

DASYL

Exit Reservations **Front Desk** Cashiering Rooms Management End Of Day Miscellaneous Setup Back Office Interface

HB769 - Arrivals - Confirmation No. 703271

HB769 - Reservation 703271 DUE IN

Name Kartashin Card Phone +79262451065 Agent
 First Name Sergey Member Type A1 Company
 Title M. HOM RU Member No. 30810316756338 Group
 Language E VIP Last Room New G Last Stay Source
 Email s.kartashkin@gmail.com Préférence Fumeur CLIENT CARD

More Fields Novotel Congress Krasnaya Polyar

Arrival 11.05.23 Thursday ETA 15:00
 Nights 4
 Departure 15.05.23 Monday ETD
 Adults 2 Grat. Child 0 Rms. 1
 Fixed Rate ☒ Block Code
 Rate Code RA4 TC / RMC
 Rate 3,060.00
 Packages Inspected
 Room Type DBBBC Upg. DBBBC
 Reason RTC Par
 DNM
 Room 2314 Suite With

Payment VA Credit Card No. XXXXXXXXXXXX9830
 Porteur Carte Exp. Date 10/23
 Sergei Kartashkin
 Voucher #
 Res.Type DEP Deposit Receiver
 REV TC Transient C
 DIS 1D Accorhotels.com
 PUR
 Réserve par https://all.accor.com
 Téléphone
 Confirmation

Guest Balance -12,240.00
 Disc. Amt. %
 Reason
 No Post ☒ Imp. Tarif ☒
 Ref. Dossier
 Preferences
 Features SMSKO
 Specials
 Item Inv.
 Resort fee 00
 Comments 12240py6**Check

Comments Deposit/Cxl Member No Post

Created By *TARS* On 16.04.23 00:59 Updated By DASYL On 12.05.23 01:11

Save OK
Options Close

Переходим к брони с Deposit

DASYL

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HB769 - Reservation 703271 DUE IN

Name Kartashin
 First Name Sergey
 Title M.
 Language E
 Email s.kartashkin@gmail.com

More Fields Novotel Congress Krasnaya Polyar

Arrival 11.05.23 Thursday ETA 15:00
 Nights 4
 Departure 15.05.23 Monday ETD
 Adults 2 Grat. Child 0 Rms. 1
 Fixed Rate ☒ Block Code
 Rate Code RA4
 Rate 3,060.00
 Packages
 Room Type DBBBC Upg. DBBBC
 Reason RTC Par
 DNM
 Room 2314 Suite With

HB769 - Reservation Options

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

Close

Comments Deposit/Cxl

Created By *TARS* On 16.04.23 00:59 Updated By DASYL On 12.05.23 01:11

Save OK
Options Close

Options -> Add On

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Name Kartashin Card Phone +79262451065 Agent
 First Name Sergey Member Type A1 Company
 Title M. HOM RU Member No. 3081031675633 Group
 Language E VIP Last Room New Gl Last Stay Source
 Email s.kartashkin@gmail.com Préférence Fumeur

More Fields

Arrival 11.05.23
 Nights 4
 Departure 15.05.23
 Adults 2 Grat. Child
 Fixed Rate ☒ Bl
 Rate Code RA4
 Rate 3,060.00
 Packages
 Room Type DBBCC
 Raison RTC
 DNM ☐
 Room 2314 Suite With Confirmation ☐

Comments Deposit/Cxl Member No Post

Created By *TARS* On 16.04.23 00:59 Updated By DASYL On 12.05.23 01:11

HB769 - Add On

Which of these reservation attributes do you want to copy?

