



nh | HOTEL GROUP PART OF MINOR
HOTELS



How to add a DDR in QT

When selecting the Quotation Type options “**Only Fuction rooms**” or “**Rooms & Function rooms**” the DDRs block will be active in the MQ

Quotation Tool - Management

Function Diary
General Occu.
RL Status
Occu. Room Type
Quotation Info
Quotation Log
Setup Report

Quotation Input - Main (Creation)

Employee
Sheila Puñal Jiménez
0000007273
Sheila Puñal Jiménez
GSOSPMD
GD
SPAIN

Dates
12.06.2019
1
13.06.2019
Lead Time
45
Days
Customer Budget
0,00

Main Costumer
0000001000
DIRECT GUEST
Main Branch

Company
Comp. Branch

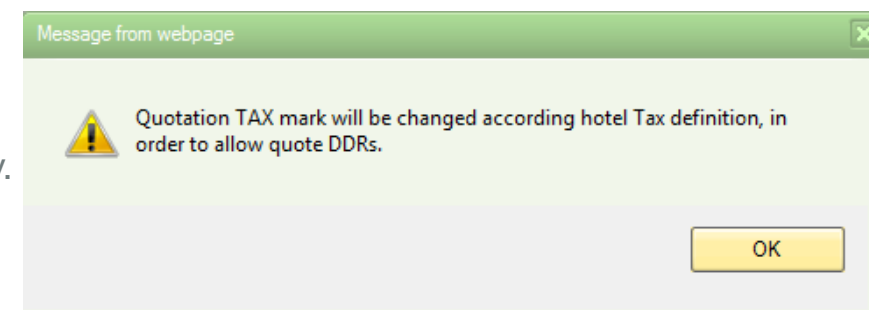
CRS
CRS Branch

Quotation Type
☐ Only rooms
☒ Only Function rooms
☐ Rooms & Function rooms
☐ Call-in allotment
☐ Serie
☒ Tax Inclusive

Spain: Untick “Tax Inclusive” as per your country definition in TMS.

Italy: Tick “Tax Inclusive” as per your country definition in TMS.

If your forget to tick or untick it, QT will inform you that the mark will be changed automatically.



The header at **Quotation input - Service Detail (Creation)** will include the DDRs block as follows:

Room Night	DDR	Setup - Pax	F&B Services	Resources
Level 1 <input type="text"/> 1 <input type="button" value="🗑️"/> 1-AD <input type="text"/> BB <input type="text"/>	PREMIUM <input type="text"/> FULL DA' <input type="text"/> 0 <input type="button" value="🗑️"/> <input type="text"/> <input type="text"/> 08:30 18:00 <input type="button" value="📅"/>	<input type="text"/> 0 <input type="button" value="🗑️"/> Morning <input type="text"/> 08:00 14:00 Meeting Room <input type="text"/>	<input type="text"/> 0 <input type="button" value="🗑️"/> <input type="text"/> 0 <input type="button" value="🗑️"/> <input type="button" value="⊕"/> <input type="button" value="📄"/> <input type="button" value="🗑️"/>	<input type="button" value="📶"/> <input type="button" value="🗑️"/>

Adding a DDR:

1. Select a type of DDR (PREMIUM or STANDARD)

DDR

PREMIUM FULL DA' 0

 00

2. Select the duration

DDR

PREMIUM **FULL DA'** 0

 08:30 18:00

FULL DAY
 HALF DAY
 HALF DAY + LUNCH

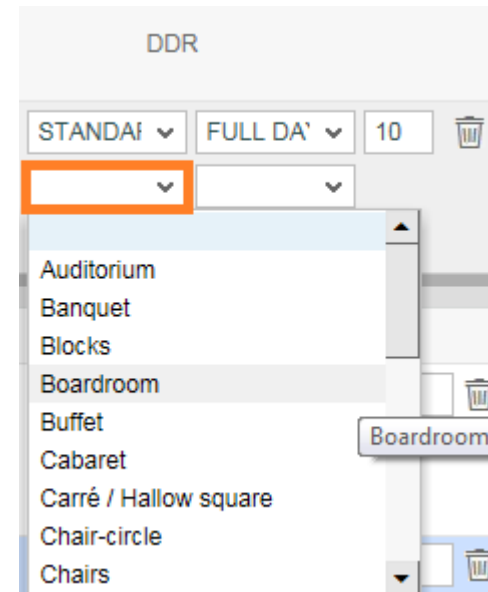
3. The number of attendees

DDR

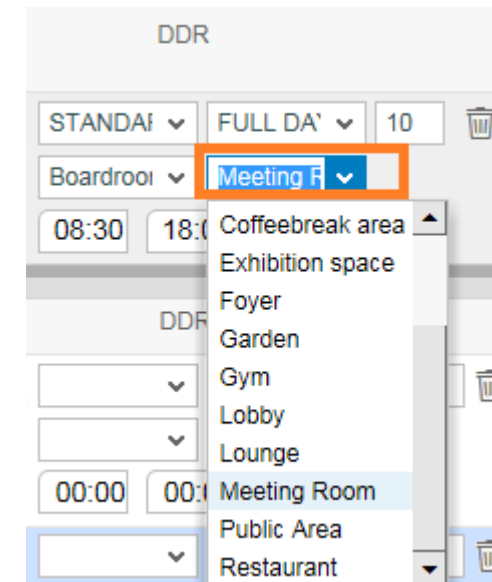
STANDA **FULL DA'** **10**

 08:30 18:00

4. The set-up needed in the Main Room in the DDR

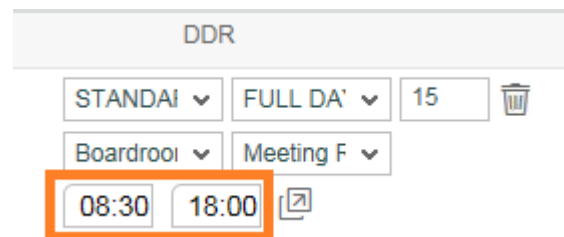


6. The type of room needed for this set-up



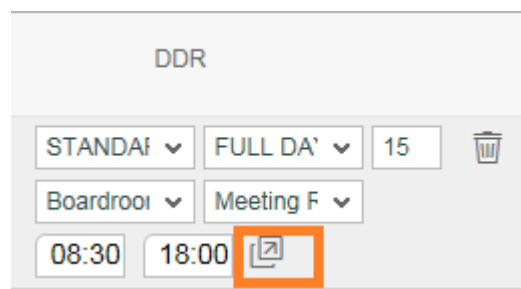
DDRs in GQT

7. Select the schedule time needed as per your client request.

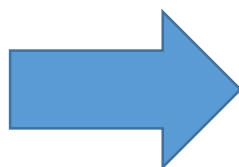
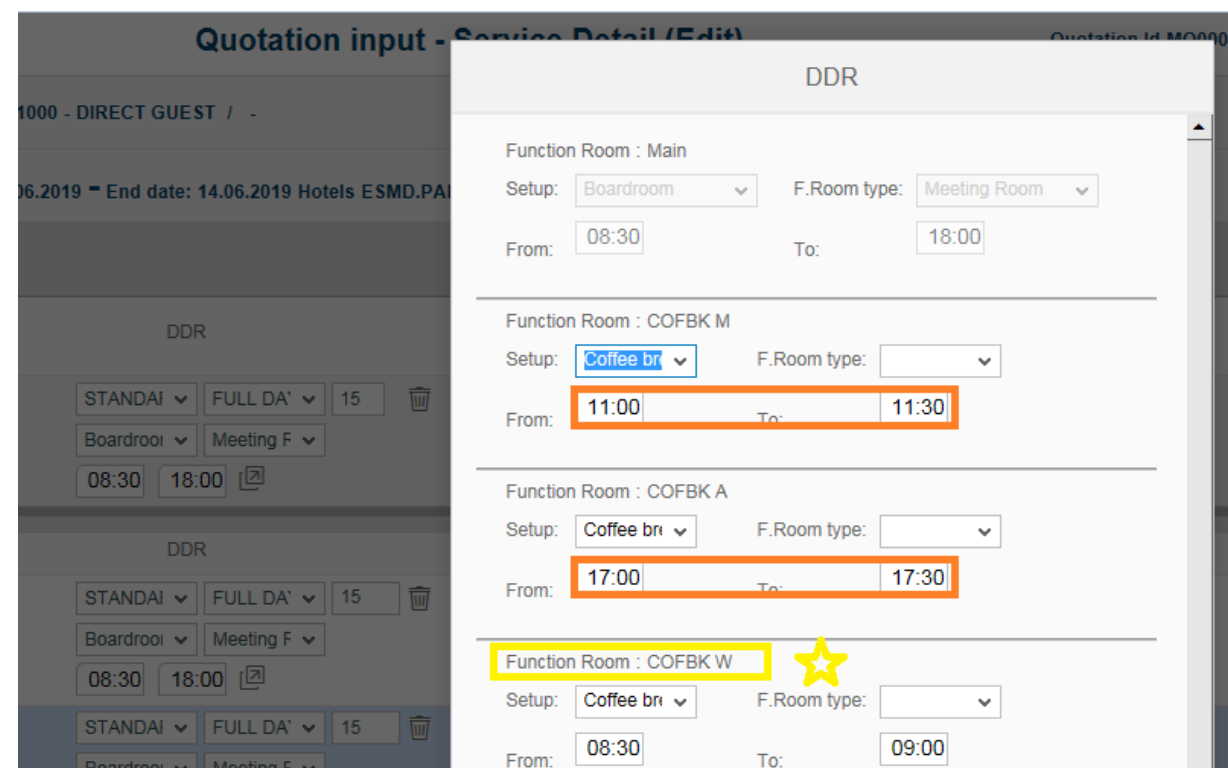


