

HB769 - In House Guests - Confirmation No. 703480

Room No.

Name First Name CRS No.

Company Corp. No. Conf. No.

Group Block Mem. Type / No.

Source Arrival From Arrival To

Agent IATA No. Party

Contact Postal Code Communication

* Name	Alt. Name	Arrival	Departure	Status	Room	Room Type	Prs	Rm
* Akopian, Simon	Акопян, Симон П	29.04.23	30.04.23	CHECKED IN	2202	SDC	2/0	
* Egizarian, Veronika	Егизарян, Вероника	29.04.23	30.04.23	CHECKED IN	2202	SDC	0/0	
* Skoroplias, Svetlana	Скоропляс, Светлана	29.04.23	30.04.23	CHECKED IN	2204	DBC	0/0	
* Skoroplias, Pavel	Скоропляс, Павел	29.04.23	30.04.23	CHECKED IN	2204	DBC	2/0	
* Chebotareva, Iuliia	Чеботарева, Юлия	29.04.23	30.04.23	CHECKED IN	2205	DBC	0/0	
* Chebotarev, Mikhail	Чеботарев, Михаил	29.04.23	30.04.23	CHECKED IN	2205	DBC	2/0	
* Bokacheva, Nika	Бокачева, Ника	29.04.23	04.05.23	CHECKED IN	2206	DBC	0/0	
* Bokachev, Roman	Бокачев, Роман	29.04.23	04.05.23	CHECKED IN	2206	DBC	2/1	
* Bokacheva, Kseniia	Бокачева, Ксения	29.04.23	04.05.23	CHECKED IN	2206	DBC	0/0	
* Makarov, Miron	Макаров, Мирон	29.04.23	30.04.23	CHECKED IN	2207	DBC	0/0	
* Makarov, Ivan	Макаров, Иван	29.04.23	30.04.23	CHECKED IN	2207	DBC	2/1	
* Makarova, Valeria	Макарова, Валерия	29.04.23	30.04.23	CHECKED IN	2207	DBC	0/0	

Share with Egizarian, Veronika

Share Routing Comments No Post

Search Advanced Clear

New Cancel C/ Cancel

Profile Options Edit Close

1) Находим гостя и нажимаем кнопку Profile

DASYL

HB769 - In House Guests - Confirmation No. 703480

HB769 - Individual Profile ID - 729842

Individual

More Fields Stats & Info Contact

Address Information

Last Name First / Middle Pogosovici

Language / Title

Address

Home Address

HOM / State 61

Postal Cd. / Ext.

City

Internal Information

VIP Preferred Room

Job Title Mailing List

Salutation Date of Birth

Ref. Curr. ID Number

ID Expy Date

PMID

Card

Communications

MOBILEP

EMAILP

Active ☒ Contact ☐ History ☒

Notes

Attributes

Rate Code A/R No.

Member No. Last Room

Member Level Last Rate

Last Visit

History Information

Search Name First

Name

Akopian, Simon

Akovantsev, Timur

Aksenov, Zahar

Aksenova, Veronika

Options OK Save New Close

Заполняем и переходим по кнопкам которые обведены

HB769 - In House Guests - Confirmation No. 703480

HB769 - Individual Profile ID - 729842

Individual Search

More Fields Stats & Info Contact

More Fields

Identification Information

ID Type PAS Vehicle Reg.

ID Number XXXXXXXX40 Company

ID Delivered in RU

ID Expy Date 28.01.11 Дата выдачи

ID Issued Place 610-014 Код подразделения

Birth Place

Nationality RU

Visa no.

Gender m

OK Close

Aksenov, Zahar

Aksenova, Veronika

Last Visit

New

Close

Created By RSKORABLEV On 20.04.23 14:56 At HB769 Updated By ETSUB On 27.04.23 19:00 At HB769

Gender M для муж, F для жен

HB769 - In House Guests - Confirmation No. 703480

HB769 - Individual Profile ID - 729842

Individual Search

More Fields Stats & Info Contact

Address Information **Internal Information**

Last Name Akopian VIP Preferred Room

First / Middle Simon

Language / Title R

Address

Home Address

HOM / State RU

Postal Cd. / Ext.

City

Alternate Name

Name Akopian, Simon

Alt. Name Акопян

Alt. First Симон Погосович

Alt. Middle

Alt. Language R Alt. Title

Alt. Salutation

Alt. Env. Greeting

OK Close

Search Name

Name

Akopian, Simon

Akovantsev, Timur

Aksenov, Zahar

Aksenova, Veronika

Member No. Last Room

Member Level Last Rate

Last Visit

Options

OK

Save

New

Close

Created By RSKORABLEV On 20.04.23 14:56 At HB769 Updated By ETSUB On 27.04.23 19:00 At HB769

Заполняем ФИО, сохраняем Profile

HB769 - In House Guests - Confirmation No. 703480

Room No. Name First Name CRS No.

