



Mine Rooms

MANUAL DOCUMENT

(Reception)

Version 0.1

3/07/2024





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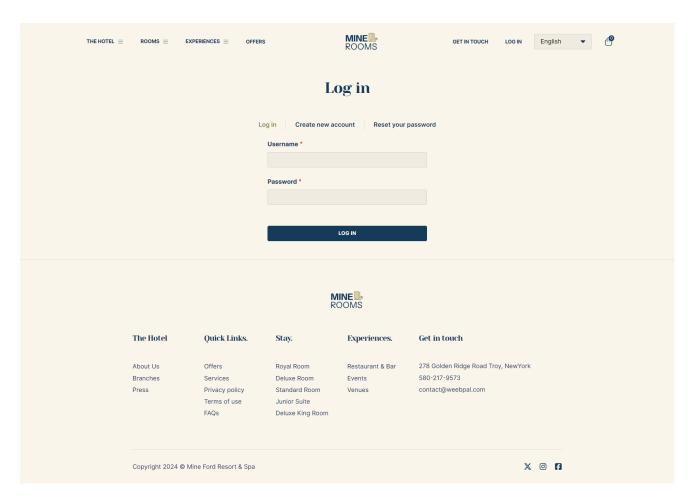
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1. Login

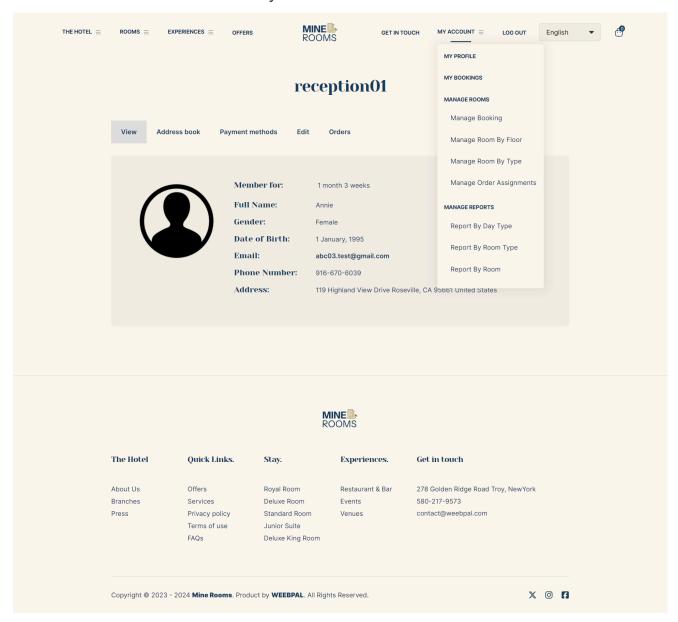
URL: https://hotel.stage.mine-rooms.com/user/login







