

STAYSUITE

Product Features Guide

A visual tour of rooms, bookings, guest folios, room service, night audit, device support, and printing.

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.

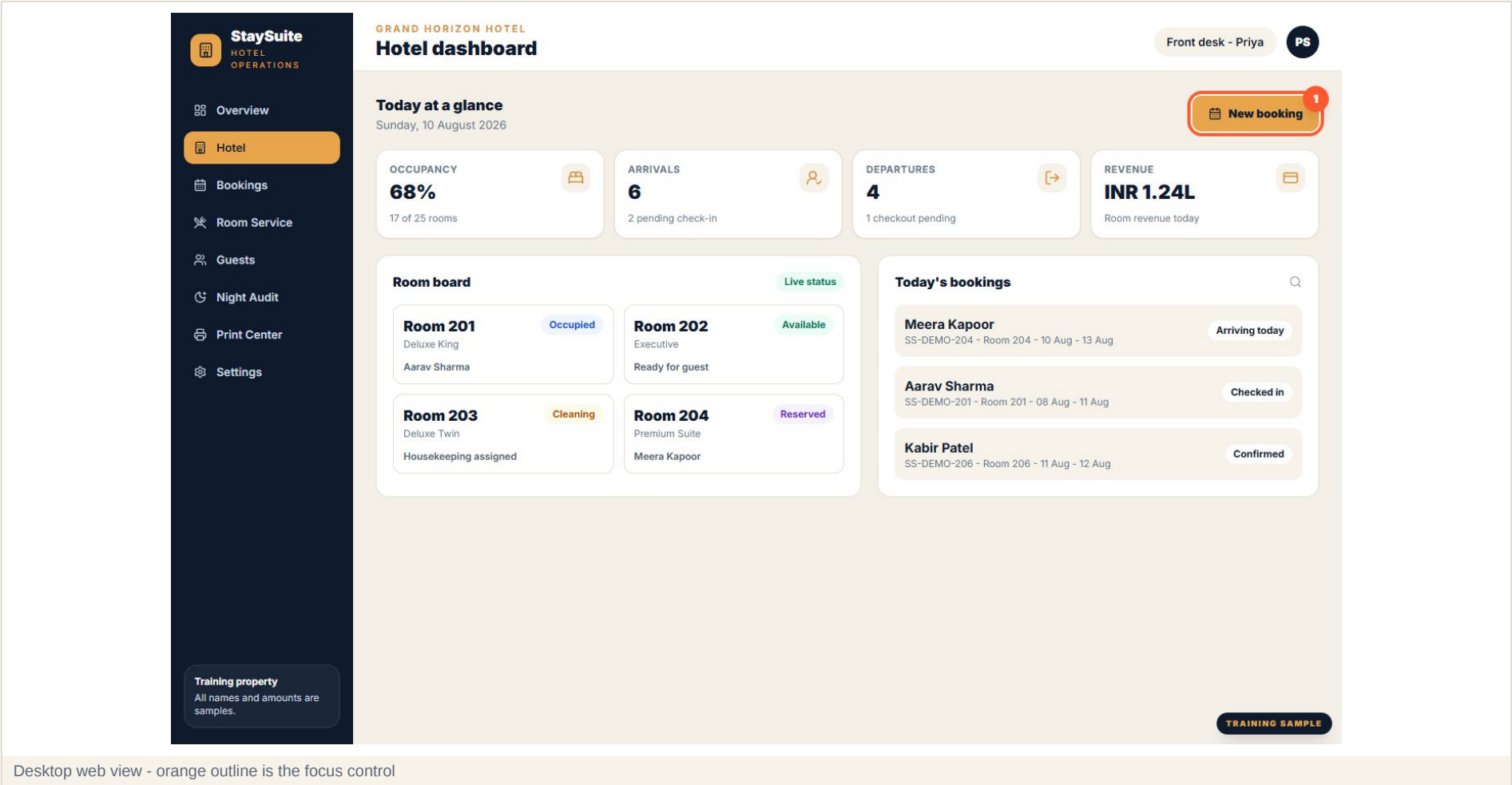
PHASE	WHAT STAFF LEARN
Front desk	Room board, arrivals, departures, bookings, check-in, and checkout.
Guest folio	Rates, taxes, advances, room service, payments, and balance.
Control	Role boundaries, audit evidence, and one close per business date.
Every device	Windows, Android, Apple, browser, printing, PDF, and updates.

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

Live hotel overview and room board

STEP 01 - SCREEN

Goal: Give reception and managers one shared view of occupancy, arrivals, departures, revenue, rooms, and bookings.



DO THIS

Use the room board for live state and New booking for a verified new reservation.

CHECK

Occupied, available, cleaning, and reserved states agree with the physical hotel.

