

HOTELOGIX






Jump Start Guide - Hotelogix Mobile Hotel

Hotelogix 2.0

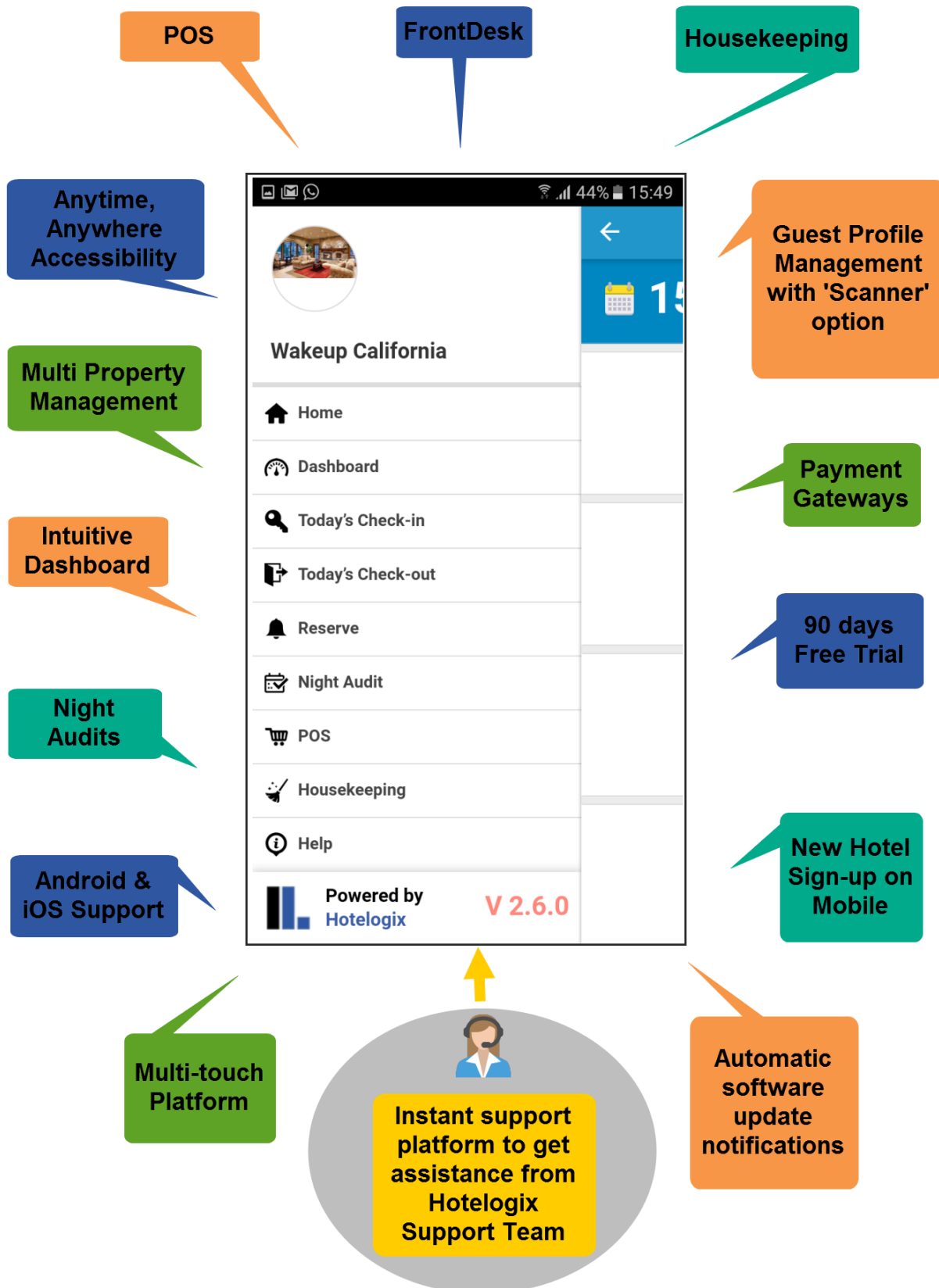


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Run your complete hotel on Mobile



Why should you use Hotelogix Mobile Hotel? - The Benefits



Introducing Hotelogix Mobile Hotel

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

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

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

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

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

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

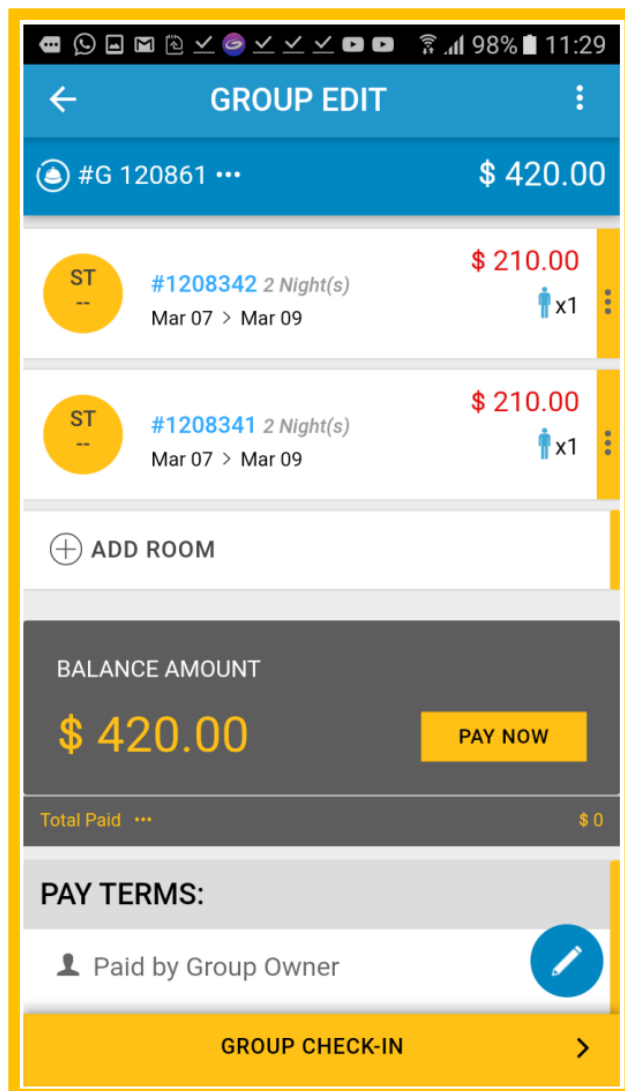
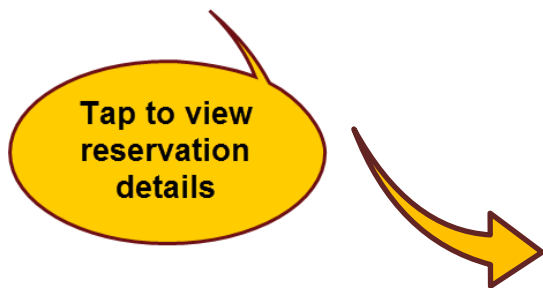
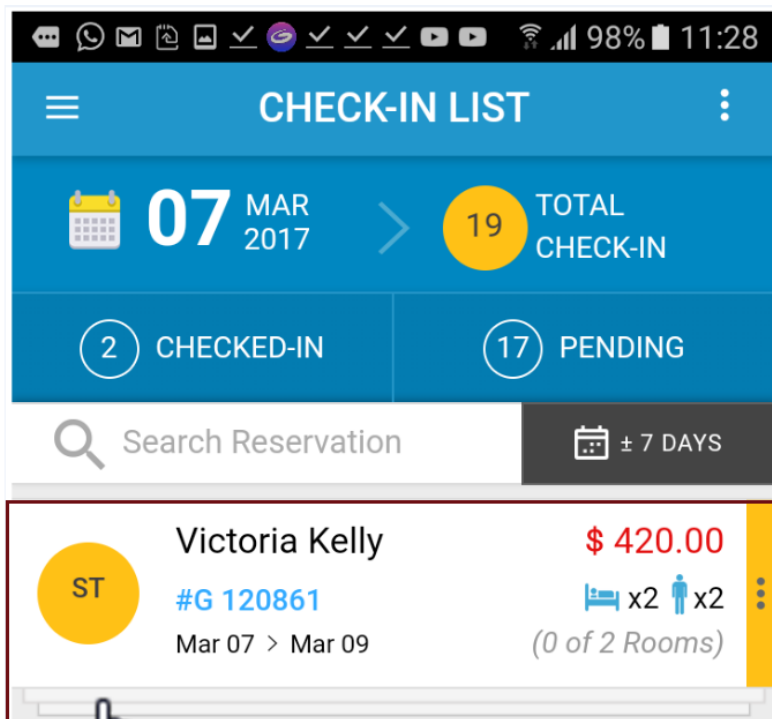
Download the app now. It's almost as easy-to-use as WhatsApp.

