

Overview of the Dashboard module

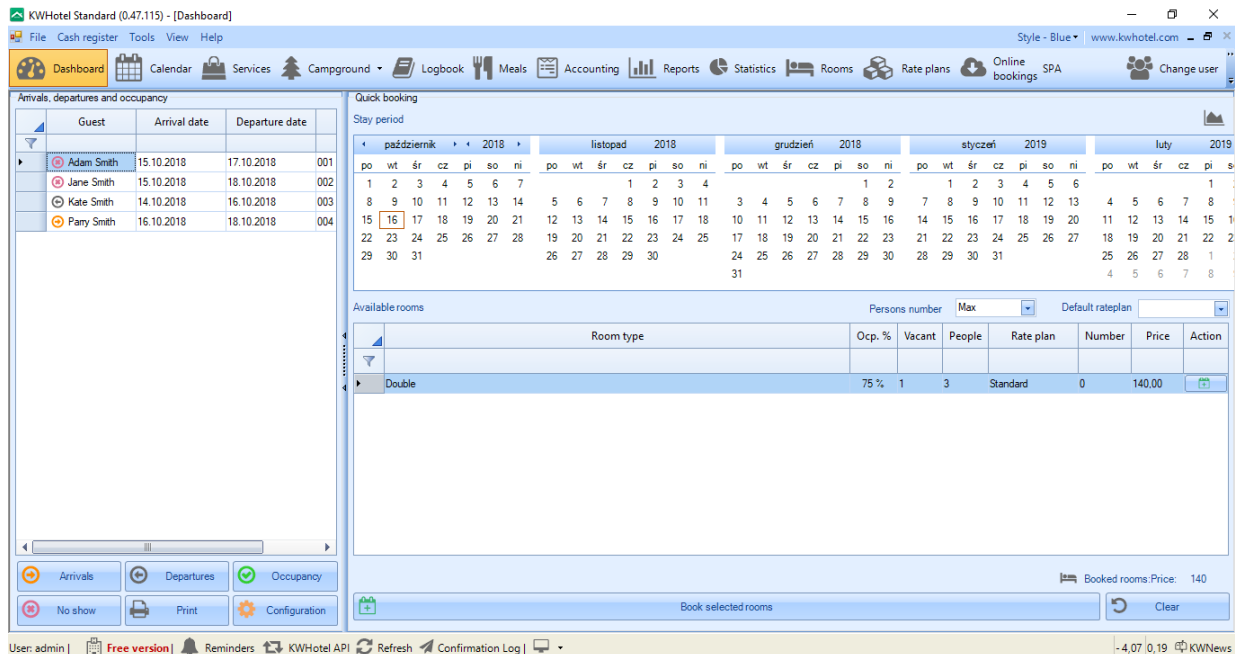
You will learn:

1. What data can be found in the Dashboard module
2. How to add a resource based reservation
3. What statistics are available in the Dashboard module

1. Data located in the Dashboard module

KWHotel includes two basic views allowing to manage reservations: Reservation calendar and Dashboard.

The latter one was prepared with large properties in mind, letting you work effectively with multiple room groups. When you select the Dashboard view, the following window will appear.



On the left you will notice a daily schedule (1), which includes a list of all arrivals and departures that take place in the given day. Additionally, the list of pending reservations and no show reservations will be shown as well.

If you prefer to display an individual status (i.e. arrivals only), select the appropriate button on the bottom (2). KWHotel also allows you to print the whole list using the "Print" option (3).

The amount of information displayed can be modified, using the "Configuration" button (4).

Arrivals, departures and occupancy			
Guest	Arrival date	Departure date	Room
Adam Smith	15.10.2018	17.10.2018	001
Jane Smith	15.10.2018	18.10.2018	002
Kate Smith	14.10.2018	16.10.2018	003
Perry Smith	16.10.2018	18.10.2018	004

Arrivals	Departures	Occupancy
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Quick booking																																																	
Stay period																																																	
październik 2018																																																	
<table border="1"> <tr><td>po</td><td>wt</td><td>śr</td><td>cz</td><td>pi</td><td>so</td><td>ni</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> </table>	po	wt	śr	cz	pi	so	ni	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	1	2	3	4	5	6	7	8	9	10	11
po	wt	śr	cz	pi	so	ni																																											
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	1	2	3	4																																											
5	6	7	8	9	10	11																																											
Available rooms																																																	
<table border="1"> <thead> <tr> <th>Ocp. %</th> <th>Vacant</th> <th>People</th> </tr> </thead> <tbody> <tr> <td>75 %</td> <td>1</td> <td>3</td> </tr> </tbody> </table>	Ocp. %	Vacant	People	75 %	1	3																																											
Ocp. %	Vacant	People																																															
75 %	1	3																																															

We are now located in the configuration screen. By pressing the "Enable" option (5) in the correct columns, you will cause them to be displayed in the Dashboard module.

