

JacTravel – Hotels Online

JacHotels

User Manual



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Login

Url: WWW.JACHOTELS.CO.UK

JacTravel

Welcome to JacHotels,
Our brand new booking website.

Agent Group Username Password Submit

About Us | Get In Touch | Forgot Password

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Agent ID: This is the name of your company

User name: Code normally all in capitals

Password: xxxxxx

Your login credentials will be given to you once your account has been opened.



Default Home page

When arriving from the Log in page the Book Hotel Search appears. This acts as our HOME page. From the **Top Menu** bar the following options are available

Book Hotel: This will always bring you back to the home page from where you can start your hotel search. On this page you also have a list of our Top Selling Cities, clicking on these will part complete the booking engine with city name and also show you a special offer for that city.

Manage Bookings: Here you can view, amend and cancel existing bookings.

Hotel Directory: A fully searchable list of all of our available hotels.

News: News on hotel offers and important hotel updates

Administration: Details on your account set up, login and password details, logo upload for hotel vouchers.

Help: JacHotels User Manual latest version

Log Out: We recommend that you only use this feature when shutting down your computer.

From the **Footer Menu** bar you can find the [Contact Us](#) Link, and the [Terms & Conditions](#)



Book a Hotel - General Hotel Search

Destination Drop-Down (Auto-complete) - Begin typing the first few letters of your required country, city or town and the box will automatically populate a drop down with all matching options. Click on the destination you are looking for and it will drop into the search box. (Minimum 3 letters). If you are unable to find the location or unsure of the exact spelling use the **Select** link to open a drop down menu to help you select your destination. Use the drop down menu to select the following criteria:
Country: Select the Country required from the drop down menu (Note this is a Mandatory field)
City: Select the City required from the drop down menu
Station: Select the Station required from the drop down menu (Note: the station Selection is only applicable to a few major cities such as London and Paris):

Check-in/Check-out Dates – Entered your required stay period

Hotel Name – Use this filter if you know already which hotel you are searching for, or if you are searching for a specific chain, this filter will return any hotels which contain your search term in the name.

Rooms – Enter total number of rooms required up to maximum of 4 and complete occupancy for each room including child ages if relevant. Note that if you search for 2 Adults with child/children and no results return, it may be possible to make the booking with 2 Adults and then add the child/children to the booking manually by contacting res@jactravel.co.uk.

Category - Select the star rating required from the drop down menu (Note: this will return the category selected plus all above in the search results).



On Request Bookings – When booking on request, please note that if you place the booking on request before 1.30pm UK time you will have answer within same day in the afternoon. When you place the booking on request after 1.30pm UK time you will receive answer from us following day in the morning. Please note that if your booking on request is urgent, please contact our Reservation team on 0044203 376 6600 or sent email with subject 'URGENT [JacTravel Booking Reference Number]' to res@jactravel.co.uk.

The screenshot shows the JacTravel website interface. At the top is the JacTravel logo and a navigation menu with links: Book a Hotel, Manage Bookings, Hotel Directory, News, Administration, Help, and Log Out. Below the menu is a search bar with the following details:

- Destination:** London, England
- Check-in date:** 31/05/2014
- Check-out date:** 01/06/2014
- Nights:** 1
- Rooms:** 1
- Room 1:** 2 Adults, 0 Children
- Category:** All
- Results per page:** 50
- Available Only:** (checkbox)
- Search For Hotels** (button)
- Advanced Search** (link)

The search results are for **LONDON, ENGLAND** and show 225 results. The results are ordered by Price (Ascending). Two hotels are visible:

Travelodge London Croydon Central Hotel (3 stars, East Croydon). Rooms listed include Double Room and Twin Room, both priced at 49.02 GBP. The Double Room is available, while the Twin Room is on request.

Holiday Inn Express Chingford Hotel - North Circular (3 stars, Walthamstow Central). A room is listed for 49.02 GBP.

Default Filter Setting – By default the hotels will return with the cheapest price first, you can also adjust to return in alphabetical order.

Expanding Hotel Information – On the results page, you can get more information on the hotel by clicking on the image or the Hotel Details link. You can open and view a pop-up of the specific cancellation policy for each room type by clicking on the Cancellation Policy (ensure pop-ups are enabled for www.jachotels.co.uk). You can get a daily pricing breakdown by clicking on the price this is particularly useful for long stays.

