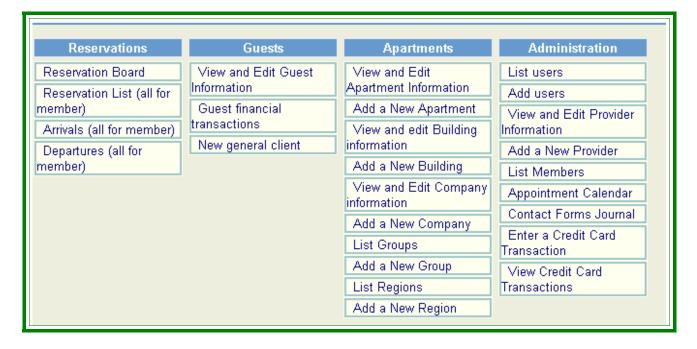


# Aaxsys Technology Workin' It

The Aaxsys Main Menu



## **Focus on the Reservation Menu**

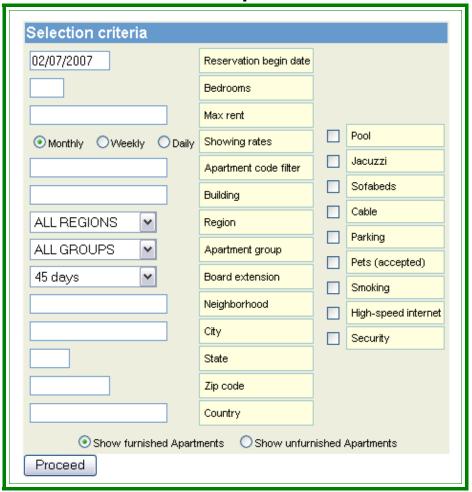


### Workin' the Reservation Board



Click on Reservation board → 1<sup>st</sup> page Reservation Preferences filters the reservation board by features of choice

# Reservation preferences



'Proceed' → opens the reservation board

Date: Starts board forward or backward: days – months – years

Rates: Choice to show: monthly - weekly - daily rates show on board

Board Extension: 45-180 Days for the start date Sort Combinations: Over 24 separate options

## 2 Separate reservation boards

a. Furnished inventory

# b. Unfurnished inventory Click on "<u>Proceed</u>" → 2<sup>nd</sup> Page is the Reservation Board

#### The Reservation Board

				F	В		FE	В		F	E B		F	E	В		F	E	В	F	E	В						М	A	ŧ	М	A	R	M	A	R		М	A	R
Code	Address	RET/M	BB	T I	S	S	W T	W	Т	F !	s s	N	ΙT	W	T	F	S	S	M 1	V	/ T	F	S	S	М	T	W	T	F S	S	М	T	W 1	ΓF	S	S	М	T	₩	T
				1	2 3	4	5 6	7	8	9 1	10 1	1 1	2 13	3 14	15	16	17	18	19 2	0 2	12	2 2:	3 24	25	26	27	28	1	2 :	3 4	5	6	7 8	3 9	10	11	12	13	14	15
BARRINGTONOT	5775 Summerplace Par	902	11		A	R F	R R	R	RΙ	R F	R R	R	R	R	R	R	R	R	R R	R	R	R	R	R	R	R	R	<u>R</u>	R											
CS2100	150 Summit Place	1320	11		Α	R F	R R	R	RΙ	R F	R R	R	R	R	R	R	R	R	R R	R	R	R	R	R	R	R	R	<u>R</u>	R	R	R	R	R F	R	R	R	R	R	R	R F
CS410	150 Summit Place	1320	11				A	R	RΙ	R F	R R	R	R	R	R	R	R	R	R R	R	R	R	R	R	R	R	R	R I	R F	R	R	R	<u>D</u>							
CS544	150 Summit Place	1320	11							<u>A</u> I	Н	H	Н	Н	Н	Н	Н	Н	H H	H	Н	Н	Н	Н	Н	Н	Н	Н	Н	Н	Н	Н	H H	l <u>D</u>						
PARKPLACE1	600 24th Street Nort	1320	11	<u>A</u> F	R	R F	R R	R	R I	R F	R R	R	R	R	R	R	R	R	R R	R	R	R	R	R	R	R	R	D												
PARKPLACE2	600 24th Street Nort	1320	11																A	1		*	*	*	*	*	<u>D</u>													
RIDGECROSSIN	100 Tree Crossing Pa	1012	11																																					
<u>VVV601</u>	3801 Galleria Woods	2172	22												A	R	R	R	RR	R	R	R	R	R	R	R	R	<u>D</u>												