2. Menu item when hover my account

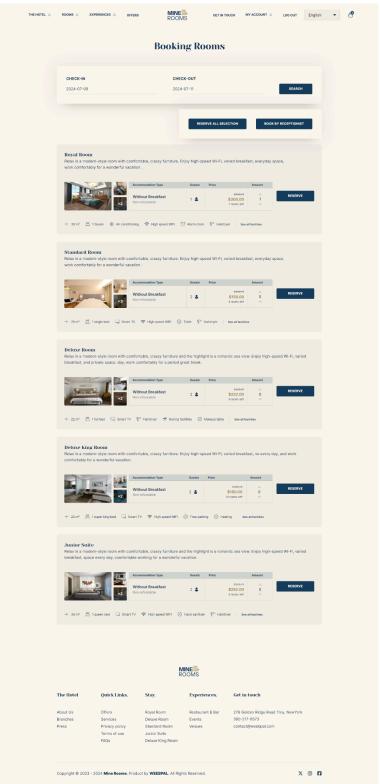






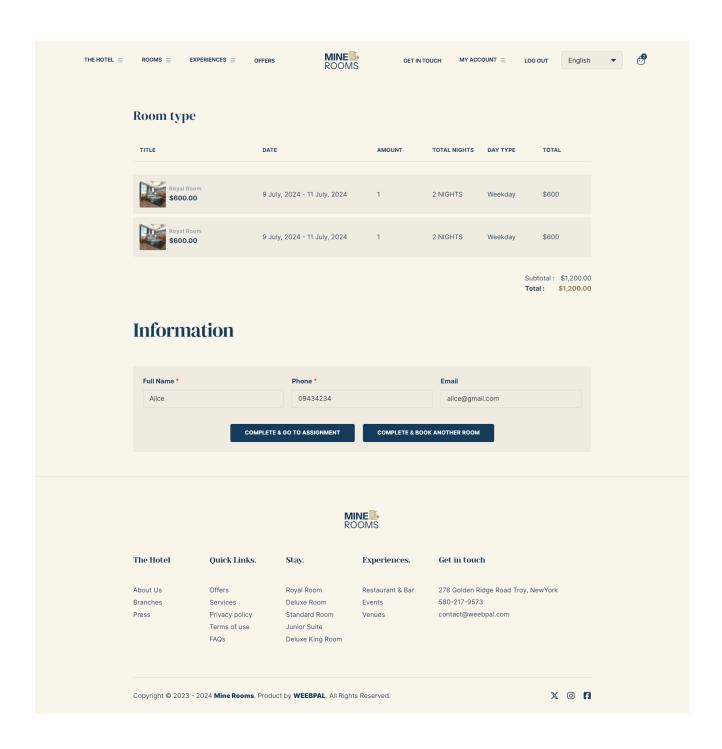
3. Book by hotel

URL: https://hotel.stage.mine-rooms.com/reception/checkout







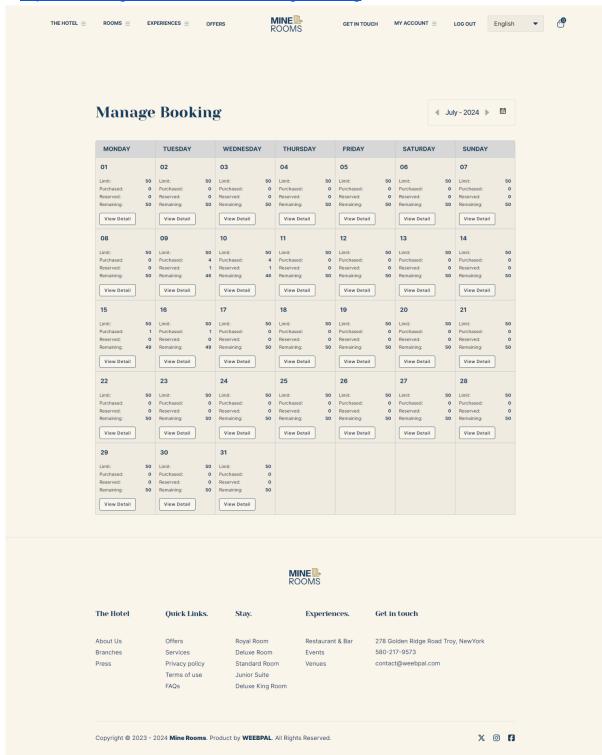






4. Manage Booking

URL: https://hotel.stage.mine-rooms.com/manage/booking

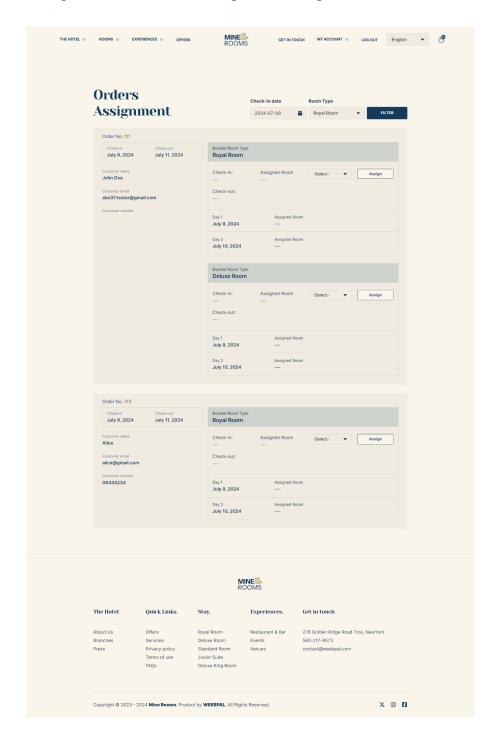






5. Manage Order Assignments

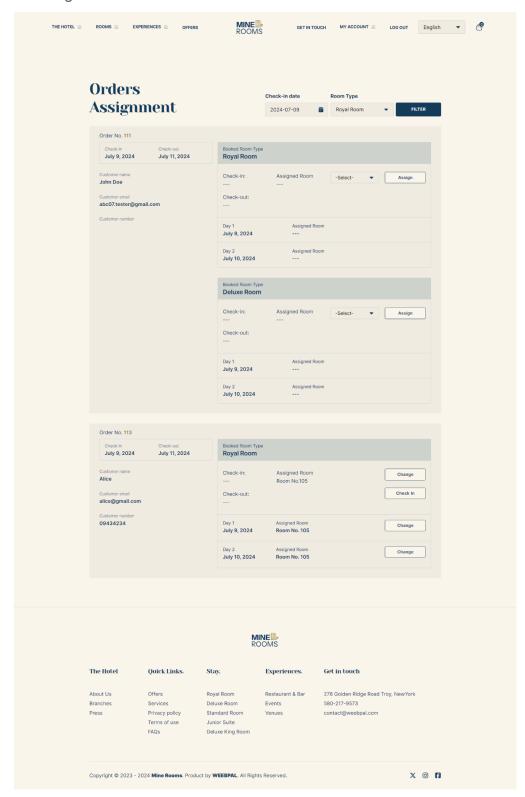
URL: https://hotel.stage.mine-rooms.com/manage/order-assignments