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

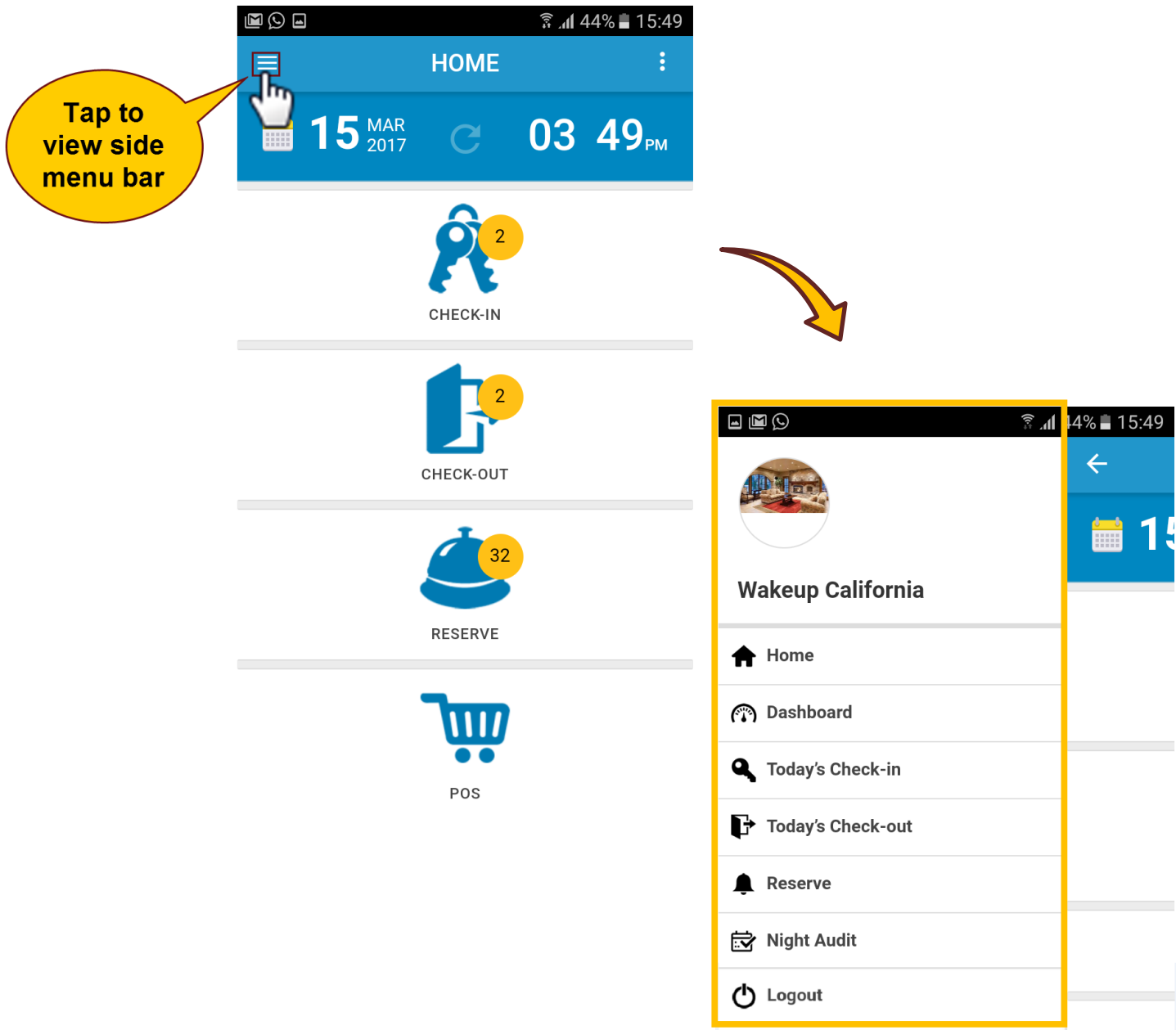
Navigating Hotelogix Mobile Hotel

‘Tap’ to perform any action

Example 1

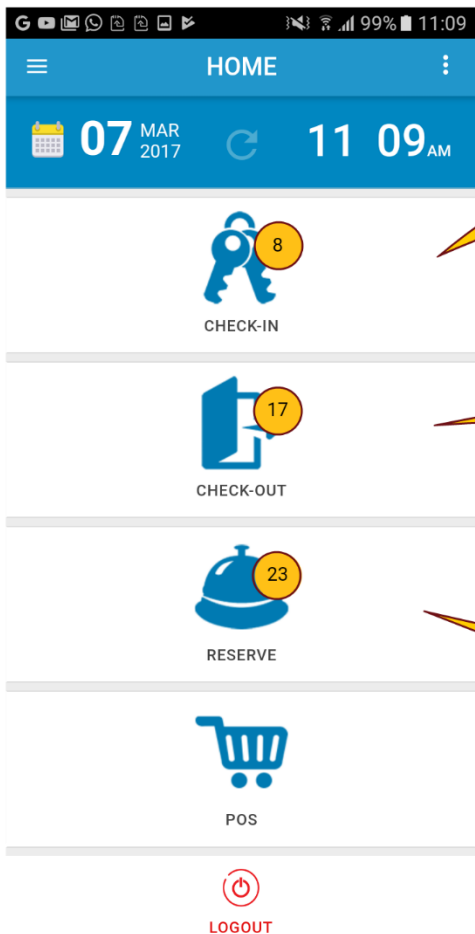


Example 2



Count : Indicates 'Count'

