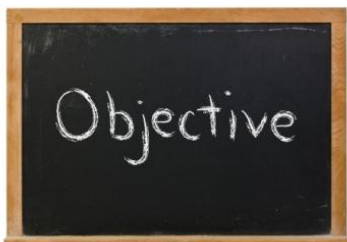# Free Trial Guide

THE OMOTENASHI

POS

[Guide ‐ Estimated time 20min]

- Data which you will use

- Shop POS ‐ operation guide

- Confirm Charge at Folio ‐ operation guide

[Before Start ‐ You need]

- You need to have Free trial ID

- Address your issues on POS

- Basic (Navigation, Setup guide) operation

[Goals ‐ What should we learn from this?]

- Understand the Omotenashi POS

- Understand the benefit

- More queries ‐ where should we go?

1. Data in this guide

The following data is available in this trial environment. Please use these data in your trial.
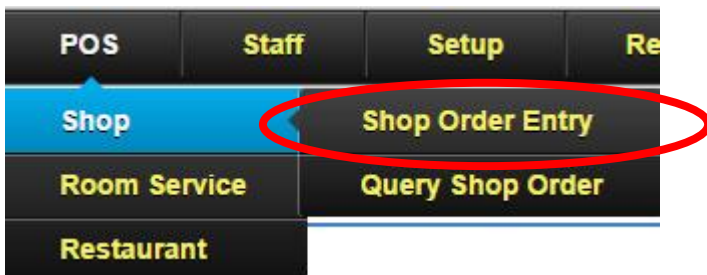
(Available Data)

- Hotel : Omotenashi India
- Guest : Naveen , Gabrani (more others 100)
- Room : Standard (101-110) , Deluxe (201-210)
- Reservation Period : no Limitation
- Currency : USD
- Workplace: Dining, Shop
- Selectable Language (as of Sep 2014) : English, Japanese, Chinese

2. Quick Reservation

1) Navigation

You can navigate to Reservation page from the Menu bar as follows:
Reservation ➡ Quick Reservation
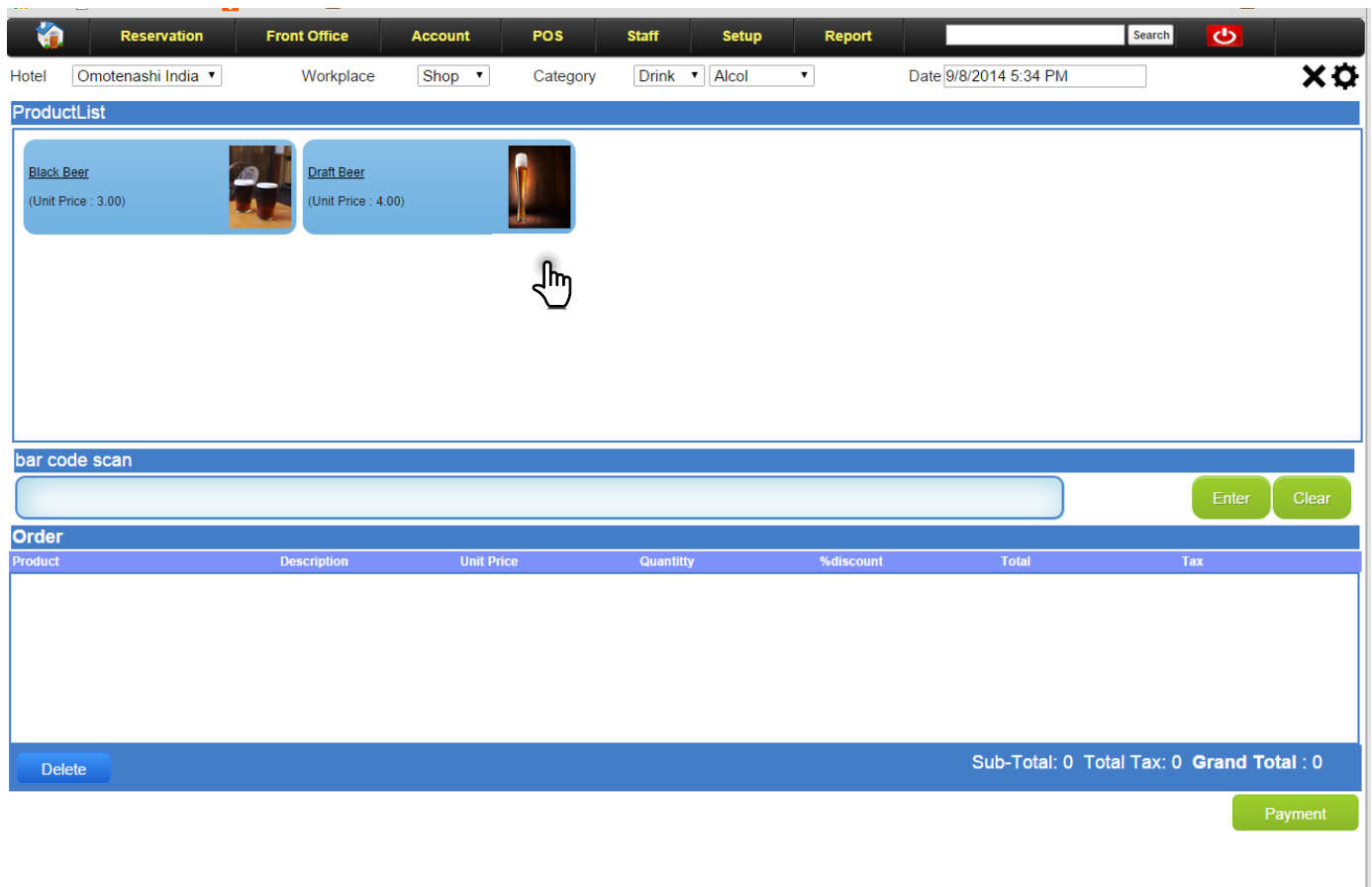

