



SPMS ACCOMMODATION MODULE





SPMS ACCOMMODATION MODULE – Overview

The system provides some features that allow:

- final user to book a room for a specified period (the rooms are grouped by the hotel category and room service, then for deposit due);
- the accommodation manager to manage room allotting, to process deposit payments, to create vouchers;
- Data export for financial checks or rooming lists for hotel summaries
- Statistical reports



SPMS ACCOMMODATION MODULE – Administrator side

The accommodation manager menu features:

- Available Hotels
- Available Services
- Available hotel categories
- Data Export
- Deposit List
- Hotel confirmation list
- Hotel notches
- Payments methods choice
- Summary statistics

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- SPMS
 - Editor/Proceedings Administration
 - General
 - Hotel Administration
 - Available Hotels
 - Available Services
 - Available hotel categories
 - Data export
 - Deposit List
 - Hotel confirmation list
 - Hotel notches
 - Payment methods choice
 - Process deposit payment
 - Summary statistics
 - Overall Database Administration
 - Registration
 - Scientific Program Administration

Please contact the [EPAC 2008 Database Administrator](#) with q
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SPMS ACCOMMODATION MODULE – Administrator side

Available service

- Add, edit and delete the available services that the hotels can offer (single room, double room, ...)
- A room can be related to more than one services

EDIT **EPAC 2008 Available Room Types** **DROP**

	Room name	Description	
	DBL	Double room	
	DUS	Double room used as single	
	SGL	Single room	

ADD





SPMS ACCOMMODATION MODULE – Administrator side

Available hotel categories

- To manage hotel categories (Add, edit, drop)

The screenshot shows the 'EPAC 2008 Available Hotels' interface. On the left is a tree view with 'Available hotel categories' selected. The main area contains a table with columns 'Category' and 'Description'. A green plus icon is at the bottom left of the table. A blue arrow labeled 'ADD' points from the plus icon to the 'EPAC 2008 Add/Modify Category' form on the right. Another blue arrow labeled 'EDIT' points from the '3 star superior' row to the form. A third blue arrow labeled 'DROP' points from the '2 star' row to the form. The form has fields for 'Category name' (containing '4 star superior'), 'Category symbol', and 'Description', with a 'Save' button at the bottom.

	Category	Description	
	2 star		
	3 star		
	3 star superior		
	4 star		
	4 star superior		
	5 star		

EPAC 2008 Add/Modify Category

Category name:

Category symbol:

Description:

Save





SPMS ACCOMMODATION MODULE – Administrator side

Deposit list

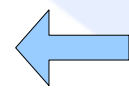
- Define for each hotel categories and for each services the deposit due

Hotel category

Service type

Deposit

Disable auto update



EPAC 2008 Deposit list

Open All Close All

- SPMS
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	Category	Room Type	Deposit	Data Update
	2 star	DUS	76	Manual
	3 star	DBL	150	Manual
	3 star	DUS	130	Manual
	3 star superior	DUS	149	Manual
	3 star superior	SGL	121	Manual
	3 star superior	DBL	158	Manual
	4 star	DUS	160	Manual
	4 star	DBL	190	Manual
	4 star superior	DUS	185	Manual
	4 star superior	DBL	225	Manual
	5 star	DUS	159	Manual
	5 star	DBL	184	Manual





SPMS ACCOMMODATION MODULE – Administrator side

Payments methods choice

- Set-up which type of payment (specified in registration module) it is possible to use in deposit payment

EPAC 2008 Available Payments

Open All Close All

- SPMS
- [-] Editor/Proceedings Administration
- [-] General
- [-] Hotel Administration
 - [-] Available Hotels
 - [-] Available Services
 - [-] Available hotel categories
 - [-] Data export
 - [-] Deposit List
 - [-] Hotel confirmation list
 - [-] Hotel notches
 - [-] **Payment methods choice**
 - [-] Process deposit payment

Payment method	Available online	Available to conf.	
Bank Transfer	Y	Y	<input checked="" type="checkbox"/>
Cash	N	Y	<input type="checkbox"/>
Credit Card	N	Y	<input checked="" type="checkbox"/>
Sponsored by Industrial Exhibitor	N	Y	<input type="checkbox"/>
POS Credit card	N	Y	<input type="checkbox"/>
Waived	N	Y	<input type="checkbox"/>
BANK TRANSFER	Y	Y	<input type="checkbox"/>

Add





SPMS ACCOMMODATION MODULE – Administrator side

Available Hotels

- Add, edit, drop Hotel: name, description, category, web site, ...

