

*BISTONESOFT*

**Hotel Management System  
Full Board Version  
Guide**

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## 1 How to login

If you first start your system, you can use the default administrator to login it. Its password is empty, as Figure 1 shows, you can just click Login button to login your system and get all permissions:



Figure 1 Login as Admin

If you are a staff member of this hotel, you can login with your user name and password. Of course, you should ensure that you already are allowed login this system. If you want to add some users, please refer to Chapter 8.

## 2 How to set up a room type

After you login this system, your first thing is to set up all room types of this hotel. Come on, you can follow these simple steps to set up your room types:

### Step 1) Go to Room Types section

Go to the Room Type section, as Figure 2 shows:

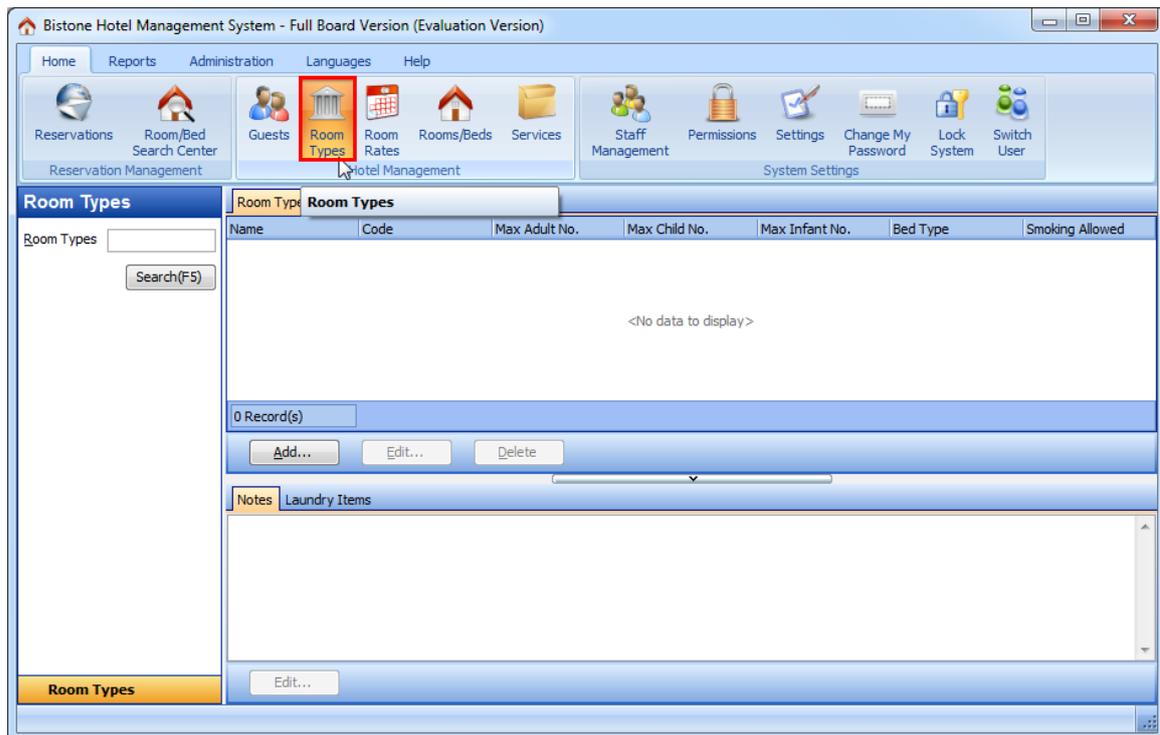


Figure 2 Go to Room Types section

### Step 2) Click Add button

Click the Add button to open the Add RoomType dialog, as Figure 3 shows:

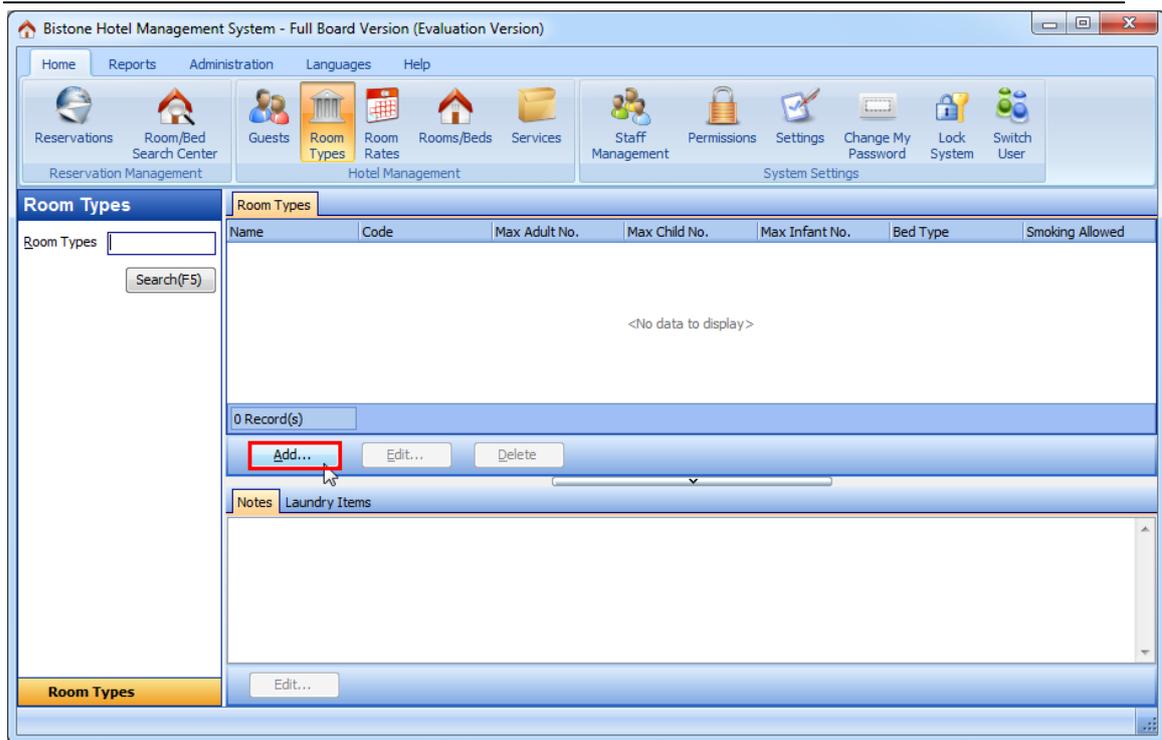


Figure 3 Click Add button

### Step 3) Enter All Fields

You can enter all fields in the Add RoomType dialog, as Figure 4 shows:

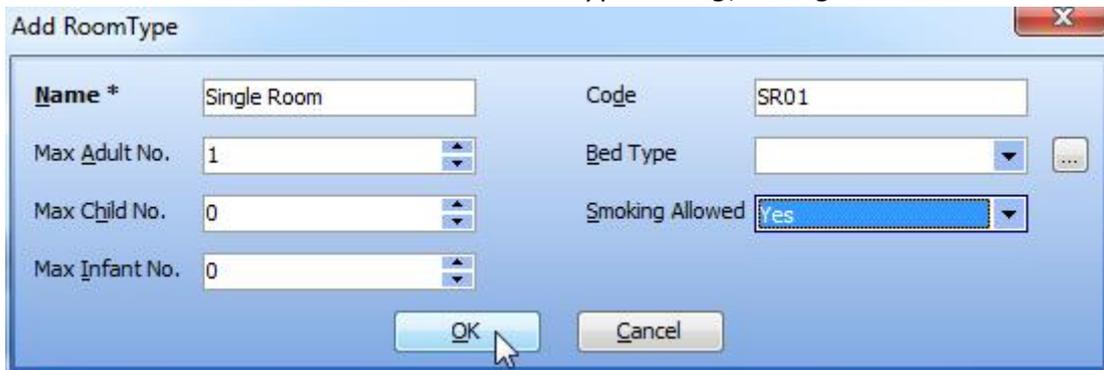


Figure 4 Enter All Fields

There is no default bed type in your system, if you want to add some bed types, you can click the button after the Bed Type edit box, as Figure 5 shows:

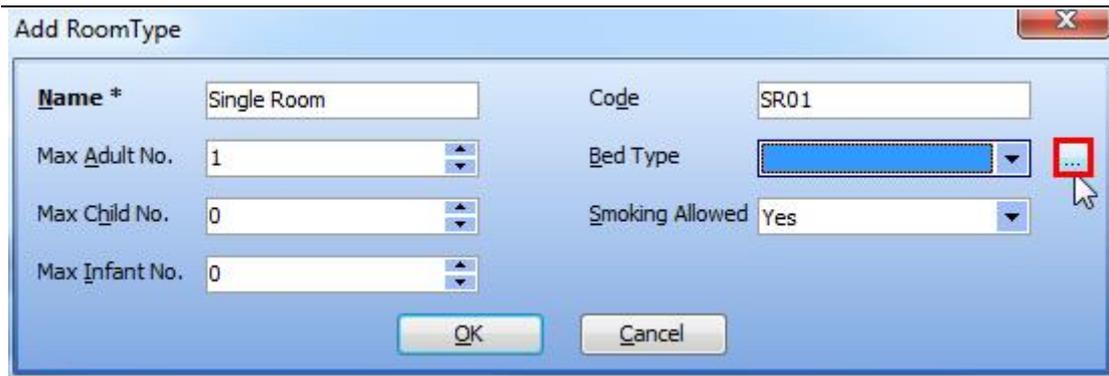


Figure 5 Set up Bed Types

You can click the Add button in Bed Type dialog to add a bed type, as Figure 6 shows:

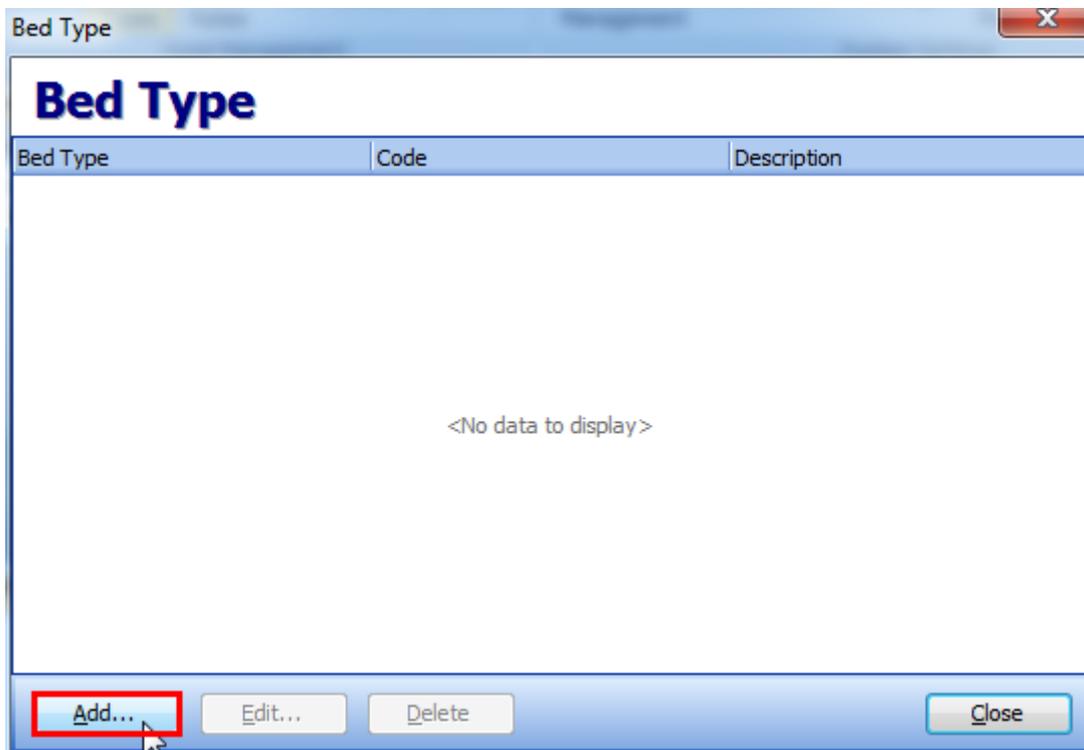


Figure 6 Click Add Bed Type button

Then, enter all fields in the Add Bed Type dialog, as Figure 7 shows:

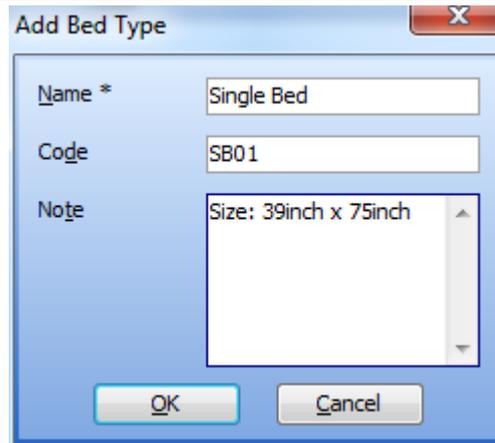


Figure 7 Add Bed Type Dialog

Then, click OK button in the Add Bed Type dialog, and click Close button in the Bed Type dialog, then, you can select this bed type called 'Single Bed' for this room type called 'Single Room', as Figure 8 shows:

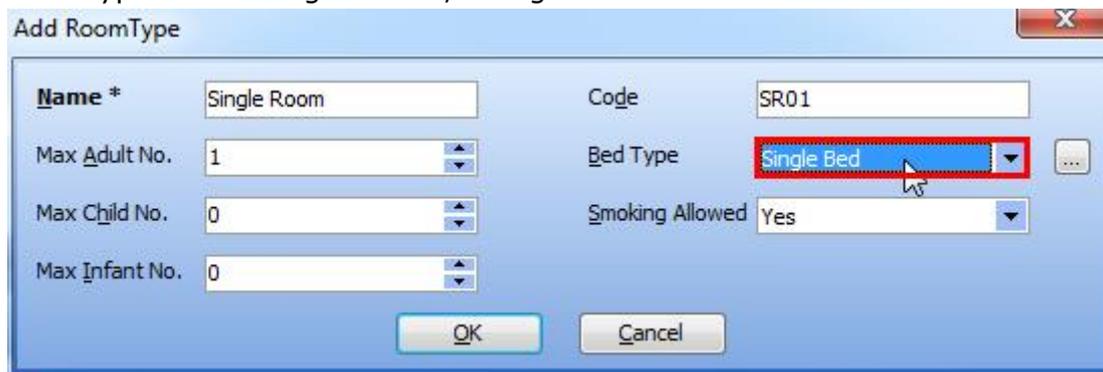


Figure 8 Select a Bed Type

## Step 4) Click OK button

And then, you can click ok button in the Add Room Type dialog, as Figure 9 shows:

