## HOTEL ARRIVAL LIST



This report is used to get pax list according to the criterions that you select in the table .Especially you can use this part when you need to send a check list to the hotel.

🏀 Hotel Check In/	/Out List	×
Hotel Check In/ Hotel C/in Date Hotel C/out Date Selling Date Record Date Operator Hotel Type Begion Flight No Room Type Board Special Code Code 2 Code 3 Code 4 Voucher No Group No Reservation Status Confirmed Bubble Reservation Origin	✓ 4/03/2007       ~       24/03/2007         ✓ / / /       ✓ / / /       ✓ Cancelled Res         ✓ / / /       ✓ / / /       ✓ Cancelled Res         ✓ / / /       ✓ / / /       ✓ Cancelled Res         ✓ / / /       ✓ / / /       ✓ Cancelled Res         ✓ / / /       ✓ / / /       ✓ Cancelled Res         ✓ / / /       ✓ / / /       ✓ Cancelled Res         ✓ / / /       ✓ / / /       ✓ Cancelled Res         ✓ / / /       ✓ / / /       ✓ / / /         ✓ / / /       ✓ / / /       ✓ / /         ✓ / / /       ✓ / / /       ✓ / /         ✓ / / /       ✓ / / /       ✓ / /         ✓ / / /       ✓ / /       ✓ /         ✓ / / /       ✓ / /       ✓ /         ✓ / / /       ✓ / /       ✓ /         ✓ / / /       ✓ / /       ✓ //         ✓ / / /       ✓ / /       ✓ //         ✓ / / /       ✓ //       ✓ //         ✓ / / /       ✓ //       ✓ //         ✓ / / /       ✓ //       ✓ //         ✓ / / /       ✓ //       ✓ //         ✓ / / /       ✓ //       ✓ //         ✓ / / /       ✓ //       ✓ //         ✓ /	vations ervations ervations n Correspondence I separately tals eservation. ervations. Separately ach Hotel ervations incl. Child and Inf selected at the end of the
Footnote		
List Heading	g HOTEL ARRIVAL LIST	
💻 <u>S</u> creen	🕒 Printer 📃 🖳 E-Mail 🛛 📀 Eax	<u> </u>

Starting with the top left-hand corner, reports can be selected by date ranges, if you don't have an exact check-in or checkout date.

You can select a report by tour operator, hotel, region, etc. using the "F2" function key to select from your previously entered list.

Flight No: You can get the pax list according to a specific flight number.

**Special Code**: When you write a special code for the reservations because of a hotel extra or anything else you can get the list of these reservations writing the special code that you enter in hotel reservation card.

Other code boxes are for when you have made an electronic importation, for which these have been entered automatically.

🏀 Hotel Check In/	Out List		×
Hotel Check In/ Hotel C/in Date Hotel C/out Date Selling Date Record Date Operator Hotel Hotel Type <u>Region</u> Flight No Room Type Board Special Code Code 2 Code 3 Code 4 Voucher No Group No Reservation Status Confirmed Bubble	24/03/2007       ~       24/03/2007         ////       ~       ////         ////       ~       ////         ////       ~       ////         ////       ~       ////         ////       ~       ////         ////       ~       ////         ////       ~       /////         ////       ~       /////         ////       ~       /////         ///////       ~       ///////         /////////       ~       ////////         ///////////       ~       ////////////         ////////////////////////////////////	Res G I List C I AA ▼ Pr D Lia Fa Sa D D Pr D Lia Fa Sa	ervation Normal Reservations Cancelled Reservations Type Summary Summary Commany Summary-2 Detail dd Confirmation Correspondence int Each Hotel separately splay Daily Totals st No Show Reservation. st Cancel Reservations. ax Each Hotel Separately end Mail For Each Hotel splay only reservations incl. Child and Inf splay criterias selected at the end of the int Portrait
Original Hotel			
Footnote			
List Heading	HOTEL ARRIVAL LIST		
List Hodding			
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Reports can be shown in a report by reservation status, with either "All" (the default), "OK", "On Request", "Go Show", or "No Show".

For reports by confirmation status, you can select from "All" (the default), "Yes", "No", "Wait" or "Unsent".

The "**Bubble**" option can be used to show reservations that are "bubble" or "non-bubble" reservations. The default is "**All**". (Bubble reservations are reservations that are not real and used to block rooms for the peak season).

The "**Reservation Origin**" option can be used to get reports by different types of reservation methods, eg Web reservations, manual reservations, electronically imported reservations etc.

"**Original Hotel**" This is the hotel name or code used by the tour operator, if you have imported reservations electronically from a tour operators reservations list.

"Footnote" is used to add any footnote at the end of the list. Your footnotes are defined in the "Definitions > Footnotes" menu.

**'List Heading'** can be changed as you need. You can write whatever you should write. **Reservation:** At the right part of the criterion table there are options that you can select Normal reservation list or just cancelled reservation list.

Reservation • Normal Reservations • Cancelled Reservations
List Type C Summary C Summary-2 C Detail

**List Type:** You can decide what you need to see on the list selecting one of these three different types of list .You can see the contents of these types below. **Summary**: reports give

- Tour operator code,
- Voucher number (note multi-room reservations are split over multiple lines),
- Accommodation dates,
- Number of days in accommodation,
- RC = Room Count (or number of rooms booked)
- Room (eg double),
- Room type (eg standard),
- Board (eg all inclusive),
- Required date,
- Reservation status (eg New, Cancelled, or Modified),
- Wait Date (if your confirmation status is "Waiting"),
- Status (reservation status; eg G = Go Show),
- Confirmation status (eg Yes, No, Wait),
- Res. Note (any special notes that will appear on the hotel voucher.)

**<u>Summary 2</u>**: reports are similar to above but give more pax information such as:

- Name,
- Title (Mr/Mrs/Chd/Inf)
- Age
- Flight numbers

#### • Flight arrival times

Required/ Wait dates, as well as confirmations statuses are not returned in these reports.

**Detailed**: gives all the information above, but extra information about region, and departure flights.

NB

- (a) All reports can be sent by fax, printed, or printed on the screen. Once a report is generated, you will have the option of saving the report as an Adobe PDF document, a Microsoft Word document (and Excel or a Bitmap graphic, where appropriate), and to send the report by email.
- (b) When you select the two more detailed reports, you are given the extra options of showing "confirmation correspondence", and "Daily Totals".
- Add Confirmation Correspondence
- Print Each Hotel separately
- Display Daily Totals
- List No Show Reservation.
- List Cancel Reservations.

Add Confirmation Correspondence: If it is selected you can see confirmation information on the list .The system takes this information from the hotel reservation card. **Print Each Hotel Separately:** If it is selected the system will bring each hotel in a separate page.

**Display Daily Total:** If it is selected you can see the total pax numbers who will arrive at the hotel at the end of the page.

List No Show Reservation: If it is selected you can see no show reservations with normal reservations on the list.

**List Cancel Reservations:** If it is selected you can see the cancelled reservations with normal reservations on the list.

#### **CONFIRM LIST:**



This report is used to obtain information about different levels of reservation confirmations.

