

User manual



Login site for online reception:

<http://www.easynetbooking.com/login>

Please check your confirmation e-mail to find your username and password.

You can use easyNetBooking to handle all future reservations – both online booking and online reception. Every function is accessible worldwide and it supports all common browsers.

Your first task is to register hotel information, rooms and items in menu *6. Administration*. This step is required before you can do anything else. The next step is to get comfortable with the system. All your test registrations can be reversed with delete buttons/links. Try and fail – you will find out that the system is easy to use.

If you need help - we recommend to send an e-mail to info@easynetbooking.com or to call 004792045003.

www.easynetbooking.com

Thursday 13 Mar
Demo hotel - test
Washing list Log out 100

Items: 0
Price: NOK 0

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Booking search

Customer information

[Create invoice](#)
[New reservation](#)

Customer: Harald (100118)
 E-mail: marstu2000@hotmail.com
 Invoice: [648](#)

| Ref.num | A | Purpose | Invoiced | Total price | Paid | Balance |
|----------------------|--------------------------|----------------------------|----------|-------------|------|--------------|
| 9729 | <input type="checkbox"/> | B C Travel | 1200 | 1200 | 0 | -1200 |
| Total: | | | 1200 | 1200 | 0 | -1200 |

Reservation

Ref.num: [9729](#)
 Registered: 11.03.2008
 Registered by: 100

InvoiceID [648](#) 1200
 Total price 1200
 Paid - 0
= Balance -1200

[See invoice](#)
[Invoice payments](#)
[Manage payments](#)
[Give discount](#)
[Print receipt](#)
[Send e-mail](#)
[Add new room](#)
[Add new item](#)

| | Arrival | Departure | Item | Room | Guests | Weekday | Weekend | Total price | |
|--|----------------|----------------|-----------------------------|---------------------|-------------------|-------------------------|-------------------------|-------------|--|
| | ← Tue 11.03.08 | Wed 12.03.08 ▶ | Single room | 106 | 1 | 300 × 1 | 310 × 0 | NOK 300 | |
| | ← Tue 11.03.08 | Wed 12.03.08 ▶ | Double room | 122 | 0 | 400 × 1 | 420 × 0 | NOK 400 | |
| | ← Tue 11.03.08 | Wed 12.03.08 ▶ | Double room | 125 | 0 | 450 × 1 | 470 × 0 | NOK 450 | |
| | | | Breakfast | | | | | NOK 50 | |

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<http://www.easynetbooking.com>

Menu 1 - Create booking

We recommend using the booking calendar to add new short-term reservations (2 weeks or less). For long-term reservations it is most likely to use *1.2 Search for items*.

The booking calendar gives full overview of all your items, where the colors are used to describe the status.

To create a new booking:

1. Click on the arrival (light blue)
2. Click on the departure -1day (blue color appears)
3. Repeat step 1-2 or navigate to menu 2. *Customer reg.*

Booking calendar

From: Monday 10 March 2008 <<Previous month || Next month >> * Register new customer
 Week: 11 - 13 <<Previous week || Next week >>

[25.02](#) [03.03](#) **10.03** [17.03](#) [24.03](#) [31.03](#) [07.04](#) [14.04](#) [21.04](#) [28.04](#) [05.05](#) [12.05](#) [19.05](#) [26.05](#) [02.06](#) [09.06](#) [16.06](#) [23.06](#) [30.06](#) [07.07](#)

