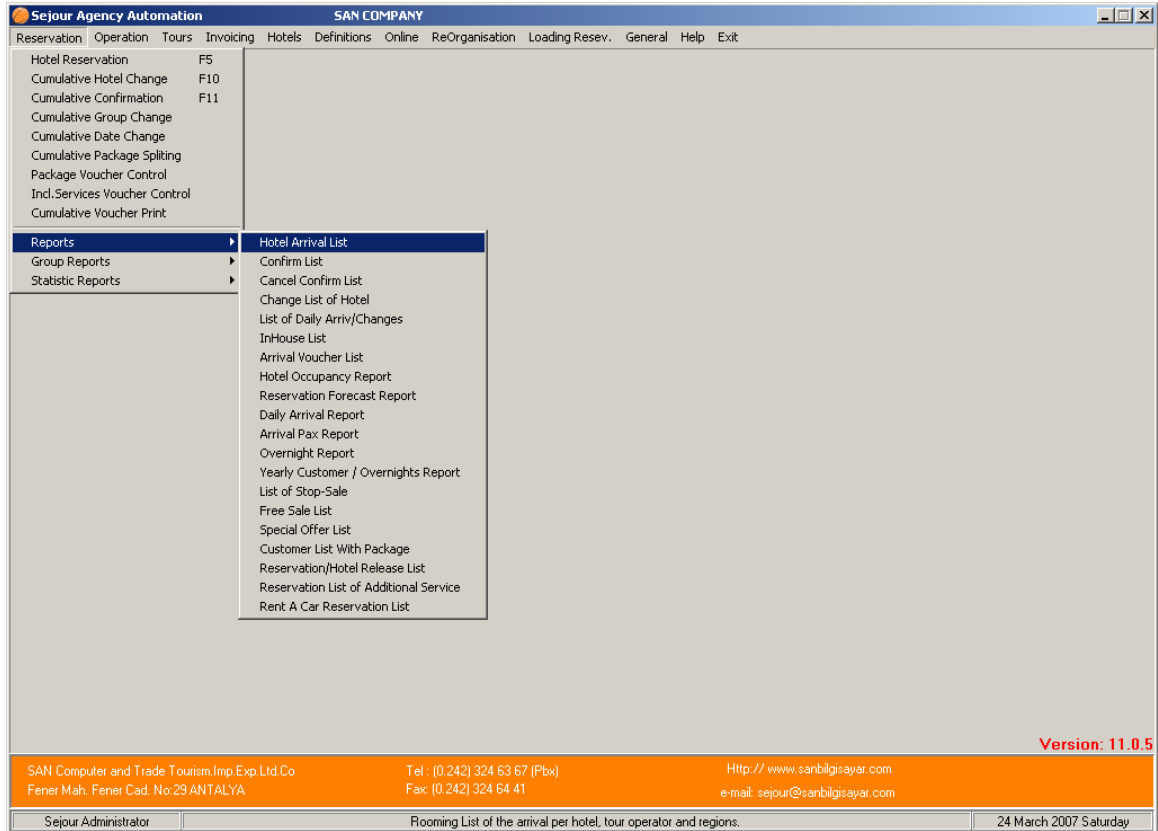# HOTEL ARRIVAL LIST

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.

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.

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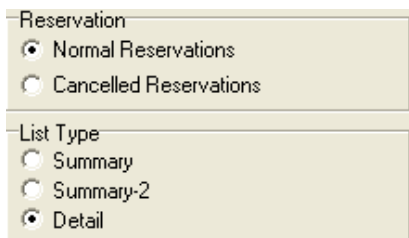
The "**Bubble**" option can be used to show reservations that are "bubble" or "non-bubble" reservations. The default is "**All**". (Bubble reservations are reservations that are not real and used to block rooms for the peak season).

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.

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.
<u>**Summary**</u>: 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: 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:
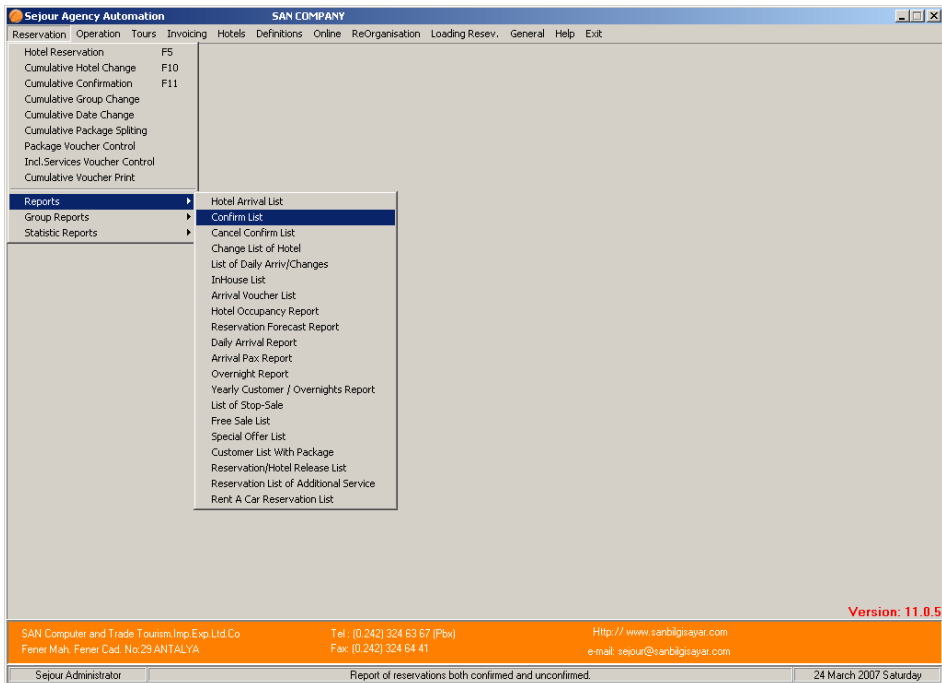
This report is used to obtain information about different levels of reservation confirmations.

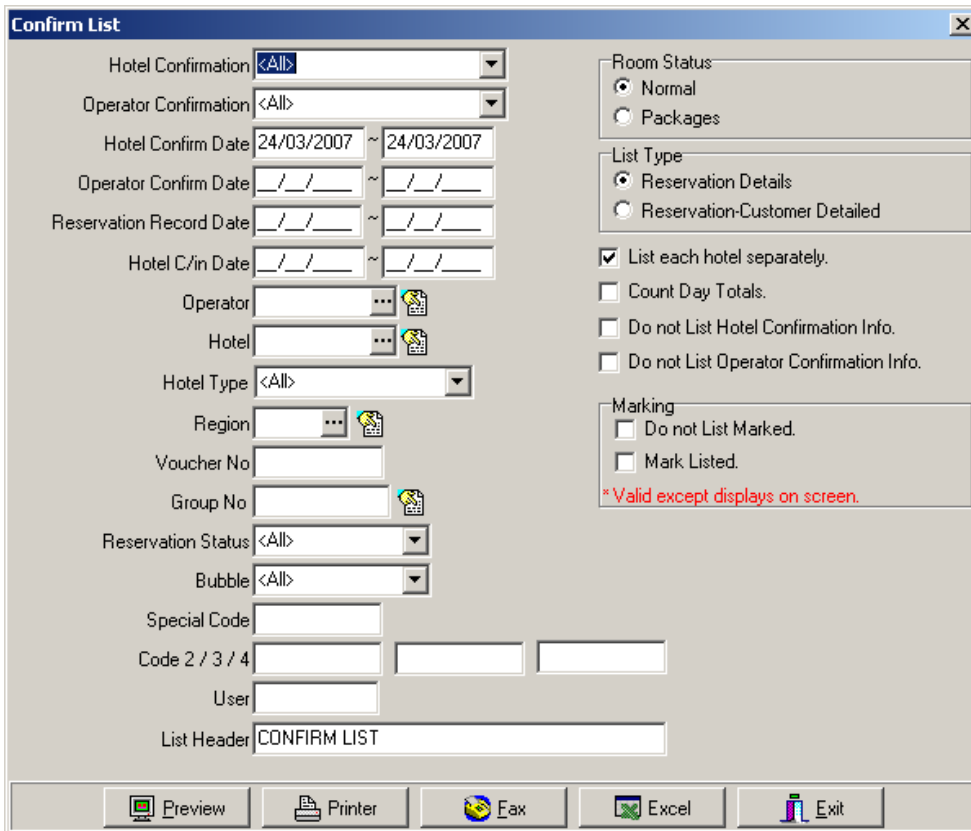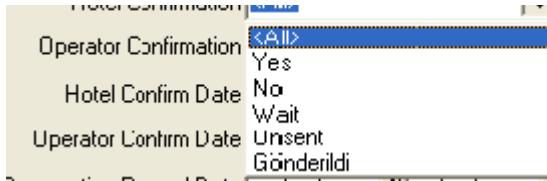**Hotel Confirmation / Operator Confirmation:** When you first open the table firstly you will see these criterions come as 'All' default .If you wish to see All you can leave them as 'All' but you can see 'Yes , No , Wait , Unsent ,Sent ' as you see in the example below .The system will take this information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

