



# SAP Fiori

# Quick Guide for FOMs and GMs

## Business Processes – Operations | May 2025



# Accessing SAP Fiori

## ! IMPORTANT UPDATE

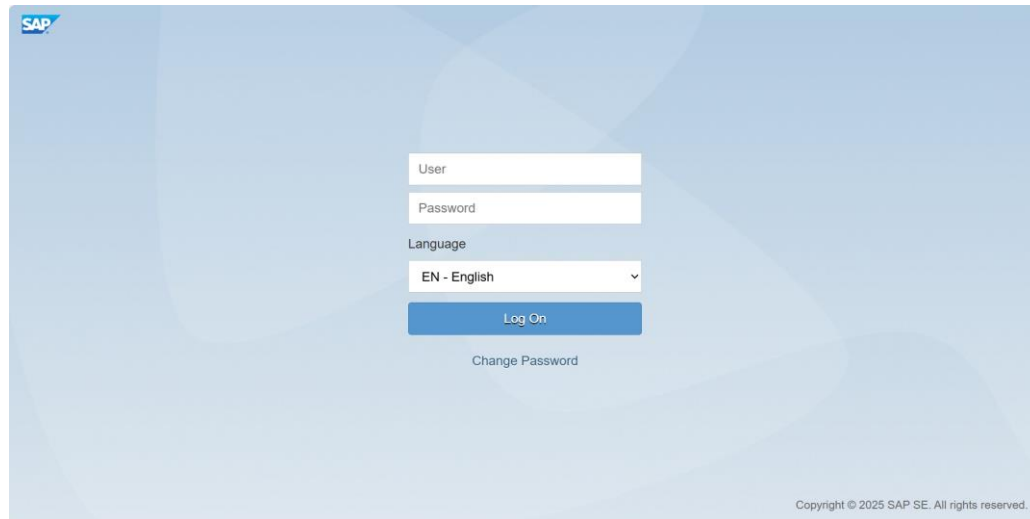
The SAP Fiori App is **no longer available** in app stores. If you already have it installed, it will continue to work. **New downloads are not possible.**

## HOW TO ACCES SAP FIORI

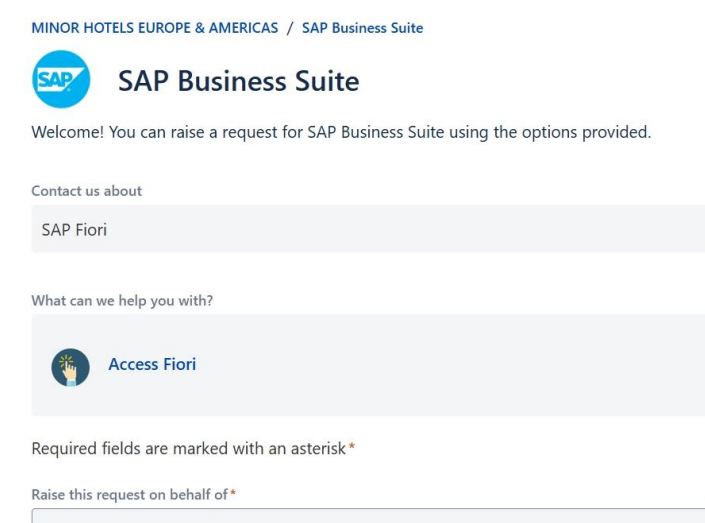
Use the following link on your PC or mobile browser: [https://easyaccess.nh.hotels.com/sap/bc/ui5\\_ui5/ui2/ushell/shells/abap/FioriLaunchPad.html](https://easyaccess.nh.hotels.com/sap/bc/ui5_ui5/ui2/ushell/shells/abap/FioriLaunchPad.html)

## LOGIN INFORMATION

- **Username:** Same as your SAP user
- **Password:** Can be reset by opening a **JIRA ticket**





The image shows the SAP Fiori login page. It features a light blue background with a subtle pattern. In the center, there is a white login form with the following fields: 'User', 'Password', and 'Language' (a dropdown menu currently showing 'EN - English'). Below these fields is a blue 'Log On' button. Underneath the button is a link that says 'Change Password'. The SAP logo is in the top left corner. At the bottom right, there is a small copyright notice: 'Copyright © 2025 SAP SE. All rights reserved.'



The image shows the SAP Business Suite 'Access Fiori' page. At the top, it says 'MINOR HOTELS EUROPE & AMERICAS / SAP Business Suite'. Below this is the SAP logo and the text 'SAP Business Suite'. A welcome message follows: 'Welcome! You can raise a request for SAP Business Suite using the options provided.' There is a section titled 'Contact us about' with a dropdown menu currently set to 'SAP Fiori'. Below this is a section titled 'What can we help you with?' with a button labeled 'Access Fiori' that has a hand icon. At the bottom, there is a note: 'Required fields are marked with an asterisk \*' and a text input field with the placeholder 'Raise this request on behalf of \*'.

