



MyPBX Hotel Module

User Manual

Version 1.0

Yeastar Information Technology Co. Ltd.

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Part 1 How To Activate MyPBX Hotel Module

1 Activate MyPBX Hotel Module

To activate Hotel Module, you should provide your MyPBX LAN MAC address. You can find it on the motherboard or on the enclosure of MyPBX.

Here is a screenshot of a MAC address:



Figure 1

Notes:

1. Hotel Module is available only on MyPBX U100/U200/U300/U5XX series now.
2. LAN MAC is the key to get a license.

Please contact the reseller/dealer from whom you got the MyPBX to purchase activation license.

Below is the steps to activate the Hotel Module:

Step 1. Click “Addons” to switch to the addon activation page.

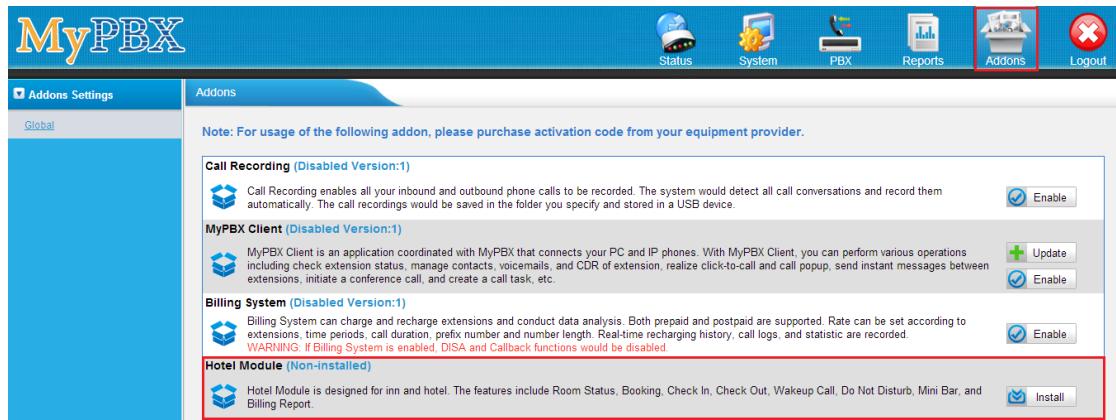


Figure 2

Step 2. Click “Install” and enter the activation code you purchased, then click “Active”.



Figure 3

Step 3. After you click “Active”, MyPBX will pop up a reboot tag. Click “Reboot now”, the activation will take effect after the MyPBX reboots.

Notes:

1. Activation is irreversible in MyPBX even if you do a factory reset on MyPBX.
After you activate Hotel Module on your MyPBX, you can't uninstall it. But you can disable it.
2. You can't install the activation code on another MyPBX.

2 MyPBX Hotel Settings

You can disable/enable after it is activated successfully.



Figure 4

Disable Hotel Module

You can click “Disable” to disable Hotel Module temporarily.

Click “Disable”, MyPBX will pop up the window below, and then click “OK” to disable it.

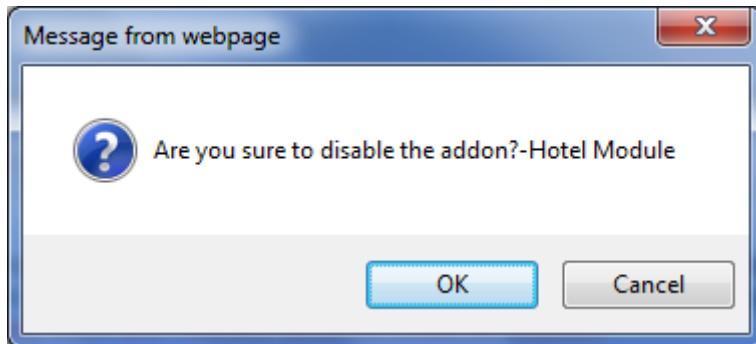


Figure 5

Enable Hotel Module

If you have disabled MyPBX Hotel Module, you can enable it again by clicking “Enable”.



Figure 6

Part 2 How to use Hotel Module

1 Introduction

Developed to meet growing needs of small and medium sized hotels, MyPBX Hotel Module integrates rich IP-PBX features with professional hospitality features. Run your hotel with MyPBX Hotel module to achieve higher productivity and greater profitability.

Hotel Module empowers MyPBX users to intuitively manage the booking and check-in and check-out of customers, check status of each room, offer mini-bar service, and run personalized billing reports, and more daily operational tasks in hotels and other hospitality environments. Improve business productivity and enhance guest experience with the powerful and affordable add-on. Navigate through the Web GUI, an orderly hotel and a systematic control of the operations are within grasp.

2 Managing Hotel Module

2.1 Log in Hotel Module Web GUI

After installation, you can log in MyPBX Hotel Module Web GUI. The default username and password is **hotel/password**.



Figure 7

Click "Login", you will enter the management portal.

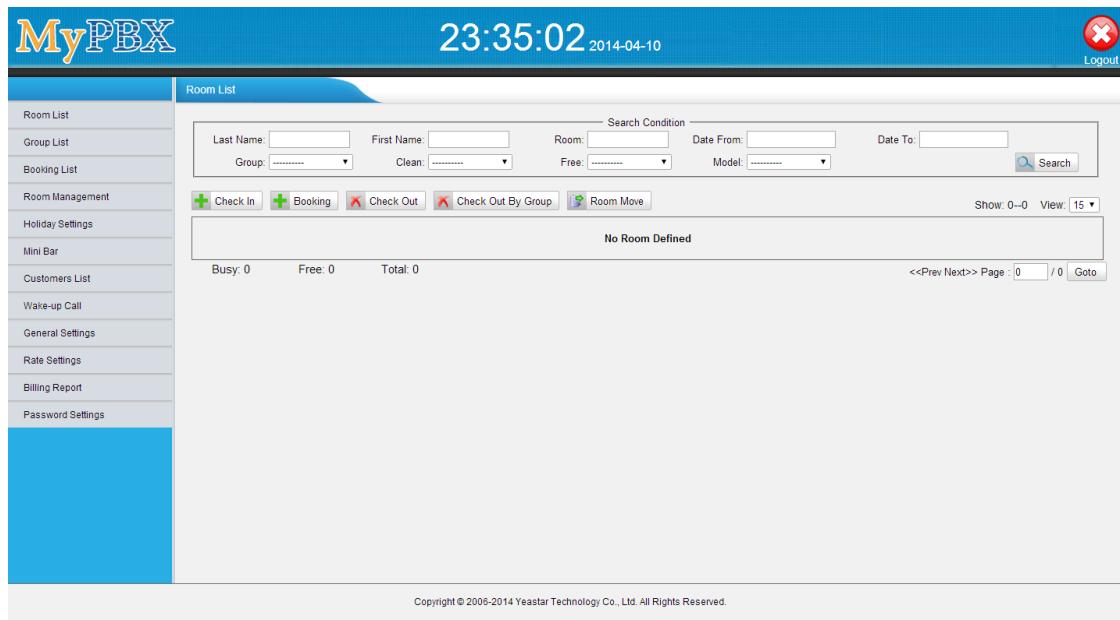


Figure 8

Note:**MyPBX firmware upgrade follow-up**

- Clean the cache and cookies of the browser before login.
- There is a compatibility issue with IE11. Configure IE11 browser "Compatibility View Settings", add MyPBX IP address, and check "Display Intranet sites in Compatibility View" and "Use Microsoft compatibility lists".

See the following picture. MyPBX IP is 192.168.5.250 in this example.

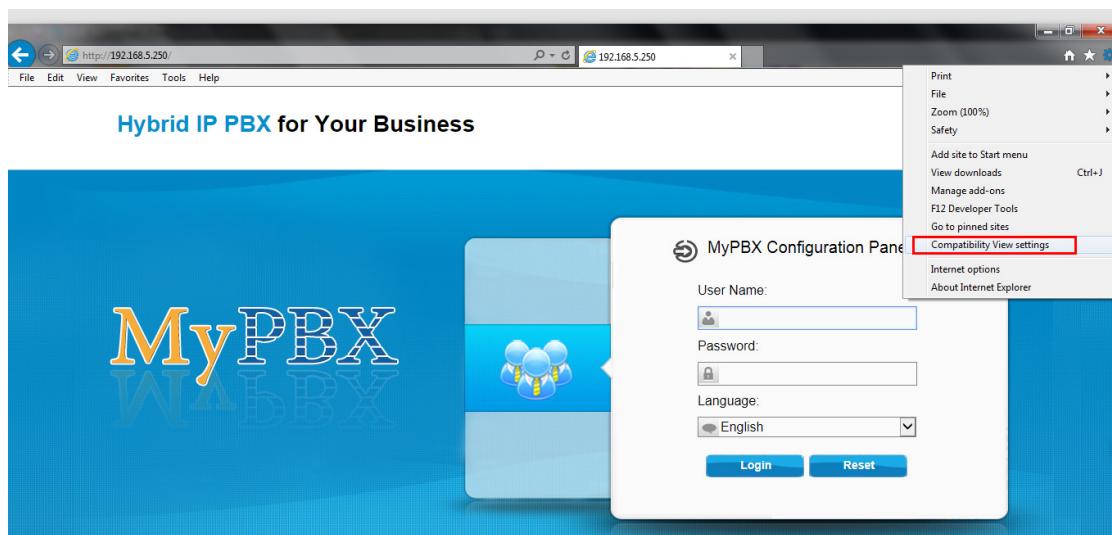


Figure 9

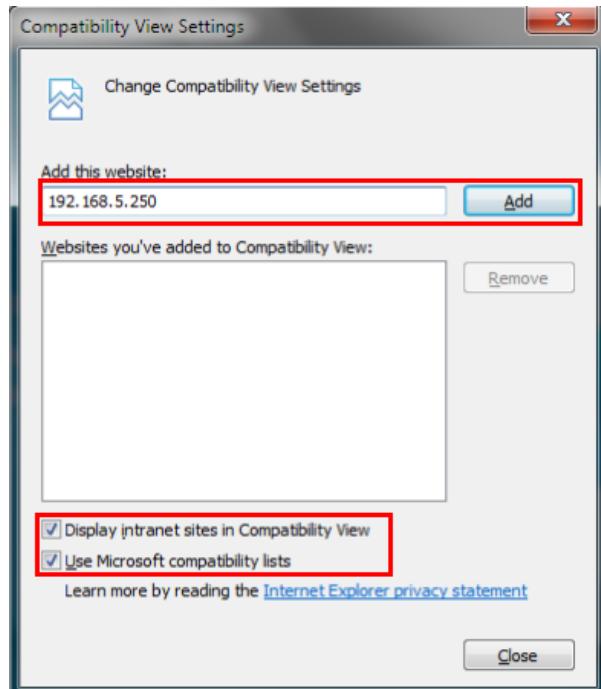


Figure 10

2.2 Hotel Settings and Management

2.2.1 Room Management

In this page, you can create/edit/delete room(s). And also, you can search room using room name, extension number or extension module.

