1. Reservations.

1.1. Reservations Load
1.B. Manual load of external reservations.
1.3. Allocation Rooming List
1.4. Reservations modification.
1.C. Modification of external reservations.
1.D. List of external reservations.
1.6. List of Expected Arrivals
1.F. List of Expected Departures
1.5. Booking Update

1.7. Arrivals with Reservation
1.8. Arrivals without Reservation

1.H. Manual output of rooms

1.A. Stays modification

1.1. Reservations Load
1.3. Allocation Rooming List
1.4. Reservations modification
1.5. Booking Update
1.6. List of Expected Arrivals
1.7. Arrivals with Reservation
1.8. Arrivals without reservation

1.A. Stays modification
1.B. Manual load of external reservations
1.C. Modification of external reservations
1.D. List of external reservations
1.F. List of Expected Departures
1.H. Manual output of rooms

November 2.017

Concepts

External reservations. We call External Reservations or Draft copy Reservations, to Reservations that we do not consider for the purposes of the Booking. It can be applied for several cases, for example:
• If we want to cancel a reservation but we do not want to lose the data, as it may be reactivated, (by canceling it we are asked if we want to pass it to the Reservations Draft.
• Somebody call us to ask us for a budget but they are not sure yet if they are going to do it.
• We are overbooked and we want to have reservations in case we miss any last minute reservation.

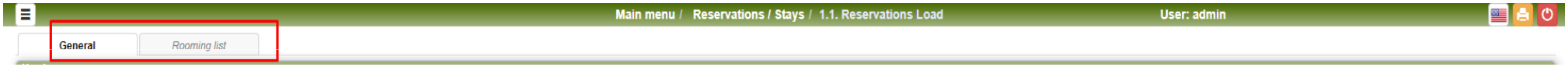
Voucher. Voucher number, Voucher, Rooming List number, Bonus, Group Identifier.

CIF. CIF/DNI/CNPJ/CPF.

Tarjeta: Seven Stars Card, Apartment, Inscriçao Estadual IE

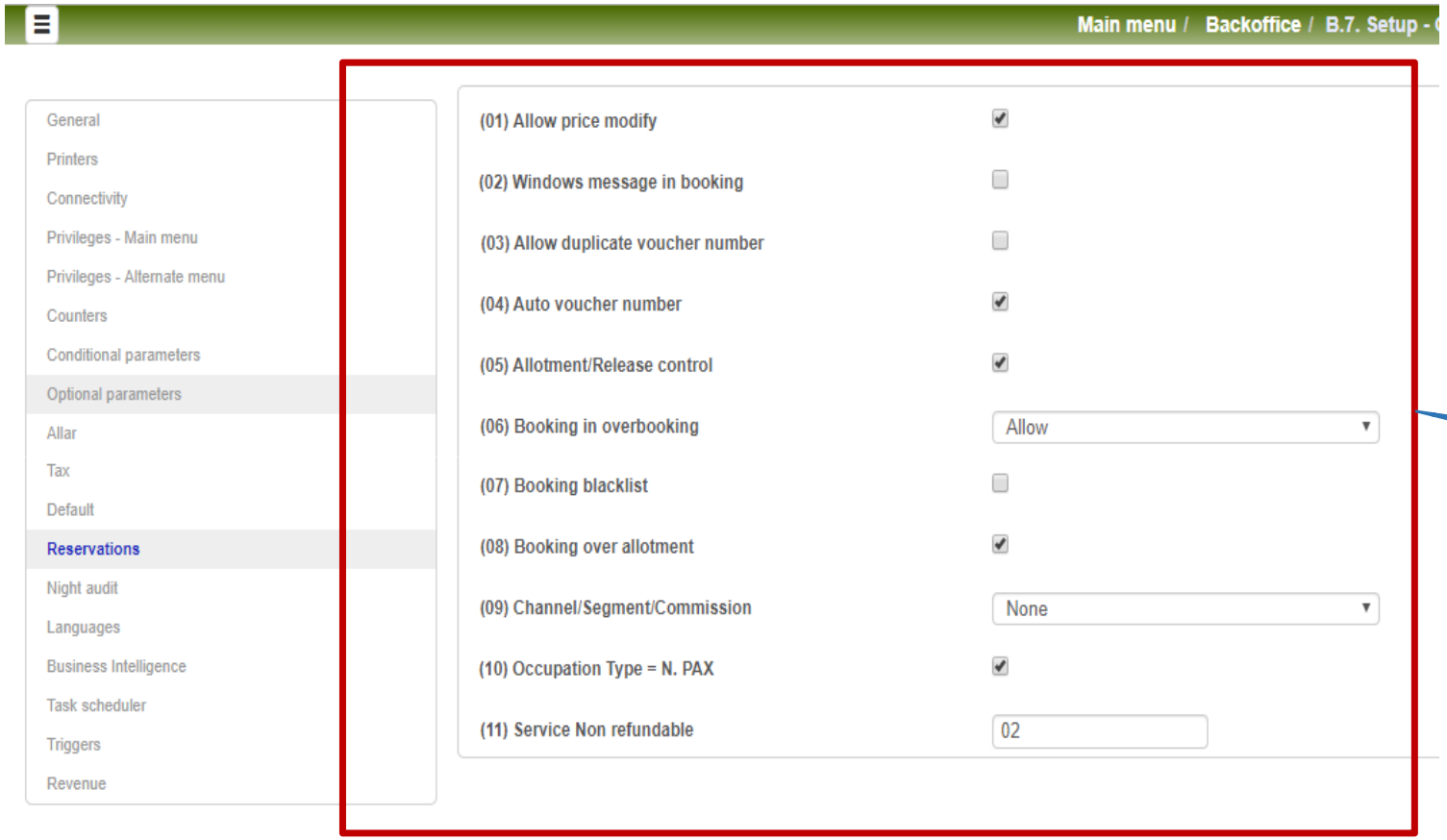
The reservation consists of two parts :

General or Booker.	Who makes the reservation and their data
Rooming List.	Those who are part of the Reserve



Being in two different parts, the Booker of the Rooming List allows us to have different entry and exit dates for the same group reservation at the entrance.

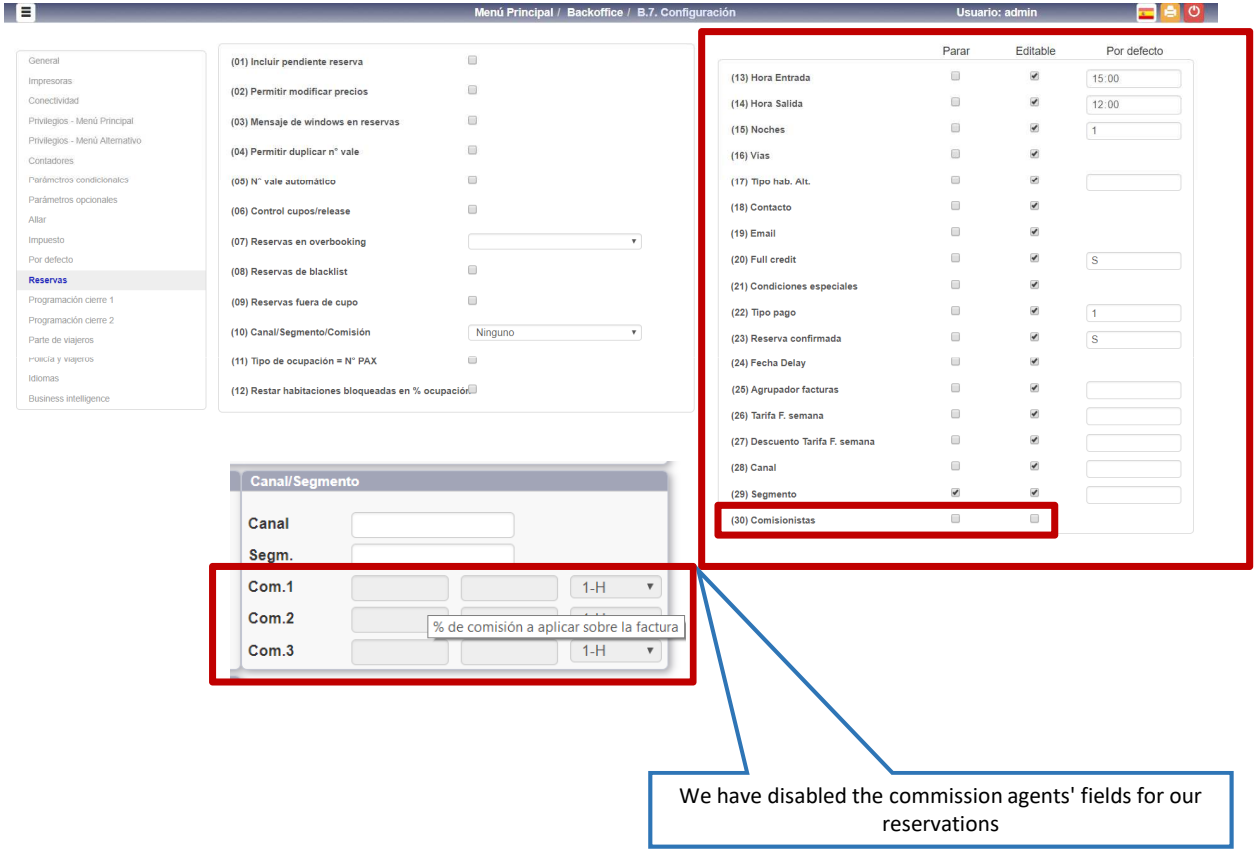
Reservation behavior parameters

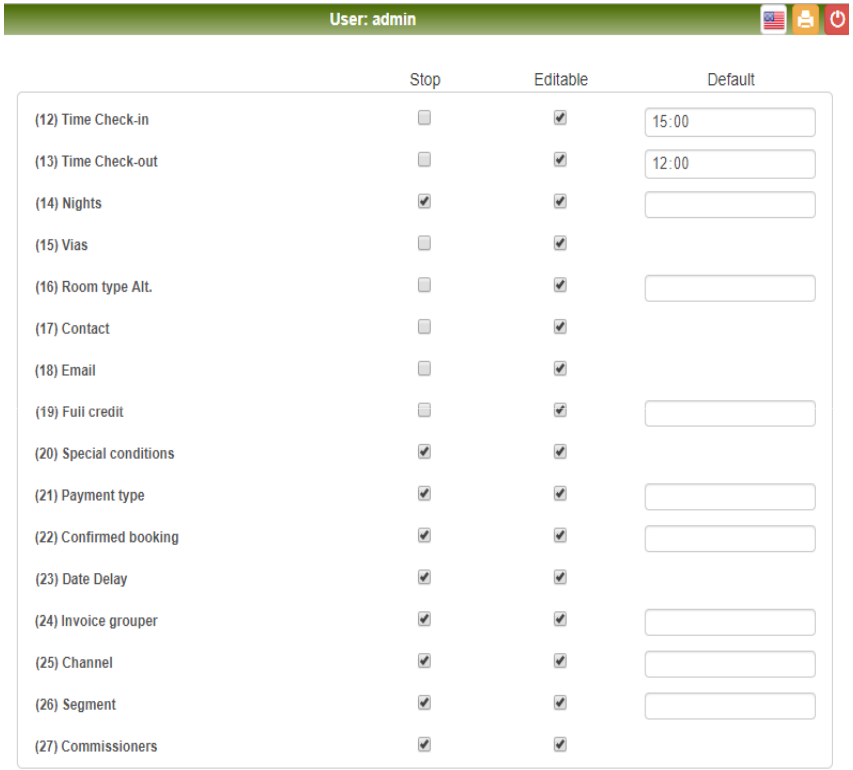


Según los valores que tengamos en esta pantalla se comportarán las Reservas

Generic Reservation Model

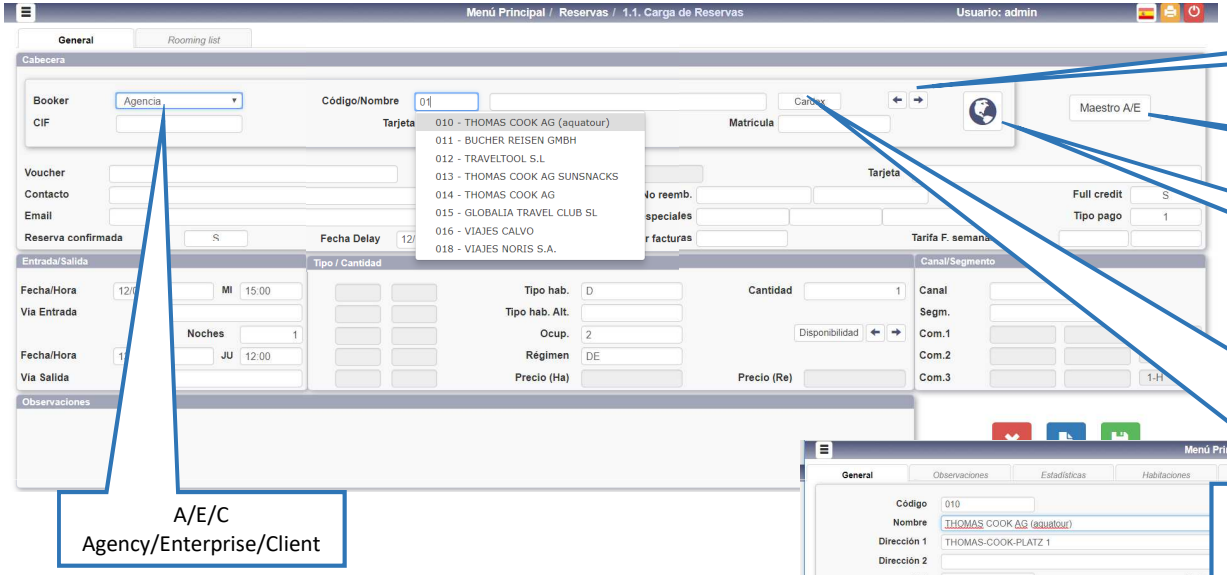
Each hotel can define in a generic way which fields are going to be have a reservation. → Configuration

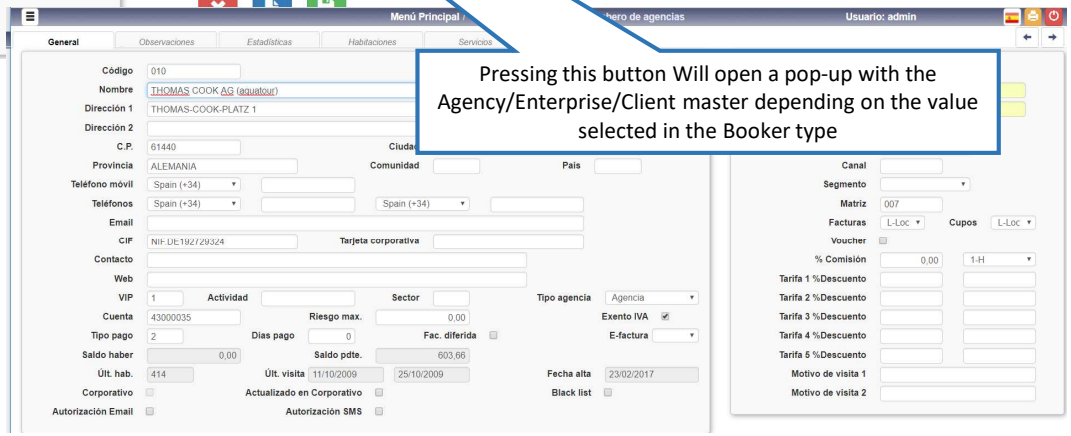




We have disabled the commission agents' fields for our reservations

1.1./ 1.B. Reservations.