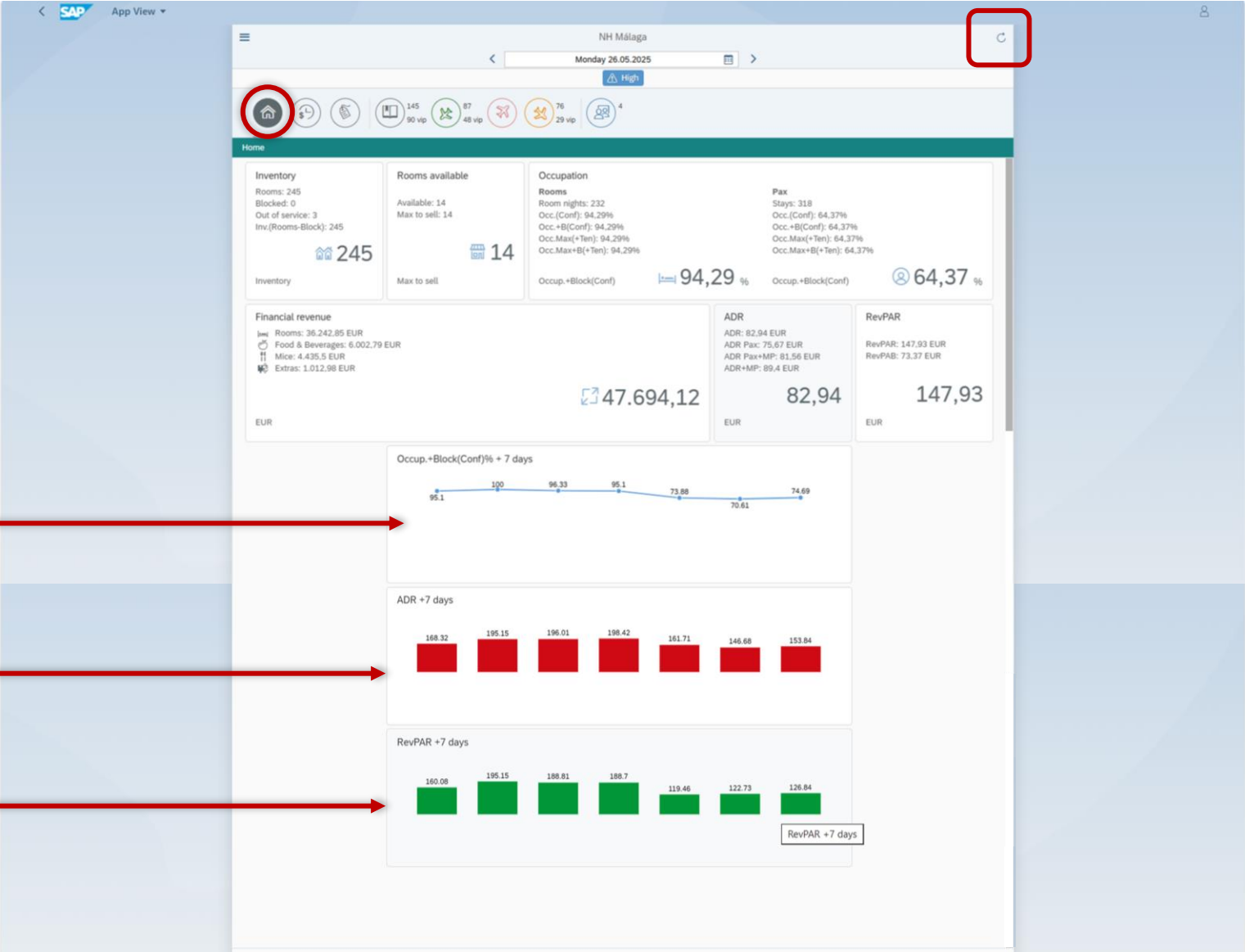
# Home page customization

The screenshot displays the SAP Home page interface. At the top, the SAP logo is on the left, and a 'Home' dropdown menu is on the right. Below the logo, navigation tabs for 'My Inbox', 'Manager (Travel)', 'Buyer (MM)', and 'Hotel Director' are visible. The main content area on the left contains several widgets: 'My Inbox' with a checkmark icon and the number '1', 'Manager (Travel)' with an airplane icon and the number '1', 'Buyer (MM)' with two sub-widgets 'Approve Purchase Orders' (document icon, '0') and 'Track Purchase Order' (document icon), and 'Hotel Director' with a 'Hotel House Status' widget (building icon). In the center of the page, a text overlay reads: 'Use the  pencil icon to personalize your homepage. Select the tools and reports you use most frequently.' On the right side, a user profile dropdown menu is open, showing the user's name 'MARIA TRINIDAD GOMEZ FERNANDEZ' and a list of options: 'Recent Activities', 'Frequently Used', 'App Finder', 'Settings', 'Edit Home Page' (highlighted with a red bracket), 'About', and 'Sign Out'. The 'Edit Home Page' option is the one referred to in the central text.