Confirm List	x
Hotel Confirmation All	Room Status
Operator Confirmation <all></all>	Normal     Deckages
Hotel Confirm Date 24/03/2007 ~ 24/03/2007	clist Tupe
Operator Confirm Date// ~//	<ul> <li>Reservation Details</li> </ul>
Reservation Record Date/_/ ~/_/	C Reservation-Customer Detailed
Hotel C/in Date// ~/_/	🔽 List each hotel separately.
Operator 🐘	🥅 Count Day Totals.
Hotel	Do not List Hotel Confirmation Info.
Hotel Type <all></all>	Do not List Operator Confirmation Info.
Region 🔛 🚱	Marking Do not List Marked.
Voucher No	🗖 Mark Listed.
Group No	* Valid except displays on screen.
Reservation Status <all></all>	
Bubble <all></all>	
Special Code	
Code 2 / 3 / 4	
User	
List Header CONFIRM LIST	
💻 Preview 🛛 📇 Printer 🛛 😵 Eax	Excel

**Hotel Confirmation / Operator Confirmation:** When you first open the table firstly you will see these criterions come as 'All' default .If you wish to see All you can leave them as 'All' but you can see 'Yes , No , Wait , Unsent ,Sent ' as you see in the example below .The system will take this information from hotel reservation card .

notor commutation	
Operator Confirmation	KAID Yes
Hotel Confirm Date	No Wait
Uperator Confirm Date	Unsent Göndarildi
	aonaeniai

## These options above are valid both tour operator and hotels Operator Confirmation

**Yes:** If it is selected you can see only 'Confirmed' reservations that confirmed to Tour Operator.

**No:** If it is selected you can see only 'Not Confirmed' reservations that not confirmed to Tour Operator.

**Wait:** If it is selected you can see only 'Waiting' reservations waiting for confirmation. **Unsent:** If it is selected you can see only the reservations whose confirmations have not sent to tour operator.

# **Hotel Confirmation:**

**Yes:** If it is selected you can see only 'Confirmed' reservations that are confirmed by Tour Operator.

**No:** If it is selected you can see only 'Not Confirmed' reservations that are not confirmed by hotel.

**Wait:** If it is selected you can see only 'Waiting' reservations waiting for confirmation. **Unsent:** If it is selected you can see only the reservations which have not sent to the hotel yet.

**Hotel Confirm Date :** It is the date when you get the confirmation from the hotel and enter it in the system using 'Cumulative Confirmation' or in hotel reservation card. You can see this date in hotel reservation card of each reservation.

**Operator Confirm Date :** It is the date when you confirm it to tour operator and enter it in the system using 'Cumulative Confirmation' or in hotel reservation card. You can see this date in hotel reservation card of each reservation.

**Reservation Record Date :** It is the date when you save the reservation in the system. **Hotel Check in Date :** It is the date when the clients arrive at the hotel.

**Group No :** You can get a list especially confirmation of a group you can take it giving Group number that you give before enter the group reservation hotel reservation page.

**Reservation Status:** You can get a list according to reservation status that are selected in hotel reservation card.



**Ok:** If it is selected you can see just the reservations which there is not any extraordinary situation with .When you enter the reservations for the first time reservation statue of the reservation is selected OK as default.

**On Request:** If it is selected you can see just on-request reservations .If you have work with on request with a hotel you can change the hotel statues from OK to On request.

**Go Show:** If it selected you can see just go show reservations. For example if this reservation is entered last minute before saving it you can select the reservation statue as On Request.

**No show:** If it selected you can see just no show reservations. If you have no show reservations you can change the reservation statue from OK to No Show .So in this list you have a chance to see them.

**Option:** If it is selected you have a chance to follow the reservation with option. **List Type :** 

List Type Reservation Details C Reservation-Customer Detailed

Reservation Details : On this list type you can see the following information;

- Operator
- Voucher No
- Accommodation Date
- Room / Room Type
- Reservation Statue
- Hotel / Operator confirmation statue / date

**Reservation – Customer detailed: On** this list type you can see customer names beside the details above.

**Marking** : If you get this list more than one time in a day . When you take this list for the first time not to take the same reservations in each time the system marks the reservation listed at that moment .At the second time you do not take the list with the previous ones.

For example you confirm the reservations in the system using cumulative confirmation table or doing it in each reservation card after the hotel sends you their

confirmation .After that you get a confirmation list for the first time, when you wish to get the same list for the second time you can not see them again since the system marks them .However if you select 'Marked Listed' option you can see them too. If you select 'Do not list Marked' you can not see them again.

Marking	
🔲 Do not List Marked.	
Mark Listed.	
* Valid except displays on screen.	

# **CANCEL CONFIRMATION LIST**



You can get a list of the reservation whose confirmation statue selected as Cancelled. You can do it in 'Cumulative Confirmation' table or in reservation card. So you can follow whether you get cancellation confirmation from the hotel and inform the tour operator about it or not.

CANCEL Confirm List	×
Hotel Confirmation <all></all>	Room Status
Operator Confirmation <all></all>	Normal     O Packages
Hotel Confirm Date 24/03/2007 ~ 24/03/2007	
Operator Confirm Date// ~/_/	<ul> <li>Reservation Details</li> </ul>
Reservation Record Date ~	C Reservation-Customer Detailed
Hotel C/in Date// ~/_/	List each hotel separately.
Operator ···· 🚱	🥅 Count Day Totals.
Hotel	Do not List Hotel Confirmation Info.
Hotel Type (All)	Do not List Operator Confirmation Info.
Region ···· 🖓	Marking Do not List Marked.
Voucher No	Mark Listed.
Group No	* Valid except displays on screen.
Reservation Status <all></all>	
Bubble <all></all>	
Special Code	
Code 2 / 3 / 4	
User	
List Header CANCEL CONFIRM LIST	
💻 Preview 🛛 💾 Printer 🛛 🐼 Eax	Excel

**Hotel Confirmation / Operator Confirmation:** When you first open the table firstly you will see these criterions come as 'All' default .If you wish to see All you can leave them as 'All' but you can see 'Yes , No , Wait , Unsent ,Sent ' as you see in the example below .The system will take this information from hotel reservation card .

notor commutation	
Operator Confirmation	KAll> Yes
Hotel Confirm Date	No Wait
Uperator Confirm Date	Unsent Gönderildi

## These options above are valid both tour operator and hotels Operator Confirmation

**Yes:** If it is selected you can see only 'Confirmed' reservations that confirmed to Tour Operator.

**No:** If it is selected you can see only 'Not Confirmed' reservations that not confirmed to Tour Operator.

**Wait:** If it is selected you can see only 'Waiting' reservations waiting for confirmation. **Unsent:** If it is selected you can see only the reservations whose confirmations have not sent to tour operator.

## **Hotel Confirmation:**

**Yes:** If it is selected you can see only 'Confirmed' reservations that are confirmed by Tour Operator.

**No:** If it is selected you can see only 'Not Confirmed' reservations that are not confirmed by hotel.

**Wait:** If it is selected you can see only 'Waiting' reservations waiting for confirmation. **Unsent:** If it is selected you can see only the reservations which have not sent to the hotel yet.

**Hotel Confirm Date:** It is the date when you get the confirmation from the hotel and enter it in the system using 'Cumulative Confirmation' or in hotel reservation card .You can see this date in hotel reservation card of each reservation.

**Operator Confirm Date:** It is the date when you confirm it to tour operator and enter it in the system using 'Cumulative Confirmation' or in hotel reservation card. You can see this date in hotel reservation card of each reservation.

**Reservation Record Date:** It is the date when you save the reservation in the system. **Hotel Check in Date:** It is the date when the clients arrive at the hotel.

