

## Property in Jomres

In Jomres, “**property**” has three components.

- Business type** – General category/business. Eg. Hotel, Villa, Apartment ...
- Resource type** – A component included in the business that makes the property valuable. E.g. Bed Room, Suite, ...
- Business features** – Add-ons/features that makes the property more desirable or advantageous. E.g. A hotel has a parking lot, sauna, bar, ....

### Adding a property

- Go to ‘List business types’ -> Click ‘New’ (Circled)

**List business types**

Show 10 entries



		Business type
<input type="checkbox"/>		Hotel
<input type="checkbox"/>		Camp Site
<input type="checkbox"/>		Tours
<input type="checkbox"/>		B&B
<input type="checkbox"/>		Villa
<input type="checkbox"/>		Cottage
<input type="checkbox"/>		Apartment
<input type="checkbox"/>		For sale

Showing 1 to 8 of 8 entries

2. Give a new name for the property in 'Business type' textbox and click save (The floppy disk icon).

### Edit business type



You can have business type specific language files by setting the description to the name. You can then modify that language file for this business type so resources become, for example, 'Real Estate'.























Business type	Real Estate
Language file subdirectory	

3. Add a resource type.

- 1 Main
- Accounting
- Bookings
- Developer Tools
- Help
- Income Generation
- Integration
- Languages
- Payment Methods
- Portal Functionality
- Reports/statistics
- Scheduled Tasks
- Site Structure
  - Resource type
  - Business Features
  - List business types
  - List countries
  - Business Features
  - List business types
  - List countries
  - List regions



Show 10 entries

		Resource/business type abbreviation
		1 Bedroom
		2 Bedrooms
		3 Bedrooms
		4 Bedrooms
		5 Bedrooms
		6+ Bedrooms
		Room Single
		Room Twin beds
		Tent pitch 1 person
		Tent pitch 2 person

Showing 1 to 10 of 18 entries

First Previous 1

- Give it a name and associate it with previously created business type (or any business type it may apply) and click save (The floppy disk icon).

**Resource type**

Business feature abbrev.

SRP only ☐

Property type relationship ☐ Hotel ☐ Camp Site ☐ Tours ☐ B&B ☐ Villa ☐ Cottage ☐ Apartment ☐ For sale ☒ Real estate

Image

Now you will see it under Resources list.

Income Generation	<input type="checkbox"/>		1 Bedroom		Hotel Villa Cottage Apar
Integration	<input type="checkbox"/>		2 Bedrooms		Hotel Villa Cottage Apar
Languages	<input type="checkbox"/>		3 bed room villa		Real estate
Payment Methods	<input type="checkbox"/>		3 Bedrooms		Hotel Villa Cottage Apar
Portal Functionality	<input type="checkbox"/>		4 Bedrooms		Hotel Villa Cottage Apar
Reports/statistics	<input type="checkbox"/>		5 Bedrooms		Hotel Villa Cottage Apar
Scheduled Tasks	<input type="checkbox"/>		6+ Bedrooms		Hotel Villa Cottage
Site Structure	<input type="checkbox"/>		Room Single		Hotel B&B
	<input type="checkbox"/>		Room Twin beds		Hotel B&B
	<input type="checkbox"/>		Tent pitch 1 person		Camp Site

Showing 1 to 10 of 19 entries

First Previous 1 2 Next Last

- Click on Business features to add/link features with an existing business type. And click 'new' (circled)

**Business Features**

Show 10 entries



	Business feature abbrev.	Business feature full description	Business type	Icon
<input type="checkbox"/>	24hr service	24hr Room service	Hotel	
<input type="checkbox"/>	Airport	Close to the airport		
<input type="checkbox"/>	All Inclusive	All inclusive rates available		
<input type="checkbox"/>	Balcony	Some rooms have balconies	Hotel	
<input type="checkbox"/>	Bar	Licensed bar on premises	Hotel	
<input type="checkbox"/>	Bath	Bath in every room	Hotel	
<input type="checkbox"/>	Beach	Close to the beach		
<input type="checkbox"/>	Beverages	Beverages in all rooms	Hotel	
<input type="checkbox"/>	Birdwatching	Bird hide onsite or nearby		
<input type="checkbox"/>	Boardwalk	Boardwalk on site	Camp Site	

Showing 1 to 10 of 80 entries

First Previous 1 2 3 4 5 Next Last

6. Fill the necessary details as pictures below and click save.

**Business Features**


 

Business feature abbv.