Use the  pencil icon to personalize your homepage.  
Select the tools and reports you use most frequently.

# Hotel House Status – Home

/CCSHT/RC\_HS - House Status



Occupancy forecast from tomorrow + 7 days (OOO rooms deducting)

ADR forecast from tomorrow + 7 days

RevPar forecast from tomorrow + 7 days

# Hotel House Status – Financial revenue report

/CCSHT/REVENUE\_REP - Revenue report

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SAP

App View ▾

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NH Málaga

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Monday 26.05.2025

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⚠️ High

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📄

📖 145  
90 vip

🏆 87  
48 vip

✈️

🏆 76  
29 vip

👤 4

Financial revenue report

View same day last year

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📈

By concept	Room occ.	Rev. 2025
📁 ROOMS	232	36.242,85 EUR
📁 F&B		6.002,79 EUR
📁 MICE		4.435,5 EUR
👉 Audiovisual Services		1.243 EUR
Function Room Rent		3.192,5 EUR
Event Internal Resources		0 EUR
Function Room Setup		0 EUR
📁 EXTRAS		1.012,98 EUR

Compare by concept:  
same day last year

Click to  
expand and  
view the  
revenue  
details for  
this concept

# Hotel House Status – Activity

/CCSHT/RC\_HS - House Status

<Monday 26.05.2025>

High

145  
90 vip

87  
48 vip

76  
29 vip

4

Activity

	Room +	Guest +	Vip
In-house (Chk-ins)	144	216	89
Departure Expected	0	0	0
Arrivals Expected	87	102	48
Checked In Already	62	81	37
Day Use	1	1	0
Check In On Waiting	0	0	0
Walk Ins	0	0	0
Cancellations	0	0	0
No show	0	0	0
Free/Price 0	3	3	3
Upgrade room type/meal plan	3	4	2
Room assigned different type	194	262	120

## /CCSHT/RC\_HS - House Status

## MINOR HOTELS

# Hotel House Status – In-house guests

/CCSHT/RC\_HS - House Status

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Monday 26.05.2025

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High

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4

In-house

Rooms

Guests

Birthdays

VIP

Hotel stays

Loyalty

Search for room, guest, or main client

Room	Type	Guest						Arrival	Departure	Reservation	Client
01	STDBLT			VIP 06	0	1	BB	26/05/25	29/05/25	151208146	GRAND REVOLT LLC
02	STDBLT	KAKHIANI, BEKA		VIP 06	0	1	BB	26/05/25	29/05/25	151208263	GRAND REVOLT LLC
03	STDBLT	PETAKOVIC, JELENA		VIP 06	0	1	BB	26/05/25	29/05/25	151679451	GRAND REVOLT LLC
04	STDBLT	GRIGORYAN, ROBERT		VIP 06	0	1	BB	25/05/25	28/05/25	151699644	GRAND REVOLT LLC
05	STDBLT	ALDOSHIN, LEONID		VIP 06	0	1	BB	25/05/25	28/05/25	151699641	GRAND REVOLT LLC



# Hotel House Status – Arrivals expected

/CCSHT/RC\_HS - House Status

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Monday 26.05.2025

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High

145

90 vip

17

18 vip

76

29 vip

4

Arrivals expected

Rooms

Guests

Birthdays

VIP

Hotel stays

Loyalty

Report sorted by room, guest, VIP status, number of guest room nights, and Loyalty program

Room	Type	Guest						Time	Departure	Reservation	Client
136	STDBRK	ALEJANDRO DE LA MA...		VIP 03	0	2	RO	15:00	31/05/25	151105052	BOOKING.COM B.V.
	STDBL	ALONSO ANTONIO BA...			0	1	BB	15:00	27/05/25	150368936	GLOBAL BUSINESS TRAVEL SPAIN SL
	STDBL	ANDREW KOPETSKI		VIP 06	0	1	BB	15:00	29/05/25	151679455	GRAND REVOLT LLC
	STDBL	ARTEM NECHAEV		VIP 06	0	1	BB	15:00	29/05/25	151679467	GRAND REVOLT LLC
	STDBL	BARROCAL MORILLO, ...		VIP 06	0	1	RO	15:00	28/05/25	151554229	SEKAI CORPORATE TRAVEL SLU

