



## **Manual**

Make your hotel bookable

Issued May 2009

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## 1. Login and Registration



The screenshot shows the cultuzz website interface. The main navigation menu on the left includes 'Products & Services' (Cultuzz Product Suite, CultBay, CultSwitch, CultBooking, CultChannel, CultMail, CultPrint, CultMedia) and a 'Search & find...' section for cultbay.com. The main content area features a news article titled 'Cultuzz offers first complete interface to Tiscover' dated 30 Jul 2008. A modal window is overlaid on the page, showing the login and registration forms. The modal window has a 'Login now' button and a 'Register now' button. The login form includes fields for 'Username' and 'Password'. The registration form includes a 'Forgot your password?' section and a 'Create a new account' section.

**Navigation Menu:**

- Products & Services
  - Cultuzz Product Suite
  - CultBay
  - CultSwitch
  - CultBooking
  - CultChannel
  - CultMail
  - CultPrint
  - CultMedia
- Search & find...
  - All hotel voucher auctions of Cultuzz
  - cultbay.com
  - wherever you wanna go...
- Login
- Company
- Contact
- Bank Accounts

**News Article:**

### Cultuzz offers first complete interface to Tiscover

New interface to Tiscover updates both rates and availabilities, and feeds back information on guests, 30 Jul 2008

With Tiscover, Cultuzz has added another important partner to the central database of the "CultSwitch". For the first time not only availabilities are transferred to the destination management system of Tiscover but also rates and surcharges or reductions, such as reduced prices for children. Rates dependent on the room occupancy can also be sent and hence managed automatically. Reservations are transferred directly into the PMS of the hotels, guesthouses or holiday apartments. A service such as this is currently unique.

[Press Release \(English\) 79.8 Kb](#)  
[Pressemitteilung \(Deutsch\) 82.3 Kb](#)

**Important Web Channels via the ehotel**

Media GmbH and ehotel AG

**ehotel**

**Login and Registration Form:**

**Enter your Login data**

Username:

Password:

**Login now**

**Forgot your password?**

Just enter your username. You'll get your password by email.

Username:

**Send it**

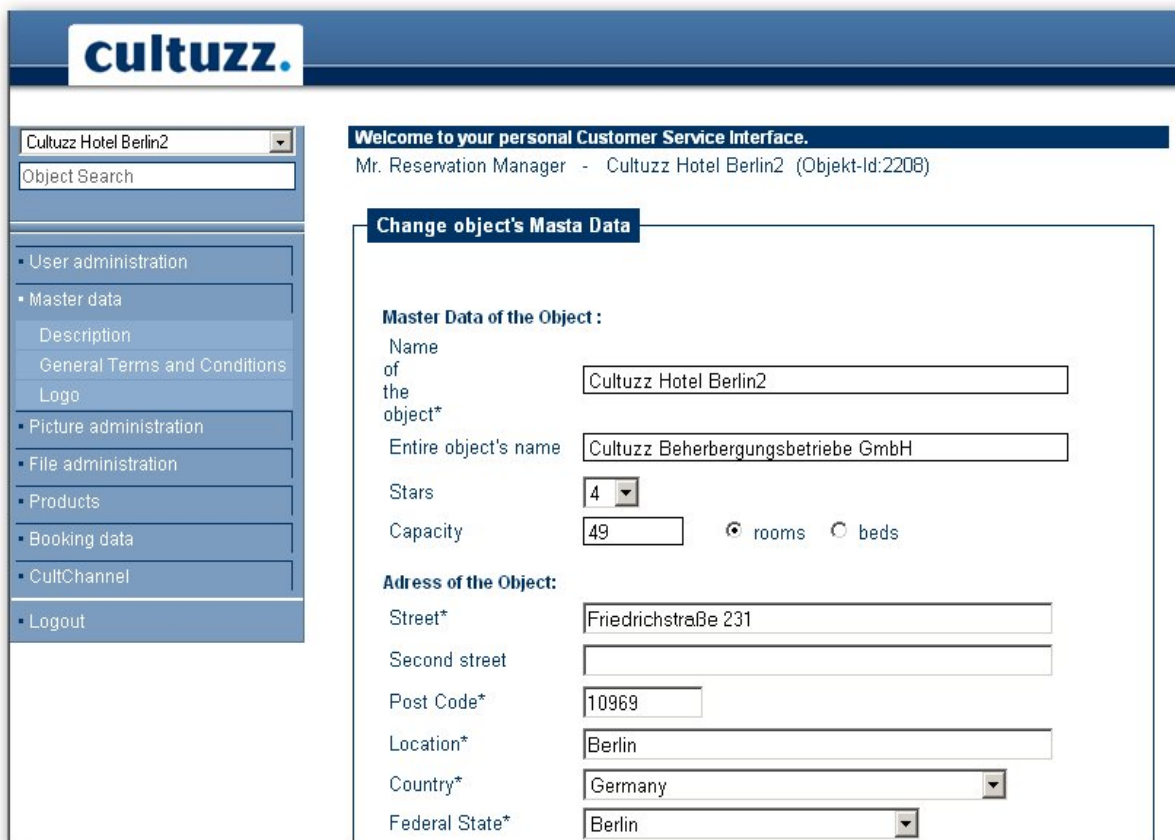
**Create a new account**

**Register now**

Login by opening the website: [www.cultuzz.com](http://www.cultuzz.com) and insert your data.

## 2. Master Data

Please check all data under menu item Master data and insert when necessary information.



**cultuzz.**

Object Search

- User administration
- Master data
  - Description
  - General Terms and Conditions
  - Logo
- Picture administration
- File administration
- Products
- Booking data
- CultChannel
- Logout

**Welcome to your personal Customer Service Interface.**

Mr. Reservation Manager - Cultuzz Hotel Berlin2 (Objekt-Id:2208)

**Change object's Masta Data**

**Master Data of the Object :**

Name of the object\*

Entire object's name

Stars

Capacity  ☒ rooms ☐ beds

**Adress of the Object:**

Street\*

Second street

Post Code\*


Location\*

Country\*

Federal State\*

Please check the contact details and fill the mandatory boxes.

### 3. Hotel Description Text













Cultuzz Hotel Berlin2  
Object Search

- User administration
- Master data
  - Description**
    - General Terms and Conditions
    - Logo
- Picture administration
- File administration
- Products
- Booking data
- CultChannel
- Logout

**Welcome to your personal Customer Service Interface.**  
Mr. Reservation Manager - Cultuzz Hotel Berlin2 (Objekt-Id:2208)

**Object description**

Language	Available	Preview	Edit	Request	Write
German	✓			<input type="button" value="Request"/>	<input type="button" value="Translate"/>
English	✓			<input type="button" value="Request"/>	<input type="button" value="Translate"/>
French	✓			<input type="button" value="Request"/>	<input type="button" value="Translate"/>
Spanish	✓			<input type="button" value="Request"/>	<input type="button" value="Translate"/>
Italian	✓			<input type="button" value="Request"/>	<input type="button" value="Translate"/>

✓ Translation Available    ✓ Translation Requested    ✗ None Translation Available

Please copy the hotel description text in you preferred language(s).  
For additional languages please click on Request first and then open the form by clicking on Translate.

## 4. General Terms and Conditions

Cultuzz Hotel Berlin2

Object Search

User administration

Master data

Description

**General Terms and Conditions**

Logo

Picture administration

File administration


Products

Booking data

CultChannel

Logout

**Welcome to your personal Customer Service Interface.**  
 Mr. Reservation Manager - Cultuzz Hotel Berlin2 (Objekt-Id:2208)

Currently the file: DEHOGA\_AGB is assigned.   
 SELECT id, name, datei FROM dateien.dateien WHERE id =

Category of the document:

Select a file:

Name of the document:

Description (for internal purposes):

It is mandatory to offer General Terms and Conditions. Please select the default DEHOGA (from the German Association of Hotels and Hospitality) or upload your own at the menu item File administration.

## 5. Pictures

Cultuzz Hotel Berlin2

Object Search

- User administration
- Master data
- Picture administration
- File administration
- Products
- Booking data
- CultChannel
- Logout

**Welcome to your personal Customer Service Interface.**  
Mr. Reservation Manager - Cultuzz Hotel Berlin2 (Objekt-Id:2208)

**Summary | New picture | Categories | New category | Search**

Hotelbilder | Innenansicht | Logo | product\_AAA | simple | Slideshow | test5 | testKat | test\_royal\_ettrick | **Zimmerbilder** |

Picture	Name of the picture	Date	Size	Edit	Delete
<input type="checkbox"/> <a href="#">PictureViewer</a>					
 img_23435.jpg	zimmer_ez_1	14.09.2005	4.78 KB		
<input type="checkbox"/> <a href="#">PictureViewer</a>					
 img_23436.jpg	zimmer_ez_2	14.09.2005	4.8 KB		
<input type="checkbox"/> <a href="#">PictureViewer</a>					
 img_23437.jpg	zimmer_dz_1	14.09.2005	4.71 KB		
<input type="checkbox"/> <a href="#">PictureViewer</a>					
 img_23438.jpg	zimmer_dz_2	14.09.2005	4.01 KB		

Save PictureViewer-Images

You can upload all necessary picture here (hotel exterior image, logo, room images ...). Please create a category first.

