

Booking Management Interface

Quick card

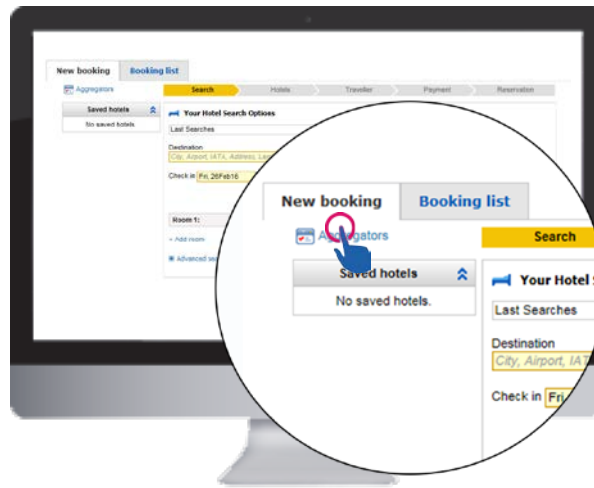
Enhancement overview

The purpose is to provide a 'single workspace' within the Selling Platform for Hotel related actions. Previously you could only shop and book within Hotels Plus and had to go to either the cryptic environment or the graphical PNR tab to retrieve hotel bookings and make follow up actions like the cancellation.

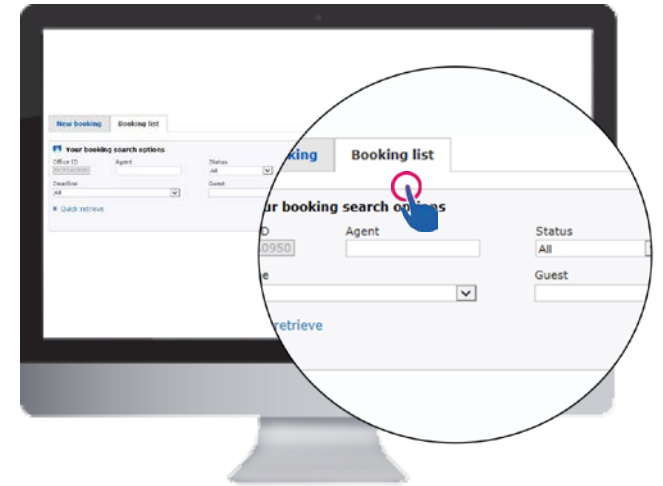


Hotels Plus is now composed of two areas:

1. **New booking:** allows you to shop and book



2. **Booking list:** New booking management interface, where you can search for hotel bookings, obtain a list, retrieve and print booking details and cancel the reservation.



Various **search criteria** are available to search for bookings:

- Office ID (OID)
 - o Automatically applied from the OID used to sign into the Selling Platform
- Agent ID (LSS user ID)
- Booking status
 - o Confirmed
 - o Cancelled
- Provider
- Hotel name
- Cancellation deadline
 - o All (default)
 - o Cancellation deadline within 7 days
 - o Cancellation deadline beyond 7 days
- Guest name
- PNR record locator
- Check-in date
- Booking date

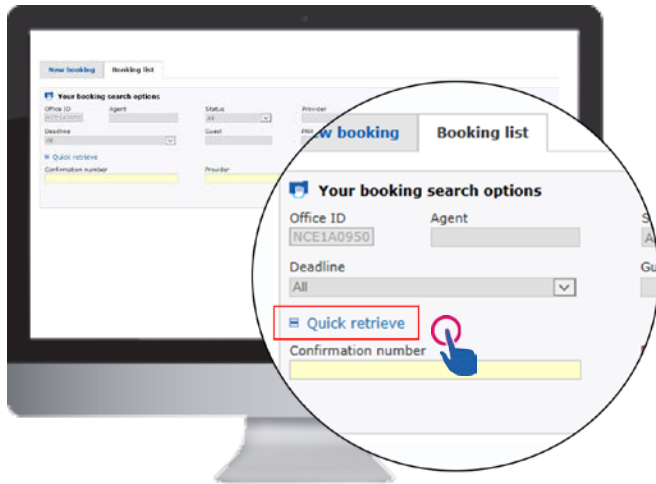
Now, in addition to finding a printing button, you will find a button to **export** that allows you to export in an Excel document all of the information in a



structured format. This can be very useful to track hotel bookings and makes it easier to track your hotel bookings. It also allows you to create daily or weekly to-do lists as well as other reporting activities.

 **Quick retrieve**

Quick retrieve will allow you to directly retrieve a reservation by specifying the confirmation number and provider.



All active Hotel bookings can be searched upon, regardless of the Amadeus booking tool used.

The resulting list shows one item per confirmation number.

The **list of bookings obtained** can be sorted by:

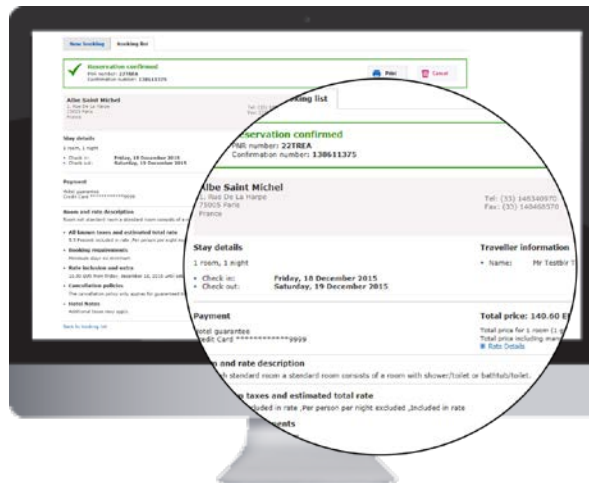
- _ Status
- _ Cancellation deadline
- _ Booking date
- _ Agent ID

The default sorting is by booking date.

Status	Conf #	PNR	Deadline	Guest	Check-in	Check-out	Hotel	Provider	Booking date	Agent
Confirmed	138623128	Z2N14V	09 DEC 21:09	Test Amadeus	11 DEC 15	12 DEC 15	VILLA SAINT EXUP- MIL, France	MHS GDS	26 NOV 15 09:09	SOEUK
Confirmed	138623161	Z261WE	10 DEC 21:09	Test Amadeus	12 DEC 15	13 DEC 15	VILLA SAINT EXUP- MIL, France	MHS GDS	27 NOV 15 04:34	SOEUK
Confirmed	138623110	Z2605H	10 DEC 21:09	Test Amadeus	12 DEC 15	13 DEC 15	VILLA SAINT EXUP- MIL, France	MHS GDS	27 NOV 15 04:22	SOEUK
Confirmed	138621872	Z2609Y	10 DEC 21:09	Test Amadeus	12 DEC 15	13 DEC 15	VILLA SAINT EXUP- MIL, France	MHS GDS	27 NOV 15 03:56	SOEUK

The booking details and available actions can be displayed by clicking on the booking. The following categories of information are displayed if available and applicable:

- _ Booking status, reference and available actions
- _ Hotel name and contact details
- _ Stay details and traveller information
- _ Price and payment information
- _ Room and rate description
- _ Rate conditions



The booking details can be printed or cancelled. A click on the Cancel button will result first in a display of the cancellation policy.

The cancellation can then be either confirmed or ignored. The PNR will automatically be updated.

