



STANDARD OPERATING PROCEDURE

PTSL / SOP / IT / OPERA ROOM

INVENTORY SYNC

	Name	Signature	Date
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For the attention of the User

Users may give feedback or present comments and recommendations on any aspect of this Document and address them to Internal Audit Department, Yong Tai Berhad.

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STANDARD OPERATING PROCEDURE RELATED PARTY TRANSACTION OPERA ROOM INVENTORY SYNC	DOC NO : PTSL /SOP /IT/ORIS
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1.0 OBJECTIVE

To process Opera Room Inventory Sync Process and Opera Xchange Interface (OXI) Room Sync to MyFidelio.net every day to prevent Room Overbook.

2.0 SCOPE

To make sure Opera Room Inventory is correct with MyFidelio.net and distribute to Channel Manager (Siteminder.com and Webhotelier.net)

3.0 DEFINIITION

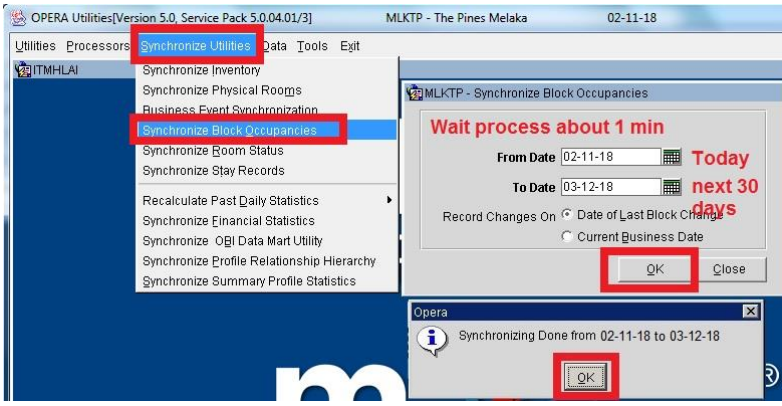
- 3.1 "IT" shall refer to Information Technology Staff.
- 3.2 "OXI" shall refer to Opera Xchange Interface (2-way connectivity)
- 3.3 "Opera" shall refer to Opera PMS
- 3.4 "Sync" shall refer to Room Inventory Synchronization

4.0 RESPONSIBILITY

- 4.1 IT Department to carry out their job strictly and professionally and accordance to Company's policies and procedures.
- 4.2 IT Department to ensure Opera Room Inventory is correct everyday.

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5.0 PROCEDURE

STEP	DESCRIPTION	RESPONSIBILITY
5.1	<p>Process Room Synchronize from Opera Utilities (for Local Server)</p> <p>Login to Opera PMS System. Click on Utilities Button. A Utilities screen will popup, click Login button to continue. Click Synchronize Utilities (Menu Bar), click Synchronize Block Occupancies (to process sync for Block) A Synchronize Block Occupancies screen will popup From Date (today date) and To Date (next 30 days date) Click OK Button, it will start process less than 1minutes. Click OK Button to close the screen.</p> 	IT Department
5.2	<p>Click Synchronize Utilities (Menu Bar), Click Synchronize Physical Rooms (to select MLKTP Property) Select MLKTP Property, click OK Button. It will process 1 sec, and click OK Button to close it.</p>	IT Department

**STANDARD OPERATING PROCEDURE
RELATED PARTY TRANSACTIONS**

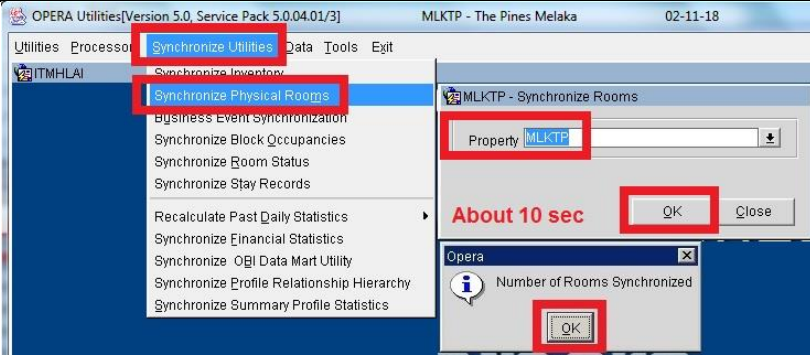
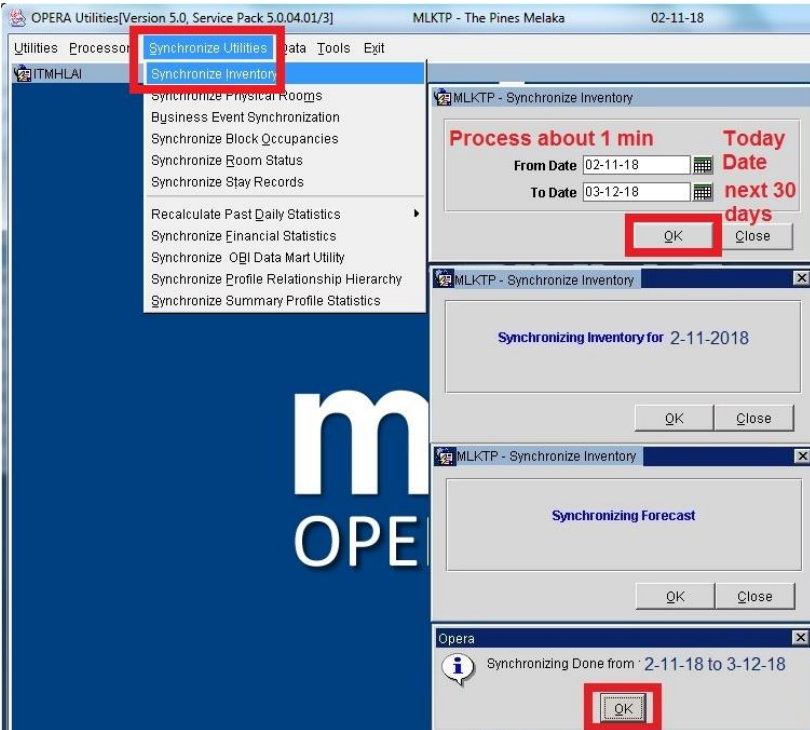
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STEP	DESCRIPTION	RESPONSIBILITY
		IT Department
5.3	<p>Click Synchronize Utilities (Menu Bar) Click Synchronize Inventory (to process Room Inventory on Opera Server.) From Date (today date) and To Date (next 30 days date) Click OK Button, it will start process about 1minutes. After finish, click OK Button to close it.</p>  <p>This step is process Opera PMS Room Sync only.</p>	IT Department