Move forward / backward in the Kardex

Create an Agency / Enterprise fron the reservation itself

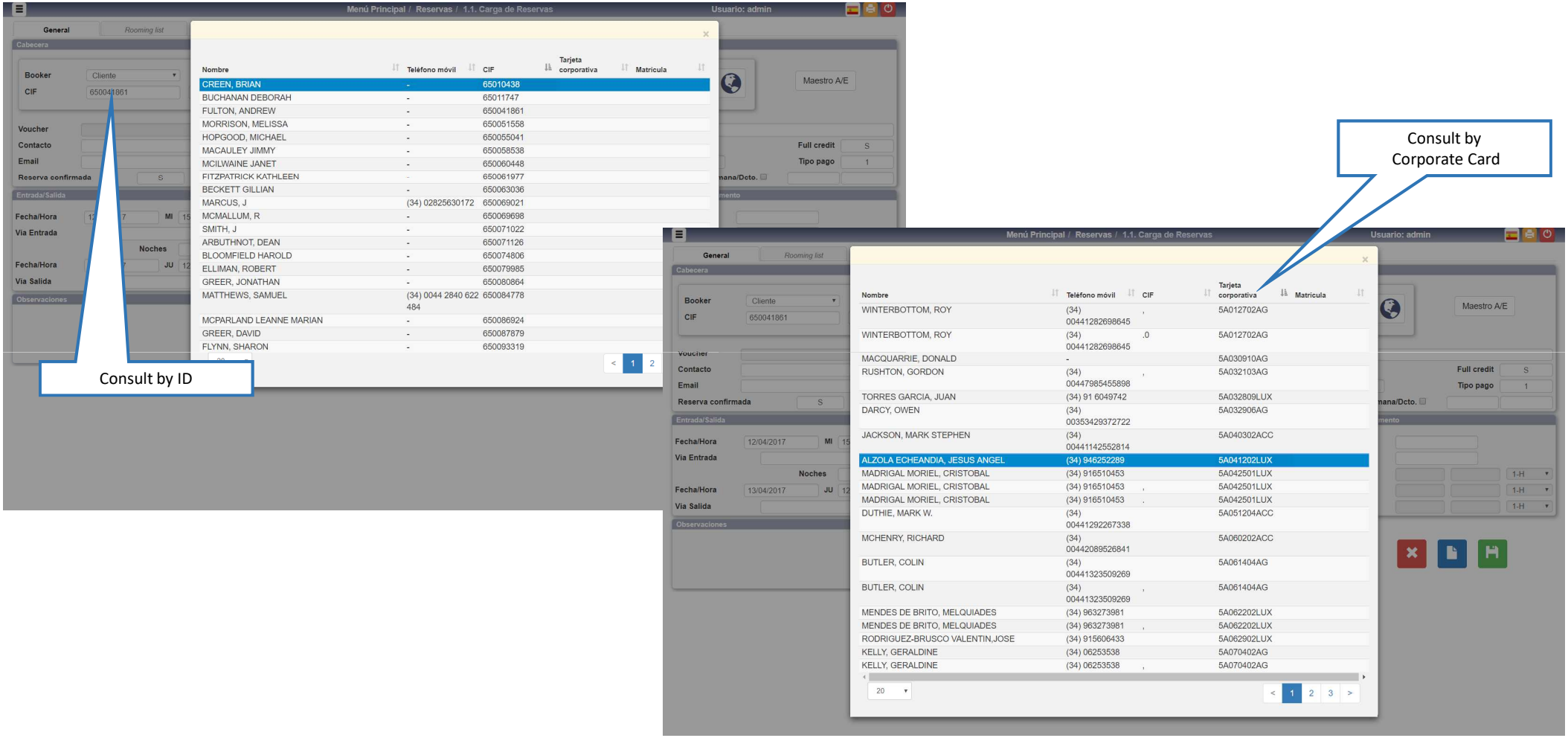
Corporate Access of hotels - chains.

A/E/C
Agency/Enterprise/Client

Pressing this button Will open a pop-up with the Agency/Enterprise/Client master depending on the value selected in the Booker type

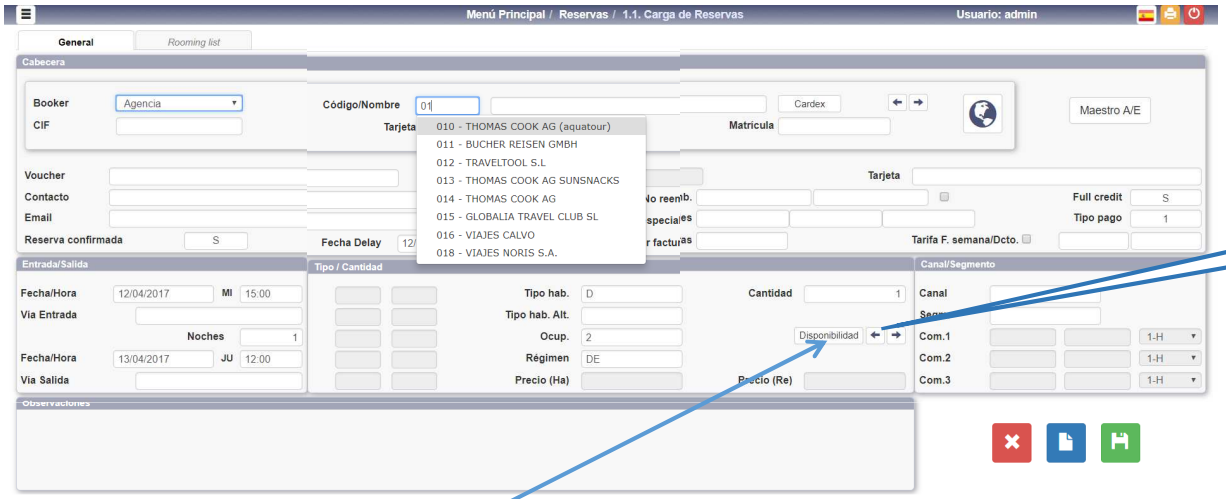
We can Consult the different Cardex and even register from the Reservation.
The Voucher when it is Agency / Company can be of automatic numbering if this is decided in Configuration

1.1./ 1.B. Reservations.

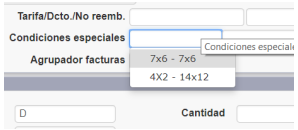


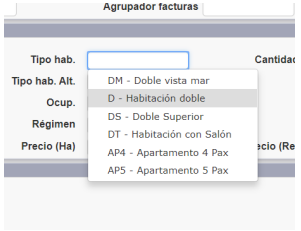
1.1./ 1.B. Reservations.

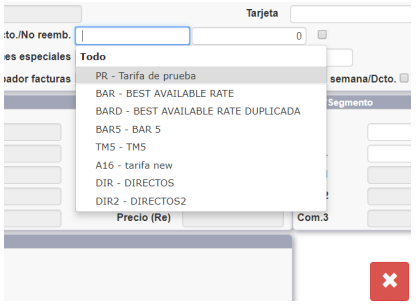
Consultable fields. Pressing a space or what you remember.

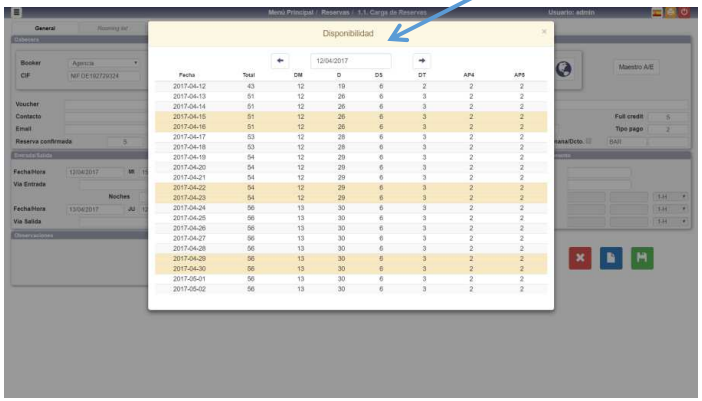


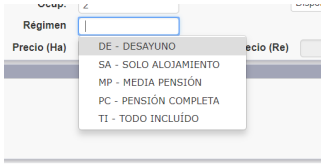
Previous /next room in the reservation

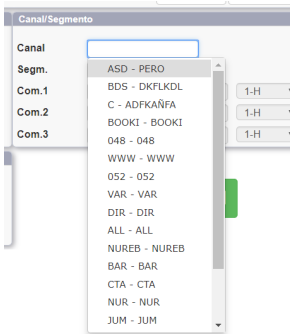






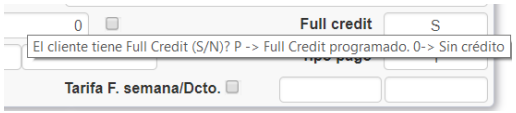


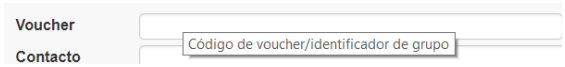


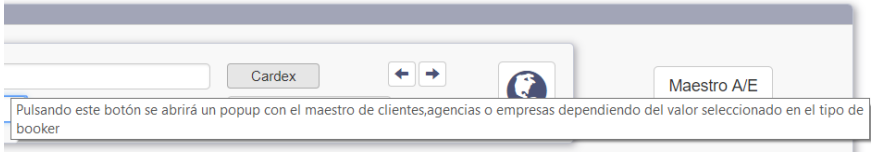


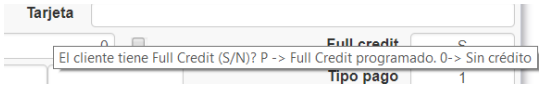
1.1./ 1.B. Reservations.

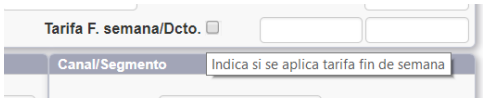
If we position the cursor over the fields, it informs us of them. See it some examples

