

I.R.I.S.

Information Booklet



We thank you for purchasing this product.

This product is all about managing Hotel records that used to be performed on manually. For instance, you used to write each booking detail by hand, save the data for the client every time he arrives at the hotel and various other practices which makes the entire process very difficult to handle.

Now, its time for a change, you have always been waiting for. Here is how the thing works. Your guest arrives at the hotel, provides you with the data, that has been requested, and is allotted to the room. He may order food, book for travel services or provide clothes for laundry. As soon as he checks out, all the data is calculated based on the type of room, extra beds, food orders, laundry orders and travel services, the bill is calculated. You get a clear view of how much amount the guest has to pay or vice versa.

Next time the guest arrives, TADA! all the guest data is at the snap of your fingers.

Gear up, as you will be briefed through the app so that you can just have an enjoyable experience. :D




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1. Login.
2. Home
3. Masters.
4. Booking.
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6. Select Agent.
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9. Food.
10. Travel.
11. Laundry.
12. Inventory.
13. Room Shifting.
14. Rooms
15. Reports.

1. Login.

Select your username and enter your password
(P.s. By default it is Admin and admin)

Press **ENTER** or click **LOGIN**.

You will be redirected to the Home screen.

During this process you shall be asked whether you want to print the **daily report**. Just click **NO**, and proceed if your starting fresh or if you do not wish to take the daily report. Clicking on Yes will open the daily reports window.



I.R.I.S.
-Helping you attaing a illusion free enviornment

ion

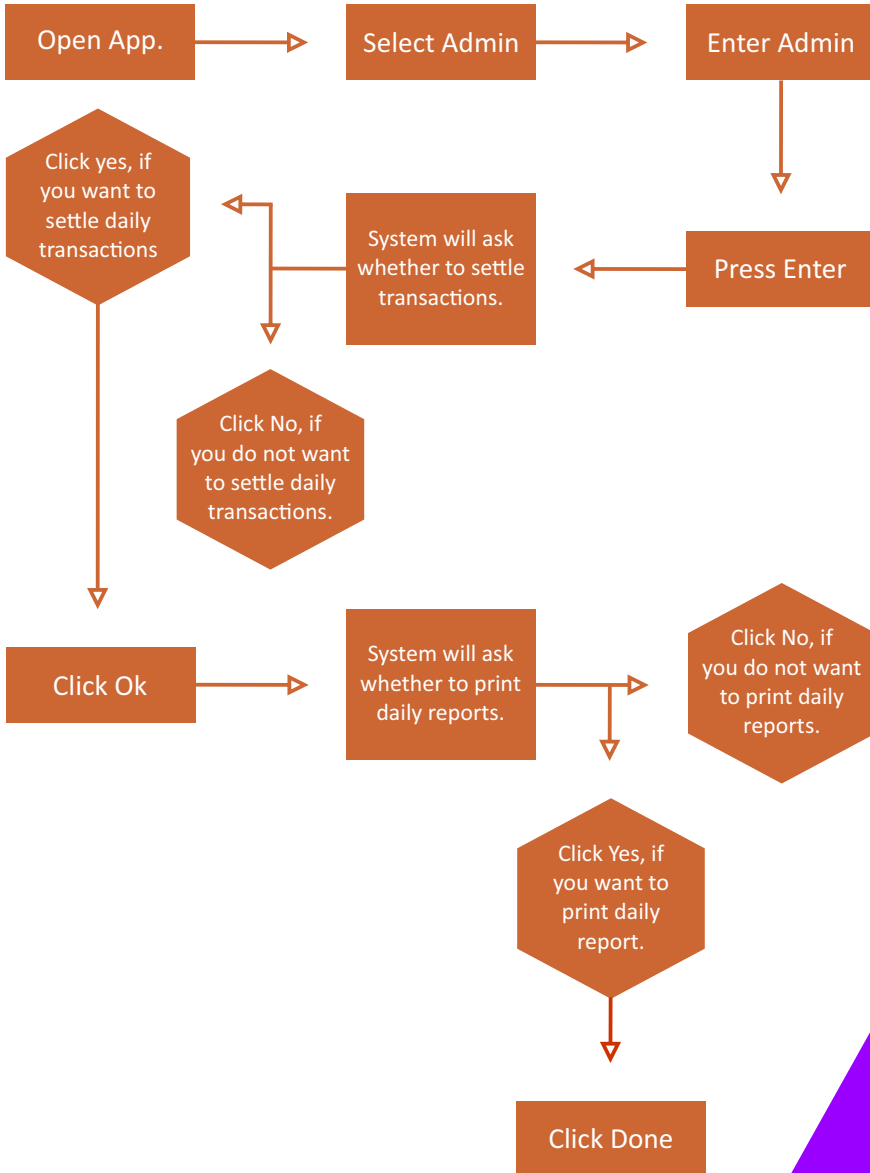
User Name

User Password

☒ Realtime Information Display

Login

Steps to follow:



2. Home.

Standalone
Menu

Rooms with
realtime updates

Hello, Admin 7-11-2014 / 18:41:48

Booking	Payments
Arrivals	Departures
Food	Travel Bookings
Laundry	Room Shift
Guests	Rooms
Staff	Agents
Inventory	House Keeping
Reports	Settings

101	102	103	104	105	106	107
108	109	110	111			
201: Hitesh Suvarna	202	203	204	205	206	207
208	209	210	211	212	213	214
215	216	217	218	219	220	221
222	223	224				

House Keeping	Maintenance	Check Out	Advance Booking
Departure	Room Occupied and room service	Occupied A.C.	Occupied Non A.C.

Room status markers

Check new room inquiries

3. Masters.

Now we need to fill up initial data, so as to proceed with the software.

We shall proceed in the order of the list.

1. Staff Details.
2. Agent Details.
3. Inventory Details.
4. Menu Items.
5. Travel Service Items.
6. Laundry Service Items.

Windows we will deal with,
1. Staff window.

