

FOR THE AGENCIES

For active use of the Hotel2Sejour system in agencies; The **Hotel2Sejour** menu in the Sejour system needs to be adjusted according to the agency operating standard of the **Hotel2Sejour Parameters** field first. Once the parameters have been set, it is necessary to match and record the hotels from Hotel2sejour Code Mapping to provide hotel connection with the agency.



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Password : sejour



Hotel2Sejour Parameters;

Data Flow

Hotel Confirm Status	Yes;No;Waiting;Sen	bookings to be displayed in Hotel2Sejour
Hotel Confirm Status	No Selection	and [] prior do not display reservations in Hotel2Sejour (Check in Date)
Hotel Confirm Status	No Selection	and [] onwards do not display reservations in Hotel2Sejour (Check in Date)
Hotel Confirm Status	No Selection	and check out date prior today not to be displayed in Hotel2Sejour
Reservation Type	No Selection	bookings not to be displayed in Hotel2Sejour

Display reservations with status cancellation (real cancellations)

Tour Operator Parameters

Display Tour Operator Info

Name Code

Display Tour Operator Confirmation Info

Yes	Yes
No	No
Waiting	Waiting
Send	Send
Not Sent	Unsent

Hotel - Operator confirmation work synchroniz

Reservation Type: New;Change;Cance

Operator confirmation when Hotel Confirmation is "yes"

Yes	Yes
No	Yes
Waiting	Yes
Send	Yes
Not Sent	Yes

Operator confirmation when Hotel Confirmation is "no"

Yes	No
No	No
Waiting	No
Send	No
Not Sent	No

Reservation Parameters

Display Original Hotel code

Display hotel extra servise info (functions if invoice is calculated)

Display Reservations with Price (Displays when invoice is calculated)

Reservation Status:

Ok	Ok	to be shown
On-Req	On-Request	to be shown
Go Show	Go Show	to be shown
No Show	No Show	to be shown
Release	Option	to be shown

Allotment

Normal	Normal	to be shown
Guarant	Guaranty	to be shown
On-Req	On-Request	to be shown

Selling Date

Remain same Display Record date

Display first print date Do not Dispaly Sales Sate

Display last print date

Receive Reservatino Confirmation e-mails as PDF

Display sent Date

The first parameter in the General Parameters field is; In 'Sejour', the hotel confirmation status is the parameter which is set by the hotelier in response to the inquiry 'Reservation view of Hotel2Sejour system'.

In general, we recommend our agencies; **Hotel Confirmation Status 'Yes, No, Sent' bookings to be displayed in Hotel2Sejour.**

The 'Yes, No' options are available by default so that you can check the reservation made by the hotel user in the hotel2Sejour system.

If our agent wants to hide a reservation on the Sejour system; your reservation can prevent the hotel from seeing the hotel's confirm status as 'Waiting, Not Sent'.

The second parameter in the General Parameters; 'Hotel Confirmation Status Yes, No, Waiting, Not Sent, Sent and prior dont display reservations in Hotel2Sejour.(Check in Date) For example; you do not want your bookings of last year to be displayed by your hotel; you have to fill in the relevant parameter by marking the hotel confirm status and specifying the date.

The third parameter in General Parameters; 'Hotel Confirmation Status Yes, No, Waiting, Not Sent, Sent and onwards dont display reservations in Hotel2Sejour.(Check in Date) For example; you do not want your winter bookings to be displayed by your hotel; you have to fill in the relevant parameter by marking the hotel confirm status and specifying the date.

The fourth parameter; Hotel Confirmation Status Yes, No, Waiting, Not Sent, Sent and check out date prior today not to be displayed in Hotel2Sejour. In this parameter, the agency may prevent the hotel from displaying a booking that has entered and left the hotel.

Our other parameter; Reservation Type New, Change , Cancellation bookings not to be displayed in Hotel2Sejour. For example; If you do not wish to receive confirmation of your canceled reservations via Hotel2Sejour, you can prevent your canceled reservation type from being displayed via Hotel2Sejour.

In general parameters; display reservations with status cancellation (real cancellations) It is the parameter that allows you to show your real cancellations outside of your balloon reservations at Hotel2Sejour.

