

Oracle® Hospitality BellaVita
Premier Membership User guide
Release 2.7

March 2016

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Preface

This document has been created to provide guidelines to the Premier Membership function for BellaVita.

Audience

This guide is intended for system administrators and support familiar with BellaVita.

Customer Support

To contact Oracle Customer Support, access My Oracle Support at the following URL:
<https://support.oracle.com>

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

Documentation

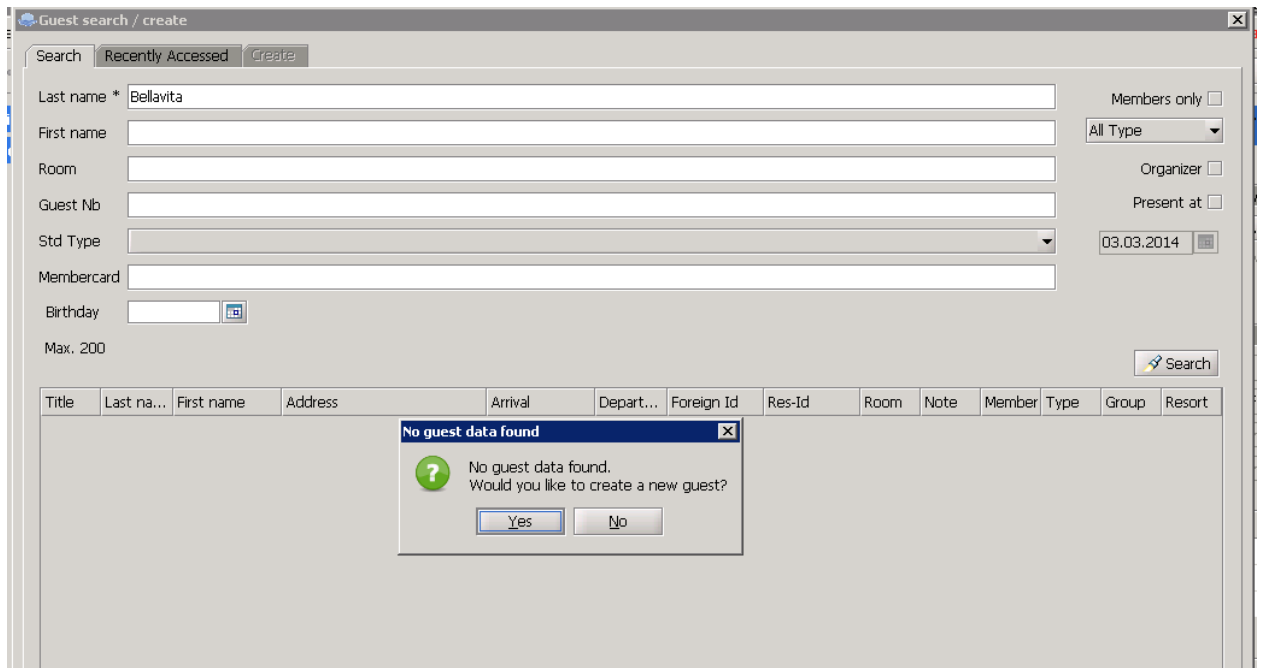
Oracle Hospitality product documentation is available on the Oracle Help Center at
<http://docs.oracle.com/en/industries/hospitality/>

