

# HOTELIR

Software  
Presentation

## 2018



***Birokrat***



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HOTELIR

# KAZALO

1. COMPANY PRESENTATION_____	1
1.1 Company vision_____	1
2. DESCRIPTION AND CONTENT OF HOTELIR PROGRAM_____	2
2.1 Solution modules_____	2
2.2 Advantages of implementation_____	3
2.3 Architecture_____	3
2.4 Safety of your data_____	3
2.5 Future development of Hotelir program_____	4
2.6 Connectivity of Hotelir program with other programs_____	4
2.7 Detailed description of modules_____	5
2.7.1 RESERVATIONS AND LEASES_____	5
2.7.2 CODE LISTS_____	5
2.7.3 LAYOUT_____	6
2.7.4 INVOICING_____	6
2.7.5 REPORTS_____	8
2.7.6 ANALYSIS_____	8
2.7.7 ANALYSIS IN OTHER MODULES_____	9
2.7.8 CHANNEL MANAGER_____	9
2.7.9 SETTING UP YOUR OWN RESERVATION SYSTEM ON YOUR WEBPAGE_____	10
2.7.10 READING (SCANNING) THE DOCUMENTS WITH ASSISTANCE OF YOUR PHONE CAMERA_____	10
2.7.11 CHECKING AVAILABILITY ON YOUR MOBILE PHONE_____	10
3. ADVANTAGE OF HOTELIR PROGRAM_____	10
3.1 Possibility of buying the program by modules_____	11
3.2 Competitive price _____	11
3.3 Other fundamental advantages_____	11
4. AS A BUYER OF THE HOTELIR PROGRAM YOU WILL RECEIVE_____	12
4.1 Package_____	12
4.2 Introductory course for working with Hotelir_____	12
4.3 Latest changes and improvements_____	13
4.4 Customer support_____	13
5. SYSTEM REQUIREMENTS_____	14
5.1 Server (Mainframe) _____	14
5.2 Leeches and single-user versions _____	14
5.3 Operating SYSTEM_____	14
5.4 Hotelir software adjustments _____	15
6. REFERENCE LIST_____	15
7. ACCOUNTING ASSISTANCE_____	16
8.1 School of business and accounting_____	16
8.2 Accounting management_____	16
8.3 Assistance with the complex accounting tasks_____	16
8. OUR HARDWARE OFFER_____	16

# 1 } COMPANY PRESENTATION

Birokrat IT d.o.o. is a private company with 18 employees, with its headquarters located in Ljubljana. The core activity of the company is **development and sales of software**. We are offering comprehensive software solutions for companies, self-employed entrepreneurs, associations, public institutions, hotels and other tourist facilities, farms...in the field of the following activities:

- Wholesales
- Retail sales
- Services
- Accounting
- Production
- Bars and restaurants
- Tourism
- Hotel management
- Ticketing
- CRM
- Internet store
- Website creation – CMS system

Our solutions are being used by **more than 15,000 users**. Together with our business partners we guarantee service and **professional help for our users across all of Slovenia**.

Our company is part of the 6 of the biggest Slovenian developers of software. During all the years of our business, we have managed to get the name of »Microsoft Independent Software Developer«, the name »Microsoft Certified Solution Provider« and the name **»Microsoft Certified Partner«**, of which we are the most proud of.



## 1.1 } COMPANY VISION

**The business goal of the Birokrat IT d.o.o. company is to become and remain the leading Slovenian developer of information systems for middle-sized and small businesses, and for self-employed entrepreneurs.**

With comprehensive solutions we are aiming to please comprehensive needs in the field of software and information systems. Partnership with a company like Microsoft guarantees the highest standards of quality of our development of software as well as being up to date with the latest technology.

The core activities of the company are focused on satisfaction of the users of our products and services. Our values are the foundation of the business culture of the company, and are focused on motivated co-workers, who know the challenges of the future and are able to solve them.



# 2 } DESCRIPTION AND CONTENT OF HOTELIR PROGRAM

Hotelir for Microsoft Windows is a modern software solution for management of hotels and other related activities.

With development of Hotelir program we wanted to supplement the existing offer of programs for business management (Birokrat), bars/restaurants (Birokrat POS), tourist, art/cultural and educational activities (Receptor) and with it offer the customer a comprehensive solution for managing hotel and tourist facilities all in one place. Beginnings of the development date back to the year 2001, so the program is already past its »initial phase« and it is ready for the challenges and demands of the modern market.

