TMS for Meetings

11H HOTEL GROUP





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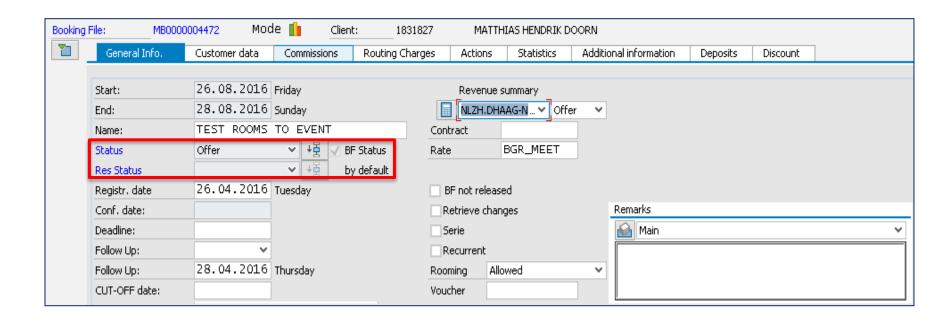
BOOKING FILE STATUS Functionality





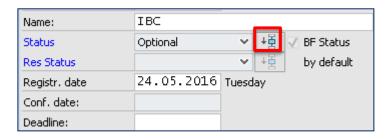
From the Booking File's header, we will access to the Booking File and Reservation Status management using 2 fields:

- Booking File Status
- Reservation Status



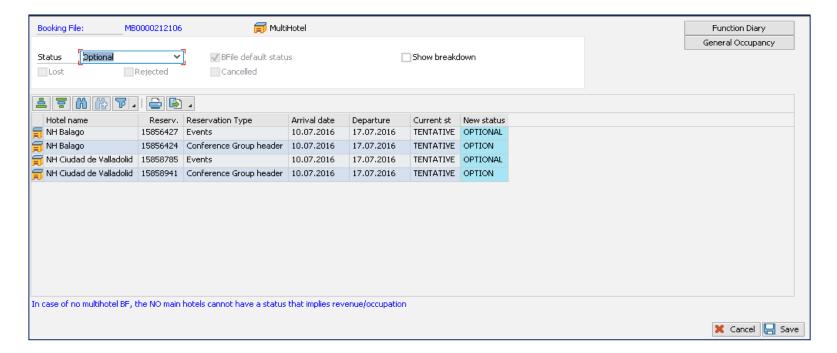


BF status can be modified by clicking in the following icon:





The system opens a new window where we will be able to manage the Boking File and define its status according to our needs:

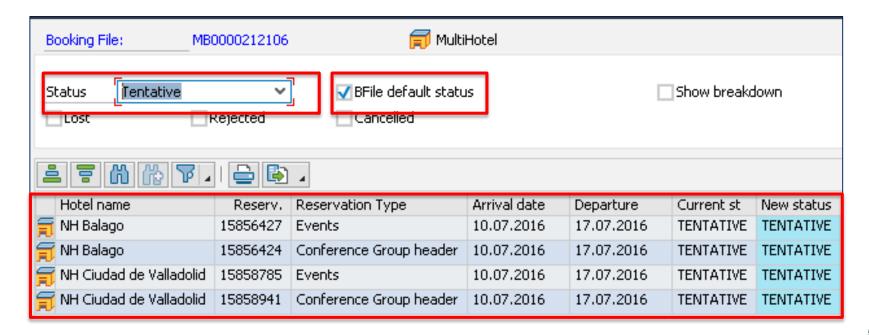


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1.1 BOOKING FILE STATUS - Functionality

This display will show:

- Status: Defines the Booking File's status.
- Flag Bfile default status: Where we will activate or not according to needs.
- Reservations' grid: Shows all reservations that conform the Booking File. Of each reservation we can see:
 - Hotel name
 - Reservation number and type
 - Arrival and departure date
 - Current status
 - New status after modification

