

# fTouch-Hotels & Lodge

**Mobile Application** 

**User Manual** 

Version 1.0

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#### 1. Introduction

This user manual explains the application and the purpose for which it is intended. The summary should outline this uses of the application in supporting the activities of The users. This user manual provides the information necessary for the users to Effectively use the system.

#### 2. Overview

Frouch Hotel is smart android application, which allows room booking, inventory management, expenses, and employee and vendor management. application shows room booking dashboard, saves data of occupying room's customer with check in And check out process.it allows user to take data backup and restore options in cloud as well as in device.

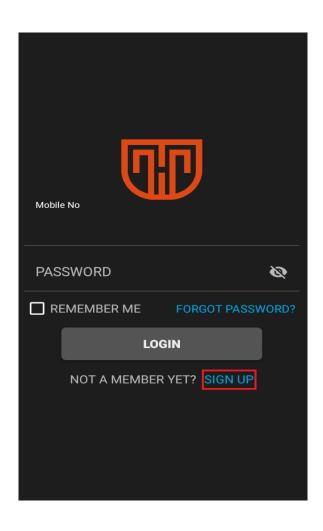
#### 3. System Configuration

#### 3.1 System Configuration

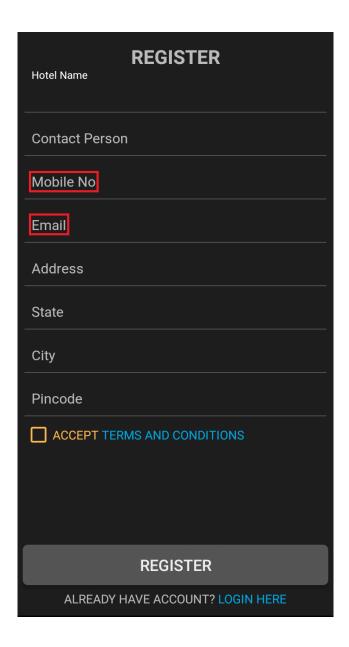
Frouch Hotel operates on mobile devices with Android operating system. It is compatible with Android 4.4 API level 19 and higher Versions. The application requires connection to Internet in order to installation and logged into system, after installation on the device, frouch Hotel can be used in offline mode. Only login, data backup to cloud and Email set up requires internet connection.

# 4. Getting Started

- 4.1 Installation and Logging In
  - 4.1.1 Registration
- > Click on Sign up and fill required details to register user into system.



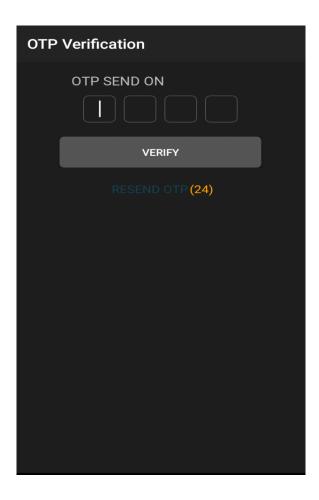
➤ Add registration details & click on Register Button.



➤ Mobile number and Email both are mandatory because user must login with entered mobile number and email id is use for re-login in the case when user is already login to system and unfortunately application has stopped working.

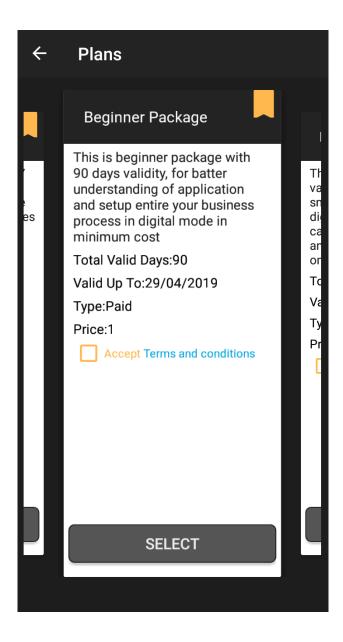
#### 4.1.1 **OTP Verification**

After registration 4 digit OTP will send on registered mobile number, Enter OTP to verify mobile number.



