RESERVATION MENU

Introduction:

Here you can enter and amend all your reservations whether they be hotels, packages, or tours.

A good understanding of this menu is vital to get the best out of Sejour software.

It's recommended you quickly read the "Definitions Menu" of this chapter of this before starting this one. You should also be aware of the shortcut keys described in the introductory section of this manual.

This Chapter is split into these parts:

- **5** i) Hotel reservations and amendments.
- **5 ii)** Package reservations and amendments.
- **5 iii)** Tour reservations and amendments.
- **5** iv) Group reservations and amendments.
- **5** v) "Coach Manager" how to arrange your clients transfers and tours.
- **5 vi)** "Info Cocktail" how to make information lists to be given to guests at reception.

Hotel Reservations

otel Reservation Card Operator	vation M Re <u>s</u> ervations
ck. Group No Cancel Reservations	
Group No 2 Invoice	Info 🧾 👖 Exit
Vouch. Note Passenger	
No Mr/s Surname,Name Age Bith Date Arrival Departure Nation Prr Nr Package # AddSrv. E	V VC X Passenger De
	Arr./Dep. Change
	<u>Ainzbep, criange</u>
	Stansfer Schem
	Additional Service
Adult: 0 Child: 0 Infant 0 Total PAX: 0	
Hotel Reservation Hotel Room Adult Ext.B Room Count Confirm	
Date Type Child Res.Status Allotment	<u>New Room (F1</u>
Day Board Infant Room Status Print	Change (F11
tern Note Vch Print No	🐴 Copy Rooms
Tif Note	Boom Req.Form(
	Send Fax (F5
	K Room Del (F6
	? Allotment (F8)
	Invoice Detail
	Invoicing
	♦ Up
	븆 Down

Here are reservation card is split into 3 parts A, B and C. (This card is blank but examples will be shown later.)

In Part A, you enter your tour operator information and voucher details.

Choose one of the checkboxes to select between "**hotel reservations**" and "**package reservations**" (discussed later). Use the "**Cancelled Reservations**" checkbox to show cancelled reservations only.

The "Entry Info" button is used to display the history of the reservation, such as who, when, and any changes that have been made.

Reservations already in the system can be displayed and opened using the "**Reservations**" button, which lists reservations by tour operator and voucher number. The "**Passenger List**" button displays the same reservations, but they are listed by name, if you have one.

You can also access a booking by entering the tour operator and voucher number directly.

Part B contains your pax information. Here you can enter details of your pax individually, or you can also easily enter group bookings.

Part C contains your accommodation information. Here you can print a room request form, check your allotment usage, amend the reservation, as well as printing a tour operator or hotel invoice (if you have permissions, which are set up in the "**Definitions** > **Users**" menu.



New reservations are begun in **Part A**. You can clear any existing reservations with the "**New Reservation**" button.

Click in the "Operator" box and hit the shortcut key "F2", to see a screen like the one below:

Hotel Reservation Card			×	
Operator 👔	Reservation Card	Ne <u>w</u> Reservation	Reservations	
Youcher No 🕢 🛱 🗈	Package Reservation Card	X Del <u>R</u> eservation	🖓 <u>P</u> assenger List	
Pack. Group No	Cancel Reservations	💡 Entry Info	Tour Pending	
Group No		? Invoice Info	<u><u> </u></u>	
Vouc <u>h</u> . Note				
No Mr/s Surname,Name Age Birth Date A	Tour Operators	Add., Srv. E V VC Sub Vouc.		
	ALFA 🛛 ALFA TOUR 🔤 🕹 1 🔼		X Passenger Del	
	DIEZ DIEZ TRAVEL 2		Arr./Dep. Change	
	GAMA GAMA TRAVEL 3		K Group Entry	
	MDI MDI TRAVEL 5		54 Iransfer Schema	
			Packages	
			Additional Services	
			Itinerary	
Adult: Child: Infant Total PAX:				
Hotel Room Adult		Confirm		
Date Child		Allotment	New Room (F12)	
Day Board Infant	_	Print	🔀 <u>C</u> hange (F11)	
Hotel Note			📴 Copy Rooms	
Intern Note Trf Note		Vch Print No	Boom Reg.Form(F4)	
			Send Fax (F5)	
			X Room Del (F6)	
			? Allotment (F8)	
			Invoice Detail	
	Find			
			Invoicing	
	Select X Cancel			
			♦ Up	rsion: 10.9.
				006 Saturday

Select your tour operator from the displayed list, which has been entered in the "**Definitions** > **Tour Operators**" menu. (The red coloured tour operators are "group" tour operators made up of many different operators).

Of course you can enter the short code directly, without using the "F2" key to select it.

IMPORTANT: Use the "**TAB**" or "**ENTER**" key to move quickly to the next field throughout this chapter.

Next select your voucher number. You can enter the tour operator's number manually (if you have one) or you can use the $\cancel{12}$ button to automatically select the next free number for that particular tour operator. The $\cancel{12}$ button is used if you want to change a reservation number later.

The group number is used in package reservations (discussed later) and the voucher note can be left blank .You can use this part to be able to write a note and want it to see on Voucher page.

Once you have entered your new number and hit the "TAB" or 'ENTER ' key to move to the PAX information you will be asked to confirm that you wish to open a new reservation, and the letters "NEW RESERVATION" will flash in red towards the top of the screen.



You can now enter your PAX information as below:

Hotel Reservation Card						×	
Operator DIEZ Marca DIEZ TRAVEL		Reserv	vation Car	d	Ne <u>w</u> Reservation	Reservations	
Voucher No 0001				vation Card	X Del <u>R</u> eservation	🖓 Passenger List	
Pack. Group No		Cance	Reserva	tions	? Entry Info	Tour Pending	
	Passng. Arrival Place				? Invoice Info	<u> </u>	
Vouch. Note	Passing. Altival Place				_		
Vouc <u>n</u> . Note	● Elight ◯ <u>H</u> otel	<u>С В</u> е	aion	<u>N</u> o transfer			
No Mr/s Surname,Name Age Birth Date	re <u>n</u> igni i o <u>n</u> otei	<u> </u>	gion		L.Srv. E V VC Sub Vouc.		
* 1 Mr BRAUN	Flight No	From	To	Arr/Depr.		X Passenger Del	
	AB1754	TXL	HRG	Arrival		Arr./Dep. Change	
	AB2154	DUS	HRG	Arrival		<u> </u> roup Entry	
	AB2618	CGN	SSH	Arrival		矧 Transfer Schema	
	AB4120	FMO	HRG	Arrival		Packages	
	AB6088	LEJ	HRG	Arrival			
	AB6678 ARR?	HAM FBA	HRG HRG	Arrival		Additional Services	
	ABB? ABB??	FRA	SSH	Arrival Arrival		∱ Itinerary	
	HF2193	HAJ	HRG	Arrival			
Adult: 0 Child: 0 Infant 0 Total PAX: 0	HF4011	MUC	BMF	Arrival			
	HF4441	STR	HRG	Arrival			
Hotel Room Adu	HF4543	DUS	HRG	Arrival	Confirm	New Room (F12)	
Date Chi	HF5193	HAJ	HRG	Arrival	Allotment		
Day Board Infa	HF5737	LEJ	HRG	Arrival	Print	🏹 <u>C</u> hange (F11)	
Hotel Note	HF5995	MUC	CAI	Arrival		📴 Copy Rooms	
Intern Note	HF6018	FRA	LXR	Arrival	Vch Print No		
Trf Note	HF6020	MUC	ASW	Arrival		Boom Req.Form(F4)	
	HF6021	ABS	MUC	Arrival		Send Fax (F5)	
	HF6022	MUC	ABS	Arrival			
	HF6023	MUC	ASW	Arrival		X Room <u>D</u> el (F6)	
	HF7193 HF7441	HAJ STR	HRG	Arrival Arrival		A 48 4 4 (50)	
	HF7441 HF7442	STR	HRG	Arrival		? Allotment (F8)	
	HF7543	DUS	HRG	Arrival		Invoice Detail	
	HF7799	FRA	HRG	Arrival			
	MSD 161	LXR	SSH	Arrival		Invoicing	
	MSD120	ABS	CAI		/		
	Find						
		_		1			
	Select	_ ×	Cancel				
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Enter your title (Mr, Mrs, Chd, Inf, or Grp for group bookings) and name if you have one. If you don't have a name, we would suggest you write "NONAME" and amend the reservation later .By the way while you are entering the titles you can use short cur keys such as ;

- 1 is for MR
- 2 is for MRS
- 3 is for CHD
- 4 is for INF
- 5 is for GRP

It is important you use the correct order SURNAME, NAME if you want the customer name to appear correctly in later reports.

Age and date of birth are not compulsory for adults, but can be important for children and infants in some hotel contracts.

To select flight information, move to the "Arrival" field and use the "F2" key to see the list of flights you have entered in your definitions menu.

There are 4 important cases to discuss:

- 1) The flight number is known and selected; the return flight (as entered in the "**Definitions**" menu) will be entered automatically for you. A transfer will be added to the reservation.
- 2) The flight number is not known; you can use a generic "arrival" flight and enter the flight information later. A transfer will be added to the reservation.
- 3) If the reservation is a sub-transfer you can select "**Hotel**" or "**Region**" and select from the appropriate list that you have entered into the definitions menu.
- 4) This is a hotel-only booking, and there will be no transfer.

Once you have entered your flight information, you can **TAB** to the nationality, which will be entered automatically depending on how you set up your tour operator in the definitions menu.

Sejour can use nationality in PAX arrival reports, and can set prices by nationality. If you want to enter a nationality other than the default, you can use the "F2" button to select from your list, enter it directly.

Keep pressing tab to move to the end of the row (packages and services are entered later), and a new line will be started.

As with any data entry in Sejour, once a new line is started, the (PAX) information is saved.

Next you can add further adults and children or infants. Keep pressing return to auto-fill flight details and nationalities of additional paxes.

tel Reservation (Card								×	
Operator	DIEZ	DIEZ TRAVEI	-		F	Reservation Card		Ne <u>w</u> Reservation		
<u>V</u> oucher No	0001 [7			Г	Package Reservation	n Card	🔀 Del <u>R</u> eservation	🖓 Passenger List	
Pack. Grou <u>p</u> No					Г	Cancel Reservation:	;	🝸 Entry Info	Tour Pending	
Group No		 8	_					? Invoice Info	<u><u> </u></u>	
Vouc <u>h</u> . Note										
					ssenge					
	Surname,Name	Age Birth D		Departure	Nation	Phr Nr Packag	je #Add	Srv. E V VC Sub Vouc.	🎽 🗶 Passenger Deļ	
1 Mr BRAUN 2 Mrs BRAUN			AB1754 AB1754	AB1755 AB1755	DE DE				Arr./Dep. Change	
3 Chd BRAUN		8	AB1754	AB1755	DE				K Group Entry	
4 m BRAUN		1	AB1754	AB1755	DE					
				1	1				🖄 Iransfer Schema	
									Pac <u>k</u> ages	
									Additional Services	
Adult: 2 Child	:1 Infant1	Total PAX:	3						1	
				Hotel	Reserva	ition				
Hotel		Room	Adult	Ext.B B	oom Cour	nt		Confirm	Bew Room (F12)	
Date	~	Туре	Child		Res.Statu	20		Allotment		
Day		Board	Infant	Bo	oom Statu			Print	🥳 <u>C</u> hange (F11)	
el Note									Copy Rooms	
m Note								Vch Print No		
If Note									Boom Reg.Form(F4)	
									Send Fax (F5)	
									KRoom Del (F6)	
									? Allotment (F8)	
									Invoice Detail	
									Invoicing	
										rsion: 1
									🔶 Up	STOR. 1
									븆 Down	
									v 20000	
										006 Satur



Now we are ready to enter the **hotel information** in **Part C.** Double click here and a blank hotel card will be opened (Or use either "**F12**" or the "**New Room**" button).

