User Manual

Hotel Lock System

Software Version: 1.1.9.6 Document Version: V2.0 Date: August, 2014

All design and specification declared are subject to change without notice in advance.

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1 System Installation

1.1 Environmental Requirement of System Installation

- Operating system: Microsoft Windows XP SP3 or more advanced
- Database: Microsoft SQL Server 2005 or more advanced
- Available Memory: 1G or above

1.2 Database and System Installation

1.2.1 One-click Database Installation

Decompress HotelLock_Setup.rar, double click [Biolock.exe], and choose the language.

Sele	ct Se	tup Language
1	 	Select the language to use during the installation:
		English OK Cancel

Firstly, you should install the Hotel Lock System. The system will prompt you that Microsoft SQLEXPRESS 2005Database will be installed. If yes, please click [**Yes**] to finish the database installation, otherwise click [**Cancel**] in the following pictures will appear during the database installation.



🐱 Microsoft SQL Server 2005 Setup 🛛 🗙	
Installing Prerequisites Installs software components required prior to installing SQL Server.	
SQL Server Component Update will install the following components required for SQL Server Setup:	
✓ Microsoft SQL Native Client → Microsoft SQL Server 2005 Setup Support Files	
Configuring components	
· · · · · · · · · · · · · · · · · · ·	
	_
Microsoft COL Contex 2005 Colum	
Microsoft SQL Server 2005 Setup System Configuration Check	
System Configuration Check	

🗷 Microsoft SQL Server 2005 Setup		×
Setup Progress The selected components are being config	ured	
Product	Status	
MSXML6		
SQL Setup Support Files	Configuring components	
SQL Native Client		
SQL VSS Writer		
SQL Server Database Services		
Workstation Components, Books Onlin		
Status		
Statas		
Help	<< Back Next >>	Cancel
	<< Dack Maxr >>	

The above pictures show that the database installation is done, and the Biolock software installation will start. Just follow the prompts and click [**Next**] to install Biolock software.

B Setup - Biolock	
	Welcome to the Biolock Setup Wizard
	This will install Biolock 1.1.9.6 on your computer.
	It is recommended that you close all other applications before continuing.
	Click Next to continue, or Cancel to exit Setup.
	Next > Cancel

Click [Browse] to set the installation path.

B Setup - Biolock	
Select Destination Location Where should Biolock be installed?	
Setup will install Biolock into the following folder.	
To continue, click Next. If you would like to select a different folder, c	
G:\Program Files\Biolock	Browse
At least 72.1 MB of free disk space is required.	
< <u>B</u> ack Next	> Cancel
弱 Setup - Biolock	
Setup - Biolock Select Start Menu Folder Where should Setup place the program's shortcuts?	
Select Start Menu Folder	
Select Start Menu Folder Where should Setup place the program's shortcuts? Setup will create the program's shortcuts in the following Sta To continue, click Next. If you would like to select a different folder, compared to the select and the select	art Menu folder.
Select Start Menu Folder Where should Setup place the program's shortcuts?	art Menu folder.
Select Start Menu Folder Where should Setup place the program's shortcuts? Setup will create the program's shortcuts in the following Sta To continue, click Next. If you would like to select a different folder, compared to the select and the select	art Menu folder. dick Browse.
Select Start Menu Folder Where should Setup place the program's shortcuts? Setup will create the program's shortcuts in the following Sta To continue, click Next. If you would like to select a different folder, compared to the select and the select	art Menu folder. dick Browse.
Select Start Menu Folder Where should Setup place the program's shortcuts? Setup will create the program's shortcuts in the following Sta To continue, click Next. If you would like to select a different folder, compared to the select and the select	art Menu folder. dick Browse.
Select Start Menu Folder Where should Setup place the program's shortcuts? Setup will create the program's shortcuts in the following Sta To continue, click Next. If you would like to select a different folder, compared to the select and the select	art Menu folder. dick Browse.

🔀 Setup - Biolock	
Select Additional Tasks Which additional tasks should be perf	formed?
Select the additional tasks you would click Next.	l like Setup to perform while installing Biolock, then
Additional icons:	
Create a <u>d</u> esktop icon	
Create a Quick Launch icon	
English	
	< Back <u>N</u> ext > Cancel
r	
😼 Setup - Biolock	
Setup - Biolock Ready to Install Setup is now ready to begin installing	
Ready to Install Setup is now ready to begin installing	
Ready to Install Setup is now ready to begin installing Click Install to continue with the insta	g Biolock on your computer.
Ready to Install Setup is now ready to begin installing Click Install to continue with the insta change any settings. Destination location:	g Biolock on your computer.
Ready to Install Setup is now ready to begin installing Click Install to continue with the insta change any settings. Destination location: G:\Program Files\Biolock Start Menu folder: Biolock Additional tasks: Additional icons:	g Biolock on your computer.
Ready to Install Setup is now ready to begin installing Click Install to continue with the insta change any settings. Destination location: G:\Program Files\Biolock Start Menu folder: Biolock Additional tasks:	g Biolock on your computer.
Ready to Install Setup is now ready to begin installing Click Install to continue with the insta change any settings. Destination location: G:\Program Files\Biolock Start Menu folder: Biolock Additional tasks: Additional icons:	g Biolock on your computer.
Ready to Install Setup is now ready to begin installing Click Install to continue with the insta change any settings. Destination location: G:\Program Files\Biolock Start Menu folder: Biolock Additional tasks: Additional icons:	g Biolock on your computer.
Ready to Install Setup is now ready to begin installing Click Install to continue with the instatchange any settings. Destination location: G:\Program Files\Biolock Start Menu folder: Biolock Additional tasks: Additional icons: Create a desktop icon	g Biolock on your computer.



The installation is finished.

1.2.2 One-click Software Installation

If database has already existing in your computer, so you only need to install the Biolock software. Decompress HotelLock_Setup.rar, double click [**Biolock.exe**], and choose the language.

Select Set	tup Language
1	Select the language to use during the installation:
	English
	OK Cancel
👸 Setup -	Biolock
	Welcome to the Biolock Setup Will install Biolock 1.1.9.6 on your computer. It is recommended that you close all other applications before continuing. Click Next to continue, or Cancel to exit Setup.
	Next > Cancel
🐻 Setup -	Biolock
	Pestination Location are should Biolock be installed?
	Setup will install Biolock into the following folder.
	continue, dick Next. If you would like to select a different folder, dick Browse.
G: V	Program Files\Biolock Browse
At le	east 72.1 MB of free disk space is required.
English ——	< <u>B</u> ack <u>N</u> ext > Cancel







The installation is finished.

2 Software Running & Register

2.1 System Login

If you are the first time to run the system, please wait a moment, it will spend you several minutes to automatically create a database.

F	lotel Lock Sy	stem Ver1.1	×
	Login	Name:	•
	Passw	ord:	
		Remember me	
Sett	ing↑	≞ <mark>柒</mark>]	Login
Language	English-EN		▼ 🛃 Save
Database			
Server:	.\SQLHotelLock	ι	
User:	sa	Password:	***
DataBase:	RadioLock	SQL de	efault setting
Password:	*********	Create	e Database

After successfully creating database, a picture will appear as below:



After restarting the system, you need to input login Name and password and click [Login] to enter the system.

Default Login Name: admins

Default Password: 123456



Choose the language type in setting and save it.

ŀ	+otel Lock System Ver1.1
	Login Name:
	Password:
	Remember me
Sett	ing↑ Exit Login
Language	English-EN 🗸 🖌 Save
Database	
Server:	.\SQLHotelLock
User:	sa Password: ***
DataBase:	RadioLock SQL default setting
Password:	****** Create Database

2.2 System register

It will pop up register interface for the first time to use the system.

System Register
The System hasn't registered. Do you want to register it now ?
Yes No

You can use it normally after registering, or you can click [Help] \rightarrow [About Us] to enter the register interface.

About BioLock Manag	gement System	X
	Register ID:	
	YJSEX-THDVE-OFZRK-XTMIV-TEV	PM-IVGPF
	Register Key:	
	Valid Days: 8521	Register
Product's Name: Biol	Lock Management System	
Copy right: Copyright	nt © 2014	
Version: 1.1.9.6		
Company Name:		
Version Description	a	*
		Ŧ

Only distributor can provide register key.

3 Configuring Hotel Information

3.1 Changing Password

Click [User Management] \rightarrow [Change Password] to enter the Change Password Interface.

🧋 User Management	Help		
Group User Mana			
User Management	t		
Group Permission	Setting		
User Permission S	Setting		
Change Password	1		
Change Password			X
		=	Change password.
User Name:	Administ	rator	
Old Password:	l		
New Password:			
Confirm Password:			
		💉 0.	K Cancel

If you are the first time to use this software, please remember to change the default Administrator password (123456).

3.2 Filling in Hotel Information

Click [System Setting] \rightarrow [Hotel Information] to enter the Hotel Information Interface.



Hotel Information			X
			Hotel Info: Set your hotel's information.
Hotel Name:	Blue	Check in Time:	10:00 🚔
Hotel Number:	01012345678	Check Out Time:	12:30 🚔
Address:		Extended Check Out 1:	14:00 🚔 *PS:Extra charge for half-day price when extended check-out.
Fax:			
Phone:		Extended Check Out 2:	18:00 🚔 *PS:Extra charge for full-day price when extended check-out.
Post:		Classing Tipe	
Hotel Web:		Cleaning Time Limit(Minute):	10
Background:		Minimum hour for Hour Room:	4 Stay Day(s): 1
[1] [1] [1] [1] [1] [1] [1] [1]	Browse	Room Capacity:	10
		Tax Type:	Tax({0}):
and a	A REAL PROPERTY AND A REAL	Tax Rate:	0.00 💉 %
	Logo		Confirm Guest Information 🥅
2 4 Gr	all the second sec		

You can input and modify hotel information like **Hotel Name**, **Hotel Web**, **Hotel Number**, **Phone**, **Address**, **Fax**, and **Post**.

ONOTE:

- Stay Day indicates how many days the user will stay. The system default 1 day when issuing a card.
- Cleaning Time Limit indicates the cleaning time, the default time is 10 minutes (measured in minutes). It can be modified according to the actual circumstance of the hotel. When guests checkout, the room will automatically turn into empty and dirty, 10 minutes later, it will automatically become available, if you set 0, you need to manually modify room status
- Check In Time can be set by the hotel. If guests check in before Check In Time, their check out time must be today, If guests check in during Check In Time, their check out time is the next day. As shown above, it is set to 10:00, if guests check in before 10:00, then check out at 12:30 on the day, if guests check in after 10:00, then check out at 12:30 on the next day.
- Check Out Time indicates the default expiry time of the guest stay. The default expiry time is 12:30 of every day.
- Minimum hour for Hour Room means how many hours at least the guest has to stay, it can be changed to by hotel management staff.
- Extended Check can be set by the hotel. If guests check out between the first Extended Check and the second Extended Check, they need to pay extra half a day room fee; if guests check out after the second Extended Check, they need to pay extra a day room fee. As shown above, the Check Out Time is 12:30, the first Extended Check is 14:00, and the second Extended Check is 18:00. It means that from 12:30 to

14:00 for the buffer time, if guests check out between 14:00 and 18:00, they need to pay extra a day room fee; if guests check out after 18:00, they need to pay extra a day room fee.

- Room Capacity indicates the maximum number of cards that can be issued for a room before check-out.
- Tax Type: fill the Tax Type manually.
- Tax Rate: set the Tax Rate manually.
- After ticking Confirm Guest Information, even if the item is not required to fill out, but receptionists also have to input the related contents.
- **Background.** You change the system background according to your interest. Try to avoid an oversize picture, which may prolong uploading picture time and even lead to deadlock.
- Click [Browse] to upload the logo of the hotel.

3.3 Certificate Type Setting

Click [System Setting] → [Certificate Type] to enter the Certificate Type Interface.