Create Room Types

Before you create a room, you should create the room type first.

Click “**Models Management**”, you will enter another page to configure room type.

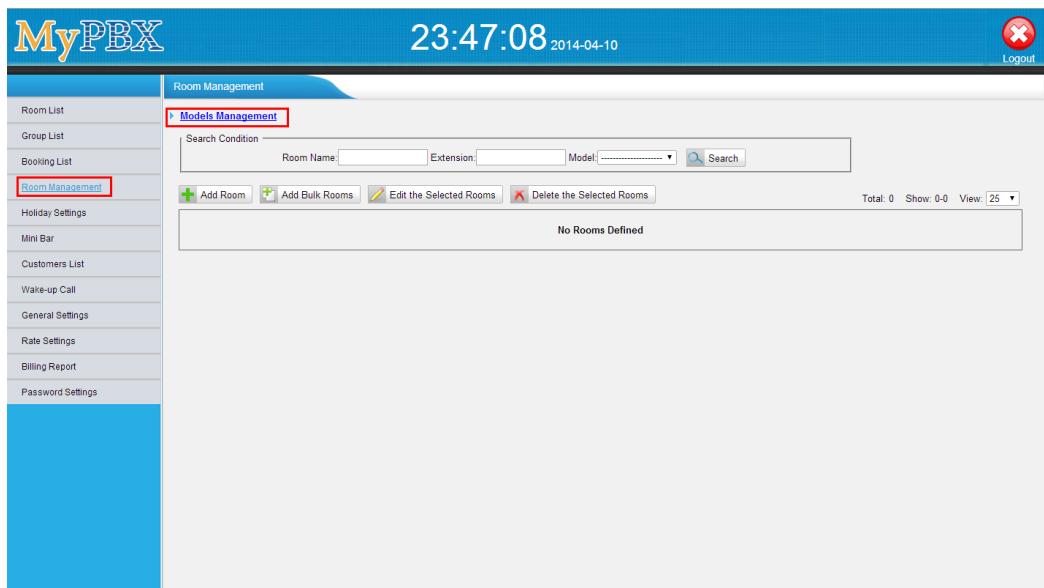


Figure 11

Click the button “**Add Model**” to add a new room type.

Add Model

Model:	<input type="text"/>												
VAT:	20.00												
As Hourly Room													
<input type="checkbox"/> : Enable Hourly Room Available Time : <input type="button" value="06:00"/> To <input type="button" value="18:00"/> Initial Time : <input type="text"/> h Initial Price : <input type="text"/> Hourly Price : <input type="text"/>													
As General Room													
<table border="0"> <tr> <td style="text-align: center;">Weekday</td> <td style="text-align: center;">Weekend</td> </tr> <tr> <td>Monday</td> <td>Saturday</td> </tr> <tr> <td>Tuesday</td> <td>Sunday</td> </tr> <tr> <td>Wednesday</td> <td></td> </tr> <tr> <td>Thursday</td> <td></td> </tr> <tr> <td>Friday</td> <td></td> </tr> </table> <div style="text-align: center;"> <input type="button" value="»»"/> <input type="button" value="→"/> <input type="button" value="←"/> <input type="button" value="««"/> </div> Weekday Price : <input type="text"/> Weekend Price : <input type="text"/> Holiday Price : <input type="text"/> Holiday Settings		Weekday	Weekend	Monday	Saturday	Tuesday	Sunday	Wednesday		Thursday		Friday	
Weekday	Weekend												
Monday	Saturday												
Tuesday	Sunday												
Wednesday													
Thursday													
Friday													
<input type="button" value="Save"/> <input type="button" value="Cancel"/>													

Figure 12

Model: Room type name

VAT: Value Added Tax

1) As Hourly Room

Enable Hourly Room:

Available Time:

Initial Time: the initial billable time duration

Initial Price: the money charged for the initial time

Holiday Price: charge per hour after the stay elapsed the initial time

Note: there will be an option of “Check in as Hourly Room” when check in

2) As General Room

Users can choose weekday and weekend as required.

Weekday Price: the price for weekday

Weekend Price: the price for weekend

Holiday Price: the price for holiday

Holiday Setting: click to set holiday information

3) Holiday Setting

The dialog box is titled 'Add Holiday'. It contains a 'Name:' input field, a 'Start Date' field set to 2014-04-12, and an 'End Date' field also set to 2014-04-12. At the bottom are 'Save' and 'Cancel' buttons.

Figure 9

Name: the holiday name

Start Date: the start date of holiday

End Date: the end the date of holiday

After creating the room type, you can also edit or delete it.

The table has columns: Model, Weekday Price, Weekend Price, Holiday Price, VAT, and Edit. The data is as follows:

Model	Weekday Price	Weekend Price	Holiday Price	VAT	
Single Standard	50	60	80	20.00	
Double Standard	60	70	90	20.00	
Triple Standard	100	120	150	20.00	

Figure 10

Edit room type

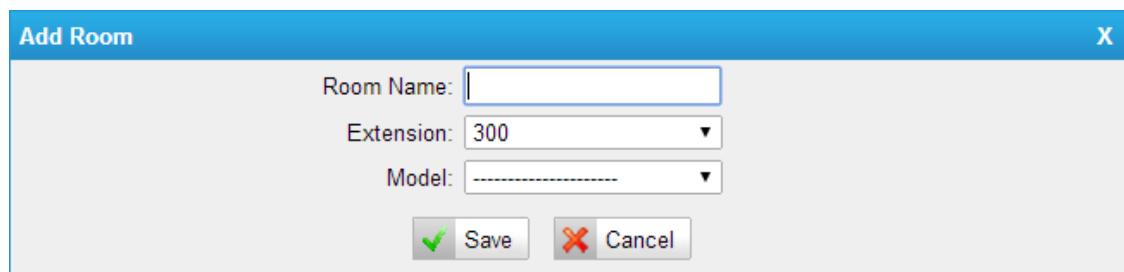
Click to edit the room type.

Delete room type

Click  to delete the room type.

Add Room

"Room Management" -> "Add Room"



Add Room

Room Name:

Extension: 300

Model: -----

 Save  Cancel

Figure 11

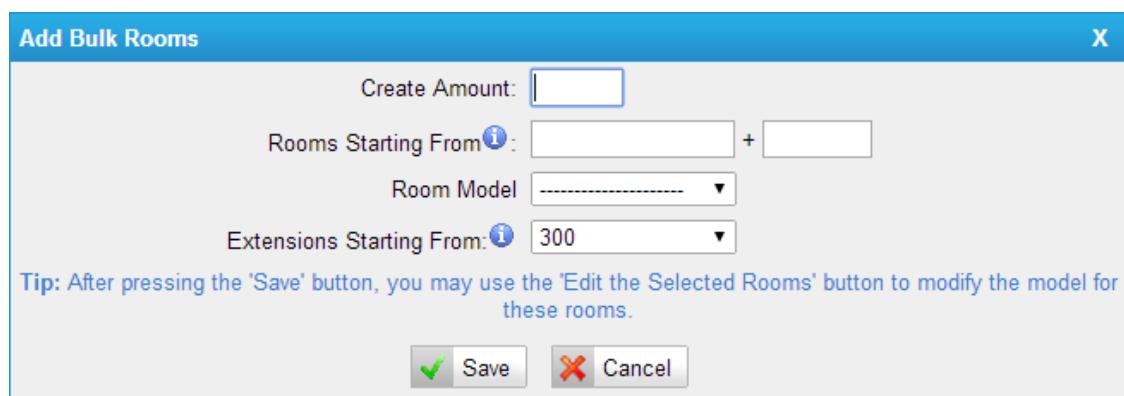
Room Name: Set the room name

Extension: Choose the extension number which will be used in this room

Module: Choose the room type

Add Bulk Rooms

"Room Management" -> "Add Bulk Room"



Add Bulk Rooms

Create Amount:

Rooms Starting From : +

Room Model: -----

Extensions Starting From:  300

Tip: After pressing the 'Save' button, you may use the 'Edit the Selected Rooms' button to modify the model for these rooms.

 Save  Cancel

Figure 12

Create: the number of room you want to create

Rooms starting from: the format is prefix+suffix, of which, the prefix can be any alphabets and numbers, while the suffix can be numbers 0-9. After batch-adding, the room number will increase following suffix. For example, add 3 rooms in batch, and the initial room is [Room+300], so that the room number will be [Room300, Room301, Room302].

Room Model: choose the room type

Extensions starting from: after batch-adding, the extension will follow the initial extension number and match the available number.

Edit the Selected Rooms

"Room Management" -> "Edit the Selected Rooms"

After selecting the rooms which you want to edit, click "**Edit the Selected Rooms**", you can modify the room type.

Figure 13

Edit room

Click to edit the room.

After clicking , you can modify the room type.

Figure 14

Delete the Selected Rooms

"Room Management" -> "Delete the Selected Rooms"

After selecting the rooms which you want to delete, click "Delete the selected Rooms", you can delete the selected rooms.

