



Complete Computer Solutions for the Hotel Industry since 1984

Training Plan

Welcome Computer Systems™

Welcome 21st PMS Reception Basic Training (Approx 4.5 Hours)

- Software Overview 10 mins
 - The Programs
 - The Booking Chart
- Making Bookings 60 mins
 - Individual Bookings
 - Corporate Bookings
 - Group Bookings
 - Function Bookings
 - Deposits
- Amending Bookings 20 mins
- Reception Late Procedures 90 mins
 - Print Reg Cards
 - Check-In
 - Applying Manual Charges
 - Applying Room Charges
 - Cashing up
 - Night Porter Lists
- Reception Early Procedures 60 mins
 - HouseKeeping Lists
 - No Shows
 - Check-Out
 - Cashing up
- End of Day Report 30 mins
- Qs and As

Call us on 0845 4582121 or email sales@welcome-computers.co.uk to book your place at the next available training session.