Example 1



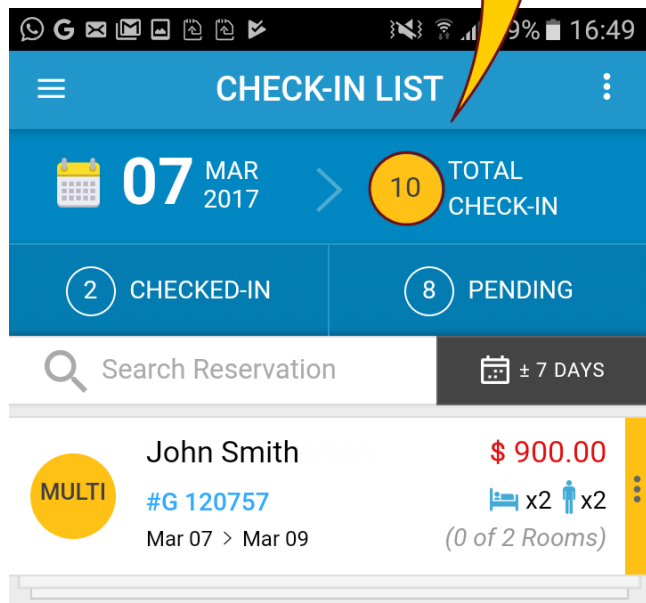
Today's Pending Check-Ins

Today's Pending Check-Outs

Today's Availability

Example 2

Total Check-Ins (Checked-In + Pending)





: 'Calendar' to select date

Example 1

Tap to select date from calendar

CHECK-IN LIST

07 MAR 2017 > 10 TOTAL CHECK-IN

2 CHECKED-IN 8 PENDING

Search Reservation ± 7 DAYS

- MULTI** John Smith \$ 900.00 #G 120757 (0 of 2 Rooms) Mar 07 > Mar 09
- DR** Sam Parker \$ 220.00 #G 120654 (0 of 1 Room) Mar 07 > Mar 08
- DR** Sam Parker \$ 440.00 #G 120653 (0 of 1 Room) Mar 07 > Mar 09
- DR** Victoria Kelly \$ 220.00 #1206327 (0 of 2 Guests) Mar 07 > Mar 08
- DR** Ryan Brown \$ 638.00 #G 120656 (1 of 2 Rooms) Mar 07 > Mar 08
- FR FML...** Victoria Smith \$ 437.00 #1206330 (2 of 4 Guests) Mar 07 > Mar 08



MAR 7, 2017

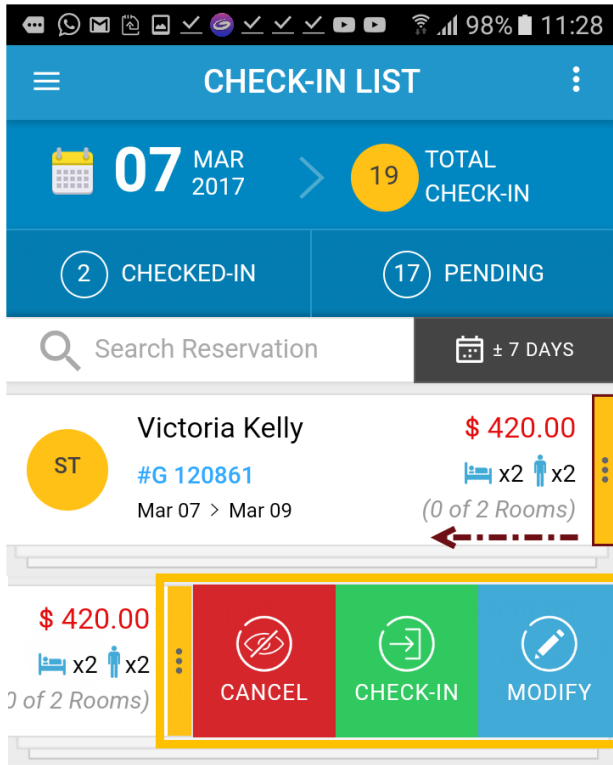
March 2017

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SET CLOSE

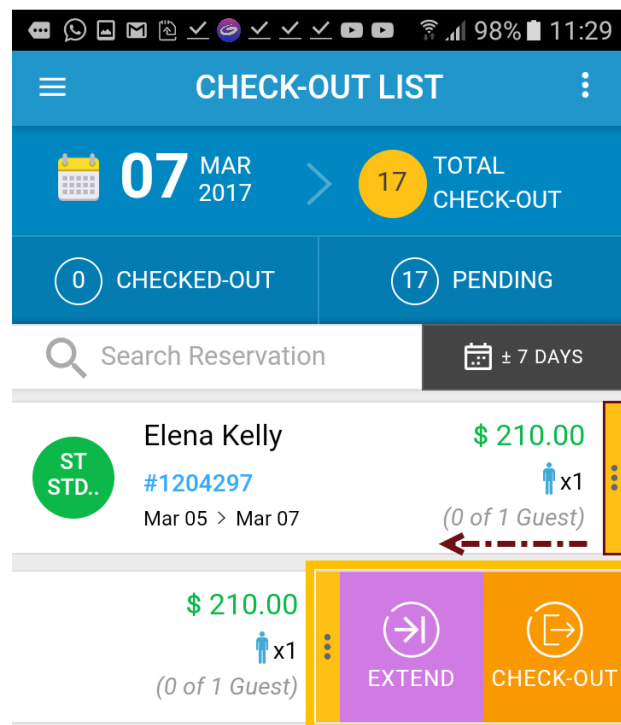
: Indicates 'more options'