[Logout](#) [Sea](#)

<input type="checkbox"/>	Hotel Name	Category	Phone Num.	Se
	Best Western City Hotel	4 star	0039 010 584707	DBL DUS Assoc
	Best Western Metropoli	3 star superior	0039 010 2468888	DBL DUS SGL Assoc
	Grand Hotel Savoia	5 star	0039 010 261641	DBL DUS Assoc

Hotel name:

Select hotel category:

Hotel director:

National id Number:

Address:

Add. Number:

Town:

Province:

Country:

VAT id number:

Phone:

Fax:

E-mail:

Website:

Description:










SPMS ACCOMMODATION MODULE – Administrator side

Available Hotels

- Add, edit, drop Hotel: name, description, category, web site, ...
- Associate available services to each hotel

[Logout](#) [Search](#) [My Schedule](#) [Home](#) [Find Profiles](#)

	Hotel Name	Category	Phone Numb.	Services	Rooms	Hotel Notches	
	Best Western City Hotel	4 star	0039 010 584707	DBL DUS Associate/Modify	40 Modify/Remove	Show	
	Best Western Metropoli	3 star superior	0039 010 2468888	DBL DUS SGL Associate/Modify	30 Modify/Remove	Show	
	Grand Hotel Savoia	5 star	0039 010 261641	DBL DUS Associate/Modifv	30 Modify/Remove	Show	





SPMS ACCOMMODATION MODULE – Administrator side

Available Hotels

- Add, edit, drop Hotel: name, description, category, web site, ...
- Associate available services to each hotel
- Manage the hotel rooms

Room id	Booking status	From	To	Registrant	Description	Start Date	End date	Configurations	
35	Conf:N -- First choice	22-JUN-08	27-JUN-08	Rowland James	<input type="text"/>	21-JUN-08	28-JUN-08	DBL DUS	✓
36	Conf:N -- First choice	22-JUN-08	25-JUN-08	Del Bianco Massimo	<input type="text"/>	21-JUN-08	28-JUN-08	DBL DUS	✓
37					<input type="text"/>	21-JUN-08	28-JUN-08	DBL DUS Modify/Remove	✗
38					<input type="text"/>	21-JUN-08	28-JUN-08	DBL DUS Modify/Remove	✗





SPMS ACCOMMODATION MODULE – Administrator side

Available Hotels

- Add, edit, drop Hotel: name, description, category, web site, ...
- Associate available services to each hotel
- Manage the hotel rooms
- Show the rooms status
 - Listing all the hotel rooms
 - Hotel notches



SPMS ACCOMMODATION MODULE – Administrator side

Hotel notches

This feature show the room status during the room availability period (free, booked), for a selected hotel.

Also show the person who booked the room and the services requested.

The name in italic font means that there is no a confirmed reservation

Hotel Helvetia								
JUNE /2008								
Person/day	21	22	23	24	25	26	27	28
DUS								
152 - Keil Boris	-	X	X	X	X	X	-	-
153 - Heine Robert	-	X	X	X	X	X	-	-
154 - Bousonville Michael	-	X	X	X	X	X	-	-
SGL								
155 - Hanna Samy	-	X	X	X	X	X	-	-
DBL								
<i>156 - Loboda Alexandre</i>	-	X	X	X	X	X	-	-
DUS								
157 - Mathot Serge	-	X	X	X	X	X	-	-
158 - Nolden Fritz	-	X	X	X	X	X	-	-
SGL								
159 - Artoos Kurt	-	X	X	X	X	X	-	-
DBL								
160 - Namkung Won	-	X	X	X	X	X	-	-
DUS								
<i>161 - Koenig Hans</i>	-	X	X	X	X	X	-	-
162 - Zimmermann Frank	-	X					-	-
163 - Angelova Gergana	-	X	X	X	X	X	-	-
164 - Luedeke Andreas	-	X	X	X	X	X	-	-
165 - Casagrande Fabio	-	X	X	X	X	X	-	-
DBL								
<i>166 - Trubnikov Grigory</i>	X	X	X	X	X	X		-

ted)





