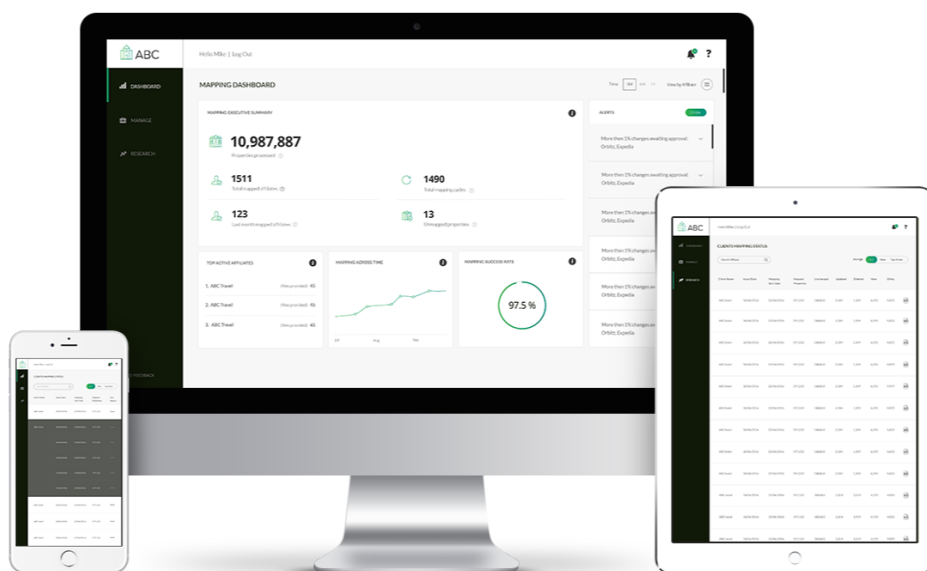


Mapping.Works Hotels - Supplier Mapping User Guide v.1.3



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INTRODUCTION

Mapping.Works is a cloud-based service for mapping of hotel properties that requires no human supervision, and is available 24/7. The service is able to recognize inventory inefficiencies, highlighting supplier-specific lucrative opportunities, currently missing from the user's system. Powered by Gimmonix's artificial intelligence, Mapping.Works - Hotels ensures correct and reliable mapping across all suppliers, with full transparency.

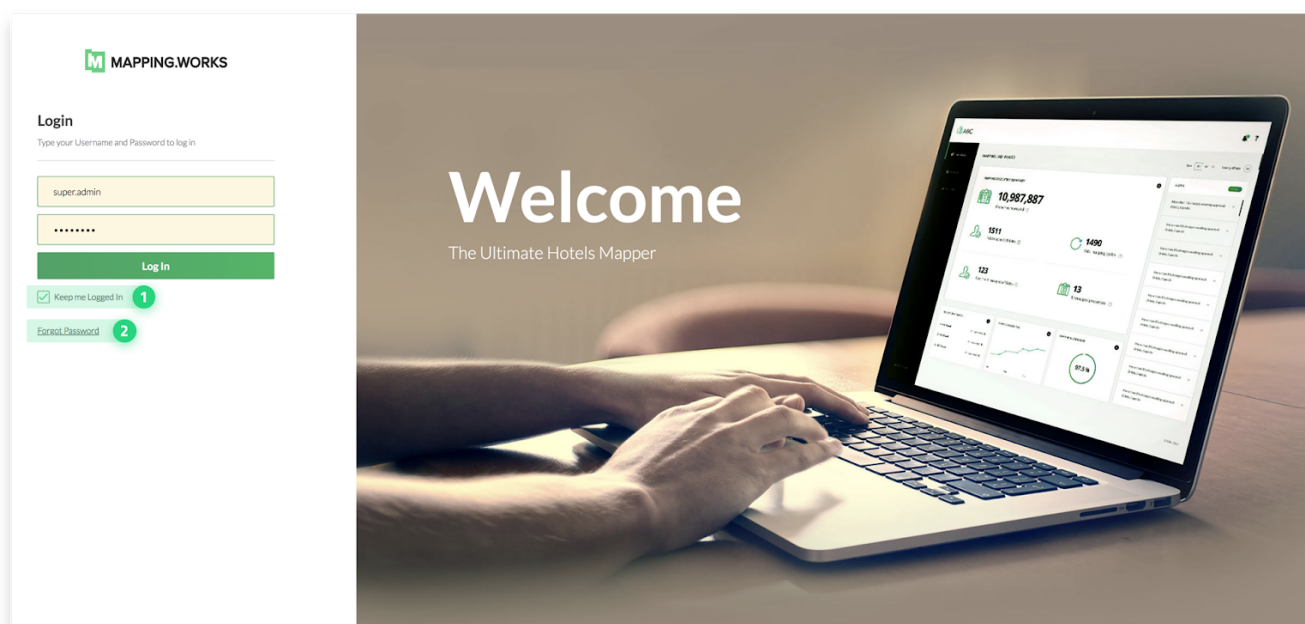
The entire process is designed to work automatically, with no dependencies whatsoever. Mapping results are presented within a very short time frame, ranging from 15 minutes to several hours after mapping is initiated.

This manual outlines the key product features and screens, along with a step-by-step guide enabling you and your team to make the most of Mapping.Works - Hotels.

LOGIN

Log into Mapping.Works using the login information which was provided to you.

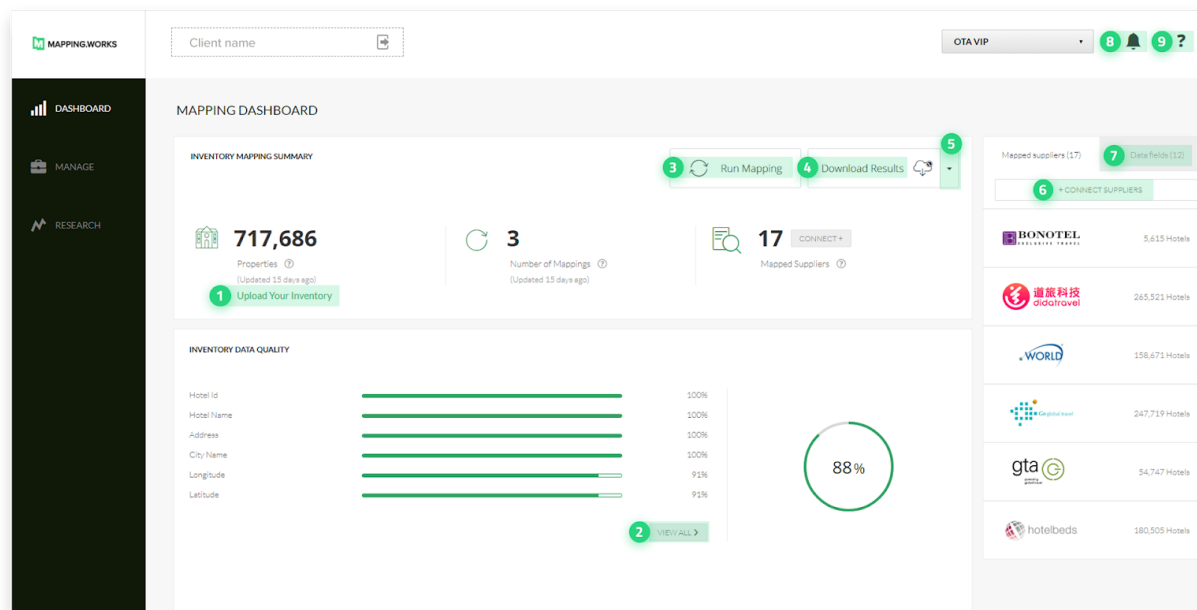
URL: live.mapping.works



#	Description
1	Check this box to stay signed in for future visits
2	Forgot password? Click here and we will send you a reset link

DASHBOARD

The Dashboard screen will be displayed after login:



#	Description
1	Click here to access the ' Upload Your Inventory ' screen to upload a file for mapping
2	Click here to expand the 'Inventory Data Quality' view and assess the quality of your inventory file
3	Click here to start the automated mapping process
4	Click here to download mapping results
5	Click here to access your 6 most recent mappings
6	Click here to access the ' Connect Suppliers ' screen to manage connected suppliers
7	Click here to manage output data fields in ' Manage Data Fields '
8	Click here for a reminder on inventory file formats and file column names, and a shortcut to ' Connect Suppliers ,' accessible from all screens
9	Click here for access to user manual, FAQ, certification, and hotel chain names and codes table, accessible from all screens

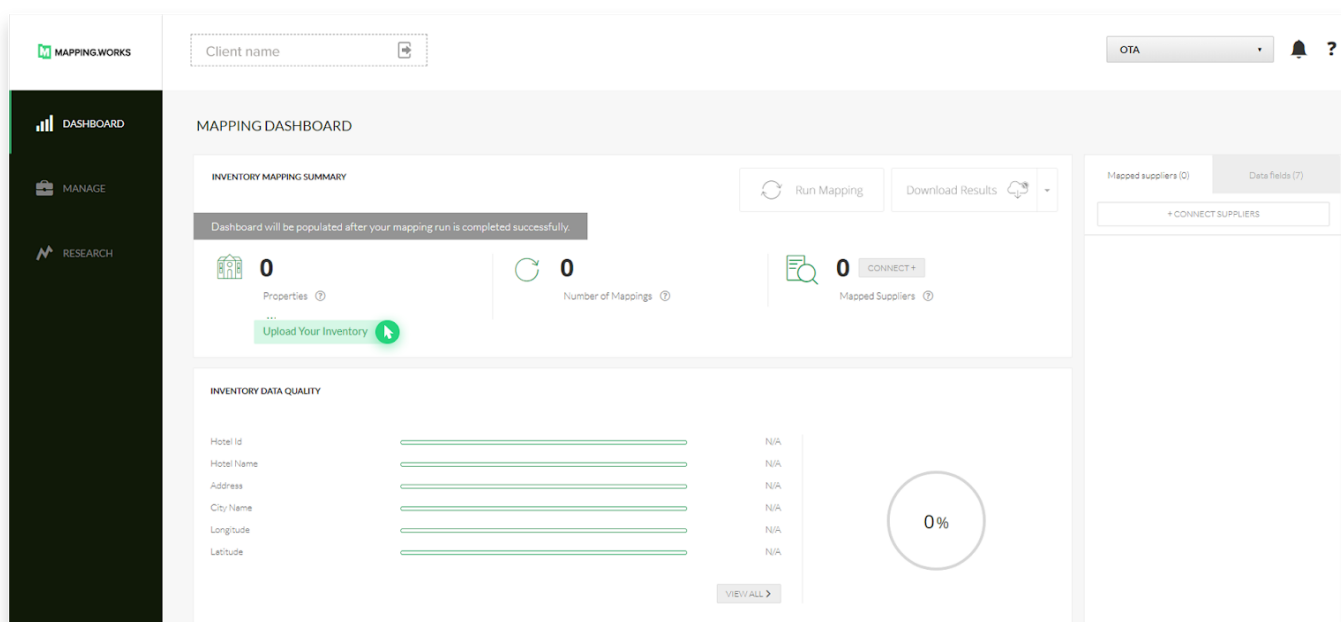
MAPPING.WORKS - STEP BY STEP

Overview

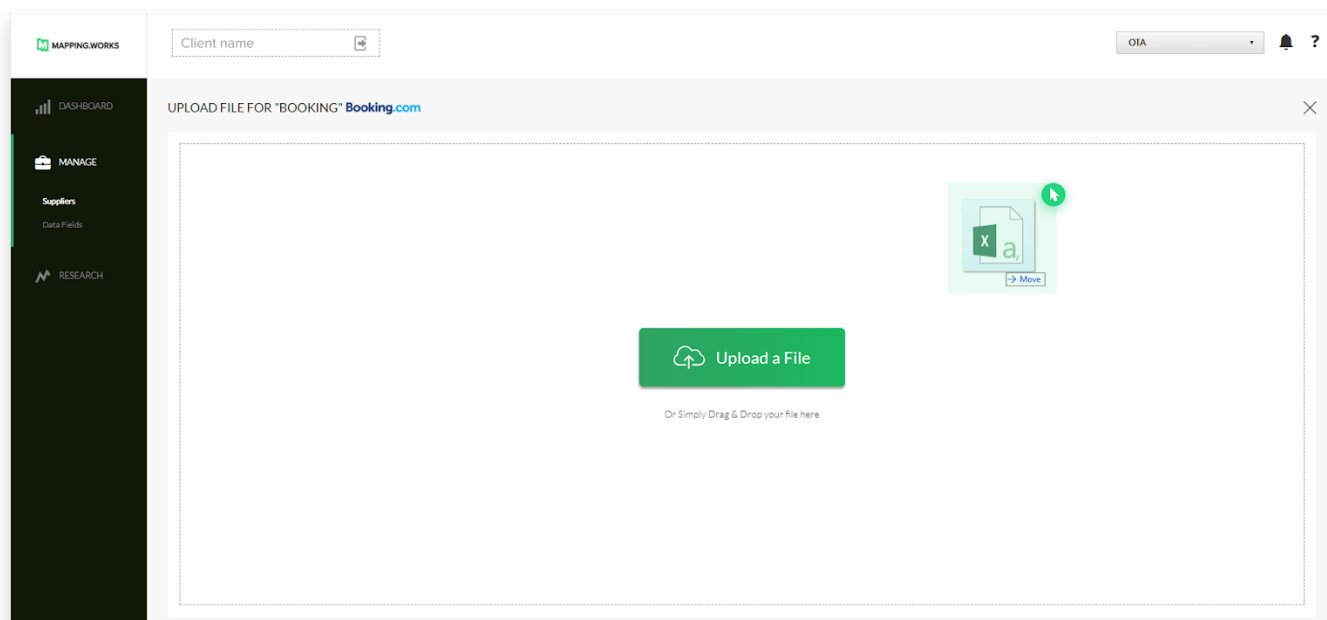
For every mapping you would like to run, follow this three step process:

1. Upload your Inventory

1. The first step of mapping is uploading your inventory file: to get started, click on 'Upload Your Inventory' to open the upload screen.



- Click on 'Upload a File' and select your desired inventory file, or simply drag and drop your file.



- ★ Upload file must be in .CSV or .XLSx format and should include the following fields:

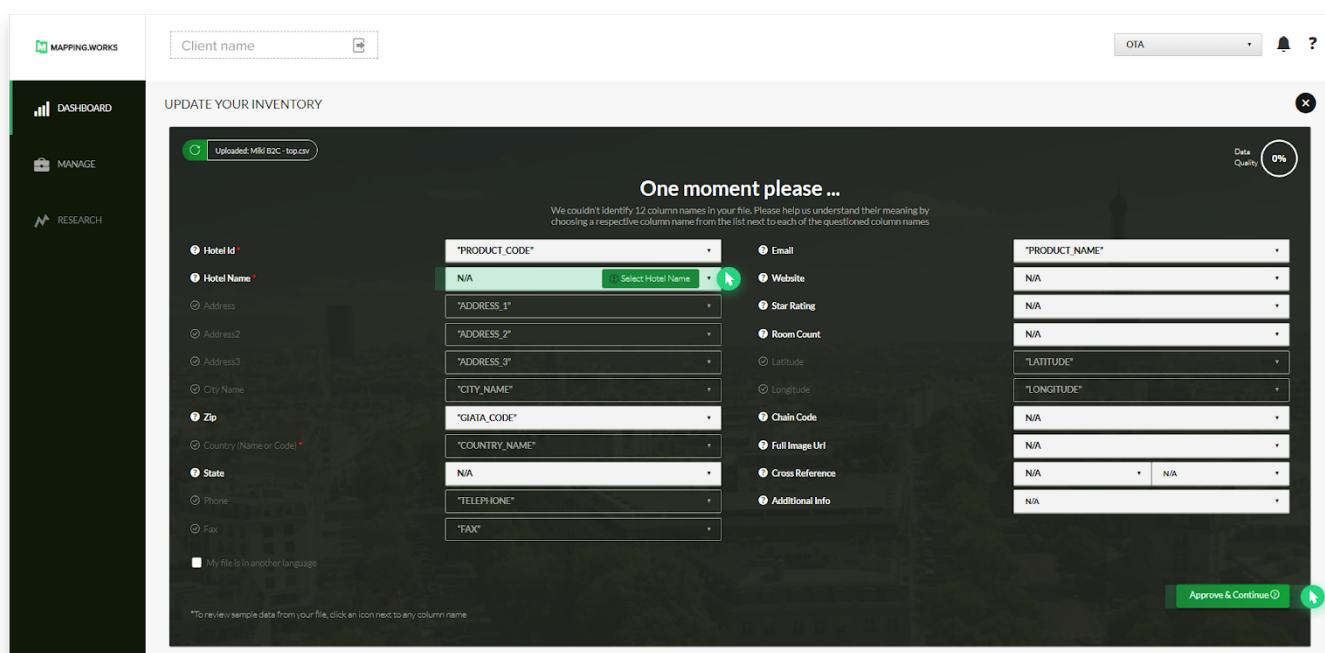
Field	Description
*Hotel ID	Property ID
*Hotel Name	Property name
Address	Property address
Address 2	Property address line 2
Address 3	Property address line 3
City Name	Property City Name
Zip	Property zip code

*Country Name or Code	Property country name or ISO 2/ISO 3 country code
State	Property State 2 character code - if applicable
Phone	Property phone number
Fax	Property fax number
Email	Property email address
Website	Property Website
Star Rating	Property Star Rating
Room Count	Number of rooms in the property
Latitude	Property geolocation - Latitude
Longitude	Property geolocation - Longitude
Chain Code	Hotel chain name or 2 character code - if applicable
Full image URL	Link to desired main property image
Cross reference	Hotel code in other systems if available (for example your hotel code in the Amadeus file)
Additional info	User defined field for any attribute

* Required parameter

★ Tip: For the best mapping results, include as much property information as possible in your inventory file.

3. The 'Update Your Inventory' screen allows you to review and change the field/column names of your uploaded inventory file.
 - Review the uploaded file's column names. To change any of the fields just select the desired name from the dropdown menu for that field.
 - If any fields in your file were unidentified, they will be marked with a question mark and marked in white. Please help us identify these fields by selecting a name for each column from the drop-down list of each marked field.
 - Click 'Approve and Continue' to proceed.



Client name

OTA

UPDATE YOUR INVENTORY

Uploaded: MKI B2C - top.csv Data Quality: 0%

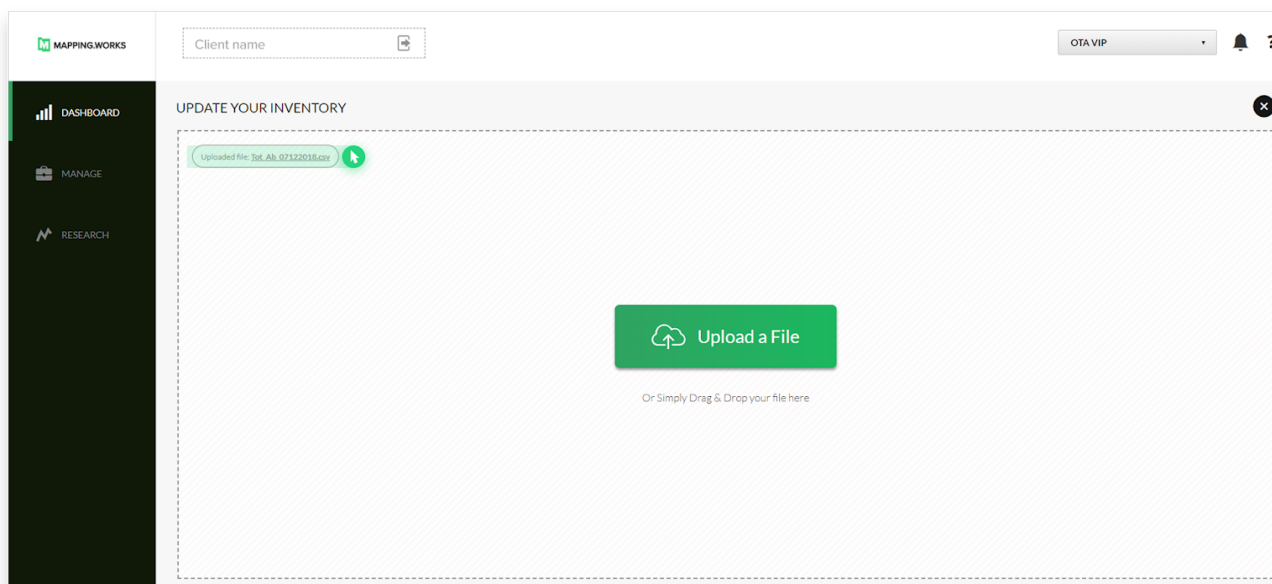
One moment please ...
We couldn't identify 12 column names in your file. Please help us understand their meaning by choosing a respective column name from the list next to each of the questioned column names

Hotel Id	"PRODUCT_CODE"	Email	"PRODUCT_NAME"
Hotel Name	N/A Select Hotel Name	Website	N/A
Address	"ADDRESS_1"	Star Rating	N/A
Address2	"ADDRESS_2"	Room Count	N/A
Address3	"ADDRESS_3"	Latitude	"LATITUDE"
City Name	"CITY_NAME"	Longitude	"LONGITUDE"
Zip	"ZIATA_CODE"	Chain Code	N/A
Country (Name or Code)	"COUNTRY_NAME"	Full Image Url	N/A
State	N/A	Cross Reference	N/A
Phone	"TELEPHONE"	Additional Info	N/A
Fax	"FAX"		

