

Instructional Guide

Cara melakukan reservasi kamar melalui HR Portal



Santika Indonesia

HOTELS & RESORTS

THE S A M A Y A

The *kayana*

THE ANVAYA



Hotel Santika



Hotel Santika

 **Kampi**
hotel

amaris**hotel**

HR PORTAL

Human Resources Information System



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Home Career Contact Us

Term of Use



KOMPAS GRAMEDIA

Pohon Kehidupan

"Enlightening picture"



Logo Pohon Kehidupan merupakan bentuk simplifikasi dari sebuah bentuk pohon, namun merupakan gabungan dari kelima logo values SC.

Login

Sign Up

NIK

NIK

Password

Password

Language

English

Login

Forgot Password

Lakukan Login dengan NIK dan Password Anda pada HR Portal



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Home

Menu

User Guide

Terms of Use

Help

Logout



KOMPAS GRAMEDIA

Good Afternoon
Fernando

Profile

Choose an option:

Managerial Self Service

Organization

KG University

The Best Employee

Time Management

Manpower Statistic

Employees Info

Remuneration

Scholarship

Legal

Links

Personal Data

Agustin
GM E-C

KOMPAS GR
RESORTS - Op
& P

Favourite



Do you have any questions about HR Portal? Ask here

Personal Info

Announcement

KG UNIVERSITY



Setelah login, masuk ke "Menu" lalu pilih "Links"



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Human Resources Information System



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Menu

User Guide

Terms of Use

Help

Logout



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Profile

All

Links

Recruiter

Wisma Reservation

PM Online

Inovasi

Booking Hotel



Do you have any questions about HR Portal? Ask here

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Kemudian pilih "Booking Hotel"



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Booking hotel

Select Hotel

All

Check-in Date

13

June

2019

Number of nights

1

Number of adults

2

Number of children

0

Promo Code

KKG

Book now

Cancel a booking

Pilih hotel yang Anda tuju

Pilih tanggal menginap

Masukkan jumlah berapa hari Anda menginap

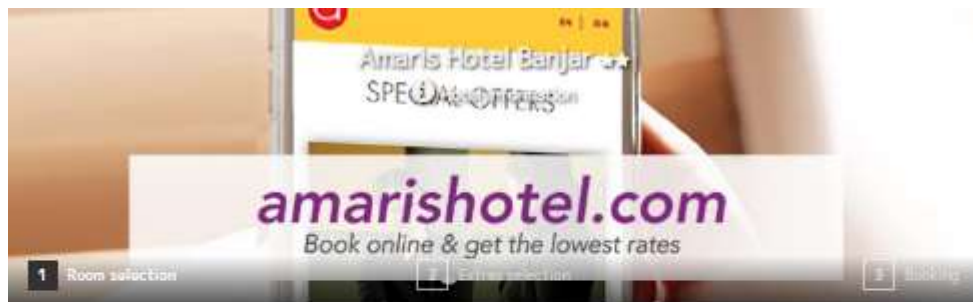
Masukkan jumlah tamu dewasa yang menginap

Masukkan jumlah tamu anak yang menginap

Masukkan kode "KKG"

