

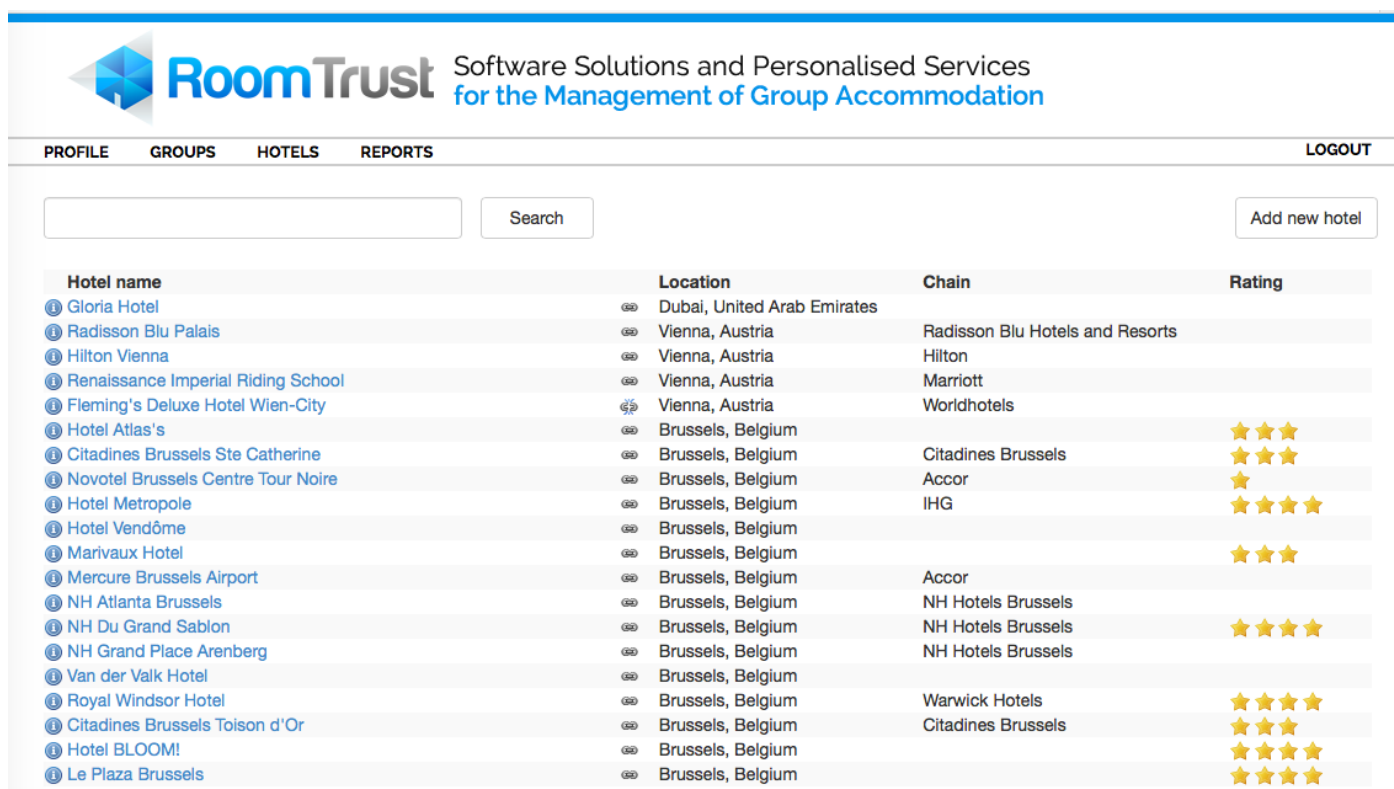
## ROOMTRUST GROUP MANAGEMENT SYSTEM

### RELEASE NOTES – Version 4.8.8– 07/10/17

Version 4.8.8 enables manager users for agencies and companies to add hotels, edit the information for non-connected hotels and invite non-connected hotels to connect to RoomTrust. This now gives manager users full control over which hotels they use in the system.

