra Bed Child B (AMT)	<input style="width: 100%;" type="text" value="10.00"/>
Priority	<input type="text" value="1"/>	<hr/>	
Description	<input type="text"/>	Cut-off Days	<input style="width: 100%;" type="text" value="1"/>
Override Rate	<input type="text" value="RoomRate_1"/>	Min Days Booking	<input style="width: 100%;" type="text" value="1"/>
Override Offset (%)	<input style="width: 50%;" type="text" value="0.00%"/> <input type="button" value="Set"/> Increase pricing by percent	Max Days Booking	<input style="width: 100%;" type="text" value="1"/>
Override Offset (AMT)	<input style="width: 50%;" type="text" value="0.00"/> <input type="button" value="Set"/> Increase pricing by amount	Active	<input checked="" type="checkbox"/>


Allow

Allow

(4) Room Pricing

(4.3) Hotel Tax

 Add tax for hotel (the fee will be added to the guest's invoice)

 Hotel Tax ×

Add Tax for the Hotel

Code

Value (%)



Description

Active

Override Tax


Override Tax for Guest Country (Amount)

Override Tax for Guest Country (%)

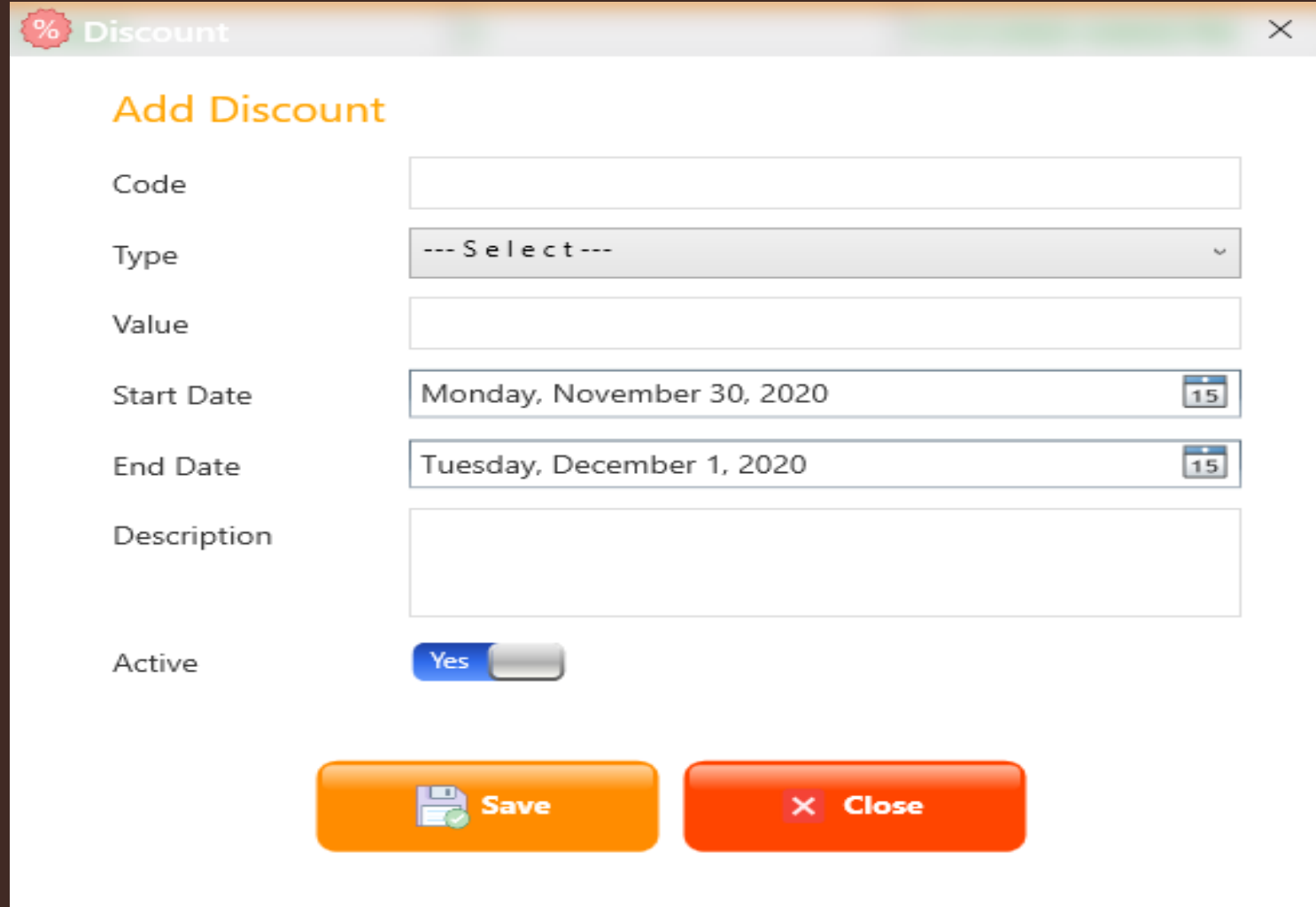
 Save  Close