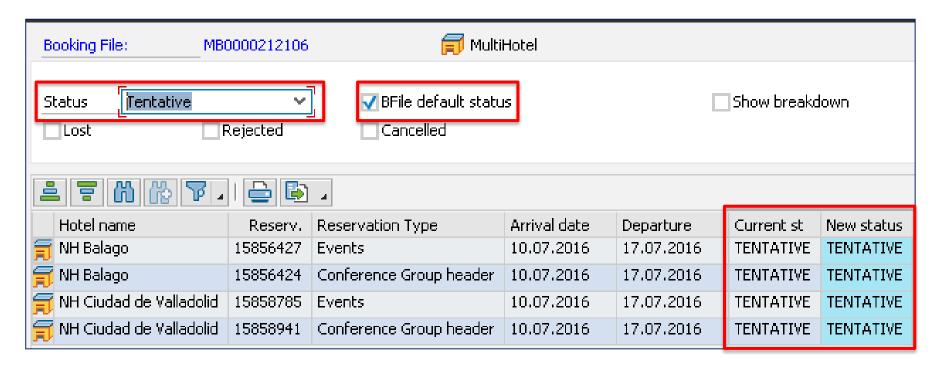




1.1 BOOKING FILE STATUS - Functionality

When you save your changes, the system will validate if those informed changes can be made. If an error occurs, the system will report the particular error and will not make any changes. It everything is in order, reservations will be saved with the new changes.

Group's reservations that are not broken-down, follow the same status logic as the rest of the reservations, i.e. will only be editable at hotel level when the BF is manual and will be changed by block if it is a "BFile default status" or "Fixed status".

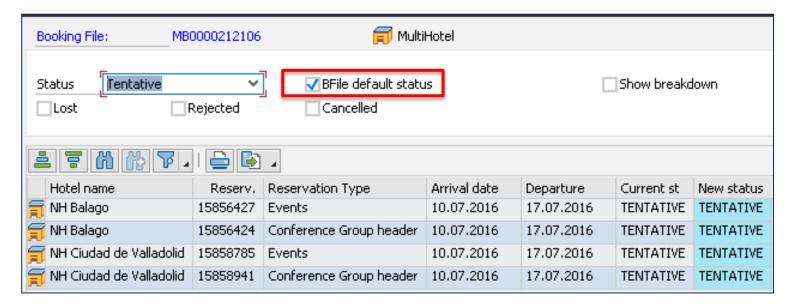


BOOKING FILE STATUS Status management



FLAG: BFILE DEFAULT STATUS

To tick or untick this Flag, you must do so from the window "Booking File Status".



At the Booking File's header we can see whether the flag is ticked or not but we cannot select or unselect it from here, only from the screen above.

General Info.	Customer data	Commissions	Routing Char
Start:	26.08.2016	Friday	
End:	28.08.2016	Sunday	
Name:	TEST ROOMS	TO EVENT	
Status	Tentative	→ 볼 ✓ B	F Status
Res Status		~ +물 b	y default
Registr. date	26.04.2016	Tuesday	
Conf. date:			

Depending on whether the flag is ticked or not, status management changes:

FLAG TICKED:

• The field "Reservation Status" will be disabled for use.

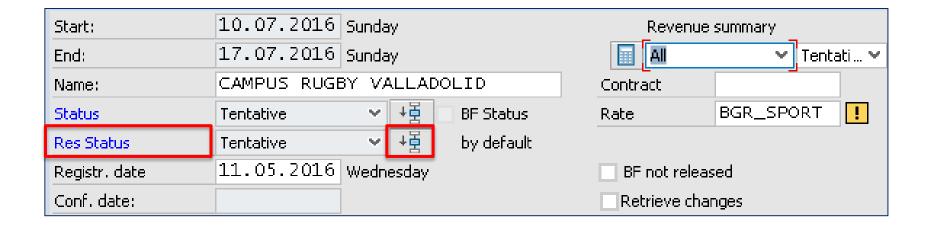
General Info.	Customer data	Commissions	Routing Chan
Start:	26.08.2016	Friday	
End:	28.08.2016	Sunday	
Name:	TEST ROOMS	TO EVENT	
Status	Tentative	→ +를	F Status
Res Status		- > 2 b	y default
Registr. date	26.04.2016	Tuesday	
Conf. date:			

- The status of all the reservations contained in the Booking File will be equal to the status of the Booking File, only allowing its management through the field "BF Status".
- When ticking the Flag "BFile Default Status", if there are reservations with different status within the BF, the system **will proceed to update such status**, taking into account validation processes both of availability and restrictions.
- At EVENT level and CONVENTION/FAMILY GROUP reservation, the status management will be disabled. It will only be enabled allowing status management at these levels when the date of reservation is equal to the current day.



