

Hotel timetable

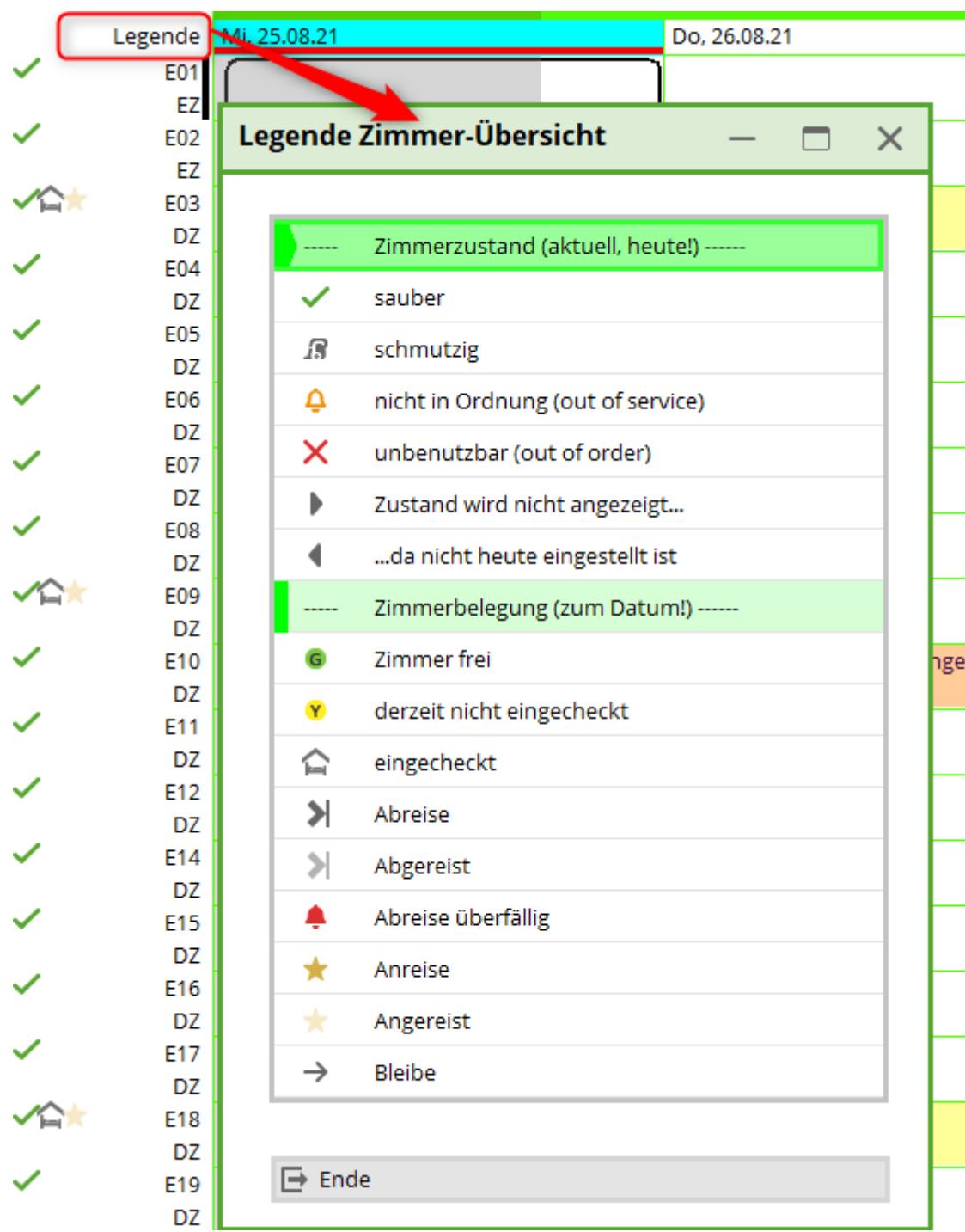
Installation Hotel - Timetable

PC CADDIE takes care of the installation of the hotel timetable for you.

