

# I. Telephonist Operations





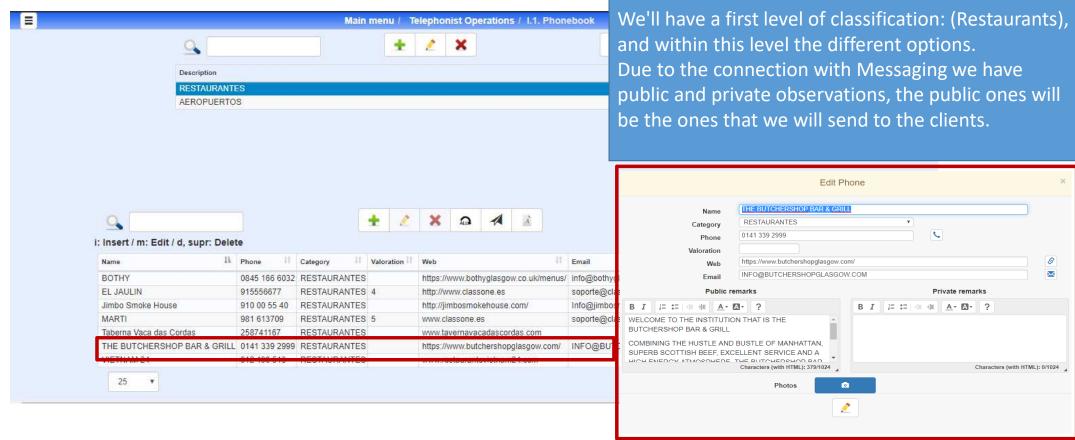


### I.1. Phonebook



It is important that we have the information concentrated in a single database, so we recommend that you also have the

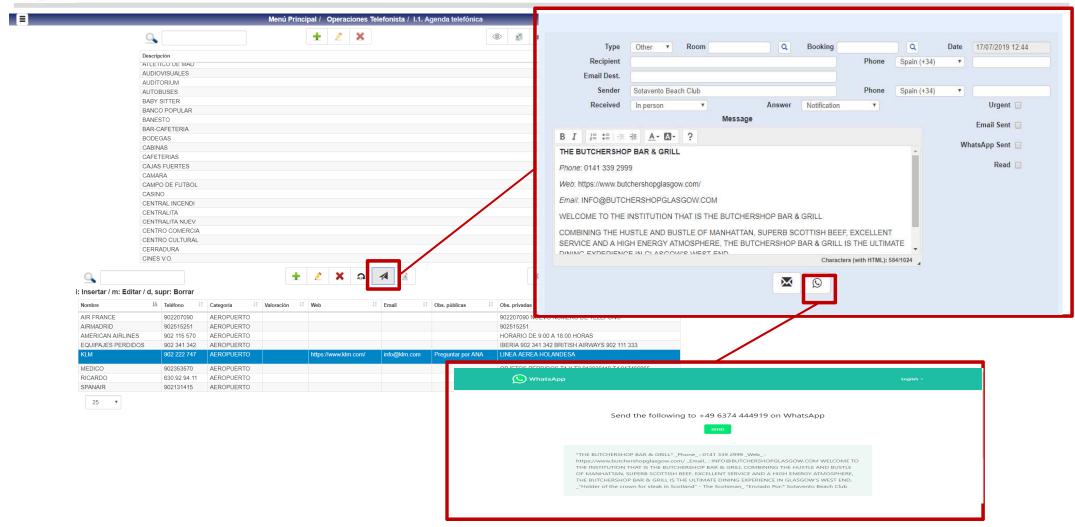
phone book to give a better service to your customers.