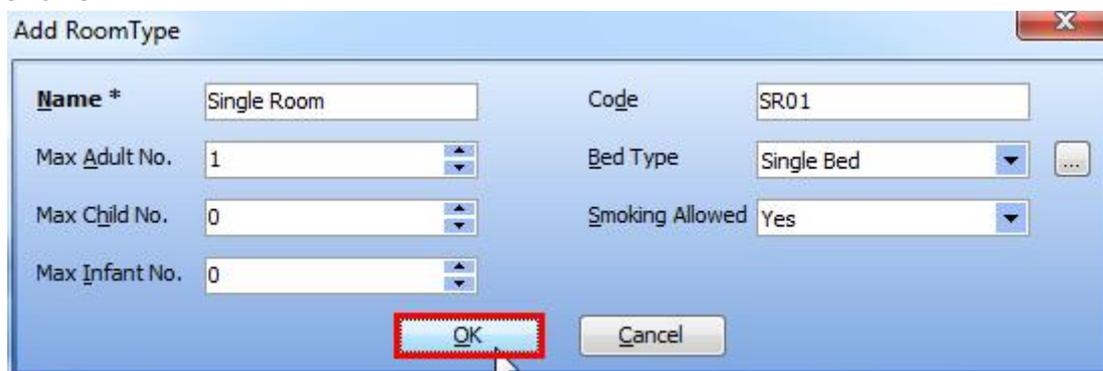


Figure 9 Click Ok button in Add RoomType Dialog

Then, You can find the following dialog, you can click its OK button to setup the RACK rate of your room type:



Figure 10 Setup RACK Rate Now

When you click the OK button on the RACK rate confirmation dialog, you can get the following dialog:

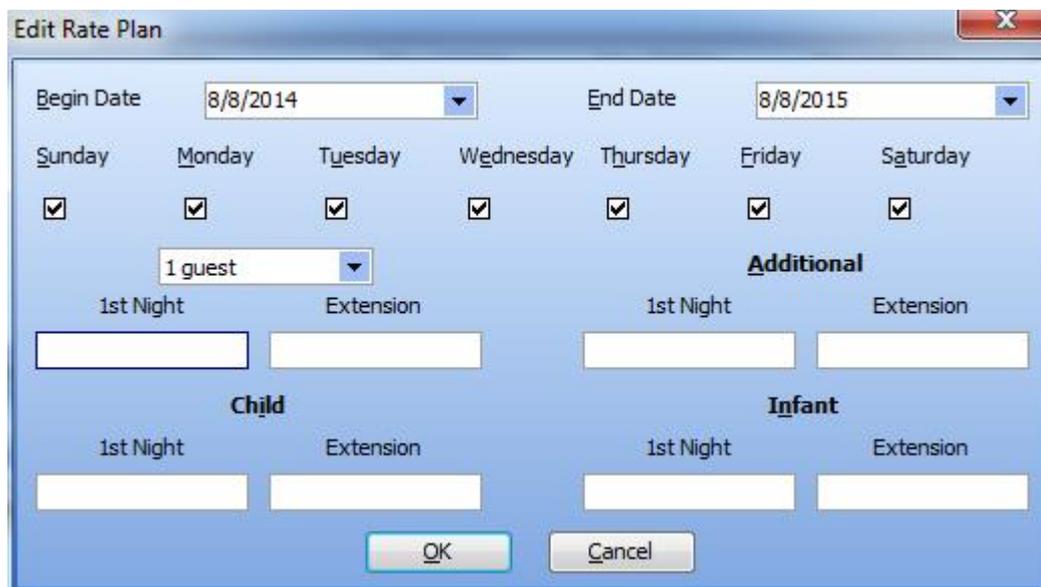


Figure 11 Edit Rate Plan Dialog

You can enter the Rack Rate of your room type, as the following figure shows:

Additional		Child	
1st Night	Extension	1st Night	Extension
\$100.00	\$95.00	\$80.00	\$75.00

Figure 12 Enter Rack Rate Value

Then, you can click the OK button, and please wait a while, because your this action is generating rate data of one year (From 2012-09-04 To 2013-09-04).

Look, The room type called 'Single Room' has been added to the system, you can find it in the room type list, as Figure 13 shows:

Name	Code	Max Adult No.	Max Child No.	Max Infant No.	Bed Type	Smoking Allowed
Single Room	SR01	1	0	0	Single Bed	Yes

Figure 13 Room Type List

You can click the Edit button to modify your room type, or click the Delete button to delete the selected room type.

### 3 How to set up a room rate

After setting up room types, we should set up some room rate for these room types. If not, you can not make a reservation.

So, if you want to set up some room rates, please follow these simple steps:

#### Step 1) Go to Room Rates section

Go to Room Rates section, as Figure 14 shows:

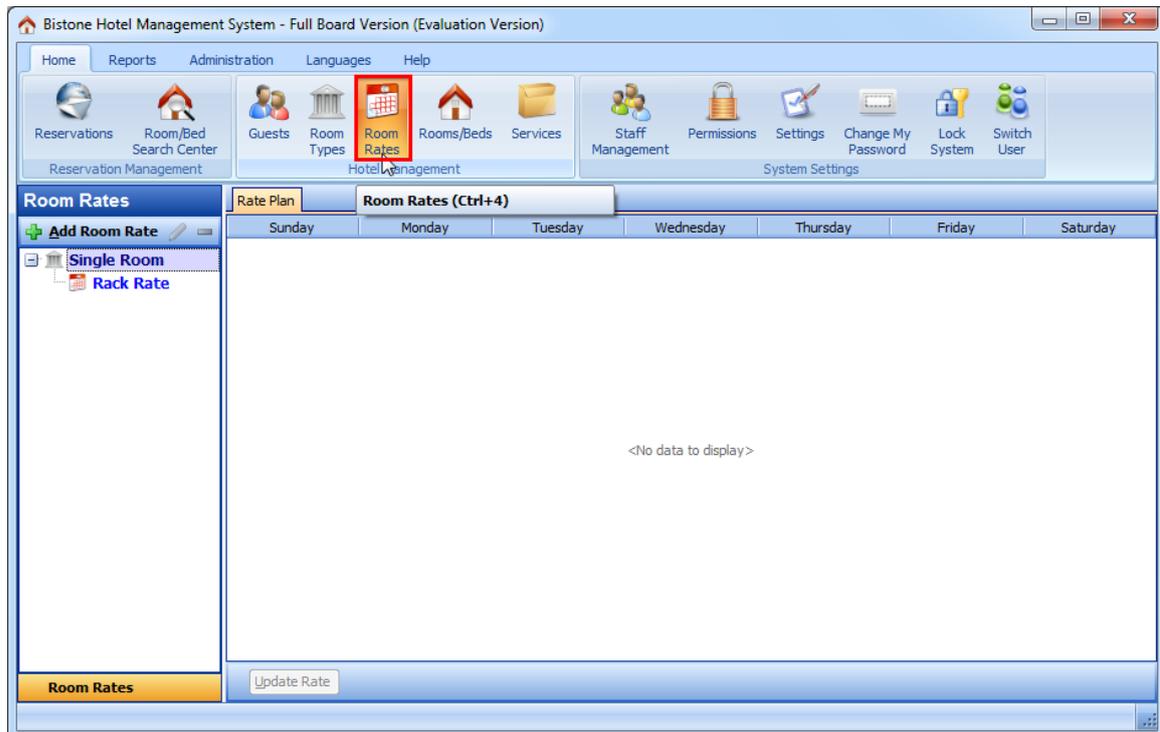


Figure 14 Room Rates section

#### Step 2) Right-Click a room type

Right-Click the room type called 'Single Room', and then select Add Room Rate Description, as Figure 15 shows:

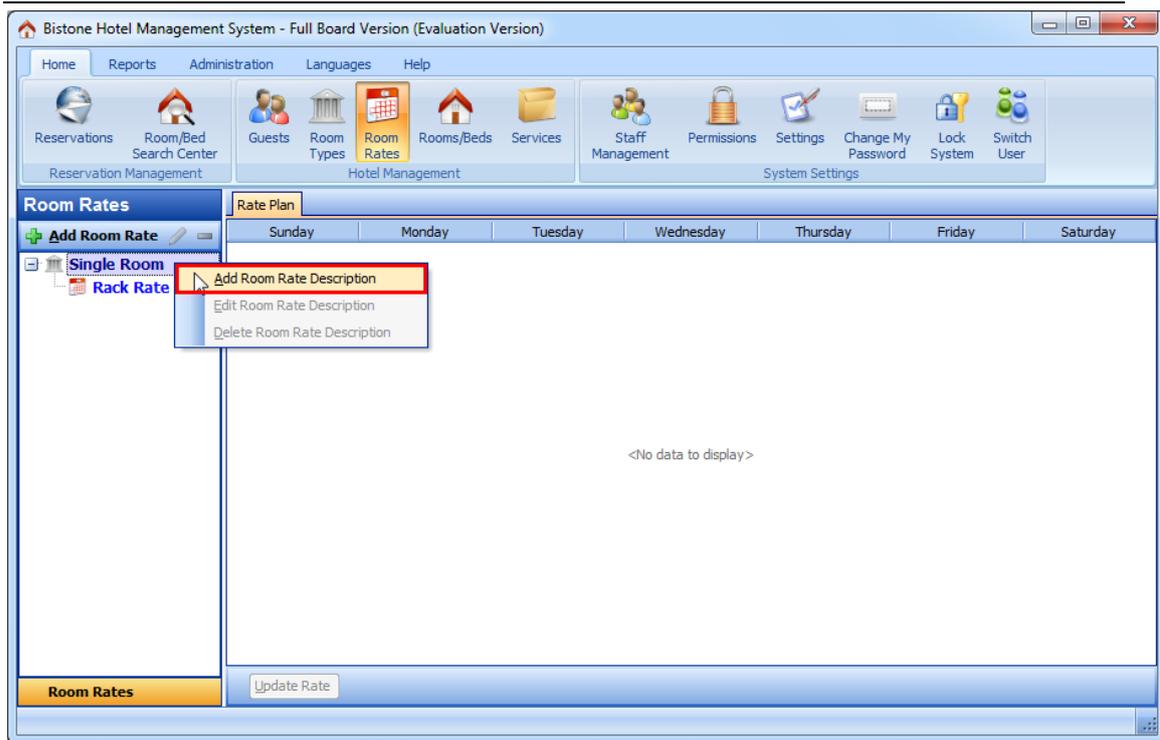


Figure 15 Select Add Room Rate Description

### Step 3) Enter All Fields

Enter all fields in the Add Room Rate dialog, as Figure 16 shows:



Figure 16 Enter All Fields

### Step 4) Select a room rate

Click OK button in the Add Room Rate dialog, and then select this Room Rate called 'BAR Rate', as Figure 17 shows:

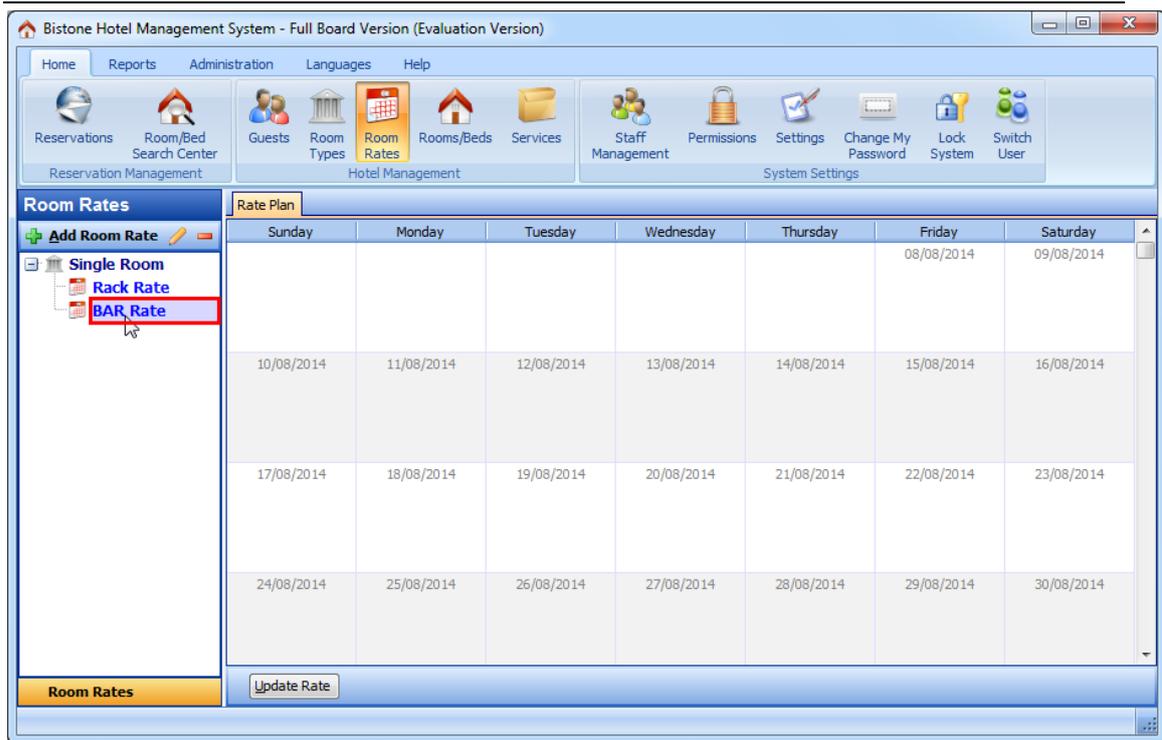


Figure 17 Select a room rate

## Step 5) Click Update Rate Button

Click Update Rate button in the Rate Plan panel, as Figure 18 shows:

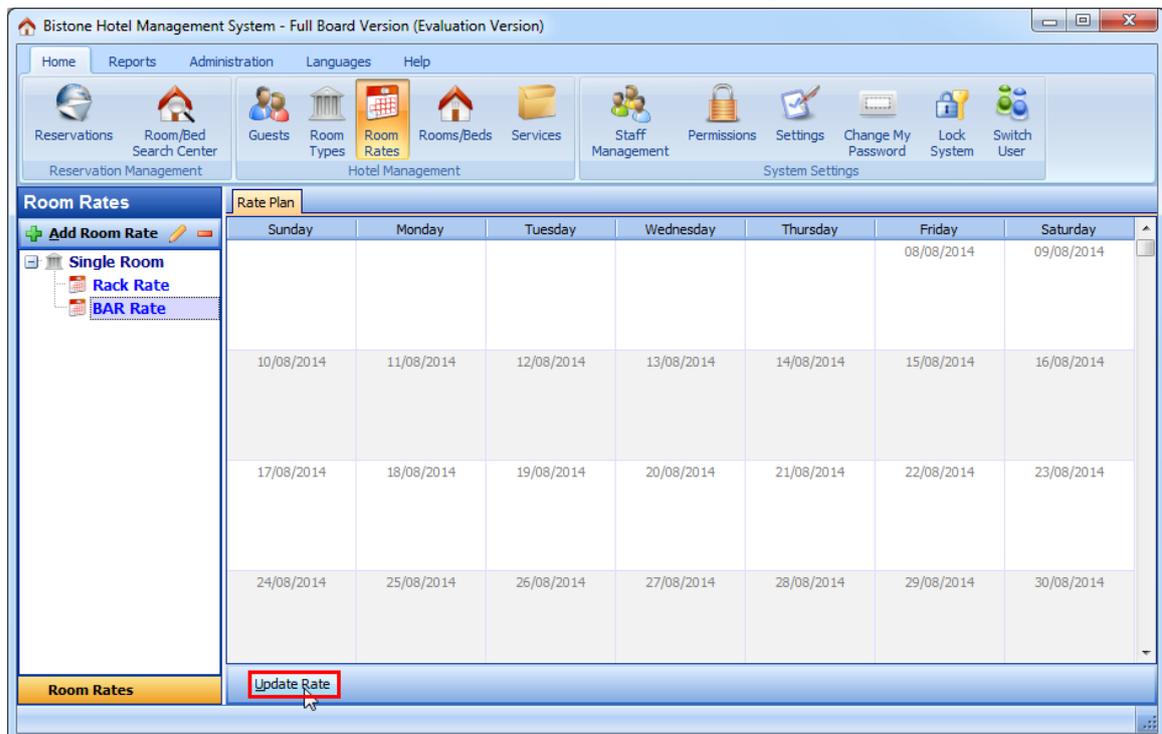


Figure 18 Click Update Rate Button

## Step 6) Enter All Fields

Enter all fields in the Edit Rate Plan dialog, as Figure 19 shows:

The 'Edit Rate Plan' dialog box is shown with the following fields filled out:

- Begin Date:** 8/8/2014
- End Date:** 8/8/2015
- Days:** Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday (all checked)
- Guests:** 1 guest
- Additional:**
  - 1st Night: \$95.00
  - Extension: \$90.00
  - 1st Night: \$85.00
  - Extension: \$80.00
- Child:**
  - 1st Night: \$75.00
  - Extension: \$70.00
- Infant:**
  - 1st Night: \$60.00
  - Extension: 30

Figure 19 Enter All Fields

From **Begin Date** to **End Date**, every **Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday**, this single 1st night rate is \$95, single extension night rate is \$90.

Of course, if you want to set up the room rate of every weekend, you can set up it as Figure 20 shows:

The 'Edit Rate Plan' dialog box is shown with the following fields filled out:

- Begin Date:** 8/8/2014
- End Date:** 8/8/2015
- Days:** Sunday (checked), Monday (unchecked), Tuesday (unchecked), Wednesday (unchecked), Thursday (unchecked), Friday (unchecked), Saturday (checked)
- Guests:** 1 guest
- Additional:**
  - 1st Night: \$119.00
  - Extension: \$110.00
  - 1st Night: \$105.00
  - Extension: \$100.00
- Child:**
  - 1st Night: \$95.00
  - Extension: \$90.00
- Infant:**
  - 1st Night: \$80.00
  - Extension: \$40.00

Figure 20 Every Weekend Rate

Look, you can see all rates of this rack rate in the rate plan panel, as Figure 21 shows:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						08/08/2014	09/08/2014
						1G: \$95.00; \$90.00	1G: \$119.00; \$110.00
						\$85.00; \$80.00 \$75.00; \$70.00	\$105.00; \$100.00 \$95.00; \$90.00
10/08/2014	11/08/2014	12/08/2014	13/08/2014	14/08/2014	15/08/2014	16/08/2014	
1G: \$119.00; \$110.00	1G: \$95.00; \$90.00	1G: \$119.00; \$110.00					
\$105.00; \$100.00 \$95.00; \$90.00	\$85.00; \$80.00 \$75.00; \$70.00	\$105.00; \$100.00 \$95.00; \$90.00					
17/08/2014	18/08/2014	19/08/2014	20/08/2014	21/08/2014	22/08/2014	23/08/2014	
1G: \$119.00; \$110.00	1G: \$95.00; \$90.00	1G: \$119.00; \$110.00					
\$105.00; \$100.00 \$95.00; \$90.00	\$85.00; \$80.00 \$75.00; \$70.00	\$105.00; \$100.00 \$95.00; \$90.00					
24/08/2014	25/08/2014	26/08/2014	27/08/2014	28/08/2014	29/08/2014	30/08/2014	
1G: \$119.00; \$110.00	1G: \$95.00; \$90.00	1G: \$119.00; \$110.00					
\$105.00; \$100.00 \$95.00; \$90.00	\$85.00; \$80.00 \$75.00; \$70.00	\$105.00; \$100.00 \$95.00; \$90.00					

Figure 21 All Rates in Rate Plan Panel

## 4 How to manage all rooms/beds of your hotel

If you want to manage all rooms or beds of your hotel, please follow these simple steps:

### Step 1) Go to Rooms/Beds section

Go to Rooms/Beds section, as Figure 22 shows:

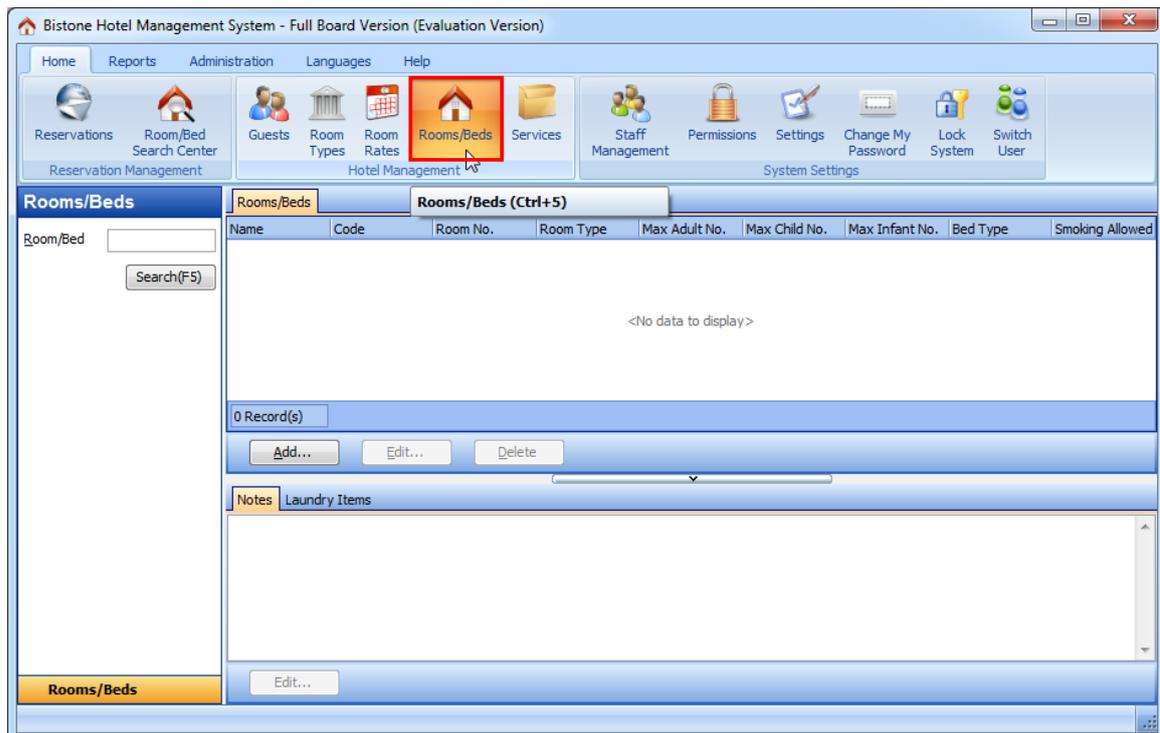


Figure 22 Go To Rooms/Beds Section

### Step 2) Click Add button

Click the Add button in the Room/Bed panel, as Figure 23 shows:

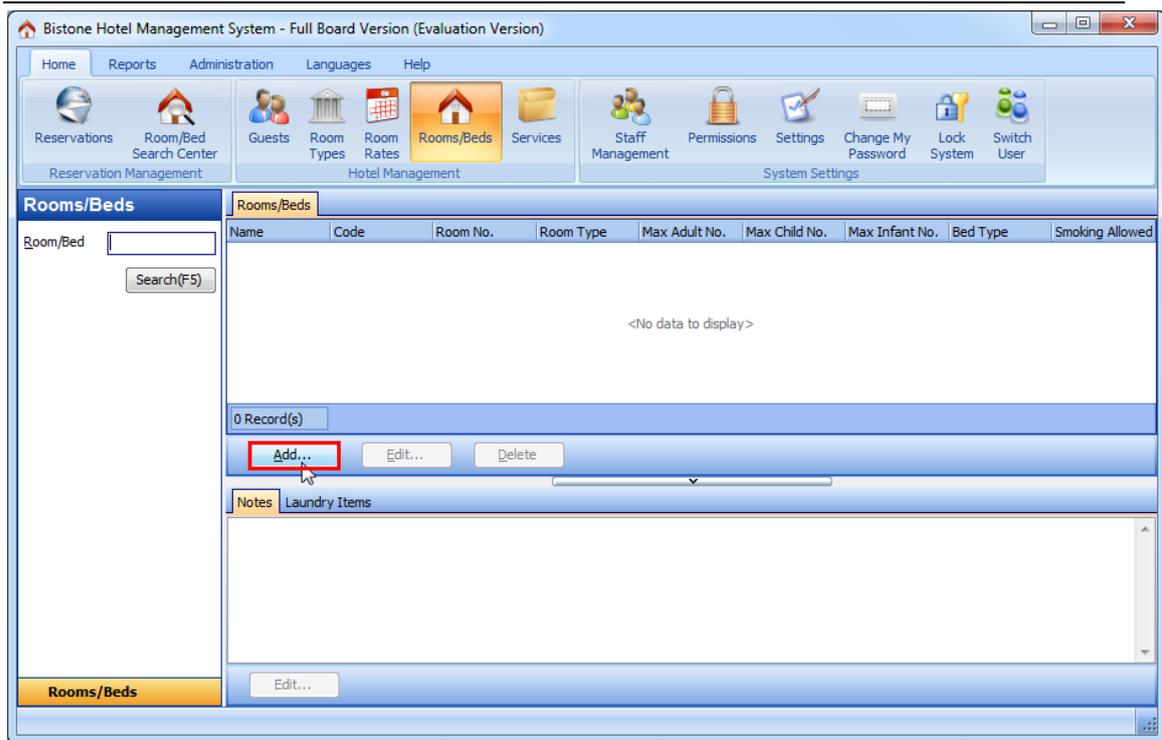


Figure 23 Click Add Button in Boom/Bed Panel

### Step 3) Enter All Fields

Enter all fields in the Add Room dialog, as Figure 24 shows:



Figure 24 Enter All Fields in Add Room Dialog

Of course, if you want to add a bed of a 6-bed room, you can enter them as Figure 25 shows:

Figure 25 Enter All Fields in Add Bed Dialog

OK, you can see all rooms/beds of your hotel in the room/bed panel, as Figure 26 shows:

Name	Code	Room No.	Room Type	Max Adult No.	Max Child No.	Max Infant No.	Bed Type	Smoking Allowed
1001	R1001	1001	Single Room	1	0	0	Single Bed	Yes
1002-1	10021	1002	Bed Of 6Bed Rox	1	0	0		No
1002-2	10022	1002	Bed Of 6Bed Rox	1	0	0		No
1002-3	10023	1002	Bed Of 6Bed Rox	1	0	0		No
1002-4	10024	1002	Bed Of 6Bed Rox	1	0	0		No
1002-5	10025	1002	Bed Of 6Bed Rox	1	0	0		No
1002-6	10026	1002	Bed Of 6Bed Rox	1	0	0		No

Figure 26 Room/Bed Panel

You can click Edit button to modify your room or bed, and you can click Delete button to delete the selected room or bed.

