

## HOTEL MANAGEMENT SOLUTION (EZ-HOTEL)

### OVERVIEW:

In today's competitive business environment where there are too many people/outfits providing same services, **Efficiency** and **Proficiency** in service delivery are the determinant factors in the success or failure of a business. Thus, the businesses that smiles at the end of the day are those that have a competitive edge over the competition. In line with these facts and our interactions from previous meetings, we propose our State – Of – The – Art Database driven, **Hotel Management System** that was developed from months of research of relevant sectors, taking into considerations the peculiarities of the Nigerian Market.

We are proud to say that with Ez-HOTEL in your organization you would be able to pay 100% attention to each of your clients and also manage more than you would ordinarily have been able to manage. Aside from these, it is worthy of note that Ez-HOTEL is a fully Customizable solution which means that after having an extensive interaction with you and your organization, we take note of your specific needs and **TAILOR TUNE** the solution to meet your specific needs thereby ensuring that you have all the tools you need to soar.

Ez-HOTEL is designed specifically to manage over 90% of processes and departments in Hotels. The solution is fully customizable and as such it is very easy to add functionalities which would ultimately ensure that your business has the needed edge to stand out in a pool of competitors.

### KEY FEATURES AND MODULES OF THE SOLUTION

The following are some of the key modules of this unique solution.

- **GUEST MODULE**

The Guest module is one of the key features of the solution as it uniquely profiles each Guest, highlighting the Contact details, Address, Birthdate, and other vital details, showcasing every transaction between your organization and the customer which could be leveraged for Loyalty Programmes.

- **ROOM MANAGEMENT**

This module profiles rooms by categories with the capability to further categorize them by the facilities that each room offers.

- **BOOKINGS & RESERVATIONS**

The solution offers a full featured Booking and Reservation module for all bookings. It integrates a **Calendar** to give an easy view of Bookings/Reservations for the **Day, Week or Month**.

- **REFERRAL REWARD MODULE**

Ez-Hotel has an inbuilt Referral Reward Module that accumulates a preconfigured amount to an Agents' profile to be subsequently paid to the Referee.

- **CREATE AND MANAGE THE HYDRA SYSTEM**

This module uniquely redirects users to the area of the solution that is relevant to them. It's a unique Hydra System which creates a link in **RELATED SCHEDULES** between every Unit, Accounts, Store, Sales Point, Front Office, etc. The aim is to all the update of such records as can only be updated by the respective units without duplicating roles. It also has the advantage of not lumping the information traffic on one unit as everyone's update is in real-time.

- **POINT OF SALE (POS) MODULE**

The POS module is uniquely designed to manage the Food & Beverages section of the Hotel. It integrates three modes of making sales. First is the **Quick Search** Option which automatically filters products items as you type. Second is the **Barcode Scanning** method which is the quickest but then limited to only items that have barcodes, and then there is the **Categorized Products** option, which all gives you the freedom to make sales of item a breeze. The POS module also has several security features which is geared towards eliminating fraud during or after a transaction has been closed.

- **PRODUCTION LINE MANAGER**

This module is designed to track productions with particular emphasis on material used for production. The Production Line Manager seeks to perform the following functions:

1. Track usage of production materials, e.g. Raw Rice, etc
2. Estimate finished product against raw materials used in same production

3. Limit wastage
  4. Limit theft of raw materials
  5. Help maintain Finish Product Standard (e.g. Taste of Cooked food) as a certain quantity of raw materials used should always give same output with little variance in quality
- **FULL OPTION FINANCIAL MANAGEMENT MODULE**  
Here we have a full financial system embedded in the solution. It features processes like Payroll, Expenses, Account Profiling, Transaction Profiling, Purchase Order, Vendor Management, etc.
  - **EMAIL AND SMS MODULE**  
The solution has the ability to send “**Contact-Specific**” Emails and SMS’s directly to the Customers, Vendors, etc, either as a group or individually with either preconfigured messages or an On-The-Spot message necessary for reporting issues or calling for meetings. This module also can be used to reach any of the contact on special dates like Birthdays and Holidays or for Reservation Reminders.
  - **REPORTING**  
This interface would have predesigned report modules based on pre-determined and all possible report request so that with just a click or two, any report can be generated for one or more needs.
  - **DASHBOARD SYSTEM**  
This module uniquely designed for the Management of the Business. It is designed to give overview/summary information about key activities of the business. E.g, Sales, Stock, Revenue, etc
  - **FOLIO MANAGEMENT**  
The solution also offers a Folio Management Module that is particularly useful in keeping tabs on the bills incurred by In-house guest.
  - **EMPLOYEE MANAGEMENT MODULE**  
This module profiles each employee (Past & Present) with full Bio-Data, showing their Contact Information, Guarantors, Addresses, Pictures and other relevant information about each employee.