Example 1



Slide left to Cancel, Check-In or Modify reservation

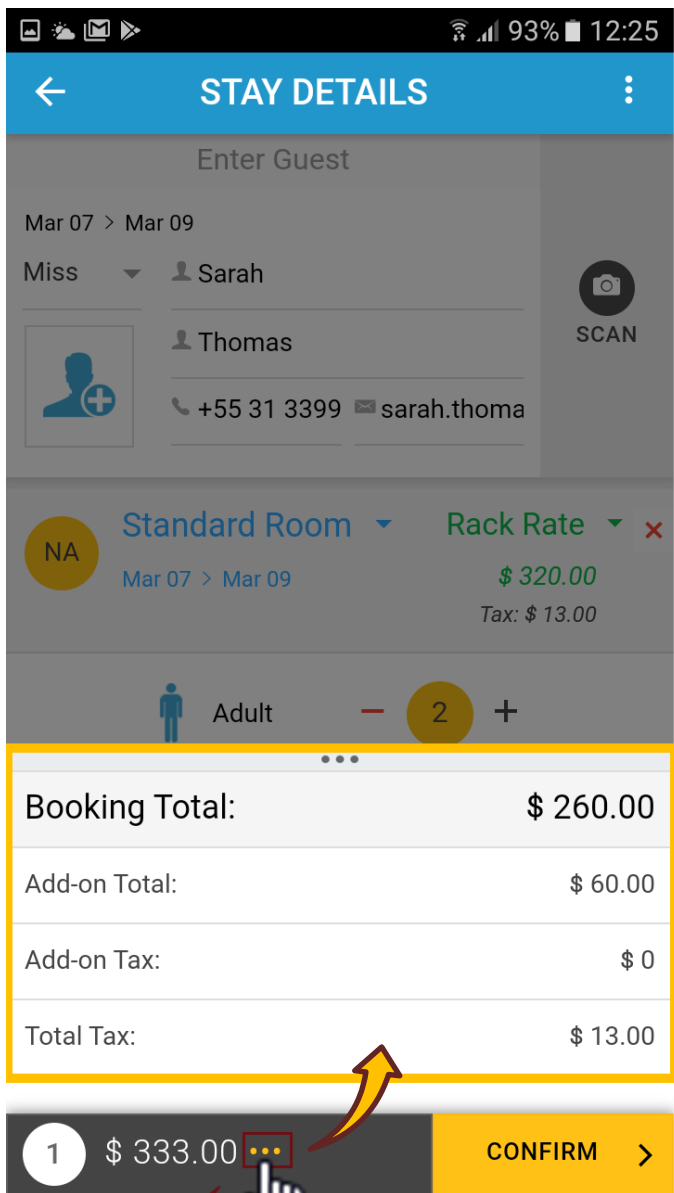
Example 2



Slide left to Extend Stay or Check-Out reservation

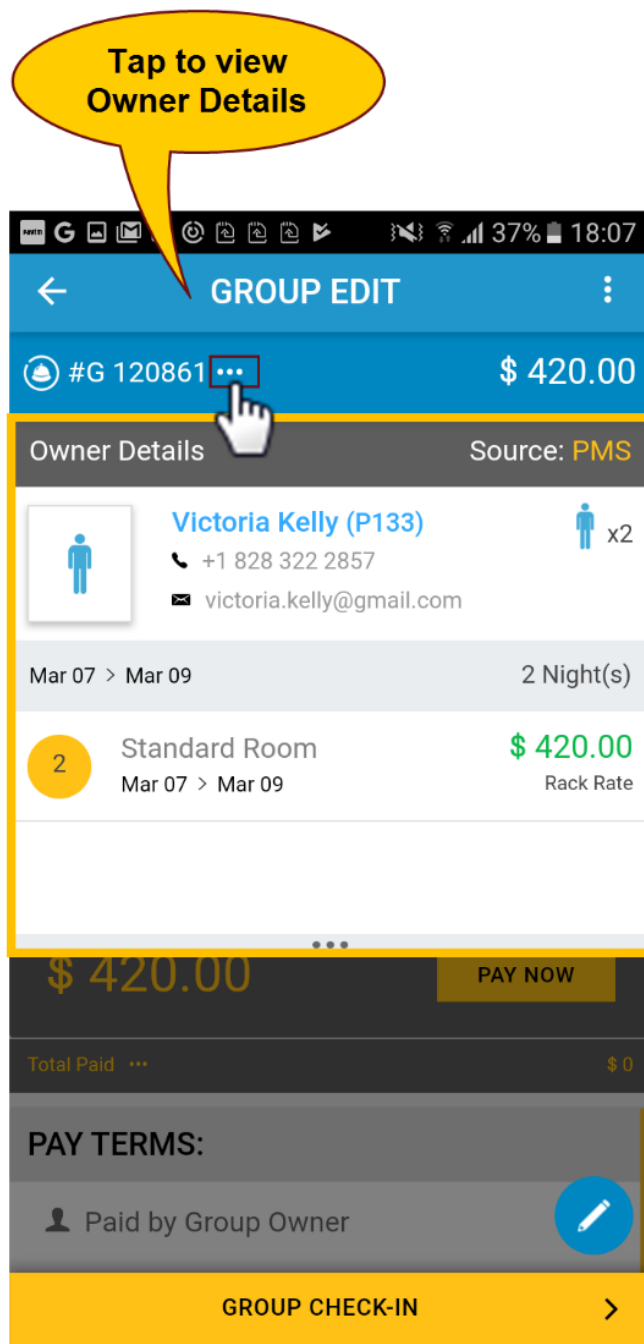
⋮ : Indicates 'more details'

Example 1



Tap to view Booking Total

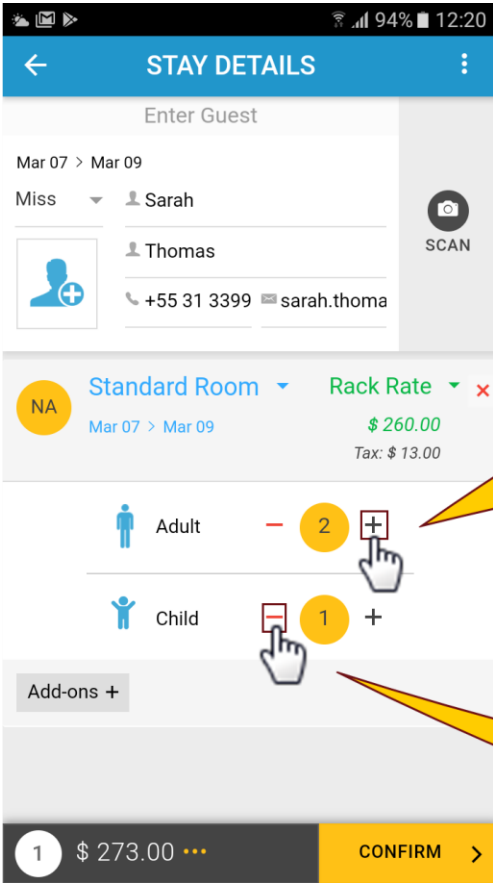
Example 2



Tap to view Owner Details

+ : 'Add' option (Increase) **-** : 'Remove' option (Decrease)