DDR		
STANDAI	FULL DA'	15
Boardroom	Meeting F	
08:30	18:00	

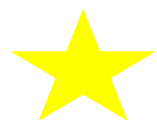
8. By clicking the arrow, we will be able to modify the schedule time pre-defined in the DDR



DDR		
STANDAI	FULL DA'	15
Boardroom	Meeting F	
08:30	18:00	





Quotation input - Service Detail (Edit)		
1000 - DIRECT GUEST / -		
06.2019 - End date: 14.06.2019 Hotels ESMD.PA		
DDR		
STANDAI	FULL DA'	15
Boardroom	Meeting F	
08:30	18:00	
Function Room : COFBK M		
Setup: Boardroom	F.Room type: Meeting Room	
From: 08:30	To: 18:00	
Function Room : COFBK M		
Setup: Coffee br	F.Room type:	
From: 11:00	To: 11:30	
Function Room : COFBK A		
Setup: Coffee br	F.Room type:	
From: 17:00	To: 17:30	
Function Room : COFBK W		
Setup: Coffee br	F.Room type:	
From: 08:30	To: 09:00	



Note that a COFBF W will appear in this screen, we do not need to modify it and it will not be included in BUSE's DDRs. It is exclusively a composition for BUNE.

Results screen:

Hotel available	 ESMD.PARAV <input type="checkbox"/>
Group Size/Alert	S
Results:	★ ★ ★ ★ ★ ★
Fair type/Description	
Cancellation Policy	
Total Hotel Room Rev.	€0.00
Total DDR	€2,036.40
Total Function Room Rev.	€0.00
Total F&B Event Rev.	€0.00
Total Extra Events Rev.	€0.00
Total Estimated Rev.	€2,036.40

We will see a new DDR Totat. It is editable:

Group Size/Alert
S

Results:
★ ★ ★ ★ ★ ★

Fair type/Description

Cancellation Policy

Total DDR

Thu 13 Jun 19

DDR1

15 "PAX" €67.88 / €1,018.20
Main / BOARD / 08:30-18:00
Liria

COFBK M / COFBK / 11:00-11:30
Hall Lagasca

Cordobes
Habana + Prisma + Barcelona
Habana + Prisma
Habana
Hall I
Hall Lagasca
Lagasca
Prisma + Barcelona
Prisma

Total Hotel Room Rev.

Alerts in DDRs:

DDR	
Requested structure superior to DDR NEW COMFORT FULL DAY	DDR is not correctly configured, please, open a JIRA
DDR - Alert type: "Meeting Priority" could not be determined	DDR is not correctly configured, please, open a JIRA
DDR XXXX setup with Tax Inclusive mark different from quotation	DDRs are configured with or without taxes and this is different to the general configuration of your country. Please, open a JIRA.
DDR : Menu without Service Type defined on DDR/Master Data	One of the F&B Menus included in the DDR does not include the type of services
Hotel XXXX.XXXX does not have any DDR's configured	There are not DDR configured in this hotel
DDR XXXX.XXXX doesn't exist at hotel XXXX.XXXX	There are not DDR configured in this hotel
DDR XXXX Pax quantity over maximum allowed	Number of pax requested for the DDR is higher than permitted
DDR XXXX selected out of validity period	Date in the MQ is out of the range pre-defined in the DDR
DDR XXXX selected set up as "No Active"	Set-up not available in this Hotel
DDR DDR Pax quantity below minimum allowed	Number of pax requested for the DDR is lower than permitted
Hotel XXXX.XXXX - There is no quoted/setup DDR	There are not DDR configured in this hotel

THANKS!

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