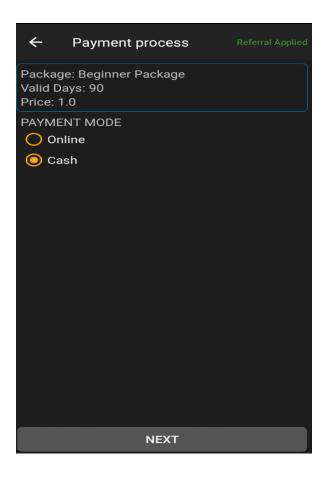
# 4.1.2 Package Selection

➤ User can select any package from package selection options.



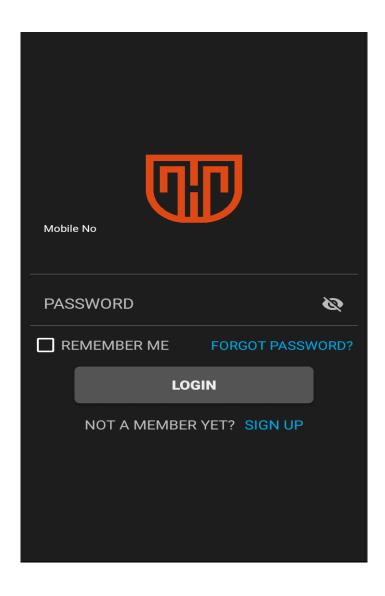
# 4.1.3 Payment Mode

After package selection, next step is process payment using payment mode either cash or online payment mode. User will get text message on registered mobile number for login credentials to access application.



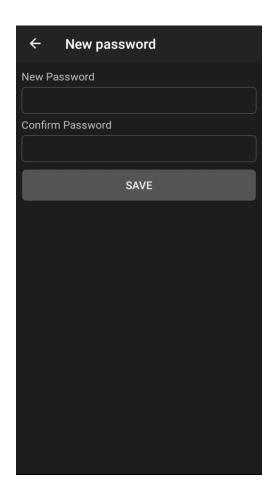
# 4.1.4 User Log In

> Enter mobile no & password click on log in button.



#### 4.6 New Password

➤ User need to set new password instead of OTP for first login, enter new password and confirm password and again logged in with registered mobile number and new password.

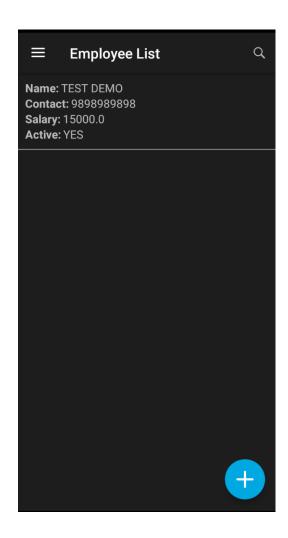


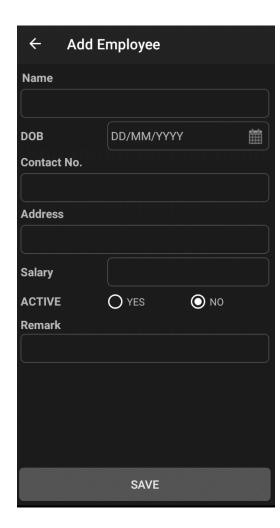
#### 4.2 System Menu

#### **4.2.1 Master**

## 4.2.1.1 Employee Management

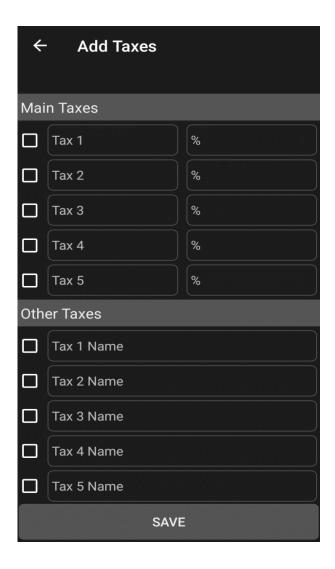
> User can add staff/employee details into application. User can also upload required document of employees.





#### 4.2.1.2 Add Tax

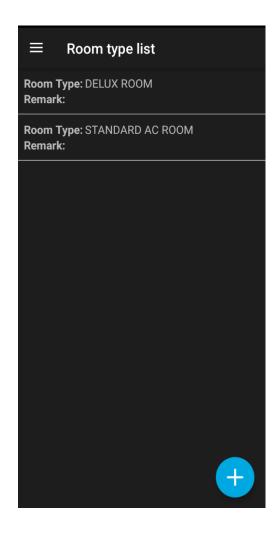
➤ User can add Main Tax dynamically which is applicable on final billing of customers, Add tax name and percentage value whichever applicable on billing as per shown in below listed image. Other taxes are use for vendor bill payment entries, add tax name and save it which will be shown at the time of vendor bill payment entry.

