



APARTMENT HOTEL OS

Quickstart Guide

From zero to your first checked-in guest in about ten minutes — install, first login, the daily workflow and money control.

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English edition

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1 Install in five minutes

Windows PC (XAMPP) — the usual hotel setup

1. Install **XAMPP** (apachefriends.org), defaults are fine.
2. Extract the release zip anywhere. Double-click **1-INSTALL-TO-XAMPP.bat** — it copies the app into `C:\xampp\htdocs\apartment-hotel-os`.
3. In **XAMPP Control Panel**: **Start** Apache and **Start** MySQL.
4. Press any key in the installer window → browser opens `http://localhost/apartment-hotel-os/` and the **installer appears by itself**.
5. Leave defaults (root, empty password), pick **Demo data** to explore or **Clean install** for real use → **Install now**.
6. On the success page press **Delete install.php**, then **Open the ERP**. Done.

Shared hosting (cPanel) — for a web demo

1. cPanel → **MySQL® Databases**: create a **new empty database** + a **user**, link them with **ALL PRIVILEGES**.
2. Upload the release zip into `public_html` and **Extract** it there (hidden `.htaccess` files are then included automatically).
3. Open `https://YOUR-DOMAIN/apartment-hotel-os/` → installer appears → choose **Shared hosting / cPanel**, host `localhost`, exact prefixed DB name/user from cPanel → **Install now** → delete installer.

متيبت Apartment Hotel OS — نظام إدارة الشقق الفندقية

إعداد لمرة واحدة — XAMPP/Laragon/VPS أو استضافة مشتركة cPanel - One-time setup for local or shared hosting



فحص البيئة — Environment check

✓ PHP ≥ 8.1 (8.4.26)

✓ PDO MySQL extension (pdo_mysql)

✓ mbstring extension

✓ app/ folder writable (config + lock)

✓ database/schema.sql readable

نوع الاستضافة أولاً — ?First: where are you installing?

☐ استضافة مشتركة — Shared hosting / cPanel

القاعدة والمستخدم موجودان مسبقاً من cPanel. المتيبت سيُنشئ بهما فقط ولن يحاول أبداً إنشاء مستخدم.
Database + user already created in cPanel; no CREATE USER attempted

☒ جهاري / XAMPP / Laragon / VPS

عدي صلاحيات مدير (root). المتيبت سيُنشئ قاعدة + مستخدم التطبيق تلقائياً.
Local computer or server where you have MariaDB root/admin

Local mode: below, the MariaDB admin (usually root) creates the database and a dedicated app user for you — في الوضع المحلي يُنشئ المتيبت القاعدة والمستخدم تلقائياً.

قاعدة البيانات — Database (MySQL/MariaDB)

الغادم / Host (shared hosting: usually localhost)

localhost

المنفذ / Port

3306

اسم قاعدة البيانات / Database name (سُيُنشأ إن لم توجد — will be created)

apartment_hotel_os

اسم المنشأ / Property name (اختياري)

شقق الفندقية

كلمة مرور المدير / Admin password (local only — XAMPP default: empty)