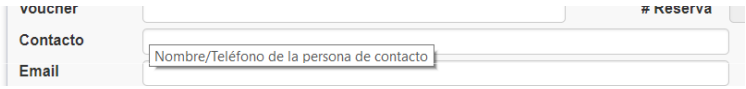


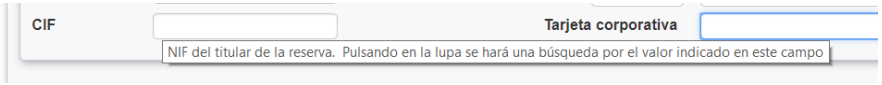


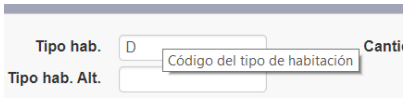


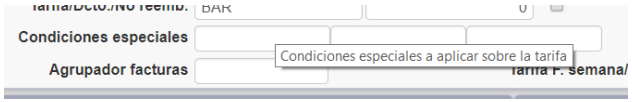


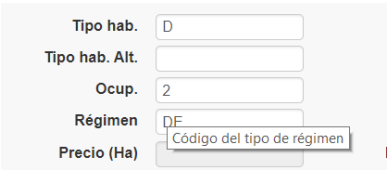


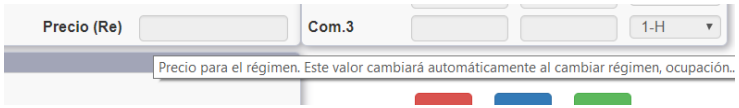


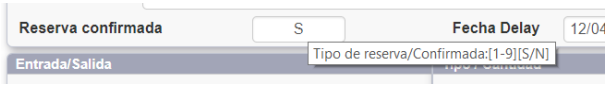


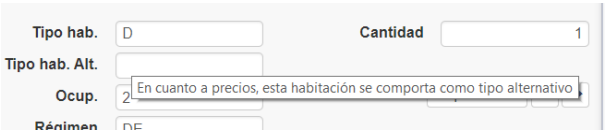


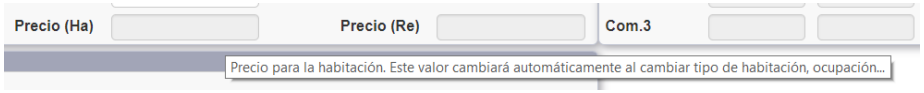


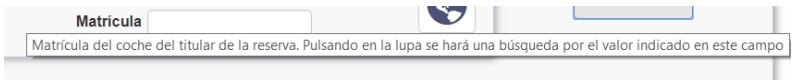






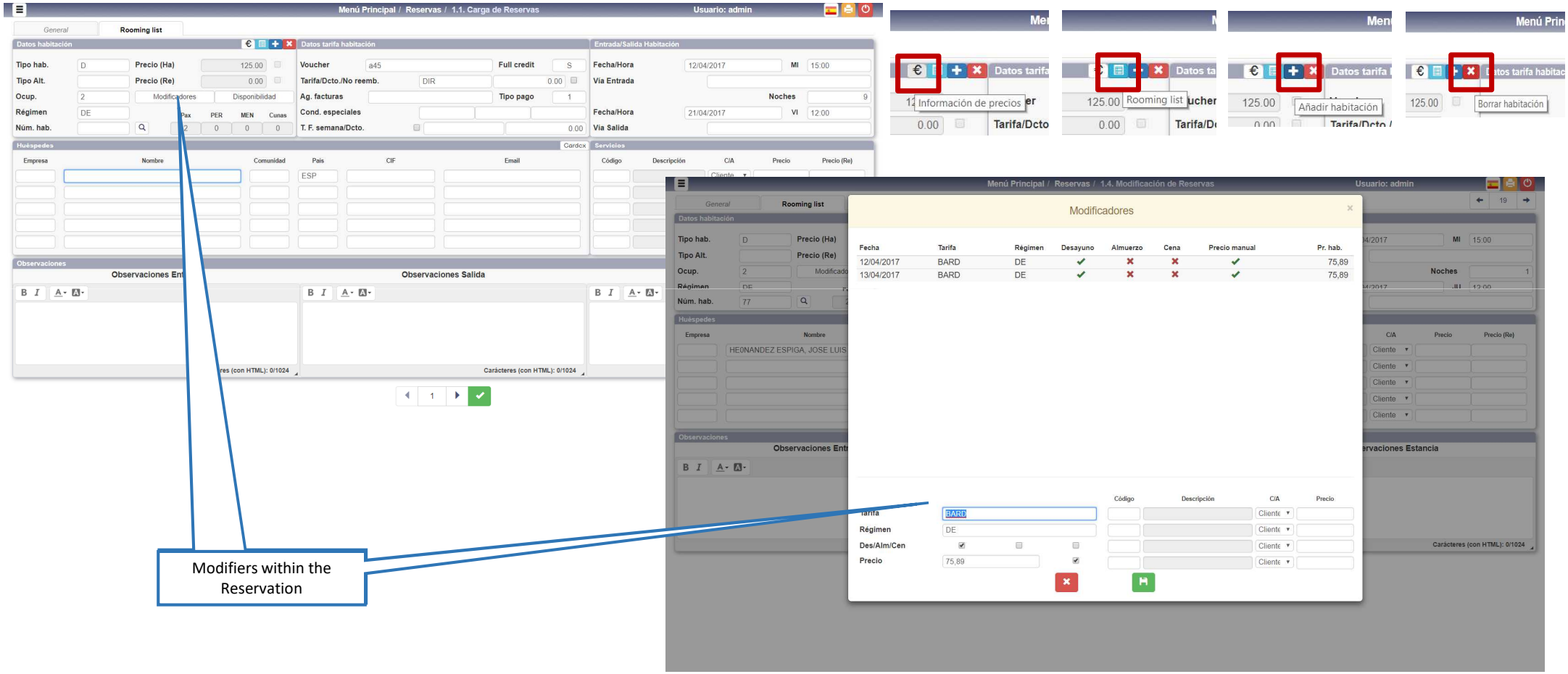






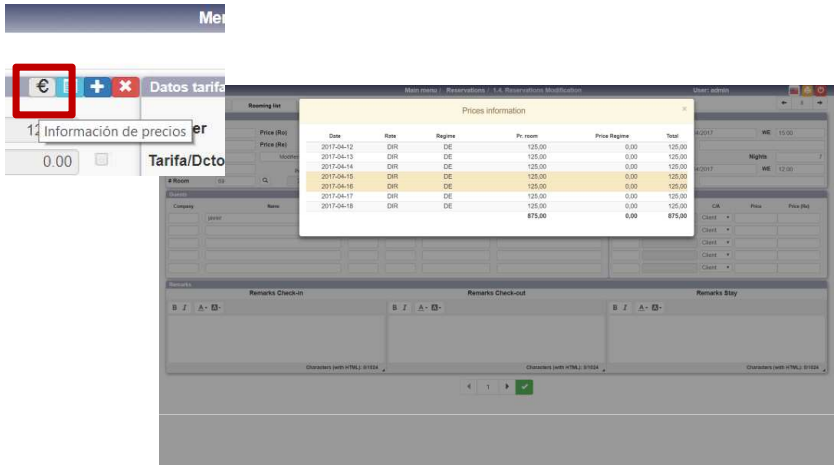
1.1./ 1.B. Reservations.

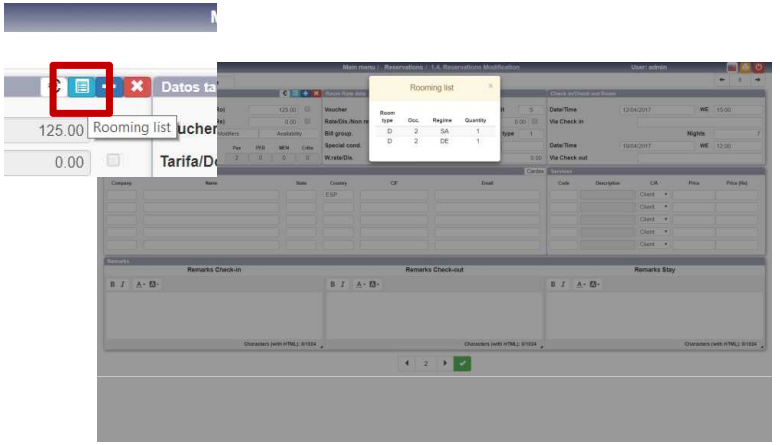
Rooming List

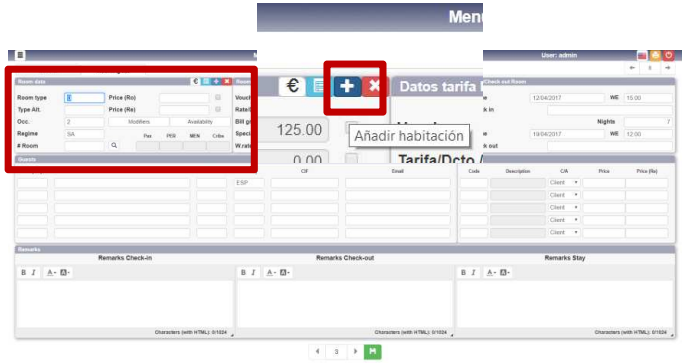


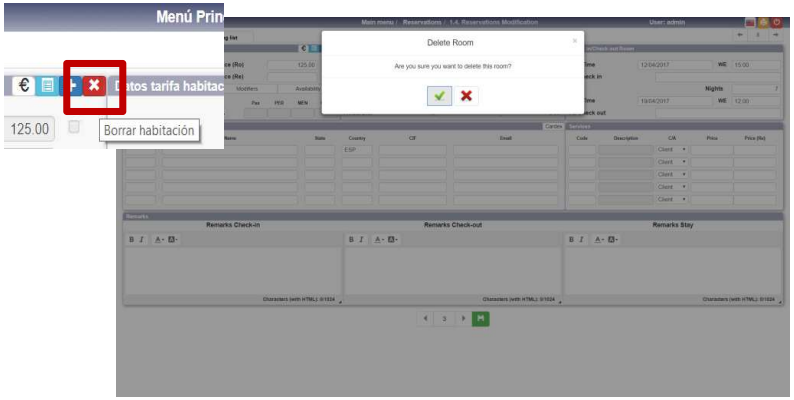
1.1./ 1.B. Reservations.

Rooming List



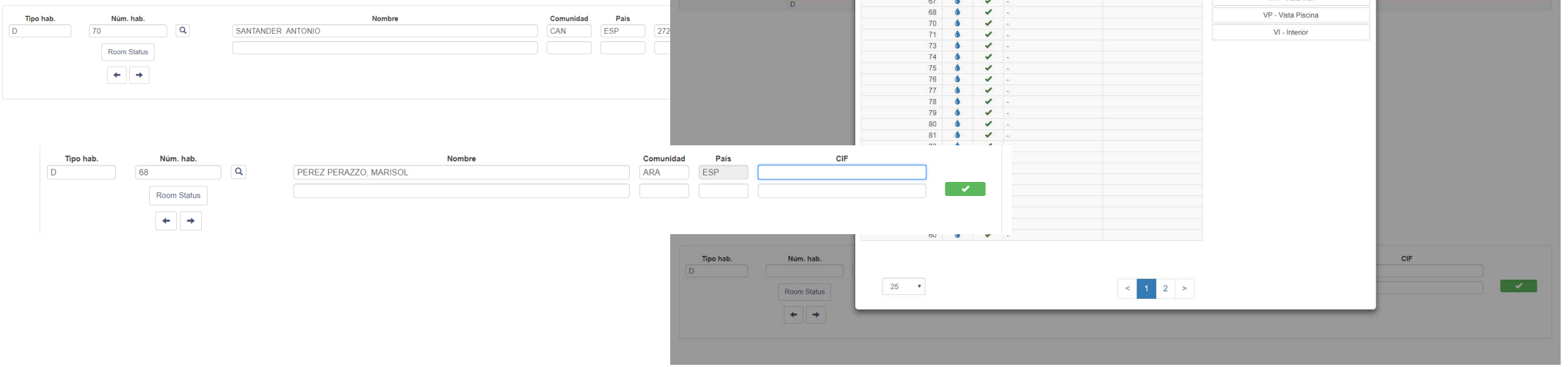




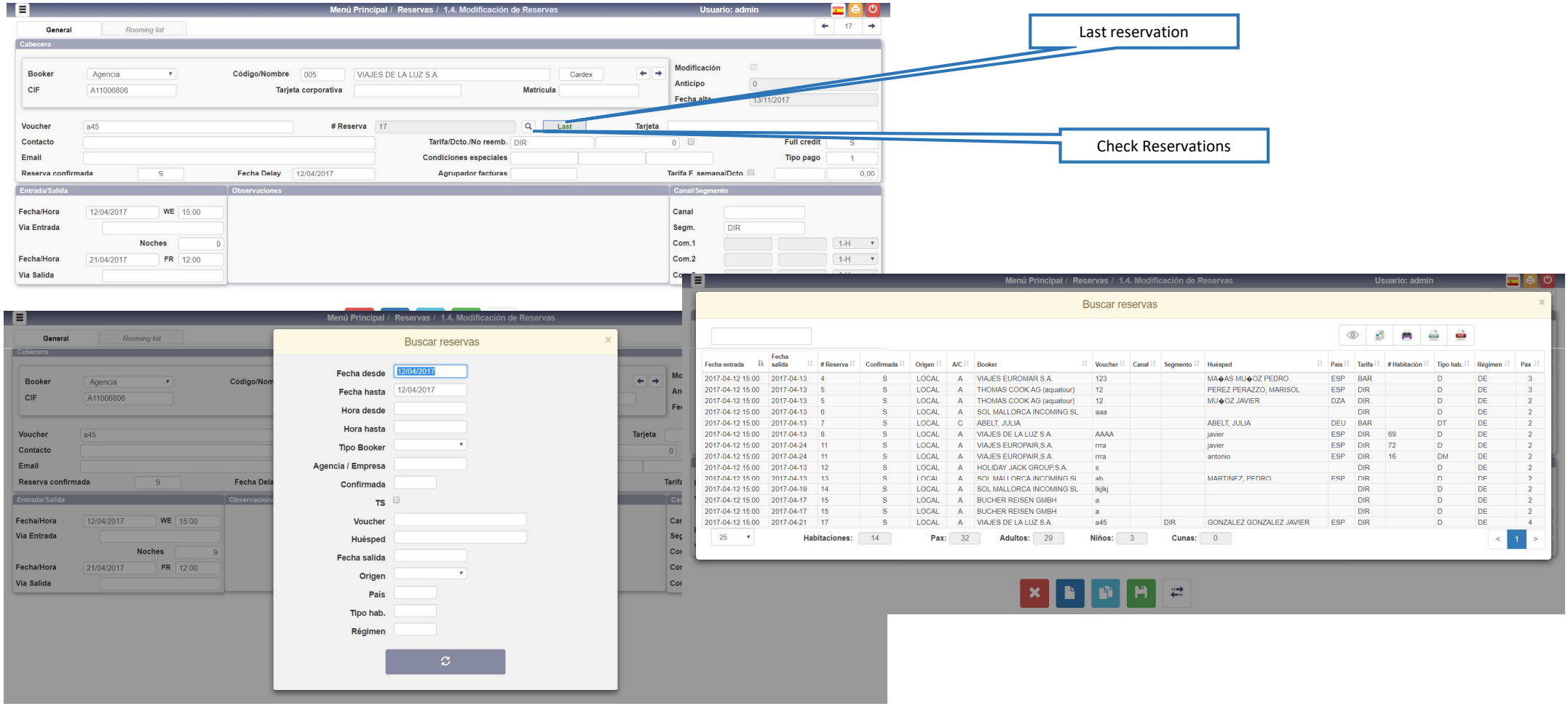


1.3. Allocation Rooming List

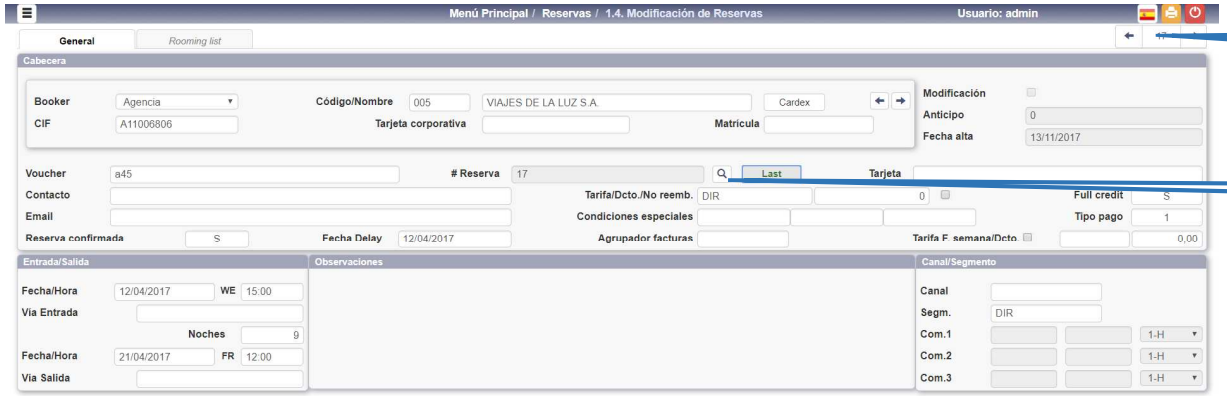
Assigning rooms and filling in the rest of the data in a Rooming List quickly



1.4./ 1.B. Reservations Modification.