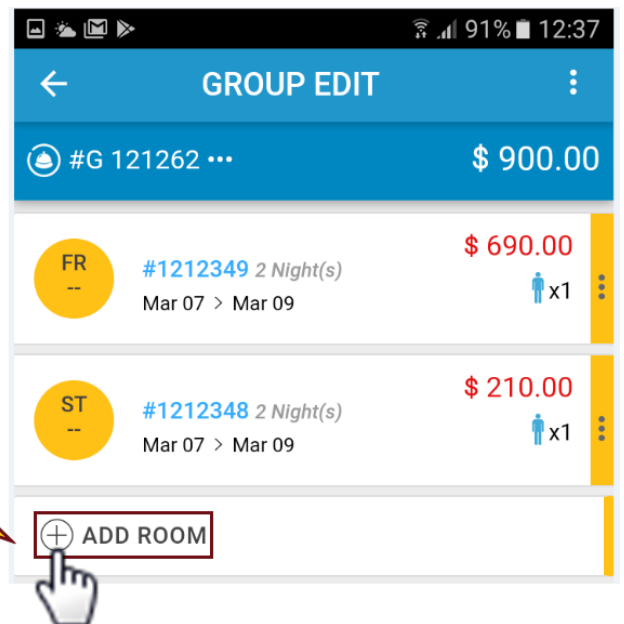
Example 1



Tap to increase Adult Occupancy

Tap to decrease Child Occupancy

Example 2

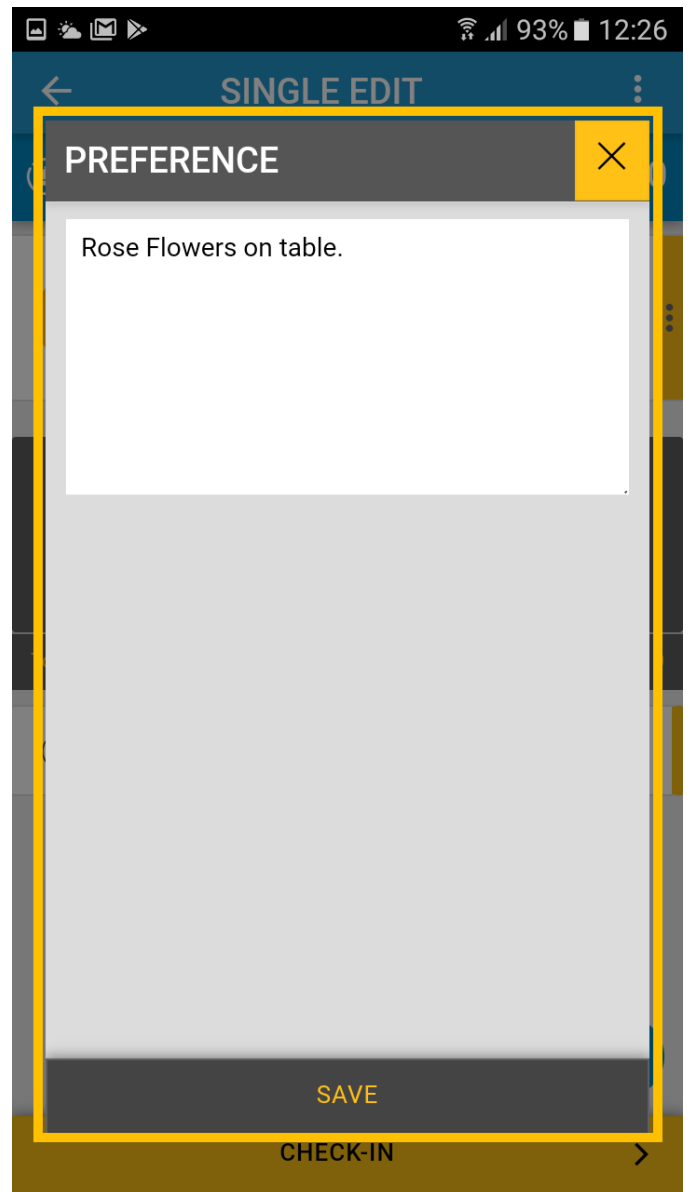
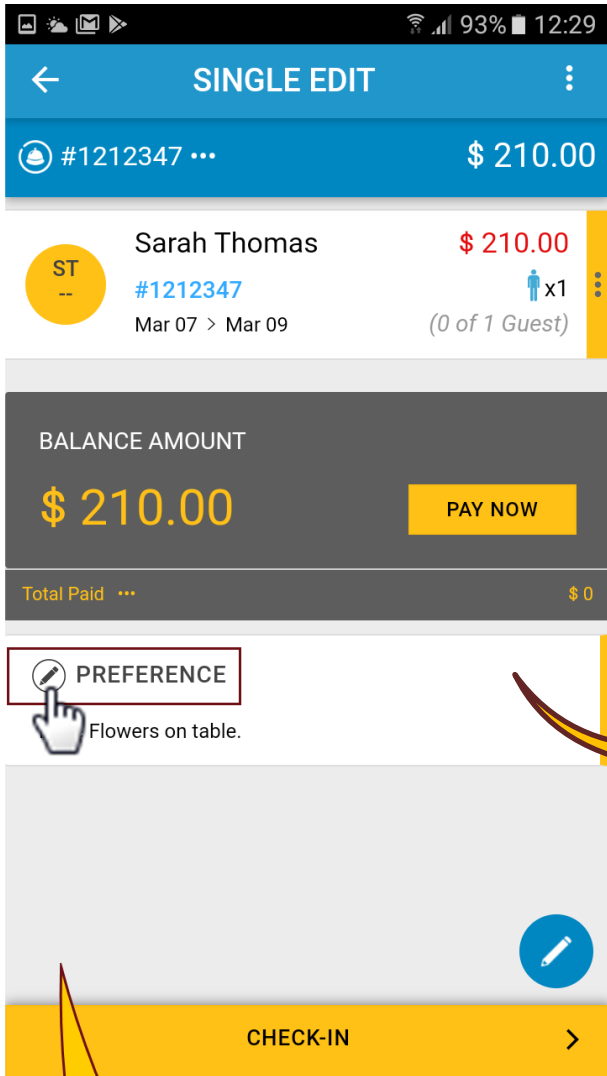


Tap to add room



: 'Edit' option

Example 1



Example 2

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

 ROOM	 DATE	 RATE	  MAIL
---	---	---	---

How to check room availability?

The screenshot shows the 'SELECT ROOM' screen in a mobile app. At the top, the status bar shows 75% battery and 18:20. The app header is blue with a menu icon on the left and a three-dot menu on the right. Below the header, there are two sections: 'CHECK-IN' with a calendar icon and '11 MAR 2017', and 'CHECK-OUT' with a calendar icon and '13 MAR 2017'. Below these are three tabs: 'GUEST', 'AGENT', and 'CORPORATE'. Under the 'GUEST' tab, it says 'Rate selected: Rack Rate' with a dropdown arrow. The room list includes:

- Standard Room**: 0/15 rooms available (indicated by a yellow callout bubble), BASE: 2 MAX: 4, Price: \$ 200.00
- Deluxe Room**: 0/10 rooms available, BASE: 2 MAX: 4, Price: \$ 400.00
- Family Room**: 0/0 rooms available (indicated by a yellow callout bubble), BASE: 4 MAX: 6, Price: \$ 600.00

At the bottom, there is a dark grey bar with a white circle containing '0', '\$ 0', and three dots. To the right is a yellow button labeled 'CONTINUE' with a right-pointing arrow.

