

STAYSUITE

Complete Onboarding Guide

A screenshot-first path from sign-in to night audit, printing, devices, and safe shift handover.

SCREENSHOT EDITION

10 August 2026

Rooms. Guests. Folios. One calm operating system.

How to use this visual guide

Use a training booking first. Never practise a payment, check-in, checkout, or night audit on a real guest record.

1	One action per screen The orange outline shows the exact control for that step.
2	Read the goal Understand why the screen exists before pressing anything.
3	Follow the numbered action Complete the action on a computer, tablet, or phone.
4	Verify the result Read the check line before moving to the next page.

PHASE	WHAT STAFF LEARN
Access	Sign in with the correct workspace and named staff account.
Guest journey	Create booking, verify arrival, check in, and maintain the folio.
Operations	Post room service, print, reconcile, and complete night audit.
Devices	Install safely and use the correct device print path.

Privacy note: every guest name, booking code, phone number, and amount shown in this book is synthetic training data.

Sign in to the correct workspace

Goal: Open StaySuite with a named staff account and the correct property access.

← Back to overview

Sign in to your workspace

Use your workspace code or username and staff password.

Sign in

Register property

Workspace code or username

e.g. lakeview-inn

Use the workspace code from registration, not the display name.

Password

☒ Keep me signed in

Sign in securely →

☒ Your role and property access are verified before the hotel console opens.

Phone view - training data only

- 1

Choose Sign in. New property owners may use Register property; staff never create a second property.
- 2

Enter the workspace code or username supplied by the owner or superadmin.
- 3

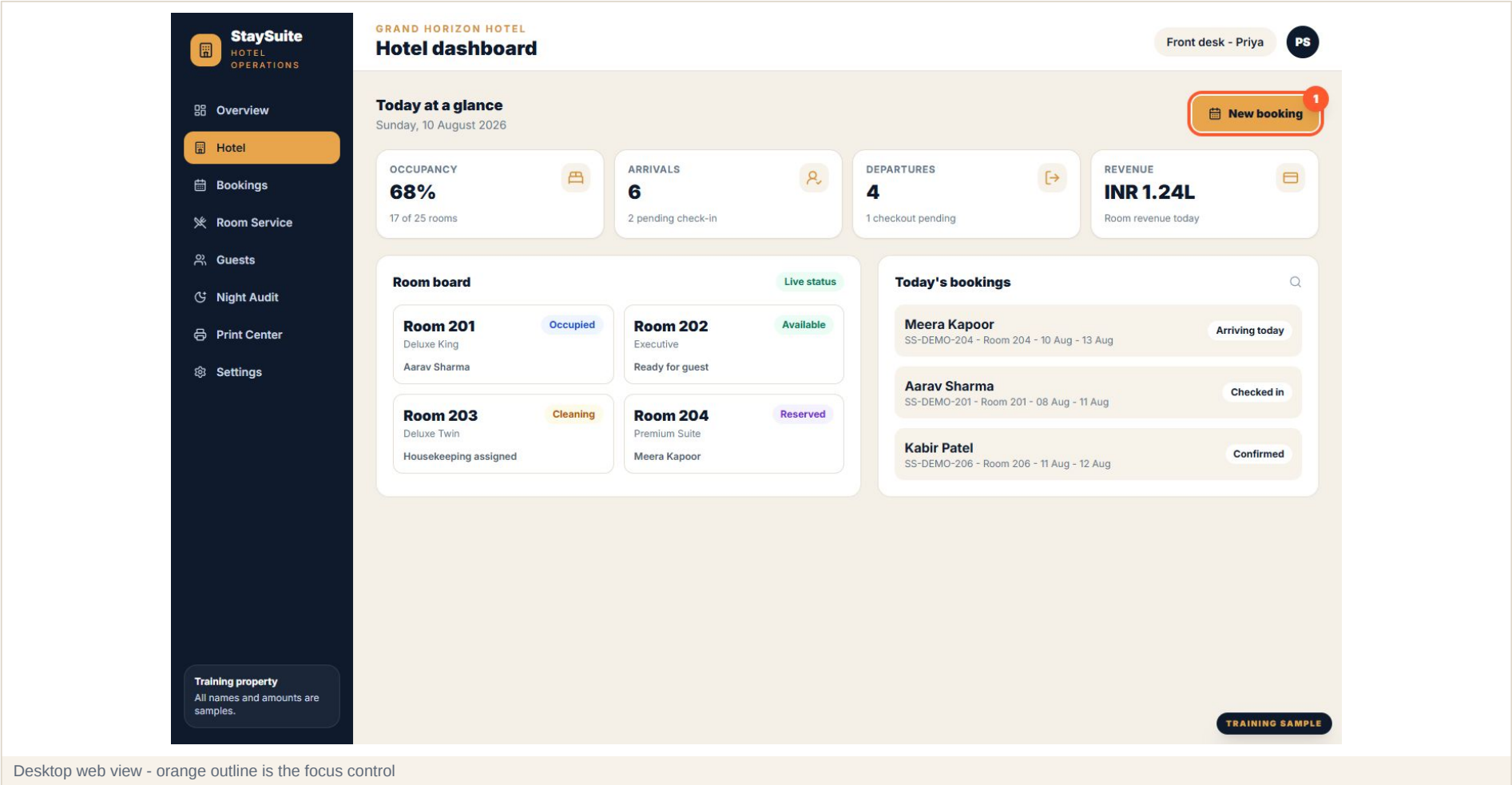
Enter your own password. Never share an owner or superadmin password.
- 4

