

HLS Solutions Ltd Software Manual

Booking & Availability

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Specialists in software, website and design solutions for the holiday letting industry

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Booking & Availability

Introduction

There are two main ways you can create a new holiday booking. If you know which property or holidaymaker you wish to use for the booking you can enter via the information screen, alternatively on the main menu there is a booking and availability schedule that will show you the availability of all of your properties, as shown below.

Booking & Availability Schedules

Holiday Manager : Home			_			
			1 all	11 11 111		Version 2.0.26.3214
Holiday Ma	nager					Logout
Daily Tasks Appoi	intments Arrivals/Depa	rtures				
Title	AssignedTo St.	itus		Add New Record	View/Amend Record	Daily Tasks
				Booking & Availability Schedules	Appointment Diaries	Property Maintenance
10/05/2013 💌 10	0/05/2013 💌 🗆 All D	ates iers		Send Letter	Reporting	Marketing & Website
Invoice No Inv.	For Inv. Date	Due Date		An other states and stat		
INVOOO01 Holida	ay Maker 02/05/2013	04/05/2013		Daily	Latest	Account
INV00003 Holida	ay Maker 02/05/2013	04/05/2013		Accounts	Activity	Reporting
INV00005 Holida	ay Maker 03/05/2013	05/05/2013				
INV00007 Holida	ay Maker 03/05/2013	05/05/2013				
INV00009 Holida	ay Maker 03/05/2013	05/05/2013		Print/Send	Template	System
		Refresh		Documents	Setup	Settings
			54.5 Sec.			

Clicking on the Booking & Availability Schedules button will bring up the list of all of your properties. On the left hand side of the screen you have the search options to allow you to narrow down the properties that you see in the main list.

If you wish to change the order the properties are viewed, simply click on the relevant column heading and this will sort the properties accordingly.

The availability or further information regarding a single property can be obtained by clicking on the property in question in any field across the grid. At this point the lower section of the screen will display the availability for this property.

🔄 Holiday Manager :	Booking Availability					_															
Haliday Ma						511	1	/													
Попааутна	nager						1														
Searc	h Option	Selec	:t	Property RefNo		Name	Loca	lity	Ту	pe	9	Sleeps	ĺ	Bed Roor	ns	F	Price Band			Ihang Day	eover
Locality		[P2013/00	001	Rose Farm	South	n West	Hou	ise	8		4	4		B	and (5	Fr	riday	
Date From	10/05/2013 💌	[P2013/00	302	The Laurels	South	n West	Hou	lse	13	2	ť	5		B	and /	<u>4</u>	Fr	riday	
Date To	10/05/2013 💌	[P2013/00	003	BellView	South	n West	Hou	lse	4		2	2		B	and E		Fr	riday	
Sleeps		[P2013/00	004	Pinewood	Isle C)f Man	Hou	lse	5			3		B	and (2	S	aturda	ıy
No. Bed		[P2013/00)05	Redtile cot	South	n West	Hou	ise	10	0	4	4		B	and (M	ionday	
Pet Friendly																					
WIFI																					
Sea views																					
Child Friendly																					
Short Break																					
Changeover Day	~																				
Property Ref																					
Brochure Ref																					
Property Name							24	~													
	5 records found						8	🤃 E	ooked	1				n							
Email	Schedule View							Depos Booke to Joe	it Recei d from I Hunter	ived 01/07/20 r)13 to	08/07/20)13								
Compare	Web Sync		_			1		Calen	der Noti	es:						-					
-			June	, 2013			July,	5						3			Se	otem	ber,	201	
Availability	O Property Details	Sa Su	Mo	u We Th) Fr	r Sa Su M	10 Tu			r Sa	50		we	Th	Fr	Sa	Su	Mo	Tu		n Fr
Rose Farm		1 2	2/ .	A E E	7	. 23 20 C 7	0 0	 	4 5		4	20 DU	31	1	2	7	1	4	5	4 =	2 12
(8 9	10	11 12 15	3 14	13 14	15 16	17	18 19	3 10	11	12 13	14	15	16	14	15	16	17	18 1	9 20
Мау	× >	15 16	17	18 19 20	21	20 21 3	22 23	24	25 26	5 17	18	19 20	21	22	23	21	22	23	24	25 2	6 27
2013 🖌 💽	C	22 23	24	25 26 27	7 28	27 28 2	29 30	31	1 2	24	25	26 27	28	29	30	28	29	30	1	2 1	3 4
		29 30	1	2 3 4	5	3 4	5 6	7	8 9	31	1	2 3	4	5	6	5	6	7	8	9 1	0 11
						a la companya da serie da s		- (n) - (n)													

The availability will bring up the following 4 months availability for this property, with the booked holidays indicated in the relevant colour to show the status of the booking.