[Certificate Type]	Disable		
ID NO.			
ID No.	V		

In this page, you can add and disable a certificate type.

3.4 Currency Setting

Click [System Setting] \rightarrow [Currency Setting] to enter the Currency Setting Interface.

S	-	Setting Infomat		n 1		
	Certifi	icate Ty	pe			
	Curren	ncy Sett	ing			
	Comn	nodity S	etting			
	Logou	ıt				
	Exit					
(() ()	urrency Ty	ype		_		×
Nan	ne:		- New Type	e Delete Sign:	Ex-Rate:	Close
	Sign	Name	Ex-Rate	Basic Currency		
►	RMB	RMB	1.0000	0		
	JPY	IPY	0.0796	•		
	USD	USD	6.6341	•		
	HKD	HKD	0.8534	•		

In this page, you can add and disable a currency type. Note that the **Ex-Rate** is inputted by hotel staffs, not fluctuating according to the market's change.

3.5 Commodity Setting

Click [System Setting] \rightarrow [Commodity Setting] to enter the Commodity Setting Interface.



Commodity Type	Create Time	Update Time
1 drink	2013/7/16 11:42	2013/7/16 19:46
Commodity Ty	r pe: drink 🛉	• 🖪 🤤 🍳
Item Code:	0000000003	÷
Items Name:		
Item Unit:		
Unit Price:		
Item Memo:		
	Disabled	
New	Edit Delete	Close

After inputting a type name, click the [+] icon. Then you need to fill out the related information and click [Add]. Moreover, the information can be edited and deleted.

3.6 Creating Hotel Rooms

The process of creating hotel rooms: [Building Floor Setting] \rightarrow [Room Type Setting] \rightarrow [Room Setting] \rightarrow [Group Room Setting].

3.6.1 Building Floor Setting

Click [Room Management] → [Building Floor Setting] to enter the Building Floor Setting Interface.



• Creating a building

To create a building: select the hotel name, input a **Name** and **Code** in the **Building Setting** section, and click [**New**], as shown in the figure below.

🗐 Building & Floor				×
	Building 8	& Floor:	Setting hote	's building and floor.
	Disabled Build	ing	Disabled Floo	or Close
Show Disabled	5	Building S	Setting	
		Name:	A	New
Blue		Memo:		Modify
d • • • • • • • • • • • • • • • • • • •				× •
1		Floor Set	ting	
······ 🐔 2		Name:		New
		Memo:		Modify
				* *

• Create a floor

To create a floor: select a building name, input Name and Code in the Floor Setting section, and click [New].

Building & Floor	×
	Building & Floor: Setting hotel's building and floor.
	Disabled Building Disabled Floor Close
Show Disabled	Building Setting
	Name: New
Blue	Memo: Modify
⊨	Merno:
d	A
в	-
	Floor Setting
······································	Name: 1 New
	Memo: Modify
	A
	-

• Deleting a floor

To delete a floor: select the name of the floor to be deleted, and click [Disable Floor]. Only when all the rooms of this floor have been disabled can this floor be deleted.

• Deleting a building

To delete a building: select the name of the building to be deleted, and click [**Disable Building**]. Only when all the floors in this building have been disabled can this building be deleted.



3.6.2 Room Type Setting

Click [Room Management] → [Room Type Setting] to enter the Room Type Setting Interface.



Adding a room type: filling in room type information, and click [New Type], as shown in the figure below:

Ro	om Type	_	lew Type	Disab		: Set room's t	ype.
				F	Deposit: Hourly Price: Bed Qty:		
Men							4
	Room Type	Price	Deposit	Bed Qty	Hour Room Price	Hourly Price	
	general	200.00	500.00	2	50.00	50.00	:
	single room	200.00	500.00	1	50.00	50.00	5
	VIP	400.00	600.00	2	80.00	60.00	ć
•			III				F

Disabling a room type: select the type, and click [Disable].

Only a room type which has never been used can be deleted.

Room Type		New Туре	Disat		e Close
Namo: System Informatio	n				x
		been used, are	-		
				Yes	No
Room Type	Price	Deposit	Bed Qty		
Room			Bed	Yes	No Overtime
Room Type	Price 3.00	Deposit	Bed Qty	Yes Hour Room Price	No Overtime Fee (hourly)

3.6.3 Room Setting

Click [Room Management] \rightarrow [Room Setting] to enter the Room Setting Interface.

Room Management
 Building Floor Setting
 Room Type Setting
 Room Setting
 Group Room Setting
 Creating a room

Enter room information.

Add Room	
Floor No.:	
Room Type:	Single Room 🔻
Room Status:	Vacant Room 🔻
Room Size:	1.5m
Extra Bed:	4 Unit Price: 50.0
Room Memo:	۸ ٣
Room No.:	
	New Modify

Room Status: five room status you can choose. There are vacant, unclean, clean, repairing, stop used. The new room is defaulted as vacant room. You can set the room status for each room,

 \bigcirc Note: The Room Code should be unique, and the value is less than 256.

• Create a batch of rooms

Batch Creatir	ıg				
Floor Code Le	ength:	1	*Ex:12	F,Lengtł	1=2
StartRoomN o.:		→	Quant	tity: 1	
*Ex:12F,Star	t: 1200	1,Creat	te 30 Ro	oms.	*
Start Room N	lo = 12	001, Q	uantity	= 30.	*
- Special Opti With 4 a		🔲 Wi	th 4 in t	he midd:	le
With 7 a Special Char		🔲 Wi	th 7 in t	he midd:	le
Sign:		۲	Fore	Beh	ind
	Bat	ch		Reset	

Floor Code Length indicates the length of a floor name. For example, for Room 1201 on Floor 12, 12 is the floor name whose length is 2; for Room 412 on Floor 4, 4 is the floor name, whose length is 1.

Start Room No.: The number of first room.

Quantity: How many rooms will be created.

Special Option: Hotel management staff can add Prefix in the room number or suffix behind the room number.

When you fill out all information above, then you need to click [**Batch**], confirm the prompt and click [**Yes**] to complete batch creation.

Name	Code	Sub Code	Size	Memo	Building No.	Floor No.	Room Type	Disable
A001	1	0	4		A	1	a	
A002	2	0	4		A	1	a	
A003	3	0	4		A	1	a	
A005	5	0	4		A	1	a	
A006	6	0	4		A	1	a	
A008	8	0	4		A	1	a	
A009	9	0	4		A	1	a	
A010	10	0	4		A	1	a	
A011	11	0	4		A	1	a	
A012	12	0	4		A	1	a	
A013	13	0	4		А	1	a	
A015	15	0	4		A	1	a	

Disabling/Restoring rooms

Cł	noose	a roon	n, cl	ick 🤤		Disable	and then	click	<u>o</u> k			
										9	Disable 🔲 Show Disabled	G
	Name	Code	Su	b Code	Size	Memo	Building No.	Floor No.	Room Type	Disabl	e	-
Þ	A001	1	0		4		A	1	a			
	A002	2	0	System I	informat	ion	10			×		
	A003	3	0	System	inoniac		-		-	_		
	A005	5	0		The							
	A006	6	0			system will e h has never		lich are being u	sedand delete roo	ms		
	A008	8	0		Notes: It can't be restored after disabled !							
	A009	9	0		NOT	es: it can't be	restored after dis	abled :				
	A010	10	0		Disa	ble selected i	rooms, are you su	ire?				
	A011	11	0									E
	A012	12	0					C 0	K Ca	ncel		=
	A013	13	0							incer		
			_									

If a room which has never been used, it can not be restored after disabled; otherwise, it can be restored after disabled.

Click Show Disabled , and then click S, disable rooms (have used before) which are ticked up will appear again.

5								 Disa 	ble 🔛 Restore 📝 Show De	sabled
- 🎸 Dulo	Nane	Code	Sub Code	Size	Beno	Building No.	Floor So.	Boom Type	Disable	
-	201			6087					1921 - C	
B-67. *	\$1001	1	0	6089		3	1	VIP	(92)	
- 1	B1002	2	0	6043		3	1	VIP	193	
2	81003	3	0	6083		3	1	VIP	3	
14.2 -	B1005	5	0	60# ⁹		3	1	VIP	- E3	
	\$1006	6	0	60#3		3	1	VIP	E3	
	B1008	8	0	608 ³		3	1	VIP	E1	
	B1009	9	0	60#2		3	1	VIP	23	
	B1010	10	0	60.63		3	1	VIP	121	
	B2001	1	0	60#3		3	2	VIP	10	
	12002	2	0	60.83		3	2	VIP	0	
	82003	з	0	6083		3	2	VIP	83	
	\$2005	5	0	6083		3	2	VIP	10	

<u>Y</u>es

To restore a room, you can choose a disable room, click Restore, and then click

3.6.4 Group Room Setting

Click [Room Management] → [Group Room Setting] to enter the Group Room Setting Interface.



Step 1: Add a new group name.

Step 2: Select and add rooms to the group.

The figure below illustrates creation of a new group named Single Room, and moving of all the rooms of the Single Standard Room into this group:

	•	▼ RC	DOM NO.		Q	Gr	oup name	e: Si	ngle Room	- Code:	4 🛉	Ē (
Name	Building No.	Floor No.	Room	T <u>i</u> ^			Name	Buil	đing No.	Floor No.	Room Type	
A002						Þ	B061				Single Stan.	
A003	A	1	a				B063	В		1	Single Stan.	
A005	A	1	a				B065	В		1	Single Stan.	
A006	A	1	a				B068	В		1	Single Stan.	
A008	A	1	a									
A009	A	1	a									
A010	А	1	a		-							
A011	А	1	a		>							
A012	А	1	a		>>							
A013	A	1	a		~~							
A015	A	1	a									
A016	A	1	a		<							
A018	A	1	a									
A019	A	1	a									
A020	A	1	a									
A021	A	1	a									
A022	A	1	a									
A023	A	1	a									
A025	A	1	a	-						ard Ro(Total		

3.7 Setup Card

Click [Card Management] → [Setup Card] to enter the Setup Card Interface.

Setup Card
Employee Card
Read Card
Clear Card

🗐 Setup Card		- 0 X
Card Type:	Authorised Card Note: User can select the unlock warning. Authorised Card	
Authorised C	Record Card	
🔲 Unlock Wa	Close Card ^{al} Guest Exit Card p Warning Group Setting Card Room Card	
	This Times 2014 08 10 00:00	
	User: Valid Time: 2014-08-19 00:00	
I	ID Type: CNY	Close

Setup cards include an Authorised Card, Time Sync Card, Lost Card, Record Card, Close Card, Guest Exit Card, Group Setting Card, and Room Card.

○ Note: Before operating this menu, make sure that card dispenser connects with a computer. Otherwise, it is impossible to read or write a card; when a new lock is installed, please be sure to configure an Authorised Card, Time Sync Card, and Room Card in turn, and initialize the lock.

3.7.1 Authorised Card

Purpose: This is used to authorised a hotel lock. Only after a hotel lock is authorised can it reacts to a corresponding card of the hotel. Otherwise, it will alarm.

Click [Card Management] → [Setup Card] to enter the Setup Card Interface.

Setup Card
Employee Card
Read Card
Clear Card

Select [Authorised Card] in the Card Type field.

Card Type:	Authorised Card 🗸
------------	-------------------

You can select [Unlock Warming], and specify how many times the alarm will be given. Or you may disable it.

Authorised Card		
✓ Unlock Warning→	1	Count 📝 Keep Warning

After selection, put a card on the reader, and click [Make Card] to configure the authorised card.

Correct configuration: The card dispenser makes a buzz.

Incorrect configuration: The card dispenser makes no buzz.

When the card is checked against a hotel lock:

Correct configuration: The green indicator is on, with two buzzes.

Incorrect configuration: The red indicator is on, with 5 ~15 buzzes.