Revision History

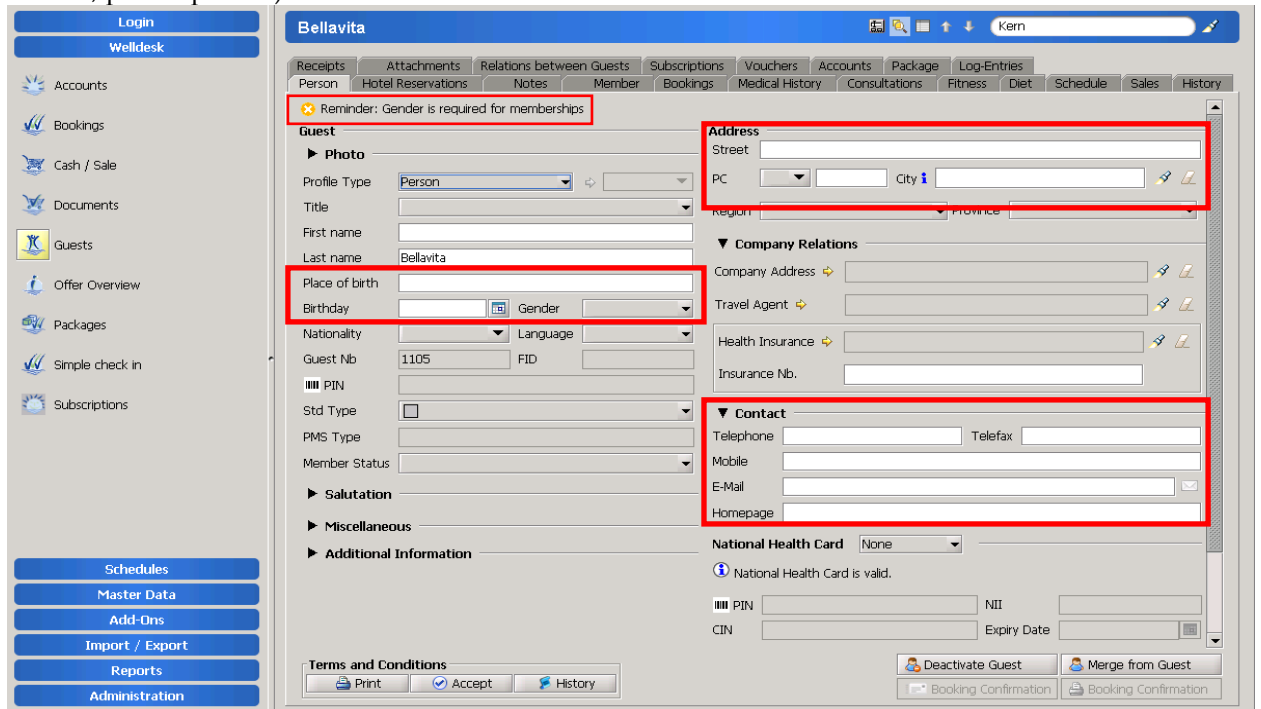
Date	Description of Change
March 18, 2014	<ul style="list-style-type: none">• Initial publication. Document Version Number: 1.0

