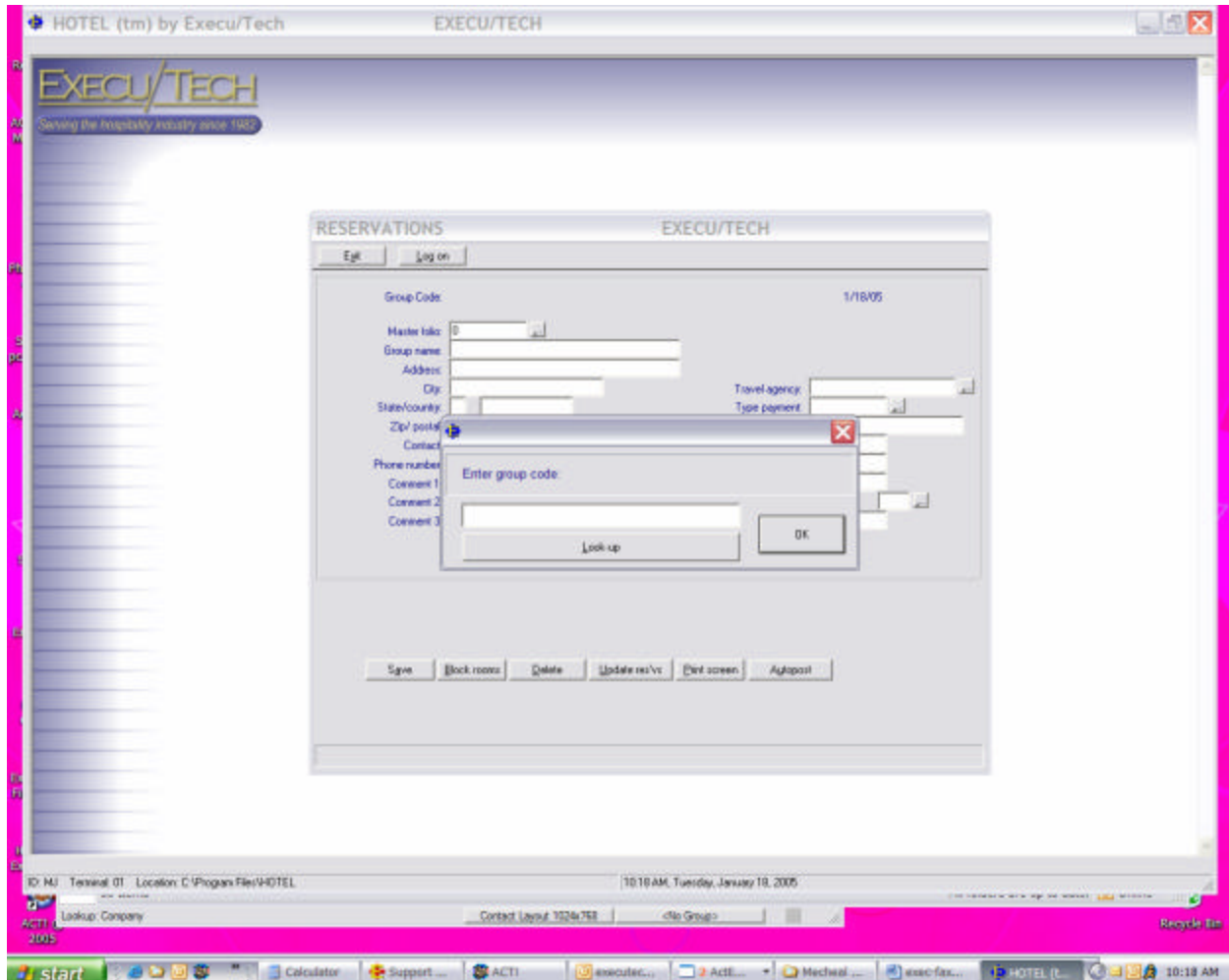