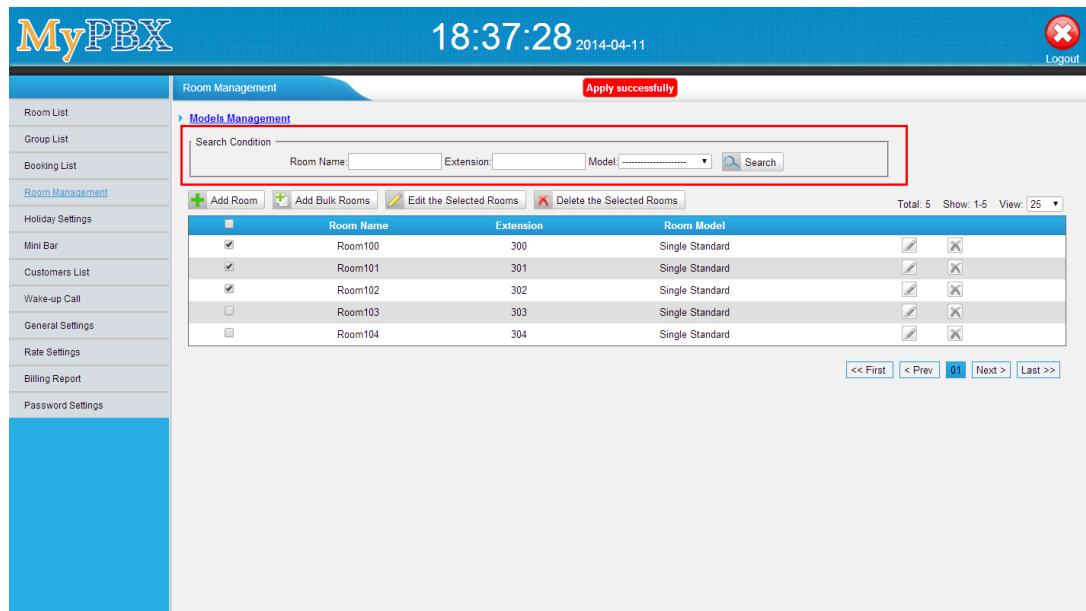
Delete Room

Click  to delete the room.

Search Rooms

"Room Management" -> "Search Condition"

You can search the created rooms according to "Room Name", "Extension", and "Model".



	Room Name	Extension	Room Model
<input checked="" type="checkbox"/>	Room100	300	Single Standard
<input checked="" type="checkbox"/>	Room101	301	Single Standard
<input checked="" type="checkbox"/>	Room102	302	Single Standard
<input type="checkbox"/>	Room103	303	Single Standard
<input type="checkbox"/>	Room104	304	Single Standard

Figure 15

2.2.2 Room List

In this page, you can check room status and operate check-in/check-out/booking/group check-out/room move/ extend stay, etc.

Check In

This button is used to check in a customer. When there is a customer, just select an unused room, click "**Check In**" and input the customer's information in pop-up window.

"Room List" -> "Check In"

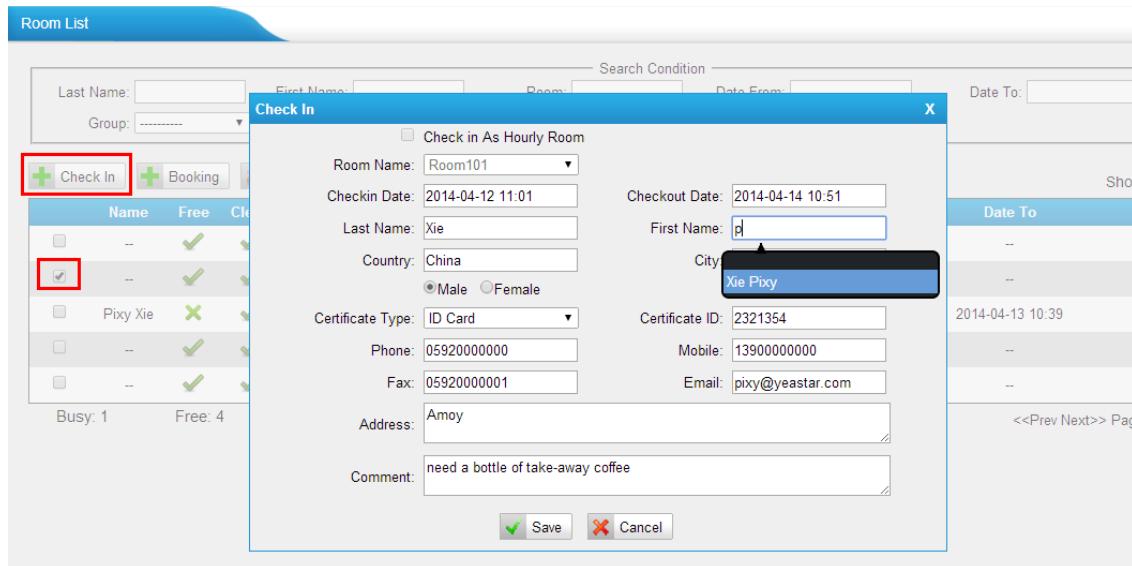


Figure 20

After selecting a room, click “**Check In**” button. In the pop-up window, input the information of the customer.

Note: only one room can be chosen when check in.

Check in As Hourly Room: if checked, the room will be charged by “hourly room” mode.

Room Name: the name of the room you’ve chosen.

Checkin Date: the time when the customer is checked in

Checkout Date: the time when the customer will check out

Last Name: the last name of the customer. If the name has already existed, it will appear an auto-match name list. And if you click the auto-match name, system will fill the corresponding information in other blanks automatically.

First Name: the first name of the customer. If the name has already existed, it will appear an auto-match name list. And if you click the auto-match name, system will fill the corresponding information in other blanks automatically.

Country: the country where the customer is from

City: the city where the customer is from

Male/Female: the gender of the customer

Certificate Type: the type of the customer’s certificate, including ID card and passport

Certificate ID: the certificate number

Phone: the customer’s phone number

Mobile: the customer’s mobile number

Fax: the customer’s fax number

Email: the customer’s email address

Address: the customer’s address

Comment: the customer’s comment

After check-in, you can see room101 is not free now.

Note: Checkout Date, Last Name, First Name, Certificate ID and Mobile are required fields.

The Room List interface displays a table of rooms with the following columns: Name, Free, Clean, Room Name, Group, Extension, Model, DND, and Date From. The 'Free' column contains green checkmarks for most rooms, except for Room 102 which has a red 'X'. The 'DND' column contains green 'X' marks for most rooms, except for Room 102 which has a green checkmark. The 'Date From' column for Room 102 shows the value '2014-04-12 10:50'. Below the table, status counts are displayed: Busy: 1, Free: 4, Total: 5.

Figure 21

Booking

“Booking” is used for booking a room. If a customer want to book a room, select an unused room, click “Booking”, and input the customer’s information in pop-up window.

“Room List” -> “Booking”

The Booking pop-up window contains the following fields:

- Model: Single Standard
- Free Rooms: 5
- Checkin Date: 2014-04-13 10:51
- Checkout Date: 2014-04-14 10:51
- Last Name: Xie
- First Name: p
- Country: China
- City: Xie Pixy
- Gender: Male
- Certificate Type: ID Card
- Certificate ID: 2321354
- Phone: 05920000000
- Mobile: 13900000000
- Fax: 05920000001
- Email: pixy@yeastar.com
- Address: Amoy
- Comment: need a bottle of take-away coffee

At the bottom are Save and Cancel buttons.

Figure 22

Click “Booking” button and in the pop-up window, input the customer’s information.

Model: the type of the room that the customer wants to book. If one model is chosen, it will show the status of Free Room on the right side.

Checkin Date: the time when the customer will check in

Checkout Date: the time when the customer will check out

Last Name: the last name of the customer. If the name has already existed, it will appear an auto-match name list. And if you click the auto-match name, system will fill the corresponding information in other blanks automatically.

First Name: the first name of the customer. If the name has already existed, it will appear an auto-match name list. And if you click the auto-match name, system will fill the corresponding information in other blanks automatically.

Country: the country where the customer is from

City: the city where the customer is from

Male/Female: the gender of the customer

Certificate Type: the type of the customer's certificate, including ID card and passport

Certificate ID: the certificate number

Phone: the customer's phone number

Mobile: the customer's mobile number

Fax: the customer's fax number

Email: the customer's email address

Address: the customer's address

Comment: the customer's comment

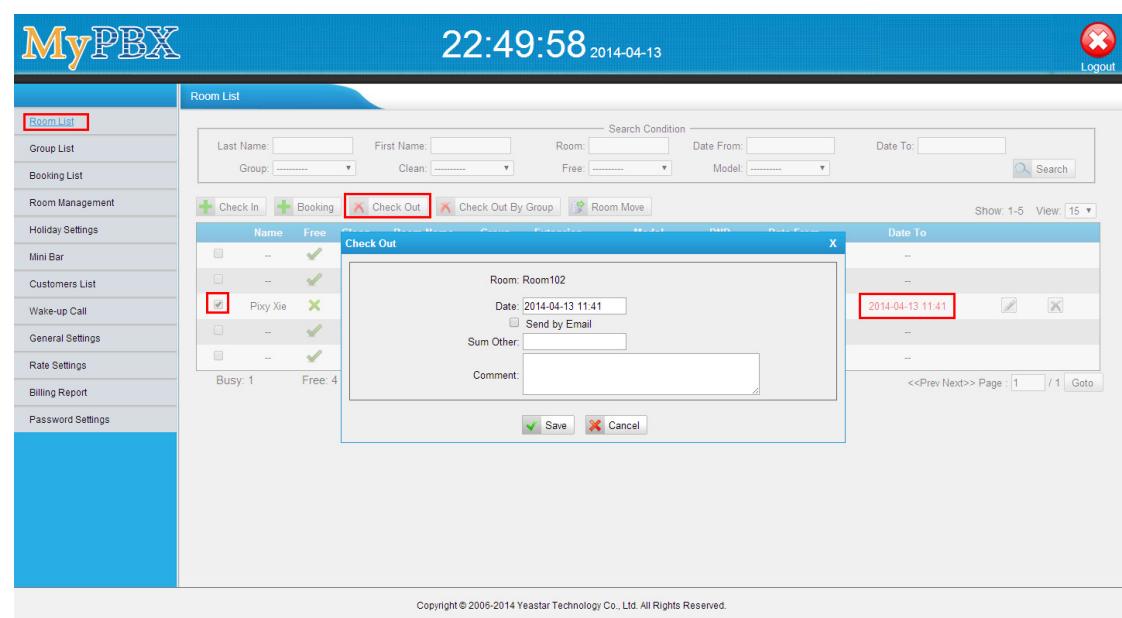
Note: Checkin Date, Checkout Date and First Name are required fields.

Check Out

This button is used to check out a customer. Select the customer who wants to check out, click "Check Out", and input the date and other service in pop-up window.

Note: The text of "Date To" will turn to red when the check out date comes.

"**Room List**" -> "**Check Out**"



The screenshot shows the MyPBX Hotel Module interface. The main window displays a 'Room List' table with columns for Name and Free status. A row for 'Pixy Xie' is selected, indicated by a red box around the checkbox in the 'Name' column. A 'Check Out' dialog box is overlaid on the main window. The dialog box contains fields for 'Room: Room102', 'Date: 2014-04-13 11:41', and a 'Comment:' text area. The 'Date To' field is empty. The 'Save' button is at the bottom left of the dialog, and the 'Cancel' button is at the bottom right. The main window has a search bar at the top and a navigation bar with buttons for Check In, Booking, Check Out, Check Out By Group, Room Move, Logout, and other settings.