Business feature full description




Business types that can show this feature

To assign an image to this feature you first need to upload your business feature images to the /jomres/uploadedimages/pfeatures/ folder.







Now it will be listed among the business features.

**Business Features**

Show  entries Search:

	Business feature abbv.	Business feature full description	Business type	Icon
	Parking	Parking available	Hotel	
	Parking	Has a parking for a car	Real estate	

### Assigning a property manager for the property

1. Go to "User Management" -> "Show Profiles". In the textbox (circled) type the user you want to add.
2. Type the user name and press 'Enter' from the keyboard.  
Note: The user should be among registered Joomla users. It will not be listed in Jomres profiles list untill you search it by following the above two procedures and add it.

1 Main

Accounting

Bookings

Developer Tools

Help

Income Generation

Integration

Languages

Payment Methods

Portal Functionality

Reports/statistics

Scheduled Tasks

Site Structure

System Maintenance

Taxes

User Management

Show profiles

Partners

Show profiles

Search users

Enter a few characters from their username to search for a user.  
When you select a user you will automatically add them as a Manager and you will be taken to the next page where you can assign business user.

test\_manager

Existing managers

Reception Business manager Super Business Manager

Show 10 entries

Edit item	User name	Access level	Number of businesses	Suspended? (click to suspend a manager, this will auto-unpublish all of their businesses )	Currently active (the user)
	Webdemo		4		
	manager		1		
	bereket		0		

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

After you type the username and press enter a pop-up will emerge listing all usernames meeting the search criteria (as image below). Select the user by clicking the username.

Accounting

Bookings

Developer Tools

Income Generation

Integration

Languages

Payment Methods

Portal Functionality

Reports/statistics

Scheduled Tasks

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Enter a few characters from their username to search for a user.  
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test\_manager

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	manager		1		
	bereket		0		



Showing 1 to 3 of 3 entries

First Previous 1 Next Last

3. Assign a role to the user and associate him/her with a property which the user will manage.

### Edit Profile

Here you can assign a manager to certain businesses. Ensure, if they're not going to be a super business manager they will see an error when they log in. To give a receptionist/business manager rights over only certain businesses not set to Yes.

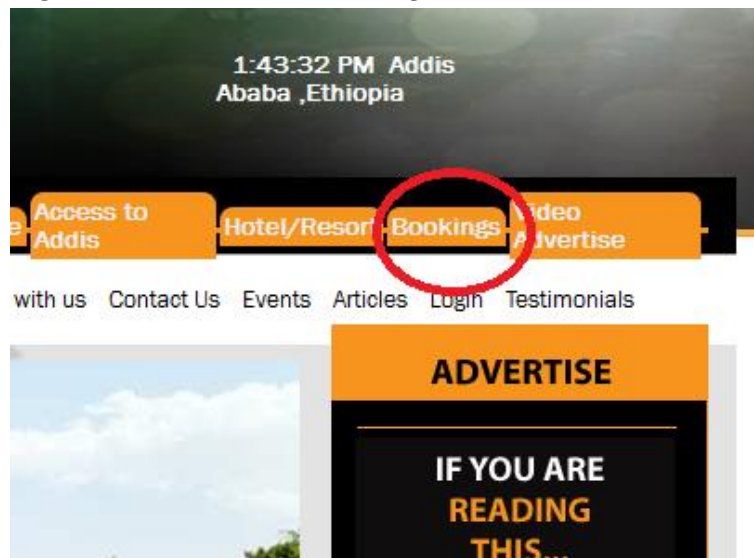
Access level: Business manager  
Super Business Manager: No  
APIKEY: gALisirSnauVFqhrHkSmcpWhDjdhaQStkgBTBtWrRilnjBDALr

<input type="checkbox"/>	Business name	Users with admin rights to this property
<input type="checkbox"/>	Ethiopia	Webdemo
<input type="checkbox"/>	Hilton Addis Ababa	Webdemo, manager
<input type="checkbox"/>	name	
<input checked="" type="checkbox"/>	Sheraton Addis	Webdemo
<input checked="" type="checkbox"/>	Two Bed room rental	Webdemo

Now the user 'test\_manager' is assigned to manage the two properties 'Sheraton Addis' and 'Two Bed room rental' properties.