Hotel Reservation Ca	rd						×	
Operator D	IEZ 🛛 🖓 DIEZ TI	RAVEL	Ī	Reservation Card	💾 Ne <u>w</u> Rese	rvation 🛛 🖓 Reserv	ations	
Voucher No	001 🛱 🗈		Í	Package Reservation Card	d 🗙 Del <u>R</u> ese	rvation 🛛 🖓 Passen	ger List	
Pack. Grou <u>p</u> No			I	Cancel Reservations	🝸 Entry I	nfo Tour Per	iding	
Group No	C DIF7 - 0001 Rese	rvation Entry/Change	Form					
Vouc <u>h</u> . Note	Room Reservation			Reservation Info				
No Mr/s Su	1 Hotel DES		SF	Allotment Type No	ormal 🗾			
1 Mr BRAUN		08/2006 ~ 26/08/200		Hotel Confirm. Ye	es 💌		ger Del	
2 Mrs BRAUN 3 Chd BRAUN	Room DBI		- -	Operator Conf. No	_		hange	
4 Inf BRAUN	Type STE			Reservation Status			Entry	
	Board HB		Promotion Room	Room Status Ne	ew 💌		Schema	
	· · · · · · · · · · · · · · · · · · ·		Honey Mooners	Print No	• •		ages	
	Child 1	Exila Deu j	Troncy modules	Special Code			Services	
				Code 2 / 3 / 4	/	1	ary	
Adult: 2 Child: 1	Infant 1			Bubble				
1 Hotel	Room Count 1			Package			un a l	
Date 19/08/200	Hotel Note			Package splitting			m (F12)	
Day 7				Index No) (F11)	
Hotel Note Intern Note					No		ooms	
Trf Note	Intern Note			4.Entry Info 5.F 1.Transfer Info	Prev.Hotel Info 6.Price		Form(F4)	
					2.Confirm Date	3.Invoicing	ax (F5)	
	T ()) (Arrival Arrival Transfer	Departure Tra	eparture	el (F6)	
	Transfer Note			Transfer Date 19/0	·			
				Transfer Type	Transfer		it (F8)	
	,				Handling Fee		etail	
				Handling Fee Type	<u>8</u>		g	
	Select Pax (F7)	Allotment (F8)	Boom Reg.Form(F4) <u>S</u> ave (F3)	Buying Lock / Unlock	Special Offer		
	Invoice Setup	Hotel Change	X Delete (F6)	Send Fax (F5)	Selling Lock/Unlock	<u> </u>		
		-						
						≜ u	lp	rsion: 10.9.
						🔶 Do	wn	
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Enter your hotel details directly, or select from the lists for room type and board etc. using the "F2" shortcut key.

NOTICE as you move through the hotel information, selection screens will "pop up" automatically, and the number of adults, children and rooms will be entered automatically for you. You can also enter any extra beds here.

There is an important point about the reservations with child .Even if you have a child, the system will make the room count 2 rooms, and you should correct it as 1 room absolutely. Otherwise you can not calculate the invoice of this room.

Once you become used to it, you will see that this allows very rapid entry of a hotel reservation.

Next you can enter your non-obligatory notes:

- Hotel Note appears on the reservation form sent to the hotel eg "Sea view preferred."
- Internal Note For Sejour users and staff only eg "Repeat booking"
- Transfer Note Is sent to the traffic department eg "Golf tour, carrying extra luggage."

Note you can use your **shortcuts** here as defined in your "**Definitions** > **Abbreviations**" setup. Here we have entered "SEA" and then pressed the "ENTER" key to see "SEA VIEW ROOM PLEASE".

Now you can check the allotment type, tour operator and hotel reservation status .The default allotment type is set up in the "**Hotels**" menu from the hotel's card, and the default confirmations are set up in the "**Definitions** > **Tour Operator** > **Details**" menu.

You can choose whether or not to synchronise hotel and tour operator confirmations in the "General > Parameters > Reservation" menu.

Hotel Reservation Ca	d	X	
Operator D	EZ MDIEZ TRAVEL	Reservation Card	
Voucher No	01 🛃 🗈	Package Reservation Card X Del <u>Reservation</u> <u>Reservation</u>	
Pack. Grou <u>p</u> No		Cancel Reservations ? Entry Info Tour Pending	
Group No	🍄 DIEZ - 0001 Reservation Entry/Change Form		
Vouc <u>h</u> . Note	Room Reservation	Reservation Info	
No Mr/s Su		Allotment Type Normal	
No Mr/s Sur 1 Mr BRAUN	Hotel Devent a Devent Hose	Hotel Confirm. Yes 🗾 28/10/2006 per Del	
2 Mrs BRAUN		Operator Conf. No 👻 28/10/2006 hange	
3 Chd BRAUN	Room DBL	Reservation Status Go Show	
4 Inf BRAUN	Type STD	Reservation Status Go Show	
	Board HB 🖀 😵 1. reservation	n room friends	
	Adult 2 Extra Bed Ok # Mr/s	Name,Surname Age Services	
	Child 1 🕨 🕨 1 Mr. BE	RAUN	
Adult: 2 Child: 1	Infant 1 2 Mrs BR	hAUN AND A	
Madate 2 Child, 1		AUN 1 —	
Hotel DESERT R	Hotel Note	m (F12)	
Date 19/08/200		♦(F11)	
Day 7 Hotel Note			
Intern Note	Intern Note	.Hotel Info 6.Price 7.Reports	
Trf Note		2.Confirm Date 3.Invoicing Form(F4)	
		Departure ax (F5)	
	Transfer Note	Departure Transfer 🗸 el (F6)	
	Transfer Note	2005 Transfer Date 26/08/2006	
		Transfer Type	
	, 	Handling Fee	
	Sel/Not Seleo	Qkay ∑_ancelgg	
	Select Pax (F7) Allotment (F8)		
	Invoice Setup Hotel Change XDelet	kte (F6) 📀 Send Fax (F5) Selling Lock/Unlock 🥂 👖 Exit	
			rsion: 10.9.
		_ Up	
		la l	006 Saturday

NOW WE ARE READY TO SAVE THE RESERVATION.

There are at least three actions that will save the reservation. Either using the save (F3) button, printing a voucher form (F4), or sending a fax (F5) will save the reservation after it has been checked for it's validity, and for **Stop Sales** or **Special Offers**. (Common problems at this stage are discussed below.)

Before the reservation is saved, printed or calculated, there will be a new window like the one above to be able to select the persons who will accommodate in this room in case there are many people and rooms.Because if there will be more than one room you should register them as different hotel cards especially reservations with child.

Now the reservation is saved, we can print a voucher (there are also options to send by fax or email

🏀 Print Reservation Fo	orm 🗙
Form Type	
Room Request Forr	n
O Voucher Form	
Print By	
C Fax	Screen
C Printer	🔿 EMail
Options	
Print only this Reser	vation form.
O Print the Reservation	ins the same Hotel.
C Print all reservations	of this voucher
Marked as SEND. (E)	(cept screen display.)
🔽 Write Fax number und	der form.
🔽 Print allotment info.	
🛛 🔽 Display Customer Info	ι.
🔽 List Special Offer	
Use Voucher Form as	3 equal copies.
Print	<u> </u>

If you select to print a hard copy, then the hotel card statuses change appropriately (eg "**Print**" changes from "**No**" to "**Yes**" and confirmation statuses will also change).

If you print to the screen, then there are extra options to save the document as a Microsoft Word or Acrobat PDF document.

Options In Print Screen :

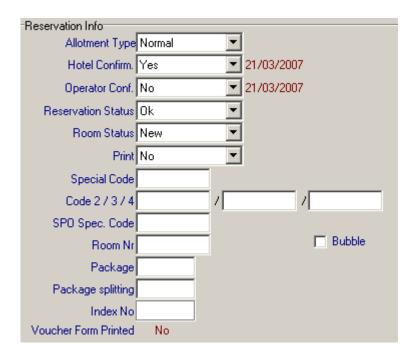
Print only this reservation form :If you check it even if there are two reservation cards , only the one you are on will be printed.

Print the reservations the same hotel: If you check it if there are more than one reservation cards for the same hotel they will be printed in same request form.

Print all reservations of this voucher: If you check it if there are more than one reservation cards for different hotel since this part is combined to 'Cumulative Voucher Print' page (that will be explained later) you will have the chance to print all in this part.

Write fax number under form: When it is checked fax number will be seen on request form. Print allotment info: When it is checked the allotment of this reservations whether it has normal or guarantied or on request allotment on request form.

Display Customer Info: When it is checked clients' names will not be seen on request form. **List Special offer:** When it is checked, if there is any special offer it will be seen on request form.



Options In Reservation Card :

Allotment Type : It is related with the allotment type that you define in hotel card in hotels menu .When you define in hotel card as Normal , the system will bring allotment type as normal automatically.

Hotel Confirm.: This information is brought by the system automatically when you select the hotel .The system takes this information from hotel card in hotels menu.

Operator Confirm: This information is also brought by the system automatically when you select the operator. The system takes this information from tour operator card in definition menu. **Reservation Status :**



This information is brought by the system automatically while you are entering the reservation .It is brought **'OK'** as default .According to the situation you can select it as No Show , Go Show , On Request , Option manually.

Room Status :



When you enter the reservation firstly, it is saved as 'New' automatically. However if you change the reservation after printing it, the system will change the room status as 'Changed' automatically. When you cancel the reservation, the system will change the room status as 'Cancel' automatically. Beside that you can change this status manually according to situation.

If you select the "**bubble**" box, then the room is reserved or "blocked", but doesn't appear in reports. You can do this if you need to block rooms in the peak season, but don't have any PAX information.

Special Code: You can write here a special code to apart this reservation from the others in terms of prices if there is any special situation of this reservation while you are getting any report. **Package:** If this reservation is included in a package, the name of the package will be written in this part.

Package Splitting : If this reservation is included in a package, the name of splitting schedule will be written in this part.

Index No :This is the number when you check 'Count the index number for reservations' check box so the system form a number for this reservation to be able follow the reservation by index number. **Voucher Form Printed :**This part shows whether this reservation is printed or not.

Transfer Info : You can see transfer information of the clients here and normally the default transfer type is standard (empty); if these clients have special transfer type such as Private or Prestige you can choose it here using F2 beside that if clients don't have arrival or departure transfers you can clear the check mark of the transfer so you do not see these clients in passenger traffic.

4.Entry Info	5.Prev.Hotel Inf	0	6.Price	7.Reports
1.Transfer Info	2.Con	firm D	ate	3.Invoicing
Arrival			Depar	ture
Arrival Transfer 🔽		Dep	arture Transfer	
Transfer Date 0	1/10/2006		Transfer Date	06/10/2006
Transfer Type	<u>8</u>		Transfer Type	
	Handlin	g Fee	•	
Handling Fee Type	<u>8</u>			

1.Confirm Date: You can see the confirmation date when you get the confirmation from the hotel and when you confirm it to your operator.

2.Invoicing: You can see the invoicing information that whether this reservation will be invoiced or not.

3.Selling Date : It is the date that you register the reservation .This date is used in Special offer entry page.

4.Entry Info : You can see the information that by whom is this reservation registered or changed. **5.Prev.Hotel Info :** If this reservation's hotel is changed to another hotel , you can see the previous hotel's name and changing date here.

6.Price: You can see the accommodation, transfer prices of this reservation.

7.Reports :Checkbox default checked here provide this reservation to see in reports .When they are cleared you can not see this reservation in any report.

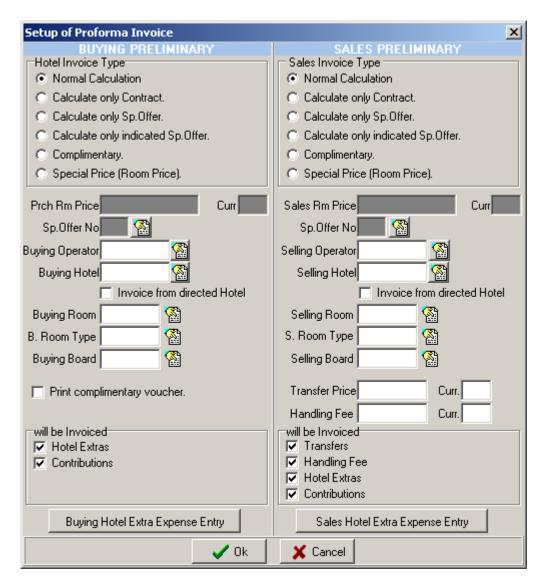
Handling Fee : If you select the handling fee type here the system will take this handling fee type to calculate handling fee for this reservation.

Buttons In Reservation Card :

Select <u>P</u> ax (F7)	All <u>o</u> tment (F8)	Boom Reg.Form(F4)	🗸 <u>S</u> ave (F3)	Buying Lock / Unlock	Special Offer
Invoice Setup	Hotel Change	🗙 <u>D</u> elete (F6)	🥸 Send Fax (F5)	Selling Lock/Unlock	<u> </u>

Select Pax (F7): You can select the pax who will accommodate in this room while you are saving your reservation or after saving your reservation. If you do not select paxes while you are saving the reservation you can see clients in Passenger Traffic.

