

Free Trial Guide



Business Report



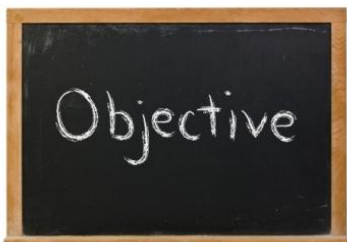
[Guide - Estimated time 20min]

- Data which you will use
- Dashboard - operation guide(How to open)
- Update Transaction - operation guide
- Dashboard - operation guide(How to refresh)



[Before Start - You need]

- You need to have Free trial ID
- Imagine what you need to make simplify
- Basic (Navigation, Setup guide)



[Goals - What should we learn from this?]

- Understand the dashboard and use of business report
- Understand the benefit
- More queries - where should we go?

1. Data in this guide

The following data is available in this trial environment. Please use these data in your trial.

(Available Data)



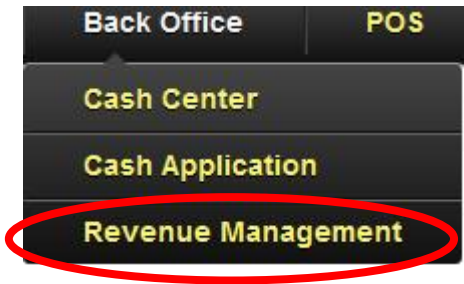
- Hotel : Omotenashi India
- Guest : Naveen , Gabrani (more others 100)
- Rate Plan : Rack rate / Standard or Deluxe
- Room : Standard (101-110) , Deluxe (201-210)
- Reservation Period : no Limitation
- Currency : USD
- Selectable Language (as of Sep 2014) : English, Japanese, Chinese

2. Dashboard (How to open?)

1) Navigation

You can navigate to Dashboard from the Menu bar as follows:

Back Office → Revenue management



Select management dashboard from report list.

Reports & Dashboards

Folders

- All Folders
 - Omotenashi_Dashboards
 - Omotenashi Staff Report
 - Unfiled Public Reports
 - My Personal Custom Reports
 - My Personal Dashboards

All Folders

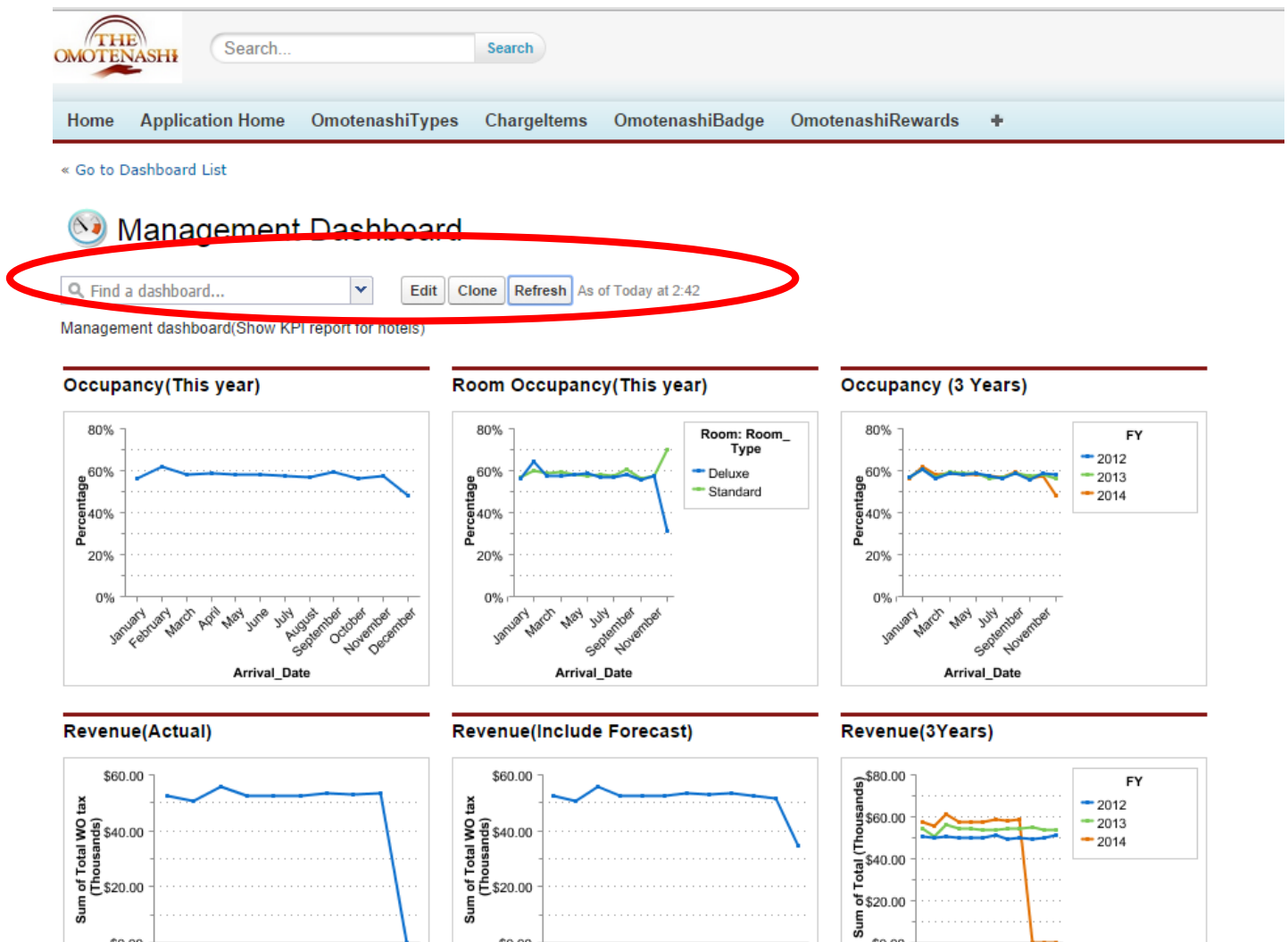
Action	Name	Folder	Created By
	Management Dashboard Management dashboard(Show KPI report for hotels)	Omotenashi_D...	kamini
	Management Another Dashboard	Omotenashi_D...	kamini
	system date	Omotenashi_D...	kamini