1 User guide

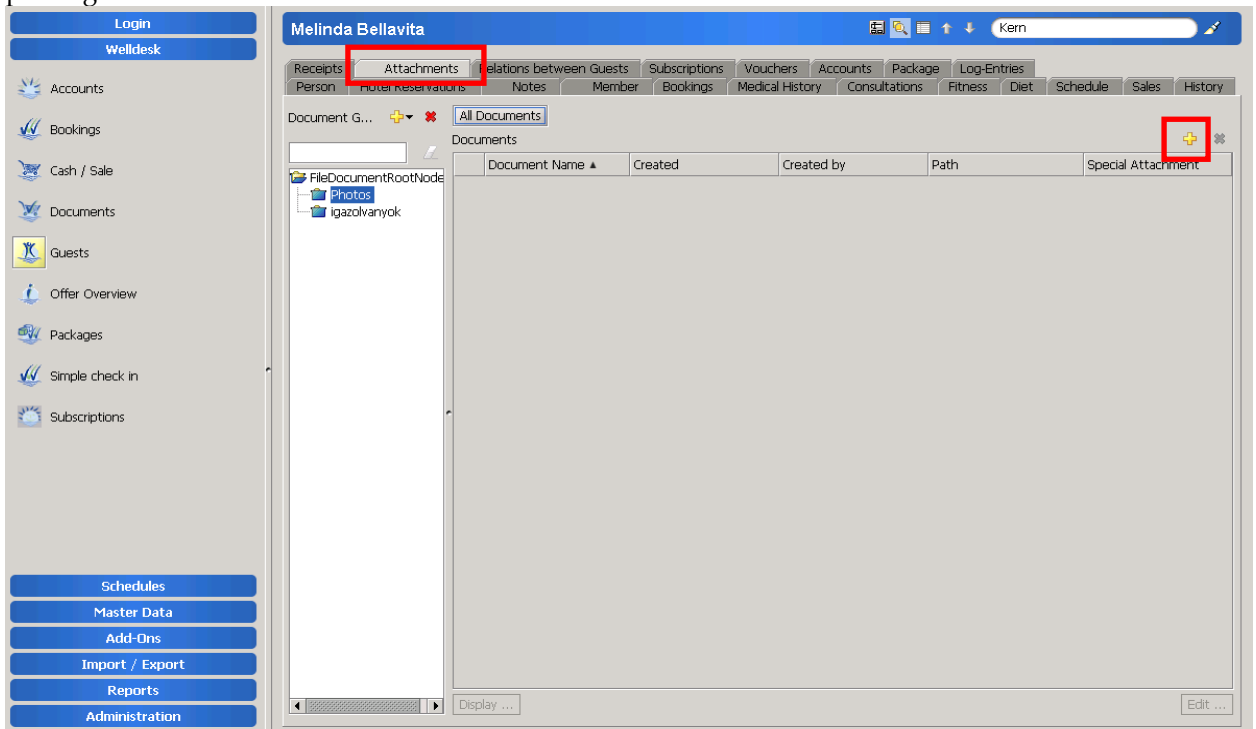
Create a new guest



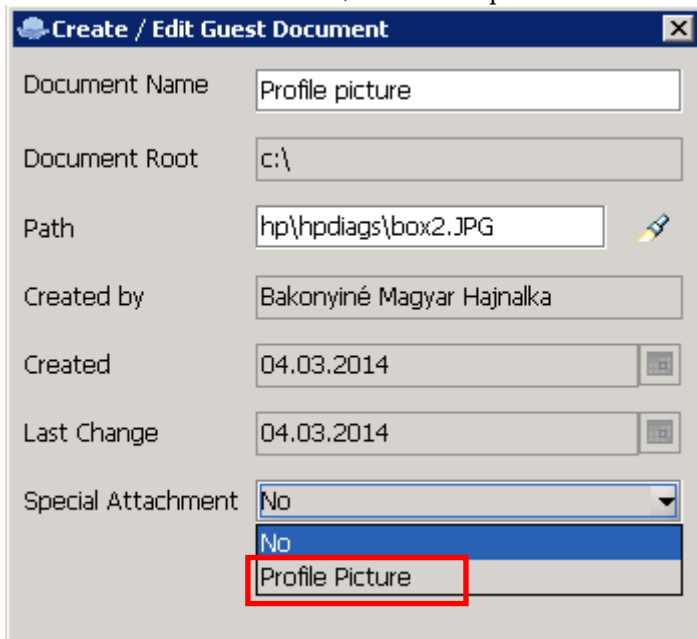
When guest profile is created, on Person tab in the upper left side an orange sign (reminder message) helps what to fill in to be able to create a Membership (gender, day of birth, address, contact, profile picture).



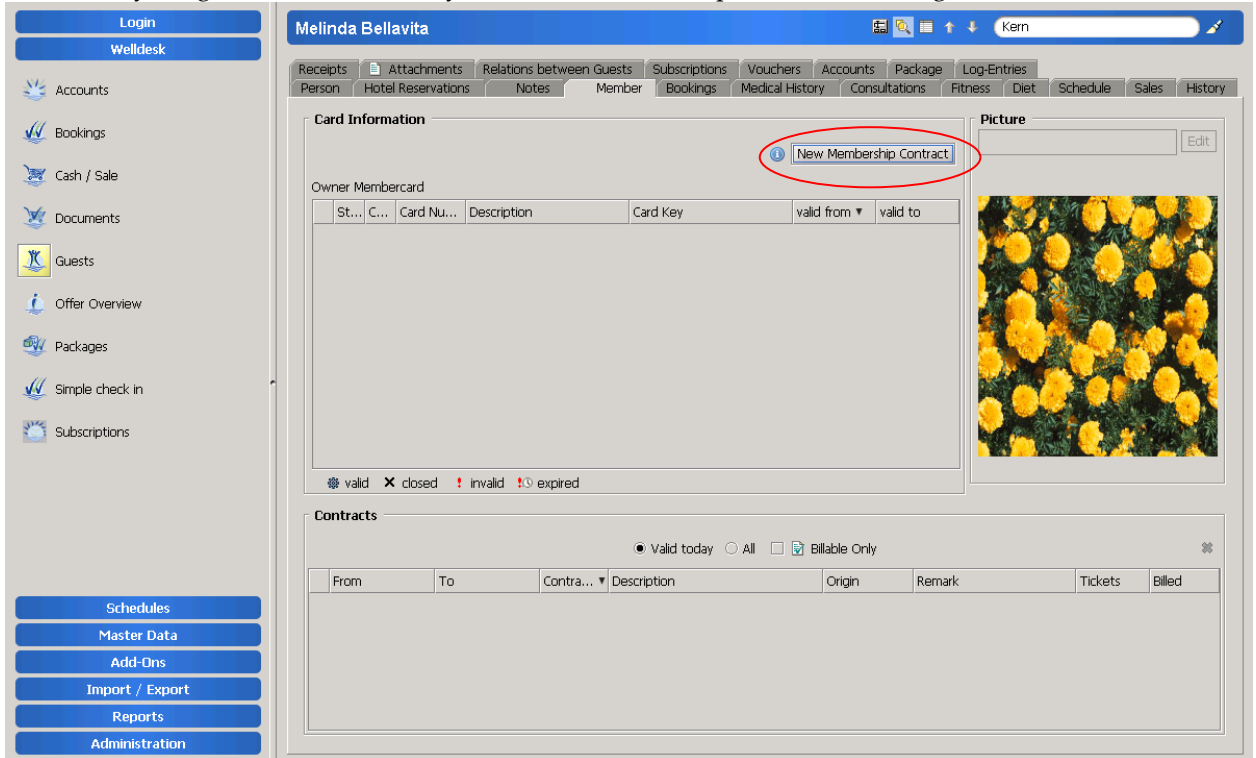
On Attachments tab you can attach documents and profile picture to the guest with the yellow plus sign.




