

# ALLEGRO CLOUD ARRIVAL MODULE

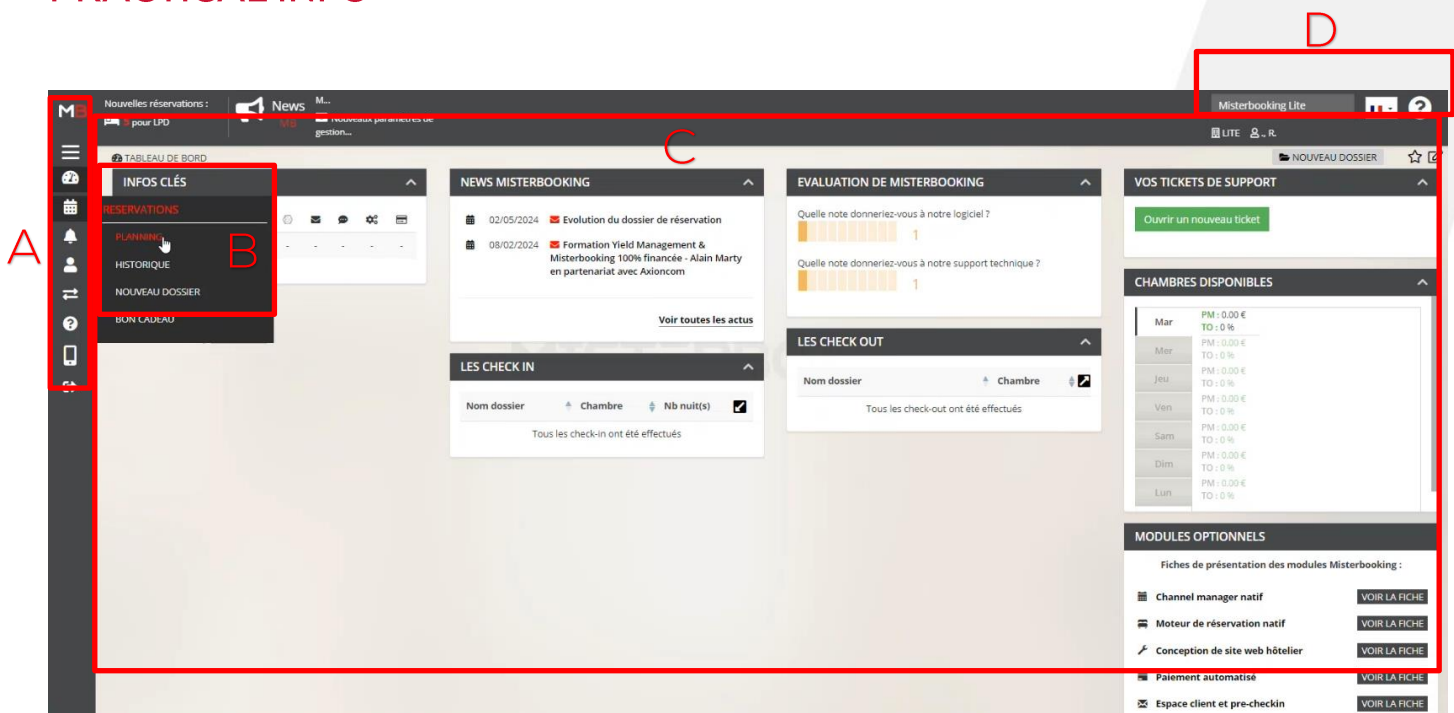
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## INTRODUCTION

The Allegro Cloud Arrival module provides hoteliers without a PMS, or with a PMS that is not compatible with Ariane, with an alternative tool for creating and managing arrivals at their establishment. The documentation below covers the various tools available to the user.

## PRACTICAL INFO



The tool's overall interface takes the following form:

A: A side access bar to the tool's various menus.

B: The submenus present in each of the main menus.

C: The dashboard or workspace when accessing a menu.

D: Access to the user's account and to the module's online documentation base.

The Allegro Cloud Arrival Module can be divided into 2 types of functionality:

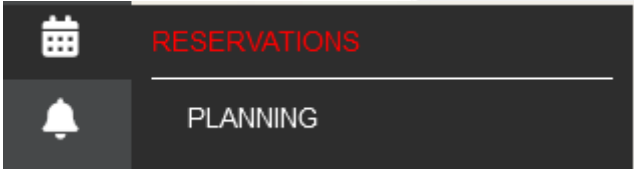
- The major functions enable the user to create a reservation or a walk-in, allowing guests registered via the module to use the Ariane terminal to retrieve their key. When a hotelier uses a locker terminal with a manual key, the major functions also include the menu for managing the association of lockers with rooms. These functions will be covered in the first section of this document.
- The so-called minor functionalities will be linked to the user account and to management. In particular, they will enable the creation of detailed reports based on the user's needs in terms of arrivals or departures. These functions will be covered in the second part of this document.

Allegro Cloud Arrival Module functions as a simplified version of a PMS (hotel software), enabling users to manage all their customer reservations. It facilitates and simplifies reservation management and connection with the Ariane terminal, for a clear, fluid user experience.

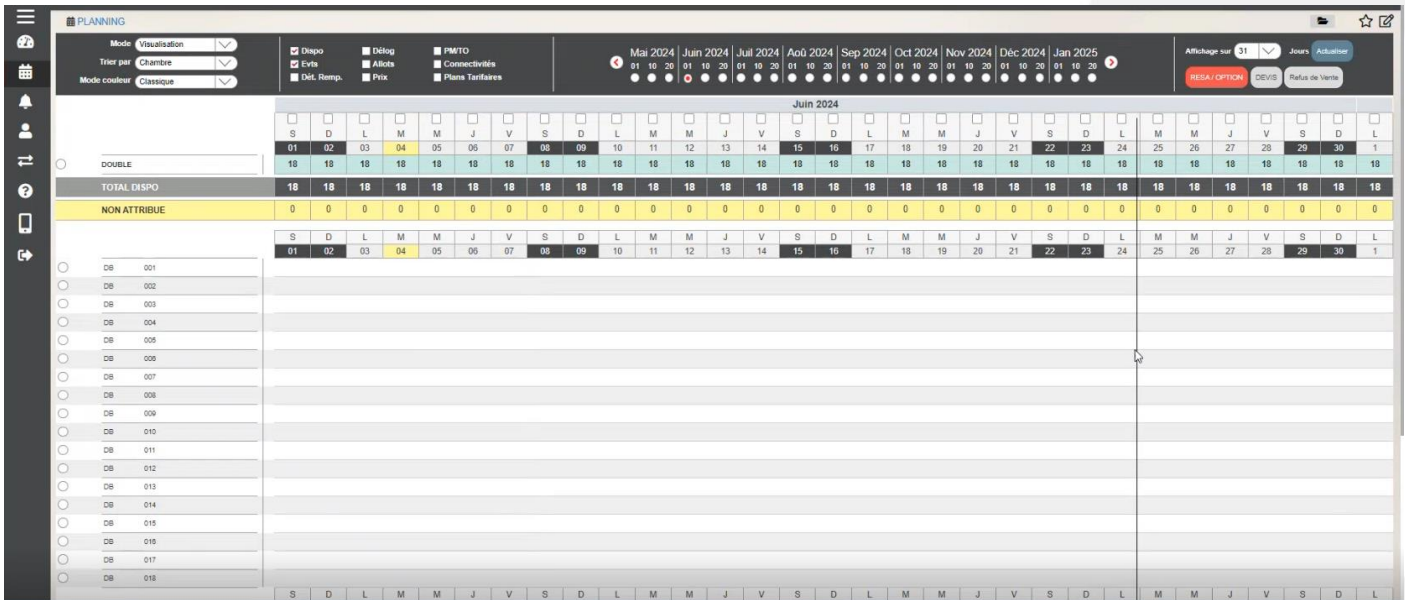
# MAIN FEATURES

## CREATE A RESERVATION

To create a new reservation, the user must go to the "Reservation" menu and the "Planning" sub-menu.



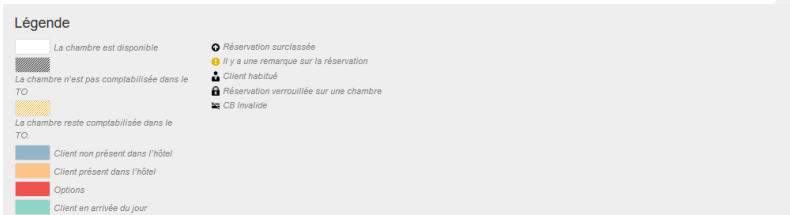
The interface presents a double-entry schedule divided between the different days on the top, and the hotel rooms on the left. The heart of the schedule displays the various reservations.



You can select different view modes using the toolbar above the schedule.

