

Hotel Management System

Staylodgic

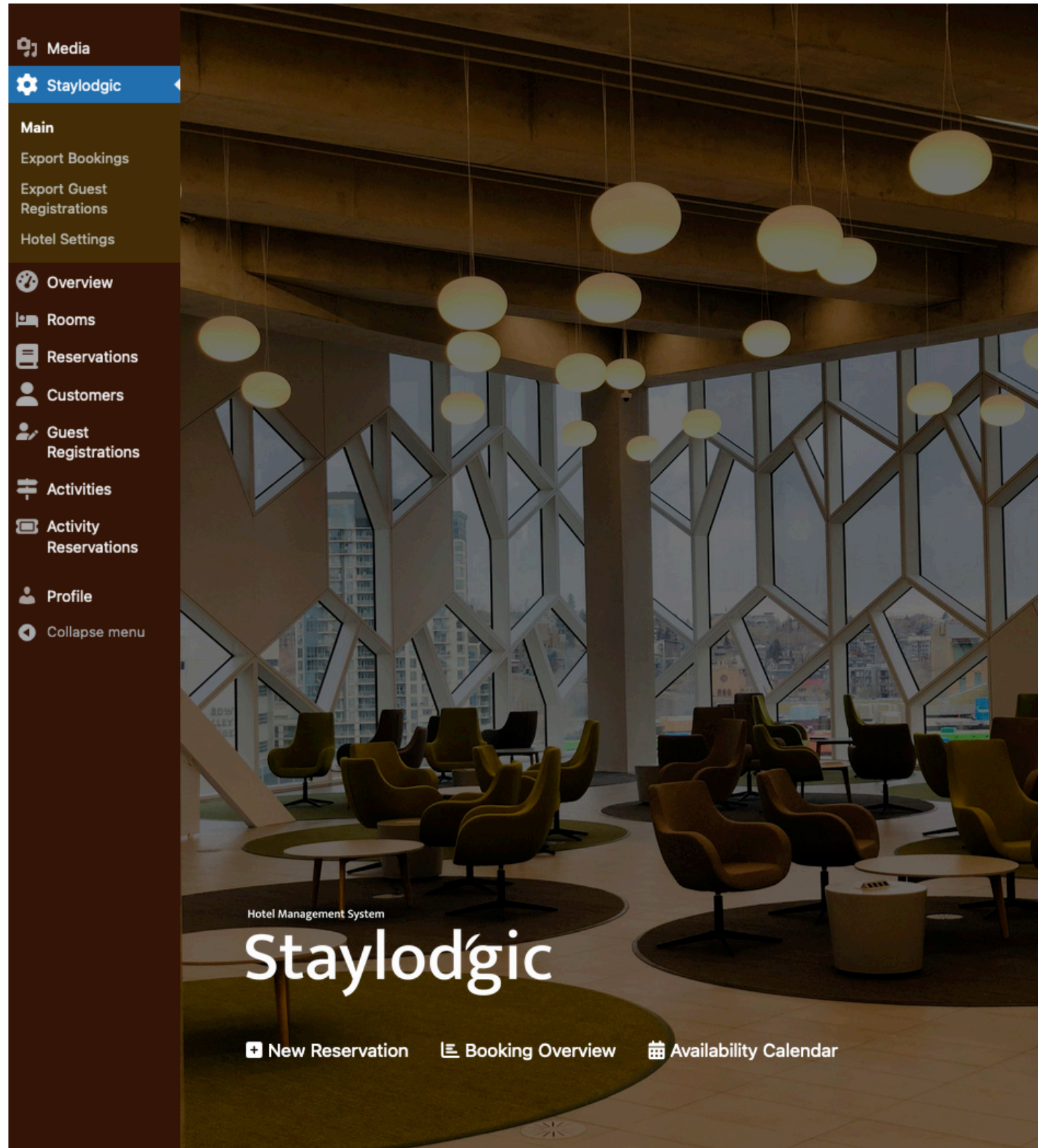
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RECOMMENDED IMAGE SIZES

Room & Activity Images : 2000px X Any height

Welcome Screen



Welcome

New to Staylodgic?

Click on the following for a quick guided tour to the steps and sections to get started.

- [How to accept bookings?](#)
- [How to accept activities?](#)
- [How to create guest registration?](#)

[View all features](#)

1 Walkthrough

Click the links for a quick walkthrough of the steps required to set up.

2 Feature Functions

Click to view feature functions with links.

Hotel Settings

General Settings

- Property
- Activity Property
- Currency

Hotel Settings

- General
- Logo
- Pages 1**
- Discounts
- Meal Plan
- Per person price
- Room Tax
- Activity Tax

Pages

MENU ONE (HOMEPAGE) **Book Room**
Homepage for booking.

MENU TWO **Book Activity**
Page as first menu item.

MENU THREE **Booking Details** 2
Page as second menu item.

MENU FOUR **Guest Registration**
Page as third menu item.

Save Settings

1

Click Pages in Hotel Settings

2

a. Customizing the Homepage (Menu One):

- **Book Room:** Setting “Book Room” as the homepage ensures guests see the room booking options first, making it easy to start the reservation process.

b. Setting Up Menu Two:

- **Book Activity:** Choosing “Book Activity” for the second menu item provides guests with easy access to plan and book activities during their stay.

c. Configuring Menu Three:

- **Booking Details:** By selecting “Booking Details” as the third menu item, guests can quickly access and review their reservation details using their booking number.

d. Assigning Menu Four:

- **Guest Registration:** Setting “Guest Registration” as the fourth menu item directs guests to fill out necessary registration details, which are linked to their reservation.

Customization Flexibility:

- **Order Selection:** You can customize the order of these menu items according to your preference. Simply use the dropdown menus to assign each page to the desired menu slot.
- **Save Settings:** After arranging the menu items in the desired order, click the “Save Settings” button to apply the changes. This updates the main menu on your website, ensuring guests have a user-friendly navigation experience.

- General Settings
 - Property
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 - Pages
 - Discounts 1**
 - Meal Plan
 - Per person price
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 - Activity Tax

Discounts

LAST MINUTE DISCOUNT	LABEL: Lastminute 25% Discount	DAYS: 5	PERCENT: 25
<small>Maximum days ahead for discount. More than the number of days from booking day the discount will not be applied. Discounts are not stackable. Only the maximum discount is applied if multiple discounts are eligible.</small>			
EARLY BOOKING DISCOUNT	LABEL: Earlybird 20% Discount	DAYS: 60	PERCENT: 20
<small>How many days ahead to apply discount. Less than the number of days from booking day the discount will not be applied. Discounts are not stackable. Only the maximum discount is applied if multiple discounts are eligible.</small>			
LONG STAY DISCOUNT	LABEL: Longstay 15% Discount	DAYS: 14	PERCENT: 15
<small>Length of days to stay to apply discount. Discounts are not stackable. Only the maximum discount is applied if multiple discounts are eligible.</small>			

[Save Settings](#)

1 Click Discounts in Hotel Settings

2 Setting Up Discounts for Room Rates

The Discounts section allows you to configure various types of discounts that can be applied to room rates based on specific criteria. Here's a detailed explanation of how to fill out the discount settings and how they will apply:

Discount Types:

a. Last Minute Discount

- **Label:** Enter a descriptive name for the discount (e.g., "Lastminute 25% Discount").
- **Days:** Specify the maximum number of days in advance that this discount can be applied. For example, if you enter "5," the discount will apply to bookings made within 5 days of the arrival date.
- **Percent:** Enter the discount percentage (e.g., "25" for a 25% discount).
- **Usage:** This discount is suitable for encouraging last-minute bookings by offering a significant reduction in room rates.

b. Early Booking Discount

- **Label:** Enter a descriptive name for the discount (e.g., "Earlybird 20% Discount").
- **Days:** Specify the minimum number of days in advance that this discount can be applied. For example, if you enter "60," the discount will apply to bookings made at least 60 days before the arrival date.
- **Percent:** Enter the discount percentage (e.g., "20" for a 20% discount).
- **Usage:** This discount incentivizes guests to book well in advance by offering a reduction in room rates for early reservations.

c. Long Stay Discount

- **Label:** Enter a descriptive name for the discount (e.g., "Longstay 15% Discount").
- **Days:** Specify the minimum length of stay required for this discount to apply. For example, if you enter "14," the discount will apply to bookings with a stay of 14 or more nights.
- **Percent:** Enter the discount percentage (e.g., "15" for a 15% discount).
- **Usage:** This discount rewards guests who book longer stays, encouraging them to extend their visit.

Additional Notes:

- **Non-Stackable Discounts:** Discounts are not stackable, meaning only the highest eligible discount will be applied if a booking qualifies for multiple discounts.
- **Saving Settings:** After configuring the discounts, click the "Save Settings" button to apply the changes.

By configuring these discounts, you can effectively manage room rates and encourage bookings that align with your business goals, whether that's filling rooms last-minute, securing early reservations, or promoting longer stays.

- General Settings
- Property
- Activity Property
- Currency
- Hotel Settings
- General
- Logo
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- Discounts
- Meal Plan** 1
- Per person price
- Room Tax
- Activity Tax

🍴
Meal Plan

MEAL PLAN

MEAL	TYPE	PRICE	
Bed and Breakfast	Included in rate		⊖
Half Board	Optional	30	⊖ 2
Full Board	Optional	60	⊖
All-Inclusive	Optional	90	⊖

[Add new](#)

Meal plans

[Save Settings](#)

1

Click Meal Plan in Hotel Settings

2

Meal Plan Configuration

The Meal Plan configuration interface allows you to set up various meal options for guests, which can either be included in the room rate or offered as optional extras. Here's how to configure and use this section effectively:

Key Components:

a. **Meal Plan List**

- **Meal:** Select the type of meal plan from the dropdown (e.g., Bed and Breakfast, Half Board, Full Board, All-Inclusive).
- **Type:** Choose whether the meal plan is "Included in rate" or "Optional".
- **Price:** Set the price for optional meal plans. This field is ignored if the meal plan is included in the room rate.

b. **Adding New Meal Plans**

- **Add New Button:** Click the "Add new" button to add additional meal plans. This allows you to offer a variety of meal options to guests.

c. **Deleting Meal Plans**

- **Delete Icon:** Click the red delete icon next to a meal plan to remove it from the list.

How It Works:

a. **Included in Rate**

- If you select "Included in rate" for a meal plan, this option will be part of the room rate, and the price input is ignored. For example:
 - **Meal:** Bed and Breakfast
 - **Type:** Included in rate
 - **Price:** (Ignored)

b. **Optional Meal Plans**

- If you select "Optional" for a meal plan, guests will see this option during the booking process and can choose to add it for an additional daily rate. For example:
 - **Meal:** Half Board
 - **Type:** Optional
 - **Price:** 30
- These optional meal plans will be displayed along with the room choices, allowing guests to select their preferred meal plan, which will be added to the room rate per day.

