

Amadeus Sales and Event Management – Advanced (Delphi.fdc) Property Administrator Training

Day One

8:30AM – 9:00AM

Introduction to Property Admin Training

- _ Introductions & Agenda Review
- _ Logging In

9:00AM – 10:30AM

Property Administration

- _ Function Rooms
- _ Function Room Setups
- _ Event Classifications
- _ Room Types
- _ Other Income Items
- _ Property Setup Values
- _ Transient Protected & Minimum Rates
- _ Terms & Conditions
- _ Taxes & Service Charges
- _ Date Collections

10:30AM – 10:45AM

Break

10:45AM – 12:00PM

Merge Documents

- _ Creating New Documents
- _ Adding Fields
- _ Formatting Text and Images
- _ Package Tables
- _ Date & Number Formatting
- _ Adding Tables for Events
- _ Guestroom Tables

12:00PM – 1:00PM

Lunch

1:00PM – 2:00PM

Continuation - Merge Documents

- _ Creating New Documents
- _ Adding Fields
- _ Formatting Text and Images
- _ Package Tables
- _ Date & Number Formatting
- _ Adding Tables for Events
- _ Guestroom Tables

2:00PM – 3:30PM

Menus & Items

- _ Items & Text
- _ Simple and Detailed Menus
- _ Choice Groups
- _ Revenue Breakdowns
- _ Item Inventory
- _ Menu and Item Pricing

3:30PM – 3:45PM

Break

3:45PM – 5:30PM

Advanced Property Administrator

- _ Default Menus and Items
- _ Goals and Budgets
- _ Email Templates



Hard Rock Hotel
San Diego, CA

Day Two

8:30AM – 10:30AM

Creating Basic Custom Reports

- _ Creating New Reports
- _ Editing Existing Reports

10:30AM – 10:45AM

Break

10:45AM – 12:00PM

Running Delphi.fdc Reports

- _ This time will be used to review the reports that are standard with Delphi.fdc, as well as any Salesforce reports required.

12:00PM – 1:00PM

Lunch

1:00PM – 2:00PM

Running Delphi.fdc Reports - Continuation

2:00PM – 3:30PM

Intermediate Custom Reports

- _ This training goes beyond the tabular report types covered during basic report training – it explores some of the advanced capabilities of the tool such as formulas, buckets, matrix and joined reports.

3:30PM – 3:45PM

Break

3:45PM – 4:30PM

Advance Merge

- _ This training will cover basic edits to guestroom merge tables and if/then/else merge fields.

4:30PM – 5:15PM

Q&A

5:15PM – 5:30PM

Training Wrap-up