-3-

Staff

Name

Department

Phone

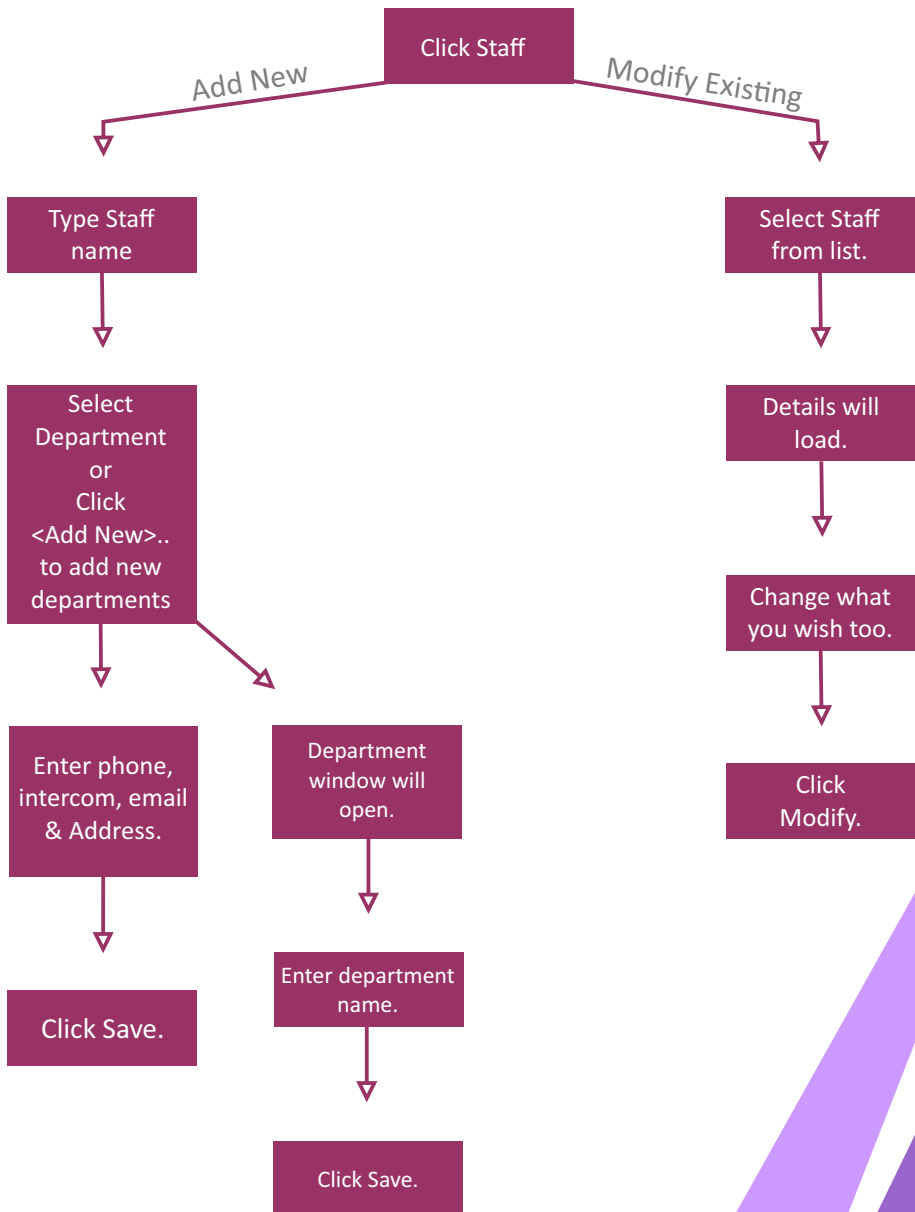
Intercom

Email

Address

2. Department window.

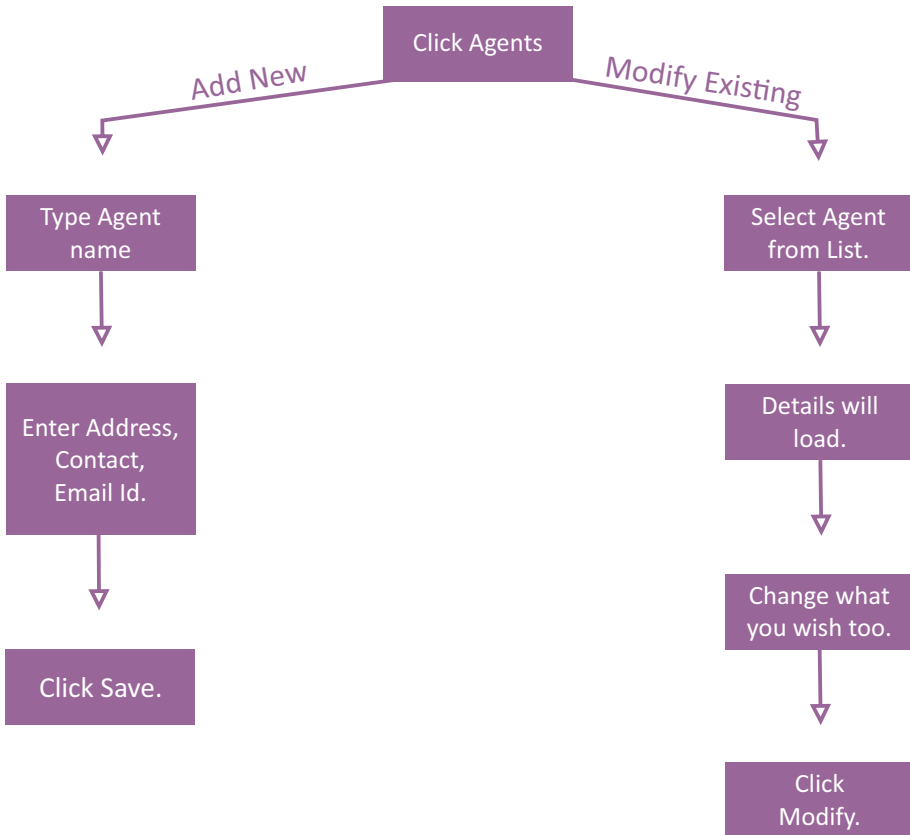
[illegible]



Agent Details:

Windows we will deal with,
1. Agent window.

