

Standards Operating Procedure

Standard Operating Procedure
Create an account in PARSE

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Tulip Inn, Golden Tulip, Royal Tulip Luxury Hotels	

DEFINITION

This Standard Operating Procedure informs you about the different steps necessary to create a new account in PARSE

STANDARD CHAIN POLICY

Every hotel operating under Tulip Inn, Golden Tulip or Royal Tulip Luxury Hotels have access to Parse and have at least one hotel user

PROCEDURE

In order to create a new Parse account, please refer to the following steps:

1. Log in into PARSE with your own account
2. Go to Establishment Data

Golden Tulip Hospitality Group application

Logged in as Audrey Forissier - [home](#) - [my settings](#) - [logout](#)

Navigation: Establishment Data | Brochures | Flavours | Ambassador Club | Connections | Users

List of establishments: found 285 - ([create new establishment](#)) - ([All image libraries](#)) - ([complete csv listing](#))

Show: all areas | Name: | Hide obsolete

Brand: all areas | Sorted: ascending | active | Flavours active |

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		Brochure users	Connections users	Flavours users	Ambassador Club users	image library
goldre	Mediterranean					
	Middle East & Northern Africa					
	Scandinavia					
	UK					
000028	Tulip Inn Aarhus La Tour (TEeST) - Greenland - Aarhus	3	2	1	1	view
.....	Golden Tulin Accra	-	-	-	-	-

3. Look for the hotel for which you want to create an account
4. Click on the hotel name

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5. Memorise the Access code you would like to give (brochure or Loyalty program)

Fax number:

Access & Codes information:

Brochure Access Code:

Connections Access Code:

Flavours Access Code:

Flavours Management Access Code:

Ambassador Club Access Code:

Ambassador Club Management Access Code:

GDS code - Amadeus:

GDS code - Apollo/Galileo:

GDS code - Sabre:

GDS code - Worldspan:

Brochure Product Code:

6. Log-out

7. Click on 'register here to gain access'

Golden Tulip Hospitality Group application



First-time visitor? - Register!

To access the Golden Tulip Hospitality Group application, you need to be registered. You need an access code to register. Please contact the Marketing Support department via e-mail marketingsupport@goldentulip.com or via telephone +31 33 25 44 800 if you do not have one.

If you are not a registered user, you can [register here to gain access.](#)

You will need an access code to enter the Connections part of the application as well. If you have not received any information or should you still have questions, please send an email to frequentflyer@goldentulip.com or call us at: +31 33 25 44 131.

Already registered?

Please submit your loginname and password to log into the application.

Loginname: (you can use your **email address** or **first name** here)

Password:

Important: Your loginname and password are case-sensitive! (there is a difference between uppercase (capital) and lowercase (small))

Forgot your password?

Not to worry, you can [request for a new one to be sent](#) to your email address.





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8. Include the access code and all the required information

Golden Tulip Hospitality Group application

Create a new user

Accesscode

Accesscode: (required)
- Use the accesscode of your establishment, you have recieved this by email.
- If you wish to have access to multiple establishments, you can add these after you have created this user under the 'My Settings' page.

Personal information

First name: (required)
- Your fist name will be your loginname.
- This field is case-sensitive (there is a difference between between uppercase (capital) and lowercase (small))!

Last name: (required)

Password: (required)
- Choose a *personal* password and fill it in the following field.
- This field is case-sensitive (there is a difference between between uppercase (capital) and lowercase (small))!

Password (again): (required)
- Please retype your personal password.

Email address (personal): (required)

Function:

9. If you would like to give access to ALL the loyalty programs

- Log in again with you own access codes
- Look for the hotel under Establishment Data and select the hotel of your choice

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c. Select 'View all users registered for this establishment'

Fax number:

Access & Codes information:

Brochure Access Code:

Connections Access Code:

Flavours Access Code:

Flavours Management Access Code:

Ambassador Club Access Code:

Ambassador Club Management Access Code:

GDS code - Amadeus:

GDS code - Apollo/Galileo:

GDS code - Sabre:

GDS code - Worldspan:

Brochure Product Code:

Connections airline partner codes:

Default Connections ID: 1536

All Nippon - ANA Mileage Club: ([edit partner](#))

Japan Airlines (JAL) - JAL Mileage Bank: ([edit partner](#))

Quick links:

- [View all users registered for this establishment](#)
- [View all folders for this establishment](#)
- [View this establishment's image library](#)
- [Delete this establishment](#)
- [View scheduled changes for this establishment](#)
- [Create a new scheduled change for this establishment, based on these values](#)

Links to external applications:

- [PreQconnect Admanager for this establishment](#)

Schedule these changes You cannot re-schedule these changes. Create a new scheduled change to enter a date.

d. Click on Edit the user for whom you would like to add access

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e. Select the establishment under the loyalty program of your choice

Sign in for an additional establishment: or supply an access code:
 (supply a brochure establishment access code)

Mail alerts for/when:

Type	create	edit	statuschange	delete	attach
User	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	-
Establishments	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	-
Images	<input type="checkbox"/>	-	-	-	-
Folders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes	<input type="checkbox"/>	-	-	-	-
Foldertypes	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	-

Connections application settings:

Sign in for an additional establishment: or supply an access code:
 (supply a connections establishment access code)

Flavours application settings:

Sign in for an additional establishment as employee: or supply an access code:
 (supply a Flavours establishment access code)

Sign in for an additional establishment as management: or supply an access code:
 (supply a Flavours establishment management access code)

Ambassador Club application settings:

Sign in for an additional establishment as employee: or supply an access code:
 (supply an Ambassador Club establishment access code)

Sign in for an additional establishment as management: or supply an access code:
 (supply an Ambassador Club establishment management access code)

If you wish to change the password for this account, enter the new password in the following two fields. If you want to keep the current password, leave them empty.

