

Free Trial Guide



Reservation



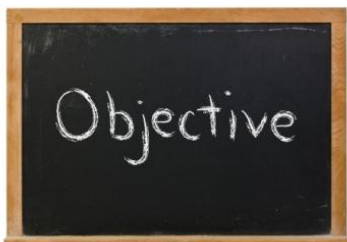
[Guide - Estimated time 20min]

- Data which you will use
- Quick Reservation - operation guide
- Reservation Detail - operation guide
- Reservation Changes(Room Change) - operation guide



[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 reservation operation
- 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)



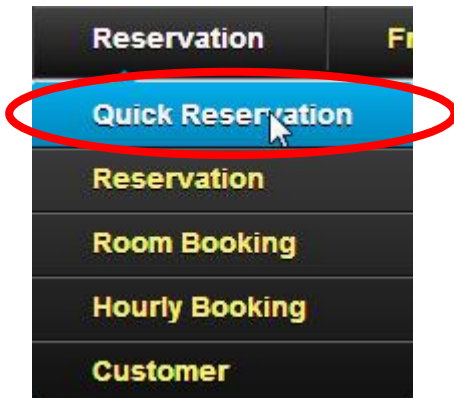
- Hotel : Omotenashi India
- Guest : Naveen , Gabrani (more others 100)
- Rate Plan : Rack rate / Standard or Deluxe
- Room : Standard (101-110) , Deluxe (201-210)
- Reservation Period : no Limitation
- Currency : USD
- Selectable Language (as of Sep 2014) : English, Japanese, Chinese

2. Quick Reservation

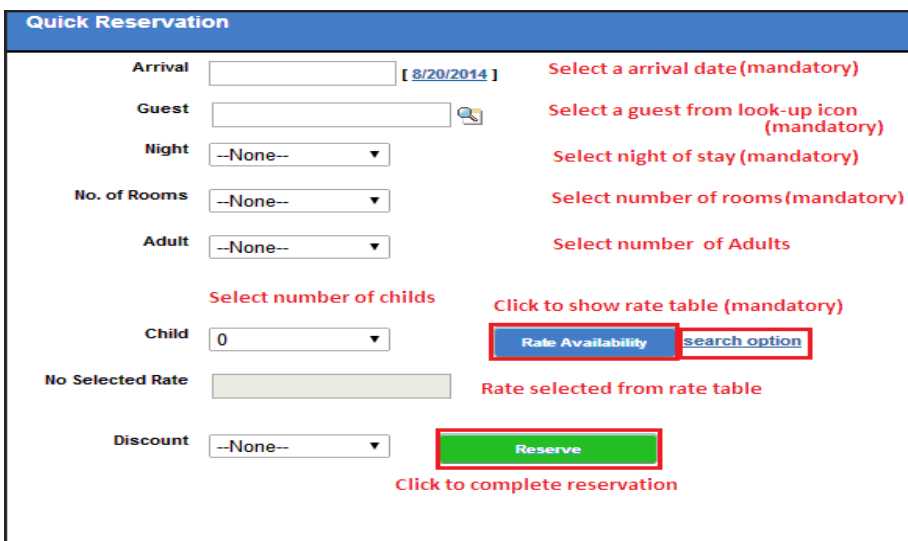
1) Navigation

You can navigate to Reservation page from the Menu bar as follows:

Reservation → Quick Reservation



Shows following page.(Quick Reservation Page)

A screenshot of the 'Quick Reservation' page. The page has a blue header with the text 'Quick Reservation'. Below the header, there are several input fields and buttons. The 'Arrival' field is a date picker showing '8/20/2014'. The 'Guest' field has a search icon. The 'Night' field is a dropdown menu with '--None--'. The 'No. of Rooms' field is a dropdown menu with '--None--'. The 'Adult' field is a dropdown menu with '--None--'. The 'Child' field is a dropdown menu with '0'. The 'Discount' field is a dropdown menu with '--None--'. There are two buttons: 'Rate Availability' and 'search option'. A green 'Reserve' button is at the bottom. Red text instructions are provided for each field: 'Select a arrival date (mandatory)', 'Select a guest from look-up icon (mandatory)', 'Select night of stay (mandatory)', 'Select number of rooms (mandatory)', 'Select number of Adults', 'Select number of childs', 'Click to show rate table (mandatory)', 'Rate selected from rate table', and 'Click to complete reservation'.

