

Hotel Management System (HMS)

Quick Reference Guide

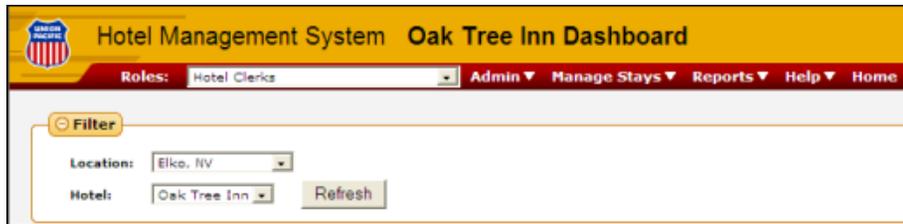


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Introduction

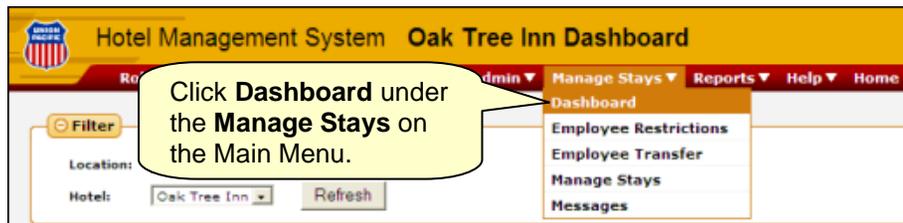
The **Hotel Management System**, referred to as **HMS**, will interface with existing UP applications to provide a reasonable estimate of when UP employees will check into a specific hotel, and when UP employees who are checked in, will check out.



How to Use the HMS Dashboard

After opening the HMS system, your **Location** and **Hotel** should automatically appear. If it does not appear:

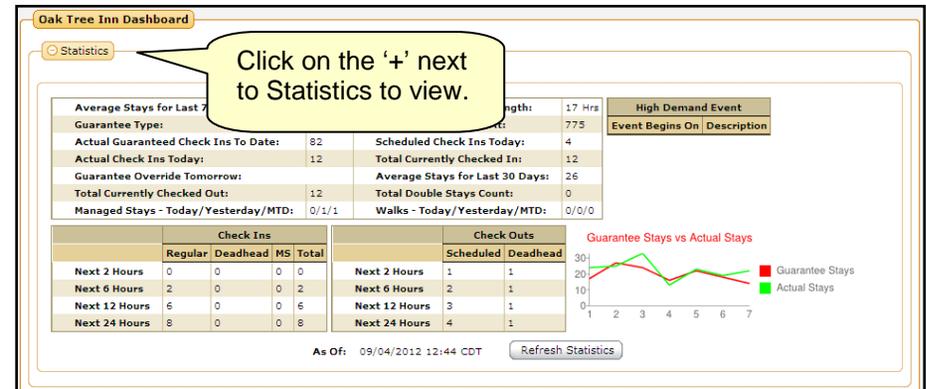
1. Select a city and state from the **Location** dropdown list.
2. Select a hotel from the **Hotel** drop down menu. The **Dashboard** for the location and hotel you chose appears.



You can also access the **Dashboard** through the **Manage Stays** and **Home** menu items.

Statistics

The dashboard includes a display of statistics that will help hotel management allocate rooms to UP in regards to their commercial customers. If the Statistics window is not opened, click on the twistie (+) next to Statistics to view the statistics for the location and hotel you selected.



Information in Statistics includes the following:

- **Average Stays for Last 7 Days**
- **Guarantee Type** - Displays **Monthly, Daily, or None**
- **Actual Guaranteed Check Ins to Date** – Displays one of the following:

- a) The number of employees who have checked in today if the hotel is a daily guaranteed hotel (excluding managed stays) or
- b) The number of employees who have checked in so far this month if the guarantee type is monthly (excluding managed stays).
- c) "Not applicable" for hotel with no guarantee.

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- **Actual Check Ins Today** - Number of employees who have checked in for the day.
- **Guarantee Override Tomorrow** - If a guarantee override exists for tomorrow, the override value displays.
- **Managed Stays – Today/Yesterday/MTD**
- **Total Currently Checked Out** - Number of employees who have checked out that day.
- **7 Days Average Stay Length**
- **Guarantee Stays Set At** – Displays the value of the monthly or daily guarantee.
- **Scheduled Check Ins Today**
- **Total Currently Checked In** – All checked in employees, including managed stays and regular stays.
- **Average Stays for Last 30 Days** - Displays the average number of stays for the past 30 days.
- **Total Double Stays Count** - Total number of double stays today.
- **Walks - Today/Yesterday/MTD** - Total number of walks and overflows over the past two days.

