

TMS Employee identification

BUSINESS PROCESSES – OPERATIONS

June 2025

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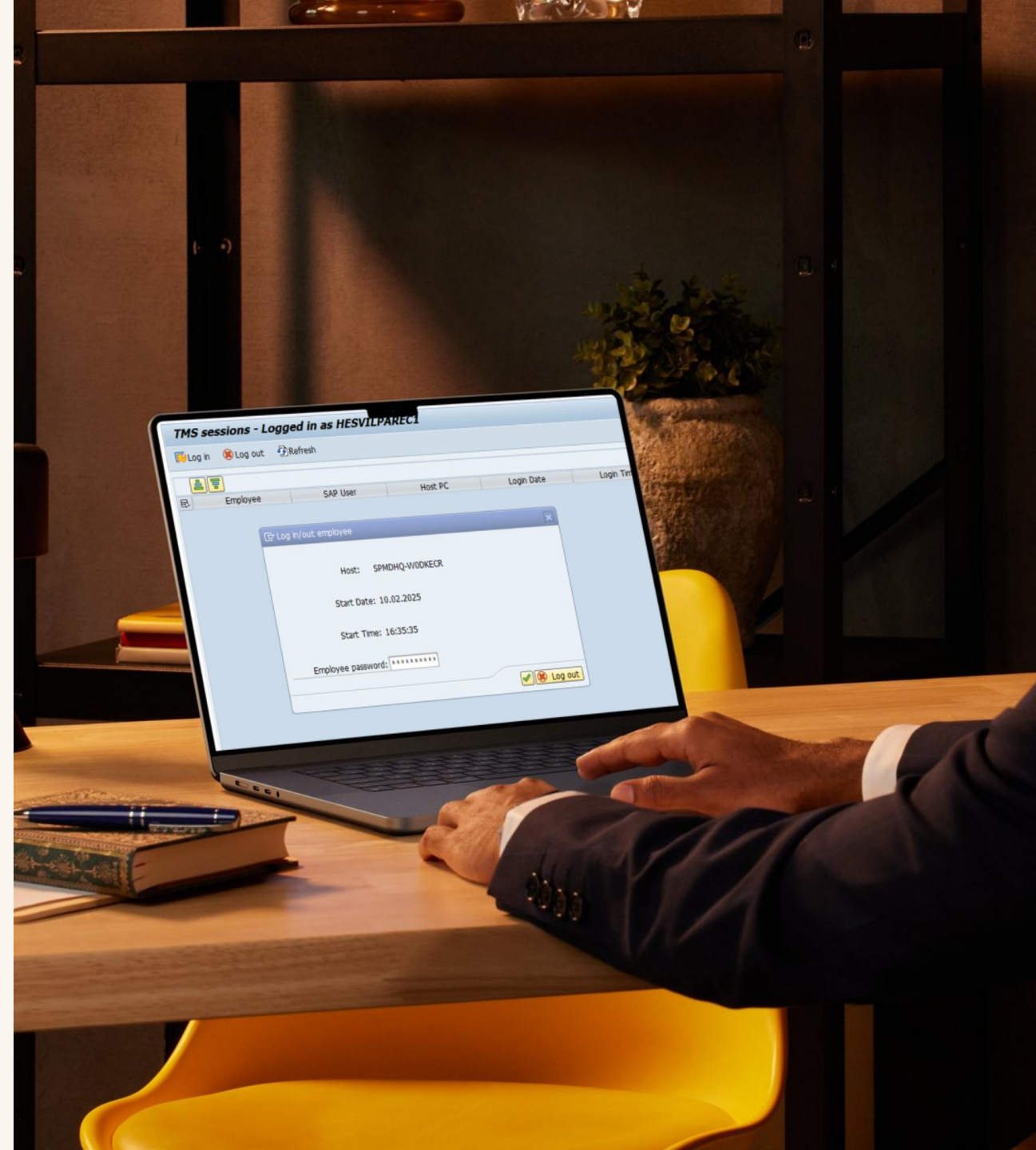
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TMS Employee identification

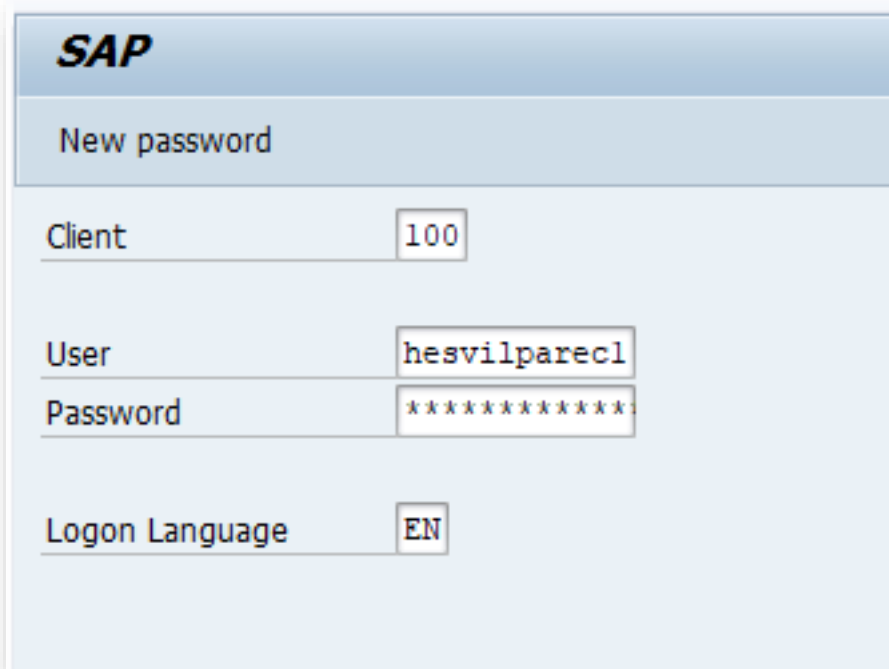
The purpose of this new feature is to ensure that hotel employees identify themselves before performing tasks in TMS on any PC.

