

# Megasys

## Hospitality Management Systems

### Fast Facts

## Reservations and Front Office



**Megasys** believes the less time a guest with a reservation spends at your front desk checking in, the happier they are. With a single swipe of the guest's credit card, your front desk person can retrieve a reservation, register and check the guest in and obtain an authorization code, all in just a few seconds. **Megasys** lets the computer do the work it is designed to do and leaves the front desk person the time to be friendly, market your hotel, and create a loyal customer.

### Features and Benefits

- ☑ Multiple options for creating/printing folios within the software
- ☑ All financial transactions regarding a guest's folio appear on the Charge Posting/ Checkout screen
- ☑ Allows for easily entered and managed rates covering almost unlimited room options
- ☑ View/Print Folio option that allows you to display or print a guest's folio even if another user is posting charges or checking out the same folio—true multi-user functionality
- ☑ Eliminates the need for an incidental folio by offering you a wide variety of options at check out
- ☑ Allows printing or settling a folio with room and tax, specific charges, date ranges, or many other combinations, without prior arrangements
- ☑ Separate "Cash Register" feature allows recording miscellaneous desk sales, such as; photo copies, faxes, etc., without having to open a bogus guest folio
- ☑ Group Functions—Group check-ins and check-outs are easy and combine charge routing to master folios or city ledger allowing a guest to pay incidentals and get their own folio at check out
- ☑ "Share With" links are easy to make or break when the guest changes their mind about whom they are sharing a room. No problem to mix and match five to ten people
- ☑ Unlimited and easy to access, comprehensive statistics reports are always available
- ☑ View on-screen or print a room rack report including all rooms or only rooms with special features
- ☑ Pre-print guest folios for Express check-out
- ☑ Single Swipe Check-in

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Portfolio HMS - Development Hotel

File Edit Tools Help

Go to: [ ]

Folders:
 

- Reservations
  - Advanced Deposits
  - Brochures
  - Groups
  - Room Blocking
  - Special Forms Printing
- Reports
  - Room Rack
  - Room Display
- Find a Guest
- Create Custom Housekeeping Sections\*

1 Today's Arrivals  
 2 Availability  
 3 Today's Client Trace  
 4 Today's Departures  
 5 Dirty Rooms  
 6 14 days Events  
 7 Today's Events Trace  
 8 20 days Groups  
 9 Today's Groups Trace  
 A In-house Guests  
 B OOO Rooms Due Back In Service  
 C Vacat Rooms  
 D Today's Wait List  
 E Work Orders

Folio	Guest Name	City	Arrive	Depart
A0312	Butler, Thomas	Lafayette LA	10/23/08	10/26/08

Alerts: 11:05 am  
 1 Arrivals Pending  
 4 Departures Pending  
 Pending OSJ Updates

Room Availability

Unit Availability Daily Arrival

Beginning Date: 10/23/2008  
 # of Days: 7  
 Ending Date: 10/29/2008

Market: [ ]  
 House Rooms: [ ]

Sp Feat	Thu 10/23	Fri 10/24	Sat 10/25	Sun 10/26
101 KS				GROUP
102 KN				GROUP
103 DS				GROUP
104 DN				A0262
105 KN				GROUP
106 DS				GROUP
107 DN				A0283
108 KN				GROUP
109 KN				GROUP
110 DS				GROUP
111 DS				GROUP
112 DN				GROUP
113 KN				GROUP
202 KN				GROUP
203 DN				GROUP
204 DN				GROUP

A0294 V  
 A0242 Johnson, Brock

Legend

- Res Gtd
- Res Ngtd
- VIP Gtd
- VIP Ngtd
- Occupied
- Due Out
- Out of Order
- Group

Close

Folio	St	S/W	Name	Market	# Rm	Type
A0188	RN		Orny, Meredith	1048	1	DN
A0189	RN		Yang, Christina	1048	1	DN
A0190	RN		Karey, Alex	1048	1	DN
A0191	RN		O'Malley, George	1048	1	DN
A0192	RN		Shepard, Derek	1048	1	DN
A0227	RN		Stacy, Kourt	1048	1	DN
A0258	RN		Breen, Ed	1052	1	KN
A0257	RN		Rogers, Elisabeth	1052	1	KN
A0258	RN		Branch, Arthur	1052	1	KN
A0259	RN		Branch, Arthur	1052	1	KN
A0261	RN		Stone, Ben	1052	1	KS
A0264	RN		Cragen, Donald	1052	1	DN
A0265	RN		Robinet, Paul	1052	1	DN
A0266	RN		Dinet, Elizabeth	1052	1	DN
A0267	RN		Ward, Claire	1052	1	KN
A0268	RN		Proctor, Tony	1052	1	DN

Availability - Development Hotel

File View Other

Beginning Date: 10/23/2008  
 # of Days: 15  
 Ending Date: 11/6/2008

Market: [ ]  
 Rate Grp: [ ]