Company Group Source Agent Contact

HB769 - Reservation Options

Accompanying	Add On	Agent/Company
Alerts	Attachments	Billing
Changes	Confirmation	Credit Cards
Delete	Deposit/CXL	Facility Scheduler
Fixed Charges	History	Housekeeping
Messages	Package Option	Party
Privileges	Pro-Forma Folio	Rate Info.
Register Card	Resync	Room Mgt
Routing	Shares	Traces
Waitlist	Wake-up Call	

Close

Routing Comments No Post

Переходим в Options -> Shares

HB769 - In House Guests - Confirmation No. 703480

HB769 - Share Confirmation No. 703480

Room Details

Room	Room Type	Occupied From	Occupied To
2202	SDC	29.04.23	30.04.23

Nightly Rate Details

Rate From	Effective To
23	29.04.23

Share Reservation Details

Name	Arrival	Departure	Status	Adults	Children	Rate Code	Rate
Akopian, Simon	29.04.23	30.04.23	Checked In	2	0	TRA1_V0	9,900.00

Fixed Rate

Routing Comments No Post

Нажимаем Combine -> No

HB769 - In House Guests - Confirmation No. 703480

Room Details

Room	Room Type	Occupied From	Occupied To
2202	STD	29 04 23	30 04 23

HB769 - Combine Share Reservations

From ☒ Profile ☐ Reservation ☐ Search Guest Profile

Name Title

First Name

Adults Children

Res. Type Non Guaranteed

Payment Cash ☒ No Post

Credit Card No. Custom Ref.

Exp. Date

OK Close

Share Reservation

Name

Akopian, Simon

Fixed Rate

Routing Comments No Post

Пишем имя и фамилию, остальное строго как на шаблоне

HB769 - Profile Search

Name City / Postal Cd. Client ID.

First Name Mem. Type / No. IATA No.

View By Keyword Corp No.

☐ Neg. Rates ☒ Show Inactive Communication A/R No.

☐ A/R No. Passport No. Tax ID

☐ Has Hierarchy

Search Clear

\$	Name	Alt. Name	Address	City	Postal Code	Company	A/R No.

Future

Room	Room Type	Arrival	Departure	Rooms	Status	Group/Company	Travel/Source

Resv. OK New Edit Close

Search (если такого профайла нет то -> New)

HB769 - Profile Search

HB769 - Individual Profile

Individual

More Fields Stats & Info Contact

Address Information

Last Name: Egizarian
 First / Middle: Veronika Pogpsovn
 Language / Title: R
 Address: Golubye Dali 10-49
 HOM / State: RU 23
 Postal Cd. / Ext.:
 City: Sochi

Internal Information

VIP:
 Job Title:
 Salutation:
 Ref. Curr.: RUB
 Preferred Room:
 Mailing List:
 Date of Birth: 26.07.90
 ID Number: XXXXXXXXX63
 ID Expy Date: 27.07.10
 PMID:
 Card:
 Communications:
 для шеры
 не надо
 Active: ☒ Contact: ☐ History: ☒
 Notes:

Search Name First
 Name

Attributes

Rate Code: A/R No.:
 Member No.: Last Room:
 Member Level: Last Rate:
 Last Visit:

History Information

Options
 OK
 Save
 New
 Close

Created By On At Updated By On At

Заполняем профайл как заполняли выше -> Ок

HB769 - In House Guests - Confirmation No. 703480

HB769 - Share Confirmation No. 704202

Room Details

Room	Room Type	Occupied From	Occupied To
2202	SDC	29.04.23	30.04.23

Nightly Rate Details

Nightly Rate	Share Rates	Effective From	Effective To
9,900.00	Full	29.04.23	29.04.23

Share Reservation Details

Name	Arrival	Departure	Status	Adults	Children	Rate Code	Rate
Akopian, Simon	29.04.23	30.04.23	Checked In	2	0	TRA1_V0	9,900.00
Egizarian, Veronika	29.04.23	30.04.23	Non	0	0	TRA1_V0	0.00

Fixed Rate

Check In

Entire
 Split
 Full
 Combine
 Break Shr.
 Resv.
 OK
 Close

Routing Comments Add Post

Нажимаем Check in

HB769 - In House Guests - Confirmation No. 703480

HB769 - Share Confirmation No. 704202

Room Details

Room	Room Type	Occupied From	Occupied To
2202	SDC	29.04.23	30.04.23

HB769 - Payment Method

Name: Egizarian, Veronika

Room: 2202

Method Of Payment: CA Cash

Credit Card No.:

Expiration Date:

Country: RU Origin: P

OK Close

Share Reservation Details

Name	Arrival	Departure	Status	Adults	Children	Rate Code	Rate
Akopian, Simon	29.04.23	30.04.23	Checked In	2	0	TRA1_V0	9,900.00
Egizarian, Veronika	29.04.23	30.04.23	Checked In	0	0	TRA1_V0	0.00

Fixed Rate

Заполняем как на шаблоне

DASYL

HB769 - In House Guests - Confirmation No. 703480

HB769 - Share Confirmation No. 704202

Room Details

Room	Room Type	Occupied From	Occupied To
2202	SDC	29.04.23	30.04.23

Nightly Rate Details

Nightly Rate	Share Rates	Effective From	Effective To
9,900.00 Full		29.04.23	29.04.23

Share Reservation Details

Name	Arrival	Departure	Status	Adults	Children	Rate Code	Rate
Akopian, Simon	29.04.23	30.04.23	Checked In	2	0	TRA1_V0	9,900.00
Egizarian, Veronika	29.04.23	30.04.23	Checked In	0	0	TRA1_V0	0.00

Fixed Rate

Готово!