This will enhance control and monitoring of tasks related to reservations, cash transactions, and other operations. Additionally, it will strengthen internal control measures, ensuring accountability and transparency in all activities.

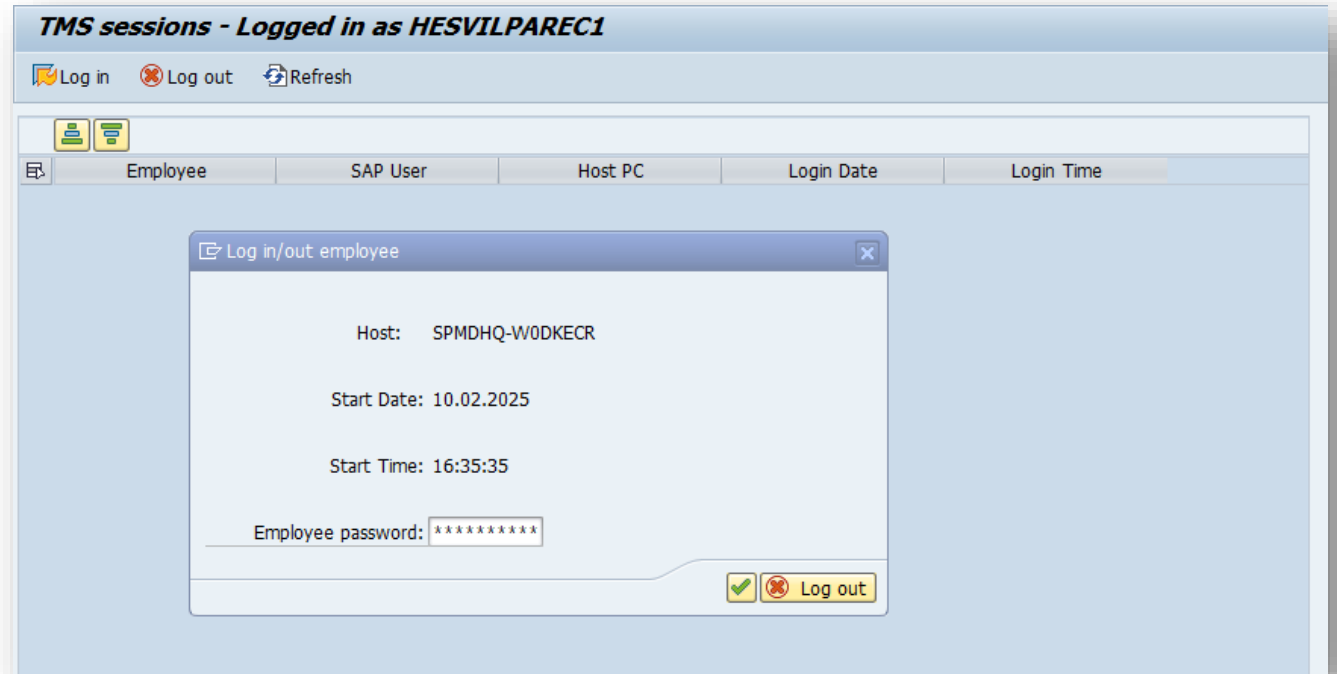


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First login



The image shows the SAP 'New password' screen. It has a light blue header with the SAP logo. Below the header, there are four input fields: 'Client' with the value '100', 'User' with the value 'hesvilparec1', 'Password' with masked characters '*****', and 'Logon Language' with the value 'EN'.