#### Reservation board fields:

Code: Codes reflect Building & 'unit' numbers: NO two codes can be alike

Address: Building Address – Unit Number should be in the Code

RET/M: Price Category is chosen on Preference page: Daily; Weekly; Monthly

BB: 11 - 21 - 22 - 32 etc.

Calendar: Start date is chosen on Preference Page: Defaults to Today's Date

### **Reservation colors:**

1. Green: Internal staff

2. Pink: External Users – Reservation or Hold

3. Yellow: Internal Staff Hold

4. Black: Block time with no reservation

# **Arrival & Departure Dates:**

\*\*\* 1. Blue  $\frac{A'}{A}$  &  $\frac{D'}{A'}$ : Click to view Reservation Details \*\*\*

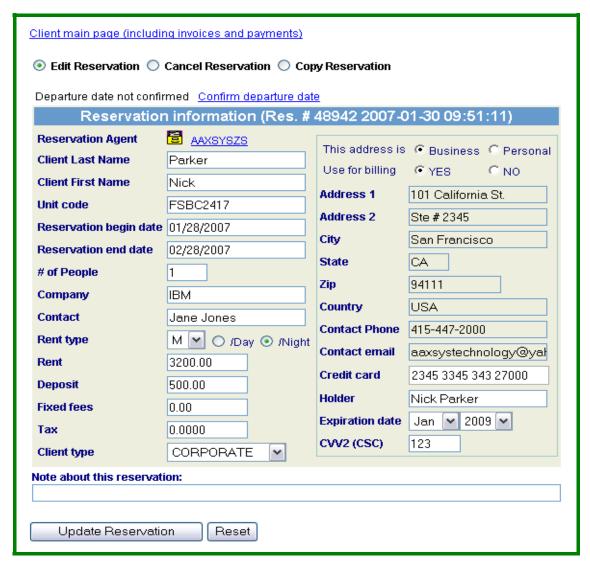
2. Red 'B':

a. Back to back reservation – same day departure/arrival

b. Click to show details on 2 reservations back to back

- c. Click on underlined reservation number for detail
- 3. Blue 'D' with Red border: Confirmed Departure: Guest gave notice
- 4. The 'light-colored 'R' is to 'view' reservation detail for 'long' bookings

Click on: the "A" (Arrival) or "D" (Departure) or 'light-R' to view reservation details.



Client Main Page including Invoice & Payments: Click to view All Guest Accounting

Click on: → Edit - Cancel - or Copy a Reservation

- 1. The Tab at the bottom of the screen changes to reflect the Action:
- 2. Always click on the Tab at the bottom of the screen to confirm ANY Action:

Departure Date Not Confirmed:

Click on Confirm Departure Date when a guest has given 'definite' move out notice

- 1. This activates the 'Red Square" around the "D" on the reservation board
- 2. Click on *Confirm Departure Date* once more to reverse the notification
- 3. The 'Red Square around the "D" disappears

Update Reservation Reset

**ALWAYS** – use this when changing any reservation information

## Reservation information (Res. # 48942 2007-01-30 09:51:11)

Information at the top of the reservation form displays"

- 1. Reservation Number
- 2. Date the reservation was made &
- 3. Time stamp

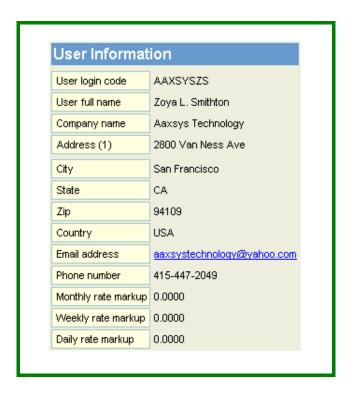
Reservation Agent

AAXSYSZS

Click on: → icon in this form to view agent

information

Secondary user information page



All User information is viewed from this icon.

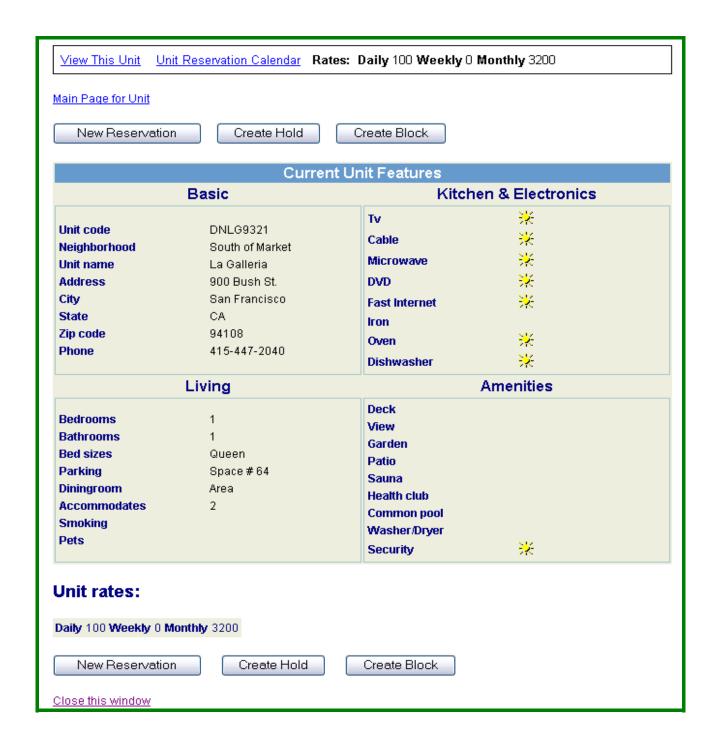
The Reservation agent can be contacted directly from the Reservation Board

- 1. Call for more information
- 2. e-mail 'directly' from this form on the reservation board

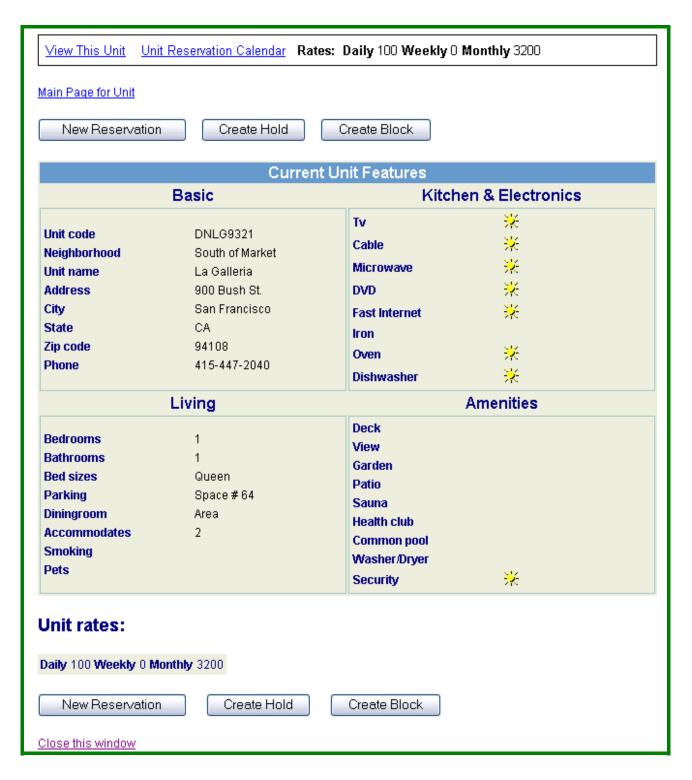
USE: the "X" at the top Right of your internet browser to deactivate this screen