3) Data input

Let's make following data into page.

[Input data]

Arrival Date : 2015/01/01
Nights : 2 nights
Room : 1 Room
Adult : 3
Child : 1

When you complete this, click “**Rate Availability**”.



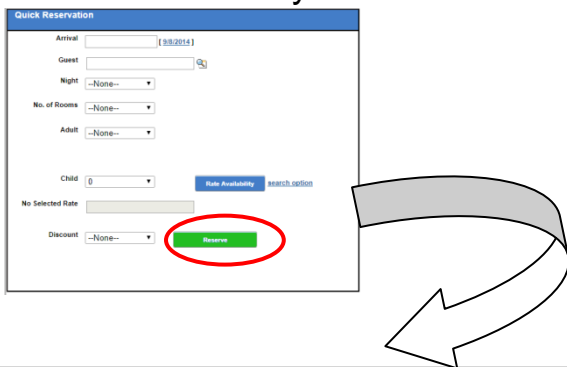
Once you Click and search result will show on right hand side of page.

(Search Result)

	Room Type	Rate Type	Ave	01/01	01/02
<input type="radio"/>	Standard	Rack/Basic	150.00	120.00	180.00
<input type="radio"/>	Deluxe	Rack/Deluxe/Basic	215.00	180.00	250.00

You can select the preferred rate in result page. But let's select 1st one on your practice.

Once you select rate in previous page, the selected rate will set at left hand side. Then confirm the your selection and click Reserve.



Quick Reservation

Arrival: [09/2014]

Guest: []

Night: --None--

No. of Rooms: --None--

Adult: --None--

Child: [0]

Rate Availability search option

No Selected Rate

Discount: --None--

Reserve



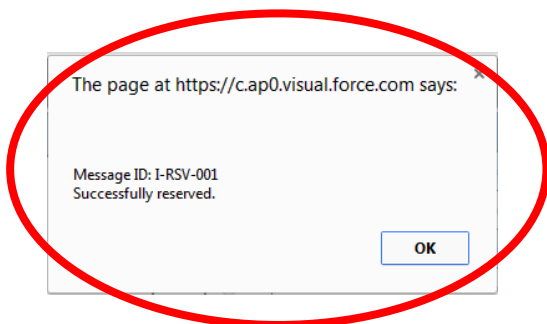
Rack/Basic: 150.00

Discount: --None--

Reserve

Once successfully reserved show complete message and navigate to detail reservation page.

(Success Message)



The page at <https://c.ap0.visual.force.com> says:

Message ID: I-RSV-001
Successfully reserved.