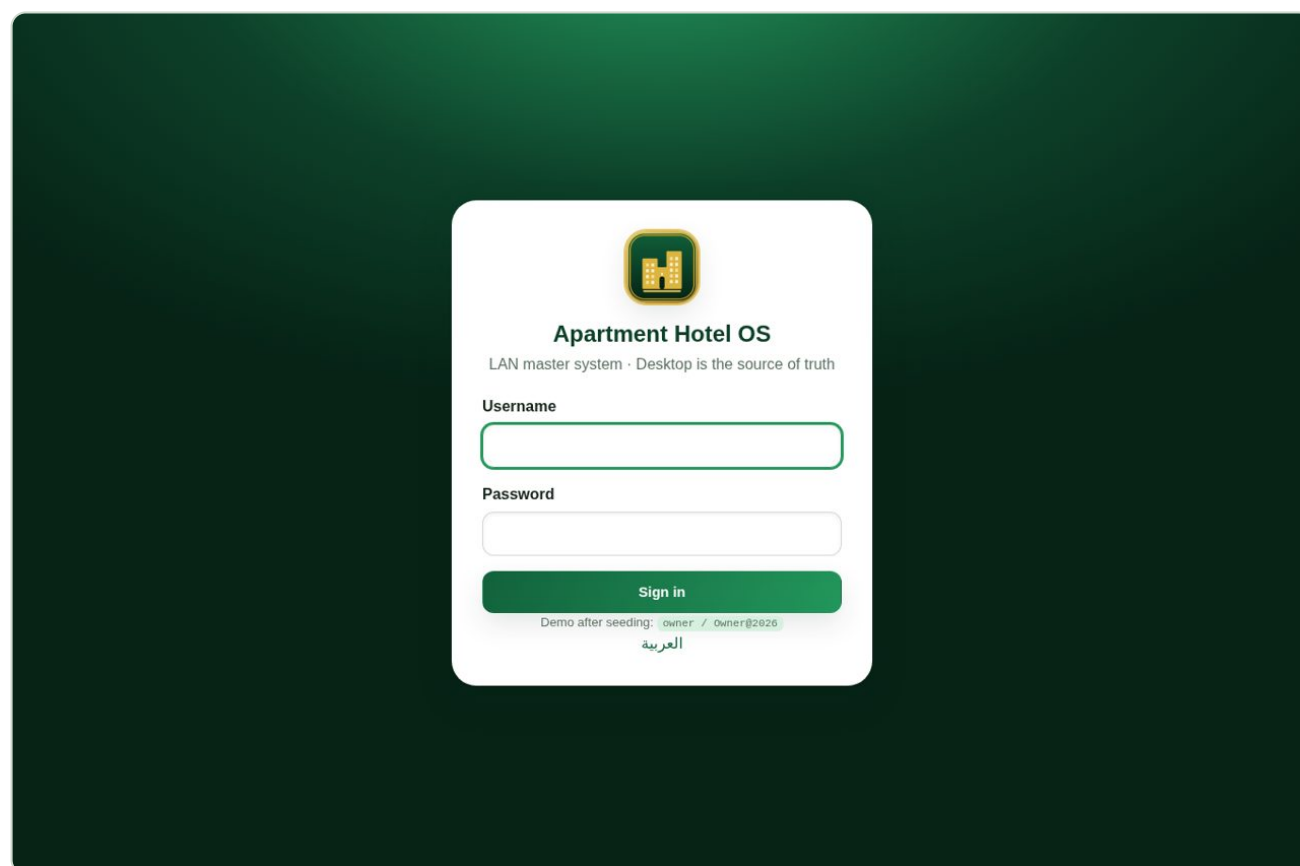
مستخدم مدير / MariaDB / MySQL admin user (local only — XAMPP default: root)

The installer opens automatically on first run — no special URL to remember.

Tip: Other devices on the hotel Wi-Fi/LAN just open `http://SERVER-IP/apartment-hotel-os/` in a browser — nothing to install on them. Every address inside is clean (`/dashboard`, `/module/units` ...); if pages ever load unstyled, open the `/public/` address once and the app repairs its URL rules itself.