Allotment : You can follow your allotments of the hotel in this reservation using this button. **Invoice Set up :** This button can be used to tell Sejour how to calculate the invoice in buying and selling that means you can give a special accommodation or transfer price just for this reservation. In the example below we have given special room price (35 Euro) instead of per person for buying and sales prices.



In this page you can also canalize this hotel's or operator's price to other hotel or operator filling Buying / Selling Operator, Buying Hotel/Selling Hotel, Buying Room / Selling Room, Buying Room Type / Selling Room Type, Buying Board / Selling Board blanks as you see in the example below;

Setup of Proforma Invoice	
BUYING PRELIMINARY	SALES PRELIMINARY
Hotel Invoice Type	Sales Invoice Type
Normal Calculation	Normal Calculation
 Calculate only Contract. 	Calculate only Contract.
Calculate only Sp.Offer.	Calculate only Sp.Offer.
Calculate only indicated Sp.Offer.	C Calculate only indicated Sp.Offer.
C Complimentary.	C Complimentary.
C Special Price (Room Price).	C Special Price (Room Price).
Prch Rm Price Curr	Sales Bm Price
Sp.Offer No	Sp.Offer No
Buying Operator	Selling Operator
	Selling Hotel
Buying Room 🏾 🔛	Selling Room
B. Room Type	S. Room Type
Buying Board 📉 🖓	Selling Board 🎆
	Transfer Price Curr.
Print complimentary voucher.	Handling Fee Curr.
will be Invoiced	will be Invoiced
Vill De Involced	Transfers
Contributions	✓ Handling Fee
	V Hotel Extras
	Contributions
Buying Hotel Extra Expense Entry	Sales Hotel Extra Expense Entry
	Sales Hotel Extra Expense Entry
🗸 Ok	🗶 Cancel

The original hotel in the example is Desert Rose but Since Desert Rose is full the hotel turned away the clients to Movenpick El Gouna hotel so we changed the hotel card as Movenpick El Gouna for the transfer operation but the invoice will come from Desert Rose so we should canalize the buying invoice as Desert Rose hotel.

Hotel Change : When you want to change the hotel of this reservation you should use this button .The only thing you should so is to select the new hotel and click the 'New' button.

Hotel Change	
Previous Hotel HRGDES	
New Hotel	
Hotel HRGCON	
Room DBL	
Room Type STD 🛛 🖓	
Board HB 🖀	
Change Date 19/08/2006	
Entry Date 19/08/2006	
Allotment Type	
🖌 Change 📃 🧾 Exit	

Buying Lock / Unlock : You can lock your reservation using this button not to be changed by anyone in terms of buying prices .When the reservation is locked for buying prices you can change selling prices .After locking the reservation you can unlock using the same button.
Selling Lock / Unlock : You can lock your reservation using this button not to be changed by anyone in terms of selling prices . When the reservation is locked for selling prices you can change buying prices .After locking the reservation you can unlock using the same button.
Special Offer : You can see the special offers which one will be applied for this reservation.
Delete : When you use this button you just delete this reservation card but you can still see names and flights of the clients.

BUTTONS IN PART A

New Reservation : You can open a new page for a new reservation.

Del.Reservation : You can delete whole reservation with names and hotel cards together .While you are cancelling the reservation as soon as you click the 'Delete button' the system will ask you the following questions;



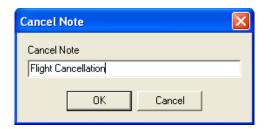
If you say 'yes' it will start to cancel the reservation.

Confirm	n 🔀
2	DO YOU WANT TO SAVE this reservation in cancelled reservations ?
	Ves No

If you say 'Yes' the system will save this reservation in cancelled reservations and you can find it whenever you want you can even recall it. If you say 'No' the system does not save it and you can not find it anywhere in the system.



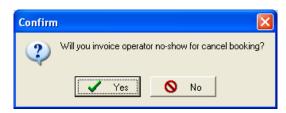
The system will warn you if this reservation have been calculated before.



You can write any cancellation note here and you can see this note in invoice detail.



If the hotel invoice you no-show for the cancellation you should say 'Yes' to this question.



If you invoice no-show for the cancellation you should say 'Yes' to this question.

After replying these questions the system cancels the reservation.

When you want to see the reservations that you cancelled before you should check 'Cancel Reservation ' button and write the tour operator and voucher no of the reservation or search it using 'Reservations' button .

When you find the cancellation if you want to recall it you should use the button next to 'Cancel Reservation ' check box .As soon as you click it the system will warn you about the allotment of the reservation because the system changes the allotment to on request so you should change it as 'Normal or Guarantied ' in reservation card.

Hotel Reservation Card		×	
Operator 🛛	Reservation Card	Reservations	
Voucher No	Package Reservation Card X Del Reservation	n 🔗 Passenger List	
	Cancel Reservations	Tour Pending	
Group No	? Invoice Info	<u> </u>	
Vouch. Note			
YOUCH. NOLE	Passenger		
No Mr/s Surname,Name Age Birth Date	Arrival Departure Nation Pnr Nr Package # AddSrv. E	A X Passenger Del	
1 Mr BRAUN 30/12/189	AB1754 AB1755 DE	🔊 Fassengei Dej	
2 Mrs BRAUN 30/12/1899		Arr./Dep. Change	
3 Chd BRAUN 8 30/12/1895		Eroup Entry	
4 Inf BRAUN 1 30/12/189	AB1754 AB1755 DE	S ⁴ , <u>T</u> ransfer Schema	
		Packages	
		Additional Services	
		Multinerary	
Adult: 2 Child: 1 Infant 1 Total F	Warning		
1 Hotel DESERT ROSE Room DB	Cancelled reservation has been activated successfully. Allotment type for all reservation cards has been organized as ON-Reque	n (F12)	
Date 19/08/2006 ~ 26/08/2006 Type ST	You must specified the right allotment types in reservation for the hotel or	ccupancy report. (F11)	
Day 7 Board HB Hotel Note	Summingunanty		
Intern Note	Ok	ooms	
Trf Note		En uonin meq. Form(F4)	
		Send Fax (F5)	
		X Room <u>D</u> el (F6)	
		? Allotment (F8)	
		Invoice Detail	
		Invoicing	
		Room <u>G</u> eri Al	
			Version: 10.8.
			20 August 2006 Sunday
			20 August 2000 Sunday

Entry Info : You can see the person who and when register the reservation.

Invoice Info: When you invoice your reservations, you see the invoice number, user issued invoice and date that is given by SEDNA (Invoicing program) in this part.

Reservations :You can see all reservations that are entered into Sejour .You can search for a reservation with its' operator , voucher number or hotel.

Passenger List : You can search the clients with their names directly.

Tour Pending : This page is to send tour packages coming from additional service to tour reservation page.(an example screen shot will be displayed in Additional Service Part)

BUTTONS IN PART **B**

Passengers Del.: You can delete a passenger unless you do not save him / her in the reservation card.

Arr / Dep.Change : You can change the arrival and departure flights here as you see in the example below.

Hotel Reservation Card						×	
Operator DIEZ 🚳	DIEZ TRAVEL		Reservation Card		Ne <u>w</u> Reservation	Reservations	
Voucher No 0001	₿ 5		Package Reservation (Card	X Del <u>R</u> eservation	Passenger List	
Pack. Group No			Cancel Reservations		? Entry Info	Tour Pending	
Group No					? Invoice Info	<u> </u>	
Vouch. Note							
Tous <u>n</u> . Hoto		Passen	aer				
No Mr/s Surname,Name	Age Birth Date Arrival	Departure Nati		# AddSrv. E		🗶 Passenger Del	
▶ 1 Mr BRAUN	30/12/1899 AB1754	AB1755 DE				Arr./Dep. Change	
2 Mrs BRAUN 3 Chd BRAUN	30/12/1899 AB1754 8 30/12/1899 AB1754	AB1755 DE AB1755 DE					
4 Inf BRAUN	1 30/12/1899 AB1754	AB1755 DE				<u>K</u> Group Entry	
		101100 02				54 Transfer Schema	
						Packages	
						Additional Services	
	💝 Arrival & Departure Cha	inge				≰ Itinerary	
	ABRIVAL		DEE	ARTURE			
Adult: 2 Child: 1 Infant 1	Previous ARRIVAL	New	Previous		ew		
1 Hotel DESERT ROSE						1	
1 Hotel DESERT ROSE Date 19/08/2006 ~ 26/08/2006	U AB1754 U HF	-2193	U AB1755	U HF2194	les	New Room (F12)	
Day 7	Attention Changes will be apply a	II Customer				🛃 Change (F11)	
Hotel Note	U = Flight					Copy Rooms	
Intern Note	0 = Hotel	✓ <u>C</u> hange	<u> </u>				
Trf Note	B = Region Y = NoTransfer					Boom Reg.Form(F4)	
						📀 Send Fax (F5)	
						X Room Del (F6)	
						? Allotment (F8)	
						Invoice Detail	
						Invoicing	
						Invoicing	
						🔶 Up	rsion: 10.9
						+ Down	
							006 Saturday

First of all you should write the arrival type (F for flight, H for Hotel) in order to change the arrival flight then write the previous and new flight codes. You should do the same for departure and use the 'Change' button but you should notice that this process will change the flight codes of all clients in this reservation page.

Group Entry :When you have a group whose real names are unknown yet, you can use this part to enter it easily and quickly as you see in the example below.

Entery Group Reservation		X
Title Name, Surname	Arrival Place Flight 🗨 AB1754	Depar. Place Flight 💽 AB1755
No of Pax 100		
	✓ <u>S</u> ave X Exit	

You should just write a name for group, number of pax and select the flight codes. After saving it you will see 100 group named 'NO NAME ' will have been entered and as a last step you should enter their hotel card.

Transfer Schema : You can follow clients' transfer schema using this button as you see below.

🌮 Pa	issen	ger Transfer Schedi	ule				X
No	Mr/s	Surname,Name	Age	Arrival	Departure	~	
1	Mr	BRAUN		AB1754	AB1755		Transfer Scedule
		BRAUN		AB1754	AB1755		
3		BRAUN		AB1754	AB1755		AB1754 (TXL-HRG) -19/08/2006
4	Inf	BRAUN	1	AB1754	AB1755		AB1754 (TXL-HKG) -19708/2006
							DESERT ROSE -19/08/2006
					<u>I</u> <u>C</u> lose		

You can see this schema for each client .This is the schema of Mr.Braun and he is coming by AB1754 flight to Hurghada and accommodating in Desert Rose hotel and going back by AB1755.

Additional Service : You can enter rent a car reservations, Tour Packages reservations and General Services in this table.

Hotel Reservation Card		× - ×
Operator DIEZ Martin DIEZ	Reservation Card	Reservation 🛛 🖓 Reservations
Youcher No 0001 🛱 🗈	Package Reservation Card X Del	Reservation Passenger List
Pack. Gro 💞 Additional Services		
Gra Customers	Tour Packages	
Vouch No Mr/s Surname,Name Age Sub Vouc. Item	Operator DIEZ	Sold By REP4
Na Maral 1 Mr BRAUN 1	Voucher 0001	Guide GUID1
NU MI//s 2 Mrs BRAUN 1 1 Mr 3 Chd BRAUN 8 1		xcursion Date 21/08/2006
2 Mrs 4 Inf BBALIN 1 1		Depart.Region CAI
3 Chd 4 Inf		Transfer Type
		Pax
Additional Service	Note	
# Service	Calculation	
Adult: 2 Type Code	 Calculate with special price. 	
1 Tour Packages HRGH14 Hotel D	Selling Price 10,00 Selling Curr. EUR	
Date 1		
Day 7	Buying Options C Calculate from Price Table.	
Hotel Note	 Calculate with special price. 	
Trf Note	Buying Pric 12,00 Buying Curr EUR	
		- d
Customer Have Aditional Services	Recalculate Selling price calculation is being Buying price calculation is being	
Sry 🖁 🖯	Incl. Price	
# Title Name Age Sub Vouc. Srv. B / S / S / S / S / S / S / S / S / S /	Package	
🕨 1 Mr BRAUN 1 🗹 🗹	Package splitting	
2 Mrs BRAUN 1 V V 3 Chd BRAUN 8 1 V V		
4 Inf BRAUN 1 1 V		
Save X Delete L Kit	Save X Delete	LExit rsion: 10.9.
		006 Saturday
		coo saturday

You can see the customers' name as default since they are registered in hotel reservation card. In Additional Service part you should decide which service (tour package, general service or rent a car)you enter .In 'Customer Have Additional Service' Part you can see the clients who buy this additional service and how many additional service they buy.

