



RHS V8 Quick Reference Guide Check-In / Arrivals

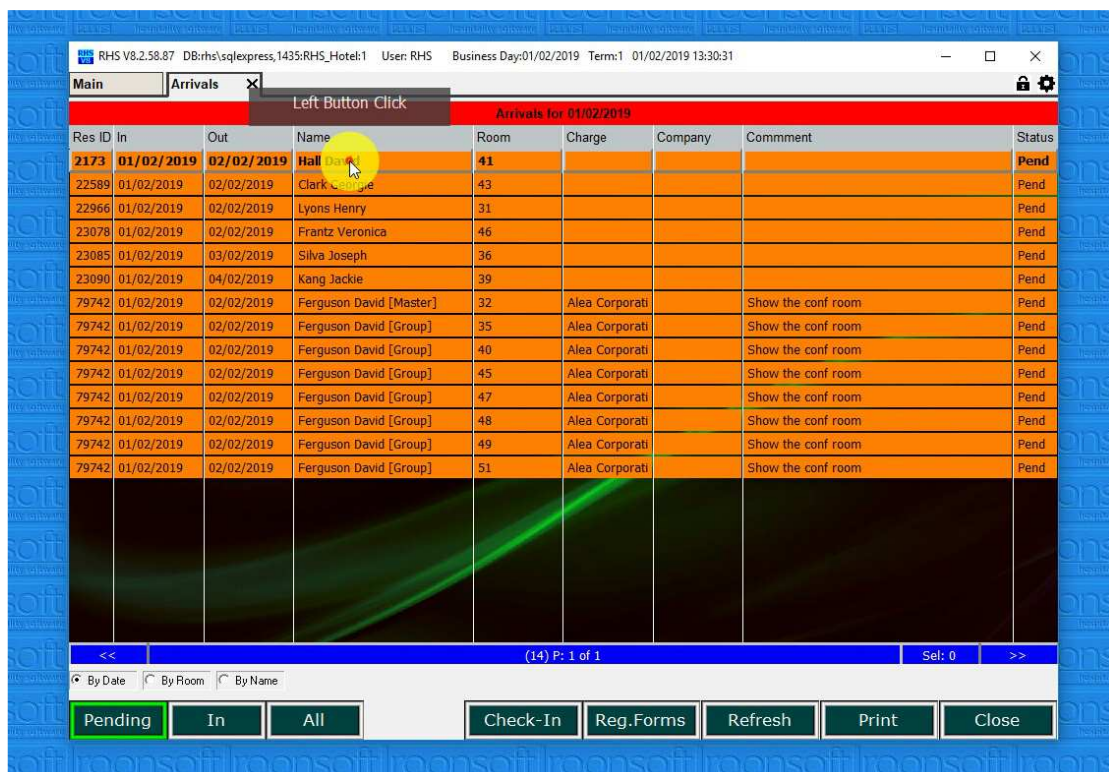
V1.1

1. Single Guest Check-in with Registration

1.1 Click on “Check-in” button.



1.2. Click on the guest you want to check-in.



1.3. Click on the “Reg. Form” button.

RHS V8.2.58.87 DB:rhs/sql/express,1435:RHS_Hotel:1 User: RHS Business Day:01/02/2019 Term:1 01/02/2019 13:30:33

Main Arrivals

Res ID	In	Out	Name	Room	Charge	Company	Comment	Status
2173	01/02/2019	02/02/2019	Hall David	41				Pend
22589	01/02/2019	02/02/2019	Clark Georgie	43				Pend
22966	01/02/2019	02/02/2019	Lyons Henry	31				Pend
23078	01/02/2019	02/02/2019	Frantz Veronica	46				Pend
23085	01/02/2019	03/02/2019	Silva Joseph	36				Pend
23090	01/02/2019	04/02/2019	Kang Jackie	39				Pend
79742	01/02/2019	02/02/2019	Ferguson David [Master]	32	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	35	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	40	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	45	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	47	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	48	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	49	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	51	Alea Corporati		Show the conf room	Pend

<< (14) P: 1 of 1 Sel: 1 >>

By Date By Room By Name

Pending In All Reg. Form Refresh Print Close

1.4. A registration form is open with all the guest's details.

RHS Hotels - Guest Registration/Booking Form
For your safety & security please complete the details below for our records.

ARRIVAL DATE	DEPARTURE DATE	NIGHTS	NUMBER OF GUESTS	RES NO.
01/02/2019 (Fri)	02/02/2019 (Sat)	1	Adults: 5 Children: 0	21730

VCH/O NO.	Room Rate.	Total Payable.	ROOM NO.
			41

**** Please Note: All Units are NON-SMOKING ! & Check-Out Time is by 10am ****

Guest Name: Hall David Phone: 604-898-4659
 Address: 4390 Brew Creek Rd Mobile:
 Brocktondale Vch Rego:
 British Columbia Company:
 Canada Charge To:
 eMail: DavidHall@journaipke.com

Method of Payment: CASH EFTPOS VISA MASTERCARD AMEX DINERS PREPAID CHARGE

TERMS: I accept full responsibility for any charges incurred for this room during my stay.
 The registered guest is responsible for the behaviour of all room occupants and visitors while on the property.
 Any damage or theft to our property and any costs associated with inappropriate behaviour
 resulting in loss of income to the hotel will be charged to the registered guest.

SMOKING: This is a non-smoking complex. All rooms are non smoking.
 Please smoke away from open windows and doors.
 In the event of someone having smoked in the room we reserve the right to
 charge additional cleaning costs to the registered guest.

EARLY DEPARTURE: If you wish to alter your reservation after arrival, the full accommodation charge
 for the period originally booked will be payable.

CHECK OUT: Extensions after 10am on day of departure will incur extra charges.

LOSS OF KEYS: Any keys not returned on departure will incur extra charges.

INTERNET: Changers Motor Inn takes NO responsibility for internet use which breaches copyright laws
 and accepts no liability for fines incurred as a result of breaching this act.

Please read and sign your acceptance of the above conditions.

SIGNATURE: DATE:
 Bond Amount \$ _____
 Credit Card No. Expiry:

Print Save E-mail Browser Refresh Close

1.5. Click in the “Check-in” button to check the guest in.

Arrivals for 01/02/2019

Res ID	In	Out	Name	Room	Charge	Company	Comment	Status
2173	01/02/2019	02/02/2019	Hall David	41				Pend
22589	01/02/2019	02/02/2019	Clark Georgie	43				Pend
22966	01/02/2019	02/02/2019	Lyons Henry	31				Pend
23078	01/02/2019	02/02/2019	Frantz Veronica	46				Pend
23085	01/02/2019	03/02/2019	Silva Joseph	36				Pend
23090	01/02/2019	04/02/2019	Kang Jackie	39				Pend
79742	01/02/2019	02/02/2019	Ferguson David [Master]	32	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	35	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	40	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	45	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	47	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	48	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	49	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	51	Alea Corporati		Show the conf room	Pend

