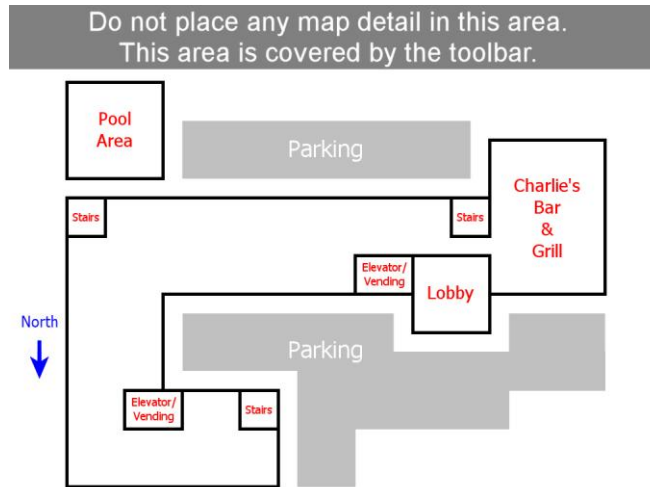


Execu/Tech Systems Graphical Room View Setup Guide

Creating the Hotel Layout

Create a basic layout of your property using **GARMVIEW1.jpg** as a guideline or template. This file is located in your Execu/Tech Hotel directory. Right-click the file and select **Open with: Paint**. The following image displays in the **Paint** window:



Use the tools in **Paint** to edit this image to match the layout of your property. You can make it as detailed or as simple as you wish. If your property has multiple floors, buildings, or wings, create separate images for each. Save the images as **GARMVIEW#.jpg**. The # should be replaced with the floor number or corresponding section number to display in **Graphical Room View**. For example, the layout for the first floor would be **GARMVIEW1.jpg**; the second floor would be **GARMVIEW2.jpg**; and so on. Save these files directly to the **Hotel directory**. You can create and save up to 20 sections.

Next, locate **GARMVIEW.fil** in the **Hotel directory**; right-click the file and **Open with: Notepad**. You will see the following lines at the top of the text document:

SECTION#=1 First Floor,
SECTION#=2,Second Floor,
SECTION#=3,Third Floor,
SECTION#=4,Fourth Floor,
SECTION#=5,Set the Section Title in Edit Mode,
SECTION#=6,Set the Section Title in Edit Mode,
SECTION#=7,Set the Section Title in Edit Mode,
SECTION#=8,Set the Section Title in Edit Mode,
SECTION#=9,Set the Section Title in Edit Mode,
SECTION#=10,East Docks,
SECTION#=11,Set the Section Title in Edit Mode,
SECTION#=12,Set the Section Title in Edit Mode,
SECTION#=13,Set the Section Title in Edit Mode,
SECTION#=14,Set the Section Title in Edit Mode,
SECTION#=15,Set the Section Title in Edit Mode,
SECTION#=16,Set the Section Title in Edit Mode,
SECTION#=17,Set the Section Title in Edit Mode,
SECTION#=18,Set the Section Title in Edit Mode,
SECTION#=19,Set the Section Title in Edit Mode,
SECTION#=20,Set the Section Title in Edit Mode,