On the next table you should start with the guide who sold this service, the date of excursion, the region that the tour depart and transfer type if the clients wish a special one.

Pax :You should write the pax number which you want to calculate your excursion from. **For Example :** When two clients wish to join the excursion with other 8 clients (for example they become 10 pax) to be able calculate the excursion from the price of 10 pax , you should write 10 in Pax part.

otel Re	servation (Card						********				×	
	Operator	DIEZ		Z TRAVEL			vation Card		🕒 Ne <u>w</u> Reserva		le <u>s</u> ervati		
V	oucher No	0001	# 🗈			🔽 Packa	ge Reservatior	n Card	🔀 Del <u>R</u> eserva	ition 🛛 🔛 <u>P</u>	assenge	r List	
Pack.	Gra 🐡 M	Iditional Se										X	
	Gra					TRI							
				Customers		Tour Packages							
	uc <u>h</u> No		Sumame	Name Age	Sub Voue Item	^			-		/ 37		
I No. T		tion Results											\mathbf{X}
1 0	alculated Val	ues											
									Selling		Buying		<u>~</u>
2	Operator	Voucher	# Title	Name	Packet	Packet Name			Jenning		_	EGP	
4							Amount	Curr	EGP Amount	Amount	Curr.	Amount	
	DIEZ	0001	1 Mr	BRAUN	HRGH14	HRGH14	10,00	EUR		12,00	EUR		
	DIEZ	0001	1 Mrs	BRAUN		HRGH14	10,00			12,00			
	DIEZ	0001	1 Chd	BRAUN		HRGH14	10,00			12,00			
	DIEZ	0001	1 Inf	BRAUN	HRGH14	HRGH14	10,00	EUR		12,00	EUR		
tern	esults with Ei	rrors Voucher	# Titl	le Name	Packet	Packet Name			Error			>	
Trf)	1												
		🎒 Print C	alculated V	alues	🎒 Print	Error Result		<u>î</u>	<u>E</u> xit				
						✓	,		1				
		<u> </u>	×	Delete	xit		<u>S</u> ave	×	Delete	<u>E</u> xit		rs	sion: 10
											🕈 Dowi	n 📗	
											🕈 Dowi		D6 Saturd

Calculation:

Calculate from Price Table: It is default checked in the table. The system takes prices from the tariffs in Tour Operator Menu.

Calculate with a special price : If you give a special price for this clients in this tour , you should check this one and write your special price in the Selling and Buying price blanks below.

If this service is included in a package you can see it in Package and Splitting Package blanks below and Incl. Price check box is checked as default.

After entering this information you can save this reservation as soon as you click the 'Save' button the system will start to calculate this service.

This tour package is send to Tour pending page to be able to register it into tour reservation page.

Extra Ser Operator	DIEZ	9	🗿 DIEZ TI	RAVEL	Extra Pack	age			To be listed Not Sav			# Hotel		Date C/Ou				
Voucher			_		н	otel			C Saved t		- P	1 DESERT	19/08/	2006 26/08	1/2006			
<u>C</u> /in Date	177	~	_/_/_	_			,		C All									
<u>_</u>		_		-														
			Custo	omer														
Operator	Ref. No	Title	Cust	Name		#	Extra Service Code	Remark	Trf Type	Sold by	Guide	Tour	Region	Date	Hotel	OK	Tour Reco Date	id a
DIEZ	0001		BRAUN	Name		4	HRGH14			REP4	CLID1	HRGH14	CAI	21/08/2006	DECEDT			ã
	0001	Mrs	BRAUN				HRGH14					HRGH14	CAI	21/08/2006		н		
	0001		BRAUN				HRGH14					HRGH14	CAI	21/08/2006		Ħ		⊢⊢
		Inf	BRAUN				HRGH14					HRGH14	CAI	21/08/2006		ы		
Open ne	wTour	1			Save T	ourb	nform D	Save into To	11	<u>ٹړ C</u> hange Tou		The Delete T	au	Export to	o Evrel		Î. Exit	

When you come to this page to send your tour packages to tour reservation page you will see you packages in 'Not Saved to Tour ' page but after you save your tour package into Tours by using 'Save Into Tour' button you will see it in 'Saved to Tour' page when you check it at the top of the page.

After appoint coach and guide to this tour reservation in tour reservation page if you try to delete the reservation in tour pending page the system will send an e-mail to the address written in Parameters Menu.

Itinerary :

► Itinera	ıry																		
							Cu	istomers							1	A	dditional Ser	vice	
Operator	Voucher	#	Mr/s		Su	urname,			Ag	ge A	Arriv	/al Place Depar.	Place Nati	onalil V 🔨				Tour	1
DIEZ	0001			BRAUN						HF2			DE		#	Туре	Service		
DIEZ	0001			BRAUN						HF2			DE						Reg.
DIEZ DIEZ	0001			BRAUN BRAUN						8 HF2 1 HF2			DE DE		b 1	Lour Packa	g HRGH14	21/08/2006	AI
									Pass	sende	r T	ransfer Schedule		~	<				>
										ransfi				Se	rvice Info				
	_			Transfe	nfo			Transfer		Info							Arrival		Ħ
	Explanati	ion								Trf.	#	Туре	Service	com/Regia	Room	Board	Arrival Date/Tour	C/O Date	DayMight
				Transfer	ype	From	То	Date	Time	Туре		()pc	0014100	John Hogi	Туре	board	Date	C/O D'dio	Jayı
HF2193 -	DECEDI																	-	
						HRG	CAL												
DESER				Arrival Tr	isfer	HRG	CAI	19/08/2006			1	Hotel	DESERT	DBL	STD	НВ		6 26/08/2006	7
				Arrival Tr Departure				26/08/2006			1	Hotel Tour Package	DESERT HRGH14	DBL CAI	STD	HB	19/08/2006 21/08/2006	6 26/08/2000	7
	T ROSE										1				STD	HB		5 26/08/2006	7
	T ROSE										1				STD	HB		5 26/08/2006	7
	T ROSE														STD	HB		5 26/08/2006	7
DESERT	T ROSE														STD	HB		5 26/08/2006	7
	T ROSE										1	Tour Package			STD	HB		5 26/08/2006	7

You can see the itinerary of these clients in this table. When you use 'Report' button you can get a detailed itinerary information of these clients.

Finally, we can calculate a price for the hotel from the "**Invoicing**" button at the bottom right of the reservation card in **Part C** of the figure on page 2:

This same screen can be accessed from "**Invoice** > **Calculation of Invoice**" menu, but when accessed from here, the tour operator and voucher 00027 are entered for you.

The options in the invoicing table will be explained in Invoicing Menu for the time being the only thing you should do here is to click the Calculate button.

After the calculation the system brings some proforma invoice errors related with the hotel contract or transfer tariffs so you should read the error to be able understand what the error is about and correct the mistake in that part.

The system does not bring any error if everything is ok with the hotel contract and the tariffs.

Invoice Detail:

After the calculation you can see the details of the invoice such as which hotel price and transfer tariff the system takes, whether there is handling fee, special offer, kick back, additional service, etc. or not.

Repor	t Preview										
•		🗏 🖭 🔍	🔍 🚔 ।	🚽 🎒 <u>P</u> rinter	₩ <u>W</u> ord	🥦 <u>P</u> DF	≣ <mark>⊠</mark> <u>E</u> Mail	👖 Exit			
2	G,		n_networking	тоц	R OPER	ATOR RC	OM SALE		E		: 28/10/2006 : 17:10 : 1
	Tour Ope	Hotel : DES rrator : DIEZ icher : 0001	TRAVE		Accommo	dation : 19/08/	R 06 ~26/08/06	es.No: 1 Day 7	Type: \$	DBL (DOUBLE) STD (STANDAF HB (HALF BOAI	?Т)
						**	Special Price	**			
				BRAUN BRAUN			-				
				BRAUN		8					
		Pa	4- Inf	BRAUN Price	Accom.	1 Room	Amo	unt		Explanation	
			<u> </u>	35,00 EUR				5,00 EUR		Explanation	
						Shuttle (10,00)) 1	0,00 EUR			
					Hand	ling Fee (2,00))	2,00 EUR			
						Grand Tota	al: 25	7,00 EUR ,00 EGP			
	Tour P	ackages									
	Title		Custom	er Name		Tour	Package		Amount	Curr.	
	Mrs Chd	BRAUN BRAUN BRAUN BRAUN			HRGH HRGH HRGH HRGH	114 114	-			10 EUR 10 EUR 10 EUR 10 EUR	
					VOU		DICE TOTALS	Total : S		40 EUR	
_	Curr Accorr	nmodation 3	Extra Expe	enses Transf	er Handlir	ng Fee Tour F	ackagesGen. S	Gervice \	/isa GRA		ID TOTALS (EG
	UR	245,00			10,00	2,00	40,00			297,00	
1 of 1						GRAND T	OTALS				

PACKAGE RESERVATION CARD

Hotel Reservation Card		X	
Operator MDI MDI TRAVEL	Reservation Card	New Reservation 🛛 🖓 Reservations	
Youcher No 0001 🛱 🗈	Package Reservation Card	X Del <u>R</u> eservation Passenger List	
Pack. Group No	Cancel Reservations	? Entry Info Tour Pending	
Group No	^	Invoice Info	
Vouch. Note			
	Passenger		
No Mr/s Surname,Name Age 1 Mr PACKAGE Image: Surname, Name Age	Birth Date Arrival Departure Nation Prr Nr HF5995 HF5996	Package E Sub Vouc.	
2 Mrs PACKAGE	HF5995 HF5996	Arr./Dep. Change	
		🥂 💁 🛃 🧏	
		😤 Iransfer Schema	
		Pac <u>k</u> ages	
		Additional Services	
		(tinerary	
Adult: 2 Child: 0 Infant 0 Total PAX: 2			
Adult: 2 Child: 0 Thrant 0 Total PAX: 2	Hotel Reservation		
Hotel	Adult Ext.B Room Count	Confirm Dew Room (F12)	
Date Type	Child Res.Status	Allotment	
Day Board Board	Infant Room Status	Print Change (F11)	
Intern Note		Vch Print No	
Trf Note		Boom Req.Form(F4)	
		Send Fax (F5)	
		× Room <u>D</u> el (F6)	
		? Allotment (F8)	
		Invoice Detail	
		Invoice Detail	
		Si: Package Spliting	
			rsion: 10.9.
			006 Saturday

To be able to enter a package reservation you should select <u>'Package Reservation Card'</u> check box.

Then we continue to enter the tour operator code and voucher number. We leave blank "the Pack Group No" because after saving the reservation the system will create the code and numbers automatically.

As second step you should write the clients' name and select Arrival and Departure codes .You can use F2 shortcut key selecting Arrival and Departure flight codes.

As third step pressing F12 shortcut key or making double click on green coloured part you should open the reservation card.

Hotel Reservation Ca	rd						×	
Operator M	DI 🛛 🖓 MDI TI	RAVEL	I	Reservation Card	Ne <u>w</u> Reservation	Reserve	ations	
Voucher No 00	001 🔛 🔛		I	Package Reservation Card	X Del <u>R</u> eservation	🛛 🖓 <u>P</u> asseng	ger List	
Pack. Grou <u>p</u> No H		4 01 🗈	I	Cancel Reservations	🝸 Entry Info	Tour Pen	ding	
Group No	(2 MDL - 0001 Res	ervation Entry/Change	Form					
Vouc <u>h</u> . Note	Room Reservation	ervation citri Menange		Reservation Info				
No Mr/s	1 Hotel 🚻			Allotment Type Normal	•			
1 Mr PACKAGE		/11/2006 ~ 29/11/200		Hotel Confirm. Yes	28/10/2006		ger Deļ	
2 Mrs PACKAGE	Room DE			Operator Conf. No	28/10/2006		hange	
	Type ST			Reservation Status Ok	•		Entry	
	Board HE		Promotion Room	Room Status New	•		Schema	
			Honey Mooners	Print No	•		ages Convincer	
	Child		Trondy moonore	Special Code			Services	
	Infant	-		Code 2 / 3 / 4	/ /		ary	
Adult: 2 Child: 0	Room Count 1	-		Bubble				
1 Hotel HATSCHEF				Package			m (F12)	
Date 15/11/200	Hotel Note			Package splitting			<u> </u>	
Day 14				Index No) (F11)	
Hotel Note Intern Note	Intern Note			Voucher Form Printed No		70 . 1	ooms	
Trf Note	Internatione			4.Entry Info 5.Prev.Hote 1.Transfer Info 2.		7.Reports	Form(F4)	
				Arrival	Departur		ax (F5)	
	Transfer Note			Arrival Transfer 🔽	Departure Transfer 🔽		el (F6)	
				Transfer Date 15/11/2006	Transfer Date 2	9/11/2006	it (F8)	
				Transfer Type	Transfer Type	<u></u>		
					dling Fee		etail (
				Handling Fee Type	<u> </u>		g	
	Select <u>P</u> ax (F7)	All <u>o</u> tment (F8)	Boom Reg.Form(F4) 🗸 <u>S</u> ave (F3) Buying	Lock / Unlock Spe	ecial Offer	<u>S</u> pliting	
	Invoice Setup	Hotel Change	🗙 <u>D</u> elete (F6)		J Lock/Unlock	👖 <u>E</u> xit		
							•	rsion: 10.9.
								151011. 10.3.
								006 Saturday
								ooo oataraay

Using F2 or button you can select the package code, room, room type and board .When you write the check in date the system brings check out date of the package automatically. Beside that the pax number and room number is brought by the system automatically.