General Settings

- Property
- Activity Property
- Currency

Hotel Settings

- General
- Logo
- Pages
- Discounts
- Meal Plan
- Per person price** 1
- Room Tax
- Activity Tax

Per person price

CHILDREN UNDER THE AGE CAN STAY FOR FREE Under which age should be free stay

PEOPLE	VALUE	TYPE	DIFFERENCE	
<input type="text" value="1"/>	<input type="text" value="10"/>	<input type="text" value="Percentage"/>	<input type="text" value="Decrease"/>	⊖
<input type="text" value="3"/>	<input type="text" value="30"/>	<input type="text" value="Percentage"/>	<input type="text" value="Increase"/>	⊖

[Add new](#)

Price per person.

2

[Save Settings](#)

1 Click Per Person Price in Hotel Settings

2 Per Person Price Configuration

The Per Person Price configuration interface allows you to set pricing rules based on the number of people in a reservation. This includes free stays for children under a certain age and variable pricing for additional guests.

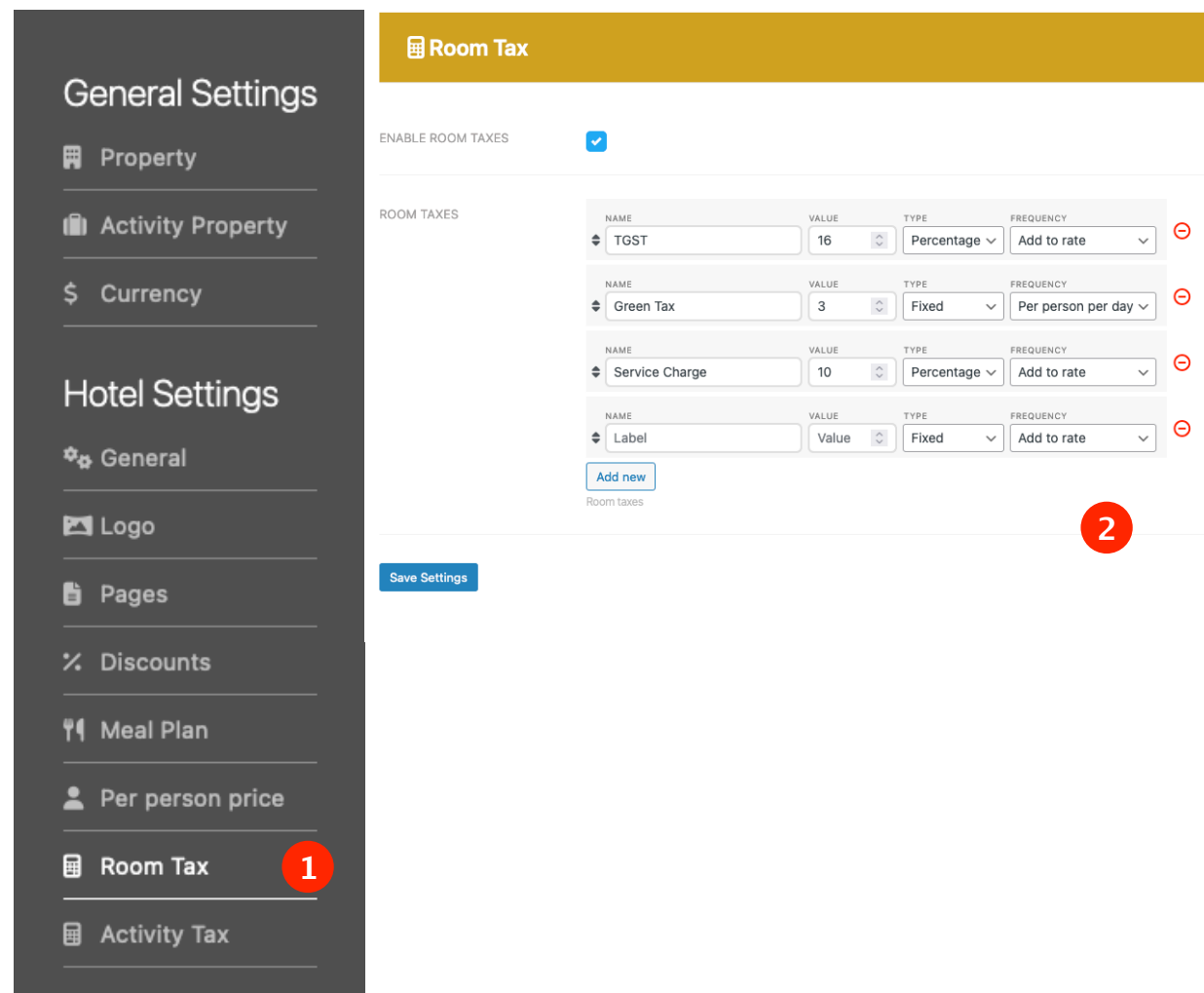
Key Components:

- a. **Children Under the Age Can Stay for Free**
 - **Dropdown:** Select the age below which children can stay for free.
 - **Example:** If you set the age to “2,” children aged 2 and under can stay without additional charges.
- b. **Per Person Price**
 - This section lets you define how pricing changes based on the number of people in a reservation.

Adding Per Person Pricing Rules:

- a. **People**
 - **Selector:** Choose the number of people the pricing rule applies to.
 - **Example:** If you select “1,” the rule will apply when there is one person in addition to the base room rate.
- b. **Value**
 - **Input:** Enter the value for the pricing adjustment.
 - **Example:** If you enter “10,” this value will be used in conjunction with the Type and Difference fields to adjust the room rate.

- c. **Type**
 - **Dropdown:** Choose whether the adjustment is a fixed amount or a percentage of the room rate.
 - **Options:**
 - **Fixed Price:** Adds or subtracts a set amount.
 - **Percentage:** Adjusts the room rate by a percentage.
 - **Example:** If “Percentage” is selected and the value is “10,” it means a 10% adjustment.
- d. **Difference**
 - **Dropdown:** Choose whether the adjustment increases or decreases the room rate.
 - **Options:**
 - **Increase:** Adds the value to the room rate.
 - **Decrease:** Subtracts the value from the room rate.
 - **Example:** If “Decrease” is selected with a value of “10%” and type “Percentage,” the room rate will be reduced by 10% for the specified number of people.
- e. **Adding New Rules**
 - **Add New Button:** Click to add additional pricing rules. This allows you to create complex pricing structures based on varying numbers of guests.
- f. **Deleting Rules**
 - **Delete Icon:** Click the red delete icon next to a rule to remove it from the list.



1 Click Room Tax in Hotel Settings

2 Room Tax Settings

The Room Tax settings allow you to configure various taxes that will be applied to room rates. This ensures that all applicable taxes are calculated correctly and added to the total cost for guests. Here's how to set up and apply these taxes:

Enabling Room Taxes

a. **Enable Room Taxes:**

- **Checkbox:** Ensure this box is checked to enable room taxes. If unchecked, no taxes will be applied to room rates.

Configuring Room Taxes

Each tax entry consists of several fields that define the tax's name, value, type, and frequency of application.

a. **Name**

- **Input Field:** Enter a descriptive name for the tax (e.g., "TGST", "Green Tax", "Service Charge").

b. **Value**

- **Input Field:** Enter the tax rate or amount. This could be a percentage or a fixed amount.

c. **Type**

- **Dropdown:** Select whether the value is a "Fixed" amount or a "Percentage" of the room rate.
 - **Fixed:** A set amount added to the rate.
 - **Percentage:** A percentage of the room rate.

d. **Frequency**

- **Dropdown:** Choose how the tax is applied:
 - **Add to rate:** The tax is added to the total room rate.
 - **Per person:** The tax is applied per person.
 - **Per day:** The tax is applied per day.
 - **Per person per day:** The tax is applied per person per day. For example, the "Green Tax" is added for each person per day.

e. **Adding New Taxes**

- **Add New Button:** Click this button to add a new tax entry. This allows you to configure multiple taxes as needed.

f. **Deleting Taxes**

- **Delete Icon:** Click the red delete icon next to a tax entry to remove it from the list.

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General

CHOOSE STATUS FOR NEW BOOKINGS 2
Choose status for new bookings.

CHOOSE SUB STATUS FOR NEW BOOKINGS
Choose sub status for new bookings.

SELECT TIME ZONE
Select your time zone relative to GMT.

[Save Settings](#)

1 Click General in Hotel Settings

2 General Settings for New Bookings

The General Settings section allows you to configure how new bookings are treated when made through the Direct Booking Engine. This includes setting the initial status, sub-status, and time zone for new bookings. Here's a detailed explanation:

Key Components:

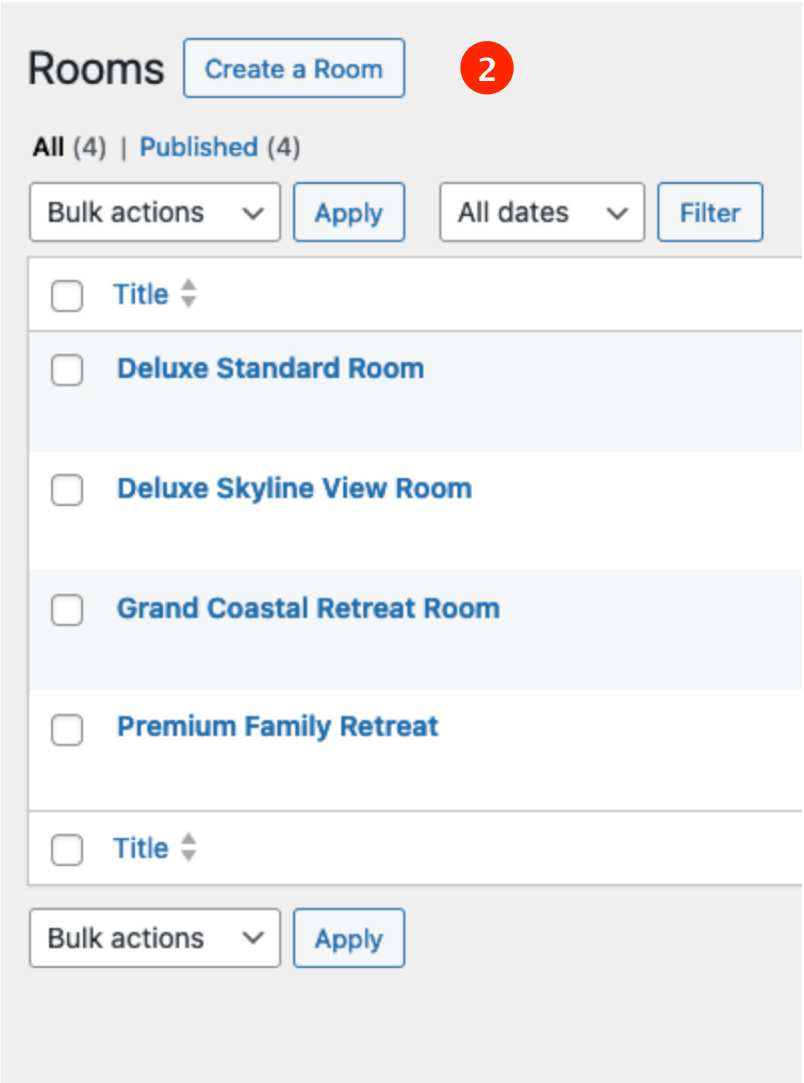
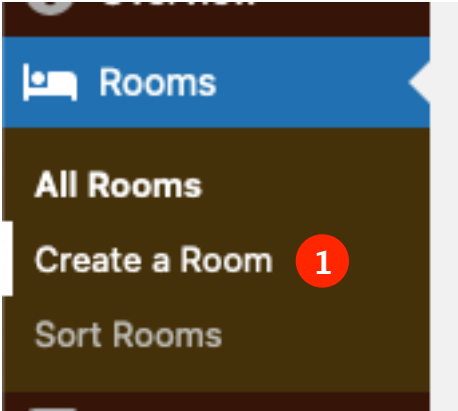
- Choose Status for New Bookings**
 - Dropdown:** Select the initial status for new bookings.
 - Example:** "Pending"
 - Description:** This setting determines the default status assigned to new bookings. For instance, selecting "Pending" means that all new bookings will initially have a "Pending" status, indicating that they are awaiting confirmation or further action.
- Choose Sub Status for New Bookings**
 - Dropdown:** Select the initial sub-status for new bookings.
 - Example:** "On Hold"
 - Description:** This setting allows you to assign a sub-status to new bookings, providing additional granularity. For example, "On Hold" can indicate that the booking is temporarily paused or requires further review before confirmation.