Room Type PM

☒ Payment Method ☐ Packages
☒ Specials ☒ Item Inventory
☒ Custom Reference ☒ Guest Name
☒ Window/Room Routing Instructions
☒ Comments

OK Close

Client Card

Guest Balance -12,240.00
 c. Amt %
 Reason
 Post ☒ Imp. Tarif ☒
 Dossier
 Preferences
 Features SMSKO
 Specials
 Item Inv.
 Resort fee 00

Comments 12240py6**Chec

Save OK
 Options Close

Выбираем Room Type как PM, убираем галочку с Packages

DASYL

Exit Reservations **Front Desk** Cashiering Rooms Management End Of Day Miscellaneous Setup Back Office Interface

HB769 - Arrivals - Confirmation No. 703271

HB769 - Reservation

менюем телефон

Name Kartashin Card Phone +79262451065 Agent
 First Name Sergey Member Type Company
 Title M. HOM RU Member No. Group
 Language E VIP Source
 Email s.kartashkin@gmail.com Préférence Fumeur

менюем почту

Novotel Congress Krasnaya Polyar color_description

Arrival 11.05.23 Thursday ETA 15:00
 Nights 4
 Departure 15.05.23 Monday ETD
 Adults 0 Grat. Child 0 Rms. 1
 Fixed Rate ☒ Block Code
 Rate Code NORATE TZ / RMZ
 Rate 0.00
 Packages
 Room Type PM Upg. PM
 Raison RTC Par
 DNM ☐
 Room Suite With

Comments No Post

Created By DASYL On 12.05.23 01:17 Updated By DASYL On 12.05.23 01:17

Payment VA
 Credit Card No. XXXXXXXXXXXX9830
 Porteur Carte Exp. Date 10/23
 Sergei Kartashkin
 Voucher #
 Res.Type NON Non Guaranteed
 REV TC Transient C
 DIS ID D Accorhotels.com
 PUR
 Réserve par https://all.accor.com
 Téléphone
 Confirmation

Guest Balance 0.00
 Disc. Amt. %
 Reason
 No Post ☒ Imp. Tarif ☒
 Réf. Dossier
 Preferences
 Features SMSKO
 Specials
 Item Inv.
 Resort fee 00

Comments 12240py6**Chec

Save OK
 Options Close

Внимательно повторяем в местах, где подчеркнуто. Далее переходим в Room

OPERA PMS [Version 5.6.12.7] HB769 - Novotel Congress Krasnaya Polyana 11.05.23

Window

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Exit Reservations **Front Desk** Cashiering Rooms Management End Of Day Miscellaneous Setup Back Office Interface

HB769 - Available Rooms Search

Date 11.05.23 ETA 15:00
 Nights 4
 Room Class
 Room Type PM

FO Status
☐ Due Out
☒ Checked Out
☒ Vacant

Room Status
☒ Clean ☐ Pickup
☐ Dirty ☐ Inspected
☐ Out of Order ☐ Out of Service

Preferences
☒ Reservation ☐ Profile
 Features Specials
 Floor Smoking

☐ Connecting Rooms
☐ Room Conditions

Description Pay Master

Room	Room Type	HK Status	FO	Status	Floor	Features	Remarks
9015	PM	Clean	VAC				
9043	PM	Clean	VAC	CHECKED OUT			
9048	PM	Clean	VAC	CHECKED OUT			
9052	PM	Clean	VAC				
9053	PM	Clean	VAC				
9056	PM	Clean	VAC				
9061	PM	Clean	VAC				
9063	PM	Clean	VAC				
9065	PM	Clean	VAC				
9067	PM	Clean	VAC				
9068	PM	Clean	VAC				
9070	PM	Clean	VAC				

Exchange
 Floor Plan
 OK
 Close

Все PM в статусе Clean, выбираем любую

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 Adults 0 Grat. Child 0 Rms. 1
 Fixed Rate Block Code TZ / RMZ
 Rate Code NORATE Rate 0.00
 Packages
 Room Type PM Upg. PM
 Raison RTC Par
 DNM
 Room 9015 Suite With

Payment CA
 Credit Card No. Porteur Carte Exp. Date
 Voucher #
 Res.Type NON Non Guaranteed
 REV TC Transient C
 DIS 1D D Accorhotels.com
 PUR
 Réserve par https://all.accor.com
 Téléphone
 Confirmation

