

Oracle® Hospitality Hotel Mobile

Tablet User Guide

Release 1.0

E71096-01

June 2016

Copyright © 2016, Oracle and/or its affiliates. All rights reserved.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are "commercial computer software" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Xeon are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Opteron, the AMD logo, and the AMD Opteron logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

Contents

1 Getting Started

2 Housekeeping

Filtering Rooms	2-1
Room Status Filters	2-1
Housekeeping Status Filters	2-2
Sorting Rooms	2-3
Searching Rooms.....	2-3
Changing Room Status	2-3
Changing Housekeeping Status	2-4
Viewing Out of Order Rooms	2-4
Viewing Out of Service Rooms.....	2-4
Viewing Queued Rooms.....	2-4
Viewing Discrepant Rooms.....	2-5

3 Maintenance

Filtering Tasks	3-1
Maintenance Filters	3-1
Sorting Tasks	3-2
Searching Tasks.....	3-3
Adding Maintenance Tasks.....	3-3
Viewing Out of Order Rooms	3-3
Viewing Out of Service Rooms.....	3-4
Resolving Maintenance Tasks.....	3-4
Marking Maintenance Tasks as Unresolved.....	3-4

4 Reservations

Reservation Tasks	4-2
Filtering Reservations.....	4-3
Reservation Filters.....	4-3
Sorting Reservations.....	4-4
Searching Reservations	4-4

Viewing Reservation Details	4-5
Viewing Guest Details.....	4-5
Viewing Room Details	4-6
Viewing Billing Details	4-6
Updating Guest Profiles	4-6
Adding Addresses	4-7
Adding Communication Methods	4-7
Adding Personal Documents	4-8
Selecting Rooms	4-8
Room Filters	4-8
Changing Rooms.....	4-9
Adding Reservations to the Queue	4-10
Checking In.....	4-10
Printing Registration Cards.....	4-11
Printing New or Duplicate Key Cards.....	4-11
Cancelling Reservations.....	4-11
Viewing Routing Instructions.....	4-11
Previewing Folios	4-12
Viewing Charges.....	4-12
Moving Charges Between Windows	4-12
Posting Charges	4-12
Paying Folios	4-13
Checking Out.....	4-13

Getting Started

Welcome to the Oracle Hospitality Hotel Mobile app! Hotel Mobile brings the proven power of Oracle Hospitality property management systems to the hotel industry, empowering hotel associates to serve guests anywhere on property using a Microsoft Windows-based tablet. The app enables hoteliers to improve guest satisfaction and loyalty by enhancing the guest experiences they offer in their properties. The app also enables hoteliers to improve operating efficiency by providing hotel associates with the technology capabilities they need to maintain properties and deliver guest services.

Make sure to review the app tutorial for navigation tips and descriptions of icons that appear in the app. Need help using the app? Select a category for more information:

[Housekeeping](#)

[Maintenance](#)

[Reservations](#)

[Reservation Tasks](#)

Housekeeping

Use Hotel Mobile to perform these housekeeping tasks:

- [Filtering Rooms](#)
- [Sorting Rooms](#)
- [Searching Rooms](#)
- [Changing Room Status](#)
- [Changing Housekeeping Status](#)
- [Viewing Out of Order Rooms](#)
- [Viewing Out of Service Rooms](#)
- [Viewing Queued Rooms](#)
- [Viewing Discrepant Rooms](#)

Filtering Rooms

You can filter rooms by housekeeping status and room status.

1. On the Housekeeping screen, tap  Filter
2. Tap the filters to select them. The rooms appear as you select a filter.

Selected filters are highlighted, for example:   

 indicates the number of filters selected.

3. Swipe up or tap  Filter to close the filter selection.
4. To clear all the filters, tap  Filter and select **Clear All**.