| Room | Price | Mon 10.03 | Tue 11.03 | Wed 12.03 | Thu 13.03 | Fri 14.03 | Sat 15.03 | Sun 16.03 |
|------|-------|---------------|---------------|---------------|---------------|---------------|---------------|------------|
| 101 | 200 | 9711/worldwid | 9711/worldwid | 9711/worldwid | 9711/worldwid | 9711/worldwid | 9711/worldwid | 9711/world |
| 102 | 200 | 9718/AC Engin | 9718/AC Engin | 9718/AC Engin | 9718/AC Engin | 9718/AC Engin | 9718/AC Engin | 9718/AC Er |
| 103 | 300 | | | | | | | |
| 104 | 300 | 9725/ABC Hote | 9725/ABC Hote | | | | | |
| 105 | 300 | | | | | | | |
| 106 | 300 | | 9729/ Harald | | | | | |
| 110 | 350 | | 9728/ Gunnar | | | | | |
| 120 | 400 | | | | | | | |
| 121 | 400 | | | | | | | |
| 122 | 400 | | 9729/ Harald | | | | | |
| 123 | 400 | | | | | | | |
| 125 | 450 | | 9729/ Harald | | | | | |
| 130 | 600 | | | | | | | |
| 300 | 600 | | | | | | | |
| 501 | 800 | 9727/ATM Derk | 9727/ATM Derk | 9727/ATM Derk | 9727/ATM Derk | 9727/ATM Derk | 9727/ATM Derk | 9727/ATM D |
| 607 | 600 | | | | | | | |
| 608 | 600 | | | | | | | |
| 801 | 800 | | | | | | | |
| 880 | 1000 | | | | | | | |
| 902 | 1000 | | | | | | | |
| 980 | 170 | | | | | | | |
| 990 | 150 | | | | | | | |

* You can add items to the shopping cart by clicking on available items.

Red - The booking has been reserved (unpaid).

Orange - The customer has arrived, but has not paid. (New option in '3. customer info')

Yellow - The booking has been invoiced.

Green - The booking is archived (paid).

Light blue - First selection - select one more day to add the item to the shopping cart.

Blue - Item belongs to the shopping cart.

Menu 2 - Customer registration

In this dialog you can complete the reservations made in menu 1. Use *Booking search* to check if the customer has already been registered.

Menu 3 – Customer information

You can consider this dialog as the most important dialog in the system. Here you will find all customer details, reservations, invoices and customer transactions. Please note that receipts and invoices will be printed in PDF-format – ready to be sent or printed directly to your customers.

You will always be sent to this dialog when you click on reservations or customers.

Please note:

- Red (x) - The reservation is not paid
- Green (v) - The reservation is paid
- Yellow (i) - The reservation is invoiced.
- Orange - The customer has arrived

Customer information

[Create invoice](#)
[New reservation](#)

Customer: Harald (100118)
 E-mail: marstu2000@hotmail.com
 Invoice: [648](#)

| Ref.num | A | Purpose | Invoiced | Total price | Paid | Balance |
|--|---|----------------------------|----------|-------------|------|---------|
| i 9729 | ■ | B C Travel | 1200 | 1200 | 0 | -1200 |
| Total: | | | 1200 | 1200 | 0 | -1200 |

Reservation

Ref.num: i 9729
 Registered: 11.03.2008
 Registered by: 100

InvoiceID [648](#) 1200
 Total price 1200
 Paid - 0
= Balance -1200

[See invoice](#)
[Invoice payments](#)
[Manage payments](#)
[% Give discount](#)
[Print receipt](#)
[Send e-mail](#)
[Add new room](#)
[Add new item](#)

| | Arrival | Departure | Item | Room | Guests | Weekday | Weekend | Total price | |
|-------------------------------------|----------------|----------------|-----------------------------|---------------------|-------------------|-------------------------|-------------------------|-------------|--|
| <input checked="" type="checkbox"/> | ◀ Tue 11.03.08 | Wed 12.03.08 ▶ | Single room | 106 | 1 | 300 x 1 | 310 x 0 | NOK 300 | |
| <input checked="" type="checkbox"/> | ◀ Tue 11.03.08 | Wed 12.03.08 ▶ | Double room | 122 | 0 | 400 x 1 | 420 x 0 | NOK 400 | |
| <input checked="" type="checkbox"/> | ◀ Tue 11.03.08 | Wed 12.03.08 ▶ | Double room | 125 | 0 | 450 x 1 | 470 x 0 | NOK 450 | |
| | | | Breakfast | | | | | NOK 50 | |

Menu 4 – Economy

Menu 4.1 – Invoices

Overview of invoices for one chosen month. Please use this dialog to control that all invoices are sent and paid by the customers.

