

User Manual

ZKEUBioSafelock

Hotel Management Software

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1. About ZKEU BioSafeLock

1.1 Introduction to ZKEU BioSafeLock

ZKEU BioSafeLock is complete Hotel Management software for Windows.

Used together with ZK proximity Smart Door Lock that employs the smart card – Mifare proximity Card. A multifunctional smart Door Lock characterized by safety and reliability, high efficiency and energy conservation, advanced technology, flexible and convenient operation, and easy management.

It's the best choice to manage the Rooms and Guest Check In/Check Out operations in your Hotel business.

1.2 Hotel Lock Door & USB Reader supported Models

ZKEU BioSafeLock Hotel Management software supports the ZK proximity smart Door Lock LH4000 and LH5000 models.



LH4000 and LH5000 ZK proximity smart Door Lock models

LH4000 and LH5000 are the recommended models, but the application is also compatible with other ZK proximity smart Door Lock models, as the LH1000, LH1600, LH1800, LH2000, LH2500 and LH2600 models.



LH1000, LH1600, LH1800, LH2000, LH2500 and LH2600 ZK proximity smart Door Lock models

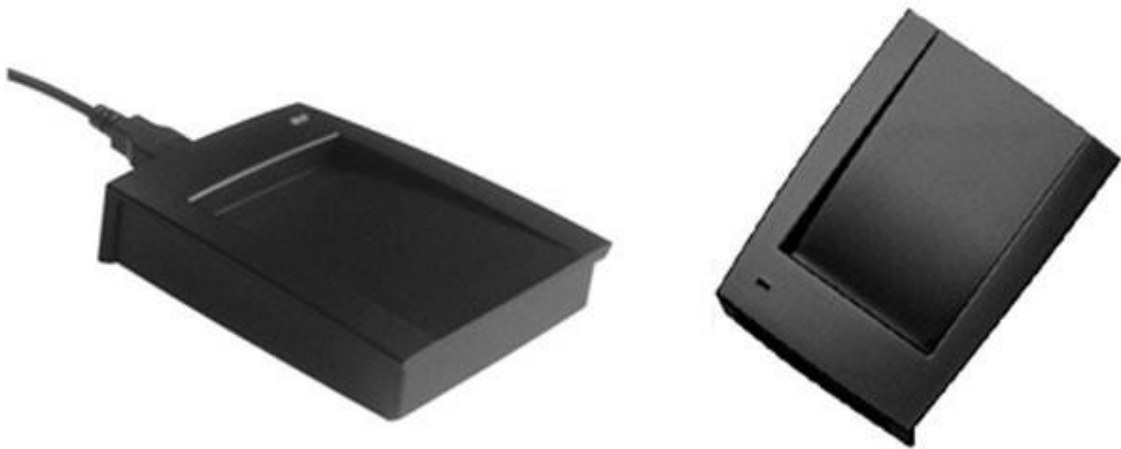
To read Mifare Card on application, we use ZK LH5000 USB Mifare Card Reader (same reference name as the LH5000 Door Lock) or ZK CR50W USB Mifare Card Reader.

IMPORTANT:

The Reader is compatible with normal Mifare Cards (model s50 with 1 kb capacity / 16 sectors) and with Mifare Card with extra capacity (model s70 with 4 kb / 64 sectors).

We can use normal Mifare Card to create all the Card Type's supported by application, except the 'Record Card' where we need a Card with more data capacity (to read Door Lock registers), and we need to use the Mifare s70.

However, you can use the Mifare s70 for create any Card Type supported by the application (consult section 6 for more information about Card Types).



ZK CR50W / LH5000 USB Mifare Card Reader

2. Installation

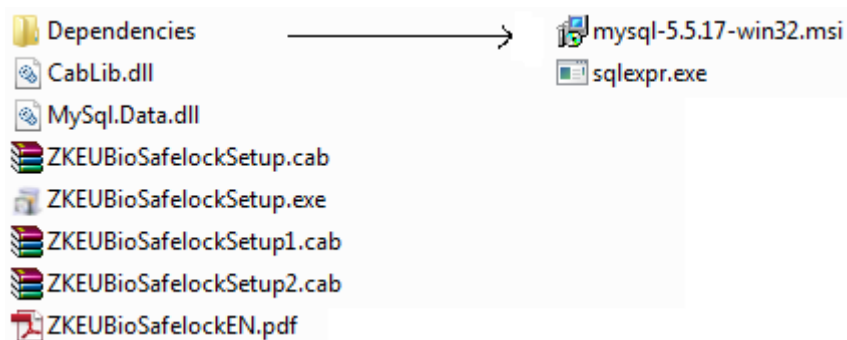
2.1 System Requirements

- Microsoft Windows XP Operating System or higher.
- Microsoft NET Framework runtime version 3.5 or higher.
- MySQL 5.5 Server or Microsoft SQL Server 2005 Express Databases.
- Minimal Desktop Resolution supported: 1280x720 pixels (minimal resolution recommended: 1920x1080 pixels).
- ZK CR50W / LH5000 USB Mifare Card Reader.

IMPORTANT: MySQL Server and Microsoft SQL Server versions must be the indicate versions, however other versions of this products can be compatible, we don't guarantee total compatibility with other Database versions. If you use Windows 8 and cannot install Microsoft SQL Server 2005 Express, you can use Microsoft SQL Server 2012.

2.2 Folder and Contents

Setup program folder has the next files and folders:



It includes a 'Dependencies' folder with the setup program for both Databases, in case you don't have any Database installed previously for other applications.

To run ZKEUBioSafelock Setup program you also need to have previously installed Microsoft NET Framework runtime 3.5 or higher (The error code message in this case is: 0xc0000135).

2.3 Setup Program

2.3.1 Dependencies Check

When enter setup program for the first time, it shows the version number of the program, and the system requirements you will need. The setup program it's only in English; however the installed program is multi language.

If your desktop resolution is less than the minimal desktop resolution supported by the application, you will be warned but at this point you can continue with the installation anyway.



2.3.2 Application Registration

Next step is registering the Application.

This software application will come with a unique 'Product Key', the license allows you to use the software in only one PC terminal, to use the application in another PC you must uninstall it first from the previous PC or buy another license to use in the new PC.

To register, by default you have checked the 'Online registration', and you will need an internet connection to continue.

Simply copy your 'Product Key' and click 'Next'. If the 'Product Key' is valid, you will continue to next step of installation and you don't need to register again the application in any point.



The 'Product Key' format is 'AAAAAAAA-BBBBBBBB-CCCCCCC', using upper letters and numbers.

In case you don't have an internet connection, you can register the software contacting your ZKTeco vendor and choosing 'Offline Registration'.

Your ZKTeco vendor will ask you from your unique 'Serial Number' (show on screen), and pass you a 'License Key'.

Simply copy your 'License Key' and click 'Next'. If the 'License Key' is valid, you will continue to next step of installation and you don't need to register again the application in any point.



The 'License Key' format is a 50 length string with lower chars and numbers.

2.3.3 Application Demo

If you don't have a License for the software, you can install a Demo.

The Demo is limited to 15 days full functionality operations, as exception you can only register 1 Building, 1 Floor and 3 Rooms (in manual mode only), once you cannot disable/delete created Rooms. To register the Demo to full version, you only need to run setup again, where uninstall it and run the installation again choosing a registration mode (if you want to keep the Database created with demo, you can backup it before uninstall demo, and restore it again when full version is installed).



In 'About' form you can check the days you still have until the expiration of the Demo.

2.3.4 Configure and test Database connection

Next step is choosing and configure Databases.

By default the MySQL Server Database is checked, but you can change it to Microsoft SQL Server, or use both (in fact you only need to use one to operate, but if you want to manage by example two different Hotel system's in the same application, you can install both Databases, and when start application you can choose the Database you will use).

The setup process check if you have these Databases installed on your system, at this point you only can continue with the installation process if the selected Database engine is installed on your system and if the connection credentials are working and the test connection is OK.

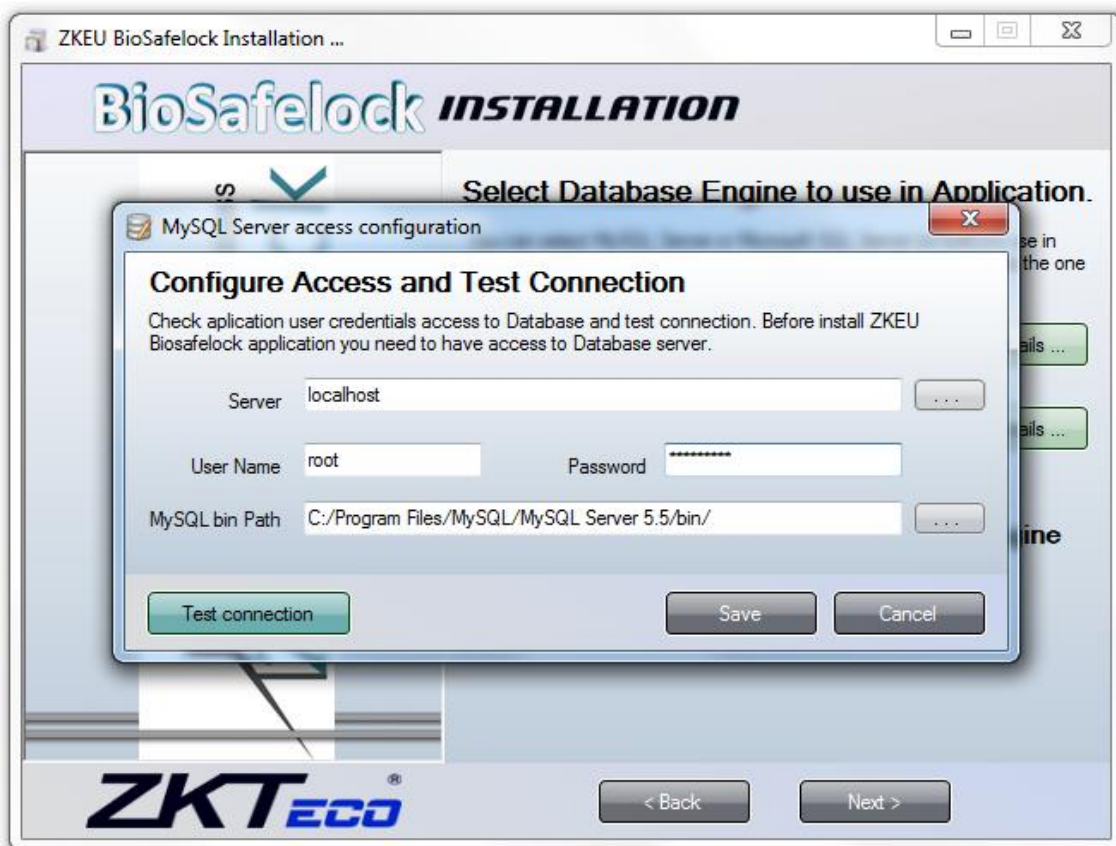
If the Database you want to use is not detected on your system, the Icon is red, and you can click on it to execute directly the Database setup program (from 'Dependencies' folder).

If the Database is installed the icon is green (please note the version installed can be other that the recommended on program requisites, in this case you can use it as your own risk or install the right version to guarantee total compatibility).



If the Database is installed correctly but you cannot connect, you can click on 'Details ...' to set the credentials, Test and Save Connection. These credentials usually are the credentials you create when install the Database the first time. If you already use this Database on other applications, you can use the same credentials you already have configured for these applications.

If you use MySQL Server you have the path 'MySQL bin Path', this path by default from MySQL Database installation are from MySQL Database Tools, it's needed for Backup the application Database later if you want to Backup the Database to an external file. Normally you don't need to change this path, only if you change the MySQL Tools installation to another folder, or you are using a 64 bits Windows version and install the 32 bits MySQL version.



If you use Microsoft SQL Server, you can use Integrated Security on Database connection (Windows manage automatically your Database credentials as the same as Windows credentials). If you don't use it, you must set the User Name and Password to connect (configured in your SQL Server installation).



Finally when connection is OK you can continue with installation process.

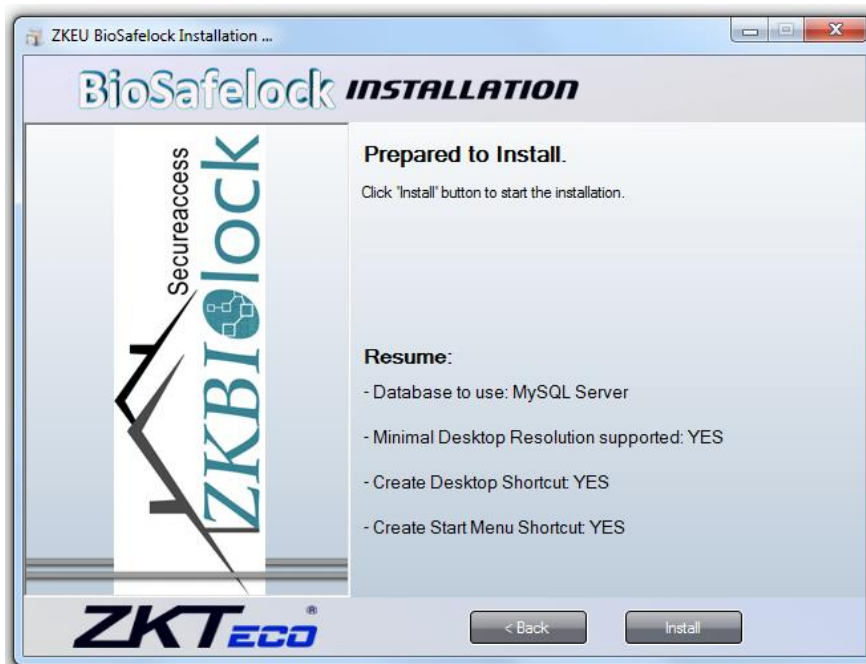
2.3.5 Installation Process

The next Step is choosing the folder where you want to install the application, and if you want to have a Desktop Shortcut or Start Menu Shortcut to access more easily the application.



When click next, finally we have a resume of Database we bill use, what kind of Shortcuts we will have, and if we support the minimal resolution needed to run application.

Now we are ready to install the application.



During the installation we have a progress bar to see installation progress. Also we can cancel the process installation any time.





2.3.6 Uninstall/Repair Process

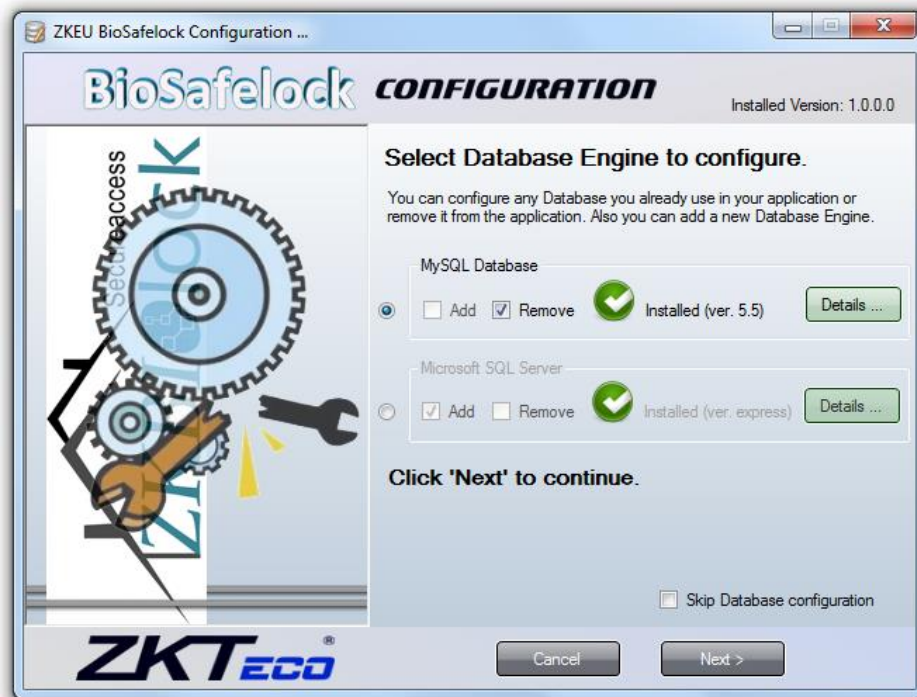
To uninstall application you only need to run Setup again, the system will detect if you already have the application installed and will ask you if you want to Uninstall or Repair it.

Also you can go to installed program list in your panel control and select application from the list; select uninstall application and the application setup program will we called.

zem600	zksoftware LTD.CO	04/07/2012	266 MB	1.0.0
ZKAccess3.5 Security System	ZKTeco	26/06/2014		
ZKEU BioSafeLock	ZKTeco	07/08/2014	52,5 MB	1.0
ZKEU Job Costing	ZKTeco	16/05/2014	12,2 MB	1.0
ZKiVision Client Software	ZKTechnology	17/10/2012	51,5 MB	4.1.7.225-beta
ZKTeco Versión producto: 1.0 Vínculo de soporte... http://www.zktechnology.eu Vínculo de Ayuda: http://www.zktechnolo... Tamaño: 52,5 MB				



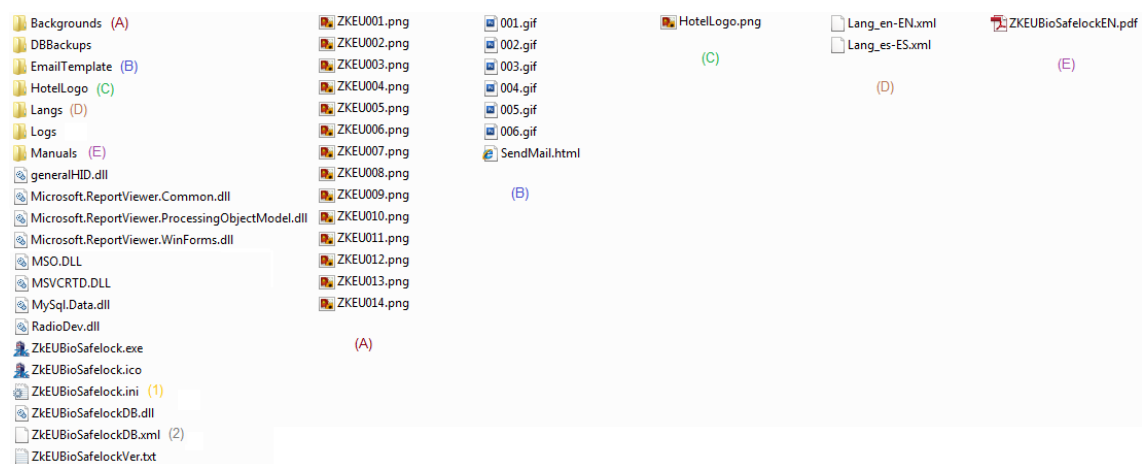
If you choose 'Repair' you can remove one of the two Databases if you have both installed, or add the Database you don't have installed. Also you can skip Database configuration and restore the shortcuts if you don't have any or have deleted any of them.



3. Application Global Settings

3.1 Folder and Contents

Application folder has the next files and folders:



(A) 'Background' folder

This is the folder by default for background images. The application comes with 14 backgrounds (1680*1050 pixels). You can choose other backgrounds from the folder you want (any size), when set background this is uploaded to Database.

(B) 'EmailTemplate' folder

This is the folder for email template files (the email that application send to client when reserve a Hotel Room). We have a HTML file with email template, and 6 images.

The image '001.gif' is the Hotel Logo, the logo have the size of 490x200 pixels. You can replace this image by your Hotel Logo image; it's recommended you respect the same size image.

For advanced users, it can replace entire email HTML template page by another customized page. Only need to respect the name constants for text variables that the application uses to write on HTML code page.

These constant names must be respected, you must keep the same order of appearance, and don't duplicate it on html code, the list name are:

@PageTitle – Title of the HTML page.

@HotelName2 – Hotel Name.

@ToPerson – 'Dear' text.

@ContactPerson – Contact Person Name.

@MessageContent1 – 'You have reserved a Room in Hotel' text.

@WebPage – Web Page of the Hotel (link in @HotelName).

@HotelName – Hotel Name.

@Details – 'Details' text.

@CheckIn – Check In.

@InTime – Check In Time.

@CheckOut – Check Out.

@GuestName – Guest Name.

@RoomName – Room Name.

@BuildingName – Building Name.

@FloorName – Floor Name.

@RoomType – Room Type.

@BedNumber – Bed Number.

@RoomPrice – Room Price.

@RoomDeposit – Room Deposit.

@MessageContent2 – 'Thanks for use our services.' text.

@MessageBottom1 – ‘This email was sending by’ text.

@WebPage – Web Page of the Hotel (link in @HotelName2).

@HotelName2 – Hotel Name.

@MessageBottom2 – ‘in your booking process.’ text.

@MessageBottom3 – ‘This is an autogenerated email, please do not reply this email.’ text.

@MessageBottom4 – ‘If you receive this email by accident please contact’ text.

@Email – Email of the Hotel Support (link in @ MessageBottom5).

@MessageBottom5 – ‘Hotel Support’ text.

@Copyright – ‘© Copyright 2014 ZKTeco. All rights reserved.’ text.

(C) ‘HotelLogo’ folder

This folder has the image ‘HotelLogo.png’. Is the Hotel Logo used on Bill (if we have the option enable to use it on Bill).

The logo has the size of 324x68 pixels. You can replace this image by your Hotel Logo image; it’s recommended you respect the same size image.

(D) ‘Langs’ folder

On this folder we save the application XML Lang files. By default the application comes in English (en-EN) and Spanish (es-ES). You can translate the application in real time (translation form), the result XML is saved on this folder, and the next time you restart the application you will have the new Lang option in Lang combo box.

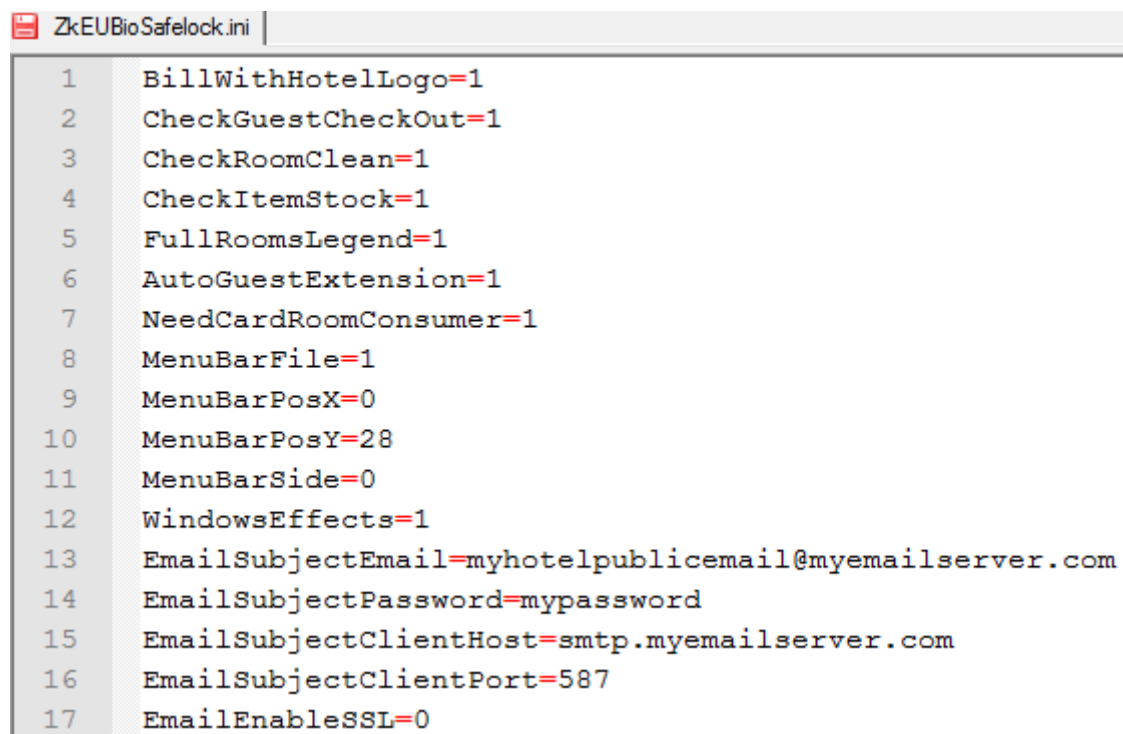
(E) 'Manuals' folder

This is the folder for the translated manuals. By default the application comes with English Manual, in this case is this manual you are reading ;)

The manual have the format name: ZKEUBioSafelockEN.pdf, where 'EN' is the Culture Language of the PDF document. When you access to manual on Application Help menu, the application search the manual for current application Culture Language, if manual don't exist, it open this English version.

(1) 'ZkEUBioSafelock.ini'

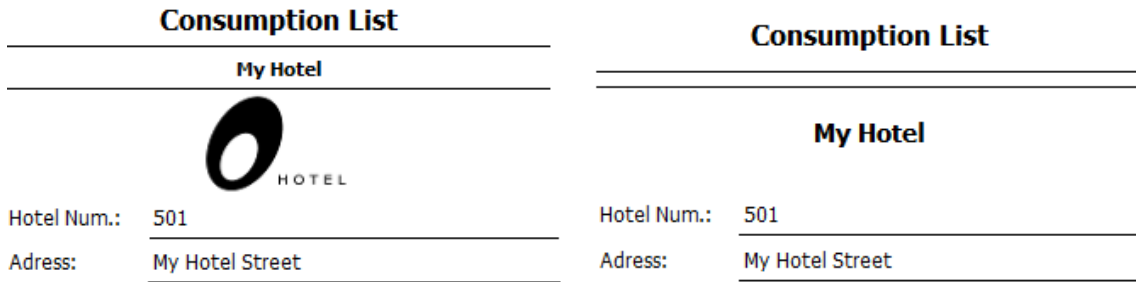
This is an INI file used on application, almost is used for visual parameters.



```
1 BillWithHotelLogo=1
2 CheckGuestCheckOut=1
3 CheckRoomClean=1
4 CheckItemStock=1
5 FullRoomsLegend=1
6 AutoGuestExtension=1
7 NeedCardRoomConsumer=1
8 MenuBarFile=1
9 MenuBarPosX=0
10 MenuBarPosY=28
11 MenuBarSide=0
12 WindowsEffects=1
13 EmailSubjectEmail=myhotelpublicemail@myemailserver.com
14 EmailSubjectPassword=mypassword
15 EmailSubjectClientHost=smtp.myemailserver.com
16 EmailSubjectClientPort=587
17 EmailEnableSSL=0
```

All this parameters are saved by application, but we can change it directly on INI file if we want.

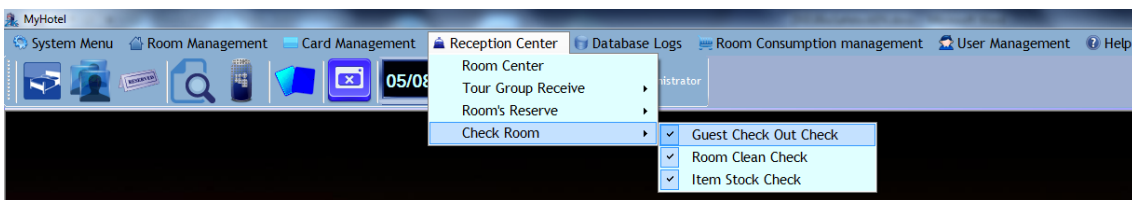
BillWithHotelLogo → Values 0 or 1: Disable/Enable Hotel Logo on Bill Ticket (by default comes disabled).



CheckGuestCheckOut → Values 0 or 1: Disable/Enable Guest Check Out Check on Room Center Center (by default comes enabled).

CheckRoomClean → Values 0 or 1: Disable/Enable Room Clean Check on Room Center (by default comes enabled).

CheckItemStock → Values 0 or 1: Disable/Enable Item Stock Check on Room Center (by default comes enabled).



FullRoomsLegend → Values 0 or 1: Disable/Enable Full Room Legend on Room Center.

This option only can be set manually (don't have the option on application. By default comes with Full Room Legend, FullRoomLegend=1).



AutoGuestExtension → Values 0 or 1: Disable/Enable Auto Guest Extension.

When Auto is enabled to Extend Day's or Hour's to a Guest Room or Group Guests Room, the operation is made directly on Room Center after choose the Day's or Hour's to extend. Otherwise we show a sub form with a resume where we need to input the values and confirm the operation.

This option only can be set manually (don't have the option on application. By default comes with Auto Guest Extension, AutoGuestExtension =1).

NeedCardRoomConsumer → Values 0 or 1: Disable/Enable the system to Ask for the Guest Card when Guest wants to buy something at the Hotel at Room Consumption, and we need to Read the Card on the reader in the transaction process.

If we disable the Card, the system enables the option (mouse left menu option) to directly enter the Room Consumption form when select the Guest Room on Room Center list.

We also have the option to search other Guest Rooms without have a Card.

Otherwise we need to go to Menu to enter this Room Consumption form and need a Guest Card to operate only with Guest credentials.

This option only can be set manually (don't have the option on application. By default comes enabled, NeedCardRoomConsumer =1).

MenuBarFile → Values 0 or 1: Before/After. Put the Menu Bar before or after Main Tool Bar when we have the Menu Bar at top of application main window (by default comes after, MenuBarFile=1).

MenuBarPosX → Menu Bar in panel X position.

MenuBarPosY → Menu Bar in panel Y position.

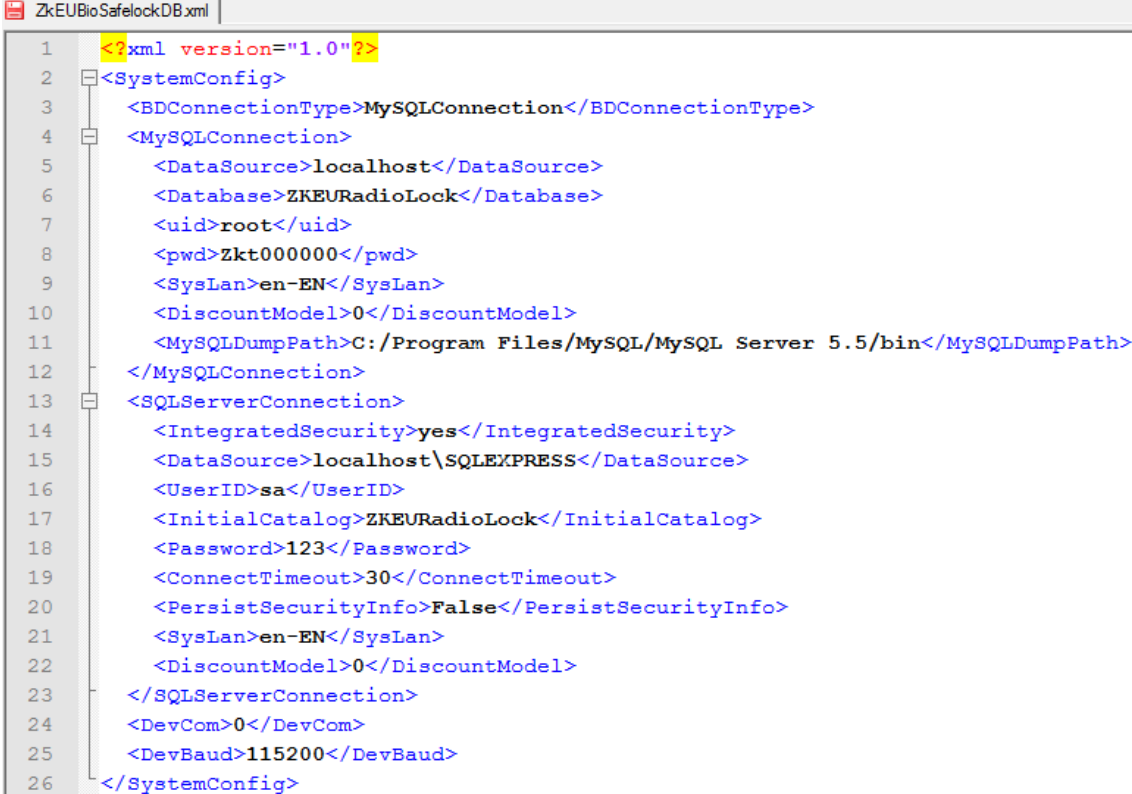
MenuBarSide → Values 0, 1, 2 or 3: Up/Right/Bottom/Left positions in application main window (by default comes at top, MenuBarSide=0).

WindowsEffects → Values 0 or 1: Disable/Enable visual effects when open a windows form on application (by default comes enabled).

EmailSubjectEmail / EmailSubjectPassword / EmailSubjectClientHost / EmailSubjectClientPort / EmailEnableSSL → Parameters of email configuration to allow application send a confirmation email to the client, when a Room Reservation was made.