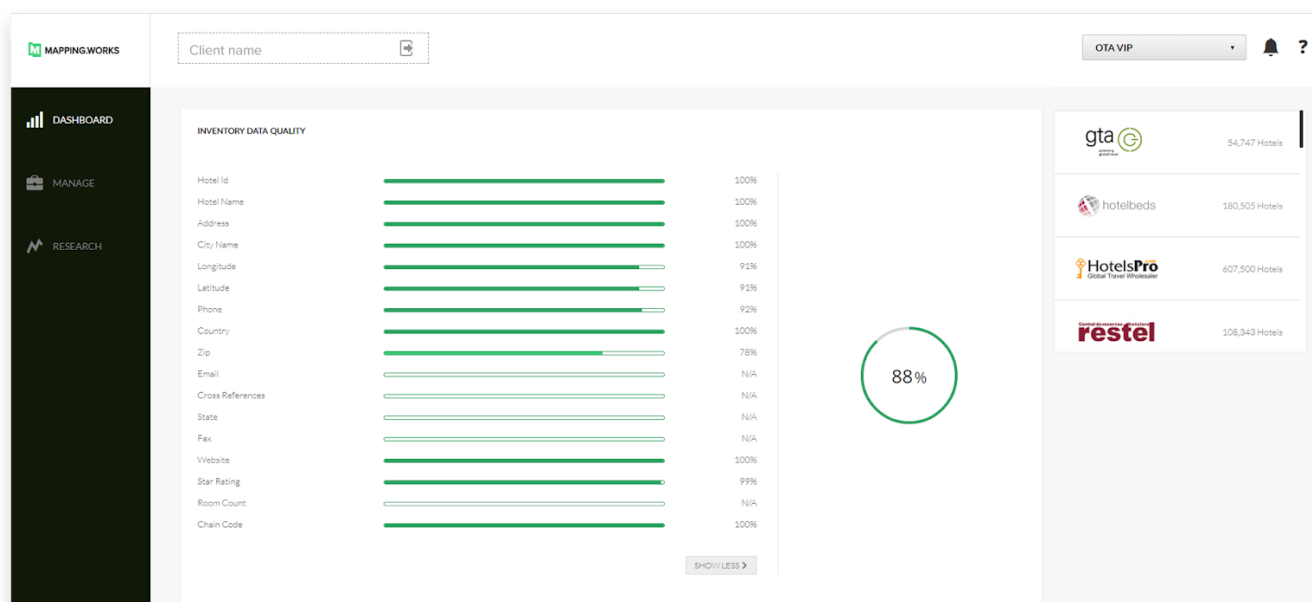
☐ My file is in another language

**To review sample data from your file, click an icon next to any column name

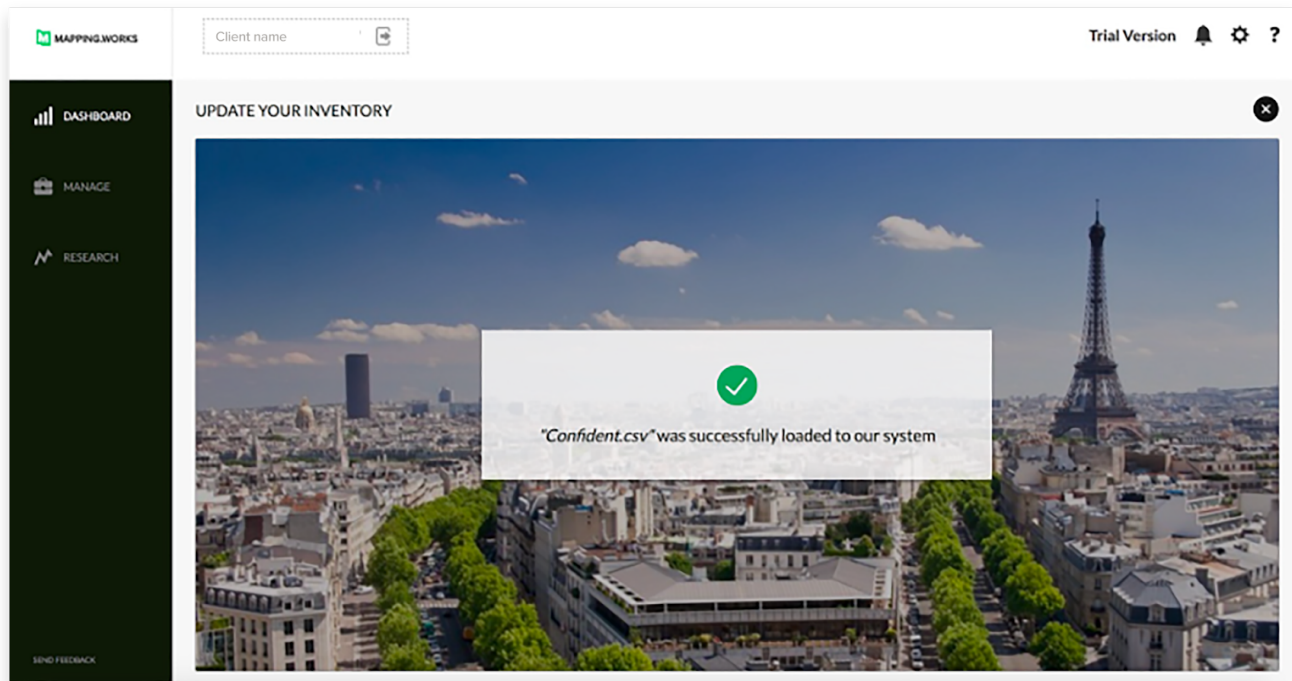
- ★ Tip: To access your most recent uploaded file, click on the file name in the screen that follows clicking 'Approve and Continue' on the 'Update Your Inventory' screen.



- ★ Tip: To assess the quality of your inventory file, expand the 'Inventory Data Quality' view from the [dashboard](#). An analysis of your most recent inventory file upload is displayed. The analysis shows the quality of each columns' data with an overall quality mark.



Congratulations! Your inventory file was successfully uploaded to Mapping.Works.
Now you're ready to connect your suppliers.

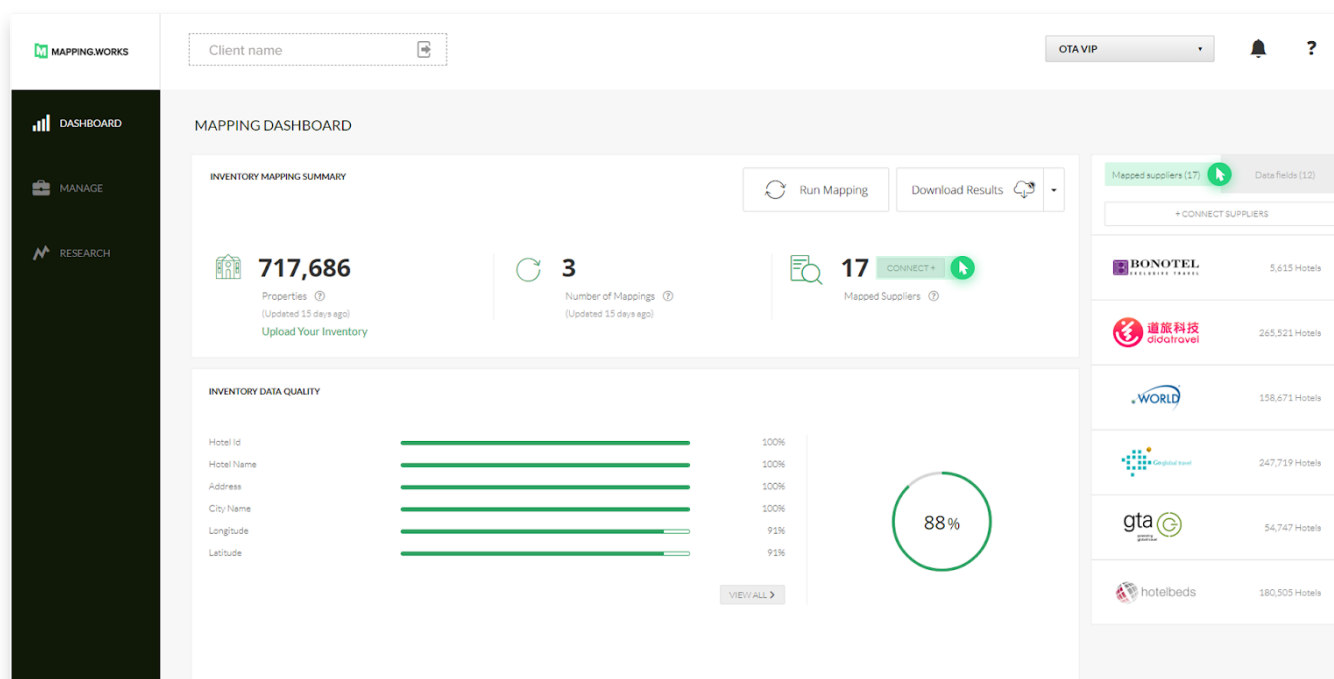


2. Connect Suppliers

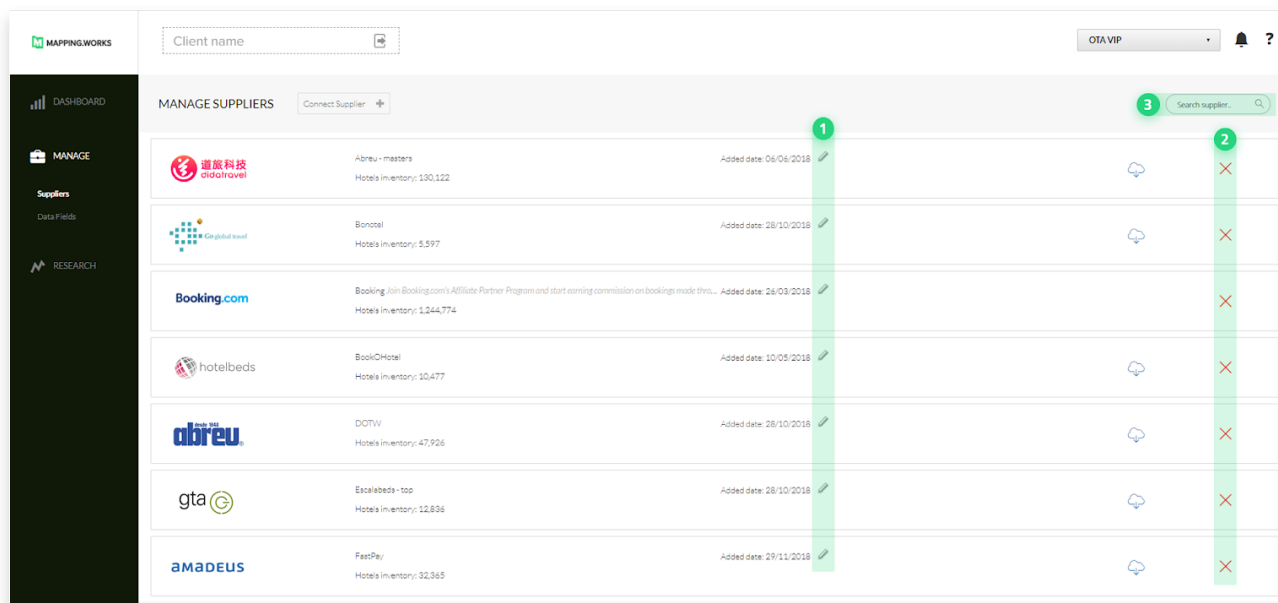
Overview

Whether it is your first use of Mapping.Works or a new inventory supplier you would like to map against, you first need to connect your suppliers. To start, please check which version of your supplier's API you will be using to determine whether to add a preset or a custom supplier.

To add or remove suppliers to map against, click on 'Connect +' to access the 'Manage Suppliers' screen.



Manage Suppliers' Screen

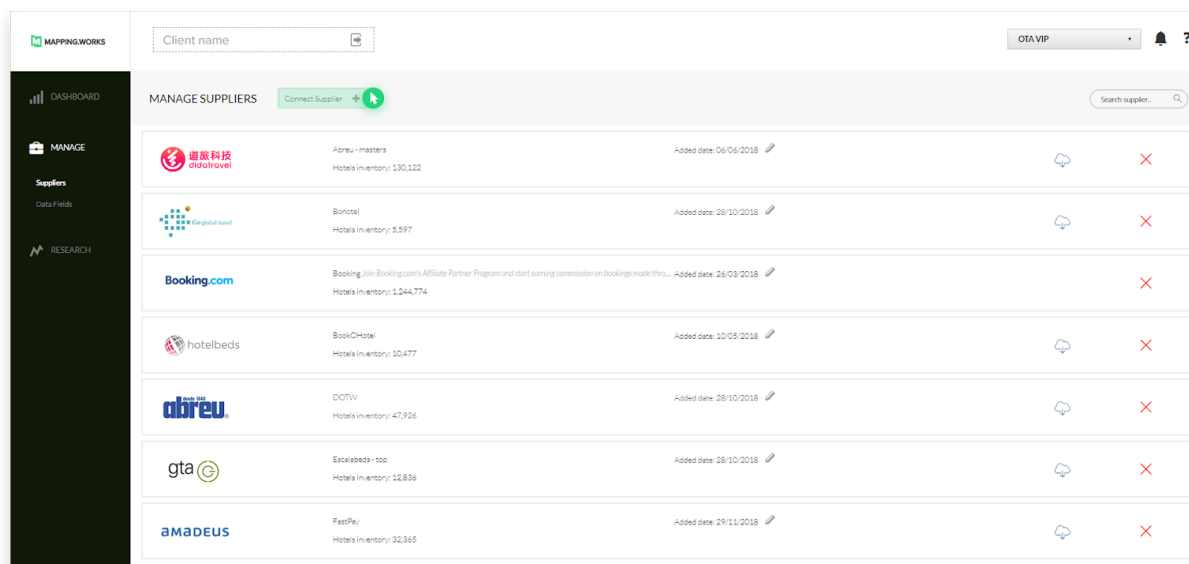


The screenshot shows the 'MANAGE SUPPLIERS' screen. At the top, there's a 'Client name' field and a 'Connect Supplier' button. Below this is a table of suppliers. Each row includes a logo, the supplier name, hotel inventory, and the date added. To the right of each row are icons for editing (pencil) and deleting (X). A search bar is located at the top right of the table area.

