



Aaxsys Technology **Workin' It**

The Aaxsys Main Menu

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

Focus on the Reservation Menu

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

Workin' the Reservation Board



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

Reservation preferences

A screenshot of a web form titled 'Selection criteria'. It contains various input fields and checkboxes for filtering search results. The form is organized into three columns. The first column has date and frequency selectors. The second column lists property features like bedrooms, rent, and location. The third column has checkboxes for amenities like pool, jacuzzi, and parking. A 'Proceed' button is at the bottom left.

Selection criteria

02/07/2007
Reservation begin date

Bedrooms
Max rent
Showing rates
Apartment code filter
Building
Region
Apartment group
Board extension
Neighborhood
City
State
Zip code
Country

Monthly Weekly Daily
Pool
Jacuzzi
Sofabeds
Cable
Parking
Pets (accepted)
Smoking
High-speed internet
Security

ALL REGIONS
ALL GROUPS
45 days

Show furnished Apartments Show unfurnished Apartments

Proceed

'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

- 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 \(including invoices and payments\)](#)

Edit Reservation
 Cancel Reservation
 Copy Reservation

Departure date not confirmed [Confirm departure date](#)

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

Reservation Agent	AAXSYSZS	This address is <input checked="" type="radio"/> Business <input type="radio"/> Personal
Client Last Name	<input type="text" value="Parker"/>	Use for billing <input checked="" type="radio"/> YES <input type="radio"/> NO
Client First Name	<input type="text" value="Nick"/>	Address 1
Unit code	<input type="text" value="FSBC2417"/>	<input type="text" value="101 California St."/>
Reservation begin date	<input type="text" value="01/28/2007"/>	Address 2
Reservation end date	<input type="text" value="02/28/2007"/>	<input type="text" value="Ste # 2345"/>
# of People	<input type="text" value="1"/>	City
Company	<input type="text" value="IBM"/>	<input type="text" value="San Francisco"/>
Contact	<input type="text" value="Jane Jones"/>	State
Rent type	M <input type="button" value="v"/> <input type="radio"/> /Day <input checked="" type="radio"/> /Night	<input type="text" value="CA"/>
Rent	<input type="text" value="3200.00"/>	Zip
Deposit	<input type="text" value="500.00"/>	<input type="text" value="94111"/>
Fixed fees	<input type="text" value="0.00"/>	Country
Tax	<input type="text" value="0.0000"/>	<input type="text" value="USA"/>
Client type	<input type="text" value="CORPORATE"/> <input type="button" value="v"/>	Contact Phone
		<input type="text" value="415-447-2000"/>
		Contact email
		<input type="text" value="aaxsystechnology@ya"/>
		Credit card
		<input type="text" value="2345 3345 343 27000"/>
		Holder
		<input type="text" value="Nick Parker"/>
		Expiration date
		Jan <input type="button" value="v"/> 2009 <input type="button" value="v"/>
		CVV2 (CSC)
		<input type="text" value="123"/>

Note about this reservation:

Client Main Page including Invoice & Payments:
Accounting

Click to view All Guest

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

User Information	
User login code	AAXSYSZS
User full name	Zoya L. Smithton
Company name	Aaxsys Technology
Address (1)	2800 Van Ness Ave
City	San Francisco
State	CA
Zip	94109
Country	USA
Email address	aaxsystechnology@yahoo.com
Phone number	415-447-2049
Monthly rate markup	0.0000
Weekly rate markup	0.0000
Daily rate markup	0.0000

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

[View This Unit](#) [Unit Reservation Calendar](#) **Rates: Daily 100 Weekly 0 Monthly 3200**

[Main Page for Unit](#)

[New Reservation](#)

[Create Hold](#)

[Create Block](#)

Current Unit Features

Basic

Unit code	DNLG9321
Neighborhood	South of Market
Unit name	La Galleria
Address	900 Bush St.
City	San Francisco
State	CA
Zip code	94108
Phone	415-447-2040

Kitchen & Electronics

Tv	☀
Cable	☀
Microwave	☀
DVD	☀
Fast Internet	☀
Iron	
Oven	☀
Dishwasher	☀

Living

Bedrooms	1
Bathrooms	1
Bed sizes	Queen
Parking	Space # 64
Diningroom	Area
Accommodates	2
Smoking	
Pets	

Amenities

Deck	
View	
Garden	
Patio	
Sauna	
Health club	
Common pool	
Washer/Dryer	
Security	☀

Unit rates:

Daily 100 Weekly 0 Monthly 3200

[New Reservation](#)

[Create Hold](#)

[Create Block](#)

[Close this window](#)

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

[View This Unit](#) [Unit Reservation Calendar](#) Rates: **Daily** 100 **Weekly** 0 **Monthly** 3200