**STANDARD OPERATING PROCEDURE
RELATED PARTY TRANSACTIONS**

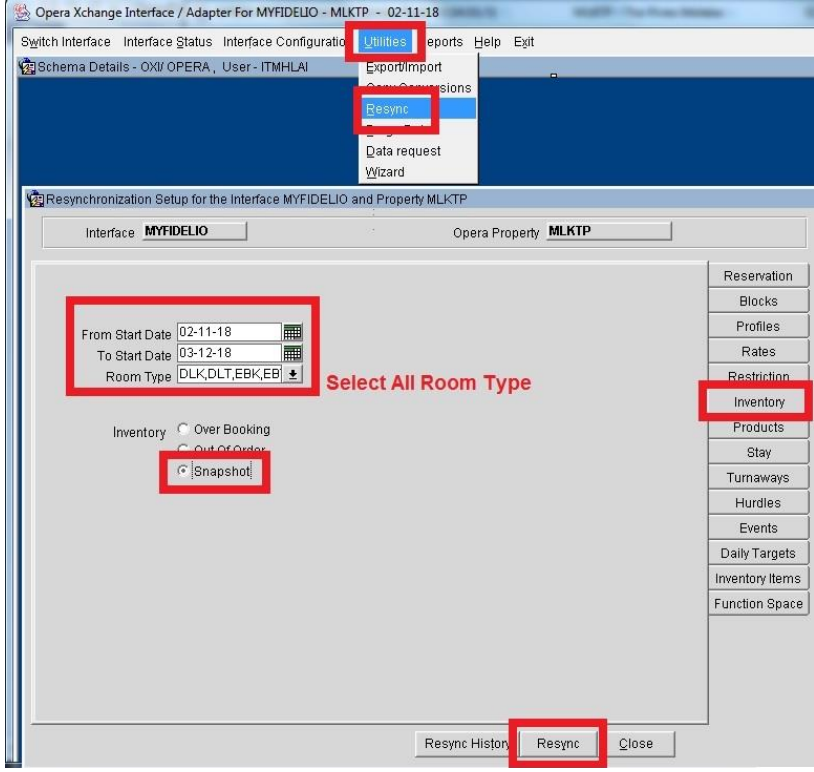
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STEP	DESCRIPTION	RESPONSIBILITY
5.4	<p>Process Room Synchronize from Opera Server to MyFidelio.net</p> <p>Click on OXI Button. An OXI screen will popup, click Login button to continue. Click Utilities (Menu Bar), Click Resync Button. Resynchronization Setup Menu will popup. Select Inventory Tab Select From Start Date (today date) and To Start Date (next 30 days) Select Room Type (select All Room Type) Select Snapshot Option. Click Resync Button.</p> 	IT Department
5.5	<p>Click Resync History Button, a Resync Status will popup. Click Refresh Button and wait the status is show COMPLETE. Click Close Button when status is COMPLETE.</p>	IT Department