[To Top](#)

Room Status Filters



Inspected: Inspected rooms



Clean: Clean rooms



Pickup: Rooms to be touched up rather than fully cleaned



Dirty: Dirty rooms



Do not Disturb: Rooms where guests have activated do not disturb



Queued: Rooms which have checked in and are waiting on a room



Out of Order: Rooms which are out of order



Out of Service: Rooms which are out of service



VIP: Rooms with a VIP guest

[To Top](#)

Housekeeping Status Filters



Exp. Arrival: Rooms which are due to arrive today



Checked In: Rooms which checked in today



In House: Rooms which are in house, they did not check in today, and are not due to leave today



Exp. Departure: Rooms which are due to depart today



Departed: Rooms which checked out today



Exp. Day Use Arrival: Day use rooms which are due to arrive today. Day use rooms are rented for a period of time which is less than an overnight stay. For example, airport hotels often rent rooms for day use to guests with layovers.



Day Use In house: Day use rooms which are in house



Exp. Day Use Departure: Day use rooms which are due to depart today



Day Use Departed: Day use rooms which checked out today

[To Top](#)

Sorting Rooms

1. On the Housekeeping screen, tap  Sort.
2. Tap **Low- High** to sort the rooms starting with the lowest number.
3. Tap **High - Low** to sort the rooms starting with the highest number.



 indicates a sorted list of rooms.

[To Top](#)

Searching Rooms

1. On the Housekeeping screen, tap  Search.
2. Tap the search bar, and then enter search text.



 indicates that search criteria has been entered.

3. To clear the search filter, tap the search bar, and then tap .
4. Swipe up or tap  Search to remove the search bar.

[To Top](#)

Changing Room Status

1. On the Housekeeping screen, select the room.
2. Tap a status:



Inspected

Clean

Pickup

Dirty

[To Top](#)

Changing Housekeeping Status

You can change the housekeeping status to either vacant or occupied.

1. On the Housekeeping screen, tap the room.
2. Tap  Vacant or  Occupied.
3. If the housekeeping status you select and the property management system status do not match, a conflicting room status appears:



Skip: Vacant rooms according to housekeeping and occupied according to the front office.



Sleep: Occupied rooms according to housekeeping and vacant according to the front office.

[To Top](#)

Viewing Out of Order Rooms

Out of order rooms are not available for sale.

1. On the Housekeeping screen, tap  Filter.
2. Tap  Out of Order.
3. Tap the room to view the dates and the reason the room is out of order.

[To Top](#)

Viewing Out of Service Rooms

Out of service rooms are temporarily unavailable. They can be made available at any time, for example, rooms on a closed floor.

1. On the Housekeeping screen, tap  Filter.
2. Tap  Out of Service.
3. Tap the room to view the dates and the reason the room is out of service.

[To Top](#)

Viewing Queued Rooms

Reservations are placed in a queue when rooms are not available at check-in. Rooms can then be cleaned in the order in which they are required.

1. On the Housekeeping screen, tap  Filter.

2. Tap  **Queued**. The rooms appear by the length of time in the queue.
3. Tap the room to see housekeeping, maintenance, and guest information.

[To Top](#)

Viewing Discrepant Rooms

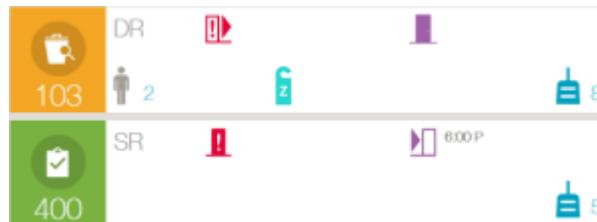
The app assigns a status of **Skip** or **Sleep** when the physical room status and the front office status do not match.

1. On the Housekeeping screen, tap  **Filter**.

2. Tap  **Skip** and/or  **Sleep**.

In the following example:

- Room 103 has the status **Skip** because it is occupied according to the front office and vacant according to housekeeping.
- Room 400 has the status **Sleep** because it is vacant according to the front office and occupied according to housekeeping.



3. Tap the room to see housekeeping, maintenance, and guest information.

[To Top](#)

Maintenance

Use Hotel Mobile to perform these maintenance tasks:

- [Filtering Tasks](#)
- [Sorting Tasks](#)
- [Searching Tasks](#)
- [Adding Maintenance Tasks](#)
- [Viewing Out of Order Rooms](#)
- [Viewing Out of Service Rooms](#)
- [Resolving Maintenance Tasks](#)
- [Marking Maintenance Tasks as Unresolved](#)

Filtering Tasks

You can filter tasks by either task status, locality, and room status.

