



HOTEL MANAGEMENT SYSTEM

***BOOKING MENU
INDIVIDUALS 1***

MENU SUMMARY FOR BOOKING INDIVIDUALS

***BOOKING* 3**

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BOOKING

UPPER MENU BAR

- AVAILABILITY** Displays *Availability* window.
- RATES** Displays *Price List* window.
- DEPOSIT** Displays window for entering *Deposits*.
- CAUTION** Displays window for entering *Caution (security) deposits*.
- AGENCY/FIRM** Displays *Client Index* of Agencies and Firms.
- GUESTS** Displays *Client Index* of individual guests.
- GROUP/MEETING** Displays *Group, Conference, and Meeting* files.
- VDA** Accesses *Building Automation* VDA management (optional).
- PAY** Accesses *Electronic Money* management (optional).

LIST Displays: *Booking List*
Room List
Families List
List of billing charges

EXIT *Closes* window.

WINDOW Selects and positions a *Window* on screen.

UPPER TOOLBAR



SAVE

Each and every time information is entered, modified or canceled it must be saved. Following any input, click the SAVE icon or press F10 to store newly entered data in the computer's memory.



SHARE

This allows you to assign the same room number to an additional person who may have completely different characteristics, without double booking the room. Following any input, click the SAVE icon or press F10 to store this data in the computer's memory.



ROOM CHANGE

Use this icon whenever it is necessary to assign a room change to a booking that has already been saved in the computer's memory. Following any input, click the SAVE icon or press F10 to store this data in the computer's memory.



NEW BOOKING

Use this icon to make all new bookings.



FAX

Connects to window for sending faxes and generating form letters.



SEARCH BOOKINGS

Click this icon to search bookings using the following method

Execute (to search specific database)



Cancel (to end search and return to previous screen)

Position cursor over the field in which you'd like to search¹ (If you do not enter data into one of the fields, the system will search all bookings) and click *Execute* (or press F8) to search the database. To end search and return to the previous screen click *Cancel* or (or press CTRL+q).



CANCEL BOOKING Cancels the selected booking. Cancellation changes the state of the file, it's corresponding colored symbol (green to red), and the room availability count, but does not delete the booking from the database.



DUPLICATE BOOKING Duplicates the guest's booking information to make a second booking under that same name. You are then given the option of keeping the same booking number, or of assigning the second booking its own number.



EXPANDED BOOKING Allows you to book any number of rooms under the same guest data².



PAST BOOKING Click this icon to search through past bookings using the following method

Execute (to search specific database)



Cancel (to end search and return to previous screen)

Position cursor over the field in which you'd like to search³ (If you do not enter data into one of the fields, the system will search all bookings) and click *Execute* (or press F8) to search the database. To end search and return to the previous screen click *Cancel* or (or press CTRL+q).

Attention: This window allows you to search through all information of past bookings, including rooms optioned, guaranteed, cancelled and no shows.



CLEAR This icon clears all information entered in window. Any data that has not been saved will be lost.



HELP

¹ To make a search, indicate one or more letters followed by the % (percent) sign. For example, in the *Guest Name* field, typing ALPI% will show ALPITOUR, ALPIEAGLES, and even ALPINESTARS

² See Booking, Procedure for entering, Quantity

³ See note 1.



***SELECT
BOOKING***

Lets you specify parameters for searching bookings.



EXIT

Exits the displayed window.



16 September

Today's date.



Attention: The icon functions described above are disabled whenever the function selected is not permitted by the system. For example, in past bookings,

the  *DUPLICATE BOOKING* icon will not function.

SIDE TOOLBAR



CHECK-IN

Opens check-in window for guests with reservations.



CHECK-IN WALK-IN

Opens check-in window for guests without reservations.



PAST BILLS

Allows management of bills for guests who are not currently staying in the hotel.



EXIT/PRINT BILL Opens *check-out* window.



SEPARATION CHARGES

Allows you to divide a room bill among the number of guests occupying the room.



TRANSFER CHARGES

Allows charges to be transferred from one room to another, or from one account to another of the same room using the *Drag and Drop* method.



FREE ROOM

Allows you to designate a room available without issuing guest bill.



NEW CHARGES

Opens the window for adding new charges to guest account.



SEARCH

IN-HOUSE GUESTS

Click this icon to search through guests currently staying in the hotel using the following method

Execute (to search specific)



Cancel (to end search and return to previous screen)

Position cursor over the field in which you'd like to search⁴ (If you do not enter data into one of the fields, the system will search all bookings) and click *Execute* (or press F8) to search the database. To end search and return to the previous screen click *Cancel* or (or press CTRL+q).



SEARCH

ARRIVALS

Click this icon to search through guest bookings by date of arrival using the following method

Execute (to search specific database)



Cancel (to end search and return to previous screen)

Position cursor over the field in which you'd like to search⁵ (If you do not enter data into one of the fields, the system will search all bookings) and click *Execute* (or press F8) to search the database. To end search and return to the previous screen click *Cancel* or (or press CTRL+q).

LOWER TOOLBAR



OFFER

Designating a booking an "offer" does not reserve a room and does not effect room availability. It is used when responding to casual queries regarding room rates and availability.



WAITING LIST

If a room is not available for guest's requested stay date, this icon allows you to place guest on a **Waiting list** so that the requested booking can be confirmed should availability occur.



GUARANTEE

This icon will let you **Guarantee** or confirm a booking for a guest who has been on the waiting list or offer.

⁴ See note 1.

⁵ See note 1.