How New Bookings Are Treated:

Initial Status and Sub-Status Assignment:

- When a new booking is made through the Direct Booking Engine, it is automatically assigned the status and sub-status selected in these settings.
- For example, if the status is set to "Pending" and the sub-status to "On Hold," new bookings will reflect these settings, indicating they are awaiting action and temporarily on hold.

Create Rooms



Create a Room

Click "Create a Room" from menu, or from the room listing.

1 Fill Room Name

Premium Family Retreat

Author
mondre (mondre) ▾

Room Options

Add Images
Edit Gallery

Add images for slideshow.

Rooms of this type (Property max: 7)

0 2 ROOMS
Rooms of this type.

Bed Setup

Bed Layout
King bed ▾ X 1 ⇅
[Remove](#)

Bed Layout
King bed ▾ X 1 ⇅
[Remove](#)

Publish

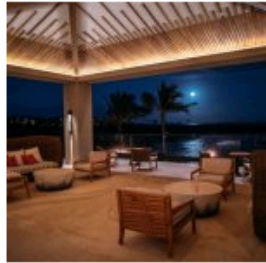
Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Published on: Jun 27, 2023 at 17:13
[Edit](#)

[Move to Trash](#) [Update](#)

Featured image

 2

Click the image to edit or update

[Remove featured image](#)

Add Images

Click "Edit Gallery" to add more images for the slideshow.

Add main image for Room

Rooms of this type (Property max: 7)



A horizontal slider with a blue bar and a white knob. The scale ranges from 0 to 2. The knob is positioned at 2. To the right of the slider is a text input field containing the number 2. Below the input field is the label 'ROOMS'.

Rooms of this type.

Base Rate



A text input field with a dropdown arrow on the right side, containing the number 150.

Base rate for this room type.

1 Number of Rooms of type that is being created.

2 Base rate for the room.

You can change rates for specific dates or ranges using Availability Calendar.

Max Guests



A horizontal slider with a blue bar and a white knob. The scale ranges from 1 to 9. The knob is positioned at 3. To the right of the slider is a text input field containing the number 3. Below the input field is the label 'GUESTS'.

Max guests allowed.

Set Max Adult Limit on/off



A toggle switch that is currently turned on (blue).

Max Adults:



A horizontal slider with a blue bar and a white knob. The scale ranges from 1 to 9. The knob is positioned at 3. To the right of the slider is a text input field containing the number 3. Below the input field is the label 'ADULTS'.

Max adults allowed:

Set Max Children Limit on/off



A toggle switch that is currently turned on (blue).

Max Children:



A horizontal slider with a blue bar and a white knob. The scale ranges from 0 to 9. The knob is positioned at 2. To the right of the slider is a text input field containing the number 2. Below the input field is the label 'CHILDREN'.

Max children allowed:

3 Maximum occupants for the room

4 Set the number of maximum adults in a room and adjust the slider to the required number.

5 Set the number of maximum children in a room and adjust the slider to the required number

Beds:

1 9 BED(S)
Beds

Bathrooms:

1 9 BATHROOM(S)
Bathrooms

Accommodation Size:

1 9999 SQF
Size:

Room view

Choose room view

Room facilities (comma seperated)

Air Conditioning, Television, Free WiFi, Private Bathroom, Balcony, Minibar, In-room Safe, Room Service

Room facilities

Description

Offering free toiletries, this twin/double room includes a private bathroom with a shower and a hairdryer. The air-conditioned twin/double room offers a flat-screen TV, a tea and coffee maker, a wardrobe, a safe deposit box as well as garden views.

Description

- 6 Number of Beds in Room**
Specify the total number of beds available in the room.
- 7 Number of Bathrooms in Room**
Indicate the number of bathrooms included in the room.
- 8 Accommodation Size in Square Feet**
Enter the size of the room in square feet.
- 9 Room View**
Select the type of view the room offers (e.g., Garden View, Sea View).
- 10 Room Facilities Separated with Commas**
List the amenities and facilities available in the room, separated by commas (e.g., Air Conditioning, Free Wi-Fi, Private Bathroom).
- 11 Description of the Room**
Provide a detailed description of the room, highlighting its features and amenities.

Add bed choices

1

Add bed choice.

Each time it adds a layout which becomes choices for the room.

Bed Setup

Set single or multiple beds

Twin bed X

[Remove](#)

Add beds 2

Add bed layouts to the room.

Bed Setup

Bed Layout

King bed X

[Remove](#)

Bed Layout

Twin bed X

[Remove](#)

Twin bed X

[Remove](#)

3

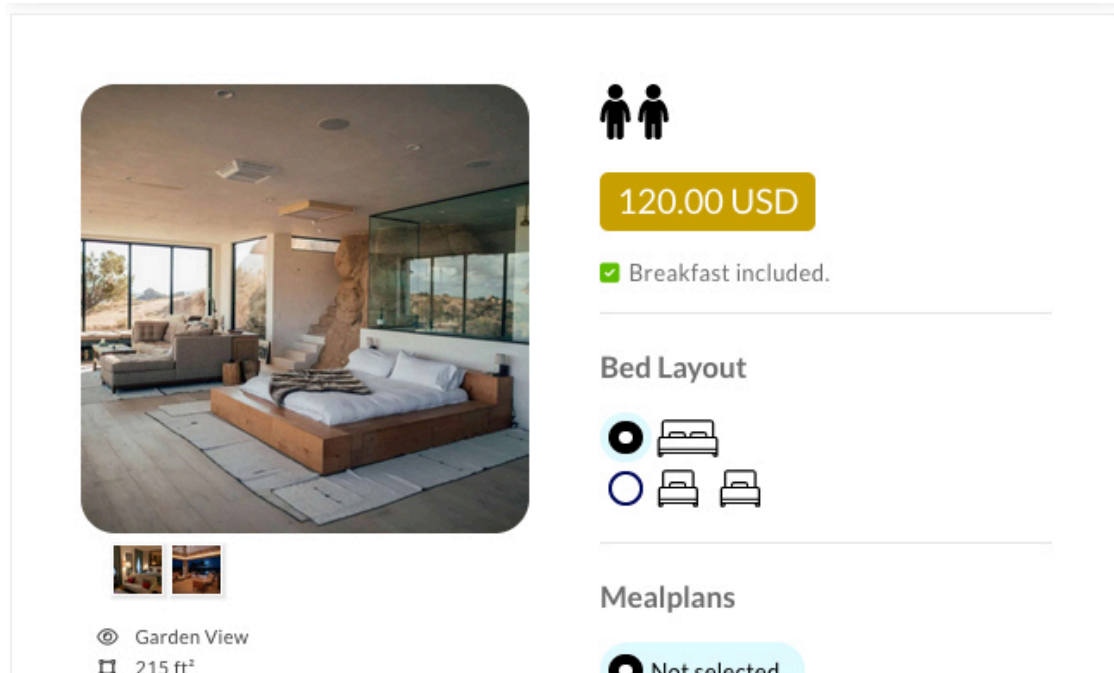
Example

Here's an example created by adding two bed choices.

The second slot includes two beds, each added by clicking the "Add Beds" button twice.

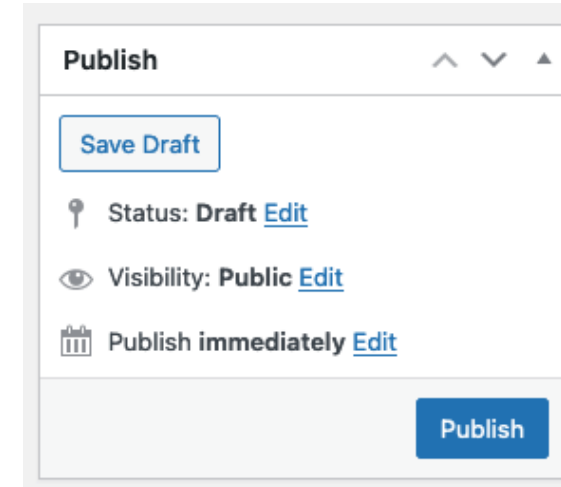
Add Beds

- Click the "Add Beds" button to create a new bed layout.
- Select the bed type and specify the number of beds for the layout.
- Repeat the process to add multiple bed types and quantities as needed.



4 Bed Layout Displayed on Direct Booking Engine

This shows the bed layout as it appears on the Direct Booking Engine, with King bed and two Twin beds, as specified.