See Map – This will allow you to see the hotels in Map View, you can expand to navigate around the map and choose the best hotel for your client.



Destination: London, England

Check-in date: 31/05/2014 Check-out date: 01/06/2014 Nights: 1

Hotel name:

Rooms: 1

Room 1: Adults: 2 Children: -

Category: All

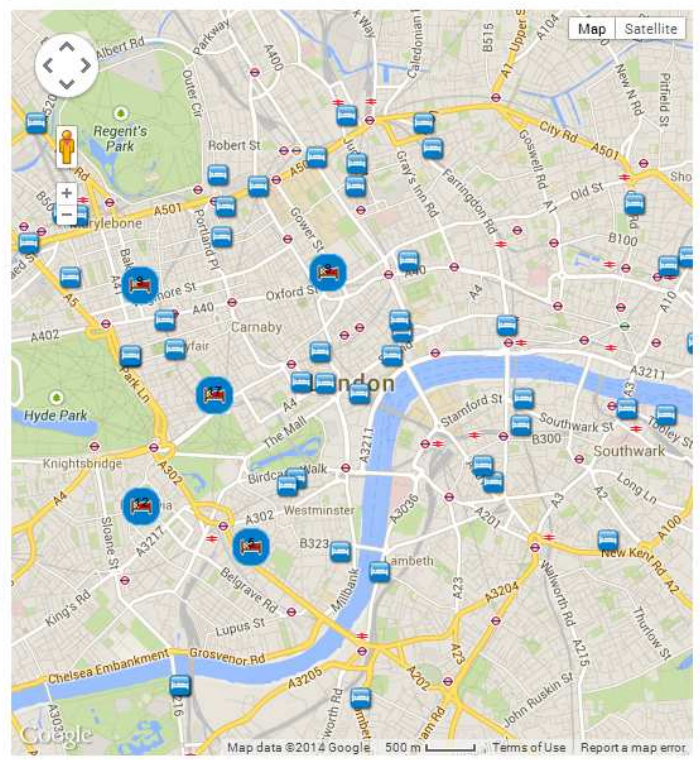
Results per page: 50

Available Only:

Advanced Search



The search returned: 0 results Order by **Price** Name Ascending Descending



- Hotels on map**
- Filter by name:
- [1 Lexham Gardens Hotel](#)
 - [196 Bishopsgate Hotel](#)
 - [Aloft London Excel Hotel](#)
 - [Andaz Liverpool Street Hotel](#)
 - [Athenaeum Hotel](#)
 - [Avni @ Kensington](#)
 - [Baglioni Hotel](#)
 - [Bayswater Inn Hotel](#)
 - [Belgraves Hotel](#)
 - [Bentley Hotel](#)
 - [Best Western Greater London](#)
 - [Best Western Ilford Hotel](#)
 - [Browns Hotel](#)
 - [Cafe Royal](#)
 - [Central Park Hotel \(Finsbury Park\)](#)
 - [Claridges Hotel](#)
 - [Colonnade Hotel](#)
 - [Comfort Inn Vauxhall Hotel](#)
 - [Corus Hotel Hyde Park](#)
 - [Courthouse Hotel](#)
 - [Cranbrook Hotel London](#)
 - [Crowne Plaza - The City](#)
 - [Crowne Plaza London Docklands](#)
 - [Danubius Hotel Regents Park](#)
 - [DoubleTree by Hilton London - Tower of London](#)
- 1 - 25 / 222 > >>



Book a Hotel - Special Offers

How to find Special offers?

1. Please go to "Book a Hotel"
2. Type the destination you are looking for; please note JacTravel offers Special offers in all contracted cities example: London
3. Leave check in and check out date blank
4. Click on the gold icon "SPECIAL OFFERS" next to the "Search For Hotels" button
5. The system will display all the available offers in alphabetic order by hotel name
6. Note booking period is anytime
7. The price displayed is already including the discount

The screenshot shows the JacTravel website interface. At the top is the JacTravel logo and a navigation menu with links: Book a Hotel, Manage Bookings, Hotel Directory, News, Administration, Help, and Log Out. Below the navigation is a search section titled "Search For a Hotel" with fields for Destination (London, England), Check-in date (31/05/2014), Check-out date (01/06/2014), Nights (1), Hotel name, Rooms (1), Room 1 (2 Adults, 0 Children), Category (All), Results per page (50), and an "Available Only" checkbox. A "Search For Hotels" button is present, along with a "SPECIAL OFFERS" icon and an "Advanced Search" link.

