

Accomotel – Brief Introduction for Property Owners & Managers (Agents)

A very warm Welcome to the new Accomotel website and reservations system, based on maximising the speed of the Request & Quote process rather than relying on “live” availability and closeout data. In fact, we would argue that it can’t get more “live” than our system, putting you in direct contact with the client, so you can offer the last apartment available – but we have also built in a close-out feature for good measure.

The screenshot shows the Accomotel website homepage. At the top, there is a navigation bar with links for Home, New to site, Log On, Register, and Contact Us. A search bar is located in the top right corner. Below the navigation bar, there is a banner for "Serviced Apartments Extended Stay Hotels" with a photo of a bedroom. To the left of the banner is an "apartment search" form with various filters: Minimum Stay (Flexible), Site Categories (All), Room Types (All), United Kingdom, London, Area (All), and Business/Budget. Below the filters is a "Search" button and a "Keyword Search" field. The banner text reads: "Serviced Apartments Extended Stay Hotels for corporate and leisure clients". Below the banner, there is a section titled "The Accomotel Service" and "Serviced Apartments" with a brief description.

Logging On: This will usually consist of your email address and chosen password. The system refers to the owner or manager of a property or group of properties as an Agent and ideally one log-on account only should be created for each property or group. Should you not have already registered, you should please do so now.

The screenshot shows the Accomotel website's login page. At the top, there is a navigation bar with links for Home, New to Site, Log On, Register, and Contact Us. A search bar is located in the top right corner. Below the navigation bar, there is a section titled "Client Log On" and "Apartment Log On". Each section has a "Please enter your username and password. Register if you don't have an account." message. The "Client Log On" form has fields for Username, Password, and a "Remember me?" checkbox, with a "Log On" button. The "Apartment Log On" form has fields for Username, Password, and a "Remember me?" checkbox, with a "Log On" button. A "Forgot password?" link is provided for both forms.

Registration: Registration is extremely quick and easy. Complete some basic contact information and you are ready to return to Log On.



The screenshot shows the registration page for Accomotel. At the top left is the logo with a house icon and the text "accommotel Hotels and Serviced Apartments". At the top right is a "[Log On]" link. Below the logo is a navigation bar with links: "Home", "New to Site", "Log On", "Register", and "Contact Us". A secondary bar says "You are here: Home > Log On". The main heading is "Create a New Account". Below it, the instruction reads: "Use the form below to create a new account for Agent." The form fields are: "Account (Email)", "Password", "Confirm password", "Title", "First Name", "Surname", "Tel", and "Company Name". There is a "Browse..." button next to the "Company Name" field. At the bottom left of the form is a "Register" button.

Your Account: Your Account will allow you to access the Agent Hub, your Property information, all the Quotes you have ever made, all the Requests you have ever received and all the Bookings we have ever made. It is for this reason that just one account will give you a better oversight of activity.



The screenshot shows the Agent Hub page. At the top left is the logo with a house icon and the text "accommotel Hotels and Serviced Apartments". At the top right is a "For Reservations, please call: +44 (0)20 7096 031" number. Below the logo is a navigation bar with links: "Home", "New to Site", "Agent Hub", "Properties", "Quotes", "Requests", "Bookings", and "Contact Us". A secondary bar says "You are here:".

Agent Hub: It may take a little time getting used to thinking of yourself as an “Agent” but this is the Property Hub.

In this section, you will be able to search all your bookings, monitor how fast you are responding compared with other properties (because please remember that speed is of the essence in this system) and check on any important announcements. There is also a section containing some useful links.

Account Name:

Email:

Phone: 008

Ratio of quote to book / rank: N/A / 5 place of 10 persons

You have currently set commission level at 12.00%

Fastest response time to request : 1 Minutes 12 Seconds

Latest response time to request : 3 Days 5 Hours 8 Minutes 42 Seconds

Average response time to request : 15 Hours 28 Minutes 55 Seconds

Top 10 of response time:

Fastest Response Time	Latest Response Time	Average Response Time	Number of Quotes
1 Minutes 12 Seconds	3 Days 5 Hours 8 Minutes 42 Seconds	15 Hours 28 Minutes 55 Seconds	29
26 Minutes 20 Seconds	2 Days 18 Hours 48 Minutes 48 Seconds	1 Days 21 Hours 20 Minutes 32 Seconds	3
59 Seconds	1 Minutes 34 Seconds	2 Days 9 Hours 56 Minutes 13 Seconds	38
1 Minutes 0 Seconds	1 Minutes 22 Seconds	2 Days 10 Hours 47 Minutes 44 Seconds	15
44 Seconds	44 Seconds	3 Days 14 Hours 41 Minutes 9 Seconds	20
4 Minutes 0 Seconds	4 Minutes 0 Seconds	7 Days 0 Hours 49 Minutes 51 Seconds	8