How to identify Reservation Type?

The screenshot displays a 'CHECK-IN LIST' for 09 MAR 2017, with 6 total check-ins: 2 checked-in and 4 pending. The list includes the following reservations:

Reservation Type	Name	Room/Room Type	Rate	Guests
Single Reservation (ST STD.)	Ryan Carter	#1213359	\$ 210.00	1 Guest
Standard (DR)	Elena Kelly	#1218364	\$ 220.00	1 Guest
Corporate Booking (DR)	Ryan Brown	#G 121365	\$ 440.00	2 Rooms
Corporate Booking (DR)	Victoria Kelly	#G 120654	\$ 220.00	1 Room
Agent Booking (DR)	Sam Parker	#G 120653	\$ 440.00	1 Room
Standard (DR)	Maria Cash	#1206320	\$ 220.00	1 Guest

Callout boxes identify the following reservation types:

- Single Reservation:** Ryan Carter (ST STD.)
- Corporate Booking:** Ryan Brown and Victoria Kelly (DR)
- Agent Booking:** Sam Parker (DR)
- Group Reservation (shown with Tiles):** Ryan Brown (DR)

Exploring Single & Group Reservation

The screenshot shows the 'CHECK-IN LIST' interface with the following data points:

- Current Date:** 15 MAR 2017
- TOTAL CHECK-IN:** 2
- CHECKED-IN:** 0
- PENDING:** 2
- Search Reservation:** Search bar with a search icon and a filter for ± 7 DAYS.
- Group Reservation (Robert Anderson):**
 - Group Owner: Robert Anderson
 - Group ID: #G 122177
 - Group Stay Duration: Mar 15 > Mar 16
 - Group Total (with Taxes): \$ 210.00
 - Group Occupancy (Adult): x2 (0 of 2 Rooms)
 - Rooms reserved: x2
- Group Reservation (Ryan Carter):**
 - Primary Guest: Ryan Carter
 - Reservation ID: #1213355
 - Group Stay Duration: Mar 15 > Mar 16
 - Booking Total (with Taxes): \$ 286.00
 - Rooms reserved: x1 x2 (0 of 3 Guests)
- Group Reservation (Ryan Brown):**
 - Primary Guest: Ryan Brown
 - Reservation ID: #1218363
 - Group Stay Duration: Mar 15 > Mar 16
 - Booking Total (with Taxes): \$ 286.00
 - Rooms reserved: x1 x2 (0 of 3 Guests)
- Single Reservation (Maria Cash):**
 - Primary Guest: Maria Cash
 - Reservation ID: #1221402
 - Group Stay Duration: Mar 15 > Mar 16
 - Booking Total (with Taxes): \$ 286.00
 - Rooms reserved: x1 x2 (0 of 3 Guests)
 - Child occupancy: x2

CHECK-IN LIST

07 MAR 2017 > 10 TOTAL CHECK-IN

2 CHECKED-IN | 8 PENDING

Search Reservation ± 7 DAYS

Room Type	Guest Name	Rate	Room Type	Guests	Rooms
DR --	Victoria Kelly	\$ 220.00	DR	x2	(0 of 2 Guests)
DR DLX..	Robert Williams	\$ 345.00	DR	x1	(0 of 1 Guest)
MULTI	John Smith	\$ 900.00	DR	x2	(0 of 2 Rooms)
DR	Elena Kelly	\$ 440.00	DR	x2	(0 of 2 Rooms)
DR multi	Robert Williams	\$ 565.00	DR	x1	(0 of 1 Guest)

Un-assigned Room

Assigned Room

Group Reservation in different room types

Group Reservation in same room type

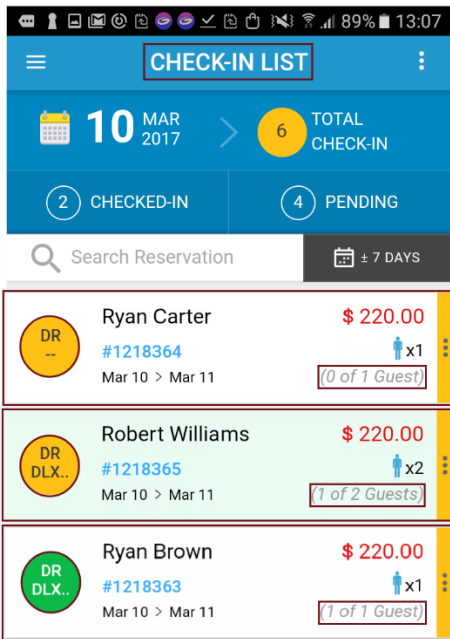
Split Reservation

How to identify Check-In and Check-Out in Single Reservation?

Yellow circle - 'Pending Check-In'

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

Green circle - 'Checked-In'

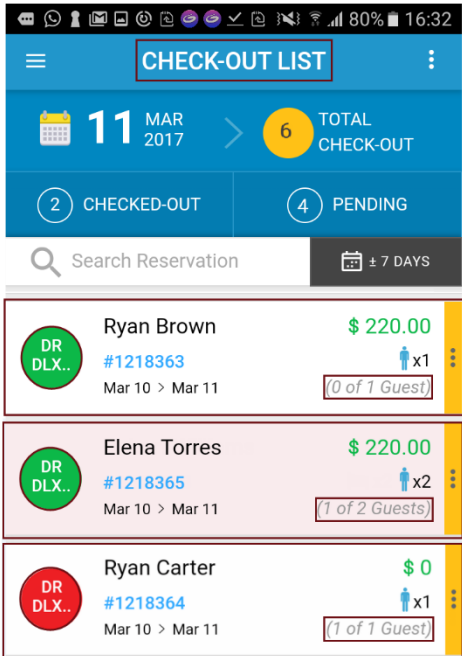


} Check-In Status

Green circle - 'Pending Check-Out'

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

Red circle - 'Checked-Out'



} Check-Out Status

How to identify Check-In and Check-Out in Group Reservation?