Figure 23

After selecting the room, click “Check Out”.

Date: the time when the customer is checked out

Send by email: whether send the information to the customer email or not

Sum other: other expense except call charges and mini bar charges

Comments: add details about the expenses

After “**Check Out**”, the “**Clean**” status will be changed to . In this case, you can't check in this room until the room status is clean again..

The screenshot shows a 'Room List' interface with a table of rooms. The columns are: Name, Free, Clean, Room Name, Group, Extension, Model, DND, Date From, and Date To. Room 102 is selected and highlighted with a red border. The 'Clean' column for Room 102 contains a red cross icon, indicating it is not clean. The other rooms (100, 101, 103, 104) have green checkmarks in the 'Clean' column. The table also shows statistics at the bottom: Busy: 0, Free: 5, Total: 5.

Figure 24

Check Out By Group

“**Room List**” -> “**Check Out By Group**”

Note: if you want to check out by group, there should be at least one group.

The screenshot shows a 'Check Out By Group' dialog box. It has fields for 'Group Name' (set to 'Yeastar'), 'Date' (empty), 'Send by Email' (unchecked), and 'Email' (empty). At the bottom are 'Save' and 'Cancel' buttons.

Figure 25

Group Name: the group which will check out.

Date: the time when the group will check out.

Send by Email: whether send this information to customer's email address or not.

Room Move

“**Room List**” -> “**Room Move**”

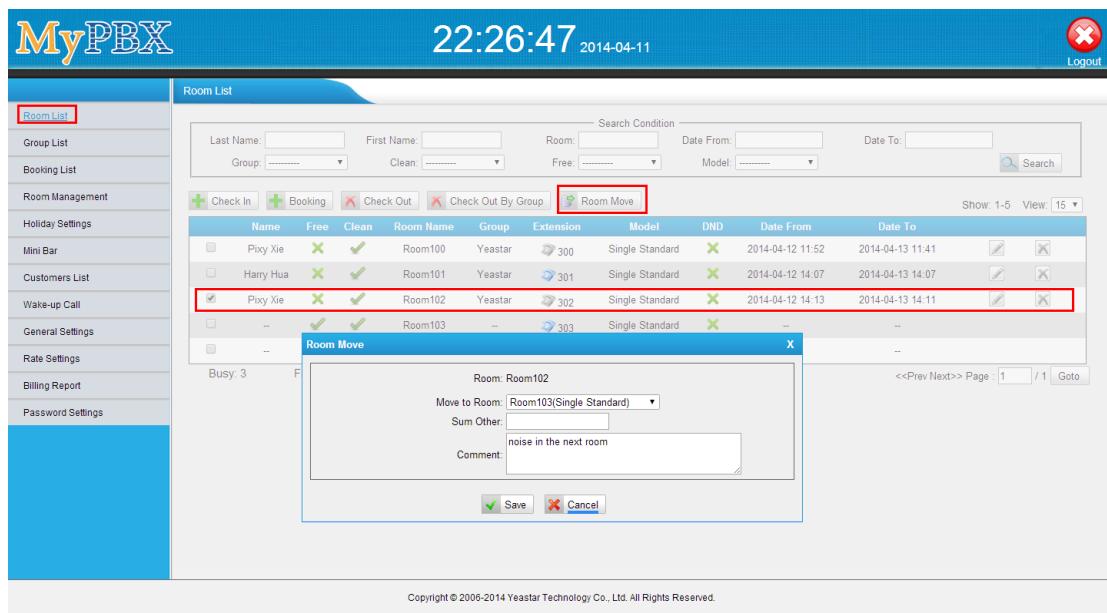


Figure 26

After selecting the room which will be moved, click “**Room Move**”.

Move to Room: the room which the customer will be moved to.

Sum Other: the extra charge for Room Move, it will be added to the bill when check out.

Comments: some comments on this movement.

Search Rooms

“**Room List**” -> “**Search Condition**”

You can search rooms according to Customer's “Name”, “Room” Name, “Group”, “Clean” status, “Free” status, and “Model”.

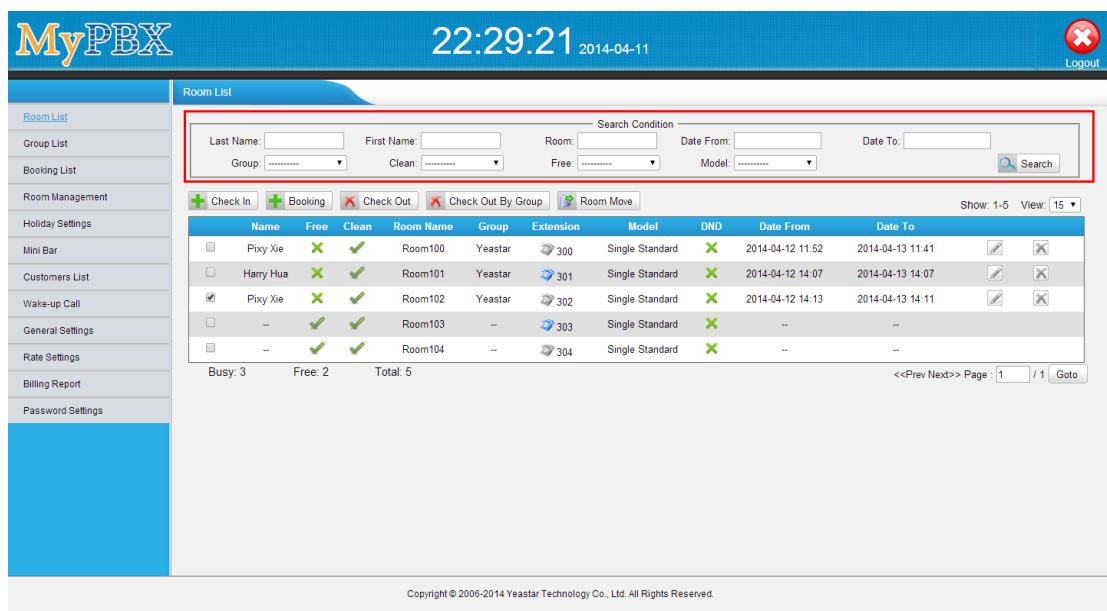


Figure 27

Edit Check-in Info

Click  to edit the check-in info.

1) Check-in Info

Edit Check-in Info

Check-in Info **Mini Bar** **Call Info** **Room Info** **Room Move Info**

Check in As Hourly Room

Room Name: Room101

Checkin Date: 2014-04-12 14:07

Checkout Date: 2014-04-13 14:07

Clean DND

Last Name: Hua

First Name: Harry

Country:

City:

Male Female

Certificate Type: ID Card

Certificate ID: 232135423

Phone:

Mobile: 13900000001

Fax:

Email:

Address:

Comment:

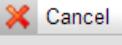
 Save  Cancel

Figure 16

Check-in Info tab is almost the same with “Check In” window, with “Clean” and “DND” options added here.

Clean: if checked, it means this room is clean.

DND: if checked, it means DND is enabled and all calls will be rejected.

2) Mini Bar

Edit Check-in Info

Check-in Info Mini Bar Call Info Room Info Room Move Info

Name	Price	VAT	Amount
--	--	--	0
--	--	--	0
--	--	--	0
--	--	--	0
--	--	--	0
--	--	--	0
--	--	--	0
--	--	--	0
--	--	--	0
--	--	--	0
Sum: 0.00			

Save Cancel

Figure 17

You can check the report of commodities which are ordered from Mini bar.

Sum: it is the total charge of the items.

3) Call Info

Edit Check-in Info

Check-in Info Mini Bar Call Info Room Info Room Move Info

Time	Destination	Duration	Expenditure
Sum: 0.00			

Save Cancel

Figure 30

Here you can check the calling info.

Time: when the call is made.

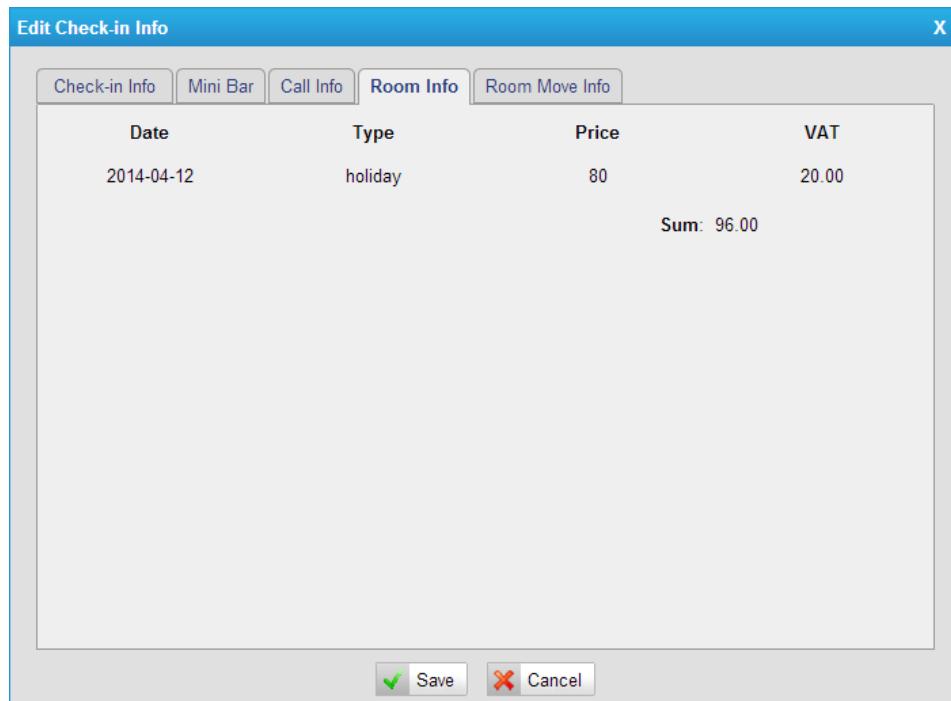
Destination: the destination number

Duration: the duration of the call

Expenditure: the charge of the call

Sum: it is the total charge of the calls.

