

Welcome

To the training module that deals with

People Contacts and Companies

(Travel agencies, tour operators and corporates)

RES - Semper Central Office - Version 6.1.3.2509

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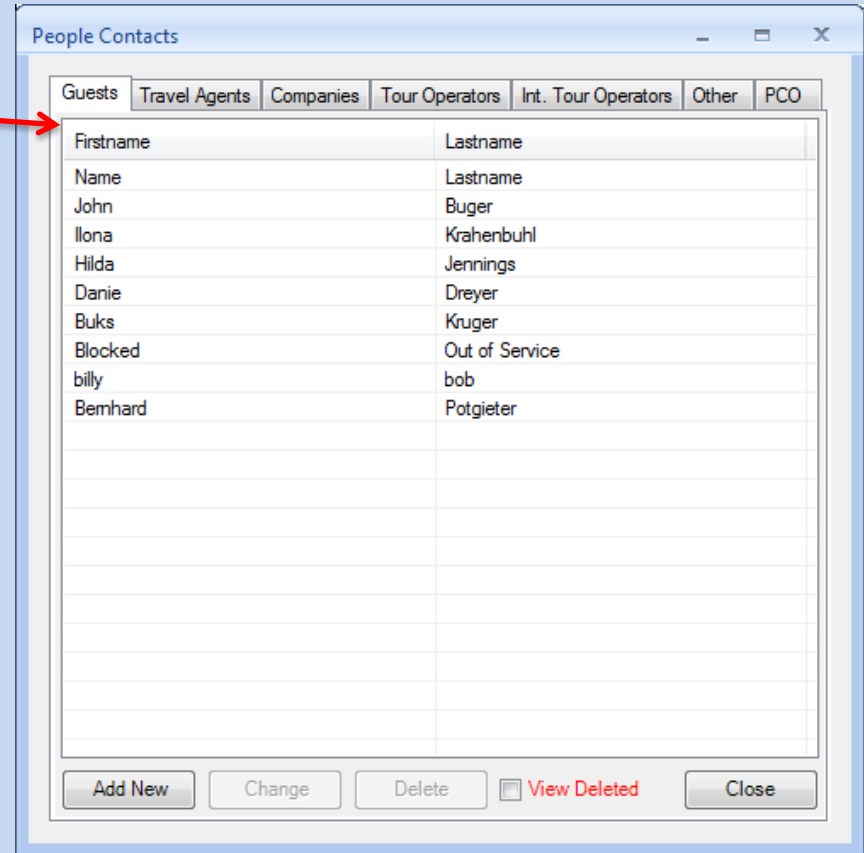
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Doubles	1	1	2	3	4	5	6	7	8	9	10	Test					15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Doubles	2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8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

To view the **profiles of the guest** and contact persons at a travel agent or company, go to People Contact under Setup and Admin.

A list of all **the guests** that have stayed at the establishment will be displayed here.

If you need to change anything on the **guest's profile**, you can double click and it will open the details of the profile.



The screenshot shows a window titled "People Contacts" with a tabbed interface. The "Guests" tab is selected. Below the tabs is a table with two columns: "Firstname" and "Lastname". The table contains the following data:

Firstname	Lastname
Name	Lastname
John	Buger
Ilona	Krahenbuhl
Hilda	Jennings
Danie	Dreyer
Buks	Kruger
Blocked	Out of Service
billy	bob
Bernhard	Potgieter

At the bottom of the window, there are five buttons: "Add New", "Change", "Delete", " View Deleted", and "Close". A red arrow points from the text box on the left to the "Guests" tab.

You make the **changes** and click on **Save & close**.

When this guest is staying again and **you select this profile** when making the booking, the changes will be on the guest details.

Editing 'John Buger'

First Name : John Title : Mr Company : <None>

Last Name : Buger Nick Name : Position : Active Black Listed

General Other Info Res History Undesirables Attributes Surveys

Details

Nationality : South Africa

Date of Birth : 26 August 1975

Anniversary Date : 26 August 2013

Car Reg1. No. : Car Reg2. No. :

Postal Address

Country : South Africa

Province / State : Free State

City / Town : Bloemfontein

Address : PO Box 1522

Code / Zip : 1500

Special Requirements

Contact Details

Home Phone : 051 111 1111

Work Phone : 051 222 2222

Mobile : 082 333 3333

Work Fax : Home Fax :

E-Mail : test@test.co.za

Client No : 57

Identity No : Passport No :