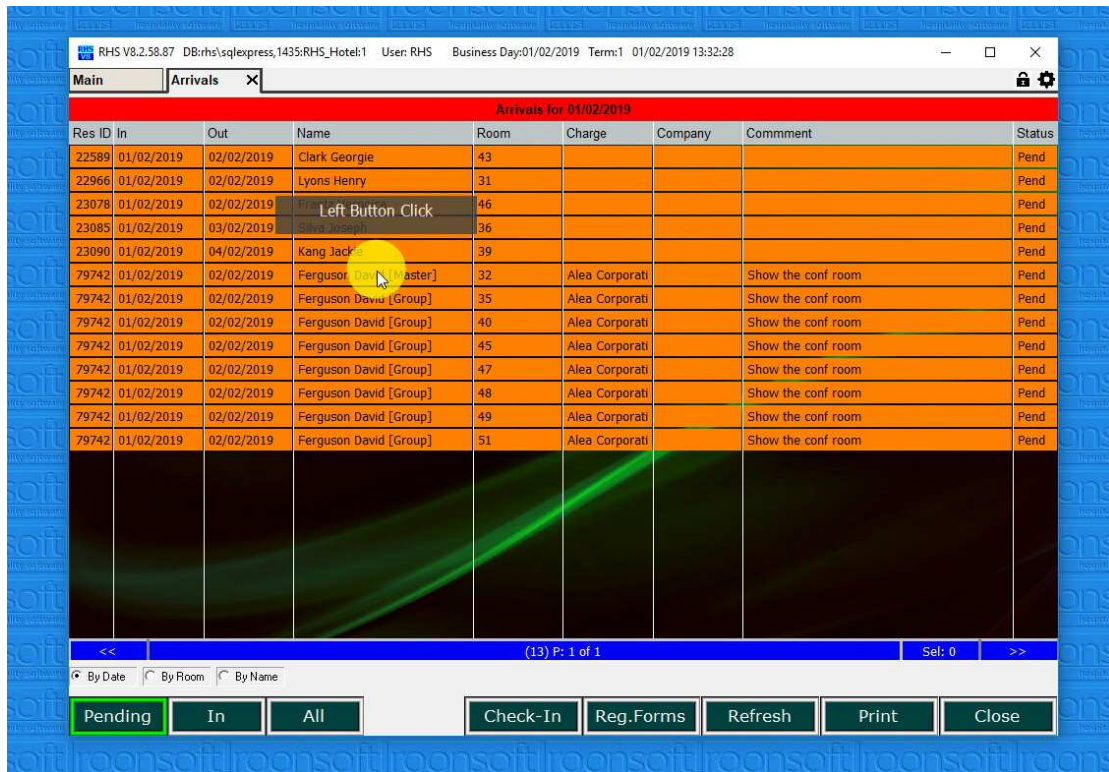
<< (14) P: 1 of 1 Sel: 1 >>

☒ By Date ☐ By Room ☐ By Name

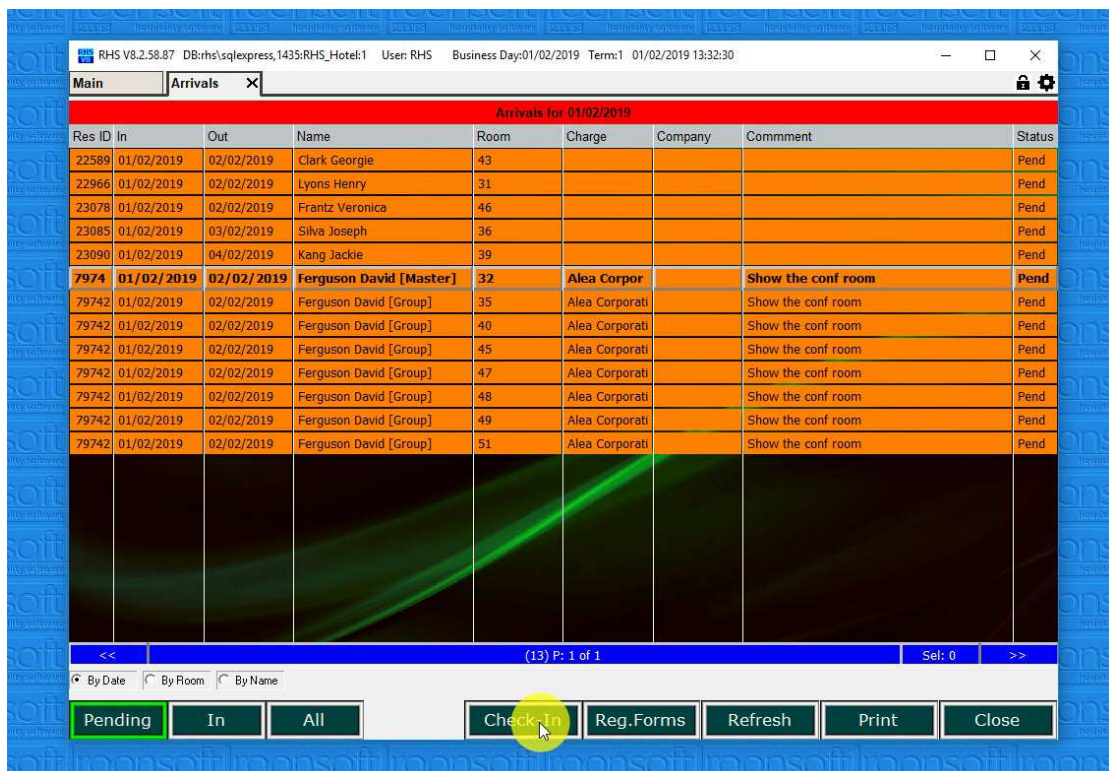
Pending In All Check-In Reg.Forms Refresh Print Close

2. Group Booking Check-in

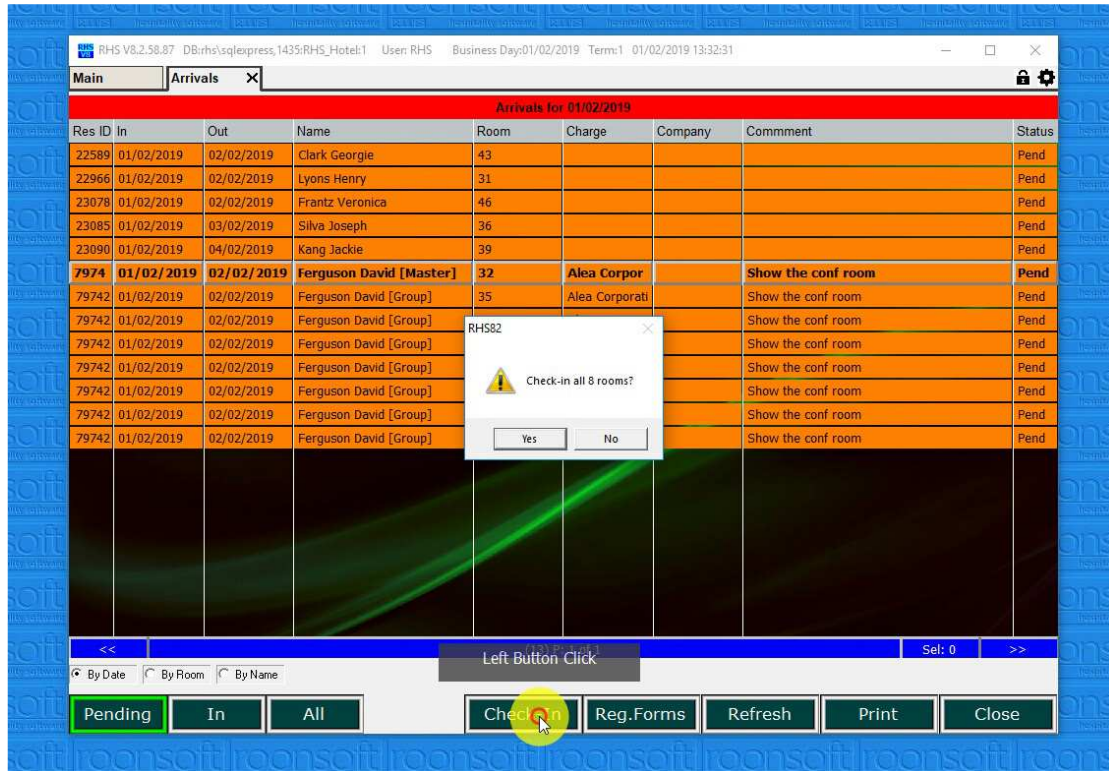
2.1 Select a group you want to check-in.