You can save the reservation by using 'save' button or F3 shortcut key.

Hotel Reservation Card				X	
Operator MDI MDI TRAVEL Voucher No 0001 P So Pack. Group No HATS 1511 MUC 14 01 Group No M	٥	Reservation Card Package Reservation Card Cancel Reservations	New Reservation Nel Reservation Pel Reservation Physical Reservation Physical Reservation Physical Reservation Physical Reservation	Beservations Bessenger List Tour Pending	
Vouc <u>h</u> . Note					
No Mr/s Surname,Name 1 Mr PACKAGE 2 Mrs PACKAGE	Age Bith Date Arrival HF5995 HF5995	Passenger Departure Nation Prr Nr HF5996 HF5996	Package E Sub Vouc.	Passenger Del Arr./Dep. Change Group Entry Change Deckages Additional Services	
Adult: 2 Child: 0 Infant 0 Total PAX: 1 Hotel HATSCHEPSUT PACKAGE Room DBL Date 15/11/2006 29/11/2006 Type STD Day 14 Board HB		tel Reservation Room Count 1 Res Status Ok Room Status New	Confirm Yes Allotment Normal Print No	Itinerary New Room (F12) Change (F11)	
Hotel Note Intern Note Tif Note			Vch Print No	Copy Rooms Copy Rooms Copy Rooms Copy Room Req. Form(F4) Send Fax (F5) K Room Del (F6)	
				? Allotment (F8) Invoice Detail Invoicing	
				<u>នៃ:</u> Package <u>S</u> pliting	rsion: 10.9

When we entered a package reservation system calculates the package prices, we can see the total charge by "Invoice Detail" button.

8 Report Preview	
🕨 🔹 🕨 🔲 🗐 🗑 🔍 🔍 🚅 🔚 🎒 Erinter 🛛 🐺 Word 🛛 🥦 El	F ≣⊠ <u>E</u> Mail Exit
	SUT PACKAGE Print Date : 28/10/2006 Time : 17:17 FORMA INVOICE Page : 1
Tour Operator : MDI TRAVEL Voucher : 0001 Nr : 1 Accommodation : 15/11/2006 ~29/11/200 1- Mr PACKAGE 2- Mrs PACKAGE	5 14 Day Room: DBL Type: STD Meal: HB
Pax Price Accom. Roo	
2 Adl 700,00 EUR 14 Nights 1 Handling Fee (2 Adl * 1	Room 1.400,00 EUR 1,00) 280,00 EUR
	Total: 1.680,00 EUR .00 EGP
PRODUCT IN	VOICE TOTALS
Curr Packages Extra Accommodation Extra Exp	enses Handling Fee TOTALS EGP TOTALS
EUR 1.400,00	

For adult per person price 1110 EUR calculated, it is total for 14 days accommodation + tour + transfers we see the total price recorded in the package contract. Beside this there is airport difference as an extra expenses and handling fee effect the grand total.

Package Splitting:

Pack. Group No HATS 1511 MUC 14 01 (14 01), the letters on the cells are informing that ; Package Code, arrival date, departure airport, accommodation period, and the coach number.

Meservation Card Operator Operator DIEZ
Youcher No 0007 Image: Second Card <
sk. Group No PACK7 2303 DUS 07 01 10 Tour Pending Group No Invoice Info Invoice Info Invoice Info Invoice Info Vouch. Note Passenger Mr/s Surname,Name Age Bith Date Arrival Departure Nation Prr Nr Package E Sub Vouc. X Passenger Del Grp NONAM ARR? DEPT? AL AL Invoice Info X Passenger Del
Group No Concernation Interview Concernation
Mir/s Surname,Name Age Birth Date Arrival Departure Nation Prix Passenger Del Grp NONAM ARR? DEPT? AL AL X Passenger Del
Mr/s Surname,Name Age Birth Date Arrival Departure Nation Pnr Nr Package E Sub Vouc. X Passenger Del Grp NONAM ARR? DEPT? AL A X Passenger Del X
Mr/s Surname,Name Age Birth Date Arrival Departure Nation Pnr Nr Package E Sub Vouc. The passenger Delement Grp NONAM ARR? DEPT? AL All
Grp NUNAM AHR? DEP1? AL
Grp NONAM ARR? DEPT? AL Arr.70ep. Change
52 Iransfer Schema
Additional Services
alt: 2 Child: 0 Infant 0 Total PAX: 2
Hotel Reservation
Hotel HISTORY, SEA AND SUN T Room DBL Adult 2 Ext. B Room Count 1 Room Nr Confirm Yes
Date 23/03/2007 * 30/03/2007 Type STD Child Res Status Ok Allotment Normal
Note Vch Print No
Note Boom Req.Form(F4)
Send Fax (F5)
? Allotment (F8)
Invoice Detail
Invoicing
£:: Package Spliting
rsion: 1
7 Wednes
/ weulds

After saving the package reservation card you should select package schedule using '<u>Package</u> <u>Splitting</u>' button.

In the example we select <u>*HATS*</u> as tour package and we will split it using 'Make Split' button. The itinerary of the clients will include this tour package during 14 days.

Hot	el Reserv	vation Card						×	
	Op	erator MDI	MDI TRAVEL		Г	Reservation Card	New Reservation	Reservations	
	Vouch	ner No 0001				Package Reservation (Card X Del Reservation	Passenger List	
Р	_	up No HATS	1511 MUC 14 01	B15	Г	Cancel Reservations	? Entry Info	Tour Pending	
		up No					? Invoice Info		
	Vouch.		<u>644</u>						
	+ouc <u>n</u> .				Passenger				
	lo Mr/s		imame,Name	Age Birth Date Arrival	Departure	Nation Phr Nr	Package E Sub Vouc. 🔺	X Passenger Del	1
		PACKAGE		HF5995	HF5996			Arr./Dep. Change	
	2 Mrs F	PACKAGE		HF5995	HF5996			Arr.7Dep. Change	
							1.0	A Litoun Entry I	
	Packa	age Reservat	ion Spliting						Ľ
	т	fur Packet: 🕥 H	IATS (14)						
	Spliting	Schedule : HA	S 👻						
	opining	concourse print	_						
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_	Day/Night	No Process				· · · · · · · · · · · · · · · · · · ·			4 Mobile
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	2.Day 2.Day		Step Definit. FUUR S	EASONS FIRST RESIDEN	LE. Day				y
	3.Day	1 Hotel							V
	4.Day	1 Public E		1	Save	<u>Exit</u>	1		SEAT
	4.Day								v
	5.Day	1 Boat	CRZEMP		FB STD	PAS	PLX		~
	5.Day		CRZH04						~
	6.Day		CRZEMP		FB STD	PAS	PLX		~
	7.Day 8.Day	1 Boat 1 Boat	CRZEMP		FB STD FB STD	PAS	PLX PLX		~
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			2	🕻 Delete Step 🔡 Add	Step M	ake Split	Exit		
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				/					
				/					006 Saturday

The template appears here with the originally described, then we can make amendments over the table according to the current accommodation information. It is possible to change the hotel name, or tour name on the template or in case we need more facility we can add the new lines with using "Add Step" button.

When you click it the system brings a <u>table</u> in order to add the new step .You should choose the service type such as Hotel, Excursion, and Domestic Flight for the new line. In this example we added a line as 15th day. We choose Hotel as process type because clients will stay one more day as 15th day in Four Seasons Hotel .After saving it you can split the package.

In addition, there is another important point here in terms of prices, for example the tour package is 14 days actually. The point is that you want to add a new hotel on the 15th line and the price of it should be excluded then when we clear the check mark, this hotel will be excluded in the price of tour package.

	Tur Packet:	(14)												
ight				Ac	comodati	on Info	Route	Route nformation	Flight Info		Genera	Service	. <mark>8</mark> F	Room Fo
DayMight	No Process Type	Process	Definition	Board	Room Type	ccomodatic Day	Departure		Code	Class	Supplier	Service	Incl. Price	Mobile Services
1	1 Hotel	GIZOAS		BB	STD	-							-	
1.Day	2 Tour	CAIC24											•	
2.Day	1 Hotel	GIZOAS		BB	STD								✓	
2.Day	2 Tour	CAIC15											•	
3.Day		GIZUAS		BB	STD									
4.Day		PUBBUS		SEAT	SEAT		CAI	AS₩						SEAT
4.Day		ASW0C/		HB	STD								✓	
5.Day		CRZEMP		FB	STD		PAS	PLX						
5.Day	2 Tour	CRZH04												
6.Day		CRZEMP		FB	STD		PAS	PLX					•	
7.Day		CRZEMP		FB	STD		PAS	PLX						
8.Day	1 Boat	CRZEMP		FB	STD		PAS	PLX					✓	
									()		

Hotel Reservation Card	×	
Operator DIEZ COUR	on MRe <u>s</u> ervations	
Youcher No 0007 🛱 🗈 🖌 Del Reservation Card	on 🛛 😤 <u>P</u> assenger List	
Pack. Group No PACK7 2303 DUS 07 01	Tour Pending	
Group No Yinvoice Info	<u><u> </u></u>	
Vouc <u>h</u> . Note		
Passenge		
No Mr/s Surname,Name Age Birth Date Arrival Departure Nation Prn Nr Package # AddSrv. E V VC Sub Vouc. 1 Grp NONAM ARR? DEPT? AL CAIRO 3 ■	🔺 🔀 Passenger Del	
2 Grp NONAM ARR? DEPT? AL CAIRO 3	<u>A</u> rr./Dep. Change	
	🧏 <u>G</u> roup Entry	
	😤 <u>I</u> ransfer Schema	
	Packages	
	Additional Services	
	M Itinerary	
Adult: 2 Child: 0 Infant 0 Total PAX: 2	<u> </u>	
Hotel Reservation		
1 Hotel MENA HOUESE GARDEN Room DBL Adult 2 Ext.B Room Count 1 Room Nr Confirm Yes	New Room (F12)	
Date 23/03/2007 Type MBD Child Res.Status Ok Allotment Normal Day No./S. Board HB Infant Room Status New Print No	Change (F11)	
Day 2 No. /S. Board HB Infant Room Status New Print No Hotel Note		
Intern Note Vch Print No	Copy Rooms	
Tri Note	Boom Reg.Form(F4)	
	🥸 Send Fax (F5)	
2 Hotel SLEEPING TRAINS 84 Room DBL Adult 2 Ext.B Room Count 1 Room Nr. Confirm Yes Date 25/03/2007 ~ 26/03/2007 Type STD Child Res.Status 0k Allotment Normal	X Room Del (F6)	
Date 25/03/2007 Type STD Child Res.Status Ok Allotment Normal Dav No./S. Board HALFB Infant Room Status New Print No		
	? Allotment (F8)	
Intern Note Vch Print No	Invoice Detail	
Trf Note	Invoicing	
3 Hotel IBEROTEL CROWN EMPER Room DBL Adult 2 Ext.B Room Count 1 Room Nr Confirm Yes Date 26/03/2007 ~ 29/03/2007 Type CB Child Res.Status 0k Allotment Normal		
Day 3 No./S. Board FB Infant Room Status New Print No		rsion: 11.0.
Hotel Note		151011. 11.0.
Intern Note Vch Print No		
Trí Note		71.4.1.1
	•	7 Wednesday

After splitting the package you should check the <u>'Reservation Card'</u> checkbox at the top the page to be able to see hotel reservations and tour packages in additional services part of this package.