4) Room Info



The screenshot shows a dialog box titled "Edit Check-in Info" with a tab bar at the top. The "Room Info" tab is selected. Below the tabs is a table with the following data:

Date	Type	Price	VAT
2014-04-12	holiday	80	20.00
Sum: 96.00			

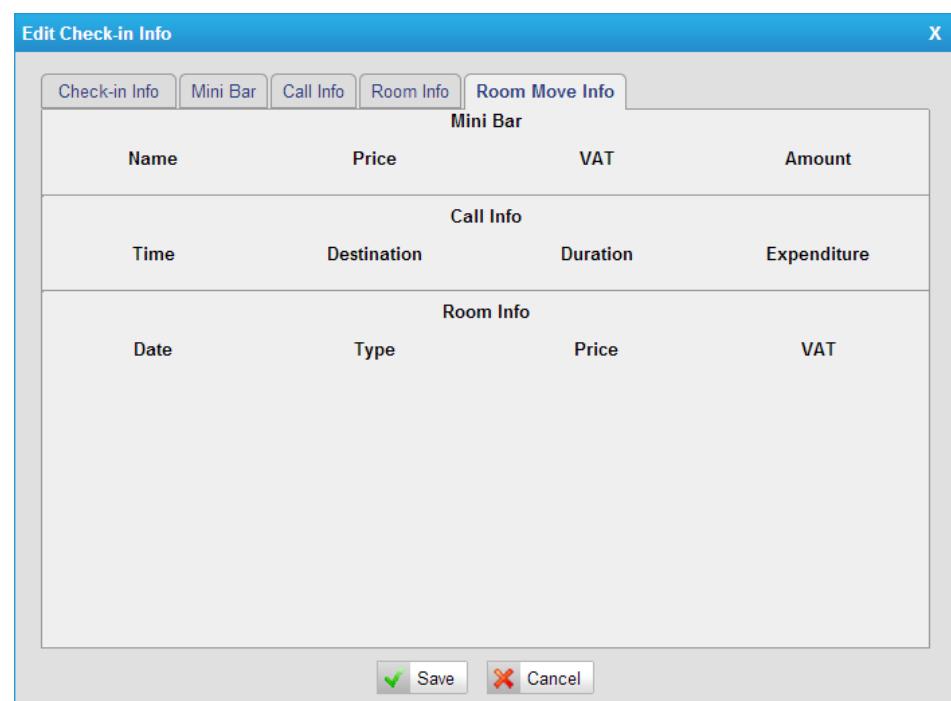
At the bottom of the dialog are two buttons: a green "Save" button with a checkmark icon and a red "Cancel" button with a cross icon.

Figure 31

Here you can check the room info including Date, Type, Price, and VAT.

Sum: it is the total charge of the room.

5) Room Move Info



The screenshot shows a dialog box titled "Edit Check-in Info" with a tab bar at the top. The "Room Move Info" tab is selected. Below the tabs are three sections: "Mini Bar", "Call Info", and "Room Info". The "Room Info" section is active and contains a table with the following data:

Date	Type	Price	VAT

At the bottom of the dialog are two buttons: a green "Save" button with a checkmark icon and a red "Cancel" button with a cross icon.

Figure 32

In this tab you can check “Mini Bar”, “Call Info” and “Room Info” at the same time.

Delete Group

Click  to delete the check-in.

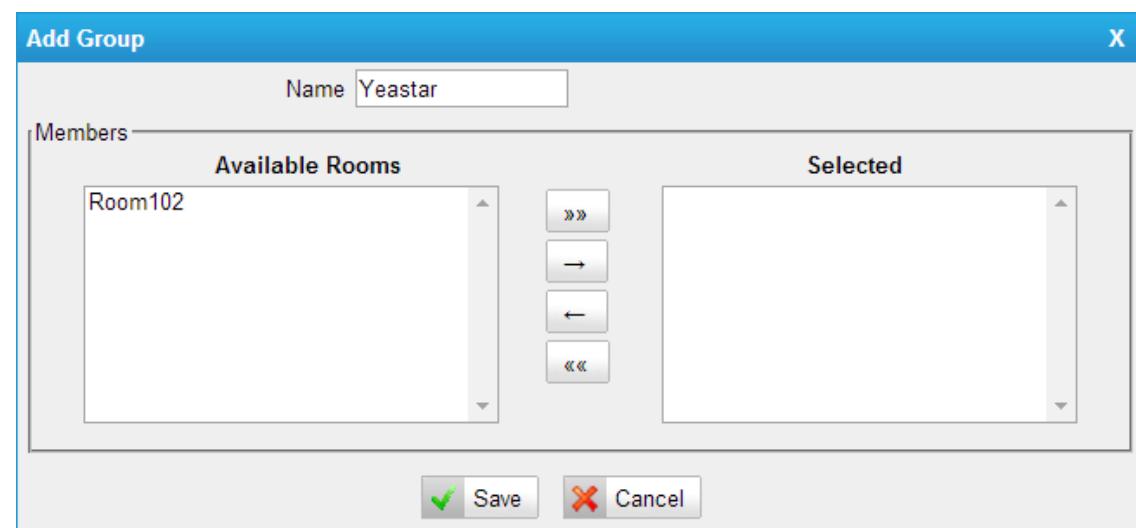
2.2.3 Group List

In this page, you can create/edit/delete room group.

Generally, Group is used for a group of customer, such as tourist groups. The customer in group can be checked out by group.

Add Group

“Group List” -> “Add Group”


Figure 33

Name: group name

Available Rooms: the rooms which can be selected in the group

Selected: the rooms which have been selected in the group

Edit Group

Click  to edit the group.

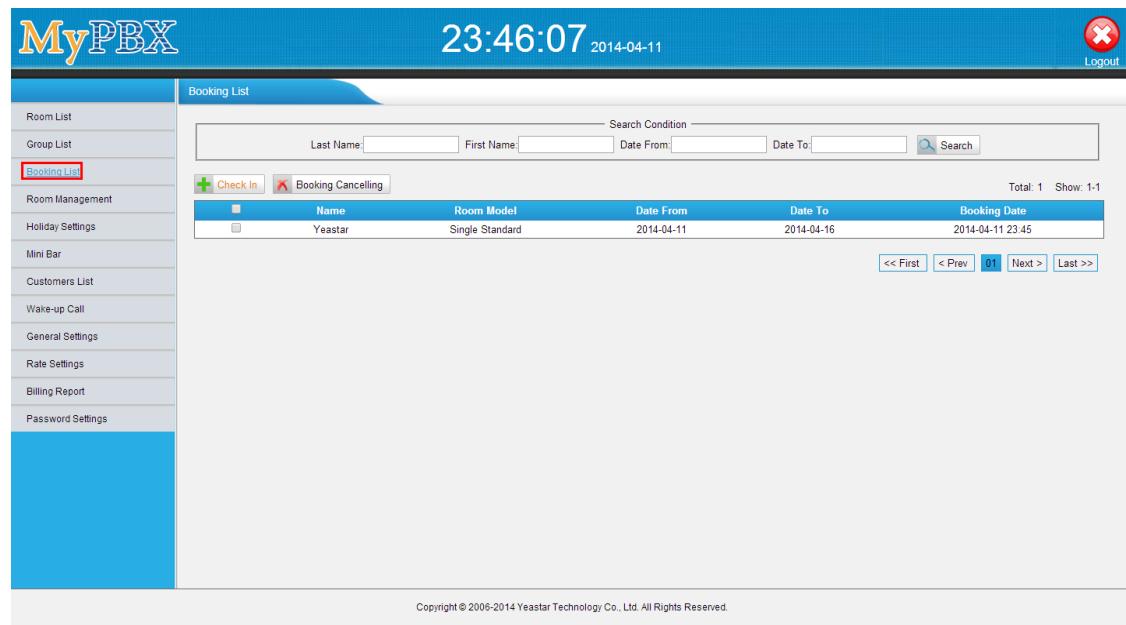
Delete Group

Click  to delete the group.

2.2.4 Booking List

There are booking lists in this page.

If there are some customers booking room, the book list will be shown. And you can select one list to check in or cancel the booking list.



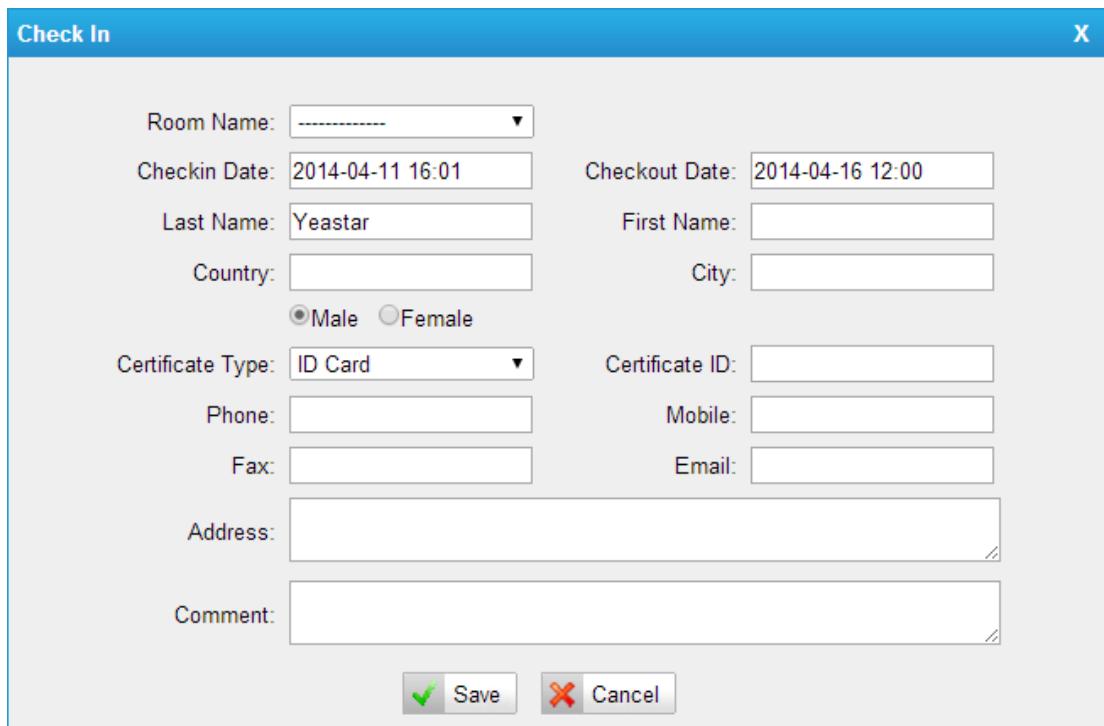
	Name	Room Model	Date From	Date To	Booking Date
<input checked="" type="checkbox"/>	Yeastar	Single Standard	2014-04-11	2014-04-16	2014-04-11 23:45

Figure 34

Check In

Check in a selected booking record.