**Group No :** You can get a list especially confirmation of a group you can take it giving Group number that you give before enter the group reservation hotel reservation page.

**Reservation Status:** You can get a list according to reservation status that are selected in hotel reservation card.

Reservation Status	<alb th="" 🔽<=""></alb>
Bubble	<all></all>
	Ok .
Special Code	Un Request
	Go Show
Code 2 / 3 / 4	No Show
	Option

**Ok:** If it is selected you can see just the reservations which there is not any extraordinary situation with .When you enter the reservations for the first time reservation statue of the reservation is selected OK as default.

**On Request:** If it is selected you can see just on-request reservations .If you have work with on request with a hotel you can change the hotel statues from OK to On request.

**Go Show:** If it selected you can see just go show reservations. For example if this reservation is entered last minute before saving it you can select the reservation statue as On Request.

**No show:** If it selected you can see just no show reservations. If you have no show reservations you can change the reservation statue from OK to No Show .So in this list you have a chance to see them.

**Option:** If it is selected you have a chance to follow the reservation with option.

#### List Type:



Reservation Details: On this list type you can see the following information;

- Operator
- Voucher No
- Accommodation Date
- Room / Room Type
- Reservation Statue
- Hotel / Operator confirmation statue / date

**Reservation – Customer detailed: On** this list type you can see customer names beside the details above.

**Marking** : If you get this list more than one time in a day . When you take this list for the first time not to take the same reservations in each time the system marks the reservation listed at that moment .At the second time you do not take the list with the previous ones.

For example you confirm the reservations in the system using cumulative confirmation table or doing it in each reservation card after the hotel sends you their confirmation .After that you get a confirmation list for the first time, when you wish to get the same list for the second time you can not see them again since the system marks them .However if you select **'Marked Listed'** option you can see them too. If you select **'Do not list Marked'** you can not see them again.

Marking
maiking
🔲 Do not List Marked.
🦳 Mark Listed.
* Valid except displays on screen.

**CHANGE LIST OF HOTEL** 



You can see the hotel changing on this list. When you change the hotel of a reservation to other hotel you can follow them in this list. The system will display ex hotel and new hotel information of the reservation.

learning Changes Report of hotel	×
Date of Change 24/03/2007 ~ 24/03/2007	
Arrival Date// ~//	
Operator 🔛 🎬	
Eirst Hotel	
New <u>H</u> otel	
Region 🔤 🔛 🎇	
Code 🔽 🔽 Print each hotel separately	,
Hotel Display Note	
C By new Hotel C Intern Note	
	1
📃 <u>S</u> creen 🕒 Printer 🧾 <u>E</u> xit	

**Date of Change:** It is the date when you make the hotel changing. **Arrival Date:** It is the date when the clients arrive at the hotel.

**First Hotel:** You can filter the hotel changing according the first hotel .For Example if we write HRGSEA as the first hotel, we can see just the reservations whose first hotel is HRGSEA.

**New Hotel:** You can filter the hotel changing list according to new hotel .If we change the reservations to CAICOI hotel we can see just the reservations whose new hotel is CAICOI.

If we write both first hotel and new hotel at the same time we can see just these changing on this list .For example if we change hotels of the reservations from HRGSEA to CAICOI and we write both of these codes we can see just these reservations.

**Code:** You can filter reservation according to special code that you write in hotel reservation card.

## Hotel :

**By First Hotel:** When you wish to see the list according to first hotel you should select it so you will see the reservation with the first hotels name on the list.

**By New Hotel:** When you wish to see the list according to new hotel you should select it so you will see the reservation with the new hotels name on the list.

#### **Display Note:**

**Reservation Note:** If you write a note in hotel note part in hotel reservation card and wish to see it on the list too you should select it.

**Intern Note:** If you write a note in intern note part in hotel reservation card and wish to see it on the list too you should select it.

#### LIST OF DAILY ARRIVAL / CHANGES



You can follow your daily entered reservations with this table. You can see new entered ones, changes or cancellations on the list. Beside that you can use this table to take a list to be sent to hotels for early booking promotion.

Record Date: It is the date when you save the reservation into the system.

Changing Date: It is the date when you make a changing on the reservation. User: You can filter the list according to user who save or change the reservation. Arrival Date: It is the date when the clients arrive at the hotel.

**Original Hotel:** This is the hotel name or code used by the tour operator, if you have imported reservations electronically from a tour operator's reservations list.

**Reservation Origin: Option** can be used to get reports by different types of reservation methods, eg Web reservations, manual reservations, electronically imported reservations etc.

#### **Reservation Type:**

Reservation Type

Hotel Reservation

O Package Reservation

**Hotel Reservation:** You can see hotel reservations entered in hotel reservation part selecting this option.

**Package Reservation: You** can see package reservations entered in package reservation part selecting this option.

#### **Reservation :**

```
    Reservation
    Normal Reservations
    Cancelled Reservations
```

**Normal Reservation:** You can see new entered reservations on the list selecting this option.

**Cancelled Reservations:** You can see just reservations cancelled from the system. **Select For list** 

```
Select for List

New Entries

Changed Entries

All
```

**New Entries:** When you select that you can see just new entered reservations on the list. **Changed Entries :** When you select that you can see just changed reservations on the list.

All : This option is selected as default . If you do not change it you can see both new entries and changes on the list.

## List type :

```
List Type

Summary-1

Summary-2

Summary-3

Detail

Vouche No Sumame, Name Age/B.Dat Arr.Flight Room Accomm Type Brd Arrival Depar.Date Day Status
```

You can see each of information above on the list. But there are some differences between list types ;

Summary -1: When you select this list type you can see each hotel with clients name in separate page .

**Summary – 2 :** When you select this list type 'Print Each Hotel / Package Separate 'option appears and if you select it you can see each hotel on separate page without clients name .If you do not select it you can see hotels in one page with separate heading without clients name.

Summary -3: When you select this list type you can see each hotel in one page without heading and clients' name.

**Detailed:** When you select this list type you can see each hotel in separate page with client's name.

Print Each Hotel/Package seperatel
 Add Confirmation Correspondence
 Don't count the package reservation

You can print each hotel in one separate page selecting it You can see confirmation statue of the reservation. If you select this option you can see package reservation entered on the list.

# **INHOUSE LIST**



You can get a list of accommodating clients in hotels on the date you give as criterion on this table .You can use this list when you need to compare the pax number in your system

and ones accommodating in the hotel with the hotel reservation department or front office.

InHouse List	×
Group	Type of List         2007         Detail         Resume         Allotment         Normal         Guarantied         On Request         Print Each Hotel separately         List No Show Reservation.         List Cancel Reservations.
📃 <u>S</u> creen 🛛 📇 Print	er 😥 Eax 🧾 Exit

**Group:** You can get the clients list who buy package writing the group number here .You can find the group number calling the reservation writing the voucher number of the reservation in hotel reservation page.

In House Date: It is the date when the clients keep accommodating in the hotel.

**Footnote:** You can use footnote that was explained in Definition menu when you want to add any footnote at the end of the list.

# Type Of list:

**Summary:** As you see in the example in Summary list type each detail is being displayed except the code of Tour Operator.

