

# 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

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.

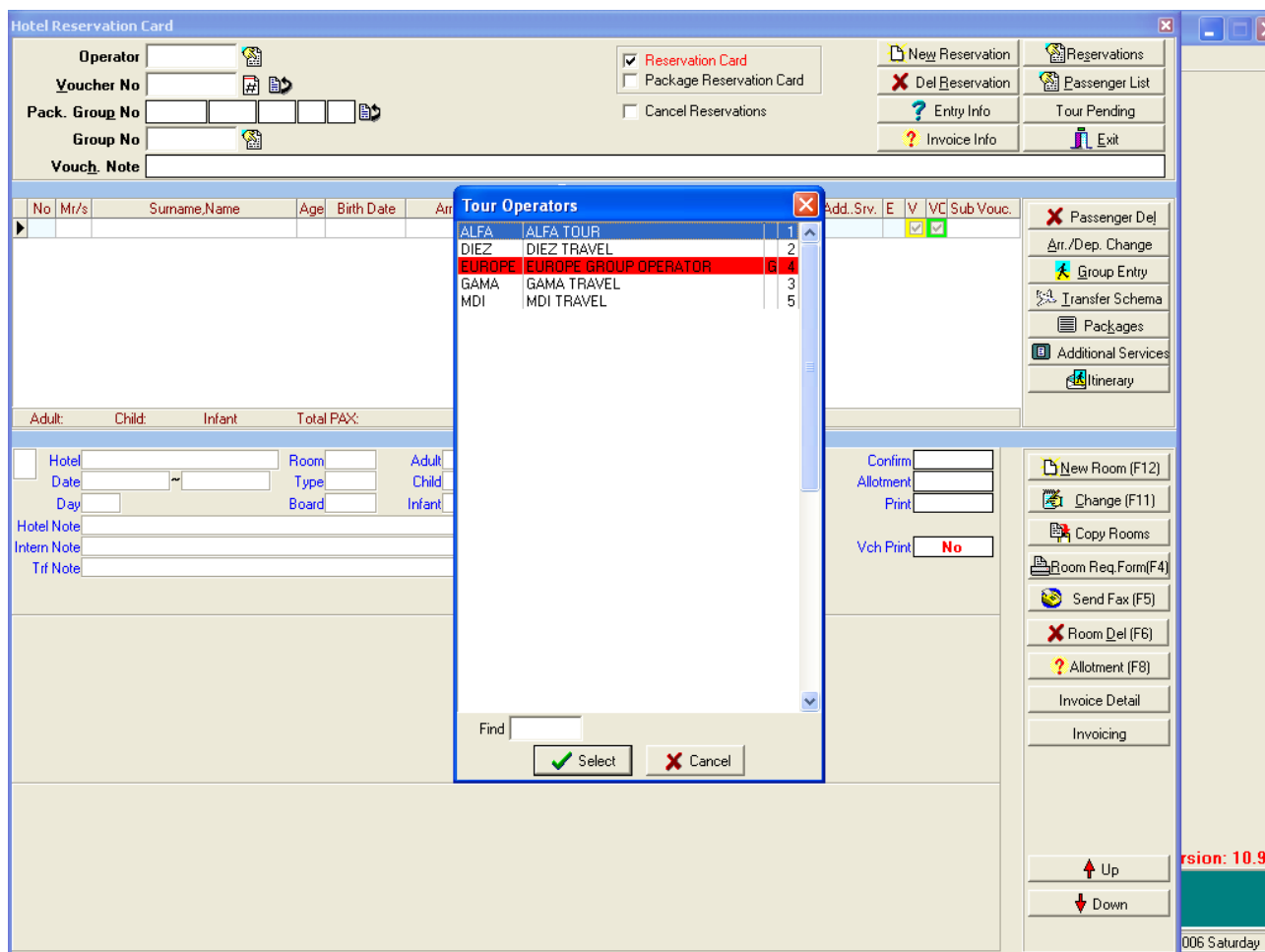
**Part B** contains your pax information. Here you can enter details of your pax individually, or you can also easily enter group bookings.

**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.

## PART **A**

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:



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  button to automatically select the next free number for that particular tour operator. The  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.

## PART B

You can now enter your PAX information as below:

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.

**Hotel Reservation Card**

Operator: DIEZ TRAVEL

Voucher No: 0001

Pack. Group No: [ ] [ ] [ ] [ ] [ ] [ ]

Group No: [ ]

Vouch. Note: [ ]

Reservation Card  
 Package Reservation Card  
 Cancel Reservations

New Reservation  
Del Reservation  
Entry Info  
Invoice Info

Reservations  
Passenger List  
Tour Pending  
Exit

No	Mr/s	Surname_Name	Age	Birth Date	Arrival	Departure	Nation	Pnr Nr	Package	#	Add. Srv.	E	V	VC	Sub Vouc.
1	Mr	BRAUN			AB1754	AB1755	DE						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Mrs	BRAUN			AB1754	AB1755	DE						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Chd	BRAUN	8		AB1754	AB1755	DE						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Inf	BRAUN	1		AB1754	AB1755	DE						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Adult: 2    Child: 1    Infant: 1    Total PAX: 3

**Hotel Reservation**

Hotel: [ ] Room: [ ] Adult:  Ext.B:  Room Count: [ ] Confirm: [ ]

Date: [ ] Type: [ ] Child:  Res. Status: [ ] Allotment: [ ]

Day: [ ] Board: [ ] Infant:  Room Status: [ ] Print: [ ]

Hotel Note: [ ]  
Intern Note: [ ]  
Trf Note: [ ]

Vch Print: **No**

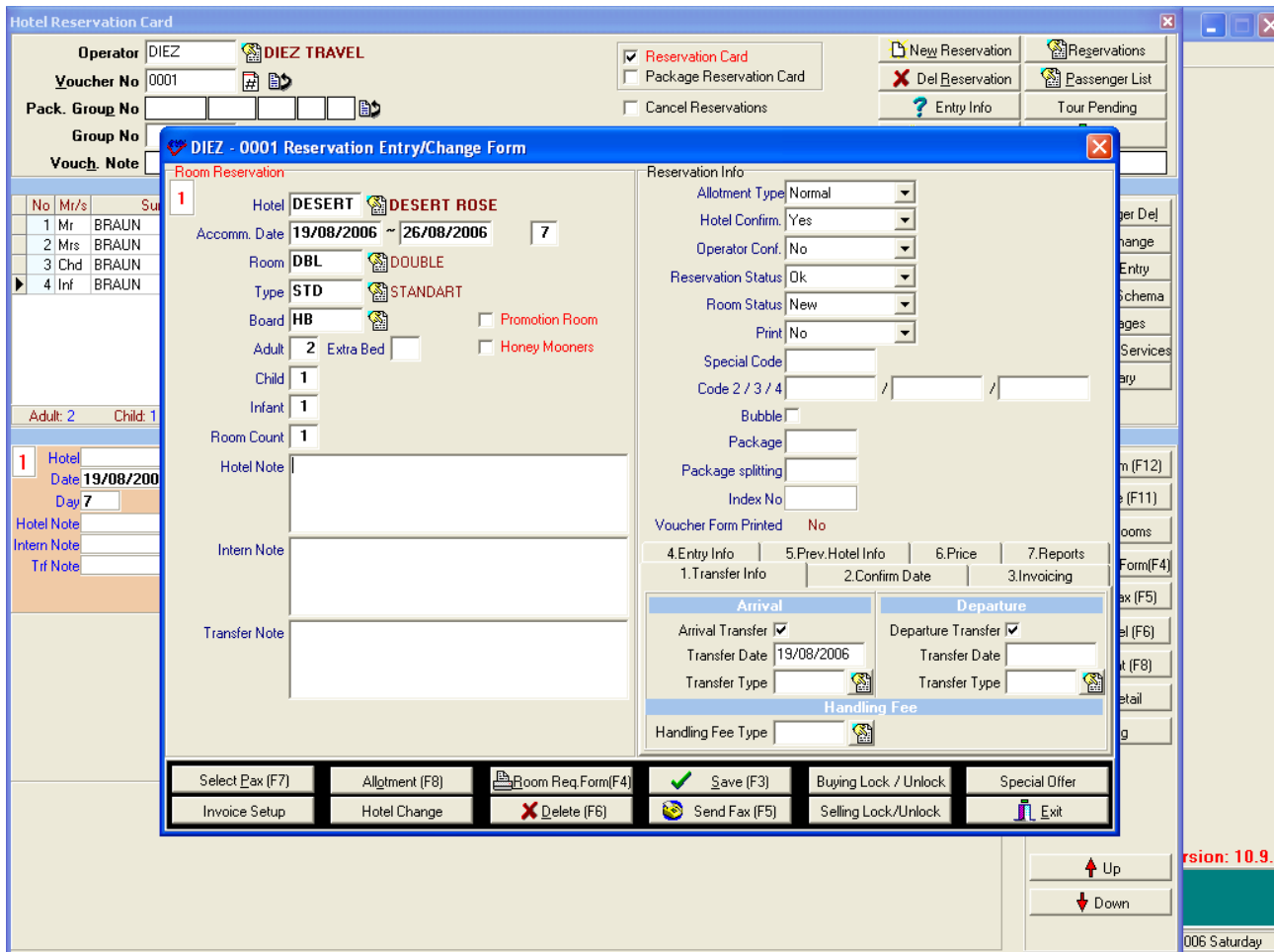
New Room (F12)  
Change (F11)  
Copy Rooms  
Room Req. Form (F4)  
Send Fax (F5)  
Room Del (F6)  
Allotment (F8)  
Invoice Detail  
Invoicing

Up  
Down

Version: 10.9  
006 Saturday

## PART **C**

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).



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:

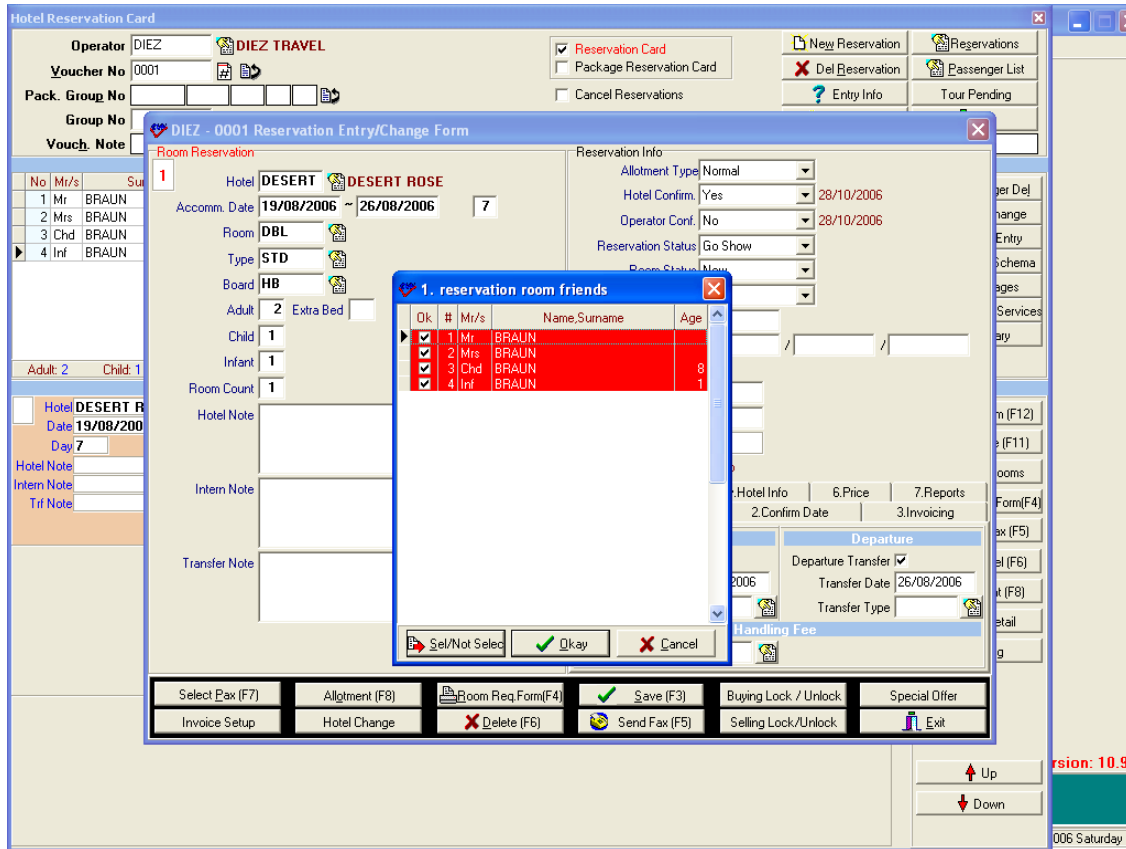
- **Hotel Note** – appears on the reservation form sent to the hotel eg “Sea view preferred.”
- **Internal Note** – For Sejour users and staff only eg “Repeat booking”
- **Transfer Note** - Is sent to the traffic department eg “Golf tour, carrying extra luggage.”

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.

NOW WE ARE READY TO SAVE THE RESERVATION.

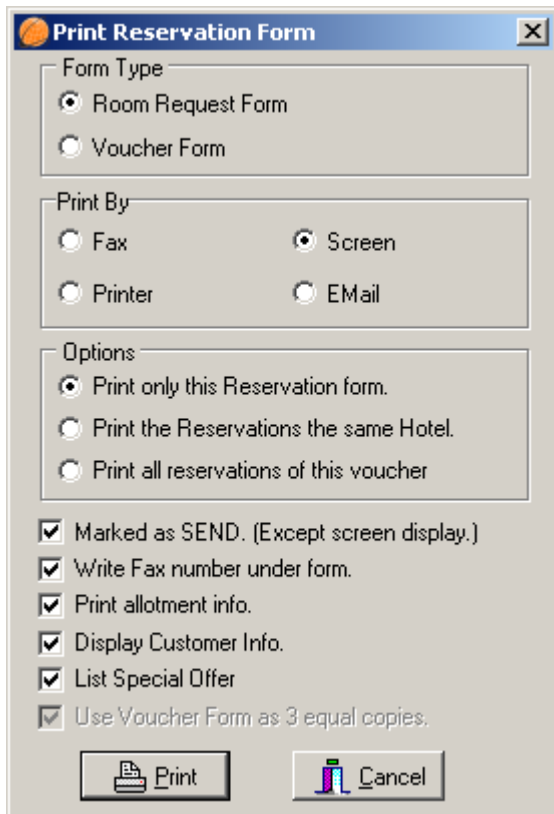


There are at least three actions that will save the reservation. Either using the save (**F3**) button, printing a voucher form (**F4**), or sending a fax (**F5**) will save the reservation after it has been checked for it’s validity, and for **Stop Sales** or **Special Offers**. (Common problems at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





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 guaranteed 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 :**

The screenshot shows a 'Reservation Info' form with the following fields and values:

- Allotment Type: Normal
- Hotel Confirm: Yes (with date 21/03/2007)
- Operator Conf.: No (with date 21/03/2007)
- Reservation Status: Ok
- Room Status: New
- Print: No
- Special Code: (empty)
- Code 2 / 3 / 4: (empty)
- SPO Spec. Code: (empty)
- Room Nr: (empty)
- Package: (empty)
- Package splitting: (empty)
- Index No: (empty)
- Voucher Form Printed: No
- Bubble: (checkbox, unchecked)

**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 :**

The screenshot shows a dropdown menu for 'Reservation Status' with the following options: Ok, On Request, Go Show, No Show, Option. 'Ok' is currently selected.

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 :**

The screenshot shows a dropdown menu for 'Room Status' with the following options: New, Changed, Cancel. 'New' is currently selected.