Yellow circle - 'Pending Check-In'

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

Green circle - 'Checked-In'

Name	Room #	Rate	Status	Rooms
Ryan Brown	#G 121867	\$ 690.00	Pending	0 of 2 Rooms
Robert Williams	#G 121868	\$ 690.00	Partial	1 of 2 Rooms
Elena Kelly	#G 121866	\$ 690.00	Checked-In	2 of 2 Rooms

Check-In Status

Green circle - 'Pending Check-Out'

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

Red circle - 'Checked-Out'

Name	Room #	Rate	Status	Rooms
Robert Williams	#G 121868	\$ 690.00	Pending	0 of 2 Rooms
Elena Kelly	#G 121866	\$ 690.00	Partial	1 of 2 Rooms
Ryan Brown	#G 121867	\$ 0	Checked-Out	2 of 2 Rooms

Check-Out Status

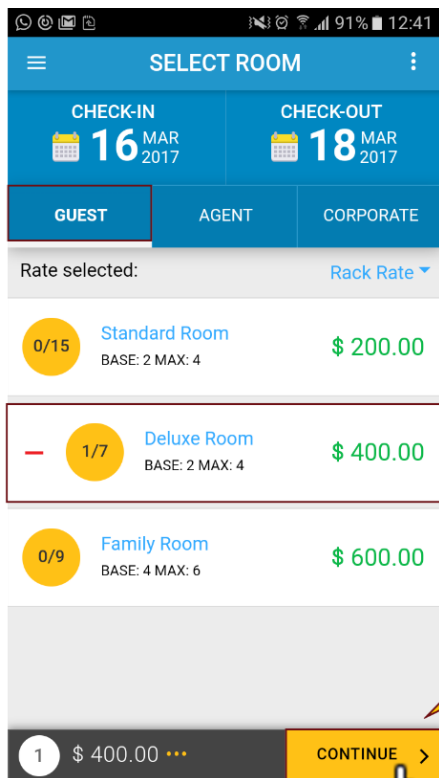
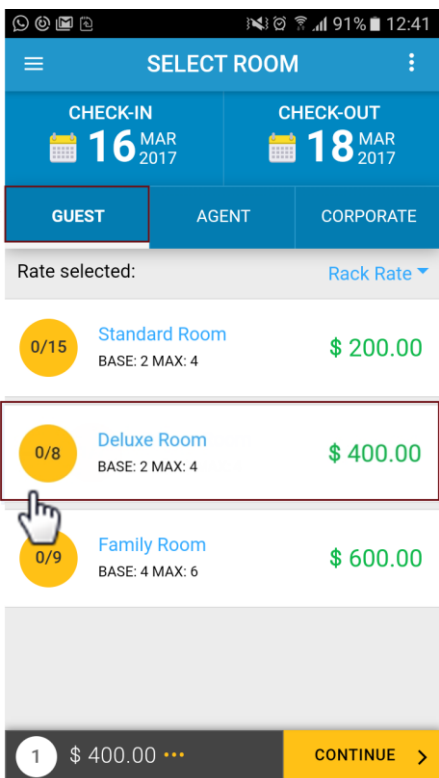
How to make a reservation?

STEP 1

Tap to make Single/Group Booking

A

Tap to select Room

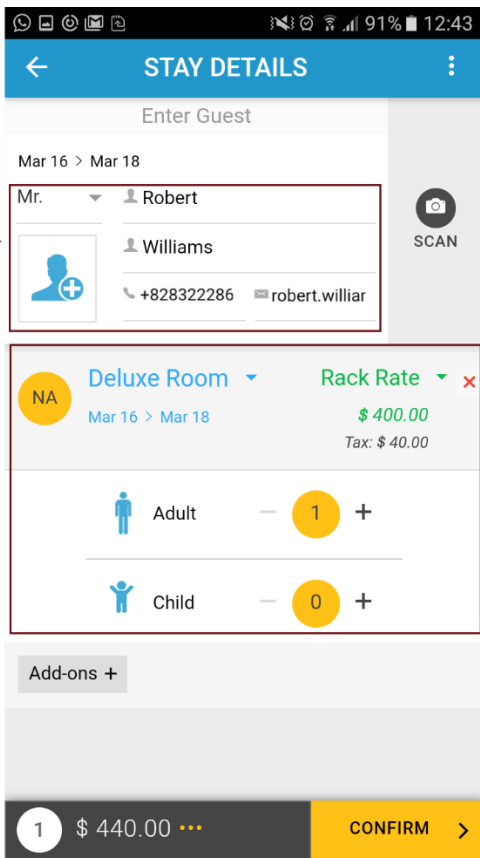


B

Continue

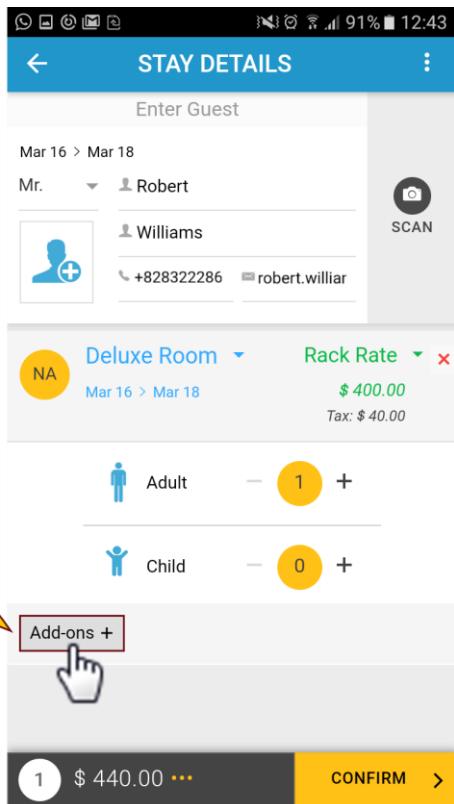
STEP 2

Enter Guest details



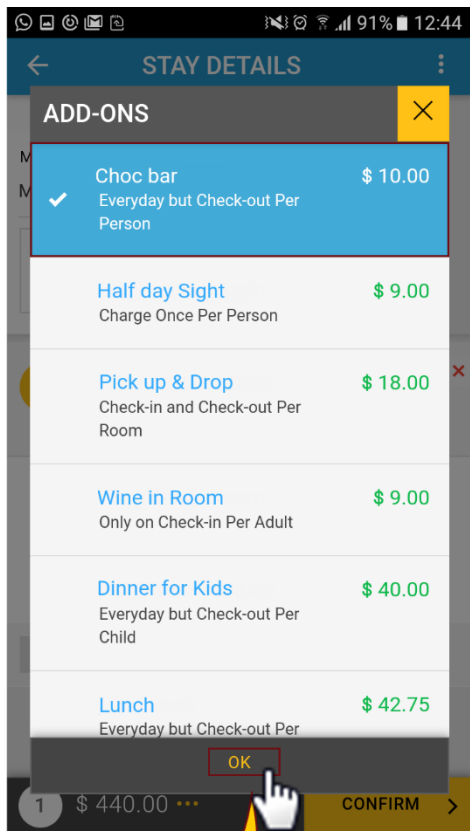
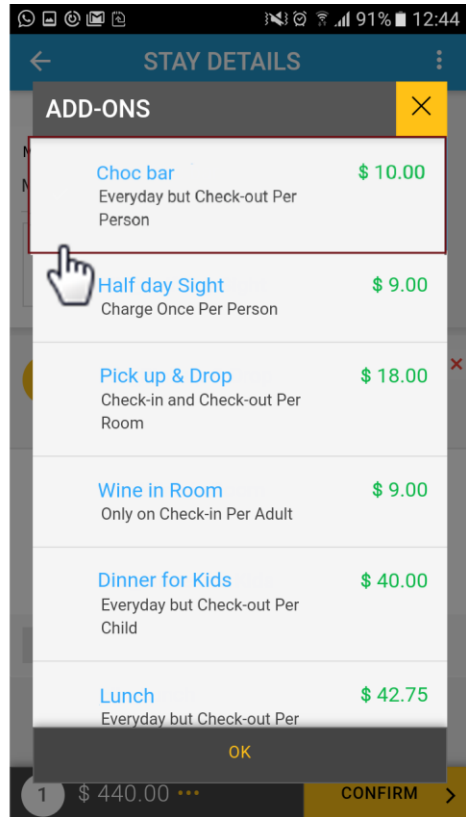
Change Rate/Occupancy if required