C	S Sofwere				NEFERTAR IN HOUSE LI	II ST			D: Tin Paj	ate: 15/09/2006 ne: 14:50 ge: 1
Voucher	No S	Gurname, Name	\ge/B.Date	Arr.Flight	Room	Accomm. Type	Brd	Arr.Date	Dep.Date	Day Status
123456	1 Mr Mrs	SEREF SEREF		AB6678 AB6678	DOUBLE	STANDART	HB	04/04/06	11/04/06	7 CHANGED
123456	4 Mr Mrs	DDFDG DDFDG		AB6678 AB6678	DOUBLE	STANDART	ΗB	04/04/06	11/04/06	7 CHANGED
123456	2Mr Mrs Chd	SEREF 2 SEREF 2 SEREF 2	6	AB6678 AB6678 AB6678	DOVBLE	STANDART	ΗB	05/04/06	19/04/06	14 CHANGED
Note :	GD,NDF	GL;EARJGLXCN	IBLFNAD							
123456	ЗMr	SEREF 2		AB6678	SINGLE	STANDART	BB	05/04/06	07/04/06	2 CHANGED
2	1 Mr Mrs	NEFERTARİ NEFERTARİ		HF6022 HF6022	DOUBLE	STANDART	BB	25/07/06	01/08/06	7NEW
1	1 Mr Mrs Chd	AKSİYON AKSİYON AKSİYON	8	AB1754 AB1754 AB1754	DOUBLE	STANDART	BB	26/07/06	02/08/06	7 <b>NEW</b>



**Detail:** Apart from summary list you can see the code of tour operators .Beside that you can see *print out* information on the right side of the list .P means Print , Y means Yes.

**Resume:** The only thing that you can see in this list type is the name of the hotels and pax numbers. If you wish to check just pax numbers this list type will be helpful.

Solvere_atzmidio_retrolog		11	NHOUSE L (resume	.IST :)			Date: 15/09/2006 Time: 14:53 Page: 1
Hotel	Region	Pax	Adult	Child	Infant	Total Room	
NEFERTARI	ABS	23	20	3		11	
SETLABU SIMBLE	ABS	2	20	0		1	
EL ALAMEIN HOTEL	ALA	9	7	2		3	
IBEROTEL ALMAZA BEACH	ALM	55	55			29	
CECIL	ALX	48	41	7		20	
BASMA	ASW	24	23	1		12	
ISIS ISLAND	ASW	5	5			2	
SOFITEL OLD CATARACT	ASW	22	19	3		11	
SLEEPER TRAIN	ASW	2	2			1	
INTERNATIONAL HOT SPRING	BAH	3	3			2	
MARIOTT HOTEL	CAD	2	2			1	
MERIDIEN PYRAMIDS HOTEL	CAD	2	2			1	
OASIS HOTEL	CAD	26	23	3		12	
CONRAD CAIRO	CAI	21	18	3		9	
FLAMENCO	CAI	7	6	1		3	
GRAND HYATT	CAI	4	4			2	
HAPPY CITY	CAI	22	20	2		10	

**Allotment:** You can filter the list according to allotment types of the reservations. The system takes this information from the hotel reservation card.

- AII	otmont
- 80	ounent
1	Normal
☑	Guarantied
$\mathbf{\nabla}$	On Request

**Normal:** You can see just the reservations whose allotment type is normal. **Guaranteed:** You can see just the reservations whose allotment type is normal. **On Request:** You can see just the reservations whose allotment type is normal.



**Print Each Hotel Separately:** If you select it you can print each hotel in a separate page. **List No Show Reservation:** You can see no show reservations with normal reservations together in summary list type

List Cancel Reservations: You can see cancel reservations with normal reservations together in summary list type.

# ARRIVAL VOUCHER LIST



This report is used to control the reservations in detail .Especially when you need a list separating clients according to flight code and tour operator and displaying clients name as well, this list will be helpful for you.

Arrival Youcher List	X
Arr. Date 24/03/2007 ~ 24/03/2007	List No Show Reservation.
Operator 📃 💮	
Airport	
Arrival Flight No 🗾 🔛	
Arriving Hote	
Hotel Type <all></all>	
Arriving Region	
Region 🥂 🎆	
Transfer Code	
Original Hotel	
Footnote 🔛	
List Heading ARRIVAL VOUCHER LIST	
🛄 <u>S</u> creen 🛛 💾 Printer 💦 📀	Eax

Arrival Date: It is the date when the clients arrive at the hotel.

**Airport:** You can select the reservations according to airports where the clients come to. **Arrival Flight No:** You can filter the reservations according to arrival flight number which the clients arrive with.

**Arriving Hotel:** You can filter the reservations according to hotels where the clients arrive.

**Arriving Region**: You can filter the reservations according to regions where clients' hotels are.

**Region:** You can filter the reservations according to main region.

For example the arriving region of the clients can be CAD but the region can be CAI. **Transfer Code:** You can filter the reservations according to transfer type such as PT, VIP ... etc

**Original Hotel:** This is the hotel name or code used by the tour operator, if you have imported reservations electronically from a tour operator's reservations list.

**Footnote:** You can use footnote that was explained in Definition menu when you want to add any footnote at the end of the list

List No Show Reservation: When it is selected you can see No show reservations with normal reservations on the list.

List Cancel Reservation: When it is selected you can see cancelled reservations with normal reservations on the list.

# HOTEL OCCUPANCY REPORT



You can follow the occupancy of your hotels according to criterions that you give on the table.

🎸 Hotel Occupancy Report	
Date 16/08/2006 ~ 16/09/200 Hotel HRGSEA @SEA ( Operator @ Region @	To be Listed Hotel Occup. Package Occup. Type of List By Hotel By Operator By Room with allotment By Room All Allotment Use Normal Guaranty On Request List No Show Reservation. List Cancel Reservations.

The system brings the **dates** for one month as defaults. If you wish you can change these dates given on the table.

## To be listed:

**Hotel Occup. :** You should select it when you wish to see hotel occupancy report. **Package Occup**: You should select it when you wish to see hotel occupancy used in package reservations.

## Type Of List

**By Hotel:** When it is selected you can see just hotel allotment. It does not display the allotments separating rooms. If you do not select an operator it displays total allotment of the hotel. As you see in the example we did not select an operator so it displays total allotment of HRGSEA.

💞 Summary Occupancy	Repo	rt																														
								5	SEA	GAR	DEI	N HO (No	)TE Irma	L OC I Allo	CUI otme	PANI nt]	CY F	<b>IEP</b>	DRT													
line	1								Aug	just														9	Septe	embei						
Hoter	regio		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14
		Allotment	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95
SEA GARDEN	HRG	Used	2	1	1	1	1	1	1										1	1	1	1	1	1	1							
		Emty	93	94	94	94	94	94	94	95	95	95	95	95	95	95	95	95	94	94	94	94	94	94	94	95	95	95	95	95	95	95

**By Operator:** When it is selected you can see allotments given to operators separately. If '0' allotment is given to a operator you will see the allotment line empty. Since Oft and Sunny Days are included in Europe group operator their lines are empty .The group operator is in yellow colour.