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 Info	6.Price	7.Reports
1.Transfer Info	2.Confirm Date	3.Invoicing	
<b>Arrival</b>		<b>Departure</b>	
Arrival Transfer <input checked="" type="checkbox"/>	Departure Transfer <input checked="" type="checkbox"/>		
Transfer Date 01/10/2006	Transfer Date 06/10/2006		
Transfer Type	Transfer Type		
<b>Handling Fee</b>			
Handling Fee Type			

**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 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.

Setup of Proforma Invoice	
BUYING PRELIMINARY	SALES PRELIMINARY
<b>Hotel Invoice Type</b> <input checked="" type="radio"/> Normal Calculation <input type="radio"/> Calculate only Contract. <input type="radio"/> Calculate only Sp.Offer. <input type="radio"/> Calculate only indicated Sp.Offer. <input type="radio"/> Complimentary. <input type="radio"/> Special Price (Room Price).	<b>Sales Invoice Type</b> <input checked="" type="radio"/> Normal Calculation <input type="radio"/> Calculate only Contract. <input type="radio"/> Calculate only Sp.Offer. <input type="radio"/> Calculate only indicated Sp.Offer. <input type="radio"/> Complimentary. <input type="radio"/> Special Price (Room Price).
Prch Rm Price <input type="text"/> Curr <input type="text"/>	Sales Rm Price <input type="text"/> Curr <input type="text"/>
Sp.Offer No <input type="text"/>	Sp.Offer No <input type="text"/>
Buying Operator <input type="text"/>	Selling Operator <input type="text"/>
Buying Hotel <input type="text"/>	Selling Hotel <input type="text"/>
<input type="checkbox"/> Invoice from directed Hotel	<input type="checkbox"/> Invoice from directed Hotel
Buying Room <input type="text"/>	Selling Room <input type="text"/>
B. Room Type <input type="text"/>	S. Room Type <input type="text"/>
Buying Board <input type="text"/>	Selling Board <input type="text"/>
<input type="checkbox"/> Print complimentary voucher.	Transfer Price <input type="text"/> Curr. <input type="text"/>
	Handling Fee <input type="text"/> Curr. <input type="text"/>
<b>will be Invoiced</b> <input checked="" type="checkbox"/> Hotel Extras <input checked="" type="checkbox"/> Contributions	<b>will be Invoiced</b> <input checked="" type="checkbox"/> Transfers <input checked="" type="checkbox"/> Handling Fee <input checked="" type="checkbox"/> Hotel Extras <input checked="" type="checkbox"/> Contributions
<input type="button" value="Buying Hotel Extra Expense Entry"/>	<input type="button" value="Sales Hotel Extra Expense Entry"/>
<input type="button" value="Ok"/>	<input type="button" value="Cancel"/>

In this page you can also analyze 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;

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.

**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;



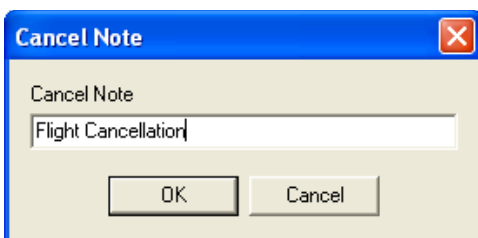
If you say 'yes' it will start to cancel the reservation.



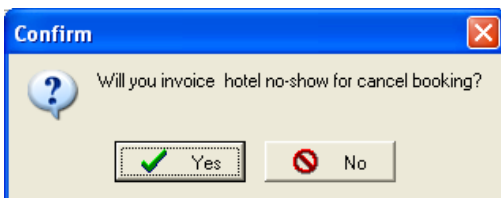
If you say 'Yes' the system will save this reservation in cancelled reservations and you can find it whenever you want you can even recall it.If you say 'No' the system does not save it and you can not find it anywhere in the system.



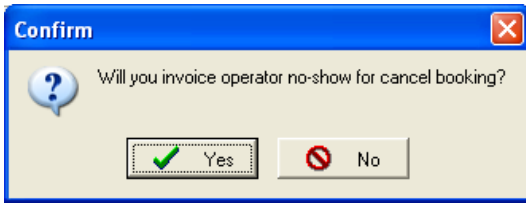
The system will warn you if this reservation have been calculated before.



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.

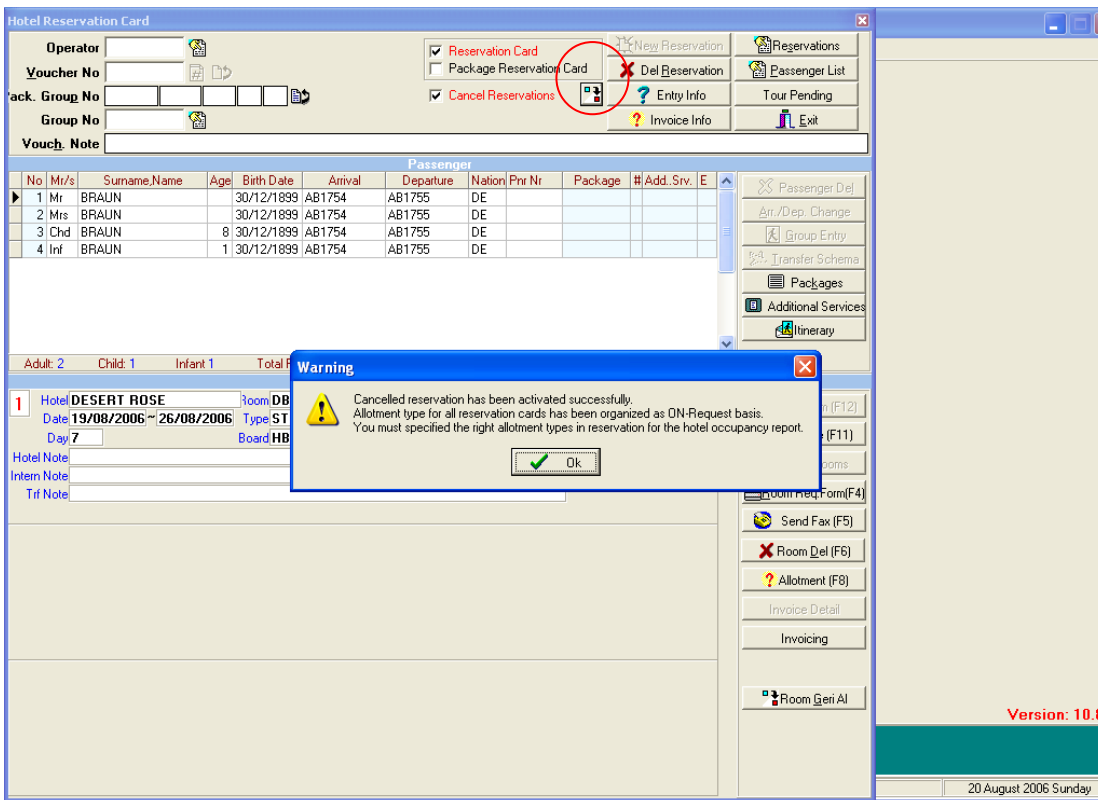


If you invoice no-show for the cancellation you should say 'Yes' to this question.

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 Guaranteed ' in reservation card.



**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.

The screenshot displays the 'Hotel Reservation Card' application window. At the top, there are fields for 'Operator' (DIEZ TRAVEL), 'Voucher No' (0001), 'Pack. Group No', 'Group No', and 'Vouch. Note'. A sidebar on the right contains various menu options like 'New Reservation', 'Del Reservation', 'Entry Info', 'Invoice Info', 'Reservations', 'Passenger List', 'Tour Pending', and 'Exit'. Below these is a 'Passenger' table with columns for No, Mr/s, Surname, Name, Age, Birth Date, Arrival, Departure, Nation, Pnr Nr, Package, #, Add. Srv., E, V, VC, and Sub Vouc. The table lists four passengers: Mr. BRAUN, Mrs. BRAUN, Chd. BRAUN, and Inf. BRAUN, all with birth date 30/12/1899 and flight codes AB1754 and AB1755. A dialog box titled 'Arrival & Departure Change' is open in the foreground, showing a table to update flight information:

ARRIVAL		DEPARTURE	
Previous	New	Previous	New
U   AB1754	U   HF2193	U   AB1755	U   HF2194

Below the table, there is a legend: U = Flight, O = Hotel, B = Region, Y = No Transfer. There are 'Change' and 'Exit' buttons. A note states: 'Attention Changes will be apply all Customer'. The bottom right corner of the window shows 'Version: 10.9.' and '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.

Title	Name, Surname	Arrival Place	Depart. Place
Grp	NO NAME	Flight	Flight
		AB1754	AB1755

No of Pax: 100

Buttons: Save, 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.

No	Mr/s	Surname	Name	Age	Arrival	Departure
1	Mr	BRAUN			AB1754	AB1755
2	Mrs	BRAUN			AB1754	AB1755
3	Chd	BRAUN		8	AB1754	AB1755
4	Inf	BRAUN		1	AB1754	AB1755

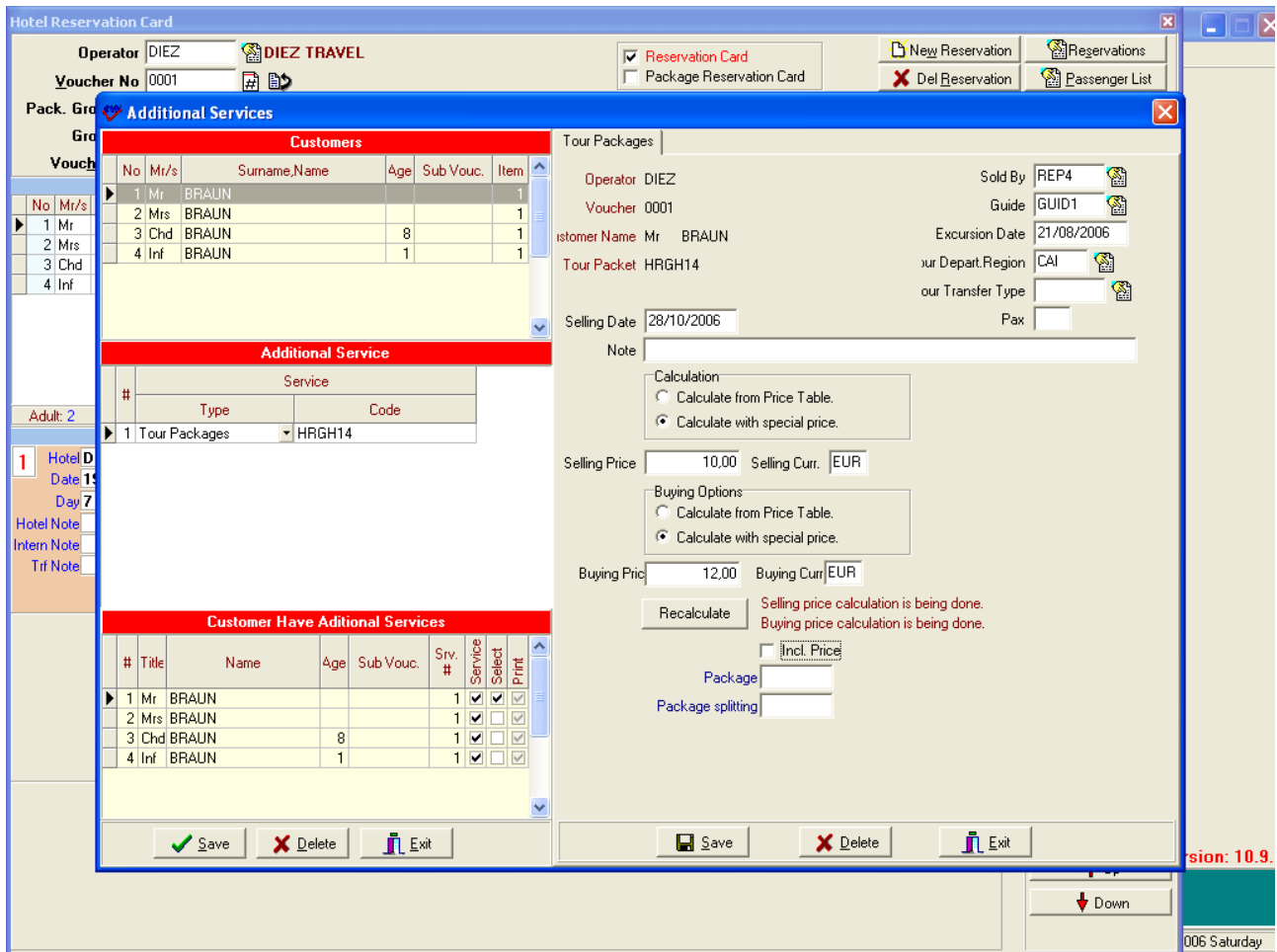
**Mr. BRAUN Transfer Sechedule**

- AB1754 (TXL-HRG) -19/08/2006
- DESERT ROSE -19/08/2006
- AB1755 (HRG-TXL) -26/08/2006

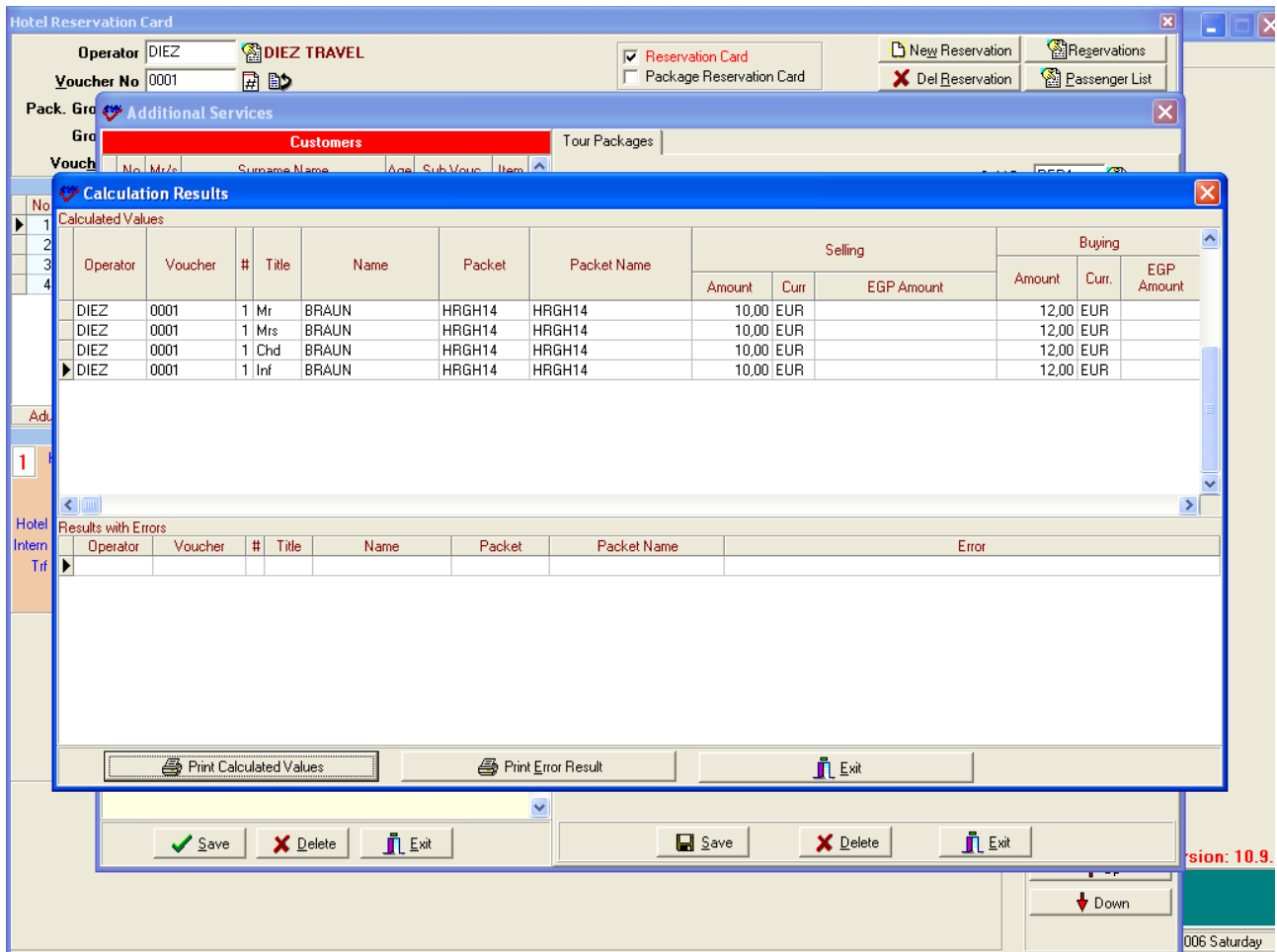
Buttons: Close

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.



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.