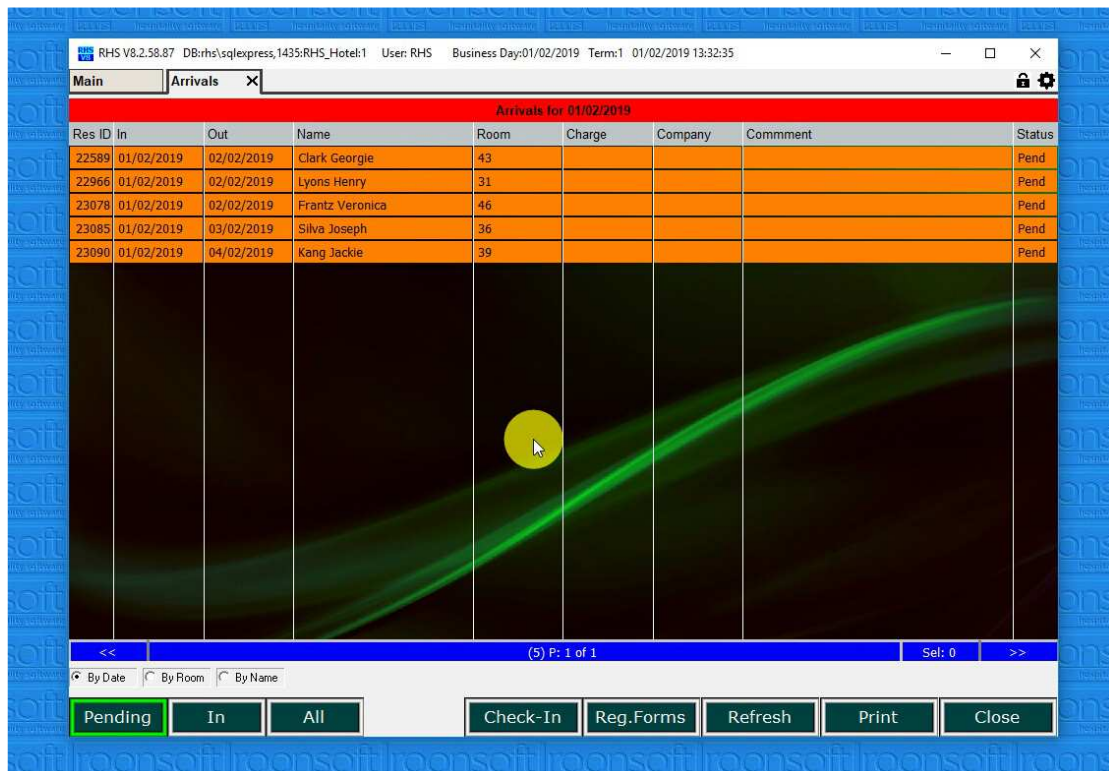
2.2 Click on “Check-in” button.