To the right of the search section is a "Special Offers" table with the following data:

City	Hotel/Service	Rating	Validity	Name	Description	
London	196 Bishopsgate Hotel	4 *	01 Aug 2014 - 31 Aug 2014	10% rate reduction for all nights	10% rate reduction for all nights	Check Availability
London	196 Bishopsgate Hotel	4 *	07 Apr 2014 - 31 Jul 2014	50% off Sunday night with minimum 3 night stay	50% off Sunday night with minimum 3 night stay	Check Availability
London	196 Bishopsgate Hotel	4 *	01 Sep 2014 - 31 Oct 2014	50% off Sunday night with minimum 3 night stay	50% off Sunday night with minimum 3 night stay	Check Availability
London	ACE Hotel	5 *	07 Apr 2014 - 30 Apr 2014	20% off minimum 2 night stay on Tuesday/Wednesday/Saturday	20% off minimum 2 night stay on Tuesday/Wednesday/Saturday	Check Availability
London	ACE Hotel	5 *	21 Dec 2014 - 30 Dec 2014	Early Bird 20% Friday to Sunday	Early Bird 20% Friday to Sunday	Check Availability
London	Aloft London Excel Hotel	4 *	13 Apr 2014 - 27 Apr 2014	10% rate reduction for all nights	10% rate reduction for all nights	Check Availability
London	Aloft London Excel Hotel	4 *	03 May 2014 - 02 Jun 2014	10% rate reduction for all nights	10% rate reduction for all nights	Check Availability
London	Aloft London Excel Hotel	4 *	08 Jun 2014 - 15 Jun 2014	10% rate reduction for all nights	10% rate reduction for all nights	Check Availability
London	Aloft London Excel Hotel	4 *	07 Apr 2014 - 08 Apr 2014	10% rate reduction for all nights	10% rate reduction for all nights	Check Availability



Book a Hotel – Reservation Details

Agency Reference: is your own code to identify who has made the booking, it is mandatory to complete this text box, so please use something relevant and unique.

Notes: You can use the tick box to request frequent extras, and the **Other** text box is to add any relevant "special requests" for the booking.

Voucher for On Request bookings: for this type of booking is not provided any voucher until the status is confirmed – this in bold – because clients get very confuse about why they are not getting a voucher. Please add a screenshot highlighting in a RED circle the above words in bold after the explanation

Voucher: If the booking is in a confirmed status you are able to view the hotel voucher Click to print Voucher (Note: this icon will only appear against Confirmed services and not those On Request) it is possible to send this voucher to your default email address as well as one other CC email address.

Please note that when you start the booking process the availability is not removed from sale, it is only removed form sale once you have completed the booking, so please ensure that you complete your bookings swiftly to avoid booking failures. We work predominantly with fixed Net FIT rates and allocations; however we have a growing number of hotels that are connected to our selling system via channel manager providing both dynamic rates and availability.

[Book a Hotel](#) | [Manage Bookings](#) | [Hotel Directory](#) | [News](#) | [Administration](#) | [Help](#) | [Log Out](#)

RESERVATION DETAILS

Agency Ref(required):

Destination: London, England

Hotel: TRAVELODGE LONDON CROYDON CENTRAL HOTEL

Check-in date : 31/05/2014 Nights :1

Cancellation Deadline: 29/05/2014

Agency Name: JAC Group

Agency Agent: adam walsh

CC Email:

Currency: GBP

Total price : 49.02

Notes:

Early arrival

Nonsmoking room

Late arrival

Other

Requests are subject to availability at the time of check in

Passenger details:

Room type	Title	Names	Last Name (Family Name)
		First Name	
Room 1 - Double Room	Mr	<input type="text"/>	<input type="text"/>
	Mr	<input type="text"/>	<input type="text"/>

Price Breakdown :

RoomType	Date	Availability	Total (sell)
Room 1 - Double RoomBed & Continental Breakfast	Sat, 31/05/2014	Available	49.02
TOTAL:			49.02

Cancellation policy(required):

Room: Double Room
Cancellation policy : 2 day(s) prior to arrival. If cancelled less than 2 day(s) prior then 1 night will be charged. In the event of a no show or early checkout then a charge of up to 100% of the entire cost of the booking may be applied.

