

Welcome

The training module that deals with
Room and Extra Products setup

Room setup

RES - Lee Hotel - Version 6.1.1

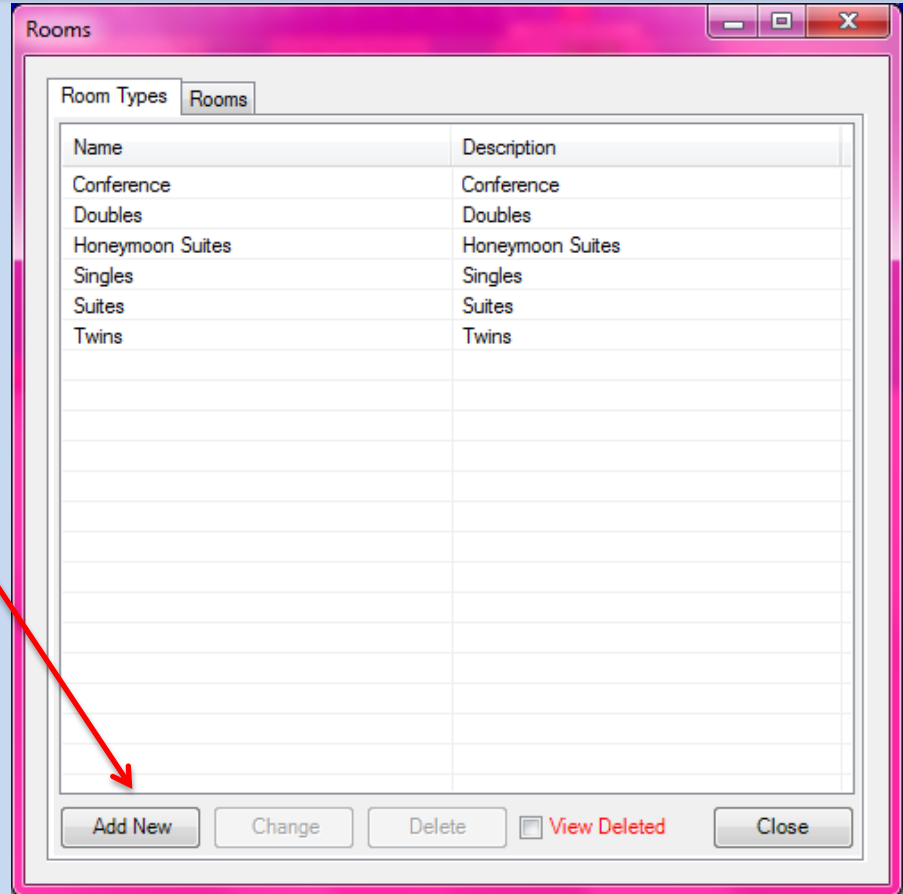
General Reservations Front Desk Accounting View **Setup & Admin** Log Off

Venue Settings Rooms Extra Products Room Rates Extra Product Rates Packages Data Tables Employees & Security Settings Employee Activity Log Internet Real - Time Key Card Interface People Contacts Travel Agents & Companies CRM Conference Backup Database Database Semper Support