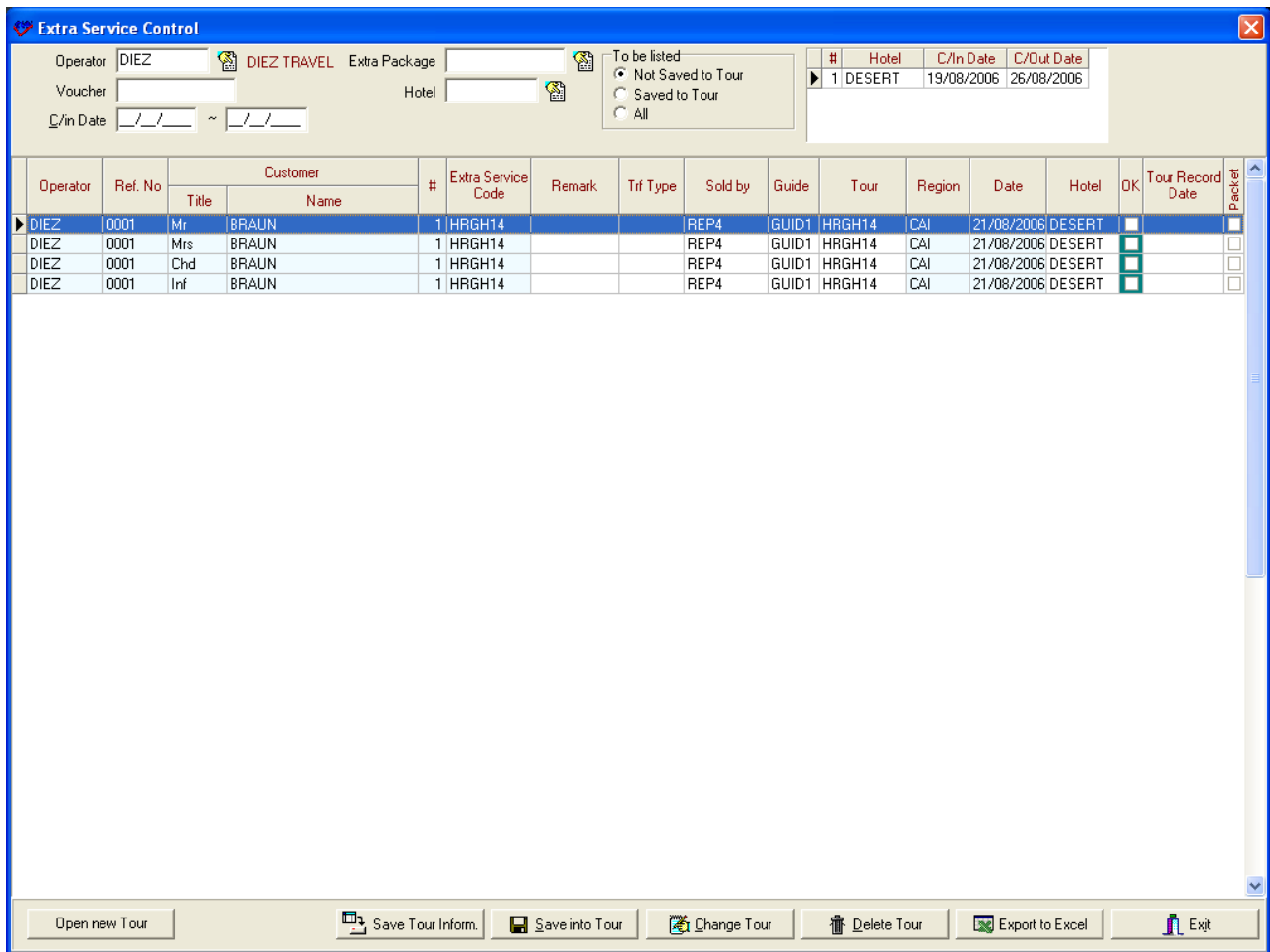
### Calculation:

**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.



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 :**

Customers										Additional Service				
Operator	Voucher	#	Mr/s	Surname, Name	Age	Arrival Place	Depar. Place	Nationalit	V	#	Type	Service	Tour	
										Date	Reg.			
DIEZ	0001	1	Mr	BRAUN		HF2193	HF2194	DE	<input checked="" type="checkbox"/>	1	Tour Packag	HRGH14	21/08/2006	CAI
DIEZ	0001	2	Mrs	BRAUN		HF2193	HF2194	DE	<input checked="" type="checkbox"/>					
DIEZ	0001	3	Chd	BRAUN	8	HF2193	HF2194	DE	<input checked="" type="checkbox"/>					
DIEZ	0001	4	Inf	BRAUN	1	HF2193	HF2194	DE	<input checked="" type="checkbox"/>					

Passenger Transfer Schedule															
Explanation	Transfer Info		Transfer				Trf. Type	#	Type	Service Info					Day/Night
	Transfer Type		From	To	Date	Time				Dom/Regio	Room Type	Board	Arrival Date/Tour Date	C/O Date	
HF2193 -> DESERT	Arrival Transfer		HRG	CAI	19/08/2006										
DESERT ROSE							1	Hotel	DESERT	DBL	STD	HB	19/08/2006	26/08/2006	7
DESERT -> HF2194	Departure Transf		CAI	HRG	26/08/2006			Tour Package	HRGH14	CAI			21/08/2006		

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.



**TOUR OPERATOR ROOM SALE INVOICE**

Print Date : 28/10/2006  
Time : 17:10  
Page : 1

Hotel : <b>DESERT ROSE</b>	Res.No: <b>1</b>	Room: <b>DBL (DOUBLE)</b>
Tour Operator : <b>DIEZ TRAVEL</b>	Accommodation : <b>19/08/06 ~26/08/06</b> Day <b>7</b>	Type: <b>STD (STANDART)</b>
Voucher : <b>0001</b>		Brd: <b>HB (HALF BOARD)</b>

**\*\* Special Price \*\***

1- Mr	BRAUN				
2- Mrs	BRAUN				
3- Chd	BRAUN	8			
4- Inf	BRAUN	1			

Pax	Price	Accom.	Room	Amount	Explanation
	35,00 EUR	7 Nights	1 Room	245,00 EUR	
			Shuttle (10,00 )	10,00 EUR	
			Handling Fee (2,00 )	2,00 EUR	
			Grand Total :	257,00 EUR	
				,00 EGP	

**Tour Packages**

Title	Customer Name	Tour Package	Amount	Curr.
Mr	BRAUN	HRGH14	10 EUR	
Mrs	BRAUN	HRGH14	10 EUR	
Chd	BRAUN	HRGH14	10 EUR	
Inf	BRAUN	HRGH14	10 EUR	
<b>Total :</b>			<b>40 EUR</b>	

**VOUCHER INVOICE TOTALS**

Curr	Accommodation	Extra Expenses	Transfer	Handling Fee	Tour Packages	Gen. Service	Visa	GRAND TOTALS	RAND TOTALS (EGP)
EUR	245,00		10,00	2,00	40,00			297,00	
<b>GRAND TOTALS</b>									

Page 1 of 1



## PACKAGE RESERVATION CARD

**Hotel Reservation Card**

Operator: MDI TRAVEL  
 Voucher No: 0001  
 Pack. Group No:   
 Group No:   
 Vouch. Note:

Reservation Card  
 **Package Reservation Card**  
 Cancel Reservations

New Reservation  
 Del Reservation  
 Entry Info  
 Invoice Info

Reservations  
 Passenger List  
 Tour Pending  
 Exit

No	Mr/s	Surname,Name	Age	Birth Date	Arrival	Departure	Nation	Pnr Nr	Package	E	Sub Vouc.
1	Mr	PACKAGE			HF5995	HF5996					
2	Mrs	PACKAGE			HF5995	HF5996					

Adult: 2 Child: 0 Infant: 0 Total PAX: 2

**Hotel Reservation**

Hotel:  Room:  Adult:  Ext.B:  Room Count:   
 Date:  Type:  Child:  Res. Status:   
 Day:  Board:  Infant:  Room Status:   
 Hotel Note:   
 Intern Note:   
 Trif Note:

Confirm:   
 Allotment:   
 Print:   
 Vch Print: **No**

New Room (F12)  
 Change (F11)  
 Copy Rooms  
 Room Req. Form (F4)  
 Send Fax (F5)  
 Room Del (F6)  
 Allotment (F8)  
 Invoice Detail  
 Invoicing  
 Package Splitting

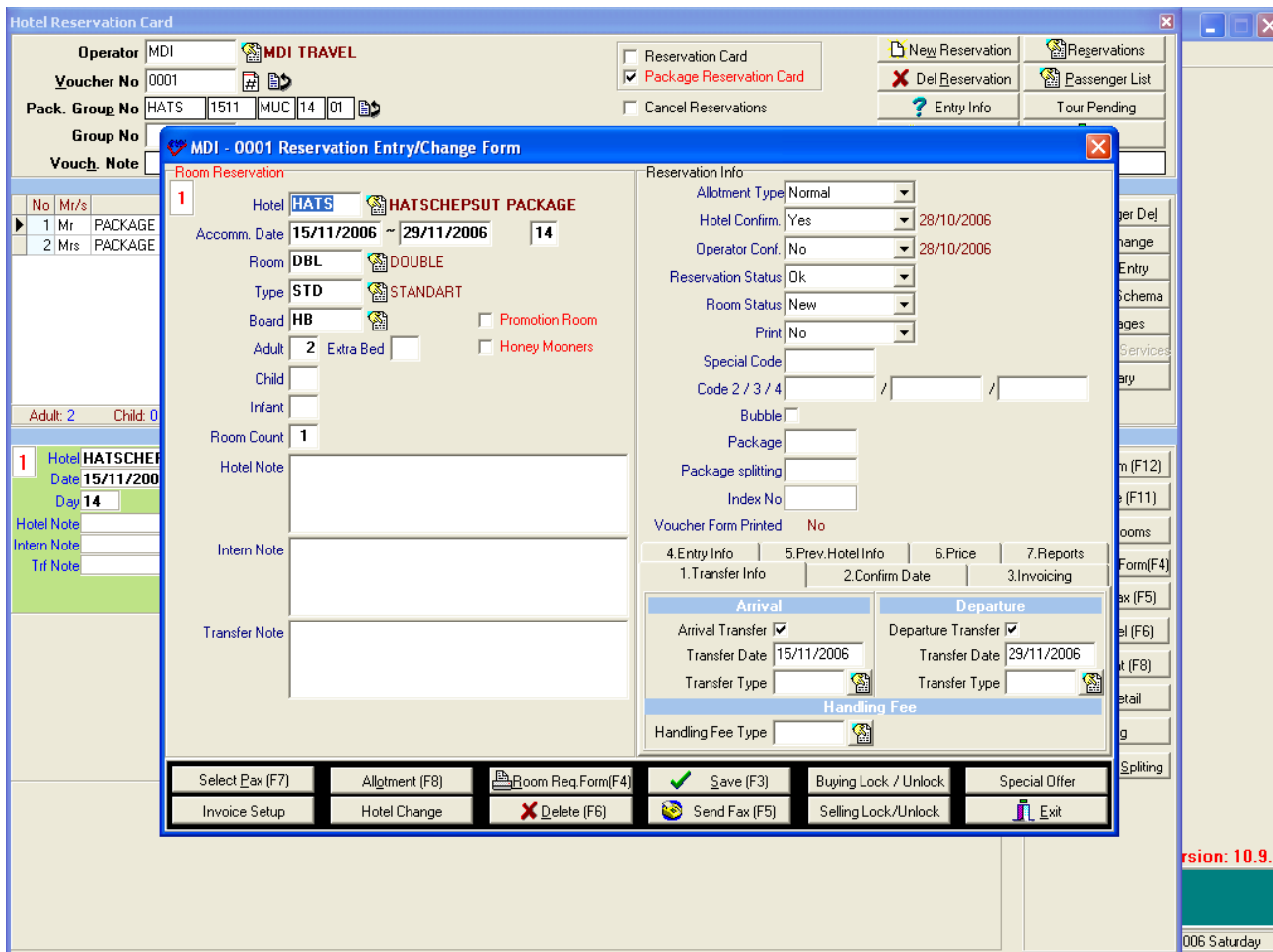
Version: 10.9  
 006 Saturday


To be able to enter a package reservation you should select '**Package Reservation Card**' 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.



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**

Operator: MDI **MDI TRAVEL**

Voucher No: 0001

Pack. Group No: HATS 1511 MUC 14 01

Group No:

Vouch. Note:

Reservation Card  
 **Package Reservation Card**  
 Cancel Reservations

New Reservation  
Del Reservation  
Entry Info  
Invoice Info

Reservations  
Passenger List  
Tour Pending  
Exit

No	Mr/s	Surname,Name	Age	Birth Date	Arrival	Departure	Nation	Pnr Nr	Package	E	Sub Vouc.
1	Mr	PACKAGE			HF5995	HF5996					
2	Mrs	PACKAGE			HF5995	HF5996					

Adult: 2 Child: 0 Infant: 0 Total PAX: 2

**Hotel Reservation**

1 Hotel: HATSCHESUT PACKAGE Room: DBL Adult: 2 Ext. B: Room Count: 1 Confirm: Yes  
Date: 15/11/2006 - 29/11/2006 Type: STD Child: Res Status: Ok Allotment: Normal  
Day: 14 Board: HB Infant: Room Status: New Print: No  
Vch Print: No

Hotel Note:  
Intern Note:  
Trf Note:


New Room (F12)  
Change (F11)  
Copy Rooms  
Room Req. Form (F4)  
Send Fax (F5)  
Room Del (F6)  
Allotment (F8)  
Invoice Detail  
Invoicing  
Package Splitting

Version: 10.9.  
006 Saturday

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

Report Preview

Printer Word PDF EMail Exit



**HATSCHEPSUT PACKAGE  
PACKAGE PROFORMA INVOICE**

Print Date : 28/10/2006  
Time : 17:17  
Page : 1

Tour Operator : **MDI TRAVEL**  
Voucher : **0001**  
Nr : 1 Accommodation : **15/11/2006 ~29/11/2006** 14 Day Room: **DBL** Type: **STD** Meal: **HB**

1- Mr PACKAGE  
2- Mrs PACKAGE

Pax	Price	Accom.	Room	Amount	Explanation
2 Adl	700,00 EUR	14 Nights	1 Room	1.400,00 EUR	
				280,00 EUR	Handling Fee (2 Adl * 10,00 )
				1.680,00 EUR	Grand Total :
				,00 EGP	

**PRODUCT INVOICE TOTALS**

Curr	Packages	Extra	Accommodation	Extra Expenses	Handling Fee	TOTALS	EGP TOTALS
EUR			1.400,00		280,00	1.680,00	,00 EGP

Page 1 of 1

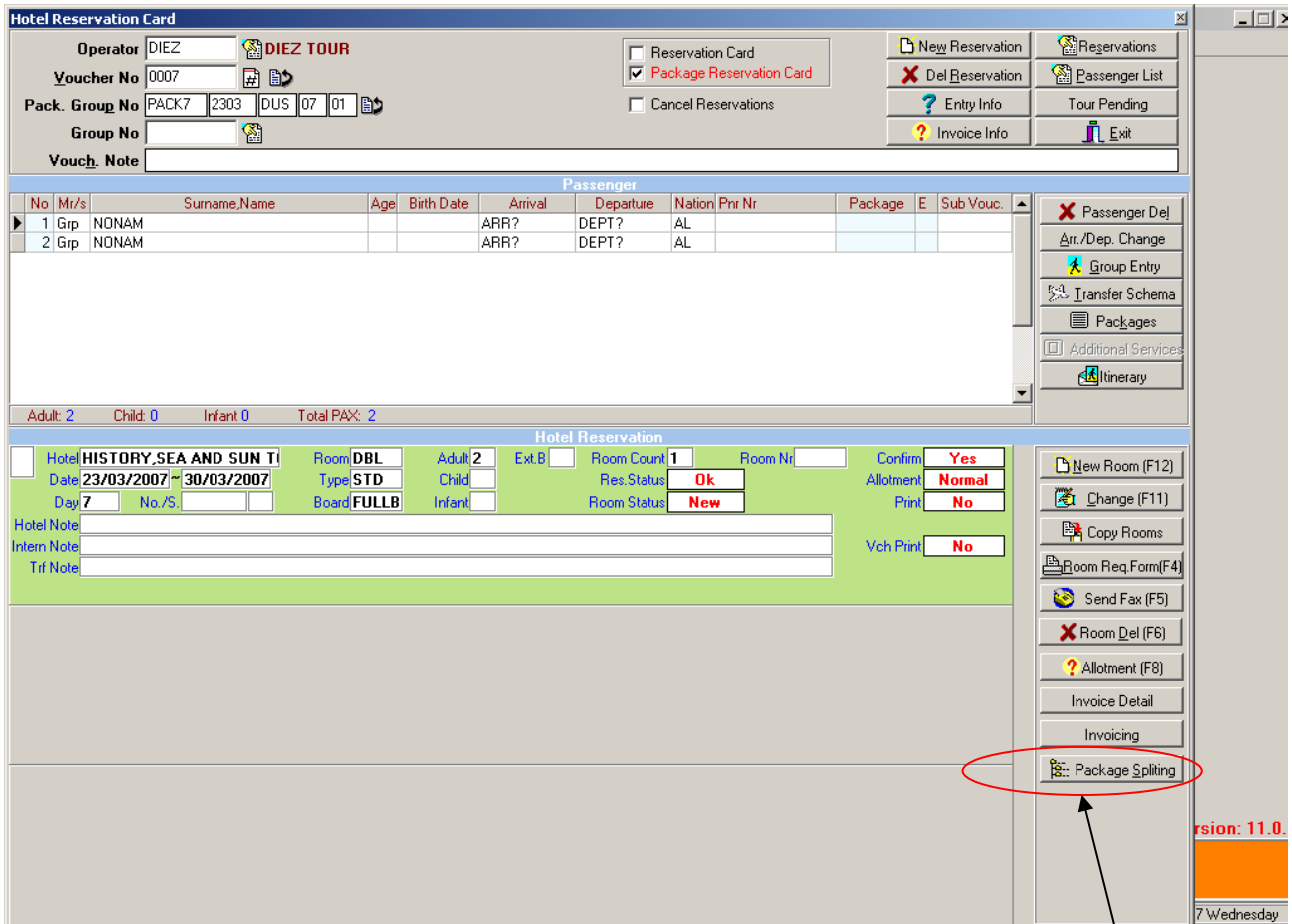
For adult per person price 1110 EUR calculated, it is total for 14 days accommodation + tour + transfers we see the total price recorded in the package contract. Beside this there is airport difference as an extra expenses and handling fee effect the grand total.

