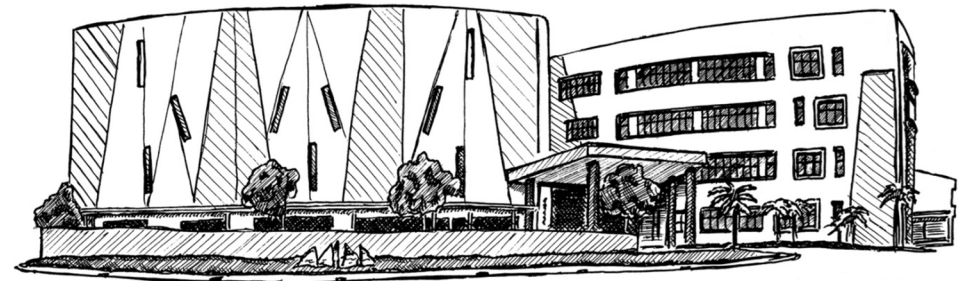


# HowTo

## Seven Stars First Installation



November 2.017





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### LOGICAL PROCESS IN THE CREATION OF A HOTEL

Understanding the concern that a Hotel has to update its data, however we must say that for the operation of Class One systems, the steps to follow must be in another direction as thought by the Hotel. It is clear that in the minds of the operators there will always be a comparison with the old system, whether we like it or not, they have been using it for a certain period of time, so it is very important to forget about the old system, and in this case the instructions in Class One are clear, (suggestions related to the old system will not be accepted until the operating phase of the new system has passed, plus/minus month and a half 2 months); the explanation is obvious, since until the new system is known by the Hotel, with its new mechanics, it is not possible to give an opinion if these observations are correct (this does not imply that they can be correct), besides diverting attention to how to proceed in the new system. In order to make the installation more efficient, it is advisable for the customer to fill in the attached sheets before the actual installation phase:

## Forms PRE installation.

### 2. MASTER FILES

The following is an example of how to fill in the tables included in the annexes, which will determine the characteristics of your hotel.

- ANNEX .A. Table TYPE OF ROOMS.
- ANNEX .B. Table of CHARACTERISTICS.
- ANNEX .C. LIST OF ROOMS. ANNEX .D. Table LOUNGE CHARACTERISTICS and LOUNGES TABLE.
- ANNEX .E. Table of MEALS and Table of REGIMENS.
- ANNEX .F. OCCUPATION Table.
- ANNEX .G. (Table OF SERVICES GROUP.). Table SERVICES
- ANNEX .H. (Table of PAYMENT TYPES). Table of PAYMENT TYPES.
- ANNEX .J. Market Segments Table
- ANNEX .K Table of CURRENCY.



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Class One

Next we will see how to proceed from the first steps to make the first contact with the Seven Stars system, and in turn give the first data of the Hotel. Note: If the previous sheets have been supplied with due anticipation and depending on the conditions of the purchase contract, it could be the case that these data were already incorporated to the server and therefore we would simply review them with the client.

- ❖ Creation of regimes: H, AD, MP, PC.
- ❖ Creation of Rooms: D, I, JS, ... (It is advisable to have as few as possible, for visual effect in bookings). Room Type.: DOUBLE SEA views, DOUBLE MOUNTAIN views, ...
  - \* Same prices -> Same rooms and possible different features.
    - \* Strict Booking for different features -> Different Room Types.
    - \* Booking normal and in assignment if characteristics -> Equal Room Types.
  - \* Different prices -> Different Room Types.
- ❖ Creation of ROOMS. You must create here between 5-10 Fictitious Rooms for the different billing games that may arise.
- ❖ Creation of SERVICES: A, DES, TLF, LAV, CF, GAR, (normally without VAT included), BAR, REST, (Normally with VAT included).
- ❖ Creation of CURRENCY: BDOL.
- ❖ Creation of PAYMENT FORMS: EFE or C (Counted), VISA, INV (Invitation), CC (Charge for Accounting= does not generate any accounting entry, it is already done by Administration), ...
- ❖ Creation of market segments, when used.
- ❖ Creation of COMPANIES: Create Class One, S.L. with all its data.
- ❖ Creation of CUSTOMERS: Register yourself with all your data and as an example.
- ❖ Creation of AGENCIES: To create an AGENCY and if this Hotel is going to treat QUOTAS and RELEASE, to give them to the AGENCY that works more with this Hotel.
- ❖ Creation of RATES. Before this creation do an analysis of the prices with the person in charge of the Hotel. Create the DIR tariff (Rack Rate).
- ❖ Put some FICTICY ROOM in STAY ALL YEAR.
- ❖ Review CONTROL parameters:
  - \* general parameters:
    - \* foot of invoice, % of overbooking,
    - \* days to be invoiced and risk (it is listed in the CLOSE).
  - \* Conditional parameters:
    - \* automatic voucher: S
    - \* 2 count by Production 1
  - \* Default values. as appropriate.
  - \* Accounts account link: check
  - \* Tax table: type 1=10%, 2=21%, and 3=0, 4 and 5=0%.
  - \* Enter the ACCOMMODATION CONTRACT Model and create it in blanks.
- ❖ FEE CALENDAR: Create the WEEKEND FEE calendar, if there is a FEE that must BE CLOSED (BANCOHOTEL, HALCON, ...) it closes with "S".
- ❖ If this is the first time, in order to keep all the files "let's say clean", the following processes must be passed:
  - \* Recalculate the booking. Special Utilities
  - \* Emptying and cleaning of rooms.