5 Public to create the room

Rooms

- All Rooms
- Create a Room
- Sort Rooms 1**

Sort room

Drag and Drop the slides to order them

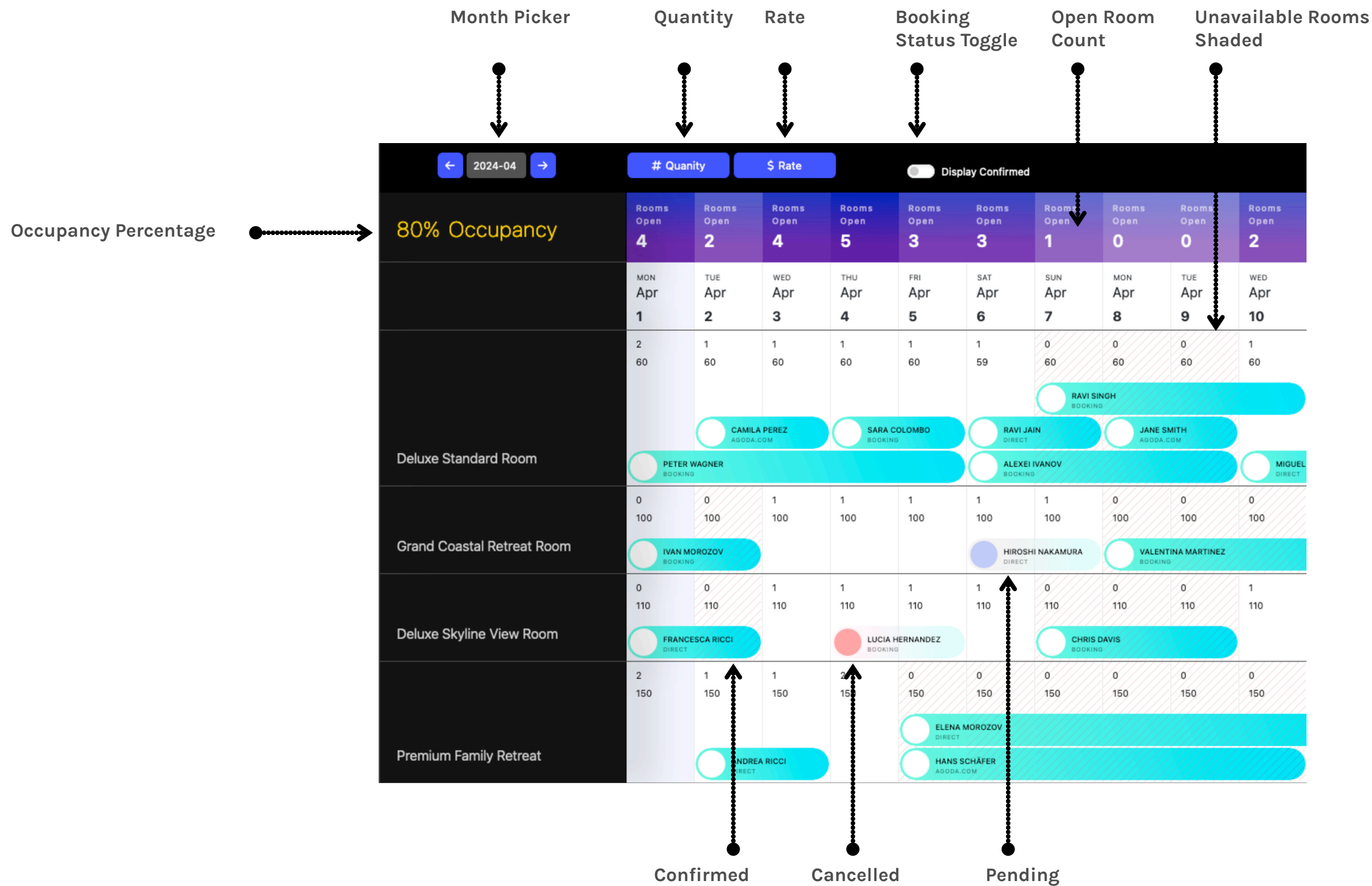
-  **Deluxe Standard Room 2**
-  **Grand Coastal Retreat Room**
-  **Deluxe Skyline View Room**
-  **Premium Family Retreat**

Drag and Drop to Sort Rooms

Use drag and drop to arrange the order of rooms. This determines the layout in which rooms are displayed in the Availability Calendar.

Availability Calendar - Overview

Availability Calendar - Overview



Availability Calendar Overview

The Availability Calendar provides a comprehensive view of room occupancy, availability, and bookings for a selected period. This tool helps you manage and optimize room allocations efficiently.

Key Components:

- a. **Month Picker**
 - Allows you to select the desired month and year to view room availability and bookings.
- b. **Quantity and Rate Buttons**
 - **# Quantity:** Displays the number of rooms available.
 - **\$ Rate:** Displays the rates for the rooms.
- c. **Booking Status Toggle**
 - **Display Confirmed:** Toggle to show only confirmed bookings.
- e. **Occupancy Percentage**
 - Shows the overall occupancy rate for the selected period (e.g., 80% Occupancy).
- f. **Open Room Count**
 - Displays the number of available rooms for each day.
- g. **Unavailable Rooms Shaded**
 - Shaded areas indicate days when rooms are unavailable.

Room Types and Booking Details:

- **Room Types:** Listed vertically on the left side (e.g., Deluxe Standard Room, Grand Coastal Retreat Room, Deluxe Skyline View Room, Premium Family Retreat).
- **Booking Bars:** Colored bars represent different booking statuses:
 - **Confirmed (Blue):** Indicates confirmed bookings.
 - **Cancelled (Red):** Indicates cancelled bookings.
 - **Pending (Striped):** Indicates pending bookings.

Timeline and Booking Management:

- **Date Row:** Displays the dates for the current month, highlighting today's date for easy reference.
- **Guest Names and Sources:** Each booking bar includes the guest's name and the booking source (e.g., Agoda, Booking.com).
- **Room Availability Numbers:** The numbers within each date cell indicate the number of available rooms for that specific day.
- **Room Rates:** When toggled to display rates, the cells will show the rates for each room type instead of availability numbers.

Booking Actions:

- **Hover/Click for Details:** Hovering over or clicking a booking bar provides additional details about the booking, such as check-in/check-out times, guest information, and booking status.
- **Editing Bookings:** Click on a booking to edit details or change the booking status.

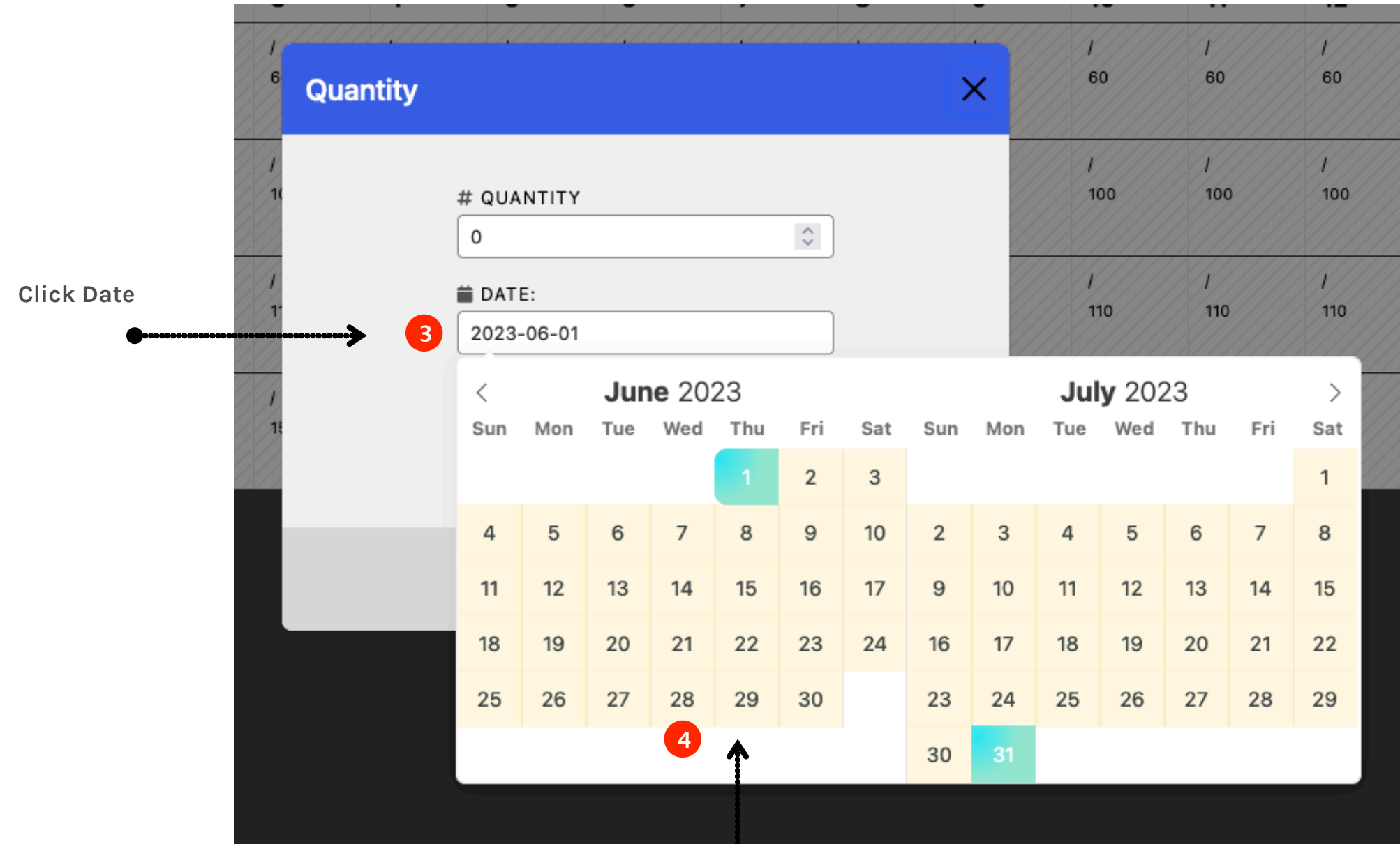
Availability Calendar

Opening Rooms for Reservation

Click Quantity Button
↓

- Overview
- Bookings Overview
- Activity Overview
- 1 Availability Calendar**
- Availability Annum

Availability Calendar											
← 2023-06 →		2 # Quantity		\$ Rate		Display Confirmed					
0% Occupancy											
	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open
	0	0	0	0	0	0	0	0	0	0	0
	THU Jun	FRI Jun	SAT Jun	SUN Jun	MON Jun	TUE Jun	WED Jun	THU Jun	FRI Jun	SAT Jun	SUN Jun
	1	2	3	4	5	6	7	8	9	10	11
Deluxe Standard Room	/ 60	/ 60	/ 60	/ 60	/ 60	/ 60	/ 60	/ 60	/ 60	/ 60	/ 60
Grand Coastal Retreat Room	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100
Deluxe Skyline View Room	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110
Premium Family Retreat	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150



Choose Date Range

Select the range of dates to apply the quantity.
Note that a maximum of 64 days can be applied at a time.

Quantity

QUANTITY

0

DATE:

2023-06-01 to 2023-07-31

ROOM:

- ✓ Not Selected
- Deluxe Skyline View Room
- Deluxe Standard Room**
- Grand Coastal Retreat Room
- Premium Family Retreat

Close Save changes

Choose a Room

5

Quantity

Set the number of available rooms.

For example, setting the quantity to 3 means there are 3 Standard Rooms available on the property.

Quantity

QUANTITY

3

DATE:

2023-06-01 to 2023-07-31

ROOM:

Deluxe Standard Room

Close Save changes

Save to apply

Quantity Applied to Date Range

Once the quantity is set, the room is available for booking. You can adjust the quantity for individual days by clicking on the quantity value for each specific day.



Availability Calendar														
← 2023-06 →		# Quantity		\$ Rate		<input type="checkbox"/> Display Confirmed								
0% Occupancy														
	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open
	THU Jun 1	FRI Jun 2	SAT Jun 3	SUN Jun 4	MON Jun 5	TUE Jun 6	WED Jun 7	THU Jun 8	FRI Jun 9	SAT Jun 10	SUN Jun 11	MON Jun 12	TUE Jun 13	WED Jun 14
Deluxe Standard Room	3 60	3 60	3 60	3 60 7	3 60	3 60	3 60	3 60	3 60	3 60	3 60	3 60	3 60	3 60
Grand Coastal Retreat Room	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100
Deluxe Skyline View Room	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110
Premium Family Retreat	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150

Availability Calendar					
← 2023-06 →		# Quantity	\$ Rate		
0% Occupancy		Rooms Open	Rooms Open	Rooms Open	Rooms Open
		THU Jun	FRI Jun	SAT Jun	SUN Jun
		1	3	3	4
Deluxe Standard Room		3 65	3 65	3 65	3 65
Grand Coastal Retreat Room		/ 100	/ 100	/ 100	/ 100
Deluxe Skyline View Room		/ 110	/ 110	/ 110	/ 110
Premium Family Retreat		/ 150	/ 150	/ 150	/ 150

Quantity

Specific Quantity for a Day

You can set a specific quantity for individual days by clicking on the quantity value for the date in the calendar and adjusting it as needed.