Below you may press the "Enable" option, located next to the "Show future arrivals" section (6). Now insert how many following days will be displayed in the Dashboard module (7). Having finished the configuration, save your changes.

Enable	Parametr	Fill	Show Complete	Min. width
<input checked="" type="checkbox"/>	Arrival date	<input type="checkbox"/>	<input type="checkbox"/>	70
<input checked="" type="checkbox"/>	Departure date	<input type="checkbox"/>	<input type="checkbox"/>	70
<input checked="" type="checkbox"/>	Guest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
<input checked="" type="checkbox"/>	Room	<input type="checkbox"/>	<input type="checkbox"/>	30
<input type="checkbox"/>	Phone	<input type="checkbox"/>	<input type="checkbox"/>	90
<input type="checkbox"/>	People	<input type="checkbox"/>	<input type="checkbox"/>	20
<input type="checkbox"/>	Remarks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100

Show future arrivals
 Enable
 Days count

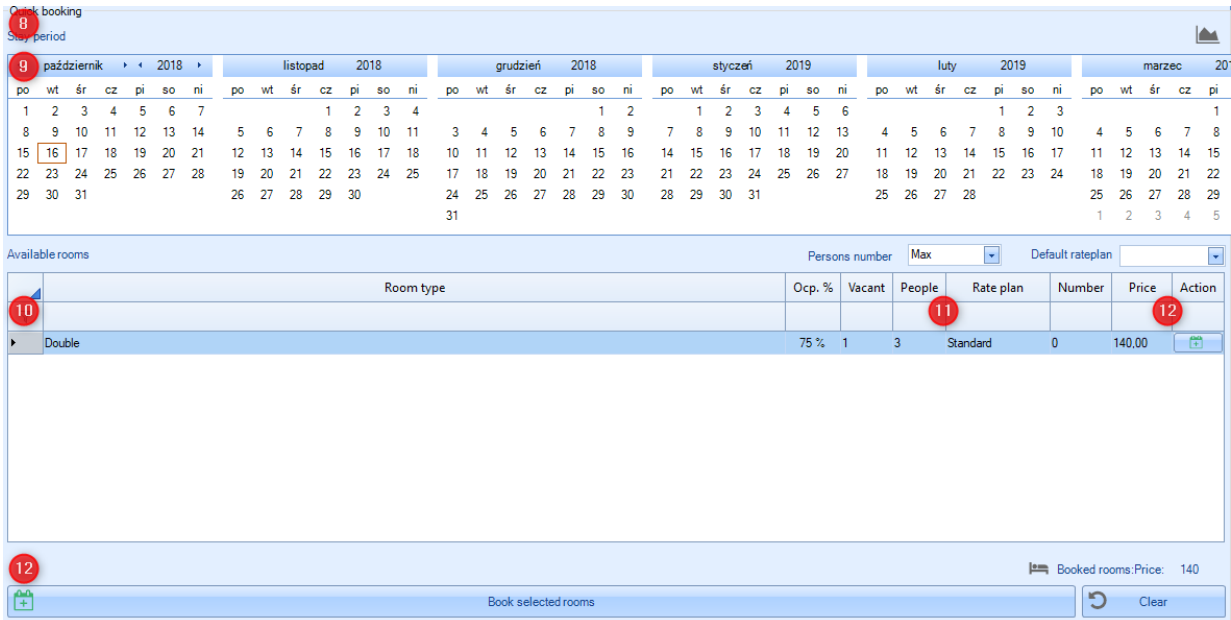
2. How to add a resource based reservation

The right part of the Dashboard module is used to create resource-based reservations (8). Such reservations are made for a room group, without specifying which room will the guest stay in.

