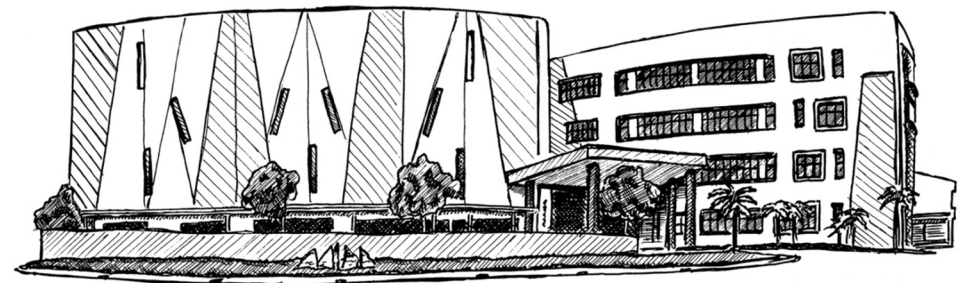# HowTo

How to start the installation of a HOTEL.

First Data of the Hotel [II]

November 2.017

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

Class One

Sequentiality.
Creation of OCCUPATION Type

- A different occupation of the USUAL means a higher/lower price.

- DU Double Use Single Plus Price
- MD Double Averages Less Price (now in disuse)
- D Double Same Price

At the moment it is only necessary to give it in the price list.

1- One person
2- Two people

Since it is much more comfortable when making a Reservation, Check-In, ...

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Creating PAYMENT METHODS

EFE or C CASH / COUNT / CASH

VISA VISA Card

4B, AMEX, … Other Cards.

CC Collection Accounting (If Link Accounting).

INV, Invitations if applicable (in disuse).

Creation of RATES

Before the creation of RATES it is necessary to make a correct analysis of the policy of prices that the Hotel applies, since our system of RATES is "excessively" powerful and sometimes a computer change implies a change and cleanliness in the excessive prices that are possessed.

To create the official tariff that in addition its name obligatorily must be: DIR

See the explanation of how to create PRICES / RATES / CONTRACTS

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Creation of COMPANIES

You can create the CLASS ONE COMPANY as an example

Creation of CUSTOMERS

Create yourself (the one who is giving the course), with all the possible data as an example.

Creation of AGENCIES

- Create the AGENCY with which the HOTEL works the most.

- Create the QUOTAS and RELEASE of that AGENCY if you work with QUOTAS and RELEASE.

See the explanation of
AGENCIES

More Rates

You should create the most usual ones of the Hotel, that is to say, the REPRESENTATIVES if that is the profile of the Hotel (R1, R2,...), the WEEKEND one (If the policy of the Hotel is in application of this system), the special one for the agency (CORTY = English Court), the one of MELIA if you work with MELIA bonds,...

Creation of RATES

FS Create weekend calendar according to our conveniences.

MELIA, HALCON, ... Close dates at special rates (Give your specific calendar with an "S" in closing dates)

Give a STAY in a Fictitious Room

Give an unnamed STAY all YEAR in a FICTICITY ROOM for different uses.

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Class One

FIRST Revision CONTROL PARAMETERS

Review all the Configuration sections.

• General, Conditional Parameters

• Reservations (parameters and input format of Reservations)

• Invoice Layout

• Accountants

• Connectivity

• Role "privileges", ...

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Class One

Readjustments and Initializations

- Enter in RESERVATIONS, INVOICES,

- Recalculation of the booking. Special Utility.   .H.1.1.

- Emptying and cleaning of rooms.   .1.H.1.