Legende		Mo, 25.08.21	Do, 26.08.21	Fr, 27.08.21	Sa, 28.08.21	So, 29.08.21	Mo, 30.08.21
✓	E01						
✓	EZ						
✓	E02						
✓	EZ						
✓	E03		ⓘ Richter, Heike (-), Markgräflerland, GC		ⓘ Doppelbelegung		
✓	DZ						
✓	E04						
✓	DZ						
✓	E05						
✓	DZ						
✓	E06						
✓	DZ						
✓	E07						
✓	DZ						
✓	E08						
✓	DZ						
✓	E09		ⓘ Moser, Daniel (-), PC				
✓	DZ						
✓	E10			ⓘ Spangenberger, Marc Doppelbelegung			
✓	DZ						
✓	E11						
✓	DZ						
✓	E12						
✓	DZ						
✓	E14						
✓	DZ						
✓	E15						
✓	DZ						
✓	E16						
✓	DZ						
✓	E17						
✓	DZ						
✓	E18		ⓘ Richter, Heike (-), Markgräflerland, GC				
✓	DZ						
✓	E19						
✓	DZ						
<	...						

The legend

The icons on the left-hand side vary - double-click on the word to display the legend. **Legend**



Information column on the room lists

In the Information column you will see dark blue and light blue information. Dark blue information = Information for the general hotel booking. Light blue information = Individual information for this guest.

Enter the general information for a hotel booking here:

Referenz:	#B4HD2MTE	<input type="button" value=""/>	<input type="button" value=""/>
Anreise:	Fr 06.09.19	moda	Moser, Daniel
Abreise:	Sa 07.09.19	HK: Allergiker R: Vegetarier Sehr späte Anreise	
Nächte:	1		
Zimmer:	<input type="button" value=""/>	1	<input type="button" value=""/>

Enter the individual information of a guest here:

CRM | Details

Prev [F3] Next [F4]

09.19 individuelle An-/Abreisen einzelner Gäste des Zi.

09.19 Kategorie gebucht: EZ Einzel Standard

Kategorie Zimmer: DZ Doppel Standard

1 rike Richter, Heike Richter Heike 1 Info [F6]

Zusatz-Information: 06.09.19 Richter, Heike (E05)

Buchung | Kreditkarte | Marshal | Artikel | Details | Exchange

HK: immer 2. Kissen 2

Anzahl Buchungen: 0

Room list for HP guests

If a hotel guest (or several guests) books rooms with half board, there are two ways to enter the half board in the hotel booking. Regardless of which option you choose, the entry is always **R:HP** .

1. the guest (or a group) books one (or more) double rooms and half board applies to the entire booking - i.e. for both (or more) persons. To do this, use the left-hand text field for the booking. As shown here in the example - half board is calculated for 2 people.

Hotel Buchung

Referenz:	#UKDPZA2R	<input type="button" value=""/>
Anreise:	Fr 21.08.20	rike Richter, Heike 1 Info [F6]
Abreise:	Sa 22.08.20	R:HP 2 Info [F6]
Nächte:	1	
Zimmer:	<input type="button" value=""/>	1
Personen:	2	Ratecode: RACK
<input checked="" type="checkbox"/> bestätigt <input type="checkbox"/> Quelle (Source)		
<input type="checkbox"/> individuelle An-/Abreisen einzelner Zimmer der Buchung		
1. DZ E03 ✓ 2 Richter, Heike / Doppelbetr. 21.08.20 22.08.20		

Zimmer CRM Details Buchungen

Zimmer: E03 ✓ Prev [F3] Next [F4]

Anreise: Fr 21.08.20 individuelle An-/Abreisen einzelner Gäste des Zi.