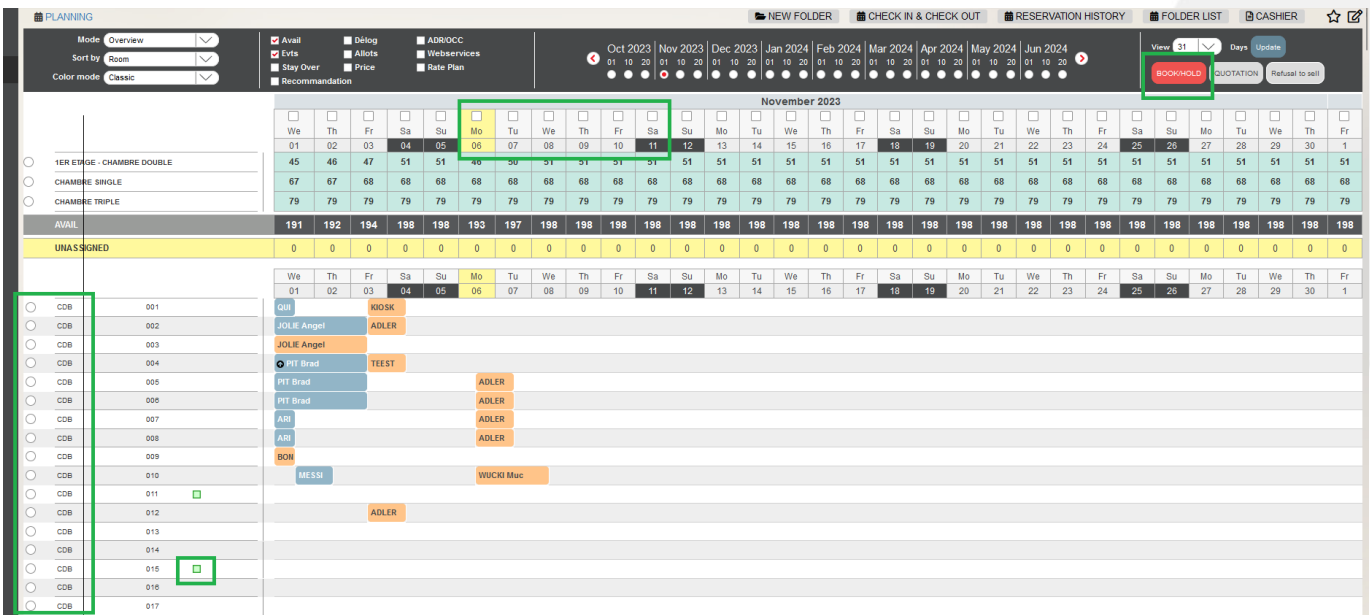


A legend showing the different planning indication statuses is also available at the bottom of the page.

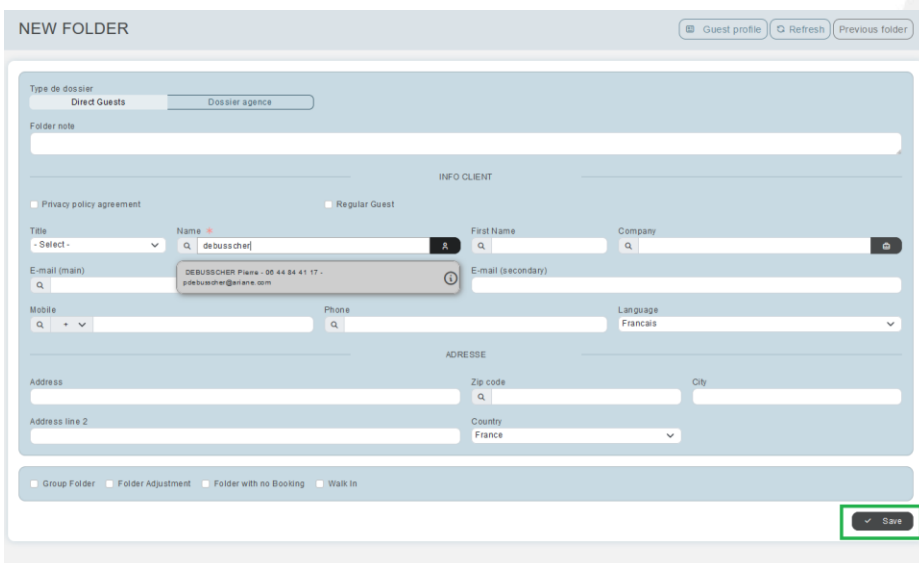


To create a reservation from the schedule, the user must :

- Select a clean room (indicated by a green symbol) from the list on the left.
- Select the length of stay in the upper calendar.
- Then click on the red booking button in the top right-hand corner.



After clicking on the reservation button, the tool opens a window for creating the "folder".

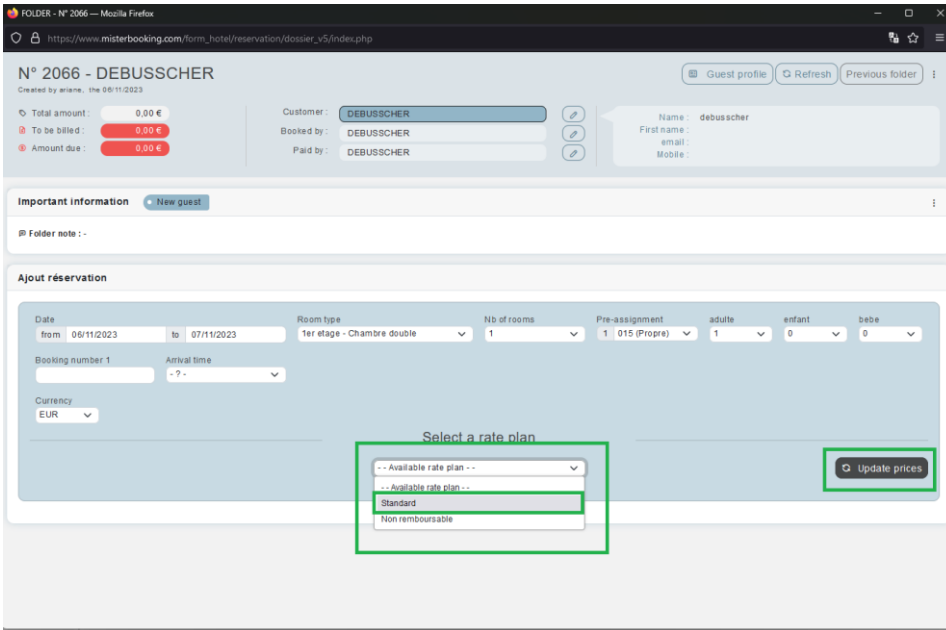


The file is the first step in creating a reservation, and contains all customer information.

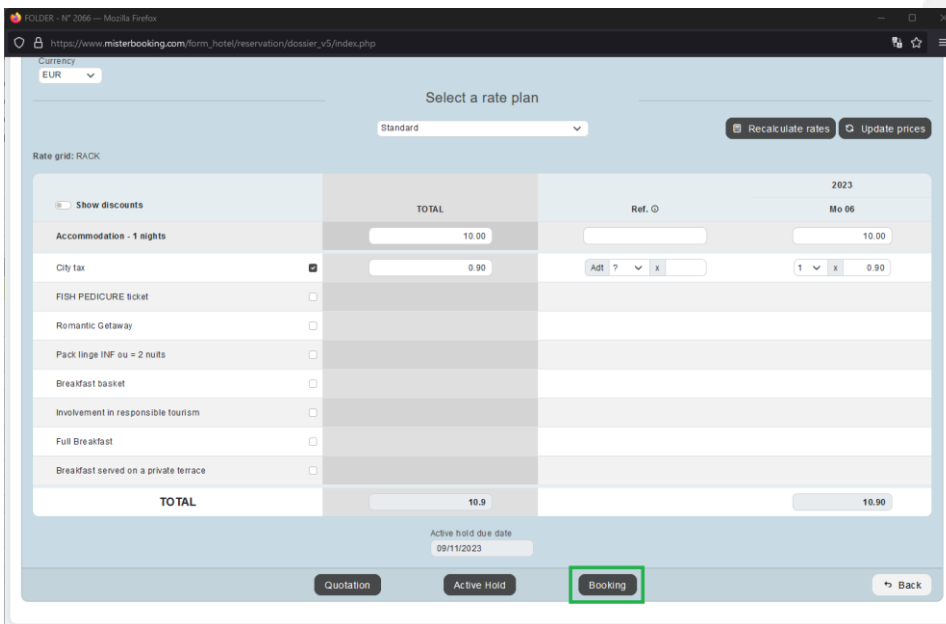
Once the information has been filled in, the user can save the file using the button at bottom right.

Once the customer file has been created and filled in with the various reservation details, another window opens summarizing the reservation details, and the user must select a fare plan.

It is also possible to modify the reservation below the file summary.