### Package Splitting:

**Pack. Group No**

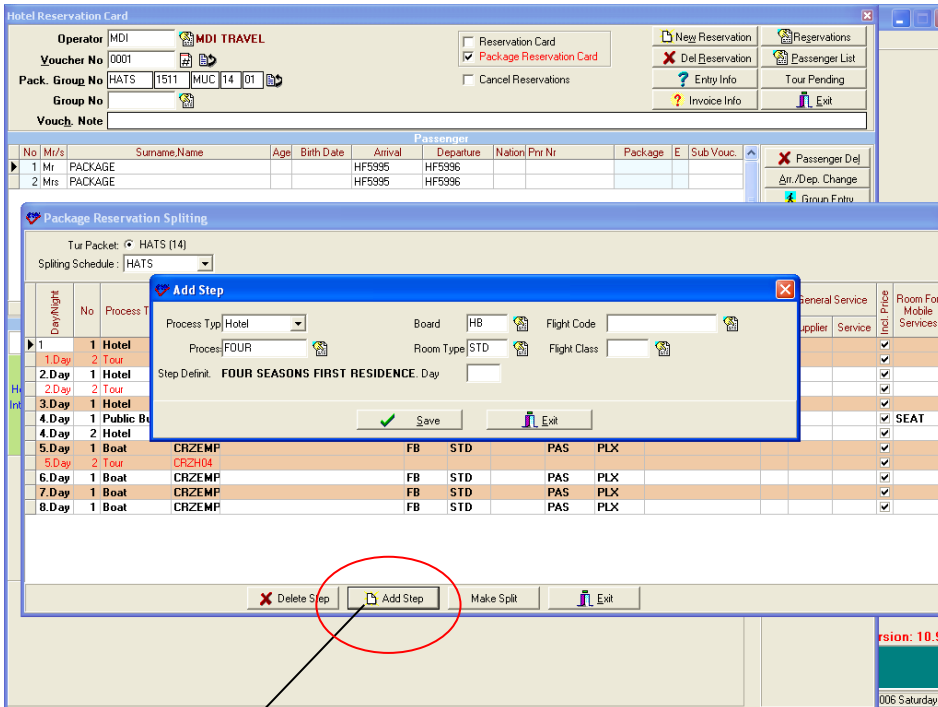
HATS	1511	MUC	14	01	📄
------	------	-----	----	----	---

, the letters on the cells are informing that ;  
Package Code, arrival date, departure airport, accommodation period, and the coach number.



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

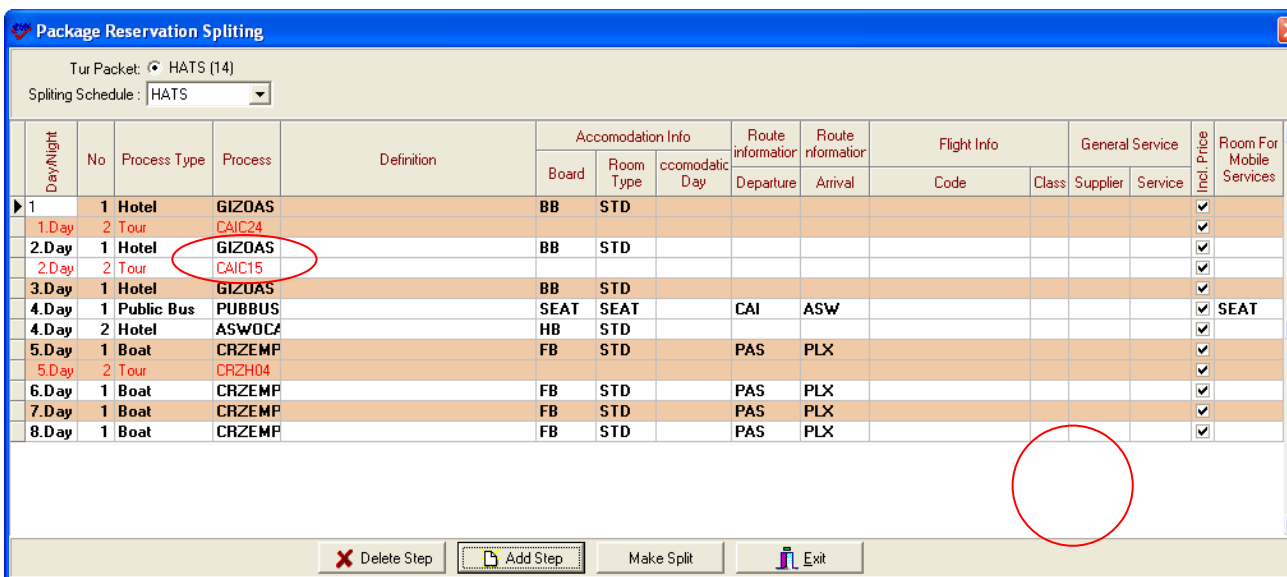
In the example we select **HATS** as tour package and we will split it using '**Make Split**' button. The itinerary of the clients will include this tour package during 14 days.



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 **table** 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 15<sup>th</sup> day. We choose Hotel as process type because clients will stay one more day as 15<sup>th</sup> 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 15<sup>th</sup> 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.



**Hotel Reservation Card**

Operator: DIEZ DIEZ TOUR

Voucher No: 0007

Pack. Group No: PACK7 2303 DUS 07 01

Group No:

Vouch. Note:

Reservation Card  
 Package Reservation Card  
 Cancel Reservations

New Reservation  
Del Reservation  
Entry Info  
Invoice Info

Reservations  
Passenger List  
Tour Pending  
Exit

No	Mr/s	Surname,Name	Age	Birth Date	Arrival	Departure	Nation	Pr Nr	Package	#	Add. Srv.	E	V	VC	Sub Vouc.
1	Grp	NONAM			ARR?	DEPT?	AL				CAIRO	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Grp	NONAM			ARR?	DEPT?	AL				CAIRO	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Adult: 2 Child: 0 Infant: 0 Total PAX: 2

**Hotel Reservation**

1	Hotel	MENA HOUSE GARDEN	Room	DBL	Adult	2	Ext.B		Room Count	1	Room Nr		Confirm	Yes
	Date	23/03/2007 ~ 25/03/2007	Type	MBD	Child				Res. Status	Ok			Allotment	Normal
	Day	2	No./S.		Board	HB	Infant		Room Status	New			Print	No
	Hotel Note													
	Intern Note													
	Trf Note													
	Vch Print	No												
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	Ok			Allotment	Normal
	Day	1	No./S.		Board	HALFB	Infant		Room Status	New			Print	No
	Hotel Note													
	Intern Note													
	Trf Note													
	Vch Print	No												
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	Ok			Allotment	Normal
	Day	3	No./S.		Board	FB	Infant		Room Status	New			Print	No
	Hotel Note													
	Intern Note													
	Trf Note													
	Vch Print	No												

New Room (F12)  
Change (F11)  
Copy Rooms  
Room Req. Form (F4)  
Send Fax (F5)  
Room Del (F6)  
Allotment (F8)  
Invoice Detail  
Invoicing

Version: 11.0.  
7 Wednesday

After splitting the package you should check the **Reservation Card** 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:

**Hotel Reservation Card**

Operator: MDI MDI TRAVEL  
 Voucher No: 0001  
 Pack. Group No: HATS 1511 MUC 14 01  
 Group No:  
 Vouch. Note:

Reservation Card  
 Package Reservation Card  
 Cancel Reservations

New Reservation  
 Del Reservation  
 Entry Info  
 Invoice Info  
 Reservations  
 Passenger List  
 Tour Pending  
 Exit

No	Mr/s	Surname Name	Age	Birth Date	Arrival	Departure	Nation	Pnr Nr	Package	#	Add. Srv.	E	V	VC	Sub Vouc.
1	Mr	PACKAGE			HF5995	HF5996			CAIC24	1					
2	Mrs	PACKAGE			HF5995	HF5996			CAIC24	1					

Adult: 2 Child: 0 Infant: 0 Total PAX: 2

**Hotel Reservation**

1 Hotel: OASIS HOTEL Room: DBL Adult: 2 Ext. B: Room Count: 1  
 Date: 15/11/2006 ~ 18/11/2006 Type: STD Child: Res. Status: Ok  
 Day: 3 Board: BB Infant: Room Status: New  
 Confirm: Yes Allotment: Normal Print: No  
 Vch Print: No

2 Hotel: PUBLIC BUS Room: SEAT Adult: 2 Ext. B: Room Count: 1  
 Date: 18/11/2006 ~ 18/11/2006 Type: SEAT Child: Res. Status: Ok  
 Day: 0 Board: SEAT Infant: Room Status: New  
 Confirm: Yes Allotment: Normal Print: No  
 Vch Print: No

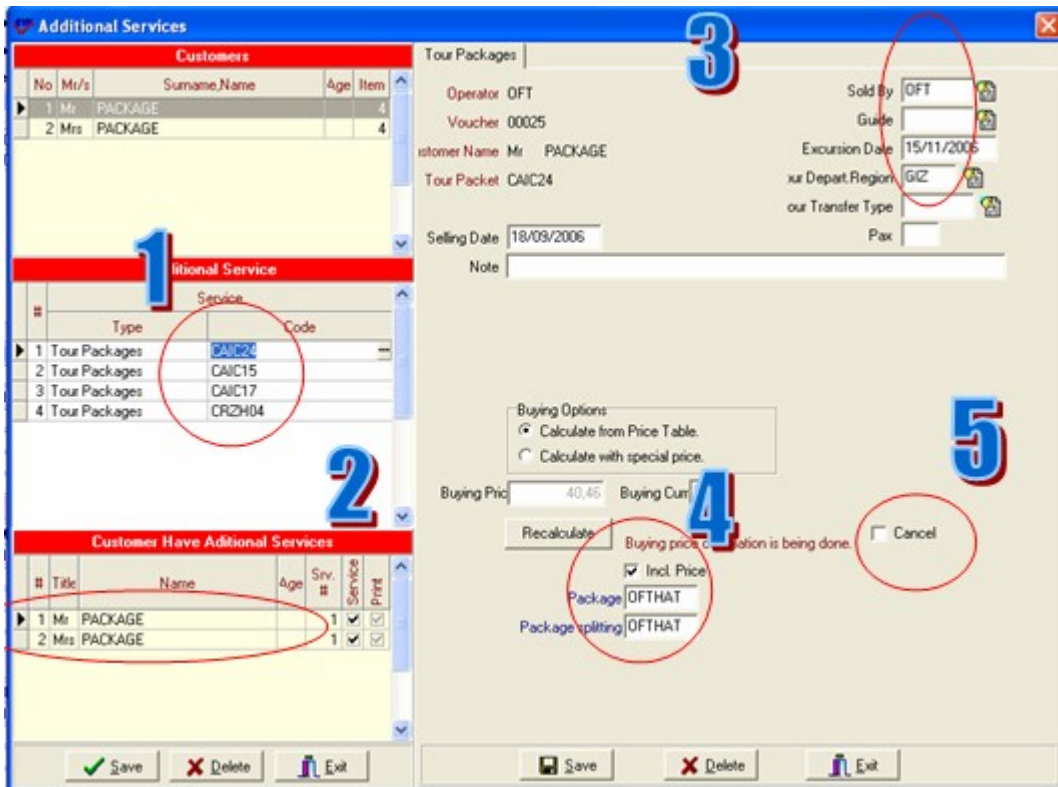
3 Hotel: SOFITEL OLD CATARACT Room: DBL Adult: 2 Ext. B: Room Count: 1  
 Date: 18/11/2006 ~ 19/11/2006 Type: STD Child: Res. Status: Ok  
 Day: 1 Board: HB Infant: Room Status: New  
 Confirm: Yes Allotment: Normal Print: No  
 Vch Print: No

Additional Services

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 'Additional Services' button in order to enter the page.





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.

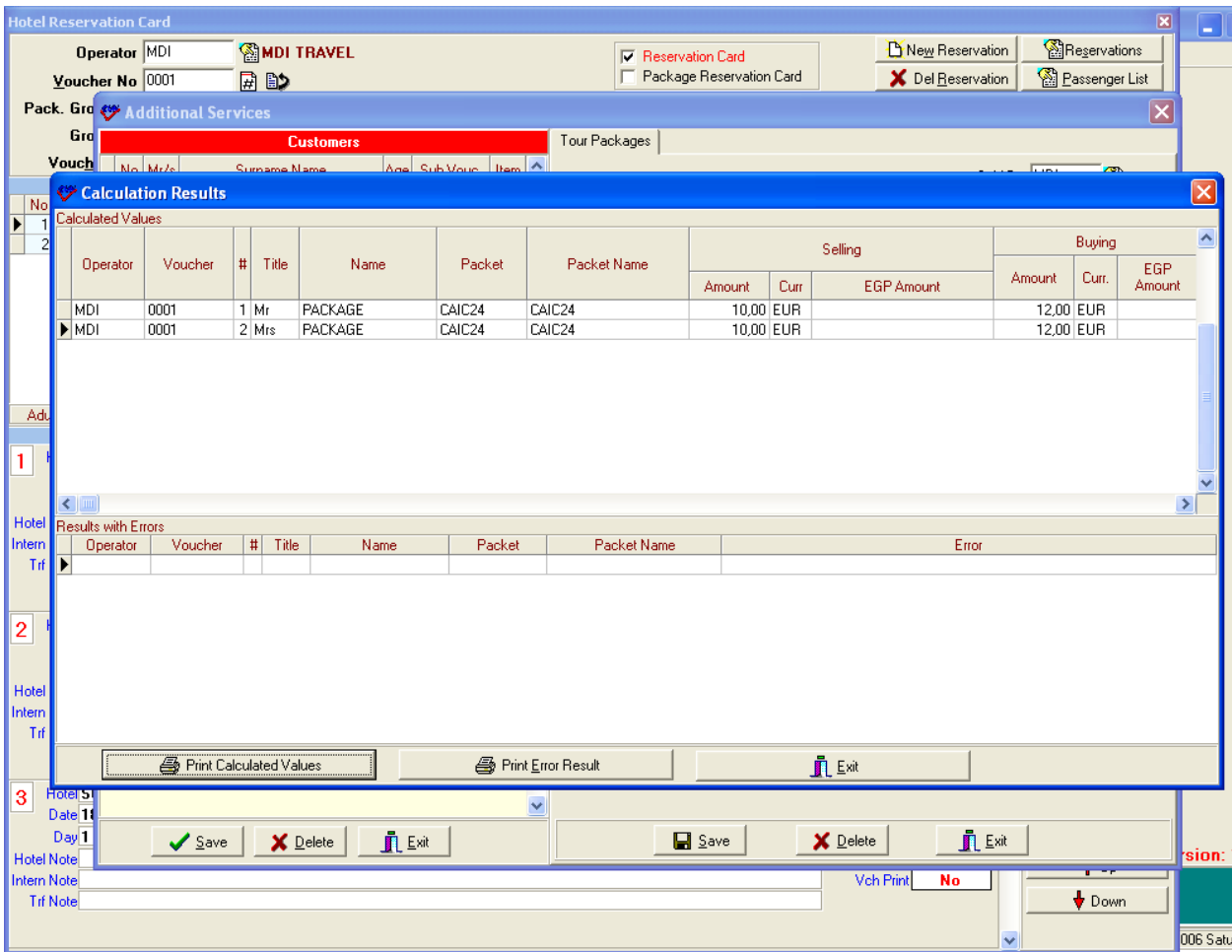
**In the second part** you can see names of clients and tour packages they will join into.