The sounds of the alarm are defined in <u>5.1 Sound Prompt of an Invalid Card</u>. For more information, please refer to the hotel lock instructions.

3.7.2 Time Sync Card

Purpose: This is used to configure time for a hotel lock. Once configured, a hotel lock will have its time synchronized with the system time. Otherwise, some error alarms, like early expiry or extended use, are likely to occur to an issued card when checked.

Click [Card Management] → [Setup Card] to enter the Setup Card Interface.

Employee Card Read Card Clear Card	arđ	
	ee Card	
Clear Card	rđ	
cical card	ard	

Select [Time Sync Card] in the Card Type field.

Card Type:	Time Sync Card	
------------	----------------	--

You can either synchronize with the system time or modify the time as necessary.

Time Sync Ca	ard	
Local Time:	2014-08-18 13:54	 Sync System Datetime

After selection, put a card on the reader, and click [Make Card] to configure the time card.

Correct configuration: The card dispenser makes a buzz.

Incorrect configuration: The card dispenser makes no buzz.

When the card is checked against a hotel lock:

Correct configuration: The green indicator is on, with two buzzes.

Incorrect configuration: The red indicator is on, with 5-15 buzzes.

The sounds of the alarm are defined in <u>5.1 Sound Prompt of an Invalid Card</u>. For more information, see the hotel lock instructions.

3.7.3 Room Card

Purpose: This is used to configure a lock address for a hotel lock.

Click [Card Management] \rightarrow [Setup Card] to enter the Setup Card Interface.

Biosafelock Hotel Management System User Manual

Setup Card Employee Card Read Card Clear Card

Select [Room Card] in the Card Type field.

🗐 Setup Card		
Card Type: Room Card Note:		
Blue 		
B Select All All Types ROOM NO		2
User: Valid Time: 2014-08-19 00:00)	
ID Type: CNY Read Make Card		Close

Click to search for empty rooms. Select a floor to view the rooms on it, and tick the room you want to configure.

Setup Card							- 0 X
Card Type: Room C	Card	•	*Note:				
Blue	<u> </u>	Choose	Name	Building No.	Floor No.	Room Type	^
1 📍 🦽 👝 🗌		7 🔽	A002	А	1	a	=
₽ ₩ W			A003	А	1	a	
	d		A005	А	1	a	
	Ξ		A006	А	1	a	
			A008	A	1	a	
	1		A009	A	1	a	
	2		A010	А	1	a	-
B	, .		Select All	All Types	•	ROOM NO	Q
User:			2	Va	alid Time: 201	4-08-19 00:00	
ID Type:	CNY	•		Re	ead N	Make Card	Close

After selection, put a card on the reader, and click [Make Card] and select [Yes] in the prompt window to configure the room card.

Setup Card Card Type: Room Ca	ırd	•	*Note:	:			
E Blue	<u> </u>	Choose	Name	Building No.	Floor No.	Room Type	<u> </u>
	•	V	A002	A	1	a	=
	d	System Info	rmation	4	1	X	
□1 ∰ A	1 2	1		a::A002 ake sure there is a bom card, are you		our reader.	
B	, , .				Yes	No	Q
User:				V.	alid Time: 201	4-08-19 00:00	
ID Type:	CNY	•		R	ead I	Make Card	Close

Correct configuration: The card dispenser makes a buzz.

Incorrect configuration: The card dispenser makes no buzz.

When the card is checked against a hotel lock:

Correct configuration: The green indicator is on, with two buzzes.

Incorrect configuration: The red indicator is on, with 5-15 buzzes.

The sounds of the alarm are defined in <u>5.1 Sound Prompt of an Invalid Card</u>. For more information, see the hotel lock instructions.

3.7.4 Lost Card

Purpose: In the valid time of the card, it is used for the following two cases:

- (1) **Lost current number**: This is used to report loss of a card. When a card is reported lost, the current hotel lock will react to it no more.
- (2) Lost all card No. smaller than existing card No. This is used to restrict access of a card number. When access is restricted, the current hotel lock will react no more to any card with a number smaller than the access-restricted card number.

Click [Card Management] → [Setup Card] to enter the Setup Card Interface.

Setup Card	
Employee Card	
Read Card	
Clear Card	

Select [Lost Card] in the Card Type field.

Ŧ

Card Type: Lost Card

You can select **Lost current number** (lost card number) or **Lost all card No. smaller than existing card No.** (access-restricted card number). Or you can click [**Max Number**] to register loss of an access-restricted card, but this function must be used with caution, when the configuration is completed, all the cards issued previously will be invalid to the configured lock.

Lost Card			
Lost Card Number:	1	 Lost current number Lost all card No. which is smaller than this card No. 	Max Number

After selection, put a card on the reader, and click [Make Card] to configure the lost card.

Correct configuration: The card dispenser makes a buzz.

Incorrect configuration: The card dispenser makes no buzz.

When the card is checked against a hotel lock:

Correct configuration: The green indicator is on, with two buzzes.

Incorrect configuration: The red indicator is on, with 5-15 buzzes.

The sounds of the alarm are defined in <u>5.1 Sound Prompt of an Invalid Card</u>. For more information, see the hotel lock instructions.

3.7.5 Record Card

Purpose: This is used to read the opening records of a hotel lock.

Click [Card Management] → [Setup Card] to enter the Setup Card Interface.

Setup Card	
Employee Card	
Read Card	
Clear Card	

Select [Record Card] in the Card Type field.

Card Type: Record Card

After selection, put a card on the reader, and click [Make Card] to configure the record card.

Correct configuration: The card dispenser makes a buzz.

Incorrect configuration: The card dispenser makes no buzz.

When the card is checked against a hotel lock:

Correct configuration: When the lock information is read, the green indicator will blink constantly, and remember not to remove the card, but wait until the buzzer starts sounding. When the buzzer makes five sounds and the green indicator is still on, indicating the records have been read, the card can be removed. If the card is not removed, the lock will read it again, but the configuration information inside the card has been overwritten by the opening record, so the red indicator will be on and an alarm will sound, which is normal.

Incorrect configuration: The red indicator is on, with 5 ~15 buzzes.

○ Note: If the green indicator starts blinking in the very beginning, but before the whole operation is completed, the red indicator is on and 14 buzzes are sounded, that indicates only a part of the record has been read for some error.

The other sounds of the alarm are defined in <u>5.1 Sound Prompt of an Invalid Card</u>. For more information, see the hotel lock instructions.

3.7.6 Close card

Purpose: This is a card used to disable all the current hotel locks. Any hotel lock to which this card has been applied will react no more to any card, and can be enabled by applying the authorised card to it.

Click [Card Management] → [Setup Card] to enter the Setup Card Interface.

Setup Card
Employee Card
Read Card
Clear Card

Select [Close Card] in the Card Type field.

Card Type:	Close Card 🗸
------------	--------------

After selection, put a card on the reader, and click [Make Card] to configure the close card.

Correct configuration: The card dispenser makes a buzz.

Incorrect configuration: The card dispenser makes no buzz.

When the card is checked against a hotel lock:

Correct configuration: The green indicator is on, with two buzzes.

Incorrect configuration: The red indicator is on, with 5 ~15 buzzes.

The sounds of the alarm are defined in <u>5.1 Sound Prompt of an Invalid Card</u>. For more information, see the hotel lock instructions.

3.7.7 Guest exit card

Purpose: This is used to check out. Once configured, any guest card can no longer open the door.

Click [Card Management] \rightarrow [Setup Card] to enter the Setup Card Interface.

Setup Card Employee Card Read Card Clear Card

Select [Guest Exit Card] in the Card Type field.

Card Type: Guest Exit Card 🗸

After selection, put a card on the reader, and click [Make Card] to configure the guest exit card.

Correct configuration: The card dispenser makes a buzz.

Incorrect configuration: The card dispenser makes no buzz.

When the card is checked against a hotel lock:

Correct configuration: The green indicator is on, with two buzzes.

Incorrect configuration: The red indicator is on, with 5 ~15 buzzes.

The sounds of the alarm are defined in <u>5.1 Sound Prompt of an Invalid Card</u>. For more information, see the hotel lock instructions.

3.7.8 Group setting card

Purpose: This is used to set the group type to which the current hotel lock belongs. When a configured group number card is used to open a door, only if the card is a member of the group to which the lock belongs can the lock be opened.

Click [Card Management] → [Setup Card] to enter the Setup Card Interface.



Select [Group Setting Card] in the Card Type field.

Card Type: Group Setting Card -

You can set or delete all groups, set or delete selected groups.

🗐 Setup Card		
Card Type: Group Setting Card	*Note:	Double click the Group Name List to get the group. Six Groups can be set on one card. User can use special option for setting.
Group Card Setting		
Group Name Create Time		
Single Standard Room 2014/8/15 15:40		
		🖻 All Groups 👽 Set Group 😄 🤞
User:	2	Valid Time: 2014-08-19 00:00
ID Type: CNY -		Read Make Card Close

Double-click a listed group to add a corresponding group.

Each setting card can contain up to six groups.

Users can use special options for group setting, which are defined as follows:

Set all groups:

🗹 All Groups 🔍 Set Group 🥥 💰
Set selected groups:
📄 All Groups <table-cell> Set Group 🥥 💰</table-cell>
Delete all groups:
🗹 All Groups 📄 Set Group 🥥 💰
Delete selected groups:
📄 All Groups 📄 Set Group 🥥 💰

After selection, put a card on the reader, and click [Make Card] to configure the group setting card.

Correct configuration: The card dispenser makes a buzz.

Incorrect configuration: The card dispenser makes no buzz.

When the card is checked against a hotel lock:

Correct configuration: The green indicator is on, with two buzzes.

Incorrect configuration: The red indicator is on, with 5-15 buzzes.

The sounds of the alarm are defined in <u>5.1 Sound Prompt of an Invalid Card</u>. For more information, see the hotel lock instructions.

3.8 Logout and Exit

Click [Logout] to logout from the system.



Currency Setting

Commodity Setting

Logout

Exit
4 Daily Management

4.1 User Management

Click [User Management] in the user menu to pop up the submenus as follows, which will be described respectively in the sections that follow.

🤺 U	Jser	Manag	gement
-----	------	-------	--------

Group User Management

User Management

Group Permission Setting

User Permission Setting

Change Password

4.1.1 Group User Management

Click [User Management] → [Group User Management] to enter the Group User Management Interface.

7	User Management
	Group User Management
	User Management
	Group Permission Setting
	User Permission Setting
	Change Password

Click [Add] to create your own user group, such as Manage Groups and Receptionist.



When the user group is created, it will be listed as shown in the figure below.

Juser Group Setting	X
Add Modify Delete All users Exit	
All User Group Manage Groups Receptionist	

Any created user group can be modified or deleted.

4.1.2 User Management

Click [User Management] → [User Management] to enter the User Management Interface.

Change Password
 User Management
 User Management
 Group Permission Setting
 User Permission Setting

Click [Add] to create a user. Remember to select a user group which the user belongs.

🗐 User Setting	22
Add Modify Delete	
····· All Users	
🗐 New User	
Login Name:	Pony123
User Name:	Pony
User Group:	Manage Groups 💌
Password:	•••
Confirm Password:	
	✓ OK × Cancel
)

Any created user can be modified or deleted.

4.1.3 Group Permission Setting

Click [User Management] → [Group Permission Setting] to enter the Group Permission Setting Interface.



Click a group, and tick the permission you want to assign to the group.

User Group Permission Setting					x
□- 🔐 All User Group					*
Manage Groups	•	V	Hotel Infomation		
		V	ID Type		
		V	Currency Setting		=
		V	Building & Floor		-
		V	Room Type		
			Room Setting		
			Group Setting		
			Setup Card		
			Employee Card		
			Clear Card		
			Room Center		
			Guest Check in		
			Extend Stays		
			Guest Check Out		
			Check Out Without Card		
			Group Check in		
			Group Check out		
			C1 D		Ŧ
User Group Permission Setting to cont	rol us	ser'pe	ermission.		
				Select All 🛛 🖌 OK	× Cancel

After selection, click [**OK**] to complete the operation.