2.3 Confirm you want to check-in the group.

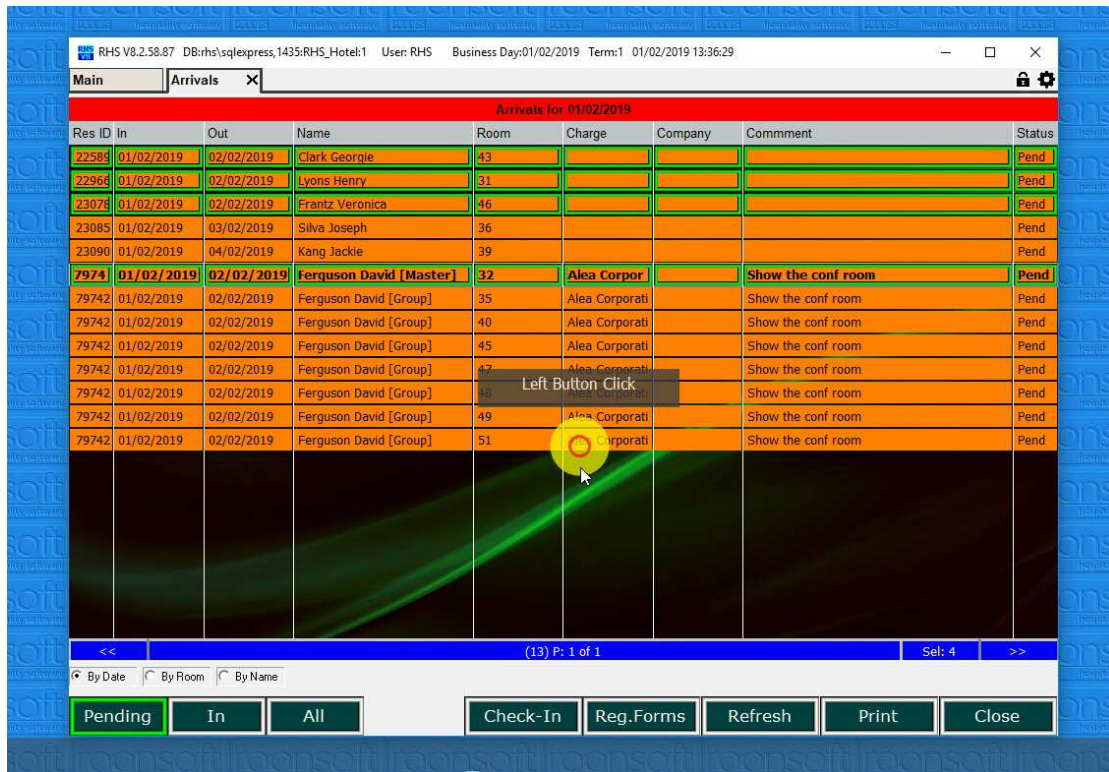


2.4 All the guest from the group are checked-in.

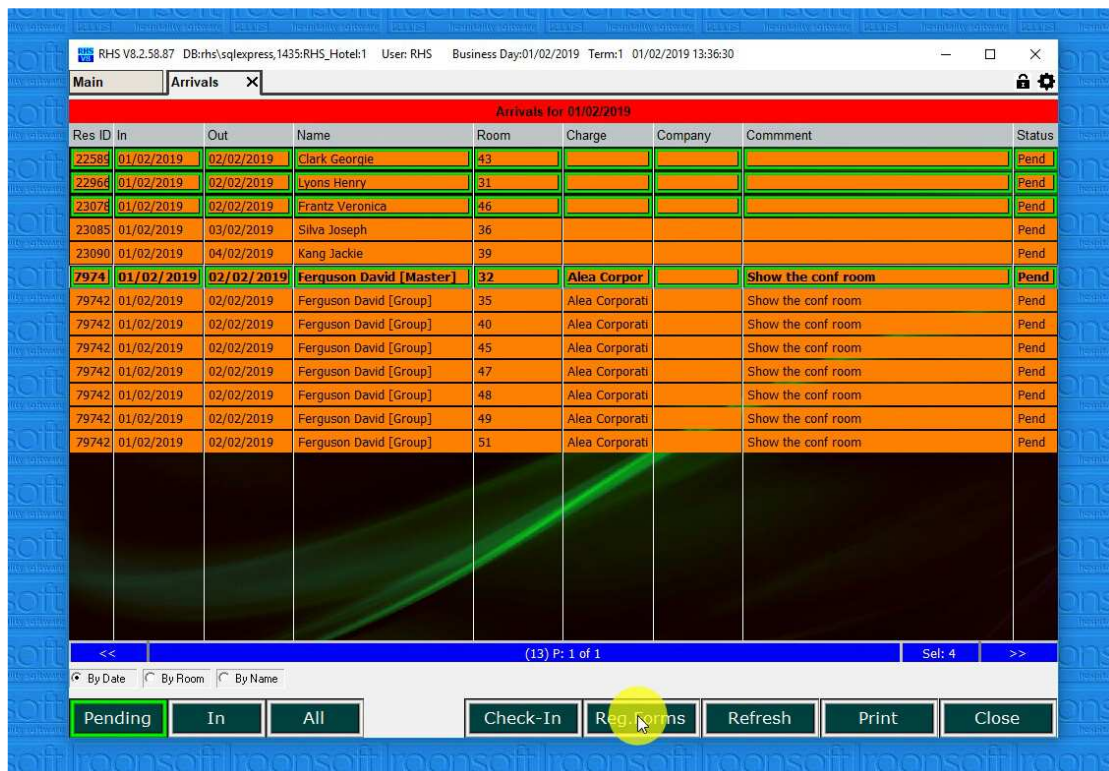


3. Multiple Registrations

3.1. Select all guests you want to print registration forms for by keeping CTRL key pressed and clicking on each guest.



3.2 Click on “Reg. Forms”.



3.2. Confirm that you want to print the registration forms.

The screenshot shows the 'Arrivals' screen for 01/02/2019. A table lists guests with columns: Res ID, In, Out, Name, Room, Charge, Company, Comment, and Status. A dialog box titled 'Print forms for 4 selected guests?' is displayed over the table, with a yellow circle highlighting the 'Yes' button.

Res ID	In	Out	Name	Room	Charge	Company	Comment	Status
22584	01/02/2019	02/02/2019	Clark George	43				Pend
22964	01/02/2019	02/02/2019	Lyons Henry	31				Pend
23073	01/02/2019	02/02/2019	Frantz Veronica	46				Pend
23085	01/02/2019	03/02/2019	Silva Joseph	36				Pend
23090	01/02/2019	04/02/2019	Kang Jackie	39				Pend
7974	01/02/2019	02/02/2019	Ferguson David [Master]	32	Alea Corpor		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	35	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]				Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]				Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]				Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]				Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]				Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]				Show the conf room	Pend

At the bottom, there are buttons for 'Pending', 'In', 'All', 'Check-In', 'Reg.Forms', 'Refresh', 'Print', and 'Close'. A status bar shows '(13) P: 1 of 1' and 'Sel: 4'.

3.3. Multiple registration forms are displayed and ready to print.