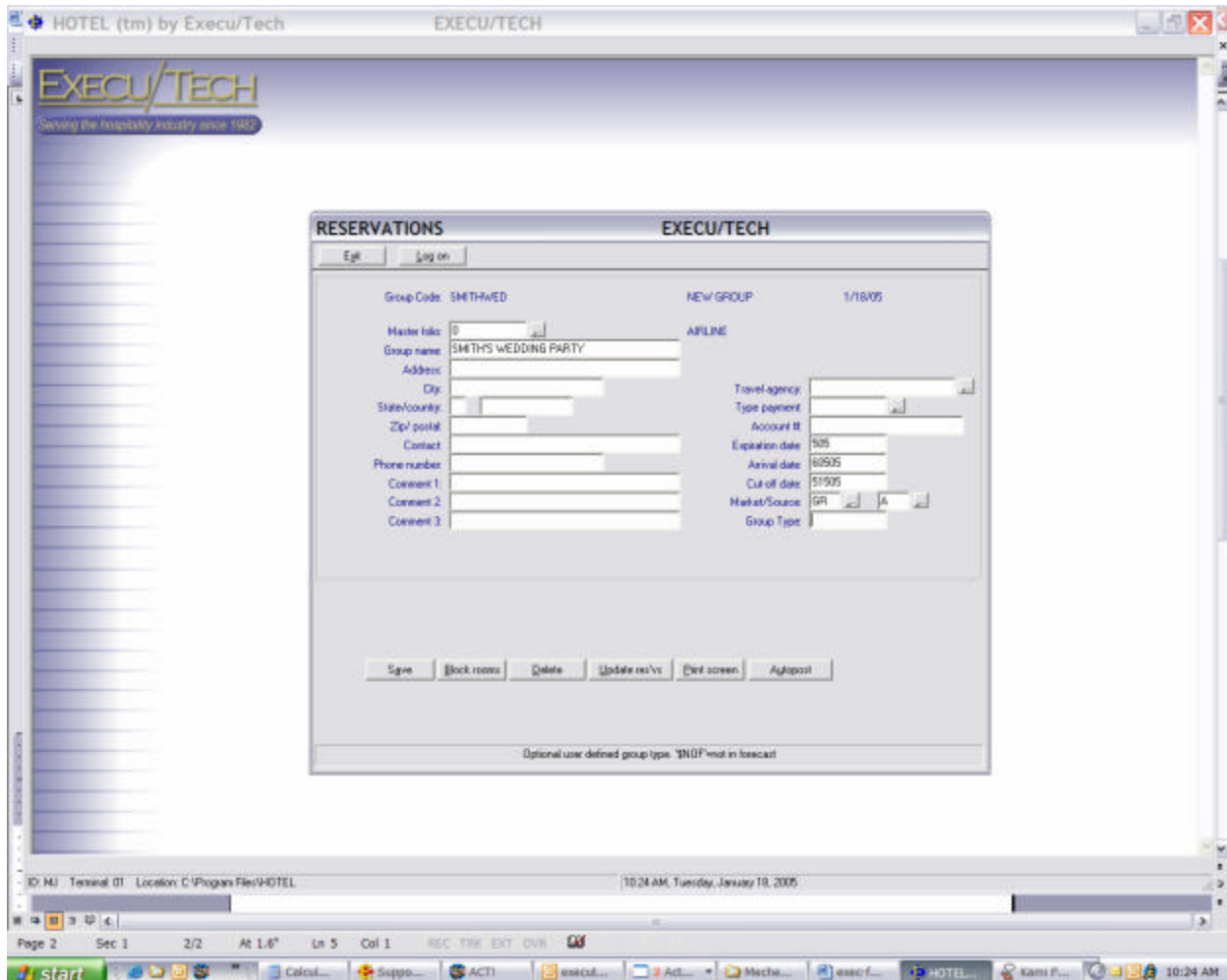