Tour Operator's Parameters

If tour operator information is displaying in the agency booking vouchers; **Display Tour Operator Info** parameter is marked and one of the Name or Code options is preferred.

Display Tour Operator Confirmation Info; Tour operator can display your reservation status of your reservations in Hotel2Sejour (if you have a Tourvisio connection).

Hotel – Operator confirmation work synchronize;

Operator confirmation when Hotel Confirmation is “yes”; the Operator Confirmation can be shown at your discretion.

Operator confirmation when Hotel Confirmation is “no”; the Operator Confirmation can be shown at your discretion.

Reservation Parameters

According to the working style of the agency in Hotel2Sejour;

- The original hotel code can be shown,
- If the booking invoice is calculated; Hotel can show extra service information,
- If the booking invoice is calculated; reservations can be shown with a price.

The screenshot shows the 'Hotel2Sejour Parameters' configuration window. The 'Reservation Parameters' section is highlighted with a red box. It contains the following options:

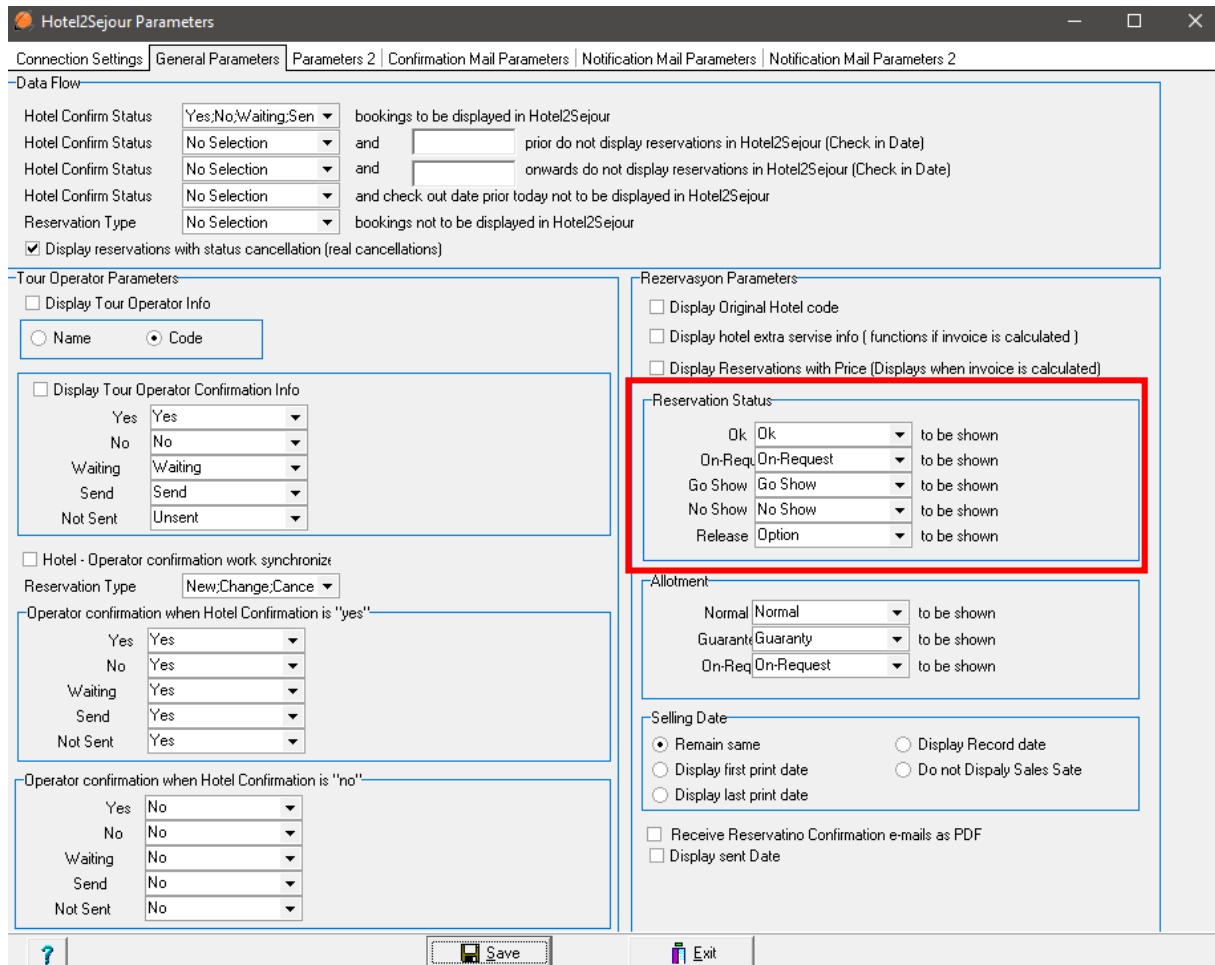
- Display Original Hotel code
- Display hotel extra service info (functions if invoice is calculated)
- Display Reservations with Price (Displays when invoice is calculated)