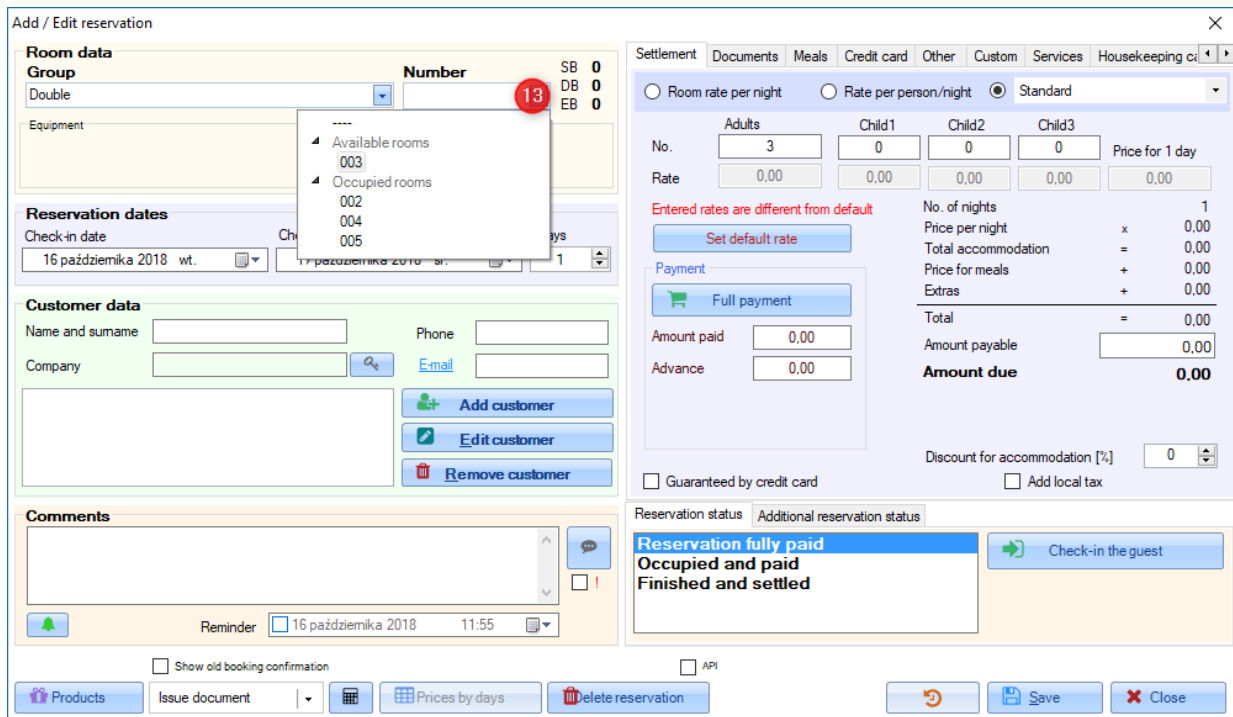
To make a reservation, select a date on a calendar (9), then select a room group (10).

Pick the number of people and a rate plan (11).

Press the "Book selected rooms" on the bottom of the screen, or a green icon next to the selected room groups (12). A reservation window will appear where you may choose a room (13) (in the drop down field, a list of vacant rooms will be displayed).



The screenshot shows the 'Book booking' interface. At the top, there is a calendar for the period from October 2018 to March 2019. Below the calendar is a table of 'Available rooms'. The table has columns for 'Room type', 'Ocp. %', 'Vacant', 'People', 'Rate plan', 'Number', 'Price', and 'Action'. A row for 'Double' room type is highlighted, with 'People' set to 3 and 'Rate plan' set to 'Standard'. A red circle '11' is placed over the 'People' column, and another red circle '12' is over the 'Action' column. At the bottom of the interface, there is a 'Book selected rooms' button and a 'Clear' button. A status bar at the bottom right indicates 'Booked rooms: Price: 140'.



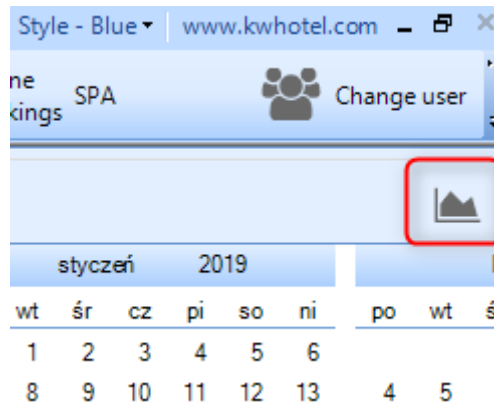
The screenshot shows the 'Add / Edit reservation' window. It is divided into several sections:

- Room data:** Includes 'Group' (Double), 'Number' (003), and 'Equipment'.
- Reservation dates:** Includes 'Check-in date' (16 października 2018) and 'Check-out date' (17 października 2018).
- Customer data:** Includes fields for 'Name and surname', 'Phone', 'Company', and 'Email', along with 'Add customer', 'Edit customer', and 'Remove customer' buttons.
- Comments:** A text area for adding notes, with a 'Reminder' set for 16 października 2018 at 11:55.
- Settlement:** Includes tabs for 'Documents', 'Meals', 'Credit card', 'Other', 'Custom', 'Services', and 'Housekeeping'. It shows 'Room rate per night' selected, with 'No.' set to 3 and 'Rate' set to 0.00. It also shows 'Entered rates are different from default' and a 'Full payment' button.
- Payment:** Shows 'Amount paid' (0.00) and 'Advance' (0.00).
- Reservation status:** Shows 'Reservation fully paid', 'Occupied and paid', and 'Finished and settled'. A 'Check-in the guest' button is visible.

 A red circle '13' is placed over the 'Number' field in the 'Room data' section, where a dropdown menu is open showing 'Available rooms' (003) and 'Occupied rooms' (002, 004, 005).

3. What statistics are available in the Dashboard module

The last option offered by the Dashboard module, is the statistics overview. It can be accessed by pressing the following button:



An additional column with hotel statistics will appear.

The allotment section shows a percentage usage of the given room type. To display it, please hover your mouse cursor over the blue strip of statistics.

The total hotel availability shows the total percentage allotment for three following months. It also displays least and most occupied months.

The last part shows statistics for today.

