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DORMITORY MANAGEMENT SYSTEM

WHAT IS DORMITORY SYSTEM

Our Dormitory System is a complete digital solution designed for hostels, worker accommodation, and property operators. It works seamlessly as a Hostel Management System, Dormitory Check-In System, Hostel Booking Software, and even integrates well with Hotel PMS / Property Management Software workflows.

The dashboard gives you a real-time overview of your entire dormitory operation – including the total number of residents, home leave, total beds, vacant beds, reserved beds, and occupied beds. It also provides detailed visual charts such as nationality distribution and bed occupancy charts. The system automatically displays alerts for residents with expiring work permits or passports, helping you stay compliant and avoid penalties.

You can easily manage residents with full personal details, documents, stay history, and activity logs. The Booking Management module allows you to book beds with an intuitive graphical layout that mirrors your actual dormitory setup.



Our system also includes a full suite of Dormitory Reports, such as Dormitory List, Nationality List Report, Master List Report, Work Permit Expired Report, Passport Expired Report, and more.

Admin users can manage roles, permissions, account access, bulk resident import, check-in, check-out, resident termination, and other day-to-day hostel operations – all from one central control panel.

Whether you operate a hostel, worker dormitory, staff accommodation, or mixed property, this system gives you everything you need to run your operation smarter and more efficiently.

LIST OF DORMITORY FEATURES



Dashboard

There are two types of dashboard Dashboard – Detailed view Dashboard – Room view



Residents Management

Resident Management can Manage (Add/Edit/Terminate/Filter) for all the residents in the dormitory



Attendance

Attendance can view the residents Movements in the dormitory and also filter for particular resident Movement in date range and that report can export to excel



Reports

There are different types of reports in the dormitory system. All reports can generate in Excel.



Booking Management

Booking Management is Manage to Reserve/UnReserve the beds for a company in advance for a period of time



Work Order Management

Work Order Management is to create work order for a company include the details of the order and print the work order for the next process



Fine Management

Fine Management is to create fine for a resident for unusual/illegal actions done in the dormitory and send to the resident employer



Billing Management

Under Billing Management can view the Billing for each company and also view the detailed monthly view, summary of billing view and company agreements



Admin Management

Under Admin management , there are several features to manage only admin's depending on the roles assigned

FUNCTION ON THE DASHBOARD



Efficient Dormitory Management with Smart Touch Technology Dormitory System

At Smart Touch Technology we provide more than just a housing solution—we offer a comprehensive Dormitory System that streamlines the management of dormitories and residential facilities. Our system is designed to simplify every aspect of dormitory life, from managing resident information to overseeing room bookings and occupancy, all in one user-friendly platform with our Dormitory System, you can



Track Attendance Monitor the attendance of workers and residents with ease, ensuring an organized and accountable living environment.



Manage Move-Ins and Move-Outs Keep tabs on resident check-ins and check-outs, ensuring a smooth transition for new and outgoing residents.



Effortless Room Booking Allow residents to book rooms seamlessly and manage their reservations through an intuitive interface.



Comprehensive Reporting Generate detailed reports on occupancy, maintenance requests, resident feedback, and more, to stay informed and make data-driven decisions.



Resident Management Manage resident profiles, including personal details, assigned rooms, attendance, and history, all within one central system.

Our Dormitory System is built to enhance the efficiency of dormitory management, reduce administrative tasks, and create a better living experience for all. Whether you are managing a small dorm or a large housing facility, our system adapts to your needs, offering both flexibility and control. Experience the future of dormitory management with Smart Touch Technology, where we handle the complexities so you can focus on creating a supportive, well-managed community

Dormitory System Flow



FEATURES OF DORM SYSTEM

A dormitory system for workers is designed to provide safe, comfortable, and efficient living accommodations. The system incorporates several features to ensure smooth management and enhance the overall well-being of the occupants. Here's an overview of the key features

Room Management



Room Assignment The system allows administrators to assign rooms to workers based on specific criteria such as gender, job role, or special requirements.



Capacity Management Set a maximum number of occupants per room to ensure comfort and compliance with safety regulations.



Room Exchange Facilitate the process of room changes if needed, whether by the request of the occupants or operational requirements.

Security



Access Control Use access cards or biometric systems (such as fingerprint or access card) to ensure only authorized occupants can access the dormitory areas.

DASHBOARD ROOM VIEW



“

Seamlessly Manage Your Dorm Room Preferences Experience and Access with Just a Few Clicks

”

RECORD DETAILS ROOM VIEW

“

Effortless employee record management is now within your grasp! With a comprehensive system in place, critical details such as personal information are readily accessible for review and modification, all in real-time and from any location

”