Shows following page.(Show Order entry page)

3) Data input

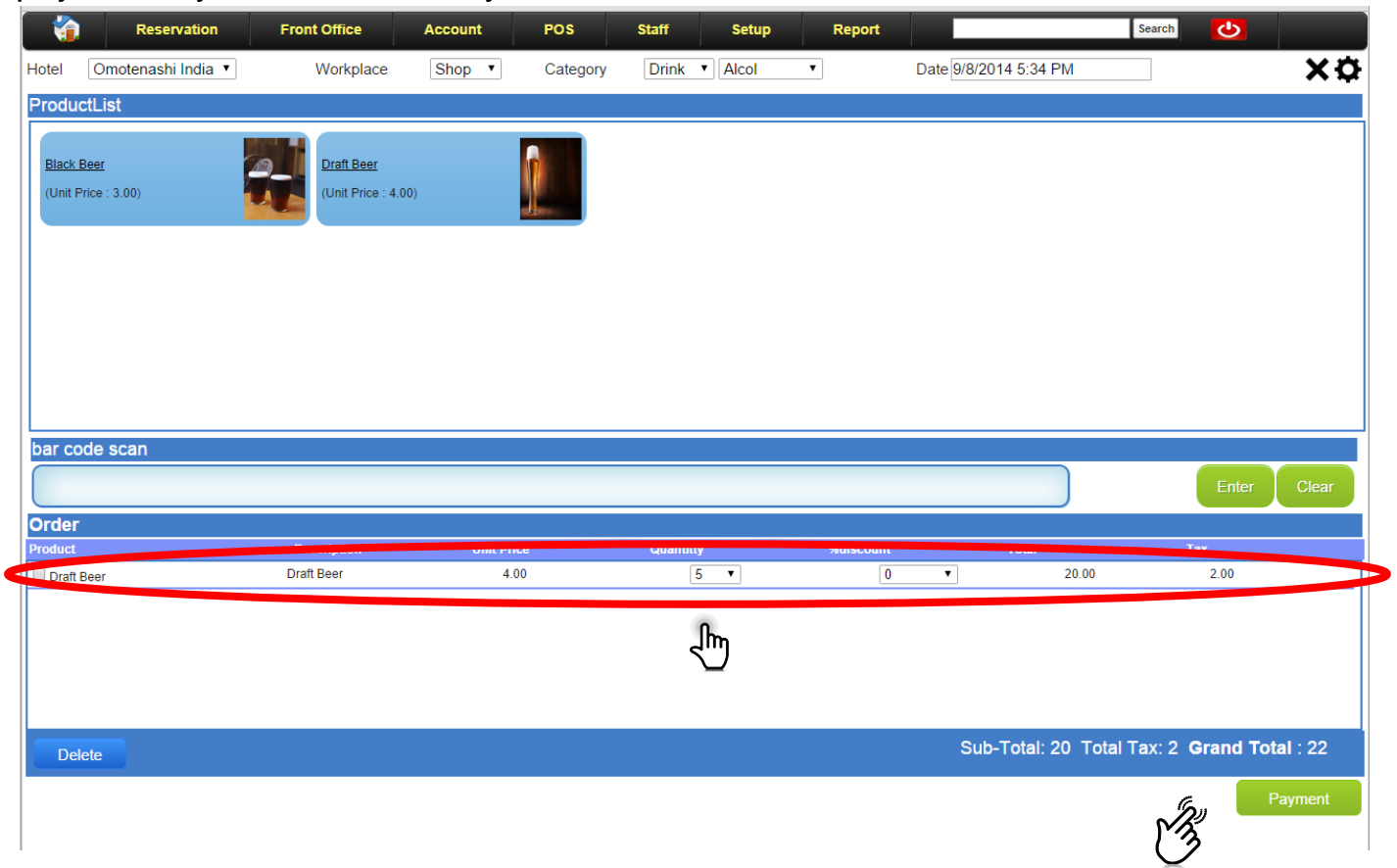Let's make following data into page.