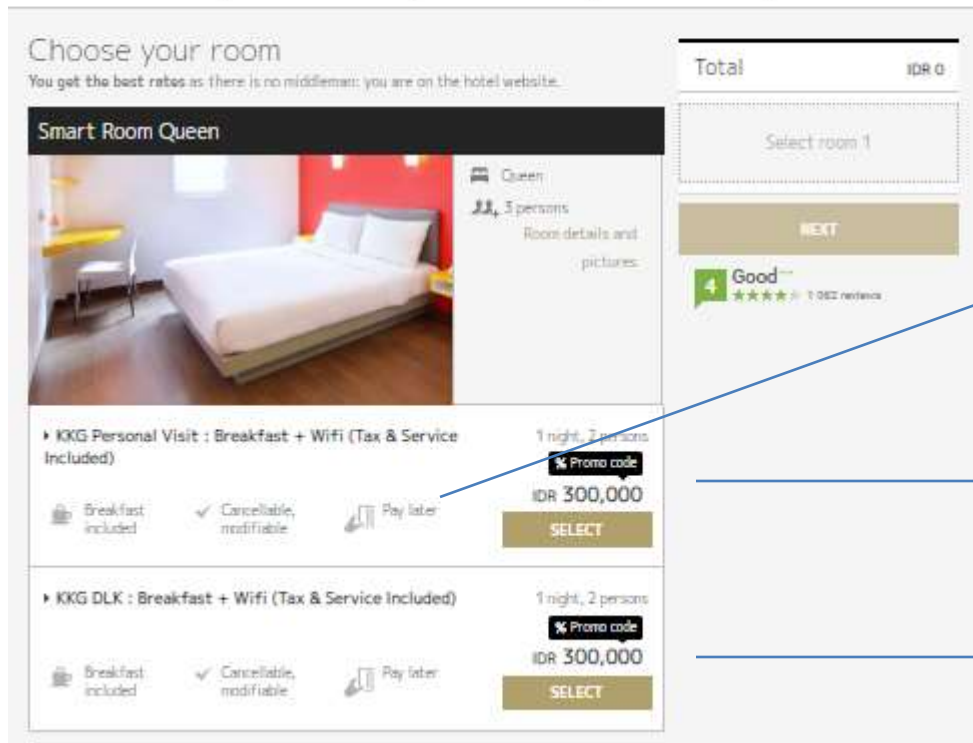


**Gambar terlampir adalah contoh*



Jika sudah klik “Book Now”, selanjutnya akan muncul halaman seperti ini.

Silakan untuk memilih Rate sesuai dengan kebutuhan.

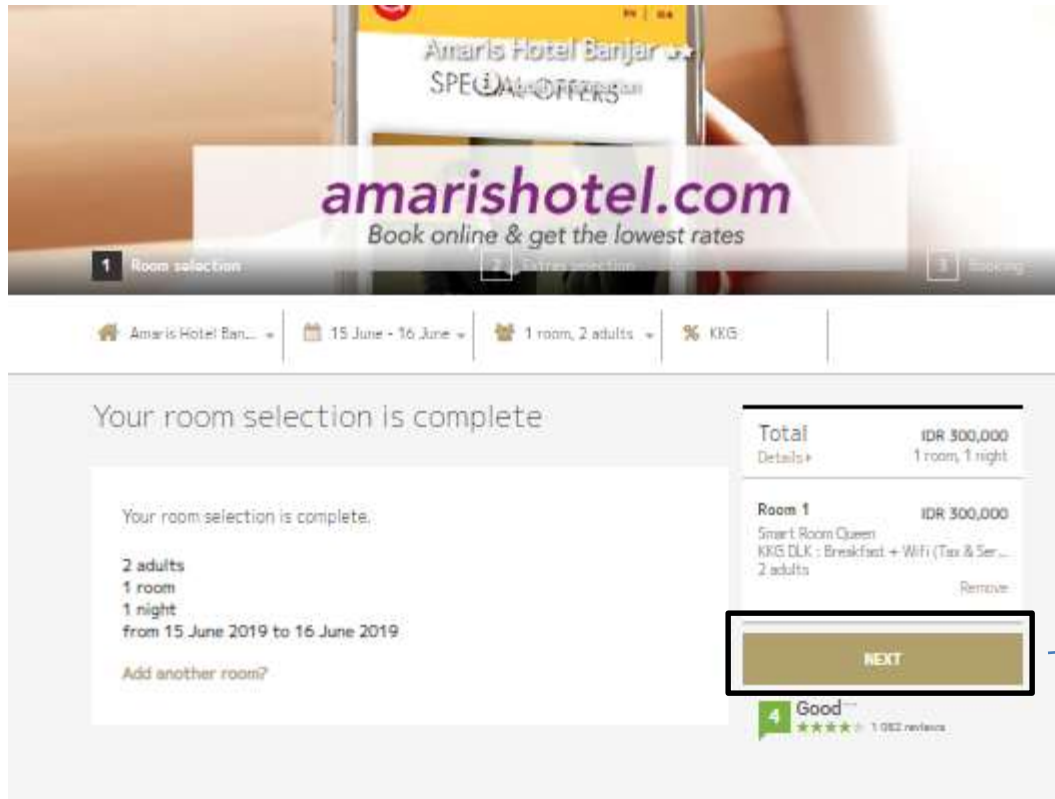


Pembayaran dilakukan di unit hotel.