## 2.1 } SOLUTION MODULES

**Hotelir offers a comprehensive administration and control over hotel and other tourist facilities business.**

- Reservations (group and individual reservations)
- Creation of proforma invoices (possibility of creation of group agency proforma invoices)
- Check-ins and check-outs of guests
- Daily sending of the guest data to AJPES
- Billing and charging for the provided services
- Cashier business
- Overlook and analysis of the operating of hotel/tourist facility
- Monthly reports for the statistical office
- Monthly reports (barometer) for Slovenian Tourist Organization
- Calculation of payment of the tourist tax
- Restaurants/bars business (Birokrat POS)
- Trade business (Birokrat POS)
- Ticketing (organizer)
- Connection with Birokrat program (data transfer to accounting)

**The program can be used individually or in connection with other programs by Birokrat IT d.o.o. company and electronic systems in the facility:**

- |   |                    |
|---|--------------------|
| • Birokrat (accounting)                               | • TV, internet     |
| • Birokrat POS (restaurants/bars and trade business)  | • Electronic locks |
| • Organizer (ticketing)                               | • Channel manager  |
| • Telephone centrals (Procom, Telekom Slovenije etc.) |                    |

## Essential advantages of the solution:

- Events of the whole business are interconnected to one business-information system
- Comprehensive solution for business management from one provider
- One-time data entry (no work duplication – saves time)
- Less errors, cost reduction, better productivity

A few more examples of advantages of use of the comprehensive system:

With Birokrat program the data of the turnover from the Hotelir program can be processed additionally and, for example, we can make VAT calculation, balance sheets...in a manner that does not require re-entering data in the accounting program.

Interconnection between Birokrat POS and Hotelir programs enables invoicing from a restaurant, a bar (or store) to the guest room. That way the guest pays for all the services in one place – the reception. With this feature you will prove yourself as a modern provider of the service and the quality of the service will be higher, as you will not trouble the guests with several payments during their stay at your facility.

## 2.2 } ADVANTAGES OF IMPLEMENTATION

Installation and introduction of the program to your company is quick and interference with other business processes at the company is negligible. Simple user interface enables users a quick introduction to working with the program. Comprehensiveness of the program and excellent interconnection of modules prevents the duplication of entries and fundamentally decreases the possibility of errors. One of the biggest advantages of the program for the users is the possibility of advanced user settings.

## 2.3 } ARCHITECTURE

The program is fully developed with Microsoft Visual Basic tool.

## 2.4 } SAFETY OF YOUR DATA

Business information systems of the company are obviously associated with data. A good program will enable you safe data storage and processing a large amount of it. Data has to be easily accesible and, at the same time, separated. For its operating Hotelir uses Microsoft SQL or MSDE database, which can process an infinite amount of data. Data is protected from possible unwanted intrusion by a server, therefore it is protected by the most advanced Microsoft tools.

## 2.5 } FUTURE DEVELOPMENT OF HOTELIR PROGRAM

Development of Hotelir program is a continuous process, in which the following factors play an important role:

- Development of computer technology, software and development tools in general.
- Legal changes, which - either directly or indirectly - affect the business
- Wishes and demands of users for improvements and changes
- Possibilities which come with new technology
- Market opportunities
- Findings of the author

All users are informed about up-to-date information by e-mail. Instructions and advice about work can also be found in monthly newsletter called INFORMATOR.

## 2.6 } CONNECTIVITY OF HOTELIR PROGRAM WITH OTHER PROGRAMS

As Hotelir is a completely open and incredibly connectable system, it can be developed according to demands of the company business. It is connectable with the programs which you encounter daily at your business:

- Connection with Microsoft programs such as Word, Excel, Outlook
- Connection with internet systems for reservations
- Connection with other programs from Birokrat IT d.o.o. company (Birokrat, Birokrat POS, Prireditelj,...)
- Connection with AJPES system (direct reporting of guest data)
- Connection with other electronic systems in the facility (telephones, TV, internet)
- Reports for the Statistical office, tourist tax report, exchange report to the bank of Slovenia
- Connection with Channel manager



