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An operator's manual for the reservation and registration monitors of the Moby Data Hospitality System

Mark William Nemtzow
Florida International University

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AN OPERATOR'S MANUAL
FOR THE
RESERVATION AND REGISTRATION MONITORS
OF THE
MOBY DATA HOSPITALITY SYSTEM
FOR
FLORIDA INTERNATIONAL UNIVERSITY

Presented to the Faculty of the Hotel School
of
Florida International University for the Degree
of
Master of Science

by
Mark William Nemptzow
June 1976

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PREFACE

The hospitality industry has been one of the last major business segments in the United States to utilize the computer and its capabilities. Everyone associated with the industry and data processing has contributed to this delay; manufacturers have been very slow to identify and recognize the potential that exists in the hotel industry; data processors have often unwisely attempted to apply the successful solutions of other industries' problems to the hospitality industry; and lodging management has demonstrated little interest and contributed inadequate amounts of physical and economical resources.

The initial attempt by the hotel industry to utilize the computer now seems extremely primitive. The only systems being used were large, complex computers with software designed for other industries with minor changes. The major problem was one of cost justification. With the systems that were in existence a hotel had to have at least 500 rooms with an average rate of \$50 per room for it to be economically feasible.

The most important breakthrough for the hospitality industry has been the development of the mini-computer. It provided hotelmen with a system that has an acceptable price performance level and has opened doors for computerization in properties as small as 150 rooms. The mini-computer has provided the industry with the realistically-priced tools it

needed to finally accomplish the goal of developing a powerful real-time hotel management information system.

One of the mini-computer systems that is now servicing our industry is the Moby Data Hospitality System.

The Moby Data System is a complete hardware and software package that may be easily converted to almost any property. However, the training of the hotel employees in its usage, has been accomplished by personal instruction in the past.

The purpose of this paper is to develop a manual of instruction for the Moby Data Hospitality System at Florida International University. It is by no means a replacement for personal instruction on the system, but to be used as an aid for a better and more complete understanding of its capabilities and usage.

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CHAPTER I

RESERVATION PROGRAM:

- A. The MOBYDATA HOSPITALITY SYSTEM enables any hotel employee to perform the job/function of a reservation clerk. All programs required to book, display, modify or cancel room reservations for dates up to one year in advance are contained in the RESERVATION MONITOR. (Reservation records are stored on the rotating disc memory device and form the master reservation file.)
- B. The reservationist need only select the job/function by number from the Reservation Monitor, display (1-A), XMIT, and receive the appropriate instructions and/or frame fills to accomplish the task, and print a variety of reports, forms and letters.

(1-A)

RESERVATION MONITOR 4/28/1976 10:59

1. DISPLAY AVAILABILITY
2. ENTER NEW RESERVATION
3. CHANGE RESERVATION
4. DISPLAY A RESERVATION
5. DEPOSIT RECEIVED ON RESERVATION
6. CANCEL A RESERVATION
7. CONVENTION MONITOR
8. REPORTS MONITOR
9. RETURN TO DO WHAT
ENTER #: __

1, 1. DISPLAY AVAILABILITY

- A. This function enables the reservationist to observe how many rooms, by total and type are available during a 10 day time frame within the current 730 day period.
- B. The program is accessed by typing the number (1) on the Reservation Monitor (1-A), XMIT, and receive the first frame fill, display (1, 1-1).

(1, 1-1)

ARRIVAL DATE: __

- C. Type the arrival date desired, month/day for the present year or month/day/year, for any other year, i.e. (4/28) or (4/28/1977), XMIT, and display the available rooms for 10 days from the date entered, display (1, 1-2).

(1, 1-2)

-- ROOMS AVAILABILITY STARTING 4 20 1976 --										
	4/29	4/30	5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/8
SAY	68	68	67	67	68	69	69	68	68	68
GOLF	44	43	44	44	41	41	42	42	45	45
OCEAN	70	70	70	71	71	71	71	70	70	69
POOL	37	37	37	37	37	37	37	35	32	32
DELUXE	6	8	9	8	8	8	8	7	7	7
SUITE	18	18	17	15	15	17	17	16	16	16
TOTAL	243	244	244	242	240	243	244	238	238	237

-- SOLD ROOMS --										
IND T	1	1	2	3	4	3	2	3	8	5
IND D	6	5	4	5	6	4	4	9	4	8
CON T	0	0	0	0	0	0	0	0	0	0
CON D	0	0	0	0	0	0	0	0	0	0
TOTAL	7	6	6	8	10	7	6	12	12	13
	0	0	0	0	0	0	0	0	0	0

1. ENTER 2. PRINT 3. NEW DATA 4. NEXT 10 DAYS 5. RETURN-- :__

- D. At the bottom of the display are five choices of action. The cursor is automatically placed to select one of the choices. Enter the number of the choice wanted and XMIT.

- D. 1. ENTER RESERVATION - This selection displays the
"Enter New Reservation" program,
display (1, 2-1).

(1, 2-1)

LAST NAME :	ROOM TYPES	
FIRST NAME :	1 BAY	4 POOL
STREET ADDRESS :	2 GOLF	5 DELUXE
CITY :	3 OCEAN	6 SUITE
STATE :		
ZIP :	ARRIVAL CODES	
NUMBER OF ADULTS :	1 NO DEP.	5 DEPOSIT
CHILDREN :	2 TA NO DEP	6 TA W/DEP
GROUP NAME :	3 LATE NO GUAR	7 LATE DEP
ARRIVAL DATE :	4 CONVENTION	8 AIRLINE
NUMBER OF DAYS :		
ROOM TYPE(S) :	SPECIAL REQUESTS	
NUMBER OF ROOMS :	1 CRIB	3 ROLLAWAY
ROOM RATE :	2 FLOWERS	4 FRUIT/CHEESE
LATE ARRIVAL CODE:		
SPECIAL REQUEST CODE:	SOURCE CODES	
SOURCE CODE :	1 PHONE	4 MAIL
TRAVEL AGENT # :	2 TELEX	5 TELEGRAM
OFFER UNTIL DATE :	3 FR. DESK	6 SALES OFFICE
DEPOSIT REG. LETTER :		
COMMENT LINE 1 :	RESERVATION STATUS	
COMMENT LINE 2 :	T TENTATIVE	
RESERVATION STATUS :	D DEFINITE	
CLERK NUMBER :		
1) EXIT 2) VERIFY 3) ENTER:	ENTER 1 FOR CLERK #	

NOTE - For instructions in use of this frame fill,
refer to the "New Reservation" section of this
chapter.

2. PRINT - This selection prints the CRT display on the
line printer. The operator must choose the
number of days he wishes to print, display
(1, 1-4).

(1, 1-4)

DAYS (XMIT = 10):__

AVAILABILITY PRINTING, PLEASE WAIT

3. NEW DATE - Repeats the display (1, 1-1) to enable the
operator to select a different arrival
date.
- a. The same 5 choices are given on the bottom of the
new display of availability.

4. NEXT 10 DAYS - This selection displays the availability for the next 10 consecutive days.
 - a. The display will be the same as (1, 1-2) but with the dates of the next 10 days.
 - b. The same 5 choices are given to the operator at the bottom of the new display.
5. RETURN - Returns the system to the Reservation Monitor (1-A).

1, 2. ENTER NEW RESERVATION

- A. This function enables the reservationist to enter a new reservation for any date in a 365 day time period.
- B. The program is accessed by typing the number (2) on the Reservation Monitor (1-A), XMIT or select the number (1) from the choices given on the bottom of the availability display (1, 1-2), XMIT and receive the frame fill for entering a new reservation, display (1, 2-1).

(1, 2-1)

LAST NAME :	ROOM TYPES	
FIRST NAME :	1 BAY	4 POOL
STREET ADDRESS :	2 GOLF	5 DELUXE
CITY :	3 OCEAN	6 SUITE
STATE :		
ZIP :	ARRIVAL CODES	
NUMBER OF ADULTS :	1 NO DEP.	5 DEPOSIT
CHILDREN :	2 TA NO DEP	6 TA W/DEP
GROUP NAME :	3 LATE NO GUAR	7 LATE DEP
ARRIVAL DATE :	4 CONVENTION	8 AIRLINE
NUMBER OF DAYS :		
ROOM TYPE(S) :	SPECIAL REQUESTS	
NUMBER OF ROOMS :	1 CRIB	3 ROLLAWAY
ROOM RATE :	2 FLOWERS	4 FRUIT/CHEESE
LATE ARRIVAL CODE:		
SPECIAL REQUEST CODE:	SOURCE CODES	
SOURCE CODE :	1 PHONE	4 MAIL
TRAVEL AGENT # :	2 TELEX	5 TELEGRAM
OFFER UNTIL DATE :	3 FR. DESK	6 SALES OFFICE
DEPOSIT REG. LETTER :		
COMMENT LINE 1 :	RESERVATION STATUS	
COMMENT LINE 2 :	T TENTATIVE	
RESERVATION STATUS :	D DEFINITE	
CLERK NUMBER :		
1) EXIT 2) VERIFY 3) ENTER:	ENTER 1 FOR CLERK #	

- C. The cursor is automatically positioned to enter the first letter of the guest's last name. Begin typing the data as required.
 1. If the operator places data on a line, he ends the line with CR (Carriage Return) which will automatically place the cursor in the proper position on the next line.

- C. 2. If the operator does not enter data on a line or the information is equal to Ø, depress TAB to move the cursor to the next line.
- D. Data input for display (1, 2-1).
1. LAST NAME - Mandatory data. Enter last name of party and CR.
 2. FIRST NAME - Optional data. Enter first name of party and CR. TAB if left blank.
 3. STREET ADDRESS - Optional data. Enter data and CR. TAB if left blank.
 4. CITY: - Optional data. Enter data and CR. TAB if left blank.
 5. STATE: - Optional data. Enter data and CR. TAB if left blank.
 6. ZIP: - Optional data. Enter data and CR. TAB if left blank.
 7. # OF ADULTS: - Mandatory data. Enter the # of adults that will occupy the room and CR.
 8. # of CHILDREN: - Optional data. Enter the # of children that will occupy the room and CR. TAB if left blank.
 9. GROUP NAME: - Optional data. Enter convention group name if party is with convention already in the convention master file so the computer may assign special rates if applied and CR. TAB if left blank.

10. ARRIVAL DATE: - Mandatory data. Enter month/day and CR.
11. NUMBER OF DAYS: - Mandatory data. Enter the # of days the guest will stay in the hotel and CR.
12. ROOM TYPE: - Mandatory data. Select the key number for the type of room from the list given on the right side of the format and CR.
13. # OF ROOMS: - Mandatory data. Enter the # of rooms the reservation is for and CR. At the present time this will always equal (1).
14. ROOM RATE: - Optional input data. If TAB the computer will assign room rate already programmed for the type of room selected. You may manually enter rate if you choose to change the given rate. Enter rate and CR.
15. LATE ARRIVAL CODE: - Mandatory data. Select the key number from list of arrival codes and CR.
16. SPECIAL REQUEST CODE: - Optional data. If one of the special requests is asked for select the key # from list given and CR. TAB if left blank.

17. SOURCE CODE: - Mandatory data. Select a key number from list provided and CR. This indicates how the reservation was received.
18. TRAVEL AGENT #: - At present not functioning. TAB to next line.
19. OFFER UNTIL DATE: - Mandatory data. Enter date until which you wish the reservation held and CR. This may not be any later than arrival date.
20. DEPOSIT REG. LETTER: - Mandatory data. This is a question. If you wish a letter printed, type (Y) and CR. If no letter is needed, type (N) and CR.
21. COMMENT LINE 1: - Optional data. Enter additional information on the reservation and CR. TAB if left blank.
22. COMMENT LINE 2: - Optional data. Enter additional information on reservation and CR. TAB if left blank.
23. RESERVATION STATUS: - Mandatory data. Select one of the two options listed by key letter and CR.
24. CLERK #: - Mandatory data. Enter the clerk # listed on the form and CR.

E. At the end of the frame fill there are three choices the operator must make:

1. EXIT - This function will erase the information entered on the reservation format and return to the Reservation Monitor (1-A).
2. VERIFY - This function will redisplay the completed reservation erasing any corrections made.
3. ENTER - The purpose of this function is to enter the reservation to the master file. If the data input is correct, the reservation will be entered and a new reservation frame fill (1, 2-1) will be displayed on the screen to enter a new reservation if desired. If the information is wrong, the reservation will reappear on the screen with the cursor at the point of error for correction.

1, 3. CHANGE RESERVATION

- A. This function allows the reservationist to examine and modify any one reservation record contained within the Master Reservation File.
- B. The program is accessed by typing the number (3) on the Reservation Monitor (1-A), XMIT and receive the frame fill,display (1, 3-1).

(1, 3-1)

ENTER RESERVATION NUMBER: __
OR LAST NAME:
AND FIRST NAME:

- 1. The reservationist has the option of entering the reservation number and XMIT. The system will display the reservation that is to be modified.
- 2. If the reservation number is not known, the operator depresses TAB to move the cursor to the next line. Enter the last name and XMIT. The system will respond with 5 reservations, alpha-like the name being searched for, display (1, 3-2).

(1, 3-2)

WHICH GUEST?

1 ONEAL, J	760421058	WASHINGTON DC	9/3/76	.00
2 ONEAL, J	760421059	SEAGRITT, N.J.	9/5/76	.00
3 ORR, K	760421052	ERIE, PA	9/2/76	.00
4 OSTIGUY, N	760421056	QUEBEC QUE	9/3/77	.00
5 OTTERMAN, A	760421050	CARMEL, FL	9/4/76	.00

WHICH GUEST (#) (EXIT = -1):__

- C. At the bottom of display (1, 3-2), the reservationist enters:
 - 1. The reservation "key" number, XMIT to receive display (1, 3-4).

- C. 2. If the reservation is not one of the selections, enter the number (-1) and XMIT. The system will respond with "RESERVATION NOT FOUND. TRY AGAIN?", display (1, 3-3).

(1, 3-3)

RESERVATION NOT FOUND DO YOU WISH TO TRY AGAIN?__

- a. The reservationist must answer Yes or No to this question.
1. If yes. Enter (Y), XMIT and the program will return to display (1, 3-1) for the entering of a new name.
 2. If no. Enter (N), XMIT and the program will return to the Reservation Monitor (1-A).

- D. Upon selection of the reservation you want to modify (sec. 3/C/1) the program will respond with a display of the reservation for modification, display (1, 3-4).

(1, 3-4)

```
RESERVATION NO. 760421051
LAST NAME: OBERDING
FIRST NAME: N
STREET ADDRESS: 12 S.W. 14 ST.
CITY          : MIAMI
STATE         : FL
ZIP           : 33175
NUMBER OF ADULTS: 1
CHILDREN: 0
GROUP NAME    :
ARRIVAL DATE  : 5 12 1976
NUMBER OF DAYS : 1
ROOM TYPE     : 1
NUMBER OF ROOMS : 1
ROOM RATE     : .00
LATE ARRIVAL CODE: 1
SPECIAL REQUEST CODE: 2
SOURCE CODE: 3
TRAVEL AGENT #: 0
OFFER UNTIL DATE: 5 12 1976
DEPOSIT REG. LETTER:
COMMENT LINE 1: D5790
COMMENT LINE 2:
RESERVATION STATUS: D
CLERK #       : 1
1) EXIT 2) VERIFY 3) ENTER
```

- D. 1. CAUTION - Note that the cursor is positioned under the first letter of the guest's last name. (CR placed here will invalidate the reservation.)
2. To change data within a reservation record, move the cursor to the proper line position, either by the arrows or the TAB key, and type the new information over the old, CR, and continue until all changes have been accomplished.
3. After making all the changes desired, the reservationist has a choice of action. Selects the key number for the action desired, `EXIT`.
- a. `EXIT` - This selection is used to return to the Reservation Monitor (1-A) without modifying the reservation.
- b. `VERIFY` - This selection will redisplay the modified reservation, erasing any extra characters.
- c. `ENTER` - The purpose of this function is to enter the modified reservation to the master file.
1. After entering the modified reservation the system will respond with display (1, 3-5).

(1, 3-5)

THE RESERVATION FOR D OBERDING HAS BEEN MODIFIED.
DO YOU WANT TO MODIFY ANOTHER?:__

- D. 1. c. 2. The reservationist must respond with a Yes or No answer.
- a. If yes, enter (Y), XMIT and the system will return to display (1, 3-1).
 - b. If no, enter (N), XMIT and the system will return to the Reservation Monitor (1-A)

1, 4. DISPLAY A RESERVATION

- A. This program allows the reservationist to examine, confirm or modify any one reservation record contained within the Master Reservation File.
- B. This program is accessed by typing the number (4) on the Reservation Monitor (1-A). The system will respond with display (1, 4-1).

(1, 4-1)

CENTER RESERVATION NUMBER:___
OR LAST NAME:
AND FIRST NAME:

- 1. The reservationist has the option of entering the reservation number, XMIT. The system will display the reservation for examination, display (1, 4-3) OR; The reservationist may depress TAB to move the cursor to the next line and enter the last name of the party, XMIT. The system will respond with 5 reservations alpha-like the name being searched for, display (1, 4-2).

(1, 4-2)

WHICH GUEST?

1 OBERDING, D	760421051	MIAMI, FL	5/12/76	.00
2 OBERHOLTZE, B	760421057	BALTIMORE MD	8/22/76	.00
3 OCONNER, A	760421054	DALLAS, TEX	7/04/76	.00
4 ODONNEL, A	760421059	ST. FLOP, FL	4/28/76	.00
5 OGRIN, K	760421055	PITTS, PA	4/10/76	.00

- C. At the bottom of display (1, 4-2) the reservationist enters:
 - 1. The reservation "key" number, XMIT, to receive display (1, 4-3).

C. 2. If the reservation is not one of the selections,
enter the number (-1) and XMIT.

a. The system will respond with the question
"Reservation Not Found. Do You Wish To Try
Again?".

1. If yes, enter (Y), XMIT, and the system will
return to display (1, 4-1) to enter the new.

2. If no, enter (N), XMIT, the system will
return to the Reservation Monitor (1-A).

(1, 4-3)

K OGRIN #: 760421055
4782 CAMPBELL RUN
PITTSBURGH, PA . 11870

NO. ADULTS: 2
CHILDREN: 4
EXPECTED ARRIVAL: 7 16 1976
NO. OF DAYS: 9
OFFER UNTIL DATE: 7 16 1976

ROOM TYPES: 5
NO. OF ROOMS: 2

DEPOSIT: \$.00
COMMISSION: \$.00
ROOM RATE: \$.00

SPECIAL REQUEST CODE: 3
GROUP NAME:

05790

DO YOU WISH TO

1) CONFIRM ANOTHER 2) MODIFY 3) EXIT:___ ENTER 1 FOR CLERK #

ROOM TYPES

1 BAY	4 POOL
2 GOLF	5 DELUXE
3 OCEAN	6 SUITE

ARRIVAL CODES

1 NO DEP.	5 DEPOSIT
2 TA NO DEP	6 TA W/DEP
3 LATE NO GUAR	7 LATE DEP
4 CONVENTION	8 AIRLINE

SPECIAL REQUEST

1 CRIB	3 ROLLAWAY
2 FLOWERS	4 FRUIT/CHEESE

SOURCE CODES

1 PHONE	4 MAIL
2 TELEX	5 TELEGRAM
3 FR. DESK	6 SALES OFFICE

RESERVATION STATUS

T TENTATIVE
D DEFINITE

D. The cursor is automatically placed at the end of the
display for the reservationist to decide the next step
of action. He Chooses from the three choices given by
entering the # of the choice and XMIT.

1. CONFIRM ANOTHER - This selection enables the reser-
vationist to display another reser-
vation from the master file. This
is accomplished by entering (1) and
XMIT.

The system will return to display
(1, 4-1).

2. MODIFY - This selection automatically transfers the reservation to program #3, Change a Reservation, and resets the information in the format seen in display (1, 3-4).

NOTE: The system will stay in the new
program unless commanded otherwise.

3. EXIT - This selection will return the reservationist to the Reservation Monitor (1-A).

1, 5. DEPOSIT RECEIVED ON RESERVATION

- A. Deposits for reservations are entered on this separate program rather than on the (#2) Enter New Reservation, or (#3) Change Reservation, programs, because most deposits are received after the initial entry of the original reservation.
- B. To enter a deposit. Type the number (5) on the Reservation Monitor (1-A) and receive the first frame fill, display (1, 5-1).

(1, 5-1)

ENTER RESERVATION NUMBER: __
OR LAST NAME:
AND FIRST NAME:

1. Enter the reservation number, XMIT. This will command the system to retrieve the reservation and place you at frame fill (1, 5-3).
2. TAB pass the reservation number and enter the first three letters of the guest's last name, CR and XMIT. The system will display a list of 5 alpha-like names, arrival dates, deposit amounts, and reservation number, display (1, 5-2).

(1, 5-2)

WHICH GUEST?

1 OBERDING, D	760421051	MIAMI, FL	5/12/76	.00
2 OBERHOLTZE, B	760421057	BALTIMORE MD	8/22/76	.00
3 OCONNER, A	760421054	DALLAS, TEX	7/04/76	.00
4 ODONNEL, A	760421059	ST. FLOP, FL	4/28/76	.00
5 OGRIN, K	760421055	PITTS, PA	4/10/76	.00

- B. 2. a. Select the correct reservation by "key" number, XMIT, and the system will display a frame fill for entering the deposit, display (1, 5-3).

(1, 5-3)

D OBERDING #7604221051
ENTER DEPOSIT TOTAL

DEPOSIT: __ .00

- C. Enter the amount of deposit and XMIT. The amount of deposit should be the exact amount, inasmuch as all deposits entered through this program are recorded on the "Audit Trail" and "paid" key transactions register and become a part of the day's deposit.
- D. After executing this selection of the program, the reservationist will receive the next frame fill, display (1, 5-4).

(1, 5-4)

DEPOSIT FOR D OBERDING HAS BEEN ENTERED.
DO YOU WISH TO ENTER ANOTHER?!__

1. If no, enter (N), XMIT. The system will return to the Reservation Monitor (1-A).
2. If yes, enter (Y), XMIT. The system will return to frame fill (1, 5-1), allowing the operator to post another deposit.

TO CANCEL A RESERVATION WHICH CONTAINS A DEPOSIT, it is necessary to utilize this program. Display the frame fill (1, 5-3). Enter CR after deposit amount and XMIT to cancel the deposit.

1, 6. CANCEL A RESERVATION

- A. This program allows the reservationist to cancel any reservation that does not have a deposit.
- B. The program is accessed by typing the number (6) on the Reservation Monitor (1-A), XMIT. The system will respond with a frame fill, display (1, 6-1).