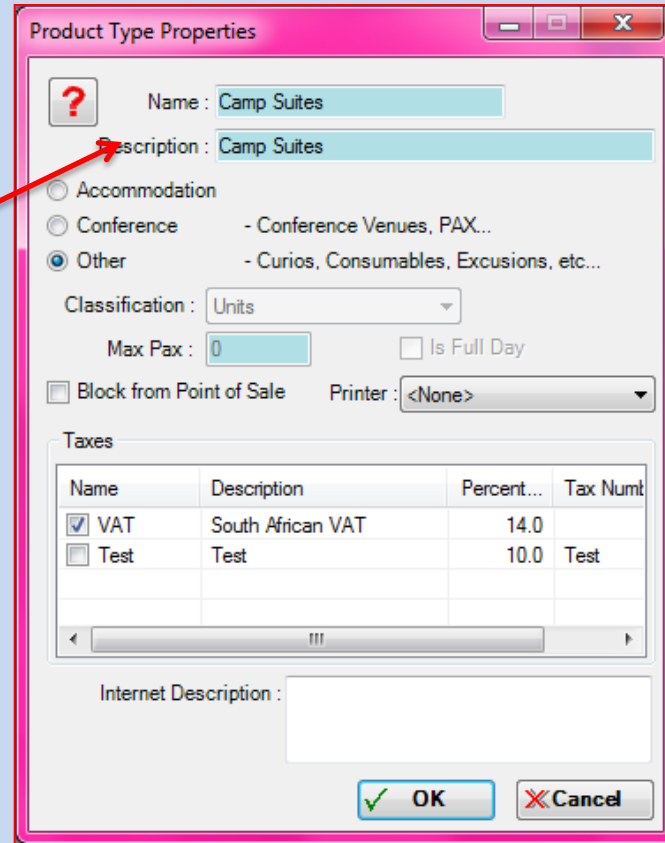
Previous Reservations	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9
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Honeymoon Suites 11	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9

The rooms setup can be found under Setup & Admin, Rooms.
The agents set up these on installation of Semper.

To add a new room type, click on "Add new".



Add the name and description, make sure it is marked as Accommodation (it will ask you for a password, you need to contact Semper for this password). Enter the password and click on ok.



The screenshot shows a 'Product Type Properties' dialog box with the following fields and options:

- Name: Camp Suites
- Description: Camp Suites
- Accommodation:
- Conference: - Conference Venues, PAX...
- Other: - Curios, Consumables, Excursions, etc...
- Classification: Units
- Max Pax: 0
- Is Full Day:
- Block from Point of Sale:
- Printer: <None>
- Taxes table:

Name	Description	Percent...	Tax Numt
<input checked="" type="checkbox"/> VAT	South African VAT	14.0	
<input type="checkbox"/> Test	Test	10.0	Test

Internet Description:

Buttons: OK, Cancel

To add rooms to that room type, go to the rooms tab, select that room type in the list and click on "Add new".

The screenshot shows a window titled "Rooms" with two tabs: "Room Types" and "Rooms". The "Rooms" tab is active. Below the tabs, there is a red text prompt "First select a Type" and a dropdown menu currently displaying "Camp Suites - Camp Suites". Below the dropdown is a table with two columns: "Name" and "Description". The table is currently empty. At the bottom of the window, there are five buttons: "Add New", "Change", "Delete", "View Deleted" (with a checkbox), and "Close".

Name	Description
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Add the code and description of the room.
Enter the password (supplied by Semper support) and click on ok.

Product Properties

Type: Camp Suites

Code: Camp 1

Description: Camp 1

Responsible Employee: < None >

Do not display on calendar

A room can also be changed to another room type. Double click on the room, and click on "Change".

Product Properties

Type : Camp Suites

Code : Camp 1

Description : Camp 1

Responsible Employee : < None >

Do not display on calendar

Background

Cancel

Select the new room type, and click on "Add".

Add Product Type

Product Type :