[illegible]



Inventory Details:

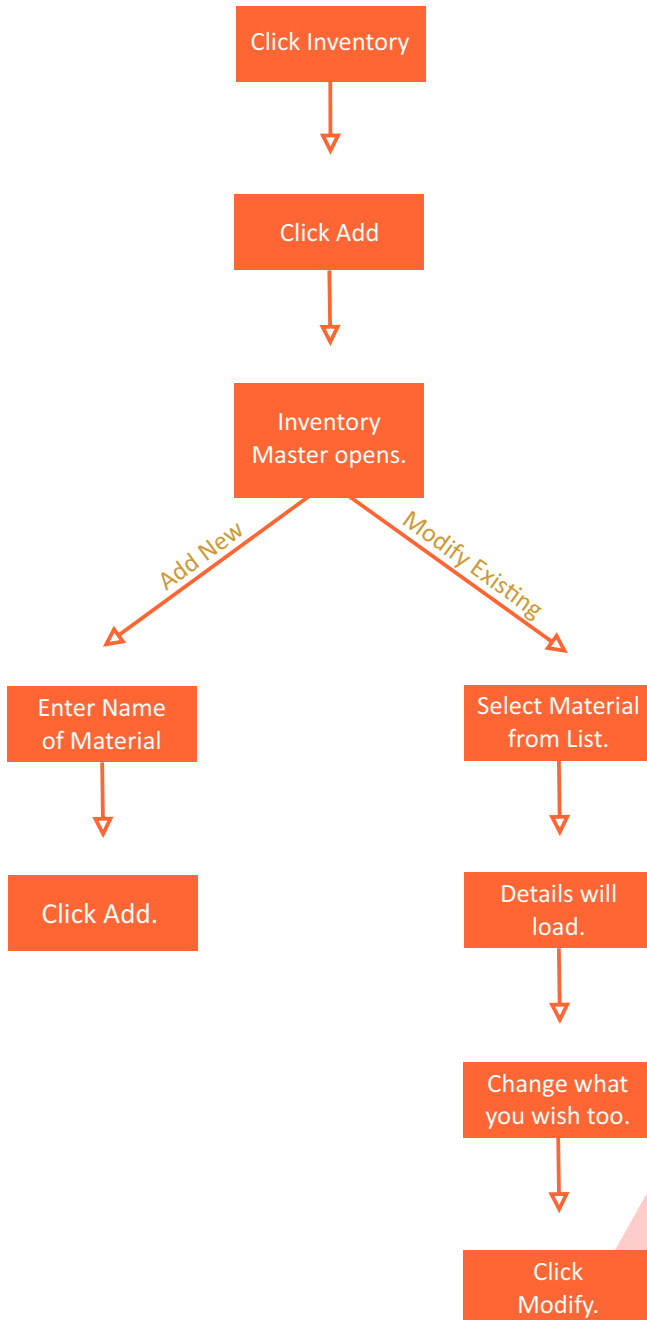
Windows we will deal with,

1. Inventory window.

[illegible]

2. Inventory Master window.

[illegible]



Menu Items

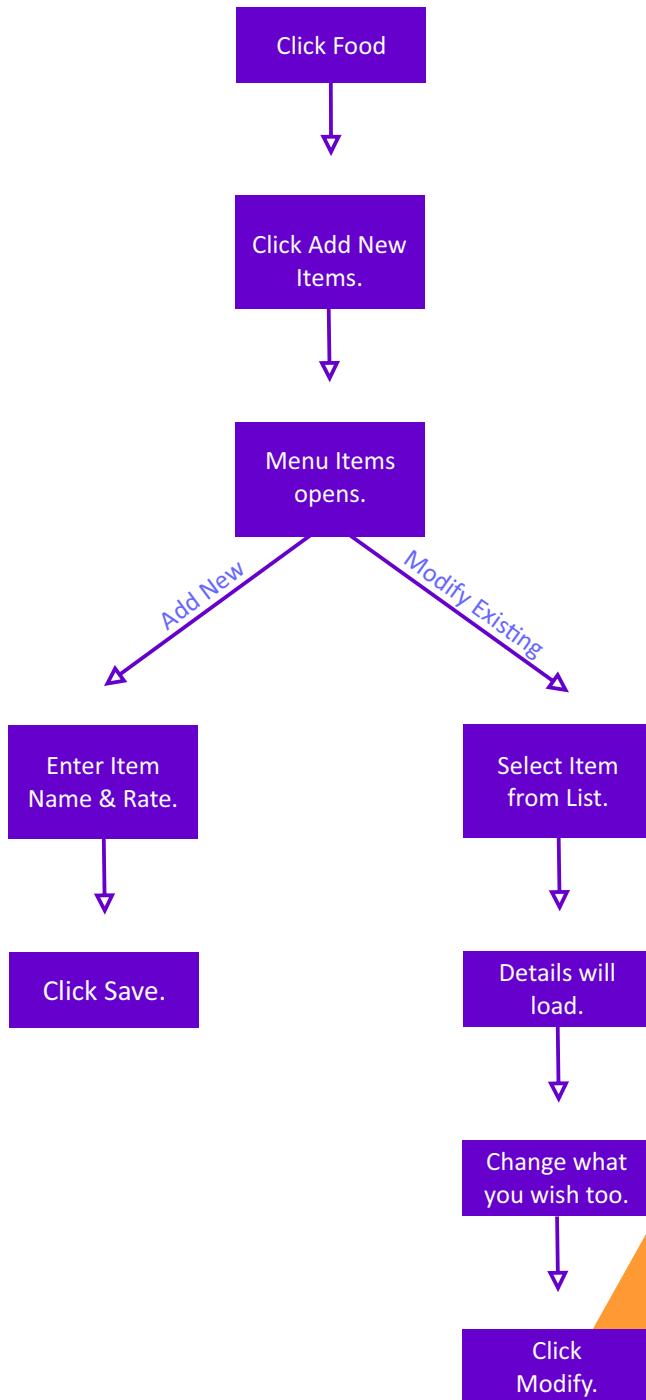
Windows we will deal with,

1. Food window

[illegible]

2. Menu Items window.

[illegible]



