




Aaxsys Technology  
Workin' It – A Members' Guide

**ALERTS**

**New Alert entry page**

**New Alert Information for Units** 

Description (50 chars)	Notify Guest of Newspaper Delivery
Keywords (50 chars)	(for future use)
Time	03/26/2007 <input checked="" type="checkbox"/> (check to activate)
This alert is active	<input checked="" type="checkbox"/>
On arrival	<input checked="" type="checkbox"/> Alerts on arrival <input type="text" value="2"/> days in advance
On departure	<input checked="" type="checkbox"/> Alert on departure <input type="text" value="2"/> days in advance
Send notification to (e-mail address)	xsystechnology@yahoo.com, zsmithton@aaxsys.com

**Feature:**

Alerts are Available in Aaxsys for either **Guests** or **Units**. An "Alert" will automatically send a description of the event you need a reminder of to your e-mail.

1. They notify up to 255 characters in e-mail addresses (@ 3 e-mails) on any necessary 'event'.
2. The server 'automatically' sends these e-mails every night at 1:00 am PST
3. e-mail notifications will continue for 3 days or until the 'Alert' is 'deactivated'.
4. Set the alert for 3 days in advance on General Alerts for continual updated notification.
5. Add an 'infinite Number of Alerts to Any Guest or Unit
6. Alerts are "Deactivated through Your "Alerts Journal" Under the "ADMINISTRATION" Main Menu

**Workin' It - examples:**

1. Alerts on Units:
  - a. Wednesday March 28, New Refrigerator delivered 1:00 pm. Accurate Appliance
  - b. Saturday April 14, Tour unit at 10:00 am Executive Relocation Officer
2. Alerts on Guests:
  - a. Monday, April 23<sup>rd</sup> – Tour 'guest' to 3 Avalon Bay 1 bedroom apartments.
  - b. Firday, May 4<sup>th</sup>, "Thank you for choosing xxxx Corporate Housing.....(note for Guest's stay).

**Benefits:**

1. No important 'event' will ever again Go Unnoticed.
2. Market to clients 'automatically' by setting days in advance & automatic e-mails
3. Remind staff of important functions; appointments; or activities
4. ALL alerts can be easily copied to any other Guest or Unit for System Alerts to Everyone

## Pathways to Alerts in Aaxsys

1. Click on Main Menu
2. Click on Client Listing



**Client selection page**

Selection criteria	
02/24/2007 <input checked="" type="checkbox"/>	Reservation begin date FROM (check to use)
03/26/2007 <input checked="" type="checkbox"/>	Reservation begin date UNTIL (check to use)
<input type="text"/>	Enter empty, partial or full last name of the client.
<input type="text"/> (select)	Enter empty, partial or full Unit code of the reservation.
<input type="text"/> (select)	Company code. Empty, partial or full.
<input type="text"/>	Account code
ALL <input type="button" value="v"/>	Agent
<input checked="" type="radio"/> Client # <input type="radio"/> Begin date <input type="radio"/> Last name	Select list ordering
<input type="checkbox"/>	Check this to show also non-active clients. Uncheck for open clients.
<input type="checkbox"/>	Check this to show only general clients (without reservation). Uncheck for all clients.
<input checked="" type="radio"/> Client Listing	Select listing type
<input type="radio"/> Current detailed statements	Composite financial statement for the entire selection in the form of an invoice (New billing will first generate a trial, which can be posted at the end of the listing)
<input type="radio"/> Current balance statements	
<input type="radio"/> Aggregated statement	
<input type="radio"/> Statements with New Billing (Safe Mode)	
<input type="button" value="Proceed"/>	

5. Click on 'Proceed' →

## Client query results

Current Clients						
Unit	Number	Last Name	First Name	Begin Date	End Date	Agent
ERIC	<a href="#">131264</a>	Smith	Joe	03/13/2007	04/13/2007	aaaxsys
DRAKE2	<a href="#">131265</a>	Beuhner	Kyle	03/01/2007	04/01/2007	naviskb
WPDV8765	<a href="#">131284</a>	Rogers	John	02/25/2007	06/19/2008	aaaxsys
CHDV0999	<a href="#">131312</a>	Samuels	Greg	02/28/2007	03/28/2007	aaaxsys
MMPT4732	<a href="#">131333</a>	Webster	Susan	03/10/2007	04/10/2007	aaaxsysgm
FSBC2806	<a href="#">131345</a>	lawfirm	frank	03/07/2007	04/07/2007	aaaxsys
MIDTOWN1	<a href="#">131347</a>	duden	denise	03/07/2007	04/07/2007	aaaxsysds
	<a href="#">131463</a>	Nealon	Mari Claire	03/15/2007		aaaxsyszs

