### Guideline



# VICTOR SILVER FRONT OFFICE SYSTEM

## COMANCHE Hotel Software

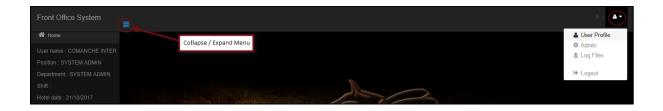
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#### **Login Screen**



#### **Main Screen**





#### User Profile Page

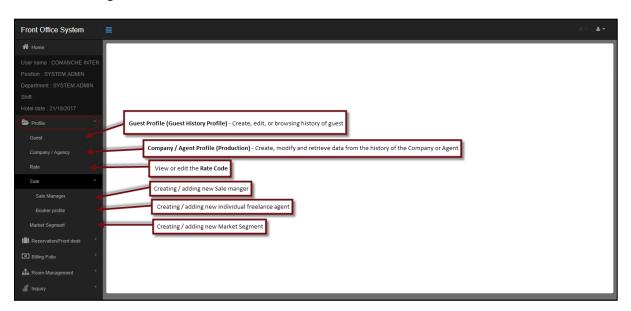


#### Admin Page

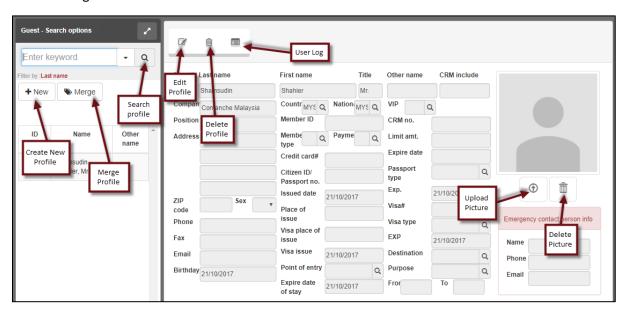


#### **Profile Menu**

The Profile Menu shows the profile history of Guest/s [Guest History Information] including dates and length of stay [Booking forecast], their booking/travel agent [Company/Agent] including their room set-ups and other arrangements.