**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.

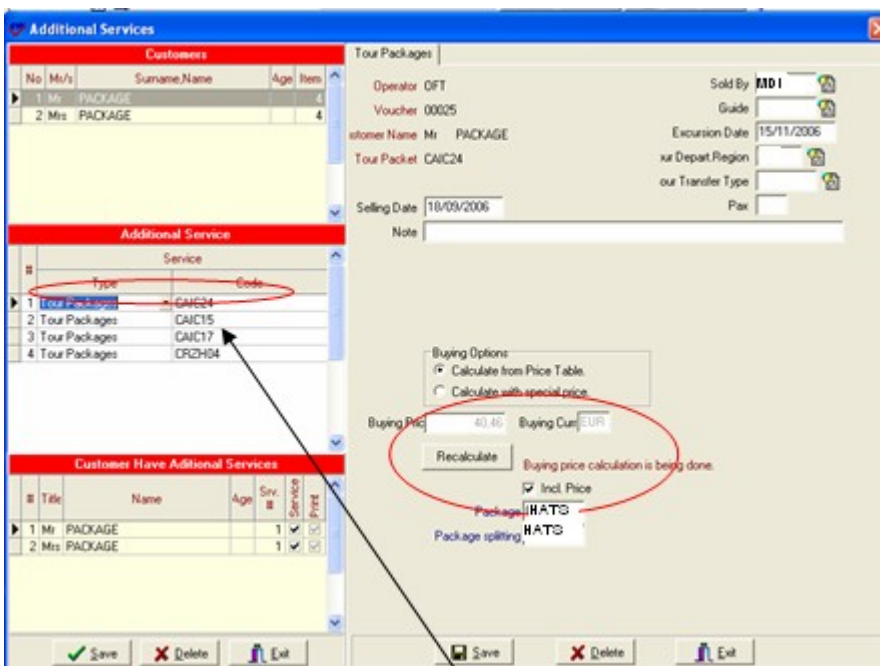
**In the fifth part** you will see '**Cancel**' checkbox .This checkbox is used to cancel the tour package after you invoice the package to the tour operator so you can see this cancellation amount as Credit on the invoice.

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



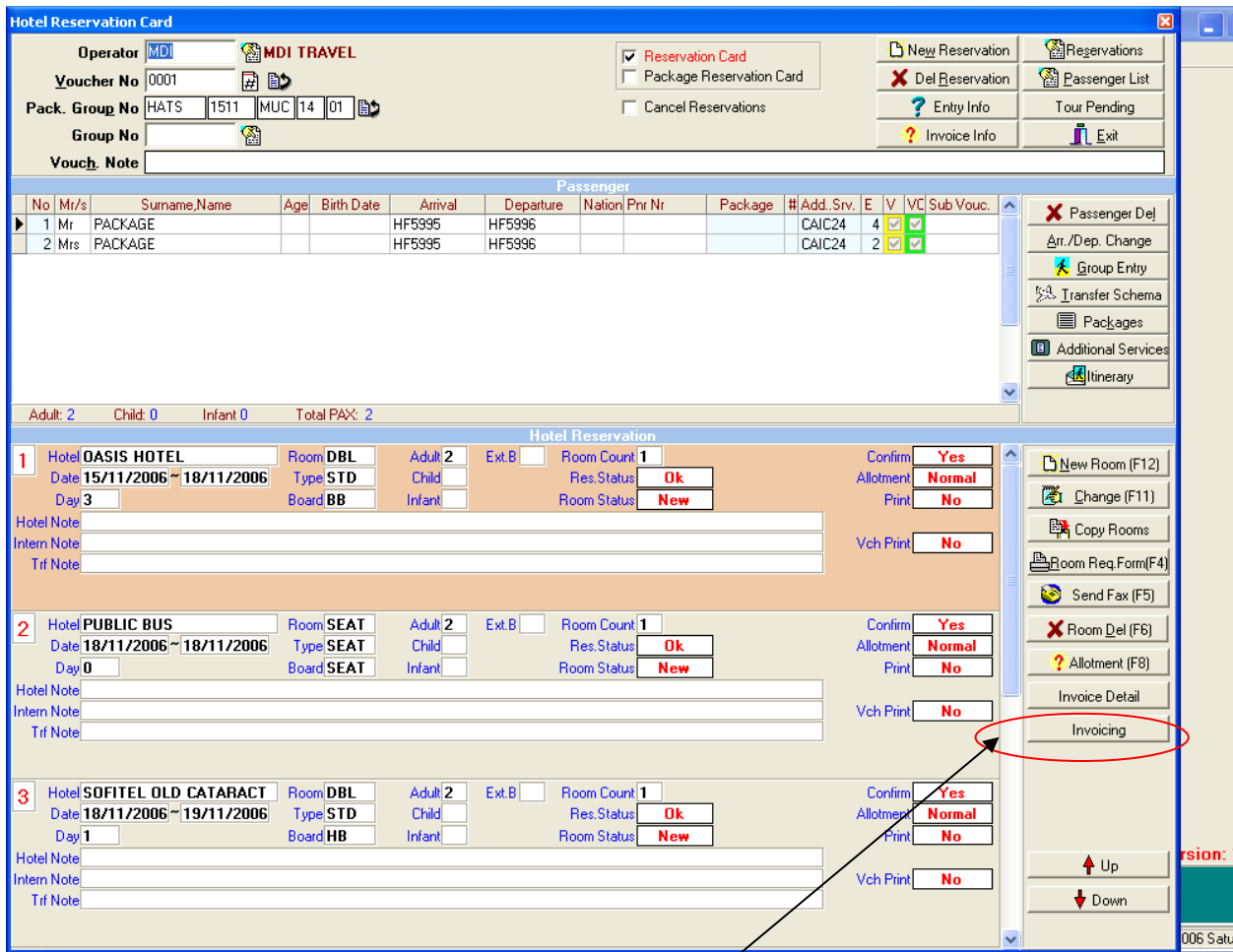
After the system calculates the tour package, it brings the calculation table which displays price of this tour package. The system takes this price from tour tariffs page in Tour Operators sub-menu of Definitions Menu.

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



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 CAIC24 we can see just its' price.

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



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.

Hotel Reservation Card

Operator MDI MDI  Reservation Card  Package Reservation Card  Del Reservation  New Reservation  Reservations  Passenger List

Voucher No 00001

Track Group No HATS 1511 **Calculating Hotel Invoice**

Group No Will Calculate

Voucher **Calculated**

No	Operator	Voucher #	Hotel	Accommodation		Handling Fee	Transfer		Extra				
				Buying	Sales		Buying	Selling	Buying	win	Sales		
			Hotel	Amount	Curr	Amount	Curr	Amount	Curr	Amount	Curr	Amount	Curr
	MDI	00001	3 ASWD SOFITEL OLD CATARACT	194,00	EUR			12,92	EUR				
	MDI	00001	8 CAIHA HAPPY CITY	40,00	EUR	40,00	EUR	24,56	EUR				
	MDI	00001	4 CRZEN M/S NILE EMPRESS	440,00	EUR			91,14	EUR				
	MDI	00001	2 DOME DOMESTIC FLIGHT	350,00	EUR			30,56	EUR		19,00	USD	
	MDI	00001	1 GIZDA OASIS HOTEL	138,00	EUR			30,56	EUR				
	MDI	00001	7 GIZDA OASIS HOTEL	138,00	EUR			30,78	EUR				
	MDI	00001	5 LXJVL J.V. MOVENPICK LUXOR	172,00	EUR			78,74	EUR				
Ac	MDI	00001	6 STRAI SLEEPER TRAIN	106,00	USD			75,34	EUR				

1 Hotel Intern Tr

2 Hotel Intern Tr

3 Total 8 item reservation records have been made.

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**

Operator: MDI  
 Voucher No: 00001  
 Pack. Group No: HATS 1511 MUC 14 01  
 Group No:  
 Vouch. Note:

Reservation Card  
 Package Reservation Card  
 Cancel Reservations

New Reservation  
 Del Reservation  
 Entry Info  
 Invoice Info

Reservations  
 Passenger List  
 Tour Pending  
 Exit

No	Mr/s	Surname	Name	Age	Birth Date	Arrival	Departure	Nation	Pnr Nr	Package	# Add. Srv.	E	V	VC
1	Mr	PACKAGE				HF5995	HF5996	DE			CAIC24	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Mrs	PACKAGE				HF5995	HF5996	DE			CAIC24	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Adult: 2 Child: 0 Infant: 0 Total PAX: 2

**Display Invoice**

Hotel invoice  Operator Invoice

This Resevation  Voucher

Display Package Invoice

Ok Exit

1	Hotel	OASIS HOTEL	Room	DBL	Adult	2	Ext. B	Room Count	1	Confirm	Unsent	Allotment	Normal	Print	No	Vch Print	No
	Date	15/11/2006 ~ 18/11/2006	Type	STD	Child			Res. Status	Ok								
	Day	3	Board	BB	Infant			Room Status	New								
	Hotel Note																
	Intern Note																
	Trf Note																
2	Hotel	DOMESTIC FLIGHT	Room	CAI	Adult	2	Ext. B	Room Count	1	Confirm	Unsent	Allotment	Normal	Print	No	Vch Print	No
	Date	18/11/2006 ~ 18/11/2006	Type	ASW	Child			Res. Status	Ok								
	Day	0	Board	OWC	Infant			Room Status	New								
	Hotel Note																
	Intern Note																
	Trf Note																
	Hotel	SOFITEL OLD CATARACT	Room	DBL	Adult	2	Ext. B	Room Count	1	Confirm	Unsent	Allotment	Normal	Print	No	Vch Print	No
	Date	18/11/2006 ~ 19/11/2006	Type	STD	Child			Res. Status	Ok								
	Day	1	Board	HB	Infant			Room Status	New								
	Hotel Note																
	Intern Note																
	Trf Note																

**Report Preview**

Package: **HATSCHEPSUT PACKAGE** Res.No: 1  
 Tour Operator: **MDI REISEN**  
 Voucher: **00001** Accommodation: **15/11/2006 ~ 29/11/2006** Day 14 Room: **DBL** Type: **STD** Brd: **HB**

1- Mr PACKAGE  
 2- Mrs PACKAGE

Pax	Price	Accom.	Room	Amount	Explanation
2 Adl	1.110,00 EUR	14 Nights	1 Room	2.220,00 EUR	
				30,00 EUR	
				Grand Total :	2.250,00 EUR 15.300,00 EGP

Hotel: **HAPPY CITY** Res.No: 8 Room: **DBL (DOUBLE)**  
 Tour Operator: **MDI REISEN** Accommodation: **29/11/06 ~ 30/11/06** Day 1 Type: **STD (STANDART)**  
 Voucher: **00001** Brd: **HB (HALF BOARD)**

1- Mr PACKAGE  
 2- Mrs PACKAGE

Pax	Price	Accom.	Room	Amount	Explanation
2 Adl	20,00 EUR	1 Nights	1 Room	40,00 EUR	
				Departure Transfer (2 Adl * 13,75 )	27,50 EUR
				Grand Total :	67,50 EUR 459,00 EGP