Please rename the document, choose the path and mark it as a profile picture.

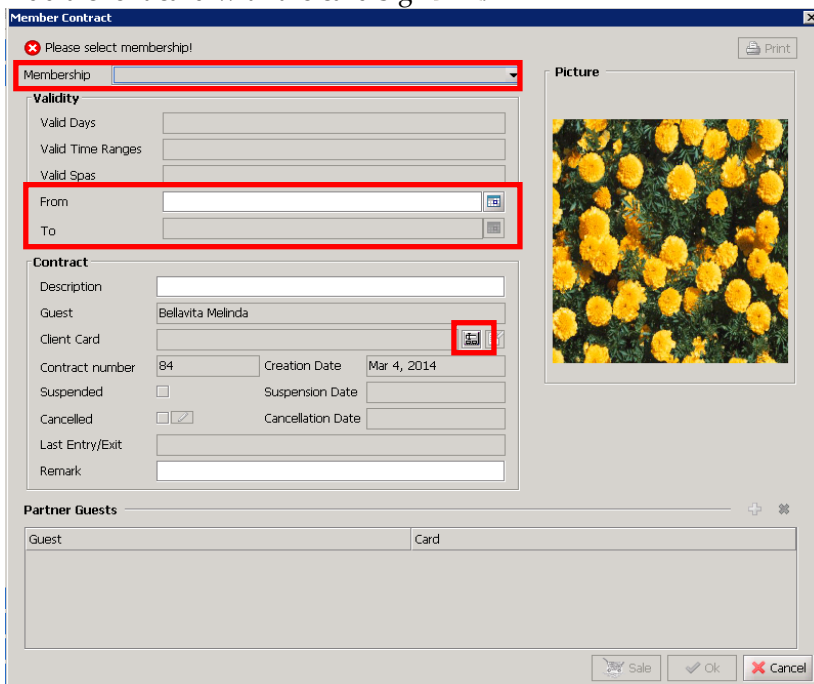


When everything is filled out correctly, the New Membership Contract button gets enabled.

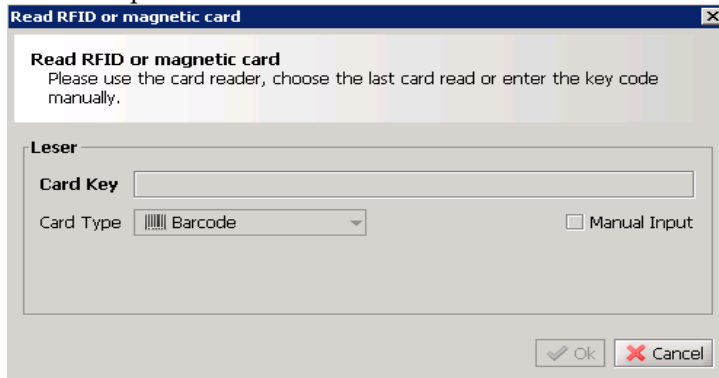


Please fill in the necessary information: choose membership, set validity from and to.

Add a client card with the card sign .



Please swipe the card with the Barcode reader.



Read RFID or magnetic card

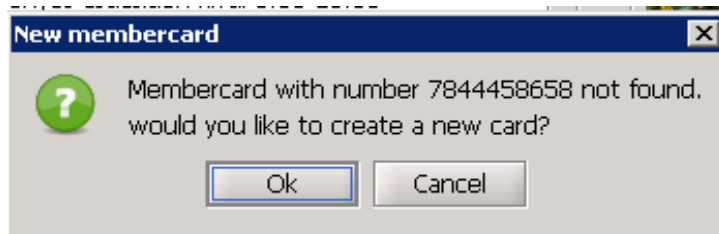
Please use the card reader, choose the last card read or enter the key code manually.