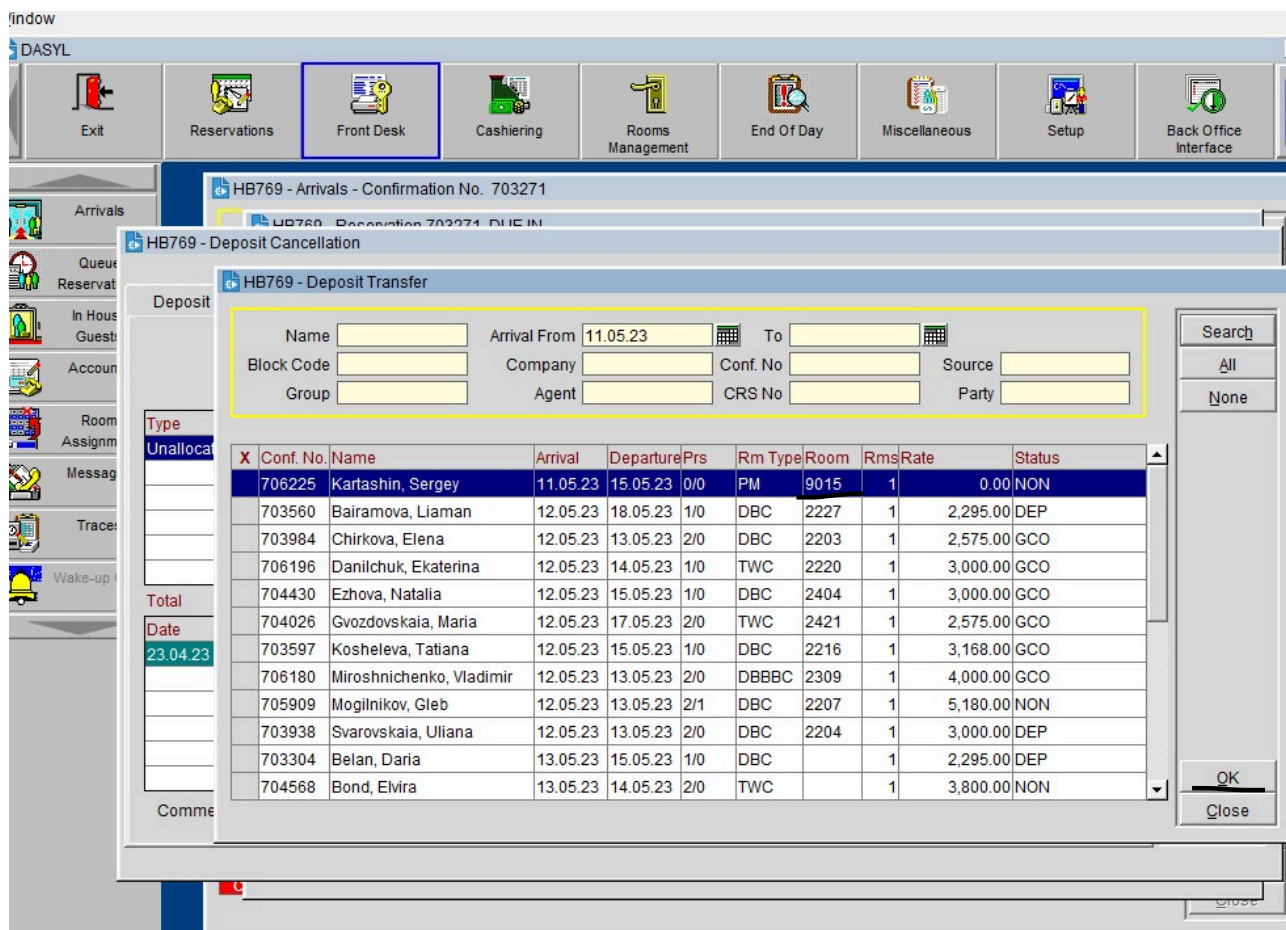
Guest Balance 0.00
 Disc. Amt. %
 Reason
 No Post Imp. Tarif
 Réf. Dossier
 Preferences
 Features SMSKO
 Specials
 Item Inv.
 Resort fee 00
 Comments 12240py6**Ched