## How to create a Soft Block, or a Hard Block in Reservation Operation > Enter Change Group.



Enter the Group code. The code can be up to 10 alpha numeric characters long. This is usually a brief description of the Group's name. For instance, Smith's Wedding Party. The Code may be SMITHWED.  
If this is a new group, click OK, after entering the code, if it is an existing group code, click Look-Up.

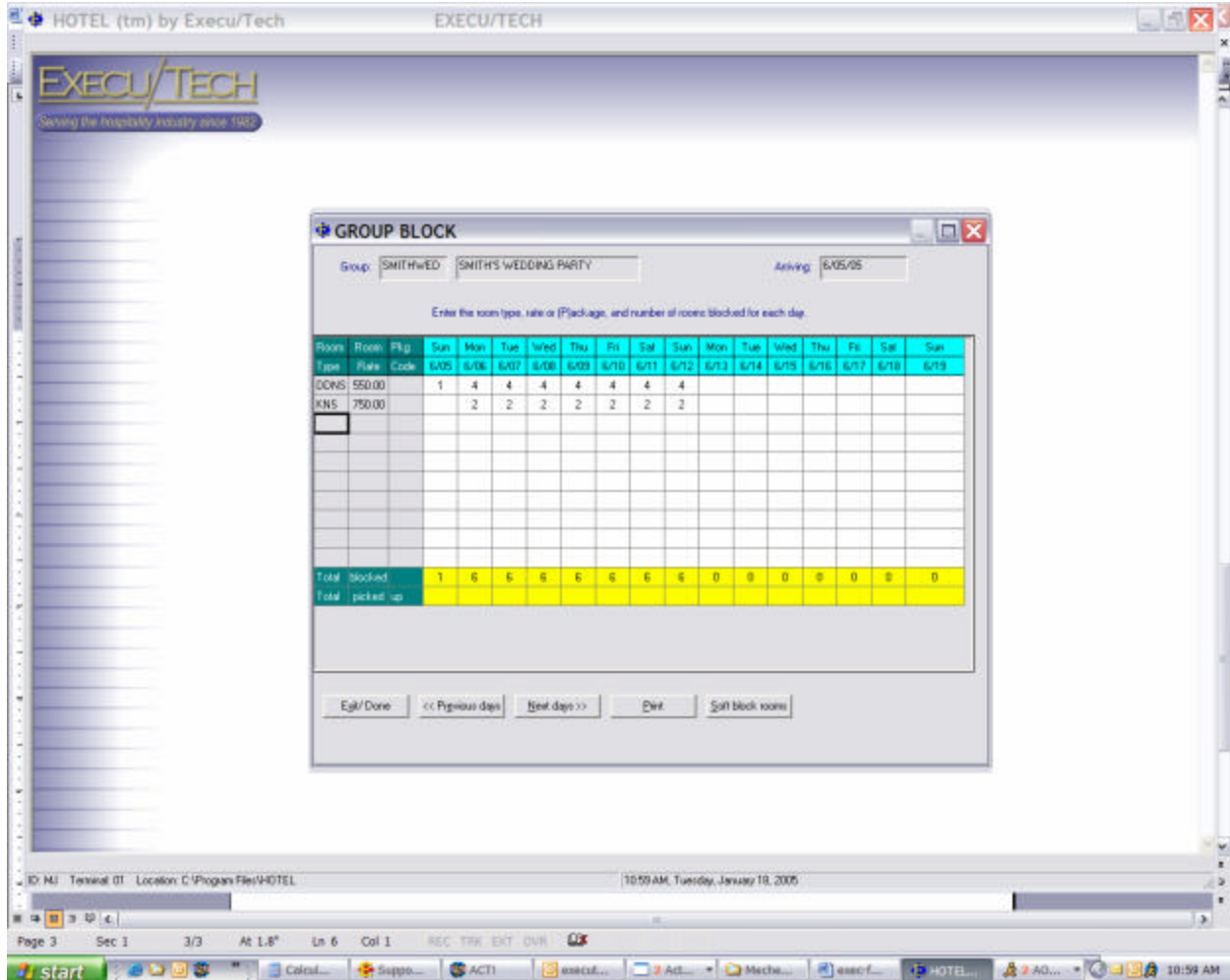


Once you have established the Code you will be asked to fill in the following fields:

1. Master Folio: This is the Master Folio that will “catch” all the room and tax for each folio in house assigned to this group. This folio must be set up prior to enter the Group Code and group’s information.
2. Group name, address and folio comments. These fields will automatically fill in from the information off the Master Folio, if you choose Yes to bring it over.
3. Travel Agency: This is the Travel Agency code; this must be first set up in the Travel Agency area of HOTEL. This Travel Agency code will follow each reservation and the revenue will report to the Travel Agency account.
4. Type of Payment: This requires a valid payment code such as VS, MC, AX; your codes will be unique. Enter the Card Number without – or / and then the expiration code. This does not charge the credit card, just puts it on the reservations as the guarantee code. If you wish to charge a different card per reservation, you can do this through Enter Advanced Deposit while on the reservation screen.

5. Arrival date is the actual arrival date of the reservations. If any of your reservations are arriving early, enter the earlier date.
6. Cut off date is the date you wish for any rooms not picked up to go back into your general room inventory.
7. Market Segment and Source of Business codes. These codes will follow the reservation. For our example you may have a market code of WED for weddings and maybe the source of SL for Southern Living Magazine.