## 2.7 } DETAILED DESCRIPTION OF MODULES

### 2.7.1 } RESERVATIONS AND LEASES

Successful business is, among other things, also dependant on successful planning. **A successful tourist business means selling as much of your tourist capacity as possible.** Reservation system in Hotelir program is designed in a way that enables entry of reservation with various comments. There is no time limit for a reservation entry. Controls within the program disable the entry of a duplicate reservation. **Well-organised code lists are essential to making the reservation entry quick and making the data transparent.**

Objekt/Cas	3.6	4.6	5.6	6.6	7.6	8.6	9.6	10.6	11.6	12.6	13.6	14.6
Single												
301												
308												
007 (zakonska)												
Double Classic												
005 (zakonska)												
006 (zakonska)												
109 (zakonska)												
209 (zakonska)												
303 (zakonska)												
306 (zakonska)												
TWIN Classic												
302 (2 ločeni)												
307 (2 ločeni)												
DblSup. ali TrSup												

### 2.7.2 } CODE LISTS

In every quality business software the code lists are essential for simple use, because with many parameters, which can be set in code lists, **we make the tasks easier, save time and reduce the number of errors.** Module enables the creation of code lists, which suit a specific hotel/tourist facility. These are the code lists of specific facilities (for example bungalows, sport/recreational facilities etc.) within a hotel or other tourist facility; services, which are provided by a hotel/tourist facility, price lists of services and products; partners (guests, tourist agencies), employees, inventory of a hotel/tourist facility etc.

Before starting to work with the program user is presented with an option to create facilities (rooms, bungalows,...) he intends to market. With the purpose of easier work, there is also an option to merge multiple products and services in packages, which can be added to the facility. The purpose of packages is for user to prepare an array of products and services, which can then be offered in their facility. This prevents selling certain products and services which cannot be sold in a specific facility.



### 2.7.3 } LAYOUT

User interface for the work of a receptionist is designed in a way that all the objects, occupancy and reservations are displayed in a spreadsheet on the current timeline for all the individual facilities. Entry of a reservation or the reception of the guest in a facility is made by a click on the timeline of an individual facility (room, bungalow, suite,...) and then we choose the services the guest wants to use. Timeline of facilities is explicitly shown also **with different colours**, so we have **a very clear overview** over our facility (occupancy, confirmed/unconfirmed reservations, active guests, paid/unpaid services,...)

**Every piece of information will only need to be entered once Hotelir**, as changing the reservation to arrival of the guest takes just once click on the right spot (all the categories can be changed according to users choice). Checking-in of a guest can also be done without a priorly arranged reservation. With a click on a specific occupied or booked date there is an option of a quick insight into data (who is staying at your facility or who has a booked facility for a set period of time, which packages of services and products did they book/are they using, arranging the data for an occupied/booked facility, has the service already been or not been paid for,...)

Within the module there is also an option of management of the cash register (cash income, cash outflow, cash book) and the exchange operations (preparation of a report for the bank of Slovenia). With one click we can also prepare orders for the kitchen (breakfast, lunch, dinner). Hotelir prepares the data according to the packages you have set for your guests.

### 2.7.4 } INVOICING

**Guests will return to us if we take care of them during their stay with us and at the time of their check-out.** Because of the fact that the time of the check-out is, in most cases, also the time to settle the bills for their accomodation, food and additional services and the fact that we usually don't know until the time of the check-out how the guests will pay for their stay, we prepared in the Hotelir program (apart from the usual billing) a number of additional options to bill the customer:

- We can issue an invoice for several rooms together
- We can issue several invoices for one room (according to the guest)
- We can issue two invoices to the same guest (for example one for the accomodation and one for additional services)
- Issuing a regular invoice (POS bill) for example the souvenirs we sell at the reception (an individual bill – not part of the bill for accomodation and other services)

Nova Rezervacija

Shrani Podaljšaj Uredi gosta Dodaj gosta Iz imenika Odstrani Zastopnik Prihodi Odhodi Potrditev Zapri

**Objekti**

- Single
  - 007 (zakonska)
  - 301
  - 308
- Double Classic
  - 005 (zakonska)
  - 006 (zakonska)
  - 109 (zakonska)
  - 209 (zakonska)
  - 303 (zakonska)
  - 306 (zakonska)
- TwIN Classic
  - 302 (2 ločeni)
  - 307 (2 ločeni)
- DbISup. ali TriSup
  - 103 (zak. +1P +1K)

