

TMS for Meetings

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BOOKING FILE STATUS Functionality





1.1 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



Booking File: MB0000004472 Mode  Client: 1831827 MATTHIAS HENDRIK DOORN

General Info. Customer data Commissions Routing Charges Actions Statistics Additional information Deposits Discount

| | | | | |
|---------------|---------------------|---|---|---|
| Start: | 26.08.2016 | Friday | Revenue summary | |
| End: | 28.08.2016 | Sunday |  NLZH.DHAAG-N... Offer | |
| Name: | TEST ROOMS TO EVENT | | | Contract |
| Status | Offer |  | ✓ BF Status | Rate |
| Res Status | |  | by default | BGR_MEET |
| Registr. date | 26.04.2016 | Tuesday | <input type="checkbox"/> BF not released | Remarks  Main |
| Conf. date: | | | <input type="checkbox"/> Retrieve changes | |
| Deadline: | | | <input type="checkbox"/> Serie | |
| Follow Up: | | | <input type="checkbox"/> Recurrent | |
| Follow Up: | 28.04.2016 | Thursday | Rooming | Allowed |
| CUT-OFF date: | | | Voucher | |

1.1 BOOKING FILE STATUS - Functionality


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

| | | | |
|---------------|------------|---|-------------|
| Name: | IBC | | |
| Status | Optional |  | ✓ BF Status |
| Res Status | |  | by default |
| Registr. date | 24.05.2016 | Tuesday | |
| Conf. date: | | | |
| Deadline: | | | |








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





Booking File: MB0000212106 **MultiHotel**

Status: Optional 



☒ BFile default status ☐ Show breakdown

☐ Lost ☐ Rejected ☐ Cancelled

| Hotel name | Reserv. | Reservation Type | Arrival date | Departure | Current st | New status |
|---|----------|-------------------------|--------------|------------|------------|------------|
|  NH Balago | 15856427 | Events | 10.07.2016 | 17.07.2016 | TENTATIVE | OPTIONAL |
|  NH Balago | 15856424 | Conference Group header | 10.07.2016 | 17.07.2016 | TENTATIVE | OPTION |
|  NH Ciudad de Valladolid | 15858785 | Events | 10.07.2016 | 17.07.2016 | TENTATIVE | OPTIONAL |
|  NH Ciudad de Valladolid | 15858941 | Conference Group header | 10.07.2016 | 17.07.2016 | TENTATIVE | OPTION |

In case of no multihotel BF, the NO main hotels cannot have a status that implies revenue/occupation

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

Booking File: MB0000212106

MultiHotel

Status

Tentative








☒ BFile default status





☐ Show breakdown

☐ Lost

☐ Rejected

☐ Cancelled




| | Hotel name | Reserv. | Reservation Type | Arrival date | Departure | Current st | New status |
|---|-------------------------|----------|-------------------------|--------------|------------|------------|------------|
|  | NH Balago | 15856427 | Events | 10.07.2016 | 17.07.2016 | TENTATIVE | TENTATIVE |
|  | NH Balago | 15856424 | Conference Group header | 10.07.2016 | 17.07.2016 | TENTATIVE | TENTATIVE |
|  | NH Ciudad de Valladolid | 15858785 | Events | 10.07.2016 | 17.07.2016 | TENTATIVE | TENTATIVE |
|  | NH Ciudad de Valladolid | 15858941 | Conference Group header | 10.07.2016 | 17.07.2016 | TENTATIVE | TENTATIVE |

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. If 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: MB0000212106

 MultiHotel

Status Tentative








☒ BFile default status





☐ Show breakdown

☐ Lost

☐ Rejected

☐ Cancelled



| | Hotel name | Reserv. | Reservation Type | Arrival date | Departure | Current st | New status |
|--|-------------------------|----------|-------------------------|--------------|------------|------------|------------|
|  | NH Balago | 15856427 | Events | 10.07.2016 | 17.07.2016 | TENTATIVE | TENTATIVE |
|  | NH Balago | 15856424 | Conference Group header | 10.07.2016 | 17.07.2016 | TENTATIVE | TENTATIVE |
|  | NH Ciudad de Valladolid | 15858785 | Events | 10.07.2016 | 17.07.2016 | TENTATIVE | TENTATIVE |
|  | NH Ciudad de Valladolid | 15858941 | Conference Group header | 10.07.2016 | 17.07.2016 | TENTATIVE | TENTATIVE |

BOOKING FILE STATUS

Status management

2.1 BOOKING FILE STATUS – FLAG “BFILE DEFAULT STATUS”

FLAG: BFILE DEFAULT STATUS

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

Booking File: MB0000212106 MultiHotel

Status: Tentative ☒ BFile default status ☐ Show breakdown

☐ Lost ☐ Rejected ☐ Cancelled

| Hotel name | Reserv. | Reservation Type | Arrival date | Departure | Current st | New status |
|-------------------------|----------|-------------------------|--------------|------------|------------|------------|
| NH Balago | 15856427 | Events | 10.07.2016 | 17.07.2016 | TENTATIVE | TENTATIVE |
| NH Balago | 15856424 | Conference Group header | 10.07.2016 | 17.07.2016 | TENTATIVE | TENTATIVE |
| NH Ciudad de Valladolid | 15858785 | Events | 10.07.2016 | 17.07.2016 | TENTATIVE | TENTATIVE |
| NH Ciudad de Valladolid | 15858941 | Conference Group header | 10.07.2016 | 17.07.2016 | TENTATIVE | TENTATIVE |

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 | <input checked="" type="checkbox"/> BF Status | |
| Res Status | | by default | |
| Registr. date | 26.04.2016 | Tuesday | |
| Conf. date: | | | |

2.1 BOOKING FILE STATUS – FLAG “BFILE DEFAULT STATUS”

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 Char |
|---------------|---------------------|---------------|-------------|--------------|
| Start: | 26.08.2016 | Friday | | |
| End: | 28.08.2016 | Sunday | | |
| Name: | TEST ROOMS TO EVENT | | | |
| Status | Tentative | ▼ | ⬇️ | ✓ BF Status |
| Res Status | | ▼ | ❌ | by 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.

