

## CIT Extranet System (EBK System) Operation Instruction

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

Hotel Distribution Intelligent Panel

English

## Sign in

Username:

Password:

[Sign in](#)

We're committed to protecting your security. Protect your account

Keep your account private

If you receive a suspicious password reset email, please contact us

immediately

2. 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

槟城火烈鸟海滩酒店  
Flamingo Hotel by the Beach

马来西亚/槟城  
Malaysia/Penang

Select Open

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 ;

Update the inventory, selling status and price

Date:	2022-04-04
Cost:	0 MYR
Inventory:	0
Status:	Select
Can oversell or not:	Limit
<input type="button" value="Close"/> <input type="button" value="Submit"/>	

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 ;

Price batch association

Room name:	--Select--	Deluxe Sea View King Room RO for 2 - Non-refundable
Price tracking:	<input checked="" type="checkbox"/> Price continuity	
Date:	2022-04-12	2022-04-15
Week:	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Sun <input checked="" type="checkbox"/> MON <input checked="" type="checkbox"/> TUE <input checked="" type="checkbox"/> WED <input checked="" type="checkbox"/> THU <input checked="" type="checkbox"/> FRI <input checked="" type="checkbox"/> SAT	
Price plan association:	Deluxe Sea View King Room/Deluxe Sea Vi...	<input type="button" value="Two Bedroom Suite"/> <input type="button" value="2 Bedroom Suites BB for 4 - N"/> <input type="button" value="Relo: Cost"/>
<input type="button" value="Close"/> <input type="button" value="Submit"/>		

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:

Week:

All
  Sun
  MON
  TUE
  WED
  THU
  FRI
  SAT

Cost:

Inventory:

Status:

Can oversell or not:

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:

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	Being Settled	90(MYR)	<div style="display: flex; justify-content: space-around; width: 100%;"> <div style="width: 45%;"> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px; border-radius: 5px; outline: none; font-size: 12px; font-family: inherit; font-weight: inherit; color: inherit; border: 1px solid #ccc; border-radius: 5px; padding: 2px; margin-bottom: 5px;" type="button" value="Affirm"/> </div> <div style="width: 45%;"> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px; border-radius: 5px; outline: none; font-size: 12px; font-family: inherit; font-weight: inherit; color: inherit; border: 1px solid #ccc; border-radius: 5px; padding: 2px; margin-bottom: 5px;" type="button" value="Refused"/> </div> </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