Abreise: Sa 22.08.20 Kategorie gebucht: DZ Doppel Standard

Nächte: 1 Kategorie Zimmer: DZ Doppel Standard

Fr 21.08.20 ✓

1 rike Richter, Heike Richter Heike ✓ Info [F6]
180.00: Übernachtung DZ, 3 Gang Menü F7
2 Doppelbelegung ✓ Info [F6]
30.00: Sharer, 3 Gang Menü F7

F2

F11

F8

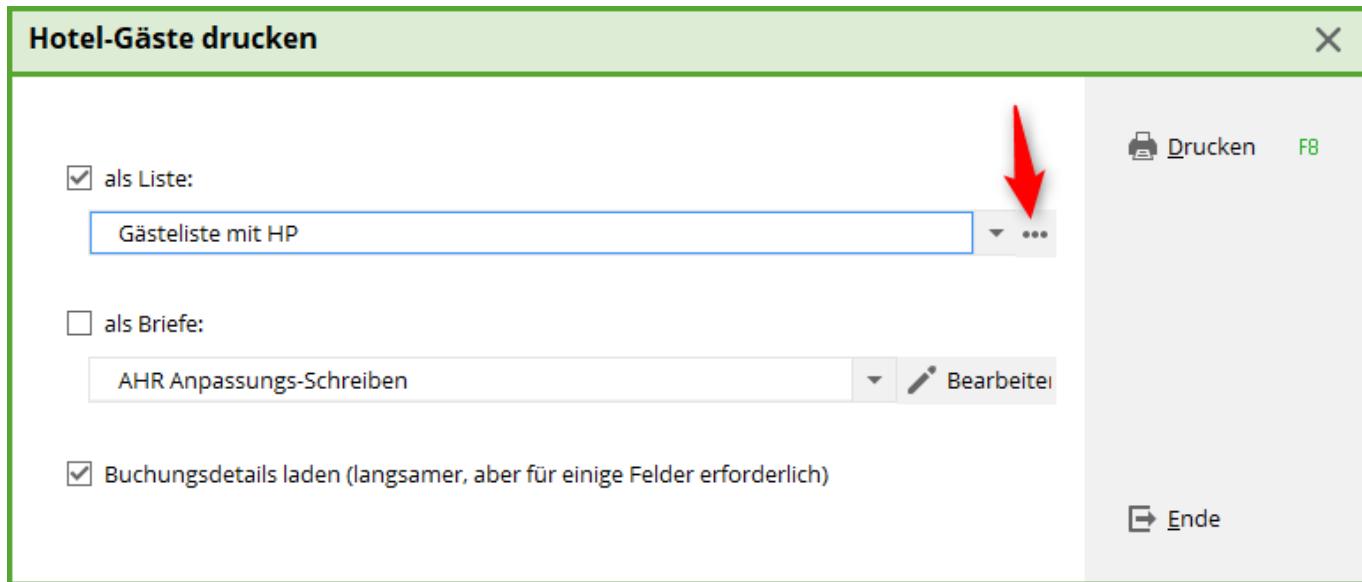
2. the guest (or a group) books one (or more) double rooms and the half-board is ONLY valid for single persons or rooms. To do this, use the info field in the booking. As you can see here in the example - the half board is calculated for 1 person.

The screenshot shows the 'Zusatz-Information' window for guest 'Richter, Heike (E03)'. The left panel displays guest details and booking counts. The right panel shows a list of bookings with a red circle labeled '1' over the first booking. The status bar on the right includes icons for OK, Save, Undo, Print, Check in, Book, Check out, Calculate, Cash, and ERP.