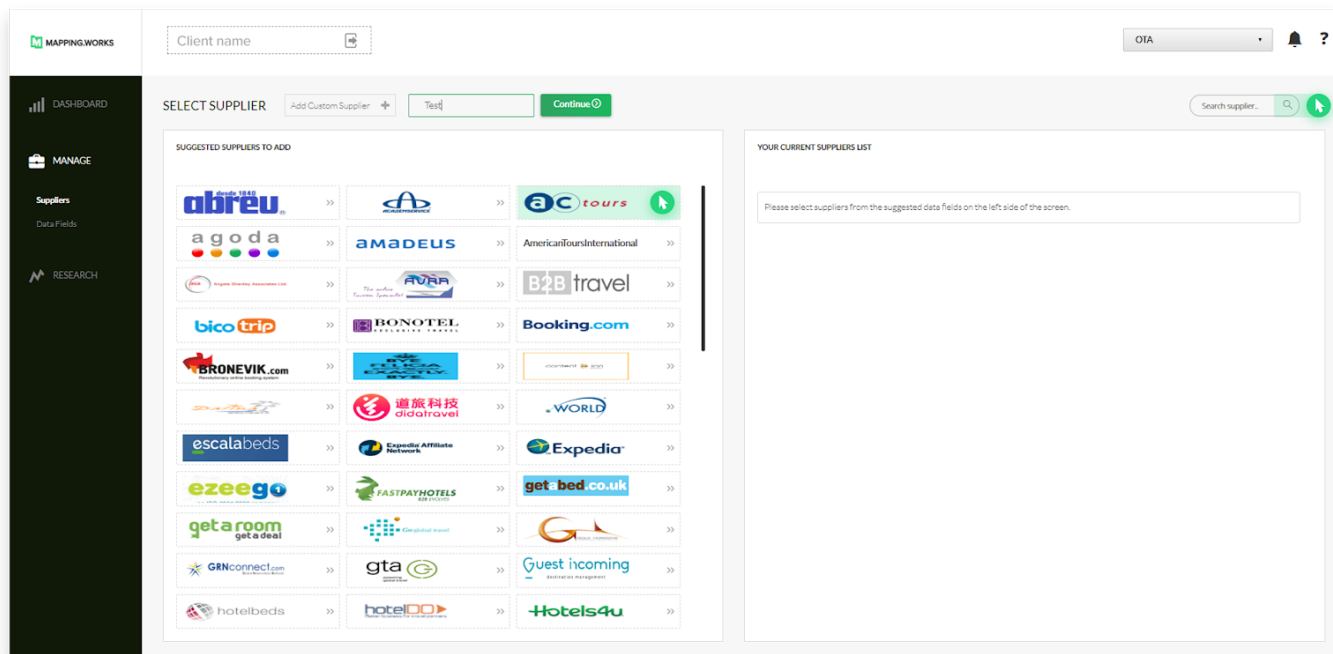
Logo	Supplier Name	Hotel's Inventory	Added date	Edit	Delete
	Altreu - masters	Hotel's inventory: 130,122	Added date: 06/06/2018		
	Bonotel	Hotel's inventory: 5,597	Added date: 28/10/2018		
	Booking. Join Booking.com's Affiliate Partner Program and start earning commission on bookings made thro...	Hotel's inventory: 1,244,774	Added date: 24/03/2018		
	BookHotel	Hotel's inventory: 10,477	Added date: 10/05/2018		
	DOTW	Hotel's inventory: 47,926	Added date: 28/10/2018		
	Escalabeds - top	Hotel's inventory: 12,636	Added date: 28/10/2018		
	FastPay	Hotel's inventory: 32,365	Added date: 29/11/2018		

#	Description
1	Click on the pencil icon to edit the details of any existing connected supplier
2	Click this icon to remove any existing connected supplier
3	Use this box to search for any existing connected supplier

1. To connect a **new supplier**, click on 'Connect Supplier +' on 'Manage Suppliers' screen.

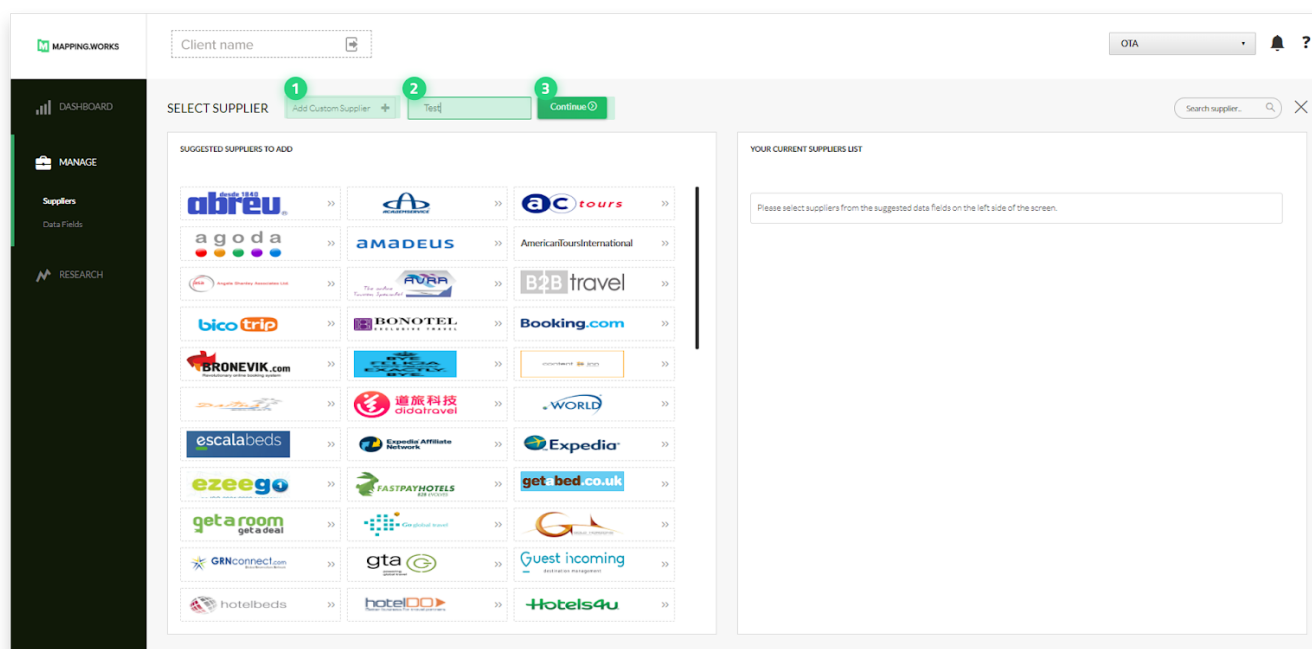


- a. To add a preset supplier, just click on the supplier's logo or search by supplier name in the 'Search supplier' field of the 'Select Supplier' view.

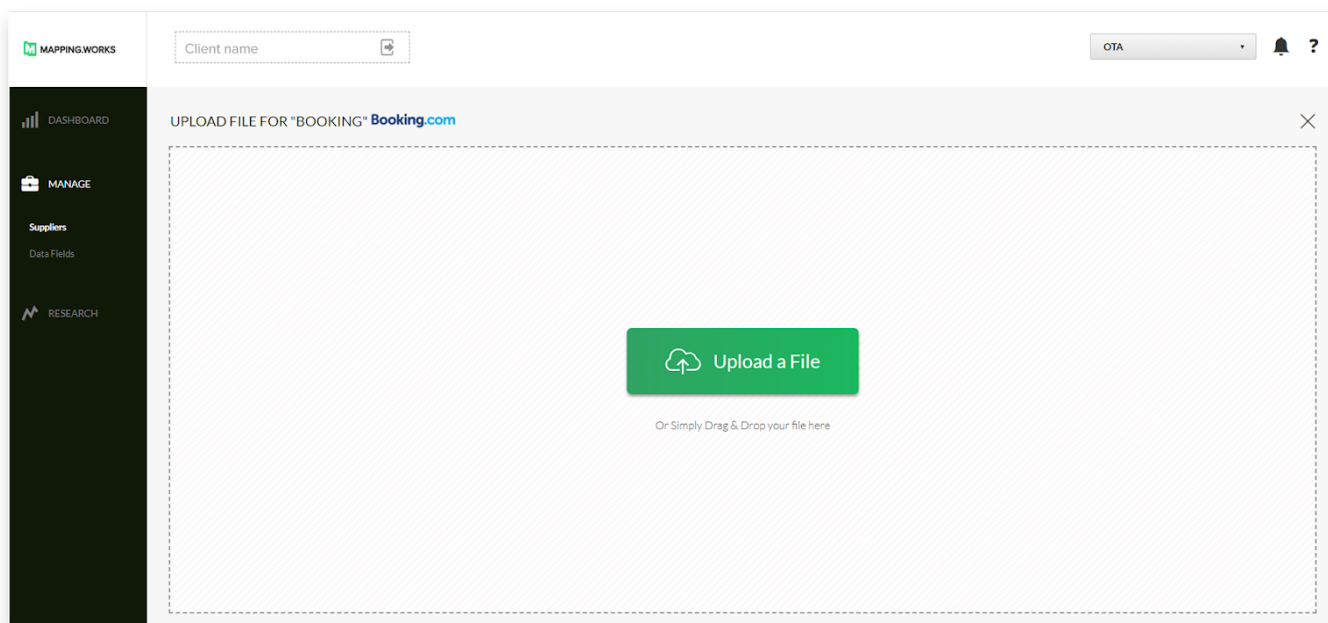


- b. To connect a **custom supplier** (any supplier not preconfigured with Mapping.Works), follow these steps in the 'Select Supplier' view:

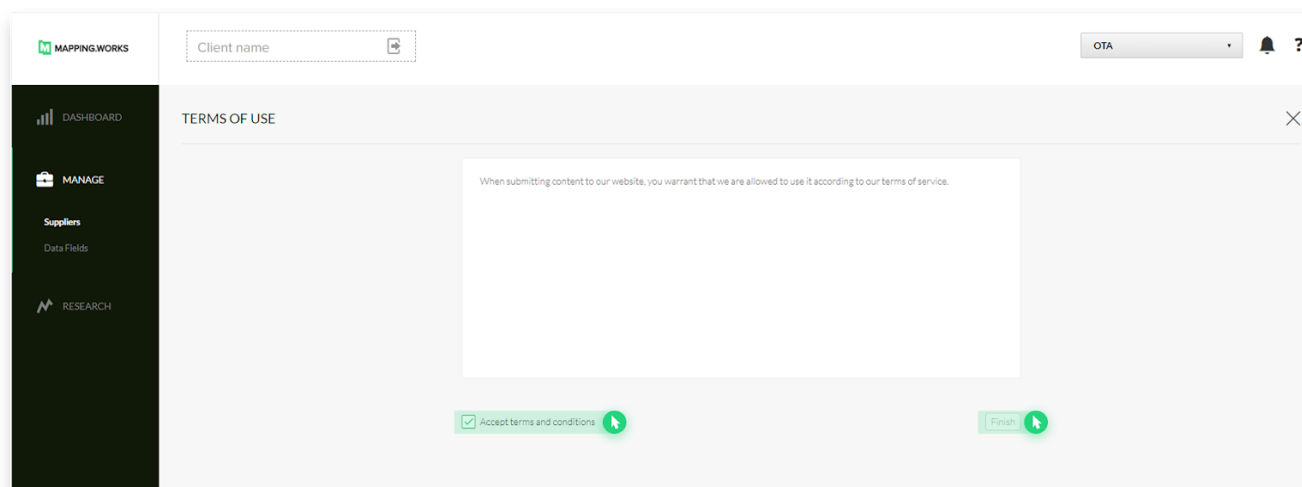
#	Description
1	Click here to open the supplier name field
2	Enter the name of the supplier you would like to add
3	Click here to complete the action



- Once you have added your desired supplier, the upload file screen will open. Please upload your inventory file, or if you connected a custom supplier please upload the supplier's inventory file. Click 'Upload a File' and select from the file location, or drag and drop. Make sure the file format is .csv or .xlsx.