#### The Hotel module

Manager users now have full visibility of all hotels in the RoomTrust system. Clicking on the Hotel link in the main menu will open the list of hotels:



Hotel name	Location	Chain	Rating
Gloria Hotel	Dubai, United Arab Emirates		
Radisson Blu Palais	Vienna, Austria	Radisson Blu Hotels and Resorts	
Hilton Vienna	Vienna, Austria	Hilton	
Renaissance Imperial Riding School	Vienna, Austria	Marriott	
Fleming's Deluxe Hotel Wien-City	Vienna, Austria	Worldhotels	
Hotel Atlas's	Brussels, Belgium		★ ★ ★
Citadines Brussels Ste Catherine	Brussels, Belgium	Citadines Brussels	★ ★ ★
Novotel Brussels Centre Tour Noire	Brussels, Belgium	Accor	★
Hotel Metropole	Brussels, Belgium	IHG	★ ★ ★ ★
Hotel Vendôme	Brussels, Belgium		
Marivaux Hotel	Brussels, Belgium		★ ★ ★
Mercure Brussels Airport	Brussels, Belgium	Accor	
NH Atlanta Brussels	Brussels, Belgium	NH Hotels Brussels	
NH Du Grand Sablon	Brussels, Belgium	NH Hotels Brussels	★ ★ ★ ★
NH Grand Place Arenberg	Brussels, Belgium	NH Hotels Brussels	
Van der Valk Hotel	Brussels, Belgium		
Royal Windsor Hotel	Brussels, Belgium	Warwick Hotels	★ ★ ★ ★
Citadines Brussels Toison d'Or	Brussels, Belgium	Citadines Brussels	★ ★ ★
Hotel BLOOM!	Brussels, Belgium		★ ★ ★ ★
Le Plaza Brussels	Brussels, Belgium		★ ★ ★ ★

From this screen, the details of all hotels currently in the system are available. You can use the Search facility to find hotels by city, country or name.

The icon indicates that the hotel is connected to the system and that the hotel is not connected.

Clicking on the will open the hotel details as soon by the booker.

Clicking on the hotel name will show all the hotel details. There are 4 sections (tabs) showing general Details, Amenities, Room types and Pictures. This information cannot be edited for connected hotels.

## Radisson Blu Palais

Details   Amenities   Room types   Pictures

Preview

### Address

Name	Radisson Blu Palais
Connected	Connected hotel
Chain	Radisson Blu Hotels and Resorts
Rating	
Address	Parkring 16 1010 Vienna Austria
Description	5 star property
Phone	+431515170
Fax	+4315122216
Web address	www.radissonblu.com/palaishotel-vienna
Location	
Currency	EUR

## Editing the details of non-connected hotels

Manager users of agencies and companies can edit the details of non-connected hotels. On opening the hotel details an 'Edit' button can be seen on all sections that can be edited:

## Fleming's Deluxe Hotel Wien-City

Details   Amenities   Room types   Pictures

Preview

### Hotel facilities

Edit

 24h reception  
 Restaurant  
 Fitness  
 Laundry

### Room amenities

Edit

 Air conditioning  
 Disabled facilities  
 Free internet access  
 Mini bar  
 Tv  
 Work desk