Confirm the property name and your role after the hotel console opens.
- CHECK:** The correct property, user name, role, and hotel business date are visible before guest work begins.

Open the booking flow

Goal: Start one complete guest journey from the live hotel dashboard.

STEP 02 - SCREEN



DO THIS

Select New booking, the orange focus control marked 1 in the training screen.

CHECK

A blank booking form opens and the selected hotel property remains unchanged.

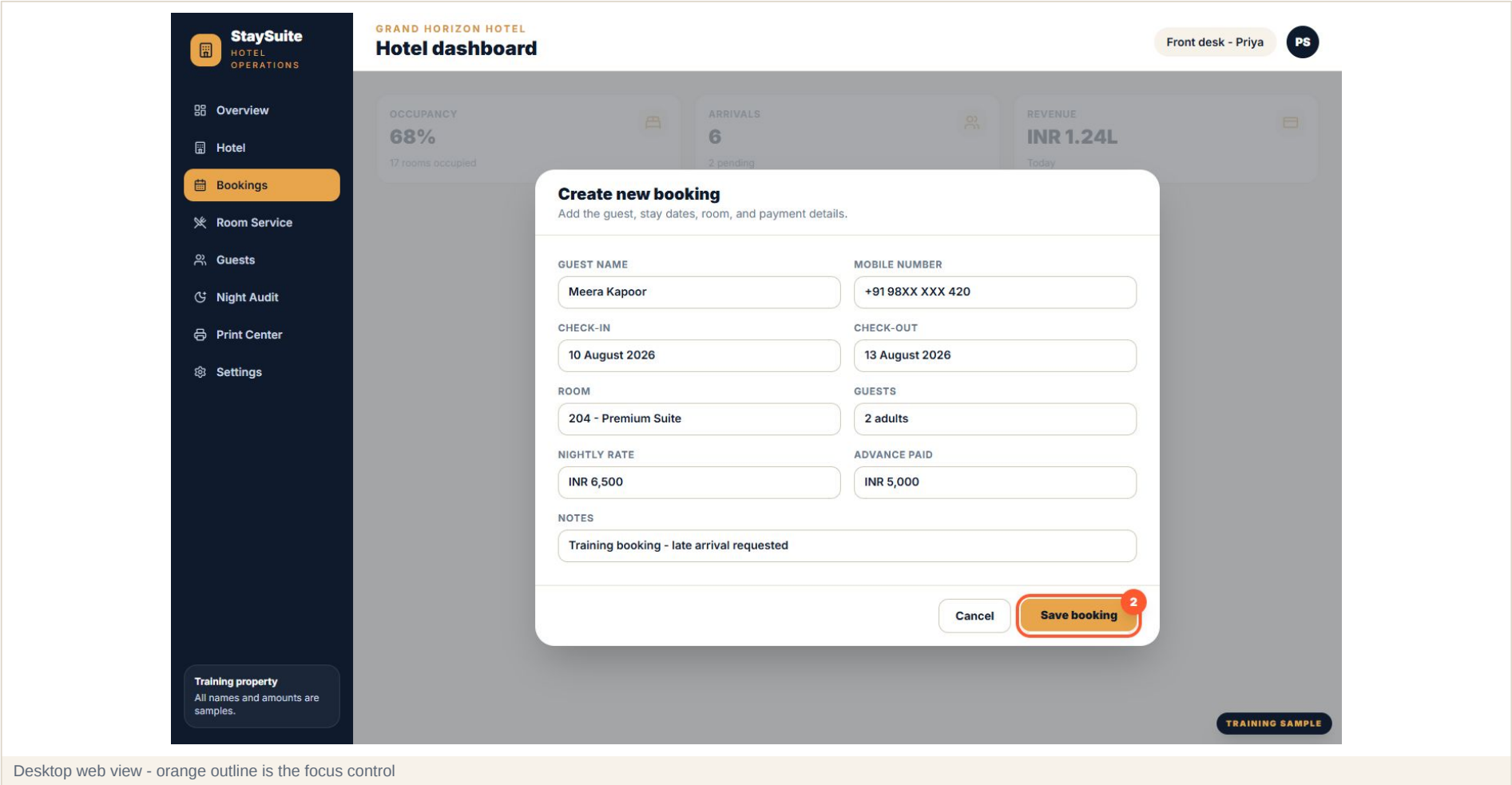
STOP IF

The dashboard shows the wrong property, date, or staff identity.

Create and save the booking

STEP 03 - SCREEN

Goal: Capture the guest, stay, room, rate, and advance in one verified booking.



DO THIS

Read every value back to the guest, then select Save booking, marked 2.

CHECK

A booking code is created, room 204 is reserved for the correct dates, and the advance appears once.

STOP IF

The room is unavailable, the dates overlap, or the amount differs from the agreed rate.

Review and check in the guest

STEP 04 - SCREEN

Goal: Move the reservation into an occupied stay only after identity, room, and balance checks.

StaySuite

HOTEL OPERATIONS

Overview

Hotel

Bookings

Room Service

Guests

Night Audit

Print Center

Settings

Training property

All names and amounts are samples.

GRAND HORIZON HOTEL

Hotel dashboard

Front desk - Priya

PS

OCCUPANCY

68%

17 rooms occupied

ARRIVALS

6

2 pending

REVENUE

INR 1.24L

Today

Booking SS-DEMO-204

Review the booking before checking the guest in.

MK

Meera Kapoor

Verified mobile - ID check pending

ROOM

204 - Premium Suite

GUESTS

2 adults

STAY

10 Aug - 13 Aug

BALANCE

INR 14,500

Arrival checklist

Confirm guest identity

Verify room and rate

Collect balance or deposit

Issue room key

Room is clean and ready for check-in.

Edit booking

Check in guest

TRAINING SAMPLE

Desktop web view - orange outline is the focus control

DO THIS Complete the arrival checklist and select Check in guest, marked 3.	CHECK Room 204 becomes occupied and the guest folio opens under SS-DEMO-204.	STOP IF The room is not clean, identity is not verified, or the rate and balance are disputed.
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StaySuite by CodeArc - visual hotel operations manual

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Post room service to the folio

STEP 05 - SCREEN

Goal: Charge only an occupied room using the current menu and visible total.