Password:

Password (again):

10. Add brochures access to an hotel

- a. Log in again with you own access codes

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- b. Go to Brochures, List brochure types (type 2010 in the name of the folders to access quicker)

Golden Tulip Hospitality Group application

TULIP INN GOLDEN TULIP GOLDEN TULIP RESORT *Royal Tulip* LUXURY HOTELS

Logged in as Audrey Forissier - [home](#) - [my settings](#) - [logout](#)

FLAVOURS Quicksearch members Scan barcode or enter lastname: > search

Establishment Data Brochures Flavours Ambassador Club Connections Users

List of folders and other printed materials - ([List brochure types](#)) Showing 1 - 10 of 261: Page 1

Show : all folders or type
Brand: -- all -- Name: sorted by : last date edited Desc.
in area : all areas Don't show closed folders. [show](#)

status	name	recent data
work in progress	Tulip Time Zomer 2010 for Golden Tulip Hotel De Medici Notes: 8	Last Note: Reaction 16 March '10 11:48 by Marieke Van Baal (Golden Tulip TOP) Last Edit: Theme package - Benelux only! 16 March '10 11:31 by Patrick Jiang (Golden Tulip TOP)

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c. Click on 'Create/remove folders of this type'

		Status	Count	
129	<p>Meeting & Events Guide 2010 BLX Start date: Tuesday 1 December 2009 00:00 Closing date: Friday 31 December 2010 00:00 Number of folders: 61</p> <p>Links:</p> <ul style="list-style-type: none"> • Create/remove folders of this type • Mass-change status for folders • Delete foldertype • View CSV output • Copy foldertype 	not opened work in progress Establishment: done GT: approved BDB: approved pdf attached Establishment: approved GT: approved closed	0 0 0 0 0 0 0 0 61	0% 0% 0% 0% 0% 0% 0% 100%
128	<p>Royal Tulip rack brochure 2010 Start date: Monday 30 November 2009 00:00 Closing date: Tuesday 30 November 2010 00:00 Number of folders: 1</p> <p>Links:</p> <ul style="list-style-type: none"> • Create/remove folders of this type • Mass-change status for folders • Delete foldertype • Copy foldertype 	not opened work in progress Establishment: done GT: approved BDB: approved pdf attached Establishment: approved GT: approved closed	1 0 0 0 0 0 0 0	100% 0% 0% 0% 0% 0% 0% 0%
127	<p>Tulip Time Winter 2009 - 2010 Start date: Sunday 15 November 2009 00:00 Closing date: Monday 15 November 2010 00:00 Number of folders: 147</p> <p>Links:</p> <ul style="list-style-type: none"> • Create/remove folders of this type • Mass-change status for folders • Delete foldertype • View CSV output • Copy foldertype 	not opened work in progress Establishment: done GT: approved BDB: approved pdf attached Establishment: approved GT: approved closed	0 0 0 0 0 0 0 147	0% 0% 0% 0% 0% 0% 0% 100%
125	<p>Hotel Directory 2010 Start date: Thursday 1 October 2009 00:00 Closing date: Wednesday 30 December 2009 00:00 Number of folders: 233</p> <p>Links:</p> <ul style="list-style-type: none"> • Create/remove folders of this type • Mass-change status for folders • Delete foldertype • View CSV output • Copy foldertype 	not opened work in progress Establishment: done GT: approved BDB: approved pdf attached Establishment: approved GT: approved closed	0 0 0 0 0 0 0 233	0% 0% 0% 0% 0% 0% 0% 100%
100	<p>Factsheet A4 2010 Start date: Tuesday 30 November 1999 00:00 Closing date: Tuesday 30 November 1999 00:00 Number of folders: 92</p> <p>Links:</p> <ul style="list-style-type: none"> • Create/remove folders of this type • Mass-change status for folders • Delete foldertype • Copy foldertype 	not opened work in progress Establishment: done GT: approved BDB: approved pdf attached Establishment: approved GT: approved closed	5 18 0 0 0 0 0 0 69	5% 20% 0% 0% 0% 0% 0% 0% 75%
99	<p>Rack Brochure 2010 Start date: Tuesday 30 November 1999 00:00 Closing date: Tuesday 30 November 1999 00:00 Number of folders: 170</p> <p>Links:</p> <ul style="list-style-type: none"> • Create/remove folders of this type • Mass-change status for folders • Delete foldertype • Copy foldertype 	not opened work in progress Establishment: done GT: approved BDB: approved pdf attached Establishment: approved GT: approved closed	5 19 1 0 0 2 0 0 1 142	3% 11% 1% 0% 0% 1% 0% 0% 1% 84%

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d. Scroll down and tick the hotel for which you would like to give access, and click at the bottom on Apply Changes