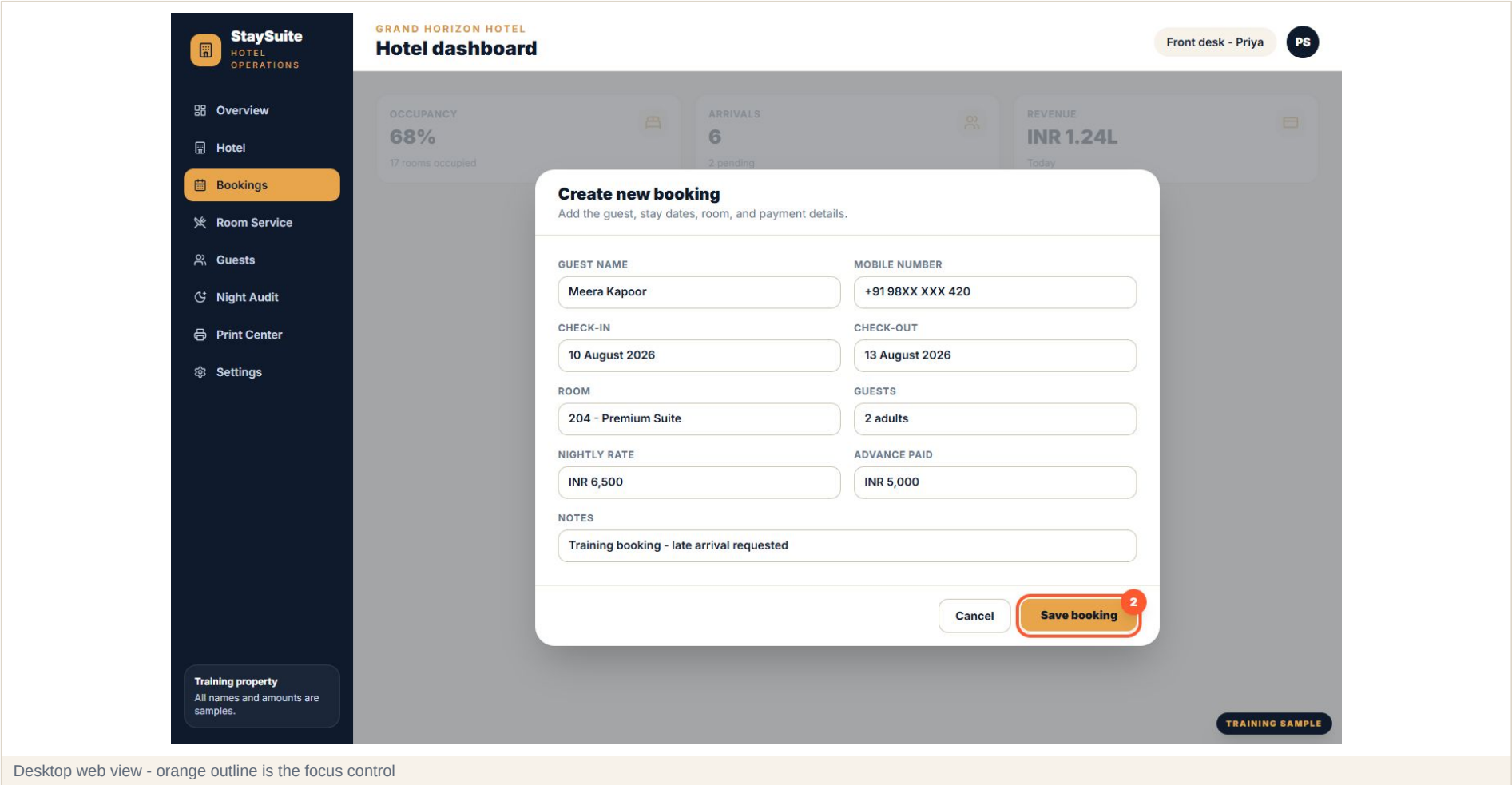
STOP IF

A room state differs from housekeeping or the active booking.

Booking and guest stay lifecycle

STEP 02 - SCREEN

Goal: Keep guest, dates, room, rate, advance, and operational state attached to one booking.



DO THIS

Create or edit the booking from the structured form; use system actions for check-in and checkout.

CHECK

One booking code carries the stay from reservation through final folio.

STOP IF

Staff must type a substitute total or manually force a room state.

Room service and folio posting

STEP 03 - SCREEN

Goal: Move approved menu charges into the occupied guest folio with a 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

Select the occupied room, add current menu items, and post the reviewed total.

CHECK

The order appears in fulfilment and the folio receives the same charge once.

STOP IF

The room has no active checked-in booking.

