

Free Trial Guide



Personal Time Card



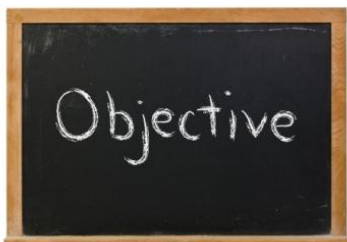
[Guide - Estimated time 15min]

- Data which you will use
- Time Card - operation guide
- Application Home - operation guide



[Before Start - You need]

- You need to have Free trial ID
- List of your issues on time card
- Basic (Navigation, Setup guide) operation



[Goals - What should we learn from this?]

- Understand the Omotenashi Time Card
- 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
- Staff : Naveen , Gabrani (Front Staff)
- Room : Standard (101-110) , Deluxe (201-210)
- Working hour : 24 hours * 7 Days
- Time zone : American Central Time
- Selectable Language (as of Sep 2014) : English, Japanese, Chinese

2. Quick Reservation

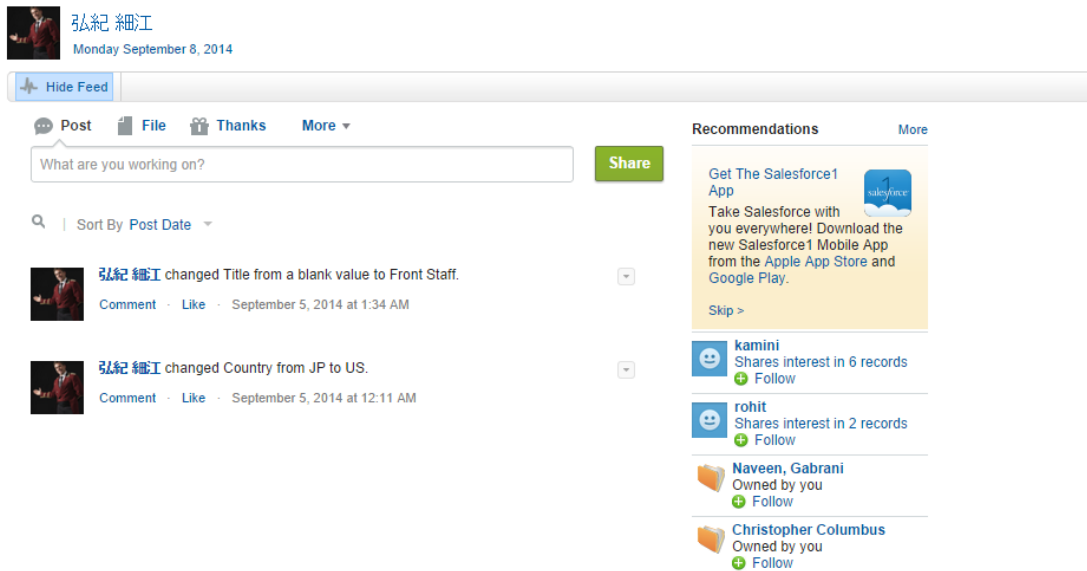
1) Navigation

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

Home icon → Personal Home



Shows following page.(Show Personal Home Page)



Time Card



3) Data input

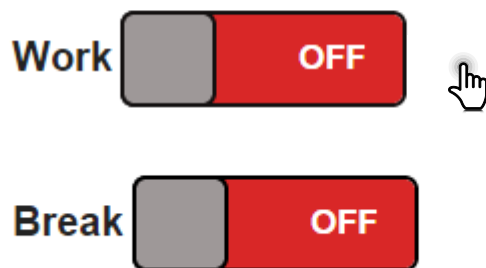
Let's make following data into page.

[Input data]

Start : Any time
End : Any time
Break : Any time

In the middle, there is a time card which you will use in this guide.

Time Card



This time card will keep the status. It will show "ON" if you already turn on your work.

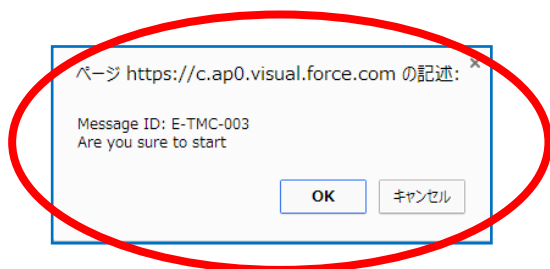
When you come, you just turn to “ON”.

Time Card



When you turn on, it shows confirmation. Just click “Yes” when you want to start.

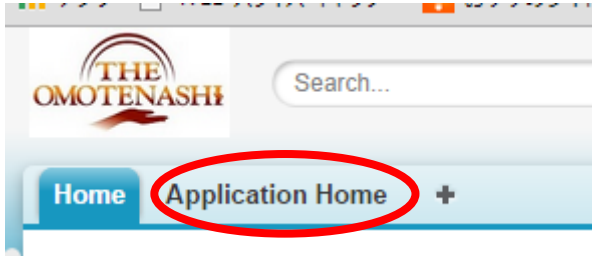
(Success Message)



3. Application Home

1) Navigation

Click “Application Home” and it will navigate to home page.

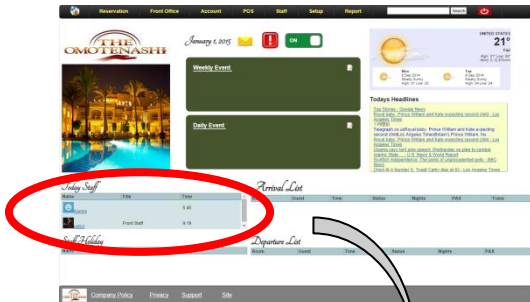


(Application Home Page layout)



A screenshot of the 'Application Home' page. The page has a dark navigation bar at the top with menu items: Reservation, Front Office, Account, POS, Staff, Setup, Report, a search bar, and a refresh icon. Below the navigation bar is the 'THE OMOTENASHI' logo and a large image of a resort building at night. To the right of the logo, there is a date display 'January 1, 2015' with icons for mail, alerts, and a status indicator 'ON'. Further right is a weather widget for 'UNITED STATES' showing '21° Fair' and a 2-day forecast for Monday and Tuesday. Below the weather widget is a 'Todays Headlines' section with several news links. The main content area is divided into four sections: 'Weekly Event' and 'Daily Event' (both currently empty), 'Today Staff', and 'Arrival List'. The 'Today Staff' section contains a table with two entries: 'Kamini' (5:45) and 'HIRO' (9:19, Front Staff). The 'Arrival List' section is an empty table with columns: Room, Guest, Time, Status, Nights, PAX, Trans. Below these are 'Staff Holiday' and 'Departure List' sections, both with empty tables. At the bottom of the page is a footer with the 'THE OMOTENASHI' logo and links for 'Company Policy', 'Privacy', 'Support', and 'Site'.

2) Check availability

There is today staff in application home. You can check the person availability on here.



Today Staff

Name	Title	Time
 Kamini		5:45
 HIRO	Front Staff	9:19

※ You can recognize your previous entry showing this page.

4. Summary

In this guide, you learnt follows.



- How to make Time Card.
- How to check availability on application home 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