**Zastopnik**

Naziv  
Naslovi

**Gostje**

Tip rezervacije

**Rezervacija**

Booking številka

Non-refundable   Genius

Izvor rezervacije

Datum nastanka rezervacije

Od datuma 25.06.2018 Od ure 19

Do datuma 27.06.2018 Od ure 8

Opombe o osebah

Veljavnost oz. potek rezervacije

**Komentar**

**Objekt**

Paketi objekta

- BIVANJE
  - Soba tip A (dnevni najem z zajtrkom)
  - Soba tip A (dnevni najem brez zajtrka)

**Predplačilo** Račun za predplačilo

Številka

Znesek 0,00

Datum

Opomba

SKUPAJ 0,00

Barva rezervacije

Onemogoči NA SOBO  Fiktivna rezervacija

**Artikli rezervacije**

Dodaj	Naziv artikla	Booking	Cena	Količina	Vrednost	Vr
<input checked="" type="checkbox"/>	Soba tip A (dnevni najem)	na dan	0,00	1	0,00	
<input checked="" type="checkbox"/>	Turistična taksa	na osebo	2,50	1	2,50	
<input checked="" type="checkbox"/>	Zajtrk / Breakfast	enkratno	0,00	1	0,00	

**Informativna kalkulacija**

Dni / Nočitev 2 Oseb 0

Oseba na dan 0,00 v 0,00

In other units of hotel/tourist facility – e.g. a restaurant (Birokrat POS) or a swimming pool, the guests can settle the bill »on the room«, and pay for the service at check-out. There is also a possibility of payment on a delivery note (order form) and data transfer to business-accounting software Birokrat (saldakonti).

There is also a discount system, which saves us a lot of unnecessary work when issuing an invoice. Various types of discounts can be granted to a certain guest, a certain age of guests or facilities. That way the software will automatically grant a discount if the guests stayed at a specific facility, if we granted a discount to a certain guest at check-in or the guest automatically gets a discount because of their age (e.g. children). In the same way there is a system of putting a 50% or 100% discount on the tourist tax for some guests, who are eligible for such discounts.

Similar to the way we issue invoices, we can also issue a proforma invoice (offer), to which we can add a multi-lingual presentation of our hotel/tourist facility.

## 2.7.5 } REPORTS

Reports in Hotelir can be divided to financial and statistical. Financial reports include various reports of financial aspects of our business: daily turnover, turnover for a specific guest, business partner etc.

Statistical reports include, among other things, **a report of a paid tourist tax and monthly report for the Bureau of statistics of Slovenia**. All the forms in the program are filled automatically on the basis of entered data.



In the current year we also added a monthly report (barometer) for the Slovenian Tourist Organization.

Hotelir enables a daily reporting of the registered guest to AJPES. Guest book is filled automatically on the basis of entered data of guest check-ins and check-outs.

## 2.7.6 } ANALYSIS

In comparison to reports the module Analysis enables an in-depth and graphically enriched studying of business success.

It is intended for managers in hotel/tourist facilities, when they are asking themselves questions such as:

- Where do most of our guests come from?
- How many guests were sent to us by a specific agency?
- What is the room occupancy? What is the room occupancy for different months?
- What is the room occupancy for different months?

Results of all the included analysis can be shown graphically with various graphs, which users can choose according to their personal preferences.



## 2.7.7 } ANALYSIS IN OTHER MODULES

All the remaining modules in the program includes data analysis based on different criteria. These reviews can help with our business and from them we can see for example the occupancy of the hotel/tourist facility and find out the status of open positions (open debt of a guest). You will be able to review and arrange all the documents according to a certain criteria (numbers, dates, products, packages, categories, partners, sellers, specific time periods, statuses (paid/unpaid/matured; executed/unexecuted...), cost centres,...)

In comparative analysis you can compare all the data with business of the hotel/tourist facility in previous periods and with this guarantee a quick success.

## 2.7.8 } CHANNEL MANAGER

Channel manager is an indispensable sales assistant, which helps us manage the reservations. It connects us with web systems and reservation channels and enables a transfer data in real-time.

With the use of Channel Manager we avoid reservation duplicates, unsold rooms (suites), over-booked rooms, and what is the most important, we can manage availability and prices from the same place.

