

**You will learn:**

- How to create a meal base,
- How to add meals to reservations,
- How to generate a meal report,

**This manual includes:**

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## 1. Location of a meal base

To view a list of meals, proceed to **Tools > Configuration > Meals**.

The list presents all active meals, used in your property. You may check some basic information here, such as meal name and its` price.

The screenshot shows the 'Configuration' window with the 'Meals' section selected in the sidebar. The main area displays a table of meal configurations:

Name	Quantity	From	Date to	Price	During check in	During check out
Breakfast	1,0000			15,0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch	1,0000			20,0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dinner	1,0000			15,0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deluxe Breakfast	1,0000			20,0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Below the table, there are four buttons: 'Manage canteens', 'Add meal type', 'Edit meal type', and 'Delete meal type'. At the bottom right, there are 'Save' and 'Cancel' buttons.

## 2. Managing canteens

For each meal, a canteen must be assigned. It allows to limit a number of meals that can be served simultaneously in the given canteen. Exceeding the number of meals will cause a message to be displayed.

The default canteen, available since program installation, is the "Lunchroom". It includes 300 seats.

To modify the above canteen, press the "Manage canteens" button (1). If you want to change a name, you can do this in the "Name" field (2). Now insert the meal limit (3).

The screenshot displays the KWHotel software interface. On the left is the 'Configuration' window with a sidebar containing various settings like Calendar, Taxes, Invoices, Meals (highlighted), Users, E-mail, Layout, Security, Other, KWHotel API, Services, Price Optimizer, SMS API, and Campground. A red circle '1' is placed over the 'Manage canteens' button in the bottom toolbar. The main area shows a 'Stock' window with a table:

Name	Quantity
Lunchroom	300,0000
Conference hall	1,0000

Red circles '2' and '3' highlight the 'Name' and 'Quantity' columns of the table. Below the table are '+ Add' and 'Remove' buttons, and 'Save' and 'Cancel' buttons. The bottom toolbar also includes '+ Add meal type', 'Edit meal type', and 'Delete meal type' buttons, along with 'Save' and 'Cancel' buttons.

### 3. Creating additional meals

**Step 1.** Press the "Add meal type" button.

Name	Quantity	From	Date to	Price	During check in	During check out
Breakfast	1,0000			15,0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch	1,0000			20,0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dinner	1,0000			15,0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Breakfast Deluxe	1,0000			20,0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Step 2.** Insert a meal name (i.e. Deluxe Breakfast).

**Step 3.** Choose the meal availability time. The following options can be chosen:

**During check-in** - selecting this option will make this meal available only during the first day of reservation.

**During check-out** - selecting this option will make this meal available only during the final day of reservation.

**From** - hour, starting from which the meal will be available

**To** - hour until the meal will be available

**Step 4.** Insert a meal duration time.

**Step 5.** Insert a meal gross price

**Step 6.** Select meal's order on the list. If you leave "0" meals will be sorted by the creation time.

**Step 7.** If this meal should be considered as half-board, select the "Half meal" option.

**Step 8.** Choose canteen for this meal. If you wish to create an additional canteen, press the "Manage stocks" button.

**Step 9.** Insert tax value that will be assigned to this meal.

**Step 10.** Save changes. Your meal will be added to the list.

Configuration

Name	Quantity	From	Date to	Price	During check in	During check out
Breakfast	1,0000			15,0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch	1,0000			20,0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dinner	1,0000			15,0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Breakfast Deluxe	1,0000			20,0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Edit meal type

2 Name: Breakfast Deluxe

3  During check-in  During check-out

4 From: 00:00 Duration: 1 min.

5 To: 23:59 Price: 20,00

6 Sort index: 1

7  Half meal

8 Stock: Lunchroom [Manage stocks](#)

9 Synchronization symbol: Tax: 8

10 [Select assortment](#) Save Cancel

Manage canteens Add meal type Edit meal type Delete meal type

Save Cancel

#### 4. "Synchronization symbol" field

Synchronization symbol is used to automatically assign meals to reservation. A detailed instruction can be found [here](#).

## 5. Adding meals to an individual reservation

Meals can be added in a **reservation window** > "Meals" tab.

