



## Front Office

PMS  
Meetings & Conventions  
MMail & Document Repository

**Scrigno**<sup>®</sup>  
hotel management application suite

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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.

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## Key features

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- 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.

GP Dati Hotel Service 239 42 - Hotel Cosmopolitan - Windows Internet Explorer

GP DATI  
Venerdì 14 Settembre

Scigno, Tableau 1.0

Compressuale HI Location Risorsa Ciarati.

Hotel Evento CENACOLO

Del 15/09/2012 al 15/09/2012 Pac 100

Prog. 1891 N. Pre. 27608

St Pre Gruppo Garanti. Ott. **Nota**

HI Risorsa Sala 600 Ore Occ. Pac. Ser

COS Sala Europa 1509 1 09:00AM

COS Sala Europa 1509 1 14:00PO

	14/09/2012	15/09/2012	16/09/2012	17/09/2012	18/09/2012
	Venerdì	Sabato	Domenica	Lunedì	Martedì
Mattina	08 09 10 11 12 13	08 09 10 11 12 13	08 09 10 11 12 13	08 09 10 11 12 13	08 09 10 11 12 13
COS HI Sala Roma					
COS PL Sala Europa		8:01 8:01 8:01 8:01 8:01			
COS PL Sala Sidney		8:01 8:01 8:01 8:01 8:01		8:02 8:02 8:02 8:02 8:02	8:13 8:13 8:13 8:13 8:13
COS PL Sala New York		8:01 8:01 8:01 8:01 8:01			8:13 8:13 8:13 8:13 8:13
COS PL Corridale		8:01 8:01 8:01 8:01 8:01			
COS PL Sala Tokyo		8:01 8:01 8:01 8:01 8:01			8:01 8:01 8:01 8:01 8:01
COS PL Sala Osaka	8:08 8:08 8:08 8:08 8:08				8:01 8:01 8:01 8:01 8:01
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Disposizione

Servizio

Evento CENACOLO

Del 15/09/12 al 15/09/12 Seq. 1931

F.S. Ore Pac. Di

# MMail & Document Repository

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## MMail

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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.

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## Document Repository

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Document repository is an archiving system 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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