

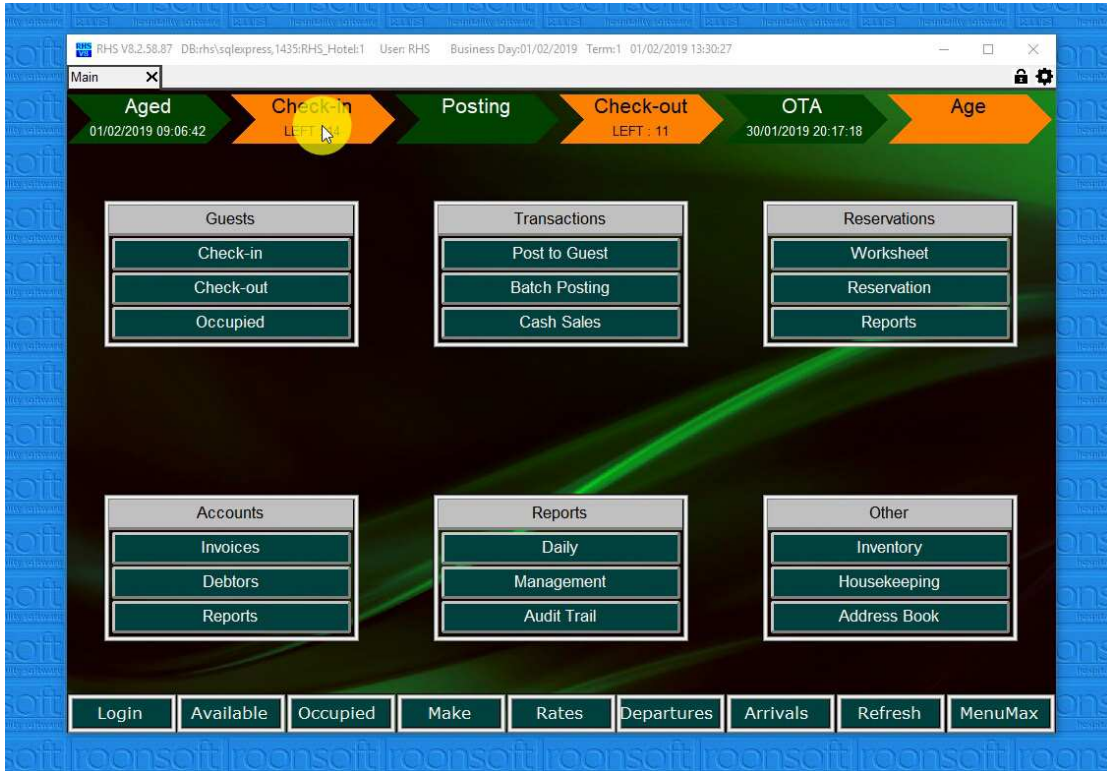


RHS V8 Quick Reference Guide Check-In / Arrivals

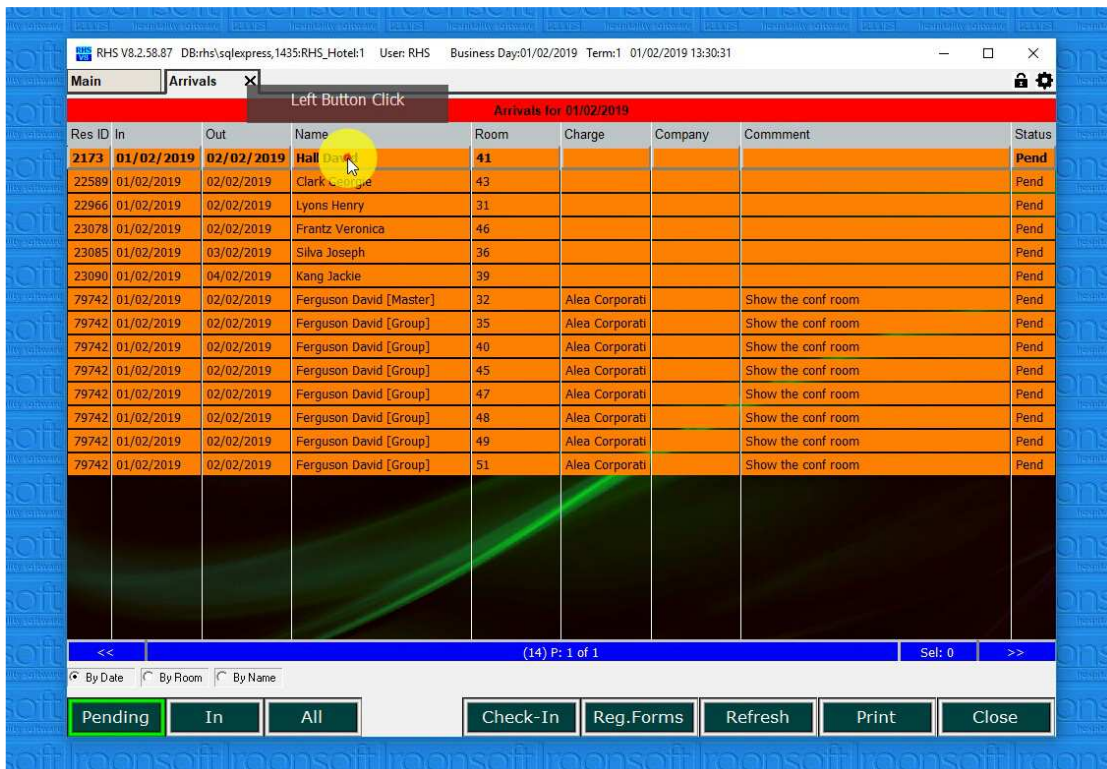
V1.1

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.

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

At the bottom of the window, there are several buttons: Pending, In, All, **Reg. Form** (highlighted with a red circle), Refresh, Print, and Close. The status bar shows '(14) P: 1 of 1' and 'Sel: 1'.

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	Adult: 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:** 604-898-4639
Address: 4360 Brew Creek Rd **Mobile:**
 Brocktondale
 British Columbia **Veh Rego:**
 Canada **Company:**
eMail: David@hall@journalpic.com **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 motel 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 Motel 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:** _____

At the bottom of the window, there are several buttons: Print, Save, E-mail, Browser, Refresh, and **Close** (highlighted with a red circle).

