



EMERGENCY REPORTS

MINOR
HOTELS

Automated generation of seven reports, executed three times daily, and securely stored in a shared location accessible to all hotels.

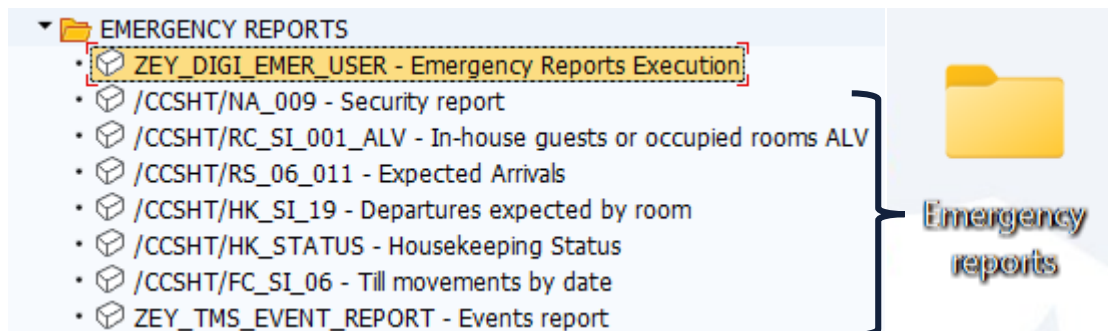


IMPORTANCE OF THE REPORTS

The “Emergency Reports” are essential tools designed to help mitigate operational challenges that may occur during system outages, whether planned or unexpected. They contain critical operational information that supports business continuity at the affected hotels. For this reason, it is crucial to ensure these reports are always kept as current and accurate as possible.



WHERE ARE THEY LOCATED?



The execution of the seven reports is carried out automatically by SAP TMS at regular intervals. A local copy is saved on the Reception computers to ensure accessibility in the event of a communication failure at the hotel.

If you need to generate the reports outside the scheduled times, you can do so manually by accessing the following transaction:

TMS forHotels > Emergency reports > ZZEY_DIGI_EMER_USER –Emergency Report Execution



HOW OFTEN ARE THEY GENERATED?

🕒 07:15 h

🕒 15:15 h

🕒 23:15 h

*These reports are securely stored within the MH E&A servers. To ensure accuracy and relevance, only the most up-to-date versions are retained—each day, newly generated reports replace the previous ones.

Digitalization of Emergency Reports



Selection parameters

- ☒ Security report
- ☒ Housed guests
- ☒ Expected Arrivals
- ☒ Departures expected by room
- ☒ Housekeeping Status
- ☒ Till movements by date
- ☒ Event detail report



HOW CAN WE DISPLAY THEM?

The reports will open in an Excel spreadsheet. To ensure easy viewing, please follow the provided tip when opening the file.

SPMDCT-NAS > reports > EUROBU	
<input type="checkbox"/> Name	Date modified
DP_ESMD_EUROB_T1	12/05/2025 7:15
EA_ESMD_EUROB_T1	12/05/2025 7:15
EV_ESMD_EUROB_T1	12/05/2025 7:15
HS_ESMD_EUROB_T1	12/05/2025 7:15
SC_ESMD_EUROB_T1	12/05/2025 7:15
TM_ESMD_EUROB_T1	12/05/2025 7:15
DP_ESMD_EUROB_T2	11/05/2025 15:15

How to Use "Text to Columns" in Excel

- Select the first column's entries.
- Go to the **Data** tab and click **Text to Columns**.
- In **Delimiters**, check **Other** and enter ;
- Click **Finish**.



Delimiters

- ☐ Tab
- ☐ Semicolon
- ☐ Comma
- ☐ Space
- ☒ Other: ;