(1,6-1)

CENTER RESERVATION NUMBER:____
OR LAST NAME:
AND FIRST NAME:

- 1. The reservationist has the option of entering the reservation number, XMIT. The system will display the reservation to be canceled, display (1, 6-3). OR;
- 2. If the operator does not know the reservation number, he may gain access to the reservation by executing a TAB over the reservation number and typing the first three letters of the last name, XMIT. The system will respond with 5 reservations, alpha-like the reservation being searched for, display (1, 6-2).

(1, 6-2)

WHICH GUEST?

1 OBERDING, D	760421051	MIAMI, FL	5/12/76	.00
2 OBERHOLTZE, B	760421057	BALTIMORE MD	8/22/76	.00
3 OCONNER, A	760421054	DALLAS, TEX	7/04/76	.00
4 ODONNEL, A	760421059	ST. FLOP, FL	4/28/76	.00
5 OGRIN, K	760421055	PITTS, PA	4/10/76	.00
WHICH GUEST (#) EXIT=-1 :__				

- C. At the bottom of display (1, 6-2) the reservationist enters:

- 1. The reservation "key" number and XMIT to receive display (1, 6-3).

C. 2. If the reservation is not one of the ones listed in display (1, 6-2), enter number (-1) and XMIT.

a. The system will respond with the question:

"RESERVATION NOT FOUND. DO YOU WISH TO TRY AGAIN?"

1. If yes, enter (Y), XMIT. The system will return to display (1, 6-1) to enter the new name.

2. If no, enter (N) and XMIT. The system will return to the Reservation Monitor (1-A).

(1, 6-3)

```
K ORGIN
4722 CAMPBELL RUN
PITTSBURGH, PA. 11870

ARRIVAL: 7 16 1976      LENGTH OF STAY: 9
OFFER UNTIL: 7 16 1976

ARRIVAL CODE: 2          SOURCE CODE: 1
GROUP NAME:              TRAVEL AGENT: 0
DEPOSIT:$ .00            COMMISSIONS:$ .00

D 5790

IS THIS THE RESERVATION YOU WANT TO CANCEL?:__
```

D. Display (1, 6-3) shows the detail of the reservation and again asks if this is the correct reservation. The cursor is automatically positioned to answer the question with a yes or no answer.

1. If this is not the reservation wanted, enter (N) and XMIT. The system will stop the "Cancel" program and return to the Reservation Monitor (1-A).

2. If this is the reservation wanted, enter (Y) and XMIT. The system will delete the reservation from the master reservation file and respond with display (1,6-4).

(1, 6-4)

```
THE RESERVATION HAS BEEN DELETED.
DO YOU WANT TO DELETE ANOTHER?:__
```


E. The cursor is automatically positioned to answer the question with a yes or no answer.

1. If no, enter (N) and XMIT. The system will return to the Reservation Monitor (1-A).
2. If yes, enter (Y) and XMIT. The system will return to display (1, 6-1) to start the "Cancel a Reservation" program again.

NOTE: Reservations that have deposits already recorded cannot be canceled in this program. The system stops the program's action and sends the message to the operator.

RESERVATIONS CANNOT BE CANCELED
DEPOSIT HAS NOT BEEN CLEARED XMIT:___

In order to cancel the reservation the deposit must be removed in the "Deposit on a Reservation" program first.

1, 7. CONVENTION MONITOR

- A. The Convention Monitor enables the reservationist to create, change, delete, and display master files for convention reservations. It also enables the reservationist to generate reports for convention related activities.
- B. The program is accessed by typing the number (7), XMIT on the Reservation Monitor (1-A). The system will respond with a sub-program list, display (1, 7-1).

(1, 7-1)

CONVENTION MONITOR 5/10/1976 14:17

- 1. ADD A MASTER RECORD
- 2. CHANGE A MASTER RECORD
- 3. DELETE A MASTER RECORD
- 4. DISPLAY A MASTER RECORD
- 5. CONVENTION REPORTS MONITOR
- 6. EXIT

ENTER HERE:___

- C. The reservationist need only select the job/function by number from the Convention Monitor (1, 7-1), XMIT and receive the appropriate instructions and/or frame fills to accomplish the task.

1, 7A. ADD A MASTER RECORD

- A. This function allows the reservationist to input all group records and assign a convention/group code name.
- B. This program is accessed by typing the number (7) on the Reservation Monitor (1-A) and receiving the display (1, 7-1), the "Convention Monitor". Then type the number (1) on the Convention Monitor to receive the frame fill (1, 7A-1).

(1, 7A-1)

```
CONVENTION CODE NAME (9)      :  
FULL CONVENTION NAME (25)    :  
CONTACT NAME (25)            :  
ADDRESS                       LINE 1 (25):  
                               LINE 2 (25):  
                               CITY  (15):  
                               STATE  (3) :  
                               ZIP    (9) :  
PHONE NUMBER (11)            :  
STATUS (T OR D)              :  
ARRIVAL DATE (MM/DD/YYYY)    : 0 0 1968  
DEPARTURE DATE (MM/DD/YYYY)  : 0 0 1968  
OFFER UNTIL DATE (MM/DD/YYYY): 0 0 1968  
ENTER : RM. TYPE, # RMS., RATE  
1.      :  
2.      :  
3.      :  
4.      :  
5.      :  
6.      :  
7.      :  
8.      :  
BOOKED BY: (25):  
COMMENTS 1 (25):  
          2 (25):  
          3 (25):
```

- C. The cursor is automatically positioned to enter the first letter/number of the convention code name. Begin typing the data as required.
 - 1. If the operator places data on a line, the line is ended with CR (Carriage Return) which will automatically place the cursor in the proper position on the next line.

- C. 2. If the operator does not enter data on a line or the information is equal to 0, depress TAB to move the cursor to the next line.
- D. Data input for display (1, 7A-1).
1. CONVENTION CODE NAME:- Mandatory data. Enter code name and CR.
 2. FULL CONVENTION NAME:- Mandatory data. Enter the full name of the convention and CR.
 3. CONTACT NAME:- Optional data. Enter contact name and CR. TAB if left blank.
 4. ADDRESS LINE 1:- Optional data. Enter address of the party information is to be sent to and CR. TAB if left blank.
 5. ADDRESS LINE 2:- Optional data. Enter street address and CR. TAB if left blank.
 6. ADDRESS CITY:- Optional data. Enter city and CR. TAB if left blank.
 7. ADDRESS STATE:- Optional data. Enter state and CR. TAB if left blank.
 8. ADDRESS ZIP:- Optional data. Enter Zip Code and CR. TAB if left blank.
 9. PHONE NUMBER:- Optional data. Enter contact's phone # and CR. TAB if left blank.
 10. STATUS (T OR D):- Mandatory data. Enter (T) for tentative or (D) for definite and CR.

11. ARRIVAL DATE:- Mandatory data. Enter month/day/year
and CR.
 12. DEPARTURE DATE:- Mandatory data. Enter month/day/
year and CR.
 13. OFFER UNTIL DATE:- Optional data. Enter month/day/
year and CR. TAB if left blank.
 14. ENTER: RM. TYPE, #RMS, RATE:- Mandatory data. Enter
Rm. type (by #), # of
Rms. wanted for that
type, and quoted Rm.
Rate and CR.
NOTE - Put comma between
type and number and
between # and rate.
Inputs for 8 rm. types
allowed.
 15. BOOKED BY:- Optional data. Enter initials of opera-
tor and CR. TAB if left blank.
 16. COMMENTS:- Optional data. Enter additional comments
for the group and CR. TAB if left blank.
- E. After inputting all the data for frame fill (1, 7A-1) TAB
to the bottom of the frame and XMIT. The system enters
the record to the master file and responds with display
(1, 7A-2).

(1, 7A-2)

4 HAS BEEN ENTERED
DO YOU WISH TO ENTER ANOTHER?:__

- F. The cursor is automatically positioned to answer the question with a yes or no answer.
1. If no, enter (N) and XMIT. The system will return to the Convention Monitor (1, 7-1).
 2. If yes, enter (Y) and XMIT. The system will redisplay frame fill (1, 7A-1) for entering a new master record.

1, 7B. CHANGE A MASTER RECORD

- A. This program enables the reservationist to modify/update information on any Master Record on file.

NOTE - The code name cannot be modified.

- B. The program is accessed by typing the number (7) on the Reservation Monitor (1-A) and receiving the display (1, 7-A), the "Convention Monitor". Then type the number (2) on the Convention Monitor to receive the frame fill (1, 7B-1).

(1, 7B-1)

```
ENTER CONVENTION CODE NAME
BLANK = EXIT:___
```

- C. Enter the code name/number and XMIT. The system will respond with a display of the record requested, display (1, 7B-2).

If the code name is unknown, XMIT. The system will return to the Convention Monitor (1, 7-1).

(1, 7B-2)

```
CONVENTION CODE NAME: 1
FULL CONVENTION NAME : MWN
CONTACT NAME         : MN
ADDRESS              :
                     LINE 1:
                     LINE 2:
                     CITY :
                     STATE:
                     ZIP  :
PHONE NUMBER         :
STATUS (T OR D)      : T
ARRIVAL DATE (MM/DD/YYYY) : 5 20 1976
DEPARTURE DATE (MM/DD/YYYY) : 5 21 1976
OFFER UNTIL DATE (MM/DD/YYYY): 5 20 1976
ENTER : RM.TYPE, #RMS., RATE
1.   : 2, 10, 30.00
2.   : 3, 2, 41.00
3.   : 0, 0, .00
4.   : 0, 0, .00
5.   : 0, 0, .00
6.   : 0, 0, .00
7.   : 0, 0, .00
8.   : 0, 0, .00
BOOKED BY : MN
COMMENTS 1:
          2:
          3:
```

D. The cursor is automatically positioned on the Full
Convention name for modification:

1. To make modifications type the correct information
on the proper line and CR at the end of the line.
2. If the line is correct or no changes are to be made
TAB.
3. Position the cursor at the bottom frame fill and
XMIT after all modifications are complete. The
system will respond with display (1, 7B-3).

(1, 7B-3)

1 HAS BEEN MODIFIED
DO YOU WISH TO MODIFY ANOTHER?:__

E. The operator may answer this with a Yes or No answer
only.

1. If yes, enter (Y) and XMIT. The system will
redisplay display (1, 7B-1) to enter a new master
code name.
2. If no, enter (N) and XMIT. The system will return
to the Convention Monitor (1, 7-1).

1, 7C. DELETE A MASTER RECORD

- A. This program enables the reservationist to delete a Master Record.
- B. The program is accessed by typing the number (7) on the Reservation Monitor (1-A) and receiving the display (1, 7-1), the Convention Monitor. Then type the number (3) on the Convention Monitor to receive the frame fill (1, 7C-1).

(1, 7C-1)*

ENTER CONVENTION CODE NAME
BLANK = EXIT:___

- C. Enter the code name/number and XMIT. The system will respond with a display of the record to be deleted, display (1, 7C-2).

If the code name is unknown, XMIT. The system will return to the Convention Monitor (1, 7-1).

(1, 7C-2)

CONVENTION CODE NAME: 1
FULL CONVENTION NAME: MWN
CONTACT NAME : MN
ARRIVAL DATE : 5 20 1976

IS THIS THE CONVENTION RECORD
YOU WISH TO DELETE? (Y OR N):___

- D. The cursor is automatically positioned at the end of the display for the operator to answer the question with a yes or no answer.
 - 1. If no, enter (N) and XMIT. The system will return to display (1, 7C-1) to reenter the information.

2. If yes, enter (Y) and XMIT. The system will delete the record and respond with display (1, 7C-3).

(1, 7C-3)

CONVENTION CODE NAME: 1
CONVENTION FULL NAME: MMN
CONTACT NAME : MN
ARRIVAL DATE : 5 20 1976

IS THIS THE CONVENTION RECORD
YOU WISH TO DELETE? (Y OR N): Y __

THE RECORD HAS BEEN DELETED
HIT XMIT__

- E. Transmit as stated on the display, the system will return to (1, 7C-1) to enter a new code name.

1, 7D. DISPLAY A MASTER RECORD

- A. This program enables the reservationist to examine a Master Record from the Reservation file.
- B. The program is accessed by typing the number (7) on the Reservation Monitor (1-A) and receiving the display (1, 7-1), the Convention Monitor. Then type the number (4) on the Convention Monitor to receive the frame fill (1, 7D-1).

(1, 7D-1)

```
ENTER CONVENTION CODE NAME
BLANK = EXIT:___
```

- C. Enter the code name/number and XMIT. The system will respond with a display of the record requested, display (1, 7D-2). If the code name is unknown, XMIT. The system will return to the Convention Monitor (1, 7-1).

(1, 7D-2)

```
CONVENTION CODE NAME: 1
FULL CONVENTION NAME : MWN
CONTACT NAME       : MN
ADDRESS            :
                   LINE 1:
                   LINE 2:
                   CITY :
                   STATE:
                   ZIP  :

PHONE NUMBER       :
STATUS (T OR D)    : T
ARRIVAL DATE (MM/DD/YYYY) : 5 20 1976
DEPARTURE DATE (MM/DD/YYYY) : 5 21 1976
OFFER UNTIL DATE (MM/DD/YYYY): 5 20 1976
ENTER : RM.TYPE, #RMS., RATE
1.   :      2,      10,      30.00
2.   :      3,       2,      41.00
3.   :      0,       0,       .00
4.   :      0,       0,       .00
5.   :      0,       0,       .00
6.   :      0,       0,       .00
7.   :      0,       0,       .00
8.   :      0,       0,       .00
BOOKED BY : MN
COMMENTS 1:
          2:
          3:
HIT XMIT
```

- D. XMIT as stated on the display. The system responds by returning to display (1, 7D-1) for entering a new code name for display.

1, 7E. CONVENTION REPORTS MONITOR

- A. This program enables the reservationist to retrieve reservation reports generated on convention activity by the system.
- B. The program is accessed by typing the number (7) on the Reservation Monitor (1-A) and receiving the Convention Monitor (1, 7-1). Then type the number (5) on the Convention Monitor to receive a list of reports that can be generated, display (1, 7E-1).

(1, 7E-1)

CONVENTION REPORTS MONITOR 5/12/1976 15:28

- 1. PRINT CONVENTION REPORTS
- 2. PRINT ROOM LISTS
- 3. PRINT CONVENTION TRANSACTION FILE
- 4. EXIT

ENTER HERE: __

- C. The operator need only to select the report(s) by number from the Convention Report Monitor (1, 7E-1), XMIT and receive the appropriate instruction and/or frame fills to accomplish the task.

1, 7E1. PRINT CONVENTION REPORTS

- A. This program will generate summary or detailed reports on any one or all conventions.
- B. The program is accessed by typing the number (7) on the Reservation Monitor (1-A) and receiving the Convention Monitor (1, 7-1). Then type the number (5) on the Convention Monitor to receive the Convention Reports Monitor (1, 7E-1). Finally type the number (1) on the Convention Report Monitor to receive the frame fill (1, 7E1-1).

(1, 7E1-1)

CONVENTION REPORTS - - ENTER THE FOLLOWING

REPORT TYPE-SUMMARY OR DETAILED
(S OR D) BLANK = EXIT :

CONVENTION NAME
(ALL = ALL CONVENTIONS) :

OR BY DATE ORDER
BEGINNING DATE (MM/DD/YYYY) :
ENDING DATE (MM/DD/YYYY) :

- C. To print the operator selects the answers from the display to complete the frame fill and XMIT.
 - 1. Report type -
 - a. If summary, enter (S) and Cr.
 - b. If detailed, enter (D) and Cr.
 - c. If no report wanted, leave blank and XMIT. The system will return to the Convention Report Monitor, (1, 7E-1).

- C. 2. Convention name -
 - a. Select the code name/number wanted and CR.
 - b. If all conventions are wanted, enter ALL and CR.
- 3. Date Order -
 - a. If the report is for a certain time period, enter month/day/year and CR.
- 4. If this is not requested TAB to the end of the frame fill and XMIT.
- D. Display (1, 7E1-2) and (1, 7E1-3) are examples of Summary and Detailed reports respectively. *See page 36.*
- E. The system, after printing the report, returns to display (1, 7E1-1) for the generation of more reports or exit to the Convention Reports Monitor (1, 7-1).

SUMMARY REPORT 2

(1,7E1-2)

5/ 12/ 1976

NAME : 2 MWN
ADDRESS :STATUS : D
ARR DATE: 5 20 1976
DPT DATE: 5 25 1976
OFFER : 5 20 1976BOOKED BY :
COMMENTS :

PHONE :

THERE ARE NO DELEGATES FOR 2 CONVENTION ON FILE

RECAP ROOMTYPE	ROOMS BLOCKED	ROOMS SOLD	DIFF	ROOM RATE
OCEAN(3)	1	0	1	40.00
RAY(1)	1	0	1	26.00
TOTAL	2	0	2	
TOTAL REVENUE	.00			
TOTAL DEPOSIT	.00			

SPECIAL REQUEST
ITEM # REQUESTED
NO SPECIAL REQUEST

DETAILED CONVENTION REPORT

(1,7E1-3)

5/ 12/ 1976

NAME : 2 MWN
ADDRESS :STATUS : D
ARR DATE: 5 20 1976
DPT DATE: 5 25 1976
OFFER : 5 20 1976BOOKED BY :
COMMENTS :

PHONE :

----CONVENTION DELGATES----

RES # NAME

ARRV DATE RM RATE DEPOSIT # OCC RM TYPE STATUS SPECIAL REQUEST COMMENTS

THERE ARE NO DELEGATES FOR 2 CONVENTION ON FILE

SUMMARY REPORT 2

RECAP ROOMTYPE	ROOMS BLOCKED	ROOMS SOLD	DIFF	ROOM RATE
OCEAN(3)	1	0	1	40.00
RAY(1)	1	0	1	26.00
TOTAL	2	0	2	

SPECIAL REQUEST
ITEM # REQUESTED
NO SPECIAL REQUEST

1, 7E2. PRINT ROOMING LIST

- A. This program will generate a room list for each convention found on the master reservation file.
- B. The program is accessed by typing the number (7) on the Reservation Monitor (1-a) and receiving the Convention Monitor (1, 7-1). Then type the number (5) on the Convention Monitor to receive the Convention Reports Monitor (1, 7E-1). Finally type the number (2) on the Convention Reports Monitor to receive the display (1, 7E2-1).

(1, 7E2-1)

ENTER CONVENTION CODE NAME
BLANK = EXIT:___

- C. Enter the code name/number and XMIT. The system will respond with a list of ways the system can generate the reports; display (1, 7E2-2).

(1, 7E2-2)

ROOM LIST WILL BE PRODUCED FOR: 2
YOU MAY LIST IN:
1. ROOM NUMBER ORDER
2. ALPHA ORDER
3. EXIT
ENTER NUMBER:___

- D. To select the type report to be generated enter the "key" number and XMIT. The system will produce the report type requested. If no report is wanted enter number (3) for exit. The system will return to display (1, 7E2-1) for exit to the Convention Report Monitor or to generate a new report.

- E. Display (1, 7E2-3) and (1, 7E2-4) are examples of Room list - room number report and room list - alpha order report respectively.

```

ROOM LIST-ROOM ORDER
(1,7E2-3)
PAGE: 1
DATE: 5/ 13/ 1976
TIME: 16: 40

2 - MNW
ARRIVAL DATE: 5 20 1976 DEPARTURE DATE: 5 25 1976

NAME ROOM # # ADULTS # CHILD.
SMITH, J 226 2 0
JONES, M 311 2 0
TOTAL 2 4 0

```

```

ROOM LIST-ROOM ORDER
(1,7E2-4)
PAGE: 1
DATE: 5/ 13/ 1976
TIME: 16: 41

2 - MNW
ARRIVAL DATE: 5 20 1976 DEPARTURE DATE: 5 25 1976

NAME ROOM # # ADULTS # CHILD.
JONES, M 311 2 0
SMITH, J 226 2 0
TOTAL 2 4 0

```

- F. The system, after printing the report, returns to display (1, 7E2-1) for the generation of more reports or exit to the Convention Report Monitor (1, 7-1).

1, 7E-3. PRINT CONVENTION TRANSACTION FILE

- A. This program will generate a list of all transactions that took place on the Convention Monitor.
- B. The program is accessed by typing the number (7) on the Reservation Monitor (1-A) and receiving the Convention Monitor (1, 7-1). Then type the number (5) on the Convention Monitor to receive the Convention Reports Monitor (1, 7E-1). Finally type the number (3) on the Convention Reports Monitor to generate the report.
- C. The system responds by printing the report, display (1, 7E3-1), and returning to the Convention Report Monitor (1, 7E-1) for the generation of more reports or exit to the Convention Monitor. (*See Page 40.*)

ALL CONVENTION TRANSACTIONS
INTERNATIONAL INN MIAMI TRAIL MIAMI, FLORIDA, 5/ 13/ 1976

(1,7E3-1)

PAGE 1

	CONVENTION ADDRESS	CONTACT BOOKED BY	ARRIVE DEPART OFFER	STATUS	TYPE-RFQ-SOLD-RATE	TYPE-RFQ-SOLD-RATE
1	MUN	MN	5/20/76	TEN	2, 10, 0, 30.00	3, 2, 0, 41.00
MODIFY		PHONE	5/21/76		0, 0, 0, .00	0, 0, 0, .00
5/12/76		MN	5/20/76		0, 0, 0, .00	0, 0, 0, .00
					0, 0, 0, .00	0, 0, 0, .00
1	MUN	MN	5/20/76	TEN	2, 10, 0, 30.00	3, 2, 0, 41.00
MODIFY		PHONE	5/21/76		0, 0, 0, .00	0, 0, 0, .00
5/12/76		MN	5/20/76		0, 0, 0, .00	0, 0, 0, .00
					0, 0, 0, .00	0, 0, 0, .00
1	MUN	MN	5/20/76	TEN	2, 10, 0, 30.00	3, 2, 0, 41.00
MODIFY		PHONE	5/21/76		0, 0, 0, .00	0, 0, 0, .00
5/12/76		MN	5/20/76		0, 0, 0, .00	0, 0, 0, .00
					0, 0, 0, .00	0, 0, 0, .00
1	MUN	MN	5/20/76	TEN	2, 10, 0, 30.00	3, 2, 0, 41.00
MODIFY		PHONE	5/21/76		0, 0, 0, .00	0, 0, 0, .00
5/12/76		MN	5/20/76		0, 0, 0, .00	0, 0, 0, .00
					0, 0, 0, .00	0, 0, 0, .00
1	MUN	MN	5/20/76	TEN	2, 10, 0, 30.00	3, 2, 0, 41.00
CANCEL		PHONE	5/21/76		0, 0, 0, .00	0, 0, 0, .00
5/12/76		MN	5/20/76		0, 0, 0, .00	0, 0, 0, .00
					0, 0, 0, .00	0, 0, 0, .00

1, 7E-4. EXIT

This function allows the operator to return to the Convention Monitor (1, 7-1) for further job functions in the Convention programs.

Enter the number (4) on the Convention Report Monitor (1, 7E-1) and XMIT.

7F. EXIT

This function allows the operator to return to the Reservation Monitor (1-A).