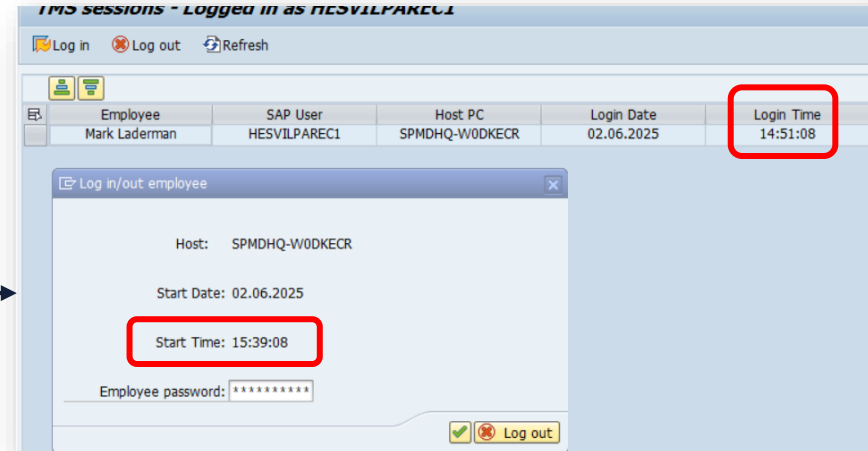
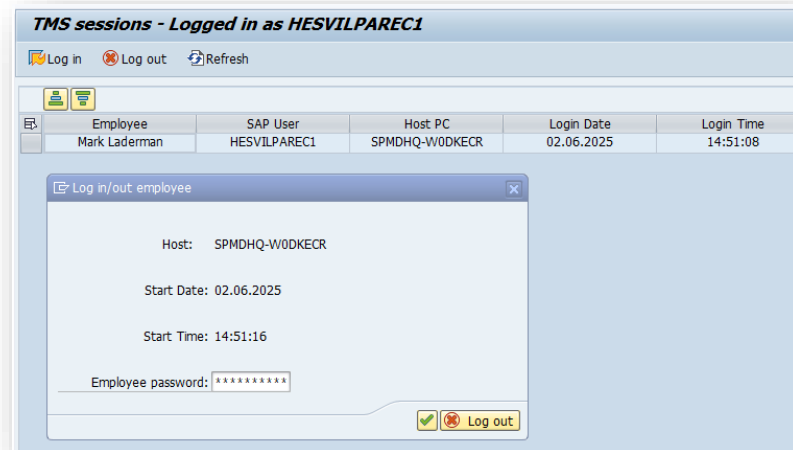


The image shows the 'TMS sessions - Logged in as HESVILPAREC1' window. It has a light blue header with the title and three buttons: 'Log in', 'Log out', and 'Refresh'. Below the header, there is a table with columns: 'Employee', 'SAP User', 'Host PC', 'Login Date', and 'Login Time'. A modal window titled 'Log in/out employee' is open in the center. It displays the following information: 'Host: SPMDHQ-W0DKECR', 'Start Date: 10.02.2025', 'Start Time: 16:35:35', and 'Employee password: *****'. At the bottom of the modal window, there are two buttons: a green checkmark button and a red 'X' button labeled 'Log out'.

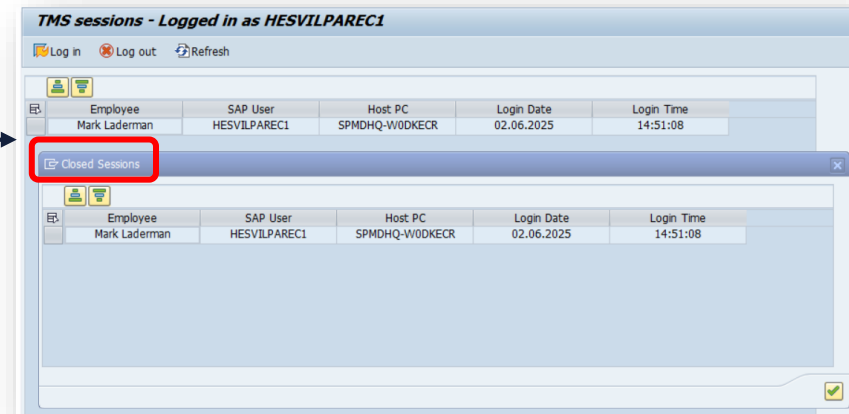
After logging into SAP with your usual user and password, an employee login window will appear.
You must enter your personal employee password (the same one you use for cancellations and upselling) to continue and start working in TMS.

Next logins

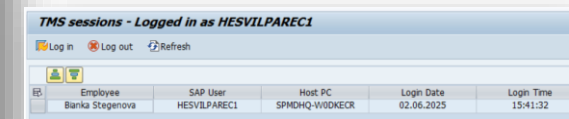
When the SAP session expires and someone logs in again on the same computer, two outcomes may occur:



If the same employee password is used, the session will continue the same.

