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

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

- 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

Creating Corporate Profiles in Profiles TAB

- Select "Profiles" in Chorum 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