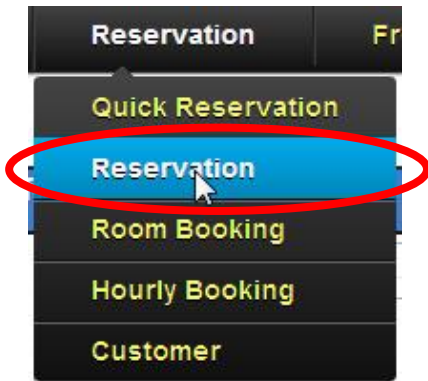
OK

CONGRATULATIONS

3. Reservation

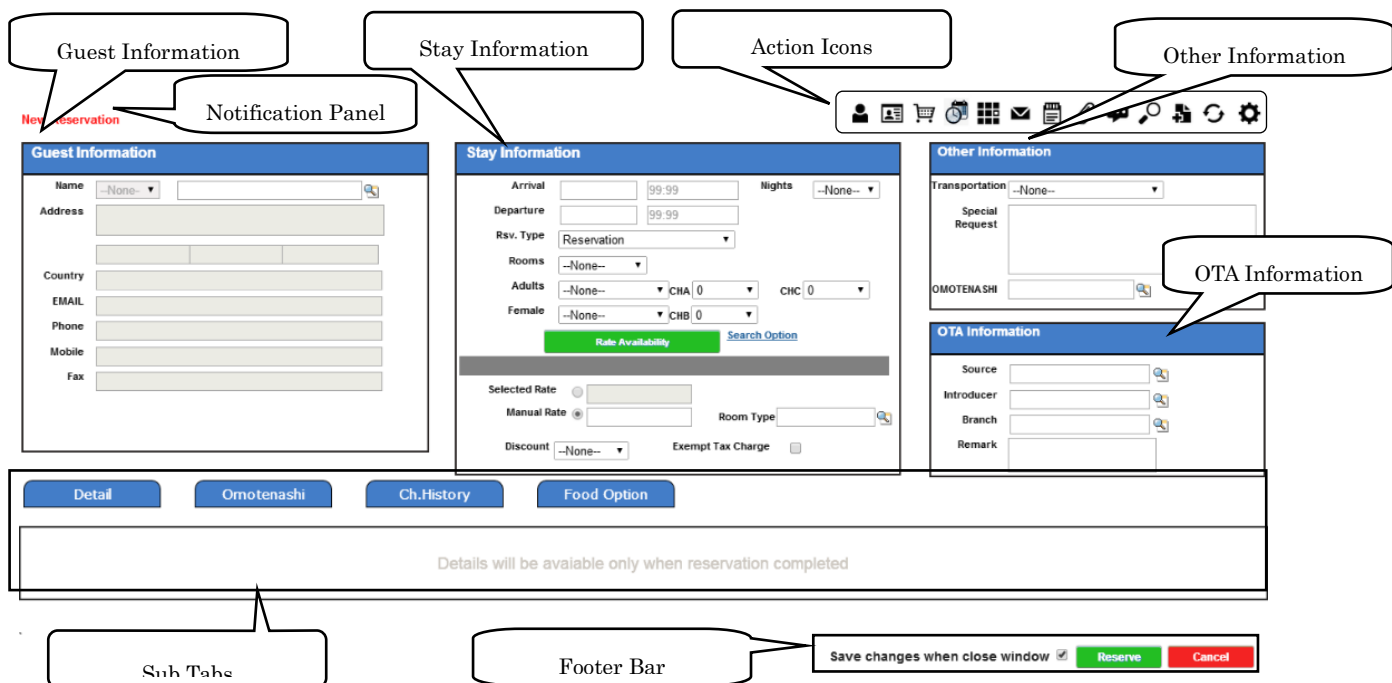
1) Navigation

To reach reservation page, you need to follow this navigation.



But in this, reservation page already shows in previous sections. Let's continue the other entry with opened reservation page.

(Reservation Page layout)

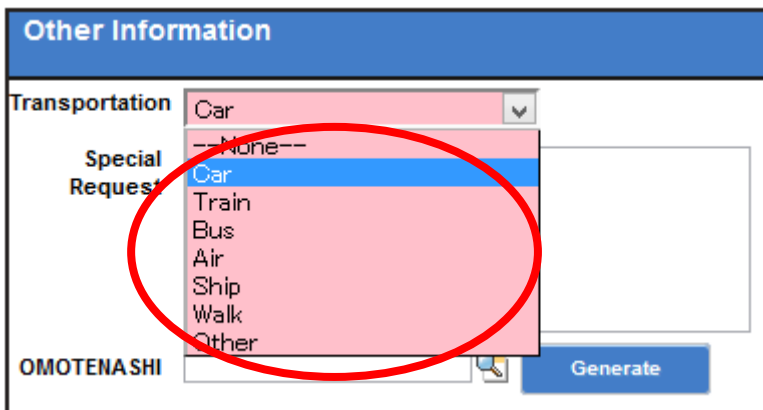


2) Data Entry

The mandatory input already done in quick reservation and required items are already assigned. Here, let's put additional fields and understand how system works.

Step1 : Enter Transportation

Go to right hand side box and click drop down menu.

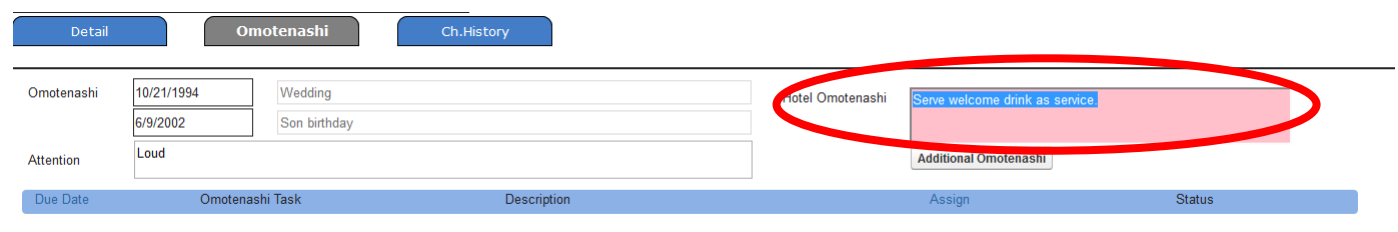


The screenshot shows a form titled "Other Information". It has a "Transportation" dropdown menu with "Car" selected. Below it is a "Special Request" dropdown menu with a list of options: "--None--", "Car", "Train", "Bus", "Air", "Ship", "Walk", and "Other". The "Car" option is highlighted in blue and circled in red. At the bottom of the form, there is a "Generate" button and a label "OMOTENASHI".