S.No	BLK Name	Level Name	Room Name	Status
1	BLK-05	BLK-05 #02	BLK-05 #02-20	Vacancy Full
2	BLK-05	BLK-05 #02	BLK-05 #02-28	Vacancy Full
3	BLK-05	BLK-05 #02	BLK-05 #02-05	Vacancy 2
4	BLK-05	BLK-05 #02	BLK-05 #02-24	Vacancy 16
5	BLK-05	BLK-05 #02	BLK-05 #02-23	Vacancy 4
6	BLK-05	BLK-05 #02	BLK-05 #02-22	Vacancy 14
7	BLK-05	BLK-05 #02	BLK-05 #02-21	Vacancy 4
8	BLK-05	BLK-05 #02	BLK-05 #02-20	Vacancy 3
9	BLK-05	BLK-05 #02	BLK-05 #02-19	Vacancy 3
10	BLK-05	BLK-05 #02	BLK-05 #02-18	Vacancy 3
11	BLK-05	BLK-05 #02	BLK-05 #02-17	Vacancy 10
12	BLK-05	BLK-05 #02	BLK-05 #02-16	Vacancy 4

Booking Management

S.No	Reference No	Company Name	Contact No	Email	Billing Type	Remarks
1	10000000000000000000	Company Name	1234567890	email@company.com	Company	Remarks
2	10000000000000000000	Company Name	1234567890	email@company.com	Company	Remarks
3	10000000000000000000	Company Name	1234567890	email@company.com	Company	Remarks
4	10000000000000000000	Company Name	1234567890	email@company.com	Company	Remarks
5	10000000000000000000	Company Name	1234567890	email@company.com	Company	Remarks
6	10000000000000000000	Company Name	1234567890	email@company.com	Company	Remarks
7	10000000000000000000	Company Name	1234567890	email@company.com	Company	Remarks
8	10000000000000000000	Company Name	1234567890	email@company.com	Company	Remarks
9	10000000000000000000	Company Name	1234567890	email@company.com	Company	Remarks
10	10000000000000000000	Company Name	1234567890	email@company.com	Company	Remarks

“

Booking Management is Manage to Reserve/UnReserve the beds for a company in advance for a period of time

”

EASE OF MANAGEMENT DORMITORY SYSTEM

Detailed Description and List of Facilities Provided for Staff, Person-in-Charge (PIC), and HR in Managing a Dormitory System.

Facilities for Staff

- Occupant Portal Access to information about dormitory rules, activity schedules, and important announcements
- Room Information Access to room details, including equipment and inventory lists.
- Maintenance Reporting Facility to report any damage or maintenance issues through a portal or app.
- Room Change Requests System to request room changes online

Facilities for Person-in-Charge (PIC)

- Room Assignment and Changes Tools to easily assign and manage room changes.
- Occupant Tracking System to monitor occupant status, including check-ins and check-outs.
- Cleaning Schedule Tools to set and monitor regular cleaning schedules.
- Maintenance Reporting System to receive and manage maintenance reports from occupants.
- Room Usage Reports Reports on room usage and occupancy rates.

Facilities for HR

- Occupant Records Tools to store and manage occupant information, including personal details and room status.
- Accommodation Requests System to manage accommodation requests and approvals
- Occupancy Rate Reports Data on occupancy rates and room usage
- Occupant Satisfaction Reports Reports based on occupant feedback and satisfaction surveys.
- Safety Records Storage and management of safety incident records

REPORT IN DORMITORY SYSTEM

There are different types of reports in the dormitory system. All reports can generate in Excel. All reports have filter feature. Below are the reports

Detailed Access Report	Master List Report (Active/Inactive/Loose beds /Units)	Dormitory List report	
Nationality Report	Door List Report	Company list Report	Available Beds Report
Users timesheet Report	Workers Details Export Report	Passport Expiry Report	Work Permit Expiry Report
Time card Report	Devices status Report	Room List report	Dorm Summary Report

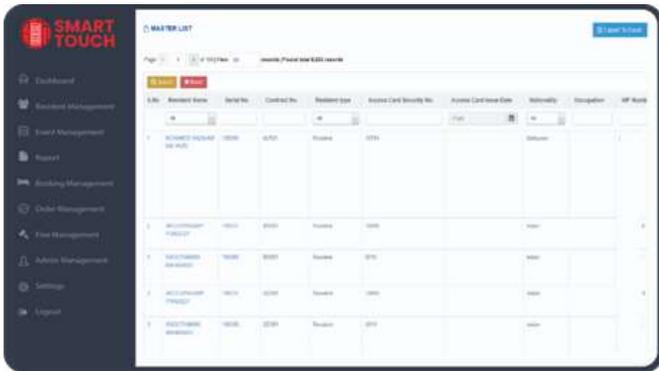
ADMIN MANAGEMENT

Under Admin management , there are several features to manage only admin's depending on the roles assigned. Below are the features

Manage Admin Users	Manage roles for the Users	Creation/Deletion of dropdown features	
Managing shifts	Managing the resident employers	Delete Residents Permanently	Bulk Checkout Residents
Bulk terminate Residents	Bulk import of Residents using Excel	Managing email alerts for the WP/PP Expired residents	