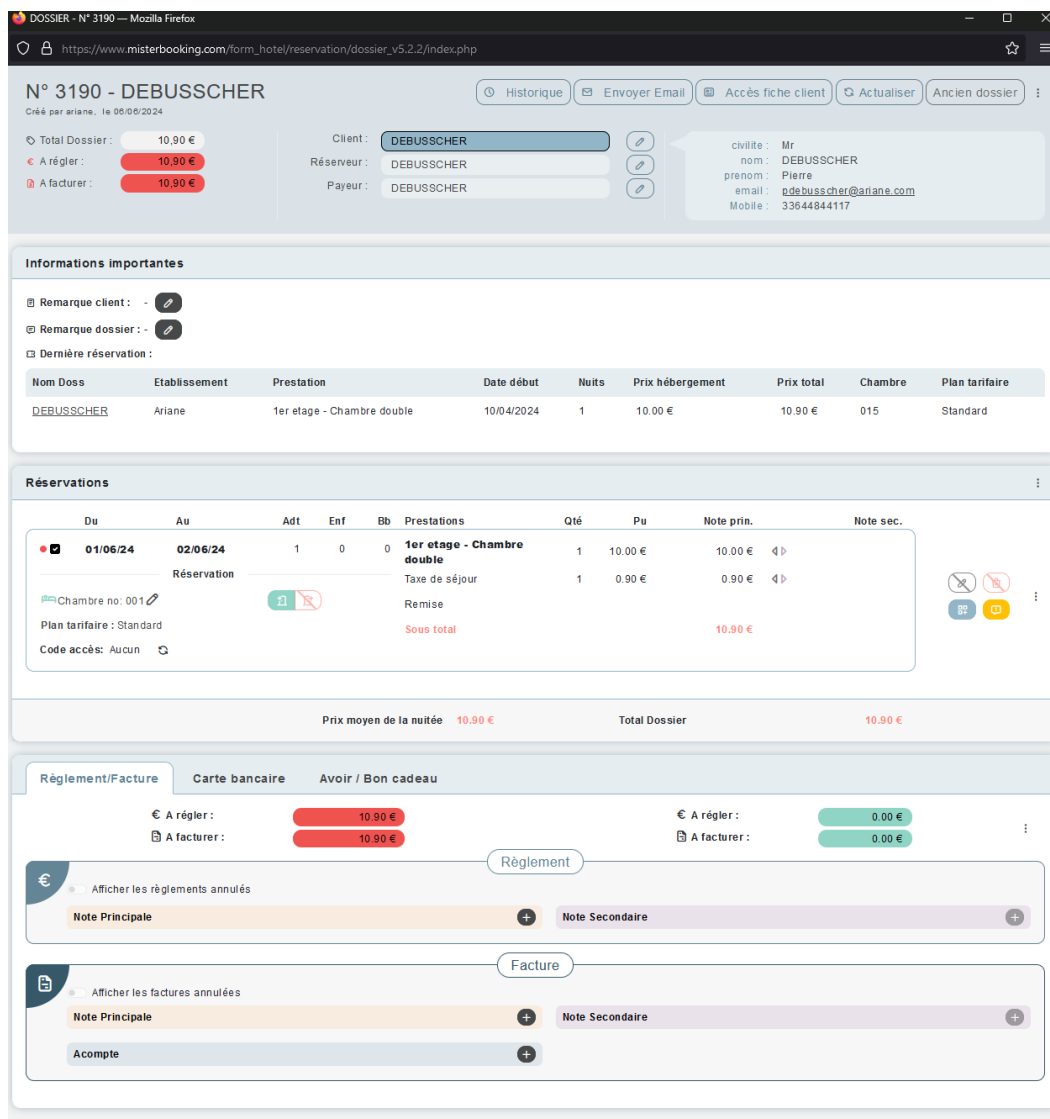
Once the price plan has been selected and the prices updated, the window is refreshed to show the price details and the possibility of adding additional products to the booking.



After validating the price details and extras, the user can confirm the booking by clicking on the booking button at the bottom of the window.

Once the booking has been created, the last window displays a complete summary of the booking, including the customer file and booking-specific information.

It is always possible for the user to modify or access certain tools via this window.



The screenshot shows a web browser window displaying the booking summary for dossier N° 3190 - DEBUSSCHER. The interface is organized into several sections:

- Top Section:** Contains navigation buttons (Historique, Envoyer Email, Accès fiche client, Actualiser, Ancien dossier) and financial summary (Total Dossier: 10,90 €, À régler: 10,90 €, À facturer: 10,90 €). It also includes fields for Client, Réservateur, and Payeur, all set to DEBUSSCHER, and a contact information block for Mr. DEBUSSCHER.
- Informations importantes:** A section for client and dossier remarks, and the last reservation.
- Table of Reservations:** A table with columns: Nom Doss, Etablissement, Prestation, Date début, Nuits, Prix hébergement, Prix total, Chambre, Plan tarifaire. It lists one reservation for '1er étage - Chambre double' on 10/04/2024 for 1 night at 10.00 €.
- Réservations:** A detailed view of the reservation from 01/06/24 to 02/06/24, showing a '1er étage - Chambre double' with a price of 10.00 €. It also lists 'Taxe de séjour' (0.90 €) and 'Remise' (10.90 € total).
- Règlement/Facture:** A section for payment and invoicing, showing 'À régler' and 'À facturer' amounts of 10.90 € and 0.00 € respectively. It includes buttons for 'Règlement' and 'Facture'.

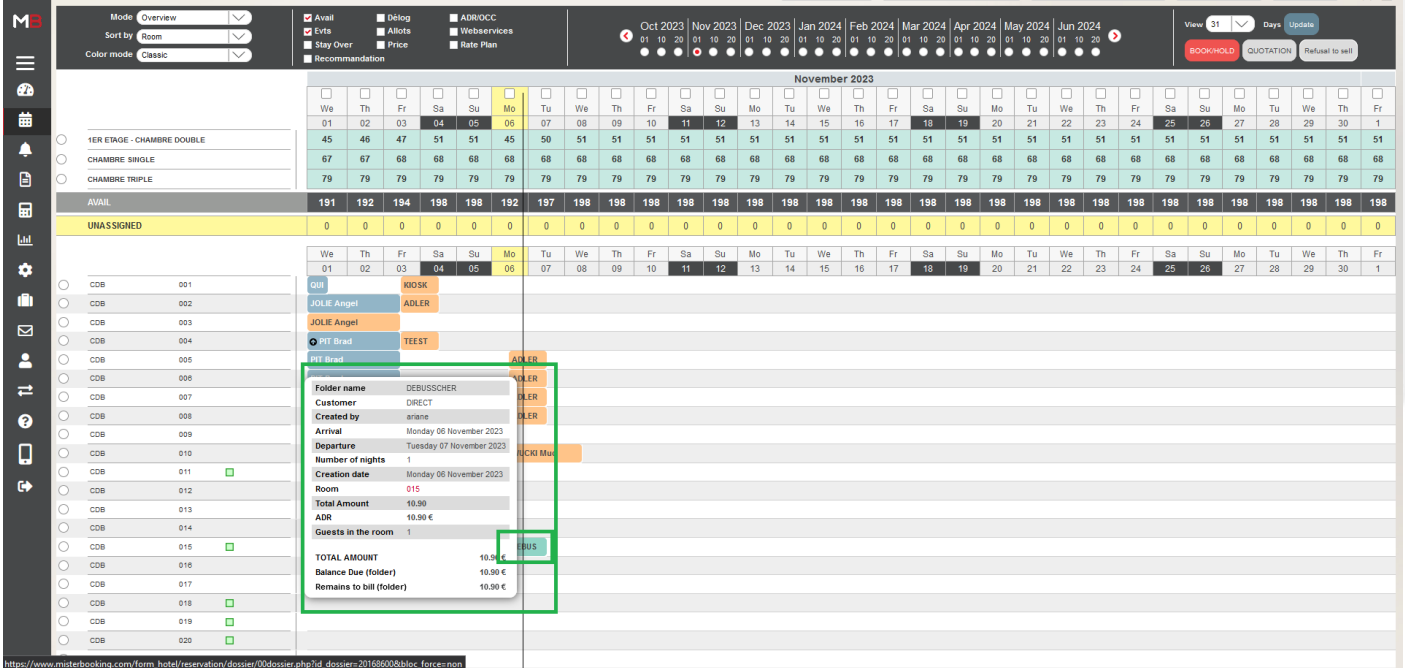
The top section lets you manage the various options relating to the customer file.

The central section summarizes the reservation information.

And the bottom section includes the various payment options.



When the reservation has been created, the user can close the pop-up window and refresh the schedule page to see the newly created reservation appear as a rectangle in the schedule, the color of which corresponds to the different statuses detailed in the legend.



The screenshot displays a reservation management interface. At the top, there are navigation tabs for months from October 2023 to June 2024. Below this is a calendar for November 2023. The calendar shows room availability for different room types: '1ER ETAGE - CHAMBRE DOUBLE', 'CHAMBRE SINGLE', and 'CHAMBRE TRIPLE'. A summary row shows 'AVAIL' (available) counts for each day, and a row below shows 'UNASSIGNED' counts. A reservation summary pop-up is visible, detailing information for a reservation made on Monday, 06 November 2023, for room 015. The summary includes: Folder name (DEBUSSCHER), Customer (DIRECT), Created by (ariane), Arrival (Monday 06 November 2023), Departure (Tuesday 07 November 2023), Number of nights (1), Creation date (Monday 06 November 2023), Room (015), Total Amount (10.90), ADR (10.90 €), and Guests in the room (1). Financial details show a TOTAL AMOUNT of 10.90 €, a Balance Due (folder) of 10.90 €, and a Remains to bill (folder) of 10.90 €.