The screenshot shows the 'Guest Registration/Booking Form' for Clark George. The form includes fields for arrival and departure dates, number of guests, and room details. It also contains a section for guest information, terms and conditions, and a signature line.

ARRIVAL DATE: 01/02/2019 (Fri) **DEPARTURE DATE:** 02/02/2019 (Sat) **NIGHTS:** 1 **NUMBER OF GUESTS:** 1 **RES NO.:** 22584 **ROOM NO.:** 43

Guest Name: Clark George **Address:** 4962 Lightfoot Avenue, Toronto, Ontario, Canada **Phone:** 416-487-8535 **Mobile:** **Web Page:** **Company:** **Charge To:**

Method of Payment: CASH EFTPOS VISA MASTERCARD AMEX DINERS PREPAID CHARGE

TERMS: I accept full responsibility for any charges incurred for this room during my stay. The registered guest is responsible for the behaviour of all room occupants and visitors while on the property. Any damage or theft to our property and any costs associated with inappropriate behaviour resulting in loss of income to the hotel will be charged to the registered guest.

SMOKING: This is a non-smoking complex. All rooms are non-smoking. Please smoke away from open windows and doors. In the event of someone having smoked in the room we reserve the right to charge additional cleaning costs to the registered guest.

EARLY DEPARTURE: If you wish to alter your reservation after arrival, the full accommodation charge for the period originally booked will be payable.

CHECK OUT: Extensions after 10am on day of departure will incur extra charges.

LOSS OF KEYS: Any keys not returned on departure will incur extra charges.

INTERNET: Chambers Motor Inn takes NO responsibility for internet use which breaches copyright laws and accepts no liability for fines incurred as a result of breaching this act.

Please read and sign your acceptance of the above conditions.

SIGNATURE: _____ **DATE:** _____

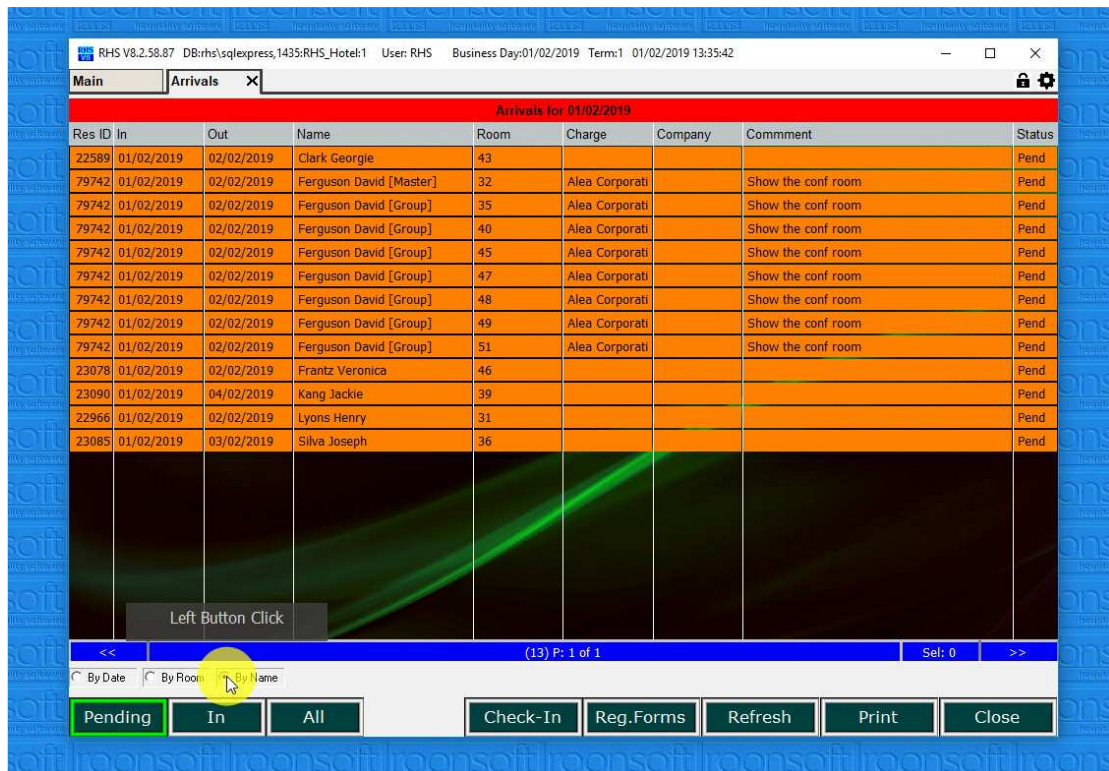
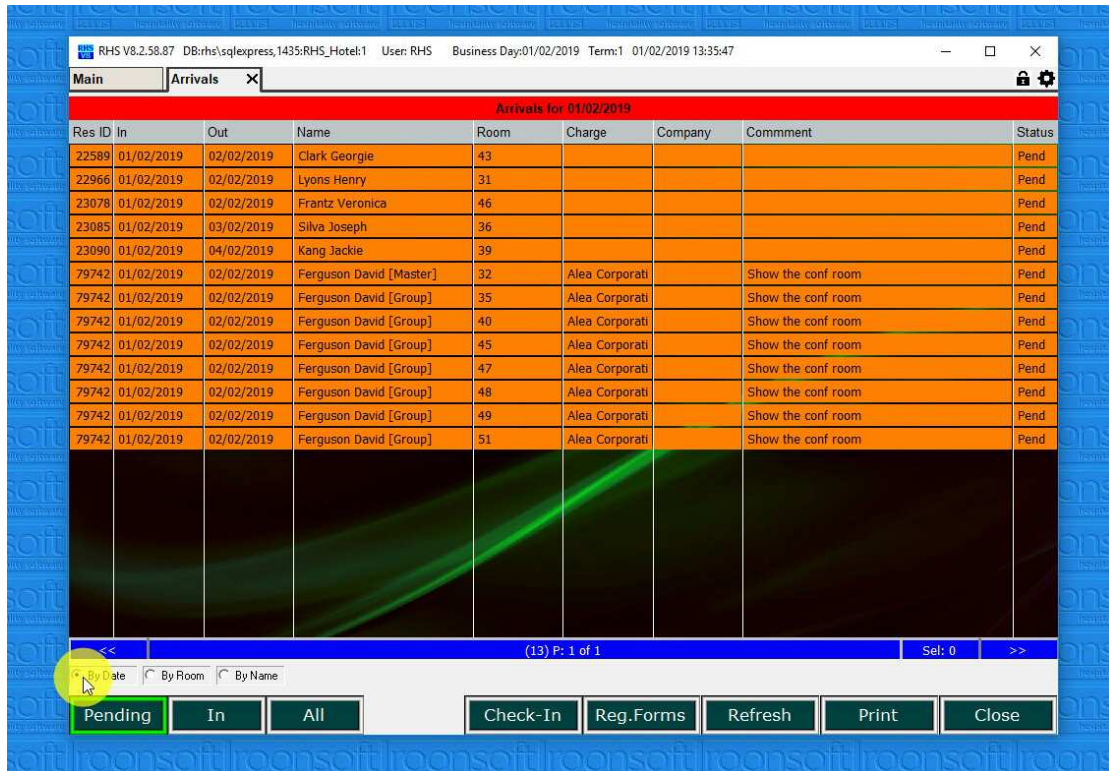
Bond Amount \$: _____ **Credit Card No.:** _____ **Expiry:** _____