Additional Services(tour packages or general services) in Package Reservation:

el Reservation Card					TY	X	4
Operator MDI 🌇 M	DI TRAVEL		🔽 Reservati		Ne <u>w</u> Reservation		L
<u>V</u> oucher No 0001	ک		Package	Reservation Card	X Del <u>R</u> eservation	Passenger List	
Pack. Group No HATS 1511 MU	JC 14 01 🗎		🔲 Cancel R	eservations	💡 Entry Info	Tour Pending	
Group No 🏾 🖓					? Invoice Info	<u> </u>	
Vouch. Note							
			assenger			-	
No Mr/s Surname,Name 1 Mr PACKAGE	Age Birth Date An HF599	ival Departure 5 HF5996	Nation Pnr Nr	Package # AddSi	v. E V VC Sub Vouc.	🎽 💢 Passenger Del	
2 Mrs PACKAGE	HF599			CAIC24		Arr./Dep. Change	
						🕺 Group Entry	
						😕 Transfer Schema	
				Ť			
				1		Additional Services	
				1			
Adult: 2 Child: 0 Infant 0	Total PAX: 2						L
Addit 2 Child, 6 Mildrit 6	Total And 2	Hotel	Reservation				
Hotel OASIS HOTEL	Room DBL Adu	t 2 Ext.B F	Room Count 1		Confirm Yes	New Room (F12)	
Date 15/11/2006 ~ 18/11/2006	Type STD Chil	t 🔄	Res.Status Ok		Allotment Normal		
Day 3	Board BB Infar	t R	oom Status New		Print No	[🛃 Change (F11)	
otel Note						Copy Rooms	
ern Note					Vch Print No		
Trf Note						Boom Reg.Form(F4)	
						🧕 诊 Send Fax (F5)	
Hotel PUBLIC BUS	Room SEAT Adu	t 2 Ext.B F	Room Count 1		Confirm Yes	K Room Del (F6)	
Date 18/11/2006 ~ 18/11/2006	Type SEAT Chil		Res.Status Ok		Allotment Normal		
Day 0	Board SEAT Infar	t B	oom Status New		Print No	? Allotment (F8)	
otel Note						Invoice Detail	
ern Note					Vch Print No		
Trf Note						Invoicing	
							L
Hotel SOFITEL OLD CATARACT	Room DBL Adu	t2 Ext.B F	Room Count 1		Confirm Yes		
Date 18/11/2006 ~ 19/11/2006	Type STD Chil		Res.Status Ok	- I	Allotment Normal		L
Day 1	Board HB Infar		oom Status New		Print No		
otel Note		·				A 11-	rs
ern Note					Vch Print No	∲ Up	
Trf Note						🔶 Down	
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If the package includes additional services such as tour packages, you can see its' information in 'Add. Srv.' part on clients' name lines and 'E' letter next to 'Add. Srv' displays the numbers of additional service. In this package above this package includes 4 tour packages and one of them is CAIC24.

To be able to calculate the cost of these tour packages we should enter the page of Additional Services and calculate them .You use <u>'Additional Services'</u> button in order to enter the page.

Additional S			Tour Packages	<u></u>
	Customers			
No Mr/s	Sumame,Name	Age Item ^	Operator OFT Sold by OFT	
2 Mrs PADK		4	Voucher 00025 Guide 2	
2 MIS PALK	VHUE		stomer Name Mr. PACKAGE Excursion Date 15/11/2005	
			Tour Packet CAIC24 xu Depart.Region GIZ	
		- F		
			our Transfer Type	
		~	Setting Date 18/09/2006 Pax	
	litional Service		Note	
I Tour Packag 2 Tour Packag 3 Tour Packag 4 Tour Packag 4 Tour Packag 4 Tour Packag 4 Tour Packag 2 Line Packag 1 Mir Packag 2 Mir Packag	es CAIC15 CAIC15 CAIC15 CAIC17 res CAIC17 CR2H04 omer Have Aditional Se Name A		Buying Options Calculate from Price Table. Calculate with special price. Buying Pric Hecalculate Buying prict Recalculate Buying prict Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Cancel Can	
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When you open this page firstly, you will see the information that are marked by red circles, are brought by the system automatically. The system takes this information from package itinerary that we selected while we were splitting the package .All of these tour packages included in package itinerary.

In the first part you can see the names of tour packages.

In the second part you can see names of clients and tour packages they will join into.

In the third part you will see the code of tour operator who sold the package abroad .The system takes this information from Guides sub-menu of Definitions menu.

In the fourth part you will see the information that whether these tour packages are included in the package or not .If the check box named 'Incl. Price' is selected by the system that means tour packages are included in package price .Under this check box you can see the name of package and package splitting.

In the fifth part you will see 'Cancel' checkbox .This checkbox is used to cancel the tour package after you invoice the package to the tour operator so you can see this cancellation amount as Credit on the invoice.

On this page to be able to calculate the cost of tour packages you should press 'Recalculate' button.

Hot	el Ro	eservation (ard					***********							×	
		Operator	MDI	- (2)	MDI T	RAVEL			Reserva	ition Card		🚹 Ne <u>w</u> Reservati	ion 🛛 🕍 A	le <u>s</u> ervati	ons	
	¥	oucher No	0001	#					Packag	e Reservation	Card	🗶 Del <u>R</u> eservati	ion 🛛 🖄 P	assenge	r List	
Р	ack.	Gro 🛷 🗛	ditional Sei	rvic											X	
		Gra				stomers		Tour Package	s							
			Mr/s		name N	me Age Su	h Vouc Item	~						/ 37		
1			ion Results													
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H	-	Operator	Voucher	#	Title	Name	Packet	Packet Name				Selling			EGP	
										Amount	Curr	EGP Amount	Amount	Curr.	Amount	
		MDI MDI	0001 0001	1			CAIC24 CAIC24	CAIC24 CAIC24		10,00 10,00			12,00 12,00			
	ľ	MUT	0001	2	M12	AUNAGE	CHIC24	GRIC24		10,00	LUN		12,00	LUN		-
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	'rf No	ote											—	🕈 Dowi		
													~		0)06 Satu

After the system calculates the tour package, it brings the calculation table which displays price of this tour package .The system takes this price from tour tariffs page in Tour Operators sub-menu of Definitions Menu.

If the system can not find the price of tour package, it displays calculation error on the part downside of the table.

Customers	Tour Packages		
io Mu/s Sumane,Name Age Item 🐴	Openator OFT	Sold By	MDI 💮
1 Mr PACKAGE 4 2 Mrs PACKAGE 4	Voucher 00025	Guide	
	informer Name Mr PACKAGE	Excursion Date	
	Tour Packet CAIC24	x# Depart Region	1
		our Transfer Type	and the second s
	Selling Date 18/09/2006	Pax	
Additional Service	Note		
2 Tour Packages CAICIS 1 Tour Packages CAICI7 1 Tour Packages CRI2H04	Buying Options Calculate from Price Ta Calculate and special Buying Price 40.46 Buying Ca		
Customer Have Addional Services	Recalculate Buying p Find I Package (HATS Package splitting, HATS		

As you see in the example after the calculation in Buying Price part you can see the price of tour package CAIC24. Since we are on the line of <u>CAIC24</u> we can see just its' price.

You should calculate price of each tour package one by one using 'Recalculate' button.

Operator 🔟 🚳 M	DI TRAVEL				Reservatio	on Card		New Reserv	ation	Reservations
<u>V</u> oucher No 0001				Ē		Reservation Ca	rd	X Del <u>R</u> eserv	ation	Passenger List
	JC 14 01 🗈				Cancel Re	servations		? Entry In	fo	Tour Pending
Group No								? Invoice I		<u> </u>
Vouch. Note										
Vouc <u>n</u> . Note			D	assenger						
No Mr/s Surname,Name	Age Birth Date	Arrival	Departure		Phr Nr	Package :	# AddSrv.	E V VC Sub Vou	ic. 🔨	X Passenger Del
1 Mr PACKAGE		HF5995	HF5996				CAIC24	4 🗹 🗹		
2 Mrs PACKAGE		HF5995	HF5996				CAIC24	2 🗹 🗹		<u>A</u> rr./Dep. Change
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Adult: 2 Child: 0 Infant 0	Total PAX: 2									
				Reservat					_	
Hotel OASIS HOTEL	Room DBL	Adult 2	Ext.B F	Room Count		-		Confirm Yes		New Room (F12)
Date 15/11/2006 ~ 18/11/2006	Type STD	Child	_	Res.Status		_		Allotment Normal	_	Change (F11)
Day 3	Board BB	Infant	н	loom Status	New			Print No		
lotel Note Itern Note								/ch Print No	-	📴 Copy Rooms
Trf Note							- `			Boom Reg.Form(F4)
										🥸 Send Fax (F5)
2 Hotel PUBLIC BUS	Room SEAT	Adult 2		Room Count		_		Confirm Yes		X Room <u>D</u> el (F6)
Date 18/11/2006 ~ 18/11/2006	Type SEAT	Child		Res.Status	<u></u>	_	4	Allotment Normal		0 Alleherenk (CO)
Day O	Board SEAT	Infant	B	loom Status	New			Print No		? Allotment (F8)
lotel Note									_	Invoice Detail
ntern Note Trf Note							`	/ch Print No		Invoicing
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3 Hotel SOFITEL OLD CATARACT	Room DBL	Adult 2	Ext.B F	Room Count	1			Confirm Yes		
Date 18/11/2006 ~ 19/11/2006	Type STD	Child		Res.Status	Ok		A	Allotment Normal		
Day 1	Board HB	Infant	B	loom Status	New			Print No		
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ntern Note								/ch Print No		
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In this page you can calculate the hotel cards using **'Invoicing'** button and see the details of the invoice .You will see buying prices of the hotels except the hotel that you clear the checkmark of 'Incl .Prices' checkbox because since it is not included in the package price you will see its sales price in the 'invoicing' and **'invoice detail'** page so you can invoice it to your tour operator.

Image: Second Processing Procested Processing Processing Processing Processing Processi	Kill Calculating Hotel Invoice Will Calculate Will Calculate Kill Calculate Name Amount Cur: Amoun		perator		_		I Res		on Card Reservation	Card		_	ervation		Re <u>s</u> ervation Passenger L						1
Will Calculate Vol Calculated Image: Colspan="2">Transfer Extra Buging Sales Handling Fee Transfer Extra MDI Operator Voucher # Hotel Accommodation Handling Fee Transfer Extra MDI 00001 3 ASW0 SOFTEL OLD CATARACT 194.00 EUR 40.00 EUR 12.92 EUR Amount Curr Amount Curr<	Will Calculate Hotel Accommodation Handling Fee Transfer Extra Name Amount Cur Amount Cur <th>_</th> <th></th> <th></th> <th>_</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>~</th> <th>- on the s</th> <th>CITATION 1</th> <th>12121</th> <th>disonidor E</th> <th>101 1</th> <th></th> <th></th> <th></th> <th></th> <th></th>	_			_						~	- on the s	CITATION 1	12121	disonidor E	101 1					
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N Operator Voucher # Hotel Buying Sales Handling Fee Buying Selling Buying Curr Amount Curr	Hotel Recommodation Handling Fee Total Buying Selling Buying win Sales Name Amount Cur Amo	Va 🗸	Calcul	ated																	=
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In some service lines buying (cost) prices calculates, sales does not calculates. The meaning of it; these services are already included in the package prices, there are cost but no sales price. In some lines we see that both buying and sales prices are calculated and this means these services are not included in the package price so that there are cost and selling prices. When we priced the services we can see on the invoice detail as package price and if there are any extra service over the price.

Hotel Reservation Card						×
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You see the package price and the accommodation amount that is not included in the package price together.

CUMULATIVE HOTEL CHANGE

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Sejour Administrator					Process of	the cumulative ch	anges for h	otel.		21 March 2007 Wednesday

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To be able to make a cumulative hotel change you should use this table .It will save your time because you will not need to open all reservation cards and make changes in each. As soon as open the table the system brings you a second table (It is named 'Cumulative Selection') in order to select the reservations that you will change to another hotel

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In the example above we chose Flamenco hotel reservations between 01.08.06 - 31.08.06 and the system brought all Flamenco reservation between these dates .We will change them to Conrad Hotel in Cairo.