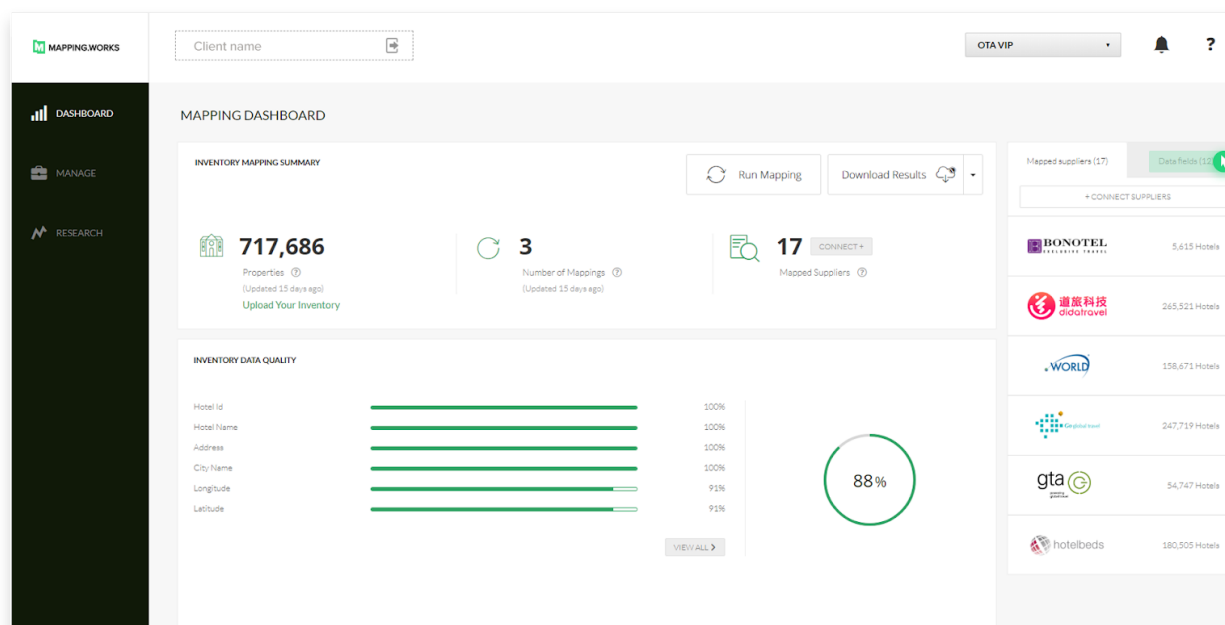
- Accept the terms of use to complete connecting a new supplier. You must own the copyrights or have the necessary rights for any content you upload to Mapping.Works. Tick the box to accept and click 'Finish' to complete the supplier connection.



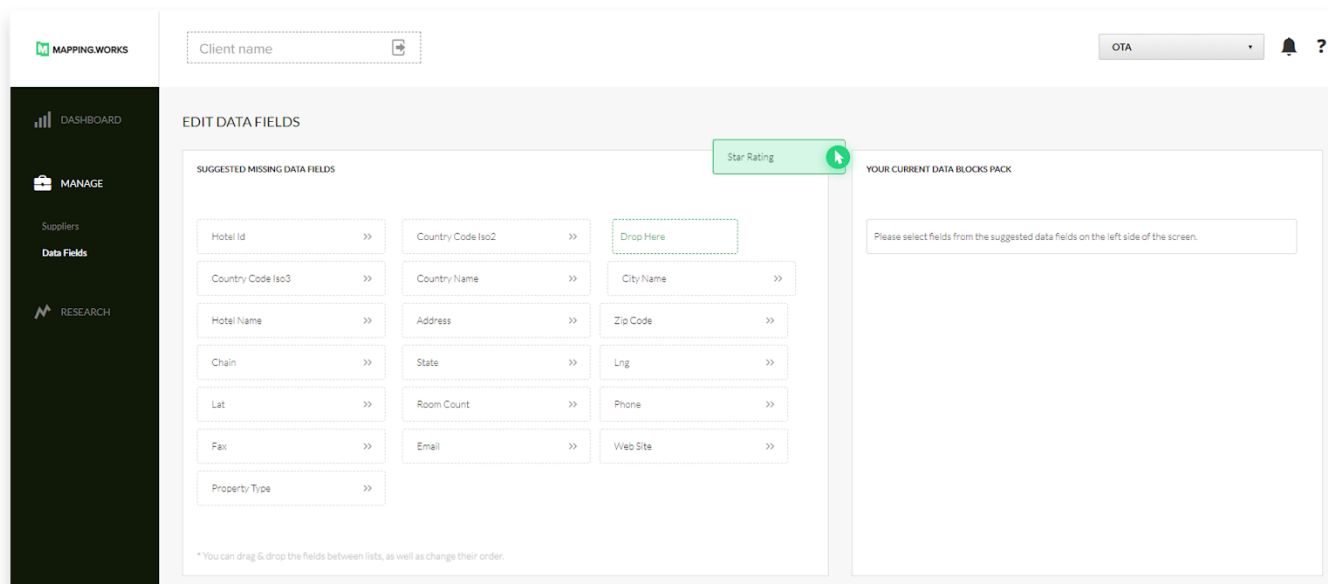
3. Manage Data Fields

In this section of the dashboard you can manage your desired data fields (columns) for your Mapping.Works output files.

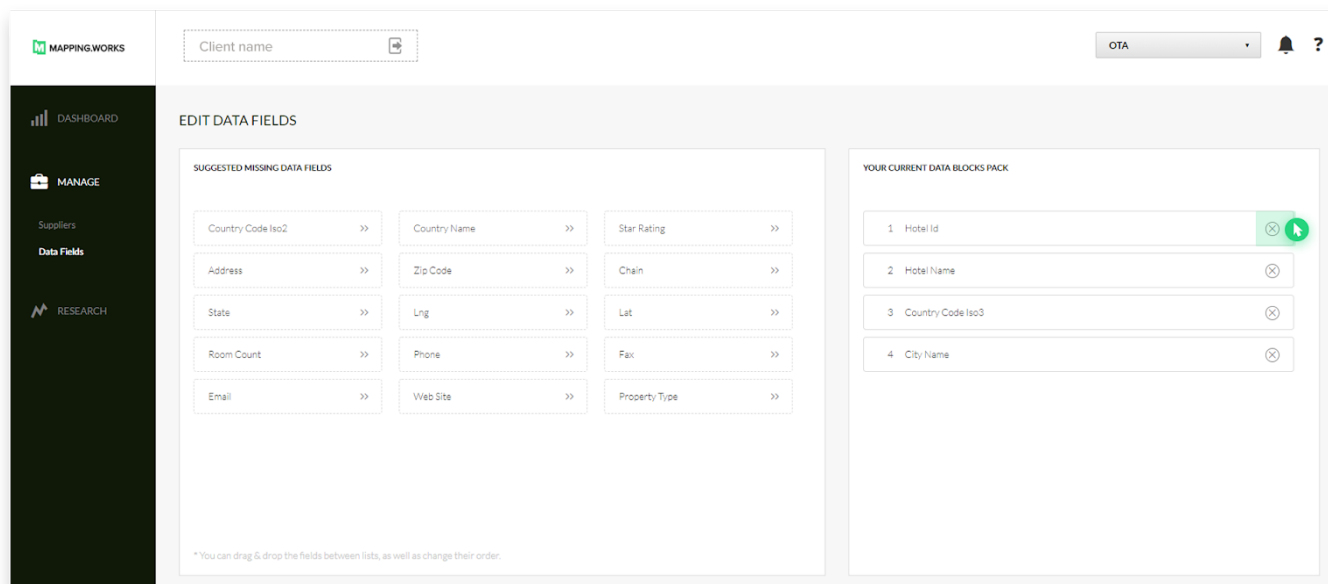
1. Click on 'Add data fields' to open the 'Edit Data Fields' view.



2. Select a desired field under 'Suggested Missing Data Fields', and drag & drop it to 'Your Current Data Blocks Pack' to add that column to your output files. Repeat for each additional desired field.



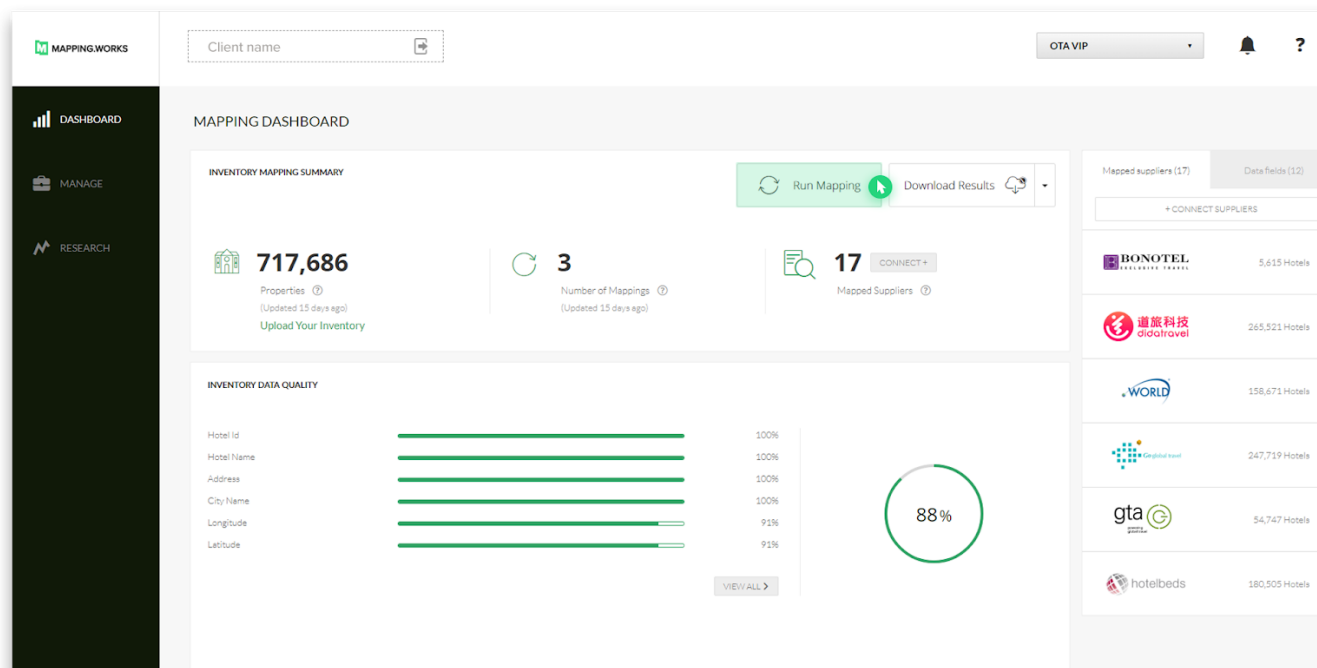
3. To remove data fields from your mapping output file, click the 'x' to the right of the undesired field under 'Your Current Data Blocks Pack.'



Congratulations! You've defined your data fields. Now you're ready to map!

4. Run Mapping

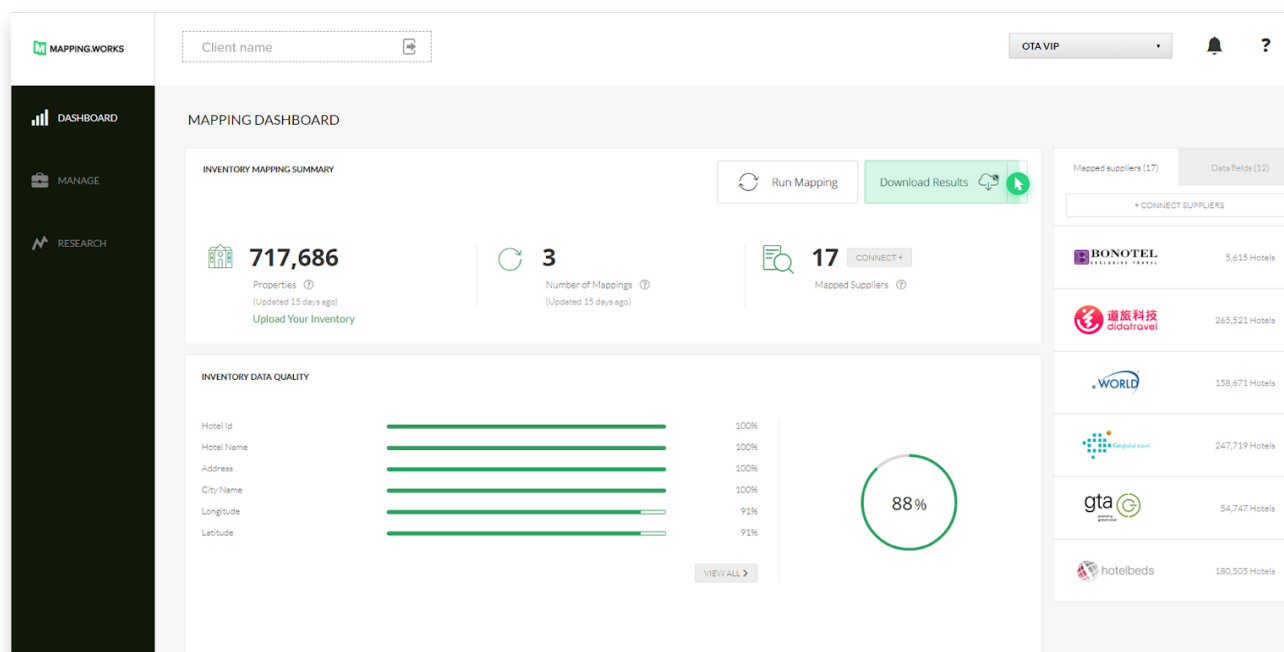
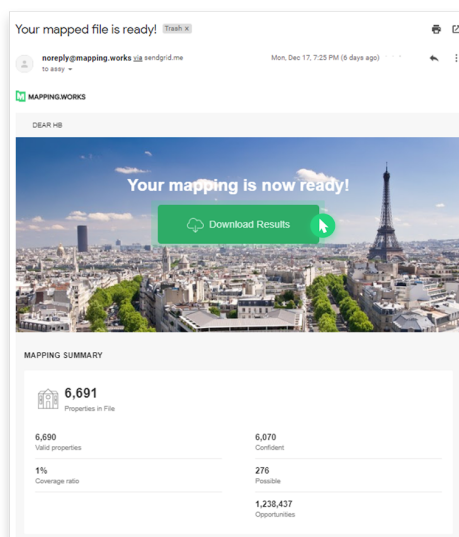
On the [dashboard](#), click “Run Mapping.”



