

APPENDIX D

Minimum Required Fields

The Guest Profile shall include the following fields:

- First Name
- Last Name
- Street Address
- City
- State
- Zip Code
- Day Phone
- Evening Phone
- Email
- Foreign Address (when applicable)
- Red Flag Indicator
- Comment/reason for the Red Flag indication

The Group Profile shall include the following fields;

- Group Number (unique number assigned to the group profile)
- Group Name
- Group Address (City State and Zip Code)
- Office Phone
- Cell Phone
- Email
- Contact Name
- Red Flag Indicator
- Comment/reason for the Red Flag indication

Each registration form shall contain the following fields:

- Park Name and Address where reservation is held
- Reservation Number
- Arrival Date
- Departure Date
- Unit Number/Name
- Unit Type
- Amount Paid
- Amount Due
- Guest Name and Address

Each confirmation shall have the following fields:

- Public Website Address
- Park Name and Address where reservation is held
- Reservation Number
- Arrival Date
- Departure Date
- Unit Number/Name
- Unit Type
- Amount Paid

- Method of Payment
- Amount Due
- Amount Due By Date
- Guest Name and Address

A voucher for credit to a guest or group shall include the following fields;

- Payment Date
- Payee Name and Address
- Amount:
- Description of Material/Service
- Total (all vendor invoices, before any discount)
- Accounting Distribution (Business Unit, Object, Subledger).
- For Department Use
- For Department Use, Approval By
- For Department Use, Date Approved.

When viewing a reservation with an arrival date in the future the following fields must be displayed:

- Reservation Number
- Order ID number
- Guest Profile Information
- Unit(s) Reserved
- Arrival and Departure Dates
- Check-in and Check-out times
- Name of staff/user who made reservation
- Amount Paid
- Amount Due
- Reservation Date
- Comments

When viewing a reservation with a current or past arrival date or for a reservation that was cancelled the following fields must be displayed in addition to those above:

- History of all Financial Transactions;
- Accounts Receivable on the reservation
- Change(s)
- Date(s) of Change(s)
- Cancellation Date(s)
- Event Number (for a group reservation)

For each individual unit in the System's database the following fields must be stored and viewable.

For Campsites:

- Fee
- Campsite Name/Number
- Check-In/Out Time
- Pad Length
- Paved or Gravel
- Shaded Site
- Pull Through Site
- Slide-Outs Usable
- Access for the Disabled
- Picnic Table and Grill
- River/Creek Site
- Lake Shoreline Site
- Distance from Shoreline Max Amps.
- Number of extra Tents allowed
- Additional necessary or relevant information

For Cabins:

- Fee
- Cabin Name/Number
- Check-In/Out Time
- Max Occupancy
- Bed Type
- Number of Bedrooms
- Sleep Capacity
- Sofa Sleeper
- Rollaway allowed
- Crib allowed
- Number of Diners
- Pets allowed
- Television
- Cable Television
- Phone
- Fireplace
- Bathroom Type
- Air Conditioner
- Heater Microwave
- Linens furnished
- Coffee Pot
- Toaster
- Stove
- Oven
- Dishwasher
- Refrigerator
- Freezer
- Sink
- Pots and Pans

- Furnished
- Access for the Disabled
- Screened Porch
- Number of Steps into Cabin
- Distance from Parking
- Picnic Table and Grill
- River/Creek Site
- River/Lake View
- Shoreline Site
- Distance from Shoreline
- Additional necessary or relevant information

For Meeting Rooms:

- Fee
- Meeting Room Name
- Max Occupancy
- Meeting Room Size
- Catering available
- Able to bring own food
- Meeting Room Hours
- Internet available
- Audio/Video Equipment Rental
- Projector Screen
- Air Conditioned
- Number of Stairs
- Elevator
- Seating Arrangements
- Number Arrangement Seats
- Additional necessary or relevant information

For Pavilions:

- Fee
- Pavilion Name
- Max Occupancy
- Shady Area
- Number of Picnic Tables
- Charge for extra Tables
- Electricity
- Access for the Disabled
- River/Creek Site
- Shoreline Site
- Distance from Shoreline
- Catering available
- Additional necessary or relevant information

For Horse Stalls:

- Fee
- Horse Stall Name/Number

- Number of Horse Occupancy
- Wheel Barrow provided
- Pitch Fork provided
- Distance from Campground
- Distance from Lodging
- Hay and Bedding provided
- Water available
- Additional necessary or relevant information

For merchandise/sale items:

- Item description
- Object code
- Subledger code
- Price
- Price override indicator
- Website visibility indicator
- Call Center visibility indicator
- Additional necessary or relevant information