

Aperçu du flux des réservations

Ouvrir l'onglet Reservation > Reservation Rooms.

Cliquer sur le bouton "Créer".

Sélectionner les dates d'arrivée et de départ et le type de chambre parmi les disponibilités. Le système assigne automatiquement un numéro de chambre, mais on peut directement le modifier à ce stade parmi les disponibilités dans le type de chambres choisi.

The screenshot shows a web interface for creating a reservation. At the top, there's a header with 'Réservation / Nouveau' and buttons for 'Sauver' and 'Ne pas sauvegarder'. Below this is a navigation bar with tabs: 'Confirm', 'Confirm Assigned Room', 'Pre-reservation', 'Pending arrival', 'On Board', 'Out', 'Cancelled', 'Arrival Delayed', and 'Departure delayed'. A yellow banner indicates 'Recompute all prices based on this pricelist' and 'Update Prices'. The main form is divided into two sections: 'General Info' and 'Reservation Details'. In the 'General Info' section, there are fields for 'Customer', 'Customer Name', 'E-mail', 'Mobile', and 'Internal Partner Notes'. In the 'Reservation Details' section, there are fields for 'Pricelist', 'Adults', 'Children', 'Board Service', 'Agency', 'Sale Channel Origin', 'Sale Channels', 'Arrival Hour', 'Departure Hour', and 'Dont disturb'. A red box highlights the date and room selection area, which includes a date range from '24. 07. 2023' to '25. 07. 2023' (1 Nights) and a room type 'Double (3)' selected from a dropdown menu. The room number 'chambre 45 [D]' is also visible. On the right side, there's a sidebar with a user profile for 'Administrator' and a button for 'Création d'un nouvel enregistrement...'. The date 'Aujourd'hui' is also displayed.

Rentrer toutes les données utiles, au minimum il faut sélectionner ou créer un profil client ou cliente. Valider la réservation.

Cela crée automatiquement un folio, qui sert de devis pour facturer la réservation. Le moment venu, créer une facture depuis le folio et encoder le paiement.

Reservation / F2300026/1 (Simple - 4) / F2300026

Cancel Folio Set to Done **Create Invoice** Action

Quotation Quotation Sent Confirmed Locked Envoyer un message Enregistrer une note Planifier une activité 0 0 Abonné(e) 1

1 Rooms 103.39 CHF Pending Pay... 100% Checkin Data Change in Group New Booking Group Duplicate Booking Customer Preview

F2300026

Untaxed Amount: 96.00 CHF
Taxes: 7.39 CHF
Total: 103.39 CHF
Commission: 0.00 CHF

General Info

Partner: Chloé
Customer Name: Chloé
E-mail: chloe@pdr.ch
Mobile: French (CH) / Français (CH)
Internal Partner Notes:
Segmentation:
Internal Folio Notes:

Sale Details

Property: [FL] Ferme du Lignon
Pricelist: Liste de prix publique (CHF)
Type: Normal
Agency:
Sale Channel Origin:
Sale Channels:

Sale Lines Rooming Invoicing Payments Other data

Product	Description	Quantity	Invoiced	Unit Price	Taxes	Disc.%	Subtotal	Total	Invoice to
F2300026/1	Simple (juillet 2023: 24)	1.00	0.00	96.00	TVA due à 7.7% (TN)	0.00	96.00 CHF	103.39 CHF	

Les arrivées sont gérées via les check-ins. Le jour de l'arrivée, ouvrir la réservation (ou passer par le menu des check-ins) et compléter les données des clients.

Reservation / F2300026/1 (Simple - 4)

Cancel Reservation Send Confirmation Email Pre-reservation Pending arrival On Board Out Cancelled Arrival Delayed Departure delayed Envoyer un message Enregistrer une note Planifier une activité 0 0 Abonné(e) 1

Print All Checkins Customer Preview 103.39 CHF Pending Pay... 0% Checkin Data F2300026

24. 07. 2023 → 25. 07. 2023 (1 Nights)
Simple → Simple - 4 [CHS] [FL] Ferme du Lignon
F2300026/1

General Info

Customer: Chloé
Customer Name: Chloé
E-mail: chloe@pdr.ch
Mobile:
Internal Partner Notes:

Reservation Details

Pricelist: Liste de prix publique (CHF)
Adults: 1
Children: 0
Board Service:
Agency:
Sale Channel Origin:
Sale Channels:
Arrival Hour: 14:00
Departure Hour: 12:00
Dont disturb: ☐

Details Persons Invoicing Others

Segmentation

F2300026/1 (Simple - 4) Unknown Guest

PMS Management Reservations Sales Hotel Management Restaurant Management Room Management Reservation Management

TEST (not a user) Reservation / F2300026/1 (Simple - 4) Ne pas sauvegarder

Cancel Reservation Send Confirmation Email

General Info

Customer: Chloé
Customer Name: Chloé
E-mail: chloe@pdr.ch
Mobile:
Internal Partner Notes: Comments about the customer

Ouvrir : Checkin Partners

Unknown Guest Incomplete data Pending arrival On Board Out Cancelled

A customer/s has this email or mobile, do you want to add it? Add customer

Partner: Chloé Reservation: F2300026/1 (Simple - 4)

First Name: Chloé Folio: F2300026
Last Name: Chloé Identifier: Nouveau
Second Last Name:
Gender:
Birthdate:
Document Type:
Document Number:

Partner relationship:

Une fois complété, cliquer sur le bouton "Check-in". Cela fait passer la réservation à l'état "on board".

Reservation / F2300026/1 (Simple - 4)

24 / 24

Cancel Reservation Send Confirmation Email Pre-reservation Pending arrival On Board Out Cancelled Arrival Delayed Departure delayed Envoyer un message Enregistrer une note Planifier une activité 0 Abonné(e) 1

General Info

Customer: Chloé
Customer Name: Chloé
E-mail: chloe@pdr.ch
Mobile: mobile
Internal Partner Notes: Comments about the customer

Reservation Details

Pricelist: Liste de prix publique (CHF)
Adults: 1
Children: 0
Board Service:
Agency:
Sale Channel Origin:
Sale Channels:
Arrival Hour: 14:00
Departure Hour: 12:00
Dont disturb: ☐

Reservation Notes

Detail Persons Invoicing Others

Segmentation

F2300026/1 (Simple - 4) Pending arrival

Check-in

Administrator - 8 minutes ago
Reservation créé(e)

Le jour du départ, cliquer sur le bouton check-out. La réservation passe au statut "Out".

Revision #3

Created 24 July 2023 13:05:08 by Pol

Updated 21 September 2023 12:47:11 by Pol