Travel Items

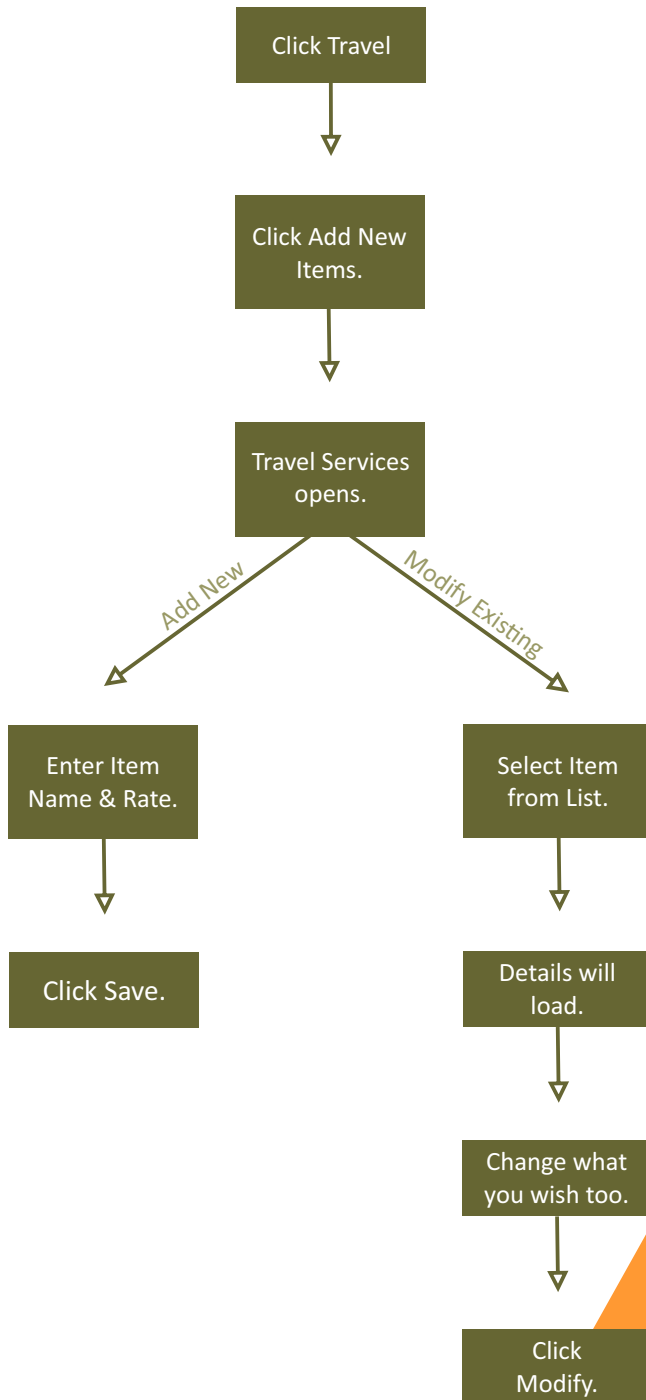
Windows we will deal with,

1. Travel Services window

[illegible]

2. Travel Packages window.

[illegible]



Laundry Items

Windows we will deal with,
1. Laundry window

[illegible]

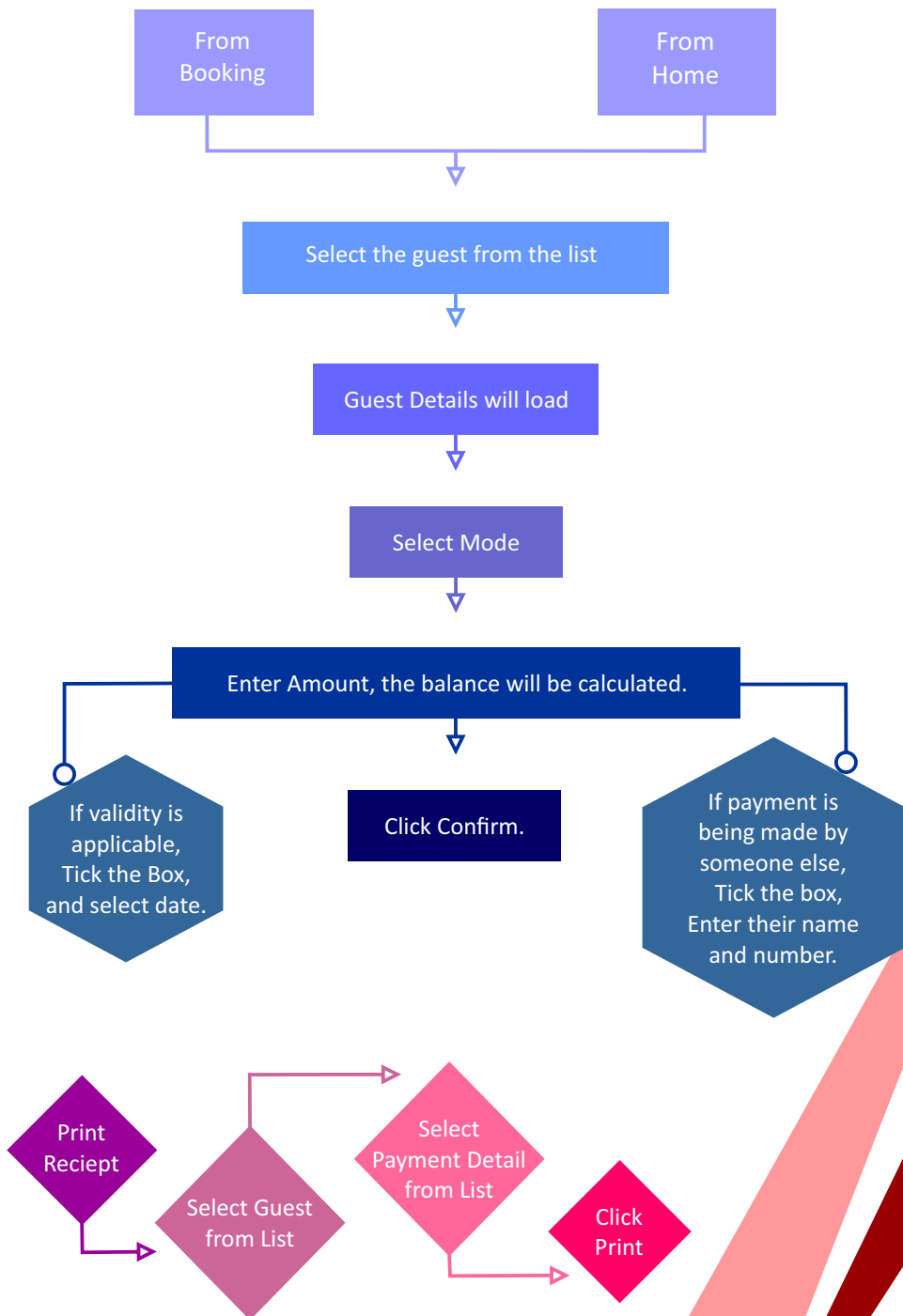
2. Laundry Items window.