You’re done! You will get a download link via email within a few hours with your mapping results. You can close the browser if you wish.

5. Download Mapping Results

- Once the mapping process is complete, you will receive an email with a download link. Click the link to download the mapping results, or download directly from your Mapping.Works dashboard by clicking 'Download Results.'



- Your download contains 5 output files with data on your inventory mapped against the selected suppliers.' Your download will include these files:

Name	Size	Packed	Type	Modified	CRC32
Local Disk					
Confident.xlsx	43,958,659	43,719,060	Microsoft Excel W...	1/14/2018 12:2...	D670CBC6
ConfidentLinks.csv	20,096,097	7,848,099	Microsoft Excel Co...	1/14/2018 12:2...	C74AB061
PossibleMappings.xlsx	875,754	871,039	Microsoft Excel W...	1/14/2018 12:2...	0ED7F8FF
PossibleLinks.csv	238,828	80,246	Microsoft Excel Co...	1/14/2018 12:2...	D099D962
NotMapped.csv	90,731	32,095	Microsoft Excel Co...	1/14/2018 12:2...	063A5200
Inactive.csv	90,731	32,095	Microsoft Excel Co...	1/14/2018 12:2...	063A5200
Errors.txt	1,557	818	Text Document	1/14/2018 12:2...	12F247FC
readme.txt	3,078	1,241	Text Document	1/14/2018 12:2...	5A8CFD3D

Confident: .xlsx file listing all the properties confidently mapped to your inventory.

ConfidentLinks: .csv file output of the Confident file for easy upload of the mapped properties to your inventory.

PossibleMappings: .xlsx file listing the properties mapped to your inventory with moderate confidence, typically properties with insufficient information.

PossibleLinks: .csv file for easy upload of the properties mapped with moderate confidence.

NotMapped: .csv file listing the properties in your inventory file to which no matching supplier property was found.

Inactive: .csv file listing the inactive codes in your inventory file for easy identification of inactive codes in your system.

Errors: .txt file listing the records that the system was unable to process. These are usually records lacking at least one mandatory field (i.e. 'Hotel Name' or 'Hotel ID'), or alternately those identified as test properties.



To reduce the number of possible mapping records, add as much property information as possible to your uploaded inventory file: phone number, coordinates, zip code, and more.

OUTPUT FILE FORMAT AND FIELDS

The 'Confident,' 'Possible Mappings,' and 'Not Mapped' files all follow the same structure:

Source file input fields														
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
SourceKey	Hotel Name	Address	Phone	Zip Code	City Name	CountryCode	State	Star Rating	Lat	Lng	Room Count	Fax	Email	Website
Property ID	Property name	Property address	Property phone	Property zip	Property city	Property country code	Property state	Property star rating	Property latitude	Property longitude	Property room count	Property fax no.	Property email	Property website

Columns A - O include all of the information taken from your uploaded inventory source file.

★ Tip: Where source data was missing in an inventory file the field values will be blank.

Mapping.Works data fields									
R	S	T	U	V	W	X	Y	Z	AA
Mapping Works Hotel ID	Mapping Works Hotel Name	Mapping Works Address	Mapping Works Phone	Mapping Works Zip Code	Mapping Works City Name	Mapping Works Country Code	Mapping Works State	Mapping Works Star Rating	Mapping Works Room Count
Property ID	Property name	Property address	Property phone	Property zip	Property city	Property country code	Property state	Property star rating	Property room count

Columns R-AA include the Mapping.Works values for all of the fields you chose to include in step 3. 'Manage Data Fields.'

Connected supplier hotel IDs					
AB	AC	AD	AE	AF	AG
Supplier 1	Supplier 2	Supplier 3	Supplier 4	Supplier 5	All suppliers continued ----->

Columns AB onwards show your connected suppliers' hotel ID.

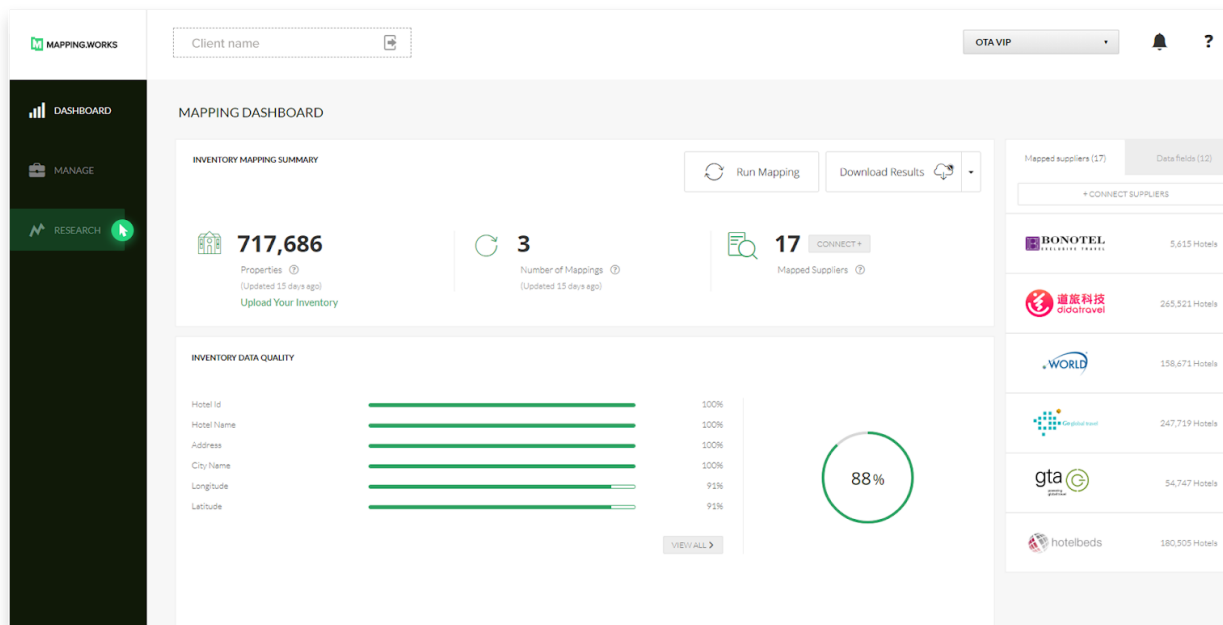
★ Tip: Click on a supplier column to view how many properties are listed for that supplier.

The 'Inactive' file follows a simple structure:

Inactive data fields		
A	B	C
SupplierId	SupplierName	Inactive File Link
Mapping.Works' supplier ID	Name of supplier	Link to complete list of supplier's inactive codes

RESEARCH

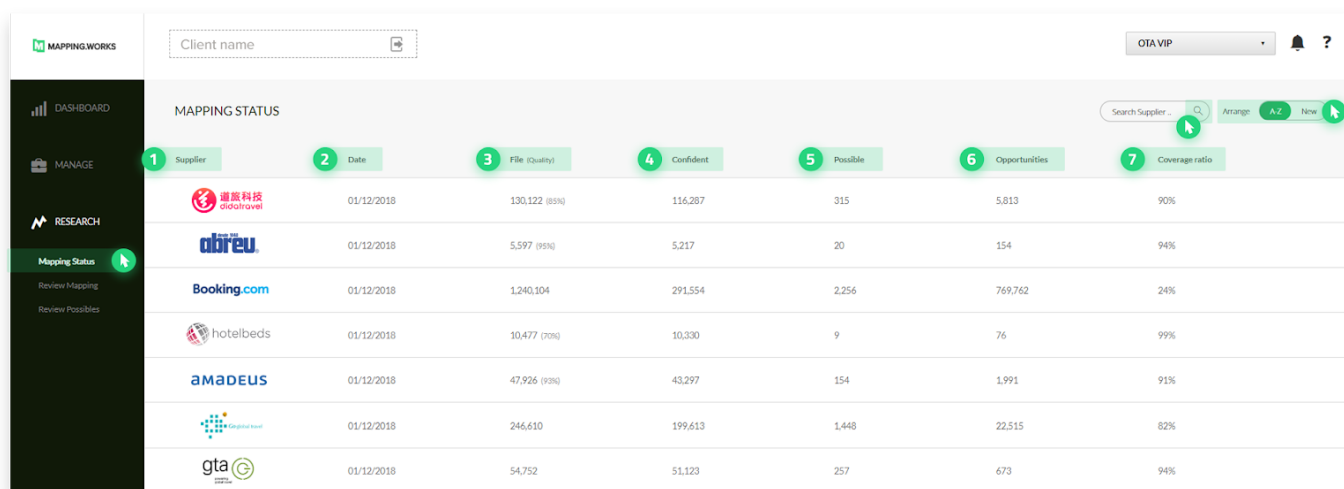
Click 'Research' on the dashboard to access the 'Research' menu and the 'Mapping Status' summary view of your mapping runs.



Mapping Status

Clicking on 'Mapping Status' in the 'Research' menu brings up an aggregated view of your mapping results against each of your suppliers.

Filter results by supplier name using the 'Search Supplier' field, and sort by alphabetical order or mapping run date.