“Booking List” -> “Check In”



The 'Check In' form is a modal window with a blue header bar. It contains the following fields:

- Room Name:
- Checkin Date:
- Checkout Date:
- Last Name:
- First Name:
- Country:
- City:
- Gender: Male Female
- Certificate Type:
- Certificate ID:
- Phone:
- Mobile:
- Fax:
- Email:
- Address:
- Comment:

At the bottom are two buttons: **Save** (with a green checkmark icon) and **Cancel** (with a red X icon).

Figure 35

Canceling

“Booking List” -> “Booking Canceling”

Cancel a booking record.

Search Bookings

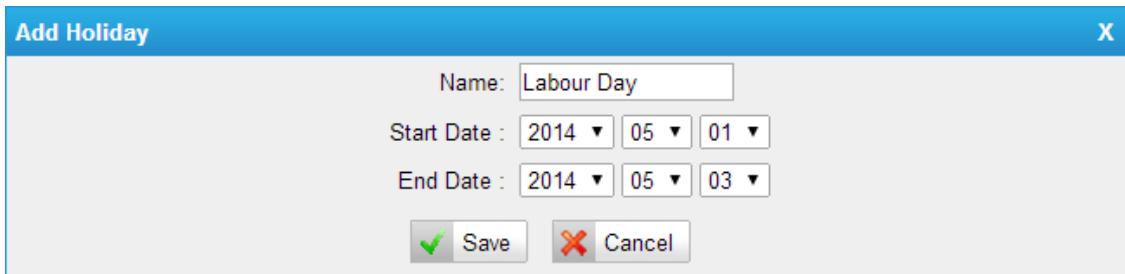
“Booking List” -> “Search Condition”

You can search bookings according to “Name”, “Date From” and “Date to”.

2.2.5 Holiday Settings

Add Holiday

“Holiday Settings” -> “Add Holiday”



The 'Add Holiday' form is a modal window with a blue header bar. It contains the following fields:

- Name:
- Start Date:
- End Date:

At the bottom are two buttons: **Save** (with a green checkmark icon) and **Cancel** (with a red X icon).

Figure 36

Name: the holiday name

Start Date: the start date of the holiday

End Date: the end the date of the holiday

2.2.6 Mini Bar

Set commodity price and VAT in Mini Bar

“Mini Bar”

Digits	Name	Price	VAT
0	coca-cola	2.5	
1	sprite	2.5	
2	beer	3	
3	mineral water	1	
4	instant noodle	5	
5			
6			
7			
8			
9			

Figure 37

In the above picture, 1 represents Coca-cola; 2 represents Sprite; 3 represents Beer; 4 represents Mineral Water; and 5 represents Instant Noodles. If the customer consumes 2 tins of Coca-cola, 1 tin of beer and 1 cup of instant noodle, when he/she checks out, the cleaner of the hotel can dial *8300224 to record the consumption. *83 is mini-bar feature code, which can be set in “**General Settings**”

Global VAT: if the VAT of Mini Bar is not set, it will use the global VAT.

1 digit model: use numbers 0-9 to represent items.

2 digits model: when 1 digit model is not enough, you can use 2 digits to add more items.

Digits	Name	Price	VAT
00			
01			
02			
03			
04			

Figure 38

2.2.7 Customers List

When “Check In” or “Book” is operated, the customer’s information will be saved automatically. If there is customer’s information in MyPBX, when he/she is checked in again, the reception doesn’t have to input the customer information again.

In this page, the customer’s information can be added/modified/deleted.

	Last Name	First Name	Sex	City	Mobile	Email	Check In	Booking
<input type="checkbox"/>	Xie	Pixy	Male	Amoy	13900000000	pixy@yeastar.com	Check In	Booking
<input type="checkbox"/>	--	--	Male	--	--	--	Check In	Booking
<input type="checkbox"/>	Hua	Harry	Male	--	13900000001	--	Check In	Booking
<input type="checkbox"/>	it	--	Male	--	--	--	Check In	Booking
<input type="checkbox"/>	Yeastar	--	Male	--	--	--	Check In	Booking

Figure 18

Add Customer

“Customers List” -> “Add Customer”

Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Country:	<input type="text"/>	City:	<input type="text"/>
<input type="radio"/> Male	<input type="radio"/> Female		
Certificate Type:	<input type="text" value="ID Card"/>	Certificate ID:	<input type="text"/>
Phone:	<input type="text"/>	Mobile:	<input type="text"/>
Fax:	<input type="text"/>	Email:	<input type="text"/>
Address: <input type="text"/>			
Comment: <input type="text"/>			
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>	

Figure 40

Last Name: the last name of the customer

First Name: the first name of the customer

Country: the country where the customer is from

City: the city where the customer is from

Male/Female: the gender of the customer

Certificate Type: the type of the customer's certificate, including ID card and passport

Certificate ID: the certificate number

Phone: the customer's phone number.

Mobile: the customer's mobile number.

Fax: the customer's fax number.

Email: the customer's email address

Address: the customer's address.

Comment: the customer's comment

Delete the selected customer

“Customers List” -> “Delete Selected Customers”

Delete the selected customer's information.

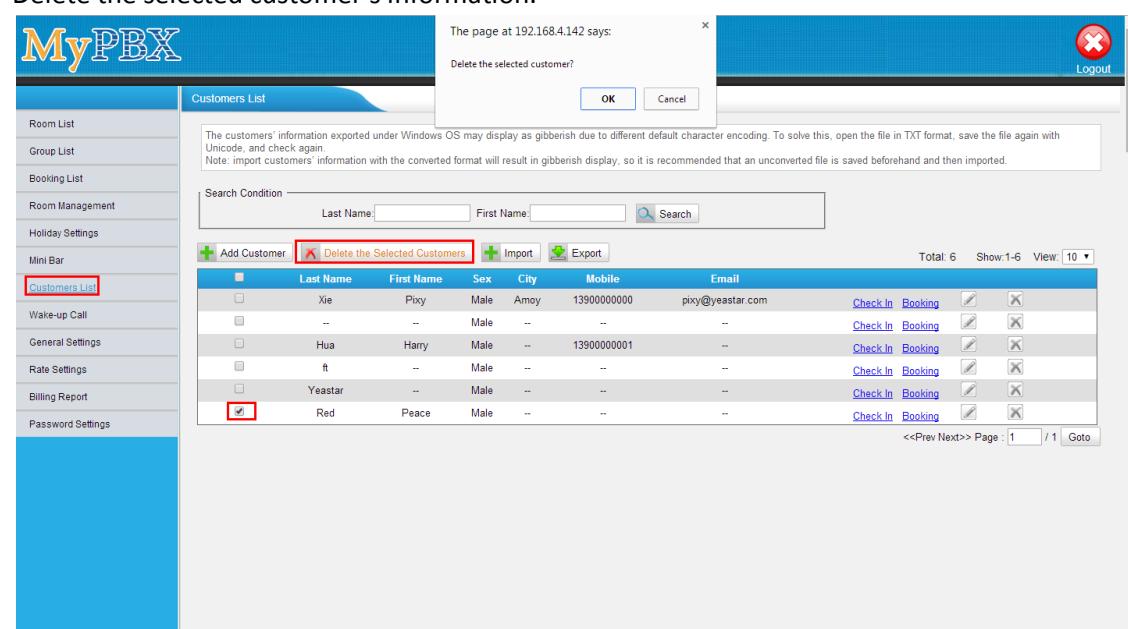


Figure 41

Note: The customer who already has checked in or have a booking can't be deleted.

Import

“Customers List” -> “Import”

Upload a txt or csv file. The file size must not be larger than 1MB.

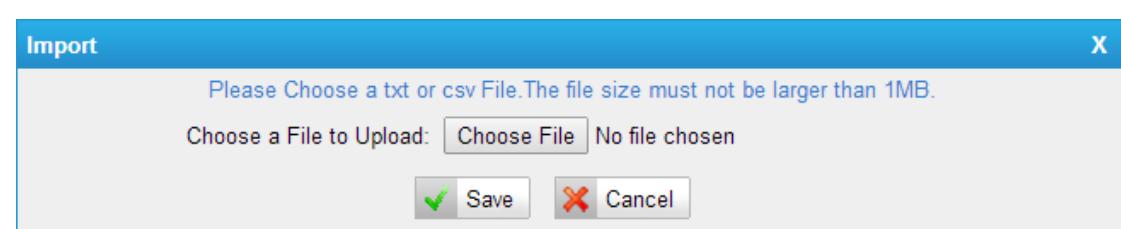


Figure 42

Export

“Customers List” -> “Export”

Export the customers' information as a CSV file.

The screenshot shows the 'Customers List' page of the MyPBX Hotel Module. The left sidebar has a 'Customer List' item highlighted with a red box. The main content area shows a table of customer data with the following columns: Last Name, First Name, Sex, City, Mobile, Email, Check In, and Booking. The table contains five rows of data. At the bottom left, there is a download link labeled 'customers (1).csv'. The top right of the screen shows the time as 18:39:05 and the date as 2014-04-13.

Last Name	First Name	Sex	City	Mobile	Email	Check In	Booking
Xie	Pixy	Male	Amoy	13900000000	pixy@yeastar.com	Check In	Booking
--	--	Male	--	--	--	Check In	Booking
Hua	Harry	Male	--	13900000001	--	Check In	Booking
ft	--	Male	--	--	--	Check In	Booking
Yeastar	--	Male	--	--	--	Check In	Booking

Figure 43

The customers' information exported under Windows OS may display as gibberish due to different default character encoding. To solve this, open the file in TXT format, save the file again with Unicode, and check again.

Note: Import customers' information with the converted format may result in gibberish display, so it is recommended that an unconverted file is saved beforehand and then imported.

Search Customer

“Room List” -> “Search Condition”

You can search rooms according to Customer's “Last Name” and “First Name”.