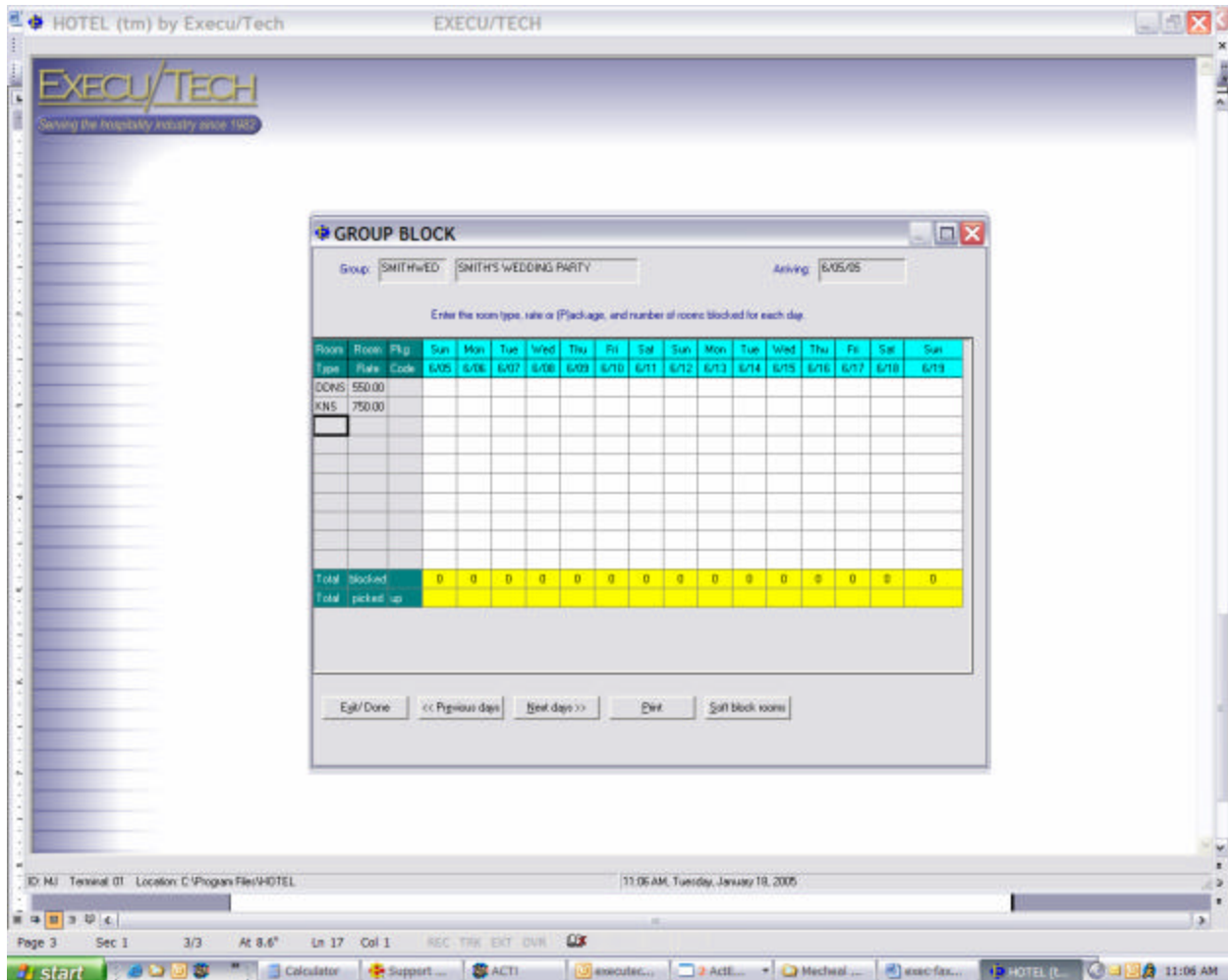
The next step is to click on Block Rooms. You will be brought the follow screen:



In my example you will see I have entered DDNS room type and have 1 of these types' blocks for one guest arriving early. Then I have the 4 rooms blocked for each day there after. I also have 2 KNS room type blocked. Once you have completed entering in all room types you wish to block, click Exit Done. Then Save the Group Set up Screen.

This is what Execu/Tech considers a HARD BLOCK. This is only blocking the room types, not the actual rooms.