On the top there is a summary. It consists of the following elements:

**Number of people eating** - program takes these values from the "Settlement" tab and it cannot be modified in the "Meals" tab.

**Amount total** - total amount to be paid for meals. It is calculated based on the meals assigned in a table below.

**Below this section there is the "Comments" one** - here you may insert additional remarks for your kitchen staff. These remarks will be displayed on the meal report.

Editing reservation no. 427 - (2018-12-10 10:26) - (Administrator)

Settlement Documents **Meals** Credit card Other Custom Services Housekeeping calendar SPA

Number of people eating

People  Child2  Amount total

Child1  Child3

Comments

The "Meals" tab allows to add meals to reservation. Each meal has a separate column.

Editing reservation no. 427 - (2018-12-10 10:26) - (Administrator)

Settlement Documents **Meals** Credit card Other Custom Services Housekeeping calendar SPA

Number of people eating

People  Child2  Amount total

Child1  Child3

Comments

Meals Meal time Details

Date	Breakfast	Lunch	Dinner	Deluxe Breakfast
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.12.2018	0	0	0	0
12.12.2018	2	0	0	0
Price	15,00	20,00	15,00	20,00
Total price	30,00	0,00	0,00	0,00

Show old booking confirmation  API

Products Issue document  Prices by days Delete reservation Save Close

The "Meal time" tab allows you to insert time when each meals will be served. By default KWHotel will propose hours set up in the Configuration module.

Editing reservation no. 427 - (2018-12-10 10:26) - (Administrator)

Settlement Documents **Meals** Credit card Other Custom Services Housekeeping calendar SPA

Number of people eating  
 People  Child2  Amount total   
 Child1  Child3   
 Comments

Meals Meal time **Details**

Date	Breakfast	Lunch	Dinner	Deluxe Breakfast
11.12.2018				
12.12.2018	08:00			
Hour	08:00	13:00	18:00	00:00

Show old booking confirmation  API

Products Issue document Prices by days Delete reservation Save Close

The "Details" tab includes detailed summary of each meal type.

Editing reservation no. 427 - (2018-12-10 10:26) - (Administrator)

Settlement Documents **Meals** Credit card Other Custom Services Housekeeping calendar SPA

Number of people eating  
 People  Child2  Amount total   
 Child1  Child3   
 Comments

Meals Meal time **Details**

Breakfast

Price for unit

Date	Double IV
11.12.2018	<input checked="" type="checkbox"/> 0
12.12.2018	2
Price	30,00

Show old booking confirmation  API

Products Issue document Prices by days Delete reservation Save Close

Meals can be assigned to reservation in two ways:

**Option 1:** If you want to serve the maximum number of the given meal type, for all possible dates, press the white checkbox located right above the meal name (A).

Editing reservation no. 427 - (2018-12-10 10:26) - (Administrator)

Settlement Documents **Meals** Credit card Other Custom Services Housekeeping calendar SPA

Number of people eating  
 People  Child2  Amount total   
 Child1  Child3   
 Comments

Meals Meal time Details

Date	Breakfast	Lunch
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.12.2018	0	0
12.12.2018	2	0
Price	15,00	20,00
Total price	30,00	0,00

**Option 2:** If you want to insert a different number of meals, than maximum, insert values to the table.

Editing reservation no. 420 - (2018-12-10 10:19) - (Administrator)

Settlement Documents **Meals** Credit card Other Custom Services Housekeeping calendar SPA

Number of people eating  
 People  Child2  Amount total   
 Child1  Child3   
 Comments

Meals Meal time Details

Date	Breakfast	Lunch
	<input type="checkbox"/>	<input type="checkbox"/>
10.12.2018	0	0
11.12.2018	1	0
12.12.2018	2	0
13.12.2018	1	0
Price	15,00	20,00
Total price	30,00	0,00



**ATTENTION!** The greyed out field means that meal is not supposed to be served during that time. This is caused by the meals availability configuration, done in **Tools > Configuration > Meals**. However, you can still insert meals into these fields.

At any time you can change the default meal price to a different one. KWHotel will automatically recalculate the total value.

## 6. Adding meals in a group reservation

Individual reservations share the same logic with group reservations, when it comes to adding meals..