Leser

Card Key

Card Type Manual Input

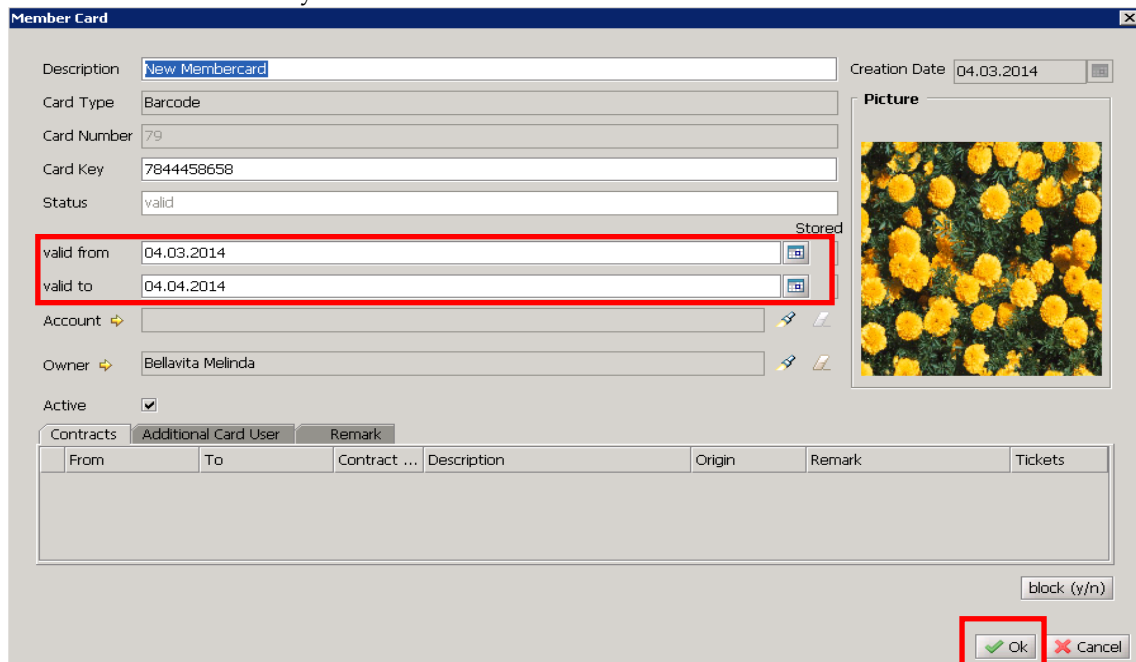
Please create the New membercard.



New membercard

Membercard with number 7844458658 not found.
would you like to create a new card?

Please fill in the necessary information and save the membercard.



Member Card

Description Creation Date

Card Type

Card Number

Card Key

Status

valid from

valid to

Account

Owner

Active

Contracts

From	To	Contract ...	Description	Origin	Remark	Tickets
------	----	--------------	-------------	--------	--------	---------

The Member contract is ready.

Please, print out the Membership contract and sing it with the guest.

If you press OK button, the system will save your changes. If you press SALE button you can settle the bill immediately.

Member Contract

Member Contract OK!

Membership: 1 hónapra érvényes csúcsidőn kívül 6.30-15.00

Validity

Valid Days: Monday, Tuesday, Wednesday, Thursday, Friday

Valid Time Ranges: 06:30 - 15:00, 00:00 - 00:00

Valid Spas: Sziget

From: 05.03.2014

To: 04.04.2014

Contract

Description: 1 hónapra érvényes csúcsidőn kívül 6.30-15.00

Guest: Bellavita Melinda

Client Card: Bellavita Melinda

Contract number: 84 Creation Date: Mar 4, 2014

Suspended: Suspension Date:

Cancelled: Cancellation Date:

Last Entry/Exit:

Remark:

Partner Guests

Guest	Card
-------	------

Print

Sale Ok Cancel

Member Contract Report

Member Contract Report

Please select a print template.

Member Contract Report A4

Description	Value
Display Language	en

Create Report Print report (HP LaserJet P2015 Series PCL 6) Cancel

Member Contract

Contract: _____ **Date:** 04.03.2014 **Number:** 84 **Card:** 7844458858
Remark: _____ **Invoice:** 234

Guest: Melinda Bellavita *RENEW*
Date of Birth: 04.04.1988 **Address:** 1105-Wien, Street 8.
Mobile: 5555888877 **Telephone:** _____
E-mail: bellavita@micros.com

Membership: 1 hónapra érvényes csúcsidőn kívül 6.30-15.00
Valid from: 05.03.2014 **Valid until:** 04.04.2014
Valid days: Monday, Tuesday, Wednesday, Thursday, Friday
Valid time ranges: 06:30 - 15:00
Valid spas: Sziget

PERSONAL ACTIVITY READINESS QUESTIONNAIRE FOR MEMBERS

Do you suffer from heart condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever has chest pain brought on by exertion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you suffered from chest pain lasting for more than 60 seconds while at rest?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you ever suffer from dizziness, vertigo or loss of consciousness brought on by exertion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been diagnosed with osteoporosis or osteoarthritis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you even taken medication for blood pressure or a heart condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have high blood pressure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you suffer from breathlessness or wheezing when at rest or after slight exertion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you aged over 65 and unaccustomed to regular exercise?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you suffer from back pain brought on by exercise?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you suffer from epilepsy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you diabetic?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently pregnant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you wish to participate in Fitness Consultation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answer "yes" to any of the questions above, we strongly advise you to see your GP before undertaking physical exercise. Should you nevertheless wish to use the facility, please read the declaration and sign below.