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.
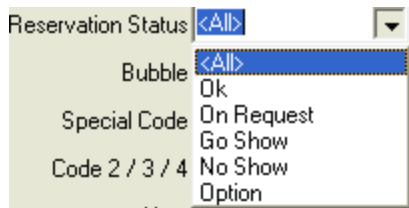**Reservation Record Date :** It is the date when you save the reservation in the system.
Hotel Check in Date : It is the date when the clients arrive at the hotel.
Group No : You can get a list especially confirmation of a group you can take it giving Group number that you give before enter the group 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.
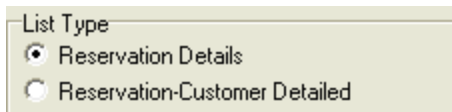
On Request: If it is selected you can see just on-request reservations .If you have work with on request with a hotel you can change the hotel statues from OK to On request.

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 :

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.

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.

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 .

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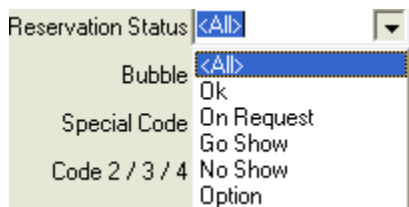
Reservation Record Date: It is the date when you save the reservation in the system.

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:

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.

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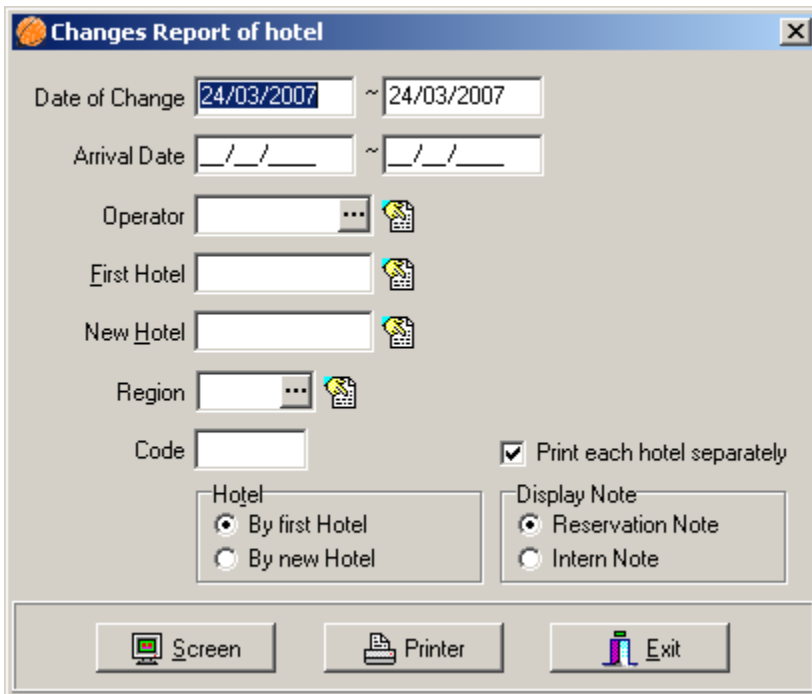
Date of Change: It is the date when you make the hotel changing.
Arrival Date: It is the date when the clients arrive at the hotel.

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
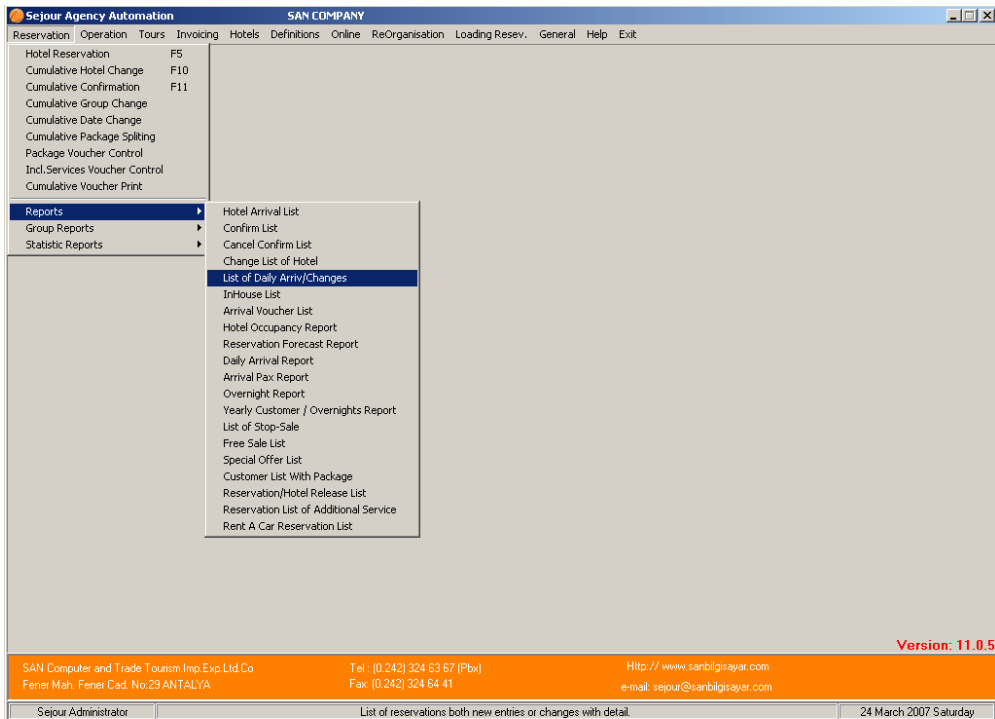
You can follow your daily entered reservations with this table. You can see new entered ones, changes or cancellations on the list. Beside that you can use this table to take a list to be sent to hotels for early booking promotion.
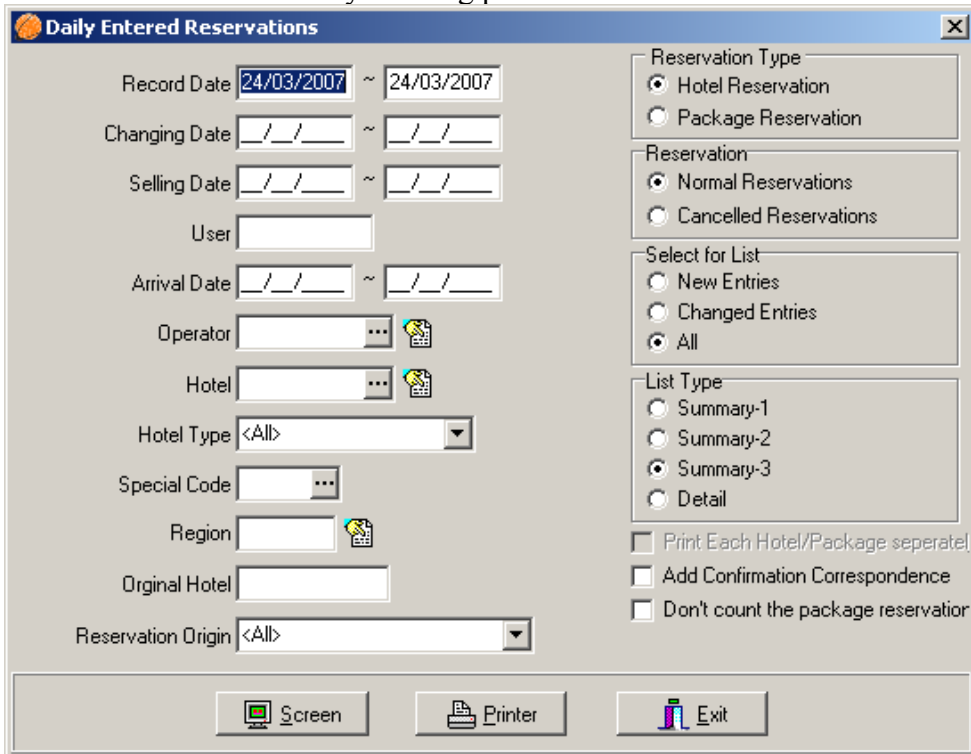
Record Date: It is the date when you save the reservation into the system.

