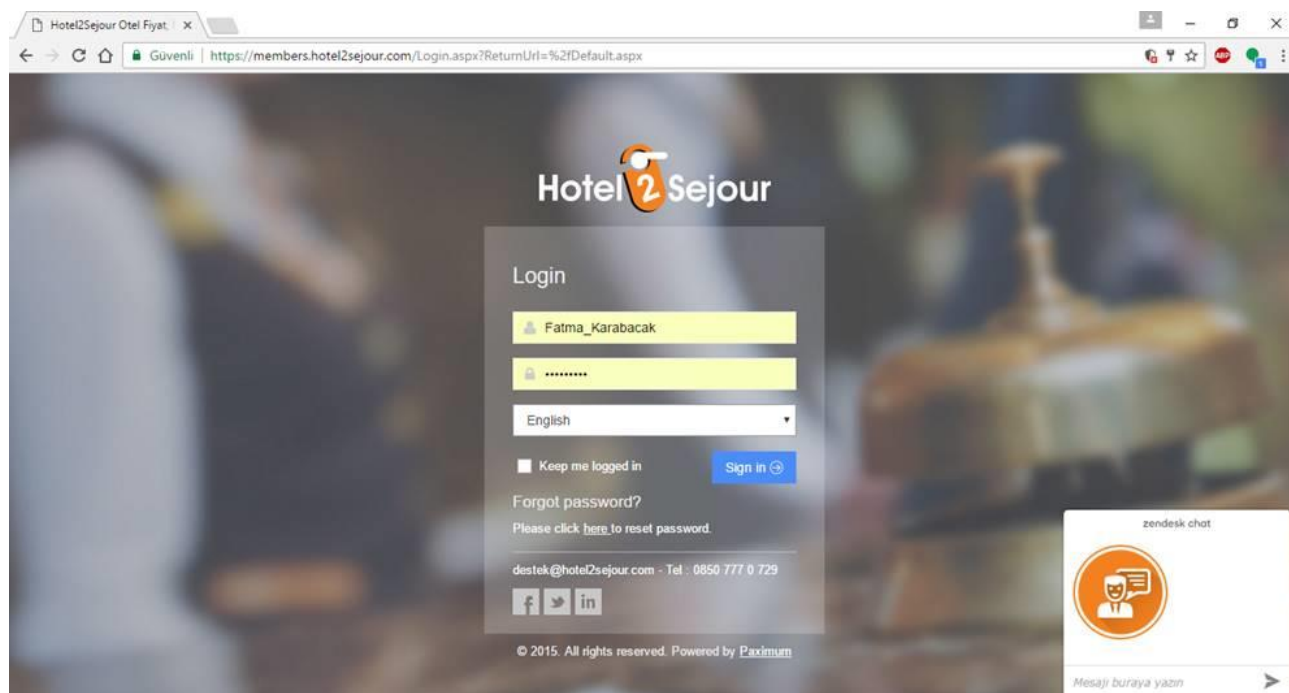


Hotel side Settings

Sign In to the system :

Login to the Hotel2Sejour system with your username and password.



Hotel2Sejour

Login

Fatma_Karabacak

English

Keep me logged in

Forgot password?
Please click [here](#) to reset password.