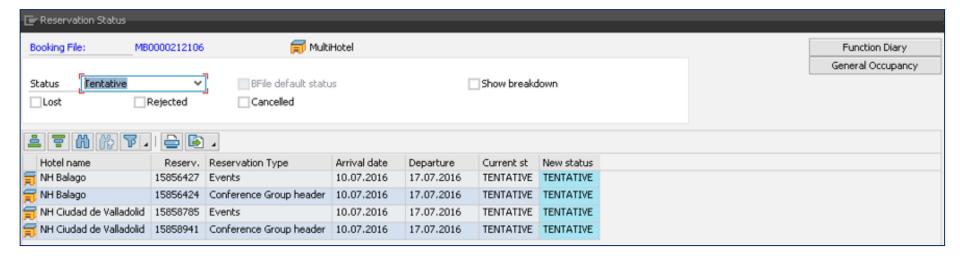
FLAG UNTICKED:

- The field "Reservation Status" will be enabled for use and can have different status between Booking File and group & events reservations.
- Reservation status should be managed though this field.



Once we click on the icon, we get another screen to manage the reservations' status.





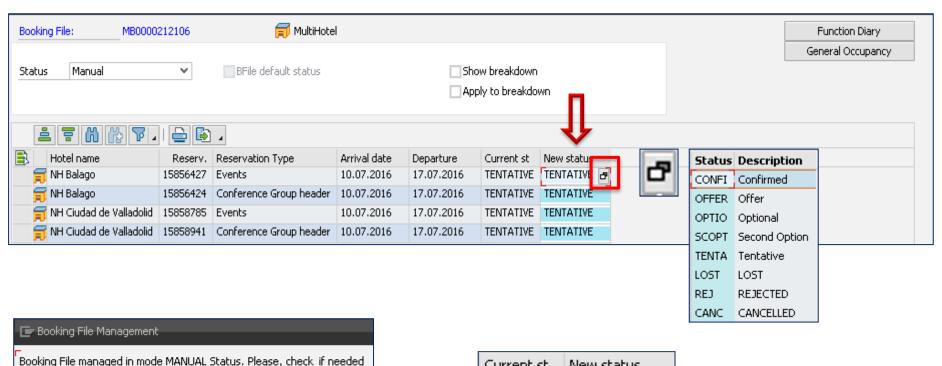
<u>DETERMINED STATUS</u> (offer, option, second option, tentative, confirmed):

- The selected value will be propagated to the reservations contained in the BF considering validation processes and restrictions.
- At EVENT level and CONVENTION/FAMILY GROUP reservation, the status management will be disabled. It will only be enabled allowing status management at these levels when the date of reservation is equal to the current date.

2.1 BOOKING FILE STATUS – FLAG "BFILE DEFAULT STATUS"

MANUAL STATUS: The status management at reservation level is completely independent of the Booking File's status and among themselves.

To modify a reservation status in particular, in the NEW STATUS column, select the "match code" of the reservation that we need to modify reporting the new desired status.

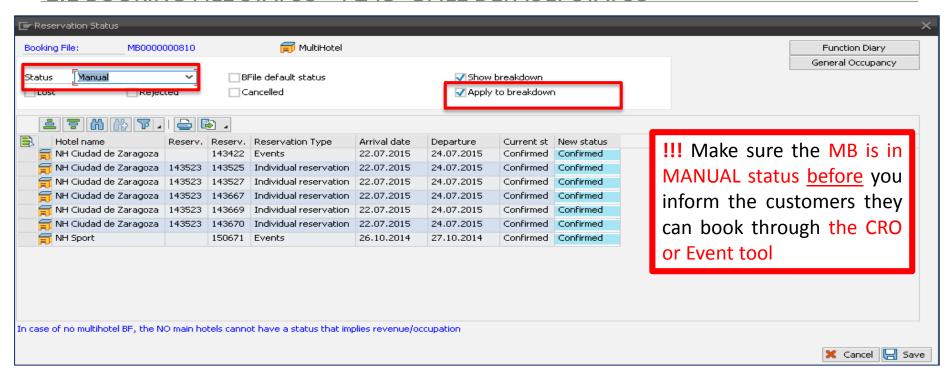


When opening a Booking file, the system will 'warn' you about the manual status

Current st	New status
TENTATIVE	CONFIRMED
TENTATIVE	TENTATIVE
TENTATIVE	LOST
TENTATIVE	OFFER



2.1 BOOKING FILE STATUS – FLAG "BFILE DEFAULT STATUS"



If we selected the MANUAL status, we can click the flag "Apply to breakdown" for the change of status that we apply to the Group Header is applied to rooms that have already been broken down. This flag is only active when the Flag "Show breakdown" is not ticked. If we activate this flag, the reservations table will show the broken-down rooms. Select all those which we want to change status.

THANKS!

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