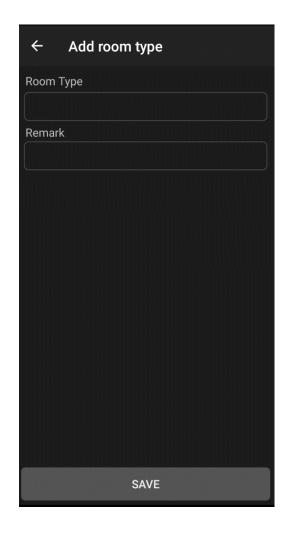


# 4.3 Room Management

# **4.3.1 Room Type**

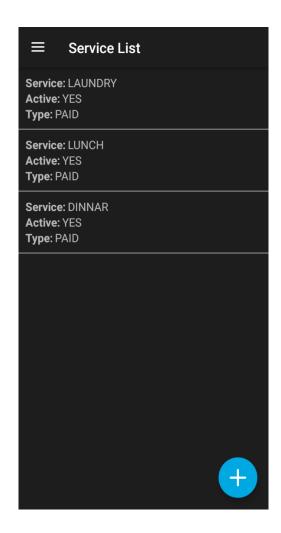
> User can add all room types which are available for customers.

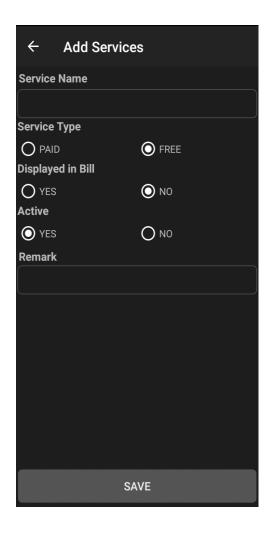




#### 4.3.2 Room Services

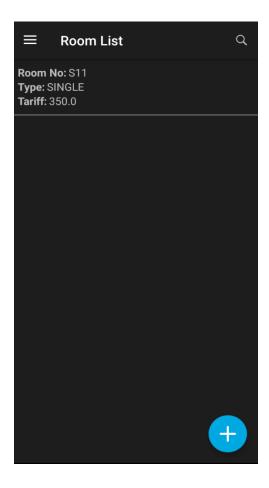
> User can add service details available for customers.

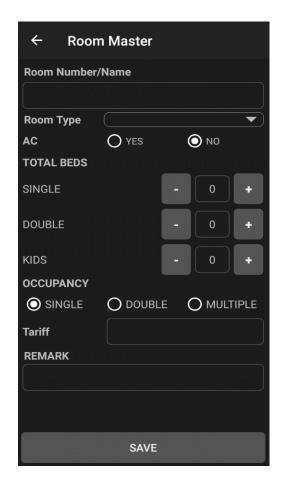




#### 4.3.3 **Room**

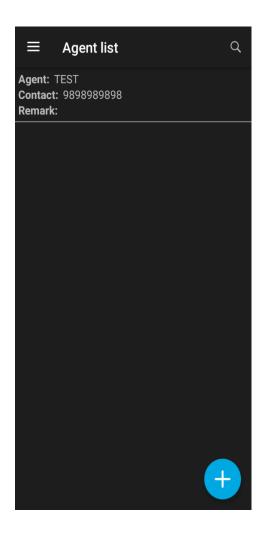
> User can add room details which are available for customers, room details include room type, total numbers of bed, occupancy, room tariff etc.

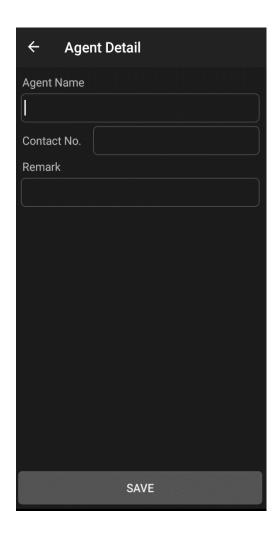




# 4.3.4 **Agent Management**

> User can add agent details which are responsible for customer reservations or booking.