In order to avoid penalties, cancellation should be done before 12.00 hrs (GMT) on Cancellation Deadline.

Please click here if you agree with the above Cancellation Policy

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Book a Hotel - Accommodation Voucher

Send:

CC:

Accommodation Voucher

To Agency: JAC Group

This booking has been made by JacTravel on behalf of JAC Group

Hotel

To:	Radisson Blu EU Hotel
Address:	Rue d'Idalie 35
Postal Code:	1050
City:	Brussels
Telephone:	00 322 6268111
Date of issue:	25 Mar 2014
Jacob Booking Ref:	JCFT6217687
Agent Reference:	

Passenger Names

Denis NGUYEN
Partner Partner

SERVICE DESCRIPTION

Service Details:

Meal Plan	Bed and Buffet Breakfast
No of Passengers	2
Number of Rooms	1
Room Type	Double Room
Number of nights	2
Date of Arrival	25/04/2014
Date of Departure	27/04/2014

Emergency contact details

Bookings	Tel: +44 207 870 8560
Accounts	Tel: +44 208 748 6433

[Email](#)[Close](#)[Print](#)

Manage Bookings

Book a Hotel | Manage Bookings | Hotel Directory | News | Administration | Help | Log Out

Confirmed 7 | Cancelled 1 | Cancellations due today 0 | Cancellations due tomorrow 1 | Modify Search

[Export results to excel](#)

Status	Reference No	Agency ref	Lead Passenger name	Destination	Travel date	Cancellation deadline	Total Price
Failure Booking	JCFT5981746	Test Booking6	Adam TEST-TEST	Aberdeen Scotland	08/04/2014	08/04/2014	0.00 GBP
Cancelled	JCFT6061495	testbooking	Adam test-test	Brussels Belgium	06/04/2014	04/04/2014	0.00 EUR
Confirmed	JCFT6205212	ML	Bruce Hayward	Rome Italy	06/04/2014	04/04/2014	667.80 EUR
Confirmed	JCJA6199116	JCIG178262	Eva Maria Flucher	Bath England	06/04/2014	04/04/2014	69.20 GBP
Confirmed	JCFT6156071	OHARA	STEVE O'HARA	Helsinki Finland	05/04/2014	03/04/2014	260.98 EUR
Confirmed	JCFT6179737		Cheryl McAvoy	Dublin Ireland	05/04/2014	03/04/2014	270.30 EUR
Confirmed	JCFT6179823		Stephanie McAvoy	Dublin Ireland	05/04/2014	03/04/2014	270.30 EUR
Confirmed	JCFT6179913		Caroline Forysthe	Dublin Ireland	05/04/2014	03/04/2014	85.00 EUR
Confirmed	JCFT6239580		Shelley Ki	London England	05/04/2014	05/04/2014	39.20 GBP

Show: 15 [Modify Search](#) << First < Prev 1 / 1 Next > Last >>

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With this tool you can see all the bookings made (On request, available and cancelled)

Cancellations due today: Allows you to check if any of your bookings are close to cancellation deadline, if the bookings are confirmed then you don't need to do anything, just pay as per your agreement.

Cancellations due tomorrow: This gives you a list of the bookings with cancellation deadline tomorrow.

Please note this tool will help you to check which bookings are due to be cancelled on the day or tomorrow – Please note that all bookings need to be cancelled according with the cancellation policy of the hotel before 12pm UK Time.

IMPORTANT: If you cannot cancel the booking online please contact res@jactravel.co.uk.

Export results to Excel: you can see here all the bookings made with all the status, passenger name, travelling date, agency reference (to identify who made the booking) destination and total value.



Hotel Directory

Search hotels by destination city, country, star rating

The directory will give you a full list of all available hotels in that destination.