Select transportation. Here, let's select car.

Step2 : Enter Hotel Omotenashi

Click Omotenashi tab in bottom. Then enter the Hotel Omotenashi input.



The screenshot shows the "Omotenashi" tab selected in a navigation bar. Below the navigation bar, there are several input fields: "Omotenashi" (10/21/1994), "Wedding", "6/9/2002", "Son birthday", and "Attention" (Loud). To the right, there is a "Hotel Omotenashi" field with the text "Serve welcome drink as service" and an "Additional Omotenashi" field. The "Hotel Omotenashi" field is circled in red. At the bottom, there is a table header with columns: "Due Date", "Omotenashi Task", "Description", "Assign", and "Status".

You can feel free to put any here.

Once you complete this 2 entries. Let's save what you entered.

Save changes when close window

Update

Cancel



3) Check room and folio

When making “Quick reservation”, Room and Folio is automatically generate. In this section, you will confirm what is generated by system.

Booking Rooms

Click “Change Room” button.

The screenshot displays a reservation system interface with several panels: 'Guest Information', 'Stay Information', 'Other Information', and 'OTA Information'. The 'Stay Information' panel includes fields for Arrival (1/1/2015), Departure (1/3/2015), Nights (2), Rooms (1), and Adults (3). A 'Change Room' button is visible in the 'Stay Information' panel. A dashed blue box highlights the 'Rooms' and 'Adults' fields, and a hand icon points to the 'Change Room' button. A red circle highlights the 'Change Room' button. Below the dashed box, there is a 'Rate Availability' button and a 'Search Option' link.

After this, this page will navigate automatically and you can confirm which room is booked by system.

(Booking Room Page)

Reservation Front Office Account POS

Date 1/1/2015 Hotel Omotenashi India

Select: Un-Assigned

Main Annex

101 Abraham Lincoln	201
102	202
103	203
104	204

In this, 101 room is booked.

Booking Folio

Click folio button from top of “Action icons”.

The screenshot shows a reservation system interface. At the top, there is a navigation bar with tabs for Reservation, Front Office, Account, POS, Staff, Setup, and Report. Below this is a search bar and a power button. The main content area is divided into four panels: Guest Information (with fields for Name, Address, Country, etc.), Stay Information (with fields for Arrival, Departure, Rooms, etc.), Other Information (with fields for Transportation, Special Request, etc.), and OTA Information (with fields for Source, Introduce, Branch, Remark, etc.). A red box highlights the 'Action icons' bar at the top right, which contains various icons including a shopping cart. A large white arrow points from this bar towards the bottom of the page, indicating the next step in the process.



Once you click, the following page will show automatically.

(Folio Manager Page)

The screenshot shows the 'Folio Manager Page' in the reservation system. At the top, there is a navigation bar with tabs for Reservation, Front Office, Account, POS, Staff, Setup, and Report. Below this is a search bar and a power button. The main content area is divided into two sections: a header section with 'Folio #', 'Receipt #', and a 'Query' button, and a table section. The table has columns for Room, Guest, Date, Folio #, Receipt#, Item, Description, Staff, Hide, Post, Void, Qty, Price, Amount, and Notes. The table contains two rows of data for Room 101, dated 01/01 and 01/02.

Room	Guest	Date	Folio #	Receipt#	Item	Description	Staff	Hide	Post	Void	Qty	Price	Amount	Notes
<input type="checkbox"/> 101	[REDACTED]	01/01	140900001	001	Room Charge	Room Charge	HIRO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	\$120.00	\$120.00	
<input type="checkbox"/>					Intax	VAT							\$10.91	
<input type="checkbox"/> 101	Abraham Lincoln	01/02	140900001	001	Room Charge	Room Charge	HIRO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	\$180.00	\$180.00	
<input type="checkbox"/>					Intax	VAT							\$16.36	

Here, you can confirm the date and rate is which you select at quick reservation.



I would ask to confirm the middle of check box. None of 3 are checked at this moment. Since this is reservation stage and may have a cancel. Thus, these folio's will fix at when reservation is confirmed by staff and guest.

4. Change reservation

1) Navigation

Navigation is same as section 2.

Booking Rooms

Click "Change Room" button.

The screenshot shows a reservation system interface with the following sections:

- Guest Information:** Name (Abraham Lincoln), Address (NYC 1235), Country (USA), Email (email@email.com), Phone (1-800-111-1112), Mobile, Fax (1-800-222-1112).
- Stay Information:** Arrival (1/1/2015), Departure (1/3/2015), Nights (2), Rev. Type (Reservation), Rooms (1), Adults (3), Child 1 (1).
- Other Information:** Transportation, Special Request, OTA Information.

The "Change Room" button is highlighted in red, and a hand cursor is pointing at it. Below the main interface, a dashed blue box highlights the "Change Room" button, "Rate Availability" button, and "Search Option" link.

After this, this page will navigate automatically and you can confirm which room is booked by system.

The screenshot shows a reservation system interface with the following sections:

- Navigation:** Reservation, Front Office, Account, POS.
- Header:** Date (1/1/2015), Hotel (Omotenashi India).
- Select:** Un-Assigned.
- Room Selection Grid:**

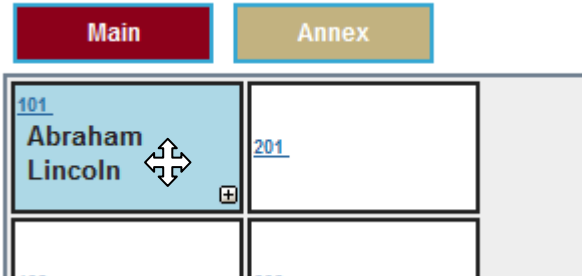
Main		Annex	
101 Abraham Lincoln	201		
102	202		
103	203		
104	204		

[Change scenario]

Here, 101 room will be changed to 105 room.

(Step 1) Mouse hover

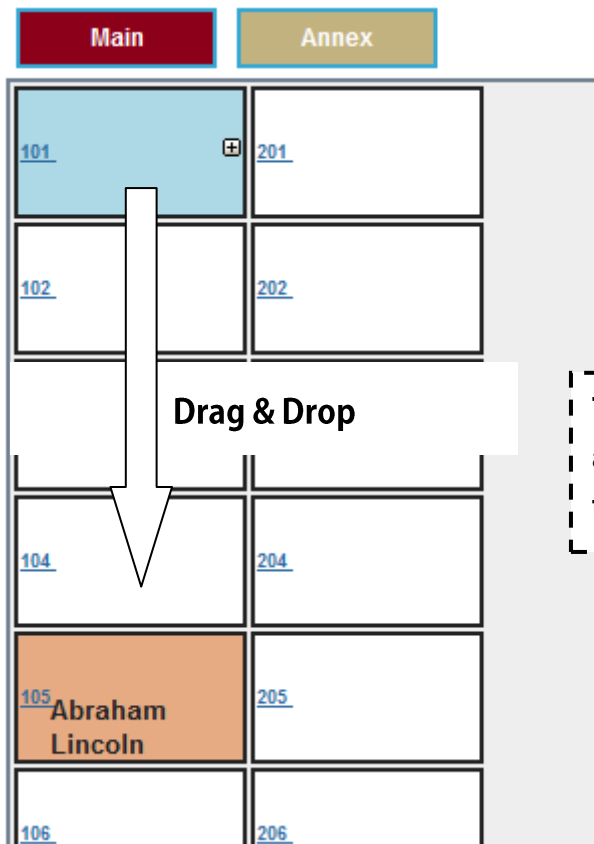
Move mouse to 101 cell and confirm the cross sign  at screen.



When this cross sign is displayed, the room can be moved.

(Step 2) Drag & Drop

Let's move to 105 room. This is just Drag & Drop.



The desired room will be highlighted in orange and you just release mouse when you move to the room. This is it and super easy!!!

4. Summary

In this guide, you learnt follows.



- How to make quick reservation
- How to maintain the reservation detail
- How to make 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