4.1.4 User Permission Setting

Click [User Management] → [User Permission Setting] to enter the User Permission Setting Interface.

7	User Management
	Group User Management
	User Management
	Group Permission Setting
	User Permission Setting
	Change Password

Click a user, and tick the permission you want to assign to the user. If there are no rights specified in particular for a user, the user's permissions are limited to those assigned to his/her user group.

Juser Permission Setting				x
All User				^
Pony	▶ 🗵	Hotel Infomation		
		ID Type		
		Currency Setting		
		Building & Floor	_	E
		Room Type		
	E	Room Setting	1	
	E	Group Setting	1	
-	E	Setup Card	1	
-		Employee Card	-	
		Clear Card	-	
		Room Center	-	
		Guest Check in	-	
		Extend Stays	-	
		Guest Check Out	-	
		Check Out Without Card	-	
		Group Check in	-	
-		Group Check out	-	
-		Group Lieck out	-	-
I		III bange Koom	1	_
User Permission Setting to control	user's j	permission.		
			Select All 🛛 🖌 OK 🛛 🗙 Car	ncel

After selection, click [**OK**] to complete the operation.

4.2 Employee Card Management

Click [Card Management] → [Employee Card] to enter the Employee Card Interface.



Note: Before operating on this menu, be sure to connect the card dispenser correctly. Otherwise, it is impossible to read or write a card.

Employee Card					
Emergency Mast	er Building Floor Grou	ıp			
Emergency Car	🔹 🗖 Keep Open				
Verride manua	al lock				
	đ	*			
	A 1				
	2	E			
		-			
Cardholder:		2			
Certificate:	CNY -				
Valid Time:	2014/08/18				
Available Time:	00:00	23:59			
Read	Make Card	Close			

The employee cards include an Emergency Card, Master Card, Building Card, Floor Card, and Group Card. The first four types of cards have the same setting interface, as shown in the figure above. A group card has a separate setting interface as follows:

Employee Card		
Emergency Mast	ter Building Floor Gro	oup
Group Name	Create Time	
Single Stand	da 2014/8/15 1	
		•
		*
Cardholder:		2
Certificate:	CNY -	
Valid Time:	2014/08/18	
Available Time:	00:00	23:59
Read	Make Card	Close

4.2.1 Emergency Card

Purpose: This is used to open a door in emergency. It can open any door. You can select the **Override Manual Lock** and **Keep Open** functions.

Click [Card Management] → [Employee Card] to enter the Employee Card Interface.



Select Emergency Card in the Card Type field.

Emergency Care -

You can select the Keep Open and Override Manual Lock functions.



When Keep Open is ticked, the door will be opened and not closed until the card is applied again.

When **Override Manual Lock** is ticked, even a door that is locked inside can be opened.

Besides, remember to configure Valid Time and Available Time, only within which can the card be valid.

Valid Time:	2014/08/18	
Available Time:	00:00	23:59

After selection, put the card you want to configure in the card issue area of the card dispenser, and click [Make Card] to configure the emergency card.

Correct configuration: The card dispenser makes a buzz.

Incorrect configuration: The card dispenser makes no buzz.

When the card is checked against a hotel lock:

Correct configuration: The green indicator is on, with a buzz.

Constantly open: The green indicator is on, with one buzz (the lock is opened or closed).

Ordinarily open: The green indicator turns on, with one buzz (the lock is opened, and the door can be opened); the green indicator is kept on for about 5 seconds before the green and red indicators blink in turn, indicating the door is going to open, and finally there sounds one buzz (the lock is closed, and the door can no longer be opened).

Incorrect configuration: The red indicator is on, with 5-15 buzzes.

The sounds of the alarm are defined in <u>5.1 Sound Prompt of an Invalid Card</u>. For more information, see the hotel lock instructions.

4.2.2 Master Card

Purpose: This is used for general control of the hotel. It is actually equivalent to the emergency card, as it can open any door. You can select the **Keep Open** function or not.

Click [Card Management] → [Employee Card] to enter the Employee Card Interface.



Select Master Card in the Card Type field.

Master Card 🛛 👻

You can select **Keep Open** function or not.

Master Card 👻 📝 Keep Open

When Keep Open is ticked, the door will be opened and not closed until the card is applied again.

Besides, remember to configure Valid Time and Available Time, only within which can the card be valid.

Valid Time:	2014/08/18 □ 00:00 ■ 23:59 ■	
Available Time:	00:00	23:59 🚔

After selection, put the card you want to configure in the card issue area of the card dispenser, and click [Make Card] to configure the master card.

Correct configuration: The card dispenser makes a buzz.

Incorrect configuration: The card dispenser makes no buzz.

When the card is checked against a hotel lock:

Correct configuration: The green indicator is on, with a buzz.

Constantly open: The green indicator is on, with one buzz (the lock is opened or closed).

Ordinarily open: The green indicator turns on, with one buzz (the lock is opened, and the door can be opened); the green indicator is kept on for about 5 seconds before the green and red indicators blink in turn, indicating the door is going to open, and finally there sounds one buzz (the lock is closed, and the door can no longer be opened).

Incorrect configuration: The red indicator is on, with 5-15 buzzes.

The sounds of the alarm are defined in <u>5.1 Sound Prompt of an Invalid Card</u>. For more information, see the hotel lock instructions.

4.2.3 Building Card

Purpose: This card can be used to open all the rooms in the configured building (ordinarily open).

Click [Card Management] → [Employee Card] to enter the Employee Card Interface.

Card Management Setup Card Employee Card Read Card Clear Card

Select Building Card in the Card Type field.

Building Card 🕶

Select the building you want to configure:

Employee Card			x		
Emergency Maste	r Building Floor Gro	up			
Building Card	•				
			*		
	Α				
			_		
ė (7	B B				
			-		
Cardholder:			2		
Certificate:	CNY -				
Valid Time:	2014/08/18		-		
Available Time:	00:00	23:59			
Read	Make Card	Close			

Besides, remember to configure Valid Time and Available Time, only within which can the card be valid.

Valid Time:	2014/08/	18		
Available Time:	00:00	* *	23:59	*

After selection, put the card you want to configure in the card issue area of the card dispenser, and click [Make Card] to configure the guest building card.

Correct configuration: The card dispenser makes a buzz.

Incorrect configuration: The card dispenser makes no buzz.

When the card is checked against a hotel lock:

Correct configuration: The green indicator turns on, with one buzz (the lock is opened, and the door can be opened); the green indicator is kept on for about 5 seconds before the green and red indicators blink in turn, indicating the door is going to open, and finally there sounds one buzz (the lock is closed, and the door can no longer be opened).

Incorrect configuration: The red indicator is on, with 5-15 buzzes.

The sounds of the alarm are defined in <u>5.1 Sound Prompt of an Invalid Card</u>. For more information, see the hotel lock instructions.

4.2.4 Floor Card

Purpose: This card can be used to open all the rooms on the configured floor (ordinarily open).

Click [Card Management] → [Employee Card] to enter the Employee Card Interface.

🛞 Card Management		
Setup Card		
Employee Card		
Read Card		
Clear Card		

Select Floor Card in the Card Type field.

,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Floor Card	•
a loor card	

Select the floor you want to configure:

Employee Card			X
Emergency Mast	ter Building Floor	Group	
Floor Card] •		
	e		^
	w d A 1 2 B		E
Cardholder:			22
Certificate:	CNY -		
Valid Time:	2014/08/18		
Available Time:	00:00	23:5	59 🌻
Read	Make Card		Close

Besides, remember to configure Valid Time and Available Time, only within which can the card be valid.

Valid Time:	2014/08/18	
Available Time:	00:00 🚔 23:59	* *

After selection, put the card you want to configure in the card issue area of the card dispenser, and click [Make Card] to configure the guest floor card.

Correct configuration: The card dispenser makes a buzz.

Incorrect configuration: The card dispenser makes no buzz.

When the card is checked against a hotel lock:

Correct configuration: The green indicator turns on, with one buzz (the lock is opened, and the door can be opened); the green indicator is kept on for about 5 seconds before the green and red indicators blink in turn, indicating the door is going to open, and finally there sounds one buzz (the lock is closed, and the door can no longer be opened).

Incorrect configuration: The red indicator is on, with 5-15 buzzes.

The sounds of the alarm are defined in <u>5.1 Sound Prompt of an Invalid Card</u>. For more information, see the hotel lock instructions.

4.2.5 Read Card

Click [Card Management] → [Read Card] to read the information of current card.



4.2.6 Clear Card

Click [Card Management] \rightarrow [Clear Card] to clear the information of current card.

Setup Card Employee Card Read Card Clear Card

System Information
Card Infomation Card Type:Group Card Card Number:5 Valid Time:2014/08/18 00:00 Card User:M Card Setting Time:2014/8/18 16:02:03 Belong Group: Single Standard Room - 1 Single Standard Room - 1 Card Data:1 Start Time:00:00 End Time:23:59 Logout this card, are you sure?
Yes <u>N</u> o

4.3 Reception Center

Reception Center	
Room Center	
Group Reception	►
Room Reservation	►
Check Room	•
Pecention Center inclu	dae

Reception Center includes Room Center, Group Reception, Room Reservation and Room Reservation.

4.3.1 Room Center

i. Description of function zones

The main interface is as follows:

Blue		Types	▼ [A11 S	tatus	ROOM NO	D	Q B	}				Guest Check In
A	a A002	A003	A005	A006	A008	A009	A010	A011	A012	A013	Guest Name: ID Type: ID Number:	CNY
Total Rooms: 23 Occupied Room: 0 S Vacant Room: 23 Vacant Room: 23 Concleant 0 S Room Reservation 0 S General Guest 0 S	A015 A028	A016	A018	A019	A020	A021	A022	A023	A025	A026	Check in : Stay Day(s): Check Out Time: Check Out Time: Discount: Room Price: Depost:	2014/08/18 16:26 Local Time 1 Hour Room 2014/08/19 12:30 0 % Without card 3.00 4.00 Guest Check Out
Group Guests 0		'loor No.: 1 Yype: a			Status: Vac Size: 4	ant Room		Current Guest: Total Guests:	• D		2	Group Reception

- A. General status of the floors and rooms
- B. Room list
- C. Guest check-in and check-out

D. Current room status

For the operation on each zone, please refer to *ii. Function zone operation and description*).

ii. Function zone operation and description

General status of the floors and rooms Α.

🙂 Note: Operators can click a floor name to check the room list and corresponding status. The figure below illustrates the room list and general status of 2F.



Refresh this function zone

B. Room lists

Wote: The rooms on the current floor are displayed in a classified list or in a general list.

To search for a room: select Type and Status, input Room Name or Reserve Information (displayed when the Status is Reserve), and click the search button (the magnifier icon) to obtain the room list. Both Room Name and Reserve Information support fuzzy search.

Room Status includes vacant room, unclean, room reservation, general guest, VIP guest, group guests, cleaning, repairing, stop used, available reserved room and expired reservation. You can select the room status for each room when creating, otherwise, the new room is default as vacant room.

Available reserved room: It means though the room has been reserved, other guests still can check in if it is still not the time for the guest who reserved the room to check in.

Expired reservation: The reservation time has expired, it means the guest who booked the room did not check in on time. And during this period of time, other guest can't check until you cancel the reservation at reservation management.

Room reservation: Other guests can not check in a certain room an hour (including cleaning time) before the reserved time.

To switch the list: click the



button to switch the way the list is displayed.