(4) Room Pricing

(4.4) Discount

 Add different types of discounts (the fees will be added to the guest's invoice) base of :

- Discount Type (Percent or Amount);
- Start Date discount;
- End Date discount;
- Active or inactive (will be or not be seen on the booking page).



The screenshot shows a web application window titled "Discount" with a close button (X) in the top right corner. The window contains a form titled "Add Discount" with the following fields:

- Code:** A text input field.
- Type:** A dropdown menu currently showing "--- Select ---".
- Value:** A text input field.
- Start Date:** A date picker showing "Monday, November 30, 2020" with a calendar icon and the number "15".
- End Date:** A date picker showing "Tuesday, December 1, 2020" with a calendar icon and the number "15".
- Description:** A large text area.
- Active:** A toggle switch currently set to "Yes".

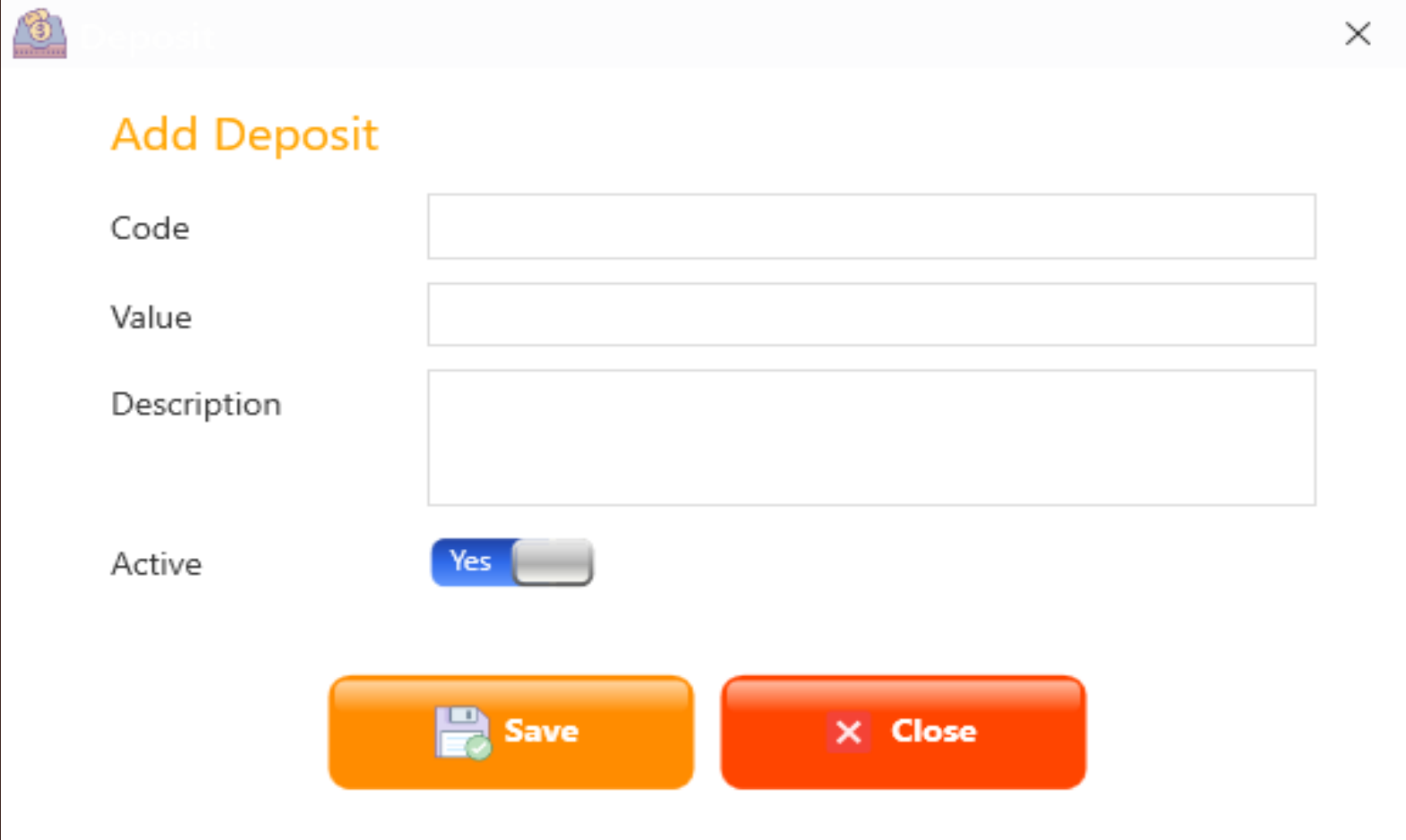
At the bottom of the form, there are two buttons: a blue "Save" button with a floppy disk icon and a red "Close" button with an "X" icon.