Find booking

Booking ID:

Booking Ref:

Name:

Property:

Arrival Dates:

Search Booking by Reference Number

Reservation Number:

Cancellation Number:

Your Properties: Basic details of all your Properties will be listed here, showing also whether approved by Admin or awaiting approval. You can view details as presented on the web, amend or remove properties. Of course, initially, no properties will be listed and you should click Add New Property.

accommotel
Hotels and Serviced Apartments

For Reservations, please call: +44 (0)20 7896 8313

[Home](#) | [New to Site](#) | [Agent Hub](#) | [Properties](#) | [Quotes](#) | [Requests](#) | [Bookings](#) | [Contact Us](#)

You are here:

- ⚠ - There is no room type against this property which means it cannot be searched by the client. Please click to quick add a room type.
- 🔒 - This apartment has not been approved by the administrator. Once it has been checked it will appear in searches.

	Ref	Property	Star	Country	City	Area	Types(Room)	Updated
	40	Chiswick One	1-Star [Budget]	United Kingdom	London	Chiswick	1-Beds.	24/07/09 17:33
	41	Chiswick Two	2-Star [Economy]	United Kingdom	London	Chiswick	2-Beds, 1-Beds.	13/07/09 17:13
	42	Chiswick Three	3-Star [Standard]	United Kingdom	London	Chiswick	1-Beds.	17/09/09 12:19
	43	Chiswick Four	4-Star [Superior]	United Kingdom	London	Chiswick	2-Beds, 1-Beds.	17/09/09 12:17

[Home](#) | [Add New Property](#) | [Contact Accomotel](#) | [Export to excel](#)

Add New Property: All property details should be added here under the various tabbed sections.

The screenshot shows the 'Add New Property' form on the Accomotel website. The header includes the logo 'accomotel Hotels and Serviced Apartments' and a contact number '+44 (0)20 7096 0313'. A navigation bar contains links for Home, New to Site, Agent Hub, Properties, Quotes, Requests, Bookings, and Contact Us. Below the navigation, a 'You are here:' breadcrumb trail is present. The main content area contains instructions: 'Please fill the information of your property in all tabs. The more information you provided here, the more the client can make the best choice. Please work through all tabs and provide the value as much as you could and then press Create button at the end to submit. Please be aware the property will not show up in searches until it has been approved by an Accomotel Administrator. Please be aware the property will not show up in searches until you provided at least one valid room type.' Below the instructions is a tabbed interface with tabs for 'Basic', 'Property', 'Apartment', 'Living Area', 'Kitchen', 'Bedroom', 'Bathroom', 'Business', and 'Nearby'. The 'Basic' tab is active, showing a form with the following fields: Property Name (text input), Country (dropdown menu with 'United Kingdom' selected), City (dropdown menu with 'London' selected), Area (dropdown menu with '- Area -' selected), Address (text input), Postcode (text input), Stars (dropdown menu with '- Star -' selected), Minimum Stay (dropdown menu with '- Minimum Stay -' selected), Map (text input), and Description (text input).

Add Room Type: Once created, you should return to the list of properties and click Edit in order to add as many room types as you wish. In this section, you can also add closeout data. You will not receive new Requests for arrival on any dates you have closed, so if you are fully booked all summer, you may wish to use this facility. You can of course still decline any dates left open.

The screenshot shows the 'Edit Property' page for 'Chiswick Four' on the Accomotel website. The header and navigation bar are identical to the previous screenshot. Below the navigation, a 'You are here:' breadcrumb trail is present. The main content area displays the property details for 'Chiswick Four': Name: Chiswick Four, Area: Chiswick, City/State: London, Country: United Kingdom, Stars: 4-Star [Superior], Minimum Stay: Less than 30 Nights, and Description: description chiswick-4. To the right of the text is a small image of a room. At the bottom of the details box, there are links: Back | Edit | Remove | View room types | Add room types | View Closeout Dates | Add Closeout Dates.