#### 4.4 Room Dashboard

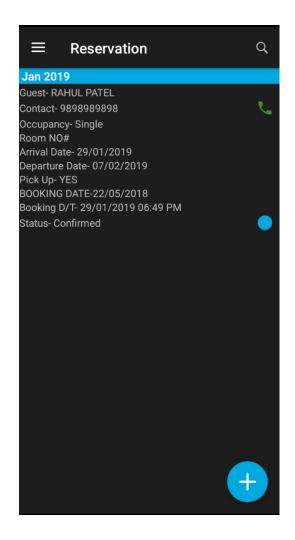
#### 4.4.1 Display Room

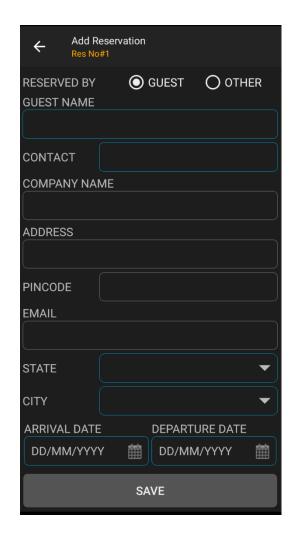
- ➤ Dashboard shows the current status of rooms that includes how many rooms are vacant for customers, how many rooms are occupied by either customers or housekeeping services and also not available rooms. User can also take new customer reservation from dashboard with customer check in and check out process.
- ➤ (1) Reservation (2). Checkout Report (3). Add Check In Details



#### 4.4.2 Reservation

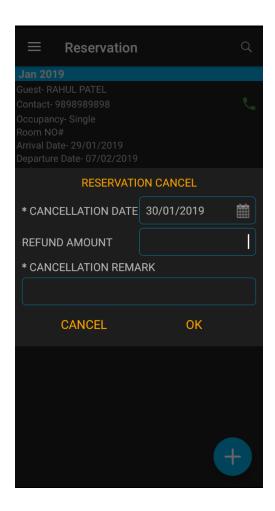
> User can add customer reservation in advance with customer details.





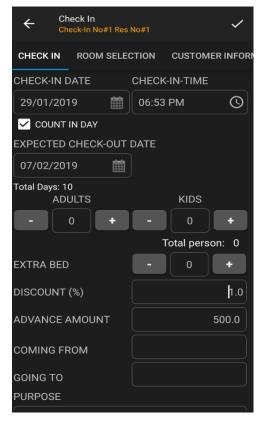
#### 4.4.3 Reservation Cancelation

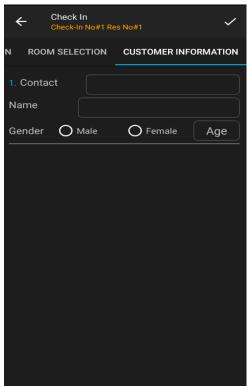
> User can cancel reservation of customer if customer deny to check in as per shown in below image.

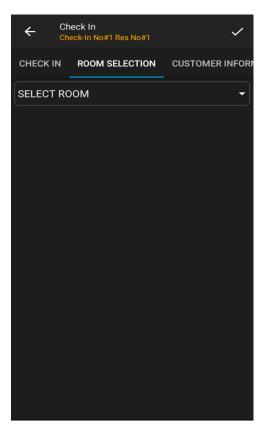


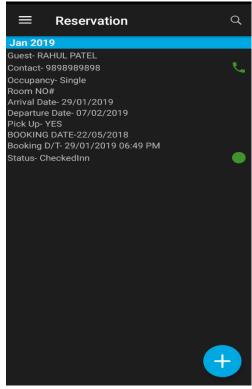
#### 4.4.4 Customer Check-In Details

➤ After confirmation of reservation, add customer check in details as per shown in below image.