## I.1. Phonebook

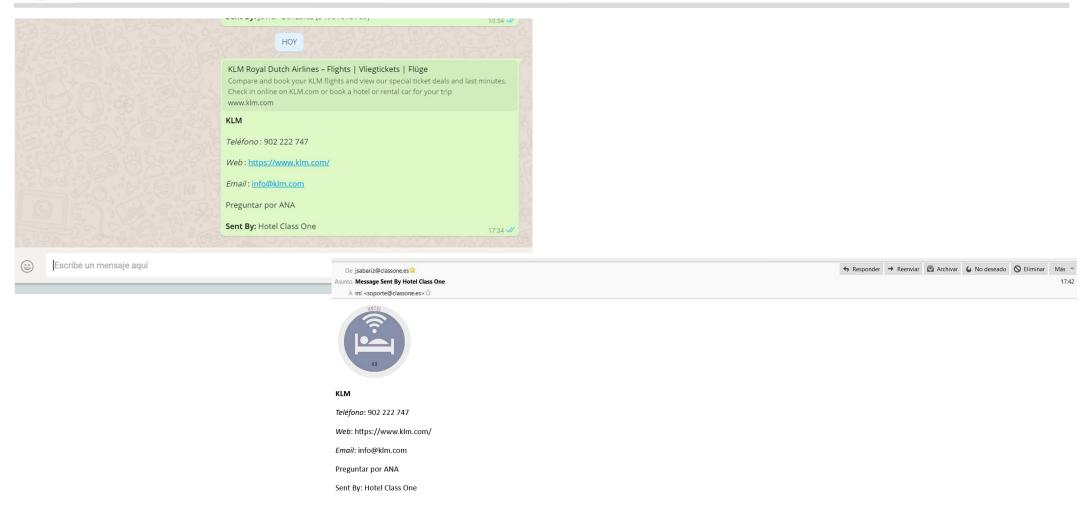






# I.1. Phonebook

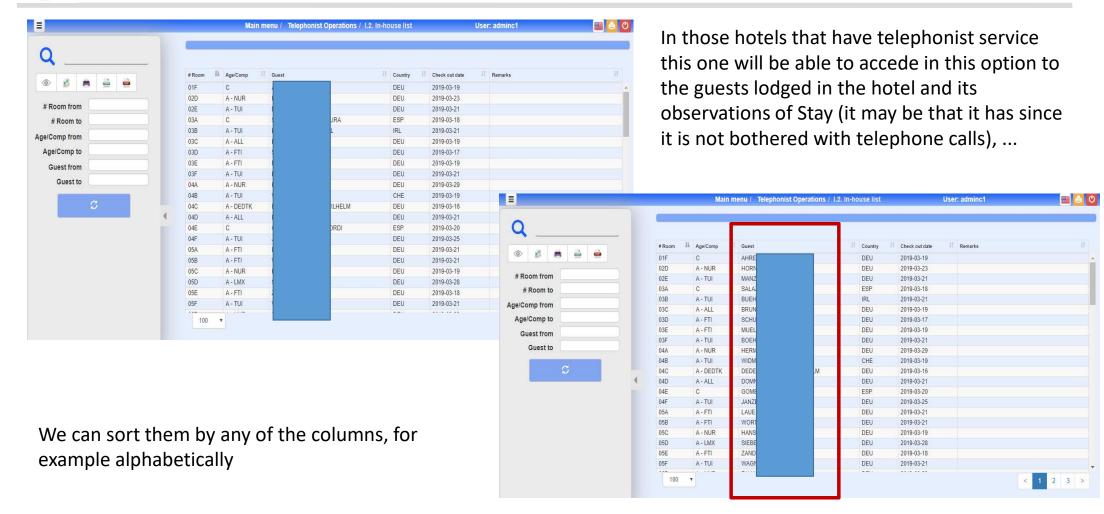






# I.2. Stays list







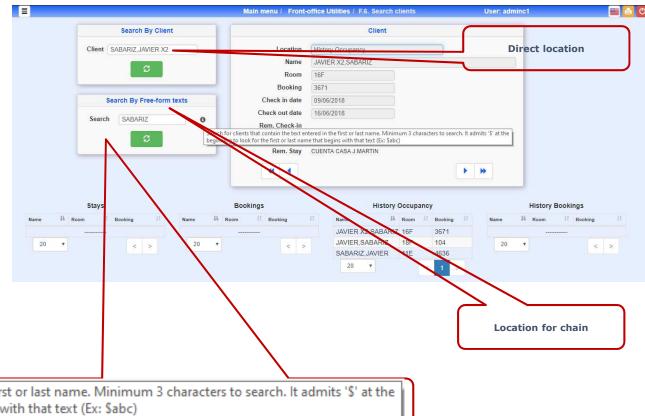
#### F. Front-Office Utilities



#### Right Menu



With this small car we locate if a client is in Hotel, it is going to be or it has already been.



Search for clients that contain the text entered in the first or last name. Minimum 3 characters to search. It admits '\$' at the beginning to look for the first or last name that begins with that text (Ex: \$abc)