(2) 'ZkEUBioSafeLockDB.xml'

This is an XML file used on application to save current connection to Database and Lang configuration.



```

1  <?xml version="1.0"?>
2  <SystemConfig>
3    <BDConnectionType>MySQLConnection</BDConnectionType>
4    <MySQLConnection>
5      <DataSource>localhost</DataSource>
6      <Database>ZKEURadioLock</Database>
7      <uid>root</uid>
8      <pwd>Zkt000000</pwd>
9      <SysLan>en-EN</SysLan>
10     <DiscountModel>0</DiscountModel>
11     <MySQLDumpPath>C:/Program Files/MySQL/MySQL Server 5.5/bin</MySQLDumpPath>
12   </MySQLConnection>
13   <SQLServerConnection>
14     <IntegratedSecurity>yes</IntegratedSecurity>
15     <DataSource>localhost\SQLEXPRESS</DataSource>
16     <UserID>sa</UserID>
17     <InitialCatalog>ZKEURadioLock</InitialCatalog>
18     <Password>123</Password>
19     <ConnectTimeout>30</ConnectTimeout>
20     <PersistSecurityInfo>False</PersistSecurityInfo>
21     <SysLan>en-EN</SysLan>
22     <DiscountModel>0</DiscountModel>
23   </SQLServerConnection>
24   <DevCom>0</DevCom>
25   <DevBaud>115200</DevBaud>
26 </SystemConfig>

```

All this parameters are saved by application, but we can change it directly on XML file if we want.

BDConnectionType → Values 'MySQLConnection' or 'SQLServerConnection': Specify the Database Engine we are using with application.

SysLan → Values en-EN, es-ES, pt-PT, br-PT, etc.: Specify the Language (country-culture) we are using in application associated to current Database Engine.

DiscountModel → Values 0 or 1: If Value = 0 then 0% Stands for full price, if Value = 1 then 100% Stands for full price.

DevCom → Values 0, 1, 2 ..., 13, 14, and 15: Is the communication port for the PC Mifare Card Reader used on application. Value 0 means we are using USB, other values are for COM ports. Actually we are only supporting USB connection.

DevBaud → Values 9600, 19200, 38400, 57600 and 115200: Is the Baud Rate in USB PC Mifare Card Reader connection speed. By default we use value 115200.

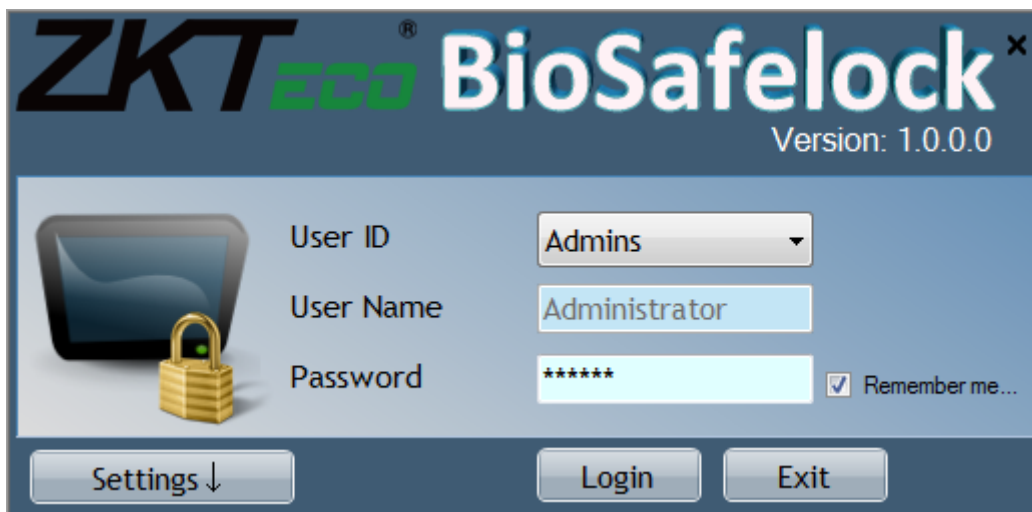
3.2 Application Startup

3.2.1 Login Menu

When you execute application you need to Login to Database.

The first time you enter Login Menu, you have the user 'Administrator' already created by installation process, and all connection parameters already configured. You only need to login.

The password to login is '**123456**'. The Administrator has permissions to all application features. Later you can change your default password or create new Users with the permissions you want. The 'Remember me...' option save password, and the next time you open the application you only need to click 'Login'. However, you can only run an instance of the application, you will warn if you try to open the application and the application is already opened.



3.2.2 Login Global Settings

If you click in 'Settings' button of Login form, an extra window with application settings will be opened. Here you can change the Database Engine in case you have both installed. Change Language for current Database Engine and other parameters (saved on XML file 'ZKEUBioSafeLockDB.xml' described in section 3.1).

ZKTECO[®] **BioSafeLock**[×]
Version: 1.0.0.0

User ID: Admins
User Name: Administrator
Password: ***** Remember me...

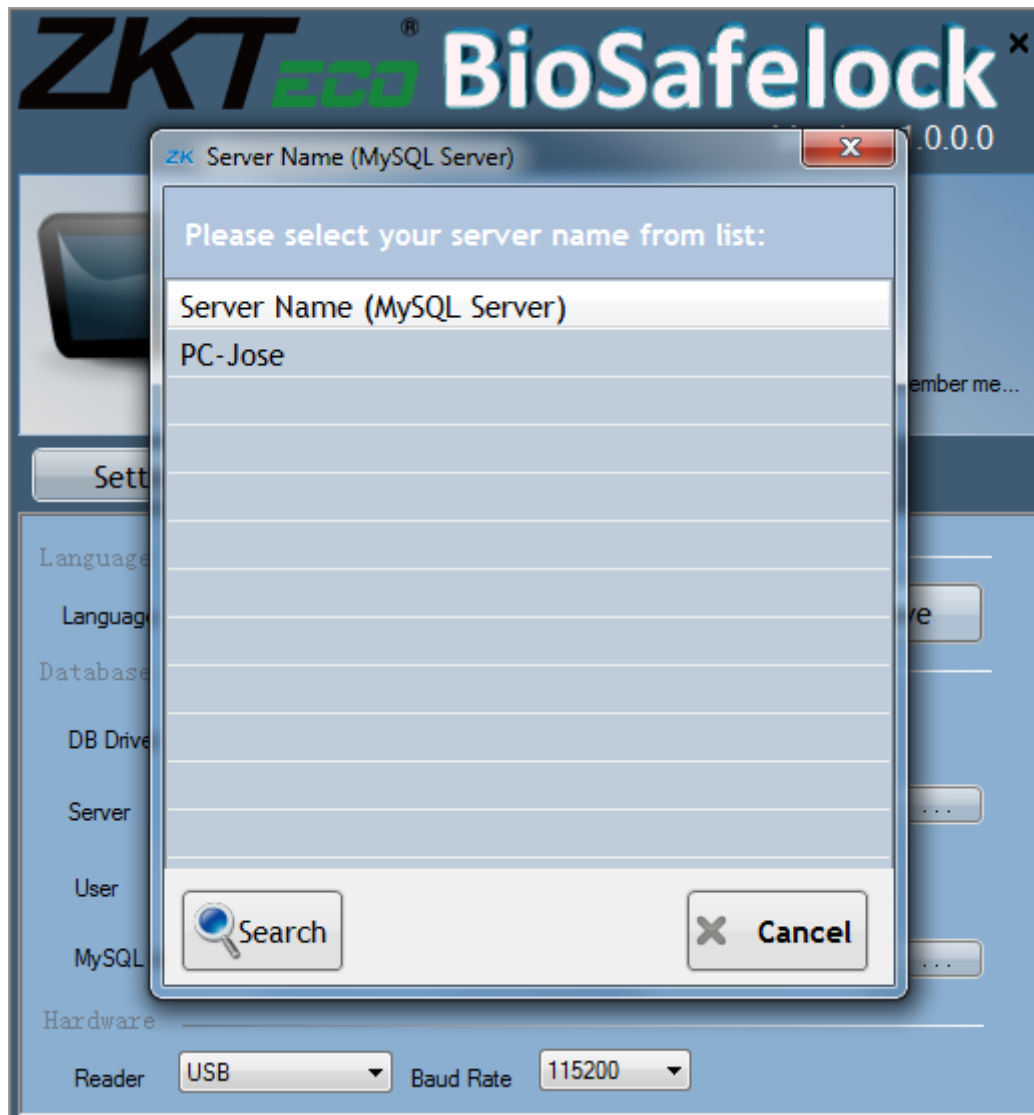
Settings ↑ Login Exit

Language: English (en-EN) Save

Database: MySQL Current DB Driver: **MySQL**
Server: localhost
User: root Password: *****
MySQL bin Path: C:/Program Files/MySQL/MySQL Server 5.5/bin/

Hardware: Reader: USB Baud Rate: 115200

You also can configure again the Database connection parameters and credentials, or search for MySQL or SQL Server Database servers and choose the available server you want (by example if you have installed the Application/Database in another Network PC and you want to use your local application with the same Database).



4. Hotel Configuration

4.1 Hotel Setup

4.1.1 Hotel Information

The first time you run application you must configure Hotel Information. In all application forms the bold fields are required.

Stay Day(s) → Indicates how many days the Guest will stay (by default). This value can be always modified at Guest Check In.

Leave Time → Indicates the default expiry time of the stay of a Guest, by default set to 12:30 of every day.

Cleaning Time Limit → Indicates in minutes the time needed to clean a Room when Guest Check Out. If you have the option 'Room Clean Check' enabled, the system atomically will change all 'Unclean Room' to 'Empty Room' state when this time is complete. Minutes = 0 will ignore this check.

Room Max Guest → Indicates the maximum number of Cards that can be issued for a Room before Check Out.

Check Input Guest Information → If checked, you will need to insert the fields 'Card User', 'Guest Name', 'Certificate Number' and 'Discount' in the forms you have these fields.

Discount Model → We can select the Discount Model, 0% stands for full price, or 100% stands for full price. This will affect all discount calculation in application operations. We use 0% discount model by default (consult section 3.1 for more info).

Background → You can select a Background image for application main form (consult section 3.1 for more info). Also you can save a copy of current background to your disk clicking on image.

Windows Effects → Enable/Disable visual effects when open a windows form on application. Enabled by default (consult section 3.1 for more info).

Hotel Logo In Bill → Enable/Disable Hotel Logo on Bill Ticket (when Guest Check Out a Room and pay). Disabled by default (consult section 3.1 for more info).

Hotel Configuration
X

Hotel Configuration: Set your Hotel's Info

Save Info
X Close

Hotel Name

Hotel Web

Hotel Number

Address

Phone

Fax Email

Stay Day(s) Coming Time

Cleaning Time Limit (Minutes) 0: No Limit Leave Time

Leave Delay 1 * Need a half day price if time out.

Leave Delay 2 * Need one day room price if time out.

Room Max Guest Check Input Guest Information

100% discount stands for full price

Discount Model [Total to Pay = Price * Discount / 100]

0% discount stands for full price

[Total to Pay = Price * (1 - Discount)]

Background

-

Image Size:
1680x1050 pixels

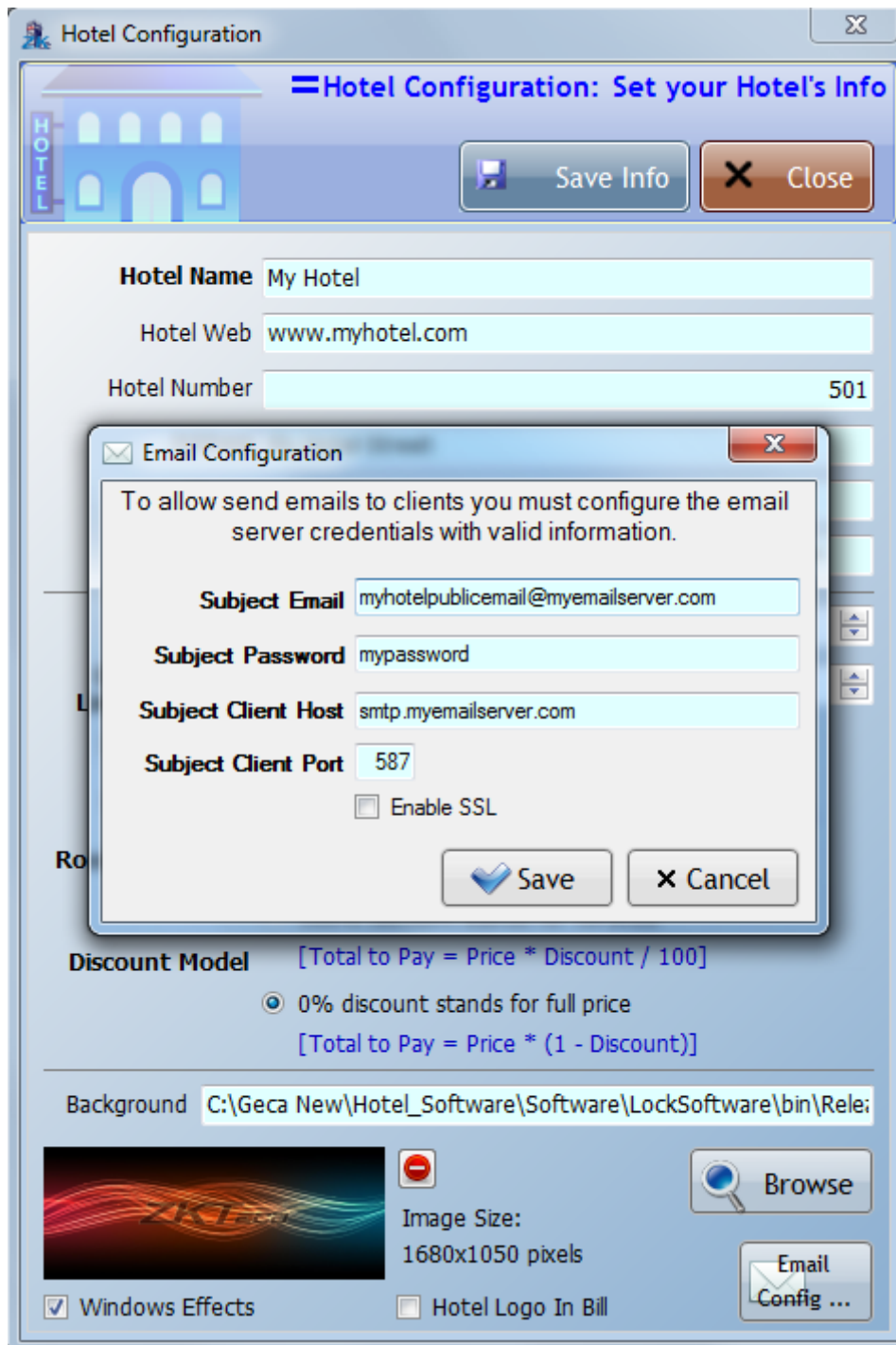
Browse

Windows Effects
 Hotel Logo In Bill

Email Config ...

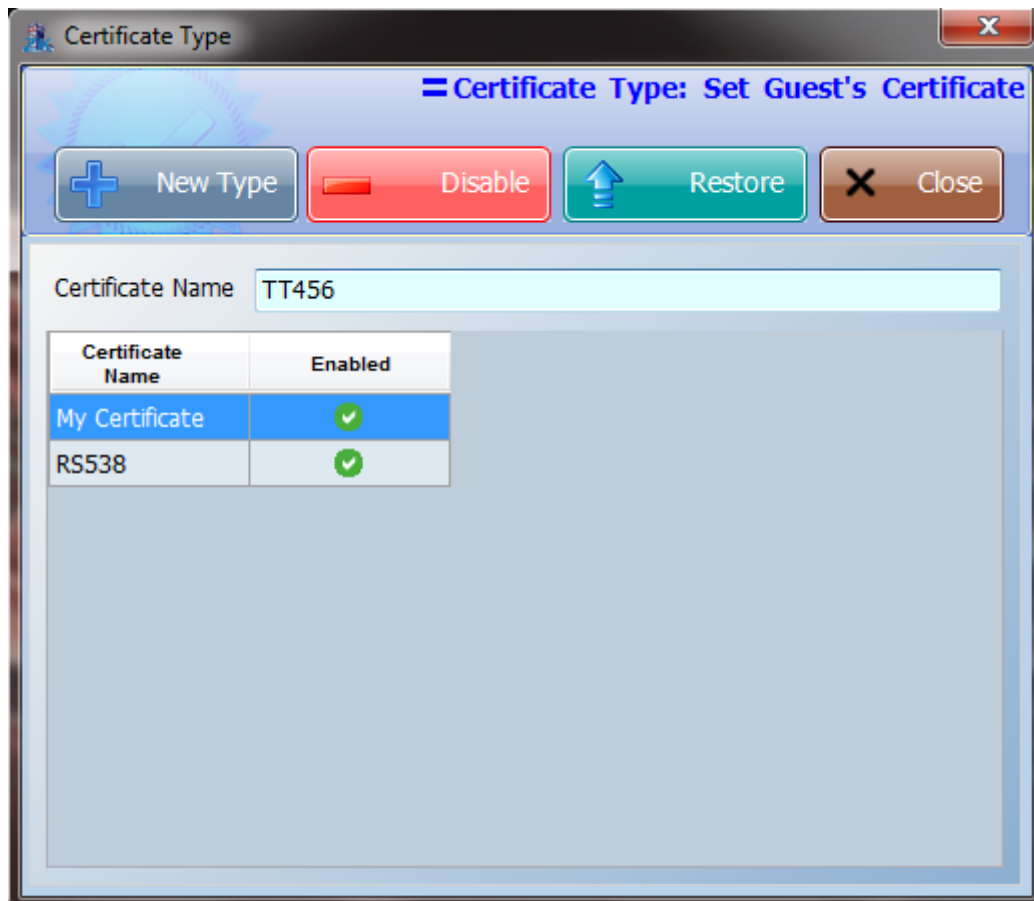
4.1.2 Email Configuration

If you want to send an email notification to Guest email when he reserves a Room, you must have an email created for this purpose. And you need to configure the email credentials on application to allow send emails to clients (consult section 3.1 for more info).




4.2 Certificate Type

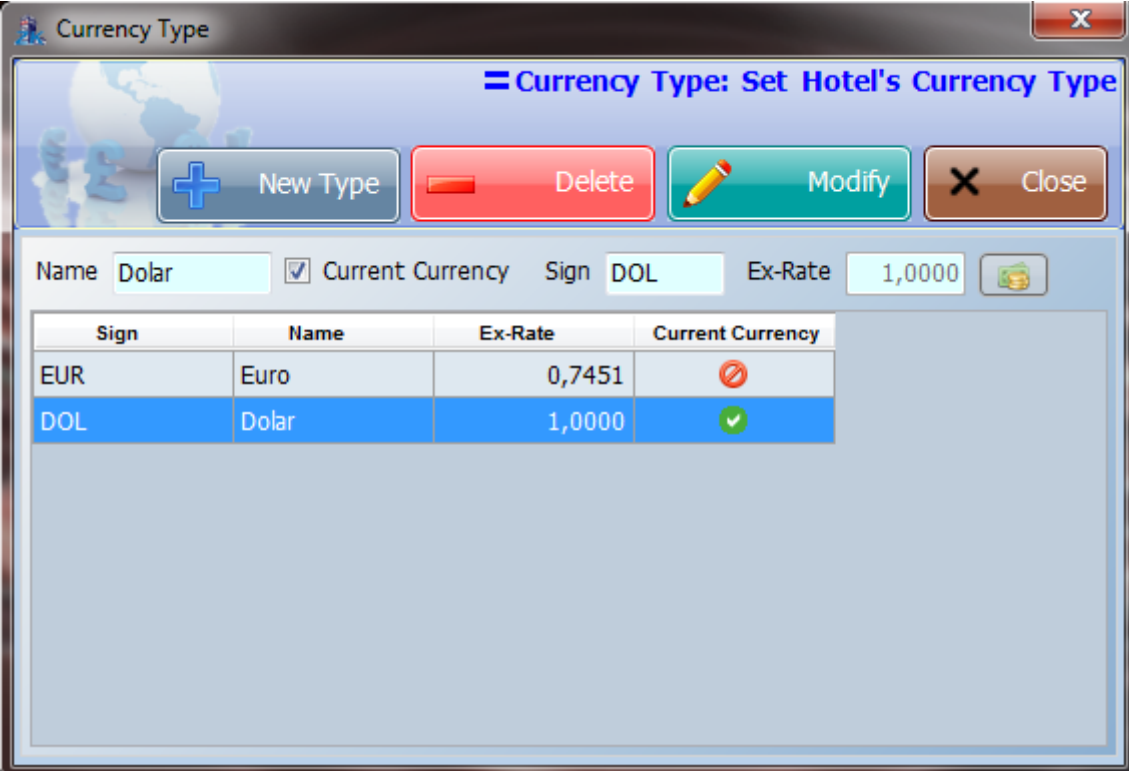
In this form you can add (disable and restore) a Certificate Type used in Check In process.





4.3 Currency Type

In this form you can add (delete and modify) a Currency Type used in Check In process. Note the Ex-Rate field is imputed manually on application and is not subject to market, however if you have an Internet connection you can get the last Ex-Rate online for many Currency's clicking on  button.

You can have many Currency's, but to operate you must define one of them as 'Current Currency', and his Ex-Rate value is automatically set to 1. If you don't define any Currency Type, the 'EURO' Currency (With 'EUR' sign) will be defined automatically by the system as 'Current Currency' with Ex-Rate = 1.



Sign	Name	Ex-Rate	Current Currency
EUR	Euro	0,7451	
DOL	Dolar	1,0000	

4.4 Consumer Settings

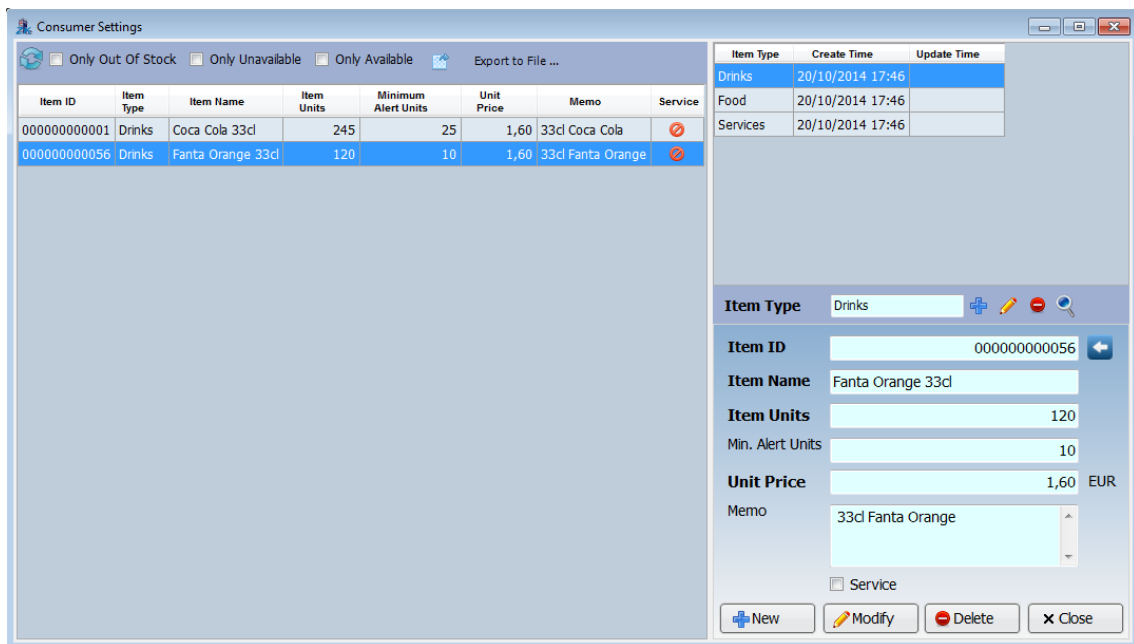
In this form you create and manage the stock of Items you have in the Hotel that the Room Guest's will consume at Hotel.

First you must create 'Item Types' that are Groups of Items, by example, Drinks, Food, Services, etc.

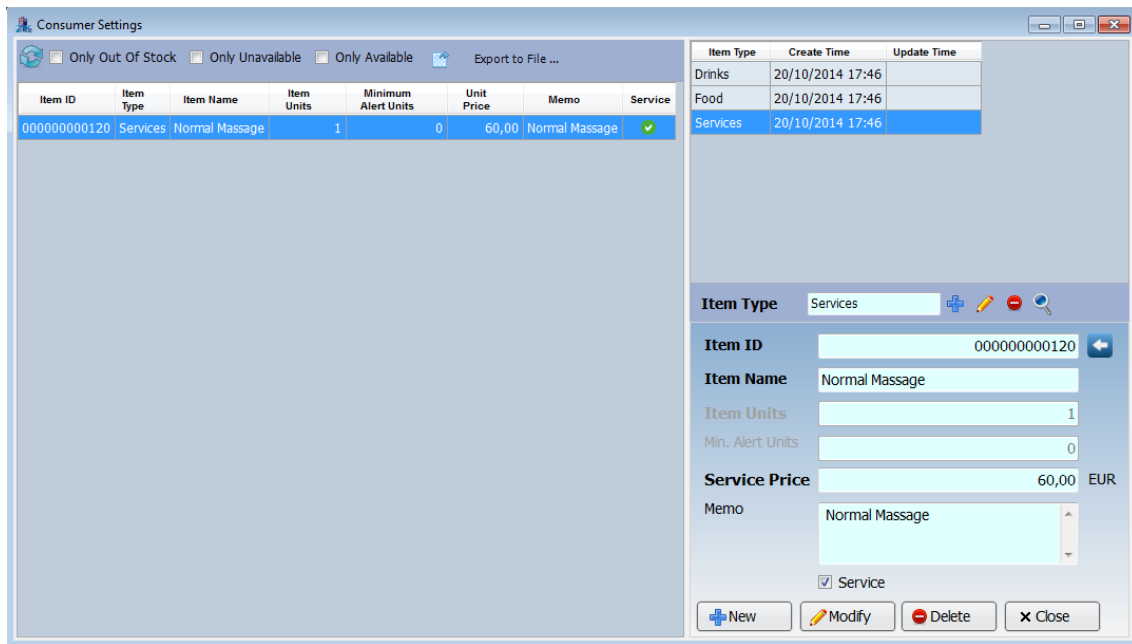
After inputting an 'Item Type', you can create the Items that Group will have. By Example for Drinks Group we can create, items like 'Coca-Cola', 'Beer', 'Water', etc.

The 'Item ID' for each Item must be unique and you can modify or delete it. If an Item don't have stock (Item Units), you can modify it and register more units if you have this Item Units available on Hotel (if the item is not available, with Item Units = 0, you cannot sell it to a Room Guest in Room Center).

The field 'Min. Alert Units' define a minimum number of Units for the selected Item, that the system will alert you to have time to restore the Item stock at hotel, before reach out of stock (consult sections 3.1 and 7.4 for more info).

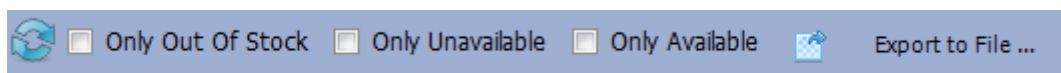


Also you can define an item as a 'Service' checking the check box 'Service'. This define an item as a service and we discard 'Item Units' and 'Min. alert Units', the item units in this case is always 1, and don't decrease when sell the service (also you cannot change this value at 'Commodity Purchase' form for the service item).



In the Items consult, by default we search for all registered Items for a selected Item Type.

We have the option to export the results to an external file and three different search filters.



Only Out Of Stock → This filter only the Items out of Stock, this includes Items without stock and Items with units number \leq 'Min. Alert Units' defined number.

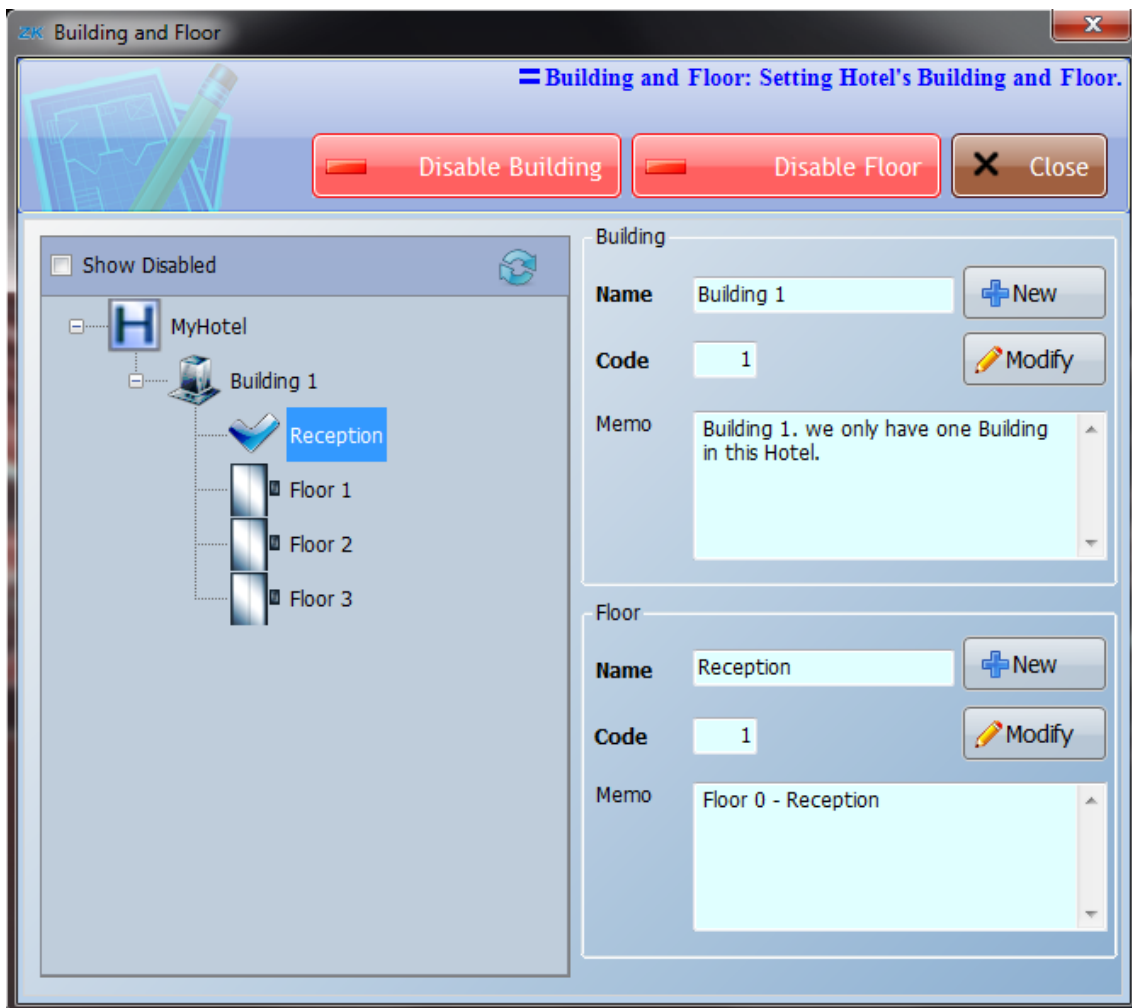
Only Unavailable → This filters only the Items out of Stock (unavailable Items).

Only Available → This filters only the Items with Stock (with at least 1 unit in stock).

5. Room Management

5.1 Building and Floor

In this menu form you create and manage the ‘skeleton’ of your Hotel. You define on the application all the Buildings and Floors you have on your Hotel. You can define a maximum of 255 Buildings and a maximum of 255 Floors per Building. You can Delete a Building that don’t have any Floors created (or all the Floors are disabled), or disable it if have Floors without occupied Rooms. You can Delete a Floor that don’t have any Room created (or all the Rooms are disabled), or disable it if don’t have occupied Rooms.



5.2 Room Type

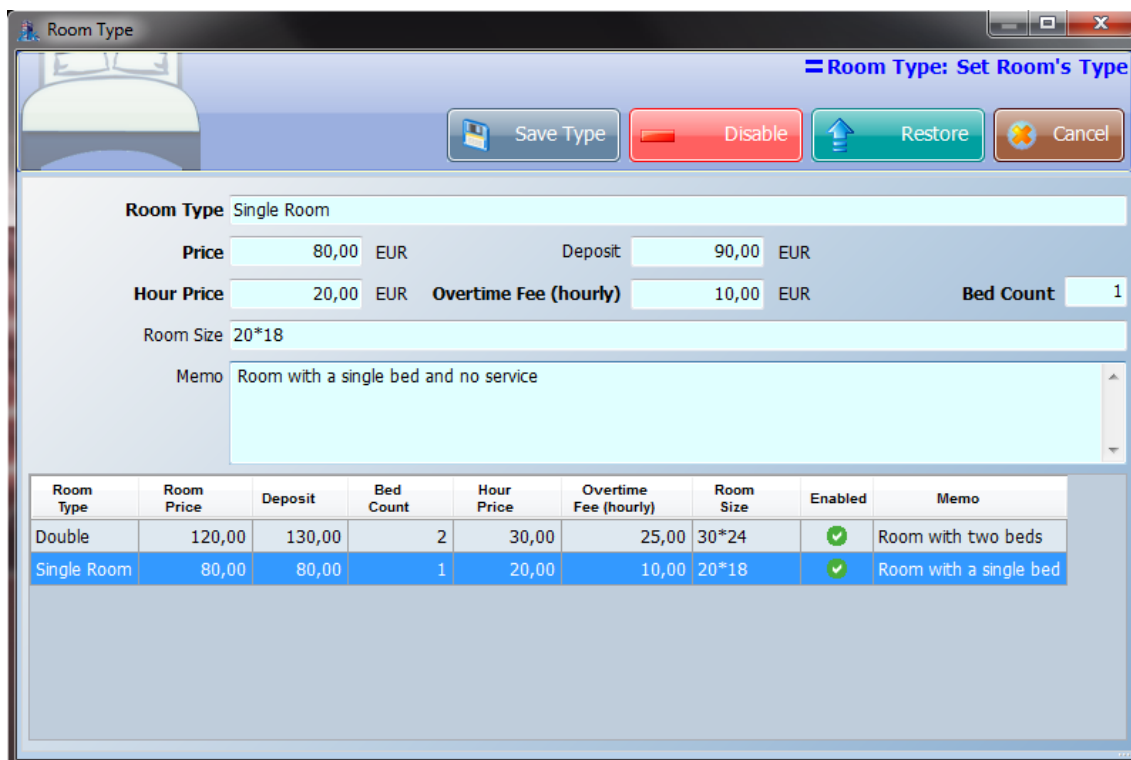
In this menu form you add (disable and restore) the Room Type's you have on your Hotel. You must describe the details of the Room Type like the Room Price; Deposit needed when reserve it and Bed Count. When you register a Guest Check In you need to select the Room Type of the Guest Room.