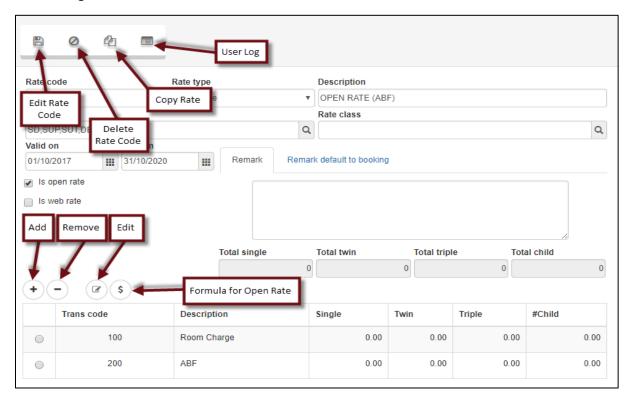


#### Guest Page

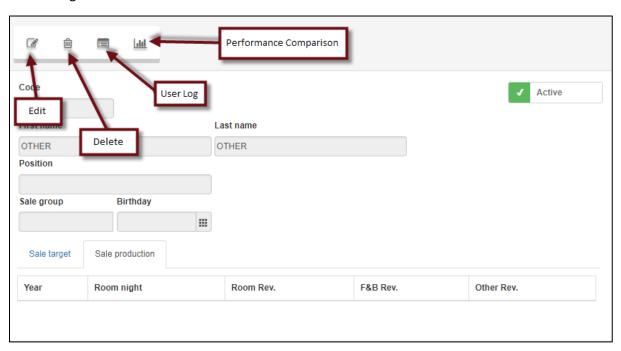


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#### • Rate Page

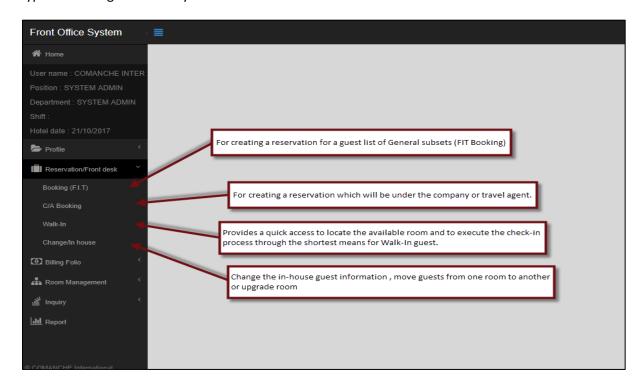


#### • Sale Page

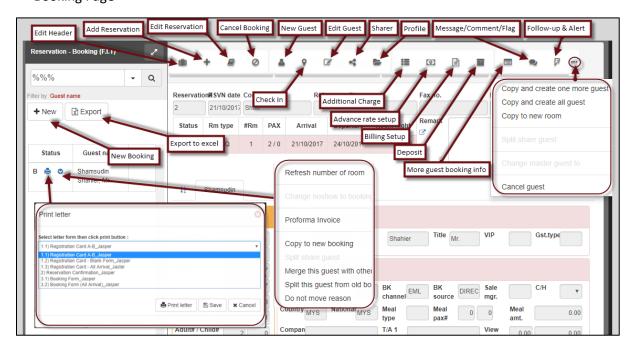


#### Reservation/Front Desk Menu

Part of Victor Silver Front office system is the Reservation/Front Desk. Bookings either by individual (FIT) can be done on this window. User can choose on the menu listed on the left side of the screen as to what type of booking is necessary.



#### Booking Page

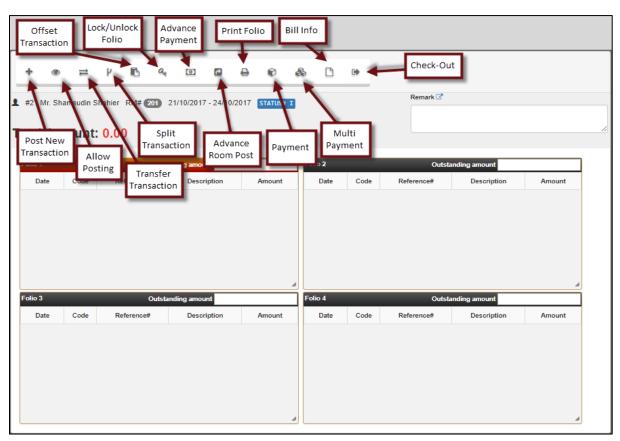


#### **Billing Folio Menu**

System provides a wide range of function to choose from. By simply click the list shown below, system will display the room number and folio needed.



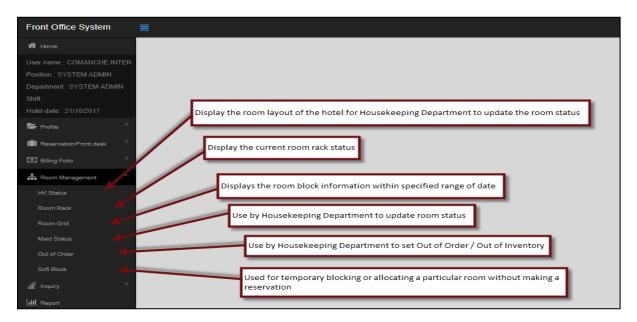
#### • Folio Page



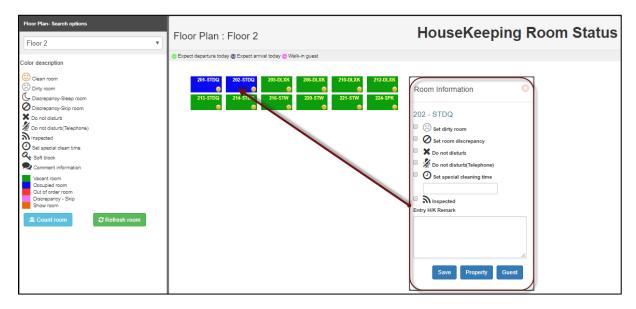
#### **Room Management Menu**

Housekeeping menu is accessed in the main menu screen. By accessing this icon, system will display the room layout of the hotel. Levels or floors can be selected on the left side of screen. Then by simply "click" on the room number selected, a sub menu function will be displayed for user to select.

Followed by color description on the lower left screen, is to help the user to quickly identify the specific room status. There are also several icons or identifier to help users to see what is required in a particular room.



#### • HK Status Page

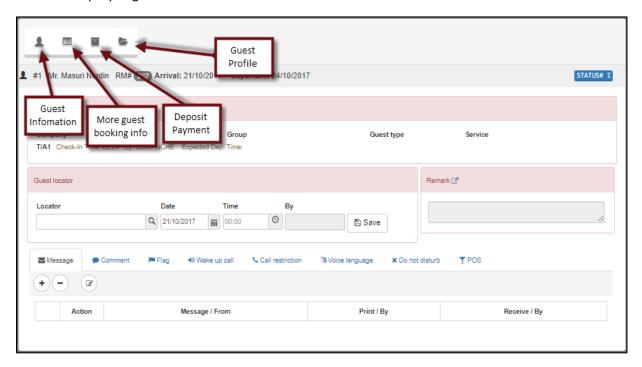


#### **Inquiry Menu**

This menu is mostly by telephone Operators and Concierge. By accessing this menu displays the guest information. User can view and create messages and guest locators in case the guest leave message.



#### • Guest Inquiry Page



#### **Report Menu**

User can print daily Manager report from this menu.

• Report Library Page