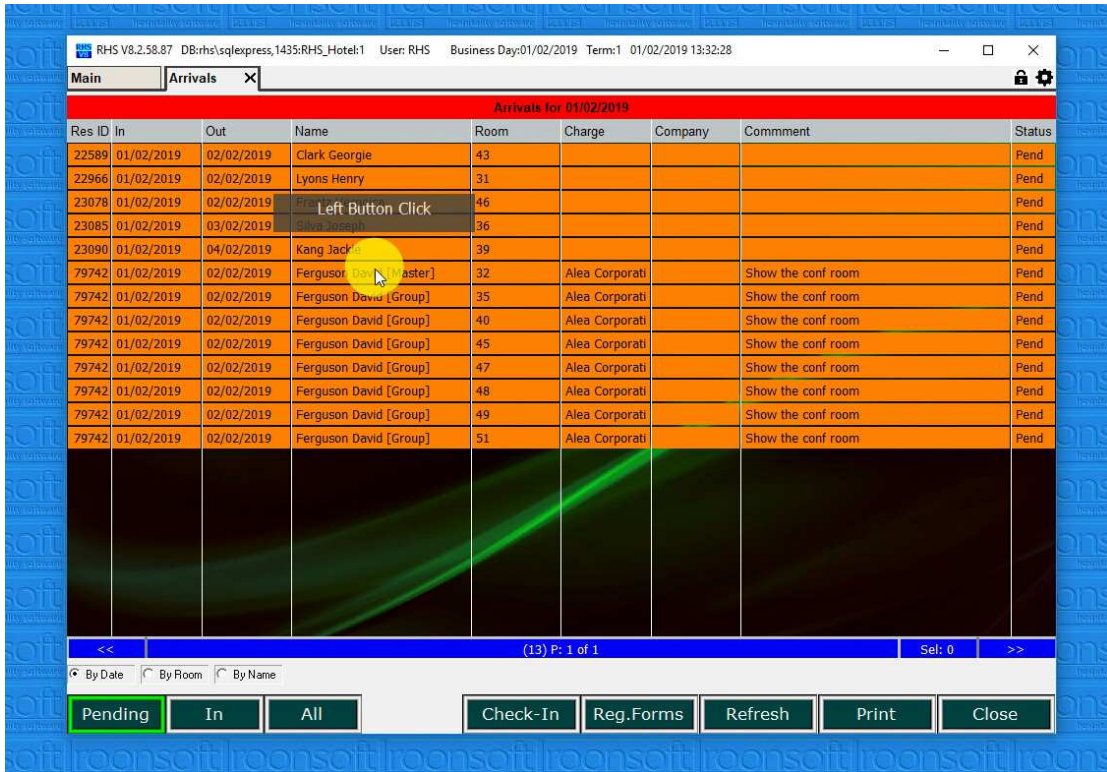
1.5. Click in the “Check-in” button to check the guest in.

The screenshot shows the 'Arrivals' window in the RHS V8 software. The window title bar indicates the user is 'RHS' and the date is '01/02/2019'. The main area contains a table of arrivals for 01/02/2019. The table has columns for Res ID, In, Out, Name, Room, Charge, Company, Comment, and Status. The first row is highlighted in orange and shows a guest named 'Hall David' in room 41 with a status of 'Pend'. Below the table, there are navigation buttons: '<<', '(14) P: 1 of 1', 'Sel: 1', and '>>'. At the bottom, there are several buttons: 'Pending', 'In', 'All', 'Check-In', 'Reg. Forms', 'Refresh', 'Print', and 'Close'. The 'Check-In' button is highlighted with a yellow circle and a mouse cursor is pointing at it.

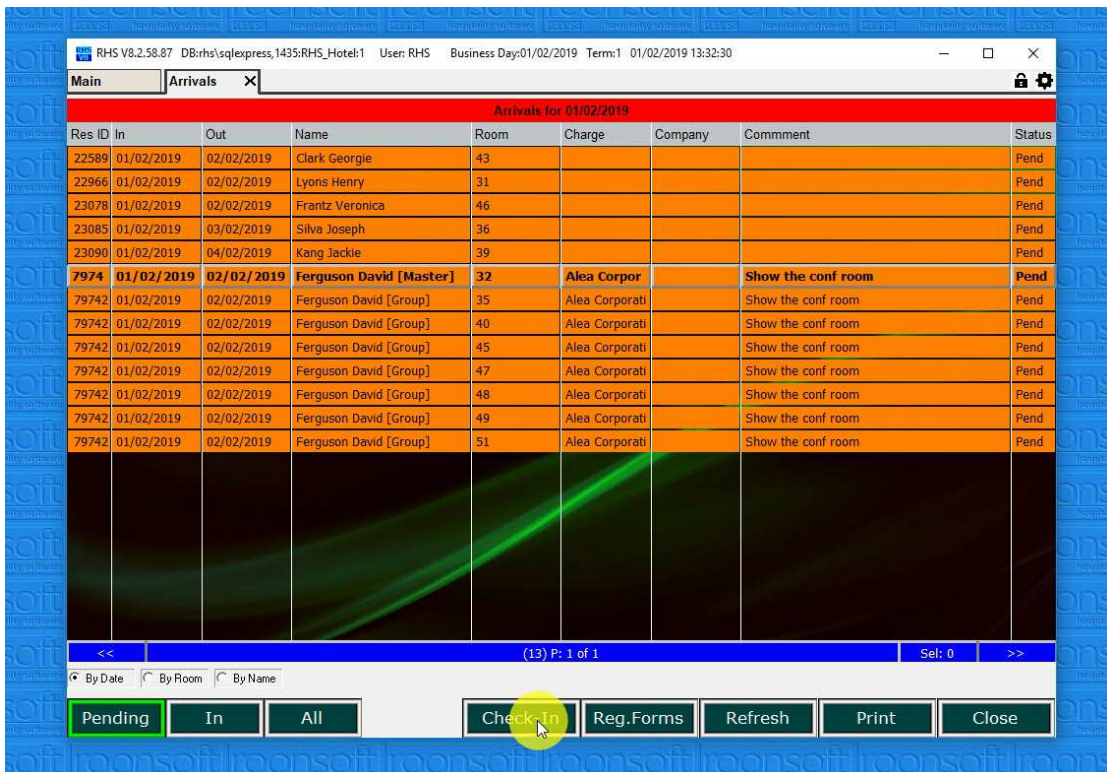
Res ID	In	Out	Name	Room	Charge	Company	Comment	Status
2173	01/02/2019	02/02/2019	Hall David	41				Pend
22589	01/02/2019	02/02/2019	Clark Georgie	43				Pend
22966	01/02/2019	02/02/2019	Lyons Henry	31				Pend
23078	01/02/2019	02/02/2019	Frantz Veronica	46				Pend
23085	01/02/2019	03/02/2019	Silva Joseph	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

