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Introduction to eZee Absolute

eZee Absolute is a Web based solution created with the help of SaaS Technology. It does not require high end hardware solutions but just a good internet connection that is easily available worldwide these days. This helps hotels to save their money from investing in high end hardware and software. With this System N numbers of hotel users can login and provide services to guest which helps to save time of hotel and Hotel's precious guests.

The system has been designed so that the user can do almost all of his tasks from single screen without shuffling from one screen to another.

Overview of eZee Absolute

To access eZee absolute, the user needs to either use the web browser like Google Chrome or Mozilla Firefox. Please note that eZee Absolute is not support on Microsoft's Internet Explorer.

The login page of eZee Absolute looks like the one shown below. You will be provided the login screen link and the user name, password and hotel code details via Email from eZee Absolute support team.

The user is provided with are 2 screens that the user can login to –
1. Configuration. (Link: http://live.ipms247.com/index.php/page/newclient.login)
2. Front Office. (Link: http://live.ipms247.com/index.php/page/newclient.frontlogin)

Configuration Window

Configuration part of eZee Absolute is all about configuring your property details like – Amenities you provide, Rates you charge for the services offered in your hotel, Housekeeping details, creating and managing users who will use this system, and various other settings which will help you streamline the services that you offer in your hotel.

We will go to each screen one by one and see how you can configure the property using those screens.

The top bar on the screen lists all the functions that the user can use to configure the property. The bottom part which we call the status bar shows you information like (in the order they appear) –

- Your property name
- The user that has logged in to the session currently
- The working date of the software
- The system date (the date which shows on your taskbar)
- The version of eZee Absolute currently being used. (The version of the software is updated automatically without any interruption to the service, as this is a SaaS based product.)
- Live Support link to reach the support desk of eZee Absolute
- eZee Technosys Pvt. Ltd is the company which provides you this software. You can visit the corporate site of ours by going to www.ezeetechnosys.com to get more details about the company, what we do and check our other offerings.

Let us now check all the options that you can use to configure the property details.

Rooms

This group of options allows you to configure all details which are related to rooms which are as follows:

Amenities

Enter all the amenities that you provide in your rooms like – Air conditioner, Television, LCD, Refrigerator, Coffee maker, etc. To add an amenity, click on 'Add Amenity" button and fill in the required information like-

Amenity name: Name of the amenity you want to offer.
Amenity Type: Type of the amenity which can be categorized as the ones offered in room, hotel or both.
Sort Key: Enter the number if you want to sort the amenity to see in a particular order

Once the details are entered and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Room Type

Enter all the room types that you have in your hotel like – Deluxe, Standard, Twin, etc. To add a room type, click on 'Add Room Type" button and fill in the required information like-

Figure 1

Figure 2

Short code: Short name for the room type you want to define.

Room Type: The name of the room types you have in your hotel.

Base A(Adult)/C(Child):Adult - Number of base adult you allow to stay in this room type / **Child:** Number of base child you allow to stay in this room type.

Max A(Adult) / C(Child): Maximum number of adult you will allow to accommodate in this room type. **Child:** Maximum number of child you will allow to accommodate in this room type.

Publish to website: Check-mark this option if you want to publish/show this room type on your website for online Reservation of rooms.

Select Room Amenities: This will list all the amenities you have configured so that you can check-mark them to offer them in this room type.

Color: It will change the color of the icon for that room type in the front office

Default Web Inventory: The no. of rooms that the user wants to show on the booking engine.

Once the details are entered and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Sort Room Types

Enter the number against the room types you have created to list them in a particular order that you will want to see them in.

Bed Type

Enter the bed types that you offer in your hotel. To add a bed type, click on 'Add Bed Type" button and fill in the required information like-

Short Code: Short name for the bed type you will define.

Bed Type Name: The name of the bed type you offer in your hotel.

Once the details are entered and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Room

Enter all the room name/number you have in your hotel. To add a Room, click on 'Add Room" button and fill in the required information like-

Short Code: Short name for the room name you will define.

Room Name: The name or number of the room you have in your property.

Room Type: Select the room type that this room belongs to from the list of room types you have already created.

Bed Type: Select the bed type you have for this room from the list of bed types already created earlier.

Phone Extension: Enter the phone extension that is used for this room.

Key Card Alias: Enter the key card no. which is generated from the software of Door lock.

Sort Key: Enter the number the way you want to sort this room in the room list.

Non-Smoking: Check-mark if this room is a non-smoking room. Leave it as it is if you allow smoking in the room.

Room Image: This option allows you to upload images of the room. Click on choose file and select the images stored on your local machine.

Connect Rooms: If there are any connecting rooms then this can be assigned from this option.