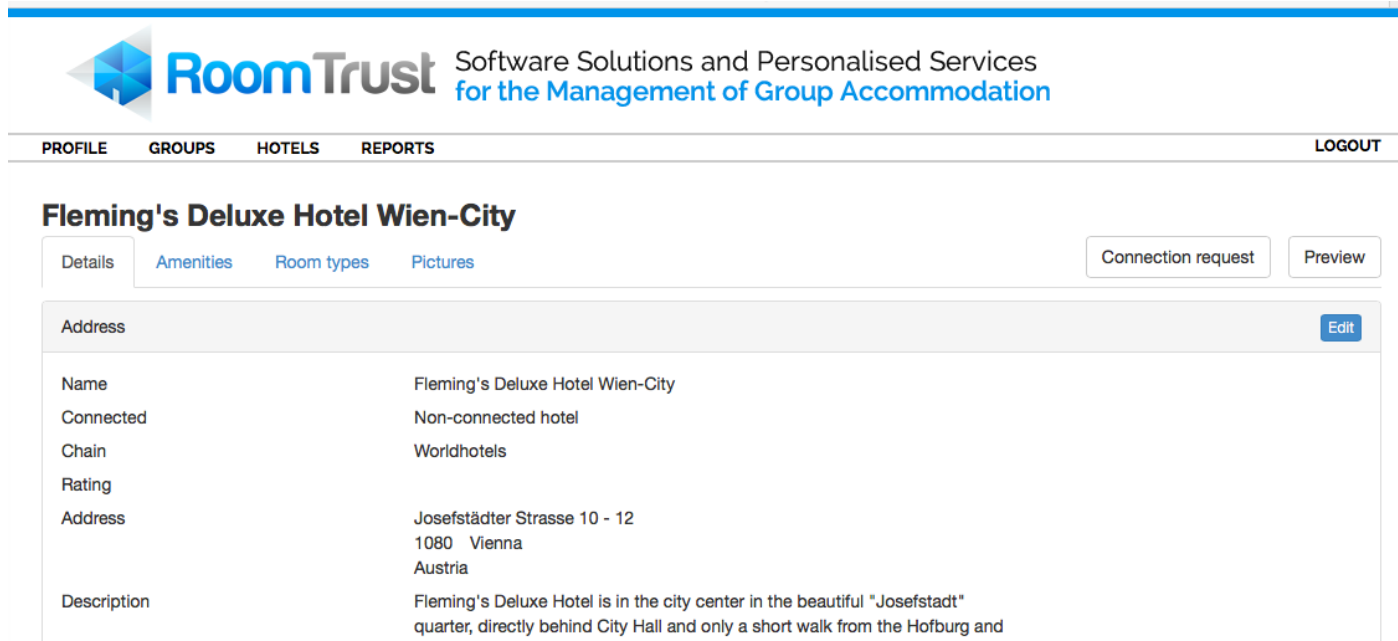
Kindly note that any changes here apply to all users of the system so please do not make changes that are specific or unverified. We want to ensure that the hotel details shown in the system are accurate and clear for all users.

**Please note that the user rights to add and edit hotels must be added by RoomTrust to activate this functionality.**

## Inviting non-connected hotels to connect to RoomTrust

If a hotel exists in RoomTrust as non-connected the hotel has no access to the system and thus cannot see the live room blocks, booking details etc. Manager users (with the feature activated) can now invite any non-connected hotel in the system to connect.

On the Details page of non-connected hotels you will see a button "Connection request".



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### Fleming's Deluxe Hotel Wien-City

Details   Amenities   Room types   Pictures   **Connection request**   Preview

**Address** Edit

Name	Fleming's Deluxe Hotel Wien-City
Connected	Non-connected hotel
Chain	Worldhotels
Rating	
Address	Josefstädter Strasse 10 - 12 1080 Vienna Austria
Description	Fleming's Deluxe Hotel is in the city center in the beautiful "Josefstadt" quarter, directly behind City Hall and only a short walk from the Hofburg and

Clicking on the button will open a box where the hotel contact details must be added or edited to ensure that the invitation goes to the correct person:

**Invite hotel: Fleming's Deluxe Hotel Wien-City** ✕

This is a request inviting a hotel to directly connect to the RoomTrust system. If the hotel accepts you will be able to send new requests directly to them and they will have full visibility of rooming lists and booking details.

Contact name:

Contact phone:

Contact email:

Before sending the invitation, please make sure that the information above is correct. Please note that your actions are being logged, and the generated email is going to include your name and company.

The hotel must accept your invitation for the hotel to be connected. If there is a delay in this please contact RoomTrust for assistance.

There are big advantages to working with connected hotels:

- New requests can be sent directly via the system and the contract can be concluded electronically.



- Connected hotels have full visibility of all live groups so can see the room block status and booking details. Connected hotels can also run rooming lists, change reports and invoice request reports. This means that you as the organiser no longer need to prepare and maintain rooming lists.

### **Other 4.8.8 changes**

- Fix so that users see only a summary of their own groups on the home page, and not those of their colleagues (unless this permission has been granted).
- The 'Back' button has been added back to the Reservation details page. Using this, rather than the back button on your browser eliminates a known issue with the order of names when returning to the Reservation list if the list has been sorted.
- A fix has been made to remove the redundant 'Add hotel' button on the hotel details page for individual hotels.