



ReGIS On-Line Reservation System

SET-UP GUIDELINES

Congratulations on choosing **ReGIS** for your reservation and guest information system.

The system is easy to set up and completely user friendly.

With **ReGIS** you will:

- Have complete control over the marketing and pricing of your inventory
- Build and manage a valuable email database
- Have access to real-time reporting to inform management and marketing decisions

Setting up your ReGIS System

Before you go online, review your existing room types and bed types. If some of your rooms have descriptive names (e.g. Honeymoon Suite) make a note of their actual specs e.g. deluxe suite with king size bed – as this is the information you will need to input. You can add photos for each room type so you might like to have these ready to upload.

Photos should be clear and bright and be in JPEG or TIF format.

INITIAL SETUP

Log on to **ReGIS** using the user name and password the **ReGIS** administrator sent you.

Main Menu

1. **Manage organization information.** 'Organization' in this context is your hotel so fill in the contact and location information for your hotel.

Do not change the Reservation URL setting.

Input the various taxes and fees, as appropriate.

Cancellation policy

Reservation Disclaimer

Guarantee by Credit Card

Confirm Reservation by Credit Card Message.

Review the information already inputted and edits each section as necessary to reflect your hotel's policies and practices.

In the last box you can customize the emails that will automatically be sent to customers and to your staff to confirm the reservation

Click 'update' to save your changes and go back to the Main Menu.

This completes the section that lists your hotel room inventory and sets out your policies for reservations and confirmation.

2. Define Room Types. In this section you will fill in details of the type of rooms available in your hotel. If you want to add photos for each room, click on *edit* to go to the screen where you can upload a photo for that room.

3. Define bed types. In this section you can add or edit bed types

3. Add Rooms. In this section you will pull together details of the room types and bed types you had previously detailed.

Fill out each section using the drop down menus, as appropriate.

- Fill in the date range for which each room type is available
- Assign a price for the room and put in the number of this type of room available in your hotel. Do not use \$ when typing in the price
- Fill in the bed type that is available in the room type you entered
- Chose a response for *CC required*, this gives the person booking the room/s the option of having the use of his/.her credit card confirmed via email

When you have completed this section, click 'Add' and go back to the Main Menu.