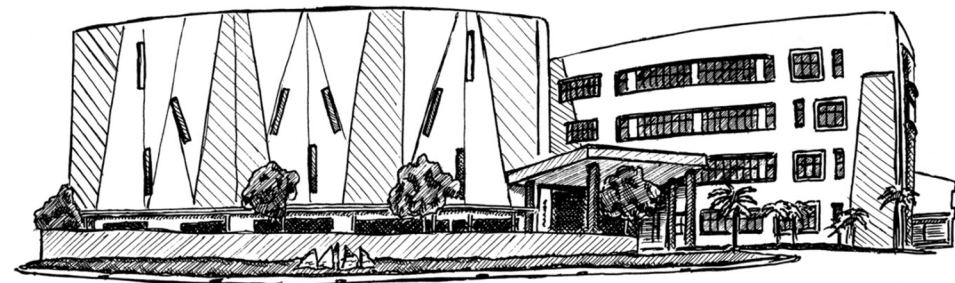


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How to start the installation of a HOTEL.
First Data of the Hotel [I]



November 2.017





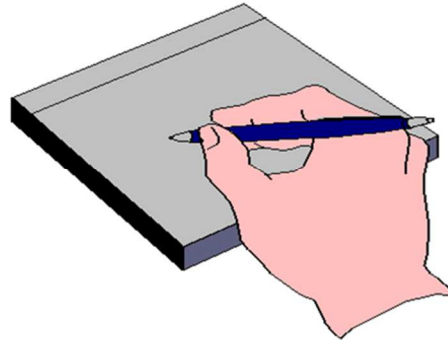
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1. First DATA of the HOTEL

Before entering any data in the computer, we advise you that in an orderly way, write, define on paper or think the following data PERSONIFIED TO YOUR HOTEL as an example and explanation given below.



<http://www.reservahotel.com/90/indexSevenStars/201711Howto01.pdf>

.1. First DATA of the HOTEL

.1.1. TOTAL HOTEL Season

.1.2. SEASONS

.1.2.1. Seasons for DIRECT CUSTOMERS,
WALK-INS (STEP CUSTOMERS), OFFICIAL RATE.
.1.2.2. Seasons for AGENCIES/EMPANIES.

.1.4. PRICES PER TYPE OF ROOM TEMPORARY RATE

.1.5. CREATION OF THE REGIMES

.1.6. TYPES OF OCCUPATION and THEIR PRICES

.1.7. WEEKEND RATE

.1.8. SALONS





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.1.2. SEASONS

In the first place, we must clarify that the term SEASON goes totally combined with the PRICE RATES, which we will see later on, and of course also with the different types of ROOM and TYPE of OCCUPATION that it possesses.

We consider that there are two different types of SEASONS:

.a.2.1. SEASONS for DIRECT customers

.a.2.2. SEASONS for AGENCIES/ COMPANIES.

.1.2.1. Seasons for DIRECT CUSTOMERS, WALK-INS (STEP CUSTOMERS), OFFICIAL RATE.

In the first place and with obligatory character of it must CREATE the SEASON-TARIFA for the DIRECT CUSTOMERS, SEVEN STARS, assumes "DIR" as NAME for this SEASON-TARIFA this is one of the few FIXED and UNALTERABLE data of SEVEN STARS, (the name DIR).

Normally they will be the 3 Seasons to which we are accustomed (LOW, MEDIUM and HIGH). In addition to being able to incorporate other SPECIAL season/s (Easter, Fairs, Festivals,).

There are Hotels that have fixed price during practically all the year, in this case, its SEASON will be from 01.01.nn to 31.12.nn. Similarly there are hotels that open only during limited periods of time (Season Hotel), in this case, for example your SEASON will be from 01.06.nn to 30.09.nn.

On the other hand we will clarify that the SEASON does not have to start on January 1st although it is convenient for tax purposes and not program.



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Sequentiality. Creation of ROOMS

- D nn Nro.Double Rooms.
- I nn Nro.Single Rooms.
- ST nnn Nro.Suites
- Define the smallest possible => Most visual
- Different Price => Different Room Type.
- Study Characteristics before giving the Rooms: Sea View, Mountain View, Double Bed, Third Bed, Balcony, Terrace, Placement of the beds, Prepared for Handicapped,



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Sequentiality. Creation of REGIMES

- H Only Room
- AD Accomodation and Breakfast.
- MP Half Board (Dinner) (MA = Half Board Lunch).
- PC Full board.
- AI All Inclusive.



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Sequentiality. Creation of SALONS

- Create the SALONS that are possessed. Remember that you have a special SALONS booking.
- Create 5-10 fictitious rooms for different uses. Among others MASTER ACCOUNTS.



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Sequentiality. Creation of CURRENCY

BDOL (US Dollar Bill)

Please note that Seven Stars can invoice in different CURRENCY, although internally they will always be in the COUNTRY CURRENCY.

If you use the CURRENCY module [F8] Main Menu, you must have previously defined these currencies.

Creation of CURRENCY

In invoicing by pressing the F12 key, it asks us for currency so that the invoice can be made in the currency that we indicate.



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Sequentiality. Creation of COUNTRIES

- Evidently the most important: ours (Spain, Italy, Brazil, Portugal,...).
- At the moment it is facilitated and if it wishes it with the already configured countries, for greater comfort of the client. You must check them and if you wish, of course, introduce them in a different way or change them all.

See in FAQs the following sections:

1. Hotel Occupancy Survey.
2. Statistics for the I.N.E.

Countries, communities/states, as well as the different provinces are supplied already created and standardised.