[illegible]

5. Payments

Windows we will deal with,
1. Payments

[illegible]



6. Select Agent.

Windows we will deal with,

1. Agent Selector

Agent Selector

X

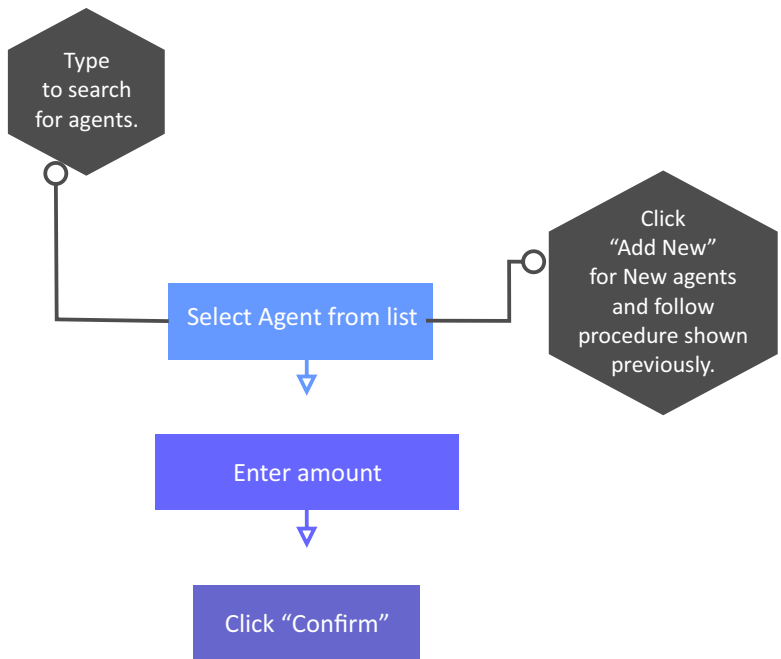
Search by name

Sr. No.	Agent Name	Contact Number
1	ABC	

Amount to be paid

Add New

Confirm



7. Arrivals.

Windows we will deal with,

1. Home
2. Today's Arrivals

Booking

Payments

Today's Arrivals (1)

Departures

Food

Travel Bookings

Laundry

Room Shift

Guests

Rooms

Staff

Agents

Inventory

House Keeping

Reports

Settings

101	102	103	104	105	106	107
108	109	110	111			

201	202	203	204	205	206	207
208	209	210 Hitech Suvama	211	212	213	214

Booking

Payments

Today's Arrivals (1)

Departures

Food

Travel Bookings

Laundry

Room Shift

Guests

Rooms

Staff

Agents

Inventory

House Keeping

Reports

Settings

Hello, Admin

Booking

Payments

Today's Arrivals (1)

Departures

Food

Travel Bookings

Laundry

Room Shift

Guests

Rooms

Staff

Agents

Inventory

House Keeping

Reports

Settings

Name: Hitech Suvama

Age: 24

Address: Some Address

D.O.B: 2/5/1990

Email:

Mobile: 9769351539

Identity Proof:

Identity proof Number:

Arrival Date: 12-16-2014

Arrival Time: 15:30

Expected Departure Date: 12-17-2014

Expected Departure Time: 12:00

Arrival From: Pune

Proceeding To: Pune

Purpose of Visit: Official

No of Days: 1 | Pax: 1

Tariff: 490 | Non A.C. Room

Room Category

Single Bed Non Att

Room No

210

Guest Image

What do you want me to do?

Allocate room to guest

Cancel Booking

Print Guest Details

Cancel

Guest Identity Proof

[illegible]

2. Today's Departures

-4-

9. View / Modify Booking.

Windows we will deal with,

1. Home

2. View Booking

Hello, Admin

Booking

Arrivals

Food

Laundry

Guests

Staff

Inventory

Payments

Departures

Travel Bookings

Room Shift

Rooms

Agents

House

Name: Hitesh Suvarna
Age: 24
Address: Some Address
D.O.B.: 2/5/1990
Email:
Mobile: 9769351539
Identity Proof:
Identity proof Number:

Arrival Date: 12-16-2014
Arrival Time: 15:30
Expected Departure Date: 12-16-2014
Expected Departure Time: 12:00
Arrival From: Mumbai
Proceeding To: Mumbai
Purpose of Visit: Medical
No of Days: 1 | PAX: 1
Tariff: 490 | Non A.C. Room

Guest Image

What do you want me to do?

- Check Guest out
- Extend Booking
- Print Guest Details
- View Booking Details
- Cancel

Guest Identity Proof

View Booking

Sr. No.	Name	Age
1	Hitesh Suvarna	24

Guest Image

Delete selected guest

More guests

Guest Identity Proof

A.C.

Check Out Time : 12:00 pm
Children considered below 8 years age only.