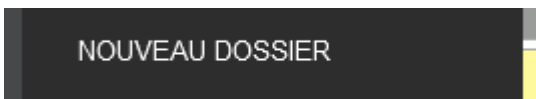
By hovering the mouse over the reservation in the schedule, the user can see a summary of the reservation information.

By clicking on the reservation in the schedule, the user accesses the complete summary window.

NB:

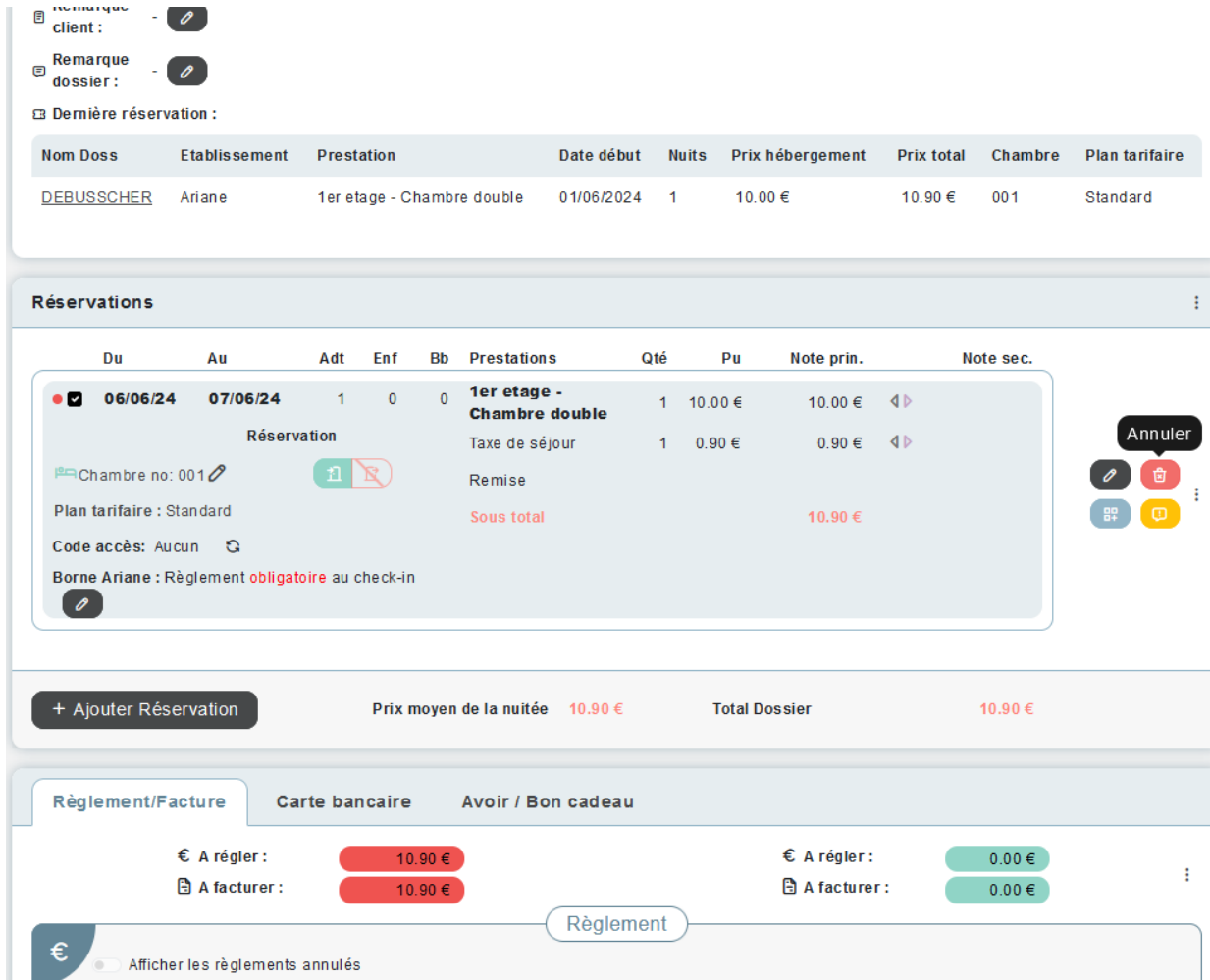
It is also possible to create a reservation from the "new folder" sub-menu, accessible from the side access bar in the "reservations" menu.

The procedure is the same as for creation from the schedule, with the difference that the user must manually select the dates and room type once the customer file has been created.



## CANCEL OR MODIFY A RESERVATION

To modify or cancel a reservation already created, the user can access the summary window via the schedule by clicking on the reservation.



The screenshot shows the reservation summary interface. At the top, there are fields for 'Remarque client' and 'Remarque dossier', each with an edit icon. Below is the 'Dernière réservation' section, which contains a table with the following data:

Nom Doss	Etablissement	Prestation	Date début	Nuits	Prix hébergement	Prix total	Chambre	Plan tarifaire
DEBUSSCHER	Ariane	1er etage - Chambre double	01/06/2024	1	10.00 €	10.90 €	001	Standard

Below the table is the 'Réservations' section, which displays a detailed view of the reservation. It includes a table with columns: Du, Au, Adt, Enf, Bb, Prestations, Qté, Pu, Note prin., and Note sec. The reservation details are as follows:

Du	Au	Adt	Enf	Bb	Prestations	Qté	Pu	Note prin.	Note sec.
06/06/24	07/06/24	1	0	0	1er etage - Chambre double	1	10.00 €	10.00 €	
					Taxe de séjour	1	0.90 €	0.90 €	
					Remise				
					<b>Sous total</b>			<b>10.90 €</b>	

Additional details include: 'Chambre no: 001', 'Plan tarifaire: Standard', 'Code accès: Aucun', and 'Borne Ariane: Règlement obligatoire au check-in'. On the right side of the reservation details, there is an 'Annuler' button and a set of icons for editing, deleting, and adding comments.

At the bottom of the reservation section, there is a '+ Ajouter Réservation' button and a summary of the reservation: 'Prix moyen de la nuitée 10.90 €' and 'Total Dossier 10.90 €'.

The 'Règlement/Facture' section is visible at the bottom, showing the amount to be paid (€ A régler: 10.90 €) and the amount to be invoiced (A facturer: 10.90 €). There is also a 'Règlement' button and a toggle for 'Afficher les règlements annulés'.

Within the summary window, in the central "reservation" section, a set of buttons on the right of the interface allows you to :

- Edit
- Cancel
- Register an extra
- Enter a reservation comment



## LOCKER MANAGEMENT

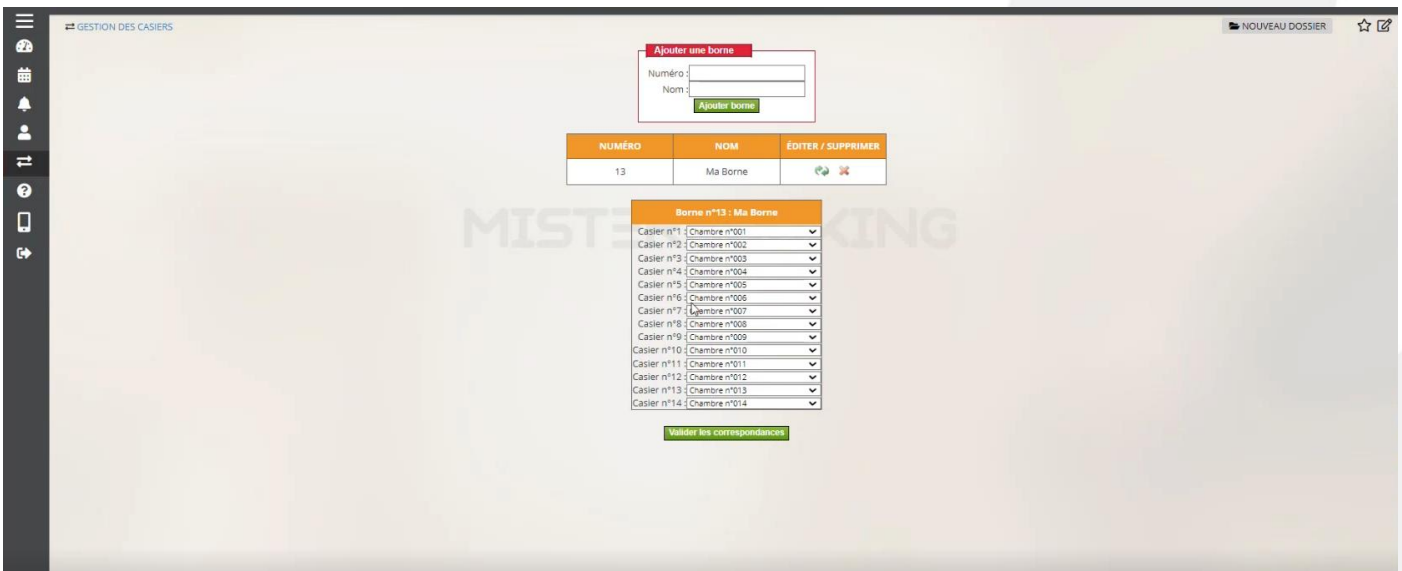
When a hotelier has a mechanical key system, and an Ariane kiosk, he must manually manage the mapping of lockers with room keys corresponding to customer reservations, so that customers can retrieve their keys from the kiosk.