[Input data]

Workplace : Shop
Category : Drink, Alcol
Item : Draft beer
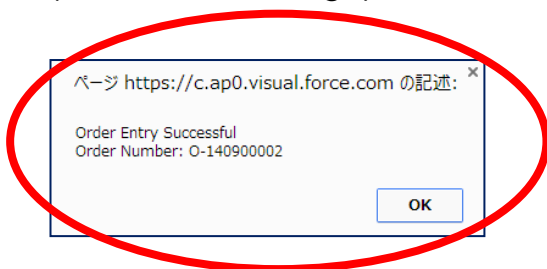**Quantity : 5**

Please put above like screen in below.

You can just click items which you want to order. For touch device, touching photo will work too.

Once you select item, it will drop into order list. You just change quantity and click payment if you don't have any further items for order.

Once successfully ordered show complete message and navigate to payment page.

(Success Message)

3. Payment

1) Navigation
Payment page will follow when order take place.

(Payment Page layout)

2) Data Entry

You can select 3 type of payment. (Cash,Credit,Charge)
On this guide, let us show how to make charge.

Step1 : Click Charge

You may ask room number but need to make sure the guest for today or yesterday.
First click "today" or "Yesterday".

Step2 : Select guest

The next action is selecting guest. System will show the list of guest and you ask
guest name and select appropriate one.

※ Let's select 101 for this guide.

Step3 : Payment

When complete of charge, Click payment and payment will proceed. This case will charge payment into stay bill.