**VOUCHER INVOICE TOTALS**

GRAND TOTALS Curr	GRAND TOTALS (EGP)
2.317,50EUR	15.759,00

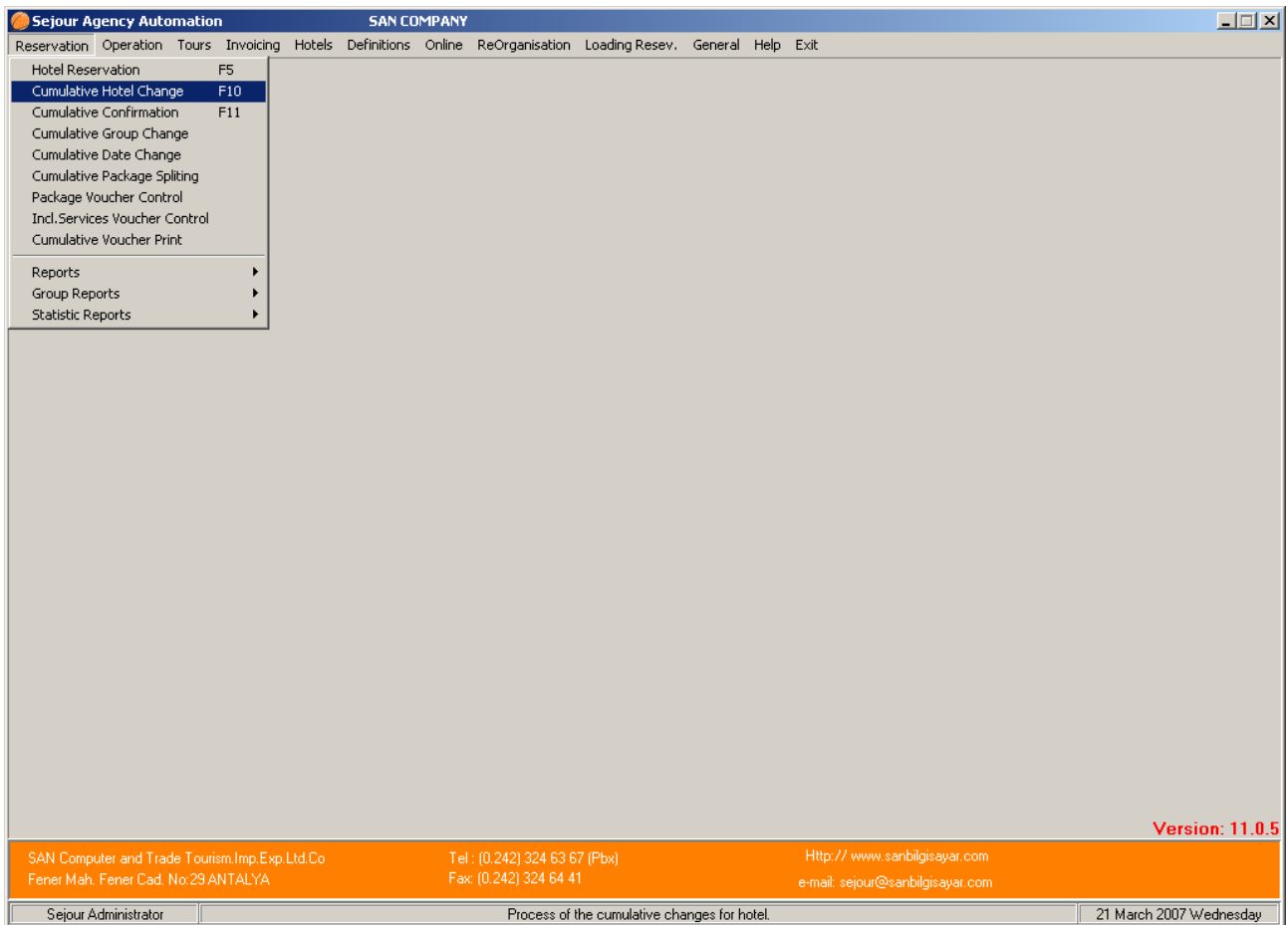
**GENEL FATURA TOPLAMLARI**

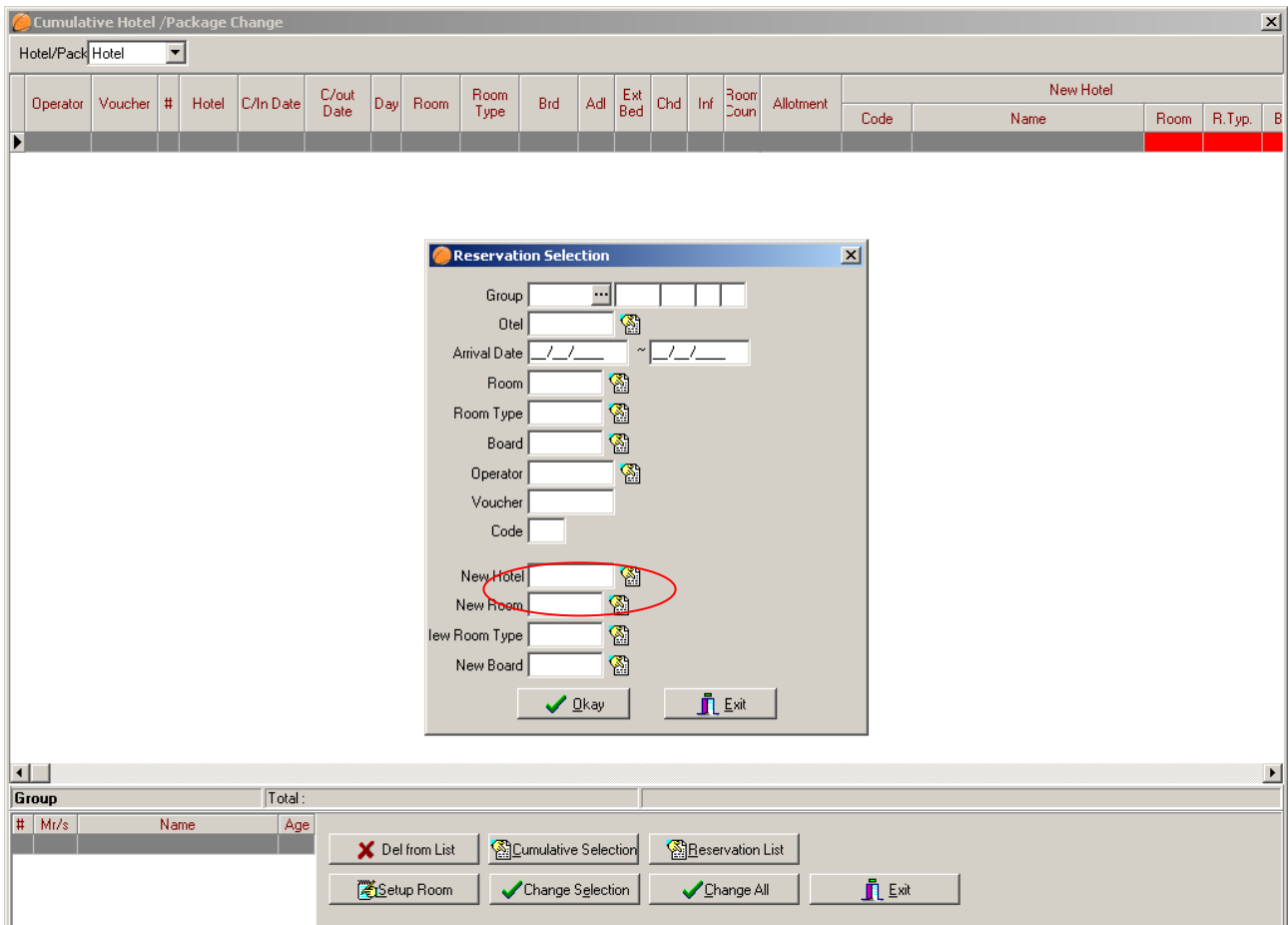
GRAND TOTALS Curr	GRAND TOTALS (EGP)
2.317,50EUR	15.759,00

Page 1 of 1

You see the package price and the accommodation amount that is not included in the package price together.

## CUMULATIVE HOTEL CHANGE





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

Hotel/Pack/Hotel														New Hotel					
Operator	Voucher	#	Hotel	C/In Date	C/out Date	Day	Room	Room Type	Brd	Adl	Ext Bed	Chd	Inf	Room Coun	Code	Name	Room	R. Typ.	Board
MDI	1000002	1	CAIFLA	12/08/06	19/08/06	7	DBL	SVW	HB	1				1	CAICOI	CONRAD CAIRO			
MDI	1000003	1	CAIFLA	13/08/06	20/08/06	7	DBL	SVW	HB	2				1	CAICOI	CONRAD CAIRO			
MDI	1000004	1	CAIFLA	15/08/06	22/08/06	7	DBL	SVW	HB	2				1	CAICOI	CONRAD CAIRO			
MDI	21	1	CAIFLA	18/08/06	23/08/06	5	DBL	STD	HB	2				1	CAICOI	CONRAD CAIRO			
MDI	22	1	CAIFLA	17/08/06	24/08/06	7	DBL	STD	HB	2				1	CAICOI	CONRAD CAIRO			
MDI	24	1	CAIFLA	16/08/06	23/08/06	7	SGL	STD	HB	1				1	CAICOI	CONRAD CAIRO			
MDI	999987	1	CAIFLA	11/08/06	14/08/06	3	DBL	STD	HB	2				1	CAICOI	CONRAD CAIRO			
MDI	999988	1	CAIFLA	12/08/06	17/08/06	5	DBL	STD	HB	2	1			1	CAICOI	CONRAD CAIRO			
MDI	999989	1	CAIFLA	15/08/06	22/08/06	7	DBL	SVW	HB	2	1			1	CAICOI	CONRAD CAIRO			
MDI	999992	1	CAIFLA	13/08/06	15/08/06	2	TRL	STD	HB	3				1	CAICOI	CONRAD CAIRO			
MDI	999992	2	CAIFLA	15/08/06	17/08/06	2	DBL	STD	HB	2				1	CAICOI	CONRAD CAIRO			
MDI	999992	3	CAIFLA	17/08/06	19/08/06	2	TRL	STD	HB	3				1	CAICOI	CONRAD CAIRO			
MDI	999994	1	CAIFLA	16/08/06	21/08/06	5	DBL	SVW	HB	2				1	CAICOI	CONRAD CAIRO			
MDI	999995	1	CAIFLA	17/08/06	19/08/06	2	DBL	STD	HB	2				1	CAICOI	CONRAD CAIRO			
MDI	999996	3	CAIFLA	19/08/06	22/08/06	3	DBL	STD	HB	2				1	CAICOI	CONRAD CAIRO			
MDI	999997	1	CAIFLA	20/08/06	22/08/06	2	DBL	STD	HB	2				1	CAICOI	CONRAD CAIRO			
MDI	999999	1	CAIFLA	11/08/06	18/08/06	7	DBL	STD	HB	2				1	CAICOI	CONRAD CAIRO			

Group ---		Total: 17 Room, 36 Pax (Adt: 36)	
#	Mr/s	Name	Age
1	Mr	ROOM TYPE	

Del from List
Cumulative Selection
Reservation List

Setup Room
Change Selection
Change All
Exit

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 ‘**Cumulative Selection**’ 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.



**Cumulative Hotel /Package Change**

Hotel/Pack: Hotel

Operator	Voucher #	#	Hotel	C/In Date	C/out Date	Day	Room	Room Type	Brd	Adl	Ext Bed	Chd	Inf	Room Down	New Hotel				
															Code	Name	Room	R. Typ.	Board
MDI	1000002	1	CAIFLA	12/08/06	19/08/06	7	DBL	SVW	HB	1				1	CAICOI	CONRAD CAIRO		STD	AI
MDI	1000003	1	CAIFLA	13/08/06	20/08/06	7	DBL	SVW	HB	2				1	CAICOI	CONRAD CAIRO		STD	AI
MDI	1000004	1	CAIFLA	15/08/06	22/08/06	7	DBL	SVW	HB	2				1	CAICOI	CONRAD CAIRO		STD	AI
MDI	21	1	CAIFLA	18/08/06	23/08/06	5	DBL	STD	HB	2				1	CAICOI	CONRAD CAIRO			AI
MDI	22	1	CAIFLA	17/08/06	24/08/06	7	DBL	STD	HB	2				1	CAICOI	CONRAD CAIRO			AI
MDI	24	1	CAIFLA	16/08/06	23/08/06	7	SGL	STD	HB	1				1	CAICOI	CONRAD CAIRO			AI
MDI	999987	1	CAIFLA	11/08/06	14/08/06	3	DBL	STD	HB	2				1	CAICOI	CONRAD CAIRO			AI
MDI	999988	1	CAIFLA	12/08/06	17/08/06	5	DBL	STD	HB	2	1			1	CAICOI	CONRAD CAIRO			AI
MDI	999989	1	CAIFLA	15/08/06	22/08/06	7	DBL	SVW	HB	2	1			1	CAICOI	CONRAD CAIRO		STD	AI
MDI	999992	1	CAIFLA	13/08/06	15/08/06	2	TRL	STD	HB	3				1	CAICOI	CONRAD CAIRO			AI
MDI	999992	2	CAIFLA	15/08/06	17/08/06	2	DBL	STD	HB	2				1	CAICOI	CONRAD CAIRO			AI
MDI	999992	3	CAIFLA	17/08/06	19/08/06	2	TRL	STD	HB	3				1	CAICOI	CONRAD CAIRO			AI
MDI	999994	1	CAIFLA	16/08/06	21/08/06	5	DBL	SVW	HB	2				1	CAICOI	CONRAD CAIRO		STD	AI
MDI	999995	1	CAIFLA	17/08/06	19/08/06	2	DBL	STD	HB	2				1	CAICOI	CONRAD CAIRO			AI
MDI	999996	3	CAIFLA	19/08/06	22/08/06	3	DBL	STD	HB	2				1	CAICOI	CONRAD CAIRO			AI
MDI	999997	1	CAIFLA	20/08/06	22/08/06	2	DBL	STD	HB	2				1	CAICOI	CONRAD CAIRO			AI
MDI	999999	1	CAIFLA	11/08/06	18/08/06	7	DBL	STD	HB	2				1	CAICOI	CONRAD CAIRO			AI

Group: Total: 17 Room, 36 Pax (Adt: 36)

#	Mr/s	Name	Age
1	Mr	TEST	
2	Mrs	TEST	

Buttons: Del from List, Cumulative Selection, Reservation List, Setup Room, Change Selection, Change All, Exit

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 button select the room and numbers.

**Select Room**

Room: TRL

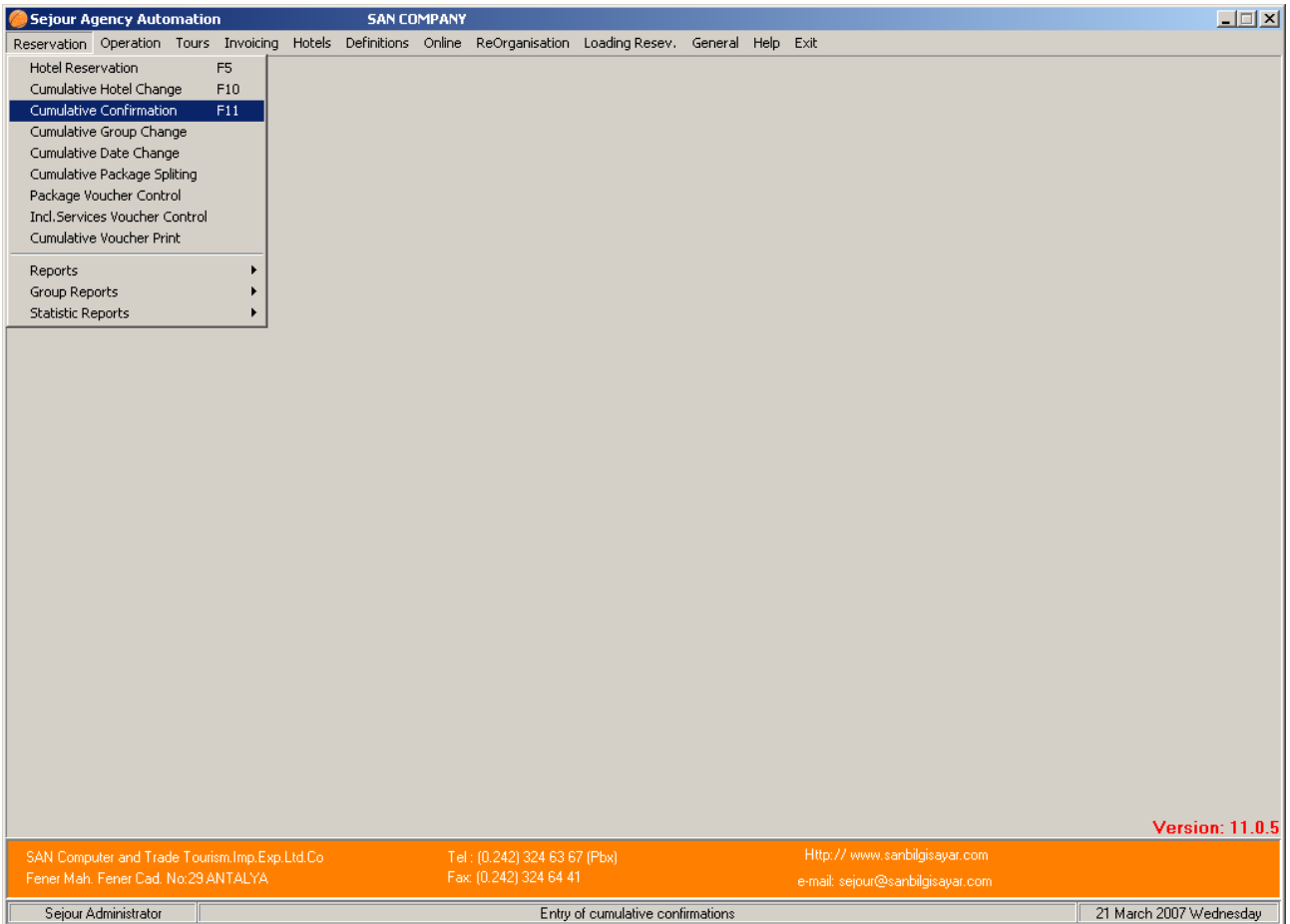
No of Select: 2

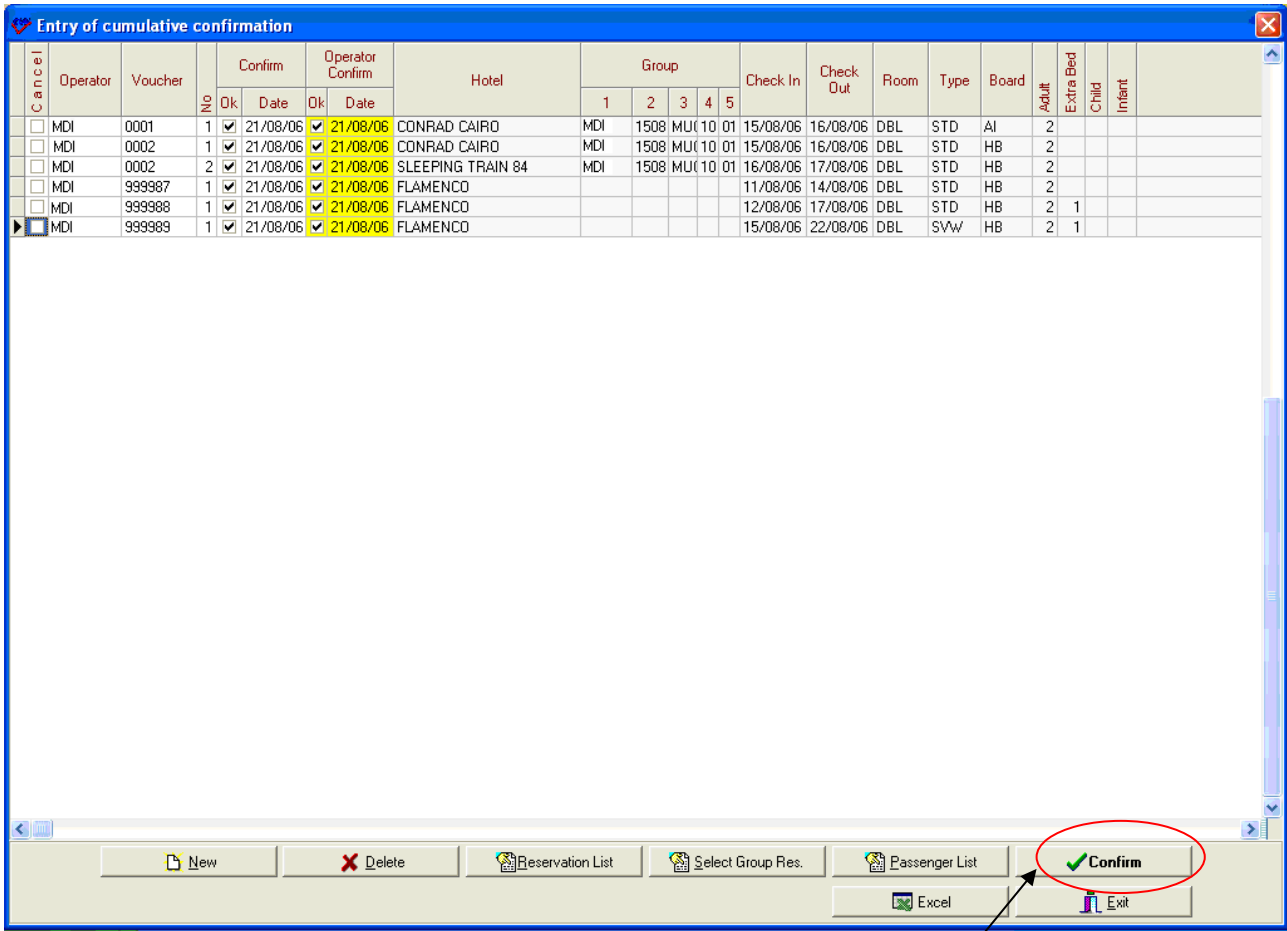
Buttons: Select, Exit

**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





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.