- Doubles
- Twins
- Singles
- Suites

Extra product setup

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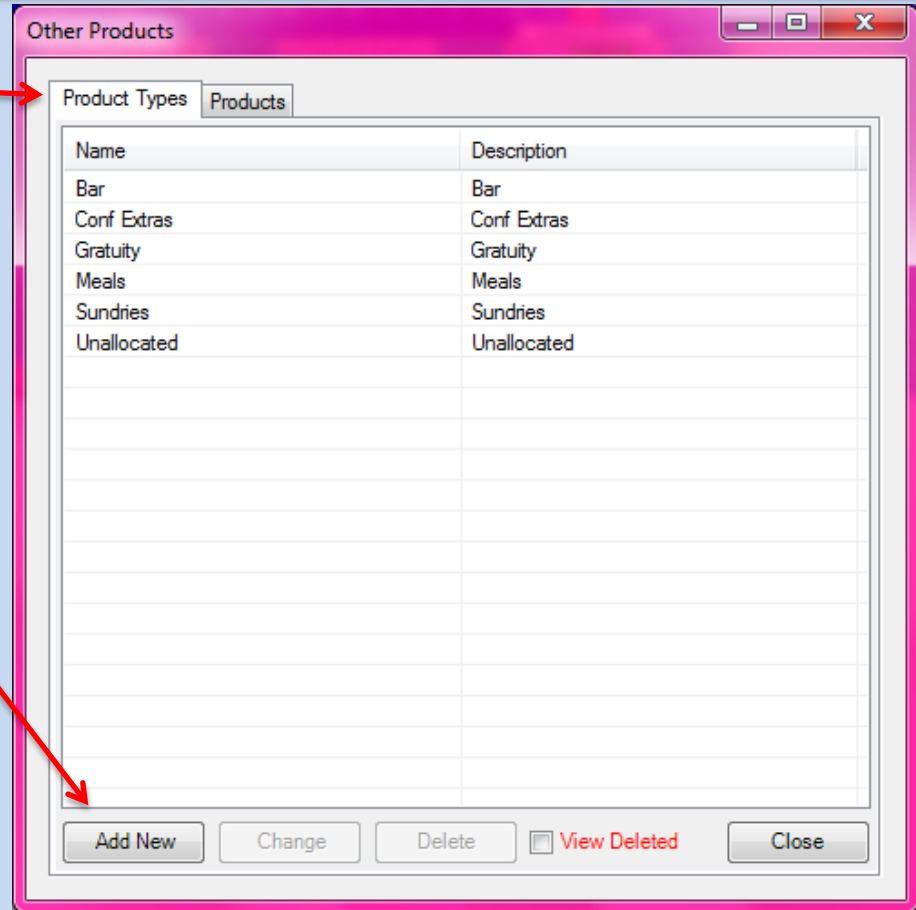
General Reservations Front Desk Accounting View **Setup & Admin** Log Off

Venue Settings Rooms Extra Products Room Rates Extra Product Rates Packages Data Tables Employees & Security Settings Employee Activity Log Internet Real - Time Key Card Interface People Contacts Travel Agents & Companies CRM Conference Backup Database Database Semper Activities Support

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To setup all your extra products (non accommodation), click on Extra Products under Setup and Admin.

To add a new product type, click on "Add new".



Add the name and the description, make sure it is marked as "Other". Click on ok.

Product Type Properties

Name : Transport
Description : Transport

Accommodation
 Conference - Conference Venues, PAX...
 Other - Curios, Consumables, Excusions, etc...