2. Group Booking Check-in

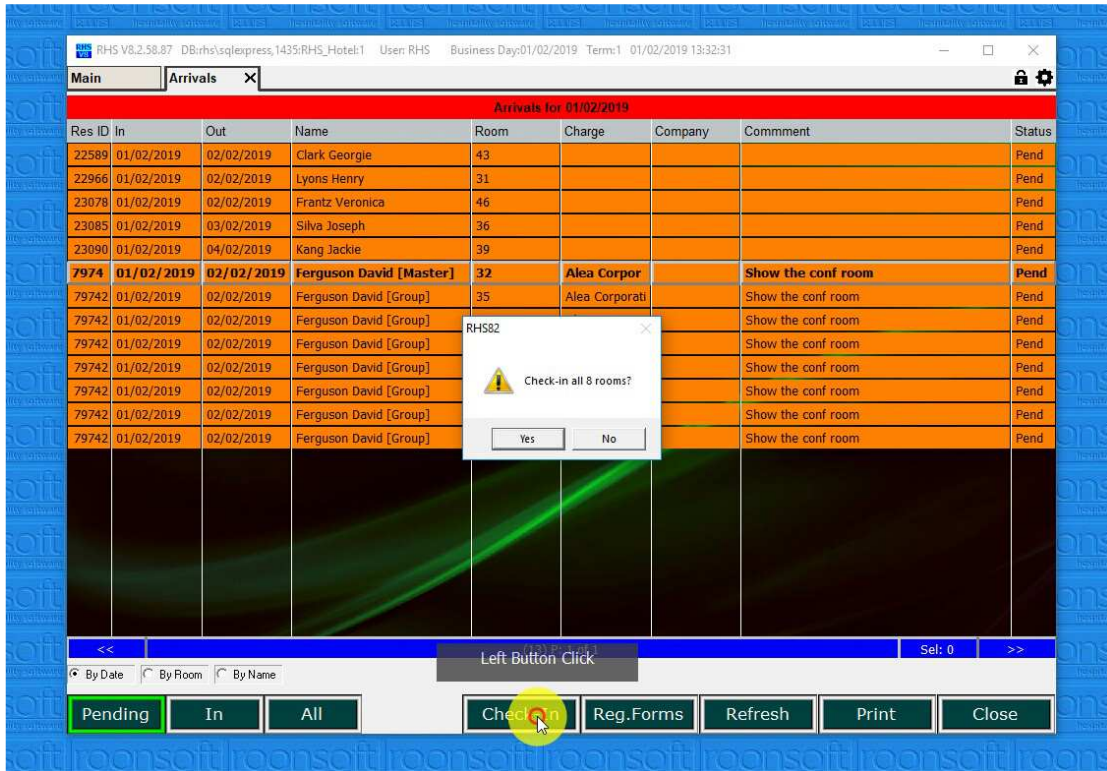
2.1 Select a group you want to check-in.



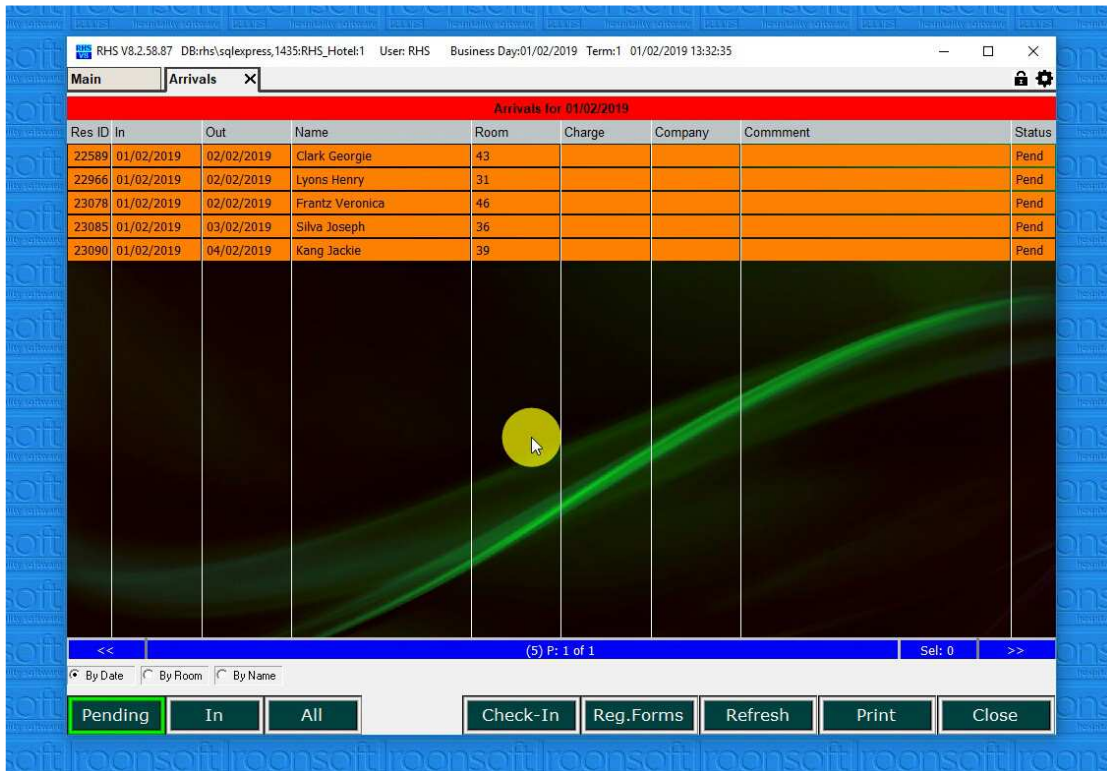
2.2 Click on “Check-in” button.



