

SPMS registration

JACoW Team Meeting 2011 – SINAP

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Terminology

- **Registration**: confirmation of attendance and preferences expression
 - Prerequisite: to have an SPMS account
 - Does not include personal data (!)
 - Profile implicitly is available to conference org.
- **Fields**: single questions, items in the registration form
- **Field groups**: sets of fields for logical organisation

In a page...

- Select which fields to have
- Organise them in an ordered sequence
- Describe what is requested – design the page
- Include images etc.

... several fields

- **Data type**: Date, Fee, Fee/mult, Number, Sponsorship, String
- **Display/input type**: checkboxes, Multi-line text, Multi input text, Popup, Textbox, Yes/No
 - Only a few combinations are possible
- **Fee handling**: assign a (couple of) value(s) to registration 'items'
- **Describe properties**: Required, encryped, frozen, single, etc.

Fees

- **Early / Late** with a "Late fee cutoff"
- **Grace period** as a system parameter
- **Counts** made by the system
- **Reports** about method of payments etc.

Data / Display Types

		Display Type					
		Checkboxes	Multi Input Text	Multi-line Text	Popup	TextBox	YesNo
Data Type	Date	--	--	??	OK	OK	--
	Fee	OK	--	OK	OK	OK	OK
	Fee/Mult	--	--	??	OK	OK	--
	Number	OK	--	??	OK	OK	--
	Sponsorship	--	OK	--	--	--	--
	String	OK	--	OK	OK	OK	OK

If not null, apply the fee (no MULT)
multiple fees possible w/ Checkboxes

Legenda	
??	Works, but useless
--	Nonsense
OK	Yes, go on with me!

Methods of payment

- First, define the Payment **Types**
 - Whatever you want!
 - Input instructions for payments
 - Assign a payment cost for budget reports
 - Define access
- Special Types
 - **WAIVE** flag
 - **Credit cards** (online process)

Online Process Payments

- More things to define
 - Define **Payment Vendors**
 - Select a Payment Vendor **in the System Parameters**
 - Define **Payment Vendor Variables**
 - **Hidden vars**: From SPMS to the CC Vendor
 - **Return vars**: From the CC Vendor to SPMS
 - Unique ID always needed
 - **Amount** also could be useful...
 - **Invoice** also needed to come back

Reinbursements

- The system can trace all the **money transfers**
 - Automatically (Online Process)
 - Manually (Cash, Bank Transfer, etc.)
- A reimbursement actually **is** a transaction
 - We need to trace it
 - Record it by using a **minus sign** before the amount
- Not possible to actually **delete transactions** by choice

Receipts

- **Online**, dynamic, "evolving"
- The Registration Manager can **print** all the receipts in one shot
- **Export** to CSV (Comma Separated Values) for custom receipts/**fiscal invoices**

SPMS ACCOMMODATION MODULE

SPMS ACCOMMODATION MODULE - Overview

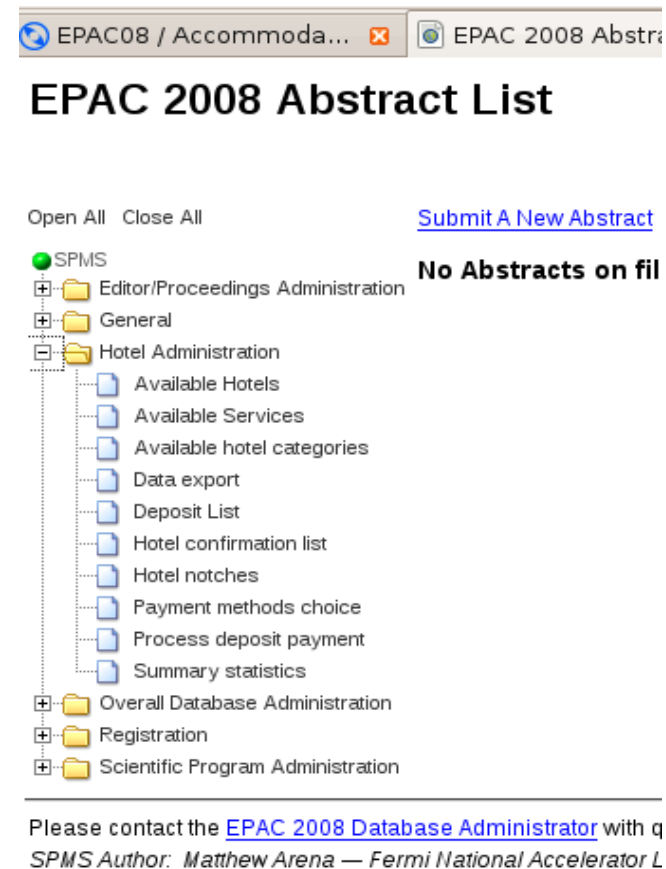
The system provides some features that allow:

- final user to book a room for a specified period (the rooms are grouped by the hotel category and room service, then for deposit due);
- the accommodation manager to manage room allotting, to process deposit payments, to create vouchers;
- Data export for financial checks or rooming lists for hotel summaries
- Statistical reports

SPMS ACCOMMODATION MODULE – Administrator side

The accommodation manager menu features:

- Available Hotels
- Available Services
- Available hotel categories
- Data Export
- Deposit List
- Hotel confirmation list
- Hotel notches
- Payments methods choice
- Summary statistics



SPMS ACCOMMODATION MODULE – Administrator side

Available service

- Add, edit and delete the available services that the hotels can offer (single room, double room, ...)
- A room can be related to more than one services

EDIT

EPAC 2008 Available Room Types

DROP

Open All Close All

- SPMS
 - Editor/Proceedings Administration
 - General
 - Hotel Administration
 - Available Hotels
 - Available Services
 - Available hotel categories
 - Data export
 - Deposit List
 - Hotel confirmation list

	Room name	Description	
	DBL	Double room	
	DUS	Double room used as single	
	SQL	Single room	

ADD

SPMS ACCOMMODATION MODULE – Administrator side

Available hotel categories

- To manage hotel categories (Add, edit, drop)



EPAC 2008 Available Hotels

Open All Close All

- SPMS
- Editor/Proceedings Administration
- General
- Hotel Administration
 - Available Hotels
 - Available Services
 - Available hotel categories
 - Data export
 - Deposit List
 - Hotel confirmation list
 - Hotel notches
 - Payment methods choice
 - Process deposit payment

	Category	Description	
	2 star		
	3 star		
	3 star superior		
	4 star		
	4 star superior		
	5 star		

DROP

EDIT

EPAC 2008 Add/Modify Category

ADD

[Logout](#) [Se:](#)

Category name

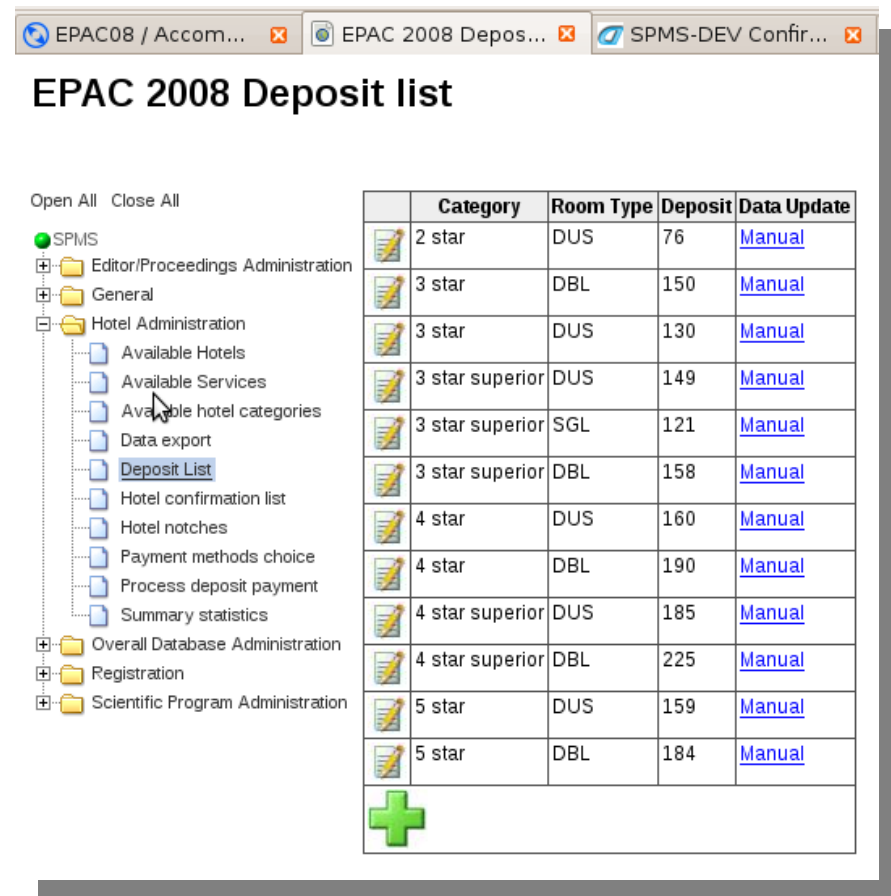
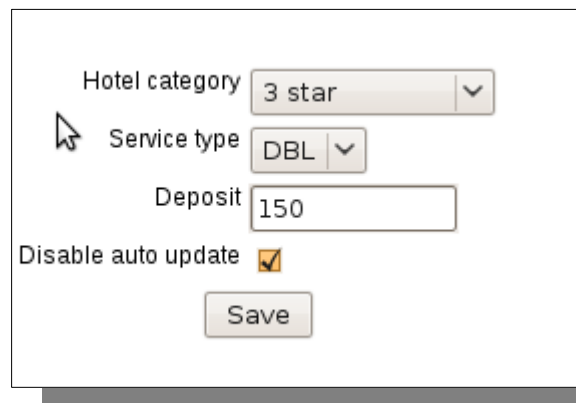
Category symbol

