



xHotel Course

Objectives: : Participants will understand the features of the application, display hotel information, be able to maintain suppliers & hotels, search for bookings and use the importing, exporting and report tools.



Module 1 Introduction

Introduction to the xHotel System
xHotel Features
xHotel Structure
Language Support
Accessing xHotel
The main screen Overview

Module 2 The "Hotel" Tab

Adding a Hotel (Contract)
A New Hotel
Hotel Data
Hotel Extras
Room Types
Taxes
Contracts
Availability
Contract Rates
Bookings

Module 3 The "Supplier" Tab

Over view of the supplier tab and the differences between a New hotel contract compared to a supplier contract.
New Supplier

Booking Offices
Booked Via & Contracted Via

Module 4 Hotel Search tool

General Overview
How to get the result you want
Reading the results

Module 5 Inventory Report

The main screen overview
Inventory Results

Module 6 Booking Report Tool

The main screen overview
Report Results

Module 6 Importing & Exporting tools

Importing Hotels
Exporting Hotel Contracts
Importing Hotel Contracts
XML to Excel converter
Saving Booking Reports
Saving Inventory Reports
Export a Hotel to Excel
The Excel Format

Module 9 Summary

Module review
Questions & Answer session
The Help Tool.

Additional Topics can be added