2.3 Confirm you want to check-in the group.

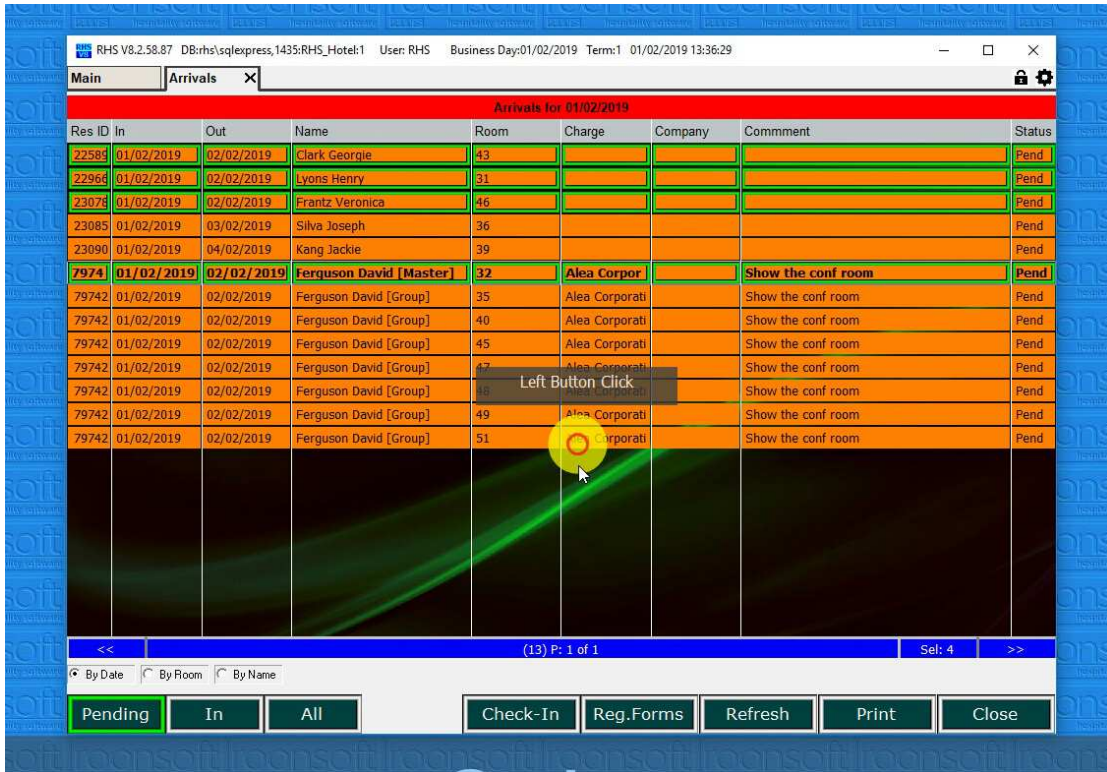


2.4 All the guest from the group are checked-in.

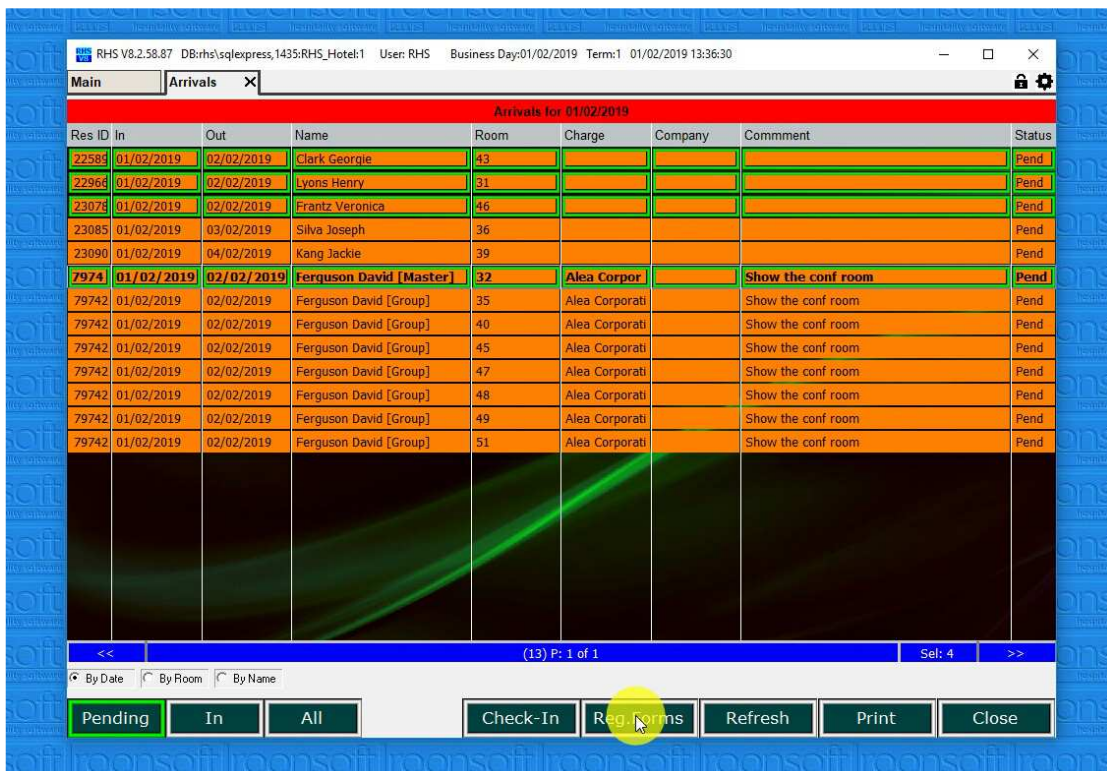


3. Multiple Registrations

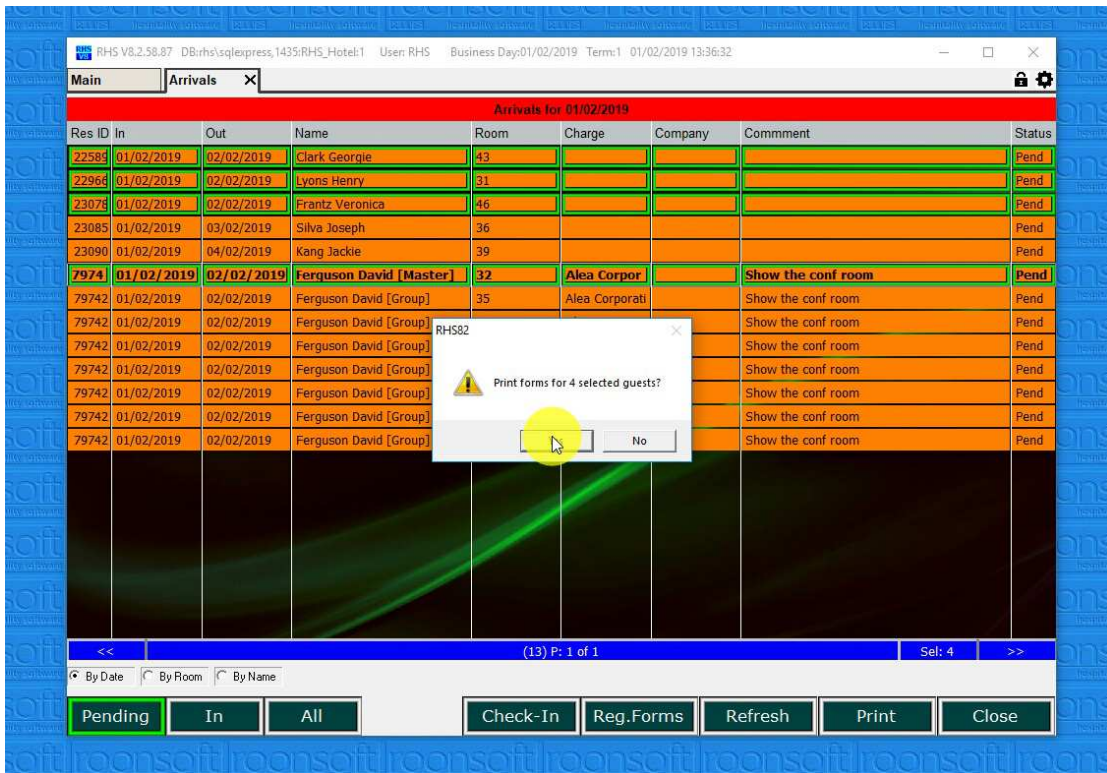
3.1. Select all guests you want to print registration forms for by keeping CTRL key pressed and clicking on each guest.