(4) Room Pricing

(4.5) Deposit

 Add different deposit values.

- Active or inactive (will be or not be seen on the booking page).





Add Deposit

Code

Value


Description

Active Yes

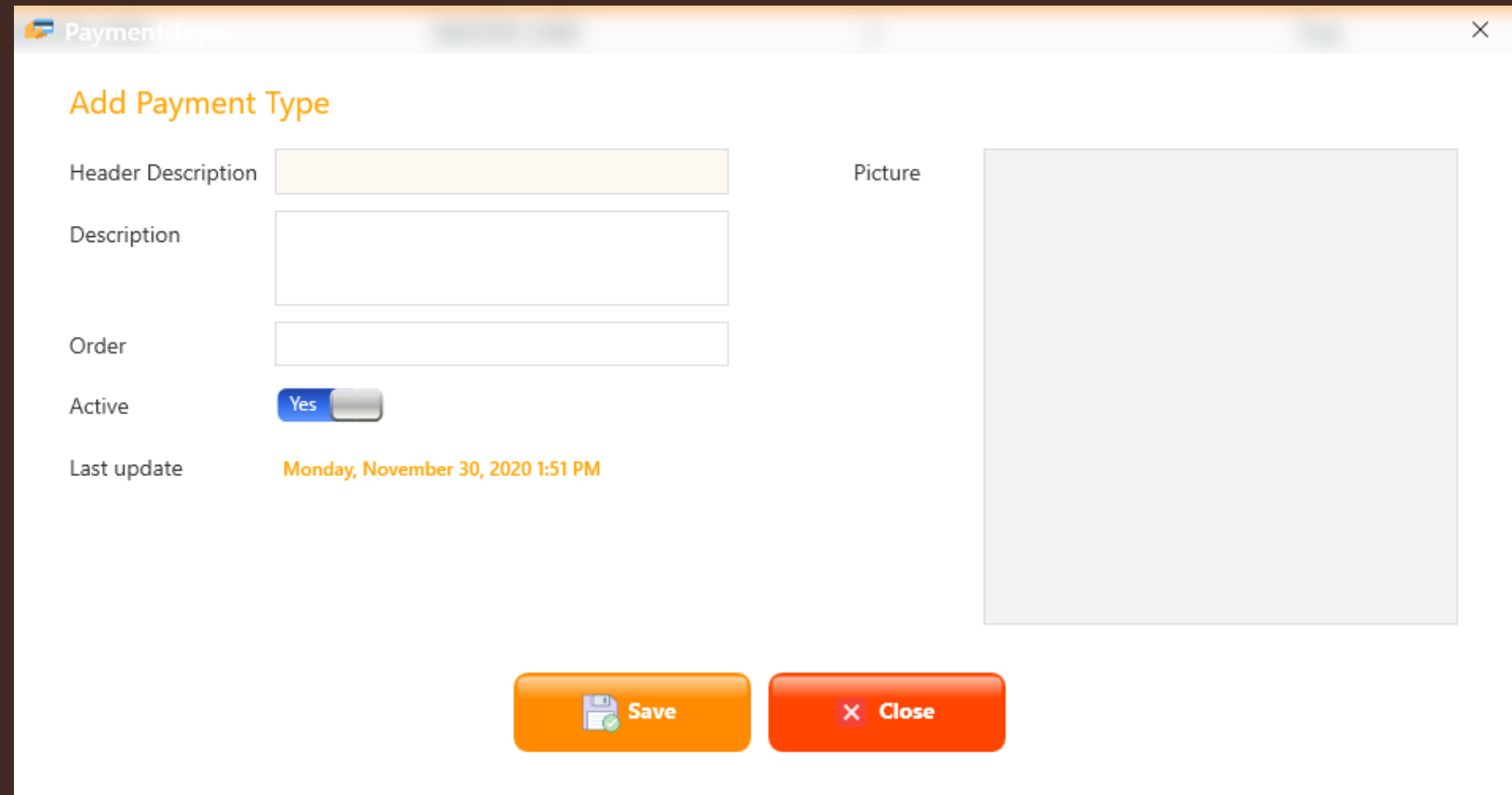
 Save  Close

(4) Room Pricing

(4.6) Payment Type

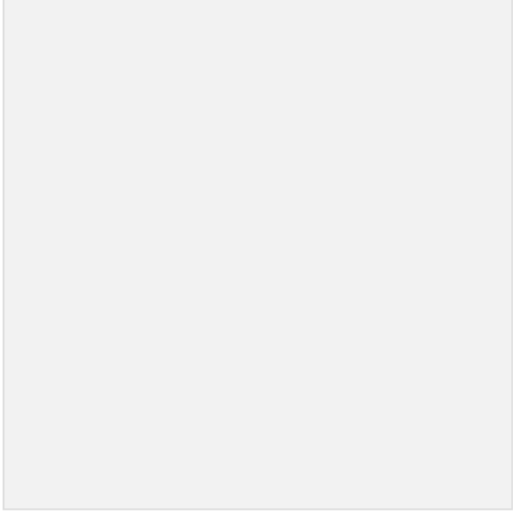
 Add different payments type like: Master Card, Visa Card, Maestro, PayPal, Stripe, American Express etc.



- Active or inactive (will be seen or not on the booking page).



Payment Type

Add Payment Type

Header Description	<input type="text"/>	Picture	
Description	<input type="text"/>		
Order	<input type="text"/>		
Active	<input checked="" type="checkbox"/>		
Last update	Monday, November 30, 2020 1:51 PM		

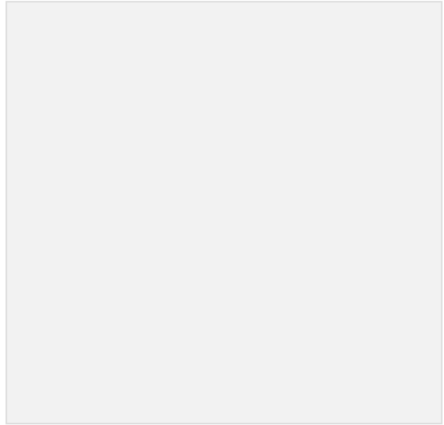
(5) Authorizations (5.1) Receptionists



Add Front Desk receptionists. All receptionists will be able to log in to the Front Desk application depending on their username and password.

Receptionists

Add Receptionist

Username	<input type="text"/>	First Name	<input type="text"/>	 User Photo (Click to Browse)