Enter the number (6) on the Convention Monitor (1, 7-1) and XMIT.

1, 8. REPORTS MONITOR

- A. This program enables the reservationist to retrieve reservation reports generated by the system for all reservation activities.

NOTE - This does not include convention reports. To gain access to Convention Reports enter the Convention Monitor program.

- B. The program is accessed by typing the number (8) on the Reservation Monitor (1-A). The system will respond with a sub-program list, display (1, 8-1).

(1, 8-1)

RESERVATIONS REPORTS MONITOR 5/13/1976 17:11

1. PRINT TODAY'S ARRIVALS
2. PRINT HOUSE FORECAST REPORT
3. PRINT TODAY'S RESERVATION TRANSACTIONS
4. PRINT ALL RESERVATIONS WITH DEPOSITS
5. PRINT DEPOSIT TRANSACTIONS
6. PRINT RESERVATIONS BY OFFER UNTIL DATE
7. PRINT CONFIRMATION OF TODAY'S DEPOSITS
8. PRINT DEPOSIT REQUEST LETTERS
9. PRINT ALL RESERVATIONS
10. ORDER, CAPACITY, FINANCIAL CHECKS
11. END-OF-DAY-RESE_VATION PROCESSING
12. RETURN

ENTER #: __

- C. The reservationist need only select the job/function by number from the Reports Monitor (1, 8-1), XMIT and receive the appropriate instructions and/or frame fill to accomplish the task.

1, 8A. PRINT TODAY'S ARRIVALS

- A. This program will generate a list of all expected arrivals for the day of operation.
- B. The program is accessed by typing the number (8) on the Reservation Monitor (1-A) and receiving the Reports Monitor (1, 8-1). Then type the number (1) on the Reports Monitor to generate the report.
- C. The system responds by printing the report display (1, 8A-1), and returning to the Reports Monitor (1, 8-1) for the generation of additional reports or exit to the Reservation Monitor. *See Page 45.*

TODAY'S ARRIVALS
INTERNATIONAL INN MIAMI TRAIL

(1,8A-1)

MIAMI, FLORIDA,

PAGE

1
5/ 13/ 1976

RRS # STATUS	NAME ADDRESS	ROOM RATE DEPOSIT COMM	ARR-CD SOURCE AGENT	ARR DATE LENGTH OFFER TIL	ADULT CHILD CLERK	ROOM TYPES QUANTITY SPECIALS	GROUP COMMENTS	MODIFIED
758513003	NEMTZW, MARK	\$.00	1	5/13/76	2	1, 0, 0, 0, 0,		5/13/76
0	123 EAST ST	\$.00	1	2	0	1, 0, 0, 0, 0,		
	MIAMI, FL.	\$.00	0	5/13/76	1	0, 0, 0, 0, 0,		

TODAY'S ARRIVALS
INTERNATIONAL INN MIAMI TRAIL

MIAMI, FLORIDA,

PAGE

2
5/ 13/ 1976

# RESERVATIONS	1	CONVENTION DELEGATES	
# ADULTS	2	# ADULTS	0
# CHILDREN	0	# CHILDREN	0

TOTAL DEPOSITS	\$	.00
TOTAL COMMISSIONS	\$	.00
SUB-TOTAL	\$	.00

ROOM TYPES	SOURCE CODES	LATE ARRIVAL CODES	SPECIAL FEATURES
1 BAY	1 PHONE	1 NO DEP	1 CRIB 0
2 GOLF	2 TELEX	2 TA NO DEP	2 FLOWERS 0
3 OCEAN	3 FR. DESK	3 LATE NO GUA	3 ROLLAWAY 0
4 POOL	4 MAIL	4 CONVENTION	4 FRUIT/CHFESE 0
5 DELUXE	5 TELEGRAM	5 DEPOSIT	
6 SUITE	6 SALES OFFIC	6 TA W/DEP	
		7 LATE DEP	

1, 8B. PRINT HOUSE FORECAST REPORT

- A. This program will generate a forecast report for today's date or any future date in a two year period.
- B. The program is accessed by typing the number (8) on the Reservation Monitor (1-A) and receiving the Reports Monitor (1, 8-1). Then type the number (2) on the Reports Monitor to receive display (1, 8B-1).

(1, 8B-1)

HOUSE FORECAST REPORT

- 1) START WITH TODAY'S DATE
- 2) START WITH FUTURE DATE
- 3) RETURN

C. Today's Date -

If a forecast report is needed for today's date, enter the number (1) and XMIT. The system will respond by asking for "HOW MANY DAYS" you want the report to include.

- 1. Enter the number of days needed and XMIT. The system will print the forecast report, display (1, 8B-2).

See Page 47. [Ex. 15 days]

- 2. After printing the report, the system responds with display (1, 8B-3) to be answered by the operator with a Yes or No answer.

(1, 8B-3)

PRINT ANOTHER FORECAST REPORT?:

- a. If yes, enter (Y) and XMIT. The system will return to display (1, 8B-1) for another selection.

INTERNATIONAL INN TAMiami TRAIL. (L88-2) PAGE
HOUSE FORECAST REPORT PRINTED ON 5/ 13/ 1976 AT 6: 27 PM

DATE	ROOMS OCCUPIED	SCHEDULED CHECKOUTS	EXPECTED STAYOVERS	EXPECTED ARRIVALS	ROOMS SOLD	HOUSE COUNT ADULT/CHILD
5 1 1976	0	0	0	4	4	13 2
5 2 1976	4	0	4	2	7	17 4
5 3 1976	7	1	6	3	9	17 4
5 4 1976	9	4	5	1	6	12 4
5 5 1976	6	2	4	1	5	9 0
5 6 1976	5	1	4	7	11	13 5
5 7 1976	11	2	9	3	12	21 11
5 8 1976	12	1	11	2	13	21 11
5 9 1976	13	2	11	1	12	19 9
5 10 1976	13	5	8	1	7	10 2
5 11 1976	7	0	7	0	7	10 2
5 12 1976	7	2	5	4	9	11 0
5 13 1976	11	5	6	1	7	5- 1
5 14 1976	7	2	5	0	5	4- 1
5 15 1976	5	3	2	6	8	12 2

* INDICATES AN OVERSOLD CONDITION ON THAT DATE

- C. 2. b. If no, enter (N) and XMIT. The system will return to the Reports Monitor (1,8-1) for another selection.

D. Future Date -

If a forecast report is needed for a future day, enter the number (2) and XMIT. The system will respond with the frame fill (1, 8B-4).

(1, 8B-4)

ENTER STARTING DATE (MM/DD/YYYY):__

ENTER # OF DAYS TO BE PRINTED:__

1. Enter the date as shown in the display, mm/dd/yyyy, and XMIT.
2. Enter the number of days needed and XMIT. The system will print the forecast report for the date/s requested, display (1, 8B-5). *See Page 49.* [Ex. 5/21, 15 days]
3. After printing the report, the system responds with display (1, 8B-6) to be answered by the operator with a Yes or No answer.

(1, 8B-6)

PRINT ANOTHER FORECAST REPORT?:__

- a. If yes, enter (Y) and XMIT. The system will return to display (1, 8B-1) for another selection.
 - b. If no, enter (N) and XMIT. The system will return to the Reports Monitor (1, 8-1) for another selection.
- E. Return - This function allows the operator to return to the Reports Monitor (1, 8-1).

INTERNATIONAL INN TAMiami TRAIL (1,8B-5)

HOUSE FORECAST REPORT PRINTED ON 5/ 13/ 1976 AT 6: 55 PM

DATE	ROOMS OCCUPIED	SCHEDULED CHECKOUTS	EXPECTED STAYOVERS	EXPECTED ARRIVALS	ROOMS SOLD	HOUSE COUNT ADULT/CHILD
5 01 1976	4	1	3	1	4	10 3
5 02 1976	4	1	3	1	4	11 3
5 03 1976	4	1	3	0	3	9 3
5 04 1976	3	0	3	1	4	11 3
5 05 1976	4	0	4	0	4	11 3
5 06 1976	4	1	3	0	3	9 3
5 07 1976	3	0	3	0	3	9 3
5 08 1976	3	1	2	0	2	5 3
5 09 1976	2	0	2	0	2	5 3
5 10 1976	2	0	2	0	2	5 3
5 11 1976	2	0	2	0	2	5 3
5 12 1976	2	1	1	3	5	5 6
5 13 1976	5	4	2	2	4	7 1
5 14 1976	4	1	3	2	5	8 1
5 15 1976	5	1	4	3	7	16 5

* INDICATES AN OVERSOLD CONDITION ON THAT DATE

1, 8C. PRINT TODAY'S RESERVATION TRANSACTIONS

- A. This program will generate a list of all the reservation transactions that were executed today.
- B. The program is accessed by typing the number (8) on the Reservations Monitor (1-A) and receiving the Reports Monitor (1, 8-1). Then typing the number (3) on the Reports Monitor to print transaction list, display (1, 8C-1). *See Page 51.*
- C. After the system prints the report it returns to the Reservation Reports Monitor (1, 8-1) for another selection.

HOTEL RESERVATION TRANSACTIONS INTERNATIONAL INN/MIAMI TRAIL

(1,8C-1)
 MIAMI, FLORIDA,

PAGE 1
 5/ 13/ 1976

REF # STATUS	NAME ADDRESS	ROOM RATE DEPOSIT COMM	ARR-CD SOURCE AGENT	ARR DATE LENGTH OFFER TIL	ADULT CHILD CLERK	ROOM TYPES QUANTITY SPECIALS	GROUP COMMENTS	MODIFIED
760513000 D ENTER	JONES, M 123 EAST ST MIAMI, FL. 33119	\$.00 \$.00 \$.00	4 1 0	5/20/76 1 5/20/76	2 0 1	3 1 0 0 0 0 0 0	2	5/13/76
760513001 D ENTER	SMITH, J 123 EAST-WEST ST MIAMI, FL. 33197	\$.00 \$.00 \$.00	4 1 0	5/20/76 2 5/20/76	2 0 1	1 0 0 0 0 0 0 0	2	5/13/76
760415010 D DEPOSIT	LARSON, RANDY 1430 CASA RIO DRIVE ORLANDO, FLA. 32802	\$.00 \$ 10.00 \$.00	4 4 0	10/ 3/76 4 10/ 3/76	1 0 1	4 1 0 0 0 0 0 0	H3661	5/13/76
760415000 D DEPOSIT	BACARDI, R 91 JOSE AVE MIAMI, FL. 33174	\$.00 \$ 10.00 \$.00	5 2 0	7/ 1/76 3 7/ 1/76	1 0 1	6 1 0 0 0 0 0 0	B0841	5/13/76
760415010 D DEPOSIT	BAGWEND, W O'D SHARR AIRPORT KINGSTON SPRING, TN. 33765	\$.00 \$ 10.00 \$.00	3 1 0	9/ 3/76 4 9/ 3/76	1 0 1	3 1 0 0 0 0 0 0	B0626	5/13/76
760415001 D DEPOSIT	BARBARINO, M 835 42 AVE NEW YORK, NY. 13011	\$.00 \$ 10.00 \$.00	7 5 0	7/ 3/76 2 7/ 3/76	1 0 1	4 1 2 0 0 0 0 0	B0841	5/13/76
760415011 D DEPOSIT	BANDY, H 117 ELK GROVE AVE NAPLES, ILL. 14234	\$.00 \$ 10.00 \$.00	3 4 0	9/10/76 5 9/10/76	2 1 1	6 1 3 0 0 0 0 0	B0626	5/13/76
760513000 D ENTER	NEMTOW, MARK 123 EAST ST MIAMI, FL. 33174	\$.00 \$.00 \$.00	1 1 0	5/21/76 2 5/21/76	2 0 1	1 1 0 0 0 0 0 0		5/13/76
760513000 D ENTER	NEMTOW, MARK 123 EAST ST MIAMI, FL.	\$.00 \$.00 \$.00	1 1 0	5/13/76 2 5/13/76	2 0 1	1 1 0 0 0 0 0 0		5/13/76

1, 8D. PRINT ALL RESERVATIONS WITH DEPOSITS

- A. This program will generate a list of all the reservations in Master file that have deposits applied.
- B. The program is accessed by typing the number (8) on the Reservations Monitor (1-A) and receiving the Reports Monitor (1, 8-1). Then type the number (4) on the Reports Monitor to receive display (1, 8D-1).
- C. The operator may then choose the order in which to list reservations with deposits.
 - 1. If number order, enter (1) and XMIT. The system will print a list in reservation number order, display (1, 8D-2). *See Page 53.*
 - 2. If alpha order, enter (2) and XMIT. The system will print a list in alpha order, display (1, 8D-3). *See Page 54.*
 - 3. If date order, enter (3) and XMIT. The system will print a list by arrival date, display (1, 8D-4). *See Page 55.*
- D. In all cases the system returns to the Reports Monitor (1, 8-1) after printing.

ALL DEPOSITS
INTERNATIONAL INN/MIAMI TRAIL

(1,80-2)
MIAMI, FLORIDA.

PAGE

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5/ 13/ 1976

REF # STATUS	NAME ADDRESS	ROOM RATE DEPOSIT COMM.	ARR-CD SOURCE AGENT	ARR DATE LENGTH OFFER TIL	ADULT CHILD CLERK	ROOM TYPES QUANTITY SPECIALS	GROUP COMMENTS	MODIFIED
760413010 D	LARSON, RANDY 1430 CASA RIO DRIVE ORLANDO, FLA. 32802	\$.00 \$ 10.00 \$.00	4 4 0	10/ 3/76 4 10/ 3/76	1 4. 0 1. 1 4.	0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	H3661	4/13/76
760415000 D	PACARDI, R 91 JOSE AVE MIAMI, FL. 33174	\$.00 \$ 10.00 \$.00	5 2 0	7/ 1/76 3 7/ 1/76	1 6. 0 1. 1 0.	0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	B0841	4/15/76
760415001 D	BARRARINO, V 835 42 AVE NEW YORK, NY. 10011	\$.00 \$ 10.00 \$.00	7 5 0	7/ 3/76 2 7/ 3/76	1 4. 0 1. 1 2.	0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	B0841	4/15/76
760416010 D	RAGGENIX, W C/O SHARA AIRPORT KINGSTON SPRING, TN. 33765	\$.00 \$ 10.00 \$.00	3 1 0	9/ 3/76 4 9/ 3/76	1 3. 0 1. 1 0.	0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	B0626	4/16/76
760416011 D	BUNDY, H 117 ELK GROVE AVE NAPLES, ILL. 11234	\$.00 \$ 10.00 \$.00	3 4 0	9/10/76 5 9/10/76	2 6. 1 1. 1 3.	0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	B0626	4/16/76
760421001 D	OSBERDING, D 12 S.W. 14 ST. MIAMI, FLA. 33175	\$.00 \$ 15.00 \$.00	3 1 0	5/12/76 1 5/12/76	1 1. 0 1. 1 4.	0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	O 5790	4/30/76

ALL DEPOSITS
INTERNATIONAL INN/MIAMI TRAIL

MIAMI, FLORIDA.

PAGE

2

5/ 13/ 1976

# RESERVATIONS	6	CONVENTION DELEGATES	
# ADULTS	7	# ADULTS	0
# CHILDREN	1	# CHILDREN	0
TOTAL DEPOSITS	\$ 65.00		
TOTAL COMMISSIONS	\$.00		
SUB-TOTAL	\$ 65.00		

ROOM TYPES	SOURCE CODES	LATE ARRIVAL CODES	SPECIAL FEATURES
1. BAY	1 1 PHONE	2 1 NO DEP	0 1 CRIB
2. GOLF	0 2 TELEX	1 2 TA NO DEP	0 2 FLOWERS
3. OCEAN	1 3 FR DESK	0 3 LATE NO GUA	0 3 ROLLAWAY
4. POOL	2 4 MAIL	2 4 CONVENTION	1 4 FRUIT/CHEESE
5. DELUXE	0 5 TELEGRAM	1 5 DEPOSIT	1 5
6. SUITE	2 6 SALES OFFIC	0 6 TA W/DEP	0 6
		1 7 LATE DEP	1 7

(1,8D-3)

ALL DEPOSITS INTERNATIONAL INNTAMIAI TRAIL

MIAMI, FLORIDA, ,

PAGE 1

5/ 13/ 1976

RES # STATUS	NAME ADDRESS	ROOM RATE DEPOSIT COMM.	ARR-CD SOURCE AGENT	ARR DATE LENGTH OFFER TIL	ADULT CHILD CLERK	ROOM TYPES QUANTITY SPECIALS	GROUP COMMENTS	MODIFIED
760415000 D	BARCARDI, R 91 JOSE AVE MIAMI, FL, 33174	\$.00 \$ 10.00 \$.00	5 2 0	7/ 1/76 3 7/ 1/76	1 0 1	6, 0, 0, 0, 0, 0, 1, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	B0841	4/15/76
760416000 D	BAGGEND, W C/O SHARA AIRPORT KINGSTON SPRING, TN, 33765	\$.00 \$ 10.00 \$.00	3 1 0	9/ 3/76 4 9/ 3/76	1 0 1	3, 0, 0, 0, 0, 0, 1, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	B0626	4/16/76
760415001 D	BARBARINO, V 835 42 AVE NEW YORK, NY, 10011	\$.00 \$ 10.00 \$.00	7 5 0	7/ 3/76 2 7/ 3/76	1 0 1	4, 0, 0, 0, 0, 0, 1, 0, 0, 0, 0, 0, 2, 0, 0, 0, 0, 0,	B0841	4/15/76
760416001 D	BUNNY, H 117 FLK GROVE AVE NAPLES, ILL, 34234	\$.00 \$ 10.00 \$.00	3 4 0	9/10/76 5 9/10/76	2 1 1	6, 0, 0, 0, 0, 0, 1, 0, 0, 0, 0, 0, 3, 0, 0, 0, 0, 0,	B0626	4/16/76
760417000 D	LARSON, RANDY 1430 CASA RIO DRIVE ORLANDO, FLO, 32802	\$.00 \$ 10.00 \$.00	4 4 0	10/ 3/76 4 10/ 3/76	1 0 1	4, 0, 0, 0, 0, 0, 1, 0, 0, 0, 0, 0, 4, 0, 0, 0, 0, 0,	H3661	4/13/76
760421000 D	BERBERING, D 12 S.W. 14 ST. MIAMI, FLA, 33175	\$.00 \$ 15.00 \$.00	3 1 0	5/12/76 1 5/12/76	1 0 1	1, 0, 0, 0, 0, 0, 1, 0, 0, 0, 0, 0, 4, 0, 0, 0, 0, 0,	O 5790	4/30/76

ALL DEPOSITS INTERNATIONAL INNTAMIAI TRAIL

MIAMI, FLORIDA, ,

PAGE 2

5/ 13/ 1976

# RESERVATIONS	5	CONVENTION DELFORTES	
# ADULTS	7	# ADULTS	0
# CHILDREN	1	# CHILDREN	0
TOTAL DEPOSITS	\$ 65.00		
TOTAL COMMISSIONS	\$.00		
SUB-TOTAL	\$ 65.00		

ROOM TYPES	SOURCE CODES	LATE ARRIVAL CODES	SPECIAL FEATURES
1 BAY	1 PHONE	1 NO DEP	1 CRIB
2 GOLF	2 TELEX	2 TA NO DEP	2 FLOWERS
3 OCEAN	3 FR DESK	3 LATE NO GUR	3 ROLLAWAY
4 PCH	4 MAIL	4 CONVENTION	4 FRUIT/CHOCSE
5 DELUXE	5 TELEGRAM	5 DEPOSIT	
6 SUITE	6 SALES OFFIC	6 TA W/DEP	
		7 LATE DEP	
		8	

ALL DEPOSITS
INTERNATIONAL INNTAMIAI TRAIL

(1,80-4)

MIAMI, FLORIDA,

PAGE

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5/ 13/ 1976

REF # STATUS	NAME ADDRESS	ROOM RATE DEPOSIT COMM.	ARR-CD SOURCE AGENT	ARR DATE LENGTH OFFER TIL	ADULT CHILD CLERK	ROOM TYPES QUANTITY SPECIALS	GROUP COMMENTS	MODIFIED
760421001 D	OBERDING, D 12 S.W. 14 ST. MIAMI, FLA. 33175	\$.00 \$ 15.00 \$.00	3 1 0	5/12/76 1 5/12/76	1 1. 0 1. 1 4.	0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	0 5790	4/30/76
760415000 D	BACARDI, R 91 JOSE AVE MIAMI, FL. 33174	\$.00 \$ 10.00 \$.00	5 2 0	7/ 1/76 3 7/ 1/76	1 6. 0 1. 1 0.	0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	B0841	4/15/76
760415001 D	SABBARINO, V 835 42 AVE NEW YORK, NY. 10011	\$.00 \$ 10.00 \$.00	7 5 0	7/ 3/76 2 7/ 3/76	1 4. 0 1. 1 2.	0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	B0841	4/15/76
760415010 D	RAGGFND, W C/O SHARA AIRPORT KINGSTON SPRING, TN. 33765	\$.00 \$ 10.00 \$.00	3 1 0	9/ 3/76 4 9/ 3/76	1 3. 0 1. 1 0.	0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	B0626	4/16/76
760415011 D	RUNDY, H 117 ELK GROVE AVE NAPLES, ILL. 11234	\$.00 \$ 10.00 \$.00	3 4 0	9/10/76 5 9/10/76	2 6. 1 1. 1 3.	0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	B0626	4/16/76
760413010 D	LARSON, RANDY 1420 CASA RIO DRIVE ORLANDO, FLO. 32802	\$.00 \$ 10.00 \$.00	4 4 0	10/ 3/76 4 10/ 3/76	1 4. 0 1. 1 4.	0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	H3661	4/13/76

ALL DEPOSITS
INTERNATIONAL INNTAMIAI TRAIL

MIAMI, FLORIDA,

PAGE

2

5/ 13/ 1976

# RESERVATIONS	6	CONVENTION DELEGATES	
# ADULTS	7	# ADULTS	0
# CHILDREN	1	# CHILDREN	0

TOTAL DEPOSITS	\$	65.00
TOTAL COMMISSIONS	\$	.00
SUB-TOTAL	\$	65.00

ROOM TYPES	SOURCE CODES	LATE ARRIVAL CODES	SPECIAL FEATURES
1 BAY	1 1 PHONE	2 1 NO DEP	0 1 CRIB
2 GOLF	0 2 TELEFAX	1 2 TA NO DEP	0 2 FLOWERS
3 OCEAN	1 3 FR. DESK	0 3 LATE NO GUH	3 3 ROLLAWAY
4 POOL	2 4 MAIL	2 4 CONVENTION	1 4 FRUIT/CHEESE
5 DELUXE	0 5 TELEGRAM	1 5 DEPOSIT	
6 SUITE	2 6 SALES OFFIC	0 6 TA W/DEP	
		7 LATE DEP	
		8 RTR TIME	

1, 8E. PRINT DEPOSIT TRANSACTIONS

- A. This program will generate a list of all deposit transactions from the Master file.
- B. The program is accessed by typing the number (8) on the Reservation Monitor (1-A) and receiving the Reports Monitor (1, 8-1). Then typing the number (5) on Reports Monitor. The system responds by printing the list of transactions, display (1, 8E-1).

