

# Execu/Suite Share-with Procedures

When two or more guests will share a room and need separate folios, you'll create "share-with" reservations. This quick and easy process is outlined below. Room and tax charges will post to each folio. Each share-with guest will be checked in and checked out separately.

Make the reservation for the first guest.

When you get to the Room rate field, enter the rate for this guest's portion. (You'll enter the rate in the view/edit window that opens, as with all reservations.)

Finish and save the reservation.

To continue with the next reservation for this room, click the Share-with button at the bottom of your screen.

A new reservation window will open.

The Share-with button at the top of your screen isn't used to create a new share-with reservation. This button will be explained on the next page.

The second reservation will default to 0 (zero) for No. of rooms since this guest is sharing a room with the previous guest.

Number of Adults/children also will default to 0.

When you get to the Room rate field, enter the rate for this guest's portion.

Continue with this reservation as usual.

If another guest will share this room, click the Share-with button after saving the reservation and continue until finished.

Each reservation will have its own confirmation number



# Execu/Suite Share-with Procedures

**Notes:**

No. of rooms will be 1 on the first share-with reservation and 0 on the rest. Do not change the number of rooms on any subsequent reservations; otherwise your availability will be off.

The screen tells you how many other share-with reservations are connected to this one.

You can enter the total number of adults/children on the first reservation; the additional reservations will default to zero. If you prefer, you can enter the number of adults/children per.

Remember to calculate and enter each reservation's portion of the room rate. Since the potential variables are limitless, the system will not do this for you.

The screenshot shows a reservation form with the following details:

- Group code: 0020000079
- Arrival date: 101009 (Sat), Days: 1 (Sun)
- No. of rooms: 0, Share-with: Share-withs=1
- Room type: STDD
- Room number: 110
- Adults/child: 0/0
- Rate code: 2
- Room rate: 189.00
- Company: [empty]
- Guest Name: COOK, DAVID
- Address: 11449 WEST RIVERSIDE DRIVE, NORTH COLLINS, NY 14111
- Email: dcook@cookdavid.com
- Home phone: 776-534-0485
- Travel agency: [empty]
- Guarantee code: AX
- Account no: 37373737373737
- Expiration dt: 0711
- Deposit req'd/ date due: .00 / 100309
- Market/Source: VAC / WM
- Master folio: 0
- Tax exempt?: N
- Confirm letter?: Y
- Split folio?: [empty]
- Maid service: [empty]
- Total room and tax: 209.79, Net due: 209.79

This screenshot is identical to the one above, but with an arrow pointing to the "Share-with" button next to the "No. of rooms" field.

To see whose reservations are shared with this one, click the Share-with button next to the "No of rooms" field. The guests will display as shown below.

The "SHARE-WITH ENTRY" dialog box shows:

- Enter guest name to share: [empty]
- Guests selected: 1 COSTELLO, JAMES & SARAH 110

You also can use this feature to disconnect share-with reservations. Type D and press <Enter>. If you have more than one share, the system will list them for you to select the guest to remove from the share.

The "SHARE-WITH ENTRY" dialog box shows:

- Enter guest name to share: [empty]
- Guests selected: 1 COOK, DAVID 110, 2 COSTELLO, JAMES & SARAH 110



# Execu/Suite Share-with Procedures

If you're entering a new reservation and want to add an existing reservation as a share-with to the one that you're now entering, first enter 0 (zero) for No of Rooms and then click the Share-with button.

The Share-With Entry window will open. Type part of the name of the existing guest and press <enter>. A list will display for you to select the guest to share this room with:

GUEST NAME	CONFIRMATION
ADAMS, MICHAEL	0020000049
ADDISON, MADELINE	0020000004
BAKER, LEWIS DR.	0020000038
BERG, JAMES P.	0020000019
BERG, JAMES P.	0020000020
BOTTOMS, JONATHAN	0020000003
DALEY, ROBERTA	0020000006
DEBONO, VINCENT DR.	0020000047

DATE: 7/29/09      EXPECTED ARRIVALS -- ON 10/10/09 THRU 10/10/09      PAGE: 1  
 TIME: 14:21

GUEST NAME	:CONFIRM #	GROUP	:PAY-TYPE	:ARR-DATE	DEP-REQ	COMMENTS	:GUESTS
ADDRESS	:COMPANY	:ACCT-NO	:DEP-DATE	DEP-RECV			:ROOMS
CITY-STATE-ZIP	:TRAVEL-AGNCY	:RM-TP ROOM	RM-RATE	ENT-DATE	DATE-RECV		:EMP-ID
EMAIL	:MARKET SGT	SOURCE:PACKAGE CODE	:CNG-DATE	DATE-DUE	:CNX NUMBER/REASON/EMPL		:
COOK, DAVID	:0020000079		:AX 776-534-0485	10/10/09	.00		: 0/ 0
11449 WEST RIVERSIDE DRIVE			:XXXXXXXXXX3737	10/11/09	.00		
NORTH COLLINS NY 14111			:STDD 110 189.00	7/29/09			:EXE
dcook@cookdavid.com	:WAC	WM		7/29/09	10/03/09		
SHARE-WITH: 20000019 BERG, JAMES P.			20000016 COSTELLO, JAMES & SARAH				
COSTELLO, JAMES & SARAH	:0020000016		:AX 454-537-4983	10/10/09	.00		: 2/ 0
5543 ORLANDO AVE			:XXXXXXXXXX3737	10/11/09	.00		: 1
AKRON OH 44321			:STDD 110 189.00	7/10/09			:1
james@sarahcostello.com	:VAC	WM		7/29/09	10/03/09		
SHARE-WITH: 20000079 COOK, DAVID			20000019 BERG, JAMES P.				

The Reservation Status Reports print the share-with names for each shared reservation. As illustrated, COOK, DAVID will share a room with BERG, JAMES P. and COSTELLO, JAMES & SARAH. Each shared reservation will show the names.

At check-in for the first guest the screen displays the names of the share-withs not yet checked in.

Remember to check in the additional guests as they arrive.

As the share-with guests are checked in the screen will display names of share-with guests who have already checked in:

Share with:  
 COOK, DAVID (in 110) checked-in  
 BERG, JAMES P. (in 110)