RHS Hotels - Guest Registration/Booking Form

Buttons at the bottom: Print, Save, E-mail, Browser, Refresh, Close.

4. Sorting Arrival List

4.1. Click on “date,” “room” or “name” to sort your arrival list



MenuMax V8 Quick Reference Guide V1.1

RHS V8.2.58.87 DB:rhs/sqlserver,1435:RHS_Hotel:1 User: RHS Business Day:01/02/2019 Term:1 01/02/2019 13:35:38

Main Arrivals

Arrivals for 01/02/2019

Res ID	In	Out	Name	Room	Charge	Company	Comment	Status
22589	01/02/2019	02/02/2019	Clark Georgie	43				Pend
22966	01/02/2019	02/02/2019	Lyons Henry	31				Pend
23078	01/02/2019	02/02/2019	Frantz Veronica	46				Pend
23085	01/02/2019	03/02/2019	Silva Joseph	36				Pend
23090	01/02/2019	04/02/2019	Kang Jackie	39				Pend
79742	01/02/2019	02/02/2019	Ferguson David [Master]	32	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	35	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	40	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	45	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	47	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	48	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	49	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	51	Alea Corporati		Show the conf room	Pend

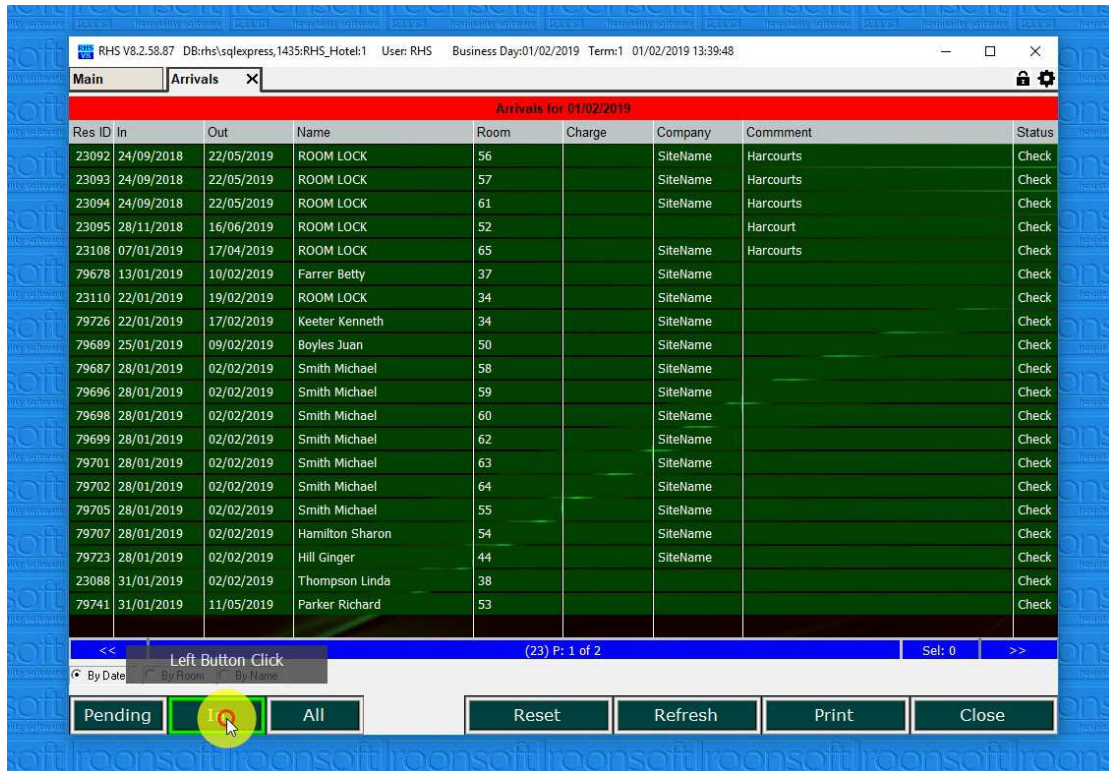
<< (13) P: 1 of 1 Sel: 0 >>

By Date By Room By Name

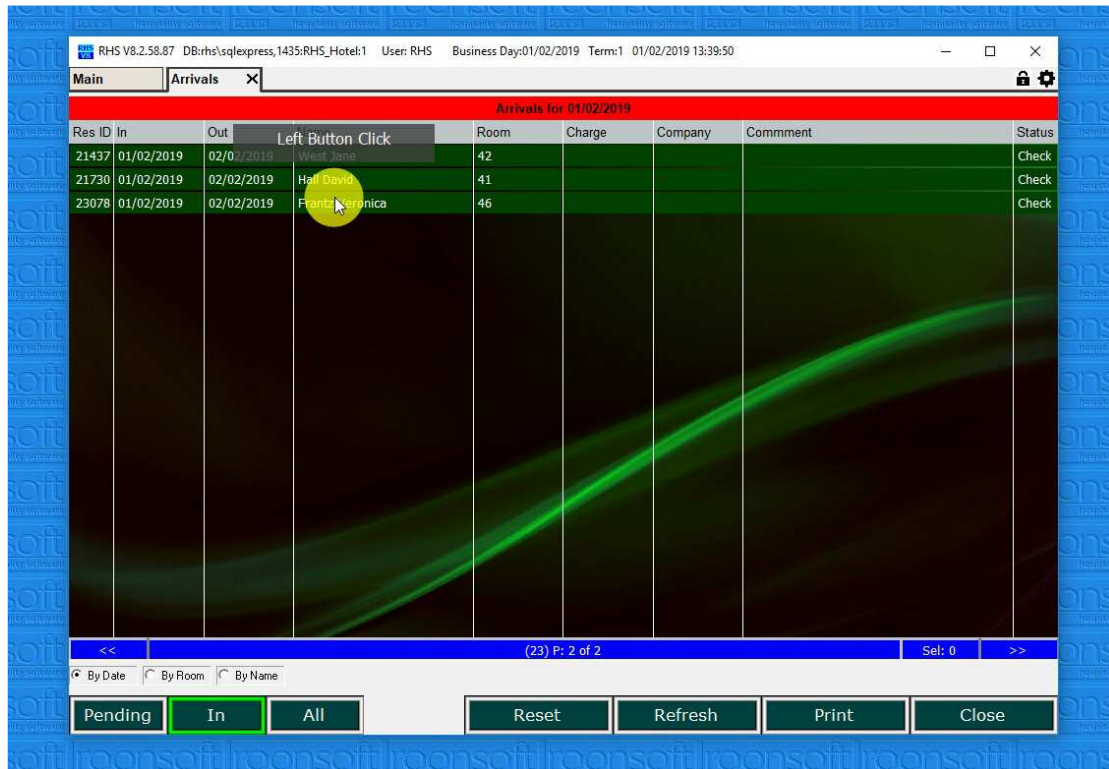
Pending In All Check-In Reg.Forms Refresh Print Close

5. Reverting Check-in

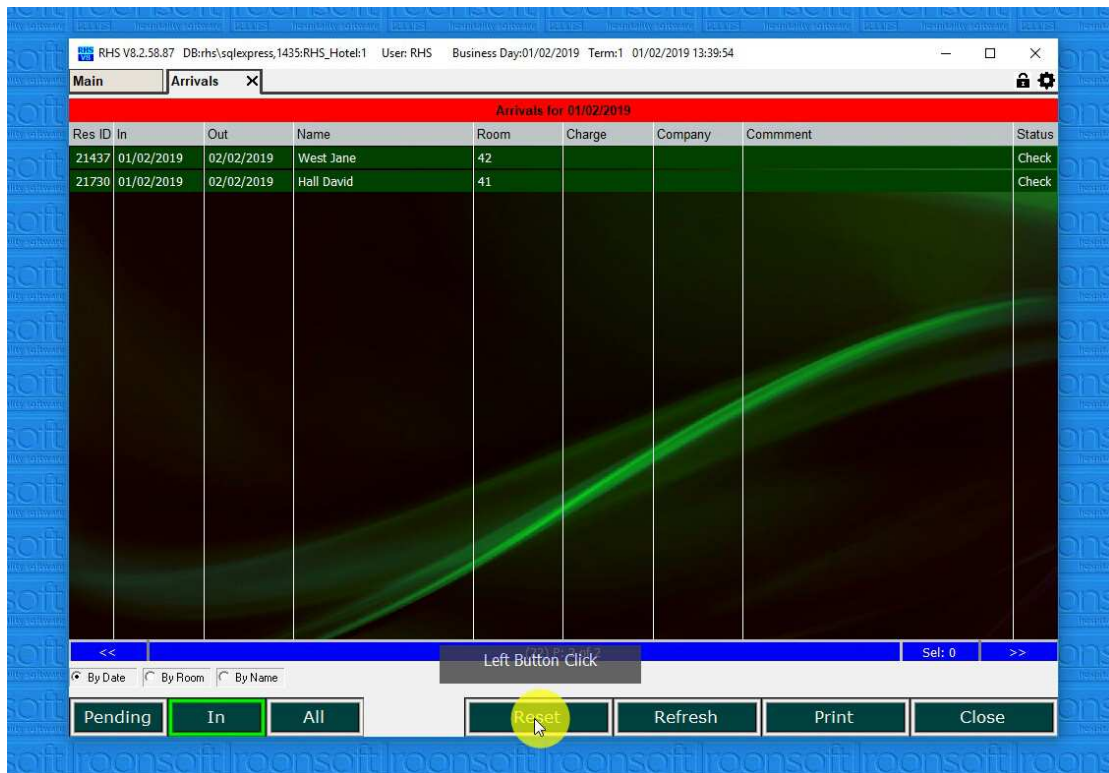
5.1. Click on the “In” button



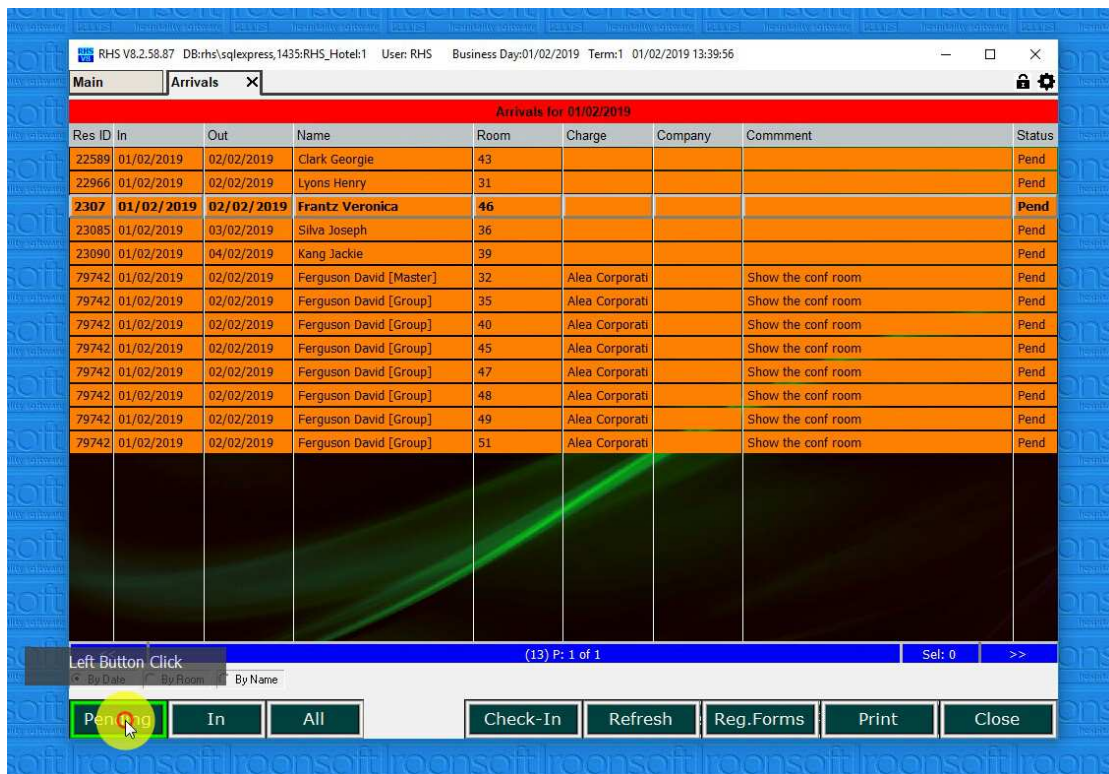
5.2. Click on the guest that was checked-in by mistake.