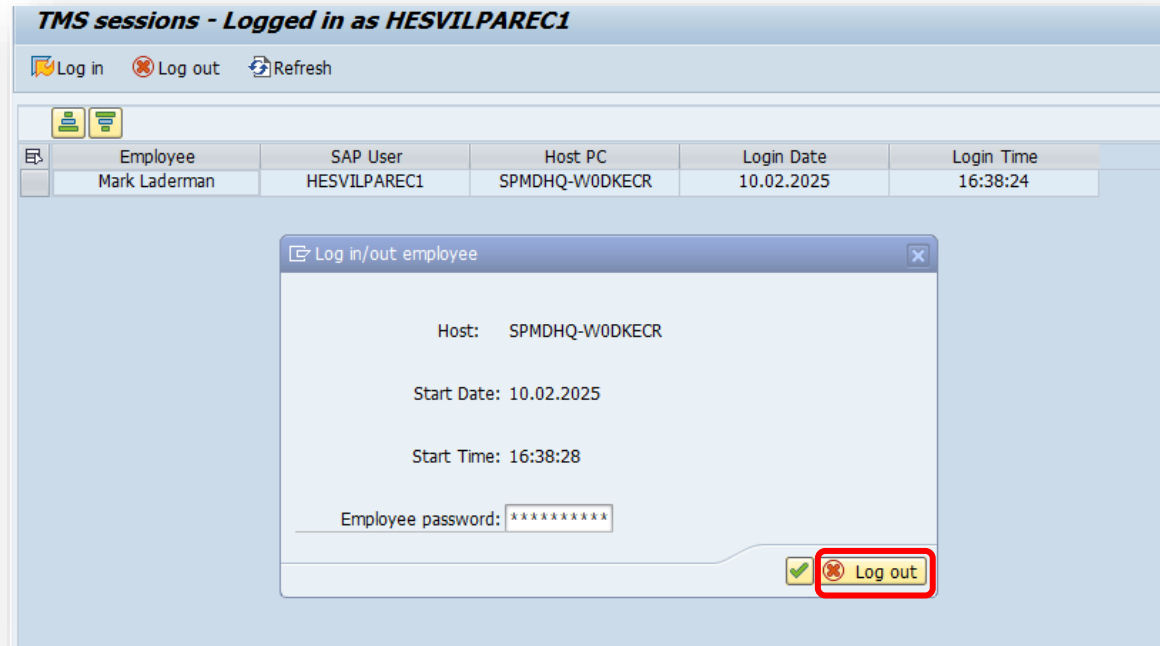
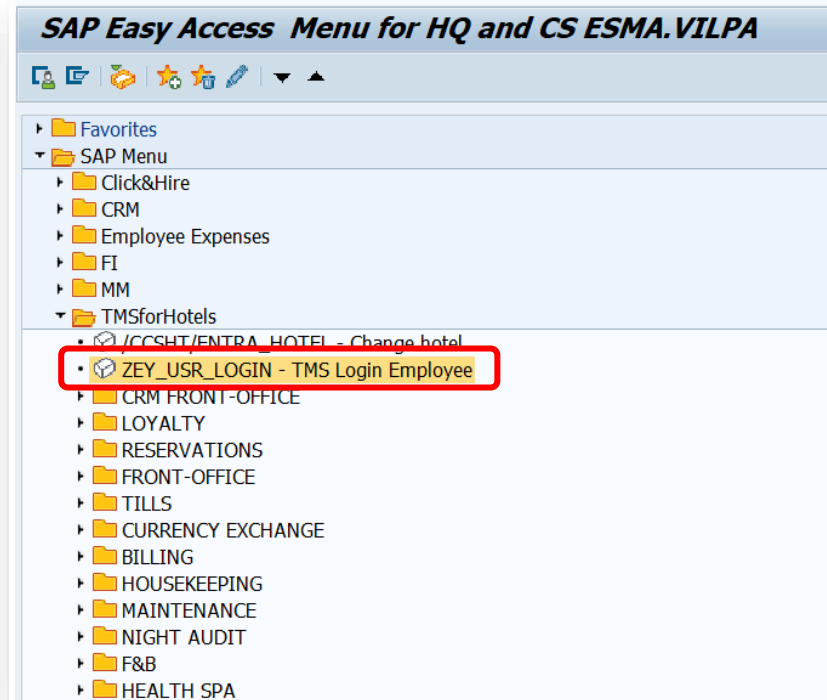


If a different employee password is used, the previous session will automatically close, and the new employee will be logged in.



Logout requirement

YOUR CREDENTIALS, YOUR RESPONSIBILITY: 

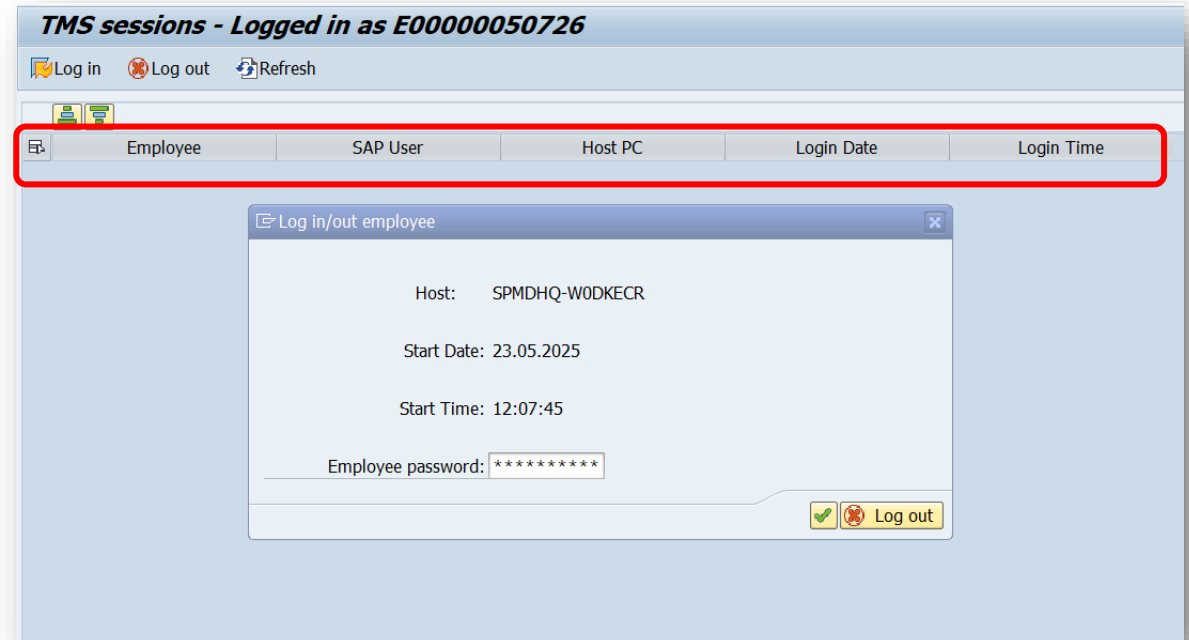
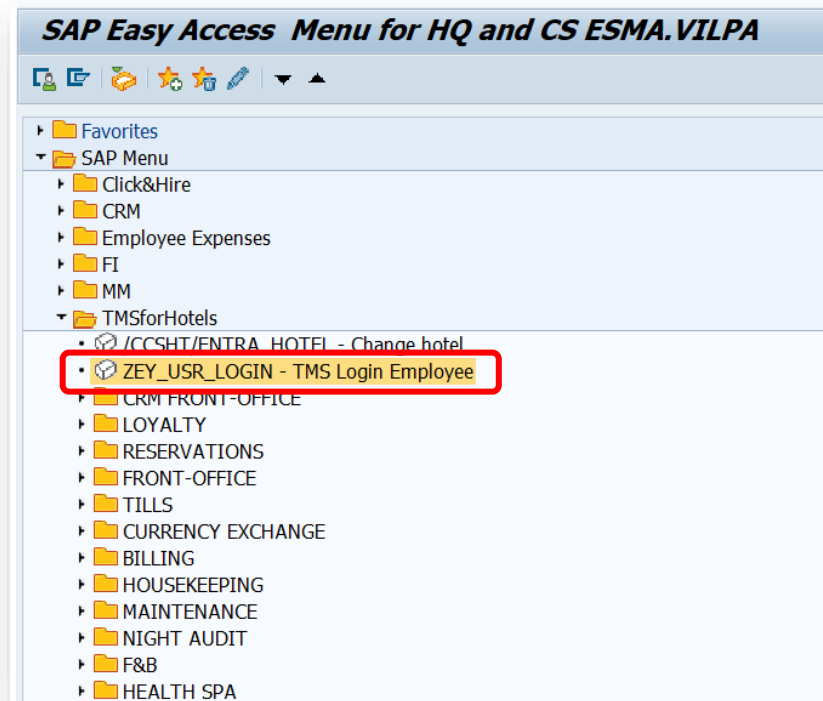