(1,8E-1)

RESERVATION DEPOSITS			5/ 14/ 1976	
NAME	RES. NO	TIME	AMOUNT	BALANCE
0 D ELLIS	760131001	2 24	< 52.00	< 52.00
1 JAMES WESTON	760131004	2 33	< 40.00	< 40.00
2 S LEWIS	760131006	2 37	< 25.00	< 25.00
3 D OVERDING	760421051	21 49	< 12.03	< 12.03
4 D OVERDING	760421051	22 46	< 2.97	< 15.00
5 RANDY LARSON	760413010	17 18	< 10.00	< 10.00
6 R SACARDI	760415000	17 19	< 10.00	< 10.00
7 W BAGGEND	760416010	17 19	< 10.00	< 10.00
8 V BARBARINO	760415001	17 19	< 10.00	< 10.00
9 H BUNDY	760416011	17 20	< 10.00	< 10.00
TOTAL DEPOSIT(AND CORRECTIONS):			<	182.00

RESERVATION REFUNDS			5/ 14/ 1976	
NAME	RES. NO	TIME	AMOUNT	BALANCE
TOTAL REFUNDS:				.00

- C. After printing the report, the system returns to the Report Monitor (1, 8-1) for another selection.

1, 8F. PRINT RESERVATION BY OFFER UNTIL DATE

- A. This program will generate a list of all reservation transactions from the Master file until the date requested.
- B. The program is accessed by typing the number (8) on the Reservation Monitor (1-A) and receiving the Reports Monitor (1, 8-1). Then typing the number (6) on the Reports Monitor, the system responds with display (1, 8F-1).

(1, 8F-1)

ENTER OFFER UNTIL DATE:___

- C. The operator enters the offer until date and XMIT. The system prints the list of transactions, display (1, 8F-2).
See Page 58.
- D. The program then returns to the "Do What?" statement. The operator must enter (RES) and XMIT to return to the Reservations Monitor (1-A).

OFFER UNTIL 5 1 1976

(1,8F-2)

PAGE

1

5/ 14/ 1976

RES # STATUS	NAME ADDRESS	ROOM RATE DEPOSIT COMM.	ARR-CD SOURCE AGENT	ARR DATE LENGTH OFFER TIL	ADULT CHILD CLERK	ROOM TYPES QUANTITY SPECIALS	GROUP COMMENTS	MODIFIED
760418002 T	BROWN, R 112 SUNSET RD DICKSON, IN. 37055	\$.00 \$.00 \$.00	5 1 0	5/ 1/76 3 5/ 1/76	1 3 0 1 1 4	0 0 0 0 0 0 0 0 0 0 0 0	B0626	4/16/76
760421038 T	CHARLES, DAVID 6 BIRD RD KINGSTON, MON. 61212	\$.00 \$.00 \$.00	4 3 0	5/ 1/76 3 5/ 1/76	1 1 0 1 1 0	0 0 0 0 0 0 0 0 0 0 0 0	C5465	4/21/76
760413002 D	FRIED, M/M B 845 SE 8TH AVE BOISE, IDA. 46809	\$.00 \$.00 \$.00	2 1 0	5/ 1/76 2 5/ 1/76	2 1 0 1 1 3	0 0 0 0 0 0 0 0 0 0 0 0	F7458	4/13/76
760427014 D	KAYE, D 88092 COMIC CIR CROSBY, CA. 65466	\$.00 \$.00 \$.00	1 1 0	5/ 1/76 3 5/ 1/76	3 6 0 1 1 3	0 0 0 0 0 0 0 0 0 0 0 0	Y5025	4/27/76

1, 8G. PRINT CONFIRMATION OF TODAY'S DEPOSITS

- A. This program will generate a list of all reservation deposits for the day of operation.
- B. The program is accessed by typing the number (8) on the Reservation Monitor (1-A) and receiving the Reports Monitor (1, 8-1). Then type the number (7) on the Reports Monitor. The system responds with display (1, 8G-1).

(1, 8G-1)

IGNORE FOR (# DAYS?):__

- C. Type in the number of days you wish to ignore previous to the date of entrance to the program and XMIT. The system will print a confirmation letter to send to the guest.

NOTE - No confirmation letter is presented for display because the system at Florida International University generates no letters at this time.

1, 8H. PRINT DEPOSIT REQUEST LETTER

- A. This program will generate the deposit request letters needed for the day's transactions.
- B. The program is accessed by typing the number (8) on the Reservation Monitor (1-A) and receiving the Reports Monitor, (1, 8-1). Type the number (8) on the Reports Monitor Monitor. The system responds with the deposit request letters needed.

NOTE - No letter is presented for display because the system at Florida International University generates no letters at this time.

1, 8I. PRINT ALL RESERVATIONS

- A. This program will generate a list of all reservations on the master file.
- B. The program is accessed by typing the number (8) on the Reservation Monitor (1-A) and receiving the Reports Monitor, (1, 8-1). Then type the number (9) on the Reports Monitor. The system responds with display (1, 8I-1).

(1, 8I-1)

PRINT ALL RESERVATIONS

- 1. BY RESERVATION #
- 2. BY NAME
- 3. BY ARRIVAL DATE
- 4. RETURN

ENTER #: __

- C. The operator selects the type of list wanted by number.
 - 1. By reservation # - Enter (1) and XMIT. The system prints the reservation list by reservation number, display (1, 8I-2). *See Page 62.*
 - 2. By name - Enter (2) and XMIT. The system prints the reservation list in alpha order, display (1, 8I-3). *See Page 63.*
 - 3. By arrival date - Enter (3) and XMIT. The system prints the reservation list in arrival date order, display (1, 8I-4). *See Page 64.*
 - 4. Return - Enter (4) and XMIT. The system will abort the program and return to the Reports Monitor (1,8-1).
- D. After the system is finished printing each type of list it returns to the Reports Monitor.

NUMBER LIST
INTERNATIONAL INN/MIAMI TRAIL

(1,81-2)
MIAMI, FLORIDA.

PAGE 1

7/ 1/ 1976

RES # STATUS	NAME ADDRESS	ROOM RATE DEPOSIT COMM.	ARR-CD SOURCE AGENT	ARR DATE LENGTH OFFER TIL	ADULT CHILD CLERK	ROOM TYPES QUANTITY SPECIALS	GROUP COMMENTS	MODIFIED
760413002 D	FRIED, M/M B 845 SE 8TH AVE BOISE, IDA, 46809	\$.00 \$.00 \$.00	2 1 0	5/ 1/76 2 5/ 1/76	2 1, 0 1, 1 3,	0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	F7458	4/13/76
760413003 D	FRONIE, M/M C 609 NW 9TH PLACE LA. CR. 41093	\$.00 \$.00 \$.00	0 1 0	5/ 5/76 5 5/ 5/76	2 5, 0 1, 1 0,	0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	F7458	4/13/76
760413004 D	FINK, M/M M 18309 W 8TH PLACE NY, NY, 83179	\$.00 \$.00 \$.00	7 2 0	6/ 1/76 10 6/ 1/76	2 1, 0 1, 1 0,	0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	F7458	4/13/76
760413005 T	JANOWITZ, MARK 4422 NE 33 ST MIAMI, FL. 45210	\$.00 \$.00 \$.00	5 1 0	5/ 6/76 4 5/ 6/76	2 4, 2 1, 1 2,	0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	J9785	4/13/76
760413006 D	JAZZ, D 2020 SE 2 AVE MIAMI, FL. 21053	\$.00 \$.00 \$.00	7 4 0	5/15/76 5 5/15/76	2 3, 0 1, 1 4,	0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	J9785	4/13/76
760413007 D	KERTZMAN, KAROLYN 338 COUNTRY LANE PALM BEACH, FL. 55122	\$.00 \$.00 \$.00	3 1 0	6/ 2/76 4 6/ 2/76	2 6, 0 1, 1 0,	0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	J9785	4/13/76
760413008 D	HAYES, PATTY 2010 PALM BLVD COCOA BEACH, FL. 31234	\$.00 \$.00 \$.00	2 1 0	6/ 8/76 12 6/ 8/76	2 2, 0 1, 1 3,	0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	J9785	4/13/76
760413009 D	PATTERSON, DIANE 4444 SUNDIAL RD ESCONDIDO, CAL. 12345	\$.00 \$.00 \$.00	5 2 0	7/ 2/76 4 7/ 2/76	1 3, 0 1, 1 2,	0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	J9785	4/13/76
760413010 D	ANDERSON, MOLLY 2700 RIDGEWOOD DR GREENBAY, WIS. 33556	\$.00 \$.00 \$.00	8 1 0	7/ 8/76 12 7/ 8/76	1 1, 0 1, 1 0,	0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	J9785	4/13/76
760413011 T	JOHNSTON, JANET 7200 SW 98 ST MIAMI, FL. 33143	\$.00 \$.00 \$.00	1 1 0	8/ 6/76 2 8/ 6/76	2 4, 3 1, 1 2,	0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	J9785	4/13/76
760413012 T	SUGGS, LOUISE 441 PALMETTO DR FT LAUDERDALE, FL. 20202	\$.00 \$.00 \$.00	1 1 0	8/10/76 6 8/10/76	1 2, 0 1, 1 0,	0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	J9785	4/13/76
760413013 D	RISSO, ROBIN 2280 BOSTON, MAS. 81600	\$.00 \$.00 \$.00	3 1 0	9/ 5/76 6 9/ 5/76	2 5, 0 1, 1 2,	0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	J9785	4/13/76
760413014 D	SHASTERN, HERO 845 OAK ST SALEM, OHI, 44460	\$.00 \$.00 \$.00	3 4 0	9/20/76 5 9/20/76	2 2, 4 2, 1 4,	0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	J9785	4/13/76

NAME LIST
INTERNATIONAL INNTAMIAI TRAIL

(1,81-3)

MIAMI, FLORIDA, ,

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7/ 1/ 1976

RPS # STATUS	NAME ADDRESS	ROOM RATE DEPOSIT COMM.	ARR-CD SOURCE AGENT	ARR DATE LENGTH OFFER TIL	ADULT CHLD CLERK	ROOM TYPES QUANTITY SPECIALS	GROUP COMMENTS	MODIFIED
760413010 D	ANDERSON, MOLLY 2720 RIDGEWOOD DR GREENBAY, WIS. 33556	\$.00 \$.00 \$.00	8 1 0	7/ 8/76 12 7/ 8/76	1 1, 0 1, 1 0.	0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	J9785	4/13/76
760415000 D	BACARDI, R 91 JOSE AVE MIAMI, FL. 33174	\$.00 \$ 10.00 \$.00	5 2 0	7/ 1/76 3 7/ 1/76	1 6, 0 1, 1 0.	0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	B0841	4/15/76
760416010 D	BAGGEND, W C/O SHARR AIRPORT KINGSTON SPRING, TN. 33765	\$.00 \$ 10.00 \$.00	3 1 0	9/ 3/76 4 9/ 3/76	1 3, 0 1, 1 0.	0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	B0626	4/16/76
760415001 D	BARRARINO, V 835 42 AVE NEW YORK, NY. 13011	\$.00 \$ 10.00 \$.00	7 5 0	7/ 3/76 2 7/ 3/76	1 4, 0 1, 1 2.	0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	B0841	4/15/76
760426011 T	BARRER, R 24 MAIN ST ROXBURY, N Y. 12421	\$.00 \$.00 \$.00	5 2 0	9/20/76 4 9/20/76	2 2, 0 1, 1 0.	0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	B1191	4/26/76
760415002 D	BARETTA, T 7 SEA CLIFF LOS ANGELES, CA. 96134	\$.00 \$.00 \$.00	5 1 0	8/ 6/76 4 8/ 6/76	1 1, 0 1, 1 4.	0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	B0841	4/15/76
760420004 D	BARRETT, M/M W 4343 NIAGRA AVE SAN DIEGO, CAL. 21534	\$.00 \$.00 \$.00	7 2 0	6/10/76 3 6/10/76	2 1, 0 1, 1 0.	0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	B394	4/20/76
760420005 T	BARRON, M/M R 1132 BRACE RIDGE NASSAU, BAH. 18423	\$.00 \$.00 \$.00	2 4 0	6/ 5/76 5 6/ 5/76	2 6, 0 1, 1 0.	0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	B0394	4/20/76
760426003 T	PARRY, D 27 ROOSEVELT AVE DENVER, COL. 42839	\$.00 \$.00 \$.00	2 1 0	5/24/76 10 5/24/76	2 4, 0 1, 1 0.	0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	B1191	4/26/76
760415003 D	BARRY, R 29 BERMUDA CIRCLE SAN FRANCISCO, CA. 94121	\$.00 \$.00 \$.00	3 4 0	8/15/76 2 8/15/76	1 2, 0 1, 1 2.	0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	B0841	4/15/76
760426008 T	BARRYMORE, S 63 ELM ST GREAT NECK, N Y. 18726	\$.00 \$.00 \$.00	2 2 0	8/ 6/76 4 8/ 6/76	2 3, 0 1, 1 0.	0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	B1191	4/26/76
760415005 D	BAUMGARTEN, J 419 6 STREET NIAGARA FALLS, NY. 14301	\$.00 \$.00 \$.00	4 2 0	9/17/76 5 9/17/76	1 6, 0 1, 1 4.	0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	B0841	4/15/76

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RES # STATUS	NAME ADDRESS	ROOM RATE DEPOSIT COMM.	ARR-CD SOURCE AGENT	ARR DATE LENGTH OFFER TIL	ADULT CHILD CLERK	ROOM TYPES QUANTITY SPECIALS	GROUP COMMENTS	MODIFIED
760416002 T	BROWN, A 112 SUNSET RD DICKSON, TN, 37055	\$.00 \$.00 \$.00	5 1 0	5/ 1/76 3 5/ 1/76	1 0 1	3. 1. 4. 0. 0. 0. 0. 0.	60626	4/16/76
760418008 T	CHARLES, DAVID 6 BIRD RD KINGSTON, MON. 61212	\$.00 \$.00 \$.00	4 3 0	5/ 1/76 3 5/ 1/76	1 0 1	1. 0. 0. 0. 0. 0. 0. 0.	05465	4/21/76
760413002 D	FRIFO, M/M B 845 SE 8TH AVE BOISE, IDA, 46009	\$.00 \$.00 \$.00	2 1 0	5/ 1/76 2 5/ 1/76	2 0 1	1. 0. 3. 0. 0. 0. 0. 0.	F7458	4/13/76
760427014 D	KAYE, D 60092 CONIC CIR CROSSBY, CA, 65466	\$.00 \$.00 \$.00	1 1 0	5/ 1/76 3 5/ 1/76	3 0 1	6. 1. 3. 0. 0. 0. 0. 0.	Y5025	4/27/76
760426002 D	BONNAN, P 33 CHURCH ST BOSTON, MAS, 18725	\$.00 \$.00 \$.00	0 2 0	5/ 2/76 6 5/ 2/76	2 0 1	6. 1. 2. 0. 0. 0. 0. 0.	B1191	4/26/76
760427015 D	KHILFR, R 2100 BRILL BLVD PHILA, PA, 21250	\$.00 \$.00 \$.00	3 2 0	5/ 2/76 2 5/ 2/76	2 0 1	6. 1. 0. 0. 0. 0. 0. 0.	Y5025	4/27/76
760421050 T	OTTERSON, R HACIENDA 12 CARNEI, FLO, 12111	\$.00 \$.00 \$.00	4 1 0	5/ 2/76 3 5/ 2/76	2 1 1	5. 1. 0. 0. 0. 0. 0. 0.	0 5790	4/21/76
760426004 T	BURNS, J 843 MAPLE DRIVE HOUSTON, TX, 42653	\$.00 \$.00 \$.00	5 1 0	5/ 3/76 4 5/ 3/76	2 0 1	2. 1. 0. 0. 0. 0. 0. 0.	B1191	4/26/76
760420025 D	GRIFFITH, R 100 FIFE ST NAYBERRY, SC, 17001	\$.00 \$.00 \$.00	1 5 0	5/ 3/76 4 5/ 3/76	1 0 1	2. 1. 0. 0. 0. 0. 0. 0.	G8164	4/20/76
760414014 D	VARISEL, G GEORGE 8601 SW 47ST MIAMI, FLO, 33155	\$.00 \$.00 \$.00	8 1 0	5/ 3/76 2 5/ 3/76	1 0 1	2. 1. 0. 0. 0. 0. 0. 0.	V 0549	4/14/76
760421039 T	CHEEK, T 84 BYRON ST WARRECK, NY, 17141	\$.00 \$.00 \$.00	8 5 0	5/ 4/76 2 5/ 4/76	2 0 1	3. 1. 0. 0. 0. 0. 0. 0.	05465	4/21/76
760413003 D	FRONTE, M/M C 609 NW 5TH PLACE LA, CA, 41093	\$.00 \$.00 \$.00	8 1 0	5/ 5/76 5 5/ 5/76	2 0 1	5. 1. 0. 0. 0. 0. 0. 0.	F7458	4/13/76
760414002 D	BERWICK, R 293 CONNECTUTT AVE WASHINGTON, D.C, 20018	\$.00 \$.00 \$.00	2 5 0	5/ 6/76 4 5/ 6/76	2 2 1	3. 2. 2. 0. 0. 0. 0. 0.	B 0440	4/14/76

1, 8J. ORDER, CAPACITY, FINANCIAL CHECKS

NOTE - Restricted program. See supervisor for function and instructions on usage.

1, 8K. END-OF-DAY RESERVATION PROCESSING

- A. This program will generate a summary of the day's reservations.
- B. The program is accessed by typing the number (8) on the Reservation Monitor (1-A) and receiving the Reports Monitor, (1, 8-1). Then type the number (11) on the Reports Monitor. The system will print the end-of-day report, display (1, 8K-1). *See Page 67.*
- C. After the report is printed the system returns to the Reports Monitor (1, 8-1).

(1,8K-1)

THESE RESERVATIONS HAVE BEEN CANCELLED.
INTERNATIONAL INN/MIAMI TRAIL

MIAMI, FLORIDA, ,

5/ 2/ 1976

RES # STATUS	NAME ADDRESS	ROOM RATE DEPOSIT COMM.	ARR-CD SOURCE AGENT	ARR DATE LENGTH OFFER TIL	ADULT CHILD CLERK	ROOM TYPES QUANTITY SPECIALS	GROUP COMMENTS	MODIFIED
760416002	BROWN, R	\$.00	5	5/ 1/76	1 3	0 0 0 0	4/16/76	
T	112 SUNSET RD	\$.00	1	3	0 1	0 0 0 0	B0626	
	DICKSON, TN, 37055	\$.00	0	5/ 1/76	1 4	0 0 0 0		

THESE RESERVATIONS ARE OVERDUE.
INTERNATIONAL INN/MIAMI TRAIL

MIAMI, FLORIDA, ,

5/ 2/ 1976

RES # STATUS	NAME ADDRESS	ROOM RATE DEPOSIT COMM.	ARR-CD SOURCE AGENT	ARR DATE LENGTH OFFER TIL	ADULT CHILD CLERK	ROOM TYPES QUANTITY SPECIALS	GROUP COMMENTS	MODIFIED
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ALL RESERVATION TRANSACTIONS
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RES # STATUS	NAME ADDRESS	ROOM RATE DEPOSIT COMM.	ARR-CD SOURCE AGENT	ARR DATE LENGTH OFFER TIL	ADULT CHILD CLERK	ROOM TYPES QUANTITY SPECIALS	GROUP COMMENTS	MODIFIED
760013000	JONES, M	\$.00	4	5/20/76	2 3	0 0 0 0	2	5/13/76
D	123 EAST ST	\$.00	1	1	0 1	0 0 0 0		
ENTER	MIAMI, FL, 33319	\$.00	0	5/20/76	1 0	0 0 0 0		
760513001	SMITH, J	\$.00	4	5/20/76	2 1	0 0 0 0	2	5/13/76
D	123 EAST-WEST ST	\$.00	1	2	0 1	0 0 0 0		
ENTER	MIAMI, FL, 33197	\$.00	0	5/20/76	1 0	0 0 0 0		

ALL CONVENTION TRANSACTIONS
INTERNATIONAL INN/MIAMI TRAIL MIAMI, FLORIDA, , 5/ 2/ 1976

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CONVENTION ADDRESS	CONTACT BOOKED BY	ARRIVE DEPART OFFER	STATUS	TYPF-REQ-SOLD-RATE	TYPE-REQ-SOLD-RATE
1 MN	MN	5/20/76	TEN	2, 10, 0, 30.00	3, 2, 0, 41.00
MODIFY	PHONE	5/21/76		0, 0, 0, .00	0, 0, 0, .00
5/12/76	MN	5/20/76		0, 0, 0, .00	0, 0, 0, .00

TODAY'S ARRIVALS
INTERNATIONAL INN/MIAMI TRAIL

MIAMI, FLORIDA, ,

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5/ 2/ 1976

RES # STATUS	NAME ADDRESS	ROOM RATE DEPOSIT COMM.	ARR-CD SOURCE AGENT	ARR DATE LENGTH OFFER TIL	ADULT CHILD CLERK	ROOM TYPES QUANTITY SPECIALS	GROUP COMMENTS	MODIFIED
760426002	BOWMAN, P	\$.00	0	5/ 2/76	2 6	0 0 0 0	4/26/76	
D	33 CHURCH ST	\$.00	2	6	0 1	0 0 0 0	B1191	
	BOSTON, MAS, 18725	\$.00	0	5/ 2/76	1 2	0 0 0 0		

1, 8L. RETURN

- A. This program is used to return to the Reservation Monitor.
- B. The program is accessed by typing the number (12) on the Reports Monitor (1, 8-1). The system responds by returning to the Reservation Monitor (1-A).

1, 9. RETURN TO DO WHAT

- A. This program is used to return to the "Do What" Statement.
- B. The program is accessed by typing the number (9) on the Reservation Monitor (1-A). The system returns to the "Do What" Statement to enter a different monitor.

CHAPTER II

REGISTRATION PROGRAMS:

- A. The MOBYDATA HOSPITALITY SYSTEM enables any hotel employee to perform the job/function of a front desk clerk. All programs required to check in, post charges, update room status or general room accounting maintenance are contained in the FRONT DESK monitor.
- B. The operator need only select the job/function by number from the Front Desk Monitor, display (2-A), XMIT and receive the appropriate instructions and/or frame fills to accomplish the task, and also print a variety of reports, forms and letters.