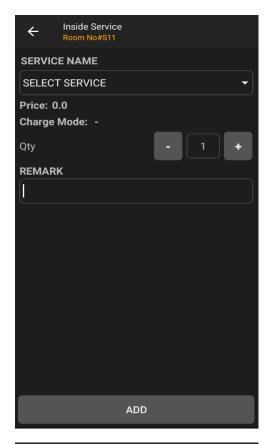


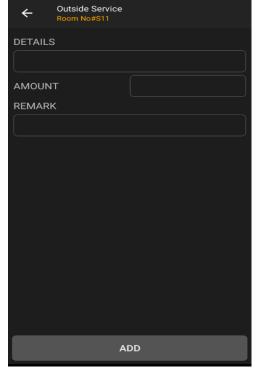


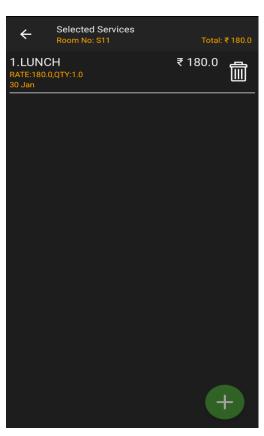
# 4.4.5 Taken Service within Hotel & Taken Service outside from Hotel

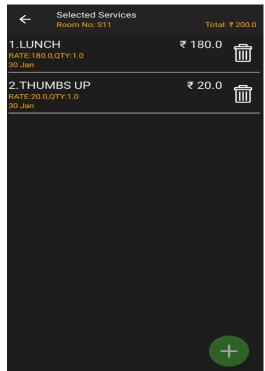
Add customer taken services list which are required in final billing of customer.

We have facilities to add both services available within and outside taken services.



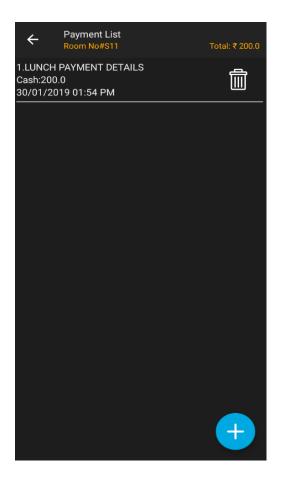


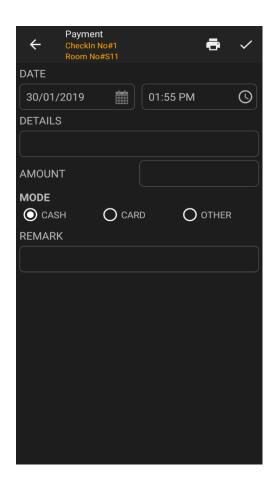




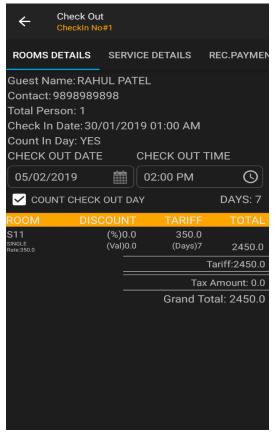
# 4.4.6 Interim Payment

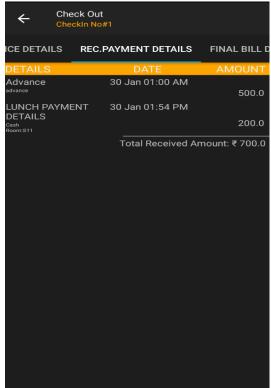
> This tab is use for payment of services taken by the customer. If customer does not want to do payment then it will automatically add in final bill at the time out checkout.

