Jump Start Guide - Hotelogix Mobile Hotel

Hotelogix 2.0

Release Date: January 30, 2018
# TABLE OF CONTENTS

- **RUN YOUR COMPLETE HOTEL ON MOBILE** .............................................................................................................. 2
- **WHY SHOULD YOU USE HOTELOGIX MOBILE HOTEL? - THE BENEFITS** ................................................................. 3
- **INTRODUCING HOTELOGIX MOBILE HOTEL** ............................................................................................................. 4
- **NAVIGATING HOTELOGIX MOBILE HOTEL** ............................................................................................................... 5
  - ‘Tap’ to perform any action ........................................................................................................................................... 5
  - ![Count](image) : Indicates 'Count' ................................................................................................................................. 7
  - ![Calendar](image) : 'Calendar' to select date ..................................................................................................................... 8
  - ![Options](image) : Indicates 'more options' .................................................................................................................. 9
  - ![Details](image) : Indicates 'more details' ................................................................................................................... 10
  - ![Add](image) : 'Add' option (Increase) ......................................................................................................................... 11
  - ![Remove](image) : 'Remove' option (Decrease) ............................................................................................................. 11
  - ![Edit](image) : 'Edit' option ........................................................................................................................................... 12
- **HOW TO CHECK ROOM AVAILABILITY?** .................................................................................................................... 14
- **HOW TO IDENTIFY RESERVATION TYPE?** .................................................................................................................. 15
- **EXPLORING SINGLE & GROUP RESERVATION** ............................................................................................................ 16
- **HOW TO IDENTIFY CHECK-IN AND CHECK-OUT IN SINGLE RESERVATION?** ......................................................... 18
- **HOW TO IDENTIFY CHECK-IN AND CHECK-OUT IN GROUP RESERVATION?** ......................................................... 19
- **HOW TO MAKE A RESERVATION?** ............................................................................................................................. 20
- **HOTELOGIX SUPPORT** ................................................................................................................................................ 23
Run your complete hotel on Mobile

- POS
- FrontDesk
- Housekeeping

Anytime, Anywhere Accessibility

Multi Property Management

Intuitive Dashboard

Night Audits

Android & iOS Support

Multi-touch Platform

Guest Profile Management with 'Scanner' option

Payment Gateways

90 days Free Trial

New Hotel Sign-up on Mobile

Instant support platform to get assistance from Hotelogix Support Team

Automatic software update notifications
Why should you use Hotelogix Mobile Hotel? - The Benefits

- User friendly layout
  - Improves management efficiency
- Easy to learn - No training required
- Lowers infrastructure costs
- Faster Check-Ins/Check-Outs
- Generates more leads for your business
- Real time business insights

SMART HOTELIERING
Introducing Hotelogix Mobile Hotel

Welcome to **Hotelogix Mobile Hotel- The next-gen app for smart hotels!**

Get the power to run your FrontDesk and housekeeping operations and manage multiple POS outlets efficiently on-the-go.

Hotelogix Mobile Hotel is a **ready-to-use** app for your smartphone or mobile device. The simplicity of the system complements our powerful Hotelogix PMS on the Cloud.

Designed for use by independent properties and groups, the mobile PMS has a **simple, clean interface** that allows hoteliers to handle a variety of day-to-day tasks such as Check-Ins, Check-Outs, reservations, night auditing, payments, collections, creating POS orders, assigning tasks to housekeeping staff and so on.

Hotelogix Mobile Hotel stays **100% in sync** with your Hotelogix account on the Cloud.

Support for both **Android and iOS phones**, the app is available worldwide and can be downloaded from the Play Store/App Store.

Download the app now. It’s almost as easy-to-use as WhatsApp.

Our ‘**Jump Start Guide - Hotelogix Mobile Hotel**’ will quickly familiarize you with the multi-touch navigation that lets you use finger gestures for performing app operations on the device. The guide also covers few basics of FrontDesk section that will help you streamline your FrontDesk activities with amazing ease and simplicity.
Navigating Hotelogix Mobile Hotel

‘Tap’ to perform any action

Example 1

Tap to view reservation details
Example 2

Tap to view side menu bar
Example 1

Count: Indicates ‘Count’

Today's Pending Check-Ins

Today's Pending Check-Outs

Example 2

Today's Availability

Total Check-Ins (Checked-In + Pending)
Example 1

Tap to select date from calendar
: Indicates ‘more options’

Example 1

Slide left to Cancel, Check-In or Modify reservation

Example 2

Slide left to Extend Stay or Check-Out reservation
Example 1

- Stay Details
  - Enter Guest: Sarah Thomas
  - Standard Room
  - Rack Rate: $320.00
  - Mar 07 > Mar 09
  - Add-on Total: $60.00
  - Add-on Tax: $0
  - Total Tax: $13.00
  - Booking Total: $260.00

Example 2

- Group Edit
  - Owner Details: Victoria Kelly (P133)
  - Phone: +1 828 322 2857
  - Email: victoria.kelly@gmail.com
  - Source: PMS

- Tap to view Owner Details
- Tap to view Booking Total
- PAY TERMS:
  - Paid by Group Owner
‘Add’ option (Increase)

‘Remove’ option (Decrease)

Example 1

Example 2
Example 1

Tap to edit Reservation Preferences
### Example 2

<table>
<thead>
<tr>
<th>Room</th>
<th>Rate</th>
<th>Check-In Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST #121262</td>
<td>$1110.00</td>
<td>Mar 07 &gt; Mar 09</td>
</tr>
</tbody>
</table>