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:

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 :

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

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 :

Vouche No	Surname, 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.

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.

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.

NEFERTARI

IN HOUSE LIST

Date: 15/09/2006
Time : 14:50
Page : 1

Voucher	No	Surname, Name	ge/B.Date	Arr.Flight	Room	Accomm. Type	Brd	Arr.Date	Dep.Date	Day	Status
123456	1Mr	SEREF		AB6678	DOUBLE	STANDART	HB	04/04/06	11/04/06	7	**CHANGED**
	Mrs	SEREF		AB6678							
123456	4Mr	DDFDG		AB6678	DOUBLE	STANDART	HB	04/04/06	11/04/06	7	**CHANGED**
	Mrs	DDFDG		AB6678							
123456	2Mr	SEREF 2		AB6678	DOUBLE	STANDART	HB	05/04/06	19/04/06	14	**CHANGED**
	Mrs	SEREF 2		AB6678							
	Chd	SEREF 2	6	AB6678							
Note : GD,NDF,GL;EARJGLXCNBLFNAD											
123456	3Mr	SEREF 2		AB6678	SINGLE	STANDART	BB	05/04/06	07/04/06	2	**CHANGED**
2	1Mr	NEFERTARİ		HF6022	DOUBLE	STANDART	BB	25/07/06	01/08/06	7	**NEW**
	Mrs	NEFERTARİ		HF6022							
1	1Mr	AKSİYON		AB1754	DOUBLE	STANDART	BB	26/07/06	02/08/06	7	**NEW**
	Mrs	AKSİYON		AB1754							
	Chd	AKSİYON	8	AB1754							

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.
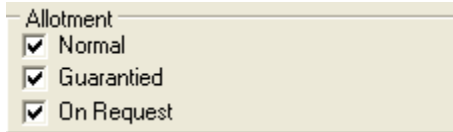
INHOUSE LIST (resume)

Date: 15/09/2006
Time : 14:53
Page : 1

Hotel	Region	Pax	Adult	Child	Infant	Total Room
NEFERTARI	ABS	23	20	3		11
SETI ABU SIMBLE	ABS	2	2			1
EL ALAMEIN HOTEL	ALA	9	7	2		3
IBEROTEL ALMAZA BEACH	ALM	55	55		1	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	1	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.

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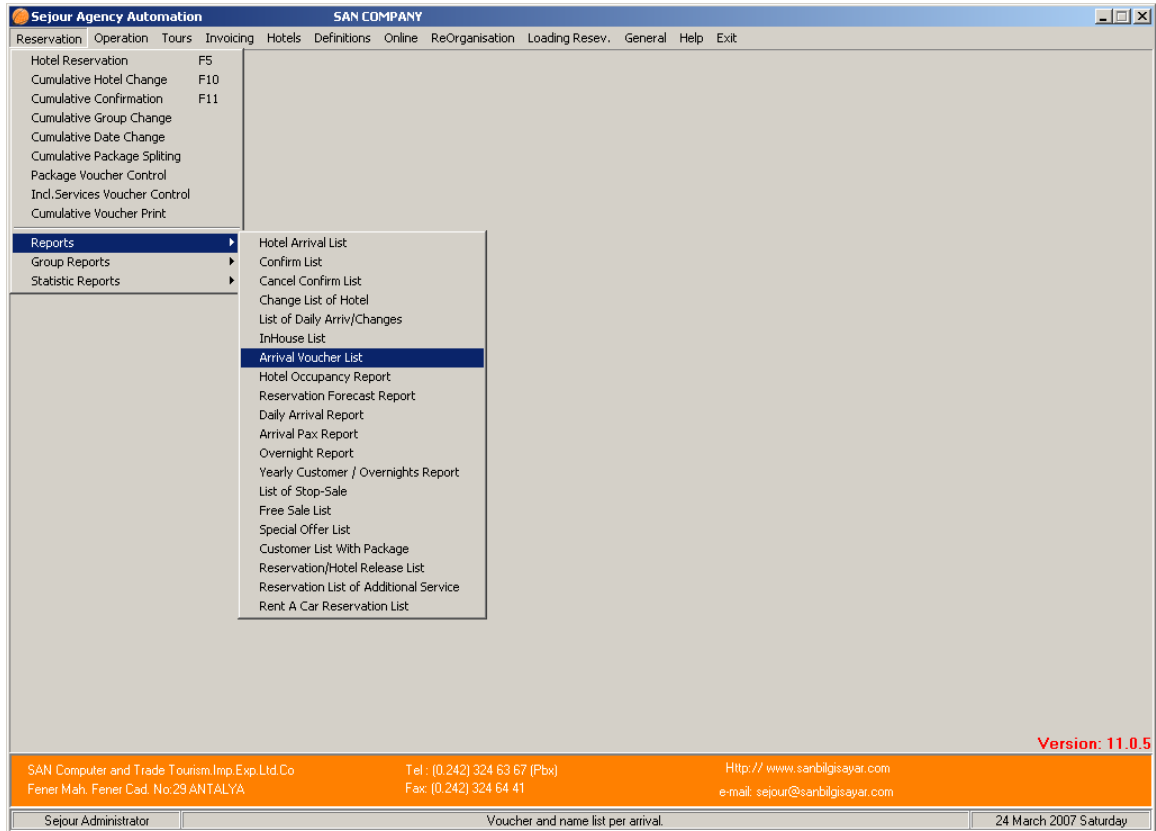
This report is used to control the reservations in detail .Especially when you need a list separating clients according to flight code and tour operator and displaying clients name as well, this list will be helpful for you.

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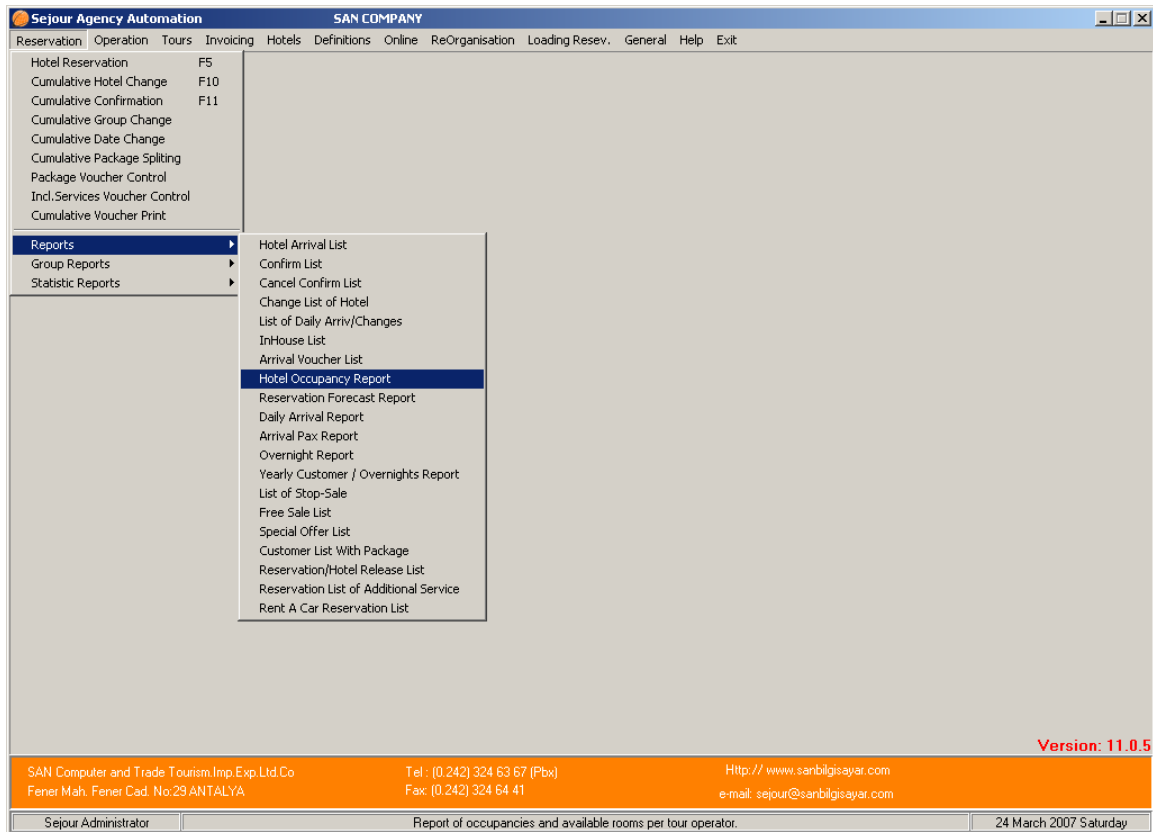
You can follow the occupancy of your hotels according to criterions that you give on the table.