🌮 Table of Hotel Allotm	ent - SEA C	GARI	DEN																													
												-	SEA	GAF	IDE	N		-														
											101	EL L	JUU	UPA	NLY	HE	PUR															
0									Aug	gust														9	Septe	embe	r					
Operator		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
	Allotment	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
ALFA TOUR (N)	Used	1																														
	Emty	19	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
	Allotment																															
DIEZ TRAVEL (N)	Used	1	1	1	1	1	1	1										1	1	1	1	1	1	1								
	Emty																															
	Allotment																															
UROPE GROUP OPERATOR	Used																															
	Emty																															
	Allotment	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75
AMA TRAVEL (N)	Used	1	1	1	1	1	1	1										1	1	- 1	1	1	1	1								
	Emty	-74	-74	-74	-74	-74	74	-74	75	75	75	75	75	75	75	75	75	-74	-74	-74	-74	74	74	-74	75	75	75	75	75	75	75	75
	Allotment	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95	95
RAND TOTAL	Used	2	1	1	1	1	1	1										1	1	1	1	1	1	1								
	Emty	93	94	94	94	94	94	94	95	95	95	95	95	95	95	95	95	94	94	94	94	94	94	94	95	95	95	95	95	95	95	95

**By Room with Allotment:** When you select this option you should also select an operator .You can see just the rooms with allotments according to operator that you select.

🌮 Hote	el Allotme	nt - Occup	ancy	Tab	le																								
											Н	OTEL	SEA SAN	A GAR TRA UPA	RDEN Vel NCY I	REPC	DRT												
Deres	Turne									Aug	just															Septe	mber		
Hoom	rype		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	1
		Allotment	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	
DBL	STD (N)	Used																	1	1	1	1	1	1	1				
		Emty	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	49	49	49	49	49	49	49	50	50	50	!
		Allotment	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	
DBL	SVW (N)	Used	1	1	1	1	1	1	1																				
		Emty	- 24	24	24	24	24	24	24	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	
		Allotment	- 75	75	75	75	- 75	75	75	75	- 75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75	
TOTAL		Used	1	1	1	1	1	1	1										1	1	1	1	1	1	1				
		Emty	74	74	74	74	74	74	74	75	75	75	75	75	75	75	75	75	74	74	74	74	74	74	74	75	75	75	

**By Room All :** When you select this option you should also select an operator .In this table you can see all rooms even if they do not have any allotment .As you see in the example SGL and TRL rooms are using the allotments of DBL rooms because they are not given any room allotment in hotel season page .So you see their allotments lines empty.

🔗 Hot	el Allotme	ent - Occup	ancy	Tab	le																								
													SE/	A GAF	IDEN														
													SAN	TRAV	EL.														
										A		UILL		JULA	NUT	niene	JIN I									C			
Room	Туре									Aug	just															Septe	mber		
			16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11
		Allotment	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	5
DBL	STD (N)	Used																	1	1	1	1	1	1	1				
		Emty	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	49	49	49	49	49	49	49	50	50	50	5
		Allotment	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	2
DBL	SVW (N)	Used	1	1	1	1	1	1	1																				
		Emty	24	24	24	24	24	24	24	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	2
		Allotment																											
SGL	STD (N)	Used																											
		Emty																											
		Allotment																											
SGL	SVW (N)	Used																											
		Emty																											
		Allotment																											
TRL	STD (N)	Used																											
		Emty																											
		Allotment																											
TRL	SVW (N)	Used																											
		Emty																											
		Allotment	75	75	75	75	75	75	- 75	75	75	75	75	75	75	75	- 75	75	75	75	75	75	75	75	75	75	75	75	- 7
TOTAL		Used	1	1	1	1	1	1	1										1	1	1	1	1	1	1				
		Emty	74	- 74	74	- 74	- 74	- 74	- 74	75	75	75	75	75	- 75	75	- 75	75	- 74	- 74	- 74	- 74	- 74	- 74	- 74	- 75	75	- 75	- 7

Allotment Use Vormal	
Guaranty Con Request	
🔲 List No Show Reservation.	
List Cancel Reservations	

Allotment Use: Normally three of allotments types are selected as default on the table .You can clear the checkbox that you don't need .If three of them are available in the hotel you select, you can leave them selected.

**Normal:** If the hotel has only normal allotment and you want to see them you should select this option.

**Guaranty:** If the hotel has only guaranty allotment and you want to see them you should select this option.

**On Request:** If the hotel has only on request allotment and you want to see them you should select this option.

List No show Reservation: When you have no show reservation in the system and if you do not want them to be included in the hotel occupancy you should not select this checkbox.

**List Cancel Reservation:** When you have cancelled reservation in the system and if you do not want them to be included in the hotel occupancy you should not select this checkbox.

## **RESERVATION FORECAST REPORT**



You can get the pax or room numbers according to criterions that you select on the table.

leave the servation Forecast Report		×
C/In Date ~ C/Out Date ~	⊂To be Listed	Arrival Type C First Arrival C Sub Arrival C All
Entry Date// ~// Operator 20 Hotel 20	List Type Passenger Forecast Room Forecast Room Selling Forecast	Reservation Normal Reservations Cancel Reservations
Hotel Type All>	Include in Total Pax ✓ Adults ✓ Children Infants ✓ List No Show Reservation. ✓ List Cancel Reservations.	
Next Hotel 🛛 🖓 List Heading RESERVATION COSTUMER FORECAST REI	Display All Dates PORT	

C/In Date: It is the date when the clients arrive at the hotel.

C/Out Date: It is the date when the clients leave the hotel.

**Entry Date:** This date option becomes active when you select **'Room Selling Forecast'** list type .You can see the reservations according to their record date.

Code: You can filter the reservations that you write a special code on reservation card.

#### **Reservation Status:**



**Ok:** If it is selected you can see just the reservations which there is not any extraordinary situation with .When you enter the reservations for the first time reservation statue of the reservation is selected OK as default.

**On Request:** If it is selected you can see just on-request reservations .If you have work with on request with a hotel you can change the hotel statues from OK to On request.

**Go Show:** If it selected you can see just go show reservations. For example if this reservation is entered last minute before saving it you can select the reservation statue as On Request.

**No show:** If it selected you can see just no show reservations. If you have no show reservations you can change the reservation statue from OK to No Show .So in this list you have a chance to see them.

**Option:** If it is selected you have a chance to follow the reservation with option.



**Hotel Forecast:** When you select it you can see the pax or room numbers of hotel reservations.

**Package Reservations**: When you select it you can see the pax or room numbers of package reservations.

## List Type :



C Room Selling Forecast

**Passenger Forecast:** When you select it you see pax number according to arrival dates that you give as criterion on the list.

**Room Forecast:** When you select it you see room number according to arrival dates that you give as criterion on the list.

**Room Selling Forecast:** When you select it you see room numbers according to recording date day by day .You do not need to give any dates before getting this list .Because the system will display the list for whole season in each time.

You can follow how many rooms have been recorded from the beginning till the current date day by day.

## Arrival Type:



**First Arrival:** When you have reservations including more than one hotel accommodations and when you select this option you can see the reservations which have first arrivals on that date which you give on the table as criterion.

**Sub Arrivals:** When you have reservations including more than one hotel accommodations and when you select this option you can see the reservations which have sub arrivals on that date which you give on the table as criterion.

#### **Reservation:**



**Normal Reservation:** When it is selected you see pax / room numbers of normal reservations.

**Cancel Reservations:** When it is selected you see pax / room numbers of cancelled reservations.

✓ List No Show Reservation.
✓ List Cancel Reservations.

List No show Reservation: When you have no show reservation in the system and if you do not want them to be included on the list you should not select this checkbox. List Cancel Reservation: When you have cancelled reservation in the system and if you do not want them to be included on the list you should not select this checkbox.

# DAILY ARRIVAL REPORT



You can get the numbers of pax who arrive at, day by day according to tour operator, region or hotels.