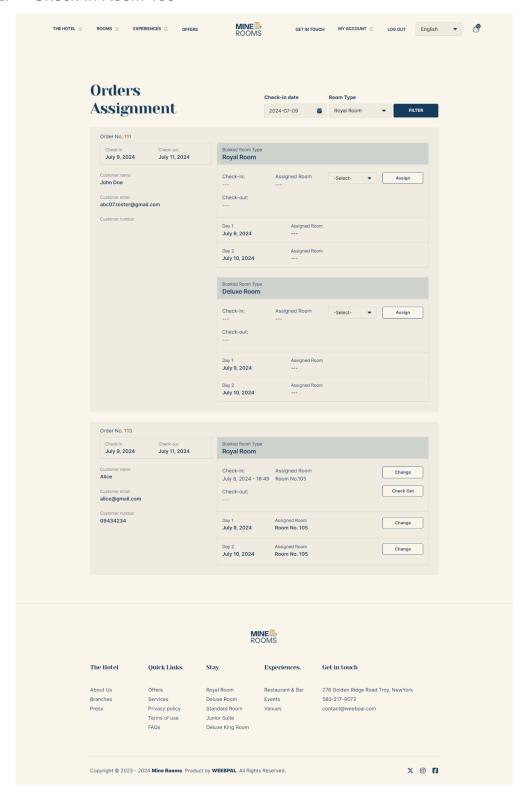
5.1. Assign Room 105







5.2. Check-In Room 105





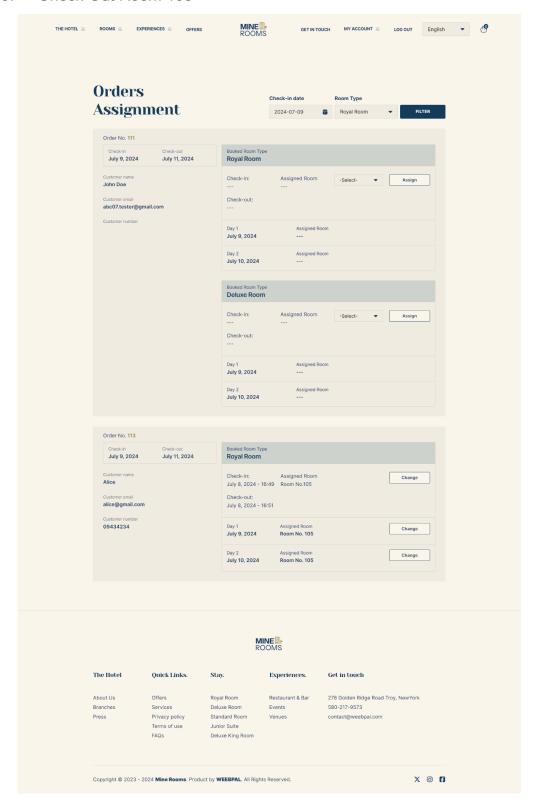


ROOM 105	×
ROOM TYPE ROYAL ROOM	Phòng trống
FLOOR 1	
Full Name *	ID Number *
Alice Nguyen	34242342342
Phone *	Mail
094234242	alicenguyen@gmail.com
SAVE	CANCEL