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**.**

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 Allotment - SEA GARDEN

SEA GARDEN
HOTEL OCCUPANCY REPORT

Operator		August 16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Sept 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																															
EUROPE 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
GAMA 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
GRAND 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.

Hotel Allotment - Occupancy Table

SEA GARDEN
SAN TRAVEL
HOTEL OCCUPANCY REPORT

Room	Type		August 16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Sept 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.

Hotel Allotment - Occupancy Table

SEA GARDEN
SAN TRAVEL
HOTEL OCCUPANCY REPORT

Room	Type		August																September										
			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
DBL	STD (N)	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
		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
DBL	SVW (N)	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
		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
SGL	STD (N)	Allotment																											
		Used																											
		Emty																											
SGL	SVW (N)	Allotment																											
		Used																											
		Emty																											
TRL	STD (N)	Allotment																											
		Used																											
		Emty																											
TRL	SVW (N)	Allotment																											
		Used																											
		Emty																											
TOTAL		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
		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
☑ Normal
☑ Guaranty
☑ On 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.

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.

To be Listed
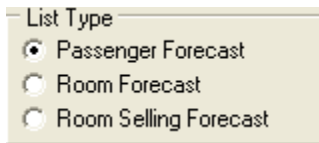
To be Listed
- ● Hotel ForeCast
- ○ Package ForeCast

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 :
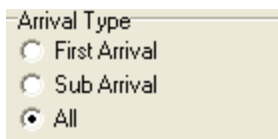
List Type
- ● Passenger Forecast
- ○ Room Forecast
- ○ Room Selling Forecast

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:
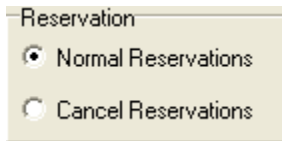
Arrival Type
- ○ First Arrival
- ○ Sub Arrival
- ● All

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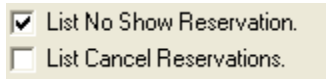
Sub Arrivals: When you have reservations including more than one hotel accommodations and when you select this option you can see the reservations which have sub arrivals on that date which you give on the table as criterion.

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: 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
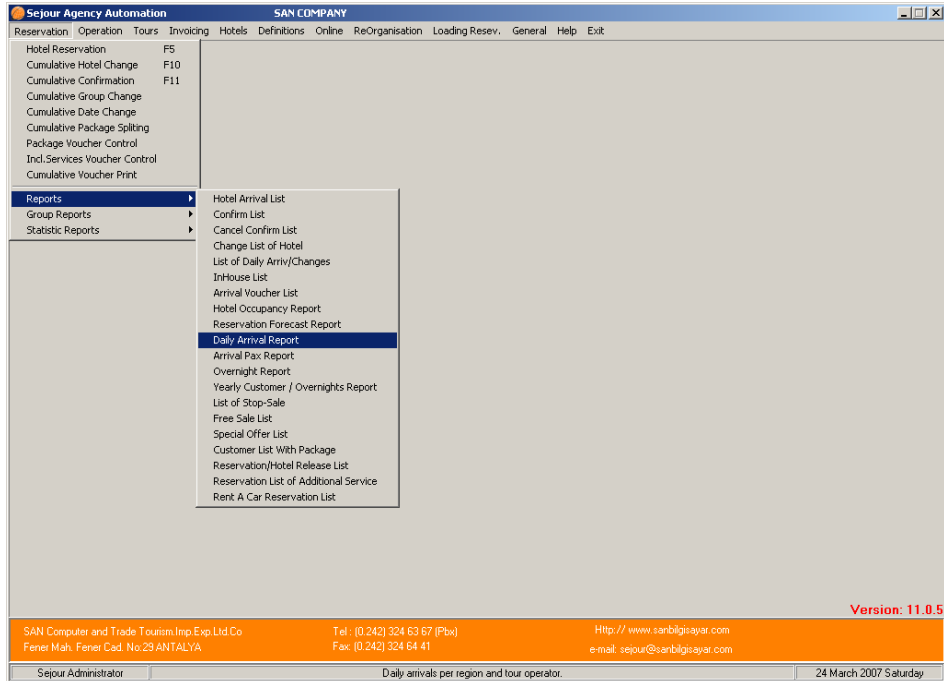
You can get the numbers of pax who arrive at, day by day according to tour operator, region or hotels.
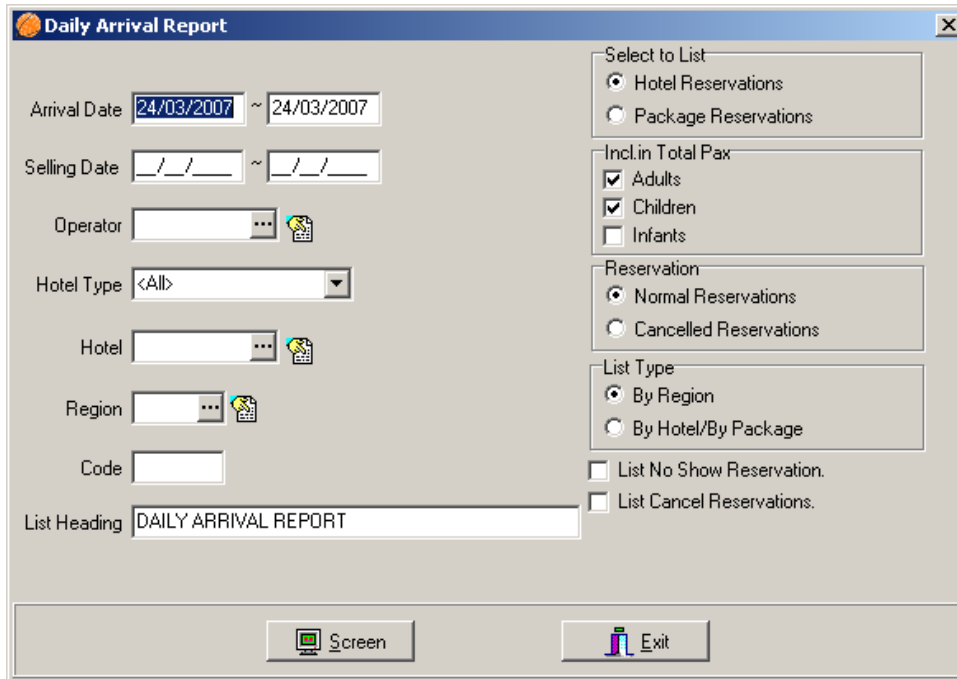
In the example above we gave 01.08 as date criterion since we wish to see the arrivals of 01.08.However we did not select tour operator , hotel or region because we wish to see all arrivals on 01.08.
And for the other details that are seen on the list please have a look at the explanations of options.