Other sections visible in the window include:

- Data Flow:** Hotel Confirm Status (Yes.No.Waiting.Sen), Hotel Confirm Status (No Selection), Hotel Confirm Status (No Selection), Hotel Confirm Status (No Selection), Reservation Type (No Selection). Includes a checkbox for 'Display reservations with status cancellation (real cancellations)'.
- Tour Operator Parameters:** Display Tour Operator Info (Name/Code), Display Tour Operator Confirmation Info (Yes/No, Waiting/Send, Not Sent), Hotel - Operator confirmation work synchroniz, Reservation Type (New;Change;Cance), Operator confirmation when Hotel Confirmation is 'yes', Operator confirmation when Hotel Confirmation is 'no'.
- Reservation Status:** Ok (Ok), On-Req (On-Request), Go Show (Go Show), No Show (No Show), Release (Option).
- Allotment:** Normal (Normal), Guarant (Guaranty), On-Req (On-Request).
- Selling Date:** Remain same (selected), Display Record date, Display first print date, Display last print date, Do not Dispaly Sales Sate.
- Additional Options:** Receive Reservatino Confirmation e-mails as PDF, Display sent Date.

Reservation Status

At Hotel2Sejour; the management of reservations status is under agency control. The desired option can be displayed with the desired feature.



Allotment

All of the reservation allotment in Hotel2Sejour can be viewed as normal or guaranteed. It can also be seen as it is.

The screenshot shows the 'Hotel2Sejour Parameters' application window. The 'Parameters 2' tab is active. The 'Data Flow' section contains several dropdown menus for 'Hotel Confirm Status' and 'Reservation Type', with a checked option for 'Display reservations with status cancellation (real cancellations)'. The 'Tour Operator Parameters' section includes checkboxes for 'Display Tour Operator Info' and 'Display Tour Operator Confirmation Info', along with dropdown menus for 'Yes', 'No', 'Waiting', 'Send', and 'Not Sent' for both 'yes' and 'no' confirmation scenarios. The 'Reservation Parameters' section includes checkboxes for 'Display Original Hotel code', 'Display hotel extra service info', and 'Display Reservations with Price'. The 'Reservation Status' section has dropdown menus for 'Ok', 'On-Req', 'Go Show', 'No Show', and 'Release'. The 'Allotment' section, highlighted with a red border, contains dropdown menus for 'Normal' and 'Guaranty', both set to 'to be shown'. The 'Selling Date' section has radio buttons for 'Remain same', 'Display Record date', 'Display first print date', and 'Display last print date', along with checkboxes for 'Receive Reservatino Confirmation e-mails as PDF' and 'Display sent Date'. The bottom of the window features a 'Save' button and an 'Exit' button.

Selling Date

The date of sale of reservations is very important as the reservation date in Hotel2Sejour system does not have a reflection date and the sale hold status of our agency users. Our recommendation; 'Mark display last print date'. You can keep the reservation as long as you want and send it out on the day you want to send it. The date of reservations sale will be the date of which the was printed.

The screenshot shows the 'Hotel2Sejour Parameters' window with the 'Parameters 2' tab selected. The 'Data Flow' section includes settings for 'Hotel Confirm Status' and 'Reservation Type'. The 'Tour Operator Parameters' section has options for displaying operator info and confirmation details. The 'Rezervasyon Parameters' section includes options for displaying original hotel code, reservation status, and allotment. The 'Selling Date' section, highlighted with a red box, contains the following options:

- Remain same
- Display Record date
- Display first print date
- Do not Display Sales Date
- Display last print date

Below these options are checkboxes for 'Receive Reservatino Confirmation e-mails as PDF' and 'Display sent Date'. The window also features a 'Save' button and an 'Exit' button at the bottom.