The screenshot shows the 'Customers List' page of the MyPBX Hotel Module. The left sidebar has links for Room List, Group List, Booking List, Room Management, Holiday Settings, Mini Bar, Customers List (which is highlighted in blue), Wake-up Call, General Settings, Rate Settings, Billing Report, and Password Settings. The main content area has a 'Search Condition' section with 'Last Name' and 'First Name' fields and a 'Search' button. Below is a table with 5 rows of customer data:

	Last Name	First Name	Sex	City	Mobile	Email	Check In	Booking
<input type="checkbox"/>	Xie	Pixy	Male	Amoy	13900000000	pixy@yeastar.com	Check In	Booking
<input type="checkbox"/>	--	--	Male	--	--	--	Check In	Booking
<input type="checkbox"/>	Hua	Harry	Male	--	13900000001	--	Check In	Booking
<input type="checkbox"/>	ft	--	Male	--	--	--	Check In	Booking
<input type="checkbox"/>	Yeastar	--	Male	--	--	--	Check In	Booking

Total: 5 Show: 1-5 View: 10

Figure 44

Check In & Booking link.

Click “Check In” or “Booking” in underlined blue, it will jump to the corresponding page.

Edit customer

Click to edit the customer's information

Delete customer

Click to delete the customer's information

2.2.8 Wake-up Call

Create or delete wake-up calls for the customers.

Using Hotel Module, you can create wake-up calls for a customer, and also you can select the relevant prompt. After setting wake-up call successfully, when the time is up, the phone in the room will ring automatically, and when the customer picks it up, Hotel Module will play the prompt which you selected.

Add Wake-up Calls

“Wake-up Call” -> “Add Wake-up Call”

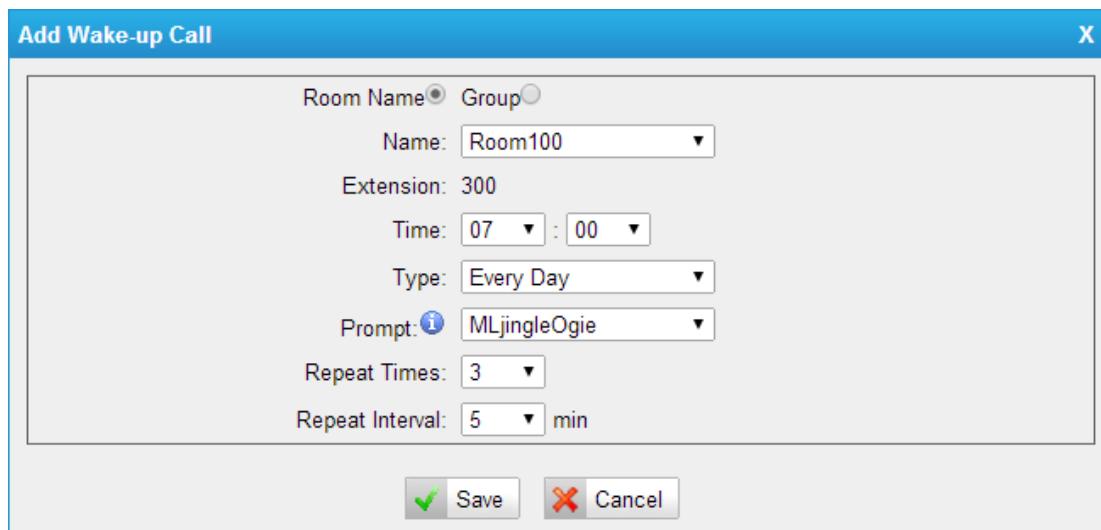


Figure 45

Room Name/Group: the wake-up call is valid for single room or room group

Name: room name or group name

Extension: the extension number of the room

Time: Wake-up Call time

Type: the frequency of the wake-up call, include “Every Day”, “One Day”, “Custom”

Prompt: the prompt of the Wake-up call. The prompt can be set up in “Music on Hold Prompts” section.

Repeat Times: the times that the wake-up call will be repeated.

Repeat interval: the interval of repeated prompt.

Add Bulk Wake-up Calls

“Wake-up Call” -> “Add Bulk Wake-up Call”

You can add bulk wake-up calls for multiple rooms at the same time. And the other settings are the same with “Add Wake-up Call”.

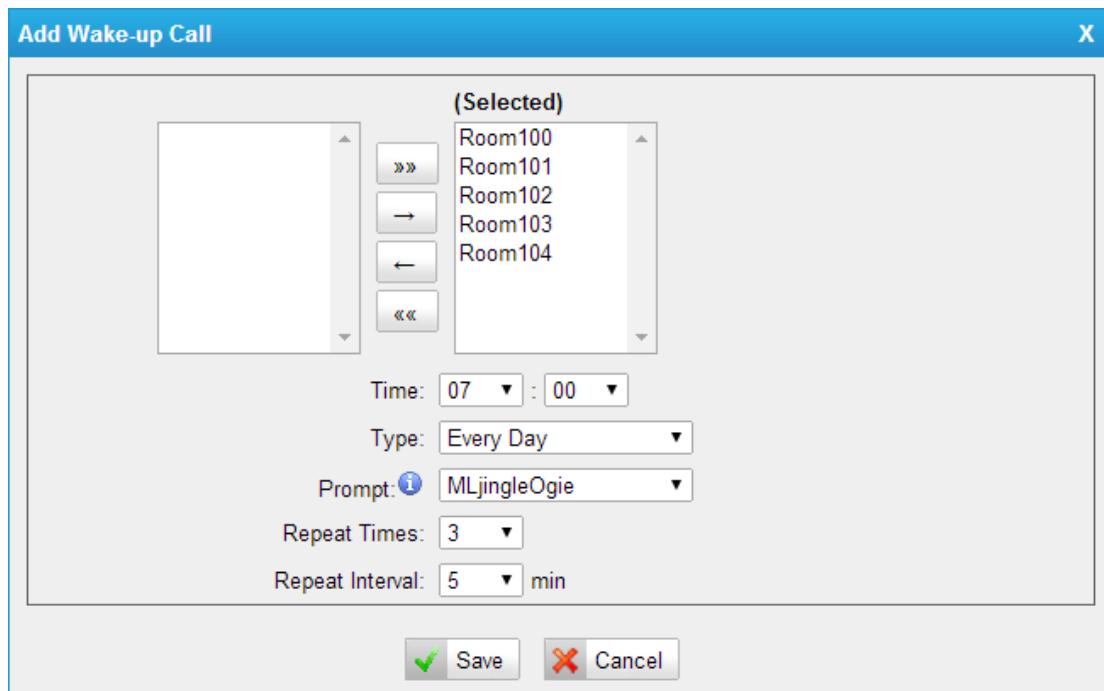


Figure 46

Delete the selected wake-up calls

“Wake-up Call” -> “Delete the Selected Wake-up Calls”

Delete the wake up calls which is chosen.

Search wake-up call

“Wake-up Call” -> “Search”

You can search rooms according to “Room Name”.

Edit wake-up call

Click the button  to edit the wake-up call.

Delete wake-up call

Click the button  to delete the wake-up call.

2.2.9 General Settings

This section includes functions, dial plan setting, currency setting and company setting.

Functions:

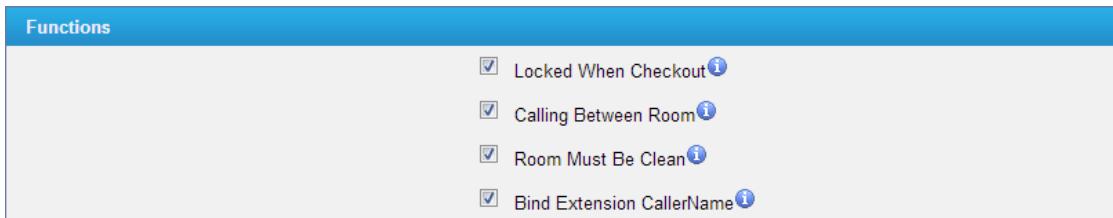


Figure 47

Locked When Checkout: after checkout, extension in the room will be locked and can't make calls.

Calling Between Room: if checked, extension in different rooms can call each other.

Room Must Be Clean: the room must be cleaned before check-in.

Bind Extension CallerName: the name of a new room will automatically match the corresponding extension's name.

Dial Plan:

Set Mini Bar feature code and room clean and choose an extension for Reception.



Figure 19

Mini Bar Prefix: keep records of Mini Bar expenses. At the time of check-out, the record will show on the billing report. For example, *83111222 means the guest purchased 3 pieces of item No.1 and 3 pieces of item No.2.

Mini Bar Delete Prefix: Delete the records of mini bar expenses. It can only be executed before check-out. For example, *84112 means on the basis of the previous purchase, subtract 2 pieces of item No.1 and 1 piece of item No.2.

Room Clean Prefix: room cleaned. After cleaning, dial this to tell the system that the room is cleaned.

Room unclean Prefix: Set room dirty. If your room needs to be cleaned, dial this to tell the system your room needs to be cleaned.

Reception: the extension number of the reception desk. The number can be dialed whether the room is checked in or not.

Below is an example:

For mini-bar setting, please refer to Figure 29. And the customer consumed 1 tin of Coco-cola, 1 bottle of mineral water. Before the customer is checked out, the hotel cleaner should check if the customer has consumed anything in mini-bar. Then the cleaner would dial *831 and *834 to tell the system the customer has consumed 1 tin of Coco-cola and 1 bottle of mineral water. Then the system will charge the customer. If the cleaner dials *832 by mistake, then he/she should dial *842 to delete this input. And after cleaning the room,

the cleaner should dial *85 to tell the system this room has been cleaned and the room clean status will turn to .

Currency Unit && VAT

Set currency unit and VAT



Currency Unit && VAT	
Currency Unit:	\$
VAT 1:	20.00
VAT 2:	5.00

Figure 48

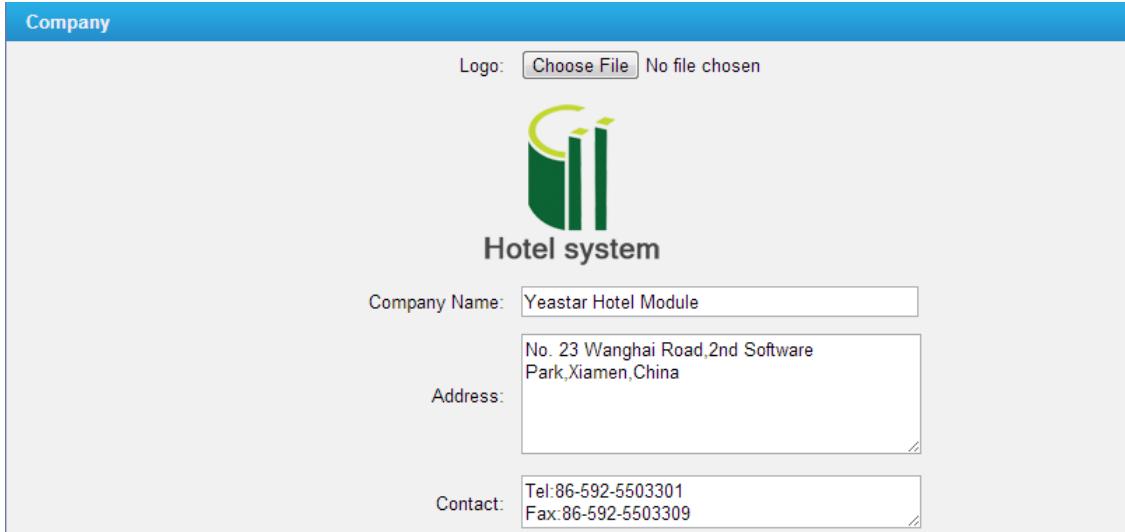
Currency Unit: configure the currency unit that the hotel uses

VAT1 & VAT2: set 2 VAT

For example, if a room module costs 200\$, and the VAT is 20, then the customer should spend an extra of 40\$ ($200 \times 20\%$) for this room module. That is, the real expense for this room module is 240\$ per day.