5.3. Check-Out Room 105

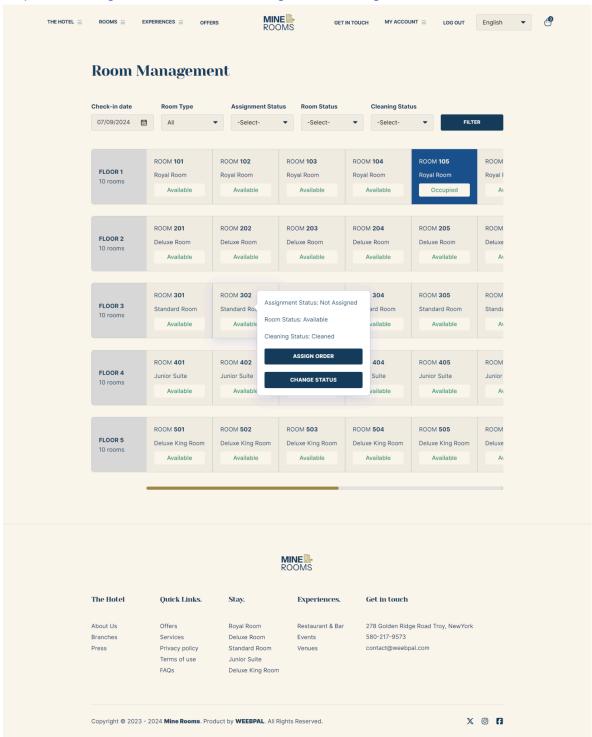






6. Manage Room By Floor

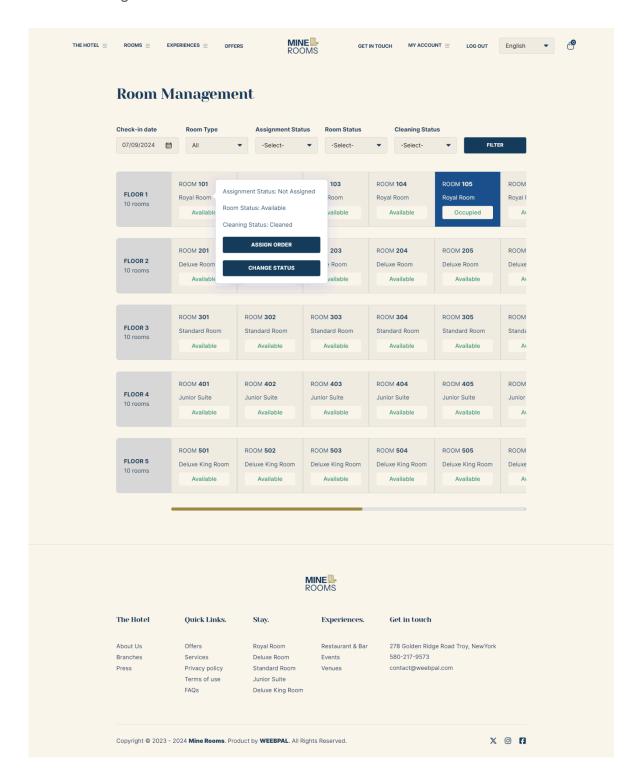
URL: https://hotel.stage.mine-rooms.com/manage/room-management