- **INVENTORY MODULE**

Ez-HOTEL offers a full-proof, Closed-Loop inventory cycle by automating the product inventory. It takes into account opening stock (On Shelf and In Store), Returned Items, Sold Items, Received Items, etc. and actively computes the inventory based on these data while disallowing modification of relevant data in order to protect the integrity of the inventory records.

- **ELECTRONIC SCALE INTEGRATION**

Ez-HOTEL comes with the capacity to recognize Barcode Printouts from Electronic Scales which are usually used to generate sales order for items based on their weights, e.g. Fruits and Vegetable.

- **LETTER MANAGEMENT**

The solution comes with a modifiable Letter template which issues letters like the Employee Employment Contract and can also be modified to include other letter types like Promotion Letter, Letter of Disengagement, etc.

- **PURCHASE ORDER MODULE**

Manage **Purchase Orders** and **Received Orders** directly from the same interface with the capability to Email generated Purchase Orders with payment summary in a PDF format to the Vendor with the click of a button

- **SECURITY**

The solution offers different security features like:

1. User Access Control which limits the logged-on users to areas of the solution as allowed by their specified roles.

2. Record Modification and Delete Control which disallows unauthorized personnel the capability to delete or modify a previously saved record

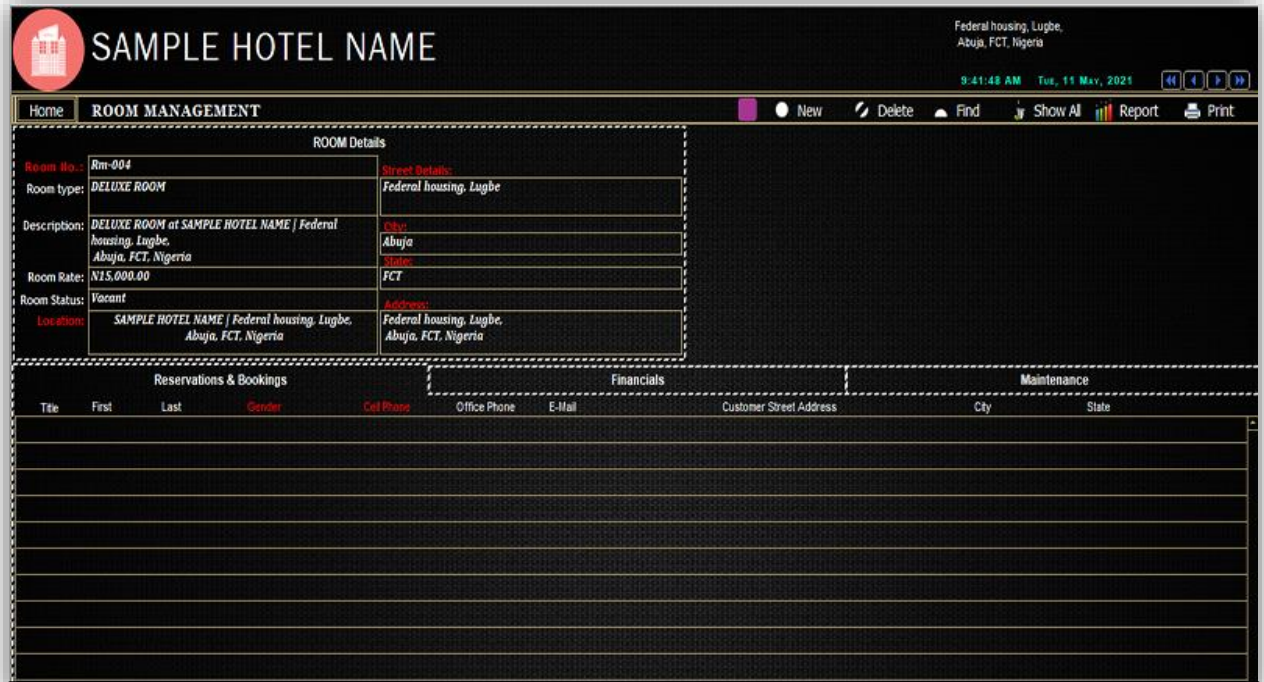
- **VENDOR PROFILE**

The solution profiles all the vendors used by the Organization with details such as Cooperate Addresses for all their locations, Contact Persons for the Vendor with their Phone numbers and Email for Contact Specific Correspondence, History of Purchases Order requested from the Vendor and full Vendor-Specific financial transactions.

## THE ADVANTAGES

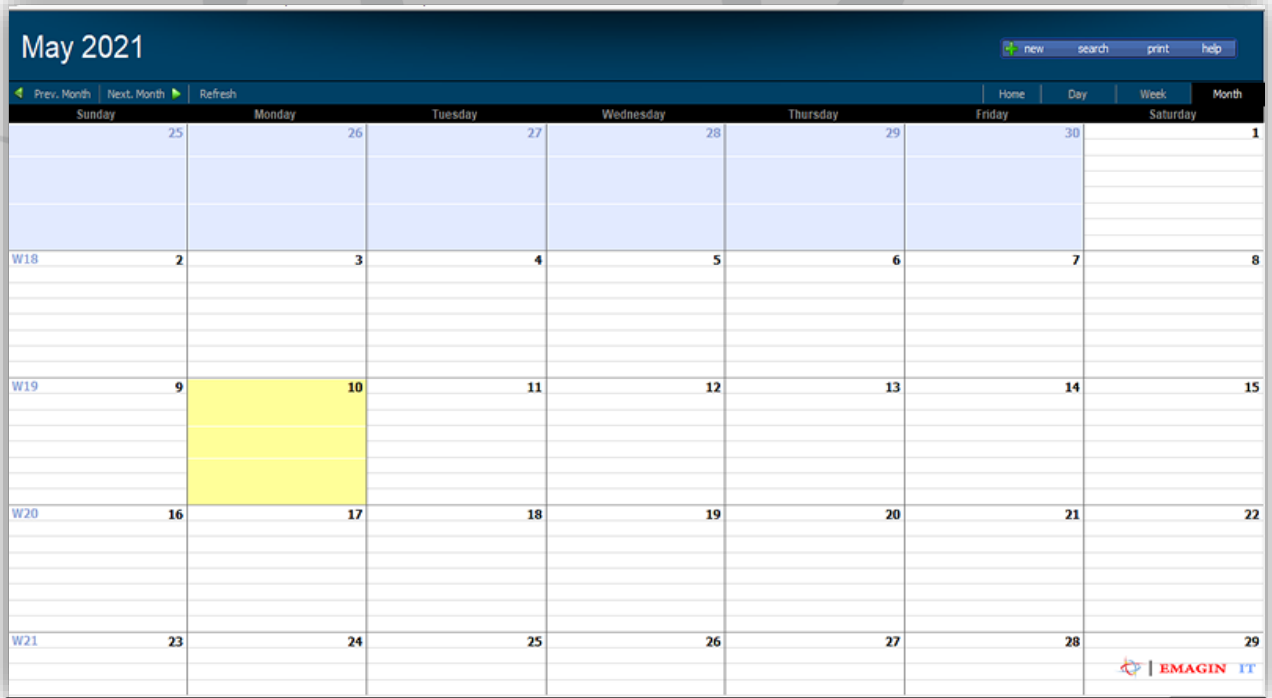
1. Full Bio-data of the entire Employee showing such details as their pictures, Contact details, Personal Details, and other details.
2. Generate employee payroll with all preconfigured computations
3. The database would operate on a “SERVER – CLIENT” structure whereby specific access would be granted personnel, who would be granted just **Viewing Rights** to Organizations Data.
4. The database can be used to profile the performance of each employee.
5. There is also designed with record security in mind. This means that there are security measures in place to guard against record manipulation
6. There is also a Client Relationship Manager (CRM) module, where customized Emails and SMS messages can be sent periodically to customers and vendors on specified dates like Xmas, New Year and Salah Holidays, etc.
7. It is very easy and fast to search for records using any singular or a combination of parameters
8. The solution fully supports Barcode Scanning which comes into play when receiving Items into the Store/Warehouse, updating item quantity in the Store/Warehouse, searching for an Invoice as all receipts have their ID barcodes printed on them and finally in performing sales.
9. Daily Sales report, Profit & Loss Statement, and other reports are standard with lots of room for improvement and so much more...

SOME SCREEN SHOTS FROM THE SOLUTION



The screenshot shows the 'ROOM MANAGEMENT' interface for 'SAMPLE HOTEL NAME'. It includes a header with the hotel name and location (Federal housing, Lugbe, Abuja, FCT, Nigeria) and a navigation bar with options like Home, New, Delete, Find, Show All, Report, and Print. The main content is divided into several sections: 'ROOM Details' (Room No., Room type, Description, Room Rate, Room Status, Location, Street Details, City, State, Address), 'Reservations & Bookings' (a table with columns for Title, First, Last, Gender, Cell Phone, Office Phone, E-Mail, Customer, Street Address, City, State), 'Financials', and 'Maintenance'.

**ROOM MANAGEMENT MODULE SHOWING BOOKINGS, FINANCIAL, MAINTENANCE AND MORE**



The screenshot displays the 'Booking & Event Calendar' for May 2021. It features a navigation bar with 'new', 'search', 'print', and 'help' buttons, and a header with 'Prev. Month', 'Next. Month', 'Refresh', 'Home', 'Day', 'Week', and 'Month' views. The calendar grid shows dates from Sunday 1st to Saturday 29th. The date 10th is highlighted in yellow. The interface includes a footer with the EMAGIN IT logo.

**BOOKING & EVENT CALENDAR | DAY VIEW, WEEK VIEW AND MONTH VIEW**



**INVOICE CLOSED | COMPLETE**

Order # INV614    Due Date: 10-Jun-2021

**CUSTOMER INFO**    **RETAILER INFO**

Customer ID: C1000

**Billing Address**

Attention To: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Country: \_\_\_\_\_

**PAYMENTS SUMMARY FOR THIS ORDER**

| Receiving Acct | Trans Date  | Ref No | Dept  | Description     | Balance Due | Pay Method | Sales Tax | Amount Paid | Location                             |
|----------------|-------------|--------|-------|-----------------|-------------|------------|-----------|-------------|--------------------------------------|
| 0000000000     | 11-May-2021 |        | Sales | Invoice Paid by | N21,050.00  | Cash       | N0.00     | N15,800.00  | SAMPLE HOTEL NAME   Federal housing, |
| 0023443343     | 11-May-2021 |        | Sales | Invoice Paid by | N5,250.00   | Transfer   | N0.00     | N5,250.00   | SAMPLE HOTEL NAME   Federal housing, |

POINT OF SALES MODULE: USED TO HANDLE ALL SALES ACTIVITIES + INVOICE PAYMENTS

Product ID: 015000070502  
Category: GROCERIES  
Sub Category: CEREALS  
Manufacturer: \_\_\_\_\_  
Reorder Status: Re-Order

**Product Info**    Item Variation    Stock Summary

Product Name: GERBER RICE CEREAL, BIG SIZE  
Class:  Product     Services     Office Consumables  
Purchase Price: N2,500.00    Sales Price: N2,700.00

| Description       | Sales Summary | Return Summary | Purchases Summary | Manual Stock | Production                | Product Movements |                            |
|-------------------|---------------|----------------|-------------------|--------------|---------------------------|-------------------|----------------------------|
| Stock Date        | Quantity      | Sales Price    | Sales Total       | Created By   | Created Date              | Modified By       | Modified Date              |
| Tue, Dec 6, 2016  | 1             | N2,700.00      | N2,700.00         | hope clement | Dec 6, 2016 2:51:39.00 PM | hope clement      | Dec 6, 2016 2:52:35.00 PM  |
| Thu, Dec 15, 2016 | 1             | N2,700.00      | N2,700.00         | hope clement | Dec 15, 2016 3:37:11.00   | hope clement      | Dec 15, 2016 3:37:11.00 PM |
| Fri, Dec 30, 2016 | 1             | N2,700.00      | N2,700.00         | hope clement | Dec 30, 2016 3:17:1.00 PM | hope clement      | Dec 30, 2016 3:17:1.00 PM  |

PRODUCT AND SERVICES PROFILE STOCK SUMMARY, SALES SUMMARY, PURCHASES AND MORE



**Emagin Info - Tech Limited** View Purchase Order ?

P.O. #: 6 F.O.B.: Vendor D: 9

Request Date: Thu, Aug 29, 2019 Ship Via: Ground Supplier: Emagin Info - Tech Limited

Ship Date: Weight: Address: 2b Abagana Close, Garki II, Garki

Request By: Ship To: Dara Medical Clinic City: Abuja

State: FCT Country: Nigeria

Company: Dara Medical Clinic Email: info@emagin-it.com

Address: Jas Street, Area 2, Garki Company: Dara Medical Clinic

City: Abuja Address: Jas Street, Area 2, Garki

State: FCT City: Abuja

Zip: State: FCT Zip:

**Explanation:**  
Purchase Order for the Month August

| Product ID | Description                             | Taxable                             | Qty | Price     | P.O.Amount  | R. Qty | Batch Rate | Expire Date | Batch Cost  | Received By | Verified By |
|------------|---|-------------------------------------|-----|-----------|-------------|--------|------------|-------------|-------------|-------------|-------------|
| Prod145    | PRONAMEL: MOUTH WASH                    | <input checked="" type="checkbox"/> | 55  | N4,000.00 | N220,000.00 | 55     | N4,000.00  | Jul 8, 2021 | N220,000.00 | Emagin      | Mr. Daniel  |
| Prod7554   | ALBENDAZOLE SUSP 400MG/20MLS            | <input checked="" type="checkbox"/> | 20  | N450.00   | N9,000.00   | 20     | N450.00    | Jul 8, 2020 | N9,000.00   | Emagin      | Charity     |
| Prod7575   | AMOXICILLIN + CLAVULANIC ACID TAB 625MG | <input checked="" type="checkbox"/> | 55  | N250.00   | N13,750.00  |        |            |             |             |             |             |

Notes:

Discount Rate: Subtotal: N242,750.00

Sales Tax Rate: 5% Discount: N0.00

Terms: Net 30 Tax: N12,137.50

Order Status: **Partly Paid** Shipping:

**Total: N254,887.50**

**MAKE PAYMENTS ON THIS PURCHASE ORDER**

| Account From | Trans Date  | Description                                | Balance Due | Amount Paid | Pay Method |
|--------------|-------------|--|-------------|-------------|------------|
| 102-222      | 29-Aug-2019 | Purchase Order: Emagin Info - Tech Limited | N270,637.50 | N153,500.00 | Cheque     |

**PURCHASE ORDER**

Home New Delete Find Show All Print

Contact Person: **Mr. Victor Offiong** Vendor: **EMAGIN INFO - TECH LIMITED**

Office Phone 1: 08061663621 Vendor Category:  Equipments  Furniture  Medical Consumables  Drugs  Non-Medical Consumables

Office Phone 2: 08053453579 E-mail: info@emagin-it.com

Office Phone 3: Website: www.emagin-it.com

**Vendor's Addresses**

| Address  | City  | State       | Country | Notes |
|--|-------|-------------|---------|-------|
| 2b Abagana Close, Garki II, Garki                        | Abuja | FCT         | Nigeria |       |
| 7 Rosamond Street, Off. Abeokuta Street, Okomola, Egbeda | Lagos | Lagos State | Nigeria |       |
| Igbiki Plaza, #66, Airport Road                          | Warri | Delta State | Nigeria |       |

**Purchase Order Summary** Employees Messages

| Purchase Order | Supplied Order             | Returned Items                    | Vendor Payments           | Refunds from Vendor | Transaction Summary |
|----------------|----------------------------|-----------------------------------|---------------------------|---------------------|---------------------|
| Order ID: 6    | Request Date: Aug 29, 2019 | Requested By: Dara Medical Clinic | Order Status: Partly Paid | Total: N242,750.00  |                     |

**Supply Summary**

Order #: 6 Billing To: Dara Medical Clinic

Order Date: 08-29-2019 Requested By:

| Prod #   | Description                             | Qty | Total       |
|----------|---|-----|-------------|
| Prod145  | PRONAMEL: MOUTH WASH                    | 55  | N220,000.00 |
| Prod7554 | ALBENDAZOLE SUSP 400MG/20MLS            | 20  | N9,000.00   |
| Prod7575 | AMOXICILLIN + CLAVULANIC ACID TAB 625MG | 55  | N13,750.00  |

**VENDOR PROFILE SHOWING VENDOR ADDRESSES, PURCHASE ORDER HISTORY, FINANCIALS, ETC.**



## **COST OF DEPLOYMENT**

***\*\* This would be provided after a needs assessment has been performed\*\****

## **CONCLUSION**

In a competitive business environment such as the Hospitality Industry, the business that stand out from the crowd are those that have not only identified an Edge to set them apart but also devised means of polishing it so it shines continually. The need for this solution cannot be over emphasized as the very essence of finesse in Service Delivery revolves around it.

Thank and Best Regards,

**EMAGIN INFO - TECH LIMITED**

**08061663621; 08053453579**

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<https://emagin-it.com>