TIP: Use picture with 250 px in width or less!

## 5.1. Logo and Location Map

Cultuzz Hotel Berlin2

Object Search

User administration

Master data

Description

General Terms and Conditions

Logo

Picture administration

File administration

Products

Booking data

CultChannel

Logout


Welcome to your personal Customer Service Interface.

Mr. Reservation Manager - Cultuzz Hotel Berlin2 (Objekt-Id:2208)

Please select the preferred graphic for your design.

Select a logo for presentations, auctions and so on.

Current logo: cultuzz\_logo



Select a new logo

Rate group:

Categories

Pictures:


Select a picture

New logo:

OK

Select a new map

Current map: map1



Select a new map

Rate group:

Categories

Pictures:


Select a picture

New map:

OK

Select a main picture for presentations, auctions and so on.

Current main picture: aussenansicht



Select a new main picture

Rate group:

Categories

Pictures:

Select a picture


New main picture:

OK

Here can can select the hotel logo, a location map and the main picture.



## 6. Room Types



Cultuzz Hotel Berlin2  
Object Search

- User administration
- Master data
- Picture administration
- File administration
- Products
  - Elements**
    - Rooms
    - Cancellation conditions
  - Booking data
  - CultChannel
  - Logout

**Welcome to your personal Customer Service Interface.**  
Mr. Reservation Manager - Cultuzz Hotel Berlin2 (Objekt-Id:2208)

**Summary | Room category**

**New room category**

Room Type: Single bedroom  
Room name: de luxe Sible  
Number of rooms: 33  
Standard occupancy: 1 (Beds) (readonly)  
Basic rate: 130 €  
Save

Here you have to set up your room types.

## 6.1. Room Data

Cultuzz Hotel Berlin2

Object Search

User administration

Master data

Picture administration

File administration

Products

Elements

Rooms

Cancellation conditions

Booking data

CultChannel

Logout

Welcome to your personal Customer Service Interface.

Mr. Reservation Manager - Cultuzz Hotel Berlin2 (Objekt-Id:2208)

Summary | Room category | Facility | Description | Pictures | Prices | Validity Period

Comfort Single 1

Select pictures for your hotel room presentation.

( There will only pictures be shown by type \*.jpg with a max. size of 100 KB. )

1. Rooms picture:

There will only pictures be shown with the following properties:


- Size: less than 100 KB
- Endings: .jpg .jpeg

Category:

product\_AAA

Pictures :

Please select



2. Rooms picture:

Insert a room description text and select the room pictures.

## 6.2. Room Data

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Cultuzz Hotel Berlin2

Object Search

User administration

Master data

Picture administration

File administration

Products

Elements

Rooms

Cancellation conditions

Booking data

CultChannel

Logout

Welcome to your personal Customer Service Interface.

Mr. Reservation Manager - Cultuzz Hotel Berlin2 (Objekt-Id:2208)

Your contact is: Dr. Reinhard Vogel

Summary | Room category | Facility | Description | Pictures | Prices | Validity Period

Comfort Single 1

Vom Basispreis abweichende Zeiträume

	from	till	Price		
25472	01.02.2009	31.12.2009	100.00 €	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	alle <input type="checkbox"/>	Mo <input checked="" type="checkbox"/>	Di <input checked="" type="checkbox"/>	Mi <input checked="" type="checkbox"/>	Do <input checked="" type="checkbox"/>
		Fr <input checked="" type="checkbox"/>	Sa <input type="checkbox"/>	So <input type="checkbox"/>	
25473	01.02.2009	31.12.2009	120.00 €	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	alle <input type="checkbox"/>	Mo <input type="checkbox"/>	Di <input type="checkbox"/>	Mi <input type="checkbox"/>	Do <input type="checkbox"/>
		Fr <input type="checkbox"/>	Sa <input checked="" type="checkbox"/>	So <input checked="" type="checkbox"/>	
*	01.02.2009	31.12.2009	120 €	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	alle <input checked="" type="checkbox"/>	Mo <input checked="" type="checkbox"/>	Di <input checked="" type="checkbox"/>	Mi <input checked="" type="checkbox"/>	Do <input checked="" type="checkbox"/>
		Fr <input checked="" type="checkbox"/>	Sa <input checked="" type="checkbox"/>	So <input checked="" type="checkbox"/>	

Here you can enter rates for special periods which differ from the basic rate. Also a setup for weekday and weekend rates is possible.

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Cultuzz Hotel Berlin2

Object Search

User administration

Master data

Picture administration

File administration

Products

Elements

Rooms

Cancellation conditions

Booking data

CultChannel

Logout

Welcome to your personal Customer Service Interface.

Mr. Reservation Manager - Cultuzz Hotel Berlin2 (Objekt-Id:2208)

Summary | Room category | Facility | Description | Pictures | Prices | Validity Period

Define the validity within the period:

Comfort Single 1

	from	till	Block Out Period	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
20633	01.06.2008	31.12.2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Buchungsgarantie-Symbole : ☐ : keine ☒ : E-Mail-Bestätigung ☒ : Kreditkarte

Select the time periods if you have different seasons (high and low season and select the guarantee type.

## 6.3. Room Data

Cultuzz Hotel Berlin2
Object Search

- User administration
- Master data
- Picture administration
- File administration
- Products
- Elements**
  - Rooms
  - Cancellation conditions
- Booking data
- CultChannel
- Logout

**Welcome to your personal Customer Service Interface.**  
Mr. Reservation Manager - Cultuzz Hotel Berlin2 (Objekt-Id:2208)

**Summary | New category**

ID	Room name ▲▼	Room Type	Number	Status		
7268	10 x Zimmer	apartment	11	✓		
994	Comfort Double	Double bedroom	10	✗		
992	Comfort Single 1	Single bedroom	10	✓		
7467	deluxe DZ	Double bedroom	20	✓		
3820	Double II	Double bedroom	10	✓		
1017	Penthouse Suite	suite	9	✓		

When finished please set the room type online by clicking on the red cross icon.

## 7. Set the Hotel Online

Cultuzz Hotel Berlin2

Object Search

- User administration
- Master data
- Picture administration
- File administration
- Products
- Booking data
  - Settings
  - Availability
  - Packages
  - Booking summary
  - Rates
  - Booking statistics
- CultChannel
- Logout

**Welcome to your personal Customer Service Interface.**  
Mr. Reservation Manager - Cultuzz Hotel Berlin2 (Objekt-Id:2208)

**Status information**  

At the moment Booking service is **ONLINE**.

Booking service >> OFFLINE << !

**IMPORANT**  

Click only on >>Booking service OFFLINE<< if you want to indicate your hotel on ALL distribution channels as NOT bookable (availability = zero). This includes CultBooking as well.

Please use the CultChannel Management in case you want to block a specific distribution channel only.

**Hotel Status History**

User	Date	Status
Thomas Haase (9)	10 Sep 2008 08:38:04GMT	to

Last step is a click on the blue button to make the hotel online.

## 8. Agent\_sine and Agent\_Duty Codes for your Open Source Installation

**cultuzz.**

- User administration
- Right management
- Master data
- Picture administration
- File administration
- Products
- Booking data
- Settings**
  - CultBooking OpenSource**
  - Object management
  - Rates
  - Booking statistics
- Logout

**Welcome to your personal Customer Service Interface.**  
(Objekt-Id:6950)

**Your CultBooking-OpenSource account data:**  
**AgentSine:**  
**AgentDutyCode:**

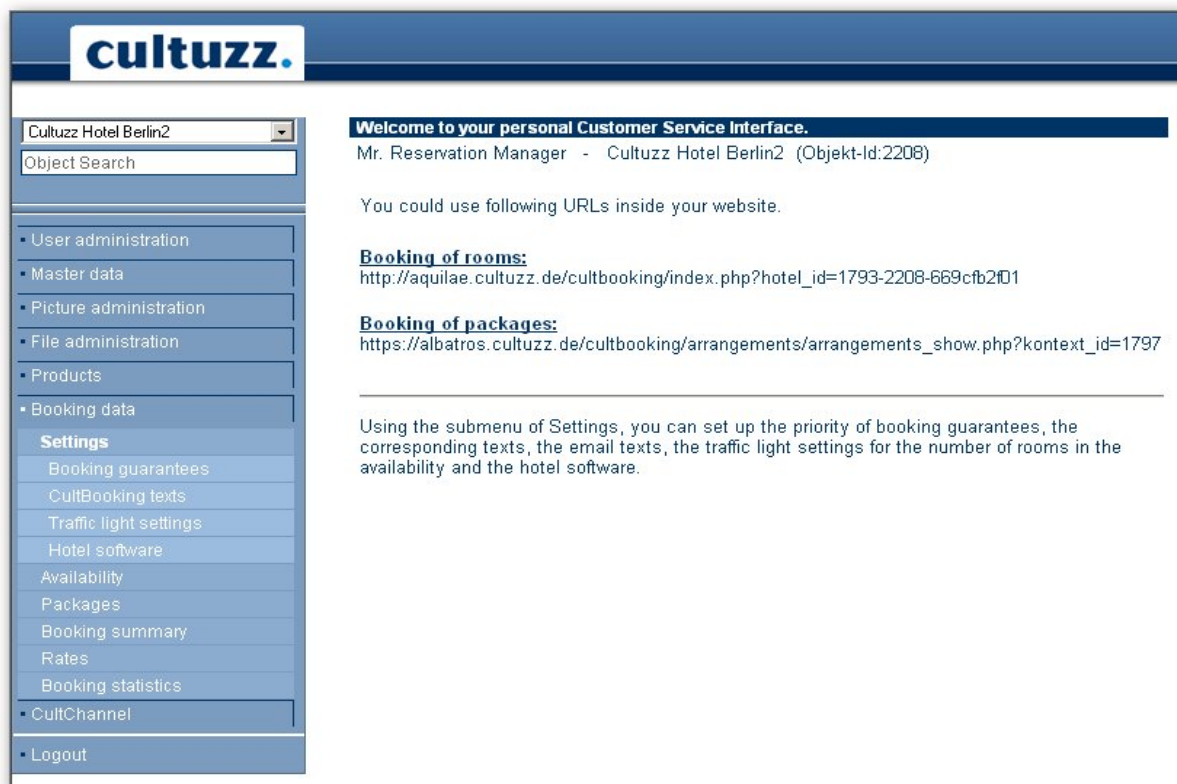
If exist, please insert the location where your local CultBooking installation is resisted.  
Cultuzz will automatically send updated informations to your CultBooking installation via these URL.

Please select the protocol type of your local installation here.  
HTTP ☒ HTTPS ☐

Please insert your URL without 'http://' or 'https://' in the textfield

OK

## 9. Booking Link



Now you can test the installation when you use the first link here.  
 You have to use this link also for your website.

**Please note: inside your distributors account you can find the link for the distributors booking engine under menu item: Booking data.**



## 9. Availability Calendar

Cultuzz Hotel Berlin2  
Object Search

- User administration
- Master data
- Picture administration
- File administration
- Products
- Booking data
  - Settings
  - Availability**
  - Packages
  - Booking summary
  - Rates
  - Booking statistics
- CultChannel
- Logout

**Welcome to your personal Customer Service Interface.**

Mr. Reservation Manager - Cultuzz Hotel Berlin2 (Objekt-Id:2208)

**51 KW 2008**
Wochen Verfügbarkeit
- Woche - >>

Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Samstag	Sonntag
<b>15.12</b>	<b>16.12</b>	<b>17.12</b>	<b>18.12</b>	<b>19.12</b>	<b>20.12</b>	<b>21.12</b>
<b>Comfort Single 1</b>						
Zi. 10 € 245.00 	Zi. 10 € 245.00 	Zi. 10 € 245.00 	Zi. 10 € 245.00 	Zi. 10 € 245.00 	Zi. 10 € 245.00 	Zi. 10 € 245.00 
<b>Penthouse Suite</b>						
Zi. 0 € 0.00 	Zi. 0 € 0.00 	Zi. 0 € 0.00 	Zi. 0 € 0.00 	Zi. 0 € 0.00 	Zi. 0 € 0.00 	Zi. 0 € 0.00 
<b>Double II</b>						
Zi. 0 € 100.00 	Zi. 0 € 100.00 	Zi. 0 € 100.00 	Zi. 0 € 100.00 	Zi. 0 € 100.00 	Zi. 0 € 100.00 	Zi. 0 € 100.00 
<b>10 x Zimmer</b>						
Zi. 11 € 38.88 	Zi. 11 € 38.88 	Zi. 11 € 38.88 	Zi. 11 € 38.88 	Zi. 11 € 38.88 	Zi. 11 € 38.88 	Zi. 11 € 38.88 

If no hotel software is connected you can maintain the data here manually.



