

## PREFERRED HOTELS & RESORTS Access the list of required courses on Preferred.Net

In order to provide Preferred Hotels & Resorts with your learning transcript to allow for validation of training completion, please follow these steps:

#1

In SynXis, click on the SHU icon (on the top right-hand side of the screen), then navigate to the Transcripts tab

A Notifications SHU ? Help	Preferred Sabre Hospitality Univ	/ersity
☆ 🚺 📋	Transcripts 🔂 User Gr	oup Report 🛛 🐉 Profile
Preferences Related Tasks +	Enrolled Courses	Popular Courses

#2 Download the transcripts by clicking on Download as CSV button

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Collapse All												📄 Download as C
ertification	status	Date Co	Туре	Score	Credit Ho	Days Valid	View Che	View Cer	Certificati	Class Su	Complete	
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00_Welcome to Sabre Hospitality Solutions : Version 4	Incomplete		Certification									
Catalog-CR: SynXis Voice Agent Web Application (SVA) : Version 6	Incomplete		Certification									
SynXis CR New Hotel Configuration : Version 11	Incomplete		Certification									
SynXis CR Property Administrator Coursework : Version 20	Incomplete		Certification									
SynXis CR Revenue Manager Coursework : Version 14	Incomplete		Certification									
SynXis CR_PHR Hotel Requirements : Version 8	Incomplete		Certification									
SynXis Voice Agent Call Agent Coursework : Version 3	Incomplete		Certification									
Company Profiles	Incomplete		Independ		0						9/23/2020	
Create HOD and HCD Content	Incomplete		Independ		0						9/19/2021	
R Image Management in SynXis CR	Complete	11/6/2018	Independ	100%	0						12/5/2018	
Kerchandising Opportunities in SynXis CR - Packages and Promotions	Incomplete		Independ		0						5/3/2020	
SHU: Survey Overview	Complete	11/8/2018	Independ		0						12/8/2018	
SynXis CR Hotel Content Configuration	Complete	10/5/2021	Independ		0						12/8/2018	
SynXis CR Policies Configuration	Incomplete		Independ		0						12/8/2018	
SynXis CR Rate Configuration and Pricing	Incomplete		Independ		0						3/21/2019	
SynXis CR Rates Configuration	Incomplete		Independ		0						12/8/2018	
SynXis CR Rooms Configuration	Complete	11/8/2018	Independ	100%	0						12/8/2018	
SynXis CR: Bulk Price Season Import tool	Complete	11/8/2018	Independ	100%	0						12/5/2018	
SynXis CR: Bulk Rate Data Import tool (upd Q316)	Complete	11/8/2018	Independ	100%	0						12/5/2018	
SynXis CR: Bulk Stay Restrictions Data Import tool	Complete	11/8/2018	Independ	100%	0						12/5/2018	
SynXis CR: Bulk User Import tool	Complete	11/8/2018	Independ	100%	0						12/5/2018	
User Management in SynXis CR	Complete	11/7/2018	Independ	100%	0					0	12/5/2018	
Utilize SynXis CR Reports	Incomplete		Independ		0					-	2/19/2021	
Utilize the SynXis CR Bulk Data Import Tools	Incomplete		Independ		0						2/19/2021	

#3

Validate that all courses required by Preferred Hotels & Resorts are marked as complete in the status column.

Highlight all complete courses and send the file to <u>UID@Preferredhotels.com</u> within 30 days of the hotel going live.

Perform Updates on Your Channels in Channel Connect Express - (ID:40990)	Incomplete			11/8/2018
Policy Creation in the CR - (ID:42039)	Complete	11/7/2018	100%	11/5/2018
Property Systems Integrations Overview - (ID:40821)	Incomplete		i	11/8/2018
Room Setup in the SynXis CR - ( ID:42165)	Complete	11/6/2018	100%	11/5/2018
Sabre Hospitality University (SHU) Overview - (ID:41709)	Complete	11/8/2018	100%	11/8/2018
Set Up Market Sources & Segments to Track Market Data - ( ID:40718)	Incomplete			11/8/2018