SPMS ACCOMMODATION MODULE – Administrator side

Data Export: csv file to use for:

Pre Selection

Rooming List (confirmed choices or first choice if there are no confirmed choice)

Hotel Filter

Financial Check (all processed or reversed record)

Consider deleted reversed records

Filter choices

Confirmed Yes No Both

Processed Yes No Both

Reversed Yes No Both

Choice Order First Choice Second Choice Third Choice

export

Rooming List

the file will be used as a summary list of booked rooms.

Financial Check

the file will be managed by the accounting department, it contains all payments fields

It is possible to export partial data, according to a selected filter





SPMS ACCOMMODATION MODULE – Administrator side

Summary statistics

for each hotel category the report shows

- The number of booked, free and total rooms
- The process status (processed, only confirmed, to confirm)
- Payments statistics grouped by method of payments

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Rooms				Booking process			
Hotel Categories	Booked rooms	Free rooms	Total rooms	Processed	Only Confirmed	To be confirmed	Total booking
4 star	160	3	163	156	0	3	159
5 star	37	-2	35	34	1	2	37
3 star	79	0	79	78	1	0	79
3 star superior	29	1	30	29	0	0	29
4 star superior	45	1	46	45	0	0	45

Methods of payment	Due	Processed	Pending	Reversed	Reversed (with reversed deleted record)
Credit Card	44609	44459	150	150	150
Bank Transfer	14675.29	13663.29	1012		





SPMS ACCOMMODATION MODULE – Administrator side

Hotel Confirmation List

This is the main control console for accommodation manager

Move to another room

Confirm Room choice

	registrant	Hotel	Category	Room type	Confirmed	Start date	End date	Booking date	Payment date	Payment	Voucher	Notes	
Move	Keil Eberhard	2 Hotel Bristol Palace	4 star	418 DUS	<u>N</u>	22-06-2008	27-06-2008	28-03-2008	28-03-2008	Credit Card Details		Add	✗
Reverse	Kelliher David	1 Hotel Bristol Palace	4 star	406 DUS	Y	22-06-2008	28-06-2008	13-03-2008	13-03-2008	Credit Card Details	Show	Add	✓
Reverse	Ko In Soo	1 Hotel Continental	4 star	551 DUS	Y	22-06-2008	28-06-2008	28-02-2008	28-02-2008	Credit Card Details		Add	✓
Move	Koenig Hans	1 Hotel Helvetia	3 star	161 DUS	<u>N</u>	22-06-2008	27-06-2008	29-02-2008	Add	Bank Transfer		Add	✗
Move	Koenig Hans	2 Best Western Metropoli	3 star superior	284 SGL	<u>N</u>	22-06-2008	27-06-2008	29-0				Add	✗
Move	Koenig Hans	3 Hotel Astoria	3 star	111 DUS	<u>N</u>	22-06-2008	27-06-2008	29-0				Add	✗
Reverse	Kotzian Gerd	1 Hotel Astoria	3 star	108 DUS	Y	22-06-2008	27-06-2008	06-02-2008	Add	Credit Card Details		Add	✓
Reverse	Koutchouk Jean-Pierre	1 Hotel Continental	4 star	559 DUS	Y	22-06-2008	27-06-2008	18-03-2008	18-03-2008	Credit Card Details	Show	Add	✓
Reverse	Kramer Stephen L.	1 Hotel Bristol Palace	4 star	400 DBL	Y	22-06-2008	27-06-2008	13-02-2008	13-02-2008	Credit Card Details		Add	✓
Process	Move Kupferberg Saul	1 Hotel Jolly Marina	4 star superior	186 DUS	<u>Y</u>	21-06-2008	26-06-2008	28-03-2008	28-03-2008	Credit Card Details		Add	✓
Reverse	Kurennoy Sergey	1 Hotel Continental	4 star	552 DBL	Y	21-06-2008	28-06-2008	28-02-2008	28-02-2008	Credit Card Details		Add	✓

Show payments details
Voucher, Notes, ...