Putting the mouse over a blank week will display the weekly booking price for the relevant week, moving the mouse over a booked week will display the booked holiday information.

To make a new booking, simply click on the start date for the holiday and choose whether you wish to make a booking, or mark the property unavailable (for an owner booking, or for maintenance work etc.).

In the bottom corner you have the option to switch from the availability view to show the property details, which include a picture and a summary of the property marketing information. There is also a link to allow you to jump to the full property information to access any additional information you require.

🔄 Holiday Manager :	Booking Availability	_	_	_	_		_	_	_	_ 🗆 🔀
Holiday Ma	mager									
						_	_	_	_	
Searc	h Option	Select	Property RefNo	Name	Locality	Туре	Sleeps	Bed Rooms	Price Band	Changeover Day
Locality			P2013/0001	Rose Farm	South West	House	8	4	Band C	Friday
Date From	10/05/2013 💌		P2013/0002	The Laurels	South West	House	12	6	Band A	Friday
Date To	10/05/2013 💌		P2013/0003	BellView	South West	House	4	2	Band E	Friday
Sleeps			P2013/0004	Pinewood	Isle Of Man	House	5	3	Band C	Saturday
No. Bed			P2013/0005	Redtile cot	South West	House	10	4	Band C	Monday
Pet Friendly										
WIFI										
Sea views										
Child Friendly										
Short Break										
Changeover Day	~									
Property Ref										
Brochure Ref										
Property Name										
	5 records found									
Email	Schedule View									
Compare	Web Sync									
O Availability	R Property Details			Rose Fa	rm I Sout	n West I			Full I	Description
Doop Farm	73						8			
KUSE Farm			L B B	Sleeps :	8 Bedroo	ms 4	Pet Frie	endly	No	
				Price Band	Bane	1 C	VMFI		Yes	
				Changeov	er Day Frida	ау	Sea vie	WVS	Yes	
				Short Brea	aks Avai	lable	Child Fi	riendly	No	

In addition to the availability for a single property, you also have the option to view a selection of properties to compare the availability, prices etc. for a booking.

To do this click on the Select tick box in the left hand column for the properties you are interested in and click on the **"Compare"** button.

You can view up to 4 properties at any one time and these will be displayed with the availability and marketing details for each property.

As on the main screen, putting the mouse over the relevant week or booking will show the price if the period is free or the booking details if a booking has already been made in this period.

At all times the calendar will automatically default to the changeover day for the property. The left hand column will always be the default start date for the holiday for this property. As you can see from the example below the top property calendar shows a Sunday changeover, with the other two showing a Saturday.

Holiday Manager : Booking Availability	/		
Holiday Manager			
October	Show	Refre	sh Previous Next
Rock Cottage	October, 2011	November, 2011 December, 2011	January, 2012
Mevagissev I tres	Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa
United Constant Statistics Const. Eller 2020 Statistics Const.	25 26 27 28 29 30 1	30 (1) Available 1 2 3	25 26 27 28 29 30 31
Sleeps 8 Bedrooms 3	2 3 4 5 6 7 8	6 Weekly rent for 27/11/2011 to 04/12/2011 8 9 10	1 2 3 4 5 6 7
Price Band The Cottage	9 10 11 12 13 14 15	13 339.00 15 16 17	8 9 10 11 12 13 14
Changeover Day Sunday	16 17 18 19 20 21 22	20 21 22 23 24 25 26 18 19 20 21 22 23 24	15 16 17 18 19 20 21
Short Breaks Available	23 24 25 26 27 28 29	27 28 29 30 1 2 3 25 26 27 28 29 30 31	22 23 24 25 26 27 28
	30 31 1 2 3 4 5		29 30 31 1 2 3 4
Eco Retreat	October, 2011	November, 2011 December, 2011	January, 2012
Stilves I EC	Sa Su Mo Tu We Th Fr	Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr	Sa Su Mo Tu We Th Fr
	24 25 26 27 28 29 30	29 30 31 1 2 3 4 26 27 28 29 30 1 2	31 1 2 3 4 5 6
Sieeps 10 Bedrooms 5	1 2 3 4 5 6 7	5 6 7 8 9 10 11 3 4 5 6 7 8 9	7 8 9 10 11 12 13
Price Band Seaview Cottage	8 9 10 11 12 13 14	12 13 14 15 16 17 18 10 11 12 13 14 15 16	14 15 16 17 18 19 20
Changeover Day Saturday	15 16 17 18 19 20 21	19 20 21 22 23 24 25 17 18 19 20 21 22 23	21 22 23 24 25 26 27
Short Breaks Not Available	22 23 24 25 26 27 28	26 27 28 29 30 1 2 24 25 26 27 28 29 30	28 29 30 31 1 2 3
	29 30 31 1 2 3 4	3 4 5 6 7 8 9 31 1 2 3 4 5 6	4 5 6 7 8 9 10
Primrose Farm	October, 2011	November, 2011 December, 2011	January, 2012
Bude I Pri	Sa Su Mo Tu We Th Fr	Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr	Sa Su Mo Tu We Th Fr
	24 25 26 27 28 29 30	29 30 31 1 2 3 4 26 27 28 29 30 1 2	31 1 2 3 4 5 6
Sleeps 7 Bedrooms 3	1 2 3 4 5 6 7	5 6 7 8 9 10 11 3 4 5 6 7 8 9	7 8 9 10 11 12 13
Price Band The Cottage	8 9 10 11 12 13 14	12 13 14 15 16 17 18 10 11 12 13 14 15 16	14 15 16 17 18 19 20
Changeover Day Saturday	15 16 17 18 19 20 21	19 20 21 22 23 24 25 17 18 19 20 21 22 23	21 22 23 24 25 26 27
Short Breaks Available	22 23 24 25 26 27 28	26 27 28 29 30 1 2 24 25 26 27 28 29 30	28 29 30 31 1 2 3
	29 30 31 1 2 3 4	<u>3</u> 4 5 6 7 8 9 31 1 2 3 4 5 6	4 5 6 7 8 9 10

Once you are ready to make a booking, click on the start date of the holiday to make a new booking.

Making a Booking

When you have selected your start date for your booking, you will have the option to Make a Booking or to Mark Unavailable. The Make a booking option is selected by default and clicking Next will take you into the booking form.

The Mark Unavailable option is used to create an owner booking, or to link to a maintenance company a period that the property is undergoing work, or available to another party. This will be covered later in this document.

The booking form follows a very logical process, broken down into two distinct sections, the Booking Info and the Booking Summary. These are indicated by the two tabs at the top of the screen.

Booking Info

C Holiday Manager : New Booking	
Holiday Manager	Status Provisional Booking 🗸
Booking Info Booking Summary	
Booking Ref No Auto Booking From 01/05/2013 Booking To 01/05/2013 Nights Indiday Cost Indiday Cost Indiday Cost Indiday Cost	Property Ref No p2013/0005 Title Redtile cottage Notes
Holiday Maker	Extra
Ref No Source V	Extra's available
Add New Source	Name Desc Price Include Num Num Rent Avail Reg
Address	
Telephone	
E-mail Car Reg	
Party	
Total in Party Adults	
	K
	Total Rent 0.00
Agent Notes Guest Notes Owner Notes Maintenance Notes	Total Extra 0.00
	Inclusive Extra
	Rent showed to Holiday Maker 0.00
	Extra showed to Holiday Maker
	Preview Next Close Book

The Booking Info is split into the following sections:

Booking

The booking information is already populated with the start date of the holiday, based on the date you clicked on the previous screen. The Booking To date should be selected from the dropdown calendar first and will automatically calculate the number of nights and the base holiday cost for this booking.

Holidaymaker

The Holidaymaker screen allows you to enter the main Guest information for this holiday booking. To select the Guest information click on the locate button (), and select the relevant holidaymaker record from the search screen. If the guest has not already stayed with you before, click on the Add New at the bottom of the search screen to create a new record.

The holidaymaker information fields will be populated automatically when the record is selected. The Source is automatically populated from the source on the holidaymaker screen; however this can be

changed here if the booking source differs. If the Source required is not already included on the dropdown menu, simply select the Add New Source option to create.

Holiday Manager : Se	arch Holiday Maker	_			_			_ - X
Holiday Man	ager							
		Search Resu	ult					
		Ref #	First Name	Surname	Town	Postcode	Status	EnquirySour
		H2010/0	John	Sampson	Swindon	OX9 4EK	Active	Website
Searc	th Option	H2010/0	Zoe	Baker	Glasgow	G29 6GT	Active	Newspap
114		H2011/0	Gerald	Weston	Cardiff	CF56 9IU	Active	Referral
Ref No		<u>H2011/0</u>	john	smith			Active	
First Name		<u>H2011/0</u>	janet	baker			Active	
Surname		<u>H2011/0</u>	Jackie	Stewart	Gloucester	GL8 7TR	Active	
Town		<u>H2011/0</u>	Janet	Heather	Birmingham	B18 6TR	Active	Referral
Postcode		<u>H2011/0</u>	Stephen	Jones	Cheltenh	GL4 5RT	Active	Website
Include Archived	1	<u>H2011/0</u>	Jill	Patterson	Gloucester	GL45 9UI	Active	
Include Blacklisted	-							
Include Discripted								
		3				and the second		and the second
						Ac	ld New	Refresh

Party

The Party information can be used to retain detailed or summary information about the guests staying for this booking. If you do not wish to retain in depth booking information, you can simply indicate the total number of Adults, Children and Infants, which will automatically calculate and populate the Total in Party box.

If you wish to add more detailed information, select the Guest Information option, which will open a new screen for you to add the full details of each Guest.

Re	Name	3/0001		Mobile	Email		
Date	Age	/05/2013 💌			Car Reg		Add
Include	Name	DOB	Age	Email	Mobile Number	CarReg	Delete
			Þ,				
			R				
			R				
			R}				

Any additional guest information that is already contained on the holidaymaker record, will automatically be displayed for you to select the relevant guests for this particular stay.

Notes

This field is used to display Booking Notes for this booking. These will appear on a lot of the Booking and Cleaner reports, and can therefore be used to indicate pertinent information about the booking.

Property

Populated automatically by the system, and will indicate the name, reference number and property notes.

Extra

This section will display all of the available extras that are applicable for this property. Any that have been selected as Default Extras will already be ticked to include. If more than one item is available you will see this indicated by the Num Avail column. If you tick to include this extra the number selected will default to 1, but can be amended up to the maximum shown here.

At the bottom of the Extra section a Total Extra box contains a running total of the options selected.

When you are happy with the information entered, click on the Next button at the bottom of the screen, or click on the Booking Summary tab at the top.

Booking Summary

C Holiday Manager : New Booking	
Holiday Manager	Status Provisional Booking 👻
Booking Info Booking Summary	
Booking Ref No Image: Control of the second se	Deposit Payment Due by 04/11/2011 30% of Holiday Cost Override 30% of Holiday Cost Override Selected Extra's 0.00 Card Surcharge 0.00 VAT 0.00 Total Deposit Due 0.00
Extra Price Quantity Discount VAT Deposit (Refundabl 100.00 1.00 0.00 0.00 Upper training trangle trangle training training trangle training training trangl	Balance Payment Due by 28/10/2011 Balance of Holiday Cost 222.00 Selected Extra's 100.00 Card Surcharge 16.10 VAT 0.00 Total Balance Due 338.10
Card Surcharge American Express Clear 16.10 VAT 0.00 Total Holiday Cost 338.10 Booking Notes	Booking Summary Total Holiday Cost Owner Income Agency Income - Owner Agency Income - Holidaymaker Holidaymaker deposit
- Se	Other Extras

At this point you have the option to amend the holiday rental cost, by clicking on the Override tick box. You can also apply a pre-selected discount code from the dropdown menu, or a manual discount by using the override tick box.

Full information on any extras that have been applied to the booking will appear next, along with a tick box to select if these are due with the deposit or at the time of the full payment. This will only appear if the booking is made in advance of the holiday start date, at which point the system will split the monies owed into a deposit due and a full balance.

You have the option at this stage as well to add a card surcharge by clicking on the drop down list and selecting the type of card they will be paying with.

The right hand side of the screen will show you the financial details of the booking with the amount due as a deposit and full balance and a breakdown of where the money will be going for this booking in the Booking Summary section. You also have the option to manually adjust the deposit due, by clicking on the override

tick box. If you changing the amount due here, the system will automatically make the relevant changes to the amount owed on the Total Balance Due section.

Once you are happy that everything has been entered correctly, click on the Book button to make the booking.

The system will bring up a copy of the booking invoice for your information and the booking is complete.

The status of this booking is now "Provisional" and will remain as this until the money has been received for the deposit/full balance.

Additional Options

Once the booking has been made, you have a number of options available to you from these screens.

Add Notes

The Add notes facility gives you the option to add relevant notes to the history of a booking. This is a very useful facility for tracking booking feedback, or recording information about the booking.

G Holiday Manager : Booking View/Edit	
Holiday Manager	Status Deposit Received 👻
Booking Info Booking Summary Booking History	
Booking Booking Ref No B2011/0048	Property Ref No P2010/0007 Title Treetops
Booking From 19/11/2011 ▼ Booking To 26/11/2011 ▼ Nights 7 Holiday Cost 339.00 33	Notes
Holiday Maker	Extra
Ref No H2010/0002 Source Newspaper Adverti -	Extra's available
Name Ms Zoe Baker 123 PARK ROAD, , Glasgow - G29 6GT, ,	Name Desc Price Include Num Num Req Total
Address	Deposit Refundable reservati 100.00 V 1.00 1.00 100.00
Telephone	Booking Charge Booking charge 20.00 📝 1.00 1.00 20.00
E-mail jwoolley@yahoo.co.uk Car Reg T56 WET	
Party Total in Party 6 Adults 3 Children 2 Infants 1 Guest Information	
Notes	
· · · · · · · · · · · · · · · · · · ·	Total Extra 120.00
Send Letter Add Notes Cancel Booking Receive Monies	Send Mail Preview Next Close Book

To add a new booking note, click the "Add Notes" button at the bottom of the booking screen.

Click on the Reference drop down menu to select whether this is Booking Feedback, a Booking Note or a Complaint. These options will allow you to narrow down your reports for feedback, complaints etc.

g Feedback g Feedback g Note aint e really impressed with the property views. turning next year, may try one of the other a	apartments in the building.
g Note aint e really impressed with the property views. turning next year, may try one of the other a	apartments in the building.
turning next year, may try one of the other a	apartments in the building.
	-
	Add

Enter the information in the main section, and when you are finished, click the Add button to add to the booking history.

The Booking History is the last tab along the top of the booking screen, and will show you the history of this booking including any tasks, notes and transaction details.

E	ooking Info Booking Summ	nary Booking History			
	Booking History				
	Reference	Event Type	Event By	Event Time	Description
	T2011/0147	Task	ian	27/10/2011	Generate Cleaner Report
		Booking Feedback	ian	31/10/2011	Had a great stay, were re

Send Mail

The Send Mail option allows you to send a copy of the completed booking form to the holidaymaker along with a covering email.

The following screen will come up with the To field populated with the holidaymaker as a recipient.

You have the option to include further recipients, CC, or include a copy to yourself by clicking in the Receive Copy tick box.

G Holiday M	anager : Send Email	
Holiday	Manager	
То	Ms Zoe Baker	
CC		Receive Copy
Subject		
Attach File	Holiday Invoice.pdf	Attach a file
	B I □ = = = Microsoft Sans Ser • 3 • A •	
		<u>^</u>
Message		
		-
Footer	· · · · · · · · · · · · · · · · · · ·	
		Queue

As befitting a standard email, you will need to add a relevant subject and message. An Email footer can be added to your email if required, by clicking in the Footer tick box and selecting the required image from the dropdown menu.

To send immediately click on the Send button, or optionally the email can be added to the Print/Send document section by clicking on the Queue button.

By adding to the Print/Send documents queue you can merge the booking form and covering email with any letters and other documentation that you have generated for this guest.

Receive Monies

There are a number of ways you can receive monies for an outstanding invoice or holiday booking, and one of the easiest is from the booking screen.

Click on the Receive Monies button to open the receipt screen(s) for this booking. If your booking has been made in advance there will be two separate receipt screens come up, the first showing just the deposit that is due. If your full balance is due in one payment, only one receipt screen with the full amount will appear.