## 5 How to manage your guests

OK, when a guest wants to reserve your room or bed, you can collect his/her information, and then, follow these simple steps to manage them:

### Step 1) Go to Guests Section

Go to Guests section, as Figure 27 shows:

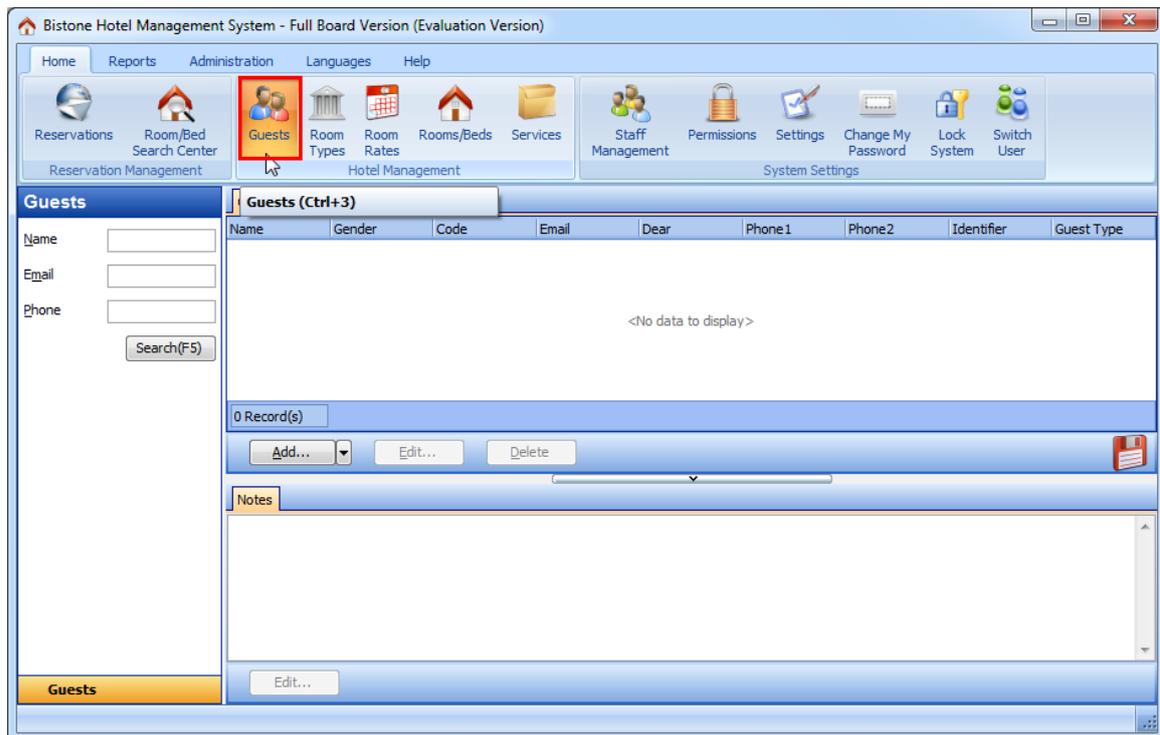


Figure 27 Go To Guests Section

### Step 2) Click Add Button

Click Add button in the Guests panel, as Figure 28 shows:

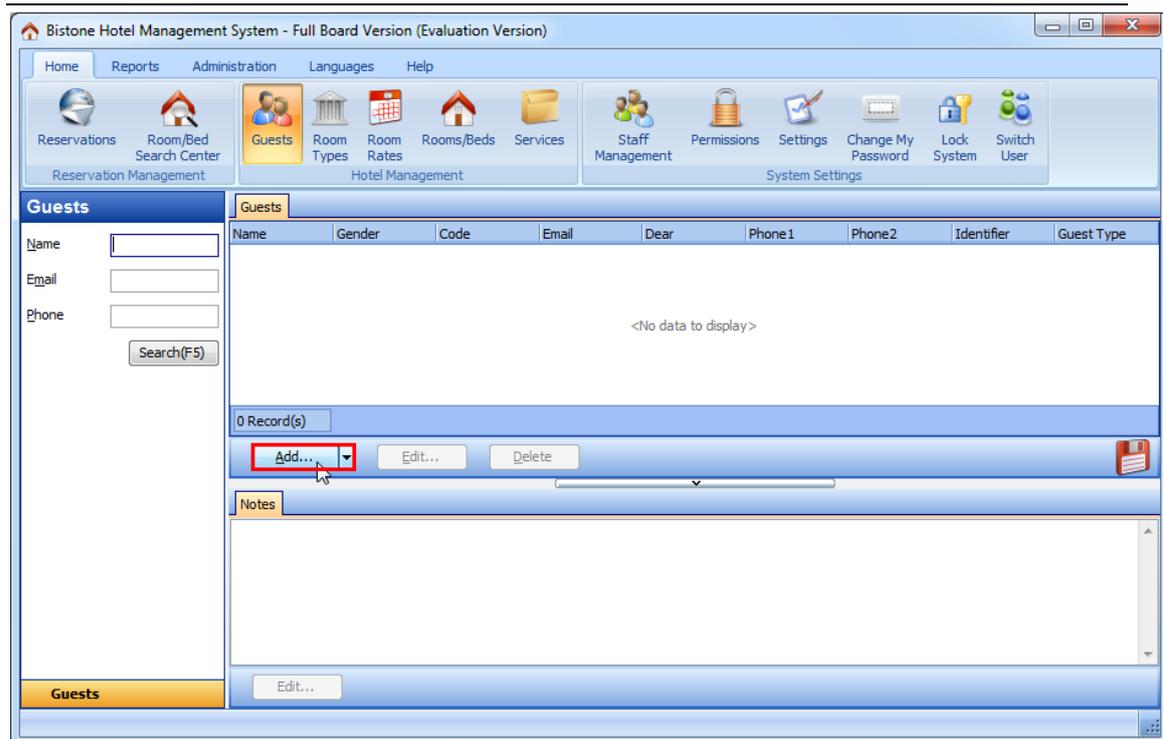


Figure 28 Click Add button

### Step 3) Enter All Fields

**Add Guest**

**Common Information**

Name \* Marry Lus Member Code 2014001  
Dear Marry Lus Gender Female  
Identifier 42070419 Guest Type

**Contact Information**

Phone 1 123  
Phone 2 456  
Email support@bistonesoft.com

**Billing Address**

Address International Building  
City EZ  
State CA  
Country United States  
Post Code 10010

**Credit Card**

Credit Card Type VISA  
Card No 4300123456789  
Expire Date 1 2016  
Name On Card Marry Lus

**Company Information**

Company  
Company Notes

**Taxation Information**

VAT No. V1001

**Passport**

Passport No. 4204  
Country United States  
Expiration Date 8/6/2016

**Car Information**

Car Has  
License Plate 11111  
Driver License 22222

OK Cancel

Figure 29 Enter All Fields

And then, click OK button in the Add Guest dialog, look, you can see all guests of your hotel in the guests panel, as Figure 30 shows:

**Bistone Hotel Management System - Full Board Version (Evaluation Version)**

Home Reports Administration Languages Help

Reservations Room/Bed Search Center **Guests** Room Types Room Rates Rooms/Beds Services Staff Management Permissions Settings Change My Password Lock System Switch User

Reservation Management Hotel Management System Settings

**Guests**

Name:   
 Email:   
 Phone:   
 Search(F5)

Name	Gender	Code	Email	Dear	Phone 1	Phone 2	Identifier	Guest Type
Marry Lus	Female	2014001	support@bistone	Marry Lus	123	456	42070419	

1 Record(s)

Add... Edit... Delete

Notes

Edit...

Figure 30 Guest List

## 6 How to make a reservation

OK, we have added some room types, room rates, rooms or beds and guests. Now, we can follow these simple steps to make a reservation:

### Step 1) Go to Reservations section

Go to Reservations section, as Figure 31 shows:

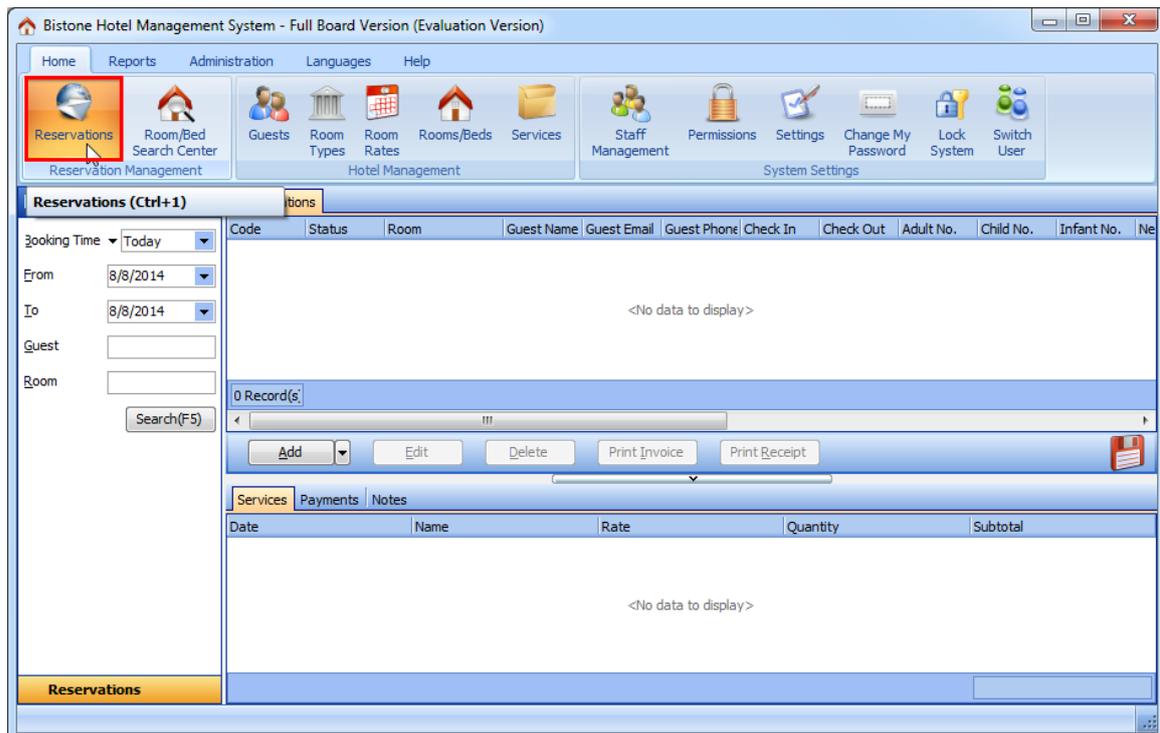


Figure 31 Go to Reservations Section

### Step 2) Click Add Button

Click add button in the reservations panel, as Figure 32 shows:

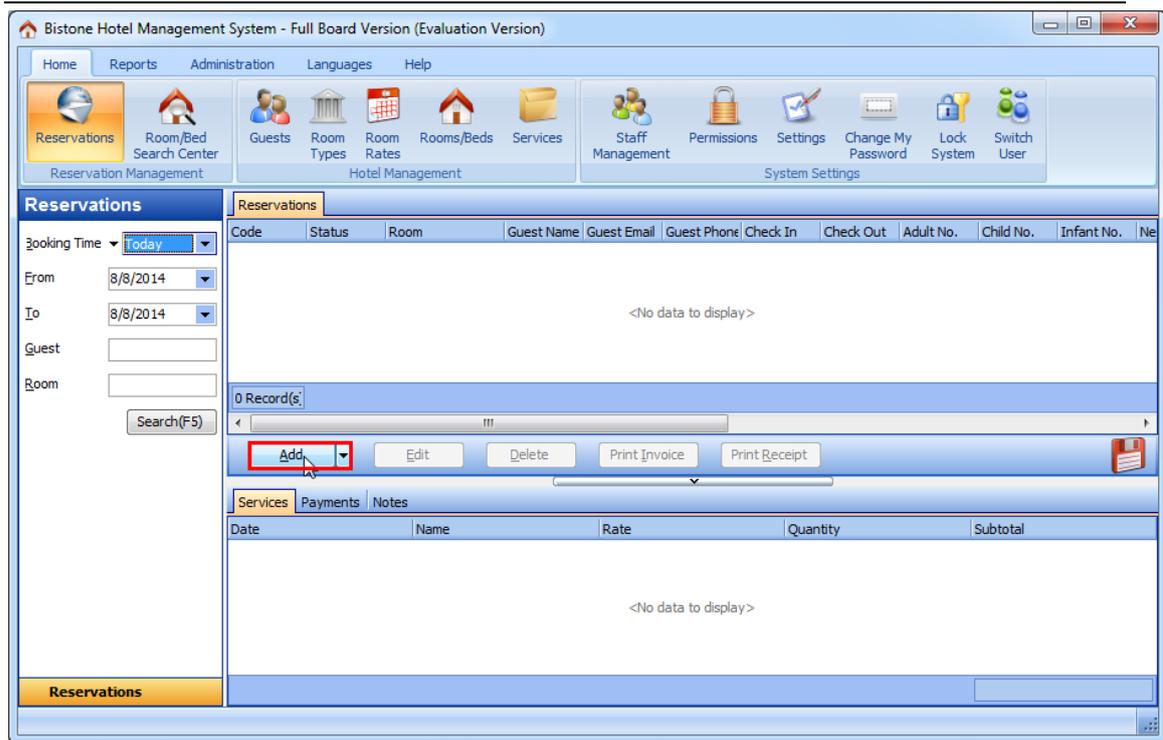


Figure 32 Click Add Button

### Step 3) Click Room Button

Click the button after the Room edit box, as Figure 33 shows:

**Add Reservation**

**Common Information**  
Code \* 140808001 Status \* New Source  
Booking Time 8/8/2014 1:19:23 PM User Admin Guarantee

**Room Information**  
Check In \* 8/8/2014  
Check Out \* 8/9/2014  
Adult No. 1  
Child No. 0  
Infant No. 0  
Room \* ...

**Guest Information**  
Guest Name \*  
Company  
Email  
Phone  
Special Requirement

**Billing Address**  
Address  
City  
State  
Country  
Post Code

**Payment Information**  
+ Add Payment  
Time Pay Type Total Details  
<No data to display>

**Service Information**  
+ Add Service  
Date Name Rate Qty Subtotal  
<No data to display>

Room Total \$0.00 Discount \$0.00 Total \$0.00  
Service Total \$0.00 Tax Paid \$0.00  
Net Total \$0.00 Tax Total \$0.00 Balance \$0.00

OK Cancel

Figure 33 Click Room Button

## Step 4) Select a Room

Select a room in the 'Select a room' dialog, as Figure 34 shows:

Select a room

Search

Check In: 8/8/2014      Check Out: 08/9/2014     

Adult No.: 1      Child No.: 0     

Infant No.: 0      Filter:     

Room	Room No.	Room Type	Rate	08/08/2014
1001	1001	Single Room	Rack Rate	\$100.00
1002-1	1002	Bed Of 6Bed Room	Rack Rate	\$60.00
1002-2	1002	Bed Of 6Bed Room	Rack Rate	\$60.00
1002-3	1002	Bed Of 6Bed Room	Rack Rate	\$60.00
1002-4	1002	Bed Of 6Bed Room	Rack Rate	\$60.00
1002-5	1002	Bed Of 6Bed Room	Rack Rate	\$60.00
1002-6	1002	Bed Of 6Bed Room	Rack Rate	\$60.00

7 Record(s)

Figure 34 Select a Room Dialog

And then, click OK button in the Select a room dialog, the room is filled into the reservation automatically, as Figure 35 shows:

Add Reservation

Common Information

Code \*: 140808001      Status \*: New      Source:     

Booking Time: 8/8/2014 1:19:23 PM      User: Admin      Guarantee:     

Room Information

Check In \*: 8/8/2014      Guest Information

Check Out \*: 8/9/2014      Guest Name \*:     

Adult No.: 1      Company:      Billing Address

Child No.: 0      Email:      Address:     

Infant No.: 0      Phone:      City:     

Room \*: 1001      Special Requirement:      State:     

Date:      Rate:      Country:     

8/8/2014      \$100.00      Post Code:     

Payment Information

+ Add Payment      Service Information

+ Add Service     

Date	Name	Rate	Qty	Subtotal
<No data to display>				

Room Total: \$100.00      Discount: \$0.00      Total: \$100.00

Service Total: \$0.00      Tax:      Paid: \$0.00

Net Total: \$100.00      Tax Total: \$0.00      Balance: \$100.00

Figure 35 Fill Room Details

## Step 5) Click Guest Button

Click the button after the Guest Name edit box, as Figure 36 shows:

The screenshot shows the 'Add Reservation' dialog box with the following sections and data:

- Common Information:** Code \* 140808001, Status \* New, Source, Booking Time 8/8/2014 1:19:23 PM, User Admin, Guarantee.
- Room Information:** Check In \* 8/8/2014, Check Out \* 8/9/2014, Adult No. 1, Child No. 0, Infant No. 0, Room \* 1001.
- Guest Information:** Guest Name \* (with a red box around the '...' button), Company, Email, Phone, Special Requirement.
- Billing Address:** Address, City, State, Country, Post Code.
- Payment Information:** Add Payment button, table with columns Time, Pay Type, Total, Details. Content: <No data to display>.
- Service Information:** Add Service button, table with columns Date, Name, Rate, Qty, Subtotal. Content: <No data to display>.
- Summary:** Room Total \$100.00, Service Total \$0.00, Net Total \$100.00, Discount \$0.00, Tax, Tax Total \$0.00, Total \$100.00, Paid \$0.00, Balance \$100.00.