Password	<input type="password"/>	Middle Name	<input type="text"/>	
Repeat password	<input type="password"/>	Family Name	<input type="text"/>	
Receptionist status	Active	Address	<input type="text"/>	
Remarks	<input type="text"/>	Phone	<input type="text"/>	
		Email	<input type="text"/>	
		Hotel Building:	--- Select ---	


Allow user login

(5) Authorizations

(5.2) Receptionist Status

 Add Receptionist Status like:

- Active;
- Away;
- Fired;
- Vacation;
- etc.

 Receptionist Status ✕



Add Receptionist Status

Code

Color


Active

Description


 

(6) Operations


(6.2) Maintenance Rooms

 Add time interval for Maintenance Rooms.

Maintenance Rooms Scheduling



Room:	From:	To:	Active:
100	Wednesday, December 2, 2020 11:22:42 AM	Thursday, April 8, 2021 11:22:42 AM	<input checked="" type="checkbox"/> Yes
--- Select ---	Wednesday, December 2, 2020 11:22:43 AM	Wednesday, December 2, 2020 11:22:43 AM	<input type="checkbox"/> No



(6) Operations (6.3) Guest Search



Search for existing guests by:

- Name;
- IC/PP;
- Phone;
- City;
- Country;
- Vehicle Plate;
- Car Brand;
- Guest No.