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
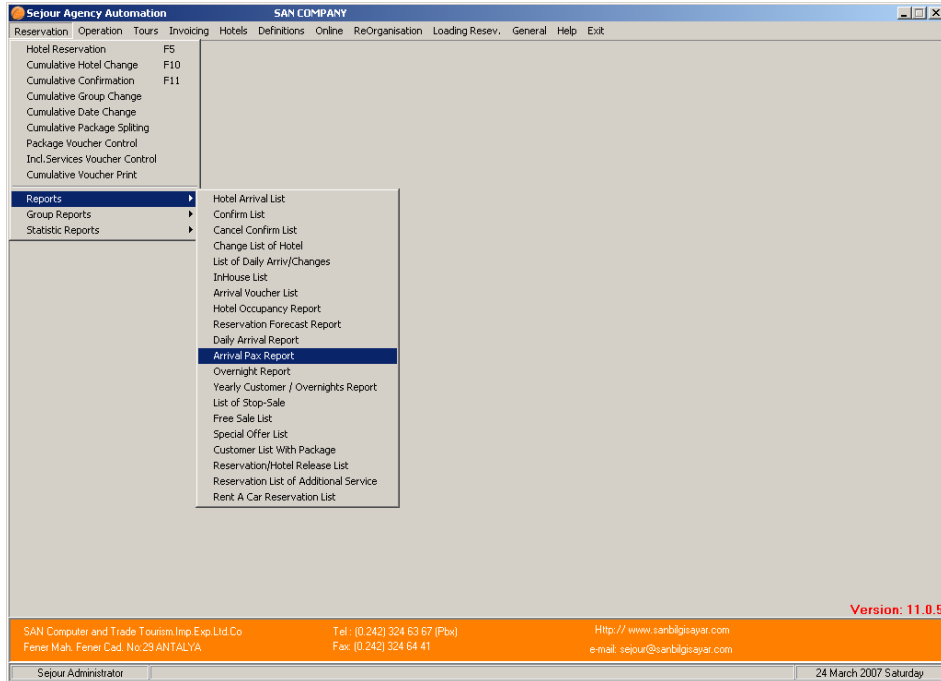
You can get pax numbers according to many criterions on this list. This report has more statistical character.
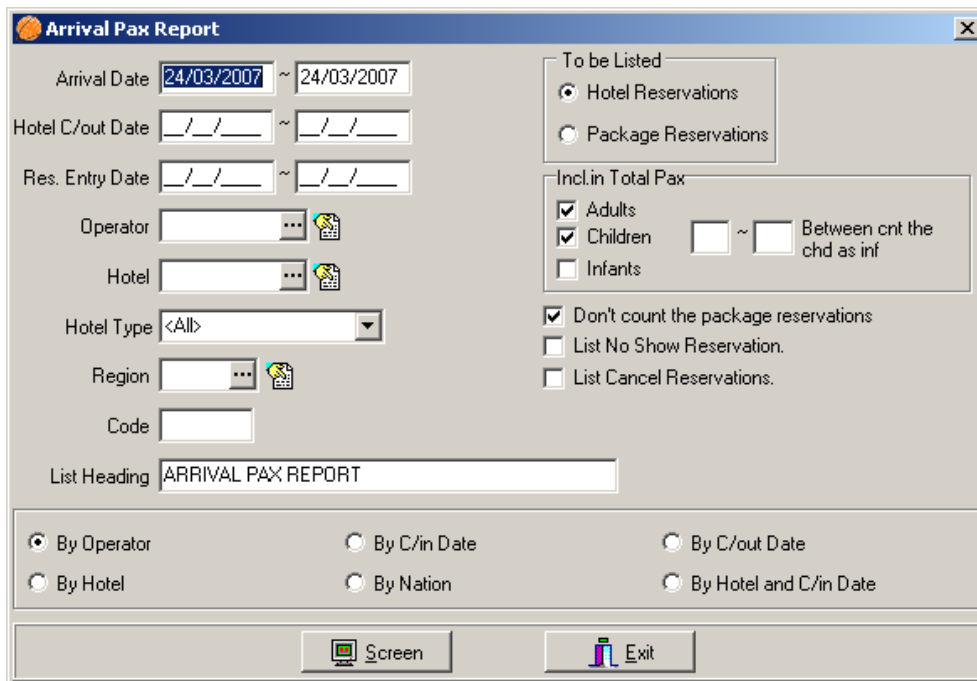
Arrival Date: It is the date when clients arrive at hotels.

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.
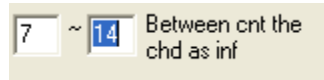
 You can write the age interval of children that you want to see on the list.

You can get the list according to options above.

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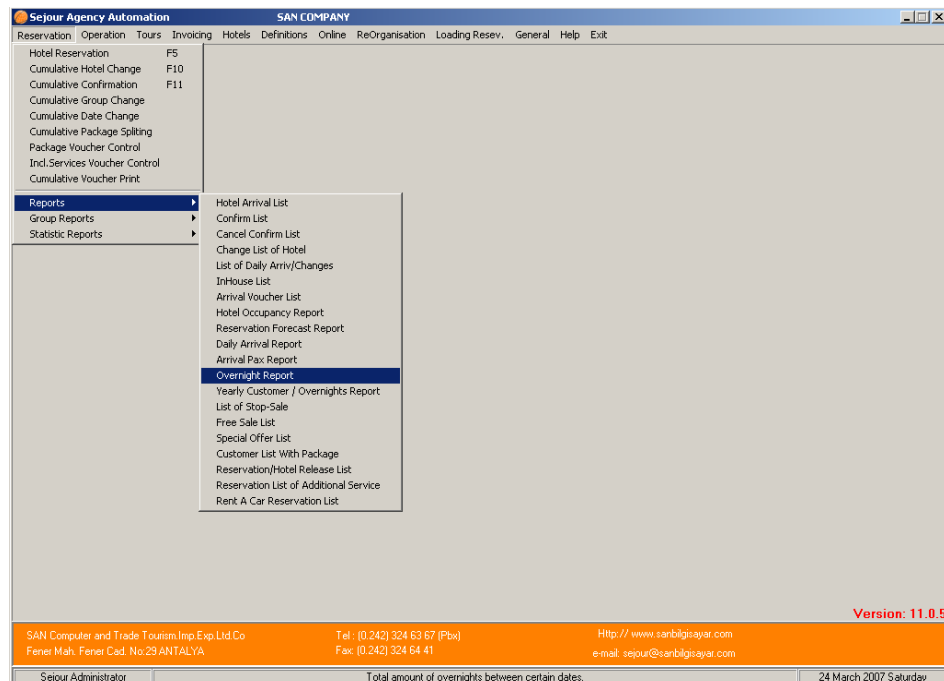
You can get a list displaying overnights of pax between dates you give on the table.

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 .

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01/08/2006 ~ 01/08/2006

OVERNIGHT REPORT

Date: 20/09/2006
Time : 13:41
Page : 1

Hotel	Adult	Chd	Inf	Total Pax	Pax Overnight	Room	Room Overnight	Pax %
CECIL	6	6		12	12	3	3	24,49
ARENA INN	6			6	6	3	3	12,24
SHERATON MIRAMAR	6			6	6	3	3	12,24
NEFERTARI	3	2		5	5	2	2	10,20
IBEROTEL SARAYA SUITE	4	1		5	5	2	2	10,20
SEA GARDEN	2	1		3	3	1	1	6,12
RADISSON	2			2	2	1	1	4,08
STEIGENBERGER GOLF	2			2	2	1	1	4,08
IBEROTEL ARABELLA	2			2	2	1	1	4,08
M/S NILE EMPRESS	2			2	2	1	1	4,08
IBEROTEL MAKADI BEACH	2			2	2	1	1	4,08
ZAHABIA APARTS	1	1		2	2	1	1	4,08
Total :	38	11	0	49	49	20	20	

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.