Receive Reservations Confirmation e-mails as PDF; The booking made to the agency is the parameter attached for the PDF of the booking receipt to the reservation confirmation mailing.

After you have finished setting the General Parameters, move to the **Parameters 2** field.

Hotel2Sejour Parameters

Connection Settings | General Parameters | **Parameters 2** | Confirmation Mail Parameters | Notification Mail Parameters | Notification Mail Parameters 2

In Reservation Forms

- Display Agency Name
- Display Tour Operator name
- Display Agency / Tour Operator names together

Display Reservation Form Values in Hotel Reservation form

Show Arrival Flight Info for the reservations in Hotel2Sejour

- Display Flight No Information
- Display Flight Time Information

Show Departure Flight Info for the reservations in Hotel2Sejour

- Display Flight No Information
- Display Flight Time Information

In Stop Sale import screen set default as: Allow entry from Sejour

In Stop Sale import screen set default as: Allow entry from Web

Stop Sale / FreeSale Period

Begin Date:

End Date:

Spo Period

Begin Date:

End Date:

Allow to insert confirmation note for confirmations given via Hotel2Sejour

Hotel	Enter Note
Click here to define a filter	
	<input checked="" type="checkbox"/>

1

Press F3 to create Hotel Group

Buttons: New, Save, Delete

Footer: ? Save Exit

In Reservation Forms; If you want to show the name of the agency or the name of the tour operator, you need to select one of it.

The screenshot shows the 'Hotel2Sejour Parameters' window with the following sections:

- Parameters 2:**
 - In Reservation Forms:**
 - Display Agency Name
 - Display Tour Operator name
 - Display Agency / Tour Operator names together
 - Display Reservation Form Values in Hotel Reservation form
 - Show Arrival Flight Info for the reservations in Hotel2Sejour:**
 - Display Flight No Information
 - Display Flight Time Information
 - Show Departure Flight Info for the reservations in Hotel2Sejour:**
 - Display Flight No Information
 - Display Flight Time Information
 - In Stop Sale import screen set default as Allow entry from Sejour
 - In Stop Sale import screen set default as Allow entry from Web
 - Stop Sale / FreeSale Period:**
 - Begin Date:
 - End Date:
 - Spo Period:**
 - Begin Date:
 - End Date:
 - Allow to insert confirmation note for confirmations given via Hotel2Sejour:**
 - Table with columns: Hotel, Enter Note
 - Row 1: Hotel (dropdown), Enter Note (checkbox checked)
 - Buttons: New, Save, Delete
 - Footer: Press F3 to create Hotel Group

Display Reservation Form Values in Hotel Reservation Form; Sejour is a parameter that needs to be set in order to have your contact details in your booking voucher.

Show Arrival Flight Info for the reservations in Hotel2Sejour; it will suffice to mark the relevant parameter.

In Stop Sale Import Screen set default as allow entry from Sejour / In Stop Sale Import screen set default as allow entry from Web; means that you can transfer to the Sejour system from the Hotel2Sejour notification screen.

Allow to insert confirmation note for confirmations given via Hotel2Sejour; you can manage to let the Hoteliers write notes to you. It can be Hotel-based limited.

Hotel2Sejour Parameters

Connection Settings | General Parameters | Parameters 2 | Confirmation Mail Parameters | Notification Mail Parameters | Notification Mail Parameters 2

In Reservation Forms

- Display Agency Name
- Display Tour Operator name
- Display Agency / Tour Operator names together

Display Reservation Form Values in Hotel Reservation form

Show Arrival Flight Info for the reservations in Hotel2Sejour

- Display Flight No Information
- Display Flight Time Information

Show Departure Flight Info for the reservations in Hotel2Sejour

- Display Flight No Information
- Display Flight Time Information

In Stop Sale import screen set default as Allow entry from Sejour

In Stop Sale import screen set default as Allow entry from Web

Package Grouping rule in H2S Monitor

- Group 1
- Group 2
- Group 3
- Group 4
- Group 5
- Group 6

Stop Sale / FreeSale Period

Begin Date:

End Date:

Spo Period

Begin Date:

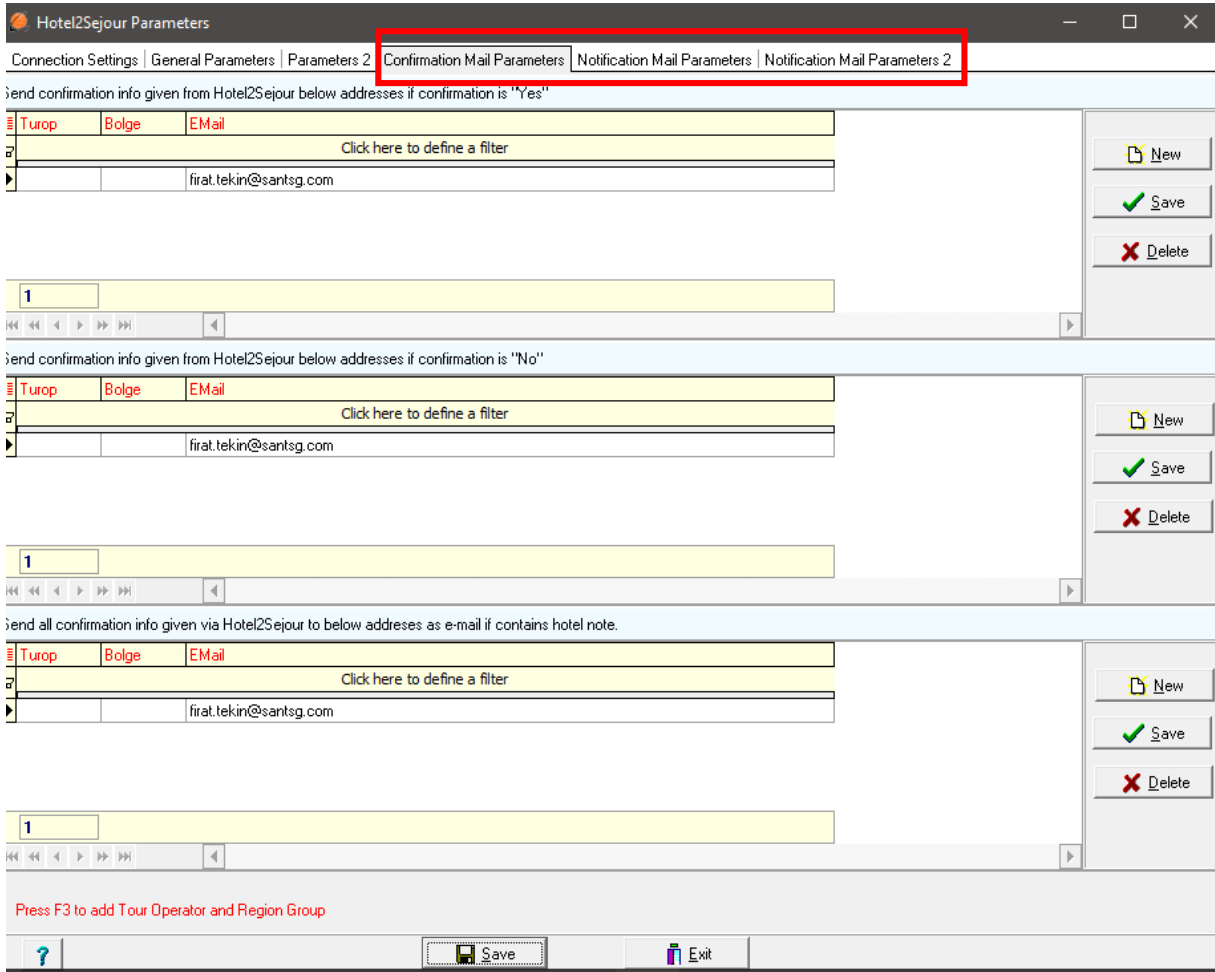
End Date:

Allow to insert confirmation note for confirmations given via Hotel2Sejour

Hotel	Enter Note
Click here to define a filter	
	<input checked="" type="checkbox"/>
1	