Add Pictures: You can add pictures specific to room-types from within the Add Room Type section as well as remove unwanted pictures. You can include a maximum of 15 pictures which will be viewable using a horizontal scroll on your property page.



Requests View: as well as being able to see historical data of Quotes and Bookings, it is the Requests tab that you will be using most frequently. You will receive email notification of new requests received, with a link to your Requests page. Requests are filtered by a number of criteria including date, room-type and budget to ensure the requests match your property. Each row represents a different request and shows basic requirements. The colour of the row changes according to the status of the Request. Bright blue shows new Requests, changing to yellow once you have quoted etc. Click on the Ref link far left which will open up the Quotes View for each Request.

Ref	Country	City	Area	Star	Arrival	Nights	A/C/t	Budget	Period	Room Type	Property	Status	Origin	Updated
192	United Kingdom	London	Chiswick		20/07/09	7	1/0/0	190.00	Per Day	1-Beds	Chiswick Three	Confirmed	S Client Four	20/09/09 17:28
223	United Kingdom	London	Chiswick		20/09/09	1	1/0/0	350.00	Per Day	1-Beds	Multiple	Client Booked	S Jerry Pemo	27/09/09 06:54
221	United Kingdom	London	Chiswick		28/09/09	2	3/1/0	150.00	Per Day	1-Beds	Multiple	Client Booked	S Jerry Pemo	27/09/09 03:12
217	United Kingdom	London	Chiswick		17/09/09	7	3/0/0	150.00	Per Day	1-Beds	Multiple	Quote Received	S Admin AdminFour	20/08/09 18:09
220	United Kingdom	London	Chiswick	1-Star (Budget)	19/09/09	7	1/0/0	200.00	Per Day	All	Chiswick One	Quote Received	S Client Four	18/09/09 18:10
219	United Kingdom	London	Chiswick	3-Star (Standard)	19/09/09	11	1/0/0	300.00	Per Day	All	Chiswick Three	Quote Received	S Admin AdminFour	18/09/09 21:03
218	United Kingdom	London	Chiswick		23/09/09	7	2/0/0	150.00	Per Day	1-Beds	Multiple	Client Booked	S Client Four	17/09/09 14:26
216	United Kingdom	London	Chiswick		17/09/09	7	3/0/0	150.00	Per Day	1-Beds	Multiple	Requested	S Admin AdminFour	17/09/09 13:59
203	United Kingdom	London	Chiswick		20/07/09	6	3/0/0	200.00	Per Day	1-Beds	Multiple	Viewing Requested	S Client Four	14/09/09 20:55
214	United Kingdom	London	Chiswick		22/09/09	2	2/0/0	150.00	Per Day	1-Beds	Multiple	Client Booked	S Client Four	16/09/09 11:00

Quotes View: The top row remains the initial Requests View, below which will appear your relevant property or properties. Click Quote to send a quote or click Decline and please advise reason why a quote was not possible.

The client will be able to view quotes from you and other properties in a very similar table and will Book or Decline (with reasons). Once the client has Booked it will transmit an email to you with credit card details by fax. At this stage you should Confirm the booking is still possible or you can Reject if now fully booked.

For Reservations, please call! +44 (0)20 7096 0313

You are here: Home > Request Quote

Add Alternative Property Quote

Ref	Country	City	Area	Star	Arrival	Nights	Budget /Quote	Period	Amount	Tax	Room Type	Rate Type	Property	Status	Origin	Updated
217	United Kingdom	London	Chiswick	All	17/09/09	7	150.00	Per Day	-	-	1-Beds		Multiple	Quote Received	AdminFour	17/09/09 13:00
		Map											Chiswick One	Agent Declined		20/09/09 18:09
		Map	Quote Details			Decline	50.00	Per Day	300.00	+ VAT	1-Beds	Special	Chiswick Two	Quoted	rm	20/09/09 18:09
		-	Quote Details			Decline	100.00	Per Day	700.00	+ VAT	1-Beds	Special	Chiswick Three	Quoted	rm	17/09/09 12:19

Status color legend: Requested QuoteReceived ViewingRequested ClientBooked Confirmed Rejected ClientDecline AgentDecline AdminDecline Cancelled Unbooked Paid

[Home](#) | [Contact Accomotel](#) | [Print](#) | [Forward Quote](#) | [Inbox](#)

For further information or if you have questions, please Tel. +44 (0)20 7096 0313 or email richard@accomotel.com