Hotel name	Rating	Country	City	Station
1 Lexham Gardens Hotel	3 *	England	London	Earls Court Station
196 Bishopsgate Hotel	4 *	England	London	Liverpool Street Station
51 Buckingham Gate,Taj Suites & Residences	5 *	England	London	St. James Park
ACE Hotel	5 *	England	London	Liverpool Street Station
Alexandra Hotel	3 *	England	London	Paddington
Aloft London Excel Hotel	4 *	England	London	Prince Regent (DLR)
Ambassadors Hotel	3 *	England	London	Earls Court Station
Ambassadors in Bloomsbury	4 *	England	London	Euston
Americana Hotel	3 *	England	London	Baker Street
Andaz Liverpool Street Hotel	5 *	England	London	Liverpool Street Station
Apex City of London	4 *	England	London	Tower Hill
Apex Temple Court Hotel	4 *	England	London	Temple
Apollo Hotel	2 *	England	London	Bayswater
Arlington Apartment London	4 * +	England	London	Green Park
Ashley Hotel London	2 *	England	London	Paddington
ASTONS APARTMENTS	3 *	England	London	Gloucester Road
Astor Court Hotel	3 *	England	London	Oxford Circus
Astor Victoria Hotel	1 *	England	London	Victoria Station
Attheneum Hotel	5 *	England	London	Green Park
Avni @ Kensington	3 * +	England	London	Gloucester Road
Baglioni Hotel	5 *	England	London	High Street Ken.
Bayswater Inn Hotel	3 *	England	London	Bayswater
Bayswater Inn Hotel - NON REFUNDABLE ROOM	3 *	England	London	Bayswater
Belgraves Hotel	5 *	England	London	Sloane Square
Bentley Hotel	5 *	England	London	Gloucester Road
Best Western Burns Hotel	3 *	England	London	Earls Court Station
Best Western Cromwell Hotel	4 *	England	London	Gloucester Road
Best Western Cumberland Hotel	3 *	England	London	Harrow-on-the-Hill
Best Western Greater London	3 *	England	London	Ilford
Best Western Ilford Hotel	3 *	England	London	Ilford
Best Western Palm	3 *	England	London	Golders Green
Best Western Seraphine Hammersmith Hotel	4 *	England	London	Hammersmith Station
Best Western Swiss Cottage Hotel	3 *	England	London	Swiss Cottage
Blair Victoria and Tudor Inn	2 *	England	London	Victoria Station
Blakemore Hyde Park Hotel	4 *	England	London	Bayswater

When you click on one of them you will get a Hotel Overview with links allowing you to check the following:



Hotel Overview

See Map: Use this to bring up a map view of the destination with all featured hotels

Availability: Please check the availability by clicking here; you will go to the main page to search for the hotel.

Print: Allows you to print a hardcopy of the hotel overview with key features and location map, ideal for sending to your clients.

Email: Allows you to email a copy of the hotel overview to an email of your choice.

Export PDF: Will generate a PDF version for redistribution.

The screenshot displays the JacTravel website interface. At the top, the 'JacTravel' logo is on the left, and a navigation menu includes 'Book a Hotel', 'Manage Bookings', 'Hotel Directory', 'News', 'Administration', 'Help', and 'Log Out'. The main content area features a banner for '1 Lexham Gardens Hotel' with a 3-star rating and links for 'See Map', 'Availability', 'Print', 'Mail', and 'Export PDF'. Below this, the 'Overview and details' section provides the address '1 Lexham Gardens' and phone number '02078352930'. A grid of images shows the hotel's exterior, a bedroom, two lounges, and a reception area. The text at the bottom of the grid indicates the hotel is located in fashionable Kensington.



Administration

The administration button on the tool bar allows you to manage users within your agency and also manage the additional commission you add to the sale price from Jac Travel.

Commission: you can add a mark up on top of the net prices in the % please choose how much you would like to add and save it.

How to create Sub-agents: Click in add new, fill out the details with the information required. If you want the sub-agent to be able to cancel the booking please tick "administrator enable" and save; if you don't tick on that box the sub-agent would not be able to cancel the booking.

Logo: Please upload your own logo to appear in the confirmation voucher, please make sure to upload a good quality picture with dimensions around 200x400px, note you may find your logo distorted if you use different dimensions.

Type	Percent
Reservations (Agents)	0.00

Show Net Price

[Save](#)

[Back to main menu](#)

Use the box in the screenshot above to adjust the selling price to your client above the net sale price you receive from Jac Travel.

