Jonas Hotel Management Setup

This section will outline how we will need to set up Jonas Hotel Management in order to allow members to book reservations online.

Step-by-Step

- 1. In order for ClubHouse Online to make room reservations, we will need to set up a new user within Jonas that has the privileges to use Hotel Management. You can add a new user to Jonas using the User Administration option within the Administration menu in Jonas Management.
- 2. Setup a new Market Source Type from within Jonas Hotel Management. A Market Source Type needs to be created to track where the online reservations are coming from. You can set up a Market Source Type by following Hotel Management->Setup Menu->Market Source Code.

J	Market Source Codes	×
Code	Description	
** Add Set	up Another Code **	
16	Yellow Pages	
MEMBER	Member	
WEWBER	Weinber	
		**
	ŀ	

Use the example below to fill in the fields; it is not necessary to create them with the exact details.

	etup Market Source Codes(HA135)		×
		\Rightarrow	0
Market Source Code	MEMBER Ci.		
Description	Member		
e	OK 🖍 Undo 🍿 Delete	Exit	
			.::

3. Once a Market Source Code has been created, exit and click on the option 'Std Reservation Assumptions' in Hotel Management. Click on the 'Web Options' button.

	Standard	Reservation Assumptions(HA210) – 🗆 🗙
		🔶 😮
# of Adults # of Kids # of Rooms Guaranteed Deposit Type Deposit Required # Days Before Arrival Deposit Request Let	1 Room Type 0 Rate Type 1 Settlement ✓ Confirmati A=Fixed Amount 0.00 0 ter	 No Default Required No Default Required No Default Required No Default Required E - Email Only Web Options Letter Designer Emails Word Merge Emails
Start A	uto Blocking at which Room# Auto Block Rooms Sequence	Ascending
Always prompt	for Guest Preferences for eac	ch New Res 🖌
R	oom Rate Calculation option:	Always Re-Calc Rate 🗸
Auto	Block Rooms for Reservations	Multi-room only V
Include Day Use	Rooms in Stats Report Only?	
	Availability Display Style	e (④) 7 Day View () 30 Day View
Chec	k for Duplicate Reservations?	
Auto chango Croup	Riow Individual Overbooking:	
Auto change Group	art Member Lookup by Name	
50	Recalculate Deposits	
Reservation	Details (F9) - Print Daily Rates	
In E5 screen, Exclude Ou	t Of Order from Avail, Nights	
in to serveri, Exclude Ou	e or order mont Avail, Nights	
		🔮 <u>OK</u> 📉 <u>U</u> ndo 😣 E <u>x</u> it

Enter the new user created as the Operator in Web Options. Enter the new Market Source Code created as the Market Source Code in Web Options.

Online Options(HA210W)	-		x
			0
These options/defaults are only used for online reservations			
Operator 🦳 🔍			
Market Source Code			
<u>o</u>	c 🕄	E <u>x</u> it	
			:

4. Now we'll set up which rooms in the system are available for online booking. In the Hotel Management->Setup Menu click on 'Room Types'.

Under the Web Options area, check the box 'Available for Online Reservation' to make this room available online. The next field allows the club to specify how many rooms (of the total number for this type) should be reserved specifically for reservations made within the Jonas Hotel Management System (not online). For example, If there were 10 Double Rooms created at a hotel in total and we specify 5 in this field, once 5 rooms have been booked (online or in Jonas), no more rooms can be booked online; bookings will need to happen through the club using Jonas Hotel Management.

J	Setup Types of Rooms(HA120)	- 🗆 🗙
		📩 🕆
Room Type	DB	» <u>C</u> hange RmType
Description	Double Room	» D <u>u</u> lly Charges
Room Class	MAIN_BLDG 🤇 Include in Sales 🗹	
Display Order	Clearing Account	
Maximum Adults	4 Multiple Rooms	
Maximum Children	2 Exclude from Rooms Booked Analysis	
Maximum Guests	2 Exclude from Yield Management Rate Rules	
Web Options		
Available	for Online Reservations	
Rooms Withheld fr	om Online Reservations 0	
	🔗 OK 🎦 Undo 🕅 Delete	Fxit

5. Once the Rooms have been made available for online bookings, we need to ensure that the rate types associated will be available as well. In the Hotel Setup Menu, click 'Rate Types'.

Set the Web Options as in the previous steps to make available online. Here, we can also specify if a Rate Type is a Member Only Rate.

D	Setup Rate Types(HA060)		×
		\Rightarrow	0
Rate Type	GLF Cip		
Description	Golf Package		
Complimentary			
Notes/Comments			
Includ	le on Stats Report 🖌		
Exclude from Yield Manage	ement Rate Rules		
Supp	press Room Rates		
	Guest Only Rate		
Exclude from	Res. Rate Display		
Post All Revenue on	First Night of Stay N - No 🗸		
	Display Ranking		
	📀 🖸 🗹 💟 Undo 🏢 Delete 🜔	3 E <u>x</u> it	

6. All the Room Rates / Rate Cards that have both the Room and Rate set up to show online will be available on the site. This is also the screen that gets the prices for both main rates and weekend rates. These are the values that show up online.

You can set prices for multi day reservations by setting the "Type of Rate" to Package and entering the number of days. A package set to 3 days will only show up when users request a reservation that is a multiple of 3 days. If a member requests a 6 day stay or a 9 day stay this rate will be available. **Note:** Currently only Nightly and Package Rate types work with the web; Weekly, Monthly and Full Month do not.

	Ro	om Rates / Rate	Card(HA130)		
Effective Until 20151231 Room Type NBK1 ⁽ⁱ⁾ , Rate Type MEM ⁽ⁱ⁾ , Effective From 20110312	C Dec 31, 2015 King Suites with Balcony Member Rate		Inactive		» Do <u>n</u> 't Use » Package » Copy to all Room Types
Description Member I Type of Rate Nightly Length of Package 0 Billing Code ROOM Allow Member Discounts	Room Charge-from Ra	te Card			
Weekday Rates	Weekend Rates				
Single Rate 315.00	Single Rate	157.50	Friday 🗸		
Double Rate 315.00	Double Rate	157.50	Saturday 🖌		
Triple Rate 315.00	Triple Rate	157.50	Sunday 🔽		
Quad Rate 315.00	Quad Rate	157.50	Monday		
Additional Guest 0.00	Additional Guest	0.00	Wednesday		
Rate per Child 0.00	Rate per Child	0.00	Thursday		
	Valid From	YYMMDD			
	Valid To	YYMMDD			
		S	OK 🕥 Undo	Delete	Save As 😢 Exit

7. Once these steps are complete, your Jonas Hotel Management System is ready for Online Room Reservations.