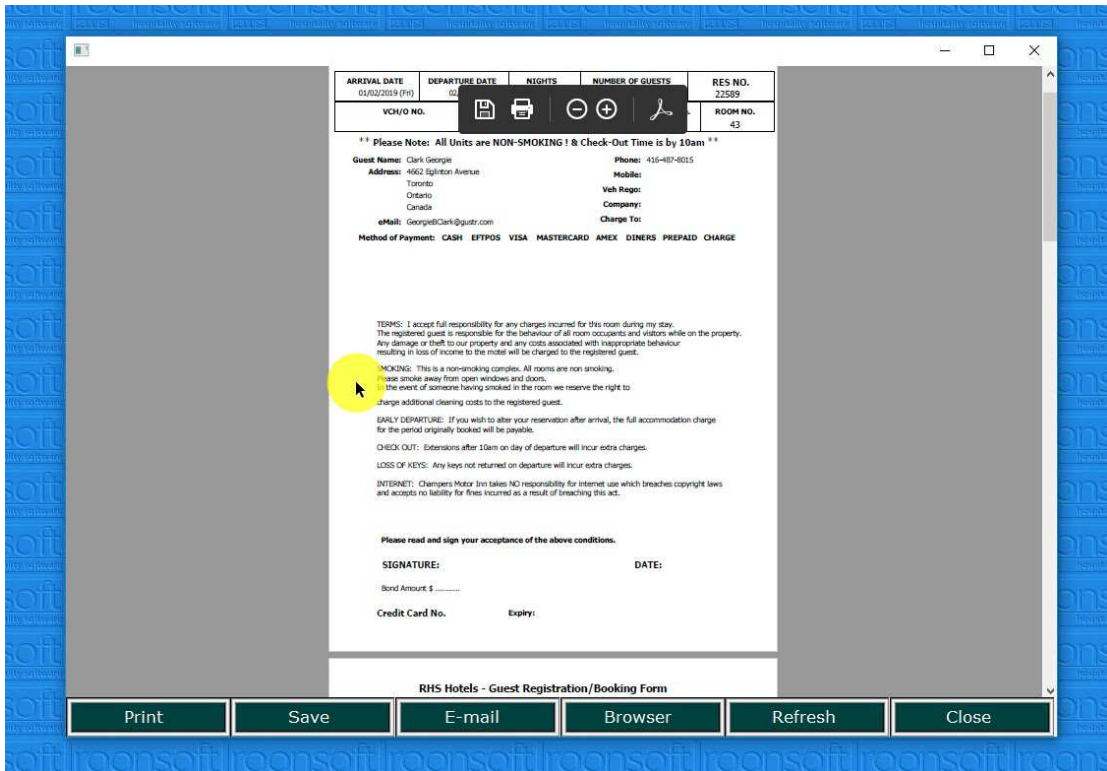
3.2 Click on “Reg. Forms”.



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

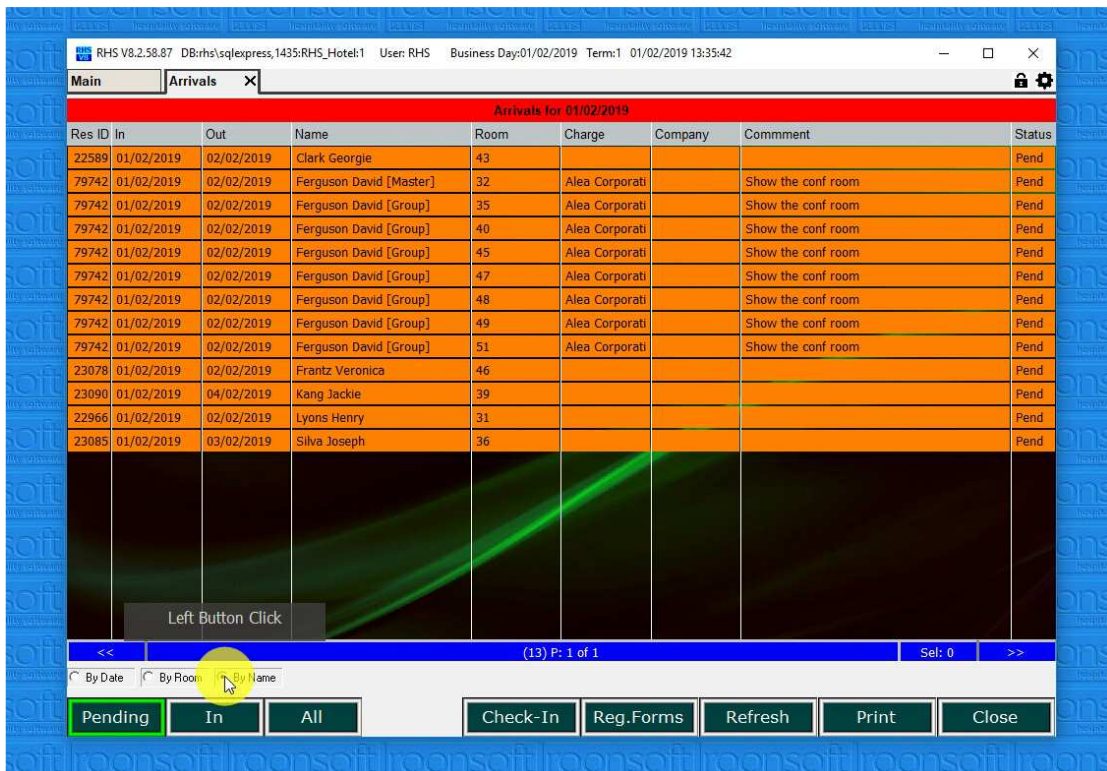
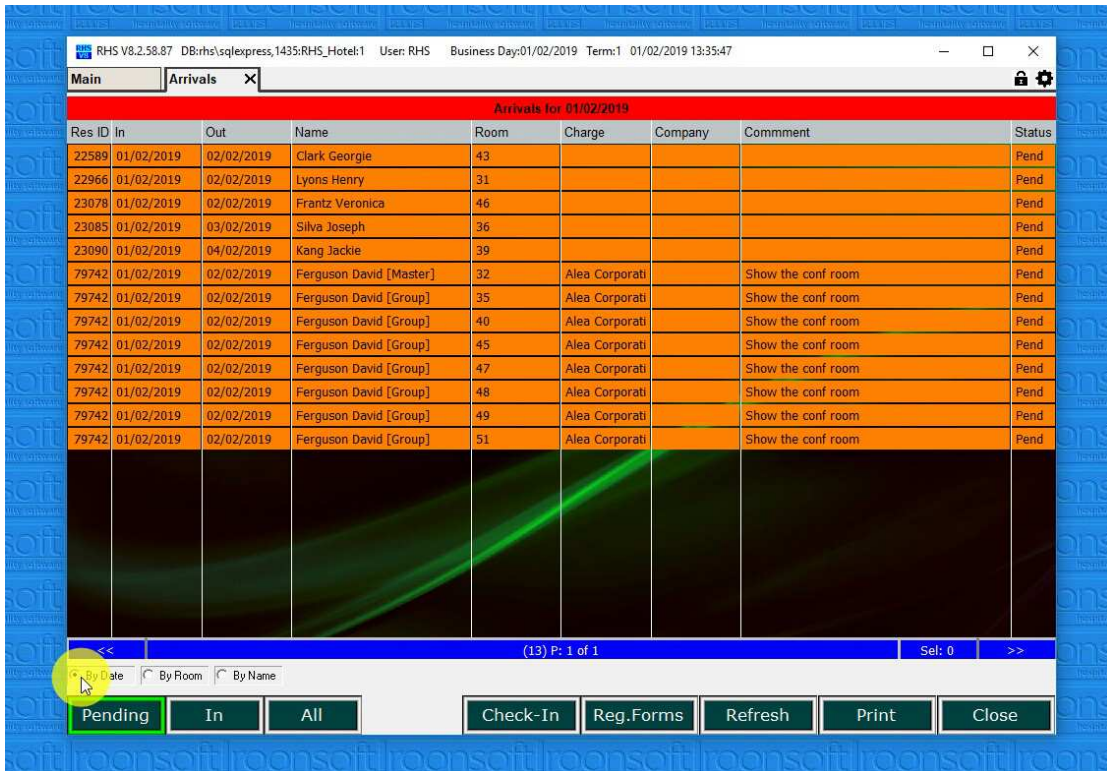