The locker management tool can be accessed via the "connectivity" menu in the left-hand side access bar.



The locker management tool allows the user to use the upper part of the interface to create a terminal to be connected to the locker manager. Once the terminal has been created, it is displayed and the user can link each locker on the terminal with the room and room key assigned to it.

To select a room, the user must choose it from the drop-down menu in the tool's main interface.

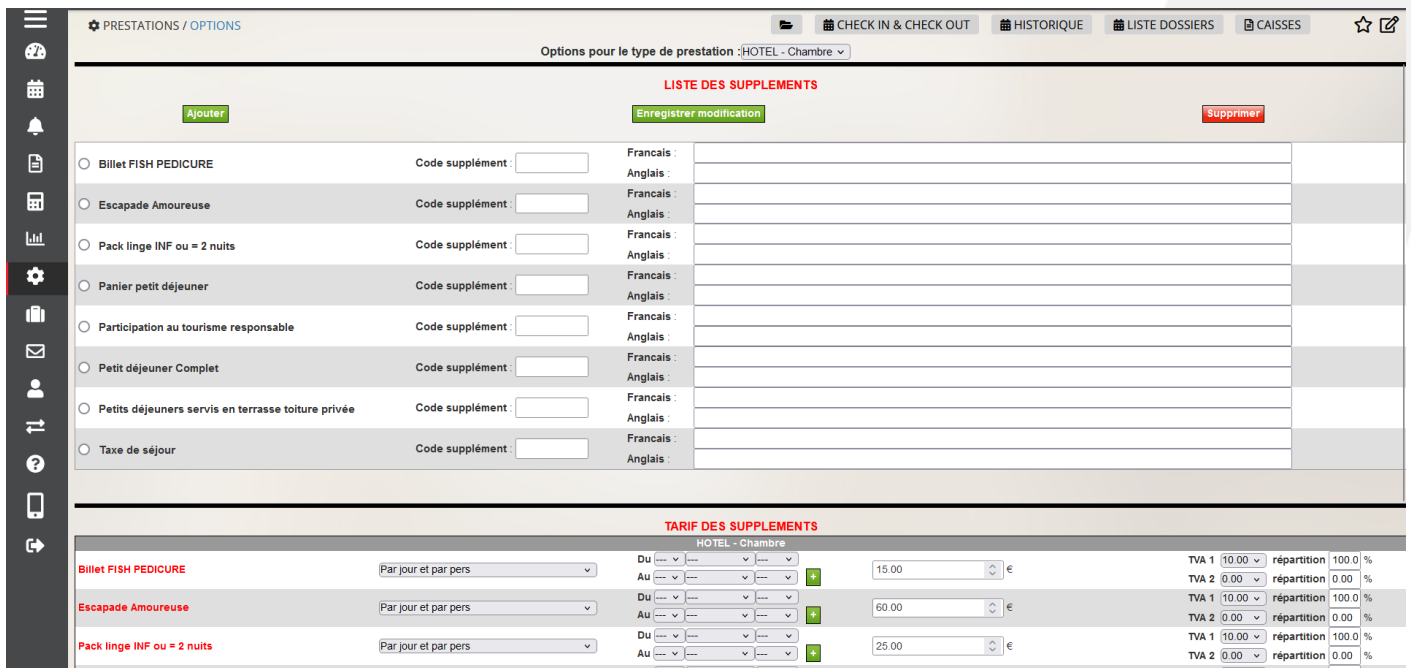


Once the rooms and lockers have been mapped, the user can validate the match using the green button at the bottom of the interface.

## OPTIONS

From the left-hand side bar, the user can access the "Settings" menu, where he can access the "Option" sub-menu. The option sub-menu enables the user to configure and manage all additional products available for sale in his establishment.

It's also from here that he can retrieve the information he needs, such as the package code, to activate the sale of his products via an Ariane scenario.



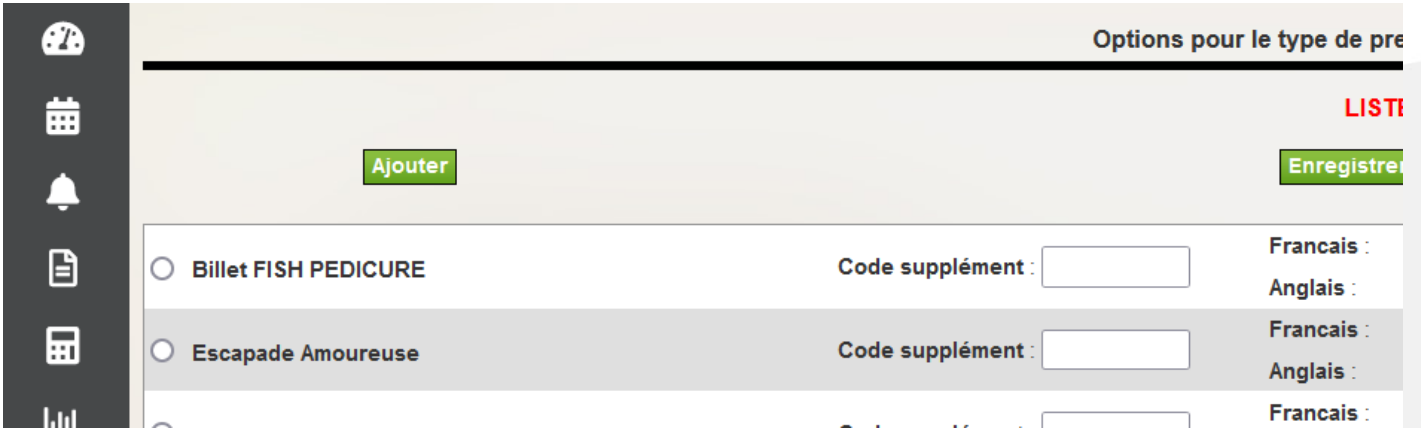
The screenshot shows the 'Options' management interface. At the top, there's a navigation bar with 'PRESTATIONS / OPTIONS' and several utility icons. Below this, a sub-header reads 'Options pour le type de prestation :HOTEL - Chambre'. The main area is split into two sections:

- LISTE DES SUPPLEMENTS:** This section contains a table of existing options. Each row includes a radio button for selection, the option name, a 'Code supplément' input field, and columns for 'Français' and 'Anglais' descriptions. Action buttons 'Ajouter', 'Enregistrer modification', and 'Supprimer' are visible at the top of this section.
- TARIF DES SUPPLEMENTS:** This section displays the pricing and tax details for the selected options. It includes columns for the option name, unit (e.g., 'Par jour et par pers'), start/end dates ('Du'/'Au'), a price input field, and tax information (TVA 1, TVA 2, and 'répartition' percentages).

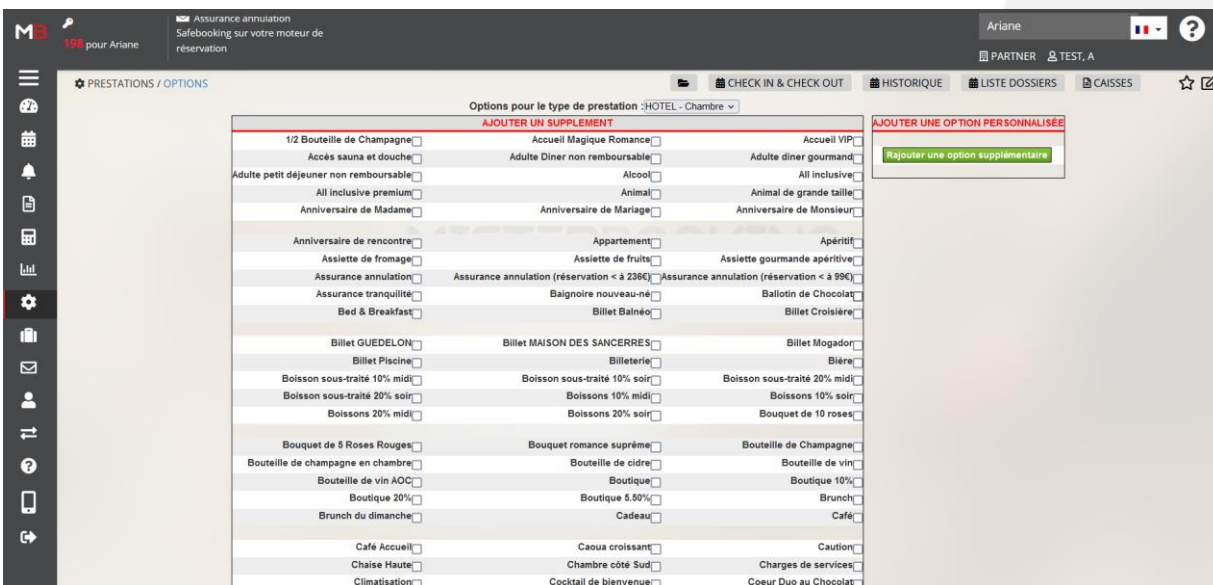
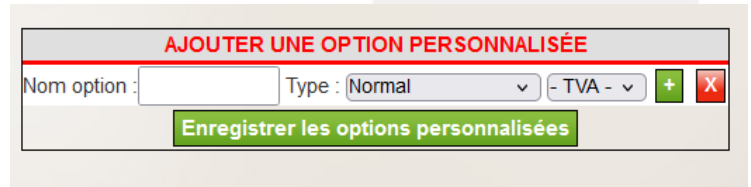
The options page is divided into two main categories: the upper part contains the list of options already created, and offers the user the possibility of modifying the description and supplement code.

The lower part of the "surcharge rates" page lists the products created, and allows the user to modify rates and taxes.

To create a new additional product, the user must click on the button at the top left of the interface.



He can then select a product from the pre-existing list, or click on the "add an additional option" button at the top right of the interface to create a product outside the list.



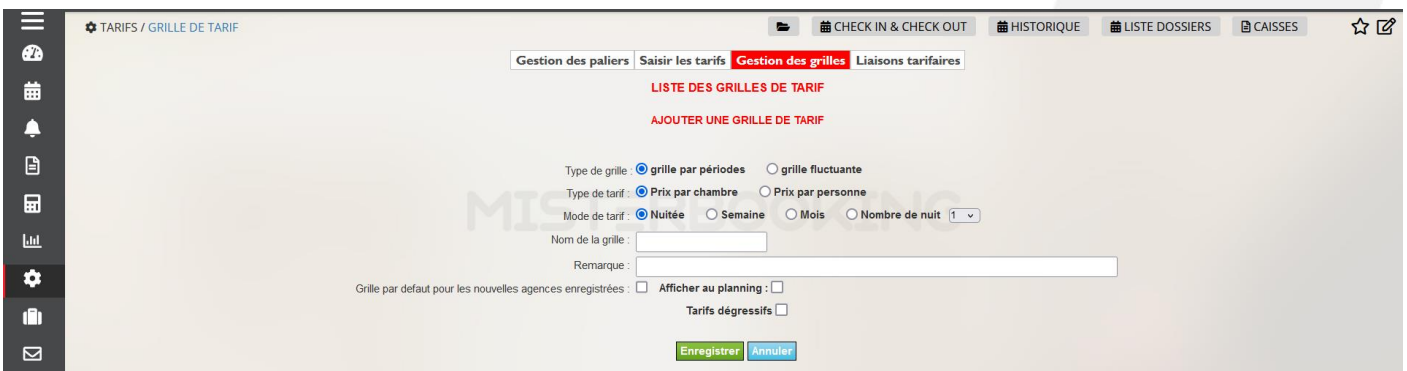
Once the product has been created, it will appear in the list in the previous menu, where the user can modify its price and associated taxes.

## PRICE LIST

From the left-hand side bar, the user can access the "Settings" menu, from which he can access the "Price list" sub-menu. The fee schedule sub-menu allows the user to configure and manage the fee schedule he/she wishes to use for his/her establishment. Once the fee schedule has been created, it is in this same tab that the user can modify it according to his/her needs.



To create a new fare grid, the user must go to the grid management tab, and click on add. From this tab, you can also manage the various grids that already exist.



On the grid creation page, users can configure a new grid by selecting "Fluctuating grid", the tariff type, the tariff mode, the grid name and then click on save.

Once the grid has been created, it will be added to the initial list.

To modify an existing rate schedule, the user must go to the top tab "Enter rates".

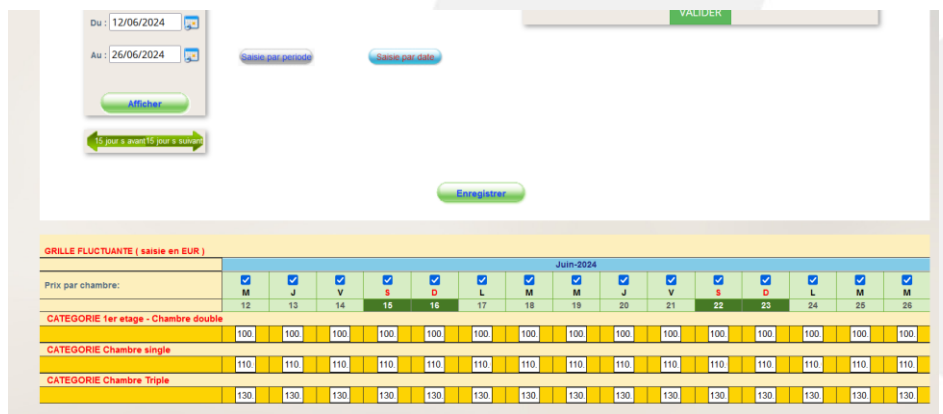


Once in the tool, the user must select the grid to work on with the selector at the top of the interface, then select the display period via the right-hand module, then click on display to show the grid.

Once the grid is displayed, the central module allows you to select an entry interval, check or uncheck certain days of the week if rates differ, and select the room types to be modified, then enter the desired rates.

The module on the right, "Rate carryovers", allows the user to carry over rates from a previous year, and apply them to the selected period.

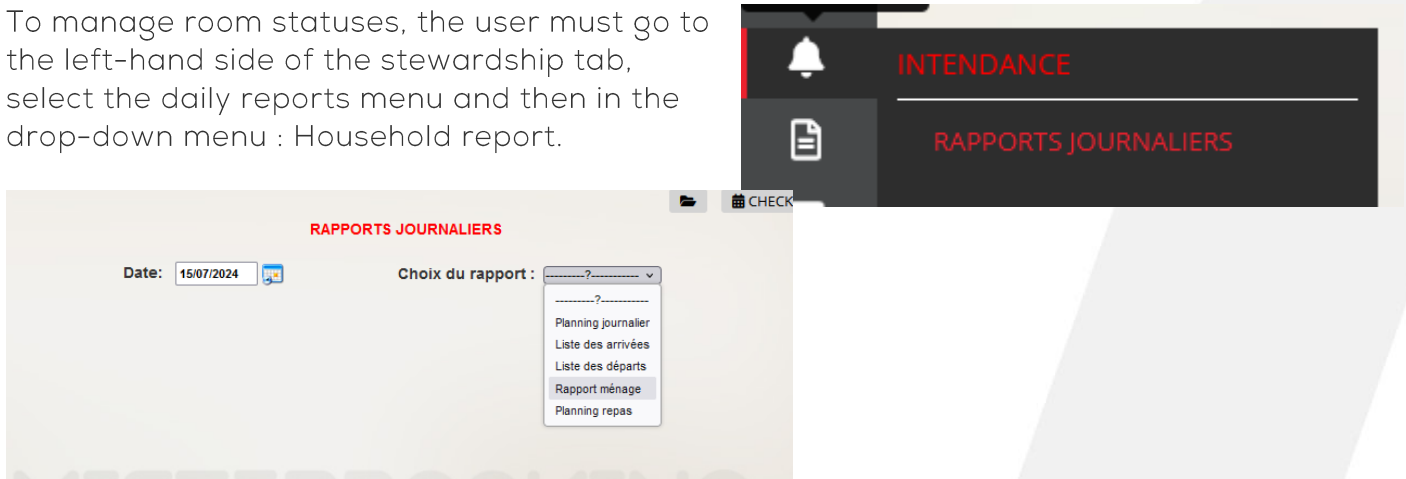
By using the "date entry" button, users can manually modify rates by day directly in the table.



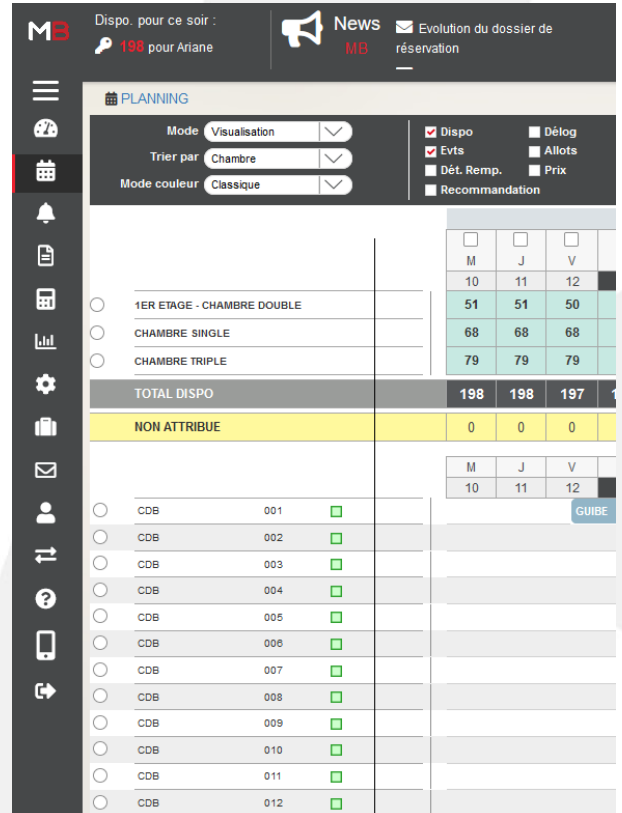
## CLEAN AND DIRTY ROOMS

In order to guarantee the availability of rooms in their establishment, hoteliers need to manage the status of their rooms, from dirty to clean. This is a manual operation that needs to be carried out regularly to keep availability up to date, and to prevent a customer from booking a room that is not supposed to be available.

