

Daily Closing List



1

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

2

Click "Group management"

The screenshot shows the Hoponticket dashboard interface. At the top, there is a dark red navigation bar with various menu items: Billing, Banks, HRM, Tickets, Tools, NTAK, Simple..., Group ... (highlighted with an orange circle), Storage, Financ..., and BBus. Below the navigation bar, the dashboard is divided into several sections. On the left, there are two white boxes: 'INVOICES Unpaid 2' with a yellow warning icon and 'LEAVE To approve 0' with a brown icon. In the center, there is a white box for 'VENDOR QUOTES' with options 'To accept | refuse 0' and 'To close 0'. On the right, there is a white box for 'TICKETS Open tickets 9' with a green icon. At the bottom, there are two sections: 'Products: stock alert' showing 'No products are under the low stock limit' and 'Customer Invoices: last 5 modified' listing two invoices: (PROV40206) and (PROV40205), both associated with 'Általános Vevő / C'.

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.NILSZ

Individual or group

Users assigned
MR_NILSZ_OFFICE

Search...

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.

No user a

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

ement Storage FinancialReport BBus						
20		1 / 3				
					From	
					to	
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.

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Storage

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to

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DeliveryPDF

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Status

Closing date

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

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Storage

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14:01

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

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Storage

FinancialReport

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From

to

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DeliveryPDF

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