(2-A)

FRONT DESK MONITOR 5/14/1976 10:45

1. CHECK IN	2. UPDATE ROOM RECORDS
3. POST CHARGES	4. REPORTS
5. BILL LISTING, CHECKOUT	6. PRINT GUEST MESSAGE
7. DEPARTED GUEST BILL	8. NAME SEARCH
9. CHANGE ROOM STATUS	10. AVAILABLE ROOMS
11. GUEST ROOM TRANSFER	12. PRINT/DISPLAY REGISTERED GUESTS
13. RETURN TO SYSTEM	

KEY NUMBER HERE: __

2, 1. CHECK IN

- A. This function allows the operator to "check in" guests in the hotel and assign rooms for the guests.
 - B. There are three categories in the "check in" program:
 - 1. Walk in - no reservations
 - 2. With reservations
 - 3. Special "check-ins" - joiners, masters, etc.
- Each of these areas will be discussed in separate sections.

2, 1A. CHECK IN; WALK IN

- A. This function allows the operator to assign a room and folio to the "walk in" guest.
- B. The program is accessed by typing the number (1) on the Front Desk Monitor (2-A), XMIT and receive frame fill (2, 1A-1).

(2,1A-1)

LAST NAME:
RESERVATION #:

- C. Type in the last name of the guest and CR. The cursor is then positioned to input the reservation number. Since a "Walk in" has no reservation, enter the number (-1), XMIT. The system will respond by automatically selecting a type of room, preset in the program, for a walk in guest, display (2, 1A-2).

(2,1A-2)

```
LAST NAME :NEM
FIRST NAME :
ROOM TYPE :OCEAN
# ADULTS :2
# CHILDREN :0
# OF DAYS :1
SPECIAL REQUESTS :0
CLERK # :
0) RETURN 1) FIND A ROOM
OR ENTER ROOM #:
```

- D. The information already displayed is preset by the program and must be changed by the operator. The cursor is automatically positioned on the last name for modification by the operator.
- 1. LAST NAME - Mandatory data. Data displayed is from display (2, 1A-1). If it is correct TAB to next line. If in error type the correct name and CR.

2. FIRST NAME - Optional data. Enter the first name and CR. TAB if left blank.
3. ROOM TYPE - Mandatory data. The system automatically selected the room type for all "walk ins." If this is not the type wanted, type the new selection and CR. If the type is correct, TAB.
4. # OF ADULTS - Mandatory data. The system automatically inputted the number (2). If this is not the number of adults, type the new number and CR. If the number is correct, TAB.
5. # OF CHILDREN - Optional data (however, needed for correct house count). The system automatically inputted the number (0). If this is not correct, type the new number and CR. If the number is correct, TAB.
6. # OF DAYS - Mandatory data. The system automatically inputted the number ((1)). If this is not correct, reenter the number of days the stay is for and CR. If the number is correct, TAB.
7. SPECIAL REQUESTS - Optional data. Enter the "key" number of the special request and CR. If no request is wanted, TAB.

8. CLERK # - Mandatory data. Enter the clerk number and CR.
- E. At the end of frame fill (2, 1A-2) there are two possible choices for selection:
1. RETURN - This function cancels the check in and returns to the Front Desk Monitor (2-A).
 2. FIND A ROOM
OR ENTER RM # - This selection allows the operator to have the system assign a room or enter an available room of the type desired.
 - a. If the operator wants the system to select a room, enter (1) and XMIT.
 - b. If the operator wants to assign a room manually, enter the room number and XMIT.
 - c. In either case the system will respond with frame fill (2, 1A-3).

(2,1A-3)

```

ROOM NUMBER 313 FOR MARK NEMTZOW
IS AVAILABLE AT :38.00
TOTAL RATE :38.00
AND PREPAYMENT $:
TYPE OF PAYMENT :
CREDIT CARD# :
SELECTION O.K.? :
```

- F. The cursor is automatically positioned on "Total Rate" line for modification.
1. TOTAL RATE - If the rate is correct, depress TAB to position the cursor on the next line.
If the rate is not correct, type the new rate and CR.

2. AND PREPAYMENT - If there is a prepayment, enter the amount and CR. If no prepayment, depress TAB to position the cursor on the next line.
3. TYPE OF PAYMENT - Enter how the account will be settled and CR.
4. CREDIT CARD # - If the "Type of Payment" is a credit card, enter the card # and CR.
If no credit card is being used, TAB to position the cursor on the next line.
5. SELECTION O.K.? - This function must be answered with a yes or no statement.
 - a. If yes - Enter (Y) and XMIT. The system will respond with display (2, 1A-5).
 - b. If no - Enter (N) and XMIT. The system will respond with display (2, 1A-4).

(2,1A-4)

ENTER ROOM NUMBER

6. The operator enters the room number and XMIT. The system will redisplay display (2, 1A-3) for the operator to reenter data.

NOTE: If the operator entered an occupied room or a room out-of-order, the system will notify the operator and ask for another selection.

- H. At the bottom of the display the operator has 3 selections in which to choose from:

(2,1A-5)

MARK NEMTZOW IS CHECKED INTO ROOM 313
WITH FOLIO # 7600139

1 DONE 2 WELCOME 3ANOTHER CHECK IN #__

1. DONE - If there are no more check-ins, enter (1) and XMIT. The system will return to the Front Desk Monitor (2-A).

2. WELCOME - Not functioning key.

NOTE: Normally this would print a welcome letter for the new guest.

3. ANOTHER CHECK-IN - If the operator has another check-in, enter (3) and XMIT. The system will return to display (2, 1A-1) to enter the new name.

2, 1B. CHECK-IN; WITH RESERVATION

- A. This function allows the operator to assign a room and folio to a guest with a previous reservation.
- B. The program is accessed by typing the number (1) on the Front Desk Monitor (2-A), XMIT and receive frame fill (2, 1B-1).

(2,1B-1)

LAST NAME:
RESERVATION #:

- C. Type in the last name of the guest and CR. The cursor is positioned to input the reservation number. There are two ways this line may be filled out:
 - 1. If the reservation number is unknown - XMIT. The system will respond with display (2, 1B-2).
 - 2. If the reservation number is known - enter the number and XMIT. The system will respond with display (2, 1B-3).

(2,1B-2)

1	760513003	NEMTZOW, MARK	5	13	1976	MIAMI,FL
2	760513002	NEMTZOW, MARK	5	21	1976	MIAMI,FL
3	760421051	OERDING,D	5	12	1976	MIAMI,FL
4	760421057	OBERHOLTZ	8	22	1976	BALTIMORE,MD
5	760421055	OCONNER,W	7	4	1976	DALLAS,TEX
6	NEXT 5 RESERVATIONS					

ENTER #__

- D. There are two choices for the operator from this display:
 - 1. If the reservation being searched for is not found in the alpha list, XMIT and the system will return to the Front Desk Monitor (2-a) or enter the number (6), XMIT and the system will redisplay display (2, 1B-2) but with the next 5 alpha-like reservations.

- D. 2. If the reservation is in the list, enter the key number, XMIT and the system will respond with frame fill, display (2, 1B-3).

(2,1B-3)

```
      LAST NAME :NEM
      FIRST NAME :
      ROOM TYPE  :OCEAN
      # ADULTS   :2
      # CHILDREN :0
      # OF DAYS  :1
      SPECIAL REQUESTS :0
      ADV DEP    :25.00
      CLERK #    :
      0) RETURN 1) FIND A ROOM
      OR ENTER ROOM #:
```

- E. The information already displayed is extracted from the reservation data received before and may be changed by the operator if any errors. The cursor is automatically positioned on the last name for any modifications needed.
1. LAST NAME - Mandatory data. The information is generated from the reservation. If it is correct TAB to next line. If in error type the correct name and CR.
 2. FIRST NAME - Optional data. Enter the first name and CR if not already given. If no correction or first name is not needed, TAB.
 3. ROOM TYPE - Mandatory data. The information is generated from the reservation. If it is correct, TAB to position cursor on next line. If the operator wants to change the type, enter the new room type and CR.

4. # OF ADULTS - Mandatory data. The information is generated from the reservation. If it is correct, TAB to position cursor on the next line. If it is wrong, enter the new number and CR.
5. # OF CHILDREN - Optional data (however, needed for current house count). The information is generated from the reservation. If it is correct, TAB to position cursor on the next line. If it is wrong, enter the new number and CR.
6. # OF DAYS - Mandatory data. The information is generated from the reservation. If it is correct, TAB to position cursor on the next line. If it is wrong, enter the new number and CR.
7. SPECIAL REQUESTS - Optional data. The information is generated from the reservation. If it is correct, TAB to position cursor on the next line. If it is wrong or something is requested enter the code number for the request and CR.
8. ADV DEP - This line only appears if an advanced deposit is to be credited to the account. The data cannot be modified or written over. To change the information enter (4) on the Reservation Monitor.

9. CLERK # - Mandatory data. Enter the clerk number and CR.

F. At the end of the frame fill (2, 1B-3) there are two possible choices for selection:

1. RETURN - This function cancels the check-in and returns to the Front Desk Monitor (2-A).
2. FIND A ROOM
OR ENTER RM.# - This selection allows the operator to have the system assign a room or enter an available room.
 - a. If the operator wants the system to select a room, enter (1) and XMIT.
 - b. If the operator wants to assign a room manually, enter the room number and XMIT.
 - c. In either case the system will respond with frame fill (2, 1B-4).

(2,1B-4)

```
ROOM NUMBER 313 FOR MARK NEMT7
IS AVAILABLE AT :38.00
TOTAL RATE :38.00
AND PREPAYMENT $:
TYPE OF PAYMENT :
CREDIT CARD # :
SELECTION O.K.? :
```

F. The cursor is automatically positioned on "Total Rate" line for modification.

1. TOTAL RATE - If the rate is correct, depress TAB to position the cursor on the next line.
If the rate is not correct, type the new rate and CR.

- F. 2. AND PREPAYMENT - If there is a prepayment, enter the amount and CR. (This doesn't include advanced deposits. They are automatically transferred to the guest account.) If no prepayment, depress TAB to position the cursor on the next line.
3. TYPE OF PREPAYMENT - Enter how the account will be settled and CR.
4. CREDIT CARD # - If the "type of payment" is a credit card, enter the card # and CR. If no credit card is being used, TAB to position the cursor on the next line.
5. SELECTION O.K.? - This information must be answered with a yes or no statement.
- a. If yes, enter (Y) and XMIT. The system will respond with display (2, 1B-6).
- b. If no, enter (N) and XMIT. The system will respond with display (2, 1B-5).

(2,1B-5)

ENTER ROOM NUMBER

- G. The operator enters the room number and XMIT. The system will redisplay (2, 1B-4) for the operator to reenter data.
- NOTE - If the operator entered an occupied room or a room out-of-order, the system notifies the operator and asks for another selection.

- H. At the bottom of the display the operator has 3 selections in which to choose from:

(2,1B-6)

MARK NEMTZOW IS CHECKED INTO ROOM 313
WITH FOLIO # 7600139

1 DONE 2 WELCOME 3 ANOTHER CHECK IN #__

1. DONE - If there are no more check-ins, enter (1) and XMIT. The system will return to the Front Desk Monitor (2-A).

2. WELCOME - Not functioning key.

NOTE: Normally this would print a

"Welcome" letter for the new guest.

3. ANOTHER CHECK-IN - If the operator has another check-in, enter (3) and XMIT. The system will return to display (2, 1A-1) to enter the new name.

2, 1C. SPECIAL CHECK-INS - "JOINER"

- A. This function contains provisions allowing the generation of more than one guest account for the same room.
- B. The program is accessed in the same manner as a check-in with a reservation, see section 2, 1B. However, the instructions vary starting in section 2, 1B step F. For easy reference refer to the next display.

(2,1C-1)

```
      LAST NAME :NEM
      FIRST NAME :
      ROOM TYPE  :OCEAN
      # ADULTS   :2
      # CHILDREN :0
      # OF DAYS  :1
      SPECIAL REQUESTS :0
      CLERK #    :
      0) RETURN  1) FIND A ROOM
      OR ENTER ROOM #:
```

- C. The first 9 lines of this frame fill (8 lines - if no advance deposit) are inputted the same as described in section 2, 1B - step E.
- D. At the end of the frame fill (2, 1C-1) there are two possible choices for selection:
 - 1. RETURN - This function cancels the check-in and returns to the Front Desk Monitor (2-A).
 - 2. FIND A ROOM
OR ENTER RM #- This selection allows the operator to have the system assign a room or enter an available room.
 - To enter a "joiner" manually enter the room number wanted and XMIT. The system will respond with display (2, 1C-2).

(2,1C-2)

ROOM 102 IS OCCUPIED BY
R.D. MURPHY

DO YOU WANT TO SPLIT THE BILL?:__

- E. The operator must answer with a yes or no response.
1. If yes - enter (Y) and XMIT. The system will respond with display (2, 1C-4). (Refer to step H)
 2. If no - enter (N) and XMIT. The system will respond with display (2, 1C-3).

(2,1C-3)

ROOM 102 IS NOT AVAILABLE. TRY AGAIN?:__

- F. The operator must answer with a yes or no response.
1. If yes - enter (Y) and XMIT. The system will respond with display (2, 1C-2). (Refer to step I)
 2. If no - enter (N) and XMIT. The system will respond with display (2, 1C-5).

(2,1C-5)

DO YOU WISH THE SYSTEM TO SELECT A ROOM?:__

- G. The operator must answer with a yes or no response.
1. If yes - enter (Y) and XMIT. The system will find an available room for the guest. For further instructions refer to section 2, 1B step F. and continue the check in using the instructions in that section.

(2,1C-4)

ROOM NUMBER 313 FOR MARK NEMTZOW
IS AVAILABLE AT :38.00
TOTAL RATE :38.00
AND PREPAYMENT \$:
TYPE OF PAYMENT :
CREDIT CARD # :
SELECTION O.K.? :

H. The cursor is automatically positioned on the "Total Rate" line for modification.

1. Change room rate to proper amount:

- a. 1/2 of double rate, if 2 persons
- b. 1/3 of triple, if 3 persons
- c. 0 if complete rate is to be on one bill.

2. Complete the frame fill and the rest of the check in procedures in the normal manner. For complete instructions refer to section 2, 1B step F.

NOTE: After completing the check in the operator must enter the Night Audit Monitor to manually change the room rate for the guests already registered in the room.

I. Enter the new room number and XMIT.

- a. If the new selection is an occupied room the system will respond with display (2, 1C-2). Refer to section 2, 1C step E. for instructions.
- b. If the new selection is an available room the system will respond with display (2, 1B-4). Refer to section 2, 1B step F. for instructions.

2, 1D. SPECIAL CHECK-INS - MASTER ACCOUNT

- A. This function contains provisions allowing the registration of more than one room to a Master Account.
- B. There are two methods that may be used:
 - 1. Method A
 - a. Check in First Room to guest per normal procedure.
 - b. Change room rate on "Master" Room Account to sum of all rooms.
 - c. Check in additional rooms, type guests' last name.
 - d. Under guest "first name", type C-###. (The ### is the room number of master room account.)
 - e. Change room rates to "0".
 - 2. Method B
 - a. Check in First Room to guest per normal procedure.
 - b. Check in additional rooms, referencing each room to Master Room Account (See Method A (d) above). Continue with normal check-in procedure.
 - c. Upon check out use Selection #5, "Transfer to Guest Account", and transfer all accounts to Master Account.

2, 2. UPDATE ROOM RECORDS

- A. Since the system is designed to allow the desk clerk to register the guest with a minimum amount of data entry, it becomes necessary to return to the guest's permanent record and add various items. This function allows the operator to do so.
- B. The program is accessed by typing the number (2) on the Front Desk Monitor (2-A), XMIT and receive frame fill (2, 2-1).

(2,2-1)

```
ROOM NUMBER :—  
OR LAST NAME :—  
AND FIRST NAME:
```

- C. There are two methods the operator may use to continue the program:
1. If the room number is known, enter the number and XMIT. The system will respond with display (2, 2-3).
 2. If the room number is not known, TAB to position the cursor on the next line and enter the last name, CR, and the first name of the guest, XMIT. The system will respond with a list of alpha-like names and room numbers, display (2, 2-2).

(2,2-2)

```
THE GUEST NEM NOT FOUND.  
IS THE NAME ONE OF THE FOLLOWING
```

1. MURPHY, C-101	IS IN ROOM NUMBER 102
2. NAMS, C-101	IS IN ROOM NUMBER 118
3. NEM,	IS IN ROOM NUMBER 107
4. NEM,	IS IN ROOM NUMBER 108
5. NEM,	IS IN ROOM NUMBER 222
6. NEM,	IS IN ROOM NUMBER 321
7. NEM,	IS IN ROOM NUMBER 322

ENTER NUMBER:___

- D. Enter the key number of the guest being searched for and XMIT. The system will respond with display (2, 2-3) for the update.

(2,2-3)

```
ROOM:107 FOLIO:7600124 TYPE:POOL STATUS:S #GUESTS:2/0
RATE:$42.00 ADV.DEP:$0.00 COMM DEP:$0.00 BALANCE:$48.68
ARRIVED 4 14 1976 AT 13 7 CLERK:1
LAST NAME      :NEMTZOW
FIRST NAME     :
STREET ADDRESS :
CITY           :
STATE          :
ZIP            :
ACCOUNT TYPE   :CASH
CREDIT CARD#   :
AUTO MAKE/YEAR :
LICENCE ST/#   :
SOURCE CODE    :-1
LENGTH OF STAY :1
1) CONT UPDATE 2) NEW GUEST 3)VERIFY 4)RETURN TO MONITOR
ENTER # HERE:
```

- E. The first three lines of the display may not be modified. The cursor is automatically positioned on the "last name" line for modification.
1. LAST NAME - To modify, enter the new data and CR.
If no modifications are needed, TAB.
 2. FIRST NAME - To modify, enter the new data and CR.
If no modifications are needed, TAB.
 3. STREET ADDRESS - To modify, enter the new data and CR.
If no modifications are needed, TAB.
 4. CITY - To modify, enter the new data and CR.
If no modifications are needed, TAB.
 5. STATE - To modify, enter the new data and CR.
If no modifications are needed, TAB.
 6. ZIP - To modify, enter the new data and CR.
If no modifications are needed, TAB.
 7. ACCOUNT TYPE - To modify, enter the new data and CR.
If no modifications are needed, TAB.

8. CREDIT CARD # - To modify, enter the new data and CR.
If no modifications are needed, TAB.
 9. AUTO MAKE/MODEL - To modify, enter the new data and CR.
If no modifications are needed, TAB.
 10. LICENSE ST/# - To modify, enter the new data and CR.
If no modifications are needed, TAB.
 11. SOURCE CODE - To modify, enter the new data and CR.
If no modifications are needed, TAB.
 12. LENGTH OF STAY - To modify, enter the new data and CR.
If no modifications are needed, TAB.
- F. At the bottom of the frame fill (2, 2-3) the operator has four selections to choose from:
1. CONT UPDATE - This function will continue with the second half of the update record. Enter (1) and XMIT. The system will respond with frame fill (2, 2-4).
 2. NEW GUEST - This function enters the modification on the master file and redisplay frame fill (2, 2-1) for updating another guest. Enter (2) and XMIT.
 3. VERIFY - This function redisplay display (2, 2-2) with the updated information. Enter (3) and XMIT.
 4. RETURN TO MONITOR - This function returns to the Front Desk Monitor (2-A). Enter (4) and XMIT.

(2,2-4)

```
ROOM:107 FOLIO:7600124 TYPE:POOL STATUS:S #GUESTS:2/0
RATE:$42.00 ADV. DEP:$ .00 COMM DEP:$ .00 BALANCE:$48.68
ARRIVED 4 14 1976 AT 13 7 CLERK:1
LAST NAME      :NEMTZOW
FIRST NAME     :MARK
TRAVEL AGENCY  :
ROOM EXEMPT(1) :0
TAX EXEMPT(1)  :0
COMPANY NAME   :
ADDRESS        :
CITY           :
STATE          :
ZIP            :
CREDIT LIMIT   : 200.00
1) CONTD UPDATE 2) NEW GUEST 3) VERIFY 4) RETURN TO MONITOR
ENTER # HERE:
```

G. The first 5 lines of the display may not be modified.

The cursor is automatically positioned on the "Travel Agency" line for modification.

1. TRAVEL AGENCY # - NOT functioning.

2. ROOM EXEMPT (1) - This function allows the operator to automatically set the room rate to Ø. Enter (1) and CR.

NOTE: Use this function with special check-ins.

3. TAX EXEMPT (1) - This function allows the operator to have a tax exempt account. Enter (1) and CR.

4. COMPANY NAME - To modify, enter new data nad CR.
If no modifications are needed, TAB.

5. ADDRESS - To modify, enter new data and CR.
If no modifications are needed, TAB.

6. CITY - To modify, enter new data and CR.
If no modifications are needed, TAB.

7. STATE - To modify, enter new data and CR.
If no modifications are needed, TAB.

8. ZIP - To modify, enter new data and CR.

If no modifications are needed, TAB.

9. CREDIT LIMIT - To modify, enter new data and CR.

If no modifications are needed, TAB.

H. At the bottom of frame fill (2, 2-4) the operator has four selections to choose from:

1. CONT UPDATE - This function will redisplay the first half of the update record. Enter (1) and XMIT. The system will respond with frame fill (2, 2-3).

2. NEW GUEST - This function enters the modifications on master file and redisplay frame fill (2, 2-1) for updating another guest. Enter (2) and XMIT.

3. VERIFY - This function redisplay display (2, 2-3) with the updated information. Enter (3) and XMIT.

4. RETURN TO MONITOR - This function returns to the Front Desk Monitor (2-A). Enter (4) and XMIT.

2, 3. POST CHARGES

- A. This function allows the operator to post charges and credits to guest folios. The folio itself is automatically established upon check-in.
- B. The program is accessed by typing the number (3) on the Front Desk Monitor (2-A), XMIT and receive frame fill (2, 3-1).

(2,3-1)

```
ROOM# (Ø WHEN DONE) : _  
CHARGED ITEM        : _  
VOUCHER/PHONE #     : _  
AMOUNT OF CHARGE    : _
```

- C. Enter the information needed to post the charge:
 - 1. ROOM # - Enter the room number of the guest and CR.
This is also used to end the program; enter (0) and XMIT. The system will return to the Front Desk Monitor (2-A).
 - 2. CHARGED ITEM - Enter the 3 character code for the sales key wanted and CR.
 - 3. VOUCHER/PHONE - Enter the voucher or phone number and CR. If no voucher/phone, TAB.
 - 4. AMOUNT OF CHARGE - Enter the amount of charge in dollars and cents using no commas and XMIT.
 - a. If there is no folio for the room the system will respond with display (2, 3-2).
 - b. If there is more than one folio assigned to the room the system will respond with display (2, 3-3).

- C. 4. c. If there is only one folio assigned to the room the system will respond with display (2, 3-4).

(2,3-2)

ROOM 525 HAS STATUS A
AND CAN NOT BE POSTED TO.
XMIT:___

- D. The operator may not post charges to a vacant room. XMIT as stated on the display. The system will return to display (2, 3-1) to report the charges.