2.1 BOOKING FILE STATUS – FLAG “BFILE DEFAULT STATUS”

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 through this field.

| | | | | |
|---------------|-------------------------|-----------|------|------------------------------------|
| Start: | 10.07.2016 | Sunday | | |
| End: | 17.07.2016 | Sunday | | |
| Name: | CAMPUS RUGBY VALLADOLID | | | |
| Status | Tentative | ▼ | ⬇️⬆️ | <input type="checkbox"/> BF Status |
| Res Status | Tentative | ▼ | ⬇️⬆️ | by default |
| Registr. date | 11.05.2016 | Wednesday | | |
| Conf. date: | | | | |

| | |
|---|---|
| Revenue summary | |
|  All ▼ | Tentati... ▼ |
| Contract | |
| Rate | BGR_SPORT  |
| <input type="checkbox"/> BF not released | |
| <input type="checkbox"/> Retrieve changes | |

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

2.1 BOOKING FILE STATUS – FLAG “BFILE DEFAULT STATUS”

Reservation Status

Booking File: MB0000212106 MultiHotel

Status: Tentative ☐ BFile default status ☐ Show breakdown

☐ Lost ☐ Rejected ☐ Cancelled

Function Diary
General Occupancy

| Hotel name | Reserv. | Reservation Type | Arrival date | Departure | Current st | New status |
|-------------------------|----------|-------------------------|--------------|------------|------------|------------|
| NH Balago | 15856427 | Events | 10.07.2016 | 17.07.2016 | TENTATIVE | TENTATIVE |
| NH Balago | 15856424 | Conference Group header | 10.07.2016 | 17.07.2016 | TENTATIVE | TENTATIVE |
| NH Ciudad de Valladolid | 15858785 | Events | 10.07.2016 | 17.07.2016 | TENTATIVE | TENTATIVE |
| NH Ciudad de Valladolid | 15858941 | Conference Group header | 10.07.2016 | 17.07.2016 | TENTATIVE | TENTATIVE |

DETERMINED STATUS (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.

Booking File: MB0000212106 MultiHotel

Status: Manual ☐ BFile default status ☐ Show breakdown ☐ Apply to breakdown

Function Diary
General Occupancy

Hotel name Reserv. Reservation Type Arrival date Departure Current st New status

| | | | | | | |
|-------------------------|----------|-------------------------|------------|------------|-----------|-----------|
| NH Balago | 15856427 | Events | 10.07.2016 | 17.07.2016 | TENTATIVE | TENTATIVE |
| NH Balago | 15856424 | Conference Group header | 10.07.2016 | 17.07.2016 | TENTATIVE | TENTATIVE |
| NH Ciudad de Valladolid | 15858785 | Events | 10.07.2016 | 17.07.2016 | TENTATIVE | TENTATIVE |
| NH Ciudad de Valladolid | 15858941 | Conference Group header | 10.07.2016 | 17.07.2016 | TENTATIVE | TENTATIVE |

Status Description

| | |
|-------|---------------|
| CONFI | Confirmed |
| OFFER | Offer |
| OPTIO | Optional |
| SCOPT | Second Option |
| TENTA | Tentative |
| LOST | LOST |
| REJ | REJECTED |
| CANC | CANCELLED |

Booking File Management

Booking File managed in mode MANUAL Status. Please, check if needed

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”

Reservation Status

Booking File: MB0000000810 MultiHotel

Status: **Manual** ☐ BFile default status ☒ Show breakdown
☐ Lost ☐ Rejected ☐ Cancelled ☒ Apply to breakdown

Function Diary
General Occupancy

| Hotel name | Reserv. | Reserv. | Reservation Type | Arrival date | Departure | Current st | New status |
|-----------------------|---------|---------|------------------------|--------------|------------|------------|------------|
| NH Ciudad de Zaragoza | 143523 | 143422 | Events | 22.07.2015 | 24.07.2015 | Confirmed | Confirmed |
| NH Ciudad de Zaragoza | 143523 | 143527 | Individual reservation | 22.07.2015 | 24.07.2015 | Confirmed | Confirmed |
| NH Ciudad de Zaragoza | 143523 | 143667 | Individual reservation | 22.07.2015 | 24.07.2015 | Confirmed | Confirmed |
| NH Ciudad de Zaragoza | 143523 | 143669 | Individual reservation | 22.07.2015 | 24.07.2015 | Confirmed | Confirmed |
| NH Ciudad de Zaragoza | 143523 | 143670 | Individual reservation | 22.07.2015 | 24.07.2015 | Confirmed | Confirmed |
| NH Sport | | 150671 | Events | 26.10.2014 | 27.10.2014 | Confirmed | Confirmed |

!!! Make sure the MB is in **MANUAL** status before you inform the customers they can book through the **CRO** or Event tool

In case of no multihotel BF, the NO main hotels cannot have a status that implies revenue/occupation

Cancel Save

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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