Once the details are entered and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Sort Room

Enter the number to decide the sequence in which you want to see the list of rooms you have created. You can select the room type from the drop down and then enter the numbers to sort the rooms.

Status Color

Set the color to different status of the room for easy viewing and understanding of the room status at a glance in the "Stay View" screen of the Frond Desk login. You can set the color code for 7 room status defined as –

- Confirmed Reservation / Day Use Reservation
- Arrival / Stay Over
- Due Out
- Checked Out
- Maintenance Block
- Day Use

Simply click on the color block opposite to each status to select the color from the color palette. Save the changes to confirm. You can change the status color any time in future by coming to the same screen.

Room Owner

When Management Company manages condominiums and apartments, they would like to enter information of the owner of condominium/apartment. To add a Room Owner, click on 'Add Room Owner" button and fill in the required information like-

Name: Enter the name of the room owner here.
Business Name: Enter the business name of the room owner if any.
Address: Enter the address of the room owner.
Country: Select the country where the room owner resides.
State: Enter the state in the country where the room owner resides.
City: Enter the city of the room owner.
Zip: Enter the zip code or the pin code of the room owner.
Phone: Mention the phone number which can help to reach the room owner when required.
Fax: Enter the Fax number of the room owner if he has any.
Mobile: Mention the mobile number which can help to reach the room owner when required.
Email: Email address of the room owner.
Commission plan: Select the commission plan that has been agreed and offered to the room owner. It can be anything from – **(a)** % on all nights, **(b)** Fixed amount per night, **(c)** Fixed amount per stay.
Value: Enter the value of the commission as per the information added above.
Rate: Select the rate that is supposed to be charged for this room owner's room. It can be anyone from – **(a)** Regular, **(b)** Special, **(c)** Allocated.
Room Inventory: Select from the option to mention if the room inventory for this room owner will be (a) Regular or (b) Allocated.
Opening Balance: If the user has any previous balance for the room owner then the user can continue with that balance by mentioning the same here. This balance can be from the manual system that they were using or from the previous software if that had this functionality.
Create User: Check-mark this option if you want to create user for this room owner. This will create a user name and password for the room owner to login and check the details of the rooms he has offered to sell.
Room Assignment window: This window will list all the rooms you have created so that you can check-mark all the rooms that are owned by this room owner.

Rates

This group of options allows you to configure all details which are related to rates:

Rate Type
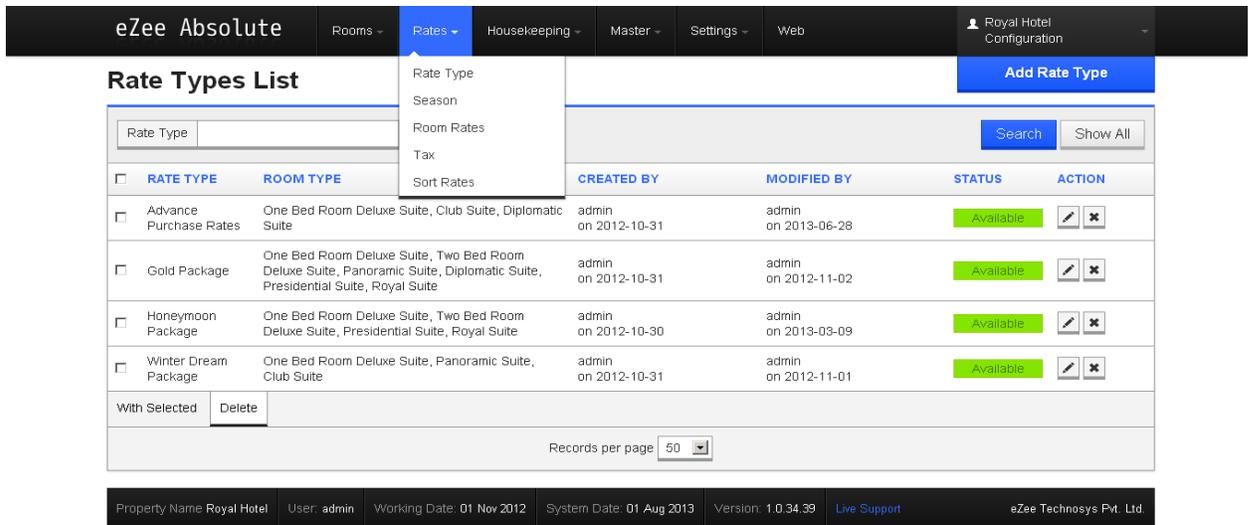
Figure 3

Define all the rate types that you have in your hotel. To add a Rate Type, click on 'Add Rate Type" button and fill in the required information like-

Short Code: Enter the short name of the rate type.

Rate Type: Enter the rate type

Nights: Enter the number of nights for which you want to charge the rate type.

Max. Adult: Enter the maximum number of adults that should be there to qualify for this rate type.

Min. Night: Enter the minimum number of nights that a guest should stay to qualify for this rate type.

Room Type: Select the room type that you want to show this rate type when selected for sale.

Once the details are entered and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Season

Define the season so as to define rates to be charged during that season. You need to enter details for:
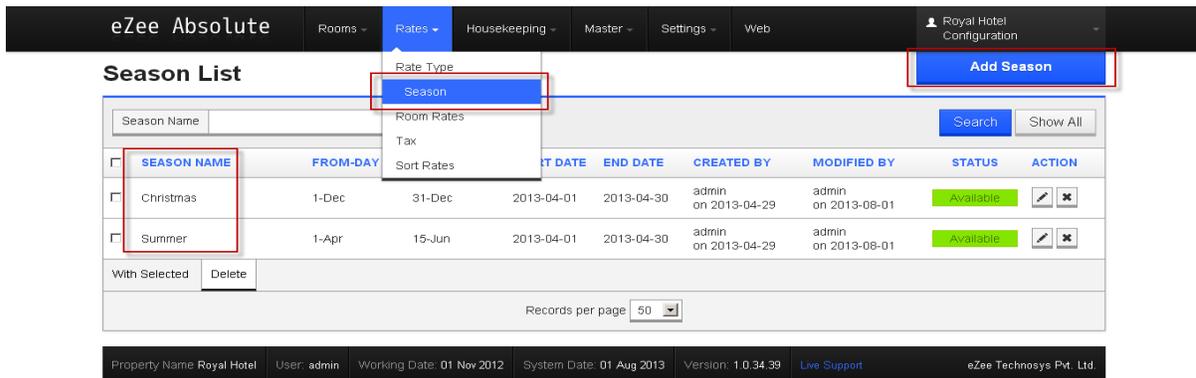
Figure 4
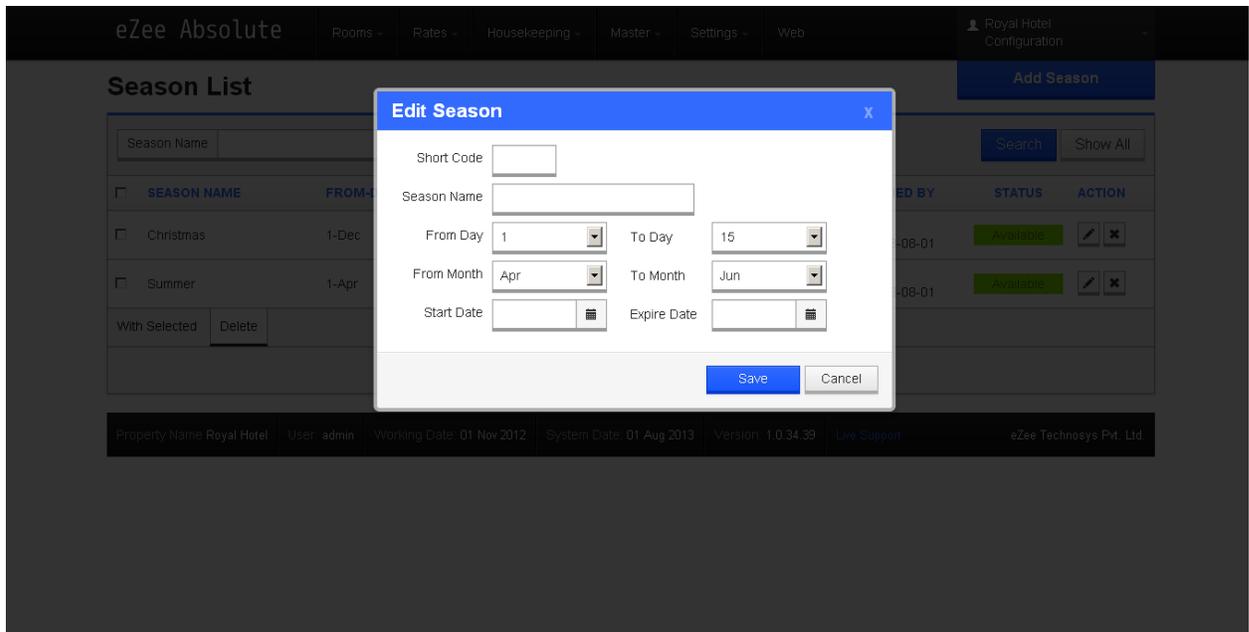
Figure 5

Short Code: Enter the short name or code for the season you are defining.
Season name: Enter the name of the season.
From Day/Date: Select the day of the month from where the season starts.
From Month: Select the month from where the season starts.
To Day/Date: Select the day of the month till the season will last.
To Month: Select the month till the season will last.
Start Date: Enter the date from when the season settings will be activated.
Expire Date: Enter the date on which the season settings will expired.

Once the details are entered and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Room Rates

Define the room rates for all the room types you have created. You can also define the rates for extra adult/child if allowed to stay in a room. (More than the base adult/child settings)
Save the changes to confirm. You can change the status color any time in future by coming to the same screen.
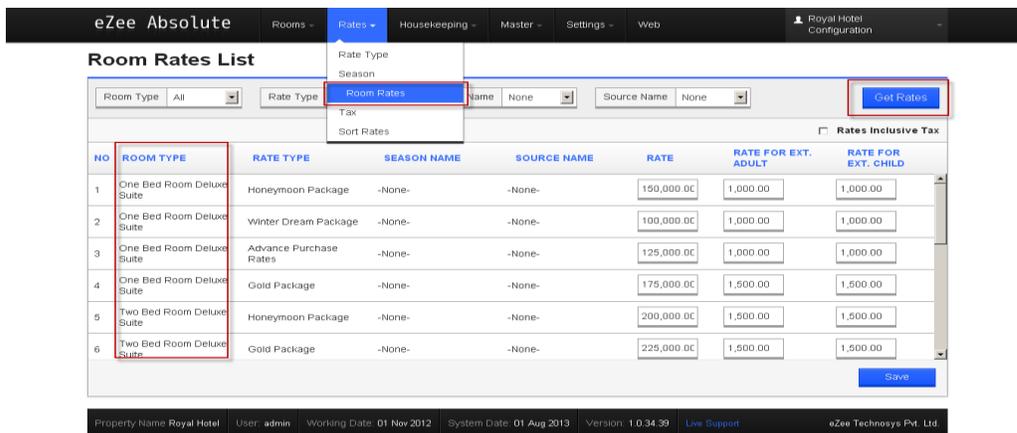
Taxes

This screen allows you to define the taxes. To add a tax, click on "Add Tax" button and fill in the details:

Short Name: Enter the short name of the tax that you want define.
Tax Name: Enter the tax name. It can be like – VAT, Service Charge, etc.
Applies From: Select the date from when you want to apply this tax charge.
Exempt After: Tax will not be charged after mentioned number of days.
Posting Type: Select the type of tax that needs to be calculated on the room charge. It can be anything from – **(a)** Flat Amount, **(b**) Flat Percentage, **(c)** Slab. Based on the option you select, the window will generate a field to enter the amount or % of the tax to be charged. If you select Slab tax option the system will generate field to enter the slab information for the tax.
Apply Tax: You can select the options to apply tax which can be – Before Discount or After Discount.
Apply tax on Rack Rate : This option will apply tax only on the define rates.

Once the details are entered and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Sort Rates

Enter the numbers against the rates you have defined in the order you want to list them. Save the changes and come to same screen if you want to edit this information anytime in future.

Housekeeping

This group of options helps you configure settings which will help the housekeeping team of your hotel. Under this, you can configure details for:

Housekeepers

Enter the name of all the housekeepers from here. To add a new housekeeper, simply click on "Add Housekeeper" button and enter details which are –

Figure 6

Housekeeper Name: Name of the housekeeper.
Mobile number: Contact number of housekeeper to reach him/her in time of need.

Once the details are entered and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Units

Units here refer to the different areas in the hotel premises which need to be attended by the housekeepers. It can be anything like – visitors lobby, Reception area, Recreation area, etc. To add a new unit, simply click on the "Add Unit" and enter the name and save the changes.

Status

Define all the housekeeping status for the rooms from here. To add a new room status, simply click on "Add Housekeeping status" button and enter the name of the status and select the color from the color palette.

Once the details are entered and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Master

Currency

This section will help you to define all the currency that you accept in your hotel. You can very easily manage the exchange rates for all the currency that you accept.

To add a currency, click on the "Add Currency" button and enter the details for the below mentioned fields:

Figure 7

Country: Select the country for which you want to define the currency.

Currency: Based on the country user selects, the currency is entered by the system. User can make the changes as per his preference.

Sign: Based on the country user selects, the currency sign is entered by the system. User can make the changes as per his preference.

Figure 8

Prefix/Suffix: Select how the currency sign should appear along with the amount. Prefix will show the currency sign before the amount and suffix will show the currency sign after the amount.

Currency Code: This is the short code for the currency you will select. Ex: USD for U.S Dollar, INR for Indian Rupee and so on.

Digits after Decimal: Enter the digits that you want to see after the decimal place.

Exchange Rate: Define the currency exchange rate.

Note: You will have to enter the currency exchange rate manually every time it changes. The changes made to the exchange rate will reflect after Night Audit is performed.

Once the details are entered and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Pay Method

You may offer different payment options to your guests. Define all such Payment Types and you can use it when you settle your guest folio. To add a currency, click on the "Add Payment Method" button and enter the details for the below mentioned fields:

Short Code: Enter the short name of the payment method you are defining.

Payment Method: Enter the payment method name you want to use while accepting payments. It can be like cash, cheque (or check in American English), VISA, MASTERCARD, etc.

Type: You need to select either CASH or BANK based on the type of payment created.

Card Processing: Select this option if you are defining card for the payment type.

Surcharge Setting: If you want to charge your guest for any card transaction they do, you can select this option.

Amount/Percent: Select appropriate option for charging surcharge in amount or percentage.

Value: Enter the value based on the selection made for amount or percentage.

Extra Charge: Select the extra charge for collecting the surcharge amount. You will have to create an extra charge to map the surcharge amount you will collect.

Receipt No. Setting / Receipt No.: Select how you want the receipt number to be generated – Auto General, Auto Private, or Manual.

Once the details are entered and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Extra Charge

Add all the extra charges for the services you offer in your hotel from this screen. To add the extra charge, click on the "Add Charge" button and enter the details for the below mentioned fields:

Short Code: Enter the short code of the extra charge you are defining.

Name: Enter the name of the extra charge you want to create.

Rate: Mention the rate of the extra charge. This will be the amount that you want to charge the guest for this particular extra service that you are offering.

Tax: Select the tax that you want to apply on this extra charge amount from the ones that you have defined earlier.

Rate Inclusive Tax: This field shows the rate inclusive tax amount based on the inputs in above 2 fields.

Fixed Price: Check mark this option if you want to keep the charge fixed for this extra charge.

Front Desk Sort Key: Enter the number to sort the extra charge to view in Front office.

Publish on web: Check mark this option if you want this extra charge to be seen on the reservation system.

Voucher No.: Select how you want the voucher number to be generated – Auto General, Auto Private, or Manual.

Once the details are entered and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Identity Type

In recent times it is very important (compulsory in most of the countries) to record guest identification. Define all such Identification Types you may record. To add the identity type, click on the "Add Identity type" button and enter the name of the identity type you want to record.

Once the information is added and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Reason

This screen allows you to define all the reasons that can be used while performing various actions in Front desk. To add the reason, click on the "Add Reason" button and enter the reason and select the category where you will want to use it.

Once the information is added and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Discounts

This screen allows you to define all the discounts that you will be using in front desk. To add discount, click on the "Add Discount" button and enter the details for the below mentioned fields:

Short Code: This is the short name of the discount you are creating.

Name: This is the name of the discount by which you will use it in Front Desk.

Type: Select whether the discount will be in percentage or amount. For amount select 'flat' option.

Open Discount: Check-mark this option if you want to keep the value of the discount open. You can change the value of the discount from Front Desk for such discounts.

Value: Enter the amount or the value for the discount.

Apply on: Select the appropriate option for applying this discount. It can be either applied on the room charge of the extra charge.

Once the information is added and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Transportation Mode

Enter the mode of transportation that can be used by the guest or provided by you as a service to your guests. This can be anything like – local taxi, bus service, etc. This information is used to input while entering details of pick up and drop service for the guests.

Once the information is added and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Payouts

Define all the reasons which will be used to payout from the Hotel's cash drawer. There can be reasons like – Electric Bills, Florist, internet bills, laundry bills, Newspaper bills, Travel Agent commission, etc.

Once the information is added and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Template Category

Create all the template categories that you might be using when creating templates to send emails to your guests or business partners.

Once the information is added and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Template

Create all the templates that you might use to send emails to your guests and/or business partners on different occasions. To add a new template, click on "Add Template" button and enter the details for the below mentioned fields:

Template: This will be the name of the template that you are creating.
Template Category: Select the category under which this template falls.
Auto Send: Select from the list of pre-defined actions in front desk when you want the template to be used for auto sending of emails.
Attachment: Select the attachment that you may want to attach based on the action selected in the above field. The attachment cab be a cancellation voucher, an invoice, a report, or a reservation voucher.
Email: Select the email address that you want to send this email from. The email account needs to be created by following the path – absolute configuration >> Settings >>Email accounts.

Schedule Date: Select the date by clicking on the calendar to schedule an email delivery.
Subject: Enter the subject for the email template.
Message Body: Use this field to create the template and enter the message that you want using the

Once the information is added and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Black List Reason

In order to offer best services to your guests, when you want to record guest information like contact information, rate offered, birth date, guest history and other, it will be equally important to record information about misbehaving guests whom you don't want to provide service again in future and avoid any inconvenience to other guests.

To add a new Blacklist reason, click on the "Add Blacklist Reason" button and define the reason/category for blacklisting the guest.

Once the information is added and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Market Code

This screen helps you to define all the market codes that you may use during entries in Front Desk. This can help to define the different markets from where you may have the guests coming from. To add a new market code, click on the "Add Market Code" button and enter the name.

Once the information is added and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Reservation Type

Define different types of reservations that you may take in your hotel for the guests. The system has pre-defined reservation types which are – Confirm Booking and Booking inquiry. You can create new reservation types as per the requirement seen in your property.

To add a new reservation type, click on the "Add Reservation Type" button and enter the name.

Once the information is added and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Preference Type

Preference types can be defined using this option to capture and mention different preferences as mentioned by the guests.

To add a new Preference type, click on the "Add Preference Type" button and enter the name.

Once the information is added and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Preference

Preference (guest preference) can now be pre-defined to be selected in eZee Absolute front office. The same can also be used in eZee Reservation booking engine page when a guest books his stay online using book now button on your website.

VIP Status

Define VIP status for use when creating guest profile.

To add a new VIP status, click on the "Add VIP Status" button and enter the name.

Once the information is added and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Business Source

Sales and Marketing department would like to do sales analysis of the source of the business. Such information and analysis would be helpful to design promotion campaign, marketing budget or even helpful to determine what rate to offer to which travel agent. You can define your entire business source here and associate this business source with Check In/Reservation.

To add a new Business Source, click on the "Add Business Source" button and enter the name and the short code you want to associate with it.

Once the information is added and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Settings

This group of functions will allow you to set basic setting for various actions that is used in Front Desk.

Email Accounts

Define all the email accounts that will be used by your staff to send emails to the guests and to business source/partners. To add a new email account, click on "Add Email" button and enter details for the below mentioned fields.

Title: enter the title for this email account.
Email address: enter the email address to use for this email account.
Display Name: Mention the name that you want to display when the email is sent.
Signature: You can create and edit signatures for outgoing messages, replies and forwards using this field.

Once the information is added and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Hotel Information

Enter all the details related to your hotel here. This will include general details like name, address and contact information and property information like the type of property you have with logo of the hotel if any along with the registration numbers. These details will be used to print on various folios and invoices.

Once the information is added and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.
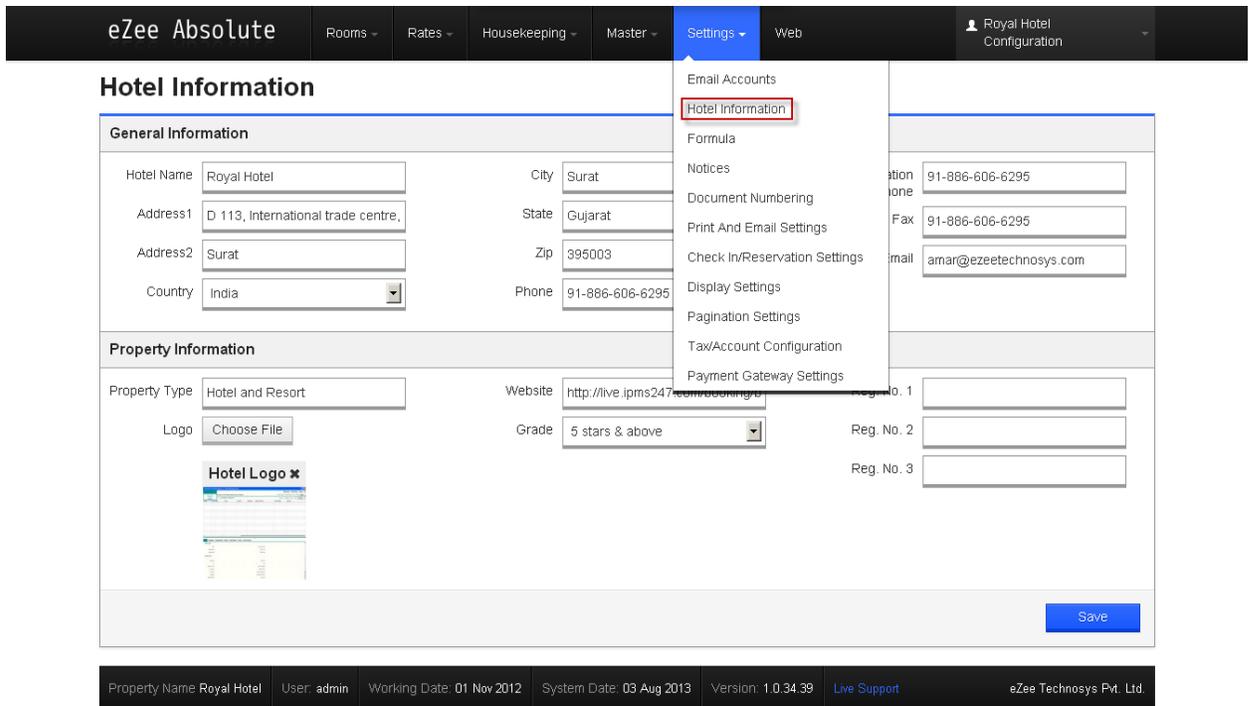
Figure 9

Formula

This screen allows the user to view the formula and modify it based on their requirements. The page includes formula for:

Total Room Revenue with option to check/uncheck Night sold Revenue, Day Use Revenue, Late Checkout Revenue, Cancellation Revenue, and No show Revenue. Checking/unchecking any option will include/exclude that parameter while calculating the **Total Room Revenue.**

Total Room Sold:

Total Rooms: Gives the option to select the out of order rooms in total rooms.

Average Daily Rate: Mentions the formula used to calculate ADR (Total Room Revenue /Total Rooms sold)

Occupancy %: Mentions the formula that is used to calculate the occupancy percentage. (Total Room Sold x 100 /Total Rooms)

Revenue Per Available Room: Mentions the formula used to calculate REV PAR (Total Room Revenue /Total Rooms)

Notices

This page allows you to write notices which will be used on different paper handouts in hotel. You can manage the notices that will be seen on:

- Bill to Company
- Folio
- New configuration
- Registration card
- T&C (Terms and Condition)
- Cancellation
- Group Reservation
- Receipt
- Reservation
- Voucher

Document Numbering

Manage the numbering of different documents generated in the hotel using this screen. You can set the settings for numbering documents listed below:

- Guest Registration
- Guest Folio
- Reservation
- Cancel Reservation
- Extra Charge Voucher
- Receipt
- Guest Invoice
- Work Order
- Incidental Invoice

You also have the option to reset the numbering for the above mentioned documents on a daily, monthly and yearly basis.

You can set the prefix you want to set along with the number that will be generated for the respective document.

Print and Email Settings

This page lets you set the print and email settings to be used in Front Desk. You can select if you want to print the city ledger posting on invoice or not. You can also set the templates from the list of the ones already created. You can set the template for emails sent for:

Print Options -:
- Folio Template
- Receipt Template
- Voucher Template
- Guest Registration Card Template

Email Option-:
- Email Thanks at Check Out
- Email Guest Review Request
- Email for Reservation Released

Check in and Reservation Settings

You can manage settings for below mentioned option from this page

Check In/Reservation Settings

Check In and Check Out time settings

☑ 24 Hours Check Out   Check In Time [12 ▼] [00 ▼]   Check Out Time [11 ▼] [00 ▼]

Day Use Options

☐ Auto Post For Day Use   Grace Period [____] Hours   Dayuse Charge [____] % Of Room Rate

Late Check Out Options

☐ Auto Post For Late Check Out   Grace Period [____] Hours   Late Checkout Charge [____] % Of Room Rate

Cancellation Fee Options

☐ Post Cancellation Fee   **Other Options**

◉ [____] % Of [--Select-- ▼]   ◉ Beyond [____] days of reservation

◉ [____] fixed amount   ◉ Within [____] days of arrival

◉ First [____] night(s) room charges

Check in and Checkout time settings
You can select if you want to keep 24 hours check out, or enter the check in and checkout time.

Day Use Options
Check mark – **Auto Post for Day Use**, if you want the posting of rooms charges for day use to be posted automatically.
You can also enter the number of hours that you can set as **grace period for day use**.
You can also **set the % of Room charge** that you want to charge **towards the Day Use Charge**.

Late Checkout Options
Check mark – **Auto Post for Late Checkout**, if you want the posting of rooms charges for late checkouts to be posted automatically.
You can also enter the number of hours that you can set as **grace period for Late Checkout**.
You can also **set the % of Room charge** that you want to charge **towards Late Checkout Charge**.

Cancellation Fees Options
Use these settings to handle the cancellation of reservations/bookings in Front Desk. You can charge the guest for cancellation of reservation/booking.
Check-mark the option – **Post Cancellation Fee,** to post the cancellation fees on the folio.
Once selected, it will activate the ways you can charge the guest for cancellation. You can select if you want to charge the cancellation fees **as the % of total charges** or **room charges**, **a fixed amount**, enter the **number of First nights charge** that you want to charge as cancellation fees.

You also have settings to charge the guest for the cancellation charges if there is no confirmation beyond the mentioned number of days of Reservation or within the mentioned number of days of arrival date.

No Show Fee options
Use these settings to handle the No show Fee when the guests don't show up after reservations/bookings in Front Desk.
Check-mark the option – **Post No show Fee,** to post the No show fees on the folio.
Once selected, it will activate the ways you can charge the guest for No Show. You can select if you want to charge the No show Fee **as the % of total charges** or **room charges**, **a fixed amount**, enter the **number of First nights charge** that you want to charge as No show Fees.

Reservation Voucher
Select appropriate check box to send the Reservation voucher (email) to **Guest**, to **Company**, and to **Travel Agent**.

Send Review Email link to either the person who is booking from the website (**web booker**) or to **all.**

Financial Year Settings
Select/set the Financial Year settings as per the local requirements.

Mandatory Information

This is list of all the information that you might want to make mandatory while taking a **Reservation** and/or **Walk-in.**
The information includes –
- **Guest Name**
- **Guest identity**
- **Market code**
- **Hold Type**
- **Travel Agent**
- **Company**
- **Business Source**
- **Nationality**
- **Guest Address**

Other Settings
- **Reservation Voucher (Email Reservation Voucher)**
- **Send Review email link to**
- **Overbooking**
- **Base Occupancy**
- **Front Rate Mode**

Once the information is added and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Display Settings

Manage different display settings that you want to set by default for the below mentioned fields:

- **Time Format:** Select the format you want from the drop down list.
- **Date Format:** Select the format you want from the drop down list.
- **Arrival/Departure date format:** Select the format you want from the drop down list.
- **Time Zone:** Select the Time Zone you want from the drop down list.
- **State Caption:** Enter the caption for the State that you want to use in Front Desk.
- **Zip Code Caption:** Enter the caption for the Zip Code that you want to use in Front Desk.
- **Select Identity:** Select the identity that you want to show from the list.
- **Default Reservation Type:** Select the default Reservation type that you want to see when taking a reservation in Front Desk.
- **Round Off Type and Limit:** Select the round off type that you want to apply and the limit for the same.
- **Salutation:** This can be used to set the default salutation when checking in the guest or making reservations and booking.
- **Bill to:** This can be used to set the default value for the billing instruction field under billing information for room. You can set any one value from - company, group owner, guest and room and tax to company and extra to guest.
- **Payment Mode:** This can be used to set the default value for the selection of mode of payment, it can be either cash or credit and we have further selection that if its cash than which mode for cash and if its credit than what source of credit.
- **Web Rate Mode:** This can be used to set the default mode of rate. It can be any one of the 3 mentioned below
  1. **Regular –** The rates will be picked from eZee Absolute
  2. **Special –** The rates for the travel agent will be taken into consideration if this mode is selected
  3. **Allocated –** The rates from eZee Reservation will be picked up if using this mode.
- **Web Inventory Mode:** This can be used on how you want to manage the inventory on your booking engine. It can be either of 2 options mentioned below :-
  1. **Regular –** This will set the default mode to eZee Absolute inventory.
  2. **Allocated –** This will set the default mode to eZee Reservation inventory.
- **Select Payment Gateway:** This can be used to select the default Payment gateway.

Pagination Settings

This page helps you to set the number of entries you can see in the list on different screens.

Tax/Account Configuration

This screen will help you configure tax and account settings for various accounts as listed in the drop down box for Room Revenue, Cancellation Revenue, No Show Revenue, Day Use, Late Checkout, and Travel Agent Commission Account.

Payment Gateway Settings

This option helps you to setup your payment gateway settings.

User

Manage all the user related settings and configuration from this part.

User Role

Create user roles from under this option. To create a new user role, click on the "Add User Role" button and enter the details for the below mentioned fields:

Short Code: Enter the short name or code for the user role you are creating.
Name: Enter the name of the user role you want to create.
Description: Enter a brief description for the user role you are creating.
Parent Role: Select the parent role of the user role you are creating from the list of pre-defined role list.
Privileges Tab: Select the privileges that you want to give to this user role access to. Simply check-mark the ones that you want to give access to.
Reports Tab: Select the reports that you want to give to this user role access to. Simply check-mark the ones that you want to give access to.

Once the details are entered and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

User

Create as many users as you want who can access eZee Absolute. To create a new user, click on "Add User" button and enter the details for the below mentioned fields:

Short Code: Enter the short code for the User that you are creating.
User Name: Enter the user name that you want the user to login with.
Password: Enter the password for the user to login with.
User Role: Select the user role from the pre-defined list.
Mobile No.: Enter the mobile/contact number for this user.
Language: Selection of the language, it can be either Default English or any customized language.
Calendar Language: The language of the calendar can be changed.
Show last Credit Card Digits: To display the no. of last digits of the credit card.

Privileges Tab: Check-mark all the privileges that you want this user to have while using eZee Absolute.
Reports Tab: Check-mark all the reports that you want this user to be able to see while using eZee Absolute.
Discount Tab: Select all the discounts that this user will be able to give when logged in with this account.

Once the details are entered and saved, you can anytime edit the details by clicking on the edit option (pencil icon) in the action column.

Web

This option will open the link of eZee Reservation on new window.