If we disable a Room Type not used, the Room Type will be deleted. We can select multiple records to disable or delete it at same time.

Room Type	Room Price	Deposit	Bed Count	Hour Price	Overtime Fee (hourly)	Room Size	Enabled	Memo
Single Room	80,00	80,00	1	20,00	10,00	20*18	✓	Room with a single bed

If double click on a Room Type record we can edit it. The 'New Type' button will be the 'Save Type' button and the 'Close' button will be the 'Cancel' button.

We can modify the information of the Room Type and save it or cancel the modification.



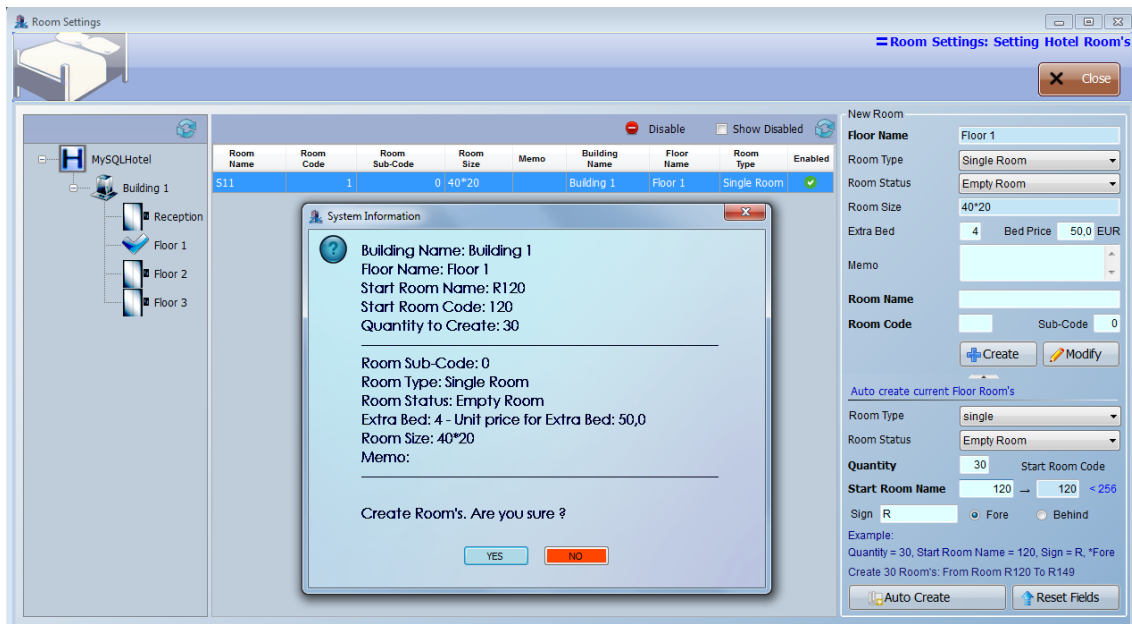
5.3 Room Settings

In this menu form you create and manage the Rooms you have in the Hotel. You can define a maximum of 255 Rooms per Floor (maximum of 255 Room Code and maximum of 15 Sub-Code). You can Delete a Room if the Room never was used, and disable it if the Room was used but currently it is not in use (if don't have a Guest Check In). In the case a Room is disabled you can filter Disabled Rooms on consult and enable it again.

When you create a Room, you must select The Building and Floor at first. You can create a single Room ('Create' button) or modify the info of a single Room ('Modify' button). Also you can create many Rooms in batch ('Auto Create' button).

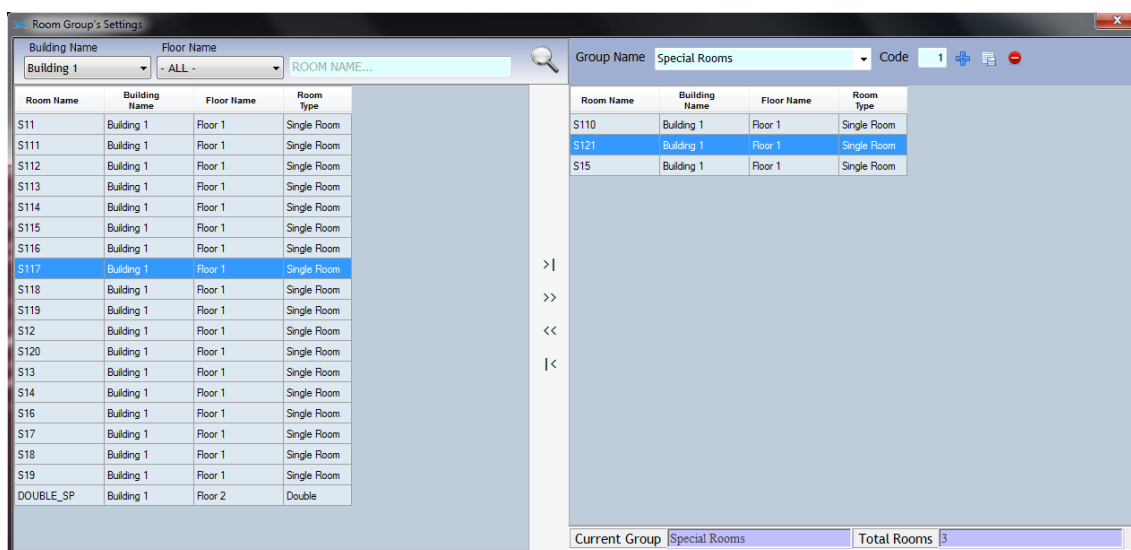
The fast way is create Rooms in batch, but you must respect some rules, on screen you have info and an example to how create 30 Rooms in batch. When you input the 'Start Room Name' (it's a number) the 'Start Room Code' will be generated, this Code cannot be bigger than 256 per Floor. If you want to increase the number in the Room Name or put letters on it, you must input this part of the final Room Name on 'Sign' field. The system automatically will ignore Rooms with the name already exists on Database.

At the beginning of the process we have a resume of the process and need to confirm the process. At the end we have another resume with the results of the process, the Rooms created, discarded Rooms, etc.

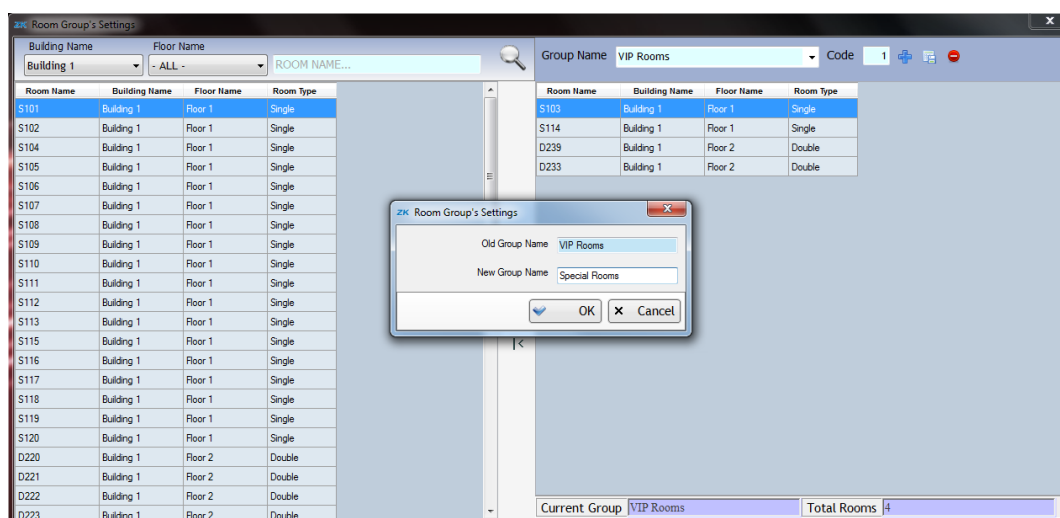


5.4 Room Group's

In this menu form you can create Room Group's. These Groups are to be used with a Group Card or a Group Settings Card. The purpose is to define Groups of Rooms that you can open with the same Card, or to catalog a Group of Rooms (like the 'Better Rooms', 'Normal Rooms', 'VIP Rooms', etc.). You can define a maximum of 99 Room Group Names, and can make any Group with any Hotel Room (or different Group's with the same Rooms). You can add any selected Room from consult (left side) to Group Rooms list (right side) clicking on the middle arrows, or double click on selected Rooms, the same to remove Rooms from Group Rooms list, clicking on selected Rooms from right side.



Also you can delete a Group or edit the Group Name.

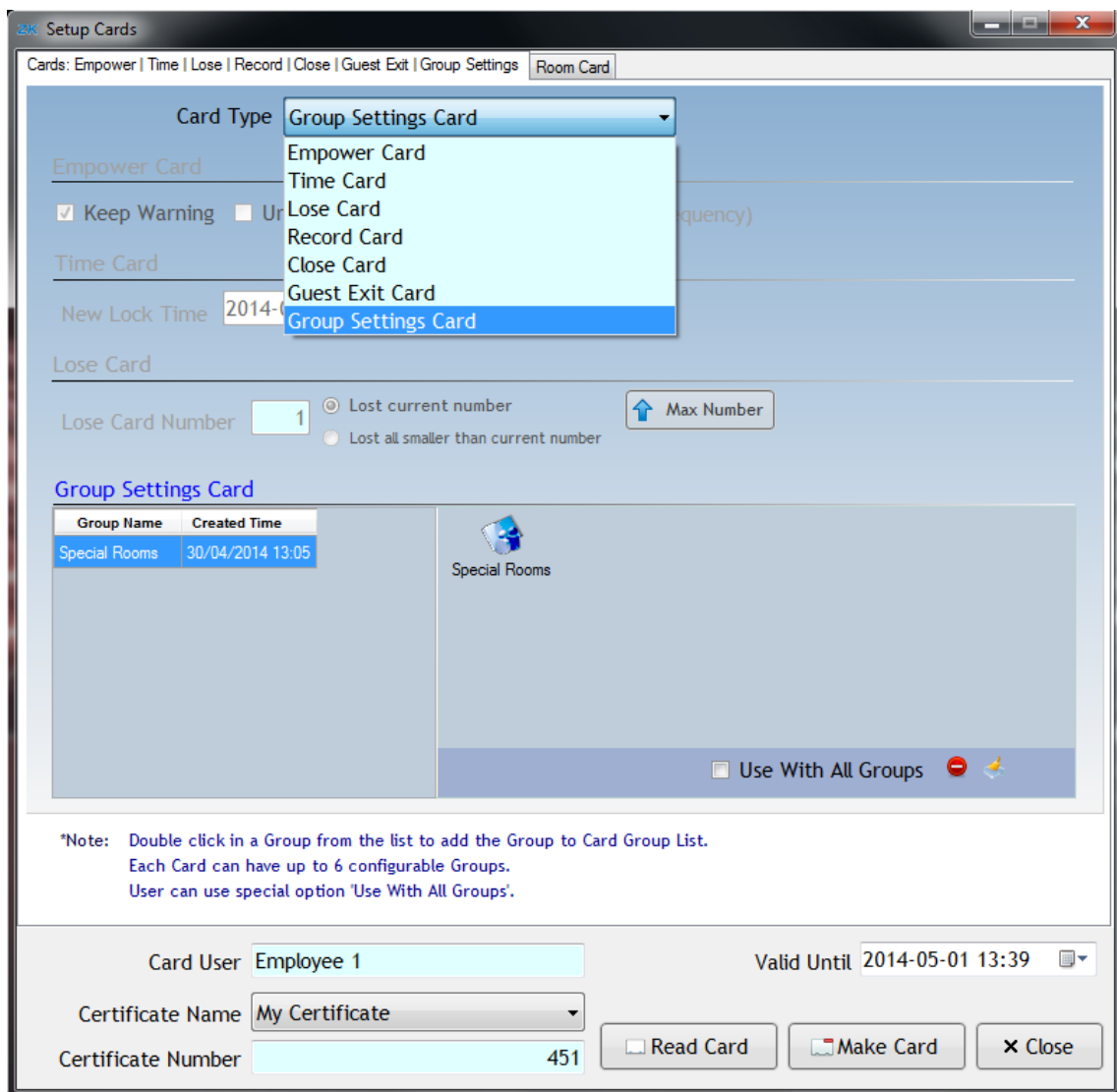


6. Card Management

6.1 Setup Cards

Please note before you configure the Hotel Cards you must have the PC ZK LH500 Mifare Card Reader connected in your PC with application (if don't you will warned by application).

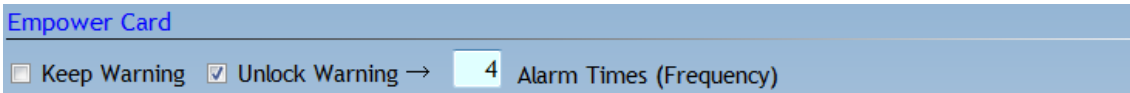
The first step to configure the Hotel Locks is creating an **Empower Card**, **Time Card** and **Room Cards** for all Hotel Rooms you have in your Hotel you want to use with application.



6.1.1 Empower Card

This is used to empower a Hotel Lock. Only after a Hotel Lock is empowered can it react to a corresponding card of the Hotel. Otherwise, it may give out an alarm. The sounds of the alarm are defined in the appendix.

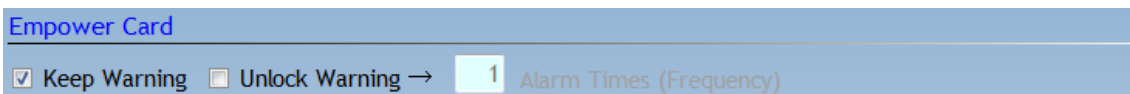
You can select 'Unlock Warning' and specify how many times the alarm will be given.



Empower Card

Keep Warning Unlock Warning → 4 Alarm Times (Frequency)

Or select 'Keep Warning' to disable it.



Empower Card

Keep Warning Unlock Warning → 1 Alarm Times (Frequency)

After selection, put the Card you want to configure in the Card issue area of the Card dispenser, and click 'Make Card' to create the Empower Card (you can use a Mifare s50 or Mifare s70 Card).

Correct configuration: The Card dispenser makes a buzz.

Incorrect configuration: The Card dispenser makes no buzz.

When the Card is checked against a Hotel Lock:

Correct configuration: The green indicator is on, with two buzzes.

Incorrect configuration: The red indicator is on, with 5-15 buzzes.

The sounds of the alarm are defined in the appendix.

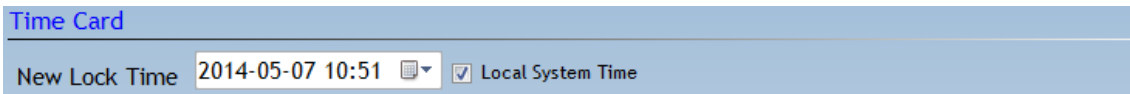
NOTE: An empowered Hotel Lock only will work with our application and selected Database registered Cards (our Hotel initial Configuration for selected DataBase).

To reset the Hotel Door Lock we need to use his unique physical mechanical key, turn the mechanical key and open the Door Lock and hold the key, remove a battery and then put on the battery, the green light rapidly flashing means successfully reset the Door Lock.

6.1.2 Time Card

This is used to configure time for a Hotel Lock. Once configured, a Hotel Lock will have its time synchronized with the local system time. Otherwise, some error alarms, like early expiry or extended use, are likely to occur to an issued Card when checked.

You can either synchronize with the 'Local System Time' or modify the time as necessary.



Time Card

New Lock Time 2014-05-07 10:51 Local System Time

After selection, put the Card you want to configure in the Card issue area of the Card dispenser, and click 'Make Card' to create the Time Card (you can use a Mifare s50 or Mifare s70 Card).

Correct configuration: The Card dispenser makes a buzz.

Incorrect configuration: The Card dispenser makes no buzz.

When the Card is checked against a Hotel Lock:

Correct configuration: The green indicator is on, with two buzzes.

Incorrect configuration: The red indicator is on, with 5-15 buzzes.

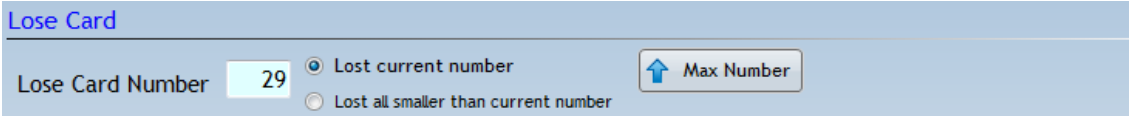
The sounds of the alarm are defined in the appendix.

6.1.3 Lose Card

This is used to report loss of a Card. When a Card is reported lost, the current Hotel Lock will react to it no more.

This is used to restrict access of a Card Number. When access is restricted, the current Hotel Lock will react no more to any Card with a number smaller than the access-restricted Card Number.

You can select 'Lost current number' or 'Lost all smaller than current number' (access-restricted Card Number). Or you can click 'Max Number' to register loss of an access-restricted Card, but this function must be used with caution, because when the configuration is completed, none of the Cards issued previously will be valid any more to the configured Lock.



Lose Card

Lose Card Number Lost current number Lost all smaller than current number

After selection, put the Card you want to configure in the Card issue area of the Card dispenser, and click 'Make Card' to create the Lose Card (you can use a Mifare s50 or Mifare s70 Card).

Correct configuration: The Card dispenser makes a buzz.

Incorrect configuration: The Card dispenser makes no buzz.

When the Card is checked against a Hotel Lock:

Correct configuration: The green indicator is on, with two buzzes.

Incorrect configuration: The red indicator is on, with 5-15 buzzes.

The sounds of the alarm are defined in the appendix.

6.1.4 Record Card

This is used to read the opening records of a Hotel Lock.

After selection, put the Card you want to configure in the Card issue area of the Card dispenser, and click 'Make Card' to create the Record Card **(you can only use a Mifare s70 Card because you need extra capacity to read it in the menu form 'Search Lock Logs')**.

Correct configuration: The Card dispenser makes a buzz.

Incorrect configuration: The Card dispenser makes no buzz.

When the Card is checked against a Hotel Lock:

Correct configuration: The green indicator is on, with two buzzes.

Incorrect configuration: The red indicator is on, with 5-15 buzzes.

The sounds of the alarm are defined in the appendix.

6.1.5 Close Card

This is a Card used to disable all the current Hotel Lock. Any Hotel Lock to which this Card has been applied will react no more to any Card, and can be enabled by applying the Empower Card to it.

After selection, put the Card you want to configure in the Card issue area of the Card dispenser, and click 'Make Card' to create the Close Card (you can use a Mifare s50 or Mifare s70 Card).

Correct configuration: The Card dispenser makes a buzz.

Incorrect configuration: The Card dispenser makes no buzz.

When the Card is checked against a Hotel Lock:

Correct configuration: The green indicator is on, with two buzzes.

Incorrect configuration: The red indicator is on, with 5-15 buzzes.

The sounds of the alarm are defined in the appendix.

6.1.6 Guest Exit Card

This is used to Check Out in a Room Door Lock, if by example you have registered a Guest Check Out without Card. Once configured, any Guest Card can no longer open the Door. To restore the Door Lock you must pass the 'Room Card' again on it.

After selection, put the Card you want to configure in the Card issue area of the Card dispenser, and click 'Make Card' to create the Guest Exit Card (you can use a Mifare s50 or Mifare s70 Card).

Correct configuration: The Card dispenser makes a buzz.

Incorrect configuration: The Card dispenser makes no buzz.

When the Card is checked against a Hotel Lock:

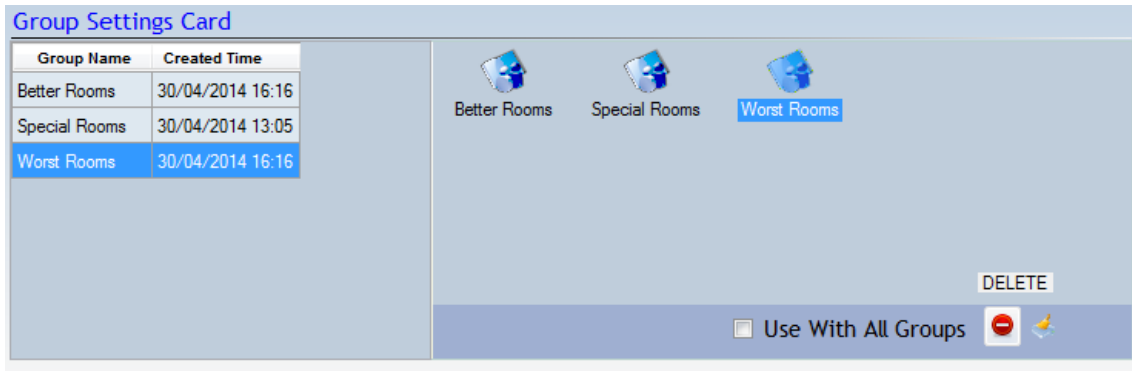
Correct configuration: The green indicator is on, with two buzzes.

Incorrect configuration: The red indicator is on, with 5-15 buzzes.

The sounds of the alarm are defined in the appendix.

6.1.7 Group Settings Card

This Card is used to set the Group Type to which the current Hotel Lock belongs. When a configured Group Number Card is used to open a Door, only if the Card is a member of the Group to which the Lock belongs can the Lock be opened.



*Note: Double click in a Group from the list to add the Group to Card Group List.
Each Card can have up to 6 configurable Groups.
User can use special option 'Use With All Groups'.

You can set directly all Groups checking the option 'Use With All Groups'. With double-click a listed Group you can add a corresponding Group. Each Group Settings Card can contain up to 6 Groups. You need at least 1 Group to configure the Card, and you can delete a selected Group or all from the list.

After selection, put the Card you want to configure in the Card issue area of the Card dispenser, and click 'Make Card' to create the Group Settings Card (you can use a Mifare s50 or Mifare s70 Card).

Correct configuration: The Card dispenser makes a buzz.

Incorrect configuration: The Card dispenser makes no buzz.

When the Card is checked against a Hotel Lock:

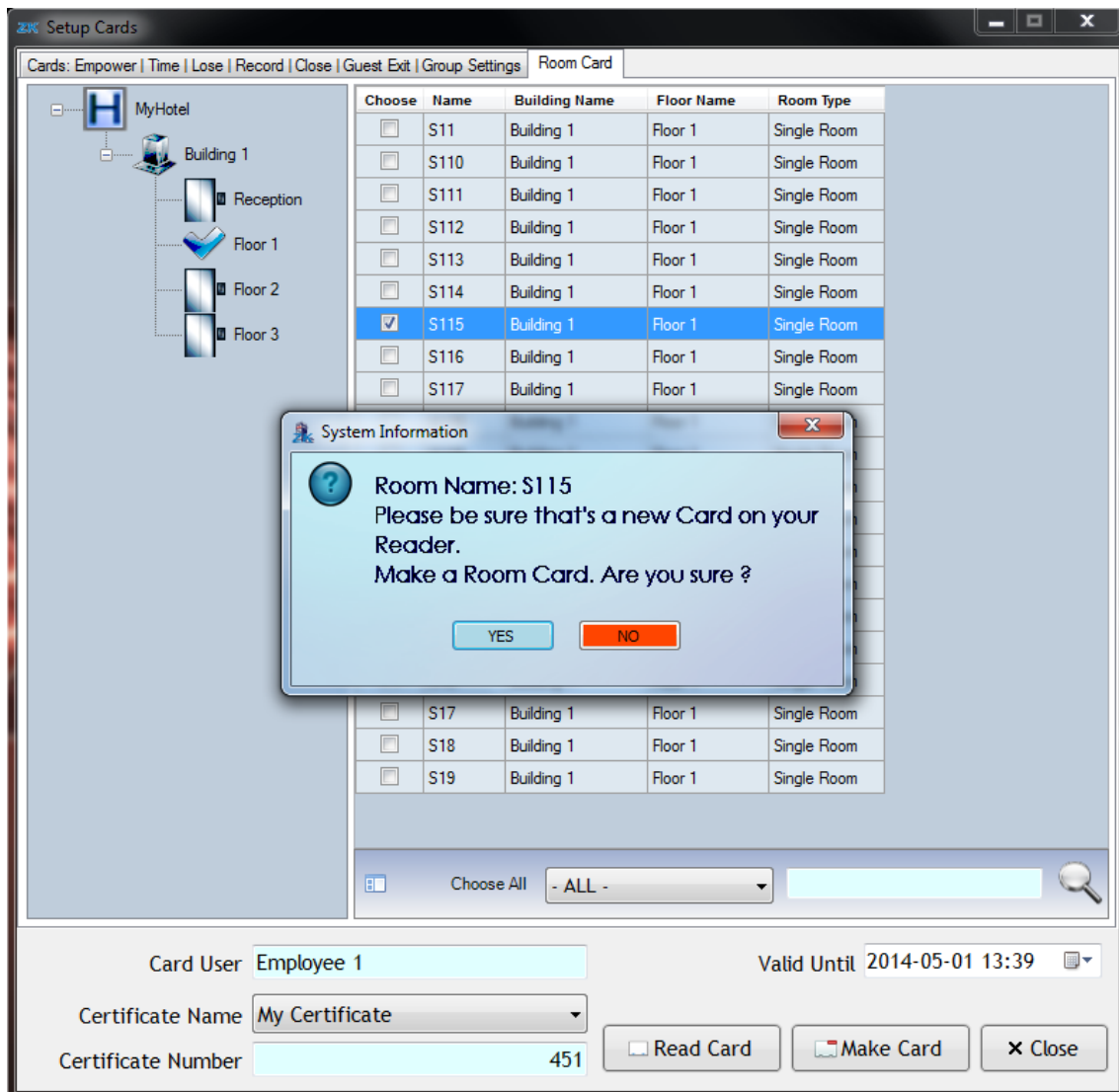
Correct configuration: The green indicator is on, with two buzzes.

Incorrect configuration: The red indicator is on, with 5-15 buzzes.

The sounds of the alarm are defined in the appendix.

6.1.8 Room Card

This is used to configure a Lock address for a Hotel Lock. In Setup Card form click on 'Room Card' tab and use search icon to find Empty Rooms. Select a Floor to view the Rooms on it, and tick the Rooms you want to configure.



After selection, put the Card you want to configure in the Card issue area of the Card dispenser, and click 'Make Card' to create the Room Card (you can use a Mifare s50 or Mifare s70 Card).

Correct configuration: The Card dispenser makes a buzz.

Incorrect configuration: The Card dispenser makes no buzz.

When the Card is checked against a Hotel Lock:

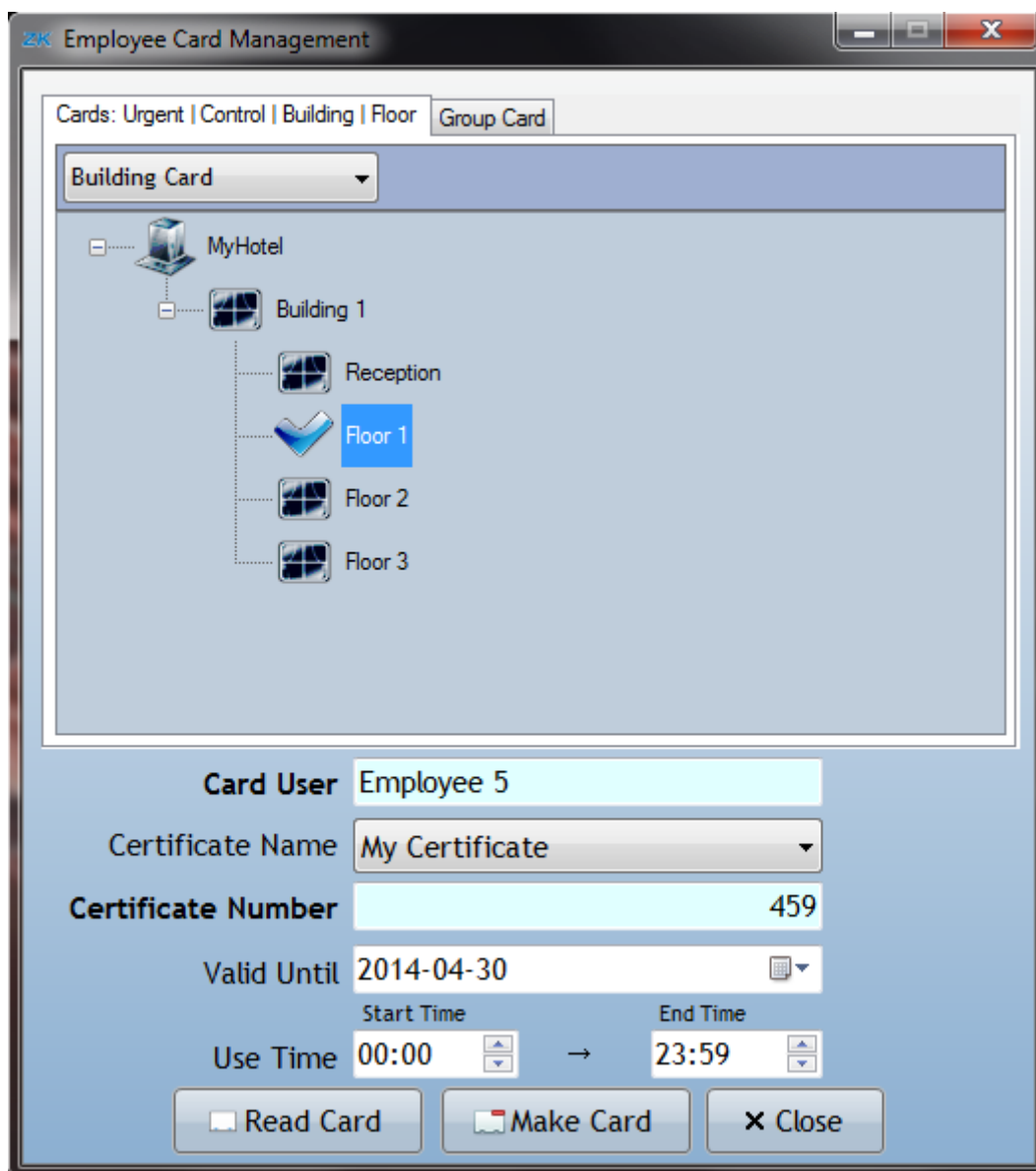
Correct configuration: The green indicator is on, with two buzzes.

Incorrect configuration: The red indicator is on, with 5-15 buzzes.

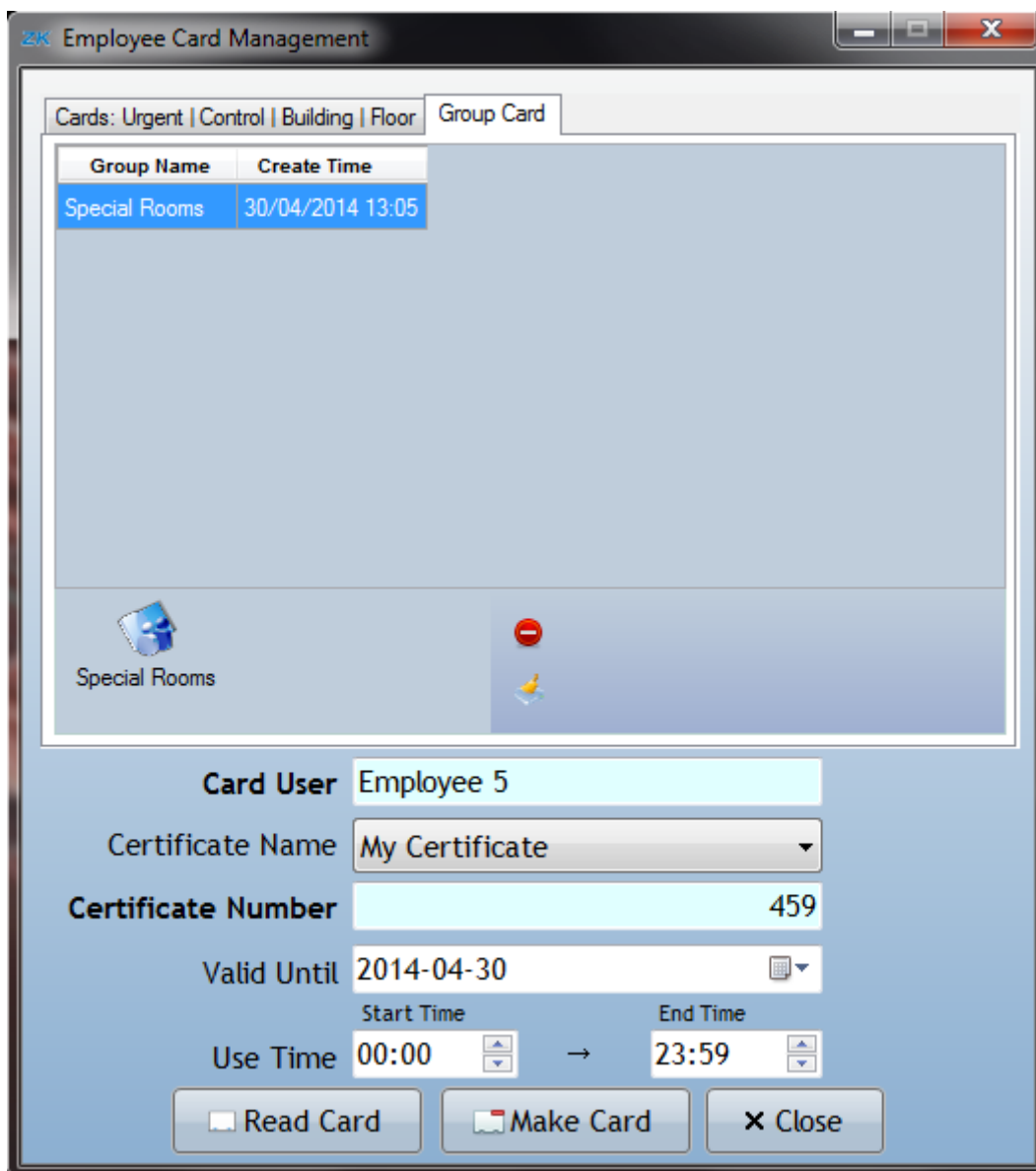
The sounds of the alarm are defined in the appendix.