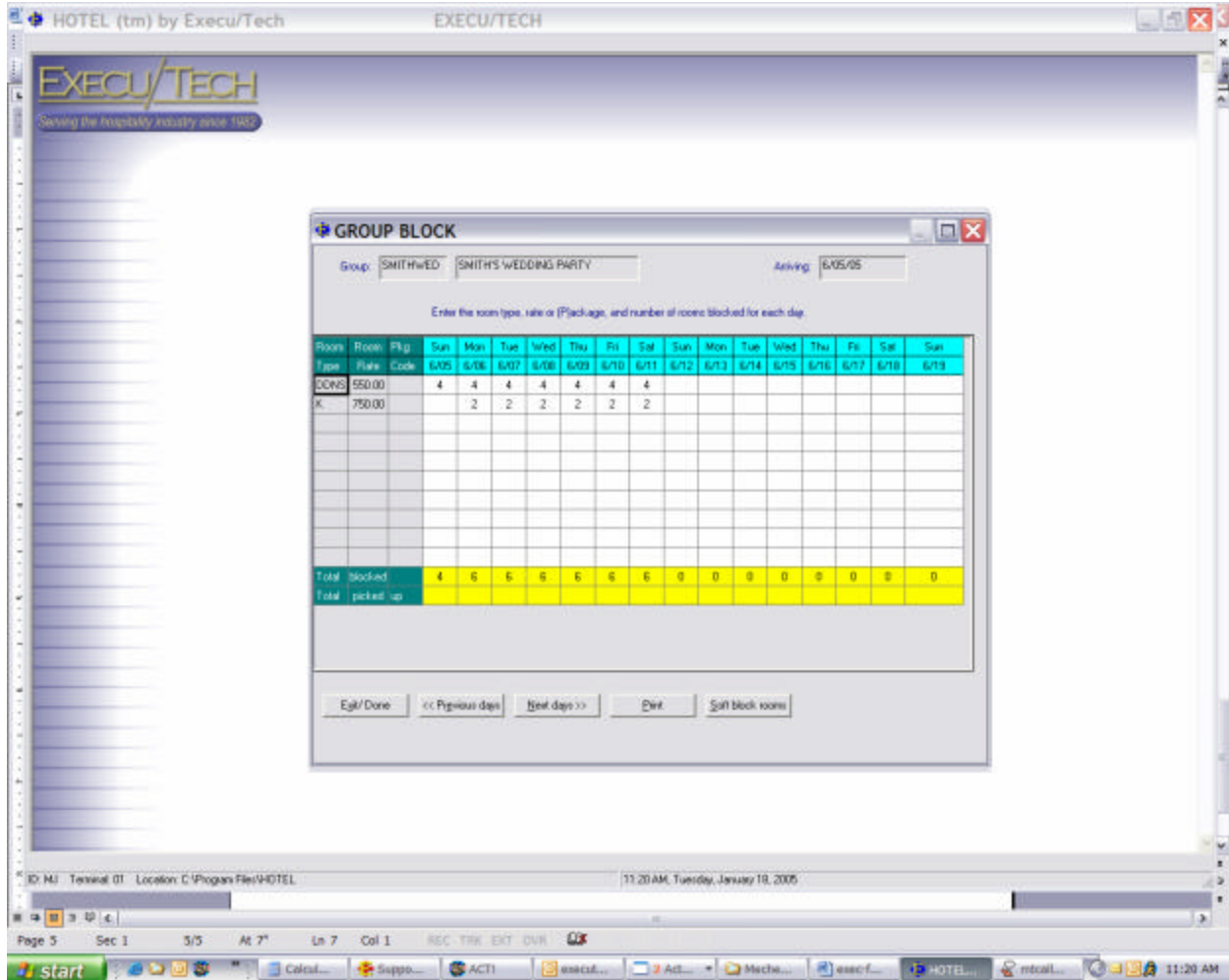
We also have the ability to Soft Block actual Rooms. See a Soft Block Example below using the same Group SMITHWED



After following the steps above on how to build the Group with their Address, and Credit Card Information, and then clicking on BLOCK ROOMS, you will be brought to the Block Rooms screen. You will then enter the room types, as shown above. DO NOT enter the number of rooms you wish to block of each type under the dates columns. If you wish to Soft Block, (block the actual rooms not just the types), you will click on Soft Block. You will then be brought to the availability screen where you can specify rooms you wish to soft block by clicking in the white square which will turn yellow, as seen below.

# EXECU/TECH

Click Exit Done when finished which will bring you back to the Block screen where you will now see the number of rooms of each type you have soft blocked, see below:

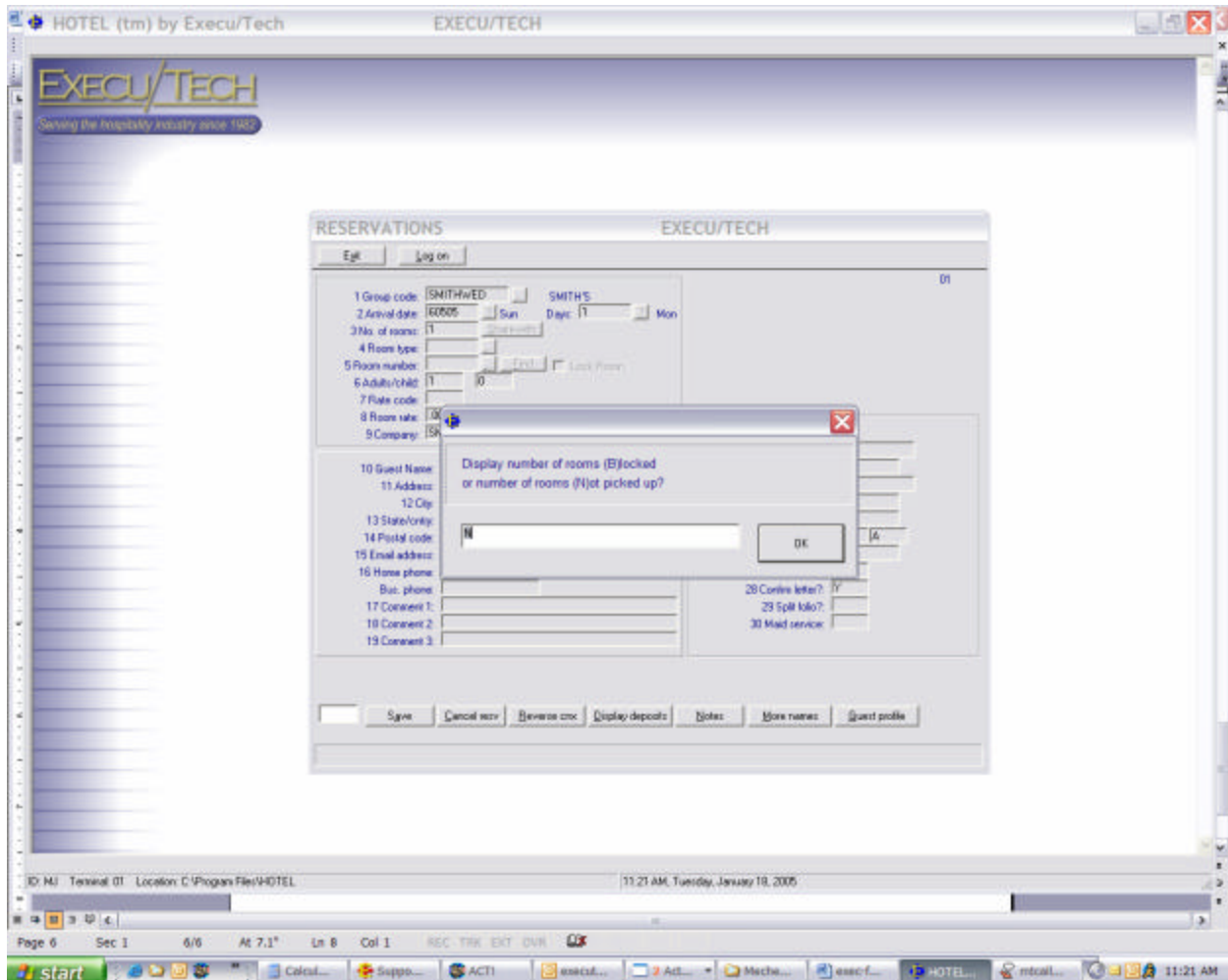


If you need to change a room type that is blocked, you must first click on Soft Block and click each yellow square to remove the soft block, then come back to the Block screen and change the Room Type code from K to KNS for instance. Then you can click Soft Block to soft block the rooms for your new type.

You can now click Exit Done and Save the Group set up.