Click Rate Button
↓

1

Availability Calendar															
← 2023-06 →		# Quantity	\$ Rate	<input type="checkbox"/> Display Confirmed											
0% Occupancy		Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	
		THU Jun 1	FRI Jun 2	SAT Jun 3	SUN Jun 4	MON Jun 5	TUE Jun 6	WED Jun 7	THU Jun 8	FRI Jun 9	SAT Jun 10	SUN Jun 11	MON Jun 12	TUE Jun 13	WED Jun 14
Deluxe Standard Room	360	360	360	360	360	360	360	360	360	360	360	360	360	360	
Grand Coastal Retreat Room	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	
Deluxe Skyline View Room	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	
Premium Family Retreat	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	

Click Date

3

4

Choose Date Range

Choose Date Range

Select the range of dates to apply the rates. A maximum of 64 days can be set at a time.

Rate
Set the rate for the Room.

Set Rate

\$ RATE: 75

DATE: 2023-06-01 to 2023-07-31

ROOM: Deluxe Standard Room

Close Save changes

Save to apply

Rate Applied to Date Range

After setting the rate, the room will be open for booking. You can adjust the rate for individual days by clicking on the rate value for each specific day.

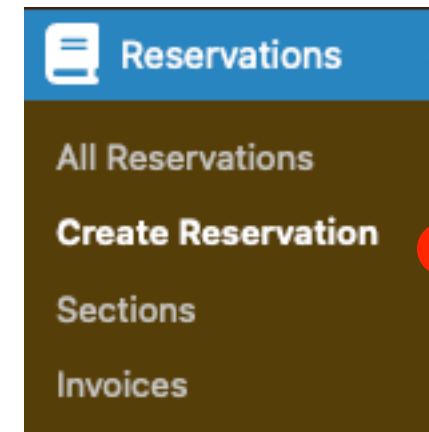
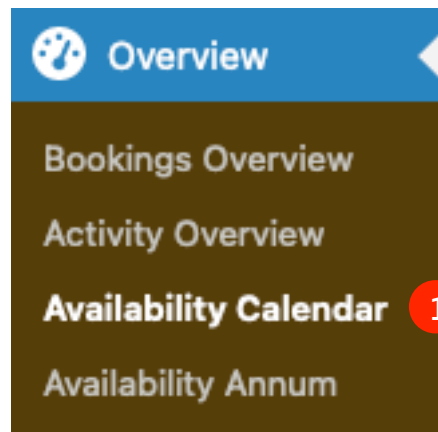
Availability Calendar												
← 2023-06 →		# Quantity	\$ Rate	<input type="checkbox"/> Display Confirmed								
0% Occupancy												
	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open	Rooms Open
	THU Jun 1	FRI Jun 2	SAT Jun 3	SUN Jun 4	MON Jun 5	TUE Jun 6	WED Jun 7	THU Jun 8	FRI Jun 9	SAT Jun 10	SUN Jun 11	MON Jun 12
Deluxe Standard Room	3 75	3 75	3 75	3 75	7 75	3 75	3 75	3 75	3 75	3 75	3 75	3 75
Grand Coastal Retreat Room	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100	/ 100
Deluxe Skyline View Room	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110	/ 110
Premium Family Retreat	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150	/ 150

Availability Calendar				
← 2023-06 →				
	# Quantity	\$ Rate		
0% Occupancy	Rooms Open	Rooms Open	Rooms Open	Rooms Open
	3	3	3	3
	THU Jun	FRI Jun	SAT Jun	SUN Jun
	1	2	3	4
Deluxe Standard Room	3 75	Rate 75	3 75	3 75
Grand Coastal Retreat Room	/ 100	/ 100	/ 100	/ 100
Deluxe Skyline View Room	/ 110	/ 110	/ 110	/ 110
Premium Family Retreat	/ 150	/ 150	/ 150	/ 150

Setting a Specific Rate for a Day

To set a specific rate for a particular day, click on the rate value for that day in the room's calendar and adjust the rate as needed.

Creating a Reservation



Or click “Create Reservation” from Reservations section

	MON Apr 1	TUE Apr 2	WED Apr 3	THU Apr 4	FRI Apr 5	SAT Apr 6
80% Occupancy	4	2	4	5	3	3
	2 60	1 60	1 60	1 60	1 60	1 59
Deluxe Standard Room			CAMILA PEREZ AGODA.COM	SARA COLOMBO BOOKING	RAVI JAI DIRECT	ALEXEI BOOKING
Grand Coastal Retreat Room	0 100	0 100	1 100	1 100	1 100	1 100
Deluxe Skyline View Room	0 110	0 110	1 110	1 110	1 110	1 110
Premium Family Retreat	2 150	1 150	1 150	2 150	0 150	0 150

Click to create a new booking

Note for Creating a Reservation

Before creating a reservation, ensure the following settings and prerequisites are met:

- a. **Hotel Settings:**
 - Ensure that all required hotel settings are filled out. This includes basic information about the hotel, such as name, address, contact details, and any other essential configurations.
- b. **Rooms:**
 - Make sure that at least one room is created in the system. This involves setting up room types, descriptions, pricing, and any other relevant details.
- c. **Availability Calendar:**
 - Verify that the Availability Calendar has more than one room available for the intended reservation dates. This ensures that there is sufficient room inventory to accommodate new bookings.

Add New Reservation

4 Add a title for your reservation. This can be a booking number a unique identifier.

Reservation Options

RESERVATION

Booking Number
665f65ce9c8af

5 Autogenerated Booking identifier.

Reservation
2024-06-07 to 2024-06-10

June 2024							July 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1	1	2	3	4	5	6	
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

6 Choose dates for reservation

Reservation

Checkin: 6/7/2024
Checkout: 6/10/2024
Room nights: 3

Room

Room.

Reservation Status

Reservation Status

Reservation Sub Status

Reservation Sub Status

Referral / Channel

Reservation Summary

After selecting the date, a summary of check-in, check-out, and the number of nights for the reservation will be generated.

7 Pick a Room

The selector will only list rooms that are available for the selected date range.

8 Reservation Status

Confirmed, Pending or Cancelled

9 Reservation Sub Status

Provides a variety of statuses to identify bookings.

10 Channel

This can be the OTA or channel for the booking. Direct, Booking, Agoda etc.

GUEST INFORMATION

Adults

Maximum occupancy: 3

Children

Maximum occupancy: 2

6

Number of Guests

Specify the number of adults and children for the room.

Maximum values are set based on the room configuration.

Bed Layout



Meals Included

Breakfast included.

Included Meals

Meal Plan

Fullboard

Meal Plan

11 Bed layout

Choose the bed layout for the room.

12 Meals Included

These are the free meals included with the room rate.

13 Meals Plan

The meal plans for the reservation set in Hotel Settings.

Room Rate

Per night price

Subtotal

[Generate Total](#) [Exclude Tax](#)

19.20 USD - 16% TGST
18.00 USD - Green Tax
12.00 USD - 10% Service Charge

Total

Payments

65.00 USD [\[remove\]](#) 2024-06-04 19:14:21

Balance

104.00 USD

14 Room Rate

Room rate per night

15 Total Rate

Total rate based on number of nights. You can fill the subtotal to calculate the Room Rate in reverse.

16 Tax

Generate total with tax or exclude tax if the value entered to subtotal is the final one.

Tax is calculated based on the Tax in Hotel Settings.

Payments

17 Enter payments collected from guest which display the balance based on the total.

Individual payments can be removed if it required refunding.

Payments will include the time and day.

CREATE NEW CUSTOMER

[Or choose an existing customer](#)

Full Name	Email Address
<input type="text"/>	<input type="text"/>
Phone Number	Street Address
<input type="text"/>	<input type="text"/>
City	State
<input type="text"/>	<input type="text"/>
Zip Code	Country
<input type="text"/>	<input type="text" value="Choose a country"/>

Customer

Fill in the details to create a customer when publishing a reservation.

- **Create and Link:** Upon publishing, a new customer will be created and linked to the reservation.
- **Customer Section:** All customers can be found in the Customer section.
- **Link Existing Customers:** If needed, you can add an existing customer to the reservation without creating a new one.

Publish

[Save Draft](#)

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

[Publish immediately](#) [Edit](#)

[Publish](#)

Publish

Publish the reservation.

Publishing a reservation adds an option for guest registration.

Reservations

- All Reservations
- Create Reservation
- Sections
- Invoices 1**

Invoices

Booking No. **2**

Enter booking number to generate invoice

Print invoice or save as PDF

Hotel Management System

Staylodgic

Invoice Header

Invoice No: 663b82d133fe2-15405

Invoice Date: June 5th, 2024

Booking Confirmed

Staylodgic

Address Field

+123 456 7890


Bill to:

Name: John Doe

Email:

Booking Details	Room Price	
Booking No: 663b82d133fe2	60.00 USD	x 1 Nights
Check-in Date: 2024-05-09	Sub Total:	
Check-out Date: 2024-05-10	60.00 USD	
Room Type: Deluxe Standard Room	Taxes and Fees:	
Adults: 1	9.60 USD	- 16% TGST
	3.00 USD	- Green Tax
	7.26 USD	- 10% Service Charge
	Total Amount:	

Creating Guest Registrations

 Guest Registrations

All Registrations

Create a Registration

Sections

Form Fields

Guest Registration Fields

```
[form_input type="text" id="bookingnumber" label="Booking number" required="true"]  
[form_input type="text" id="fullname" label="Fullname" required="true"]  
[form_input type="text" id="passport" label="Passport number" required="true"]  
[form_input type="email" id="email" label="e-Mail"]  
[form_input type="tel" id="phone" label="Phone number"]  
[form_input type="datetime-local" id="checkin-date" label="Check-In"]  
[form_input type="datetime-local" id="checkout-date" label="Check-Out"]  
[form_input type="select" id="countries" name="countries" class="form-control" value="" target="countries" label="Countries" required="true"]  
[form_input type="checkbox" id="checkbox1" label="Agree to Terms" name="termsCheckbox" required="true"]  
[form_input type="signature" id="signature" label="Signature" name="signature"]
```

Save

Form Fields

Customize the registration form by modifying the options in the Form Fields section.

- **Add or Remove Fields:** Easily add new fields or remove existing ones.
- **Reset to Default:** If all fields are removed and saved, the form will revert to its default configuration.