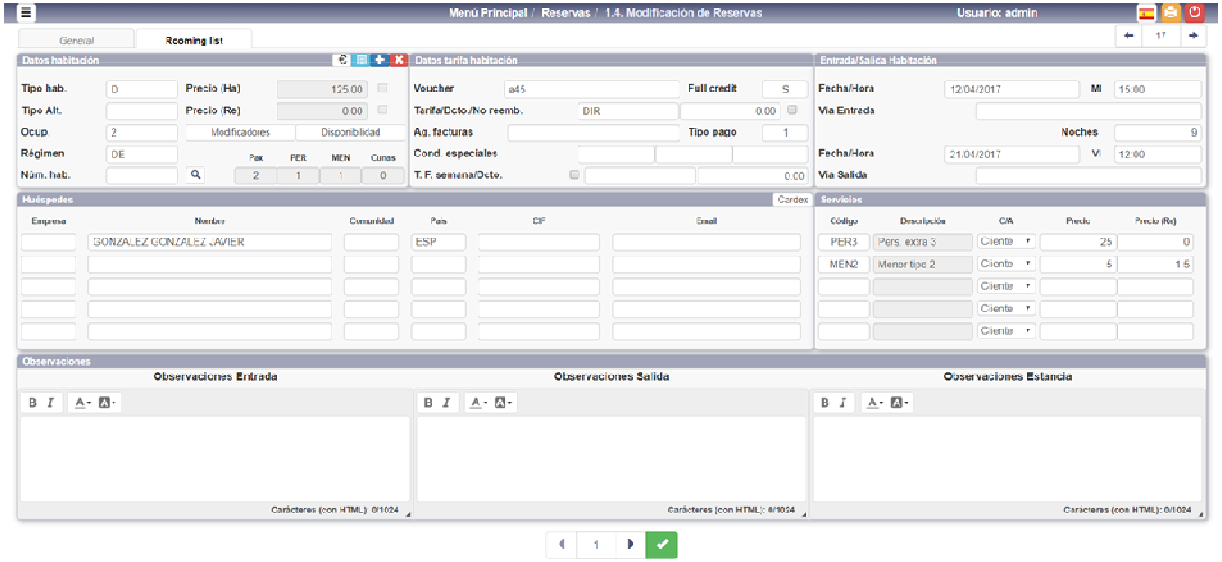


1.4./ 1.B. Reservations Modification.

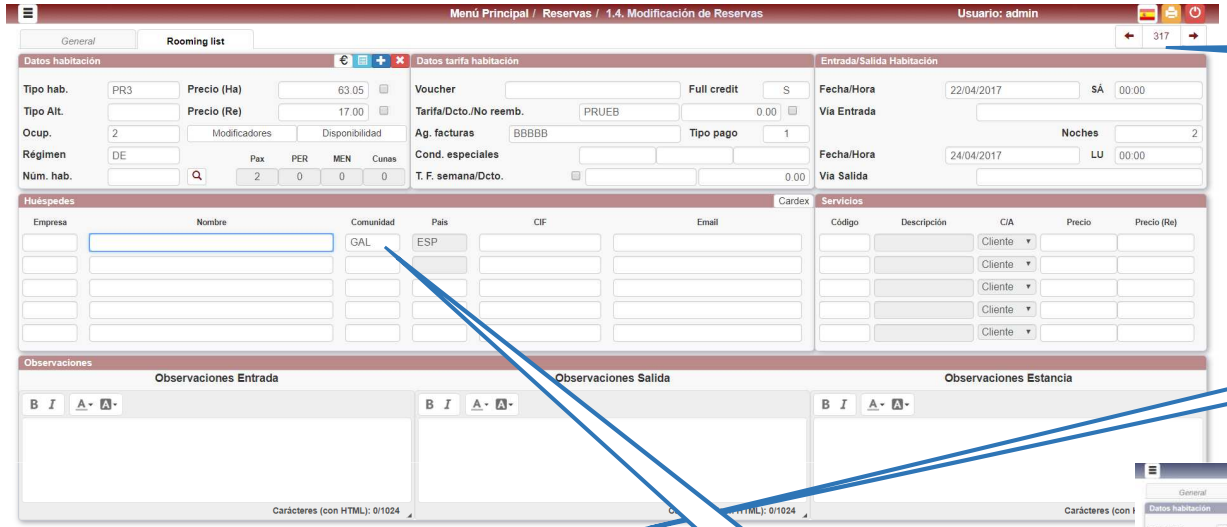


Previous/Next Reservations

Check Reservations

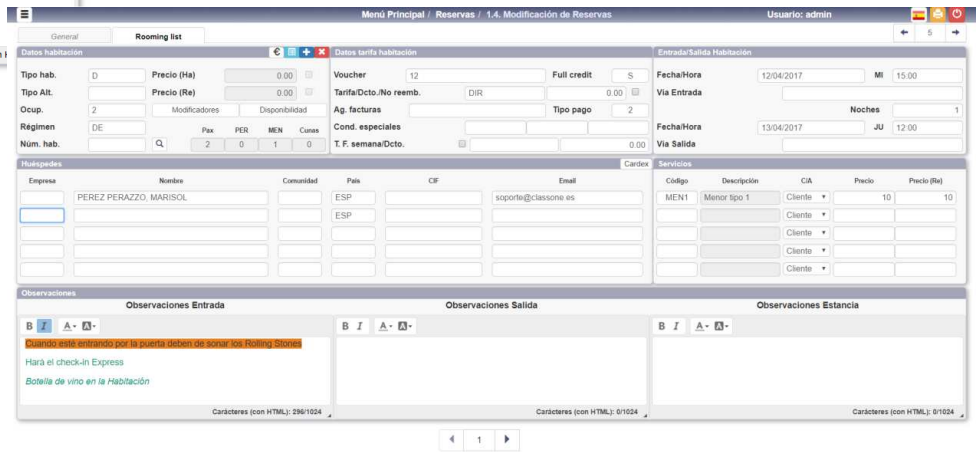


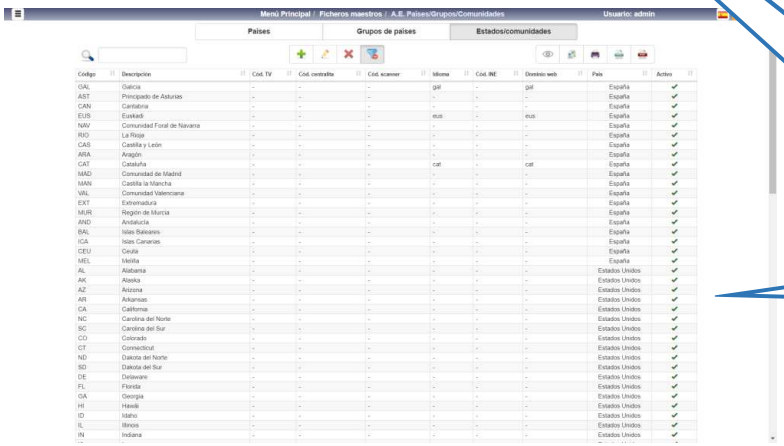
1.4./ 1.B. Reservations Modification.



Previous/Next Reservations

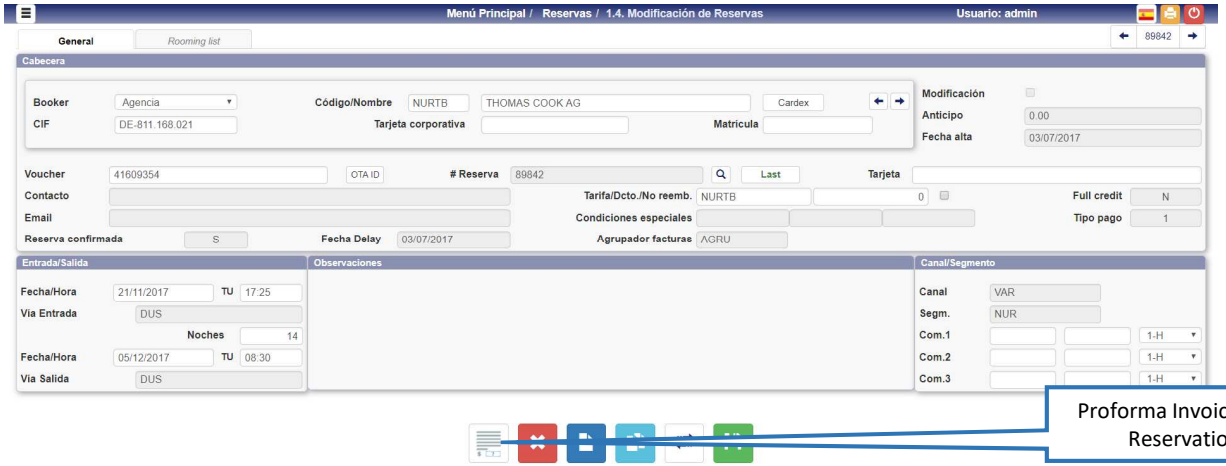
Previous/Next in the Reservations



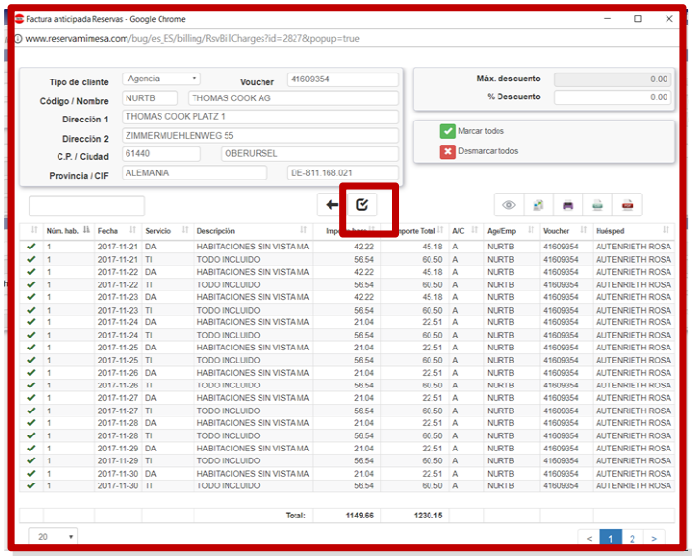


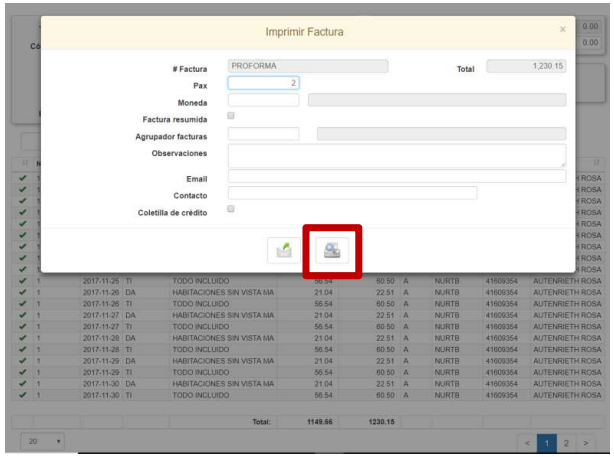
Can give the autonomous community and is no longer necessary to give the country

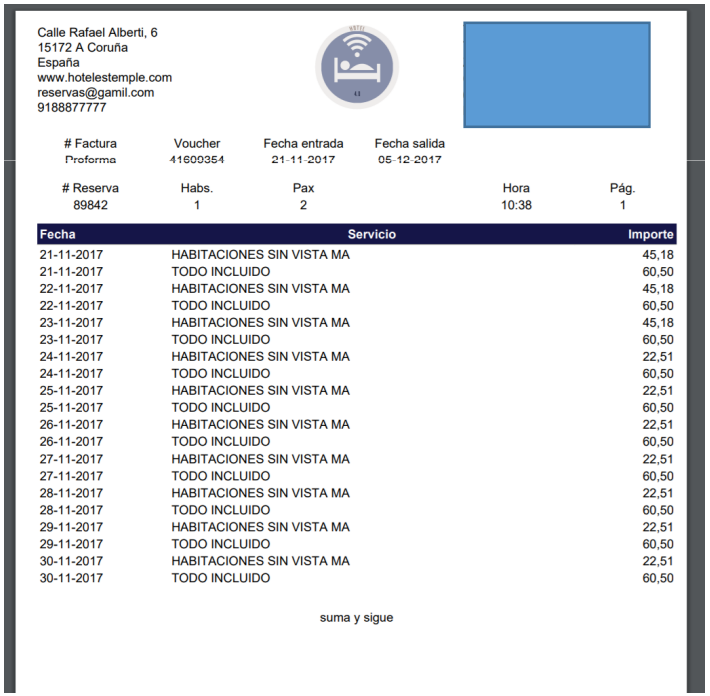
1.4./ 1.B. Reservations Modification.