Operations

admin Front Office Desk Logout

Property Room Pricing Authorizations Operations Products Reports

Housekeeping Rooms Maintenance Rooms Guest Search

Property Room Pricing Authorizations Products Operations

Housekeeping Rooms Maintenance Rooms

Guest Search

Reports

GUEST SEARCH

Search guest by:

Name City Car Brand
 IC/PP Country Guest No.
 Phone Vehicle Plate

			Guest No	First Name	Family Name	Contact No	Email	City	Zip Code	Country	Identity Card	Passport	Car Brand	Vehicle Plate
1	Print	Edit	2	Nick	Boby	5453244235	nick@yahoo.com	Cheyenne	82001	USA	434324fasdfs	ffffsdfgsdfg5334534		
2	Print	Edit	1	Denis	Roy	2112	denis56@gmail.com	Amsterdam	11368	USA	54354353224	fgsgffds434		

(7) Reports

(7.1) Check In/Out Reports



View Check In (Bookings) and Check Out Reports;



CheckIn Report;



CheckOut Report.

The screenshot displays the 'Reports' section of the application. The top navigation bar includes 'Property', 'Room Pricing', 'Authorizations', 'Operations', 'Products', and 'Reports'. The 'Reports' menu is expanded, showing options for 'Check-Ins/Outs Report', 'Payments Report', 'Guest Report', and 'Revenue Report'. The main content area is titled 'CHECK-INS/OUTS REPORT' and features a 'Print' button and links for 'Check-In Report' and 'Check-Out Report'. Below this is a table with the following columns: ID, RoomNo, Guest, Arrival, Departure, Receptionist, RoomType, RoomRate, NoNights, and AmountPaid. The table is currently empty.