All employees must log out or close their SAP session at the end of their shift or during breaks.

If you don't, someone else might accidentally use your session, which can lead to accountability issues and data integrity concerns.

Login requirement

YOUR CREDENTIALS, YOUR RESPONSIBILITY:



If SAP is already open on a shared computer, make sure to log in with your own credentials before doing anything.

Using someone else's session, even by mistake, can be seen as a serious violation, including potential fraud.

Historical information

MODIFICATION HISTORY

Change Documents for Object Class /CCSHT/RS_RSRVA

Change Documents in client 100

Object value	User	First Name	Last name	Employee	Date	Time	Short Description	Old value	New value	Short Description
ESMA.VILPA-01249704	E00000050726	MARIA TRINIDAD	GOMEZ FERNAND	Support It NH IT	15.02.2025	17:43:34	Date of last change in t.	07.08.2024	08.08.2024	Reservations
ESMA.VILPA-01249704	E00000050726	MARIA TRINIDAD	GOMEZ FERNAND	Support It NH IT			Remarks	BB 1520€/noche.	Test remarks	Reservations
ESMA.VILPA-01249704	HESVILPAREC2	ANANTARA VILLA	RECEPCIONIST 2		30.01.2025	09:04:22	Remarks	BB 1520€/noche.	BB 1520€/noche.	Reservations
ESMA.VILPA-01249704	HESVILPAREC2	ANANTARA VILLA	RECEPCIONIST 2			09:00:22	Remarks	BB 1520€/noche.	BB 1520€/noche.	Reservations
ESMA.VILPA-01249704	HESVILPAREC1	ANANTARA VILLA	RECEPCIONIST 1			08:45:34	Remarks	BB 1520€/noche.	BB 1520€/noche.	Reservations
ESMA.VILPA-01249704	HESVILPAREC1	ANANTARA VILLA	RECEPCIONIST 1	Mark Laderman		08:43:32	Remarks	72137349 7213	Guests by Reservation	
ESMA.VILPA-01249704	HESVILPAREC1	ANANTARA VILLA	RECEPCIONIST 1	Mark Laderman			Guest Name	DE CASTRO CA.	Gomez Fernand	Guests by Reservation
ESMA.VILPA-01249704	HESVILPAREC1	ANANTARA VILLA	RECEPCIONIST 1	Mark Laderman			Guest ID	42125498	4984270	Guests by Reservation
ESMA.VILPA-01249704	HESVILPAREC1	ANANTARA VILLA	RECEPCIONIST 1	Mark Laderman			Second telephone num.	34664222165	Guests by Reservation	
ESMA.VILPA-01249704	HESVILPAREC1	ANANTARA VILLA	RECEPCIONIST 1	Mark Laderman			Tax Number 1	74870218C	Guests by Reservation	
ESMA.VILPA-01249704	HESVILPAREC1	ANANTARA VILLA	RECEPCIONIST 1	Mark Laderman			Email	octaviocpaulo@	trinifg@hotmail...	Guests by Reservation
ESMA.VILPA-01249704	HESVILPAREC1	ANANTARA VILLA	RECEPCIONIST 1	Mark Laderman			VIP Partner	6	2	Guests by Reservation
ESMA.VILPA-01249704	HESVILPAREC1	ANANTARA VILLA	RECEPCIONIST 1	Mark Laderman			Folio holder	42125498	4984270	Folio's header
ESMA.VILPA-01249704	HESVILPAREC1	ANANTARA VILLA	RECEPCIONIST 1	Mark Laderman			Folio holder	42125498	4984270	Folio's header
ESMA.VILPA-01249704	HESVILPAREC1	ANANTARA VILLA	RECEPCIONIST 1	Mark Laderman			Folio holder	42125498	4984270	Folio's header
ESMA.VILPA-01249704	HESVILPAREC1	ANANTARA VILLA	RECEPCIONIST 1	Mark Laderman			Folio holder	42125498	4984270	Folio's header
ESMA.VILPA-01249704	HESVILPAREC1	ANANTARA VILLA	RECEPCIONIST 1	Mark Laderman			Category	TITANIUM	Guests by Reservation	
ESMA.VILPA-01249704	HESVILPAREC1	ANANTARA VILLA	RECEPCIONIST 1	Mark Laderman			Date of Birth	25.03.1964	12.09.1982	Guests by Reservation
ESMA.VILPA-01249704	HESVILPAREC1	ANANTARA VILLA	RECEPCIONIST 1	Mark Laderman			Country Key	PT	ES	Guests by Reservation
ESMA.VILPA-01249704	HESVILPAREC1	ANANTARA VILLA	RECEPCIONIST 1	Mark Laderman			Name 1	DE CASTRO CA.	Gomez Fernandez	Guests by Reservation
ESMA.VILPA-01249704	HESVILPAREC1	ANANTARA VILLA	RECEPCIONIST 1	Mark Laderman			First name	OCTAV	Maria Trinidad	Guests by Reservation
ESMA.VILPA-01249704	E00000050726	MARIA TRINIDAD	GOMEZ FERNAND	S&T Business Processes		08:40:51	Remarks	BB 1520€/noche.	BB 1520€/noche.	Reservations
ESMA.VILPA-01249704	E00000050726	MARIA TRINIDAD	GOMEZ FERNAND	S&T Business Processes			Date of last change in t.	10.07.2024	07.08.2024	Reservations
ESMA.VILPA-01249704	E00000050726	MARIA TRINIDAD	GOMEZ FERNAND	S&T Business Processes			Room No.	20315	10111	Reservations