1. On the Maintenance screen, tap  **Filter**.
2. Tap the filters to select them.

Selected filters are highlighted, for example:   

 1 indicates the number of filters selected.

3. Swipe up or tap  **Filter** to close the filter selection.
4. To clear all the filters, tap  **Filter** and select **Clear All**.

[To Top](#)

Maintenance Filters



Resolved: Resolved maintenance tasks



Unresolved: Unresolved maintenance tasks



Room: Includes rooms



Function Spaces: Spaces such as ball rooms, meeting rooms, conference rooms, and restaurants



Location: Locations such as in the room and out of the hotel



Public Spaces: Public spaces such as lobby, hotel bar, and spa



Queued: Rooms which have checked in and are waiting on a room



Do not Disturb: Rooms where the guest has activated do not disturb



Out of Order: Includes rooms which are out of order



Out of Service: Rooms which are out of service



Skip: Vacant rooms according to housekeeping, but are listed as occupied by the front office



Sleep: Occupied rooms according to housekeeping, but are listed as vacant by the front office



VIP: Rooms with a VIP guest

[To Top](#)

Sorting Tasks

1. On the Maintenance screen, tap **Sort**.
2. Tap **Low- High** to sort the tasks starting with the lowest number.
3. Tap **High - Low** to sort the tasks starting with highest number.
4. Tap **New - Old** to sort the tasks starting with the newest task.
5. Tap **Old - New** to sort the tasks starting with the oldest task.

6. Tap **Reset** to sort the tasks by room number.



indicates a sorted list.

[To Top](#)

Searching Tasks

1. On the Maintenance screen, tap **Search**.
2. Tap the search bar, and then enter search text.



indicates that search criteria has been entered.

3. To clear the Search filter, tap the search bar and then tap .
4. Swipe up or tap **Search** to remove the search bar.

[To Top](#)

Adding Maintenance Tasks

1. On the Maintenance screen, tap **New**. Maintenance task is the default.
2. To add a cleaning task, tap **Cleaning**.
3. Select a location type. The default is **Room**.
4. Enter or select a location.
5. Select the task reason.
6. Select the task priority. The default is normal.
7. Tap to take a picture.
8. Add any additional task details, and then tap **Submit**.

[To Top](#)

Viewing Out of Order Rooms

Out of order rooms are not available for sale.

1. On the Maintenance screen, tap **Filter**.
2. Tap **Out of Order**.
3. Tap the room to view the dates and the reason the room is out of order.

[To Top](#)

Viewing Out of Service Rooms

Out of service rooms are temporarily unavailable but can be brought back at any time, for example, rooms on a closed floor.

1. On the Maintenance screen, tap  Filter.
2. Tap  Out of Service.
3. Tap the room to view the dates and the reason the room is out of service.

[To Top](#)

Resolving Maintenance Tasks

1. On the Maintenance screen, locate the room.

A plus sign followed by a number   indicates the number of additional tasks for the room.

2. Tap  to see the additional tasks.
3. Tap Resolved .

[To Top](#)

Marking Maintenance Tasks as Unresolved

1. On the Maintenance screen, tap  Filter.
2. Tap  Unresolved to clear, and then tap  Resolved.
3. Tap Resolved .
4. Select the room.
5. Select the task to be unresolved, and then tap  Unresolved.

[To Top](#)

Reservations

A party reservation can link individual reservations without creating a group reservation, for example, where several rooms are booked for a family event such as a birthday party.

A group reservation groups reservations with similar needs, such as a group of people all arriving on the same day and staying through the same period of time, such as a wedding or a company meeting.

A block reservation manages flexible group reservations such as allotments or tour groups, and convention bookings with a variety of room types and a range of arrival and departure dates.



You can view reservations by **Arrivals**,



In House,



Departures.

The reservations appear alphabetically with the following details:

- Room number, if allocated, and the room status
- Guest name
- Number of adults and children. Icons indicate if the guest is a VIP, has stay history, or a membership card:



Adults



Children



VIP



Stay History



Membership

- Number of nights
- Arrival Date 
- Departure Date 
- Room type
- If the reservation is on the check in queue 
- Company name
- Travel agent name if there is no company name
- Expected arrival time
- Expected departure time

- Block  + block name

-  + group name

- Party  + party name

- Share reservation 

If the environment uses Oracle Hospitality Suite8, the values for group, block, party, and share can be different.