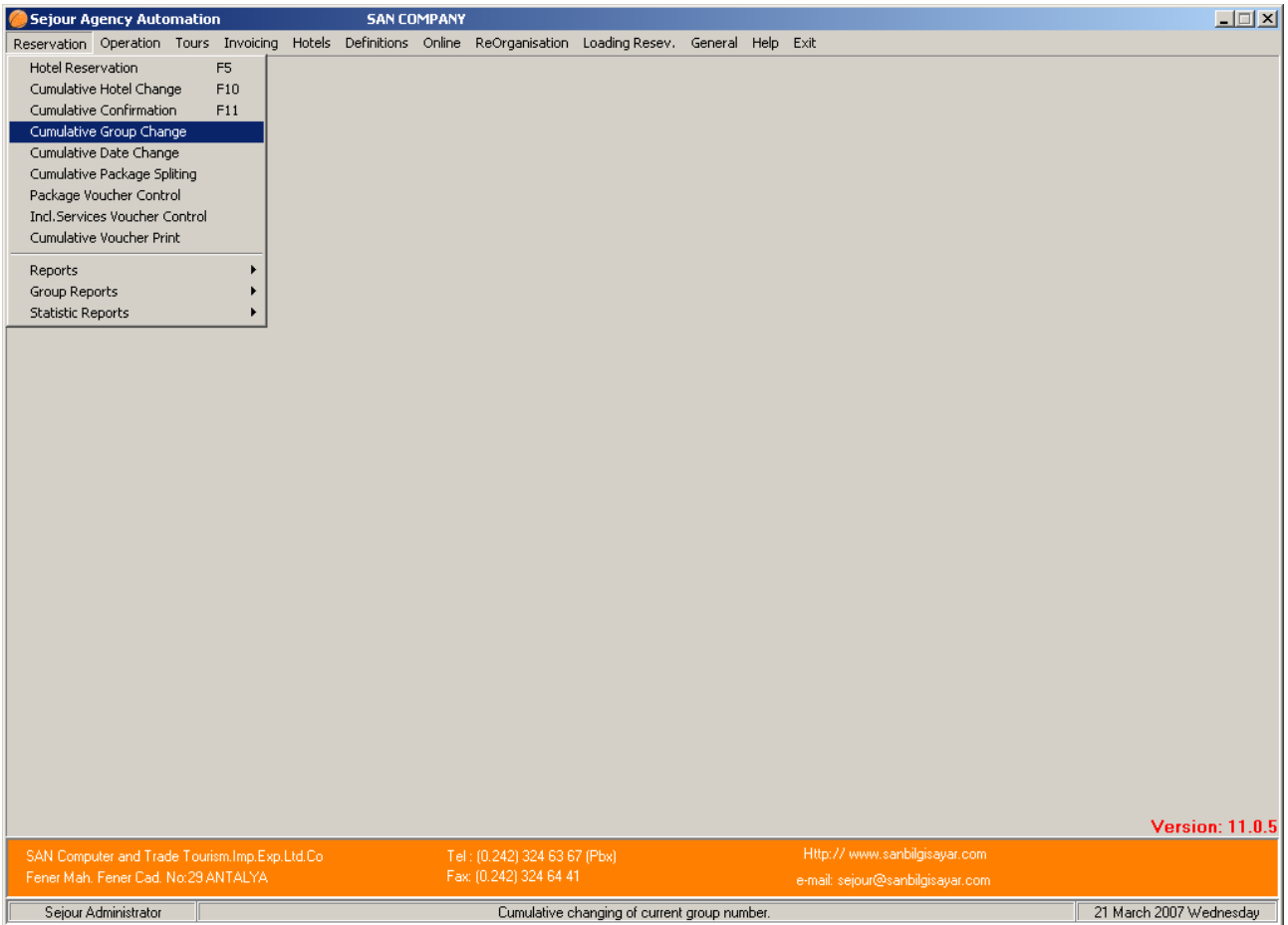
**Delete** : To be able to delete a line you should use this button.

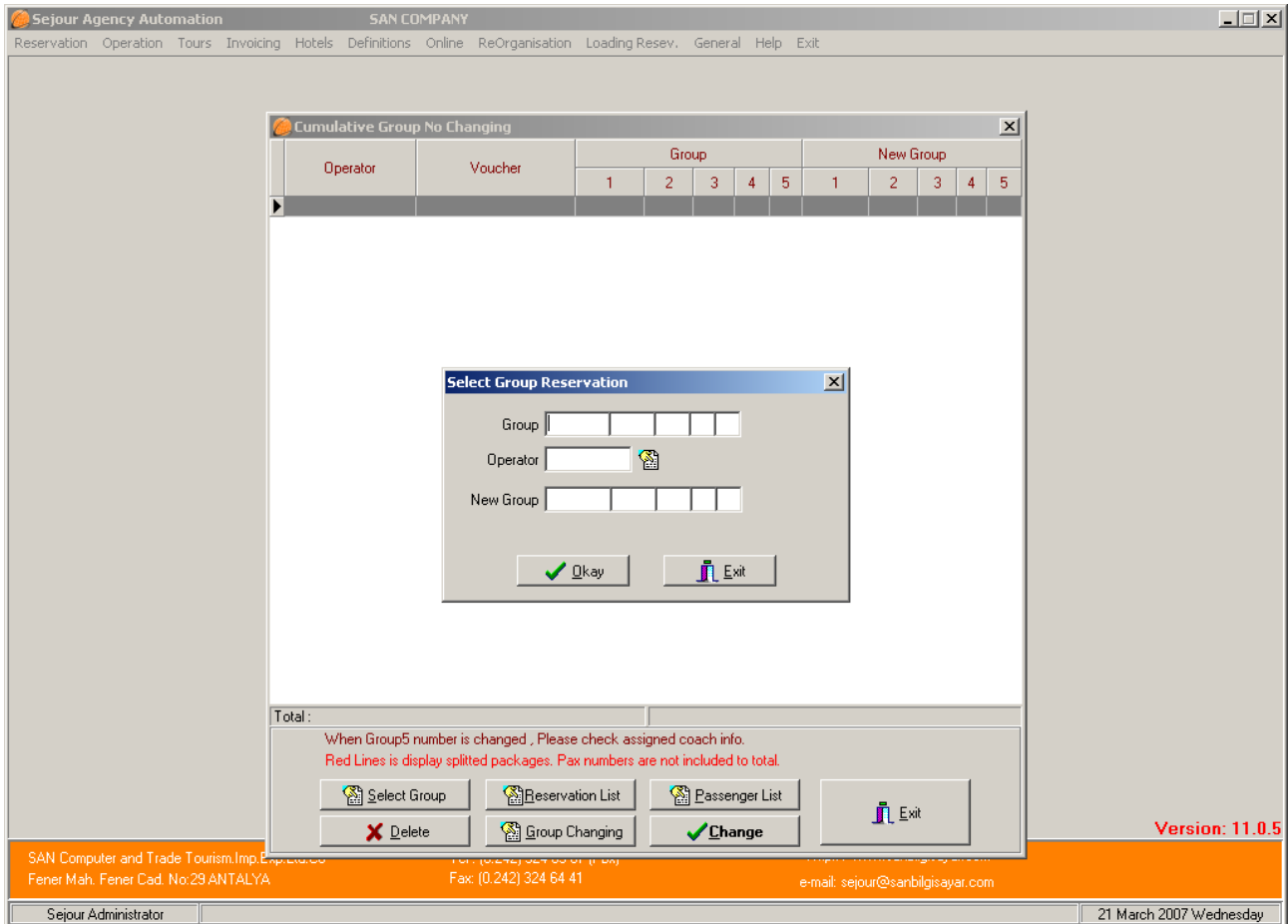
**Reservation List** :To be able to select the reservation you will confirm you should use this button.

**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

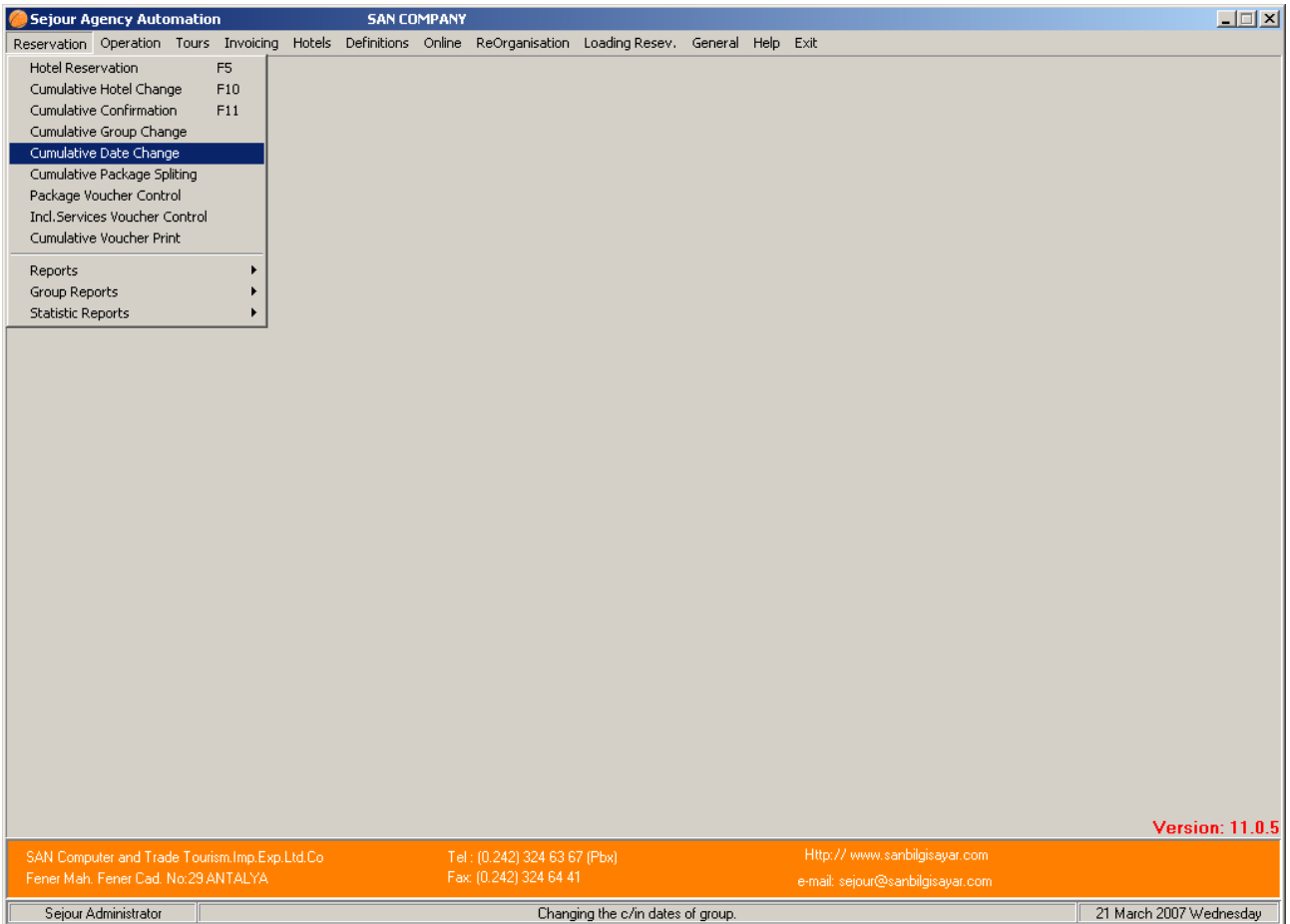




You can change group numbers as cumulative in this table. As soon as you open the table **‘Select Group Reservations’** table comes to screen automatically as the second table so you can select your groups according to their numbers or operators and you can write the new number in ‘New Group’ part as 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



**Cumulative Change of Date**

Reservation: Hotel [AKASIA] AKASSIA HOTEL Hotel C/in Date: / / ~ / / Flight: [UcAdi] UcAdi

Operator: [ ] Room: [ ] C/Out Date: / / ~ / /

Group: [ ] Room Type: [ ]

Bubble: <All> Voucher: [ ]

New Date Application Type:  
 C/in Date...  
 C/Out Date...  
 Will do Manually

1 Day/ [Take Forward] [Take Back]

Group					Operator	Voucher	#	Flight	Hotel	C/in	C/out	Day	New			Pax	Room	Type	Brd	m.Cou	Res. Note
1	2	3	4	5									C/out	C/in	Day						
					DIEZ	0001	1	ARR?	AKASIA	23/03/07	27/03/07	4	24/03/07	28/03/07	4	2	DBL	CLB	ALLIN	1	

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 Date**

Reservation: Hotel  
 Hotel C/in Date: / / ~ / /  
 Hotel:  C/Out Date: / / ~ / /  
 Operator:  Room:   
 Group:  Room Type:   
 Bubble: <All>

New Date Application Type  
 C/in Date...  
 C/Out Date...  
 Will do Manually  
 1 Day / Take Forward

---

**Cumulative Date Change for Package Groups**

Group: HATS | 1512 | FRA | 09 | 01 | Operator: MDI | MDI REISEN | Hotel | Package