Since we write the new hotel's code in <u>'Cumulative Selection'</u> table that is displayed in the first example, the system brought the new hotel to the table automatically but there is something wrong with the new hotel and we understand it with the red colour .Normally we do not have to define any room , room type or board if both of the hotels have the same room , room type and board .In this example we see that in Conrad Cairo does not have HB and Sea view room type so we should define the room type and board of Conrad hotel in this table. Because Conrad hotel has All inclusive and Standard rooms as you see in the example below.

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After completing to enter new definitions you can change all reservations in this table as Conrad Cairo using 'Change All' button.

Other Buttons at the bottom of the page:

Del. From List: When you want to delete a room from this page you can use this button. **Setup Room:** When you wish to change some of the reservations in the example you can use this button. In the table above we have 2 TRL rooms so when you want to change them you can use this

Select Room		
Room TRL	TRIPLE	
No of Select 2		

button select the room and numbers

Change Selection :After selecting the rooms you change using 'Setup Room' button you can change them using 'Change Selection' button.

Reservation List :You can bring the reservations that you want to change to other hotel using this button instead of 'Cumulative Change ' button.

CUMULATIVE CONFIRMATION

🏉 Sejour Agency Automati	on		SAN CO	OMPANY						
Reservation Operation Tour	s Invoicino	g Hotels	Definitions	Online	ReOrganisation	Loading Resev.	General	Help	Exit	
Hotel Reservation	F5									
Cumulative Hotel Change	F10									
Cumulative Confirmation	F11									
Cumulative Group Change										
Cumulative Date Change										
Cumulative Package Spliting										
Package Voucher Control Incl.Services Voucher Contro	.									
Cumulative Voucher Print	"									
Reports										
Group Reports	·									
Statistic Reports	•									
										Version: 11.0.5
SAN Computer and Trade To		p.Ltd.Co			: (0.242) 324 63 6					
Fener Mah, Fener Cad, No:29	ANTALYA				: (0.242) 324 64 4				e-mail: sejour@sanbilgisayar.com	
Sejour Administrator					Entru	of cumulative con	firmations			21 March 2007 Wednesday
					2.1.1.7					

💞 Er	itry of cu	mulative	coní	firn	nation																					
Cancel	Operator	Voucher			onfirm		Operator Confirm		Н	otel			Gro	up			eck In	Check Out	Room	Туре	Board	ŧ	Extra Bed	Β	ŧ	^
р С			2 C	Jk	Date	Ok	Date					1	2	3	4	5		out				Adult	ШX	Ш.	Infa	
	MDI	0001	1	• :	21/08/06		21/08/06	CONR/	AD CAIF	RO		MDI	1508	MU	(10 0)1 15/	08/06	16/08/06	DBL	STD	Al	2				
		0002					21/08/06					MDI						16/08/06		STD	HB	2				
		0002					21/08/06			AIN 84		MDI	1508	MU	(10 (17/08/06		STD	HB	2				
		999987					21/08/06											14/08/06		STD	HB	2				
		999988					21/08/06											17/08/06		STD	HB		1			
	MDI	999989	1	•	21/08/06	2	21/08/06	FLAME	INCO							15/	08/06	22/08/06	DBL	SVW	HB	2	1			
		10	lew				🗙 <u>D</u> ele	ete		⊗ ìB,	eservati	on List		(33)	Selec	t Grou	n Bes	(🔊 Passe	naer List		(1	Cer	nfirm	
	_	<u> </u>	1011				<u>~ </u> <u>-</u> eie			E III	Joon adu	or r Eist			0000	andu	p 1100.		E 1000		-7		Ż		~	
	_																		-0000				_	L.		

When you want to confirm your reservations as cumulative you can use this table.

After receiving confirmation of your reservations from the hotel you should define just its' operator and voucher no ,other information will be brought by the system automatically so the last thing you should do is to check the checkbox of Confirm using space bar key or your mouse .After completing this process you should confirm them using 'Confirm' button.

Buttons At the Bottom Of The Page:

New : To be able to enter a new line you should use this button.

Delete : To be able to delete a line you should use this button.

Reservation List : To be able to select the reservation you will confirm you should use this button.

Select Group Res: To be able to find the package reservations you should use this button.

Passenger List : To be able to search the reservations with passenger names.

CUMULATIVE GROUP CHANGE

🏉 Sejour Agency Autom	ation			SAN CO	MPANY						
Reservation Operation T	ours 1	Invoicing	Hotels	Definitions	Online	ReOrganisation	Loading Resev.	General	Help	Exit	
Hotel Reservation	F										
Cumulative Hotel Change		10									
Cumulative Confirmation		11									
Cumulative Group Change Cumulative Date Change											
Cumulative Package Spliti											
Package Voucher Control											
Incl.Services Voucher Con	ntrol										
Cumulative Voucher Print											
Reports		•									
Group Reports		→									
Statistic Reports		→									
											Version: 11.0.5
SAN Computer and Trade	Lourise	Imp Euro	L M Co-		Tel	: (0.242) 324 63 6	(Phy)			Http:// www.sanbilgisayar.com	10101011.111.0.0
Fener Mah. Fener Cad. No						c (0.242) 324 63 6 c (0.242) 324 64 4				e-mail: sejour@sanbilgisayar.com	
Sejour Administrator							changing of curren	t group nun	nber.	e mail: teleting can bilg cay al. com	21 March 2007 Wednesday

Sejour Agency Automation Reservation Operation Tours Invoici	SAN COMP ng Hotels Definitions Or		ling Resev. General	Help Exit		
Reservation Operation Tours Invoid	Total :		Group 2 3	Nev 4 5 1 2	v Group	
	When Group5 num	ber is changed , Please check v splitted packages. Pax numb		i total.		
	Select Grou		st Passeng	er List	<u>E</u> xit	Version: 11.0.5
SAN Computer and Trade Tourism.Imp.E Fener Mah. Fener Cad. No:29 ANTALYA		Fax: (0.242) 324 63 61 (1.67	ν -	e-mail: sejour@sa	anbilgisayar.com	
Sejour Administrator						21 March 2007 Wednesday

You can change group numbers as cumulative in this table. As soon as you open the table 'Select Group Reservations 'table comes to screen automatically as the second table so you can select your groups according to their numbers or operators and you can write the new number in 'New Group' part as you see in the example .In the example the place where clients come from will be changed .After writing the new number you should use 'okay' and 'Change' buttons.

As a second way of changing the group number is to search the group using 'Reservation List', 'Passenger List 'or 'Select Group' buttons .After selecting the group you should use 'Group changing 'button and write new number or after selecting the group you can click 'Enter' key to be able to write the new number on the line of the group. After writing the new number on the line you should use 'Change 'button.

CUMULATIVE DATE CHANGE

🏉 Sejour Agency Automatio	n		SAN CO	OMPANY						
Reservation Operation Tours	Invoicing	; Hotels	Definitions	Online	ReOrganisation	Loading Resev.	General	Help	Exit	
Hotel Reservation	F5									
	F10									
Cumulative Confirmation	F11									
Cumulative Group Change										
Cumulative Date Change Cumulative Package Spliting										
Package Voucher Control										
Incl.Services Voucher Control										
Cumulative Voucher Print										
Reports										
Group Reports										
Statistic Reports										
										Version: 11.0.5
SAN Computer and Trade Touri	ism.Imp.Ex	o.Ltd.Co		Tel	: (0.242) 324 63 6	7 (Pbx)			Http:// www.sanbilgisayar.com	
Fener Mah. Fener Cad. No:29 A					: (0.242) 324 64 4				e-mail: sejour@sanbilgisayar.com	
Sejour Administrator					Chang	ging the c/in dates	of group.			21 March 2007 Wednesday

🏉 Cumulative Chang	e of Date									×
Reservation Hotel	-	Hotel C/in Date//	~ _/_/_	Flight		🖓 UcAdi	New Date Application	Туре		
Hotel AKASIA		. C/Out Date//	~ _/_/_	-			C/Out Date			
Operator		Room	1				🔲 Will do Manualy			
Group		Boom Type	1				1 🗧 Day/ Tal	ke Forward	-	
Bubble <all></all>	•	Voucher					Tal Ta	ke Forward ke Back		
Group	Operator Vouc	her # Flight	Hotel	C/in	C/out D	New	Pax Boom		m.Cou Res. Note	
1 2 3	4 5		AKACIA	22,02,07	27/02/07 4		/in Day		1	
	DIEZ 0001	1 ABR?	AKASIA	23/03/07	27/03/07 4	24/03/07 28/0	03/07 4 2 DBL	CLB ALLIN	1	
	🗙 Delete from List		Paci	kage Group		<u>I</u> <u>E</u> xit				

When you need to change the dates of the reservations as cumulative, you should use this table. In the example above the check in and check out date of Iberotel Arabella Hotel is 1 day taken forward .The first thing you should do is to enter the hotel's code and dates you will change .In the example Iberotel Arabella reservation whose check in date is 28.05.06 will be changed as 29.05.06.As the second step you should select 'New Date Application Type' and how many days you will take the day forward or backward .As the last step you should use 'Change 'button in order to change the date.

💞 Cumulative Change of D	Date	×
Reservation Hotel	Hotel C/in Date _/_/ ~ _/_/ New Date Application Type V C/in Date/_/ / / / / / / _	
Hotel	C/Out Date ~ ~ C/Out Date	
Operator 🏠		
Group	Room Type 🖀 1 t Day/ Take Forward	
Bubble <all></all>	Cumulative Date Change for Package Groups.	
Group	Bes Note	
1 2 3 4 5		
	Group Operator Hotel Check In Check Out Day New Changing 1 2 3 4 5 Check In Check Lin Check Lin Check Out Day Check In Ch	
	HATS 1512 FRA 09 01 MDI CRZNU 15/12/2006 19/12/2006 4 4 16/12/2006 20/12/2006 4 2	
	HATS 1512 FRA 09 01 MD1 LXRS0(19/12/2006 20/12/2006 1 4 20/12/2006 21/12/2006 1 ✓ HATS 1512 FRA 09 01 MD1 QUSRA 20/12/2006 21/12/2006 1 4 21/12/2006 22/12/2006 1 ✓	
	HATS 1512 FRA 09 01 MDI GIZIVL 21/12/2006 24/12/2006 3 4 22/12/2006 25/12/2006 3 V	
	HATS 1512 FRA 09 01 MDI SKVWA 24/12/2006 25/12/2006 1 2 25/12/2006 26/12/2006 1 HATS 1512 FRA 09 01 MDI SKVWA 24/12/2006 26/12/2006 2 2 25/12/2006 27/12/2006 2 ✓	
	HATS 1512 FRA 09 01 MD1 STYWE27/22000 20/12/2000 2 1 2 26/12/2000 27/12/2000 2 2/12/2000 27/12/2000 2	
	Confirm	
	Reservation Dates will change. Do you want to continue?	
	Change II Exit	
	X Delete from List VChange Package Group	