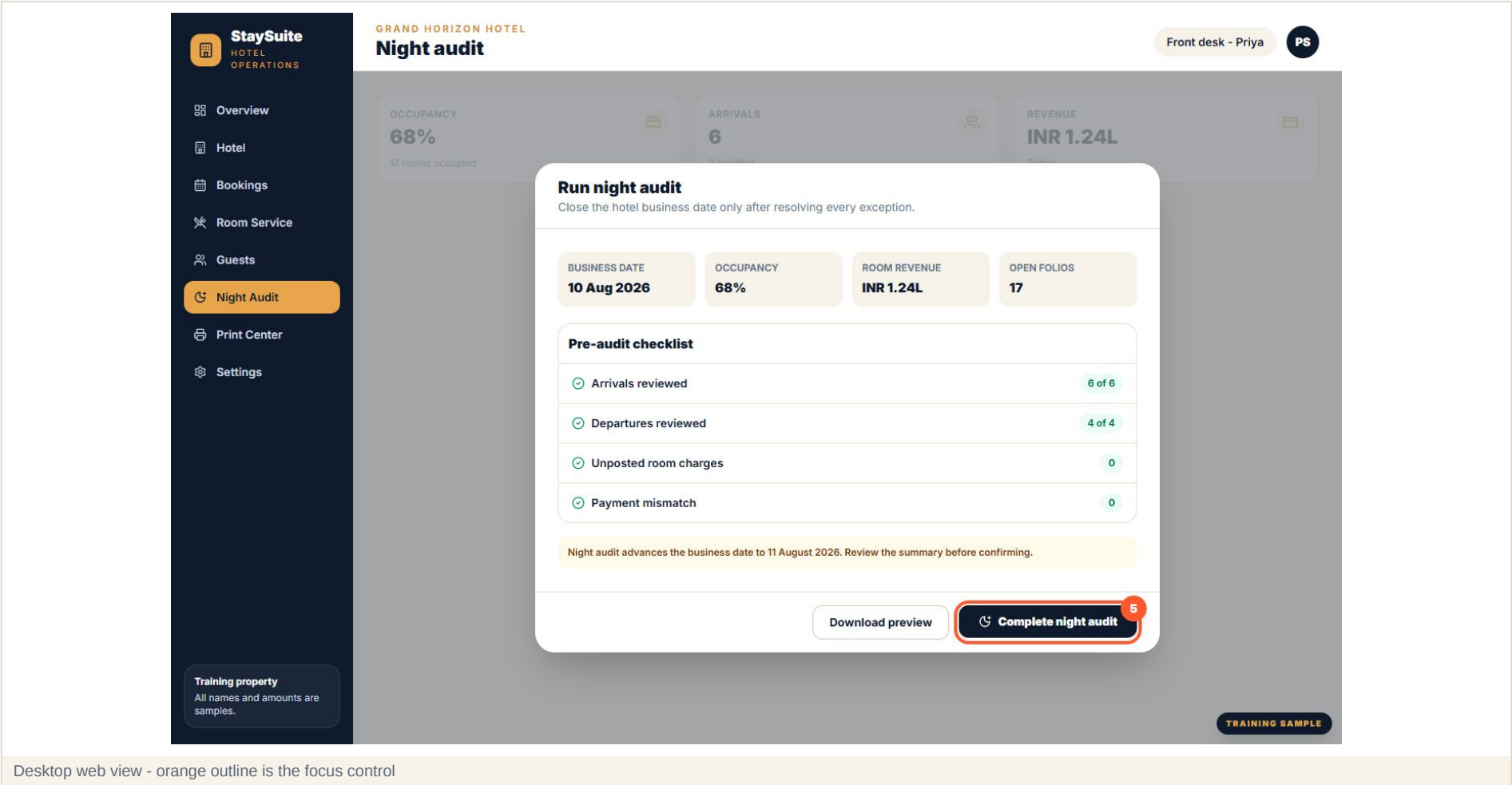
StaySuite by CodeArc - visual hotel operations manual

Page 5

Night audit and business-date control

STEP 04 - SCREEN

Goal: Create one traceable close record after operational and financial reconciliation.



DO THIS

Resolve exceptions, download the preview, and complete the correct business date once.

CHECK

The audit record is immutable and the next business date advances.

STOP IF

Any exception or payment mismatch remains.

Native printing and PDF export

STEP 05 - SCREEN

Goal: Print folios, registration cards, receipts, and reports from the device in use.

StaySuite

HOTEL OPERATIONS

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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

Review the document and route it to Windows/macOS printers, Android Print Service, AirPrint, or Save as PDF.