If the environment uses Oracle Hospitality OPERA, the group and block values are the same.

Reservation Tasks

Use Hotel Mobile to perform these reservation tasks:

- [Filtering Reservations](#)
- [Sorting Reservations](#)
- [Searching Reservations](#)
- [Viewing Reservation Details](#)
- [Viewing Guest Details](#)
- [Viewing Room Details](#)
- [Viewing Billing Details](#)
- [Updating Guest Profiles](#)
- [Adding Addresses](#)
- [Adding Communication Methods](#)
- [Adding Personal Documents](#)
- [Selecting Rooms](#)
- [Changing Rooms](#)
- [Adding Reservations to the Queue](#)
- [Checking In](#)
- [Printing Registration Cards](#)
- [Printing New or Duplicate Key Cards](#)

- [Cancelling Reservations](#)
- [Viewing Routing Instructions](#)
- [Previewing Folios](#)
- [Viewing Charges](#)
- [Moving Charges Between Windows](#)
- [Posting Charges](#)
- [Paying Folios](#)
- [Checking Out](#)

Filtering Reservations

1. On the reservation screen, tap  Filter.
2. Tap the filters to select them.

The reservations appear as you select a filter.



Selected filters are highlighted, for example:



indicates the number of filters selected.

The filters are grouped. Within the grouping, it is an **or** selection. Between the groups, there is an **and** selection. For example, selecting **VIP** and **Stay History** lists all reservations with either VIP or Stay History. Selecting **VIP** and **Group** only lists all reservations which are VIP and part of a group.

3. Swipe up or tap  Filter to close the filter selection.
4. To clear all the filters, tap  Filter, and then select **Clear All**.

[To Top](#)

Reservation Filters



VIP



Stay History



Membership



Group



Block



Party



Share



Departed: Rooms which checked out today. The icon appears only when reservations are listed by departures.



Expected Departure: Rooms which are due to depart today. The icon appears only when reservations are listed by departures.

[To Top](#)

Sorting Reservations

You can sort by arrival time, departure time, or last name when the app shows arrivals, in-house, or departure reservations.

1. On the reservation screen, tap  **Sort**.
2. Tap **Earliest- Latest** to sort the reservations starting with the earliest arrival/earliest departure.
3. Tap **Latest - Earliest** to sort the reservations starting with the latest arrival/latest departure.
4. Tap **A - Z** to sort the reservations by last name starting with A.
5. Tap **Z - A** to sort the reservations by last name starting with Z.
6. Swipe up or tap  **Sort** to close the sort selection.
7. To clear the sort selection, tap  **Sort**, and then **Reset**.
8. Tap **Reset** to sort the reservations by last name.



indicates the list was sorted.

[To Top](#)

Searching Reservations

1. On the reservation screen, tap  **Search**.
2. Tap the search bar and enter your search text, such as name, room number, or room type.

3. To clear the search filter, tap the search bar and then tap .
4. Tap **Advanced Search** to show more search options.
5. Enter your search criteria and tap **Search**.
6. To clear the search criteria tap **Reset**.
7. Tap **Back to Search** to return to the search bar.
8. Swipe up or tap  **Search** to remove the search bar.

[To Top](#)

Viewing Reservation Details

On the reservations screen, select a reservation to view the following information:

- Company name
- Travel agent name
- Rate code and rate
- Total amount of the stay
- Packages
- CRS number
- Group name
- Children according to child categories
- Current open balance

[To Top](#)

Viewing Guest Details

1. Select the reservation.
2. Tap the **Guest Details** tab to view the following information:
 - Stay History for the last three years
 - Address
 - Room preferences
 - Profile notes
 - Loyalty or bonus points membership card number
3. Tap  to view the following additional information:
 - Communicate methods
 - Language

- Nationality
- Profile Category
- VIP Code
- Date of Birth (DOB)
- Gender
- ID, such as passport or driver's license
- Comments

[To Top](#)

Viewing Room Details

1. Select the reservation.
2. Tap the **Room Details** tab to view guest preferences and additional room features.

Guest room preference requests which have been met are shown in bold type.
Guest room preference requests which have not been met are shown in red bold type.