STEP 3

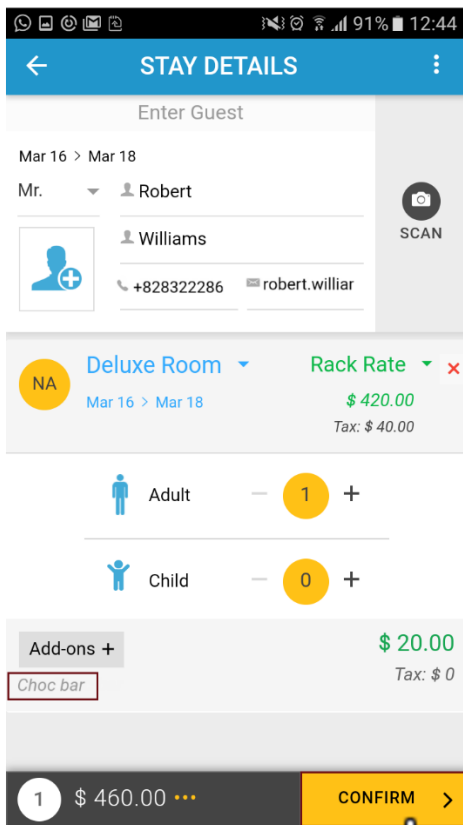


A
Tap to add Add-ons

B
Select

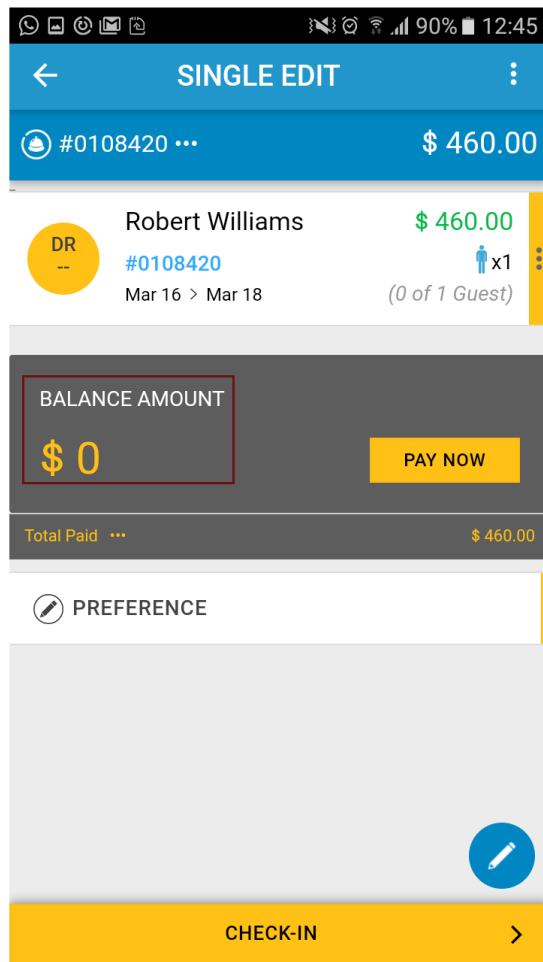
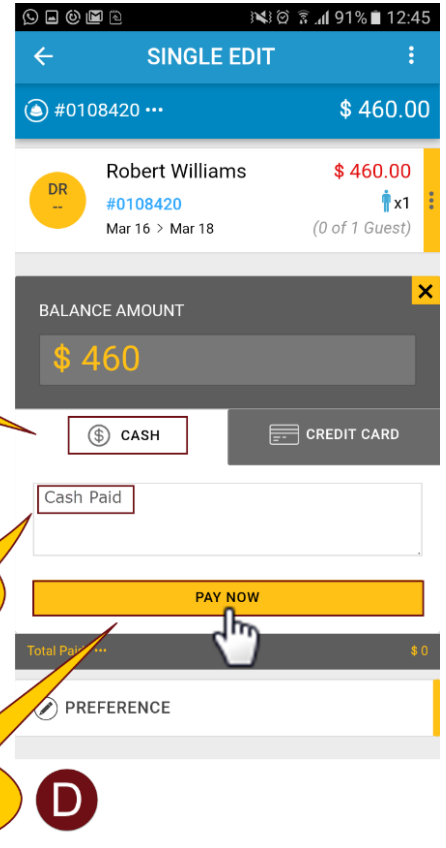
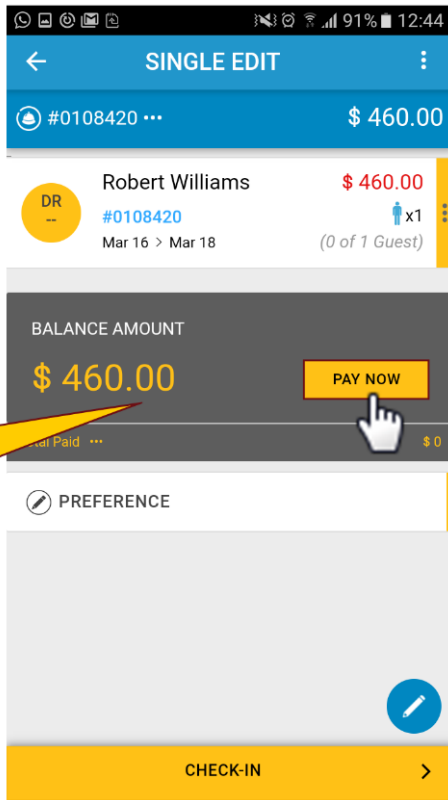


C
Continue



D
Confirm

STEP 4



Hotelogix Support

STEP 1



Hotelogix

Need Help?



Tap for help

STEP 2



Hi

We are happy to help you!

Anthony Daniel
anthony.daniel@gmail.com
19198075020
26116
Wakeup California
Unable to login

< GO BACK SUBMIT >

A

Enter details here

B

Write your query here

C

Submit