(2,3-3)

WHICH OCCUPANT IN ROOM 107

1. C-101 KELLY
2. MARK NEMTZOW

NUMBER:___

- E. Select the guest wanted by "key" number and XMIT. The system will respond with display (2, 3-4).

(2,3-4)

THE GUEST MARK NEMTZOW IS IN ROOM 107

CHARGE ITEM :REST
VOUCHER/PHONE :
AMOUNT OF CHARGE: 16.00

IS THIS CORRECT?:___

- F. The cursor is positioned to answer the question with a yes or no statement.
1. If no, enter (N) and XMIT. The system will erase the charge and return to display (2, 3-1).
 2. If yes, enter (Y) and XMIT. The system will respond in one of four manners:
 - a. If the amount of the charge is not above the charge limit (\$15), the sales code entered is correct, and the charge will not place the guest

over his credit limit, the system will post the charge and redisplay frame fill (2, 3-1) for another posting or exit to the monitor.

- b. If the sales code is not correct as entered in display (2, 3-1) the system will respond with display (2, 3-5).
- c. If the amount of the charge is above the charge limit (\$15) and the sales code entered is correct the system will respond with display (2, 3-6).
- d. If the amount of the charge is not above the charge limit (\$15) and the sales code entered is correct but the amount places the guest above his credit limit, the system will respond with display (2, 3-7).

(2,3-5)

ROOM	ROOM	SALES TAX	GROUP ROOMS
FOOD ROOM SER	BREAKFAST CAFE	LUNCH CAFE	RESTAURANT
MAP	LAUNDRY/VAL	CLUB HOUSE	BQT FOOD
FLORIST	COCKTAIL PARTY	POOL BAR BEV.	BAR/CLUB HOUSE
BEVERAGE BQT	R/SER BEV	LONG DISTANCE	DRUG STORE
MISC.	BOAT RENTAL	OTHER MISC.	GIFT SHOP
PAID OUT	REFUND	RENTAL INCOME	VENDING
CABANA+GOLF	CYCLE RENTAL	TIPS PAYABLE	GOLF FEES
F/COST OD SAL	B/COST OF SAL	O/SHORT CASH	COMMUNICATIONS
TELEGRAM	C/C COMM	MGR'S	A+G ENTERTAIN
S+P ENTERTAIN	HOUSE BANKS	A/C REC CLEAR	UNCOLLECTABLE
BALANCE	+TRANS.	-TRANS.	ADINING ROOM
AGENCY COMM.	G. CONRADE	DEPOSIT	AROOM
ASLES TAX	AGROUP ROOMS	AFFOD RM. SER.	ABREAKFAST
ALUNCH CAFE	ALAUNDRY/VAL	AMAP	ASNACK
ACLUB HOUSE	ABQT FOOD	AFLOREST	AWINE/DINE
APOL BAR	ABAR GOLF	ABEVERAGE BQT	AR/SERVICE
ALONG DIS	ADRUG STORE	AMISC.	ABOAT RENTAL
AOTHER MISC.	AGIFT SHOP	PAYMENT	AREFUND
ARENTAL	AVENDING	ACABANA	ACYCLE RENT
ATIPS PAY	AGOLF FEES	AF/COST OF SAL	AB/COST OF SAL
AQ/SHORT CASH	CASH SALES	ALATE CHARGE	AC/C COMM
AMGR'S	AA+G ENTERTAIN	AS+P ENTERTAIN	AHOUSE BANKS
AA/C REC CLR.	AUNCOLLECTABLE	ARICH+MARK	
ABOVE ITEMS AVAILABLE ONLY			
ENTER HERE:___			

6. Enter the correct code and XMIT. The system will respond in one of three ways:

1. If the amount of the charge is not above the charge limit (\$15) and the charge will not place the guest over his credit limit, the system will post the charge and redisplay frame fill (2, 3-1) for another posting or exit to the monitor.
2. If the amount of the charge is above the charge limit (\$15), the system will respond with display (2, 3-6).
3. If the charge is not above the charge limit (\$15) but the amount places the guest above his credit limit, the system will respond with display (2, 3-7).

(2,3-6)

CHARGE AMOUNT HIGH.
IS 16.00 CORRECT?:__

H. Answer with a yes or no statement:

1. If no, enter (N). The system will respond with "Enter correct charge amount." Enter the amount of the charge and XMIT. The system will change the charge and will respond in one of three ways:
 - a. If the charge is less than the charge limit and does not make the guest exceed his credit limit, it is posted and the system will return to display (2, 3-1).
 - b. If the charge is over the charge limit, the system will return to (2, 3-6).

- H. 1. c. If the charge is under the charge limit but exceeds the credit limit, the system will respond with display (2, 3-7).
- 2. If yes, enter (Y) and XMIT. The system will respond in one of two ways:
 - a. If the charge will not place the guest above his credit limit, the system will respond by posting the charge and returning to display (2, 3-1).
 - b. If the charge will place the guest above his credit limit, the system will respond with display (2, 3-7).

(2,3-7)

GUEST MARK NEMTZOW WILL EXCEED HIS CREDIT LIMIT
OF \$200.00 BY: \$866.36
DO YOU WANT TO POST THIS CHARGE?:__

- I. Answer with a yes or no statement.
 - 1. If yes, enter (Y) and XMIT. The system will post the charge and return to display (2, 3-1).
 - 2. If no, enter (N) and XMIT. The system will respond by canceling the charge and return to display (2, 3-1).

2, 4. REPORTS

- A. This program enables the operator to retrieve front office reports generated by the system for all front desk activities.
- B. The program is accessed by typing the number (4) on the Front Desk Monitor (2-A). The system will respond with a sub-program list, display (2, 4-1).

(2,4-1)

REPORTS MONITOR 5/20/1976 15:00

- 1. TRANSACTIONS BY KEY
- 2. ARRIVALS AND DEPARTURES
- 3. ARRIVALS AND DEPARTURE REPORT
- 4. HOUSEKEEPER'S REPORT
- 5. TYPE OF PAYMENT
- 6. PRINT AUDIT TRAIL BY TIME
- 7. PRINT AUDIT TRAIL BY TYPE
- 8. PRINT GUESTS ACCOUNTS
- 9. SHIFT AUDIT
- 10. BLANK REGISTRATION CARDS
- 11. CURRENT HOUSE STATUS
- 12. EXIT

ENTER NO. HERE: __

- C. The operator need only to select the job/function by number from the Reports Monitor (2, 4-1), XMIT and receive the appropriate instructions and/or frame fill to accomplish the task.

NOTE: An example section of the reports are only given.
The reason being that most of the reports are too long to reproduce.

2, 4A. TRANSACTIONS BY KEY

- A. This program will generate a list of all posting transactions by one key type.
- B. The program is accessed by typing the number (4) on the Front Desk Monitor (2-A) and receiving the Reports Monitor (2, 4-1). Then type the number (1) on the Reports Monitor and receive frame fill (2, 4A-1).

(2,4A-1)

PRINT TRANSACTIONS FOR WHICH KEY?:__

- C. Enter the key code name wanted and XMIT. The system will print a list of transactions, display (2, 4A-2), after which it will return to display (2, 4A-1).

(2,4A-2)

RESTAURANT TRANSACTIONS		1	31	1976
INTERNATIONAL INN MIAMI TRAIL				
224	0 BARRY	15.00	69.08	1.39
303	0 JAMES	7.50	47.02	1.41
303	0 JAMES	29.00	84.78	1.43
201	0 DUCK	36.31	42.35	3.43
113	0 ROLLS	37.27	37.27	3.45
0	57 SALES	4302.00	4302.00	4.9
106	0 COLE	15.00	15.00	10.40
106	0 COLE	5.00	20.00	10.41
106	0 COLE	1500.00	1520.00	10.46
106	0 COLE	5.00	1525.00	10.50
502	0 NEM	30.00	195.00	12.37
126	0 SMALL	5.00	5.00	12.46
126	0 SMALL	17.00	22.00	12.51
101	0 SMITH	5.00	5.00	12.55
309	0 NEM	55.00	55.00	16.50
101	0 ABC MASTER	5.00	3779.60	16.54
102	0 SMITH	5.00	5.00	12.54
103	0 SMITH	5.00	5.00	12.54
104	0 SMITH	5.00	5.00	12.55
105	0 NEM	5.00	5.00	13.8
106	0 NEM	5.00	5.00	13.8
107	0 NEM	5.00	5.00	13.9
108	0 NEM	5.00	5.00	13.9
110	0 NEM	5.00	5.00	13.59
111	0 FRANK	25.00	25.00	17.0
101	0 ABC MASTER	16.00	5048.60	17.1
309	0 NEM	35.00	35.00	4.39
202	0 ONFAL	35.00	35.00	3.51
108	0 NEM	2.00	77.72	19.32
107	0 KELLY	2.00	2.00	19.46
		6274.08		

2, 4B. ARRIVALS AND DEPARTURES

- A. This program will generate a list of all arrivals or departures for the date of operation.
- B. The program is accessed by typing the number (4) on the Front Desk Monitor (2-A) and receive the Reports Monitor (2, 4-1). Then type the number (2) on the Reports Monitor and receive display (2, 4B-1).

(2,4B-1)

1) TODAY'S ARRIVALS OR
2) TODAY'S DEPARTURES: __

- C. Enter the key number wanted and XMIT.
 - 1. If today's arrivals, enter (1) and XMIT. The system responds with display (2, 4B-2).
 - 2. If today's departures, enter (2) and XMIT. The system responds with display (2, 4B-2).

(2,4B-2)

1. DISPLAY
2. PRINT: __

- D. Enter the way the form is to be generated.
 - 1. If display, enter (1) and XMIT. The system will display the arrival or departure list. (The display for the CRT display is the same as the print-out.
 - 2. If print, enter (2) and XMIT. The system will print either an arrival list or a departure list.
 - a. Arrival list (2, 4B-3).
 - b. Departure list (2, 4B-4).
 - 3. After generating the report the system will return to the Reports Monitor (2, 4-1).

(2,4B-3)

INTERNATIONAL INN/MIAMI TRAIL ARRIVAL LIST 5/ 21/ 1976
MIAMI, FLORIDA.

ROOM	GUEST NAME	ARRIVE	DEPART	BALANCE	FOLIO
111	SALLOP, N	5 21	5 26	.00	7600149
234	NEMTZOW, MARK	5 21	5 23	.00	7600146
236	NEMTZOW, MARK	5 21	5 23	.00	7600148
323	SMITH,	5 21	5 22	.00	7600147

(2,4B-4)

INTERNATIONAL INN/MIAMI TRAIL DEPARTURE LIST 5/ 21/ 1976
MIAMI, FLORIDA.

ROOM	GUEST NAME	ARRIVE	DEPART	BALANCE	FOLIO
101	ABC MASTER,	1 31	2 4	7543.60	7600073
102	MURPHY, C-101	1 31	2 4	.00	7600083
103	MC COY, C-101	1 31	2 4	.00	7600075
104	DONALD, C-101	1 31	2 4	.00	7600076
105	CURRY, C-101	1 31	2 4	.00	7600077
107	KELLY, C-101	1 31	2 4	2.00	7600079
107	NEMTZOW, MARK	4 14	4 15	1050.36	7600124
108	NEMT, C-101	1 31	2 4	.00	7600080
108	NEM,	4 14	4 15	77.72	7600125
109	BRIGGS, C-101	1 31	2 4	.00	7600081
110	SUTHER, C-101	1 31	2 4	.00	7600082
113	ROLLS, C-101	1 31	2 4	37.27	7600085
114	ELLIS, C-101	1 31	2 4	.00	7600086
115	GUTHER, C-101	1 31	2 4	.00	7600087
116	FRANKS, C-101	1 31	2 4	.00	7600088
117	HILL, C-101	1 31	2 4	.00	7600089
118	NAMS, C-101	1 31	2 4	.00	7600090
119	QUINN, C-101	1 31	2 4	.00	7600091
120	THOMAS, C-101	1 31	2 4	.00	7600092
121	GOUL, C-101	1 31	2 4	.00	7600093
122	NITCHER, C-101	1 31	2 4	.00	7600094
123	NIXON, C-101	1 31	2 4	.00	7600095
124	FORD, C-101	1 31	2 4	.00	7600096
125	FILT, C-101	1 31	2 4	.00	7600097
126	SHALL, C-101	1 31	2 4	37.00	7600098
127	LITTLE, C-101	1 31	2 4	.00	7600099
128	HEAL, C-101	1 31	2 4	.00	7600100
129	SCHWARTZ, C-101	1 31	2 4	.00	7600101
130	CALLY, C-101	1 31	2 4	.00	7600102
201	ARCHER,	1 31	2 1	135.31	7600106
201	DUCK,	1 31	2 1	204.59	7600110
202	BRODSKY, JANET	5 19	5 20	54.08	7600144
212	JONES, C-101	1 31	2 4	.00	7600084
216	JARVIS, P	1 31	2 4	212.16	7600107
222	NEM,	4 16	4 17	95.68	7600126
226	SMITH, J	5 13	5 15	31.20	7600137
238	NEMTZOW, MARK	5 18	5 20	6.20	7600140
240	NEMTZOW, M	5 18	5 20	6.20	7600141
252	NEMTZOW, MARK	5 18	5 20	31.20	7600142
240	GRACE, G	1 31	2 4	265.93	7600112
304	LULL, TERRY	4 21	4 24	35.36	7600133
305	STONE, J	2 1	2 5	197.60	7600114
307	THOMPSON, F	2 1	2 5	197.60	7600115
311	JONES, M	5 13	5 14	39.52	7600138
313	NEMTZOW, MARK	5 18	5 19	39.52	7600139
315	MASTERS,	1 31	2 1	251.87	7600109
317	NEMTZOW, MARK	5 19	5 20	39.52	7600143
319	SHYTHE, LOUIS	1 31	2 1	223.64	7600108
321	NEM,	5 19	5 20	39.52	7600145
322	NEM,	4 16	4 17	95.68	7600127

2, 4C. ARRIVAL AND DEPARTURE REPORT

- A. This program will generate a formal arrival and departure report for the day of operation.
- B. The program is accessed by typing the number (4) on the Front Desk Monitor (2-A) to receive the Report Monitor (2, 4-1). Then type the number (2) on the Reports Monitor and receive a CRT display of the report.
- C. At the bottom of the display the operator has 2 selections to choose from.
 - 1. Print - This function will print a copy of the report, display (2, 4C-1). Enter (1) and XMIT.
 - 2. Return - This function will abort the program and return to the Reports Monitor (2, 4-1).

(2,4C-1)

MOBYDATA HOSPITALITY SYSTEMS

CURRENT HOUSE COMPLEMENT AT 9: 28 ON 5/ 21/ 1976

TOTAL ROOMS	:	250
ROOMS OCCUPIED	:	0
EXPECTED DEPARTURES	:	0
UNEXPECTED DEPARTURES	:	0
EXPECTED STAYOVERS	:	0
EXPECTED ARRIVALS	:	3
UNEXPECTED ARRIVALS	:	2
TOTAL ROOMS SOLD	:	3
ROOMS AVAILABLE	:	247
TOTAL NUMBER OF GUESTS	:	
ADULTS:	:	18
CHILDREN:	:	4

- D. After the system prints the report it will return to the Reports Monitor (2, 4-1).

2, 4D. HOUSEKEEPER'S REPORT

- A. This program will generate a room status, housekeeping report for the day of operation.
- B. The program is accessed by typing the number (4) on the Front Desk Monitor (2-A) to receive the Reports Monitor (2, 4-1). Then type the number (4) on the Reports Monitor and the system will print the Housekeeper's Report, display (2, 4D-1). *See Page 103.*
- C. After the report is printed the system returns to the Reports Monitor (2, 4-1).

(2,4D-1)
DAILY HOUSEKEEPING REPORT

INTERNATIONAL INN TAMAMI TRAIL

DATE 5/ 21/ 1976 TIME 9: 49

101 X	102 X	103 X	104 X	105 X	106 A
107 X	108 X	109 X	110 X	111 S	112 A
113 X	114 X	115 X	116 X	117 X	118 X
119 X	120 X	121 X	122 X	123 X	124 X
125 X	126 X	127 X	128 X	129 X	130 X
201 X	202 X	203 A	204 A	205 A	206 A
207 H	208 A	209 A	210 A	211 A	212 X
213 H	214 A	215 A	216 X	217 A	218 A
219 A	220 A	221 A	222 X	223 A	224 C
225 A	226 X	227 A	228 X	229 A	230 X
231 A	232 X	233 A	234 S	235 A	236 S
237 A	238 A	239 A	240 X	241 A	242 A
243 A	244 A	245 A	246 A	247 A	248 A
249 A	250 A	251 A	252 A	253 A	254 A
255 A	301 A	302 A	303 X	304 A	305 X
306 A	307 X	308 A	309 C	310 A	311 X
312 H	313 X	314 A	315 X	316 A	317 X
318 H	319 X	320 A	321 X	322 X	323 S
324 A	325 A	326 A	327 S	328 A	329 A
330 A	331 A	332 A	333 A	334 A	335 A
336 A	337 A	338 A	339 A	340 C	341 A
342 A	343 A	344 A	345 A	346 A	347 A
348 A	349 A	350 A	351 A	352 A	353 A
354 A	355 A	401 A	402 A	403 X	404 A
405 A	406 X	407 A	408 A	409 A	410 A
411 A	412 A	413 A	414 A	415 A	416 A
417 A	418 A	419 A	420 A	421 A	422 X
423 A	424 A	425 A	426 A	427 A	428 A
429 A	430 A	431 A	432 A	433 A	434 A
435 A	436 A	437 A	438 A	439 A	440 X
441 H	442 A	443 A	444 A	445 A	446 A
447 A	448 A	449 A	450 A	451 A	452 A
453 A	454 A	455 A	501 X	502 A	503 A
504 A	505 A	506 A	507 A	508 A	509 A
510 A	511 A	512 A	513 A	514 A	515 A
516 A	517 A	518 A	519 A	520 A	521 A
522 A	523 A	524 A	525 A	526 A	527 A
528 A	529 A	530 A	531 A	532 A	533 A
534 A	535 A	536 A	537 A	538 A	539 A
540 X	541 A	542 A	543 A	544 A	545 A
546 A	547 A	548 A	549 A	550 A	551 A
552 A	553 A	554 A	555 A		

FRONT DESK CODES

ON CHANGE C
OCCUPIED S
VACANT A
CHECKOUT TODAY X
OUT OF ORDER O

HOUSEKEEPER'S CODES

VACANT/AVAILABLE V
OCCUPIED STAYOVER S
BAGGAGE/SLEEPOUT B
NO SERVICE NS
OUT OF ORDER OOO

MANAGER

HOUSEKEEPER

2, 4E. TYPE OF PAYMENT

- A. This program will generate a list of types of payments, Travel Agent payments, and a list of the guests who have exceeded their credit limit.
- B. The program is accessed by typing the number (4) on the Front Desk Monitor (2-A) and receive the Reports Monitor (2, 4-1). Then type the number (5) on the Reports Monitor. The system will print the report as requested, display (2, 4E-1).

(2,4E-1)

TYPE OF PAYMENTS 5/ 21/ 1976

	ROOM	NAME	CHECK-OUT	BALANCE	CREDIT LIMIT PAYMENT
1.	111	N. SALL OP	5 26	.00	200.00
2.	236	MARK NENTZOW	5 23	.00	200.00
3.	234	MARK NENTZOW	5 23	.00	200.00 CASH
4.	323	SMITH	5 22	.00	200.00 CL

GUEST FROM TRAVEL AGENTS 5/ 21/ 1976

ROOM	NAME	AG NO.	AGENT NAME
------	------	--------	------------

THESE GUEST HAVE EXCEEDED THEIR CREDIT LIMIT 5/ 21/ 1976 9: 55				
ROOM	NAME	BALANCE	CREDIT LIMIT	TYPE OF CREDIT
101	ABC MASTER,	7543.60	3000.00	CASH
107	NENTZOW, MARK	1050.36	200.00	CASH
201	DUCK,	204.59	200.00	CASH
216	JARVIS, P	212.16	200.00	CASH
240	GRACE, G	265.93	200.00	CASH
315	MASTERS,	251.87	200.00	CASH
319	SMYTHE, LOUIS	223.64	200.00	CASH
403	MACEY, J	245.92	200.00	
400	COLF, C-101	1525.00	200.00	
501	ELLIS, D	276.56	200.00	CASH

2, 4F. PRINT AUDIT TRAIL BY TIME

- A. This program will generate audit trail by the time of day the transaction took place.
- B. The program is accessed by typing the number (4) on the Front Desk Monitor (2-A) and receiving the Reports Monitor (2, 4-1). Then type the number (6) on the Reports Monitor. The system will print the report as requested, display (2, 4F-1). *See Page 106.*

NOTE: The complete report is not shown because of its length.

(2,4F-1)

AUDIT TRAIL BY TIME FOR INTERNATIONAL INN TAMIAHI TRAIL 1 31 1976
 MIAMI, FLORIDA.

NAME	TIME	ROOM	ACCT	CHARGE	BALANCE	ACCOUNT	P#	1
PAYMENT	1 6	101	0-	200.00-	200.00	ABC MASTER		
PAYMENT	1 16	0	51-	42.27	.00	AMX		
PAYMENT	1 20	0	57-	100.00	.00	SALES		
ROOM	1 27	201	0	52.00	52.00	ARCHER		
SALES TAX	1 28	201	0	2.08	54.08	ARCHER		
ROOM	1 29	201	0	52.00	106.08	ARCHER		
SALES TAX	1 29	201	0	2.08	108.16	ARCHER		
ROOM	1 29	201	0	52.00	160.16	ARCHER		
SALES TAX	1 30	201	0	2.08	162.24	ARCHER		
ROOM	1 30	201	0	52.00	214.24	ARCHER		
SALES TAX	1 31	201	0	2.08	216.32	ARCHER		
LONG DISTANCE	1 31	201	0	4.35	220.67	ARCHER		
ROOM	1 33	522	0	46.00	46.00	HUNT		
SALES TAX	1 33	522	0	1.84	47.84	HUNT		
ROOM	1 34	522	0	46.00	93.84	HUNT		
SALES TAX	1 35	522	0	1.84	95.68	HUNT		
ROOM	1 35	224	0	26.00	26.00	BARRY		
SALES TAX	1 36	224	0	1.04	27.04	BARRY		
ROOM	1 36	522	0	46.00	141.68	HUNT		
SALES TAX	1 37	522	0	1.84	143.52	HUNT		
LONG DISTANCE	1 37	522	0	4.08	147.60	HUNT		
ROOM	1 38	224	0	26.00	53.04	BARRY		
SALES TAX	1 39	224	0	1.04	54.08	BARRY		
RESTAURANT	1 39	224	0	15.00	69.08	BARRY		
LONG DISTANCE	1 40	224	0	4.23	73.31	BARRY		

TOTALS

0 ROOM	15.28
1 ROOM	10854.00
2 SALES TAX	435.84
3 GROUP ROOMS	.00
4 FOOD ROOM SER	97.90
5 BREAKFAST CAF	.00
6 LUNCH CAFE	.00
7 RESTAURANT	6224.08
8 MAP	.00
9 LAUNDRY/VALET	3.00
10 CLUB HOUSE	.00
11 BOT FOOD	.00
12 FLORIST	.00
13 COCKTAIL PART	.00
14 POOL BAR BEV.	.00
15 BAR/CLUB HOUS	1017.79
16 BEVERAGE BOT	75.50
17 R/SERVICE BEV	.00

2, 4G. PRINT AUDIT TRAIL BY TYPE

- A. This program will generate an audit trail by the type of transactions for the day the transactions took place.
- B. The program is accessed by typing the number (4) on the Front Desk Monitor (2-A) and receiving the Reports Monitor (2, 4-1). Then type the number (7) on the Reports Monitor. The system will print the report as requested, display (2, 4G-1).