6.2 Employee Cards

The Employee Cards include an Urgent Card, Control Card, Building Card, Floor Card, and Group Card. The first four types of cards have the same setting interface, as shown in the figure above.

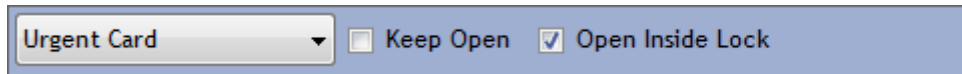


A Group Card has a separate setting interface as follows:



6.2.1 Urgent Card

This is used to open a Door in emergency. It can open any Door. You can select the 'Open Inside Lock' and 'Keep Open' functions.



The image shows a configuration interface for an Urgent Card. It consists of a dropdown menu on the left with the text 'Urgent Card' and a downward arrow. To the right of the dropdown are two checkboxes. The first checkbox is labeled 'Keep Open' and is unchecked. The second checkbox is labeled 'Open Inside Lock' and is checked.

When 'Keep Open' is ticked, the Door will be opened and not closed until a new Urgent Card or Control Card are applied again having disabled the option 'Keep Open' on his configuration.

When 'Open Inside Lock' is ticked, even a Door that is locked inside can be opened.

Besides, remember to configure Valid Date and Use Time, only within which can the Card be valid.

After selection, put the Card you want to configure in the Card issue area of the Card dispenser, and click 'Make Card' to configure the Urgent Card (you can use a Mifare s50 or Mifare s70 Card).

Correct configuration: The Card dispenser makes a buzz.

Incorrect configuration: The Card dispenser makes no buzz.

When the Card is checked against a Hotel Lock:

Correct configuration: The green indicator is on, with a buzz.

Constantly open: The green indicator is on, with one buzz (the Lock is opened or closed).

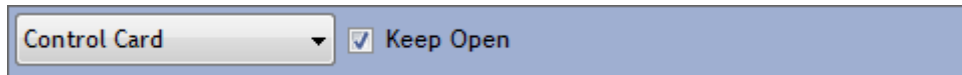
Ordinarily open: The green indicator turns on, with one buzz (the Lock is opened, and the Door can be opened); the green indicator is kept on for about 5 seconds before the green and red indicators blink in turn, indicating the Door is going to open, and finally there sounds one buzz (the Lock is closed, and the Door can no longer be opened).

Incorrect configuration: The red indicator is on, with 5-15 buzzes.

The sounds of the alarm are defined in the appendix.

6.2.2 Control Card

This is used for general control of the Hotel. It is actually equivalent to the Urgent Card, as it can open any Door, but in this case you can only select the option 'Keep Open'.



When 'Keep Open' is ticked, the Door will be opened and not closed until a new Control Card or Urgent Card are applied again having disabled the option 'Keep Open' on his configuration.

Besides, remember to configure Valid Date and Use Time, only within which can the Card be valid.

After selection, put the Card you want to configure in the Card issue area of the Card dispenser, and click 'Write Card' to configure the Control Card (you can use a Mifare s50 or Mifare s70 Card).

Correct configuration: The Card dispenser makes a buzz.

Incorrect configuration: The Card dispenser makes no buzz.

When the Card is checked against a Hotel Lock:

Correct configuration: The green indicator is on, with a buzz.

Constantly open: The green indicator is on, with one buzz (the Lock is opened or closed).

Ordinarily open: The green indicator turns on, with one buzz (the Lock is opened, and the Door can be opened); the green indicator is kept on for about 5 seconds before the green and red indicators blink in turn, indicating the Door is going to open, and finally there sounds one buzz (the Lock is closed, and the Door can no longer be opened).

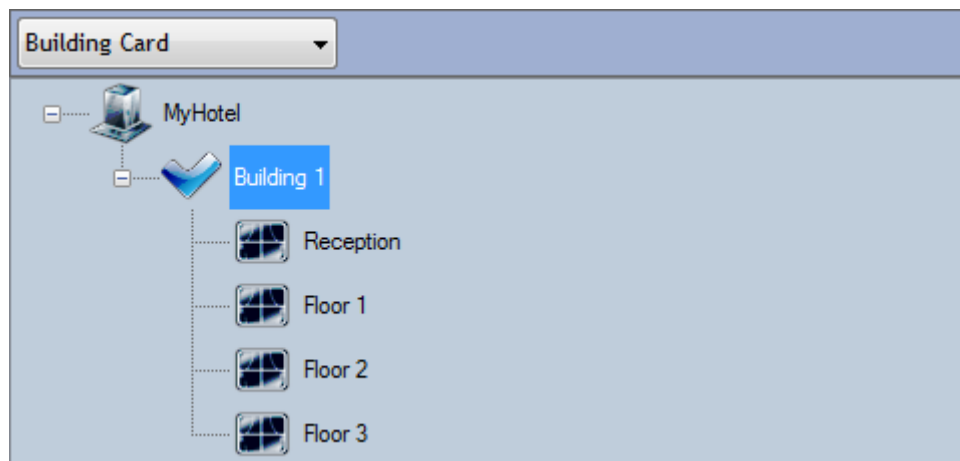
Incorrect configuration: The red indicator is on, with 5-15 buzzes.

The sounds of the alarm are defined in the appendix.

6.2.3 Building Card

This Card can be used to open all the Rooms in the configured Building (ordinarily open).

Select the Building you want to configure:



Besides, remember to configure Valid Date and Use Time, only within which can the Card be valid.

After selection, put the Card you want to configure in the Card issue area of the Card dispenser, and click 'Write Card' to configure the Building Card (you can use a Mifare s50 or Mifare s70 Card).

Correct configuration: The Card dispenser makes a buzz.

Incorrect configuration: The Card dispenser makes no buzz.

When the Card is checked against a Hotel Lock:

Correct configuration: The green indicator turns on, with one buzz (the Lock is opened, and the Door can be opened); the green indicator is kept on for about 5 seconds before the green and red indicators blink in turn, indicating the Door is going to open, and finally there sounds one buzz (the Lock is closed, and the Door can no longer be opened).

Incorrect configuration: The red indicator is on, with 5-15 buzzes.

The sounds of the alarm are defined in the appendix.

6.2.4 Floor Card

This Card can be used to open all the Rooms on the configured Floor (ordinarily open).

Select the Floor you want to configure:



Besides, remember to configure Valid Date and Use Time, only within which can the Card be valid.

After selection, put the Card you want to configure in the Card issue area of the Card dispenser, and click 'Write Card' to configure the Floor Card (you can use a Mifare s50 or Mifare s70 Card).

Correct configuration: The Card dispenser makes a buzz.

Incorrect configuration: The Card dispenser makes no buzz.

When the Card is checked against a Hotel Lock:

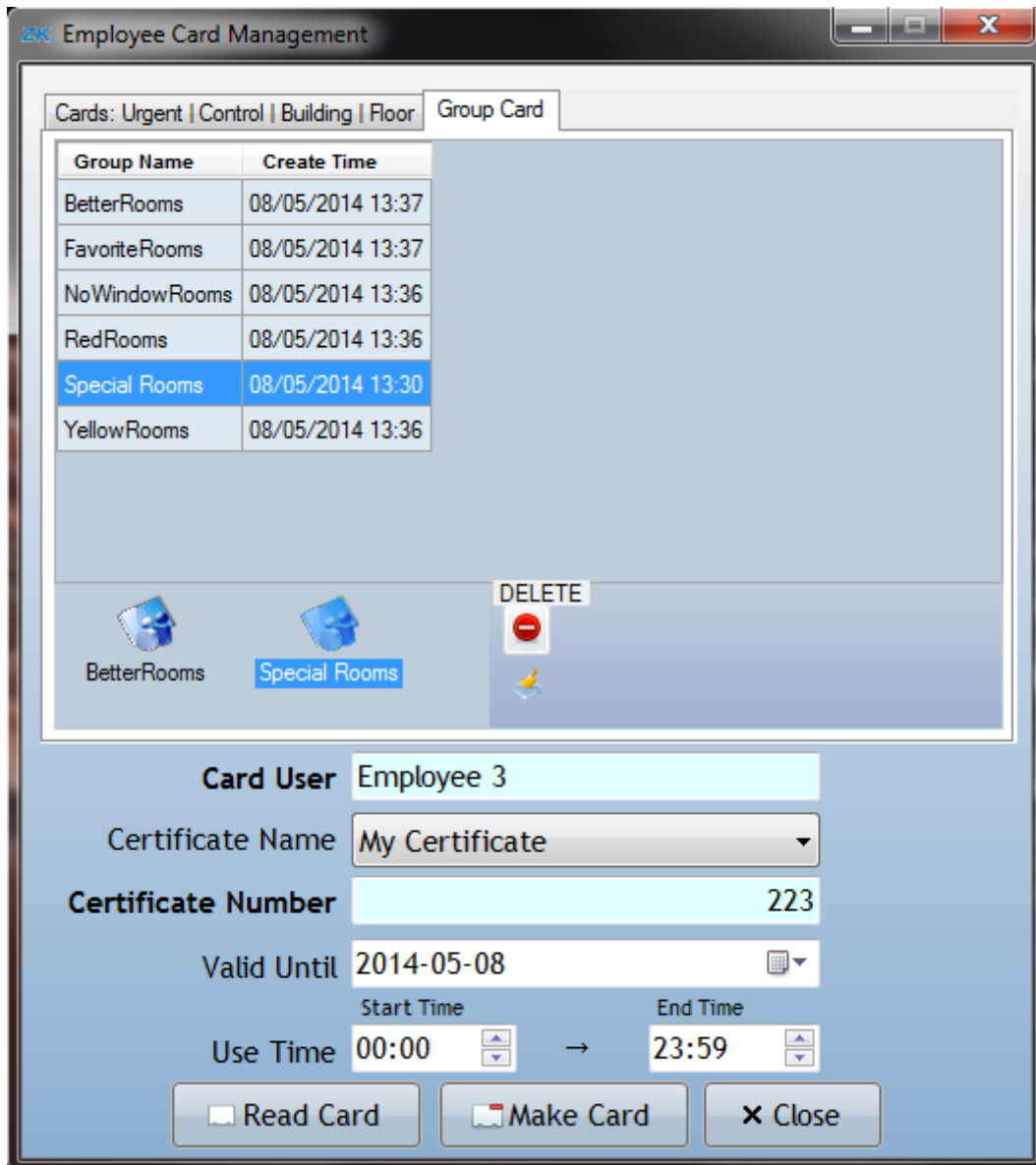
Correct configuration: The green indicator turns on, with one buzz (the Lock is opened, and the Door can be opened); the green indicator is kept on for about 5 seconds before the green and red indicators blink in turn, indicating the Door is going to open, and finally there sounds one buzz (the Lock is closed, and the Door can no longer be opened).

Incorrect configuration: The red indicator is on, with 5-15 buzzes.

The sounds of the alarm are defined in the appendix.

6.2.5 Group Card

This Card will use to open all Room Doors that belong to the Card Group's. With double-click a listed Group you can add a corresponding Group. You can have a maximum of 2 Groups per Group Card. You need at least 1 Group to configure the Card, and you can delete a selected Group or all from the list.



After selection, put the Card you want to configure in the Card issue area of the Card dispenser, and click 'Make Card' to create the Group Card (you can use a Mifare s50 or Mifare s70 Card).

Correct configuration: The Card dispenser makes a buzz.

Incorrect configuration: The Card dispenser makes no buzz.

When the Card is checked against a Hotel Lock:

Correct configuration: The green indicator is on, with two buzzes.

Incorrect configuration: The red indicator is on, with 5-15 buzzes.

The sounds of the alarm are defined in the appendix.

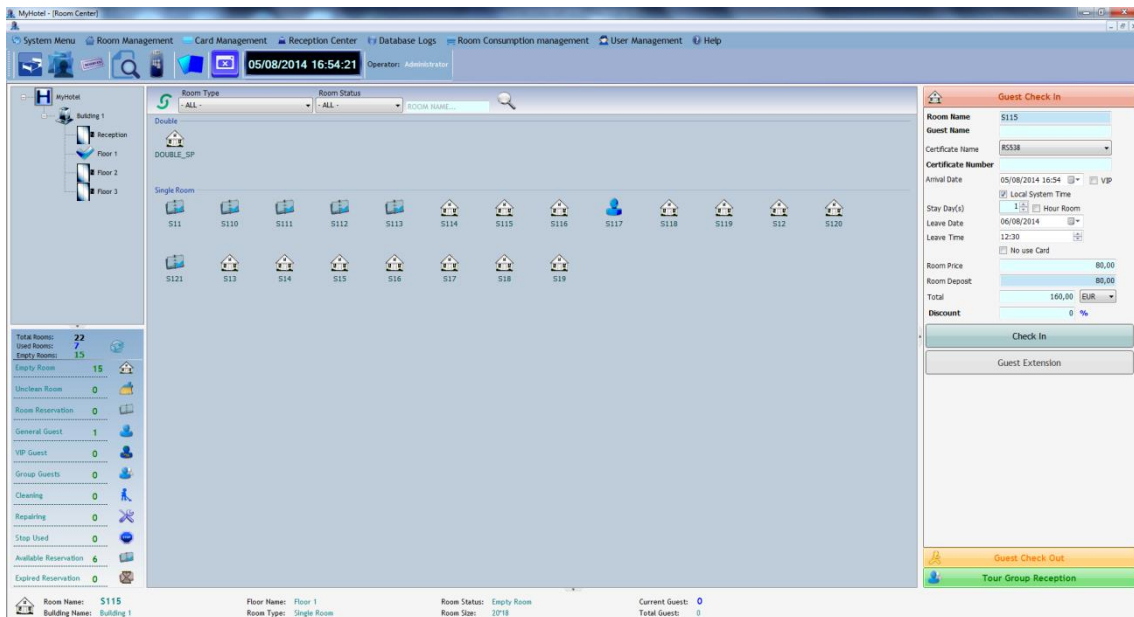
7. Reception Center

7.1 Room Center

7.1.1 Room Center Main Interface

This form is the main menu form of the application, when the application is already configured and ready to use, when you login into the application, it will be maximized to all the region of your Desktop.

Basically this is the center of operations, and all the principal operations for Hotel Guest Check In/Guest Check Out will made on this form.



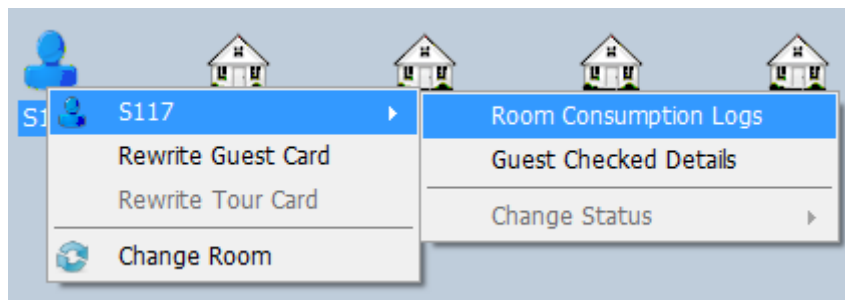
On the left side we have a list of all Buildings and Floors of the Hotel, and at bottom left we have Statistics with info about all Occupied Rooms, Empty Rooms and the Room Status we have at each moment registered on the system.

In the middle at top we have search options to find the Rooms in Hotel; we can filter by Room Type, Room Status and Room Name. At middle center we have the Rooms from consult; the icon indicates the Room Type (we can see what Room Type is in the Statistics from the left).

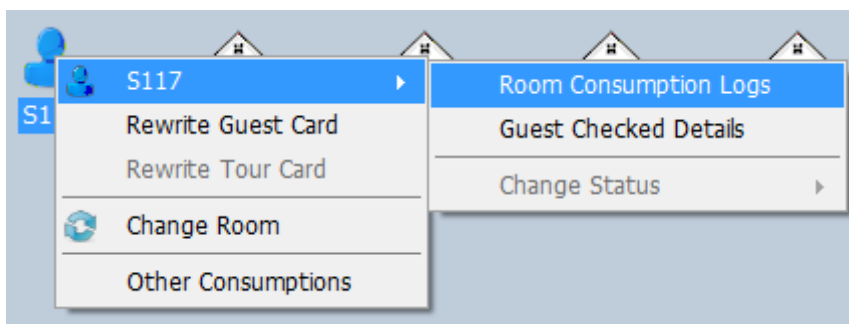
When select a Room from the list, we can make operations for this Room clicking right mouse button, a pop up menu will be visible, on this menu by example we can consult Room Consumption Logs, Guest Checked Details, change the status of the Room from 'Unclean Room' to 'Empty Room' and vice versa.

We also can rewrite the Guest Card or Tour Card if the Guest misses this Card, also we can change an Occupied Room to another similar Empty Room.

And finally we can have the option to register other consumptions of the Room, like products or services we sell on Hotel to Guest Room clients. This option doesn't appear by default, by default we need to enter the menu 'Room Consumption Management → Commodity Purchase' to do this using the Guest Card.



Only if we have the option NeedCardRoomConsumer=0 in options external file ZKEUBioSafelock.ini, we can access here to this option (consult section 3.1 for more info).

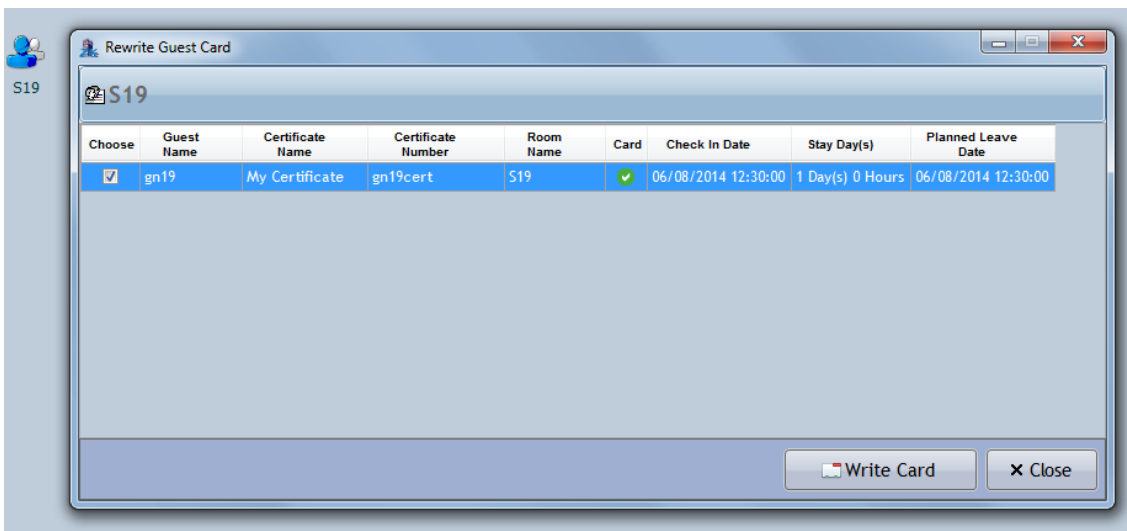


At middle bottom we have information about the selected Room and finally at the right side we have a complete menu with main 'Guest Check In', 'Guest Check Out' and 'Tour Group Reception' operations.

All the operations of this menu form will describe in the next sections.

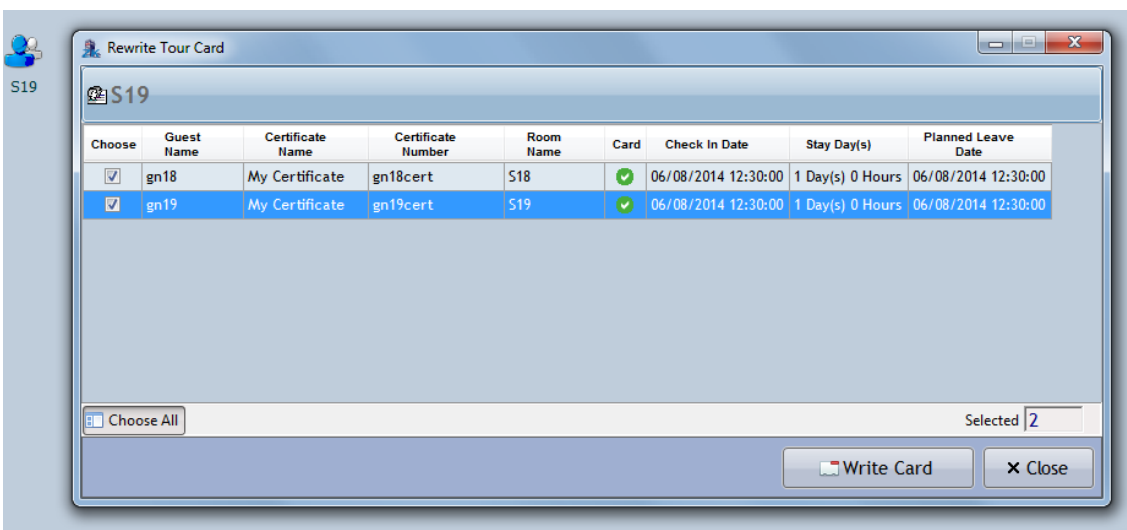
7.1.1.1 Rewrite Guest Card

We can rewrite the Guest Card for an Occupied Room (Guest Room) if by example the Guest misses this Card or we want more Cards to access the same Room Door.



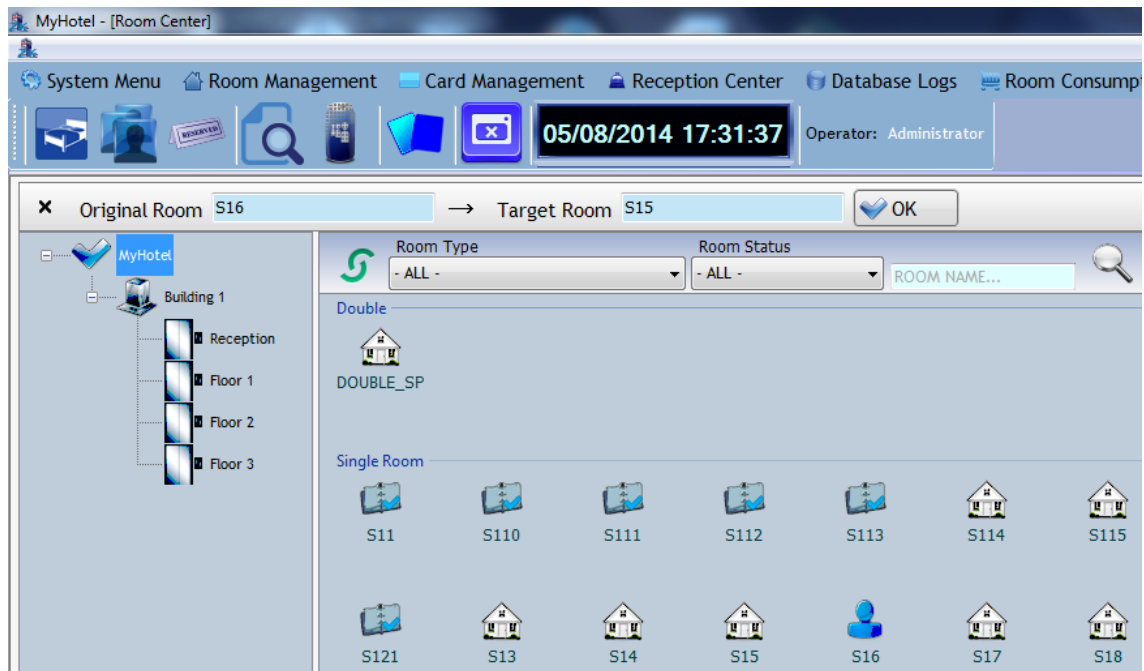
7.1.1.2 Rewrite Tour Card

We can rewrite all the Group Guest Cards for an Occupied Room (Group Guests) if by example one of the Guest misses this Card, or when we register a Check In without create the Guest Card or we want more Cards to access the same Room Door. We can select all Group Guest Cards and write one by one, or select only the Cards we want. When a Guest Card is written we need to change to next Card on Card Writer device.



7.1.1.3 Change Room

We can change an Occupied Room to another similar Empty Room. When choose this option a menu at top will we appear, on the left side we have the Occupied Room we select, and at this point we need to select an Empty Room from the consult, if the Room is valid it will appears on the right side of this menu.

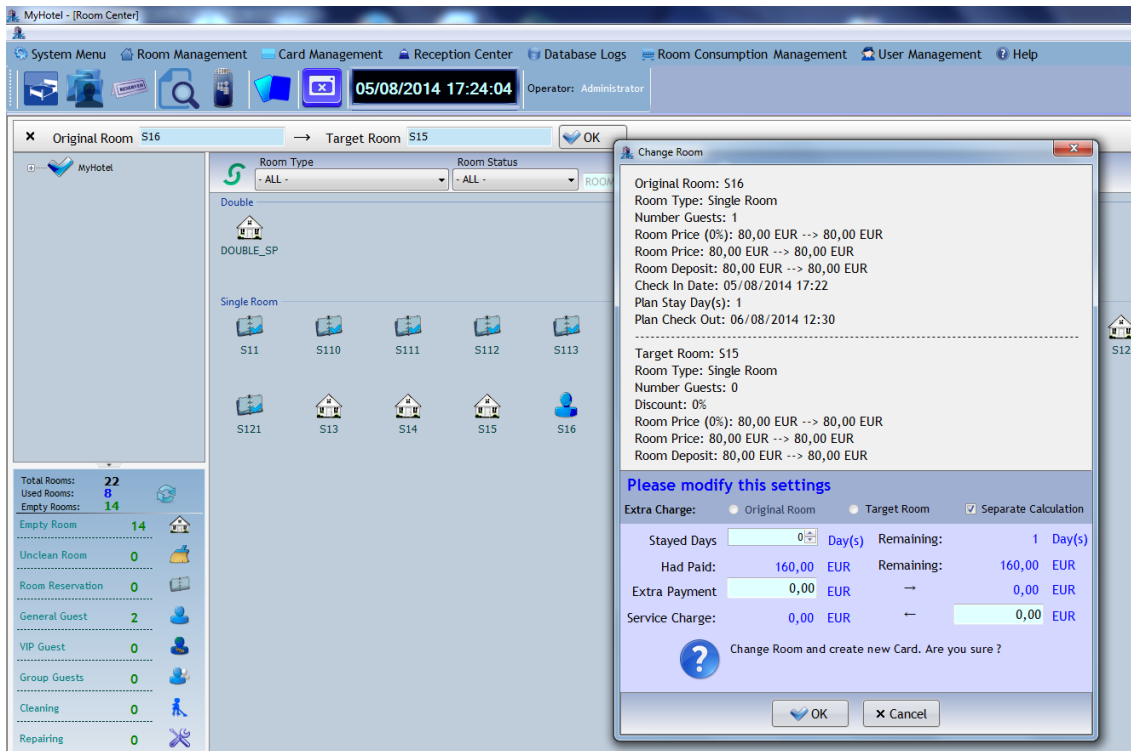


When click 'OK' button a resume form will appear with all the info about the operation.

On this form we have some parameters we can configure:

The 'Stayed Days' field, where we can change the Day's the Guest has stayed on the old Room (if for some reason we want to change that number, because it's calculated by the system).

The 'Extra Payment' field, by default comes null, but if this operation it's not free, we can set the price of the operation on this field.



Different types of rooms have different price. When the Guests change the room, it will generate the price difference.

There is different Charging standard (Extra Charge fields):

Please modify this settings

Extra Charge: Original Room Target Room Separate Calculation

Stayed Days	<input type="text" value="0"/>	Day(s)	Remaining:	<input type="text" value="1"/>	Day(s)
Had Paid:	<input type="text" value="160,00"/>	EUR	Remaining:	<input type="text" value="160,00"/>	EUR
Extra Payment	<input type="text" value="0,00"/>	EUR	→	<input type="text" value="0,00"/>	EUR
Service Charge:	<input type="text" value="0,00"/>	EUR	←	<input type="text" value="0,00"/>	EUR

Original Room: During the change room, the charge is previous room price.

Target Room: During the change room, the charge is new room price.

Separate Calculation: From the time you when checking in to the time when changing to another room, the extra charge equals to previous room price; while from the time when you change to another to the time of checking out, the extra charge equals to the new room price.

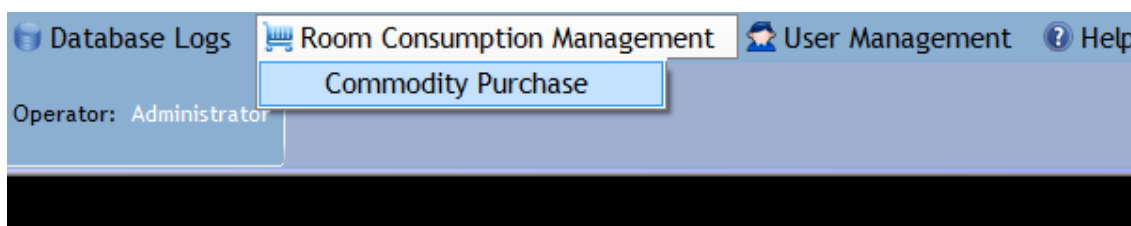
At the end we need to click 'OK' to confirm, after that the form to create/update the Guest Card is show, and we can update the Guest Room Card with the new Hotel Guest Room info.

If we not update here the Card, later we can do that using the option 'Rewrite Guest Card' selecting the new Guest Room.

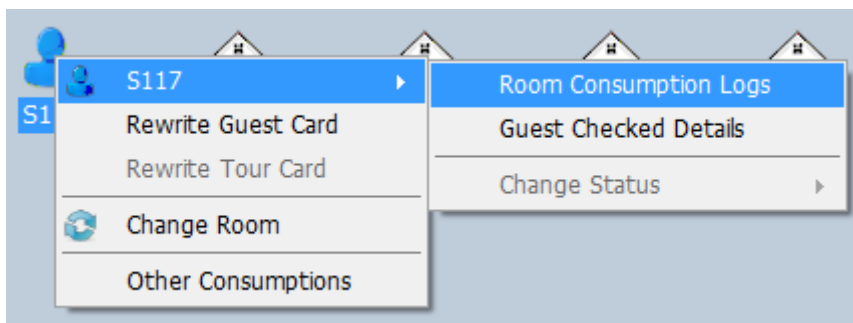
7.1.1.4 Other Consumer

In this menu form we can register other consumptions of the selected Room, like products or services we sell on Hotel to Guest Room clients.

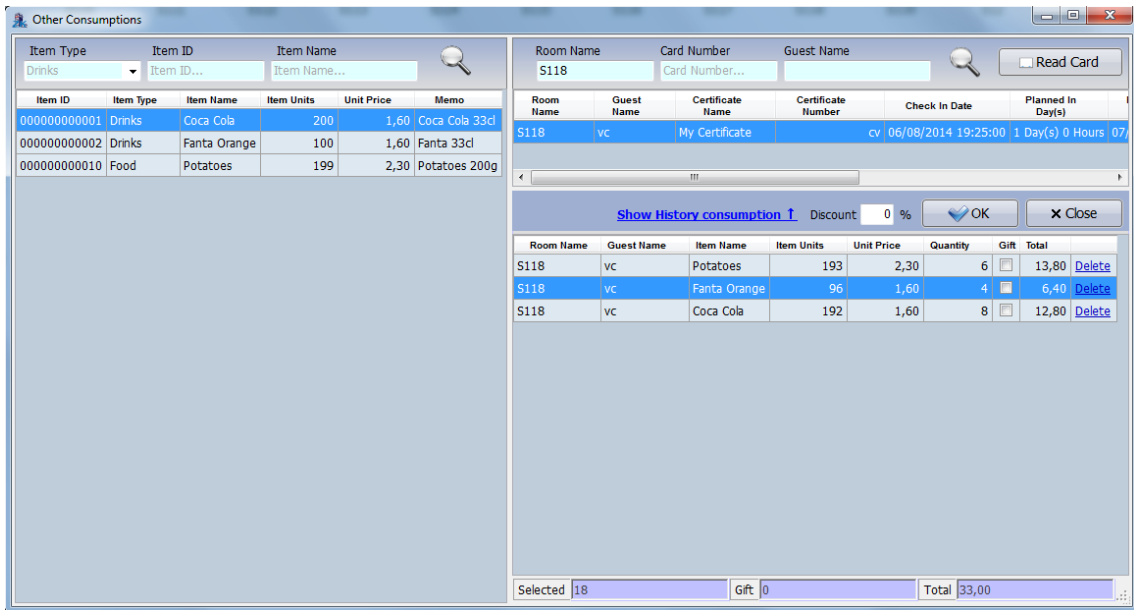
By default we need to enter the menu 'Room Consumption Management → Commodity Purchase' to do this using the Guest Card.