Reservations

- All Reservations **1**
- Create Reservation
- Sections
- Invoices

<input type="checkbox"/>	2273940067	Published 2024/05/06 at 8:58 am	David Wilson	2273940067	→ Mar 24th, 2024 ← Mar 25th, 2024	1	Confirmed		Deluxe Standard Room
<input type="checkbox"/>	3611315659	Published 2024/05/06 at 8:58 am	Jane Jones	3611315659	→ Mar 24th, 2024 ← Mar 27th, 2024	3	Confirmed	Completed	Premium Family Retreat

● Edit Reservation for Registrations

2 To create a guest registration, start by editing an existing reservation.

REGISTRATION

Guest Registration

Create Guest Registration **3**

Customer choice

Create Guest Registration

← Click the button to create a new guest registration.

Edit Customer or choose an existing customer

Full Name: Jane Jones

REGISTRATION

Guest Registration

Total guests: 1

Registered guests: 0



After a registration is made, an overview is provided.

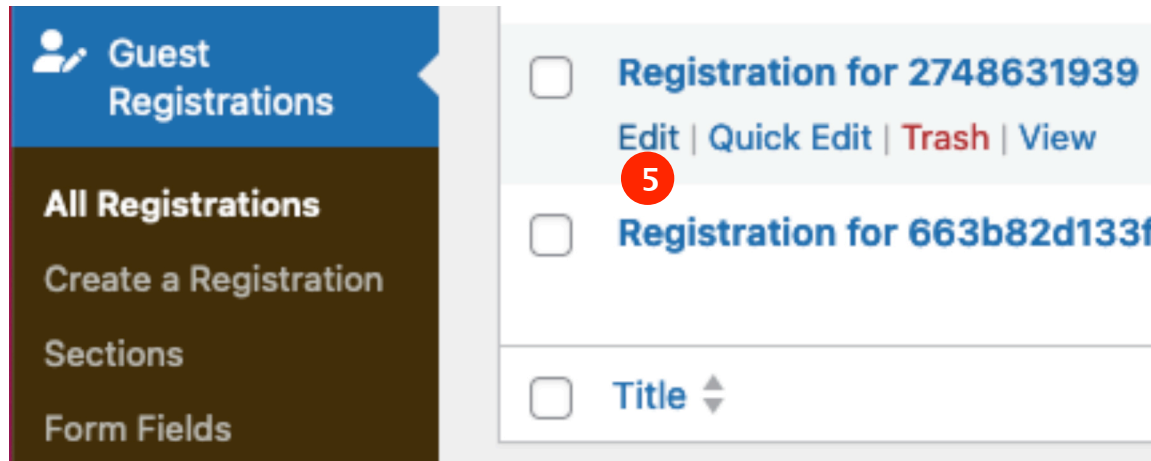
An empty circle indicates an unfilled registration. The circle will be filled once the registration is complete.

Each circle represents one registration.

Edit Guest Registration **4**

Edit Guest Registration

Edit Guest Registration related to the booking.



Edit a registration by clicking the “Edit Guest Registration” button within the reservation forms or by navigating to the Guest Registration section and selecting the registration you wish to edit.

Registration for 3611315659

Permalink: <http://staylodgic.local/registrations/registration-for-3611315659/>

A permalink to the registration form is provided, which can be used as an alternative to the QR code.

Registry Options

Booking Number

3611315659

Total guests: 1

Registered guests: 0

Booking Number

QR Code for URL

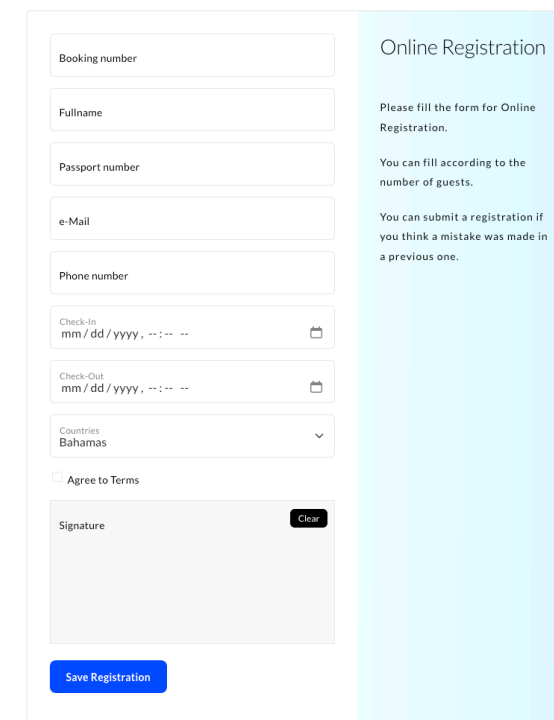
6



QR Code

Generate QR Code

Create a QR code that links to the registration form. You can send this QR code to guests, allowing them to easily access and fill out the form.



Registration Form as Seen on Frontend

Guests can access and fill out the registration form via the provided registration link. Once submitted, the registration details will be recorded in the registration post. The hotel admin will receive an email notification with a link to the completed registration.



← Edit, Print or Save PDF

Hotel Management System
Staylodgic


Invoice Header
Booking Reference: 2564813464
Date: March 4th, 2024

Guest registration

Staylodgic
Address Field
+123 456 7890

Registration:

Booking number: 2564813464
Fullname: John Doe
Passport number: A98098098
e-Mail: email@gmail.com
Phone number: 23423423
Check-In: Monday, March 4, 2024 14:10 PM
Check-Out: Monday, March 6, 2024 11:00 AM
Countries: Bahamas
Agree to Terms: Yes



Invoice Footer

An email notification will be sent when registrations are complete. Viewing the registration post will display all registrations.

Registrations can be edited to make changes, printed, or saved as a PDF.

To delete a registration, use the button below the form.



← Delete registration
Click the button to delete a registration.


Creating Activities

Activities

- All Activities
- Add New Activity** 1
- Sort Activities

2 Add Activity Name

Featured image ^ v ▲



Click the image to edit or update

[Remove featured image](#)

3 Add Activity image

Add Images

Edit Gallery



Add images for slideshow.

4 Add more images for gallery slides

Max Guests

1 100 GUESTS

Max guests allowed.

5 Set max allowed for activity

Rate

Rate for this activity.

6 Set activity rate

Graph color

Select Color

Color which represents in dashboard.

7 Set the color for graph which is displayed in activity overview.

Description

Visual Text

b *i* [link](#) **b-quote** ~~del~~ ins

ul

ol
- li
`code`

more close tags

```
<ul>
  <li>$90 per person (all-inclusive)</li>
  <li>Professional underwater photography - $30</li>
  <li>$55 for children aged 3 to 10. FREE for children</li>
</ul>
```

Description

8 Add Activity Details

Include additional content and information to accompany the activity.

Activity Schedule

Monday

07:00 AM ⊖

08:30 AM ⊖

10:00 AM ⊖

Add Time

Tuesday

08:00 AM ⊖

Add Time

Wednesday

--:-- -- ⊖

Add Time

Thursday

07:00 AM ⊖

Add Time

Friday

--:-- -- ⊖

Add Time

Saturday

--:-- -- ⊖

Add Time

Sunday

06:00 AM ⊖

Add Time

Activity Schedule Setup

9 Add Time Slots

Set specific time slots for each day of the week.

10 No Scheduled Activities

If there are no activities scheduled for the day, you can leave the time field blank.

Activity Reservation

Activity Reservations

All Activity Reservations

Add New Reservation 1

Invoices

Edit Activity Reservation [Add New Reservation](#)

665dfad360097

2 Set an Activity Reservation Name

Assign a name to the activity reservation. For convenience, you can use the autogenerated booking number. Simply copy and paste the booking number as the reservation name.

RESERVATION

Booking Number

665dfad360097

3 Auto-generated booking number.

Reservation

2024-06-13

4 Pick date

Adults

- 2 +

5 Pick number of Adults and Children

Children

- 0 +

Referral / Channel

Staylodgic

6 Enter booking channel

Thursday

Full day trip

Unavailable (- of -)

Snorkeling with Whale Shark

11:30 (23 of 25 remaining)

Dolphin watching cruise

06:05 (6 of 6 remaining) 7

Once you select the activity date, the schedule will be displayed.

Unavailable activities are either not in session or cannot accommodate the number of people in your group.

Reservation Status

Reservation Status

Reservation Sub Status

Reservation Sub Status

8 **Reservation Status**
Confirmed, Pending or Cancelled

9 **Reservation Sub Status**
Offers a range of statuses to accurately identify and manage different stages of bookings.

Per Person Rate

Per night price

Subtotal

10 **Per Person Rate**

11 **Total price for all guests**

12 ←

Tax
Choose to include or exclude tax when generating the total. If the subtotal entered is the final amount, you can exclude tax.

Tax calculations are based on the settings specified in the Activity Settings.

24.00 USD - 16% TGST
15.00 USD - 10% Service Charge

Total

Payments

13 **Payments**
Record payments collected from guests, which will display the remaining balance based on the total amount due.

Individual payments can be removed if a refund is required.

Each payment entry will include the date and time of the transaction.

Notes

Notes.

Publish ^ v ▲

[Save Draft](#)

📌 Status: **Draft** [Edit](#)

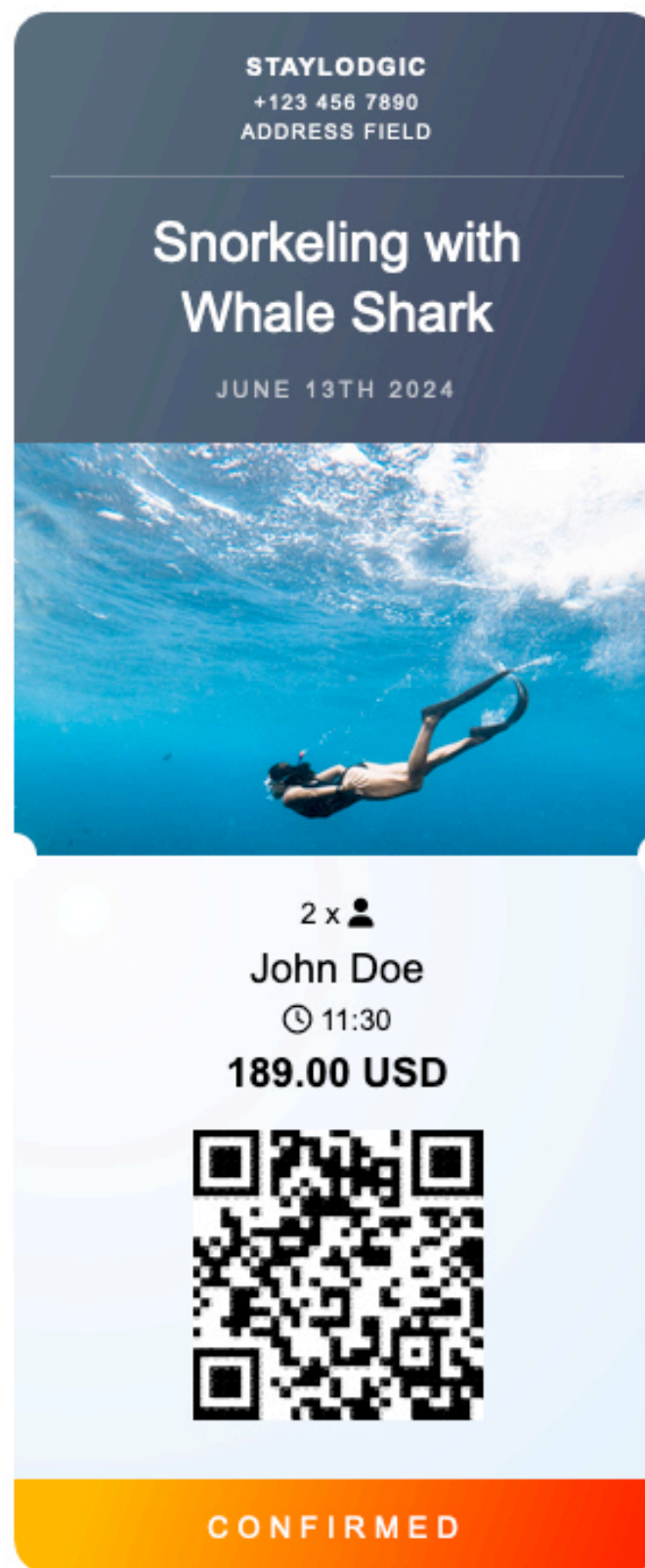
👁 Visibility: **Public** [Edit](#)

📅 Publish immediately [Edit](#)

14 [Publish](#)

Publish

Publish the reservation.