## 7. Meal report

Function available in the "Meals" module

This window consists of the following elements:

**Meals report for (1)** - lets you pick a day you wish to generate a meal report for. If you wish to generate a report for more days, press the checkbox located a row below and select the end date.

KWHotel Pro (0.47.120) - [Meals report]

File Tools View Help

Dashboard Calendar Services Campground Logbook **Meals** Accounts

Meals report for **1** sobota , 1 grudnia 2018

poniedziałek, 10 grudnia 2018

Show time of meals

Only show reservations with the "Occupied" status

Show summary

Print

Print summary

Export to \*.CSV (for Excel)

Guests count: 5

Meal type	Time	Quantity
Breakfast	08:00	4
Lunch	13:00	2

Room Number	Customer	Breakfast	Time	Lunch	Time	Dinner
Double I	Adam Smith	2	08:00	0		0
Double III	Sara Kowalska	2	08:00	2	13:00	0

**Basic information window (1)** - includes a meal summary of each type and a time of their provision

**Detailed information window (2)** - shows all meals in the set time period, divided into rooms. Double clicking each row allows you to open a reservation which includes the given meals.

KWHotel Pro (0.47.119) - [Raport posiłków]

Plik Kasa fiskalna Narzędzia Widok Pomoc

Dashboard Grafik Usługi Camping Księga meldunkowa **Posiłki** Dokumenty Księgowe Raporty

Posiłki z dnia:

Pokaż godziny posiłków  
 Uwzględnij posiłki tylko w rezerwacjach o statusie "Zajęty"  
 Widok podsumowania

[Drukuj](#)  
[Drukuj podsumowanie](#)  
[Eksportuj do \\*.CSV \(Excel\)](#)

Liczba osób: 1

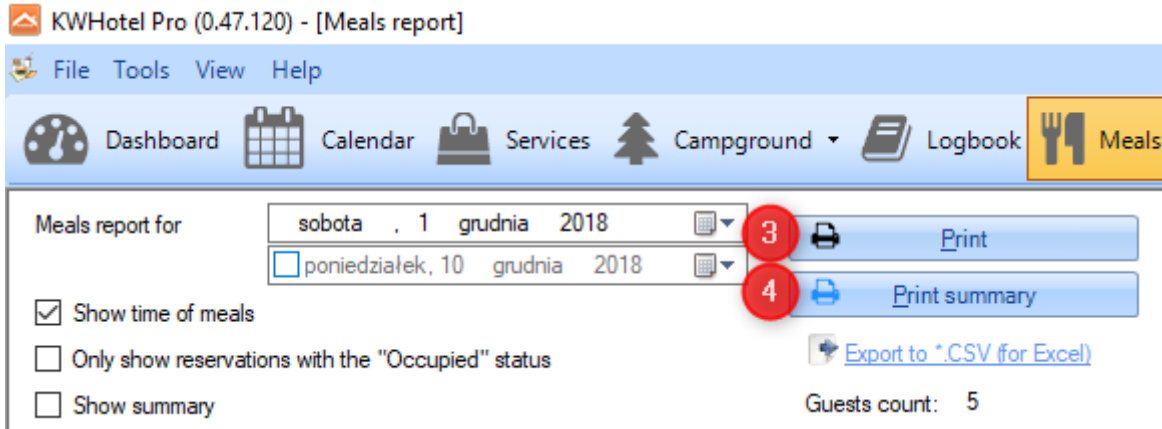
Posiłek	Godzina	Ilość
Śniadanie	08:00	2

Numer pokoju	Klient	Śniadanie	Godzina	Obiad	Godzina	Kolacja	Godzina	Śniadanie Deluxe
Double I	Adam Smith	2	08:00	0		0		0

Użytkownik: admin | My Dream Hotel | Przpomnienia | KWHotel API | Odśwież | Logi potwierzeń

To print a newly generated report, press the "Print" button (3).

You may also print a short summary of the meals count (4).



Additional options, available in the "Meals" module are as follows:

**Show time of meals** - displays / hides columns with meal provision hours.

**Only show reservations with the "Occupied" status** - this option is self-explanatory.

**Show summary** - reveals an additional summary of meal count.

**Export to .CSV (for Excel)** - allows to export the meal report to .CSV format.

**Do you have any questions?  
Feel free to contact us!**

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