5. Click on The 'Number' to Locate "Alerts" in the 'Client Form'!

[131284](#) | Rogers | John

## Client or Guest Information Form

[Client Invoice \(Full\)](#)   [Client Invoice \(Last Balance\)](#)   [Edit invoice records](#)  
[Edit payment records](#)   [Add invoice record](#)   [Add payment record](#)  
[New Billing](#)   [Re-calculate rental charges](#)   [Alerts](#)

6. Click on "Alerts" → →

[Alerts](#)

Client Information (Client # 131284)	
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p align="center"><b>Client Address</b></p> <p><input type="radio"/> Use this address for billing</p> <p><b>LastName</b> <input type="text" value="Rogers"/></p> <p><b>FirstName</b> <input type="text" value="John"/></p> <p><b>Address1</b> <input type="text"/></p> <p><b>Address2</b> <input type="text"/></p> <p><b>City</b> <input type="text"/></p> <p><b>State</b> <input type="text"/></p> <p><b>Zip</b> <input type="text"/></p> <p><b>Country</b> <input type="text"/></p> <p><b>Phone</b> <input type="text"/></p> <p><b>E-mail</b> <input type="text"/></p> </div> <div style="width: 48%;"> <p align="center"><b>Contact/Company Address</b></p> <p><input checked="" type="radio"/> Use this address for billing</p> <p><b>Contact</b> <input type="text" value="Janet Johnson"/></p> <p><b>Phone</b> <input type="text" value="415-447-2000"/></p> <p><b>E-mail</b> <input type="text" value="aaxsystechnology@ya"/></p> <p><b>Company</b> <input type="text" value="Qwest"/></p> <p><b>Address1</b> <input type="text" value="111 California"/></p> <p><b>Address2</b> <input type="text" value="Ste # 2234"/></p> <p><b>City</b> <input type="text" value="Denver"/></p> <p><b>State</b> <input type="text" value="CO"/></p> <p><b>Zip</b> <input type="text" value="80204"/></p> <p><b>Country</b> <input type="text" value="USA"/></p> </div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p align="center"><b>Financial</b></p> <p><b>Deposit</b> <input type="text" value="300.00"/></p> <p><b>Fixed charges</b> <input type="text" value="50.00"/></p> <p><b>Tax (%)</b> <input type="text" value="0.0000"/></p> <p><b>Credit card</b> <input type="text"/></p> <p><b>Credit card type</b> <input type="text"/></p> <p><b>CVV2 (CSC)</b> <input type="text"/></p> <p><b>Expiration date</b> <input type="text" value="Feb"/> <input type="text" value="2012"/></p> <p><b>Last billing</b> 2008-10-19</p> <p><b>Next billing</b> 2008-11-19</p> </div> <div style="width: 48%;"> <p align="center"><b>Rental</b></p> <p><b>Property code</b> WPDV8765</p> <p><b>Begin date</b> 2007-02-25</p> <p><b>End date</b> 2008-06-19</p> <p><b>Rent</b> <input type="text" value="3200.00"/></p> <p><b>Rent type</b> <input type="text" value="M"/></p> <p><b>Client type</b> <input type="text"/></p> <p><b># People</b> <input type="text" value="1"/></p> <p><b>Agent</b> <input type="text" value="aaxsys"/></p> <p><b>Account code</b> <input type="text"/></p> </div> </div>	
<p align="center"><b>Relationship to Other Clients</b></p> <p> <b>Master</b> YES <input type="radio"/> NO <input checked="" type="radio"/> <b>Dependent</b> YES <input type="radio"/> NO <input checked="" type="radio"/> <b>Master client no</b> <input type="text"/> </p>	

ADD an ALERT  
Page Pops Up


[Add a new alert](#)

Copy alerts from another Client:  ([select](#))

Alerts						
Client	No	Description	Time	On Arrival	On Departure	Agent User Notify Action

7. Click on 'Add a new alert' → to bring up the Alert Entry Page

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**New Alert Information for Units** 

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Send notification to (e-mail address)	xsystechnology@yahoo.com, zsmithton@aaxsys.com

Go Ahead, Add important notices to any guest or Unit for:

1. Yourself
2. Your Staff
3. Marketing
4. Maintenance
5. Cleaning
6. Set ups & Tear Downs.

And.....Coming Soon - Alerts will be added to the Contact forms Journal for 'Automatic' marketing on a continual basis to ALL leads generated. A text box will be added with HTML for "instant" promotions calculated in advance for ALL guests & Prospective Guests.

Your marketing e-mail blasts are Instantly programmed for the entire year with  
**Aaxsys Technology!!!**