Proforma Invoice of the Reservations







Calle Rafael Alberti, 6
15172 A Coruña
España
www.hotelestemple.com
reservas@gamil.com
9188877777

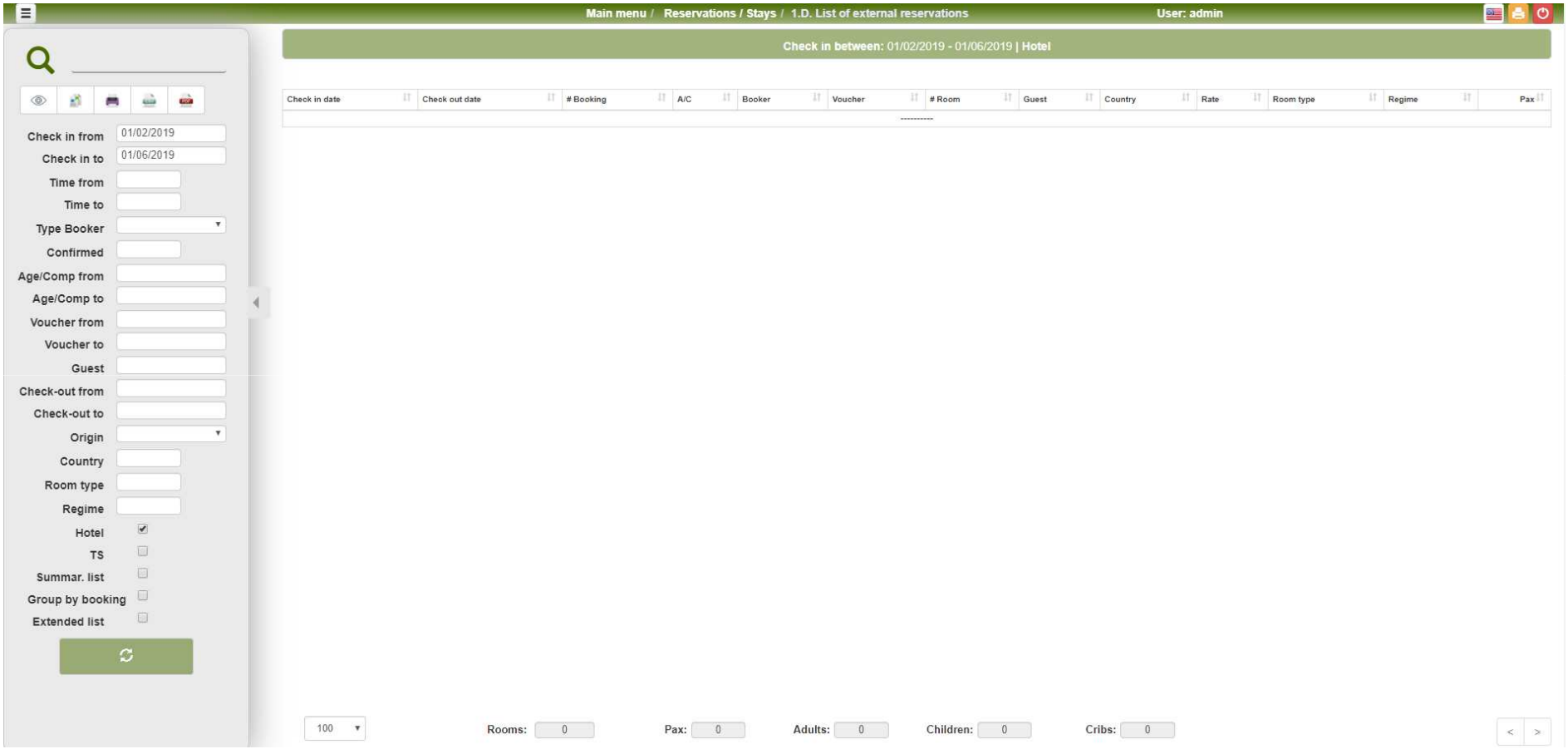
# Factura	Voucher	Fecha entrada	Fecha salida
Proforma	41609354	21-11-2017	05-12-2017

# Reserva	Habs.	Pax	Hora	Pág.
89842	1	2	10:38	1

Fecha	Servicio	Importe
21-11-2017	HABITACIONES SIN VISTA MA	45,18
21-11-2017	TODO INCLUIDO	60,50
22-11-2017	HABITACIONES SIN VISTA MA	45,18
22-11-2017	TODO INCLUIDO	60,50
23-11-2017	HABITACIONES SIN VISTA MA	45,18
23-11-2017	TODO INCLUIDO	60,50
24-11-2017	HABITACIONES SIN VISTA MA	22,51
24-11-2017	TODO INCLUIDO	60,50
25-11-2017	HABITACIONES SIN VISTA MA	22,51
25-11-2017	TODO INCLUIDO	60,50
26-11-2017	HABITACIONES SIN VISTA MA	22,51
26-11-2017	TODO INCLUIDO	60,50
27-11-2017	HABITACIONES SIN VISTA MA	22,51
27-11-2017	TODO INCLUIDO	60,50
28-11-2017	HABITACIONES SIN VISTA MA	22,51
28-11-2017	TODO INCLUIDO	60,50
29-11-2017	HABITACIONES SIN VISTA MA	22,51
29-11-2017	TODO INCLUIDO	60,50
30-11-2017	HABITACIONES SIN VISTA MA	22,51
30-11-2017	TODO INCLUIDO	60,50

suma y sigue

1.D. List of External Reservations.



1.6. List of Expected Arrivals.

Check in date	Check out date	# Booking	A/C	Booker	Voucher	# Room	Guest	Country	Rate	Room type	Regime	Pax
2019-02-01 00:00	2019-02-02	751532	C	MURATORE,GIOVANNI			MURATORE,GIOVANNI		DIR	T+	H	2
2019-02-01 00:00	2019-03-04	754737	C	STAMNES,DAVID			STAMNES,DAVID		DIRL	V+	H	2
2019-02-01 00:00	2019-02-08	755559	A.10003	Jet2holidays	0000268004		BODECOTT,GEOFFREY		INT	T+	H	2
2019-02-01 00:00	2019-02-08	756613	A.10003	Jet2holidays	0000268187		DILLON,KAREN		INT	T+	DS	2
2019-02-01 00:00	2019-02-03	756694	A.31216	CASA NOVIOS	0000268211		CONNOLLY,EILEEN	IRL	1000	T+	H	2
2019-02-01 00:00	2019-02-04	758432	C	MULARI,MARITA			MULARI,MARITA	FIN	DIR	T-	H	2
2019-02-01 00:00	2019-02-06	751197	C	CONNOR,ALAN		0611	CONNOR,ALAN	IRL	AGE	T+	DS	3
2019-02-01 00:00	2019-03-16	760747	A.30198	DIRECTOS CLIENTES	0000268732	0861	A 861,CAMBIO 1228		DIR	C+	H	2
2019-02-01 00:00	2019-02-02	752105	C	LEHIKOINEN,PIRKKO		0201	LEHIKOINEN,PIRKKO	FIN	DTS	G+	H	2
2019-02-01 00:00	2019-02-03	762093	C	ORTU&#65533;A RAMOS,RAUL			ORTU&#65533;A RAMOS,RAUL		DIR	L+	H	3
2019-02-01 00:00	2019-02-19	763223	A.30198	DIRECTOS CLIENTES	0000269164	0936	A VMAR,CAMBIO 1024	ESP	DIR	T+	H	2
2019-02-01 00:00	2019-02-20	763353	A.30198	DIRECTOS CLIENTES	0000269194	0816	A VMONTA&#65533;A,CAMBIO 832		DIR	T=	H	2
2019-02-01 00:00	2019-02-04	760314	A.19033	Sidetours	0000268665		DAWSON,DANIEL		INT	T+	H	2
2019-02-01 11:30	2019-02-03	763334	C	LIDIA,PADILLA	1397520802		LIDIA,PADILLA		BAR	T-	H	3
2019-02-01 12:00	2019-02-09	731952	C	STEFFEN,RIEDEL	1476867050		STEFFEN,RIEDEL	DEU	BAR	C+	H	3
2019-02-01 12:00	2019-02-03	736262	A.23011	GOUDIE CLAIRE	Y3AUAH		CLAIRE,GOUDIE		INT	T-	H	3
2019-02-01 12:00	2019-02-03	736264	A.23011	HEGGINS SHELLY	Y3AUAH		SHELLY,HEGGINS	GBR	INT	T-	H	2
2019-02-01 12:00	2019-03-01	746331	C	MARIA,CROL	1788710019		MARIA,CROL	ESP	BARL	T+	H	3
2019-02-01 12:00	2019-02-02	753323	C	TEST,TSST	SB021228		TEST,TSST		GLO	T-	H	1
2019-02-01 12:00	2019-02-03	754897	A.14000	LEEDS SIMON	C8V31W-144		SIMON,LEEDS	ESP	INT	T+	H	2
2019-02-01 12:00	2019-02-08	756837	A.08010	HANSEN JON-EIRIK	51-1848464		JON-EIRIK,HANSEN	ESP	INT	L+	H	2
2019-02-01 12:00	2019-02-03	758269	C	LISA,BISHOP	1173400485		LISA,BISHOP	ESP	BAR	T-	H	4
2019-02-01 12:00	2019-02-03	762013	C	SANTIAGO,MORENO	1781422461		SANTIAGO,MORENO		BAR	T-	H	4
2019-02-01 12:00	2019-02-15	762768	C	LAYT,NIDBOUBKER	1112712682		LAYT,NIDBOUBKER	MAR	BAR	T-	H	2
2019-02-01 12:00	2019-02-04	762929	A.08010	LEIGHTON RYAN	51-1863996		RYAN,LEIGHTON	ESP	INT	T-	H	2
2019-02-01 12:00	2019-02-03	762964	C	MRS,WEBB	1774795340		MRS,WEBB	ESP	BAR	T-	H	2
2019-02-01 12:00	2019-02-03	763053	C	AGATINO,PELLIZZERI	1559844822		AGATINO,PELLIZZERI	DEU	BAR	L+	H	2
2019-02-01 12:00	2019-02-02	763150	C	MERCEDES,RODRIGUEZ	1833744228		MERCEDES,RODRIGUEZ		BAR	T-	H	3
2019-02-01 12:00	2019-02-03	763192	C	CESAR,MORENO	1795012519		CESAR,MORENO		BAR	T-	H	2
2019-02-01 12:00	2019-02-02	763270	C	RUBEN,RAMIREZ	1927369089		RUBEN,RAMIREZ	ESP	BAR	V+	H	2
2019-02-01 12:00	2019-02-04	763292	C	FLORENCE,STEINMETZ	1099332817	0917	FLORENCE,STEINMETZ	FRA	BAR	T+	H	1
2019-02-01 12:00	2019-02-04	763310	C	BTISSAME,OUM	1617484005		BTISSAME,OUM		BAR	T-	H	3
2019-02-01 12:00	2019-02-03	763335	C	MARIA,DEMELZA	1397520802		MARIA,DEMELZA		BAR	T-	H	3
2019-02-01 12:00	2019-03-01	755568	C	GEAROID,O'NOLAN	SB021424	0421	NOLAN,GEAROID	IRL	GLOD	L+	DS	2
2019-02-01 12:00	2019-02-02	762981	C	ANWAR,OUNAIM	1038877422		ANWAR,OUNAIM	FRA	BAR	T-	H	2
2019-02-01 12:00	2019-02-02	763321	C	MOHAMED,HAJJI	1479373603		MOHAMED,HAJJI	ESP	BAR	T-	H	2
2019-02-01 12:00	2019-02-02	763322	C	ANWAR,OUNAIM	1479373603		ANWAR,OUNAIM	FRA	BAR	T-	H	1

1.F. List of Expected Departures.