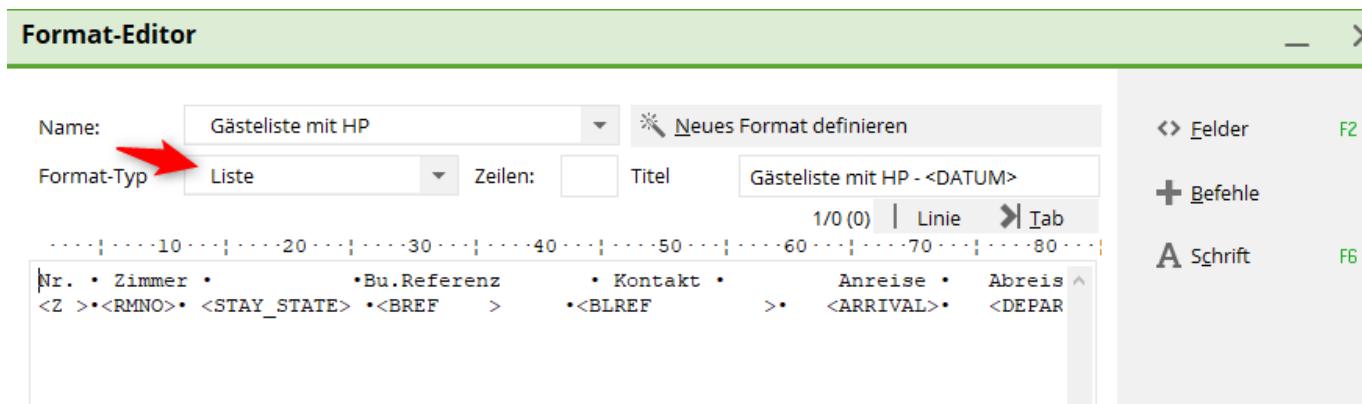
In the window **Timetable - Hotel Guests** window, you can see the number of guests on the respective day:

The screenshot shows the 'Hotel-Gäste' window for the date 21.08.20. It lists three guests: Richter, Heike (Doppelbelegung); Doppelbelegung; and Moser, Daniel. The right panel includes icons for Print, Room, Bookings, Area Overview, and Settings.

Or use the print function on the right:



The layout of this list looks like this (important is the format type: List):



and the different fields are these:

```

Nr. • Zimmer • •Bu. Referenz • Kontakt • Anreise •
Abreise • Aufenthalt
<Z>•<RMNO>• <STAY_STATE> •<BREF> > •<BLREF> >• <ARRIVAL>•
<DEPARTURE>•<STAY>

```

The printout of the list looks like this:

Gästeliste mit HP - 21.08.20

Nr.	Zimmer	Bu. Referenz	Kontakt	Anreise	Abreise	Aufenthalt
1	E03	Anreise	#UKDPZA2R	Richter, Heike	21.08.2020	22.08.2020
2	E03	Anreise	#UKDPZA2R	Doppelbelegung	21.08.2020	22.08.2020
3	E04	Anreise	#UUORR32S	Moser, Daniel	21.08.2020	22.08.2020