Right-click menu: Right-click the icon of a room to pop up a shortcut menu, as shown in the figure below:

2 🟠	203	>	Expenses Log
	Rewrite Guest Card		Guest Details
	Rewrite Group Card	-	Change Status
5	Change Room	- r	

The figure above illustrates the right-click menu of 203, from which operators can check the Expenses Log, Change Status and Guest Details, Rewrite Guest Card, Rewrite Group Card, Change Room, and check Other Expenses.

To refresh this list: click the search button

- C. Guest check-in and check-out
- ③ Note: This zone consists of three modules: Guest Check In, Guest Check Out, and Group Reception.

a. Guest Check In

Operations: Click the icon of a room in the list, input guest information, select Arrival Date, Stay Day, Level Date, and Level Time, and click [Checking In] to finish check-in, as shown in the figure below:

	Guest Check In	
Room No.:	A002	*
Guest Name:	Guest 1	
ID Type:	CNY 🔹	
ID Number:	18484515	
Check in :	2014/08/18 16:46	
	Local Time	
Stay Day(s):	1 🚔 🔲 Hour Room	
Check Out Time:	2014/08/19	III
Check Out Time:	12:30	
Discount:	10 %	
	Without card	
Room Price:	3.00	
Deposit:	4.00	
Total:	6.70 \$	
	Check in	÷

Upon successful check-in, the corresponding icon in the room list will be modified, for example, to



b. Guest Extension

Four ways for extension: extension by days, extension by hours, day room extension by hours, hour room extension by days.

The operation of extension by days and extension by hours (take extension by hours as example): Fill in the check in information(extension by hour time) that pops up , click [**Extend Stay**], and click [**OK**] to finish extension, as shown in the figure below:

System Information	x
Are you sure to extend for another 2 hou	ırs?
ОК Са	ncel

The operation of day room extension by hours and hour room extension by days (take day room extension by hours as example): Fill in the check in information (day room extension by hours) that pops up, click [**Extend Stay**], the system information will pop up as following:

System Information
Are you sure to extend for another 1 hours?
OK Cancel

Click [**OK**] to continue extension, as shown in the figure below:



Click [Yes] to finish extension.

Note: The extension operation is available to the guests with a card or not; the settlement above is not check out, you can see the details in the expenses list.

c. Guest Check Out

☺ Note: There are two cases: Check out with Card and Check out without Card.

a) To check out with a card: click [**Check out with Card**], and click [**Yes**] in the information box that pops up to finish checking out, as shown in the figure below:

4	8 🚱 🖨 🗐	100%	• •	Check out
		Expenses I	ist	Guest Name: Guest 1 Total:
Blue		Guest ID:	G00000001	781.20 \$ Tax Rate:
phone: Fax:		Guest Name: Check In: Check Out:	Guest 1 2014/08/18 1 2014/08/27 1	0.00 % Deposit:
Hotel Web: Adress :		check out.	2014/08/27 1	13.90 \$ Paid:
Post:		Administrator	2014,	*Press enter key to confirm money
Name	Qty	Unit Price	Discount	767.30 \$
A002 Hour Room	1	4.00	10%	Change:
A005 Hour Room	216	4.00	10%	0.00 \$
	Total:			
Remarks: Subtotal = Unit Price *	* Qty * (1 - Discour	nt)		Print Bill Check out, are you sure?
Total:				
Tax(0.00%):			•	▼ OK X Cancel

b) To check out without a card: click [Check out without Card], and a picture the same as above (check out with card) pops up.

The figure above provides the information about the guest in 203. Click [Yes] to finish Check out without Card.

d. Rewrite Guest Card and Rewrite Group Card

In the **Room Center**, right-click a checked-in room, and select **Rewrite Guest Card** or **Rewrite Card** from the shortcut menu. In the window that pops up, select the guest whose card needs rewriting, prepare the card, and click [**Make Card**] to finish rewriting.

Wote: After the rewritten card is punched on the lock, previous card will be invalid.

e. Change Room

Right-click checked-in room in the **Room Center**, and select **Change Room** from the shortcut menu. The menu bar will show the change room pane, select the new available rooms, as shown in the figure below:



Click [OK], and a picture pops up as follows:

Change Room									
Original Room: A002 Room Type: a Guest Qty: 1 Room Price: (10%) 3.60 \$>3.60 \$ Room Price: 4.00 \$>4.00 \$ Deposit: 4.00 \$>4.00 \$ Check in Time: 2014/08/18 16:49 Stay Hour(s): 2 Check Out Time: 2014/08/18 18:49									
Room Type: a Guest Qty: 0 Discount: 10% Room Price:(10	Guest Qty: 0 Discount: 10% Room Price:(10%) 3.60\$>3.60\$ Room Price: 4.00\$>4.00\$								
Please modify the	e setting:								
Extra Charge:	Previous R	oom 🔘 1	New Room	Separate (Calculation				
Stayed Hours:	1.0	Hour(s)	Left:	1	Hour(s)				
Paid:	13.90	\$	Remaining:	10.30	\$				
Extra Payment:	0.00	\$	>	0.00	\$				
Service Charge:	0.00	\$	<	0.00	\$				
0	Change room and write new card, are you sure?								
		O]	K X	Cancel					

Different types of rooms have different price. When the guests change the room, it will generate the price difference. There are different Charging standard

Previous room: During the change room, the charge is previous room price.

New room: During the change room, the charge is new room price.

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Separate Calculation: From the time you when checking in to the time when changing to another room, the extra charge equals to previous room price; while from the time when you change to another to the time of checking out, the extra charge equals to the new room price.

Whete: Our software provides Manual Setting the Have Stayed, Extra Payment, Service Charge. When

group need to change room, the Separate Calculation is default.

Click [OK], then according to the prompt operate written card or not.

D. Current room status

Click on a guest room, can view current room status at the bottom of the software interface, the following figure:

	Room No.: Building No.:	205	Floor No.:	2F	Status:	Vacant Room	Current Guest:	0
10	Building No.:	A	Type:	general	Size:	50	Total Guests:	0

4.3.2 Group Reception

This section includes Group Check In, Group Check Out, and Group Extension functions.

i. Group Check In

a) **Group Check In**: As there are plenty of settings involved, they are processed in a new interface. Click **[Group Check In**], and a picture pops up as follows:

Group: 🔽 🛉 🛱 🥥 🗳	· · · ·	▼ RO	OM NO →	ROOM NO	Q Search Room	× Close	
Existed Group					Room Bui No. No	lding Floor No.	Room B Type Q
					110. 110	. 110.	1,120
					<		•
U I	Total Rooms:	Selected:			Selected Rooms:	Reservation	🕞 Delete 🛭 💰 Reset
	Group Name:	ID Type:	CNY -	Confirm Che	ck in Information		
				Local Time	2014/08/18 10:00	Stay Day(s):	1 *
	Group Guide:	ID Number:		Check out Time:	2014/08/19	Check out Time:	12:30
	Phone:	E-Mail:		Room Price:	0.00	Discount:	0 %
	Fax:	Other:		Deposit:	0.00	0.00	\$ -
	Guest Qty: 1	Co Delete	Modify	1	Group	Check in	
	Memo:	Add Member	Membership				
Total Tours: You need to create a Group Information.	<		•				

Step 1: Create a bureau. Click the [+] button, and an interface for adding a travel bureau pops up. For example, the figure below illustrates how to add the information of a travel bureau.

Group:	Hualian	Phone:	5151321	E-Mail:	Address:	🛃 Save
Contact Person:	Guest 1	Fax:		Other:	Memo:	× Close

Save the setting and close the interface, and a figure pops up as follows:

roup: Hualian 🔻 🛉 🖻 🗟	3
-----------------------	---

Step 2: Check the History Group (skip if unnecessary).

Step 3: Input the group information, as shown in the figure below:

Group Name:	Τ1	ID Type:	CNY •
Group Guide:	Guest 2	ID Number:	489411
Phone:		E-Mail:	
Fax:		Other:	
Guest Qty:	0	O Delete	Modify
Memo:		Add Member	Membership
•	III		•

Step 4: Select rooms, as shown in the figure below:



Step 5: Select a check-in date and level date, and click [**Group Check In**]. Confirm the group information, and click [**Yes**] to start to input information about group members, as shown in the figure below:

System Information						
2	Group Name:T1 Group Guide:Guest 2 Guest Qty:6 Check in, are you sure?					
	Yes No					

Group Check in	X
Room No. :	A002
Room Type :	a
Room Price :	3.00
Guest Qty :	4
Guest Name 1:	
ID Type :	CNY 👻 📲
ID Number :	
	✓ Make Card =
Guest Name 2:	
ID Type :	
ID Number :	
Guest Name 3:	Make Card
ID Type :	
ID Type : ID Number :	
ID Handel .	Make Card
Guest Name 4:	
🗟 Skip	OK × Cancel

After inputting information about a guest, click **[OK]** to input information about the next one. The **[Skip]** button can be used to cancel this room, and **[Cancel]** to stop registering information about the group members (the registered member information is still valid).

After finish checking in, click [**Have Membe**r] in the group information edition zone in step 3 to view the checked-in members. For example, the figure below displays the three members that have been input.

	Tour Group	Group Name	Group Guide	Tour Group ID Type	Group No.	Guest Name	ID Type	ID No.	Room No.	
	Hualian	T1	Guest 2	CNY	489411		CNY		A006	
	Hualian	T1	Guest 2	CNY	489411		CNY		A006	1
	Hualian	T1	Guest 2	CNY	489411		CNY		A006	1
	Hualian	T1	Guest 2	CNY	489411		CNY		A006	1
	Hualian	T1	Guest 2	CNY	489411		CNY		A003	
	Hualian	T1	Guest 2	CNY	489411		CNY		A003	
	Hualian	T1	Guest 2	CNY	489411		CNY		A003	
	Hualian	T1	Guest 2	CNY	489411		CNY		A003	
	Hualian	T1	Guest 2	CNY	489411		CNY		A002	
	Hualian	T1	Guest 2	CNY	489411		CNY		A002	
	Hualian	T1	Guest 2	CNY	489411		CNY		A002	
	Hualian	T1	Guest 2	CNY	489411		CNY		A002	
•	Hualian	T1	Guest 2		489411		CNY		A002	

To add a member: click [History Group] in step 2 to obtain registered group information. Click the desired group, and select [Add Member] in step 3. Select rooms, and click [Group Check In] to input information about the added guest.

To modify information: click [**History Group**] in step 2 to obtain registered group information. Click the desired group, input information in the group information edition zone, and click [**Modify**]. All the information can be modified, except **Group Name**, **Certificate**, **Group Guide**, and **Number**.

Disable a group: only a group that is not checked in can be deleted.

Group reserve: input group information, select rooms, change check-in time and level time, and click **[Reserve]** in step 4 to finish reservation.

The rooms with successful check-in are displayed as follows:



b) Group check out: To check out a group, first **Read Card** or **Search** for group information, and confirm the guide's certificate before executing check-out.

Step 1: Click [Read Card] or [Search] to obtain group information, as shown in the figure below:

х

Þ

Tour	Name:	T1			۹					
Guid	le Name:	Gue	st 2							
ID T	ype No.:	4894	411		«					
Roo No.	m (Juest	Card(Pics)	Chec Out	ked					
A002	2 4		1							
A003	3 4		0	[
A006	5 4		1							
	lead Card 1 Rooms:	Chec	k member de	tails	4					
Tota	1 Guests:	1	2							
Tota	1 Card:	2	2							
		Group (Theck Out							
1	Г1									
		Group:		•	ID 1	Гуре: [All Types	•		
	Gro	up Name:		•	ID Nut	mber:				
	Gro	up Guide:								
									Q	Search
•							-			•
	Tour Group	Group Name	Group Guide		Tour Group ID Type		Group No.	Check Time	: 11 1	Guest Qty
1	Hualian	T1	Guest 2	2	CNY	4	489411	2014/8	/18 10:00	6
2	Hualian	T1	Guest	2	CNY	4	489411	2014/8	/18 10:00	6
•										
							ſ	n 🗸		Cancel
								•		

Step 2: Click $\left[\checkmark \right]$ to check the guide's certificate.