1. Membership

Your Danubius Premier Club membership card – which you receive when you purchase your membership - needs to be brought with you everytime you wish to enter to the Club and must be submitted to the Club reception desk upon arrival. The membership is personal and not transferable. Members who transfer their card to a third party, may lose their membership without compensation. The membership fee must be in advance, regardless of whether the member actually uses the facility. If a member decides to terminate the membership, the paid amount cannot be refunded. Danubius Premier Club reserves the rights to to change prices, schedules and aerobic teachers anytime. Danubius Premier membership is valid for a certain time, in case of any medical issue (eg. Pregnancy, illness, etc.) or travelling abroad or any other facts it can not be prolonged or suspended. The gym can only be used by persons over 16 years old. The swimming pool can only be used by children accompanied with their parents.

2. Behavior

Due to health and hygiene reasons please take a shower before entering the swimming pool, jacuzzi, spa, steam room or sauna area. The principle of Danubius Premier Club's is that every member and guest need to wear proper clothing and clean-soled gym shoes in the fitness room. Bathing suit, slippers, socks, barefoot in the gym are not allowed. It is prohibited in the entire club to smoke on the premises and purchase products from on-site consumption by a third party. Danubius Premier Club does not permit the consumption of alcohol, narcotics and other mind-altering substances on the premises. Danubius Premier Club members are required to comply with the Club's policy.

3. Responsibility

Danubius Premier Club is not liable for damages or loss of personal property of a member or a member's guest. Danubius Premier Club provides safes for valuables for free of charge. Neither the Danubius Premier Club, or the Danubius Premier Club employees are liable for the Danubius Premier Club or the Danubius Premier Club Services, injury from improper usage. The Personal Activity Readiness Questionnaire must be completed prior the usage of the Danubius Premier Club services. If the questionnaire includes illnesses - diabetes, heart disease, high or low blood pressure – you have other problems, or pregnancy it is highly recommended to get medical advice before using the facilities. Everyone who is using services such as sauna, solarium, steam room and whirlpool must read the health and safety information and comply with it.

I hereby declare myself to be physically sound and suffering from no condition, impairment, disease, infirmity or other illness that would prevent my participation in physical activities. I agree to assume and accept all risks of injury. I will assume the responsibility including supervision for any minors (aged under 16) that accompany me.

With my signature I accept the fitness room and pool rules and that my personal details will be archived for future reference according to Danubius privacy policy III. 1. 4. point to prove that this contract was agreed and completed. The above information I have read and understood.

Date	Signature with printed letters	Signature

The system navigates you to the Cash session where you can settle the bill.

Kassza DU

Description: Kassza DU

Current Session: Sales / Redemption

Sale ✖ At least one document position does not contain any payment method.

Guest: Bellavita Melinda
 Receipt Date: 04.03.2014
 Employee: Bakonyiné Magyar Hajnalka

Payment Method: [Dropdown]
 Payment Method: [Dropdown]

Note	pre...	Qua...	Description	Charge Type	Rate Category	Rate	VAT in %	Total A...	Discount	Manual Tota...
1		1	1 hónapra ér... Premier Extra Sz... Special Offer a...			0 HUF	27.00 %	0 HUF		0 HUF

Amount: **0 HUF**
 Received: 0 HUF
 Returned: 0 HUF

you can go back to Members tab with the left pointing arrow.

Melinda Bellavita

Member

Card Information

Owner Membercard

St...	C...	Card Nu...	Description	Card Key	valid from	valid to
1		79	New Membercard	7844458658	04.03.2014	04.04.2014

Contracts

Valid today | All | Billable Only

From	To	Contract...	Description	Origin	Remark	Tickets	Billed
1	05.03.2014	04.04.2014	84	1 hónapra érvényes csúcsidőn kívül...	AP BV		<input checked="" type="checkbox"/>

How to swipe in the Card:

Add-Ons/ Membercard – Swipe the card with the barcode reader or type the number into the search box in the upper left side.