🏀 Daily Arrival Report	×
Arrival Date 24/03/2007 ~ 24/03/2007	Select to List      Hotel Reservations      Package Reservations
Selling Date// ~/	Incl.in Total Pax ✓ Adults ✓ Children
Operator 🦳 🔤 🦓	
Hotel Type All>	Reservation Normal Reservations
Hotel	C Cancelled Reservations
Region 🥂 🎇	<ul> <li>By Region</li> <li>By Hotel/By Package</li> </ul>
Code	List No Show Reservation.
	List Cancel Reservations.
<u>Screen</u>	<u>I</u> Exit

In the example above we gave 01.08 as date criterion since we wish to see the arrivals of 01.08. However we did not select tour operator, hotel or region because we wish to see all arrivals on 01.08.

And for the other details that are seen on the list please have a look at the explanations of options.

#### Select To List:

**Hotel Reservations:** When you select this option you see just arrivals of hotel reservations.

Package Reservation: When you select it you see just arrivals of package reservations.

#### **Reservation:**

**Normal Reservation:** When it is selected you see pax numbers of normal reservations. **Cancel Reservations:** When it is selected you see pax numbers of cancelled reservations.

#### List Type :

**By Region :** When it is selected you see arrivals according to regions of hotels on the list. **By Hotel /By Package :** When it is selected you see arrivals according to hotels / packages on the list.

List No show Reservation: When you have no show reservation in the system and if you do not want them to be included on the list you should not select this checkbox. List Cancel Reservation: When you have cancelled reservation in the system and if you do not want them to be included on the list you should not select this checkbox.

## ARRIVAL PAX REPORT



You can get pax numbers according to many criterions on this list. This report has more statistical character.

🏀 Arrival Pax Report			x
Arrival Date 24/03/2007 Hotel C/out Date _/_/ Res. Entry Date _/_/ Operator Hotel Type <alb Region Code List Heading ARRIVAL PA&gt;</alb 	<pre>~ 24/03/2007 ~ _/_/ ~ _/_/ ~ _/_/ </pre>	To be Listed <ul> <li>Hotel Reservations</li> <li>Package Reservations</li> </ul> <li>Incl.in Total Pax <ul> <li>Adults</li> <li>Children</li> <li>C</li></ul></li>	
By Operator	C By C/in Date	C By C/out Date	
C By Hotel	O By Nation	O By Hotel and C/in Date	
	📃 <u>S</u> creen	<u>Exit</u>	

Arrival Date: It is the date when clients arrive at hotels.

**Hotel C/Out date:** It is the date when clients leave hotels. **Res.entry Date:** It is the date when the reservations are entered into the system.

Select To List:

**Hotel Reservations:** When you select this option you see just arrivals of hotel reservations.

Package Reservation: When you select it you see just arrivals of package reservations.

**Don't count the package reservation:** When it is selected you can not see the pax numbers which are included in the package reservations in total pax numbers. **List No show Reservation:** When you have no show reservation in the system and if you do not want them to be included on the list you should not select this checkbox. **List Cancel Reservation:** When you have cancelled reservation in the system and if you do not want them to be included on the list you should not select this checkbox.



You can get the list according to options above.

# **OVERNIGHT REPORT**



You can get a list displaying overnights of pax between dates you give on the table.

Overnight Report		x
Group	List Type	
Arrival Date	24/03/2007 ~ 24/03/2007 O Detailed	
Operator	Include in Total Pax	
Hotel	···· ፼ Adult ✓ Children	
Hotel Type	<all> Infants</all>	
Region	🖓 🗖 List No Show Reservation.	
Room		
Room Type		
Board		
Code		
Footnote		
List Heading	OVERNIGHT REPORT	
	📃 <u>S</u> creen 🕒 Printer 📀 <u>F</u> ax <u>I</u> <u>E</u> xit	

**Group:** It is the number that is created by the system while you are saving the package reservations .When you write it you see overnights of clients of that group.

Arrival Date: It is the date when clients arrive at hotels .It is brought as current date by the system and you can write any date you want to see.

In the example we wanted to see overnights of clients arriving on 01.08.

## List Type

**Summary**: When we select it to see overnights of clients coming on 01.08, the system does not separate hotels according to tour operators on the table.



**Detailed:** When we select it to see overnights of clients in detailed. You can see that the system will order the hotels according to tour operators.

655		01/08/2	2006 ~	01/08	Pri	nt Date : 23/0 Time : 09:4	09/2006 18		
softwere_automati	on_retworking	OVER	NIGH	r REP		Page: 1			
Operator	Hotel	Adult	Chd	Inf	Total Dav	Pax	Doom	Room	Day %
ALFA TOUR	M/S NILE EMPRESS	2	<u> </u>		2	2	1	1	5,56
MDI TRAVEL	ARENA INN IBEROTEL SARAYA SUITE NEFERTARI SEA GARDEN IBEROTEL MAKADI BEAC RADISSON	6 4 2 2 2 2	1 1 1		6 5 3 3 2 2	6 5 3 2 2	3 2 1 1 1 1	3 2 1 1 1 1	16,67 13,89 8,33 8,33 5,56 5,56
DIEZ TRAVEL	CECIL SHERATON MIRAMAR ISIS ISLAND IBEROTEL ARABELLA	2 4 2 2	2		4 4 3 2	4 4 3 2	1 2 1 1	1 2 1 1	11,11 11,11 8,33 5,56
	Total :	30	6	(	) 36	36	15	15	

List No show Reservation: When you have no show reservation in the system and if you do not want them to be included on the list you should not select this checkbox. List Cancel Reservation: When you have cancelled reservation in the system and if you do not want them to be included on the list you should not select this checkbox.



# YEARLY CUSTOMER / OVERNIGHTS REPORT

You have an opportunity to be able to get pax numbers according to the year with this report.

Yearly/Monthly - Pax / Overnight Report	×
Year Month Alb P Begin/End /_/_ ~ /// Operator Hotel Hotel Type Alb Region Nation Eist Header MONTHLY PAX REPORT	List Type Pax Report Vationality Report Pax-Overnight-Revenue Report(Montl Pax-Overnight-Revenue Report(Daily) Hotel/Oparator By Hotel By Operator List Type First Arrival All Include in Total Pax Adults Adults Modults Buying - Selling By Buying By Selling By Selling All Invoice Status All List No Show Reservation. List Cancel Reservations.
Screen	<u>II. Exit</u>

Apart from the other reports or lists you should write the year in this parameter screen .Then you can give other criterions such as tour operator, hotel or region that you want to see particularly on the report page .In the example above we have given Diez tour operator and 2006 cause we wish to get pax statistics of DIEZ in 2006.

## List type :

**Pax Report:** When it is selected you can see pax number coming in each month according to hotels or tour operators. It is up to the option you select. **Overnight Report:** When it is selected you can see overnights of clients in each month according to each hotel or tour operator.

**Nationality Report :** When it is selected you can see overnights of clients in each month according to their nationality and tour operator .When you select this option, 'Nation ' criterion becomes active to be able to select nationality so you can see overnights of them on the list.

	RT BASED ON MONTHLY 2006	AND NAT	IONALITY	Print Date:30/10/2006 Time:10:26 Page:1
	Month August NATION DE			
Hotel Name	Operator	Pax Quantity	Overnights	Total Overnights
DESERT ROSE DIE	EZ TRAVEL	3	7	21
	Nationality Total :	3	7	21
	Montly Total :	3	7	21
	Grand Total :	3	7	21

**Pax – Overnight – Revenue Report:** When it is selected you have an opportunity to see pax numbers and revenue amounts ordered according to hotels in each month.