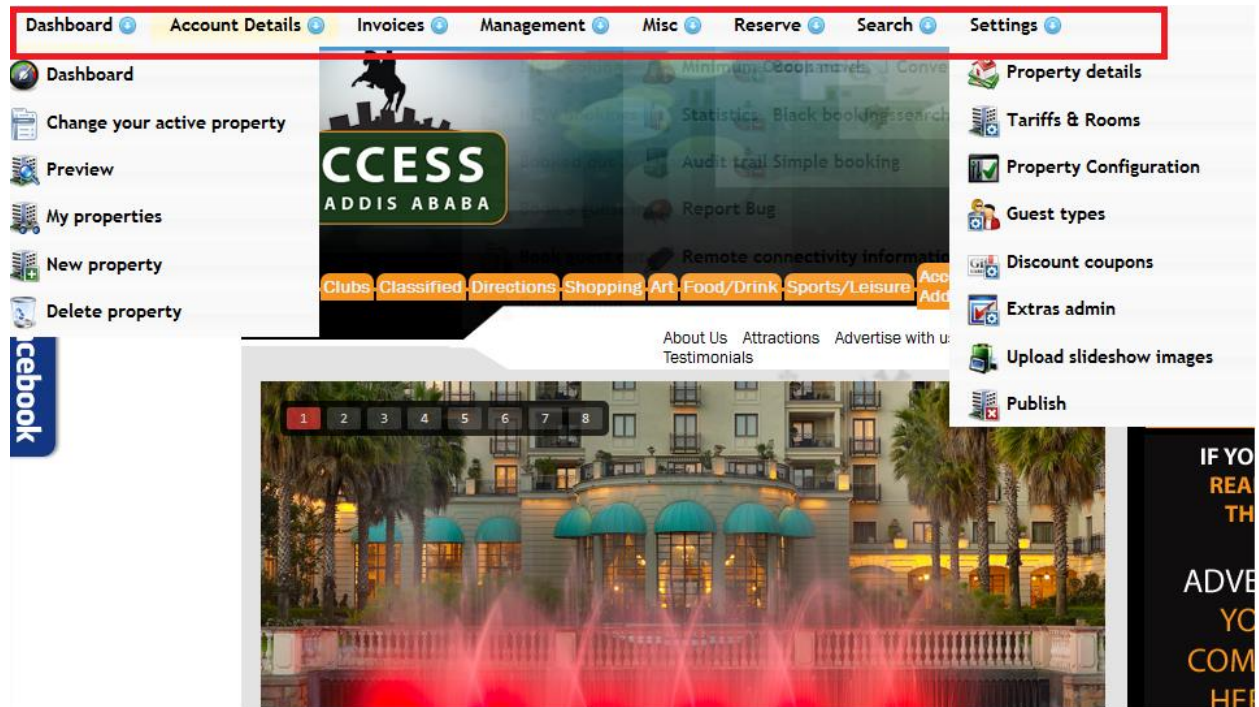
## Managing properties

1. Login to the site and click 'Bookings'.





- A bar will appear on the top most of the page.

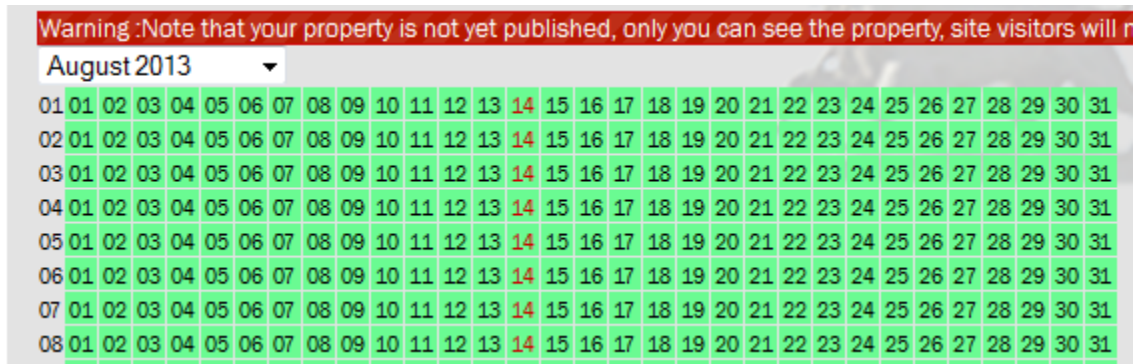


## Functions of some important menus

### Dashboard Menu

#### Dashboard sub-menu

Shows a chart of booked/free places per day, per property.



#### New property

Starts new property adding process.

- Fill region where the property exists, property type and property management process. Property type can be one of the business types that are created in the previous section. Management process can be 'rental' – to rent a property, or 'simple listing' – just to post the property (may be to sell).

## Add your property : Step 1 of 2

Please provide the country and region of your property.

There are different management processes depending on the way you want to list your property/business.

- Choose the rental option if you are booking out rooms in a property (eg. Hotel/B&B/Villa/Apartment)
- Choose the real estate option if you are not offering any booking functionality at all, (eg. A property/item for sale)

Country	Ethiopia
Region	Addis Ababa
Property type	Hotel
Property management process	Rental

[Next](#)

ii) Step 2 (fill property details)

## Add your property : Step 2 of 2

Please complete your property details. Items highlighted are required.

Configuration options differ depending on if you are renting out rooms in a property. If you are offering rooms, select SRP if you are offering the entire property.

Is this property a hotel/bed and breakfast/guest house/pension?\*

MRP

Name\*

Popular Hotel

Street\*

Churchil Street

Town\*

Addis Ababa

Postcode\*

123456

Tel\*

012345678

Fax

012345678

Email\*

email@newmail.com

Number of stars

0

Lat: (nn.nnnn)

51.5006800

Long: (nn.nnnn)

-0.1431700






Now the property will be displayed with its dashboard.

**Popular Hotel**

Warning :You don't have any tariffs configured yet, you will not be able take any bookings for your property.

Warning :Note that your property is not yet published, only you can see the property, site visitors will not see it.



August 2013

**Automatic**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

**Beshale Hotel**

01	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
02	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
03	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
04	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
05	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
06	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
07	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
08	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
09	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
10	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31




## My properties

List the properties that are managed by the logged in user. The newly added property is also listed among the properties.

**Popular Hotel**

Warning :You don't have any tariffs configured yet, you will not be able take any bookings for your property.

Warning :Note that your property is not yet published, only you can see the property, site visitors will not see it.





**List Properties**

Show **10** entries Search:

	Property name	Property address
✓	Limousine	Bole, none, Addis Ababa, ET, none
✗	Limousine	Bole, none, Addis Ababa, ET, none
✓	Automatic	Bole, none, Addis Ababa, ET, none
✓	Manual	Bole, none, Addis Ababa, ET, none
✗	Siyonat Hotel	Africa Avenue, Addis Ababa, Addis Ababa, ET, 001
✗	Siyonat Hotel2	Africa Avenue, Addis Ababa, Addis Ababa, ET, 001
✗	Limousine	Bole, addis, Addis Ababa, ET, none
✗	Beshale Hotel2	CMC, AA, Addis Ababa, ET, 9023
✗	Beshale Hotel2	CMC, AA, Addis Ababa, ET, AA
✗	Popular Hotel	Churchil Street, Addis Ababa, Addis Ababa, ET, 123456

Showing 11 to 20 of 20 entries First Previous 1 2 Next Last

Note: The red X mark  shows the property is not yet published (visible to the user). You can click it to make it published. Then it will be changed to .

### Preview

Previews the property

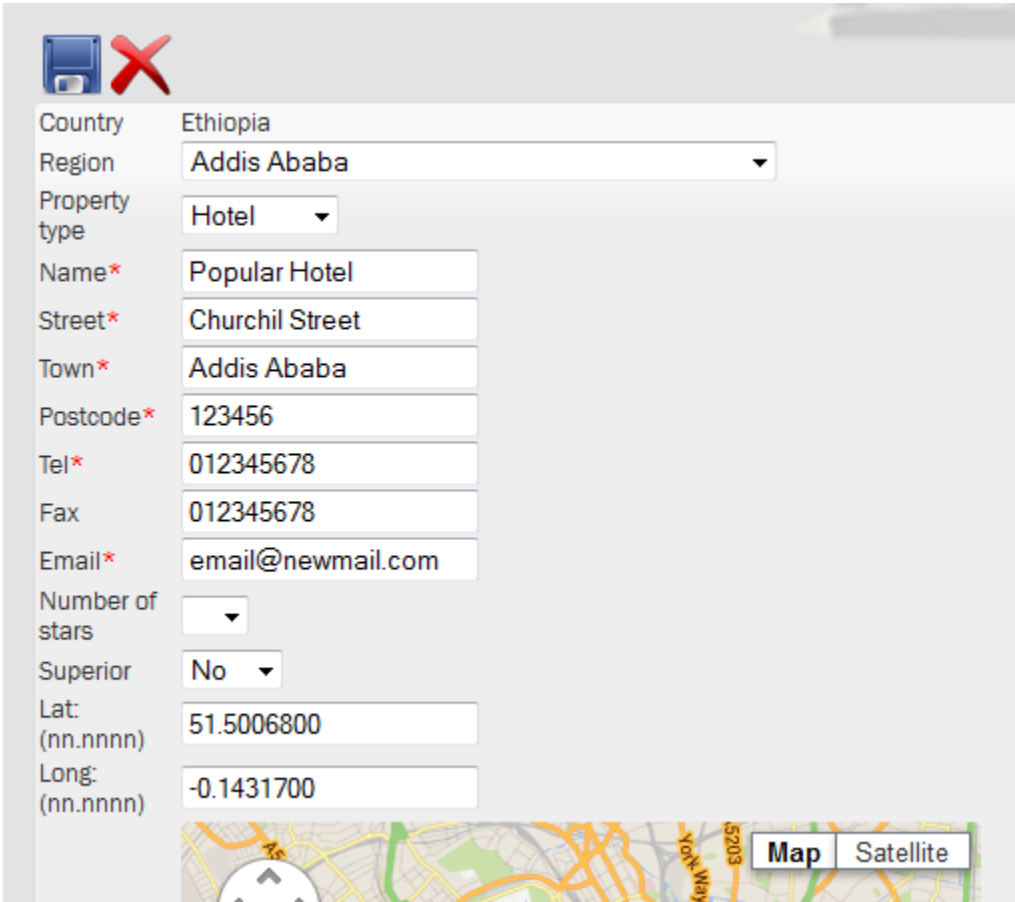
### Delete property

Delete a property

## Settings Menu

### “Property details” sub menu

Opens a property for modification/update.



Country Ethiopia

Region Addis Ababa

Property type Hotel

Name\* Popular Hotel

Street\* Churchil Street

Town\* Addis Ababa

Postcode\* 123456

Tel\* 012345678

Fax 012345678

Email\* email@newmail.com

Number of stars

Superior No

Lat: (nn.nnnn) 51.5006800

Long: (nn.nnnn) -0.1431700

Map Satellite



## “Tariffs and Rooms”

Defines what and how many resource types a property has. Eg. How many ‘1 Bedrooms’ popular hotel has? And how much does it cost per night....

**Popular Hotel** Fullscreen

**View rooms & property config**

**Rooms**



Room/property type	Number of rooms available	Rate per night	Max people per room	Max people in booking
1 Bedroom	01 ▼	120	01 ▼	01 ▼
2 Bedrooms	00 ▼		00 ▼	01 ▼
3 Bedrooms	00 ▼		00 ▼	01 ▼
4 Bedrooms	00 ▼		00 ▼	01 ▼
5 Bedrooms	00 ▼		00 ▼	01 ▼
6+ Bedrooms	00 ▼		00 ▼	01 ▼
Room Single	00 ▼		00 ▼	01 ▼
Room Twin beds	00 ▼		00 ▼	01 ▼

## “Property configuration” sub menu

At each tab there are many configurable settings for a property.

**Popular Hotel** Fullscreen view

**Property Configuration**

**Booking rooms** **External link** **Misc.** **Property details** **Required** **SRPs**

**Supplements** **Tariffs & Currency**

Rooms list style Room types ▼

Bookings are for whole ...

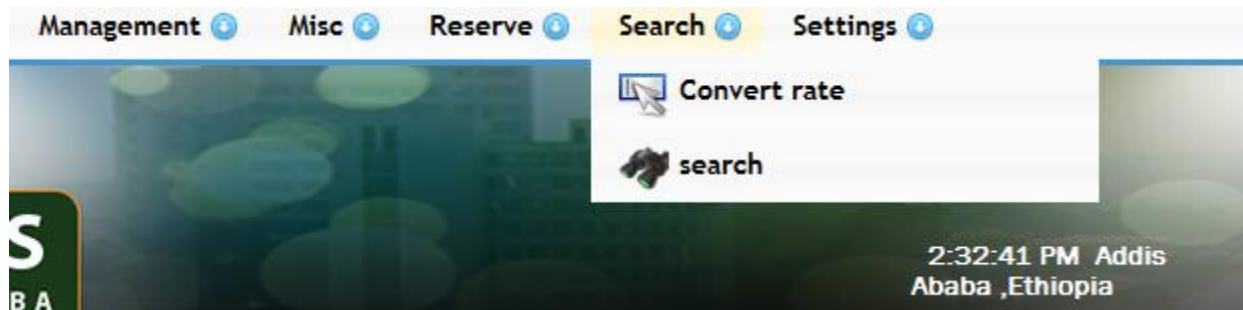
In the booking form, using the "classic" rooms list style you offer individual rooms to guests. With the room type view, guests choose the number of rooms of type X (eg. 2 x doubles) instead

By default the system books resources out by the night, so a booking from the first of January 2014 to the 2nd of January 2014 covers just one night. If you set this

Some of the configurable settings are:

- Whether Bookings are for whole days or not, choose weekend days, Currency format, Tax rate, booking period, ... .

### Search Menu



It provides an advanced property search form.

A screenshot of a web application's search interface. At the top, there is an orange banner with the text 'Popular Hotel'. Below this, there is a search form with various filters and a search button. The form includes a 'Search by country' dropdown set to 'All', a 'Search by region' dropdown, and a 'Search by town' dropdown. There are date pickers for 'Arrival' (14/08/2013) and 'Departure' (15/08/2013). A checkbox labeled 'I don't have any dates yet' is also present. Below the date pickers, there is a text input for 'Feature search' set to 'All', a 'Resource/Room type' dropdown set to 'All', a 'Price range' dropdown set to 'All', a 'Service type' dropdown set to 'All', a 'Number of guests' dropdown, and a 'Number of stars' dropdown set to 'All'. A 'Search' button is located at the bottom of the form. Below the search form, there is an orange bar with buttons for 'List view', 'Photo view', 'View your shortlist', and 'Compare'. Below this bar, there is a section for 'Hotel' with a 'Sheraton Addis' listing. The listing includes a photo of the hotel, the name 'Sheraton Addis', a five-star rating, and the location 'Addis Ababa, Addis Ababa, Ethiopia'. To the right of the listing, there is a yellow box with the text 'Prices from Br9,832.00 (\$525.00) Per night'. To the right of the yellow box, there are three buttons: 'Book now!', 'Read more', and 'Quick Info'. At the top right of the search form, there is a link for 'Fullscreen view'.

## Management Menu



### “List bookings” sub menu

Lists all booking made by users by type: pending, not arrived, arrive today, departs today,

testimonials

### Popular Hotel

Fullscreen view

### All bookings

Arrival Pending

Has not arrived

Arrive today

Departs today

Current Resident

Departure overdue

Show 10 entries

CopyCS\ExcePDFPrint

Search:

Status	Edit Booking	Name	Booking no.	Arrival	Departure

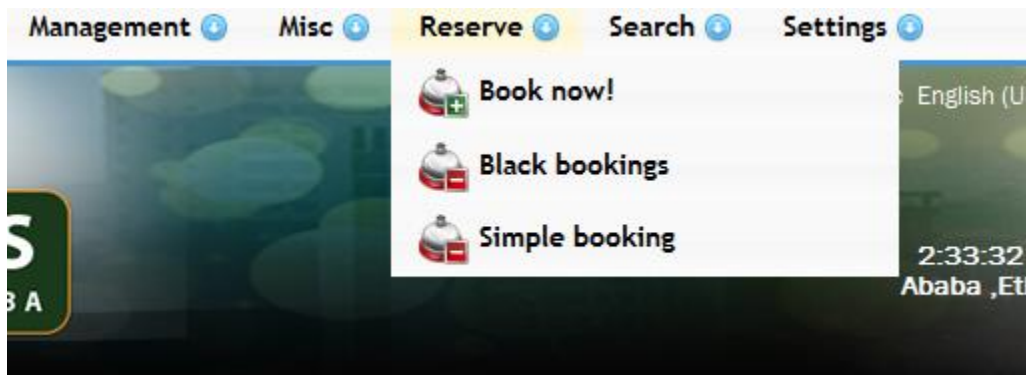
Showing 1 to 1 of 1 entries

First Previous 1 Next Last

## “New bookings” sub menu

The same as “List bookings” but shows only newly made bookings.

## Reserve Menu



## “Book Now!” sub menu

Book a room(resource) from a property.

Popular Hotel

Select a room

Override Accommodation Total	Override Deposit	
<input type="text"/>	<input type="text"/>	<input type="button" value="Save override"/>

**Price Summary**

	1 night(s) at	\$0.00	Per night
Accommodation ex tax			\$0.00
Accommodation inc tax			\$0.00
Rooms tax:			\$0.00
Services tax:			\$0.00
Grand Total (inc tax):			\$0.00
Deposit			\$0.00
Balance (after deposit paid)			\$0.00

**Booking particulars**

Select the details of your booking requirements

Arrival: 15/08/2013 22:00 Departure: 16/08/2013 22:00

**Select the rooms that you require**

Number of rooms	Room type	Tariff name	Guests per room :	Guests per booking :	Rate
00	1 Bedroom	Tariff	1	1	Br2,247.32 (\$120.00)

Please note that room prices listed are estimates and the full price of the booking will not be calculated until you have added a room or rooms to your selection.

**Your Details**

Please enter your details. Note that all fields with a red star are required.

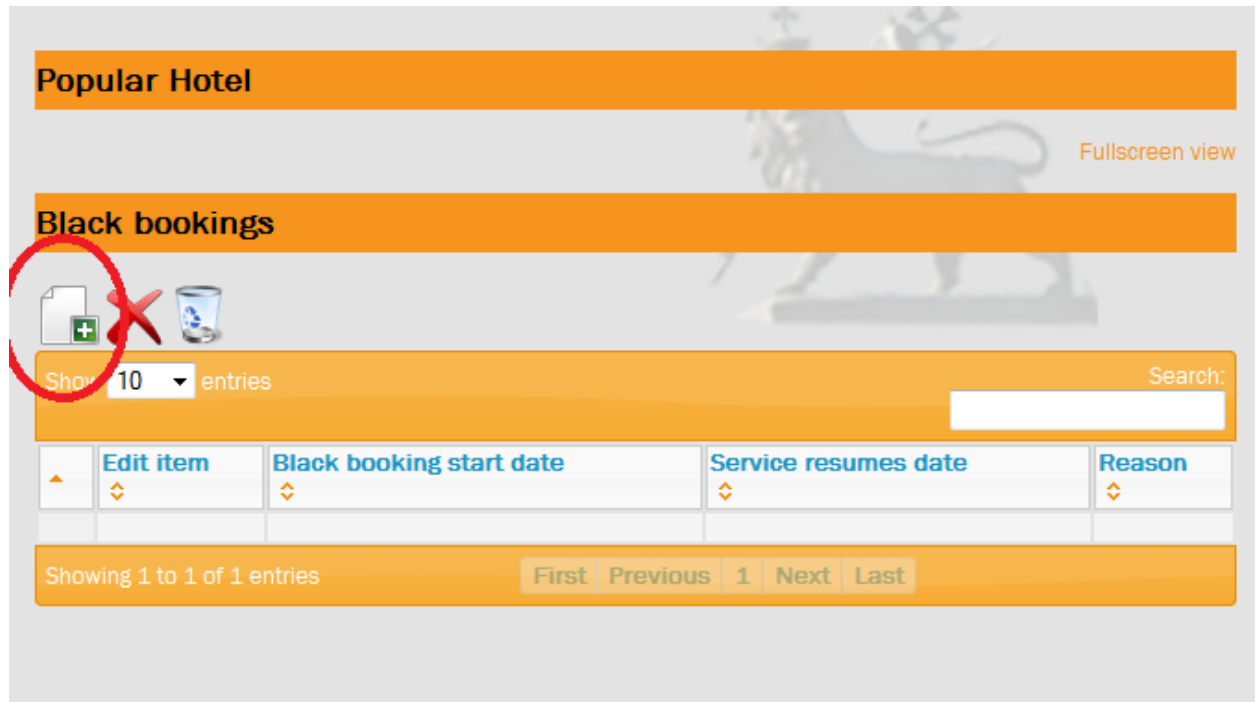
First name *	Surname *
House no. *	Street *
Town *	Region *



## “Black booking” sub menu

It is used to deny/forbid some days from being booked.




- i) Click ‘new’ to add new black booking.