CHECK

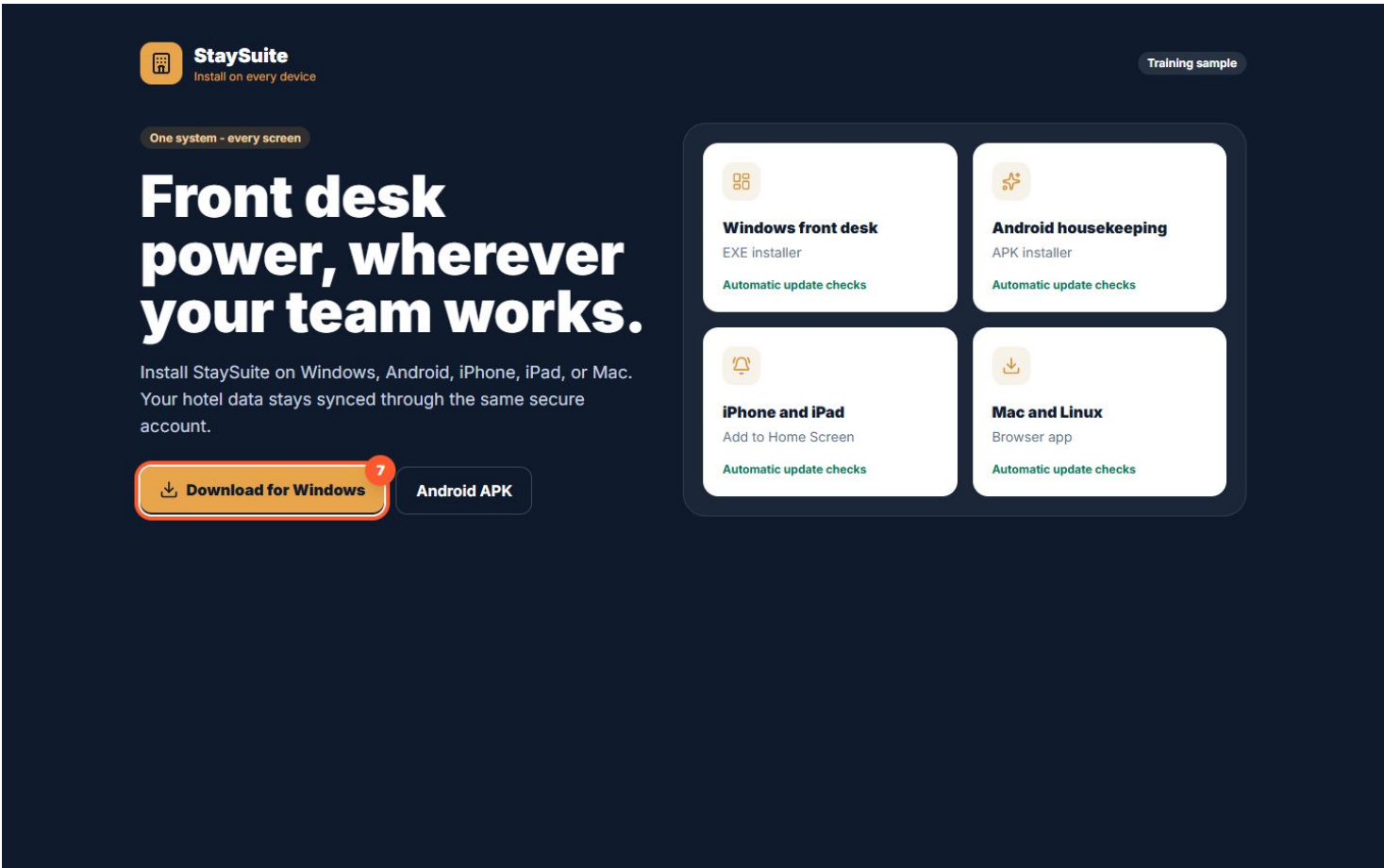
The output matches the on-screen preview and uses the intended paper size.

STOP IF

Guest information would be sent to an unapproved printer, folder, or channel.

Installable apps and safe updates

Goal: Give each approved device the right shell while all users share the same cloud workspace.



Desktop web view - orange outline is the focus control

DO THIS

Choose the official Windows EXE, Android APK, or browser installation path.

CHECK

Every device opens the same authorized property and can fall back to the live browser.

STOP IF

A download source or publisher cannot be verified.

Recommended role boundaries

Use the minimum access needed for routine work. Superadmin is a protected recovery and user-control role.

ROLE AND PRIMARY USE	ACCESS	BOUNDARY
Superadmin - users, protected administration, platform recovery	Protected	Never routine front desk
Owner / Manager - property oversight, finance, audit	Elevated	No platform privilege
Front desk - bookings, guests, check-in/out, folio	Operational	No user administration
Operations - room service and assigned workflows	Focused	No financial administration