Aaxsys Technology
Workin' It
The Aaxsys Main Menu

Reservations	Guests	Units	Administration
Reservation Board	View and Edit Guest Information	View and Edit Unit Information	List users
Reservation List (all for member)	Guest financial transactions	Add a New Unit	Add users
Arrivals (all for member)	New general client	View and edit Building information	View and Edit Provider Information
Departures (all for member)	New account code	Add a New Building	Add a New Provider
	List account codes	List Groups	List Members
	View and Edit Company information	Add a New Group	Appointment Calendar
	Add a New Company	List Regions	Member Configuration
		Add a New Region	Contact Forms Journal
		Add a New CostCode	Enter a Credit Card Transaction
		List CostCodes	View Credit Card Transactions

Show menu with advanced options ☑   More advanced options ☑

Focus on the Reservation Journal
List of all Reservations

Reservations
Reservation Board
Reservation List (all for member)
Arrivals (all for member)
Departures (all for member)

Workin' The Reservation Journal List

Reservation listing selection page

Selection criteria		
01/18/2007 ☑		Reservation date after (check to use)
02/17/2007 ☑		Reservation date until (check to use)
		Apartment code filter
ALL ▾		Agent
Proceed		

Calendar Dates filter the time period to view the reservation sequence
1. Defaults to 30 days previous to today's date
2. Disengage the check marks for viewing every reservation
3. Filter by Apartment or Unit code
4. Filter & view reservations by User code
5. Click Proceed to view the list chosen

Reservation Listing Module

Reservation Listing

Res #	Property	Begin date	End date	Type	Res.Date	Agent
48965	BARRINGTONOT	2007-02-03	2007-03-03	Reservation	2007-01-31	afchds
48966	PARKPLACE2	2007-02-05	2007-02-20	Ext Hold	2007-01-31	afchds
48967	PARKPLACE2	2007-02-20	2007-02-28	Offline	2007-01-31	afchds
48968	RIDGECROSSIN	2007-02-15	2007-04-15	Reservation	2007-01-31	afchkr
48973	CS2100	2007-02-03	2007-03-03	Reservation	2007-02-01	afchds
48974	CS2100	2007-03-03	2007-04-03	Reservation	2007-02-01	afchkr
48975	PARKPLACE1	2007-02-01	2007-03-01	Reservation	2007-02-01	afchds
48987	CS410	2007-02-06	2007-03-07	Reservation	2007-02-01	afchas
49072	CS544	2007-02-07	2007-03-07	Ext Hold	2007-02-07	afchds
49084	CS544	2007-02-09	2007-03-09	Ext Hold	2007-02-09	afchds
49085	VW601	2007-02-15	2007-03-01	Reservation	2007-02-09	afchkr

****RED COLOR denotes reservations that were cancelled****

Reservation #:   Link to click for full view of the reservation form
Property: The Property Code (No link to the Property from here)
Begin Date: Reservation Arrival date
End Date: Extensions automatically update
Type: Describes the booking action:
     Reservation: Normal booking
     Hold: New Request or Possible Extension
     Block: 3 types:
         Off-line for any reason
         A guest or owner stay with no income generated
         A Maintenance or cleaning block
Reservation Date: This is the date the booking was first made
Agent: The User code of the person booking the action

Reservation Listing					
Res #	Property	Begin date	End date	Type	Res.Date	Agent
48965	BARRINGTONOT	2007-02-03	2007-03-03	Reservation	2007-01-31	afchds

Click on the Reservation Number for a full view of the Reservation Plus:
1.   The User Code & Link to contact
2.   The Client Main page for all accounting transactions
3.   Confirm Departure Date – or reverse confirmation

Client main page (including invoices and payments)

○ Edit Reservation ○ Cancel Reservation ○ Copy Reservation

Departure date not confirmed   Confirm departure date

Reservation information (Res. # 48965 2007-02-17 13:45:20)

Reservation Agent	📇 AFCHDS	This address is ● Business ○ Personal	
Client Last Name	Parker	Use for billing ● YES ○ NO	
Client First Name	Nick	**Address 1**	2800 Van Ness
Apartment code	BARRINGTONOT	**Address 2**	
Reservation begin date	02/03/2007	**City**	San Francisco
Reservation end date	03/03/2007	**State**	CA
# of People	2	**Zip**	94109
Company	IBM	**Country**	USA
Contact	Jane Jones	**Contact Phone**	415-447-2000
Rent type	D ▼ ● /Day ○ /Night	**Contact email**	aaxsystechnology@yah
Rent	40.00	**Credit card**	
Deposit	250.00	**Holder**	
Fixed charges	0.00	**Expiration date**	Jan ▼ 2007 ▼
Tax (%)	0.0000	**CVV2 (CSC)**	
Client type	▼		

Note about this reservation:

[Update Reservation]   [Reset]

All Reservation Administrative functions can be operated from this Reservation Journal