Classification : Units

Max Pax : 0 Is Full Day

Block from Point of Sale Printer : <None>

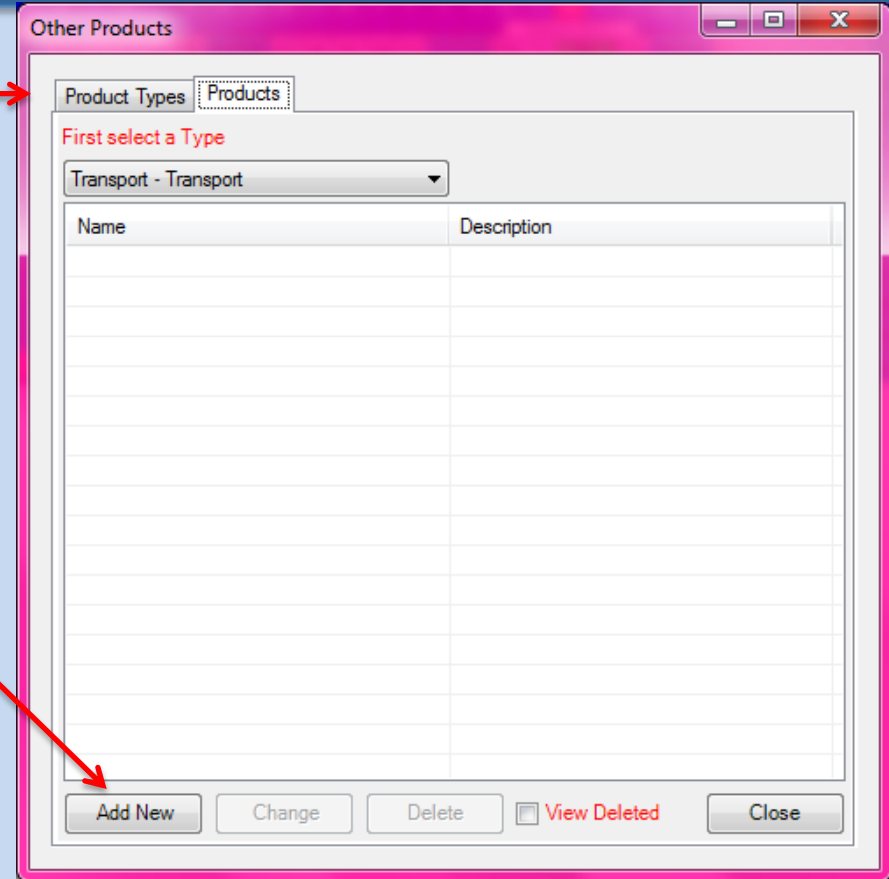
Taxes

Name	Description	Percent...	Tax Numt
<input checked="" type="checkbox"/> VAT	South African VAT	14.0	
<input type="checkbox"/> Test	Test	10.0	Test

Internet Description :

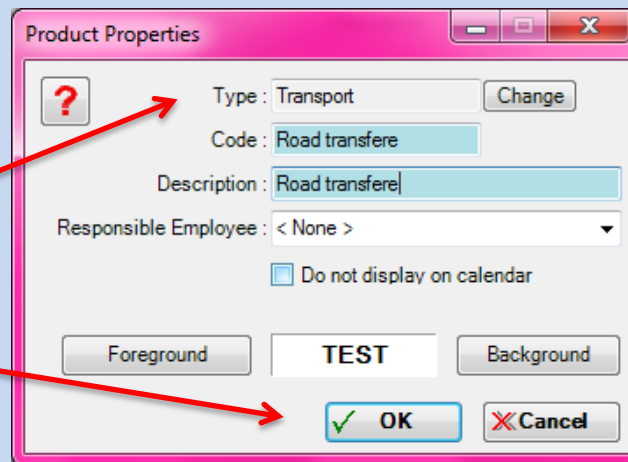
OK Cancel

To add products to that product type, go to the products tab, select that product type in the list and click on "Add new".



The screenshot shows a window titled "Other Products" with a pink header bar. At the top right are standard window controls (minimize, maximize, close). Below the header, there are two tabs: "Product Types" and "Products", with "Products" being the active tab. A red instruction box on the left has an arrow pointing to the "Products" tab. Below the tabs, the text "First select a Type" is displayed in red. Underneath is a dropdown menu currently showing "Transport - Transport". Below the dropdown is a table with two columns: "Name" and "Description". The table is currently empty. At the bottom of the window, there is a row of buttons: "Add New", "Change", "Delete", a checkbox labeled "View Deleted", and "Close". A red instruction box on the left has an arrow pointing to the "Add New" button.

Add the code and the description of the product.
Click on ok.



The image shows a 'Product Properties' dialog box with the following fields and controls:

- Type:** Transport (with a 'Change' button)
- Code:** Road transfere
- Description:** Road transfere
- Responsible Employee:** < None > (dropdown menu)
- Do not display on calendar
- Buttons: Foreground, **TEST**, Background
- Buttons: OK, Cancel

Red arrows point from the text box on the left to the '?' icon, the Description field, and the OK button.

End training module

Room and Extra Products setup