(Note)

If you cannot find Management Dashboard, you go to Omotenashi Dashboard folder in left box and click it. You will find this in there.

2) Refresh Dashboard

Go to dashboard and open it. It will show the following dashboard.



You can confirm the latest update and if you want just click refresh and all chart will be update with latest data. (Please note some dashboard number in order to compare the incoming transaction.)

CONGRATULATIONS

Edit Clone Refresh As of 2014/09/11 at 2:32

For reference, this cart shows which dashboard contains what chart.

Dashboard name	Chart	Usage
Management Dashboard	Occupancy(This year)	Shows Occupancy percentage by each month. The occupancy is summary of all room types.
	Room Occupancy	Show Occupancy by room type
	Occupancy(3 Years)	Shows occupancy trend in 3 years.
	Revenue(Actual)	Shows revenue trend by month. (Only “stay” revenue category. This does not include future revenue.
	Revenue(Include Forecast)	Show all revenue which include future revenue (POST = False)
	Revenue(3 Years)	Shows revenue trend for latest 3 years.
	Other revenue	Shows shop,Room etc revenue.
	Other revenue Bt category	Pie chart for other revenue by category
	Other revenue by workplace	Pie chart for other revenue by workplace

Dashboard name	Chart	Usage
Management Another Dashboard	Booking Month	Refer booking month per reservation and map to bar graph.
	Revenue by OTA	Revenue bar graph by OTA
	Rate Trend	Monthly average rate by rate type.
	ADR(This year)	ADR(Average Daily Room Rate) line graph.
	Internet reservation	Pie chart internet vs. non internet.
	Internet reservation(By month)	A line graph by month for internet and non internet reservation. (Count)

3. Update Transaction

Please refer reservation guide in order to enter following reservation.

- Hotel : Omotenashi India
- Guest : Naveen , Gabrani (more others 100)
- Rate Plan : Standard/Xmas special
- Arrival Date : 4 Dec, 2014
- Room : 5 rooms
- Nights : 1 nights
- Adult : 10
- Child : 2

4. Refresh dashboard

Do same navigation on section 2 and select management dashboard.

The screenshot displays the Management Dashboard for 'THE OMOTENASHI'. At the top, there is a search bar and a navigation menu with items like Home, Application Home, OmotenashiTypes, Chargetems, OmotenashiBadge, and OmotenashiRewards. Below the navigation, there is a 'Go to Dashboard List' link and the title 'Management Dashboard'. A search bar for 'Find a dashboard...' is circled in red, along with 'Edit', 'Clone', and 'Refresh' buttons. The dashboard contains six charts:

- Occupancy(This year)**: Line chart showing monthly occupancy percentage from January to December.
- Room Occupancy(This year)**: Line chart showing monthly occupancy percentage for Deluxe and Standard room types.
- Occupancy (3 Years)**: Line chart showing monthly occupancy percentage for fiscal years 2012, 2013, and 2014.
- Revenue(Actual)**: Line chart showing the sum of total WO tax (Thousands) from January to December.
- Revenue(Include Forecast)**: Line chart showing the sum of total WO tax (Thousands) from January to December, including a forecast for the end of the year.
- Revenue(3Years)**: Line chart showing the sum of total WO tax (Thousands) for fiscal years 2012, 2013, and 2014.

Please look at the revenue actual graph before/after refresh and confirm the revenue growth 25k (5k * 5 room).

4. Summary

In this guide, you learnt follows. Also, you can explore more experience with other dashboard reports.



- How to open dashboard(Business report)
- How to confirm the dashboard changes.

You also learnt “How easy to make these in THE OMOTENASHI.

If you want to more detail,

- Click website(<http://www.omotenashi-pms.com>) and go to support.
- Download Quick reservation, Reservation manuals.

If you have any question about this guide, please contact to us.

support@omotenashi-pms.com