Tour Name:	T1	Τ1						
Guide Name:	Gu	est 2						
ID Type No.:	489	9411						
Room No.	Guest	Card(Pics)	Checked Out					
• III			4					
Read Car	d 🙆 Che	ck member d	letails					
Total Rooms	:	0						
Total Guests	:	0						
Total Card:		0						
Group Check Out								

Step 3: Click [**Group Check Out**], and the prompt information appears. Click [**Yes**] to finish group check out, as shown in the figure below:

₫ ₫ 1	of 1 🕨 🕅	4 🛞) 🕲 🖷) 🔲 💷	Ŧ	18 a	Check out	
	Expens	es Lis	t			Guest N		
	Bl	ue				Guest 2 Total:	anne.	•
Hotel ID :	01012345678	3				9.00		\$
Adress :						Deposit:		
						21.00		\$
phone:					Ξ	Paid:		
Fax: Hotel Web:		F	ost:			*Press ente	er key to confirm m	oney
Adminis	strator	2014/	/08/18 1	7:43:28		0.00		\$
		2014/	00/10 1	7.43.20		Change:		
Guest ID:	T0000002					12.00		\$
Guest Name:	Guest 2							Ψ
Check In:	2014/8/18 10	:00:00						
Check Out:	2014/8/18 17	:43:28				Print B	ill	
Name	Qty 1	Unit Price	Disco unt	Subtotal		Check out t	nis Group, are you sur	e?
A002 A003	1	3	0%	3				
A006	1	3	0%	3			🖌 ОК 🕻	Cancel
		-			-			

c) Group extension: To perform group extension, the first two steps are the same as those of performing Group Check Out. In step 3, in the operation prompt that pops up, modify the extension day as necessary. Click [OK] to finish Group Extension, as shown in the figure below:

Group Extend St	tay	×
Tour Name: T1 Guide Name: Gues ID Type No.: 4894 Total Rooms: 2 Total Guests: 8		
Total Card: 1 Check in Time: 201 Stay Hour(s): 1 Check Out Time: 2 Deposit: 14.00 \$	014/08/19 12:30:00)
Stay Day(s):	1	Day(s)
Check Out Time:	2014/08/20 🔲 🖛	12:30
0		
 ✓ 0 	К ХС	ancel

ii. Group Information

Click [Reception Center] \rightarrow [Group Reception] \rightarrow [Group Information] to enter the Group Information Interface.

Reception Center		
Room Center		
Group Reception	•	Group Check in
Room Reservation	×	Group Information
Check Room	•	Group Expenses Log
		Group Guest Details

	(Group:	•	ID Type:	All Types	•	Check In:	2014/08/1	7 12:30 🔍 🔻	→ [2014/08/18 17:4	48 🔍 🗸
	Group	Name:	•	ID Number:			Check out:	2014/08/1	8 17:48 🔲 🔻	→ 🔲	2014/08/18 17:4	48 🔲 🔻
	Group	Guide:					Operator:	:	•]		
						Q	Search	Export To E	xcel	& Reset	× Close	
	Tour Group	Group Name	Group Guide	Tour Group ID Type	Group No.	Check in Time	Guest	Export To E	xcel E-Mail	Keset Other	X Close Memo	
	Group					Check in	Guest Qty Ph					
1	Group Hualian	Name	Guide	ID Type	No.	Check in Time	Guest Qty 6					,

iii. Group Expenses Log

Click [Reception Center] \rightarrow [Group Reception] \rightarrow [Group Expenses Log] to enter the Group Expenses Log Interface.

.....

Transformation Reception Center			
Room Center			
Group Reception	•	Group Check in	
Room Reservation		Group Information	-
Check Room		Group Expenses Log	
		Group Guest Details	-
Search Export To Excel	Reset	X Close	
Group:		Group Guide: Ch	eck in: 🗹 2014/08/17 12:30 🔍 → 📃 2014/08/18 12:30
Group Name:		ID Type:	ck out: 2014/08/18 12:30

	ID Number:								Operator:			•			
_		etais 💌 S	Statistics 👿	Fuzzy Search											
	Group ID	Group	Group Name	Group Guide	ID Type	ID Number	Member	Check in Date	Stay Day(s)	Check Out Time	Paid	Stay Day(s)	Check out Date	Discount	Room Price
-	ID T0000002		Group Name				Member 6		Day(s)		1000	Stay Day(s)			

iv. Group Guest Details

Click [Reception Center] \rightarrow [Group Reception] \rightarrow [Group Guest Details] to enter the Group Guest Details Interface.



	ch	rt To Excel	Reset 🗙	Close								
	Group:	•	- (Juest Name:			Building N0.:	All Building	is .	- Roo	т Туре: А11 Тур	pes 🔻
Group Name: ID Type: All Types					bes	▼ Floor No.:				-		
Group	p Guide:			ID Number:			Room No.:					
C	heck In: 🔽 20	14/08/17 12:30	→ 201	14/08/18 17:59]	Check out:	2014/08/18 1	-59 🔍 -	→ 2014	4/08/18 17:59		
Group	Tour	Group	Group	Tour Group	Group	Card	Guest	ID Tours	ID No	Room	Building	Floo
D.	Group	Name	Guide	ID Type	No.	No.	Guest Name	Туре	ID No.	No.	No.	Floo
	Group 3 Hualian											Floo 1 1
ID T00000003	Group 3 Hualian 3 Hualian	Name T1	Guide Guest 2	ID Type CNY	No. 489411	No. 27		Type CNY		No. A009	No.	Floor 1 1 1
ID T00000003 T00000003	Group Hualian Hualian Hualian Hualian	Name T1 T1	Guide Guest 2 Guest 2	ID Type CNY CNY CNY	No. 489411 489411	No. 27 26		Type CNY CNY		No. A009 A009	No. A A	Floor 1 1 1 1
ID T00000003 T00000003 T00000003	Group 3 Hualian 3 Hualian 3 Hualian 3 Hualian	Name T1 T1 T1 T1	Guide Guest 2 Guest 2 Guest 2	ID Type CNY CNY CNY CNY	No. 489411 489411 489411	No. 27 26 25		Type CNY CNY CNY CNY		No. A009 A009 A009	No. A A A A	Floor 1 1 1 1 1 1 1
ID T000000000000000000000000000000000000	Group Hualian Hualian Hualian Hualian Hualian Hualian	Name T1 T1 T1 T1 T1 T1	Guide Guest 2 Guest 2 Guest 2 Guest 2 Guest 2	ID Type CNY CNY CNY CNY CNY CNY	No. 489411 489411 489411 489411 489411	No. 27 26 25 24		Type CNY CNY CNY CNY CNY		No. A009 A009 A009 A009 A009	No. A A A A A	Floor 1 1 1 1 1 1 1 1 1
ID T000000000000000000000000000000000000	Group Hualian Hualian Hualian Hualian Hualian Hualian Hualian	Name T1 T1 T1 T1 T1 T1 T1 T1	Guide Guest 2 Guest 2 Guest 2 Guest 2 Guest 2 Guest 2	ID Type CNY CNY CNY CNY CNY CNY CNY	No. 489411 489411 489411 489411 489411 489411 489411	No. 27 26 25 24 23		Type CNY CNY CNY CNY CNY CNY		No. A009 A009 A009 A009 A009 A009 A009 A009	No. A A A A A A A	Floo 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1

4.3.3 Room Reservation

i. Reservation

Click [Reception Center] \rightarrow [Room Reservation] \rightarrow [Reservation] to enter the Reservation Interface.

Reception Center		
Room Center		
Group Reception	•	
Room Reservation	•	Reservation
Check Room	•	Reservation Management
		Reservation check in

Single guest reserve steps:

Step 1: Search for and select rooms.

Step 2: Input reservation information, and click [OK] to finish reservation, as shown in the figure below:

-			▼ 2014-	08-18 18:31 🗐	→ 2014	-08-18	Q Search Ro	om	
☑ ▲ A002	A003	A0		Room No. A002	Building A	No. Floor No.	Room Type a	Bed Qty 4	Exs 0
A006	A010	A0		< Selected Room	s: 1			 © D	elete
Contact Person:	Guest 1	*	Guest Name:	Room Rese	ervation *				
Contact Mobile:	1463231	*	Check in Tim	e: 2014/08/18					
Phone:			Check in Tim	e: 18:31	* *				
ID Type:	CNY	•	Check Out Tr	ime: 2014/08/18		ok			
ID Number:	56578	*	Email:			× Cancel			

The rooms that are reserved successfully are displayed as follows:



ONOTE: for group reservation, please refer to 4.3.2 Group Reception.

ii. Reservation Management

Click [Reception Center] \rightarrow [Room Reservation] \rightarrow [Reservation Management] to enter the Reservation Management Interface.

Reception Center		
Room Center		
Group Reception	•	
Room Reservation	•	Reservation
Check Room	•	Reservation Management
		Reservation check in

Check or delete a reserved room, as shown in the figure below:

R	eservatio	n	Search	Noverdue Re	servation	Select All	Delete	× Close
	Select	Contact Person	Mobile Number	Phone	Email	Guest Name	Room No.	Room Type
	V	23	23			23	203	general
		32	2			32	208	general
	V	43	33			43	214	general
t			ш					

The figure displays a list of reserved rooms, and those in red are overdue (selected by default and should be deleted).

iii. Reservation check in

Check in for guest who has already reserved in advance.

Steps:

Step1: Click [Reception Center] → [Room Reservation] → [Reservation check in].

Reception Center		
Room Center		
Group Reception	•	
Room Reservation	•	Reservation
Check Room	►	Reservation Management
		Reservation check in

Step 2: Click Search, you can find the picture below and find the rooms which have already been booked.

Person beg k Room Type	Mobile Number 1365464 Room Price	Phone Room Nam	Er	☑ 🚷 A20:	3	
< Room Type	Room Price		>	A20:	3	
Room Type	And the second second		>			
Room Type	And the second second		>			
Room Type	And the second second		>			
	And the second second		>			
	And the second second	Room Nam	100			
single room			ne			
	30.00	A203				
<			>			

Step 3: Choose a group or a guest.

Step 4: Choose reservation room, whether make card, fill in guest name and ID number.

Step 5: Fill in the information as below.

🔽 Local Time	2013/10/23 11:20 🔻	Stay Day(s):	2 🚔	Room Price:	200.00	Paid:	600.00
Check Out Time:	2013/10/25 11:20 📼	Discount:	100 %	Deposit:	200.00	Currency Type:	CNY -

Step 6: Click [Guest Check In] to finish reservation check in.

Reservation			ch ×	Close								
Contact Person	Mobile Number	Phone	Email	Guest Name	Group	Check in Date	Check in Time	Check Out Date	ID Type	ID Nu	🗷 褖	
M1				T1	0	2013/10/23	10:00	2013/10/24	ID Card	233	B2005	
M4	23			M4	•	2013/10/24	11:27	2013/10/25	ID Card	23		
M4	23			M4	•	2013/10/24	11:27	2013/10/25	ID Card	23		
< Room Type	Room Price	Room Na		III Guest Name	ID Typ	•	D Number	Make Card	0	▶ erating		
Standard Room	200.00	B2005		M4	ID Typ ID Card					cratilig		
			-	M5	ID Card							
۲				111						F		
< V Local Time	2013/10/23 11:2	9 • St	ay Day(s)		Room Pri	ce: 200.00	I	Paid:	600.00	K	Guest Ch	

4.3.4 Check Room

Click [Reception Center] \rightarrow [Check Room] to enter the Check Room Interface.