High Demand Events - Displays date when event begins and a brief description of the event.

Regular Check Ins, Managed Stays Check Ins, and Total - Displays totals over the next 2, 6, 12, and 24 hours.

Scheduled Check Outs - Displays totals over the next 2, 6, 12, and 24 hours.

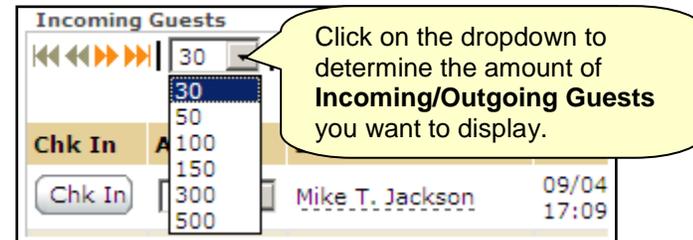
Guarantee Stays Vs. Actual Stays Graph - Line graph that compares guarantee stays vs. actual stays over the past seven days.

Click **<Refresh Statistics>** to update the Statistics window.

Viewing Incoming and Outgoing Guests

Incoming Guests					Outgoing Guests					
Chk In	Actions	Emp Name	Sch Chk In	Status	Emp Name	Room#	Sch Chk Out	Chk In Len	Status	Actions
Chk In		Shannon M. Taylor	06/21/2011 07:40 CDT	Arrived At Destination	Keith D. Nelson	114655	06/20/2011 23:00 CDT	00D:04H:28M	Scheduled Departure	
Chk In		Ronald L. Getes	06/21/2011 07:41 CDT	Arrived At Destination	Jeffrey C. Wright	114719	06/21/2011 00:04 CDT	00D:03H:58M	Scheduled Departure	
Chk In		Dale B. Kmetzsch	06/21/2011 09:55 CDT	Arrived At Destination	Scott L. Wilson	114732	06/21/2011 01:40 CDT	00D:03H:58M	Scheduled Departure	
Chk In		Gary W. Hadlex	06/21/2011 09:55 CDT	Arrived At Destination	Michael R. Kich	114716	06/21/2011 06:51 CDT	00D:03H:58M	Scheduled Departure	
Chk In		Richard A. Brubaker	06/21/2011 10:00 CDT	Arrived At Destination	Brandon A. Rodebough	114718	06/21/2011 07:02 CDT	00D:03H:58M	Called To Work	
Chk In		Justin S. Jensen	06/21/2011 10:00 CDT	Arrived At Destination	Jared M. Thomas	114730	06/21/2011 07:02 CDT	00D:03H:58M	Called To Work	

A list of employees scheduled to check in and check out appears below the Statistics.



- Orange arrows appear when there are more than 30 guests, allowing you to move to another page of guests.
- Or you can click on the dropdown list to the right of the arrows to determine the amount of incoming Guests you wish to view. You can view **30, 50, 100, 150, 200, 300, or 500** guests.

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- You can filter your search by entering information in the gray fields above the columns.
- Click **Clear** to clear the filter and return to the full results.

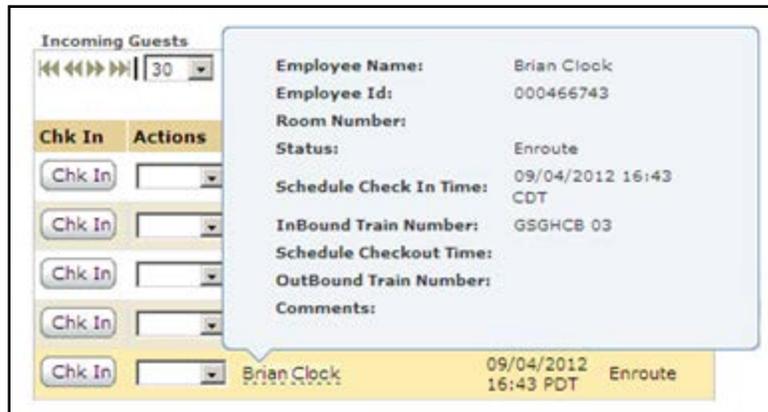


- You can export the list of incoming or departing guests to a **WordPad**, **Excel**, or **Acrobat PDF** document. Click on the WordPad, Excel, or Acrobat PDF icon to export the list.

Viewing Employee Information

To view an employee's current information, hover over their name with your mouse for a quick view or click their name and **scroll down the page** for a detailed view.

Quick view:



Detailed view:

