



Manual

Set up your distributor for all your hotels

Make your hotels bookable

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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 'Forgot your password?' link. The registration section is titled 'Create a new account' and includes a 'Register now' button.

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 and insert your data.

Registration



You need an account on our extranet to have access to all Cultuzz products and features. Please register here free of charge.

Personal Data:

Title*

Name*

First name*

E-Mail*

Language*

Login Data:

Username*

Password*

Repeat your password*

Master Data of the Object :

Name of the object*

Entire object's name

Object type*

Stars

Capacity ☒ rooms ☐ beds

Adress of the Object:

Street*

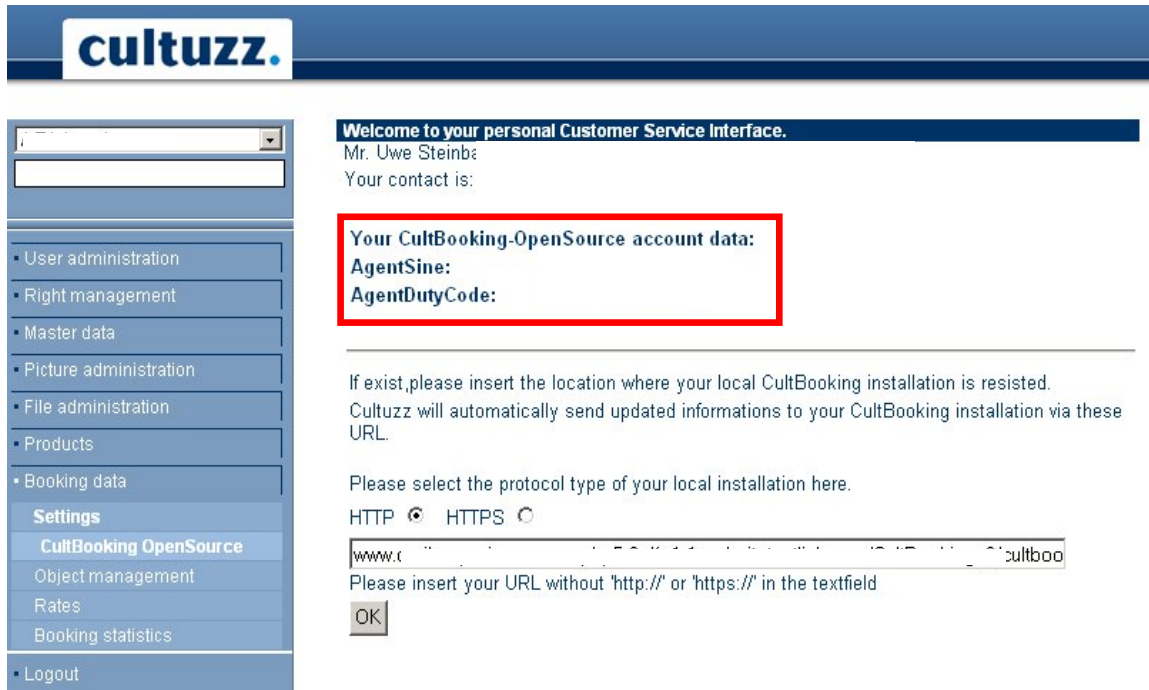
Second street

Post Code*

Location*

It's really important that you select „**Distributor**“ as your object type!

Agent_sine and Agent_Duty Codes for your Open Source Installation



The screenshot shows the Cultuzz Customer Service Interface. On the left is a sidebar menu with options: User administration, Right management, Master data, Picture administration, File administration, Products, Booking data, Settings (highlighted), CultBooking OpenSource (highlighted), Object management, Rates, Booking statistics, and Logout. The main content area has a header 'Welcome to your personal Customer Service Interface.' followed by 'Mr. Uwe Steinbe' and 'Your contact is:'. Below this, a red box highlights the 'Your CultBooking-OpenSource account data:' section, which contains 'AgentSine:' and 'AgentDutyCode:'. Further down, there is a text block explaining that if a local CultBooking installation exists, Cultuzz will send updates via a URL. Below this is a section to 'Please select the protocol type of your local installation here.' with radio buttons for HTTP (selected) and HTTPS. A text input field contains 'www.cultboo'. Below the field is the instruction 'Please insert your URL without 'http://' or 'https://' in the textfield' and an 'OK' button.

Welcome to your personal Customer Service Interface.
Mr. Uwe Steinbe
Your contact is:

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 ☐

www.cultboo

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

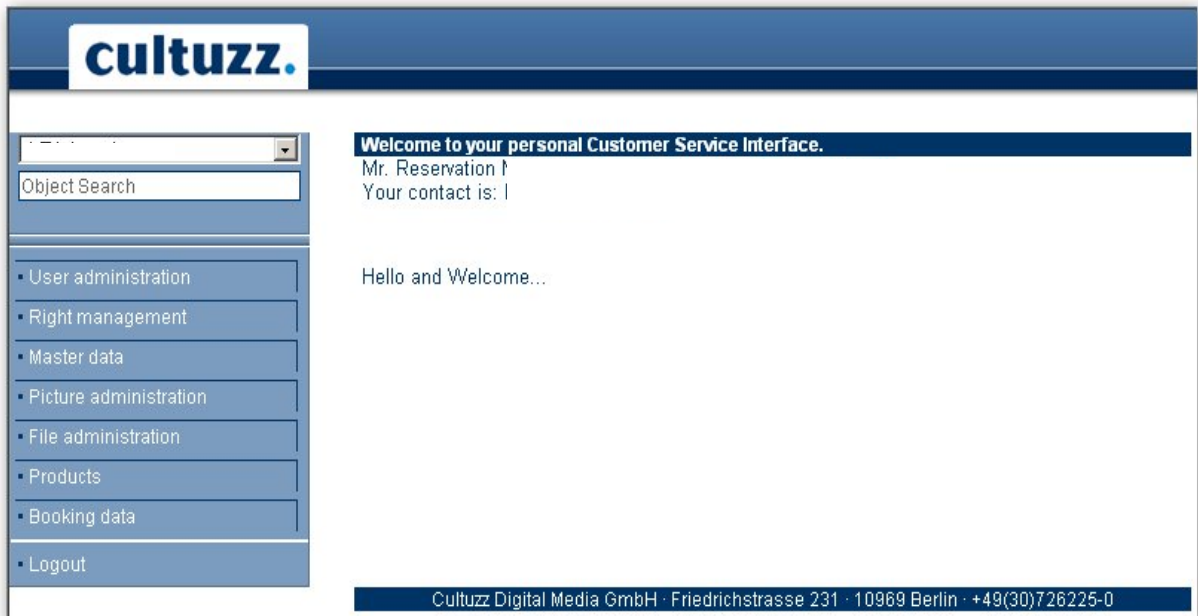
OK

AgentSine:

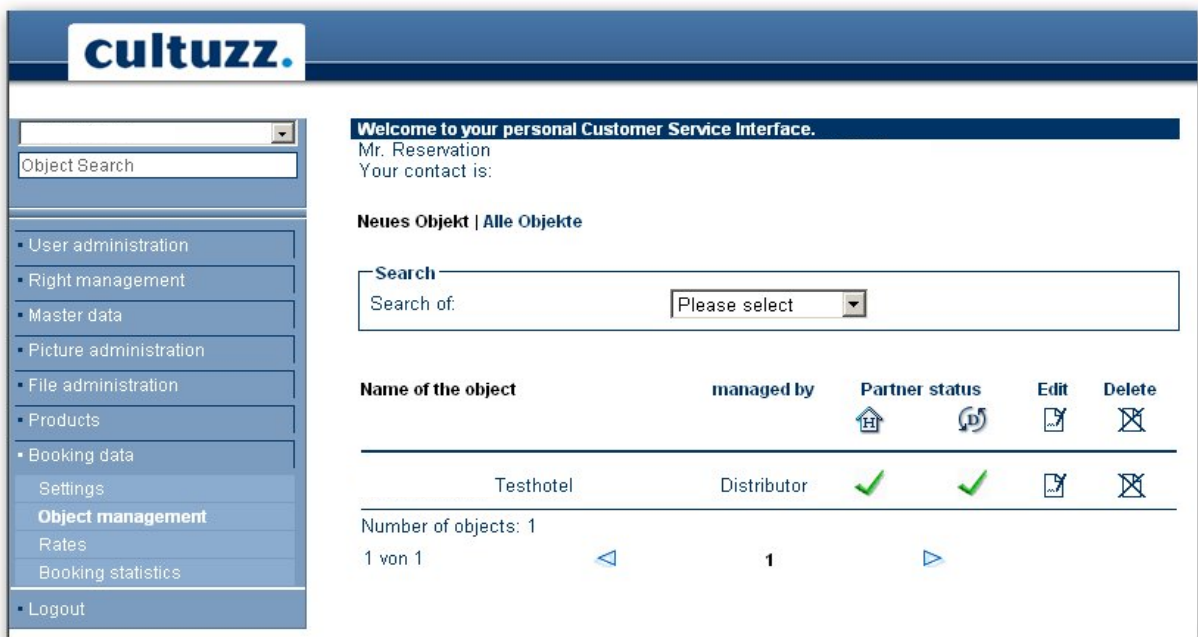
AgentDutyCode:

Don't enter a object ID because you are a distributor!

2. Register a new hotel account

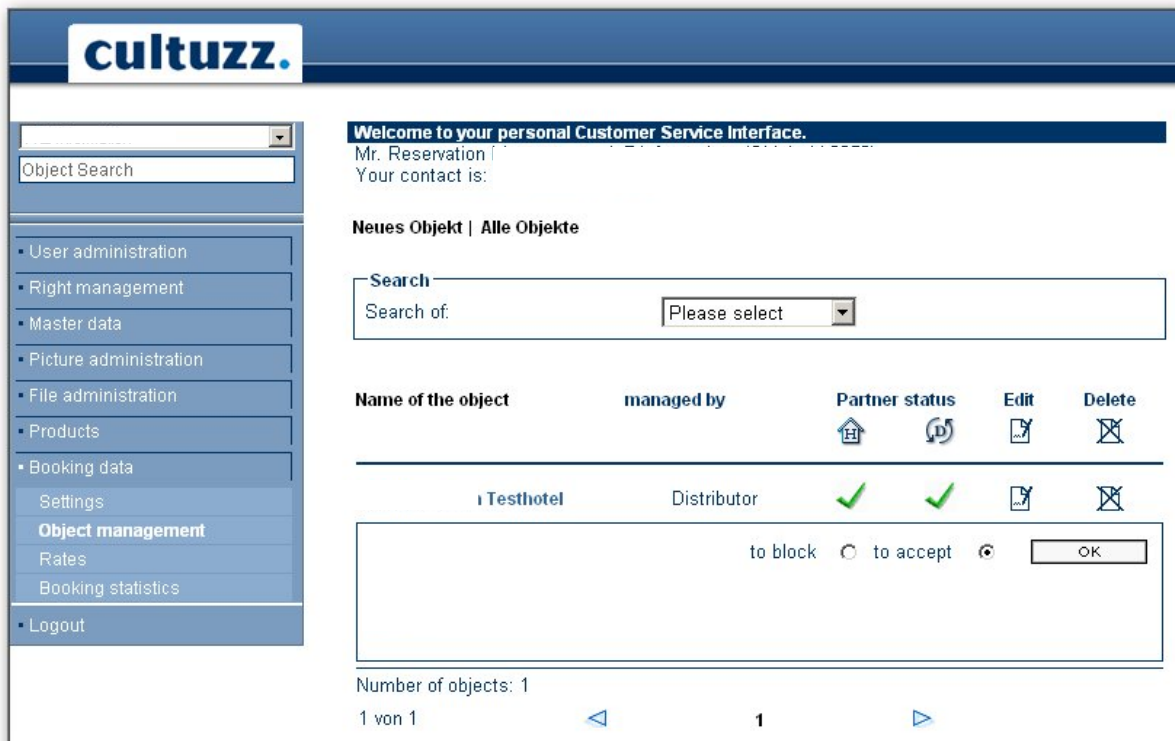


Select your distributor account and go to Booking data – Object management.



Click on Neues Objekt and fill out all mandatory data. After saving you can find the new account inside the select box in the upper left corner.

2. Register a new hotel account



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Object Search

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





Welcome to your personal Customer Service Interface.

Mr. Reservation |
Your contact is:



Neues Objekt | Alle Objekte

Search

Search of:

Name of the object	managed by	Partner status	Edit	Delete
Testhotel	Distributor	 		

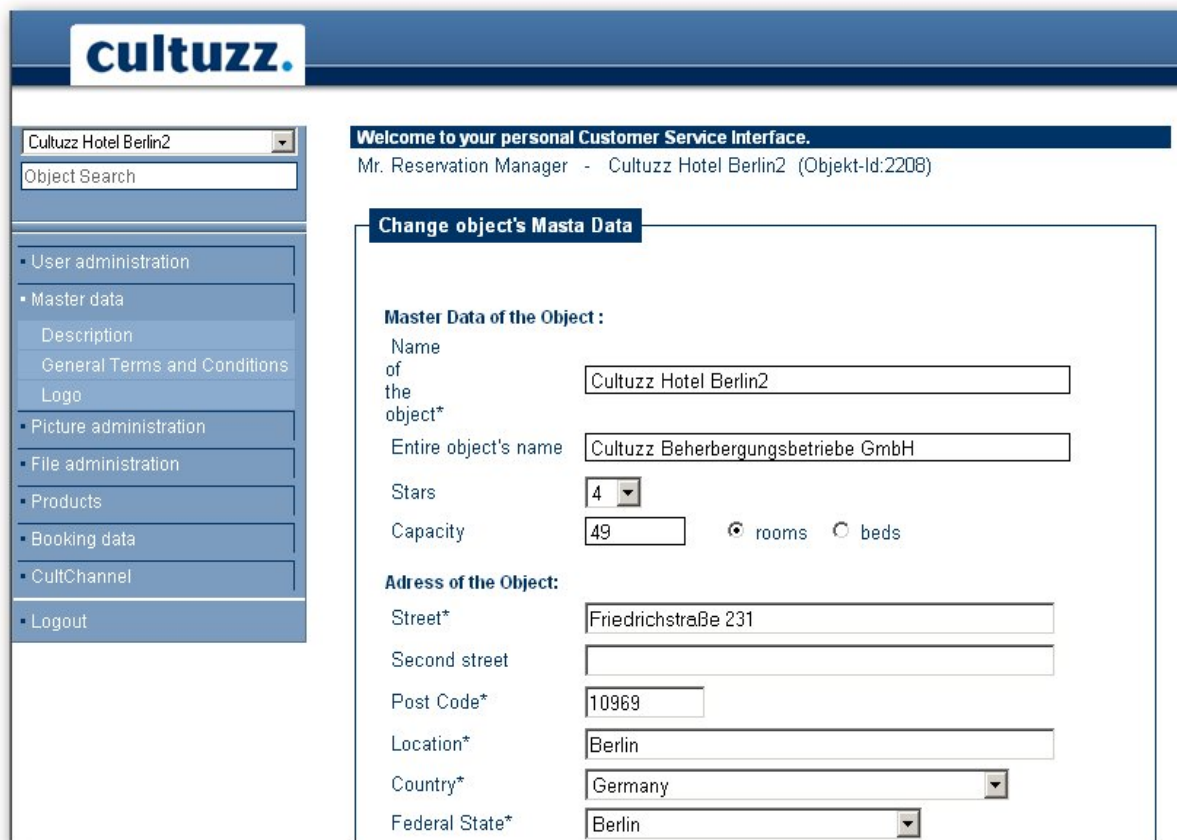
to block ☐ to accept ☒

Number of objects: 1
1 von 1  1 

By clicking on Edit in the list you can block or accept each individual hotel. So you can easily switch off or on your customers for your website.

3. Master Data

You have to set up each account individually. Please select the hotels name in the selection box at the upper left corner.



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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)

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*

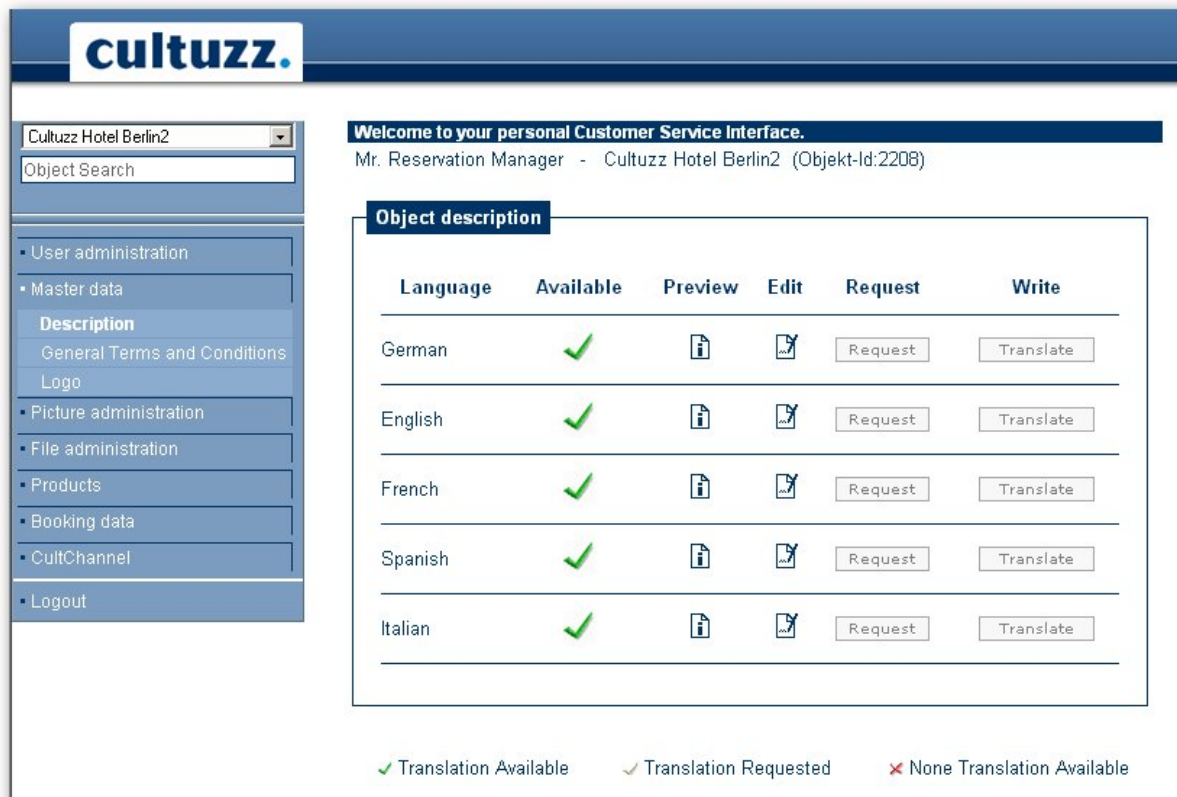
Location*

Country*

Federal State*

Please check the contact details and fill the mandatory boxes when necessary.

4. Hotel Description Text



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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.

5. General Terms and Conditions

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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:

General Terms and

Select a file:

Select please

Name of the document:

DEHOGA_AGB

Description (for internal purposes):

Save

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.

6. 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"/> PictureViewer					
 img_23435.jpg	zimmer_ez_1	14.09.2005	4.78 KB		
<input type="checkbox"/> PictureViewer					
 img_23436.jpg	zimmer_ez_2	14.09.2005	4.8 KB		
<input type="checkbox"/> PictureViewer					
 img_23437.jpg	zimmer_dz_1	14.09.2005	4.71 KB		
<input type="checkbox"/> PictureViewer					
 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!

6.1. 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.

7. Room Types

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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

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.

7.1. 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.

7.2. 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.

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7.3. 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.

8. 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.

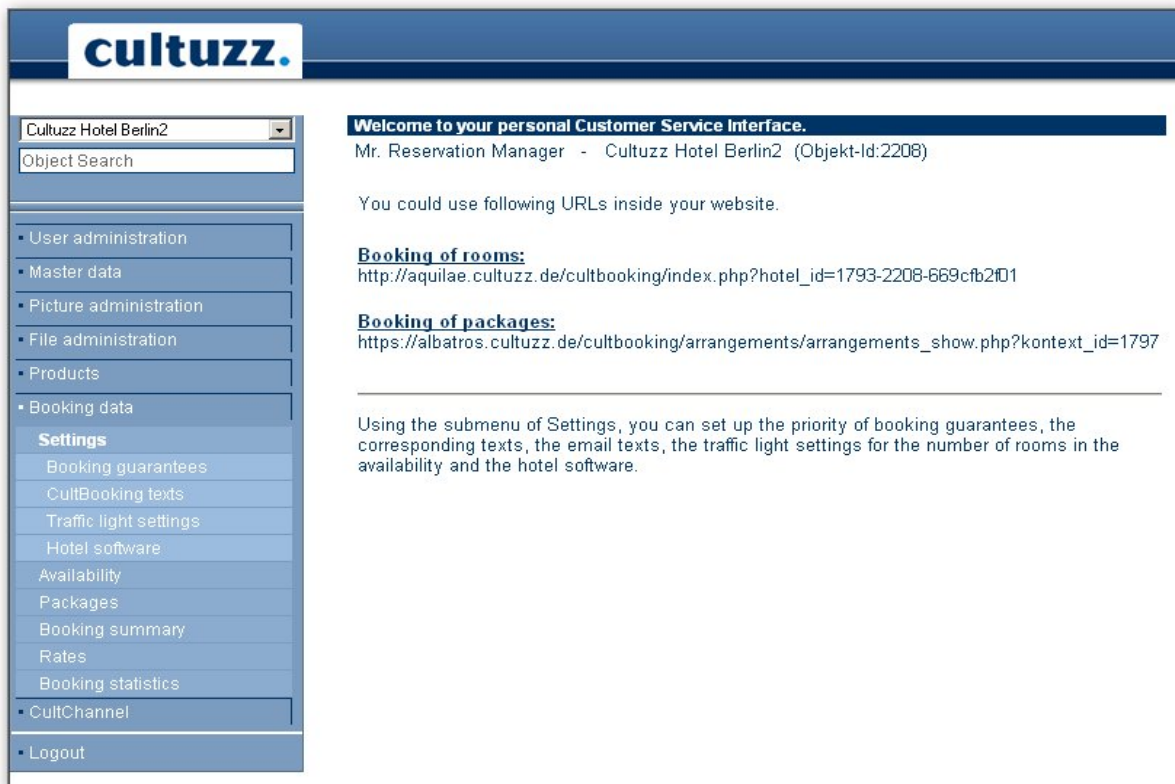
Please use the CultChannel Management in case you want to block a specific distribution channel only.

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.

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.

10. 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
15.12	16.12	17.12	18.12	19.12	20.12	21.12
Comfort Single 1						
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
Penthouse Suite						
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
Double II						
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
10 x Zimmer						
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.

11. 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	
CitzProduct: 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.

12. 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.

13. Distribution Channels

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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	hotel.cultuzz.de			
eBay	ebay.de			
ehotel AG	ehotel.de			
goYellow				
hotel.de	hotel.de			
Hotel Reservation Service (HRS)	hrs.com			
booking.com	booking.com			
Expedia	joinexpedia.com			
Active Hotels	activehotels.com			
Tiscover	abouttiscover.com			

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 these menu items and open the attached PDF files. You will find detailed descriptions inside the files.

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