Description

SPMS ACCOMMODATION MODULE – Administrator side

Deposit list

- Define for each hotel categories and for each services the deposit due



	Category	Room Type	Deposit	Data Update
	2 star	DUS	76	Manual
	3 star	DBL	150	Manual
	3 star	DUS	130	Manual
	3 star superior	DUS	149	Manual
	3 star superior	SGL	121	Manual
	3 star superior	DBL	158	Manual
	4 star	DUS	160	Manual
	4 star	DBL	190	Manual
	4 star superior	DUS	185	Manual
	4 star superior	DBL	225	Manual
	5 star	DUS	159	Manual
	5 star	DBL	184	Manual

SPMS ACCOMMODATION MODULE – Administrator side

Payments methods choice

- Set-up which type of payment (specified in registration module) it is possible to use in deposit payment

EPAC 2008 Available Payments

Open All Close All

- SPMS
 - Editor/Proceedings Administration
 - General
 - Hotel Administration
 - Available Hotels
 - Available Services
 - Available hotel categories
 - Data export
 - Deposit List
 - Hotel confirmation list
 - Hotel notches
 - Payment methods choice**
 - Process deposit payment

Payment method	Available online	Available to conf.	
Bank Transfer	Y	Y	<input checked="" type="checkbox"/>
Cash	N	Y	<input type="checkbox"/>
Credit Card	N	Y	<input checked="" type="checkbox"/>
Sponsored by Industrial Exhibitor	N	Y	<input type="checkbox"/>
POS Credit card	N	Y	<input type="checkbox"/>
Waived	N	Y	<input type="checkbox"/>
BANK TRANSFER	Y	Y	<input type="checkbox"/>

Add

SPMS ACCOMMODATION MODULE – Administrator side

Available Hotels

- Add, edit, drop Hotel: name, description, category, web site, ...

[Log](#)

	Hotel Name	Category	Phone Numb.
	Best Western City Hotel	4 star	0039 010 584707
	Best Western Metropoli	3 star superior	0039 010 246888
	Grand Hotel Savoia	5 star	0039 010 261641





Hotel name	<input type="text" value="Best Western City Hotel"/>
Select hotel category	<input type="text" value="4 star"/>
Hotel director	<input type="text"/>
National id Number	<input type="text"/>
Address	<input type="text" value="Via San Sebastiano"/>
Add. Number	<input type="text" value="6"/>
Town	<input type="text" value="Genoa"/>
Province	<input type="text" value="GE"/>
Country	<input type="text" value="Italy"/>
VAT id number	<input type="text"/>
Phone	<input type="text" value="0039 010 584707"/>
Fax	<input type="text" value="0039 010 586301"/>
E-mail	<input type="text" value="mauro.marenco@bestwestern.it"/>
Website	<input type="text" value="www.bwcityhotel-ge.it"/>
Description	<input type="text"/>