# Room	Time Check-out	A/C	Booker	Voucher	Booking	Guest	Country	Check in date	Pax	Charges(A)	Charges(C)
01	01:20	A.30198	GRUPO RICKY	0000268648	758822	RICKY,GRUPO	ESP	2019-01-24	1	0.00	0.00
0201	00:00	C	GENERATION,NEXT		739069	LEHIKOINEN,PIRKKO	FIN	2019-01-25	4	0.00	0.00
0329	12:00	C	YOUNES,EL	1417347768	763193	EL MOQRI,YOUNES	MAR	2019-01-30	1	0.00	0.00
0402	12:00	C	GEORGE,SHIPLEY	SB022163	763014	SHIPLEY,ALISON KIRKPATRICK	GBR	2019-01-31	2	0.00	0.00
0418	12:00	C	MOHAMMED,EL	1053637751	763280	EL KAF,MOHAMMED	MAR	2019-01-31	2	0.00	0.00
0422	12:00	C	BAHRAR,YASSINE		763296	BAHRAR,YASSINE	MAR	2019-01-31	2	0.00	0.00
0472	12:00	A.10003	Jet2holidays	0000267363	751984	BAILEY,SANDRA	GBR	2019-01-20	2	0.00	0.00
0536	12:00	A.23011	ISONIEMI OLLI	Y3GC5R	751764	ISONIEMI,OLL	FIN	2019-01-11	2	0.00	0.00
0572	12:00	C	MARTINEZ PEREZ,JUAN MIGUEL		763345	MARTINEZ PEREZ,JUAN MIGUEL	ESP	2019-01-31	2	0.00	0.00
0588	12:00	C	ALAN,THOMSON	1174418445	758518	THOMSON,ALAN	GBR	2019-01-28	1	0.00	0.00
0611	12:00	C	HEIKKI,HAVO	1487058053	757921	HAVO,SIRPA RIITTA LINNEA	FIN	2019-01-25	2	0.00	0.00
0612	00:00	C	GENERATION,NEXT		739085	HELEN,MAURI	FIN	2019-01-25	6	0.00	0.00
0619	12:00	A.08010	ABDALES YOUNOUS	51-1865952	763293	ABDALES,YOUNOUS	NLD	2019-01-31	2	0.00	0.00
0620	12:00	C	UNKNOWN,UNKNOWN	1188174624	763088	PARK,JONG BEOM	KOR	2019-01-31	4	0.00	0.00
0901	12:00	A.31216	CASA NOVIOS	0000264763	735748	QUINN,GARY ALAN	IRL	2019-01-30	2	0.00	0.00
0907	12:00	A.14000	OPENSHAW ABIGAIL	X9PJWB-153	761880	OPENSHAW,DAVID MICHAEL	GBR	2019-01-28	3	0.00	0.00
0908	00:00	C	SHANIDA		739030	SCHWARTZ,JILL	USA	2019-01-25	4	0.00	0.00
0917	12:00	A.31216	CASA NOVIOS	0000266047	745262	GOWRAN,EMMA MARY	IRL	2019-01-30	2	0.00	0.00
1022	12:00	A.13041	PHILLIPS RICHARD	8018035	735052	PHILLIPS,RICHARD GEORGE	GBR	2019-01-11	2	0.00	0.00
1028	12:00	A.31211	CASA INVITACION DIRECCION	0000268876	761558	LJUNGGREN,BJORN	SWE	2019-01-26	2	0.00	0.00
1115	12:00	C	NAVARRO,PILAR		763298	NAVARRO MANZANO,MARIA PILAR	ESP	2019-01-31	1	0.00	0.00
1128	12:00	A.24004	YOUR GOLF TRAVEL.COM	0000265164	737478	BARRY,BRETT THOMAS	GBR	2019-01-27	2	0.00	0.00
1204	01:20	A.31199	FBD-PROPERTIES LTD	0000268017	755615	FLYNN,DAVID	IRL	2019-01-28	2	0.00	0.00
1210	12:00	A.10003	Jet2holidays	0000263947	732278	DYKES,SUSAN	GBR	2019-01-11	2	0.00	0.00
1311	12:00	C	WILLIAM,ANTHONY	1950522485	755708	LAFFORD,WILLIAM ANTHONY	IRL	2019-01-25	3	0.00	0.00
1407	12:00	C	MANSOUR		763337	MAAROUF,MANSOUR	FRA	2019-01-31	2	0.00	0.00
						Total:		26	60	0.00	0.00

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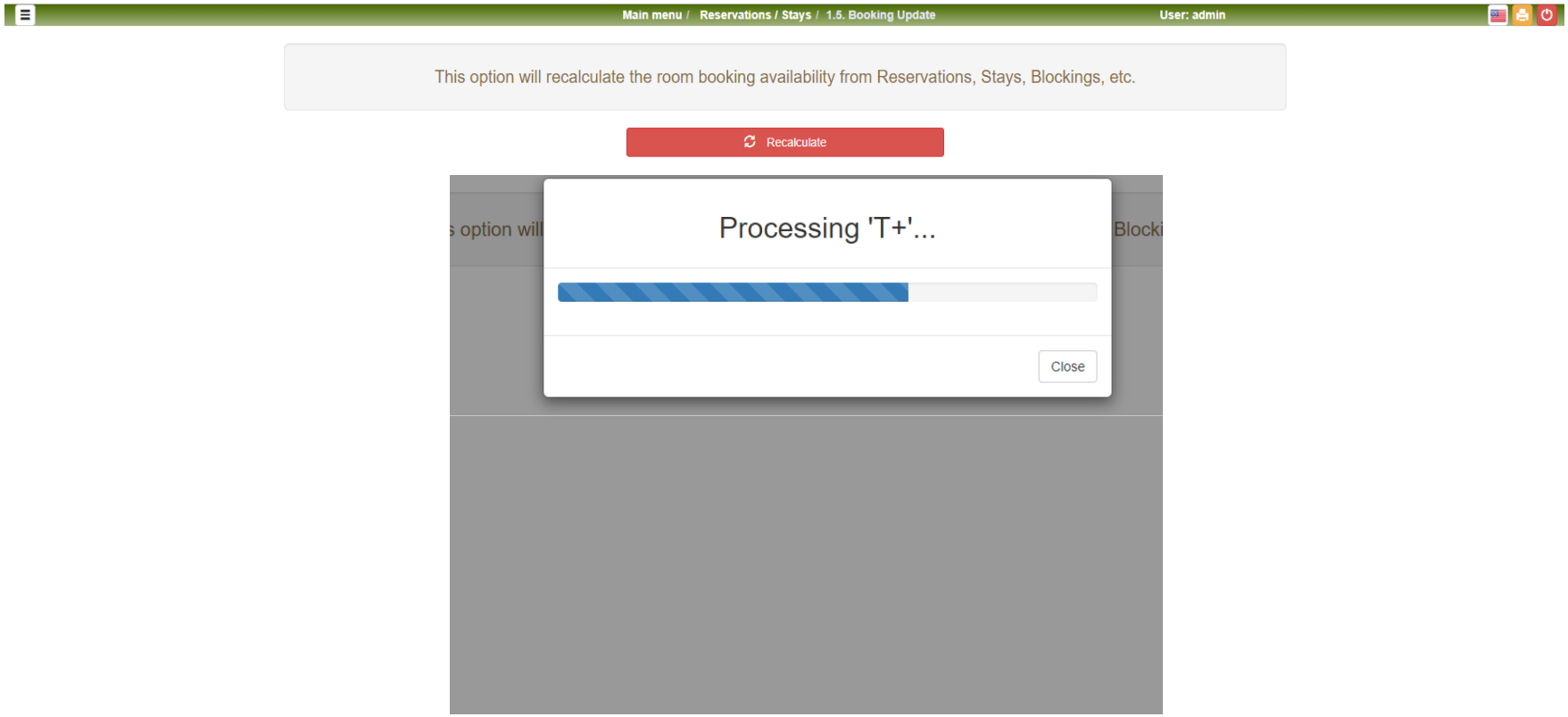
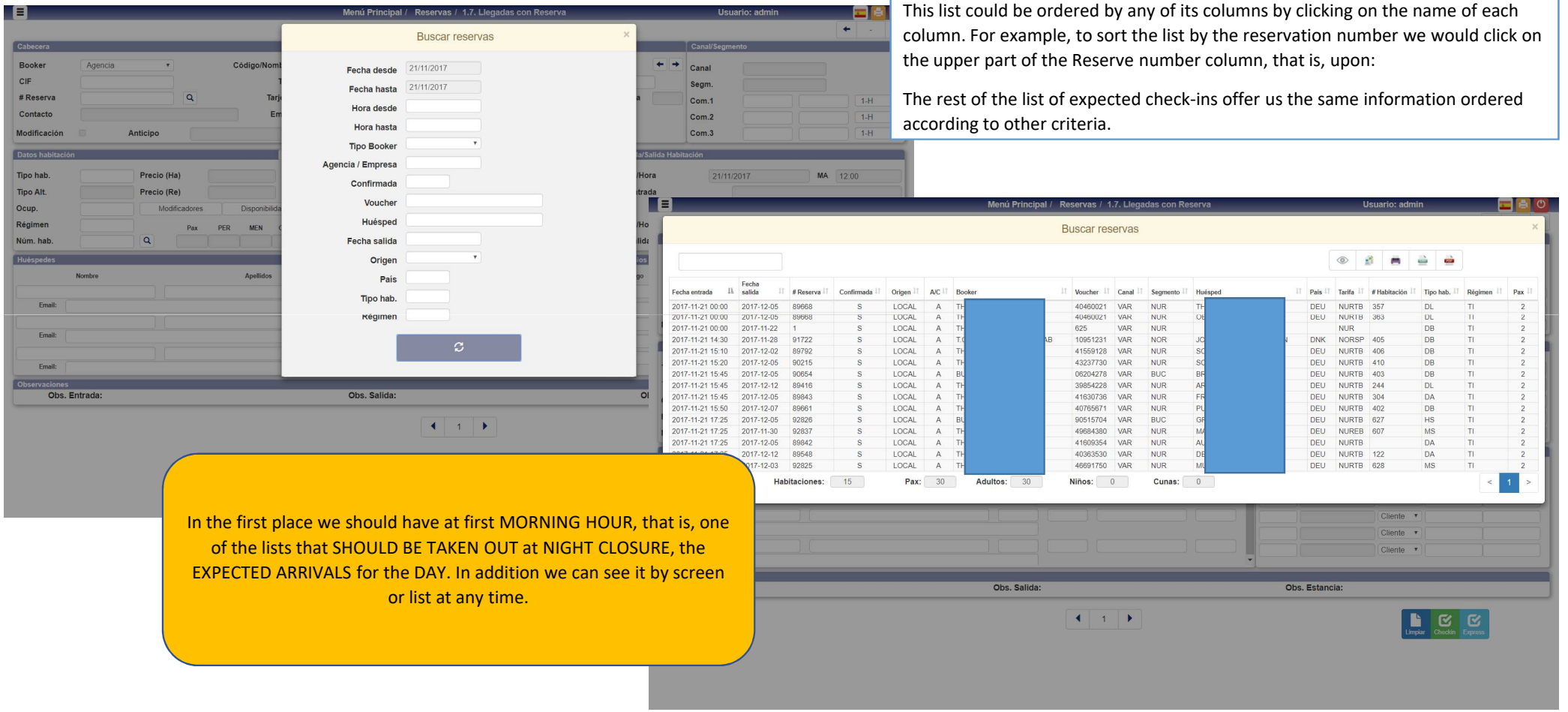
< 1 >

1.5. Booking Update.



1.7. Arrivals with Reservation

Arrivals with Reservation

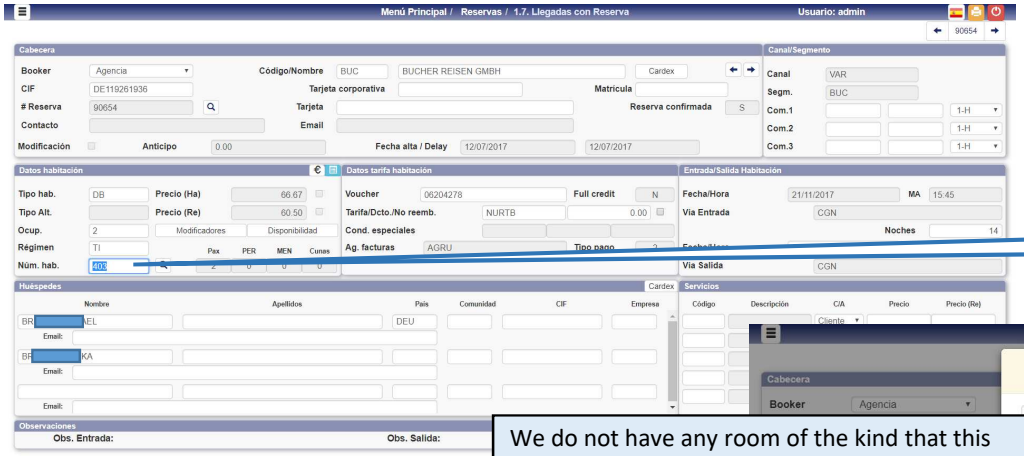


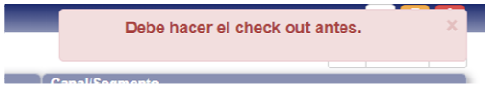
This list could be ordered by any of its columns by clicking on the name of each column. For example, to sort the list by the reservation number we would click on the upper part of the Reserve number column, that is, upon:

The rest of the list of expected check-ins offer us the same information ordered according to other criteria.

In the first place we should have at first MORNING HOUR, that is, one of the lists that SHOULD BE TAKEN OUT at NIGHT CLOSURE, the EXPECTED ARRIVALS for the DAY. In addition we can see it by screen or list at any time.

1.7. Arrivals with Reservation

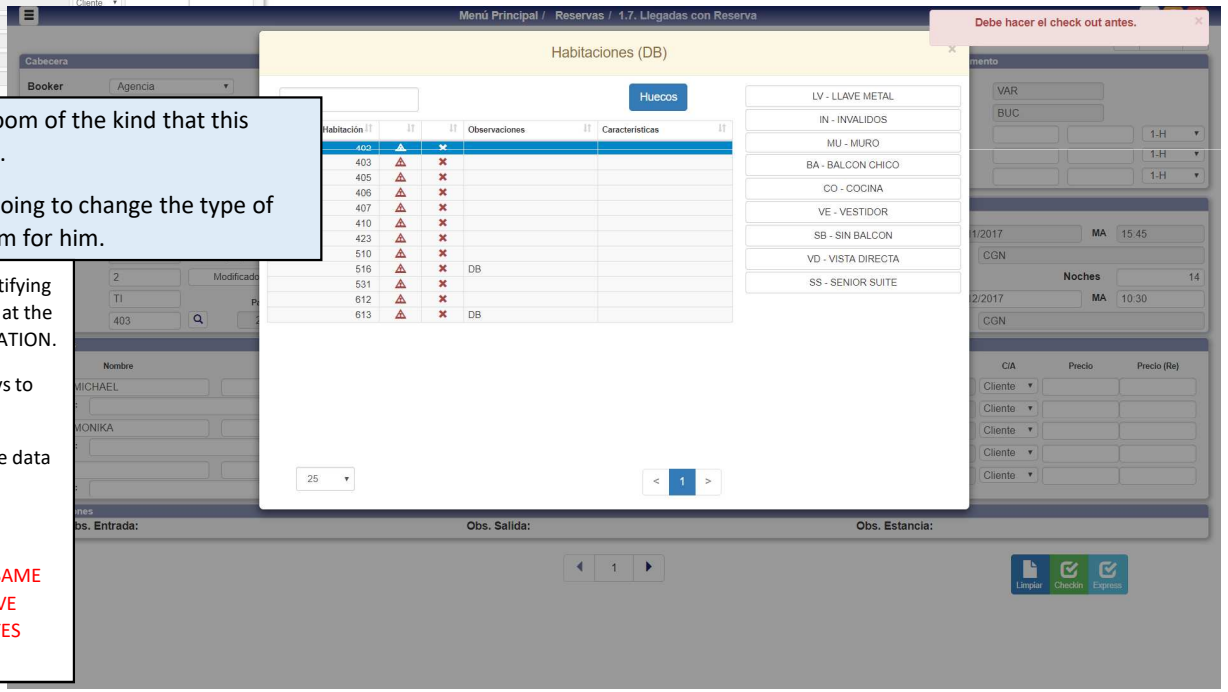




If we try to check-in to a room already assigned and that the previous Guest has not yet left.