🔄 Holiday Manage	r : Receive Paymer	ıt							_ 🗆 🔀
Holiday M	lanager		14	11/	1				
Tionaayi	lanagei		14/1	1-1-	111				
-New Payment	In								
Received Fr	rom Holiday Ma	ker 🗸				Notes			
Dr. Isabel	Miah		Payment Type	Credit Card	~				~
43, Red La FRYRYS - C	ne, H7 308.		Card Type	Mastercard	~				
Cheshire Ur	nited Kingdom		Reference No						
			Total Invoice	660.23					×
Pro	perty Redtile cot	tage 🖌	Total Received	0.00			(Clearance Days	0.0
Receipt N	umber Auto	Inv	oice Outstanding	660.23			Clearance Date	e 10/05/2013	
Receipt	t Date 10/05/201	3 💌							
Inv Date	Inv No	Description		Amount	VAT	Received	Outstanding	Apportion	All
10/05/2013	INV00013	70% of Holiday Cost		560.00	56.00	0.00	616.00	0.00	
10/05/2013	INV00013	Pets		25.00	0.00	0.00	25.00	0.00	
10/05/2013	INV00013	Card Surcharge	Ĵ	19.23	0.00	0.00	19.23	0.00	
			Ť						
				Amend	Invoice	Preview	Send Mail	Update	Close
				-					

If you have selected a card surcharge, the payment type will have already been populated, alternatively select from the drop down list how the payment is being received. You can also enter any reference and any notes that you wish to add for this receipt if required.

The bottom half of the screen provides details of the monies that are outstanding. If you are receiving the full amount, simply click on the All tick box next to each transaction, if you are receiving a partial payment, enter the amount in the Apportion column. The Total Received and Invoice Outstanding fields will update automatically.

Receipt Ni Receipt	Imber Auto	Invoice Outstanding	0.00			Clearance Dat	e 10/05/2013	
Inv Date	Inv No	Description	Amount	VAT	Received	Outstanding	Apportion	All
10/05/2012								
10/03/2013	INVUUU13	70% of Holiday Cost	560.00	56.00	0.00	N 616.00	616.00	~
10/05/2013	INV00013 INV00013	70% of Holiday Cost Pets	560.00 25.00	56.00 0.00	0.00	616.00 25.00	616.00 25.00	 Image: A state of the state of
10/05/2013 10/05/2013	INV00013 INV00013 INV00013	70% of Holiday Cost Pets Card Surcharge	560.00 25.00 19.23	56.00 0.00 0.00	0.00 0.00 0.00	616.00 25.00 19.23	616.00 25.00 19.23	

To preview the receipt screen for the guest, click on the Preview button at the bottom of the screen. When you are ready to update the transaction, click on Update to receive in the payment.

Once the receipt has been updated, you will have some further buttons available at the bottom of the screen.



The Print will allow you to view the completed receipt and print or export into another format. The Send Mail option will allow you to send the completed Receipt to the guest via email.

Similar to the booking form, you can add the relevant information to your email before sending, and either send immediately or add to the Print/Send documents section.

G Holiday N	lanager : Send Email	
Holiday	Manager	
То	Ms Zoe Baker	
CC		Receive Copy
Attach File	Receive.pdf	Attach a file
	B I 🗓 📄 🚎 Microsoft Sans Ser → 3 → A →	
		-
Message		
14.11.11.11.11.11.11.11.11.11.11.11.11.1		*
Footer	· · · · · · · · · · · · · · · · · · ·	
		Queue

When you click on close you will return to the booking screen. If the Booking status has changed, from Provisional to Deposit Paid, or Full Paid, for example, and you have configured Automated System Events, you will receive a prompt asking if you wish to generate a system Event.

Ho	iday Manager
	Do you want to generate the following system event?
	bo you want to generate the following system events
	New Pooking - Deposit Perceived
	New Booking - Deposit Received New Booking - Full Paid

This functionality allows you to configure a series of automated letters, SMS text messages or reminders to be produced automatically. See the System Settings manual for further details on this functionality.

Property Screen Booking

If you are in a property screen, you have an option to make a booking direct from here, without having to access the Booking and Availability screen. This function can also be used to quickly view the availability of a property.

al Marketing Informa	ition Photogra	phs Maintenance	Management	Docume	ntation k	eys Trans	actions	History Ext	ras
Ref No	P2013/0005								
Title			S	ource Foru	m	~	1 0	ommission Rate	10.00 🔿
Locality	South West		P	none				ookina Charae	0.00 🛋
Droporty Nome (Number	21						-	looking charge	
Addroce	Western Hill			Owner Ref	Owner Na	me			% Own
Address	Plesentwood			2013/0001	Andrew				100.00
Town	Newquay								
County	Devon								
Post Code	De4 3Dx		L_			■Add O	wher		
Country	United Kinadom								
Notes									
Notes									2
Notes									~
Directions Direction d	lirections to property	6							<u>×</u>

Click on the search and select the property record you want to make a new booking for. At the bottom of the property screen there is an option to View Booking Schedule. Clicking this will bring up the availability for this particular property.

