Web reservation (Online reservation)

The program has the option to link a wide range of booking site using the pmsXchange facilities available from Site Minder.

Please note that in order for this function to work you will have to register with Site Minder and agree with their terms and conditions. Please visit [http://www.siteminder.com/](http://www.siteminder.com/) for details.

Once you sign up with SiteMinder you would have supplied the with your room type and in return you would have received the pmsXchange.xls file a Microsoft Excel spread sheet.

![pmsXchange](image)

You may find that the room code and the rate code are not necessarily filed in. If this is the case you can fill in the Room code with and rate code and send the form back to SiteMinder so they can enter the codes in to their system.

Room codes are simple abbreviation of your room types say Single room “SR” Double room “DR” etc. For your Rate codes the default is “BAR”

*Note: It is important that SiteMinder receive the complete for back so they can enter the information into their system.*

**Step 1**

Once the above has been complete you need to activate the SiteMinder Interface. From the main menu select configuration then “Report and network” under web reservation select “SiteMinder” and tick “Use web reservation” click ok to save.
Step 2
You will note that the Web and Retrieve button will now be active.

Step 3
Click the “Web” button to activate the SiteMinder interface.
Step 4

Enter the required information copy this information from the pmsXchange sheet to the SiteMinder interface

Company information

Enter the company information User name Hotel code and password.

Select dates

Select the dates for the update request

Action

Select the action you would like to perform.

Room type ID and rates
Enter the room type id to correspond with site minder (example "TR", "DR") and your room rates, the default room rates are taken from the system room and rate information.

Update check box, in case the rate update request is selected you are given the option to only update the selected room types.

Booking limits and codes

- Max room allocation, enter the maximum number of rooms you would like to allocate you room maximum room availability will not exceed this level even though more rooms are available.
- Stop sale level, enter the availability level to stop selling.
- Rate code, enter the rate code provided by site minder (example "BAR")
- Currency code, select your currency code.

Auto check reservation

- Indicate the time interval you would like to set to check for new reservation .
- Indicate the time you would like o full system flush to occur.

(the auto check function will only be performed on the main computer in a multi user situation)

- Recalculate occupancy level prior to update. Tick this check box if you would like the program to recalculate your occupancy levels prior to updating the web site to insure accurate information is uploaded.

Step 5

You should be done now, click send to send a booking retrieval. Look at the result even if there are no reservation the RetriveRS should indicate <Succses> as this means you are communicating whit SiteMinder and have a successful connection.
In case of the new reservation these will be automatically entered on to your booking sheet. You can select the "Latest reservation" tab to view the latest reservation received.

Note: the latest result are also saved in “C:\Users\xx\Documents\reservation\Temp” folder