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01/08/2006 ~ 01/08/2006

OVERNIGHT REPORT

Print Date : 23/09/2006
Time : 09:48
Page : 1

Operator	Hotel	Adult	Chd	Inf	Total Pax	Pax Overnight	Room	Room Overnight	Pax %
ALFA TOUR	M/S NILE EMPRESS	2			2	2	1	1	5,56
MDI TRAVEL	ARENA INN	6			6	6	3	3	16,67
	IBEROTEL SARAYA SUITE	4	1		5	5	2	2	13,89
	NEFERTARI	2	1		3	3	1	1	8,33
	SEA GARDEN	2	1		3	3	1	1	8,33
	IBEROTEL MAKADI BEAC	2			2	2	1	1	5,56
	RADISSON	2			2	2	1	1	5,56
DIEZ TRAVEL	CECIL	2	2		4	4	1	1	11,11
	SHERATON MIRAMAR	4			4	4	2	2	11,11
	ISIS ISLAND	2	1		3	3	1	1	8,33
	IBEROTEL ARABELLA	2			2	2	1	1	5,56
	Total :	30	6	0	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
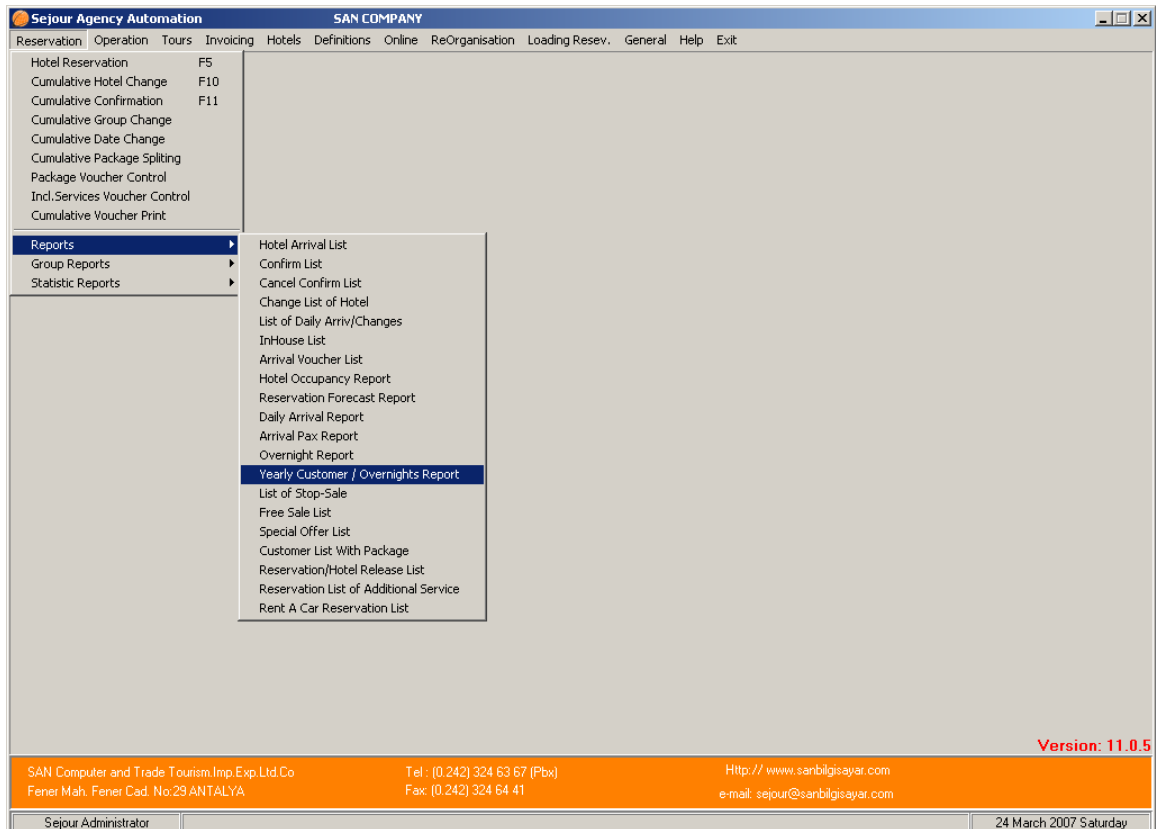
You have an opportunity to be able to get pax numbers according to the year with this report.

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.

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PAX REPORT BASED ON MONTHLY AND NATIONALITY
2006

Print Date : 30/10/2006
Time : 10:26
Page : 1

Month
August
NATION
DE

Hotel Name	Operator	Pax Quantity	Overnights	Total Overnights
DESERT ROSE	DIEZ 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.

MONTHLY PAX REPORT

Hotel	January			February			March			April			May			Jun	
	Pax	O.Night	Revenue	Pax	O.Night	Revenue	Pax	O.Night	Revenue	Pax	O.Night	Revenue	Pax	O.Night	Revenue	Pax	O.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:
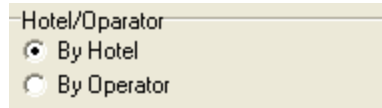
Room Status
(•) All
( ) Normal Reservations
( ) Package Reservations

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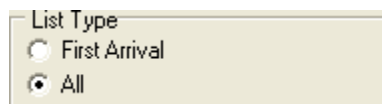
By Hotel: This option is selected as default .When you get a list with this option you can see information ordered according to hotels.
By Operator: When you get a list with this option you can see information ordered according to your operators.

List Type : This option becomes active when you select 'Pax Report' list type option.
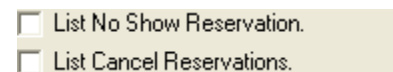
First Arrivals: When this option is selected you can see numbers of clients who have first hotels .So if there are clients who have more than one hotel accommodations the system will count them one time.
All: This option is selected as default .When you select this option you can see pax numbers including 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: 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
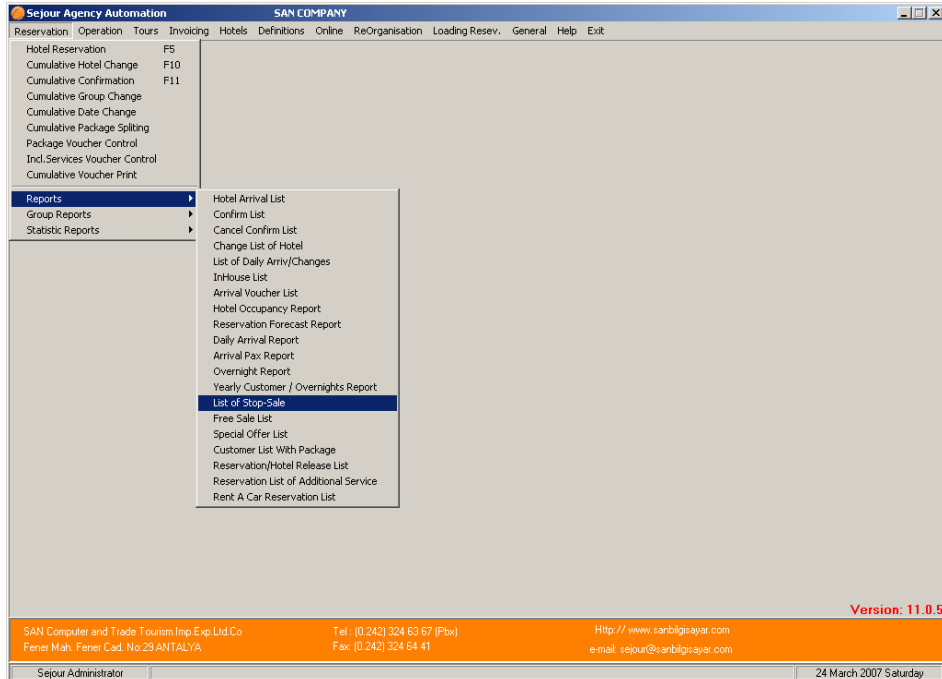
You can see stop sales of hotels that you save in hotel season page on this list.
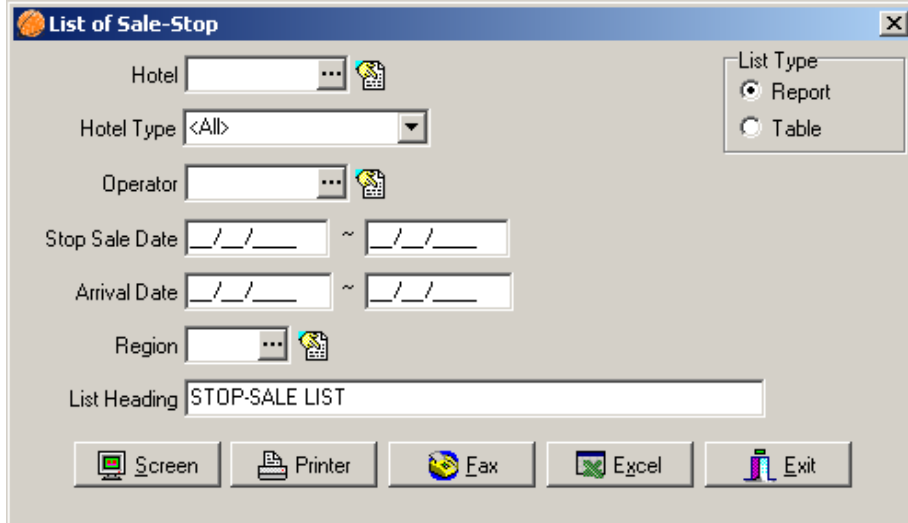
If you do not select any hotel you see all hotels' stop sale dates .We selected Nefertari hotel especially cause we wish to see whether there is stop sale periods or not between 01.10 – 10.10.

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.
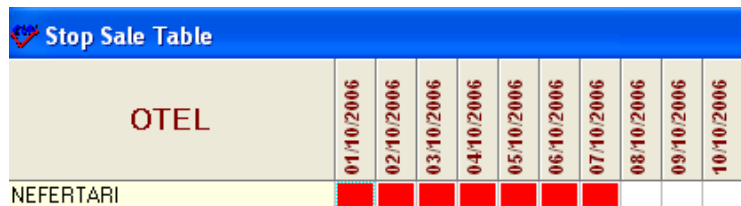
List Type :
Report : When you select this type you see stop sales as a list as you see in the example below.
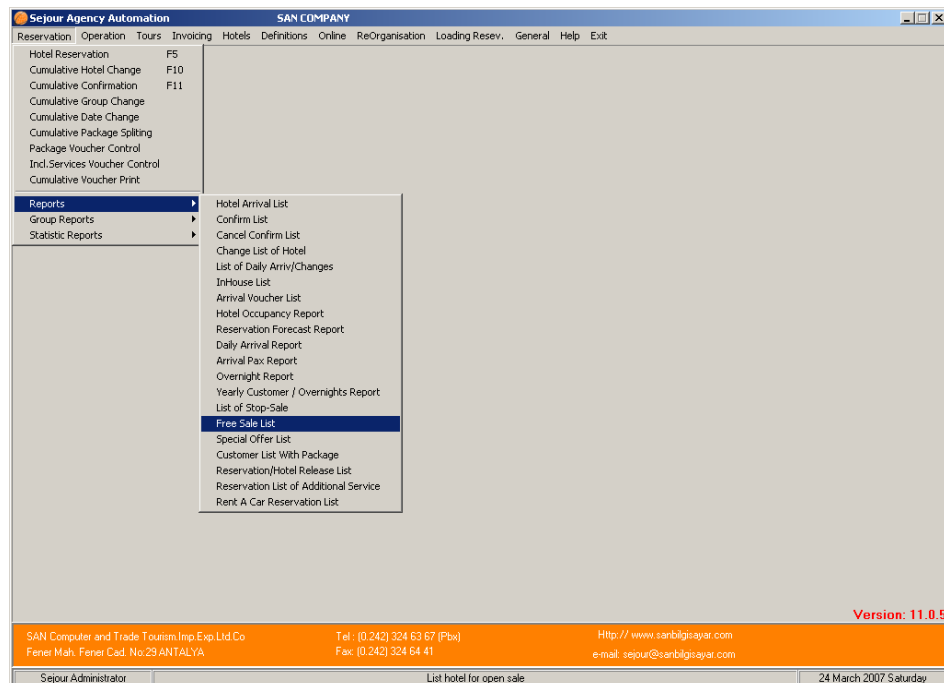
Table : When you select this type you see stop sale dates as a table as you see in the example below.

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.

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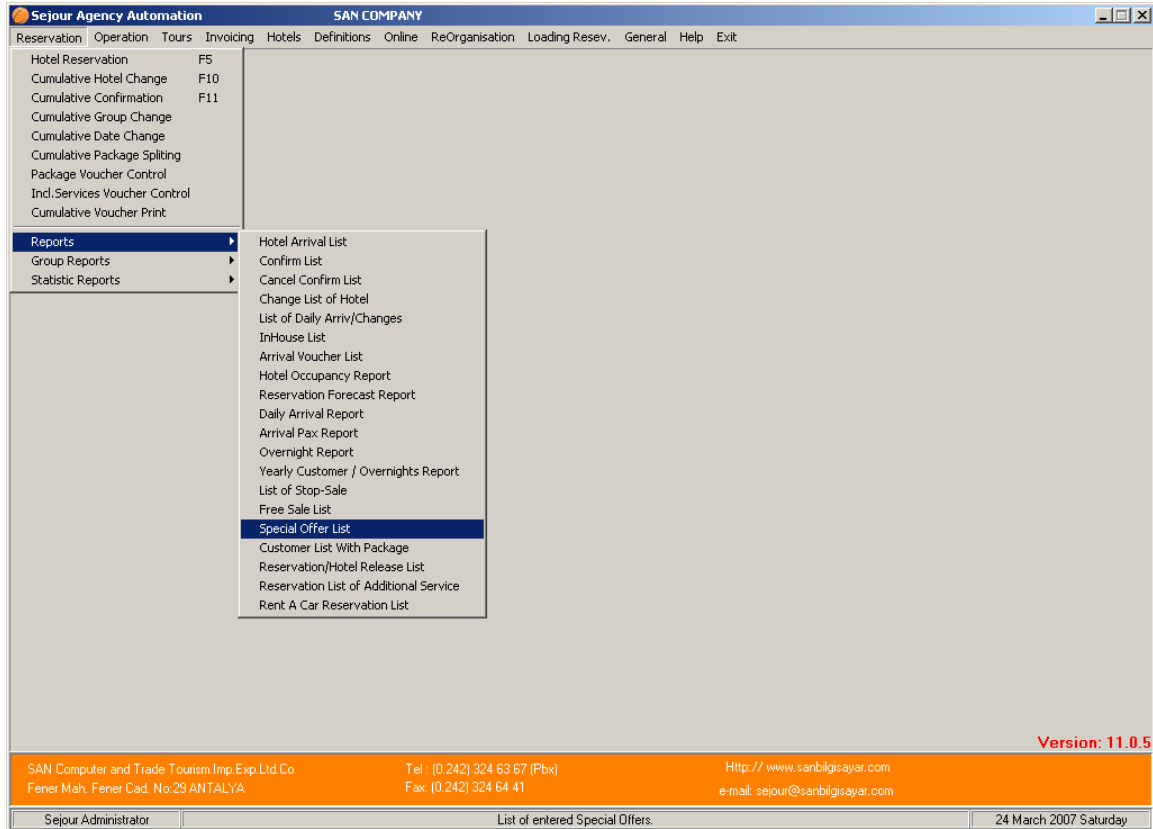
You can get a list to see special offers those are entered in Hotel Season Page.
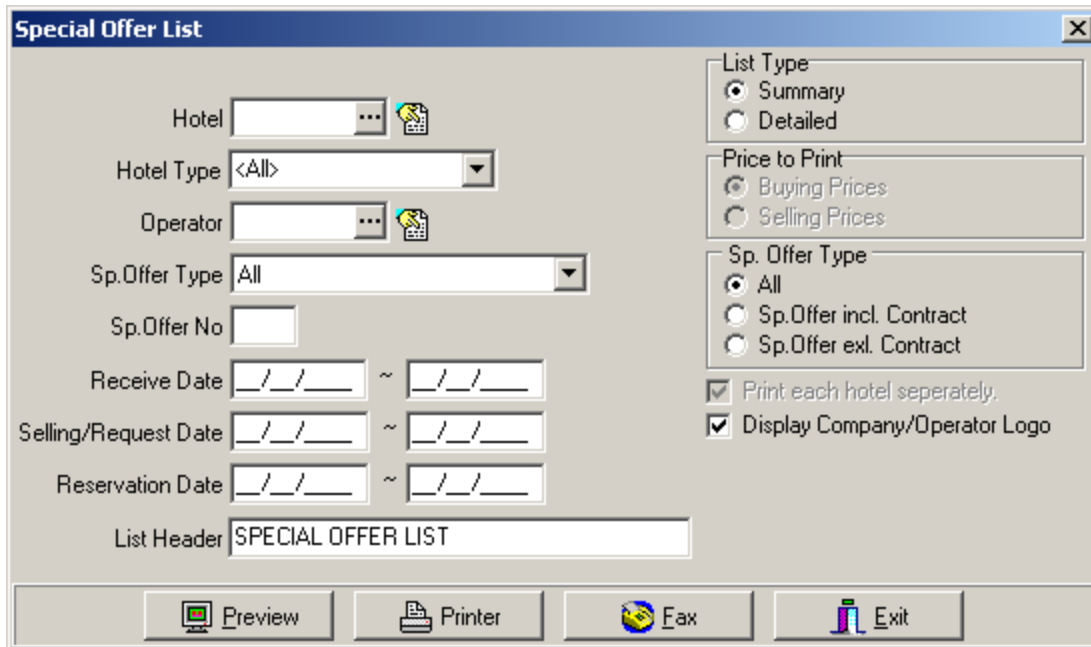
If you select a hotel you can see special offers of this hotel as in the example above. This is valid for tour operator as well .If you do not select any criterion you can see all special offers of all hotels those are given to all tour operators.