Figure 36 Click Guest Button

## Step 6) Select a Guest

Select a guest in the Select a guest dialog, as Figure 37 shows:

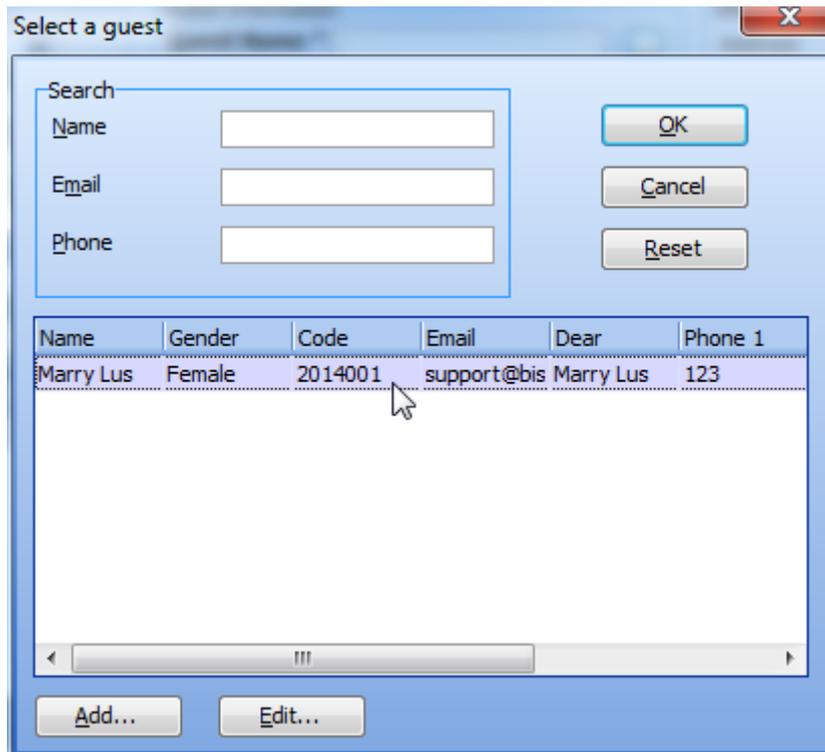


Figure 37 Select a guest Dialog

And then, click OK button in the select a guest dialog, the guest filled into this reservation automatically, as Figure 38 shows:

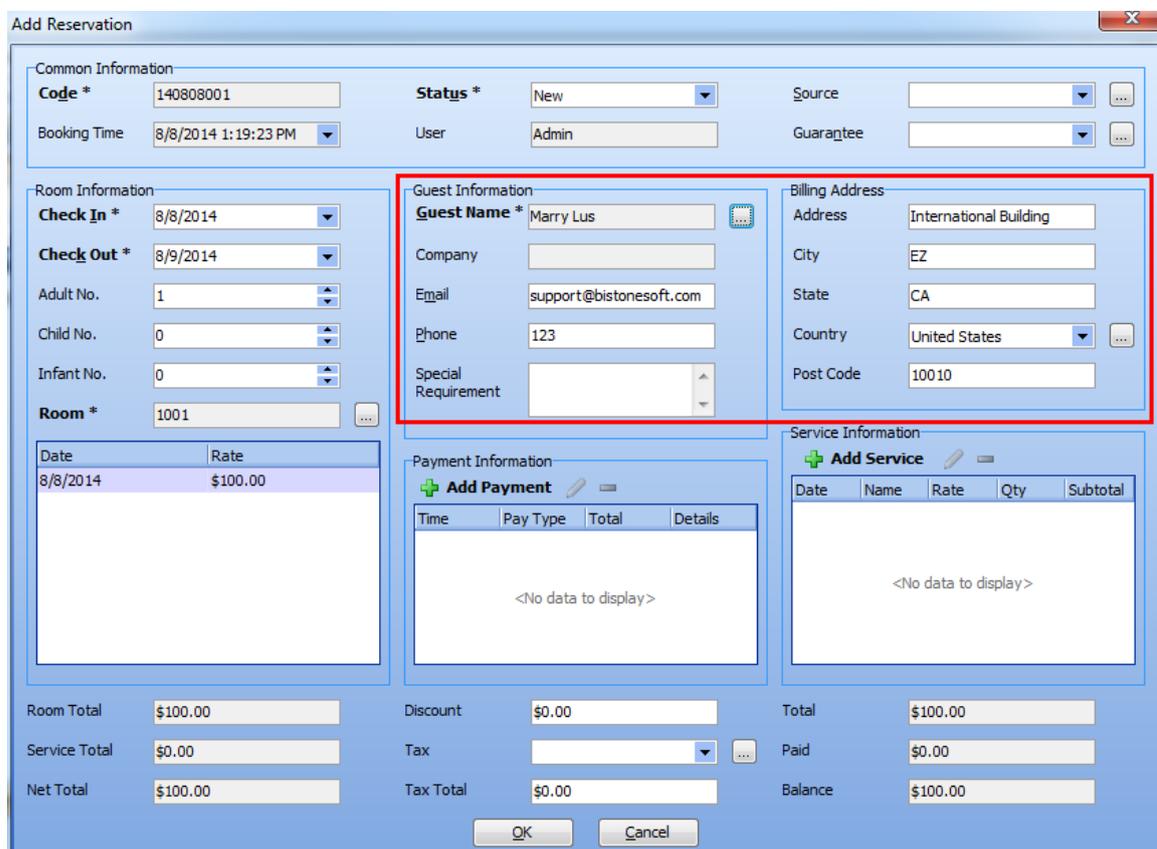


Figure 38 Fill Guest Information

## Step 7) Select a Tax

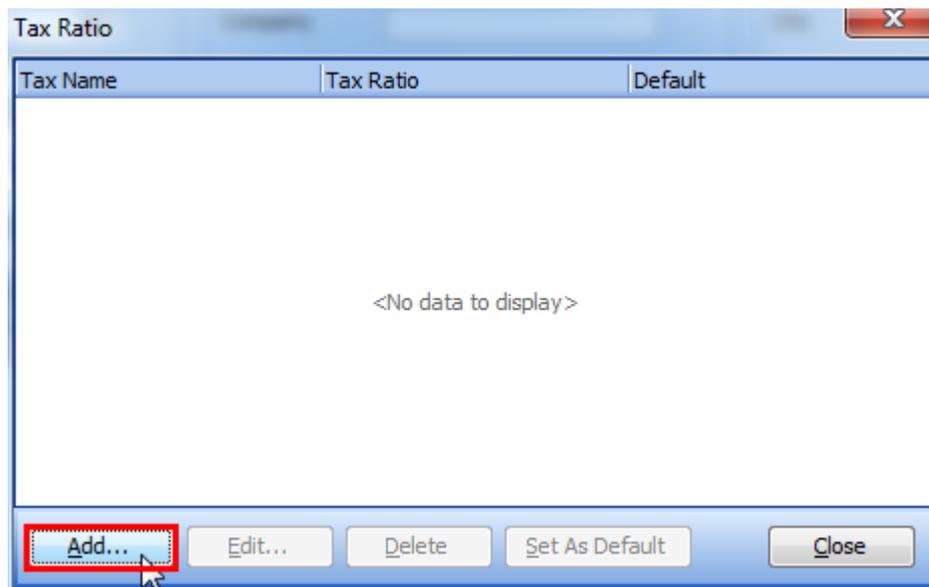
There is no default tax in the system. You can follow these simple steps to add some tax rates:

Step 1) Click the button after the Tax edit box

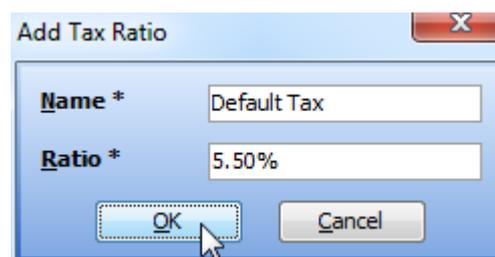
The screenshot shows the 'Add Reservation' window with the following sections:

- Common Information:** Code \* (140808001), Status \* (New), Source, Booking Time (8/8/2014 1:19:23 PM), User (Admin), Guarantee.
- Room Information:** Check In \* (8/8/2014), Check Out \* (8/9/2014), Adult No. (1), Child No. (0), Infant No. (0), Room \* (1001).
- Guest Information:** Guest Name \* (Marry Lus), Company, Email (support@bistonesoft.com), Pphone (123), Special Requirement.
- Billing Address:** Address (International Building), City (EZ), State (CA), Country (United States), Post Code (10010).
- Payment Information:** Add Payment button, table with columns Time, Pay Type, Total, Details.
- Service Information:** Add Service button, table with columns Date, Name, Rate, Qty, Subtotal.
- Summary:** Room Total (\$100.00), Service Total (\$0.00), Net Total (\$100.00), Discount (\$0.00), Tax (dropdown with '...' button), Tax Total (\$0.00), Total (\$100.00), Paid (\$0.00), Balance (\$100.00).

Step 2) Click add button in the Tax Ratio dialog



Step 3) Enter a tax rate in the Add Tax Ratio dialog



And then, you can select a tax rate, as Figure 39 shows:

**Add Reservation**

**Common Information**  
 Code \* 140808001      Status \* New      Source  
 Booking Time 8/8/2014 1:19:23 PM      User Admin      Guarantee

**Room Information**  
 Check In \* 8/8/2014      Check Out \* 8/9/2014  
 Adult No. 1      Child No. 0      Infant No. 0  
 Room \* 1001

**Guest Information**  
 Guest Name \* Marry Lus  
 Company      Email support@bistonesoft.com  
 Phone 123      Special Requirement

**Billing Address**  
 Address International Building      City EZ  
 State CA      Country United States  
 Post Code 10010

**Payment Information**  
 + Add Payment  

Time	Pay Type	Total	Details
<No data to display>			

**Service Information**  
 + Add Service  

Date	Name	Rate	Qty	Subtotal
<No data to display>				

Room Total \$100.00      Discount \$0.00      Total \$105.50  
 Service Total \$0.00      Tax Default Tax(5.50%)      Paid \$0.00  
 Net Total \$100.00      Tax Total \$5.50      Balance \$105.50

OK      Cancel

Figure 39 Select a Tax Ratio

And then, you can click ok button to make a reservation, look, you can see this reservation in the reservation list, as Figure 40 shows:

Bistone Hotel Management System - Full Board Version (Evaluation Version)

Home    Reports    Administration    Languages    Help

Reservations    Room/Bed Search Center    Guests    Room Types    Room Rates    Rooms/Beds    Services    Staff Management    Permissions    Settings    Change My Password    Lock System    Switch User

**Reservations**

Booking Time Today  
 From 8/8/2014  
 To 8/8/2014  
 Guest  
 Room

Code	Status	Room	Guest Name	Guest Email	Guest Phone	Check In	Check Out	Adult No.	Child No.	Infant No.	Net
140808001	New	1001	Marry Lus	support@bis	123	8/8/2014	8/9/2014	1	0	0	\$11

1 Record(s)

Add    Edit    Delete    Print Invoice    Print Receipt

Services    Payments    Notes

Date	Name	Rate	Quantity	Subtotal
<No data to display>				

Figure 40 Reservation List

Ok, you can click Edit button to modify this reservation, or click Delete button to delete this reservation.