TILL MOVEMENTS

Till Movements (Single identifier)

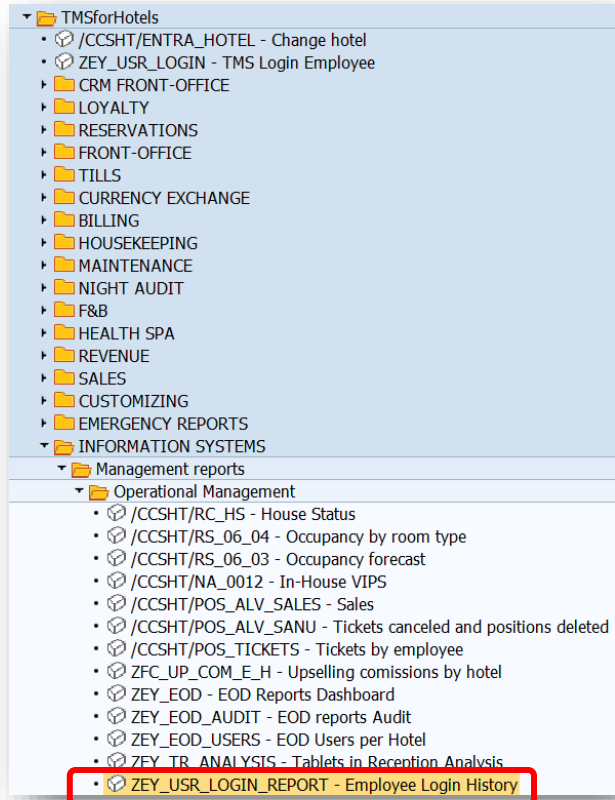
Till Movements

User E00000050726
Hotel date 08.08.24 / 17:51

Till Identifier	Stk Pay Id	Order	Order No.	Qy Description	amount(t)	Curre.	Mov. date	Mov. time	Pay. metho	Employee	Department	Remarks	Ge
RECEPTION	0	CASH	5	61105 3 Miscellaneous payments	50,00-	EUR	15.02.2025	17:50:52	CASH	Blanka Stegenova	FOOD & BEVERAGE FB	- TEST	Ge
RECEPTION	0	CASH	4	61104 8 Invoice payment	544,98	EUR	15.02.2025	17:50:20	PPADYEN	Blanka Stegenova			
RECEPTION	0	CASH	6	61106 8 Invoice payment	123,50	EUR	15.02.2025	17:51:41	PPAMEX	Blanka Stegenova		Pre-payment EV11059827	
RECEPTION	0	CASH	1	61101 8 Invoice payment	9.659,89	EUR	15.02.2025	17:46:11	GIFT CAR	Support It NH IT			
RECEPTION	0	CASH	3	61103 8 Invoice payment	544,98-	EUR	15.02.2025	17:49:44	CASH	S&T Business Processes		collect Invoice cancel.	
RECEPTION	0	CASH	2	61102 8 Invoice payment	544,98	EUR	15.02.2025	17:49:28	CASH	S&T Business Processes			

The new Employee column can be added to layouts to track changes within reservations or any type of till movements.

Employee Login History report



User-Employee Login Report

Hotel: to

Login Date: to

Login Time: to

Logout Date: to

Logout Time: to

SAP User: to

Employee Code: to

Host PC: to

Use the filters to refine your search.