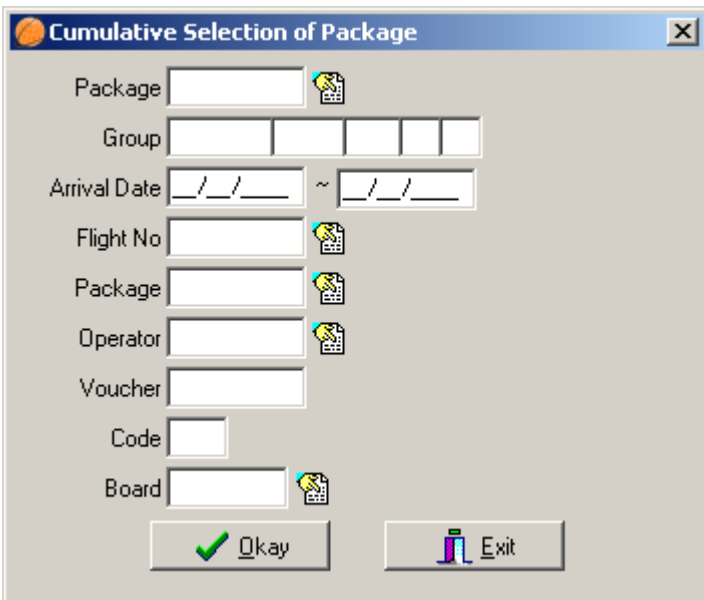
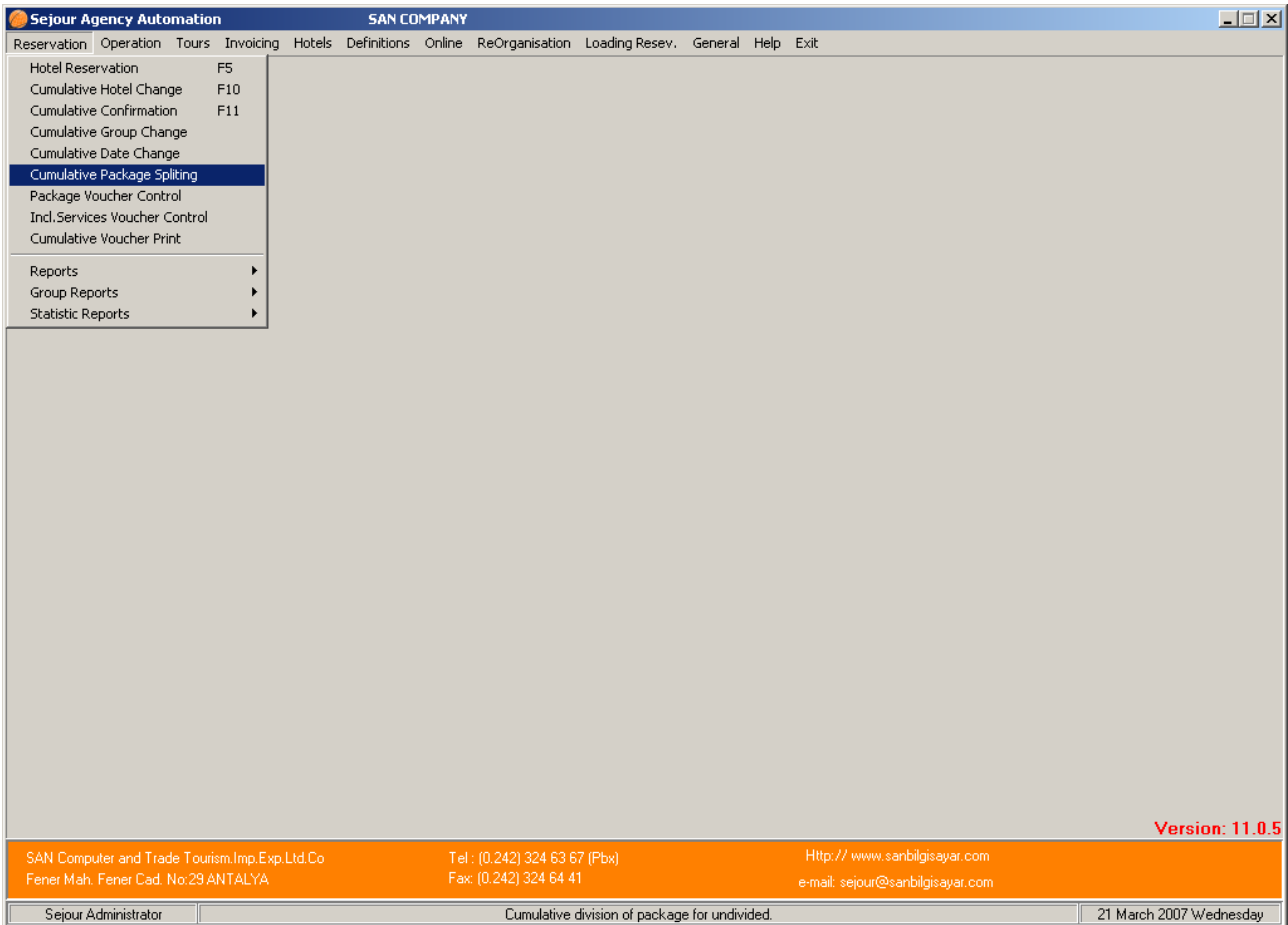
Group					Operator	Hotel	Check In	Check Out	Day	Pax	New			Changing
1	2	3	4	5							Check In	Check Out	Day	
HATS	1512	FRA	09	01	MDI	CRZNU	15/12/2006	19/12/2006	4	4	16/12/2006	20/12/2006	4	<input checked="" type="checkbox"/>
HATS	1512	FRA	09	01	MDI	LXRSOI	19/12/2006	20/12/2006	1	4	20/12/2006	21/12/2006	1	<input checked="" type="checkbox"/>
HATS	1512	FRA	09	01	MDI	QUSRA	20/12/2006	21/12/2006	1	4	21/12/2006	22/12/2006	1	<input checked="" type="checkbox"/>
HATS	1512	FRA	09	01	MDI	GIZJVL	21/12/2006	24/12/2006	3	4	22/12/2006	25/12/2006	3	<input checked="" type="checkbox"/>
HATS	1512	FRA	09	01	MDI	SKVWA	24/12/2006	25/12/2006	1	2	25/12/2006	26/12/2006	1	<input checked="" type="checkbox"/>
HATS	1512	FRA	09	01	MDI	SKVWA	24/12/2006	26/12/2006	2	2	25/12/2006	27/12/2006	2	<input checked="" type="checkbox"/>
HATS	1512	FRA	09	01	MDI	LXRSOI	25/12/2006	26/12/2006	1	2	26/12/2006	27/12/2006	1	<input checked="" type="checkbox"/>

**Confirm**  
 Reservation Dates will change. Do you want to continue?

---



# CUMULATIVE PACKAGE SPLITTING



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.

**Cumulative Package Splitting**

Operator	Voucher #	#	Package	Arr. Date	C/out Date	Day	Room	Room Type	Brd	Adl	Ext Bed	Chd	Inf	Room Coun	Flight No	Group					Packet
																1	2	3	4	5	
MDI	00010	1	HATS	15/11/06	24/11/06	9	DBL	STD	HB	2				1	AB1754	HATS	1511	TXL	09	01	
MDI	0008	1	HATS	15/11/06	24/11/06	9	DBL	STD	HB	2				1	AB1754	HATS	1511	TXL	09	01	
▶MDI	0009	1	HATS	15/11/06	24/11/06	9	SNG	STD	HB	1				1	AB1754	HATS	1511	TXL	09	01	

Total: 3 Oda, 5 Pax (Yet: 5)

#	Mr/s	Name	Age
1	Mr.	URUN	

Buttons: Rezervasyon Selection, Del from List, Reservation List, **Passenger List**, Split, Exit

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

**Sejour Agency Automation** SAN COMPANY

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 Splitting
- Package Voucher Control**
- Incl.Services Voucher Control
- Cumulative Voucher Print

- Reports
  - Group Reports
  - Statistic Reports

Version: 11.0.5

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 Fener Mah. Fener Cad. No:29 ANTALYA Fax: (0.242) 324 64 41 e-mail: sejour@sanbilgisayar.com

Sejour Administrator Controlling of voucher 21 March 2007 Wednesday

**Voucher Control**

Group: [ ] Voucher: [ ]  
 Operator: [ ] Flight No: [ ]

Controlled  All  Non controlled

No Show Reservations  
 List  Not List

Operator	Voucher	Group					No	M/r/s	Passenger	Age	Arr. Flight	Depar. Flight	OK
		1	2	3	4	5							
MDI	0001	HATS	1011	MUC	10	01	1	Mrs	TEST 0001		HF6018	HF6019	<input checked="" type="checkbox"/>
MDI	0001	HATS	1011	MUC	10	01	2	Mrs	TEST 0001		HF6018	HF6019	<input checked="" type="checkbox"/>
MDI	00010	HATS	1511	TXL	09	01	1	Mr	ÜRÜN		AB1754	AB1755	<input checked="" type="checkbox"/>
MDI	00010	HATS	1511	TXL	09	01	2	Mrs	ÜRÜN		AB1754	AB1755	<input checked="" type="checkbox"/>
MDI	0002	HATS	1011	MUC	09	01	1	Mrs	TEST 0002		HF6018	HF6019	<input checked="" type="checkbox"/>
MDI	0002	HATS	1011	MUC	09	01	2	Mrs	TEST 0002		HF6018	HF6019	<input checked="" type="checkbox"/>
MDI	0003	HATS	1011	MUC	09	01	1	Mrs	TEST 0003		HF6018	HF6019	<input checked="" type="checkbox"/>
MDI	0003	HATS	1011	MUC	09	01	2	Mrs	TEST 0003		HF6018	HF6019	<input checked="" type="checkbox"/>
MDI	0004	HATS	1011	LEJ	09	01	1	Mrs	TEST 0004		AB6088	AB6089	<input checked="" type="checkbox"/>
MDI	0004	HATS	1011	LEJ	09	01	2	Mrs	TEST 0004		AB6088	AB6089	<input checked="" type="checkbox"/>
MDI	0005	HATS	2607	MUC	14	01	1	Mrs	TEST 0005		HF5995	HF5996	<input checked="" type="checkbox"/>
MDI	0005	HATS	2607	MUC	14	01	2	Mrs	TEST 0005		HF5995	HF5996	<input checked="" type="checkbox"/>
MDI	0006	HATS	1512	FRA	09	01	1	Mrs	TEST 0006		HF5995	HF5996	<input checked="" type="checkbox"/>
MDI	0006	HATS	1512	FRA	09	01	2	Mrs	TEST 0006		HF5995	HF5996	<input checked="" type="checkbox"/>
MDI	0007	HATS	1512	FRA	09	01	1	Mrs	TEST 0007		HF6018	HF6019	<input checked="" type="checkbox"/>
MDI	0007	HATS	1512	FRA	09	01	2	Mrs	TEST 0007		HF6018	HF6019	<input checked="" type="checkbox"/>
MDI	0008	HATS	1511	TXL	09	01	1	Mr	ÜRÜN		AB1754	AB1755	<input type="checkbox"/>
MDI	0008	HATS	1511	TXL	09	01	2	Mrs	ÜRÜN		AB1754	AB1755	<input type="checkbox"/>
MDI	0009	HATS	1511	TXL	09	01	1	Mr	ÜRÜN		AB1754	AB1755	<input type="checkbox"/>
MDI	TEST	HATS	1011	FRA	09	01	1	Mr	ÜRÜN		ARR?	DEP?	<input type="checkbox"/>
MDI	TEST	HATS	1011	FRA	09	01	2	Mrs	ÜRÜN		ARR?	DEP?	<input type="checkbox"/>
MDI	TEST1	HATS	2607	MUC	14	01	1	Mr	TEST		HF5995	HF5996	<input type="checkbox"/>
MDI	TEST1	HATS	2607	MUC	14	01	2	Mrs	TEST		HF5995	HF5996	<input type="checkbox"/>

Total Pax: 25    Controled Pax: 15    Non Controled Pax: 10

Find Voucher [ ] Find (F5) [ ] Exit [ ]

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.

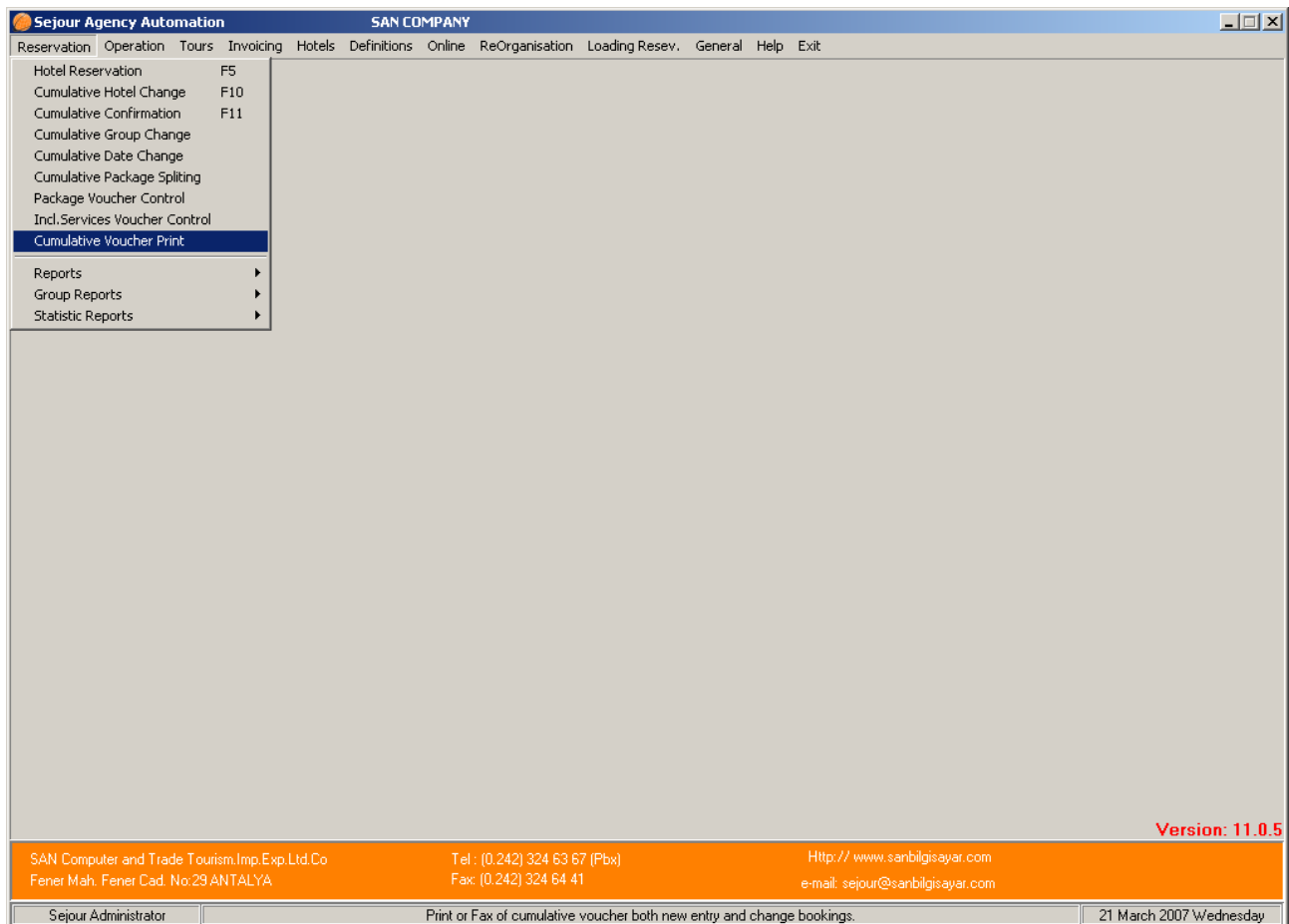
If you wish to see only controlled vouchers you should check the 'Controlled' checkbox.

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



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.

Report Preview

Printer Word PDF EMail Exit



**NEFERTARI  
RESERVATION LIST  
MDI FLUG REISEN**

Date 24/08/2006  
Time : 18:59  
Page : 1

Voucher	No	Surname, Name	Age/B.Date	Arr.Flight	Time	Room	Accomm. Type	Brd	Arrival	Departure	Day	Room	Unit	Statu
1		1Mr. AKSIYON Mrs. AKSIYON Chd. AKSIYON		AB1754 AB1754 8AB1754		DOUBLE	STANDART	BB	26/07/06	02/08/06	7	1	1	I
<b>NOTE:</b>														
2		1Mr. AKSIYON Mrs. AKSIYON Chd. AKSIYON		AB1754 AB1754 8AB1754		DOUBLE	STANDART	BB	27/07/06	28/07/06	1	1	1	I
<b>NOTE:</b>														
<b>PLS CONFIRM ABOVE REQUEST</b>								<b>TEL:</b>						
								<b>FAX:</b>						
<b>BEST REGARDS</b>														
<b>Sejour Administrator</b>														

Page 2 of 2