Channel Manager									
Prikaži	Razpored	Channel Manager			Tiskaj	Zapri			
OBJEKT/ČAS	12.6. Tor	13.6. Sre	14.6. Čet	15.6. Pet	16.6. Sob	17.6. Ned	18.6. Pon	19.6. Tor	
005 (zakonska)	95	95	95	95	95	95	95	95	
006 (zakonska)	95	95	95	95	95	95	95	95	
007 (zakonska)	95	95	95	95	95	95	95	95	
109 (zakonska)	95	95	95	95	95	95	95	95	
209 (zakonska)	95	95	95	95	95	95	95	95	
301	95	95	95	95	95	95	95	95	
302 (2 ločeni)	95	95	95	95	95	95	95	95	
303 (zakonska)	95	95	95	95	95	95	95	95	
306 (zakonska)	95	95	95	95	95	95	95	95	
307 (2 ločeni)	95	95	95	95	95	95	95	95	
308	95	95	95	95	95	95	95	95	
<b>Single room</b>	<b>11 / 11</b>	<b>11 / 11</b>	<b>11 / 8</b>	<b>11 / 10</b>	<b>11 / 10</b>	<b>11 / 11</b>	<b>11 / 11</b>	<b>11 / 11</b>	
005 (zakonska)	110	110	110	110	110	110	110	110	
006 (zakonska)	110	110	110	110	110	110	110	110	
007 (zakonska)	110	110	110	110	110	110	110	110	
103 (zak. +1P +1K)	110	110	110	110	110	110	110	110	
108 (zakonska +1k)	110	110	110	110	110	110	110	110	
109 (zakonska)	110	110	110	110	110	110	110	110	
201 (zakonska +1k)	110	110	110	110	110	110	110	110	



### 2.7.9 } SETTING UP YOUR OWN RESERVATION SYSTEM ON YOUR WEBPAGE

We can set up your own reservation system on your own webpage. It enables guests to see your availability and direct reservation of a room. The reservation data is then automatically transferred to the Birokrat Hotelir software.

### 2.7.10 } READING (SCANNING) THE DOCUMENTS WITH ASSISTANCE OF YOUR PHONE CAMERA

Simply place the guests document in front of your phone camera and the data is automatically read and entered in the system of Birokrat Hotelir program. With this we avoid having to manually enter the guest data, typing errors and the time of the guest registration is shortened.

### 2.7.11 } CHECKING AVAILABILITY ON YOUR MOBILE PHONE

With this option you can see and control the availability of your hotel, wherever you may be.

## 3 } ADVANTAGE OF HOTELIR PROGRAM

Hotelir offers comprehensive use and control over management of business of hotel/tourist facility, and with it you will guarantee quality and competitiveness on the market in accordance with the latest legislation. A special advantage of the software package is, in connection with Microsoft Windows and software package Microsoft Office, which enables Hotelir additional and advanced abilities of printing, saving, receiving, sending and trading of business documents and information through fax machine, e-mail and Internet, with which you reach the full potential, usefulness and efficiency of your business information system.

Hotelir is always in line with modern trends in development of information technologies, because it is constantly updated and adjusted for the demands of the market (legal changes, technological development, adjusting to the customer needs,...) The latest version of the program can always be downloaded from our website.

You will be notified about the latest up-to-date information via e-mail, and instructions and advice for work will be found in the monthly newsletter INFORMATOR, which follows every latest version of the program. All users get the newsletter free of charge via e-mail. At the time of the purchase, you will receive a 12-month (1 year) of FREE upgrade downloading.

### 3.1 } POSSIBILITY OF BUYING THE PROGRAM BY MODULES

In spite of all the modules in Hotelir being connected together and the use of all modules being the most efficient, there is also a possibility of using only selected modules in the program, e.g. guest book, reservations,...

### 3.2 } COMPETITIVE PRICE

You will be able to choose a version which suits your need best and therefore only pay for what you need. We are also offering the option of renting a licence.