Kamar dan rate harga untuk keperluan personal

Kamar dan rate harga untuk keperluan DLK

**Gambar terlampir adalah contoh*

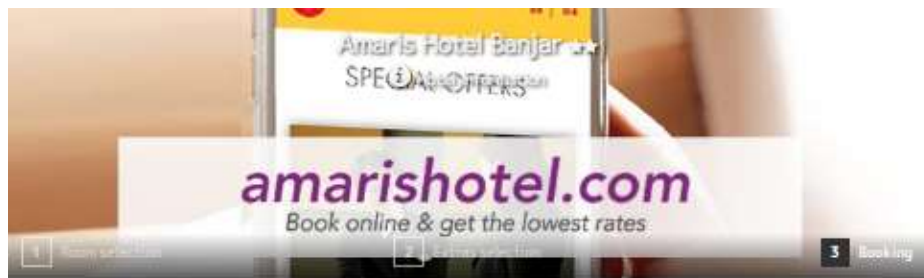


Jika sudah memilih salah satu kamar, selanjutnya akan muncul halaman ini.

Pastikan bahwa tanggal, jumlah tamu yang akan menginap, dan hotel yang akan Anda pilih adalah benar.

Klik next jika pesanan sudah sesuai

*Gambar terlampir adalah contoh



Finalize your stay
You get the best rates as there is no middleman: you are on the hotel website.

Your reservation - from 15 June 2019 to 16 June 2019

Amaris Hotel Banjar

Address: Jl. A Yani, Km. 7, Banjarmasin, 70254, Banjarmasin, Indonesia
Reception is open: 24/7
Check-in from: 14:00
Check-out before: 12:00
Spoken languages: English, Indonesian
Contact: +62 (62) 511 4282818
Website: <http://amarishotel.com>

Room 1 2 adults	Smart Room Queen Bedding options: Queen (subject to availability) KKS DLX : Breakfast + WiFi (Tax & Service Included) Breakfast included: Breakfast	IDR 300,000
---------------------------	--	--------------------

Total	IDR 300,000
Included: VAT	IDR 27,272.73
Included: Service Charge	IDR 24,793.39

4 Good
★★★★★ 1 062 reviews

Breakfast included
Breakfast

Pay later
Full payment will be done at the hotel.

Cancellable, modifiable
This offer can be cancelled or modified
free of charge until 13 June 2019, 00:00
(UTC+07:00).

Pastikan kembali pemesanan kamar Anda adalah benar.

Untuk selanjutnya, Anda dapat mengisi data diri



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**Gambar terlampir adalah contoh*

Guest information

E-mail address *

tasya@santika.com

Title *

Mr. Ms. Mrs. Dr.

First name *

Tasya

Last name *

F.

Phone number *

Indonesia (+62)

8111110009

By choosing to book, I acknowledge having read and agreed to the terms and conditions and privacy policy.

BOOK

This offer can be cancelled or modified free of charge until 15 June 2019, 00:00 (UTC+07:00).

Special request

Please explain your request: arrival time, food allergy...