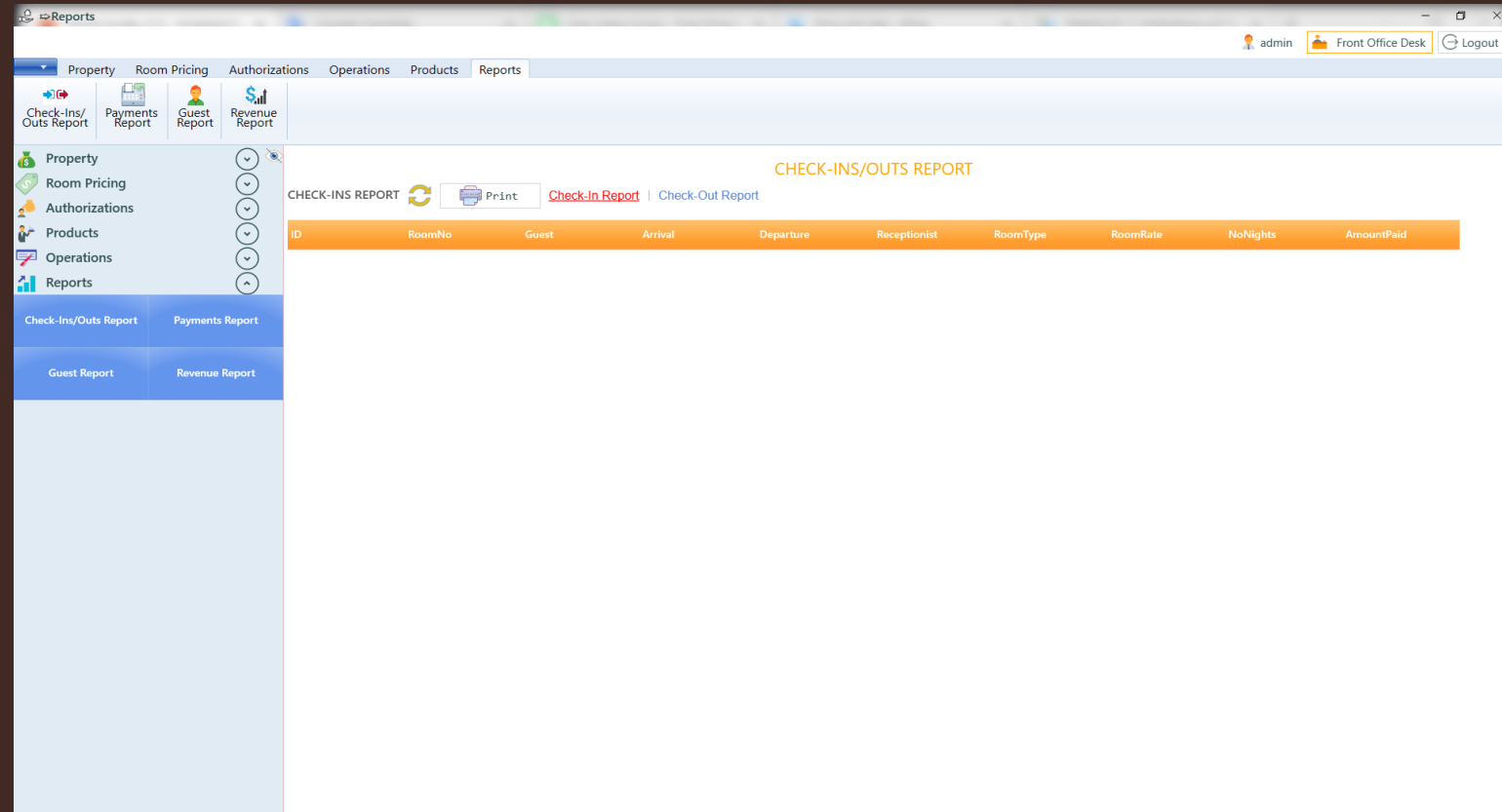
(7) Reports

(7.2) Payments

 View all Payments and Refunds Reports;

 Payments Report;

 Refunds Report.



The screenshot shows the 'Reports' section of the application. The top navigation bar includes 'Property', 'Room Pricing', 'Authorizations', 'Operations', 'Products', and 'Reports'. The 'Reports' menu is expanded, showing options for 'Check-Ins/Outs Report', 'Payments Report', 'Guest Report', and 'Revenue Report'. The main content area displays the 'CHECK-INS/OUTS REPORT' with a table header and a 'Print' button. The table header includes columns for ID, RoomNo, Guest, Arrival, Departure, Receptionist, RoomType, RoomRate, NoNights, and AmountPaid.

ID	RoomNo	Guest	Arrival	Departure	Receptionist	RoomType	RoomRate	NoNights	AmountPaid
----	--------	-------	---------	-----------	--------------	----------	----------	----------	------------

(7) Reports (7.3) Guests



View all registered guests ;



Guests Report.

The screenshot shows a web application interface for reporting on guests. The main content area displays a table of guest information. The table has the following columns: GuestNo, Title, FirstName, MiddleName, FamilyName, ContactNo, Email, Address, City, District, ZipCode, Country, IdentityCard, Passport, CarBrand, VehiclePlate, and DateLastUpdate. There are two rows of data:

GuestNo	Title	FirstName	MiddleName	FamilyName	ContactNo	Email	Address	City	District	ZipCode	Country	IdentityCard	Passport	CarBrand	VehiclePlate	DateLastUpdate
1	Mr	Denis	Crown	Roy	2112	denis56@gm	8950 Sulphur Corona, NY 1	Amsterdam	New York	11368	USA	54354353224	fgsgffdsq434			12/2/2020 11
2	Mr	Nick		Boby	5453244235	nick@yahoo.	5016 Foxen C	Cheyenne	Wyoming	82001	USA	434324fasdfs	fffrsdfgsdfg5			12/2/2020 11

(7) Reports

(7.4) Revenue Report



Key Performance Indicators (KPIs):

- Hotel Occupancy Rate;
- Average Room Rate;
- Revenue Per Available Room;
- Revenue Per Occupied Room;



KPIs Report.

The screenshot shows a web application window titled 'Reports'. The navigation menu includes Property, Room Pricing, Authorizations, Operations, Products, and Reports. The Reports menu is expanded, showing options for Check-Ins/Outs Report, Payments Report, Guest Report, and Revenue Report. The Revenue Report is selected, and the main content area displays the following KPIs:

Key Performance Indicators (KPIs)

Hotel Occupancy Rate: 0 %
 Average Room Rate: 0 EUR
 Revenue Per Available Room: 0 EUR
 Revenue Per Occupied Room: 0 EUR

KPIs By Period:

From:
 To:

Hotel Occupancy Rate: 0 %
 Average Room Rate: 0 EUR
 Revenue Per Available Room: 0 EUR
 Revenue Per Occupied Room: 0 EUR

Number of Occupied Rooms: 0
Total Number Of Hotel Rooms: 1
$\text{Hotel Occupancy Rate} = \text{Number of Occupied Rooms} / \text{Total Number of Hotel Rooms} * 100$ = 0 %
Total Revenue: 0
Number Of Rooms Sold Out: 0
$\text{Average Daily Rate} = \text{Total Revenue} / \text{Number of Rooms Sold Out}$ = 0 EUR
Average Daily Rate: 0
Hotel Occupancy Rate: 0
$\text{Revenue Per Available Rooms} = \text{Average Daily Rate} / \text{Hotel Occupancy Rate}$