Booking Id: 1

Adults	Children	Extra Bed
1	0	0

Total Days: 1 * Single Room Tariff: 490

Tariff: 490

Extra Bed Amt: 250 Extra Bed Charges: 0

Tariff + Extra Bed: 490

Discount(Rs.): 0 Discount: 0

Tax Percent: 0 Tax Amount: 0

Payment Received: 0 Other Charges: 0

Balance: 490 Grand Total: 490

Arrival Expected Departure

16 December 2014 ~ 17 December 2014

Expected Check In Expected Check Out

15:30 12:00

Calculate stay period

Arrival From Purpose Of Visit

Pune Official

Proceeding To

Pune

Bill Preview

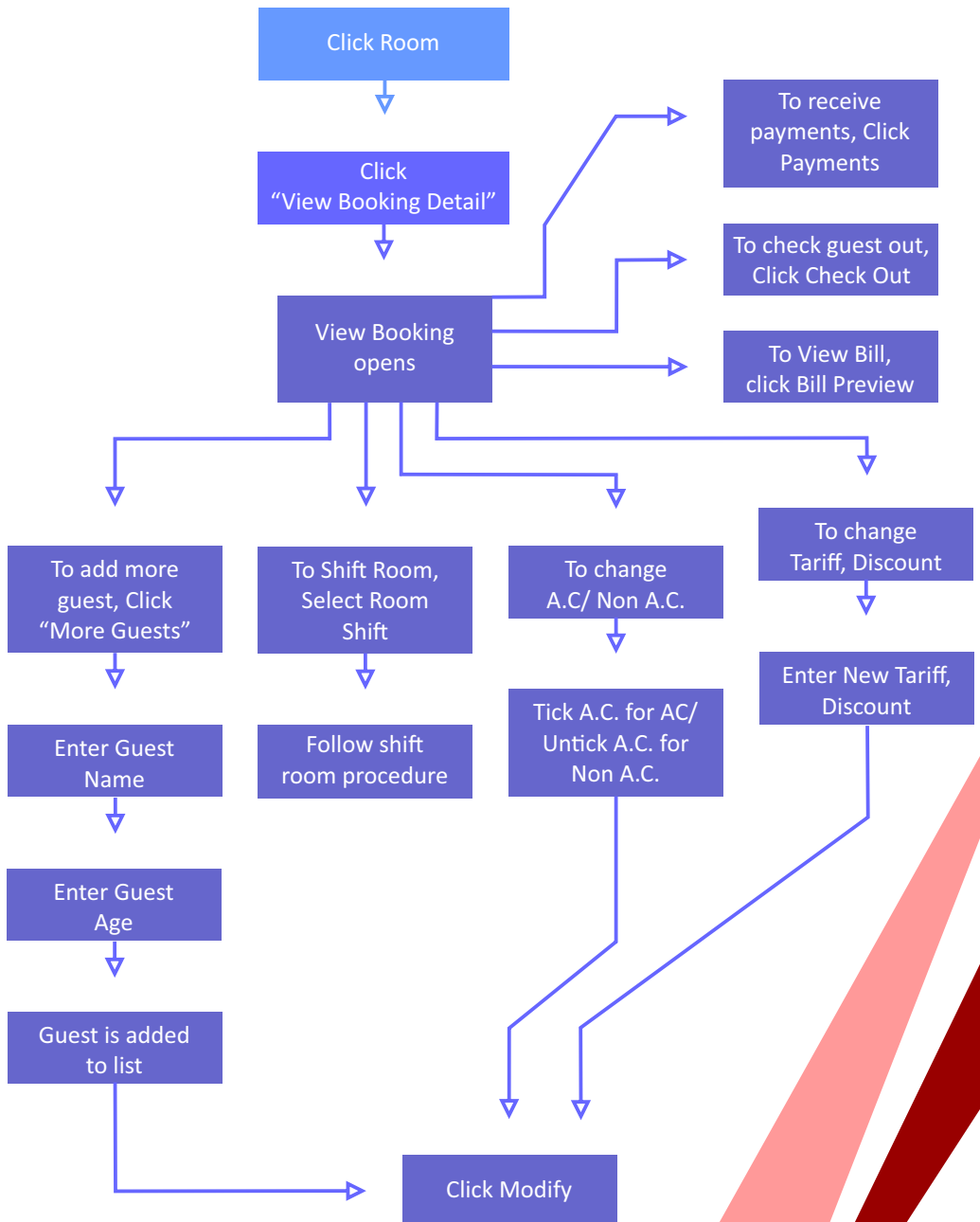
Modify

Room Shift

Extend

Check Out

Payments



10. Food

Windows we will deal with,

1. Food

Food

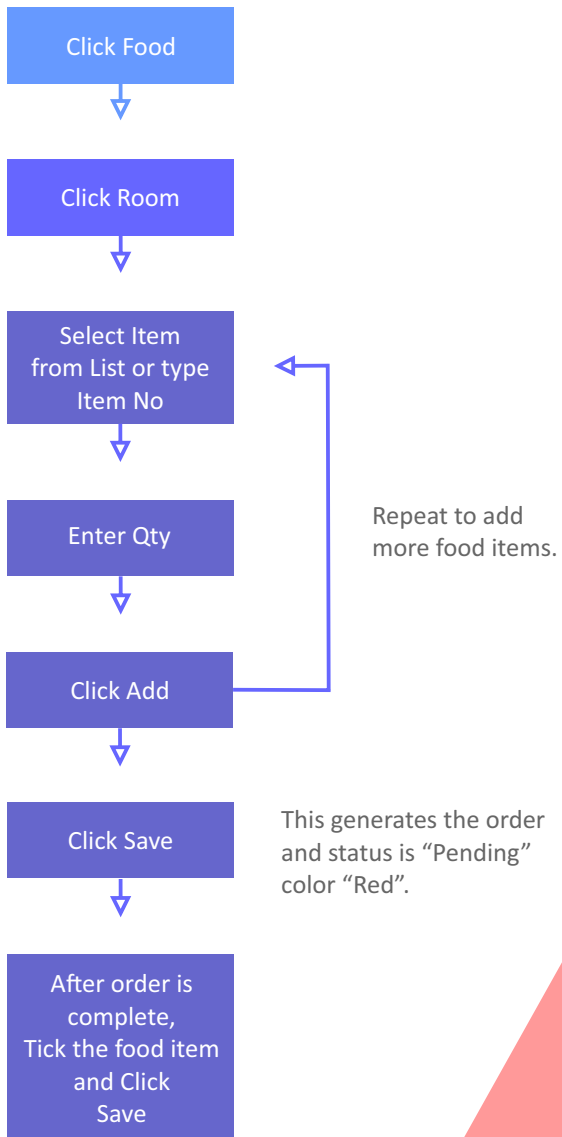
Item No.	Particular	Qty							
101	102	103	104	105				Add	Delete
Sc No.	Item Id	Particular	Rate	Qty	Amount				
106	107	108	109	110					
111									
201	202	203	Hitesh Suvarn	205					
206	207	208	209	210					
211	212	213	214	215					
216	217	218	219	220					
221	222	223	224						