### 3.3 } OTHER FUNDAMENTAL ADVANTAGES

- The »run and operate« - simple installation, transparent program and friendly user interface
- All the business events are interconnected to one business information system, so you will only need to enter the data in the program once! This way of operating reduces the amount of time and possibility of errors, which greatly improves your company business and reduces costs
- Connection to other programs – Microsoft Office (Word, Excel, Outlook), Birokrat IT d.o.o. (Birokrat, Birokrat POS, Prireditelj...), with other electronic systems in a hotel/tourist facility (telephone central, TV, internet...) with online reservations systems.
- Includes the majority of the legal forms and reports, which are completed automatically depending on the data entered (e.g. reporting to AJ PES using the eTurizem system, reports of arrivals and overnight stays to the Bureau of statistics, report of the tourist tax,..)
- Detailed analysis of business (Where do the majority of the guests come from? What's the average age of our guests? What's the room occupancy in different months? etc.)
- Display of analysis with different graphs and tables
- Detailed user settings – possibility of adjusting the program to your own business
- Data transfer from other programs
- Low costs of maintenance (servicing and maintenance from internet)
- Reliability and stability of the basis – Microsoft SQL technology, theoretically unlimited size of the database
- Client-Server technology – an economic efficiency of hardware
- An excellent support to work in local network
- Works in Windows environment, uses its advantages and those of new technology (e.g. Digital dashboard, multitasking, data transfer with other programs such as MS Office)

- Being up-to-date with the latest information via e-mail, other information and advice can be found in monthly newsletter INFORMATOR
- Possibility of operating in cloud, where the program is available 24/7 and is accessible from almost every computer device, without requiring an installation of additional software to the device

Working with a comprehensive information system with Hotelir program saves your time, reduces the amount of errors and helps with increasing the efficiency of your company as well as reducing the costs!

## 4 } AS A BUYER OF THE HOTELIR PROGRAM YOU WILL RECEIVE

### 4.1 } PACKAGE

Package consists of:

- Hotelir program
- User manual with detailed instructions on how to use the program
- Licence for Hotelir program

### 4.2 } INTRODUCTORY COURSE FOR WORKING WITH HOTELIR

To make the first steps of working with Hotelir easier, every new customer will get a free introductory course for working with the program. Introduction takes place in form of individual lessons. This way of introduction enables us to fully focus on your business and all the program functions you will need the most with your business.

For companies with a large number of employees we will arrange a longer course for users of our program at your company's headquarters. We will also assist you with the installation and configuration of Hotelir to your server and work station.

## 4.3 } LATEST CHANGES AND IMPROVEMENTS

With the development of software and computers in general it is very important for your program to be in compliance with legal changes and technological progress.

As a buyer of Hotelir program you will get a guaranteed 12 month period of free upgrades, available on the internet. In case of renting the licence the upgrades are included in the price.

## 4.4 } CUSTOMER SUPPORT

Customer support for users of Hotelir program is organized in a user-friendly and a very affordable way. As a buyer of Hotelir program there is a choice of several different ways of customer support. Support is implemented in different ways, all of which are described on this page. For customer support you are not obliged to sign any maintenance contract. However, it is true that with signing a maintenance contract there are certain benefits and discounts. The advantage of different ways of implementing customer support is the ability to be able to control your costs, which can come exclusively with the provided service or they can come as a fixed monthly cost, regardless of the amount of service provided.



All users of Hotelir program are entitled to support, which the Birokrat IT d.o.o. company implements in the following ways:

### **CUSTOMER SUPPORT**

Is free of charge for everybody with a signed maintenance contract. You can find out more in the following link:<http://www.birokrat.si/nadgradnje-in-podpora/sistem-podpore>

New users get a free 3 month customer support after the purchase.



# 5 } SYSTEM REQUIREMENTS

## 5.1 } SERVER (MAINFRAME)

### Minimal configuration:

- Processor: Atom, Pentium, Intel i3, i5, i7 ali AMD
- RAM: 2GB +
- Disk: 10+GB - 7200 RPM + ali SSD
- Windows: Windows 7, Windows 8, Windows 10, Windows Server
- SQL: SQL Express 2008 R2 SP2, SQL Express 2012, SQL Express 2014, SQL Express 2016

### Recommended configuration:

- Processor: Pentium, Intel i3, i5, i7, Xeon ali AMD
- RAM: 8GB +
- Disk: 10+GB - 7200 RPM + ali SSD
- Windows: Windows 7, Windows 8, Windows 10, Windows Server
- SQL: We recommend the full version of SQL server, alternatively it can be set up on Express editions with a little optimization, however the speed of the full edition of SQL server cannot be compared to the free version.