WONTHLY PAX REPORT																	
		Jani	uary		Febri	Jary	March			April			May			Jur	
Hotel	Pax	O.Night	Revenue	Pax	O.Night	Revenue	Pax	O.Night	Revenue	Pax	O.Night	Revenue	Pax	O.Night	Revenue	Pax	0.Night
CECIL		]														3	6
BASMA										12	60						
ISIS ISLAND																5	17
SOFITEL OLD CATARACT				4	8	2.295,00							16	90	25,489,69		
INTERNATIONAL HOT SP																7	11
CONRAD CAIRO																	
FLAMENCO																	
GRAND HYATT																2	16
HAPPY CITY																4	40
M/S NILE EMPRESS																	
NUBIAN SEA																	
MISS WORLD													3	6	1.620,00		
DOMESTIC FLIGHT													4		3.402,00	2	
MOVENPICK RESORT CAI													3	6	779,63		
OASIS HOTEL													7	18	2.619,00	33	160

At the end of the page you can see total numbers of pax and overnight and total amount of revenue.

#### **Room Status:**



**All :** This option is selected as default .When you get a list with this option you can see numbers of both normal and package reservations.

**Normal Reservations:** When you select it you can get a list of only normal reservations on the list.

**Package Reservations:** When you select it you can get a list of only package reservations on the list.

-Hotel/Oparator-By Hotel O By Operator

**By Hotel**: This option is selected as default .When you get a list with this option you can see information ordered according to hotels.

**By Operator:** When you get a list with this option you can see information ordered according to your operators.

List Type : This option becomes active when you select 'Pax Report' list type option.



**First Arrivals:** When this option is selected you can see numbers of clients who have first hotels .So if there are clients who have more than one hotel accommodations the system will count them one time.

**All:** This option is selected as default .When you select this option you can see pax numbers including their all accommodation. For example if a clients accommodates in four hotels , the system count this client four times in each hotel.

List No Show Reservation.

List No show Reservation: When you have no show reservation in the system and if you do not want them to be included on the list you should not select this checkbox. List Cancel Reservation: When you have cancelled reservation in the system and if you do not want them to be included on the list you should not select this checkbox.

# LIST OF STOP SALE

🥮 Sejour Agency Automatio	n		SAN CO	IMPANY						_ <b>_</b> X
Reservation Operation Tours Hotel Reservation Cumulative Hotel Change	Invoicing F5 F10	) Hotels	Definitions	Online	ReOrganisation	Loading Resev.	General	Help	Exit	
Cumulative Confirmation Cumulative Group Change Cumulative Date Change	F11									
Cumulative Package Spliting Package Voucher Control Incl.Services Voucher Control Cumulative Voucher Print										
Reports Group Reports Statistic Reports	••••••••••••••••••••••••••••••••••••••	Hotel Arr Confirm I Cancel C	ival List .ist onfirm List							
		Change I List of Da InHouse	ist of Hotel ally Arriv/Cha List	nges						
		Hotel Oc Reserval Daily Arri	outher List cupancy Rep tion Forecast ival Report	ort Report						
		Arrival P Overnigh Yearly C	ax Report it Report ustomer / Ov	ernights I	Report					
		Free Sale Special C Custome	op-Sale • List • ffer List r List With Pa	ickage						
		Reserval Reserval Rent A C	tion/Hotel Re tion List of Ac ar Reservati	lease List dditional S on List	Service					
	_									
										Varaiae: 11.0 F
SAN Computer and Trade Touri Fener Mah. Fener Cad. No:29 A	sm.Imp.Exp NTALYA	o.Ltd.Co		Tel Fax	: (0.242) 324 63 6 : (0.242) 324 64 4	7 (Pbx) 1			Http://www.sanbilgisayar.com e-mail: sejour@sanbilgisayar.com	version, 11.0.5
Sejour Administrator										24 March 2007 Saturday

list of Sale-Stop	×
Hotel	List Type © Report
Hotel Type All>	C Table
Operator 🥂 🎆	
Stop Sale Date// ~//	
Arrival Date/_/ ~/_/	
Region 🥂 🎦	
List Heading STOP-SALE LIST	
📃 Screen 🕒 Printer 💽 Eax 🗔 Excel	<u>Exit</u>

You can see stop sales of hotels that you save in hotel season page on this list.

If you do not select any hotel you see all hotels' stop sale dates .We selected Nefertari hotel especially cause we wish to see whether there is stop sale periods or not between 01.10 - 10.10.

Stop Sale Date : It is the date when the hotel stops the sales between.

Arrival Date : It is the date when the clients arrive in the hotel.

**Region:** When you select a region specifically you see stop sales of hotels only in that region you select.

#### List Type :

**Report :** When you select this type you see stop sales as a list as you see in the example below.



**Table :** When you select this type you see stop sale dates as a table as you see in the example below.

💞 Stop Sale Table										
OTEL	01/10/2006	02/10/2006	03/10/2006	04/10/2006	05/10/2006	06/10/2006	07/10/2006	08/10/2006	09/10/2006	10/10/2006
NEFERTARI										

## FREE SALE LIST



When you give exact dates , if there is even one hotel which has stop sale period you can see free sales list of hotels between these periods .If there is not any stop sale of any hotel the system warns you as you see below that means any hotel does not have stop sale period you can sale all hotels.

🏀 Free Sale List	×
Hotel	
Hotel Type <all></all>	
Operator 🥂 🎆	
Date 24/03/2007 ~ 24/03/2007	
Region 🥂 🎬	
List Header FREE SALE LIST	
📃 <u>S</u> creen 🕒 Printer 💽 Eax 🗔 Excel 👖 Exit	

If you wish to see free sales lists of all hotels, giving certain dates will be enough. However when you wish to see an exact hotel you can select that hotel or you can get a list according to tour operators selecting an exact tour operator.

# **SPECIAL OFFER LIST**

🙆 Sejour Agency Autom	ation		SAN CO	MPANY						
Reservation Operation T	ours Invoicir	ng Hotels	Definitions	Online	ReOrganisation	Loading Resev.	General	Help	Exit	
Hotel Reservation	F5									
Cumulative Hotel Change	F10									
Cumulative Confirmation	F11									
Cumulative Group Change	-									
Cumulative Package Spliti	na									
Package Voucher Control										
Incl.Services Voucher Co	ntrol									
Cumulative Voucher Print										
Reports	۰,	Hotel Ari	ival List		1					
Group Reports	Þ	Confirm	List							
Statistic Reports	×.	Cancel C	onfirm List							
		Change	list of Hotel							
		List of D	aily Arriv/Cha	nges						
		InHouse Assisted V	List Sucher List							
		Hotel Oc	cupancy Rep	ort						
		Reserva	tion Forecast	Report						
		Daily Arr	ival Report							
		Arrival P	ax Report							
		Overnigh	nt Report							
		Yearly C	ustomer / Ov	ernights I	Report					
		List of St	op-Sale							
		Free Sal	e List							
		Custome	r Liet With Pa	ckage						
		Reserva	tion/Hotel Rel	lease List						
		Reserva	tion List of Ac	ditional S	Service					
		Rent A C	ar Reservati	on List						
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										Version: 11.0.5
SAN Computer and Trade						7 (Pbx)				
Fener Mah. Fener Cad. No	29 ANTALYA				: (0.242) 324 64 4					
Sejour Administrator					List	of entered Special	Offers.			24 March 2007 Saturday

You can get a list to see special offers those are entered in Hotel Season Page.