From here the process is exactly the same as above to select the relevant dates and complete a booking.

The Availability screen will appear with the booking information for this property only.

oliday Manager							J		1		1	1	1	l	2													
May 💌 2013 💌	Sh	iow																			Refi	esh	í JE	revi	ous	1	Ne	xt
ellView			Ma	y, 21	013					Jun	ie, 2	013					Jul	y, 20	13					Augi	list,	201	3	
outh West	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr
	27	28	29	30	1	Z	3	25	26	27	28	29	30	31	29	30	1	Z	3	4	5	27	28	29	30	31	1	2
eeps 4 Bedrooms 2	4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
ice Band Band E	11	12	13	14	15	16	1/	8	9	10	11	12	13	14	13	14	15	16	1/	18	19	10	11	12	13	14	15	16
nangeover Day Saturday	25	26	20	21	22	30	24	22	23	24	25	26	20	21	20	21	22	25	24	25	26	24	25	26	20	21	22	30
nort Breaks Not Available		20	2	4	5	50	7	29	30			20	4	5		20	5	50	7		4	21	25	20	2)	4	20	50
							I	¢.																				

A new booking can be made in the normal way by clicking on the start date for the holiday and the steps for the booking will be exactly the same as the previous section.

Holidaymaker Screen Booking

From a holidaymaker screen you have a book holiday button at the bottom of the screen.

Holiday Manage	er Holiday Ma	ker: Joe		1.18		Status:	LIVE	~
eneral Payment a	Additional Party Members D	ocumentation	History	Transactions				
Ref No	H2013/0001							
Title	Mr w				Enquiry Source	Forum	~	
First Name	Ine				Day Telephone			
Sumame	Hunter				Evening Telephone	000014400044	_	
Salutation	<eirst names<="" td=""><td>1</td><td></td><td></td><td>Mobile Number 1</td><td>0/851612066</td><td></td><td></td></eirst>	1			Mobile Number 1	0/851612066		
House Name/number	24				Mobile Number 2	terre entitle milete och store		~
address	Cheriton Rd				Email 1	com.smichgnis-solution	is.com	 Durfu dt
Address	chontorrito				Email 2			
Town	WEST MARDEN				Email 3		0.0	0
County	Esser					No In Party	0	
Post Code	PO18 1EP					Pets		
Country	United Kingdom					Ration	0.0	
Date of Pirth	₩ 03/11/1966					Consent Marketing	<u>ب</u>	
Ane.	43					Send Brochure	-	
Car Reg						Email List		
Company Name	Best Biz Survis	1			a could be	an encoderate en	Second Processo	
					is send si	no 🖬 benu cinal 🔳 5	enu Lette	
General Information	1							
								~

Clicking on the Book Holiday button will take you into the Booking and Availability section, with one main exception. When you choose the property you wish to book, and select the start date of the holiday, the booking form will already be populated with the holidaymaker information.

Holiday Manager : New Booking	
Holiday Manager	Status 🛛 Provisional Bocking 🕕 🚩
Booking Info	
Booking Booking Ref No. Auto	Property Ref No ponts/nnns Title BellView
Booking From 01/07/2013 V Booking To 01/07/2013 V Nights 0	
Holiday Cost 0.00	Notes
Holiday Maker	Extra
Ref No H2013/0001 Source Forum	Extra's available
Name Mr. Joe Hunter Add New Source	Name Desc Price Include Num Num
WEST MARDEN - PO18 1FP,	Rent Avai Req
Address	
E-mail tom.smith@hls-solutions.com Car Reg	
Party	
Total in Party Adults	
Children	
Infants Guest Information	< m >
Agent Notes Guest Notes Owner Notes Maintenance Notes	Total Rent 0.00
	Indusive Extra 0.00
	Rent showed to Holiday Maker 0.00
~	Extra showed to Holiday Maker 0.00
	Preview Next Close Book

The rest of the steps are exactly the same as detailed above.