2 Your first login

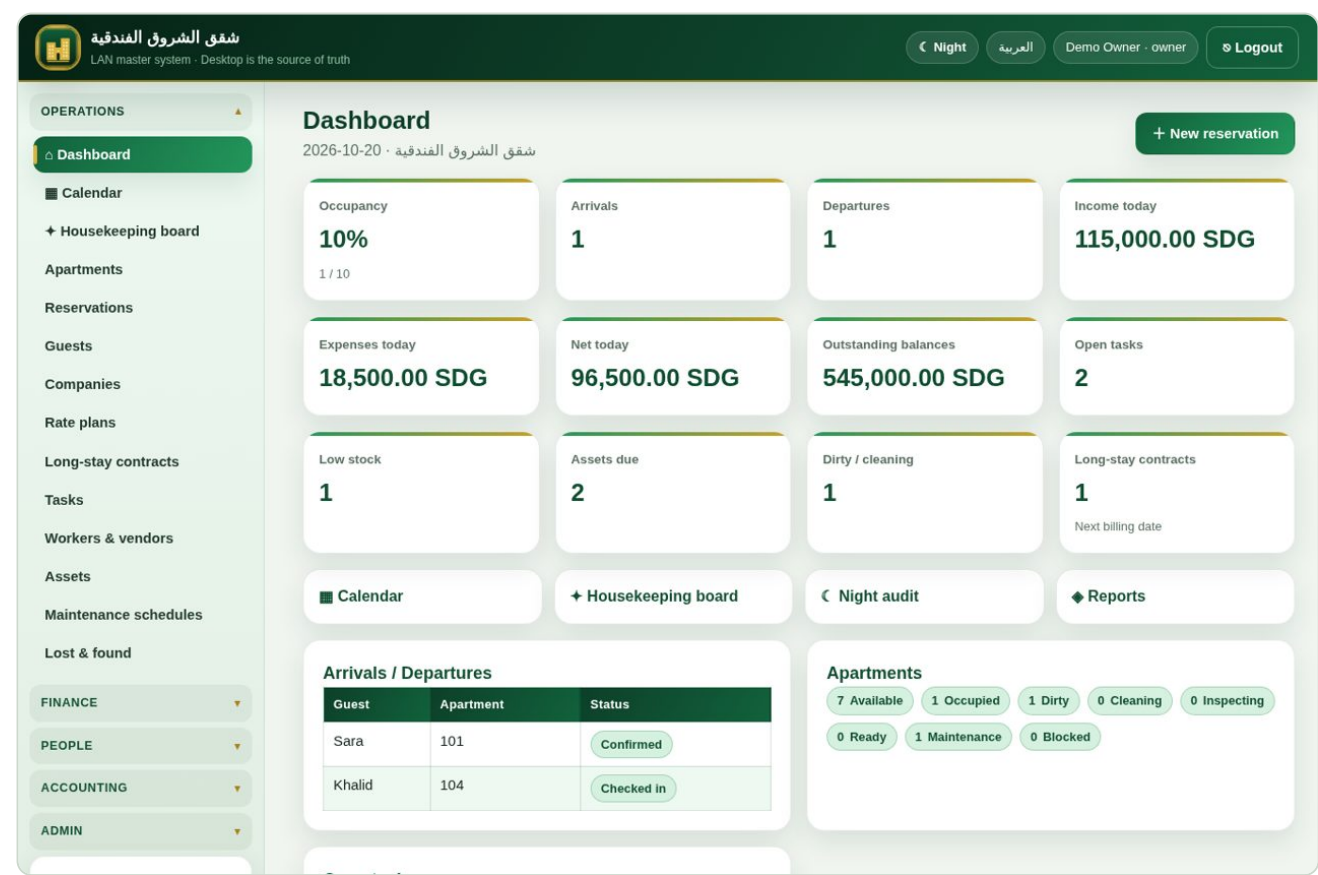
Username	Password (demo)	Use it to try
owner	Owner@2026	Everything, incl. users & settings
reception	Reception@2026	Bookings, check-in/out, taking payments
accountant	Account@2026	Reports, accounting, payroll, night audit
house	House@2026	The cleaning board from a phone



Sign-in page. Top bar after login: Night (dark mode), language switch (Arabic ⇌ English, full RTL flip), your name, Logout.

Important: Real deployment? Change/delete the demo passwords immediately (Admin → Users), set your hotel name + currency (Admin → Property), and back up the database daily (phpMyAdmin → Export). The full manual, Chapters 16–17, covers security and backups in depth.

3 Where everything lives



The dashboard: occupancy, arrivals/departures, today's money, and attention counters (open tasks, low stock, cleaning needed).

Menu group	Go there for
Operations	Dashboard · Calendar · Housekeeping board · Apartments · Reservations · Guests · Companies · Rate plans · Long-stay contracts · Tasks · Assets & maintenance · Lost & found
Finance	Payments & receipts · Folio charges · Service items · Expenses · Cash shifts · Reports · Inventory & purchasing
People	Employees · Attendance · Payroll
Accounting	Night audit · Trial balance · Chart of accounts · Journals · Banks
Admin	Users & roles · Property settings · Audit log · Plugins

Every list screen works identically: **Search** filters, **+ Add** creates, **Edit/Delete** sit on each row, ***** marks required fields, and Apartments additionally offer **Cards/Table** views. Learn one screen — you have learned thirty.

4 The daily workflow in six moves

1. **Book — + New reservation:** apartment → guest (pick existing or type name/phone and it is created for you) → dates → rate/deposit → Save. Check the **Calendar** first if unsure what is free.
2. **Check in** — find the reservation (search the phone number — fastest), verify ID, press **Check-in**. The apartment turns Occupied and the folio opens.
3. **Charge & collect** — on the **Folio: + Add charge** for extras (breakfast, laundry...), **+ Record payment** for money in (amount, kind, method, reference). Balance is always on screen; collect the deposit now, not at departure.
4. **Clean** — after check-out the unit lands in **Dirty** on the **Housekeeping board**: move it Cleaning → Inspecting → Ready as work progresses. Reception sees it turn Available in real time.
5. **Check out** — folio balance to zero (or charged to the company), print the folio/receipt, press **Check-out**.
6. **Close the day** — close your **cash shift** (counted cash), then **Night audit**: Generate → clear the checklist → optionally mark no-shows → **Complete audit**. Two minutes, every night.