SPMS ACCOMMODATION MODULE – Administrator side

Available Hotels

- Add, edit, drop Hotel: name, description, category, web site, ...
- Associate available services to each hotel

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	Hotel Name	Category	Phone Numb.	Services	Rooms	Hotel Notches	
	Best Western City Hotel	4 star	0039 010 584707	DBL DUS Associate/Modify	40 Modify/Remove	Show	
	Best Western Metropoli	3 star superior	0039 010 2468888	DBL DUS SGL Associate/Modify	30 Modify/Remove	Show	
	Grand Hotel Savoia	5 star	0039 010 261641	DBL DUS Associate/Modify	30 Modify/Remove	Show	

SPMS ACCOMMODATION MODULE – Administrator side

Available Hotels

- Add, edit, drop Hotel: name, description, category, web site, ...
- Associate available services to each hotel
- Manage the hotel rooms

Room id	Booking status	From	To	Registrant	Description	Start Date	End date	Configurations	
35	Conf:N -- First choice	22-JUN-08	27-JUN-08	Rowland James		21-JUN-08	28-JUN-08	DBL DUS	✓
36	Conf:N -- First choice	22-JUN-08	25-JUN-08	Del Bianco Massimo		21-JUN-08	28-JUN-08	DBL DUS	✓
37						21-JUN-08	28-JUN-08	DBL DUS Modify/Remove	✗
38						21-JUN-08	28-JUN-08	DBL DUS Modify/Remove	✗

SPMS ACCOMMODATION MODULE – Administrator side

Available Hotels

- Add, edit, drop Hotel: name, description, category, web site, ...
- Associate available services to each hotel
- Manage the hotel rooms
- Show the rooms status
 - Listing all the hotel rooms
 - Hotel notches

SPMS ACCOMMODATION

MODULE – Administrator side

Hotel notches

This feature show the room status during the room availability period (free, booked), for a selected hotel.

Also show the person who booked the room and the services requested.

The name in italics means no confirmation yet (by the accomodation manager)

Hotel Helvetia								
JUNE /2008								
Person/day	21	22	23	24	25	26	27	28
DUS								
152 - Keil Boris	-	X	X	X	X	X	-	-
153 - Heine Robert	-	X	X	X	X	X	-	-
154 - Bousonville Michael	-	X	X	X	X	X	-	-
SGL								
155 - Hanna Samy	-	X	X	X	X	X	-	-
DBL								
156 - Loboda Alexandre	-	X	X	X	X	X	-	-
DUS								
157 - Mathot Serge	-	X	X	X	X	X	-	-
158 - Nolden Fritz	-	X	X	X	X	X	-	-
SGL								
159 - Artoos Kurt	-	X	X	X	X	X	-	-
DBL								
160 - Namkung Won	-	X	X	X	X	X	-	-
DUS								
161 - Koenig Hans	-	X	X	X	X	X	-	-
162 - Zimmermann Frank	-	X					-	-
163 - Angelova Gergana	-	X	X	X	X	X	-	-
164 - Luedeke Andreas	-	X	X	X	X	X	-	-
165 - Casagrande Fabio	-	X	X	X	X	X	-	-
DBL								
166 - Trubnikov Grigory	X	X	X	X	X	X		-

led)

SPMS ACCOMMODATION MODULE – Administrator side

Data Export: csv file to use for:

Rooming List

the file will be used as a summary list of booked rooms.

Financial Check

the file will be managed by the accounting department, it contains all payments fields

The screenshot shows the 'Data Export' interface for the SPMS Accommodation Module. It features two main sections: 'Pre Selection' and 'Filter choices'. In the 'Pre Selection' section, the 'Rooming List' option is selected, which is described as 'confirmed choices or first choice if there are no confirmed choice'. Below this, there is a 'Hotel Filter' dropdown menu set to 'All'. The 'Financial Check' option is also present, described as 'all processed or reversed record', with a checkbox for 'Consider deleted reversed records'. The 'Filter choices' section includes radio buttons for 'Confirmed', 'Processed', and 'Reversed', each with 'Yes', 'No', and 'Both' options. Additionally, there are checkboxes for 'Choice Order' with options 'First Choice', 'Second Choice', and 'Third Choice'. An 'export' button is located at the bottom left of the form.