We do not have any room of the kind that this client has reserved for.

Right here we are going to change the type of room for him.



Once we have these listings when a CUSTOMER arrives, prior to identifying himself, if he comes with a RESERVATION, we will give him discharge at the HOTEL through the corresponding section of ARRIVALS WITH RESERVATION.

To identify it in SEVEN STARS, as always, we will have different ways to ACCESS the same RESERVE.

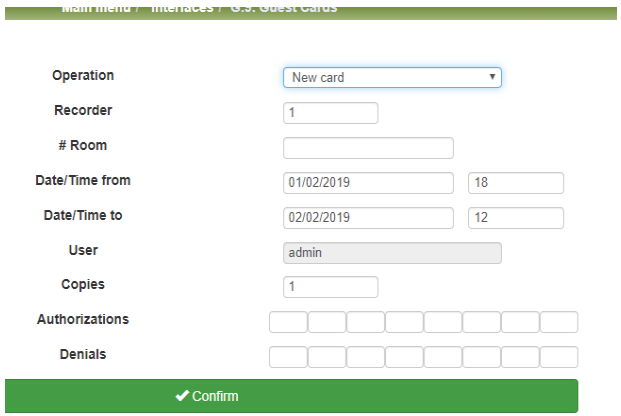
We must know that by giving the CHECK-IN, we can change any of the data we have from the RESERVATION.

NOTE:

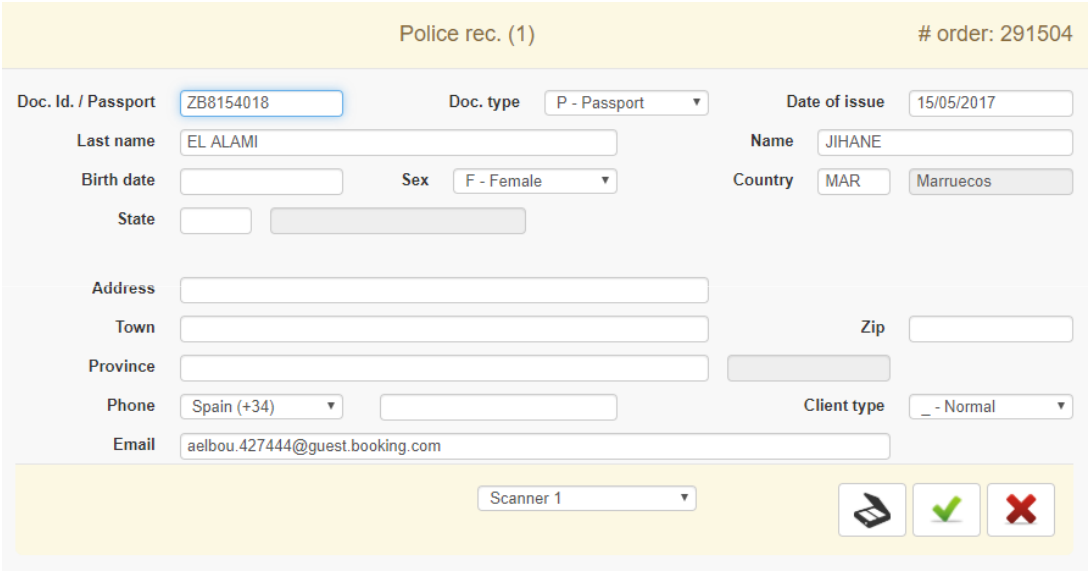
IT IS VERY IMPORTANT TO KNOW IF WE HAVE A GROUP WITH THE SAME ROOMS ALREADY PRE-ASSIGNED, PRESSING THE KEY (F2), WE GIVE IMMEDIATELY THE CHECK-IN OF THAT GROUP AND WE ELIMINATES QUEUING

1.7. Arrivals with Reservation

GUESTS CARDS



POLICE sheet



ACCOMMODATION contract
Want to INCLUDE prices

1.8. Arrivals without Reservation

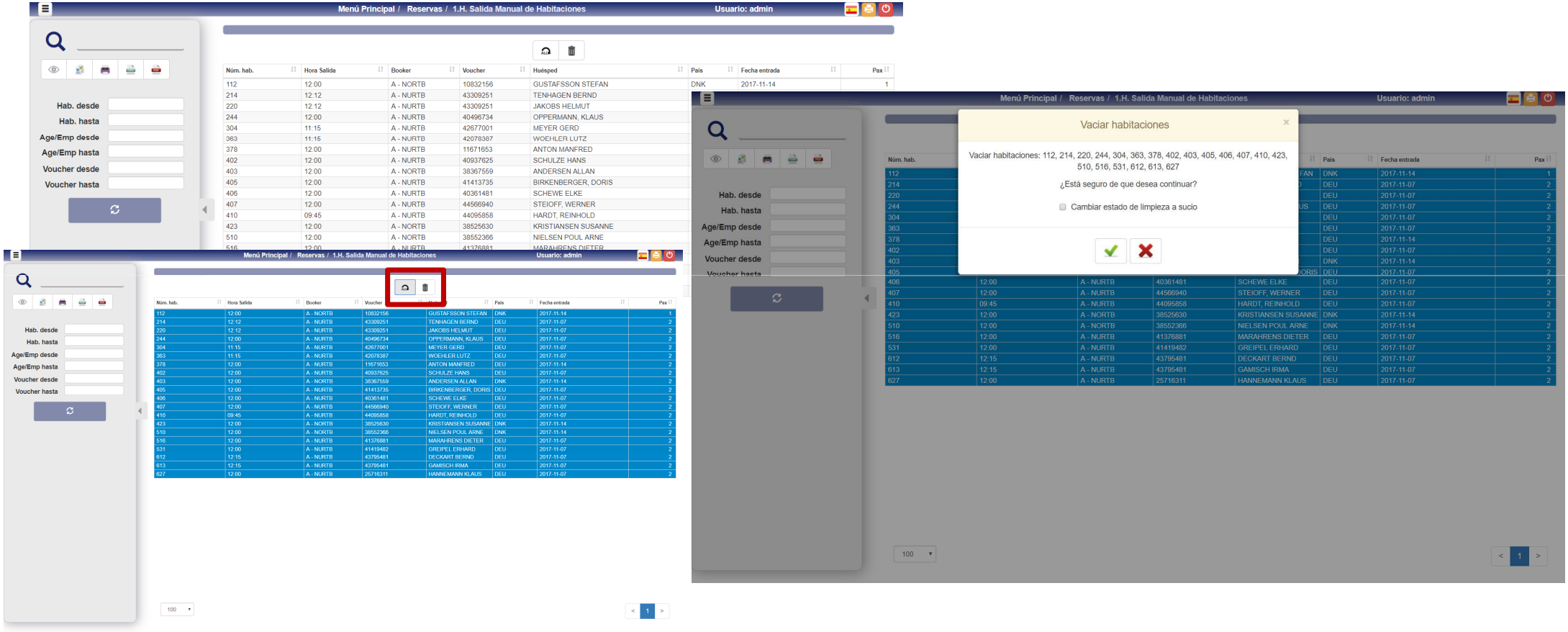
It is very similar to Reservations Check-in

THE DIRECT CHECK-IN, in version 97.03. it is foreseen for both DIRECT CLIENTS and COMPANIES and / or AGENCIES, this was not the case in previous versions. At present, it asks us for a first field that we will identify if it is DIRECT, AGENCY and / or COMPANY, being able of course to access by different Keys or selection screens, locating its CARDEX, for example, accessing ALPHABETICALLY and being able to check its EXISTENCE, that is to say , if we already have their DATA, it is not necessary to REPEAT them, in the case that it DOES NOT EXIST, we can create the COMPANY and / or AGENCY card, it is this same instant as for DIRECT, with (Esc), we will give your DATA and later or through BILLING or registration of the POLICE card, they will be registered for a subsequent CARDEX.

If it already exists in the CARDEX with (F3), we can consult your most important data. SEVEN STARS, let us know if its in BLACK LIST.

1.H. Manual output of rooms

With this option we can deregister those rooms that have left and do not have charges



1.A. Stays Modification

Well we already have the CLIENT inside the HOTEL, but as we already know, the CLIENT is king, and it turns out that he wants to:

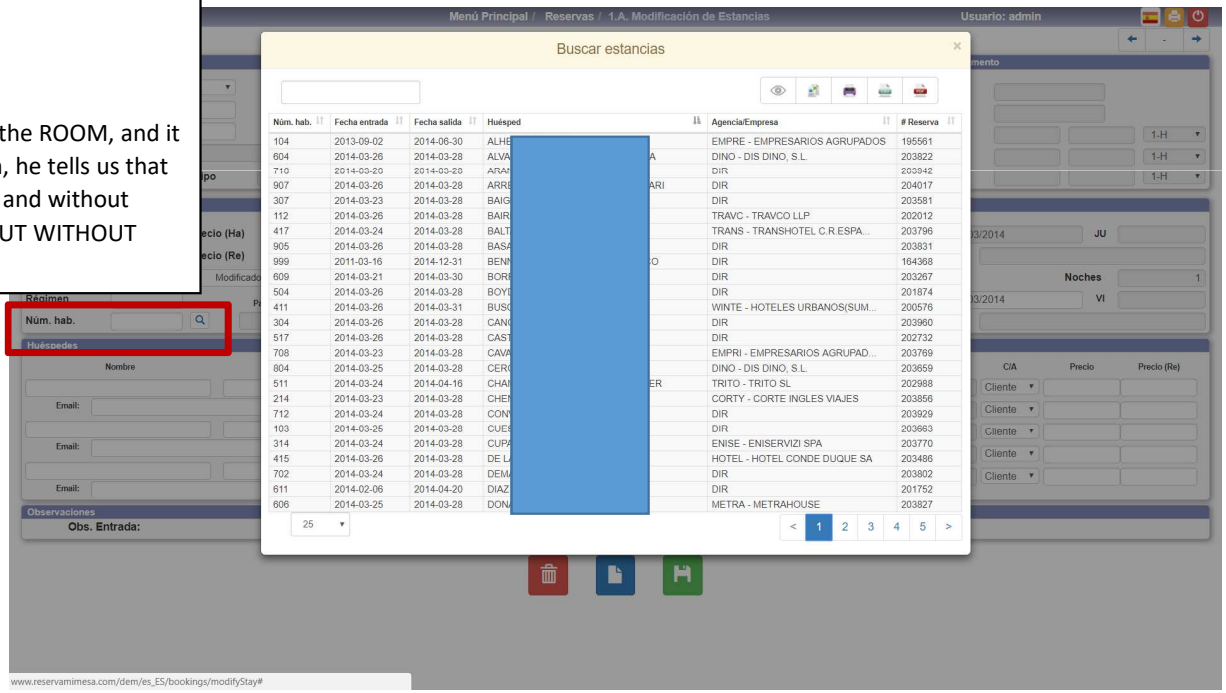
- That the COMPANY is invoiced him and not PARTICULARLY.
- That we change him the applied rate or prices.
- Which advances or delays your DEPARTURE DATE.
- That he wants to CHANGE THE BOARD, since now he want FULL PENSION.
- That he wants instead of DOUBLE USE ROOM, her wife has came.
- He wants to GIVE the NAME of the SECOND GUEST.
- That he wants a GARAGE included daily.
- He does not like the ROOM and wants us to give him ANOTHER.

And a further extension, that the CUSTOMER we gave it discharged, he came to see the ROOM, and it turns out that it is not what HE WANTS, and since we can not give him another room, he tells us that without any further HE GOES, so we must give him it of deregister, without INVOICE and without NOTHING, to not have CHARGES in this same section there is the possibility of OUTPUT WITHOUT CHARGES.