## 5.2 } LEECHES AND SINGLE-USER VERSIONS

### Minimal configuration:

- Pentium 1000 Mhz,
- 256 MB RAM,
- 1 GB HD

## 5.3 } OPERATING SYSTEM

Birokrat Hotelir program can be installed on the newer versions of Windows 7, Windows 8, Windows 10 as well as all the new server systems Windows Server 2008 R2 SP2 , Windows Server 2012, Windows Server 2016. Program is also working on older Windows systems such as Windows XP or Windows Server 2003. Unfortunately the customer support for these systems has already been cancelled by Microsoft, so we recommend to replace the old operating systems with the recent ones, as the vulnerability of confidential data on your computer is at high risk.

The need for hardware varies between the scale of business, from the needs of the customer and the needs and restrictions of the free version of Microsoft SQL Express, which is being used by the program. The selection of payable and full version of SQL server is highly required for server systems for big companies with a large amount of data and a lot of simultaneous access to the database.

## 5.4 } HOTELIR SOFTWARE ADJUSTMENTS

Hotelir program can be adjusted according to your wishes and demands (the cost of additional changes is a subject of individual agreement).

# 6 } REFERENCE LIST

Our solutions are being used by more than 15,000 users. Together with our business partners we guarantee our customers with servicing and professional help across all of Slovenia.

### **From our reference list:**

- LJUBLJANA RESORT (GOSTINSKO PODJETJE LJUBLJANA d.d.)
- KAMP SMLEDNIK - DRAGOČAJNA-MOŠE Z.O.O.
- HOTEL STARA ŠOLA KORTE - ANTICUS d.o.o.
- HOTEL SAN MARTIN - BINST d.o.o.
- ZAVOD MARIANUM Veržej
- HOTEL DOLENJ'Č - DIAMANTIC D.O.O.
- HOTEL DRAVOGRAD d.o.o.
- LAGUNA IZOLA d.o.o.
- DIJAŠKI DOM IVAN CANKAR
- HOSTEL 24 d.o.o.

### **Hotelir is also being use in high schools for educational purposes:**

- SREDNJA ŠOLA ZA GOSTINSTVO IN TURZEM MARIBOR

You can see the whole reference list on our website: [www.birokrat.si](http://www.birokrat.si).

# 7 } ACCOUNTING ASSISTANCE

Comprehensive range of accounting services.

## 7.1 } SCHOOL OF BUSINESS AND ACCOUNTING

Training for individual accounting management and business with Birokrat program.

## 7.2 } ACCOUNTING MANAGEMENT

With our accounting service or one of the authorized accounting services you can make an arrangement to take over the managing of the accounting for your company (entirely or partially). This kind of work system means saving money and time, as the accountant doesn't have to re-enter the data in their program (the accountant processes your data).

## 7.3 } ASSISTANCE WITH THE COMPLEX ACCOUNTING TASKS

We are also offering help with the more complex accounting tasks, (balance sheet creation, accounts, calculation, VAT control, calculation of salaries, annual income tax report, creation of M4/M8 form, creating a statistic of financial accounts).



# 8 } OUR HARDWARE OFFER

An average IT technology consumer can quickly get lost in the amount of novelties and all the information. If you are among those who are confused with what to buy and need more information that your vendor is giving you and are of the opinion that additional consultancy could help you with your choice, then we are here to help.

You are probably tired of poor response of maintenance, repeating of the same errors, and only after you buy something you find out that the gear actually does not satisfy your needs and you probably overpaid or even bought something you don't even need!

We will make an effort so that our solution will truly suit you and you will leave our office with one thing less on your mind!.

## **We are offering:**

- Consulting on the purchase of computer equipment
- Advice on the purchase of other software (such as Microsoft Windows, Office, Antivirus programs, data archiving programs ...),
- Supply, installation and configuration of software and hardware gear
- Professional help with planning, setting up and updating the network
- Maintenance and network servicing
- Maintenance of the gear by phone or by a contract
- Setting up servers to Windows environment
- Maintenance of PC-s and servers.



# DO YOU HAVE ANY QUESTIONS?

If you have any further questions about the offer or HOTELIR program please contact us and we will be happy to answer all your questions!



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HOTELIR