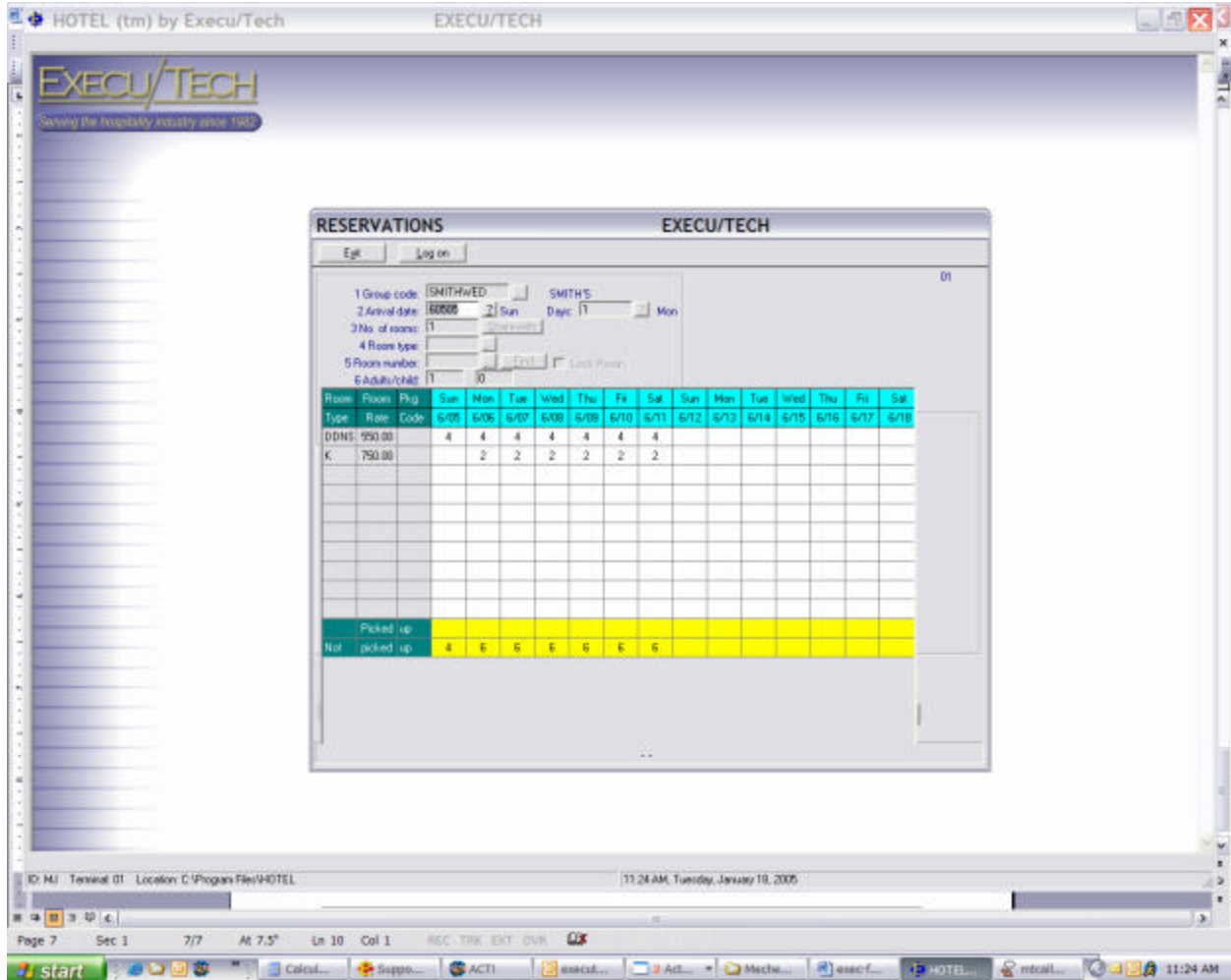
Below see an example of making a reservation for this group I have set up.

# EXECU/TECH



The screen you see is the Enter Change Reservations screen where I have begun to enter a new reservation. The first field in the top is Group Code. I have entered SMITHWED here; you also have a look up option if you do not know the code. After hitting enter to leave the Group Code screen you will see the box displayed above. This option is to Display the number of rooms (B)locked or number of rooms (N)ot picked up. Typically you will type N for not picked up to see what you can choose from.