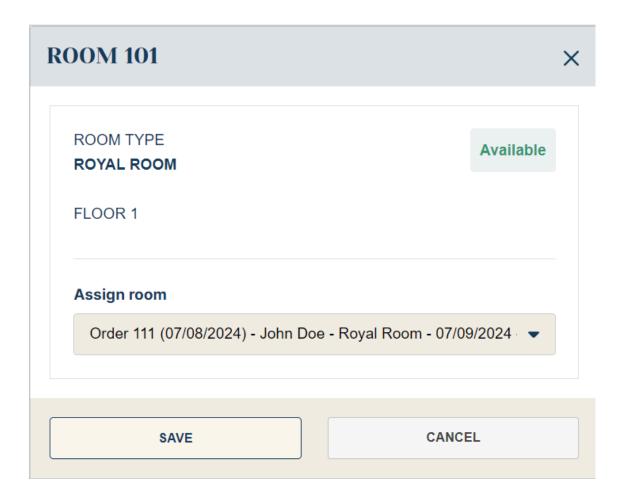


6.1. Assign room 101





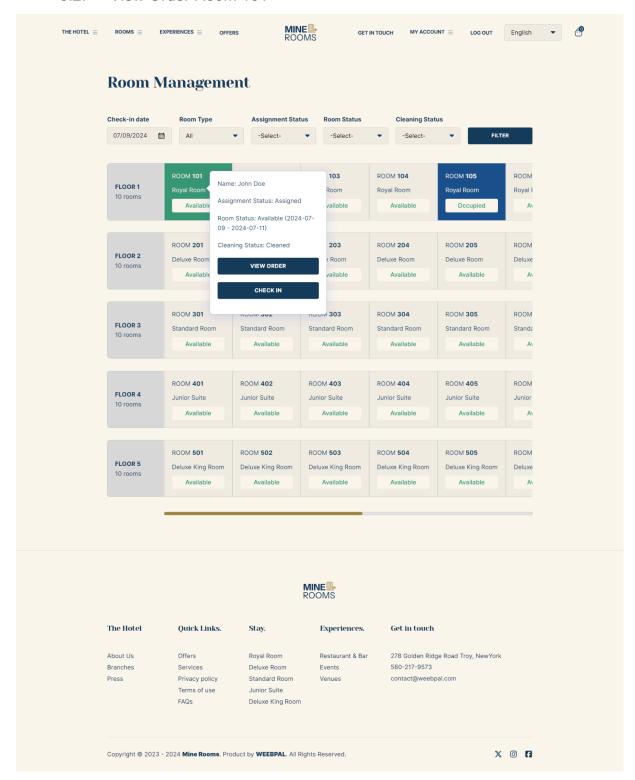








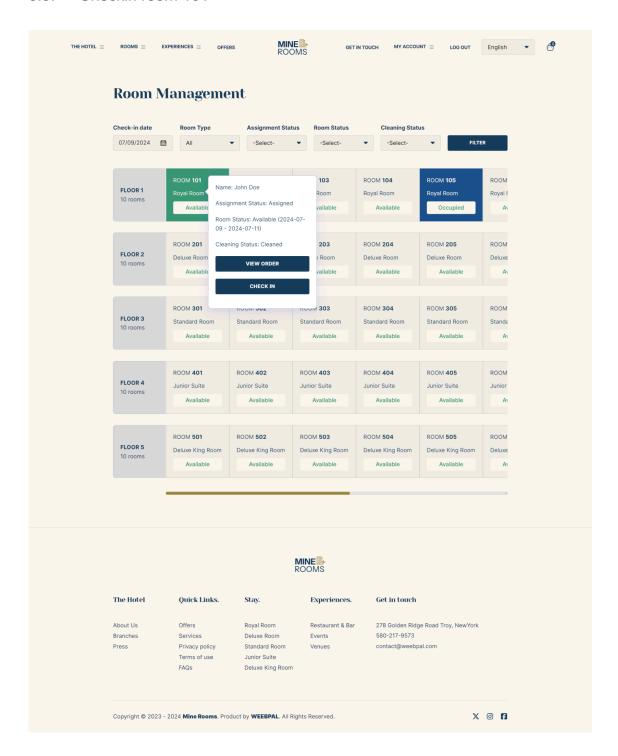
6.2. View Order Room 101







6.3. Checkin room 101





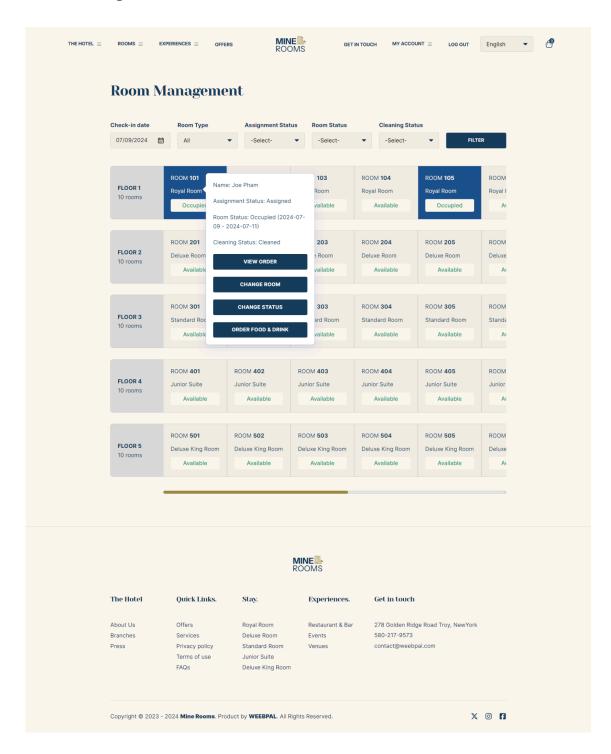


ROOM 101	×
ROOM TYPE ROYAL ROOM	Phòng trống
FLOOR 1	
Full Name *	ID Number *
Joe Pham	34234234324
Phone *	Mail
0934234234	joe@gmail.com
SAVE	CANCEL