Employee Login History

Hotel	Employee	Login Date	Login Time	Host Login	SAP User Login	Logout e...	Logout Da...	Logout Time	Logout from host	Sap User logout
ESMA.MALAG	RAFAEL ...	23.05.2025	12:40:19	MALAGA-FO2	HESMALAGREC1			00:00:00		
ESMA.MALAG	Lucia Va...		10:27:26	MALAGA-011HX9	E00000214617			00:00:00		
ESMA.MALAG	Juan Car...		10:02:14	MALAGA-5P5CDS3	HESMALAGREC1			00:00:00		
ESMA.MALAG	Lucia Va...		09:44:37	MALAGA-FO3	HESMALAGREC2	Lucia Vaq...	23.05.2025	10:27:26	MALAGA-011HX9	E00000214617
ESMA.MALAG	Juan Ant...		08:54:55	MALAGA-MORXZA9	HESMALAGREC1			00:00:00		
ESMA.MALAG	Julio Hol...		08:11:51	MALAGA-FO1	HESMALAGREC1			00:00:00		
ESMA.MALAG	Sara In...		07:02:47	MALAGA-FO3	HESMALAGREC2	Lucia Vaq...	23.05.2025	09:44:37	MALAGA-FO3	HESMALAGREC2
ESMA.MALAG	Julio Hol...		06:20:48	MALAGA-FO2	HESMALAGREC1	Julio Holg...	23.05.2025	08:11:51	MALAGA-FO1	HESMALAGREC1
ESMA.MALAG	Julio Hol...		06:15:41	MALAGA-MORXZA9	HESMALAGREC1	Julio Holg...	23.05.2025	06:20:48	MALAGA-FO2	HESMALAGREC1
ESMA.MALAG	Angel M...		05:35:08	MALAGA-FO1	HESMALAGREC1	Julio Holg...	23.05.2025	08:11:51	MALAGA-FO1	HESMALAGREC1
ESMA.MALAG	Angel M...		04:47:08	MALAGA-MORXZA9	HESMALAGREC1	Angel Mar...	23.05.2025	05:35:08	MALAGA-FO1	HESMALAGREC1
ESMA.MALAG	Angel M...		03:41:23	MALAGA-FO1	HESMALAGREC1	Angel Mar...	23.05.2025	04:47:08	MALAGA-MORXZA9	HESMALAGREC1
ESMA.MALAG	Angel M...		03:10:53	MALAGA-MORXZA9	HESMALAGREC1	Angel Mar...	23.05.2025	03:41:23	MALAGA-FO1	HESMALAGREC1
ESMA.MALAG	JHONAT...		02:04:13	MALAGA-FO2	HESMALAGREC1	Julio Holg...	23.05.2025	06:20:48	MALAGA-FO2	HESMALAGREC1
ESMA.MALAG	Angel M...		00:50:24		HESMALAGREC1	JHONAT...	23.05.2025	02:04:13	MALAGA-FO2	HESMALAGREC1
ESMA.MALAG	Angel M...		00:34:02	MALAGA-MORXZA9	HESMALAGREC1	Angel Mar...	23.05.2025	00:50:24	MALAGA-FO2	HESMALAGREC1

The results will show which employee was logged into which computer over a specified timeframe.

Q&A



Q: Why are personal logins necessary?

A: Personal logins are necessary for security, ensuring only authorized users can access TMS, and for accountability, making it easier to track who performed specific actions. Overall, personal logins enhance security, accountability, and efficiency within our organization.

Q: Is this new feature exclusively available to generic users (e.g. HESXXXXXREC1)?

A: No, it can also be activated for personal users (E00000XXXX). This is useful when a user is shared, such as between a Front Office Manager and Assistant, or a Guest Relations Manager and their team.

Q: Should all hotel employees have an Employee TMS from now on?

A: All employees using generic SAP front office users must have an Employee TMS password.

Q: Can I share my personal Employee TMS login with a colleague?

A: No, sharing personal TMS logins is not allowed. Each user must use their own login to ensure security and accountability.

Q: What about other areas?

A: Any team member from Sales, Housekeeping, Maintenance, or any other department who needs to work occasionally on a front office computer must log in with their own SAP user.

Q&A



Q: Can an employee be logged in to 2 PCs at the same time?

A: No, this is not possible. If an employee logs in on a new PC, he or she will be automatically logged out of the session connected to the other PC.

Q: Can a PC be logged into SAP but without a TMS employee?

A: Yes, it is possible. Another employee can move to a different PC, and the previous session will be logged out. As indicated in slide 7, a login is required when you start using a PC with an active SAP session.

Q: What should I review as a FOM or GM?

The system has a job configured every 8 hours to log out users who have entered their code into a SAP session but have not logged out. The automatic action reviews SAP sessions closed with a TMS employee login and logs them out, appearing as the ADMIN user.