Click on the 'Unit Code' to:

DNLG9321 900 Bush St. 3200 11



- 1. View This Unit: Displays Unit as seen by the public through search availability
- 2. Unit Reservation Calendar: 'Red Color Indicates Reserved Dates'
- 3. View Rates Daily Weekly Monthly: Rates: Daily 100 Weekly 1000 Monthly 3200
- 4. Main Page of Unit: Click through to View Unit set up detail



1. Make a Reservation: Click through to the Reservation form - (R)

2. Make a Hold: Click through to a hold screen – (H)

3. Make a Block: Click through to a \*Block\* - \*\*\*\*\*\*\*\*\*

New Reservation Page: Red Fields are Mandatory

Rent Type:

Chose: Monthly – Weekly – Daily Rates
Per Day: Includes billing departure day

Per Night: Calculates nights – no Departure day charge

Pricing is automatic from the unit set up

Client Type: For Reservation Statistics by Catecory

Corporate

Private: Independent traveler or paying privately

External: All non-staff user statistics;

Government

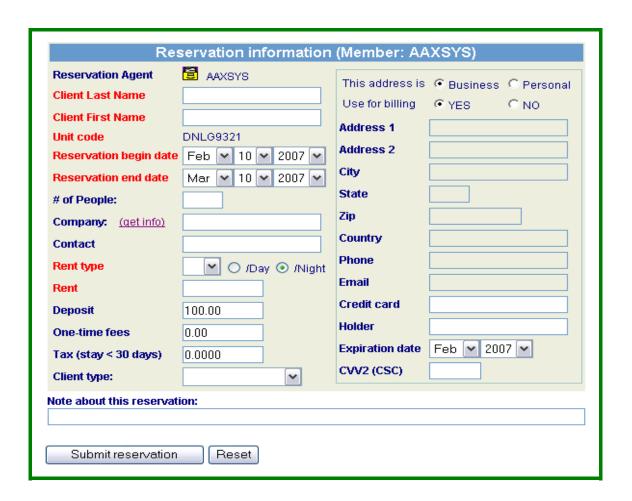
Choice of Billing Address: Choose Business or Personal

Credit card information: Secure

Note about this reservation - internal only - not for invoice

Submit the reservation: Migrates to the billing page

Reset: Clears all information from the form to start again



- 2. Guest Billing Period Confirmation Page
  - a. Use Back arrow if incorrect
  - b. Proceed if dates are correct



Guest charges page

Confirm all charges are correct or Use Back arrow to reservation page to correct Choose to 'Create' an invoice or 'Not' "Make a Reservation"

Туре	Description	Amount	Date				
1	Rent 02/11-03/11	3200.00	02/11/2007 07:24:34 AM				
V	Security Deposit Invoice	100.00	02/11/2007 07:24:34 AM				
1	NYC Room Tax per night 02/11-03/11#	0.00	02/11/2007 07:24:34 AM				
1	NYC Room Charge per night 02/11-03/11 #	£0.00	02/11/2007 07:24:34 AM				
Totals 3300.00							
Select the mode of reservation:  Output  Create an invoice record automatically based on the above charges  No thanks, just make the reservation without creating invoice							

# Reservation Number assigned

Click Client main page for accounting database Click client financial statement to view invoice Client Invoice number assigned Different from Reservation number

Reservation posted: Reservation No: 49117

Client expenses entered into the database

Click here for the guests financial statement

Click here for the guest main page

# Client Main Page

Accounting 'links'