Menu 4.2 – Transactions

This dialog displays all transactions for one chosen day.

Menu 4.3 – Statistics

Statistics for one chosen period. Please use this report as basis for economic reports and room statistics.

Menu 5 – Reports

Menu 5.1 – Search functions

Search functions are a helpful tool to search for reservations.
Who arrives next Saturday? Who departs today? Who has not paid?

Menu 5.2 - Guests

List of guests – in case of emergency.

Menu 6 - Administration

| |
|-------------------------|
| 6 Administration |
| 6.1 The hotel |
| 6.2 Rooms |
| 6.3 Extra items |
| 6.4 Employees |

As a new user of easyNetBooking you must always start to register details, rooms and items in this administration area. Please note that only users/employees with admin=yes (see 6.4) can access this area.

Please leave unused fields empty- only a few input fields are required.

Menu 6.1 - The hotel

| | |
|--------------------------|--|
| Name of hotel: | Name of the hotel/company. |
| Currency: | \$, €, £ NOK, SEK. |
| OrganisationID: | Displayed on receipts and invoices. |
| Bank account: | Displayed on invoices. |
| Deadline for payment: | Number of days before an invoice is due. |
| URL: | Internet address to your website. |
| E-mail: | Sender e-mail address for e-mail confirmations. |
| RGB hotelname: | Font color for hotel name displayed in online booking. |
| RGB background: | Background-color displayed in online-booking. |
| High-season from: | mmdd for when a high season is started. (1506). |
| High-season to: | mmdd for when a high season is ended. (1509). |
| Tax: | Tax on reservations. |
| Credit card in booking: | Request Credit card in online booking. |
| * PayPal Account ID | Activate PayPal online payment. |
| Message on receipt: | Personal message displayed in the bottom of every receipt. |
| Last registration field: | Define your own text for the last registration field in OB. |
| Confirm message: | Your confirm message for online booking and e-mail confirmation. |

* easyNetBooking supports online payments / PayPal.

<https://www.easynetbooking.com/PayPal.pdf>

Menu 6.2 – Rooms

| | |
|-----------------------|---|
| Room number: | Please give each room a unique id. Like 101, 102, 103 . |
| Room name: | Only use this field if this is necessary to describe your room. |
| Room type: | Select the type of the room. |
| Standard: | Room standard. |
| Weekday: | Price for each day in weekdays (sun, mon, tue, wed, thu). |
| Weekend per day: | Price for each day in weekend (fri, sat). |
| Week per day | Price for each day if customer stays for 7 or more days). |
| High season | Price for each day if high season is set in the hotel settings. |
| Available from(mmdd): | Room is available from MonthMonthDayDay Like 0715. |
| Available to(mmdd): | Room is available to MonthMonthDayDay Like 0815. |
| Picture url: | Show picture of the room in online booking. |
| Description: | Description of the room that will be printed in online booking. |

Menu 6.3 – Extra items

| | |
|-------------------------|--|
| Item: | Name of the item- like breakfast and extra beds. |
| Price: | The price for each item |
| Tax: | Tax in percent. |
| Hide in online booking: | Do you want to hide the item in online booking? |

Menu 6.4 – Employees

You must register all your employees to give them access to the system. Please give each employee an unique Employee id and username. Please set a proper password to avoid unauthorized access to the system. Users with Admin = yes is granted access to the Administration area.

Online booking

Add this URL link to activate online booking on your website.

<http://www.easynetbooking.com/customer/booking.php?hotel=100>

html source code:

```
<a href="http://www.easynetbooking.com/customer/booking.php?hotel=100" target="_blank" title="Click here to search for available rooms">Online booking</a>
```

**** Please note that you must replace the number 100 with the number that you received in your e-mail confirmation.***

The URL to the Online Booking can be added directly to other sites on the Internet – like hotels.com, visit...com.