[Main Page for Unit](#)

[New Reservation](#)

[Create Hold](#)

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Current Unit Features

Basic

Unit code	DNLG9321
Neighborhood	South of Market
Unit name	La Galleria
Address	900 Bush St.
City	San Francisco
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Kitchen & Electronics

Tv	
Cable	
Microwave	
DVD	
Fast Internet	
Iron	
Oven	
Dishwasher	

Living

Bedrooms	1
Bathrooms	1
Bed sizes	Queen
Parking	Space # 64
Diningroom	Area
Accommodates	2
Smoking	
Pets	

Amenities

Deck	
View	
Garden	
Patio	
Sauna	
Health club	
Common pool	
Washer/Dryer	
Security	

Unit rates:

Daily 100 **Weekly** 0 **Monthly** 3200

[New Reservation](#)

[Create Hold](#)

[Create Block](#)

[Close this window](#)

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*** - *****

Reservation Input Screen

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 Category

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

Reservation information (Member: AAXSYS)

<p>Reservation Agent AAXSYS</p> <p>Client Last Name <input type="text"/></p> <p>Client First Name <input type="text"/></p> <p>Unit code DNLG9321</p> <p>Reservation begin date Feb <input type="text" value="10"/> 2007 <input type="text" value=""/></p> <p>Reservation end date Mar <input type="text" value="10"/> 2007 <input type="text" value=""/></p> <p># of People: <input type="text"/></p> <p>Company: (get info) <input type="text"/></p> <p>Contact <input type="text"/></p> <p>Rent type <input type="text" value=""/> <input type="radio"/> /Day <input checked="" type="radio"/> /Night</p> <p>Rent <input type="text"/></p> <p>Deposit <input type="text" value="100.00"/></p> <p>One-time fees <input type="text" value="0.00"/></p> <p>Tax (stay < 30 days) <input type="text" value="0.0000"/></p> <p>Client type: <input type="text"/></p>	<p>This address is <input checked="" type="radio"/> Business <input type="radio"/> Personal</p> <p>Use for billing <input checked="" type="radio"/> YES <input type="radio"/> NO</p> <p>Address 1 <input type="text"/></p> <p>Address 2 <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>Zip <input type="text"/></p> <p>Country <input type="text"/></p> <p>Phone <input type="text"/></p> <p>Email <input type="text"/></p> <p>Credit card <input type="text"/></p> <p>Holder <input type="text"/></p> <p>Expiration date Feb <input type="text" value="2007"/> <input type="text" value=""/></p> <p>CW2 (CSC) <input type="text"/></p>
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Note about this reservation:

2. Guest Billing Period Confirmation Page

- a. Use Back arrow if incorrect
- b. Proceed if dates are correct

Please confirm guest billing period

New Billing Period

The following is a suggested billing period based on reservation dates

Billing period start date:	<input type="text" value="02/11/2007"/>	Billing period end date:	<input type="text" value="03/11/2007"/>
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(Billing covers the period NOT INCLUDING the billing period end date)

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"

The following charges apply to this reservation:

Type	Description	Amount	Date
IN	Rent 02/11-03/11	3200.00	02/11/2007 07:24:34 AM
IN	Security Deposit Invoice	100.00	02/11/2007 07:24:34 AM
IN	NYC Room Tax per night 02/11-03/11 #	0.00	02/11/2007 07:24:34 AM
IN	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:

- Create an invoice record automatically based on the above charges
- No thanks, just make the reservation without creating invoice

Make Reservation

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

The screenshot shows a software interface with a green border. At the top, there is a navigation bar with three links: [Main Menu Options](#), [Re-Login](#), and [Return](#). Below this is a yellow box containing a list of menu items, each preceded by a small square icon: [Client Invoice \(Full\)](#), [Client Invoice \(Last Balance\)](#), [Edit invoice records](#), [Edit payment records](#), [Add invoice record](#), [Add payment record](#), [New Billing](#), and [Re-calculate rental charges](#).

