

# eZee FrontDesk Minibar Module Manual



## Online Chat Support

MSN Messenger: [ezee247@hotmail.com](mailto:ezee247@hotmail.com)

Yahoo: [ezee247@yahoo.com](mailto:ezee247@yahoo.com)

GTalk: [ezee247@gmail.com](mailto:ezee247@gmail.com)

Skype: [ezeetechnologies](https://www.skype.com/en/contacts/ezeetechnologies)

Live Support: [www.eZeeFrontDesk.com](http://www.eZeeFrontDesk.com)

## Contact Information

Sales Phone: +91-98251-26513


Support Phone: +91-261-4004505

Fax Number : +91-261-2463913

A Mini-bar is a small, private snack and beverage bar often found in upscale Western-style hotel rooms.

Typically, a mini-bar comes in the form of a counter and small refrigerator stocked with a precise inventory. The in-house guests can take beverage like alcoholic beverages, soft drink, juice, etc. or snack like candy, cookies, and other small snacks at any time during their stay. Prices are generally very high relative to similar items purchased in a store, since the guest is paying for the convenience of the items in the room itself. Many hotels have progressed further to offer non-food items, such as socks, toiletries, etc.

**Note:** Before you start using mini bar module you have to define the items that will be used in mini bar as an item in the outlet in eZee POS Burrp. The definition of the items and price needs to be done in eZee Burrp!

Second step will be to select the outlet in eZee FDC ' eZee Icon (top left corner)  → Options → Miscellaneous Tab → Mini Bar → select Minibar POS Outlet.

## I Configuration

### 1. Mini Bar Item Assign

This option allows you to define the list of items that needs to be assigned as a default for a specific room type.

#### i) Edit Item

This option allows you to create a default list of items that needs to be added for a selected room type. You need to select a room type and then click on the button 'Edit Item' and will get a screen to enter the details. Details to select will be menu group, menu sub group, item name, unit and maximum quantity.

There are three buttons provided in order to manage details. Buttons available are 'Add', 'Update' and 'Remove'.

#### ii) Copy

This option allows you to copy items that have been defined to the selected room type. You get a screen on the left side showing all the items that have been selected for the room type and on right side has an option to select the room types on which it needs to be copied. There is a check option at bottom 'Replace if item exist', check mark this box if you want to replace the item and if the same item is already there in the list to avoid duplication of item.

### 2. Housekeeper(Maid)

This option allows you to view a list of all maids already defined in system. The list of maids is already same as housekeeping, so if there are any maids defined in housekeeping module the list of those maids will reflect here.

- i) **New:** New option allows you to create a new housekeeper maid. Fields needed to be entered are alias, name, gender, address, city, zip, phone, average hourly cost, special remark and image
- ii) **Edit:** Edit option allows you to modify details of a previously created housekeeper maid. All the options are same as creating a new housekeeper maid.
- iii) **Delete:** Delete option allows you to delete a previously created housekeeper maid.

## II Minibar Transaction

### 1. Item Issue List

This option allows you to view a list of all items that have been issued to the rooms.

## Search Criteria

Search			
Voucher #	<input type="text"/>	From Date	<input checked="" type="checkbox"/> 5/18/2009 ▼ To <input checked="" type="checkbox"/> 5/18/2009 ▼
Room Type	-- All -- ▼	Room	Select Room ▼

The top panel allows you to do a search to find the desired item issued to the room from the list.

- **Voucher #:** Use this, to search issued items by voucher #.
- **Room Type:** Use this, to search issued items by room type they were issued to.
- **From Date To Date:** If you want to search item issued in a particular date range, use this option.
- **Room:** If you want to search item issued by the room number, then you can select this option.

## Buttons provided at the bottom

i) **Print:** Print option allows you to print the selected menu bar item issue list.

ii) **New:** New option allows you to assign a new menu bar item to a room.

You have to enter voucher number, date when the item is issued, housekeeper who did the task, room type and room for which you want to assign items. In order to add the item → select the item from item information scroll down list → hit on 'Add' button.

You can also Update or Delete the added item by simply highlighting and clicking on relevant button.

**Add Default:** Add default option allows adding a list of items that were defined earlier under the option menu bar item assign. You can select extra items which are not a part of default list by directly selecting it.

There are three buttons provided in order to manage details. Buttons available are 'add', 'update' and 'delete'.

iii) **Edit:** Edit option allows you to modify details of a previously created list of menu bar items assigned to a room. All the options are same as creating a new menu bar item list issued to a room.

iv) **Delete:** Delete option allows you to delete a previously created menu bar item list issued to a room

## 2. Item Issue

This option allows you to assign a new menu bar item list to a room. This screen is same as 'New' described under 'Item Issue list'.

## 3. Item Return List

This option allows you to view a list of all items that have been returned from the rooms.

## Search Criteria

Search			
Voucher #	<input type="text"/>	From Date	<input checked="" type="checkbox"/> 5/18/2009 <input type="button" value="v"/> To <input checked="" type="checkbox"/> 5/18/2009 <input type="button" value="v"/>
Room Type	-- All -- <input type="button" value="v"/>	Room	Select Room <input type="button" value="v"/>

The top panel allows you to do a search to find the desired item returned from the room from the list of all item returned from the room.

- **Voucher #:** If you want to search item returned by the voucher number on which they were created you can select this option.
- **Room Type:** If you want to search item returned by the room type available at the property then you can select this option.
- **From Date To Date:** If you want to search item returned by the date on which the item was returned then you can select this option and specify the date range to make a search.
- **Room:** If you want to search item returned by the room number available at the property then you can select this option.

## Buttons provided at the bottom

- Print:** Print option allows you to print the selected menu bar item returned list.
- New:** New option allows you to create a menu bar item returned list from a room.

You have to enter voucher number, date when the item is returned, housekeeper who did the task, room type and room for which we want to returned items. You can select items which are returned from the room.

There are three buttons provided in order to manage details. Buttons available are add, update and delete.

In order to add the item → select the item from item information scroll down list → click on 'Add' button.

Also you can Update or Delete the added item by simply highlighting and hit on relevant button.

- Edit:** Edit option allows you to modify details of a previously created menu bar item list returned from a room. All the options are same as creating a new menu bar item list returned from a room.
- Delete:** Delete option allows you to delete a previously created menu bar item returned list from a room.

## 4. Item Return

This option allows you to assign a new menu bar item returned list from a room. This screen is same as 'New' described under 'Item Return list'.

## 5. Item Breakages

This option allows you to specify items that have been broken in the room. You have to enter room number, house keeper and details of items broken.

Correction tab will give the list of corrections that were already entered in the system earlier.

## **6. Minibar Posting**

### **➤ Minibar Item Audit**

This option allows you to do an audit of the items sent to the room by mini bar and items returned from the rooms to the Minibar. You need to enter voucher number and select folio number and house keeper and enter details of audit quantity of all the items.

### **➤ Correction Tab**

This will give the list of corrections that were already entered in the system earlier.