Process payment

Change reservation period



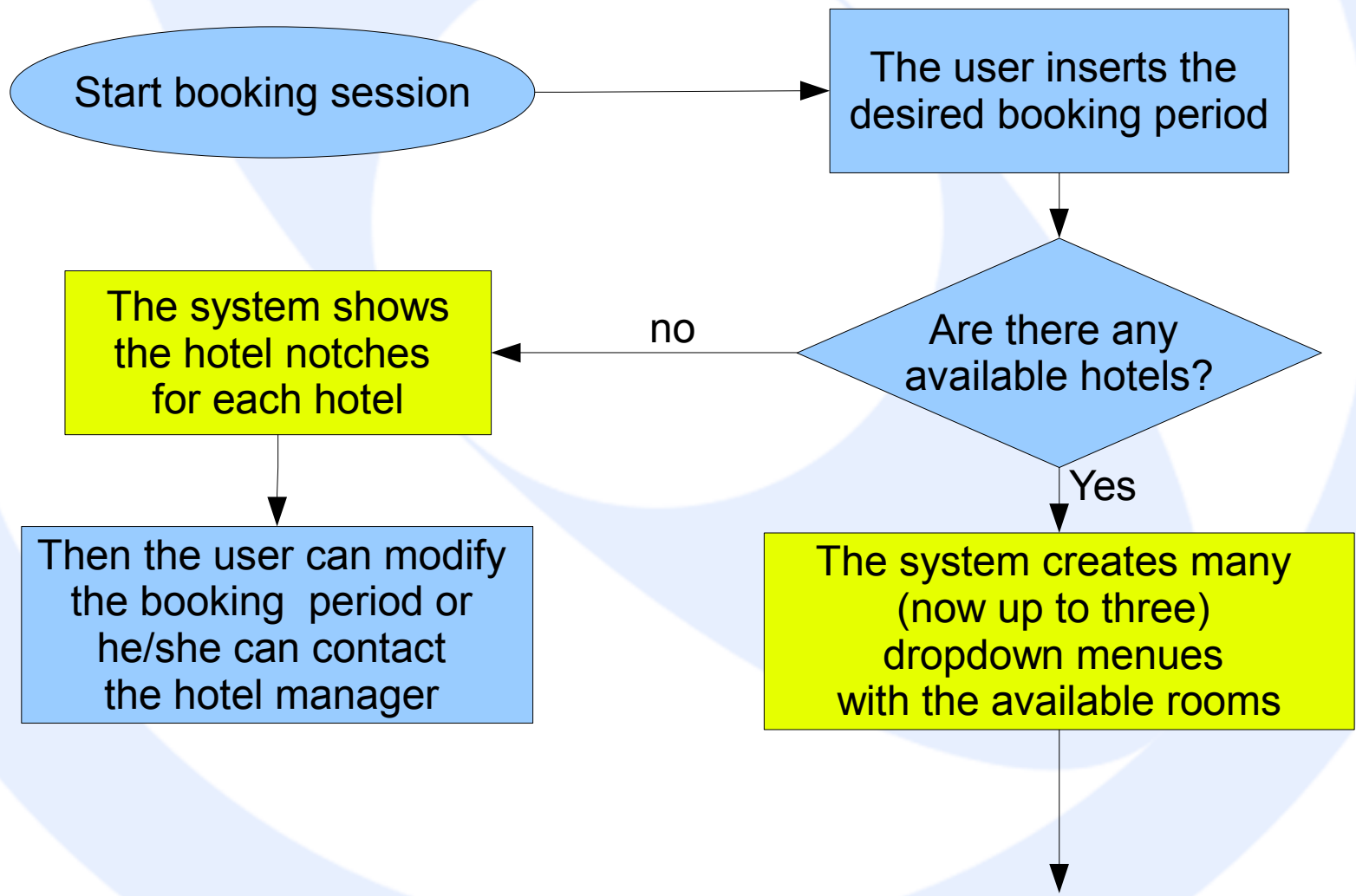


SPMS ACCOMMODATION MODULE – Final user side

- One room booked for each work session
- The user doesn't communicate directly with the hotel but he sends the request to the accommodation Manager