StaySuite
HOTEL
OPERATIONS

Overview

Hotel

Bookings

Room Service

Guests

Night Audit

Print Center

Settings

Training property
All names and amounts are samples.

GRAND HORIZON HOTEL

Room service

Front desk - Priya

PS

OCCUPANCY
68%
17 rooms occupied

ARRIVALS
6
2 pending

REVENUE
INR 1.24L
Today

Add room service order

Charge an order directly to the guest folio.

OCCUPIED ROOM

201 - Aarav Sharma

Club sandwich
INR 420

Masala tea
INR 120

Pasta primavera
INR 480

Mineral water
INR 80

Order summary

Club sandwich x 1
Masala tea x 2

INR 420
INR 240

Total
INR 660

This amount will be added to room 201 folio.

Add to guest folio

TRAINING SAMPLE

Desktop web view - orange outline is the focus control

DO THIS

Confirm room 201 and its guest, review quantity and price, then select Add to guest folio, marked 4.

CHECK

INR 660 appears once in the room 201 folio and the order enters fulfillment.

STOP IF

The room or guest does not match, or the price differs from the current menu.

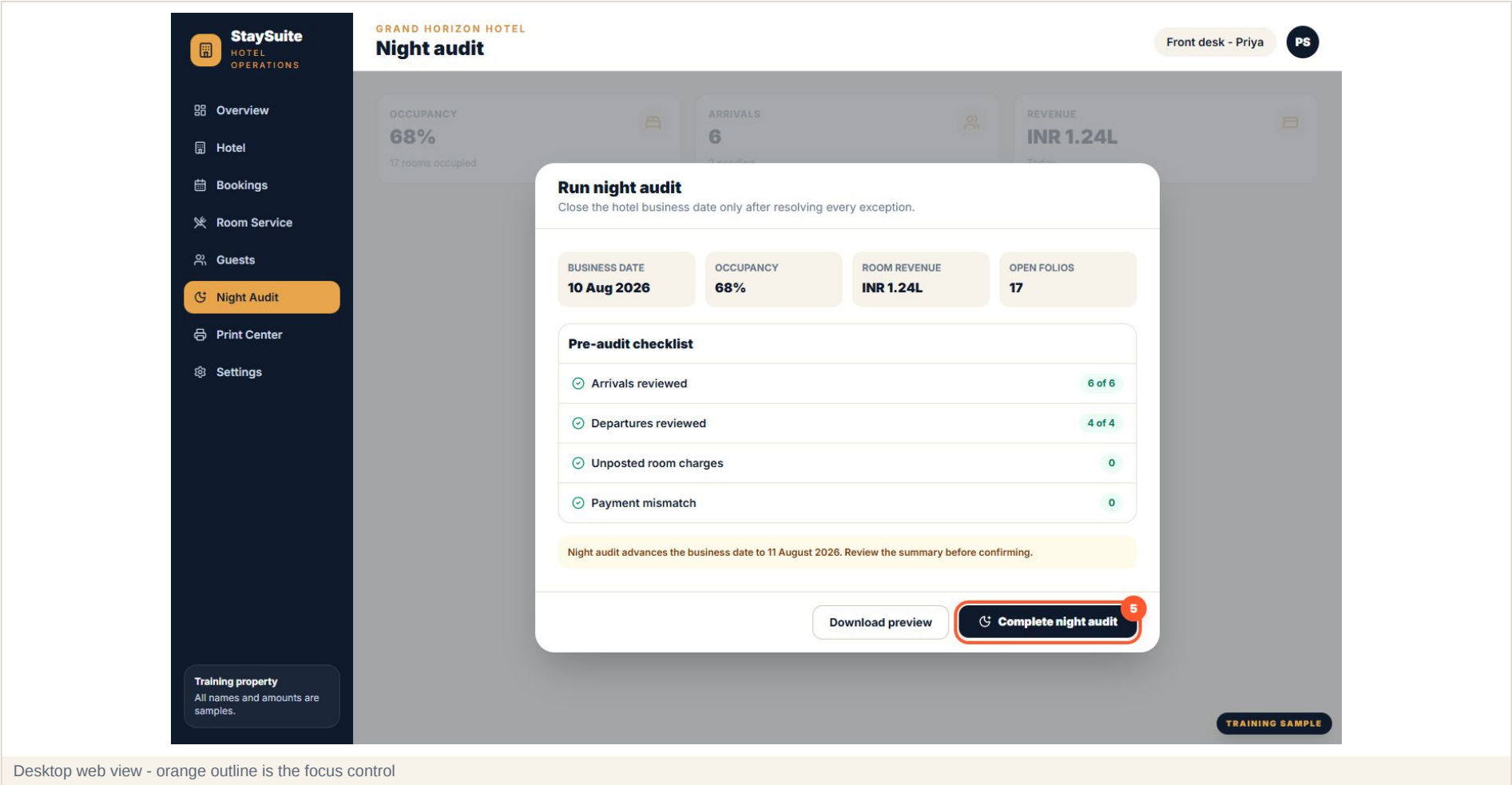
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Complete the night audit

