

# CIT Extranet System (EBK System) Operation Instruction

1. Please log in the our extranet system [ebk.huizhi-intl.com](http://ebk.huizhi-intl.com) with Username and Password ;

The image is a composite of two parts. On the left is a photograph of a modern hotel lobby at night, featuring a large, illuminated, conical structure and a pool of water reflecting the lights. On the right is a white rectangular box containing a sign-in form. The form has the title 'Sign in' at the top. Below it are two input fields: 'Username:' with the placeholder text 'Please enter your name' and 'Password:' with the placeholder text 'Please enter your password'. A green button labeled 'Sign in' is positioned below the password field. Underneath the button, there is a line of text: 'We're committed to protecting your securityProtect your account'. This is followed by the text 'Keep your account private' and a paragraph: 'If you receive a suspicious password reset email, please contact us immediately'.

- Click<Home> and search your hotel (support fuzzy enquiry), then click <Select> into inventory management page; then you can see find all the room type and date.

Hotel Distribution Intelligent Panel

At work

AfterWork

Welcome : Flamingo Penang

English

Sign out

Home

Order Reports

Account

Hotel name:

Search

Status:

All

Export

ID	Name	Area	
303449	<div> <div>槟城火烈鸟海滩酒店</div> <div>Flamingo Hotel by the Beach</div> </div>	<div> <div>马来西亚/槟城</div> <div>Malaysia/Penang</div> </div>	<div>Select</div> <div>Open</div>

[illegible]

3. Update for specific to certain date, please click the rate under the date, change and save.

**<Cost> contract rate / hotel promo rate / the rate CIT payable to hotel**

**<inventory> room allotment number:** booking will direct confirm automatically if inventory is enough for requested rooms ; please kindly note system can only allow positive inventory ;

**<Status>** control room close/open sale;

A. <Close> is for close sale ;

B. <Sale> is for open sale ;

The screenshot shows a web form titled "Update the inventory, selling status and price". It contains the following fields and controls:

- Date:** 2022-04-04
- Cost:** A text input field containing "0", followed by the currency code "MYR" in red.
- Inventory:** A text input field containing "0".
- Status:** A dropdown menu with "Select" as the current selection.
- Can oversell or not:** A dropdown menu with "Limit" as the current selection.
- At the bottom, there are two buttons: "Close" (yellow) and "Submit" (green).

4. For batch operation, have 2 option as below screenshot , **<Price Batch Association>** and **<Advance Batch Input>** :

**<Price Batch Association>** Select room type, rate plan, date, then batch operate for fixed addition/deduction by number or percent ;

**<Advance Batch Input>** Select room type and rate plan, then you can batch update Cost/ Inventory/ Status ;;

The screenshot shows a web form titled "Price batch association". It contains the following fields and controls:

- Room name:** A dropdown menu with "--Select--" as the current selection, and a text input field containing "Deluxe Sea View King Room RO for 2 - Non-refundable".
- Price tracking:** A checkbox labeled "Price continuity" is checked.
- Date:** Two date input fields, the first containing "2022-04-12" and the second containing "2022-04-15".
- Week:** A row of checkboxes for days of the week: All, Sun, MON, TUE, WED, THU, FRI, SAT. All are checked.
- Price plan association:** A dropdown menu with "Deluxe Sea View King Room/Deluxe Sea Vi..." as the current selection, followed by a text input field containing "Two Bedroom Suite", another dropdown menu with "2 Bedroom Suites BB for 4 - N", and a text input field containing "Relo:". To the right of the "Relo:" field is a red "X" icon.
- At the bottom, there are two buttons: "Close" (yellow) and "Submit" (green).

Advanced Batch Input

☐ All
 

☒ 两卧室套房(Two Bedroom Suite)
 

☐ 四人含早(2 Bedroom Suites BB for 4 - Non-refundable)

☒ 海景豪华特大床房(Deluxe Sea View King Room)
 

☐ 双人无早(Deluxe Sea View King Room RO for 2 - Non-refundable)

☐ 双人双早(Deluxe Sea View King Room BB for 2 - Non-refundable)
 

☒ 豪华海景双床房(Deluxe Sea View Twin Room)

Date:

Start Date

End Date

+

Week:
☒ All
☒ Sun
☒ MON
☒ TUE
☒ WED
☒ THU
☒ FRI
☒ SAT

Cost:

Cost

Inventory:

Room Num

Status:

Select

Can oversell or not:

Select

Close

Submit

5. Click <Order Reports> find the Booking Summary List :

Hotel Distribution Intelligent Panel

At work
 AfterWork
 Welcome : Flamingo Penang
 English
 Sign out

Home

Order Reports

Account

Order number:

Hotel name:

Guest Name:

Order status:

Search type:

From:

To:

Settlement state:

Country:

Search

Export

Printing

Search results

Serial number	Order number	Hotel name	Room type	Arrival/Departure date	Guest Name	Confirmation number	Submit time	Status	Settlement state	Total cost	Options
1	2487936	Flamingo Hotel by the Beach	Deluxe Hill View King Room 1rooms1nights	2022/04/20 2022/04/21	Tan Torry		2022/3/29 12:13:01 And then there were 29:34	Processed	Being Settled	90(MYR)	<div>Affirm</div> <div>Refused</div> <div>Select</div>

If bookings come in, system will send the booking alert email to hotel email, please login and upload the hotel confirmation number.

Please upload confirmation number ASAP after receiving the booking email to avoid any problem caused.

Thank you for using the CIT Extranet System, and thank you for your patience for watching this Operation Instruction, If any questions please feel free to contact CIT operation staff . Thank you for your supporting !

Best Regards,

CIT Operation Team