[To Top](#)

Viewing Billing Details

1. Select the reservation.
2. Tap the **Billing Details** tab to view:
 - Billing windows with the balance per window
 - Payment method and Billing Address per window

[To Top](#)

Updating Guest Profiles

1. Select the reservation.
2. Tap the **Guest Details** tab.
3. Tap **Edit**.
4. Update profile details:
 - **VIP Code:** Defines that the guest is a regular guest or is to receive VIP treatment and the level of treatment
 - **Address Greeting:** Title used to address the guest, for example, Mr. Ms., or Mrs.
 - **Letter Greeting:** Completed automatically based on the selected address greeting but can be changed as required.

5. Tap **Update Profile**.

[To Top](#)

Adding Addresses

You can add multiple addresses to a guest profile.

1. Select the reservation.
2. Tap the **Guest Details** tab.
3. Tap **Edit**.

The number of addresses linked to the profile appears.

4. Tap **Address**.
5. Select an address to update or tap **+** and add the new address details.
6. Tap **+** to add the address.
7. Tap **Save Address**.

If there are multiple addresses, you can select one to be the primary address.

To delete an address, click **Delete** .

[To Top](#)

Adding Communication Methods

You can add multiple communication methods to a guest profile.

1. Select the reservation.
2. Tap the **Guest Details** tab.
3. Tap **Edit**.

The number of communication methods linked to the profile appears.

4. Tap **Communication/Marketing**.
5. Select a communication method to update or tap **+** to add the new communication details.
6. Tap **+** and add the communication details
7. Tap **Save Communication**.

If there are multiple communication methods, you can select one to be the primary method.

To delete a communication method, click **Delete** .

[To Top](#)

Adding Personal Documents

You can add personal documents such as passports, drivers licenses, and ID cards to a guest profile.

1. Select the reservation.
2. Tap the **Guest Details** tab.
3. Tap **Edit**.

The number of personal documents linked to the profile appears.

4. Tap **Personal Documents**.
5. Select a document to update or tap  to add the new personal document details.
6. Tap  to add the document details.
7. Tap **Save Document**.

If there are multiple personal documents, you can select one to be the primary document.

To edit a document, tap  **Edit**.

To delete a document, tap  **Delete**.

[To Top](#)

Selecting Rooms

1. Select the reservation.
2. Tap the **Room Details** tab.

Guest room preference requests are listed under **Guest Preferences**.

3. Tap **Select Room**.

Clean and inspected rooms meeting the reservations requirements are listed. Guest room preference requests which have been met appear in bold type.

4. Select one or more filters to change the default selection criteria.
5. Select the required room, and then tap **Select Room**.
6. Tap **Continue** on the confirmation message.

[To Top](#)

Room Filters



: Vacant rooms regardless of room type



: Inspected rooms (default)



: Clean rooms (default)



: Pickup rooms



: Dirty rooms



: Rooms that are expected to depart today

Room #: Limits the search to the entered room number. You can enter partial numbers.

Room Type: Limits the search to a specific room type. The reservation room type is the default.

All Floors: Limits the search to the selected floor numbers. By default, all floors are selected.

Room Preferences: Room preferences entered on the guest profile or reservation are selected by default.

[To Top](#)

Changing Rooms

1. Select the reservation.
2. Tap the **Room Details** tab.

Guest room preference requests are listed under **Guest Preferences**.

Guest room preference requests which have been met appear in bold type.

Guest room preference requests which have not been met are shown in red bold type.

All additional features for the room are listed under **Additional Features**.

3. Tap **Change Room**.

Clean and inspected rooms meeting the reservation requirements appear.

4. Select one or more filters to change the default selection criteria.
5. Select the room, and then tap **Select Room**.
6. Tap **Continue** on the confirmation message.

[To Top](#)

Adding Reservations to the Queue

You can place reservations in the check-in queue when there are no rooms available at the time of arrival.

1. On the reservations screen, tap the reservation.
2. Tap **Add to Queue**.
3. Tap **Continue**.



07:26 on the room details tab indicates the amount of time the reservation has been in the queue.