Client Information (Client # 131196)	
Client Address	Contact/Company Address
<input type="radio"/> Use this address for billing	<input checked="" type="radio"/> Use this address for billing
LastName <input type="text" value="Parker"/> FirstName <input type="text" value="Nick"/> Address1 <input type="text"/> Address2 <input type="text"/> City <input type="text"/> State <input type="text"/> Zip <input type="text"/> Country <input type="text"/> Phone <input type="text"/> E-mail <input type="text"/>	Contact <input type="text" value="Jane Jones"/> Phone <input type="text" value="415-447-2000"/> E-mail <input type="text" value="aaxsystechnology@ya"/> Company <input type="text" value="IBM"/> Address1 <input type="text" value="101 California St"/> Address2 <input type="text" value="Ste # 2345"/> City <input type="text" value="San Francisco"/> State <input type="text" value="CA"/> Zip <input type="text" value="94111"/> Country <input type="text" value="USA"/>
Financial	Rental
Deposit <input type="text" value="500.00"/> Fixed fees <input type="text" value="0.00"/> Short stay Tax <input type="text" value="0.0000"/> Credit card <input type="text" value="2345 3345 343 27000"/> Credit card type <input type="text"/> CW2 (CSC) <input type="text" value="123"/> Expiration date <input type="text" value="Jan"/> <input type="text" value="2009"/> Last billing 2007-01-28 Next billing 2007-02-28	Property code FSBC2417 Begin date 2007-01-28 End date 2007-02-28 Rent <input type="text" value="3200.00"/> Rent type <input type="text" value="M"/> Client type <input type="text" value="CORPORATE"/> <input type="button" value="v"/> # People <input type="text" value="1"/> Agent <input type="text" value="aaxsyszs"/> Account code <input type="text"/>
Relationship to Other Clients	
Master YES <input type="radio"/> NO <input type="radio"/> Dependent YES <input checked="" type="radio"/> NO <input type="radio"/> Master client no <input type="text"/>	
<input type="button" value="Save Client Information"/>	
Guest Notes:	
<input type="text"/>	

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

<u>Client/Billing address</u>	<u>Reservation information</u>
Parker,Nick IBM Contact: Jane Jones 101 California St. Ste # 2345 San Francisco CA 94111 USA	Guest No: 131196 Agent: aaxsyszs Unit: FSBC2417 Address: 201 Harrison Phone: 415-447-2040 Start date: 01/28/2007 End date: 02/28/2007

Class	Reference #	Description	Date	Amount
CHARGES:				
	374005	Rent 01/28-02/28	2007-01-30	3200.00
	374006	Security Deposit Invoice	2007-01-30	500.00
	374007	Deposit to Hold	2007-01-30	500.00
	Total charges:			4200.00
PAYMENTS:				
	Total payments:			0.00
	Balance due			4200.00

[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

[Main Menu Options](#) | [Re-login](#) | [Return](#)

Current Client Expenses								
No	Trans No	Vendor	Amount	Description	DueDate	Entered	Date	Action
0	374005		3200.00	Rent 01/28-02/28	2007-01-30	SYSTEM	2007-01-30	Edit Del
1	374006		500.00	Security Deposit Invoice	2007-01-30	SYSTEM	2007-01-30	Edit Del
2	374007		500.00	Deposit to Hold	2007-01-30	aaxsyszs	2007-01-30	Edit Del

[Add invoice record](#)

Add Payment record: Input client payment here

New Payment Record Information	
Entry type	Payment <input type="button" value="v"/>
Amount (xxxx.yy)	<input type="text"/>
Description (50 chars)	<input type="text"/>
Select cost code	*STPAY <input type="button" value="v"/>
Check date	Feb <input type="button" value="v"/> 11 <input type="button" value="v"/> 2007 <input type="button" value="v"/>
Check no (#####)	<input type="text"/>
<input type="button" value="Add payment record"/>	

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

Can Also Add a New Payment Record from this application

[Main Menu Options](#) | [Re-login](#) | [Return](#)

Current Client Payments								
No	Trans No	CheckNo	CheckDate	Amount	Description	Entered	Date	Action
0	374138		2007-02-11	500.00	Rent Deposit	aaxsys	2007-02-11	Edit Del
1	374139		2007-02-11	2700.00	Rent 01-28-2007 to 02-28-2007	aaxsys	2007-02-11	Edit Del

[Add payment record](#)

*** 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 Invoice Record Information

Entry type	Invoice ▼
Amount (xxxx.yy)	<input type="text"/>
Description (50 chars)	<input type="text"/>
Select cost code	*STFIXED (One-time Rental Fees) ▼
Due date	Feb ▼ 11 ▼ 2007 ▼

New Billing: If adding manually

Please confirm guest billing period

Current Billing Period (Guest #131196)

Billing period start date: 01/28/2007	Billing period end date: 02/28/2007
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New Billing Period

Billing period start date: 02/28/2007	Billing period end date: 02/28/2007
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(Billing covers the period NOT INCLUDING the billing period end date)

Recalculate Rental Charges pulled from Unit record

Re-calculation of charges

The following charges (originally generated by the system)

Type	Description	Amount	Date
IN	Rent 01/28-02/28	3200.00	01/30/2007
IN	Security Deposit Invoice	500.00	01/30/2007
Totals		3700.00	

are to be replaced by the following re-calculated charges:

Type	Description	Amount	Date
IN	Rent 01/28-02/28	3200.00	02/11/2007 08:35:22 AM
Totals		3200.00	

Proceed to replace the shown expenses: