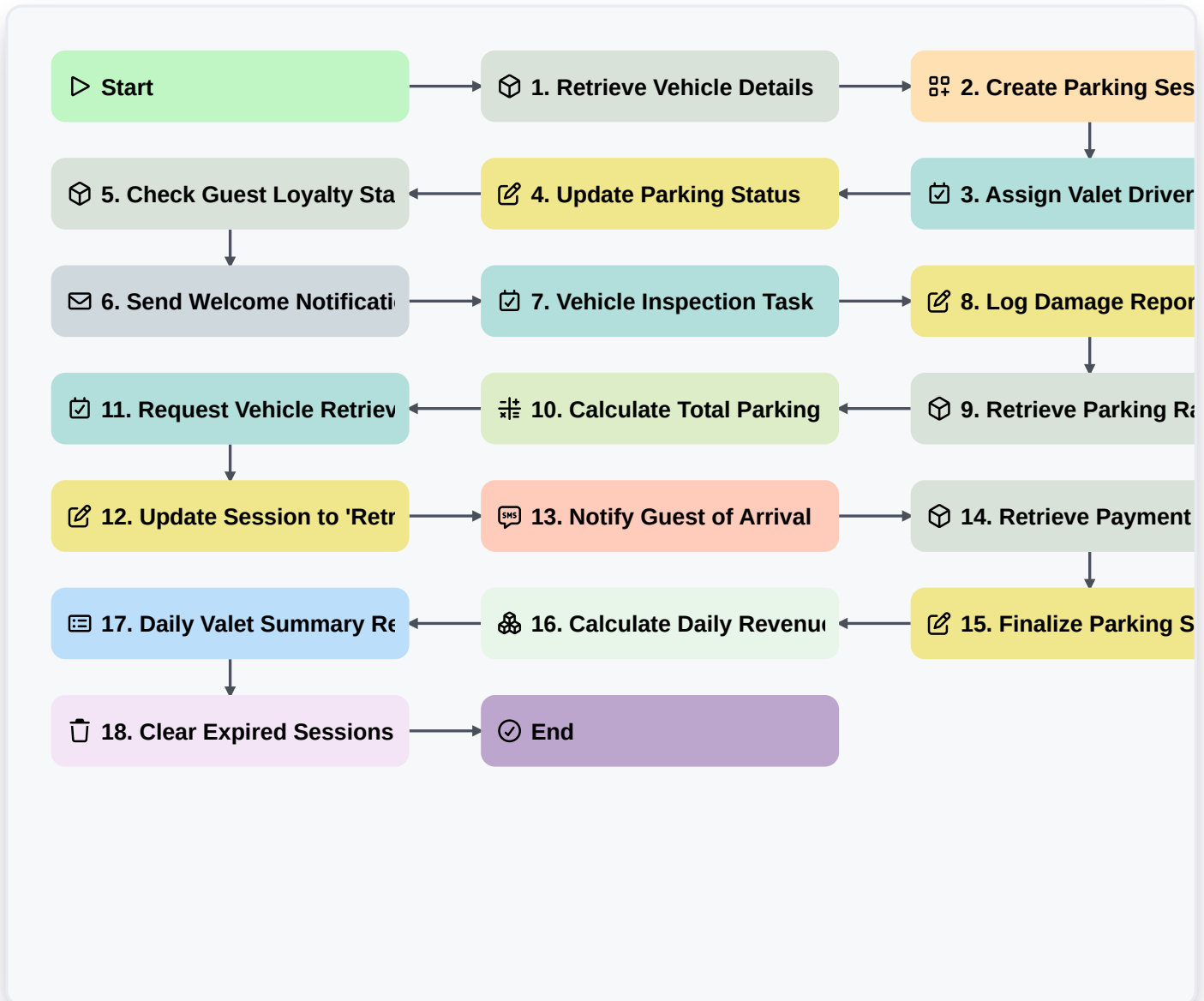


Hotel Parking And Valet Service Management Process



▶ Start

Start of the Workflow/Process.

📦 1. Retrieve Vehicle Details

Fetch information about the guest's vehicle (make, model, license plate) from the Parking Reservation data model.

📄 2. Create Parking Session

Create a new entry in the Parking Log data model when a vehicle arrives at the valet station.

📝 3. Assign Valet Driver

Create a task for an available valet driver to retrieve the vehicle from the drop-off point.

📝 4. Update Parking Status

Update the status of the Parking Session entry to 'Parked' once the vehicle is secured in the garage.

📦 5. Check Guest Loyalty Status

Get entry from the Guest Profile data model to check for VIP or Loyalty program membership.



✉ **6. Send Welcome Notification**

Send an email to the guest confirming their vehicle is safely parked and providing instructions.

📅 **7. Vehicle Inspection Task**

Create a task for the valet to perform a visual damage inspection upon arrival.

✍ **8. Log Damage Report**

Update the Parking Session entry with any pre-existing damage notes recorded during inspection.

📦 **9. Retrieve Parking Rates**

Fetch current pricing/rate rules from the Parking Rates data model based on duration.

🧮 **10. Calculate Total Parking Fee**

Calculate the total cost based on (Time Duration * Hourly Rate) plus any additional service fees.

📅 **11. Request Vehicle Retrieval**

Create a task for the valet team when a guest requests their car via the app or front desk.

✍ **12. Update Session to 'Retrieval In Progress'**

Update the Parking Session entry status to indicate the car is being fetched from the garage.

📱 **13. Notify Guest of Arrival**

Send an SMS to the guest's phone number notifying them that their vehicle is ready at the valet stand.

📦 **14. Retrieve Payment Method**

Get the preferred payment method entry associated with the guest's room folio.

✍ **15. Finalize Parking Session**

Update the Parking Session entry to 'Completed' and record the final checkout time.

🧮 **16. Calculate Daily Revenue**

Aggregate the 'Total Fee' property from all completed Parking Session entries for the current day.

📊 **17. Daily Valet Summary Report**

Create a report summarizing total cars parked, average turnaround time, and total revenue for the shift.

🗑 **18. Clear Expired Sessions**

Delete old/archived parking session entries from the active view to maintain system performance.

🏁 **End**

End of the Workflow/Process.