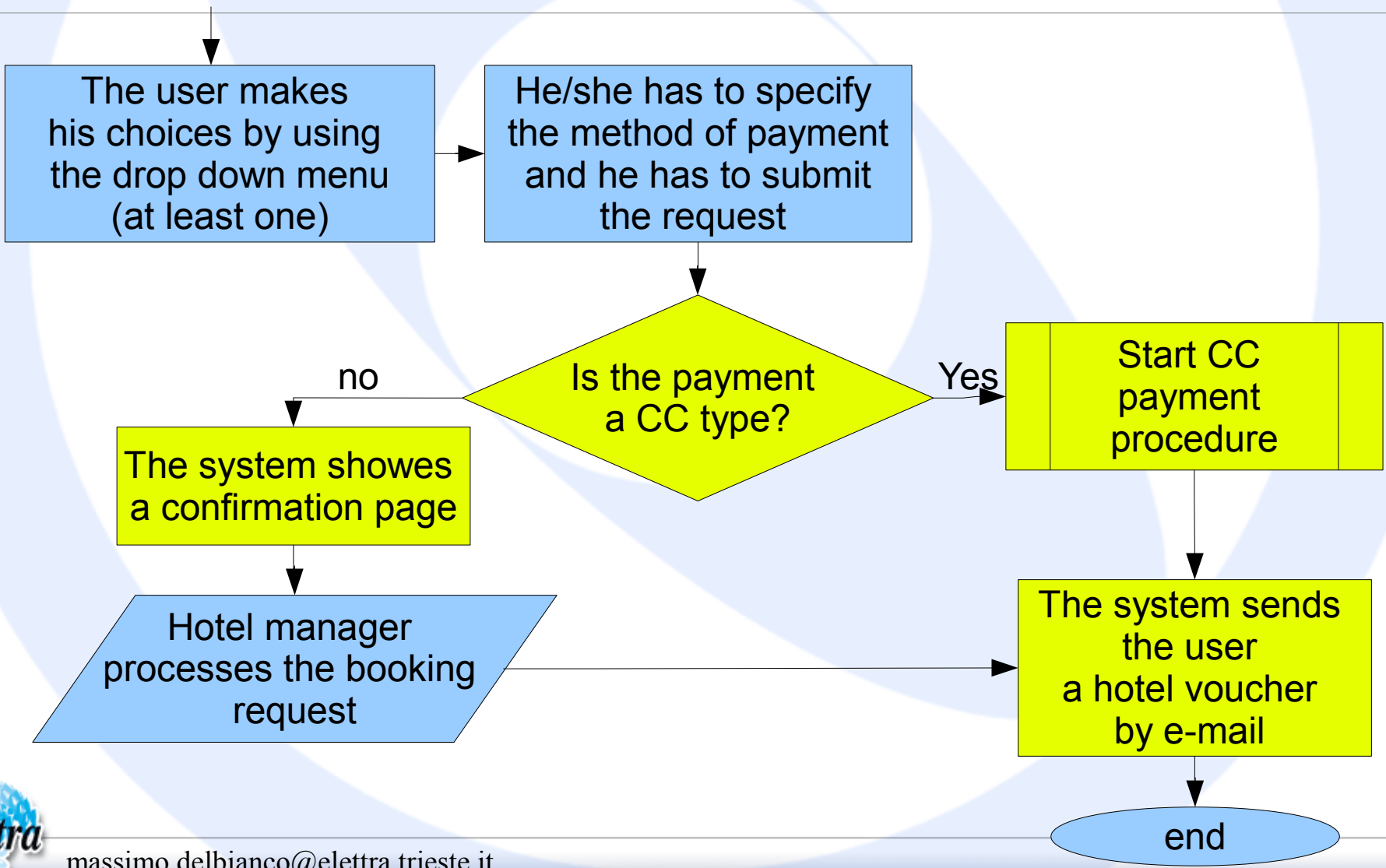


SPMS ACCOMMODATION MODULE – Final user side





SPMS ACCOMMODATION MODULE – Final user side





SPMS ACCOMMODATION MODULE – The choices

- The system suggests and assigns the rooms that best fit the needs (minimum number of free nights)
- A room is considered booked for a specific period if there is a confirmed reservation or if there is a first choice by someone
- Only the hotel manager can reverse or modify a user booking choices (periods, rooms, ...)
- The number of possible choices is now three – to be parametrized