3.3. Multiple registration forms are displayed and ready to print.



4. Sorting Arrival List

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



RHS 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

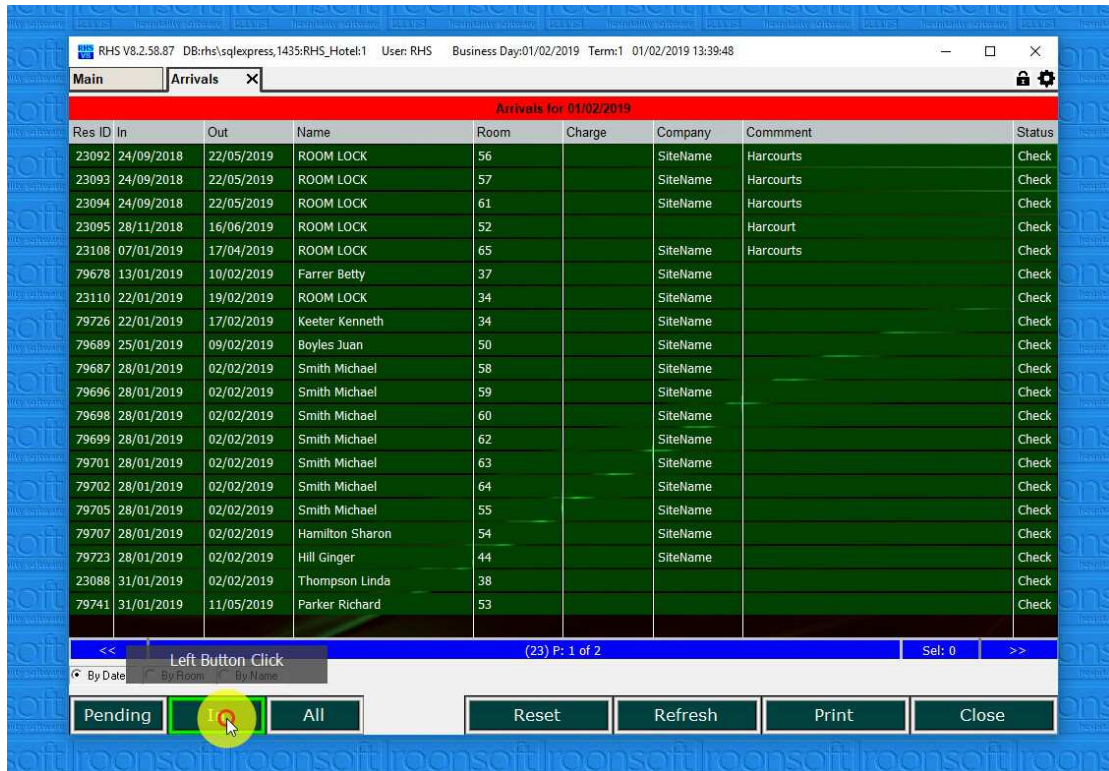
<< (13) P: 1 of 1 Sel: 0 >>

By Date Room By Name

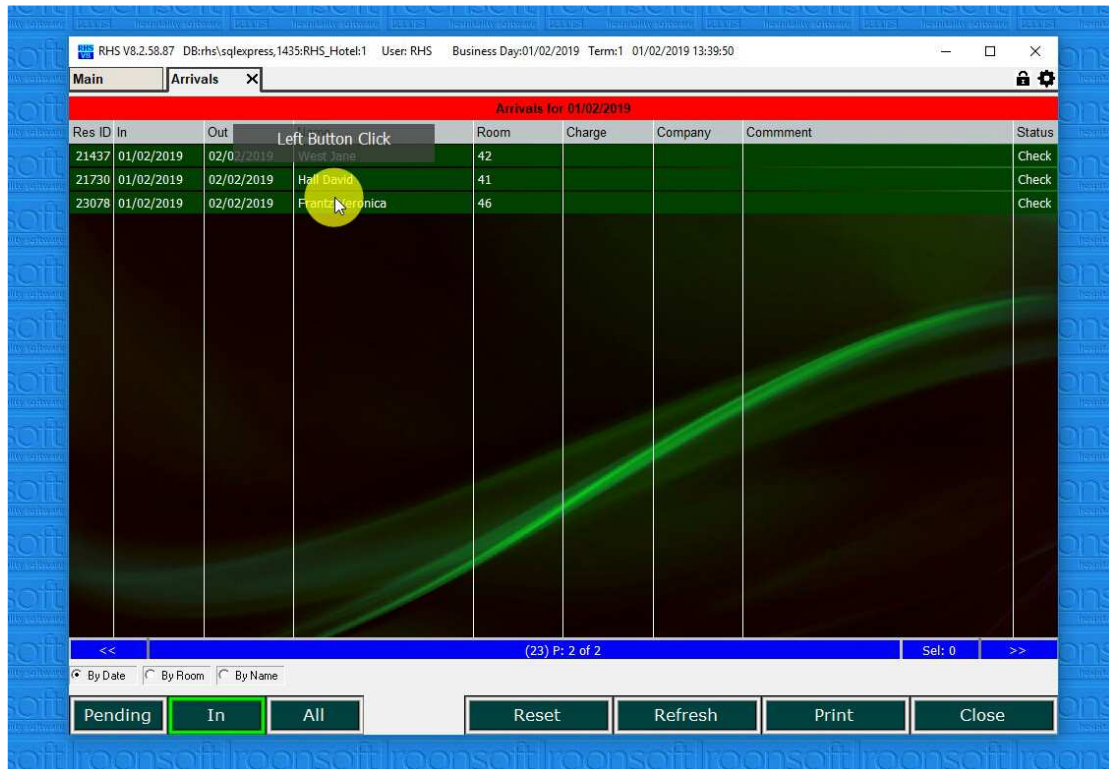
Pending In All Check-In Reg.Forms Refresh Print Close