**Tap to edit reservation details such as Room, Stay Dates, Rate Plan etc.**

**Group Check-In**
How to check room availability?

<table>
<thead>
<tr>
<th>GUEST</th>
<th>AGENT</th>
<th>CORPORATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate selected:</td>
<td>Rack Rate</td>
<td></td>
</tr>
<tr>
<td><strong>CHECK-IN</strong></td>
<td><strong>CHECK-OUT</strong></td>
<td></td>
</tr>
<tr>
<td>11 MAR 2017</td>
<td>13 MAR 2017</td>
<td></td>
</tr>
<tr>
<td><strong>Standard Room</strong></td>
<td><strong>Deluxe Room</strong></td>
<td><strong>Family Room</strong></td>
</tr>
<tr>
<td>BASE: 2 MAX: 4</td>
<td>BASE: 2 MAX: 4</td>
<td>BASE: 4 MAX: 6</td>
</tr>
<tr>
<td>0/15</td>
<td>0/10</td>
<td>0/0</td>
</tr>
<tr>
<td>$ 200.00</td>
<td>$ 400.00</td>
<td>$ 600.00</td>
</tr>
</tbody>
</table>

15 Rooms available

No Room available
### How to identify Reservation Type?

<table>
<thead>
<tr>
<th>Reservation Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Reservation</td>
<td>Ryan Carter, $210.00</td>
</tr>
<tr>
<td>Corporate Booking</td>
<td>Elena Kelly, $220.00</td>
</tr>
<tr>
<td>Group Reservation (shown with Tiles)</td>
<td>Ryan Brown, $440.00</td>
</tr>
</tbody>
</table>

*Image of a mobile application interface showing a check-in list with various reservations.*
## Exploring Single & Group Reservation

### Group Reservation

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Room ID</th>
<th>Group ID</th>
<th>Group Owner</th>
<th>Group Stay Duration</th>
<th>Group Total (with Taxes)</th>
<th>Group Occupancy (Adult)</th>
<th>Rooms Reserved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>#G 122177</td>
<td>Robert Anderson</td>
<td>Mar 15 &gt; Mar 16</td>
<td>$210.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>#1213355</td>
<td>Ryan Carter</td>
<td>Mar 15 &gt; Mar 16</td>
<td>$286.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>#1218363</td>
<td>Ryan Brown</td>
<td>Mar 15 &gt; Mar 16</td>
<td>$286.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Single Reservation

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Room ID</th>
<th>Primary Guest</th>
<th>Booking Total (with Taxes)</th>
<th>Child Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Maria Cash</td>
<td>$286.00</td>
<td></td>
</tr>
</tbody>
</table>

### Controls

- **Current Date**
- **Group Owner**
- **Group ID**
- **Group Stay Duration**
- **Primary Guest**
- **Room Type**
- **Reservation ID**
- **Room**
- **Rooms reserved**
- **Child occupancy**
- **Group Total (with Taxes)**
- **Booking Total (with Taxes)**
<table>
<thead>
<tr>
<th>Name</th>
<th>Rate</th>
<th>Guests</th>
<th>Room Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victoria Kelly</td>
<td>$220.00</td>
<td>x2</td>
<td>DR</td>
<td>Mar 07</td>
<td>Mar 08</td>
<td>(0 of 2 Guests)</td>
</tr>
<tr>
<td>Robert Williams</td>
<td>$345.00</td>
<td>x1</td>
<td>DR DLX</td>
<td>Mar 07</td>
<td>Mar 08</td>
<td>(0 of 1 Guest)</td>
</tr>
<tr>
<td>John Smith</td>
<td>$900.00</td>
<td>x2</td>
<td>MULTI</td>
<td>Mar 07</td>
<td>Mar 09</td>
<td>(0 of 2 Rooms)</td>
</tr>
<tr>
<td>Elena Kelly</td>
<td>$440.00</td>
<td>x2</td>
<td>DR</td>
<td>Mar 07</td>
<td>Mar 08</td>
<td>(0 of 2 Rooms)</td>
</tr>
<tr>
<td>Robert Williams</td>
<td>$565.00</td>
<td>x1</td>
<td>DR multi</td>
<td>Mar 07</td>
<td>Mar 08</td>
<td>(0 of 1 Guest)</td>
</tr>
</tbody>
</table>
How to identify Check-In and Check-Out in Single Reservation?

Yellow circle - 'Pending Check-In'

Yellow circle with Green tile background - 'Partial Check-In'

Green circle - 'Checked-In'

Green circle - 'Pending Check-Out'

Green circle with Red tile background - 'Partial Check-Out'

Red circle - 'Checked-Out'
How to identify Check-In and Check-Out in Group Reservation?

- Yellow circle - 'Pending Check-In'
- Yellow circle with Green tile background - 'Partial Check-In'
- Green circle - 'Checked-In'
- Green circle - 'Pending Check-Out'
- Green circle with Red tile background - 'Partial Check-Out'
- Red circle - 'Checked-Out'
How to make a reservation?

**STEP 1**

Tap to make Single/Group Booking

- A

Tap to select Room

- B

Continue

**STEP 2**

Enter Guest details

- Change Rate/Occupancy if required
**STEP 3**

- **A** Tap to add Add-ons
- **B** Select
- **C** Continue
- **D** Confirm
**STEP 4**

A. Tap to accept payment

B. Select mode

C. Enter description

D. Continue

Payment taken
Hotelogix Support

**STEP 1**

**Hotelogix**

- Hotel Id
- Email Id
- Password

**SIGN IN**

**NEW USER? REGISTER NOW**

**STEP 2**

**Hi**

We are happy to help you!

- Anthony Daniel
- anthony.daniel@gmail.com
- 19198075020
- 26116
- Wakeup California

Unable to login

**A**

Tap for help

**B**

Enter details here

**C**

Write your query here

Submit