Client invoice: engages full statement

Client Invoice last balance

Edit invoice records: Delete or edit information

Edit Payment Records

Add Invoice record: Manual charge input

Add Payment record: Input client payment here

New Billing: If adding manually

Recalculate Rental Charges pulled from Unit record

#### Two Addresses – Personal & Business:

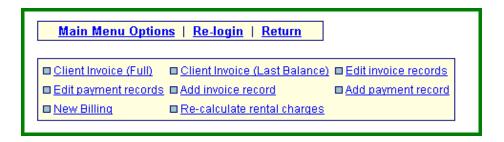
Choose either one for an alternate billing address

This page displays: All guest financial information

Set Master – Dependent - &/or Master invoice # if dependent

Save' client information if edited

Client Notes: Internal Only



	Client Inform	natior					
	Client Address		Conta	act/Company Address			
Οu	se this address for billing		<b>⊙</b> (	Jse this address for billing			
LastName	Parker		Contact	Jane Jones			
FirstName	Nick		Phone	415-447-2000			
Address1			E-mail	aaxsystechnology@yał			
Address2			Company	IBM			
City			Address1	101 California St.			
State			Address2	Ste # 2345			
Zip			City	San Francisco			
Country			State	CA			
Phone			Zip	94111			
E-mail			Country	USA			
	Financial			Rental			
Deposit Fixed fees	500.00		Property cod Begin date	le F8BC2417 2007-01-28			
	0.00 × 0.0000		End date	2007-02-28			
Short stay Ta: Credit card	2345 3345 343 27000	_	Rent	3200.00			
			Rent type	М			
Credit card ty CVV2 (CSC)	123		Client type	CORPORATE 💌			
Expiration dat			# People	1			
Last billing	te Jan 🕶 2009 🕶		Agent	aaxsyszs			
Next billing	2007-02-28		Account cod	е			
	Relations	hip t	o Other Cli	ents			
Master YES (	○ NO <b>• Dependent</b> YES	O NO	Master c	lient no			
Save Client Information  Guest Notes:							

Client invoice: engages full statement



#### **AAXSYS TECHNOLOGY**

2800 Van Ness Ave. San Francisco CA 94109 Tel. 800-747-7784

#### CLIENT CHARGES, PAYMENTS AND REFUNDS UNTIL 02/11/2007

Client/Billing addressReservation informationParker,NickGuest No: 131196IBMAgent: aaxsyszsContact: Jane JonesUnit: FSBC2417101 California St.Address: 201 HarrisonSte # 2345Phone: 415-447-2040San Francisco CA 94111Start date: 01/28/2007

USA

Class	Reference #	Description	Date	Amount

#### CHARGES:

Total charges			4200 00
374007	Deposit to Hold	2007-01-30	500.00
374006	Security Deposit Invoice	2007-01-30	500.00
374005	Rent 01/28-02/28	2007-01-30	3200.00

End date: 02/28/2007

#### Total charges: 4200.00

#### PAYMENTS:

Total payments:	0.00
Balance due	4200.00

Send by e-mail to the guest

Printable version

Text (letter) version

#### 3. Client financial statement

- a. View All client, unit information & charges
- b. Send the invoice by e-mail
- c. Print & fax or Mail
- d. View text letter version that e-mails

Add an invoice record: Can add more charges manually from this page



Add Payment record: Input client payment here



Edit Payment Records: Click on Edit or Delete to access individual Records

Can Also Add a New Payment Record from this application

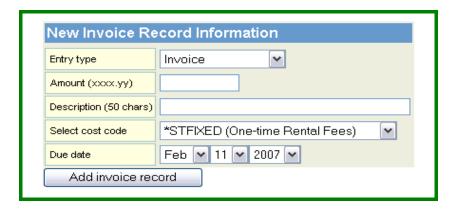


\*\*\* Remember to ALWAYS Use the CORRECT Cost Code for the Category Entered \*\*\*

This Allows you to Run Reports by Cost Code for All Payments & Charges

Per category for tax reporting & Totals for P & L's

Add a New Invoice Record:



New Billing: If adding manually



Recalculate Rental Charges pulled from Unit record