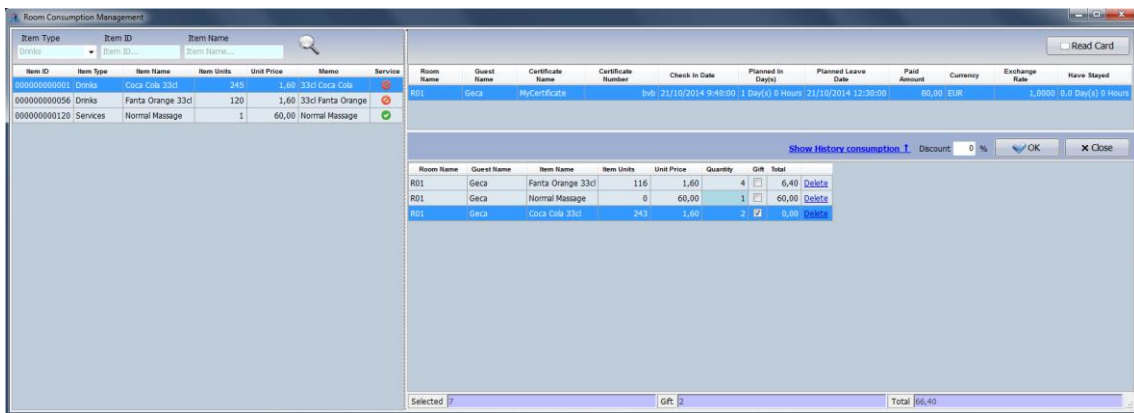
Only if we have the option NeedCardRoomConsumer=0 in options external file ZkEUBioSafelock.ini, we can access to this option also in Room Center selecting a Guest Room in mouse left menu (consult section 3.1 for more info).



If we no need a Guest Card to operate at this menu we have search option filters and can select any Guest Room to operate.



Otherwise we only have the option 'Read Card':



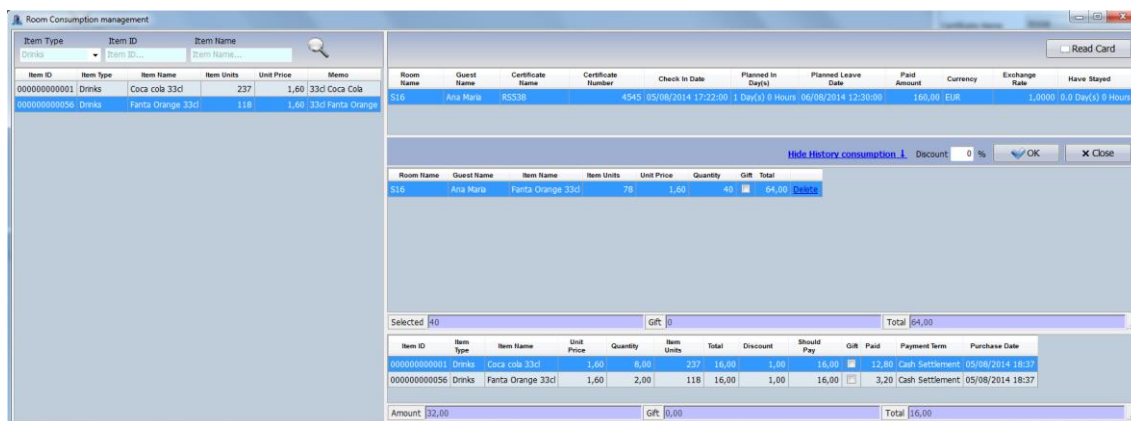
Tom operates on this menu we need to get the information of the Guest Card from the current Guest Room.

In the left side we can search the Items we have available on Hotel and can sell it (with Item Units > 0). At bottom of right side we have the selected items the Client want to buy, when add an Item Type from the left list to right Guest Item list, we can edit the 'Quantity' the Client want, the system will control if we have enough items. You can create a Discount or mark it as a 'Gift'.

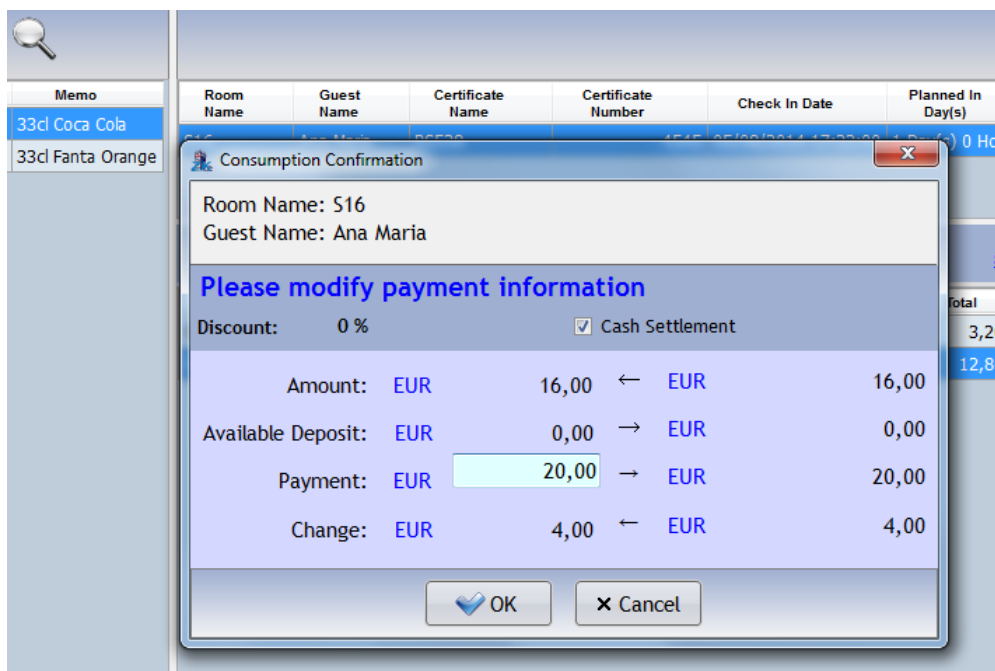
If an item is marked as 'Service', we discard item units, and cannot change the 'Quantity' value because a Service doesn't use units (the 'Quantity' cell have a different color and is not editable). Also when the Service is purchased, the service item units still remain in 1 unit.

To add an Item from the left side double click on it or just press 'Enter' button from keyboard, to remove an item from right side click on 'Delete' label, or just press 'Delete' button from keyboard.

Also we have the option 'Show History Consumption' this will Hide/Show a Data Grid View with previous consumptions of the selected Guest.



At the end click 'OK' to enter a confirmation resume form where you need to confirm the operation:



Here you can choose to pay with cash at sight or pay all the money only when checking out the Room. If you pay in cash (option 'Cash Settlement' checked), the consumption information won't show in the check-out Billing.

Consumption Confirmation

Room Name: S16
Guest Name: Ana Maria

Please modify payment information

Discount: 0 % Cash Settlement

Amount:	EUR	16,00	←	EUR	16,00
Available Deposit:	EUR	80,00	→	EUR	80,00
Payment:	EUR	<input type="text" value="0,00"/>	→	EUR	0,00
Residual Deposit:	EUR	64,00	←	EUR	64,00

7.1.2 Guest Check In

At the right panel from 'Room Center' we have 'Guest Check In' menu. Here we made the 'Guest Check In' or 'Guest Extension' to a selected Room. The 'Guest Name' and 'Certificate Number' only if is needed if we have configured it on Hotel Configuration (consult section 4.1 for more information).

We can check the Guest as 'VIP'; this will change the Icon of the 'Guest Room' to another with the 'VIP' letters to differentiate it.

By default we set 'Arrival Date' as Local System Time, also we can the Check In for Day's or only for Hours, in this case automatically we set the Room Price defined for this Room Type.

By default we need a Card to make the 'Check In' and 'Guest Extension' but we can do that without a Card disabling the checkbox 'No Use Card'. Later we can register the Card using the option 'Rewrite Guest Card'.

Guest Check In

Room Name S18

Guest Name

Certificate Name RS538

Certificate Number

Arrival Date 05/08/2014 17:37 VIP

Local System Time

Stay Day(s) 1 Hour Room

Leave Date 06/08/2014

Leave Time 12:30

No use Card

Room Price 80,00

Room Deposit 80,00

Total 160,00 EUR

Discount 0 %

Check In

Guest Extension

Guest Check Out

Tour Group Reception

Guest Check In

Room Name S18

Guest Name

Certificate Name RS538

Certificate Number

Arrival Date 05/08/2014 17:38 VIP

Local System Time

Stay Hour(s) 2 Hour Room

Leave Date 05/08/2014

Leave Time 19:38

No use Card

Room Price 20,00

Room Deposit 80,00

Total 110,00 EUR

Discount 0 %

Check In

Guest Extension

Guest Check Out

Tour Group Reception

Also we can define the Discount if we the client have it.

Room Price

Room Deposit

Total EUR

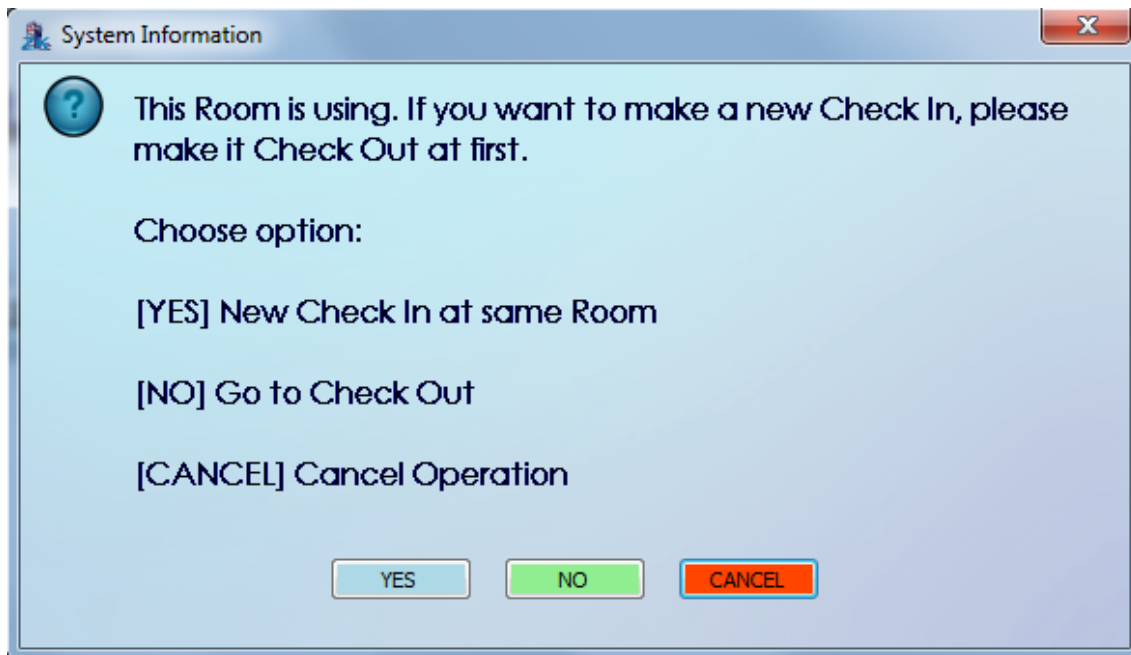
Discount %

Check In

Guest Extension

If you want to Check In more Guests in the same Room, select the Room, input the information for new Guest and click 'Guest Check In'. If the Room is outdated (with Plan Check Out date older than Current date) we need to create a 'Guest Extension' before continue.

This confirmation form will be show:



Is recommended have only one Guest Check In in the same Room, but if you want to add more, then click [YES] option, you can also go to Check Out menu to Check Out the old Guest first, or cancel operation.

Remember if you have more than one Guest in a Room, when you enter 'Other Consumptions' menu, you will need to select the Guest before select the items to buy, or read it from Card (consult section 3.1 for more info):

Room Name	Guest Name	Item Name	Item Units	Unit Price	Quantity	Gift	Total
S117	hhgh	Potatoes	198	2,30	1	<input checked="" type="checkbox"/>	0,00 Delete
S117	hhgh	Fanta Orange	90	1,60	10	<input type="checkbox"/>	16,00 Delete

7.1.3 Guest Extension

You can add more Days or more Hours to a Guest Room.

By default we need a Card to make the 'Guest Extension' but we can do that without a Card disabling the checkbox 'No Use Card' and selecting a 'Guest Room' marked as Guest 'Check In'. Only if the system has the correct information about the 'Check In' of the Room, we can extend the time on it using this option.

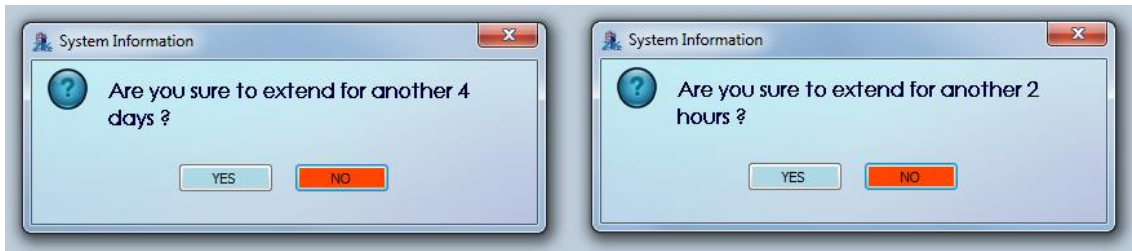
Field	Left Form (1 Day)	Right Form (4 Days)
Room Name	S117	S117
Guest Name	dfgfg	dfgfg
Certificate Name	RS538	RS538
Certificate Number	df	df
Arrival Date	06/08/2014 12:30	06/08/2014 12:30
Stay Day(s)	1	4
Leave Date	07/08/2014	10/08/2014
Leave Time	12:30	12:30
Room Price	80,00	80,00
Room Deposit	0,00	0,00
Total	80,00	320,00
Discount	0 %	0 %

We have 2 configurable ways to extend a Guest Room on application.

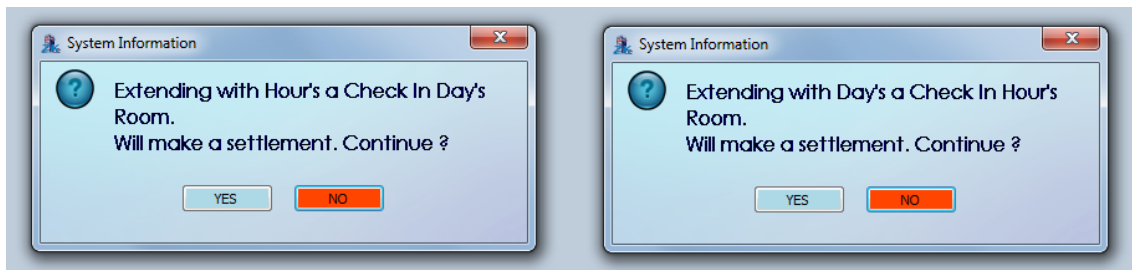
By default we have the option AutoGuestExtension=0 in options external file ZKEUBioSafelock.ini (consult section 3.1 for more info).

This way the Guest Extension process is direct and we have 4 ways for extension: extension by days, extension by hours, day room extension by hours and hour room extension by days.

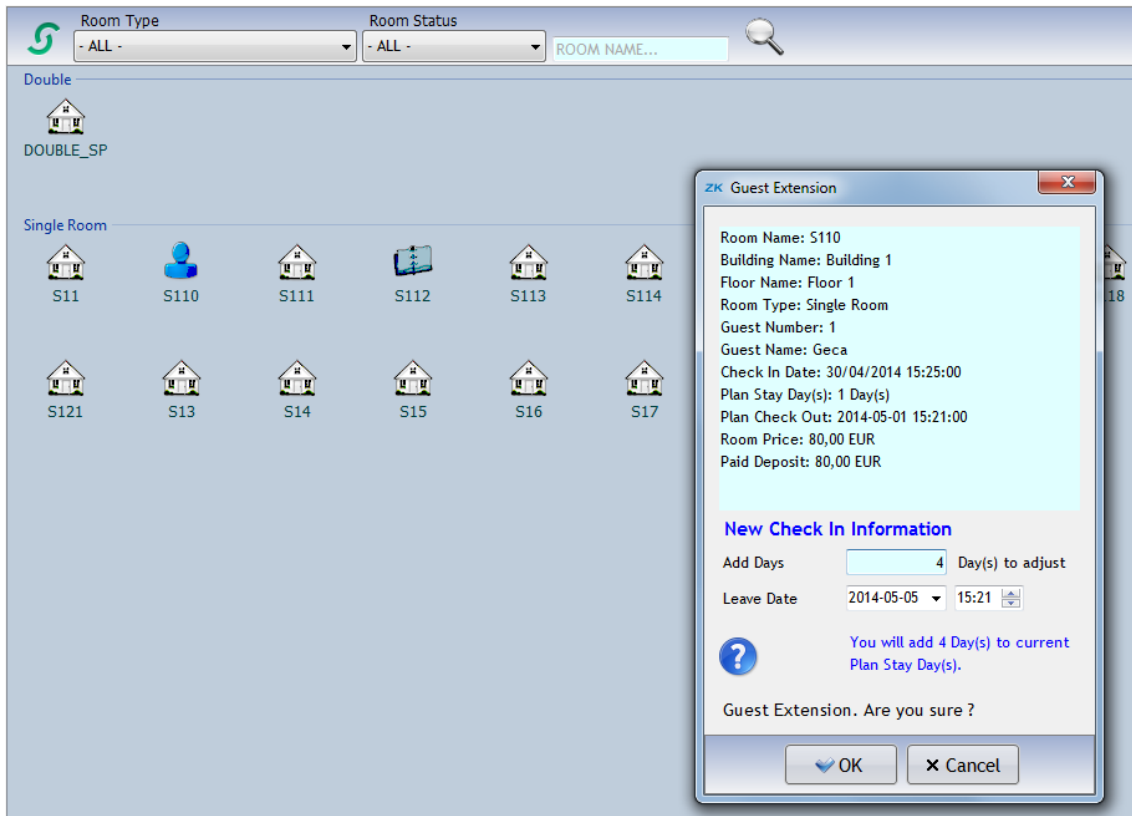
You only need to change Stay Day's or Stay Hours value and click 'Guest Extension', then finally only need to confirm:



Also you have the option to extend a Days Guest Room by only Hours, or extend an Hour Guest Room by Days. In this case this will make a settlement:



The other method, with option AutoGuestExtension=1 in options external file ZkEUBioSafeLock.ini, open a sub form where we have the all the resume information of the process and where we need to change the Days or Hours to extend, and confirm at the end.



When enter 'Guest Extension' menu, we have a resume of the information about the Room, as Plan Stay Day(s) and Plan Check Out date.

Here we insert the Day(s) to adjust to current Plan Stay Day(s), in case we have an 'Hour Room', we will have Hours instead Days:

ZK Guest Extension

Room Name: S110
Building Name: Building 1
Floor Name: Floor 1
Room Type: Single
Guest Number: 1
Guest Name: Geca
Check In Date: 12/05/2014 12:57:00
Stay Hour(s): 1 Hours
Plan Check Out: 2014-05-12 13:57:00
Hour Price: 50,00 EUR
Paid Deposit: 50,00 EUR

New Check In Information

Add Hours Hours to adjust
Leave Date

?
Guest Extension. Are you sure ?

At the end we need to click 'OK' to confirm, after that the form to create/update the Guest Card is show, and we can update the Guest Room Card with the new Hotel Guest Room info.

If we not update here the Card, later we can do that using the option 'Rewrite Guest Card' selecting the Guest Room.

7.1.4 Guest Check Out

At the right panel from 'Room Center' we have 'Guest Check Out' menu. Here we made the Guest Check Out from the Room when the Guest leaves Room and need to pay the bill.

We use the Card from Guest and click Read Card to get Room information, then click 'Check Out With Card'. If we don't have a Card (because Client miss the Card and we don't want create another at this time before the Check Out), we can select 'Check Out Without Card', and later if when we want to register a 'Guest Check Out' on the Room Door Lock, we pass on it a 'Guest Exit Card'.

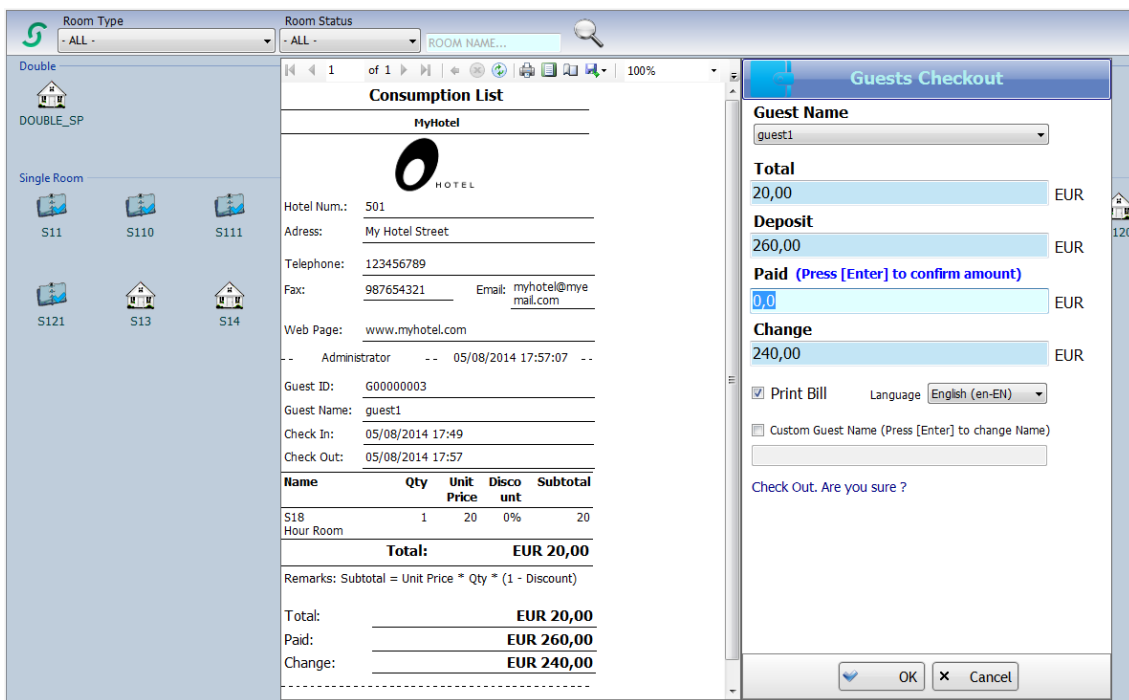
The screenshot shows a software interface for 'Guest Check Out'. On the left, there is a 'Room Center' panel with two room icons labeled 'S12' and 'S120'. The main panel on the right is titled 'Guest Check Out' and contains a table of room details and a summary table.

Room Name	S18	<input type="checkbox"/> Read Card
Building Name	Building 1	
Floor Name	Floor 1	
Room Type	Single Room	
Number Guests	1	
Guest Name	guest1	
Check In Date	05/08/2014 17:49	
Stay Hour(s)	2 Day(s) 1 Hours	
Plan Check Out	07/08/2014 12:30	
Stayed Hour(s)	0+0 Day(s) 0+1 Hours	
Room Price	0,00 EUR + 20,00 EUR	
Other Expenses	0,00 EUR + 0,00 EUR	
Total	260,00 EUR	
Change	240,00 EUR	

Below the table are two buttons: 'Check Out With Card' and 'Check Out Without Card'. At the bottom of the interface is a green bar with a user icon and the text 'Tour Group Reception'.

When confirm the method we want, a form with the Bill we will appear, at the left side we have the Bill and at the right side the resume. We need to press 'Enter' on 'Paid' field to confirm the amount and enable 'OK' button.

By default we will print the Bill, but we can disable it. The printed Bill will have the Hotel Logo in Header if we have this option enabled on Hotel Configuration (consult section 3.1 and 4.1 for more information).



We have the option to choose the Guest Name if the Guest Room have more than 1 Guest Check In:



We can change the language of the Bill, for the cases we have the Application in our preferred language and client wants the Bill in a different language:

Print Bill Language Spain (es-ES) ▼
English (en-EN)
Spain (es-ES)

Check Out. Are you sure ?

The available languages are the same we have in the main application.

And finally we also can change the Guest Name for a Custom text, by example if the Bill it's for our company:

Custom Guest Name (Press [Enter] to change Name)

At the end the 'Guest Room' changes his state to 'Unclean Room'; this will change automatically if you have the option 'Check Room → Room Clean Check' turned ON.

By default this time is 30 minutes (consult sections 3.1, 4.1 and 7.1 for more information).

7.1.5 Tour Group Reception

At the right panel from 'Room Center' we have 'Tour Group Reception' menu. Here we can manage all Tour Group functions as 'Tour Group Check In', 'Tour Group Check Out' and 'Tour Group Extension'.

We also can use the Card from a Team Guest Member and click Read Card to get Guest information, or click 'Get Team Members' to get the members of the selected Team if the Team Have it.

Tour Group Check In

Tour Name:

Tour Guide:

Certificate Number:

Room Name	Guest Count	Card Number	Leave	Paid Price
S126	1	0		0
S127	1	0		0
S128	1	0		0

Read Card Get Team Members

Total Rooms: Total Guests: Total Cards:


Tour Group Check Out

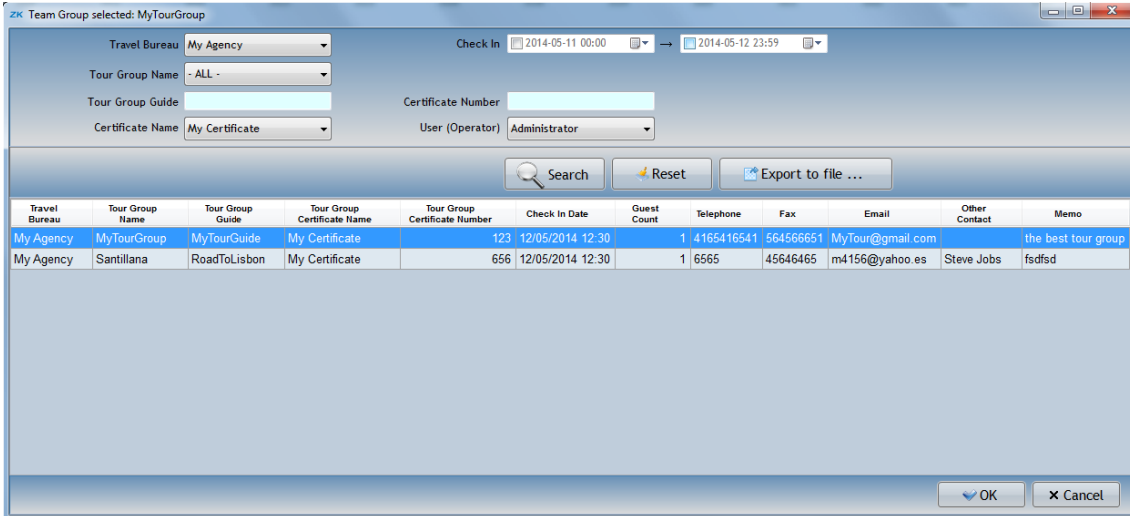
Tour Group Extension

7.1.5.1 Tour Group Check In

This will open the menu form 'Tour Group Check In'. Please consult section 7.2.1.

7.1.5.2 Tour Group Check Out

This direct option will make the 'Tour Group Check Out'. To continue first you must select a 'Tour Group' from 'Team Group' consult, opening the consult clicking on button :



Travel Bureau	Tour Group Name	Tour Group Guide	Tour Group Certificate Name	Tour Group Certificate Number	Check In Date	Guest Count	Telephone	Fax	Email	Other Contact	Memo
My Agency	MyTourGroup	MyTourGuide	My Certificate	123	12/05/2014 12:30	1	4165416541	564566651	MyTour@gmail.com		the best tour group
My Agency	Santillana	RoadToLisbon	My Certificate	656	12/05/2014 12:30	1	6565	45646465	m4156@yahoo.es	Steve Jobs	fsdfs

Then select a Team Group from consult and click 'OK'. This will close and pass the data to main form. Now we need to check if the Tour Group 'Certificate Number' is valid, clicking on button



When all validations are OK, a form with the Bill we will appear, similar to 'Guest Check Out' Bill form (consult section 3.1, 4.1 and 7.1.4 for more information).

7.1.5.3 Tour Group Extension

You can add more Days to the selected Tour Group.

Only if the system has the correct information about the 'Tour Group Check In' of the Room, we can extend the time on it using this option. When enter 'Tour Group Extension' form, we have a resume of the information about the Tour Group, as Total Rooms, Total Guests, Plan Stay Day(s), Plan Check Out date, etc. Here we insert the Day(s) to adjust to current Plan Stay Day(s):

ZK Tour Group Extension

Tour Name: MyTourGroup
Tour Guide: MyTourGuide
Certificate Number: 123
Total Rooms: 1
Total Guests: 0
Total Cards: 0
Check In Date: 12/05/2014 12:30:00
Plan Stay Day(s): 1
Plan Check Out: 12/05/2014 12:30:00
Room Price: 50,00 EUR
Paid Deposit: 50,00 EUR
Odd Change: 0,00 EUR

New Check In Information

Stay Day(s) Day(s) to adjust
Leave Date

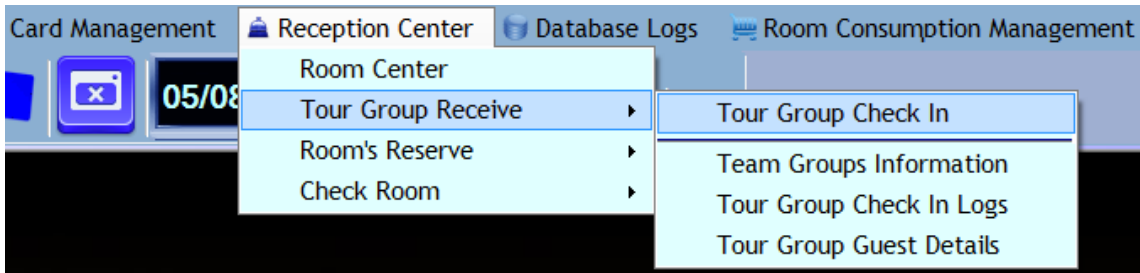
? You will add 5 Day(s) to current Plan Stay Day(s).

Tour Group Extension. Are you sure ?

At the end we need to click 'OK' to confirm, after that the form to update the Tour Group Cards is show. If we not update here the Cards, later we can do that using the option 'Rewrite Group Card' selecting the Tour Group Check In from the Room List in Room Center menu.


7.2 Tour Group Receive

In 'Tour Group Receive' menu options we have a 'Tour Group Check In' menu form (the same from section 7.1.5.1) and 3 other menus to consult different Tour Group logs, this menus are 'Team Group Information', 'Tour Group Check In Logs' and 'Tour Group Guest Details'.



7.2.1 Tour Group Check In

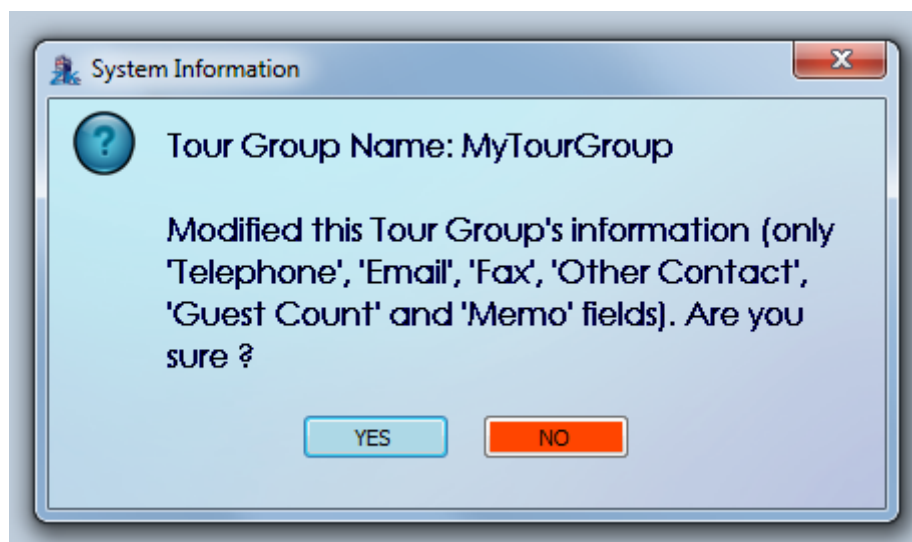
This is the main menu form to manage Tour Groups.

As Step 1, we need to create a 'Travel Bureau' we need at least one to operate. To create a 'Travel Bureau' we click the button  on left menu, and the top menu will be opened where we insert the 'Travel Bureau' information and save it:

 A screenshot of the 'ZK Tour Group Check In' form. The form is divided into several sections. The top section contains fields for 'Travel Bureau' (MyAgency), 'Telephone' (98989898898), 'Email' (myagency@myes.eu), and 'Address' (Street of ZK Teco N1), with a 'Save' button. The second section contains 'Contact Person' (Steve Gates), 'Fax' (44545454656), 'Other Contact' (Robert Dino), and 'Memo' (ZK Agency of S.S.), with a 'Close' button. Below these are dropdown menus for 'Travel Bureau', 'Building Name' (Building 1), 'Floor Name' (- ALL -), and 'Room Type' (- ALL -). At the bottom, there is a search area with a 'ROOM NAME...' input field, a 'Search Room' button, and a 'Close' button. A 'History Tour Group' link is visible on the left side of the form.

The Step 2 is search the available Rooms; you need at least one available Room to make a 'Tour Group Check In'.

Also if you click in button 'History Tour Group' you will list all the created Tour Group Check In's, were if you select one of them you can modify some fields of the register when click 'Modify' button:



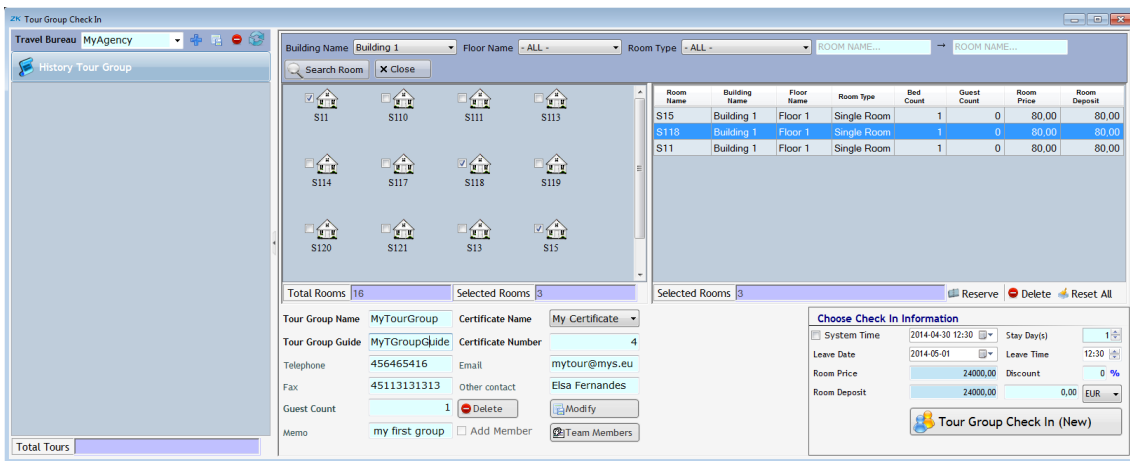
In this case you will see in the right panel 'Choose Check In Information', the button with blue text 'Tour Group Check In (Mod)' this means you will modify the Tour Group Guest information. You can only modify it if the Tour Group has a valid date ('Leave Date' bigger than current date), if the Tour Group was timeout you need to execute a 'Tour Group Extension' first.

To create a new one again, simply click on button 'History Tour Group' without selecting a record from the left list. In this case you will see in the right panel 'Choose Check In Information', the button with black text 'Tour Group Check In (New)'.

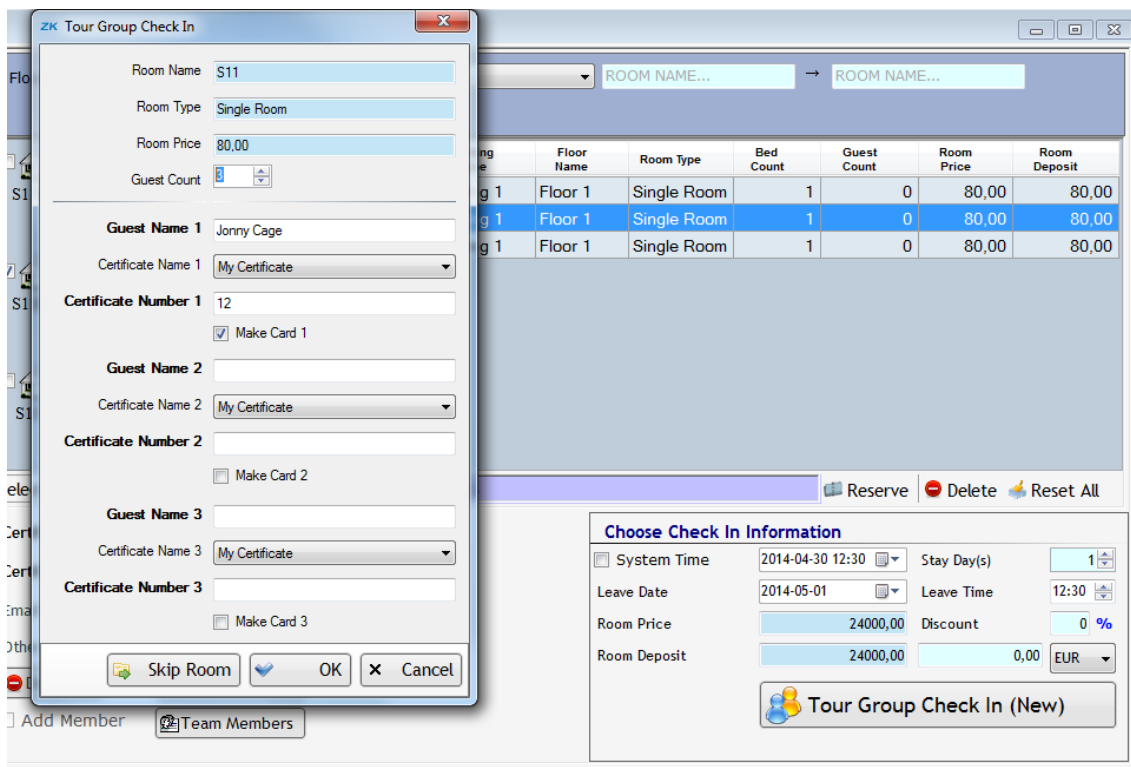
You can delete a selected Tour Group but only if don't have a 'Tour Group Check In' created.

In Room list (left side from center region) you will select the Rooms you want to include in Tour Group, doing that you will add the information of this Rooms to a new list (to the right side from center region), where you can find detailed information of each selected Room, and you can remove the Rooms from the list, unselecting it from left side, or clicking on 'Delete' or 'Reset All' buttons from left side.

Also you can Reserve a Room from this list, to make the reserve you must input the required fields from bottom panel (the fields required to create a new Tour Group) and you must select in 'Choose Check In Information' panel, the 'Check In Date', 'Leave date' and Stay Day(s).



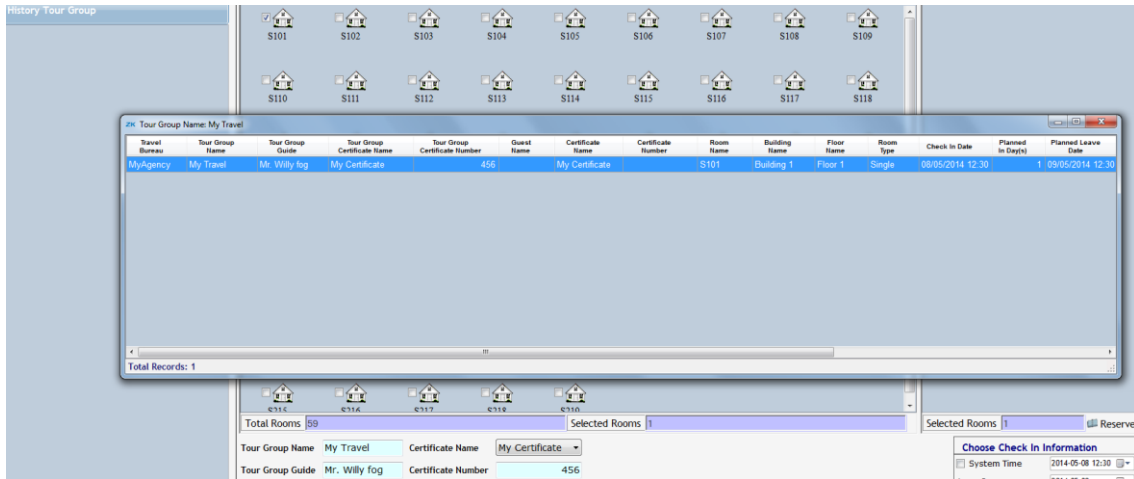
Before do a 'Tour Group Check In' you must select in 'Choose Check In Information' panel, the 'Check In Date', 'Leave date', Stay Day(s) and Discount if you have it, by default the 'Leave Date' is one day more. When confirm resume, a new form with Tour Group Members will show.



For each Room selected you will have a form with Guest Information, if you want to skip any Room on this process you have the option 'Skip Room'. By default you will need to input the 'Guest Name' and 'Certificate Number' for each Room Guest (or not if you disable it on Hotel configuration, consult section 3.1 and 4.1 for more information).

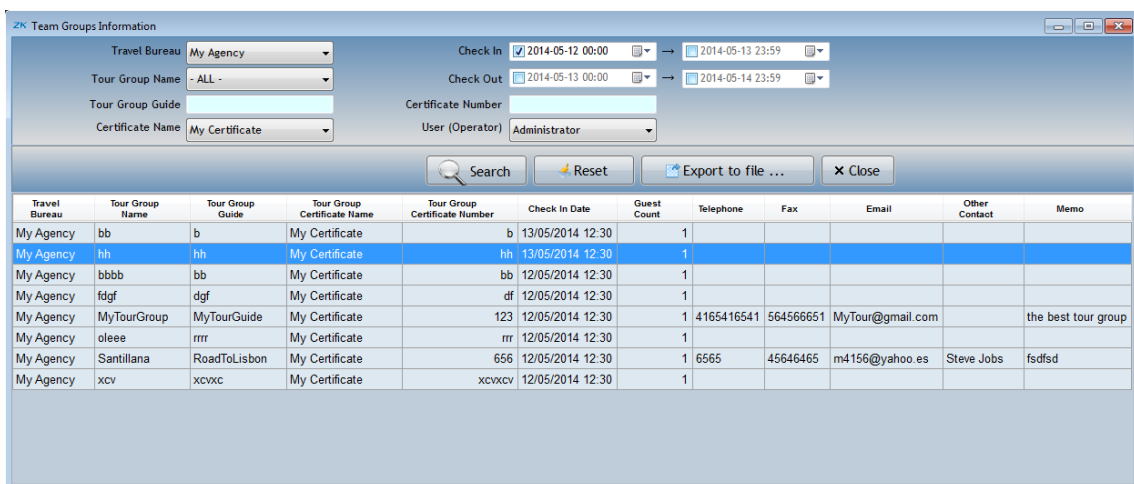
You have the option to 'Make Card' for the Guest at the process, you will need to put a Card on Reader to make the 'Guest Card' for this Guest, and when OK you need to put another Card for the next Guest if you want to repeat the process. You can change the number of Guests, from current number defined by Tour Group to a number between 1 and 10.

After finish the 'Tour Group Check In' process, you can click on 'Team Members' to consult the Check In members:



7.2.2 Team Groups Information

Here you can consult logs from all created Tour Groups. Similar to all Database logs menu forms, you have some parameters to filter the consult, reset fields option, and export results to an external file, you can export to the formats CSV, XLS (Excel 2003), PDF and TXT (text file) (consult section 8.1 for more information about export logs process).



7.2.3 Tour Group Check In Logs

Here you can consult Tour Group Check In logs. Similar to all Database logs menu forms, you have some parameters to filter the consult, reset fields option, and export results to an external file, you can export to the formats CSV, XLS (Excel 2003), PDF and TXT (text file) (consult section 8.1 for more information about export logs process).

You have two consult types, one called 'Statistics':

Tour Group ID	Travel Bureau	Tour Group Name	Tour Group Guide	Certificate Name	Certificate Number	Guest Count	Check In Date	Plan Stay	Plan Check Out	Paid Amount	Stay Days	Check Out Date	Discount	Room Price	Other Price	Total Price	Total Paid	Get Change	Check In Operator	Operate Time	Last Operator	Update Time
T0000000	My Agency	MyAgency	bb	My Certificate	bb	1	12/05/2014 12:30	1	12/05/2014 12:30	50.00	0	1.00	1.00	150.00	0.00	150.00	0.00	0.00	Administrator	12/05/2014 17:41	Administrator	12/05/2014 17:41
T0000000	My Agency	MyTourGroup	MyTourGuide	My Certificate	123	1	12/05/2014 12:30	3	14/05/2014 12:30	150.00	0	1.00	1.00	100.00	0.00	100.00	0.00	0.00	Administrator	12/05/2014 16:08	Administrator	12/05/2014 17:07
T0000000	My Agency	Santillana	RoadToLisbon	My Certificate	656	1	12/05/2014 12:30	1	12/05/2014 12:30	7500.00	0	1.00	1.00	7500.00	0.00	7500.00	0.00	0.00	Administrator	12/05/2014 16:31	Administrator	12/05/2014 16:31
T0000000	My Agency	bb	b	My Certificate	b	1	12/05/2014 12:30	1	12/05/2014 12:30	7500.00	0	1.00	1.00	7500.00	0.00	7500.00	0.00	0.00	Administrator	13/05/2014 9:26	Administrator	13/05/2014 9:54

And another more detailed, where you have more fields in the search logs, called 'Details':

Tour Group ID	Travel Bureau	Tour Group Name	Tour Group Guide	Certificate Name	Certificate Number	Guest Count	Room Name	Building Name	Floor Name	Room Type	Registered Guest's	Card Count	Check In Date	Plan Stay	Leave	Check Out Date	Stay Days	Unit Price	Discount	Other Price	
T0000000	My Agency	MyAgency	bb	My Certificate	bb	1	S112	Building 1	Floor 1	Single	1	0	12/05/2014 12:57	0	0	12/05/2014 12:57	0	50.00	1.00	50.00	0.00
T0000000	My Agency	MyTourGroup	MyTourGuide	My Certificate	123	1	S113	Building 1	Floor 1	Single	1	1	08/05/2014 17:56	1	1	12/05/2014 10:46	4	50.00	1.00	50.00	0.00
T0000000	My Agency	Santillana	RoadToLisbon	My Certificate	656	1	S18	Building 1	Floor 1	Single	1	1	12/05/2014 10:47	1	1	12/05/2014 13:56	1	50.00	1.00	53.60	0.00
T0000000	My Agency	Santillana	RoadToLisbon	My Certificate	656	1	S19	Building 1	Floor 1	Single	1	1	12/05/2014 10:47	1	1	12/05/2014 13:56	1	50.00	1.00	53.60	0.00
T0000000	My Agency	bb	b	My Certificate	b	1	S23	Building 1	Floor 1	Single	1	0	12/05/2014 12:30	1	1	12/05/2014 12:30	0	50.00	1.00	50.00	0.00

Also you have the search option 'Fuzzy Search', if checked, the parameters selected on search filter are filtered as 'LIKE' instead of 'EQUAL', in this case by example if you filter by 'Tour Group Name' all results with the letters matching on name will be appear on consult, otherwise only we have results with the same 'Tour Group Name' you have inserted.

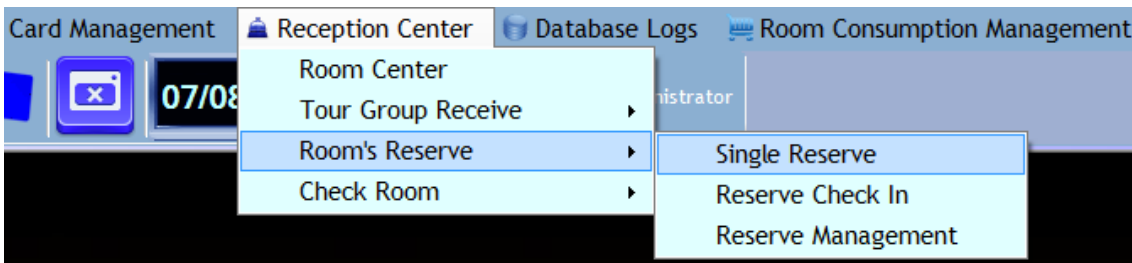
7.2.4 Tour Group Guest Details

Here you can consult Tour Group Guest Details. Similar to all Database logs menu forms, you have some parameters to filter the consult, reset fields option, and export results to an external file, you can export to the formats CSV, XLS (Excel 2003), PDF and TXT (text file) (consult section 8.1 for more information about export logs process).

Tour Group ID	Travel Bureau	Tour Group Name	Tour Group Guide	Tour Group Certificate Name	Card Number	Guest Name	Certificate Name	Certificate Number	Room Name	Building Name	Floor Name	Room Type	Check In Date	Planned In Date	Planned Leave Date	Extension	First Extension Date	Last Extension Date	Extension Days	Check Out Date	Cost	Other Expenses
T0000015	MyTravel	%	%	%	19	ghg	My Certificate	ghg S120	Building 1	Floor 1	Single	07/08/2014 12:30:00	1.00	07/08/2014 02:30:00						1.00	0.00	0.00
T0000014	MyTravel	ghg	%	My Certificate	ghg	58	ghg	ghg S116	Building 1	Floor 1	Single	07/08/2014 12:30:00	1.00	07/08/2014 12:30:00						1.00	0.00	0.00
T0000013	MyTravel	ghg	%	My Certificate	ghg	57	ghg	ghg S113	Building 1	Floor 1	Single	07/08/2014 12:30:00	1.00	07/08/2014 12:30:00						1.00	0.00	0.00
T0000012	MyGroup	MyGroup	MyGroupGuide	My Certificate	4656	56	Guest C	Guest Card S128	Building 1	Floor 1	Single	07/08/2014 12:30:00	1.00	07/08/2014 12:30:00						1.00	0.00	0.00
T0000011	MyTravel	MyGroup	MyGroupGuide	My Certificate	4656	55	Guest B	Guest Card S127	Building 1	Floor 1	Single	07/08/2014 12:30:00	1.00	07/08/2014 12:30:00						1.00	0.00	0.00
T0000010	MyTravel	MyGroup	MyGroupGuide	My Certificate	4656	54	Guest A	Guest Card S126	Building 1	Floor 1	Single	07/08/2014 12:30:00	1.00	07/08/2014 12:30:00						1.00	0.00	0.00
T0000009	MyTravel	MyTravel	MyTravel	My Certificate	34	34	34	34	34	34	34	34	07/08/2014 9:46:00	4.00	10/08/2014 12:30:00					4.00	0.00	0.00
T0000008	MyTravel	MyTravel	MyTravel	My Certificate	33	33	33	33	33	33	33	33	07/08/2014 9:46:00	4.00	10/08/2014 12:30:00					4.00	0.00	0.00
T0000007	MyTravel	MyTravel	MyTravel	My Certificate	32	32	32	32	32	32	32	32	07/08/2014 9:46:00	4.00	10/08/2014 12:30:00					4.00	0.00	0.00
T0000006	MyTravel	MyTravel	MyTravel	My Certificate	31	31	31	31	31	31	31	31	07/08/2014 9:46:00	1.00	07/08/2014 12:30:00					1.00	0.00	0.00
T0000005	MyTravel	MyTravel	MyTravel	My Certificate	27	27	27	27	27	27	27	27	07/08/2014 9:25:00	1.00	07/08/2014 12:30:00					1.00	0.00	0.00
T0000004	MyTravel	MyTravel	MyTravel	My Certificate	26	26	26	26	26	26	26	26	07/08/2014 9:25:00	1.00	07/08/2014 12:30:00					1.00	0.00	0.00
T0000003	MyTravel	MyTravel	MyTravel	My Certificate	25	25	25	25	25	25	25	25	07/08/2014 9:25:00	1.00	07/08/2014 12:30:00					1.00	0.00	0.00
T0000002	MyTravel	MyTravel	MyTravel	My Certificate	24	24	24	24	24	24	24	24	07/08/2014 9:25:00	1.00	07/08/2014 12:30:00					1.00	0.00	0.00

7.3 Room Reserve

In 'Room Reserve' menu options we have a 'Single Reserve' and 'Reserve Management' menu forms. With this options we can Reserve Rooms and Manage the Reserved Rooms.



7.3.1 Single Reserve

On this form menu we can Reserve Rooms, with a single Room process reservation.

From the left side we can search the 'Empty Rooms' available on Hotel. When we select one, we can see Room details in the list from the right. When selected we can remove it clicking 'Delete' button. We need to select a Room to make the Reservation, and we need to introduce the information about the Guest at bottom panel, where we need to pay attention to 'Arrive Date' field, by default in starts one day after current date, and 'Leave Date' another one (for 'Leave Date' we can configure another value by default on Hotel configuration, consult section 4.1 for more information).

The screenshot shows the 'Single Reserve' application window. At the top, there are dropdown menus for 'Building Name' (Building 1), 'Floor Name' (- ALL -), and 'Room Type' (- ALL -). A search bar contains 'ROOM NAME...' and a search icon. Below this is a grid of room icons labeled S111 through S116. S112 is selected. To the right is a table with the following data:

Room Name	Building Name	Floor Name	Room Type	Bed Count	Guest Count	Room Price	Deposit
S112	Building 1	Floor 1	Single Room	1	0	80,00	80,00

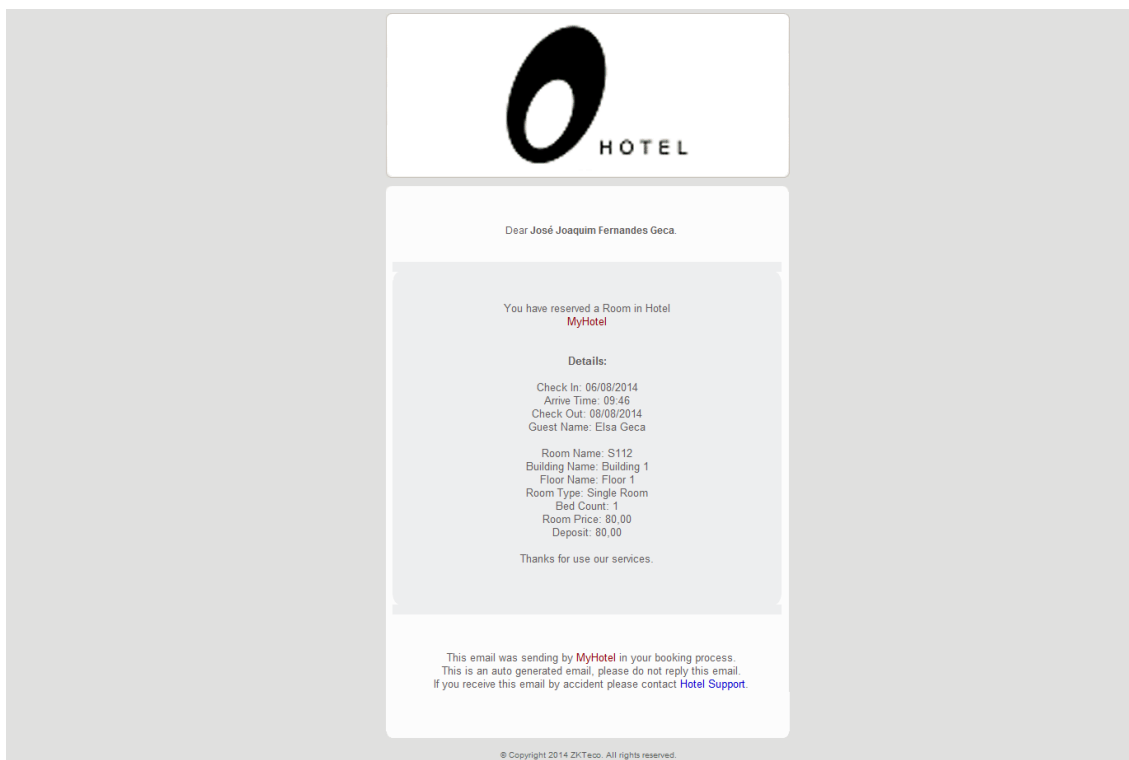
Below the table, there are 'Total 22' and 'Selected 1' indicators. A 'Delete' button is visible. The bottom section contains a form for guest information:

- Contact Person: José Joaquín Fernandes Geca
- Guest Name: Elsa Geca
- Arrive Date: 06/08/2014
- Mobile Number: 555412349
- Telephone: 222123456
- Arrive Time: 09:46
- Certificate Name: My Certificate
- Email: jose@zktechnology.es
- Leave Date: 08/08/2014
- Certificate Number: 230
- Send Email Notification

Buttons for 'OK' and 'Cancel' are at the bottom right.

You have the option 'Send Email Notification', if you check it, when you complete the Room Reserve an email was send to the Client in case you register a valid email and you have configured the Email credentials on the Hotel configuration to allow the application send emails (consult section 4.1.2 for more information).

The email send to Client have the next format appearance:



On it you have all the information about Room Reserve process and information about the Hotel (Hotel Name, Hotel Email Contact and Hotel Email Support).

The main image of the email is the image called '001.gif' from folder 'EmailTemplate' and have the size of **490x200 pixels**. You can replace it from your Hotel Logo image, only need to respect the size. You also can use another image format instead of **.gif** extension, the format **.jpg** and **.tiff** is also supported (but only for logo, the other HTML image files must be **.gif**).

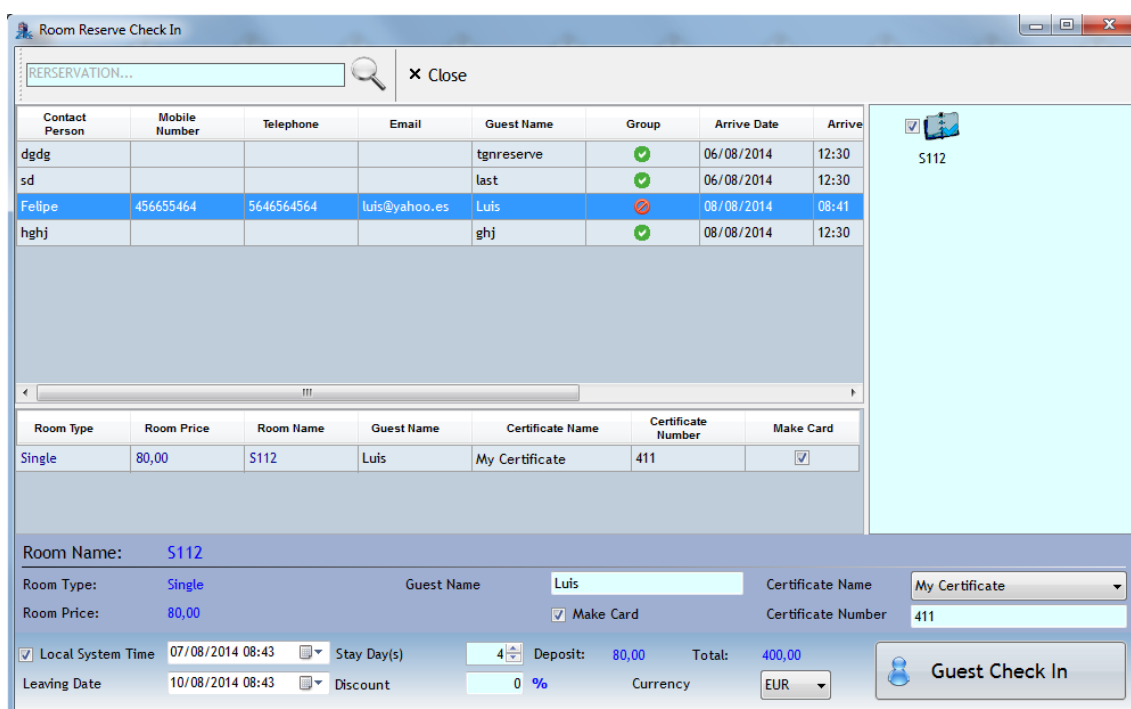
Consult section 3.1 to get more information about Email HTML template parameters and how to customize it if you want to use a different template for you Hotel.

7.3.2 Reserve Check In

On this menu form we can make the 'Guest Check In' of the Reserves.

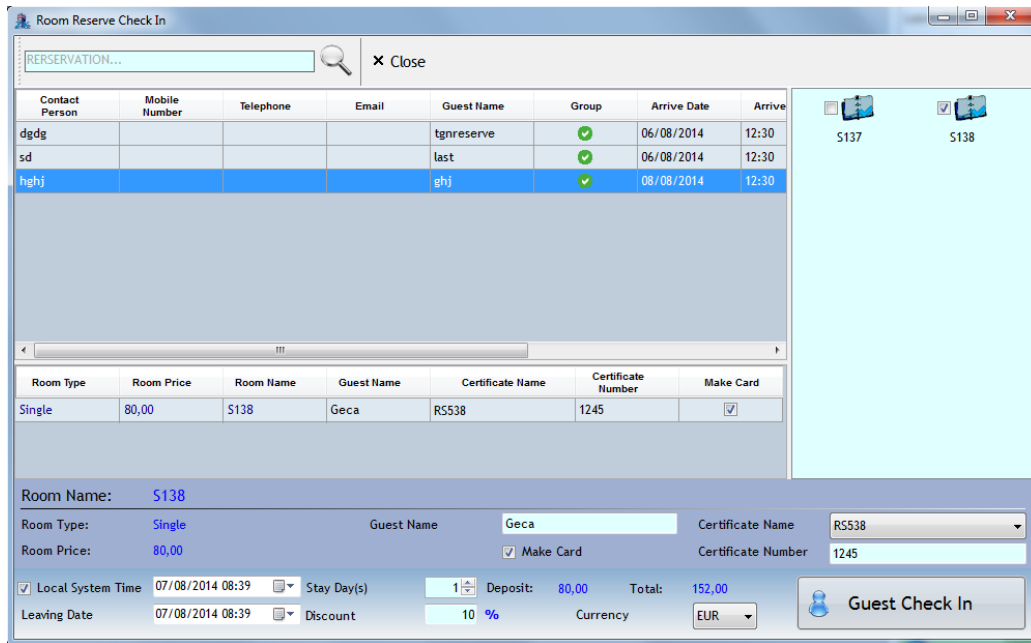
In Room Center if you select an 'Available Reservation' or an 'Expired Reservation' the main 'Check In' will be enabled, but if you click on it you will enter this form.

Other way to enter the Reserve Check In form is selecting the option directly in the menu.



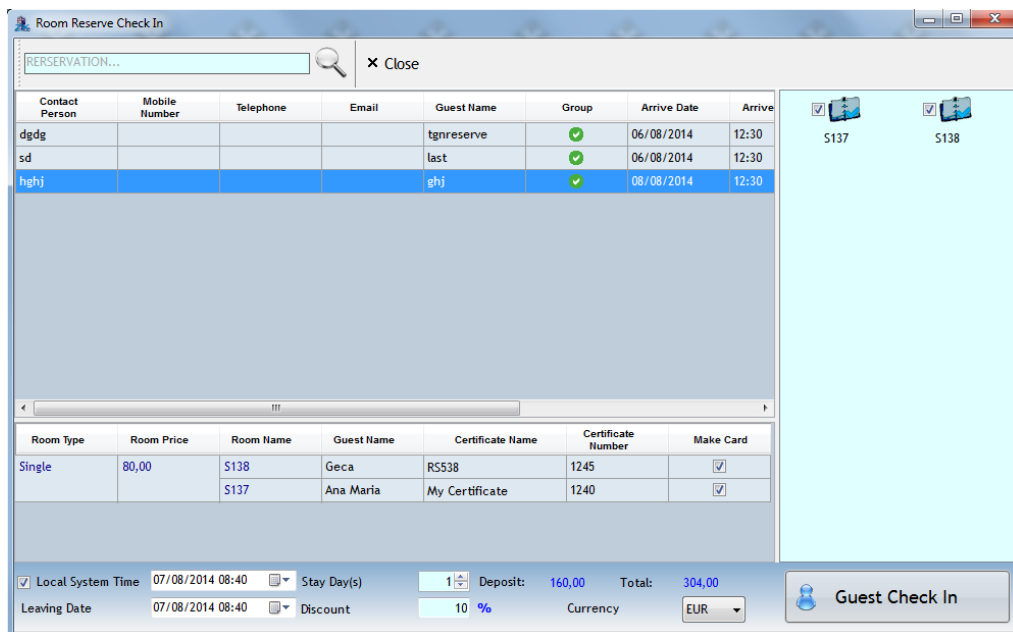
At the top you have a consult to get all Reservations Types (Available or Expired Reservations), this reservations can be a Single reservation with only one Room (created in 'Single Reserve' menu), or a Group Reservation with one or more Rooms (created in 'Tour Group Check In' menu).

The information for each Room can be modified directly in Data Grid View before 'Guest Check In'. If the Reserve had only one Room or we select only one Room from the Group, we enable a bottom panel to easily modify the information of the Room (the information can be modified in Data Grid and in this auxiliary panel). Please note if for some reason the information is not refreshed at time in this panel, the information in the Data Grid is the valid information, and is the information will send to the 'Guest Check In' operation.



When more than one Room is selected (left icon panel) from the current Reserve (top consult), all selected Rooms are included at bottom Data Grid, where we can modify each Room information.

If in Hotel configuration we use the option 'Check Input Guest Information', the fields 'Guest Name' and 'Certificate Number' will be required in 'Guest Check In' operation, if we don't include it the current Room Name will be ignored in the process (consult section 1.1 for more info).



7.3.3 Reserve Management

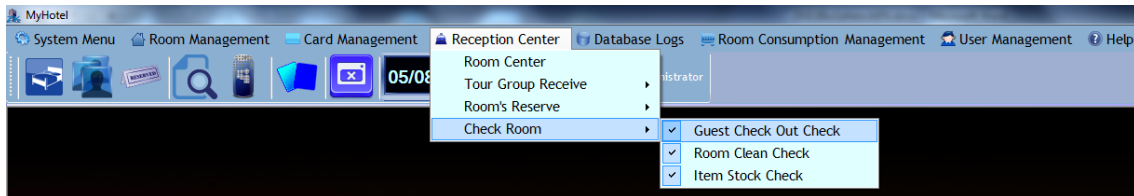
On this menu form we can manage Reserved Rooms. You can filter by 'Contact Person', and by outdated reserves. The outdated reserves have a different color on the consult to be easier to clean from the system (turn the reserves to 'Empty Rooms'). You can choose all registers clicking on 'Choose All' and delete selected Room Reserves clicking on 'Delete' button.

Choose	Contact Person	Mobile Number	Telephone	Email	Guest Name	Room Name	Room Type	Room Price	Arrive Date	Arrive Time	Leave Date	Building Name	Floor Name
<input checked="" type="checkbox"/>	José Joaquim Fernandes Gecca	555412349	222123456	jose@zktechnology.eu	Gecca	S116	Single Room	80,00	2014-05-01	13:52	2014-05-02	Building 1	Floor 1
<input type="checkbox"/>	Pepito	564654564654			Mr. Pep	S112	Single Room	80,00	2014-05-01	15:10	2014-05-02	Building 1	Floor 1
<input checked="" type="checkbox"/>	Emma Watson	545456464			Mr. Manu	S115	Single Room	80,00	2014-04-30	15:13	2014-05-01	Building 1	Floor 1

Total 3 Selected 1 Outdated 1

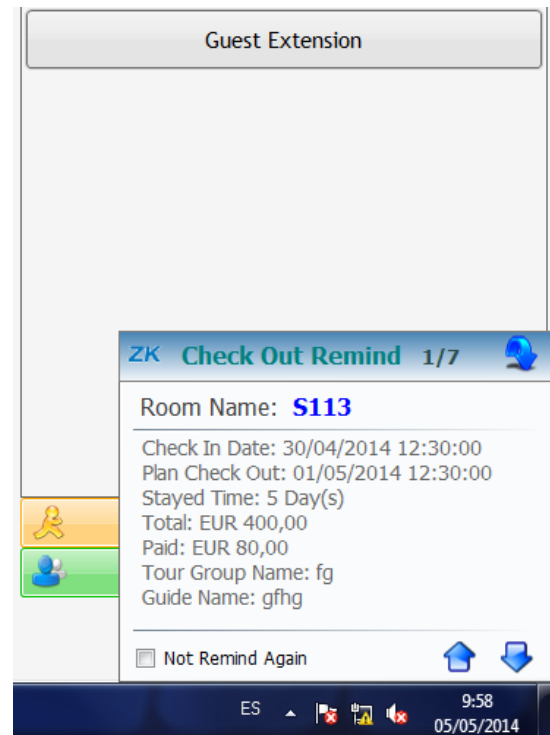
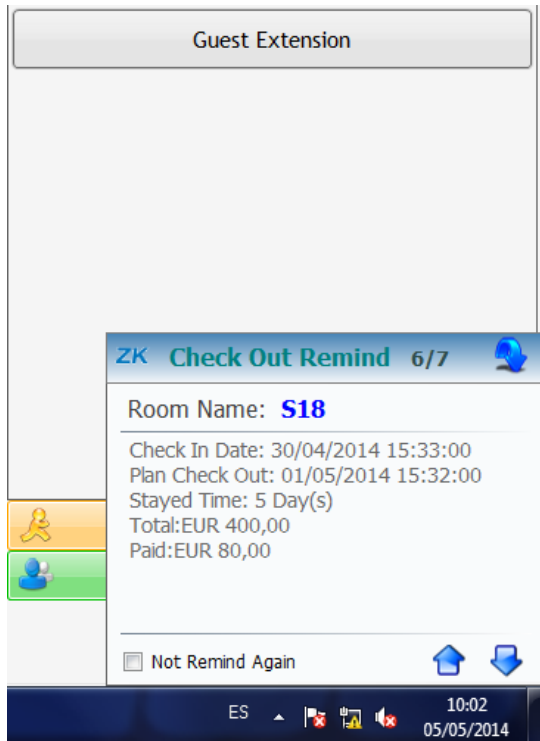
7.4 Check Room

In 'Check Room' menu options we have a 'Guest Check Out Check', 'Room Clean Check' and 'Item Stock Check' options checked by default, and we can change it to unchecked (the application will save this configuration next time you open it).



Guest Check Out Check

When enabled, we can have a Popup on the bottom right side of the Desktop, only if the form 'Room Center' is opened. This Popup it's a 'Check Out Remind', it will appear each time we have Guest Rooms or Tour Groups outdated without have registered a 'Guest Check Out'/'Tour Group Check Out'. We can move between outdated Rooms to check the 'Check In' information. Also we have the option 'Not Remind Again'.



Room Clean Check

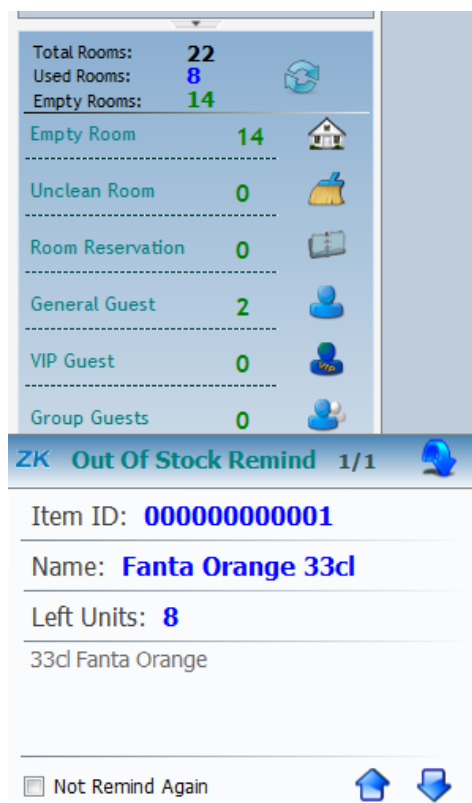
When enabled and we register a 'Check Out' the 'Guest Room'/'Group Guests' changes his state to 'Unclean Room'. By default this time is 30 minutes (consult sections 3.1, 4.1 and 7.1 for more information).

Item Stock Check

When enabled, we can have a Popup on the bottom left side of the Desktop, only if the form 'Room Center' is opened.

This Popup it's a 'Out Of Stock Remind', it will appear each time we have Item stock that reach the defined 'Minimum Alert Units' number. This is a minimum number of Units for the selected Item, that the system will alert you to have time to restore the Item stock at hotel, before reach out of stock (consult section 4.4 for more info).

We can move between Items to check the 'Item ID', 'Name' and 'Left Units' information. Also we have the option 'Not Remind Again'.



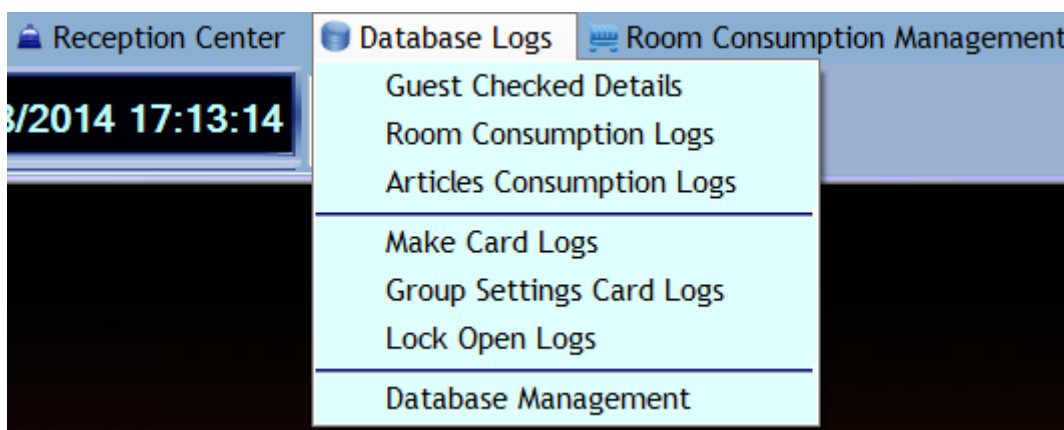
If you put the cursor under the 'Name' and 'Left Units' fields you can get Item extra information in a Tooltip, as the 'Price' and 'Minimum Alert Units' number.



8. Database Logs

In 'Database Logs' we can consult different Database logs, this menu forms are 'Guest Checked Details', 'Room Consumption Logs', 'Articles Consumption Logs', 'Make Card Logs', Group Settings Card Logs', 'Lock Open Logs' and 'Tour Group Guest Details'.

Also we have 'Database Management' option where we can Backup and Restore the Database of the application.



8.1 Guest Check In Details

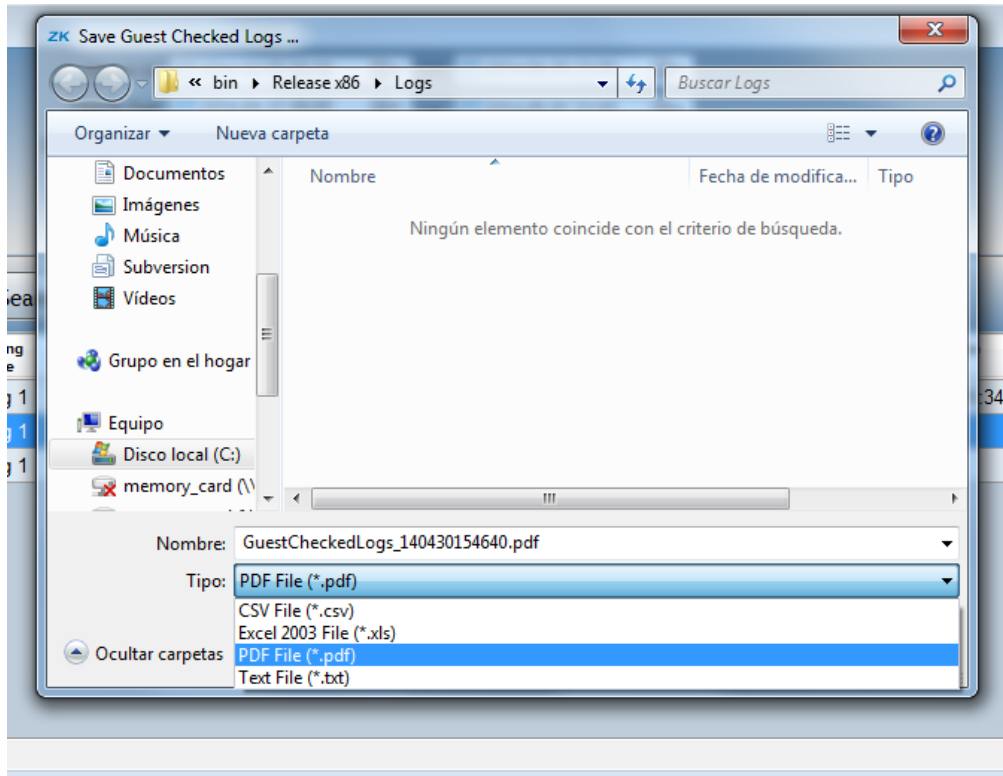
Here you can consult information about the Guests that have Check In. Similar to all Database logs menu forms, you have some parameters to filter the consult, reset field's option, and export results to an external file.

Card Number	Guest Name	Certificate Name	Certificate Number	Room Name	Building Name	Floor Name	Room Type	Check In Date	Planned In (Day(s))	Planned Leave Date	Extension	First Extension Date	Last Extension Date	Extension Day(s)	Check Out	Stay Day(s)	Check Out Date	Other Price
12	Ana Pires	My Certificate	4	S12	Building 1	Floor 1	Single Room	30/04/2014 15:33	3 Day(s)	03/05/2014 15:32	●	30/04/2014 15:34	30/04/2014 15:34	2 Day(s)	●	0		0,00
11	Thomas	My Certificate	3	S10	Building 1	Floor 1	Single Room	30/04/2014 15:33	1 Day(s)	01/05/2014 15:32	●			0 Day(s)	●	0		0,00
10	Maria	My Certificate	2	S14	Building 1	Floor 1	Single Room	30/04/2014 15:32	1 Day(s)	01/05/2014 15:32	●			0 Day(s)	●	0		0,00

Total Records: 3

[Other Price]Total = R\$ 00,00

You can export the consult results to logs in the formats CSV, XLS (Excel 2003), PDF and TXT (text file). Clicking on 'Export to file ...' button, by default the Logs are exported to 'Logs' folder of the application, but you can select another target folder and the File Type you want to save on dialog.



GuestCheckedLogs_140807101722.pdf

GuestCheckedLogs_140807101722.pdf - Adobe Reader

Guest Checked Logs

Card Number	Exp. Date	Guest Name	Certificate Name	Certificate Number	Room Name	Building Name	Floor Name	Room Type	Check In Date	Planned In Date	Planned Leave Date	Extension	First Extension Date	Last Extension Date	Check Out	Check Out Date	Real Days	Other Expenses
34		juan	RIS20	202	0109	Building 1	Floor 1	Single	07/08/2014 04:00	07/08/2014 04:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
33		juan	RIS20	202	0109	Building 1	Floor 1	Single	07/08/2014 04:00	07/08/2014 04:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
32		juan	RIS20	202	0109	Building 1	Floor 1	Single	07/08/2014 04:00	07/08/2014 04:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
31		juan	RIS20	202	0109	Building 1	Floor 1	Single	07/08/2014 04:00	07/08/2014 04:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
30		juan	My Certificate	gP30	0110	Building 1	Floor 1	Single	07/08/2014 04:00	07/08/2014 04:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
29		juan	My Certificate	gP30	0110	Building 1	Floor 1	Single	07/08/2014 04:00	07/08/2014 04:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
28		Luis	My Certificate	4111	0112	Building 1	Floor 1	Single	07/08/2014 04:00	07/08/2014 04:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
27		juan	RIS20	202	0109	Building 1	Floor 1	Single	07/08/2014 04:00	07/08/2014 04:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
26		juan	RIS20	202	0109	Building 1	Floor 1	Single	07/08/2014 04:00	07/08/2014 04:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
25		juan	RIS20	202	0109	Building 1	Floor 1	Single	07/08/2014 04:00	07/08/2014 04:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
24		juan	RIS20	202	0109	Building 1	Floor 1	Single	07/08/2014 04:00	07/08/2014 04:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
23		juan	RIS20	202	0109	Building 1	Floor 1	Single	07/08/2014 04:00	07/08/2014 04:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
22		juan	RIS20	202	0109	Building 1	Floor 1	Single	07/08/2014 04:00	07/08/2014 04:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
21		juan	RIS20	202	0109	Building 1	Floor 1	Single	07/08/2014 04:00	07/08/2014 04:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
20		juan	RIS20	202	0109	Building 1	Floor 1	Single	07/08/2014 04:00	07/08/2014 04:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
19		Roberto	RIS20	202	0109	Building 1	Floor 1	Single	07/08/2014 12:00	07/08/2014 12:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
18		Roberto	RIS20	202	0109	Building 1	Floor 1	Single	07/08/2014 12:00	07/08/2014 12:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
17		juan	My Certificate	4111	0112	Building 1	Floor 1	Single	07/08/2014 12:00	07/08/2014 12:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
16		juan	My Certificate	4111	0112	Building 1	Floor 1	Single	07/08/2014 12:00	07/08/2014 12:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
15		juan	My Certificate	4111	0112	Building 1	Floor 1	Single	07/08/2014 12:00	07/08/2014 12:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
14		juan	My Certificate	4111	0112	Building 1	Floor 1	Single	07/08/2014 12:00	07/08/2014 12:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
13		juan	My Certificate	4111	0112	Building 1	Floor 1	Single	07/08/2014 12:00	07/08/2014 12:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
12		juan	My Certificate	4111	0112	Building 1	Floor 1	Single	07/08/2014 12:00	07/08/2014 12:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
11		juan	My Certificate	4111	0112	Building 1	Floor 1	Single	07/08/2014 12:00	07/08/2014 12:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
10		juan	My Certificate	4111	0112	Building 1	Floor 1	Single	07/08/2014 12:00	07/08/2014 12:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
9		juan	My Certificate	4111	0112	Building 1	Floor 1	Single	07/08/2014 12:00	07/08/2014 12:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
8		juan	My Certificate	4111	0112	Building 1	Floor 1	Single	07/08/2014 12:00	07/08/2014 12:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
7		juan	My Certificate	4111	0112	Building 1	Floor 1	Single	07/08/2014 12:00	07/08/2014 12:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
6		juan	My Certificate	4111	0112	Building 1	Floor 1	Single	07/08/2014 12:00	07/08/2014 12:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
5		juan	My Certificate	4111	0112	Building 1	Floor 1	Single	07/08/2014 12:00	07/08/2014 12:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
4		juan	My Certificate	4111	0112	Building 1	Floor 1	Single	07/08/2014 12:00	07/08/2014 12:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
3		juan	My Certificate	4111	0112	Building 1	Floor 1	Single	07/08/2014 12:00	07/08/2014 12:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
2		juan	My Certificate	4111	0112	Building 1	Floor 1	Single	07/08/2014 12:00	07/08/2014 12:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00
1		juan	My Certificate	4111	0112	Building 1	Floor 1	Single	07/08/2014 12:00	07/08/2014 12:00	07/08/2014 12:00:00		07/08/2014 12:00:00		07/08/2014 12:00:00		0 Days 0 Hours	0.00

8.2 Room Consumption Logs

Here you can consult the Room Use logs. Similar to all Database logs menu forms, you have some parameters to filter the consult, reset fields option, and export results to an external file, you can export to the formats CSV, XLS (Excel 2003), PDF and TXT (text file) (consult section 8.1 for more information about export logs process).

You have two consult types, one called 'Statistics':

The screenshot shows the 'Room Consumption Logs' application window. At the top, there are several filter fields: Building Name (Building 1), Room Type (- ALL -), User (Operator) (Administrator), Floor Name (- ALL -), Check In (06/08/2014 12:30), Check Out (07/08/2014 12:30), and Room Name (empty). There are also radio buttons for 'Details' and 'Statistics' (selected). Below the filters are buttons for 'Search', 'Reset', 'Export to file ...', and 'Close'. The main area contains a table with the following columns: Room Name, Building Name, Floor Name, Room Type, Guest Count, Card Count, Stay Day(s), Room Price, R.P. Currency, R.P. Ex-Rate, and Other Expenses. The table lists 27 records, with room S118 highlighted in blue. At the bottom, a status bar shows 'Total Records: 27' and 'Total = 0,00 EUR'.

Room Name	Building Name	Floor Name	Room Type	Guest Count	Card Count	Stay Day(s)	Room Price	R.P. Currency	R.P. Ex-Rate	Other Expenses
S11	Building 1	Floor 1	Single	1	1	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S110	Building 1	Floor 1	Single	1	1	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S111	Building 1	Floor 1	Single	1	1	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S112	Building 1	Floor 1	Single	1	0	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S114	Building 1	Floor 1	Single	1	1	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S115	Building 1	Floor 1	Single	1	1	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S117	Building 1	Floor 1	Single	1	0	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S118	Building 1	Floor 1	Single	1	1	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S119	Building 1	Floor 1	Single	1	1	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S121	Building 1	Floor 1	Single	1	0	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S122	Building 1	Floor 1	Single	1	0	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S123	Building 1	Floor 1	Single	1	0	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S124	Building 1	Floor 1	Single	1	0	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S130	Building 1	Floor 1	Single	1	0	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S131	Building 1	Floor 1	Single	1	0	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S132	Building 1	Floor 1	Single	1	0	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S134	Building 1	Floor 1	Single	1	1	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S135	Building 1	Floor 1	Single	1	0	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S136	Building 1	Floor 1	Single	1	0	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S138	Building 1	Floor 1	Single	2	0	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S139	Building 1	Floor 1	Single	1	1	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S14	Building 1	Floor 1	Single	1	1	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S15	Building 1	Floor 1	Single	1	1	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S16	Building 1	Floor 1	Single	1	1	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S17	Building 1	Floor 1	Single	1	1	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S18	Building 1	Floor 1	Single	1	1	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	0,00
S19	Building 1	Floor 1	Single	1	1	0 0 Day(s) 0 Hours	0,00	EUR	1,0000	32,00

Total Records: 27 Total = 0,00 EUR

And another more detailed, where you have more fields in the search logs, called 'Details':

Room Consumption Logs

Building Name: Building 1 | Room Type: -ALL- | User (Operator): Administrator

Floor Name: -ALL- | Check In: 06/08/2014 12:30 | Check Out: 07/08/2014 12:30

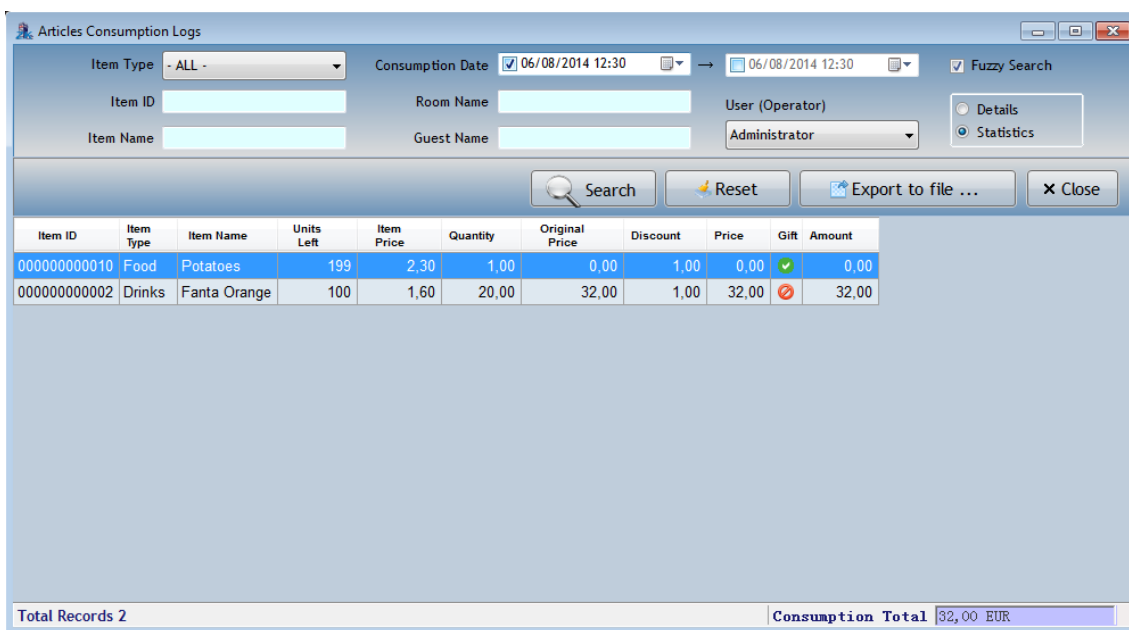
Room Name: | Search | Reset | Export to file ... | X Close

Room Name	Building Name	Floor Name	Room Type	Guest Count	Card Count	Check In Date	Planned In (Days)	Planned Leave Date	Room Price	R.P. Currency	R.P. Ex-Rate	Other Expenses	Extension	Last Extension Date	E.D. Currency	E.D. Ex-Rate	Check Out	Stay Day(s)	Check Out Date
S11	Building 1	Floor 1	Single	1	1	06/08/2014 12:30:00	10 Hours	06/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	06/08/2014 12:30:00	0 Days(s) 0 Hours	
S110	Building 1	Floor 1	Single	1	1	06/08/2014 12:30:00	10 Hours	06/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	06/08/2014 12:30:00	0 Days(s) 0 Hours	
S111	Building 1	Floor 1	Single	1	1	06/08/2014 12:30:00	10 Hours	06/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	06/08/2014 12:30:00	0 Days(s) 0 Hours	
S112	Building 1	Floor 1	Single	1	0	07/08/2014 9:39:00	40 Hours	10/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	07/08/2014 9:39:00	0 Days(s) 0 Hours	
S112	Building 1	Floor 1	Single	0	0	07/08/2014 9:39:00	40 Hours	10/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	07/08/2014 9:39:00	0 Days(s) 0 Hours	
S114	Building 1	Floor 1	Single	1	1	06/08/2014 12:30:00	10 Hours	06/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	06/08/2014 12:30:00	0 Days(s) 0 Hours	
S115	Building 1	Floor 1	Single	1	1	06/08/2014 12:30:00	10 Hours	06/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	06/08/2014 12:30:00	0 Days(s) 0 Hours	
S117	Building 1	Floor 1	Single	1	0	07/08/2014 9:49:00	60 Hours	12/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00	12/08/2014 12:30:00	EUR	1,000.00	07/08/2014 9:49:00	0 Days(s) 0 Hours	
S118	Building 1	Floor 1	Single	1	1	06/08/2014 19:25:00	10 Hours	07/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	06/08/2014 19:25:00	0 Days(s) 0 Hours	
S119	Building 1	Floor 1	Single	1	1	07/08/2014 9:44:00	30 Hours	09/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	07/08/2014 9:44:00	0 Days(s) 0 Hours	
S121	Building 1	Floor 1	Single	1	0	07/08/2014 9:18:00	10 Hours	07/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	07/08/2014 9:18:00	0 Days(s) 0 Hours	
S122	Building 1	Floor 1	Single	1	0	07/08/2014 9:18:00	10 Hours	07/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	07/08/2014 9:18:00	0 Days(s) 0 Hours	
S123	Building 1	Floor 1	Single	1	0	07/08/2014 9:18:00	10 Hours	07/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	07/08/2014 9:18:00	0 Days(s) 0 Hours	
S124	Building 1	Floor 1	Single	1	0	07/08/2014 9:52:16	10 Hours	07/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	07/08/2014 9:52:16	0 Days(s) 0 Hours	
S130	Building 1	Floor 1	Single	1	0	07/08/2014 9:25:00	10 Hours	07/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	07/08/2014 9:25:00	0 Days(s) 0 Hours	
S131	Building 1	Floor 1	Single	1	0	07/08/2014 9:25:00	10 Hours	07/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	07/08/2014 9:25:00	0 Days(s) 0 Hours	
S132	Building 1	Floor 1	Single	1	0	07/08/2014 9:25:00	10 Hours	07/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	07/08/2014 9:25:00	0 Days(s) 0 Hours	
S134	Building 1	Floor 1	Single	1	1	07/08/2014 9:46:00	40 Hours	10/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00	10/08/2014 12:30:00	EUR	1,000.00	07/08/2014 9:46:00	0 Days(s) 0 Hours	
S135	Building 1	Floor 1	Single	1	0	07/08/2014 9:25:00	10 Hours	07/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	07/08/2014 9:25:00	0 Days(s) 0 Hours	
S136	Building 1	Floor 1	Single	1	0	07/08/2014 9:25:00	10 Hours	07/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	07/08/2014 9:25:00	0 Days(s) 0 Hours	07/08/2014 9:52:16
S138	Building 1	Floor 1	Single	0	0	07/08/2014 9:05:00	10 Hours	07/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	07/08/2014 9:05:00	0 Days(s) 0 Hours	
S138	Building 1	Floor 1	Single	1	0	07/08/2014 9:12:00	10 Hours	07/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	07/08/2014 9:12:00	0 Days(s) 0 Hours	
S138	Building 1	Floor 1	Single	1	0	07/08/2014 9:12:00	10 Hours	07/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	07/08/2014 9:12:00	0 Days(s) 0 Hours	
S139	Building 1	Floor 1	Single	1	1	07/08/2014 9:46:00	40 Hours	10/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00	10/08/2014 12:30:00	EUR	1,000.00	07/08/2014 9:46:00	0 Days(s) 0 Hours	
S14	Building 1	Floor 1	Single	1	1	07/08/2014 9:46:00	40 Hours	10/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00	10/08/2014 12:30:00	EUR	1,000.00	07/08/2014 9:46:00	0 Days(s) 0 Hours	
S15	Building 1	Floor 1	Single	1	1	07/08/2014 9:44:00	10 Hours	07/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	07/08/2014 9:44:00	0 Days(s) 0 Hours	
S16	Building 1	Floor 1	Single	1	1	06/08/2014 12:30:00	10 Hours	06/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	06/08/2014 12:30:00	0 Days(s) 0 Hours	
S17	Building 1	Floor 1	Single	1	1	06/08/2014 12:30:00	10 Hours	06/08/2014 12:30:00	0.00	EUR	1,000.00	0.00	0.00		EUR	1,000.00	06/08/2014 12:30:00	0 Days(s) 0 Hours	
Total Records: 30																		Total = 0,00 EUR	

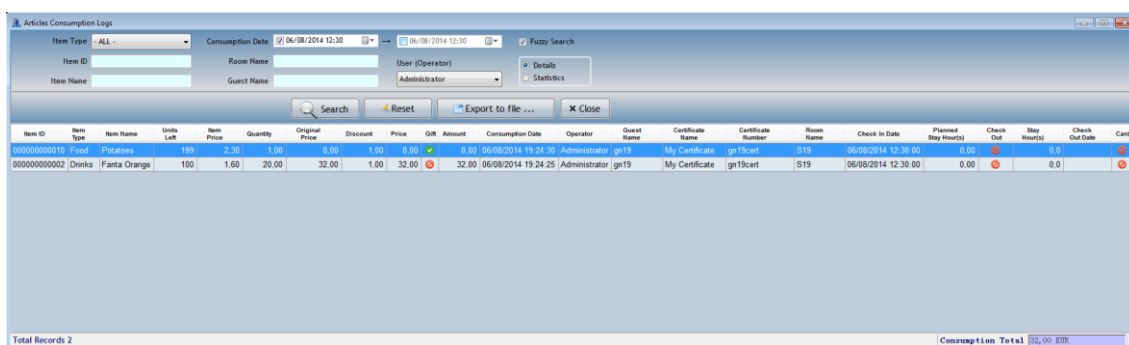
8.3 Articles Consumption Logs

Here you can consult Other Consumption logs for a Room. Similar to all Database logs menu forms, you have some parameters to filter the consult, reset fields option, and export results to an external file, you can export to the formats CSV, XLS (Excel 2003), PDF and TXT (text file) (consult section 8.1 for more information about export logs process).

You have two consult types, one called 'Statistics':



And another more detailed, where you have more fields in the search logs, called 'Details':



Also you have the search option 'Fuzzy Search', if checked, the parameters selected on search filter are filtered as 'LIKE' instead of 'EQUAL', in this case by example if you filter by 'Item Name' all results with the letters matching on name will be appear on consult, otherwise only we have results with the same 'Item Name' you have inserted.

8.4 Make Cards Logs

Here you can consult all Card issue records. Similar to all Database logs menu forms, you have some parameters to filter the consult, reset fields option, and export results to an external file, you can export to the formats CSV, XLS (Excel 2003), PDF and TXT (text file) (consult section 8.1 for more information about export logs process).

