

ROOMTRUST GROUP MANAGEMENT SYSTEM

RELEASE NOTES – Version 4.9.11– 13/01/19

Version 4.9.11 concentrates on data security and the reporting function.

Secure rooming list for non-connected hotels

Not all hotels available for use in the RoomTrust system are connected to the system. Some hotels are introduced for a one-off event and may not wish to connect immediately. Hotels with this status can be requested to connect at any time, but if they do and they are used with organiser-introduced room blocks, they have no visibility of the booking details. Previously, this has meant that organisers have to run a rooming list and send it in an encrypted format by email to the hotel. This now changes with the ability to send temporary system link to hotels so that they can collect booking details.

This is done using the 'Forward' button on the Rooming List:

Rooming list - EDPF Conference (18.03.2019 - 21.03.2019)

Hotel The Hotel	Cancellations Hidden	Ordered by Reservation date	Refresh	Pdf	Xls	Forward
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Organiser
 Albert Ross
 philip.griffin@roomtrust.com

Invoice details
 Company: Eagle Company
 Contact: Albert Ross
 Address: 15 The Highway

Method of guarantee: Organisation
Room paid by: Organiser
Breakfast paid by: Organiser
Extras paid by: Guest at hotel

The Hotel / Superior room for single use										
Guests	Guest name(s)	Res.no	Company	Smoking	Arrival	Departure	Information for hotel	Loyalty card	Credit card	Amend date
1	Gina Delacruz	1908RQEF5	Biosources NV	NS	18.03.2019	21.03.2019				13.01.2019
1	Hubert Leroy	1913RRPKZ	Biosources NV	NS	18.03.2019	21.03.2019				13.01.2019
1	Sofia de Ridder	1912R84UE	Biosources NV	NS	18.03.2019	21.03.2019				13.01.2019
1	Eric Davies	1910RDMGC	Biosources NV	NS	18.03.2019	21.03.2019				13.01.2019
1	Stéphanie Dupont	1909RN36N	Biosources NV	NS	18.03.2019	21.03.2019				13.01.2019
1	Valeria Zannetti	1911R6WAH	Biosources NV	NS	18.03.2019	21.03.2019				13.01.2019
1	Inge Funke	1914RVMDK	Biosources NV	NS	18.03.2019	21.03.2019				13.01.2019
1	Yves Moreau	1907RWL2V	Biosources NV	NS	18.03.2019	21.03.2019				13.01.2019

Generated in RoomTrust Reports on 13.01.2019 at 14:43:03 by Jack Harper, Eagle Company

This will open a screen where you can add the email address of your contact at the hotel and then 'Send'

Forward rooming list

As the selected hotel is not connected to the RoomTrust system, you can provide them with temporary access to the rooming list. They will receive an email with a link which can be used only once in the next 24 hours to access the rooming list, including personal details and full credit card information you may not be authorized to see.

By entering a recipient address below, you will grant access to sensitive personal information to a third party. It is your responsibility to ensure that the email address provided belongs to a representative of the hotel.

Close

Send

The hotel contact will be sent an email with a link to print the rooming list with all booking details including (where applicable) individual guarantee information. The link is available once and once only and the hotel contact must access the link within 24 hours of receiving the email. If the hotel fails to use the link before the 24 hours expires, the link can be resent in the same way.

Reports

The reporting functionality has been refined and upgraded. All reports are now generated via the new Reports module of RoomTrust. The five key group specific reports (where applicable) are available to run from the Reservation List.

Reservation list

Group name
Ordered by

Report Update
Reservation date
[Show/hide availability](#)

Hotel Atlas's (EUR)		Apr 22	Apr 23
Classic Single Room	Rooms	8	8
	Rate	135	135
Double Room	Rooms	8	8
	Rate	145	145
Twin Room	Rooms	8	8
	Rate	145	145

Hotel Atlas's

Classic Single Room

		Apr 22 5	Apr 23 5
Henrik Svedhem	1891RKB7G		
Jack Briars	1892RPPX3		
Digby Grant	1894R5YE3		
Kyle Lomont	1895RWLD5		
Attila Bekker	1902RPPKQ		

Double Room

		Apr 22 2	Apr 23 2
Angela Braun	1903RTF5U		
Helga Schmidt	1904RE904		

Twin Room

There are no reservations for this room type

Select name to see reservation details

[Back](#)
[Rooming list](#)
[Invoice requests](#)
[Travel list](#)
[Change report](#)
[Status report](#)

Clicking on any of the report buttons will take you to the on screen report format from where you have the further option of preparing it in a pdf or xls format.

Other 4.9.11 changes

- The "Profile" link from the groups link is now consistent with the link form all other modules.
- Default hotel cancellation deadline for individuals. The default cancellation policy for individuals set in the hotel details is now applied to any room block where no company specific contract is applied.