



ASSD - Ho(s)tel Management Software PMS 3

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Part I

1 Introduction and Getting Started

1.1 Introduction



Reservation, Booking, POS, Management for Youth Hostels, Hostels and Hotels

The web-based ASSD PMS3 is the digital cockpit of the fully integrated solution by ASSD, a powerful and fast all-round tool:

- Flexible customisation, individual features, a range of interfaces, user-friendly display.
 - GDPR-compliant, compliance with fiscal laws, PSD2-compliant.
 - Regular updates and continuous developments.
 - Perfect for chains, hotels and hostels.

The ASSD Reservation and Booking Program is a flexible web-based program, which can be taken into operation directly after the installation and also can be adjusted to individual needs almost unlimitedly (without having to program). That is why this software is equally suitable for Youth Hostels and hostels as well as for hotels. Besides being client and network capable, the multilingual structure of the program has to be emphasized.

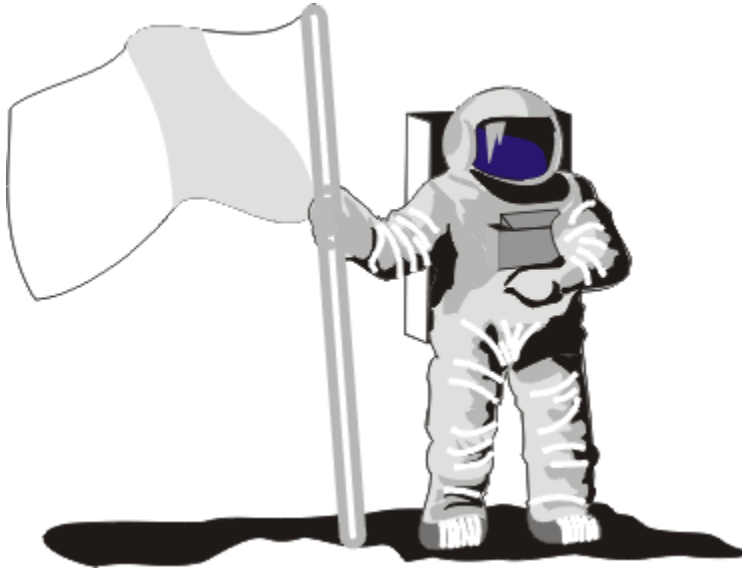
This software originated from the intention to offer the guests an optimal service by reducing the necessary administration time to a minimum. The quick access to booking data from different work spaces allows to give the guests quick and precise information about whether rooms or beds are still available at the desired times, even for telephone enquiries.

The front office area of the reception was especially created with regard to a quick check in of guests having booked in advance and walk-ins. The extensive handling of groups including deposits/prepayments and customer debts can be underlined for the back office.

An Internet interface allows to import Internet bookings automatically, to manage quotas easily as well as to communicate with your guests via e-mail - also straight out of PMS3.

Of course, this software also helps those users organizing internal works, which are indispensable for handling the booking correspondence, the staff management, the kitchen plan and the room plan.

1.2 Getting Started



The software offers three different house configurations:

1. Hostel - Booking on bed level. The actual room booking does not have any influence on the price. Types of rooms can be generally differentiated (e.g. three-bed room, 4-bed room, teacher room, family room). Assigning types of rooms is not obliged and is being carried out per room. You can also split up your guests into e.g. male, female, teacher, busdriver (up to 6 areas are possible).

Select this house configuration for standardized price for overnight stays and many groups.

2. Hostel with bed categories/prices - Booking on bed basis. The price is calculated via assigning the beds to certain types of rooms (e.g. booking in a four bed room, double room or eight bed room). The assignment of type of rooms is absolutely necessary and is carried out separately for each bed. You can also split up your guests into e.g. male, female, teacher, busdriver (up to 6 areas are possible).

Select this house configuration for different prices according to the actual room allocation and many individual guests: automatic price allocation necessary.

3. Hotel - Booking on room level. Bookings of parts of rooms (e.g. half a double room) can also be allowed for a reservation: e.g. 2 friends are accommodated in the same room, but should be managed as separate processes on from the very beginning.

Start with a Demo Version: At the beginning, please select the appropriate type of house. Of course, you can also test more types in order to identify the ideal configuration for your house. The software requires an extensive first set-up. For this reason, please only use the already set-up test houses for testing purposes. Do not enter a new house without having contacted us beforehand. If you have become more familiar with the program, we will help you with the first set-up of your house with pleasure (create a house, configuration, price structures, creating the databases, set-up letters).

Print Outs: Print outs, especially contracts, booking confirmations and invoices, have example character and can or better should be adjusted.

Separation of Processes (Reservation) and Guest Database: Reservations and other processes (e.g. offer, quota, waiting list) are separated from the guest data. The processes are located in the menu item [Reservation](#)^[64], the guest data in the [Guest Database](#)^[99]. One guest can have more reservations. For common guests, the reservation is always linked with the same entry in the guest database (guest history). The reservation and the guest database are connected by a customer or guest number. This is an internal number which neither guest nor user have to know (however, it can be recommended to use numbers which can be remembered easily for special regulars or partners). When entering a new reservation, a new reservation is always created and either this is linked to an already existing guest or a new entry is made in the guest database. For individual guests, especially for walk-ins, you can also do without making an entry in the guest database. For [Quick Reservations](#)^[165], entering the name and, if necessary, additional entries which have been selected as compulsory by the house, is sufficient.

Tabs: The program requires multiple tabs: e.g. reservation, guest database, room plan. In the tab bar at the top of the page you can see the currently opened tabs and change easily. The advantage of working with multiple tabs is that more processes can be edited at the same time.

à [Creating New Reservations](#)^[19]

1.2.1 Getting Started - Reservation

There are different possibilities or ways to create a new reservation. The result, however, is always the same: an entry in menu item [Reservations](#)^[64]. Each reservation is identified by a unique reservation number. This number should also be used for correspondence.

A new reservation can be entered directly via the reservation program. All possibilities are at your disposal here. The reservation program can be called via the menu item [Reservations](#)^[64] and a new reservation is created by clicking on "**Add**". Alternatively the reservation program can also be called from the [Calendar Schedule](#)^[133] or the [Overview Day](#)^[127]. In contrast to the direct call up of the reservation program, the arrival and departure dates are already entered in the form when calling the program from the calendar schedule or overview day.

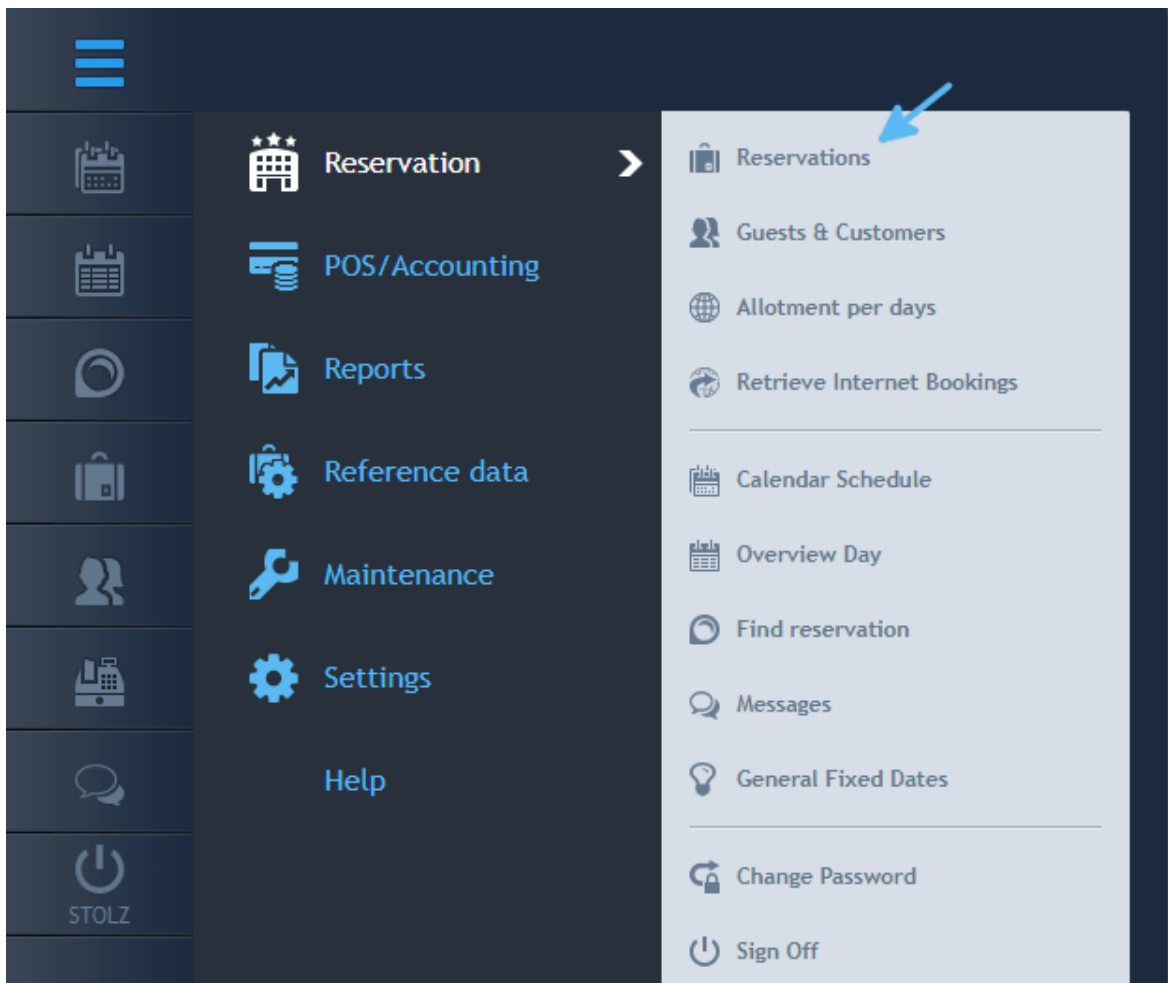
When adding a new reservation, you are primarily asked to select a guest out of the [Guest Database](#)^[99] or to create a guest newly. Afterwards you can fill in the pages in the [Reservation Form](#)^[48].

At the beginning it is enough to fill the first page with the stay data. Later, you can venture into the pages "**Meals**" and "**Rooms**". The entries which are absolutely necessary for the user and the default entries can be set up in the parameters. The complete reservation is saved by clicking on the button "**Save**" (all tabs are then saved!).

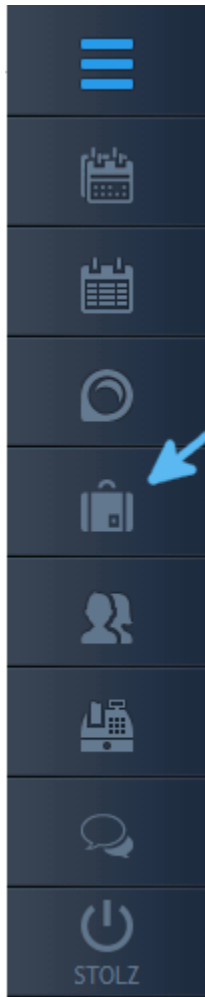
à [Creating New Reservations](#)^[20]

1.2.2 Getting Started - Step by Step to a New Reservation

In order to open the "Reservations" tab select "Reservation/Reservations"



or click on the button with the suitcase, marked with an arrow in the picture below, in the [Tool Bar](#)⁵².



Now, the reservation tab is displayed.

Reservations

Browse Stay Color/Children Meals Terms Text/Memo Rooms Conf. rooms Paths Prices Billing Activities Program

Type	Bi	Reg.No.	Matchcode	Arrival	Depart	Cust./R	Cust./G	Pa	Gue	Ri	R	Matchcode 2	Contact	City/ZIP	Type	User
22 Contract	O	33304	REALSCHULE	22/06/	27/06/	600	600	1	30	2	2		Tina Mayer	80333 München	03	STOLZ
29 Walk In		33305	ROSE	25/02/	29/02/	700	700	1	8	2	2			Nürnberg	07	STOLZ
24 Confirm	O	33306	FACHHOCHS	06/04/	10/04/	200	200	1	18	2	2			D-62465 Mannheim	05	STOLZ
29 Walk In	O	33307	DIETZ	25/02/	26/02/	1	1	1	4	2	2				09	STOLZ
29 Walk In	O	33308	DIETZ	02/03/	05/03/	800	800	1	4	2	2				09	STOLZ
29 Walk In	O	33309	BROWN	02/03/	08/03/	900	900	1	5	2	2				10	STOLZ
29 Walk In	O	33310	SANDERS	09/06/	13/06/	1000	1000	1	2	2	2			USA-	09	STOLZ
24 Confirm	O	33311	MAIER	18/06/	21/06/	1100	1100	1	12	2	2				07	STOLZ
22 Contract	O	33312	GYMNASIUM	20/07/	24/07/	1200	1200	1	30	1	2		Ackermann		04	STOLZ
12 Term of		33313	SCHMID	17/08/	23/08/	1300	1300	1	0						08	STOLZ
29 Walk In	O	33314	ACKERMANN	03/03/	08/03/	1600	1600	1	5	2	2			D-78549 Spaichingen	10	STOLZ
22 Contract	O	33315	SV	01/03/	07/03/	1700	1700	1	36	1	2		Franz	42103 Wuppertal	08	STOLZ
29 Walk In	O	33316	ROSE	04/03/	06/03/	700	700	1	2	2	2			Nürnberg	07	STOLZ

All Inquiries Offers/Refusals Reservations Quotas

001/002 - Demo Hostel bed categories

Add Edit Participants Delete

Letters Documents E-mail Quit

Search/Order: 10 - Registration number

please click on this button



Reservations

Browse Stay Color/Children Meals Terms Text/Memo Rooms Conf. rooms Paths Prices Billing Activities Program

Registration number: 1 / 1

Customer No. for Reservation: Realschule München Tina Mayer

Type of reservation:

Arrival: 00:00 Mo Nights

Departure: 00:00 Sa

Inquiry of: 02/03/2020

Number of guests: 0

Number of beds: 0

Room type	Needed	Booked	Availal

Fully inclusive package:

Package per path:

001/002 - Demo Hostel bed categories

Save Undo Participants Delete

Letters Documents E-mail Quit

Search/Order:

Guests/Customers

Enter/Choose Guest/Customer

Browse Guest/Customer

Back to Reservation

The question after the automatic start comes next (can also be switched off, then call via button showing the family next to guest number). Please click on "**Enter/Choose Guest/Customer**", as then the guest database is automatically searched through and the system informs you if the guest has already been entered previously. In this case, the [Guest Database](#)⁹⁹ is opened.

Alternatively, click on "**Browse Guest/Customer**" (opens the guest database in the "**Browse**" mode) or close the query and directly enter the guest number e.g. of a regular or a partner.

If having clicked on "**Enter/Choose Guest/Customer**" the guest database is opened in the "**Add Guest**" mode in a new tab.

Now, you can enter the guest data. After having entered the guest's surname and having jumped to the next input box with the tab-key or the mouse, guests with the same or at least similar names are displayed at the bottom of the tab via the phonetic search function. If the guest has already been entered in your system previously, you can always quit your entries via clicking on the grey button at the bottom left of the list and then choose the guest for your current reservation. Otherwise, please enter the corresponding data. Notes:

After having filled the field "**Nationality**", some boxes are filled automatically, but, if necessary, can also be overwritten manually. ZIP codes, cities and states can be stored for most countries, so some data is also entered by the system here, too.

The input boxes which have to be filled and the available selection possibilities, e.g. for the type of guest, can be set up by the supervisor individually and according to your preferences.

Guests/Customers

Browse Address Memo/Statistics Contacts/Credit Terms More Fields Rates

Guest/Customer number: Phonetic Search Search Matchcode

Organization (spare name) First name:

Name/Organization: Birthday:

Contact name: Street address:

Nationality/ZIP-Code/City:

Country:

City/ZIP:

Language: Title:

Salutation: Matchcode: Matchcode 2:

Type of guest: Fax:

Phone: Target group:

E-mail:

Function:

Guest-No.	Name/Organization	First name	Street address	ZIP	City	Note	Phone
<input type="checkbox"/>	1100 Maier	Max					
<input type="checkbox"/>	1500 Meier	Franz	Hüttenweg 3	10245	Berlin		
<input type="checkbox"/>	1400 Murry	Jack					

001/002 - Demo Hostel bed categories

After having entered the data (button "**Save**") or after having selected a guest (button "**Paste**"), the tab Guests/Customer is closed again. It can, however, be called up at any time by clicking on the Button with the family next to the customer number.

Now, please enter the details of this reservation on the reservation page "**Stay**". When wanting to split up (male, female, teacher), please check the box next to the number of guests. If necessary, please also use the further pages for entering meal preferences, room booking etc.

Please note that when having selected "**Hostel with Bed Categories**" as type of house, guests are registered on the page [Reservation Rooms](#) straight away by clicking on the desired room. Click = book, click with the right mouse button = release again.

Reservations

Registration number: 33312 1 / 1

Accept overbooking: Rooms

Number of guests: 30

Number of beds: 32

Beds attached to rooms: 32

Rooms needed: Single 4, Twin 2, 3 beds 4, 4 beds 10, 5 beds 12, 6 beds 12, 9-Bett 12

Rooms booked: 4

Bd	Fl	Co	Room type	Rooms	Free	Qt	Fb	Used as	S.	Fill	All	G. m.	G. f.	L. m.	L. f.	Bust.	B	R	Me	Memo	VIP	Booked by	Supply	Sen.	Description
			4 beds	101(4)				m.														REALSCHULE/3003			
			4 beds	102(4)				m.														REALSCHULE/3003			
			4 beds	103(4)				m.														REALSCHULE/3003			
			Single	104(1)				m.														REALSCHULE/3003			
1			Single	105(1)				m.														REALSCHULE/3003			
			Twin	106(2)	2																				
			Twin	107(2)				Single	1	1				1											
			3 beds	110(3)	3																				
			3 beds	111(3)	3																				
			3 beds	112(3)				* as room		3			3												
			3 beds	113(3)				* as room		3			3												
			5 beds	120(5)				* as room		5			5												
			5 beds	121(5)				* as room		5			5												

001/002 Demo Hostel bed cate...

Save Undo Participants Delete

Letters Documents E-mail Quit

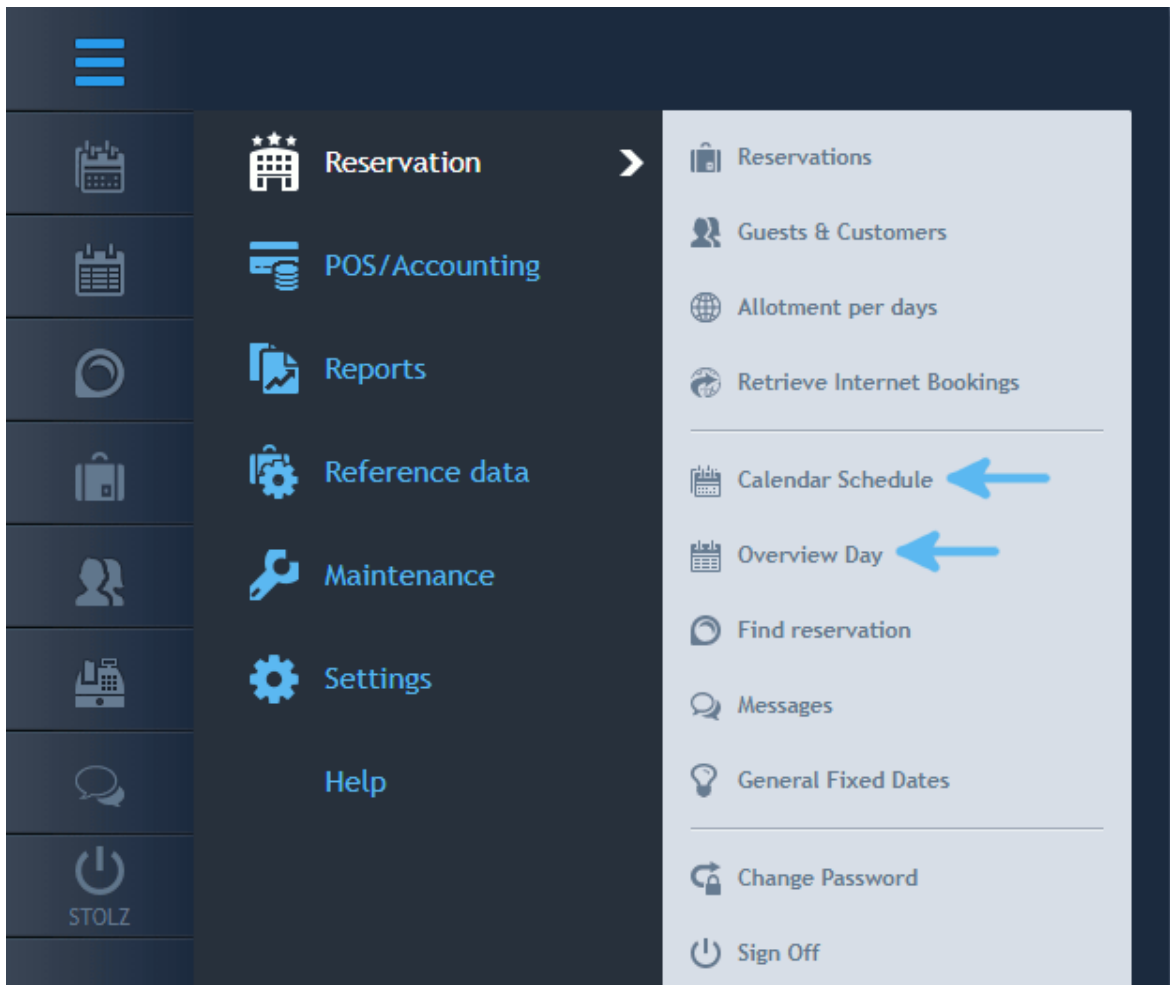
Search/Order: -

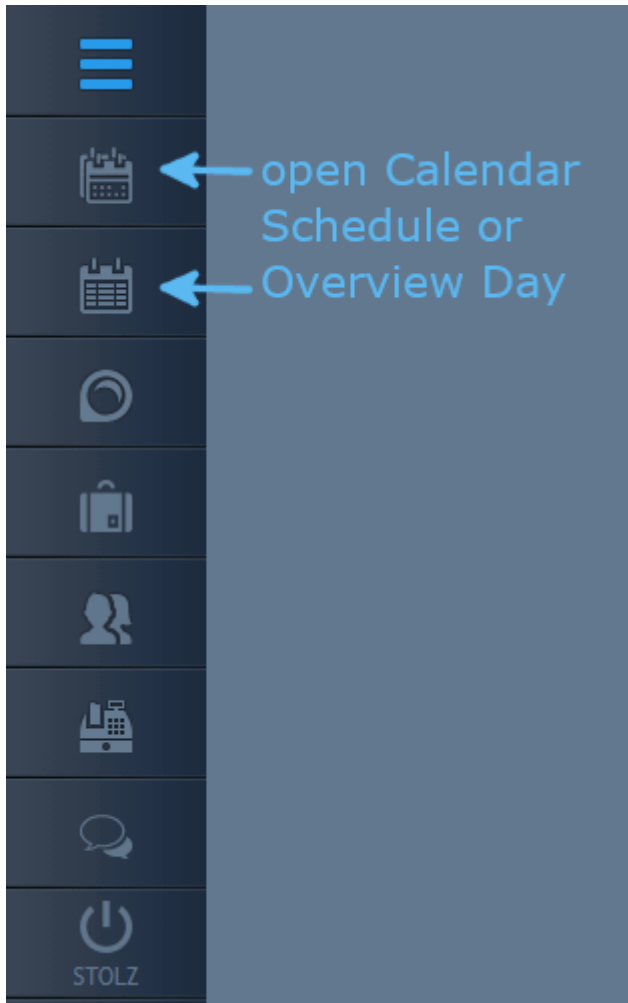
In the end, please click on the button "Save" (for all pages).

Alternatively via the Calendar Schedule

Alternatively, you can directly start the reservation out of the calendar schedule. In contrast to the procedure described above, the selected date is already transferred, here.

Via menu items [Calendar Schedule - Rooms Days](#)^[133] or [Overview Day](#)^[127] or via the tool bar:





Click on the button marked with the arrow for a new reservation.

Calendar Overview Day

Rooms	Days	Arrival	Departure	List of Guests	Meals	Types of Rooms	Conference rooms	Activities	Housekeeping	Blocks	Program	
First	Bd	Fl	Co	Room	Beats	02/03/20 Mo	03/03/20 Tu	04/03/20 We	05/03/20 Th	06/03/20 Fr	07/03/20 Sa	08/03/20 Su
All												
Single				000(9)								
Twin				100(4)								
3 beds				101(4)								
4 beds				102(4)								
5 beds				103(4)								
6 beds				104(1)								
9-Bed				105(1)								
				106(2)								
				107(2)								
				110(3)	1							
				110(3)	2							
				110(3)	3							
				111(3)								
				112(3)								
				113(3)								
				120(5)	1							
				120(5)	2							
				120(5)	3							
				120(5)	4							
				120(5)	5							
				121(5)								
				122(2)								
				123(2)								
				125(6)								
				126(6)								
				302(4)								
				304(4)								

Then proceed as described above.

à [Quick Reservation](#) ¹⁶⁵

1.2.3 Getting Started - Quick Reservation

The [Quick Reservation](#) ¹⁶⁵ is an alternative to enter a reservation. First and foremost, it is intended for entering walk-ins or for telephone reservations. The quick reservation offers less possibilities than the regular reservation program. However, every quick reservation is transferred into a fully adequate reservation which can be edited with all possibilities afterwards.

The quick reservation is called up via clicking on a free room in the [Calendar Schedule - Rooms Days](#) ¹³⁵. It is also possible to enter guests without making an entry in the guest database, but by entering all under one guest number (already pre-defined). The entries are thereby limited to the name and the stay details.

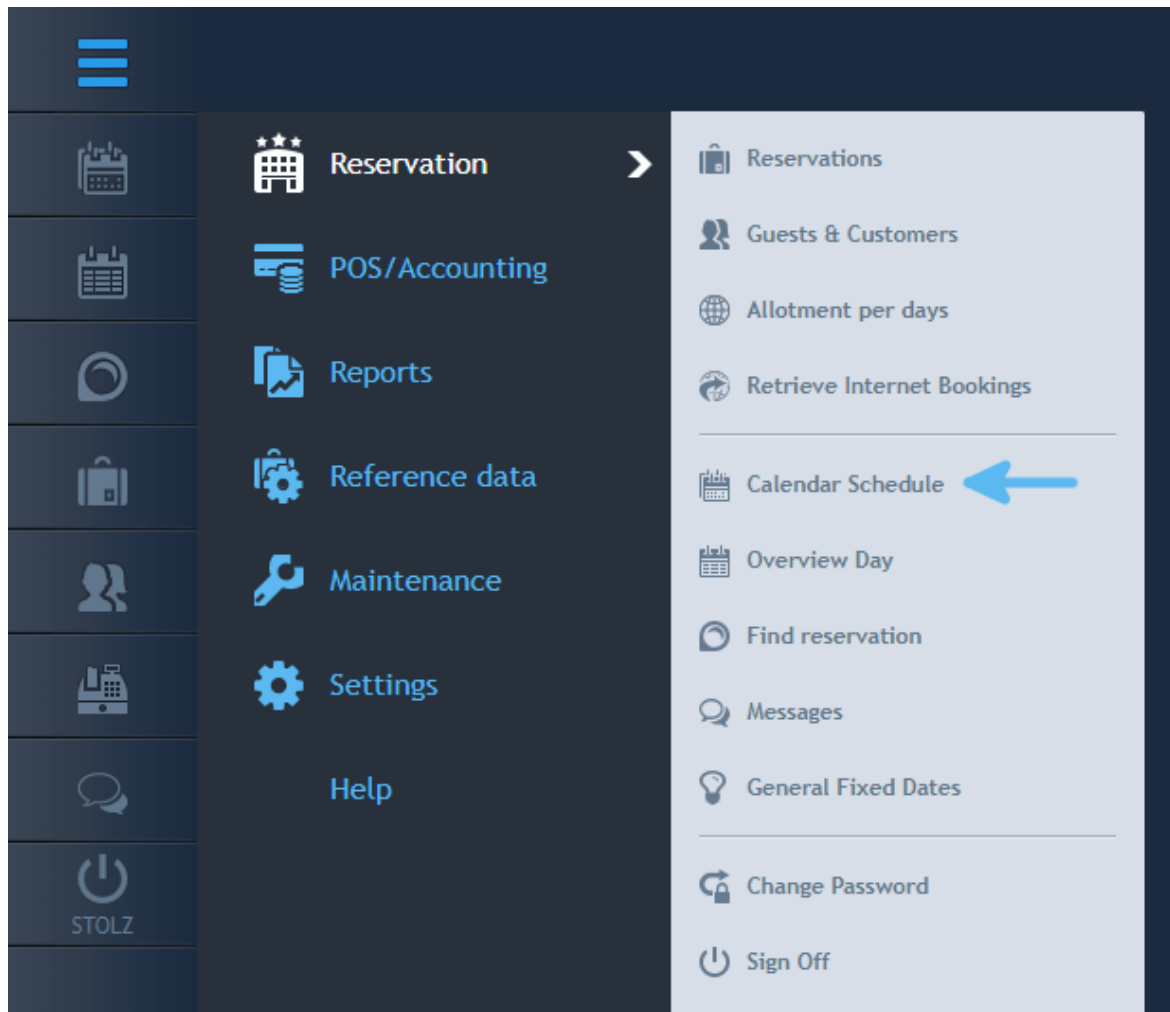
Via the two buttons "**Create**" and "**Create & Save**" you can define whether the reservation should be opened after having made a quick reservation (e.g. for billing purposes at the reception) or whether it should be stored in the background straight away (e.g. reservation via the telephone).

After having entered a quick reservation, it can be seen in the room booking plan straight away.

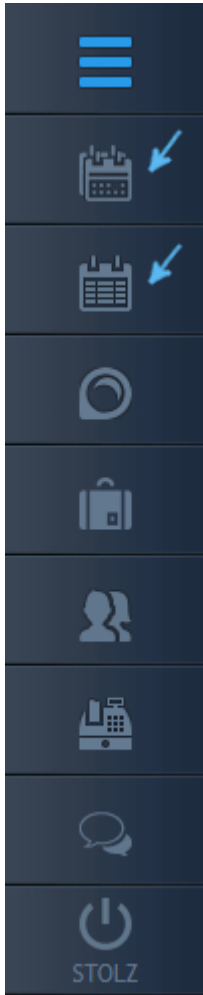
Course of a Quick Reservation out of a Plan:

Call the plan: Calendar Schedule or Overview Day.

Menu call



or via the toolbar



If necessary, change to tab "Rooms Days" and click on a free room and the desired day.

Calendar Overview Day

Rooms Days	Arrival	Departure	List of Guests	Meals	Types of Rooms	Conference rooms	Activities	Housekeeping	Blocks	Program		
First All	Bd	Fl	Co	Room	Beds	02/03/20 Mo	03/03/20 Tu	04/03/20 We	05/03/20 Th	06/03/20 Fr	07/03/20 Sa	08/03/20 Su
Single				000(9)								
Twin				100(4)	SW/33315							
3 beds				101(4)	SW/33315							
4 beds				102(4)	SW/33315							
5 beds				103(4)	SW/33315							
6 beds				104(1)	SW/33315							
9 Beds			1	105(1)	SW/33315							
				106(2)	DIETZ/33308							
				107(2)	DIETZ/33308							
				110(3) 1			HEINZ/33317		ROSE/33316			
				110(3) 2					ROSE/33316			
				110(3) 3					ROSE/33316			
				111(3)	SW/33315							
				112(3)	SW/33315							
				113(3)			ACKERHANN/33314					
				120(5) 1	WIESCHER/33318							
				120(5) 2	WIESCHER/33318							
				120(5) 3								
				120(5) 4								
				120(5) 5								
				121(5)								
				122(2)			ACKERHANN/33314					
				123(2)	SW/33315							
				125(6)	SW/33315							
				126(6)	BROWN/33309							
				302(4)	SW/33315							

02/03/2020 Mon - 03/03/2020 Tue = 1

001/002 - Demo Hostel bed categories

Fill in the tab **"Quick Reservation"** (different according to type of house).

Quick reservation
✕

Room number:

Guest/Customer number:

Type of reservation:

Name / Memo (Arrival/Dep.):

Type of guest:

Country:

Meal plan:

Arrival: Nights

Departure:

Persons total/(incl. children) 0-2: 3-5:

Sex: default value mixed room
 don't care
 male
 female

No other guests in this room:

Room used as room type:

Fully inclusive package:

Memo:

Family room:

User field:

User field:

User field:

Now click on the button **"Create & Save"** or click on **"Check In/Create"** if wish to create the bill straight away (picture below):

Reservations
✕

Registration number:
Walk In
90 - Walk In
GB - United Kingdom

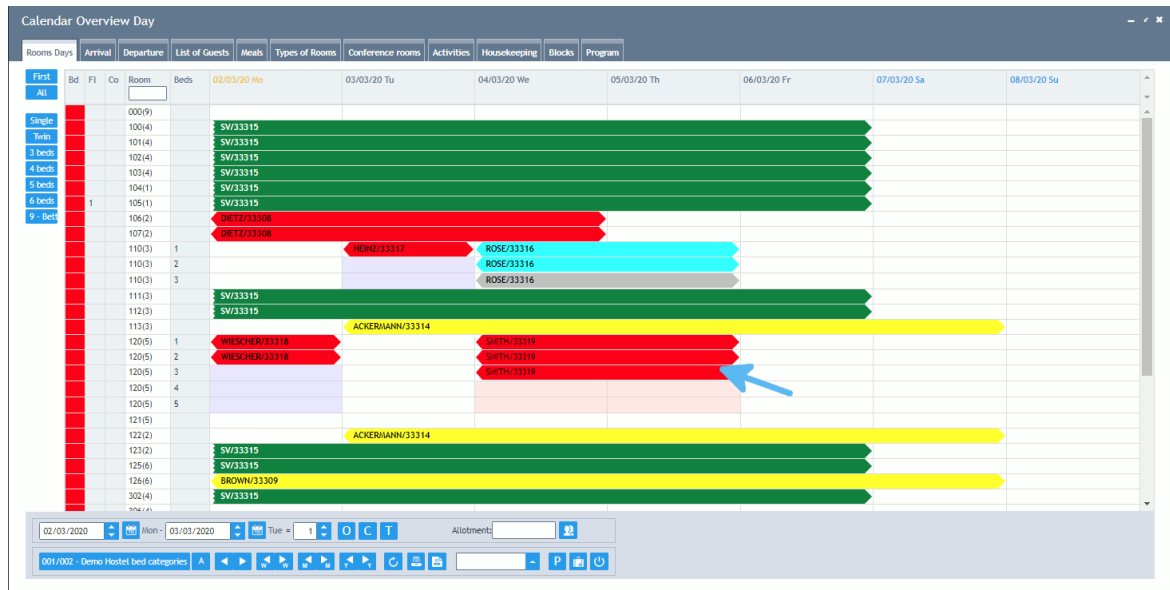
Select	Date	Room	Ma	Quantity	Article-No.	Description	Ar.	Price	Disc.	Amount
3	04/03/20			3	105	Bed and Breakfast 5 beds	3	38.00	0.00	114.00
3	04/03/20			3	505	City tax	0	2.00	0.00	6.00
3	05/03/20			3	105	Bed and Breakfast 5 beds	0	38.00	0.00	114.00
3	05/03/20			3	505	City tax	0	2.00	0.00	6.00

A - Automatic (per day)

/ *

Search/Order: 10 - Registration number

Please click on "**Billing Final (Book/Pay)**" in order to finally book the invoice. Close the reservation tab (button "**Quit**") and the "**Calendar Overview Day**" is the active tab again, now.



Note: The **speech bubble** is thought as a help for an easier start in our reservation program and can be switched off in the menu [General Settings](#) ^[292].

Tool Tip Text in Data Grids:



à [Find and Edit Reservations](#) ^[32]

1.2.4 Getting Started - Find and Edit Reservations

Finding an editing reservations are some of the most frequent processes. Normally, you edit your reservations in the reservation program and therefore, this contains the identical areas as the mask when entering a reservation newly (as it is the same program). A small number of operations can also be carried out outside reservations, mostly via the overviews: e.g. check in, check out, change or room booking, extension, reminder.

Besides calling the menu item [Reservations](#) ^[64] directly, for a special reservation it can also be called up via a mouse click out of every overview. This possibility is one of the **most important** functions of the complete program. First, try to click on a reservation in any plan with the right mouse button (e.g. [Quick Reservation](#) ^[28] in the room plan). Via a context menu, you can now jump to the reservations or you can directly navigate to one of the areas in reservations. A selection can also be stored for the left mouse button, as e.g. all invoices are opened via a left mouse click.

The most important search programs are: [Calendar Schedule - Rooms Days](#) ^[133], [Calendar Overview Day](#) ^[127], [Find Reservations](#) ^[167] (Search Bar) and [Control of Fixed Dates](#) ^[176]. Besides others, this program contains an arrival list, departure list, room booking, meal plan and conference room booking.

Alternatively, you can find all processes under the menu item [Reservations](#) ^[64]. After having called up the reservation, the reservation having been entered most recently is automatically displayed at the

top. You can search for registration number, matchcode (name), arrival, departure and guest number (for search via [Guest Database](#)^[93]).

à [Room Booking: Types of Rooms](#)^[33]

1.2.5 Getting Started - Types of Room Booking

Room Booking: The software supports 3 different types of booking (blocking) of available capacities.

1. Number of Available Beds or Rooms - Only the number of necessary beds (hostel) or rooms (hotel) is recorded here.

2. Number of Available Beds or Rooms Within One Type of Room (Category) - Here, the type of room is additionally fixed. As a result, you can see how many double and single rooms are still available in the reports.

3. Room Assignment - Real assignment of single rooms.

If possible, the third type should be used. The user can freely select which level he/she would like to manage his/her availabilities. A more detailed level includes all other levels. The quick reservation automatically covers all levels. The room booking can be found in another page in the reservation. You can change bookings in the room plan with the mouse (via [Drag and Drop](#)^[57]).

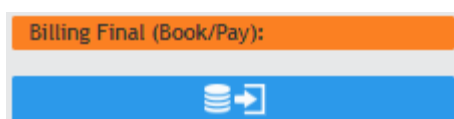
à [Billing](#)^[33]

1.2.6 Getting Started - Billing

The last page of the reservation contains all [Billing](#)^[93] details. The system automatically determines an invoice which can, of course, be edited manually if necessary. The assigned type of room, the room booking, the meal plan, a reservation of conference rooms and all-inclusive offers are all taken into consideration. The program can handle price schemes of any complexity (e.g. season, trade fare, duration of stay, number of guests, type of guest,...). This is why the first setting is relatively complicated (if you like, we help you with pleasure).

In addition to the invoice automatic, the invoice itself can also be expanded or created freely via the manual modus at any time.

The invoice is transferred into Accounting by clicking on the "**Billing**" button:



Afterwards, no changes are possible anymore (except void). Invoices can be [Split Up](#)^[93] easily.

à [Record Prepayments \(Deposits\) and Payments of Receivables](#)^[34]

1.2.7 Getting Started - Prepayments (Deposits) and Payments of Receivables

Prepayments and receivables can be booked in the program and can be followed with reports/analyses as well as with the [Control of Fixed Dates](#)^[192]. As a prerequisite you have to enter your real accounts in the [House Database](#)^[218] as well as the types of payment in the [Article Database](#)^[252] (has already been entered for the demo houses).

Bookings and deposits can be stored on tab "**Billing**" in reservations. In this connection, a new invoice/booking is being opened via the "+" button.

The screenshot displays the 'Reservations' window with the 'Billing' tab selected. The reservation details are as follows:

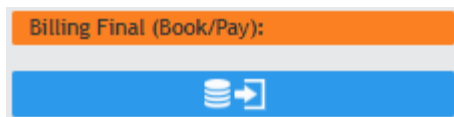
Select	Date	Room	Ma	Quantit	Article-No.	Description	Ar.	Price	Disc.	Amount
1	03/03/20			1	103	Bed and Breakfast 3 beds	1	46.00	0.00	46.00
1	03/03/20			1	300	Conference room	0	10.00	0.00	10.00
1	03/03/20			1	505	City tax	0	2.00	0.00	2.00
1	04/03/20			1	300	Conference room	0	10.00	0.00	10.00

Below the table, the 'Payment:' section is active, showing a dropdown menu with 'DEPOSIT - Prepayer' selected. A blue arrow points to the '+ - / T *' button in the bottom left corner of the interface.

Enter the amount in the area payment: prepayment: with a negative sign in the line prepayments - above selection bank, cheque or cash.

The screenshot shows the 'Reservations' software interface with the 'Billing' tab selected. At the top, there are navigation tabs: Browse, Stay, Color/Children, Meals, Terms, Text/Memo, Rooms, Conf. rooms, Paths, Prices, Billing, Activities, and Program. Below these, the 'Registration number' is 33317 and 'Walk In' is set to 09. A table with columns 'Select', 'Date', 'Room', 'Ma', 'Quantit', 'Article-No.', 'Description', 'Ar.', 'Price', 'Disc.', and 'Amount' is visible. Below the table, there are buttons for '+', '-', and 'A - Automatic (per day)'. To the right, there are input fields for 'Different Address:' and 'Payment:'. The 'Payment:' section shows a dropdown menu with 'CASH - Cash', 'DEPOSIT - Prepayment', and 'DUE'. Below this, there are two lines for payment: the first line has '25.00' and the second line has '-25.00'. A blue arrow points to the '-25.00' value. At the bottom right, there is a button labeled 'Billing Final (Book/Pay):' with a blue icon of a document and a right-pointing arrow. Below the main interface, there are buttons for 'Save', 'Undo', 'Participants', 'Delete', 'Letters', 'Documents', 'E-mail', and 'Quit'. At the very bottom, there is a search field with '10 - Registration number' and a user icon.

Book via the booking button (**Billing Final, Book/Pay**):



The prepayment is now automatically taken into consideration for the invoice.

Please proceed alike for open customer debts. The amount is entered in the first line and if necessary the type of payment is set to bank.

As an alternative you can also use [Accounting](#)¹⁸³¹ for both payments. If this has been set-up correctly, it has the following advantages: payments are booked irrespective of the reservation (e.g. other employee), the booking according to bank statement is faster and there are additional checks ensuring the correct dealing of a payment of a customer dept or a prepayment.

Accounting - ↗ ✕

Organization:	001 - Organization Test 1 - do no	Templates:	
Hostel/Hotel:	002 - Demo Hostel bed categori		
Accounting-No (POS Number):	T15 - Test Safe	Add Template	Delete Template
Transaction:	10 - Income		

Date:	Orig. No.:	Account:	Tax:	Amount:	Currency:	Counter account:
02/03/2020 📅				40.00	C	16000 - Bank
		0.00				90.00

Ref.No.:	Reg.No.:	Supplier-No.:	Project:	Article/Item-No.:	Transaction memo:	Due:	Paym.:
123							

Book
Close

à [Working at the Reception](#) ³⁶

1.2.8 Getting Started - Working at the Reception

Registered Guests and Unregistered guests (Walk-ins):

The possibility to change group reservations (depending on the number of guests) can be locked for reception employees in the [User Database](#) ²⁸⁷. If necessary, you can also lock the change of room booking in the booking plan for certain guests. At the reception, you usually work with the [Calendar Overview Day](#) ¹²⁷. The tab "Rooms Days" is used for registering walk-ins. The guest is registered in the [Quick Reservation](#) ¹⁶⁵ and if necessary billed straight away when clicking on a free room or bed (Button "Check In/Create", then book the invoice). It is possibly easier to find an available room if having sorted them according to "free rooms". All free rooms appear at the very top now (for the selected period below). The check-in of registered guests can also be carried out via the room plan (guests alphabetically according to name) or via tab "Arrival" aside. Either you check the column "Check In" or the guest is billed straight away. This either happens via the right mouse button and button "Billing" or via clicking on a guest with the left mouse button.

Calling up the calendar overview day and using the quick reservation as described above (the information speech bubble can be switched off).

Calendar Overview Day

Rooms Days | Arrival | Departure | List of Guests | Meals | Types of Rooms | Conference rooms | Activities | Housekeeping | Blocks | Program

02/03/20 Mo | 03/03/20 Tu | 04/03/20 We | 05/03/20 Th | 06/03/20 Fr | 07/03/20 Sa | 08/03/20 Su

000(9) | 100(4) | 101(4) | 102(4) | 103(4) | 104(1) | 105(1) | 106(2) | 107(2) | 110(2) | 110(3) | 110(3) | 111(3) | 112(3) | 113(3) | 120(5) | 120(5) | 120(5) | 120(5) | 121(5) | 122(2) | 123(2) | 125(4) | 126(4) | 302(4) | 304(4)

SW/33315 | SW/33315 | SW/33315 | SW/33315 | SW/33315 | SW/33315 | SW/33315 | DETZ/33308 | DETZ/33308 | HEINZ/33317 | ROSE/33316 | ROSE/33316 | ROSE/33316 | SW/33315 | ACKERHANN/33314 | WIESCHER/33318 | WIESCHER/33318 | WIESCHER/33318 | WIESCHER/33318 | ACKERHANN/33314 | SW/33315 | SW/33315 | BROWN/33309 | SW/33315

02/03/2020 | Mon - 03/03/2020 | Tue = | 1 | 0 | C | T | Allotment: | 001/002 - Demo Hostel bed categories

Change to the arrival list for registered guests. Activating a filter is possible via the button "Type of List" (T).

Calendar Overview Day

Rooms Days | Arrival | Departure | List of Guests | Meals | Types of Rooms | Conference rooms | Activities | Housekeeping | Blocks | Program

Matchcode/Reg.N	Path	Room	Check	BI	Arrival	Depart	Night	Guest	Meal	RI	R'	Memo	Guarantee	Ki	Source	Tc	Auth	Balance	Note 1	Note 2	Web Res.No.
BROWN/33309	1/1	100(4)	✓	D	02/03/	08/03/	6	5	Breal	2	2							1,560.00	Keys vs. Check-in		
DETZ/33308	1/1	100(4)		D	02/03/	05/03/	3	4	Breal	2	2							640.00			
WIESCHER/33318	1/1	100(4)		D	02/03/	03/03/	1	2	Breal	2	2	Heinrich						100.00			

02/03/2020 | Mon - 03/03/2020 | Tue = | 1 | 0 | C | T | Allotment: | 001/002 - Demo Hostel bed categories

à [Further Notices](#) ³⁷

1.2.9 Getting Started - Further Notices

Journal and Reports POS/Booking: All created invoices and booked deposits as well as payments of receivables are entered into a booking journal. All receipts are numerated consecutively in this booking journal and the transfer into an accounting program can be carried out via calling a journal.

Furthermore, there is a POS journal. Consecutive numbers (invoice numbers) are allocated for each POS (e.g. work space). Via an end of day process a turnover analysis including the sum of cash incomes can now be determined for a short period of time, e.g. one day (diagnosis of deficits).

Databases: After you have become familiar with operating the programs with the help of the demo houses, you should have a look at the corresponding databases.

Used IDs: A number code is often used for ComboBox Lists: e.g. for the meal plan and the guest type. This enables a multilingual setting without having to use language dependent IDs. In real operation, this can be changed according to the respective ideas of the house: e.g. fb for full board.

What is going to happen now?

After having tested our program by using the demo houses, you should contact us to set the system together with you and according to your ideas and requirements.

1.3 Overview of PMS3

Highlights of PMS3:

- Flexible Customising: All customers benefit from the regular developments because of the unique programming technology of the ASSD PMS. All work with the same solid main programme while all settings and interfaces are individually customisable.
- Multi-client capability: Perfect for hostel or hotel chains and managing of multiple properties with a common customer and user data base.
- Yield-Management: built-in revenue management optimises products, rates and occupancy regularly
- Automatic Room Allocation: system-optimised room assignment supports and complements manual room allocation.
- Booking of Beds: sell the same unit either as a hotel room, apartment or shared hostel room.
- Web-Check-In: with mobile room key.
- Web-based mobile Housekeeping: Housekeeping staff lists room status on mobile website – automatic import into PMS.
- Automatic Rate Selection: prices are determined according to adjustable rules (e.g. agents, day of week, occupancy, duration of stay, lead time, etc.).
- Pickup database: gives precise information on new bookings, cancellations or changing reservations.
- Automatic import of web booking modification.
- Excellent group handling: various trip lengths, contacts and meal plan arrangements can be managed within one reservation.
- Payment with Check-in: speedy check-in and invoicing on arrival.
- Easy splitting of bills: comfortable splitting of invoices to different addresses, guests or periods.
- Flexible percentage data: creation of services showing a percentage share of total invoice or itemised billing positions, e.g. city tax, credit card fees, etc.
- Packages and activities: easy reservation and administration of activities and packages (e.g. courses with limited number of participants).
- Unique cashing closing: Cash stock accounting takes place at the end of a shift or at staff change – no more confusion.
- Meeting rooms: flexible reservation and administration of conference and banquet facilities with various additional services.

- Perfect for hostel or hotel chains: manage multiple properties in one system with the same or different settings and a common customer and user data base.

Features:

Web-based PMS

- Complete new development in PHP and MySQL
- Data and set-up compatibility with the older versions of the windows software
- Migration without a need of re-train the staff

Fully integrated

- Management of guest data
- Point of sale system (POS)
- Advance payments and accounts receivable with reminders
- Record any accounting transaction
- Document management system (PDF etc.)
- User messaging service
- Secure shift and cash closing
- Sending emails

Flexible customisation

- Screen texts completely adaptable
- Selection fields and lists with fully flexible content
- Individual validation of all data fields
- Flexible reporting with individual design
- Activation or deactivation of features
- Pre-filled fields - default values
- Hierarchical user access rights (and user messaging service)
- Multilingual user interface and guest correspondence
- Multi-currency support

Additional Add-Ons

- Interfaces to door locking systems, credit and debit card terminals, revenue and accounting systems
- Additional interfaces: telephone systems, electronic cash register, trip advisor review express, passport/ID scanner, heat control system, emails, etc.
- Macros for flexible applications

Overview for the sections:

Front Office

- Speedy Check-in – invoicing on arrival or departure
- Web Check-in with mobile room key
- Easy splitting of bills: comfortable splitting of invoices to different addresses, guests or periods
- Übersichtlicher Belegungsplan auf Bett- oder Zimmerebene – optional mit Geschlechteranzeige

- Web-based Mobile Housekeeping for up-to-date info at front desk: housekeeping staff lists room status on mobile website – automatic import into PMS
- Intuitive handling
- Secure shift and cash audit

Back Office – Management

- All operations all in one system: offers, cancellations, options, allotments, reservations (etc., flexible)
- Yield Management: built-in revenue management optimises products, rates and occupancy regularly
- Automatic Room Allocation: system-optimised room assignment supports manual room allocation
- Pickup database: gives precise information on new bookings, cancellations or changing reservations
- Automatic Rate Selection: prices are determined according to adjustable rules (e.g. agents, day of week, occupancy, duration of stay, lead time, etc.)
- Flexible percentage data: creation of services showing a percentage share of total invoice or itemised billing positions, e.g. city tax, credit card fees, etc.
- Management of guest data
- Advance Payments and accounts receivable with reminders
- Reporting
- Deadlines and reminders
- Catering management
- Meeting room management
- Packages and activity management
- Flexible multilingual correspondence with PDF export and e-mail function

1.4 Important Features of this Software

1. Meeting the tabs Standards

An integrated task manager allows to edit more windows and therefore more reservations/guests simultaneously within the program. A simple change is possible by clicking on the task bar.

Windows can be shifted, maximized, minimized and altered in their sizes. The windows' contents are adjusted automatically.

Intuitive operation via ToolTip Texts, context sensitive help with index and search function meeting the Windows standards, Drag and Drop.

Menu according to Windows standards

Tool Bar for a quicker handling of often used functions

Right mouse button for context menus

Individual selection of the printer (e.g. to use fax gateways).

2. No Additional Programs Necessary

You do not need to buy a word processing program to use the standardized letters for correspondence. The database engine itself is included, too. All functions are integrated in

this program. All letters or labels can be created comfortably in the system and can also be edited there. No additional software has to be purchased.

All reports, emails, letters or labels can be easily created and maintained in the system.

Interfaces to Internet booking systems are integrated.

3. Client Compatibility

Any number of houses can be managed in one database.

A change of the house is possible out of every program via a touch of a button. The user does not have to sign off for this.

More houses can also be opened in different windows with the help of the Task Manager (see 1.).

4. User Administration

Access to the system only possible with user and password.

User and date are stored in the database for every process.

User rights can be set-up individually in the user database.

All menu items can be locked or enabled for special user right levels.

5. Standard Letters

Unlimited numbers and types of standard letters.

Standard letters can be changed easily with the "Report Builder" (print preview as well as print).

Standard letters can be created in any languages.

6. Types of Reservation

Types of reservation (e.g. contract, quota, option, inquiry, offer) can be defined and supplemented freely.

A change of the type of reservation is possible at any time: e.g. an offer is turned into a contract.

7. Three Types of Booking

Bed booking in total and/or separation into (max.) 6 areas (e.g. guests f., guests m., teacher f., teacher m.,...)

Type of room booking (e.g. single rooms, double rooms,...)

Room booking

8. Rooms with Setting Up and Taking Down Times

9. Management of Allotments

Simple free setting and use of allotments.

Different allotments for the same organization are possible.

Allotments are taken into consideration automatically when creating a contract (can be disabled individually).

Definition of houses and quota houses: i.e. management of received allotment.

10. One Registration Number with Deviant Periods/Numbers of Guests

Different reservations can be combined under one registration number (e.g. 5 guests 2 nights, 3 guests 4 nights).

The number of guests can be defined precisely per day within a reservation for the invoice and meal plan.

11. Room Booking

Room booking is created completely for the whole period (as in the old system).

Deviant numbers of beds and guests (e.g. family rooms groups of disabled people) are automatically adjusted in the room plan.

Change of stay dates or number of guests without any problems.

Enter changes of periods directly in the room plan via Drag and Drop.

Change of rooms while the stay via a mouse click.

12. Meal Plan

Any meal plans can be defined (e.g. half board, full board with/without lunch pack).

Vegetarians, Moslems, etc are marked separately.

Automatic adjustment of a change of the stay data or the number of guests (this function can be locked).

Any manual separation on one mask possible (old system: one mask per day).

13. Booking of Conference Rooms and Other Rooms

Up to 24 periods of daytime can be booked. Can also be reduced to the required number (e.g. 3: morning, afternoon, evening).

Differentiation setting up, taking down and real booking time.

Determination depending on the seating plan.

Booking for a special period in one process, e.g. whole week.

Separable rooms can be booked in total or separately (any assignments possible).

14. Multitude of Internal Memos

Reservations

Meal Plan

Room Booking

Conference Rooms

15. Deviant Organisation for Reservation, Guest and Invoice

Separation of the 3 areas reservation-customer, guest and invoice receiver (different addresses).

Correspondence alternatively with reservation-customer or guest.

16. User Fields, Additional Texts and Special Agreements

Correspondence can be supplemented by user fields of the house (e.g. opening hours), user fields of the guest, special agreements (text depending of agreement) and free additional texts (including text keys).

Guests and reservations can be marked via user fields (e.g. target group IDs).

17. Extension of the Guest Database

Third name field.

International address (structure ZIP, city, state).

Directories for ZIP code, city and state for many countries with automatic search.

Phonetic search for guests, which are already stored in the system.

Banking arrangements/credit card.

Deviant determination of prepayments, terms of payment.

18a. Integrated POS System

Automatic determination of the correct invoice, taking the price schemes into consideration.

Splitting-up invoices easily.

Module for retail.

Fixed buttons for special articles can be set-up.

Supervision of customer debts and deposits.

18b. End of Day Processing Counting Cash and Accounting for Big Organisations

End of day processing with cash count and adjustment of articles with value.

Management of more than one POS.

Simply pre-recording of accounting bookings directly in the house.

Import of articles and prices.

19. Internet Connection

Import of Internet bookings via an interface to the booking system.

Integrated allotment for the Internet booking system, alternatively manual input or float quota.

E-mails directly out of this program.

20. Reservations and Overviews

Various overviews in the frame of one window. Order and type can be defined freely.

All data (inquiry, contract) can be sorted and managed centrally and depending on the date (e.g. according to matchcode, registration number or customer/guest).

21. Control of Fixed Dates

Automatic display of all due dates (e.g. prepayments/deposits, return of contract) when a user logs on (can be switched off).

You can manage any additional dates in general or concerning the reservation, too.

22. Flexibility by Using Parameters (Customising)

The system is multilingual. Delivery in English and German.

All texts and labels on the screen can be altered in any way.

All fields on the screen can be locked or made invisible. Furthermore, a format can be defined (e.g. all in capital letters, ranged right).

All check functions for each field can be set freely (such as field check POS). Check functions do not have to be pre-defined for every program (possible on field basis).

Number assignment by flexible number counters.

All parameters can be defined specifically for clients or groups of clients (houses).

All letters, reports and labels can be freely changed and/or supplemented.

Part II

2 General Operating Instructions

2.1 Introduction - General Operation

The following pages of this handbook explain the general functions of our program. Besides a short introduction covering the operation of the User Help, the program construction of the reference data (e.g. for guests) and the handling of the single program modules are elucidated. You should pay special attention to this part, as it contains useful information about the program.

2.2 Program Structure (e.g. Room Database)

2.2.1 Tab Browse

After having called a reference data program, as e.g. the room database, the **Browse** tab is displayed. Here, all data is displayed as a [Data Grid](#)⁵⁵¹ and in a certain order. The data can be sorted by all columns, which display a search bar when clicking on the heading. To change the order, simply click on the respective column or on the title. That way the beginning of the data is displayed. Now you have the possibility to position the display to a record of your choice by entering a character combination (e.g. room number "201") in the search bar.

Tab **Browse** can be used for searching the record you wish to edit or delete within the complete data.

As tab **Browse** consists of a [Data Grid](#)⁵⁵¹, please also see the operating instructions mentioned there. This information is definitely necessary for an efficient use.

Rooms

Browse Detail Detail 2

Roor	From	To da	Type	Bec	Build.	Floor	Corrido	Suppl	San.	Description	User	Last change	Added
100			4	4							30	19/10/16 15:	12/02/01 16:
101			4	4							30		12/02/01 16:
102			4	4							30		12/02/01 16:
103			4	4							30		12/02/01 16:
104			1	1							30		12/02/01 16:
105			1	1		1		10			STOLZ	27/02/20 09:	12/02/01 16:
106			2	2							30		12/02/01 16:
107			2	2							30		12/02/01 16:
110			3	3							30		12/02/01 16:
111			3	3							30		12/02/01 16:
112			3	3							30		12/02/01 16:
113			3	3							30		12/02/01 16:
120			5	5							30		12/02/01 16:
121			5	5							30		12/02/01 16:

001/002 - Demo Hostel bed categories

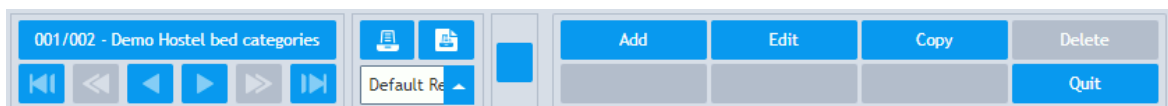
Default Re

Add Edit Copy Delete

Quit

2.2.2 Control Bar

The control bar located on the bottom edge of most tabs offers a variety of functions which can be selected by clicking on them.



The **arrows** on the left, allow to navigate through the data. You can move to the first position, to the previous page, to the previous position, to the next position, to the next page or the last position. The order is defined by the sorting (please also see [Tab Browse](#)⁴⁶⁷).

The button with the **printer** prints the default letters/reports, or a list type selected in the ComboBox list at the right.

The **print preview** button displays the default letter/report or a list type selected in the ComboBox list at the right.

Via the **ComboBox List** you can select list types stored for the respective menu item.

In some programs, the **big button** under the navigation buttons on the left, bears the name of the house. This signifies that only data of this house is being displayed at the moment. By clicking on this

button a new tab appears which helps to [Change the House](#)^[49]. That is how you can easily switch between different houses.

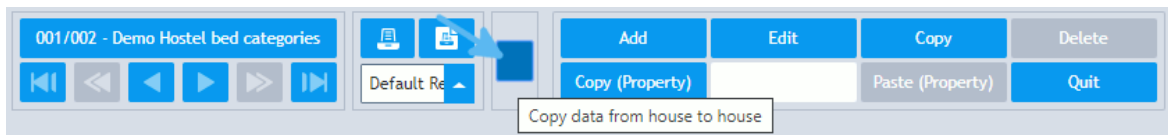
Via the button "**Add**", new data can be entered. You can change already existing data by clicking on the button "**Edit**". The button "**Copy**" has the same functions as the button "**Add**" but the current data is then being pre-defined for the new data. When **deleting** data, you are always asked whether you really want to delete the data.

By clicking on "**Quit**", you close the program. The other buttons also hold functions in some programs. A description can be found at the respective sub-programs.



The system distinguishes a so-called "**Edit**" mode from a "**Display**" mode. In the "**Edit**" mode you can edit and create data newly. The control bar looks different in this mode: all already mentioned buttons are disabled and two new buttons appear. Via the button "**Save**" you save the changes you have made, and via "**Undo**" you can set the entries back to the original state. After having clicked on "**Undo**" an additional safety question warns you that all data which has not been saved previously is now being deleted.

Copying data from house to house:



By clicking on the little button marked in the picture above, two further functions are displayed:

Copy (House): Go to the desired menu item you wish to copy the data from, tick the little bock and then click on button "**Copy (House)**".

Paste (House): [Change the House](#)^[49], click on button "**Paste (House)**" and the data is being transferred.

2.2.3 Separate Pages on One Frame

Each data capture program consists of more separate pages in addition to tab [Browse](#)^[46]. On these pages, you can find and enter details of the record (e.g. guest, room). Depending on whether the program is in the "**Display**" mode (all fields grey) or the "**Edit**" mode (all fields white), data can be changed or not.

Each separate page is built according to the following logic: The name of the fields can be seen in the left part of the screen. The input fields themselves are located in the middle, and the explanation of the respective entry can be found in the right part for [ComboBox Lists](#)^[55].

The single pages can be changed by clicking on their titles. All fields are automatically taken into consideration for the [Automatic Check](#)^[56] of the fields. In the case of an input error, the program automatically jumps to the corresponding page and displays an error message.

Rooms

Browse Detail **Detail 2**

Room number: 105

From date: [Calendar icon]

To date: [Calendar icon]

Type: 1 - Single

Number of beds: 1

Building: [Dropdown]

Floor: 1 | 1 - First floor

Corridor: [Dropdown]

Supply: 10 - Standard

Attached to sanitary facility: [Text]

Description: [Text]

Description Tool Tip: [Text]

Record Info: STOLZ | 27/02/20 09:32 | 12/02/01 16:17

001/002 - Demo Hostel bed categories

Navigation: [Back] [Forward] [Home] [End] [Default Re] [Add] [Edit] [Copy] [Delete] [Quit]

2.2.4 Changing the House (Client Operation)

The reservation and booking system can manage more houses on one computer. On the big button in the [Control Bar](#) ^[47], you can see which house your program/system manages at the moment. By clicking on this button you can change the house in this program tab only. As one program tab can be opened more than once, you can work in more houses at the same time via the [Task Manager](#) ^[54] and you can quickly change the houses. You can also [copy data](#) ^[47] from house to house.

Each house is uniquely identified by a three digit organization ID and a three digit house number.

Organisation/Hostel Selection

Organization: 001 - Organization Test 1 - do not use

No.	Description	City	Address	Search
001	Demo Youth Hostel	80634 München	Wendl-Dietrich-Straße 20	
002	Demo Hostel bed categories	89778 Lindau	Meisterweg 5	
003	Demo 33 Hostel bed categories	89778 Lindau	Meisterweg 5	

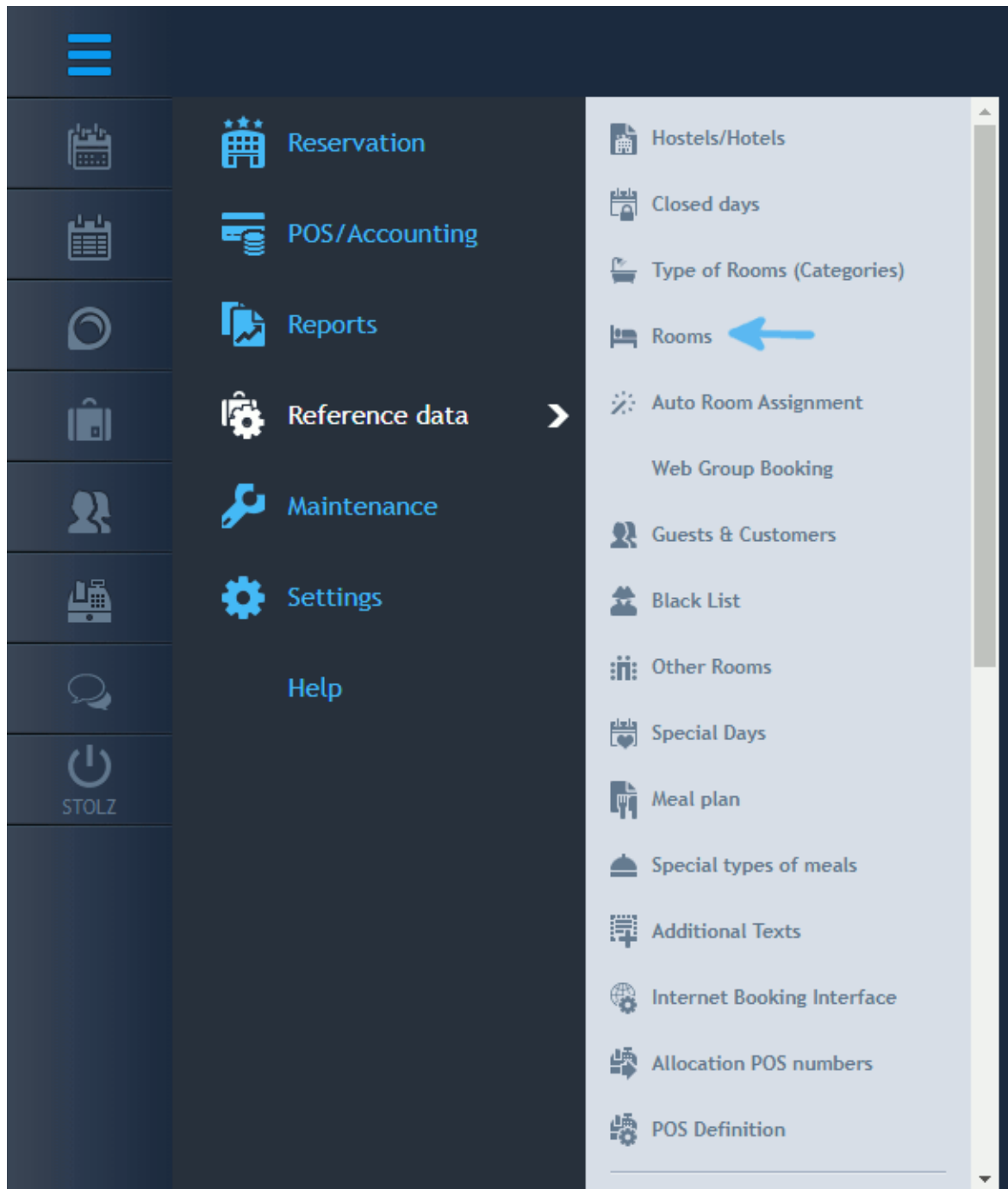
2.3 Single Operation Components/Control Items

2.3.1 Menu System

The reservation and booking system is supplemented with a menu system meeting the usual standards. The menu can be opened with the following symbol:

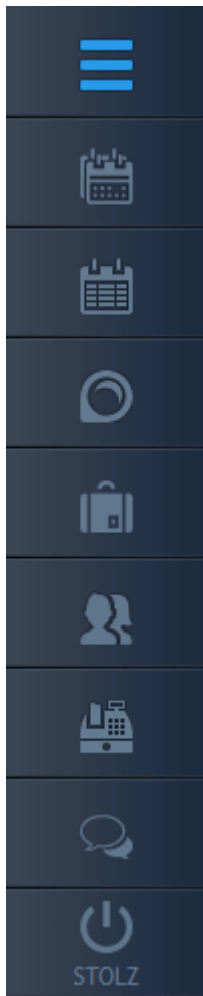


By clicking on the menu bar, the corresponding sub-menu is displayed. You can change between all sub-menus by simply moving the mouse. In order to call a menu, please click on the respective menu item.



Some frequently used menu items can also be called by clicking on the [Tool Bar](#)⁵².

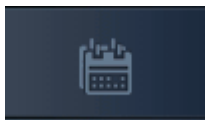
2.3.2 Tool Bar



Program modules, as e.g. the guest database, can be easily called up by clicking on the symbol. The tool bar contains all functions which are normally used very often. It is located on at the left side of the window.

Besides the general tool bar for the menu, some sub-programs use additional tool bars for their functions (e.g. print preview before printing).

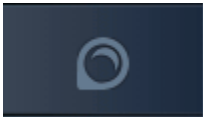
The Functions



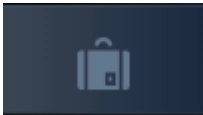
Leads to the [Calendar Schedule - Page Calendar Year](#)^[125] as requirement for a [Quick Reservation](#)^[165] as well as to look at or for available rooms (display and function are the same as for [Overview Day](#)^[127]).



Leads to the [Calendar Overview Day - Rooms Days](#)^[133] as requirement for a [Quick Reservation](#)^[165] as well as to look at or for available rooms (display and function are the same as for [Calendar Schedule - Rooms Days](#)^[133]).



Leads to the Search Bar ([Find Reservations](#)^[167]) and facilitates to find a guest quickly.



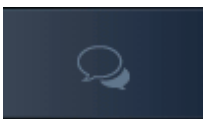
Directly leads to the area [Reservation - Page Browse](#)^[67].



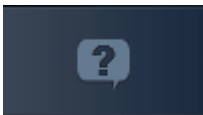
Directly leads to the [Guest Database](#)^[102] (Page Browse), where you can add a guest to your system or edit his/her data.



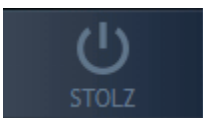
Directly leads to the [Cash Register](#)^[172].



Leads you to the tool to send and receive [Messages](#)^[168] (on from version 2.8).



This button leads to the User Help.



[Sign off](#)^[174] of users; especially important for other data configurations and [Security Levels](#)^[288], and possibly for the [Management of More Houses](#)^[49].

[Setting Possibilities](#)^[292] of the tool bar.

2.3.3 Key Reservation

By a mostly intuitive operation with the mouse, the key reservation has lost some of its importance. However, the operation can be considerably facilitated by key functions. That is why some important combinations are presented in the following:

Arrow and Picture Buttons

On the [Browse Pages](#) ^[46] and in the [ComboBox Lists](#) ^[55], you can move the display per row via the arrow button and per page via the picture buttons.

Enter Key: Replaces Left Mouse Button

The "Enter" key normally starts calling up and saving processes. Its function is identical with the left mouse button.

Also, it can be used to open the drop-down in the [ComboBox Lists](#) ^[55] and to select a value in the list.

Tabulator Key: Cursor Jumps From Field to Field

The tab key moves the cursor to the next field. If you press the shift key at the same time, the cursor moves to the previous field.

Keys for Text Editing: Select, Cut, Copy, Paste and Delete

The complete text of one field is selected with the key Ctrl + A. Otherwise select with the mouse: click and move the mouse (with the button still pressed). With the help of the arrow key on your keyboard and with the Shift-key pressed simultaneously, you can also select special parts of your text.

A selected text can be deleted with the "del" key, cut out with Ctrl + X and copied with Ctrl + C. The last two key combinations transfer the text into the cache memory. This text can then be pasted in any other field with Ctrl + V.


Some of these functions are also available via the menu item "Edit" or the right mouse button.

2.3.4 Tab Management

The reservation and booking program is supplemented with its own tab system. This allows to use more sub-programs within the reservation system and is similar to the tab system in usual web browsers, which e.g. enables to switch between word processing and reservation.

After having called a program (sub-program), it always appears in a new tab. Normally, it covers the whole screen.

If you do not need a program or a tab at the moment, you can put it down at the bottom edge of the

screen by clicking on the minimization symbol in upper right corner . By clicking on the now appearing symbol again, you can place the program in the foreground again.



By clicking on the minimization symbol you can minimize a tab the way that it covers only part of the screen in a little window. All elements located on the tab are automatically adjusted to the new size. This sometimes makes sense, but e.g. in the [Calendar Schedule](#) ^[127] the standard view is recommended, as more data can be displayed. You can shift the small tab by clicking and remain button pressed and shifting it to the desired position. Then let go of the mouse button. As more programs can be called up simultaneously, you can shift all windows to the desired position.

Besides minimizing and maximizing a tab, its size can also be changed freely. For this, move the mouse along the edge of the tab. If the mouse pointer displays the symbol "↔" click on the mouse

button (remain it pressed) and shift it until you have reached the desired size (then let go of the button).

Some active tabs, e.g. question whether data should really be deleted, do not allow a shift to other tabs.

2.3.5 Data Grids

A data grid is an element on a mask allowing to scroll through a data list. A very common mask with a data grid is page [Browse](#)^[48]. A certain row can be selected by clicking onto it. Some data grids also allow to change the data. The operating possibilities of data grids are very diverse and are explained with the help of the following example.

Example [Meal Plan](#)^[73]:

Date	Guests	Mealplan	Breakf. Type	Morning Type	Lunch Type	Aftern. Type	Dinner Type	Locl	Memo	Meals
18/06/2020 Th	12	10							<input type="checkbox"/>	Breakfast
19/06/2020 Fr	12	10	12						<input type="checkbox"/>	Breakfast
20/06/2020 Sa	12	10	12						<input type="checkbox"/>	Breakfast
21/06/2020 Su			12						<input type="checkbox"/>	

A data grid consists of columns with titles and rows with one marking field each.

Mostly, there are scrolling buttons at the right edge. If you click on their arrow direction the data is shifted by one position. In the scrolling area, the current position in the whole data is displayed with a grey rectangle. This as well can be shifted with the mouse: Please click on the mouse button, keep it pressed and shift the mouse into the desired direction. A more comfortable way to scroll data page by page is to click on the scrolling bar outside of the grey rectangle.

You can alter the width of the columns while the program is opened. For a permanent change of the column width, please contact your supervisor. To change the width temporarily, please position the mouse between two titles until you can see arrows. Then, you simply have to click the mouse, remain it pressed and shift it to the desired position.

2.3.6 ComboBox Lists

A ComboBox List is a special input field, offering the user to select valid possibilities e.g. nationalities, only. There are two types:

- 1) a normal input field (arrow to the left) or
- 2) a selection is possible only (arrow down).

The list of valid selection possibilities can be opened by clicking on the arrow or with the key "enter". You can enter the beginning letter and thereby position the list to this letter.

Nationality/ZIP-Code/City:	DE - Germany		
Country:	FR - France		
City/ZIP:	DE - Germany		
Language:	IE - Ireland		
Salutation:	IT - Italy		
Matchcode:	JP - Japan		
Type of guest:	LU - Luxembourg		
Phone:	NL - Netherlands		
E-mail:	ES - Spain		
Function:		target group:	

2.3.7 Spinners for Numeric Data

A spinner is a special input field for numeric data (numbers). Besides the normal input via the keyboard, you can in- and decrease the value by clicking on the arrows or the arrow buttons.

Persons total/(incl. children)

2.3.8 Date Fields

Date and date/time fields offer various input possibilities. Besides entering the date manually, spinners (with arrows) to increase or decrease the date day by day as well as a calendar can be used. Additionally, there are the following short buttons which can be used as soon as the cursor is located on a date field.

Button **Y**: Yesterday

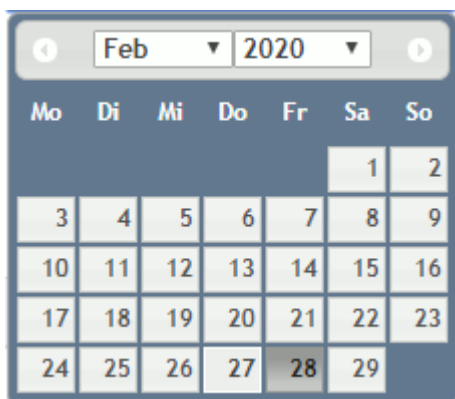
Button **T**: Today

Button **W**: Tomorrow

 Mo

The date format can be set to the different international formats in the "**General Settings**", page [Date/Time](#) ²⁹⁵.

Calendar:

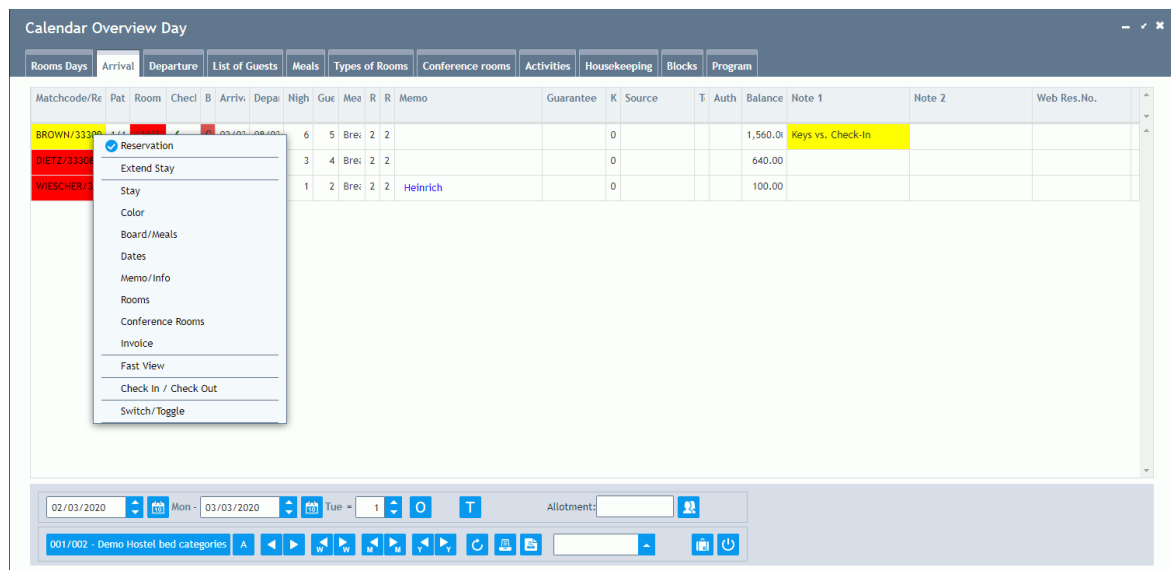


The current day is marked with a dark font in the calendar. The day displayed in the date field currently, is marked by a grey background. You can skip through the calendar quickly by using the buttons and lists at the top.

2.3.9 Right Mouse Button

Via the right mouse button you can open a small sub-menu in some parts of the program. Within this menu you can select special functions, check current settings (display with check) or change your settings.

Please see the single [Program Descriptions](#) ⁶²¹ to find out when the right mouse button can be used.



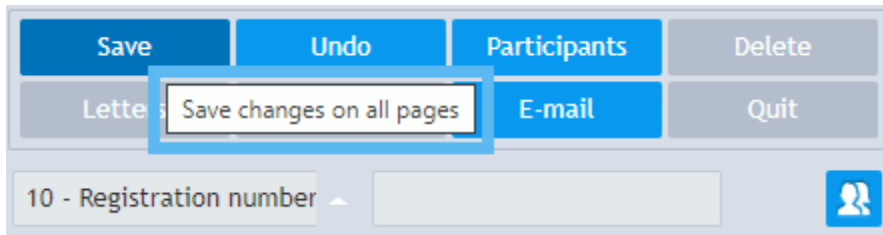
2.3.10 Drag and Drop

Drag and Drop is a Windows method to communicate with the program. An element on the screen (e.g. a guest number) can be added to another place by clicking the left mouse button, remain it pressed, shifting the mouse to the respective place (Drag) and then letting go of the button again (Drop). Please see the single [Program Descriptions](#) ⁶²¹ to find out when Drag and Drop is possible.

When clicking on a field capable of Drag and Drop, the mouse pointer changes (e.g. into a hand), when shifting the mouse pointer to another place it turns into a fist and on places where the mouse button can be released again it turns into a pointing hand.

2.3.11 ToolTip Texts

ToolTip Texts are little messages automatically appearing if the user places the mouse on a certain point of the screen and leaves it there. They help to use several buttons correctly. In a modified form they can also be found in the [Calendar Schedule](#) ¹²⁸ to display a description of selected days.

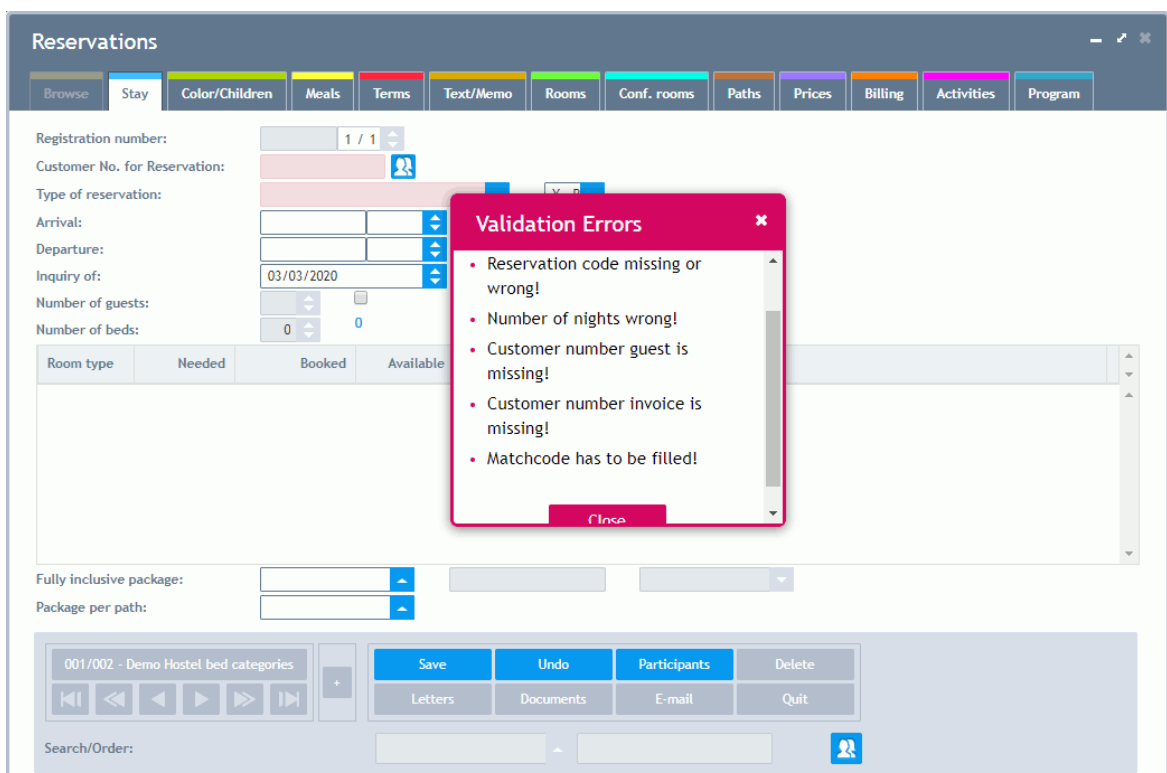


2.3.12 Validation Errors and Check

Before data is stored, it can be checked by the system automatically. This ensures that only wished data is stored and that the user has to make certain minimum entries. The check can be adjusted by the system supervisor (without having to be able to program) according to your requirements.

The check does not take place before a storage function has been called up (e.g. the **"Save"** button was clicked). Normally, all checks are carried out and all errors are displayed. The fields containing errors are marked with a red background.

If a program consists out of more [Separate Pages](#)⁴⁸, the error can be on each single one of them. The description of the error may give a hint to the tab which the error is located on.



2.3.13 Print

When printing, you have the following possibilities. There is a difference between the print preview and the actual printing. The **"Print Preview"** displays a first design on the screen. You can also print from the print preview. The print preview can be called up via a second button. The printing can either take place via the default printer straight away, or the user can choose the printer. Additional details, such as the number of pages, can be selected here.

Printer Selection:

001/002 Demo Hostel bed categories				03/03/20 09:20						
01/03/2020 - 02/03/2020 Kontingent:				01/03/20	02/03/20	03/03/20	04/03/20	05/03/20	06/03/20	07/03/20
Bd	Fl	Co	Room	Bed						
			000(9)							
			100(4)	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316
			101(4)	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316
			102(4)	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316
			103(4)	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316
			104(1)	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316
		1	105(1)	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316
			106(2)		DIE Tz/33	DIE Tz/33	DIE Tz/33			
			107(2)		DIE Tz/33	DIE Tz/33	DIE Tz/33			
			110(3)	1	WEINZ/33	ROSE/33	ROSE/33			
			110(3)	2		ROSE/33	ROSE/33			
			110(3)	3		ROSE/33	ROSE/33			
			111(3)	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316
			112(3)	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316
			113(3)		ACKERM/ACKERM/ACKERM/ACKERM/ACKERM					
			120(5)	1	WIESCHE	SMITH/33	SMITH/33			
			120(5)	2	WIESCHE	SMITH/33	SMITH/33			
			120(5)	3		SMITH/33	SMITH/33			
			120(5)	4						
			120(5)	5						
			121(5)							
			122(2)		ACKERM/ACKERM/ACKERM/ACKERM/ACKERM					
			123(2)	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316
			124(5)	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316
			124(5)		BROWN/	BROWN/	BROWN/	BROWN/	BROWN/	BROWN/
			302(4)	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316	SV/33316
			306(4)							
			308(4)							
			P(0)							

Drucken 1 Blatt Papier

Ziel Samsung CLP-680 Ser

Seiten Alle

Kopien 1

Farbe Farbe

Weitere Einstellungen v

Drucken
Abbrechen

Print Preview:

Print Preview

Print Open Save Page 1 of 1 100% Single Page

001/002 Demo Hostel bed categories 03/03/20 09:21

01/03/2020 - 02/03/2020 Kontingent:

Bd	Fl	Co	Room	Bed	01/03/20	02/03/20	03/03/20	04/03/20	05/03/20	06/03/20	07/03/20
			000(9)								
			100(4)		SV/33315	SV/33315	SV/33315	SV/33315	SV/33315	SV/33315	SV/33315
			101(4)		SV/33315	SV/33315	SV/33315	SV/33315	SV/33315	SV/33315	SV/33315
			102(4)		SV/33315	SV/33315	SV/33315	SV/33315	SV/33315	SV/33315	SV/33315
			103(4)		SV/33315	SV/33315	SV/33315	SV/33315	SV/33315	SV/33315	SV/33315
			104(1)		SV/33315	SV/33315	SV/33315	SV/33315	SV/33315	SV/33315	SV/33315
1			105(1)		SV/33315	SV/33315	SV/33315	SV/33315	SV/33315	SV/33315	SV/33315
			106(2)		DIETZ/33	DIETZ/33	DIETZ/33				
			107(2)		DIETZ/33	DIETZ/33	DIETZ/33				
		1	110(3)				HEINZ/33	ROSE/33	ROSE/33		
		2	110(3)					ROSE/33	ROSE/33		
		3	110(3)					ROSE/33	ROSE/33		
			111(3)		SV/33315	SV/33315	SV/33315	SV/33315	SV/33315	SV/33315	SV/33315
			112(3)		SV/33315	SV/33315	SV/33315	SV/33315	SV/33315	SV/33315	SV/33315
			113(3)				ACKERMACKERMACKERMACKERMACKERM				
		1	120(5)		WIESCHE			SMITH/33	SMITH/33		
		2	120(5)		WIESCHE			SMITH/33	SMITH/33		
		3	120(5)					SMITH/33	SMITH/33		
		4	120(5)								
		5	120(5)								
			121(5)								
			122(2)				ACKERMACKERMACKERMACKERMACKERM				
			123(2)		SV/33315	SV/33315	SV/33315	SV/33315	SV/33315	SV/33315	SV/33315
			125(6)		SV/33315	SV/33315	SV/33315	SV/33315	SV/33315	SV/33315	SV/33315

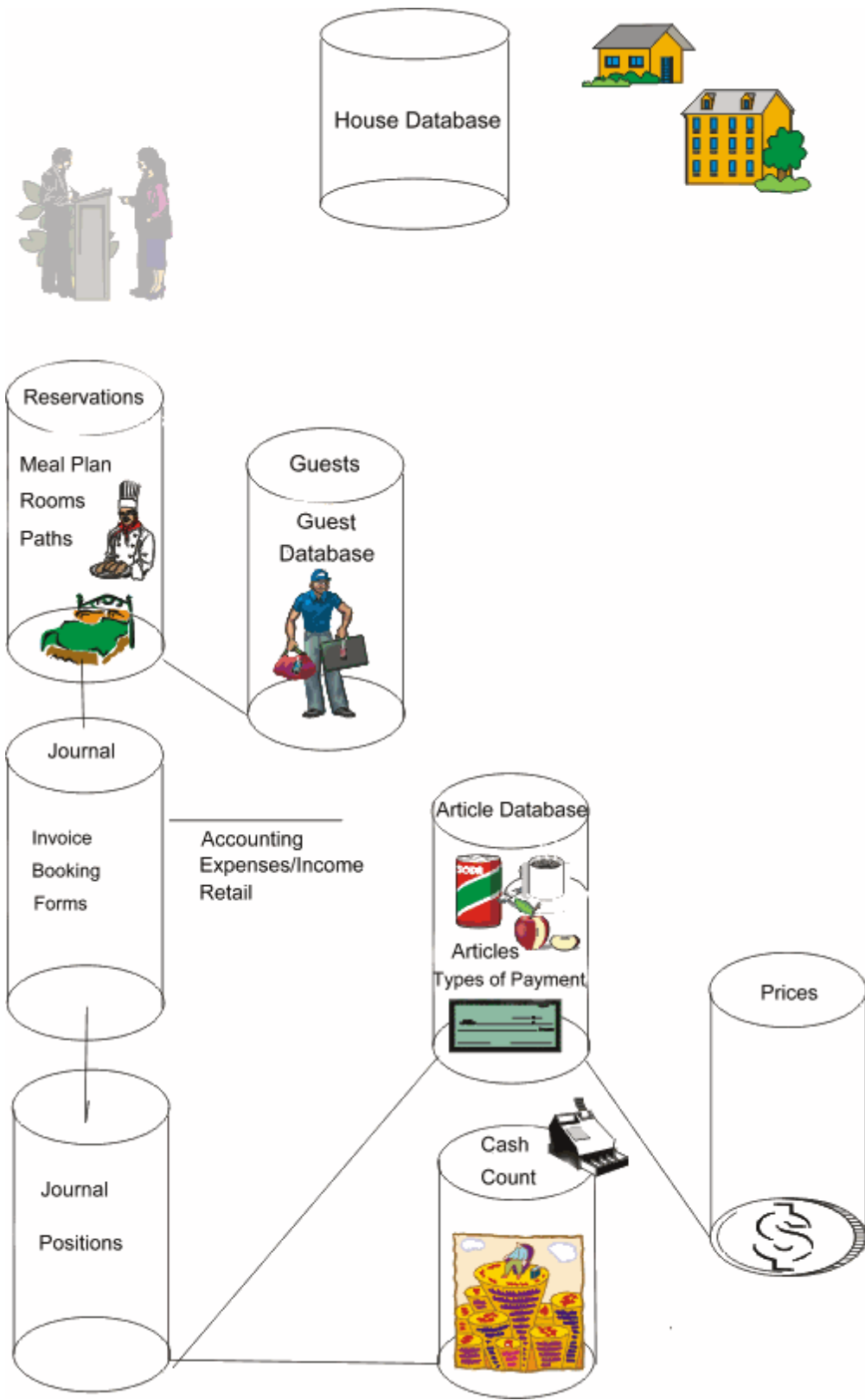
It is also possible to store all reports and/or letters as pdf files via the print option, e.g. for backup or archiving purposes.

Part III

3 Program Description

3.1 Program Description

The following pages of this handbook offer you a short description of all menu items.



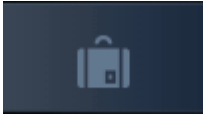
3.2 Reservation

3.2.1 Create and Edit Reservations

Please also see the [General Operating Instructions](#) ⁴⁶.

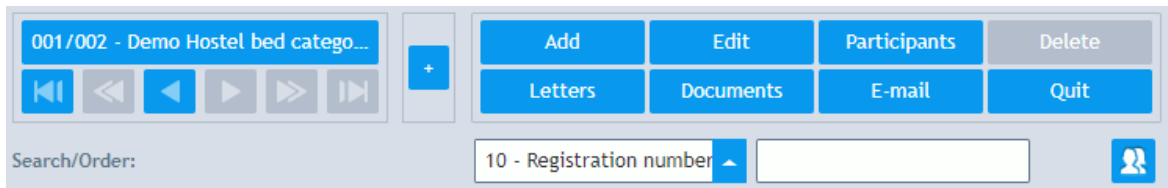
Every process concerning the reservation, as well as inquires, offers, negative replies, options and allotments can be managed on page "**Reservation**".

To get to these options, please click on a guest's name on any page or click on the following symbol:



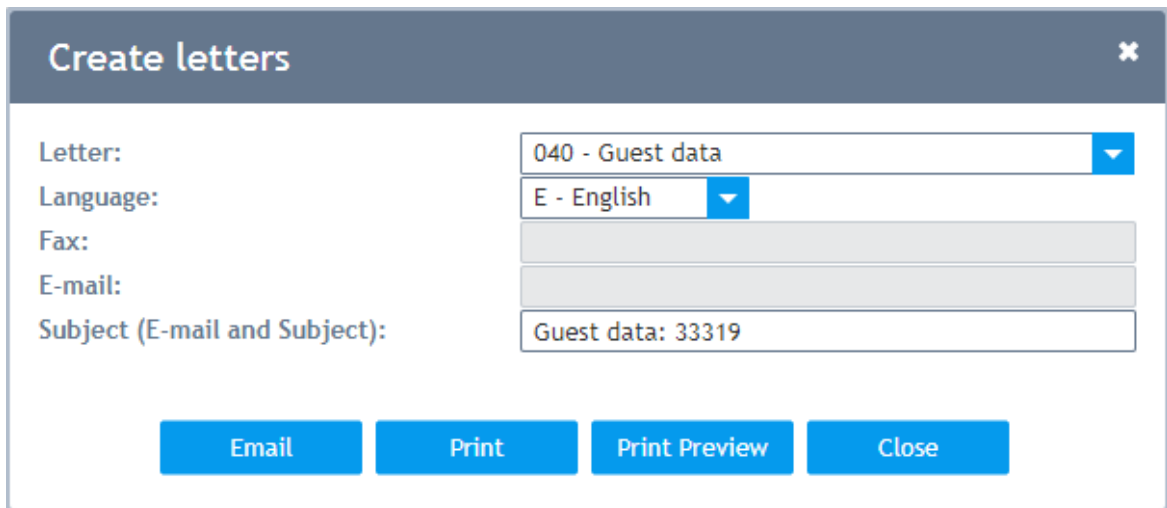
It is important to distinguish between the reservations on the one hand and the [Guest Addresses](#) ⁹⁹ on the other and to store them in two different program modules. The assignment takes place via a customer number which is automatically generated. Thereby it is possible to enter more than one active reservation or other processes for one single guest address.

Besides the possibility to select the order of your data on page "**Browse**", you can also do so at the bottom border of the "**Reservations**" tab. The data can be sorted according to the registration number, matchcode name, arrival, departure, customer - reservation, customer - guest and matchcode 2. In addition to the order, you can directly get to one process via the input box at the right. After having entered a search item, please press the "**Enter**" button on your keyboard. With the "people" button at the bottom right, you can call up the guest database.

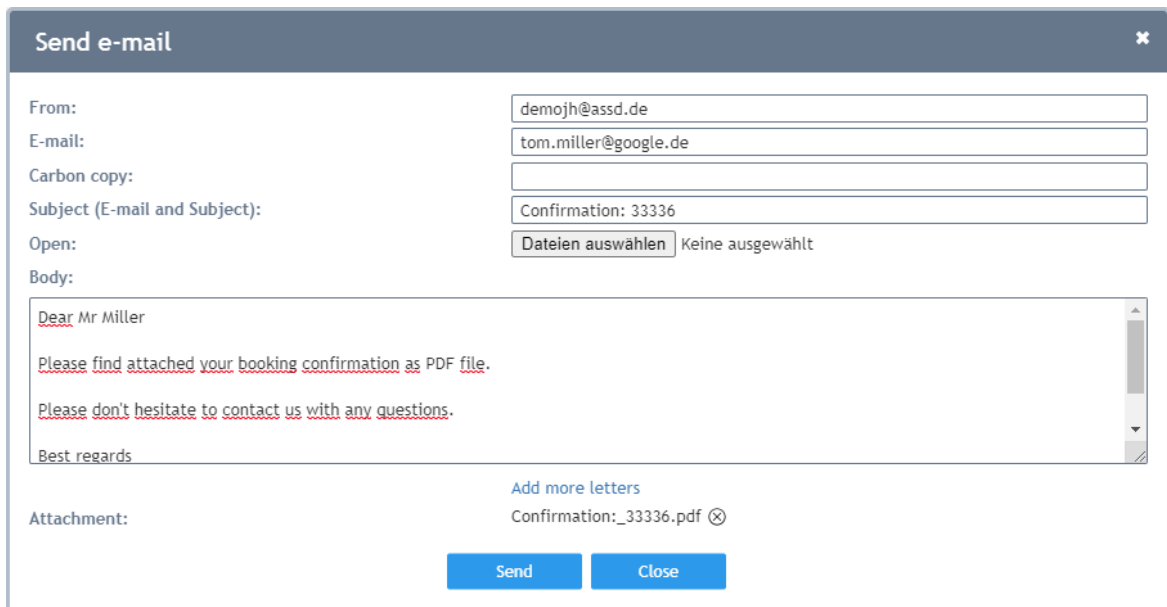


The following buttons complete your [Control Bar](#) ⁴⁷:

Letters: Enables to print out default letters having been stored beforehand.



Button "**Email**" sends the letter to the guest. There are several options, the setting can be done by ASSD or the supervisor. Firstly, the email can be sent from your own email client, the letter is downloaded as a PDF and must be manually attached to the email. The other option is to send the email directly from the PMS3:



Again, there are different options for the origin of the sender email address. You can use the one from the system settings stored on the server, the one from the house trunk or another, freely selectable email address. The last two options are configurable over a presetting in the field validation and can be set by ASSD or the supervisor.

Possible origins for the text of the email are the [Report Builder](#)^{29b}, Detail 2, or files on the server. If the text field in the Report Builder is filled, it is used, otherwise a suitable configuration on the server is selected.

Button "**Print**" prints the letter.

Button "**Print Preview**" shows the letter.

Documents: Documents of other applications as e.g. Microsoft Word or Excel can be linked with a reservation or a guest. This function supports all data formats, i.e. also pictures or pdf files may be linked with a reservation. If these documents are selected, they are opened within the program the file is stored in the Windows Explorer in.

E-Mail: This button opens a window which displays the original text of imported ASSD Internet bookings and inquiries. A new E-mail can be sent to the guest out of an external E-mail program via this window.

Cards: Door key cards can be generated for different door key card systems via this button. This function is an optional additional module.

[Page Browse](#) 

[Page Stay](#) 

[Page Color/Children](#) 

[Page Meals](#) 

[Page Terms](#) 

[Page Text/Memo](#) 

[Page Rooms](#) , [Automatic Room Allocation](#) 

[Page Conference Rooms](#) 

[Page Paths](#) 

[Page Prices](#) 

[Page Billing](#) 

[Page Activities](#) 

3.2.1.1 Reservations - Browse

The screenshot shows the 'Reservations' software interface. At the top, there are several tabs: Browse, Stay, Color/Children, Meals, Terms, Text/Memo, Rooms, Conf. rooms, Paths, Prices, Billing, Activities, and Program. Below the tabs is a data grid with the following columns: Type, Bi, Reg.No., Matchcode, Arrival, Depart, Cust./R, Cust./G, Pa, Gue, RI, R, Matchcode 2, Contact, City/ZIP, Type, and User. The grid contains 14 rows of reservation data. Below the grid, there are radio buttons for filtering: All, Inquiries, Offers/Refusals, Reservations, and Quotas. At the bottom, there are buttons for 'Add', 'Edit', 'Participants', 'Delete', 'Letters', 'Documents', 'E-mail', and 'Quit'. A search/order field is also present with the text '10 - Registration number'.

Type	Bi	Reg.No.	Matchcode	Arrival	Depart	Cust./R	Cust./G	Pa	Gue	RI	R	Matchcode 2	Contact	City/ZIP	Type	User
22 Contract	0	33304	REALSCHULE	22/06/	27/06/	600	600	1	30	2	2		Tina Mayer	80333 München	03	STOLZ
29 Walk In	0	33305	ROSE	25/02/	29/02/	700	700	1	8	2	2			Nürnberg	07	STOLZ
24 Confirm	0	33306	FACHHOCHS	06/04/	10/04/	200	200	1	18	2	2			D-62465 Mannheim	05	STOLZ
29 Walk In	0	33307	DIETZ	25/02/	26/02/	1	1	1	4	2	2				09	STOLZ
29 Walk In	0	33308	DIETZ	02/03/	05/03/	800	800	1	4	2	2				09	STOLZ
29 Walk In	0	33309	BROWN	02/03/	08/03/	900	900	1	5	2	2				10	STOLZ
29 Walk In	0	33310	SANDERS	09/06/	13/06/	1000	1000	1	2	2	2			USA-	09	STOLZ
24 Confirm	0	33311	MAIER	18/06/	21/06/	1100	1100	1	12	2	2				07	STOLZ
22 Contract	0	33312	GYMNASIUM	20/07/	24/07/	1200	1200	1	30	1	2		Ackermann		04	STOLZ
12 Term off	0	33313	SCHMID	17/08/	23/08/	1300	1300	1	0						08	STOLZ
29 Walk In	0	33314	ACKERMANN	03/03/	08/03/	1600	1600	1	5	2	2			D-78549 Spaichingen	10	STOLZ
22 Contract	0	33315	SV	01/03/	07/03/	1700	1700	1	36	1	2		Franz	42103 Wuppertal	08	STOLZ
29 Walk In	0	33316	ROSE	04/03/	06/03/	700	700	1	2	2	2			Nürnberg	07	STOLZ

You can see the [Type of Process](#) in the left column of page "Browse" in the reservations. The "Billing Status" can be seen aside: **red** = invoice not yet paid, **green** = guest has paid, **yellow** = void invoice without a new invoice, M = manual invoice. The columns "Registration Number, Matchcode Name, Arrival, Departure, Customer/Reservation, Customer/Guest" and "Matchcode 2" can also be used for sorting and positioning purposes.

The number of [Paths](#) can be seen next to the column "Customers/Guests". If a reservation consists of more separate parts (e.g. deviant numbers of overnight stays for groups), a path can be created for each period of time under the same reservation number. Please note that the arrival date is the first date of all paths and the departure date the last date of all paths.

The **Room Booking Symbol "RB"** signifies the status of a room booking on bed basis. If this field is empty, a room booking has not been carried out yet. If it contains a "1", the room booking has not yet been completed. A "2" signifies that a room booking has been completed for all paths.

The **Room Booking Symbol "RT"** signifies the status of a room booking on the basis of types of rooms. If this field is empty, a room booking has not been carried out yet. If it contains a "1", the room booking has not been completed yet. A "2" signifies that a room booking has been completed for all paths.


Below the data grid, you have the possibility to filter your displayed data. If desired, only **Inquiries** (Internet), **Offers** and **Refusals**, **Contracts** and **Reservations** or **Allotments** can be displayed.


3.2.1.2 Reservations - Type of Reservation

Each reservation process is assigned to a type of reservation. The type of reservation defines the type of process. In the settings, these types of reservation can be flexibly adjusted to special demands of your customers. Depending on the type of reservation you can distinguish e.g. a non-binding inquiry from an option, a reservation or a group contract with prepayment. For the parameters which can be set-up in the types of reservation, please see the [Technical Reference](#) ^[300].

A letter for correspondence can be assigned to each type of reservation.

The possibility of the users to change the type of reservation at any time can be emphasized: e.g. a non-binding inquiry can be transferred into a booking and possibly into a cancellation later on.

Type of reservation: 

22 - Contract 

22 - Contract

23 - Contract fully inclusive program

24 - Confirmation

26 - Contract only conference room/meals

27 - Tagungsvertrag

28 - Walk In (late Reog. and Guest Data)

29 - Walk In

31 - Quota

Possibilities to use different types of reservation: you find a list of possible default settings, as they can be found in our demo version, below:

In real process this list varies corresponding to individual settings.

No.	Type	Booking	Description
11	Non-Acceptance	-	refusal, the house does not accept the guest
12	Date Offer	-	not binding offer – one date
13	Alternative Dates	-	not binding offer – two dates
15	Waiting List	-	fully booked; date info if capacities become available
19	Cancelled	-	cancellation dates remain in the system
21	Option	+	transferred to control of dates after expiration
22	Contract	+	contract for groups with prepayment; return date is controlled
23	Contract Fully Inclusive Package	+	= 22, but with a different contract text
24	Confirmation	+	booking confirmation for individuals and families
26	Contract only Conference Room/Meals	+	room booking without overnight stay
28	Walk In (late Reorg. + Guest Data)	+	without correspondence, with address and guest history
29	Walk In	+	without correspondence, without address
31	Quota	+	quota for travel operators
39	Block Period	+	e.g. renovation works
41	Internet- Inquiry	-	inquiry imported from the Internet – not revised
44	Internet-Booking – Manual	-	imported Internet-booking, having to be checked manually

3.2.1.3 Reservations - Stay

This page displays the complete stay data for each reservation.

The screenshot shows the 'Reservations' software interface. At the top, there are several tabs: Browse, Stay, Color/Children, Meals, Terms, Text/Memo, Rooms, Conf. rooms, Paths, Prices, Billing, Activities, and Program. The 'Stay' tab is active.

Key reservation details include:

- Registration number: 33306 (1 / 1)
- Customer No. for Reservation: 200
- Type of reservation: 24 - Confirmation
- Arrival: 06/04/2020 00:00 (Mo)
- Departure: 10/04/2020 00:00 (Fr)
- Inquiry of: 25/02/2020
- Number of guests: 18
- Number of beds: 18 (Total: 63)

Location information: D-62465 Mannheim, Fachhochschule Mannheim, FACHHOCHSCHULE, Universities.

A table shows room availability:

Room type	Needed	Booked	Available	Allotment	Guests	Memo
Single		2			2	
Twin			8			
3 beds			12			
4 beds		16	12		16	
5 beds			10			
6 beds			12			
9 - Bett			9			

At the bottom, there are buttons for 'Save', 'Undo', 'Participants', 'Delete', 'Letters', 'Documents', 'E-mail', and 'Quit'. A search/order dropdown is set to '10 - Registration number'.

Registration Number: The registration number serves as a unique identification of a process. After having been assigned once (automatically), it cannot be changed anymore.

Path: Next to the registration number you can see which path of the process you are in at the moment: the current path on the left, next to it the total number of paths. Normally, each path contains its own period of time. All paths can be seen on page [Paths](#)^[99]. With the help of this function, it is possible to book a varying number of guests (e.g. of a group) per day or to change rooms during the stay. You can skip through the paths with the two buttons aside. One path is sufficient in most cases.

Customer Number for Reservation: The customer of the reservation is the one who books. In most cases he/she is identical with the guest who stays at your house and pays the invoice. You can find the last mentioned two customer numbers on page [Color](#)^[72]. Please note that when changing the customer number for a reservation, the customer number for the guest and for the invoice are also changed automatically if they do not differ from the guest - reservation. A general customer number e.g. for individual guests without address can also be used as customer - reservation.



Via this button you can call up the [Guest Database](#)^[99]. The guest number can be transferred from the [Guest Database](#)^[99] via the button "Paste" or via [Drag and Drop](#)^[57]. New guests have to be entered in the [Guest Database](#)^[99] beforehand. By clicking on this button with the right mouse button, the guest database is called up in the "Add" mode right away.

Type of Reservation ⁶⁸¹: The type of process is defined here: e.g. offer, contract, option, allotment. This selection can be extended freely. By defining the type of reservation, the further process is also defined: e.g. whether beds or rooms are booked or whether a meal plan is created or not. You can change the type of reservation without any problems: e.g. transferring an offer into a confirmation. If the type of reservation has been changed without intention, please click on the button "Undo". It can be guaranteed that the original data is saved when proceeding this way.

Release Days/Time (only for Allotment - Type of Reservation 31):

Customer No. for Reservation:	<input type="text" value="200"/>		Fachhochschule Mannheim	FACHHOCHSC
Type of reservation:	<input type="text" value="31 - Quota"/>		Release Days/Time (Hour):	<input type="text" value="14"/> <input type="text" value="16"/>

By filling these fields, the complete allotment does not expire at a certain date, but step by step as soon as the entered interval (day and hour) is reached: e.g. expiration 14 days before, expiration today 16:00 hours..

Reduce Quota (Only for Bookings): Next to the type of reservation you can set-up whether the allotment should automatically be reduced by a reservation. The assignment of allotments is carried out by the customer number - reservation. If there is an allotment for this number, it can be reduced automatically. This can, however, be locked here: e.g. reservation of a guest outside the consisting allotment.

Arrival: Please enter the arrival date here. A time can also be stored additionally. The weekday is automatically displayed next to the date. If the arrival date changes, the whole stay is automatically shifted to the respective direction. For a special type of offer, a further alternative date can be entered (Alternative Dates - type of reservation 13). If the guest has made his/her choice, you can change between the two possibilities via the buttons with the arrows.

Departure: The same notes as for arrival are valid for departure as well. The departure has to be entered after the arrival. The number of nights is automatically calculated.

Number of Nights: You can also enter the number of nights instead of the departure date. The date is then calculated by the system.

Inquiry of: The date of the first inquiry can be seen here.

Number of Guests: This can be entered in sum or splitted up. You can also split up the number of guests later. For splitting-up, the control box (red) has to be marked. Now the number of guests is automatically filled into the first field (e.g. guests male).

Inquiry of:	<input type="text" value="26/02./2020"/>			G. m.	G. f.	L. m.	L. f.	Busd.
Number of guests:	<input type="text" value="36"/>		<input checked="" type="checkbox"/>	<input type="text" value="26"/>	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of beds:	<input type="text" value="36"/>		<input type="text" value="24"/>	<input type="text" value="26"/>	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

There are configurations which do not allow entering the number of guests here, but have activated the control box for the split-up. In this case, the number of guests is defined via [Room Booking](#) ⁷⁸¹ which is mandatory here!

Number of Beds/Rooms: Here you can see the number of necessary beds or rooms for the respective guest.

Number of Available Beds/Rooms: In the same row you can see the number of still available beds, including the allotment, displayed in blue. This is the minimum value of the desired period of time. For allotments you can see the minimum value of the allotment at the right, separated by a slash. The calculation of these values take more time depending on the duration of the period. For slower

systems, the calculation corresponding to the duration of stay can be switched off in the [House Database](#)^[207].

Reservation on Type of Room Basis: The program offers the possibility to carry out a booking of types of rooms (e.g. double rooms, single rooms). Those rooms which should be taken into consideration for the type of room booking have to be marked in the [Room Database](#)^[224] beforehand. Hotels always work on the basis of types of rooms (categories). Youth Hostels normally use the types of rooms for rooms with small capacities (e.g. family rooms or teacher rooms). Furthermore there is the possibility to book bed categories instead of rooms (via a parameter setting in the types of rooms - please also see the [Technical Reference](#)^[308]).

Normally this entry is only sensible if the room numbers are indeed assigned later. In other cases, a certain room can be booked in the room booking straight away.

Besides the type of room, you can also enter the number of required rooms in the data grid. Next to it, the number of rooms which have already been assigned to a certain room number (at the beginning none) can be seen. For information purposes, you can also see how many rooms are still available including the allotment (worst value of the period) and how many rooms are still available in the allotment (worst value of the period). This calculation can also be disabled in the [House Database](#)^[207] depending on the duration of stay. At the very right you can also store an internal memo for each type of room.

When booking bed categories, the number of beds is used instead of the number of rooms. Furthermore, the number of guests (which is used for billing purposes in this case) can be seen per row.

Fully Inclusive Package: Article, name and price of an all-inclusive package. Special articles which have been marked as all-inclusive packages in the [Article Database](#)^[248] can be entered here. An all-inclusive package annuls the regular price estimate. If having been stored, the duration of stay and the meal plan are taken over from the package.

3.2.1.4 Reservations - Color/Children

Additional details concerning the [Stay Data](#) per reservation can be found on this page.

The screenshot shows the 'Reservations' window with the 'Color/Children' tab selected. The registration number is 3331, and the guest name is Sarah Sanders. The color is set to '98 - From guesttype' with a dropdown menu showing 'AB', 'Red', and 'Black'. The customer number for the guest and invoice is 1000. The matchcode is SANDERS. There are several user fields for family room, age, couples, and other details. The children section shows 0 children aged 0-2 and 0 children aged 3-5. The arrival and departure dates are 26/02/20 10:04 and 26/02/20 10:02 respectively. The record info shows STOLZ. The bottom section has buttons for Save, Undo, Participants, Delete, Letters, Documents, E-mail, and Quit. The search/order field is set to '10 - Registration number'.

Color: Each reservation can be marked with different colors for the display in separate overviews. This is possible for each reservation individually or can be set automatically depending on the type of reservation or the type of guest (customer - guest). Default colors are at your disposal for an individual selection. The color can also be selected freely via the buttons. Please see the [House Database](#) for further information on how to determine the color automatically.

Customer Number for Guest: Deviant guests compared with the reservation. The button with the family at the bottom right calls up the [Guest Database](#). The guest number can be transferred from the [Guest Database](#) via the button "Paste" or via [Drag and Drop](#).

Customer Number for Invoice: Deviant invoice address. The button with the family at the bottom right calls up the [Guest Database](#). The customer number can be transferred from the [Guest Database](#) via button "Paste" or via [Drag and Drop](#).

Matchcode - Name: You can search for a reservation via this search item. It is automatically deduced from the customer - guest, but can still be changed afterwards.

User Fields: Six user fields are available: e.g. for family rooms, age or couples. For any changes of these settings please contact ASSD or your system supervisor beforehand.

Children: The number of discounted children or the number of places free of charge for groups can be entered here. It is necessary that these fields are activated in the [House Database \(Hostels/Hotels\)](#)^[21], Page General 2 and corresponding articles are entered in the "**Article Database**", page [Detail 2](#)^[25].

Path: Next to the number of children you can see which path this process is in: the current path on the left, next to it the total number of paths (separated by a forward slash "/"). Normally, one path contains its own period of time. All paths can be seen on the page [Paths](#)^[90]. With the help of this function, it is possible to book a varying number of guests (e.g. of a group) per day or to change rooms during the stay. You can skip through the paths with the two buttons. One path is sufficient in most cases.

Arrival/Departure Internet Booking: When importing bookings from the ASSD Internet booking system, the invoice can also be generated from the Internet booking. For this, arrival and departure are entered so that the program can book the regular prices in case of an extension of the guests' stays. Users on from level 30 can also change these fields.

[Reservations General](#)^[64]

3.2.1.5 Reservations - Meals

You can easily create the meal plan for each guest, here.

The screenshot shows the 'Reservations' application window with the 'Meals' tab selected. The registration number is 33315, and the meal plan is '24 - Half board dinner'. The table below shows the meal plan details for a 7-day period.

Date	Guests	Mealplan	Breakf	Type	Mornir	Lunch	Aftern	Dinner	Lc	Memo	Meals
01/03/2020 Su	36	24						36			Half boar
02/03/2020 Mo	36	24	36					36			Half boar
03/03/2020 Tu	36	24	36					36			Half boar
04/03/2020 We	36	24	36					36			Half boar
05/03/2020 Th	36	24	36					36			Half boar
06/03/2020 Fr	36	24	36					36			Half boar
07/03/2020 Sa			36								

Path: Next to the registration number you can see which path this process is in: the current path on the left, the total number of paths at the right. Normally, a path contains an own period of time. All paths can be seen on the page [Paths](#)^[90]. With the help of this function, it is possible to book a varying number of guest (e.g. of a group) per day or to change rooms during the stay. You can skip through the paths with these two buttons. In most cases one path is sufficient.

Meal Plan: Default meal plans (e.g. full board with lunch pack) can be created via these pre-defined IDs which can be extended in the [Reference Data](#) ^[234].

Start With: Please select the first meal of the guest here (depending on when the guests arrive).

Vegetarians/Moslems: Up to four different meals can be distinguished per day. Deviant meals are then served for the times of day (e.g. lunch, but not breakfast) selected here.

Misc.: Any text can be entered here.

Data Grid Meal Plan

You can see the meal plan data for each guest here. The type of meals and number of guests are displayed per day and can be changed here (e.g. half board, full board). When changing data in single times of day, the changes are not taken into consideration for billing purposes, the change of the type of meals, however, are.

The number of meals and the type of meals can be altered for every time of day. Please note that the meal plan is automatically adjusted when changing the number of guests. If you wish to switch off this function, simply click on the control box (on the right) with the title "**Lo**" (Lock - no changes by program) for the respective row. For each row, an internal memo can be stored at the very right.

Add Row and Delete

If you wish to add an additional row for the meal plan for one day, please click on the respective date with the **right** mouse button and confirm the option "**Add New Meal Row**". Rows, which you have added yourself can be removed again by clicking on the right mouse button and selecting the option "**Delete Meal Row**". You can also add and delete rows with the help of the so-called buttons above the data grid.

Mainly Sell of Single Meals: The meal plan is set to half and full board in the default setting. If you sell single meals, the supervisor can set-up the system the way that each meal is transferred to page [Billing](#) ^[93] exactly and any direct changes are possible via the column "**Lo**" (Lock).

3.2.1.6 Reservations - Terms

On this page you can see the dates which have been created by the program automatically and you can change or simply register them here. The dates are automatically valid for all [Paths](#) ^[93].

The screenshot shows the 'Reservations' software interface. At the top, there are navigation tabs: Browse, Stay, Color/Children, Meals, Terms, Text/Memo, Rooms, Conf. rooms, Paths, Prices, Billing, Activities, and Program. The 'Terms' tab is currently selected.

Key fields and values visible in the interface include:

- Registration number: 33315
- Confirmed/Contract back: Y - Confirmed
- Confirmation Date: 04/03/2020
- Guarantee/Rate/Restriction: (empty)
- Payment in advance 1: 2,451.00 (checkbox checked)
- Payment in advance 2: (empty)
- Payment in advance 3: (empty)
- Already paid: (empty)
- Cancel until: 01/03/2021
- Cancellation fees from: (empty)
- Cancellation fees from: (empty)
- Cancellation fees from: (empty)
- Expiration: (empty)
- Amount Due: (empty)
- Due Date: 15/03/2021
- Card Auth.: 0.00

At the bottom of the interface, there are buttons for 'Save', 'Undo', 'Participants', 'Delete', 'Letters', 'Documents', 'E-mail', and 'Quit'. A 'Table' button is also visible. The search/order field is empty.

Confirmed/Contract Back: The return of the contract by the guest can be checked via this ID for special types of reservation (e.g. contract). If the contract has been returned, please select "Y" or "Z" (is automatically changed into "Y") depending on whether you want to send a receipt confirmation or not.

Confirmation Date: The date up to when the guest has to return the contract, can be seen here. A default setting can be fixed in the [House Database](#) ^[214].

Guarantee: This field allows assigning of different terms to reservations: prepayment terms, user fields, default payment type and mandatory credit card entry. They can be assigned to [Guest Types](#) ^[279] and [Internet Bookings](#) ^[245] and get applied automatically in those cases. Please also see menu item "Reference Data / [Guarantees](#)" ^[285].

Payment in Advance: The system can manage three prepayments. One default invoice can be set up in the [House Database](#) ^[207] or in the [Guest Database](#) ^[99]. In addition to the amount, the currency and the date are being stored. If you wish to alter data individually, please disable the automatic calculation via activating the control box. If you wish to let the system re-calculate again, please deactivate the control box. If you remove the date, the complete fixed date is being removed.

Button VAT: Vatable invoice for prepayment 1.

Already Paid: Here you can see the amount (sum and currency) of the paid prepayments. This field is defined via the prepayments for this reservation already having been **booked** (e.g. [Accounting](#) ^[185] or [Invoice](#) ^[93]).

At the right, a memo field is at your free disposal.

Cancel Until: A cancellation due date can be entered with a date or a number of weeks. The same as for the prepayments is valid for the calculation.

Cancellation Fees From: The program calculates cancellation fees with the help of the entries made in the [House Database](#)^[207]. These can then be e.g. printed onto the contract.

Expiration: The date when an option or an allotment expires. After expiration, this date can be seen in the [Control of Fixed Dates](#)^[192] and can also be removed again. The default expiration calculation can be set-up in the [Hostel/Hotel Database](#)^[207].

Amount Due: Open customer debts (sum and currency) which exclusively concern the reservation can be seen here. This field is defined via booked invoices with an open balance still having to be paid.

Furthermore, a memo field is available at the right.

Due Date: The due date of the open invoice can be seen here. The same as for the prepayments is valid for the calculation. If you remove this date, the open amount cannot be seen in the control due dates anymore.

Switch to Table View

Table

Via the button "Table" you can easily switch to the data grids of all dates. When clicking on this button a second time, then called "**General view**", the program returns to the previous page.

The screenshot shows the 'Reservations' window with a navigation bar at the top containing tabs: Browse, Stay, Color/Children, Meals, Terms, Text/Memo, Rooms, Conf. rooms, Paths, Prices, Billing, Activities, and Program. The 'Terms' tab is active.

Registration number: 33315, Sportverein W., Franz

Buttons: Add row, Delete

Date type	Fixed date	Closed	Auto	Reminder	Lev.	Memo
Contract back	04/03/20 00:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>			05
Prepayment 1	26/02/20 00:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>			10
Amount due	15/03/20 00:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>			20

Booking Date: 26/02/2020
 Cancel until:
 Cancellation Date:
 Booking Revenue: 10,494.00

Buttons: General view

001/002 - Demo Hostel bed categories

Buttons: Save, Undo, Participants, Delete, Letters, Documents, E-mail, Quit

Search/Order:

All fixed dates can be seen in one data grid in chronological order. Additional fields are "**Closed**" and "**Auto**". "**Auto**" stands for automatic control and signifies whether a date is taken into consideration in the [Control of Fixed Dates](#)^[192], if this control is called up after having logged on the system. When

calling it up via the menu manually, **all** dates are always displayed. This function "**Auto**" has the advantage to cut well-known dates out of the overview displayed when the user logs on the system.

The field "**Closed**" only serves for own dates. The default dates of the system are automatically closed by any connected processes (e.g. payment).

Furthermore you can see whether a date has already been reminded of and if so, how often. Additionally there is a further memo field at your free disposal, e.g. for internal messages.

You can enlarge the default dates by individual dates (e.g. call a guest). New dates can be created by clicking on an already existing type of date with the **right** mouse button and selecting "**New**" or by clicking on the button "**Add Row**". These individual dates (only these) can be removed from the overview again: for this, please click on an already existing type of date with the **right** mouse button and select the option "**Delete**" or simply press the button "**Delete**".

3.2.1.7 Reservations - Text/Memo

On this page, you can create additional texts and make entries concerning the printout. These texts are then valid for all [Paths](#) ⁹⁰.

Additional Text on Letter: This text was thought as an addition for correspondence. However, it can also be used internally. By clicking on the list button at the left you can also call up the [Additional Text Database](#) ²³⁹. A text key can be transferred from the text database via the button "**Add**" or via [Drag and Drop](#) ⁵⁷. If the cursor is located at the beginning of the row, the already existing text is overwritten by the new text. Otherwise the text key is simply added.

Memo: This text is intended for internal information. However, it can also be printed onto all standard correspondence. By clicking on the list button at the left you can also call up the [Additional Text](#)

Database ²³⁹. A text key can be transferred from the text database via the button "Add" or via **Drag and Drop** ⁵⁷. If the cursor is located at the beginning, the already existing text is overwritten by the new text. Otherwise the text key is simply added.

Print Additional Text: With the help of this button you can choose whether the additional text should be printed e.g. on the contract or not. An expansion to the selection of more possibilities is also conceivable (e.g. only print additional text on confirmation and contract or print additional text onto all letters). The use has to be fixed when setting up the standard letters!

Create Letter: This ID defines whether the stored letter should be created in the printer spool automatically (for a later print-out).

Customer Correspondence: It can be defined here, whether the address for standard letters of the customer reservation or the customer guest should be used.

Print Special Agreement: Via this ID, the correspondence can be individualized however you wish. The use has to be fixed when setting up the standard letters.

3.2.1.8 Reservation - Rooms

Reservations - Rooms Detail

On this page you can carry out bookings of certain rooms. Please also see [Calendar Schedule - Rooms Days](#) ¹³⁹. For some configurations, the room booking is mandatory. In these cases the number of guests is stored here, too.

The screenshot displays the 'Reservations - Rooms Detail' window. At the top, there are navigation tabs: Browse, Stay, Color/Children, Meals, Terms, Text/Memo, Rooms, Conf. rooms, Paths, Prices, Billing, Activities, and Program. The 'Rooms' tab is active.

Key fields include:

- Registration number: 33315 (1 / 1)
- Accept overbooking: Rooms A
- Number of guests: 36
- Number of beds: 36 (Fill)
- Beds attached to rooms: 36
- Rooms needed: 2 (Single), 2 (Twin), 6 (3 beds), 20 (4 beds), 6 (5 beds), 6 (6 beds), 9 (9 - Bett)
- Rooms booked: 2 (Single), 2 (Twin), 6 (3 beds), 20 (4 beds), 6 (5 beds), 6 (6 beds), 9 (9 - Bett)

The main table shows room availability for different room types:

Bc	Fi	Cc	Room type	Rooms	Free	C	Fi	Used as	S.	Fill	All	G. m	G. f.	L. m	L. f.	Busd	B	R	+	-	M	Memo	VIP	Booked by
			9 - Bett	000(9)	9																			
			4 beds	100(4)				* as ro			4													
			4 beds	101(4)				* as ro			4													
			4 beds	102(4)				* as ro			4													
			4 beds	103(4)				* as ro			4													
			Single	104(1)				* as ro			1													
1			Single	105(1)				* as ro			1													

At the bottom, there are buttons for 'Save', 'Undo', 'Participants', 'Delete', 'Letters', 'Documents', 'E-mail', and 'Quit'. A search/order field is also present.

Path: Next to the registration number, you find the path: the current path at the left, the total number of paths aside on the right (in the picture above 1/1). One path mostly contains an own period of time. All paths can be seen on the page [Paths](#) ⁹⁰. This function allows different numbers of guests per day or a change of rooms during a stay. With the help of the two buttons you can leaf through the paths. Normally, one path is sufficient.

Period: Arrival and departure.

If option "**No other guests in this room**" is checked for a private allocation in the [Quick Reservation](#)^[165], and the room is filled with fill beds, an ID is displayed in the upper right corner. This ID makes it possible to distinguish whether the private room was assured to the guest or whether the room is completely filled by accident. Via this feature the system does not add 2 fill beds automatically anymore for 4 guests which are allocated in a 4 bed room and change into a 6 bed room. Furthermore, this ID has an own assignment for price calculation purposes (per path).

Accept Overbooking: After having stored the data, the system checks whether an overbooking has taken place. If this is the case, the system switches to the edit mode again and displays an error message. By marking this field, this check can be switched off for the current registration number (all [Paths](#)^[90]). Please note that the check is only reliable if the room booking is stored separately for each [Path](#)^[90].

Button Order (O): Here you define, which order the rooms should be displayed in:

- Building
- Room Number
- Free Rooms (all free rooms at first)
- Own Booking (booking of the current reservation at first)
- Number of Beds

It is quicker to change the order of the room list by clicking on the corresponding title in the room list. The column "**Room**" has two entries: own booking (red background) and room number (grey background).

Button Rooms/Beds: The required number of guests or beds as well as the number of required types of rooms can serve as a basis for the room booking. Via this button, you can switch between both displays. A sensible default setting results from the type of house in the [House Database](#)^[208].

Button All (A): By clicking on this button, "**Rooms needed**" and "**Rooms booked**" is displayed (or hidden again).

The screenshot shows a reservation system interface. At the top, there is a registration number field (33315) and a date field (01/03/2007/03/20). Below this, there are several input fields and buttons. A blue circle highlights the 'Rooms' button, and a blue arrow points to the 'Rooms needed' field. The interface includes fields for 'Number of guests' (36), 'Number of beds' (Fill), and 'Beds attached to rooms' (36). There are also several columns for room types: G. m., G. f., L. m., L. f., and Busd., each with a 'Number of beds' field. At the bottom, there are 'Rooms needed' and 'Rooms booked' fields with dropdown menus.


Overview Beds: You can see the required beds and the beds which have already been assigned to rooms next to the number of guests here (change via the button "**Rooms**").

Overview Types of Rooms: You can see the required types of rooms and the rooms which have already been assigned here (change via the button "**Beds**").

Button "Automatic Room Allocation"

Registration number: 33315 1 / 1

Accept overbooking: O Rooms A

Number of guests:  36 36

Number of beds: 36 Fill

Beds attached to rooms: 36 0

With this button you can call up the [Automatic Room Allocation](#)⁸³.

Room Booking Data Grid

Building, floor, corridor and type of room are displayed at the left, followed by the **room number**. **Green room numbers** are completely free, **blue room numbers** are totally or partially booked, **red room numbers** are used by the reservation currently being edited. The number of beds is displayed in brackets. If an additional bed is allowed, this is marked by a "+". Rooms can also be marked with different colors. Please also see the [Room Database](#)²²⁵.

There are filters for the room list using building, floor, corridor and room type. The filter popup can be opened via a right mouse click on the header of building, floor or corridor:

Building:	Floor:	Corridor:	Type:
No Filter	No Filter	No Filter	No Filter
			Single
	1		Twin
			3 beds
			4 beds
			5 beds
			6 beds
			9 - Bett

Click on button "**Set Filter**" after your selection.

Free: Here you can see the number of free beds. An overbooking is displayed with the number of overbooked beds and a minus sign. This column can be suppressed for hotels.

Quota: Own allotment - if this field is red it signifies that this room is provided for our reservation within an allotment. Foreign allotment - if this field is blue it signifies that this room is selected for an allotment of another guest.

Fix: If this box is checked, the room booking cannot be changed anymore without the check having been removed again. This is sensible for guests in wheelchairs or for requested rooms in order to prevent employees from accidentally changing a booking.

Used as: This field offers you the possibility to e.g. book a double as a single room (including automatically taking this into consideration for the billing).

S: Gender of other guests in this room. This column can be suppressed for hotels.

Fill: With the help of this column, beds which cannot be used anymore, can be blocked: e.g. family with 3 members alone in a 4-bed-room. Compared to the deviant number of beds, this method has the advantage that it is fixed precisely in which rooms beds are filled (e.g. for groups).

All (Total Number of Assigned Beds): Up to 6 separable areas are available here (e.g. female, male). An assignment is easily taken through by clicking onto one field. With the **right** mouse button, you can cancel the assignment again. The corresponding column is selected this way (title turns light blue). The column can also be selected by clicking on the title (title turns light blue). For further information please see below. These columns can be suppressed for hotels.

Button B and Button R: Book and release (cancel) rooms. With the help of these buttons a room can be booked and released again. The selected area (title light blue e.g. female) is used.

Button + and Button -: Book and release (cancel) single beds. With the help of these buttons, a bed in one room can be booked and released again. The selected area (title light blue e.g. female) is used. These buttons can be suppressed for hotels.

Mix: Each assigned room in reservations can be specified as a mixed room (there is also a default tick box on the top right and in menu item [Quick Reservation](#)^[28]). A flexible validation rule can prevent genders from being mixed by accident (Supervisors or ASSD). On the room plan empty beds have got two new colours (flexible): mixed candidate female = green/yellow and mixed candidate male = green/blue. They show beds where all people are male or female but all agreed to a mixed room. To activate this function please ask your system supervisor or ASSD.

Matchcode: This column can be filled with a list of guest names in this room separated with a comma. In the [Room Plan](#)^[13] you can see the first three characters of the reservation and then the names entered here (also on the fire list). Caution: a new Automatic Room Allocation started afterwards deletes this information. To activate this function please ask your system supervisor or ASSD.

Memo: Variable text for internal memos. It is possible to definitely assign a guest to a bed number in a more-bed-room. If this setting has been selected in the [House Database](#)^[21], Page "**Misc 2**", lowest field, the numbers of the booked beds can be seen in these fields. Two-digit bed numbers are marked with a "/": e.g. 23/12 signifies bed 2, bed 3 and bed 12. If a [Quick Reservation](#)^[16] is carried out, this field is automatically filled by the program.

Booked by: Displays who this room is booked for. If necessary, this column can be enlarged: simply click between the title and the title of the next column with your mouse and drag the edge to the right.

Fields to Describe the Rooms: Equipment, share sanitary facilities with other rooms, description.

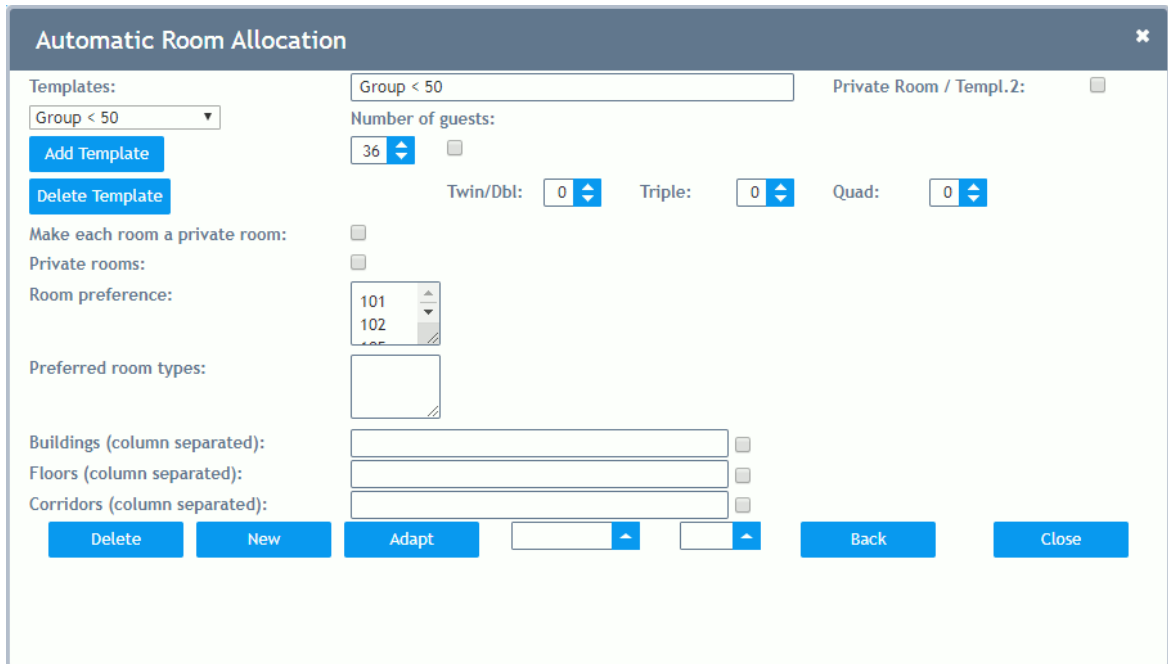
Error Messages: The message "**Number of beds not equal with guests (fill beds?)**" should force the employee to use fill beds. This message can be switched off after having contacted ASSD.

Room Booking Directly in the [Calendar Schedule](#)^[13]: It is possible to drag a room booking into the room plan or to enter a new quick reservation. Furthermore a change of rooms can be easily taken through during the stay.

[Automatic Room Allocation](#)^[8]

Reservations - Automatic Room Allocation

This tool is only available for Youth Hostels and hostels, not, however, for hotels.



The screenshot shows the "Automatic Room Allocation" window. It features a header bar with the title and a close button. Below the header, there are several sections for configuration:

- Templates:** A dropdown menu showing "Group < 50", with "Add Template" and "Delete Template" buttons below it.
- Number of guests:** A numeric input field set to "36", with a checkbox to its right.
- Room types:** Three numeric input fields for "Twin/Dbt:" (set to 0), "Triple:" (set to 0), and "Quad:" (set to 0).
- Private Room / Templ.2:** A checkbox that is currently unchecked.
- Make each room a private room:** A checkbox that is currently unchecked.
- Private rooms:** A checkbox that is currently unchecked.
- Room preference:** A list box showing "101" and "102".
- Preferred room types:** An empty list box.
- Buildings (column separated):** An empty text input field with a checkbox to its right.
- Floors (column separated):** An empty text input field with a checkbox to its right.
- Corridors (column separated):** An empty text input field with a checkbox to its right.

At the bottom of the window, there are several buttons: "Delete", "New", "Adapt", two small up/down arrow buttons, "Back", and "Close".

The "**Automatic Room Allocation**" uses already existing templates in order to automate the booking of beds and rooms. Based on one reservation, you can create a new booking or adjust an already existing booking to your changes. This makes it easier for your staff to enter e.g. group reservations (school classes), as another template for school classes can be used or preferred rooms, room types etc. can be entered newly. With these entries, the program searches for available rooms without your staff having to enter bookings for one room after the other.

In order to be able to use this function, each user has to be authorized in the "**User Database**", Page [Advanced](#) ²⁸⁹ first.

The screenshot displays the 'Users' management window with the 'Multi Property' tab selected. The 'Automatic room allocation' checkbox is checked and highlighted with a blue arrow. Other visible options include 'Show room plan after log in' (checked), 'Cash Register Bills to Reserv' (checked), and 'No Drag/Drop Room Allocation' (unchecked). The 'Time Zone' section has 'Ho(s)tel Time zone' selected. The 'Record Info' section shows 'STOLZ' and two date/time stamps. The bottom of the window features navigation buttons and a 'Default Re' dropdown menu.

Templates: Name of the template.

ComboBox List: Previously saved templates which can be called in order not having to enter some data double. Of course, stored templates can also be altered.

Add Template: By pressing the button, the program saves the current template in order to accelerate coming similar bookings.

Delete Template: Deletes the template.

Number of Guests: The complete number of guests of this reservation. The buttons with the arrows increase or decrease the number. The box next to the number of guests extend your entry possibilities: you can split up the guests into male, female, teacher male, female and e.g. bus driver. Further information below!

Couples: This input field only matters if the box "**Private Rooms**" has been ticked (see below). For private rooms, each guest is booked into a room on his- her own. A couple on the other hand gets a room together.

Fill Beds: If this box has been activated, beds which are still free are being transferred to fill beds, so that e.g. a group stays alone.

Private Rooms: As already explained above, each guest gets his- her own room if this box is ticked. Exception couples: they are booked into one room. Please do not use code "***opt**" (see below) for private rooms.

Room Preference: Please enter the room numbers, which should be considered for this reservation, here - with descending priority. Enter the room number below each other, without any separators. The program automatically checks, whether the entered rooms are still available (beginning with the first room having been entered) and books the rooms automatically. Normally, the program starts searching for any rooms (also not entered rooms) if the entered have already been booked.

If the system is not supposed to search through rooms not listed, enter the code **"*stop"** below the last room.

If code **"*opt"** is entered in the first line, the system tries to optimize the fill beds. As an example 10 guests are then assigned to a 6-bed and a 4-bed room. Do not enter any rooms in this case. Preferred room types however, are considered and should also be entered, to anticipate the case that a group of 10 is booked in to a 4-bed, a 5-bed and a single room (usually used for leaders) but is booked into 2 5-bed rooms instead. Enter all room types but the leader rooms in the line **"Preferred Room Types"**. The code **"*opt"** does not make any sense for private rooms (e.g. for teachers). In this case, please do not enter code **"*opt"**.

Preferred Room Types: Here, you can enter room types which should be taken into consideration for this booking (e.g. 4-bed and 8-bed rooms). Enter the room type numbers here (mostly 1-8). Of course, the user has to know which [Room Type](#)^[220] has which code. Normally, the program starts searching for any room types (also not entered rooms) if the entered have already been booked. Please note that, in contrast to room preferences, the types are not processed according to the entered order. If more than one room type is listed, these are processed in an undefined order.

If the system is not supposed to search through types of rooms not listed, enter the code **"*stop"** below the last room type. This could be useful if rooms with en suite bathroom have been guaranteed to the guest.

Buildings (separated by comma): Please enter the building/s which should be taken into consideration for this group (reservation). Please separate the single buildings by commas.

Floors (separated by comma): Here, you can enter floors which e.g. a group should be preferentially booked in. As above, please separate the single floors by commas.

Corridors (separated by comma): Here you can enter corridors which e.g. a group should be preferentially booked in. As above, please separate the corridors by commas.

Boxes next to Buildings, Floors and Corridors: By ticking one of the boxes, the entered buildings, floors or corridors are completely booked with fill beds. This is reasonable e.g. if a school class books a complete floor, despite of free beds. This extremely shortens booking time, as the user does not have to block each room separately anymore.

Automatic Room Allocation

Templates: Group < 50 Private Room / Templ.2:

Group < 50 Number of guests: 36

Add Template Delete Template

Make each room a private room:

Private rooms:

Room preference:

Preferred room types:

Buildings (column separated): 02

Floors (column separated):

Corridors (column separated):

Twin/Dbt: 0 Triple: 0 Quad: 0

Delete New Adapt Back Close

As shown in the picture above, the program would book the complete floor "02" for this group.

Box "Split Up Guests"

Automatic Room Allocation

Templates: Group < 50 Private Room / Templ.2:

Group < 50 Number of guests: 36

Add Template Delete Template

Make each room a private room: Use:

Private rooms:

Room preference:

Preferred room types:

Buildings (column separated):

Floors (column separated):

Corridors (column separated):

G. m. G. f. L. m. L. f. Busd.

Couples: 0 0 0

101 202 103 203

102 204 104

Delete New Adapt Back Close

By activating this box, you see the window displayed above. This enables you to split up the group into male, female, leader (teacher) male, female and e.g. bus driver. As explained above, you can also enter room, room type, building, floor and corridor preferences here.

Couples: As above, couples are booked into one room if private rooms has been activated.

Private Rooms: Mostly teachers of the group are being booked into a private room. Please do not use code **"*opt"** (see above) for private rooms.

Use: Default setting: all boxes ticked. If you wish to make the room allocation for e.g. the leaders another time, simply remove the tick.

It can also be sensible to book individual guests into a room which have already been booked by a guest e.g. with the same gender (e.g. to reduce the cleaning effort to a minimum). Special IDs have been developed for this:

When entering ***M, *m, *H or *h** into the input field **"Room Preference"** in the column **"Guests male"** the program searches the rooms which have only been booked by male guests up to now. See picture below:

The screenshot shows the 'Automatic Room Allocation' window. The 'Templates' section has 'Individual Male' selected. The 'Number of guests' is set to 1. The 'Couples' section is set to 0. The 'Use' checkboxes are checked for G. m., G. f., L. m., L. f., and Busd. The 'Room preference' field contains '*m' and '100'. The 'Preferred room types' field is empty. The 'Buildings', 'Floors', and 'Corridors' sections are empty. The 'Adapt' button is highlighted with a blue arrow.

Furthermore, there is the possibility to make entries of the type **"*mX"** (1), **"X"** representing a room type followed by **"*stop"** (1). That is how entered room types are checked for availability and for the gender allocation in the entered order. It is also possible to enter **"*m"** into line "room preference" and the room types in line "preferred room types" followed by **"*stop"** (2). The system then checks the identical rooms, but not in the entered order (see above under **"preferred room types"**).

The same is valid for the entry of ***D, *d, *F, *f, *W or *w** for female guests and ***MIX, *mix, *B or *b** for both genders, i.e. the program tries to book as little rooms as possible, not taking the gender into consideration.

If the two cases 'only female allowed mixed' and 'only male allowed mixed' are to be used for the automatic room allocation, the templates for mixed multi-bed rooms must be extended by an additional line at the top of the room preference: ***x** for female and ***y** for male (optionally followed by the room type).

Make each room a private room:	<input checked="" type="checkbox"/>	Use:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Private rooms:			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Room preference:	<input type="text"/>		*m2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preferred room types:	<input type="text"/>		*m3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			*stop	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(1)

Automatic Room Allocation ✕

Templates: <input type="text"/> <input type="button" value="Add Template"/> <input type="button" value="Delete Template"/>	Private Room / Templ.2: <input type="checkbox"/>
Number of guests: <input type="text" value="1"/> <input checked="" type="checkbox"/>	G. m. <input type="text" value="1"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Couples: <input type="text" value="0"/>	G. f. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Make each room a private room: <input checked="" type="checkbox"/>	Use: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Private rooms:	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Room preference: <input type="text"/>	*m <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Preferred room types: <input type="text"/>	2 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	3 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	*stop <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Buildings (column separated): <input type="text"/> <input type="checkbox"/>	
Floors (column separated): <input type="text"/> <input type="checkbox"/>	
Corridors (column separated): <input type="text"/> <input type="checkbox"/>	
<input type="button" value="Delete"/> <input type="button" value="New"/> <input type="button" value="Adapt"/> <input type="text"/> <input type="text"/> <input type="button" value="Back"/> <input type="button" value="Close"/>	

(2)

Option Booking according to parts of the building

Via the ComboBox list marked with the red arrow in the picture above, you can define that the booking is carried out separately according to parts of the building.

Our aim was to be able to book groups in different building parts with one single template.

For this the system divides the complete building into separate parts - depending on your selection into buildings, floors or corridors. The system checks whether a part is still available, if so, the group is booked into this part, if not, the next part is checked for availability. If a booking in a free part is not possible anymore, a last booking attempt is made without any limitations.

It is not possible to give "**Room Preferences**" for the booking according to building parts.

Options "1" to "3" process all parts one after the other.

Options "4" to "6" only process certain parts in the order given in the left column "**Room Preference**". To set the order, enter a room (room number) for each building part which is located within this part.

Options "7" to "9" process female and male guests separately. A group is allocated in two parts, normally in two different building parts. The wished parts and their order are set via the two room preference lists columns "**G.m.**" for male guests and "**G.f.**" for female guests.

If you have made all necessary entries, please click on "**Adapt**" if already existing bookings should only be adapted with your changes or click on "**New**" if the existing booking should be deleted. Then the program starts the booking process newly. If the program cannot find a fitting booking an error message is displayed.

The button "**Delete**" removes the complete booking. The button "**Back**" goes back to the previous booking and by clicking on "**Close**" you quit the automatic room allocation.

3.2.1.9 Reservations - Conference Rooms

On this page you can enter conference room bookings. Please also use the [Calendar Schedule](#)^[139] for an overview of the available conference rooms. The booking of conference rooms is valid for all [Paths](#)^[90]. However, the conference room booking can be split up onto any periods of time. Please change the default settings in the [Conference Rooms and Other Rooms Database](#)^[231].

The screenshot shows the 'Reservations' software interface. At the top, there are several tabs: Browse, Stay, Color/Children, Meals, Terms, Text/Memo, Rooms, Conf. rooms (selected), Paths, Prices, Billing, Activities, and Program. Below the tabs, there are input fields for 'Registration number' (33317) and 'Walk In' (HEINZ). The 'Period' section shows a date range from 03/03/2020 to 04/03/2020, with a dropdown menu currently displaying '2020-03-03 00:00 - 2020-03-04 00:00'. There are also buttons for navigation (back, forward, week, day) and a 'Type of booking' section with radio buttons for 'Book', 'Setup', and 'Tidy'. Below this is an 'Equipment' table with columns for Room, Nr, Pa, Type, and time slots (8:00-10:00, 10:00-12, 12:00-14, 14:00-16, 16:00-18, Evening, Memo), and a Description column. The table shows bookings for rooms like Beetho, Goethe, and TV roor. At the bottom, there are buttons for 'Add', 'Edit', 'Participants', 'Delete', 'Letters', 'Documents', 'E-mail', and 'Quit'. A search/order field is also present at the bottom left.

Period: Here you choose the period of time the booking should take place or should be displayed for. You have to select the desired period of time beforehand! You can use buttons which enable you to shift the period per week or day. A period must not exceed **31 days**. If more days are necessary, more periods of time have to be used.

Booked Periods: At the right you can find a list showing all periods which reservations of conference rooms have been made for. By clicking on one of these periods you can select it and can look at and change the corresponding booking.

-> New in PMS3: you can select a period and click "Entf" to remove the period with all rooms assigned

Seating Plan: Here you can select the seating plan desired by the guest. If having been stored in the [Conference Rooms and Other Rooms Database](#)^[237], the seats, which are available now, are displayed with this seating.

Type of Booking: The system can distinguish setting, taking down and occupancy time. In the Room Plan setting times are displayed with "++", taking down times with "--" and the occupancy times with the matchcode - name.

Button Equipment: If you click on a room and then on the button equipment, all possible additional bookings are displayed below the room. These can then be marked just the way the room was marked and can also be transferred into the invoice. Booked equipment is on top of the list, directly under the room, which means that if you book an option it "jumps" to the top. To close the list proceed as if you would open it - click on the room and then on the button equipment. The equipment is entered in the [Conference Rooms and Other Rooms Database](#)^[237].

Conference Room Booking Data Grid

You can find the name of the rooms in the left column. Combined higher rooms are displayed in green, all others in blue. In the next column you can see the number of seats depending on the seating plan.

Chronological Booking Table: The chronological table can be divided into up to 24 areas. Thereby, a very exact planning (up to about 15 minutes) can be made. However, the table can also contain less areas: e.g. only 6 areas.

Make a booking via [Drag and Drop](#)^[57]. Please click on the desired beginning time in the row of the desired room (after having created the period of time and the type of reservation), keep the mouse clicked and drag it to the right until it has reached the wished end of time. Now you can let go the mouse button. You can cancel a booking by carrying out the same operation for an already booked reservation (red) but this time from the right to the left. Both can also be taken through for one period of time only, i.e. for one field.

Completed own bookings are displayed in red. Own bookings for another period of time in green and other bookings in blue.

Blocked rooms for combined rooms as well as locked rooms are marked in grey.

Double bookings can be detected by two stars (**). For a better overview, please also see the [Calendar Schedule](#)^[135].

Memo: Any text for internal memos. Please also see the description of the [Memo Fields](#)^[77].

Description of the rooms.

3.2.1.10 Reservations - Paths

Paths allow to summarize different periods of time or types of food under one registration number. Normally, there is only one path. This page helps you to add any amount of paths. However, it can be recommended to only use this function for overlapping (connected) periods of time of one group and not for completely separate periods of time (here we can recommend a new registration number). Paths are used if some group members arrive or depart earlier or later. If a guest has to change his/her room during the stay, the program also creates a new path automatically (Change of rooms in the [Calendar Schedule](#)^[135]).

Reservations

Browse Stay Color/Children Meals Terms Text/Memo Rooms Conf. rooms Paths Prices Billing Activities Program

Registration number: 33316 1 / 1 Rosmarie Rose ROSE

Paths: Copy Add row Delete

No.	Check In	Arrival	Depart.	Nights	Guests	Orig.	Meals	Memo	RB	RT
1		04/03/20	06/03/20	2	2	2	Breakfast		2	2

Edit History

```

26/02/20 11:07 29 1 04/03/20 - 06/03/20 = 2 2 3 STOLZ 10 Breakfast
26/02/20 11:06 29 1 04/03/20 - 05/03/20 = 1 2 3 STOLZ 10 Breakfast

```

001/002 - Demo Hostel bed categories

Save Undo Participants Delete

Letters Documents E-mail Quit

Search/Order: 10 - Registration number

New paths can be created either by clicking on an already existing path number with the **right** mouse button and selecting "**Copy Path**" or "**Add a New Path**" or by using the buttons above. All paths except the last can be deleted again: Please click on an already existing path number with the **right** mouse button and select the option "**Delete Path**" or use the button "**Delete**".

Paths can differ by the stay, the number of guests, the room booking or the meal plan. Please enter the details on the corresponding pages.

There is a mark "**Check In**" for each path, showing whether the guest has already arrived or not. This mark can also be set in the [Calendar Overview Day](#)^[149].

Orig.: The original number of guests can be seen here. At a short-term change of the number of guests, this number is not adjusted to the current number of guests anymore. For the default setting of the days before arrival, please see the [House Database](#)^[207]. With this function, a [Summary](#)^[198] can be created able to recognize e.g. a trend to book for a higher number of guests.

Memo: Variable text for internal memos for each path. Is also displayed in arrival and departure lists, can also be changed there and therefore is perfect for informing the reception.

The **Room Booking Symbol "RB"** signifies the status of a room booking on bed basis. If this field is empty, no room booking has been carried out yet. If it contains a "**1**", the room booking has not yet been completed. A "**2**" signifies that the room booking has been carried out completely.

The **Room Booking Symbol "RT"** signifies the status of a room booking on the basis of types of rooms. If this field is empty, no room booking has been carried out yet. If it contains a "**1**", the room booking has not yet been completed. A "**2**" signifies that the room booking has been carried out completely.

Edit History: Here, all changes are stored for each path: change and edit date with time, internal path number, arrival, departure, nights, guests, beds/rooms, user and meal plan.

3.2.1.11 Reservations - Prices

An individual price list can be entered for this reservation here, which is then printed on correspondence e.g. on contracts or confirmations. In most cases this is only sensible, if no [Billing Dates](#) should be printed on the correspondence.

What is more is that additional services for the invoice can be stored here. These are then automatically transferred to the invoice (also e.g. per day or per guest) and are also taken into consideration again after a void reservation.

A [Default Price Information](#) for the price list can be created in the databases.

The price list can be enlarged or items of the default information can be deleted. The order can also be changed via the buttons on the left.

The screenshot shows the 'Reservations' software interface. At the top, there are navigation tabs: Browse, Stay, Color/Children, Meals, Terms, Text/Memo, Rooms, Conf. rooms, Paths, Prices (selected), Billing, Activities, and Program. Below the tabs, the registration number is 3331, and the guest name is Rosmarie Rose ROSE. There are 'Add row' and 'Delete' buttons. A table displays the price list with the following data:

Article-No.	Description	Arrival	Price	Currency	Memo
600	Compensation		5.00	EUR	25/08/20

Below the table, there is a detailed form for the selected item (Article-No.: 600, Description: Compensation 600 | SO | Compensation). The form includes fields for Description 1, Price, Memo field, Put it on the bill, and Different type of guest price. At the bottom, there are buttons for Save, Undo, Participants, Delete, Letters, Documents, E-mail, and Quit. A search/order field shows '10 - Registration number'.

Article-No.: Corresponding article number.

Description 1: Name or description of the article.

Creation Date: At the right next to field "Description 1" you find the creation date of the entry.

Price: Default price. For articles marked with "**Reservation Price Tab**" in the "**Article Database**", page [Detail](#)^[25b], the price can be changed in Reservations although it is a fixed price. This may be an advantage for deviant prices for one reservation. A price changed for one reservation is only valid for the respective day, if a date is added for the new price in line "**Put it on the bill**". That is how different prices can be valid on different days.

Flexible Pricing (yield management): If this function has been activated with "**Y**" in the [Article Database](#)^[25b], the used price at the time of the booking is stored here on page "Prices". This price is then fixed and documented for the reservation. This setting is used, if the price is changed for a certain day and this has not been agreed on with the guest beforehand. Using this function, it is secured that the system used the price agreed on by both parties. These articles should be marked as fixed priced on page [Detail](#)^[25b] ("**Input allowed**": Price "**N**" and [Reserv. Price Tab](#)^[25b]: "**Y**" or "**Z**").

Memo Field: Free info field.

Put It on the Bill: Here you can define whether this item or service should also be put on the invoice additionally. Different price units are available. A factor can also be entered (e.g. consumption value electricity in a holiday flat). Furthermore you can enter the date of the service in order to make the invoice comprehensible later on.

Via the [Default Price Information](#)^[267] an additional service can also be set onto the invoice automatically for each type of reservation: e.g. key deposit or laundry.

Different Type of Guest Price: This field is filled internally, if the type of guest is changed on page "**Billing**". Now, the new (changed) type of guest is used for the price calculation instead of the original type of guest.

3.2.1.12 Reservations - Billing

Reservations - Billing

On this page you can create the invoices for your guests. The program makes a well thought out invoice proposal on the basis of the reservation, taking a complex [Price Structure](#)^[24b] into consideration. This proposal can be extended however you like or can be completely overwritten manually.

The screenshot shows the 'Reservations' window in the ASSD PMS software. At the top, there is a navigation bar with tabs for 'Browse', 'Stay', 'Color/Children', 'Meals', 'Terms', 'Text/Memo', 'Rooms', 'Conf. rooms', 'Paths', 'Prices', 'Billing', 'Activities', and 'Program'. The 'Billing' tab is active. Below the navigation bar, the registration number is 33314, and the guest name is Ralf Ackema. The main area contains a table of reservation items with columns for 'Select', 'Date', 'Room', 'Ma', 'Quantit', 'Article-No.', 'Description', 'Ar.', 'Price', 'Disc.', and 'Amount'. The total amount is 2,370.00. Below the table, there are sections for 'Invoices/Transactions', 'Different Address', and 'Payment'. The 'Payment' section shows 'CASH - Cash' for 2,370.00. At the bottom, there are buttons for 'Save', 'Undo', 'Participants', 'Delete', 'Letters', 'Documents', 'E-mail', and 'Quit'.

Select	Date	Room	Ma	Quantit	Article-No.	Description	Ar.	Price	Disc.	Amount
5	03/03/20			5	505	Kurbeitrag	0	2.00	0.00	10.00
2	04/03/20			2	102	Bed and Breakfast Double/Twin	0	48.00	0.00	96.00
3	04/03/20			3	103	Bed and Breakfast 3 beds	0	46.00	0.00	138.00
5	04/03/20			5	505	Kurbeitrag	0	2.00	0.00	10.00
5	04/03/20	A		5	900	Mountain Hike	0	30.00	0.00	150.00
2	05/03/20			2	102	Bed and Breakfast Double/Twin	0	48.00	0.00	96.00
3	05/03/20			3	103	Bed and Breakfast 3 beds	0	46.00	0.00	138.00
5	05/03/20			5	505	Kurbeitrag	0	2.00	0.00	10.00
5	05/03/20	A		5	902	Package	0	200.00	0.00	1,000.00
2	06/03/20			2	102	Bed and Breakfast Double/Twin	0	48.00	0.00	96.00
										2,370.00

Any amount of invoices can be created for one reservation. If necessary, invoices can be also split up easily.

Real bookings e.g. for the payment of customer debts or deposits can also be stored, here (please also see [Getting Started - Deposits and Payments of Receivables](#)^[34]). Please create a new invoice therefore. This invoice does not have a position. For payments, e.g. credit the POS with the amount and debit the demand account (write into the journal via the button "**Book**" afterwards). However, it can be recommended to store bookings in the area [Accounting](#)^[183].

At the top of the page, next to the registration number you can find the [POS Number](#)^[245] valid for this workspace, house or user.

The two fields at the upper right corner of the tab define the "**Type of Guest**" and the "**Nationality**" for analyses and can be altered in the invoice.

Via the button [Text](#)^[97] the display of the "**Billing**" page changes. Click [here](#)^[97] for more information.

Text

Select: Here you can select items or parts of items for splitting up an invoice. By clicking the right mouse button, an item can be completely excluded or selected. This column is only used if you wish to split up an invoice. Below the invoice items, left to the button "**O**", there is a further field which helps to change the selection easily. Please also see **Selection Field** below.

Date: The date when this item or the service has been claimed. This date is also used for the access to the [Price List](#)^[261]. If the date is empty, the arrival date is used as the price date. Analyses according to the benefit date always refer to this date.

Room: This field is automatically filled by the system later, e.g. from an interface to a telephone system. Via the **Selection Field** below, items of a special room can then be selected in order to be able to split up the invoice.

Ma: An entry to select items for the selection field. Via the **ComboBox List** below, items can then be selected in order to be able to split up the invoice.

Quantity: Number of services/items.

Article-No.: The article number from the [Article Database](#) ^{24b1}.

Description: The description of the article. In the invoice, this description can be overwritten for some articles.

Ar.: The number of guests for analysing the arrivals.

Price: Price of the article.

Disc.: For articles which can be discounted, a discount rate can be entered in percent here. Alternatively, there is a text field below calculating a discount into all items which can be discounted.

Amount: New items can be added via the button with the arrow on from the last row.

Button +: Adds a row in the items.

Button -: Deletes a row. Items having been created automatically cannot be deleted except the invoice is set to manually.

Automatic: Here you can define whether an invoice proposal should be created automatically or not. Alternatively per day or in sum. For manual changes in the proposal, the invoice has to be set to manually in this field. For invoices which have been imported from the Internet this field can be re-set to automatic after having entered changes manually.

Selection Field: Enter a room number or an ID and press the enter button to select items. If the columns "**Rooms**" and "**Ma**" are empty in the invoice items, the whole column selection can be set to zero by entering any letter and then the enter button. By pressing the enter button if a field is empty, the selection is set to the amount again. By entering a number with a minus sign (e.g. -2) the selection of each row of the invoice can be set to this number. The column selection is used to split up one invoice into more.

O: Setting of the order of the article selection: according to article number or matchcode.

Buttons: These [Buttons](#) ^{26b1} can be programmed for special articles/items.

Different Address: If this field is left empty, the address from [Page Stay](#) ^{6b1} reservation/customer/invoice is used. Another address can also be entered here.

Currency of the Invoice: The currency of the invoice can be set-up here. The exchange rates, relative to the standard currency, have to be stored in the settings first (up to now DM and Euro). This is only necessary if more than one currency has to be used.

Discount All Rows (Enter) (Button left of the currency): A percentage rate can be entered here, which is transferred to all items which can be discounted.

Total amount of the selected lines

Payment Area: The payment can be split up to four different types of payment in one invoice. The first row is defaulted. The bottom line is automatically created depending on the sign of the remaining or the invoice amount. Types of payments are created in the [Article Database](#) ^[248].

In the bottom left corner you can find a **List of all Invoices and Void Reservations** for this reservation. The name of the invoice (*1, *2, ...) can be altered in any way and only serves the internal identification. For each invoice, the total amount can also be seen. You can easily switch between the single invoices by clicking on the corresponding line.

Buttons: These [Buttons](#) ^[268] can be programmed for special articles/items.

Button +: Adds an invoice.

Button -: Deletes an invoice. All items have to be deleted first (by clicking on the first items and button - in the upper area).

Button /: Divides all selected lines of the invoice into a new or already existing invoice. The original invoice is automatically corrected.

Button T: Divides an invoice: only pay invoice up to today (T).

Selection, whether splitting up onto a new or an already existing invoice.

Print and Print Preview: Prints proposals of invoices and repeats a printing of an invoice or a void reservation.

Type of the Receipt: Alternatively A4 invoice, POS receipt (enlargement possible) or a billing statement. Via the billing statement all invoices of **one** reservation are loaded into one billing statement, the sums are added and the open amount is displayed at the bottom. This field can also be defaulted via the type of reservation.

POS Number/Receipt Number: If the invoice has already been booked, these numbers are displayed in red color.

Button for **Billing** and invoice, void reservation or information about void invoices and void transactions. The real invoice is created here. The invoice is not transferred into the journal until having been billed. If you wish to change the printer selection, please click on the button to the left with the printer symbol with the right mouse button and alter your settings.

Reduce Deposits: Deposits are only accepted in the invoices over exactly the amount of the already booked deposits. If you wish to take one part of an amount into consideration only, as e.g. an over payment has to be re-transferred to the guest, you have the following possibilities: Create a new invoice by clicking on the button "+" in the bottom left corner and add at least one invoice item. Now enter the part of the deposit, which you do not wish to take into consideration of. Now you can bill the original invoice with a reduced deposit. Afterwards, the new (helping) invoice can be deleted again (button "-" first the item, then the invoice).

Reservations - Billing Text

- Text** Change to the text display mode via this button.
- Bill** Change to the bill overview display mode via this button.

Registration Number: Registration number of the selected reservation.

Additional text on invoice: An additional text can be entered here, which can then also be printed on the invoice.

Due Date: This date is stored per invoice. It is filled with the value on page [Terms](#)⁷⁴ in the course of the billing process. That way, the original due date of the respective bill can also be reproduced if more bills are created for one reservation or if a new due date is set due to the creation of reminders.

The other functions are explained on page [Reservations - Billing](#)⁹³.

3.2.1.13 Reservations - Activities

On this page you can manage additional offers with limited participants such as courses, excursions and sports activities. After having chosen a guest on page [Browse](#)⁶⁷ you can see the different activities offered on each stay day. The activities program also takes care of the supervision of vacancies and the automatic billing.

If you do not need this program part, page "**Activities**" can also be disabled.

Activities are stored under menu item "**Reference Data/Articles/Items**"²⁵⁹.

In the invoices, all activities are marked with "A" in the column "Rooms". That is how the invoice can be easily split up into activities and further services.

The screenshot shows the 'Reservations' window in the software. At the top, there is a navigation menu with buttons for 'Browse', 'Stay', 'Color/Children', 'Meals', 'Terms', 'Text/Memo', 'Rooms', 'Conf. rooms', 'Paths', 'Prices', 'Billing', 'Activities', and 'Program'. Below the menu, the registration number is 33316, and the guest's name is Rosmarie Rose ROSE. The arrival date is 05/03/20 Thu and the departure date is 04/03/2020. A table of activities is displayed below the date selection:

Group	Description	Internal	Price	Book	Free	Sold	Min	Max	Memo
	Mountain Hike	12 years and over	30.00		5	5	5	10	
	Package	12 years and over	200.00		10		5	10	

At the bottom of the window, there is a control panel with buttons for 'Save', 'Undo', 'Participants', 'Delete', 'Letters', 'Documents', 'E-mail', and 'Quit'. There is also a search/order field and a user icon.

Notes:

Selection of the date: Via the buttons at the top.

Book: Entry in column "Book". Right mouse click transfers the complete number of people.

Column Memo: Free field for additional information (only for booked activities).

Reports:

Activities per reservation: Page "Activities" / button "Letters", Letter "04A" - Activities on the Invoice (Order: Invoice, Date, Article Number). If you use children prices, these have to be marked as activity with maximum 0 in order to be printed here. All fields of the invoice positions ("s_journal") and articles ("s_article") are available.

Activities amount and turnovers: Menu item "Reports / Business Reports", report "06A". This report shows all articles marked as activities in the [Article Database](#) (disable articles not needed anymore - do not delete them). Order and grouping is the article group then the article description.

Available activities in Calendar Overview Day: The available activities per day are displayed in the "Calendar Overview Day". Activities which are completely disabled (type of reservation "3x") are invisible.

Lists of participants: Menu item "Reports / [Query Mailmerge/Labels/Reports](#)": Create a new entry with type "05", data selection "60", order "AC", output file "activities.frx". The selection can also

be made via page "**Journal/Intern**" via date and article and via all other fields (exclude type of reservation 39 - block period!).

Planning Staff: Menu item "**Reports / Query Mailmerge/Labels/Reports**"¹⁹⁹: Create a new entry with type "**05**", data selection "**60**", order "**AC**", output file "**actstaff.frx**". The selection can also be made via page "**journal/intern**" via date and article and via all other fields (exclude type of reservation 39 - block period!). Only those activities are taken into account which the number of employees is set bigger 1 for. The report counts the number of these activities per day and adds the necessary employees. If the minimum number of participants is not reached, the report displays "**MIN**" and does not count these employees.

Edit History: A detailed history of all changes made in the area activities can be created via the button "**letters**", letter "**HAC**" - History Activities. This function is only available if Audit Trail has been activated (set "**audit = Y**") under "**Settings/General Settings Supervisor**" (please also see the Backup&Recovery Guide).

3.2.2 Guests/Customers

Please also see the general [Operating Instructions](#)⁴⁸.

All guests, customers and interested parties are stored here. The entered data helps to construct your guest database. The entry in the guest database was already taken through when having entered a new reservation or inquiry.

The addresses can be supplemented by statistical data and by a great variety of features which can be defined freely.

This part of the program supports your **Customer Relationship Management** and an **Optimal Customer Care**. Even a very large number of addresses is not a problem for the system. **Target Group Orientated Marketing** such as query mail merge, circulars and offers, is possible in a simple way. You can classify your guests according to definable criteria taking the planned steps into consideration.

A history of each guest is available, where you can get information about the first contact, void reservations as well as all other contacts or the first stay and all further stays, from. By means of the history you can recognize the preferences of your guests with regard to the duration and time of stay as well as to reservations, very quickly.

Additionally, there is the possibility to store information about your guests' preferences in full text [Memo Fields](#)¹⁰⁷.

Some Important Functions - Overview:

Phonetic Search: With the help of this function, you can automatically find already existing guests while entering the name. An automatic search function is used, which also takes similar writings into consideration. Entering a guest newly and, if this guest has already been stored in your system, the selection out of the existing guest data, is defined as a process. You can compare the data of the guest which is entered newly with the already existing guest data and you can see whether this guest has already been entered into your guest database in former times, straight away. In this case you have the possibility to abort the new entry and select the guest out of the list. The new entry is then cancelled automatically. This way you can avoid entering the same guest and corresponding address twice.

The way to enter and to select customers and guests is independent of whether it is a new guest or an already existing guest. This function was especially created for the management of inquiries at call centres and has proved itself at a best way.

When **leaving the input fields** the phonetic search is started automatically. The program displays all names which are pronounced the same way (Murray, Murrey, Murry,...). The search contains name, first name and ZIP-code. It is not necessary to fill in all fields.

The screenshot displays the 'Guests/Customers' management interface. At the top, there are tabs for 'Browse', 'Address', 'Memo/Statistics', 'Contacts/Credit', 'Terms', 'More Fields', and 'Rates'. The 'Address' tab is active.

The search form includes the following fields and options:

- Guest/Customer number: [Input field]
- Search options: Phonetic Search, Search Matchcode
- Organization (spare name): [Input field]
- Name/Organization: [Input field with 'Murray']
- Contact name: [Input field]
- Street address: [Input field]
- Nationality/ZIP-Code/City: [Dropdown menu]
- Country: [Dropdown menu]
- City/ZIP: [Dropdown menu with '01 - Country, ZIP, City']
- Language: [Dropdown menu with 'E - English']
- Salutation: [Input field]
- Matchcode: [Input field with 'MURRAY']
- Type of guest: [Dropdown menu]
- Phone: [Input field]
- E-mail: [Input field]
- Function: [Dropdown menu]
- First name: [Input field]
- Birthdate: [Input field with calendar icon]
- Title: [Input field]
- Matchcode 2: [Input field]
- Fax: [Input field]
- Target group: [Dropdown menu]

Below the search form is a table showing search results:

Guest-No.	Name/Organization	First name	Street address	ZIP	City	Note	Phone
1100	Maier	Max					
1500	Meier	Franz	Hüttenweg 3	10245	Berlin		
1400	Murry	Jack					

At the bottom of the interface, there is a navigation bar with buttons for 'Save', 'Undo', 'E-mail', and 'Guest Dat', along with navigation arrows and a status bar showing '001/002 - Demo Hostel bed categories'.

Identical names are displayed at the top, the others are displayed in alphabetical order. If the guest already exists in the system, you can carry on with the reservation process with this data.

ZIP-Code - Search Function: By entering a ZIP-code, the system automatically fills in city and state.

Bettiscombe	DT6	Dorset
Birdsmoor Gate	DT6	Dorset
Bothenhampton	DT6	Dorset
Bradpole	DT6	Dorset
Bridport	DT6	Dorset
Broadoak	DT6	Dorset
Burton Bradstock	DT6	Dorset
Charmouth	DT6	Dorset
Chideock	DT6	Dorset
Chilcombe	DT6	Dorset
Dottery	DT6	Dorset
Eype	DT6	Dorset
Fishpond Bottom	DT6	Dorset
Loders	DT6	Dorset
Marshalsea	DT6	Dorset
Marshwood	DT6	Dorset
Melplash	DT6	Dorset
Morcombelake	DT6	Dorset
Netherbury	DT6	Dorset
Nettlecombe	DT6	Dorset

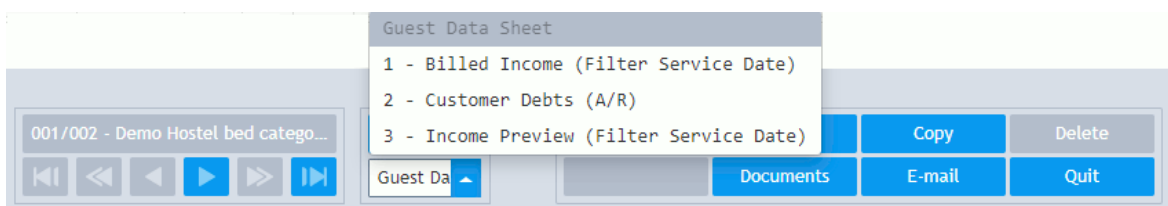
ZIP-codes for other countries (e.g. Germany, Switzerland, Austria, Luxembourg, Belgium, France, Italy and Spain) can be ordered from ASSD.

Guest Numbers for Quick Reservations: A special number can be used for guests, which should not be stored in the guest database (e.g. walk-ins). This [Special Guest Number](#)^[117] can be pre-defaulted e.g. in [Quick Reservation](#)^[165].

Data Protection Regulations for Personal Data in Public Administration:

Under "**Settings/Supervisor**" it is possible to save a complete change history of the guest database by marking the field "**guesthist**" with a "Y". User, change data and time as well as changes (old and new value) are stored. If an address is deleted, this is not stored. That is why the deletion of addresses should be disabled!

Default Reports:



Three default reports have been created for the guest database: Billed Income, Customer Debts and Income Preview. The summary date and, if necessary, the house can be selected on page [Rates](#)^[115]. The reports contain the current number counter e.g. 3400 to 3499. This can also be set to fixed positions in the control field of the list entries (field: printlist), e.g. 0 = only this customer number, 1 = delete last character, 2 = delete last two characters. The list files are called "**z_guest1**" to "**z_guest3**".

The following buttons supplement the [Control Bar](#)^[47]:

Enter: Only appears when calling from another tab. Helps to transfer the guest number into the tab which is then called up.

Documents: Possibility to link documents of other applications as e.g. Microsoft Word or Excel (registered names of Microsoft) with a reservation or a customer.

Button E-Mail: If the system has been set-up correctly and if you are [authorized](#)^[268] you can send e-mails to your customers via this button.

[Page Browse](#)^[102]

[Page Address](#)^[104]

[Page Memo/Statistics](#)^[107]

[Page Contacts/Credit](#)^[110]

[Page Terms](#)^[113]

[Page More Fields](#)^[114]

[Page Rates](#)^[115]

[Special Guest Numbers](#)^[117]

3.2.2.1 Guests/Customers - Browse

This overview of guest and/or customer data shows a button in the left column helping to add a guest in the tab called up afterwards, e.g. in "**Reservations**".

Guests/Customers

Browse Address Memo/Statistics Contacts/Credit Terms More Fields Rates

Guest-	Matchcode	Matc	Cou	ZIP	Note	City	Name/Organiz	Contact	Street address	E-m	Country
307	TENGELMA	KEIN					Tom Tengelmar			a.lo	
400	FAMILY	KEIN					Family				
500	HOMANN	KEIN					Philipp Homann			phil	
501	LOTT, AND	KEIN					Andrey Lott			a.lo	
600	REALSCHU	KEIN	D	8033		München	Realschule Mür	Tina Mayer	Hauptstr 5		
700	ROSE	KEIN	D			Nürnberg	Rosmarie Rose		Schulstraße		
800	DIETZ	KEIN					Dietmar Dietz				
900	BROWN	KEIN	GB				Tom Brown				
1000	SANDERS	KEIN	USA				Sarah Sanders				VEREINIGTE STAATEN
1100	MAIER	KEIN					Max Maier				
1200	GYMNASIU	KEIN					Gymnasium Stu	Ackermann			
1300	SCHMID	KEIN					Franz Schmid				
1400	MURRY	KEIN	USA				Jack Murry				VEREINIGTE STAATEN
1500	MEIER	KEIN	D	1024		Berlin	Franz Meier		Hüttenweg 3		DEUTSCHLAND
1600	ACKERMAN	KEIN	D	7854		Spaiching	Ralf Ackerman				DEUTSCHLAND
1700	SV	KEIN		4210		Wupperte	Sportverein W.	Franz			

001/002 - Demo Hostel bed categories

The following columns with blue writing: **Guest-No.**, **Matchcode**, **Match(code) 2**, **Country**, **ZIP**, **Street Address** and **E-Mail** are also suitable for sorting and positioning purposes.

Internal memos can be seen aside. A comment to the guest can be stored (e.g. special accommodation, payment moral).

The address of the guest or customer and the first two user fields are displayed then.

3.2.2.2 Guests/Customers - Address

Please enter the guests' addresses and corresponding data into this page.

The screenshot displays the 'Guests/Customers' application window with the 'Address' tab selected. The form includes the following fields and options:

- Search Options:** Radio buttons for 'Phonetic Search' (selected) and 'Search Matchcode'.
- Guest/number:** Text input field.
- Organization (spare name):** Text input field.
- Name/Organization:** Text input field containing 'Froghound Primary'.
- Contact name:** Text input field containing 'Mr. Stevensen'.
- Street address:** Text input field.
- Nationality/ZIP-Code/City:** Dropdown menu showing 'GB - United Kingdom', 'LN9', and 'Horncastle'.
- Country:** Dropdown menu showing 'GB - Great Britain and Northern Ireland'.
- City/ZIP:** Dropdown menu showing '01 - Country, ZIP, City' and 'GB-LN9 Horncastle'.
- Language:** Dropdown menu showing 'E - English'.
- Salutation:** Dropdown menu showing 'Dear Mr Stevensen'.
- Matchcode:** Text input field containing 'FROGHOUND PRIMARY'.
- Type of guest:** Dropdown menu showing '02 - Primary School'.
- Phone:** Text input field.
- E-mail:** Text input field.
- Function:** Dropdown menu showing 'AB'.
- First name:** Text input field.
- Birthdate:** Date selection field.
- Title:** Text input field.
- Matchcode 2:** Text input field.
- Fax:** Text input field.
- Target group:** Dropdown menu.

At the bottom, there is a table with the following columns: Guest-No, Name/Organization, First name, Street address, ZIP, City, Note, and Phone. Below the table are navigation buttons: '001/002 - Demo Hostel bed categories', 'Save', 'Undo', 'E-mail', and 'Guest Dat'.

Guest / Customer Number: The guest number is an internal identification of an address in the guest database. It is automatically assigned by the system and e.g. serves the assignment of a customer address to a reservation. Normally, this number does not have any importance for the user, as the assignment is automatically managed by the system.

In special cases however, it is possible to assign a guest number manually, e.g. for allotments or [Special Guest Numbers](#)^[117].

The supervisor can alter the function of the automatic number assignment. If you leave the field guest/customer number empty when newly entering a guest, the system automatically assigns numbers in steps of 100. If, on the other hand, an already consisting number is copied (e.g. for further contact of the same organization), the systems assigns the numbers on from the original guest number in steps of 1. This option helps to group different addresses of one organization (e.g. for different contact).

Phonetic Search or **Search Matchcode:** [Phonetic Search](#)^[99] can be recommended.

Name Fields

Example for individuals/families:

Organization (spare name)	<input type="text"/>	First name:	<input type="text"/>
Name/Organization:	Salter	David	<input type="text"/>
Contact name:	<input type="text"/>	Birthday:	<input type="text"/>

Example for a group:

Organization (spare name)	<input type="text"/>	First name:	<input type="text"/>
Name/Organization:	City Grammar School		<input type="text"/>
Contact name:	att Mr. Scott	Birthday:	<input type="text"/>

Example for a group with additional row:

Organization (spare name)	City University London	First name:	<input type="text"/>
Name/Organization:	Medical Faculty		<input type="text"/>
Contact name:	att Prof. Walker	Birthday:	<input type="text"/>

Organization (Spare Name): The first of the in total four available fields for the name of your guests or customers. These fields are intended for organisations and groups. It is only used if the other 3 fields are not enough and you need an extra line. In addresses of letters, this text appears in the first line.

Name/Organization: For individuals or families, please enter the guests' names, here. For groups or organizations please enter the names of the groups.

First Name: Please enter the first names for individuals or families. For organizations, please leave this field empty. The first name is also part of the phonetic search. When entering three or more characters, a phonetic comparison takes place. When entering one or two characters only, all first names beginning with these characters are taken into consideration.

Contact Name: Please leave this field empty for individual guests and families.

Street Address: Please enter the streets and house numbers here.

Birthday: Here you have the possibility to enter the guests' birthdays. When entering a two-digit number higher than the current year, the system automatically presumes 19xx (in contrast to the other date fields).

Nationality: Internal ID for the overnight stay reports. The ID selected here can automatically fill the field "Country". The nationality is also shown in the reservation on the [Invoice](#)⁹³.

ZIP-Code: After having entered the ZIP-code the city and (should the situation arise also the state) is automatically added. ZIP-codes are available at our offices straight away for Switzerland, Germany, Austria, Luxembourg, Belgium, France and Spain. If required, further countries can be integrated.

City: City of guest.

Country: Country ID for the address and the name of the country for the address.

State: ID for the Federal State. This field can also be filled automatically via the ZIP-code: e.g. for states in Germany, Cantons in Switzerland.

City/ZIP: You can set-up here how the row of the city should be formatted: e.g. German, British or US format. The result can be seen in the grey field. A manual format is also possible.

01	- Country, ZIP, City
02	- US: Country, State, City, ZIP
03	- UK: City, County, ZIP, Country
04	- UK: City, ZIP, Country
05	- US: Country, City, State, ZIP
99	- Fill in manual

Language: The language for correspondence with this guest. Any languages are supported.

Salutation: The system offers more salutations for letters which can be selected dependent on the language. A manual change or entry is also possible. Please also note that the selection is carried out in an own field to the right. When using the keyboard you can jump to the next field with the tab key and can open the selection with F4.

Title: Any title for individuals or families can be stored here for the addresses. This can then be used or printed for correspondence.

Matchcode: The matchcode can be automatically filled by the program (settings in the [House Database](#)^[208]). Furthermore, a selection list of all words in names and cities is at your disposal. A manual entry is also possible. The matchcode should be selected the way that the guest can be identified and searched for straight away. This field is transferred to the reservation and is used in all lists and plans.

Matchcode 2: Additional search possibility for the differentiation of the guests, e.g. member number, school number. Please note, that this field matchcode 2 is independent of the matchcode 2 in reservations.

Type of Guest: The type of guest is used for analyses and can also be used for the [Price Calculation](#)^[248]. It is therefore also shown in "**Reservations**" on page [Billing](#)^[93]. Via the type of guest, the [Type of Reservation](#)^[68] can be filled automatically as well (please also see the [Technical Reference](#)^[308]). The type of guest is a three-digit number, the first two digits are relevant for price calculation, only. The third digit serves the more specific separation for analyzing purposes.

Phone: Two fields are available to enter telephone numbers.

Fax: Fax number of guest.

E-Mail: E-Mail address of guest (e.g. guest@guest.co.uk).

User Fields: Two fields for free use. Beforehand, please talk about names and entry possibilities with your system supervisor. User fields can be used for the selection of addresses, e.g. for [Query Mail Merge/Labels/Reports](#)^[198]. The type of reservation can also be pre-selected in the first (left) field.

Chart Results of the Phonetic Search: The data of the phonetic search with guest/customer number, sir name, first name, street, ZIP-code, city and the memo field appear in this chart. The names are organized alphabetically according to sir name, first name as well as ZIP-code. If an entry in the [Memo Field](#)^[107] appears for one guest, this is displayed in red color. In order to select one entry please use the buttons on the left column.

3.2.2.3 Guests/Customers - Memo/Statistics

All further details concerning guests or customers are stored here. If this page is filled, the title is displayed in **bold font**.

The screenshot displays the 'Guests/Customers' application window. The 'Memo/Statistics' tab is active. The 'Guest/Customer number' field contains '3200' and the name 'Bertram Fey'. The 'Memo' field contains 'VIP'. The 'Reservation block/Note' is set to 'Not blocked' with a note 'VIP'. The 'Number of stays/Last stay' is '5' with a date of '14/02/2020'. The 'First inquiry' date is '09/01/2015'. There are three dropdown menus for 'Address block', 'User field', and 'User field'. An 'Active Bookings/Inquiries' table is present but empty. Below the form is a table with columns: Year, Month, RGI, Reg.No., Arrival, Depart., Guests, Total, Type, Revenue, Meals. At the bottom, there is a control bar with navigation buttons, a 'Guest Dat' dropdown, and buttons for 'Save', 'Undo', and 'E-mail'.

Memo: Any entry of any length can be entered here.

Reservation Block: If activated, a reservation cannot be made for this guest. You can enter a short description in the field "**Note**". Independent of this block, you can also set people or organizations on the [Black List](#)^[228]. The reservation block has to be set for the guest number of the Internet allotment of our booking system to prevent manual booking from the Internet.

The reservation block has to be activated for the guest number of the [Internet Allotment](#)^[127] of our booking system, in order not to be able to book manually:

Note: Here you can enter a short note with up to 8 characters. This note is displayed in **red** on page [Detail](#)^[102] and in the chart for the phonetic search function on page [Address](#)^[104]. You can draw the users' attention to guests with special characteristics with this short note.

Number of Stays: The total number of past stays are displayed here for statistical purposes and marketing strategies.

Last Stay: Last stay of the guest.

Active Bookings/Inquiries: Here you can see a listing of all current bookings/inquiries in the menu item [Reservation](#)^[64] of the respective guest. This concerns e.g. a reservation or a cancellation. The field "RGI" shows where the customer is used in this reservation (Customer **R**eservation, Customer **G**uest, Customer **I**nvoice). The standard case YYY signifies that the customer who has made the reservation, the guest and the invoice receiver are identical. YYN signifies that this customer has made the reservation and is the guest, but that another guest number receives the invoice.

First Inquiry: This field displays the date of the first contact.

Address Block: Block for advertisement - these guests are not used for query mail merge and promotion.

User Fields: Two fields are at your free disposal. Please settle the names and entry possibilities with your system supervisor beforehand. User fields can be used for the selection of addresses, e.g. for [Query Mailmerge, Labels and Reports](#)^[199].

List of Past Reservations/Inquiries:

With the help of this list you have an easy access to frequency and preferences of your guests' overnight stays. It facilitates to manage selective marketing strategies or to adjust your service offers to the special wishes of your guests, individually.

It can also be used for [Query Mailmerge, Labels and Reports](#)^[199].

The guest history is automatically created and updated for all future reservations, after departure and after a report if option "**Save Action to History**" has been activated on page [Journal/Admin](#)^[204] under "**Query Mailmerge/Labels/Reports**". This can be e.g. used, to mark all guests included in a sales campaign - click [here](#)^[204] for further information. Column "**Memo**" (not to be seen in the picture above - scroll right in the table) contains the description of the action.

All data stored here, is permanently stored. It contains the following information:

Year, Month

RGI: The field "RGI" shows where the customer is used in this reservation (Customer **R**eservation, Customer **G**uest, Customer **I**nvoice). The standard case YYY signifies that the customer who has made the reservation, the guest and the invoice receiver are identical. YYN signifies that this customer has made the reservation and is the guest, but that another guest number receives the invoice.

Registration Number, Arrival, Departure, Number of Guests, Total Overnight Stays, Type of Reservation, Room Number, Meals, Memo (for catalogue inquiries the course of the review), House (for more houses)

3.2.2.4 Guests/Customers - Contacts/Credit

Guests/Customers

Browse Address Memo/Statistics **Contacts/Credit** Terms More Fields Rates

Guest/Customer number: 3200 **Bertram Fey**

ABC classification: A - A-Guest

How did you find us: 10 - Word of mouth

Contact name of: 3300 Technische Universität München 80333 München

Assigned Contacts:

Credit card:

Name on credit card: Bertram Fey

Credit card number: 1888-8888-8888-8999

Expiry date credit card: 0920

User field:

User field:

Editing address blocked:

001/002 - Demo Hostel bed categories

Save Undo

Guest Dat

E-mail

ABC-Classification: Possibility to classify your guests.

How did You Find Us: How the customer has found the hostel/hotel.

Contact Name of: If the selected guest is part of an organization, e.g. teacher in a school group, you can enter the respective organisation, also via the button with the family, here (see example below).

Assigned Contacts: If this entry of the guest database is an organization, all assigned contacts are listed here. This results in a one-to-many relationship. Via the button with the family new contacts can be added to this list.

Example:

The screenshot displays the 'Guests/Customers' application window. The title bar reads 'Guests/Customers' with standard window controls. Below the title bar is a navigation menu with tabs: 'Browse', 'Address', 'Memo/Statistics', 'Contacts/Credit' (selected), 'Terms', 'More Fields', and 'Rates'. The main content area is divided into several sections:

- Guest/number:** 3200, with the name 'Bertram Fey' in red text.
- ABC classification:** A - A-Guest
- How did you find us:** 10 - Word of mouth
- Contact name of:** 3300 (with a person icon), Technische Universität München, 80333 München
- Assigned Contacts:** A large empty white box with a scrollbar and a person icon on the right.
- Credit card:** A dropdown menu.
- Name on credit card:** Bertram Fey
- Credit card number:** 1888-8888-8888-8999
- Expiry date credit card:** 0920
- User field:** Two dropdown menus.
- Editing address blocked:** An unchecked checkbox.

At the bottom, there is a control bar with a dropdown menu showing '001/002 - Demo Hostel bed categories', navigation buttons (back, forward, etc.), a 'Guest Data' dropdown, and a set of action buttons: 'Add', 'Edit', 'Copy', 'Delete', 'Documents', 'E-mail', and 'Quit'.

Guest Paul Grant, who, in this case is e.g. lecturer, is assigned to NY University. For this, select the respective guest on tab "**Browse**", go to "**Contacts/Credit**" and enter or select the respective organization. This organization can also be entered newly. In order to be able to distinguish between "real" guests and contacts of a respective organization, these contacts are not displayed in bold but in normal font on tab "**Browse**".

If the organization is now selected on page "**Browse**", all "**Assigned Contacts**" of this organization are displayed on tab "**Contacts/Credit**":

Guests/Customers

Browse Address Memo/Statistics **Contacts/Credit** Terms More Fields Rates

Guest/Customer number: 3300 Technische Universität München

ABC classification: not used

How did you find us:

Contact name of:

Assigned Contacts: Bertram Fey 0166-777665

Credit card:

Name on credit card:

Credit card number:

Expiry date credit card:

User field:

User field:

Editing address blocked:

001/002 - Demo Hostel bed categories

Guest Data

Add Edit Copy Delete

Documents E-mail Quit

Credit Card Data: This data is encrypted.

User Fields: These fields are at your own free disposal. Please settle the names and entry possibilities with your system supervisor beforehand. User fields can be used for the selection of addresses, e.g. for [Query Mailmerge, Labels and Reports](#) ^[199].

Editing Address Blocked: Here you can define that the data of this guest number cannot be changed. If walk-ins are not entered with their full addresses, one guest number is often used for different guests ([Special Guest Numbers](#) ^[117]). In order to prevent unintended overwriting, this guest number should be protected here. What is more is that the [Quick Reservation](#) ^[165] changes to a new entry automatically when clicking on the button showing the family.

3.2.2.5 Guests/Customers - Terms

Guests/Customers

Browse Address Memo/Statistics Contacts/Credit **Terms** More Fields Rates

Guest/Customer number: 3500 **Froghound Primary** **Mr. Stevensen**

Direct debiting: Y - Direct debiting

Bank: National Westminster

Bank code: 191919

Account No.: 123412

Account holder: Tom Stevensen

Change terms of payment:

Days Prepayment 1: 20 Days Prepayment 2: 10

Prepayment 1 calculation: Prepayment 2 calculation:

Days Prepayment 3: Prepayment 3 calculation:

Due days: 0

CRM ID:

Record Info: STOLZ 09/03/20 10:22

001/002 - Demo Hostel bed categories Guest Dat. Save Undo E-mail

Direct Debiting: "Y" or "N".

Bank: Name of the bank.

Bank Code: Bank code of guest bank.

Account Number: Account number of guest.

Account Holder: Name of account holder.

Change Terms of Payment: You have the possibility to fix conditions which differ from the general payment conditions set-up in the [House Database](#)^[213]. The following options are only visible if this function has been activated. In this part you can enter different terms of payment and date calculations for this customer. If deviant terms of payment have been selected, the title "**Terms of Payment**" is displayed in **bold** font.

Days Prepayment 1/2/3: Please enter the days here. The date is either calculated on from the day the contract was issued (the reservation was entered) or backwards from the arrival date. Days before arrival are entered with positive numbers, days on from the issue date with negative numbers.

Prepayment 1/2 Calculation: Enter the percentage "%" of the total invoice amount.

Prepayment 3 Calculation: The amount is calculated newly each time. This field can e.g. be used for a total payment before arrival in case the guest changes his/her booking shortly before arrival.

Due Days: Payment after departure in days. Instead of the former due days (number) a formula for calculating the due days can now also be used. As usual, a positive result is added to the departure date whereas a negative result is subtracted from the current date (invoice date). Example for the due date on the last day of the month followed by departure:

"GOMONTH(DATE(YEAR(s_reser.departure),MONTH(s_reser.departure),1),2)-1-TTOD(s_reser.departure)".

NEW PMS3: The reservation is available as \$data and the invoice guest as \$guest. You can work with the " ? : " operator.

Example: \$guest['GUESTCODE'] == '25' ? 18 : 35

Example for field in reservation: \$data['s_reser']['RUSER03']

Record Info: Here you can see when this data was entered and which user has made the latest changes.

3.2.2.6 Guests/Customers - More Fields

These fields are at your free disposal. Please settle the names and entry possibilities with your system supervisor beforehand. User fields can be used for the selection of addresses, e.g. for [Query Mailmerge/Labels/Reports](#) ¹⁹⁹.

Edit History: You can set up the system the way that all changes are recorded, in order to correspond to the data protection rules of single states such as North Rhine-Westphalia. User, editing date and time as well as the changes (old and new value of a field) are stored. Deletion of an address is not stored. For that reason, the address should not be deleted but disabled (e.g. via a reservation lock). If necessary, please disable the deletion.

Delete Mark: You can set a delete command for the import/export of guest addresses while updating. If the box is ticked here, the guest data is removed when importing a [Guest Database Update](#) ²⁹⁷.

3.2.2.7 Guests/Customers - Rates

Deviant price settings can be fixed for each guest separately. This may be useful, if a discount rate has been arranged, e.g. minus 10%.

Important: In order to be able to use this function, the articles wanted to be listed here, have to be activated in the [Article Database](#) ²⁵⁸ (option "Price per Guest/Guest Type" = "Y").

Guests/Customers
- ↗ ✕

Browse
Address
Memo/Statistics
Contacts/Credit
Terms
More Fields
Rates

Guest/Customer number: Bertram Fey

Organization:

Hostel/Hotel:

Price date:

Special Days:

Price Type:

Create
Copy
Delete

001/002 17/02/20 Mo

Artic	Description	Pric	Disc	New	Mc	Tu	We	Th	Fr	Sa	Su	A %	B %	C %	D %	E %	F %	T					
101	Bed and Breakfast	60.0		60.00	5.0	5.0	5.0	5.0	10.	10.	10.								C	001	002		202
102	Bed and Breakfast	48.0	10.0	43.20															C	001	002		202
103	Bed and Breakfast	46.0		46.00															C	001	002		202
104	Bed and Breakfast	40.0		40.00															C	001	002		202
1041	Bed and Breakfast	40.0		40.00															C	001	002		202
105	Bed and Breakfast	38.0		38.00															C	001	002		202
106	Bed and Breakfast	45.0		45.00															C	001	002		202

Report Date:

001/002 - Demo Hostel bed categories
Guest Dat

Save
Undo
E-mail

Organization: Any organization ID.

Hostel/Hotel: In combination with the organization this is a unique identification for each house.

Price date: Date the new price is effective **from**.

Special Days: If the entered discount rate is only valid for special days, the IDs having been stored under "**Reference Data/Special Days**"²³³, are entered here. The special days are entered **without** separating commas. In case you do not wish to mark all entered special days with the same discount rate, please see columns A% to F% below.

Button Create: This button adds a period of time to the corresponding overview (see below), which may then be edited with a new date and discount rate and, if necessary, with special days. If you want to copy already existing discount rates, please click on "**Copy**" - see below. If no entry has yet been made, please click on "**Edit**", first, enter a date and then click on "**Create**".

Button Copy: If discount settings of one period of time are wished to be transferred to another, please change the date first and click on "**Copy**". Now, the discount settings are also valid for the new period. If necessary, the new period can be edited now.

Button Delete: Deletes the active period (period marked in the overview).

Important: As soon as one of the buttons described above is being pressed, the table is refreshed straight away, the way that deleted data cannot be refreshed via the "**Delete**" button anymore. For the entries in the overview Articles Prices, the "**Delete**" button can be used as usual.

Overview Period of Time: All begin dates of periods with a new discount rate, are listed here. By clicking on them, the respective settings are displayed below.

Overview Articles Prices: This data grid displays the discount details. All date is entered and/or edited here, directly. Important: Only articles, having been activated in the [Article Database](#) ^[259] beforehand, are displayed here ("Price per Guest/Guest Type" = "Y").

Column "**Price**" displays the standard price for the respective article. If a discount rate is valid for all weekdays, please enter this rate in column "**Disc. %**". The new price (default price minus discount rate) is then displayed in column "**New Price**". In case discount rates are only valid for certain weekdays, enter the rates in the columns for the respective days ("**Mo. % - Su. %**"). Additionally columns A% to F% are available. These refer to the entered special days: column A% refers to the first special day entered above, B% refers to the second entered special day etc. That is how different special days within the entered period of time can be marked with different discount rates.

The new price for each day is displayed as a ToolTip Text when clicking on the entered discount rate and remaining on this field with the mouse.

Deviant Settings: Under "**Settings/General Settings Supervisor**" it is also possible to set the complete area "**Rates**" the way that the entered numbers are no longer discount rates, but fixed deviant prices. Please ask ASSD or your system supervisor for more information.

Summary Date: The period for the report generation and default reports can be entered here. Via the fast button at the right, a pre-defined period can be selected easily (all, current month, last month, current year, last year). The entries in this ComboBox list may be expanded. For this, please contact ASSD.

3.2.2.8 Guests/Customers - Special Guest Numbers

Special entries not assigned to an individual address, can be made in the guest database for different usage areas. For this purpose, please use guest numbers smaller than 3000 and which can be remembered easily.

Usage Areas:

Quick reservation without an address under a standard guest number, e.g. for walk-ins. The name is entered in the matchcode of the reservation and there is space for further data in the text field. A guest entry with the type of guest "**locked**" can be used for temporarily locked rooms. Allotments for the Internet or walk-ins are further usage fields.

The usage of special guest numbers reduces the necessary entries of guest data to a minimum. Please mind that the guests entered that way are **not** stored in your guest database.

Procedure:

Instead of entering a name and personal data, you can simply enter an internal name, e.g. "**Walk In**", "**Internet Allotment**" etc. It can also be recommended to manually enter a (guest) number which can be remembered easily.

Please always remember to lock this number from unintentional overwriting on page [Financial Data](#)^[110]. This causes the start of an automatic new entry in the guest database when selecting this number via the button showing the family.

Usage Field of Special Guest Numbers - Quick Reservation

This guest number can be entered as a default pre-selection (button "**Save as Standard**") e.g. for [Quick Reservation](#)^[160].

The entry of the name in the corresponding field then is enough. If further data is necessary, you can enter them in the memo fields. If you wish to enter the address of a certain guest in the guest database nevertheless, please make a new entry in the guest database via the button showing the family.

3.2.3 Allotment per Days

Up to now, only allotments for the Internet booking system are stored here. Please create other allotments in the [Reservations](#)^[64].

Exactly one entry has to be made for each Internet booking system (e.g. ASSD, RIS, Hostelworld) you participate with and you have activated the [Internet Booking Interface](#)^[24] for. Future extensions of the period which can be booked are carried out by changing the date and not via a new entry.

On the one hand, "**Allotment per Days**" offers you the possibility to maintain your availabilities directly in this program instead of on the booking systems' web sites. This has the advantage that assigned rooms or beds are blocked/marked straight away and the users can see the new availabilities simultaneously. On the other hand, float allotments having been developed by ASSD can be defined here. These are created once for a defined period (e.g. 2 years) and automatically maintain your Internet allotment with predefined rules without the user having to intervene. Thereby, the necessary capacities are available on the Internet as well as in the hostels/hotels. Without any problems, you have the total available beds at your disposal (e.g. for groups) and the Internet allotments is automatically set to zero in the course of the next [Retrieval of Internet Bookings](#)^[126].

Page Browse

List of all entered allotments.

Button Float: Via this button, the calculation of the float allotments can be tested without having to retrieve Internet bookings.

[Page Availability](#)^[119]

[Page Setup 1](#)^[121]

[Page Setup 2](#)^[122]

[Page Rooms](#)^[125]

3.2.3.1 Allotment per Days - Availability

This page is **not used** until all other pages have been set-up (otherwise an error message appears, as no allotment is available yet - bgcolor). It serves the first set-up of float allotments as well as the maintenance of manual allotments.

Date	Allotm	Avail	Fl (%)	Float	Float	Float	Lead	Allotment Bar Diagram
07/11/	8.0	0	10					
10/11/	8.0	0	10					
11/11/	8.0	0	10					
12/11/	4.0	4	10					
13/11/	4.0	4	10					
14/11/	4.0	4	10					
15/11/	4.0	4	10					
16/11/	8.0	0	10					
17/11/	8.0	0	10					
18/11/	8.0	0	10					

Available
 Mo Tu We Th Fr Sa Su
 Float(%) 0% Float Min. 0 Float Max. 0 Float Rest 0 Lead Days 0
 0 0 +- Change

001/002 - Demo Hostel bed categories

Save Undo

Different allotments can be entered for each day. Please **either** fill the field "**Allotment**" or the field "**Float**". The latter defines the automatic calculation of the quota and overwrites the allotments with every new retrieval. If you wish to maintain your allotment **manually**, the field "**Float**" has to be **left empty!** Float allotments do not have to be maintained and can therefore be highly recommended. The calculation rules consist of: percentage (field "**Float**"), float minimum (if less beds/rooms are available in total, no beds/rooms are available on the Internet), float maximum (more beds/rooms are never available on the Internet - should at least be sufficient for one booking per day) and float rest, which is never available on the Internet (safety for overbooking). For group hostels/hotels a percentage of 100%, a maximum of 2-4 rooms as well as a rest of 1 room should be selected. For hotels, a percentage of 49% without any other parameters has stood the test. The allotment available on the Internet always automatically refers to the still available rooms or beds. If your house is fully booked (including the Internet allotment), you only have to [Retrieve Internet Bookings](#) afterwards and the allotment is automatically set to zero.

In the upper area you choose the allotment, which you wish to maintain (e.g. category). Afterwards you can either enter your data directly in the data grid window or you can use the "**From-To**" fields at the bottom of the tab (blue).

The unity (beds or rooms) is defined by the use on the Internet!

Show Available: For the calculation of float allotments, this box **has to be** activated with a tick in any case.

Weekdays: Excludes special weekdays from an entered period.

Date-From, Date-To, Nights (blue in the picture above): Please choose the desired period of time for the changes of the allotment, here (To-date is **excluded**).

Number of Beds/Rooms, Edit Selection (red in the picture above): With the help of these fields you can manually fix your allotments. Please enter the desired number of beds or rooms, choose what should happen (set allotment to number, increase allotment, decrease allotment) and then click on the button "**Change**". Please pay attention that the fields for the float allotment (green in the picture above) have to be left **empty**.

Float, Float Min., Float Max., Float Rest (green in the picture above): In these fields you enter your float allotment. Please enter the desired calculation operation and then click on the button "**Change**". Please note that the fields for the manual allotment (red in the picture above) have to be left **empty**.

Lead Days: The lead time setting prevents the float rule from being applied before a certain lead time for a particular time. A float rule for Sept. 20th with a lead time 8 days starts on Sept. 12th the first time with calculations. This feature can be used for times where the hostel is reserved for groups to avoid long term Internet bookings. Once the lead time is reached the system puts the beds on the web automatically. The main advantage is that no regular maintenance is needed. Be careful despite a lead time the allotment can be set manually for those days.

Button Float: Via this button, the calculation of the float allotments can be tested without having to retrieve Internet bookings.

End of Editing: Please call the menu item [Retrieve Internet Bookings](#) ^[126] after changes in this area to upload them into the Internet.

3.2.3.2 Allotment per Days - Setup 1

The basic data for the allotments can be found on this page. When extending to the following year, please enter the new date which the allotment should be created up to, here. The former arrival date can be set to the current date, as no allotment is needed for the past. Please define the availabilities for the new period on page [Availabilities](#)^[119], afterwards.

Registration Number: Unique ID for the allotment. Short series of characters.

Matchcode: Search name of the allotment. Short series of characters.

Description: Any text.

Customer: Customer number for the allotment. This number can e.g. be used in the [Calendar Schedule - Overview Day](#)^[127], e.g. to display available beds including the Internet allotment. As it is important not to create a reservation for this customer number by accident, this entry (customer number) should be [Locked for Reservations](#)^[107].

Type of Reservation: Please enter the type of reservation for allotments ("31"), here.

Color: Set this box to "User Defined" (= "00") and choose e.g. a pastel shade which can clearly be differentiated from reservations in the room plan. Rooms marked for the allotment are assigned dynamically and can, for that reason, be booked normally. If a room, marked as an allotment in the [Room Plan](#)^[139], is booked at the reception, the system automatically marks another, still available room of the same type, stored on page [Rooms](#)^[125], as an allotment. That way, the user can use all

rooms despite allotments, but can always see the allotment in the [Room Plan](#)^[133]. If it is not possible to mark rooms of the same type as allotments, an error message is displayed.

Despite this message, the system tries to mark other room types as allotments, stored on page [Rooms](#)^[125] in order to prevent from overbookings. If you use Float allotments, this error message can be easily switched off, by simply [Retrieving Internet Bookings](#)^[126], as then, the number of rooms to be marked as allotments is reduced to the percentage of still available rooms.

Arrival: Date when this allotment should begin. It can be predefined to the current date if any changes have been made. When newly entering: current date.

Departure: Date when this allotment ends (this date is excluded - e.g. enter January 1st). The end of the allotment is defined by the Internet booking system. If the maximum booking date is extended there (e.g. yearly), the date has to be extended here as well and the allotment has to be entered on page [Availability](#)^[119] afterwards.

Release Days/Time (Hour): With this tool, the system can automatically delete availabilities being on too short call. Example: hour = 13 and days = 0 signifies that today's allotments are removed on from 16:00 and that way are not available on the Internet anymore. This is carried out with the next retrieval of Internet bookings. All allotments of the day (i.e. allotments 1-10 and 12) except allotment 11 are taken into consideration, although they may not be float allotments. A day, however, is only taken into consideration if at least one float allotment is defined. Users not working with float allotments can also use this function by simply setting an allotment which is not used to float (in most cases this is already warranted via allotment 11 for availability check).

In order to avoid faulty entries, the two fields "qdays" and "qhours" in form "s_quota" are checked (only possible: today 15:00 to 23:00). This check can be changed if necessary.

Examples

Both fields empty: no release (as hitherto)

day = 0 and hour is filled: release today at the entered time

e.g.: day=0, hour=12: guests cannot book for today on from 12:00

day = 1: release until inclusively tomorrow on from time of today

e.g.: day=1, hour=12: guests cannot book for tomorrow on from 12:00 today; day=1, hour=0: booking not possible for today nor for tomorrow

Record Info: Here you can see when this data was entered and which user has made the latest changes.

Button Float: Via this button, the calculation of the float allotments can be tested without having to retrieve Internet bookings.

3.2.3.3 Allotment per Days - Setup 2

All allotments are activated here and are assigned to the corresponding types of rooms of the Inhouse software. Please always ask the supervisor before changing anything here.

Allotments can be directly linked to the types of rooms of the program. For float allotment, e.g., this is obliged. Linked allotments are automatically reduced when importing bookings. But there are also

allotments which are not linked, e.g. inquiry allotment or allotment for the central message of available beds.

Allotment Name: The allotment is activated for page [Availability](#) when entering any name. 12 allotments are available in total. For editing, the number/order of the allotment is decisive. This has to correspond to the position and the conventions of the Internet booking system.

The following fields define, whether the allotment is linked with the booking of the Inhouse software and which calculation basis should be used for float allotment. Both can either happen for the total number of beds (or rooms) or for one type of room. A recalculation could be necessary, if an allotment is managed on room basis in the one system, e.g. Internet, and on bed basis in the other, e.g. Inhouse system. Please only make changes if having contacted the supervisor previously.

The calculation is carried out **from** the Internet or page [Availability](#) **to** the Inhouse reservation system.

Link Total: These columns define, whether the allotment should decrease the total number of beds (or rooms). Without any operator - only amount 1 - it can be used for float allotment for the central display of beds. Times, selection field Operator (not inter-linked, times, divide).

Link Room Type: Link to a special type of room. A valid room booking or type of room booking is defaulted! Times, selection field type of room, ComboBox Operator (not inter-linked, times/divide).

Last Internet Update: The date of the latest Internet Update is shown here.

If you send the same allotment to different booking systems, we recommend to upload not only the edited days, but all days. This is also recommended for Hostelworld, in order to make sure that price changes are being uploaded. For this, please set the date of the latest Internet Update to "01.01.00" (January 1st 2000). This date is then fixed so now, all days are always loaded .

Example Youth Hostels without Bed Categories (Inhouse - total beds - Categories Rooms, Internet - Beds/Rooms): Beds on the Internet

Allotment per days

Browse Availability Setup 1 Setup 2 Rooms

Allotment Name	Link Total	Link Room Type
Single	1.000 * - Times - Multiply	1.000 1 - Single * - Times - Multiply
Bed in Double/Twin	1.000 * - Times - Multiply	2.000 2 - 2 beds / - Divide
Bed in 3-bed room	1.000 * - Times - Multiply	3.000 3 - 3 beds / - Divide
Bed in 4-bed room	1.000 * - Times - Multiply	4.000 4 - 4 beds / - Divide
Bed in 5-bed room	1.000 * - Times - Multiply	5.000 5 - 5 beds / - Divide
Bed in 6-bed room	1.000 * - Times - Multiply	6.000 6 - 6 beds / - Divide
	0.000 Not inter-linked (o	0.000 Not inter-linked (o
	0.000 Not inter-linked (o	0.000 Not inter-linked (o
	0.000 Not inter-linked (o	0.000 Not inter-linked (o
	0.000 Not inter-linked (o	0.000 Not inter-linked (o
	0.000 Not inter-linked (o	0.000 Not inter-linked (o
	0.000 Not inter-linked (o	0.000 Not inter-linked (o
	0.000 Not inter-linked (o	0.000 Not inter-linked (o
	0.000 Not inter-linked (o	0.000 Not inter-linked (o

Last Internet Update: 00:00

001/002 - ASSD Demo Hostel BASIC

Save Undo

Double rooms as whole rooms:

Double/Twin	2.000 * - Times - Multiply	1.000 2 - 2 beds * - Times - Multiply
-------------	----------------------------	---------------------------------------

Example Hostel with Bed Categories (Inhouse - Beds, Internet - Beds/Rooms): Beds on the Internet

Allotment per days

Browse Availability Setup 1 Setup 2 Rooms

Allotment Name	Link Total	Link Room Type
Single	1.000 * - Times - Multiply	1.000 1 - Single * - Times - Multiply
Bed in Double/Twin	1.000 * - Times - Multiply	1.000 2 - 2 beds * - Times - Multiply
Bed in 3-bed room	1.000 * - Times - Multiply	1.000 3 - 3 beds * - Times - Multiply
Bed in 4-bed room	1.000 * - Times - Multiply	1.000 4 - 4 beds * - Times - Multiply
Bed in 5-bed room	1.000 * - Times - Multiply	1.000 5 - 5 beds * - Times - Multiply
Bed in 6-bed room	1.000 * - Times - Multiply	1.000 6 - 6 beds * - Times - Multiply
	0.000 Not inter-linked (o	0.000 Not inter-linked (o

Double rooms as whole rooms:

Double/Twin	2.000 * - Times - Multiply	2.000 2 - 2 beds * - Times - Multiply
-------------	----------------------------	---------------------------------------

Example Hotel (all rooms):

Allotment Name	Link Total	Link Room Type
Single	1.000 * - Times - Multiply	1.000 1 - Single * - Times - Multiply
Double	1.000 * - Times - Multiply	1.000 6 - Double * - Times - Multiply
	0.000	0.000

If you wish to delete a quota, all entries have to be deleted on page [Availability](#) for all days, first.

3.2.3.4 Allotment per Days - Rooms

On this page you set the order the system searches for rooms. It does not matter at all, which rooms you assign to your guests having booked on the Internet, later.

Available rooms		Attached rooms to allotment	
		100	6 Double 1
		101	6 Double 1
		102	6 Double 1
		103	1 Single 1
		104	1 Single 1
		105	1 Single 1
		200	6 Double 1
		201	6 Double 1

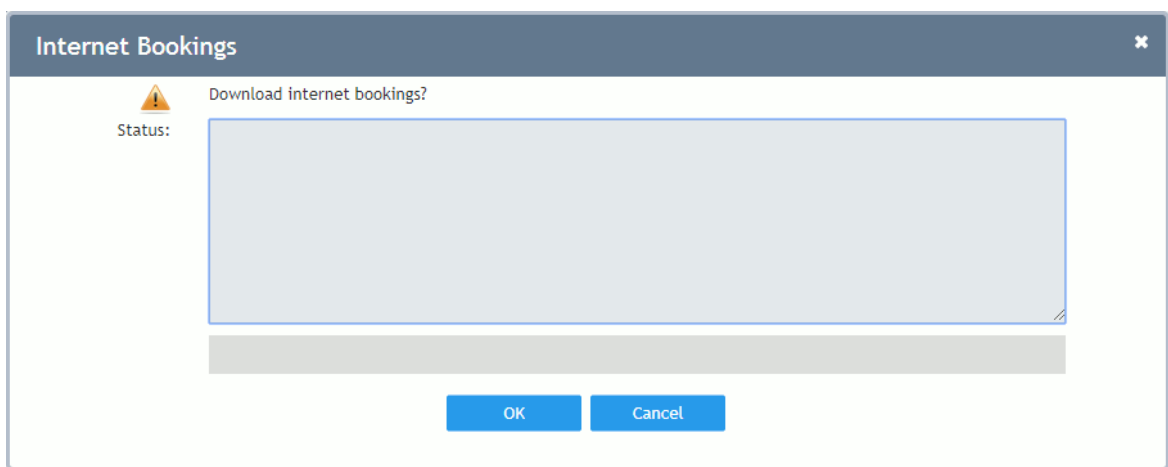
Via the button with the arrows between columns "**Available rooms**" and "**Attached rooms to allotment**", single rows (single arrow buttons) or all rows (double arrow buttons) can be assigned to the Internet allotment.

Rooms (categories) which are necessary for the allotment can be marked in color in the "**Calendar Schedule**", page [Rooms Days](#)^[135]. This is a dynamic assignment, meaning that these rooms can be booked normally and the system then searches for other rooms of the same category to be marked as allotments, automatically. If there is no room in the needed category, an error message appears in the [Room Plan](#)^[135]. On this page you can define the order which the system should search for rooms with.

Despite this message, the system tries to mark other room types as allotments, stored on page [Rooms](#)^[125] in order to prevent from overbookings. If you use Float allotments, this error message can be easily switched off, by simply [Retrieving Internet Bookings](#)^[126], as then, the number of rooms to be marked as allotments is reduced to the percentage of still available rooms.

Button Float: Via this button, the calculation of the float allotments can be tested without having to retrieve Internet bookings.

3.2.4 Retrieve Internet Bookings



This program helps you to (e.g. daily) retrieve your inquiries or bookings having received via a supported Internet booking system. All data is then directly transferred to the [Guest Database](#)^[99] and to [Reservations](#)^[64]. Furthermore, the float allotment is newly calculated and all Internet allotments are being updated. If error messages are shown after having retrieved Internet bookings, you should necessarily follow them, in order to prevent any overbookings. Afterwards you should check the bookings you have downloaded under the menu item [Reservations](#)^[64]. Then you can assign different rooms to the bookings and answer inquiries directly (refusal, offer, contract, confirmation, via E-mail, fax, letter). The type of guest has to be entered in the guest database for groups (otherwise the guest is displayed in black in the room plan). Also pay attention to the texts in reservations, page [Text/Memo](#)^[77] (bold letters).

If a customer books online with an E-mail address which is already stored in the guest database, this corresponding entry is assigned to the reservation and no new one is created. Please double check addresses of group enquiries.

The interface set-up is best carried out by the supervisor under the menu "**Reference Data / Internet Booking Interface**^[241]" or under "**Settings/General Settings Supervisor**" (automatic RAS connection to the Internet followed by a disconnection, proxy settings).

If bookings or warnings (e.g. over allotment) are recognized when retrieving Internet bookings (set-up by your system supervisor), [Messages](#)^[168] are automatically sent to all users of security level "20" and logged-in users of security level "10".

3.2.5 Calendar Schedule

3.2.5.1 Calendar Schedule and Overview Day - General

Please also see the general [Operating Instructions](#)^[46].

The **Calendar Schedule and Overview Day** serve as frameworks for several overviews, which can be selected by clicking on them. They only differ in the default date settings (e.g. 1 night in the Overview Day and 9 nights in the Calendar Schedule). However, these can be changed at any time. The overviews that are displayed on the different tabs and their order can be freely defined by the system administrator in the parameters.

All overviews are built the way that the tabs can be [enlarged](#)^[54] to display an even longer period of time.

At the bottom of the screen you can see control items which are available for all overviews. Additional opportunities for changing the display appear in some overviews.



Dates: A begin and an end date as well as the number of nights define the desired period. The end date is the departure date and is therefore not part of the display anymore. According to the entry of the end date or the number of nights the corresponding field is calculated. Via changing the start date you can shift the period. The weekday is displayed next to the date. If the program is started, the current date is defaulted. Please consider the short buttons for the date entry: "**T = Today**", "**Y = Yesterday**", "**W = Tomorrow**" (enter one of these letters and the date is set automatically).

Buttons: Additional settings for the display according to the selected overview.

Quota: The displayed data usually does not include allotments. By entering the allotment number (=guest number) into this field, the corresponding allotment is added to the general availabilities. The button showing the family allows to call up the [Guest Database](#)^[99]. The guest number can be transferred from the [Guest Database](#)^[99] via the button "**Paste**" or via [Drag and Drop](#)^[57].

Button to Change the House: Please click [here](#)^[49] for further information.

Navigation Bar for the Period: These eight buttons help to shift the period for a year, a month, a week or a day. You can easily scroll through your bookings with these buttons.

Refresh (R): This button refreshes your data. All overviews are calculated newly. It can also be refreshed automatically by clicking on the room plan and having worked with another tab previously. This option can be enabled or disabled for speed reasons. A default setting can be defined in the [House Database](#)^[208].



Print Overview: You can print the current overview via this button.

Print Preview: Via this button, the booking overviews are displayed on the screen just the way it would look like on the print-out. You can also print on the Windows default printer from this print preview.

ComboBox Report Type (yellow in the picture above): Different types of reports can be displayed or printed for the print preview and the printout. E.g. cleaning plans (departure plans), a detailed meal plan and special reports for the conference room booking are available. This selection can be easily extended individually.

Reservation: The button with the house starts [Reservations](#) ^[64] and enters the selected period for a new reservation. If a free date has been found, a reservation can easily be entered this way.



Speech Bubble: You can disable the speech bubble with information for newcomers in the "**General Settings**", page [General 2](#) ^[294] (quick info in data grids).

[Page Calendar Year](#) ^[128]

[Page List of Guests](#) ^[154]

[Page Types](#) ^[129]

[Page Types of Rooms](#) ^[130]

[Page Room Period](#) ^[131]

[Page Rooms Days](#) ^[133]

[Page Conference Rooms](#) ^[139]

[Page Arrival List](#) ^[149]

[Page Departure List](#) ^[150]

[Page Meals](#) ^[156]

[Page Activities](#) ^[159]

[Page Housekeeping](#) ^[160]

[Page Blocks](#) ^[162]

3.2.5.2 Calendar Schedule - Calendar Year

With the help of the "**Calendar Year**" overview you get a general idea of your availabilities of one year. It serves as a rough orientation, only.

Calendar Schedule

Calendar Year	List of Guests	Types	Types of Rooms	Room Period	Rooms Days	Conference rooms	Blocks	Program				
Day	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec
1	81	81	81	81	81	81	81	81	81	81	81	81
2	81	81	69	81	81	81	81	81	81	81	81	81
3	81	81	65	81	81	81	81	81	81	81	81	81
4	81	81	60	81	81	81	81	81	81	81	81	81
5	81	81	28	81	81	81	81	81	81	81	81	81
6	81	81	34	63	81	81	81	81	81	81	81	81
7	81	81	34	63	81	81	81	81	81	81	81	81
8	81	81	45	63	81	81	81	81	81	81	81	81
9	81	81	45	63	81	79	81	81	81	81	81	81
10	81	72	45	810	81	79	81	81	81	81	81	81
11	81	72	81	81	81	79	81	81	81	81	81	81
12	81	72	81	81	81	79	81	81	81	81	81	81
13	81	72	81	81	81	81	81	81	81	81	81	81
14	81	72	81	81	81	81	81	81	81	81	81	81
15	81	81	81	81	81	81	81	81	81	81	81	81
16	81	81	81	81	81	81	81	81	81	81	81	81

09/03/2020 Mon - 10/03/2020 Tue = 1 Allotment:

001/002 - Demo Hostel bed categories A

By clicking on one day, it is automatically transferred to the period at the bottom of the screen and this period is then used in all other overviews.

The weekends are marked in yellow. Special days as e.g. bank holidays or holidays can be marked with a character ("Reference Data/Special Days²³³⁾"). For further information via a [ToolTipText^{57\)}](#), please click on a marked day and stay on it with the mouse shortly ("Boxing Day" in picture above).

3.2.5.3 Calendar Schedule - Types

In this overview you can see how the booked rooms or beds are distributed. For hotels-rooms and hostels-beds. The separation refers to the types of guests, which can be joined via an ID (e.g. groups, families, individual guests). A further separation refers to the type of reservation and whether the booking has to be confirmed (N - e.g. contract not back yet) or not (Y - already confirmed or not required).

Calendar Schedule

Calendar Year | List of Guests | Types | Types of Rooms | Room Period | Rooms Days | Conference rooms | Blocks | Program

Types of reservation	02/03/20 Mo	03/03/20 Tu	04/03/20 We	05/03/20 Th	06/03/20 Fr	07/03/20 Sa	08/03/20 Su
Day of week	Mo	Tu	We	Th	Fr	Sa	Su
Free total	69	65	60	28	34	34	45
GN Contract				36	36	36	36
G Walk In			3	3			
I Walk In	6	5	7	3			
F Walk In	6	11	11	11	11	11	

02/03/2020 Mon - 09/03/2020 Mon = 7 Allotment:

001/002 - Demo Hostel bed categories A

Maximum Period: This overview can display up to 31 nights. The display can either be scrolled (see [Data Grid](#)) or the tab can be [enlarged](#) correspondingly.

Display: In this overview you can see the total number of booked beds via the respective type of reservation. The fields are coloured: according to the abbreviation of guest type or type of reservation.

Please select your preference in the [House Database](#).

3.2.5.4 Calendar Schedule - Types of Rooms

This overview shows you how many rooms are still available on the respective day. It is separated between type of room, e.g. double room, single room. This overview can be set to the number of beds instead of the number of rooms when setting the system (standard for hotels).

Calendar Schedule								
Calendar Year	List of Guests	Types	Types of Rooms	Room Period	Rooms Days	Conference rooms	Blocks	Program
Types of rooms	02/03/20 Mo	03/03/20 Tu	04/03/20 We	05/03/20 Th	06/03/20 Fr	07/03/20 Sa	08/03/20 Su	
Day of week	Mo	Tu	We	Th	Fr	Sa	Su	
Demo Hostel bed cate	69	65	60	28	34	34	45	
Single	2	2	2	0	0	0	0	
Twin	4/2	2/1	2/1	4/2	4/2	4/2	6/3	
3 beds	12/4	8/2	6/2	0/0	3/1	3/1	6/2	
4 beds	28/7	28/7	28/7	8/2	8/2	8/2	8/2	
5 beds	8/1	10/2	7/1	7/1	10/2	10/2	10/2	
6 beds	6/1	6/1	6/1	0/0	0/0	0/0	6/1	
9 - Bett	9	9	9	9	9	9	9	

02/03/2020 Mon - 09/03/2020 Mon = 7 Allotment:

001/002 - Demo Hostel bed categories A

This list also shows the complete number of available beds or rooms (green). Additionally, further availabilities for all houses of one organization are shown. If necessary, this can be switched off via "Check Fields", field "typertype" or restricted to users which have an authorization to change houses.

Maximum Period: This overview can display up to 31 nights. The display can either be scrolled (see [Data Grid](#) ⁵⁵) or the tab can be [enlarged](#) ⁵⁴ correspondingly.

3.2.5.5 Calendar Schedule - Room Period

This overview displays all available rooms or beds in rooms for a certain period of time. The system automatically determines the maximum still possible booking. This means that the beds/rooms which are marked as available here, are available in the whole selected period. In real life, normally the [Calendar Schedule - Rooms Days](#) ¹³³ is used.

Calendar Schedule

Calendar Year | List of Guests | Types | Types of Rooms | Room Period | Rooms Days | Conference rooms | Blocks | Program

Bl	Fl	Cr	Room type	Room	Fret	N	C	S	Booked by	Supply	San.	Description
			4 beds	102(4)					b SV/33315 SV/33315 SV/33315 SV/			
			4 beds	103(4)					b SV/33315 SV/33315 SV/33315 SV/			
			Single	104(1)					b SV/33315 SV/33315 SV/33315 SV/			
1			Single	105(1)					b SV/33315 SV/33315 SV/33315 SV/	Standard		
			Twin	106(2)					nr DIETZ/33308 DIETZ/33308 DIETZ/			
			Twin	107(2)					nr DIETZ/33308 DIETZ/33308 DIETZ/			
			3 beds	110(3)					b HEINZ/33317 ROSE/33316 ROSE/3			
			3 beds	111(3)					b SV/33315 SV/33315 SV/33315 SV/			
			3 beds	112(3)					b SV/33315 SV/33315 SV/33315 SV/			
			3 beds	113(3)					b ACKERMANN/33314 ACKERMANN/3			
			5 beds	120(5)	2				f. WIESCHER/33318 SMITH/33319 SM			
			5 beds	121(5)	5							
			Twin	122(2)					b ACKERMANN/33314 ACKERMANN/3			

02/03/2020 Mon - 09/03/2020 Mon = 7 Allotment:

001/002 - Demo Hostel bed categories A

Button Order (O): This button allows you to select the display order: according to building, room number, available rooms, number of beds.

Display of Room Plan

At the left **Building, Floor, Corridor and Type of Room** are listed, followed by the **Room Number**. **Green room numbers** are completely free, **blue room numbers** are full or at least booked partly.

Free: Here you can see the number of free beds. An overbooking is displayed with the number of missing beds and a minus sign. This column can be suppressed for hotels.

MQ: My quota - if this field is red, this room is provided for our selected allotment (above the button "Exit" at the bottom).

OQ: Other quota - if this is blue, this room is assigned for an allotment of other guests.

S: Gender of booking. This column can be suppressed for hotels.

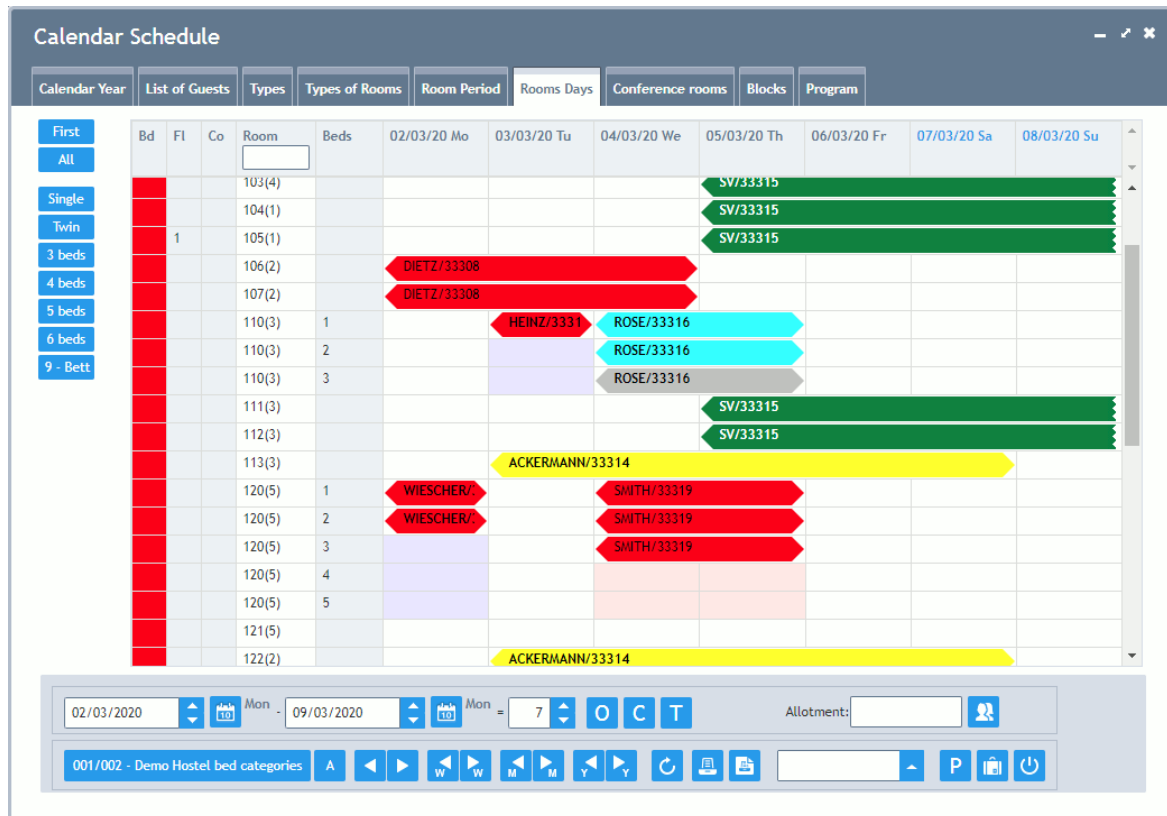
Booked by: Displays who has booked the room. If necessary, this column can be widened: Go between the title (booked by) and the title of the next column with the mouse and widen the field by clicking and dragging.

Fields Describing the Rooms: Equipment, sanitary facilities shared with other rooms, description.


3.2.5.6 Calendar Schedule - Rooms Days

Calendar Schedule - Rooms Days Detail

This overview contains some of the most important functions. You can see the room bookings sorted according to days.



It can be emphasized that this room plan works on **Room Level** as well as on **Bed Level**. In the first case, one row represents one room only. In the second case one row is one bed of the room (column bed). These two possibilities can be pre-selected (e.g. the room level for hotels). Additionally, the level can be selected automatically after having booked the room: if the room is completely free or has only been booked by one guest in the whole period, it is only displayed in one row, otherwise each bed is being displayed. In case of overbooking, an asterisk "*" appears next to the bed number. This additional bed is displayed with a grey background on the other days, so it can be recognized as not available.

Maximum Period of Time: This overview can display up to 31 nights. The column width is fitted automatically. The tab can be [enlarged](#)  correspondingly.

Display of the Room Booking:

Building, Floor, Corridor

There are filters for the room list using building, floor, corridor and room type. The filter popup can be opened via a left mouse click on the header of building, floor or corridor:

Building:	Floor:	Corridor:	Type:
No Filter	No Filter	No Filter	No Filter
			Single
	1		Twin
			3 beds
			4 beds
			5 beds
			6 beds
			9 - Bett

Click on button **"Set Filter"** after your selection.

Room Number with Number of Beds: For a better differentiation, you can also mark the rooms with a coloured background via a setting in the [Room Database](#)^[225]. Furthermore, additional beds which are allowed can be entered here. These are displayed via a "+" behind the number of beds.

Bed: If this column is empty, one row refers to a whole room. If this column is filled with a bed number, this row then refers to this bed. If an asterisk "*" can be seen next to the bed number it is overbooked (a warning is displayed).

List of Days: At the top the date, the day and, if necessary, a [Marking](#)^[233] of school holidays or bank holidays is displayed. Weekends are marked with red and today is also marked with blue. It is also possible to enter a multi line memo field per day: Click on the header and enter your memo. The header height can be adjusted by the supervisor at any time.

Columns for Room Booking:

Booked Rooms and Beds are displayed with the guests' names (matchcodes) and the registration numbers (the column can be widened). Allotments begin with the guest number. The color refers to the [Reservation](#)^[72] (e.g. according to type of guest or type of reservation or according to the gender - see button C). So-called fill beds are displayed in light grey. If different guest names have been entered in [Reservations](#)^[78], the system displays the first three characters of the reservation followed by the name booked on the respective bed.

If there is an open invoice, the guest is displayed in bold. If the guest has already checked in, his/her name is underlined. After having checked out, the name is crossed out.

Room Bookings can be **moved** with the mouse directly in the **overview**, provided that this room has not been assigned as fix ([Drag and Drop](#)^[57]). If you have to scroll, please move the mouse to the **Left and Right** in the title or on the scroll bar at the bottom. This triggers the scrolling while moving. Please note that single guests cannot be moved within a room (for this, please call the [Room Booking](#)^[78]). If a room has to be swapped (both booked), please move the first booking to the second and then, the second to the (now free) first room. Please also note that guests cannot be moved to another room after check-in. In this case proceed as follows:

If a guest **changes his/her room within the stay**, this is carried out directly in the plan. Please click on the guest with the right mouse button and choose room and day. Please select "**Split Reservation**" at the bottom in the menu which appears now. A "2" can be seen in front of the name in the plan (a new [Path](#)^[90] was entered internally). Now this guest can be changed to another room on from this day. A reservation having been split that way, can also be joined again with the right mouse button under the menu item "**Merge Reservation**" (concerns all rooms).

Available Rooms and Beds do not receive a name. Either the rooms are displayed alternately in white and light green, or single available beds are displayed in the color according to the gender (red - female, blue - male, green - mixed) and totally free rooms in white. By clicking on a free room or by dragging the mouse ([Drag and Drop](#)^[57]) the [Quick Reservation](#)^[165] is called up.

Blocked Rooms and Beds are displayed in dark grey or black.

Call up Reservation: By clicking on a guest's name, you can call up his/her [Reservation](#)^[162].

Filter: Via a filter on the left of the screen (displayed on from resolution 1024 x 768), you can directly choose your room type. Only rooms of the selected type are displayed then. The button "**Top**" displays all rooms on from the beginning, the button "**All**" sorts in all rooms while the room currently dealt with remains displayed.


First
All


Single
Twin
3 beds
4 beds
5 beds
6 beds


Find Room Number: After having clicked in the column room (or on the title - goes light grey), a room number can directly be entered and the plan automatically jumps to this room and displays it at the very top.

Gender Assignment: With a right mouse click on an empty room, genders can be assigned.

Assign gender usage to room ✕

Date from: 

Date to: 

Usage: 

Usage:



Button Order (O): This button allows you to select the display order: according to building, room number, free rooms (find free beds - takes the nights at the bottom of the screen into consideration), number of beds, name/matchcode (find check in).

Button Color (C): You can switch the colors via this button: according to guest or gender.

Button Type of List (T): You can switch the type of list with this button: display rooms, beds or automatically according to booking with or without fill beds.

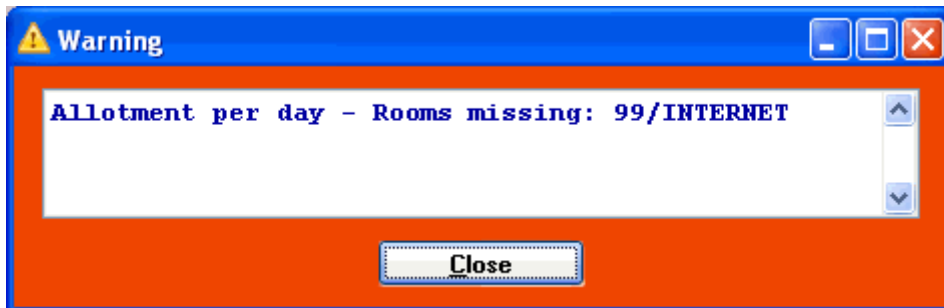
Button Automatic Room Allocation: For all reservations which are not yet assigned to a room, you can carry out the room allocation with one mouse click in the menu "Reservation/Overview Day" - Button "Wizard" (processes all reservations in warning room booking not complete!). What is more, the retrieval of Internet bookings can also be set the way that rooms are being allocated automatically (save template under "Reference Data/Internet Booking Interface" ^[243]).

Button Prices (P): The room plan offers an additional button "P" via which bed/room prices can be shown for each bed/room. The corresponding article is set via menu "Reference Data/Rooms", page [Detail 2](#) ^[225], field "Rack Rate". Additionally a price per day can be shown in the header e.g. for group rates. The header height can be adjusted by your system supervisor at any time.

Calendar Schedule - Rooms Days Allotments

Calendar Overview Day											
Rooms	Days	Arrival	Departure	List of Guests	Meals	Types of Rooms	Conference rooms	Activities			
Bd	Fl	Co	Room	Bed	26.07.05 Tu	27.07.05 We	28.07.05 Th	29.07.05 Fr	30.07.05 Sa	31.07.05 Su	01.08.05 Mo
			0005(4)		X	X	X				
			0007(2)		99/INTERNE	99/INTERNE	99/INTERNE	99/INTERNE	99/INTERNE	99/INTERNE	99/INTERNE
			0011(2)		99/INTERNE	99/INTERNE	99/INTERNE	99/INTERNE	99/INTERNE	99/INTERNE	99/INTERNE
			002(4+1)	1	99/INTERNE	BROWN/338	BROWN/338	BROWN/338	BROWN/338	99/INTERNE	99/INTERNE
			002(4+1)	2	99/INTERNE	BROWN/338	BROWN/338	BROWN/338	BROWN/338	99/INTERNE	99/INTERNE
			002(4+1)	3	99/INTERNE					99/INTERNE	99/INTERNE
			002(4+1)	4	99/INTERNE					99/INTERNE	99/INTERNE
			003(4)		99/INTERNE	99/INTERNE	99/INTERNE	99/INTERNE	99/INTERNE	99/INTERNE	99/INTERNE
			004(4)		99/INTERNE	99/INTERNE	99/INTERNE	99/INTERNE	99/INTERNE	99/INTERNE	99/INTERNE
			005(4)			99/INTERNE	99/INTERNE	99/INTERNE	99/INTERNE		
			006(2)								
			007(4)								
			008(4)								
			009(4)								
			010(4)								

Also rooms for [Internet Allotments](#)^[119] are marked in this overview. Please set the color definition under "**Allotments per days**", page [Setup 1](#)^[121]. This marking is dynamically: example rooms are marked as rooms for allotments, but these can, at any time, be booked e.g. at the reception. In this case, the system marks other rooms of the same room type which have also been stored under "**Allotments per Days**", page [Rooms](#)^[125] (normally all), as rooms for allotments in the room plan. If this is not possible, an error message is displayed:



Despite this message, the system tries to mark other room types as allotments, stored on page [Rooms](#)^[125] in order to prevent from overbookings. If you use Float allotments, this error message can be easily switched off, by simply [Retrieving Internet Bookings](#)^[126], as then, the number of rooms to be marked as allotments is reduced to the [Percentage](#)^[119] of still available rooms.

Allotments can now also be assigned to single beds. This is only carried out correctly if bed numbers are assigned in the course of the [Room Allocation](#)^[78], as the system can only then identify the bed a guest is booked to. The check "room allotment used for guest" is restricted for two allotments in the same room: The error message (overbook3) only appears for guests not allocated to either of the allotments ("A room is used from another quota/allotment"). If an allotment is only applied to one room part, whereas the other part is not booked with allotments, this error message also appears for the last mentioned beds. In case the check is activated, the allotments have to be created with the activated option "accept overbooking". The general solutions are either to disable the check or to [Accept Overbooking](#)^[78] for the reservation.

3.2.5.7 Calendar Schedule - Conference Rooms

Here you find the bookings of conference rooms and other rooms. Display according to date.

Room	No.	Date	8:00-10:00	10:00-12:00	12:00-14:00	14:00-16:00	16:00-18:00	Evening	Description
Beethoven		03/03/20			DIETZ/33308				Small conference room
Beethoven		03/03/20	HEINZ/33317	HEINZ/33317	HEINZ/33317	WIESCHER/3	WIESCHER/3		Small conference room
Beethoven		03/03/20							Large conference room
Goethe I		03/03/20							Small conference room
Goethe II		03/03/20		ACKERMANN/33317	ACKERMANN/33317	ACKERMANN/33317			Small conference room
Goethe III		03/03/20							Small conference room
Goethe I-II		03/03/20							Large conference room
Goethe II-I		03/03/20							Large conference room
Goethe I-II		03/03/20							Ball room
TV room		03/03/20							TV lounge

Free rooms are displayed in white. The division of one day is possible to up to 24 parts. Setting duration is displayed with "++" and taking down duration with "--". Booked periods are displayed with matchcode - name of the reservation and the registration number (if the fields have been widened).

Blocked rooms (e.g. for separable rooms) are displayed in light grey. Not available rooms are displayed in dark grey or black.

The color follows the reservation.

Call up Reservation: By clicking on the guest's name you can call up his/her [Reservation](#)¹⁶²⁾.

The **Description** of the rooms can be found in the column at the right (scroll if necessary).

Maximal Period of Time: This overview can display up to 31 nights. It can either be scrolled (also see [Data Grid](#)⁵⁸⁾) or the tab can be [enlarged](#)⁵⁴⁾ correspondingly.

Next to the period of time at the bottom, a new dropdown field appears making it possible to select different **seating possibilities**. Now you can see the seats depending on the type of seating (provided that the data has been stored in the databases).

Type of List "01" prints a plan for booking and preparation of the rooms for one day.

001/002 Demo Hostel bed categories

09/03/20 15:19

Conference rooms 03/03/2020 - 03/03/2020

Room	Date	8:00-11:00	10:00-12:00	12:00-14:00	14:00-16:00	Evening
Beethoven I	02/03/20-05/03/20		B			
Personen: 4 DIETZ/ 33308 Dietmar Dietz						
Beethoven II	03/03/20-04/03/20	B	B	B		
Personen: 1 HEINZ/ 33317 Walk In						
Beethoven II	02/03/20-03/03/20			B	B	
Personen: 2 WIESCHER/ 33318 Walk In						
Goethe II	03/03/20-03/03/20		B	B	B	
Personen: 5 ACKERMANN/ 33314 Ralf Ackermann						

3.2.5.8 Calendar Schedule - Blocks



This screen plan shows used beds by guest type. An allotment can be assigned for each guest type group via menu item [Allotment per Days](#)¹¹⁸. Reservations are shown in green or red (under or over allotment). Options are hardcoded as reservation type "21" and shown in yellow and orange. A warning can be issued if a reservation exceeds the allotment ("**warning**", "**BL**"). The room type filter can be applied.

3.2.6 Overview Day

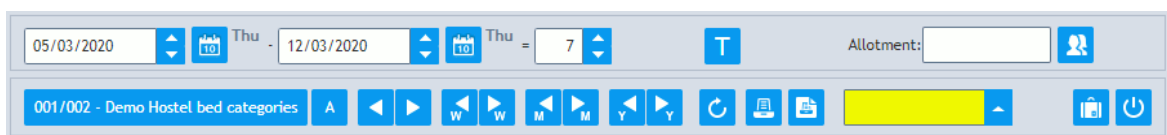
3.2.6.1 Calendar Schedule and Overview Day - General

Please also see the general [Operating Instructions](#)^[46].

The **Calendar Schedule and Overview Day** serve as frameworks for several overviews, which can be selected by clicking on them. They only differ in the default date settings (e.g. 1 night in the Overview Day and 9 nights in the Calendar Schedule). However, these can be changed at any time. The overviews that are displayed on the different tabs and their order can be freely defined by the system administrator in the parameters.

All overviews are built the way that the tabs can be [enlarged](#)^[54] to display an even longer period of time.

At the bottom of the screen you can see control items which are available for all overviews. Additional opportunities for changing the display appear in some overviews.



Dates: A begin and an end date as well as the number of nights define the desired period. The end date is the departure date and is therefore not part of the display anymore. According to the entry of the end date or the number of nights the corresponding field is calculated. Via changing the start date you can shift the period. The weekday is displayed next to the date. If the program is started, the current date is defaulted. Please consider the short buttons for the date entry: "**T = Today**", "**Y = Yesterday**", "**W = Tomorrow**" (enter one of these letters and the date is set automatically).

Buttons: Additional settings for the display according to the selected overview.

Quota: The displayed data usually does not include allotments. By entering the allotment number (=guest number) into this field, the corresponding allotment is added to the general availabilities. The button showing the family allows to call up the [Guest Database](#)^[99]. The guest number can be transferred from the [Guest Database](#)^[99] via the button "**Paste**" or via [Drag and Drop](#)^[57].

Button to Change the House: Please click [here](#)^[49] for further information.

Navigation Bar for the Period: These eight buttons help to shift the period for a year, a month, a week or a day. You can easily scroll through your bookings with these buttons.

Refresh (R): This button refreshes your data. All overviews are calculated newly. It can also be refreshed automatically by clicking on the room plan and having worked with another tab previously. This option can be enabled or disabled for speed reasons. A default setting can be defined in the [House Database](#)^[208].



Print Overview: You can print the current overview via this button.

Print Preview: Via this button, the booking overviews are displayed on the screen just the way it would look like on the print-out. You can also print on the Windows default printer from this print preview.

ComboBox Report Type (yellow in the picture above): Different types of reports can be displayed or printed for the print preview and the printout. E.g. cleaning plans (departure plans), a detailed meal plan and special reports for the conference room booking are available. This selection can be easily extended individually.

Reservation: The button with the house starts [Reservations](#)^[64] and enters the selected period for a new reservation. If a free date has been found, a reservation can easily be entered this way.



Speech Bubble: You can disable the speech bubble with information for newcomers in the "**General Settings**", page [General 2](#)^[29] (quick info in data grids).

[Page Calendar Year](#)^[128]

[Page List of Guests](#)^[154]

[Page Types](#)^[129]

[Page Types of Rooms](#)^[130]

[Page Room Period](#)^[131]

[Page Rooms Days](#)^[133]

[Page Conference Rooms](#)^[139]

[Page Arrival List](#)^[149]

[Page Departure List](#)^[150]

[Page Meals](#)^[155]

[Page Activities](#)^[159]

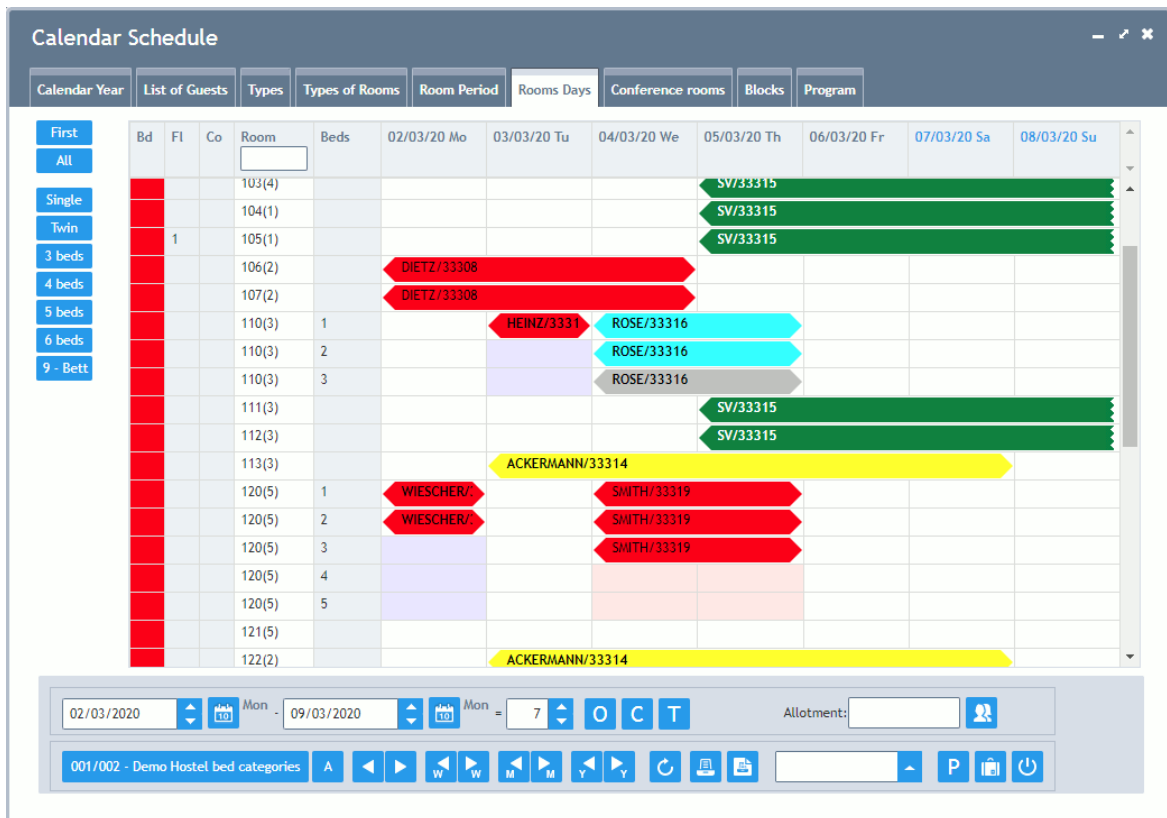
[Page Housekeeping](#)^[160]

[Page Blocks](#)^[162]


3.2.6.2 Overview Day - Rooms Days

Overview Day - Rooms Days Detail

This overview contains some of the most important functions. You can see the room bookings sorted according to days.



It can be emphasized that this room plan works on **Room Level** as well as on **Bed Level**. In the first case, one row represents one room only. In the second case one row is one bed of the room (column bed). These two possibilities can be pre-selected (e.g. the room level for hotels). Additionally, the level can be selected automatically after having booked the room: if the room is completely free or has only been booked by one guest in the whole period, it is only displayed in one row, otherwise each bed is being displayed. In case of overbooking, an asterisk "*" appears next to the bed number. This additional bed is displayed with a grey background on the other days, so it can be recognized as not available.

Maximum Period of Time: This overview can display up to 31 nights. The column width is fitted automatically. The tab can be [enlarged](#)  correspondingly.

Display of the Room Booking:

Building, Floor, Corridor

There are filters for the room list using building, floor, corridor and room type. The filter popup can be opened via a left mouse click on the header of building, floor or corridor:

Building:	Floor:	Corridor:	Type:
No Filter	No Filter	No Filter	No Filter
			Single
	1		Twin
			3 beds
			4 beds
			5 beds
			6 beds
			9 - Bett

Click on button "**Set Filter**" after your selection.

Room Number with Number of Beds: For a better differentiation, you can also mark the rooms with a coloured background via a setting in the [Room Database](#)^[225]. Furthermore, additional beds which are allowed can be entered here. These are displayed via a "+" behind the number of beds.

Bed: If this column is empty, one row refers to a whole room. If this column is filled with a bed number, this row then refers to this bed. If an asterisk "*" can be seen next to the bed number it is overbooked (a warning is displayed).

List of Days: At the top the date, the day and, if necessary, a [Marking](#)^[233] of school holidays or bank holidays is displayed. Weekends are marked with red and today is also marked with blue. It is also possible to enter a multi line memo field per day: Click on the header and enter your memo. The header height can be adjusted by the supervisor at any time.

Columns for Room Booking:

Booked Rooms and Beds are displayed with the guests' names (matchcodes) and the registration numbers (the column can be widened). Allotments begin with the guest number. The color refers to the [Reservation](#)^[72] (e.g. according to type of guest or type of reservation or according to the gender - see button C). So-called fill beds are displayed in light grey. If different guest names have been entered in [Reservations](#)^[73], the system displays the first three characters of the reservation followed by the name booked on the respective bed.

If there is an open invoice, the guest is displayed in bold. If the guest has already checked in, his/her name is underlined. After having checked out, the name is crossed out.

Room Bookings can be **moved** with the mouse directly in the **overview**, provided that this room has not been assigned as fix ([Drag and Drop](#)^[57]). If you have to scroll, please move the mouse to the **Left and Right** in the title or on the scroll bar at the bottom. This triggers the scrolling while moving. Please note that single guests cannot be moved within a room (for this, please call the [Room Booking](#)^[78]). If a room has to be swapped (both booked), please move the first booking to the second and then, the second to the (now free) first room. Please also note that guests cannot be moved to another room after check-in. In this case proceed as follows:

If a guest **changes his/her room within the stay**, this is carried out directly in the plan. Please click on the guest with the right mouse button and choose room and day. Please select "**Split Reservation**" at the bottom in the menu which appears now. A "2" can be seen in front of the name in the plan (a new [Path](#)^[90] was entered internally). Now this guest can be changed to another room on from this day. A reservation having been split that way, can also be joined again with the right mouse button under the menu item "**Merge Reservation**" (concerns all rooms).

Available Rooms and Beds do not receive a name. Either the rooms are displayed alternately in white and light green, or single available beds are displayed in the color according to the gender (red - female, blue - male, green - mixed) and totally free rooms in white. By clicking on a free room or by dragging the mouse ([Drag and Drop](#)^[57]) the [Quick Reservation](#)^[165] is called up.

Blocked Rooms and Beds are displayed in dark grey or black.

Call up Reservation: By clicking on a guest's name, you can call up his/her [Reservation](#)^[162].

Filter: Via a filter on the left of the screen (displayed on from resolution 1024 x 768), you can directly choose your room type. Only rooms of the selected type are displayed then. The button "**Top**" displays all rooms on from the beginning, the button "**All**" sorts in all rooms while the room currently dealt with remains displayed.


First
All


Single
Twin
3 beds
4 beds
5 beds
6 beds


Find Room Number: After having clicked in the column room (or on the title - goes light grey), a room number can directly be entered and the plan automatically jumps to this room and displays it at the very top.

Gender Assignment: With a right mouse click on an empty room, genders can be assigned.

Assign gender usage to room ✕

Date from: 

Date to: 

Usage: 

Usage:



Button Order (O): This button allows you to select the display order: according to building, room number, free rooms (find free beds - takes the nights at the bottom of the screen into consideration), number of beds, name/matchcode (find check in).

Button Color (C): You can switch the colors via this button: according to guest or gender.

Button Type of List (T): You can switch the type of list with this button: display rooms, beds or automatically according to booking with or without fill beds.

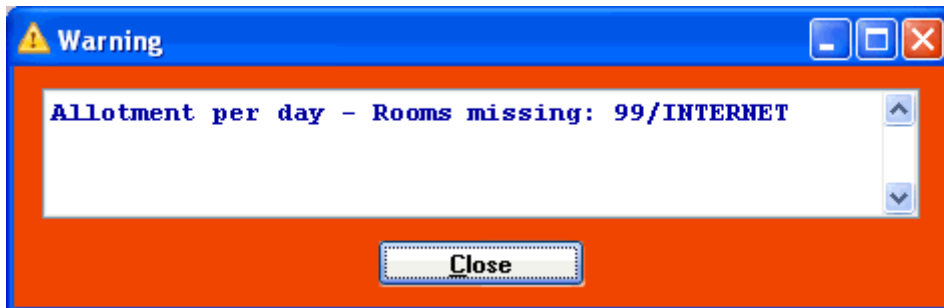
Button Automatic Room Allocation: For all reservations which are not yet assigned to a room, you can carry out the room allocation with one mouse click in the menu "Reservation/Overview Day" - Button "Wizard" (processes all reservations in warning room booking not complete!). What is more, the retrieval of Internet bookings can also be set the way that rooms are being allocated automatically (save template under "Reference Data/Internet Booking Interface" ^[243]).

Button Prices (P): The room plan offers an additional button "P" via which bed/room prices can be shown for each bed/room. The corresponding article is set via menu "Reference Data/Rooms", page [Detail 2](#) ^[225], field "Rack Rate". Additionally a price per day can be shown in the header e.g. for group rates. The header height can be adjusted by your system supervisor at any time.

Overview Day - Rooms Days Allotments

Calendar Overview Day											
Rooms		Days	Arrival	Departure	List of Guests	Meals	Types of Rooms	Conference rooms	Activities		
Bd	Fl	Co	Room	Bed	26.07.05 Tu	27.07.05 We	28.07.05 Th	29.07.05 Fr	30.07.05 Sa	31.07.05 Su	01.08.05 Mo
			0005(4)		X	X	X				
			0007(2)								
			0011(2)								
			002(4+1)	1							
			002(4+1)	2							
			002(4+1)	3							
			002(4+1)	4							
			003(4)								
			004(4)								
			005(4)								
			006(2)								
			007(4)								
			008(4)								
			009(4)								
			010(4)								

Also rooms for [Internet allotments](#) ^[118] are marked in this overview. Please set the color definition under "**Allotments per days**", page [Setup 1](#) ^[121]. This marking is dynamically: example rooms are marked as rooms for allotments, but these can, at any time, be booked e.g. at the reception. In this case, the system marks other rooms of the same room type which have also been stored under "**Allotments per Days**", page [Rooms](#) ^[125] (normally all), as rooms for allotments in the room plan. If this is not possible, an error message is displayed:



Despite this message, the system tries to mark other room types as allotments, stored on page [Rooms](#) ^[125] in order to prevent from overbookings. If you use Float allotments, this error message can be easily switched off, by simply [Retrieving Internet Bookings](#) ^[126], as then, the number of rooms to be marked as allotments is reduced to the [Percentage](#) ^[119] of still available rooms.

Allotments can now also be assigned to single beds. This is only carried out correctly if bed numbers are assigned in the course of the [Room Allocation](#) ^[76], as the system can only then identify the bed a guest is booked to. The check "room allotment goes with guest" is restricted for two allotments in the same room: The error message (overbook3) only appears for guests not allocated to either of the allotments. If an allotment is only applied to one room part, whereas the other part is not booked with allotments, this error message also appears for the last mentioned beds. In case the check is activated, the allotments have to be created with the activated option "accept overbooking". The general solutions are either to disable the check or to [Accept Overbooking](#) ^[78] for the reservation.

3.2.6.3 Overview Day - Arrival List

All arrivals for the selected period are displayed here (without to date). Each [Path](#)⁹⁰ is an own entry.

Matchcode/Reg.No.	Path	Room	Check	Bi	Arrival	Depart.	Night	Que	Meal	Ri	K	Memo	Guarantee	Ki	Source	Ti	Auth	Balance	Note 1	Note 2	Web Res.No.
BROWN/33309	1/1	1010	✓	X	02/03/21	08/03/21	6	5	Brea	2	2			0				1,410.00	Keys vs. Check-in		
DETZ/33308	1/1	1010	X	X	02/03/21	05/03/21	3	4	Brea	2	2			0				640.00			
WESCHER/33318	1/1	1002	?	D	02/03/21	03/03/21	1	2	Brea	2	2	Heinrich		0				100.00			

Matchcode/Reg.No.

Call up Reservation: By clicking on a guest's name you can call up his/her [Reservation](#)¹⁶². That is how you enter changes while checking in. If the guest is billed on arrival, he/she is checked in automatically. Otherwise, please set the check in mark in the column "Check In".

Path: [Path](#)⁹⁰ of the respective reservation.

Room: Room booking of the guest. When more rooms have been booked, the one with the smallest number is displayed here, and a plus sign appears behind the room number. By clicking on this field, the complete list can be displayed (or via the button print preview). If beds have been booked you can further see the bed number next to the room number.

Check In: In this field you can mark, whether a guest has already checked in. The **green tick** symbolizes a guest who has already checked in. A **blue cross** signifies that the guest has already checked out again. A red question mark appears if the guest has not arrived in time: e.g. after 6 p.m. (setting in the [House Database](#)²¹⁷) and a later arrival has not been entered in the reservation

Bill: Red = invoice not billed yet, green = all invoices billed, yellow = void invoice without a new invoice, M = manual invoice.

Arrival: Date of arrival.

Departure: Date of departure.

Nights: Total number of nights.

Guests: Number of guests of this reservation path.

Meals: Default meal plan of the reservation.

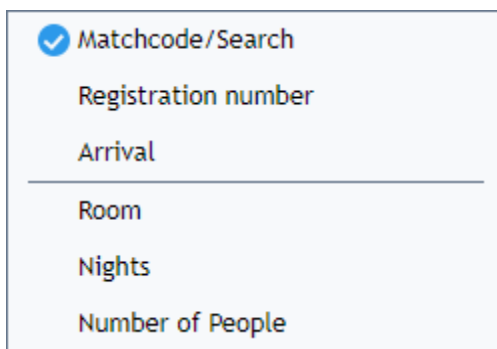
The room booking symbol "**RB**" signifies the status of a room booking on bed level. If this field is empty no room booking has taken place. If it contains a "**1**" the room booking has not yet been completed. A "**2**" signifies that the room booking has been carried out completely.

The room booking symbol "**RT**" signifies the status of a room booking on type of room level. If this field is empty no room booking has taken place yet. If it contains a "**1**" the room booking has not yet been completed. A "**2**" signifies that the room booking has been carried out completely.

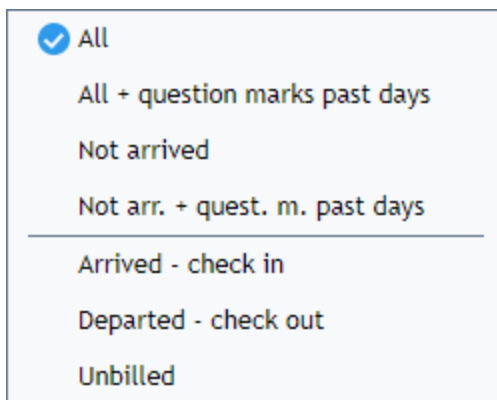
If you click on one of the **Room Booking Symbols**, a small window **with all rooms** of this guest is being displayed.

The "**Memo**" field is the information field per [Path](#)⁹⁰ for special messages for the reception. It can be edited right here.

Button Order (O): Sorts the data according to the guests' names (matchcode), registration numbers, arrival dates, room numbers, nights or numbers of people.



Button Type of List (T): Here you can choose different filter criteria for the display of your data, e.g. all guests having arrived or all guests who have not yet arrived.



3.2.6.4 Overview Day - Departure List

All departures for the selected period are displayed here (without to date). Each [Path](#)⁹⁰ is an own entry.

Calendar Overview Day

Matchcode/Reg.No.	Path	Room	Check In	Bil	Arrival	Depart.	Nights	Guest	Meals	RB	RT	Memo
FRANZ/33320	1/1	308(3)/12	✓	X	10/03/20 0	11/03/20 0	1	3	Breakf	2	2	
SV/33315	1/1	100(4)	X	X	05/03/20 0	11/03/20 0	6	36	Half b	1	2	

11/03/2020 Wed - 12/03/2020 Thu = 1 T Allotment:

001/002 - Demo Hostel bed categories A < > W M Y < > < > < > < > < >

Matchcode/Reg.No.

Call up Reservation: By clicking on a guest's name you can call up his/her [Reservation](#)¹⁶². You call up the guest e.g. for billing.

Path: [Path](#)⁹⁰ of this reservation.

Room: Room booking of the guest. When more rooms are booked, the one with the smallest number is displayed and is marked with a plus sign behind the room number. By clicking on this field, the whole list of rooms is displayed (or via the button print preview). If bed numbers have been assigned, you can see the bed number next to the room number as well.

Check In: You can mark this field, if the guest has already checked in. The **green tick** symbolizes a guest who has already checked in. A **blue cross** signifies that the guest has already checked out. You can see a red question mark if the guest has not checked out in time: e.g. after 11:00 (setting in the [House Database](#)²¹⁷) and a later departure was not entered in the reservations.

Bill: Red = invoice not billed yet, green = all invoices billed, yellow = void invoice without a new invoice, M = manual invoice. You can check if all guests have been billed in the departure list.

Arrival: Date of arrival.

Depart.: Date of departure.

Nights: Total number of nights.


Guests: Number of guests of this reservation path.

Meals: Default meal plan of the reservation.

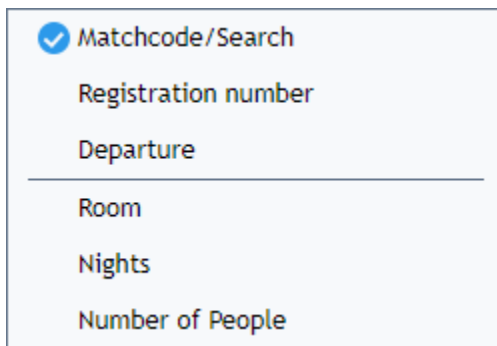
The room booking symbol "**RB**" signifies the status of a room booking on bed level. If this field is empty, no room booking has taken place. If it contains a "1" the room booking has not yet been completed. A "2" signifies that the room booking has been carried out completely.

The room booking symbol "**RT**" signifies the status of a room booking on type of room level. If this field is empty, no room booking has taken place. If it contains a "1" the room booking has not yet been completed. A "2" signifies that the room booking has been carried out completely.

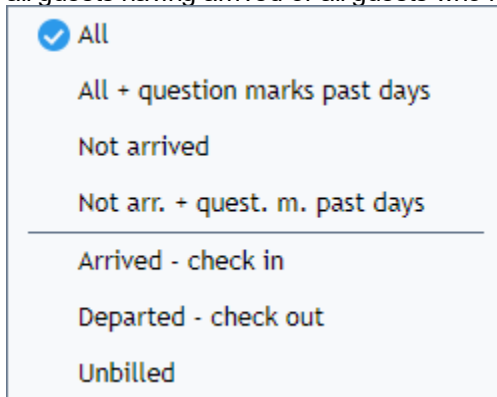
If you click on one of the **Room Booking Symbols**, a small **Window with all Rooms** of this guest is being displayed.

The **Memo** field is the information field per [Path](#)  for special messages for the reception. It can be edited right here.

Button Order (O): Sorts the data according to the guests' names (matchcode), registration numbers, departure dates, room numbers, nights or numbers of people.



Button Type of List (T): Here you can choose different filter criteria for the display of your data, e.g. all guests having arrived or all guests who have not yet arrived.



Types of Lists: The types of lists "01" to "04" are different cleaning lists. Individual extensions are possible.

Departure according to room:

001/002 Demo Hostel bed categories
Depart. 08/03/2020 - 08/03/20

09/03/20 15:43

Room	Check	Depart.	Matchcode/Reg.No.
113(3)	?	08/03/20	ACKERMANN/33314
122(2)	?	08/03/20	ACKERMANN/33314
126(5)	x	08/03/20	BROWN/33309

Room plan with departure and stay:

001/002 Demo Hostel bed categories

Cleaning Plan

03/03/20 - 05/03/20

Room/Bed	Clean	Used	Empty
000			X
100			X
101			X
102			X
103			X
104			X
106	2		
107	2		
110 /1	1		
110 /2			X
110 /3			X
111			X
112			X
113			X
120 /1	1		
120 /2	1		
120 /3			X
120 /4			X
120 /5			X
121			X
122			X
123			X
125			X
126		5	
302			X
306			X
308			X
P			X

Room/Bed	Clean	Used	Empty
1			
105			X

Planning overview according to days:

001/002 Demo Hostel bed categories

09/03/20 15:45

Total Rooms 03/03/2020 - 06/03/2020

Date	Rooms with departures	Rooms still staying
03/03/20	1	3
04/03/20	1	5
05/03/20	2	5
Total:	4	13

Room plan with departure and stay on bed basis:

Cleaning Plan			31/07/04 - 31/07/04					
Building			Building			Building		
Room	Dep	Stay	Room	Dep	Stay	Room	Dep	Stay
01	6		28	3		20	2	
02			29			21		
03			30			22		
04		2	31			23		
05		4	32			24		
06			33			25		
07			34			26		
08			35			27		
09		2	36					
10			37					
11	4		38					
12	6		39					
14	4							
15								
16								
17	2							
18	2							

3.2.6.5 Overview Day - List of Guests

All guests of the selected period of time are displayed here. You can find the matchcode - name as well as further information in the left column.

Calendar Schedule

Calendar Year | List of Guests | Types | Types of Rooms | Room Period | Rooms Days | Conference rooms | Blocks | Program

Guestlist	02/03/2021	03/03/2021	04/03/2021	05/03/2021	06/03/2021	07/03/2021	08/03/2021
Day of week	Mo	Tu	We	Th	Fr	Sa	Su
Free total	69	65	60	28	34	34	45
COBN SV 33315, Wuppertal, Sportverein W.				36	36	36	36
W07 ROSE 33316, Nürnberg, Rosmarie Rose			2	2			
W09 DIETZ 33308, , Dietmar Dietz	4	4	4				
W09 HEINZ 33317, , Walk In		1					
W09 SMITH 33319, , Walk In			3	3			
W09 WIESCHER 33318, , Walk In	2						
W10 ACKERMANN 33314, Spaichingen, Ralf Ackermann		5	5	5	5	5	
W10 BROWN 33309, , Tom Brown	5	5	5	5	5	5	

02/03/2020 Mon - 09/03/2020 Mon = 7 Allotment:

001/002 - Demo Hostel bed categories A

Maximum Period: This overview can display up to 31 nights. The display can either be scrolled (see [Data Grid](#)^[53]) or the tab can be [enlarged](#)^[54] correspondingly.

Free total: Shows the number of free beds (or rooms) in the house.

Type of Reservation ID: Here you can see whether it concerns a contract, an allotment or a confirmation. The type of reservation also defines the order of the list.

Guest Data: Matchcode - name, registration number, city and name. You can only see all details if you widen the column (see [Data Grid](#)^[53]). Those guests who have not been billed up to today are marked with a pink background. All guests who have already been billed up to today are marked with a grey background (they may have an open invoice for tomorrow and the following days).

Call up Reservation: By clicking on the first column with the guest data (name of guest) you can call up his/her [Reservation](#)^[162].

Display of Bookings: In this overview you can see the total number of beds or rooms booked by this guest (you can also switch to number of guests). The fields are marked with different colours according to the reservation (e.g. according to the type of guest or type of reservation).

Button Type of List (T): The default display of the booked beds or rooms can be changed at the bottom of the screen. The number of guests of the reservations can be displayed instead.

3.2.6.6 Overview Day - Meals

A meal plan overview is displayed for the selected period of time. There are different display possibilities: e.g. sum or detail.

Calendar Overview Day										
Rooms Days	Arrival	Departure	List of Guests	Meals	Types of Rooms	Conference rooms	Activities	Housekeeping	Blocks	Program
Date	Matchcode/Reg.No.	Type	Breakf.	Morning	Lunch	Aftern.	Dinner	Memo		
06/03/20 Fr	ROSE/33316		2							
06/03/20 Fr	SV/33315		36				36			
06/03/20 Fr	Families		10							
06/03/20 Fr	Individual guests		3							
06/03/20 Fr	Total		51				36			
07/03/20 Sa	SV/33315		36				36			
07/03/20 Sa	Families		10							
07/03/20 Sa	Total		46				36			
08/03/20 Su	SV/33315		36				36			
08/03/20 Su	Families		10							
08/03/20 Su	Total		46				36			
Grand total	06/03/20-08/03/20		143				108			

06/03/2020 Fri - 08/03/2020 Sun = 2 L D G Allotment:

001/002 - Demo Hostel bed categories A

Date/Weekday

Matchcode/Reg.No.: Here you can see the short description of the guest.

Call up Reservation: By clicking on a guest's name, you can call up his/her [Reservation](#)¹⁶².

Type: Special meal wishes are stored here: e.g. vegetarian, Moslem.

Daytime: Amount of meals per daytime.

Memo: Information field of the [Meal Plan](#)⁷³¹.

In the bottom area, you can define the **type of list** via three buttons:

Button L: Detailed list - a line per guest, list according to date - a line per day, summed list - only sum for total period (incl. to date).

Button D: You can disable the display of special meals (as e.g. vegetarians or lunch pack): display as a sum included in the standard meals.

Button G: Special types of guests as e.g. individuals or families can be displayed as a sum. This makes the list more clear, as only groups are shown in detail.

List type "01" Prints a plan with a wider field for the guest's name and a wider memo field.

3.2.6.7 Overview Day - Types of Rooms

This overview shows you how many rooms are still available on the respective day. It is separated between type of room, e.g. double room, single room. This overview can be set to the number of beds instead of the number of rooms when setting the system (standard for hotels).

Calendar Schedule								
Calendar Year	List of Guests	Types	Types of Rooms	Room Period	Rooms Days	Conference rooms	Blocks	Program
Types of rooms	02/03/20 Mo	03/03/20 Tu	04/03/20 We	05/03/20 Th	06/03/20 Fr	07/03/20 Sa	08/03/20 Su	
Day of week	Mo	Tu	We	Th	Fr	Sa	Su	
Demo Hostel bed cate	69	65	60	28	34	34	45	
Single	2	2	2	0	0	0	0	
Twin	4/2	2/1	2/1	4/2	4/2	4/2	6/3	
3 beds	12/4	8/2	6/2	0/0	3/1	3/1	6/2	
4 beds	28/7	28/7	28/7	8/2	8/2	8/2	8/2	
5 beds	8/1	10/2	7/1	7/1	10/2	10/2	10/2	
6 beds	6/1	6/1	6/1	0/0	0/0	0/0	6/1	
9 - Bett	9	9	9	9	9	9	9	

02/03/2020	Mon	09/03/2020	Mon	=	7	Allotment:	
001/002 - Demo Hostel bed categories							

This list also shows the complete number of available beds or rooms (green). Additionally, further availabilities for all houses of one organization are shown. If necessary, this can be switched off via "Check Fields", field "typertype" or restricted to users which have an authorization to change houses.

Maximum Period: This overview can display up to 31 nights. The display can either be scrolled (see [Data Grid](#) ⁵³) or the tab can be [enlarged](#) ⁵⁴ correspondingly.

3.2.6.8 Overview Day - Conference Rooms

Here you find the bookings of conference rooms and other rooms. Display according to date.

Calendar Schedule									
Calendar Year	List of Guests	Types	Types of Rooms	Room Period	Rooms Days	Conference rooms	Blocks	Program	
Room	No.	Date	8:00-10:00	10:00-12:00	12:00-14:00	14:00-16:00	16:00-18:00	Evening	Description
Beethoven		03/03/20			DIETZ/33308				Small conference room
Beethoven		03/03/20	HEINZ/33317	HEINZ/33317	HEINZ/33317	WIESCHER/3	WIESCHER/3		Small conference room
Beethoven		03/03/20							Large conference room
Goethe I		03/03/20							Small conference room
Goethe II		03/03/20		ACKERMANN/	ACKERMANN/	ACKERMANN/			Small conference room
Goethe III		03/03/20							Small conference room
Goethe I-II		03/03/20							Large conference room
Goethe II-I		03/03/20							Large conference room
Goethe I-II		03/03/20							Ball room
TV room		03/03/20							TV lounge

03/03/2020 Tue - 03/03/2020 Tue = 0 Allotment:

001/002 - Demo Hostel bed categories A

Free rooms are displayed in white. The division of one day is possible to up to 24 parts. Setting duration is displayed with "++" and taking down duration with "--". Booked periods are displayed with matchcode - name of the reservation and the registration number (if the fields have been widened).

Blocked rooms (e.g. for separable rooms) are displayed in light grey. Not available rooms are displayed in dark grey or black.

The color follows the reservation.

Call up Reservation: By clicking on the guest's name you can call up his/her [Reservation](#)¹⁶²⁾.

The **Description** of the rooms can be found in the column at the right (scroll if necessary).

Maximal Period of Time: This overview can display up to 31 nights. It can either be scrolled (also see [Data Grid](#)⁵⁸⁾) or the tab can be [enlarged](#)⁵⁴⁾ correspondingly.

Next to the period of time at the bottom, a new dropdown field appears making it possible to select different **seating possibilities**. Now you can see the seats depending on the type of seating (provided that the data has been stored in the databases).

Type of List "01" prints a plan for booking and preparation of the rooms for one day.

001/002 Demo Hostel bed categories

09/03/20 15:19

Conference rooms 03/03/2020 - 03/03/2020

Room	Date	8:00-11:00	10:00-12:00	12:00-14:00	14:00-16:00	Evening
Beethoven I Personen: 4 DIETZ/ 33308 Dietmar Dietz	02/03/20-05/03/20		B			
Beethoven II Personen: 1 HEINZ/ 33317 Walk In	03/03/20-04/03/20	B	B	B		
Beethoven II Personen: 2 WIESCHER/ 33318 Walk In	02/03/20-03/03/20			B	B	
Goethe II Personen: 5 ACKERMANN/ 33314 Ralf Ackermann	03/03/20-03/03/20	B	B	B		

3.2.6.9 Overview Day - Activities

Here you find an overview of all activities offered in the entered period of time at the bottom, booking status and internal memos for the respective activities.

Calendar Overview Day
- ↗ ✕

Rooms Days Arrival Departure List of Guests Meals Types of Rooms Conference rooms Activities Housekeeping Blocks Program

Group	Description	Price	Date	Free	Sold	Min	Max	Internal
AC	Mountain Hike	30.00	04/03/2020 Wed	5	5	5	10	12 years and over
AC	Mountain Hike	30.00	05/03/2020 Thu	10		5	10	12 years and over
AC	Mountain Hike	30.00	06/03/2020 Fri	10		5	10	12 years and over
AC	Package	200.00	04/03/2020 Wed	10		5	10	12 years and over
AC	Package	200.00	05/03/2020 Thu	5	5	5	10	12 years and over
AC	Package	200.00	06/03/2020 Fri	10		5	10	12 years and over

04/03/2020 Wed - 06/03/2020 Fri = 2

Allotment:

001/002 - Demo Hostel bed categories
A
⏪ ⏩ ⏴ ⏵ ⏴ ⏵ ⏴ ⏵ ⏴ ⏵ ⏴ ⏵ ⏴ ⏵

Column "**Group**" refers to line "**Article Grouping 1**" on page [Detail 2](#)²⁵⁴ of the "**Article Database**".

You can sort the data according to column "**Description**".

3.2.6.10 Overview Day - Housekeeping

Calendar Overview Day

Rooms Days | Arrival | Departure | List of Guests | Meals | Types of Rooms | Conference rooms | Activities | Housekeeping | Preise/Auslastung | Program | In

Show:

All
Not Cleaned
Cleaned
With Problems
Arrivals
Free

Mark as:

Cleaned
Disinfected
Problem
Problem Solved

Undo:

Task

	Bd	Fl	Co	Room	Dep.	Stays	Arr.	Free	Clean	Description	Disinfi.	Stayer C	Task	St.
<input type="checkbox"/>	2	0	2	039(2)					9	Door/Lock				
<input type="checkbox"/>	2	0	2	040(2)					9					
<input type="checkbox"/>	2	0	2	041(2)					9					
<input type="checkbox"/>	2	0	2	042(8)					9				Towels	
<input type="checkbox"/>	2	0	2	043(2)					9					
<input type="checkbox"/>	2	0	2	044(2)					9					
<input type="checkbox"/>	2	0	2	045(2)					9					
<input type="checkbox"/>	2	0	2	046(2)					9					
<input type="checkbox"/>	2	0	2	047(2)					9					
<input type="checkbox"/>	2	0	2	048(2)					9					
<input checked="" type="checkbox"/>	2	0	2	049(2)					9					
<input checked="" type="checkbox"/>	2	0	2	050(2)					9					
<input checked="" type="checkbox"/>	2	0	2	051(2)					9					
<input type="checkbox"/>	2	0	2	052(2)					9					
<input type="checkbox"/>	2	0	2	053(2)					9					
<input type="checkbox"/>	2	0	2	054(2)					9					
<input type="checkbox"/>	2	0	2	055(2)					9					

25/04/2024 Thu - 26/04/2024 Fri = 1

Allotment: 120

000/004 - Test Hotel

This tab offers you to organize your housekeeping. It shows a room plan with departures ("**Dep.**"), stays and arrivals ("**Arr.**") and also the free number of beds.

Select the rooms which should be displayed on the right under "**Show:**"

To mark a certain room, please tick the box on the left as shown in the picture above. Then, go to "**Mark as:**" on the right. Mark the respective room as cleaned, checked or enter a problem description:

Problem Description ✕

Problem Type: 99 - Other ▼

Description:

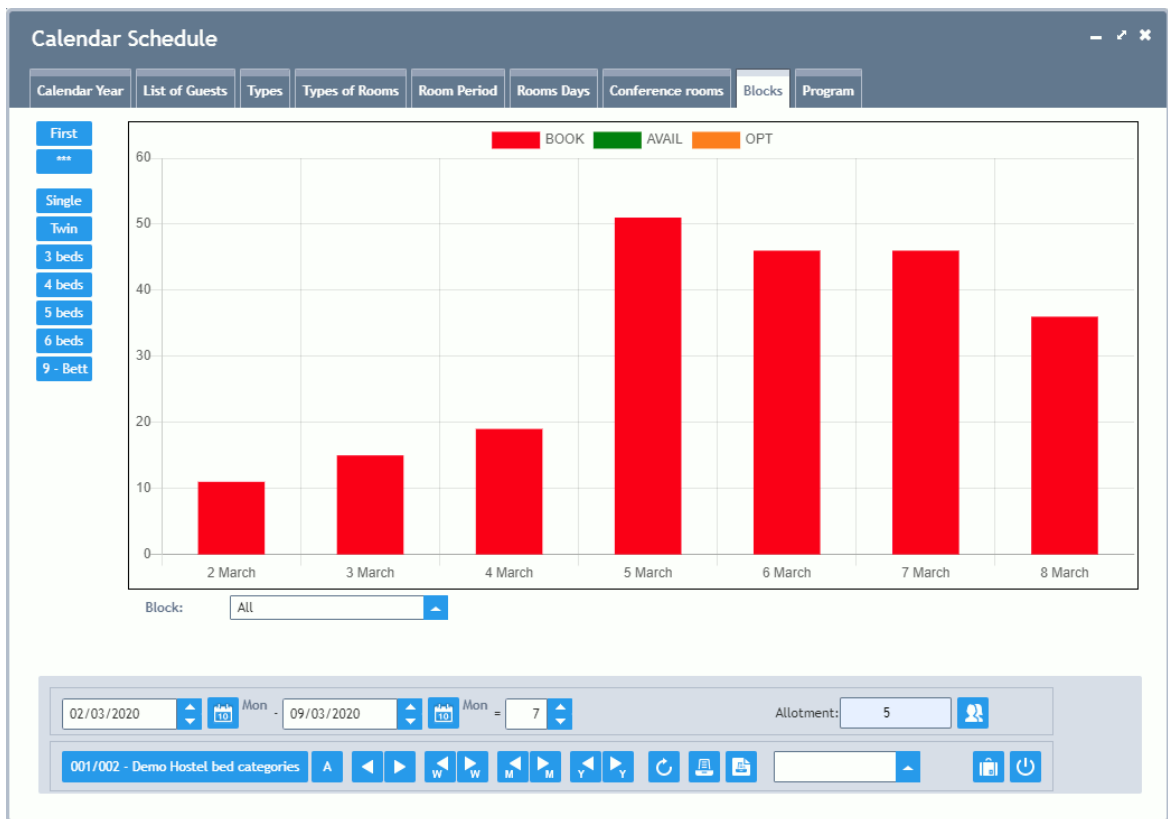
- 05 - Light
- 10 - Tap
- 15 - Drain
- 20 - Bed
- 25 - Door/Lock
- 99 - Other

OK Clear Cancel

If this problem has been solved, click on **"Problem Solved"** and the description is being crossed out in the room plan.

To **"Undo:"** certain entries, tick the box, select the room and click on the wished button under **"Mark as:"**.

3.2.6.11 Overview Day - Blocks



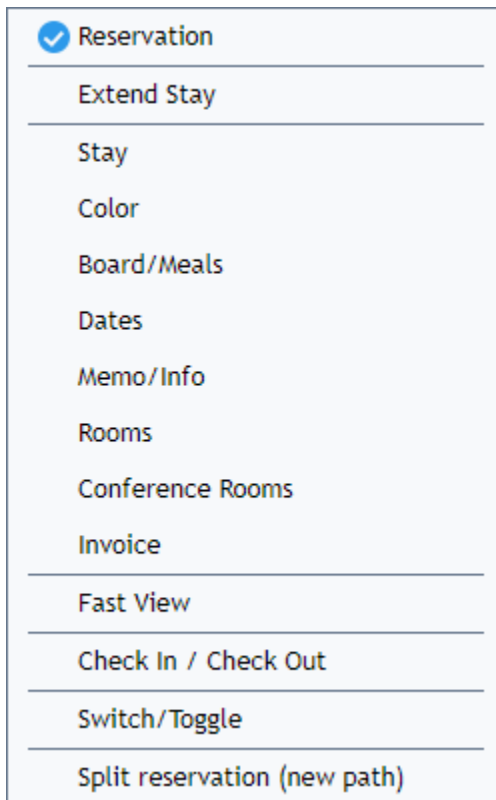
This screen plan shows used beds by guest type. An allotment can be assigned for each guest type group via menu item [Allotment per Days](#)^[11b]. Reservations are shown in green or red (under or over allotment). Options are hardcoded as reservation type "21" and shown in yellow and orange. A warning can be issued if a reservation exceeds the allotment ("**warning**", "**BL**"). The room type filter can be applied.

3.2.7 Click on the Name in an Overview to Call Up the Respective Reservation

Whenever you see a name of a guest in one of the overviews you can call up the corresponding [Reservation](#)^[6A] with one mouse click only. Additionally, the right mouse button offers more possibilities: direct link to an area in the reservation form (e.g. meal plan, invoice) or a fast view of the reservation (closed again by clicking on the tab). In some overviews there are even more possibilities: quick extension of stay, check in, check out, split up reservation if changing rooms during the stay.

This function offers the best possibilities to get to a guest's reservation very quickly and thereby allows changes of reservations directly out of every single overview. Especially for check in and check out, this function is needed very often.

Right Mouse Click:



Allotments cannot be called for this way, as they are summed up via a guest number. Please call up the reservation form via the menu in this case.

The default setting of a click on the reservation can be changed in the [General Settings](#) ²⁹⁴¹ (cannot be recommended).

3.2.7.1 Calendar Schedule - List of Guests

All guests of the selected period of time are displayed here. You can find the matchcode - name as well as further information in the left column.

Calendar Schedule

Calendar Year | List of Guests | Types | Types of Rooms | Room Period | Rooms Days | Conference rooms | Blocks | Program

Guestlist	02/03/2021	03/03/2021	04/03/2021	05/03/2021	06/03/2021	07/03/2021	08/03/2021
Day of week	Mo	Tu	We	Th	Fr	Sa	Su
Free total	69	65	60	28	34	34	45
CO8N SV 33315, Wuppertal, Sportverein W.				36	36	36	36
W07 ROSE 33316, Nürnberg, Rosmarie Rose			2	2			
W09 DIETZ 33308, , Dietmar Dietz	4	4	4				
W09 HEINZ 33317, , Walk In		1					
W09 SMITH 33319, , Walk In			3	3			
W09 WIESCHER 33318, , Walk In	2						
W10 ACKERMANN 33314, Spaichingen, Ralf Ackermann		5	5	5	5	5	
W10 BROWN 33309, , Tom Brown	5	5	5	5	5	5	

02/03/2020 Mon - 09/03/2020 Mon = 7 Allotment:

001/002 - Demo Hostel bed categories A

Maximum Period: This overview can display up to 31 nights. The display can either be scrolled (see [Data Grid](#)^[53]) or the tab can be [enlarged](#)^[54] correspondingly.

Free total: Shows the number of free beds (or rooms) in the house.

Type of Reservation ID: Here you can see whether it concerns a contract, an allotment or a confirmation. The type of reservation also defines the order of the list.

Guest Data: Matchcode - name, registration number, city and name. You can only see all details if you widen the column (see [Data Grid](#)^[53]). Those guests who have not been billed up to today are marked with a pink background. All guests who have already been billed up to today are marked with a grey background (they may have an open invoice for tomorrow and the following days).

Call up Reservation: By clicking on the first column with the guest data (name of guest) you can call up his/her [Reservation](#)^[162].

Display of Bookings: In this overview you can see the total number of beds or rooms booked by this guest (you can also switch to number of guests). The fields are marked with different colours according to the reservation (e.g. according to the type of guest or type of reservation).

Button Type of List (T): The default display of the booked beds or rooms can be changed at the bottom of the screen. The number of guests of the reservations can be displayed instead.

3.2.8 Quick Reservation

Via a mouse click or [Drag and Drop](#)^[57] on a free room you can start the quick reservation (choose date and room within the matrix). This quick reservation is an alternative way to enter a reservation. First and foremost this tool is intended for walk-ins at the reception or for reservations via the telephone. The quick reservation, however, offers less possibilities than the regular reservation, but each quick reservation leads to a normal reservation, which can later be edited with all possibilities.

The quick reservation is called up via a click or [Drag and Drop](#)^[57] on a free room in the [Overview Day](#)^[133] (Rooms Days). The arrival day and the room are then fixed for the quick reservation.

There is the possibility to enter guests without an entry in the guest database, but all with a [Special Guest Number](#)^[117] (default). Then the entry is limited to name and stay data on just one screen only.

Guest/Customer Number: Either the same default number for all individual guests or an entry is made in the guest database via the button showing the family.

Type of Reservation^[68]: Here you can define the process: e.g. walk-in or confirmation.

Name: Search name (matchcode) of the reservation.

Memo (Arrival/Departure): This memo is visible at the reception in the [Arrival List](#)^[149] and the [Departure List](#)^[150].

Type of Guest: Selection of the type of guest, provided that this has not already been defined via an entry in the guest database.

Country: Select the nationality here, provided that this has not already been defined via an entry in the guest database.

Meal Plan: Select the meal plan of the reservation.

Arrival: This date has been fixed by the click on the "**Calendar - Room Plan**". The time can be entered aside if necessary.

Departure and Nights: Provided that this has not already been selected via [Drag and Drop](#)^[57], the duration of stay is selected, here. It is not possible to enter more nights than visible in the [Calendar Schedule](#)^[133] and only if the room was still available (red date).

Guests/Children: The total number of people and (perhaps) the number of children (it is necessary that these fields have been activated in the "**House Database**", page [General 2](#)^[217], and the corresponding articles have been entered in the "**Article Database**", page [Detail 2](#)^[254] beforehand).

Sex: Select the gender for the reservation and the calendar schedule.

Tick Box "**Default Value Mixed Room**": Each assigned room in reservations can be specified as a mixed room (please also see "**Reservations**", page [Rooms](#)^[78]). On the room plan empty beds have got two new colours (flexible): mixed candidate female = green/yellow and mixed candidate male = green/blue. They show beds where all people are male or female but all agreed to a mixed room. To activate this function please ask your system supervisor or ASSD.

No Other Guest in this Room: Here you can define that the guest has the room on his/her own. The system automatically blocks the other beds. This field can be pre-selected in the [Room Database](#)^[223].

If this option is checked for a private allocation and the room is filled with fill beds, an ID is displayed in the upper right corner on reservations, page [Rooms](#)^[78]. This ID makes it possible to distinguish whether the private room was assured to the guest or whether the room is completely filled by accident. Via this feature the system does not add 2 fill beds automatically anymore for 4 guests which are allocated in a 4 bed room and change into a 6 bed room. Furthermore, this ID has an own assignment for price calculation purposes (per path).

Room Used as Room Type: Changes the price: e.g. a 4-bed-room is booked as a single room.

Fully Inclusive Package: Article, name and price of a package. Possible entries are special articles having been marked as packages in the [Article Database](#)^[258]. A package annuls the regular invoice proposal. If having been stored, duration of stay and meal plan are also taken over from the package.

Memo: This text is intended as an internal message for [Reservation](#)^[77]. The button showing the family enables to call up the [Text Database](#)^[239]. A text template can be transferred from the [Text Database](#)^[239] via the button "**Paste**" or via [Drag and Drop](#)^[57]. If the cursor is at the beginning of the row, the existing text is overwritten, otherwise the text template is added to the already existing text.

User fields: User fields 4, 5 and 6 for your free disposal.

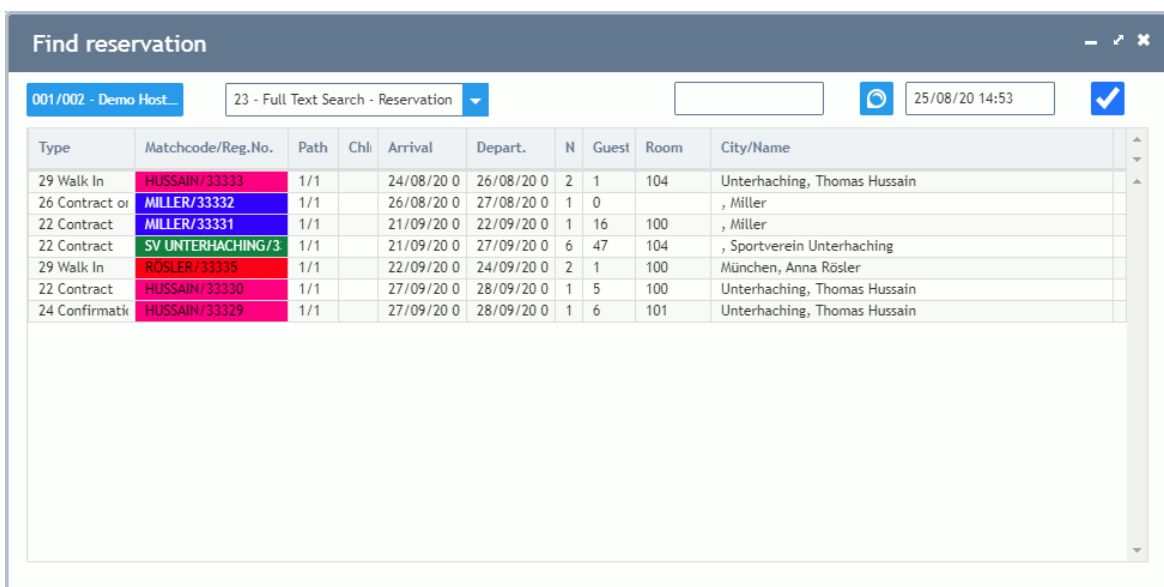
Button "Save as Default": This button enables the management to save a default values of the fields, which then need not be filled every time: e.g. type of reservation, guest number.

Via the two buttons **"Create and Save"** and **"Check In/Create"** you can define whether the entries should be stored in the background right away (e.g. telephone reservation) or whether the reservation form should be opened after having entered a quick reservation (e.g. for billing purposes at the reception).

After having entered a quick reservation, it can be seen in the [Calendar Schedule](#)^[133] straight away. Via clicking on the name, you call up the [Reservation](#)^[162] of the selected guest and make any changes if necessary (full reservation).

3.2.9 Find Reservations

The **"Find Reservations"** tool is a toolbar which is normally shown on the upper edge of the screen. That is why it slightly limits your space for other tabs. This tool helps to find guests who are in the house or who are there on from a certain date. Additionally to a full text search, a guest list of a room can also be displayed. Furthermore, offers and refusals can be found.



Type	Matchcode/Reg.No.	Path	Chl	Arrival	Depart.	N	Guest	Room	City/Name
29 Walk In	HUSSAIN/33333	1/1		24/08/20 0	26/08/20 0	2	1	104	Unterhaching, Thomas Hussain
26 Contract or	MILLER/33332	1/1		26/08/20 0	27/08/20 0	1	0		, Miller
22 Contract	MILLER/33331	1/1		21/09/20 0	22/09/20 0	1	16	100	, Miller
22 Contract	SV UNTERHACHING/3	1/1		21/09/20 0	27/09/20 0	6	47	104	, Sportverein Unterhaching
29 Walk In	ROSLER/33335	1/1		22/09/20 0	24/09/20 0	2	1	100	München, Anna Rösler
22 Contract	HUSSAIN/33330	1/1		27/09/20 0	28/09/20 0	1	5	100	Unterhaching, Thomas Hussain
24 Confirmati	HUSSAIN/33329	1/1		27/09/20 0	28/09/20 0	1	6	101	Unterhaching, Thomas Hussain

The type of search can be selected in the ComboBox next to the button to select the house. After having entered the search criterion (empty signifies all), please click on the button with the magnifier to start the search. The date with time has influence on the entries displayed, as before the time for check out, guests of the previous night are shown. The check out time can be defined in the [House Database](#)^[217].

The small box aside defines whether all guests on from this date shall be displayed or just for the entered date.

The toolbar can be enlarged or reduced via the arrows. Click on the door to close the tab.

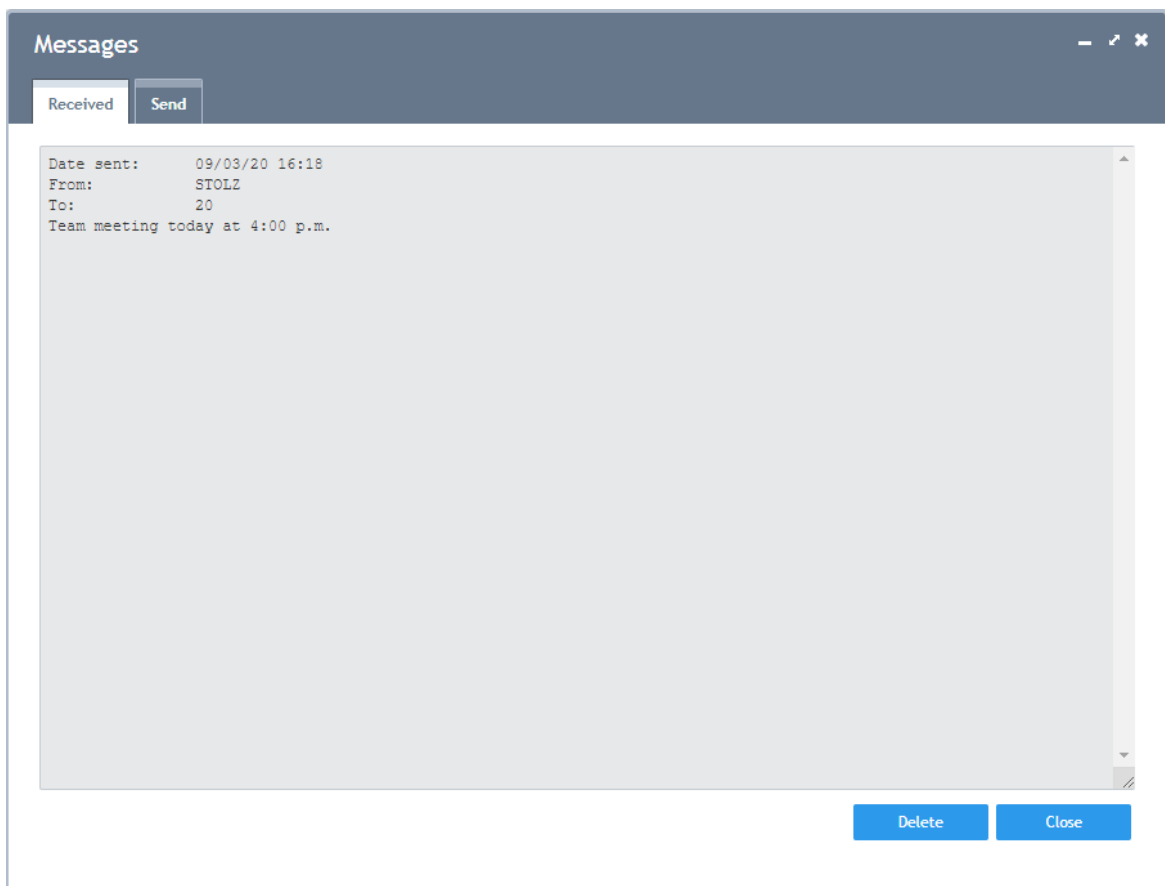
By clicking on the coloured name of the guest you can call up the corresponding [Reservation](#)^[162].

3.2.10 Messages

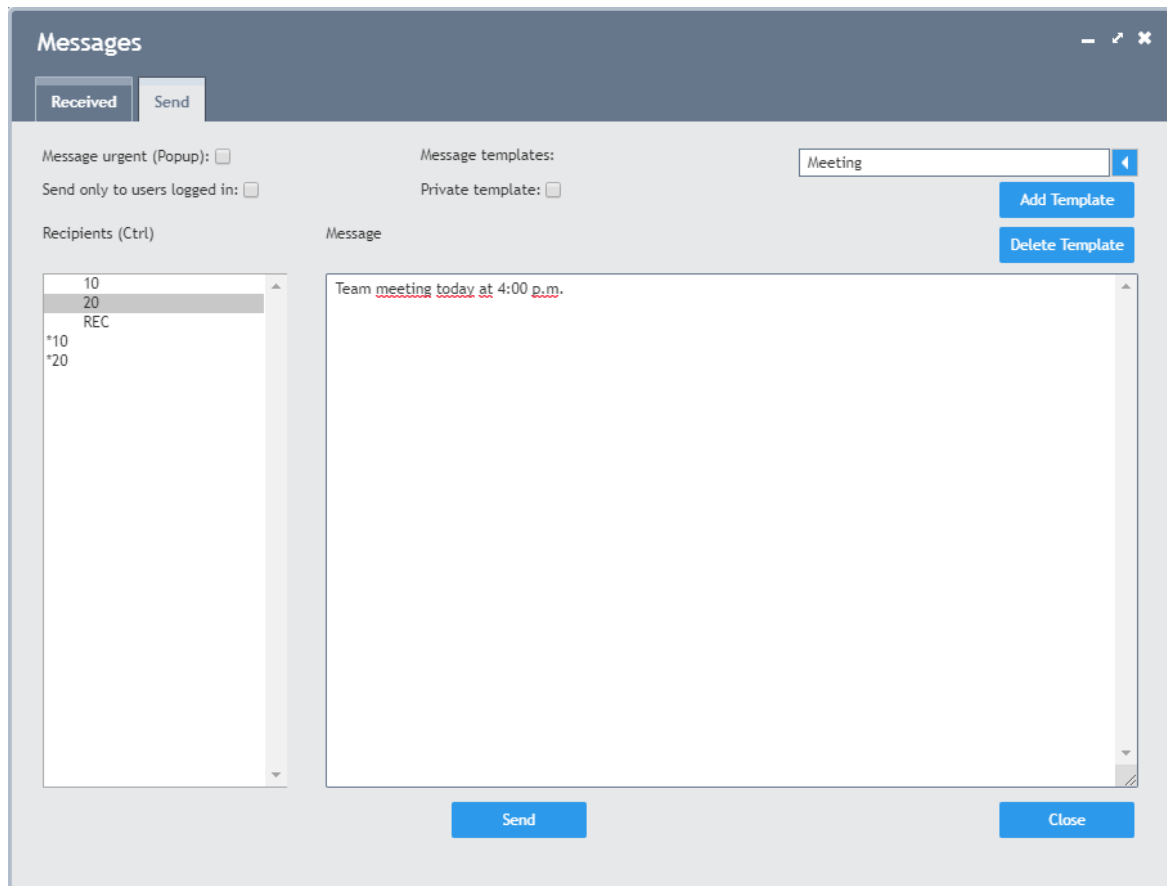
Via this tool messages can be sent by users to others and system messages can also be displayed, e.g. after having retrieved Internet bookings in the background ("**risauto**"). Messages are only available for users with security level "**20**" and lower. The interval for the check of new messages in the background can be set by the system supervisor or ASSD.

Page Received:

If menu item "**Reservations/Messages**" is called up via the menu or the symbol in the toolbar, new as well as old messages are opened. The latest messages are displayed at the top. If an urgent message was sent, this is opened in the tab immediately after having logged on the system.



Page Send:



Message urgent (Popup): If this box is checked, the message tab immediately opens after the recipient has logged on the system, or after the message has been sent. If this box is not checked, the "message" symbol in the toolbar turns red if the user receives a message:

Send only to users logged in: Tick this box if the message should be sent to all users logged on the system at the moment.

Message templates: Templates with recipients and text can be stored. On page "Send" you can additionally see all users having received new messages and all users logged in the system at the moment (same time setting in the network is obligatory, active users).

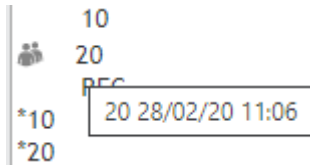
Private template: If this box is activated, the template is only stored for the user sending the message privately.

Recipients (Ctrl): This list shows all users with security level "20" or lower. Select more recipients by pressing the "Ctrl" button and clicking on the users.

✉ This symbol indicates that the user has received a message.

👤 This symbol indicates that the user is logged on the system at the moment.

By clicking on a user, you can see the time of the latest retrieval of messages in a ToolTip text.



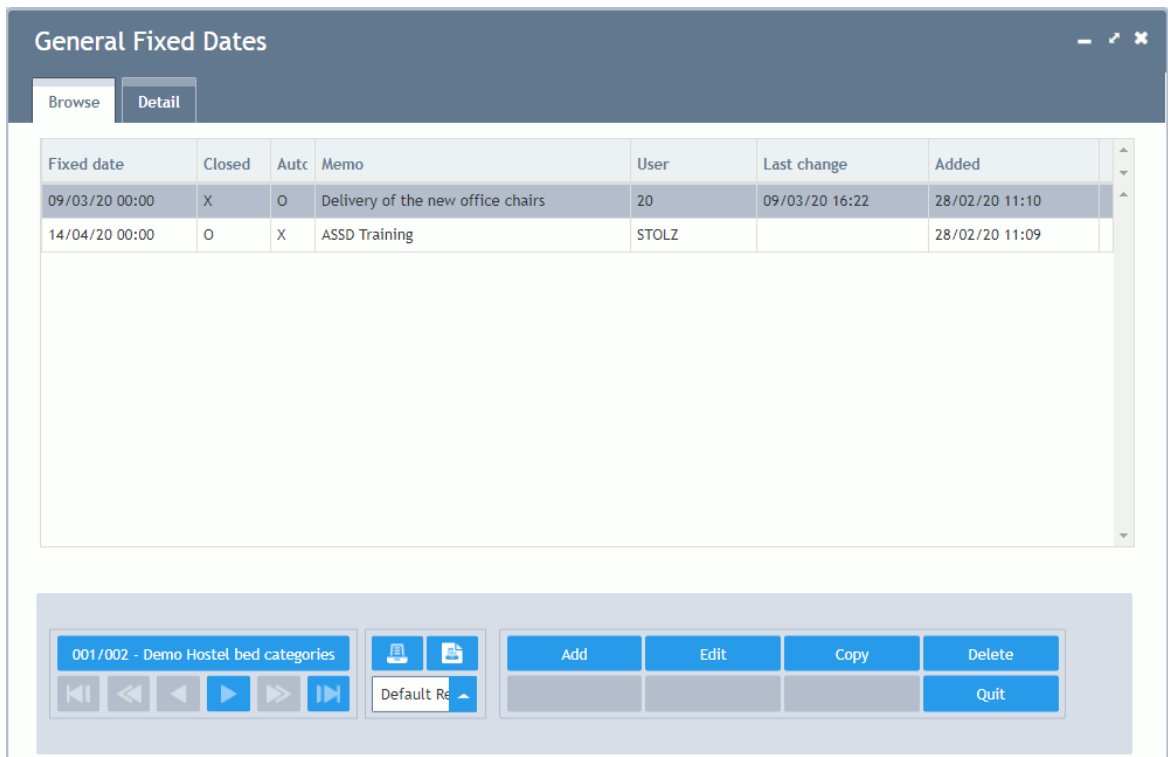
Message: The message with up to 5080 characters entered or selected out of the ComboBox list in the upper right corner can be seen here.

Button "Send": Click here to send the message to the selected users and confirm the question "Send this message?" with "Yes".

3.2.11 General Fixed Dates

Please also see the general [Operating Instructions](#) ⁴⁶¹.

With this program, dates not referring to a reservation, can be entered for [Control of Fixed Dates](#) ¹⁹².



Fixed Date: Date and time.

Memo: Any description of the date.

Closed: You can mark a date as done, here (on page "Detail").

Auto Control Fixed Dates: If activated, this date appears when a user signs on (if the control of fixed dates is activated for signing on in the [User Database](#) ²⁸⁹).

3.2.12 Sign Off and Exit

Please close all open tabs before you sign off or exit the program. After having signed off, another user can sign on the system again.

3.3 POS/Accounting

3.3.1 POS/Accounting - General

Menu items which, in addition to [Billing](#)^[93], also concern POS and Accounting, are summarized in this area.

Basically, the ASSD software offers the billing for guests as well as the management of prepayments and receivables. Additionally there is a POS module for [Retail](#)^[172] as well as a menu item [Accounting](#)^[183].

In practice, big organizations map all transaction flows including the bank account in the Hotel/Hostel via the ASSD software. Therewith, a greatest possible control can be achieved with the help of end of day processes and adjustments with the bank account(s). This means that all transactions of the house important for accounting are recorded in the house itself. Regularly, this data can then be transferred to the accounting system of the organization (in detail or sum) via the [Booking Journal](#)^[196], mostly with an accounting interface. Consequently, the ASSD accounting module provides a recording system which operates prior the real accounting system.

Mostly, independent houses only use the areas invoicing, prepayments, receivables and the basic [POS Closing](#)^[195]. We also follow this modus operandi when newly setting up a system.

The following terms build the system for the data to be recorded in the transactions.

Journal: This ID defines a company or a house.

Journal Number: Consecutive calling number for the data transfer to an external accounting system (usually covers a month). In comparison to the date fields, the completeness is guaranteed, here.

Journal Position Number: Consecutive transaction number for all transactions regardless of POS number.

POS Number: Concluded accounting area, e.g. single POS at the reception. There is at least one own POS number for accounting (e.g. 015 safe/accounting). End of day processes are carried out separately for each POS number. Cash movements between single POS are to be booked. In most cases, a POS number is combined with a fixed work space and the handing over takes place when changing shifts (end of day process). However, flexible assignments depending on the sign on of your staff in the system can also be defined. This corresponds to the number of cash drawers which can each be signed on to any work space.

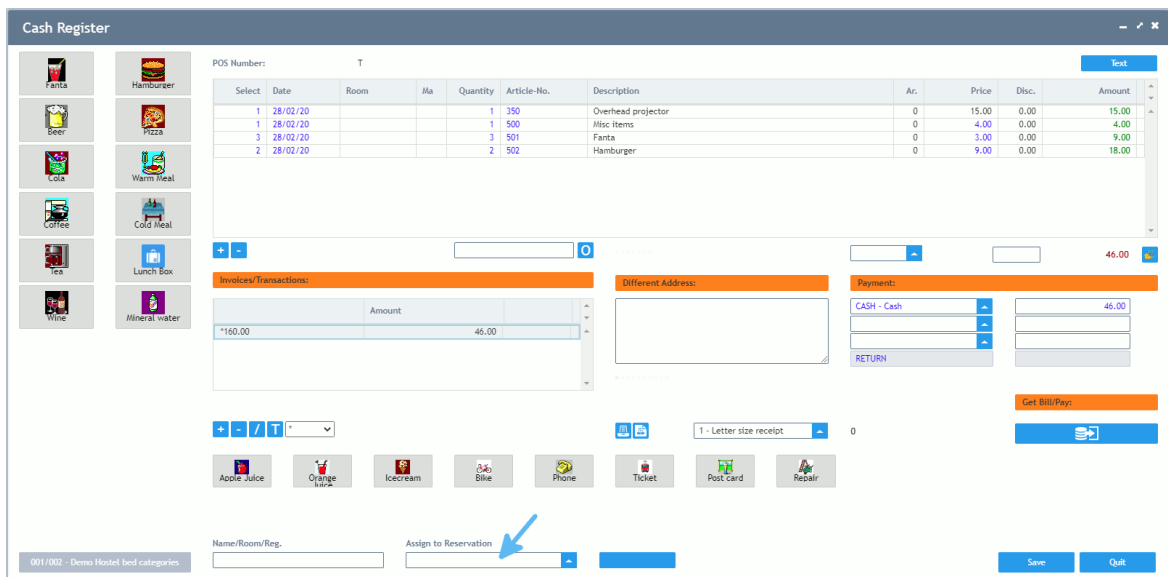
Transaction-/Invoice Number: Consecutive transaction number within one POS number (that is why the POS number and the transaction number is necessary for a unique identification of a receipt

if there is more than one POS). In the [Hostel/Hotel Database](#) ^[207] the transaction number can also be set up the way that all invoices are numerated independent of other transactions (bookings, end of day processes). In this case, the number of other receipts begins with 50000000.

POS Day Number: Identifies a POS shift: year-month-day/number. This number allows to adjust and analyse a shift independent of the system date. The POS day number is assigned when opening the POS or with the first booking after the end of day processing for configurations without an explicit POS opening.

3.3.2 Cash Register (Retail)

With the help of this part of the program, you can retail without any reference to a reservation. It works just like the [Billing](#) ^[95].



The retail cash register can only be opened once for each POS number. After having billed the article, the receipt is not visible anymore. That is why cancellations have to be booked via [Transactions](#) ^[182].

Just like in the invoice, more receipts can be processed at the same time (e.g. tables) and an invoice can simply be splitted.

In comparison to the invoice, there is a large amount of big buttons to call up articles faster. These buttons can also be distributed on more pages, which are marked with a coloured background. The setting is defined under [Button Definition Cash Register](#) ^[268]. Call up via menu item "**Reference Data/Button Definition Cash Register**" ^[268] or via a right mouse click on one of the buttons on the cash register to open the settings of this respective button directly.

The cash register numbers "010" and "011" offer higher invoice rows, optimized for the use of a touch screen.

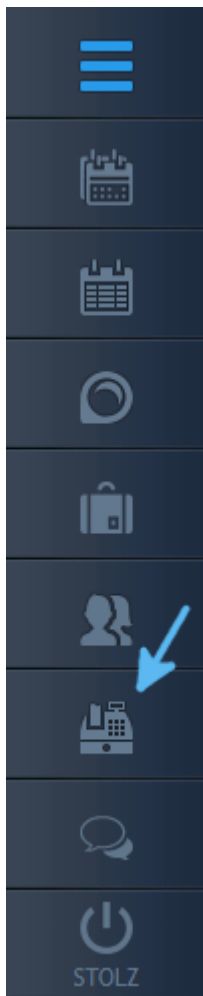
Positions of the retail cash register can be booked to a reservation instead of having to be paid straight away for resident guests of the house (possible on from version 2.8). These items are booked onto page prices of the reservation and are then paid in course of the final billing. All guests allocated in the house on the current day, can be selected at the bottom of the tab marked with a red arrow in the picture above (Check-Out due time, Check-Out, Type of reservation beginning with "2" or billing in

type of reservation = "B"). You can also search for room numbers, name and registration number within this tool.

Via the button marked by the blue arrow the positions are finally booked onto the reservation selected at the left.

In order to be able to use this tool, each user has to be authorized under "Reference Data/Users", page [Advanced](#) ^[289].

Additionally there is a button for the "Retail Cash Register" on the ASSD tool bar. The first page is automatically skipped when clicking on this button.



The retail cash register can also be closed in the "Edit" mode now (without saving beforehand).

3.3.3 Begin/End of Day Processing

3.3.3.1 Begin/End of Day Processing - Start

This function offers an end of day processing with cash count, count of articles with cash value (e.g. phone cards) as well as the direct display of POS deviations at the end of day processing for the current POS user. For that reason, many single deviations are summed up for the calculation of a

month's deviation. This end of day processing is only used in mid-sized and big organizations and the system should display all cash transactions. This means that each single POS, the safe and the bank have to be adjusted via the program. In this case, the reason for deviations can easily be detected and the system checks itself gradually: close POS, close safe, adjustment bank account.

As an alternative a different type of end of day processing can be chosen in independent houses. In doing so, the end of shift is defined only, and the income of the corresponding shift can be printed out via the reports of [POS Closing](#)^[195]. This menu item is disabled in this case.

A daily closing of all POS, including the safe, can be recommended. The safe should be opened again right after having been closed, as otherwise the reception cannot book a transfer to the safe.

Before starting an end of day processing, a higher amount can be booked to the safe as a [Withdrawal](#)^[179]. Then, this money does not have to be counted anymore and has officially left the reception. Before closing the safe, higher amounts should be taken to the bank (book in [Accounting](#)^[183]).

POS Number: Concluded accounting area, e.g. single POS at the reception. There is at least one own POS number for accounting (e.g. 015 safe/accounting). End of day processings are carried out separately for each POS number. Cash movements between single POS are to be booked. Mostly a POS number is combined with a fix work space and the handing over is carried out while the change of shift (Closing POS). However, flexible assignments can also be defined depending on the user sign on in the system. This corresponds to the number of cash drawers which can each be signed up for any work space.

POS Day Number: Defines the shift of a POS: year-month-day/number. This number allows to adjust and report a shift independent of the system date. The POS day number is assigned when opening the POS or with the first booking after the end of day processing for configurations without an explicit POS opening.

Switch POS number: Users, which are authorized in the [User Database](#)^[288], can switch to the POS safe and can close and open the safe just like any other POS.

Status of the POS (green/red): If the POS is open, this field is green. If the POS is closed, this field is red.

Button Switch Hostel/Hotel: Different houses can have different POS numbers.

Button Open/Close POS: The process is started with this button and an input template for the [End of Day Process - Counting Cash](#)^[175] is being displayed. In case of an opening, the POS is already open at this stage. The further processing only serves as a confirmation of the stocks of the latest end of day processing.

Button Quit: Cancel and close the tab.

[Counting Cash](#)^[175]

3.3.3.2 Begin/End of Day Processing - Counting Cash

With this template you can count your money in the end of day processing. When opening a POS you check the stocks of the previous shift and correct any errors, which are then already declared as a deviation at the beginning of your shift. When opening, for that reason the POS is already open at this point of time. If this opening is cancelled, a closing and opening can be carried out again if necessary (only for reasons of documentation).

Start/End of day/shift process

POS Number: T15

POS Day No.: 2020-03-11/01

Quantity	Description	Price	Currency	Amount
	Bank-note 500 Euro	500.00	EUR	
	Bank-note 200 Euro	200.00	EUR	
	Bank-note 100 Euro	100.00	EUR	
4	Bank-notes 50 Euro	50.00	EUR - Euro	200.00
5	Bank-notes 20 Euro	20.00	EUR	100.00
2	Bank-notes 10 Euro	10.00	EUR	20.00
4	Bank-notes 5 Euro	5.00	EUR	20.00
19	Coins 2 Euro	2.00	EUR	38.00
54	Coins 1 Euro	1.00	EUR	54.00
25	Coins 50 Cent	0.50	EUR	12.50
18	Coins 20 Cent	0.20	EUR	3.60
11	Coins 10 Cent	0.10	EUR	1.10
6	Coins 5 Cent	0.05	EUR	0.30
	Coins 2 Cent	0.02	EUR	
	Coins 1 Cent	0.01	EUR	

449.50 Last Count Delete Next

001/002 - Demo Hostel bed categories End of shift proces Back Quit

Articles which should appear in the input mask can be defined in the [Cash Count Data](#)^[277]. Coins, notes and bagged coins can be counted in different currencies as well as vouchers, cancellations and others.

Button Last Count: This button loads the latest count into the input mask.

Button Delete: Deletes the current entries of the input mask.

Button Next: Goes to the next area: either [Counting Articles](#)^[176] or [Adjustment of Cash](#)^[176].

Button Back: Goes to the [First Input Mask](#)^[173]. Mind that when opening, the POS is already open, now!

[Counting Articles](#)^[176]

3.3.3.3 Begin/End of Day Processing - Counting Articles

With this input mask you can count your articles with cash value (e.g. phone cards) in the end of day processing. When opening a POS you check the stocks of the last shift and correct any errors which are then already declared as a deviation at the beginning of your shift.

In the [Article Database](#)^[254] you can define which articles are enabled for the stock management (with fixes prices). If no article is activated, this input mask is skipped.

Start/End of day/shift process

POS Number: **Reception 1**

POS Day No.:

Article-No.	Description	Price	Cur.	Start (+)	Added (+) Withdr. (-)	Counted (-)	Sales nominal	Sales actual	Difference
720	Welcome Sta	2.00	GBP	43		40	3	3	
750	YHA Guest S	2.00	GBP	45		45			

GBP 0.00

001/001 Demo Youth Hostel

Button Next: Books an existing deviation and goes on to the next area: [Adjustment of Cash](#)¹⁷⁸.

Button Back: Goes back to [Counting Articles](#)¹⁷⁶.

[Adjustment of Cash](#)¹⁷⁸

3.3.3.5 Begin/End of Day Processing - Adjustment of Cash

The counted money is compared to the expected balance in the system, here. If there is a deviation, it should necessarily be counted again (button back). If the error cannot be found, the program books the deviation and assigns it to this user and shift.

Start/End of day/shift process
— ↗ ✕

POS Number:	<input type="text" value="T15"/>
POS Day No.:	<input type="text" value="2020-03-11/01"/>
Cash at Beginning:	<input type="text" value="449.70"/>
Plus/Minus at Beginning:	<input type="text" value="0.00"/>
Deposit of Cash:	<input type="text" value="0.00"/>
Withdrawal of Cash:	<input type="text" value="0.00"/>
Cash Sales POS:	<input type="text" value="0.00"/>
Calculated Cash:	<input type="text" value="449.70"/>
Counted Cash:	<input type="text" value="449.50"/>
Checkout Surplus:	<input type="text" value=""/>
Checkout Deficit:	<input type="text" value="-0.20"/>

001/002 - Demo Hostel bed categories
End of shift proces

Button Book: Books an existing deviation and closes the POS in case of an end of shift process. Nothing can be booked in this POS anymore, without having reopened the POS in a [Begin of Day Processing](#)^[173]. Subsequently, the menu item [POS Closing](#)^[195] is opened and the income or cancellations of this shift can be printed (customizable reports).

Button Back: Goes back to [Adjustment of Articles](#)^[177] or to [Counting Cash](#)^[175].

3.3.4 Deposit/Withdrawal POS/Safe

This menu item is only necessary in association with the [End of Day Processing](#)^[173] with cash count. Otherwise this item is disabled. It helps transferring money and articles between single POS. If such a booking is being forgotten, there is a surplus or deficit when closing the POS. In practice, the rule stood the test that the person who is debited with the amount always carries out the booking. However, both POS numbers are thereby booked at the same time. The recipient (normally this is the safe) checks the entry on the basis of the money or the articles having been handed over as well as on the basis of the booking printout.

Deposit/Withdrawal POS/Safe
- ↗ ✕

Organization:

Hostel/Hotel:

Transaction:

Withdrawal POS Number:

Deposit POS Number:

Amount:

Transaction: Type of transaction which defines whether it is a cash movement, a stock movement or whether items are to be added to or removed from a supplier.

Withdrawal POS Number

Deposit POS Number

1. Cash Movement

Amount: Amount of Money.

Button Count Money: Instead of entering the amount directly, the input mask for the [Cash Count](#)^[18] can be opened. The amount is transferred to the deposit/withdrawal field directly after having been booked. This does not only facilitate the cash count but also prints a receipt of the count which makes it easier for the recipient to maintain control.

2. Stock Movement

Quantity: Number of Articles.

Article-No: Selection or entry of the desired article. In the [Article Database](#) ^[254] you can define which articles should be enabled for stock management (with fixed prices).

Button Book: Carries out the entered withdrawal or deposit booking and prints out a corresponding receipt.

Button Close: Closes the tab.

3.3.5 Count Money/Drawer

With the help of this program, a cash count with a printout can be carried out independent of an [End of Day Processing](#) ^[173]. In fact, the data is stored in transactions (button "**Book**") but do not has any relevance. Additionally, the POS drawer can be opened without any sale via the button "**Drawer**" (this is recorded in the transactions).

Quantity	Description	Price	Currency	Amount
	Bank-note 500 Euro	500.00	EUR	
1	Bank-note 200 Euro	200.00	EUR	200.00
3	Bank-note 100 Euro	100.00	EUR	300.00
5	Bank-notes 50 Euro	50.00	EUR	250.00
12	Bank-notes 20 Euro	20.00	EUR	240.00
21	Bank-notes 10 Euro	10.00	EUR	210.00
17	Bank-notes 5 Euro	5.00	EUR	85.00
33	Coins 2 Euro	2.00	EUR	66.00
11	Coins 1 Euro	1.00	EUR	11.00
18	Coins 50 Cent	0.50	EUR	9.00
5	Coins 20 Cent	0.20	EUR	1.00
7	Coins 10 Cent	0.10	EUR - Euro	0.70

1,372.70

Last Count Delete Book Close

The content of the count input mask can be defined in the [Cash Count Database](#) ^[277]. Coins, notes and bagged coins can be counted in different currencies, as well as vouchers, cancellations and others.

Button Last Count: The latest count which is being loaded into the input mask.

Button Delete: Deletes the current entries in the counting input mask.

Button Book: Transfers the count to transactions.

Button Close: Closes the tab.

3.3.6 Transactions

The "**Transactions**" tab chronologically displays all entered receipts (invoices, end of day reports,...) of one POS number. Receipts which can be cancelled (e.g. accounting, POS) can be cancelled here, as well. Invoices of reservations are cancelled directly in [Reservations](#), unless they have already been deleted.

Page Browse

PO	Trans.	Origin	Amount	Cu	Date	End of c	Jo.	Jo.-Tri	Reg.-Nr	Name/Text	Transaction	User	Or	Nr
T	8	Reservatio	80.00		05/08/02	2002080	1	100	17	33240	Walk In	STOLZ	00	00
T	9	Cash Move	-40.00		05/08/02	2002080	1	100	18		T15 2	STOLZ	00	00
T	14	Reservatio	50.00		11/10/02	2002080	1	100	20	33243	Walk In	STOLZ	00	00
T	15	Reservatio	50.00		26/09/03	2002080	1	100	21	33243	Walk In	STOLZ	00	00
T	16	Cash Regis	3.00		26/09/03	2002080	1	100	22			STOLZ	00	00
T	21	Reservatio	50.00		04/07/16	2002080	1	100	23	33248	Fachhochschule Mar	STOLZ	00	00
T	22	Reservatio	96.00		11/07/16	2002080	1	100	25	33249	Fachhochschule Mar	STOLZ	00	00
T	23	Reservatio	150.00		19/10/16	2002080	1	100	26	33255	ANDREAS	30	00	00
T	24	Reservatio	50.00		19/10/16	2002080	1	100	27	33255	ANDREAS	30	00	00
T	25	Reservatio	255.00		19/10/16	2002080	1	100	28	33256	PETER	30	00	00
T	26	Reservatio	-255.00		19/10/16	2002080	1	100	29	33256	PETER	30	00	00
T	27	Reservatio	240.00		19/10/16	2002080	1	100	30	33256	PETER	30	00	00
T	28	Reservatio	155.00		19/10/16	2002080	1	100	31	33258	sadasd	30	00	00
T	29	Reservatio	100.00		19/10/16	2002080	1	100	32	33258	GUYS4	30	00	00

Please also see [POS/Accounting - General](#) for the system and the meaning of the fields.

Cancelled receipts are listed with a light grey sum and cancellations with a red sum.

The **Origin** shows, which part of the program this receipt was created in.

Find in Transactions

ComboBox List on the right of the button "Find": Defines what should be looked for:

The screenshot shows a search interface with the following elements:

- Transaction No.:** An orange input field.
- POS Number:** A dropdown menu currently showing "T - Test PC".
- Search Criteria Dropdown:** A dropdown menu with the following options:
 - 1 - Transaction No. (from start)
 - 2 - Amount (from current row)
 - 3 - Reg.No. (from current row)
 - 4 - Journal Transaction No. (from st)
 - 5 - End of Day Processing (from star)
 - 6 - Date (from start)
 - 7 - Journal No. (from start)
- Buttons:** "Find", "Void", and "Quit".

Input Field for Finding Entries (see above in orange): Enter any expression which should be found.

Tolerance Field (right next to transaction number - for finding amounts: Amount): Only when searching an amount. Offers the possibility to enter a search tolerance (e.g. +/- 5 EUR).

Button Find: Starts the search.

Button Next: Continues the search (further accordance).

POS Number: Users which are authorised for the [User Database](#) ⁽²⁸⁵⁾ can change to another POS, here.

Button Void: Cancels a receipt, if possible. This means that a new receipt with the inverse sign is being created. Both receipts are marked and can be printed out or displayed via the cancellation reports.

Button Quit: Closes the tab.

Page Detail: In this page, further entries and positions concerning a receipt are displayed. The positions are marked by their type and sub-type.

Type 1. Character: Empty = position of article, "P" = payment, "S" = split articles, "C" = count, "M" = internal transfer.

Type 2. Character (Sub-Type): "1" = with overnight stay, "2" = without overnight stay, "3" = all-inclusive package. These entries are used for article reports.

Page Memo/Text/Address: Further entries to a receipt.

3.3.7 Accounting

This program helps to pre-register your bookings which can then be transferred to an external accounting system.

Prepayments and payments of invoices can be registered with menu item "**Accounting**". This has some advantages over the direct registration in [Reservations](#)^[93]. These bookings can be entered according to the bank statement separately from the reservations by another employee. The amount having demanded as prepayment can be seen straight away, and there are logic checks advising against wrong bookings, e.g. a confusion of prepayments and payments of invoices.

Additionally, this program is proper for a complete registration of all transactions in one house which are relevant for accounting. The transaction registered this way can then be e.g. monthly transferred, to the actual accounting system of the organization either in sum or detail via the [Booking Journal](#)^[196] (diverse interfaces are available).

The entry of the bookings is made via pre-defined booking procedures and thereby even allows employees without any accounting knowledge to record bookings in an easy and perspicuous way.

Organization/Hostel/ Hotel: Selection of the house if different houses are located on one system.

Accounting-No. (POS Number): Each booking is assigned to a POS number in the transactions. This also takes place if it is a bank booking or any other booking. As a standard, the POS number of the safe "015" is therefore used.

Transaction: The transactions are defined in the [Reference Data](#)^[276] by the supervisor. They enormously facilitate the handling for all users, as no accounting knowledge is required for entering

bookings. Via the transaction types the user can only choose between correct entry possibilities (e.g. accounts) and the entries are checked again according to the selected transaction type.

a) Prepayments/Receivables: Transactions for payments referring to an active reservation (registration number) or using a registration number smaller than 3000. Offers the possibility to manage prepayments and receivables.

b) Income and Expenses: Booking of income (e.g. interest) and expenses, which are not booked via the POS or an invoice.

c) Transfer Safe/Bank: Money transfers between the safe and the bank are booked via an offsetting account. In practice, this requires two separate bookings. The safe is always booked first (counter account is the offsetting account). The corresponding receipt or the transaction number is stored with the bank statements. Some days later, when the money has entered the bank, the offsetting account is credited and the amount is booked onto the bank account. Please enter the original transaction number for this booking. This ensures that the original amount is being booked completely. Fees that may arise (e.g. for cheques) are, on demands of a correct accounting, booked as an expenditure with a new transaction (transaction expenses) and the bank balance is correct again.

d) Offsetting: Vouchers which are dealt with as cash first, as well as invoices which cannot be brought in, can be booked onto other accounts (voucher account, bad debts) so the POS is credited and the receivables balance is revised.

e) Supplier's Payment: A supplier's ledger is available. In this case, invoices are booked first and the payments later (please also see [Open Items Balance](#)^[188]).

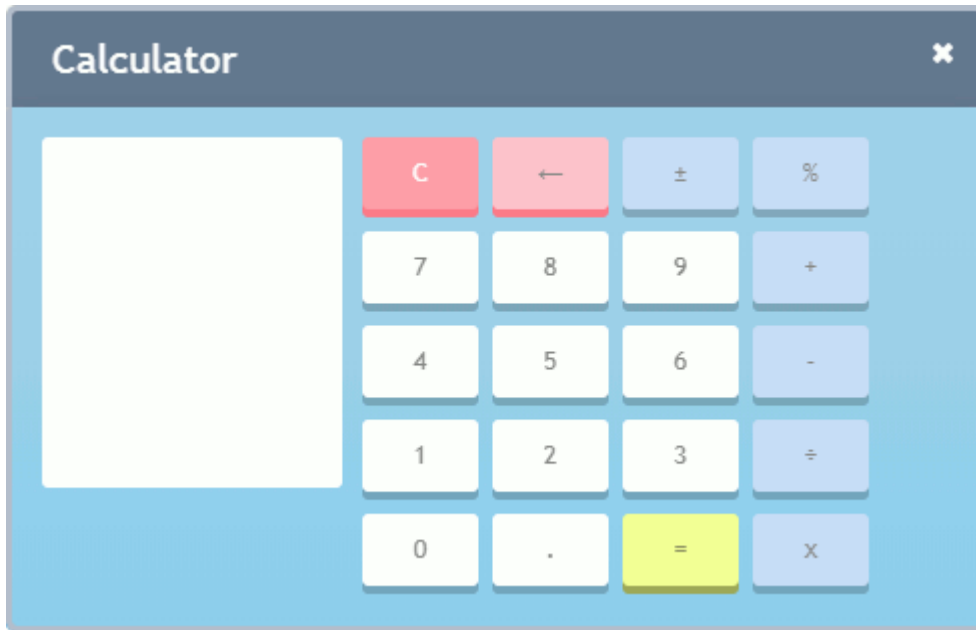
Templates/Add Template: Here, the user can easily enter templates for recurring bookings. He/She can then select one of these templates later and does not have to enter the same data once more. In order to store a booking as a template, please click on the button **Add Template**. The template's name results from the transaction memo. If the template already exists, it is possible to overwrite it. Templates not needed anymore, can be deleted via the button **Delete Template**. Existing templates are simply selected out of the ComboBox list.

Date: This date is assigned to the transaction as the benefit date, so that a dated assignment independent of the entry date is possible.

Orig. No.: This field is necessary for bank transactions if transferring money from or to the safe. In this case, the transaction number of the safe transaction is entered and the amount is defined automatically.

Account: Either a list of accounts or an account defined by the transaction. Accounts can be entered in the [Account Databases](#)^[273] by the supervisor. An account **"*SPLIT"** offers the possibility to enter [Split Bookings](#)^[187] onto more accounts. The current balance is displayed underneath the account (including the entered amount).

By double clicking on the input field you can open a calculator, which all usual arithmetic operations can be carried out with (via the keyboard or via the mouse). If an amount has already been entered in the field, this is automatically used as the basic value. By clicking on "=" or pressing the "Enter" button twice, the calculated value is automatically transferred into the field **"Amount"**.



VAT: VAT key, if input tax or VAT has to be taken into account.

Amount/Currency: The booking amount is normally entered as a positive amount. The internal leading sign is automatically controlled by the transaction (debit or credit side).

Debit/Credit: The type of booking as stored in the booking transaction type.

Counter Account: E.g. the type of payment (bank or POS). Either a list of accounts or an account defined by the transaction. Accounts are entered in the [Account Database](#)^[27b] by the supervisor. The current balance is displayed underneath the account (including the entered amount). So, the bank account can be adjusted to the bank statement, for example.

Ref.No.: Bank statement numbers for bank transactions.

Reg.No.: Registration number of a reservation for prepayments and payments of invoices. If no assignment to a reservation is possible, any number smaller than 3000 can be used, too (e.g. prepayments which cannot be assigned).

Supplier-No.: Statistical recording for expenses or required for the [Supplier's](#)^[28a] [Open Items](#)^[18b].

Project: Recording a project ID for reports or the creation of a letter (e.g. confirmation prepayment). A letter can be automatically created in the printer spool via the field "**project**", provided that the registration number is higher or exactly 3000. Use: e.g. automatic issuing of payment confirmation letters.

Article/Item-No.: Recording an article ID or a package number for reports.

Transaction Memo: Further specification of the transaction (invoice number, guest number, purpose).

Due: Due days for invoices for [Suppliers](#)^[28a].

Payment: Transfer to payment program e.g. online banking.

Payment in Advance Amount, Asked Payment in Advance, Amount Due: Information on the reservation of the current registration number.

Button Book: The transaction is not booked until having clicked, here. A receipt can also be printed. Afterwards, the transaction which has been booked just now is displayed in grey.

Button Close: Closes the tab accounting.

[Split Bookings](#) ¹⁸⁷

[Open Items Balance](#) ¹⁸⁸

3.3.7.1 Split Bookings

By using an account **"*SPLIT"**, you can split up a booking onto more accounts at the bottom part of the tab. E.g. expenses concerning food and laundry.

The screenshot shows the 'Accounting' window with the following fields and values:

- Organization: 001 - Organization Test 1 - do no
- Hostel/Hotel: 002 - Demo Hostel bed categori
- Accounting-No (POS Number): T15 - Test Safe
- Transaction: 10 - Income
- Date: 11/03/2020
- Orig. No.:
- Account: *SPLIT - Split
- Tax:
- Amount: 29.00
- Currency: EUR
- Counter account: 16000 - Bank
- Ref.No.: 12
- Reg.No.:
- Supplier-No.: ***
- Project: O
- Article/Item-No.:
- Transaction memo: Brown
- Due:
- Paym.:

The 'Enter Gross/Net' section contains a table with the following data:

Enter Gross/Net:	Account:	Tax:	Amount:	Total:
1 - Gross	50000 - Income	N - 16.00 %	15.00	14.85
Discount:	50050 - Income Misc	N - 16.00 %	12.00	11.88
1.00	50050 - Income Misc	N - 16.00 %	2.29	2.27
0.29		N - 16.00 %	0.00	0.00
29.29		N - 16.00 %	0.00	0.00
		H - 7.00 %	0.00	0.00
		H - 7.00 %	0.00	0.00
		H - 7.00 %	0.00	0.00
		H - 7.00 %	0.00	0.00
		H - 7.00 %	0.00	0.00
		Open:	0.00	29.00

Buttons at the bottom: Book, Close

Enter Gross/Net: Here you can define whether amounts should be entered in net or in gross including VAT. This conforms to the existing suppliers' invoice and is independent of whether VAT is calculated for an account in Accountings or not.

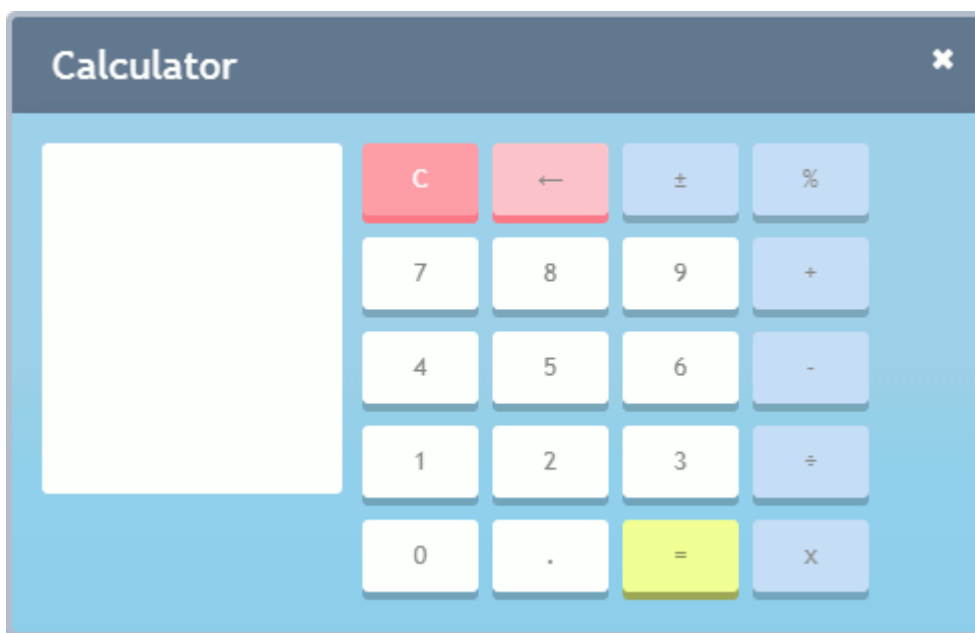
Discount: An input field for a percentage rate is available here. This percentage is subtracted from the corresponding split gross amounts. The total amount at the bottom right can then be entered as booking amount at the top. For checking purposes, the cash discount amount and the total gross sum of the invoice appear next to the percentage rate. The amount which has been reduced by the cash discount is booked only.

Account: List of the different accounts.

TAX: VAT for the gross/net entry and, where required, for the calculation of the VAT.

Amount: Entry of the amount.

By clicking on the calculator symbol you can open a calculator which all usual arithmetic operations can be carried out with (via the key board or the mouse). The final amount can be transferred to the input field "**Amount**" by clicking on "=" or the "**Enter**" button once again.



Open: The open amount (when entering net, this depends on the tax rate). A booking cannot be booked, before it has been completely balanced.

3.3.7.2 Open Items - Balance

If suppliers' invoices are booked as open items in an account payable, open items are balanced at the time of the payment.

The screenshot displays the 'Accounting' window with the following fields and controls:

- Organization:** 001 - Organization Test 1 - do no
- Hostel/Hotel:** 002 - Demo Hostel bed categori
- Accounting-No (POS Number):** T15 - Test Safe
- Transaction:** 15 - Payment Invoice (Receivabl
- Templates:** (empty dropdown), Add Template, Delete Template
- Date:** 11/03/2020
- Orig. No.:** (empty)
- Account:** 21000 - Receivabl, -200.00
- Tax:** (empty)
- Amount:** 150.00
- Currency:** C, EUR
- Counter account:** 16000 - Bank, 200.00
- Ref.No.:** 12
- Reg.No.:** 12
- Supplier-No.:** ***
- Project:** (empty)
- Article/Item-No.:** (empty)
- Transaction memo:** (empty)
- Due:** (empty)
- Paym.:** (empty)
- Buttons:** Book, Close

Selection of the items: Please click on the amount. Balance is filled up to the total amount. If there are more items, the following with the same reference number are automatically assigned. If no items can be found, the system searches for following items of the same supplier. By clicking the right mouse button, the assignment can be set to zero. A manual entry is also possible.

3.3.8 Real Accounts

Those accounts having been defined as real accounts in the [Account Database](#)²⁷³, are displayed here.

"Real Accounts" - ↗ ✕

Organization: ▼

Hostel/Hotel: ▼

Account	Name of Account	Cur.	Amount	Current	Last	
15000	Cash		20,236.70	20,236.70	0.00	▲
16000	Bank		50.00	50.00	0.00	▲
18000	Transfer cash/bank		0.00	0.00	0.00	▲
19000	Credit card		0.00	0.00	0.00	▼

Close

This listing is only sensible for those real accounts which are exclusively used for bookings of this program. The balance (amount) is divided into the total of the current journal number and the total (Last) of the last [Booking Journal](#)^[196].

3.3.9 Credit Card Transactions

All credit card bookings via an external interface are displayed in this overview. This interface is an additional program module, which automatically activates the credit card reader if using the type of payment "**Credit Card**", takes on the confirmed payment and the card details from the reader, recognizes the type of card and books the payment onto the right account.

Credit Card Transactions

Browse Detail

POS	Trans.-No	In	Issuer	Amount	Current	Added	End of day	Jo.	Jo.-	Jo.-Trans	Terminal	Trans
001	0	2	MASTER	0.00	EUR	27.01.20 15:37	2020012001	01	3	60	4000452	TkCh
001	50000022	2	MASTER	141.50	EUR	27.01.20 15:38	2020012001	01	3	61	4000452	A->S
001	0	2	MASTER	0.00	EUR	27.01.20 15:45	2020012001	01	3	61	4000453	Tokn
001	50000023	2	MASTER	427.00	EUR	27.01.20 15:53	2020012001	01	3	62	4000453	A->S
001	0	2	MASTER	0.00	EUR	27.01.20 16:10	2020012001	01	3	62	4000454	Tokn
001	50000024	2	MASTER	537.00	EUR	27.01.20 16:15	2020012001	01	3	63	4000454	A->S
001	0	2	MASTER	0.00	EUR	28.01.20 12:06	2020012001	01	3	65	4000460	Tokn
001	50000026	2	MASTER	464.50	EUR	28.01.20 12:08	2020012001	01	3	66	4000460	A->S
001	0	2	MASTER	0.00	EUR	28.01.20 12:43	2020012001	01	3	66	4000463	Tokn
001	50000027	2	MASTER	141.50	EUR	28.01.20 12:43	2020012001	01	3	67	4000463	A->S
015	50000038	2	VIS	63.95	EUR	28.01.20 12:57	2020010301	01	3	68	4000465	Web
001	0	2	MASTER	0.00	EUR	28.01.20 13:20	2020012001	01	3	68	4000459	Tokn
001	0	2	MASTER	0.00	EUR	28.01.20 13:21	2020012001	01	3	68	4000459	TkCh
001	50000028	2	MASTER	566.00	EUR	28.01.20 13:21	2020012001	01	3	69	4000459	A->S

001/002 - Demo Hostel bed categories

Default Re

Quit

The credit card details are encoded on the hard disk, so that only users authorized for this menu item have access. Transaction details as received from the card reader can also be found on page "**Detail**".

The reports of this data and the set-up of the respective fields can be flexibly adjusted to different credit card reading devices in the parameters.

3.3.10 Charge to Guest Ledger

Open services of unbilled invoices can be charged to a Guest Ledger account till a cutoff date. This can be used as night auditing or month end procedure to close a certain time period.

Preparation: Create a guest ledger article and assign a guest ledger account to this article. On page [Misc](#) ^[259] of the Article Database enter a "Z" for "**Automatic Balance**". Assign this new article as a default via menu item "**Settings / Field Validation**", field "**gledger**" (overwrite the "00"). The guest ledger account should be carried forward similar to other real accounts (see [Accounts](#) ^[277]). Please note that all items billed manually before or on the current cutoff date get a benefit date one day after the cutoff date. In this case the benefit date stops matching the date of the service e.g. the overnight. The original service date is stored as real date in transactions.

Organization: Organization: Any organization ID.

Hostel/Hotel: In combination with the organization ID this is a unique identification for each house.

Current Cutoff Date (incl.): Date of the latest action.

New Cutoff Date (incl.): Select the desired cutoff date.

Update Reservations/Invoices: This field displays the number of unbilled reservations/invoices after having clicked on Button "**Update**".

Charge to Guest Ledger: This field displays the number of unbilled reservations/invoices which have been booked to the guest ledger account after having clicked on Button "**Book**".




Type of Report: Select the desired type of report for printing.

3.4 Reports

3.4.1 Control Fixed Dates

All overdue dates can be seen here. By clicking on the name of the reservation, the reservation is directly called up. Furthermore it is possible to write reminders for overdue dates.

Or	Nc	Date type	Fixed date	Customer/Gu	Closec	Au	Reminde	Le	Memo	Amount	Cur
0	0	Go Shopping	15/08/98 00:00	/	<input type="checkbox"/>	<input checked="" type="checkbox"/>			Go Shopping		
00	00	Prepayment 1	01/07/02 00:00	U:NEW YOR	<input type="checkbox"/>	<input checked="" type="checkbox"/>				588.00	
00	00	Prepayment 1	13/08/15 00:00	MAXIPLAN/3	<input type="checkbox"/>	<input checked="" type="checkbox"/>				48.00	
00	00	Prepayment 1	13/08/15 00:00	ÜAXIPLAN/3	<input type="checkbox"/>	<input checked="" type="checkbox"/>				48.00	
00	00	Contract back	20/08/15 00:00	MAXIPLAN/3	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
00	00	Contract back	20/08/15 00:00	ÜAXIPLAN/3	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
00	00	Contract back	27/08/15 00:00	GRANT/332!	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
00	00	Prepayment 1	17/10/15 00:00	GRANT/332!	<input type="checkbox"/>	<input checked="" type="checkbox"/>				42.00	
00	00	Contract back	25/04/16 00:00	TOM/33247	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
00	00	Contract back	25/04/16 00:00	FACHHOCHS	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
00	00	Contract back	18/07/16 00:00	FACHHOCHS	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
00	00	Prepayment 1	19/10/16 00:00	FAMILY/332!	<input type="checkbox"/>	<input checked="" type="checkbox"/>				396.00	
00	00	Expired	19/10/16 00:00	FACHHOCHS	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
00	00	Contract back	26/10/16 00:00	FACHHOCHS	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
00	00	Prepayment 1	05/12/16 00:00	FACHHOCHS	<input type="checkbox"/>	<input checked="" type="checkbox"/>				384.00	
00	00	Prepayment 1	15/11/17 00:00	STOLZ/3327	<input type="checkbox"/>	<input checked="" type="checkbox"/>				662.00	
00	00	Contract back	08/03/18 00:00	STOLZ/3327	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
00	00	Contract back	19/09/18 00:00	STOLZ/3328	<input type="checkbox"/>	<input checked="" type="checkbox"/>					

Reminder Refresh Close   

Single houses can also be excluded from the control of fixed dates in the [House Database](#) ^[208]. In a live system, this should be done with the test houses.

The control of fixed dates can also be displayed automatically when a user (e.g. the management) signs on, provided that there are open items ([User Database](#) ^[288]). In this connection, only these dates which have been activated for the automatic control of fixed dates in the column "Auto" are displayed. Dates the user has taken notice of, can, for future sign-ons, be switched off in the column "Auto" (delete the tick to disable). If calling the control of fixed dates via this menu manually, these dates are being displayed further on.

Date Type: One of the many types given by the system, e.g. return of contract, prepayment date, expiration date, payment date invoice or an individual entry in the [Reservations](#) ^[74] as well as [General Fixed Dates](#) ^[170].

Fixed Date: Date and time.

Customer/Guest - Calling the Reservation: Via clicking on the guest's name you can call up his/her [Reservation](#) ^[102].

Closed: This field is only available for individual entries in [Reservations](#) ^[74] or for [General Fixed Dates](#) ^[170]. In all other cases, the respective incident has to occur: e.g. booking of a prepayment or invoice payment, entry of the contract in [Reservations](#) ^[74].

Auto: Defines, whether a date should appear in the automatic control of fixed dates when a user signs on.

Reminder: To create a reminder, please click on column [Reminder](#) ¹⁹⁴ or on button [Reminder](#) ¹⁹⁴ after previously having selected the desired row.

Lev.: The reminder level can be found next to the reminder date. This level is counted automatically. Dates which have been reminded of currently are marked with an "X".

Memo

Amount: E.g. of an open invoice, prepayment.

Button Reminder: see [Reminder](#) ¹⁹⁴.

Button Refresh: Via this button you can load the current dates from the database once again.

Button Close: Closes the control of fixed dates.

Buttons Print and Print Preview: Offers to print out the dates on a report.

ComboBox List (orange in top picture): Filters the dates depending on their types: e.g. display only contract back or amount due (also for printout).

3.4.1.1 Create Letter Reminder

Create letter reminder ✕

Registration number:	<input type="text" value="33315"/>
Matchcode:	<input type="text" value="SV"/>
Arrival:	<input type="text" value="05/03/20 00:00"/>
Departure:	<input type="text" value="11/03/20 00:00"/> <input style="width: 50px;" type="text" value="6"/>
Number of guests:	<input style="width: 50px;" type="text" value="36"/>
Date type:	<input type="text" value="10 - Prepayment 1"/>
Fixed date:	<input type="text" value="26/02/2020"/> <input style="width: 20px;" type="text" value="10"/>
New date:	<input type="text" value="19/03/2020"/> <input style="width: 20px;" type="text" value="10"/>
Letter:	<input type="text" value="061 - Reminder payment in advance"/>
Fax:	<input type="text"/>
E-mail:	<input type="text"/>
Subject (E-mail and Subject):	<input type="text" value="Reminder payment in advance: 33315"/>

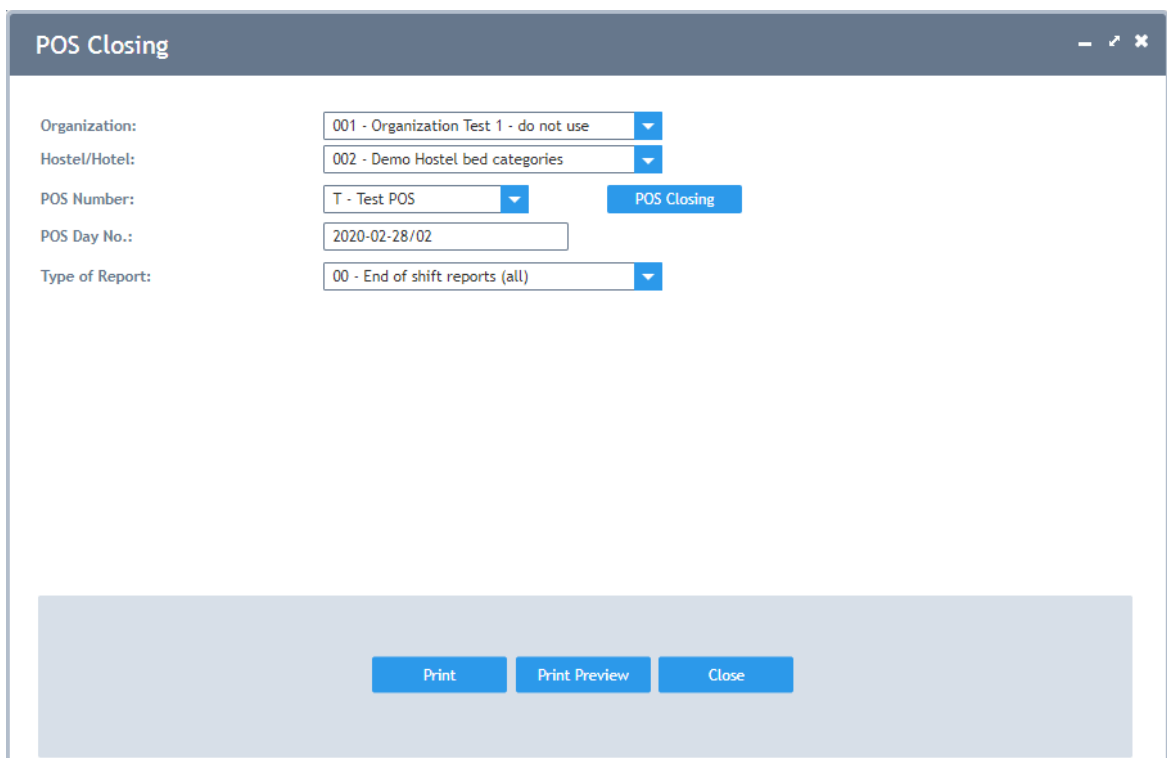
Should the situation arise, you can now change the new date proposal and select the standard letter (automatically defaulted according to reminder level). By clicking on the button "**Create**" an entry is

made and can then be printed by clicking on "**Print**". As for other print buttons, e-mail can be selected with a right click and the reminder letter can be sent directly from the PMS3 or via the external mail client (depending on configuration) .

3.4.2 POS Closing

The **Closing Number** marks a POS shift: year-month-day/number. This number (maximum 99 shifts per day) allows to create and analyze a shift independent of the system date. A POS Closing Number is assigned when opening the POS or, for a configuration without an explicit POS opening, with the first booking after the last POS Closing.

This program can analyze such a period of time (POS Closing Number).



The system can differentiate [POS Numbers](#)^[245] for different places of cash storage. Each booking and therefore each invoice is assigned to a POS number. Please also see chapter [POS/Accounting - General](#)^[17h].

The POS Closings are carried out either via the [End of Day Processing](#)^[173] with cash count or via this menu item with the button "**POS Closing**" as a basic POS closing (depending on set-up).

In the first case, this button is disabled. After having closed the POS, no bookings are possible in this period anymore. This secures a completeness of the receipts without taking the system date into consideration.

Type of Report: All types of reports, e.g. sum articles or void transactions, can be printed for these periods (POS Closings). On the printouts you can see if the POS Closing number has already been closed and completed. The reports can be adjusted flexibly. More lists can be printed with just one type of report (e.g. "**00**"), too. For more information, please see the [Technical Reference](#)^[30b].

Button Print: See [Print](#) ⁵⁹.

3.4.3 Booking Journal

The screenshot shows the 'Booking Journal' window with the following details:

- Organization:** 001 - Organization Test 1 - do
- Hostel/Hotel:** 002 - Demo Hostel bed category
- Journal:** T2
- Journal Number:** 11 | 100 (with a 'New Journal' button)
- Type of Report:** 00 - Journal reports (all)
- POS Number:**

T	Test POS	2020-02-28/02	Open
T15	Test Safe	2020-03-11/01	Open

At the bottom of the window, there are three buttons: 'Print', 'Print Preview', and 'Close'.

All bookings and invoices are assigned to a certain journal (e.g. company). Consecutive numbers are given to closed booking periods in each journal. A journal number can concern e.g. a week or a month.

With the help of the Booking Journal, the including analysis become independent of the system date, as it includes all new bookings which are, by definition, independent of the date. It is, for that reason, also suited for the export of transactions to an external accounting program.

Via the button "**New Journal**" a new journal number is being assigned, which now marks all future bookings. The bookings of the previous journal numbers are thereby completed and the totals do not change anymore (Journal Closed). According to the set-up it can be necessary to carry out an [End of Day Processing](#) ¹⁷³ for all POS (important for all reports of cash count and articles which have to be counted).

A multitude of reports is available under types of reports or a complete journal report with a multitude of single lists can be called.

For speed reasons, a balance carried forward is being booked for the real accounts from journal to journal.

Button Print: See [Print](#) ⁵⁹.

3.4.4 Business Reports

All invoices and bookings can be analyzed here.

You find diverse filter possibilities. Please bare in mind that only the data falling into the From To filter is taken into consideration.

In order to facilitate the entries of periods of times, ComboBox lists are provided in the lines "**Invoice Date**" and "**Benefit Date**" to select predefined periods. The following periods are defaulted: everything, current month, previous month, current year, last year. This list can be extended with any periods of time. For this please contact ASSD.

Please do not fill in the benefit date (date of the service) **and** the date of the invoice, as you get too less data in this case.

For the reports "**Prepayments**" and "**Accounts Receivable**", the **From** date (benefit or invoice) **always** has to be left **empty**. The **To** date gives the date for these reports.

A multitude of reports is available under "**Type of Reports**". As a rule, these lists refer to the past (billed transactions). Basis is the menu item "**POS/Accounting/Transactions**" ^[182].

When entering a journal **From** with a space, open services not having been billed yet are displayed as well (these can change any time).

Button Print: See [Print](#)⁵⁹.

3.4.5 Summary

The screenshot shows a software window titled "Summary". It contains a form with various filters and summary statistics. The filters include Organization (001 - Organizati), Hostel/Hotel (002 - Demo Host), From date (12/03/202), To date (inclusive) (11/03/202), Number of days (365), Type of reservation From (22 - Contract), Type of reservation To (29 - Walk In), Confirmed From, Confirmed To (Z - Confirm with), Type of guest From, Type of guest To (94), Total over night stays guests, Total arrivals guests, Overnight stays guests p. day, Average lenght of stay, Total number of beds/rooms, Orig. total overnight stays, Number of beds/rooms per day, Orig. overnight stays per day, and Report / Excel (01 - Standard (S)). At the bottom, there are four buttons: Refresh, Print, Print Preview, and Close.

The summary program analyzes the [Reservation](#)⁶⁴ data. Normally, a preview of future reservations is created here.

The data is not loaded when calling up the menu item, but only if pressing one of the buttons "**Refresh**", "**Print**" or "**Print Preview**".

Please bear in mind that your reservation data is only as good as the entries made by the users. A control via billed processes, as in the [Booking Journal](#)¹⁹⁶ or in the [Business Reports](#)¹⁹⁷ does not exist here.

The filter allows to select your data depending on the type of reservation, type of guest or confirmation status.

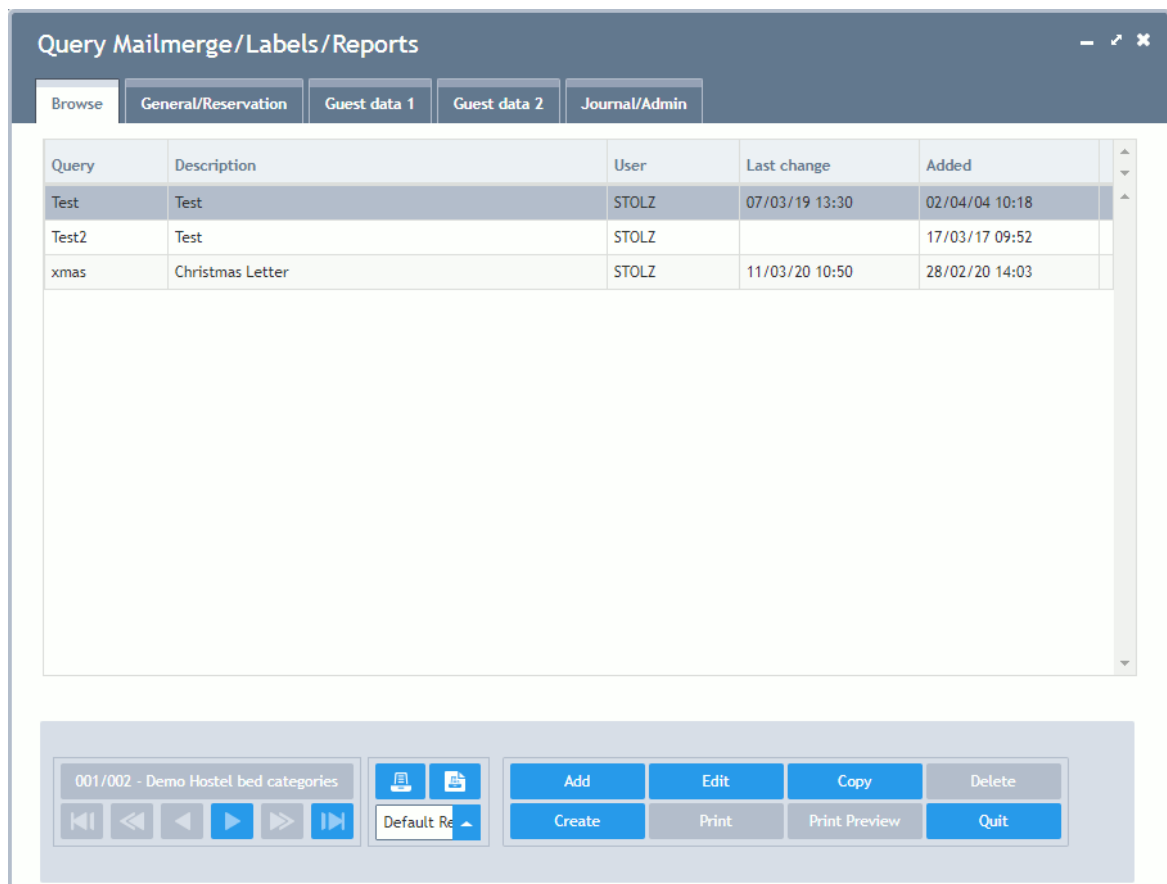
Original Overnight Stays are those stays, which have been fixed a certain time before arrival (e.g. 28 days - [House Database](#)²⁰⁷).

Report / Excel: Different types of reports can be selected here. There is also an export for Excel with monthly data (directory "**exchange**"). The "**Type of Reservation To**" above has to be set to "**32**" for the report "**Sum: Usage of Quotas**".

Button Print: See [Print](#)⁵⁹.

3.4.6 Query Mailmerge/Labels/Reports

For experienced users, this program offers the possibility to export reservation data for own applications or to create own, integrated reports. The latter can then be printed easily by all authorized users.



The selection criteria and all further details are stored and can thereby be used again.

The practical application includes the following sectors:

Mail Merge of Standard Letters: E.g. reservation data per guest for one day, week or month.

Individual Reports: E.g. arrival letters, departure letters, letters of price changes, reports for staff, planning of resources.

Export of the Data for Mail Merge or Labels: Advertising letters, information, birthdays.

Export/Reports of the Dates for Statistical Purposes: E.g. guests of a certain state, cancellations, history of a guest.

Basically, there are two alternatives depending on the field "**Type**" on page [General/Reservation](#)^[201]:

1. Printout or print preview directly from this program (Button "**Print or Print Preview**").
2. Export to any other program (Button "**Create**"): e.g. Excel

Entries defining queries and reports can now also be sent via an Update. Additional reports can thus also be created and managed centrally in this area. If Organization/Hostel/Hotel From/To is identical, the currently active number Organization/Hotel/Hostel is imported. Menu item [Update Items/Prices](#)^[266] and [Automatic Update](#)^[290]

[Page General/Reservation](#)^[201]

[Page Guest Data 1/2](#)^[203]

[Page Journal/Admin](#)^[204]

Further information can also be found in the [technical reference](#).^[300]

ATTENTION, in the case of exporting the data to Excel, the following logic applies: if a field appears more than once for different tables, some fields have an additional attachment. This can only happen in certain combinations. The logic is as follows, the "guest fields", i.e. entries from s_guest have an **_a** and the reservation fields (entries from s_reser) have a **_b** as suffix. If a third table is read in addition, the multiple occurring fields are without a suffix.

3.4.6.1 Query Mailmerge/Labels/Reports - General/Reservation

Query: Any unique ID for a clear identification.

Description: Free text, describing the purpose of the entry.

Type: This field defines what should happen with the data. "**Label/Report**" means that the document can be printed directly in this program. The other possibilities export the data to a file for further processings in any other software.

Data Selection: Here you can define the data which should be used: the addresses from the guest database, the history of past processes - once for mail merge (each address once) - multiple for reports and analyses (e.g. all guests having cancelled in 2002 including the corresponding processes), reservations with addresses or the POS transactions.

Order: The order of the data. The offered possibilities can be extended by the supervisor - please see the [Technical Reference](#) ^[300].

Output File: When exporting data to a file, please enter the desired file name e.g. of the Excel file, here. When using the internal label templates or reports, please select the desired template with the two buttons aside. Of course, the reports or labels can also be created by your IT administrator and ASSD.

Filter Terms - The following fields help to select the desired data. If there are two fields beside each other, this always means From and To.

Organization From To**Hostel/Hotel From To**

Type of Reservation: E.g. reservations, cancellations.

Arrival, Departure: A character can also be entered in the date field for a quicker entry: "**T**" or "**N**" for today, "**W**" for tomorrow or "**Y**" for yesterday (capital or small letters).

In the neighbour field, you can enter a reference instead of a date: "**T**" for today, "**W**" for the Monday of the current week. The date field is then left empty. In the field to the right, you can also change the reference date (negative is also possible). With this option, a report can always be called for the current period of time without having to enter the dates again each time. The example above shows a selection from the current Monday to Sunday (+6 days).

Nights From To: Number of nights from, to (including the entered), which should be taken into consideration for the report.

SQL-Command (AND): This field was intended for cases the offered filter terms are not sufficient for. An additional condition (with AND connection) can be entered via database commands. All possible conditions can be realized with this option. Please contact ASSD if you want to know the corresponding entry for your application. Example: all guests whose names include "Wood" and hold the first name "Stephen" or, possibly more practical, all guests arriving on a Friday.

Letter: This field only appears if having selected type "**07**" - "**Letter Using Printer Spool**" and helps to select the desired letter (User-defined extensions are possible by the supervisor).

Record Info: Here you can see when this data was entered and which user has made the latest changes.

3.4.6.2 Query Mailmerge/Labels/Reports - Guest Data 1/2

- ↗ ✕
Query Mailmerge/Labels/Reports

Browse

General/Reservation

Guest data 1

Guest data 2

Journal/Admin

Query:	<input type="text" value="xmas"/>	
Country From To:	<input type="text" value=""/>	<input type="text" value="ZZZ"/>
ZIP code:	<input type="text" value=""/>	<input type="text" value="ZZZZZZZ"/>
State:	<input type="text" value=""/>	<input type="text" value="ZZZ"/>
Type of guest:	<input type="text" value=""/>	<input type="text" value="89"/>
Note:	<input type="text" value=""/>	<input type="text" value="ZZZZZZZZ"/>
Number of stays From To:	<input type="text" value="0"/>	<input type="text" value="99999"/>
Last stay:	<input type="text" value=""/> <input type="button" value="MPD 10"/>	<input type="text" value="31/12/209"/> <input type="button" value="MPD 10"/>
First inquiry:	<input type="text" value=""/> <input type="button" value="MPD 10"/>	<input type="text" value="31/12/209"/> <input type="button" value="MPD 10"/>
ABC classification:	<input type="text" value=""/>	<input type="text" value="z"/>
How did you find us:	<input type="text" value=""/>	<input type="text" value="zz"/>
Birthday:	<input type="text" value=""/> <input type="button" value="MPD 10"/>	<input type="text" value="31/12/999"/> <input type="button" value="MPD 10"/>
Function:	<input type="text" value=""/>	<input type="text" value="ZZZZZZZZZZ"/>
Target group:	<input type="text" value=""/>	<input type="text" value="ZZZZZZZZZZ"/>
User field:	<input type="text" value=""/>	<input type="text" value="ZZZZZZZZZZ"/>
User field:	<input type="text" value=""/>	<input type="text" value="ZZZZZZZZZZ"/>

001/002 - Demo Hostel bed categories

Save

Undo

Default Re ▾

Filter terms for the guest database: e.g. country, state, number of stays, last stay. The existing user fields which can be used for own criteria freely, can be pointed out.

3.4.6.3 Query Mailmerge/Labels/Reports - Journal/Admin

Query: ID for a unique identification entered on page [General/Reservation](#)^[201].

Creation Date: Only for Data Selection "50" - Journal with reservation. Date when the reservation was entered.

Date of Change: Only for Data Selection "50" - Journal with reservation. Date when the reservation was changed.

Registration Number: Only for Data Selection "50" - Journal with reservation. Registration number of the reservation.

Mark: Only if having selected "50" - Journal with reservation. ID in the journal. Journal entries (invoice items) added after the arrival, can be marked ([House Database](#)^[218]). With this option you can detect services the guest has booked on the spot. For Internet bookings, the ID of the booking origin can be transferred to the journal.

Activity Date: Selection for Activity Reports (activities.frx, acstaff.frx) according to activity date. Further information under "**Reservation/Activities**^[97]", block [Reports](#).

Activity Article-No.: Selection for Activity Reports (activities.frx, acstaff.frx) according to activity article number. Further information under "**Reservation/Activities**^[97]", block [Reports](#).

The six fields above are suitable for the creation of success schemes for staff members or partner web sites.

Delete Mark: Mark the data with a delete mark here, if you want to delete an entry via the [Button Update](#)^[268] in another house.

Save Action to History: Here you can define whether each entry in the guest database should get an entry in the history after creating a report. This can be e.g. used, to mark all guests included in a sales campaign. A security check is carried out to avoid wrong markings. The first two digits of the query identification number are written into the history data in capital letters. That is how a selection according to this ID is possible via the field "**Type of Reservation**" (data selection 06/07 history) if need be in combination with month and year (arrival date). You can see the history entries in the "**Guest Database**" on page [Memo/Statistics](#)^[107]. Column "**Memo**" contains the description of the action.

Security Level Run: Reports which the manager only is allowed to call, are marked with the corresponding security level, here. These entries remain invisible for all other users.

Security Level Edit: Reports which are called by the staff regularly (e.g. reservation data per guest) can be protected against inadvertent changes by the users. Then, only the manager of the house can change the reports.

3.4.7 Billing Statements

This feature combines separate invoices to a single billing statement. This is also possible for different reservations.

Billing Statements

Browse Detail

Statement No:

Name/Text:

POS	Trans.-No.	Name/Text	Date	Reg.No.	Amount	Currency	
T	1408	Adam MacDonald	08.01.05 19:54	33843	24,84	EURO	
T	1424	Adam MacDonald	14.06.05 13:15	33843	1083,98	EURO	
T	1425	Adam MacDonald	14.06.05 13:17	33843	43,05	EURO	
T	1452	Paul Grant	15.01.08 14:37	33865	6535,33	EURO	
T	1460	Tel. Res.	15.01.08 14:37	33874	115,47	EURO	

Delete All Delete

Customer No. for Invoice:

Arrival:

Departure:

Registration number:

Record Info:

001/001 Demo Youth Hostel Save Undo Copy Delete

Add Add Quit

Statement No: Consecutive statement number given by the system automatically.

Name/Text: Enter a description of the billing statement here.

Data Grid All data within this data grid is combined to one single billing statement.

POS: POS ^{24b} number.

Trans.-No.: Transaction number.

Name/Text: Description of the entry.

Date: Date of the entry, i.e. when this data has been added to the data grid.

Reg.No.: Registration number of the data.

Amount: Amount of the invoice.

Currency: Currency of the invoice.

Button Delete All: Deletes all entries in the data grid above.

Button Delete: Deletes the selected entry in the data grid above.

Customer No. for Invoice: Select the customer number for the invoice here. You can also paste entries from the guest database via the button with the family. All reservations of the entered customer number in the entered period are transferred to the data grid. If special data is not to be shown on the grid, it can easily be "**Deleted**" again.

Button Add: Adds the entered customer number to the data grid above.

Arrival: Two date fields (from - to) for the arrival date.

Departure: Two date fields (from - to) for the departure date.

Registration Number: Registration number of the reservation to be added to the data grid. This can be used alternatively to customer number for invoice with period of time. All

Button Add: Adds the entered registration number to the data grid above.

Record Info: Here you can see when this data was entered and which user has made the latest changes.

3.5 Reference Data

3.5.1 Hostels/Hotels

Please also see the general [Operating Instructions](#) ^[46].

The reservation and booking system is capable to manage several houses within one database. The houses can be changed in all program tabs. A default house is fixed in the [General Settings](#) ^[292]. Several users can be assigned to different default houses in the [User Database](#) ^[289]. The houses dealt with here, are not intended for buildings of one hotel or hostel, but for independent companies or different locations. Constructional partitioning is solved via different buildings in the [Room Database](#) ^[224].

There is an own entry for each house. The general settings for each one of these houses are fixed here (e.g. addresses).

When the program is delivered, several demo houses have already been installed. These should not be changed. The real-time operation, however, has to take place in a new house (as demo houses may be altered when updating). One of the existing demo houses (Hotel or Youth Hostel) is best copied for this purpose. Single users should then use "000" as an organization and any 3-digit number or character string for the house. Organizations can enter a new organization in the parameters [ComboBox Lists](#) ^[296] in the field "org".

Demo houses have to be excluded from the [Control of Fixed Dates](#) ^[192] (see [Page General](#) ^[208]) in real operation. Otherwise the system will always display due dates from the demo houses.

Page Browse

List of all houses existing in the system.

[Page General](#) ^[208]

[Page Address](#) ^[210]

[Page General 2](#) ^[211]

[Page User Fields](#) ²¹³

[Page Texts](#) ²¹⁴

[Page Payment/Terms](#) ²¹⁴

[Page Misc 1](#) ²¹⁷

[Page Misc 2](#) ²¹⁸

3.5.1.1 Hostels/Hotels - General

The screenshot displays the 'Hostels/Hotels' configuration window. The window has a title bar with standard OS controls and a tabbed interface with tabs for 'Browse', 'Gen.', 'Address', 'Gen. 2', 'User fields', 'Texts', 'Payment/Terms', 'Misc 1', and 'Misc 2'. The 'Gen.' tab is active, showing the following configuration fields:

- Organization: 001 - Organization Test 1 - do
- Hostel/Hotel: 002
- Description: Demo Hostel bed categories
- Type of house: 12 - Hostel with bed categorie
- Only allotment of house: N - Standard
- Allotment nummber default: (empty)
- Control fixed dates: Y - Fixed dates control enable
- Room booking: N - Book beds needed
- Calendar schedule refresh: Y - Automatic refresh
- Search matchcode automatic: 1 - Default name or city
- Guest data - matchcode 2: (empty)
- Guest data - Search: (empty)
- Add spare beds to total beds: Y - Spare beds are added to
- Bed book. witho. needed entry:
- Hostel. bed cat. res. page 1: (empty)
- Room Plan Show Gender: Y - Colorize vacant beds
- Time Zone: UTC

At the bottom of the window, there is a control bar with navigation buttons (back, forward, search, etc.), a 'Default Re' dropdown, and 'Save' and 'Undo' buttons.

Organization: Any organization ID.

Hostel/Hotel: In combination with the organization this is a unique identification for each house.

Description: The internal names of the houses on the screen and on the reports.

Type of House: One of the types of houses fixed in the parameters can be selected here. A pre-definition has already been carried out by the manufacturer in the field "**Type of House**" in the

parameters. Please also see the [Technical Reference](#)^[30b]. The type of house **must not be changed** while the system is running. Up to now, there are the following possibilities:

Youth Hostel: bed booking, types of rooms as room, total beds.

Hotel: i.e. room booking - whole rooms.

Hotel with splitted rooms: Half rooms can be allocated to different reservations (e.g. 2 friends who booked separately share the same room).

Hostel bed category/mainly room types booked: bed booking, types of rooms as beds, total beds, prices based on type of room, no room booking needed. The types of rooms **have to be set** to bed booking (also see field "rtype" in the [Technical Reference](#)^[30b]).

Hostel with bed categories/room booking: bed booking, types of rooms as beds, total beds, prices based on type of room, room booking compulsory. Types of rooms **have to be set** to bed booking (also see field "rtype" in the [Technical Reference](#)^[30b]).

Only Allotment of House: Here you can select that no own house, but a quota of another house is managed on this system. So, the room database loses its importance as available resource for the benefit of a created allotment.

Allotment Number Default: Combined with the setting above, an allotment number (number of guest of the allotment) can be fixed here for all booking plans.

Control Fixed Dates: Houses can be excluded from the [Control of Fixed Dates](#)^[192] via this field. This has to be changed in the demo houses before the system starts the real operation.

Room Booking: Youth Hostels can define here, whether a room should be occupied completely when some beds in it are booked (standard for hotels). Normally, the booking should only go as far as the needed number of beds - nevertheless, the room can be filled completely with a second mouse click on the column "Fill" in Reservations - [Page Rooms](#)^[78].

Calendar Schedule Refresh: If this field is switched to "Y", the overview is refreshed straight away when changing to the [Calendar Schedule](#)^[12] or the [Overview Day](#)^[12]. Although this setting is reasonable, it takes computing power and induces deceleration on very slow computers. If this option is disabled, the plans can be refreshed manually at any time by clicking on the refresh button ("R").

Search Matchcode Automatically: It is defined here, whether the field matchcode (search criterion) is automatically filled with name or town in the [Guest Database](#)^[99]. Nevertheless, the matchcode can be overwritten or filled with one of the names or words via the selection field afterwards.

Guest Data - Matchcode 2: Possibility, to fill the matchcode 2 with the street in the guest database. This setting is obsolete as meanwhile the street is one of the standard search criteria.

Guest Data - Search: Disables the phonetic search in the guest database for the benefit of an exact accordance. This setting is obsolete as the exact search results are displayed at the top now.

Add Spare Beds to Total Beds: Correction of the total number of beds when a room is overbooked. The total number of beds is calculated from the existing beds minus booked beds. When a room is overbooked, no existing bed is necessary and one more bed is available in this case. Example: 100 beds - 5 booked beds = 95. When overbooking a 4-bed room with 5 guests, 96 beds are free again (setting "Y").

Bed Booking Without Needed Entry: Makes it possible to book a room without any restrictions from the needed number of beds or rooms entered beforehand.

Hostel Bed Category Reservation Page 1: Makes sure that a room booking is compulsory for the type of room "Hostel" and that the number of guests and booked beds are consistent. The number of guests can then be entered or changed directly via the room booking only.

Room Plan Show Gender: Single free beds are marked with different colors in the [Calendar Schedule](#)^[133]: red, if only female guests are booked into the room up to now, blue, if only male guests are booked into the room up to now, green, if the room is booked with both genders or the gender has not been entered. Free rooms are always displayed in white.

3.5.1.2 Hostels/Hotels - Address

The screenshot displays the 'Hostels/Hotels' software interface with the 'Address' tab selected. The form contains the following fields and values:

Organization:	002
Hostel/Hotel:	001
Address (spare):	
Address:	My Hotel
Address:	Main Street 58
Address:	London W2
Manager/Warden:	Manager:
Name of Manager/Warden:	Mr. Smith
Phone:	0863 / 45646
Fax:	0863 / 45647
Bank:	Bayerische Vereinsbank München
Bank code:	700 202 70
Account No.:	4564655
Envelope address:	My Hotel . Main Street 58 . GB London W2

The interface also features navigation buttons (back, forward, search) and a 'Save' button.

Address: The address of the house is entered here. The printout is defined freely on the documents (please also see the [Technical Reference](#)^[30b]).

Bank Code: This field is wide enough to accept the bank code as well as the BIC. If necessary, the BIC can also be entered in an own field on page [User Fields](#)^[21b], in order to let the printout be regulated by a condition.

Account Number: The field is wide enough to accept the account number as well as the IBAN. If necessary, the IBAN can also be entered in an own field on page [User Fields](#) ^[213], in order to let the printout be regulated by a condition.

Envelope Address: Row for the complete sender address above the address of the guest for window envelopes used in correspondence.

3.5.1.3 Hostels/Hotels - General 2

The screenshot displays the 'Hostels/Hotels' software interface, specifically the 'Gen. 2' tab. The form includes the following fields and controls:

- Organization:** Input field with value '000'.
- Hostel/Hotel:** Input field with value '002'.
- E-mail:** Input field with value 'assd@medusa.assd.de'.
- Article-No.:** Input field with a blue 'O' button to its left.
- Local tax (per day/person):** Input field with value '505', followed by 'City tax: 505 | KV | City tax'.
- Children age 1-7:** Seven pairs of input fields for age ranges (0-2, 3-5, etc.), each with a blue arrow button.
- Organization for guest data:** Dropdown menu with value '000 - Standard system'.
- Hostel/Hotel for guest data:** Dropdown menu with value '002 - XY'.
- Show free till nights B/T/R:** Three dropdown menus, each with value '366'.
- Internet Server / Port:** Two input fields with values '192.168.0.1' and '8798'.
- Drive ASSD POS:** Empty input field.
- Record Info:** Three buttons with values 'ASSD', '07/07/20 11:57', and '21/01/19 15:25'.

The bottom of the interface features a navigation bar with buttons for 'Save' and 'Undo', along with a 'Default Re' dropdown and several navigation arrows.

E-Mail: Field for the e-mail address of the house. This can then be used as a field in correspondence (please also see the [Technical Reference](#) ^[30b]).

Article-No.: The article number stored here, is added to the invoice once for each guest (day of arrival). Via the Button "O" you can select whether you want the system to display the article number or the matchcode in this field.

Local Tax (Per Day/Person): The article number stored here, is added to the invoice each day for each guest.

Children Age 1-4: Up to four text fields for children's age limits are available here. Only after having entered a text here (e.g. 0-2, 3-11) the corresponding input fields are provided in [Reservations](#) ^[72] and [Quick Reservation](#) ^[16b]. Deviant child articles can then be entered for each article in the [Article](#)

[Database](#) ^[248] (only for billing via the system - not for articles manually added to the invoice). This function can also be used for guests free of charge (e.g. free overnight stay for teachers).

Local Tax Children: The article number stored here, is added to the invoice every day for each child instead of the article "**Local Tax**" above. If necessary, the age limits can also be used to record the local tax.

Organization and Hostel/Hotel for Guest Data: Several houses in the program can use one common guest database. This has to be decided **before** taking a house into operation. The organization and hostel/hotel ID for the common guest database or the same entries as for the house itself are displayed.

Show Free Till Nights B/T/R: Free beds or rooms are displayed directly in reservations as well as free types of rooms and free room numbers in the room plan. This takes place up to the duration of stay which is fixed here. With an increasing duration of stay, the calculation gets slower and is, for that reason, disabled e.g. on from 366 days. When making an input mistake (e.g. duration of stay: 10 years) this setting prevents from time-consuming calculations on the part of the system.

Internet Server/Port: Not used.

Drive ASSD POS: Hard disk which our old POS and accounting system is located on. Only to be filled when it is installed on a drive different from the reservation program.

Record Info: Here you can see when this data was entered and which user has made the latest changes.

3.5.1.4 Hostels/Hotels - User Fields

The screenshot displays the 'Hostels/Hotels' application window. The title bar reads 'Hostels/Hotels'. Below the title bar is a navigation menu with tabs: 'Browse', 'Gen.', 'Address', 'Gen. 2', 'User fields', 'Texts', 'Payment/Terms', 'Misc 1', and 'Misc 2'. The 'User fields' tab is active. The main content area contains the following fields:

- Organization: 000
- Hostel/Hotel: 002
- User field: (empty)
- User field: (empty)
- User field: (empty)
- User field: (empty)
- User field: (empty)
- User field: (empty)
- User field: (empty)
- User field: (empty)
- User field: (empty)
- User field: (empty)
- User field: (empty)
- User field: (empty)
- User field: (empty)
- User field: (empty)
- User field: (empty)

At the bottom of the window is a toolbar with the following elements from left to right:

- A set of navigation arrows: back, forward, and a double arrow.
- A dropdown menu labeled 'Default Re'.
- A 'Save' button.
- An 'Undo' button.
- Two additional buttons that are currently disabled.

User Fields: These fields can be named by the supervisor and can be used for any purposes. Mostly, this makes sense, if more houses of one organization work with the same program and certain data e.g. for correspondence has to be entered differently (e.g. office hours).

3.5.1.5 Hostels/Hotels - Texts

The screenshot shows a web-based form titled "Hostels/Hotels" with a dark blue header. Below the header is a navigation bar with tabs: "Browse", "Gen.", "Address", "Gen. 2", "User fields", "Texts" (selected), "Payment/Terms", "Misc 1", and "Misc 2". The main form area contains the following fields:

- Organization:
- Hostel/Hotel:
- Agreement 1:
- Agreement 2:
- Agreement 3:
- Agreement 4:
- Agreement 5:

At the bottom of the form is a control bar with navigation buttons (back, forward, search, etc.), a "Default Re" dropdown, and "Save" and "Undo" buttons.

Message on Small Receipt / Agreements 1-5: These fields can be used as fields in correspondence (please also see the [Technical Reference](#)^[30b]). This makes sense, if different houses in the same organization need different texts, although using the same templates. It would also be sensible to store texts here, which are often modified and are used in different letters (e.g. general terms and conditions).

3.5.1.6 Hostels/Hotels - Payment/Terms

General dates for the house are fixed here. Parts can also be defined in the [Guest Database](#)^[11b] individually.

The screenshot shows a software interface for configuring 'Hostels/Hotels'. The window has a title bar with 'Hostels/Hotels' and standard window controls. Below the title bar is a navigation menu with tabs: 'Browse', 'Gen.', 'Address', 'Gen. 2', 'User fields', 'Texts', 'Payment/Terms', 'Misc 1', and 'Misc 2'. The 'Payment/Terms' tab is active. The main area contains several input fields for configuration:

- Organization: 000
- Hostel/Hotel: 002
- Days for confirmation: 7
- Days Prepayment 1: 14
- Prepayment 1 calculation: 30 %
- Days Prepayment 2: (empty)
- Prepayment 2 calculation: 0 %
- Days Prepayment 3: (empty)
- Prepayment 3 calculation: 0 %
- Due days: 8
- Expire days before arrival (Q): 60
- Expire days after creat. (O): 14
- Cancel till days before arriv: (empty)
- Days refresh orig. guest numb.: 28
- Cancel till weeks before arriv: (empty)
- Canc. fees days before arrival: (empty) 0 %
- (empty) 0 %
- (empty) 0 %
- Add. due days after reminder: 8

At the bottom of the window is a control bar with navigation buttons (back, forward, etc.), a 'Default Re' dropdown, and 'Save' and 'Undo' buttons.

Days for Confirmation: Days (on from the issuing date) until a booking contract should be sent back by the future guest.

Days Prepayment 1/2/3: Days **before arrival:** **positive** numbers, Days **on from the issuing date:** **negative** numbers!

After each alteration, the amount is newly calculated by the system. This was intended for a complete payment before arrival. Instead of a "Y", a number for calculation of the prepayment can now be entered in field "**regcode**" in the settings. If the date is closer than the entered number of days before arrival, a prepayment is not necessary. If the date is closer than 14+x days before the next prepayment, it is also been removed. This way, it is avoided that more payments have to be made directly after each other for multi-level systems. If a prepayment of 0% has been stored in the Reference Data, the system automatically calculates the prepayment per person via a fixed amount (article) which can be stored in the meal plan (only prepayment 1 and 2).

Prepayment 1/2/3 Calculation: Percentage of the invoice sum. Any changes can be made in [Reservations](#) ⁷⁴.

Credit Limit: Not used.

Due days: Deadline for the settlement of an open account after departure. For negative numbers, the deadline is calculated on from the invoice date. Instead of the former due days (number) a formula for calculating the due days can now also be used. As usual, a positive result is added to the departure

date whereas a negative result is subtracted from the current date (invoice date). Example for the due date on the last day of the month followed by departure:

"GOMONTH(DATE(YEAR(s_reser.departure),MONTH(s_reser.departure),1),2)-1-TTOD(s_reser.departure)".

NEW PMS3: The reservation is available as \$data and the invoice guest as \$guest. You can work with the " ? : " operator.

Example: \$guest['GUESTCODE'] == '25' ? 18 : 35

Example for field in reservation: \$data['s_reser']['RUSER03']

Expire Days: Before arrival (allotment/quota **Q**) and after creation (option **O**).

Cancel Till Days Before Arrival: Days before arrival (only memo box in correspondence).

Days Refresh Original Guest Number: Up to the entered days before arrival, the original number of guests and the actual number are recorded equally. After that, the field original number of guests ([Reservation Path](#)⁹⁰) remains unchanged. With this option, short-dated aberrations can be recorded [statistically](#)¹⁹⁸.

Cancel Till Weeks Before Arrival: Weeks before arrival (only memo box in correspondence).

Cancel Fees Day Before Arrival: Scale determining which percentage has to be paid as cancellation fees up to which date before arrival: e.g. 164 days: 30%, 64 days: 50%, 14 days: 80%. This entry helps to calculate up to three date fields in [Reservations](#)⁷⁴ and can then be printed on the correspondence for the guest.

Additional Due Days After Reminder: Proposal for an extension on from the current date after a reminder has been sent (the due date is excluded from the due date control for so long).

3.5.1.7 Hostels/Hotels - Misc 1

Hostels/Hotels

Browse Gen. Address Gen. 2 User fields Texts Payment/Terms Misc 1 Misc 2

Organization: 001
 Hostel/Hotel: 001

Houses near ours	ZIP	City	Phone
Jugendgästehaus München	81379	München	**
Jugendherberge Steinebach	82237	Steinebach/Wörthsee	**
Jugendherberge Ebersberg	85560	Ebersberg	**
Jugendherberge Pullach	82049	Pullach	**

User field: [dropdown]
 User field: [dropdown]
 Report guest types - domestic: [dropdown]
 Report nations guest ind.: [dropdown]
 Group booking report: [dropdown]
 Time Check Out for search: 11 : 15
 Check in time: 18 : 00
 New res. no quest. for guest:

Save Undo

Default Re [dropdown]

Houses Near Ours: Fields for correspondence (e.g. refusal).

User Fields: Two further user fields for free use.

Report Guest Types - Domestic: For the reports concerning types of guests, a differentiation into domestic and foreign guests can take place. These nation IDs representing the domestic countries can be entered here.

Reports Nations Guests Individual: The nation report can distinguish groups from individual guests. These types of guests representing individual guests are entered here.

Group Booking Report: The sum of the corresponding accounting accounts can be subdivided into months in one [Booking Journal](#)^[19b]. If a subdivision into benefit dates is chosen, there always is a remaining (e.g. overnight stays which are not added to the transactions until the following month). These then represent receivables or debts (guest ledger).

Time Check Out for Search: This setting is relevant for the search bar ([Find Reservations](#)^[167]). Those guests, which stay at the house at the moment, should be displayed in the search bar. Guests of the previous night are displayed before the entered time, guests of the following night after this time. The time (and date) can be changed in the search bar manually.

On from this time, guests which have not checked out yet, are marked with a red question mark in the [Departure List](#)^[150].

Check In Time: If guests have not arrived until this time and if no later arrival time has been entered in their [Reservation](#)^[69], they are marked with a red question mark in the [Arrival List](#)^[149].

New Reservation no Question for Guest: A window referring to the guest database is shown after clicking on the button "New" when entering a new reservation. This can be switched off here and the guest number is either entered directly or the guest database is called via the button showing the family.

3.5.1.8 Hostels/Hotels - Misc 2

The screenshot displays the 'Hostels/Hotels' configuration window with the 'Misc 2' tab selected. The settings are as follows:

Organization:	001
Hostel/Hotel:	001
Default color res. type:	[Dropdown]
Default color guest type:	Y - Default color from guest ty [Dropdown]
Color plan:	G - Color of guest type abbrev [Dropdown]
Interface POS/Accounting:	0 - New Integrated Billing - AS [Dropdown]
Bill/payment no. intern. POS:	[Dropdown]
Account no. prepayment:	44000 - Received prepayments [Dropdown]
Account no. receivables:	21000 - Receivables [Dropdown]
Account no. Cash:	15000 - Cash [Dropdown]
Account cash surplus POS:	51000 - Surplus cash POS [Dropdown]
Account cash deficit POS:	71000 - Deficit cash POS [Dropdown]
Mark bill rows after arrival:	[Text Field]
Separate period article split:	Separate years [Dropdown]
Split up article - discount:	[Dropdown]
Memo room booking:	N - Regular Memo field [Dropdown]

At the bottom of the window, there are navigation buttons (back, forward, etc.), a 'Default Re' dropdown menu, and 'Save' and 'Undo' buttons.

Default Color Reservation Type: In the [Calendar Schedule](#)^[127] guests are marked with different colors. This can take place depending on the type of reservation and the confirmation of the contract (e.g. option red, contract not confirmed yellow, contract confirmed green). You can always change the color manually, too.

Default Color Guest Type: In the [Calendar Schedule](#)^[127] guests are marked with different colors. This can take place depending on the type of guest (e.g. guests green, individual guests red, families yellow). You can always change the color manually, too.

Color Plan: Colors for a summarized display in the [Calendar Schedule](#)^[129] (according to the type of reservation and type of guest abbreviation).

Interface POS/Accounting: Please do not change. "0" stands for our integrated POS and accounting system. "1" for the interface to our old POS and accounting system.

Bill/Payment Numbers Internal POS: All transactions are consecutively numerated within one POS number. As a consequence, all bookings e.g. prepayments or end of day processings are included in this numeration. If you wish the outgoing bills to be counted consecutively, you are offered the possibility to numerate all other transactions in an own number counter beginning with 50000000, here.

Account Number Prepayment and Receivables: These accounts define, which transactions are prepayments and which are receivables. They have to be stored with the corresponding types of payment in the [Article Database](#)^[250]. Furthermore, they are entered in the [Types of Bookings](#)^[270] for prepayments and receivables.

Account Number Cash, Cash Surplus POS, Cash Deficit POS: Defines the accounts for the [End of Day Processing](#)^[173] with cash count and adjustment.

Mark Bill Rows after Arrival: All invoice positions which are added after the arrival are marked, i.e. services paid on the spot by the customer. This information can be used e.g. in the [Reports](#)^[199].

Separate Period Article Split: For accounting purposes, one article can be split up into several articles in the [Article Database](#)^[250], e.g. overnight stay and meals. This split-up is made for an invoice in sum or e.g. per day. Here you can define how this should take place. This is relevant for reports using the benefit date.

Split Up Article - Discount: Defines, whether the discount is completely subtracted from the main account or pro-rata of each split-up account. Special discount accounts in the [Account Database](#)^[270] then allow any allocation.

Memo Room Booking: For Youth Hostels or hostels, there is the possibility to define which beds the guests sleep in (by clicking on the wished bed in the quick reservation or via the memo field in the [Room Plan](#)^[78]) when booking the rooms. This can be activated here. The memo field of the Room Plan is then exclusively used for this purpose. This setting has advantages as well as disadvantages. On the one hand it is nice to see a guest in the same row (his/her bed) during his/her complete stay. On the other hand this gets complicated when bookings are fragmented, as then no bed which is free continuously can be found anymore. In this case it is better if the guests slip to the top automatically and beds which are free continuously can be seen straight away.

3.5.2 Closed Days

Please also see the general [Operating Instructions](#)^[48].

Periods of time which the house is closed in. These periods are displayed with a "0" or in black in all booking plans.

Page Browse

List of all entered periods of time.

Page Detail

Period: From Date, To Date - including this date and any **Description**.

Conference Rooms Bookable 1st Date: Check the box if it is possible to book conference rooms on the first day of the closed period. If this should not be possible remove check if necessary.

Record Info: Here you can see when this data was entered and which user has made the latest changes.

3.5.3 Type of Rooms (Categories)

3.5.3.1 Type of Rooms - Browse

Please also see the general [Operating Instructions](#) ⁴⁶.

The types of rooms help to group rooms or categories and can also be used for pricing.

This is not a real database table, which manages the data per house, but a view on the settings (recognizable in the column "**Pool**"). This means that this data is valid for all houses in the system. In most cases, entries which have an empty column "**Pool**" are relevant for you. It is possible to manage different data for different houses here, too. The supervisor then has to define different pools (e.g. for all test houses).

For each house, the system supports eight different types of rooms or categories which can be assigned irrespective of the room numbers. The types of rooms have to be set up **before taking the system into operation**. A change after having entered reservations is not possible anymore (except for expansion, of course, if not all eight types have been used yet).

By assigning certain room numbers, the normal limit of eight types can be extended. Each room can also be assigned to an own price in the [Room Database](#).

There is a further internal setting in the parameters offering the possibility to use the types of rooms as bed categories. Then, beds, and not rooms, are counted within one type of room. This is necessary for houses which sell single beds in one room at different prices. This has to be set up by ASSD before taking the system into operation.

Page Browse

The screenshot shows a window titled "Room Types" with two tabs: "Browse" (selected) and "Detail". The main area contains a table with the following columns: Poc, Form, Code, Description, Control, User, Last change, and Added. The table lists various room types, including single, twin, and multi-bed rooms, along with their control codes and user information. At the bottom of the window is a control panel with a title bar "001/002 - Demo Hostel bed categories", navigation buttons (back, forward, search), a "Default Re" dropdown, and action buttons for "Add", "Edit", "Copy", "Delete", and "Quit".

Poc	Form	Code	Description	Control	User	Last change	Added
		1	Single	B	STOLZ	24/05/19 14:	31/07/97 13:
		2	Twin	B	ASSD	25/08/20 12:	31/07/97 13:
		3	4 beds	B	STOLZ	24/05/19 14:	31/07/97 13:
		4	6 beds	B	STOLZ	24/05/19 14:	31/07/97 13:
		5	8 beds	B	STOLZ	24/05/19 14:	31/07/97 13:
		6	Double	B	STOLZ	24/05/19 14:	31/07/97 13:
		7	not used	B	STOLZ	24/05/19 14:	17/11/99 11:
		8	not used	B	STOLZ	24/05/19 14:	17/11/99 11:
		F	9 beds	106 B 09	STOLZ	05/03/20 16:	15/01/19 17:
001		1	Single	101 B 01	30	12/02/01 15:	12/02/01 15:
001		2	Twin	102 B 02	30	12/02/01 15:	12/02/01 15:
001		3	3 beds	103 B 03	30	12/02/01 15:	12/02/01 15:
001		4	4 beds	104 B 04	30	12/02/01 15:	12/02/01 15:
001		5	5 beds	105 B 05	30	12/02/01 15:	12/02/01 15:
001		6	6 beds	106 B 06	30	19/10/16 15:	12/02/01 15:
001		7	not used	B	30	12/02/01 15:	12/02/01 15:
001		8	not used	B	30	12/02/01 16:	12/02/01 15:

List of all entries.

[Page Detail](#)

3.5.3.2 Type of Rooms - Detail

Room Types - ↗ ✕

Browse
Detail

Pool:

Form:

Code:

Description:

La	Description	Abb
D - German	Einzel	
E - English	Single	

Add row
Delete

Article-No.: O Bed and Breakfast Single 101 | BED AND B | Bed and Breakf

Price:

Price date	Price	Currency
03/08/20	38.00	National currency
06/08/20	40.00	National currency
10/08/20	38.00	National currency
13/08/20	40.00	National currency
17/08/20	38.00	National currency

Disabled:

Number of beds: Default Private Room:

Template 1:

Template 2 (private room):

Template 3 (mixed):

001/002 - Demo Hostel bed categories

Pool: Via the [Pool Assignment](#)^[297] different houses can use different settings. New types of rooms can be entered in the settings [ComboBox Lists](#)^[296] (field "rtype").

Code: The ID of the type of room (fixed: 1-8).

Description: Name of the type of room.

Article-No.: This article number is the basis for the automatic invoicing (optional). This article can be changed automatically with the help of different criteria (guest of company, duration of stay, trade fare times, weekend). For further information please see the [Article Database](#)^[254].

Price: Direct access to the [Price List](#)^[261]. It does not matter where you make your changes.

Disabled: Types of rooms which are not needed at the moment, can be disabled here when setting up the system.

Number of Beds: If the number of beds is fixed for the respective type of room, it can be entered here. If a room is entered as a certain type of room in the [Room Database](#)^[224], the number of beds is then automatically completed with this value there.

Template 1/2: Templates for the Automatic Room Allocation when retrieving Internet bookings. An entry in field "**Template 1**", "**Reference Data/Internet Booking Interface**"^[243] is obligatory. Only in this case, the system further checks whether template have been stored for room types as well. If so, the program uses this template for the room allocation of the respective room types booked via the Internet. The templates can be easily selected from the ComboBox list.

Template 1 is used for shared rooms, template 2 for private rooms.

3.5.4 Rooms

Please also see the general [Operating Instructions](#)^[46].

All rooms are entered here, serving as the basis for the total number of beds or rooms in one house.

Page Browse

List of all rooms with a possibility to sort the rooms according to room number, type of room or number of beds.

The screenshot shows a window titled "Rooms" with three tabs: "Browse", "Detail", and "Detail 2". The "Browse" tab is active, displaying a table with the following columns: Roor, From, To da, Type, Bec, Build, Floor, Corrido, Suppl, San., Description, User, Last change, and Added. The table contains 13 rows of data. Below the table is a control panel with a dropdown menu showing "001/002 - Demo Hostel bed categories", navigation buttons (back, forward, search), a "Default Re" dropdown, and action buttons for "Add", "Edit", "Copy", "Delete", and "Quit".

Roor	From	To da	Type	Bec	Build	Floor	Corrido	Suppl	San.	Description	User	Last change	Added
101			4	4							30		12/02/01 16:
102			4	4							30		12/02/01 16:
103			4	4							30		12/02/01 16:
104			1	1							30		12/02/01 16:
105			1	1		1		10			STOLZ	27/02/20 09:	12/02/01 16:
106			2	2							30		12/02/01 16:
107			2	2							30		12/02/01 16:
110			3	3							30		12/02/01 16:
111			3	3							30		12/02/01 16:
112			3	3							30		12/02/01 16:
113			3	3							30		12/02/01 16:
120			5	5							30		12/02/01 16:
121			5	5							30		12/02/01 16:
122			2	2							30		12/02/01 16:

[Page Detail](#)^[224]

[Page Detail 2](#)^[225]

3.5.4.1 Rooms - Detail

Room Number: This number or string of characters has up to six characters. They are used in all overviews. For internal use, the room number has two more characters (separated from the first six by a space). This makes it possible to enter more than one room with an apparently same number. These rooms should be assigned to different, not overlapping periods of time. This way, the type of room can be changed e.g. after structural alteration (Example: a 6 bed room is reconstructed into a 4 bed room). When rooms are only locked temporarily, it can be recommended to use a [Reservation](#) ^[64] with the type of reservation "**Block**" (e.g. for renovations).

Using the two last characters is not possible in connection with the interface for individual walk-ins from the old external POS system.

From Date/To Date: The period this room is available in. An empty field signifies unlimitedly in the corresponding direction. As a default setting, both fields are empty. Primarily for temporary rooms (e.g. tents, block houses). When blocking a room temporarily, it can be recommended to use a reservation with the type of reservation "**Block**" (e.g. for renovations).

Type: One of the [Room Types](#) ^[220] from 1 to 8 or any other code (then without reservation with types of rooms). Please do not use the asterisk "*" - this symbol is used for reservations only. After having occupied a room, the type cannot be changed anymore. If necessary, the room has to be copied and is then available with a different type for two separate periods (see "**Room Number**" above).

Number of Beds: Number of available beds in the room. A change is not possible after having occupied the room. If necessary, the room has to be duplicated and is then available with a different number of beds for two separate periods (see Room Number above).

Building, Floor, Corridor: Identification of the rooms and order in the [Calendar Schedule](#)^[127] and the [Reservation](#)^[64].

Field "**Corridor**" has been extended to 16 characters. You can use this field e.g. to enter a room name (if necessary, please extend the columns in the parameters).

Supply: Characteristics of a room.

Attached to Sanitary Facility: If two rooms share their sanitary facilities, the room number of the second room is entered here.

Description: Any text.

Record Info: Here you can see when this data was entered and which user has made the latest changes.

3.5.4.2 Rooms - Detail 2

The screenshot displays the 'Rooms - Detail 2' interface. At the top, there are tabs for 'Browse', 'Detail', and 'Detail 2'. The main area contains several input fields and controls:

- Room number: 105
- Room number for key cards: (empty)
- Article for room: (dropdown menu)
- Article per guest in room: (dropdown menu)
- Rack rate (analysis only): (dropdown menu)
- Color Room: (dropdown menu)
- Additional bed allowed: 0 (spin button)
- Default Private Room: (checkbox)
- Article p. guest private room: (dropdown menu)
- Art. p. guest use room type: (checkbox)
- Bed Names: (text input)
- User field: (text input)

Below the input fields, there is a 'Record Info' section showing the user 'STOLZ' and two timestamps: '27/02/20 09:32' and '12/02/01 16:17'. At the bottom, there is a navigation bar with a breadcrumb '001/002 - Demo Hostel bed categories', navigation arrows, a 'Default Re' dropdown, and 'Save' and 'Undo' buttons.

Room Number for Key Cards: When using our interface to a door key card system, the room number can be changed via this field.

Article for Room: This article number is the basis for the automatic invoicing (optional) per person. Any changes of this article can be made automatically with the help of different criteria (guest of company, duration of stay, trade fair times, weekend).

Article per Guest in Room: This article number is the basis for the automatic invoicing (optional) per person. Any changes of this article can be made automatically with the help of different criteria (guest of company, duration of stay, trade fair times, weekend). If the article number is entered with a leading "-" (minus sign), it is taken over to the invoice for each unused bed. For further information please also see the [Article Database](#)^[254].

Rack Rate (analysis only): This article number is the basis for the price shown on the [Room Plan](#)^[133] for each bed/room.

Color Room: Possibility to mark a room with a special color: e.g. special equipment, accessible with wheelchair.

Additional Bed Allowed: Here you can enter the number of beds, this room can be over-booked with, without an error message is being displayed and so the over-booking is still allowed in [Reservations](#)^[78]: e.g. fitted additional bed. Only relevant for Youth Hostels and hostels.

Default Private Room: Youth Hostels and hostels can mark rooms here, which are automatically filled with additional beds in the quick reservation (e.g. double room).

Article per Guest Private Room: Field for an article per person for individual accommodation. If the reservation is marked correspondingly, this article is used. An article exchange is not necessary anymore.

Article per Guest Use Room Type: This ID allows to use an article defined in the types of rooms instead of the article per person from the room database. An article exchange is not necessary any more.

Bed Names: You can specify single character bed names here. E.g. T=Top, B=Bottom: BTBTBT for 6 beds.

Record Info: Here you can see when this data was entered and which user has made the latest changes.

3.5.5 Auto Room Assignment

With this menu item, the templates of the [Automatic Room Allocation](#)^[83] can be managed directly. Comparable to all other menu items of "Reference Data" the tab "Browse" shows a list of all templates for the automatic room allocation.

The view and functionality of "Detail" is almost identical to the one under "Reservations/ [Automatic Room Allocation](#)^[83]".

The only extension in this menu item compared to "**Reservations/ Automatic Room Allocation**"⁸³ is that by double-clicking in a white field in line "Preferred rooms" as well as in line "Preferred room categories" an additional selection list for room numbers and types is available:

*	0	* as roomtype
1	1	Single
2	2	Twin
3	3	3 beds
4	4	4 beds
5	5	5 beds
6	6	6 beds
F	15	9 - Bett

All
 G. m.
 G. f.
 L. m.
 L. f.
 Busd.

3.5.6 Guests/Customers

The description of the guest reference data is located under "**Program Description/Reservation/Guests/Customers**" ^[99].

3.5.7 Black List

For further information, please also see the general [Operating Instructions](#) ^[46].

Potential guests e.g. wanted by the police or missing people can be entered here. The system displays a warning, if guests with corresponding characteristics are entered or used in any of the programs. The black list can be transferred to other houses via any record media (e.g. disk) or the Internet: [Update Black List](#) ^[29].

Page Browse

List of all entries in the black list.

Page Detail

The screenshot shows the 'Black List' application window with a 'Detail' tab selected. The form contains the following fields and content:

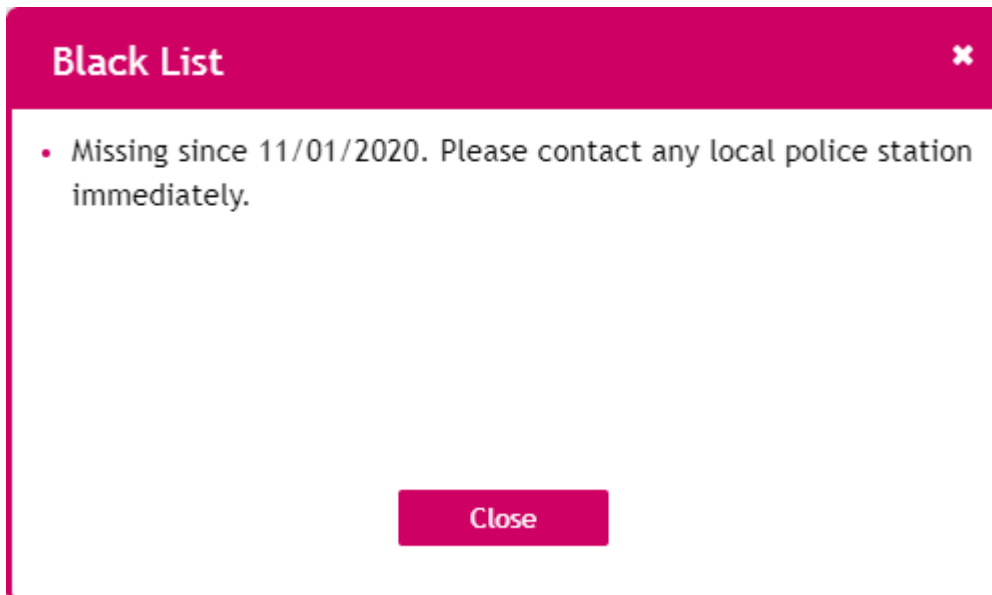
- Ident-No.:** 245892058536350001002
- Search word 1 name/city:** WALKER
- Search word 2 name/city:** MICHAEL
- Search word 3 name/city/email:** (empty)
- Description:** Missing!
- Description text area:** Missing since 11/01/2020. Please contact any local police station immediately!
- Delete Mark:** (dropdown menu)
- Record Info:** (three empty input fields)
- Navigation and Action Buttons:** Includes a set of navigation arrows (back, forward, search, etc.), a 'Default Re' dropdown, and 'Save' and 'Undo' buttons.

Ident.-No.: This number is uniquely assigned by the system. If you stick to this number, there will certainly be no problems when transferring your data to other houses or importing data.

Search Word 1 and 2: The system searches in the guests' names and cities with these terms. An accordance of one part is enough: e.g. "Wood" for "Greenwood". If both words are given, they **both** have to be concordant (i.e. an AND combination - common error!). If you wish an OR combination (i.e. one accordance is enough) please make two separate entries in the black list.

Description: Your short description. Do not leave empty.

Text: Please enter the text that should be displayed when the system gives a warning, e.g. complete address, description.



Delete Mark: If you want to delete an entry in another house via an [Update](#)²⁹, please set the delete mark here.

Record Info: Here you can see when this data was entered and which user has made the latest changes.

3.5.8 Other Rooms

Please also see the general [Operating Instructions](#)⁴⁶.

All conference rooms as well as equipment and media, which can be booked additionally, can be entered here. Rooms can be registered as separable rooms. It is also possible to store seating plans.

Conf. rooms and other rooms

Browse Detail Detail 2

Room	From da	To date	Or	Description	User	Last change	Added
Beethoven I			00	Small conference room	STOLZ	15/06/17 10:32	19/01/98 12:10
Beethoven I+II			00	Large conference room	30	13/02/01 11:39	19/01/98 12:10
Beethoven II			00	Small conference room	30	13/02/01 11:39	19/01/98 12:10
Goethe I			00	Small conference room	30	13/02/01 11:39	19/01/98 12:14
Goethe I+II			00	Large conference room	30	13/02/01 11:39	19/01/98 12:16
Goethe I+II+III			00	Ball room	30	13/02/01 11:39	19/01/98 12:17
Goethe II			00	Small conference room	30	13/02/01 11:39	19/01/98 12:15
Goethe II+III			00	Large conference room	30	13/02/01 11:39	19/01/98 12:16
Goethe III			00	Small conference room	30	13/02/01 11:39	19/01/98 12:15
Overhead projector			90	Overhead projector	30		13/02/01 11:39
TV room			01	TV lounge	30	25/07/98 16:30	25/07/98 16:27

001/002 - Demo Hostel bed categories

Default Re

Add Edit Copy Delete

Quit

Media, equipment and conference catering can be entered. A specific assignment to certain rooms is also possible (e.g. slide projector is available in room 1 but not in room 2). For unlimitedly available accessories, such as coffee, an own entry should be made per room: use the same name except the two right digits. These two characters then serve as a distinct numeration (e.g. 01, 02, ... - invisible in the reservation). Additionally, each entry is assigned to a certain room. Please use a hierarchy "9" = accessories/equipment and an order which is higher than the one of the rooms.

[Page Detail](#) ²³¹

[Page Detail 2](#) ²³²

3.5.8.1 Other Rooms - Detail

Conf. rooms and other rooms

Browse Detail **Detail 2**

Room: Beethoven I

From date:

To date:

Order: 000

Hierarchy: 2 - Sub room

Description: Small conference room

Seating plan:

Type	Description	Number
01 - U-Form outside		12
02 - U-Form inside/outside		20
03 - Parliamentary seating plan		30
04 - Block form		12
05 - Chair rows seating plan		40

Add row

Delete

Sub rooms

Record Info: STOLZ 15/06/17 10:32 19/01/98 12:10

001/002 - Demo Hostel bed categories

Default Re

Save Undo

Room: Unique identification of a room or an equipment. The two most right characters remain invisible.

From Date/To Date: Period, which the room or the equipment is available in. This field is empty by default and then signifies "**Always Available**". It is also possible to fill one of the fields only. The room is then available unlimitedly in the respective direction.

Order: This order defines the display in [Reservations](#)^[89] and the [Calendar Schedule](#)^[139].

Hierarchy: This field defines, whether the entry is a single room, an extra equipment or an assembled room. In case of mobile dividing walls, all possible combinations have to be entered. The smallest unit should always be defined as "**sub room**", each possible assembled unit as "**multi part room**". In the last case (multi part rooms), you have to enter the sub rooms which have to be blocked when this room is booked, via the button "**Sub Rooms**". For examples, please see the test houses.

Description: A short description of the room.

Seating Plan: Here you can store different seating possibilities with the corresponding number of people. This information is then available in [Reservations](#)^[89] and in the [Calendar Schedule](#)^[139].

Sub Rooms: Chart of assignments for blocked rooms when a multi-part room is booked. Also see the field "**Hierarchy**".

Button Sub Rooms: Switch to the chart to enter the seating or the sub rooms which are to be blocked when using mobile dividing walls.

Record Info: Here you can see when this data was entered and which user has made the latest changes.

3.5.8.2 Other Rooms - Detail 2

The screenshot shows the 'Conf. rooms and other rooms' interface. The 'Detail 2' tab is active. The room name is 'Beethoven I'. There are fields for 'Only these rooms for equipm.:', 'Not these rooms for equipm.:', and 'Hide in general views:'. The 'Article-No.' is '300' with a blue 'O' icon. The 'Type of price:' is '02 - Price per booking time pe'. The 'Price:' section contains a table with columns 'Price date', 'Price', and 'Currency'.

Price date	Price	Currency
01/01/01	80.00	National currency
29/05/18	10.00	National currency
30/05/18	10.00	National currency
31/05/18	10.00	National currency
01/06/18	10.00	National currency
02/06/18	10.00	National currency
03/06/18	10.00	National currency

At the bottom, there is a navigation bar with buttons for 'Save' and 'Undo', and a 'Default Re' dropdown menu.

Only these Rooms for Equipment: This field is relevant for additional room equipment **only**. It defines that this entry **can only** be booked for the rooms entered here (please separate the rooms with a space).

Not these Rooms for Equipment: This field is relevant for additional room equipment **only**. It defines that this entry **cannot** be booked with the rooms entered here (please separate the rooms with a space): e.g. as the room is too small.

Hide in General Views: This field is relevant for additional room equipment **only**. Unlimitedly available additional equipment can be hidden in the [Calendar Schedule](#)¹³⁹⁾, if necessary: e.g. coffee.

Article-No.: This article number is the basis for the automatic invoicing per room booking or equipment. Any changes of this article can be made automatically, with the help of different criteria (guest of company, duration of stay, trade fair times, weekend). Please also see the [Article Database](#)²⁵⁴⁾.

Type of Price: Defines how and which quantity this article should be transferred into the invoice with.

Price: Direct access to the [Price List](#)^[26]. It does not matter where you make your changes.

Example for Additional Room Equipment

The screenshot shows a software window titled "Conf. rooms and other rooms" with tabs for "Browse", "Detail", and "Detail 2". The "Detail" tab is active. The interface includes several input fields and a table:

- Room:** Overhead projector
- Only these rooms for equipm.:** (empty text field)
- Not these rooms for equipm.:** (empty text field)
- Hide in general views:** Y - Not viewed
- Article-No.:** 350 Overhead projector 350 | CO | Overhead projector
- Type of price:** Price per day
- Price:** A table with columns: Price date, Price, Currency.

Price date	Price	Currency
01/01/01	15.00	National currency

Buttons for "Add row" and "Delete" are located to the left of the price table. At the bottom, there is a navigation bar with "Save" and "Undo" buttons, and a "Default Re" dropdown menu.

3.5.9 Special Days

For further information, please also see the general [Operating Instructions](#)^[46].

Single days or periods of time can be marked in the calendar schedule, here. Furthermore, this marking can be used for price calculation via the [Article Database](#)^[25]. One day can only have up to one marking. For that reason please avoid any overlapping.

Page Browse

List of all entries.

Page Detail

Special Dates

Browse Detail

Date: 26/12/2020

Date to: 26/03/2020

Mark of day: *

Description of day: Boxing Day

Record Info:

001/002 - Demo Hostel bed categories

Save Undo

Date: Date of the day.

Date to: End date for periods.

Mark of Day: The one-digit ID for this day or period: e.g. * Public Holiday, T - Trade Fare, H - School Holiday.

Description: This text is shown as a ToolTip Text in the [Calendar Schedule](#)¹²⁸, if you click on this day as well as next to the weekday in the [Room Plan](#)¹³³.

3.5.10 Meal Plan

The possible standard types of meals are defined here. The meal plans should be set-up **before the system is put into operation**. Later changes should be restricted to new types.

Please also see the general [Operating Instructions](#)⁴⁶.

This is not a real database table, which manages the data per house, but a view on the settings (recognisable in the column "**Pool**"). This means that this data is valid for all houses in the system. In most cases, entries with an empty column "**Pool**" are relevant for you. It is possible to manage different data for different houses here, too. The supervisor then has to define different pools (e.g. for all test houses).

Page Browse

List of meal plans.

Page Detail 1

Meal plan

Browse Detail Detail

Pool:

Form:

Code: 24

Description:

La	Description	Abb
D - German	Halbverpflegung Abendessen	
E - English	Half board dinner	

Add row

Delete

Beds: L - Stay

Breakfast: 1 - Stande

Morning: N - No de

Lunch: N - No de

Afternoon: N - No de

Dinner: 2 - Specia

VEG - Veg

MOS - Mos

001/002 - Demo Hostel bed categories

Save Undo

Pool: Via the [Pool Assignment](#)²⁹⁷ different houses can use different settings.

Code: ID of the meal plan.

Description: Name of the meal plan.

Assignment: Here you can define, which times of day are filled with which [Types of Meals](#)²³⁷ for the kitchen plan. Do **not** use the area beds. In the first column you define whether an entry should be created and if so, whether special meals (e.g. vegetarian) should be taken into consideration or not. Additionally, an ID can be entered for standard meals in the next column. The following four columns are assigned to the special meal plans (vegetarians, Moslems, etc).

Page Detail 2

Article-No.: This article number is the basis for the automatic invoicing (e.g. surcharge half-board). Any changes of this article can be made automatically with the help of different criteria (guest of company, duration of stay, trade fair times, weekend). For further information please also see the [Article Database](#)^[25b]. This number is used for full and half-board as well as for Youth Hostels with standard bed prices.

Price: Direct access to the [Price List](#)^[26b]. It does not matter where you make your changes.

Move Invoice Row (Days): When selling a single breakfast, this article can, for the invoice, be transferred to the correct following day. If you sell single meals only, there is the possibility via [Types of Meals](#)^[23b].

Item advance Payment: This field refers to fields "**Payment in advance 1**" and "**Payment in advance 2**" on page [Terms](#)^[7d] of the reservation. If the percentage rate stored there is "0" (= zero), the program uses the price of the ([disabled](#)^[25b]) article number entered here as the advance payment sum. This article has to be created and [disabled](#)^[25b] for normal use beforehand. If a "Y" is entered into the small box at the right, the advance payment is valid per guest only (advance payment per guest). If this field is left empty, the system generates the advance payment sum per guest and day (payment per guest and day).

Not used: Only for the old, external POS system: first field is the ID in the POS system for invoice preparation, second field is the ID in address/Reg.No.

Record Info: Here you can see when this data was entered and which user has made the latest changes.

3.5.11 Special Types of Meals

Please also see the general [Operating Instructions](#) ⁴⁶.

This program helps to set-up all single meals and special types of meals. For each time of day, IDs for special meals, e.g. for vegetarians or barbecue, can be stored.

If you only sell single meals, the supervisor can set-up the billing basis on single meals only. The meals in [Reservations](#) ⁷³ is then exactly transferred into the [Invoice](#) ⁹³ and you can make your changes directly in the chart.

This is not a real database table, which manages the data per house, but a view on the settings (recognisable in the column "**Pool**"). This means that this data is valid for all houses in the system. In most cases, entries which have an empty column "**Pool**" are relevant for you. It is possible to manage different data for different houses here, too. The supervisor then has to define different pools (e.g. for all test houses).

Page Browse

List of all types of meals.

Column Field: Defines the time of day: type1 = overnight stay **not** used, type2 = breakfast, type3 = morning, type4 = noon, type5 = afternoon, type6 = evening.

Column Code: ID of food.

Page Detail

Types of meals

Browse Detail

Pool:

Form:

Field: type4 type4 - Column 4

Code: LP

Description:

La	Description	Abb
D - German	Lunchpaket	
E - English	Packed lunch	

Add row
Delete

Article-No.:

Price:

Price date	Price	Currency
01/01/19	4.00	EUR - Euro

Add row
Delete

Record Info: STOLZ 27/03/20 09:16 25/05/98 13:35

001/002 - Demo Hostel bed categories

Save Undo

Default Re

Pool: Via the [Pool Assignment](#) different houses can use different settings.

Field: Defines the time of day: type1 = overnight stay **not** used, type2 = breakfast, type3 = morning, type4 = noon, type5 = afternoon, type6 = evening.

Code: ID of meals.

Description: Name.

Article-No.: This article number is the basis for the automatic invoicing. Any changes of this article can be made automatically with the help of different criteria (guest of company, duration of stay, trade fair times, weekend). For further information please see the [Article Database](#). This is used for additional meals and services concerning meals and for single meals.

Price: Direct access to the [Price List](#). It does not matter where you make your changes.

Record Info: Here you can see when this data was entered and which user has made the latest changes.

3.5.12 Additional Texts

Please also see the general [Operating Instructions](#)^[46].

Here, you can save text templates for all text fields (memos) which can then be selected by a mouse click, e.g. in the [Reservation](#)^[77].

Page Detail

The screenshot shows a window titled "Additional texts" with a "Detail" tab selected. The "Text key:" field contains "12345". The "Text:" field contains "Our reception is closed from 1 p.m. to 3 p.m. on Saturdays and Sundays." The "Description:" field contains "Reception closed". The "Record Info:" section shows "STOLZ" and "02/03/20 08:47". The bottom toolbar includes navigation buttons, a "Default Re" dropdown, and "Save" and "Undo" buttons.

Text Key: Any unique ID defining the order on page "**Browse**".

Text: The actual text: e.g. often used notices concerning the contract or internal information.

Description: Short description for page "**Browse**".

Record Info: Here you can see when this data was entered and which user has made the latest changes.

3.5.13 Internet Booking Interface

Please also see the general [Operating Instructions](#) ⁴⁶.

The interface to the ASSD booking (RIS) system or to other supported booking systems has to be set-up once, if possible by the supervisor, here. This set-up is required in order to retrieve [Internet Bookings](#) ¹²⁶ or to provide [Availabilities](#) ¹¹⁸. If you build up your Internet connection via the Windows Telephone Directory (RAS) or if your systems requires a Proxy server, the supervisor can set this up in the [General Settings Supervisor](#) ²⁹⁷.

Page Browse

The screenshot shows a window titled "Internet Booking engines" with a dark blue header and a light blue background. Below the header are five tabs: "Browse" (selected), "Internet data", "Creation", "Creation reservations", and "User Fields". The main area contains a table with the following data:

A	Id	Server	House	House type	Description	Quota
X	00	testinterface.assd.com	040097		Test Interface	
O	B4G	b4gnew.finite-soft.com	000523		Book4Groups	
X	DNR	hostels32.assd.com	281000		Do Not Rent List	
O	Demo	62.146.8.4	523	020	Demo Einzelgast in 001/001	
X	W1	hostels.assd.com	999100		Web Check In - Participants	
X	W2	hostels.assd.com	999100		Web Check In - Extras Bookings / Paym	
X	W3	hostels.assd.com	999100		Web Check In - Keys	

At the bottom of the window is a control panel with navigation buttons (back, forward, search, etc.), a "Default Re" dropdown, and action buttons: "Add", "Edit", "Copy", "Delete", and "Quit".

Each type of house requires its own row in the ASSD booking system: e.g. individual guest booking and inquiry, family booking and inquiry, groups.

Column "A" indicates whether the entry is enabled or disabled.

[Page Internet Data](#) ²⁴¹

[Page Creation](#) ²⁴²

[Page Creation Reservation](#) ²⁴³

[Page User Fields](#) ²⁴⁵

3.5.13.1 Internet Booking Interface - Internet Data

The screenshot shows a web application window titled "Internet Booking engines". It has a dark blue header with a title bar and window controls. Below the header is a navigation bar with five tabs: "Browse", "Internet data" (selected), "Creation", "Creation reservations", and "User Fields". The main content area is a form with the following fields:

- Id:** Text input field containing "Demo".
- Active:** A checkbox that is currently unchecked.
- Description:** Text input field containing "Demo Einzelgast in 001/001".
- Internet booking server:** Text input field containing "62.146.8.4". To its right is a small square checkbox.
- Server type:** A dropdown menu showing "A - ASSD Interface".
- Import path on server / port:** Text input field containing "/interface/get-reser.php3".
- Export path on server:** Empty text input field.
- User name on server:** Text input field containing "INetDemo".
- User password on server:** Text input field with masked characters "*****".
- House in booking system:** Text input field containing "523".
- Type of house in booking syste**: Text input field containing "020".
- Next booking:** Text input field containing "0".

At the bottom of the form is a control bar with several elements:

- A set of navigation arrows: a long left arrow, a double left arrow, a single left arrow, a single right arrow, a double right arrow, and a long right arrow.
- A dropdown menu labeled "Default Re".
- Two blue buttons labeled "Save" and "Undo".
- Two greyed-out buttons.

ID: Select a unique ID for each entry (determines the order).

Active: Allows to disable an entry without having to delete it.

Description: Short description to see what kind of entry was made here.

Internet Booking Server: Domain name of the server, which the Internet booking system is located on. Although an IP address can be entered instead (e.g. if it does not work with the domain name), this should only be used in exceptional cases as the IP address may alter.

Secure Server / SSL: Tick box next to field "Internet booking server".

Server Type: This field determines which booking system should be communicated with.

Import Path on Server / Port: Indication of an Internet address for the retrieval of bookings.

Export Path on Server: Indicates an Internet address for the supply of availabilities. When generating a backup of one house pay attention that no real dates of a house are overwritten by mistake. If this entry is left empty, no availabilities are exported.

User Name and Password on Server: Your users' names and the passwords for the administration of the database of the respective Internet booking system.

House in Booking System: Identifies the corresponding house ID number on the Internet (with leading zeros for ASSD booking systems).

Type of House in Booking System: Target group in the ASSD Internet booking system: e.g. "020" individual guest booking, "021" individual guest inquiry, "040" family booking, "041" family inquiry, "050" inquiry Hostel, "060" group. If necessary, please contact ASSD.

Next Booking: Defines, which booking number should be called for next. If your booking system has already been running for a long time, be careful when setting up the interface. If nothing is entered here, all bookings are loaded! If the set-up has been completed once, nothing has to be changed here anymore.

3.5.13.2 Internet Booking Interface - Creation

ID: Unique ID for each entry (determines the order).

Organization / Hostel/Hotel: The house, which the bookings and inquiries should be transferred to.

Reg. of Corresponding Quota: On daily basis, an allotment for the availabilities is set under [Allotment per Days](#) ¹¹⁸ and the registration ID selected there is entered here (the same reg. number for each type of house in one booking system).

Generation: Mostly "Y" or "R" for reservation (identical). This ID ("is_reser") defines, whether the invoice from the Internet should be used or not (then: normal invoice or package ID transferred from the Internet).

Type of Catalogue: Type of the catalogue, for catalogue inquiries via the Internet only.

Guest/Customer Number: If a guest number is entered here, the program does not make an entry in the [Guest Database](#)^[99] for Internet bookings and inquiries, but all [Reservations](#)^[64] are made with this number. The address can then be found in reservations (memo field, button "E-Mail").

Export path prices on server: An export path for prices is now entered on page "Creation" for all ASSD Internet booking systems. That way, all prices in PMS are loaded into and updated in the Internet database.

Last Internet Price Update: The date of the latest Internet Update can be seen here.

Export group units: An export path for group units can be entered here.

3.5.13.3 Internet Booking Interface - Creation Reservation

ID: Unique ID for each entry (determines the order).

Type of Reservation: The [Type of Reservation](#)^[68] the booking or inquiry should be added in [Reservations](#)^[64] with. A type of reservation which also blocks beds absolutely has to be selected for bookings, provided that the availabilities are managed by [Float Allotments](#)^[118], (2x) automatically. For inquiries, a type of reservation beginning with 4 has to be selected. This marks an Internet inquiry that has not been processed, yet. This inquiry can then be transferred into a booking or a negative reply by changing the type or reservation on page [Stay](#)^[69].

Type of Reservation (bad allocation): If a booking cannot be loaded correctly, an error message appears when [Retrieving](#)^[126] this booking, the booking is marked with this type of reservation in [Reservations](#)^[64] and needs to be adapted manually.

Type of Guest: Imported guests can be fitted with this type of guest. This only works, if the type of guest is clear: e.g. families. In this case, it is not necessary to define the type of guest on the Internet nor to provide it manually in the [Guest Database](#)^[104] after having retrieved the data.

Calculate Number of Persons: Defines, how the number of people should be transferred from the Internet. "20" is used for groups **only**, "30" is used for families and hotel bookings and "40" for individual guests of Youth Hostels and hostels (for booking and inquiry).

Article Number I-Net Discount: If the Internet booking system plans a discount on the final amount, the article number which should be used for the [Invoice](#)^[93] is defined, here.

Templates 1 and 2 are exclusively relevant for the automatic room allocation of [Internet Bookings](#)^[126].

Template 1: As soon as a template is selected from the ComboBox, the room allocation for Internet bookings is carried out according to this template. These templates have to be created and stored in the [Automatic Room Allocation](#)^[83] tool beforehand.

Template 2 (private room): This field obtains an additional template for private rooms. If a private room (complete room) was booked online, the program carries out a room allocation with this Template 2.

Template 3 (mixed): This field obtains an additional template for mixed rooms. If a mixed room was booked online, the program carries out a room allocation with this Template 3.

Additionally, it is possible to carry out automatic room allocations of Internet bookings depending on the booked [Type of Room](#)^[22].

Record Info: Here you can see when this data was entered and which user has made the latest changes.

3.5.13.4 Internet Booking Interface - User Fields

ID: Unique ID of the entry set on page [Internet Data](#) ^[241].

User Fields / Customer No. for Reservation / Customer No. for Invoice / Guarantee: In case of an Internet booking, all values stored here are automatically transferred to the respective fields in Reservations or the [Guarantee](#) ^[286] is applied for this booking. User fields can be used freely.

3.5.14 Allocation POS Numbers

Please also see the general [Operating Instructions](#) ^[46].

Each invoice is assigned to a [POS Number](#) ^[17]. Reports can be printed for any POS. Allocating a POS number can be carried out via the house, the user and/or the work station (PC - via Windows Registry Settings).

This is not a real database table, which manages the data per house, but a view on the settings (recognisable in the column "**Pool**"). This means that this data is valid for all houses in the system. In most cases, entries which have an empty column "**Pool**" are relevant for you. It is possible to manage different data for different houses here, too. The supervisor then has to define different pools (e.g. for all test houses).

Page Browse

List of all allocations.

Page Detail

Pool: Different houses can use different settings or the same setting via the [Pool Allocation](#)^[297].

Terminal: Defines the POS number via the work station by an adequate 3 digit terminal number from the Windows Registry. Field can also be left empty.

Registry Terminal: HKEY_LOCAL_MACHINE/SOFTWARE/ASSD/POS

Registry Terminal: HKEY_CURRENT_USER/ASSD/POS (for Windows Terminal Server)

Registry Terminal: HKEY_LOCAL_MACHINE/ASSD/POS

User POS: A symbol, stored in the [User Database](#)^[288]. With this option, different POS can be assigned to different users or different user names for signing on can be allocated for different POS for one user (e.g. SALTER1 and SALTER2 for the POS 001 and 002).

Point of Sale Number: The POS number with up to three digits/characters.

Memo field: Internal description.

Record Info: Here you can see when this data was entered and which user has made the latest changes.

3.5.15 POS Definition

Please also see the general [Operating Instructions](#)^[46].

Additional settings can be set-up for each [POS Number](#)^[171].

This is not a real database table, which manages the data per house, but a view on the settings (recognizable in the column "**Pool**"). This means that this data is valid for all houses in the system. In most cases, entries which have an empty column "**Pool**" are relevant for you. It is possible to manage different data for different houses here, too. The supervisor then has to define different pools (e.g. for all test houses).

Page Browse

List of all POS numbers.

Page Detail

POS Definition

Browse Detail

Pool:

Form:

Code: T

Description:

La	Description	Abt
D - German	Testkasse	
E - English	Test POS	

Add row
Delete

Allocated POS safe: T15

Withdrawal to these POS:

Printer for cash drawer: EPSON TM-U210B Partial cut

Change command open drawer:

Credit Card Reader (Port, Pw):

No Warning Items counted = 0:

Stop risauto if closed:

Disabled:

Record Info: 10/11/01 15:54 30/10/01 20:44

Save Undo

Default Re

Pool: Via the [Pool Assignment](#)^[297] different houses can use different or same settings.

Code: The POS number with up to 3 digits. This number is defined via the [POS Assignment](#)^[245].

Description: Name of the POS.

Allocated POS Safe: POS safe, necessary for the illustration of all cash flows, in the menu item [Deposit/Withdrawal of Cash](#)^[178].

Withdrawal to these POS: Permitted withdrawal POS for a POS safe in the menu item [Deposit/Withdrawal of Cash](#)^[178].

Printer for Cash Drawer: The automatic control of a cash drawer is possible with most of the receipt printers. If a receipt printer and a drawer are connected, the corresponding printer is to be entered here (via button "Printer").

Change Command Open Drawer: A special command code induces the receipt printer to open the drawer. This can be changed here. With this option it is e.g. possible to use two different drawers with one printer only. Each POS then has its own command. Both drawers are connected to the printer with a corresponding cable.

Credit Card Reader: An interface for a credit card reader is available as an additional product. In order to activate it at a certain POS, enter the number of the serial port and the password stored in the card reader, here.

Button "Send PW": Provided that the same password is stored in the credit card reader and in the ASSD software, you can change the password in the credit card reader via this button.

No Warning Items Counted = 0: In the [End of Day Processing with Cash Count](#)^[173] there is the possibility to count items (e.g. phone cards), as well. When counting 0, a warning is always displayed. If one of the set-up POS does not sell such articles (e.g. snack), this warning can be disabled, as these articles are 0 at all times.

Stop risauto if closed: Stops "risauto" if this POS is closed.

Disabled: Selection disabled (for supervisor only).

Record Info: Here you can see when this data was entered and which user has made the latest changes.

3.5.16 Articles/Items

All articles and services which can be sold are entered and all possible methods of payment (e.g. cash, credit card or deposits) are defined here. The article database is, for that reason, the basis for billing and for the accounting interface. Basically, it can be recommended to copy articles with an equal meaning.

Articles/Items

Browse Detail Detail 2 Split Up Package Misc

Article	Matchcode	From da	To date	Description	Dis	De	User	Last change	Added
101	BED AND B			Bed and Breakfast Single			STOLZ	02/03/20 09:39	28/11/99 15:00
102	BED AND B			Bed and Breakfast Double/Twin			STOLZ	16/11/16 11:41	12/02/01 15:37
103	BED AND B			Bed and Breakfast 3 beds			STOLZ	16/11/16 11:41	12/02/01 15:37
104	BED AND B			Bed and Breakfast 4 beds			STOLZ	19/09/18 17:55	12/02/01 15:37
1041	BED AND B			Bed and Breakfast 4 beds			STOLZ	19/09/18 17:51	19/09/18 17:48
105	BED AND B			Bed and Breakfast 5 beds			STOLZ	11/07/19 11:37	12/02/01 15:37
106	BED AND B			Bed and Breakfast 6 beds		30		19/10/16 16:22	12/02/01 15:37
106B	BED AND B			Baby Bed and Breakfast 6 beds		30			19/10/16 14:59
106C	BED AND B			Child Bed and Breakfast 6 beds		30			19/10/16 14:58
106RO	BED AND B			Private Room Six		30		19/10/16 15:51	19/10/16 15:46
2000	MOUNTAIN			Mountain Tour			STOLZ		02/03/20 09:43
201	HALF BOAR			Half board supplement		30		12/02/01 15:39	12/02/01 15:38
202	HALF BOAR			Half board supplement (1-2 nights)			STOLZ		02/03/20 09:37
211	FULL BOAR			Full board supplement		30			12/02/01 15:38
250	BREAKFAST			Breakfast		30			19/10/16 13:34
300	CO			Conference room		30			13/02/01 11:00
350	CO			Overhead projector		30			13/02/01 11:00
388	CO			Tea		30	STOLZ		12/02/01 11:00

001/002 - Demo Hostel bed categories

Default Re

Add Edit Copy Delete

Quit

The [Invoice](#)^[93] is automatically calculated by the program on the basis of the created reservation data. Therefore, a specific set-up of the databases is required. At this, the diverse article numbers are stored in the different databases as a source for the invoice. A correct automatic invoice for each good or service results from this combination without interference of the user. Articles can serve as a source for invoices in the [Types of Rooms \(Categories\)](#)^[220], the [Room Database](#)^[223], the [House Database](#)^[211], the [Meal Plan](#)^[234], the [Special Types of Meals](#)^[237], the [Default Price](#)^[267], the [Other Rooms with Special Equipment](#)^[229] and articles, which have been defined as packages. Additionally, each invoice can be complemented or changed manually, e.g. via the [Fast Buttons](#)^[268], provided that the user has been authorized for this purpose.

In addition, almost unlimited conditions for pricing which differ from the standard, can be entered on page [Detail 2](#)^[254]: e.g. type of guest, weekdays, trade fare, holiday, season, duration of stay, number of guests, guests in the room, type of reservation, type of room, meal plan, deviant first night, prices for children and free guests.

[Page Detail - Articles](#)^[250]

[Page Detail - Types of Payment](#)^[252]

[Page Detail 2](#)^[254]

[Page Split Up](#)^[250]

[Page Package](#) ²⁵⁸

[Page Misc](#) ²⁵⁹

3.5.16.1 Articles/Items - Detail - Articles

Articles/Items

Browse Detail **Detail 2** Split Up Package Misc

Article-No.: 250 EAN:

Item is Type of Payment:

Description 1: Breakfast

Description add. language:

Description add. language:

Description add. language:

Matchcode: BREAKFAST Short description: Half board supplementen

Account No.: 50050 - Income Misc

Price Discount Descr. Reserv. Price Tab

Input allowed: N - No input N - No input N - No input

Disabled:

Price:

Price date	Price	Currency
01/01/16	5.00	National currency

Add row Delete

User rights: - - Void rights for (-) negative necessary

Void mark: - - Is void if (-) negative

001/002 - Demo Hostel bed categories

Save Undo

Article-No.: The article number has up to 8 digits and serves the unique identification of articles. The set-up of the articles should be planned accurately (grouping), so a certain logic can be recognized and no serious rearrangements are necessary later. Articles should always start with a digit. Articles beginning with "999" and amount to "0" are not printed on any letters (e.g. acceptances, contracts) nor on invoices. These articles are reserved for statistical purposes as e.g. to obtain exact statistical data for different room occupancy and room prices. Alphabetical characters should be used for the different methods of payment.

Item is Type of Payment: Here can be defined whether it concerns an article or a method of payment. There is a different [Input Mask](#) ²⁵² for type of payment.

Description 1: The text which appears on the invoice and in the program.

Description Add. Language: An own article name can be entered for up to three foreign languages. Select the wished language and enter the corresponding text aside.

Matchcode: Search criterion for article selection.

Short Description: Further field, which is not used by the program up to now.

Account No: Assignment of an account for reports. With this option different articles can e.g. be combined in one income account. A separation of articles to different accounts is possible on page [Split Up](#)^[256]: e.g. overnight stay, breakfast, laundry. The account is booked at the time of the issuing of the invoice and cannot be changed retrospectively. Furthermore it is possible to restrict the ComboBox list for accounts in this menu item via the [Account Database](#)^[273].

Input Allowed:

- **Price:** Defines, whether the price can be changed or entered in the invoice.

- **Discount:** Defines, whether a discount can be changed or entered in the invoice.

- **Description:** Defines, whether the description can be changed or entered in the invoice.

- **Reservation Price Tab:** Defines, whether the price can be changed on page [Prices](#)^[92] of a reservation although it is a fixed price.

Disabled: Allows to disable or enable an article temporary. Is also used for [Articles/Items Staff](#)^[267].

Price: Direct access to the [Price List](#)^[267]. It does not matter where you make your changes.

User Rights: Defines whether a special authorization in the [User Database](#)^[288] is necessary to sell or cancel an article. Herewith, e.g. returnable articles can be excluded from the cancel right (also see the [Automatic Balance](#)^[259], to prevent malpractice).

Void Mark: Defines, whether an article with positive or negative sign in the invoice is listed in the cancel list. With this option returnable articles can be excluded from the cancel list.

3.5.16.2 Articles/Items - Detail - Types of Payment

The screenshot shows the 'Articles/Items' window with the 'Detail' tab selected. The form contains the following fields and values:

- Article-No.: CASH
- EAN: (empty)
- Item is Type of Payment: Y - Item is Type of Payment
- Description 1: Cash
- Description add. language: (empty)
- Description add. language: (empty)
- Description add. language: (empty)
- Matchcode: ZA
- Short description: Cash
- Account No.: 15000 - Cash
- Special Payment Type: 0 - Main Type Cash (use only once!)
- Type of payment rights: (empty)

At the bottom of the window, there is a navigation bar with buttons for 'Save' and 'Undo', and a status bar showing '001/002 - Demo Hostel bed categories' and 'Default Re'.

Article-No.: The ID appearing on the invoice. Alphabetical characters should be used for types of payment.

Position is Type of Payment: Here you can define whether it is an article or a type of payment. There is a different [Input Mask](#) for articles.

Description 1: Name of the type of payment.

Description Add. Language: Not supported for types of payment yet.

Matchcode: Search criterion for article selection.

Short Description: Further field, which is not used by the program up to now.

Account No.: Assignment of an account for reports. Please pay attention to an **accurate** assignment of accounts here, categorically. The **correct** account which has also been entered in the [House Database](#) and in the [Types of Transactions](#) has to be entered here for deposits and receivables as well as for the cash account for the [End of Day Processing with Cash Count](#). A single type of payment is used for all types of credit cards for the credit card interface. The account to

be selected here is "***reader**". This activates the interface, which automatically assigns the correct account depending on the type of credit card (field "**ccinst**" in [ComboBox Lists](#)^[296]).

Special Payment Type: Some types of payments answer a special purpose and are only to be used **once**. By default, the main type of payment is selected over the whole amount for all invoices. Two balance types of payment define, what should happen with the remaining, depending on whether this is positive or negative. Normally, this is used for change (negative) or for open demands/credit (positive). Last mentioned requires a due date in the [Reservation](#)^[74] and a user right if necessary.

Type of Payment Rights: This field admits to combine types of payment to groups and to make these groups accessible to certain users only. If you enter e.g. "**Y**", only users who have entered a letter bigger "**Y**" or "**Y**" in the [User Database](#)^[288] may use this type of payment.

Page Detail 2

Sales Tax / VAT: Necessarily, this field has to be left empty in types of payment. For advance payments (deposits) the calculation of VAT is possible. This, however, cannot be recommended as problems may arise if the VAT rate changes in the future. Please gather all advance payments, relevant for your VAT payment, from the gross change via the reports manually. As the invoice displays the VAT for the complete invoice, you must not issue an affirmation of the deposit for your customers which enables to input tax deduction **once again**. Otherwise, you would have to pay the VAT **twice**. If your customer needs the deposit to be accounted for input tax deduction at the time of payment, please enter an article with a normal VAT and issue a bill over this article for your client, **after** he/she has paid the invoice. On the closing invoice, this article is subtracted from the articles at the top and only the remaining amount is displayed. This happens automatically if this article is marked for the [Automatic Balance](#)^[259].

3.5.16.3 Articles/Items - Detail 2

Articles/Items

Browse Detail **Detail 2** Split Up Package Misc

Article-No.: 101 Bed and Breakfast Single

Number of Overnight Stays: 1

Sales Tax / VAT: N - VAT regular

Article Grouping 1:

Article Grouping 2:

Stock Management:

Article exchange using:

Article exchange from date:

Exchange article:

Code	New Article
004	201

Add row

Delete

Split article:

Also for inclusive package: 0-2: 3-5: Free Lead.

Free Lead.

Children replace article:

Children discount article:

001/002 - Demo Hostel bed categories

Default Re

Save Undo

Number of Overnight Stays: Marks articles containing overnight stays. Furthermore, it is the basis for reports of overnight stays and guests respecting their nationalities and types of guest.

This is also valid for packages.

Examples for rooms: double room: 2, single room: 1 or a room for all: 2 and a single room surcharge: 1.

Articles for rooms independent of the number of guests, can be switched to special invisible articles beginning with "999" and have a "1" here. These can be added to the invoice automatically via the [House Database](#)^[21] for example.

Sales Tax / VAT: Tax key for accounting the VAT on the invoices.

Article Grouping 1: Generates sub-totals in some article reports.

Article Grouping 2: This field is transferred to the POS journal file in the course of the billing process (field "jrefno"). It can be used as an additional ID for analyses which is permanently stored, also for data of the past.

Stock Management: The [End of Day Processing with Cash Count](#)^[173] offers you the possibility to count articles with cash value, e.g. phone cards. The desired articles can be activated here.

Exchange Article: This program offers you the possibility to create practically limitless complex price structures for the automatic calculation of the billing data by forming an hierarchical tree. The article numbers in the [Types of Rooms \(Categories\)](#)^[220], the [Room Database](#)^[223], the [House Database](#)^[211], the [Meal Plan](#)^[234], the [Special Types of Meals](#)^[237], the [Default Price Information](#)^[267], the [Rooms with Special Equipment](#)^[229] and the articles having been defined as packages, only serve as a basis which can be altered by a series of conditions: e.g. type of guest, weekday, fare, holiday, season, duration of stay, number of guests, people in the room, type of reservation, type of room or meal plan.

Under certain circumstances an article can be exchanged automatically for a new article number. This new article number can then be changed again under further circumstances. This can be convoluted up to 60 times. Example: depending on the type of guest, an article is assigned to an article for the corporate rate and an article for the standard rate. Subsequently, the particular article can be checked for trade fair times ([Special Days](#)^[233]) and can, if necessary, be altered to trade fair rates.

It makes sense to chart the desired assignments first and to use special disabled articles as knots for more complex operations. The first set-up is usually carried out by ASSD according to the customers` preferences.

There are the following possibilities:

Type of guest (field length: 2 characters), weekday (Mo=1, ..., Su=7), [Special Days](#)^[233] combined with weekday, number of guests (meal plan per path), number of nights, number of category / type of room (rooms, guests), meal plan, type of reservation, type of room used.

Each new assignment is taken through by filling it into the chart. Numbers have to be entered with three digits and foremost zeros (e.g. 004 for 4 nights) meaning that on from this number, the corresponding article is used.

An assignment with the value " " (empty) is the alternative (no corresponding entry was found). The articles for the remaining possibilities arise from this. The empty entry is only necessary if a further query should take place. Otherwise the current article is used in the invoice.

The assignment to an article number which does not exist, causes the situation that no article is transferred into the invoice automatically. This is useful e.g. for single bed surcharges. A price per person is calculated via the meal plan and an assignment of the single rooms to single room surcharge is taken place via the types of rooms, whereas double rooms assign to a non-existing number (no surcharge). A fixed number, which is not used for other purposes by accident later (e.g. **"*NO"**), should be used for this.

It is also possible to grant a percentage discount with the conditions of the article re-assignment. For this, the percentage sign and the percentage rate have to be entered instead of a new article, when re-assigning: e.g. **"%20"** for a discount of 20%. Price maintenance is facilitated, as it is not necessary to enter a new article with a price for each new discount rate. The booking on income accounts is defined by set-up of discount accounts. Important: the entry **"%0"** switches off the discount without any entry, the latest discount rate is valid again.

Percentage discounts set in the article database can also be defined as changeable discounts representing a default setting (on from version 2.8). For this, please enter **"%f10"** (f = flexible) instead of **"%10"**. This discount is then only taken into consideration if this field was empty beforehand. If necessary, click into the discount field and remove the discount via the enter button in order to set the default setting newly.

For conference room bookings an article exchange can be carried out according to the booked time units per day with "**Article Exchange Using**" "**2X**". Enter a three-digit code, e.g. "**008**". The control field of "**newcode**" under "**Settings/ComboBox Lists**" controls the value of each time unit: position: 1-24 for booked times, 25-48 for setting up time, 49-72 for taking down time. If code "**008**" is, e.g. entered in column "**Code**", and the time units consist of 2 hours each (e.g. control field "**newcode**": "**222222**"), the new article is used on from a booking of 4 time units.

All user fields of menu item "**Reservations**", page "**Color**" can now also be used for exchanging articles ("**31**" to "**36**"). The first three positions are taken into consideration only! That is how prices can be defined depending on a user field. Via user field 6 also possible via quick reservation (e.g. promotion code).

Split Article: A second article can here be added to an automatic transfer to the invoice. This article also passes through the whole assignment process and can thereby be altered from the conditions above.

Different Article 1st Night: A special article is used in the first night instead: e.g. the first night includes bed-linen and this should not be displayed on the invoice in a separate row.

This function is, however, executed after the new assignments but before the child functions. Child items are thereby entered in the regular articles and in the articles for the first night.

Also for inclusive package: In event of an inclusive package, the regular assignments, e.g. meal plan, are not taken on to the automatic invoicing. By ticking this field, this article is, however, also taken on for packages (e.g. single room surcharge, visitor's tax).

Children Replace Article: Up to 4 areas, e.g. age or free guests can be defined in the [House Database](#)^[21]. Until then, these fields are not enabled for any entries. The processing of these articles for children is carried out after each new assignment. These articles are placed on the invoice instead of the regular articles, according to the number of children.

Children Discount Article: Up to 4 areas, e.g. age or free guests can be defined in the [House Database](#)^[21]. Until then, these fields are not enabled for any entries. These articles are added to the invoice with a negative sign, in addition to the regular articles, according to the number of children.

3.5.16.4 Articles/Items - Split Up

An article can be split up on other articles here. All-inclusive packages can be split up on different articles internally (invisible for customers). This admits a separation of overnight stays and meal plan income for accounting purposes.

Articles/Items

Browse Detail **Detail 2** Split Up Package Misc

Article-No.: 101 O Bed and Breakfast Single Total price: 60.00

Currency: ▼

Quantity:	Article/Item:	Days:	Separate Price:	Total item:
<input type="text" value="1"/>	<input type="text" value="250"/> ◀ 250	<input type="text"/>	<input type="text"/>	<input type="text" value="5.00"/>
<input type="text"/>	<input type="text"/> ◀	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> ◀	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> ◀	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> ◀	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> ◀	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> ◀	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> ◀	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> ◀	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> ◀	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> ◀	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date for price view: ↕ 101

Remaining:

001/002 - Demo Hostel bed categories 📄 📄 Default Re - ▶

◀ ◀◀ ▶ ▶▶ ▶

Save Undo

Currency: Currency of prices, which are entered here directly, instead of being loaded via the [Price List](#) ^[261] (column separate price).

Quantity / Article/Item: Up to 10 lines are available here.

Days: Set up a split into different days, here. If this field is filled (e.g. *), the quantity is split to 1 per day (e.g. 4 nights in a package). In addition each position can specify the exact day within the stay: 0 - arrival, 1-arrival+1, etc. Prices are derived from the same date for all items in a package (column date of invoice/arrival). Overnights are also put into Split-Records. For packages the total number of overnights is reversed and stored for containing articles. To get accrual overnight figures the statistics reports need to be changed to include split records ('jtype' = 'S').

Separate Price: Admits a direct entry of a price here. However, better via the [Price List](#) ^[261]. Should only be used for all-inclusive packages, as otherwise price maintenance gets more complicated.

Total item: Calculates the total sum of the respective line (= quantity * Separate Price).

Date for Price View: Information field only. Date is not stored. Displays the splitting up of any price due date.

Remaining: The remaining amount of the split-up. This is booked onto the account of the article. For all-inclusive packages, this can represent a so-called travel service.

3.5.16.5 Articles/Items - Package

Packages are articles containing more services (also see [Split Up](#)^[256]) and should be sold in place of the regular prices. Packages can be accessed via [Reservation](#)^[69] as well as via [Quick Reservation](#)^[165].

The screenshot shows the 'Articles/Items' window with the 'Package' tab selected. The configuration fields are as follows:

Field	Value
Article-No.:	2000 Mountain Tour
Fully inclusive package:	Y - Item is Package
Price type:	
Duration (price cal.):	2
Extend stay per pers./night:	<input checked="" type="radio"/>
Meal plan:	32 - Full board packed lunch
Start with:	
Minimum nights:	2
Maximum nights:	2
Multiple of nights:	2
Fix arrival day of week:	5 - Fr
Not allowed for quick reserv.:	<input type="checkbox"/>

At the bottom of the window, there is a navigation bar with buttons for 'Save' and 'Undo', and a 'Default Re' dropdown menu.

Fully Inclusive Package: An article can be activated as a fully inclusive package in this field.

Price Type: Defines the type of price for invoicing.

Duration (price cal.): This entry is only important for calculating the price and for a possible extension. Number of night.

Extend Stay per Person/Night: If the customer stays longer than the number of nights above, this article is automatically added to the invoice.

Meal Plan: Select the meal plan here. For each day of the package a different meal plan can be specified, too. Simply enter all meal plans one after another separated by commas into the larger field.

Start with: Start of meal plan. An empty field is equated with dinner.

Minimum/Maximum Nights: Admits to define a fixed duration of a package.

Multiple of Nights: It is possible to sell articles in whole weeks, e.g. for holiday flats or holiday weeks.

Fix Arrival Day of Week: If a fix arrival day is necessary, please select the respective day here. If no fix day is required, the field is empty.

Not Allowed for Quick Reservation: Packages exclusively intended for groups, can be disabled for [Quick Reservation](#) ¹⁶⁵.

3.5.16.6 Articles/Items - Misc

The screenshot shows the 'Articles/Items' window with the 'Misc' tab selected. The form contains the following fields and values:

- Article-No.: 101 (with 'Bed and Breakfast Single' as a label)
- Automatic Balance: [Dropdown]
- Staff is able to edit item: [Dropdown]
- From date: [Date Picker]
- To date: [Date Picker]
- Activity: [Dropdown]
- Minimum persons: 0
- Maximum persons: 0
- Days of week: [Dropdown]
- Activities memo internal: [Text Field]
- Number of staff needed: 0
- Price per Guest/Guest type: Y - Price per guest changable
- Flexible Pricing (yield m.): Y - Remember price on tab Prices
- Article Grouping 3: [Dropdown]
- Delete Mark: [Dropdown]

Record Info: STOLZ | 02/03/20 09:39 | 28/11/99 15:00

Control bar: 001/002 - Demo Hostel bed categories | [Navigation Buttons] | Default Re | [Save] | [Undo]

Automatic Balance:

- No - Regular Item
- Y - Yes - Balance Deposits, etc
- Z - Yes - Balance also Total Zero

An article can be activated for automatic balance. Automatically, the system then issues an invoice e.g. including the return of key deposit, or considers an advance payment as an article. A reservation is billed completely (green X) only after all these articles have been balanced to 0 (e.g. received key deposits have been paid out again).

Option "**Z**" : Here, the automatic balance is also carried out if the booked positions of the respective article add to zero. If a booking with this article has been cancelled, the main invoice which is still open is corrected. On the other hand, this article cannot be recorded on the main invoice, as the article is balanced again straight away. That is why this option can only be used if the article is always billed via an own invoice (e.g. prepayments), too.

Staff is Able to Edit Item: In big companies, it is not desired that every house manager is allowed to change the article database. However, in order to ensure the requisite flexibility, special articles can be enabled for [Direct Management in the House](#)^[267], here.

From/To Date: Period of time, the article/item can be booked in. Empty signifies unlimitedly.

Activity: You can mark an article/item as an activity, here. Please also see "**Reservations**", page [Activities](#)^[97].

Minimum Persons: Minimum number of participants for an activity.

Maximum Persons: Maximum number of participants for an activity.

Days of Week: Days of week the activities are offered.

Activities Memo Internal: Internal Memo for activities.

Number of Staff Needed: Number of Staff needed for an activity. Please also see "**Reservations**", page [Activities](#)^[97].

Price per Guest / Guest Type: This option has to be set to "**Y**" for all articles wanted to be displayed on page "**Rates**" in the [Guests/Customers](#)^[115] and the [Guest Types](#)^[280] databases. Articles which are not enabled here, cannot be taken into consideration for rates per guest or guest type.

Flexible Pricing (yield management): If this function has been activated with "**Y**", the used price at the time of the booking is stored on page [Prices](#)^[92] of the respective reservation. This price is then fixed and documented for this reservation. This function is used, if the price is changed for a certain day and this has not been agreed on with the guest beforehand. Using this function, it is secured that the system used the price agreed on by both parties. These articles should be marked as fixed priced on page [Detail](#)^[250] (Input allowed: Price "**N**" and [Reserv. Price Tab](#)^[250]: "**Y**" or "**Z**").

Article Grouping 3: not used.

Delete Mark: Mark the data with a delete mark here, if you want to delete an article via the [Button Update](#)^[268] in another house.

Record Info: Here you can see when this data was entered and which user has made the latest changes.

3.5.17 Articles/Itmes Staff

This menu item offers you an access to a sub-range of the [Article Database](#)^[248]. A selection of articles is available which can be activated, disabled or changed, if required. With this option, one part of the articles can be managed by a central office and another part by the houses themselves (package, retail).

All articles which are available here, have been entered beforehand and have been marked as articles for employees in the [Article Database](#)^[248].

For specific functions and entering possibilities please also see the chapter "**Article Database**".

[Page Browse](#)^[248]

[Page Detail- Article](#)^[250]

[Page Detail 2](#)^[250]

[Page Split-Up](#)^[250]

[Page Packages](#)^[258]

[Page Misc](#)^[259]

3.5.18 Pricelist/Rates

The prices are stored with a date, separately from the [Articles](#)^[248]. If prices change, you can enter the new price and the date here. However, it is also possible to edit prices directly from all database programs using articles.

Page Browse

Here, all prices are shown in a list including the possibility to sort them according to article-no. or price date. If a description misses, the article has possibly been deleted. The corresponding prices are not automatically deleted as well, but can be deleted manually here.

Page Detail

Article-No.: Assigned article number.

Price Date: On from this date, the entered price is being used. Each day is calculated separately when issuing an itemised invoice. For issuing a summed up invoice, the day of arrival is relevant, only.

Price: Price of the respective article.

Currency: Currency of the price. When issuing an invoice, the price is being converted automatically.

Yield Management: This function provides an automatic flexible calculation of the price, e.g. dependent on the booking date (early booker, last minute) or the capacity. The calculation always refers to only one price entry. That is why one price entry should be created for one day in the desired period of time. This is simplest done via the [Meta Price](#) ^[263] function: all prices with yield management are stored daily until the next date of the [Meta Price](#) ^[263] management. All system commands and a multitude variables are at your disposal for this yield management. With pleasure we ascertain the right management for your requirements. The yield management is carried out automatically before [Retrieving Internet Bookings](#) ^[126] or for test reasons via the button in the [Price Management](#) ^[263]. Concerned articles should be marked for the [Flexible Pricing](#) ^[259].

It is possible to stop yield pricing after a certain, individually set date. This makes sense for bookings in the far future where no price is calculated yet. Once the prices for this period have been created and this date has been moved further into the future all those reservations get the new price automatically without the need to remove old prices. Please contact your system supervisor or ASSD for help.

Examples for available variables:

pricedate	date of the price to be calculated
DATE()	Today
n	Number of Day(1 = Today)
a_free(n,x)	free beds rooms (x = 1-8 category, n = number of day on from today)
a_freea(n,x)	free beds in allotments
a_all(n,x)	total capacity

Example price between 10 and 20 linearly dependent capacity in category 1 with invoice on 0,1:

$\text{ROUND}(((1-(a_free(n,1)+a_freea(n,1))/a_all(n,1))*10)+10,1)$

Same example but bookings for today, tomorrow and more than 30 days in advance for the fixed price of 18:

$\text{IF}(\text{pricedate}-2<\text{DATE}() \text{ OR } \text{pricedate}-30>\text{DATE}(),18, \text{ROUND}(((1-(a_free(n,1)+a_freea(n,1))/a_all(n,1))*10)+10,1))$

A default value under [Field Validation](#)^[298] (m_price, nights) decides, for how many days the booking data determined on from today. The default value is 750 days in advance. This value can also be reduced, e.g. for speed reasons.

Delete Mark: If you want to delete a price in another house with the button [Update](#)^[266], please mark your data with a delete mark here.

Record Info: Here you can see when this data was entered and which user has made the latest changes.

Button Yield M.: Via this button the prices are newly calculated with the help of the entered price functions.

3.5.19 Meta Prices

Via this menu item the management of prices and price structures has been enormously simplified. By indicating seasons, weekdays or [Special Days](#)^[233], the system automatically creates the necessary entries in the [Price List](#)^[267] for the selected article.

Priority: weekday + special day, special day, weekday, no specification of weekdays + special days.

Order within one priority: "**Date (from)**". In the [Price List](#)^[267], these prices are also sorted according to "**Date (from)**".

If an entry is added, changed or deleted, all prices for this article are calculated newly.

Page Browse

List of all entries.

Page Detail

Article-No.: Article, the new price is valid for in the entered period.

Date (from): Date the new price is effective from (including the entered day).

Date (to): Date the new price is effective to (including the entered day).

Price: New price for the entered period. If you do not select any days of week below, the price is valid for **all** days in the entered period.

Overwrite existing files: Only if you change an existing meta price entry a checkbox "**Overwrite existing entries**" appears next to field "**Price**". Prices are only overwritten when this box is ticked. Normally only the formula is replaced.

Currency: Currency of the entered price.

Special Dates: Up to 7 IDs for special days, stored under "**Reference Data/Special Days**"²³³¹, can be entered here. If this field is filled, the new price is exclusively valid for these days.

Days of Week: If the new price is only valid for certain weekdays, please tick the respective days.

Example: In the picture above, the price of 23,00 Euros is valid from Friday to Sunday within the entered period of time.

Yield Management: (also see menu item "**Price List/Rates**"²⁶¹¹) This function provides an automatic flexible calculation of the price, e.g. dependent on the booking date (early booker, last minute) or the capacity. The calculation always refers to only one price entry. That is why one price entry should be

created for one day in the desired period of time. This is simplest done via the [Meta Price](#)^[263] function: all prices with yield management are stored daily until the next date of the [Meta Price](#)^[263] management. All system commands and a multitude variables are at your disposal for this yield management. With pleasure we ascertain the right management for your requirements. The yield management is carried out automatically before [Retrieving Internet Bookings](#)^[126] or for test reasons via the button in the [Price Management](#)^[263]. Concerned articles should be marked for [Flexible Pricing](#)^[259] in the articles reference data.

It is possible to stop yield pricing after a certain, individually set date. This makes sense for bookings in the far future where no price is calculated yet. Once the prices for this period have been created and this date has been moved further into the future all those reservations get the new price automatically without the need to remove old prices. Please contact your system supervisor or ASSD for help.

Examples for available variables:

pricedate	date of the price to be calculated
DATE()	Today
n	Number of Day(1 = Today)
a_free(n,x)	free beds rooms (x = 1-8 category, n = number of day on from today)
a_freea(n,x)	free beds in allotments
a_all(n,x)	total capacity

Example price between 10 and 20 linearly dependent capacity in category 1 with invoice on 0,1:

$$\text{ROUND}(((1-(a_free(n,1)+a_freea(n,1))/a_all(n,1))*10)+10,1)$$

Same example but bookings for today, tomorrow and more than 30 days in advance for the fixed price of 18:

$$\text{IFF}(\text{pricedate}-2<\text{DATE}() \text{ OR } \text{pricedate}-30>\text{DATE}(),18, \text{ROUND}(((1-(a_free(n,1)+a_freea(n,1))/a_all(n,1))*10)+10,1))$$

A default value under [Field Validation](#)^[298] (m_price, nights) decides, for how many days the booking data determined on from today. The default value is 750 days in advance. This value can also be reduced, e.g. for speed reasons.

Special Notes:

- 1) If the price is valid for all days of week it does not make any sense to mark all in the line "**Day of Week**", as the system ignores this line if left empty.
- 2) Combined entries of period (Date from, Date to), Special Days as well as Days of week are possible. If all of these fields are filled, the new price is only valid for Special Days within this period falling on one of the "**Days of Week**" marked in the respective line.
- 3) If field "**Date (to)**" is not filled, the price is never reset, although a different price was valid beforehand.
- 4) It is also possible to leave field "**Date (from)**" as well as field "**Date (to)**" empty if at least one "**Special Date**" was entered. Entries may also be combined with days of week.

Record Info: Here you can see when this data was entered and which user has made the latest changes.

Button Save: When clicking on "**Save**" or "**Delete**", you have the possibility to either save/delete your changes physically (entry is deleted from/added to the table), to set a delete mark or to cancel the complete procedure. Please exclusively use button "**Physical**". The button "**Del. Mark**" is only used for exporting prices from a central system.

3.5.20 Update Items/Prices

With the help of this program, articles, prices, the suppliers database and query mailmerge/ labels/ report can be entered centrally in one system and can then be exported to the single houses. When exporting, it does not matter, which house number the changes were entered at. If more price categories are necessary, these can centrally be separated in houses which were therefore set-up and can then be exported separately.

Before entering any article and price changes, suppliers or query mailmerges/labels/reports centrally, please make a note of the current date and, while the change process is running, do not change any articles and prices for test reasons. If data has to be deleted in one of the houses, please set the delete mark (do not delete).

Date of Change: Defines which data should be selected for exporting.

Drive/Path: Import/export path (file) on the hard disk. The exported data can be, or the data to be exported should be found here.

Chose the desired Update function by checking the respective line [Articles/Items](#)^[248], [Prices](#)^[261], [Suppliers](#)^[281] or [Query Mailmerge/Labels/Reports](#)^[196].

Button Edit/Check: After having exported your data, you should really check and, if necessary, change or delete the data. This is also possible before importing any data.

Button Create: Exports your data into the given path. No system message.

Button Add: Exports data into the given path and leaves already existing data. Use this button with precaution. No system message.

Button Import: Imports all data from the path, without taking the date of change into consideration. No system message.

3.5.21 Default Price Information

For each [Type of Reservation](#)⁶⁸⁾ a different price list can be set-up here. On the one hand this offers the possibility to print an extract from the price list on the contract (e.g. if the guest can choose between different meal plan options or the old ASSD POS system is still used), on the other hand additional services, as e.g. key deposits can be added to the invoice (e.g. per day, per guest) automatically. Additionally, space lines and further information can be entered (e.g. price unit per person and night dress code).

This price list is transferred onto page [Prices](#)⁹²⁾ for each new reservation.

This is not a real database table which manages the data per house, but a view on the settings (recognizable in the column "**Pool**"). This means that this data is valid for all houses in the system. In most cases, entries which have an empty column "**Pool**" are relevant for you. It is possible to manage different data for different houses here, too. The supervisor then has to define different pools (e.g. for all test houses).

Page Browse

List of all entries.

Page Detail

Pool: Via the [Pool Allocation](#)^[297] different houses can use different settings.

Type of Reservation: The price should automatically appear in this [Type of Reservation](#)^[68].

Order: Unique identification of the entry.

Article-No.: Desired article number for the price list. Via button "O = Order" you can select the display order of the articles: according to "Article Number" or "Matchcode".

Memo Field: Additional text for price list in correspondence.

Put it on the Bill: Automatically sets this article onto the invoice: e.g. per day, once, per guest and day.

Times: Additional factor for extras on the invoice.

Record Info: Here you can see when this data was entered and which user has made the latest changes.

3.5.22 Button Definition Cash Register

With the help of this program, quick buttons for the [Cash Register](#)^[172] and the [Invoice](#)^[93] can be easily set-up. The number of each button can be seen, when slowly moving the mouse over it. This menu item can also be called via a right mouse click on the respective button on the [Cash Register](#)^[172].

This is not a real database table which manages the data per house, but a view on the settings (recognisable in the column "**Pool**"). This means that this data is valid for all houses in the system. In most cases, entries which have an empty column "**Pool**" are relevant for you. It is possible to manage different data for different houses here, too. The supervisor then has to define different pools (e.g. for all test houses).

For PMS3, the configuration of the cash register buttons was improved significantly, for details can be found [here](#) ^[357].

Page Browse

List of all entries.

Page Detail

Button Def. Cash Register

Browse Detail

Pool: not used

Form: not used

Button Cash Register: 02

POS Number:

Description:

La	Description	Abt
D - German	Hamburger	
E - English	Hamburger	

Add row
Delete

Article-No.: 502 Hamburger 502 | HB | Hamburger

Quantity: Post to tab 'Prices':

Button invisible:

Button Size (Width/Height):

Button Location (Left/Top):

Second Action (Article/Set):

Happy Hour Art./Time 18001959:

Disabled:

Image/PDF: Datei auswählen Keine...ählt
delete file

Record Info: ASSD 19.05.21 09:29 22.06.01 17:57

001/002 - Demo Hostel bed categories
Default Re
Save Undo

Pool: Via the [Pool Allocation](#) ^[297], different houses can use different settings.

Button Cash Register: Number of the button. The number of the button can be seen when slowly moving the mouse over it in the [Cash Register](#) ^[172] or the [Invoice](#) ^[93].

POS Number: Empty, if this button should be displayed in all cash points. Otherwise the number of the wanted cash register should be entered.

Description: Text which should appear on the button.

Article-No.: The article which is added to the invoice when clicking on the button.

Image File: Picture which should appear on the button. Can be added via image/pdf.

Quantity: The quantity which is transferred to the invoice when clicking on the button if not "1". E.g. "-1" for deposit for bottle etc or "6" for 6 bottles of apple juice.

Disabled: Only for supervisor.

Record Info: Here you can see when this data was entered and which user has made the latest changes.

Not Enough Buttons for the Cash Register

Besides the possibility to occupy only the first article of an article group and to select the others in the invoice via the column article, the buttons of the [Cash Register](#) can also be supplemented by hierarchical levels. With this option, a new page with different buttons is activated when clicking on one button. This page is displayed in another color in order to facilitate the handling:

The screenshot shows the 'Cash Register' interface. The main table contains the following data:

Select	Date	Room	Ma	Quantity	Article-No.	Description	Ar.	Price	Disc.	Amount
1	28/02/20			1	350	Overhead projector	0	15.00	0.00	15.00
1	28/02/20			1	500	Misc Items	0	4.00	0.00	4.00
3	28/02/20			3	501	Fanta	0	3.00	0.00	9.00
2	28/02/20			2	502	Hamburger	0	9.00	0.00	18.00

The 'Invoices/Transactions' section shows a total amount of 46.00. The 'Payment' section shows 'CASH - Cash' for 46.00. The 'Assign to Reservation' field at the bottom is highlighted with a blue arrow.

In order to be able to use the different levels, enter a star "*" followed by the number of the desired level (0-9) into line "Article-No". Different background colors make it easier to distinguish the levels. A space marks the highest level again. Thereby, any buttons can be set-up for changing the level levels.

The buttons of the new level are defined just like all other buttons, but the number of the button (01-20) is followed by the level number in line "Button Cash Register". Examples: button "095" is the 9th button in level 5, button "09" is the 9th button in the highest standard level, "091" is the 9th button in level 1 and "060" is the 6th button in level 0.

Button Def. Cash Register
- ↗ ✕

Browse
Detail

Pool:

Form:

Button Cash Register:

POS Number:

Description:

Add row
Delete

La	Description	Abb
D - German	Tee Tasse	
E - English	Tea Cup	

Article-No.: 500 | Misc Items 500 | KV | Misc items

Image file:

Quantity: Post to tab 'Prices':

Button invisible:

Button Size (Width/Height):

Button Location (Left/Top):

Second Action (Article/Set):

Disabled:

Record Info:

001/002 - Demo Hostel bed categories

Default Re

Save
Undo

3.5.23 Accounts

With this program you can enter the accounts for the [Article Database](#)^[250], the [House Database](#)^[218], [Accounting](#)^[183] and the [Accounting Transaction Types](#)^[276]. Please also see the examples in the test houses. Principally, it can be recommended to copy an already existing similar account.

This is not a real database table which manages the data per house, but a view on the settings (recognizable in the column "**Pool**"). This means that this data is valid for all houses in the system. In most cases, entries which have an empty column "**Pool**" are relevant for you. It is possible to manage different data for different houses here, too. The supervisor then has to define different pools (e.g. for all test houses).

Page Browse

List of all accounts.

Accounts - ↗ ✕

Browse **Detail** Detail 2

Poc	Form	Code	Description	Control	User	Last change	Added
		16001	Bank balance carried forward	80 R N	30	21/11/01 11:	13/11/01 21:
		18000	Transfer cash/bank	R18001 80	30	21/11/01 11:	11/11/01 10:
		18001	Transfer cash/bank balance carried	80 R N	30	21/11/01 11:	13/11/01 21:
		19000	Credit card	R19001 80	30	21/11/01 11:	11/11/01 10:
		19001	Credit card balance carried forward	80 R N	30	21/11/01 11:	21/11/01 11:
		21000	Receivables	R21001 80	30	21/11/01 11:	11/11/01 10:
		21001	Receivables balance carried forward	80 R N	30	21/11/01 11:	13/11/01 21:
		44000	Received prepayments	R44001 81	30	21/11/01 11:	11/11/01 10:
		44001	Received prepayments balance carried	81 R N	30	21/11/01 11:	13/11/01 21:
		50000	Income	10	30	21/11/01 11:	11/11/01 10:
		50010	Income Accommodation				11/11/01 10:
		50050	Income Misc	10	30	21/11/01 11:	11/11/01 10:
		50060	Compensation for damages				11/11/01 10:
		51000	Surplus cash POS				11/11/01 10:
		70000	Expenses	05	30	21/11/01 11:	11/11/01 10:
		70010	Food	05	30	21/11/01 11:	11/11/01 10:
		70020	Sho...	05	30	21/11/01 11:	11/11/01 10:

⏪ ⏩ ⏴ ⏵ ⏶ ⏷ ⏸

📄 📄 Default Re

Add Edit Copy Delete Quit

[Page Detail](#) 📄 273

[Page Detail 2](#) 📄 273

3.5.23.1 Accounts - Detail

Accounts

Browse Detail **Detail 2**

Pool:

Form:

Code: 21000

Description:

La	Description	Abb
D - German	Forderungen aus Lieferungen/Leistungen	
E - English	Receivables	

Buttons: Add row, Delete

Account type: R - Real account

Transaction list account:

Counter account list:

Counter acc., Enter Ref.No.:

Balance forward account: 21001 - Receivables balance c

Forward balance - transaction: 80

Print account:

Account for Discount:

Account Grouping:

Disabled:

Toolbar: Save, Undo, Default Re

Pool: Different houses can use different settings when allocating them to [Pools](#)^[297].

Code: Account Number with up to 8 characters.

Description: Name of the account.

Account Type: Defines whether the actual account is a real or a nominal account. This has influence on the reports.

Transaction List Account: It is booked via previously defined [Accounting Transaction Types](#)^[276] in [Accounting](#)^[183]. Here you can define which different types of transactions, this account should appear in the selection field for: e.g. all expense accounts for the type of transaction "**Expenses**" or all accounts of proceeds for the type of transaction "**Income**". Furthermore the account list can be restricted for the use in ComboBox list "**Account No.**" in the [Article Database](#)^[250]. For this set ID "**HO**" for menu item [Articles/Items Youth Hostel](#)^[250] or "**AR**" for menu item [Articles/Items Central](#)^[250] in the in field "**Transaction list account**". The latter ("**AR**") is less recommended because of the types of payments. As soon as one entry is marked with of the mentioned IDs, the other accounts do not appear in the ComboBox list in the respective article database anymore. These account lists also take the sorting set in the [General Settings](#)^[294] into consideration.

Counter Account List: Here you can define whether the account should appear in the default list of counter accounts: e.g. cash, bank. If required, a list of accounting transaction types can be defined on page "**Detail 2**", too.

Counter Account, Enter Ref.No.: If this account has been selected as a counter account, the reference number has to be entered in accounting. With that, users are forced to enter the bank statement number at the bank account.

Balance Forward Account: For real accounts as cash, bank, receivables and deposits there is a [Balance Display](#)^[189] as well as a display when booking. In order to optimize the speed, this balance is always determined for the current [Journal Number](#)^[177] out from a forward balance of the previous journal number and the current transactions. A fictitious account (e.g. 16001 for the bank account 16000) which is entered here, and a fictitious counter account (e.g. 99999), are used to create the forward balance.

Forward Balance - Transaction: [Accounting Transaction Type](#)^[276] forming the internal forward balance when [Calling a Booking Journal](#)^[196].

Print Account: Possibility to hide all internal forward balance transactions.

Account for Discount: Assigns a discount account for percentage discounts. Also see the setting for "**Split Up Article Discount**" (Page "**Misc2**") in the [House Database](#)^[215].

Account Grouping: Free field for reports or for an interface to external accounting systems.

Disabled: An account can be disabled for further use.

3.5.23.2 Accounts - Detail 2

The screenshot displays the 'Accounts' application window with the 'Detail 2' tab selected. The form contains the following fields:

- Pool: [Empty text box]
- Form: [Empty text box]
- Code: 21000 [Text box]
- Main Account Report: [Dropdown menu]
- Open Transactions: [Dropdown menu]
- Payment fields: [Dropdown menu]
- Transact. list count. account: [Four small text boxes]
- Tax Default Value: [Dropdown menu]
- Edit, Enter Tax: [Dropdown menu]

At the bottom of the window, there is a navigation bar with the following elements:

- Navigation icons: Home, Back, Forward, Refresh, Print, and Close.
- Buttons: Save, Undo, and a Default Re dropdown menu.

Main Account Report: The detailed report of the transactions is carried out via a so-called main account: e.g. all bank transactions, all cash transactions. These accounts are marked for this report (e.g. cash, bank), here.

Open Transactions: Via this field, an [Open Items Management](#)^[185] can be activated for a suppliers payables account. This account has to be authorised as a counter account for expenses and a [Accounting Transaction Type](#)^[276] has to be set up for payments.

Payment Fields: Fixes that the user can enter a settlement date in days and can intend a transaction for online payment if this account is the counter account.

Transaction List Counter Account: If it is necessary to offer different counter accounts for different types of transactions, the corresponding types of transactions can be entered here.

Tax Default Value: In this account, this field is automatically filled in by this VAT key. Whether VAT is charged or not, is exclusively determined by the [Accounting Transaction Type](#)^[276] or, if it concerns a bill, by the [Article](#)^[254].

Edit, Enter Tax: Disables the field VAT in the accounting. Whether VAT is charged or not is exclusively determined by the [Accounting Transaction Type](#)^[276] or, if it concerns a bill, by the [Article](#)^[254].

3.5.24 Accounting Transaction Types

With this program, accounting transaction types can be entered for [Accounting](#)^[183]. Please also gain information from examples shown in the test houses. For users without accounting knowledge, using the accounting transaction types, facilitates to book the relevant business transactions, e.g. advance payments and accounts receivable. All these transactions can be exported into a [Real Financial Accounting Program](#)^[171].

This is not a real database table, which manages the data per house, but a view on the settings (recognisable in the column "**Pool**"). This means that this data is valid for all houses in the system. In most cases, entries which have an empty column pool are relevant for you. It is possible to manage different data for different houses here, too. The supervisor then has to define different pools (e.g. for all test houses).

Page Browse

List of all types of bookings.

Page Detail

Accounting transaction types - ↗ ✕

Browse
Detail
Detail 2

Pool:

Form:

Code:

Description:

La	Description	Abb
D - German	Zahlung Vorauszahlung	
E - English	Prepayment/Deposit	

Add row

Delete

Input allowed:
Date
Trans.No.
Account
Amount
Currency
Counter account
Reg.No.
Text

Supplier
Project
Items (Y, P=Package)

Debit/Credit (D/C):

C - Credit side

Account:

44000 - Received prepayments

Counter account:

Open status general ledger:

Block-No. = Trans.No.:

Disabled:

Pool: Via the [Pool Assignment](#)^[297] different houses can use different settings.

Code: 2-digit type of transaction code.

Description: Describes the type of transactions.

Input Allowed: The fields which the user has to or may use in [Accounting](#)^[183] are defined here: date of transaction, transaction number (for transfer POS/bank - open status general ledger), account number, amount, currency, counter account, register number (for deposits/receivables), text, supplier, project and items (P = Package). A "Y" means, that the corresponding field is activated.

Debit/Credit (D/C): Defines, on which side a certain amount should be booked from/to this account (debit or credit). It can thereby be achieved that the user can always enter the positive amount.

Account: Default account number or fixed detail (see above if field account is disabled). Customer debts and deposits always **have to** be entered in the account and not the counter account.

Counter Account: Default account number or fixed detail (see above if field counter account is disabled).

Open Status General Ledger and Transaction No.: Makes it possible to create open bills for transfers between the POS and the bank. Enter "O" and "Y" for the type of transactions for the safe. Enter "Y" in "Input Allowed" above and "Y" for the field "Transaction Number" for both types of transactions for the bank (debit/credit).

Disabled: Possibility to hide type of transaction in the user selection. Is used to hide the automatic types of forward balance transactions.

Page Detail 2

Calculate (Turnover) Tax: Defines, whether the turnover tax should be calculated internally and should be booked on the tax accounts (set up fields "vat2" and "vat").

3.5.25 Cash Count Data

Entries for the [Cash Count](#)^[175] in the end of day processing can be set up here. These are notes and coins as well as cheques, vouchers and others.

Article-No.: Any unique identification of the entry setting the order.

From Date/To Date: Possibility to limit counting entries to a certain date. Normally, these fields are left empty.

Description 1: Describes what is counted.

Quantity: Default quantity (mostly empty or 1).

Price: Default value of a unit.

Currency: Default value of the currency.

Amount: Default field for sum (mostly empty).

Entries possible for Quantity, Description, Price, Currency, Amount: Defines, whether the user is allowed to make entries in these fields when counting the cash.

Record Info: Here you can see when this data was entered and which user has made the latest changes.

3.5.26 Guest Types

3.5.26.1 Guest Types - Browse/Detail

Via this menu item you can add and change your guest type data. This option is at your disposal on from user level 30.

The management of your guest type data is clearly facilitated by this new menu item.

Page Browse

List of all entries.

Page Detail

Guest Types

Browse Detail Rates

Pool:

Form:

Code:

Description:

La	Description	Abb
D - German	Vorschulische Gruppen	G
E - English	Children/Nursary groups	G

Summary order:

Color:

Color for abbreviations:

Sum in meal plans:

Standard reservation type:

Template 1:

Template 2:

Guarantee/Rate/Restriction:

Meal plan:

Disabled:

001/002 - Demo Hostel bed categories

Default Re

Pool: Via the [Pool Assignment](#) ²⁹⁷ different houses can use different settings.

Description: Name of the type of guest. More languages can be entered.

Summary order: Two-digit number for the data order in overviews such as day and year overviews of the guest list. The data is displayed in ascending order.

Color: Foreground and background colors can be easily selected via the buttons at the right.

Color for Abbreviations: Foreground- and background colour can be easily selected via the buttons at the right.

Sum in Meal Plans: "Y" or "N".

Standard Reservation Type: A standard type of reservation can be selected here.

Template 1/2: For this, option "use default templates" has to be activated in the optimizing tool and templates have to be stored in the [Automatic Room Allocation](#) beforehand. Normally, template 1 is used for the allocation in shared rooms and template 2 for individual allocation.

Guarantee: You can assigned [Guarantees](#) to special guest types, here. In those cases, the guarantees are applied automatically.

Disabled: If option is disabled, access only for supervisor.

Record Info: Here you can see when this data was entered and which user has made the latest changes.

[Page Rates](#)

3.5.26.2 Guest Types - Rates

- ↗ ✕
Guest Types

Browse
Detail
Rates

Code / Description: 01 Children/Nursery groups

Organization: 001 - Organization Test 1 - do not u

Hostel/Hotel: 002

Price date: 20/08/2020

Special Days:

Price Type:

Create
Copy
Delete

001/002 12/03/20 Thu

001/002 20/08/20 Thu

Article	Description	Price	Disc.	New p	Mo.	Tu.	We	Th.	Fr.	Sa.	Su.	A %	B %	C %	D %	E %	F %	T				
101	Bed and Breakfast Single	40.00	10.00	36.00															001	002	X#X	202
102	Bed and Breakfast Double/Twi	0.00		0.00															001	002	X#X	202
103	Bed and Breakfast 3 beds	40.00		40.00															001	002	X#X	202
104	Bed and Breakfast 4 beds	150.0	20.00	120.00															001	002	X#X	202
1041	Bed and Breakfast 4 beds	40.00		40.00															001	002	X#X	202
105	Bed and Breakfast 5 beds	105.0		105.00															001	002	X#X	202
106	Bed and Breakfast 6 beds	0.00		0.00															001	002	X#X	202

Record Info: STOLZ 30/03/20 13:55 04/08/97 16:11

001/002 - Demo Hostel bed categories

📄
📄

Default Re

Save
Undo

Deviant price settings can be fixed for each guest separately, here. This may be useful, if a discount rate has been arranged, e.g. minus 10%.

Important: In order to be able to use this function, the articles wanted to be listed here, have to be activated in the [Article Database](#)^[259] (option "**Price per Guest/Guest Type**" = "Y").

Organization: Any organization ID.

Hostel/Hotel: In combination with the organization this is a unique identification for each house.

Price Date: Date the new price is effective **from**.

Special Days: If the entered discount rate is only valid for special days, the IDs having been stored under "**Reference Data/Special Days**"^[233], are entered here.

Button Create: This button adds a period of time to the corresponding overview (see below), which may then be edited with a new date and discount rate and, if necessary, with special days. If you want to copy already existing discount rates, please click on "**Copy**" - see below. If no entry has yet been made, please click on "**Edit**", first, enter a date and then click on "**Create**".

Button Copy: If discount settings of one period of time are wished to be transferred to another, please change the date first and click on "Copy". Now, the discount settings are also valid for the new period. If necessary, the new period can be edited now.

Button Delete: Deletes the active period (period marked in the overview).

Overview period of time: All begin dates of periods with a new discount rate, are listed here. By clicking on them, the respective settings are displayed below.

Overview Articles Prices: This data grid displays the discount details. All date is entered and/or edited here, directly. Important: Only articles, having been activated in the [Article Database](#)^[259] beforehand, are displayed here ("**Price per Guest/Guest Type**" = "Y").

Column "**Price**" displays the standard price for the respective article. If a discount rate is valid for all weekdays, please enter this rate in column "**Disc. %**". The new price (default price minus discount rate) is then displayed in column "**New Price**". In case discount rates are only valid for certain weekdays, enter the rates in the columns for the respective days ("**Mo. % - Su. %**"). The new price for each day is displayed as a ToolTip Text when moving the mouse across the entered percentage discount rate slowly.

Summary Date: The period for the report generation can be entered here. Via the fast button at the right, a per-defined period can be selected easily (all, current month, last month, current year, last year). The entries in this ComboBox list may be expanded. For this, please contact ASSD.

3.5.27 Suppliers

With the help of this program, suppliers can be entered for [Accounting](#)^[183]. These entries can be used for statistical purpose, for the balance of open items or for money transfers (via online banking).

Suppliers

Browse Address/Bank Memo Misc

Sup.	Matchcod	Ma	Co	ZIP	Not	City	Name 1	Name 2	Street address	Country	User	Last change	Added
100	ZOO		US			City	Zoo		Street 45		STOLZ	12/09/18 13	12/09/18 13
120	BAUMARK		D	273		Rotenb	KD: 94876 E	Schneider	Postfach 1170		STOLZ	06/03/20 10	02/03/20 11
40	JOHN QAI		GE	DT	VIP	Bridpoi	John Q and		14, West Bay Road	GREAT BRIT	STOLZ		13/03/20 10

001/002 - Demo Hostel bed categories

Default Re

Add Edit Copy Delete

Documents E-mail Quit

The supplier number is assigned by the system automatically if the text field is not filled.

Via the **"Print"** button an expense list can now be printed. The date (i.e. the period) can be set on page [Misc](#)²⁸⁵. This list displays the gross expenses.

[Page Address/Bank](#)²⁸³

[Page Memo](#)²⁸⁴

[Page Misc](#)²⁸⁵

3.5.27.1 Suppliers - Address/Bank

Suppliers

Browse Address/Bank Memo Misc

Supplier number: 40

Name 1: John Q and B

Name 2:

Street address: 14, West Bay Road

City: GB - Grea DT 4AZ Bridport

Country: GREAT BRITAIN AND NORTHERN IRE

City/ZIP: 01 - Coun GB-DT 4AZ Bridport

Salutation: 05 - Dear Mr

Matchcode: JOHN Q AND B Matchcode 2:

Phone: 092763982

Fax: 28300092837

E-mail: john_q@tcom.co.uk

Bank: Nat West

Bank code: 1999100

Account No.:

Account holder:

Description:

Automatic Payment:

Due days: 0

001/002 - Demo Hostel bed categories

Save Undo E-mail

Supplier number: ID for a unique identification of the supplier. The number is assigned by the system automatically if the text field is not filled.

Name 1,2

Street address, city, country, city/ZIP: Address of the supplier.

Salutation: Salutation for correspondence.

Matchcode: The matchcode can be automatically filled by the program (settings in the [House Database](#)^[208]). Furthermore, a selection list of all words in names and cities is at your disposal. A manual entry is also possible. The matchcode should be selected the way that the guest can be identified and searched for straight away. This field is transferred to the reservation and is used in all lists and plans.

Matchcode 2: Additional search possibility for the differentiation of the suppliers.

Phone: Telephone number of the supplier.

Fax: Fax number of the supplier.

E-mail: E-mail address of the supplier.

Bank: Supplier's bank name.

Bank code, Account No., Account Holder, Description

Automatic Payment: "Y" for Payment transfer for bank, empty for no automatic payment.

Due Days: Due days for incoming invoices of the supplier, also transferred to [Accounting](#) ¹⁸³¹.

3.5.27.2 Suppliers - Memo

The screenshot shows the 'Suppliers' application window with the 'Memo' tab selected. The form contains the following fields and values:

- Supplier number: 40
- Supplier name: John Q and B
- Memo: (Empty text area)
- Note: VIP
- User field: (Four dropdown menus)
- IBAN: 18809280987
- BIC (SWIFT): 7920928

The bottom toolbar includes navigation buttons (back, forward, search), a 'Default Re' dropdown, and action buttons for 'Save', 'Undo', and 'E-mail'.

Supplier Number: ID for a unique identification of the supplier entered on page [Address/Bank](#) ²⁸³¹ or assigned by the system automatically.

Memo: Any entry of any length can be entered here.

Note: Here you can enter a short note with up to 8 characters. This note is displayed in column "Note" on page [Browse](#) ²⁸¹. You can draw the users' attention to suppliers with special characteristics with this short note.

User fields: These fields can be provided with a name by the administrator and be used freely. This makes sense if more "**Hostels/Hotels**" of one organization use the same system and certain data has to be entered individually, e.g. for correspondence.

IBAN: Field for the "**International Bank Account Number**".

BIC (SWIFT): Field for the BIC (Bank Identifier Code) also called SWIFT-Code.

3.5.27.3 Suppliers - Misc

The screenshot shows the 'Suppliers' application window with the 'Misc' tab selected. The form contains the following fields and controls:

- Supplier number:** Text input field containing '40'. To its right, the text 'John Q and B' is displayed.
- ABC classification:** Dropdown menu showing 'A'. To its right, the text 'A - A-Guest' is displayed.
- User field:** A series of seven empty text input fields.
- Delete Mark:** A dropdown menu with a blue arrow icon on the right.
- Record Info:** Three empty text input fields.
- Report Date:** A date picker showing '31/12/9999'.
- Bottom Panel:** A navigation bar with a 'Default Re' dropdown menu (indicated by a blue arrow), a 'Save' button, an 'Undo' button, and an 'E-mail' button.

Supplier Number: ID for a unique identification of the supplier entered on page [Address/Bank](#) ^[285] or assigned by the system automatically.

ABC Classification: Possibility to classify your suppliers.

User fields: These fields can be provided with a name by the administrator and be used freely. This makes sense if more hostels/hotels of one organization use the same system and certain data has to be entered individually, e.g. for correspondence.

Delete Mark: You can set a delete command for the import/export of supplier addresses while [Updating](#) ^[290].

Record Info: Here you can see when this data was entered and which user has made the latest changes.

Report Date: Period for the expense lists which can be selected next to the "Printer" symbol (red arrow in the picture above). The ComboBox list for the set periods of time are also available at the right. The list "Expenses" prints gross expenses.

3.5.28 Guarantees

Menu item "Guarantees" allows to assign different terms to reservations: prepayment terms, user fields, default payment type and mandatory credit card entry. Also see "Reservations", page [Terms](#) [74], field "Guarantee". They can be assigned to [Guest Types](#) [279] and [Internet Bookings](#) [245] and get applied automatically in those cases.

Caution: If a guarantee is "public", it will be displayed in the daily overview in the room types tab with prices. If a rate

Guarantee

Pool: not used

Form: not used

Guarantee-ID: 123 Guarantee 1

Description:

La	Description	Abt
D - German	Garantie1	
E - English	Guarantee 1	
F - French	Guarantee 1	

Days Prepayment 1: 12 **Prepayment 1 calculation:** %

Days Prepayment 2: 7 **Prepayment 2 calculation:** %

Days Prepayment 3: 2 **Prepayment 3 calculation:** %

Default Payment Type: CARD Credit card

Input Credit Card: Y Field Mandatory

User field:

Age:

Disabled: Not disabled

Public access: Only system administrator

Delete Mark: Do not delete while update

Record Info: STOLZ 16/03/20 11:23 02/03/20 11:11

001/002 - Demo Hostel bed categories

Default Re

Add Edit Copy Delete

Quit

Pool: Via the [Pool Assignment](#) [297] different houses can use different settings.

Guarantee-ID: Unique ID for the "Guarantee" entry.

Description: Short description of the entry.

Days Prepayment 1/2/3: Up to three prepayments can be managed within the system. Enter the due days before arrival.

Prepayment 1/2/3 calculation: Enter the percentage rate of the total amount for the respective prepayments here.

Default Payment Type: Select the default type of payment, set up before hand by your system supervisor, out of a ComboBox.

Input Credit Card: If the input of the guest's credit card data should be mandatory, set this field to "Y".

User field: These fields are at your own free disposal.

Age: Select the age from a ComboBox list.

Disabled: Entries can be disabled for further use, here.

Public access: If the guarantee should be shown in the dayview tab room types and prices (a_calendar18), set this field to "Y".

Delete Mark: If you want to delete a price in another house with the button [Update](#)^[286], please mark your data with a delete mark here.

Record Info: Here you can see when this data was entered and which user has made the latest changes.

3.5.29 Users

In order to be able to work with this software, it is necessary to choose a user name and a password. Depending on the user name and the rights resulting from this name, menu items and functions can be disabled. The easiest way to edit a new user, is to copy the settings from old users with an equal security level.

Page Browse

All users with less rights and the own user name can be seen here. The supervisor can also see the users with the same rights.

[Page Detail](#)^[287]

[Page Advanced](#)^[287]

3.5.29.1 Users - Detail

User: Name of user (e.g. name or initials). The users of the demo version should be changed into real names.

Password: Secret password. This is not saved and for that reason cannot be read anymore. If it is forgotten, a new password has to be selected.

Security Level: Select here, which menu items should be available. The security levels, as well as the corresponding menu items can be altered by the supervisor in the parameters or settings without having to be able programme.

The standard setting contains the normal user, the manager (including reference data) and the supervisor (additional settings, parameters for IT administration).

User name: Text field for the name.

Auto Control Fixed Dates: With this setting, after signing on, the [Control of Fixed Dates](#)¹⁹²⁾ is automatically called up if at least 1 fixed date, which has not been locked for automatic display, is due.

Disabled Command Buttons: Sets up, which buttons shall be disabled for this user in **all** program modules. With this option it is possible to create a user which has a reading permit (combined with some disabled menu items) but cannot change any data at all.

Only Own Data can be Changed: These users can only change the data they have entered themselves.

Check In/Out Allowed: The user may check guests in and/or out even if he/she does not have any allowance to alter data. (see "**Disabled Command Buttons**" above).

Number of Guests: The user can only enter or change reservations up to the number of guests fixed here (e.g. no permit to change group reservations).

Article Rights: No articles with a negative quantity can be booked in the [Invoice](#)^[93] and the [Cash Register](#)^[172] if this button is checked. This depends on the user rights in the [Article Database](#)^[250].

Rights Void Transactions: Defines, whether the user is allowed to cancel a complete receipt on page [Billing](#)^[93] or [Transactions](#)^[182].

Rights Safe/POS: User is allowed to switch from the POS to the safe. [End of Shift Processing](#)^[173] as well as [Money Transfers](#)^[179] between the safe and the POS are possible.

3.5.29.2 Users - Advanced

The screenshot shows the 'Users' application window with the 'Advanced' tab selected. The user name is 'Meier'. The configuration options are as follows:

- User: Meier
- Default Organization: [Dropdown]
- Default Hostel/Hotel: [Dropdown]
- Different language: [Dropdown]
- Type of payment rights: [Dropdown]
- POS Number: 001
- Automatic room allocation:
- Show room plan after log in:
- Show Dashboard after Login: [Text Field]
- Cash Register Bills to Reserv:
- No Drag/Drop Room Allocation:
- Time Zone:
 - Time zone from web browser:
 - Ho(s)tel Time zone: UTC
 - Choose Time zone from list:
- Report Designer: [Dropdown]
- Record Info: [Text Field]

At the bottom of the window, there are navigation buttons (back, forward, etc.) and a 'Save' button.

Default Organization/House: If more houses are managed from one database, different employees can work in different houses without having to change them via this button. If, additionally, the button "**Hotel/Hostel**" is being disabled on page [Detail](#)^[288] the user can only work in the house which he/she has been assigned to.

Different Language: The program supports different languages at the same time. The language of the program desktop can be selected differently from the [General Settings](#) [292].

Type of Payment Rights: The user may only use the types of payment in [Invoice](#) [93] and [POS](#) [172] which have smaller or identical right symbols in the [Article Database](#) [252]. This may be used e.g. to lock credit payments for reception employees.

POS Number: Offers the possibility to fix the [POS Number](#) [177] dependent on the user which is signed on instead of fixing it dependent on the desk. However, the POS number itself is not saved here, but a code which has to be entered in the Settings, ComboBox Lists (field "upos") beforehand. If possible, this should correspond to the POS number and has to be assigned to the POS number under [Allocation POS Numbers](#) [245].

Automatic Room Allocation: If this field is ticked, the respective user can use the [Automatic Room Allocation](#) [83].

Show Room Plan after Login: If this field is ticked, the [Calendar Overview Day](#) [133] is started directly after signing on. Please make sure that there is at least one user neither having activated the calendar overview day nor the control of fixed dates in order to be able to maintain and recover your system if necessary.

Show Dashboard after Login: If one or more dashboard numbers are entered in this field, they will open immediately after login for the corresponding user.

Cash Register Bills to Reserv: If this field is being activated, the user can book items of the [Retail Cash Register](#) [172] onto an existing invoice in reservations.

Report Designer: Here you can specify whether the Report Builder should open for the corresponding user (if this is activated in the system) instead of the print preview and/ or the print command.

Record Info: Here you can see, when this data record has been entered and which user has made the latest changes.

3.6 Maintenance

3.6.1 Automatic Update

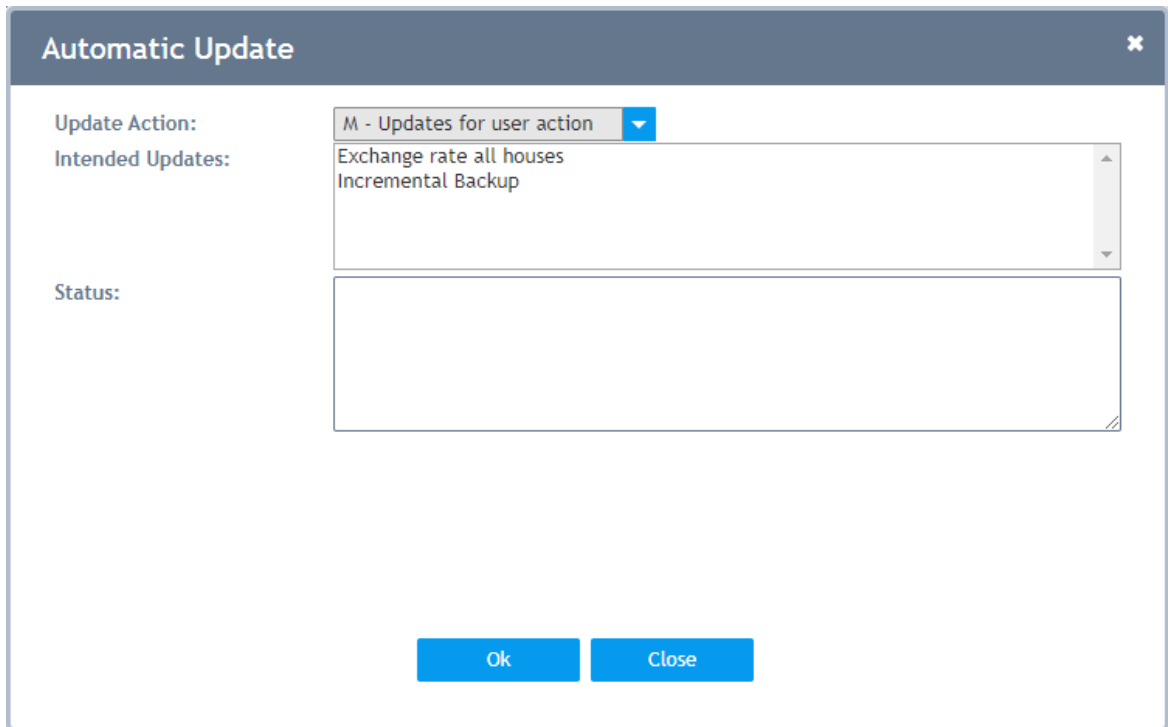
Updates of the areas "**Parameters**", [Articles/Items](#) [245], [Prices](#) [267], [Suppliers](#) [287], [Black List](#) [228] as well as updates of [Query Mailmerge/Labels/Reports](#) [199] can be automatically transferred via an FTP server, now. Reference data "**Articles/Prices/Suppliers**": for the standard house only! It is only necessary to store the update as a ZIP file in a corresponding directory on the server (no more than 50 characters including endings). One ZIP file name is only processed once. For this reason please add the respective date or a version number to the name of the ZIP file for each update. More files are processed alphabetically (pay attention to capital and small letters). Please avoid spaces in file and path names.

The setting is carried out under "**Settings/ComboBox Lists**" (please also see the [Technical Reference](#) [300] field "aupd") and "**Settings/General Settings Supervisor**" (FTP Proxy or deviant RAS-dial). Different directories can be created on the FTP server: e.g. one for all houses, one per house or one per price category.

The update program is also available as an ".exe file" and can then be called up regularly without user intervention. You can extract data (e.g. letters, lists) out of any existing directory! ZIP archives begin with "fupd*" (relative paths!).

Not for open data!

The ZIP files **must not** begin with "ex"!



For further information, please see the Technical Reference or the Backup&Recovery Guide.

3.6.2 Update Black List, Guests

The contents of the black list can be interchanged with other houses with the help of this program. Furthermore, the guest database can be exported to e.g. a copy of the program, can be overworked there and later be imported again.

Date of Change: Determines which data is selected for exporting.

Drive/Path: Import/Export Path (Folder) on the hard disk. The already exported data is or the data to be exported has to be found here.

Button Edit/Check: After exporting or before importing you can view your data here and, if necessary, edit or delete parts of it.

Button Create: Exports the data into the given path. No system message.

Button Add: Exports the data into the given path and leaves already existing data. Use this button with precaution. No system message.

Button Import: Imports all data from this path. The date of change is not taken into consideration. No system message.

3.7 Settings

3.7.1 General Settings

Settings valid for all houses are to be entered here.

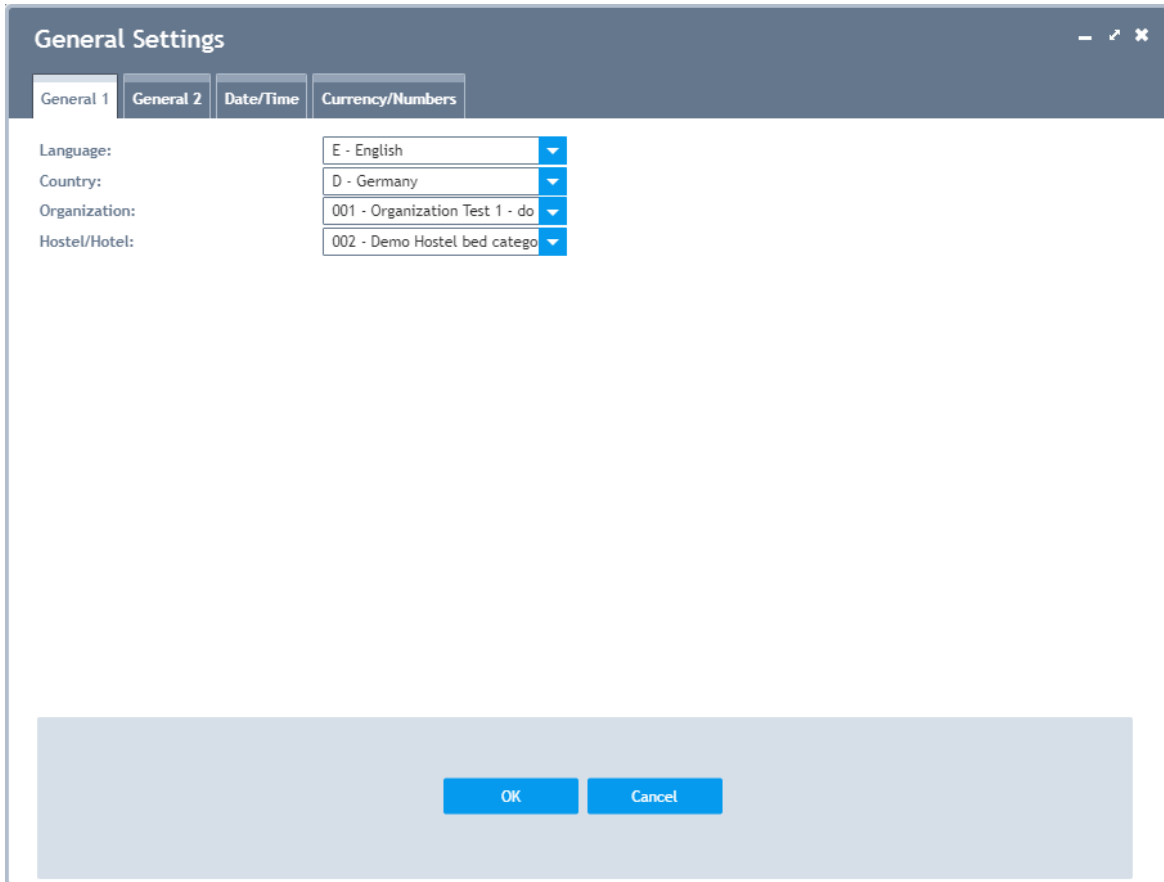
[Page General 1](#)  293

[Page General 2](#)  294

[Page Date/Time](#)  295

[Page Currency/Numbers](#) ²⁹⁶

3.7.1.1 General Settings - General 1



The screenshot shows a dialog box titled "General Settings" with four tabs: "General 1", "General 2", "Date/Time", and "Currency/Numbers". The "General 1" tab is active. It contains four dropdown menus:

- Language: E - English
- Country: D - Germany
- Organization: 001 - Organization Test 1 - do
- Hostel/Hotel: 002 - Demo Hostel bed catego

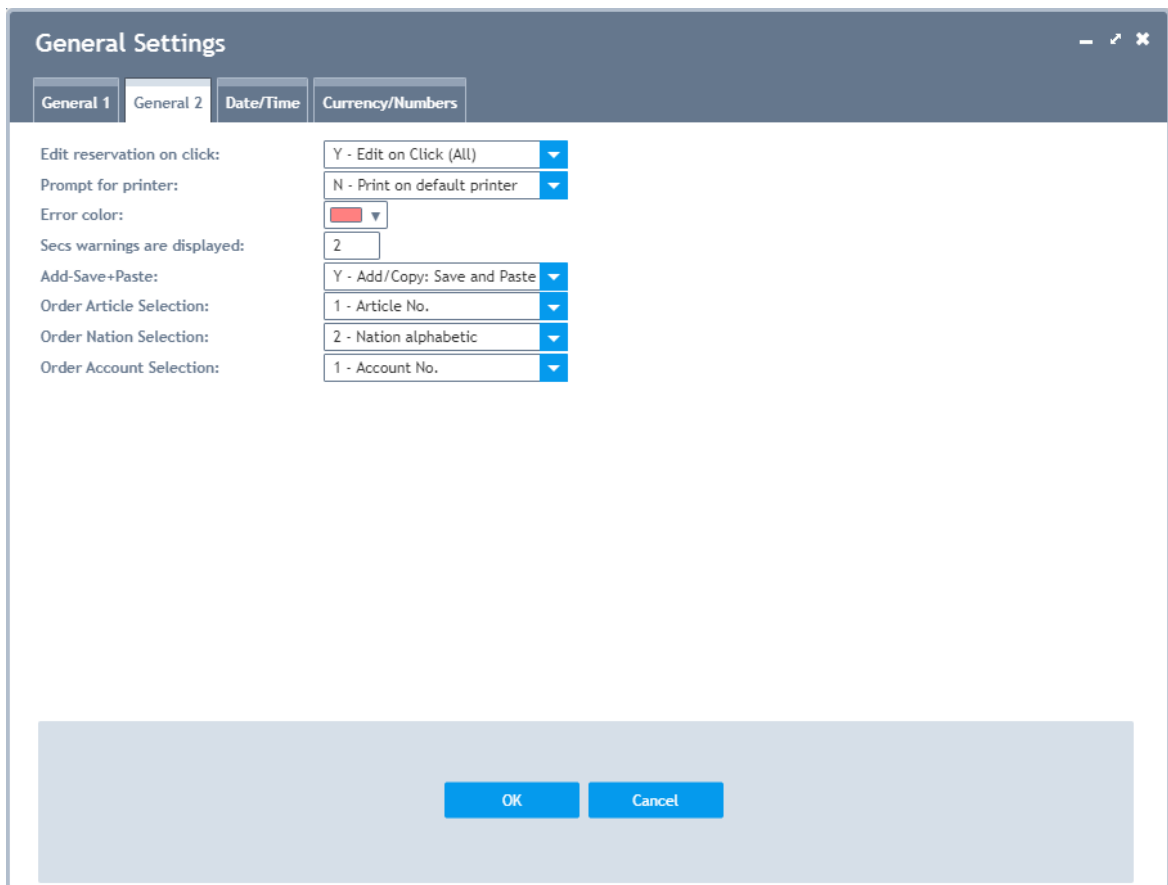
At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

Language: Choose the language of your program. At present, German and English are available. Additionally, the system can manually be translated into other languages easily, without having to be able to programme. In order to change the menu as well, you have to sign yourself off the system. In the [User Database](#) ²⁸⁹, the language can be chosen differently for each user.

Country: The home country can be selected here. With this option, the program suppresses the country ID in the addresses for guests from the same country.

Organization / Hostel/Hotel: Here you choose your default house. When starting single program modules, the house, you have chosen is being called up right away. In the [User Database](#) ²⁸⁹ this can be set up individually for each user.

3.7.1.2 General Settings - General 2



The screenshot shows a dialog box titled "General Settings" with four tabs: "General 1", "General 2", "Date/Time", and "Currency/Numbers". The "General 2" tab is selected. The settings are as follows:

Setting	Value
Edit reservation on click:	Y - Edit on Click (All)
Prompt for printer:	N - Print on default printer
Error color:	Red
Secs warnings are displayed:	2
Add-Save+Paste:	Y - Add/Copy: Save and Paste
Order Article Selection:	1 - Article No.
Order Nation Selection:	2 - Nation alphabetic
Order Account Selection:	1 - Account No.

At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

Edit Reservation on Click: In various overall views, reservations are shown as matchcode. Here you can choose, what should happen if someone clicks on a reservation. Either the reservation program or a quick short message is being called up. However, by clicking the right mouse button you can always select between all possibilities and you can change the settings temporarily for one session only.

Prompt for Printer: Here you can select whether, after having clicked on the print button, the default printer should start printing right away or whether the system should ask for a printer. The setting can be changed when clicking on a print button with the right mouse button.

Error Color: After an error message has been shown for one field, this field is marked with the color selected here.

Duration Warnings are Displayed: A warning is displayed from the reservation when, e.g. the time for an advance payment is too short or from the room plan when rooms are overbooked. Here you can fix, how long this warning should be active. When entering "0", no warnings are displayed any more. The amount of seconds should not be selected too high, as then, e.g. scrolling the weeks is slowed down. **It is important** to know that the warning window is being displayed unlimitedly when you click on it. Now it can be read. If you are too slow, just click on the refresh button and the warning is displayed once again.

Add-Save + Paste: When selecting guests or additional texts and entering and saving new guests or texts you can **automatically** transfer your data into the program which is called up (e.g. reservation).

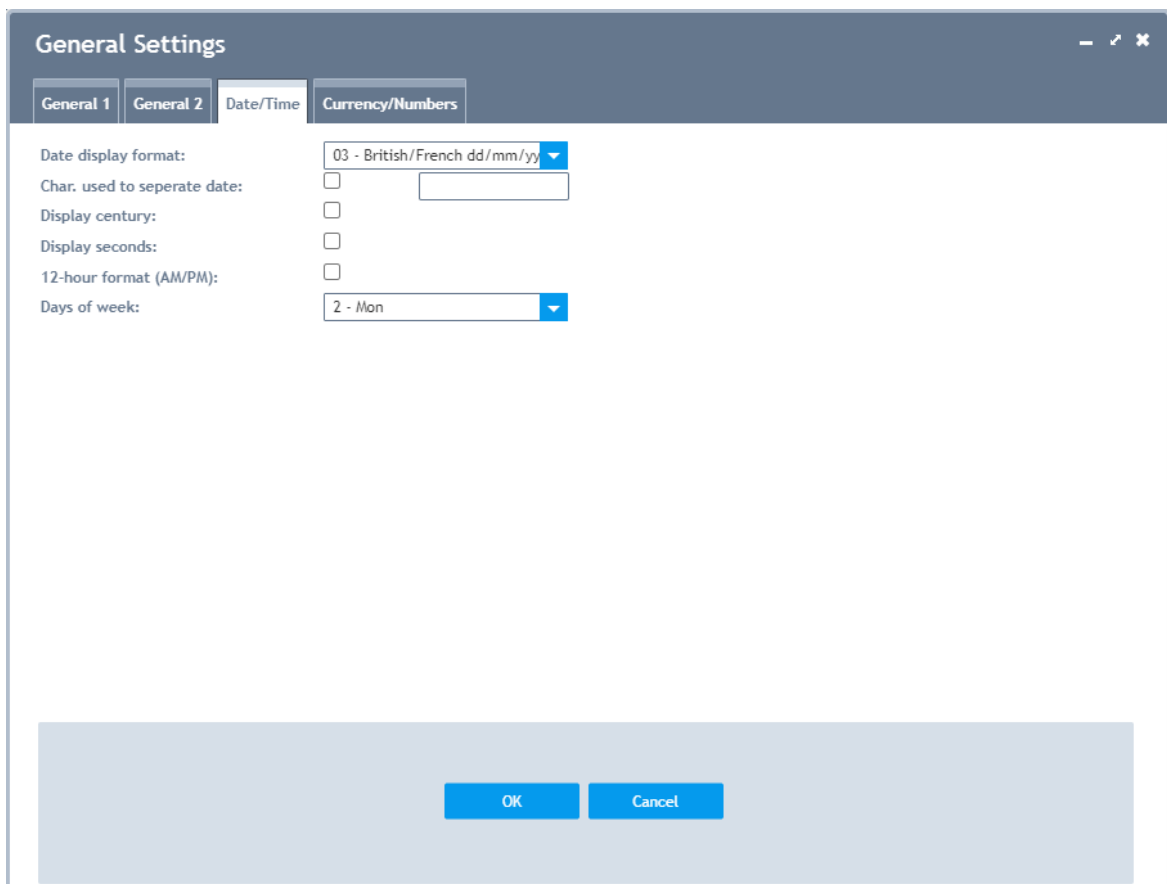
The guest database or the additional texts are closed automatically. The other setting requires an additional click on the "**Paste**" button.

Order Article Selection: Standard order of the article list. This setting can be changed for one session via a button next to the article input field, at any time.

Order Nation Selection: Either alphabetically according to the name of country or according to the ID. An order of the countries can also be chosen by the supervisor: e.g. home country and frequent countries at the top of the list.

Order Account Selection: Account list order according to account number or name.

3.7.1.3 General Settings - Date/Time



The screenshot shows a dialog box titled "General Settings" with four tabs: "General 1", "General 2", "Date/Time", and "Currency/Numbers". The "Date/Time" tab is selected. The settings are as follows:

- Date display format: 03 - British/French dd/mm/yy (dropdown menu)
- Char. used to separate date: (checkbox) and an empty text input field
- Display century: (checkbox)
- Display seconds: (checkbox)
- 12-hour format (AM/PM): (checkbox)
- Days of week: 2 - Mon (dropdown menu)

At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

Date Display Format: Selection of date country specific date formats.

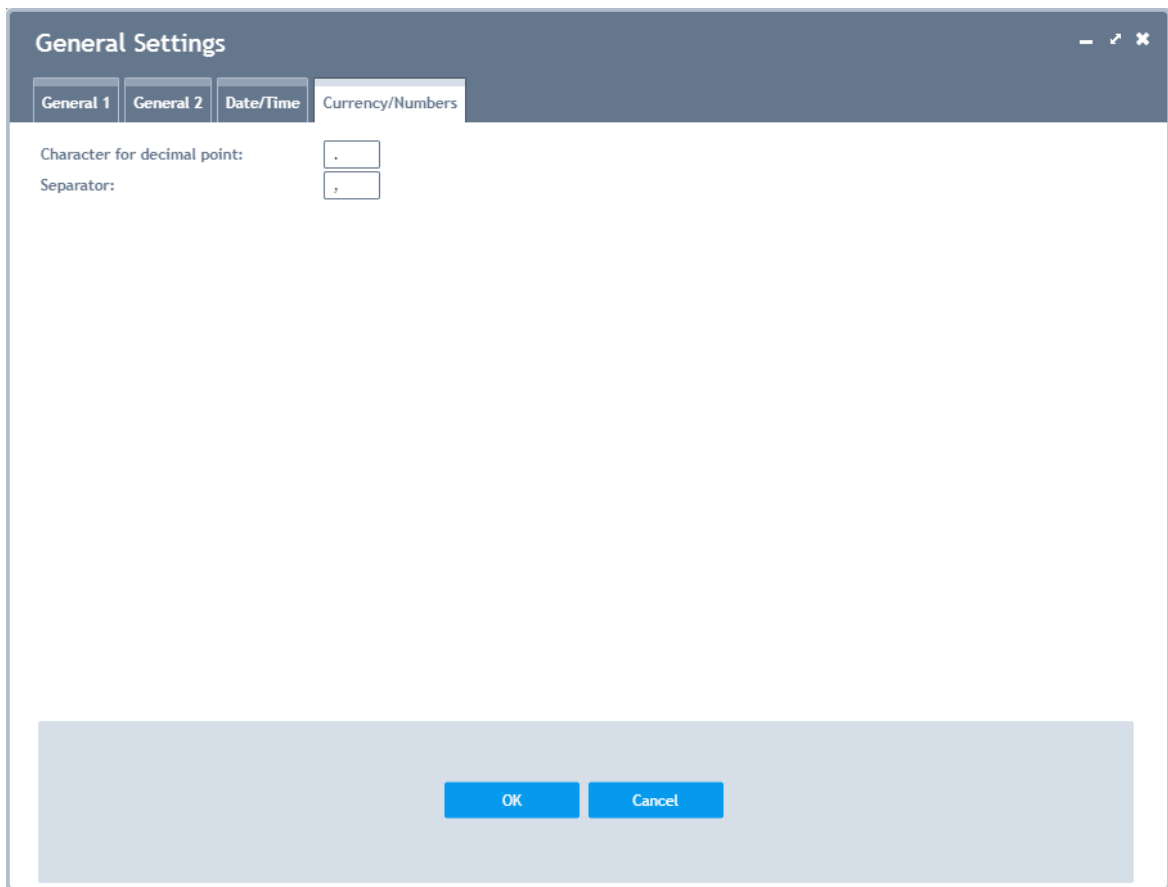
Characters Used to Separate Date: If this field is activated, the character entered into the box aside is used to separate the date.

Display Century: For space reasons, please do not activate the century.

Display Seconds: Additionally displays the seconds in time fields.

12-Hour Format (AM/PM): 12-hour format can be set here.

3.7.1.4 General Settings - Currency/Numbers



The screenshot shows a dialog box titled "General Settings" with a dark blue header. Below the header are four tabs: "General 1", "General 2", "Date/Time", and "Currency/Numbers". The "Currency/Numbers" tab is selected. The dialog contains two input fields: "Character for decimal point:" with a small text box containing a period (.), and "Separator:" with a small text box containing a comma (,). At the bottom of the dialog, there are two blue buttons: "OK" and "Cancel".

Setting up number formats. Dot or comma for decimal numbers.

3.7.2 Labels

Area for supervisors. Here, all texts which are visible on the screen, are stored flexibly and for each language. Furthermore, all text fields can be formatted (e.g. disabled, capitals, number of characters, invisible).

3.7.3 ComboBox Lists

Area for supervisors. All selection lists (drop-down lists) for the text fields which cannot be found in the submenu "**Reference Data**" can be found here (e.g. type of guests, nationality). For further information please see the [Technical Reference](#) ^[300].

3.7.4 Field Validation

Area for supervisors. Any check with any error message can be defined for all input fields. Furthermore, this program can change the link to the ComboBox lists and number counters with any field names.

3.7.5 Number Counters

Area for supervisors. The automatic numeration of e.g. the registration number can be set up here. Use this area with special care.

3.7.6 Pooling Organization/House

Area for supervisors. As a standard, all parameters are valid for all houses in one system. Via this program, houses can be joined together to pools in order to use different parameters. For further information please see the [Technical Reference](#) ^[30b].

3.7.7 General Settings Supervisor

Area for supervisors. Please discuss any changes with ASSD first.

3.7.8 Control Other Applications

Area for supervisors. Documents, e.g. Word or Excel files, can be attached and edited in the guest database and reservations via a button. The type of editing, e.g. print with adding the address, can be programmed via the OLE automation of Microsoft.

3.7.9 Update Settings

This program offers you the possibility to enter your settings in one central system and then export them to the single houses.

Before changing your settings centrally, please make a note of the current date and, while the process is running, do not change any other settings for test reasons that have nothing to do with the central set-up. Alternatively, you can create a separate user for changes only and use this as a filter. If data has to be deleted in one of the houses, please set the delete mark (do not delete).

Date of Change: Determines which data has to be selected for the export.

User: Determines which data has to be selected for the export. (An alternative for the date)

Pool, Form, Field: Selection possibilities for the export (the better way, however, is via the date of change).

Drive/Path: Import/export-path (folder) e.g. on the hard disk/ the server. The exported data can be, or the data to be exported should be found here.

Button Edit/Check: After having exported your data, you should really check and, if necessary, change or delete the data. This is also possible before importing any data. The **Number Counters** are especially **critical** and, as a rule, all entries eventually existing here have to be deleted.

Button Create: Exports your data into the given path. No system message.

Button Add: Exports data into the given path and leaves already existing data. Use this button with precaution. No system message.

Button Import: Imports all data from the path, without taking the date of change into consideration. No system message.

3.7.10 Edit Letters, Reports and Emails

In these areas, all letters, lists, evaluations and email texts can be changed as desired in terms of content and layout. An integrated text editor enables and visualizes the editing of the documents.

If you activate the Report Designer for a user in [Users/Extras](#)^[289], you can open any letter or list in the editing mode directly from the corresponding program. If you do it like that, you will receive a preview of the letter/report with data, which simplifies editing considerably.

A more detailed description can be found in the [Technical Reference](#)^[300].

3.7.11 Report Builder

The Report Builder contains a list of all letters, reports and emails used in the system.

For example, new lists can be created in here to subsequently adapt them in [Edit Reports](#)^[298]. Notice that the code has to be entered in Details 2.

The best way to create a new report is to use the "Copy function" for a report that qualifies as a template, and then adapt the code if necessary.

A more detailed description can be found in the [Technical Reference](#)^[300].

3.8 Help

Help Contents

Similar to the help symbol in the Tool Bar this opens the User Help.

About ASSD Software

Here you can find the current version of your software together with the date of the last update. Also, you can see what has been done in the last changes in the "Changelog".

Further Information

In the sub-menu Help you can find further explanations and information on how to use PMS3:

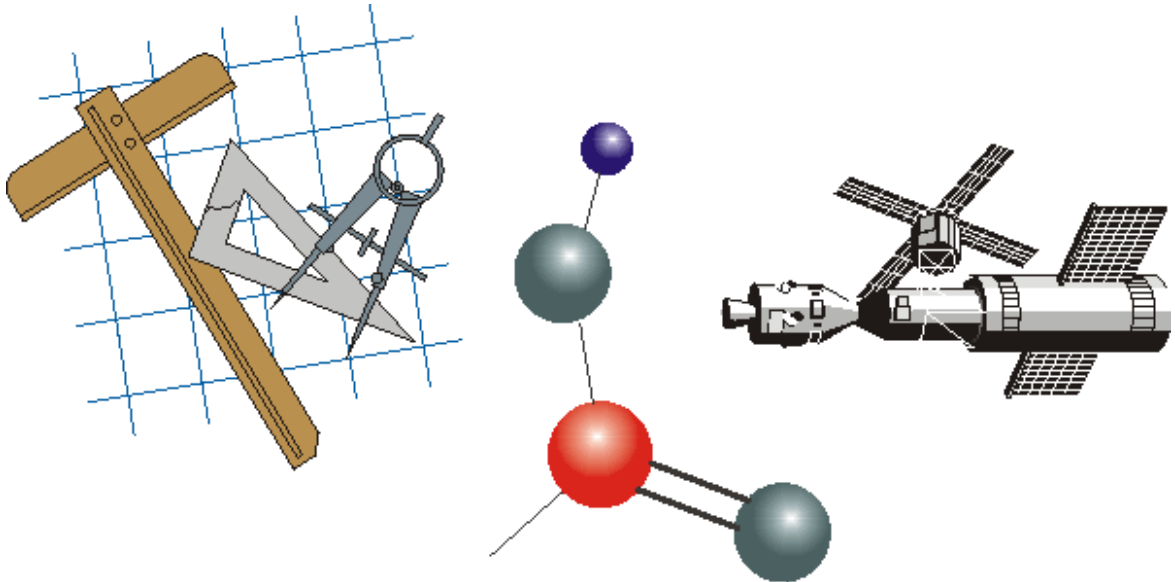
- "Import Certificate for Access" - what has to be considered in order to import a new certificate (mandatory for PMS3)
- "Print Settings"
- "Import Excel Price Tables" - how to import Excel price tables (e.g. for the Yield Management)

Part IV

4 Technical Reference

4.1 Technical Reference

The "**Technical Reference**" describes the extensive setting possibilities for the ASSD Reservation and Booking software. Primarily, this manual is not intended for the end-user, but for system supervisors and software developers.



4.2 Letters and Reports

4.2.1 Letters and Reports - General

The basis of all letters and reports is the Stimulsoft Report Generator. This generator creates all print-outs, such as confirmations, refusals, reminders, Christmas letters etc. necessary and imaginable for your ASSD Reservation and Booking software. A certain number of standard letters and reports which can all be adjusted to your individual requirements are already included in the test houses and further letters and reports can be easily created without any programming knowledge. A manual for Stimulsoft can be found here: <https://www.stimulsoft.com/en/documentation/online/user-manual/index.html?introduction.htm>.

4.2.2 Fields/Variables

This chapter should give a review of fields which are used very often. Note that in the Report Generator, the used prefix is either "content" or "report", e.g. s_guest.name2 would be report.name2.

[House Database](#) ³⁰¹

[Guest Database](#) ³⁰²

[Reservation Data](#) ³⁰⁵

4.2.2.1 Variables - House Database s_firm

s_firm.account	Account number
s_firm.addr2	Name of the Hostel/Hotel
s_firm.addr3	Street of the Hostel/Hotel
s_firm.addr4	ZIP code and city of the Hostel/Hotel
s_firm.bank	Name of the house bank
s_firm.bankcode	Bank code of the house bank
s_firm.descript	Description
s_firm.email	e-mail address of the Youth Hostel
s_firm.enveloppe	Prints your address above the guest's address; for the use of window envelopes
s_firm.fax	Fax Number of the Hostel/Hotel
s_firm.firm	Hostel/Hotel
s_firm.firmc	Hostel/Hotel for guest data
s_firm.fuser01 to 12	Fields for free use
s_firm.nbcity1(or 2,3 or 4)	City of the respective neighbour Hostels/Hotels
s_firm.nbname1(or 2,3 or 4)	Name of the respective neighbour Hostels/Hotels
s_firm.nbtel1(or 2,3 or 4)	Telephone No. of the respective neighbour Hostels/Hotels
s_firm.nbzip1(or 2,3 or 4)	ZIP codes of the respective neighbour Hostels/Hotels
s_firm.org	Organization
s_firm.person1	Form of address of the manager
s_firm.person2	Name of the manager
s_firm.phone	Telephone number of the Hostel/Hotel
s_firm.text1-4	special agreements 1-4

4.2.2.2 Variables - Guest Database s_guest

s_guest.abc	ABC classification
s_guest.account	account
s_guest.accountn	account number
s_guest.adr_lock	address lock
s_guest.bank	bank details
s_guest.bankcode	bank code
s_guest.birth	birthday
s_guest.catclass	how did the guest find us? / marketing
s_guest.ccexpire	valid date of credit card
s_guest.ccname	credit card owner
s_guest.ccnumber	credit card number
s_guest.cctype	type of credit card
s_guest.cdate	edit date
s_guest.country	Home country of guest
s_guest.ddebiting	direkt debiting
s_guest.delete	delete mark
s_guest.editlock	edition of address locked? Y/N
s_guest.email	E-mail address
s_guest.fax	fax number
s_guest.firm	Hostel/Hotel
s_guest.first_inq	first inquiry
s_guest.guest	guest- customer number
s_guest.guestcode	type of guest
s_guest.language	language
s_guest.last_stay	last stay
s_guest.lastname	surname
s_guest.match1	matchcode
s_guest.match2	Membership
s_guest.name1	Name
s_guest.name2	Organization (of guest)
s_guest.name3	Contact Person
s_guest.nation1	country
s_guest.nation2	Nationality reports
s_guest.note	note
s_guest.org	Organization
s_guest.phone	telephone number
s_guest.res_lock	reservation lock / note
s_guest.salut1	salutation address
s_guest.salutation	salutation of guest in letters
s_guest.state	federal state
s_guest.stays	number of stays/last stay
s_guest.street	House Number and Street of Guest
s_guest.termch	deviant terms of payment
s_guest.termd	due days
s_guest.termpinad1-3	calculation prepayment 1-3
s_guest.tpinad1-3	date prepayment 1-3
s_guest.user	user
s_guest.User01 bis 14	fields for free use
s_guest.wdate	input date
s_guest.zip_city	ZIP Code and domicile of Guest

4.2.2.3 Variables - Reservation Data s_reser

s_reser.Alt_arrive	alternative date for arrival
s_reser.Alt_depart	alternative date for departure
s_reser.arrival	returns the date and the time of the first arrival of all paths; if the date should be displayed only, please use the comment DTOC described under Other Functions.
s_reser.bgcolor	background color (ID)
s_reser.billed	ID whether invoice is booked (X) or still open (O).
s_reser.boardinfo	free memo fields at the very right of line "Vegetarians/Moslems/Misc" page Meals.
s_reser.cancelled	cancel until date
s_reser.cancelled1-3	cancellation fees from date 1-3
s_reser.cancelp1-3	percentage cancellation fees1-3
s_reser.cdate	edit date
s_reser.color	color
s_reser.creditc	currency of due amount
s_reser.creditdue	due date
s_reser.crediti	Info fields referring to open claims, page "Terms" line "Due Amount"
s_reser.creditopen	amount due
s_reser.departure	returns the date and the time of the last departure of all paths; if the date should be displayed only, please use the comment DTOC described under Other Functions.
s_reser.email	email address of Internet booking if no entry is made in the guest database
s_reser.expire	expire date
s_reser.fgcolor	foreground color (ID)
s_reser.firm	Hostel/Hotel
s_reser.guestcodep	deviant type of guest prices
s_reser.history	edit history
s_reser.in_mail	confirmation text stored for internet reservations
s_reser.incdes	package description
s_reser.incdes	description of the package
s_reser.inclusive	article number for package
s_reser.inclusive	ID of the package
s_reser.incprice	package price
s_reser.incprice	price of the package
s_reser.incpricec	package price currency
s_reser.incpricec	currency of the package
s_reser.inquiry	inquiry date
s_reser.jauto	Creation of Invoice: A Automatic per day, C automatic compressed, M manual
s_reser.jnumber	internally counted number of invoices for the selected reservation (do not use)
s_reser.match1-X	matchcode
s_reser.memo	memo field, page text/memo
s_reser.n1	number of male members of the group
s_reser.n2	number of female members of the group
s_reser.n3	number of male leaders of the group
s_reser.n4	number of fernal leaders of the group
s_reser.n5	Number 5
s_reser.n6	Number 6
s_reser.nights	number of overnight stays (within one path)
s_reser.number	total number of people
s_reser.org	Organization
s_reser.overbook	allow overbooking (Y/N)
s_reser.pinad	already paid
s_reser.pinad1 (2,3)	amount of prepayment
s_reser.pinad1-3	prepayment 1-3
s_reser.pinad1c (2,3)	currency of the prepayment
s_reser.pinad1d	returns the date until the prepayment has to be paid
s_reser.pinadi	Info fields referring to prepayments, page "Terms", line "Already paid"

s_reser.quota	quota
s_reser.receipt	format of invoice
s_reser.reduce	reduce quota (Y/N)
s_reser.reg	registration number
s_reser.regcode	Code
s_reser.remindd	reminder date
s_reser.ruser01	family room possible Y/N (Reservation, page color/children)
s_reser.ruser02	age (reservation, page color/children)
s_reser.ruser03	couples (reservation, page color/children)
s_reser.ruser04	user field1 (reservation, page color/children)
s_reser.ruser05	user field2 (reservation, page color/children)
s_reser.ruser06	user field3 (reservation, page color/children)
s_reser.seatplan	seat plan
s_reser.split	split up of guests
s_reser.st_agreem	print special agreement, page text/memo
s_reser.st_conf	confirmed/contract back
s_reser.st_confd	To date of the return of the contract: page terms in Reservations
s_reser.st_confd	returns the date until the signed booking contract has to be returned
s_reser.st_lett_cr	create letter Y / N , page text/memo
s_reser.st_lett_cu	customer correspondence, page text/memo
s_reser.st_rbbed	status field of room booking: room booking (beds) ID
s_reser.st_rbrtype	status field of room booking: room booking (room type) ID
s_reser.st_text	print additional text Y / N, page text/memo
s_reser.store	(Y/N)
s_reser.text	additional text, page text/memo
s_reser.text	returns one or more texts which the user has defined via "memos - info" in the program
s_reser.user	user
s_reser.user	user
s_reser.wdate	issue date
s_reser.wdate	issue date
s_reser_bo.info	Reservation, Page Meals, Column Info(Memo): special information on meals
s_reser_bo.quantity1	total number of people
s_reser_bo.quantity2-6	table Reservations, page meals. Quantity of breakfast, dinner, afternoon tea.... according to number of column. 1st = no2
s_reser_bo.regdate	Date line on page meals
s_reser_bo.type2-6	type of meals in reservation page meals. vegetarians, etc. acc to s_reser_bo.quantity

Status fields from type of reservation (regcode)

s_reser.st_cancel
s_reser.st_credit
s_reser.st_expire
s_reser.st_invoice
s_reser.st_pinad1,2
s_reser.st_pinad1,2c
s_reser.st_reorg
s_reser.st_wait

4.3 Customizing/Parameters

The parameter system is a tool which was integrated in every sub-program. That way, a further level is created besides the programming, which offers a wide range of possibilities to adjust your program (without having to be able to program). In previous times these adjustment (adapting) possibilities required an error delicate program adjustment now, these are cheaply available in every standard program. Furthermore, all programs can be standardised to a large extent, as the program course, the function and the check of fields are not programmed within the program anymore, but are stored in the parameters (in a database). This offers not only an easy changing but also an always up-to-date documentation based on clear guidelines. Many of the program changes which were necessary in previous times can be dropped by this: e.g. lay-out of print-outs, checking rules for input fields, ComboBox lists, disable certain fields, capability of foreign languages, types of reservations. New program functions which can be programmed after a customer's request, have been integrated in the general program standard. The new function can then be activated or locked via the parameters as required. That is how can be secured that there is only one program version even for a large number of customers with different demands. Each change of the parameters can be integrated into existing systems selectively without affecting existing functions by the changes. If required, the parameter system can be defined customer specifically within an installation. The parameters are built up according to a clear regulation system and it requires some time to get familiar with this system. Changes within the parameters require similar care as the programming, but all processes are clearly structured and easy to understand. Besides by the software developer, the changes can also be made by the EDP-supervisor or consultant without any problems. The other users should not have access to this area.

4.3.1 Options - ComboBox Lists - Program Description

This part of the program contains input possibilities for [ComboBox Lists](#) as well as the check of [ComboBox Lists](#) (e.g. types of guests, nationalities, meal plans). Besides the name, the corresponding values can also contain program controlling signs. These are explained on the following pages. In the maintenance program they can be adjusted and changed. Furthermore some areas have certain administration programs for the end-user: e.g. meal plan.

4.3.2 Options Reference

4.3.2.1 Type of Reservation (regcode)

The type of reservation is responsible for the control and function of reservations, offers and enquiries.

Field Name: **regcode**

Control Field:

Position	Value	Function
1	2	Display additional arrival and departure fields in tab 'Stay' of the reservation (2nd date for offer alternative dates)
2	Y	Save overnight stay
3	Y	Allotment
4-5	01-99	Order in overview plans
6	Y	Save meal plan

Position	Value	Function
7-9	['letter']	Letter ID (value) of standard letter
10	Y	Confirmation required, e.g. return contract (field 'st_conf')
11	Y 1-9 [empty]	Calculate payment in advance 1 Calculate payment in advance 1 if x days before arrival or 14+x days before payment in advance 2 or 3, otherwise delete Delete payment in advance 1 date/control fixed dates
12	Y 1-9 [empty]	Calculate payment in advance 2 Calculate payment in advance 2 if x days before arrival or 14+x days before payment in advance 3, otherwise delete Delete payment in advance 2 date/control fixed dates
13	Y W	Determine rejection/cancellation date with days (free cancellation) Determine rejection/cancellation date with weeks (free cancellation)
14	Y O	Allotment: determine expiration date (days before arrival) Option: determine expiration date (days after acquisition)
15	Y	Receivables: determine due date
16-24	red 000- 255 green 000- 255 blue 000- 255	Background colour
25-33	red 000- 255 green 000- 255 blue 000- 255	Foreground colour
		Important: The color by reservation type ('regcode') is a combination with 'Confirmed/Contract back' ('st_conf'): 1st priority: field 'st_confXX' with XX = ['regcode'], value = ['st_conf'] (e.g. Y/N), control field from position 16 is colour code background/foreground 2nd priority: field 'st_conf', value = ['st_conf'] (e.g. Y/N), control field from position 16 is colour code background/foreground 3rd priority: field 'regcode', value = ['regcode'], control field from position 16 is colour code background/foreground
34	E/F/V/P	Type old R+B
35	Y	In POS billing (preparing the invoice)
36-39	PAUS	In POS billing (preparing the invoice) - meal plan
40	1	Date 1 for reorganisation, e.g. reservation (PMS2)

Position	Value	Function
	2 [empty]	Date 2 for reorganisation, e.g. offer (PMS2) Do not delete by reorganisation (PMS2)
41	1 2	Transfer into history guest database in reorganisation (PMS2) Transfer and increase number of stays
42	Y	Waiting list: entry '30' in 'Control Fixed Dates' when capacities become available
43	Y D B S	Create invoice positions Delete all invoice positions Only Bankett - no types of rooms, rooms (if necessary make rest invisible via type of reservation) Create automatic invoice records solely via tab 'Prices'
44	D C	Delete conference room bookings Mark meeting room bookings as cancelled but keep them (easy recovery)
45	[receipt]	Receipt ID (value) of invoice form - type of invoice printout, e.g. 1 = A4, 2 = receipt
46	Y 1-9 [empty]	Calculate payment in advance 3 Calculate payment in advance 3, if x days before arrival, otherwise delete Delete payment in advance 3 date/control fixed dates
47-49	[letter]	PMS2: letter ID (value) of alternative standard letter; in PMS3 this is defined in the standard letter (form 'c_code', field 'letter')
50	Y	Default reduce allotment (field 'reduce_q')
51-54	[amount]	No calculation for advance payment 1 and 2 up to this amount

4.3.2.2 Confirmed/Contract back (st_conf)

The field 'Confirmed/Contract back', e.g. indicates the receipt of the contract. Furthermore, a different colour can be defined for the reservation type.

Field Name: **st_conf**

Control Field:

Position	Value	Function
1-3	[letter]	Letter ID (value) acknowledgement of receipt
4-6	[letter]	Letter ID (value) of standard letter - the selection of the letter depending on the reservation type is prioritised!
16-24	red 000- 255 green 000- 255	Background colour

Position	Value	Function
	blue 000- 255	
25-33	red 000- 255 green 000- 255 blue 000- 255	Foreground colour
		Important: The color by reservation type ('regcode') is a combination with 'Confirmed/Contract back' ('st_conf'): 1st priority: field 'st_confXX' with XX = ['regcode'], value = ['st_conf'] (e.g. Y/N), control field from position 16 is colour code background/foreground 2nd priority: field 'st_conf', value = ['st_conf'] (e.g. Y/N), control field from position 16 is colour code background/foreground 3rd priority: field 'regcode', value = ['regcode'], control field from position 16 is colour code background/foreground

4.3.2.3 Standard Letter (letter)

This field can be used to create any number of standard letters.

Field Name: **letter**

Control Field:

Position	Value	Function
1	R [empty] C N	Assignment according to reservation type Manual use for all reservation types Manual selection only if contract confirmed No manual selection, e.g. reminders
2	[quantity]	Number of copies for printout
3	Y C L	Advance payments received in field 'openamount' Open credit amount in field 'openamount' Last payment in field 'openamount'
4	Y	Invoice positions summarised by date/article
5	Y	Automatic generation and storage of the letter as PDF (PMS2) Note: If a 'Y' is entered here, a PDF of the letter is automatically generated and saved in the directory entered under 'Settings' / 'General Settings' in the 'Default path for PDF files' field. This process is performed in the background when the 'Print' button is clicked. The created PDF files are saved according to the following

Position	Value	Function
		name convention: 'Registration number - letter ID - date - random number.pdf'. The created documents then appear in the reservation under the 'Documents' button. To activate this function, the 'Show detail or types' selection must be set to 2 = 'Show letters in detail' under 'Reservation' / 'Print letters'.
6-8	[letter]	Letter ID (value) of alternative letter - in PMS2 via regcode!
21-23	[letter]	Letter ID (value) of the letter that is to be automatically added as an attachment when the e-mail is sent

4.3.2.4 Invoice/POS Receipt (receipt)

This field can be used to create invoices/POS receipts, which can be selected in the reservation tab 'Invoice' and in the cash register via the drop-down list next to the page view/print buttons.

Field Name: **receipt**

Control Field:

Position	Value	Function
1-20	[report name]	Name of invoice form under Settings/Reports (e. g. 'r_invoice01')
21	[number of copies]	Number of copies for printout
23-25	[number range + prefix invoice + prefix void]	Separate series of invoice and void numbers (factura code): Optional separate series of invoice and void numbers (e. g. for Spanish ASSD customers). There are 4 additional number ranges for each POS. If enabled, invoices and voids are numbered separately. There are two number range pairs: 1 and 2. In addition, a one-character code (prefix) is defined for invoices and voids. This is saved in the invoice header (s_jhead.factura), except for accounting transactions. The second character is shown next to the transaction number if the invoice amount is ≥ 0 (e. g. 'F'), otherwise the third character (e. g. 'A'). The entry in the control field is e.g. '1RG' or '2BS'. A later printout is only possible with the appropriate forms (msgbox412) if they match s_jhead.factura!
31	N X (or control field completely empty)	No automatic printout of original document on billing (but manual printing is possible) Prevents any printing
32	Y	Use of separate standard printer for small POS receipts: Flexible Printer Setting: Via menu Settings/Default Printer, the default printer can be specified flexibly and independently of the Windows default printer based on computer (on which ASSD is running), Windows user, ASSD user and terminal client name. This only applies to all forms that are not stored with their own printer environment! There is a separate default printer for small POS receipt printing.

4.3.2.5 VAT Key (vat/vat2)

There are two parameters for the VAT keys. The parameter 'vat' contains the VAT keys with the respective percentage rate (optionally with date). The parameter 'vat2' allows the assignment of a key with tax rate to a VAT account and a discount account. The latter is only used if no discount account is specified in the revenue account.

Field Name: **vat**

Value:

Position	Value	Function
1-2	[ID]	ID of the vat key
3-7	[date]	Optional date for change of tax rate (= date from 'YYYYMMDD')

Control Field:

Position	Value	Function
1-4	[tax rate]	4 digits without decimal point, e. g. '1600'
11-18	[article no. 1]	Article number 1: tax for net prices (e. g. USA)
21-25	[tax rate 1]	Respective tax rate 1: 5 digits without decimal point and with 3 decimal places: e.g. '16000'
26	[leading sign 1]	Respective leading sign 1: "" (empty) = plus, "-" = minus
31-38	[article no. 2]	Article number 2: tax for net prices (e. g. USA)
41-45	[tax rate 2]	Respective tax rate 2: 5 digits without decimal point and with 3 decimal places: e.g. '16000'
46	[leading sign 2]	Respective leading sign 2: "" (empty) = plus, "-" = minus
51	A	US tax per day/accrual
61-68	[article no. 3]	Article number 3: tax for net prices (e. g. USA)
71-75	[tax rate 3]	Respective tax rate 3: 5 digits without decimal point and with 3 decimal places: e.g. '16000'
76	[leading sign 3]	Respective leading sign 3: "" (empty) = plus, "-" = minus

Field Name: **vat2**

Value:

Position	Value	Function
---	---	Can be empty for default assignment.
1-2	[ID]	ID of the tax key

Position	Value	Function
3-7	[tax rate]	5 digits without decimal point and with leading zeros, e. g. '00000'/'01000'

Control Field:

Position	Value	Function
1-8	[account]	Account number VAT account
9-16	[account]	Optional account number of discount account

4.3.2.6 Import CRS Invoice/Prices/Meals (crsimport)

This function allows each individual CRS invoice line to be imported into the PMS (via XML) in order to add extras to the PMS invoice and to avoid price discrepancies (if prices change before the bookings are downloaded to the PMS).

This is defined on article basis. The articles can be imported to tab 'Invoice' or 'Prices'. An entry must be created for each article that is to be imported - its value is the respective article number. As an alternative, it is possible to work with wild cards. The syntax is SQL LIKE, whereby '_' represents a single character and '%' represents none, one or multiple characters. If there are multiple matches, the entry with the longest code is used, e.g. 195 % has priority over 19 %.

The function can also be used to import meals that are booked as an additional service via the web check-in as an extra line directly to the 'Meals' tab. The meal type of the reservation is not changed.

Field Name: **crsimport**

Import CRS invoice lines to tab 'Invoice' (bookings and web check-in):

Control Field:

Position	Value	Function
1	1	Import invoice lines to tab 'Invoice'
2	6	Added invoice lines behave like manually added invoice lines and can be deleted by user - default ('jbuilder' code)
	0	Added invoice lines cannot be deleted by user unless the invoice is switched to M-manual - similar to web deposits ('jbuilder' code)
11-160	[formula]	Formula to modify web price import: placeholder is '#val', e.g. to recalculate/exclude a local tax - example: ROUND(#val/1.05,2)

Import CRS prices to tab 'Prices' (bookings and web check-in):

Control Field:

Position	Value	Function
1	P	Import prices to tab 'Prices'
3	Y	Added price rows create invoice lines ("put on bill")
4	Y S	Added price rows are locked and cannot be removed by users Added price rows get locking status 'Softlock' (further information can be found here)
11-160	[formula]	Formula to modify web price import: placeholder is '#val', e.g. to recalculate/exclude a local tax - example: ROUND(#val/1.05,2)

Import additionally booked meals (web check-in only):

Control Field:

Position	Value	Function
1	M	Import as an extra line to tab 'Meals'
2	2 3 4 5 6	Meals: column 'Breakfast' Meals: column 'Morning' Meals: column 'Lunch' Meals: column 'Afternoon' Meals: column 'Dinner' (meal columns = field 'boardslot', further information can be found here)
3-5	[special type of meals]	Special type of meals (field 'type2' = Breakfast / 'type3' = Morning / 'type4' = Lunch / 'type5' = Afternoon / 'type6' = Dinner, further information can be found here)

4.3.2.7 Date Selection (datesel)

Allows the configuration default dates for the Business Reports. The following configurations are valid.

Field Name: **receipt**

Control Field:

Basis	Value	Function	Example	Result
A (all)	*A	Selects everything	[empty]	31.12.9999
Years and/or Months				<i>**Supposing today is 14.11.2024:</i>
Y	*Y(year)	Sets year	*Y(2021)	01.01.2021 – 31.12.2021
	*Y(year1-year2)	Sets range of years	*Y(2021-2023)	01.01.2021 – 31.12.2023
	*Y(-years)	Subtracts number of years from current year	*Y(-4)	01.01.2020 – 31.12.2020 **

	*Y(-years-years2)	Subtracts number of years from current year and sets the period from that date with a duration of years2	*Y(-6-2)	01.01.2018 – 31.12.2020 **
M	*M(month)	Sets month	*M(2)	01.02.2024 – 29.02.2024
	*M(month1-month2)	Sets range of months	*M(3-6)	01.03.2024 – 31.06.2024
	*M(-months)	Subtracts number of months from current month	*M(-4)	01.07.2024 – 31.07.2024 **
	*M(-months-months2)	Subtracts number of months from current month and sets the period from that date with a duration of months2	*M(-6-2)	01.05.2024 – 31.07.2024 **
Y+M	*Y(year/s);M(month/s)	Years and months can be combined with a semicolon	*Y(-1);M(1-3)	last year's first quarter
			*Y(2020-2021);M(1-3)	01.01.2020 - 31.03.2021
Today				<i>Supposing today is 14.11.2024:</i>
	*T(-days)	Subtracts number of days from today's date	*T(-4)	10.11.2024 – 10.11.2024
	*T(days)	Adds number of days to today's date	*T(2)	16.11.2024 – 16.11.2024
	*T(-days-days2)	Subtracts number of days from today's date and sets the period from that date with a duration of days2	*T(-5--3)	09.11.2024 – 12.11.2024
	*T(days-days2)	Adds number of days to today's date and sets the period from that date with a duration of days2	*T(5-3)	19.11.2024 – 22.11.2024
Last Monday				<i>Supposing today is 14.11.2024</i>
				<i>→ last Monday is 11.11.2024:</i>
	*W(-days)	Subtracts number of days from last Monday	*W(-4)	07.11.2024 – 07.11.2024
	*W(days)	Adds number of days to last Monday	*W(2)	13.11.2024 – 13.11.2024
	*W(-days-days2)	Subtracts number of days from last Monday and sets the period from that date with a duration of days2	*W(-2-4)	09.11.2024 – 13.11.2024
	*W(days-days2)	Adds number of days to last Monday and sets the period from that date with a duration of days2	*W(7-4)	18.11.2024 – 22.11.2024

4.3.2.8 Guest Types

The guest types for marking purposes are stored here.

Field Name: **guestcode**

Abbreviation: Text in Overviews (possibility to sum up guest types)

Control Field:

Position 1-2	Value: any	Order in overviews
Position 3-11	Value: red 000-255	Background
	Value: green 000-255	
	Value: blue 000-255	
Position 12-20	Value: red 000-255	Foreground
	Value: green 000-255	
	Value: blue 000-255	
Position 22-30	Value: red 000-255	Background for abbreviation in plans
	Value: green 000-255	
	Value: blue 000-255	
Position 31-39	Value: red 000-255	Foreground for abbreviation in plans
	Value: green 000-255	
	Value: blue 000-255	
Position 40	Value: Y	Sum up for meal plans
Position 50-51	Value: Type of Reserv.	Default type of reservation
Position 101-106	Value: ID	ID for special days with regard to prices stored for guest types

4.3.2.9 User Field 1 - Guest Database

The user field 1 in the guest database, page address bottom left, can also be used for a default setting of the type of reservation (proceeds the type of guest).

Field Name: **user01**

Control Field:

Position 1-2	Value: Type of Reserv.	Default type of reservation
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4.3.2.10 Nationality

List of nationalities for the guest database

Field Name: **nation2** (via check fields, **nation3** also possible)

Control Field:

Position 1-3	Value: Country ID	Default country (nation1)
Position 4-5	Value: Code Statistical State Office	
Position 7	Value: order in selection (grouping), empty lowest priority. Often used nationalities are shown at the top with the help of this option.	

4.3.2.11 Salutation

List of different possibilities of salutations for the guest database

Field Name: **salutation**

In addition to the description you can define which part of the name is shown with the salutation in the field "Abbreviation", the options are:

Value: "F"	Firstname
Value: "X"	Lastname
Value: "B"	Firstname Lastname
Value: " "	Nothing

4.3.2.12 Type of House

Via the field "Type of House" a pre-selection of desired house characteristics can be carried out in the house database. Positions 1-15 in the control field are transferred to the field housetype1 in the house database and positions 17-31 are transferred to the field housetype2.

Field Name: **housetype**

Control Field:

Position 1	Value: "Y"	Room booking columns suppressed: gender
Position 2	Value: "Y"	Room booking columns suppressed: beds booked
Position 3	Value: "Y"	Room booking columns suppressed: b1
Position 4	Value: "Y"	Room booking columns suppressed: b2
Position 5	Value: "Y"	Room booking columns suppressed: b3
Position 6	Value: "Y"	Room booking columns suppressed: b4
Position 7	Value: "Y"	Room booking columns suppressed: b5
Position 8	Value: "Y"	Room booking columns suppressed: b6
Position 9	Value: "Y"	Room booking columns suppressed: button book
Position 10	Value: "Y"	Room booking columns suppressed: button rebooking
Position 11	Value: "Y"	Room booking columns suppressed: button +1
Position 12	Value: "Y"	Room booking columns suppressed: button -1
Position 13	Value: "Y"	Room booking columns suppressed: mix
Position 14	Value: "Y"	Room booking columns suppressed: matchcode
Position 15	Value: "Y"	Room booking columns suppressed: booked as
Position 17	Value: "H", any	Deviant labelling

		Reservation page 1: beds
		Reservation rooms: beds, bedsbooked, cmdroom, cmdbed, begin with active page: room, beds
Position 18	Value: "N"	No automatic adjustment of number of beds or rooms when changing number of guests
Position 19	Value: "N"	No split-up possibilities: e.g. male, female
Position 20	Value: "Z"	Booking of complete rooms (hotel), input lock field "beds"- use as number of rooms - automatic sum up from types of rooms
Position 21	Value: "K"	Types of rooms (all with rtype control field position 9 on "B"!!!) as real bed categories
		Input lock field "beds", "number" - automatic sum of beds, guests from types of rooms column guests in room database
		Real split up of beds m./f. no change
		Total number possible via split up!
		For internal invoicing the number of guests is taken from the types of rooms, instead of MAX(needed, assigned)

4.3.2.13 Type of Room

The types of rooms for the type of room booking (categories) are fixed to 1-8 (the * is reserved for internal purposes). These 8 types can be changed by the user via an own database program. The text and the article can be assigned here and types can also be deactivated. The types of rooms **have** to be fixed **before** the first booking (before taking the system into operation).

Field Name: **rtype**

Control Field:

Position 1-8	Value: article number	Change via the database program
Position 9	Value: "B"	Type of room on bed basis – has to be set up by the supervisor before operation!
Position 11-12	Value: number of beds	Change via database program

4.3.2.14 Automatic Update

Updates of the areas **Parameters, Articles/Items, Prices, Suppliers** as well as updates in the **Black List** can be automatically transferred via a FTP server or a database server.

Field Name: **aupd**

Value:

Position 1	Value: "A" - Entry for automatic run
	Value: "M" - Entry for run called up by user
Position 3-5	Identification number and order

Control Field:

Position 1	Value: "Y" - Import of parameters
Position 2	Value: "Y" - of articles/items, prices and suppliers
Position 3	Value: "Y" - Import of black list
Position 5	Value: "Y" - Export of data (FTP-edit rights, audit=Y)
	Only via own entry, do not use in combination with import!
	Only use once!
Position 6-25	Value: FTP-Server or IP address for transfer via FTP server
	Value: "*local" for transfer via database server with the local DB
	or: "*" + Database name for transfer via other DB on database server
	or: "*" [CommonName] for transfer via the DB defined in .db (can be on another server)
Position 26-35	Value: FTP-user name (not for DB server)
Position 36-45	Value: FTP-password (not for DB server)
Position 46-65	Value: path (different areas get own paths!), no / at the end
	* O is replaced by organisation, *H by house (without spaces) values from the basic setting
Position 66-69	Value: port
Position 71-100	Deviant file to identify the standard system: Empty: "..\assdoriginal.txt"

4.3.2.15 Data Sorting on Reports

The data order selected via "**Reports / Query Mailmerge/Labels/Reports**" in row "**Order**" can be edited via the ComboBox Lists. Completely new report sortings can also be entered. That way guests may be sorted first according to the user who entered the reservation and secondly, within the first sorting, according to the arrival date: "**s_user.arrival**". More sorting conditions are entered with a separating comma and are processed one after the other.

Any sorting option can be fixed and then selected via "**Query Mailmerge/Labels/Reports**".

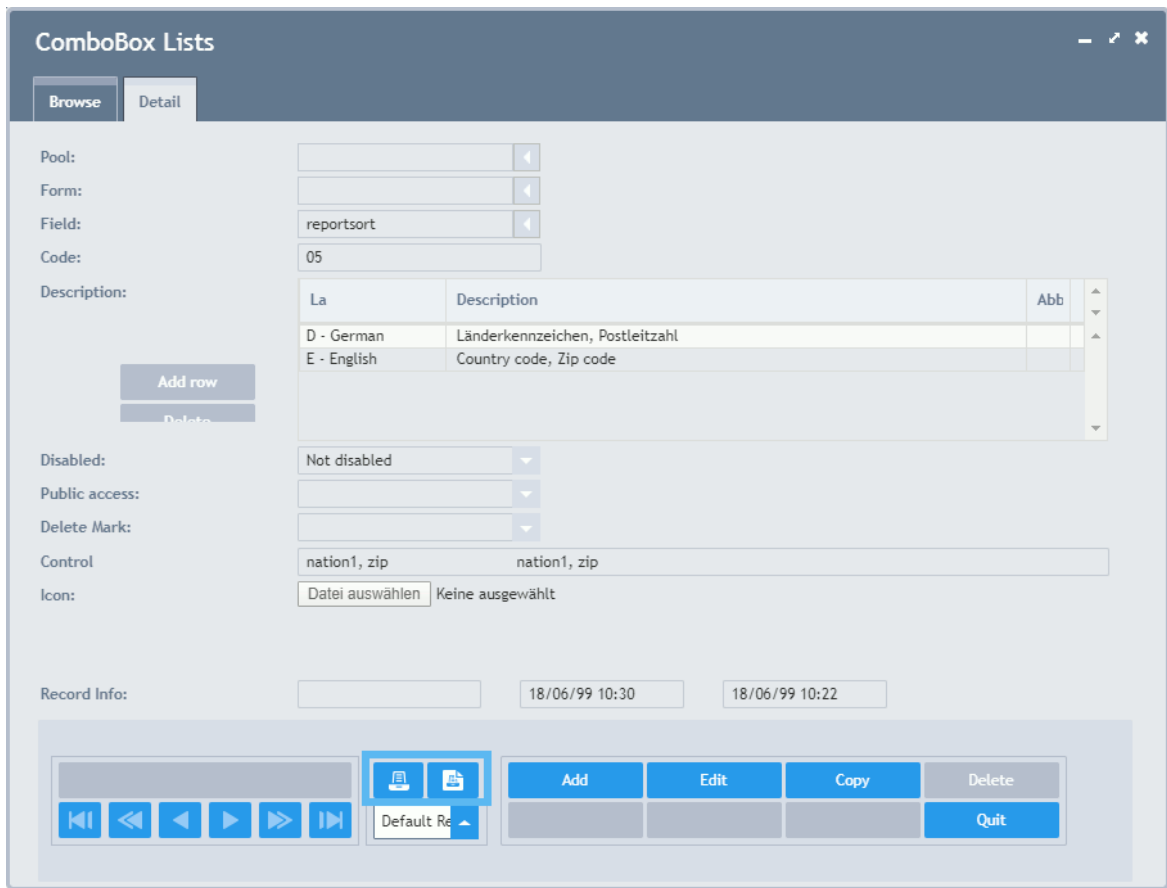
For field names which are not definite, the declaration of the list name is mandatory, e.g. "**s_guest.match1**".

Field Name: **reportsort**

Control Field:

Position 1-40	Sorting in case the report is called via the guest reference data or the guest history.
on from Position 41	Sorting in case the report is called via the reservation.

Example:



In the picture displayed above, the data is first sorted according to the nation and within this sorting, according to ZIP codes.

4.3.2.16 Retrieve Internet Bookings

Details concerning the retrieval of Internet bookings can be set here. The respective codes can then be found under "**Reference Data/Internet Booking Interface**", page "**Creation**", line "**Generation**". Some possibilities are already included in the system: Values "**N**" or "**K**": when retrieving an Internet booking, an entry is made in the guest database only, Value "**K**": when retrieving an Internet booking, an entry is made in the inquiries for catalogues database. For all other values, a reservation is created straight away.

Further values can be created here.

Field Name: **is_reser**

Control Field:

Position 1	Value: "N" - invoice data is not transferred from the internet booking system
	Value: "H" - transfer web deposit/discount in invoice
	Value: "X" - new 'crsimport' - no web discount
Position 2-3	2-digit transaction type saved under "Reference Data/ Accounting Transaction Type". In case of retrieval, this transaction type is carried out.
	The aim may be to store a transaction type with an amount of prepayment identical to the total amount.

Position 4	Value: "Y" - a booking is only created, if the status of the internet booking is "paid"
	Value: "empty" - a booking is always created
Position 5-6	Transaction type accounting for refund in case of cancellation import
Position 11	Value: "N" - switch off guest email matching
Position 12	Value: "Y" - update reservation edit/save
	Value: "P" - like "Y", plus update package data on retrieval
Position 16	Value: "Y" - uses 's_internet.altregcode' if automatic room allocation has failed and 's_internet.regcode' if automatic room allocation was successful ("healing" of an 'more than one path found' error through automatic room allocation)
Position 17-18	Value: reservation type - reservation type for modifications of existing bookings (important: the specified reservation type must block beds and a download script that sends modifications must be used - e.g. get-resermm.php)
	Value: "Y" - reservation type does not change in case of a modification (unless it is configured that the automatic room allocation sets the reservation type and such has been carried out or has failed)
	Value: "empty" - import of modifications is switched off, every incoming booking is created newly

ComboBox Lists - ✕

Browse
Detail

Pool:

Form:

Field:

Code:

Description:

Add row
Delete

Disabled:

Public access:

Delete Mark:

Control:

Icon: Keine ausgewählt

La	Description	Abb
D - German	Storno	
E - English	Cancellation	

Record Info:

⏪
⏴
⏵
⏩

📄
📄

Add
Edit
Copy
Delete

Default Re
Quit

4.3.2.17 Fast Buttons for Printing

Menu items "**Reference Date / Guests/Customers, Page Rates**" and "**Reports/Business Reports**" offer new buttons for a faster display or print-out of letters / reports in a certain period of time. Via the buttons, a period may be selected from a ComboBox list of defaulted periods. As a standard, the following entries are provided: everything, current month, previous month, current year, last year. Any further periods may be created. For this, please contact ASSD.

Field Name: **datesel**

Control Field:

*A	everything (total)
*M	month
*Y	year
*M(0)	current month
*Y(0)	current year
*M(-1)	last month
*Y(-1)	last year

4.3.2.18 Article Exchange for Conference Room Booking

An article exchange "**2x**" can be carried out according to the booked time unit per day. A 3-digit code has to be entered, e.g. "**005**". The values of each time unit is controlled by the entries in the control field.

Field Name: **newcode**

Control Field:

Position 1-24	booked period
Position 25-48	building up time
Position 49-72	taking down time

- ↗ ✕
ComboBox Lists

Browse
Detail

Pool:

Form:

Field:

Code:

Description:

La	Description	Abb	
D - German	Tagungsräume Anzahl Zeiteinheiten		▲
E - English	Conf. Rooms Number of Time Slots		▲

Add row
Delete

Disabled:

Public access:

Delete Mark:

Control:

Icon: Keine ausgewählt

Record Info:

⏪
⏩
⏴
⏵
⏶
⏷

📄 📄
Default Re ▾

Save
Undo

The entries in the control field describe the values of the time unit. 24 positions are at your disposal for booked periods, i.e. the number of maximally possible time units per day in the conference room booking. If, e.g., "006" is entered in column "Code" on page "Detail 2" under "Reference Data / Articles/Items", the new article is used on from 3 time units in the control field displayed above (add the values of the positions = time units).

Part V

5 What's New in PMS3

Major new features are listed below. If you are technically interested, all minor updates can be found in menu Help, About ASSD Software.

5.1 2024

5.1.1 02/12/2024 Overview Prices/Types of Rooms: ADR - Average Daily Rate

There is a new configuration for the price view (a_calendar18/priceprod or a_calendar19/priceprod2): *ADR = actual daily rate of a specific article.

Position 1-4: *ADR

Position 6-13: article number

Position 14-15: offset of years (e.g. 0 = this year, 2 = two years ago, -1 = next year)

The description of the 'priceprod' entries is the label for the calendar.

Example for the control field:

*ADR 100 0 -> ADR of article 100 this year

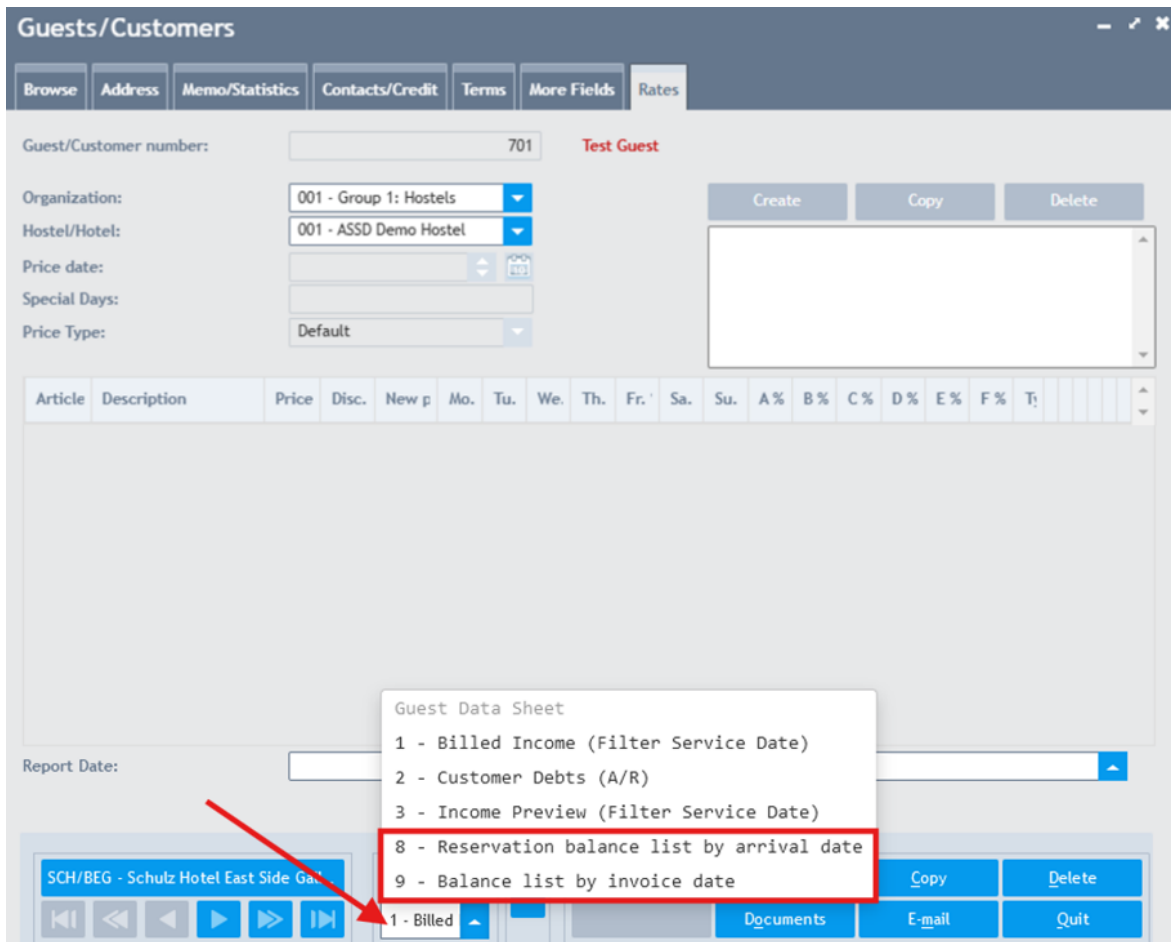
*ADR 200 1 -> ADR of article 200 last year

5.1.2 11/11/2024 Balance lists per customer by invoice or arrival date

The "Balance list by invoice date" lists all positions of a specific customer which were billed in the chosen period. They are grouped by reg with a balance amount per reg and a total one.

The "Reservation balance list by arrival date" looks similar, but the date selection is on the arrival date of the reservation. Then we take all billed invoices which belong to those reservations.

The lists can be accessed via the guest/customer database tab "Prices":



5.1.3 30/10/2024 New warning in cards when card was issued already

If configured, a warning will be shown when a user tries to issue a card which has been issued before. When the user confirms the warning, an entry for "Card" will be created in s_userlog. Additional information: To enable the functionality, 'Y' is required in the control field of c_code/card_warn. The corresponding message box can be found in c_label/msgbox519

5.1.4 17/10/2024 Delete reports on import if delete mark is set

If the delete mark is set to 'Y' in the report builder, the report is deleted while the import. This works for the manual settings import as well as the automatic updates via the database. Please note that (in comparison to the other forms) this has no other impact, which means that the report will still be visible in the lists - until deleted.

5.1.5 07/08/2024 Letters: set default depending on regcode, confirmation status and checkio status

There is a new possibility to set the default letter depending on the regcode, the confirmation status and the checkio status. For this, add one entry into the ComboboxLists for each combination where the field is 'letterchio' and the code is 'regcode st_conf checkio', with no blanks in-between. Note that 'regcode' and 'checkio' are mandatory, whereas 'st_conf' can be left empty. Then the respective letter is defined in the control field.

Examples:

field: letterchio
code: 24 1
control: 040

field: letterchio
code: 22Y8
control: 048

5.1.6 22/07/2024 New flexible replacements for email templates

For general information needed in the emails, which are not in the house data, there are new flexible fields. Their value can be defined in the Combobox lists 'email' / 'fieldX' where X is a number from 1 to 5. Then the corresponding replacement tag in the emails is <fieldX>.

5.1.7 18/07/2024 Possibility to change termdate of another datatype when creating a reminder

It is now possible to also change the termdate of a second datatype when a reminder is created. The termdate of the second datatype will be moved for the same amount of days. To set this up, enter the second datatype in the Combobox lists of the respective datatype at position 20.

5.1.8 16/07/2024 Dayview Meals: show paths as separate rows

By creating a default value of 'Y' for the 'mealpath' field, paths are displayed as separate rows in the meal plan. This way, for example, school classes can be displayed separately and different times can be set.

Calendar Overview Day

Date	Matchcode / RegistrNo.	Type	Breakf. Time	Morning Time	Lunch Time	Afternoon Time	Dinner Time	Memo
16/07/24 Tu	ALEXANDER OESTERREICH/358338						6 17:30	Veg
							4 19:00	Max
16/07/24 Tu	Total						10	
		Total:					10	
17/07/24 We	ALEXANDER OESTERREICH							
17/07/24 We	Total							
Grand total	16/07/24-17/07/24							

Field Validation

Field	Validation rule	Error if disabled	Zero/Blank allowed	Range check	From-Value	To-Value	Default value	Validation function (EX)
Pool:	not used							
Form:	not used							
Field:	mealpath							
Validation rule:	not used							
Error if disabled:	not used							
Zero/Blank allowed:	not used							
Range check:	not used							
From-Value:					0.000000			
To-Value:					0.000000			
Default value:	Y				0.000000			
Validation function (EX):								

5.1.9 03/06/2024 Calculate cancellation costs only for special accounts

For cancellation costs which are set on the invoice via the default price information, there is a new possibility to calculate cancellation costs only with regard to special accounts. So far it always took a percentage of the total booking value. Accounts can be defined in 'c_code' / 'cancelacc' by a comma separated list in the control field.

5.1.10 29/04/2024 Menu Help, About ASSD shows application and database server names

It is now possible to see the name of the application server and the database server in the menu Help, Info ASSD. This allows you to determine whether or not you are affected by maintenance work announced by email.

5.1.11 27/04/2024 Improved room allocation of multi-bed rooms with different guests ("dormitory")

The gender codes (as yet female, male, mixed) have been extended to correctly reflect the room occupancy over several days. The individual days of a stay are now compared to each other separately.

If a room is occupied by women on one day and by men on the next, a new 'conflict' code is displayed (code 7) - such a room can therefore not be occupied, taking gender segregation into account.

If one day has mixed occupancy and the next day is occupied by women, a new code 'only female allowed mixed' is used (code 9).

If one day has mixed occupancy and the next day is occupied by men, a new code 'only male allowed mixed' is used (code 8).

The column 'Sex' on tab 'Rooms' in the reservation shows these new codes.

Existing templates for automatic room allocation no longer use these rooms! This is the purpose of this extension. If the two cases 'only female allowed mixed' and 'only male allowed mixed' are to be used for the automatic room allocation, the templates (mixed multi-bed rooms) must be extended by an additional line at the top of the room preference: '*x' for female and '*y' for male (optionally followed by the room type).

5.1.12 22/04/2024 Web import of articles: wild card support

Instead of entering all articles via 'crsimport', you can now create wild cards. The syntax is SQL LIKE which means '_' represents one single character and '%' represents zero, one or multiple characters. If there are multiple matches, the one with the longest code is used, e.g. 195 % has a higher priority than 19 %.

5.1.13 18/04/2024 Password validation in user data

To validate the password when the user is created in the user data, 'passwd2' must be used for the validation.

5.1.14 17/04/2024 Housekeeping: additional areas, special tasks, stayer cleaning

The existing feature 'additional areas for housekeeping' has been improved. To add additional areas, they have to be created as room in the regular rooms reference data by using the special date '01/01/2000' in the from/to-fields. There are 9 characters available for the room number or you can use the room description field for a longer and more detailed naming (description field is not

supported by app). The default cleaning rhythm is per day which can be changed via field 'housekday2' to any number of days. You can also configure the number of days for each area separately by setting the number of beds = days in the rooms reference data.

Additional areas can be linked to meeting rooms by using '#' followed by the exact name of the meeting room (case sensitive). Meeting rooms are shown as 'departure' if they are occupied the day before and as 'arrival' on every day they are booked (also for multi-day bookings).

A new 'Task' button in the 'Housekeeping' overview now allows to add a special housekeeping task or a stayer cleaning which is then shown as yellow text or red broom in the app. The feature can also be opened by double click into the grid cell (similar to problem entry). The housekeeping API now also accepts the new type 'A' (= task/action) to send a text (parameter 'rsinfo').

Calendar Overview Day

Rooms Days | Arrival | Departure | List of Guests | Meals | Types of Rooms | Conference rooms | Activities | Housekeeping | Preise/Ausstattung | Program | In

Show:

- All
- Not Cleaned
- Cleaned
- With Problems
- Arrivals
- Free

Mark as:

- Cleaned
- Disinfected
- Problem
- Problem Solved

Undo:

Task

	Bd	Fl	Co	Room	Dep.	Stays	Arr.	Free	Clean	Description	Disinfi.	Stayer C	Task	St.
<input type="checkbox"/>	2	0	2	039(2)					9	Door/Lock				
<input type="checkbox"/>	2	0	2	040(2)					9					
<input type="checkbox"/>	2	0	2	041(2)					9					
<input type="checkbox"/>	2	0	2	042(8)					9				Towels	
<input type="checkbox"/>	2	0	2	043(2)					9					
<input type="checkbox"/>	2	0	2	044(2)					9					
<input type="checkbox"/>	2	0	2	045(2)					9					
<input type="checkbox"/>	2	0	2	046(2)					9					
<input type="checkbox"/>	2	0	2	047(2)					9					
<input type="checkbox"/>	2	0	2	048(2)					9					
<input checked="" type="checkbox"/>	2	0	2	049(2)					9					
<input checked="" type="checkbox"/>	2	0	2	050(2)					9					
<input checked="" type="checkbox"/>	2	0	2	051(2)					9					
<input type="checkbox"/>	2	0	2	052(2)					9					
<input type="checkbox"/>	2	0	2	053(2)					9					
<input type="checkbox"/>	2	0	2	054(2)					9					
<input type="checkbox"/>	2	0	2	055(2)					9					

25/04/2024 Thu - 26/04/2024 Fri = 1 Allotment: 120

000/004 - Test Hotel A W W M M Y Y

Problem Description ✕

Problem Type: 99 - Other ▾

Description:

- 05 - Light
- 10 - Tap
- 15 - Drain
- 20 - Bed
- 25 - Door/Lock
- 99 - Other

OK Clear Cancel

The screenshot displays the 'Housekeeping' section for 'Test Hotel Berlin (5501...)'. It features a search bar, a filter for 'Departed' status, and a grid of room numbers 1-7. Below this, a table lists rooms with their status and issues:

Room	Clean	Problem
101 (2) ★ Towels	<input type="checkbox"/>	<input type="checkbox"/>
102 (4)	<input type="checkbox"/>	<input type="checkbox"/>
103 (1)	<input type="checkbox"/>	<input type="checkbox"/>
104 (1)	<input type="checkbox"/>	<input type="checkbox"/>
105 (1)	<input type="checkbox"/>	<input type="checkbox"/>
106 (1)	<input type="checkbox"/>	<input type="checkbox"/>

5.1.15 15/04/2024 WCI: Numbering of PDF registration forms

The registration forms retrieved by the WCI can now be numbered when imported. This requires an entry 'webcountrp' in the 'ComboBox Lists' and an entry 'wcpdf' in the 'Number Counter'. If a user field of the reservation is added to the control field of 'webcountrp', the number of the registration form is also stored there.

5.1.16 12/04/2024 Pop-up with guest information when adding a new reservation

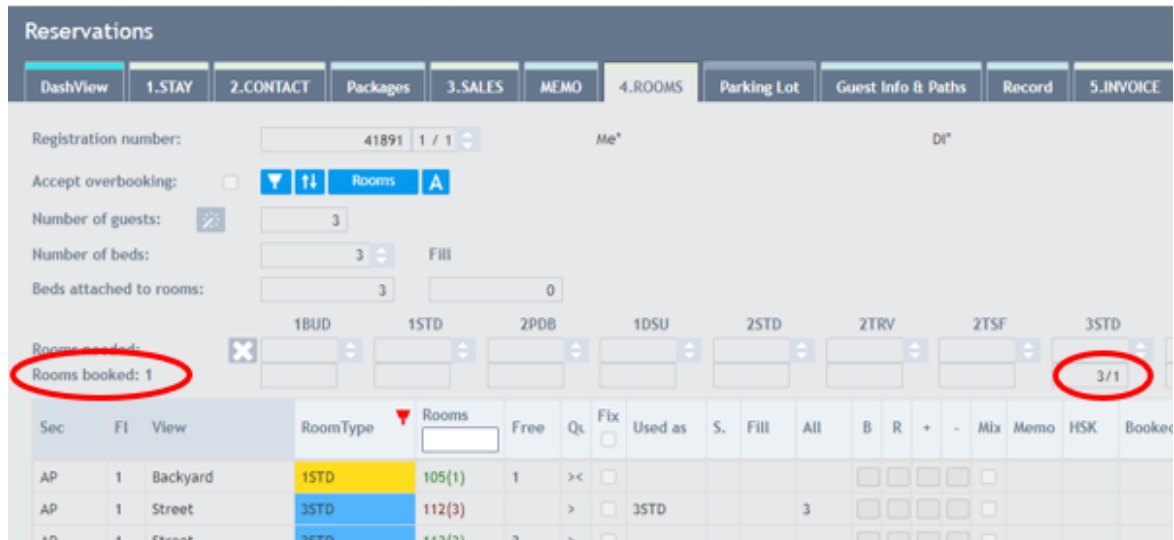
When selecting a guest for a new reservation, a pop-up window automatically appears with information from the guest data memo field (if filled). It can be closed using the enter key or the mouse. If the memo text is already in use for billing information, no pop-up appears when creating a new reservation. If you still want to show it when creating a new reservation, you can do this by using '##NEW' at the beginning of the memo text. Independently of this, you can use '##NEW' to split the memo text (end '##') and only display part of it in the pop-up. A text that begins with '##' does not generate a pop-up.

5.1.17 11/04/2024 Threshold advance payment

The calculation for advance payment 1 and 2 can be prevented below a certain amount (field 'regcode', position 51 to 54).

5.1.18 10/04/2024 Reservation tab 'Rooms': shows number of rooms booked

On tab 'Rooms' in the reservation, the total number of rooms booked and the number of rooms per room type is now shown.



5.1.19 04/04/2024 Default price information for multiple articles for cancellations

Via 'Default price information', multiple articles with a defined percentage of the booking value can now be added to the invoice in case of a cancellation, but without taking the guarantees into account. This requires one line per article for form '*cancel2', the percentage is to be defined as default for 'cancefee2' in 'Field Validation'.

5.1.20 23/03/2024 Enhanced locking status of price records in reservation - log user price changes

Price records in tab 'prices' in the reservation have got 4 different locking status. 'Y' means permanently locked and not editable. This is the original option to avoid user interference for example for cash register receipts or imported web prices. New status are 'S' = Softlock and 'U' = Unlocked. The status is now shown as an additional field next to the prices and locked records are marked in the list of prices.

Unless the status field ('locked') is not hidden, there is a locker icon next to it which is used for soft locked entries only. If a user clicks this icon, a message box is shown and the user is able to unlock the price row temporarily to make changes to the price. This action is logged in the user log (s_userlog - useraction=Rate). Once the reservation is saved, all unlocked prices are set back to "Softlock". A "Softlock" can be set via web price import ('crsimport') or set manually for any normal price row.

Articles that have set 'Reserv. Price Tab' to 'Y - Editable price for fixed prices' can get a Softlock automatically via a default value 'locked'. In this way, those articles are secured against price manipulation as well, e.g. walk-in guests or phone reservations.

The screenshot shows the 'Reservations' module with a navigation bar including 'Browse', 'Stay', 'Color', 'Meals', 'Terms', 'Text/Memo', 'Rooms', 'Conf. rooms', 'Paths', 'Prices', 'Billing', 'Activities', and 'Program'. The registration number is 358336, and the guest name is Manuela. Below the navigation bar is a table of reservation items:

Article-No.	Description	Date	Price	Currency
00004	Bettwäsche	15/05/24	3.50	EURO
19-201	Doppelzimmer BW/HT	11/05/24	73.00	EURO
19-201	Doppelzimmer BW/HT	12/05/24	73.00	EURO
19-201	Doppelzimmer BW/HT	13/05/24	73.00	EURO
19-201	Doppelzimmer BW/HT	14/05/24	73.00	EURO
19-201	Doppelzimmer BW/HT	15/05/24	1.10	EURO
19-201	Doppelzimmer BW/HT	16/05/24	73.00	EURO
9-0116	Heiße Schokolade		1.90	EURO

Below the table, the detailed view for article 19-201 (Twin Room) is shown. The 'Price' field is set to 73.00 EUR, and the 'Reserv. Price Tab' dropdown is set to 'S - Softlocked', which is circled in red. A 'Unlock Price?' dialog box is open, asking 'Unlock price? This action will be logged!' with 'Unlock' and 'Abort' buttons.

5.1.21 21/03/2024 Web cancellations are ignored if the guest is already checked-in

Web cancellations are ignored if the guest is already checked-in. Such cases are logged in risauto.log: "Cancellation ignored reservation already checked-in: [e.g]. 004/545465456456".

5.1.22 12/03/2024 User groups for invoice notes in the reservation

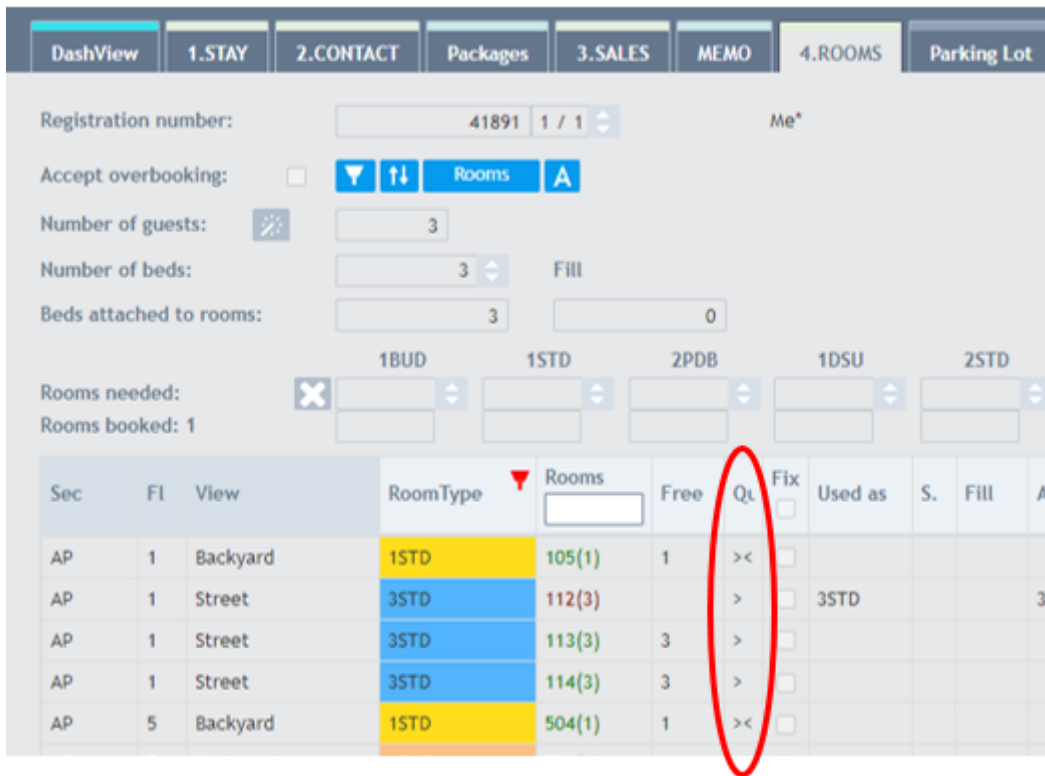
The info field in the guest data, which can be used to provide notes for the invoice, can now be defined to display different notes depending on the user group. To do this, the text is divided with '##GRP', whereby 'GRP' is a three-digit code for the group. This code is defined in the 'ComboBox Lists' for 'usermemo' / '##GRP', the related departments are to be separated by commas in the control field.

5.1.23 10/03/2024 Repeat printout of cash register receipts via 'Transactions'

Receipts from the cash register (but also from reservations) can now be reprinted via 'Transactions'. The options for print, print preview and receipt selection are located at the bottom left. Important: This requires the receipt PHP code to be adjusted (as for 'iarchive').

5.1.24 09/03/2024 New indicator in the 'Rooms' tab of the reservation shows if room is occupied the day before and/or the day after

A new indicator in the 'Rooms' tab of the reservation shows if a room is occupied the day before and/or the day after the stay (path). This is indicated in the quota column ('Qu') with '>' for 'occupied the day before' and '<' for 'occupied the day after'; '><' means the room is occupied the days before and after. To save execution time, this feature can be switched off (General Settings Supervisor - gapinfo).



5.1.25 09/03/2024 New button in 'Rooms' tab of the reservation opens 'Calendar Overview Day'

In the 'Rooms' tab of the reservation, there is now a button at the top right that opens the 'Calendar Overview Day - Rooms Days' one day prior to the arrival date of the respective reservation (path).



5.1.26 08/03/2024 Room allocation status remains untouched by additional paths with 0 guests

For reservations with multiple paths, where some have 0 guests, there is no longer a warning. The status is set to '2' (= complete) after Edit/Save. The precondition is that guests are booked in the first path.

5.1.27 08/03/2024 Door key cards for split rooms with only two guests now create card 1 and 3

Four-bed rooms with two guests and two fillers now create card 1 and 3. This ensures the access to a family room consisting of two twin rooms with a connecting door.

5.1.28 08/03/2024 New setting 'cardfuture' for door key cards with arrival in the future

A new setting 'cardfuture' now allows door cards to be programmed in advance, e.g. for arrivals on the next day (General Settings Supervisor, avoids hotels.ini).

5.1.29 02/03/2024 Flexible background text for screen info

A flexible background text can now be provided (Field Validation - screen/info).



5.1.30 28/01/2024 New setting 'roundx' for separate rounding of percentage discounts in rate plans with option to always round down

A new setting 'roundx' now allows to configure rounding for percentage discounts in rate plans separately. It also supports the value '3' to always round down. (General Setting Supervisor)

5.1.31 11/01/2024 Save email templates separately from documents

In some cases, it can be helpful to save the email template separately from the document, e.g. if a single document is to be sent with different email texts. To do this, add 'c_check' for the corresponding letter in 'Details 2' in the 'Report Builder' and add an entry 'a_mails' with the email setup in 'Field Validation' for each document and language (example 'a_mails' / '024d' for letters or 'a_mails' / 'inv01d' for invoices).

5.2 2023

5.2.1 15/12/2023 Paylink in the email body

As an alternative to creating the paylink in a document, it can now be specified directly in the email body.

5.2.2 15/12/2023 Sending of emails without attachment

It is now possible to send emails without attachments from the letters. The letter is still required to define the email template. In order to send the email without an attachment, the entry '#section:nopdf Y' is required in the notes of the email template.

5.2.3 24/11/2023 Salutation New Name Replacement Options

There are new replacement options for field "salutation": BC, F1, F2, LO, LC.

BC = if contact (name3), then contact otherwise first name and last name

F1 = if contact (name3), then (full) contact otherwise first name

F2 = if contact (name3), then first word contact otherwise first name

LO = last name

LC = if contact (name3), then last word contact otherwise last name

Existing:

B = first name and last name

X (default) = if contact (name3), then last word contact otherwise last word name2

F = first name

5.2.4 08/11/2023 Auto Check-in

Via general setting "noautoch" the automatic check-in on arrival date after billing can be disabled (set to Y).

5.2.5 11/10/2023 Flexible code for city tax calculation

For the calculation of the city tax, any PHP code can now be used instead of the fixed logic (in 'tax' / '2').

5.2.6 07/09/2023 Dropdown for email sender address

Instead of a fixed sender, it can now also be selected from a dropdown. This requires a 'Field Validation' entry for 'm_letter' / 'emaildd'. A 'Y' in the first position of the default value activates the dropdown, followed by a semicolon and the definition of the email address(es):

'U': from the user master data

'D': default sender

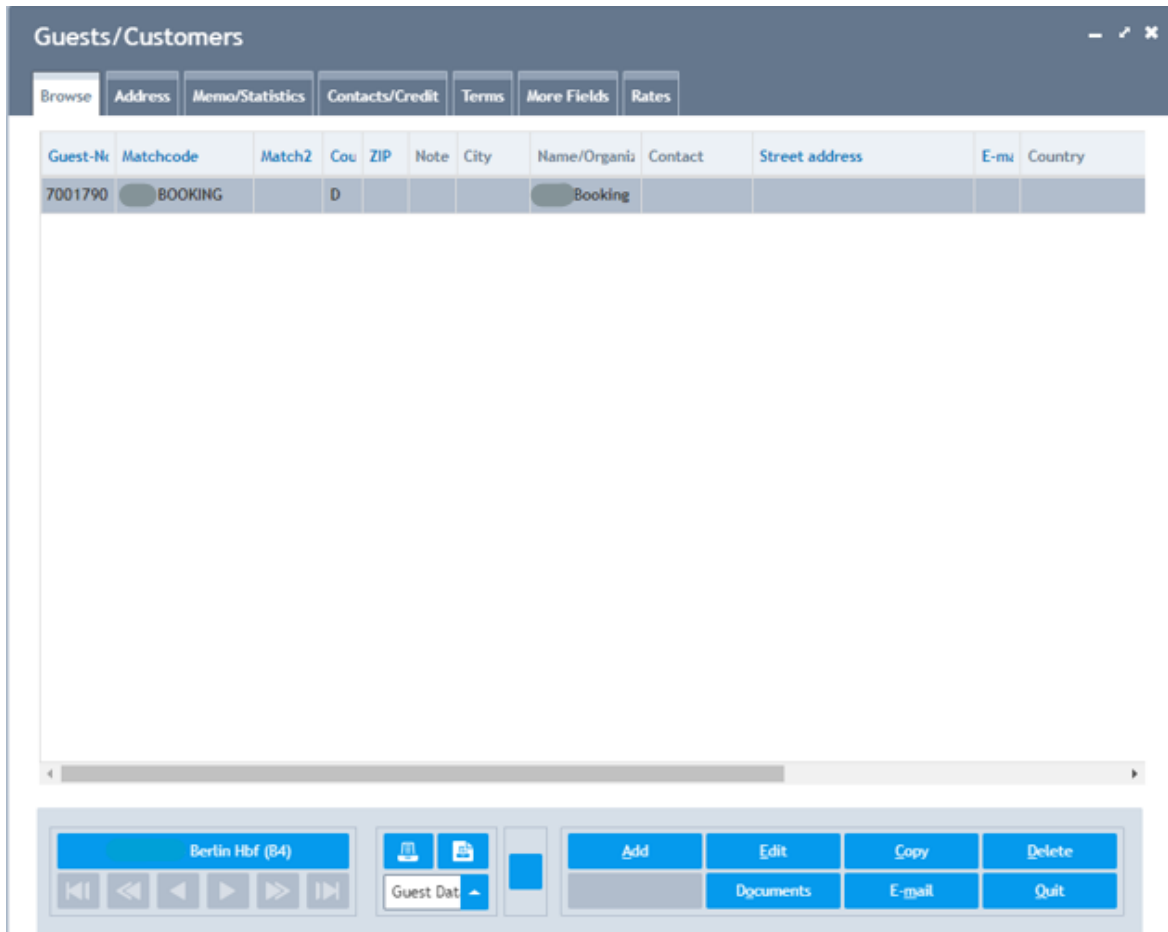
'L': from the corresponding letter

Several senders can be entered here, separated by a comma; the order is also the order of the email addresses in the dropdown.

5.2.7 04/09/2023 Guests Single Row Mode

There is a new mode that stops showing all guests in browse tab. Only a single guest or no guest is shown in browse tab. A guest search can only be performed on address tab the usual way via phonetic, matchcode or email search. There are two effects: speed of opening the guest form is improved for very large guest databases; data protection rules. The new feature is enabled up to a

certain user security level. In General Settings Supervisor there are two new entries to set the security level threshold (guestSgl1 and guestSgl2). The former is for the case that the guest form is called for a specific guest. The latter for the case that the guest form is called without a specific guest. If you use this new feature for data protection rules, you need to set both. For higher security levels it can be useful to keep the full list of guests with 'guestSgl2'. Please note that a re-login is required before changed settings are applied.



5.2.8 07/08/2023 Record User Login and Logout

All login and logout actions are now recorded in an internal log.

5.2.9 26/07/2023 Web Modifications Reservation Types

Web modifications always get the configured reservation type regardless of auto room allocation results. Alternatively reservation type (regcode) can be configured as single character e.g. Y. Then the reservation type is kept untouched or (if enabled) set depending on the outcome of the auto room allocation.

5.2.10 21/07/2023 Meeting Rooms Seating Plans

Only configured seating plans are shown in drop down. Maximum number of people shown next to the text.

5.2.11 10/07/2023 Key cards: definition of zones for activity articles

As the activities can also be used for fixed premises or car parks, it is now possible to take these into account when defining the key card zones. To do this, the article number of the activity must be entered as value for the respective zone.

5.2.12 08/07/2023 Guests: Search Includes Group Contacts.

On tab "Address" the search also shows group contacts as results. Such matches show the group name and first name plus last name in the two name columns. They can be selected to fill both group and contact in reservations.

5.2.13 14/06/2023 Standard letter with additional letter attached

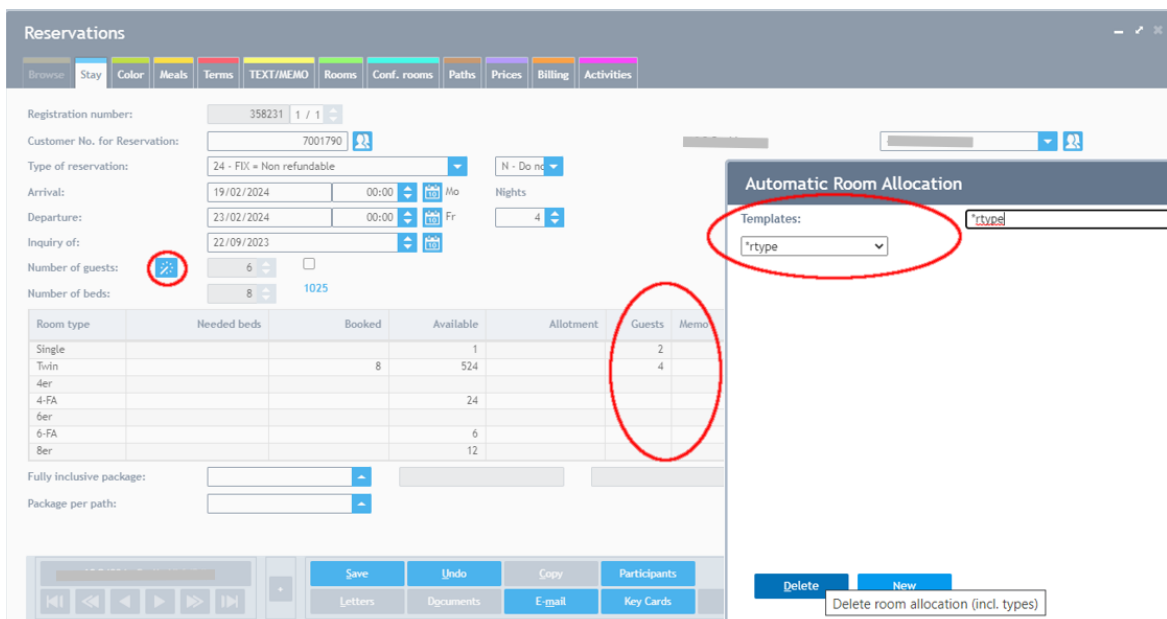
For each document, an additional letter can be defined, which is automatically added as an attachment when a letter is sent by email. To do this, add the code of the second letter in the ComboBox 'letter' entry from position 21.

5.2.14 06/05/2023 Auto Room Allocation - Multi Room Types

There is a new special template *rtype (that you need to create at first). It uses the number of people entered for each room type on tab Stay and applies for each room type the assigned template one after another. If the room type has a number of beds set, it limits the number of people per room. The new feature works well with 'used as'. It's only for the non-split case.

The button to open the automatic room allocation is now available on tab 'Stay' as well.

The above functionality can be extended with a second number of people field per room type. The column 'Memo' can be used to enter an alternative number of people that will be allocated with new template 4 of room types.



5.2.15 01/05/2023 Auto Room Allocation - Used As by Split Column (m, f, ...)

If you start used as column with '#', each position represents the 'used as' for the split columns 1 - 6 (7th is no split case). For example #4411 could be used to put students in type 4 and teachers in type 1.

5.2.16 24/04/2023 Enter-Key in Grids

The enter key goes one row down - identical to arrow down.

5.2.17 24/04/2023 Money Count Tab Key

The tab key (and shift tab key) can be used to move from field to field.

5.2.18 03/04/2023 Default letter attachment for invoice

One or more letter(s) can now be defined as a standard attachment for sending invoices by email. This requires a 'letterinv' entry in the ComboBox lists with the numeric two-digit code of the invoice as value, whereby the number(s) of the respective letter(s) is/are entered in the control field.

5.2.19 02/04/2023 Web Bookings Retrieval

- Automatic retrieval risauto.log --> added property id and reservation number
- Error 130 (in_error) - "More than one path found" -> "no auto room type allocation" is also added to warnings message. May want to change text of 130 to e.g. 'Action needed: reservation type manual processing to block room types'.
- User messages 'in_msg': WI, W, SI, S, LO, PF, PL (note LO/PL locks abort web retrieval and are retried automatically -> not important as message)
- Modifications reservation type (regcode): only 2 character reservation types are used to change type. With 'N' reservation type can be kept in case of modifications (use clickable list of reservations instead for checking modifications).

5.2.20 31/03/2023 Remove conference rooms for a period at once

It is now possible to remove all rooms booked for a period at once in the 'Conference Rooms' tab of the reservation. The period has to be selected, then use the 'delete' key.

5.2.21 14/02/2023 Door key cards departure time

In the past a set departure time was always used for door key cards meaning that the card expired before standard check-out time. With the new setting you can ignore departure times lower than standard check-out and use the standard check-out time instead (field validation, default value 'igdeptime' = 'Y')

5.2.22 14/02/2023 Matching payment types from accounting transactions

For each accounting transaction the system tries to find the account in payment types and stores the type with the transaction. However this can result in a wrong outcome if there is no unique mapping. Payment types that should not be matched can be marked with a new payment type '9': such payment types are not matched for accounting transactions.

5.2.23 14/02/2023 Multiple Advance Payment Types

You can create a second advance deposit payment type and mark it with '9'. Then it is not used for calculations of advance payment balances and you can use it to highlight an amount that was overpaid and will be sent by bank transfer.

5.2.24 31/01/2023 Meal Plan on Departure

To set a meal plan on departure you can lock the row and enter data manually. This way the meal plan does no longer get deleted.

5.2.25 29/01/2023 Multi Property Updates: Shows Folder Description

The list of folders to update multiple properties shows a description next to each folder to simplify usage e.g. the property name.

5.2.26 28/01/2023 Meals Time Fields

There are new time fields for each of the 5 day slots.

The screenshot shows the 'Reservations' interface with a table of meal plans. The table has columns for Date, Guests, Mealplan, Break, Type, Time, Mornis, Type, Time, Lunch, Type, Time, Aftern, Type, Time, Dinner, Type, Time, Lc, Memo, and Meals. The 'Time' columns for the dates 19/02/2024, 21/02/2024, and 23/02/2024 are circled in red, indicating the new time fields.

Date	Guests	Mealplan	Break	Type	Time	Mornis	Type	Time	Lunch	Type	Time	Aftern	Type	Time	Dinner	Type	Time	Lc	Memo	Meals
19/02/2024 Mo	6	28 - Fullb													6		17:30			Fullboan
20/02/2024 Tu	6	28 - Fullb	6		08:00				6		12:00			6			19:00			Fullboan
21/02/2024 We	6	28 - Fullb	6		08:00				6		12:30			6			19:00			Fullboan
22/02/2024 Th	6	28 - Fullb	6		09:00				6		13:00			6			19:00			Fullboan
23/02/2024 Fr			6		09:00				6		12:00			6			18:00			

5.2.27 22/01/2023 Meals Info Field

You can add an additional row with just 'info' filled that is shown in meal calendar as a separate line for any kind of extras not related to standard meal times.

5.2.28 22/01/2023 Quick reservation: support for zero bed rooms e.g. parking

Quick reservation can also be used for rooms with zero beds.

5.2.29 21/01/2023: Meals: special diets can be disabled for detail rows

Normally the top fields for special diets result in detail rows for each day and diet. Now this can be disabled which is useful to use the special meal rows and fields for other purposes e.g. number of courses. Switch off special meal rows generally: Field validation "boardrows" default to 'N'. This way the entered numbers can be used for reporting only. Then it makes sense to map the four drop down boxes below to a new list (type42, type43, type44, type45).

5.2.30 20/01/2023: Door keys can exclude certain Rooms

Rooms can be excluded for door key cards with *no in field "Room number for key cards:". This is helpful for rooms that are not real e.g. parking.

5.2.31 05/01/2023 Auto room allocation no longer removes booked zero-bed rooms e.g. used for parking

Previously an auto room allocation removed all booked rooms including e.g. parking which doesn't make any sense.

5.3 2022

5.3.1 20/12/2022 Confirmation letter depending on contract status

In addition to the selection of the confirmation letter depending on the reservation type, it can now be set depending on the 'Confirmed/Contract back' status (pos. 4-6 'st_conf'). The selection of the letter depending on the reservation type is prioritised.

5.3.2 30/11/2022 New option for questions/notifications

It is now possible to display questions or notifications when saving a reservation. Similar to a field validation, these can be configured flexibly. They can either be displayed only as a notification, change reservation data or saving can be cancelled. A total of eight question/answer pairs can be defined.

The function is enabled by setting the default value for 's_reser' / 'questbsave' to 'Y'. The questions are defined via 'Field Validation' for 's_reser' / 'questionX' (where 'X' = number 1-8). The condition and the question/notification are specified here; format as in the following example (\$data contains the reservation data, e.g. data['s_reser']['RUSER01']):

```
if (CONDITON...){
    $errors['QUESTIONX'] = array(
        "key" => "X",
        "question" => "Question shown to the user",
        "caption" => "Header of the question",
        "option1" => ["value" => "Y", "label" => "Yes Button"],
        "option2" => ["value" => "N", "label" => "No Button"]
    );
}
return true;
```

The behaviour of the responses is defined via 's_reser' / 'responseX' ('X' = number 1-8). Attention, in this case \$data is the reservation object! To read the data from the reservation, e.g. \$reserData = \$data->getData() is required: If 'true' is returned, the reservation is saved. If 'false' is returned, saving is cancelled. The reservation data can be changed with 'setData'.

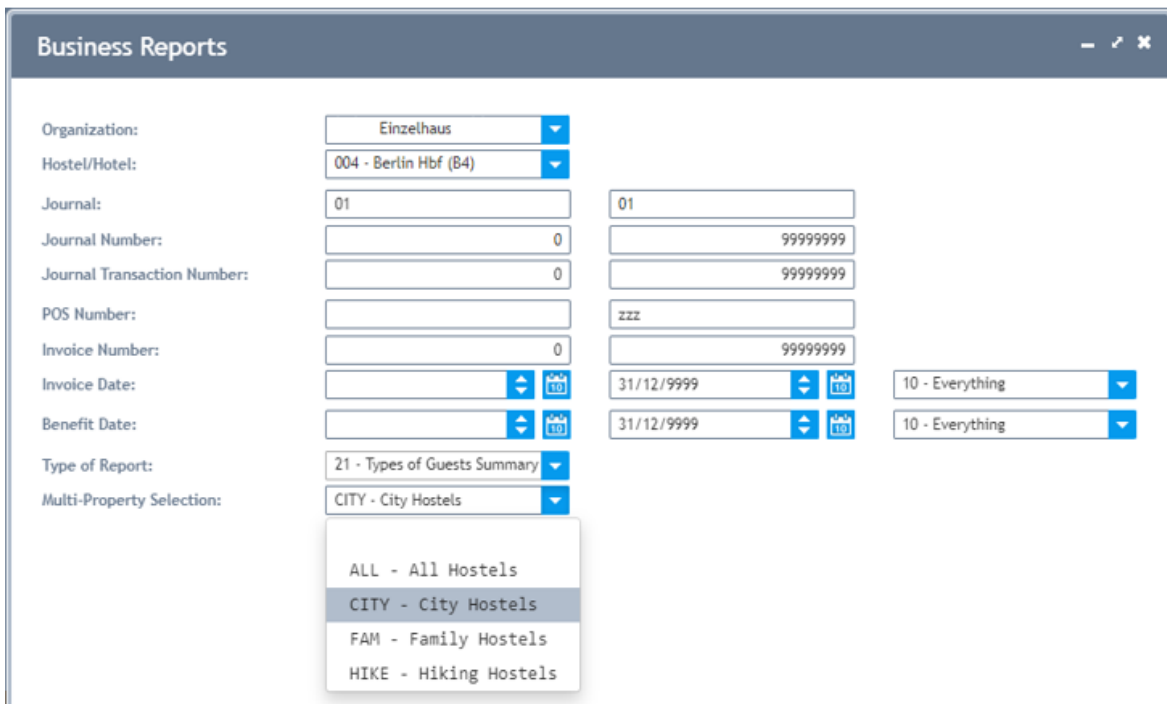
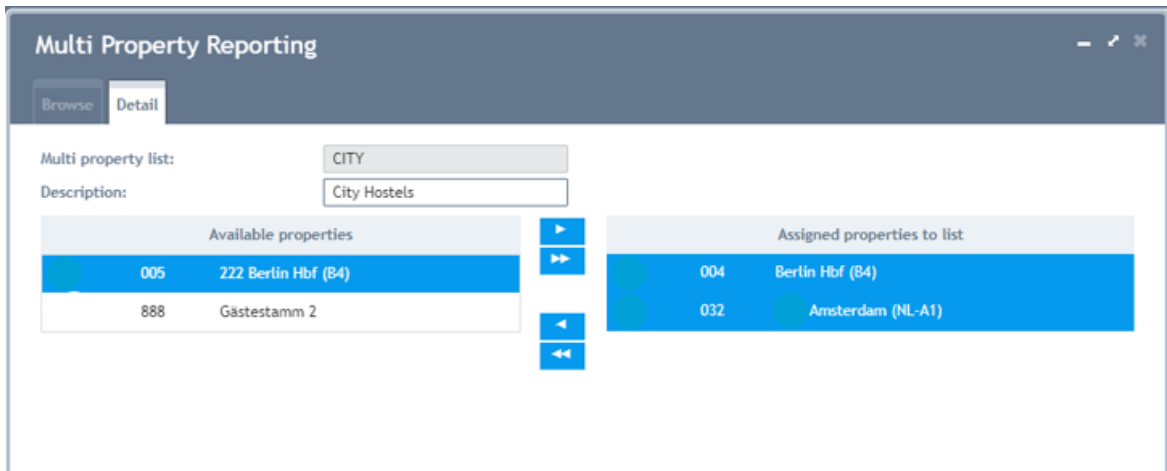
```
if ($value == 'N') {
    $reserData.... = ...;
    $data->setData($reserData);
    //return false;
}
return true;
```

5.3.3 08/11/2022 Matchcode also shown for conference rooms in 'Calendar Overview Day'

As an alternative to 'X' and '_', the matchcode and the registration number of the reservation that has booked the respective conference room can now also be shown in the 'Calendar Overview Day'. This is activated by setting the default of 'croomname' to 'Y'.

5.3.4 24/10/2022 Multi Property Reports and Dashboards

There is a new form that can be used to group properties in a switchboard system e.g. all properties, city properties or skiing properties. To use those selected properties for reporting any report can be enabled to show a drop down to select such a property group. Simply set the control field of a report "jreportr" on position 12 to M. For an effect the programming of the report needs to be changed to obtain the data of those properties and to define what should be done with the data e.g. all numbers added up or one page per property. For speed reasons the SQL query should be index optimized.



5.3.5 01/07/2022 Control Fixed Dates: Undo Reminder and Save Letter

Letters that are created via control fixed dates can be saved in the reservations documents as PDF. This requires a node server to create reports (c_code report_srv). As in PMS2, it can be configured at position 5 in the letter whether it should be saved.

In addition, creating a reminder can now be reversed directly, but only before the page is refreshed. Then the old dates are restored and any saved documents are deleted.

5.3.6 27/06/2022 Participants List: Allow Uncomplete List

Now there is the possibility to save an "incomplete" list of participants. Only the lines/participants in which something was filled out are checked, as soon as any data field is described.

This is enabled by setting the field validation "m_part/allowblank" to "Y" . Otherwise, the old logic persists.

5.3.7 29/06/2022 Articles Sticky Fix Price

There is a new price entry code X that represents a sticky non-editable price. It's set only once e.g. via a web import and then kept untouched even if prices change at a later stage. However on tab Prices the price gets updated if the date is changed.

5.3.8 19/05/2022 Conference Rooms Order

The list of conference rooms in the calendar overview day can now be sorted by room or date.

The default can be set with field validation field "order_cr", the possible values are "room" and "date".

5.3.9 24/03/2022 Fix all rooms of a reservation (path)

It is now possible to fix all rooms within a path at once. Previously, each room had to be clicked on separately.

5.3.10 17/03/2022 WCI: Import Meals

Meals that are booked as an additional service via the web check-in can now be imported as an extra line directly to the 'Meals' tab. The meal type of the reservation is not changed. This is set up in the 'crsimport' of the respective article (pos. 1 = M, pos. 2 = column time of day, pos. 3-5 = special type of meals - further information can be found [here](#)).

5.3.11 11/02/2022 WCI: Overwrite OTA Email with Guest Email

Possibility to overwrite the OTA email address in the guest data with the actual email address of the guest provided in the WCI.

For this, we use the email of the first WCI participant and overwrite the email of guest_g of the respective reservation - only if it ends with 'guest.booking.com' or 'm.expediapartnercentral.com'.

This feature can be enabled through the existence of 'webmailwci' in ComboboxList/c_code.

Additionally, a field to save the OTA email can be declared in the control field, eg USER11. If control is empty, the OTA email is not saved.

5.3.12 20/01/2022 Guest salutation name: with abbreviation 'B' both first and last name can be used

When choosing a salutation in Reference Data - Guests, the name of the guest is added to the text. Now, with abbreviation 'B', both first and last name can be used.

5.3.13 09/02/2022 Reservation - Additional User Fields

Three new fields for individual use: ruser08, ruser09, ruser10. Only shown if a label exists.

5.3.14 01/02/2022 Different Billing Address from Web Check-in

A field for different billing address can be configured for web check-in (jaddress).

5.3.15 25/01/2022 Invoice - Validation Discount Percentage

There is a new validation for column discount (jdiscount1). Please note that 100% discount doesn't work with backwards calculation of the original amount and for this reason should be avoided. By default -200% to 99% are allowed. This validation can also be used for other purposes to validate a single invoice row (additional data parameter: invoice row).

5.3.16 25/01/2022 Journal - Improved Search

There is a new validation for column discount (jdiscount1). Please note that 100% discount doesn't work with backwards calculation of the original amount and for this reason should be avoided. By default -200% to 99% are allowed. This validation can also be used for other purposes to validate a single invoice row (additional data parameter: invoice row).

5.3.17 15/01/2022 Automatic Room Allocation - Spare Beds Usage

If the template specifies to fill up the whole building also spare beds are used. This avoids that auto room allocation fails.

5.3.18 12/01/2022 Automatic Room Allocation - Strict Room Order

To assign private rooms exactly in the order of rooms configured, put the key word *ORDER on top of the room list. Then the list is not sorted by number of beds.

5.4 2021

5.4.1 13/12/2021 Receipt/Invoice

Field: receipt

Control field:

Position 31: X or control field fully empty --> no printout possible

Position 31: N --> no automatic printout on billing (but manual printing is possible)

5.4.2 26/11/2021 Housekeeping App Real Time Updates

The housekeeping app can be configured to update in real-time by ASSD.

5.4.3 26/11/2021 Import of Corona Status and ID

From the web check-in corona status and ID card can be imported.

5.4.4 09/11/2021 Credit Card Terminals (PDQ) via OPI Interface

Support to connect card terminals with pinpad via OPI interface (subject to costs).

5.4.5 23/10/2021 Reservation Rooms

- Fix: default order (s_reser/order)
- Fix: ,own rooms' and ,free rooms' scroll to top on change of reservation.
- New: Sort by free rooms include rooms assigned to the current reservation. This simplifies room moves and avoids ,jumping' on save.
- New: Room filter form has got a large button to remove all filters at once (double click for instant action).
- New: additional filter to show only free rooms and rooms assigned to the current reservation (default s_reser/roomfilter set to ,Y'). This improves the speed of the room tab for large properties substantially.
- Current sort order is shown in header again (slightly darker or red for own rooms).
- A user change of the order is kept in the session and survives even a property change via the switchboard.

5.4.6 20/10/2021 Reservation: new Buttons Copy, Door Key Cards and Participants

There are separate buttons for Copy, Key Cards and Participants. The old '+' button is used for copying a reservation from one property to another (former right click).

5.4.7 13/10/2021 Calculation of Free Leaders

The formula can be of unlimited size by using the field 'Validation function' in Field Validations. For that, enter a code starting with # in the respective control field of regcodef, e.g. #regf22, where regf22 is the field name for the Field Validation entry.

5.4.8 10/10/2021 Keyboard Shortcuts Buttons, Show Button Focus

Similar to PMS2 buttons can be pressed via keyboard. For this purpose there is a configurable letter key (set \< in the label before the character). The letter gets an underscore on the button. It works with the letter key alone if the cursor is outside an input field. Alternatively any combination with the alt-key (or alt-ctrl) can be used everywhere. For buttons without a label the letter can be configured via the header e.g. #r for key ,r'.

A button which has got the focus are marked with a white dotted hairline and can be pressed with the enter-key. The hairline also appears on click to give instant feedback on the click.

Message boxes support the configuration of the button which is active initially. It can be pressed with just the enter-key. The shortcut is always the first letter of the button caption.

5.4.9 01/10/2021 Set the actual check-in and check-out time

If the default value for 'adjustime' is set to 'Y', check-in and check-out time is automatically recorded in fields arrival/departure. A dashboard can be used for planing reception staff.

5.4.10 30/09/2021 Automatic Billing

For reservation that match certain criteria invoices can be billed automatically and sent to the customer by email e.g. tour operators or guests who used the web check-in.

5.4.11 27/09/2021 Live Update Web Check-In

There is a new live update feature of reservations. This way there is no longer a need to fix the room allocation at the time of the WCI guest invitation. It can be disabled (webnofix Combobox with value ,Y'). Then rooms get the ,fix' setting only if the guest actually opens the WCI. Important: after configuration always check if it actually works with the help of table pmsi_log_request and also check WCI Log: ,INFO - Live reservation update from PMS3 succeeded'. The URL configuration of WCI can use a placeholder *H to use the same configuration for all properties of a chain.

5.4.12 21/09/2021 Overview Prices/ Roomtypes Calendar: new Configurations

There are some additional configurations for the price stats (a_calendar18/priceprod):

1. The first part, which are the availabilities, can be hidden by adding a priceprod entry with code "0#0#" and a Y on the first position in the control field.
2. A line separator (control position 1=*B) can be formatted as an header by setting position 16=H
3. Numeric Values, e.g. for restrictions, can be replaced by a text specified in the respective priceprod entry. The replacements are configured starting at position 16 with a value-text alternating, comma separated list.
Eg. "808080 Y 1,Yes,0,No " would replace a 1 by Yes and 0 by No for article 808080.

5.4.13 08/09/2021 General Setting ,decimals' - default 2 e.g. for Forint or Yen set to 0

Number of visible decimals separated from rounding. New setting 'decimals' to extend 'roundd'.

5.4.14 20/08/2021 Reservation New Filter

In reservations on browse tab there is a new filter icon in some column headers. If you click on it, a filter is applied to show only reservations with the same value as the currently selected reservations (e.g. same customer number). The normal sorting, searching and reservation type filter can be applied on top.

5.4.15 20/08/2021 Participant Retrieval Web-Check-In Set Check-in Status

Beside the user fields also the check-in status can be set on participant retrieval. Default value ,checkiow2' sets the check-in status of path one.

5.4.16 16/08/2021 External Data Import

For selected tables e.g. pricelist data can be imported via Excel

5.4.17 03/08/2021 Moving Rooms on Plan - Switch Rooms of two Reservations

If a reservation is moved to a room which is already booked, a special warning is shown with the possibility to switch the rooms for the two reservations. Here the "used as" is kept for both reservations. The label "msg3box87" activates the new feature. The icon can be configured (1=blue question mark, 2=red stop icon). The user has a choice to switch the rooms or to move the selected room, only.

Note that this function does include the "Move Rooms - Check Roomtype" logic ([V2.15](#))³⁵⁶.

5.4.18 14/07/2021 Cash Register Service Date after Midnight

For the cash register there is a configuration which keeps the service date on the previous day for a certain time after midnight e.g. 2 hours.

Set 'jdayno' field validation's default to e.g. -120 (minutes). The 'minus' affects only the cash register's benefit date fields. So this avoids a full shift synchronization that can be accomplished via positive values.

5.4.19 13/07/2021 Do Not Rent List: Hide Details and White Listing

Use the characters ## to hide following text from the warning window. The reservation lock drop down can be used to set a guest to W for white listing.

5.4.20 26/06/2021 Group Units: option to ignore out of date range rooms

Group units can be configured to ignore rooms that are out of date range for availability. This is useful for rooms that change setup e.g. number of beds over time. However if all rooms of a unit are invalid, the unit is not available.

5.4.21 25/06/2021 Interface to Customer

Interface to external system Customer Alliance (subject to costs)

5.4.22 22/06/2021 Change Log of Reservations

A full audit trail of all changes to reservations is logged into a separate table. For reporting there are two 'Letters': HRS for activities and HRE for other areas of a reservation. The fields listed can be configured via Report Builder.

5.4.23 16/06/2021 Stripe Payment Provider Interface

Stripe has been integrated into PMS (subject to costs). Tokens from the Channel Manager or manual entered cards can be charged and refunded as well as Stripe web payments. Processing is possible via a payment type manually or by an automated batch process at night (e.g. for virtual cards from Booking.com).

5.4.24 09/06/2021 Yield Calculation with External Excel File

Yield formulas can access a variety of Excel files automatically to read prices and calculation rules provided by the property.

5.4.25 07/06/2021 Quick Login with Keyboard

Login with enter key after user name and enter key after password entry.

5.4.26 21/05/2021 Buttons Cash Register: Deactivated and Invisible

Use 'deactivated' to change the button colour to use it for a product heading or grouping. 'Invisible' hides the button but keeps the space.

5.4.27 22/04/2021 E-Mails: Carbon Copy (cc) Address can be configured per Letter

For each letter a separate cc recipient can be configured e.g. group service centre. Again, the "notes" field for the respective letter/invoice in report builder (details 2) is used.

- #section:cc
The respective email address.

5.4.28 30/03/2021 Price Calendar Edit Rights

User rights to edit prices can set in user table (menu Ref.data).

5.4.29 23/03/2021 E-Mails: Sender E-Mail Address can be configured per Letter

A special email sender address can be configured, eg. to communicate with groups, for each letter. Again, the "notes" field for the respective letter/invoice in report builder (details 2) is used.

- #section:from
The respective email address.

5.4.30 26/02/2021 Automatic Attachments to Emails

Attachments can be configured to be added automatically for 'letters' e.g. booking confirmation with terms and conditions pdf.

They can be configured in the ComboBox Lists (c_code), field "letter2" with any code to identify the different documents. The description is for the name of the document -> used as pdf name!
In the control field the letters where the document should be attached are configured with the filename and language separated by ","
Example: "022E,024E,061E,065E" (!for receipts it is eg R_INVOICE01E)

5.4.31 20/02/2021 Email with flexible html design and placeholders

PMS emails can be designed with html and/or text to be sent as multi-part emails:

The configuration has to be done for the respective letter in the Report builder entry. If the notes field (Detail 2) is filled without any separators, it is treated like a textmail ([standard](#)^[353]). Now, the field can be split in parts, separated by "#section:....". For the body, the following sections are relevant:

- #section:textmail (standard setting)
This can be used for some standard mail text, with optional replacements (see below)
- #section:htmlmail
This part is for an html code, in case an email with html layout is sent to the guest. Replacements can be used here, too.
- #section:textblock
The idea of this one is to make the email body more flexible, this part can be used for both the text and html mail with the placeholder <textblock>.

In all cases, following placeholder can be used to insert data from the reservation:

- <salutation> (main guest or contact if exists)
- <lastname> (group name or individual guest lastname)
- <name2> (group name or individual guest first+lastname)
- <name3> (contact for groups, otherwise empty - main guest or contact if exists)
- <beds>
- <number>
- <addr2> (from s_firm)
- <arrival>
- <departure>
- <user> (username)
- <hostel_name> (name of the hotel/hostel)
- <reference> (if match2 exists : reg/MMYY/firm (match2) , else reg/MMYY/firm)
- <match2>
- <due_date> (due date for final payment - pinad3d)
- <amount_due> (total remaining balance - pinad3)
- <total_paid> (total payments received - pinad)
- <deposit_amount> (deposit amount - pinad1)
- <deposit_due_date> (due date for deposit - pinad1d)

5.4.32 12/02/2021 Payment Link

A payment link can be created for a reservation and used in emails or letters. A guest following the link lands on a CRS payment page (Datatrans). Payments get transferred into PMS automatically.

5.4.33 04/02/2021 Cash Register Buttons: Drag, Drop and Resize for Users with Level 80, flexible width Invoice Area

Admin with level 80 are able to move buttons and resize (via blue box, double click for reset) buttons with the mouse. Additionally there are different general settings with regard to button positioning. The main bill area can be adjusted in size and moved to the left to get space for buttons right to it.

In addition to the [standard button settings](#) ²⁰²¹, there are some new configuration options:

Similar to PMS2 there are 20 main button (01-20) that can be joined by 3 additional buttons:

Top right: 21-40

Bottom left: 41-50, 71-80

Bottom right: 81-99 and 60

Buttons Default Position:

If only the main button is configured, the buttons are shown as 'big'. If at least one of the three additional buttons is configured, buttons are shown as 'small' (group of 4 buttons). Only the top button level/page counts. If there are subpages or frequent changes, the default layout isn't ideal because it could change the visual experience unpredictable.

Buttons Position by Configuration (Default value s_cash/cmdstyle):

Then the html group of 4 vs. a single large button is no longer depended on the configuration of each of the 20 main buttons of level/page 1. Instead it's defined by configuration. There are two values (big or small) separated by comma without blanks. This ensures consistency and avoids problems if new groups of 4 are defined or removed of level 1.

Example:

big, big

big, small

small, small

small, big

Recommendation: set similar to usage in PMS2. Then re-position buttons and keep the button order more or less.

Buttons Absolute Positioning:

As a fully different way buttons can be positioned absolutely. This involves quite a bit of work because all buttons need to be positioned at first. The configuration value would be 'free,1'. Then all 80 buttons are positioned absolutely to the upper, left corner (position 0/0). Be cautious with buttons below or right to the invoice area because of zoom effects.

Alternatively there is 'free,2'. Then only the first set (12 main or 48 of the total buttons) are positioned to the upper, left corner. The remaining 8 main buttons (respectively 32 buttons) are positioned below the invoice area left side of the form. Then they have got a better anchor to stay below or right to the invoice.

Width Invoice Area:

Default value: s_cash/gridwidth e.g. 2,2,8 (default 2,0,10 except if migrated differently from PMS2).

--> 12 = full width. Less than 12 creates space right to the invoice area e.g. 2,1,6

5.5 2020

5.5.1 22/11/2020 Credit Card Terminal (PDQ) Interface EasyZVT

Connect to card machines with EasyZVT interface by using a payment method in PMS (subject to costs).

5.5.2 18/11/2020 New Status Check-In: Pending

For the check-status there is a new option ,pending'. It can be used if the guest has arrived but cannot use the room yet.

5.5.3 06/11/2020 Multi Property Updates of Settings, Articles and Prices

Updates can be put into a central database with one click. Then they get applied automatically. Properties can be grouped and/or selected individually. This functionality replaces the PMS2 FTP updates and it's much easier to use. Provided updates can be maintained via an additional menu Central Updates in Settings of the central database.

5.5.4 03/11/2020 Reservation/Rooms: New Buttons to Filter Room List

There are a separate button and a header icon to open the room filter. The icon also indicates whether a filter is set or not. Depending on the browser a filtered room list shows improved speed and response times.

5.5.5 30/10/2020 Reservation/Rooms: Rooms Checked-in are Highlighted

Rooms that are already checked-in are underlined. If they are amended, a warning pops up.

5.5.6 20/10/2020 Fixed Dates Reminder: New Types

For internal purposes there are new date types based on departments like reservation, housekeeping, accounting or front office.

5.5.7 25/09/2020 Reservation/Rooms: Housekeeping Status

For reservations arriving today the room list shows the housekeeping status of each room.

5.5.8 16/09/2020 Arrival List: "Room Touched"

If a check-in status is reversed, the systems asks if the guest has already touched the room. If answered with 'yes', the housekeeping status gets a respective problem added.

5.5.9 09/09/2020 Images/PDFs in Settings, Combobox Lists

For each entry a file of any type can be uploaded e.g. for cash register images, letter logos or letter attachments. Please use small, optimized files, only.

5.5.10 09/07/2020 Yield Management Price Function Error Log

Syntax errors of the flexible yield price formula are logged separately and shown.

5.5.11 15/06/2020 E-Mails: Sender can be configured in Field Validation

For the main email sender address we use the field validation, form "m_letter", field "email". In default value, insert "**sfirm*" for the email address from s_firm OR any email address which should be used as email sender. If this is not configured, header["from"] from .mail on the server is used.

5.5.12 09/06/2020 E-Mails: set E-Mail Body in Report Builder

The body of the email can be configured in the "notes" field of the respective letter/invoice in Report Builder (Details 2).

5.5.13 02/06/2020 Update Settings - Filter for User and Code

The new filter capabilities simplify the export of settings. They can also easily be combined with button 'Add'.

5.5.14 02/06/2020 Open the Report Designer with Data and Real-time Preview

The report designer can be entered directly via the respective print and preview buttons of each form. Data gets included and while editing the report a real-time preview is available. The functionality ('rdesigner') is enabled in General Settings and can be enabled for any user via the user database.

5.5.15 01/06/2020 Flexible Interactive Dashboards

Any number of dashboards can be created and embedded like reports or letters. They can be opened on user login or via the menus. Each user can get assigned to its own default dashboard. Dashboards can be easily added to existing reports to enhance them with visual elements and filters. The interactive elements filter the data similar to ASSD BI and all figures update instantly. A report or dashboard can consist of any number of pages where each page represents a report or dashboard. All PMS3 come with a 2 page default dashboard, an occupancy overview for the next days and a current pickup dashboard with previous year comparison as an early trend indicator.

5.5.16 01/06/2020 Detail list of all software updates since May 2020

In Menü Help, About ASSD Software, there is a full list of all applied updates for tech-savvy users. This way the installed version can be figured out as well.

5.6 2019

5.6.1 Tab Bar for fast Switching between open Forms

The legacy window management has been replaced by a modern tab bar. Forms can still be undocked e.g. to open them next to each other for making screen shots.

5.6.2 Reports and Letters: Admin Database Query Access

In contrast to PMS2 admin are able to access queries and programming code directly.

5.6.3 Reports and Letters: Update via Update Settings

Reports and letter are no longer files but stored in the database. There are maintained via menu Settings, Report Builder. As all other settings they can be exported and imported easily.

5.6.4 Maintenance: Log File for Errors

Log files are available via menu. Note: time is in UTC time zone.

Part VI

6 What's New in PMS2

6.1 Version 2.15

What's New in Version 2.15 – 09 August 2020

1. **Moving Rooms on Plan - Check Room Type:** if the room type changes a special warning is shown with current, "used as" and new room type. Old logic: the 'used as' is kept otherwise the new room is assigned without specified type. The label "msg3box8" activates the new feature. The icon can be configured (1=blue question mark, 2=red stop icon). The user has a choice to keep the existing room type ("used as" or if not set from old room) or set no room type which means using the room type of the new room and its prices.
2. **Room type "used as":** reservation info box on room plan contains the room type "used as" after the guest. The reservation color can be amended in case of "used as" with a number added/subtracted to RGB to highlight such reservations (default numeric value "rtcolor" e.g. 1.5 to make it brighter).
3. **Room Plan New Undo Button** for moving rooms: the button Tip Text shows the last 10 actions (top is most recent). A click on the button asks to undo the last move which gets removed from the history afterwards. All room movements can be reverted fully one after another.
4. **Arrival/Departure List Sort:** click on any column header changes the sort order. Those orders reposition on refresh to top of the list. You may switch back to a normal order via button "O" or related column. Columns Name, Room and Web Reservation can be used to enter a search term.
5. **Arrival//Departure List:** the switch to extend the list to room level (and back) has been changed to right click!
6. **New Status Web Check In:** indicated with a "0" and a purple tick with a dot.
7. **Departure List Batch Check Out:** on the current date after the regular check out time there is a new option 'Batch Check-Out' which checks out all guests that are checked and are billed with a green "X" at once. The option is only available on the current date after the regular check out time. Label: popup017_9 (can be disabled).
8. **Arrival/Departure List Room Changes:** people moving rooms are marked with a grey background in column paths to indicate that they are not actually arriving or departing. On the arrival list guests are highlighted if they stay already in-house and on the departure list if they continue to stay in another room. Database field 'connecting' (could also be used on note columns or reports).
9. **Float Allotments Overbooking:** a negative float rest can be set. As a result the number will be added to the total beds allowing an overbooking up to this number. Implemented only for linked room type allotments.
10. **Overview Prices New Stats** (a_calendar18/priceprod): flexible text (e.g. blank for group separators) - position 10=Y. Flexible colour - position 9=N black foreground, white background, position 9=Y you can define colours based on value thresholds via "priceprod0". In the control field put pairs of values and colour codes: e.g. "20,13084908,40,16104384,80.50,8974474". The first figure is compared with the value of the day (less/equal). If it fits, the colour code next to it is used (and so on). Use from the command window "? GETCOLOR()" to retrieve RGB codes (or any other tool). Instead of an article use *B for separator lines. Switch off average/total - position 11=Y. Special calculation codes:

*BR = Number of breakfasts

*OC = Occupancy formula - position 16

*OL = Occupancy last year weekday adjusted - position 16

*OB = Occupancy current and last year - position 16

Values this year: a_free, a_freea, a_all (nCnt-1,16) (16 = all or room type number)

Values this last year: al_free, al_freea, al_all

*GH = Number of guests (reservation type starts with "2" and blocks beds/rooms)

*CI = Number of reservations (paths) checking in

*CO = Number of reservations (paths) checking out

*SO = Number of reservations (paths) staying (and no check-in)

*B = used as line separator

Update PMS3:

*OC = Occupancy formula - room type can be selected at position 16, if empty or no number 16(=all room types) is chosen by default

*OL = Occupancy last year weekday adjusted - room type can be selected at position 16, if empty or no number 16(=all room types) is chosen by default

*OB is not used

11. **Fix s_pickup:** after guest ledger cut off records are no longer aggregated on latest service date but correctly split per day (also 2.14.2).
12. **Dayview New In-House List** (Page 12): a new tab has been added (Page12). Feel free to disable (remove page by reducing total to 11), re-order (be careful of housekeeping reference) or change content (a_dayview/pageX). Use default value "style_in" to start summarized (empty) or with detailed (Y) list.
13. **Room Plan:** the warning "Room booking not complete" can be switched off for a reservation with 0 people by checking the box "Overbook".
14. **Fix Meta Prices:** formulas are no longer re-written for dates outside the current edited/added meta record.
15. **Option: Billing Data Broken Down by Room Number.** This always existing feature (enabled via General Setting 'roomjourna' set to 'Y') has been improved. It now records the actual number of people in the room in 'overnights' (and 'paxinroom'). Note: first 6 characters of the room number are transferred to billing.
16. **Option: Billing Data Now Always Broken Down by Path** (sub reservation). Activate via General Setting 'invposoff' set to 'N'. The ID of the path is shown to the user in the selector column 'Ma' (match) with e.g. #1, #3. It is filled on first creation but it's editable. The actual path ID is stored in new column s_journal.position (for internal and reporting use). With this new functionality invoices can be easily split for a whole path: e.g. by selection with '#2'. To be still able to select all rows, there is a new filter code just '#' that selects all available invoice rows.
17. **Change: Article Splitting Detail:** if configured per day in property settings (tab 'Misc 2', separate period article split = 'Y') or in case of German cash register law (sigcreate="6"), the split is broken down per actual visible invoice row and no longer grouped. Example: in the past two different 'bed & breakfast' articles that contained the same breakfast split resulted in 1 row for the split. Now each visible article gets its own split resulting in 2 rows in this case. Whereas this increases the overall number of data records (if split is used) the split is now assigned exactly to one visible invoice row. This makes it possible to show the tax/VAT split per row. This assignment takes place via a new column 'mainrow' which is filled for the visible row and all the

- split records (with pkey ID number of visible row). In case of a void the original transaction's 'mainrow' numbers are kept.
18. **Option: Billing Data Broken Down by Physical Room Type.** Activate via General Setting 'roomjourna' set to 'T'. Similar to option 'P' it transfers the number of people to the room column via e.g. 'pax2' then followed by the room type e.g. 't4'. This option allows revenue analysis of physical room types without breaking down per actual room number.
 19. **Reservation "Change Date" Updated on Save:** s_reser.cdate is now updated at the time of saving (+ 5 secs) and no longer at the time edit mode was entered. This way it can be used to export changes properly into external systems. Same for table s_room.
 20. **Fix: Guest Ledger Date and VAT:** needs to use jreal_date
 21. **End Of Shift Reports:** the button for basic shift closure is removed for German TSE cash registers - except excluded ones (germany/exclude). For excluded ones the button remains and is re-opening the POS instantly.
 22. **End Of Month / Journal:** POS numbers can be excluded from the validation process that they must be closed. Makes sense for ones that are not counted (e.g. back office safe at certain properties). germany/exclude2
 23. **Germany: TSE and DSFinV_K Export** (see separate documents in folder help).
 24. **Hungary: NTAK-Interface available**

6.2 Version 2.14

What's New in Version 2.14 – 18 January 2019

A) PMS 2.14: 18 January 2019

1. **Meeting Rooms:** Fix: date selection from calendar wasn't working if nothing was booked. On click of room booking by another guest the full name and dates are shown as tool tip bubble. If another reservation is overlapping, only on the first day it is shown in light turquoise. If another reservation is overlapping, only on the last day it is shown in light blue. The date from/to fields have got a time portion. This makes it possible to record a special start time on the first day and a special end time on the last day of the meeting room booking. Those times are also shown as two new columns. If you book a meeting room or make changes to it, the time fields on top are stored for this room (be careful if you use different times in one reservation). For configuration of different time slots please use field 'getslot' (the last slot must be omitted). There is also a new report 'r_calendar0701new2018' that can be used to replace the original version unless edited individually.
2. **Eight more corridor filter buttons** for room plan (total of 16).
3. **Meeting Rooms Status 'Cancelled'.** Via reservation type position 44 = 'C' there is an option to mark meeting room bookings as cancelled but to keep them. This way a booking can be recovered easily.
4. **Passport scan:** special logic with Spanish-ID cards (DL-ID).
5. **Separate Audit Trail Articles/Users/Prices/Settings:** a separate audit trail log is written for all database transactions for those tables: c_check, c_check_d, c_code, c_code_d, c_genera, c_label, c_pool, c_user, s_article, s_article_p, s_croom, s_guest_p, s_pmeta, s_pricelist, s_room. A new menu item offers a view and report with a variety of filter capabilities. For temporary maintenance the logging can be disabled via 'PUBLIC g_audit2'. Can be re-enabled with: 'RELEASE g_audit2'.

6. **Info field arrival/departure** extended to 80 characters (from 40).
7. **Flexible Percentage Discounts:** articles can be created to post a percentage calculated from the invoice or parts of it. This is useful e.g. for extended city taxes, credit card fees or any kind of flexible percentage discount no matter how you put such articles on the invoice (manually or automatically or via flex formula). Such articles need to end with % to do calculation on whole invoice or end with # to calculate for corresponding date (price entry enabled required). This feature needs to be switched on via a Combobox entry for field 'tax' with value '3'. A suffix 'C' disabled article need to contain the condition (e.g. only on overnight amounts) and the calculation (e.g. 10%). Calculation is entered into the first and optionally second article description. Condition is optional and entered into the third and optionally fourth description. For conditions usually the fields article and account_j are used e.g. account_j="50010". For calculation the fields 'xamount', 'xquantity', 'xarrivals' and 'mquantity' (=max) exist and represent the base. The own discount article is always excluded from calculation (but others not!). Final rounding is applied automatically to 2 digits (you can round differently before). The quantity of the discount article can also be used for calculation (jquantity). A typical calculation would be: xamount*0.025 which means 2.5% surcharge. For a discount you could use minus: xamount*-0.1 for example. If you want to consider the quantity of the discount article as a people modifier you could use: xamount/xquantity*jquantity*-0.1 (with date only). The price update occurs on saving the reservation. If you try billing without saving, the calculation takes place and a message says 'total amount or payment has changed'. Then you are ready to bill.

Update PMS3: For the condition (third and fourth description fields), fields from the corresponding s_journal entry can be used with \$v['FIELDNAME'], eg \$v['ARTICLE'] for the article. Note that the fieldname has to be in capital letters only.
8. **Fix Accounting:** a cash accounting payment transaction for a property that has the default type of payment assigned to a non-cash payment type, no longer a wrong type is stored in the transaction header.
9. **Room Plan Shows Meeting Rooms:** at the bottom of the room plan all meeting rooms are listed with their occupancy. Booked time slots are marked with X. This feature can be switched off via a default value of "Y" for field "nocroom".
10. **Cancellation Creating Invoice:** a new option S for reservation type billing (position 43) creates automatic invoice records solely via tab Prices. This way all normal invoice data gets removed but the automatic logic is still in place and via tab Prices the bill can be populated.
11. **Guarantees Show Cancellation Fee Percentage and Dates:** if cancellation days and percentages are defined for a guarantee, the calculated dates and percentages are shown in reservation (old fields hidden).
12. **Automatic Cancellation Cost Invoice:** for cancellation reservation types (create invoice = S position 43) an automatic invoice row can be configured. There is a default percentage (field 'cancelfee) used with cxl rule or the percentages based on the guarantee are used (if configured). This results in 5 slots: empty (default), 1, 2, 3, 4. For each of them an article can be configured via menu Ref.data, 'Default price information'. As form use '*cancel', for code use e.g. '17 1' (reservation type 17 and slot 1). Please note that this feature only adds a record to tab 'Prices'. Entries need to be removed manually in case of recovering the booking if the guest changes the mind. You can use #info in the article description to set the percentage in the description (if left blank in config). The system calculates the percentage from the booking value as stored in the reservation. Alternatively you can also use the new discount articles (%) to use any other calculation.
13. **Fix PMSI Agent Interface:** Fix doubled XML declaration in rq_readreservation() and rq_getavailability() responses. Add s_guest to a_pmsi data environment. Position s_firm in rq_readreservation()

14. **Assa Abloy VisiOnline:** Remove 'reg' and 'guest' from UI field and just send 'bed'. In hostel mode issue only guest cards, no UI; in hotel mode issue guest/joiner cards + UI.
15. **Retrieve Internet Bookings** Reservation Type and Auto Room Allocation Improvement: On reservations download: - Use 'altregcode' on Auto room assignment failure. - Use w_internet.regcode on Auto room assignment success ('Heal' a IN_ERROR_MORE_THAN_ONE_PATH error). Needs to be configured in 'is_reser' position 16 set to Y.
16. **Retrieve Internet Bookings - Genius** Booking.com: mark Booking.com reservations where guest have the Genius status (field 'in_genius').
17. **Retrieve Internet Bookings - Web Check In:** a variety of improvements; on import of mobile door keys the check-in mark is set; if keys are enabled, the room allocation is marked fixed;
18. **Retrieve Internet Bookings - Datatrans Payments:** for paid web bookings the transaction id and merchant id are transferred into PMS which enables the PMS to issue refunds via PMS directly.
19. **Retrieve Internet Bookings - Modifications:** booking modifications e.g. from Booking.com can be imported to change existing reservations. For this purpose a reservation type needs to be configured on position 17 of 'is_reser'. Please use a separate one that also blocks beds. This way changes can easily be detected. You also need to use a download script that sends modifications e.g. get-resernm.php. A single - in the booking number on or after position 10 strips the suffix. If no existing reservation is found, a new one is created (so don't change the booking number in field matchcode 2). If an existing reservation is locked, the retrieval is aborted with a message. So don't leave reservations open in edit mode longer than needed.

XML: Activities or Meeting Room must not be resent with modifications unless booked on top (extra_quota, croom_quota).

Journal/crsimport kept untouched! No auto room allocation. JUST booking text via button Email, credit card token and reservation type.
20. **Guest Data Paste with Contacts Fix:** if an existing guest is pasted into the reservation, the selected contact is kept.
21. **Fix Billing Button:** status update after deletion of open invoice fixed.
22. **Tool Tip Text Invoice Number:** in addition to the timestamp the user is shown.
23. **Letters Confirmation:** if a contract has been confirmed the letters form shows the confirmation letter by default and no longer the original contract letter.
24. **Buttons Cash Register:** the article description can be copied and pasted (see green background). Additionally a double click into the button description copies the article description into the button name.
25. **Guest Data Street Number, Building, Floor, Door:** next to street there are 4 new fields - hidden by default: streetnum (4), streetbld (10), streetfl (4), streetdo (4). They can be formatted or disabled/hidden the usual way. Data is stored internally in legacy credit card fields ccexpire and ccname.
26. **Reservation Legacy Internet Dates:** fields have been moved to the left hand side and made less visible while still fully functional.
27. **Property Data:** Email moved one tab left. Record Info one tab right. Legacy host, port and drive have been removed from the view.
28. **Children Fields Increased: 3 new** full featured children fields (5-7). They are not exported by default with "Query Mailmerge/Labels/Reports".

29. **Extended Article Search Filter:** all article drop down fields support a new filter expression. Enter three or more characters before opening the drop down list and a full-text search filter is applied to the list. The full list recovers if a valid article is entered or the field is made empty.
30. **Automatic Bed Filler (Private Rooms):** the feature introduced to create fill beds automatically on 10/02/2018 can be switched off by putting the word 'dorm' into the room description (not case sensitive).
31. **Check-In per Room / Check-In Validations:** enabled via supervisor setting 'checkinext' set to 'Y' each room has got an individual check-in status. If the check-in status of the reservation is changed, all rooms allocated at this time get updated. Otherwise if all rooms allocated have got the same check-in status (and not empty), the reservation (path) status is updated accordingly. Hence, the overall check-in status changes if all rooms have got checked-in or out. This extended check-in is performed by a hidden reservation form (users need full edit rights). So normal validations are carried out and in case of an error message the reservation pops up. The overall check-in status is written into the reservation history on tab 'Paths'.
32. **Departure List with Room Detail:** the departure list supports a list with detail for each room (click on Room header). The default can be set via 'style_de' (set to Y).
33. **Arrival/Departure List:** the info field is read-only on room detail rows to avoid user confusion. Only top row for each reservation can be used to edit the info field.
34. **New Reservation Search:** an interactive reservation search can be found in menu Query Mailmerge/Labels/Reports. With new type '02' the search result is presented on a form and reservations can be opened by clicking on the guest name. This way pre-defined searches and flexible search conditions can be used. The new search is available for data selections Reservations (10, 12, 14, 20, 22, 24), Journal (50) and Activities (60). For example search for specific payment types, accounts, amounts or products.
35. **Move Rooms in Plan:** for enabled security question the duplicate refresh has been removed to increase speed.

B) PMS 2.13: 2 October 2018

36. **Room prices with 2 kinds of guests in one room, flexible number of people and flexible split.** Menu Settings Supervisor "roomjourna" = "S". The second figure comes from column 5&6 in room allocation - not only column 6. dad
37. **Charge to Guestledger:** option to skip 'update reservations' by enabling the button 'Book' straight away (cmdcutext - apply field formatting).

6.3 Version 2.13

What's New in Version 2.13 – 24 July 2018

2.13 aka 2.12.50

1. **Room prices with flexible number of people.** Menu Settings Supervisor "roomjourna" = "P". This feature is for room price articles. It doesn't work for packages nor within an article split. Articles assigned via rooms 'article for room' fill column 'Room' of tab Billing with 'pax' followed by the number of people.

2. **Automatic Bed Filler (Private Rooms):** new feature in tab Rooms of Reservations, the +/- buttons adjust automatically the bed filler. Rooms are filled up per default unless there are already other guests in this room or the fillers have already been adjusted manually.
3. **Currency Calculation Improved:** it's no longer required to maintain two rate entries for one pair of currencies. To use a single rate entry, delete the second entry! Round is now optional and the default is two digits. Calculations are usually made via the accounting currency. If input and output currency are the same, double calculation via accounting currency takes no longer place and rounding issues with pricelists are solved.
4. **Rateplans Absolute Price Modifications:** a new type "V" is supported which changes the price by an absolute value (+/-).
5. **Remember Flex Rates:** the dynamic prices remembered on tab Prices are no longer stored immediately but when the reservation is saved. So, as long as a reservation is not saved yet, prices change on tab Billing depending on selected rates or guests. Once a reservation is saved, users must remember to remove saved prices from tab "Prices" if they want to apply another rate/guest rate.
6. **Rates for Reservations:** the field "guarantee" on tab Terms can now be assigned to a rate plan. This way the user can select different rates. Guest defined rate plans or prices have higher priority. Guest type defined prices have lower priority. The priority is decided for each article individually.
7. **Guarantee is stored in invoice data** (s_jhead.article). It's shown in Journal on tab 'Misc'. This way a selected rate is stored with invoice data for reporting.
8. **Special Meals:** instead of using the predefined up to 4 general special meals per meal plan, it is now possible to specify up to 4 special meals for each reservation individually. For example from a total of 18 special meals, 4 can be assigned to a reservation. It's also possible to use this only partly and e.g. take the first 2 special meals from meal plan and the remaining ones of reservation entry.
9. **CXL:** s_reser.cancelw turns into CXL field. Values are -1 (=not guaranteed - usually till 18:00), 0 (guaranteed - cancel till 18:00 same day), 1 cancel free of charge till 18:00 previous day. E.g. 3, 7, 14, 21, 45 days before arrival cancellation is free. The night after, we charge 100%. 99 = non-refundable. Can be imported from CRS/CM with XML <cxl>. Added to column 'Guarantee' of arrival list (first part of description till first space).

2.13 aka 2.12.52

10. **Fix Billing Summary:** r_invoice fix departure to selection
11. **Fix: Delete Button Reservation**
12. **Fix: Copy/Paste edit price calendar without user rights**
13. **Database Audit Trail - for Meta/Switchboard**
14. **Retrieve Internet Bookings** - Support for XML <restid>. CRS article restriction id fills PMS field 'guarantee' (only if not already configured in PMS retrieval entry or in XML). Support for XML <cxl>.
15. **Auto-room-allocation:** For preferred room types (only without guest split) the command '*ord' can be used on top line to define an allocation order in ascending room size and within one size in the order of room types specified. This is applied only to button 'New' not 'Adapt' (and only for the *stop case). Purpose are automatic private room allocation for individual travellers where a

category booked can fall back to higher ones. (Without '*ord' the order is building, floor, corridor, room.)

16. **Article split** makes use of field s_article.argr2 "article group 2" sent to s_journal.jrefno to modify s_head.guestcode.
17. **Room prices with 2 kinds of guests in one room**, flexible number of people and flexible split. Menu Settings Supervisor "roomjourna" = "S". Room article needs to get "Z" in package. The room price can be split into 2 parts based on number of people. The second figure comes from column 6 in room allocation. This feature is for room price articles. It doesn't work for packages nor within an article split. Articles assigned via rooms 'article for room' fill column 'Room' of tab Billing with 'pax' followed by the total number of people, followed by 's' and the number of people via column 6: e.g. pax4s1 means 4 people in total, 3 of first type and 1 of second type (e.g. different age or VAT). The article split consists of exactly two rows with a special quantity: 9000 = first group, 9001 = second group. Each of the two split article can have its own VAT and stats configuration. Additionally another split which is based on number of people e.g. breakfast. The field w_journal.room e.g. pax4s1 can be used for invoice printing also e.g. to suppress the VAT code of this row.
18. **Fix button VAT-Deposit-Invoice 3**: the non-vat amount article is not created if value equal zero.
19. **CRS room sizes exceed number of people**: if e.g. CRS sends one 4-bed private room occupation but just 2 person, it will be modified automatically to one 2-bed private room to ensure that auto-room allocation works correctly.
20. **Room Plan Highlight Reservation**: with drag and drop to the left or right a reservation with all its rooms is highlighted in a special color (default grey/yellow - flexible via default values highbg/highfg e.g. RGB(209,166,131)). The information box on the top right shows an additional line with arrival, departure and number of guests.
21. **Transactions Search**: if on the last data record, a search for amount or reservation starts automatically at the start of current shift. The amount tolerance field tab stop has been enabled.
22. **Group Agent Interface**: pmsi.exe support for rate plans assigned to guests. Reservation types can be mapped to another code for agents reading reservation data ("regmap").
23. **Upload of rate plans to CRS**. It's now possible to upload rate plan price changes into CRS and CM. To accomplish this rate plans that should be uploaded need to be marked as public ("Y"). Only those rates are uploaded! With regard to rates based on week days and special days a maximum upload date is needed. The default is 732 days (can be changed via a default date via field validation 'maxdate') e.g. reduced for speed reasons or not needed because of no weekdays/special days or increased to cover a longer period.
24. **Upload of guarantees to CRS PMS Restrictions**. It's possible to upload guarantees into CRS "PMS Restrictions". To accomplish this the 'Export path prices' need to be set to '/interface/set-price-rest.php'. All guarantees that are not disabled and haven't got a delete mark are uploaded. Existing entries are fully updated but never deleted. So in CRS/CM you could create additional restriction sets manually.
25. **Support for AssaAbloy Vingcard Vision Door Key Cards**
26. **Room Types and Prices** (a_calendar18) show Guarantees and their restrictions and rates if set to public (Y).
27. **Contacts of Guests**: a new button next to the contact drop down allows to show existing contact. If none is selected, it starts the creation of a new contact. A **right** click also starts the creation of a new contact. Via guest form valid other contacts can be pasted, too. Remember existing feature: if for the main field a contact is selected, it fills the main guest **and** its contact automatically.
28. **Contacts of Guests**: no longer get field validation via form 's_guest'. Instead they use form 's_contact'. This way you can configure different validations for main guest and contacts.

6.4 Version 2.12

What's New in Version 2.12 – 25 July 2016

A) PMS 2.12: 25 July 2016

1. **Pickup Database:** All changes to billing data over the lifetime of a reservation is recorded in full detail in a new pickup database. This will give you exact pickup information on new bookings, cancellations and modified bookings. After a year of operation you will get exact comparison to the previous year.

Data Export and Reporting for new Pickup Table: there are two new data exports in menu Query/Reports. '70' exports the raw pickup table. '72' exports daily totals with a breakdown on new, modified and cancelled bookings as well as weekday adjusted previous year data – '74' additionally broken down by stay month. Only one property can be exported at a time. The pickup date can be filtered – if kept on default instead of all data, yesterday's pickup is taken. Additional filters are Reservation Type, Service Date and the general SQL filter field (e.g. to filter products or accounts).

A ready-to-run report can be found for menu 'Query Mailmerge/Letters/Reports' (file name 'pickup'). It's designed for data selection '72' and it shows daily pickup with totals per month and grand total. A percentage figure shows the change compared to last year's revenue (takes a year to record such data).

Pickup

25.07.16 17:05

Page: 4

Property: 001/002
 Reservation Type: - 99
 Pickup Date: 01.01.16 - 22.07.16
 Service Date: . . - 31.12.99
 Filter:

Date	New Bookings		Cancellations		Modified Bookings		Total Pickup			
01.07.16	1	665	0	0	2	557	1.222			
04.07.16	3	1.995	0	0	3	20	2.015			
06.07.16	0	0	0	0	1	2.882	2.882			
22.07.16	1	918	1	-550	1	183	550			
201607	5	3.578	1	-550	7	3.643	6.671			
Total:	13	6.837	149%	1	-550	20	9.685	181%	15.972	158%

- Internet Booking Retrieval Email Matching:** there is a new extended matching option (is_reser – position 11 = E). Then also the postcode (unless blank) and name must match in both data sets (web and local). This is helpful for travel agent bookings which all come with the same email address. Additionally there is an option to put specific email addresses into a list that should be excluded from matching (Combobox Lists 'stoplist' – first 15 characters of email address in lower case).
- Secure Internet Connections via https:** Newest secure protocols are supported for 'https' requests.
- Reservations - new options for tab 'Prices': put on bill per room** (option 70, 71, 80, 81, 82).
- Price Calendar Shows Total/Average Price:** the price calendar views show the total amount of selected days and average per day in the columns to the right.

Rooms Prices	25.07.16	26.07.16	27.07.16	28.07.16	29.07.16		
Day of week	Mo	Tu	We	Th	Fr		
Demo YH bed cate							
211(Full board sup	35,00	35,00	50,00	35,00	35,00	=190,00	=38,00
103(Übernachtung	46,00	46,00	80,00	46,00	120,00	=338,00	=67,60
102(Bed and Brea	32,44	32,44	60,00	32,44	32,44	=189,76	=37,95
Demo Youth Hoste							
211(Bed and Full	60,00	60,00	99,00	60,00	60,00	=339,00	=67,80

- Arrival/Departure List - Unbilled:** new filter to show unbilled reservations.
- Arrival List:** new column 'Web Reservation Number' (field match2 from reservations).
- Arrival List:** New view shows one room per row (subsequent guests have no background color). This can be set via a default value 'style_ar' or changed via a click on the room header. It's convenient to see the room's cleaning status for reservations with multiple rooms. Housekeeping status is shown as room's background color (provided that 'housekeep' is switched on). 7 new columns: Keys, Info (from any ruserxx field – default value for 'ruser'), Token, Auth, Balance, Note 1 and Note 2. Note 1 and 2 are based on a flexible formula and highlighted in yellow if filled ("note1", "note2" – control field).

Tok	Auth	Balance	Note 1	Note 2
X				
X				
X	560			
X				
X	50			
X		68		Keys/Check-In vs. Payment/Aut
X				
X	50			

Matchcode/Reg.No.	Path	Room
DAVID/8215	1/1	701(1)/1
EMILY/69	1/1	1613(2)/23
EMILY/1	1/1	1208(2)
AARON/7567	1/1	309(2)/12
AARON/7567	1/1	1202(3)/123
MELISSA/1	1/1	901(4)

9. **New Rate Plans:** A new rate plan feature is independent from guest types. So the relation to statistics is released. Now it's possible to assign a rate plan flexibly with a date to guest profiles. The guest's rate plan can change over time. The new rate plans can be added via a new menu item. Rate plans can be copied in full and then modified. The assignment is made via the guest profile. The 'create' button shows a choice to the user either to enter rates directly or assign a rate plan. Rates are determined in the following order: guest profile, rate plan, guest type.

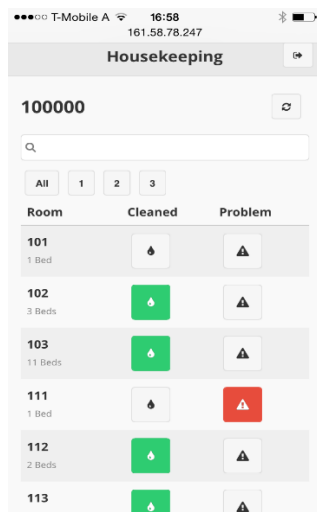
The left screenshot shows the 'Rate Plans @Demo YH bed categories' window. It has a table with columns: Pool, Form, Code, Description, and Cont. The table contains the following data:

Pool	Form	Code	Description	Cont
		corp1	Corporate rate plan 1	
		corp2	Corporate rate plan 2	
		corp3	Corporate rate plan 3	
		corp99	Corporate rate plan 1	

The right screenshot shows the 'Guests/Customers @Demo YH bed categories' window. It displays a form for guest details and a table of rates. The 'Rate Plan' field is highlighted with a red circle and contains 'corp1' and 'Corporate rate plan 1'. The table below it has columns: Article-No., Description, Price, Disc.%, New price, Mo.%, Tu.%, We.%, Th.%, and %.

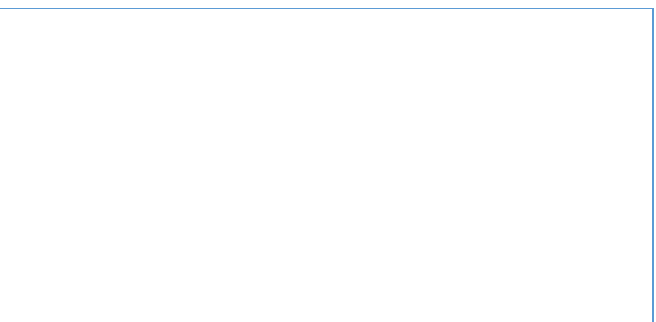
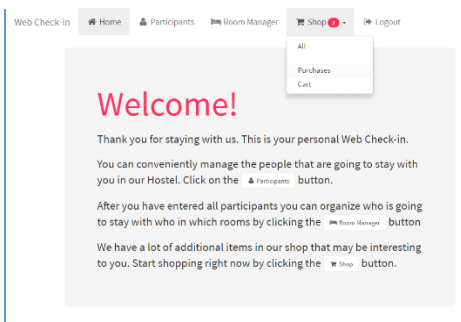
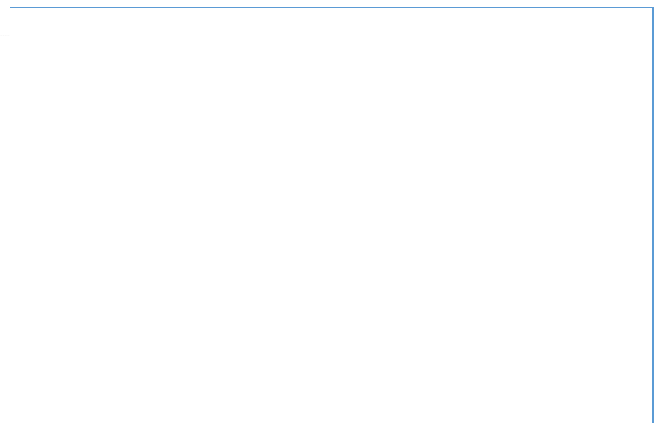
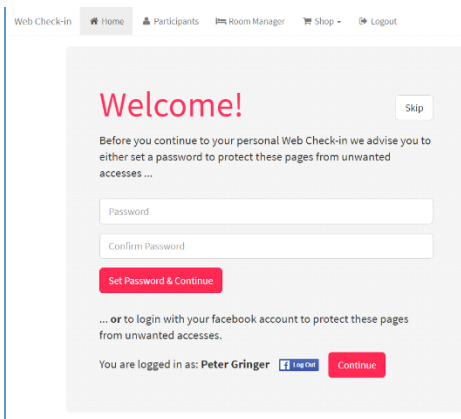
10. **Do Not Rent List:** Third search field (40 characters), existing fields extended to 20 characters. Email, street, postcode and membership number as new matching criteria (except bulk guest import from Excel). Maintain the list centrally via a CRS web site and synchronize automatically with all your properties.
11. **Current Date / Today:** a consistent and flexible setting for 'hotel day'. Default day change is 5:00 am. It can be changed via general settings supervisor field 'hotelday' (18000 seconds past midnight). It's used for date and timedate default values. Field validation based on '*date'. Keyboard short-cuts t=today, y=yesterday, w=tomorrow (but not n=now) and auto-check-in for quick reservation.
12. **Automatic fill beds on 'used as' user selection:** depending on the room type the 'used as' selection can create or release fill beds automatically. The room types can be defined to create fill beds (Y) or to release fill beds (N).
13. **Key Card Interface:** The list of cards is always re-created from current room allocation. Previous open cards are deleted on every opening. This prevents cards from being created for wrong rooms after a room move.
14. **Key Card Interface:** Validation of arrival date. Cards cannot be created for future arrivals (can be disabled via field 'card_error' code '0' – empty description).
15. **New Fields Participant List:** room C(6), arrival DATETIME, departure DATETIME, pcheckio C(1), puser01 C(10), puser02 C(30), puser03 D, email C(64)

16. **Web Based Mobile Housekeeping:** Housekeeping staff can enter the room status via a mobile web page and PMS gets updated automatically.



17. **Web Check In / Shop:** The following features are available: email invitation for guests that give access to web registration (personal data of all guests), room allocation for groups, shop for extras, make payments, show guest invoice and coming soon create Bluetooth door keys.

PMS uploads guest emails for invitations and configuration. PMS downloads participant lists optionally with assigned rooms, shop sales, payments and generated keys.



Web Check-in Home Participants Room Manager Shop - Logout

Participants

Overview [Add Participant](#)

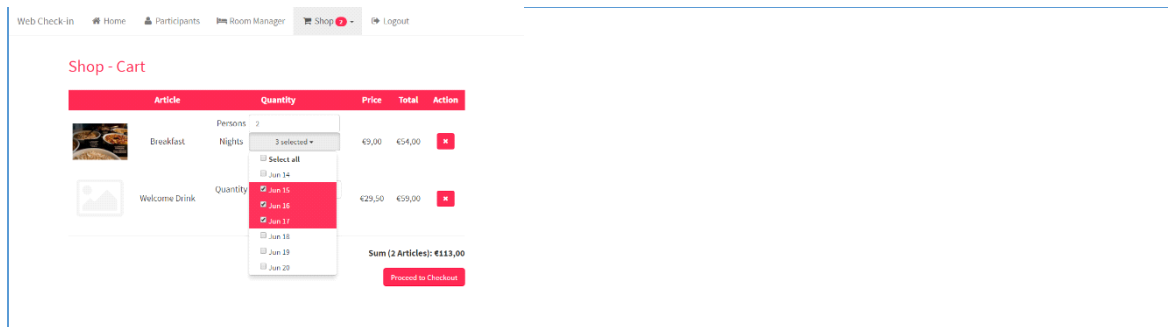
Below is the list of people who you have added already and who are staying with you at our hostel.
You can add 5 more people.

#	Name	Gender	Action
1	Gringer Peter	♂	✓ ✗
2	Hofmann Marlen	♀	✓ ✗

Web Check-in Home Participants Room Manager Shop - Logout

Room Manager

101 0/4	102 2/3
-	1 Hofmann Marlen ✗
	2 Gringer Peter ✗



18. Travel Programs:

New menu items:

Sights/Activities

- The actual tours that can either be contained in a travel programme or added separately to a reservation. Then the article is posted to the bill.
- The maximum number of people per tour can be defined (tour size).
- The concurrency can be configured (for all reservations for a time) – if there is a tour size, the number of tours is defined. Otherwise the number of people.

Travel Programs

- The number of events the customer can choose from can be limited. The article number specifies for which packages the travel program can be selected

New tab in Reservations: Program

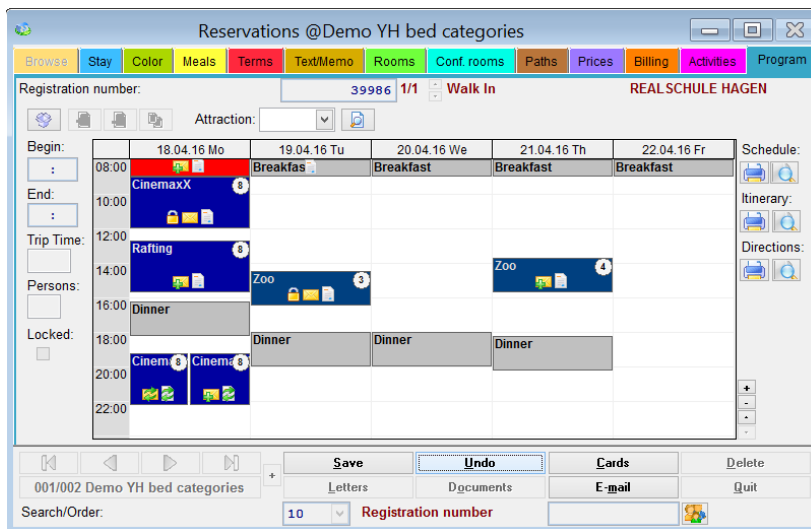
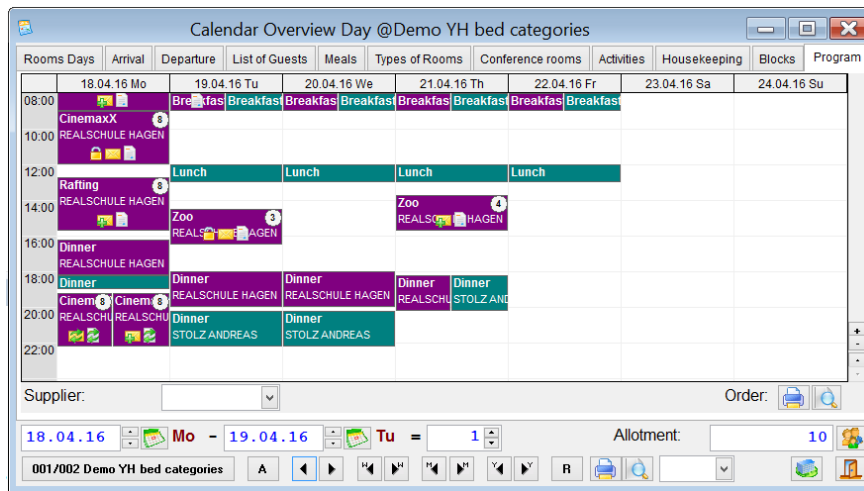
- Contains time plan
- Can be filled with events
- Can be filled with events from a pre-defined program. The user can select from all pre-defined programs which article number matches the invoice (=the article package).
- Fills itself automatically with meal plan (needs to be setup in Tours/Attractions)

If the event is added manually and not part of a package or meal plan, it's put on the bill (in case of package reservations the article needs to be marked to put on bill on top of package).

One additional tab in plans Overview Day and Calendar. Tabs can also be used for a different purpose.

Users can create orders for suppliers and vouchers for guests. On the event there are two icons: letter for order and envelope for voucher. A + symbol means that the document is not yet created/printed. No symbol means that the order or voucher has been created. Two arrows mean that the event data has been amended manually and for this reason orders or vouchers need to be re-created and re-printed.

Letters are examples: v01 = Voucher, v02 = Guest Itinerary, v03 = Directions, v04 = Order



19. **Credit Card Authorization with Shift4 Card Interface:** Authorize an amount from the guest's credit card on arrival and charge the actual amount on departure. Calculate the suggested authorization amount automatically via a flexible formula (field 'authf').
20. **Special articles can be omitted from booking value.** Default value for field 'articlepa2' as comma separated list of articles (no blanks!). Those articles are excluded from the booking value on tab 'Terms' (as well as deposit account articles, 'articlepay'-articles and US sales tax).
21. **Housekeeping:** New status dirty. This status is only created by third party housekeeping software. It is shown as 'D' in both columns 'Cleaned' and 'Checked'. It affects also 'lastcleaned': a 'dirty' makes all same day or previous cleans invalid. There is a new field 'lastchecked' that can be used for colour coding. It is also affected by the new 'dirty' status. The feature to change the room status can be disabled via field 'housekdis' – control field position 1 (cleaned), position 2 (checked) and position 3 (problem) set to "Y".
22. **Guest Profile CRM ID:** the field CRM ID is now shown on tab 'Terms'.

B) Additional External Features (not free of charge)

1. **Article Exchange with flexible formula via code '98'**. Formula put into text file with file name equal article number located in folder 'macros'. In addition to the article exchange, add-on articles e.g. surcharges can be put on bill conditionally. Example code is available on request.
 2. **Austria Cash Register Rules 2017**: Austria RKS requirements are fully supported.
- C) PMS 2.11: 20 March 2014 till 25 July 2016**
3. **Guest Profile: Switch off both phonetic and matchcode search** on address tab via 'N' in property data.
 4. **City Tax / Cultural Tax – Gross Prices**: A second article for the invoice can be configured that shows up with a negative value. Control field (tax, 1) position 12. This is useful if the accommodation prices in PMS are already inclusive tax. Then the positive article can post to 'tax income' and the negative to 'accommodation income'. In this case the article number with the correction needs to be excluded from the condition.
 5. **City Tax / Cultural Tax – Hamburg**: The special Hamburg threshold system is supported. Control field (tax, 1) position 11 set to H.
 6. **Export Feature**: Export types can be restricted based on calling programme e.g. to avoid that invoices are exported into Word (field 'ftype2', code = calling form e.g. s_reser11 for invoices, control = list of allowed export types).
 7. **End of shift processing: risauto.txt check** can be disabled for POS 015 via 'N' (all other POS are disabled by default and can be enabled via 'Y').
 8. **Internet Booking Retrieval – Price Calculation**: 'crsimport' – control field position 11 to 160 can now contain a formula to modify web price import. The placeholder is #val. This is convenient to recalculate and exclude e.g. a bed or cultural tax. Example: ROUND(#val/1.05,2)
 9. **Internet Booking Retrieval – Price Tab Reservation**: Creates default price records based on standard reservation type.
 10. **Hotel Property Type Setup supports Auto Room Allocation** (fill beds and total beds columns need to be enabled housetype position 2 to N!)
 11. **Vingcard Keycard Interface**: allows alphanumeric bed numbers
 12. **Sabre Interface**: XML cratecode1 can fill any reservation field. Combobox 'cratecode1' with empty value specifies the field names in control field (position 1-10 and 11-20). Values other than empty allow a mapping of values. XML tagent can fill Guest Reservation. A mapping via Combobox 'tagent' needs to be created for every agent to ASSD guest number via control field.
 13. **Use alternative number counters for accounting transactions**. Control field of 'atransact' position 60 can be set to 3, 4, 5 or 6.
 14. **Contacts for Guests Logic - Menu Query/Mailmerge/Letters**: Contact person data can be added to the output. This is enabled with a default value of "Y" for field "contact". It affects the data selections "10", "12", "20", "22" and "60". Additional fields are: contactname, contactsalutation, contactbirth, contactemail, contactphone and contactphone2. Fields are filled correctly automatically regardless of assigning a different contact or using the default. Caution: "reportsort" needs to be qualified e.g. option "05"/"15" – two parts – mind the start position (nation1, zip --> s_guest.nation1, s_guest.zip and last_stay --> s_guest.last_stay).
 15. **Colour Scheme Room Type / Price Plan**: Via default values with field names "green" and "yellow" the background colour can be changed.
 16. **Hide Number of Beds Room Plan**: Via default value for field "nobed" set to "Y" the bed numbers after the room numbers can be switched off.

17. **Reservation – Button ‘Email’, Letters and Reminders – Contact Logic:** from now on the contact logic is supported and the correct email address is shown.
18. **Merge Customers:** Bulk Feature via deduplication table s_guest_a. If the merge customer is deleted, empty fields of the target customer are populated from the merge customer: name3, email, phone, fax, street, city, zip, zip_city, state, nation1, nation2, birth. The memo field is combined of both customers.
19. **Tab Prices to Billing:** The memo field of a price row on Reservation tab Prices can be put into the article description via placeholder #info if the description and the price of the article is flexible. This is useful to pass through a check number from POS.
20. **Import Nationality from Booking.com Bookings.** Mapping possible via field “nation-boo”.
21. **Reservation Memo Text:** Can be split into an upper and lower area. To enter text in the upper section, start text entry with ‘***’ e.g. ‘***VIP’.
22. **On Reservation Tab Billing:** Shows invoice date and time on mouse over invoice number.
23. **Arrival List Shows Guarantee Column:** The new column on the right hand side would also be printable (w_arrive.guarantee)
24. **Guest (Type) Prices:** The price type can now be changed for each article row on the very right hand side. Please note that changing the main entry via the drop down results in all article rows get overwritten.
25. **Improved Meta-System Reminders:** Additional columns showing more information. New sorting and grouping for accounts receivable: by customer number, by customer name, by customer in the order of oldest due date, by customer in the order of highest amount due. The column ‘Auto’ has been removed and replaced by ‘Select’. It’s used for new reminder letters per customer containing multiple amounts due over multiple properties. All entries can be selected via the check box at the right bottom. The date next to it can be used to omit recently reminded data. For this kind of reminders the due date should not be increased. Reminder level and date can be set normally via a message box.
26. **Customer Deduplication Tool:** Minor speed improvements. New ‘matchtest’ on email address (position 11 to Y).
27. **Macros:** Form call ‘macrorunform’ accepts a list of parameters in an optional second parameter
28. **Dialock Keycard Interface:** Supports 16 access areas instead of just 5.
29. **Guest Contacts:** If the customer reservation contact is changed and before identical with customer guest contact, customer guest contact is changed to the same selection as well.
30. **Meta System Reminder Letter:** Multi-language support.
31. **Backup warning** and block can be switched off via setting of 999 hours
32. **Internet book retrieval with auto room allocation:** if a single booking affects multiple room types, auto room allocation is no longer executed. Warning 158 is sent instead to remind users to assign rooms manually. This new logic is ignored if the CRS articles provide a unique template e.g. single room occupation that can be based on multiple room types.
33. **TripAdvisor Review Express Interface**
34. **Housekeeping Colour Formula:** Placeholder short cuts for housekeeping colour-code formula (“housekstat”): w_rstat.lastclean (#lc), w_rstat.lastdepart (#ld), w_rstat.problem (#pr), w_rstat.solved (#so), w_rstat.stays (#st), w_rstat.cleaned (#cl)
35. **Open Cash Drawer:** New functionality to set the printer that opens the cash drawer to ‘*default’. Then the POS printer of the new default feature is used. This helps for cloud installations.

36. **Data Export:** Supports new file types for Open Office, HTML and native DOCX. The control field can be used to amend the file extension. New Excel export formats that don't need Excel being installed (e.g. for cloud): NATIVE_FXLX and NATIVE_PFXLX (custom211-exporttypes and custom211-exporttypes-excelnative)
37. **Disable billing question:** msgbox13, msgbox131. Use forms 's_cash' and 's_reser' to configure for bar only.
38. **Import CRS2 promo code** into any reservation field. Create a default value for 'pcode' and/or 'psubcode' with the target field name (e.g. ruser07) for promocode and promosubcode.

6.5 Version 2.11

What's New in Version 2.11 – 19 March 2014

A) All Users

1. **History & Audit Trail of Reservation Notes/Memo:** The field is now disabled and does no longer allow free editing by default (you can reverse this - depending on user level - via s_reser/memo and s_reser/i_button_m). Instead the user should double click the field to get an empty text input field. This way the user is able to append new memos. They are stored with user name and a timestamp in the main memo field that is no longer fully editable by those users. This gives an audit history of reservation notes.
2. **Reservation Web Booking Number - Matchcode 2:** Field increased from 15 to 20 characters.
3. **Room Plan – New Move Rooms:** New way to change rooms on the room plan: instead of drag and drop to a new room you can just drag within the same line, the system remembers the guest with room (shown in a box in the right top corner), then flexibly scroll to the new room and click into column 'Bed'. This makes it much easier to move rooms over multiple scrolling pages safely. If you click outside the grid, the action is aborted. Both old and new way to move a room have got a new popup message box that allows the user to cancel the operation. This new message boxes can be disabled for both features by deleting the label (msgbox87, msgbox88).
4. **Flexible Printer Setting:** Via menu Settings, Default Printer the default printer can be specified based on computer, Windows user, ASSD user and terminal client name. This default printer is used for all printout forms that are stored without printer environment! For small POS receipts there is a different default printer setting. It's only used for bills where 'receipt' position 32 is set to Y.
5. **Current Default Printer:** Instead of using the Windows default printer, the user can change the default printer within ASSD PMS with the right mouse button printer dialogue. This is convenient if a number of different documents should be printed on another printer than the Windows default. This setting is valid for the current PMS session until a full restart of ASSD PMS or new login (if an ASSD default printer has been configured). The current default printer is used for all printout forms that are stored without printer environment!
6. **Auto Room Assignment Room Type Improvements:** If no gender is split, three new fields can be used to create a certain number of twins/doubles, triples or quads (people in room stored with the reservation). Note: the existing 'Private' box, is able to create single rooms for those not affected by the new feature.

Templates can be configured with a room type. So the template can influence the price charged based on room types. The new field can be filled with up to 5 characters (=room types). The first room type will be used for single occupation, second for double, third for triple, fourth for quad and fifth for five and more people within the room.

CRS2 articles can send room templates (if all the same - 'rtypeused') or block auto room assignment (if conflicting - '*conflict'). CRS2 articles can send the number of twins/doubles, triples and quads (d12, d34 and d56) – if XML private. Optionally they can send a room 'used as' (if no conflicts – 'rtypeused').

7. **Internet Bookings:** The plan colour of an imported Internet booking can now be specified independently (optionally).
8. **Price Calendar - Edit Prices - Select On Click:** Input fields are now highlighted on entry or click. This simplifies changing the prices.
9. **Guest Ledger - Night Audit:** Guest Ledger articles are now stored as payment records to avoid them to appear as revenue (only if setup as an article number other than '00').
10. **Children %-Discount and Different Article:** Children Article Replacement allows now % and articles replacement at the same time e.g. 120%10 --> Article 120 with 10% discount. Note: all % child logic needs 'article exchange' to be filled e.g. with '99'.
11. **Articles as Payments:** Special articles (e.g. web deposit/commission) can be stored as payment records despite among normal invoice positions. Could be helpful for deposits. Default value for field 'articlepay' as comma separated list of articles (no blanks!). Those articles are also excluded from the booking value on tab 'Terms' (as well as deposit account articles and US sales tax).
12. **Room Plan Manage Agent Allotments:** New special edit mode for allotments (new button 'A' at bottom/left): Allows opening of agent allotments via mouse click, drag and drop rooms, right mouse path split, etc. In edit mode allotments start with '#' followed by customer number. Note: allotments are shown simultaneously with bookings – so ignore overbooking message during allotment edit mode. You can disable or restrict this feature via button label 'cmdquota'.
13. **Copy Reservation from one Property to Another:** Via a right click on the '+' button a reservation can be copied from one property into another (two buttons copy and paste appear, another click on '+' deactivates the feature again). Note: because it's copied and not moved you should set reservation type to 'deleted, cancelled or moved' or delete it before switching and copying into another property -> to avoid ending up with two reservations. Rooms, meeting rooms, activities and bills are not copied – just reservation, prices and meal plan.
Also supports switch boards/meta with separate databases.
14. **Meal Plan on Departure:** A meal plan can be configured to create additional meals on departure day. 4 means till lunch, 6 till dinner. Regardless starting meal on arrival. It allows packages that start with lunch and end with lunch.
15. **Guest Form Active Reservations Descending Order:** Now shown in descending order.
16. **Guest Form Tab Memo/Statistics - Open Reservation:** Click on reservation number of 'History' to open corresponding reservation in a new reservation form. This also works with Switchboard/Meta in multi property environments.
Click on reservation number of 'Active Bookings' to open corresponding reservation.
17. **Do Not Rent List Message:** Automatically retrieved Internet bookings trigger 'do not rent list' on first edit.
18. **Activities Default Day:** Possibility to set default activity date to arrival instead of arrival + 1: menu Labels – actdate – put a point '.' right to the label (e.g. 'Date selected:').

19. **Users - Change Password and Complexity:** Normal users with no access to the user database are now able to change their passwords by themselves via new menu. Minimum security can be forced via 'usercode3' external validation (default: minimum 6 characters and must contain between 1 and 3 digits).
20. **Users - Initial Password Setup:** If the user name and password are identical, it's assumed that it is an initial password and the user is asked to set a new password on first login. This can be enforced via field validation (m_signon, usercode2): From Y to Y.
21. **Users - Password Expiry:** If the user or password have not been updated for X days, the user is asked to set a new password on next login. This can be enforced via field validation (m_signon, usercode3): From Y to Y. X days is numeric default value (m_signon, usercode3). 0 means that this feature is disabled (default). 1 means that the password should be changed daily. A reasonable setting is e.g. 60.
22. **Users - Limit Property/System:** Feature to limit the allowed systems and/or properties for login. For the systems you can specify all full qualified folder paths. This allows also limited access to certain computers within a network. The property restriction requires that the user is either allowed to access the own default property or if not set, the general default property of this system. The property limit doesn't limit menu Query/Mailmerge/Reports.
23. **Users - Unit Grouping:** New field unit. Each user can be assigned to an organizational unit. Such users see only users that are assigned to the same unit. If they create new users, they are also assigned to the same unit.
24. **Users - Disallow Drag & Drop of Rooms:** New field prohibits drag and drop of room allocation in room plan.
25. **Dual Screen Problem Fixed:** Two screens no longer load a screen with 9000x9000 and invisible login window.
26. **Invoices - Automatic PDF Archive:** Every time an invoice is created a PDF copy is created in the background automatically. General setting 'iarchive' for path to folder. Optional: 'receipt' position 31: N prevents printing of original document, X prevents any printing.
27. **Portuguese Government Certification:** ASSD PMS is now certified by the Portuguese government as legal billing software. If activated, all invoices are RSA signed with SHA-1 signature.
28. **Menu Transactions New Info Tab:** document number, series, void reason and method, void reference, RSA message/signature.
29. **Automatic Internet Booking Retrieval (risauto):** Conflicts are written into an error file: risautoerror.txt. In the past a message box was shown that caused risauto.exe to hang.
30. **IBAN & BIC added for SEPA:** Guest Data: bank code increased to 11 characters (for BIC). Account number increased to 35 characters (for IBAN).
Bank payment table s_dta has got two new fields IBAN and BIC.
31. **Reservation 7th User Field:** A new flexible user field is available.
32. **Packages per Reservation Path:** Now multiple packages can be used in a single reservation. The package description field is made invisible on tab 'Stay' ('incdes' to make it re-visible). The description is now shown above. The new space is used for a new feature 'package per path'. Field name 'incl' (to disable).
33. **Packages as Add-ons:** Packages can be marked to be put on top of normal invoice (and not instead of). Menu Articles, tab 'Detail2', 'Also for inclusive package'.
34. **Form Title Property Name:** All forms show the current property name. This makes it easier to work with multiple property forms open at the same time.

35. **Product Scanner:** Articles can be stored with EAN code and scanned for billing.
On the billing tab of cash register and reservations a barcode reader is supported.
Start character to be defined via 'barcode' (default 254) and 'barcodea' (1=SHIFT, 2=CTRL, 4=ALT). For reservations it can be defined that all products are added via the price tab ('bartabp' set default to 1). Via a default value for 'barbill' any EAN code can be defined to emulate the billing button. So the user can scan an EAN code instead of clicking the bill button.
36. **Cash Register – New Buttons – Flexible Size and Location:** 60 new cash register buttons per page are available. Buttons are grouped by 4 for each of the existing 20 ones resulting in 3 new series: 21-40, 41-50&71-80, 81-99&60. Buttons can now be disabled. The new buttons are disabled by default if not created. Buttons can be configured in size and location. Old buttons default is 68x63 (w/h). New buttons are 34x32. Recommended activation: set existing buttons (01-20) size to 34x32 and create new buttons.
37. **Cash Register Table Plan:** Simply use the new flexible buttons to create an individual table plan layout. Any button can be used to create and select table bills. Simply use '#' as the first character of the main action (article).
38. **Cash Register Button Second Action:** e.g. to move back to a certain button set or add a second product.
39. **Cash Register 'Undo':** button is removed by default. You can re-activate it via parameter `s_cash/cmdedit`.
40. **Cash Register Auto Save:** Tries to save the data on X or button Quit closing. If saving fails quits anyway. The purpose is to avoid that data is accidentally lost especially with table management. To still quit without saving you can make the validation to fail e.g. via an undefined receipt type.
41. **Cash Register/Reservation Open Drawer with Button:** Open Cash Drawer via any button in cash register or reservation: simply assign article '*drawer' to a button.
42. **Cash Register Buttonset Background Colours:** Work now with Windows Themes.
43. **Internet Deposit Date:** Deposits (e.g. Hostelworld commission) are now imported with arrival date and no longer with empty date. This improves the reporting e.g. via ASSD-BI.
44. **Other Business Reports:** Unless everything is selected via service date or empty service date, an empty service date 'from' is set to 31/12/1900. This avoids confusing data if the service date 'from' is empty and the 'to' date set to a particular value e.g. for balances of an account.
45. **Prices from Guest Type:** They are now taken from customer reservation's guest type instead of customer guest.
46. **Zero Bed Rooms (e.g. Parking):** Apart from Meeting Rooms and Activities there is now another way to maintain an inventory for restricted products: rooms with zero beds. Because of zero beds they don't count for any room statistics. Book them via checkbox 'Fix'. Automatically put on invoice via 'Article per room'. In room plans that are set to 'bed level' those 'rooms' are omitted because of firelist, etc.
47. **Blocks Improved:** all 15 room types are supported, a default value can be set for the blocks tab (guestcodeb). Allotments can be considered in blocks (gcodebfeat/quota). Block view can be based on guests instead of beds (gcodebfeat/fill – no room type support). Block calculation is now a function that can be used in price formula and pmsi web interface.

Blocks with flexible Options definition: Configure all 'Options' reservation types flexibly via a comma separated list (gcodebfeat/regcode) – default is previous hardcoded value "21".

Blocks allow multi assignments. One guest type can be assigned to multiple blocks. To avoid those additional (duplicate, overlapping) blocks to count to the total blocks they can be omitted from total calculation by starting control field with '*SUB' (guestcodeb).

Blocks can be configured for guest numbers in addition to guest types. Simply add guest numbers with leading # to the comma separated list in the control field (guestcodeb).

48. **Availability Tab Guests:** New third list type that shows guest numbers also for allotments instead of bed numbers.
49. **Price Plans Zero Price:** a price of 0 e.g. restrictions displays as blank (instead of 0.00).
50. **Shifts - Synchronize Service Date with Shift Date - Billing:** create a numeric default value 'jdayno' that represents the minutes after midnight where the previous day shift is still allowed to bill (range check Y-Y). As a result the service date of all payments, of manually added revenue (e.g. cash register) and end of shift discrepancies (cash & items) will be set to the shift date and not to the current date. Reports for payments based on service date will match all shifts for a particular date range. For voids this is applied only to payment records that are neither deposit nor A/R. Accounting transactions are not affected.
51. **Shifts – Set Rollover:** Global setting supervisor 'jdayno'. Allows you to delay the switch over to a new shift date in minutes e.g. 60 means that a new day is not open before 1:00 in the morning. In combination with 'jdayno' validation you can now create a time Window that enforces the date change to happen in between: e.g. between 3:00 am and 4:00 am. So before 3:00 am yesterday is still used. After 3:00 the shift date is set to today. After 4:00 am the system stops people from doing transactions and enforces an end of shift procedure to switch to today.
52. **Accounting - Show Customer Debts (A/R):** set the reservation number entry for the corresponding accounting transaction to "A" (instead of "Y") and a fully sortable list of open A/R is shown. Click in header to change the order. Double click on customer number to set or reset customer filter. You can select reservations for quick access (click in column Reg.No. or Balance). Or even mark multiple amounts to book them in one batch (click or enter column Amount).
53. **Accounting - Show Requested Advance Deposits:** set the reservation number entry for the corresponding accounting transaction to "D" (instead of "Y") and via a Search button a fully sortable list of open deposits is loaded (arrival today-5 days till future). Click in header to change the order. Double click on customer number to set or reset customer filter. You can select reservations for quick access (click in column Reg.No. or Balance). Or even mark multiple amounts to book them in one batch (click or enter column Amount).
54. **Accounting with Button Money Count:** Transaction types: set Amount entry to C (instead of Y).
55. **Housekeeping Tab Check-In/Out Status:** The number of free nights is set to blank if zero; the check-in/checkout status can be shown in addition to number of arrivals/departures for today's plan. Example: Departure: |1|>3 and Arrival: 2>|1|. Between || is the number of used beds that are in house.
56. **Cleaning Plan Checkout Status:** Plan 05 printed for today: if departing guests have not yet checked-out, a yellow background is shown.
57. **Full Reservation History Audit Trail:** Letter HRE - provided that the audit trail is switched on.
58. **Journal Reports Drop Down Selection:** next to Journal No. there is a new drop down box that shows all journal numbers with corresponding month (month, year, number) (provided that general setting oldmonth=Y).
59. **Quick Reservation Default Reservation Type:** a different reservation type can be set as default for walk-in guests if time > 10:00:00 and arrival=today (regcode2).

60. **Letter, Correspondence – Staff Name:** New global field 'g_username' that contains the full name of the current user for printing purposes.
61. **Letter, Correspondence – Day of Week:** Fields day of week arrival and departure: arrivaldow, departdow (for all paths - w_spool).
62. **Room Plan – Bed Names:** Bed Names are extended from 20 to 30 bed IDs.
The bed numbers in the room plan can be switched off because e.g. replaced by bed names A, B, C. (a_dayview/a_calendar, field 'style' default 3rd character: Y)
63. **New Field for Invoice Document Number:** via Button 'Text' on tab 'Billing' - s_jhead.docnum (drop down from participant list, s_guest.match2, s_guest.user11 from Guest Invoice and Guest Reservation).
64. **New Invoice/Void External Validations:** More flexible and individual logic validation is supported: validate4, validate5, valvoid3 and valvoid4.
65. **Void and Refund:** An optional form (m_void) for void reason and method can be configured. It appears for full voids and refunds (amount negative). For the latter also the original invoice number can be entered for reference. For default values and validation there are voidreason/voidmethod (full void) and voidr2/voidm2 (refund). The additional data is stored in the invoice header. To enable this feature set the numeric(!) default value for voidreason and/or voidr2 to 1. More options numeric default values: 1=facturas type 1 only, 2=facturas type 1&2 only, 3=all.
66. **Invoice Numbering:** Optional separate series of invoice and void numbers (for Spanish ASSD customers). There are 4 new number counters. If enabled invoices and voids count separately. There are two such pairs: 1 or 2. Also a one character prefix can be defined. receipt, position 23: e.g. 1FA --> goes to s_jhead.factura if not an accounting transaction. This is also kept for voids. Receipt types with this filled are later after billing only allowed for printing if they match s_jhead.factura! (msgbox412). The second position is shown next to the transaction number if amount >=0 (e.g. F). Otherwise third (e.g. A)
67. **Cancellations:** Remove all invoice rows on cancellation ('regcode', position 43 = D). Creates clean reservations with regard to automatic web cancellation import.
68. **US Sales Tax Improvement:** Changes of the reservation e.g. cancellation are now transferred to US sales tax calculation instantly and not only on tab 'Billing'.
Extended End of Shift Procedure: stock control allows items with US sales tax booked correctly with tax in case of discrepancy.
Reservation Tab Terms, Button Detail: Booking Value excludes US sales tax.
69. **Third US Sales Tax:** a third tax is now configurable via parameter 'vat'.
70. **Room Type Plan:** Number of rooms is displayed next to number of beds available for bed based room types. Switch off: set position 10 to N (rtype).
71. **Improved Excel Export:** The new Excel export format aims to provide cleaner as well as smaller Excel documents. As a result using the Excel export for subsequent calculations is much easier now. The following are the key differences from the standard Excel output: A. Each report is generated as a single sheet with a single page header at the top of the document and a single page footer at the very bottom. The header/footer sections are not inserted inside the report where the pages would normally break. B. The process eliminates empty columns and rows whenever possible. C. The report layout is automatically adjusted to eliminate narrow rows and columns. The old format can still be used via type 'XLSFULL' (ftype).
72. **DJH Membership Cards (HI Germany):** Supports scanning of guest data into guest database and quick reservation.

73. **Cultural City Tax:** Support for city tax calculation based on overnight revenue via a normal automatic product one row per date and invoice with number of people/rooms (or without date). The tax amount is calculated based on a percentage of the overnight account and price is set divided by quantity. Multiple rows per date must be avoided: e.g. caused by split and split back to original invoice. If the tax is configured per day and split products are used (e.g. bed and breakfast), the article split must be configured per day, too.
- Pre-configuration: ensure that a tax product is put automatically on the bill with a flexible(!) price.
- Configuration – field 'tax' value '1': position 1 = tax article number, position 11 = accrual per date (A – any value but blank), position 21 = condition for calculation basis e.g. accommodation account number.
- Configuration – field 'tax' value '2': position 1 = actual calculation (gross) e.g. 5% * 1.19 = *0.0595 (conditions based on date are possible).
74. **Prices Per Room with Two Articles:** Prices per room in conjunction with splitting into two products work now independently from a master article exchange. In other words the second product (or third, ...) is still kept even if the master article is conditional removed.
75. **Check-In/Check-Out:** via arrival, departure and room plan update the change date and user of the reservation. Consequently a change of check-in status can be printed on the reservation history report.
76. **Participant Feature for Reservations:** All members of a group can be recorded individually with full personal data e.g. name, birthday, passport number, nationality, etc. Import feature for Excel based participant lists.
77. **TTI Passport Scanner Interface:** Scan guests' id cards and populate reservation documents with photo, image and text fields as well as update guest data.
78. **Vingcard Key Card Interface:** Parameter "card_clsid" – control field: any value removes the 6:00 to 14:00 logic that creates a start time of 14:00 unless an earlier arrival time is specified. Then cards are always valid instantly.
79. **Unassigned Rooms (reduce_q=U):** Allows to create reservations that are assigned to any room for pricing however don't show up on room plan and allow final assignment on check-in. Can be set as default. Room booking status is set to 'U'. No warnings that room booking isn't complete in room plan for such reservations. Arrival list hides room number. After check-in e.g. via arrival list, the room plan shows unassigned reservations anyway – they are still movable on room plan. On check-in via reservation/bill or later edit the 'U' status is automatically turned to 'Y'. This allows two processes: set check-in on arrival list and move to final room on room plan tab or open reservation choose room and bill guest. For unassigned reservations the room tab in reservations is automatically filtered to rooms with the same room type and 'used as' room type. Can be changed via right click in header building, floor, corridor.
80. **Room Plan Filter Rooms:** Building, Floor, Corridor, Room Type: new double click feature allows to set or unset the filter instantly. Floors: Increased to 12 floors (from 8).
81. **Yield Price Formula Price Access:** Price formula can use prices of other products: `p_this.getprice(pricedate,"103F")` Note: products are processed in alphabetical order.
82. **Yield Price Formula Speed:** Speed up by factor 20 if only one line with an expression is used. If you need a complex formula, simply put it into a compiled function and put e.g. `RETURN myfu()` in the formula. `myfu.fxp` stored in the ASSD folder (=compiled function). Note: always ensure that there are no additional blank lines in the function at the end.
83. **Yield Price Formula Occupancy:** calculation changed for yield formula: a default allotment that is added to free beds is now also considered as free for yield occupancy figures which makes sense because this represents unsold web allotments.

84. **Central Marketing Guest Database (separate – not MySQL based):** On the “Hostel Links” tab there is a new button (-) to delete single links (s_guest_a). Below there is a field to move a link to another central guest number (Label “subguest” with align right 10 needed). History, Last Stay and Number of Stays need to be corrected manually if used!
- Import – sql-0 new shortcut: *EMAIL (central customer database import)
85. **Guest History (editguesth=Y):** There is a delete mark in the history grid to delete single records (tab “Memo/Statistics”).
86. **Article Split:** An individual price of 999999 results in a price calculated from the current remainder divided by the quantity of the split article. This can be used for the last row in article split to break down the remainder on certain days for products (packages) with flexible price.
87. **Article Split:** An individual price of 999000.01 to 999100.00 results in a price calculated as a percentage (000.01 to 100.00) of the total price of the main article. This can be used to apply a percentage split for products (packages) with flexible price.
88. **Retrieve Internet Bookings:** If a guest is matched to an existing guest via email, the bank/account data is transferred to the memo field of the reservation (similar to the address).
89. **Menu Query Mailmerge/Labels/Reports:** Reduce columns to improve usability of Excel export. Report Types 21-24, 26-29 are new flexible codes for Excel export (reporttype). The control field (reporttype) can be used to specify the columns for selection: e.g. s_guest.name1,s_guest.name2” or “s_guest.*”.
90. **Manual Price Changes via Calendar:** A message box can be configured to warn if a yield formula would be overwritten (msgbox85).
91. **Housekeeping Improvements:** New keyboard short cuts to select all rooms or deselect all rooms: click into grid, then key A or S to select all, key U or R to deselect all. Existing possibility to select multiple rows: if you click on any row, afterwards click on a second row and keep shift-key pressed, then all rows in between will be selected. This works only for visible rows (multiple pages with scrolling need several such actions).
- Problem descriptions that are empty are no longer shown in yellow.
- Additional areas for housekeeping plan: simply add rooms with valid from/to both set to 01/01/2000. The additional area will be kept at the location of the virtual room number but it shows the description on the plan (e.g. Stairs, Common Room). Those areas have got a separate logic how long they are shown as clean (setting ‘housekday2’). By default only the current day shows cleaned. This can be changed to any number of days. Additionally the red, yellow, green icon formula can be changed as before (‘housekstat’ and report file).
92. **Meta Prices:** Meta Prices no longer change/delete old prices before the From-date or after the To-date of the currently edited record. This is a substantial change in paradigm! Meta Prices no longer reflect the full price picture of one article. Meta Prices still add prices outside the period if needed e.g. to go back to original price after a period. Actual prices need to be double checked via menu Prices. This change makes it possible to combine Meta Prices with normal price maintenance e.g. manual price changes per day via the new price editing features per day. If Meta Prices should overwrite existing prices the user must ensure that all periods are fully covered by Meta Prices and those Meta Price records are all edited by the user (edit, save).
93. **Message System:** Users up to level “29” are now included in the message feature (formerly up to level “20”)
94. **Merge Two Guest Entries:** Via menu ‘menu704’ two separate guest/customer records can be merged to one single entry to remove duplicate data. Corresponding reservations are changed automatically, too.
95. **Tool Tip Bubble:** Timer no longer forced to 0 (=off) on terminal server (tiptimer setting).

96. **Journal Reports - Auto-PDF Export:** Export in the background (jreport, position 21) extended to a second folder (jreport, position 41). Position 31/51 respectively = N creates single PDF files rather than one big one.
97. **Copy Full Reservation Changes:** Omits cash register entries booked onto a reservation.
Reset: invoice number, advance deposit, open debts, history, email text.
It is able to copy participant data as well. A popup asks the user. This feature can also be switched off ('msgbox86' - then never copies participant data).
The check-in status is no longer be copied to the new reservation.
98. **Internet Booking Import new XML-fields supported:** Reservation: children8, children9, expire, departtime. 'pinadi' to store a credit card token.
Guest: phone2, state, nation1, user01/02/09/11/12.
If XML 'nation' is provided, then from the control field of nation2 the country code nation1 is populated and the field country from the nation1 description.
Meal plan default by guest type is now supported. 'pathinfo' for info field on arrival list.
Paid Internet bookings support flexible counter account. XML <payproviderid> is assigned via combobox 'payprov' to a new account via control field. Payment provider ID examples are: 1090=Master, 1091=Visa, 631=Giropay, 132=InterCard LSV.
Auto Room Assignment: d12, d34 and d56 (double, tripe, quad), rtypeused (room used as), template (auto room template or *conflict).
The reservation type can be imported from booking XML ('regcode') – provided that there is no error and the normal reservation type would be used.
99. **Article Exchange based on flexible Price:** Type "18" replaces the article based on the price value. For example if a certain price is exceeded, an alternative article is put on the bill (e.g. with different tax settings). Coding is NND (e.g. 300 means 30.00).
100. **Article Exchange based on Guest Gender and/or Mix:** Type "09" replaces the article based on the guest gender or coed/non-coed room. Coding: – mix Y or N then sex 1,2,3 (e.g. N1, N2).
101. **Article Exchange based on Nationality:** Type "11" replaces the article based on the guest nationality (nation2). Only via guest data not via invoice like guest type!
102. **Article Exchange based on a combination of weekday, duration of stay and number of overnight:** '19' – xyyzz. This is helpful for combination of multi day packages with restricted arrival days of the week.
103. **Backup & Restore Solution:** If enabled it ensures that data backups are performed regularly. If no backup was made or has failed for more than X hours, users see a warning on login. After another Y hours users are stopped from logging in, unless a working backup was made. The backups are numbered consecutive and stored in folder 'backup'. During this backup all users must quit the system. Tools: assdbackup.exe and assdrestore.exe. Report '10' shows a report of all backup and restore actions.
Backup supports a file 'assdbackuppath.txt' that configures a different backup folder e.g. on a remote hard drive. Please note that the folder 'backup' within the main ASSD folder is still needed for temporary files.
104. **Code Field of General Settings Supervisor:** extended to 80 characters (from 40) to allow larger folder paths.
105. **External configuration file enabled:** place a file config.fpw in the main folder or specify it with the command line option -C(file) without a blank between switch and path/file. In the configuration file you can specify the temp folder for ASSD with the command: TMPFILES = path. Setting this

different as Windows default simplifies Virus scan exclusion or conflicts with multiple single Windows users running ASSD. Test via command: ? sys(2023) which shows the current temp path.

External config.fpw supports TABLEVALIDATE = 0 (default = 7).

B) Additional External Features (not free of charge)

1. **Macros:** Automate any action within ASSD (e.g. reports, exports) from outside via the e.g. Windows task planner. Call rb.exe with a Macro: rb.exe XP, 0, 0, 0, macroname

Note that the blank after the comma is important. If no central customer database is used, the 4th parameter must be 0.

This can be used to automate report creation and exports on a regular basis via the Windows Task Planner. Errors are logged in <file>error.txt (e.g. rberror.txt).

Macros must reside in a subfolder called 'macros'. Please ensure that this folder has no write file access rights for normal users for security reasons. Macros run as security level '30' and user '*MACRO'.

Macros need to be enabled via menu Settings, Supervisor: field 'macro' -> "Y".

2. **Saferpay - Credit Card Interface:** Supports keyed in card numbers as well as card references (token). The latter can be imported from CRS2 booking engine or Channel Manager. Is also able to turn a card number into a card reference (token) for later use.
3. **Shift4 - Dollars On The Net (DOTN) - Credit Card Interface**
4. **Merchantware - Credit Card Interface**
5. **Moneris - Credit Card Interface**
6. **Tool - Move Room:** Move reservations in selected period from one room to another room automatically even to different room setup/type.
7. **Web Service Component – e.g. Tour Operator / Agent Real-Time Interface**
8. **MySQL Central Customer Database:** Multi-property customers that use the common customer database where all properties share the same guest database can upgrade it to a MySQL based database that synchronizes with each property. This improves scalability of the systems and speed. Additionally the MySQL customer database can be used to connect with third party systems easily (e.g. CRM).
9. **MySQL Central User Database:** Multi-property customers are able to create users just once and update them automatically over all properties.
10. **TAPI Phone Interface:** Opens reservations and guest data automatically on incoming calls by identifying the caller id. To activate the interface automatically on user logon the character '+' needs to be put into the user name description field as well as the user needs to be allowed to open the interface via the menu.

Driver Info: <http://www.exceletel.com/support/hardware/index.htm>

6.6 Version 2.10

6.6.1 All Users & Integrated Invoicing

6.6.1.1 1. Room Types can be extended from 8 to 15 (2.10, All, 1.)

Seven new room types (9ABCDEF) can be created. If those new room types are needed, the supervisor parameter 'rtex' needs to be set to 'Y' and the system restarted before creating rooms for the new room types. Yield Management: The total figure moves from array position 9 to 16 in this case.

6.6.1.2 2. Article split already processed before billing (2.10, All, 2.)

A major problem with forecast reports combining with historical data was that an article split into several accounts (e.g. food, accommodation) was not done before the bill was booked. Now the split is done in full when the bill is prepared the first time and updated on every change (for old bills when it is edited after the update to version 2.10). This means that forecast reports can split future revenue already into e.g. accommodation income and food income despite using a combined article. Existing reservations can be updated via a special command (DO FORM w_update, test on backup copy is required).

6.6.1.3 3. Activities that are contained in a package are shown on the activity tab (2.10, All, 3.)

If a reservation has the package field filled (!) and a package contains an activity, this activity lowers the availability on the activity tab and corresponding reports. On the availability tab the booked quantity via a package is shown in columns 'Internal'. The activity is booked when the reservation has been saved (not before)! Reports might require individual changes.

6.6.1.4 4. Improved Meta-System/Switchboard for switching between Hostels (2.10, All, 4.)

Lot's of fixes support now almost every task via the Meta-System.

6.6.1.5 5. Prices on guest data or guest types can be switched back to normal pricing (2.10, All, 5.)

If special prices are defined for a guest or guest type (guestpr=P), a zero price resets to normally pricing beginning from the entered date.

6.6.1.6 6. Prices on guest data or guest types can be set to different systems per guest or guest type (2.10, All, 6.)

The system wide setting introduced in version 2.8 – parameter 'guestpr':
empty = percentage entry calculates price (recommended).

"D" = percentage entry is transferred to column discount in the bill (restriction: only rates between -9,99 and 99,99 can be taken into consideration).

If an "N" is entered on position 2 ('guestpr'), the prices are displayed as net prices without VAT on the entry screen for the percentage, only.

"P" = entry price (the titles have to be adjusted via the parameters; a normal price entry has to exist). They can be entered per guest or guest type, now. For example one guest gets agreed prices and another guest agreed percentage discounts.

6.6.1.7 7. Message popup based on guest data when entering invoice (res_lock=I) (2.10, All, 7.)

extras, special payment terms of e.g. an agent, VIP. The popup is shown (only) the first time a reservation's billing tab is shown. To show it again the current reservation needs to change. The message is based on customer 'reservation'.

6.6.1.8 8. Quick Reservation Arrival Time with Tab-Key (2.10, All, 8.)

It is possible to enable the tab key for the fields arrival time hours and minutes. Set the parameters "checkinht" and/or "checkinmt" to Y in the control field.

6.6.1.9 9. Flexible Default Meal Plan based on Guest Type (2.10, All, 9.)

If no default meal plan is defined, it can be set for each guest type separately. For the quick reservation such a setup overwrites even a default meal plan.

6.6.1.10 10. Room Plan - Housekeeping Status (2.10, All, 10.)

The housekeeping status colour code can be shown in the first column (building). A default value for field "housekeep" is needed that points to the housekeeping tab: e.g. Page9.

6.6.1.11 11. Room Plan – Filter (2.10, All, 11.)

The filter box opened via a click in the header of building, floor or corridor allows multiple selections: room type, building and floor.

6.6.1.12 12. A generic filter field can be enabled for Other Business Reports (2.10, All, 12.)

Via this new field additional filter terms can be entered for reports that have been prepared accordingly. (Field 'jreportr', control field position 12 to F).

6.6.1.13 13. Door key card systems (2.10, All, 13)

Salto and Vingcard can receive a start time.

6.6.1.14 14. Quick Reservation Fields (2.10, All, 14.)

All fields can now be disabled via customizing as any other fields.

6.6.1.15 15. Room Type Plan with Prices (2.10, All, 15.)

It is possible to show prices of specific products on a daily basis on the room type availability plan. The new plan (a_calendar18) can replace the existing plan (a_calendar04). The articles can be defined via field 'priceprod'.

6.6.1.16 16. Quick Edit Prices per Day (2.10, All, 16.)

There is a new plan (a_calendar19) that shows prices per day right in the main overview plans. Prices are quickly editable per day. The articles can be defined via field 'priceprod2'. User rights to edit prices via field 'prseclevel', control field e.g. 'allow:user1;user2'.

6.6.1.17 17. Suppliers (2.10, All, 17.)

Email and Documents button. Field 'matchcode 2' turned into list drop down box.

6.6.1.18 18. One Click E-Mail Confirmation (2.10, All, 18.)

All printable documents (e.g. letters, invoices or reports) can now be exported as action '04 - Create and Email'. This enables a one-click email PDF solution to guests. The subject can be configured via the field 'subject', the default export action via field 'action'. The mail body is a text file that consists of just language, document id or letter id. There is a new right-click printing option 'Email' and additionally there is a new button 'Email' on the letters form. The feature is preconfigured to work with Microsoft Outlook. Other email clients can be configured via menu 'Setup', 'Control Other

Applications' (last row – export to email): automation, command line options or 'mailto' command. More email attachments e.g. brochures can be added easily and automatically.

6.6.1.19 19. Letters Window – E-Mail (2.10, All, 19.)

If there is a different contact than the main guest, the contact's email is shown (if not empty).

6.6.1.20 20. Meal Plan Memo (2.10, All, 20.)

The meal plan memo field per day has been increased from 120 to 254 characters. For the report a total maximum of 254 applies.

6.6.1.21 21. Cash Register Assign to Reservation (2.10, All, 21.)

The corresponding reservation is automatically edited and saved to create the invoice row immediately. This improves the reporting on such revenue.

6.6.1.22 22. Reservation New Fields (2.10, All, 22.)

Booking Date, Cancellation Date and Booking Value. The booking value is retained after cancellation (configure reservations types for bdate, bvalue, cancelled).

6.6.1.23 23. Web Engine Booking Import (2.10, All, 23.)

Nationality (XML nation – can be mapped via parameter 'nationmap'); Guest Numbers (XML guest, guest_r, guest_i); Salutation (XML salutation, salut1); Guarantee (XML guarantee); CRM ID (XML crmid); Automatic Room Allocation Template (XML template), Room Type Used (XML rtypeused). Update packages on retrieval (is_reser, position 12 = P).

6.6.1.24 24. Query Mailmerge/Letters/Reports (2.10, All, 24.)

Field number of stays enlarged to 5 digits.

6.6.1.25 25. Disable Payment Type and Amount (2.10, All, 25.)

Payment type fields (jptype1 - jptype3) and amount fields (jppamount1 - jppamount3) can be disabled normally via settings also based on user level.

6.6.1.26 26. Flexible Default Value Formula (2.10, All, 26.)

Instead of a static default value definition a formula can be specified (a value that starts with *f indicates a following formula). This allows e.g. different default values based on user level. Example: *fllf(g_seclevel>"20","Option1","Option2"). The field length has been increase from 40 to 80 for this purpose.

6.6.1.27 27. Article Exchange based on a Start Date (2.10, All, 27.)

The common problem is now solved that the treelike article condition structures don't work with a start date. You can now set up additional an alternative exchange code that is used from a certain start date to reorganize pricing structures. The rules need to be setup separately and saved.

6.6.1.28 28. Copy Full Reservation (2.10, All, 28.)

New Button (cmdexpert) allows copying a whole reservation.

6.6.1.29 29. Inquiries for Catalogues (2.10, All, 29.)

The guest history is stored immediately and independently from a reorganisation. The status field can be unlinked from testing for active reservations (default value 'catstat2' set to 'N').

6.6.1.30 30. Guest History New Fields (2.10, All, 30.)

There are new fields booking value, booking date and a subtype field for future usage.

6.6.1.31 31. Link Number of Children with Special Meals (2.10, All, 31.)

You can now link the number of children to special meal types to reflect children's meals. Field 'children': code = special meal field (board1 – board4), control field = linked children field (e.g. s_reser_p.children1). In this case the special meal input field should be disabled (board1 – board4).

6.6.1.32 32. Cash Register (2.10, All, 32.)

The printer question is now separately defined and by default switched off to speed up the process (default value: s_cash/printer).

6.6.1.33 33. Articles Staff (2.10, All, 33.)

Fix: field width for meal plan packages to suit different meal plans per day.

6.6.1.34 34. Reservation Colour Code (2.10, All, 34.)

a colour code based on reservation type and confirmation status can now be combined. This means that confirmed reservations can get different colours based on reservation type. Simply create alternative parameters (Combobox Lists) for field name 'st_confXX' where XX stands for the reservation type: e.g. st_conf22, st_conf23.

6.6.1.35 35. Housekeeping (2.10, All, 35.)

The order of the rooms has got the same default as the main room list either by 'room' or 'building, floor, corridor, room'. Problems can be entered more quickly with a double click. Apart from a free text field there is a drop down list with most common problems. Those problem types are also stored in the database.

6.6.1.36 36. Additional Validations Billing (2.10, All, 36.)

New field validations 'validate2' and 'validate3' for billing and 'valvoid2' for void.

6.6.1.37 37. Article Buttons Reservation (2.10, All, 37.)

Buttons can be defined to post to tab 'Prices' rather than into the invoice. This can be helpful if an invoice is voided later and a new invoice needs to be created because items from tab 'Prices' are repopulated automatically.

6.6.1.38 38. Message System Beep (2.10, All, 38.)

The beep to notify the user of new messages can be switched off by setting the 'msgtimer' to an odd number (e.g. 5001).

6.6.1.39 39. Package Update on Internet Booking Retrieval (2.10, All, 39.)

Package Update on Internet Booking Retrieval is_reser Stelle 12 to P forces Package-Update (Restrictions and Multi-Meals)

6.6.1.40 40. Web Booking Import (2.10, All, 40.)

The web referral code 'from' can be transferred to any reservation field. A default value 'm_internet/fromd' needs to point to an appropriate and fully qualified field name.

6.6.1.41 41. CRS Web Bookings Article Import (for extras or prices) (2.10, All, 41.)

Requirement: is_reser Position 1: H (web deposit) or X
Parameter 'crsimport' for articles – control field:
Position 1: I-Invoice P-Prices
Position 2: (Invoice) jbuilder 0/6
Position 3: (Prices): Y put it on the bill
Position 4: (Prices): Y cannot be removed by users later

The new feature allows you import each single CRS invoice row (provided via XML) into PMS. You define this on an article base.

Purposes:

- * Add extras to the PMS invoice e.g. promotional discount, etc.
- * Import CRS prices to avoid discrepancies to PMS if prices change before booking download in PMS

You can import an article to tab 'Billing' or to tab 'Prices'.

Create a parameter field "crsimport" (Comboboxes). For each article that you want to import create a row. The code is the article number.

Settings in the control field:

Position 1: I or P (Invoice tab or Price tab)
Position 2 (only applicable for Invoice):
jbuilder mark: 0 or 6 (default)

-> 6 means the added invoice row behaves like a manually added invoice row. Therefore a user can delete it.

-> 0 means that a user cannot delete this row unless the bill is switched to M-manual (similar to advance deposit row)

Position 3 (only applicable for Price): if set to Y, the price row creates an invoice row (put on bill).

Position 4 (only applicable for Price): if set to Y, the price row is locked and cannot be removed by users.

The parameter 'is_reser' has got a new option on position 1: X. In contrast to setting H, X doesn't import a deposit invoice row.

6.6.1.42 42. The reservation based email field is now editable and shown on tab 'Text/Memo' (2.10, All, 42.)

This is used for reservations without separate guest data.

6.6.1.43 43. Arrival date/time added to door key card data (2.10, All, 43.)

This could be useful for future interface implementations.

6.6.1.44 44. Open Multiple Cash Registers (2.10, All, 44.)

Users can now open up to 11 instances of the same cash register compared to the former limit of just one per POS ID. You can disable this new feature by removing label "msgbox021".

6.6.1.45 45. Room Tool Tip Description (2.10, All, 45.)

There is a new field in the room table to show a description as tool tip on click on the room number in reservations and the room plan.

6.6.1.46 46. Improved Property Selection (2.10, All, 46.)

The hostel or hotel selection via the bottom left button opens a larger selection-form that shows the options directly and includes search capabilities. This speeds up the process to switch hostels. The default order is defined via field 'dordsearch' that points to 'fuser09' the first long user field (flexible).

6.6.1.47 47. Fix: People Lost Moving Rooms (2.10, All, 47.)

If the gender breakdown was enabled at a previous stage but it was forgotten to reassign rooms, this would lead that room assignment is lost after moving the room in the room plan. This is now prevented and an error message indicates this problem that requires that the room assignment is fixed manually first.

6.6.1.48 48. Control Other Applications (2.10, All, 48.)

Full scripts are now possible. Simply start with * in line one and LPARAMETER p_thisform in line two.

6.6.1.49 49. Guest Data (2.10, All, 49.)

A 20-character CRM-ID field has been added to simplify data exchange with external CRM systems.

6.6.2 Additional External Functions (not free of charge)**6.6.2.1 1. Door Key Card Systems**

New system support for Häfele-Dialock.

6.6.2.2 2. Warning Messages

Via external field validations a warning message can be shown.

6.6.2.3 3. Internet Allotments can be extended from 12 to 18

Supervisor parameter 'rtexweb' set to 'Y' adds six more web allotments. Important: this needs the web engine to be upgraded (not free of charge).

6.6.2.4 4. Custom Configuration One-Click Email

Custom Configuration One-Click Email

6.7 Version 2.9

6.7.1 All Users

6.7.1.1 1. Reservation - Letters - Spool Question (2.9, All,1.)

The question about the deletion of the printer spool entry after printing has been removed.

6.7.1.2 2. Reservation - Letters - Subject (2.9, All,2.)

A new field contains a subject line with reservation number. Both this new field and the email address can be put into the Windows clipboard for easy pasting in an email programme.

6.7.1.3 3. Reminders Printing (Control Fixed Dates) (2.9, All,3.)

Reminders can now be printed directly by passing the printer spool.

6.7.1.4 4. Control Fixed Dates - Filter Conditions (2.9, All,4.)

In menu item "**Settings / ComboBox Lists**" filter conditions per user name can be applied. Example: assign dates to special users. Form: "**a_dates**", Field: "**user**". A default setting is possible per security level and for all other users (blank code field). The expression is set in the control field. Reservation table ("**s_reser**"), house table ("**s_firm**") and dates table ("**s_dates**") can be used.

6.7.1.5 5. Reservation - Tab Conf. Rooms - Seat Plan (2.9, All,5.)

If a seat plan is set up for a room, existing seat plan types only are shown in the list box of this room. This box shows also the number of seats.

6.7.1.6 6. Reservation - Tab Rooms - Filter (2.9, All,6.)

There are new filters for the room list using building, floor, corridors and room type. The filter popup can be opened via a right click on the header of building, floor or corridor.

6.7.1.7 7. Shared Customer Database (2.9, All,7.)

Two or more separate installations can share the same database. For this reason the customer database and its history has been moved to a new folder "**data_shared**". The location of this folder can be specified as the fourth parameter: e.g. "**rb.exe XP, ", ", E:\data_shared**". This also affects the Database Toolkit which offers an additional set of buttons.

6.7.1.8 8. Recommendation - Tip-Terminal Server Users with more than 256 colours (2.9, All,8.)

Switch off "**tiptimer**" (=0) in "**Settings Supervisor**".

6.7.1.9 9. New Default Values and Validation Values (From/To) for Date Fields (Field Validation) (2.9, All,9.)

*month - first day of current month

*monthl - last day of current month

*prev - first day of previous month

*dow1 - *dow7 (Sun - Mon) - day of the week (from today backwards)

*x - like *date - today

but for date fields default values without 5 am adjustment (in contrast to *date())

*qfc - current quarter from (first day)

*qtc - current quarter to (last day)

*qfp - previous quarter from (first day)

*qtp - previous quarter to (last day)

*yfc - current year from (first day)

*ytc - current year to (last day)

*yfp - previous year from (first day)

*ytp - previous year to (last day)

All can be adjusted with +/- number of days (via numeric field)

6.7.1.10 10. Room Plan Days - Filter (2.9, All,10.)

There are new filters for the room list using building, floor, corridors and room type. The filter popup can be opened via a left click on the header of building, floor or corridor.

6.7.1.11 11. Guests - Browse Tab - Search by E-Mail (2.9, All,11.)

A new column "E-mail" allows to search by e-mail address.

6.7.1.12 12. Retrieve Internet Bookings - E-Mail Matching (2.9, All,12.)

If a customer books with an e-mail address which is already in the guest database, this corresponding entry is assigned to the reservation and no new one is created. Please double check addresses of group enquiries.

6.7.1.13 13. Users Allowed to Change Same Level Users (2.9, All,13.)

Flexible level from which users can see and edit other users with the same security level (default 20):
Field Validation "**c_user/seclevel**".

6.7.1.14 14. Messages Improvements (2.9, All,14.)

The message content has been optimized with regard to disk space usage. Messages for one user are limited to 5080 characters. The user list keeps its position during update.

6.7.1.15 15. Optional: Room Assignment - Mixed Rooms - Gender (Room Plan, Reservation, Quick Reservation) (2.9, All,15.)

Each assigned room in reservations can be specified as mixed room (there is also a default field on top of tab "Rooms" and in "Quick Reservation"). A flexible validation rule ("overbook6") can prevent genders from being mixed by accident. On the room plan empty beds have got two new colours (flexible): mixed candidate female = green/yellow and mixed candidate male = green/blue. They show beds where all people are male or female but all agreed to a mixed room. This needs to be switched on the following way: menu "Settings / ComboBox Lists", field 'housetype'. Change the control field position 13 to "N" - this releases the new column "Mix" ("Reservations" tab "Rooms"). Change your hostel (menu "Reference Data") to another housetype, "Save" and change it back to the original one!

6.7.1.16 16. Optional: Room Plan per Day, Reservations - Different Names per Bed (2.9, All,16.)

A new column "Name" (Reservations tab "Rooms") can be activated: menu "Settings / ComboBox Lists", field "housetype". Change the control field position 14 to "N" - this releases the new column "Name". Change your hostel (menu "Reference Data") to another housetype, "Save" and change it back to the original one! This new column can be filled with a comma separated list of guest names in this room. In the room plan you see the first three characters of the reservation and then the names entered here (also on the fire list). Caution: a new automatic room allocation started afterwards deletes this information.

6.7.1.17 17. Room Plan per Day - Gender Assignment (2.9, All,17.)

Assign gender to empty rooms via right mouse click on empty rooms. This is also used for the validation ("overbook6").

6.7.1.18 18. Room Plan per Day - Header Memo (2.9, All,18.)

Flexible multi line memo field per day - Click on header to edit. You might want to increase the header height: Menu "Settings / Field Validation", field "header" default value.

6.7.1.19 19. Room Plan per Day - Validation: do not Move Guests after Check-In (2.9, All,19.)

A new validation prevents guests from being moved to another room after check-in.

6.7.1.20 20. Room Plan per Day - Bed Names (2.9, All,20.)

Single character bed names e.g. T=Top, B=Bottom can be set via menu "Reference Data / Rooms", tab "Detail 2", Bed Names (e.g. BTBTBT).

6.7.1.21 21. Caps Lock Auto-Off on Login (2.9, All,21.)

The login screen switches Caps Lock off automatically.

6.7.1.22 22. Reservations, Tab Rooms - Allotments Colour (2.9, All,22.)

If a room is used as an own and other allotment during the time period, it is shown in black.

6.7.1.23 23. Allotments per Day - Float Lead Time (2.9, All,23.)

The new lead time setting prevents the float rule from being applied before a certain lead time for a particular time. A float rule for Sept. 20th with a lead time 8 days starts on Sept. 12th the first time with calculations. This feature can be used for times where the hostel is reserved for groups to avoid long term Internet bookings. Once the lead time is reached the system puts the beds on the web

automatically. The main advantage is that no regular maintenance is needed anymore. Be careful despite a lead time the allotment can be set manually for those days.

6.7.1.24 24. Allotments per Day - FloatMin (2.9, All,24.)

In the past it was used to increase the number of beds calculated via a percentage not taking into consideration availability (effect only with a percentage lower than 100%).

Example old: 30 beds available 10% and FloatMin 4 lead to 4 beds (instead of 3 without FloatMin)

Example new: 3 beds available 100% with FloatMin 4 leads to zero because the minimum of 4 isn't reached. (makes sense if beds are sold in chunks of 4 beds for private rooms)

Additionally the new FloatMin calculates only a multiple of FloatMin. The new behaviour is only applied for FloatMin values lower than 10. 10 and more keeps the old version.

6.7.1.25 25. Guests/Customers - "Address Changes Disabled" Locks All Fields Now (2.9, All,25.)

This prevents credit card numbers entered accidentally into special guest numbers.

6.7.1.26 26. Quick Reservation (2.9, All,26.)

More user fields of reservations at the bottom: reservation user fields 4, 5 and 6.

6.7.1.27 27. Guest History (2.9, All,27.)

It is already created and updated for all future reservations and does not rely on reorganization any longer. This is helpful for menu item "**Reports / Query Mailmerge/Labels/Reports**".

6.7.1.28 28. Guest/Customers - Credit Card Data (2.9, All,28.)

Credit card data in the customer database is now encrypted.

6.7.1.29 29. Calendar Overview Day - New Tabs (2.9, All,29.)

Two new tabs on the right hand side (total of 10 tabs). Default width and height increased. New tabs used for "**Housekeeping**" and "**Blocks**" by default.

6.7.1.30 30. Calendar Schedule - New Tab (2.9, All,30.)

One new tab on the right hand side (total of 8 tabs). Default width and height increased. New tab used for "**Blocks**" by default.

6.7.1.31 31. Calendar Overview Day - Housekeeping (2.9, All,31.)

A new tab with housekeeping information. It shows all rooms with departures, arrivals and stays. Rooms can be marked as cleaned, checked, repaired or with a problem description.

6.7.1.32 32. Blocks (2.9, All,32.)

A new screen plan shows used beds by guest type (grouping needs to be set up first - field "**guestcodeb**"). An allotment can be assigned for each guest type group via menu item "**Allotments per Day**". Reservations are shown in green or red (under or over allotment). Options are hardcoded as reservation type "**21**" and shown in yellow and orange. A warning can be issued if a reservation exceeds the allotment ("**warning**", "**BL**"). The room type filter can be applied.

6.7.1.33 33. Articles/Packages - Meal Plan per Day (2.9, All,33.)

For each day a different meal plan can be specified. Simply enter all meal plans one after another into the larger field (menu item "**Articles**", tab "**Package**").

6.7.1.34 34. Reservation - Meal Plan for 0 Nights / Meeting Rooms (2.9, All,34.)

For zero night reservations a meal plan record is kept and applied: manual entry or package default. In this case the standard start time is morning. This is useful for meeting room, only bookings.

6.7.1.35 35. Auto Room Assignment - Improvements (2.9, All,35.)

Allotments are now omitted correctly from the available rooms. Free bed numbers (memo field) are assigned automatically.

6.7.1.36 36. Reservations, Rooms - New Automatic Bed Assignment (2.9, All,36.)

For hostels assigning bed numbers (memo field on tab "**Rooms**") the system sets this field automatically depending on available beds. This simplifies the work via the tab "**Rooms**" for dorm beds. Works up to 20 beds per room.

6.7.1.37 37. Internet Booking Interface - Enhancements (2.9, All,37.)

New fields: third template for automatic room allocation with mixed accommodation. New tab: all six reservation user fields, customer number invoice, reservation and guarantee.

6.7.1.38 38. Guests/Customers - Contacts (2.9, All,38.)

To a single customer entry multiple contact names can be assigned via tab "**Contacts/Credit**". This results in a one-to-many cross relationship. For such guests the contact can be selected in reservations (customer no. guest and reservation). For the usage in letters additional custom report programming is needed.

6.7.1.39 39. Guarantees - Terms (2.9, All,39.)

This new field allows assigning of different terms to reservations: prepayment terms, user fields, default payment type and mandatory credit card entry. See menu item "**Reference Data / Guarantees**" and "**Reservations**", tab "**Terms**". They can be assigned to guest types and Internet bookings and get applied automatically in those cases.

6.7.1.40 40. Launcher Application (2.9, All,40.)

Instead of calling "**rb.exe**" "**launcher.exe/launcher.ini**" can be used for starting the application in heavy traffic networks or on terminal servers. This allows to replace "**rb.exe**" e.g. by "**rb2.exe**" while the system is still in use.

6.7.1.41 41. Reorganization Date Entry (2.9, All,41.)

The four date fields can be enabled/disabled via labels "**reorg1**" to "**reorg4**".

6.7.1.42 42. Block Planned Tasks in Case of Data Maintenance via Text Files (2.9, All,41.)

"**risauto**", "**updauto**".

6.7.2 Integrated Invoicing

6.7.2.1 1. Room Plan per Day - Show Prices (2.9, POS,1.)

Button "P" shows bed/room prices for each bed/room. The corresponding article is set via the menu "Reference data / Rooms", tab "Detail 2" field "Rack Rate". Additionally a price per day can be shown in the header for example for group rates. Menu item "Settings / Field Validation", field "harticle" default value. You might want to increase the header height: Menu item "Settings / Field Validation", field "header" default value.

6.7.2.2 2. Due Date Calculation (2.9, POS,2.)

A negative value (Hostels/Hotels, Guests) calculates from the invoice date (rather than the departure date): -1 = invoice date, etc.

6.7.2.3 3. Articles - Exchange by Duration (2.9, POS,3.)

There are two new exchange codes 94 and 95. They work similar to 04 - number of nights. 94 - User field 1 needs to be Y (switch on/off by user). 95 - Package needs to be filled.

6.7.2.4 4. Articles - Exchange by Seat Plan Meeting Room (2.9, POS,4.)

There is a new exchange code 40. It allows different articles/pricing depending on the field seat plan (which can also be used for a different purpose).

6.7.2.5 5. Articles/Packages: Financial Split to Different Days (2.9, POS,5.)

Via a new field a split into different days can be set up. If the new field is filled (e.g. *) then the quantity is split to 1 per day (e.g. 4 nights in a package). In addition each position can specify the exact day within the stay: 0-arrival, 1-arrival+1, etc. Prices are derived from the same date for all items in a package (column date of invoice/arrival)! Overnights are now also put into Split-Records. For Packages the total number of overnights is reversed and stored for containing articles. To get accrual overnight figures the statistics reports need to be changed to include split records ("**jtype**" = "**S**").

6.7.2.6 6. Stop Yield Pricing After a Certain Date (2.9, POS,6.)

At this date later prices for yield articles are not stored with the reservation. This makes sense for bookings in the far future where no price is calculated yet. Once the prices for this period have been created and this date has been moved further into the future all those reservations get the new price automatically (without the need to remove old prices). Field Validation: "**stopyield**".

6.7.2.7 7. Maintaining Buttons Cash Register Simplified (2.9, POS,7.)

Users which have the right to access menu item "Button Def. Cash Register" (>= 20), can access the button definition directly via a right mouse click.

6.7.2.8 8. Yield Management - Options Speed, Files (2.9, POS,8.)

"Settings / ComboBox Lists": "m_price", "pricefile" - Control Field: Position 1-49 a file name. Only if this file name is present, a calculation is processed. The file is deleted afterwards. Position 50: Y-Read availability (default in the past). Set to "N" to improve speed if availability is not needed.

6.7.2.9 9. Meta Prices - Prevent Existing Prices from being Overwritten when Changing the Formula (2.9, POS,9.)

If you change an existing meta price entry, prices are only overwritten when the new checkbox "**Overwrite existing entries**" is ticked. Normally only the formula is replaced.

6.7.2.10 10. Articles/Packages - Split - Only Active Articles (2.9, POS,10.)

For packages internal, disabled articles are not allowed in the split break down and also removed from the article listbox. The new field validation rule "**artdc**" can be switched off: numeric default value to "**0**".

6.7.2.11 11. Billing Statements (Reports) (2.9, POS,11.)

This new feature combines separate invoices to a single billing statement (also for different reservations).

6.7.2.12 12. Billing Statements (Reservation) (2.9, POS,12.)

This new invoice receipt type ("**0**") sums up all invoices and payments for a single reservation and shows the total amount open at the bottom.

6.7.2.13 13. Charge to Guest Ledger (2.9, POS,13.)

Open services of unbilled invoices can be charged to a Guest Ledger account till a cutoff date. This can be used as night auditing or month end procedure to close a certain time period. Preparation: Create a guest ledger article and assign a guest ledger account to this article. On tab "**Misc**" (article database) enter a "**Z**" for "**Automatic Balance**". Assign this new article as a default via menu "**Settings / Field Validation**", Field "**gledger**" (overwrite the "**00**"). The guest ledger account should be carried forward similar to other real accounts (see "**Accounts**"). Please note that all items billed manually before or on the current cutoff date get a benefit date one day after the cutoff date. In this case the benefit date stops matching the date of the service e.g. the overnight. The original service date is stored as real date in transactions.

Accrual Accounting

→ Old Problems

- changes to past dates are possible
- open amounts not yet posted (before issuing an invoice)

→ Solution - Cutoff date for Guest Ledger

- data can only be posted after cutoff
- charge to the guest ledger posts all open data and sets a new cutoff date

→ Conclusion

- data selections till the cutoff date are now final and cannot change anymore
- periods can be closed immediately (posting to guest ledger)

→ Exception

- Accounting transactions are still flexible (but a field validation rule may limit them)

→ Usage

- Either daily, weekly, monthly or yearly to close periods by calendar date

6.7.2.14 14. New Statistics Fields Stored in Financial Transactions (s_jhead) (2.9, POS,14.)

Guest data user field 2 ("**s_guest.user02**"), reservation user fields 4 and 5 ("**s_reser.ruser04/05**") are stored in the invoice header on billing time. Therefore the content of those fields are stored and not changeable for later reporting.

6.7.2.15 15. Field Validation Number of Overnights/Guests (2.9, POS,15.)

Two new optional field validations can make sure that reservation data overnights and number of people must match the invoice: Fields: "**strict**" / "**strict2**", Form: "**s_reser**", Range "**Y**" - "**Y**".

6.7.3 Additional External Functions (not free of charge)

6.7.3.1 1. Upload Closed Times to ASSD Web Booking Engine

The times when a hostel/hotel is closed can be uploaded to the web booking engine and stored in the corresponding "**house**" field. Field "**pms_closed**".

6.7.3.2 2. Import Arrival Time from Internet Bookings

XML: "**arrivaltime**".

6.7.3.3 3. Import Cancellations from the Web

Online cancellations can be imported and cancelled automatically.

6.7.3.4 4. Import Web Deposit into Invoice

Web deposit import into invoice (e.g. Hostelworld).

6.8 Version 2.8

6.8.1 All Users

6.8.1.1 1. Always Send Internet Allotment (2.8,All,1.)

An Internet allotment can now be set the way that not only edited days, but all days are being uploaded. This may be required if the same allotment is sent to different booking systems. We can also recommend this setting for Hostelworld, in order to make sure that price changes are being uploaded. For this, please set the date of the "**Last Internet Update**" to "**01.01.00**" (January 1st 2000) on "**Reservation / Allotment per Days**", page "**Setup2**". This date is then fixed.

6.8.1.2 2. Discounts via Exchanging Articles (2.8,All,2.)

Percentage discounts set in the article database can now be defined the way that they represent a default setting only and are flexible. For this, please enter "**%f10**" (f = flexible) instead of "**%10**". The discount is then only applied if this field was empty beforehand. If necessary, click into the discount field and remove the discount to reset the default setting newly.

6.8.1.3 3. New Reports According to Types of Rooms (2.8,All,3.)

Menu item "**Reports / Summary**", report "**09**" shows the booked beds divided up into room types. The selected types of reservation are taken into consideration. Do not select bookings together with allotments as, in this case, these would all be added together, also if a booking concerns an allotment. The number of beds or rooms is exclusively derived from the room database. Types of rooms which are not consistent in bed or room, cannot be displayed correctly.

6.8.1.4 4. New Report: Statistics Overview Year (2.8,All,4.)

Menu item "**Reports / Summary**", report "**12**" displays a statistical year report. The selected types of reservation are taken into consideration. Do not select bookings together with allotments as, in this case, these would all be added together, also if a booking concerns an allotment. The number of beds or rooms is exclusively derived from the room database. For locked beds, types of reservation "**35**" and "**39**" are taken into consideration irrespective of the selection.

6.8.1.5 5. Searchbar - Search for Room Numbers (2.8,All,5.)

Full text search "**23**" now also contains the search for room numbers. You do not need to switch between search for rooms and names anymore.

6.8.1.6 6. Automatic Room Allocation - Optimized Fill Beds (2.8,All,6.)

If code "***opt**" is entered in line "**Room preference**", the system tries to optimize the fill beds. Example: 10 guests are tried to be allocated in a 6-bed and a 4-bed room. Preferred room types are also taken into consideration.

6.8.1.7 7. Automatic Room Allocation - Mandatory Rooms (2.8,All,7.)

If code "***stop**" is entered either in line "**Room preference**" or in line "**Preferred room types**", you can make sure that the system does not book other rooms than listed (e.g. en suite was assured).

6.8.1.8 8. Automatic Room Allocation - Booking According to Building Parts (2.8,All,8.)

Via the ComboBox list at the left next to the button "**Back**", you can now define that a booking is carried out separately according to building parts. That way, a group can be allocated within one of these parts. If this is not possible, the system tries a last booking without any restrictions. No room preferences can be given if allocating according to building parts. Options "**1**" and "**3**" process all parts one after the other. Options "**4**" to "**6**" only process certain parts in the order given in the left column "**Room preference**" (enter the room number of one room located within the part for each building part). Options "**7**" to "**9**" separately process female and male guests. A group is allocated in two parts, normally in two different building parts. The wished parts and their orders are set via the two room preference columns "**G.m.**" for male guests and "**G.f.**" for female guests.

6.8.1.9 9. Calendar Schedule, Calendar Year - Room Plan (2.8,All,9.)

The default display of at least 7 days has been changed to 1. This facilitates to detect problems in the course of error messages such as "**rooms missing for allotments**", as each day can be examined separately.

6.8.1.10 10. Calendar Schedule, Rooms Days - Color of Allotment (2.8,All,10.)

Instead of the fixed color for allotments (dark blue/yellow or dark red/yellow) you can now also use the color definition in the reservation of the allotment. In this case the user has to pay attention to a reasonable color selection in order to be able to distinguish between allotments and reservations. By selecting white as the background color, the gender allotment is visible for split allocations. The default setting under "**Settings / Field Validation**" field "**aloc**" has to be set to "**Y**".

6.8.1.11 11. Calendar Schedule, Rooms Days - Allotments Assigned to Single Beds (2.8,All,11.)

Allotments can now also be assigned to single beds. This is only carried out correctly if bed numbers are assigned in the course of the room allocation, as the system can only then identify the bed a guest is booked to. The check room-allotment matches guest is restricted for two allotments in the same room: The error message ("**overbook3**") only appears for guests not assigned to either of the

allotments. If an allotment is only applied to one room part, whereas the other part is not booked with allotments, this error message also appears for the last mentioned beds. In case the check is activated, the allotments have to be created with the activated option "**accept overbooking**". General solutions are either to disable the check or to "**accept overbooking**" for the reservation.

6.8.1.12 12. Calendar Schedule - Room Plan Color Free Beds in Shared Rooms (2.8,All,12.)

The colors for free beds male (blue), female (red), mixed (green) can now be set freely. With this feature we meet the concerns of color blind users. Menu item "**Settings / Field Validation**", field "**freecolm**", "**freecolf**", "**freecolc**", default value: "**RGB (red, green, blue)**" or color code. Values 0 to 255.

6.8.1.13 13. Reference Data, Internet Booking Interface - Price Upload (2.8,All,13.)

An export path for prices is now entered on page "**Creation**" for all ASSD Internet booking systems. All prices in the Windows system are loaded into and updated in the Internet database. In the near future, these prices can be linked with Internet offers (articles) in the course of the new price function in the Internet. If this is completely programmed, the complex maintenance of prices in the Internet booking system (ASSD and HIHostels) will not be necessary any more.

6.8.1.14 14. Allotment per Days - Button Float (2.8,All,14.)

Via the button "**Float**" you can now check the calculation of float allotments for test reasons without having to retrieve Internet bookings.

6.8.1.15 15. New Validation Rule for Fields (2.8,All,15.)

Menu item "**Settings / Field Validation**". Via the new validation rule "**EX**" you can now check any expression of programming language. In particular, dependencies of more fields can be checked: e.g. "**Field 1**" greater than "**Field 2**" or "**Field 1**" only needs to be filled if "**Field 2**" is filled. If the expression is wrong, an error message is displayed. Consequently, the expression defines the allowed values. In order to give the incorrect values, the expression can be put in brackets with NOT = !: "**!(Expression)**". The program expression is defined with an empty code in the control field (assignment "**Settings / Field Validation, Detail2**") in the ComboBox lists. If these 160 symbols are not enough, the field may be extended via codes "**01**" to "**09**". As a field name, any name can be used which is not already checked normally (e.g. user, cdate, wdate). Additionally, function "**sqlx("SQLStatement")**" returns the number of data records found. That is how the logic may be checked in any tables independent of current program fields, now. The command should be agreed with ASSD, should, if possible, use indices and has to select into an array. Alternatively command "**execscript**" may be used to run more commands. Even complete program runs may be mapped and avoid the constriction that SQL statements do not take data which is not stored yet, into consideration.

6.8.1.16 16. Menu Item Query Mailmerge/Labels/Reports - History (2.8,All,16.)

On page "**Journal / Admin**" you can now define whether each entry in the guest database should get an entry in the history after creating a report or not. This may e.g. be used in order to mark all guests included in a sales campaign. A security check is carried out to avoid wrong markings. The two leading digits of the query identification number are written into the history data in capital letters. That is how a selection according to this ID is possible via the field "**Type of Reservation**" (data selection 06/07 history) if need be in combination with month and year (arrival date). You can see the history entries in the guest database on page "**Memo/Statistics**". Column "**Memo**" contains the description of the action.

6.8.1.17 17. Query Mailmerge/Labels/Reports - Update (2.8,All,17.)

Entries defining queries and reports can now also be sent via an update. Additional reports can thus also be created and managed centrally in this area. If "**Organization/Hostel/Hotel From/To**" is identical, the Organization/Hotel/Hostel number which is currently active is being imported. Menu item "**Update Items/Prices**" and "**Automatic Update**" (files "r_guest.*").

6.8.1.18 18. Document Management System (2.8,All,18.)

The complete correspondence with the guest ("**Letters**") can now be automatically saved as pdf documents in the background (folder "**pdf**" – settings via "**General Settings**" page "**General 2**" "**Default Path for PDF files**"). This proves to be especially helpful for reminders. The stored documents can also be displayed via the button "Documents" in Reservations and in the guest database. This setting can be enabled for each letter separately ("**ComboBox Lists**", Field "**letter**", Control Field Position 5: "Y"). Note: These letters can only be printed if letters are "shown in detail" in menu item "**Print Letters**".

6.8.1.19 19. Documents in Reservations and the Guest Reference Data (2.8,All,19.)

The list of documents can now be filled with any file type. If no entry has been made under "**Settings/Control Other Applications**" the respective application is started from the Windows Explorer. The linkage of file types with an application takes place directly in Windows: Buttons "**Edit**" and "**Display**" are proceeded by command "**Open**" and "**Print**" by command "**Print**". Alternative commands (e.g. display, edit differently) can be defined under "**Settings/Control Other Applications**" with leading "#": e.g. "**#open**".

6.8.1.20 20. Export all Print-Outs to PDF, Excel, HTML, XML or Word (2.8,All,20.)

Each "**Print**" button now offers an export of the print-out via the right mouse button. "**Export menu**" shows a window with different possibilities, such as file type. "**Standard export**" directly exports the documents with the export options defined in the parameters. Multiple single analyses as e.g. the monthly journal call can be exported into one single PDF file. The quality of the export depends on the selected file type and the report file forming the basis (e.g. complexity, overlapping fields). This is a purchased element and that is why ASSD has no influence on its functionality. The export function can also be defined as a standard under "**Settings Supervisor**", field "**export**" in combination with the settings "**Prompt for Printer**". The folder for the export on the hard disk is defined under "**Settings Supervisor**", field "**ex**" and field "**exletter**" for letters (Standard: "**own**").

6.8.1.21 21. Search Bar - Display All Reservations (2.8,All,21.)

The small box for the display of all reservations as of the entered date can now be initialized with default values (field "**moredays**").

6.8.1.22 22. Room Allocation Template and Couples (2.8,All,22.)

Via the "**Automatic Room Allocation**" the template and the couples (as well as the ID "**Private Room**") can now be entered, without an allocation being really carried out. That is how specifications can be made when entering a reservation whereas the real room allocation is carried out later, e.g. via the room plan.

6.8.1.23 23. Guest History with New User Field Reservation (2.8,All,23.)

The 5th user field of the reservation (page color and quick reservation) is now transferred to the history of the guest database in the course of a reorganization (field: "**ruser05h**"). For catalogue enquiries, it is filled with field "**How did you find us**" (field: "**catclass**"). When using this field for booking origins, the data can now also be analysed via the guest history.

6.8.1.24 24. Door Key Card Systems - Rooms with exclusively Fill Beds are allowed (2.8,All,24.)

Rooms exclusively filled with fill beds are now also accepted. The speed for opening the card window has been clearly enhanced and does not depend on a processed reorganization anymore. If more cards are generated, e.g. for groups, the process can be cancelled after each card via the ESC button. The buttons can be disabled e.g. according to user rights via the parameters independent of the default buttons in the user database.

6.8.1.25 25. Automatic Release of Internet Allotments (Release Time) (2.8,All,25.)

In the course of calculating float allotments, the system can now automatically delete availabilities being on too short call. For this, fields for the hour and the number of days are at your disposal under "**Allotment per Days**". Example: hour = 16 and days = 0 signifies that today's allotments are removed as of 16:00. This is carried out with the next retrieval of Internet bookings. All allotments of the day (i.e. allotments 1-10 and 12) except allotment 11 are taken into consideration, although they may not be float allotments. A day, however, is only taken into consideration if at least one float allotment is defined. Users not working with float allotments can also use this function by simply setting an allotment which is not used to float (in most cases this is already warranted via allotment 11 for availability check). In order to avoid faulty entries, the two fields ("**qdays**" and "**qhours**" in form "**s_quota**") are checked (only possible: today 15:00 to 23:00). This check can be changed if necessary:

Both fields empty: no release (as hitherto)

day = 0 and hour is filled: release today at the entered time

(example: day=0, hour=12: guests cannot book for today as of 12:00)

day = 1: release until inclusively tomorrow as of the entered time of today

(example: day=1, hour=12: guests cannot book for tomorrow as of 12:00 today; day=1, hour=0: booking neither possible for today nor for tomorrow)

6.8.1.26 26. Private Address of Teacher or Group Leader (2.8,All,26.)

Via the new validation rules explained in [chapter 15](#)³⁹⁸, the user can now be obliged to enter a private address of each leader for marketing purposes, e.g. at the departure day: field "**aateacher**" (per path: e.g. "**s_reserp22**").

6.8.1.27 27. Conference Contract Check Meals without Room Allocation (2.8,All,27.)

Via the new validation rules explained in [chapter 15](#)³⁹⁸, you can now check, if, by accident, meals are still booked although one of more rooms has been cancelled: field "**aameeting**" (per reservation: e.g. "**s_reser26**").

6.8.1.28 28. Messages for Users (2.8,All,28.)

Via this new tool users can send each other messages and system messages can also be displayed, e.g. after having retrieved Internet bookings in the background ("**risauto**"). If a user receives a message, it is directly shown in a new window in case of an urgent message otherwise the symbol for "**messages**" in the toolbar turns red. Messages are only available for users with security level "**20**" and lower. The interval for the check of new messages in the background can be set via "**Settings Supervisor**" field "**msgtimer**" (e.g. 5000 = every 5 seconds). Templates with receivers and text can be stored (general templates for all users or private templates). On page "**Send**" you can additionally see all users having received new messages and all users logged in the system at the moment (same time setting in the network is obligatory, active users). By clicking on a user, you see the time of the latest retrieval of messages in a ToolTip text.

6.8.1.29 29. Messages when Retrieving Internet Bookings (2.8,All,29.)

If there are new bookings or warnings in the course of retrieving Internet bookings automatically via "risauto.exe" (e.g. overbooked allotments) these are sent to all users with security level "20" and furthermore to all users with security level "10" who are currently logged on the system. Optionally, a message can also be set for the interactive retrieval: Setting field "in_msg".

6.8.1.30 30. Error Message for Printer Problems (2.8,All,30.)

A separate error message now appears for printer problems, as e.g. no driver, and the system is not closed automatically anymore. Starting the current window newly and solving the printer problem may still be necessary.

6.8.1.31 31. New ID for Private Rooms (2.8,All,31.)

If option "No other guests in this room" is checked for a private allocation in the quick reservation, and the room is filled with fill beds, a new ID is displayed in the upper right corner of reservations, page "Rooms". This ID makes it possible to distinguish between a private room which was assured to the guest and a room which is completely filled by accident. Example: via this new feature the system does not add 2 fill beds automatically anymore for 4 guests which are allocated in a 4 bed room and change into a 6 bed room. Furthermore, this new ID may have an own assignment for price calculation purposes (per path).

6.8.1.32 32. Menu Item Maintenance/Register ActiveX Components (2.8,All,32.)

Via this new menu item, ActiveX components for the communication via Internet and for the new room plan (see [33](#)^[40h]) can now be registered in Windows at each work space easily. For this, the user has to be administrator.

6.8.1.33 33. Prototype Graphical Room Plan (2.8,All,33.)

As an alternative a new room plan with continuous graphical bars per reservation is now available. We would be grateful for your feedback. This room plan can be activated via "Settings/Labels" (do not forget to register the ActiveX components – see [32](#)^[40h]): Form, field: "a_calendar", "page6" and "a_dayview", "page1". Change entry "a_calendar06" to "a_calendar16".

General operating instructions: Call the respective reservations via a double click on the bar, for quick reservation drag mouse, Windows font should be set at normal size.

6.8.1.34 34. Information: Automatically Convert First Letter into Capital e.g. for Address Fields (2.8,All,34.)

Via the "Field input mask" in menu item "Settings/Labels", page "Detail 2" it is possible for all system versions to convert e.g. the 1st letters of each field into capitals automatically.

However, the input length is thereby restricted to 35 characters. Example mask: "XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX".

6.8.1.35 35. Closed Days and Conference Rooms (2.8,All,35.)

You can now set whether it should be possible to book conference rooms on the first day of the closed period.

6.8.1.36 36. Hostels/Hotels Database 5th Text Field (2.8,All,36.)

A further text field is available without any input restriction.

6.8.1.37 37. Guest Database Import from Excel (2.8,All,37.)

Addresses can now be imported from a Microsoft Excel file in any set format.

6.8.1.38 38. Multi-Lingual Price List in Letters (2.8,All,38.)

When printing price lists in letters, multi-lingual articles are also taken into consideration (if article names cannot be changed). The usual main name is still displayed on the screen.

6.8.1.39 39. Menu Item Reference Data / Automatic Room Assignment (2.8,All,39.)

Via this new menu item the templates for the automatic room assignment can now be managed directly. Additionally a ComboBox list for room numbers and room types is available via double clicking into the white input fields.

6.8.2 Integrated Invoicing**6.8.2.1 1. Reservation Page Prices - Price Changeable (2.8,POS,1.)**

For articles marked in the article database, you can now change the price for one reservation on page "**Prices**" although it is a fixed price. For this check field "**Reserv. Price Tab**" on "**Articles/Items**" page "**Detail**". Advantage: Deviant prices for one reservation. Disadvantage: Belated changes in the price database are not taken over to existing reservations.

6.8.2.2 2. Reservation Page Prices - Date (2.8,POS,2.)

A price changed for one reservation is now only valid for this day if having added a date. That way, different prices can be valid for the same article on different days.

6.8.2.3 3. Reservation Page Prices - Creation Date (2.8,POS,3.)

The creation date is now visible next to the article description.

6.8.2.4 4. Article Database / Page Misc - Flexible Pricing (2.8,POS,4.)

For articles marked for flexible pricing in the article database, the used price at the time of the booking is stored in Reservations on page "**Prices**". This price is only fixed and documented for this reservation. This setting is used, if the price for a certain day changes but has not been agreed upon beforehand. With this option you make sure that the arranged price is used for the reservation. Articles used here should be set as fixed price articles on page "**Details**" (Input allowed Price: "**N**" and Reserv. Price Tab: "**Y**" or "**Z**").

6.8.2.5 5. Assign Cash Register Invoices to Reservations (2.8,POS,5.)

Invoice positions of the retail cash register can now be assigned to a reservation instead of having to be paid straight away. These positions are booked onto page "**Prices**" of the reservation and are then paid in the course of the final invoice. All guests, allocated in the house on the current day can be selected (Check-Out due time, Check-Out, Type of reservation beginning with "**2**" or billing in type of reservation = "**B**"). Search possibility according to room number, name or registration number.

An authorization in the users database is necessary for this function.

6.8.2.6 6. Due Date in Billing (2.8,POS,6.)

The due date is now stored separately for each invoice. It is displayed in line "**Due Date**" below the line "**Additional text on invoice**" and is filled with the value of page "**Terms**" of the reservation when the billing process is started. That way, the date can also be reproduced if more invoices have been created for one reservation or a new due date is set in the course of a reminder notice. For the print out of the invoice the present field name "**s_reser.creditdue**" can be replaced by "**s_jhead.duedate**". As a standard the field ("**duedate**") is not alterable. If necessary, this can be activated under "**Settings/Labels**". The new report "**119**" in menu item Business Reports uses this date. Advantage: this due date is not changed by the reminder.

6.8.2.7 7. Prices Depend on Number of Nights (2.8,POS,7.)

If a reservation is only being split up into paths because guests move to another room, the pricing is now left as is it was (in the past, this was only possible for packages). Assignment "**14**" in the article database is also new. This only changes the price on from a certain day, e.g. only the additional days are cheaper for extended stays and not the complete stay as in assignment "**04**".

6.8.2.8 8. Business Reports - New Date Selection Fields (2.8,POS,8.)

In addition to the date fields, a period, such as "**Everything**", "**Current/Previous Month**" or "**Current/Previous Year**" can now also be selected, so the entry of the date, especially certain periods, is extremely facilitated. The list of possibilities can be extended individually (field: "**datesel**"). This is possible via program functions with separators "**#**" for from/to dates (example "**60**").

6.8.2.9 9. Meta Prices (2.8,POS,9.)

This new menu item helps to manage prices more comfortably. Via declaring seasons, weekdays or special days, the system automatically creates the necessary entries for the selected article in the price reference data. Priority: weekday + special day, special day, weekday, no specification of weekdays + special days. Order within a priority: Date (from). If an entry is added, changed or deleted, all prices for this article are calculated newly. Please select button "**Physical**" after saving or deleting data. The button "**Del. Mark**" (delete mark) is only used for exporting prices from a central system.

6.8.2.10 10. Yield-Management (2.8,POS,10.)

Each entry in the price list can be provided with a yield management function. This provides an automatic and flexible calculation of prices, e.g. dependent on the booking date (early booker, last minute) or the capacity. The calculation always refers to only one price entry. That is why one price entry should be created for one day in the desired period of time. This is simplest done via the meta price function: all prices with yield management are stored daily until the next date of the meta price management. All system commands and a multitude of variables are at your disposal for this yield management. With pleasure we ascertain the right management for your requirements. The yield management is carried out automatically before retrieving Internet bookings (via risauto.exe also in regular intervals) or for test reasons via the button in the price management. These articles should be marked for [Flexible Pricing](#)^[402].

Examples for available variables: pricedate = date of the price to be calculated, DATE() = Today, n = Number of Day(1 = Today), a_free(n,x) = free beds rooms (x = 1-8 category, n = number of day on from today), a_freea(n,x) = free beds in allotments, a_all(n,x) = total capacity.

Example price between 10 and 20 linearly dependent capacity in category 1 with invoice on 0,1:

$$\text{ROUND}(((1-(a_free(n,1)+a_freea(n,1))/a_all(n,1))*10)+10,1)$$

Same example but bookings for today, tomorrow and more than 30 days in advance for the fixed price of 18:

$\text{IIF}(\text{pricedate}-2<\text{DATE}()\text{OR}\text{pricedate}-30>\text{DATE}(),18,\text{ROUND}(((1-(\text{a_free}(\text{n},1)+\text{a_freea}(\text{n},1))/\text{a_all}(\text{n},1))*10)+10,1))$

A default value under "**Settings / Field Validation**" (m_price, nights) decides, for how many days the booking data is determined on from today. The default value is 750 days in advance. This value can also be reduced, e.g. for speed reasons.

6.8.2.11 11. Reference Data Guests/Customers Reports (2.8,POS,11.)

Three default reports have been created for the guest database: Billed Income, Customer Debts and Income Preview. The summary date and, if necessary, the house can be selected on page "**Rates**". These reports contain the current number counter e.g. 3400 to 3499. This can also be set to fixed positions in the control field of the list entries (field: "**printlist**"), e.g. 0 = only this customer number, 1 = delete last character, 2 = delete last two characters. The list files are called "**z_guest1**", "**z_guest2**" and "**z_guest3**".

6.8.2.12 12. Prices directly in the Guest or in Guest Types Reference Data (2.8,POS,12.)

Deviant prices or discount rates can now be stored in the guest or in the guest types database for certain articles. Desired articles have to be marked under "**Reference Data / Article/Items**", page "**Misc.**" (Price per Guest/Guest Type). The type of price entry is set under "**Settings/General Settings Supervisor**", field "**guestpr**":

empty = entry percentage calculates price (recommended).

"**D**" = entry percentage is transferred to column discount in the bill (restriction: only rates between -9,99 and 99,99 can be taken into consideration).

If an "**N**" is entered on position 2, the prices are displayed as net prices without VAT only if having entered a percentage rate.

"**P**" = entry price (the titles have to be adjusted via the parameters; a normal price entry has to exist).

For prices stored in the guest database, the customer number reservation is arbitative. Alternatively, the guest type of the customer number guest can be used. All three digits are applied here. The defined prices are only relevant for the bill of the reservation (not for internal split up or retail cash register).

6.8.2.13 13. Exchange Article Depending on User Fields in Reservation (2.8,POS,13.)

All user fields of Reservations page "**Color**" can now be used for an article exchange in the article database ("**31**" to "**36**"). Only the first three characters are taken into consideration! That way prices can be defined depending on a user field. Via user field 6 this is also possible via the quick reservation (e.g. promotion code).

6.8.2.14 14. Sort Accounts According to Name (2.8,POS,14.)

In the "**General Settings**" you can now change the sorting order of accounts from account number to name.

6.8.2.15 15. Restricting the Account List in Article Database (2.8,POS,15.)

The account list can now be restricted for the use in the article database. For this set ID "**HO**" for menu item "**Articles/Items Youth Hostel**" or "**AR**" for menu item "**Articles/Items Central**" in the account database in field "**Transaction list account**". The latter ("**AR**") is less recommended because of the types of payments. As soon as one entry is marked with of the mentioned IDs, the other accounts do not appear in the ComboBox list in the article database anymore. These account

lists also take the sorting mentioned in chapter [14](#) into consideration. Field validation via field "account_j3".

6.8.2.16 16. Note: User Right for Manual Invoice (2.8,POS,16.)

Since version 2.7 all fields can be disabled or made invisible depending on the user right level. This can e.g. also be used in order to open field "Manual Invoice" for the management only (add field "jauto" under "Settings/Labels").

6.8.2.17 17. Adjusting Type of Guest/Nation in the Invoice when Customer Number is Changed (2.8,POS,17.)

Both type of guest and nation are now adjusted when entering a new customer number in the upper, not billed invoice.

6.8.2.18 18. List Supplier Expenses (2.8,POS,18.)

Via the print function in the supplier database an expense list can now be printed. The date (i.e. the period) can be set on page "Misc". This list displays the gross expenses.

6.8.2.19 19. Additional Check for Billing (2.8,POS,19.)

Via field name "validate" you can now set an additional check for the button "Billing Final". This can prevent from billing before arrival.

6.8.2.20 20. Flexible Calculation of Due Dates for Invoices (House and Guest Database) (2.8,POS,20.)

Instead of the former due days (number) a formula for calculating the due days can now also be used. As usual, a positive result is added to the departure date whereas a negative result is subtracted from the current date (invoice date). Example for the due date on the last day of the month followed by departure:

"GOMONTH(DATE(YEAR(s_reser.departure),MONTH(s_reser.departure),1),2)-1-TTOD(s_reser.departure)".

NEW PMS3: The reservation is available as \$data and the invoice guest as \$guest. You can work with the " ? : " operator.

Example: \$guest['GUESTCODE'] == '25' ? 18 : 35

Example for field in reservation: \$data['s_reser']['RUSER03']

6.8.2.21 21. Multi-Lingual Types of Payment in Invoices (2.8,POS,21.)

It is now possible to print the types of payment in the language corresponding to the invoice language. The setting is carried out in the article database just like normal articles. The following functions are used in the invoice:

"THISFORM.f_rb.getptype(THIS.parent.i_jptype1.DisplayValue)" for the first to the third type of payment (change "jptype1" to "jptype2" or "jptype3") and for the last type of payment:

"THISFORM.f_rb.getptype(THIS.parent.d_jptype4.Value)".

6.8.2.22 22. Default Setting Visitor's Tax for Internet Invoices (2.8,POS,22.)

The visitor's tax can now be set the way that it is also put on the invoice additionally even if this invoice is retrieved from the Internet. For this, the article number has to be leaded by an asterisk "*" in the house database.

6.8.2.23 23. Additional Article from the Room Database (2.8,POS,23.)

The room database offers a new field for an article per person for individual accommodation. If the reservation is marked correspondingly, this article is used. An article exchange is not necessary anymore. A further ID allows to use an article defined in the types of rooms instead of the article per person from the room database (provided that it exists – new field – position 53). An article exchange is not necessary any more.

6.8.2.24 24. Free Accommodation for Leaders / Teachers (2.8,POS,24.)

The functionality for children prices which was successfully used for leader prices in the past, is now extended by two further fields. These are located in Reservations, page "**Stay**". and can be activated via fields "**children8**" and "**children9**". An entry in the quick reservation is not intended. An automatic calculation of free accommodation can be defined via field "**regcodef**" (positions 1-80 and 81-160 in the control field). This is only possible if the reservation consists of one path only.

6.8.3 Additional External Functions (not free of charge)

6.8.3.1 1. Central System: Change of Reference Data to Single Installations

A path can be entered in the bottom "**User field 12**" in the hostel/hotel reference data. If this house is selected in a central system, it is automatically changed to the reference data of this setup. The hostel/hotel database is always used from the central installation for reports. Global settings, as e.g. currency, are also retrieved from the central installation. Most program parts are supported. The following do not support the change: general fixed dates, print letters, query mailmerge/labels/reports, letters from reservations (basically possible if special letters with default data session are used), documents from reservations.

6.8.3.2 2. Menu Item Reference Data / Web Group Booking

Via this new menu item units consisting of rooms for group bookings can be set in the Internet.

6.9 Version 2.7

6.9.1 All Users

6.9.1.1 1. Automatic Room Allocation (2.7,All,1.)

For all reservations which are not yet assigned to a room, you can carry out the room allocation with one mouse click in the menu "**Reservation, Overview Day – Button Wizard**" (processes all reservations in warning room booking not complete!). What is more, the retrieval of Internet bookings can also be set the way that rooms are being allocated automatically (save template under "**Reference Data / Internet Booking Interface**").

6.9.1.2 2. Optimized Room Allocation (2.7,All,2.)

With one mouse click in menu "**Reservation, Overview Day – Button Puzzle**", it is now possible to let your system optimize the room allocation of your house with the aim of allocating as many guests as possible in an optimal way.

6.9.1.3 3. Settings, Labels - Fields Disabled/Invisible Depending on User Security Level (2.7,All,3.)

For "**Field disabled**" and "**Field invisible**" you can now disable or make fields invisible depending on the user security level (the field name is then invisible as well). With this, you can now set up rights per user security level and program part for the buttons Add, Edit, Copy and Delete (via "**Disabled**"). The fields Internet arrival and departure in the Reservations form can also be disabled flexibly depending on the user security levels (up to now fixed: level 30): int_arr, int_dep.

6.9.1.4 4. End of Day Process without Change of Date in Menu Number Counter (on from 2.6.22) (2.7,All,4.)

An end of day process does not change the edit date of the number counters. This provides additional security against unintended overwriting of number counters when updating your settings.

6.9.1.5 5. Manage Guest Types in the Reference Data (2.7,All,5.)

There is a separate reference data program to create and edit guest types now (on from level 30). Compared to the parameters, the management is extremely facilitated herewith.

6.9.1.6 6. Door Key Card Interface (on from 2.6.22): Renewed Creation of Key Cards (2.7,All,6.)

The button "**Generate Cards**" now deletes all cards still open beforehand. It does not create cards anymore which are only valid until today (on from 5:00 am) or in the past. With this, old cards are not offered in other rooms again when extending. When opening the window "**Cards**", cards are now also created if some already exist. However, only those showing a different room number or date (in contrast to the button "**generate cards**" – already existing prepared cards are being preserved). When extending, new cards now appear automatically.

6.9.1.7 7. Retrieve Internet Bookings (2.7;All,7.)

The first name is now also transferred to the matchcode.

6.9.1.8 8. Marking of Page Titles and Column in the Guest Database (2.7,All,8.)

If "**Page Memo/Statistics**" is filled, the title appears in bold font (just like in the Reservation). If deviant terms of payment have been entered, this title also appears in bold font. Text in column "**Note**", "**Page Browse**" is marked in red.

6.9.1.9 9. Data Order of Arrival and Departure List (2.7,All,9.)

New data order (button O): depending on number of nights and number of guests.

6.9.1.10 10. Calculation of Reminder Date (2.7,All,10.)

If the current day is ten or less days before arrival, the reminder date is not extended by the days set in the "**House Database/Page Payment/Terms**", but is set to the following day instead. Consequently, the entry remains in the list and can be supervised daily. Additionally, stay date and number of guests are displayed in the reminder window.

6.9.1.11 11. Conference Rooms - Unlimited Memo Field (2.7,All,11.)

This field is now unlimited concerning its length (up to now: 90 characters). More rows can also be filled (e.g. by copy paste – not visible straight away as cursor is at the end; or by enlarging the height of the rows). The complete text is displayed after a double click or a single click in the display mode.

6.9.1.12 12. Menu Item Reports / Summary (2.7,All,12.)

The data is not loaded anymore when calling up the menu item. This clearly reduces the waiting time. Via the buttons "**Refresh**", "**Print**" or "**Print Preview**" the desired sums are being determined.

6.9.1.13 13. Support of Windows XP Themes (2.7,All,13.)

XP Themes is a graphic style set in Windows XP. When activating XP Themes in the ASSD program, the old design changes to a design corresponding to XP Themes (e.g. buttons and page titles). XP Themes can be switched off via a program call with the help of parameters: e.g. "**C:\lassd\rb.exe NOXP**" (switch on with XP). For page frames, e.g. the coloured page titles in the reservations form, XP Themes can also be switched on and off separately, in order to retain the colours of the page headers (menu settings. labels: FC, form (s_reser), detail2 – apply property settings: Y).

6.9.1.14 14. All Icons Appear in New Design (2.7,All,14.)

All icons used in the ASSD program now appear in the new design.

6.9.1.15 15. Help Text Now in HTML Help Format (2.7,All,15.)

The user manual has now been transferred to an html help format.

The content and the main help text are now displayed in one window.

6.9.1.16 16. Calculator (2.7,All,16.)

In "**Accounting**", the calculator is now displayed above the amount field. In the invoice, the calculator for the first payment field is displayed at the right next to the total sum. With this, the input of the given amount for the change calculation is possible without having to use the keyboard.

6.9.1.17 17. Terminal-Client and Remote-Desktop (2.7,All,17.)

In case a Terminal-Client is running the system automatically disables timer objects. Furthermore, the foreground memory is reduced to 16 MB and the background memory is reduced to 10 MB. This prevents single clients from using all resources. Via two parameters, these values can, however, be set individually (only TS): e.g. "**C:\lassd\rb.exe XP 128000000 80000000**" = 128 MB and 80 MB. You can now see the keyboard entry in the sign on window again for newer clients, too.

6.9.1.18 18. User Database - Password Invisible (2.7,All,18.)

The entry of the password is not visible anymore.

6.9.1.19 19. User Database - Automatic Start of Calendar Overview Day (2.7,All,19.)

It is now possible to set up that the "**Calendar Overview Day**" is started directly after signing on. Please make sure that there is at least one user neither having activated the calendar overview day nor the control of fixed dates in order to be able to maintain and recover your system if necessary.

6.9.1.20 20. Quick Reservation (2.7,All,20.)

User field 5 of the Reservation (Page "**Color**") can now be entered in the quick reservation at the very bottom.

6.9.1.21 21. New Assignment Depending on the Duration of Conference Room Booking (2.7,All,21)

E.g. up to 4 hours 20 EUR, 4 to 6 hours 25 EUR, on from 6 hours 30 EUR. Via an article new-assignment "2x", a different article can be now assigned depending on the booked period of time per day. The value has three digits: e.g. 005. The quality of each time unit is determined by the control field of "newcode": Position 1-24 for booked periods, 25-48 setting up times, 49-72 taking down times.

6.9.1.22 22. Central Copy also Updates Files (2.7,All,22.)

When calling "central.exe" all files in the central copy are now updated as well (e.g. list files). If this is not desired in exceptional cases, a parameter can be specified: e.g. "central.exe NOFUPD".

6.9.1.23 23. Quota per Days - Definition Automatically Transferred for Extended Periods (2.7,All,23.)

If extending the period of time a quota is valid for, e.g. by a further year, the definition of the quota is automatically transferred to the new period of time. The quotas for a new year do not have to be entered manually any more.

6.9.2 Integrated Invoicing

6.9.2.1 1. Management of Activities (2.7,POS,1.)

A new page to manage additional offers with limited participants such as courses and sports activities is now available in "Reservations". This new program shows an overview of all activity offers per stay day in the reservation and takes care of the supervision of vacancies and the automatic billing. The page "Activities" can also be disabled in the Reservation form. Activities are stored under menu item "Reference Data / Articles/Items" (page detail2: article grouping 1, page misc: from date/to date, minimum/maximum persons – max. 999 = unlimited, any assignment to a day of week (can be extended flexibly), memo field). In the invoices, all activities are marked with "A" in the column "Rooms". That is how the invoice can be easily split up into activities and further services.

Notes:

Selection of the date: Simple input or via the buttons.

Book: Entry in column "Book" or right mouse click transfers the complete number of people.

Colors: red = booked by this guest, green = vacancies, blue = fully booked.

Order by clicking on the title (light background): Column "Book" = booked activities first, column "Group/Description" = article group then description alphabetically, column "Free" = still available activities at the top.

Search function article group and description: Click into the title of the column and enter the string of character to be searched for.

Column Memo: Free field for additional information (only for booked activities).

Reports:

Activities per reservation: Button "Letters", Letter "04A" – Activities on the Invoice (Order: Invoice, Date, Article Number). If you use children prices, these have to be marked as activity with maximum 0 in order to be printed here. All fields of the invoice positions (s_journal) and articles (s_article) are available.

Activities amount and turnovers: Menu item "Reports/Business Reports", report "06A". This report shows all articles which are marked as activities in the article database (disable articles not needed anymore – do not delete them). Order and grouping is the article group then the article description.

This data is exported into the Excel file "r06a.xls" in the folder "exchange". For a print preview, the field "Journal" has to be set to empty (services not billed yet).

Available activities in Calendar OverviewDay: The available activities per day are displayed in the "Calendar Overview Day". Activities which are completely disabled (type of reservation "3x") are invisible.

Lists of participants: Menu item "Reports / Query Mailmerge/Labels/Reports": Create a new entry with type "05", data selection "60", order "AC", output file "activities.frx". The selection can also be made via page "Journal/Intern" via date and article and via all other fields (exclude type of reservation 39 – block period!).

Planning Staff: Menu item "Reports / Query Mailmerge/Labels/Reports": Create a new entry with type "05", data selection "60", order "AC", output file "actstaff.frx". The selection can also be made via page "journal/intern" via date and article and via all other fields (exclude type of reservation 39 – block period!). Only those activities are taken into account which the number of employees is set bigger 1 for. The report counts the number of these activities per day and adds the necessary employees. If the minimum number of participants is not reached, the report displays "MIN" and does not count these employees.

Edit History: A detailed history of all changes made in the area activities can be created via the button "letters", letter "HAC" – History Activities. This function is only available if Audit Trail has been switched on (set "audit = Y").

6.9.2.2 2. Automatic Balance of Open Items (e.g. Deposit, Prepayment) (2.7,POS,2.)

New option "Z" in the article database. Here, the automatic balance is also carried out if the booked positions of the respective article add to zero. If a booking with this article has been cancelled, the main invoice which is still open is corrected. On the other hand, this article cannot be recorded on the main invoice, as the article is balanced again straight away. That is why this option can only be used if the article is always billed via an own invoice (e.g. prepayments), too.

6.9.2.3 3. Tax or Other Percentage Fees/Discounts (2.7,POS,3.)

In addition to the known method of gross prices and the identification of VAT, there is now the possibility to declare the tax as an own invoice position with an article number on the invoice. This is used in countries declaring net prices on the invoices (e.g. USA, Spain) and also for local taxes percent rates. This is set via special tax keys (vat – please see the Technical Reference). Basis is the article price (the normal VAT should then be zero, in order to take the net price as calculation basis). Up to two different taxes can be calculated with the same basis. The articles should be disabled and "Price Input Allowed" has to be set to "Y". On page "Split Up" (Package), it is not possible to split articles up to different tax rates or articles.

6.9.2.4 4. Create an Accounting Booking when Retrieving an Internet Booking (2.7,POS,4.)

It is now possible to define a type of retrieval under "is_reser", which books e.g. a prepayment for each Internet booking. For instance, this is sensible for fully paid bookings. Menu item "Settings/ComboBox Lists", field "is_reser", position 2-3 in the control field: Booking transaction type.

6.9.2.5 5. Change Prices Outside the Price Database (2.7,POS,5.)

If a price is being changed e.g. in the article database, the change date is now also stored and the price is taken into consideration in the course of a price export (menu item "Reference Data/Update Articles/Prices").

6.9.2.6 6. Reservation, Page Prices (2.7,POS,6.)

It is now possible to enter a date in the row **"Put it on the Bill"**. With this, the date of a service can be clearly fixed.

6.9.2.7 7. Reservation, Page Prices - Variable Prices (2.7,POS,7.)

This function was improved with regard to variable prices. Articles marked with **"Put it on the Bill"** are not used as the basis for all other articles on the invoice any more. Instead, the price is transferred to the invoice exactly and is also changed on page **"Price"** if necessary. In order to be able to differentiate more rows with the same article number and different prices, column **"Room"** is marked e.g. with **"#2"** in the invoice.

6.9.2.8 8. Cancellation of Bookings in the Reservation - Receipt Source "Accounting" (2.7,POS,8.)

If e.g. bookings of prepayments booked via **"Accounting"** are cancelled via **"Reservation"**, the cancellation receipts now get the receipt source **"Accounting"** (up to now: **"Reservation"**). On from Version 2.7, this cancellation of accounting bookings is disabled in **"Reservations"**. These receipts can then only be cancelled via the menu item **"Booking Journal"**. This prevents from errors induced by accidentally cancelling prepayments at the reception. If this is not desired, delete the entry field **"msgbox411"** in menu item **"Labels"** or set the delete mark there.

6.9.2.9 9. Retrieve Internet Bookings - Type of Report (2.7,POS,9.)

The type of report set via the type of reservation, is now also considered for the invoice: e.g. receipt or A4 invoice.

6.9.3 Interface Charged Separately (Activation on Order Request)

6.9.3.1 1. Interface to Hostelworld

The proven Internet interface for bookings and the automatic management of quotas can now also be used for the booking system of Hostelworld.

6.10 Version 2.6

6.10.1 All Users

6.10.1.1 1. Large Toolbar under the Menu Bar Removed (2.6,All,1.)

The large toolbar under the menu bar has been removed or, if activated manually, has been replaced by a smaller toolbar.

6.10.1.2 2. Button for Retail Cash Register in the Toolbar (2.6,All,2.)

Additionally there is a new button for the **"Retail Cash Register"**. The first page which appeared until version 2.5 is automatically skipped when clicking on this button. The retail cash register can also be closed in the **"Edit"** mode now (without saving beforehand).

6.10.1.3 3. Room Plan - Searched Room Displayed at the Top (2.6,All,3.)

When searching for a room in the **"Calendar Schedule – Rooms Days"**, the entered room is now displayed at the very top.

6.10.1.4 4. Rooms - Field Corridor now 16 Characters (2.6,All,4.)

The input field for the "**Corridor**" has been extended to 16 characters (up to now: 4 characters). Now, you can use this field e.g. to enter a room name (if necessary, please extend the columns in the parameters).

6.10.1.5 5. Room Booking in Reservation (2.6,All,5.)

After having clicked on the column "**Rooms**" you can now enter the room number directly (without an input field). When changing the sorting order of the rooms, the system does not jump to the first room of the list anymore, provided that the sorting was set to "**Own Booking**" before and the new sorting is not "**Free Rooms**". With this you can view the booking of the group first and then, by changing the sorting, make your changes straight away without having to scroll through the booking to find the respective booking. When clicking on the title "**Rooms**" twice, the first room which is booked by this guest is being displayed in an overview of all rooms.

6.10.1.6 6. New Fields in the Suppliers Database (2.6,All,6.)

New input fields: "**Description**", e.g. to enter the customer number for bank transfers, default settings "**Automatic Payment**" and "**Due Days**".

Possibility for a central update for the suppliers database via the menu items Reference Data / "**Update Items/Prices**" or Maintenance / "**Automatic Update**".

6.10.1.7 7. Info.txt - Data Content on Main Window (2.6,All,7.)

The content of the file called "**info.txt**" can be displayed on the main desktop: e.g. information for employees. The text may also serve for status information (date,...) of central system copies.

6.10.1.8 8. Central System Copies with Central.exe (2.6,All,8.)

Central system copies of all systems can automatically be created from the incremental backups with the help of "**central.exe**". For this, please create a system copy (whole ASSD folder) on the central server and then copy the directories "**data_var**" and "**data_fix**" to "**back_var**" and "**back_fix**". These directories always contain the original system versions and are overwritten i.e. updated by the current hostel data daily. You may place all Youth Hostels in folders below one major ASSD folder and create short cuts for all users. Now, please copy the file "**central.exe**" into the ASSD main directory. Start "**central.exe**" to test it. This file is opened in order to update the system regularly.

If it is not the original system, the original data (back) is automatically copied into the database (data). With this option, a head office can, e.g., carry out central tests which are then revised again in the course of the next update. Users starting the ASSD copy will see a message whether the import was successful. The "**Log**" function is disabled in the system copy. This has to be taken into account when using this system as a backup in case of an emergency. The program "**central.exe**" uses the same Proxy settings as the original system (if necessary, a change is possible: copy back to data, set "**g_audit = .F.**" via command, make your changes and copy "**data**" to "**back**"). Users of the system copy can see the status information of the latest update in the background of the main window.

The program **must not** be opened while "**central.exe**" is running!

Put "**central.exe**" into the planned Windows tasks. While "**central.exe**" is running nobody should use the system, otherwise the program is not able to copy the updated files from the "**back**" folders into the "**data**" folders (but this will be done the next time). File updates such as reports and letters are not imported automatically into the central systems.

6.10.1.9 9. Sending Payment Confirmations Facilitated (2.6,All,9.)

The most recently received payment in the field "**letter**" can now be transferred to the field "**openamount**". This helps to send payment confirmations.

6.10.1.1010. Default Setting Previous Day (2.6,All,10.)

The default setting "**previous day**" until 5:00 a.m. of the following day.

6.10.1.1111. Background Colour Retail POS (2.6,All,11.)

The button levels 0-9 have been expanded by A-J as well as K-T with coloured backgrounds.

6.10.1.1212. Guest Database - Telephone Number in Data Grid Similar Guests (2.6,All,12.)

Now, the telephone number can additionally be stored in the data grid similar guests. For this, column widths may have to be adjusted in settings/labels.

6.10.1.1313. Reservation, Page Meals with Memo Field (2.6, All, 13)

Memo field at the upper right corner with selection possibility: "**boardinfo**".

6.10.1.1414. Automatic Room Allocation Facilitates Entering Group Bookings (2.6, All, 14.)

In "**Reservations**", page Rooms, you can now find a new button called "**Automatic Room Allocation**" next to the input field for "**Number of Guests**". This feature is only available for **Youth Hostels** and **Hostels** not for hotels. This function makes it possible now to automatise the room booking with the help of already existing (which have e.g. been created by the warden) or new templates. This automatic room allocation only refers to one reservation. You can either allocate rooms newly or adjust already existing allocations to your changes. (e.g.: guests are transferred to fill beds and fill beds are transferred to guests,...)

You can enter room, room type, building, floor and/or corridor preferences, and the program then automatically searches for corresponding rooms still available (room preferences has the top priority). Furthermore, the guests can also be split up to guests male, female, group leader male, female, bus driver. For each single sub-group you can also make the entries mentioned above. This is especially interesting for school classes. You can also block a complete building, floor or corridor for a group (via the boxes next to "**building, floor, corridor**").

You also have the possibility to book individual guests into a room which is already booked by one guest. We therefore created special room IDs, which are then to be entered into the field "room preference": "***m**" e.g. books a guests into a room which has already been booked by a male guest, "***f**" as *m only female guests and "***b**" books a guest into a room which has been booked – not taking the genders into consideration. All entries can also be combined as you like. The program processes the entries according their priorities (from top to bottom) and searches for fitting free rooms. If no room is found, a warning is being displayed.

In order to be able to use this "**Automatic Room Allocation**", you have to authorise each user for the "**Automatic Room Allocation**" in the users' reference data (page "**Advanced**")

This sub-program seriously facilitates the room allocation e.g. for a group reservation. The user only has to call a already saved template (or to create a new) instead of having to book each single room one after another as it was the case before.

For further and more precise information, please see the program description in the normal [User Help](#).

6.10.1.1515. Auto-Update - Automatic Update via an FTP Server is now Possible (2.6,All,15.)

Updates of the areas **Parameters, Articles/Items, Prices, Suppliers** as well as updates in the **Black List** can be automatically transferred via an FTP server, now. Reference data "**Articles/Prices/Suppliers**": for the standard house only! It is only necessary to store the update as a ZIP file in a corresponding directory on the server (no more than 50 characters including endings). One ZIP file name is only processed once. For this reason please add the respective date or a version number to the name of the ZIP file for each update. More files are processed alphabetically (pay attention to capital and small letters). Please avoid spaces in file and path names.

The setting is carried out under **Settings, ComboBox Lists** (please also see the **Technical Reference – aupd**) and **Settings, General Settings Supervisor** (FTP Proxy or deviant RAS-dial). Different directories can be created on the FTP server: e.g. one for all houses, one per house or one per price category.

The update program is also available as an ".exe file" and can then be called up regularly without user intervention. You can extract data (e.g. letters, lists) out of any existing directory! ZIP archives begin with "fupd*" (relative paths!).

Not for open data!

The ZIP files **must not** begin with "ex"!

6.10.1.1616. New Feature Audit-Trail Saves all Changes Made in the System (2.6,All,16.)

Audit-Trail is a log/history function which stores all changes made in the databases.

In order to be able to use the function, please set the field audit = Y in the area Settings, General Settings Supervisor.

Now, the system saves all changes into an external file. This happens simultaneously: as soon as a change is made, it is stored into the log file.

Supervisors can view a table of all changes under Maintenance/Database Audit Trail.

Audit Trail and the log files created with the help of this functions are the basis of an incremental backup e.g. on an FTP server and a roll forward of the log files.

Incremental backup via FTP server. This data can be transferred to a system copy automatically, e.g. of the managing house. With the help of this option, an up-to-date system is also available centrally as well. Please activate **Audit Trail**, set up the export function in the area **Auto-Update** (aupd) and create the file "**assdoriginal.txt**" above the ASSD folder which identifies this computer as the original computer (live hostels) (if necessary you can make changes via the field "**aupd**"). This file should be located outside the ASSD directory, in order not to create an update in the system copy. Do not create this file anywhere else nor copy it to other locations! Please pay special attention to copies on the same system – do not create them on the same level as the original.

Roll Forward. This function also uses the log files created by Audit Trail. With the roll forward option, you can create an up-to-date system by using an older system backup and the log files.

6.10.2 Integrated Invoicing

6.10.2.1 1. Prepayment - New Input field for "Prepayment 3" (2.6,POS,1.)

New input field for "**Prepayment 3**" (Reference Data/ Hostels/Hotels, Page Payment/Terms). After every alteration, the system calculates the amount newly. This was intended for a complete payment before arrival. Instead of a "Y", a number for calculation of the prepayment can now be entered in field "**regcode**" in the settings. If the date is closer than the entered number of days before arrival, a prepayment is not necessary. If the date is closer than 14+x days before the next prepayment, it is

also been removed. This way, it is avoided that more payments have to be made directly after each other for multi-level systems. If a prepayment of 0% has been stored in the reference data, the system automatically calculates the prepayment per person via a fixed amount (article) which can be stored in the meal plan (only prepayment 1 and 2).

6.10.2.2 2. Button for Automatic Issuing of Prepayment Invoices Including VAT (2.6,POS,2.)

This function should only be activated within special consulting services connected with costs. Button (labels): i_cmdtax1 - i_cmdtax3. Default article (check of fields): i_cmdtax1 - i_cmdtax3.

6.10.3 Accounting

6.10.3.1 1. Cash Discount for Split Bookings - Entry of a Percentage Rate is now possible (2.6,Acc,1.)

An input field for a percentage rate is now available here. This percentage is subtracted from the corresponding split gross amounts. The total amount at the bottom right can then be entered as booking amount at the top. For checking purposes, the cash discount amount and the total gross sum of the invoice appear next to the percentage rate. The amount which has been reduced by the cash discount is booked only.

6.10.3.2 2. Automatic Issuing of Letters (2.6,Acc,2.)

A letter can now be automatically created in the printer spool via the field "**project**", provided that the registration number is higher or exactly 3000. Use: automatic issuing of payment confirmation letters.

6.10.3.3 3. Calculator now Available in Accounting (2.6,Acc,3.)

A calculator is now available in the "**Accounting**" area. After having selected an transaction type, the calculator can be called up via a double click on the input field "**Amount**". If an amount has already been entered beforehand, this is taken over to the calculator as the basic value. Numbers can either be entered via the keyboard or via the mouse by clicking on the numbers on the calculator. Please chose the valid arithmetic operation on the calculator (displayed in light grey). By pressing enter or by clicking on "=" once again, the calculated value can automatically be taken over to the input field "**amount**".

The calculator is also available for split bookings. Here, please call it via the calculator symbol or by clicking on the "amount" field.

6.11 Version 2.5

6.11.1 All Users

6.11.1.1 1. Calendar Schedule Rooms Days - Filled Beds are Suppressed (2.5,All,1.)

At our customers' special requests, rooms which are completely booked by one guest and filled up with fill beds, are now displayed in **one row** again. The result is a distinctly **shorter list**.

The button "**T**" contains a new ComboBox list with the option "**Automatic with Filled Beds**", which – comparable to previous versions – displays one bed per row again for filled beds (Default setting "F", "type", "a_calendar", "a_dayview").

6.11.1.2 2. House Database - Bank Details (2.5,All,2.)

The input fields "**Bank Code**" and "**Account Number**" (Reference Data / Houses/Hostels / Page "**Address**") have been extended to 40 and 60 characters. That way, IBAN and BIC can now be entered additionally.

6.11.1.3 3. Guest Database ZIP Codes (2.5,All,3.)

GB: 8-digit ZIP codes. Formats "**03**" and "**04**" for Great Britain. British ZIP codes are available on request.

6.11.1.4 4. Reservation - History Return of the Contract (2.5,All,4.)

Reservations/Page "**Paths**": History. The "**Edit History**" also contains the ID "return of the contract" displayed right next to the type of reservation.

6.11.1.5 5. Button "Letters" Acknowledgement of Receipt (2.5,All,5.)

The acknowledgement of receipt can now only be printed, if the return of the contract is confirmed with "**Y**" on page "**Terms**" (menu item "**Reservations**").

6.11.1.6 6. Sorting According to Nationalities - ComboBox (Guest Database, Quick Reservation, Invoice) (2.5,All,6.)

In the "**General Settings**" you can now set whether the list of nationalities should be sorted according to the ID (up to now) or alphabetically (new option). Furthermore, the list can be split into more parts in Settings/ComboBox Lists, Field "**nation2**", e.g. into nationalities which are used very often and nationalities which are not as common. The priority therefore is set in the control field position 7: e.g. 1 has a higher priority than 2. A space as the lowest priority. All nationalities with the same priority are sorted according to their IDs or alphabetically within themselves (see above).

6.11.1.7 7. Room Booking Reservation - Rooms with Filled Beds only (2.5,All,7.)

Up to now, rooms which only consisted of filled beds for a group (e.g. group books the whole floor) have not been taken into consideration for sorting according to own booking (red room above). This has been corrected now.

6.11.1.8 8. Meal Plan Reservation Day of Week (2.5,All,8.)

In the overview, the weekday is now displayed next to the date.

6.11.1.9 9. Calendar Schedule - Search For Rooms (2.5,All,9.)

Any room number can now be entered searched for in the plan and directly. For this, please click on the column "**Rooms**" (directly on the column or on the title). As soon as the title is displayed with a light grey background you can enter a room number for searching purposes. This does not effect the sorting of the data at all.

6.11.1.1010. Calendar Schedule - Coloured Display of Free Beds According to Gender (Youth Hostel, Hostel) (2.5,All,10.)

For Youth Hostels and hostels, free beds can now be displayed in different colours according to the type of booking. Free beds in a room with exclusively female guests are displayed in light red, with exclusively male guests in light blue, mixed rooms (or rooms which the gender does not matter) in light green and completely free rooms are displayed in white. This is especially interesting for the booking of individual guests and the sorting setting "**Free Rooms/Beds**" right at the top, as now, you can distinguish full rooms from beds straight away and free beds can be assigned to the respective gender immediately. In the house database, this new feature can be disabled on page "**General**" at the very bottom and the display of previous versions (in white and green) can be activated again.

6.11.1.1111. Room Plan - Guest List - Number of Guests Instead of Number of Beds (or Rooms) (2.5,All,11.)

In the guest list of the "**Room Plan**" and the "**Overview Day**", the display can now be altered the way that the number of guests is displayed instead of the number of beds or rooms. Availabilities and allotments are not affected. This default setting can be changed under "Settings/Field Validation/Form a_dayview/a_calendar, Field type_gu.

6.11.1.1212. Automatic Removal of Bed Numbers when Assigning a Whole Room Belatedly (Youth Hostel, Hostel) (2.5,All,12.)

Concerns: Storage of the bed number in the memo field of the room booking. If a room is filled with a guest retrospectively, e.g. because it was forgotten that he/she wanted to stay in the room alone, the memo field including bed numbers is now removed automatically.

6.11.1.1313. Settings, Labels - Search for Label (2.5,All,13.)

The search for labels (names) is now possible for supervisors in the menu item Settings/Labels page "**Browse**". By clicking on one of the blue titles, you can enter the search item in this field directly. This extremely simplifies finding out internal field or form names, as you can search for the text as it is visible in the program, now.

6.11.1.1414. Interface Internet-Booking System - All-Inclusive Packages (2.5,All,14.)

Now, all-inclusive packages are also taken over to the reservation if the invoice was not taken over from the Internet. This way, different categories can also be realised in the Internet without having to transfer the invoice.

6.11.1.1515. Rounding of the Prepayment (2.5,All,51.)

Now you can set-up the type of rounding for prepayments under Settings / "**General Settings Supervisor**". Up to now 0 decimal places. A value of -1 rounds the complete amount to whole 10 EUR. Field: roundp.

6.11.1.1616. Maintenance, Reorganisation, Door Key Cards (2.5,All,16.)

Now, the reorganisation also registers the deletion of old entries for the interface to the door key card systems. The default setting (date3) deletes all entries which are older than 60 days. This extremely speeds up the form "**Cards**" out of the reservation.

6.11.1.1717. Print Article Prices on Letters (2.5,All,17.)

Via this new function, prices of all articles can now be printed onto any letters. Function (1st parameter article number – also e.g. from user fields, 2nd parameter date): e.g.
p_this.f_spool.getprice ("101",s_reser.arrival).

6.11.1.1818. Allotment per Days (Internet-Booking System) (2.5,All,18.)

If a "1" is entered in the amount field next to the connection for a non-binding allotment (e.g. inquiry), the availability is displayed – not, however, reduced by the allotment. Free beds and other Internet allotments are available here. In connection with a float 100%, the exact availabilities can be reported to the Internet.

6.11.1.1919. Add Prices (2.5,All,19.)

When adding prices to diverse reference data programs, the default currency is now set automatically.

6.11.2 Integrated Invoicing**6.11.2.1 1. Additional Services on Invoice (2.5,POS,1.)**

The possibility to put additional services on the invoice was created on page "Prices" (Menu item "**Reservations**"). Besides the article and the price, you can also store, how the article should be put on the invoice: e.g. per day, per day and guest, at a fixed amount. The advantage over the manual entry is less effort and the system automatically takes the number of guests, the duration of stay as well as children into consideration. These services are also taken onto the new invoice for void reservations. A default setting can be entered in the reference data, default price setting.

6.11.2.2 2. Automatic Returnable Articles - Automatic Balance of Open Items (2.5,POS,2.)

An article can be set to automatic balance on Reference Data / Articles/Items / Page "**Misc**". This means that the system automatically creates a new invoice with e.g. the return of returnable goods or takes a prepayment as an article into consideration (see Point 7). A reservation is not finished (green X) until all these articles have been balanced to 0 (e.g. received deposit has been paid out again).

6.11.2.3 3. Speed Long Stays (2.5,POS,3.)

Considerable speeding up for the calculation of the invoice for long stays (> 30 days).

6.11.2.4 4. Suppression of Statistic Articles (2.5,POS,4.)

Articles which begin with "999" and have the value "0", are not printed on letters (e.g. confirmation, contract) (on from version 2.4.2).

6.11.2.5 5. New Assignment of Articles via Type of Meal (2.5,POS,5.)

Instead of storing an article number for a type of meal, it is now also possible to take through a new assignment. With this, a separate determination of overnight stays and meal services can be brought together again.

6.11.2.6 6. New Assignment of Articles According to Weekday and Bank Holiday at the Same Time (Reference Data Articles/Items) (2.5,POS,6.)

The new assignment "03" for special days can now additionally be used for week days (just like "02"). Special days have priority. A hierarchy of the assignment of e.g. weekend and bank holiday is not necessary here.

6.11.2.7 7. Percentage Discount via New Article Assignment (2.5,POS,7.)

Now it is possible to give a percentage discount with the conditions of the new article assignment. For this purpose, the percentage sign and the percentage are given (0,00-99,99) instead of newly assigning an article: e.g. %20 for 20 % discount. This significantly facilitates the maintenance of all prices, as it is not necessary to store a separate article for each percentage anymore. The booking onto income accounts is fixed by the assignment of discount accounts. Important: the discount is switched off when entering %0 – without an input, the latest discount is valid!

6.11.2.8 8. Different Article for First Night (2.5,POS,8.)

You can store a different article number in the Article Database / Page "Detail 2" for the first night (e.g. in order to use an inclusive article with bed linen for the first night). This function is carried out after the new assignment but before the children function. For this reason, child articles are entered in the regular article and in the article for the first night.

6.11.2.9 9. Check of Service Date (2.5,POS,9.)

New possibility to check articles with overnight stay only. Field: "article6" - (from M to M). Art. with overnight stay ? "N" – Art. without overnight stay ? "M"

6.11.2.10 10. All Meal Rows are Processes for Themselves (only single meals, correct day on invoice) (2.5,Kasse,10.)

This replaces the invoice for types of meals. Settings/General Settings Supervisor: "boardtypea" = "Y3" - 2. place: on from time of day also default (because of breakfast included). Separate number of children per time of day.

6.11.2.11 11. VAT Declaration for Prepayments (2.5,POS,11.)

VAT has to be paid for received prepayments. Correspondingly after the end-billing, VAT only has to be paid for the invoice amount minus the deposit.

In practice this happens via a summation of the income accounts and the changes on the deposit account in order to calculate the VAT dept. Towards the guest, we declare the complete VAT in the invoice at arrival and departure. Please note that you do not give your guest a manual receipt over the prepayment with the possibility of input tax deduction and a final invoice showing the total VAT, as so, the double VAT would have to be paid! Some guests however wish to assert the input tax deduction at the time of prepayment, which they are legally entitled to and which they need a invoice over the amount of the deposit legitimizing an input tax deduction. In this case, please create an article (not type of payment). Now you have the possibility to create an invoice over the amount of prepayment with declaration of the VAT with this article. Important: Please wait until your guest has really made the deposit as, in case he/she missed to pay, you would have to pay the VAT in any case. On the final

invoice, the prepayment is set to the articles with a minus, and this way, the final invoice only includes the VAT for the remaining sum.

6.11.2.1212. Rounding of Discount (2.5,POS,12.)

This setting was intended for countries which do not hold all coins. Under Settings/General Settings Supervisor, the type of rounding for discounts can now be set-up. Up to now this was fixed to 2 decimal places. A value of 1 is e.g. rounded to 10 cent. Field: roundd. Attention: the templates for the invoices have to be changed by the user manually. r_invoice01*.*; r_invoice02*.* value of a row: instead of ROUND(...,2), now ROUND(...,g_roundd). The fixed 2 is now replaced by the variable g_roundd.

6.11.2.1313. Article User - New Menu Item (2.5,POS,13.)

A certain selection of articles can be transferred to a limited user group for maintenance purposes. Restricted possibilities are available in order to edit articles. Only articles having been marked on page "Misc" appear in this list.

This feature was intended for houses where articles are managed centrally but managers of the single houses still wish to manage some, which have been marked, on their own. Disable: menu6812.

6.11.2.1414. Journal Closing - End of Month Process (2.5,POS,14.)

According to our old POS and accounting system, journal closings can now be specified with an end of month number, which, if necessary, can then be printed on all reports. End of month number: month (2), year (2), number (2). The end of month number is automatically assigned for the latest journal. If the closing took place before the 11th of the respective month, the previous month is taken, otherwise the current month (with consecutive numbers each). If necessary, the supervisor can change the names under Settings/ComboBox Lists, field "Journal". To enable this function: Settings Supervisor, Field "oldmonth" to "Y".

6.11.3 Accounting

6.11.3.1 1. Warning for Registration Number not Resping to a Reservation (2.5,Acc,1.)

When booking e.g. prepayments or credit card payments, the system checks whether the reservation is active. If need be, a warning appears which e.g. notes that this reservation has already been cancelled.

6.11.3.2 2. Templates for Bookings (2.5,Acc,2.)

Recurrent bookings are now reminded of by the accounting software and can be called up again via a ComboBox list at any time.

6.11.3.3 3. Counter Accounts - ComboBox List (2.5,Acc,3.)

Counter account lists can now also be set-up depending on the type of booking (account database).

6.11.3.4 4. Split Bookings (2.5,Acc,4.)

Via the account "*SPLIT" you can now split up your bookings to up to 9 accounts.

6.11.3.5 5. VAT (2.5,Acc,5.)

The option "Calculate VAT" located at Reference Data / Accounting transaction types / Page "Misc2" enables to book VAT in accountings (up to now always gross).

6.11.3.6 6. VAT and Prepayments (2.5,Acc,6.)

With the help of the [feature number 5](#) ^[42] the VAT can now also be calculated for prepayments internally (however, this cannot be recommended).

Nevertheless, if you do wish to calculate VAT for prepayments, the types of bookings have to be set to [Calculate VAT \(5.\)](#) ^[42] for prepayments and the type of payment "prepayment" has to be marked with a VAT key in the article database. Attention: when changing the VAT rate, the VAT has to be corrected with the help of a booking for all future prepayments, as otherwise too less VAT is taken into consideration (or the prepayments for the future are already booked with a higher tax key after a VAT rate rise).

6.11.3.7 7. Suppliers Database (2.5,Acc,7.)

Bookings of the accounting can now be provided with a supplier number. Addresses, terms of payment and bank details can be stored in the suppliers database.

6.11.3.8 8. Information for Reports (2.5,Acc,8.)

Recording of supplier, project, article or all-inclusive package possible.

6.11.3.9 9. Open Items - Management Suppliers (2.5,Acc,9.)

Payment supplier: Selection of positions: Click on amount → is now filled up to the booking amount. If there is even more, following positions with the same reference number are assigned automatically. If there are none, the system takes the following positions of the same supplier. By clicking the right mouse button the assignment can be removed again.

6.11.4 POS Closing with Cash Count

6.11.4.1 1. Inventory Maintenance Articles in the POS Closing (2.5,Money,1.)

Articles which are marked in the article database have to be counted in the course of the POS closing (e.g. phone cards, tokens). A deviation is booked as a sale or a cancellation.

6.11.4.2 2. Withdrawal/Income POS/Safe (2.5,Money,2.)

Articles can be booked between the POS and the safe via type of booking "16". With the help of type of booking "17" and "18" authorised employees can book withdrawals and incomes between the safe and the suppliers. These bookings can also be cancelled via the journal. Print-out via "s_moveitems".

6.11.5 Interface to the Old ASSD POS and Accounting System

6.11.5.1 1. Interface 3-digit Types of Guests (2.5,old,1.)

A 3-digit type of guest is now directly transferred to the POS in the reservation system (Version 2.1 POS).

6.11.6 Credit Card Interface for G&D and Trintech Terminals (with costs)

6.11.6.1 1. Type of Payment Credit Card Payment (2.5,Card,1.)

When selecting the type of payment card payment, the payment process is started at the reader via an interface. After a successful payment, the corresponding account is automatically determined.

Application conditions: card.vcx/.vct, interface\kiauth.dll

Entry Com-Port and password under Reference Data/POS Definition

Activate type of payment card via account "*reader"

ccfields: Definition card detail

Position 1-2: fixed length in bytes or empty

Position 3: Variable length in data: 1-3 Bytes length counter, 0 test on amount

Fx – length bytes

Position 5: start position e.g. 3

Position 6: "R" read from back (without further check, first occurrence)

ccinst: Definition accounts for accounting, depending on type of card

Change control field only! The entries themselves are fixed!

Void transactions can only be carried out in connection with a cancellation at the reader. For this, the card has to be pulled through once again or, alternatively for credit cards, the card number has to be entered. EC cards can only be cancelled before the POS Closing. Money cards on the other hand cannot be cancelled at all. A refunding in cash can be carried out via a new minus invoice (e.g. set nights to 0, book automatic minus invoice, increase number of nights again). If a cancellation should be carried out without a card reader, the check "jptypecc" can be disabled where necessary (e.g. cancellation of a debit entry).

6.12 IDs

6.12.1 IDs

All	Innovations concerning all users and areas; Version 2.9 ^[38b] ; Version 2.8 ^[39b] ; Version 2.7 ^[40b] ; Version 2.6 ^[41b] ; Version 2.5 ^[41b]
POS	Innovations concerning integrated invoicing; Version 2.9 ^[39d] ; Version 2.8 ^[40d] ; Version 2.7 ^[40b] ; Version 2.6 ^[41b] ; Version 2.5 ^[41b]
Acc old	Innovations concerning the menu item Accounting; Version 2.6 ^[41b] ; Version 2.5 ^[42b] Innovations concerning the interface to the old ASSD POS and Accounting program; Version 2.5 ^[42b]
Money Card	Innovations concerning the POS Closing with Cash Count; Version 2.5 ^[42b] Innovations concerning the credit card interface for G&D as well as Trintech terminals; Version 2.5 ^[42b]
Hostel	Innovations concerning hostels only
Hotel	Innovations concerning hotels only
YH	Innovations concerning Youth Hostels with standard prices only

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