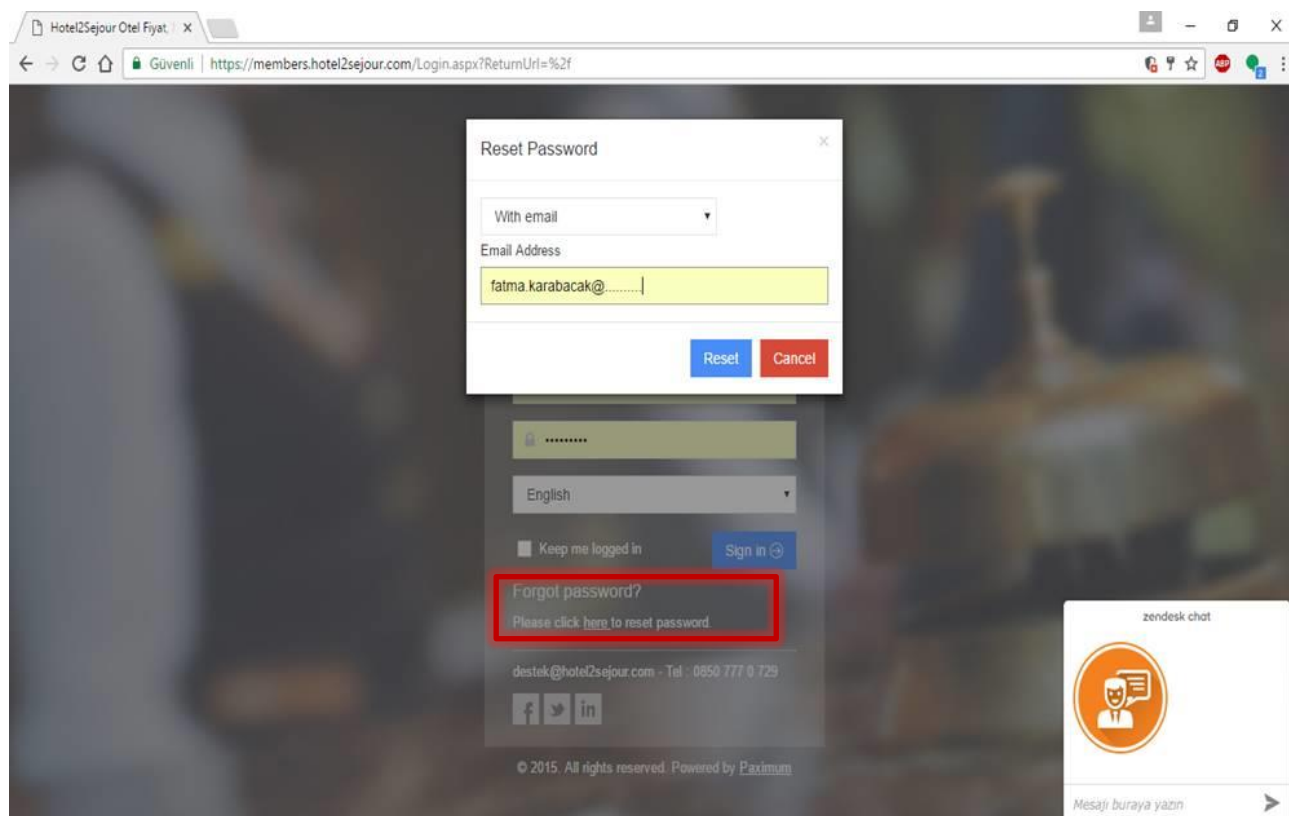
destek@hotel2sejour.com - Tel : 0850 777 0 729

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zendesk chat

Mesajı buraya yazın

If you forget your password; You can send your username and password to your own mail by typing your email address in the 'You can reset your password here'



Reset Password

With email

Email Address

fatma.karabacak@.....

English

Keep me logged in

Forgot password?
Please click [here](#) to reset password.