STEP 06 - SCREEN

Goal: Close the correct business date after every operational and payment exception is resolved.



DO THIS

Review all four green checks, download the preview, then select Complete night audit, marked 5.

CHECK

One immutable audit record is created and the next business date becomes 11 August 2026.

STOP IF

Any checklist item is incomplete, the date is wrong, or payment totals do not reconcile.

Print or save the guest folio

STEP 07 - SCREEN

Goal: Produce the correct guest document through the device native print system.

StaySuite

HOTEL OPERATIONS

Overview

Hotel

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Room Service

Guests

Night Audit

Print Center

Settings

Training property

All names and amounts are samples.

GRAND HORIZON HOTEL

Print center

Front desk - Priya

PS

Choose document

Guest folio

SS-DEMO-201

Registration card

Room 201

Payment receipt

INR 5,000

PRINTER

Reception printer - A4

Print guest folio

6

Grand Horizon Hotel

SS-DEMO-201

Guest folio - Training sample

Guest

Aarav Sharma

Room

201 - Deluxe King

Check-in

08 Aug 2026

Check-out

11 Aug 2026

Room charges - 3 nights

INR 15,000

Room service

INR 660

Taxes

INR 1,879

Balance due

INR 12,539

TRAINING SAMPLE

Desktop web view - orange outline is the focus control

DO THIS

Select the document and printer, review the preview, then select Print guest folio, marked 6.

CHECK

Guest, room, dates, charges, tax, and balance match the final folio before paper or PDF leaves the desk.

STOP IF

The preview is blank, totals differ, or the selected printer is not the reception printer.

STEP 08 - SCREEN

**StaySuite**
Install on every device

Training sample

One system - every screen

Front desk power, wherever your team works.

Install StaySuite on Windows, Android, iPhone, iPad, or Mac. Your hotel data stays synced through the same secure account.

 **Download for Windows**

Android APK

**Windows front desk**
EXE installer
Automatic update checks

**Android housekeeping**
APK installer
Automatic update checks

**iPhone and iPad**
Add to Home Screen
Automatic update checks

**Mac and Linux**
Browser app
Automatic update checks

DO THIS

CHECK

STOP IF

The installer came from chat, email, a file-sharing site, or an unknown publisher.

Launch and shift sign-off

Do not approve live use until the training journey, printer test, and audit rehearsal pass.

CHECK	OWNER	MANAGER
Room inventory, rates, tax, receipt identity, and business date verified	☐	☐
Named staff accounts and minimum roles verified	☐	☐
Training booking, check-in, folio charge, and checkout completed	☐	☐
A4 print, receipt print, and Save as PDF tested	☐	☐
Night audit preview and rehearsal completed once	☐	☐
Offline recovery and shift handover explained	☐	☐