[Save PDF](#)

Ticket

The ticket for the activity will be displayed upon publishing the reservation, provided all required information is available to generate it.

QR Code

The QR code on the ticket contains the booking number for easy access and verification.

Activity Reservations

All Activity Reservations

Add New Reservation

Invoices **1**

Activity Invoices

Booking No. **2**
665dfad360097 **Search**

Enter booking number to generate invoice

[Print Invoice](#) [Save PDF](#)

Print invoice or save as PDF

Hotel Management System

Staylodgic

Invoice header

Invoice No: 665dfad360097-15619

Invoice Date: June 5th, 2024

Booking Pending

Activity Property

Address

+123 456 7890

Bill to:

Name: John Doe

Email:

Activity Booking Details		Activity Price		
Booking No:	665dfad360097	75.00	USD	x Per Person
Activity Date:	2024-06-13	Sub Total:		
Activity Type:	Full day trip	150.00	USD	
Adults:	2	Taxes and Fees:		
		24.00	USD	- 16% TGST
		15.00	USD	- 10% Service Charge
		Total Amount:		
		189.00	USD	

Booking Overview

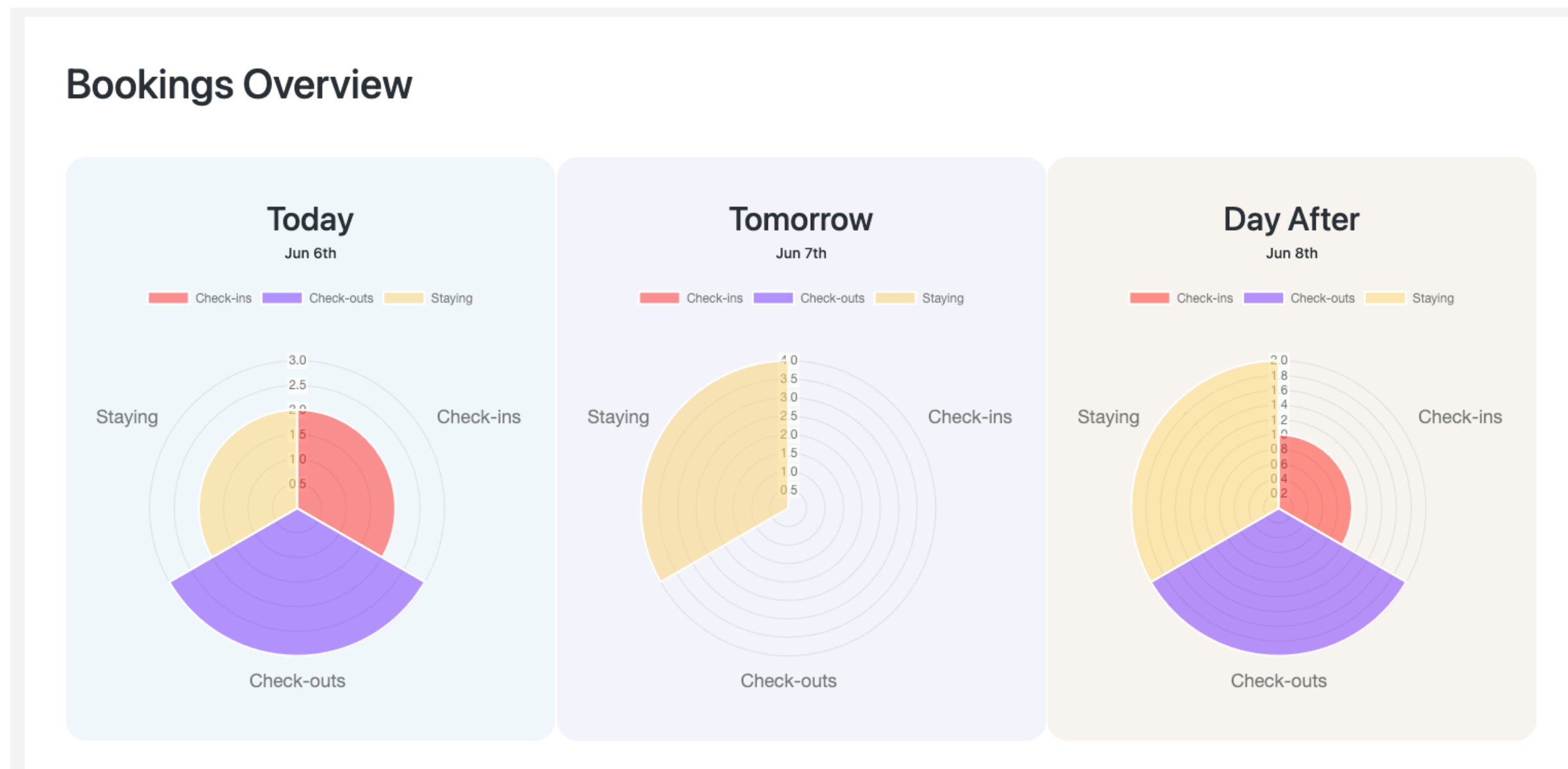
Overview

Bookings Overview 1

Activity Overview

Availability Calendar

Availability Annum



Booking Overview

The first section of the Booking Overview provides a detailed summary of guest activities over the next three days, including:

- **Check-ins:** Guests scheduled to arrive.
- **Staying:** Guests currently staying.
- **Check-outs:** Guests scheduled to depart.



Today

Jun 6th

➔ Checkin

Excel PDF Print



Search:

# Booking	Guest Name	Room	Persons	Registration	Notes	➔ Check-in Date	⌄ Check-out Date	🌙 Nights
1. 666189a5ba404	Ekaterina Popov	Grand Coastal Retreat Room 	1	Total guests: 1 Registered guests: 1 🔗 📄		2024-06-06	2024-06-08	2
2. 666189a5c2133	Marco Bianchi	Deluxe Standard Room 	2	Total guests: 2 Registered guests: 2 🔗 📄		2024-06-06	2024-06-16	10

🛏 Staying

Excel PDF Print




Search:

# Booking	Guest Name	Room	Persons	Registration	Notes	➔ Check-in Date	⌄ Check-out Date	🌙 Nights
1. 666189a51eabc	Claire Thomas	Deluxe Skyline View Room 	2	Total guests: 2 Registered guests: 1 🔗 📄		2024-06-03	2024-06-11	8
2. 666189a62439d	Aiko Ito	Deluxe Standard Room 	2	Total guests: 2 Registered guests: 1 🔗 📄		2024-06-05	2024-06-08	3

⌄ Checkout

Excel PDF Print

Search:

# Booking	Guest Name	Room	Persons	Registration	Notes	➔ Check-in Date	⌄ Check-out Date	🌙 Nights
1. 666189a509379	Haruto Nakamura	Deluxe Standard Room 	2	Total guests: 2 Registered guests: 0 🔗 📄		2024-06-02	2024-06-06	4
2. 666189a4721c9	Luca Rossi	Premium Family Retreat 	1	Total guests: 1 Registered guests: 0 🔗 📄		2024-06-03	2024-06-06	3
3. 666189a5b2e32	Julie Dupont	Grand Coastal Retreat Room 	1	Total guests: 1 Registered guests: 1 🔗 📄		2024-06-05	2024-06-06	1

Booking Overview

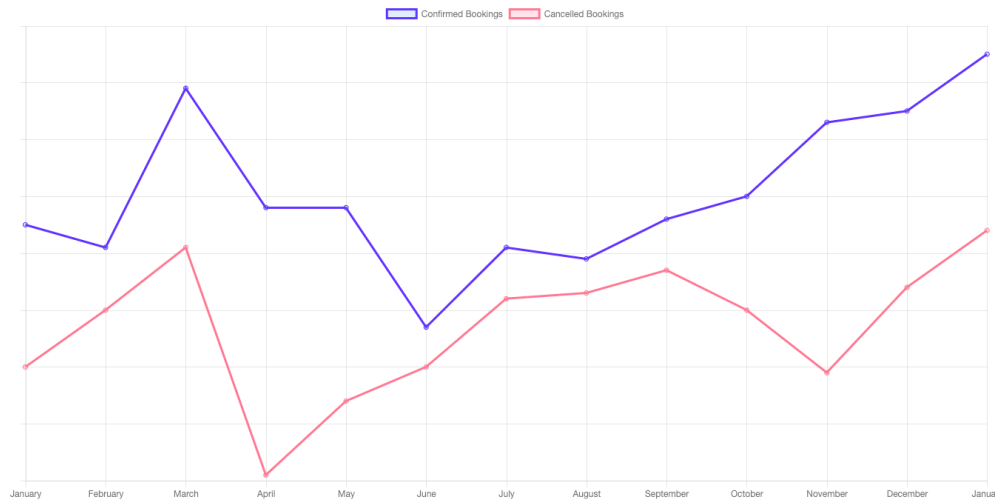
This section provides a comprehensive summary of guest activities for Today. Two other sections will be similarly displayed for Tomorrow, and the Day After:

- **Arriving Guests:** Details of guests scheduled to arrive.
- **Staying Guests:** Information on guests currently staying.
- **Checking Out:** List of guests scheduled to check out.

Features:

- **Export Options:** Export individual sections as Excel sheets, save as PDF, or print them.
- **Search Functionality:** Search within sections to quickly find specific guests.
- **Registration Links:** Displays registered guests with easily accessible registration links.