شقق الشروق الفندقية
LAN master system · Desktop is the source of truth

Night العربية Demo Owner - owner Logout

OPERATIONS
FINANCE
PEOPLE
ACCOUNTING
ADMIN

شقق الشروق الفندقية
Print

Reservations #1

Guest
Maya

Apartment
102

Check-in
2026-10-19

Check-out
2026-10-22

Nightly rate
65,000.00 SDG

Discount
0.00 SDG

Room total
195,000.00 SDG

Extras & services
10,000.00 SDG

Grand total
205,000.00 SDG

Paid
65,000.00 SDG

Balance
140,000.00 SDG

Deposit
0.00 SDG

+ Add charge + Record payment

Extras & services

Charge date	Description	Quantity	Unit price	Total
2026-10-19	Breakfast × 2	2.00	5,000.00 SDG	10,000.00 SDG

Payments

Paid at	Kind	Method	Reference	Amount
2026-10-20 01:05:29	Payment	Cash	RCPT-1001	65,000.00 SDG

Operating rule
Editing happens only while connected to the hotel LAN database. Outside the LAN: view/reminders only.

The folio is where money happens: room total + extras = grand total; payments reduce the balance; deposits tracked separately.

5 Money control fast track

- **Cash shifts** (Finance): open with counted float at duty start; close with counted cash — the **Difference** must be zero or explained before handover.
- **Reports** (Finance): pick From/To → income, expenses, net, **income by method** (reconcile with the bank), expenses by category, income per apartment, outstanding balances. **Export** downloads Excel-ready CSV.
- **Receipts**: Finance → Payments → receipt action on any payment row prints a clean guest receipt.
- **Expenses**: record same-day, always with a category — and an apartment when the cost belongs to one (repairs!), or per-apartment profit is fiction.
- **Accounting** area adds trial balance, journals (adjustments only) and bank reconciliation when your accountant wants formal books.

Housekeeping board

Vacated → cleaning → inspection → ready

Dirty	Cleaning	Inspecting	Ready
1	0	0	0

Available	Occupied	Maintenance	Blocked
7	1	1	0

106 Apartment
Dirty Save

101 Apartment
Available Save

103 Apartment
Occupied Save

108 Apartment
Maintenance Save

1010 Apartment
Available Save

102 Apartment
Available Save

104 Apartment
Available Save

Housekeeping board: every apartment under its live status. Dirty → Cleaning → Inspecting → Ready is the pipeline that feeds tomorrow's arrivals.

6 Pro tips

- **Search is everywhere** — names, phones, IDs, apartment numbers. Last 4 digits of a phone find a guest instantly.
- **Cards for status, Table for scanning** on Apartments; the toggle remembers nothing — pick per task.
- **Night mode + language** are per-device: the night receptionist can run dark Arabic while the accountant runs light English on the same data.
- **Print = PDF**: any Print button → browser dialog → "Save as PDF" to WhatsApp/email a folio or receipt.
- **Extend, don't re-book**: use Extend on a stay that grows; the folio recalculates and history stays in one reservation.
- **Discounts live on the reservation**, deposits are recorded as deposit-kind payments (never revenue) — reports then tell the truth.
- **Phone-friendly**: cleaners update the board from phones (housekeeping role sees no money); the owner watches the dashboard from anywhere on the LAN.
- **Back up daily after night audit** (database export + keep one copy off the PC). Five minutes of habit, total disaster insurance.

7 If something breaks

Symptom	Fix
Page unstyled / clean links 404	Open the <code>/public/</code> address once (app recreates its URL rules), then reload. On own Apache: <code>AllowOverride All</code> . Last resort: <code>'clean_urls' => false</code> in <code>app/config.local.php</code> .
Can't reach the system at all	Server PC on? XAMPP Apache + MySQL started? Right IP? Windows firewall allowing Apache on Private network?
"Invalid username or password"	Caps/typing → owner resets you in Admin → Users (no email reset by design — the system is offline-first).
Installer says "Already installed"	Delete <code>app/installed.lock</code> to run it again deliberately (restore <code>install.php</code> from the zip if needed).
A number looks wrong	Filter Payments/Expenses by the same dates and compare line-by-line; the Audit log (Admin) shows who changed what, when.

This quickstart is the sprint; the **User Manual** is the full map — installation variants and LAN deployment (Ch. 2), every screen field-by-field (Ch. 5–14), roles & permissions matrix (Ch. 17), backups/updates (Ch. 16) and the full troubleshooting table (Ch. 18).

— Happy hosting! —