To manage room statuses, the user must go to the left-hand side of the stewardship tab, select the daily reports menu and then in the drop-down menu : Household report.



In the Planning tab, which enables hoteliers to manage their reservations, rooms with "clean" status are indicated by a green square next to the room number. If the square is not present, the room is dirty, "to do" and therefore not available.





## RAPPORTS JOURNALIERS

Date : 15/07/2024    Choix du rapport : Rapport ménage    [version imprimable](#)    [Export Excel](#)

**Filtres et actions**

Assigner Retirer Assignment par défaut  
    Ajouter Retirer  
    Ajouter Retirer Modifier

**Affichage par employé ménage :**   
**Affichage par état de chambre :**

- Trier les chambres par catégorie
- Masquer les chambres libres
- Affiche le nom et prénom des clients du dossier
- Afficher les chambres fermées à la vente
- Afficher les remarques des réservations
- Afficher toutes les remarques
- Ne pas retirer l'action à effectuer le jour avant le départ du client. ?

Chambres faites    Chambres à faire       \*N.O.V : Non occupé la veille / \*F.V : Fermé à la vente

Chambre <input type="checkbox"/>	Nb pers	blanc	recouche	Assignée à	Action à faire	État de la chambre	Date de début de séjour	Date de fin de séjour
<input type="checkbox"/> 001 N.O.V				fgh g.	non	Propre Aujourd'hui à 14:52:41		

The tool's interface is divided into two parts: the upper part of the screen allows the user to select filters to display rooms according to different statuses (by housekeeper, by room status, etc.).

And the lower part includes the table listing the various rooms and their status, as well as the selection boxes.

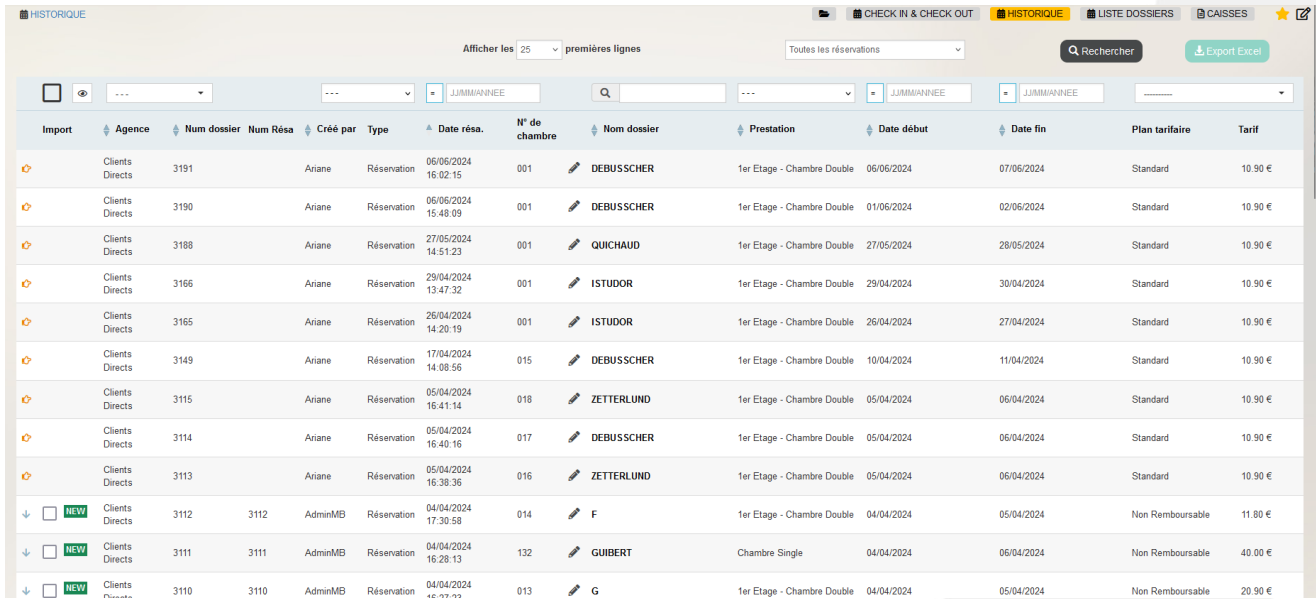
In the top left-hand corner of the screen, you can select different actions to be carried out in the rooms. First, select the rooms you want in the table using the checkboxes, then select the action to be performed and the person to whom it is assigned, then click on add or remove.

To change the status of individual rooms between "done" or "to do", the user must specifically select the rooms whose status he wishes to change, or select all rooms by clicking on the room box at the top of the table, then click on the "done" or "to do" button, which will change the status of the room(s).

# ADDITIONAL FEATURES

## HISTORY

The "History" sub-menu gives access to a complete history of all reservations made at the hotel.



Import	Agence	Num dossier	Num Résa	Créé par	Type	Date rés.	N° de chambre	Nom dossier	Prestation	Date début	Date fin	Plan tarifaire	Tarif
🔍	Clients Directs	3191		Ariane	Réservation	06/06/2024 16:02:15	001	DEBUSSCHER	1er Etage - Chambre Double	06/06/2024	07/06/2024	Standard	10.90 €
🔍	Clients Directs	3190		Ariane	Réservation	06/06/2024 15:48:09	001	DEBUSSCHER	1er Etage - Chambre Double	01/06/2024	02/06/2024	Standard	10.90 €
🔍	Clients Directs	3188		Ariane	Réservation	27/05/2024 14:51:23	001	QUICHAUD	1er Etage - Chambre Double	27/05/2024	28/05/2024	Standard	10.90 €
🔍	Clients Directs	3166		Ariane	Réservation	29/04/2024 13:47:32	001	ISTUDOR	1er Etage - Chambre Double	29/04/2024	30/04/2024	Standard	10.90 €
🔍	Clients Directs	3165		Ariane	Réservation	26/04/2024 14:20:19	001	ISTUDOR	1er Etage - Chambre Double	26/04/2024	27/04/2024	Standard	10.90 €
🔍	Clients Directs	3149		Ariane	Réservation	17/04/2024 14:08:56	015	DEBUSSCHER	1er Etage - Chambre Double	10/04/2024	11/04/2024	Standard	10.90 €
🔍	Clients Directs	3115		Ariane	Réservation	05/04/2024 16:41:14	018	ZETTERLUND	1er Etage - Chambre Double	05/04/2024	06/04/2024	Standard	10.90 €
🔍	Clients Directs	3114		Ariane	Réservation	05/04/2024 16:40:16	017	DEBUSSCHER	1er Etage - Chambre Double	05/04/2024	06/04/2024	Standard	10.90 €
🔍	Clients Directs	3113		Ariane	Réservation	05/04/2024 16:38:36	016	ZETTERLUND	1er Etage - Chambre Double	05/04/2024	06/04/2024	Standard	10.90 €
🔍	Clients Directs	3112	3112	AdminMB	Réservation	04/04/2024 17:30:58	014	F	1er Etage - Chambre Double	04/04/2024	05/04/2024	Non Remboursable	11.80 €
🔍	Clients Directs	3111	3111	AdminMB	Réservation	04/04/2024 16:28:13	132	GUIBERT	Chambre Single	04/04/2024	06/04/2024	Non Remboursable	40.00 €
🔍	Clients Directs	3110	3110	AdminMB	Réservation	04/04/2024 16:27:22	013	G	1er Etage - Chambre Double	04/04/2024	05/04/2024	Non Remboursable	20.90 €

You can

filter the display of reservations using the various tools at the top of the interface.

Clicking on the reservation name takes the user to the reservation summary window.

Each reservation has a different status, indicated by icons in the first column on the left, whose legend is available at the bottom of the page.

### LÉGENDE

- 🔍 Tri croissant/décroissant : cliquez sur l'entête des colonnes qui sont soulignées (A chaque clic, le tri change).
- 🔍 Dossier saisi manuellement.
- ⬇️ Le dossier a été importé automatiquement.
- 🔍 Le dossier provient du module Web ou d'une saisie agence - Dossier en ATTENTE.
- 🟢 Le dossier provient du module Web ou d'une saisie agence - Dossier VALIDE.
- 🔴 Le dossier provient du module Web ou d'une saisie agence - Dossier REFUSE.
- 🗑️ Résa annulée.
- 🔄 Résa modifiée.
- NEW Nouvelle résa.