Pre Selection

☒ **Rooming List** (confirmed choices or first choice if there are no confirmed choice)

Hotel Filter: All

☐ **Financial Check** (all processed or reversed record)

☐ Consider deleted reversed records

Filter choices

Confirmed: ☐ Yes ☐ No ☒ Both

Processed: ☐ Yes ☐ No ☒ Both

Reversed: ☐ Yes ☐ No ☒ Both

Choice Order: ☐ First Choice ☐ Second Choice ☐ Third Choice

export

It is possible to export partial data, according to a selected filter

SPMS ACCOMMODATION MODULE – Administrator side

Summary statistics

for each hotel category the report shows

- The number of booked, free and total rooms
- The process status (processed, only confirmed, to confirm)
- Payments statistics grouped by method of payments

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Rooms				Booking process			
Hotel Categories	Booked rooms	Free rooms	Total rooms	Processed	Only Confirmed	To be confirmed	Total booking
4 star	160	3	163	156	0	3	159
5 star	37	-2	35	34	1	2	37
3 star	79	0	79	78	1	0	79
3 star superior	29	1	30	29	0	0	29
4 star superior	45	1	46	45	0	0	45

Methods of payment	Due	Processed	Pending	Reversed	Reversed (with reversed deleted record)
Credit Card	44609	44459	150	150	150
Bank Transfer	14675.29	13663.29	1012		

SPMS ACCOMMODATION MODULE – Administrator side

Hotel Confirmation List

This is the main control console for accommodation manager

Move to another room

Confirm Room choice

	Registrant	Room	Category	Room type	Confirmed	Start date	End date	Booking date	Payment date	Payment	Voucher	Notes			
	Move	Keil Eberhard	2	Hotel Bristol Palace	4 star	418 DUS	N	22-06-2008	27-06-2008	28-03-2008	28-03-2008	Credit Card Details	Add		
Reverse		Kelliher David	1	Hotel Bristol Palace	4 star	406 DUS	Y	22-06-2008	28-06-2008	13-03-2008	13-03-2008	Credit Card Details	Show	Add	
Reverse		Ko In Soo	1	Hotel Continental	4 star	551 DUS	Y	22-06-2008	28-06-2008	28-02-2008	28-02-2008	Credit Card Details	Add		
	Move	Koenig Hans	1	Hotel Helvetia	3 star	161 DUS	N	22-06-2008	27-06-2008	29-02-2008	Add	Bank Transfer	Add		
	Move	Koenig Hans	2	Best Western Metropoli	3 star superior	284 SGL	N	22-06-2008	27-06-2008	29-02-2008	Add	Add	Add		
	Move	Koenig Hans	3	Hotel Astoria	3 star	111 DUS	N	22-06-2008	27-06-2008	29-02-2008	Add	Add	Add		
Reverse		Kotzian Gerd	1	Hotel Astoria	3 star	108 DUS	Y	22-06-2008	27-06-2008	06-02-2008	Add	Credit Card Details	Add		
Reverse		Koutchouk Jean-Pierre	1	Hotel Continental	4 star	559 DUS	Y	22-06-2008	27-06-2008	18-03-2008	18-03-2008	Credit Card Details	Show	Add	
Reverse		Kramer Stephen L.	1	Hotel Bristol Palace	4 star	400 DBL	Y	22-06-2008	27-06-2008	13-02-2008	13-02-2008	Credit Card Details	Add		
Process	Move	Kupferberg Saul	1	Hotel Jolly Marina	4 star superior	186 DUS	Y	21-06-2008	26-06-2008	28-03-2008	28-03-2008	Credit Card Details	Add		
Reverse		Kurenkov Sergey	1	Hotel Continental	4 star	552 DBL	Y	21-06-2008	28-06-2008	28-02-2008	28-02-2008	Credit Card Details	Add		

Show payments details
Voucher, Notes, ...

Show payments details
Voucher, Notes, ...