6.4. Change room 103





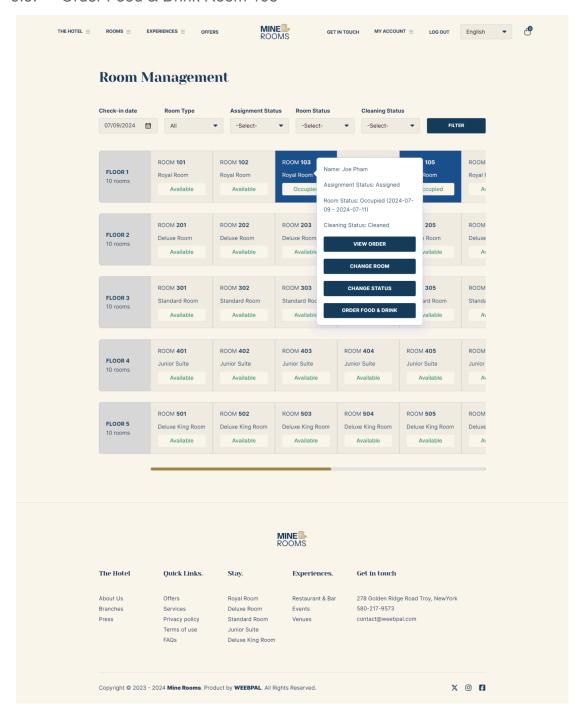


ROOM 101	×
ROOM TYPE ROYAL ROOM	Occupied
FLOOR 1	
Guest Information	
Guest Stay: 2024-07-09 - 2024-07-11	
Order: #111	
Name: Joe Pham	
Phone: 34234234324	
ID Number: 0934234234	
Change Room	
Room 103	•
SAVE	CANCEL



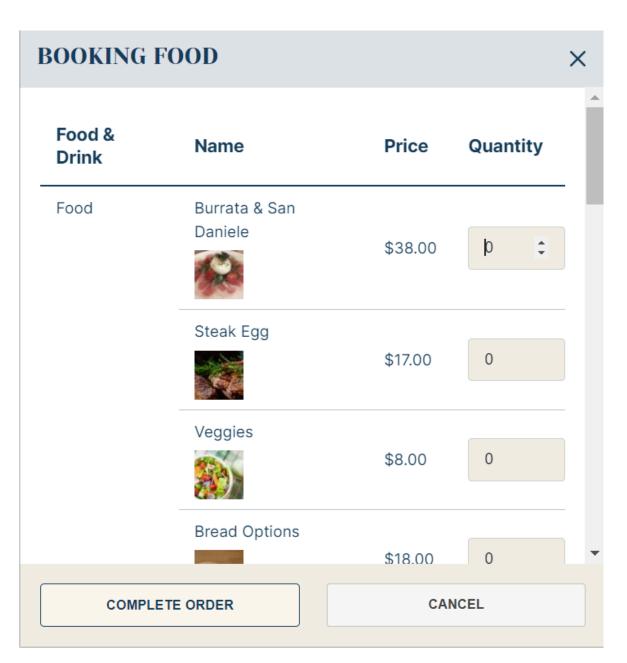


6.5. Order Food & Drink Room 103













6.6. Change status room 103







CHANGE ROOM STATUS	×
Room:	103
Room Type:	Royal Room
Room Status *	
Waiting for checkout	•
SAVE	



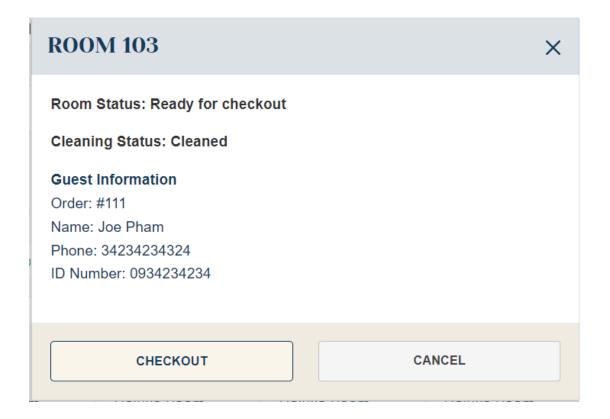


6.7. Checkout room 103













7. Manage Room By Type

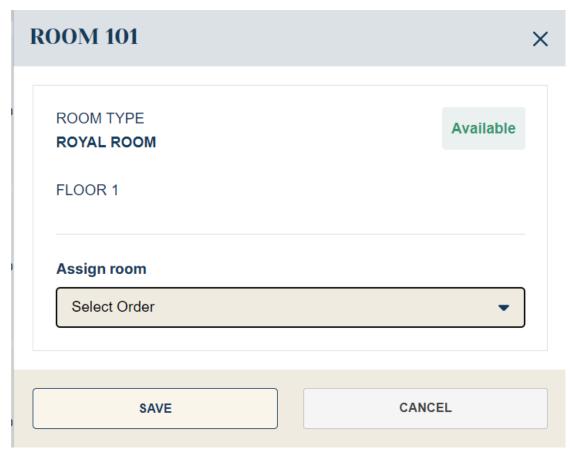
URL: https://hotel.stage.mine-rooms.com/manage/room-status