MASTER LIST REPORT

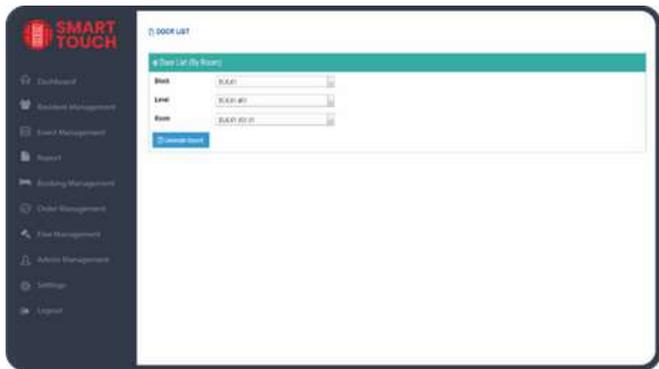
Sample Master List excel view



S.No	Resident Name	Serial No	Contract	Resident Access	Access C	Nationality	Occupant	WP	PIN	WP Expiry	Block	Level	Room	Bed	Check-In	Check-Out	Date of Birth	Mode	C.No
1	MUSKUNDEE RAJESH	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	007	81	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
2	ANANDKUMAR PRAJ	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	008	82	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
3	ANANDKUMAR PRAJ	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	009	83	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
4	BEJALAKRISHNAN SAI	190297	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	010	84	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
5	VENKATESH SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	011	85	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
6	CHILLAKURU SAIKUR	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	012	86	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
7	KUMARU LATHAN	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	013	87	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
8	THEVENIA SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	014	88	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
9	VILLANATHAN SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	015	89	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
10	BEJALAKRISHNAN SAI	190297	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	016	90	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
11	VENKATESH SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	017	91	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
12	KUMARU LATHAN	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	018	92	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
13	THEVENIA SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	019	93	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
14	VILLANATHAN SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	020	94	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
15	BEJALAKRISHNAN SAI	190297	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	021	95	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
16	VENKATESH SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	022	96	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
17	KUMARU LATHAN	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	023	97	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
18	THEVENIA SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	024	98	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
19	VILLANATHAN SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	025	99	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
20	BEJALAKRISHNAN SAI	190297	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	026	100	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
21	VENKATESH SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	027	101	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
22	KUMARU LATHAN	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	028	102	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
23	THEVENIA SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	029	103	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
24	VILLANATHAN SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	030	104	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
25	BEJALAKRISHNAN SAI	190297	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	031	105	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
26	VENKATESH SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	032	106	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
27	KUMARU LATHAN	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	033	107	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
28	THEVENIA SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	034	108	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
29	VILLANATHAN SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	035	109	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
30	BEJALAKRISHNAN SAI	190297	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	036	110	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
31	VENKATESH SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	037	111	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
32	KUMARU LATHAN	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	038	112	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
33	THEVENIA SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	039	113	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
34	VILLANATHAN SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	040	114	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
35	BEJALAKRISHNAN SAI	190297	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	041	115	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
36	VENKATESH SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	042	116	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
37	KUMARU LATHAN	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	043	117	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
38	THEVENIA SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	044	118	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
39	VILLANATHAN SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	045	119	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
40	BEJALAKRISHNAN SAI	190297	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	046	120	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
41	VENKATESH SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	047	121	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
42	KUMARU LATHAN	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	048	122	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
43	THEVENIA SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	049	123	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
44	VILLANATHAN SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	050	124	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
45	BEJALAKRISHNAN SAI	190297	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	051	125	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
46	VENKATESH SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	052	126	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
47	KUMARU LATHAN	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	053	127	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
48	THEVENIA SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	054	128	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
49	VILLANATHAN SATHI	190294	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	055	129	08	2020-08-10	2020-08-10	1980-01-01	Company	1106
50	BEJALAKRISHNAN SAI	190297	AD700	Resident	AD700	Indian	Male	0	121760	2020-08-10	BLK-11	056	130	08	2020-08-10	2020-08-10	1980-01-01	Company	1106

DOOR LIST REPORT

Sample Door List Report excel view



ROOM LIST AS AT 08-Aug-2000		Room No: BLK-01-#01-01				
S.No	TENANT NAME	NATIONALITY	WP NO.	WP EXPIRY DATE	CHECK-IN DATE	W/P REGISTERED COMPANY NA
1	HUSSAIN	Indian	0 348XXXX	19-Nov-00	01-Oct-99	Point Pte Ltd
2	KUMAR	Indian	0 372XXXX	19-Nov-21	01-Oct-98	Point Pte Ltd
3	SHEIK	Indian	0 337XXXX	24-May-20	03-Jun-97	Point Pte Ltd
4	SINGH	Malaysian	0 013XXXX	02-Oct-90	01-Oct-99	Point Pte Ltd
5	SRIKA	Indian	0 36XXXX	26-Sep-00	20-Sep-98	Point Pte Ltd
6	RAMA	Indian	0 38XXXX	03-Feb-12	10-Feb-00	Point Pte Ltd
7	BALA	Indian	0 38XXXX	29-Jun-13	12-Jul-00	Point Pte Ltd
8	PRASHAKAR	Indian	XXXXXXX	15-May-12	26-May-00	Point Pte Ltd

DORM SUMMARY REPORT PAGE VIEW

Dorm Summary Report

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