Pending Order

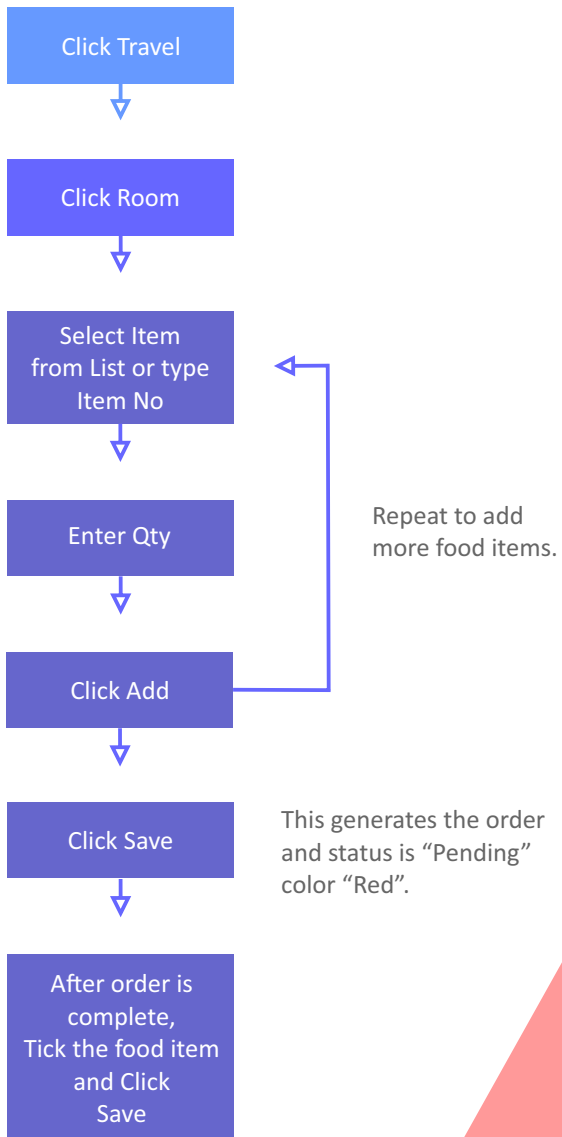
Pending Bill

Grand Total:

Add New Items Save Cancel



Windows we will deal with,
1. Travel

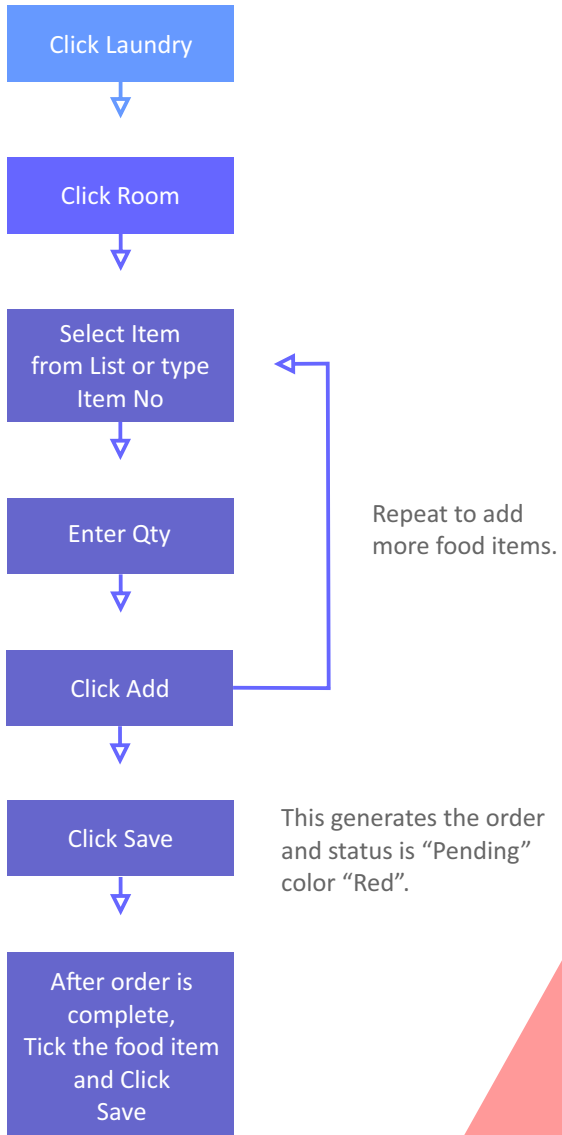


11. Laundry

Windows we will deal with,

1. Laundry

[illegible]



12. Room Shift

Windows we will deal with,

- 1. Room Shift
- 2. Room Shift Manipulator

Room Shifting

X

201	202	203	204 : Hitesh Suvarna	205	206	207
208	209	210	211	212	213	214
215	216	217	218	219	220	
301	302	303	304	305	306	307
308	309	310	311	312	313	314
315	316	317	318	319	320	

Room Shift Manipulator

AdultsChildrenExtra Beds

100

Selected Room

220

Total DaysSingle Room TariffTariff

1740740

Extra Bed AmtExtra Bed ChargesTariff + Extra Bed

2500740

☐ A.C.

Discount(Rs.)Discount

00

Total

740

Tax PercentTax Amount

00

Grand Total

740

AdultsChildrenExtra Beds

100

Room to transfer to

216

Total DaysSingle Room TariffTariff

1490490

Extra Bed AmtExtra Bed ChargesTariff + Extra Bed

2500490

☐ A.C.