7.1. Assign order popup







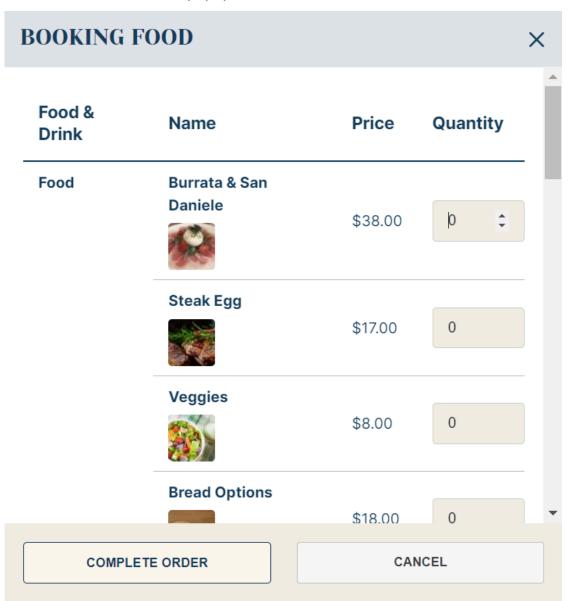
7.2. Change room status popup







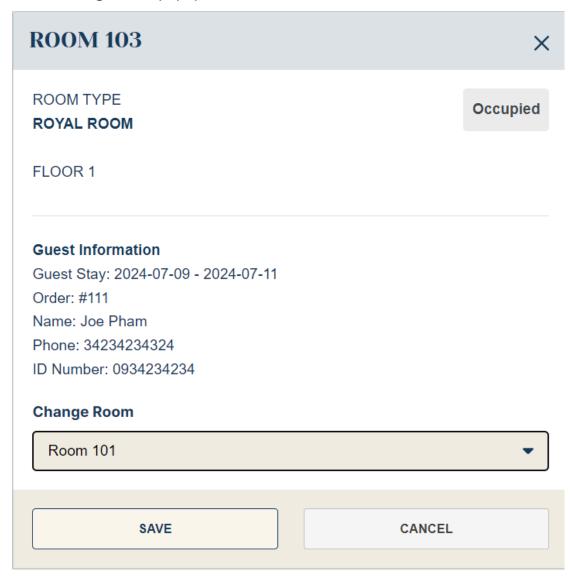
7.3. Order food & drink popup room 103







7.4. Change room popup

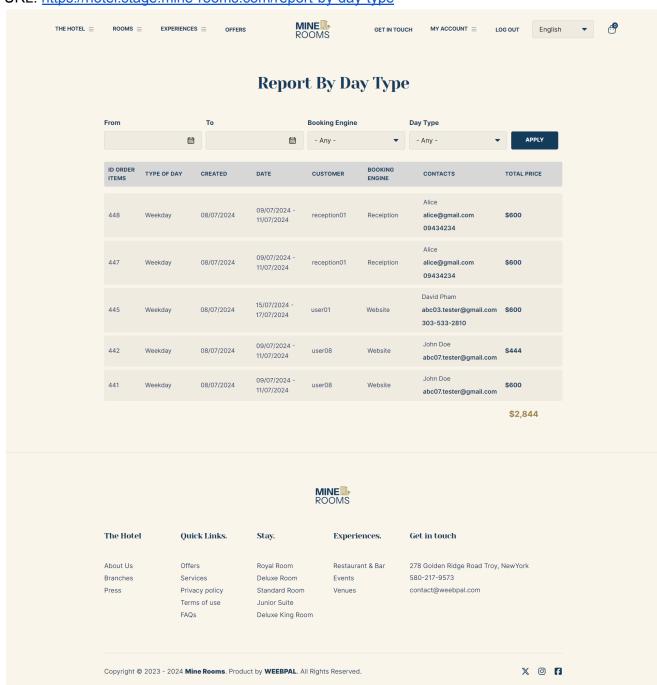






8. Report By Day Type

URL: https://hotel.stage.mine-rooms.com/report-by-day-type

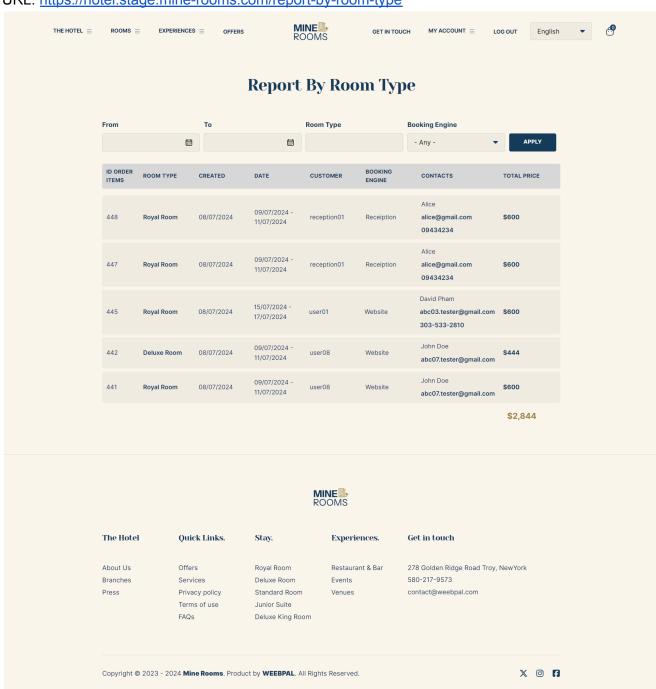






9. Report By Room Type

URL: https://hotel.stage.mine-rooms.com/report-by-room-type