Company:

Set company information



Company	
Logo:	<input type="button" value="Choose File"/> No file chosen
 Hotel system	
Company Name:	Yeastar Hotel Module
Address:	No. 23 Wanghai Road, 2nd Software Park, Xiamen, China
Contact:	Tel: 86-592-5503301 Fax: 86-592-5503309

Figure 49

Logo: upload your hotel logo. Default width is 143 px, default height is 120 px. Width should not be wider than 170 px, height should not be higher than 150 px.

Company Name: set the hotel name

Address: set the hotel address

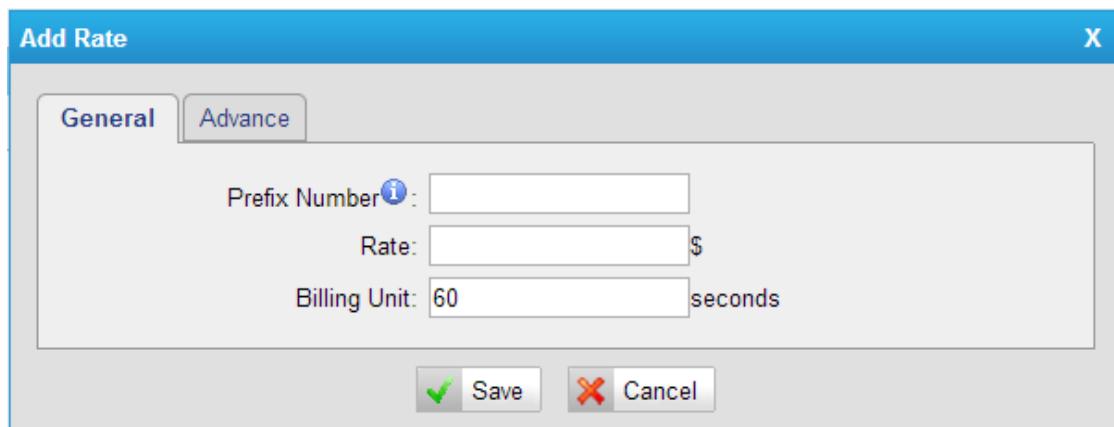
Contact: the contact information of the hotel

2.2.10 Rate Settings

Rate is used to charge the call that the customer makes.

Add New Rates

“Rate Settings” -> “Add Rate”



The screenshot shows the 'Add Rate' dialog box. At the top, there are two tabs: 'General' (which is selected) and 'Advance'. Below the tabs are three input fields: 'Prefix Number' (with a help icon), 'Rate' (with a dollar sign), and 'Billing Unit' (set to '60 seconds'). At the bottom of the dialog are two buttons: 'Save' (with a green checkmark icon) and 'Cancel' (with a red X icon).

Figure 50

General

Prefix number

The destination should begin with this prefix, it would match any number if the prefix is null.

Rate

The rate of one billing unit.

Billing Unit

If the rate is \$0.2 and billing unit is 60 seconds, the call you make will cost \$0.2 per 60 seconds (less than one billing unit will be regarded as one billing unit).

Advance

Add Rate

General **Advance**

Days of Week:

»»
→
←
««

Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

From: :
 To: :

Initial Cost i: \$

Initial Time i: seconds

Extensions i:

»»
→
←
««

201
202
203
204
205
301
302
303

✓ Save ✗ Cancel

Figure 51

Days of week

Choose the days on which this rate takes effect.

From & To

The time period of this rate takes effect in a day.

Initial Cost & Initial time

If the “Initial Cost” is \$0.2 and the “Initial Time” is 120 seconds, it means the first 120 seconds of this call will cost \$0.2.

Extensions

If this is checked, this rate would be for all extensions, include the new extensions. If not checked, you choose the extensions as required.

Edit rate

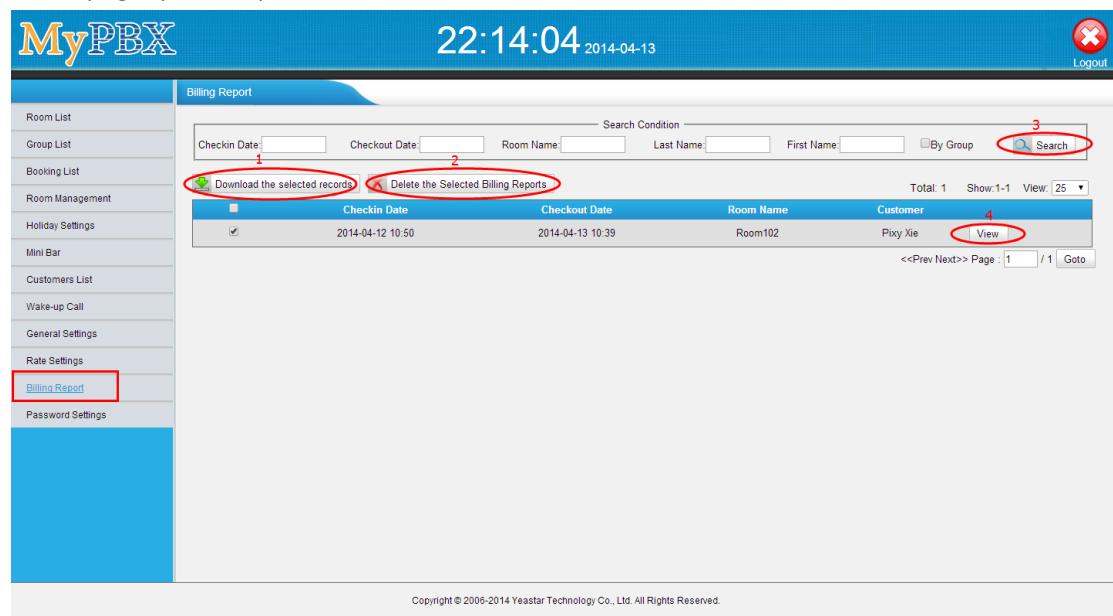
Click the button  to edit the rate.

Delete rate

Click the button  to delete the rate.

2.2.11 Billing Report

In this page, you can print the bill for customers.



	Checkin Date	Checkout Date	Room Name	Customer	View
<input checked="" type="checkbox"/>	2014-04-12 10:50	2014-04-13 10:39	Room102	Pixy Xie	View

Figure 52

Download the records:

Download all the records in “.csv” file.

Go to “Billing Report” -> “Download the Report”

Delete the selected records:

After selecting the records, you can delete them.

Go to “Billing Report” -> “Delete the selected Records”

Search Condition

You can search the records according to “Checkin date”, “Checkout date”, “Room Name”, customer’s “First Name” and “By Group”. But if “By Group” is checked, the other fields would be frozen.

View the record

Click “view” button, you will see the customer’s bill.

You can also print the bill if you have connected to a printer.



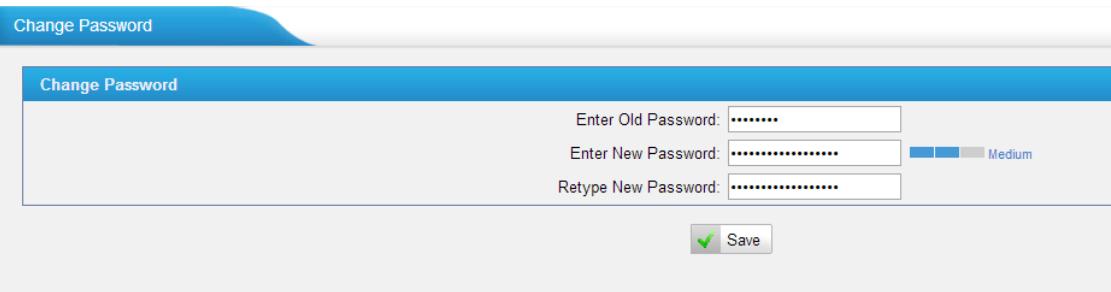
Number: 2014041510140
Billing at: 2014-04-17 20:02 

Customer:	Pixy Xie				
Room Name:	Room102	Room Model:		Single Standard	
Checkin Date:	2014-04-13 22:40	Checkout Date:			2014-04-17 20:02
Service	Date	Amount	Price	VAT	Total
Room102	2014-04-13	1	60	20.00	72.00
Room102	2014-04-14 -- 2014-04-16	3	50	20.00	180.00
Sum Other	--	--	--	--	0.00
Call Information	Time	Destination	Duration	Expenditure	
	2014-04-15 16:54:05	7300	5	0.20	
Sum:					252.00
Mini Bar: 0.00	Room: 252.00	Call: 0.00	Others: 0.00		
Room Name:	Room100	Room Model:		Single Standard	
Checkin Date:	2014-04-12 11:52	Checkout Date:		2014-04-13 22:40	
Service	Date	Amount	Price	VAT	Total
Room100	2014-04-12	1	80	20.00	96.00
Sum Other	--	--	--	--	20
Sum:					116.00
Mini Bar: 0.00	Room: 96.00	Call: 0.00	Others: 20		
Total Sum:					368.00
Signature: _____					
Date: _____					

Figure 53

2.2.12 Password Settings

You can change the password of the management portal.



Change Password

Change Password

Enter Old Password:  Medium

Enter New Password:

Retype New Password:

Save

Figure 54

By pressing “Save” the Web GUI will be redirected to the login page. You can log in using the new password. And when you enter new password, it will display the password’s safety level on the right side of the field.

[Finish]