destek@hotel2sejour.com - Tel : 0850 777 0 729

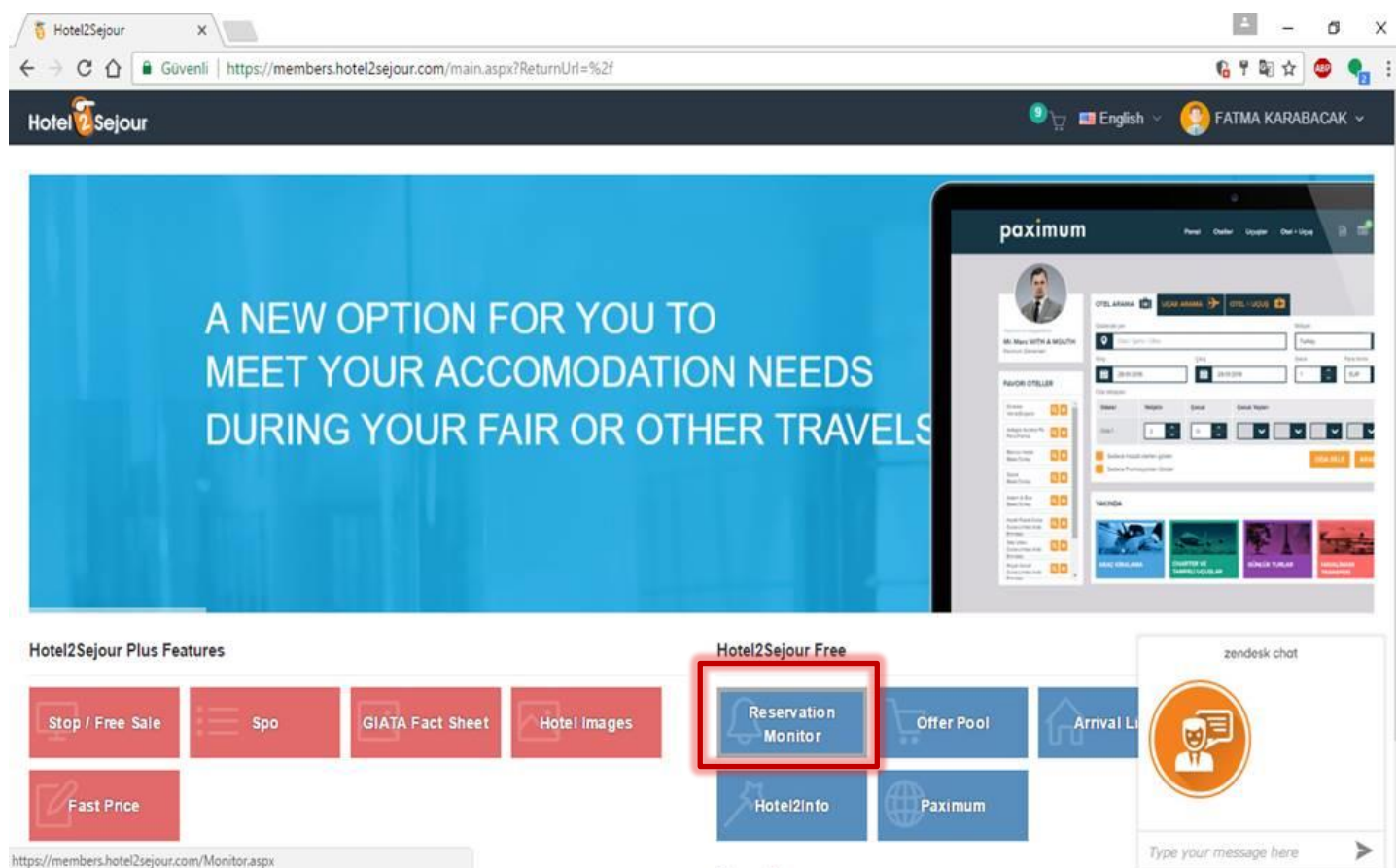
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Mesajı buraya yazın

Reservation monitor

Once you have logged into the Hotel2Sejour system with your username and password, enter the 'Reservation Monitor' button. From the Reservation Monitor; You can see your waiting status(Pending) reservations and you can check on your confirmed booked reservations.



The screenshot displays the Hotel2Sejour website interface. At the top, the browser address bar shows the URL: <https://members.hotel2sejour.com/main.aspx?ReturnUrl=%2f>. The user is logged in as FATMA KARABACAK. The main banner features the text: "A NEW OPTION FOR YOU TO MEET YOUR ACCOMODATION NEEDS DURING YOUR FAIR OR OTHER TRAVELS". Below the banner, there are two main navigation sections: "Hotel2Sejour Plus Features" and "Hotel2Sejour Free". The "Hotel2Sejour Free" section contains several buttons, with "Reservation Monitor" highlighted by a red box. Other buttons include "Stop / Free Sale", "Spo", "GIATA Fact Sheet", "Hotel Images", "Fast Price", "Offer Pool", "Arrival List", "Hotel2Info", and "Paximum". A "zendesk chat" widget is visible on the right side of the page.

To see your pending reservations;

When you enter the Reservation Monitor area, the Search Criteria screen will appear. In Search Criteria; Your hotel name and all your agents will be appeared as marked up. because your pending reservations will be listed ,The Hotel Confirmation field will be appear as waiting. When you press the search button you will see your reservations that have not been confirmed.

Hotel2Sejour

Search Criteria

Confirmed 0 | Waiting 0 | Not Confirmed 0 | New 0 | Cancel 0 | Changed 0

Hotel: Hotel2Sejour Test Hotel | Sales Date: | Adult: | H2S TEST

Agency: 104 selected | Check In Date: | Child: |

Voucher: | Check Out Date: | Infant: |

Hotel Confirmation Status: Waiting | Confirmation Date: | Total Pax: |

Reservation Type: New, Change, Cancel | Res. Status: Ok, On Request

Search Save Clear

zendesk chat

Page 0 of 0 | 100 | Confirm Not Confirmed Detail PDF PDF List Print E-mail Auto Refresh is off

To give confirmation for a reservation or not to give confirmation; press Right click on the reservation, and choose as "Confirmed" or "Not Confirmed". Editing can be done and PDF, PDF list and printing can be done. While the same operations are on reservation; 'Confirmation, Notification, Detail, PDF, PDF List, from Print button below can also be done.