5.3. Click on the “Reset” button.

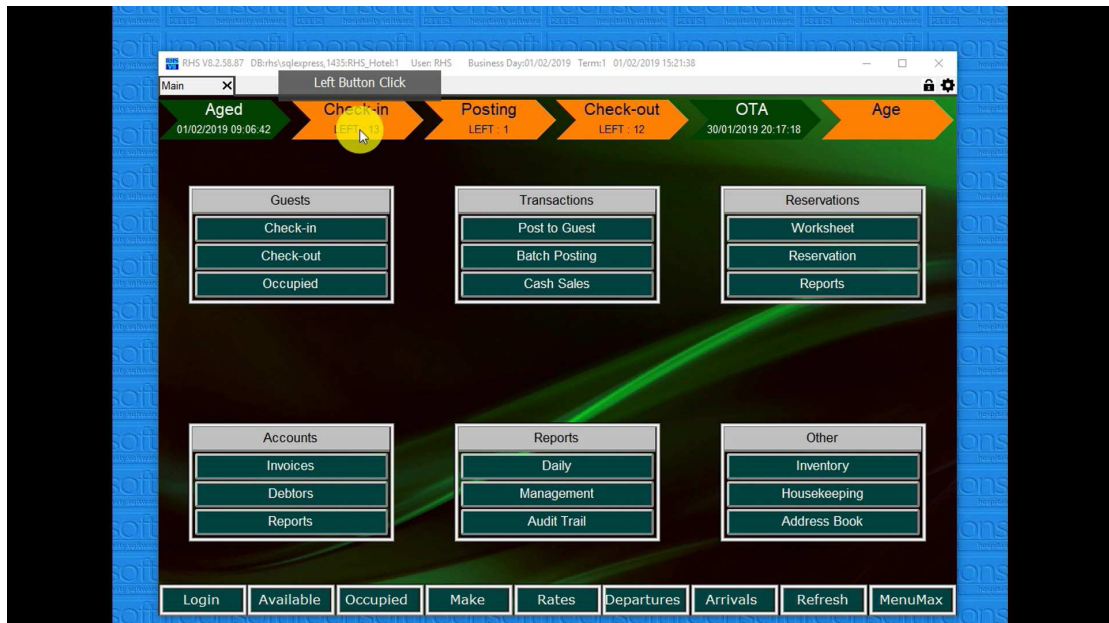


5.4. Click on the “Pending” button – the guest is put back in the pending queue.

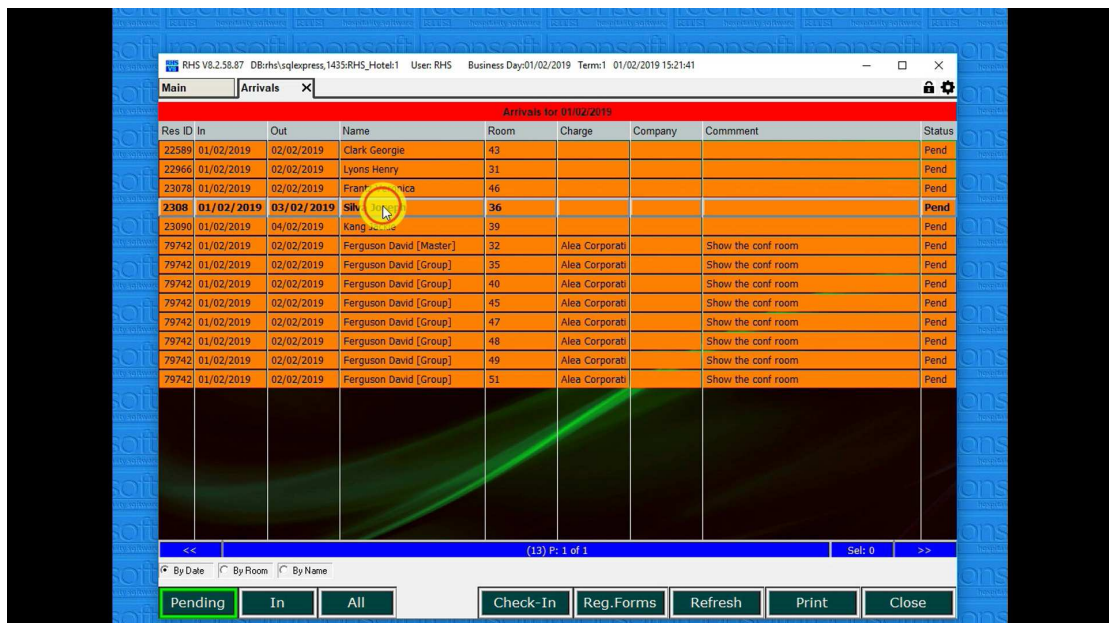


6. Check-in with Prepayment

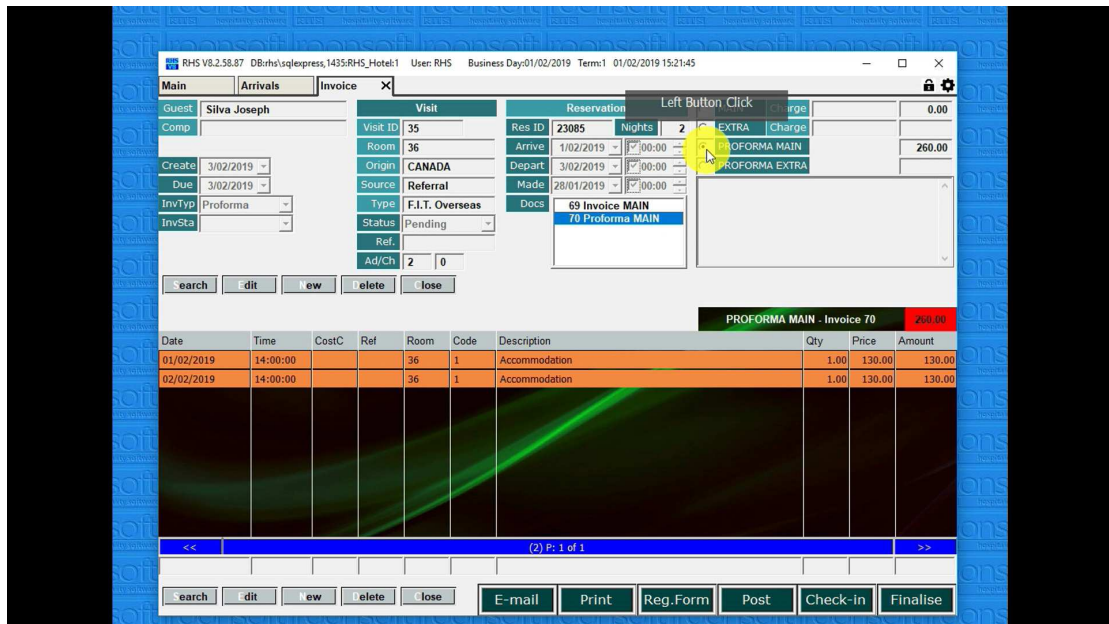
6.1. Click on the “Check-In” button.