CUMULATIVE PACKAGE SPLITTING

logic Sejour Agency Automation	SAN C	OMPANY					
Reservation Operation Tours Invoicing	Hotels Definitions	Online ReOrganisation	Loading Resev.	General	Help	Exit	
Hotel Reservation F5 Cumulative Hotel Change F10							
Cumulative Confirmation F11 Cumulative Group Change							
Cumulative Date Change							
Cumulative Package Spliting Package Voucher Control							
Incl.Services Voucher Control Cumulative Voucher Print							
Reports +							
Group Reports							
		T-L (0.240) 004 000	7 (0)			When II annual ambilities and core	Version: 11.0.5
SAN Computer and Trade Tourism.Imp.Exp Fener Mah. Fener Cad. No:29 ANTALYA	o.Ltd.Co	Tel : (0.242) 324 63 6 Fax: (0.242) 324 64 4				Http:// www.sanbilgisayar.com e-mail: sejour@sanbilgisayar.com	Version: 11.0.5
	s.Ltd.Co	Fax: (0.242) 324 64 4		e for undivid	led.		Version: 11.0.5
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Fener Mah. Fener Cad. No:29 ANTALYA		Fax: (0.242) 324 64 4 Cumulative o		_	ded.		
Fener Mah. Fener Cad. No:29 ANTALYA Sejour Administrator Cumulative Selection	n of Package	Fax: (0.242) 324 64 4 Cumulative o	1 division of packag	_	ded.		
Fener Mah. Fener Cad. No:29 ANTALYA		Fax: (0.242) 324 64 4 Cumulative o	1 division of packag	_	ded.		
Fener Mah. Fener Cad. No:29 ANTALYA Sejour Administrator Cumulative Selection	n of Package	Fax: (0.242) 324 64 4 Cumulative o	1 division of packag	_	ded.		
Fener Mah. Fener Cad. No:29 ANTALYA Sejour Administrator Cumulative Selection Package	n of Package	Fax: (0.242) 324 64 4 Cumulative o	1 division of packag	_	led.		
Fener Mah. Fener Cad. No:29 ANTALYA Sejour Administrator Cumulative Selection Package Group Arrival Date _/_/_	n of Package 8	Fax: (0.242) 324 64 4 Cumulative o	1 division of packag	_	ded.		
Fener Mah. Fener Cad. No:29 ANTALYA Sejour Administrator Cumulative Selection Package Group Arrival Date /_/_ Flight No	n of Package 8 	Fax: (0.242) 324 64 4 Cumulative o	1 division of packag	_	ded.		
Fener Mah. Fener Cad. No:29 ANTALYA Sejour Administrator Cumulative Selection Package Group Arrival Date /_/_ Flight No Package	n of Package	Fax: (0.242) 324 64 4 Cumulative o	1 division of packag	_	ded.		
Fener Mah. Fener Cad. No:29 ANTALYA Sejour Administrator Package Group Arrival Date /_/_ Flight No Package Operator	n of Package 8 	Fax: (0.242) 324 64 4 Cumulative o	1 division of packag	_	ded.		
Fener Mah. Fener Cad. No:29 ANTALYA Sejour Administrator Cumulative Selection Package Group Arrival Date /_/ Flight No Package Operator Voucher	n of Package	Fax: (0.242) 324 64 4 Cumulative o	1 division of packag	_	ded.		
Fener Mah. Fener Cad. No.29 ANTALYA Sejour Administrator Cumulative Selection Package Group Arrival Date// Flight No Package Operator Voucher Code	n of Package	Fax: (0.242) 324 64 4 Cumulative o	1 division of packag	_	ded.		
Fener Mah. Fener Cad. No.29 ANTALYA Sejour Administrator Cumulative Selection Package Group Arrival Date /_/_ Flight No Package Operator Voucher Code Board	n of Package	Fax: (0.242) 324 64 4 Cumulative (1 division of packag	_	ded.		
Fener Mah. Fener Cad. No.29 ANTALYA Sejour Administrator Cumulative Selection Package Group Arrival Date// Flight No Package Operator Voucher Code	n of Package	Fax: (0.242) 324 64 4 Cumulative o	1 division of packag	_	led.		

To be able to split packages as cumulative you can use this table. As soon as open the main table **'Cumulative Selection Of Package'** (it is the same table with Reservation Selection) comes to screen as a second table. If you write the essential criterions such as operator, dates, package name here and click **'Okay'** the packages according to your criterions will come to screen soon as you see in the example.

🎔 Cumula	ative Pacl	kage Spliti	ng																				E	×
Operator	Voucher	# Package	Arr. Date	C/out Date	Day R	oom f	Room Type	Brd	Adl	Ext	Chd	Inf	Roorr Coun	Flight No		Gro			Packet				Ŀ	>
	00010	1 HATS	15/11/06		9 DB			НВ	2					AB1754	1 HATS	2	3	4 5 09 01						
MDI MDI	00010		15/11/06		9 DB			нв НВ	2					AB1754 AB1754	HATS			09 01		-				
MDI	0009		15/11/06	24/11/06	9 SN	IG S		HB	1					AB1754		1511								
																								~
			Total :	3 0 da ,	5 Pax (Y	'et: 5)																		F
# Mr/s		ame	Age																					-
1 Mr ÜF	RÜN																							
1	Rezervasyor	n Selection	2	🕻 Del from	List		(2)] <u>R</u> eserv	ation	List		0	8	Passenger	List	\$		/ 9	Split		, Ē	<u>E</u> xit		

When you click **'Split'** button, the system will bring you package itinerary table to be able to select your package and to make any addition or implementation that you want to make for these packages.

PACKAGE VOUCHER CONTROL

Reservation Operation Tors Invoking Hotels Definitions Online Recrigonisation Loading Resev. General Help Exit Hotel Resorvation F15 Cumulative Control T11 Cumulative Control T11 Cumulative Control Control Cumulative Control Control Cumulative Control Cumulati	🏉 Sejour Agency Automa	ation		SAN CO	OMPANY						_ _ ×
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Completive Confination Fil Conductor Parage Spliting Proceeding Under Control Conductor Parage Spliting Proceeding Under Control Conductor Volume Print Reports Statistic Reports Statistic Report Statistic Report Statisti	Hotel Reservation	F5 [
Cumulative Group Change Cumulative Bratage Spliting Proceedinge Voucher Control Incl. Services Wooder Control Cumulative Voucher Print Reports Statistic Reports Statistic Report Statistic Report Statis	Cumulative Hotel Change	F10									
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Conclusive Package Spiling Prockage Voucher Control Ind.Services Voucher Control Conclusive Voucher Print Reports Sociation Reports Sociation Reports Sociation Reports Sociation Reports Sociation Reports Sociation Reports Table Tourism Imp.Exp.Ud.Co Tel: (0.24) 324 63 67 (Pbo) Http:// www.sateligisayar.com Ferrer Mail: Ferrer Col. No.29 ANTALYA Tel: (0.24) 324 63 67 (Pbo) Ferrer Mail: Ferrer Col. No.29 ANTALYA											
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Sejour Administrator 21 March 2007 Wednesday						: (0.242) 324 64 4					
	Sejour Administrator						Controlling of your	:her			21 March 2007 Wednesday

Group			T	Vouch	er 🗌				C Controlled All 		No Show Reservati	ions
Operator			I	Flight N	lo				O Non controlled		Not List	
Operator	Voucher		Grou				No	ø	Passenger .	Age Arr. Fl	light Depar. Flight	OK
- ·		1	2	3	4	5		Mr/s	-	- I		
MDI	0001	HATS	1011	MUC	10	01	1	Mrs	TEST 0001	HF6018	HF6019	
MDI	0001	HATS	1011	MUC	10	01	2	Mrs	TEST 0001	HF6018	HF6019	
MDI	00010	HATS	1511	TXL		01	1	Mr	ÜRÜN	AB1754	AB1755	
MDI	00010	HATS	1511			01	2	Mrs	ÜRÜN	AB1754	AB1755	V
MDI	0002	HATS	1011	MUC	09	01	1	Mrs	TEST 0002	HF6018	HF6019	V
MDI	0002	HATS	1011	MUC		01	2	Mrs	TEST 0002	HF6018	HF6019	
MDI	0003	HATS	1011	MUC		01		Mrs	TEST 0003	HF6018	HF6019	
MDI	0003	HATS	1011	MUC		01	2	Mrs	TEST 0003	HF6018	HF6019	V
MDI	0004	HATS	1011	LEJ		01	1	Mrs	TEST 0004	AB6088	AB6089	V
MDI	0004	HATS	1011	LEJ		01	2	Mrs	TEST 0004	AB6088	AB6089	V
MDI	0005	HATS	2607	MUC	14	01		Mrs	TEST 0005	HF5995	HF5996	V
MDI	0005	HATS	2607	MUC		01	2	Mrs	TEST 0005	HF5995	HF5996	
MDI	0006	HATS	1512			01		Mrs	TEST 0006	HF5995	HF5996	
MDI	0006	HATS	1512	FRA	09	01	2	Mrs	TEST 0006	HF5995	HF5996	V
MDI	0007	HATS	1512			01		Mrs	TEST 0007	HF6018	HF6019	
MDI	0007	HATS	1512			01		Mrs	TEST 0007	HF6018	HF6019	
MDI	0008	HATS	1511			01		Mr	ÜRÜN	AB1754	AB1755	
MDI	0008	HATS	1511	TXL		01		Mrs	ÜRÜN	AB1754	AB1755	
MDI	0009	HATS	1511	TXL		01		Mr	ÜRÜN	AB1754	AB1755	
MDI	TEST	HATS	1011			01		Mr	ÜRÜN	ARR?	DEP?	
MDI	TEST	HATS	1011	FRA	09	01	2	Mrs	ÜRÜN	ABB?	DEP?	
MDI	TEST1	HATS	2607	MUC	14	01	1	Mr	TEST	HF5995	HF5996	
MDI	TEST1	HATS	2607	MUC	14	01	2	Mrs	TEST	HF5995	HF5996	
	Tot	al Pax : 2	5						Controled Pax : 15	Non Cor	ntroled Pax : 10	

If you want to control the vouchers of the clients who have package you can use this table. You can call the clients' information using Group no , operator , voucher no , flight no parts.

In order to mark the vouchers that you have just controlled check the check box named 'OK' using the mouse or space bar key.

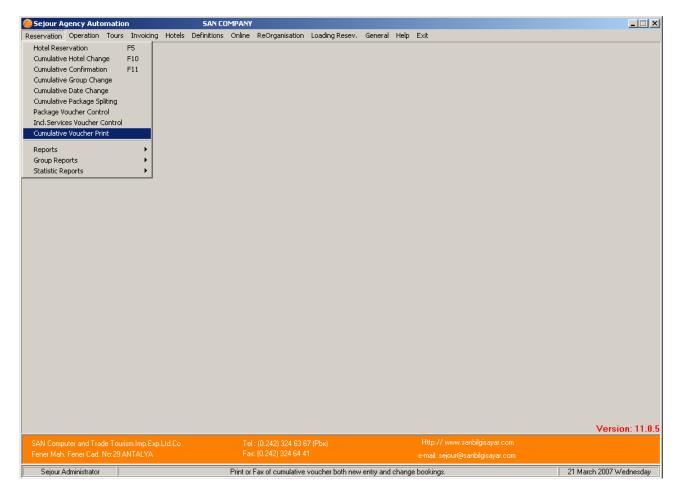
If you wish to see only controlled vouchers you should check the 'Controlled' checkbox.

If you wish to see only not controlled you should check the 'Non Controlled' checkbox.

If you wish to see both 'Controlled and Non controlled' vouchers together you should check 'All' checkbox.

Beside that you can take a list named List Of the Package Voucher Control Sub menu of Group Reports Menu.

CUMULATIVE VOUCHER PRINT



🏀 Cumulative Youcher I	Print	×
Entry / Change Date Arrival Date		Reservation Normal Reservations Cancel Reservations
Hotel C/Out Date Operator Hotel Region Room		Form Type C Room request Form Voucher Form will Print New Arrival C Nanged All
Room Type Board Voucher No		C Detail
Flight No Reservation Status Bubble		 Write Fax No Print Allotment Info. Open window for Att. Use Voucher Form as 3 equal copies.
Reservation Origin Code		 Display Customer Info List No Show Reservation. List Cancel Reservations.
Code 2 Code 3 Code 4		 List Special Offer Print each voucher seperately.
Orginal Hotel User	RESERVATION LIST	
	Marked as SEND this Listed. (Except screen o	
<u>S</u> creen	Printer E <u>m</u> ail	Seax <u>I</u> Exit

When you wish to print your reservations as a list to send to hotel and get the confirmation as cumulative you should use this table.

After registering your reservations into Sejour you can get the list according to criterions that you select in the table such as entry / change date, arrival and check out date, operator, hotel etc. In the example above, we will get a list of the reservations which are entered in 24.08.06 in Happy City Hotel for Mdi tour operator .As soon as we click 'Screen' button we will be able to get the list of Nefertari hotel as you see in the example below.

	N Preview) 🗏 🖻 0, 0, 🗲	🖬 🥌 Erinter 🛛 🗰 🗴	/ord	PDF	≣⊠ <u>E</u> Mail	👖 Exit			
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				MDI	FLUG R	EISEN			Page: 1	
	ucher N	o Surname Name	∖ge/B.Dat∈ Arr.Flight	Time	Room	Accomm	Type Brd	Arrival Departur	Unit eDayRoor	
$\frac{1}{1}$		1Mr. AKSIYON			DOUBLE	STANDAR		26/07/06 02/08/08		
		Mrs. AKSİYON	AB1754							
		Chd. AKSİYON	8 AB1754							
• NOT	E:									
2		1 Mr. AKSİYON	AB1754		DOUBLE	STANDAR	т вв	27/07/06 28/07/06	····· δ 1	1
		Mrs. AKSİYON	AB1754							
		Chd. AKSİYON	8AB1754							
NOT	E:									
-	PLS	CONFIRM ABOVE F	REQUEST				TEL:			
							FAX:			
	BES	TREGARDS								
	Sejo	ur Administrator								
age 2 of :	2									