STANDARD OPERATING PROCEDURE RELATED PARTY TRANSACTIONS


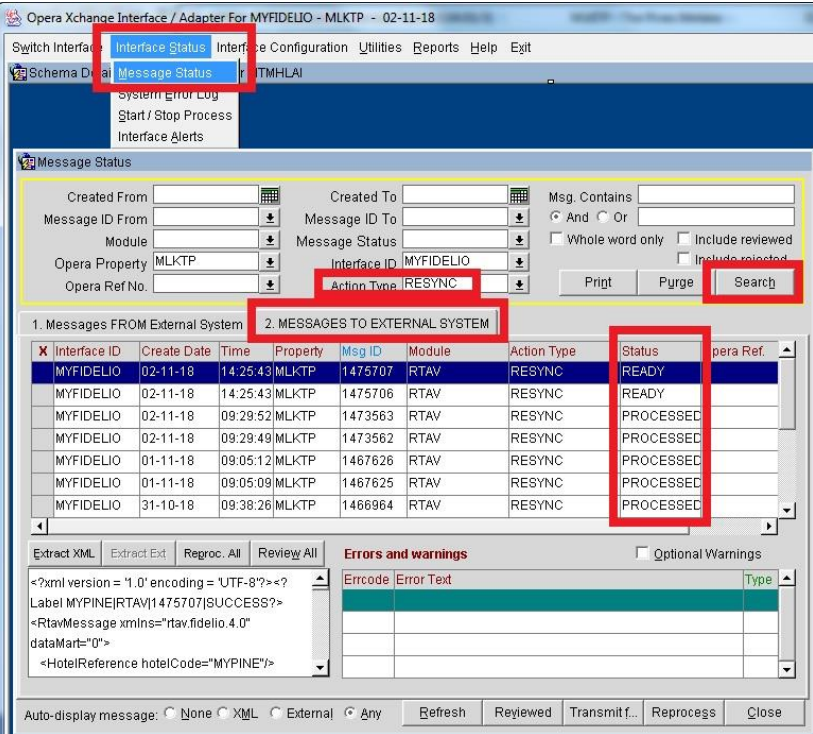
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STEP	DESCRIPTION	RESPONSIBILITY
		IT Department
5.6	<p>Click Interface Status (Menu Bar), click Message Status. A Message Status Screen will popup click 2. Message to External System (Tab) Select Action Type = RESYNC status, click Search Button. Wait the Status from READY to PROCESSED Status, that it is complete. When Complete, click Close for screen and Exit for OXI Program.</p> 	IT Department

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6.0 RECORDS

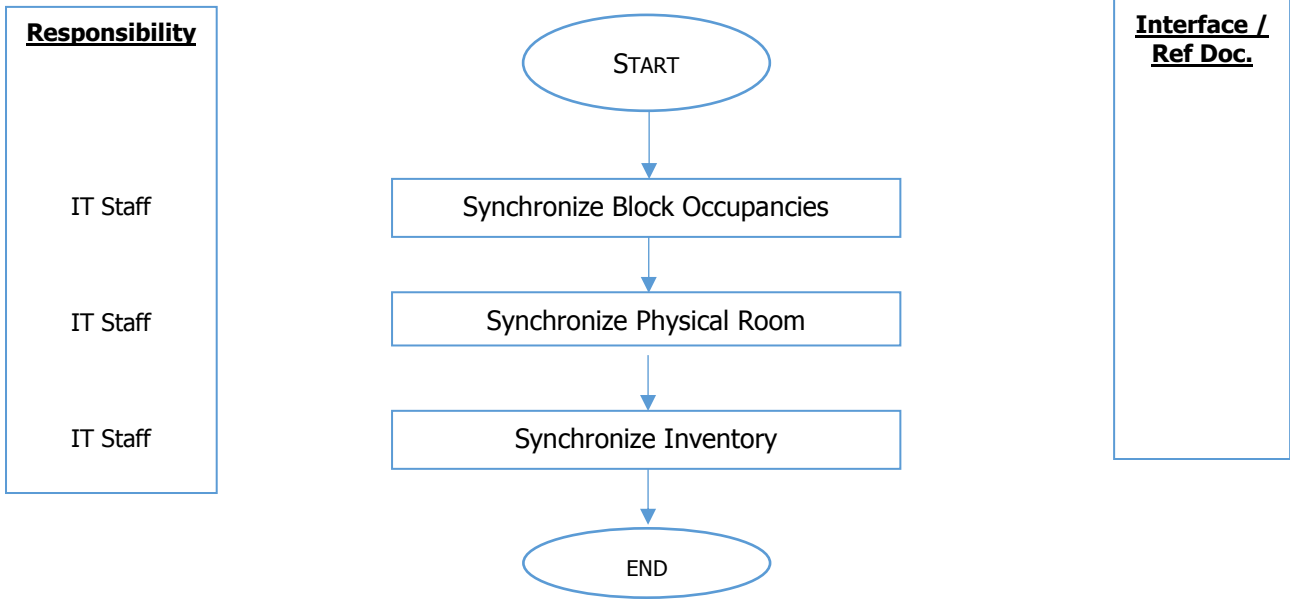
Records Type/Title	Retention Period

7.0 APPENDIX

Appendix 7.1: Process Flow of Room Inventory Synchronize (Local Server)

Appendix 7.2: Process Flow of Resync Room Inventory to MyFidelio.net (External)

Process Flow of Room Inventory Synchronize (Local Server)



Process Flow of Resync Room Inventory to MyFidelio.net (External Server)