Special Offer List	×
	List Type Summary
Hotel 🔤 🔛 🚰	O Detailed
Hotel Type <all></all>	Price to Print  Buying Prices
Operator 🗾 🔛 🚳	C Selling Prices
Sp.Offer Type All	Sp. Offer Type
Sp.Offer No	Sp.Offer incl. Contract Sp.Offer exl. Contract
Receive Date// ~/_/	Print each hotel seperately.
Selling/Request Date// ~/ ~	Display Company/Operator Logo
Reservation Date// ~/	
List Header SPECIAL OFFER LIST	
Preview Printer	Seax <u>I Exit</u>

If you select a hotel you can see special offers of this hotel as in the example above. This is valid for tour operator as well .If you do not select any criterion you can see all special offers of all hotels those are given to all tour operators.

**Sp. Offer Type:** You can select any special offer in order to list .The system takes this information from Special offer entry table in Hotel Season Page.

All	•
All	~
Price Sp.Offer	
Early Booking	-
Day Promotion	
Package Price	
Long Stay	
Child Sp. Offer	_
Group Sp.Offer	~

**Special Offer No:** While you are entering a new special offer, the system gives a number for this special offer automatically. You can write the number of the special offer that you want to see on the list.

Receive Date: It is the date when you receive the special offer from the hotel.

Selling / Request Date: It is the date when you can sell the rooms with the special offer price .If you want a reservation to be calculated with the special offer price you should check the 'Selling Date' of the reservation in 'Invoicing' step in hotel reservation card .Because the selling date in 'Special offer' table should include the selling date in reservation card.

Reservation Date: It is the date when clients accommodate in hotels.

List Type : This part is related what you wish to see on the list.

-List Lype-Summary Detailed

**Summary :** On this list type you see Special Offer No , Type , Receive Date , Selling /Request Date , Application information but you can not see prices of special offers. **Detailed** : Apart from Summary list type ,you see each detailed entered in Special Offer table such as Prices of special offers , Rooms , Room Types and child reductions on this list type.

Price To Print : This part becomes active if you select 'Detailed' list type.



**Buying Prices :** First of all, the checkbox of '**Valid in Buying**' should be selected in Special Offer Table in hotel season page to be able to see buying prices of special offers

on that list. If you select it before to see buying prices on this list you should select this option .

**Selling Prices :** First of all, the checkbox of '**Valid in Buying**' should be selected in Special Offer Table in hotel season page to be able to see buying prices of special offers on that list. If you select it before to see buying prices on this list you should select this option

Price Type : These options become active only when you select 'Detailed' list type.

D' T	
Price Lype	
Room Price	
O PP Price	

**Room Price:** When you select this option, you see special offer prices as room prices even if you enter these prices as per person .The system will multiply per person price by pax number in the room and create the room price.

**PP. Price :** When you select this option, you see special offer prices as per person prices even if you enter these prices as room price .The system will divide the room price into pax number in the room.

**Special Offer Type :** The system takes this information from **'Special Offer Included In Contract '** checkbox in Special Offer Table in hotel Season page .When you select this option that means the special offer is given on the hotel contract so it is included in the contract.



All: When you select this option, you see both special offers those are included in the contract and the ones are not included in the contract.

**Sp. Offer Incl. Contract:** When you select this option you see the special offers those are included in the contract.

**Sp. Offer Exl. Contract:** When you select this option you see the special offers those are not included in the contract .They are given to the travel agency separately.

Print each hotel seperately.

Display Company/Operator Logo

**Print Each Hotel Separately:** This option becomes active when you select 'Detailed' as list type .When you select this option you see each hotel in a separate page.

**Display Company / Operator Logo:** This option is selected as default so you see operator / travel agency logo on the list .When you clear this checkbox you can not see any logo on the list.

# CUSTOMER LIST WITH PACKAGE



This list is used to be able to get lists of clients who buy packages .These packages are sold by tour operators, they are not included in the package price and they are optional. The system takes the information for the list from reservation card where the tour packages are defined for the clients who pay extra money for it.

## **RESERVATION/HOTEL RELEASE LIST**



According to Release table informations of the Hotel Contract, or release option in the reservation cards, it is possible to follow hotels release or reservation releases.

🏀 Hotel/Reservation Release Report	×
Group	Hotel/Reservation Release Report
Hotel C/In Date 24/03/2007 ~ 24/03/2007	C Check from Reservation Card Release
Hotel C/Dut Date ~	Check from Hotel Release Tables
Selling Date/_/ ~//	Hotel Release Report
Record Date// ~//	Reservation
Operator 👘	Normal Reservations
Hotel M	C Package Reservations
Room	Option
Bm Tune 🛛 🖓	C Release Expired
	C Release not expired
Board	• All
Voucher No	Release Day
Group No	
Confirm <all></all>	Print each hotal separately
Bubble <all></all>	I♥ Think each holdi separakely.
List Header RELEASE REPORT	
📃 <u>S</u> creen 💾 <u>P</u> rinter	<u><u> </u></u>

## **RESERVATION LIST WITH ADDITIONAL SERVICE**



With	this	list you	can s	see names	of clients	who have	e any	additional	service	.The system
takes	this	informa	tion f	from the '	Additiona	al Service	e' pai	rt in hotel r	eservatio	on card.

🏀 Extra Service Reservati	on List	×
Packages		To be Listed
Operator	<u> </u>	Tour Packages
Voucher No	~	
Selling Date	_/_/ ~ _/_/	/ I Each operator print separetly. ☐ Display Reservation Detail.
Arrival Date	_/_/ ~ _/_/	
C/in Date	_/_/ ~ _/_/	
C/Out Date	_/_/ ~ _/_/	
Hotel	<u> </u>	
Room		
Rm. Type		/
Board		
	Screen 🛛 📇 Printer	Excel

**Packages:** In this part you should select your package which can be Tour package or General Service .When this screen comes firstly, <u>'All'</u> option in 'To Be Listed' part is selected as default so if you want to see a tour package or general service exactly, you should select 'Tour Package' or 'General Service' options. When 'All' option is selected you can not select any exact package using button or F2 shortcut key.

**Operator:** When you wish to see clients, who have additional services, of an exact tour operator, you should select that tour operator.

**Voucher No:** When you wish to see clients in exact voucher number or voucher number interval, you should write the voucher number here.

**Selling Date :** When you wish to get the list according to selling dates of additional service , you should write exact date of additional service .The system takes this information from the additional service part in hotel reservation card.

# **RENT A CAR RESERVATION LIST**



🏀 Rent A Car Reservation List	×
Operator	Reservation Status Normal Reservations
Voucher	C Cancel Reservations
Car Voucher	All
Coach Company	C New
Pick Up Date _/_/ ~ _/_/	C Cancelled
Pick Up Time ~	Room Status
Drop Off Date _/_/ ~ _/_/	C Free C Costed
Drop Off Time	
Coach Type 🏾 🖓	
Car Category 🏾 🖓	
List Header RENT A CAR RESERVATION LIST	
Footnote	<ul> <li>Display Reservation note</li> <li>Add correspondance</li> </ul>
	Each Firm displayed seperately.
🖳 Screen 🗎 Printer	Exit