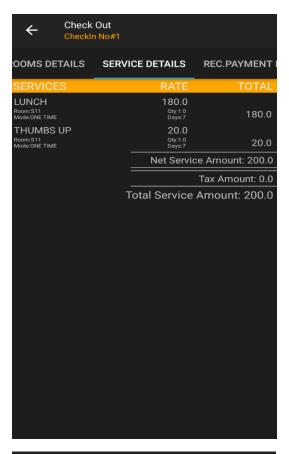


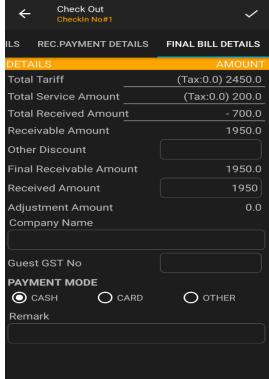


#### 4.4.7 Checkout Process





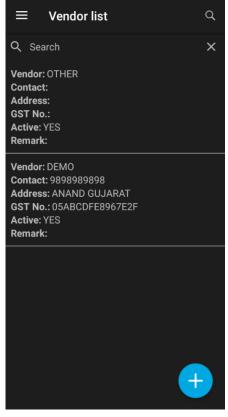


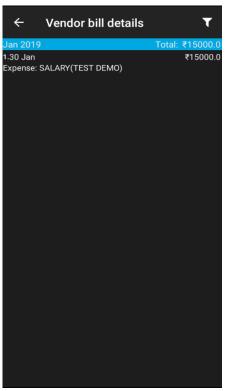


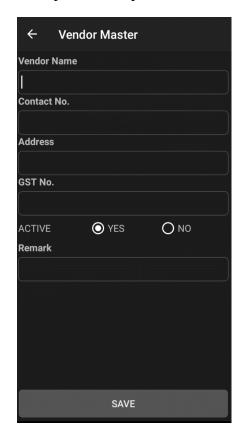
# 4.5 Inventory Management

#### 4.5.1 Vendors

> User can add their vendor details from whom user purchase required items.

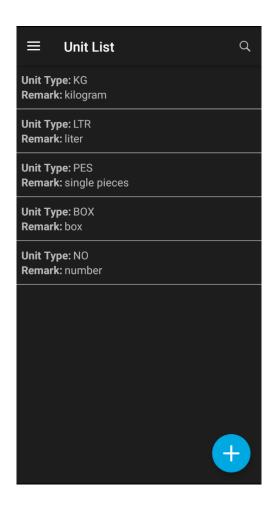


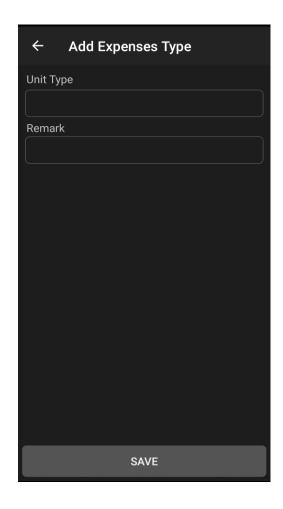




#### 4.5.2 **Unit**

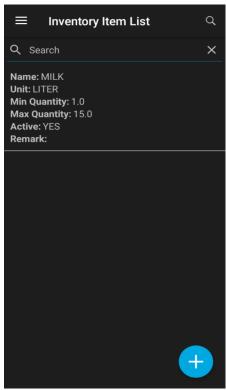
> User can add unit details required for inventory management as per shown in below image.

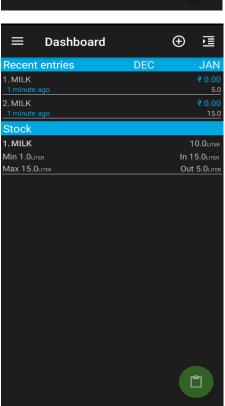


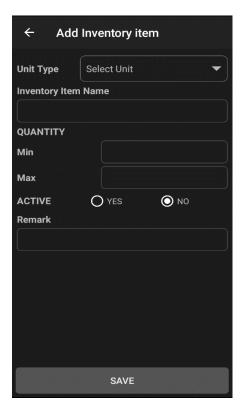


#### **4.5.3 Inventory**

- > User can add inventory list with Unit selection and maximum and minimum quantity to maintain stocks.
- > Using dashboard user can show and manage inventory items. User can also view their inventory stock details month wise.

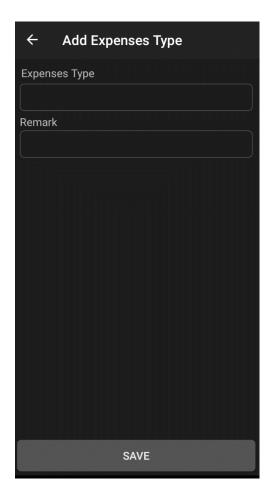


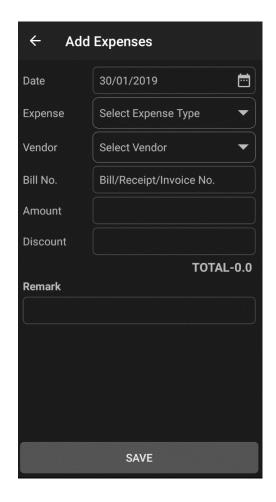




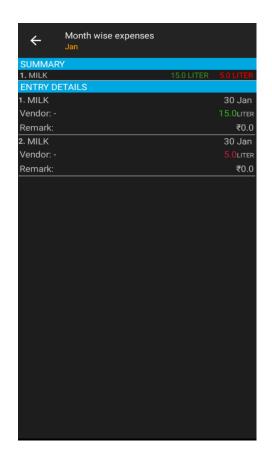
# 4.5.4 Expenses

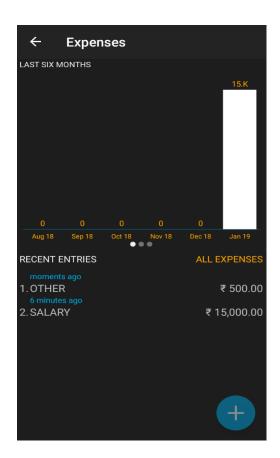
> This tab is use for add all vendor expenses, user can also add employee monthly salary details in Expense tab.