Bookings for past twelve months



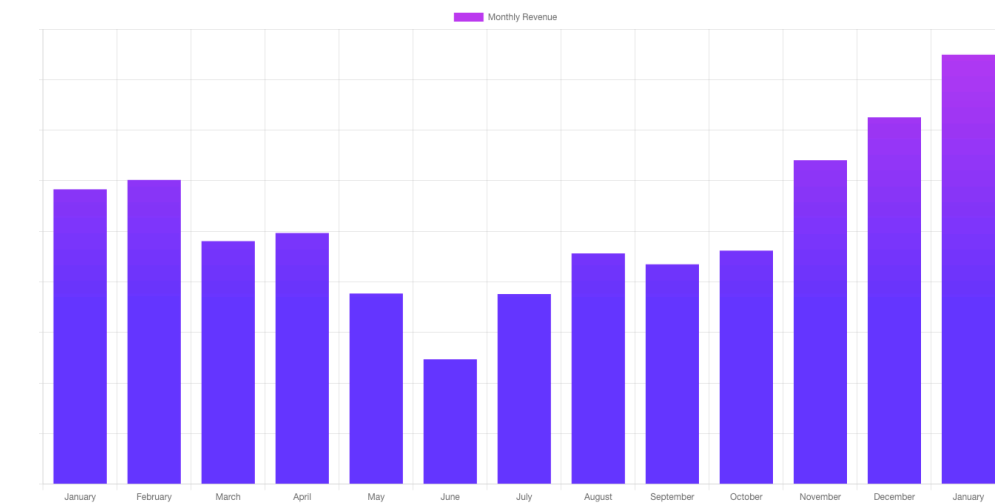
Bookings for the Past Twelve Months

This line graph displays the number of bookings over the past twelve months. The blue line represents the confirmed bookings, while the red line indicates the cancelled bookings. This graph helps you identify trends and fluctuations in booking activity, allowing you to analyze peak periods and potential off-peak times for your business.

Revenue for the Past Twelve Months

This bar chart shows the revenue generated from bookings over the past twelve months. Each bar represents the total revenue for a given month. The height of the bars helps you quickly visualize which months were most profitable and identify any patterns or anomalies in your revenue stream.

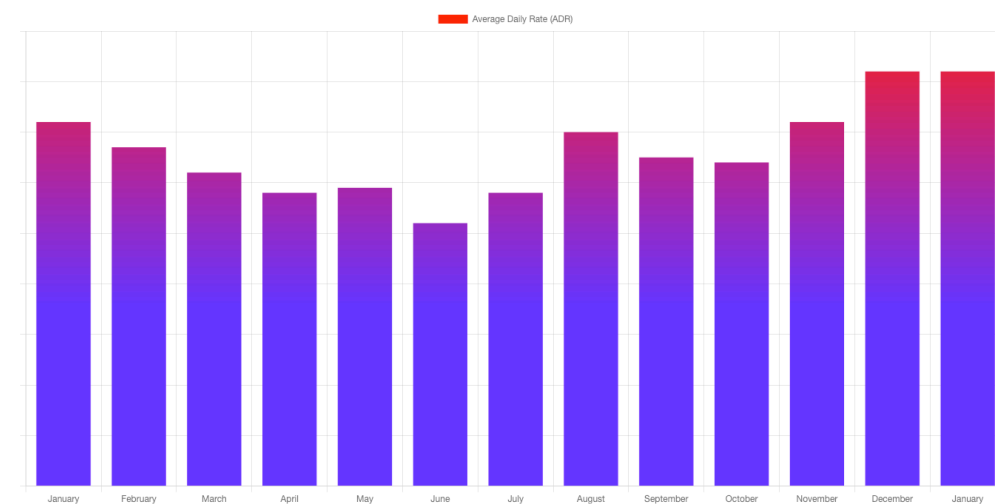
Revenue for past twelve months



ADR (Average Daily Rate) for the Past Twelve Months

This bar chart illustrates the Average Daily Rate (ADR) over the past twelve months. The ADR is a key performance indicator in the hospitality industry, representing the average revenue earned per occupied room per day. Each bar indicates the ADR for a specific month, helping you monitor pricing strategies and make informed decisions about room rates.

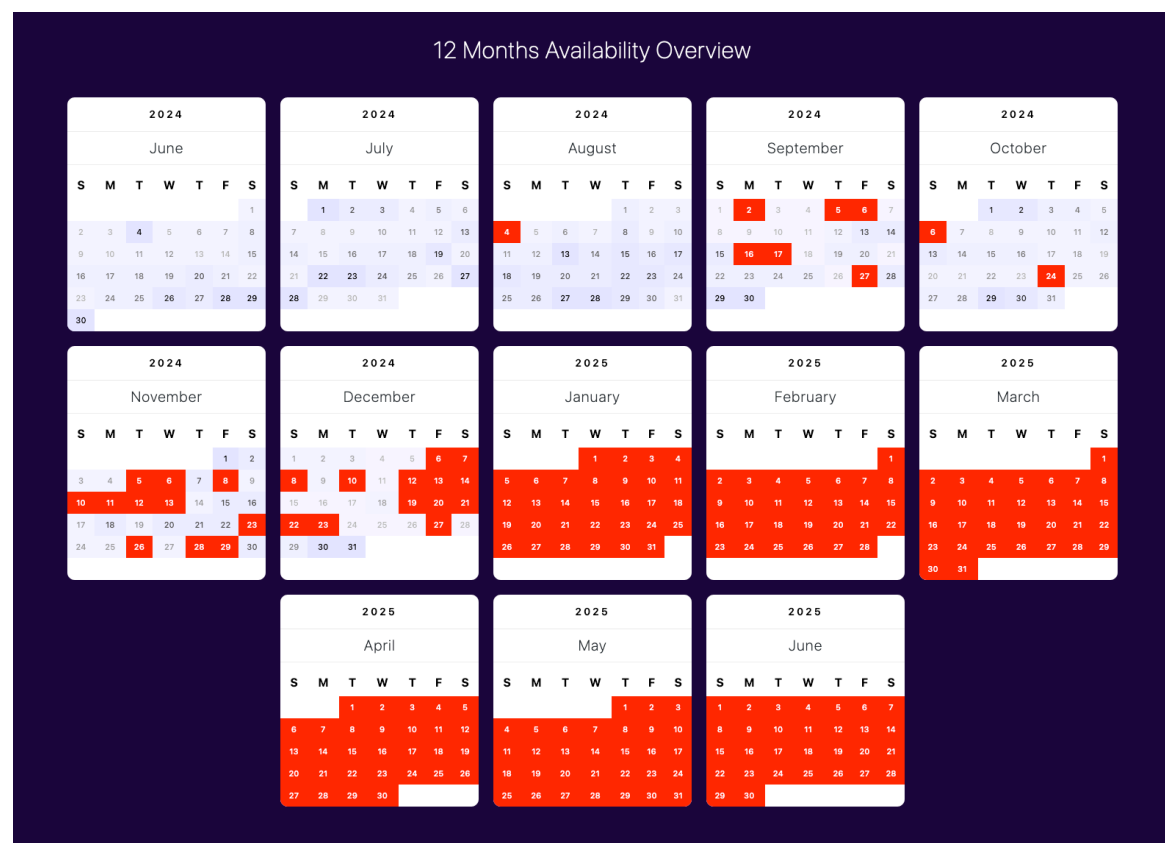
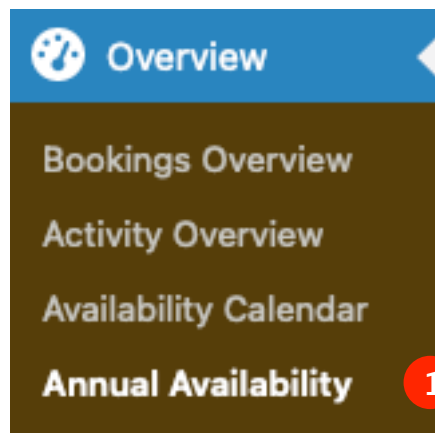
ADR for past twelve months



These visualizations provide valuable insights into the performance of your booking system, helping you make data-driven decisions to optimize your operations and maximize revenue.

Activity Overview: Displays similar sets except ADR.

Annual Availability



Annual Availability Calendar Overview

The Annual Availability Calendar provides a month-by-month view of room availability for the entire year. This visual tool helps you quickly assess booking trends, manage reservations, and identify periods of high and low occupancy.

Key Features:

- a. **Monthly Breakdown:**
 - Each calendar block represents a month, displaying 12 months altogether.
 - The days of the month are displayed, providing a detailed view of availability.
- b. **Color-Coded Availability:**
 - **Shaded Days:** Indicates the availability of rooms. The shading intensity varies depending on the number of rooms available:
 - **Darker Shade:** Days with higher availability.
 - **Light Shade:** Days with limited availability.
 - **Red Days:** Fully booked days with no available rooms.
- c. **Quick Reference:**
 - The calendar allows for quick identification of busy periods (marked in red) and less busy times (lighter shaded days).
 - This helps in making informed decisions about pricing strategies, marketing campaigns, and resource allocation.
- d. **User Interaction:**
 - **Hover Information:** Hovering over specific days provide number of rooms available for the day.

Practical Applications:

- **Planning and Forecasting:**
 - Use the calendar to anticipate high-demand periods and prepare accordingly.
 - Adjust room rates and promotions based on the availability trends to maximize revenue.
- **Travel Agent Communication:**
 - Provide travel agents with information on available dates, helping them to plan their clients' stays effectively.
- **Operational Efficiency:**
 - Ensure staff and resources are allocated efficiently during peak and off-peak times.

This Annual Availability Calendar is a powerful tool for visualizing room availability and managing bookings throughout the year, ensuring efficient operation and maximizing occupancy rates.

Export

Staylodgic

- Main
- Export Bookings** 1
- Export Guest Registrations
- Hotel Settings

Export Bookings

Efficiently manage your records by exporting your room bookings. Select the room and month to generate a downloadable CSV file of the booking details.

How to Export:

1. Choose the month for which you want to export bookings.
2. Click the "Download" button next to the choice of room to download your file.

Choose calendar month for export

Deluxe Standard Room

Grand Coastal Retreat Room

Deluxe Skyline View Room

Premium Family Retreat

Export Bookings

Efficiently manage your records by exporting your room bookings. Select the room and month to generate a downloadable CSV file of the booking details.

How to Export:

1. Choose the month for which you want to export bookings.
2. Click the "Download" button next to the room of your choice to download your file.

When you select a month and click the "Download" button for each room, a CSV file will be generated that includes the following bookings:

- **Bookings that start and end in the selected month.**
- **Bookings that start in the previous month and end in the selected month.**
- **Bookings that start in the selected month and end in the next month.**

This ensures you capture all relevant bookings that overlap with the selected month, providing a comprehensive record of room reservations.

Staylodgic

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Export Guest Registrations

Streamline your record management by exporting monthly guest registrations. Simply choose a month and click "Download" to create a CSV file containing detailed registration information.

How to Export:

1. Choose the month for which you want to export guest registrations.
2. Click the "Download" button to download your file.

Choose calendar month for export

2024-06

Download

Export Guest Registrations

Streamline your record management by exporting monthly guest registrations. Simply choose a month and click "Download" to create a CSV file containing detailed registration information.

How to Export:

1. Choose the month for which you want to export guest registrations.
2. Click the "Download" button to download your file.

When you select a month and click the "Download" button, a CSV file will be generated that includes all guest registrations made for the reservations of that month. Each guest registration is recorded in the CSV file as a row, with the total number of occupants who stayed during the selected month listed in the file.

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