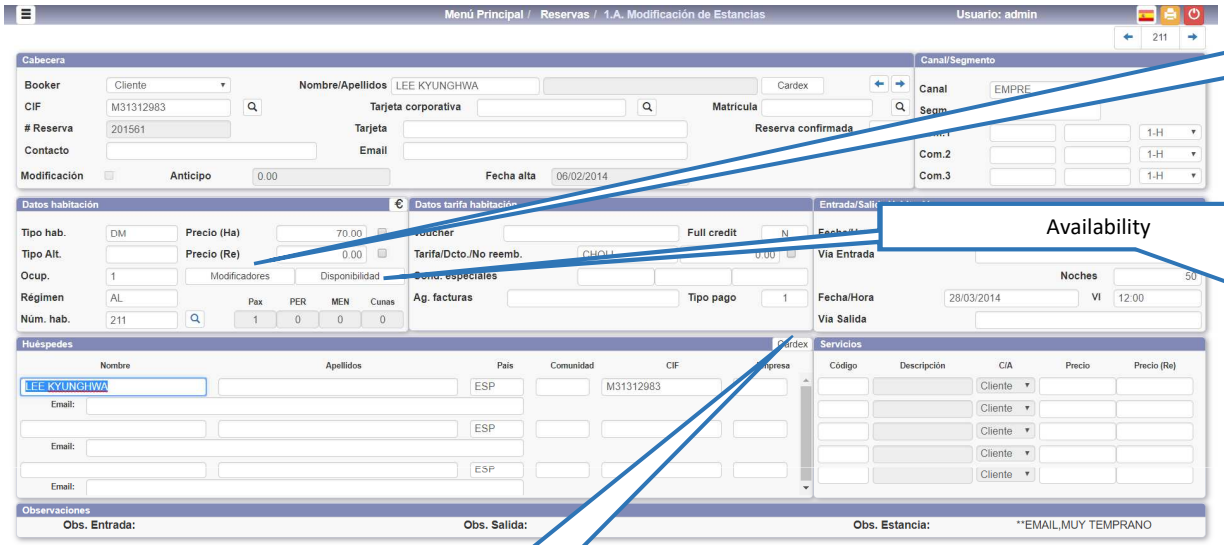
With this option we can modify the data of any of the rooms that we have occupied in the hotel.

The first data requested by the system is the room number that we want to modify. After completing this mandatory field, we will proceed to modify any of the other fields in a similar way to the Reservations Modification (Option 1.4).

Next, the usefulness of each of the buttons presented in this menu is explained.



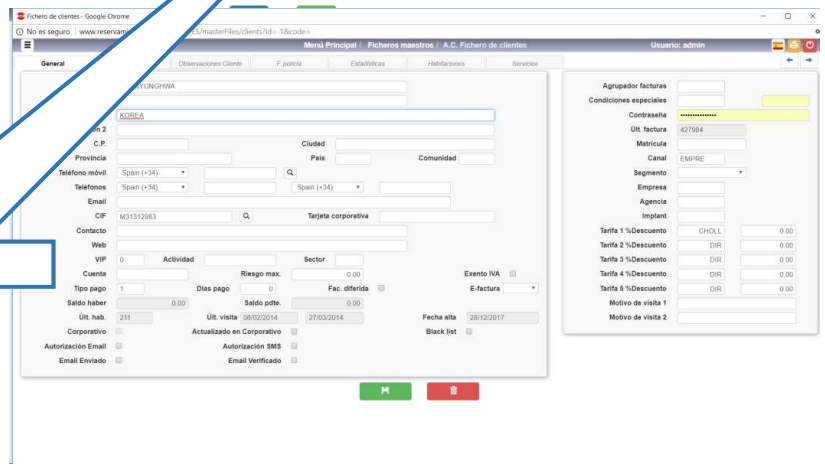
1.A. Stays Modification



Creation of modifiers as in option 1.4, Modification of Reservations

Availability

Modify Kardex



Modificadores

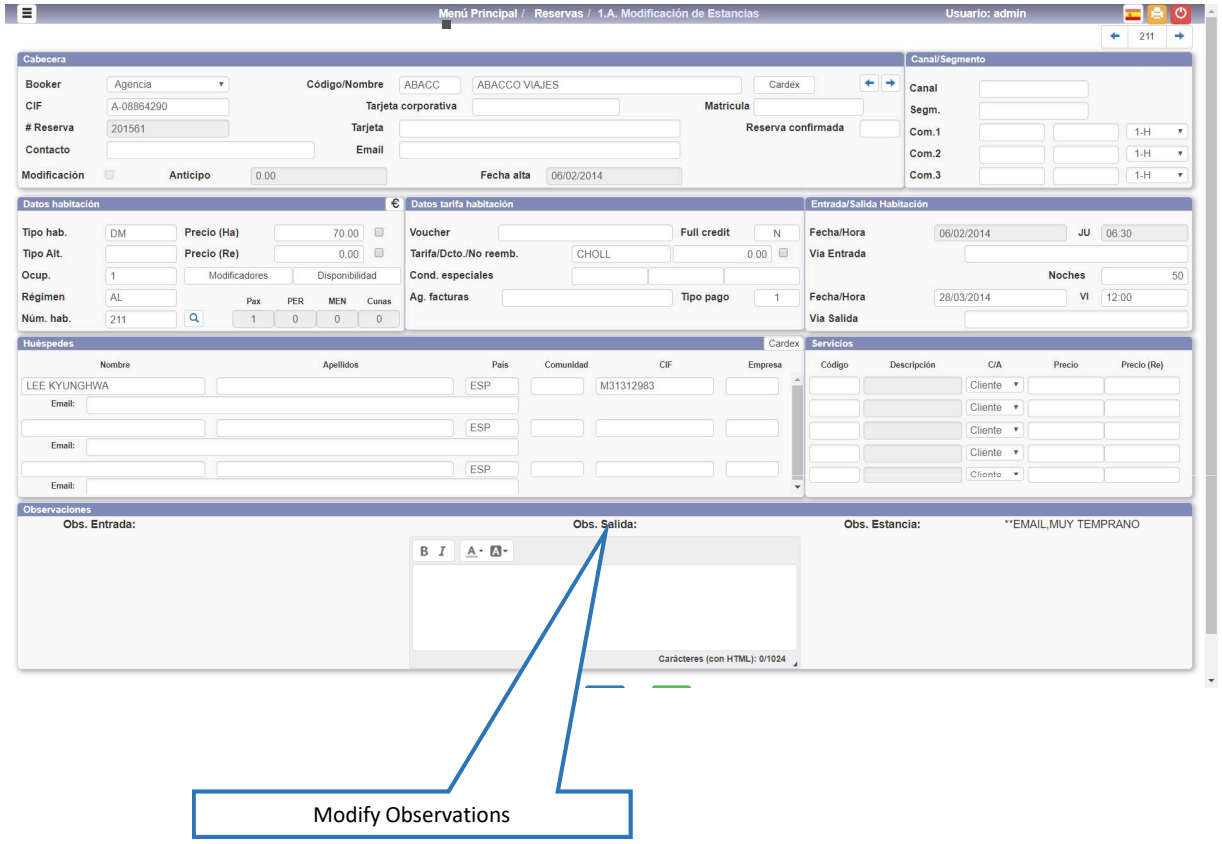
Fecha	Tarifa	Régimen	Desayuno	Almuerzo	Cena	Precio manual	Pr. hab.
06/02/2014	CHOLL	AL	✖	✖	✖	✖	70.00
07/02/2014	CHOLL	AL	✖	✖	✖	✖	70.00
08/02/2014	CHOLL	AL	✖	✖	✖	✖	70.00
09/02/2014	CHOLL	AL	✖	✖	✖	✖	70.00
10/02/2014	CHOLL	AL	✖	✖	✖	✖	70.00
11/02/2014	CHOLL	AL	✖	✖	✖	✖	70.00
12/02/2014	CHOLL	AL	✖	✖	✖	✖	70.00
13/02/2014	CHOLL	AL	✖	✖	✖	✖	70.00

Availability

02/02/2019

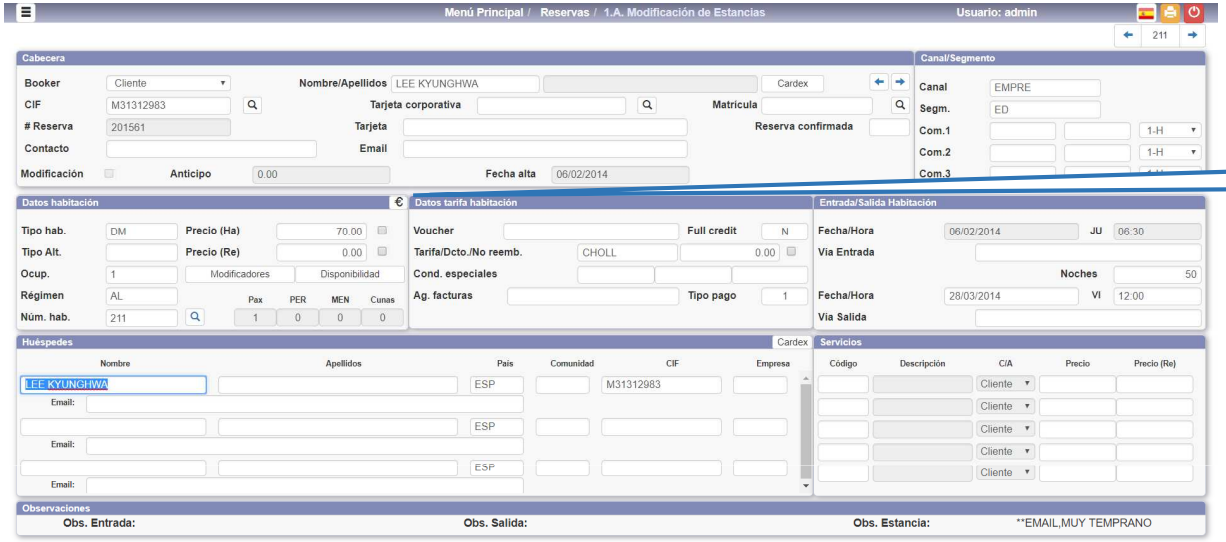
Date	Total	B+	C+	C-	C=	D=	E+	G+	L+	S+	T+	T-	T=	V+
2019-02-02	214	7	10	3	11	3	8	9	19	1	60	40	-5	48
2019-02-03	246	8	11	3	11	3	7	9	17	2	65	55	-2	57
2019-02-04	225	7	10	3	10	2	7	8	15	1	53	53	-3	59
2019-02-05	206	7	10	3	10	2	7	8	15	2	43	48	-1	52
2019-02-06	195	8	9	3	11	3	8	9	12	2	36	48	0	46
2019-02-07	126	8	4	3	11	3	5	9	4	2	-7	45	1	38
2019-02-08	61	9	-1	3	11	3	3	9	1	2	-27	21	2	25
2019-02-09	41	9	-1	3	11	3	3	8	1	3	-33	11	-2	25
2019-02-10	71	9	-2	3	11	3	4	7	8	3	-29	29	-2	27
2019-02-11	132	9	2	3	11	3	7	6	16	3	0	36	-1	37
2019-02-12	157	10	3	3	11	3	7	6	17	1	13	34	9	40
2019-02-13	144	8	1	3	11	3	8	7	15	1	11	33	12	31
2019-02-14	122	8	-2	3	11	3	7	7	13	1	-3	32	15	27
2019-02-15	110	4	-3	3	9	2	7	6	13	1	-4	27	15	30
2019-02-16	94	3	-5	3	9	1	6	8	13	2	-25	29	24	26
2019-02-17	88	3	-6	3	9	1	6	8	9	3	-44	40	35	21
2019-02-18	55	1	-8	3	9	1	4	7	5	3	-54	39	36	9
2019-02-19	60	1	-7	3	9	1	4	6	3	3	-55	39	45	8
2019-02-20	54	3	-9	3	9	1	4	7	0	3	-54	36	46	5
2019-02-21	61	4	-7	3	9	1	3	7	1	3	-53	37	47	6
2019-02-22	77	6	-4	3	11	2	4	8	4	3	-49	33	47	9

1.A. Stays Modification



Check Reservations Load since all the functions are practically the same

1.A. Stays Modification



It shows an informative list of the prices of stay day by day.

2014-02-22	CHOLL	AL	70.00	0.00	70.00
2014-02-23	CHOLL	AL	70.00	0.00	70.00
2014-02-24	CHOLL	AL	70.00	0.00	70.00
2014-02-25	CHOLL	AL	70.00	0.00	70.00
2014-02-26	CHOLL	AL	70.00	0.00	70.00
2014-02-27	CHOLL	AL	70.00	0.00	70.00
2014-02-28	CHOLL	AL	70.00	0.00	70.00
2014-03-01	CHOLL	AL	70.00	0.00	70.00
2014-03-02	CHOLL	AL	70.00	0.00	70.00
2014-03-03	CHOLL	AL	70.00	0.00	70.00
2014-03-04	CHOLL	AL	70.00	0.00	70.00
2014-03-05	CHOLL	AL	70.00	0.00	70.00
2014-03-06	CHOLL	AL	70.00	0.00	70.00
2014-03-07	CHOLL	AL	70.00	0.00	70.00
2014-03-08	CHOLL	AL	70.00	0.00	70.00
2014-03-09	CHOLL	AL	70.00	0.00	70.00
2014-03-10	CHOLL	AL	70.00	0.00	70.00
2014-03-11	CHOLL	AL	70.00	0.00	70.00
2014-03-12	CHOLL	AL	70.00	0.00	70.00
2014-03-13	CHOLL	AL	70.00	0.00	70.00
2014-03-14	CHOLL	AL	70.00	0.00	70.00
2014-03-15	CHOLL	AL	70.00	0.00	70.00
2014-03-16	CHOLL	AL	70.00	0.00	70.00
2014-03-17	CHOLL	AL	70.00	0.00	70.00
2014-03-18	CHOLL	AL	70.00	0.00	70.00
2014-03-19	CHOLL	AL	70.00	0.00	70.00
2014-03-20	CHOLL	AL	70.00	0.00	70.00
2014-03-21	CHOLL	AL	70.00	0.00	70.00
2014-03-22	CHOLL	AL	70.00	0.00	70.00
2014-03-23	CHOLL	AL	70.00	0.00	70.00
2014-03-24	CHOLL	AL	70.00	0.00	70.00
2014-03-25	CHOLL	AL	70.00	0.00	70.00
2014-03-26	CHOLL	AL	70.00	0.00	70.00
2014-03-27	CHOLL	AL	70.00	0.00	70.00
			3,500.00	0.00	3,500.00

Save the changes of the modified stay.

Empty the room as long as the departure date is the current day.

Clean the screen, leaving it without any data to modify a new stay.