Today

Charge

Yesterday

Selected Room 101

Total	22.00
Received	22.00
Change	0

Check

ページ https://c.ap0.visual.force.com の記述: ×
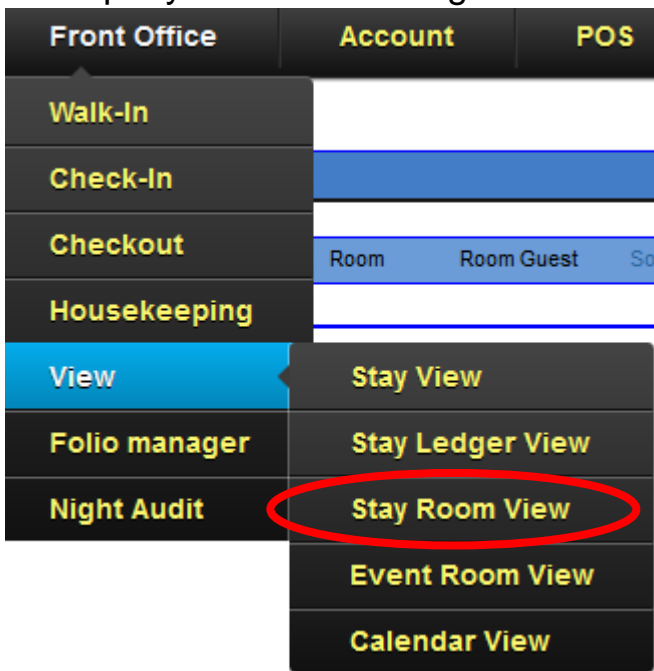
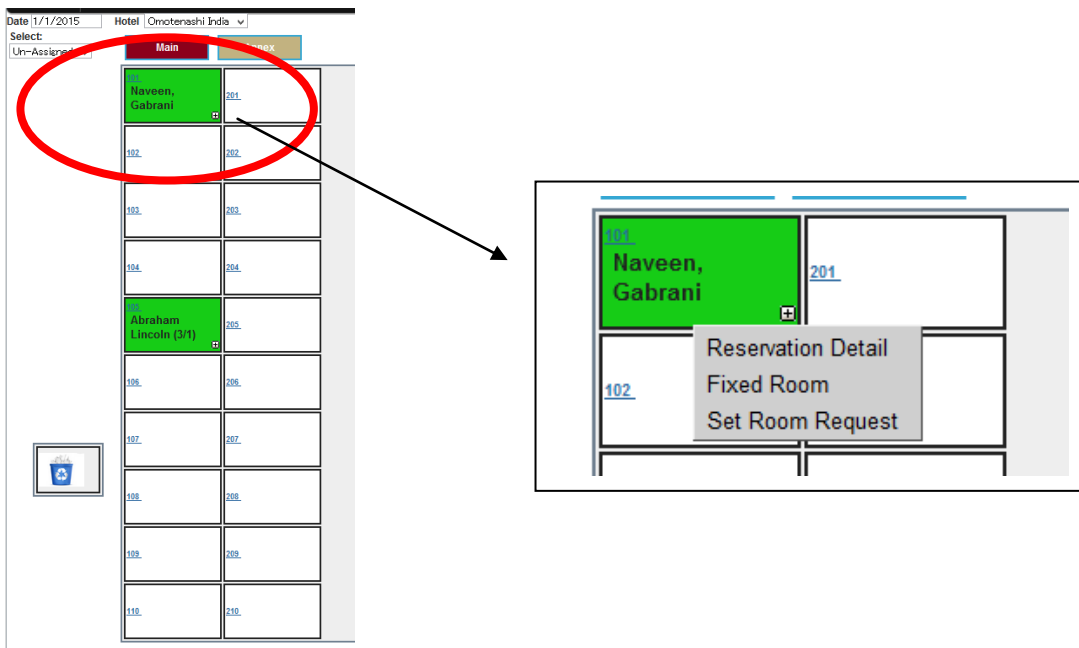Payment Successful

OK

CONGRATULATIONS

After payment, please confirm printing bill and moving to order entry page.

(Confirm stay bill)

Let's query room view and go to reservation page.

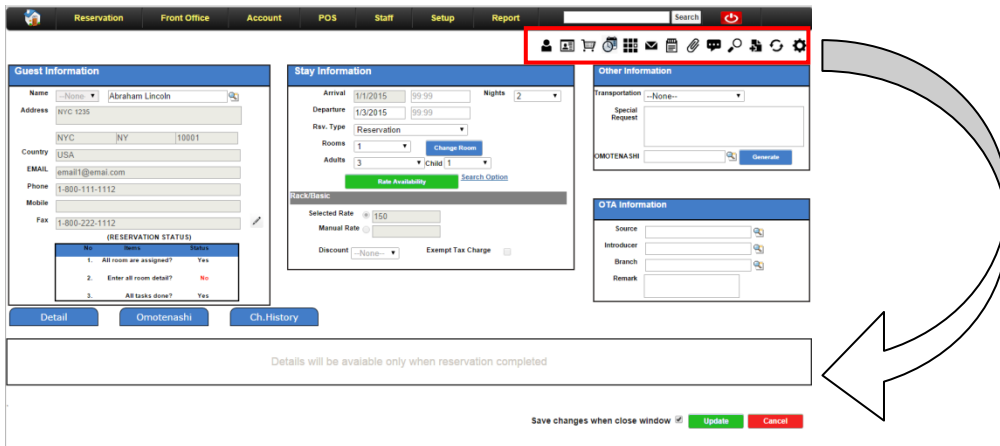System will show the booking room per date.

On 101 cell, please right click and show menu. Select Reservation Detail.

For right click, move cell which you want to click and mouse will change to hand sign. Then you can right click. This will show menu. If you are not showing hand sign, menu will not come.

Step4 : Folio Manager

On reservation page, Click folio button from top of "Action icons".

Once you click, the following page will show automatically.

(Folio Manager Page)

2nd line is which you order in shop order screen.

Please confirm the items, price and quantity. If you make multiple order, it shows multiple lines on this bill.

4. Summary

In this guide, you learnt follows.

- How to make Shop Order.
- How to check order items in reservation page.

You also learnt "How easy to make these in THE OMOTENASHI.

If you want to more detail,

- ➢ Click website(http://www.omotenashi-pms.com) and go to support.
- ➢ Download Quick reservation, Reservation manuals.

If you have any question about this guide, please contact to us.
support@omotenashi-pms.com