# HowTo

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### 1.- General Parameters

- 1.1.- Do you have contracts with Travel Agencies?
- 1.2.- Do you manage reservations through the Internet?
- 1.3.- Do you want the system to accept a certain percentage of overbooking? What percentage?
- 1.4.- Are you going to automatically account for hotel sales?
- 1.5.- Will you account for daily production or for invoices issued?
  - If you accounted by Production you want to do it by Market Segments (USALI).
- 1.6. Do you want to apply discounts when invoicing accommodation Y/N and in Y/N regimes?
- 1.7. Do you want to activate the booking by price categories S/N?
- 1.8. What is the minimum condition to assign rooms:
  - 1. That be empty
  - 2. That be cleaned
  - 3. That be revised
- 1.9. Operations that you wish to carry out automatically from check-in:
  - 1. print the accommodation contract Y/N
  - 2. activate the telephone line
  - 3. activate interactive television
  - 4. engrave magnetic keys
  - 5. covering police files
- 1.10. How will you collect?
  - 1. By shift control
  - 2. By the hours
- 1.11. Specify the number of days in advance for the program to notify you of reservations for which the confirmation period expires.
- 1.12. Wishes to make it obligatory to write the reason for the following changes:
  - 1. Room change
  - 2. Changing or deleting customer charge amounts
- 1.13. Do you want to use programming for changing sheets and towels?
- 1.14. Will you use channels and market segments in your bookings?
  - 1. Only channel and / or commissioners
  - 2. Channel and segment
  - 3. None
- 1.15. Will you use weekend rate?
- 1.16. Possibility of manually modifying the prices coming from the rates in the reservations:
  - 1. Never
  - 2. Can only be done by authorized persons (head of reception, director, etc.)
  - 3. All receptionists can change prices
- 1.17. Do you want to use quotas and release for contracts with travel agencies?
- 1.18. You wish to accept reservations that are out of quota or release with respect to the contract agreed with the agencies.



# HowTo

## Seven Stars First Installation

### ➤ ROOMS MASTER.

- Room Type (ANNEX .A.)
- Table of Characteristics (ANNEX .B.)
- List of Rooms (ANNEX .C.)

### ➤ LOUNGES MASTER. (ANNEX .D.) Characteristics of the ROOMS and give EVERY ROOM of the HOTEL.

### ➤ REGIMINS MASTER. (ANNEX .E.), Create a ONLY ACCOMMODATION regime.

### ➤ SERVICES MASTER. (ANNEX .G.)

### ➤ PAYMENTS METHODS MASTER (ANNEX .H.)

### ➤ COUNTIES MASTER. Supplied in compliance with ISO standards.

### ➤ MARKET SEGMENTS MASTER.

### ➤ PACKAGES MASTER.

### ➤ CURRENCIES MASTER

T	Cd		AB	U	v. cotización	Nro
B	AUS	DÓLAR AUSTRALIANO	AUD	1	0.597389	21
B	EST	LIBRA ESTERLINA	GBP	1	1.39777	17
B	USA	DOLAR USA	USD	1	0.677693	13
B	CAN	DOLAR CANADIENSE	CAD	1	0.679595	20
B	YEN	YENES	JPY	100	0.617682	14
B	SUI	FRANCO SUIZO	CHF	1	0.606461	19
B	AFS	RAND AFRICA DEL SUR	ZAR	1	0.0990865	11

### ➤ RATES MASTER.

#### RATES MASTER

The start and end dates of each season will be specified, as well as their price depending on the rate and occupation. (Annex H).

#### RATES Table

Code	Descrip.	VAT incld.	Start	End	Pax	Price
DIR	Official	N	01/01/2019	30/05/2019	DB1	100
DIR	Official	N	01/01/2019	30/05/2019	DB2	185
FS	Weekend	N	01/01/2019	30/05/2019	DB1	120
FS	Weekend	N	01/01/2019	30/05/2019	DB2	205
.....	.....	.....	.....	.....	.....	.....

If you want to control prices for types of minors, they must also be distinguished from the price per person. You can specify up to 3 different prices per type of minor, and up to 2 prices per type of extra person.

#### MINORS Table

Type	Description	Price
1		15
2		18
3		20

Prices should also be specified for each type of regime

#### Table of PRICES BY REGIME

Regime	Price
H	
AD	15
MP	20
MA	20
PC	40
.....	.....

- ANNEX .A. Table TYPE OF ROOMS
- ANNEX .B. Table of CHARACTERISTICS
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- ANNEX .G. (Table OF SERVICES GROUP.), Table SERVICES
- ANNEX .H. (Table of PAYMENT TYPES). Table of PAYMENT TYPES
- ANNEX .I. Table of COUNTRIES
- ANNEX .J. Market Segments Table
- ANNEX .K Table of CURRENCY
- ANNEX .L. Table of RATES. Minors Rates