# Hotel House Status – Departures expected

/CCSHT/RC\_HS - House Status

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Tuesday 27.05.2025

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High

143

103 vip

97

23 vip

44

20 vip

49

19 vip

3

Departures expected

Room	Type	Guest					Arrival	Reservation	Client	
08	STDBLK	GLOUKHOVSKI, YAN		VIP 06	1	BB	26/05/25	151554685	BOOKING.COM B.V.	
24	STDBLK	MARIC, STEFANO			1	RO	26/05/25	150234588	SWISS INTERNATIONAL AIR LINES LTD	
25	STDBLK	KRUSE, NICOLE			1	RO	26/05/25	150234575	SWISS INTERNATIONAL AIR LINES LTD	
26	STDBLK	DELIA VOGT			1	RO	26/05/25	150234576	SWISS INTERNATIONAL AIR LINES LTD	
									SWISS	

# Hotel House Status – Departures done

/CCSHT/RC\_HS - House Status

NH Málaga

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Tuesday 27.05.2025

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High

143

103 vip

97

23 vip

44

20 vip

49

19 vip

3

Departures done

Room	Type	Guest				Arrival	Reservation	Client	
20	STDDBLT	Albis Cubells, Oriol		2	BB	26/05/25	151600706	BLACK & WHITE MARKETING CREATIVO SL	
28	STDDBLK	MORAN BLANCO, SERGIO		1	BB	26/05/25	151045625	GLOBAL BUSINESS TRAVEL SPAIN SL	
43	SUPDBLT	CRUZ ARQUE, VANESA		1	BB	26/05/25	150407220	GLOBAL BUSINESS TRAVEL SPAIN SL	
102	STDDBLT	MCEWEN, ALEXANDER BRU...		1	BB	26/05/25	151365955	ANDALUCIAN CYCLING EXPERIENCE	

# Hotel House Status – Meeting rooms in-house

/CCSHT/RC\_HS - House Status

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Monday 26.05.2025

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48 vip

76  
29 vip

Only events with confirmed status are displayed

Meeting rooms in-house

Event description	Status	Client	Room	From	To
#AFFPAPA	Confirmed	GRAND REVOLT LLC	Picasso + Vestibulo Arlequin + Vestibulo	25/05/25 09:00	28/05/25 23:00
GAVIDIGEST	Confirmed	BLACK & WHITE MARKETING CREATIVO SL	Alboran	26/05/25 09:00	26/05/25 23:00
SILVIO DEL VECCHIO	Confirmed	ANDALUCIAN CYCLING EXPERIENCE	Hall Reception	26/05/25 15:00	04/06/25 12:00
SERIE- COLLETTE 672-25...	Confirmed	COLLETTE TRAVEL SERVICE	Guadalmedina (1+2+3)	26/05/25 17:30	26/05/25 20:00

You can view the booking by double-clicking the event

This event includes other confirmed rooms (secondary rooms booked for DDR)

MINOR HOTELS

12

# Hotel House Status – Meeting rooms in-house

/CCSHT/RC\_HS - House Status

Double-click to open the meeting room details and view all booked services

Monday 26.05.2025

High

Home

Calendar

Hand

145  
90 vip

87  
48 vip

76  
29 vip

Legend

Only events with confirmed status are displayed

Meeting rooms in-house

Event type: Meetings

Room	Share	Move	From
Alboran	✓	✗	26/05/25 19:30
Patio ingles	✓	✗	26/05/25 21:30

Legend

Actions

Search

Fields

Pax

Services

Action Menu

Setup Resource

Close

Created by: Victoria Flores

# Hotel House Status – Meeting rooms in-house

/CCSHT/RC\_HS - House Status

Monday 26.05.2025

High

145

90 vip

87

48 vip

76

29 vip

Only events with confirmed status are displayed

Meeting rooms in-house

Type	Description	From	To	
<div></div>	NO TARIMA POR ALTURA SALA	26/05/25 19:30	26/05/25	
<div></div>	entrada asistentes de 19:30 a 20:00	26/05/25 19:30	26/05/25	
<div></div>	20:00 a 21:30 ponencia+ronda preguntas	26/05/25 19:30	26/05/25	
<div></div>	pantalla 2x2 y TV de apoyo	26/05/25 19:30	26/05/25 21:30	0
<div></div>	CLASSROOM	26/05/25 19:30	26/05/25 21:30	55

Legend

Actions

Search

Fields

Pax

Services

Action

Menu

Setup

Resource

Close

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