

## Corporate Profiles

Corporate Profiles are used to identify guests associated with a company or organization. Identifying a reservation with a corporate profile allows for tracking of revenue and room night volume. Proper use of corporate profiles allows for shorter duration of making new reservations by auto filling contact information, rates, and other data points.

### Creating Corporate Profiles in Reservations Screen

- Can be added to existing or new reservations.
- In Reservation, in third section “Profiles” there is a Box marked “Corporate Profile”
  - On right side of that box are 3 dots (red circle below) click dots

The screenshot shows a reservation system interface for a reservation with Confirmation # 36189 and Folio: 36190. The 'Profiles' section is highlighted in yellow. Within this section, the 'Corporate Profile' dropdown menu is also highlighted in yellow. To the right of this dropdown, a red circle highlights a three-dot menu icon, indicating where to click to access options for the corporate profile.

- Option to Search Profiles to see if already exists
- Click “Create Profiles” to create new one

The screenshot shows a 'Corporate Profile Search' dialog box. At the top, there are two buttons: 'Search Profiles' and 'Create Profiles'. The 'Create Profiles' button is circled in red. Below the buttons are several input fields for searching or creating a profile, including Corporate Name, Last Name, First Name, Address, Corporate Code, City, State/Prov, Postal Code, Country, Email, Telephone, and Type. There are also dropdown menus for Account Status and Profile Rates, and a Comments field at the bottom.

- Enter All Necessary Information
  - Corporate Name and Corporate Code are Required
  - Corp Code is shortcut for Name – Environmetrics could be ENVIRO
  - Add any special comments
    - “Reservations can only be made by Danielle Hanna or Lisa Ullman”
    - Use “Senator D” rate code for Daily and “Senator M” for Monthly
- Attaching Rate Code to Profile
  - If a company has a special rate code, you can attach to profile so all reservations made with profile automatically get correct rate code
    - Rate code must be created prior to attaching
  - Click Box Next to “Profile Rates” and then select Rate Code from List

Corporate Profile Search

Search Profiles    Create Profiles

Corporate Name	Corporate Name	Corporate Code	Corporate Code
Last Name	Last Name	City	City
First Name	First Name	State/Prov	
Address	Address	Postal Code	Postal Code <input type="text"/> <input type="button" value="Q"/> <input type="button" value="Go"/>
		Email	Email
Account Status	Active	Telephone	Telephone
Profile Rates	<input type="button" value="X"/>		
Comments	VWWeststay (Volkswagen Ext Stay) 74 NegM (74 Negotiated Monthly) ExpediP (Expedia Package Rate) Booking M (Booking.com Monthly Rate) AM Mech M (Am Mechanical Monthly) SIBA (SIBA) INPRO D (Inpro Daily 0-6 nights) INPRO 7+ (in Pro 7+ nights) Nurse M (Travel Nurse Monthly Rate)		

## Creating Corporate Profiles in Profiles TAB

- Select “Profiles” in Chorom Menu on lower left of screen (red circle)
- Click “Corporate Profile” under “Add” menu on top left of screen (blue circle)
- Enter information per instructions in section above

Business Date: 1/10/2023    Profiles - Corporate Profile    Ent\_StayAPT\_abinder

Corporate Profile

Save    Copy    Profile Info    Guest Stays    Profile Merge    Add Stay

Save & Close    Reload    Show    Utilities

PTD Room Nights: 0    PTD Revenue: \$0.00    PTD Other Revenue: \$0.00    YTD Room Nights: 0    YTD Revenue: \$0.00    YTD

Corporate Profile

Corporate Name	Corporate Name	City	City
Corporate Code	Corporate Code	State/Prov	
Last Name	Last Name	Postal Code	Postal Code <input type="text"/> <input type="button" value="Q"/> <input type="button" value="Country"/> <input type="button" value="United States"/>
First Name	First Name	Email	Email
Address	Address	Telephone	Telephone    Type
Account Status	Active		
Profile Rates	Select Rates	No Rates Selected	
Comments	Comments		