

Manual

PMS-Forecast User Guide

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1. Overview

This PMS – Forecast User Guide provides instructions for managing user rights and access permissions, including creating and modifying user accounts, assigning roles, and granting access to system functionalities. The guide offers clear, step-by-step instructions with practical examples for everyday use.

2. Forecast

Available under **PMS > Forecast** this function allows staff to view the Hotel Occupancy Summary by Room Type, displaying daily data for room inventory, occupancy, and financial performance.

- Total Room Inventory** – Total number of rooms available in the hotel.
- Total Room Availability** – Number of rooms still available on that date.
- Room Occupancy** – Number of rooms occupied.
- Total Guest** – Total number of guests staying.
- %OCC (Occupancy Rate)** – % of rooms occupied.
- Potential Revenue** – Projected revenue for that day (in Thai Baht).
- ADR (Average Daily Rate)** – Average room rate per occupied room.
- RevPar (Revenue per Available Room)** – Revenue per available room.



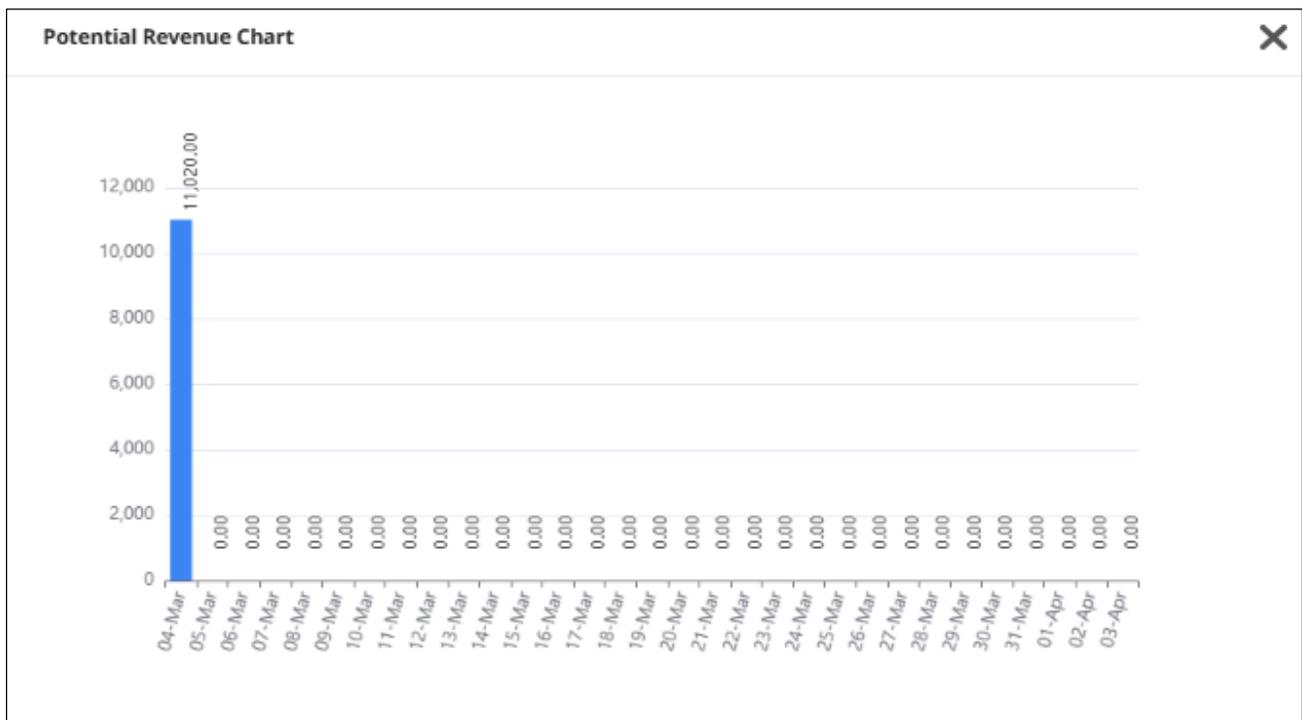
	90	Wed 15-Jan	Thu 16-Jan	Fri 17-Jan	Sat 18-Jan	Sun 19-Jan	Mon 20-Jan	Tue 21-Jan	Wed 22-Jan	Thu 23-Jan	Fri 24-Jan	Sat 25-Jan	Sun 26-Jan	Mon 27-Jan	Tue 28-Jan	Wed 29-Jan	Thu 30-Jan	Fri 31-Jan
Total Room Inventory	90																	
TWO-BEDROOM	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
TWO-BEDROOM SUITE	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
DELUXE KING	8	4	7	7	7	7	7	7	7	7	8	8	8	8	8	8	8	8
DELUXE DUPLEX KING	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
DUPLEX SUITE	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
FAMILY SUPERIOR	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
FAMILY STANDARD	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Total Room Availability	69	84	85	85	86	87	87	88	88	90	90	90	90	90	90	90	90	90
Room Occupancy		20	6	5	5	4	3	3	2	2	0	0	0	0	0	0	0	0
Total Guest		49	15	10	10	8	6	6	4	4	0	0	0	0	0	0	0	0
%OCC		22.22	6.67	5.56	5.56	4.44	3.33	3.33	2.22	2.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Potential Revenue		52,902	3,700	3,000	3,000	3,000	2,400	2,400	1,800	1,800	-400	0	0	0	0	0	0	0
ADR		2,645	617	600	600	750	800	800	900	900	-400	0	0	0	0	0	0	0
RevPar		588	41	33	33	33	27	27	20	20	-4	0	0	0	0	0	0	0

Note: Data can be exported for reporting and analysis purposes.

3. Potential Revenue

Available under: **PMS > Forecast > Potential Revenue**, this function allows staff to view the Potential Revenue Chart, a bar graph representing the expected revenue over a range of dates.

- X-axis (horizontal)** – Represents a range of dates over approximately one month.
- Y-axis (vertical)** – Represents the amount of potential revenue for each date.

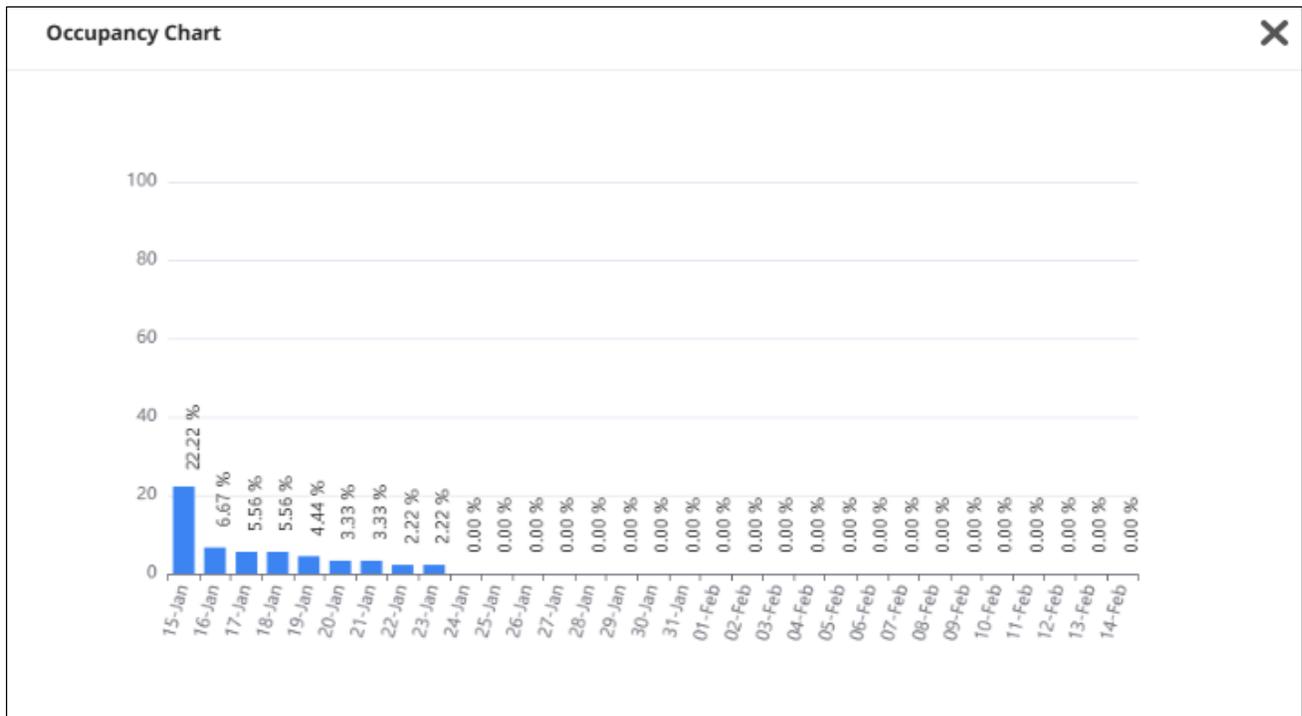


Note: The Potential Revenue Chart helps visualize expected revenue trends, allowing for better forecasting and decision-making regarding pricing and availability.

4. Occupancy Chart

Available under: **PMS > Forecast > Occupancy**, this function allows staff to view "Occupancy Chart", which displays the daily occupancy rate (percentage of rooms occupied) over a given period.

- X-axis (horizontal)** – Represents a range of dates over approximately one month.
- Y-axis (vertical)** – Represents the occupancy rate (%) for each day.



Note: The Occupancy Chart visually represents room occupancy trends, aiding in decisions about availability and pricing.