Front Office

PMS
Meetings & Conventions
MMail & Document Repository

Scrigno®

hotel management application suite

" With SCRIGNO PMS everything becomes easy and intuitive. I can consult offers and initiatives, archives and correspondence with customers at a glance. And with few clicks I can even organise the services of the various hotel departments. **"**

Elisa, Director

PMS

SCRIGNO PMS is a complete and entirely web-based hosted property management system which allows, with few simple and intuitive windows, to speed lots of daily operations: from the automatic web booking input to the e-mail or SMS confirmation dispatch, from the automatic filing of the correspondence related to a booking file to the dispatch of reservation e-mails to hotel departments or external providers, up to outstanding payment management with the forwarding of notices and solicits via e-mail.

The booking window has also lots of functions useful for boosting front office efficiency. Among these there is the possibility of easily displaying stays history, preferences and services reserved by guests, rates suggested by the revenue manager and the "take a look", which emphasizes daily information from the management team.

Finally, PMS includes a portal, which can be consulted through tablet PC too, from which staff can rapidly access all information essential for the front office (arrival list, in house guests list, etc), while the manager can always check hotel situation, business trend, e-mails through MMail and update portals with SCRIGNO RateManager.

Key features

↗ Possibility of managing in house guests (check-in and check-out) even in the case of disconnection of the central server in hosting.

↗ Automation of reductions or surcharges calculation with contract-linked formulas.

↗ BAR and derivatives rates management.

↗ Visualisation of allotment and online sale details from the availability window, "stop sale" function with automatic notice via e-mail.

↗ Customisable reports on excel.

↗ Rooming lists uploading from excel.

↗ Integrated document repository to manage documents concerning reservations and personal data.

↗ Unique guest and company/agency identity record for all the hotels of the group.

↗ Centralized functions of invoicing, outstandings, commissions and deposits management.

Meetings & Conventions

SCRIGNO Meeting & Conventions module allows to manage MICE agenda, any related service and technical equipment. Furthermore, it enables to organise services manageable by time bands: massages, garages, beach umbrellas, sports facilities, etc.

The module has a simple and efficient interface, ideal for managing, through a tableau, complex event reservations, involving several hotel department.

Key features

↗ Dishes archive shared with F&B system SCRIGNO Easymeal in order to create dedicated menus with sale price definition.

↗ Service orders transmission to relevant department (housekeeping manager, F&B) on excel sheet.

↗ Reports of forecasts and consolidated data of MICE sector with comparisons with previous years.

↗ Possibility of managing congresses in a specific location by visualising availability and reservations of more hotels in the same location.

MMail & Document Repository

MMail

MMail is an e-mail system integrated into SCRIGNO and designed for automating activities like confirmation e-mails, services reservation, marketing notices, offers and solicit mails dispatch.

This tool allows to archive the correspondence in the document repository, to assign to specific departments, to manage workloads and associate incoming e-mail with the reservation booking file.

Document Repository

Document repository is an archivingsystem of files and e-mails stored directly on the Oracle database. Electronic storages and orders can be customised. Furthermore, there is the possibility to store each document associating it with the corresponding booking file, and to determine rights of access for each archive level depending on users' role. Thanks to document repository, every document (agreements, contracts, e-mails, solicit mails, etc.) can be consulted by managers in every moment, via web.

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