Card Number	Card Type	User Name	Certificate Name	Certificate Number	Lock Address	Open Inside Lock	Keep Open	Make Date	Card Valid Date	Created by	Logout	Logout Date	Updated by	Update Time
1	Empower Card		My Certificate					06/08/2014 13:56:06		Administrator			Administrator	06/08/2014 13:56:06
2	Time Card		My Certificate					06/08/2014 13:56:16		Administrator			Administrator	06/08/2014 13:56:16
3	Room Card		My Certificate		Building 1 / Floor 1 / S110			06/08/2014 13:56:35		Administrator			Administrator	06/08/2014 13:56:35
4	Guest Card	aaaaaaaa	My Certificate	bbbbbbb	Building 1 / Floor 1 / S111			06/08/2014 14:04:08	2014-08-06 12:30:00	Administrator			Administrator	06/08/2014 14:04:08
5	Guest Card	gn18	My Certificate	gn18cert	Building 1 / Floor 1 / S118			06/08/2014 14:30:41	2014-08-06 12:30:00	Administrator			Administrator	06/08/2014 14:30:41
6	Guest Card	gn19	My Certificate	gn19cert	Building 1 / Floor 1 / S119			06/08/2014 14:30:56	2014-08-06 12:30:00	Administrator			Administrator	06/08/2014 19:24:30
7	Guest Card	last 1	My Certificate	hghgg	Building 1 / Floor 1 / S116			06/08/2014 15:07:49	2014-08-06 12:30:00	Administrator			Administrator	06/08/2014 15:07:49
8	Guest Card	last 2	My Certificate	sdfdf	Building 1 / Floor 1 / S117			06/08/2014 15:07:57	2014-08-06 12:30:00	Administrator			Administrator	06/08/2014 15:07:57
11	Guest Card	ultimo 1	My Certificate	ultimo 1c	Building 1 / Floor 1 / S114			06/08/2014 16:27:06	2014-08-06 12:30:00	Administrator			Administrator	06/08/2014 16:27:06
12	Guest Card	ultimo 2	My Certificate	ultimo 2c	Building 1 / Floor 1 / S115			06/08/2014 16:27:41	2014-08-06 12:30:00	Administrator			Administrator	06/08/2014 16:27:41
13	Guest Card	vc	My Certificate	cv	Building 1 / Floor 1 / S118			06/08/2014 19:25:33	2014-08-07 12:30:00	Administrator			Administrator	06/08/2014 19:25:33
14	Group Card	ewew	My Certificate	weew				06/08/2014 19:27:03	2014-08-06 00:00 -> 23:59	Administrator			Administrator	06/08/2014 19:27:03
30	Guest Card	ghgh	My Certificate	ghgh	Building 1 / Floor 1 / S119			07/08/2014 9:44:35	2014-08-09 12:30:00	Administrator			Administrator	07/08/2014 9:44:35
31	Guest Card	hghg	RS538	ghgh	Building 1 / Floor 1 / S15			07/08/2014 9:45:02	2014-08-07 12:30:00	Administrator			Administrator	07/08/2014 9:45:02
32	Guest Card	uyu	RS538	yuy	Building 1 / Floor 1 / S134			07/08/2014 9:46:03	2014-08-10 12:30:00	Administrator			Administrator	07/08/2014 10:04:46
33	Guest Card	yuy	RS538	yuy	Building 1 / Floor 1 / S14			07/08/2014 9:46:04	2014-08-10 12:30:00	Administrator			Administrator	07/08/2014 10:04:46
34	Guest Card	yuyu	RS538	yuy	Building 1 / Floor 1 / S139			07/08/2014 9:46:06	2014-08-10 12:30:00	Administrator			Administrator	07/08/2014 10:04:46
35	Empower Card		My Certificate					07/08/2014 10:29:09		Administrator			Administrator	07/08/2014 10:29:09
36	Guest Card	454	My Certificate	454	Building 1 / Floor 1 / S129			07/08/2014 10:30:05	2014-08-07 12:30:00	Administrator			Administrator	07/08/2014 10:33:06
37	Guest Card	ghg	My Certificate	ghg	Building 1 / Floor 1 / S129			07/08/2014 10:33:32	2014-08-07 12:30:00	Administrator		07/08/2014 10:33:42	Administrator	07/08/2014 10:33:42
38	Guest Card	h	My Certificate	ghg	Building 1 / Floor 1 / S13			07/08/2014 10:33:55	2014-08-07 12:30:00	Administrator		07/08/2014 10:34:27	Administrator	07/08/2014 10:34:27

8.5 Group Settings Cards Logs

Here you can consult the records on issue of all 'Group Settings Card'. Similar to all Database logs menu forms, you have some parameters to filter the consult, reset fields option, and export results to an external file, you can export to the formats CSV, XLS (Excel 2003), PDF and TXT (text file) (consult section 8.1 for more information about export logs process).

Card Number	User Name	Certificate Number	All Groups	Group Name 1	Group Name 2	Group Name 3	Group Name 4	Group Name 5	Group Name 6	Make Date	Card Valid Until	Created by	Logout	Logout Date	Updated by	Update Time
15	h	fhgh		VipGroup						06/08/2014 19:39:20	2014-08-07	Administrator			Administrator	06/08/2014 19:39:20
16	h	fhgh								06/08/2014 19:39:25	2014-08-07	Administrator			Administrator	06/08/2014 19:39:25

8.6 Lock Open Logs

This search menu form is used to read the 'Record Card' Logs to view the Lock Records from a Room Lock Door.

Put the 'Record Card' on the Card Reader, and click 'Get Lock Information' to obtain Lock information and Records, as shown in the interface below:

The screenshot shows the 'Lock Open Logs' application window. At the top, there are search filters for 'Building Name', 'Floor Name', and 'Lock Name', all set to 'ALL'. Below these are date and time filters for '07/08/2014 11:12' and a search count of '224'. An 'Export...' button is visible in the top right. The main area contains a table with the following columns: Lock Address, Card Number, Opening Date, Open Mode, Card Type, User Name, Certificate Name, Certificate Number, Lock Address, Make Date, Card Valid Date, Created By, Logout, Logout Date, Updated By, and Update Time. The table lists various lock events, including 'Card Open', 'Record Card', and 'Empower Card', with associated dates and times.

IMPORTANT:

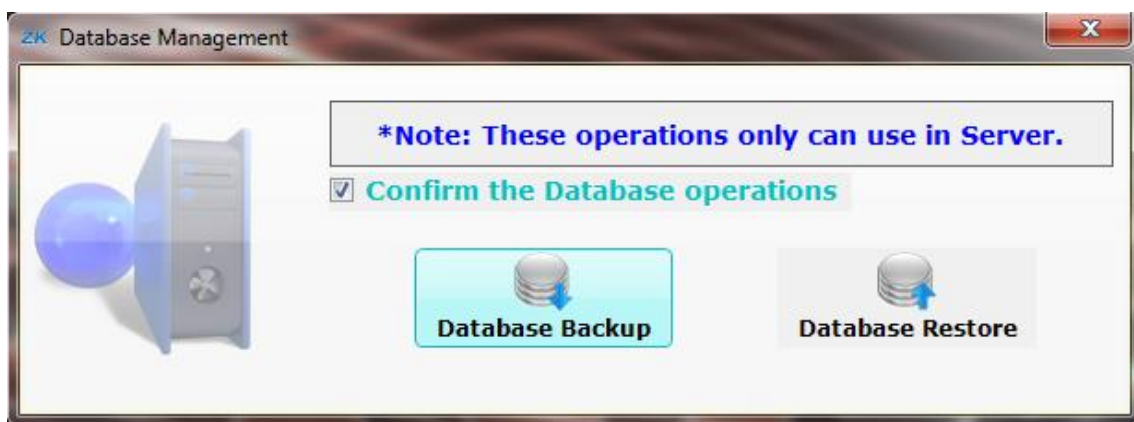
- 1 - The 'Record Card' must be a Mifare s70 Card (consult section 6.1.4 for more information).
 - 2 - To read the records from a 'Record Card' first you must get the records from Hotel Room Door Lock.
- To get the records from Door Lock, put the Card on Lock without move it and wait 1 or 2 seconds, the Lock will buzz 4 fast times, if you have error on process and download incomplete data from Lock, you will have 14 buzzes (see appendix for more info).
- 3 - If you have errors reading this Card again, you can create it again as 'Record Card', to read it again on Door Lock and application. When you Clean this Card, you will have a 'Empty Card' but the records from Lock will keep on Card, this records only can be updated (cannot delete it from Card). The Records will be updated when you pass the Card again on the Door Lock as 'Record Card'.
 - 4 - The Hotel Door Lock can save a maximum of 224 open log records.

8.7 Database Management

This function is used for Database backup and restoration. This operation is available only on the Server. Please use the Database Restore operation with caution.

To Make sure this operation need to 'Confirm the Database Operations', then click a corresponding button, select a path, and click 'Database Backup' or 'Database Restore' to finish the operation (the time needed depends on the size of the Database).

The figure illustrates the backup operation:



PLEASE NOTE:

1 - If you are using the MySQL Database engine, the path 'MySQL bin Path' from Login Global options (consult section 3.2.2 for more information) is very important because this path exists and is configured in application to allow the application to make the 'Database Restore' process using this Database engine specifically.

2 – If you want to uninstall or repair the application Databases engine, or reinstall application using the Setup program, maybe you need to Backup the Database before reinstall the application, in case you want to restore your Database in the new installation later when you finish to reinstall it.

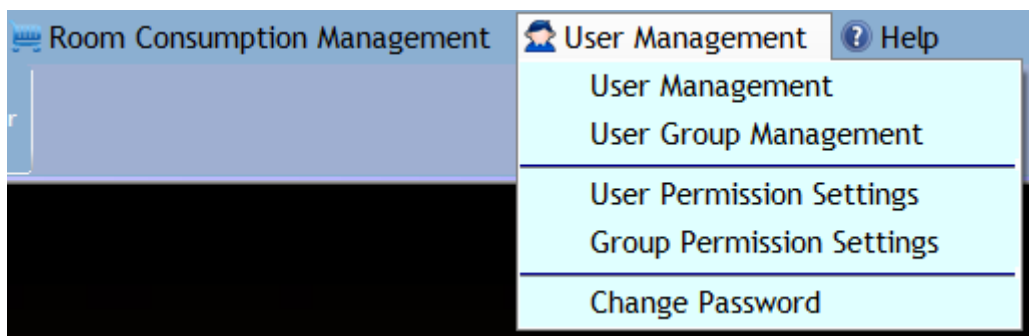
By example if a new version of the application is available and you want to update your version without losing your Hotel application Data.

9. User Management

In 'User Management' we can manage all Users can have access to our application, and the permissions for each User, like the application menus and options where a User can operate or consult.

This menu forms are 'User Management', 'User Group Management', 'User Permission Settings' and 'Group Permission Settings'.

Also we have 'Change Password' option where we can change our Current Password to Login into application.

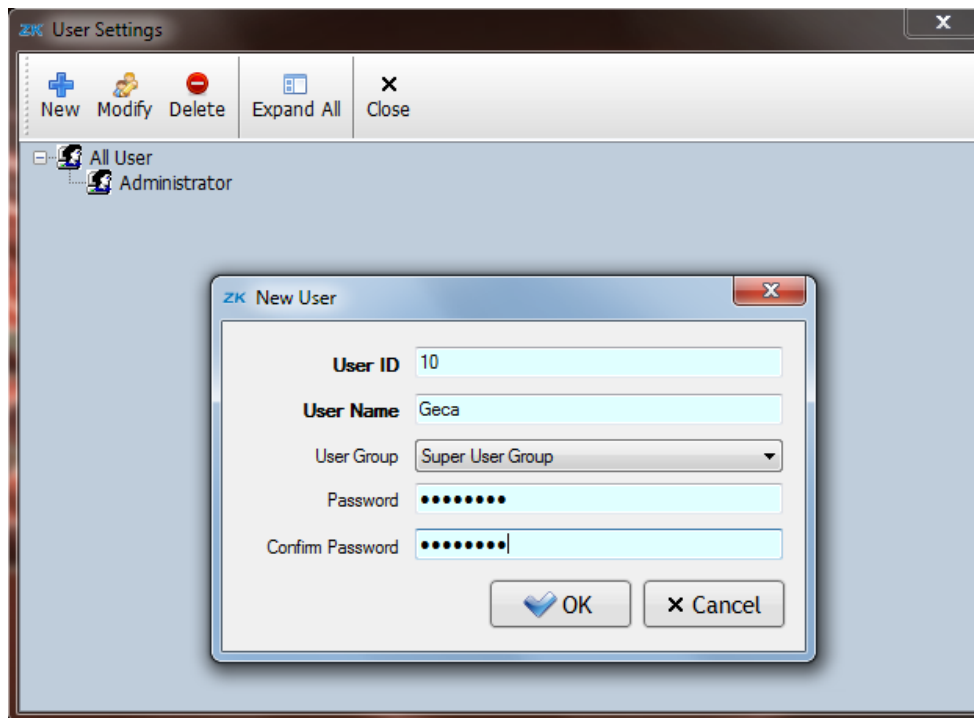


9.1 User Management

On 'User Management' menu form we can create new Users for the application. The first time we access to this menu we are the 'Administrator'. We never can Modify or Delete our own User, only other Users.

When create a new User, we need to choose a 'User ID', 'User Name', 'User Group' and 'Password'. The first time, on application installation, we only have the 'Super User Group'. That Group has access to all features of the application.

Later when we create other User Groups, we can change the User Group to other with different permissions.



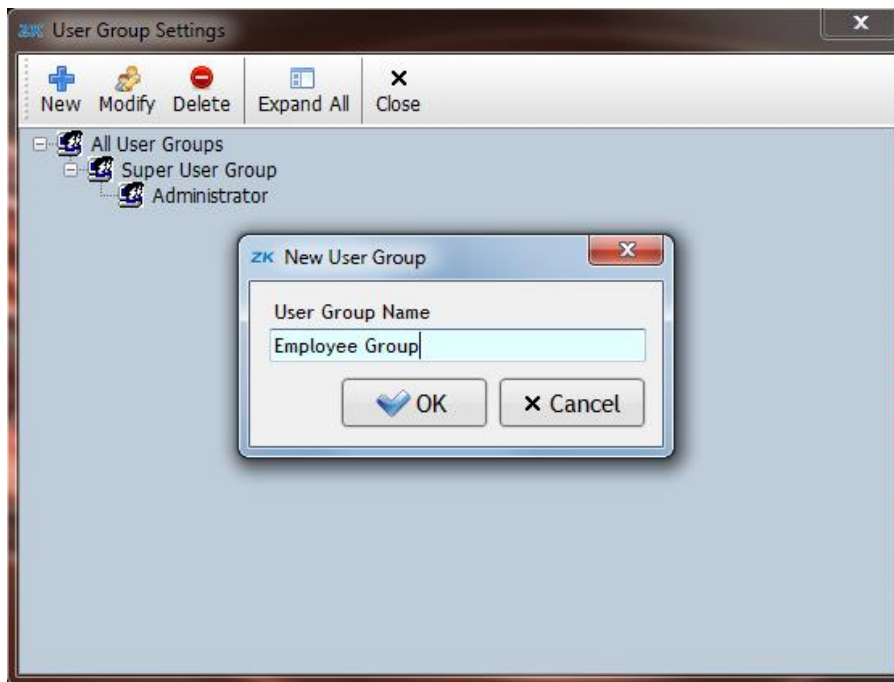
9.2 User Group Management

On 'User Group Management' menu form we can create new User Groups for the application. The first time we access to this menu we are the 'Administrator' and we already have the 'Super User Group' created where our 'Administrator' User belongs.

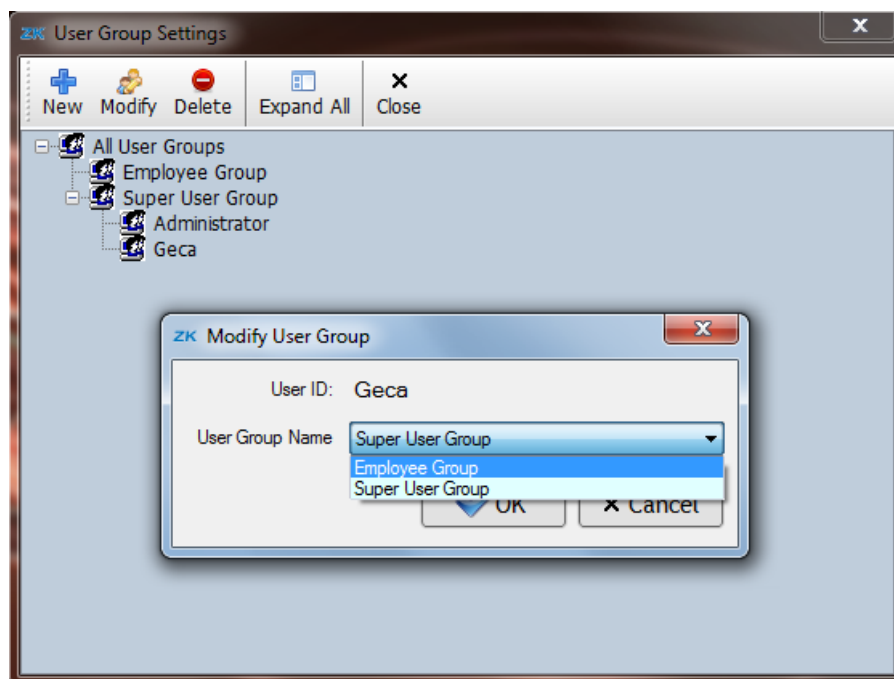
If we click 'New' button we can create a new User Group Name. By default this new User Group doesn't have any permission on application, from the list of permissions we can configure for each User Group (only have basic permissions to access application and operate with minimal options). Consult section 9.4 for more information.

If we click 'Delete' button we can delete a User Group Name or a User, depends if we select a User Group or a User from the tree list. We never can delete our own User or User Group, only other Users or User Groups.

Here if we delete a User is the same if delete it on 'User Management' menu, we are deleting the User (not removing it from a User Group, because when create a User always need to select a User Group).



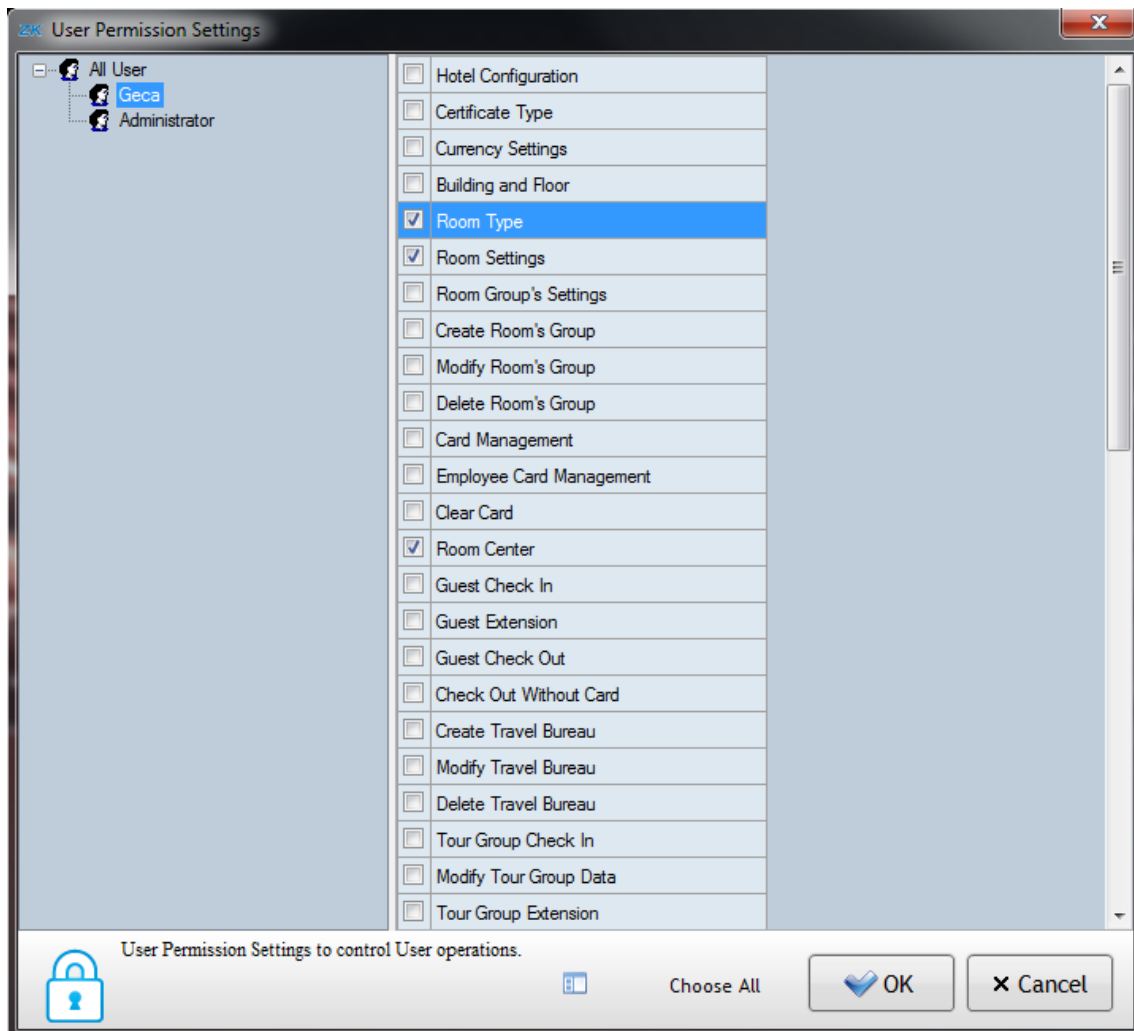
If we click 'Modify' button we can modify the User Group Name or changing the 'User Group Name' of the selected User, depends if we select a User Group or a User from the tree list.



9.3 User Permission Settings

On 'User Permission Settings' menu form we can change the permissions of the Users, no matter the 'User Group Permissions' this User Belongs. This will make the final permissions for this User if you change it, independent from other Users that belong to the same 'User Group Permissions'.

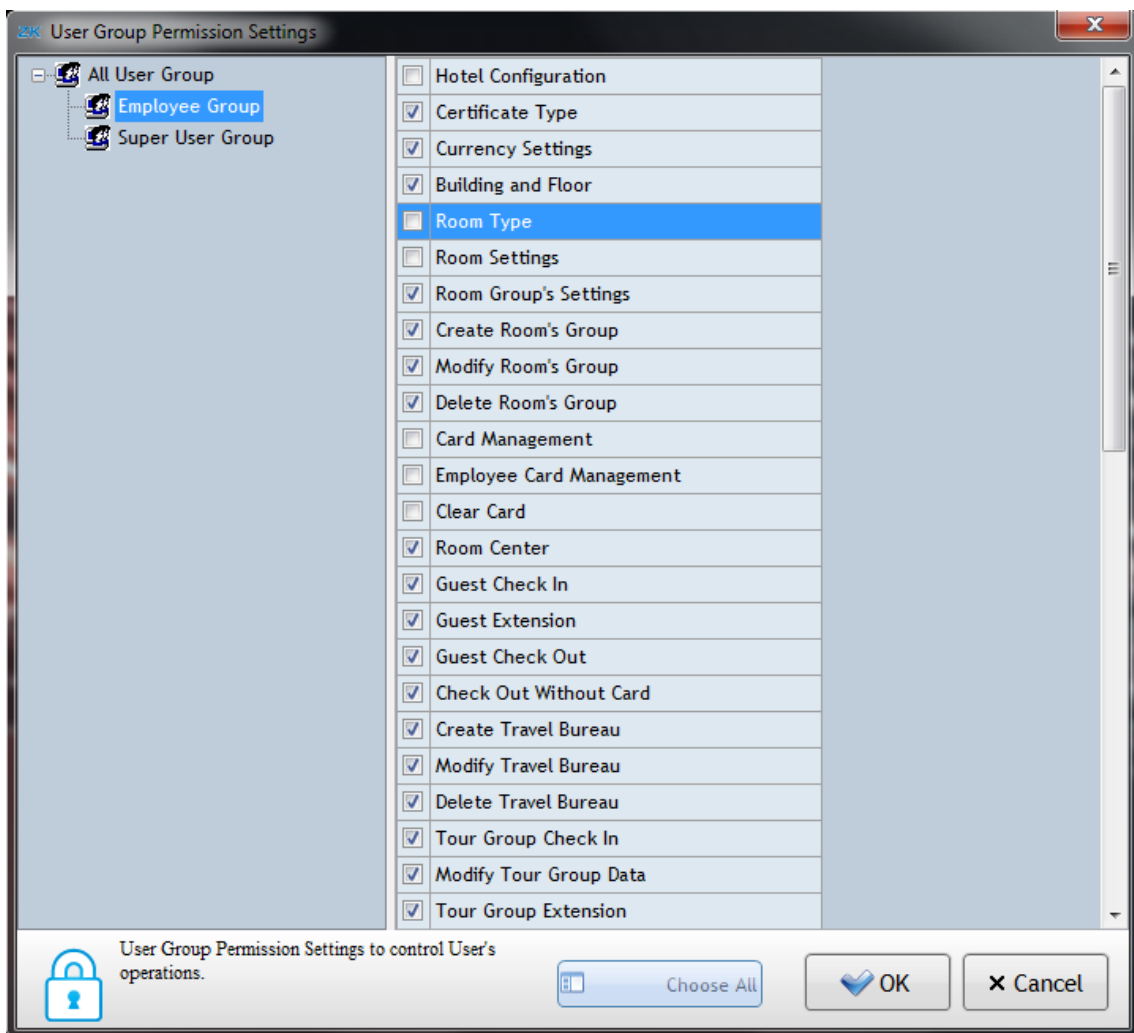
We never can modify the permissions of our User, only for other Users, so the first time we access to this menu we are the 'Administrator' and we need to create other Users in 'User Management' menu to operate on this menu.



9.4 Group Permission Settings

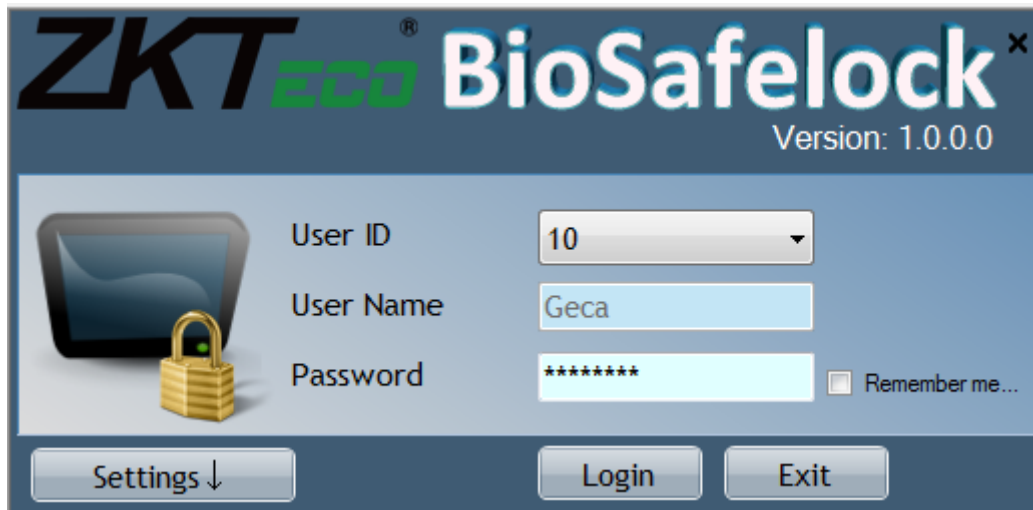
On 'Group Permission Settings' menu form we can change permissions to a Group User, this will affect all User permissions that belong to this User Group.

We never can modify the permissions of the User Group that our User belongs, only for other Group Users, so the first time we access to this menu we are the 'Administrator' and we need to create other Group Users in 'User Group Management' menu to operate on this menu.



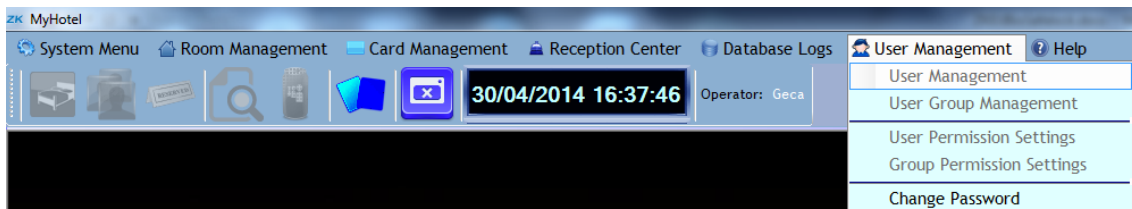
When finally we create new Users and new User Groups Permissions, we configure what permissions we want for this User Group. Later when enter again on application; we will have the new Users ID's on 'User ID' combo box.

Now we select our User from combo box and enter our Password:



Now, our User only has access to the options and application menu's we defined on 'Group Permissions Settings' for the User Group our User belongs.

The options we don't have permission will be disabled on application, and we can only operate with available options:



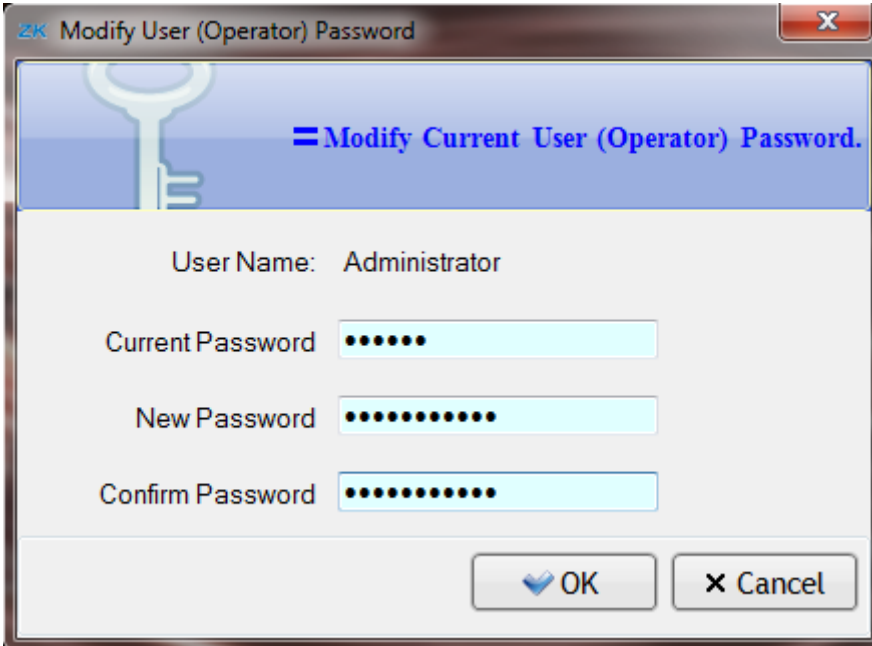
IMPORTANT:

When finally you create other Users with all permissions like the User Group by default 'Super User Group', you can remove the User 'Administrator' if you want, but you must have sure you have at least one User with all permissions. To allow this User to access to 'User Management' and 'User Group Management' menu forms.

If for some reason you lose privileges, and cannot access anyway, you need to reinstall Database application to fix the problem.

9.5 Change Password

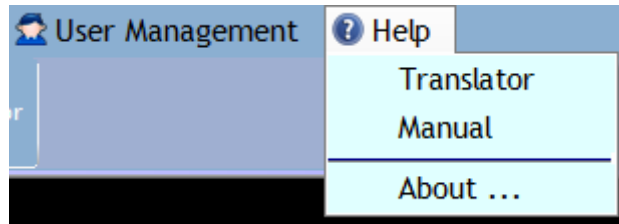
On 'Change Password' menu form we can change the current password of our User. We need to confirm the old password and the new one.



The image shows a Windows-style dialog box titled "ZK Modify User (Operator) Password". The dialog has a blue header bar with a key icon and the text "Modify Current User (Operator) Password." Below the header, the "User Name" is set to "Administrator". There are three password input fields: "Current Password" (6 dots), "New Password" (10 dots), and "Confirm Password" (10 dots). At the bottom right, there are "OK" and "Cancel" buttons.

10. Help Menu

In 'Help' menu we can access to 'Translator' menu form, to the PDF Manual you are reading and to 'About ...' menu form.



10.1 Translator

On 'Translator' menu form we can translate the application directly to another Langs.

The Lang files must be saved on 'Langs' folder of the application, and must be always on this folder if we want the application use it. The format is an XML file with the name 'Lang_yy-XX.xml', where 'yy' are the initials of the Language, and 'XX' are the Country Culture of the 'yy' Language (this is a universal format used for separate the same Language between country variations of the same Language).

When you create a new Language and you enter again the application, you will see the new Language on 'Language' combo box, where you can select it.



To translate the application, when you open the menu you will see on left side of the grid the original English Language. Now you only need to 'Select Country Language' on combo box as target Language. Manually you can translate the text on right side of the grid, you also have the options 'Copy selected cells' and 'Paste copied cells'.

The translated texts when are larger than original texts are in blue color, you must pay special attention to this, because if you use texts bigger than originals you can disfigure the application menu forms or controls like labels or buttons and you will not able to see all text on application or misalign some menu areas. If you left some blank field, when save file, this field will have the original text.



If you have an Internet connection, before you start to translate, you can click on 'Online Translate' and you will able to translate automatically the original text to your selected Language. But only when are available, or directly choose 'Custom' and select one of the available translations from combo box.

Is recommended first you use the online translation and when finished, adapt and fix manually all texts. You can save the Lang and continue later the translation, opening the target Language later.

10.2 Manual

Direct access to the PDF Manual you are reading ;)

The manuals are included in 'Manuals' folder of the application. The manual have the format name: ZKEUBioSafelockEN.pdf, where 'EN' is the Culture Language of the PDF document. When you access to manual on Application Help menu, the application search the manual for current application Culture Language, if manual don't exist, it open this English version.

10.3 About

In 'About ...' menu form you will find ZKTeco Copyright issues, direct link to ZKTeco principal websites and Version Number of the application, including personal Serial Number and Product Key (or License Key in case the registration will made Offline).



If you are using the Demo, you can check the days you still have up to the expiration of the Demo.



11. Appendix

11.1 Sound Prompt of an Invalid Card

Five buzzes: Wrong Card Type.

Five red buzzes + 2 green buzzes: The batteries of the Door are in low power, please change batteries. four full sets batteries can work for about 6 to 8 months.

Six buzzes: A Guest Card has a wrong Room Number, or a Group Card, Urgent Card, or Control Card has a wrong Group Number.

Seven buzzes: The Card has expired.

Eight buzzes: A Guest Card has an invalid code, or an Employee Card has an invalid period of use time.

Nine buzzes: In a blacklist.

Ten buzzes: An Empower Card has an invalid Empower Code.

Eleven buzzes: A Building Card has a wrong Building Number, or a Floor Card has a wrong Floor Number.

Thirteen buzzes: The Card Number is an access-restricted Card Number.

Fourteen buzzes: The Record Card downloads incomplete data.

Fifteen buzzes: This is not a Card of the Hotel.

11.2 Error Codes from Card Reader

- 601**: Cannot Init Reader on USB Port / No communication with Card Reader.
- 602**: Failed to write Card / No Card or Card not recognized.
- 802**: Cannot Init Reader on COM Port 2 ... Port 15 / No communication with Card Reader.
- 838**: Failed to read Card / No Card or Card not recognized.
- 845**: Cannot Init Reader on COM Port 1 / No communication with Card Reader.
- 1201**: Card not created yet with valid program data.