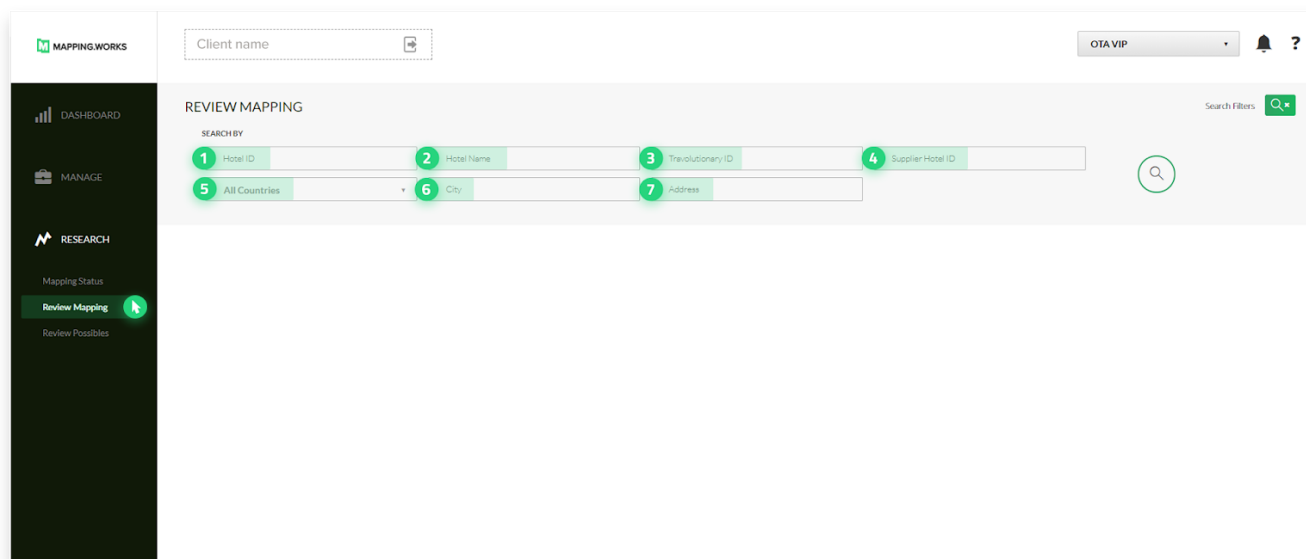


1	2	3	4	5	6	7
Supplier	Date	File (Quality)	Confident	Possible	Opportunities	Coverage ratio
123456789	01/12/2018	130,122 (88%)	116,287	315	5,813	90%
obrey	01/12/2018	5,597 (95%)	5,217	20	154	94%
Booking.com	01/12/2018	1,240,104	291,554	2,256	769,762	24%
hotelbeds	01/12/2018	10,477 (70%)	10,330	9	76	99%
amadeus	01/12/2018	47,926 (93%)	43,297	154	1,991	91%
tripadvisor	01/12/2018	246,610	199,613	1,448	22,515	82%
gta	01/12/2018	54,752	51,123	257	673	94%

#	Column	Description
1	Supplier	Supplier name/logo
2	Date	Mapping run date
3	File (Quality)	Quality of data file for custom suppliers, or total number of properties for preset suppliers
4	Confident	Number of properties that were mapped successfully. Number of properties mapped with moderate confidence
5	Possible	Number of supplier's properties not found in your inventory file
6	Opportunities	These are potential properties for you to add to your inventory
7	Coverage ratio	The ratio of mapped to total number of supplier properties: the percentage of that supplier's inventory included in your inventory file

Review Mapping

Click on 'Review Mapping' in the 'Research' menu for a convenient way to search and review your mapping by hotel.

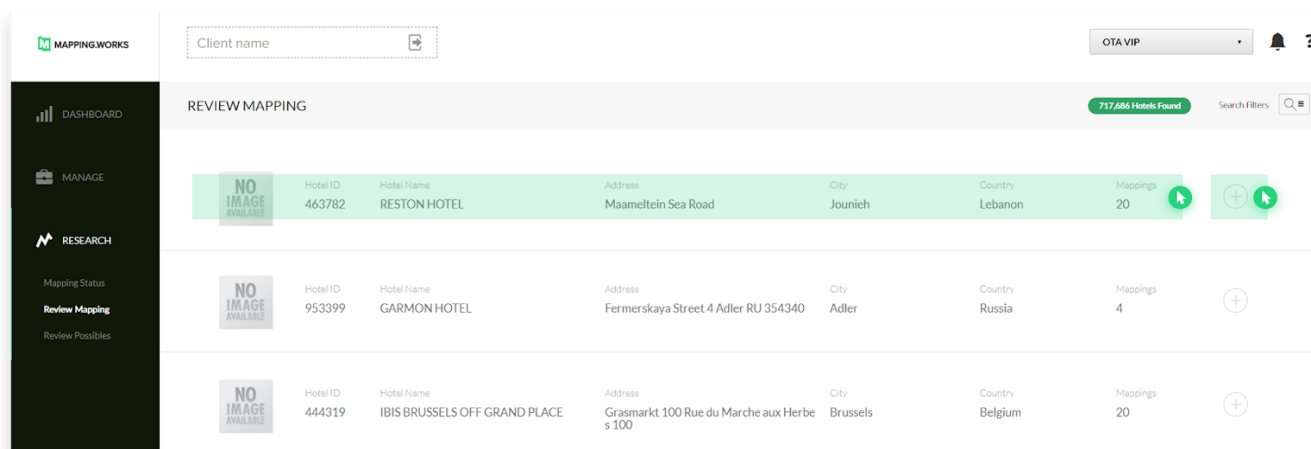


The following search options are available in the 'Review Mapping' view:

#	Column	Description
1	Hotel ID	Search for any property by your system hotel ID
2	Hotel Name	Search by hotel name as it appears in your system
3	Travolutionary ID	Search by the Mapping.Works hotel ID (included in all results files)
4	Supplier Hotel ID	Search by the supplier hotel ID (included in all results files)
5	Country	Search by a particular country
6	City	Search by a specific city
7	Address	Search by a particular address

Review Mapping Results

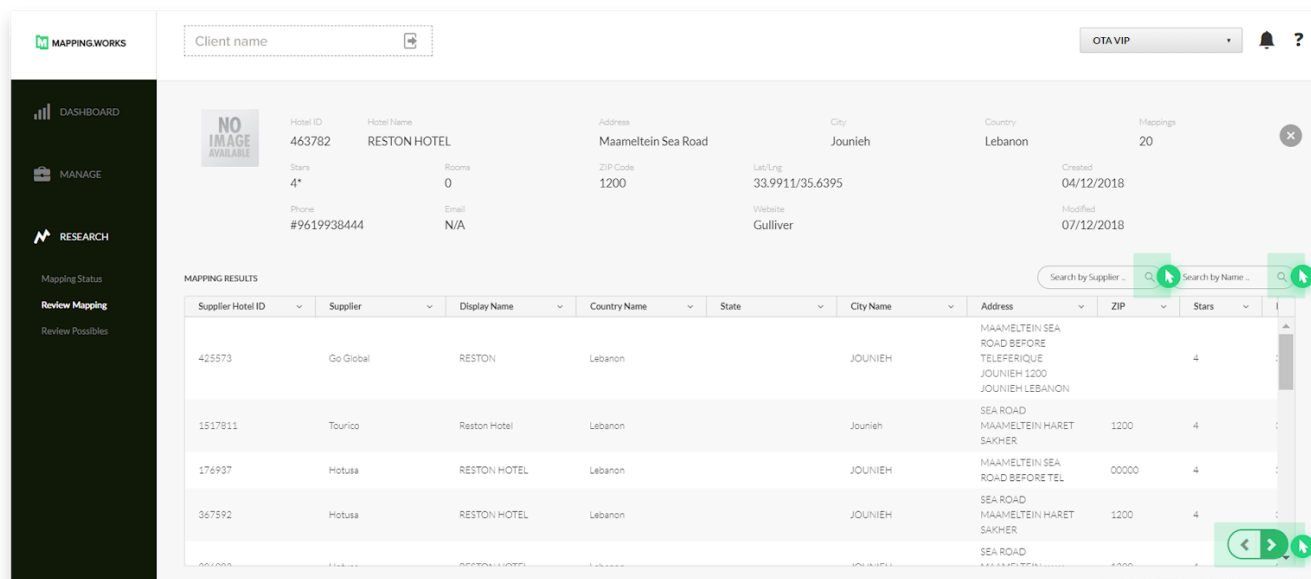
Following a review mapping search, results will be shown by row. Click on a plus sign or anywhere on the row to view the detailed results for that row.



The screenshot shows the 'REVIEW MAPPING' section of the Mapping.Works interface. It features a sidebar with navigation options: DASHBOARD, MANAGE, and RESEARCH. The main area displays a table of hotel mappings. Each row includes a placeholder for a hotel image, the Hotel ID, Hotel Name, Address, City, Country, and the number of mappings. A green plus icon is visible next to each row, indicating that more details can be viewed.

Hotel ID	Hotel Name	Address	City	Country	Mappings
463782	RESTON HOTEL	Maameltein Sea Road	Jounieh	Lebanon	20
953399	GARMON HOTEL	Fermerskaya Street 4 Adler RU 354340	Adler	Russia	4
444319	IBIS BRUSSELS OFF GRAND PLACE	Grasmarkt 100 Rue du Marche aux Herbes 100	Brussels	Belgium	20

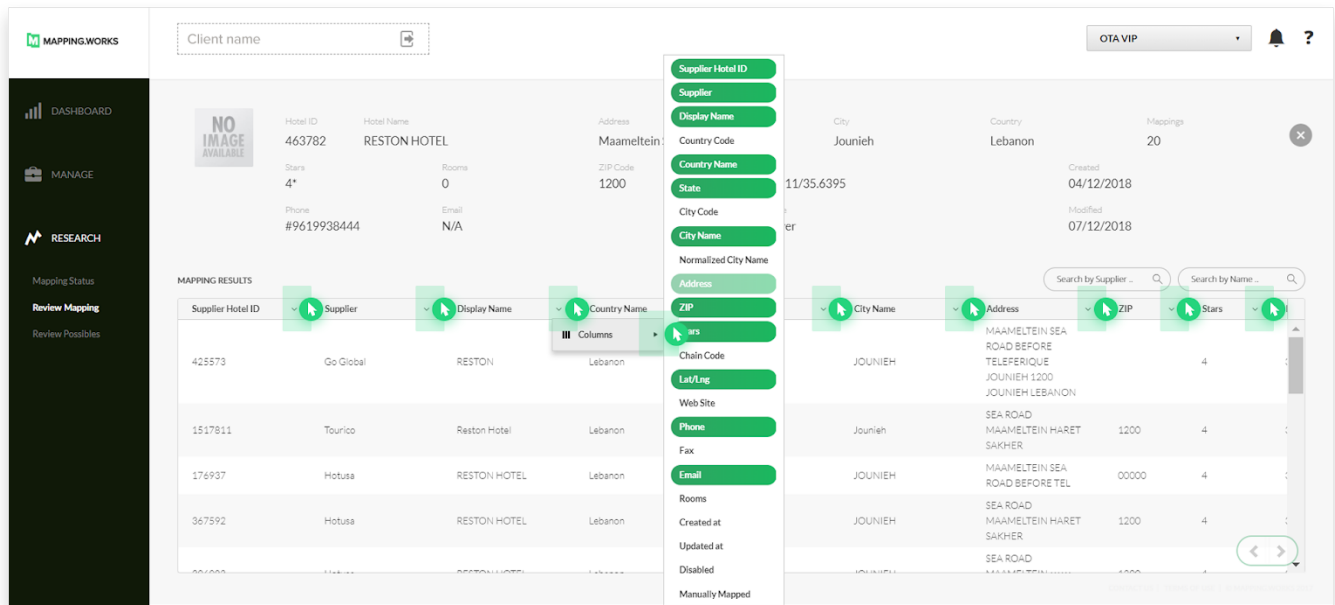
Click on the arrow to scroll left/right in the detailed results view. Use the search fields to search by supplier or by property name.



The screenshot shows the detailed mapping results for the 'RESTON HOTEL'. It includes a sidebar with navigation options: DASHBOARD, MANAGE, and RESEARCH. The main area displays a table of mapping results. Each row includes the Supplier Hotel ID, Supplier, Display Name, Country Name, State, City Name, Address, ZIP, and Stars. A green plus icon is visible next to each row, indicating that more details can be viewed.

Supplier Hotel ID	Supplier	Display Name	Country Name	State	City Name	Address	ZIP	Stars
425573	Go Global	RESTON	Lebanon		JOUNIEH	MAAMELSTEIN SEA ROAD BEFORE TELEFERIQUE JOUNIEH 1200 JOUNIEH LEBANON		4
1517811	Tourico	Reston Hotel	Lebanon		Jounieh	SEA ROAD MAAMELSTEIN HARET SAKHER	1200	4
176937	Hotusa	RESTON HOTEL	Lebanon		JOUNIEH	MAAMELSTEIN SEA ROAD BEFORE TEL	00000	4
367592	Hotusa	RESTON HOTEL	Lebanon		JOUNIEH	SEA ROAD MAAMELSTEIN HARET SAKHER	1200	4

The default columns in the review mapping search results can be modified by clicking on the arrow on any one of the columns. The 'Columns' menu will open up allowing you to select which columns to add or remove from the results.