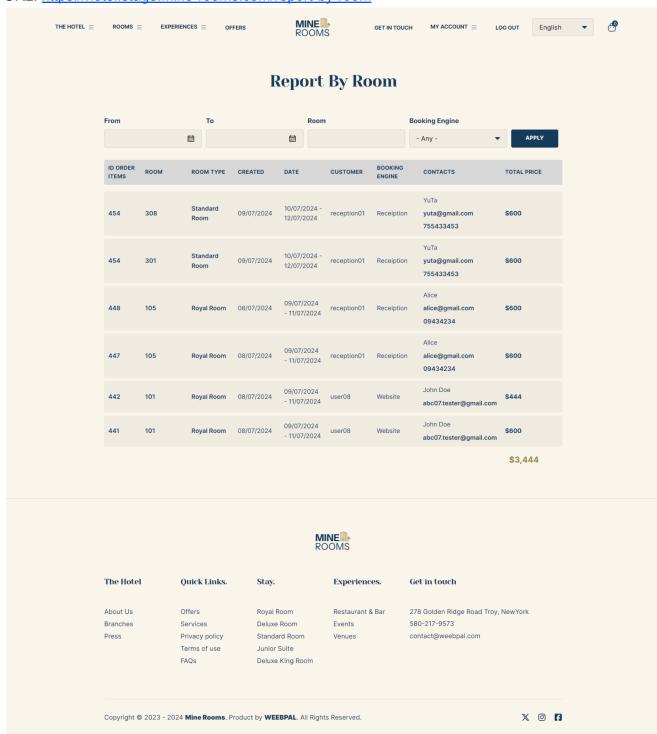






10. Report by Room

URL: https://hotel.stage.mine-rooms.com/report-by-room

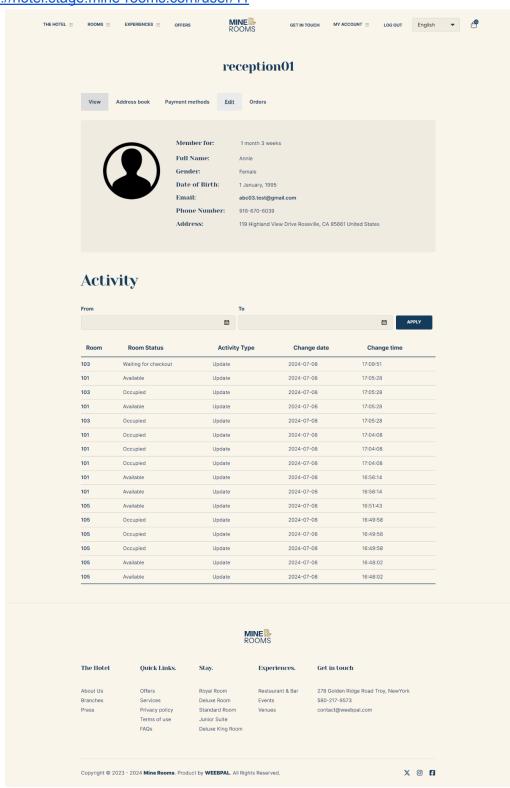






11. My account and activity

URL: https://hotel.stage.mine-rooms.com/user/11

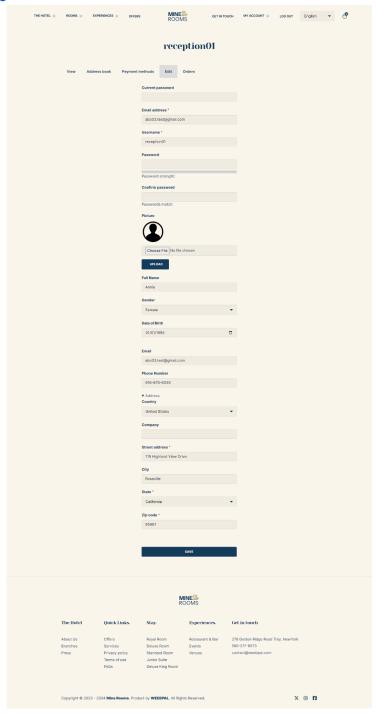






11.1. Edit Account

URL: https://hotel.stage.mine-rooms.com/user/11/edit







12. My booking

URL: https://hotel.stage.mine-rooms.com/my-bookings