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.

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.
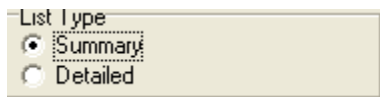
Summary : On this list type you see Special Offer No , Type , Receive Date , Selling /Request Date , Application information but you can not see prices of special offers.

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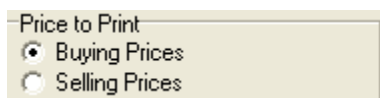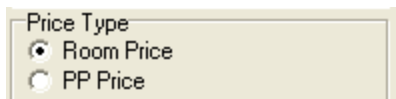
Buying Prices : First of all, the checkbox of '**Valid in Buying'** should be selected in Special Offer Table in hotel season page to be able to see buying prices of special offers

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

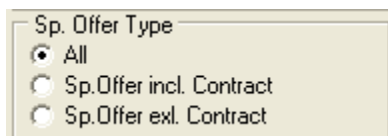**Price Type :** These options become active only when you select 'Detailed' list type.

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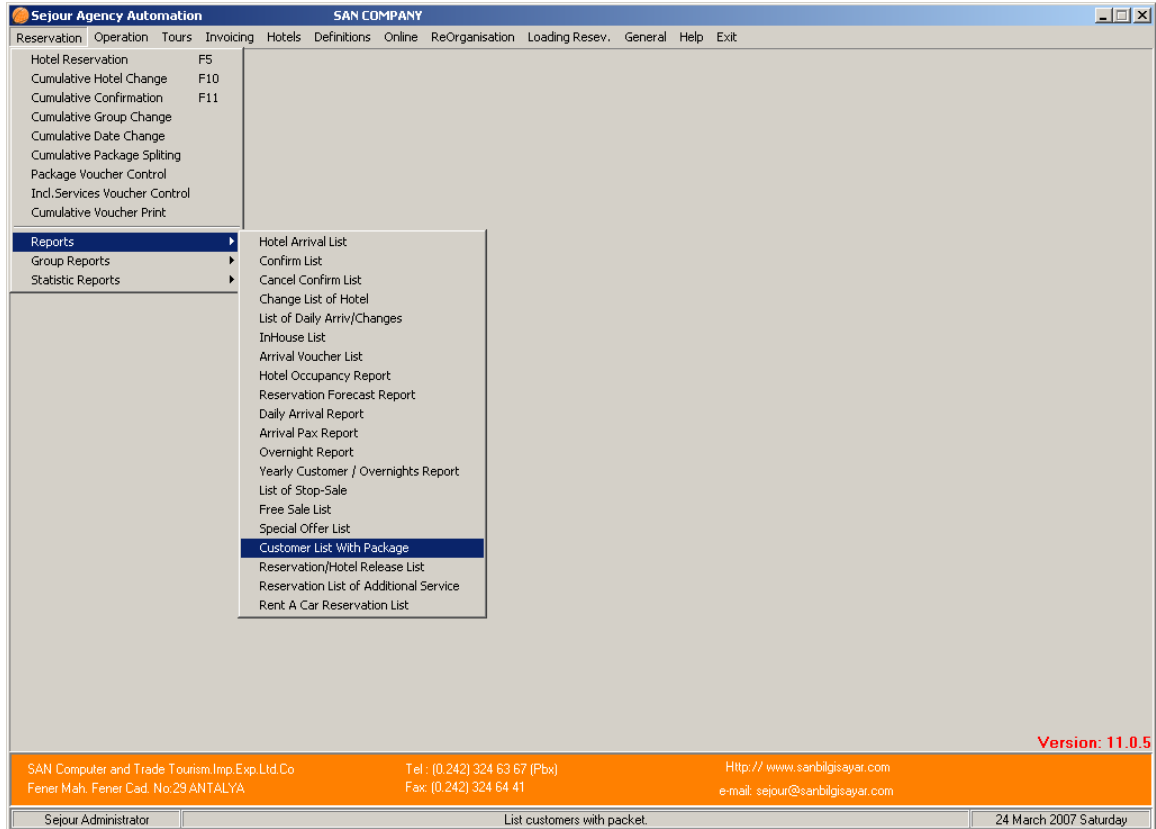
This list is used to be able to get lists of clients who buy packages .These packages are sold by tour operators , they are not included in the package price and they are optional. The system takes the information for the list from reservation card where the tour packages are defined for the clients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

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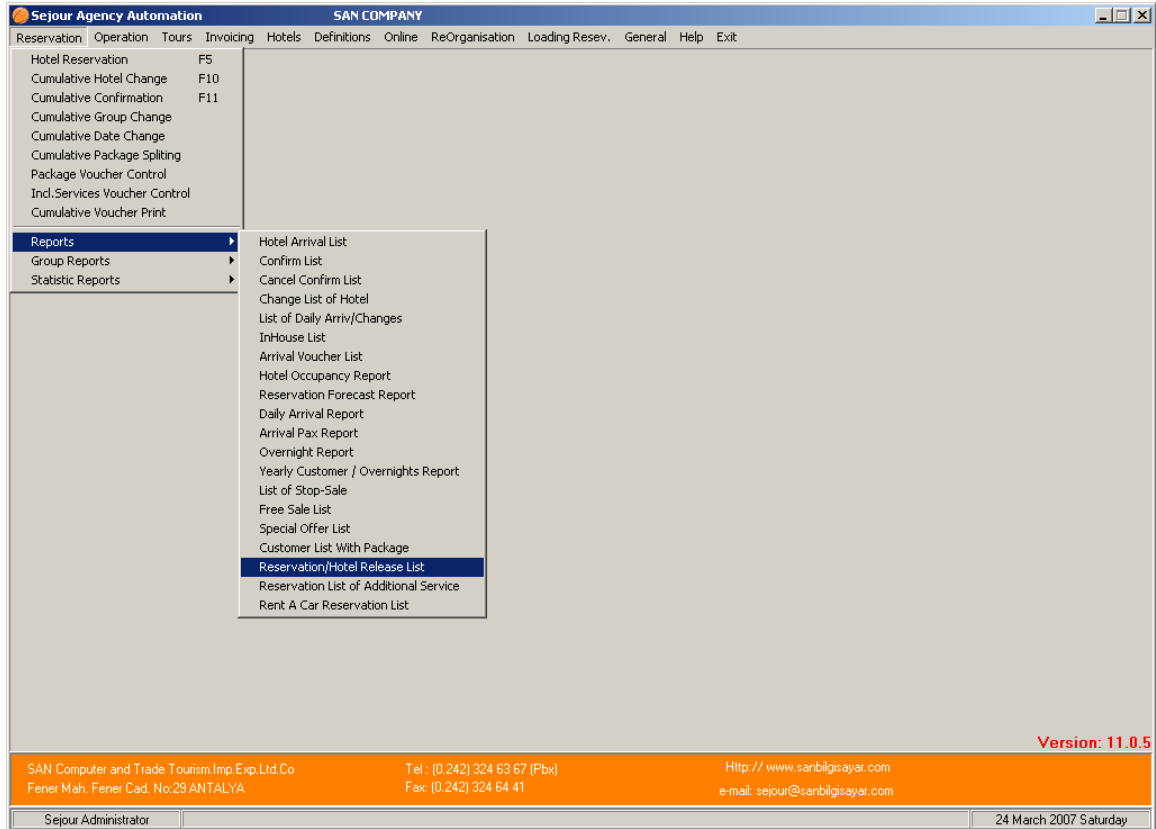
According to Release table informations of the Hotel Contract, or release option in the reservation cards, it is possible to follow hotels release or reservation releases.

RESERVATION LIST WITH ADDITIONAL SERVICE

With this list you can see names of clients who have any additional service .The system takes this information from the **'Additional Service'** part in hotel reservation card.

Packages: In this part you should select your package which can be Tour package or General Service .When this screen comes firstly , **'All'** 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