Press F3 to create Hotel Group

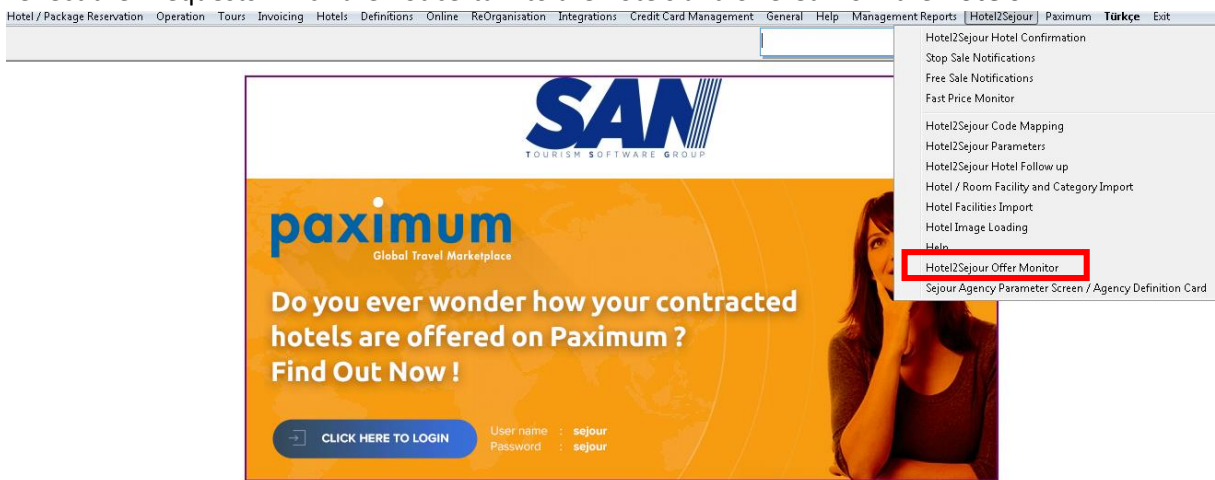
You have to fill mail parameters for receive an e-mails. You can define seperately for confirm, not confirm or with notes.



Please fill notifications mail parameters for Stop Sale / Free Sale/ Spo notification's e-mails.

For Offer Pool, please fill notification mail parameter 2

Offer Pool Monitor; that the hotels that received the services from the operators of the agencies reflect their requests which are not certain to the hotels and offered from the hotels.



Once you have entered the Offer Pool, you need to click the **Create New Offer** button.

The screenshot shows the Offer Pool interface with search filters for Hotel C/In Date, Offer Status, Hotel C/Out Date, and Offer Delivery Date. A table with columns like Offer No, Group Pr, C/In Date, Check Out Date, Oda, Room De, Room Typ, Room Ty, Board, Board Definition, Room Count, Adult, Child, Infant, Description, Price Type, Price, Cur, Nat, National, Operat, Operator, and Offer T is visible. Below the table, there is a 'No data to display' message. At the bottom, a navigation bar contains buttons for 'Hide', 'Create a New Offer' (highlighted in red), 'Accept the Offer', 'Cancel the Offer', and 'Exit'.