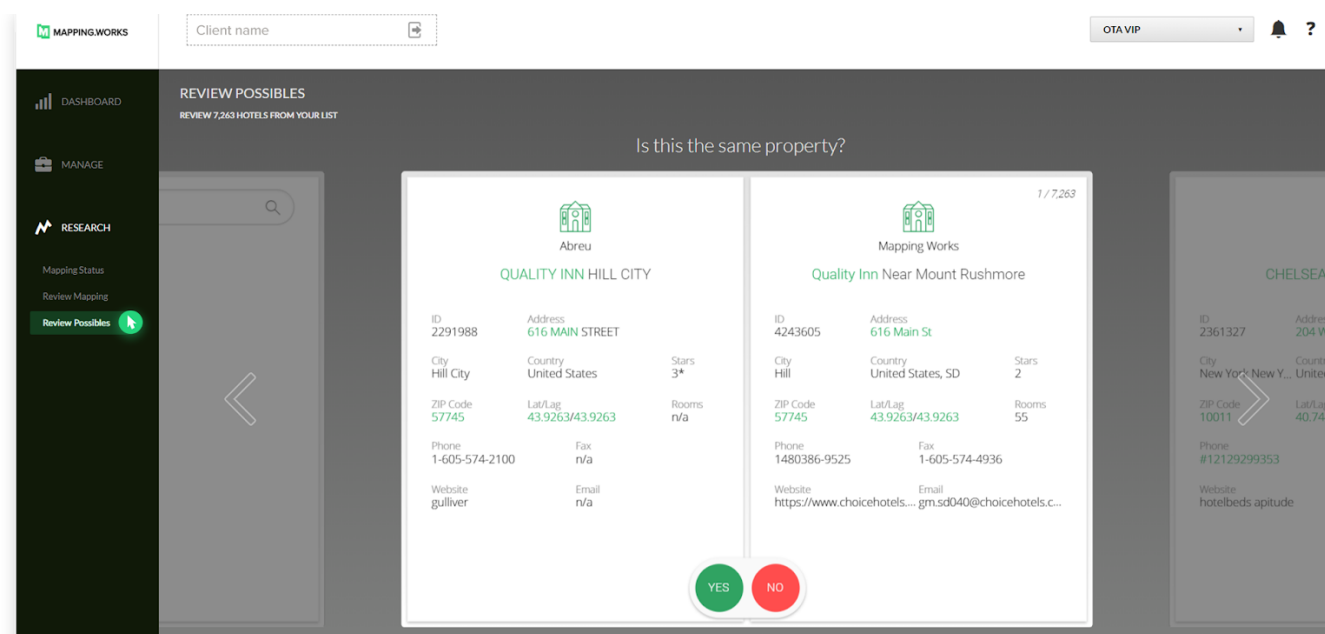


The screenshot shows the Mapping.Works interface. On the left is a sidebar with navigation links: DASHBOARD, MANAGE, and RESEARCH. The main area displays a client profile for 'RESTON HOTEL' with details like Hotel ID (463782), Stars (4*), Rooms (0), and Address (Maameltein, Jounieh, Lebanon). Below this is a 'MAPPING RESULTS' table. A 'Columns' menu is open, showing a list of available columns to be added to or removed from the table. The table columns are: Supplier Hotel ID, Supplier, Display Name, Country Name, City Name, Address, ZIP, and Stars. The table contains four rows of data for different suppliers: Go Global, Tourico, Hotusa, and another Hotusa entry.

Supplier Hotel ID	Supplier	Display Name	Country Name	City Name	Address	ZIP	Stars
425573	Go Global	RESTON	Lebanon	JOUNIEH	MAAMELTEIN SEA ROAD BEFORE TELEPERIQUE JOUNIEH 1200 JOUNIEH LEBANON		4
1517811	Tourico	Reston Hotel	Lebanon	Jounieh	SEA ROAD MAAMELTEIN HARET SAKHER	1200	4
176937	Hotusa	RESTON HOTEL	Lebanon	JOUNIEH	MAAMELTEIN SEA ROAD BEFORE TEL	00000	4
367592	Hotusa	RESTON HOTEL	Lebanon	JOUNIEH	SEA ROAD MAAMELTEIN HARET SAKHER	1200	4

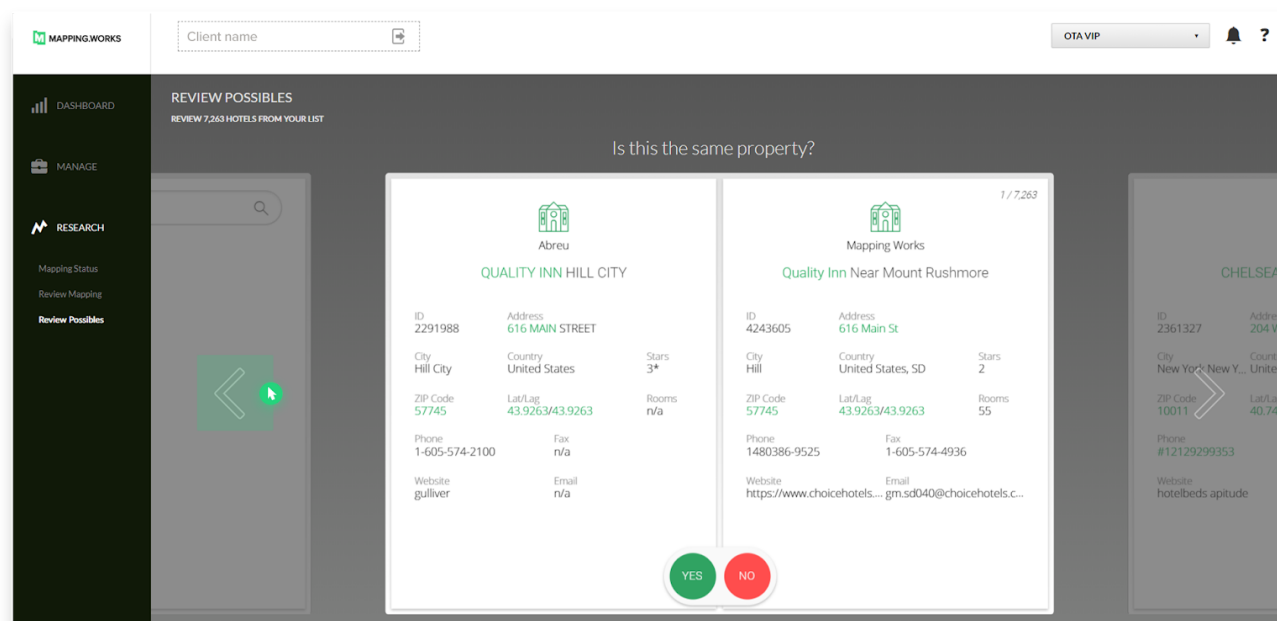
Review Possibles

The 'Review Possibles' screen is a convenient place to check which properties Mapping.Works marked as 'possible' and to tell our system how to treat these in future mappings. One time will do, once you click 'Yes' or 'No', the system will remember this for the next mapping runs.

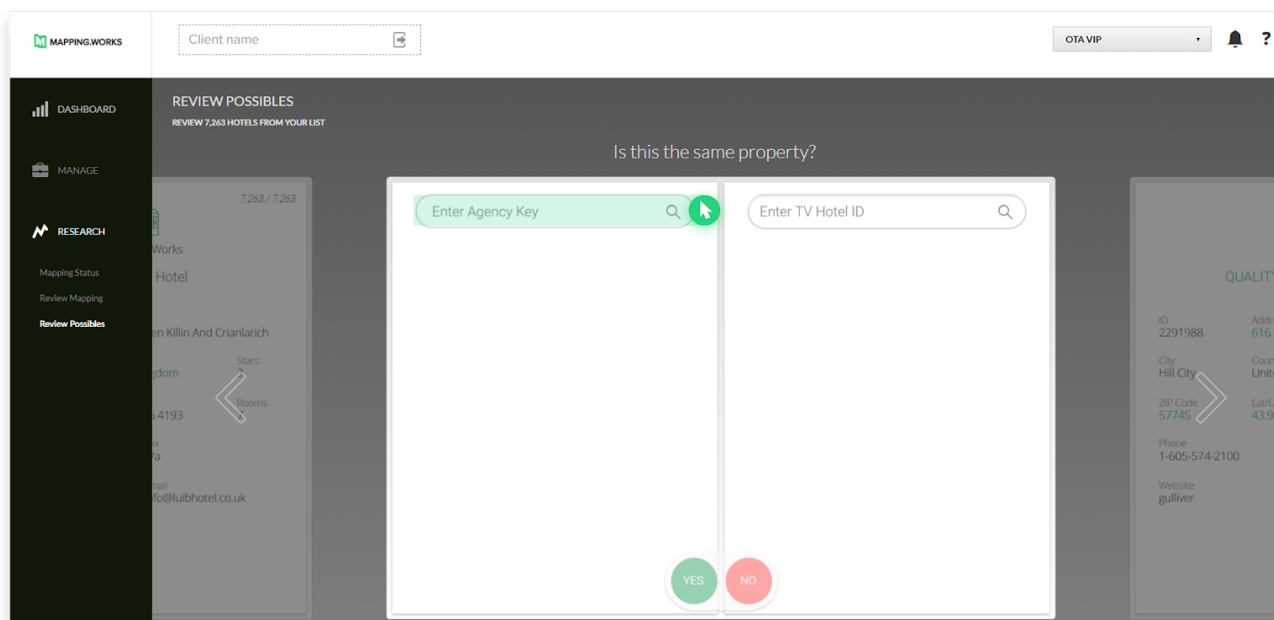


If you want to change how Mapping.Works is treating a 'Possible' property and you know the Mapping.Works Hotel ID, follow these steps:

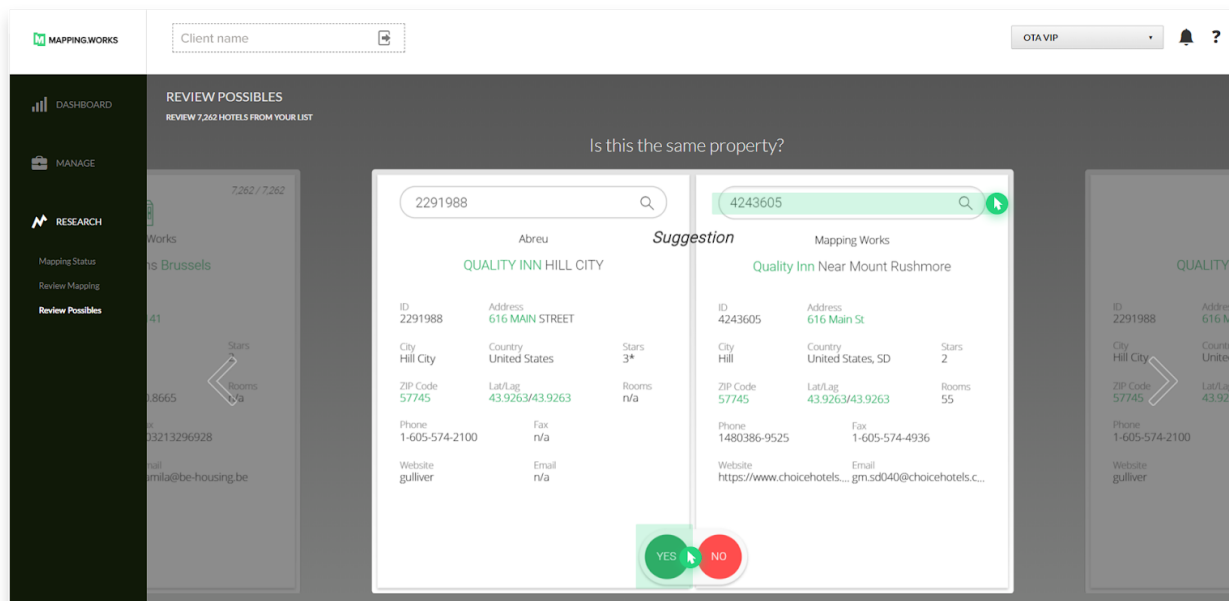
1. Click the left arrow directly after opening the 'Review Possibles' screen.



2. Enter your source Hotel ID ('Agency Key') to view Mapping.Works' suggested Hotel ID.



3. If you would like to change this suggestion, enter the desired Mapping.Works' Hotel ID you would like assigned.
4. Click 'Yes.'



Congratulations!



You have successfully completed the most accurate hotel mapping on the market!

Your suppliers and field preferences will be saved for future mappings.

Remember, the more often you map, the more updated your inventory will be.