**System Menu**

**On Existing Database**

|  |
| --- |
| Create 2 Suppliers + 2 services & Book |
| Read document on supplier maintenance & half of service maintenance |
| Read documents for next day |

**On Blank Database**

**Create the following:**

**ORGANISATION**

**Jumbo Travels**

* HoneyMoon(HM)
  + Asia (HMA)
  + Europe(HME)
* Family(F)
  + India (FI)
  + Europe(FE)

**GEOTREE**

* Africa
  + Egypt
  + Kenya
* Asia
  + India
    - Goa
    - Kerela
  + China
* Europe
  + France
  + UK
    - London
* Australia
* Middle East
* North America & Carribean
* South America

**COUNTRY**

* United Kingdom
  + London
  + Wales
* United Arab Emirates
  + Dubai
  + Abu Dhabi
* India
  + Goa
  + Maharastra
  + Karnataka
  + Delhi

**User Manager:**

**Reservation**

Carl

Maria

**Management**

Maria

**Admin**

IRS

**Product Loading**

John

Maria

**TYPES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ADDRESS TYPE** | **AGENT TYPE** | **COMMUNICATION** | **CONTACT Details** | **CONTACT TITLE** |
| Main | Retail Agent | Email | Email | Mr |
| Home | Tour Operator | Post | Mobile | Mrs |
| Office |  | Fax | Home Telephone | Sir |
| Billing |  |  | Skype | Dr. |

|  |  |
| --- | --- |
| **BOOKING TYPE** | **PRICE TYPE** |
| FIT | |  |  |  | | --- | --- | --- | | Buy Price | Supplier | Markup –0%, 0% commission | | Best Available Rate (BAR) | Supplier | Markup – 0%, 0% commission | | Sell Price 10% Markup | Client | Markup – 10%, 10% commission | | Sell Price 20% Markup | Client | Markup – 20%, 10% commission | | Sell Price Fixed Rate | Client | Markup – 10 fixed amt, 10% commission | | Sell Price 20% Margin | Client | Margin– 20%, 10% commission | |  |  |  | |
| Group |
|  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FACILITY** | **IMAGE CATEGORY** | **COMMUNICATION** | **ITINERARY** |  |
| Room Facilities | Main | Email | Basic |  |
| Hotel Facilities | Map | Post | Detailed |  |
| Free | Gallery Image | Fax |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LANGUAGE** | **NATIONALITY** | **NOTE TYPE** | **PACKAGE TYPE** | **PRODUCT CODE** |
| English | Indian | Feedback | Beach Holidays | For Hotels |
| French | British | From Client | Family Holidays | For Packages |
| German | German | From Supplier | Budget Holidays | Special Offer |
|  | French | Special Requests | Group Holidays |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RATING** | **RECEIPT TYPE** | **VISA** |  |  |
| Star Rating | Cheque | Single Entry |  |  |
| Grade | Credit Card | Multiple Entry |  |  |
| Transfer Rating | Cash | 6 months |  |  |
| Car Hire Rating | Write-Off | 12 months |  |  |

|  |  |
| --- | --- |
| **SERVICE TYPE** |  |
| Accommodation | Star Rating to be ticked |
| Car-Hire | Car Hire flag ticked |
| Transfer | Transfer Flag ticked |
| Excursion |  |
| Cruise | Cruise Flag Ticked |
| Entertainment |  |

**STATUSES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AGENT** | **User Status** | **Service Status** | **Supplier Status** | **Service extra Status** |
| Active | Active | On Sale | Active | Available |
| Inactive | InActive | Not Available | InActive | Not Available |
| Suspended |  | In Build |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Service Option Status** | **BOOKED OPTION STATUS** |
| Available |  |
| Not Available |  |

|  |  |
| --- | --- |
| **BOOKED OPTION STATUS** | |
| Confirmed | From Allocation and Confirmed Flags ticked |
| Cancelled | Cancelled flags ticked |
| On-Request | Default Status Ticked |
|  |  |

|  |  |
| --- | --- |
| **BOOKING STATUS** |  |
| Confirmed | Following flags ticked, Confirmed, Allocations, Booking Search, Voucher, Message, Financials |
| Cancelled | Booking Search and Cancelled ticked |
| On-Request |  |
|  |  |

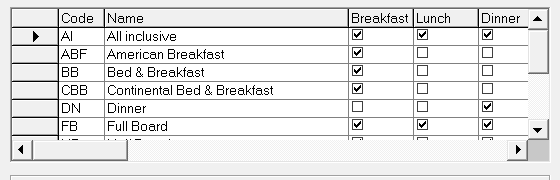
**CHARGING DURATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Minutes** | **Hours** | **Days** | **Weeks** | **Months** |
| **Per Night** | **0** | **0** | **1** | **0** | **0** |
| **Per Day** | **0** | **0** | **1** | **0** | **0** |
| **Per Hour** | **0** | **1** | **0** | **0** | **0** |
| **Per Week** | **0** | **0** | **0** | **1** | **0** |
| **Per 10 Days** | **0** | **0** | **10** | **0** | **0** |
| **Per Stay** | **0** | **0** | **365** | **0** | **0** |

**CHARGING POLICY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Duration** | **Unit based** | **Day Over Lap** | **Capacity** |
| **Per Person Per Night** | **Per Night** | **No** | **Yes** | **1** |
| **Per Room Per Night** | **Per Night** | **Yes** | **Yes** | **2** |
| **Per Day** | **Per Day** | **Yes** | **No** | **1** |
| **Per Hour** | **Per Hour** | **Yes** | **No** | **1** |
| **Per Week** | **Per Week** | **No** | **No** | **1** |
| **Per 10 Days** | **Per 10 Days** | **Yes** | **Yes** | **1** |
| **Per Stay** | **Per Stay** | **Yes** | **Yes** | **99** |

**MEAL PLAN**

****

**SUPPLIERS**

**Create 2 Suppliers**

1. **Marriot Hotels**
2. **Taj Hotels**

**Payment Terms**

30% upon booking

20% 30 days before travel

50% 15 days before travel

**Cancellation Policies**

30% 30 days before travel

50% 15 days before travel

75% 5 days before travel

100% 1 day before