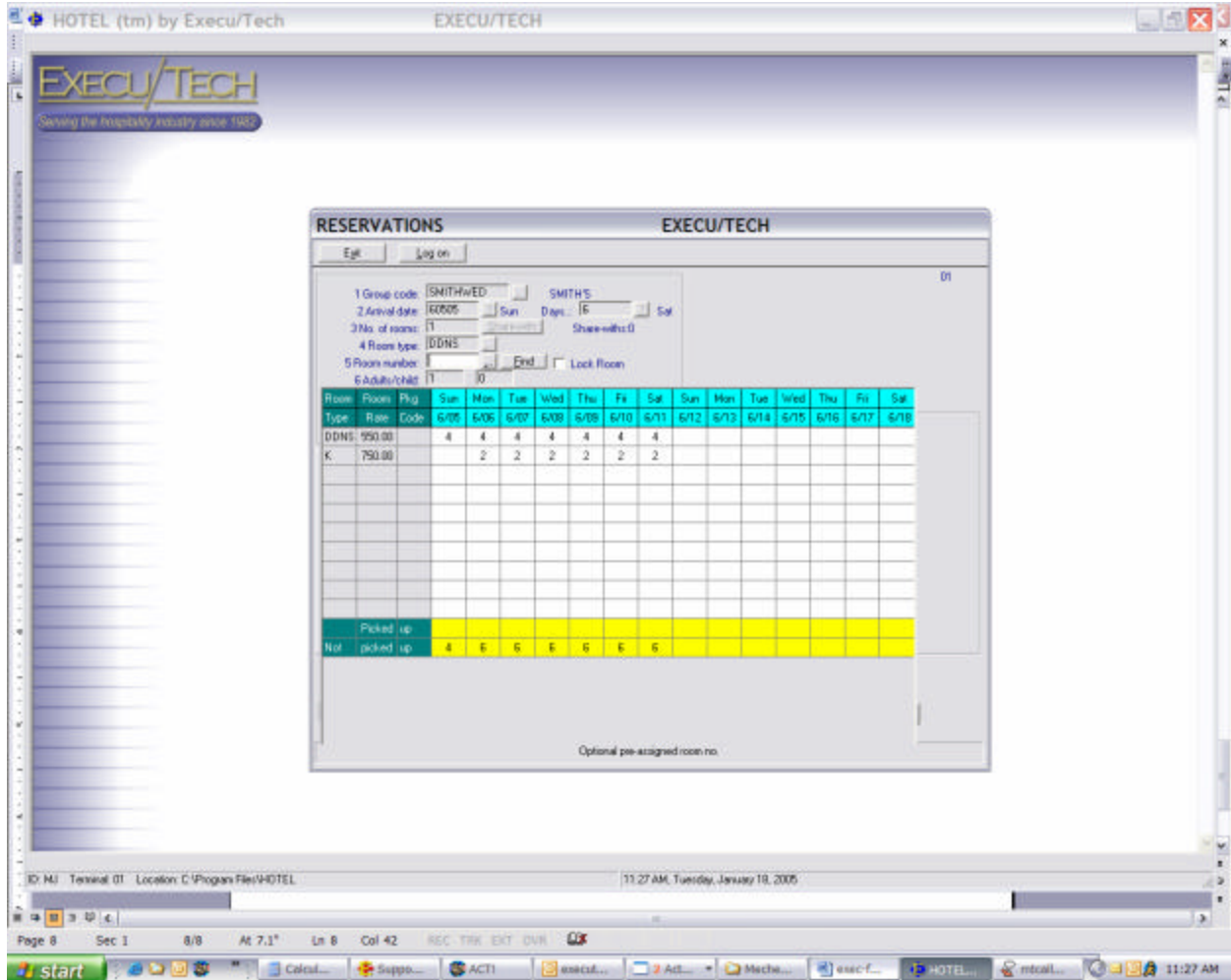
In our example I have selected N, see below



Now you see the room types blocked and the number of rooms remaining to sell for this group. We are entering in our first reservation, so the two rows at the bottom, in yellow, indicate we have 4 rooms blocked on Sun 06/05 and 6 blocked on 06/06 – 06/11, none picked up.

Enter your arrival date, and number of days or departure date. Enter the number of rooms you wish to reserve, then enter the Room Type you wish to reserve as seen below





To select a room or preassign a room which is commonly done when you Soft Block rooms, not Room Types, click on the small box to the left of the Room Number field. You will be brought to the follow screen to choose your room.

**ROOM AVAILABILITY**

Exit/Done   **Guaranteed**   **Non-Guaranteed**   **Inhouse**   Right click on Room for description

	Sun 6/15	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20	Sat 6/21	Sun 6/22	Mon 6/23	Tue 6/24	Wed 6/25	Thu 6/26	Fri 6/27	Sat 6/28	Sun 6/29	Mon 6/30	Tue 7/1	Wed 7/2	Thu 7/3	Fri 7/4	Sat 7/5	
102 DORG 110.00	(SHE)	(SHE)	(SHE)	(SHE)	(SHE)	(SHE)	(SHE)															
109 DORG 110.00	(SHE)	(SHE)	(SHE)	(SHE)	(SHE)	(SHE)	(SHE)															
104 DORG 110.00																						
107 DORG 110.00																						
180 DORG 110.00	(SHE)	(SHE)	(SHE)	(SHE)	(SHE)	(SHE)	(SHE)															
181 DORG 110.00	(SHE)	(SHE)	(SHE)	(SHE)	(SHE)	(SHE)	(SHE)															
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414 DORG 110.00																						
418 DORG 110.00																						

Room no:                  

Click on the yellow square you wish to pick up. You will then be brought back to the Reservation screen to finish the reservation as normal.

You can now look in the Group Set up Screen to see that one room has been picked up.