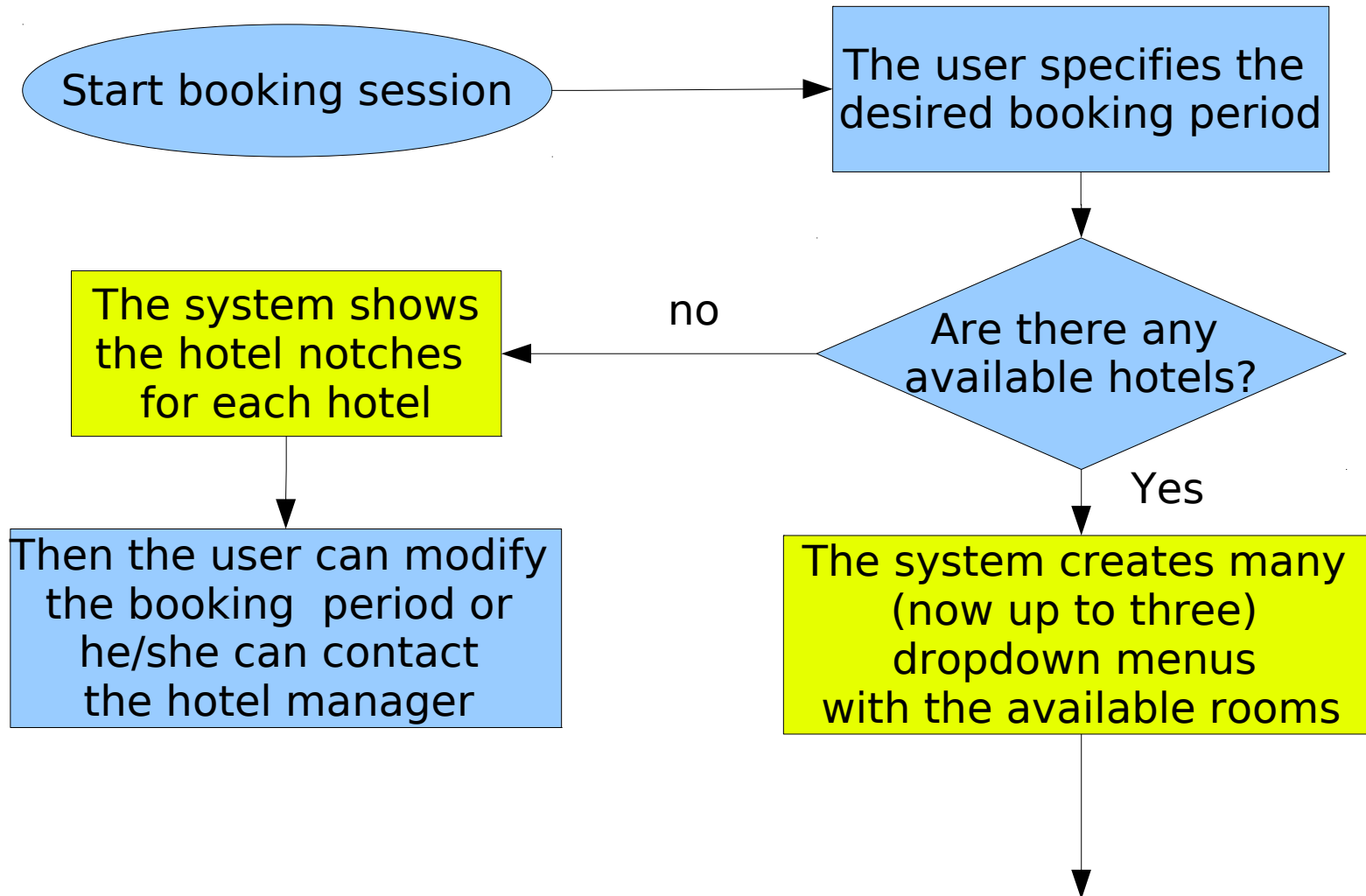
Process payment

Change reservation period

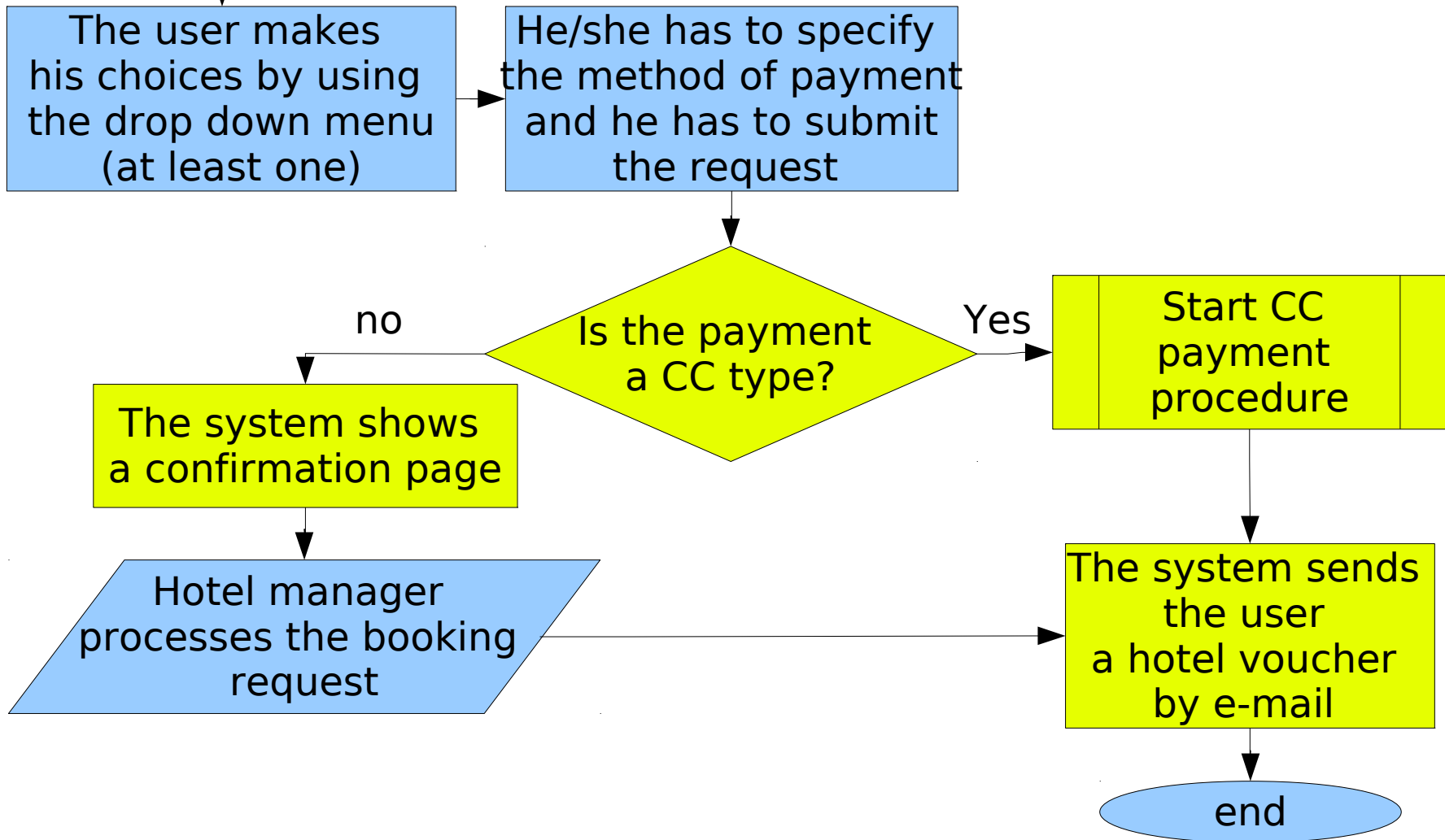
SPMS ACCOMMODATION MODULE – Final user side

- One room booked for each work session
- The user doesn't communicate directly with the hotel but he sends the request to the accommodation Manager

SPMS ACCOMMODATION MODULE – Final user side



SPMS ACCOMMODATION MODULE – Final user side



SPMS ACCOMMODATION MODULE – The choices

- The system suggests and assigns the rooms that best fit the needs (minimum number of free nights)
- A room is consider booked for a specific period if there is a confirmed reservation or if there is a first choice by someone
- Only the hotel manager can reverse or modify a user booking choices (periods, rooms, ...)
- The number of possible choices is now three – to be parametrized