Employee Login History										
Hotel	Employ...	Login Date	Login Time	Host Login	SAP User Login	Logout ...	Logout Date	Logout Time	Logout from host	Sap User logout
ESMA.MALAG	ISABEL...	01.06.2025	16:08:42	MALAGA-FO3	HESMALAGREC2	ISABEL ...	01.06.2025	16:57:46	MALAGA-FO2	HESMALAGREC1
ESMA.MALAG	Juan A...		14:25:24	MALAGA-011HX9	HESMALAGREC1		01.06.2025	23:45:01		ADMIN
ESMA.MALAG	Juan A...		14:11:13		E00000214617	Juan An...	01.06.2025	14:25:24	MALAGA-011HX9	HESMALAGREC1
ESMA.MALAG	Juan A...		11:19:34		HESMALAGREC1	Juan An...	01.06.2025	14:11:13	MALAGA-011HX9	E00000214617
ESMA.MALAG	Juan A...		10:57:07	MALAGA-FO1	HESMALAGREC1	Juan An...	01.06.2025	11:19:34	MALAGA-011HX9	HESMALAGREC1
ESMA.MALAG	Juan C...		10:26:35	MALAGA-SP5CD53	HESMALAGREC1		01.06.2025	23:45:01		ADMIN
ESMA.MALAG	Juan A...		10:13:30	MALAGA-FO3	HESMALAGREC2	Juan An...	01.06.2025	10:57:07	MALAGA-FO1	HESMALAGREC1
ESMA.MALAG	Rocio D...		09:19:02	MALAGA-FO1	HESMALAGREC1	Juan An...	01.06.2025	10:57:07	MALAGA-FO1	HESMALAGREC1
ESMA.MALAG	Juan A...		09:13:23	MALAGA-011HX9	HESMALAGREC1	Juan An...	01.06.2025	10:13:30	MALAGA-FO3	HESMALAGREC2
ESMA.MALAG	CAMIL...		09:05:21	MALAGA-FO3	HESMALAGREC2	Juan An...	01.06.2025	10:13:30	MALAGA-FO3	HESMALAGREC2
ESMA.MALAG	CAMIL...		08:17:10	MALAGA-FO2	HESMALAGREC1	CAMILA ...	01.06.2025	09:05:21	MALAGA-FO3	HESMALAGREC2
ESMA.MALAG	CAMIL...		08:06:35	MALAGA-FO3	HESMALAGREC2	CAMILA ...	01.06.2025	08:17:10	MALAGA-FO2	HESMALAGREC1
ESMA.MALAG	MARIA ...		07:46:49	MALAGA-M0RXZA9	HESMALAGREC1	RAFAEL ...	01.06.2025	16:14:52	MALAGA-M0RXZA9	HESMALAGREC1
ESMA.MALAG	MARIA ...		07:11:29		HESMALAGREC1		01.06.2025	07:45:01		ADMIN
ESMA.MALAG	Julio H...		06:22:53	MALAGA-FO2	HESMALAGREC1		01.06.2025	07:45:01		ADMIN
ESMA.MALAG	Julio H...		05:49:20	MALAGA-M0RXZA9	HESMALAGREC1	Julio Hol...	01.06.2025	06:22:53	MALAGA-FO2	HESMALAGREC1

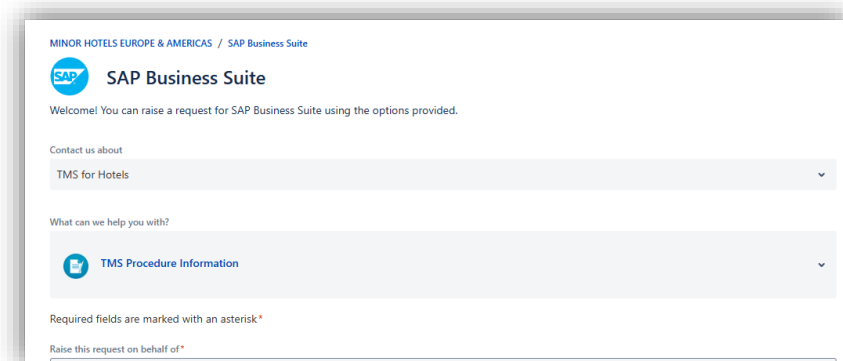
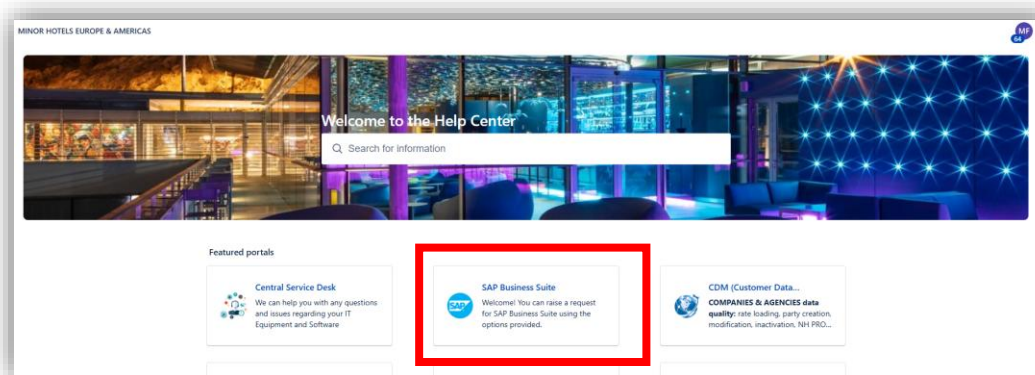


Q: How can I request the creation of new TMS employees?

Please be so kind to open a JIRA with the corresponding categories: Sap Business Suite → Sap Login/User management → Upselling and Cancellation TMS code

Q: If you have any question or issue:

Please be so kind to open a JIRA with the corresponding categories: Sap Business Suite → TMS for Hotels → TMS Procedure information





Thank You

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