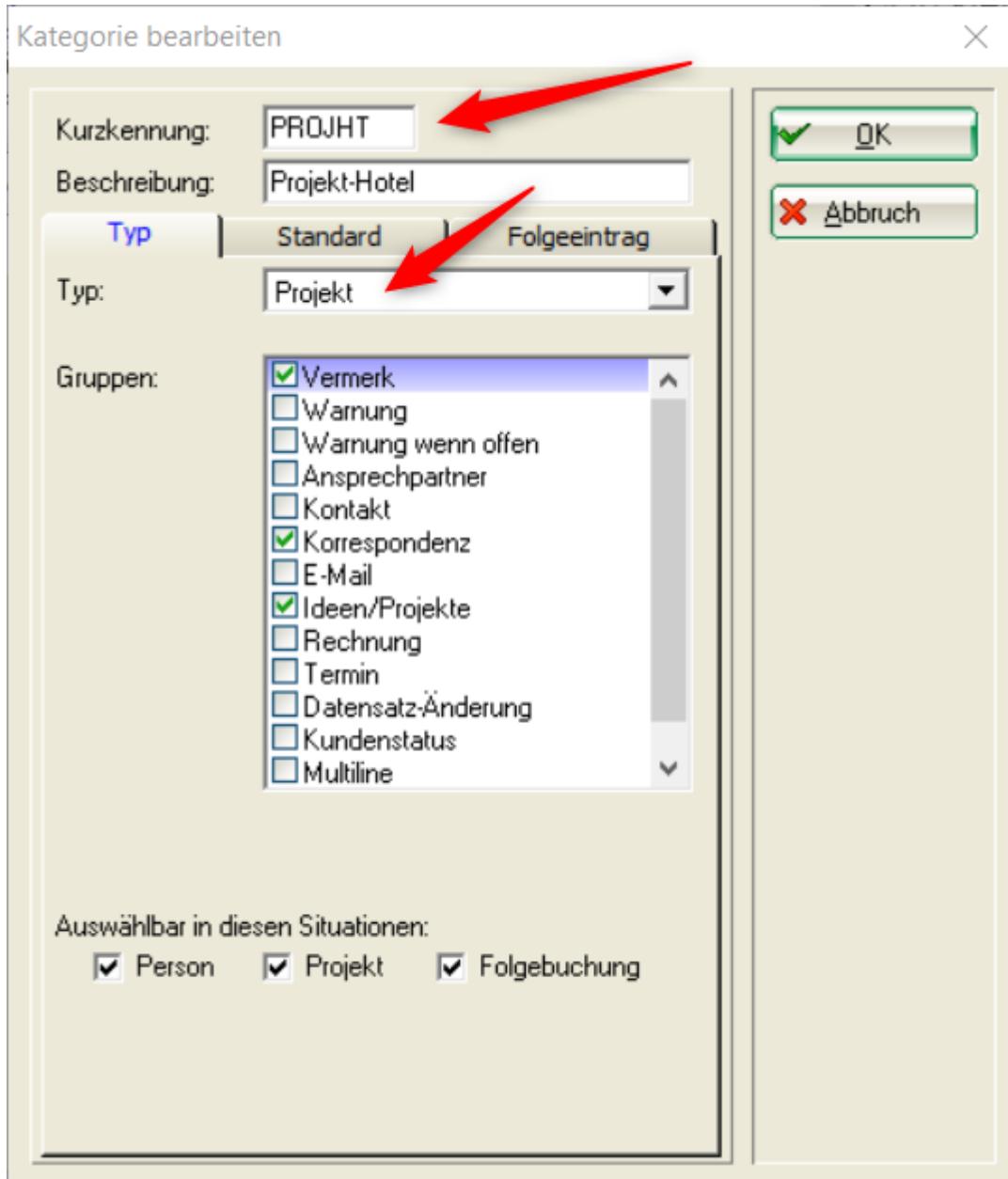
3 R:HP, 0 R:BB

Use of the CRM for hotel bookings

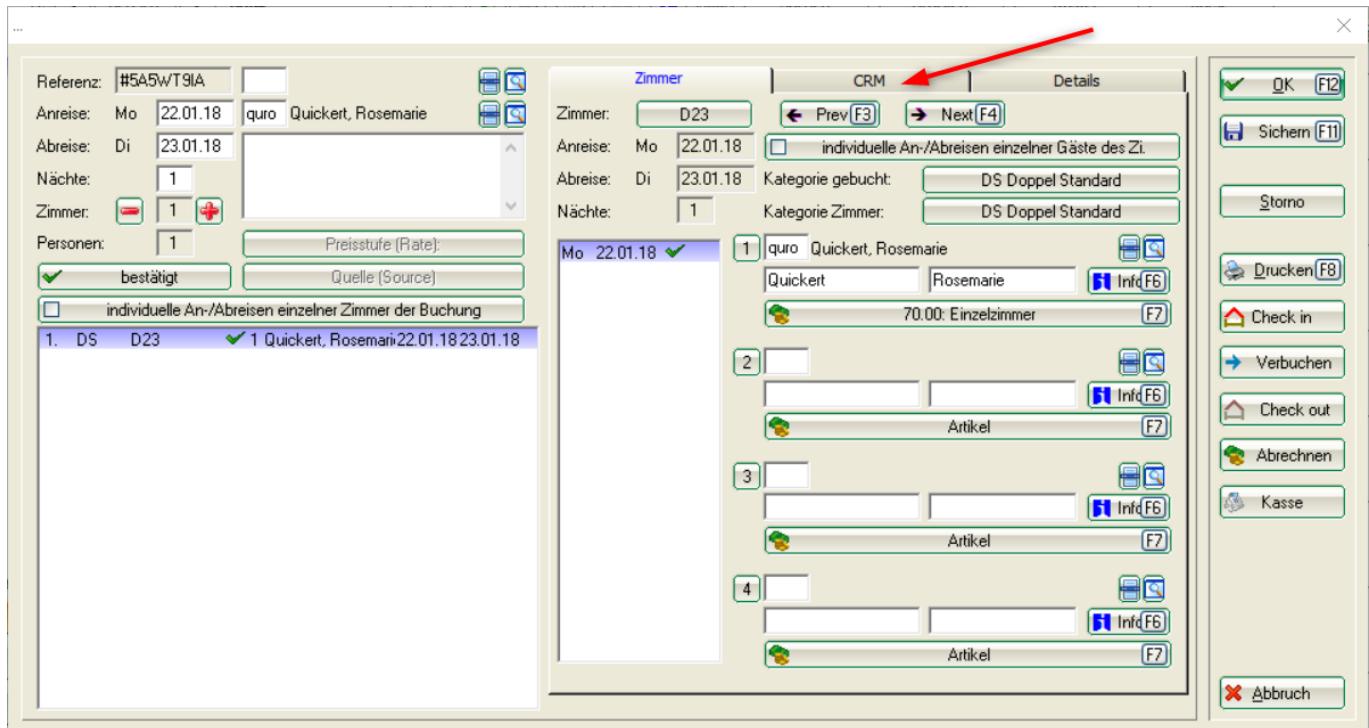
If the „Document Management Module“ (CRM) is licensed for your golf course, you can also use this for your hotel reservations, e.g. to be able to track every reservation confirmation.

Read about the module [Document management system CRM](#)