Reception Center Room Center Group Reception Room Reservation Check Room

Check Room includes **Guest Check** and **Clean Check**, through which a reminder can be set for the rooms that need checking out and cleaning.

4.4 Consumption Management

 $^{\bigodot}$ Note: A guest purchase commodity should with a card.

Click [Consumption Management] → [Commodity Purchase] to enter the Commodity Purchase Interface.

@ Consumption Management

Commodity Purchase

٦	Consumption Ma	nagement								x
				0	Room No	.: 1	ID Type:	Deposit:		
Ľ	-	Item Code	Item Name	4	Gues	t:	ID No.:		<u>Guest</u> Informa	ition↓
	Item ID	Room Type	Item Name	Item Unit						
1	000000000001	Drinks	Towel	а						
2	00000000002	Drinks	Orange Juice	а						
					Selected:		Free of Charge:		Total:	
							Read Discour	nt: 0 🍦 %		mption cord↓
							Encore Channel		Tabala	
				F.	Amount:		Free of Charge:		Total:	

Put the guest card on reader, click [**Read**], then you can double click the commodity you need in the left column, they will show in the right column. You can refer to the picture below:

		7		0	R	oom No.: A0	08 I	D Туре	e: CNY	Depos	it: \$-6		
Ite	m Type 👻	Item Code	Item Name	4		Guest:		ID No	.:			<u>Shop</u> r ↓	oing carl
	Item ID	Room Type	Item Name	Item Unit		Room	Guest		Item	Item	Unit	Qty.	Fre
1	00000000001	Drinks	Towel	а		No.	Name		Name	Unit	Price		Ch
2	000000000002	Drinks	Orange Juice	а	Þ	_			Orange Juice	а	4.00	1	
						A008			Towel	а	4.00	1	
F	pense Info					A008			Orange Juice	а	4.00	1	
	pense info				_		1			1		1	•
		Discount O%	Cash settle	ement 🗸		ected: 4		Free	of Charge: 0		Total:	16.00	
	Amount:	\$ 16.	oo <- \$	16.00			R R	Read	Discount:	0 ෫ %	- V O		sumptio ecord ↓
vai	ilable deposit:	\$ 0.	00 -> \$	0.00			Room Type	Ite Nar				Item . Unit	Total
	Payment:	\$ 0.	00 -> \$	0.00									
	Change:	\$ -16.	00 <- \$	-16.00									
		🖌 ок	× Cancel										

After selecting all commodities you need, you can choose to pay cash at sight or pay all the money when checking out. If you pay in cash, the consumption information won't show in the check-out Billing.

ONOTE: You can see the shopping cart and consumption records in the right column.

4.5 Database Log

Click [**Database Log**] in the user menu to pop up the sub-menus as follow, which will be described respectively in the sections that follow.

[]	Database Log
	Guest Details
	Expenses Log
	Other Logs
	Card Setting Log
	Group Card Setting Log
	Lock Open Log
	Database Management

4.5.1 Guest Details

This function is used to view the detailed records of the guests who have checked in. Operators can input search conditions to view related records and export them to an Excel sheet, as shown in the figure below:

Card N	umber:		→		Q Se	arch	Export To	o Excel	Reset	× Close			
Guest	Name:			Building N0	All Building	gs 🔹	Ro	oom Type:	All Types	•	Operator:		•
ID	Type: All	Types	•	Floor No	.:	•		Check In:	2014/08/17 12:30	□ ▼ →	2014/08/18 1	19:21	•
ID N	umber:			Room No	:		C	Check out:	2014/08/18 19:21	□ ▼ →	2014/08/19 1	12:30	•
Card No.	Re-write	Guest Name	ID Type	ID No.	Room No.	Building No.	Floor	Room Type	Check in Time	Stay Day(s)	Check Out Time	Extend Stays	First Extend Stays
28		Room Reservation	CNY	56578	A002	A	1	a	2014/8/18 18:47	1Day(s)0Hours	2014/8/19 12:30		
7			CNY		A003	A	1	a	2014/8/18 16:49	0Day(s)5Hours	2014/8/18 21:49	V	2014/8/18 16:51
6	V	Guest 1	CNY	18484515	A005	A	1	a	2014/8/18 16:46	1Day(s)2Hours	2014/8/18 18:49	V	2014/8/18 16:49
27			CNY		A009	A	1	a	2014/8/18 10:00	2Day(s)0Hours	2014/8/20 12:30	V	2014/8/18 17:47
26			CNY		A009	A	1	a	2014/8/18 10:00	2Day(s)0Hours	2014/8/20 12:30	V	2014/8/18 17:47
25			CNY		A009	A	1	a	2014/8/18 10:00	2Day(s)0Hours	2014/8/20 12:30	V	2014/8/18 17:47

4.5.2 Expenses Log

This function is used to view records of the room use, dividing into two inquiry ways, details and statistics inquiries. Figure 1 displays details inquiry, while Figure 2 displays statistics inquiry.

	Flo	ng No.: All E	Building	•	Room Type: Check In: Check out:	2014/08/		✓ → 201	4/08/18 12:30 4/08/19 12:30	• 	 Details Statistics Search 	Reset	xport To Excel]	
	Room	Building	Floor	Room Type	Guest Qty	Card Qty	Check in Time	Extend Day(s)	Check out Time	Room Price	Currency	Ex-rate	Other Expenses	Extend Check out	Last Extension Time
►	A002						2014/8/18 16:49	0Day(s)2Hours	2014/8/18 18:49	3.60	\$	1.0000	0.00		2014/8/18 18:49
	A002	A	1	a	4	1	2014/8/18 10:00	1Day(s)0Hours	2014/8/19 12:30	3.00	\$	1.0000	0.00		
	A002	A	1	a	1	0	2014/8/18 18:47	1Day(s)0Hours	2014/8/19 12:30	0.00	\$	1.0000	0.00		
	A003	A	1	a	1	1	2014/8/18 16:49	0Day(s)5Hours	2014/8/18 21:49	16.00	\$	1.0000	0.00	V	2014/8/18 21:49
	A003	A	1	a	4	0	2014/8/18 10:00	1Day(s)0Hours	2014/8/19 12:30	3.00	\$	1.0000	0.00		
	A005	A	1	a	1	1	2014/8/18 17:00	0Day(s)1Hours	2014/8/18 18:49	0.00	\$	1.0000	0.00	V	2014/8/18 18:49

	ng No.: All or No.:	Building	•	Room Type Check In		8/17 12:30		Operator:	•	DetailsStatistics	Exp
Roo	m No.:			Check out	2014/0	8/18 12:30	′ → 🔳	2014/08/19 12:30		Q Search	Reset
Room	Building	Floor	Room Type	Guest Qty	Card Qty	Stay Day(s)	Room Price	Currency	Ex-rate	Other Expenses	
A002	А	1	a	1	0	0.0Day(s)0Hours	0.00	\$	1.0000	0.00	
A002	А	1	a	4	1	1.0Day(s)0Hours	3.00	\$	1.0000	0.00	
A002	А	1	a	1	1	0.0Day(s)1Hours	3.60	\$	1.0000	0.00	
A003	А	1	a	4	0	1.0Day(s)0Hours	3.00	\$	1.0000	0.00	
A003	A	1	a	1	1	0.0Day(s)4Hours	16.00	\$	1.0000	0.00	
A005	А	1	a	1	1	0.0Day(s)0Hours	0.00	\$	1.0000	0.00	
A006	А	1	a	4	1	1.0Day(s)0Hours	3.00	\$	1.0000	0.00	
A008	A	1	a	4	0	0.0Day(s)0Hours	0.00	\$	1.0000	0.00	

4.5.3 Other Logs

This function is used to view other consumption records of a room, dividing into 2 inquiry ways, details and total expenses inquiries. Figure 1 displays consumption details, while Figure 2 displays consumption total expenses.

Item Ty	pe:	•			Date:	2014/08/17 1	2:30 🔲 🔻	→ 2	014/08/17 12	:30 💽 🔻	Oetails		Export To Exc	cel
Item Co	de:			Room	n No.:			Ope	rator:	-	Total Expension	ses 💷		
Item Nar	ne:			Guest N	lamor			I FI	zzy Search		Q Search	Rese	t X Cl	ose
				Guesc N	dine.				ice, ocuren					
Item Code	Item Type	Item Name	Unit	Price	Qty.	Original Price	Discount	Price	Free of Charge	Amount	Date	Operator	Guest Name	ID Type
	Item Type		Unit			Original Price 4.00	Discount		Free of	Amount	Date 2014/8/18 19:26	•		

	Item Typ Item Cod		•			Date:	2014/08/17 12	2:30 🔍 🗸		014/08/17 12	:30 🔍 🔻	DetailsTotal Expenses	Expor	t To Excel
	Item Nam	ne:			Guest N	lame:			V Fu	zzy Search		Q Search	Reset	× Close
	Item Code	Item Type	Item Name	Unit	Price	Qty.	Original Price	Discount	Price	Free of Charge	Amount			
1	00000000002	Drinks	Orange Juice		4.00	1.00	4.00	1.00	4.00		4.00			
2	000000000001	Drinks	Towel	a	4.00	1.00	4.00	1.00	4.00		4.00			

4.5.4 Card Setting Log

This function is used to view all card issue records, and also supports multi-condition query and data export. The following figure displays records on non-group setting cards.

	Card Numbe	r.	→			Search	Export To Excel	Reset	× Close]	
	User Nam	e:		Build	ing No.:	•	Card Type:		•	Operator:	•
	ID Typ	e: All Types	•	Fl	oor No.:	•	Card Setting Time:	2014/07/18 00:00		→ 2014/08/18 23:59	
	ID Numbe	r 🗌		Ro	om No.:		Valid Time:	2014/08/18 00:00		→ 2014/08/18 23:59	
	a . (-						
	Card Number	Card Type	User Name	ID Type	ID Number	Lock Address					
1	1	Authorised Card									
2	2	Authorised Card									
3	3	Time Sync Card									
4	4	Room Card									
		Room Card				w d rr					
5	5	Group Card	М	CNY	484152		,Single Standard Room,	Single Standard Room,Si	ingle Standard I	Room,Single Standard Room,	Single St:
5 6	5		M Guest 1	CNY CNY	484152 18484515		,Single Standard Room,	Single Standard Room,Si	ingle Standard I	Room,Single Standard Room,	Single Sta
		Group Card				Single Standard Room	"Single Standard Room,	Single Standard Room,Si	ingle Standard I	Room,Single Standard Room,	Single Sta
6	6	Group Card Guest Card		CNY		Single Standard Room A 1 A005	"Single Standard Room,	Single Standard Room,Si	ingle Standard I	Room,Single Standard Room,	Single Sta
6 7	6 7	Group Card Guest Card Guest Card		CNY CNY		Single Standard Room A 1 A005 A 1 A003	,Single Standard Room,	Single Standard Room,Si	ingle Standard I	Room,Single Standard Room,	Single St:

4.5.5 Group Card Setting Log

This function is used to view the records on issue of all group setting cards, and supports data export.