Masukkan alamat e-mail Anda

Lengkapi Title, Nama Depan dan Nama belakang Anda

Masukan nomor ponsel Anda

Klik **"BOOK"** jika pesanan dan data diri Anda sudah sesuai

Lengkapi jika Anda memiliki permintaan khusus



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Thank you, your booking is now confirmed!
A confirmation email has been sent to tasya@santika.com

Print

Make another booking Visit our website

Your reservation

Reservation number: FwMTana2rs7BSANT
Booked by Tasya F

Amaris Hotel Banjar, Banjarmasin, Indonesia
from 13 June 2019 to 16 June 2019
1 room, 2 adults

Room 1
2 adults

Smart Room Queen
Bedding options: Queen
(subject to availability)
EXD DKK : breakfast + Wifi
(Tax & Service included)
Breakfast included: Breakfast

IDR 300,000

Total IDR 300,000

Included: VAT IDR 27,272.73
Included: Service Charge IDR 24,795.39

terms and conditions

Location and details

Map data ©2019 Terms of Use Report a map error

Address JL. A Yani, Km. 7, Banjarmasin, 70054,
Banjarmasin, Indonesia
Show on Google Maps

Public transport... Syamsudin Noor airport 20 km
Check-in from 14:00
Check-out before 12:00
Contact +62 (62) 511 4282818
Website http://amarishotel.com

Good
★★★★★ 1 002 reviews

Breakfast included
(breakfast)

Pay later
Full payment will be done at
the hotel.

✓ Cancellable, modifiable
This offer can be cancelled or
modified free of charge until
13 June 2019, 00:00
(UTC+07:00).

Share with your friends
I like it! I have booked a stay
here Amaris Hotel Banjar -
Hotel at Banjarmasin #Travel

amarishotel.com
What's new? Get the latest news

Facebook Twitter

Pemesanan Anda telah dikonfirmasi dan Anda akan mendapatkan email reservasi yang dikirimkan via sistem reservasi.

Harga nett termasuk tax & service charge



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PEMBATALAN RESERVASI



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Pembatalan Reservasi – Step 1

The screenshot shows the 'Booking hotel' section of the HR PORTAL. It includes a header with the portal name and a navigation bar with links like Home, Menu, User Guide, Terms of Use, Help, and Logout. The main form contains several dropdown menus for selecting a hotel, check-in date, number of nights, adults, and children, along with a promo code field. At the bottom of the form are two buttons: 'Book now' and 'Cancel a booking'. Two blue arrows point from text boxes to these buttons. The first arrow points from a box containing the text 'Pilih hotel dimana reservasi dibuat' to the 'Select Hotel' dropdown menu. The second arrow points from a box containing the text 'Pilih "Cancel a booking"' to the 'Cancel a booking' button.

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Human Resources Information System

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Home Menu User Guide Terms of Use Help Logout **KOMPAS GRAMEDIA**

Booking hotel

Select Hotel
All

Check-in Date
13 June

Number of nights
1

Number of adults
2

Number of children
0

Promo Code
KKG

Pilih hotel dimana reservasi dibuat

Pilih "Cancel a booking"

Pembatalan Reservasi – Step 2



Cancel your reservation

To cancel a reservation, please enter your reservation number and the e-mail address used for the reservation

Reservation number:

E-mail address

Cancel

Masukkan no reservasi yang ingin di batalkan

Masukkan email address yang digunakan untuk melakukan reservasi

Klik tombol cancel

Terms & Conditions

- Karyawan yang melakukan reservasi diwajibkan hadir dan menunjukkan **kartu ID Karyawan Kompas Gramedia** pada saat check in. Jika tidak dapat menunjukkan kartu ID karyawan maka harga KKG tidak berlaku. Dan yang bersangkutan akan dikenakan harga publik / online yang berlaku di hari tersebut.
- Reservasi KKG dapat dibatalkan jika pembatalan dilakukan dalam jangka waktu kebijakan pembatalan yang diberlakukan oleh hotel. (48- jam sebelum waktu kedatangan). Jika pembatalan dilakukan melewati jangka waktu tersebut maka hotel berhak menagihkan biaya kamar untuk 1 malam.
- Pembayaran full (Full Payment) diperlukan pada saat check-in menggunakan Tunai / Kartu Debet / Kartu Kredit.



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Reservation Call Center

Telepon : +6221 27 000 27

Email : reservation@santika.com

Jam operasional :

Senin – Jumat : 08.00 – 17.00

Tidak aktif di hari libur dan akhir pekan.



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