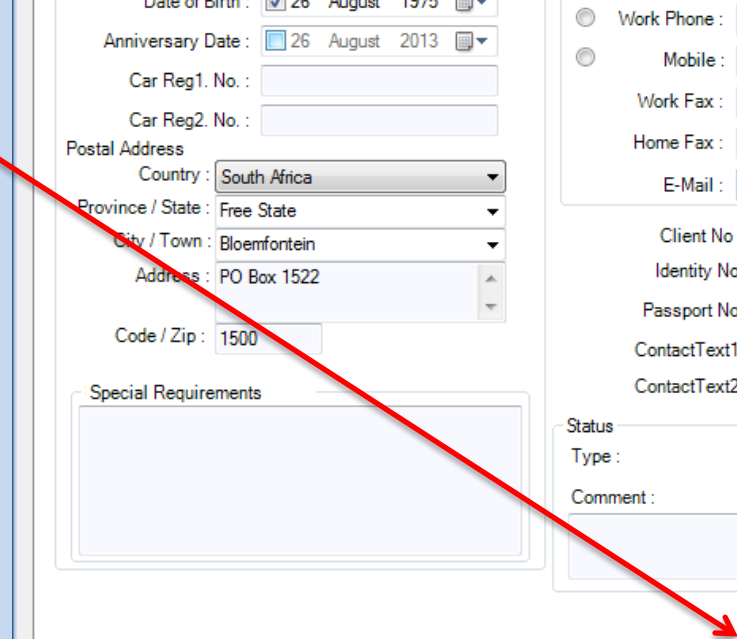
ContactText1 : ContactText2 :

Status

Type : Normal

Comment :

SMS Email Notes Save Save & Close Close



Add as much information as possible so that the guest's profile is correct.

New

First Name : Title : Ms Company : <None>

Last Name : Nick Name : Position : Active Black Listed

General Other Info Res History Undesirables Attributes Surveys

Details

Nationality : <Unspecified>

Date of Birth : 26 August 2013

Anniversary Date : 26 August 2013

Car Reg1. No. :

Car Reg2. No. :

Postal Address

Country : <Unspecified>

Province / State :

City / Town :

Address :

Code / Zip :

Special Requirements

Contact Details

Home Phone :

Work Phone :

Mobile :

Work Fax :

Home Fax :

E-Mail :

Client No : <new>

Identity No :

Passport No :

ContactText1 :

ContactText2 :

Status

Type : Normal

Comment :

SMS Email Notes Save Save & Close Close

Add as **much information** as possible and link it to a **specific agent or company**.

Click on **save & close** to save the new profile

The screenshot shows a 'New' contact profile form with the following fields and options:

- First Name:** Joan
- Title:** Ms
- Company:** Ilona test travel
- Last Name:** Rivers
- Nick Name:** (empty)
- Position:** (empty)
- Active**
- Black Listed**

Below these are tabs for **General**, **Other Info**, **Res History**, **Undesirables**, **Attributes**, and **Surveys**.

The **Details** section includes:

- Nationality:** <Unspecified>
- Date of Birth:** 26 August 2013
- Anniversary Date:** 26 August 2013
- Car Reg1. No.:** (empty)
- Car Reg2. No.:** (empty)
- Postal Address:**
- Country:** <Unspecified>
- Province / State:** (empty)
- City / Town:** (empty)
- Address:** (empty)
- Code / Zip:** (empty)
- Special Requirements:** (empty text area)

The **Contact Details** section includes:

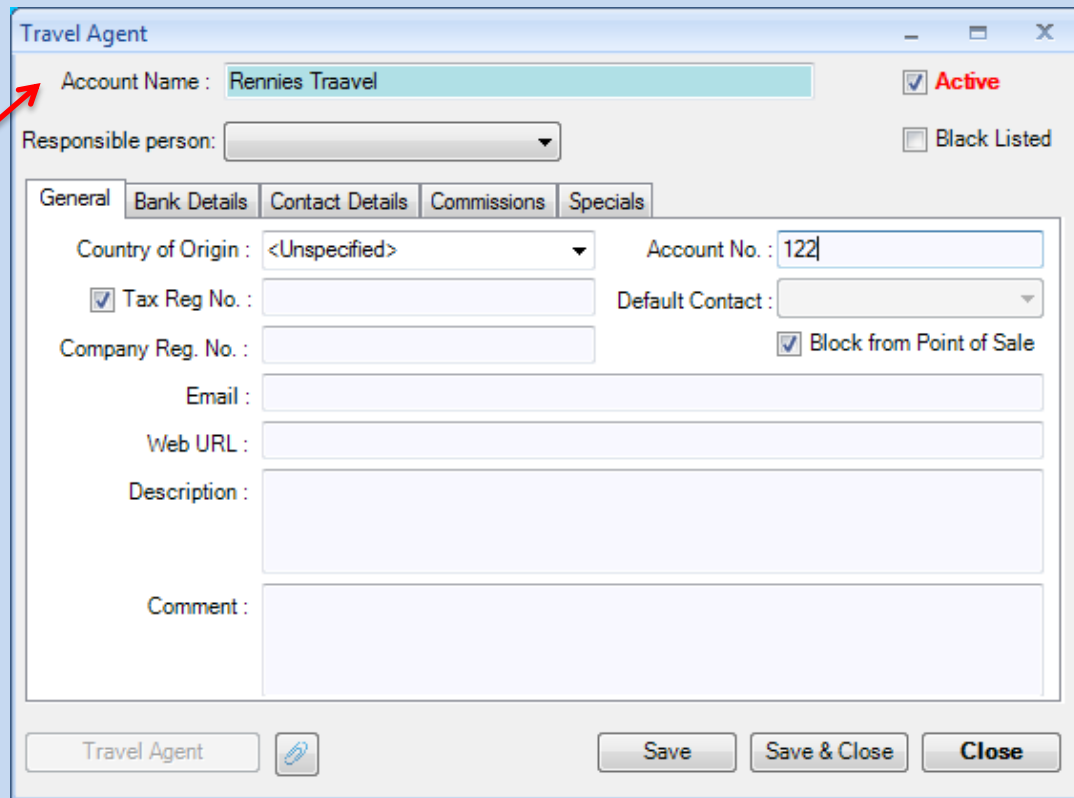
- Home Phone:** (empty)
- Work Phone:** (empty)
- Mobile:** (empty)
- Work Fax:** (empty)
- Home Fax:** (empty)
- E-Mail:** (empty)
- Client No.:** <new>
- Identity No.:** (empty)
- Passport No.:** (empty)
- ContactText1:** (empty)
- ContactText2:** (empty)

The **Status** section includes:

- Type:** Normal
- Comment:** (empty text area)

At the bottom are buttons for **SMS**, **Email**, **Notes**, **Save**, **Save & Close**, and **Close**.

Add the company name, tax details, account number and any comments.



Travel Agent

Account Name : Rennies Traavel Active

Responsible person: Black Listed

General Bank Details Contact Details Commissions Specials

Country of Origin : <Unspecified> Account No. : 122

Tax Reg No. : Default Contact :


Company Reg. No. : Block from Point of Sale

Email :

Web URL :

Description :

Comment :

Travel Agent  Save Save & Close Close

Travel Agent

Account Name : Rennies Traavel **Active**

Responsible person: Black Listed

General **Bank Details** Contact Details Commissions Specials

Bank Details

Bank Name :

Branch Name :

Account Holder :

Account No. :

Account Type :

Branch Code :

Swift Code :

Credit Card


Card Holder :

Card Number :

Card Type :

Expiry Month : 1

Year : 2004 c v v :

Travel Agent  Save Save & Close Close

Add the Bank details if you have them.

Add the **Postal**, **Physical** addresses and the **contact numbers**. It is important to fill in the postal address, because this is the address that gets pulled onto the **proforma and invoice**.

Travel Agent

Account Name : Rennies Traavel Active

Responsible person: Black Listed

General Bank Details Contact Details Commissions Specials Contacts

Postal Physical Phone Numbers

Country : <Unspecified>

Province / State :

City / Town :

Address :

Code / Zip :

Travel Agent Save Save & Close Close

To add the **rates and commissions**, click on add all, select the rate that needs to be the **default** for the agent, add the commission % and save and close.

When you make a booking for this company it will use **the default** rate and commission that was added here.

Attachments can also be added here. Eg. Travel agents contracts.

Travel Agent

Account Name : Rennies Traavel Active

Responsible person:

Black Listed

General Bank Details Contact Details **Commissions** Specials Contacts

Name	Default	Real Time	Deducted from Deposit	Commission
Custom Rate	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	0
▶ Rack Rate	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	10

Deposit % :

Comm % : Rate :

Travel Agent

End training module

People Contacts and Companies

(Travel agencies, tour operators and corporates)