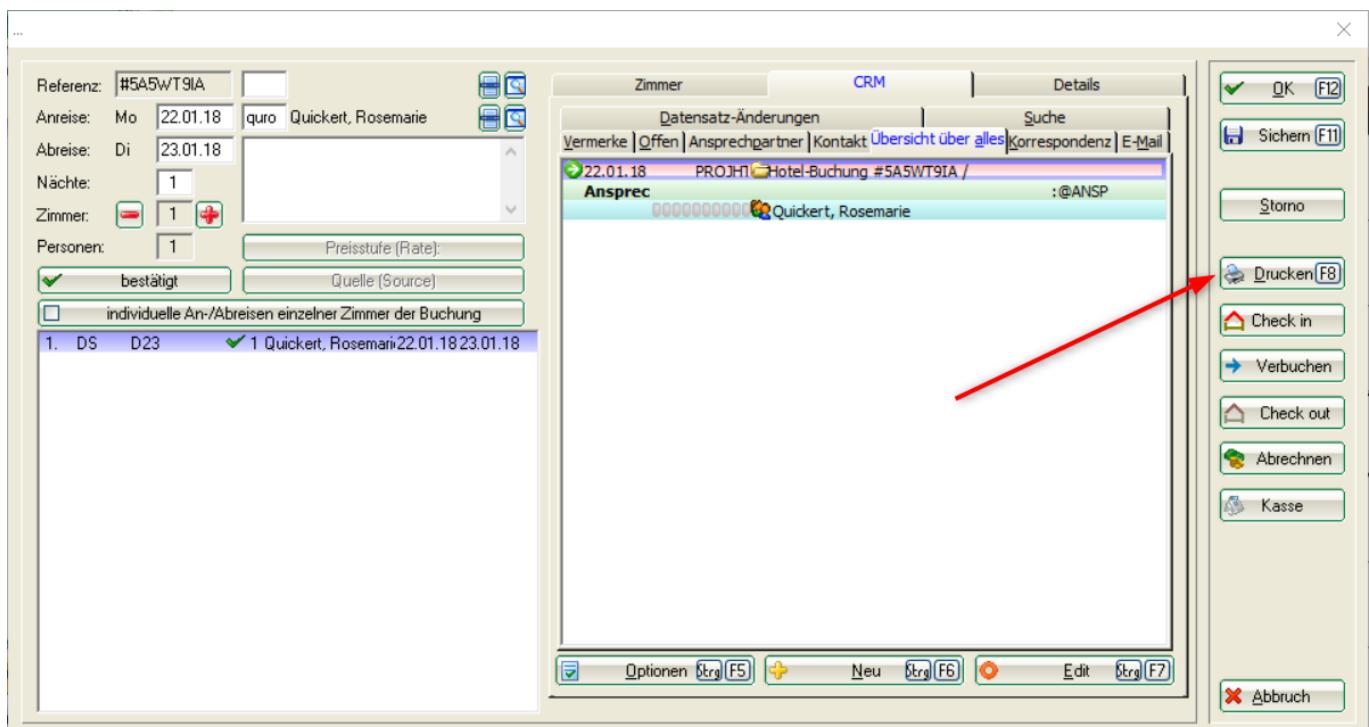
In order to be able to use the CRM for hotel reservations, a category **category** must be created, which essentially looks like this: The abbreviation must be PROJHT and the type must be set to PROJECT.



If you now click on **CRM** you will see that a project is automatically assigned to each reservation. Reservation confirmations can be saved here and can be tracked at any time.



The printouts can be saved here under the project. The printouts are automatically assigned the correct project number.



As soon as you **print** you can select the previously stored forms (ask our support).

Hotel-Buchung drucken

X

Adresse: Quickert, Rosemarie



Formular:

Bearbeiten

Ende

Drucken F8

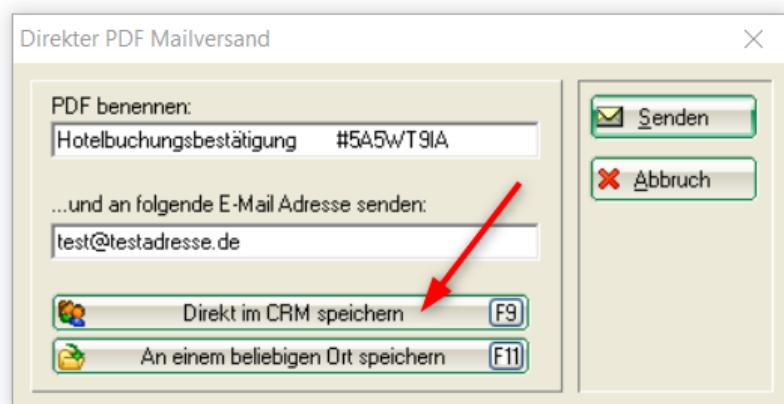
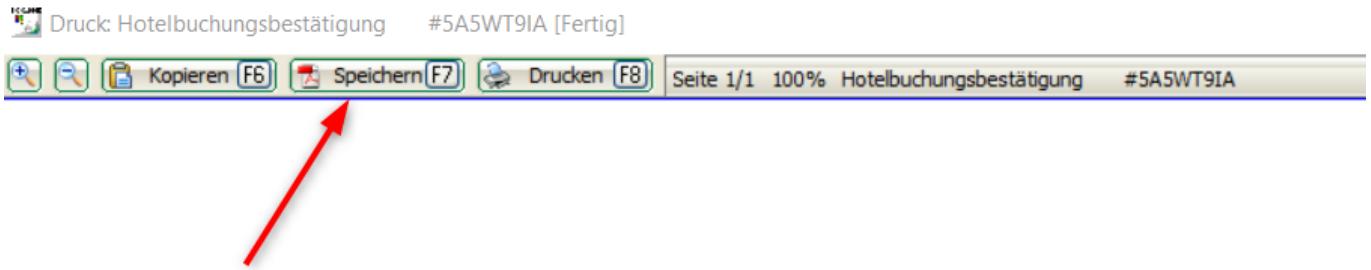
Hier können Sie auswählen:

- Hotelbuchung Artikelliste
- Hotelbuchung Gästeliste
- Hotelbuchungsbestätigung
- Kontenblatt mit mwst test
- Leerbrief
- MAHNUNG mit % Verzugszinsen
- Mahnung, 1. Stufe
- Mahnung, 1. Stufe plus %
- Mahnung, 1. Stufe plus 5 euro

Alphabetisch nach Name des ersten Gastes jedes Zimmers sortieren

Abbruch

Print as usual on the screen and save in CRM. The correct project is found automatically. The PDF is then open for further use and can be printed or sent by e-mail. The e-mail address of the hotel customer is already in the Windows clipboard and only needs to be inserted into the e-mail field with „CTRL and V“.



Frau
Rosemarie Quickett
Knechtberger Ring
85205 Weßling

Email: rq@pccaddie.com

Sehr geehrte Frau Quickett,

vielen Dank für Ihre Buchung in unserem Haus, die wir Ihnen gerne wie folgt bestätigen:

Ankunft: 22.01.2018

Abreise: 23.01.2018

Bestätigungsnummer: #5A5WT9IA

Die Nutzung unseres Sauna- und Fitnessbereiches ist ebenfalls in der Zimmerrate enthalten.
Auf unserer Anlage stehen Ihnen ausreichend kostenfreie Parkplätze zur Verfügung.
Wir halten Ihre Buchung garantiert für Sie aufrecht. Bis zwei Tage vor Anreise ist eine kostenfreie

In the CRM, you can see all stored printouts and also see whether the document is attached. Select the line with the desired printout and open it again with EDIT if required.

Hotel Buchung

Referenz: #5A5WT9IA	<input type="button" value=""/>	<input type="button" value=""/>
Anreise: Mo 22.01.18	Quo Quickert, Rosemarie	<input type="button" value=""/>
Abreise: Di 23.01.18		
Nächte: 1		
Zimmer: 1		
Personen: 1		
<input checked="" type="checkbox"/> bestätigt <input type="button" value="Preisstufe (Rate)"/>		
<input type="checkbox"/> individuelle An-/Abreisen einzelner Zimmer der Buchung		
1. DS D23 <input checked="" type="checkbox"/> 1 Quickert, Rosemarie 22.01.18 23.01.18		

Zimmer CRM Details

Datensatz-Änderungen Suche

Vermerke | Offen | Ansprechpartner | Kontakt | **Übersicht über alles** | Korrespondenz | E-Mail

22.01.18 PROJH1 Hotel-Buchung #5A5WT9IA /
 21.01.18 10:07 ATT Hotelbuchungsbestätigung #5A5WT9IA.pdf
 21.01.18 10:11 ATT Hotelbuchung Gästeliste #5A5WT9IA.pdf
 21.01.18 10:12 ATT Hotelbuchungsbestätigung2 #5A5WT9IA.pdf
Ansprechpartner :@ANSP
 Quickert, Rosemarie

Optionen **Strg**[F5] Neu **Strg**[F6] Edit **Strg**[F7]

OK **F12**
 Sichern **F11**
 Storno
 Drucken **F8**
 Check in
 Verbuchen
 Check out
 Abrechnen
 Kasse

 Abbruch