[To Top](#)

Checking In

1. Select the reservation.
2. Tap **Check In**.
3. Select a payment method, if required.
4. Add a billing address, if required.
5. If **Add credit card** payment method is selected, select the credit card type, then tap **Continue**:
 - a. Select either **Chip and Pin Pad** or **Default Chip and Pin**, and then tap **Continue**.
 - b. Follow the instructions on the payment terminal.
 - c. Tap **Confirm Payment**.
 - d. Repeat these steps for each billing window.
6. Tap **Confirm Payment**:
 - a. Select either **Chip and Pin Pad** or **Default Chip and Pin**, and then tap **Continue**.
 - b. Follow the instructions on the payment terminal.
7. To print the registration card, tap **Print**, complete the printer details, and then tap **OK**.
8. To sign the registration card, tap **Sign**, and once the guest has signed, tap **Accept**.
9. Tap **Continue** to close the registration card screen.
10. Follow the instructions on the payment terminal to complete the check-in.
11. Tap **Return to Arrivals** on the Successfully checked in message

[To Top](#)

Printing Registration Cards

1. Select the reservation.
2. Tap **Registration Card**.

You can print the registration card or the guest can sign directly on the tablet.

3. To print the registration card, tap **Print**, complete the printer details, and then tap **OK**.
4. To sign the registration card, tap **Sign**. After the guest signs, tap **Accept**.

[To Top](#)

Printing New or Duplicate Key Cards

1. Select the reservation.
2. Tap the **Key card** tab.

The default **Encoder** is selected and the **Number of Keys** defaults to the number of adults entered in the reservation.

You can change the encoder and the number of keys to be printed.

3. Tap **New Key or Duplicate Key**.

The keys print and a success message appears.

[To Top](#)

Cancelling Reservations

1. Select the reservation to be cancelled.
2. Tap **Cancel**.
3. Enter the reason for cancelling the reservation.
4. Tap **Continue** to cancel the reservation.

[To Top](#)

Viewing Routing Instructions

1. Select the reservation.
2. Tap the **Billing Details** tab.
3. Tap **Routing Instructions** to show details such as dates, department codes, and the target room.

[To Top](#)

Previewing Folios

A folio lists all debit and credit transactions for a guest, such as charges for billable services and payments.

1. Select the reservation.
2. Tap the **Billing Details** tab.
3. Tap **Preview Folio**.
4. To print the folio, tap **Print**, complete the printer details, and then tap **Print**.
5. To email the folio, tap **Email**, select the email address, and then tap **Continue**.

[To Top](#)

Viewing Charges

1. Select the reservation.
2. Tap the **Billing Details** tab.
3. Tap **View Charges**.
4. Select the required billing window to see the charges.
5. Tap **Post Charges** to post any additional charges.

[To Top](#)

Moving Charges Between Windows

1. Select the reservation.
2. Tap the **Billing Details** tab.
3. Select the billing window the charges are to be moved from.
4. Tap **Move Charges**.
5. Tap the charges to select them.
6. Tap the **Destination** window.
7. Tap **Move Charges**.

[To Top](#)

Posting Charges

1. Select the reservation.
2. Tap the **Billing Details** tab.
3. Tap **Post Charges**.

4. Select the required billing window.
5. Select **Department Code or Article**.
6. Enter at least three characters of the code name or number.
7. Select the department code or article.
8. Select the quantity.
9. Enter the price, and then tap **Post**.
10. Tap **Done**.

[To Top](#)

Paying Folios

1. Select the reservation.
2. Tap the **Billing Details** tab.
3. Tap **Pay**.
4. Select the required billing window.
5. Review the folio charges, and then tap **Accept Charges**.
6. Select a payment.
7. Tap **Pay**.

[To Top](#)

Checking Out

1. Select the reservation.
2. Tap **Check Out**.
3. Tap **Continue Check Out**.
4. Review the folio charges, and then tap **Accept Charges**.
5. Tap **Pay**.
6. Print the folio or send it to an email address.
7. To show the folio, tap **View Folio**.
8. Tap **Continue**.
9. Tap **Return to Departures** on the successful check-out message.

[To Top](#)