5. Reverting Check-in

5.1. Click on the “In” button



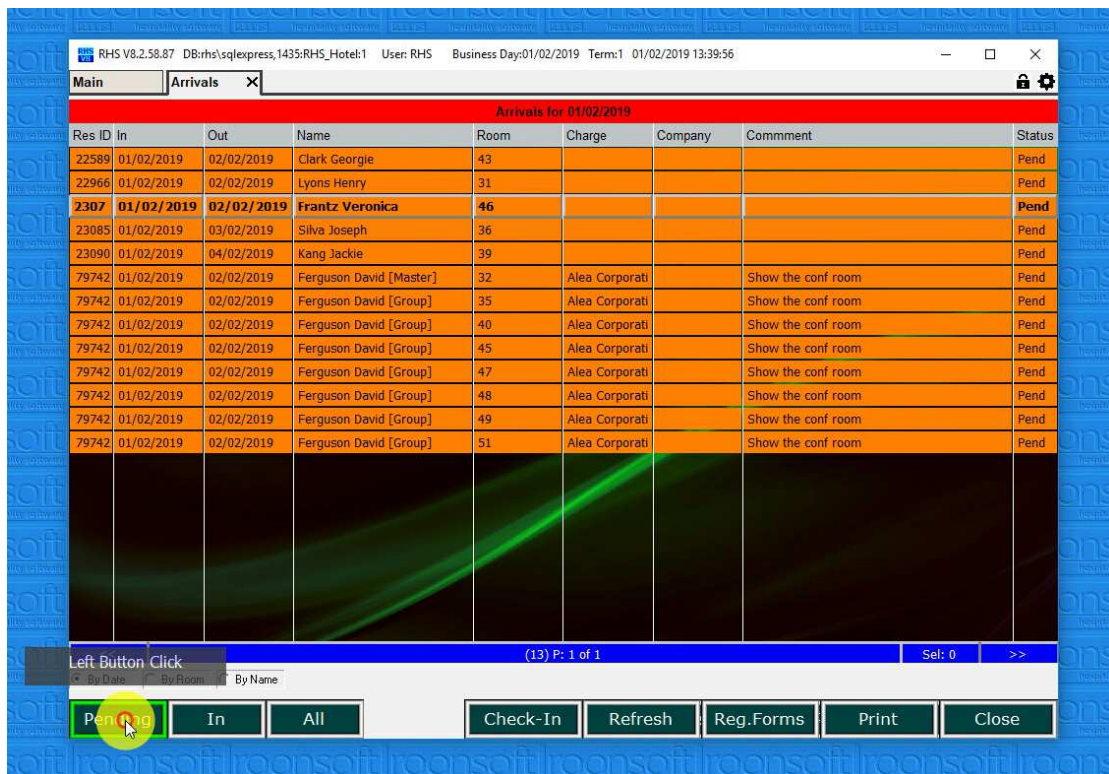
5.2. Click on the guest that was checked-in by mistake.



5.3. Click on the “Reset” button.

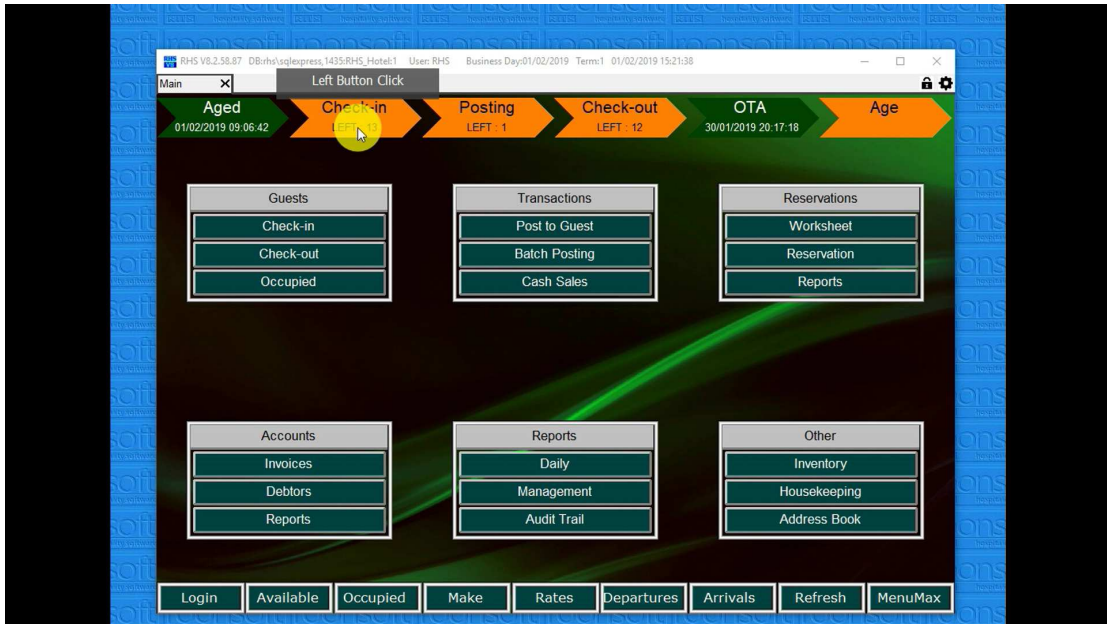


5.4. Click on the “Pending” button – the guest is put back in the pending queue.



6. Check-in with Post and Prepayment

6.1. Click on the “Check-In” button.



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

Arrivals for 01/02/2019								
Res ID	In	Out	Name	Room	Charge	Company	Comment	Status
21730	01/02/2019	02/02/2019	Hall David	41				Pend
22589	01/02/2019	02/02/2019	Clark Georgie	43				Pend
23078	01/02/2019	02/02/2019	Frantz Veronica	46				Pend
23085	01/02/2019	03/02/2019	Silva Joseph	36				Pend
2309	01/02/2019	04/02/2019	Kang Jackie	39				Pend
22966	01/02/2019	02/02/2019	Lyons Sherry	31				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

Navigation: << (14) P: 1 of 1 Sel: 0 >>

Sort: By Date By Room By Name

Buttons: Pending, In, All, Check-In, Reg.Forms, Refresh, Print, Close

6.3. Click on the “Check-in” button.

The screenshot shows the 'Invoice' window for guest Kang Jackie. The window is titled 'RHS V8.3.49.45 DB:\rhs\sql\express,1435:RHS_Hotel:1 User: RHS Business Day:01/02/2019 POS:1 Term:1 01/02/2019 15:14:40'. The window is divided into several sections:

- Guest Information:** Guest Name: Kang Jackie, Comp: [Empty]
- Visit Information:** Visit ID: 181, Room: 39, Origin: CANADA, Source: Referral, Type: F.I.T. Overseas, Status: Pending, Ref.: [Empty], Ad/Ch: 2 | 0
- Reservation Information:** Res ID: 23090, Nights: 3, Arrive: 1/02/2019 14:00:00, Depart: 4/02/2019 14:00:00, Made: 29/01/2019 14:00:00, Docs: 361 Invoice MAIN, 362 Proforma MAIN
- Charges Table:**

Charge Type	Charge	Amount
MAIN	Charge	0.00
EXTRA	Charge	
PROFORMA MAIN		604.40
PROFORMA EXTRA		
- Table of Charges:**

Date	Time	CostC	Ref	Room	Code	Description	Qty	Price	Amount
01/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
01/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
01/02/2019	15:00:00			39	22	Lunch	1.00	65.00	65.00
02/02/2019	08:00:00			39	19	Breakfast - Continental	1.00	50.00	50.00
02/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
03/02/2019	08:00:00			39	20	Breakfast - Cooked	1.00	55.00	55.00
03/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
- Buttons:** Search, Edit, New, Delete, Close, E-mail, Print, Reg. Form, Post, Check-in (highlighted with a yellow circle), Finalise

6.4. Confirm that you want to post all transactions.

The screenshot shows the same 'Invoice' window as in the previous screenshot, but with a confirmation dialog box overlaid. The dialog box is titled 'RHS82' and contains the text 'Do you want to post all transactions?'. It has two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a yellow circle. The 'Check-in' button from the previous screenshot is still visible and highlighted with a yellow circle.

6.5. Check-in is confirmed.

The screenshot shows the RHS V8 software interface. At the top, the window title is "RHS V8.3.49.45 DB:rhs/sql/express,1435:RHS_Hotel:1 User: RHS Business Day:01/02/2019 POS:1 Term:1 01/02/2019 15:14:44". The main menu includes "Main", "Arrivals", and "Invoice". The "Guest" field is "Kang Jackie". The "Visit" section shows "Visit ID: 181", "Room: 39", "Origin: CANADA", "Source: Referral", "Type: F.I.T. Overseas", and "Status: Pending". The "Reservation" section shows "Res ID: 23090", "Nights: 3", "Arrive: 1/02/2019 10:00:00", "Depart: 4/02/2019 10:00:00", and "Made: 29/01/2019 10:00:00". The "Docs" section lists "361 Invoice MAIN" and "362 Proforma MAIN". A "Check-in successful!" dialog box with an "OK" button is overlaid on the screen. Below the dialog, the "PROFORMA MAIN - Invoice 362" table is visible, showing transactions for dates from 01/02/2019 to 03/02/2019. The table has columns for Date, Time, CostC, Ref, Room, Code, Description, Qty, Price, and Amount. The total amount is 604.40. At the bottom, there are buttons for "Search", "Edit", "New", "Delete", "Close", "E-mail", "Print", "Reg. Form", "Post", "Check-in", and "Finalise".

Date	Time	CostC	Ref	Room	Code	Description	Qty	Price	Amount
01/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
01/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
01/02/2019	15:00:00			39	22	Lunch	1.00	65.00	65.00
02/02/2019	08:00:00			39	19	Breakfast - Continental	1.00	50.00	50.00
02/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
03/02/2019	08:00:00			39	20	Breakfast - Cooked	1.00	55.00	55.00
03/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60

6.6. The invoice is shown with all transactions being posted.

The screenshot shows the RHS V8 software interface. The window title is "RHS V8.3.49.45 DB:rhs/sql/express,1435:RHS_Hotel:1 User: RHS Business Day:01/02/2019 POS:1 Term:1 01/02/2019 15:14:46". The main menu includes "Main", "Arrivals", and "Invoice". The "Guest" field is "Kang Jackie". The "Visit" section shows "Visit ID: 181", "Room: 39", "Origin: CANADA", "Source: Referral", "Type: F.I.T. Overseas", and "Status: Checked-In". The "Reservation" section shows "Res ID: 23090", "Nights: 3", "Arrive: 1/02/2019 10:00:00", "Depart: 4/02/2019 10:00:00", and "Made: 29/01/2019 10:00:00". The "Docs" section lists "361 Invoice MAIN" and "362 Proforma MAIN". The "MAIN - Invoice 361" table is visible, showing transactions for dates from 01/02/2019 to 03/02/2019. The table has columns for Date, Time, CostC, Ref, Room, Code, Description, Qty, Price, and Amount. The total amount is 604.40. At the bottom, there are buttons for "Search", "Edit", "New", "Delete", "Close", "E-mail", "Print", "Reg. Form", "Post", "Check-out", and "Finalise".

Date	Time	CostC	Ref	Room	Code	Description	Qty	Price	Amount
01/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
01/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
01/02/2019	15:00:00			39	22	Lunch	1.00	65.00	65.00
02/02/2019	08:00:00			39	19	Breakfast - Continental	1.00	50.00	50.00
02/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
03/02/2019	08:00:00			39	20	Breakfast - Cooked	1.00	55.00	55.00
03/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60

6.7. Select the payment method and click “OK”. You can also change the amount if partial or split payment. Credit card fees are calculated automatically.

The screenshot shows the 'Payment' dialog box for a VISA Electron card. The dialog box contains the following information:

- Amount: 604.40
- % Fee = \$: 2.50
- Fee Amount: 15.11
- Total Amount: 619.51

The background shows the 'Invoice' screen for guest Kang Jackie. The table below represents the charges shown in the background:

Date	Time	CostC	Ref	Room	Code	Description	Qty	Price	Amount
01/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
01/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
01/02/2019	15:00:00			39	22	Lunch	1.00	65.00	65.00
02/02/2019	08:00:00			39	19	Breakfast - Continental	1.00	50.00	50.00
02/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
03/02/2019	08:00:00			39	20	Breakfast - Cooked	1.00	55.00	55.00
03/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60

6.8. The payment and surcharges (if any) are posted automatically.

The screenshot shows the 'Invoice' screen for guest Kang Jackie after payment. The table below represents the charges shown in the background:

Date	Time	CostC	Ref	Room	Code	Description	Qty	Price	Amount
01/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
01/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
01/02/2019	15:00:00			39	22	Lunch	1.00	65.00	65.00
01/02/2019	15:14:52			39	5	Visa / Mastercard	1.00	619.51	619.51
01/02/2019	15:14:52			39	41	Credit Card Fee	1.00	15.11	15.11
02/02/2019	08:00:00			39	19	Breakfast - Continental	1.00	50.00	50.00
02/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
03/02/2019	08:00:00			39	20	Breakfast - Cooked	1.00	55.00	55.00
03/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60