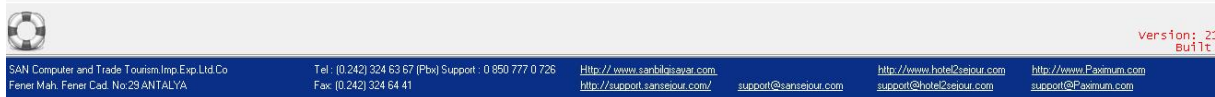
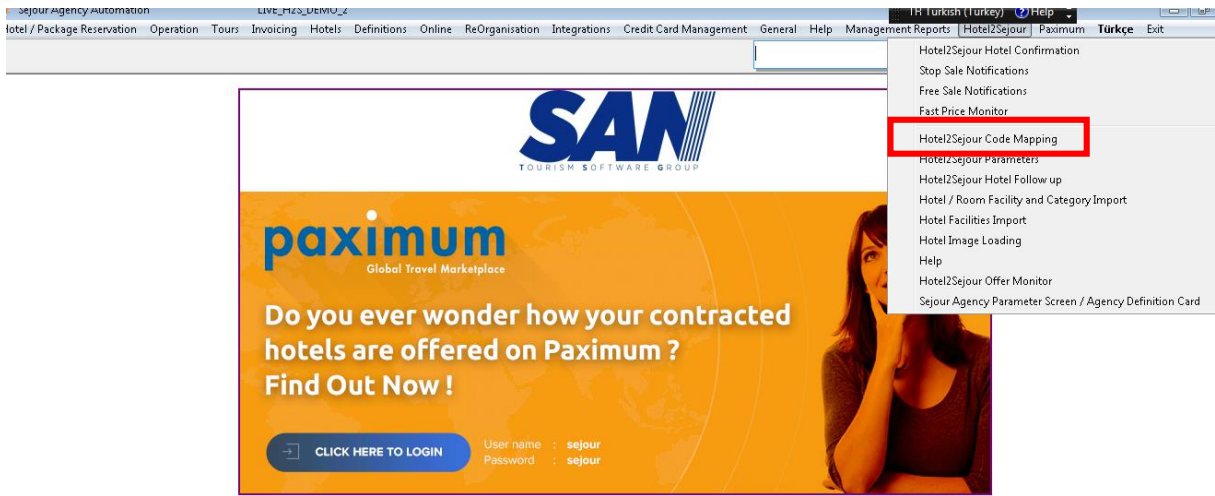
When open our new screen, the request properties will be enter. It is save and press the Send request button.

The request sent, the response of the hotels; You can see by listing in Hotel2Sejour Offer Monitor.

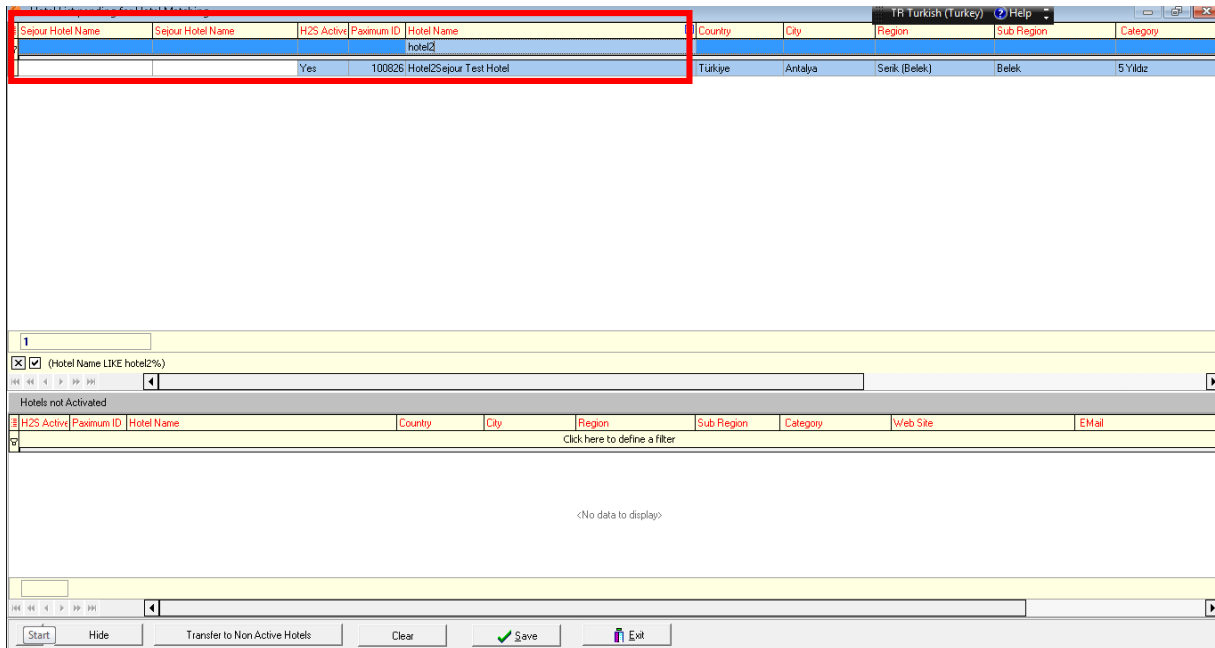
From the bottom left of the screen; you can see Reaching/Offer seen by the Hotel – Offer Given By – Who do not Accept – Searches features.