# 4.5.5 Expense Dashboard

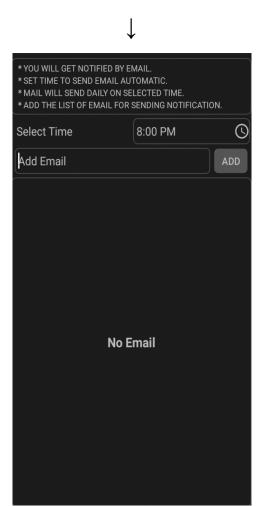




#### 4.6 **Settings**

#### 4.6.1 Auto mail Report Setup

➤ Add Email configuration with time setup to automatically send email of MIS Report Suppose user select 8.00 PM time slot then everyday on 8.00 PM email which contains MIS Reports will be send to mention email address.





#### 1

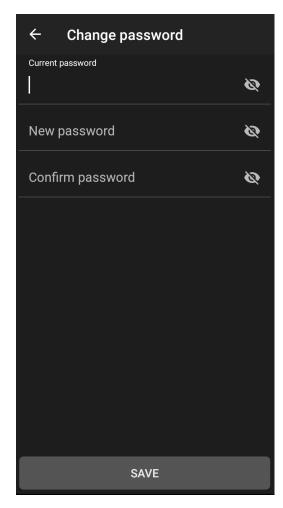
## 4.6.2 Update Profile

This tab is use for update profile data as per shown in image.

#### 4.6.3 Change Password

➤ This tab is use for change existing password and set new password. Add current password, new password and confirm password to reset new password.









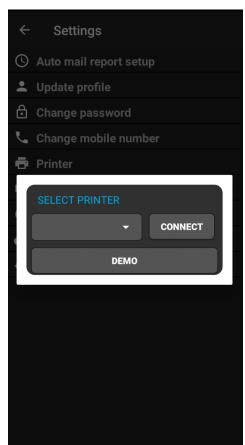
## 4.6.4 Change Mobile Number

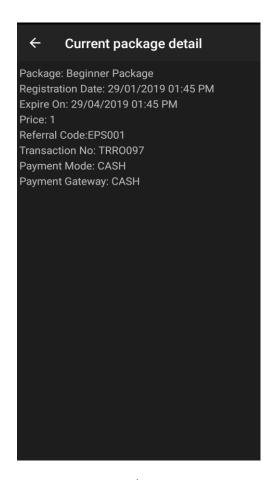
➤ If user's register mobile number is changed then update new number from this tab. Add new number and click on send button OTP will be send on new number. Verify OTP and new number will be registered in system.

#### **4.6.5 Printer**

➤ This tab is use to print customer billing receipt, connect the printer, user can use Bluetooth devices to connect printer and print customer receipt.







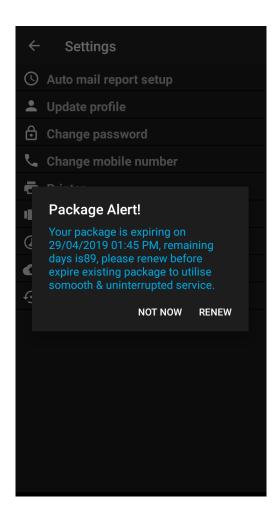


#### 4.6.6 Current Package Details

➤ This tab is use to view selected package details, mainly use to check the package expiry date.

## 4.6.7 Renew Package

➤ This tab is use to renew package to continue work in application without any interruptions. User can also renew it in advance also in that case remaining days of current package will be add in new package.



#### 4.6.8 Backup & Restore

- Application has functionality of backup and restore data. Backup of data has option to save in Cloud server or user can save backup of data in device also as per given in below image user can set settings of auto backup process.
- > Same backup data will be restored whenever it will be required.

