Daily Closing List

1 Navigate to https://staging.hoponticket.com/index.php?mainmenu=home&leftmenu=home

2 Click "Group management"

3 Click "DailyClosingList"

List of one person groups
Hotel groups

📄 **Packages**
Assigning devices to a pa...

📄 **Devices management**
Association of packages ...

📄 **Cash Closing**
DailyClosingList

📄 **Logout management**

📄 **Hotels**

☐ Big Bus Hungary Kft   ☐ Budapest Sightseeing Kft.   ☑ Mr.NI

Individual or group	Users assigned MR_NILSZ_OFFIC
Search... 🗑	No user a

👥 MR_NILSZ_OFFICE_ASTORIA_2
Mr.NILSZ Kft.

👥 MR_NILSZ_OFFICE_Anker_Köz
Mr.NILSZ Kft.   1 person

👥 MR_NILSZ_OFFICE_Blaha_2
Mr.NILSZ Kft.

👥 MR_NILSZ_OFFICE_GRAND_HOTEL_KELETI
Mr.NILSZ Kft.

👥 MR_NILSZ_SALES_ASTORIA
Mr.NILSZ Kft.

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4 In the DeliveryPDF column, click on "Print" to regenerate the associated document.

ernent   Storage   FinancialReport   BBus

20 ⌄   1 / 3 ›   ☰   ▦   ➕

	FkGroupUserId	DeliveryPDF	IncomePDF	Status	Closing date	
ES_Akadémia	📄 MR_NILSZ_SALES_Akadémia	Print	Print	Closed	2024/05/21 16:12	
ES_Akadémia	📄 MR_NILSZ_SALES_Akadémia	Print		Open		
ES_Akadémia	📄 MR_NILSZ_SALES_Akadémia	Print		Open		
ES_Akadémia	📄 MR_NILSZ_SALES_Akadémia	Print	Print	Closed	2024/05/21 13:16	
ICE_Anker_Köz	📄 MR_NILSZ_OFFICE_Anker_Köz	Print		Open		
ICE_Blaha_2	📄 MR_NILSZ_OFFICE_Blaha_2	Print	Print	Closed	2024/05/09 14:01	

5   In the IncomePDF column, click on "Print" to regenerate the associated document.

	FkGroupUserId	DeliveryPDF	IncomePDF	Status	Closing date
ES_Akadémia	MR_NILSZ_SALES_Akadémia	Print	Print	Closed	2024/05/21 16:12
ES_Akadémia	MR_NILSZ_SALES_Akadémia	Print		Open	
ES_Akadémia	MR_NILSZ_SALES_Akadémia	Print		Open	
ES_Akadémia	MR_NILSZ_SALES_Akadémia	Print	Print	Closed	2024/05/21 13:16
ICE_Anker_Köz	MR_NILSZ_OFFICE_Anker_Köz	Print		Open	
ICE_Blaha_2	MR_NILSZ_OFFICE_Blaha_2	Print	Print	Closed	2024/05/09 14:01

6   You can check the status in the 'Status' column.

	FkGroupUserId	DeliveryPDF	IncomePDF	Status	Closing date
ES_Akadémia	MR_NILSZ_SALES_Akadémia	Print	Print	Closed	2024/05/21 16:12
ES_Akadémia	MR_NILSZ_SALES_Akadémia	Print		Open	
ES_Akadémia	MR_NILSZ_SALES_Akadémia	Print		Open	
ES_Akadémia	MR_NILSZ_SALES_Akadémia	Print	Print	Closed	2024/05/21 13:16
ICE_Anker_Köz	MR_NILSZ_OFFICE_Anker_Köz	Print		Open	
ICE_Blaha_2	MR_NILSZ_OFFICE_Blaha_2	Print	Print	Closed	2024/05/09 14:01

7 If a process has already been closed, you can find the date and time of the closure in the 'Closing date' column.

	FkGroupUserId	DeliveryPDF	IncomePDF	Status	Closing date	
ES_Akadémia	📄 MR_NILSZ_SALES_Akadémia	Print	Print	Closed	2024/05/21 16:12	
ES_Akadémia	📄 MR_NILSZ_SALES_Akadémia	Print		Open		
ES_Akadémia	📄 MR_NILSZ_SALES_Akadémia	Print		Open		
ES_Akadémia	📄 MR_NILSZ_SALES_Akadémia	Print	Print	Closed	2024/05/21 13:16	
ICE_Anker_Köz	📄 MR_NILSZ_OFFICE_Anker_Köz	Print		Open		
ICE_Blaha_2	📄 MR_NILSZ_OFFICE_Blaha_2	Print	Print	Closed	2024/05/09 14:01	