## 10. Booking Summary



Cultuzz Hotel Berlin2  
Object Search

- User administration
- Master data
- Picture administration
- File administration
- Products
- Booking data
- Settings
- Availability
- Packages
- Booking summary**
- Rates
- Booking statistics
- CultChannel
- Logout

**Welcome to your personal Customer Service Interface.**

Mr. Reservation Manager - Cultuzz Hotel Berlin2 (Objekt-Id:2208)

**Bookings:**

[future](#) | [current](#) | [past](#) | [cancelled](#) | [Search](#)

Period▲▼	Room (Σ) / Guest (Persons)	Amount	Info Cancellation
10.01.2009 - 12.01.2009	<u>Test Dummy</u> (10, 10A) 5 deluxe DZ (1200.00)	1200.00 EUR	
CltzProduct: deluxe DZ_3 Channel: Cultbooking (152888) Booking date: 2008-11-28 10:31:49 GMT			

In the booking summary you can find all your future, current, past and cancelled bookings.

## 11. Statistics

Cultuzz Hotel Berlin2
Object Search

- User administration
- Master data
- Picture administration
- File administration
- Products
- Booking data
  - Settings
  - Availability
  - Packages
  - Booking summary
  - Rates
  - Booking statistics**
- CultChannel
- Logout

**Welcome to your personal Customer Service Interface.**

Mr. Reservation Manager - Cultuzz Hotel Berlin2 (Objekt-Id:2208)

**CultBooking statistics** (Incoming bookings and cancellations)

**Period**  
(TT.MM.JJJJ) 01.06.2008 - 30.11.2008 Customize period

Booking entries

**Cultuzz Hotel Berlin2**

Room category	Transactions	Bookings	Cancellations	noShow	Amount
<u>Standard Einzel</u>					
Cultuzz Hotel Berlin	0	0	0	0	0,00 €
CultBay.com (directbooking)	0	0	0	0	0,00 €
Cultuzz (eBay)	0	0	0	0	0,00 €
goYellow	0	0	0	0	0,00 €
www.hotels-resorts.in	0	0	0	0	0,00 €
hotel_de	0	0	0	0	0,00 €
Øper booking:					0,00 €
<u>Comfort Single 1</u>					
Cultuzz Hotel Berlin	40	40	0	0	12.383,90 €
CultBay.com (directbooking)	0	0	0	0	0,00 €
Cultuzz (eBay)	0	0	0	0	0,00 €
goYellow	0	0	0	0	0,00 €
www.hotels-resorts.in	0	0	0	0	0,00 €
hotel_de	0	0	0	0	0,00 €
Øper booking:					309,60 €

Enhanced statistics are available here.

## 12. Distribution Channels

**cultuzz.**

Cultuzz Hotel Berlin2
Object Search

- User administration
- Master data
- Picture administration
- File administration
- Products
- Booking data
- CultChannel
  - Distributors**
  - Management
  - Activity Statement
  - Update History
  - [9356]
- Logout

**Welcome to your personal Customer Service Interface.**
Mr. Reservation Manager - Cultuzz Hotel Berlin2 (Objekt-Id:2208)

Distributor name	URL	Contract	Partner status	Edit
myProperty	<a href="http://hotel.cultuzz.de">hotel.cultuzz.de</a>			
eBay	<a href="http://ebay.de">ebay.de</a>			
ehotel AG	<a href="http://ehotel.de">ehotel.de</a>			
goYellow				
hotel.de	<a href="http://hotel.de">hotel.de</a>			
Hotel Reservation Service (HRS)	<a href="http://hrs.com">hrs.com</a>			
booking.com	<a href="http://booking.com">booking.com</a>			
Expedia	<a href="http://joinexpedia.com">joinexpedia.com</a>			
Active Hotels	<a href="http://activehotels.com">activehotels.com</a>			
Tiscover	<a href="http://abouttiscover.com">abouttiscover.com</a>			

Description

- Start-Status
- The hotelier has asked the distributor.
- The distributor has approved to cooperate with the hotelier.
- The distributor has not approved to cooperate with the hotelier or has temporarily blocked it.
- The hotelier has temporarily blocked the distributor.

For additional booking and distribution channels please open this menu items and open the attached PDF files. You will find detailed descriptions inside the files.

## **Cultuzz Digital Media GmbH**

Cultuzz Digital Media GmbH  
Friedrichstr. 231  
10969 Berlin  
Germany

### **Your contact:**

Uwe Steinbach

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Mail: [uwe.steinbach@cultuzz.com](mailto:uwe.steinbach@cultuzz.com)

Web: [www.cultuzz.com](http://www.cultuzz.com)