Hotel2Sejour

Search Criteria

Confirmed 0 | Waiting 2 | Not Confirmed 0 | New 2 | Cancel 0 | Changed 0

Reservation Details

Hotel Conf. Status	Type	Res. Status	Hotel	Sejour Hotel Name	Agency	Voucher	Sales Date	Check In Date	Check Out Date	Nights	Room Name	Room Type
1	Wait	New	Ok	H2S TEST OTEL	Paximum Test Agency	0007		05.08.2014	19.08.2014	14	DOUBLE ROO...	XXXX STANDA
2	Wait	New	Ok	H2S TEST OTEL	Paximum Test Agency	0009		10.08.2014	17.08.2014	7	DOUBLE ROO...	XXXX STANDA

Customers

Title	Name, Surname	Nationality	Birthdate	Age	Arrival	Time	Departure	Time	Passport
Mrs	VISSER, ANKIE N	-	-	43	ARR?		DEP?		
Mr	KOOIJ, KARST N	-	-	48	ARR?		DEP?		

Confirm Not Confirmed Detail PDF PDF List Print E-mail Auto Refresh is off

zendesk chat

Page 1 of 1 | 100 | Type your message here

For cumulative processes:

To perform cumulative processes on bookings listed in Search Criteria; All the bookings are marked by marking the box on the left side of the screen and then cumulative processing will be possible.

The screenshot shows the 'Monitor.aspx' page in the Hotel2Sejour system. At the top, there are navigation tabs for 'Confirmed' (0), 'Waiting' (2), 'Not Confirmed' (0), 'New' (2), 'Cancel' (0), and 'Changed' (0). A search bar is on the left. The main table, titled 'Reservation Details', has columns for Hotel Conf. Status, Type, Res. Status, Hotel, Sejour Hotel Name, Agency, Voucher, Sales Date, Check In Date, Check Out Date, Nights, Room Name, and Room Type. Two rows are visible, both with checkboxes in the left margin. Below the table is a 'Customers' section with columns for Title, Name, Surname, Nationality, Birthdate, Age, Arrival, Time, Departure, Time, and Passport. At the bottom, there are action buttons: Confirm, Not Confirmed, Detail, PDF, PDF List, Print, E-mail, and Auto Refresh is off. A Zendesk chat window is open on the right.

Check in list

The daily check in list can be taken from this screen. When you want to check in list, the dates should be specified, Confirmation statuses should be specified and the Search button should be pressed. The check in list can be reported as excel and be outputted as PDF.

The screenshot shows the 'Arrival List' page in the Hotel2Sejour system. It includes a search form with the following fields: Hotel (Hotel2Sejour Test Hotel), Confirmation Status (Yes, No, Waiting), Check In Date (09.09.2016 to 18.04.2017), Agency (104 selected), and buttons for Search, Print PDF, and Print Excel. Below the search form is a table with columns: Operator, Hotel Conf. Status, Hotel, Agency, Voucher, Title, Name, Nationality, Arrival, Arrival Time, Departure, Departure Time, Check In Date, and Check Out Date. The table contains four rows of data. A Zendesk chat window is open on the right.

Operator	Hotel Conf. Status	Hotel	Agency	Voucher	Title	Name	Nationality	Arrival	Arrival Time	Departure	Departure Time	Check In Date	Check Out Date
1	BALKAN HOLIDAYS LONDON	Yes	Hotel2Sejour Test Hotel	BalkanHolidays	TEST	Mr	TEST TEST	-	-	-	-	01.11.2016	06.11.2016
2	BALKAN HOLIDAYS LONDON	Yes	Hotel2Sejour Test Hotel	BalkanHolidays	TEST	Mrs	TEST TEST	-	-	-	-	-	-
3	TEST	Wait	Hotel2Sejour Test Hotel	Meeting Point Turkey	TEST3	Mr	MSKFDHFL	XQ-169	-	-	-	-	-
4	TEST	Wait	Hotel2Sejour Test Hotel	Meeting Point Turkey	TEST3	Mrs	MSKFDHFL	XQ-169	-	-	-	-	-