Discount(Rs.)Discount

00

Total

490

Tax PercentTax Amount

00

Grand Total

490

☒ Previous Chargeable

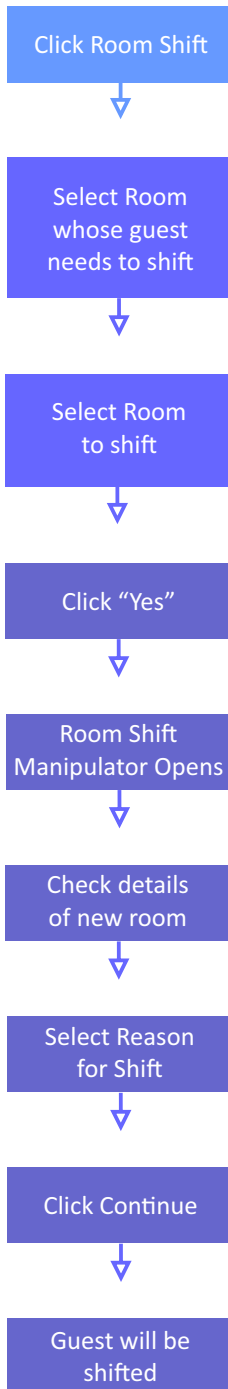
Select Reason for Room ShiftingOthers

Room CapacityAllowed Extra Beds

11

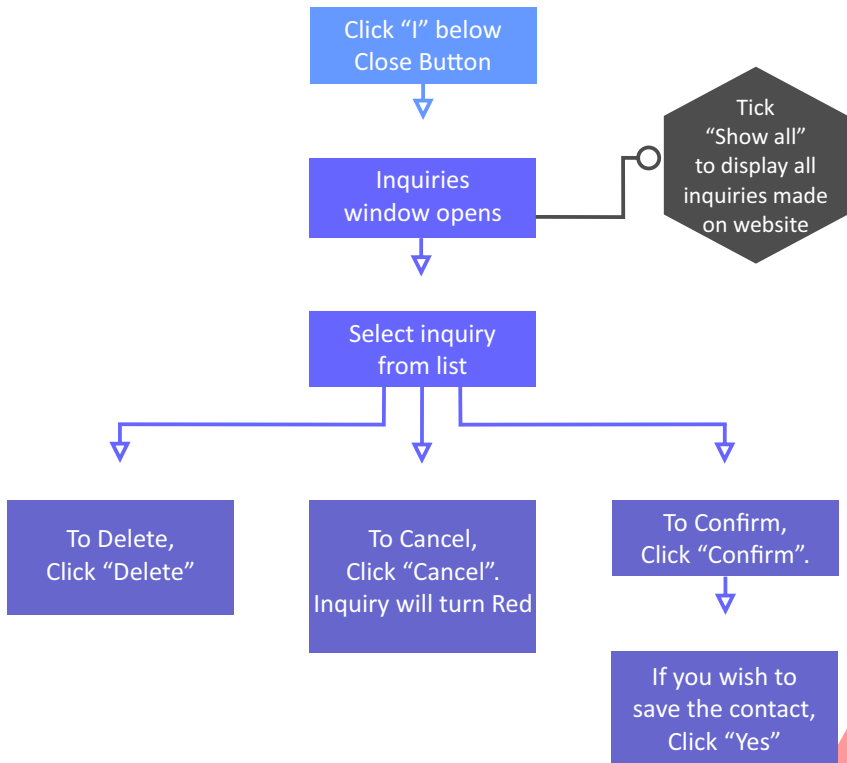
Continue

Cancel



House Keeping	Maintenance	Check Out	Advance Booking
Departure	Room Occupied and room service	Occupied A.C.	Occupied Non A.C.

[illegible]



Guest Details

Basic Details

* Name Of Guest

Company

Designation

Address

Country

Nationality

Date Of Birth

19 December 2014

Age

Email

* Mobile

Office

Residence

Identity Proof

Identity Proof

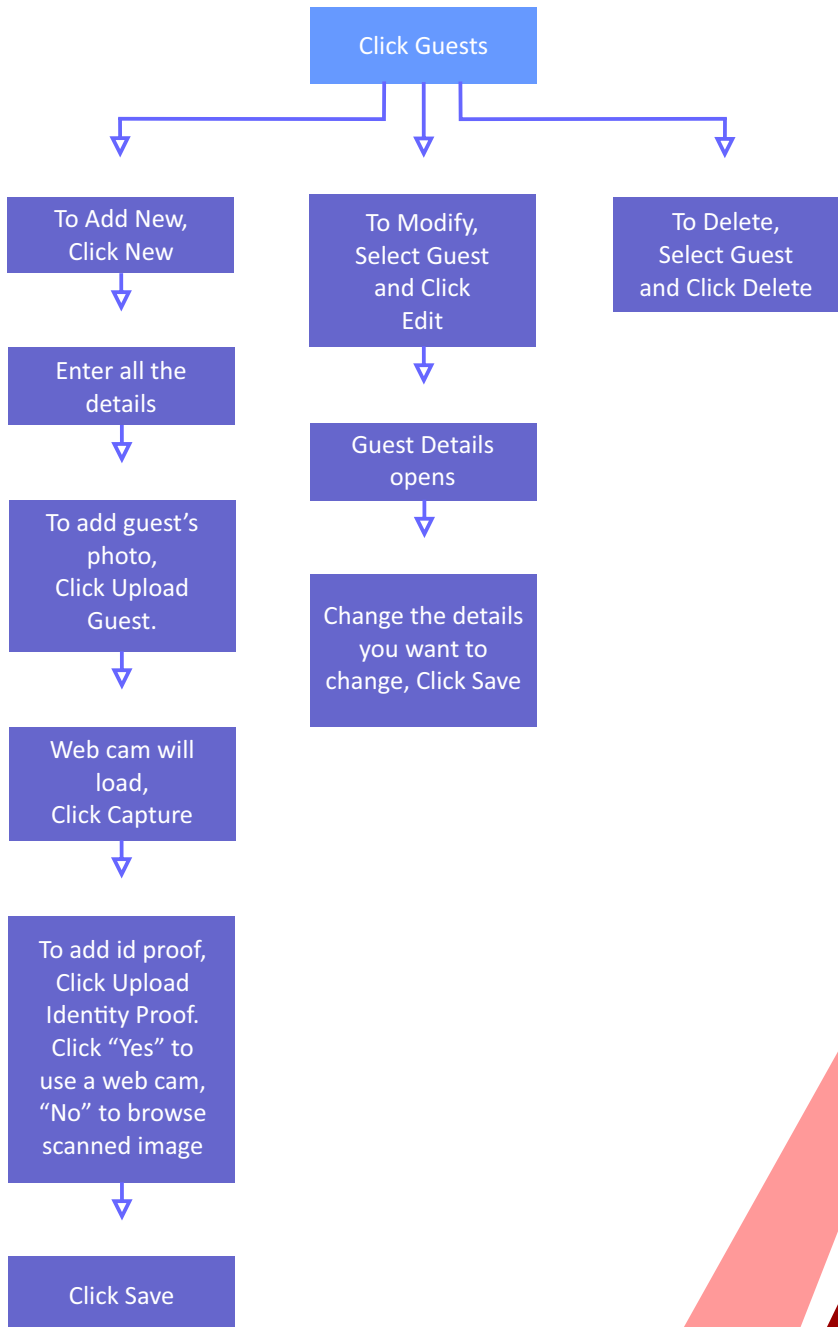
Identity No.

Upload Guest

Upload Identity Proof

Save

Reset





#Hitesh Suvarna

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