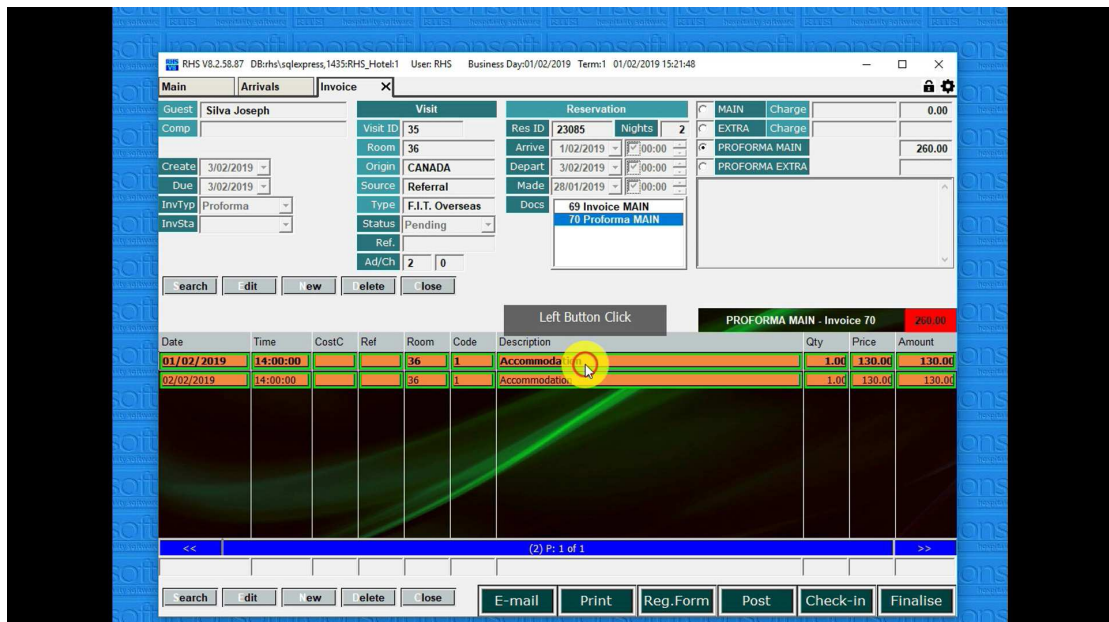
6.2. Double-click on the guest to open the proforma.



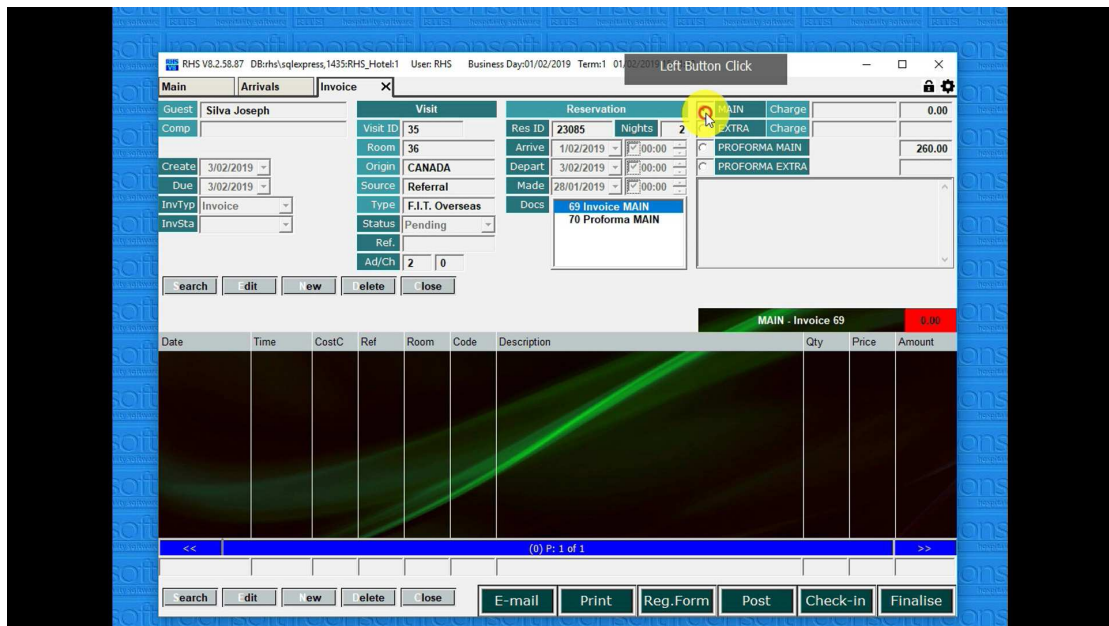
6.3. Click on the “Proforma” radio button



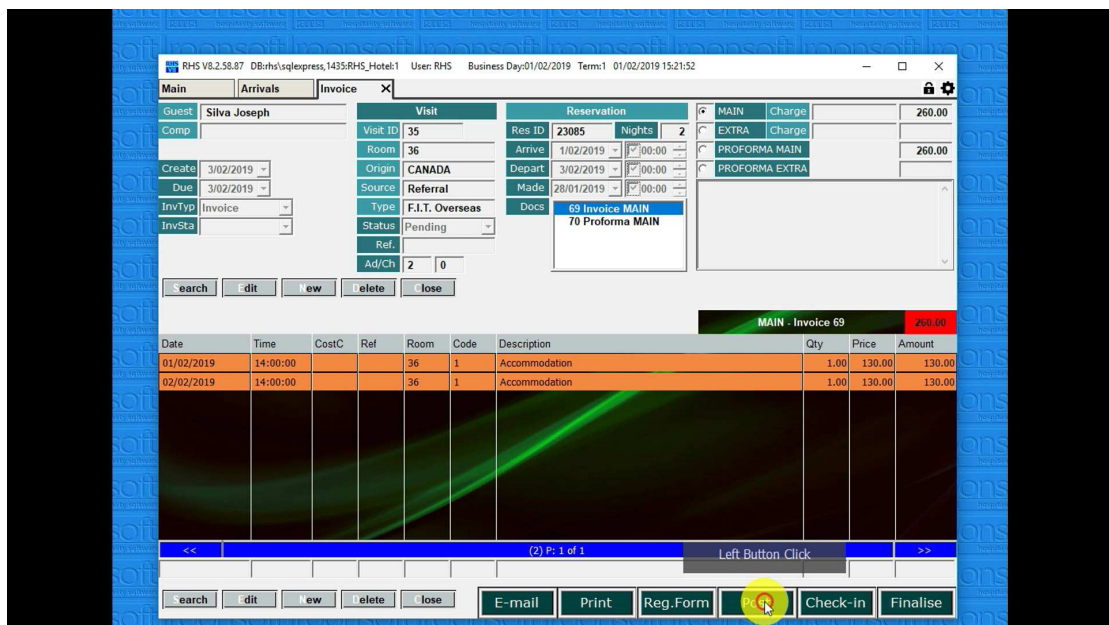
6.4. Press the CTRL key and click on every transaction you want to charge



6.5. Click on the “Main” radio button.



6.6. Click on the “Post” button at the bottom



6.7. All the transactions will be posted to the main invoice. Just add the payment and print the invoice.

The screenshot displays the 'Invoice' tab in the MenuMax V8 software. The window title is 'RH5 V8.2.58.87 DB:rh5\sqlserver\1435:RH5_Hotel:1 User: RH5 Business Day:01/02/2019 Term:1 01/02/2019 15:21:59'. The 'Guest' field shows 'Silva Joseph'. The 'Visit' section includes 'Visit ID: 35', 'Room: 36', 'Origin: CANADA', 'Source: Referral', 'Type: F.I.T. Overseas', 'Status: Pending', and 'Ref.'. The 'Reservation' section shows 'Res ID: Z3085', 'Nights: 2', 'Arrive: 1/02/2019 14:00:00', 'Depart: 3/02/2019 14:00:00', 'Made: 28/01/2019 14:00:00', and 'Docs: 69 Invoice MAIN, 70 Proforma MAIN'. The 'MAIN - Invoice 69' summary shows a total of \$ 0.00. The 'Transactions' table lists the following items:

Date	Time	CostC	Ref	Room	Code	Description	Qty	Price	Amount
01/02/2019	14:00:00			36	1	Accommodation	1.00	130.00	130.00
01/02/2019	15:21:56			36	4	HT Pos	1.00	260.00	260.00
02/02/2019	14:00:00			36	1	Accommodation	1.00	130.00	130.00

The bottom of the window features a navigation bar with buttons: 'search', 'Edit', 'New', 'delete', 'close', 'E-mail', 'Print', 'Reg. Form', 'Post' (highlighted with a yellow circle), 'Check-in', and 'Finalise'.