Rechercher... Entrez vos critères de recherche dans les zones de saisie et cliquez sur Rechercher.  
 Du texte : Si votre critère est MARTIN, vous aurez comme résultat le dossier MARTIN, mais aussi MARTINAU...  
 Une date : (opération sélectionnée → résultat) :

- ⊞ Les dates égales à la date sélectionnée
- > Les dates supérieures à la date sélectionnée
- ⊞ Les dates supérieures ou égales à la date sélectionnée
- < Les dates inférieures à la date sélectionnée
- ⊞ Les dates inférieures ou égales à la date sélectionnée
- ↔ Les dates entre les deux dates sélectionnées

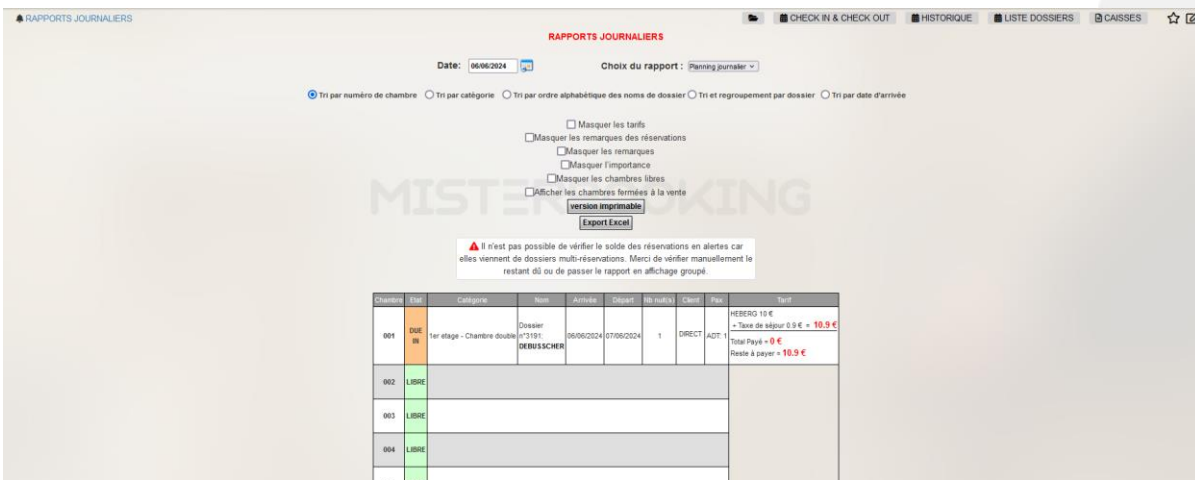
## DAILY REPORTS

The "daily reports" sub-menu, accessible via the stewardship menu on the side access bar, allows users to access different types of daily reports according to their needs.

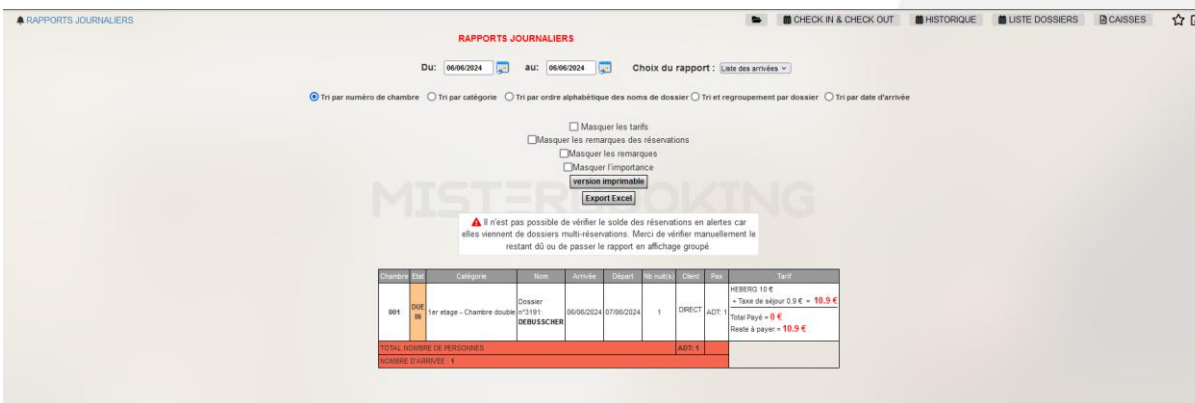
The various reports are as follows:



- Daily schedules: showing all the day's rooms, their status, linked reservations and rates.



- The arrivals list, showing only reservations arriving on the selected day.



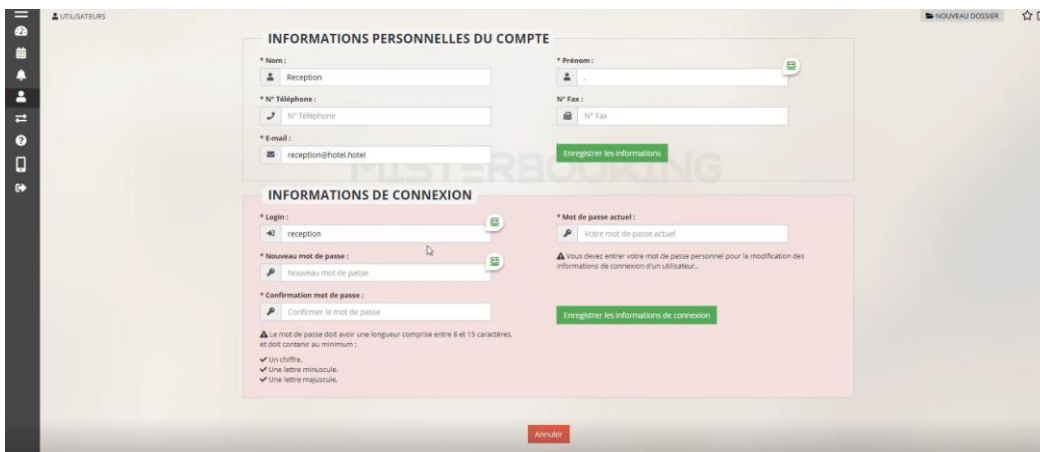
- And the list of departures for the selected day is based on the same principle as arrivals.

## USERS

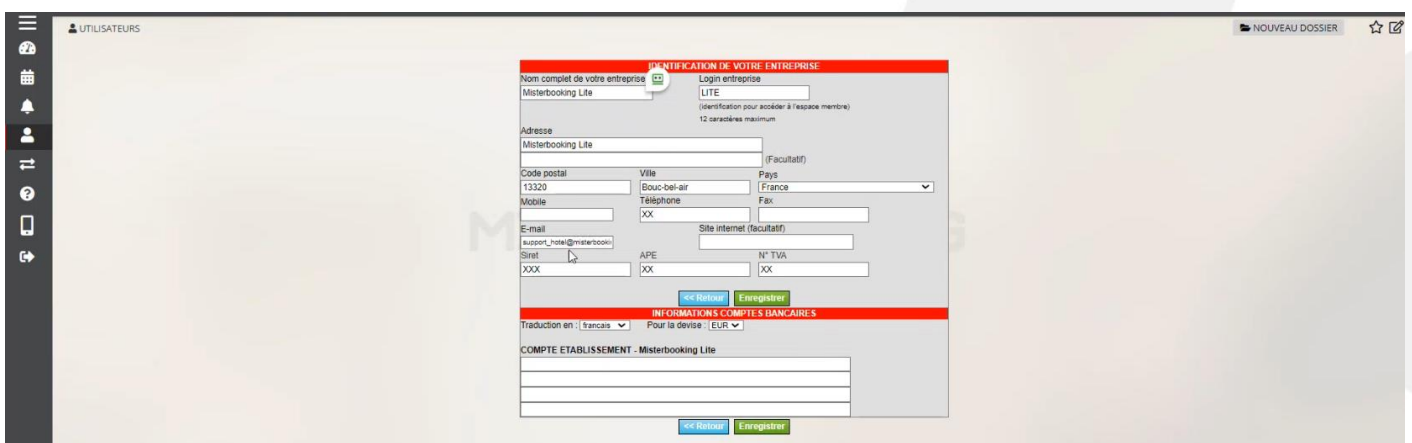
The "users" menu, accessible via the side access bar, allows the user to view or modify the various identification details of the user or the user's company.



Below is the user file, which allows you to view or modify the various user and identification details.



The company identification sheet allows you to view or modify information about the company.



## MAPPING

The "Mapping" sub-menu, accessible via the Connectivities menu in the left-hand sidebar, is an information-only menu, providing the hotelier with certain information relating to his installation and enabling him to provide more detailed information, particularly in the event of problems or exchanges with the support department.



This includes the hotel's ID number, which enables the module to be connected to the Ariane terminal for easy identification.

