Hotel Booking

Objectives

- Allow VIP to book hotel room in advance
- Allow paid delegate to book hotel room

Settings

Openings

Advanced Opening	Only for specific VIP, President, Councillors, etc.
Normal Opening	Only paid or waived delegates could book hotel

Entitlements

Some VIPs will get free hotel room nights. Extra room night will be charged accordingly.

Hotel

Basic Information

Each hotel should display the following information.

e.g. http://2016.apaophth.org/hotel-reservation/

Name	Grand Hyatt Taipei
Rate	5 Stars
Distance	3 minutes by taxi, 10 minutes by metro, 30 minutes by walk
Remarks	Non-smoking floor
Name	Taipei 101
Rate	4 Stars
Distance	5 minutes by taxi, 15 minutes by metro
Remarks	

Room Type

Each hotel will offer different room types at different room rates. The old system is too rigid with only single and double.

e.g. http://hotel.elong.com/guangzhou/32001005/

- Most of the time the single and double rates are the same, but sometimes they are different.

- And some room type may only available to single occupant. ie. Not allow two persons to stay.
- Quota means how many room you could sell for that type. Quota should be deducted once the booking is confirmed even it is NOT paid yet.
- There will be remarks to be displayed.

Room Type	Single Rate	Double Rate	Quota	Remarks
Deluxe	USD100	USD100	20	only non-smoking floor
Superior	USD80	USD90	12	
Single	USD60		2	not available for double

Bookings

Booking Status

Status	Meaning
Pending	Booking is made by delegate but not submitted yet
Submitted	Booking is submitted by delegate to admin
Cancelled	Booking is submitted but not yet confirmed. Then the delegate cancel it
Confirmed	Booking is confirmed by admin. A confirmed booking could not be changed by delegate.
Rejected	Booking is rejected by admin. Delegate could re-submit the booking.

Payment Status

Only "Confirmed" booking could go to make payment via PayDollar.

Status	Meaning
Unpaid	Booking is confirmed but not paid yet.
Paid	Booking is paid by delegate
Payment failure	Delegate tried to pay but was failed. Delegate could try to pay it online later again.

Rules

- Each delegate could make only ONE hotel booking at a time. If s/he has a previous "Confirmed" booking, s/he could add a new one.
- Delegate could make change to the "Pending" booking at anytime.
- Delegate could NOT change "Submitted" booking but could cancel it as long as it is NOT confirmed by admin yet.

UI

- Delegate should be able to see ALL of her/his bookings no matter it is Pending, Submitted, Cancelled, Confirmed, Rejected, etc.
- Delegate could clone a booking to make modification instead of having to create a new one all over again.
- If delegate clone from a previous booking and that room type is no longer available, please alert her/him and make her/him to make another choice of room type. You could simply clear that

room type and then let her/him to choose it again.

- The booking form should be validated before submit to the server. Any missing information should be highlighted.

Record

Each booking record should include

Field	Remarks
Hotel Name	
Delegate Name	
APAO ID	
Registration Number	delegate registration number, barcode
Accompany person name	if any
Room type	
Room rate	at the time when s/he made booking
Check-in date	
Check-out date	
Remarks	anything the delegate wants to notify the admin/hotel
Discount	discount = room rate x entitlement
Amount	total amount = room rate x night - discount
Paid amount	No partial payment is allowed
Paid by	credit card number got from PayDollar
transaction reference	reference no. from PayDollar