The screenshot shows the H2S Offer Monitor interface. It includes search filters for Hotel C/In Date, Offer Status, Hotel C/Out Date, and Offer Delivery Date. A 'List' button is highlighted in red. Below the filters is a table with columns: Offer No, Group Pr, C/In Date, Check Out Date, Oda, Room De, Room Typ, Room Ty, Board, Board Definition, Room Count, Adult, Child, Infant, Description, Price Type, Price, Cur, Nat, National, Operat, Operator, and Offer T. The table contains several rows of offer data. Below the table, there is a 'No data to display' message. At the bottom, a navigation bar contains buttons for 'Hide', 'Create a New Offer', 'Accept the Offer', 'Cancel the Offer', and 'Exit'. The interface also shows sections for 'Hotels which will receive the Offer' and 'Hotels which read the Offer'.

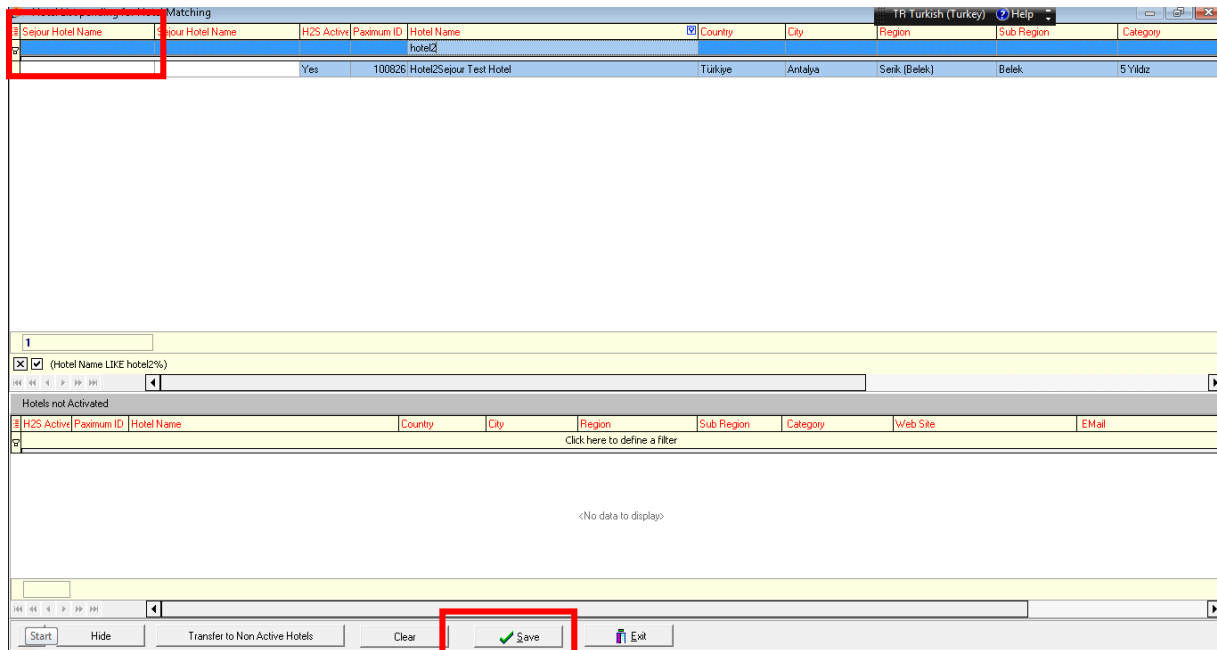
After setting Hotel2Sejour Parameters; it is necessary to match with the hotel to send the reservation. To match hotels; you have to click **Hotel2Sejour Code Mapping**.



From the bottom left of the screen “**Hotel2Sejour HotelWizard**” needs to be open. Then the hotels which are active listed. If we want to match a hotel, we have to find the hotel in filters.



It is necessary to match the same hotel registered in Sejour located in the opposite area by finding the hotel to be matching.



Once the matching process is done, it is enough to press **Save**.

If a hotel has been mapped; Hotel2Sejour logo appears on hotel card when booking hotel. The hotel confirmation status is changed according to the parameter you have set before, the booking directly goes to Hotel2Sejour hoteliers side.