	Thu 10/23	Fri 10/24	Sat 10/25	Sun 10/26	Mon 10/27	Tue 10/28	Wed 10/29	Thu 10/30
Inventory	57	57	57	57	57	57	57	57
Authorized	57	57	57	57	57	57	57	57
Total Sold	13	18	8	20	19	0	0	2
Out of Order	0	0	0	0	0	0	0	0
Group Block	0	1	1	5	4	0	4	15
Whist Block	0	0	0	0	0	0	0	0
Available	44	38	48	32	34	57	53	40
% Sold	23%	33%	16%	44%	40%	0%	7%	30%
Restricted								
Room Revenue	1,925.00	2,425.00	795.00	2,000.00	1,900.00	0.00	0.00	150.00
Occupancy Rate	.23	.32	.14	.35	.33	.00	.00	.04
ADR	148.08	134.72	99.38	100.00	100.00	0.00	0.00	75.00
Rev/PAR	33.77	42.54	13.95	35.09	33.33	0.00	0.00	2.63
No CRES Type	44	38	48	32	34	57	53	40
DN - DOUBLE BE	13	8	8	6	6	14	10	7
DS - Double Bed	8	8	8	4	4	8	8	5
KN - KING BED N	12	11	20	13	15	23	23	20
KS - King Bed Sm	11	11	11	9	9	11	11	8

Individual Reservations - Development Hotel

File Edit Other Reports

T1 Folio: A0190 Status: RN Accm: L0486

Arrival: 10/24/2008 Fri # Adult: 1  
 # of Nights: 2 # Kids 0-12: 0  
 Departure: 10/26/2008 Sun # Kids 12-17: 0  
 # of Rooms: 1 # Kids Pets: 0

Guest #: [ ] Player Num: [ ]  
 Title: First Name: Last Name: Karev  
 Address: 4000 Improvement St  
 City: Knoxville State: TN Zip: 37902 Country: United States  
 Phone: (555) 555-5258 Fax: (555) 555-3698  
 Company: [ ] Contact: Susan Martin

Rate Group: DN Blocked Rooms: [ ]  
 Room Type: DN  
 Tax Code: Normal Tax  
 Spec Feat: [ ]  
 Gtd By: [ ]  
 Booked: 10/20/08 CTU Last Change: 10/20/08 CTU

Notes Other/Payments Availability Deposits Shares Weather

Rate Info:  
 Tot Stay + Tax \$220.00  
 Stay Rate: 200.00  
 Daily Rate: 100.00  
 Dep Req: \$110.00  
 Dep Paid: \$0.00

Post Charges / Checkout - Development Hotel

File Edit

Folio: A0207 Status: CD # of Keys: 0  
 Guest Name: Rashab Arrival: 10/20/2008 Room: 0vH Rate Tbl: [ ]  
 Address: [ ] Chg Route: [ ] Market/Rate: HSE HSE  
 City/St/Zip: [ ] Tax Code: Normal Tax VIP: [ ]  
 Pay By: CHECK Stay Rate: [ ] Player Num: [ ]

Date	Code	Ticket #	Posted By	Amount	Remarks	Sub	Auth Co
10/20/08	R1	0vH	Megasys Su	-50.00			
10/20/08	RT	0vH	Megasys Su	-4.00			
10/20/08	ST	0vH	Megasys Su	-1.00			
10/23/08	CK	Check	Catherine Tl	55.00	Checkout		
				0.00			

Housekeeping Room Status Update - Development Hotel

Room Number: 113

Current Status: Occp & Clean-New Bags Front Desk Status: Vacant

New Housekeeping Status: [ ]  
 Room Attendant: [ ]  
 No. of Credits: [ ]

Room	Type	Section	Front Desk	Occupied By	Due Out
101	KS	1	Vac & Clean	Vacant	
102	KN	1	Vac & Clean	Vacant	
103	DS	1	Occp & Dirty-Cxo Today	Occupied	
104	DN	1	Vac & Clean	Vacant	
105	KN	1	Vac & Clean	Vacant	
112	DN	1	Vac & Clean	Vacant	
113	KN	1	Occp & Clean-New Bags	Vacant	
106	DS	2	Vac & Clean	Vacant	
107	DN	2	Vac & Clean	Vacant	
108	KN	2	Vac & Clean	Vacant	
109	KN	2	Vac & Clean	Vacant	

Guest History Look Up / Maintenance - Development Hotel

File Edit Other

Guest History Code: T110000070

Last Name: Smith Phone Number: [ ]  
 First Name: John Fax: [ ]  
 Title: [ ] Email Address: guest@webaddress.com  
 Address Line 1: 4770 S. Harvard Contact: John Smith  
 Address Line 2: [ ] Company: Megasys  
 Zip/Postal Code: 74107  
 City: Tulsa  
 State: OK  
 Country Code: US

Stays:	Arrive	Folio	Depart	Rm Rev	Room #
08/03/03	T1-L0141	08/03/03		00	206
03/25/04	T1-L0147	03/31/04		300.00	811
03/27/04	T1-L0146	03/31/04		506.00	204
01/08/05	T1-L0187	01/08/05		00	210
02/08/05	T1-L0207	02/08/05		00	101
06/01/06	T1-L0269	06/01/06		300.00	207

Work Order Maintenance - Development Hotel

File Edit Options Help

Work Order Number: 10002 New Status: Accepted  
 Date Initiated: 1/19/2006 Time Initiated: 12:41A Opened by: ENG

1. Problem 2. Assigned 3. Estimate 4. Notes 5. Solution 6. Close

Description: Leaky faucet

Reported By: Engineer Worker Work Sub-category: PLUMB  
 Location Type: Room Room Number: [ ] W/O History

Location Notes: [ ]