BNB Host Center - Client User Manual

Client side only (no admin screens)

- Open the app: http://localhost/bnb-host-center/
- Use the left menu to move between Dashboard, Properties, Bookings, Calendar, Clients, Expenses, Statistics, and Settings.
- Use the top Property dropdown to filter data per property or show all properties.

1) Sign Up

- On the home page, click Sign Up.
- Fill in full name, phone, email, password, and business details.
- Click Create Account.
- After success, go to login and sign in.

2) Login

- Click Login on the home page.
- Enter your email and password.
- Click Sign In.
- If this is your first login without a property, onboarding opens automatically.

3) Forgot Password

- On login page, click Forgot password?.
- Enter your email and click Generate Reset Link.
- Open the reset link, set new password, and log in again.

4) First-Time Onboarding (Create First Property)

- Fill property name, type, city, area, and physical address.
- Set rooms, currency, and timezone.
- Click Create Property and Continue.

5) Dashboard

- Open Dashboard from the left menu.
- View quick totals: Income, Expenses, Profit, Bookings, Active Properties, Clients.
- Check unpaid balances and recent bookings/expenses tables.

6) Properties

- Open Properties from the left menu.
- To add: complete the property form and click Create Property.
- To edit: click Edit in the table, update fields, click Update Property.
- To disable/enable: click Disable or Enable in the Actions column.

7) Clients

- Open Clients from the left menu.
- To add: fill client form and click Create Client.
- To edit: click Edit in the client list, then click Update Client.
- Capture key details like phone, ID type/number, source, and notes.

8) Bookings

- Open Bookings from the left menu.
- Fill booking form: property, dates, rooms, guests, amount, and status.
- Choose an existing client or enter new client details.
- Select booking source or type a new source.
- Click Create Booking.
- For changes: click Edit on a booking row, then Save Changes.
- To cancel: click Cancel on the booking row and confirm.

9) Calendar

- Open Calendar from the left menu.
- Switch views using Month, Week, or Day.
- Use Prev and Next to move through dates.
- In month view: click + add on any day to open booking creation.
- Click a booking chip to open and edit that booking.

10) Expenses

- Open Expenses from the left menu.
- To add: select property, date, category, title, amount, and payment method.
- Click Create Expense.
- To edit: click Edit and then Update Expense.
- To stop using an expense record: click Deactivate.

11) Statistics

- Open Statistics from the left menu.
- Choose Period or set custom start/end dates.
- Click Apply.
- Review totals and charts for trends, top expense categories, top clients, and top booking sources.

12) Settings

- Open Settings from the left menu.
- Update profile details, business name, country, currency, and timezone.
- Click Save Profile.
- To change password: enter current password, new password, confirm, then click Change Password.

13) Logout

- Use Logout in the left sidebar card under your signed-in profile.

End of client user manual.