Comments No Post

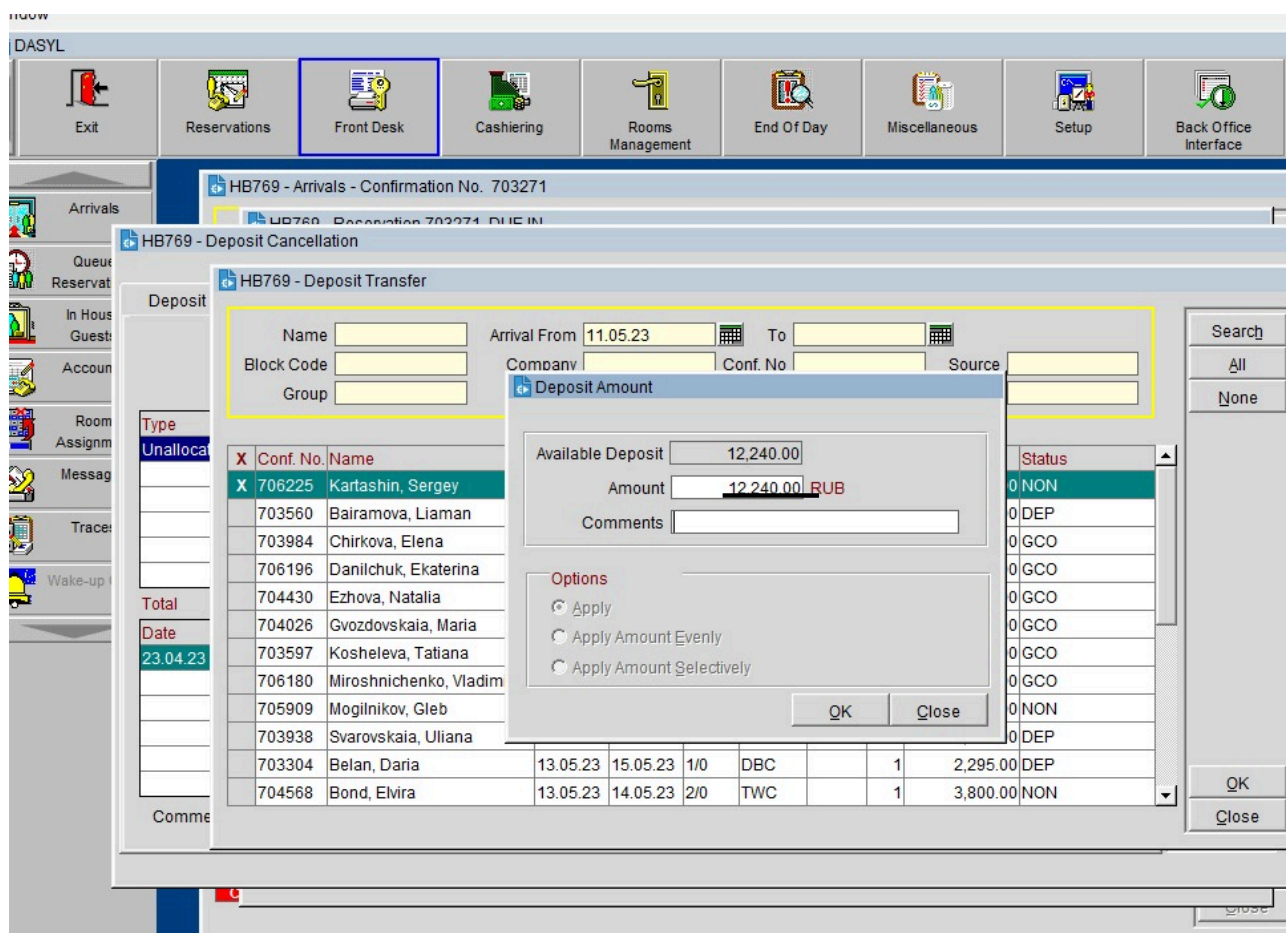
Created By DASYL On 12.05.23 01:17 Updated By DASYL On 12.05.23 01:17

Save OK
 Options Close

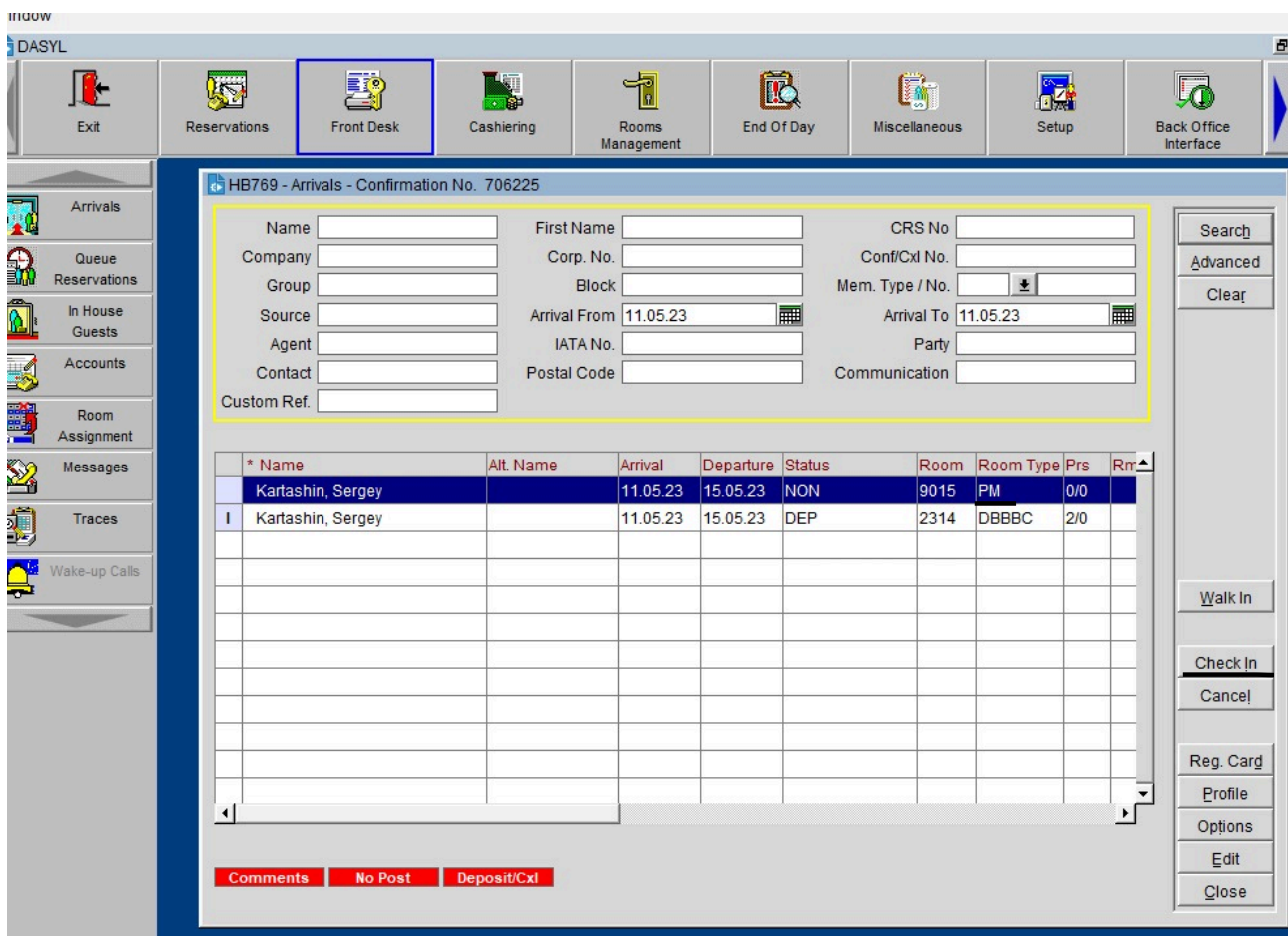
Нажимаем OK, создается бронь и падает в Arrivals



Находим нашу PM -> OK



Вводим всю сумму -> OK



Переходим в Arrivals и заселяем нашу РМ