The screenshot shows the 'Membercards' management interface. A search box in the top right corner is highlighted with a red box. The interface includes a sidebar with navigation options like Login, Welldesk, Schedules, Master Data, Add-Ons, Entries / Exits, Membercard, Members, Voucher Templates, Vouchers, and Waitlist. The main area shows a form for card details and a table for contracts.


If the guest doesn't have the card, you can search for the Name.

Press CTRL+1 (this is a quick key for searching guests).

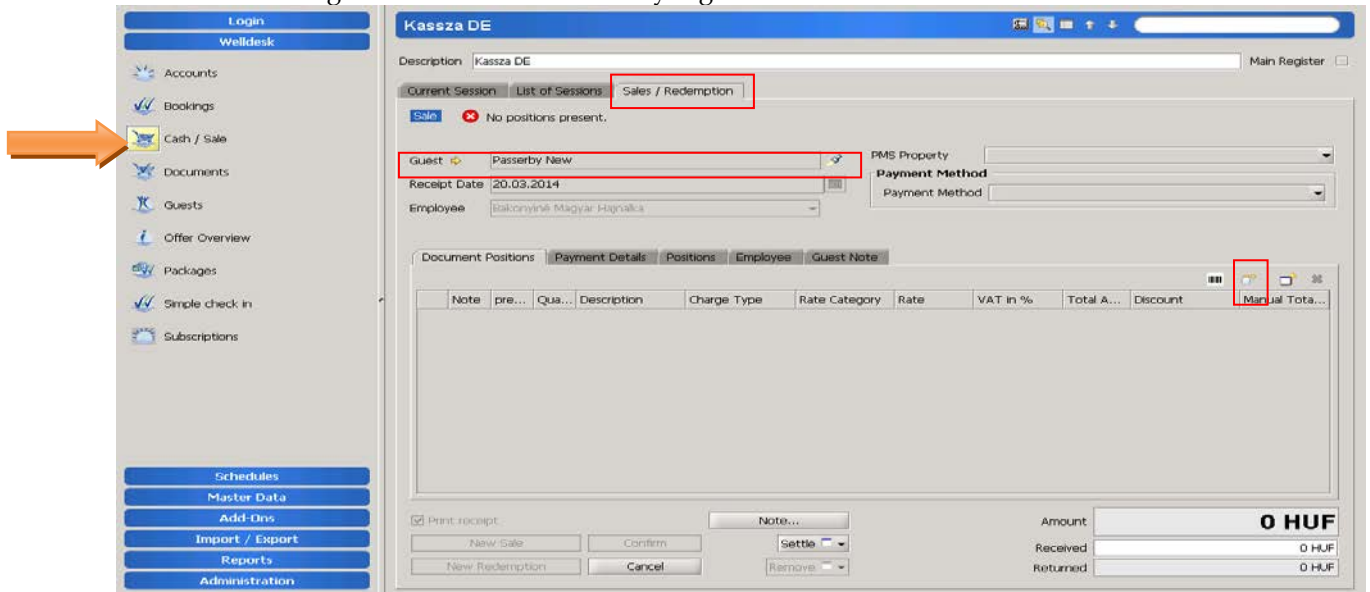
It is visible immediately if the guest has a Membership contract (Member box) and with a right click on the line you can jump to the Entry/Exit window.

The screenshot shows the 'Guest search / create' interface. The search results table shows a row for 'Bellavita Melinda' with a 'Member' box highlighted. A context menu is open over the row, showing options like 'Card: Bellavita Melinda / 1 hónapra érvényes csúcsidőn kívül 6.30-15.00' and 'Create Member of group/family'.

How to sell an Entry ticket:

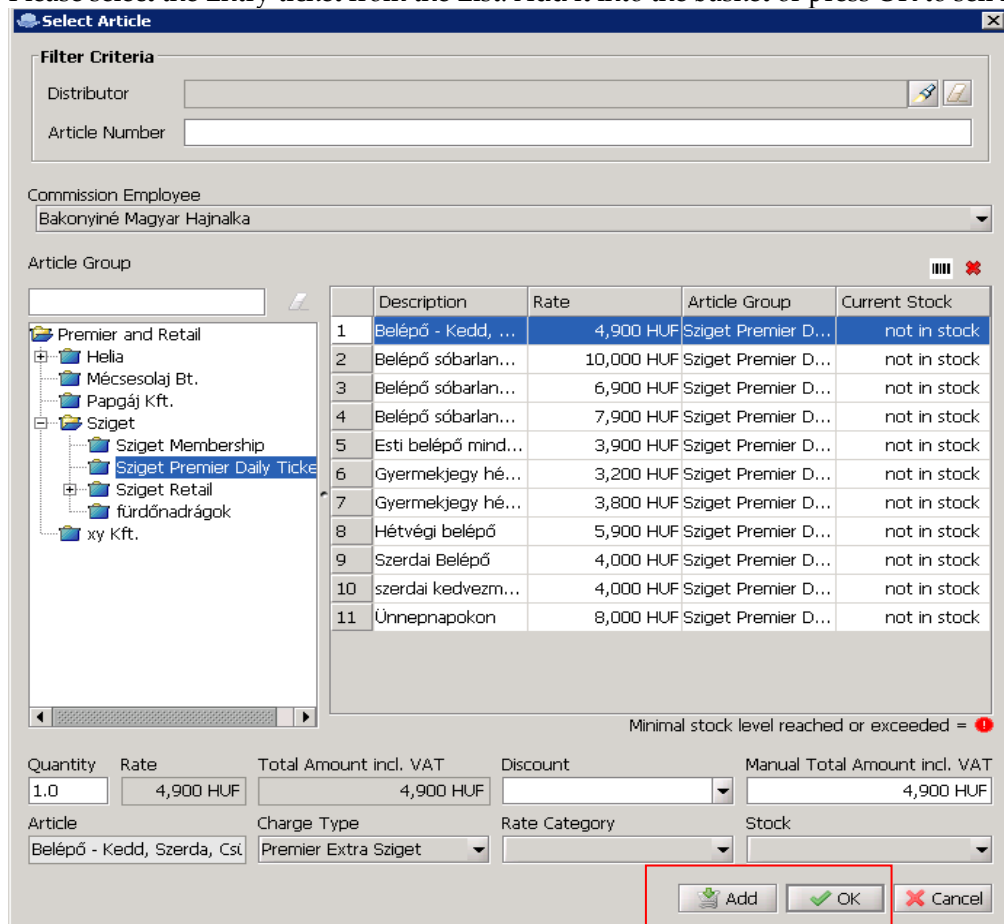
Welldesk/ Cash/Sale – Sales/Redemption tab 

You can choose a guest or leave it as an Anonym guest.



The screenshot shows the 'Kassa DE' interface. On the left, the 'Cash / Sale' menu item is highlighted with an orange arrow. The main window has the 'Sales / Redemption' tab selected. The 'Guest' dropdown is set to 'Passerby New'. The 'Manual Total' field is highlighted with a red box.

Please select the Entry ticket from the List. Add it into the basket or press OK to sell it.



The screenshot shows the 'Select Article' dialog box. The 'Filter Criteria' section is empty. The 'Commission Employee' is set to 'Bakonyiné Magyar Hajnalka'. The 'Article Group' is set to 'Sziget'. The table shows 11 articles, with the first one 'Belépő - Kedd, ...' selected. The 'Add' button is highlighted with a red box.

Description	Rate	Article Group	Current Stock
1 Belépő - Kedd, ...	4,900 HUF	Sziget Premier D...	not in stock
2 Belépő sóbarlan...	10,000 HUF	Sziget Premier D...	not in stock
3 Belépő sóbarlan...	6,900 HUF	Sziget Premier D...	not in stock
4 Belépő sóbarlan...	7,900 HUF	Sziget Premier D...	not in stock
5 Esti belépő mind...	3,900 HUF	Sziget Premier D...	not in stock
6 Gyermekjegy hé...	3,200 HUF	Sziget Premier D...	not in stock
7 Gyermekjegy hé...	3,800 HUF	Sziget Premier D...	not in stock
8 Hétfégi belépő	5,900 HUF	Sziget Premier D...	not in stock
9 Szerdai Belépő	4,000 HUF	Sziget Premier D...	not in stock
10 szerdai kedvezm...	4,000 HUF	Sziget Premier D...	not in stock
11 Ünnepnapokon	8,000 HUF	Sziget Premier D...	not in stock

Please choose a Payment method and confirm the payment.

Login

Welldesk

- Accounts
- Bookings
- Cash / Sale
- Documents
- Guests
- Offer Overview
- Packages
- Simple check in
- Subscriptions

Schedules

Master Data

Add-Ons

Import / Export

Reports

Administration

Kassza DE
Main Register

Description: Main Register

Current Session
List of Sessions
Sales / Redemption

Sale

Guest

Receipt Date

Employee

PMS Property:

Payment Method

Payment Method

Document Positions
Payment Details
Positions
Employee
Guest Note

Note	pre...	Qua...	Description	Charge Type	Rate Category	Rate	VAT in %	Total A...	Discount	Manual Tota...
1		1	Belépő - Ked... Premier Extra Szi...			4,900 HUF	27.00 %	4,900 HUF		4,900 HUF

Print receipt

New Sale

New Redemption

Amount **4,900 HUF**

Received 0 HUF

Returned 0 HUF