

Course List: Application/Front End OPERA Cloud eLearning



List of Available Courses as of **August 2020**

Course #	Course Title	Lesson Name	Time (MM:SS)
OC201000	Introduction to OPERA Cloud	Getting Started Working with Menus Search and Navigation	0:19:42
OC201005	Personalizing OPERA Cloud	Dashboard Quick Launch User Personalization	0:16:22
OC201100	Guest Profile Management	Guest Profile Guest Profile Overview I Guest Profile Overview II Guest Profile - I Want To	0:28:52
OC201110	Company Profile Management	Company Profile Company Profile Overview I Company Profile Overview II Company Profile - I Want To	0:31:10
OC201120	Travel Agent Profile Management	Travel Agent Profile Travel Agent Profile Overview I Travel Agent Profile Overview II Travel Agent Profile - I Want To	0:22:14
OC201200	Introduction to Reservations	Look To Book Sales Screen Create a New Reservation Walk In Reservation	0:24:28
OC201205	Reservations Overview 1	Stay Details and Daily Details Payment Instructions Confirmation Letters Preferences Attachments	0:14:30
OC201210	Reservations Overview 2	Linked Profiles - Guest Profile Linked Profiles - Associated Profiles Accompany Profile Linked Reservations Future and Past Stays	0:12:20
OC201215	Reservations Overview 3	Alerts Traces Guest Messages Notes Locators	0:13:28
OC201220	Reservations Overview 4	Fixed Charges Item Inventory Track It Transportation	0:12:07
OC201225	Share Reservations	Create Shares Combine Shares Separate Shares	0:10:15

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OC201230	Reservations Routing	Room Routing Folio Routing	0:13:40
OC201240	Reservation Deposit and Cancellation Rules	Managing Reservation Deposits Cancellation Rule Management Transferring Deposit Payments	0:15:33
OC201250	Reservations Workspace 1	Guest Messages on Multiple Reservations Batch Confirmation Letters Traces on Multiple Reservations	0:10:07
OC201255	Reservations Workspace 2	House Posting Account Property Calendar Room Diary	0:14:14
OC181300	Block Creation and Management 1	Create New Block Room & Rate Grid I Room & Rate Grid II	0:27:30
OC181310	Block Creation and Management 2	Block Overview II Block Overview I	0:15:43
OC181320	Block Creation and Management 3	Blocks - I Want To... Rooming List Group Rooms Control	0:18:35
OC201400	Front Desk Operations	Arrivals In House Departures	0:16:32
OC181410	Front Desk Billing	Billing I - Introduction to Billing Billing II - Adjustments and Transferring Transaction: Billing III - Payments and Folios Billing IV - I Want To... Billing V - I Want To... (cont.)	0:35:49
OC201450	Front Desk Workspace 1	Batch Registration Cards Available Room Search Room Assignment	0:12:23
OC201455	Front Desk Workspace 2	Queue Rooms Advanced Check In Wake Up Calls	0:15:25
OC201460	Front Desk Workspace 3	Open Folios Quick Check Out Scheduled Checkout	0:09:58
OC201500	Cashiering 1	Batch Charges Post It Fast Post	0:12:09
OC201510	Cashiering 2	Batch Folios Folio History Receipt History Posting Journal	0:13:09

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OC201520	Cashiering 3	Cashier Closure Open Cashiers and Cashier Reports	0:10:44
OC181600	Accounts Receivables 1	Creating an Account Manage Account Invoices I - Invoice Details Manage Account Invoices II - Payments Manage Account Invoices III - Additional Options	0:29:04
OC181610	Accounts Receivables 2	Manage Accounts Receivables Account Overview I Account Overview II	0:17:58
OC181620	Accounts Receivables 3	Transaction Research Post Batch Charges Batch Reminders Batch Statements	0:14:32
OC201630	End of Day	End of Day End of Day Reports	0:12:36
OC201700	Availability and Restrictions	Manage Restrictions Property Availability	0:12:49
OC201710	Room Management	Room Discrepancies Housekeeping Board Room Maintenance Room Conditions Out of Order / Our of Service	0:23:13
OC181720	Task Sheet Generation	Generate Task Sheets Managing Task Sheets Task Sheet Companion Attendant Console	0:25:20
OC201800	Miscellaneous 1	Changes Log Track It Property Brochure	0:12:59
OC201810	Miscellaneous 2	Telephone Operator Telephone Categories Telephone Book	0:08:44
OC201900	Reports 1	Run Reports Shift Reports	0:10:21
OC201910	Reports 2	Scheduled Reports Definable Manager's Report	0:15:19

Total Time 10:29:54