Popular Hotel

Fullscreen view

### Black bookings

Show 10 entries

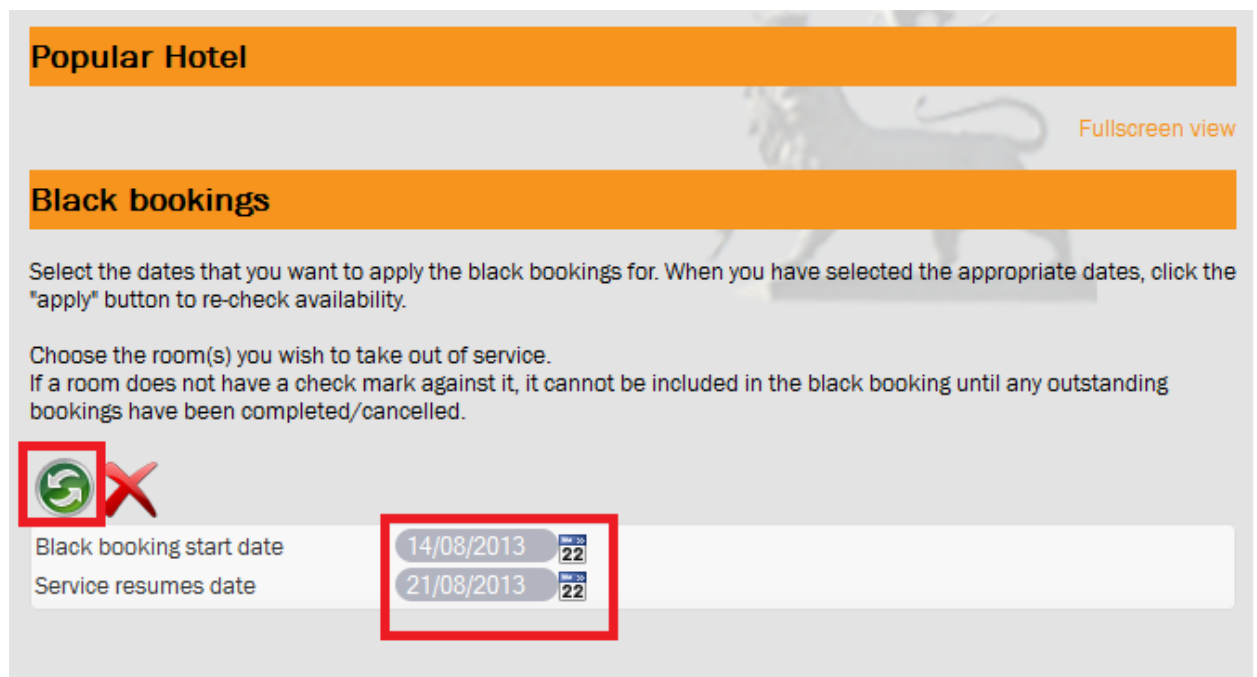
Search:

	Edit item	Black booking start date	Service resumes date	Reason

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

- ii) Fill the dates and click  to apply the changes.





Popular Hotel

Fullscreen view

### Black bookings

Select the dates that you want to apply the black bookings for. When you have selected the appropriate dates, click the "apply" button to re-check availability.

Choose the room(s) you wish to take out of service.  
If a room does not have a check mark against it, it cannot be included in the black booking until any outstanding bookings have been completed/cancelled.

Black booking start date 14/08/2013 22




Service resumes date 21/08/2013 22

- iii) The available rooms/resources will be listed below. Choose all the relevant rooms and click save.

### Black bookings

Select the dates that you want to apply the black bookings for. When you have selected the appropriate dates, click the "apply" button to re-check availability.

Choose the room(s) you wish to take out of service.  
If a room does not have a check mark against it, it cannot be included in the black booking until all bookings have been completed/cancelled.



Black booking start date

14/08/2013 Thu 20 22

Service resumes date

21/08/2013 Thu 20 22

Reason

Maintenance

☐

Room number/name

☒




Room 01

Results will appear as follows.


### Popular Hotel

Fullscreen view

### Black bookings

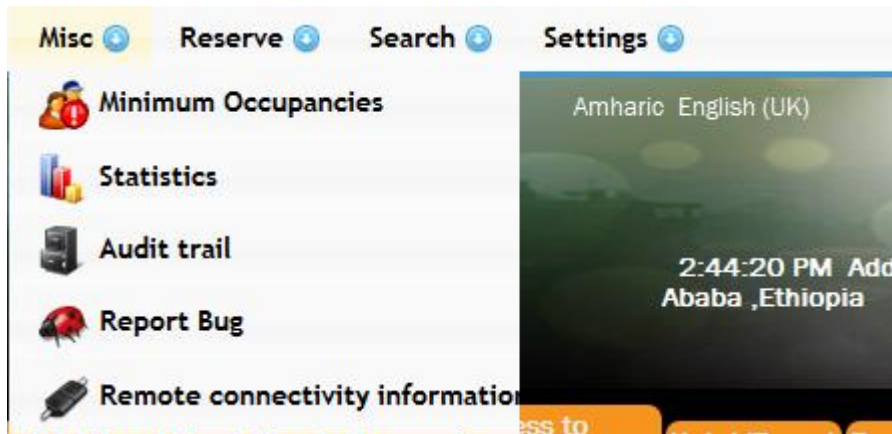


Show  entries Search:

	Edit item	Black booking start date	Service resumes date	Reason
<input type="checkbox"/>		Wednesday, 14 August 2013	Wednesday, 21 August 2013	

Showing 1 to 1 of 1 entries First Previous 1 Next Last

## Misc Menu



### “Statistics” sub menu

Shows statistics information about “number of bookings”, “commission estimate”, “value of bookings”,

...