Card Number:		→			Q Searc	h Exp	oort To Excel	Reset	× Close	
User Name:			C	Group Name	:		Operator		·	
ID Type:	All Types	•		Create Date	2014/07/18	00:00	→ 2014/08	/18 23:59	•	
ID Number:				Valid Time	2014/08/18	00:00	→ 2014/08/	/18 23:59	•	
	User Name	ID Number	Setting	All Group	Group Name1	Group Name2	Group Name3	Group Name4	Group Name5	Group Name6
1 29 C	Buest 1	4549151	V							

4.5.6 Lock Open Log

This function is used to read the record card to view the lock records. Put the record card on the card reader, and click [**Get Lock Information**] to obtain lock information and records, as shown in the interface below:

Get Lock Information			2014/ → 2014/ 201	07/18 00:00				oort To Exce	1
Lock Address:	03 - 01 - 02 - 00	115				· ·			_
Lock Name:	A002		Card Number	Lock Open Time	Open Mode	Card Type	User Name	ID Type	ID Number
Building No.:	A	1	77	2014-07-09 16:17	Card Open				
Floor No.:	1	2	77	2014-07-09 16:17	Card Open				
Room Type:	a	3	77	2014-07-09 16:17	Card Open				
		- 4	77	2014-07-09 16:18	Card Open				
Lock Time:	2014-08-18 19:33	5	77	2014-07-09 16:18	Card Open				
Lock Opened:	530	6	77	2014-07-09 16:18	Card Open				
Limit Number:	0	7	64	2014-07-09 16:55	Card Open				
Group List:		8	90	2014-07-10 11:25	Card Open				
		9	91	2014-07-10 11:26	Card Open				
		10	92	2014-07-10 11:27	Card Open				
		11	92	2014-07-10 11:27	Card Open				
		12	0	2014-07-11 13:53	Machinery - Key				
		13	0	2014-07-11 16:05	Machinery - Key				
		14	75	2014-07-11 16:06	Card Open				
		15	75	2014-07-11 16:07	Card Open				
Black List:		16	76	2014-07-11 16:08	Card Open				
		17	77	2014-07-11 16:08	Card Open				

4.6 Database Management

Click [Database Log] → [Database Management] to enter the Database Management Interface.

This function is used for database backup and restoration. This operation is available only on the server. Please use the **Database Restore** operation with caution.

Tick up [**Confirm**], click a corresponding button, the figure illustrates the backup operation:

Database Management		×
	*Note:This operation car Confirm	n only be used in server.
	Database Backup	ा विवि Database Restore

Select a path, and click [**Save**] to continue the operation (the time needed depends on the size of the database), when backup successfully, the system information will pop up as following:



5 Appendix

5.1 Sound Prompt of an Invalid Card

Five buzzes: Wrong card type

Six buzzes: A guest card has a wrong room number, or a group card, emergency card, or master card has a wrong group number.

Seven buzzes: The card has expired.

Eight buzzes: A guest card has an invalid code, or an employee card has an invalid period of Available time. **Nine buzzes**: In a blacklist.

Ten buzzes: An authorised card has an invalid authorised code.

Eleven buzzes: A building card has a wrong building number, or a floor card has a wrong floor number.

Thirteen buzzes: The card number is an access-restricted card number.

Fourteen: The record card downloads incomplete data.

Fifteen buzzes: This is not a card of the hotel.

5.2 Database Configuration

For how to configure the database, let's take Microsoft SQL Server 2005 as an example in this manual.

If it is unable to connect to the database, you can check the database configuration through the following methods.

5.2.1 Configuring the Server of Database

Click [Start] \rightarrow [All Programs] \rightarrow [Microsoft SQL Server 2005] \rightarrow [Configuration Tools], and then the figure below will appear:



Click [SQL Server Configuration Manager], then click [SQL Server 2005 Network Configuration], and the figure below will appear:



Double click the server which you want to connect with, such as [**Protocols for SQLEXPRESS**] (or **Protocols for SQLHOTELLOCK**), and the figure below will appear:

SQL Server Configuration Manager (Local)	Protocol Name	Status
 SQL Server 2005 Services SQL Server 2005 Network Configuration Protocols for SQLEXPRESS Protocols for SQLHOTELLOCK SQL Native Client Configuration 	General Memory Control Marcel Pipes Control Marcel Pipes Control Marcel Memory Control Memory Co	Disabled Disabled Disabled Disabled

Right click [Shared Memory], choose [Enable], and the figure below will appear:

Protocol Name	Status	
Shared Memory	Disabled	
TNamed Pipes	Disabled	Enable
TCP/IP	Disabled	Disable

Click [OK], the Status of Shared Memory, Named Pipes, TCP / IP can be changed into Enable.

When we set TCP / IP enable Status, double-click [TCP / IP], and the figure below will appear:

T	CP/IP Properties		? ×
	Protocol IP Addresses		
	General		
	Enabled	Yes	-
	Keep Alive	30000	
	Listen All	Yes	
	No Delay	No	
	Enabled		
	Enable or disable TCP/IP protocol f	or this server instance	
	OK Cance	Apply	Help
L			

Click the [IP Addresses] tab, IP All columns TCP Port is set to 1433, and the figure below will appear:

ICP/I	IP Properties	8	x				
Pro	otocol IP Addresses						
	IP8		<u> </u>				
	Active	Yes					
	Enabled	No					
	IP Address	2001:0:5ef5:79fd:4a9:12e:3f57:fc					
	TCP Dynamic Ports	0					
	TCP Port						
	IP9						
	Active	Yes					
	Enabled	No					
	IP Address	fe80::4a9:12e:3f57:fc9b%12					
	TCP Dynamic Ports	0					
	TCP Port	l l l l l l l l l l l l l l l l l l l					
	IPAII		=				
Ш.	TCP Dynamic Ports	49176	-				
	TCP Port	1433					
Active Indicates whether the selected IP Address is active.							
	OK Car	ncel Apply Help					

Click [Apply] and [OK] to complete the database configuration.

Please restart it and the server will take effect, the restart steps are as following:

1. Click [SQL Server 2005 Services]

😵 SQL Server Configuration Manager (Local)						
SQL Server 2005 Services						
🔺 🚊 SQL Server 2005 Network Confi	guration					
■ Protocols for SQLEXPRESS						
■ Protocols for SQLHOTELLOCK						
SQL Native Client Configuration						

State	Start Mode
Running	Automatic
Stopped	Automatic
Running	Automatic
	Running Stopped

2. Right-click the server that you need to restart, then choose [Start].

NOTE:Because it is so hard to clear all information of SQL in your computer . So please don't uninstall it .

5.2.2 Create an Account for Database Login

If your computer has already had a database, you can update it through database management software, Here we will take Microsoft SQL Server 2005 as an example to illustrate how to update the database via database management software.

Click [Start] → [All Programs] → [Microsoft SQL Server 2005], and the figure below will appear:



Click [SQL Server Management Studio Express], and the figure below will appear:

Connect to Server							
Server <u>t</u> ype:	Database Engine 💌						
<u>S</u> erver name:	LINDA-PC\SQLEXPRESS -						
<u>A</u> uthentication:	Windows Authentication 🔹						
<u>V</u> ser name:	Linda-PC\Linda 🔷						
Password:							
	Remember password						
Conne	ct Cancel Help Options >>						

Choose server name and [Windows Authentication], click [Connect] to connect with the database server which need to share.

🗉 🚺 LINDA-PC\SQL	EXPRESS (SQL Server 9.0.500) .
🕀 🚞 Databases	Connect	
🗉 🚞 Security	Disconnect	
⊕ is Server Obje ⊕ is Replication	Kedister	
🕀 📄 Manageme		
	Start	
	Stop	
	Pause	
	Resume	
	Restart	
	Reports 🕨	
	Refresh	
	Properties	

Right-click [LINDA-PC\SQLEXPRESS] server name, and choose [Properties] to enter the Server Properties interface. Click [Security] \rightarrow [SQL Server and Windows Authentication mode], click [OK].

Server Properties - LINDA-PC\SQLEXP	RESS)			
Select a page General Memory	🔄 Script 🔻 🎼 Help				
Processors Connections Database Settings Advanced Permissions	Server authentication Windows Authentication mode SQL Server and Windows Auther Login auditing None Eailed logins only	itication mode			
	 Successful logins only Both failed and successful logins Server proxy account Enable server proxy account Proxy account: 				
Connection	Passw <u>o</u> rd:	******			
Server: LINDA-PC\SQLEXPRESS	Options				
Connection: Linds-PC\Linds <u>View connection properties</u>	✓ Enable C2 audit tracing □ Cross database ownership chai	ning			
Progress					
CO Ready					
		ок	Cancel		

Choose [Security] \rightarrow [Logins] in Microsoft SQL Server Management Studio Express interface, right-click [sa], choose [New Login] to create new Logins, or choose [Properties] to assign operation levels.

E CINDA-PC\SQL	EXPRESS (SQL Server	9.0.5000 -
🕀 🧰 Databases		
E Security		
🖃 🧰 Logins		
	TIN\Administrators	
	TIN\Users	
CL.TH	a-PC\SQLServer2005	MSSOLUE
ALC: N		3
	UTHORITY\SYSTEM	1
A 50		_
🕀 🦲 Serve	New Login	
🕀 🧰 Cred	Script Login as	
⊕ 🧰 Server O ⊕ 📬 Replicati ⊕ 酒 Manager		
	Reports	
	Rename	
	Delete	
	Refresh	
	Properties	
Į		

Click [Status] in Login Properties - sa interface, click [Grant] and [Enabled] in Settings.



Click [General] in Login Properties – sa interface to set login password.

Login Properties - sa			
Select a page	🔄 Script 🔻 📑 Help	Script 🔻 🚺 Help	
🚰 General 🊰 Server Roles			
🚰 User Mapping	Login <u>n</u> ame:	sa	
🚰 Status	🔘 <u>W</u> indows authentication		
	SQL Server authentication		
	<u>P</u> assword:	*********	
	<u>C</u> onfirm password:	•••••	
	Spec <u>i</u> fy old password		

Click [Server Roles] in Login Properties – sa interface to set server roles.

Login Properties - sa	
Select a page P General	🔄 Script 🔻 🚺 Help
Server Roles Toser Mapping Status	Server role is used to grant server-wide security privileges to a user.
	Server roles: bulkadmin dbcreator diskadmin processadmin v public securityadmin serveradmin setupadmin v sysadmin

Click [User Mapping] in Login Properties – sa interface to assign operation levels.

Login Properties - sa	And Manual Roll	(- 0 X
Select a page	🔄 Script 🔻 🚺 Help			
🚰 General	Script + D verb			
Server Roles	Users mappe <u>d</u> to this login:			
Status	Map Database	User	Default Schema	
	map Database	dbo	dbo	
	▼ model	dbo	dbo	
	w msdb	dbo	dbo	
	RadioLock	58		
	RadioLock0117			
	Radi oLock17			
	✓ tempdb	dbo	dbo	
Connection	Guest account enabled for: Database <u>r</u> ole membership for: Mdb_accessadmin			
Server: LINDA-PC\SQLEXPRESS	db_backupoperator db_datareader			
Connection:	db_datawriter db_ddladmin			
Linda-PC\Linda	db_denydatareader			
View connection properties	db_denydatawriter			
	<pre>// db_owner db_securityadmin</pre>			
Progress	✓ public			
C Ready				
			ОК	Cancel

Click [OK] to save setting.

ONOTE: If your operation is affected by firewall or other defense software, please check your computer firewall setting and close the firewall to finish the rest operations.

5.3 System Setting

× Hotel Lock System Ver1.1				
	Login Nam	ne:	•	
	Password:			
Remember me				
Sett	ing↑ Exit		Login	
Language	English-EN	•	Save	
Database				
Server:	.\SQLHotelLock			
User:	sa	Password:	***	
DataBase:	RadioLock	SQL defa	ult setting	

You can choose the language or database of the system at your pleasure.

Server: Define the server name in the LAN, click to search database server in the LAN, there are four kinds of naming:

- [IP] or [computer name]
- [IP] : [PORT] or [IP] \ [instant name]
- [computer name] \ [instant name]
- Special usage: Computer name can be replaced as [.] when connecting the native database.

Login name and password: Verify the connection of database.

Note: The default login name is sa, and default password is 123.

Database: Operating target (Database files are stored in **BiolockData** folders of the dish in which system is installed.

Click [Save] to save the setting and restart the system, then it will take effect.

Only if the server fails to connect with the software, the login interface appears [**Create Database**] in **Setting** interface, then you can create the database manually, and the default path is **Documents**.

Note: Please refresh the information of rooms before checking in.

