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PMS Module

Quick start guide

This quick start will help you get started with BugHotel Reservation System PMS module and will walk you through the basic steps of Property Management System - PMS



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Welcome to Bug Hotel Reservation System NextGen Edition PMS Module

BugHotel Reservation System NextGen PMS is a comprehensive solution for hotel administrator makes direct reservations into the system database.

With this tool, Hotel Administrator can always have your database updated with reservations, even with the reservations that are made directly to the balcony, via telephone, or by any other way than the system front end.

In this module, you can also define House Keeping status, meaning, if, by some reason, a room is not available, for instance for cleaning, or for changing lamps.



Once the log-in process is completed, the following screen is shown to user. All the options are available in the left navigation menu (Create Newsletter, List Newsletter, Broadcast Newsletter, List Broadcast Newsletter, etc...).

The screenshot displays the 'Administration Panel - Hotel Reservation System Portal'. It includes a left navigation menu with 'PMS', 'Quick Reservation', and 'House Keeping'. The main content area features a 'Reservation Summary' section with filters for 'Reservations' and time periods ('Since Last Login', 'Since Last Week', 'Since Last Month'). Below this is an 'Availability Map' table showing room availability for various room types from Wednesday, September 2nd to Wednesday, September 16th.

	Wed 02 Sep	Thu 03 Sep	Fri 04 Sep	Sat 05 Sep	Sun 06 Sep	Mon 07 Sep	Tue 08 Sep	Wed 09 Sep	Thu 10 Sep	Fri 11 Sep	Sat 12 Sep	Sun 13 Sep	Mon 14 Sep	Tue 15 Sep	Wed 16 Sep
Single room/1 person(s)	X xx	X xx	A xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx
Double room/2 person(s)	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx
Triple room/3 person(s)	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx	X xx

back forward

Availability: A = available X = unavailable E = availability expired O = on request only
Restrictions on: • = release * = arrangement + = arrival/departure days = length of stay



A close-up of the left navigation menu showing a gear icon for 'PMS', and two menu items: 'Quick Reservation' and 'House Keeping'.



1. Quick Reservation

The option “Quick Reservation” available from the “PMS” menu is used to make reservations.

A screenshot of the BugHotel Quick Reservation web form. The form is divided into several sections: "Customer Information", "Reservation Details", "Payment Details", and "Availability Selection". Three red circles highlight specific features: 1. A circle around the "Existing customer:" dropdown menu, which is set to "New Customer - Add new customer using the form below". 2. A circle around the "Reservation Details" section, which includes fields for Arrival (September 02, 2009), Departure (September 03, 2009), Nights (1), Adults (1), Children (0), and Room Type (- Please select room type/unit -). 3. A circle around the "Availability Selection" section, which includes a "Date from" field, a "Date to" field, and a row of days (Mon, Tue, Wed, Thu, Fri, Sat, Sun) with play buttons. Below the availability section is a "Totals" box showing "Total: 0.00" and "Submit" and "Reset" buttons. The form is titled "Quick Reservation" at the top left.

For customer selection you can create the customer, or select an existing customer, using the combo, as seen on the image, at #1

After selecting the customer you should define the dates for the reservation, as seen on #2 of the image. If there are rooms available for those dates, they will show up into section #3. Besides dates, you should also see select the number of nights, of adults and children, and the room type desired.



In the image below, you can see an example of existing rates for selected dates!

In this case hotel owner should select the desired room, fill in the Payment Details and hit submit! Once this is done, the reservation is complete

Quick Reservation

Customer Information

Existing customer:

First name:

Last name:

Company:

Address:

City:

Zip / Postal code:

Country:

State:

Phone:

Fax:

Email:

Reservation Details

Arrival:

Departure:

Nights:

Adults:

Children:

Room Type:

Payment Details

Credit Card
 PayPal (Visa, Mastercard, American Express)
 Prepaid

Credit Card Type:

Credit Card Number:

Credit Card Expiry Date: /

CVV:

Name on Credit Card:

Availability Selection

	Date from	Date to	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="radio"/> Single room/1 person(s)	09/02/2009	10/03/2009	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
<input type="radio"/> Double room/2 person(s)	09/02/2009	10/03/2009	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00

Allotment: 10 Unit(s) Available: 10

Allotment: 2 Unit(s) Available: 2

Totals

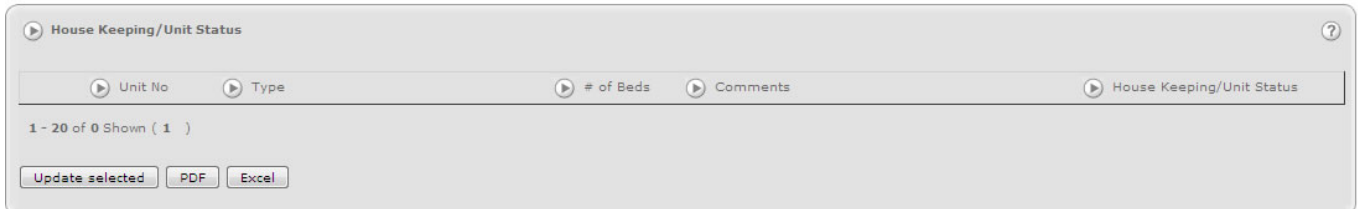
Total:

1. Date Selection



2. House Keeping

In this option, you can set a room as occupied, by some reason, for instance, for House Keeping, or for maintenance.



Note, for use this option, you should first create Unit Numbers, under hotelier interface! After it, this option should look something like this



Make the desired changes and then select the check box and then click Update Selected