NOTE: The complete report is not shown because of its length.

(2,4G-1)

AUDIT TRAIL BY TYPE FOR INTERNATIONAL INN TAMiami TRAIL 1 29 1976
MIAMI, FLORIDA.

A B

ROOM	ACCT NAME		CHARGE	BALANCE	TIME
101	0 ARCHER JOHN	-	55.99	.00	18 44
101	0 SMITH		.00	.00	6 39
101	0 ARCHER	-	264.64	.00	17 10

AUDIT TRAIL BY TYPE FOR INTERNATIONAL INN TAMiami TRAIL 1 29 1976
MIAMI, FLORIDA.

1 ROOM

ROOM	ACCT NAME		CHARGE	BALANCE	TIME
0	52 BAC		421.12	.00	17 45
101	0 ABC MASTER		1200.00	1000.00	23 15
101	0 ABC MASTER		1200.00	5596.42	7 20
101	0 ARCHER		52.00	53.91	17 36
101	0 ARCHER		52.00	262.56	17 5
101	0 ABC MASTER		1200.00	2478.60	23 48

AUDIT TRAIL BY TYPE FOR INTERNATIONAL INN TAMiami TRAIL 1 29 1976
MIAMI, FLORIDA.

2 SALES TAX

ROOM	ACCT NAME		CHARGE	BALANCE	TIME
101	0 ARCHER		2.08	264.64	17 5
101	0 ARCHER		2.08	55.99	17 36
101	0 ABC MASTER		48.00	1048.00	23 15
101	0 ABC MASTER		48.00	2526.60	23 48

AUDIT TRAIL BY TYPE FOR INTERNATIONAL INN TAMiami TRAIL 1 29 1976
MIAMI, FLORIDA.

5 LUNCH CAFE

ROOM	ACCT NAME		CHARGE	BALANCE	TIME
101	0 ARCHER		36.31	251.91	17 34
212	0 SMYTHE		18.02	18.02	19 30

TOTAL
TOTAL - 54.33

2, 4H. PRINT GUEST ACCOUNTS

- A. This program will reproduce a copy of all the guest folios.
- B. The program is accessed by typing the number (4) on the Front Desk Monitor (2-A), receiving the Reports Monitor (2, 4-1), and then typing the number (8) on the Reports Monitor. The system will respond with display (2, 4H-1).

(2,4H-1)

WHICH ACCOUNT DO YOU WANT PRINTED;
1. ALL ACCOUNTS 2. DEPARTED GUESTS ONLY: __
START AT ROOM #: __

- C. Select what guest folios you want printed.
 - 1. If all, enter (1), XMIT. The system will respond with the second half of the display. Enter the room # you wish to start with and XMIT. The system will generate the copies of the folios requested, display (2, 4H-2).
 - 2. If departed guests, enter (2), XMIT. The system will respond with the second half of the display. Enter the room # you wish to start with and XMIT. The system will generate the copies of the folios requested, display (2, 4H-2). *See Page 109.*

(2,4H-2)

501 D ELLIS

 ARRIVAL : 1 31 1976
 DEPARTURE : 2 2 1976
 RATE : 52 00

7600111 GUEST : 2/ 0

DEPOSIT

1/ 31	3 54	PAID OUT	-	52.00CR
1/ 31	3 52	LONG DISTANCE	1 75	50.25CR
1/ 31	0 0	ROOM	2 33	47.92CR
1/ 31	0 0	SALES TAX	52 00	4.00
1/ 31	0 0	ROOM	2 08	6.16
1/ 31	0 0	SALES TAX	52 00	58.16
1/ 31	0 0	ROOM	2 08	60.24
1/ 31	0 0	SALES TAX	52 00	112.24
1/ 31	0 0	ROOM	2 08	114.32
1/ 31	0 0	SALES TAX	52 00	166.32
1/ 31	0 0	ROOM	2 08	168.40
1/ 31	0 0	SALES TAX	52 00	220.40
1/ 31	0 0	ROOM	2 08	222.48
1/ 31	0 0	SALES TAX	52 00	274.48
1/ 31	0 0	ROOM	2 08	276.56

TOTAL DUE

276.56

CASH

540 NEH

 ARRIVAL : 4 16 1976
 DEPARTURE : 4 17 1976
 RATE : 46.00

7600131 GUEST : 2/ 0

1/ 31	0 0	ROOM	46.00	46.00
1/ 31	0 0	SALES TAX	1 84	47.84
1/ 31	0 0	ROOM	46.00	93.84
1/ 31	0 0	SALES TAX	1 84	95.68

TOTAL DUE

95.68

2, 4I. SHIFT AUDIT

- A. This program will generate the shift audit report for the end of the shift.
- B. The program is accessed by typing the number (4) on the Front Desk Monitor (2-A) and receiving the Reports Monitor (2, 4-1), and then typing the number (9) on the Reports Monitor to receive frame fill (2, 4I-1).

(2,4I-1)

THE AMOUNT IN THE CASH DRAW: __

- C. Enter the amount and XMIT. The system will generate the audit as requested, display (2, 4I-2). *See Page 111.*

(2,41-2)

INTERNATIONAL INN TAMIA MIAMI TRAIL
MIAMI, FLORIDA.,

5/ 28/ 1976 15: 54 SHIFT C

OPENING BALANCES

1 ROOM	6688.00
2 SALES TAX	267.52
3 GROUP ROOMS	.00
4 FOOD ROOM SER	97.90
5 BREAKFAST CAF	.00

INTERNATIONAL INN TAMIA MIAMI TRAIL
MIAMI, FLORIDA.,

5/ 28/ 1976 15: 54 SHIFT C

KEY TRANSACTION	TIME	ROOM ACCT	AMOUNT	BALANCE	NAME	VOUCHER
7 RESTAURANT	12 54	102 0	5.00	5.00	SMITH	
7 RESTAURANT	12 54	103 0	5.00	5.00	SMITH	
7 RESTAURANT	12 55	104 0	5.00	5.00	SMITH	
0 ROOM	12 56	101 0 -	5.00	.00	SMITH C-101	
0 ROOM	12 58	102 0 -	5.00	.00	SMITH	
0 ROOM	12 59	102 0	.00	.00	JONES C-101	
0 ROOM	13 0	103 0 -	5.00	.00	SMITH	
0 ROOM	13 2	104 0 -	3.00	2.00	SMITH	

INTERNATIONAL INN TAMIA MIAMI TRAIL
MIAMI, FLORIDA.,

5/ 28/ 1976 15: 57 SHIFT C

KEY	# CHARGES	DEBIT	CREDIT	SHIFT	TOTAL
1 ROOM	47	4166.00	.00	4166.00	10854.00
2 SALES TAX	48	168.32	.00	168.32	435.84
3 GROUP ROOMS	0	.00	.00	.00	.00
4 FOOD ROOM SER	0	.00	.00	.00	97.90

INTERNATIONAL INN TAMIA MIAMI TRAIL
MIAMI, FLORIDA.,

5/ 28/ 1976 15: 59 SHIFT C

KEY TRANSACTION	TIME	ROOM ACCT	AMOUNT	BALANCE	NAME	VOUCHER
-----------------	------	-----------	--------	---------	------	---------

CORRECTIONS

0 ROOM	12 56	101 0-	5.00	.00	SMITH C-101	
0 ROOM	12 58	102 0-	5.00	.00	SMITH	
0 ROOM	13 0	103 0-	5.00	.00	SMITH	
0 ROOM	13 2	104 0-	3.00	2.00	SMITH	
0 ROOM	17 10	111 0-	40.00	44.00	FRANK M/M S	
50 DEPOSIT			.00			
51 ROOMS			9.75			
52 SALES TAX			.00			
53 GROUP ROOMS			.00			

2, 4J. BLANK REGISTRATION CARDS

- A. This program will print blank forms for registration to be used at the front desk.
- B. The program is accessed by typing the number (4) on the Front Desk Monitor (2-A) and receiving the Reports Monitor (2, 4-1). Then type the number (10) on the Reports Monitor. The system will respond with frame fill (2, 4J-1).

(2,4J-1)

HOW MANY COPIES?:__

- C. Enter the number of copies requested and XMIT. The system will respond by printing the blank forms, display (2, 4J-2).

(2,4J-2)

```
PMT AT REGISTRATION:$.....#:
RESERVATION # :          STAY:0.. DAY(S)

ROOM #..... FOLIO#..... #PERSONS.../... RATE $..... CLERK.....
+-----+
NAME:          TYPE:0      #ROOMS:0    SOURCE:0  GTN:0

ADDRESS:          ADV DEP $ 00 AGENCY:0 CMM $ 00

CITY:          STATE:          ZIP:

FIRM:..... ADDRESS:.....

HOW WILL ACCOUNT BE SETTLED
CASH:.. CHECK:.. AMX:.. DINERS:.. MAS CHG:.. BAC:.. OTHER:.....
AUTO MAKE/MODEL:...../..... LICENSE/STATE:...../.....
GUEST SIGNATURE X.....
IF ANY OF THE ABOVE INFORMATION IS INCORRECT, PLEASE ADVISE THE CLERK

CHECK OUT TIME - 12 NOON
PMT AT REGISTRATION:$.....#:
```

2, 4K. CURRENT HOUSE STATUS

- A. This program will generate a status report, room by room, for the date of the report.
- B. The program is accessed by typing the number (4) on the Front Desk Monitor (2-A) and receiving the Reports Monitor.(2, 4-1). Then type the number (11) on the Reports Monitor. The system will respond with display (2, 4K-1).

(2,4K-1)

1. DISPLAY
2. PRINT
3. RETURN
ENTER: __

- C. Enter the type of response to be generated.
 - 1. If display, enter (1) and XMIT. The system will respond with a display of the house status.
NOTE: Display on CRT is the same as print-out.
Refer to display (2, 4K-2).
 - 2. If print, enter (2) and XMIT. The system will respond by printing the current house status, display (2, 4K-2). *See Page 115.*
 - 3. If no report is wanted, enter (3) and XMIT. The system will return to the Reports Monitor.

(2,4K-2)

CURRENT HOUSE STATUS 5/ 28/ 1976 16: 42

101	102	103	104	105	106 A	107	108	109	110
111	112 A	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130
201	202	203 A	204 A	205 A	206 A	207 A	208 A	209 A	210 A
211 A	212	213 A	214 A	215 A	216	217 A	218 A	219 A	220 A
221 A	222	223 A	224 C	225 A	226	227 A	228	229 A	230
231 A	232	233 A	234	235 A	236	237 A	238 A	239 A	240
241 A	242 A	243 A	244 A	245 A	246 A	247 A	248 A	249 A	250 A
251 A	252 A	253 A	254 A	255 A	301 A	302 A	303	304 A	305
306 A	307	308 A	309 C	310 A	311	312 A	313	314 A	315
316 A	317	318 A	319	320 A	321	322	323	324 A	325 A
326 A	327	328 A	329 A	330 A	331 A	332 A	333 A	334 A	335 A
336 A	337 A	338 A	339 A	340 C	341 A	342 A	343 A	344 A	345 A
346 A	347 A	348 A	349 A	350 A	351 A	352 A	353 A	354 A	355 A
401 A	402 A	403	404 A	405 A	406	407 A	408 A	409 A	410 A
411 A	412 A	413 A	414 A	415 A	416 A	417 A	418 A	419 A	420 A
421 A	422	423 A	424 A	425 A	426 A	427 A	428 A	429 A	430 A
431 A	432 A	433 A	434 A	435 A	436 A	437 A	438 A	439 A	440
441 A	442 A	443 A	444 A	445 A	446 A	447 A	448 A	449 A	450 A
451 A	452 A	453 A	454 A	455 A	501	502 A	503 A	504 A	505 A
506 A	507 A	508 A	509 A	510 A	511 A	512 A	513 A	514 A	515 A
516 A	517 A	518 A	519 A	520 A	521 A	522 A	523 A	524 A	525 A
526 A	527 A	528 A	529 A	530 A	531 A	532 A	533 A	534 A	535 A
536 A	537 A	538 A	539 A	540	541 A	542 A	543 A	544 A	545 A
546 A	547 A	548 A	549 A	550 A	551 A	552 A	553 A	554 A	555 A

189 A AVAILABLE
0 R RESERVED

58 S SOLD
0 O OUT OF ORDER

3 C ON CHANGE
0 OTHERS

2, 4L. EXIT

- A. This program is used to return to the Front Desk Monitor from the Reports Monitor.
- B. The program is accessed by typing the number (12) on the Reports Monitor (2, 4-1). The system will return to the Front Desk Monitor (2-A).

2, 5. BILL LISTING, CHECK OUT

- A. This program enables the operator to examine any guest folio, while registered in the hotel, and check a guest out of the hotel.
- B. The program is accessed by typing the number (5) on the Front Desk Monitor (2-A) and receiving frame fill (2, 5-1).

(2,5-1)

```
ROOM NUMBER   :  
OR LAST NAME  :  
AND FIRST NAME :
```

- C. There are two methods the operator may use to continue the program:
 - 1. If the room number is known, enter the number and XMIT. The system will respond with display (2, 5-4).
 - 2. If the room number is not known, TAB to position the cursor on the next line and enter the last name, CR, and the first name of the guest, XMIT. The system will respond with a list of alpha-like names and room numbers, display (2, 5-2).

(2,5-2)
THE GUEST NEM NOT FOUND.
IS THE NAME ONE OF THE FOLLOWING

1. MURPHY,	IS IN ROOM NUMBER 102
2. NAMS,	IS IN ROOM NUMBER 118
3. NEM,	IS IN ROOM NUMBER 107
4. NEM	IS IN ROOM NUMBER 108
5. NEM,	IS IN ROOM NUMBER 222
6. NEM,	IS IN ROOM NUMBER 321
7. NEM,	IS IN ROOM NUMBER 322

ENTER NUMBER: __

- D. Enter the key number of the guest being searched for and XMIT. The system will respond with display (2, 5-4).

- E. If there is more than one guest registered for the room wanted, the system will respond with display (2, 5-3).

(2,5-3)

WHICH OCCUPANT IN ROOM 107

1. C-101 KELLY
2. MARK NEMTOW

NUMBER: __

Enter the key number of the guest wanted and XMIT. The system will respond with display (2, 5-4).

(2,5-4)

INTERNATIONAL INN TAMiami TRAIL PAGE 1
MIAMI, FLORIDA

107 NEMTOW MARK 123 EAST ST, MIAMI, FL 33317
76000124 GUESTS 2/0 0 ARRIVED 4/14 STAY 1 ROOM RATE 42.00

4 14 @ 13 9	RESTAURANT	5.00
1 31 @ 0 0	ROOM	42.00
1 31 @ 0 0	SALES TAX	1.68
1 31 @ 0 0	SALES TAX	1.68
5 20 @ 18 7	ROOM	1000.00

TOTAL DUE 1050.36 CASH

1) RETURN 2) POST 3) CONTINUE 4) NEW GUEST 5) PRINT-BILL --NUMBER: __

- F. The cursor is automatically positioned at the bottom of the display for the operator to choose from the list of possible types of action.

1. RETURN - This function will abort the program and return to the Front Desk Monitor (2-A).
Enter the number (1) and XMIT.
2. POST - This function allows the operator to post to any account. Enter the number (2) and XMIT.
The system will go to display (2, 3-1) for posting charges. Refer to section 3 of this chapter for instructions.

- (2,5-5)

- G. The operator need only to enter the key number corresponding to the settlement type and XMIT.
1. CASH or CHECK - If the guest will pay by cash or check, enter the number (1) and XMIT. The system will respond with display (2, 5-7).
 2. CREDIT CARD or CITY LEDGER - If the guest will pay by credit card or have it billed to the city ledger, enter the number (2) and XMIT. The system will respond with frame fill (2, 5-9).
 3. TRAVEL AGENT - At this time not a functioning mode.
 4. TRANSFER TO GUEST ACCOUNT - If the settlement will be by another guest, enter the number (4) and XMIT. The system will respond with display (2, 5-10).

(2,5-7)

230 NEMTZOW M.
AMOUNT DUE:*****6.20
PAID IN FULL:___

- H. The cursor is automatically placed at the end of the display to answer the question with a yes or no statement.
1. If yes, enter (Y) and XMIT. The system will check out the guest and respond with display (2, 5-12).
 2. If no, enter (N) and XMIT. The system will respond with display (2, 5-8).

(2,5-8)

230 NEMTZOW M.
AMOUNT DUE:*****6.20
PAID IN FULL:N

AMOUNT TO BE PAID?:__

- I. Enter the amount to be paid and XMIT. The system will deduct the amount from the balance and redisplay (2, 5-6) for settlement of the remainder of the bill.

(2,5-9)

230 NEMTZOW M.
AMOUNT DUE:*****6.20
AMOUNT PAID: 6.20
BY ACCOUNT: CL__

- J. There are two ways for the operator to continue with the program:

1. If the account to be transferred to is correct, XMIT. The system will transfer the balance to the account selected and will respond with display (2, 5-12).
2. If the account to be transferred to is not correct, use the cursor direction arrows to place the cursor on the first letter of the wrong account, retype the correct account name, CR, and XMIT. The system will transfer the balance to the correct account and respond with display (2, 5-12).

(2,5-10)

230 NEMTZOW M.
AMOUNT DUE:*****6.50
AMOUNT TRANSFERED: 6.50
TO ROOM #__

- K. Enter the room number to be transferred to and XMIT. The system will respond with display (2, 5-11).

(2,5-11)

IS SMYTHE, ROOM 207 CORRECT?:__

- L. The cursor is automatically placed at the end of the display to answer the question with a yes or no answer.
1. If yes, enter (Y) and XMIT. The system will respond with display (2, 5-12).
 2. If no, enter (N) and XMIT. The system will redisplay (2, 5-10) to enter the room #.

(2,5-12)

1- PRINT BILL 2- ANOTHER CHECKOUT 3- RETURN ENTER-->:__

- M. After the guest is checked out of the hotel the system allows the operator to make a selection from a list of three choices.
1. PRINT BILL - Enter (1) and XMIT. The system will print the bill on the on-line printer, display (2, 5-13) and returns to the Front Desk Monitor, (2-A).
 2. ANOTHER CHECK OUT - Enter (2) and XMIT. The system will return to display (2, 5-1) for entering another room.
 3. RETURN - Enter (3) and XMIT. The system will return to the Front Desk Monitor (2-A).

(2,5-13)

315	DONALD MASTERS	ARRIVAL :	2	1	1976
		DEPARTURE:	2	2	1976
		RATE :			38.00
	7500098 GUEST : 27 0				
27 1	23 29	BAR/CLUB HOUS	14.75		14.75
17 29	0 0	ROOM	38.00		52.75
17 29	0 0	SALES TAX	1.52		54.27
27 2	15 42	-TRANSFER	54.27CR		.00
		TOTAL DUE	.00	CL	

2, 6. PRINT GUEST MESSAGE

- A. This program enables the operator to print a 2-line message for any registered guest of the hotel.
- B. The program is accessed by typing the number (6) on the Front Desk Monitor (2-A). The system will respond with frame fill (2, 6-1).

(2,6-1)

```
ROOM NUMBER :  
OR LAST NAME :  
AND FIRST NAME :
```

- C. There are two methods the operator may use to continue the program:
 - 1. If the room number is known, enter the number and XMIT. The system will respond with display (2, 6-3).
 - 2. If the room number is not known, TAB to position the cursor on the next line and enter the last name, CR, and the first name of the guest, XMIT. The system will respond with a list of alpha-like names and room numbers, display (2, 6-2).

(2,6-2)

```
THE GUEST NEM NOT FOUND  
IS THE NAME ONE OF THE FOLLOWING  
  
1. MURPHY, IS IN ROOM NUMBER 102  
2. NAMS, IS IN ROOM NUMBER 118  
3. NEM, IS IN ROOM NUMBER 107  
4. NEM, IS IN ROOM NUMBER 108  
5. NEM, IS IN ROOM NUMBER 222  
6. NEM, IS IN ROOM NUMBER 321  
7. NEM, IS IN ROOM NUMBER 322  
ENTER NUMBER: __
```

- D. Enter the key number of the guest registered for the room wanted; the system will respond with display (2, 6-3).

(2,6-3)

ROOM 107 SMITH AT 5/30/1976 AT 15:34

ENTER 2 LINE MESSAGE THEN TRANSMIT:

- E. Type the message to be printed and XMIT. The system will print the message on the on-line-printer, display (2, 6-4) and return to the Front Desk Monitor (2-A).

(2,6-4)

ATTENTION: SMITH

5/ 30/ 1976
15: 26

JOHN,
PLEASE CALL YOUR OFFICE BY 12:00 TODAY

THIS MESSAGE WAS RECEIVED :

SUNDAY, MAY 30, 1976 AT 3: 26 P. M. .

2, 7. DEPARTED GUEST BILL

- A. This program enables the operator to retrieve a folio of a guest that has checked out at an earlier date to copy the bill, post charges, or transfer the charges on the bill.
- B. The program is accessed by typing the number (7) on the Front Desk Monitor (2-A). The system will respond with display (2, 7-1).

(2,7-1)

1 BARRY
2 HUNT
3 JAMES

WHICH GUEST?:__

- C. Enter the key number of the guest wanted and XMIT. The system will respond by displaying the guest folio requested, display (2, 7-2).

(2,7-2)

```
INTERNATIONAL INN TAMiami TRAIL PAGE 1
MIAMI, FLORIDA

224 BARRY
7600093 GUESTS 1/0 ARRIVED 1 29 STAY 1 ROOM RATE 26.00
1 29 @ 23 3 BALANCE 73.31
1 29 @ 0 0 ROOM 26.00
1 29 @ 0 0 SALES TAX 1.04
2 1 @ 23 33 0 -100.35CR

TOTAL DUE .00 CASH
```

1) RETURN 2) POST 3) TRANSFER 4) ANOTHER BILL 5) PRINT --:__

- D. The cursor is automatically positioned at the end of the display for the operator to select a mode of action from the choices listed:
1. RETURN - This function allows the operator to return to the Front Desk Monitor without changing the folio. Enter the number (1) and XMIT.

The system will return to the Front Desk Monitor (2-A).

2. POST - This function allows the operator to post additional or late charges to the guest folio. Enter the number (2) and XMIT. The system will respond with a modified posting frame fill, display (2, 7-4).
3. TRANSFER - This function allows the operator to transfer the remaining balance to another account. Enter the number (3) and XMIT. The system will respond with display (2, 7-5).
4. ANOTHER BILL - This function enables the operator to examine another folio of a departed guest. Enter the number (4) and XMIT. The system will return to display (2, 7-1) for another selection.
5. PRINT - This function enables the operator to print a copy of the folio. Enter the number (5) and XMIT. The system will print the bill on the on-line printer, display (2, 7-3).

(2,7-3)

274	BARRY		ARRIVAL :	1 29 1976
			DEPARTURE :	2 1 1976
			RATE :	26.00
	7600093	GUEST : 1/ 0		
1/ 29	23 3	BALANCE	73.31	73.31
1/ 29	0 0	ROOM	26.00	99.31
1/ 29	0 0	SALES TAX	1.04	100.35
2/ 1	23 33	0	100.35CR	.00
		TOTAL DUE	.00	CASH

(2,7-4)

7600093 BARRY .00
CHARGED ITEM:
VOUCHER/PHONE#:
AMOUNT CHARGED: .00

E. To complete the charge to the folio enter the following information:

1. Enter the charged item sales code and CR.
2. Enter the voucher number and CR.
3. Enter the amount of charge and XMIT.

The system will redisplay display (2, 7-2) with the new charge added.

(2,7-5)

230 NEMTZOW M.
AMOUNT DUE:\$***6.20

HOW WILL ACCOUNT BE SETTLED?

1. CASH OR CHECK
 2. CREDIT CARD OR CITY LEDGER
 3. TRAVEL AGENT
 4. TRANSFER TO GUEST ACCOUNT
 5. RETURN
- ENTER: __

F. The operator need only to enter the key number corresponding to the settlement type and XMIT.

1. CASH or CHECK - If the guest will settle the bill by cash, the operator must return to display (2, 7-2) and enter number (2) to post charges and enter the payment as described in section 2, 5-E.
2. CREDIT CARD or CITY LEDGER - If the guest will pay by credit card or have the bill charged to his account, enter (2) and XMIT. The system will transfer the balance due to the

account and return to the Front Desk Monitor (2-A).

3. TRAVEL AGENT - At this time not a functioning mode.
4. TRANSFER TO A GUEST ACCOUNT - The system will not let the transfer to a guest account take place for a departed guest bill. The system returns to the Front Desk Monitor (2-A).

2, 8. NAME SEARCH

- A. This program enables the operator to search for a name in any of the master files.
- B. The program is accessed by typing the number (8) on the Front Desk Monitor (2-A). The system will respond with display (2, 8-1).

(2,8-1)

ENTER LAST NAME TO BE LOOKED FOR:___

- C. Enter the last name of the party being searched for and XMIT. The system will respond with display (2, 8-2).

(2,8-2)

LOOKING FOR NEM

THESE GUESTS ARE SIMILIAR;

ROOM 108 NEWT	7600069
ROOM 118 NAMS	7600074
ROOM 123 NIXON	7600081

1) KEEP LOOKING 2) RE-ENTER NAME 3) RETURN TO MONITOR:___

- D. The cursor is automatically positioned at the end of the display for the operator to select a mode of action from the choices listed:

- 1. KEEP LOOKING - This function allows the operator to search the other master files for the name of the party. Enter the number (1) and XMIT. The system will search the other files and respond with display (2, 8-3).

- D. 2. RE-ENTER NAME - This function enables the operator to search for another name. Enter the number (2) and XMIT. The system will return to display (2, 8-1) for re-entering the name.
3. RETURN - This function enables the operator to leave the program and return to Front Desk Monitor. Enter the number (3) and XMIT.

(2,8-3)

```
CHECKING RESERVATIONS
NEWTS      7600009

CHECKING DEPARTED GUESTS
NEM        5 10 1976

SEARCH AGAIN?:__
```

- E. The cursor is automatically positioned to answer the question with a yes or no answer.
1. If yes, enter (Y) and XMIT. The system will redisplay display (2, 8-1) for a new name.
 2. If no, enter (N) and XMIT. The system will return to the Front Desk Monitor (2-A).

2, 9. CHANGE ROOM STATUS

- A. This program enables the operator to change a room with an out-of-order, change, or reserved status to another room status type.
- B. The program is accessed by typing the number (9) on the Front Desk Monitor (2-A). The system will respond with display (2, 9-1).

(2,9-1)

ENTER ROOM NUMBER(0=EXIT):__

- C. The operator has a choice of mode of action:
 - 1. If no entry is to be made or the operator is finished with the program, enter the number (0) and XMIT. The system will return to the Front Desk Monitor, (2-A).
 - 2. If a room number is to be entered, enter the room # and XMIT. The system will respond with display (2, 9-2).

(2,9-2)

ENTER ROOM NUMBER(0=EXIT): 224
ROOM 224 HAS STATUS C. CHANGE TO :__

- D. The operator may change the status to any of four status conditions:
 - 1. If the room is out-of-order, enter (O) and XMIT.
The system will return to display (2, 9-1).
 - 2. If the room is on change, enter (C) and XMIT.
The system will return to display (2, 9-1).
 - 3. If the room is on reserve, enter (R) and XMIT.
The system will return to display (2, 9-1).

D. 4. If the room is available, enter (A) and XMIT.

The system will return to display (2, 9-1).

NOTE: When a guest is checked into the hotel the system automatically changes the status to sold. To change a sold status the operator must check out the guest.

2, 10. AVAILABLE ROOMS

- A. This program enables the operator to display or print a list of available rooms by type or combined.
- B. The program is accessed by typing the number (10) on the Front Desk Monitor (2-A). The system will respond with display (2, 10-1).

(2,10-1)

```
1. BAY
2. GOLF
3. OCEAN
4. POOL
5. DELUXE
6. SUITE
7. CONNECTING ROOMS AVAILABLE
8. PRINT ROOMS AVAILABLE
9. RETURN
WHICH TYPE?:__
```

- C. The operator need only enter the key number of the selection for review.
 - 1. If Bay type rooms, enter (1) and XMIT. The system will respond with a list of available Bay rooms, display (2, 10-2).
 - 2. If Golf type rooms, enter (2) and XMIT. The system will respond with a display like (2, 10-2) except with the Golf rooms available.
 - 3. If Ocean type rooms, enter (3) and XMIT. The system will respond with a display like (2, 10-2) except with the Ocean rooms available.
 - 4. If Pool type rooms, enter (4) and XMIT. The system will respond with a display like (2, 10-2) except with the Pool rooms available.

5. If Deluxe type rooms, enter (5) and XMIT. The system will respond with a display like (2, 10-2) except with the Deluxe rooms available.
6. If Suite type rooms, enter (6) and XMIT. The system will respond with a display like (2, 10-2) except with the Suite rooms available.
7. If Connecting type rooms, enter (7) and XMIT. The system will respond with a display like (2, 10-2) except with the Connecting rooms available.
8. If the operator wants the available rooms printed on the on-line printer, enter (7) and XMIT. The system will print a list of all available rooms, display (2-10-3).
9. If no further action is wanted for this program, enter (9) and XMIT. The system will return to the Front Desk Monitor (2-A).

(2,10-2)

5/30/1976	15:30	BAY ROOMS AVAILABLE	
	ROLL-A-WAY BED	\$5.00	
ROOM #	RATE 1 PERSON	RATE 2 PERSONS	X PERSON
226	\$26.00	\$30.00	\$5.00
228	\$26.00	\$30.00	\$5.00
230	\$26.00	\$30.00	\$5.00
232	\$26.00	\$30.00	\$5.00
234**	\$26.00	\$30.00	\$5.00

** DENOTES 1/2 OF A CONNECTING ROOM AVAILABLE
 (1) RETURN (2) ANOTHER TYPE (3) CONTINUE (4) CHECK-IN:___

10. The cursor is automatically positioned at the end of the display for the operator to choose the mode of action to take:
 1. RETURN - This function allows the operator to return to the Front Desk Monitor (2-A). Enter the number (1) and XMIT.

2. ANOTHER TYPE - This function allows the operator to examine the availability for another type room. Enter (2) and XMIT. The system will return to display (2, 10-1).
3. CONTINUE - This function allows the operator to examine the rest of the rooms of the type being examined. Enter (3) and XMIT. The system will display a list like (2, 10-2) with the additional rooms.
4. CHECK IN - This function allows the operator to check in a guest after examining the availability. Enter (4) and XMIT. The system will enter the check in program and display (2, 1-1).
See Page 136 for display (2, 10-3).

(2,10-3)

5/ 30/ 1976 15: 26 CONNECTING ROOMS AVAILABLE

ROLL-A-WAY BED \$ 5.00 CRIB \$.00

ROOM NUMBER	RATE 1PER	RATE 2PER	XPER
251 (POOL)	\$ 38.00	\$ 42.00	\$ 5.00
252 (SUITE)	\$ 48.00	\$ 52.00	\$ 5.00
253 (SUITE)	\$ 48.00	\$ 52.00	\$ 5.00
254 (SUITE)	\$ 48.00	\$ 52.00	\$ 5.00
254 (BAY)	\$ 26.00	\$ 30.00	\$ 5.00
255 (SUITE)	\$ 48.00	\$ 52.00	\$ 5.00
251 (OCEAN)	\$ 34.00	\$ 38.00	\$ 5.00
252 (SUITE)	\$ 48.00	\$ 52.00	\$ 5.00

5/ 30/ 1976 15: 27 ROOMS AVAILABLE

ROLL-A-WAY BED \$ 5.00 CRIB \$.00

ROOM NUMBER	RATE 1PER	RATE 2PER	XPER
202 (SUITE)	\$ 48.00	\$ 52.00	\$ 5.00
203 (POOL)	\$ 38.00	\$ 42.00	\$ 5.00
204 (GOLF)**	\$ 30.00	\$ 34.00	\$ 5.00
205 (POOL)	\$ 38.00	\$ 42.00	\$ 5.00
206 (GOLF)	\$ 30.00	\$ 34.00	\$ 5.00
207 (POOL)	\$ 38.00	\$ 42.00	\$ 5.00
208 (GOLF)	\$ 30.00	\$ 34.00	\$ 5.00
209 (POOL)	\$ 38.00	\$ 42.00	\$ 5.00
210 (GOLF)	\$ 30.00	\$ 34.00	\$ 5.00
211 (POOL)	\$ 38.00	\$ 42.00	\$ 5.00
212 (GOLF)	\$ 30.00	\$ 34.00	\$ 5.00
213 (POOL)	\$ 38.00	\$ 42.00	\$ 5.00
214 (GOLF)	\$ 30.00	\$ 34.00	\$ 5.00
215 (POOL)	\$ 38.00	\$ 42.00	\$ 5.00
217 (POOL)	\$ 38.00	\$ 42.00	\$ 5.00
218 (GOLF)	\$ 30.00	\$ 34.00	\$ 5.00
219 (POOL)	\$ 38.00	\$ 42.00	\$ 5.00
220 (GOLF)	\$ 30.00	\$ 34.00	\$ 5.00
221 (POOL)	\$ 38.00	\$ 42.00	\$ 5.00
222 (DELUXE)	\$ 42.00	\$ 46.00	\$ 5.00
223 (POOL)	\$ 38.00	\$ 42.00	\$ 5.00
225 (POOL)	\$ 38.00	\$ 42.00	\$ 5.00
226 (BAY)	\$ 26.00	\$ 30.00	\$ 5.00
227 (POOL)	\$ 38.00	\$ 42.00	\$ 5.00
228 (BAY)	\$ 26.00	\$ 30.00	\$ 5.00

2, 11. GUEST ROOM TRANSFER

- A. This program enables the operator to transfer a guest from one room to another.
- B. The program is accessed by typing the number (11) on the Front Desk Monitor (2-A). The system will respond with frame fill (2, 11-1).

(2,11-1)

```
ROOM NUMBER :  
OR LAST NAME :  
AND FIRST NAME :
```

- C. There are two methods the operator may use to continue the program:
 - 1. If the room number is known, enter the number and XMIT. The system will respond with display (2, 11-3).
 - 2. If the room number is not known, TAB to position the cursor on the next line and enter the last name, CR, and the first name of guest, XMIT. The system will respond with a list of alpha-like names and room numbers, display (2, 11-2).

(2,11-2)

```
THE GUEST NEM NOT FOUND.  
IS THE NAME ONE OF THE FOLLOWING  
1. MURPHY, IS IN ROOM NUMBER 102  
2. NAMS, IS IN ROOM NUMBER 118  
3. NEM, IS IN ROOM NUMBER 107  
4. NEM, IS IN ROOM NUMBER 108  
5. NEM, IS IN ROOM NUMBER 222  
6. NEM, IS IN ROOM NUMBER 321  
7. NEM, IS IN ROOM NUMBER 322  
ENTER NUMBER:___
```

- D. Enter the key number of the guest registered for the room wanted, the system will respond with display (2, 11-3).

(2,11-3)

C-101 KELLY IN ROOM NUMBER 107
SHOULD BE TRANSFERRED TO ROOM:___

E. Enter the room number to be transferred to and XMIT. The system will respond in one of two ways.

1. If the room is already occupied or is out of order, the system will respond with display (2, 11-4).
2. If the room is available, the system will transfer the guest and respond with display (2, 11-5).

(2,11-4)

ROOM 108 IS NOT AVAILABLE
TRY AGAIN?:___

F. The cursor is positioned at the bottom of the display to answer the question with a yes or no statement.

1. If yes, enter (Y) and XMIT. The system will return to display (2, 11-3) for a new room.
2. If no, enter (N) and XMIT. The system will return to the Front Desk Monitor (2-A).

(2,11-5)

DO YOU WISH TO TRANSFER ANY OTHER GUESTS?:___

G. The cursor is positioned at the end of the display to answer the question with a yes or no statement.

1. If yes, enter (Y) and XMIT. The system will return to display (2, 11-1) to enter the new name.
2. If no, enter (N) and XMIT. The system will return to the Front Desk Monitor (2-A).

2, 12. PRINT/DISPLAY REGISTERED GUESTS

- A. This program enables the operator to display or print a list of all the registered guests.
- B. The program is accessed by typing the number (12) on the Front Desk Monitor (2-A). The system will respond with display (2, 12-1).

(2,12-1)

1) DISPLAY 2) PRINT: __

- C. The operator need only select the type of display by entering the key number.
 - 1. If the list is to be displayed on the CRT, enter the number (1) and XMIT. The system will respond with display (2, 12-2).
 - 2. If the list is to be printed on the on-line-printer, enter the number (2) and XMIT. The system will respond with display (2, 12-2).

(2,12-2)

1) DISPLAY 2) PRINT: 2■
1) WITH BALANCE 2) WITHOUT BALANCE: __

- D. The operator need only select the key number to produce the list with or without the balance due for each guest.
 - 1. If with a balance, enter the number (1) and XMIT. The system will respond with display (2, 12-3).
 - 2. If without a balance, enter the number (2) and XMIT. The system will respond with display (2, 12-3).

(2,12-3)

1) DISPLAY 2) PRINT: 2 ■
1) WITH BALANCE 2) WITHOUT BALANCE: 1 ■
1) BY ROOM NUMBER 2) BY NAME: __

E. To select the order of the list, the operator need only to select the corresponding key number.

1. If by room number, enter the number (1) and XMIT.

The system will respond with either a display or print-out of the list depending on which selection was made in display (2, 12-1).

2. If by name, enter the number (2) and XMIT. The system will respond with either a display or print-out of the list depending on which selection was made in display (2, 12-1).

F. The following is an example of a list produced by the system, display (2, 12-4).

(2,12-4)

```
INTERNATIONAL INN TAMiami TRAIL
GUEST LIST      5/ 30/ 1976      15: 52      PAGE 1

RM # LAST NAME, FIRST NAME      IN      OUT      AD/CHD      RATE      BALANCE
101 SMITH,                1 29    1 30    2/ 0        52.00        .00
101 ABC MASTER,          1 29    1 30    2/ 0       1200.00     2526.60
102 JONES, C-101         1 29    1 30    2/ 0        52.00        .00
103 MC COY, C-101        1 29    1 30    2/ 0        42.00        .00
104 DONALD, C-101        1 29    1 30    2/ 0        34.00        .00
105 CERRY, C-101         1 29    1 30    2/ 0        42.00        .00
106 COLE, C-101          1 29    1 30    2/ 0        34.00        .00
108 NEWI, C-101          1 29    1 30    2/ 0        34.00        .00
109 BRIGGS, C-101        1 29    1 30    2/ 0        42.00        .00
110 SUTHER, C-101        1 29    1 30    2/ 0        34.00        .00
111 MURPHY, C-101        1 29    1 30    2/ 0        42.00        .00
112 JONES, C-101         1 29    1 30    2/ 0        34.00        .00
113 ROUS, C-101          1 29    1 30    2/ 0        42.00       37.27
114 ELLIS, C-101         1 29    1 30    2/ 0        34.00        .00
115 GUTHER, C-101        1 29    1 30    2/ 0        42.00        .00
116 FRANKS, C-101        1 29    1 30    2/ 0        34.00        .00
117 HILL, C-1 1          1 29    1 30    2/ 0        42.00        .00
118 NAMS, C-101          1 29    1 30    2/ 0        34.00        .00
119 QUILL, C-101         1 29    1 30    2/ 0        42.00        .00
-----
37 ROOMS IN USE                78/      0      2981.76
```

G. After the system produces the list, by CRT display or print-out, it responds with display (2, 12-5).

(2,12-5)

1) REPEAT LISTING 2) RETURN 3) ANOTHER LIST NUMBER: __

H. The cursor is positioned at the end of the display for the operator to select the next mode of action.

1. REPEAT LISTING - This function will repeat the list for further examination. Enter the number (1) and XMIT.
2. RETURN - This function allows the operator to exit from the program. Enter the number (2) and XMIT. The system will return to the Front Desk Monitor (2-A).
3. ANOTHER LIST - This function allows the operator to print/display another list. Enter the number (3) and XMIT. The system will respond with display (2, 12-1).

2, 13. RETURN TO SYSTEM

- A. This program enables the operator to exit the Front Desk Monitor and enter another monitor.
- B. The program is accessed by typing the number (13) on the Front Desk Monitor (2-A). The system will return to the "Do What Statement".

KEYBOARD ENTRY AND FUNCTION

Communication:

Communications with the MOBY DATA HOSPITALITY SYSTEM through the CRT and keyboard are generally less complicated and more straight forward than other input devices.

Essentially, the keyboard was designed to be compatible with, and imitate a standard TELEX, or TELETYPE (TTY) system.

Keys:

For reference as to where on the keyboard the keys are positioned, Figure I. *See Page 146.*

- A. TAB - This key is used when no data is to be entered on the line the cursor is positioned at, to move the cursor to the next line for input.
- B. CTRL - This key when depressed simultaneously with one of the character keys activates one of the control modes built into the program.
- C. SHIFT - This key is used to type the characters on the upper half of the character keys. Depress the SHIFT simultaneously with the other key. The action is similar to the action of shift on a typewriter.
- D. SPACE BAR - This key is used to leave a space between characters while inputting data.
- E. REPEAT - As the name implies, by depressing the repeat key and the object key, the object character will rapidly repeat itself.

- F. NUMERIC KEYS - These keys may be used when the input is of a numeric nature. Numeric characters may also be entered from the alpha keyboard.
- G. CURSOR DIRECTION ARROWS - These are for direction arrows surrounding the HOME key. They are used to move the cursor in any direction to place a change input in the frame fill.
- H. HOME - This key places the cursor at the upper left corner of the display screen.
- I. CLEAR - This key will clear the screen of all displays or input. However, it will not function unless the SHIFT key is depressed simultaneously.
- J/ I/L - This key will insert a line of data. Used in the program mode only.
- K. D/L - This key will delete a line of data. Used in the program mode only.
- L. XMIT - This key will deliver, transmit, the information on the display screen to the central processing unit.
- M. BREAK AND RESET -
 - 1. BREAK - This button is used to cause the computer on line to break off transmission.
 - 2. RESET - This button causes the equipment to reset to normal start up configuration.
- N. PRINT - This indicator is lit when the on-line printer is activated.

- 0 LOCAL - This indicator is on when the system is ready for the keyboard to function.
- P. XMIT - This indicator is on when there is transmission between the CRT and CPU.
- Q. ON/OFF - This acts as a power button and a indicator when the CRT is functioning.
- R. D/C - This key deletes a character. When used in conjunction with the SHIFT key it sets the system in a control mode.
- S. ALPHA KEYBOARD - These keys are used to input alpha characters.
- T. CR - This key functions as a carriage return. It is used to move the cursor to the next line after data has been inputed.

KEYBOARD

Figure I

INTRODUCTION

Guide to Understanding the Logic-Tree Flow Chart for the Moby Data Hospitality System

A. Standard block instruction:

1. The number in the top center of the box is the operation step number.
2. The statement in the block is the operating direction or display.
For example, (A) in Figure I would be step 1A which is the "Do What Statement".

B. Direction Lines:

Letter (B) in Figure I demonstrates the direction in which the flowchart is proceeding.

C. "Go to" statements:

1. The command "go to" informs the reader to skip a certain section of the flowchart and continue reading at a specified point.
2. The second line states where to continue with the reading. This statement is numeric in nature, A/B.
 - a. A = the operation step number
 - b. B = the page number

Thus, in the example (C) in Figure I, it states go to step #6 found on page 2.

D. Connecting statement:

1. The connecting statement is found at the end of the direction line. It may be in a connecting circle or freestanding.
2. It consists of three parts:
 - a. The prefix is a alpha symbol. This states the row in which the next instruction will be found.
 - b. The next character is numeric. This states the column the next instruction is found in.
 - c. The last character is numeric. This states the page number the next instruction will be.

Thus, in example (D) in Figure I, it states that the next instruction is number 65, found on row A in column 4.

∅ - A4/2, A4/4, A4/10, A4/13, A4/17, A4/20, A4/27, A4/32.

* - A4/33, A4/39, A4/41, A4/46, A4/55, A4/61, A4/63, A4/65,
A4/67, A4/69, A4/73, A4/76, A4/79.

254.
POST
CHARGES

255.
ROOM #,
CHARGE,
VOUCHER, AMOUNT

256.
ROOM HAS
'A' STATUS.
CAN NOT POST.

- GO TO
255/41

257.
ROOM HAS
'C' STATUS.
CAN NOT POST.

- GO TO
255/41

258.
ROOM HAS
'S' STATUS.
POST.

A4/42

282.
XMIT

- GO TO
2/1