Execu/Tech Systems Graphical Room View Setup Guide

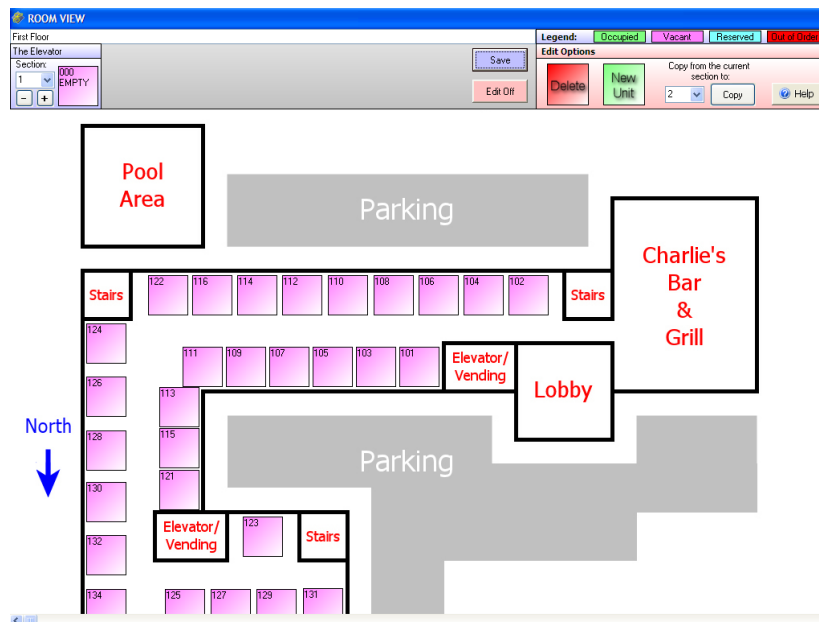
Edit the Section titles to reflect the section names used at your property. For example, if **GARMVIEW1.jpg** is called 'Main Building', the text file would read as follows:

SECTION#=1 Main Building,

If the Section number does not exist, leave it as is. When you have finished editing this file, be sure to **Save**, so the changes are reflected in **Execu/Suite**.

Edit Mode

To access the **Graphical Room View** setup, Log onto Execu/Suite, go to the **Manager/Setup Menu** and select **Hotel Control Files Setup**. Choose **Option 17 – Graphical Room View**. This opens the **Room View Edit Mode** screen.



The upper left corner of the screen displays the *section* name that was entered in the **GARMVIEW.fil**. Upon opening the **Edit Mode** screen, the software displays **Section 1** by default. You can navigate to other sections by using the drop down box and selecting the section number or using the **plus** and **minus** buttons located under the drop down box.

To create a new unit, click the green button labeled **New Unit**. A pink square will be generated. Click and drag this square into the unit's position; fine tune the unit's position by using the arrow keys to move left, right, up and down. After a unit is in place, right-click to set the unit number and size. For the unit to work properly, the unit number must exactly match a room number in **Execu/Suite**.

Note that only general shapes, such as a square or rectangle are created. The rooms won't be exactly to scale but you should be able to approximate your property's layout.

To delete a unit, click and drag the unit to the red button labeled **Delete**.



Execu/Tech Systems Graphical Room View Setup Guide

If your property's layout is the same in multiple sections, you can use the **Copy** function. To do this, choose the section you wish to copy to from the drop down box and click the **Copy** button.

Once you have completed the setup of the section, click the blue **Save** button.

Using Graphical Room View

TO DISPLAY TODAY'S AVAILABILITY:

Click the **Room View** icon and select the option for **Display Graphical Room View**. Notice that the rooms in this screen display in different colors: **Green** is occupied, **Pink** is unoccupied, **Aqua** is reserved, and **Red** is out of order. Also, the information that displays on each room depends on the room's status. If a room is occupied, the guest name and folio number appear. If you roll your mouse over an occupied room, the guest's full name and housekeeping status display in a bubble.

TO CHECK IN GUESTS:

From this screen, you can check a guest in directly to a specific room. To do this, right-click the desired room; the **Guest Check-In** options appear. Select the appropriate method of check-in (guest with a reservation or a walk-in guest). The room number in the **Check-In** screen will be auto-filled with the room selected from the **Room View** screen.

If you started the check-in from the Check In button, when you get to the room number field access the **Graphical Room View** screen by using the look-up button located next to the **Room no/type** field. Select **Display Graphical Room View** from the list of options. Select a room by right-clicking it; this will auto-fill the room number in the check-in screen.

WHEN MAKING RESERVATIONS:

Click the **Rooms or Tape Chart** icon and enter the parameters you wish to view (room type, arrival date, etc.). From this screen, click the **Graphical View** button at the bottom right of the screen. The Graphical Room View will display. Right-click the room you wish to reserve. The Graphical Room View display will close and you'll be at the Tape Chart. The ROOM INFORMATION box for the selected room will be open. Click "Make Reservation".