## Step 8) Go to Room/Bed Search Center

You can go to Room/Bed Search Center section to see the rooms/beds occupancy status of your hotel, as Figure 41 shows:

The screenshot shows the 'Room Search Center' window. On the left, there are search filters: 'Period' set to 'This week', 'From' set to '8/4/2014', and 'To' set to '8/10/2014'. There are also input fields for 'Guest' and 'Room', and a 'Search(F5)' button. The main area is a table with columns for dates from 8/4/2014 (Mon) to 8/10/2014 (Sun) and rows for room numbers: 1001, 1002-1, 1002-2, 1002-3, 1002-4, 1002-5, and 1002-6. A tooltip is displayed over the cell for room 1001 on 8/8/2014, containing the following text:

Room/Bed	8/4/2014 Mon	8/5/2014 Tue	8/6/2014 Wed	8/7/2014 Thu	8/8/2014 Fri	8/9/2014 Sat	8/10/2014 Sun
1001					Reservation No.: 140808001 Reservation Status: New Guest Name: Marry Lus Check In Date: 08/08/2014 Check Out Date: 08/09/2014		
1002-1							
1002-2							
1002-3							
1002-4							
1002-5							
1002-6							

Figure 41 Room/Bed Search Center

## 7 How to sell your services

If your hotel has some services like swimming pools, restaurants and so on, you can add these services into the system, and then you can sell them. Please follow these simple steps to sell your services:

### Step 1) Go to Services Section

Go to services section, as Figure 42 shows:

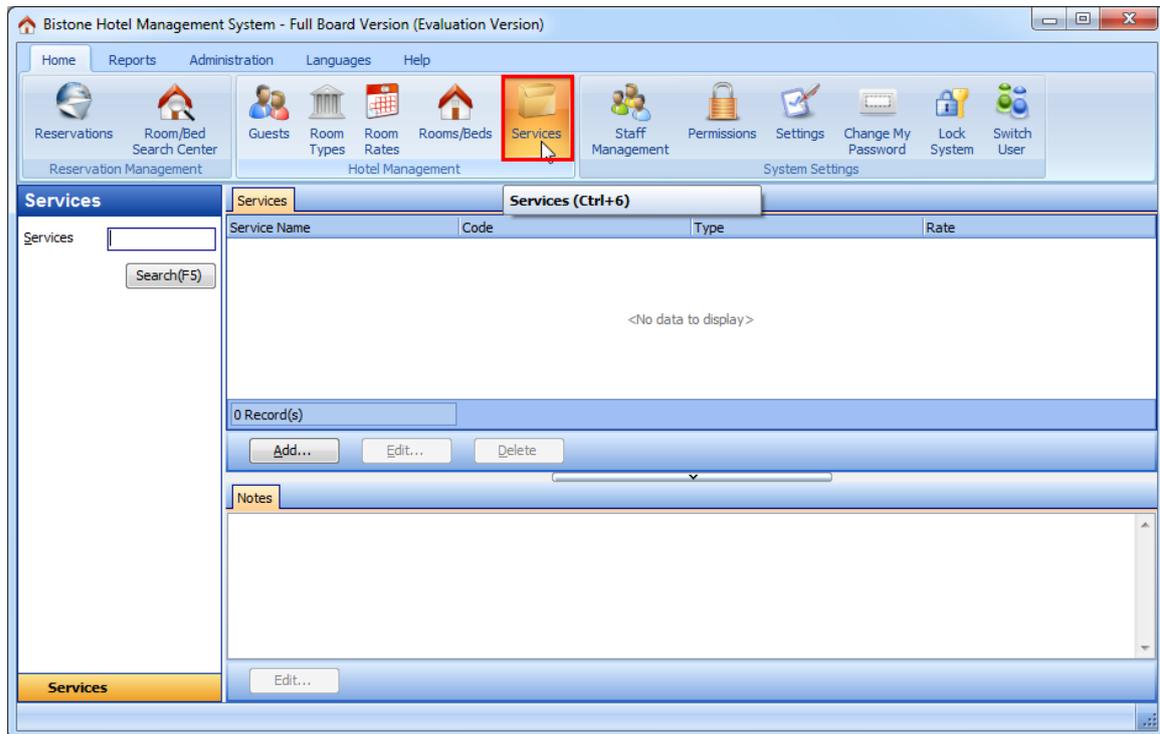


Figure 42 Go To Services Section

### Step 2) Click Add Button

Click add button in the services panel, as Figure 43 shows:

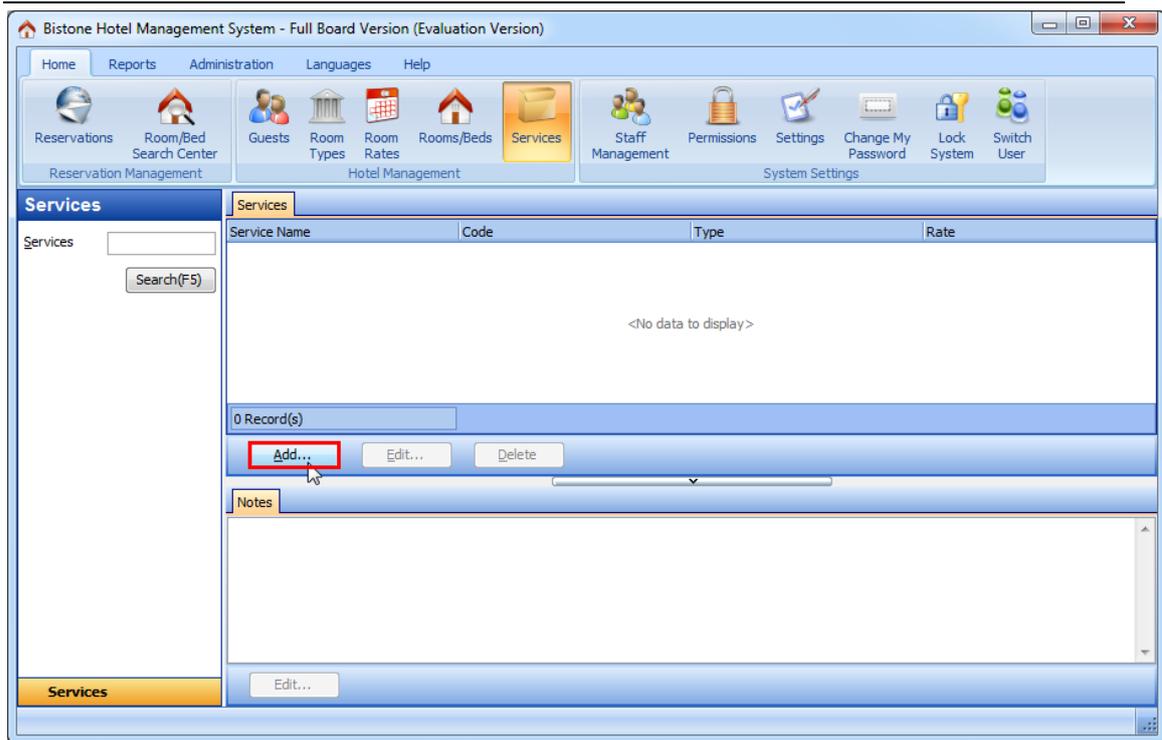


Figure 43 Click Add Button

### Step 3) Enter All Fields

Enter all fields in the Add Service dialog, as Figure 44 shows:



Figure 44 Enter All Fields

And then, click OK button in the Add Service dialog, the service called 'swimming' has been added into the system, as Figure 45 shows:

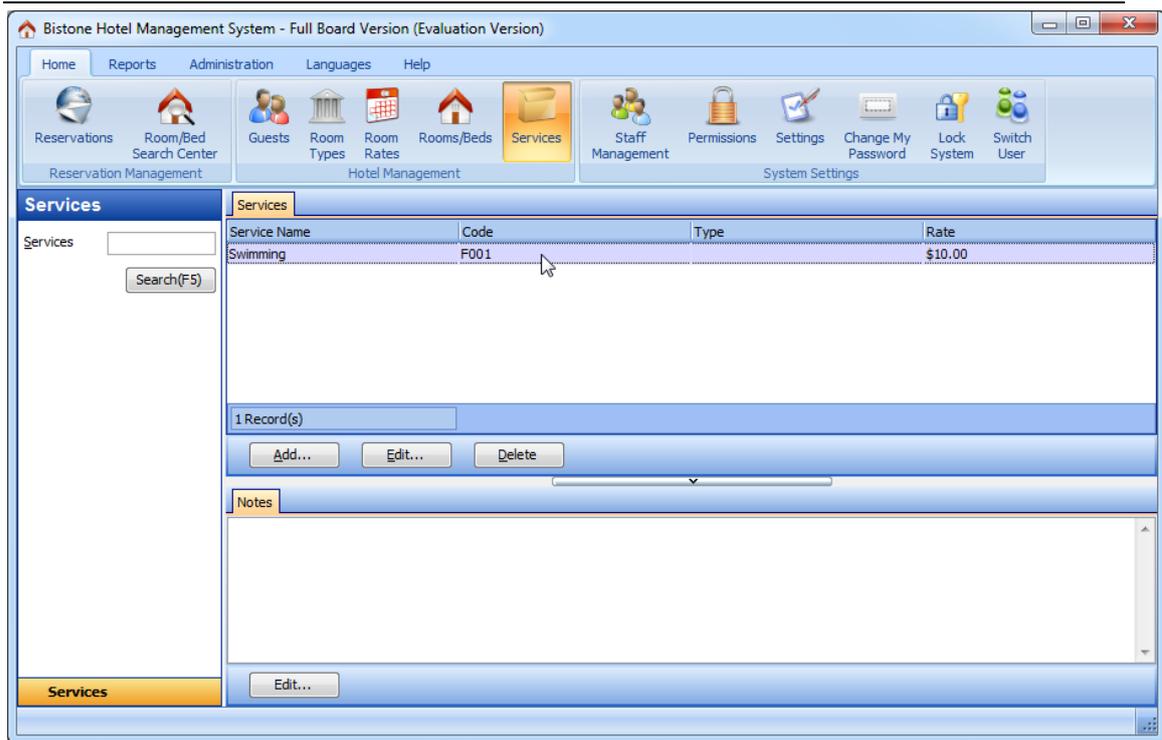


Figure 45 Service List

## Step 4) Go to Reservations Section

Go to Reservations section, and select a reservation, as Figure 46 shows:

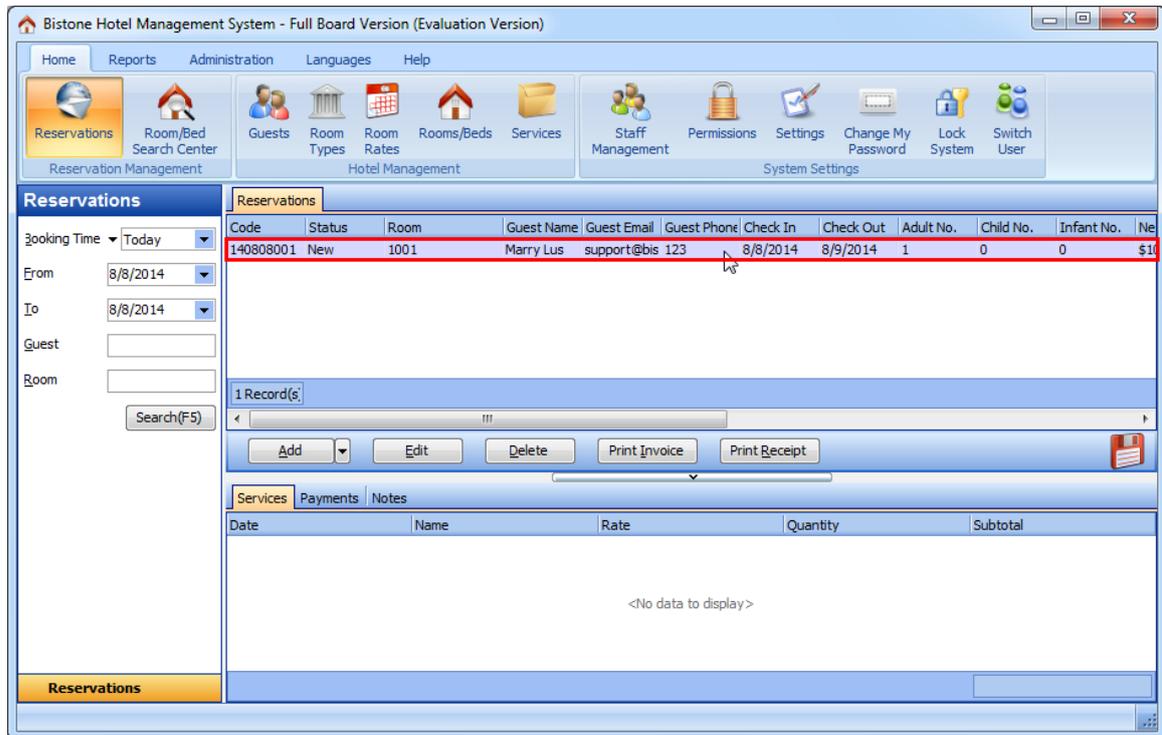


Figure 46 Reservation List

## Step 5) Click Edit Button

Click Edit button in the reservations panel, as Figure 47 shows:

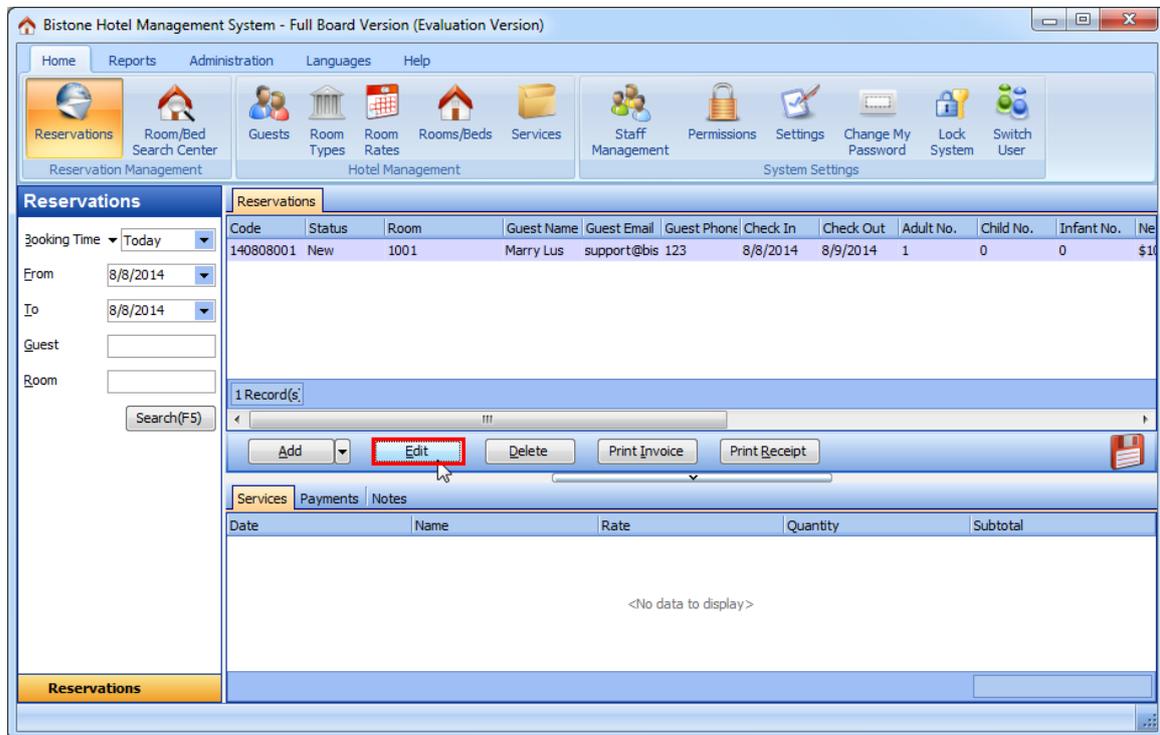


Figure 47 Click Edit Button

## Step 6) Click Add Button

Click add button in the Service Information panel, as Figure 48 shows:

**Edit Reservation**

**Common Information**  
 Code \* 140808001      Status \* Confirmed      Source  
 Booking Time 8/8/2014 1:19:23 PM      User Admin      Guarantee

**Room Information**  
 Check In \* 8/8/2014      Check Out \* 8/9/2014  
 Adult No. 1      Child No. 0      Infant No. 0  
 Room \* 1001

Date	Rate
8/8/2014	\$100.00

**Guest Information**  
 Guest Name \* Marry Lus  
 Company  
 Email support@bistonesoft.com  
 Phone 123  
 Special Requirement

**Billing Address**  
 Address International Building  
 City EZ  
 State CA  
 Country United States  
 Post Code 10010

**Payment Information**  
 Add Payment  
 Time Pay Type Total Details  
 <No data to display>

**Service Information**  
 Add Service  
 Date Name Rate Qty Subtotal  
 Add service...  
 <No data to display>

Room Total \$100.00      Discount \$0.00      Total \$105.50  
 Service Total \$0.00      Tax Default Tax(5.50%)      Paid \$0.00  
 Net Total \$100.00      Tax Total \$5.50      Balance \$105.50

OK Cancel

Figure 48 Click Add Service Button

## Step 7) Click Service Button

Click the button after the Name edit box in the Add Service dialog, as Figure 49 shows:

**Add Service**

Name \*      Code  
 Type  
 Rate  
 Quantity 1  
 Subtotal \$0.00

OK Cancel

Figure 49 Click Service Button

## Step 8) Select a Service

Select a service in the Select a Service dialog, as Figure 50 shows:

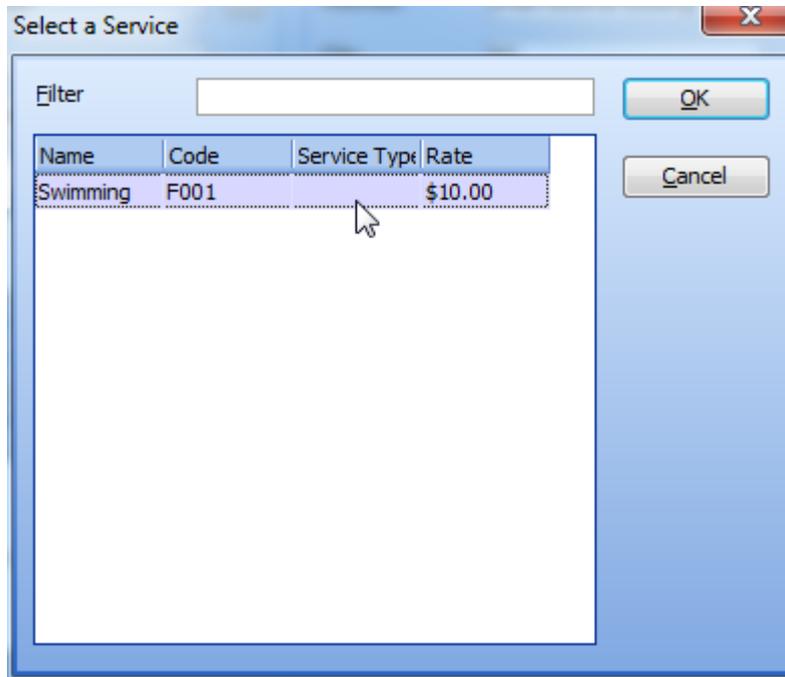


Figure 50 Select a Service

Ok, the service information has been filled into the Add Service dialog automatically, as Figure 51 shows:



Figure 51 Automatically Fill

You can modify its rate or its quantity, then, please click OK button, and then, you can see the rate of this service has been added into the service total and the total amount, as Figure 52 shows:

**Edit Reservation**

**Common Information**

Code \* 140808001      Status \* Confirmed      Source

Booking Time 8/8/2014 1:19:23 PM      User Admin      Guarantee

**Room Information**

Check In \* 8/8/2014      Check Out \* 8/9/2014

Adult No. 1      Child No. 0      Infant No. 0

Room \* 1001

**Guest Information**

Guest Name \* Marry Lus      Company

Email support@bistonesoft.com      Phone 123

Special Requirement

**Billing Address**

Address International Building      City EZ      State CA      Country United States      Post Code 10010

**Room Rate Table**

Date	Rate
8/8/2014	\$100.00

**Payment Information**

+ Add Payment

Time	Pay Type	Total	Details
<No data to display>			

**Service Information**

+ Add Service

Date	Name	Rate	Qty	Subtotal
8/8/2014	Swimming	\$10.00	1	\$10.00

**Summary**

Room Total \$100.00      Discount \$0.00      Total \$116.05

Service Total \$10.00      Tax Default Tax(5.50%)      Paid \$0.00

Net Total \$110.00      Tax Total \$6.05      Balance \$116.05

OK      Cancel

Figure 52 Service Total

Ok, you already sold your service called 'Swimming'!

## 8 How to manage your users and their permissions

There is no user-number limit in our system. You can add many users as you want. Now, please follow these simple steps to manage your users and their permissions:

### Step 1) Go to Staff Management Section

Go to Staff Management section, as Figure 53 shows:

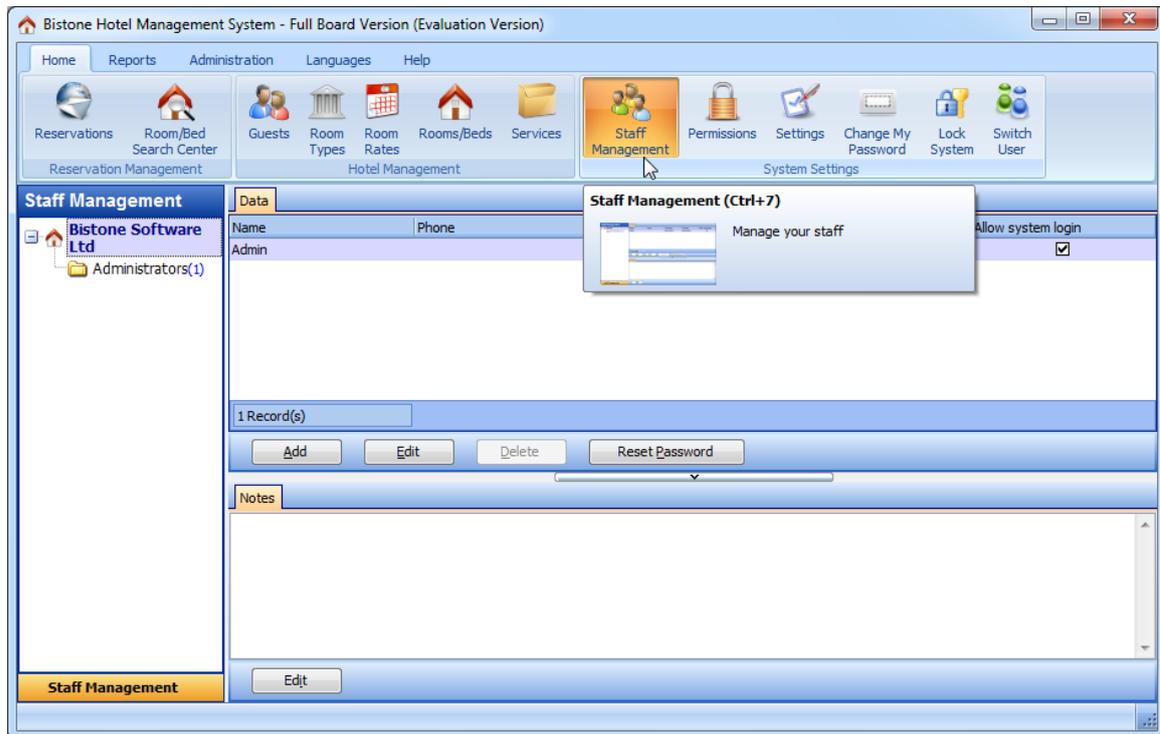


Figure 53 Go to Staff Management System

### Step 2) Click Add Button

Click Add button in the Staffs panel, as Figure 54 shows:

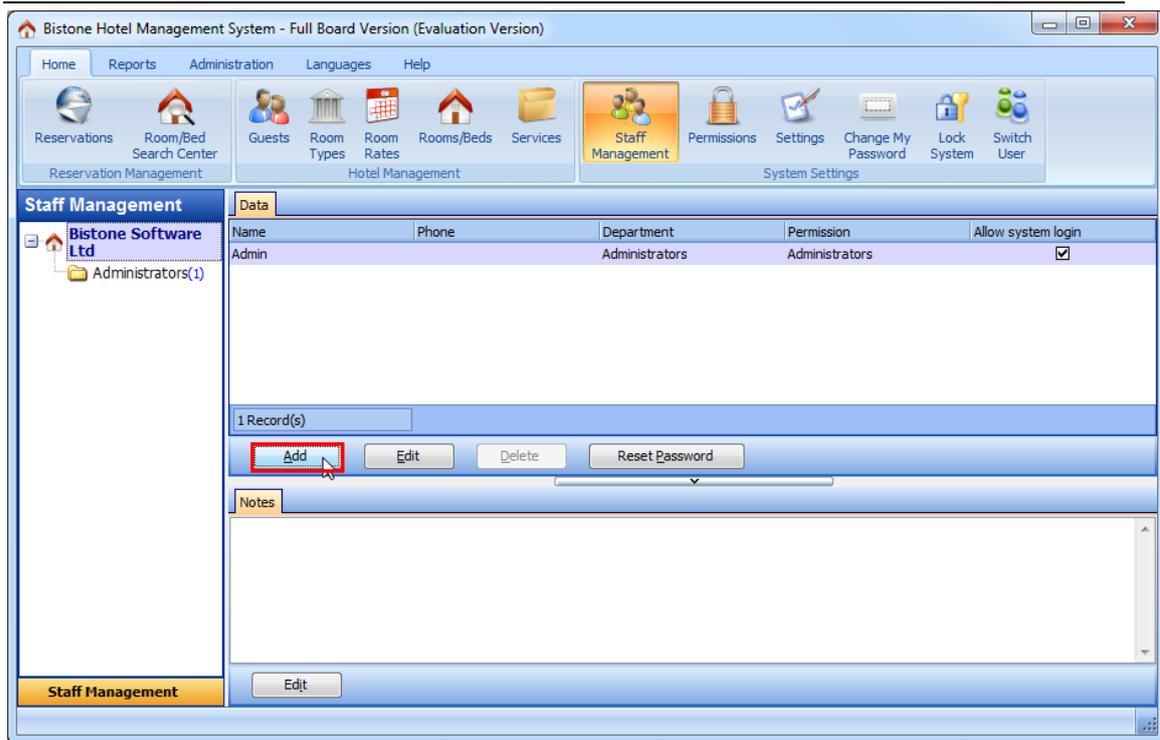


Figure 54 Click Add Button

### Step 3) Enter All Fields

Enter all fields in the Add Staff dialog, as Figure 55 shows:

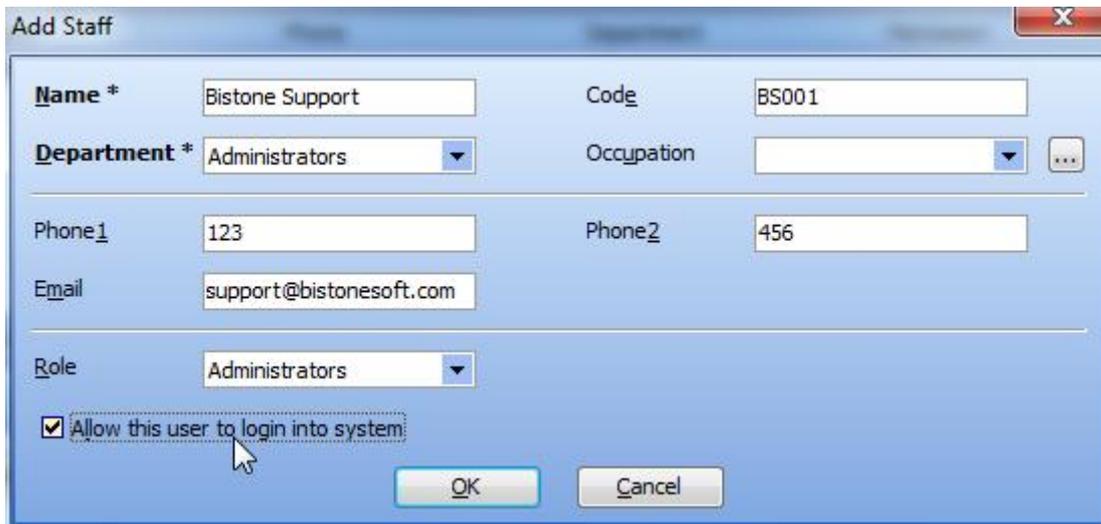


Figure 55 Enter All Fields

Then, click ok button, the user called 'Bistone Support' has been added into the system, as Figure 56 shows:

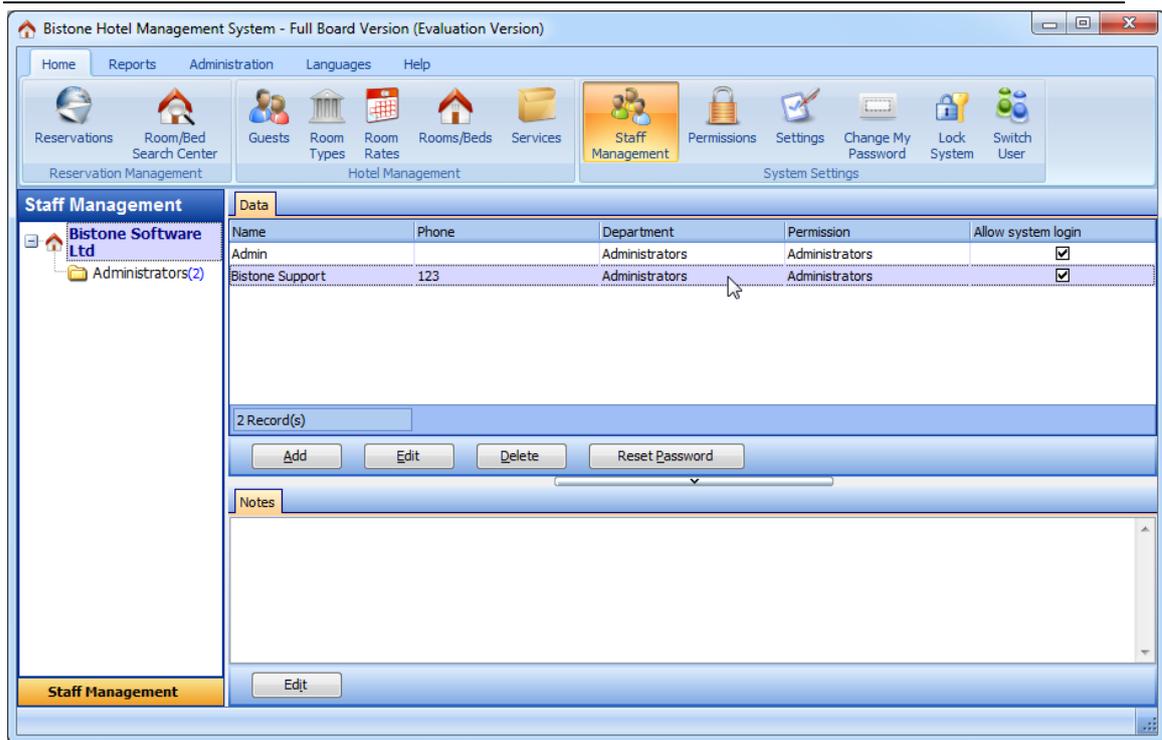


Figure 56 User List

## Step 4) Go to Permissions Section

Go to Permissions section, as Figure 57 shows:

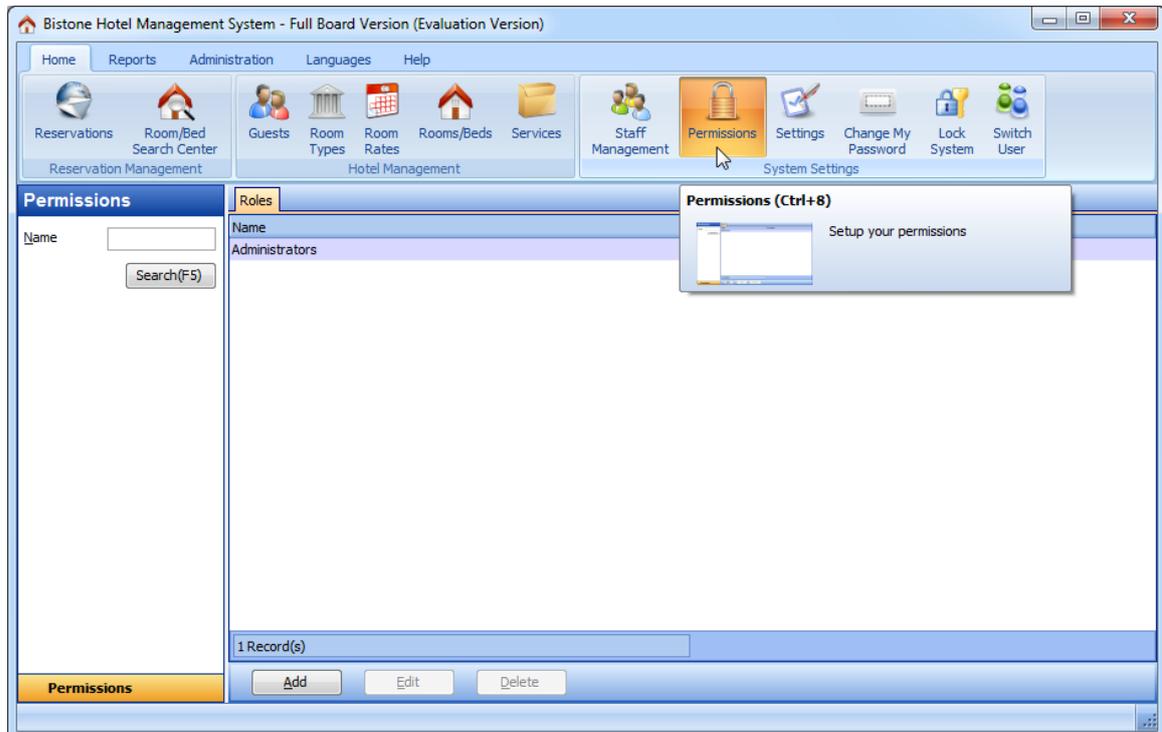


Figure 57 Go To Permissions Section

## Step 5) Click Add Button

Click Add button in the permissions panel, as Figure 58 shows:

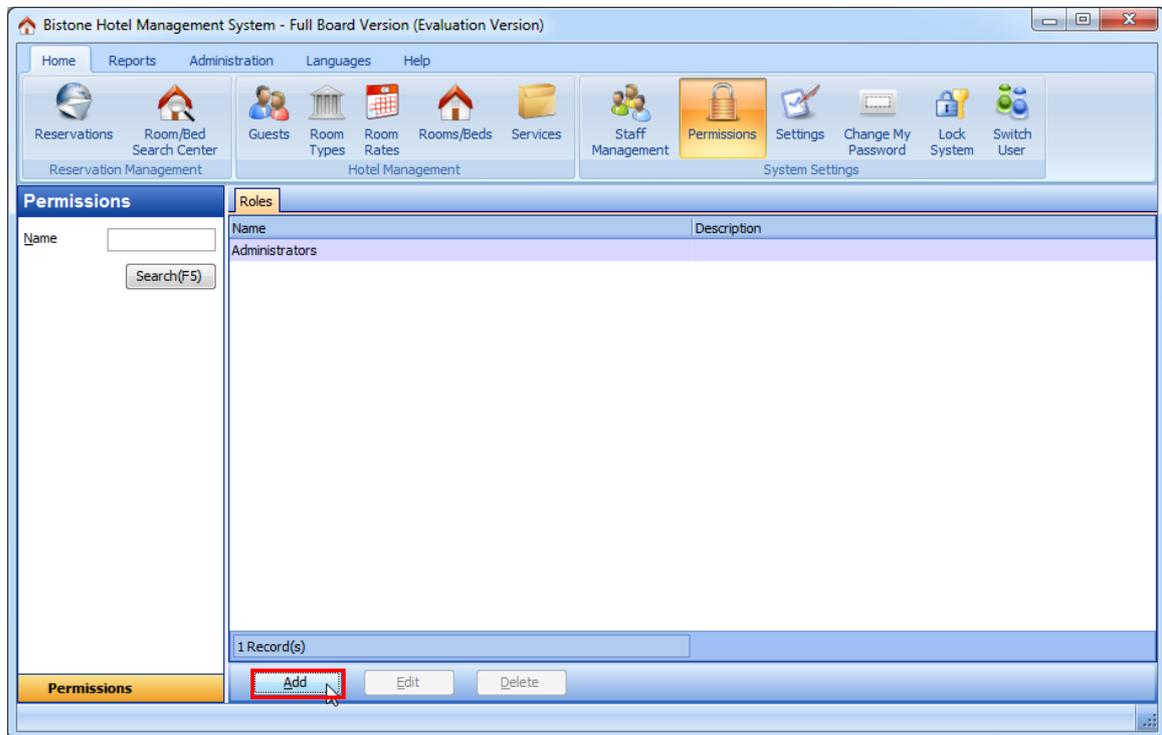


Figure 58 Click Add Button

## Step 6) Enter All Fields

Enter or select all fields in the Add Role dialog, as Figure 59 shows:

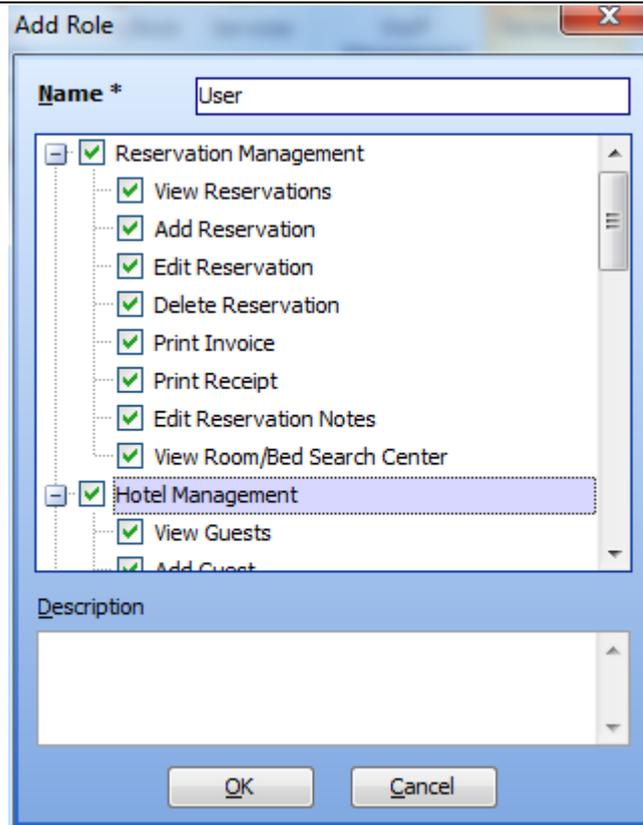


Figure 59 Enter All Fields

## Step 7) Modify a User's Roll

Go to Staff Management section, select the user called 'Bistone Support', and then, click Edit button, and modify its role, as Figure 60 shows:

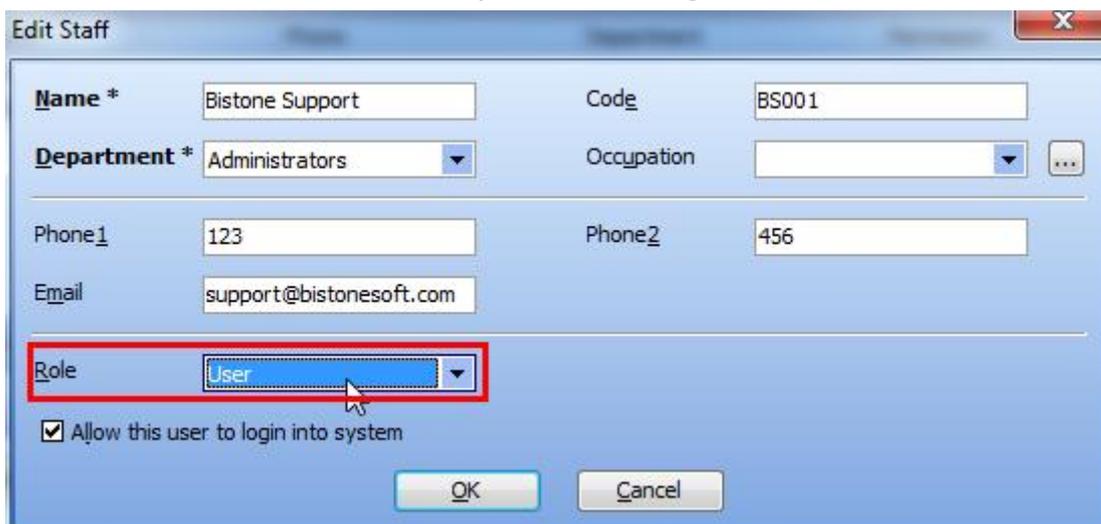


Figure 60 Modify Role

Ok, when you login system as Bistone Support, you can access several sections,

as figure 61 shows:

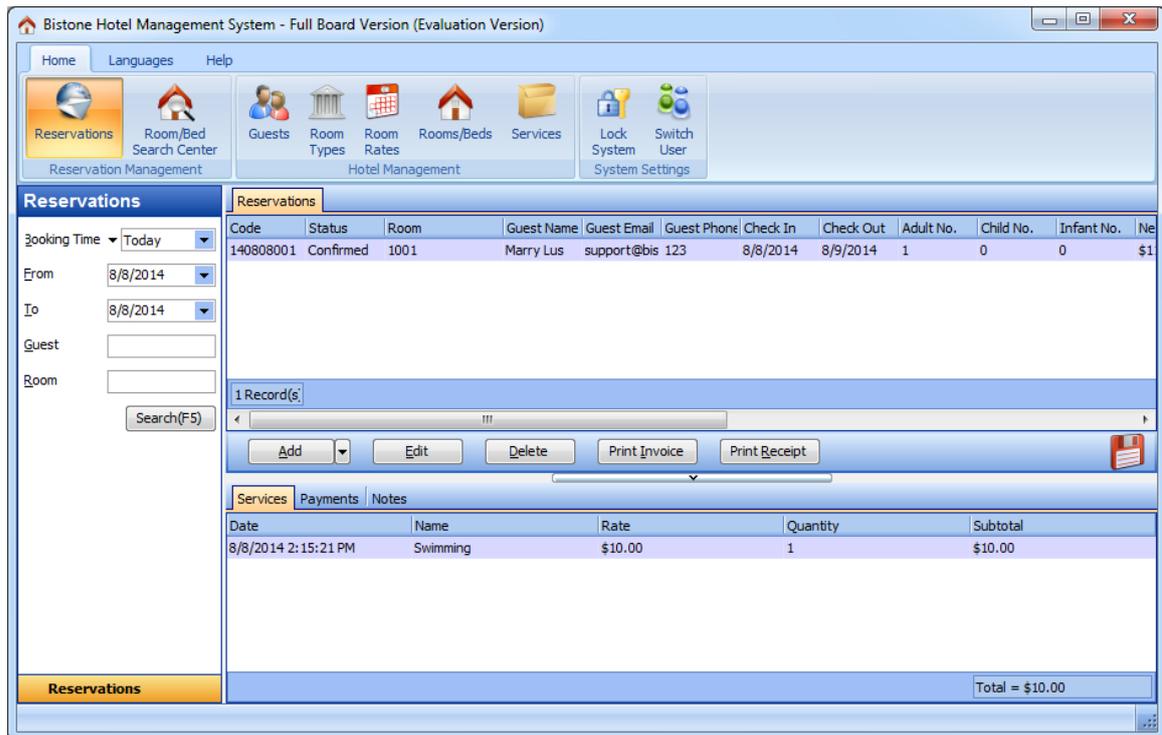


Figure 61 User Role UI