



Workin' It

An Aaxsys Technology Member's Guide

The 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 2 USER'S MENU APPLICATIONS

| Administration |
|------------------------------------|
| List users |
| Add users |
| View and Edit Provider Information |
| Add a New Provider |
| List Members |
| Appointment Calendar |
| Member Configuration |
| Contact Forms Journal |
| Enter a Credit Card Transaction |
| View Credit Card Transactions |

Workin' the User Menu

List Users

| Current Users | | | | | | | | | |
|---------------|-----------------|-------------------|-------------------|---------------|-------|--------------|----------------------|---------------------|--|
| UserName | Full Name | Company | Address | City | State | Phone | Edit | Del | |
| AAXSYSDS | Dia Shanneb | Aaxsys Technology | 2800 Van Ness Ave | San Francisco | CA | 415-447-2089 | Edit | Del | |
| AAXSYSZS | Zoya L. Smithon | Aaxsys Technology | 2800 Van Ness Ave | San Francisco | CA | 415-447-2049 | Edit | Del | |
| AAXSYS | AAXSYS | Aaxsys Technology | 2800 Van Ness Ave | San Francisco | CA | 415-447-2097 | Edit | Del | |
| AMEX | amex | xxxxxxxxxxxxx | xxxxxxxxxxxxxxxxx | xxxxxxxxxxx | xx | | Edit | Del | |
| AAXSYSOM | Gina Marsot | AMSI | 2800 Van Ness Ave | San Francisco | CA | 415 447-2046 | Edit | Del | |
| AMSIBAINCO | Linda Warner | Bain & Company | 101 California st | San Francisco | CA | 415-447-2000 | Edit | Del | |

User Codes MUST be Only Used once in the Aaxsys System:

1. Identify Your Company & User in your Code
2. This is the Internet: Like Yahoo e-mails – no two can be alike!

Click on Edit to Alter User information:

1. Change pass words
2. Alter User configuration
 - a. Administrative
 - b. External etc.
3. Set Reservation board rates with percentage increases or decreases per User
4. Deactivate a User

Click on Delete to Remove a User

1. Make sure to engage a “fall back” User Code in your Member set up!
2. A permanent owner or administrator
3. Reservations will not e-mail to clients without a VALID return e-mail address
4. Deleted Users with reservations e-mails are removed

Edit or Delete User Information Form

| User Information | |
|----------------------------------|---|
| User login code | AAXSYSDS |
| User full name | <input type="text" value="Dia Shanneb"/> |
| User password | <input type="password" value="••••••"/> |
| User password (confirm password) | <input type="password" value="••••••"/> |
| Company name | <input type="text" value="Aaxsys Technology"/> |
| Address (1) | <input type="text" value="2800 Van Ness Ave"/> |
| Address (2) | <input type="text"/> |
| City | <input type="text" value="San Francisco"/> |
| State | <input type="text" value="CA"/> |
| Zip | <input type="text" value="94109"/> |
| Country | <input type="text" value="USA"/> |
| Account is Active | <input checked="" type="checkbox"/> |
| External Agent | <input type="checkbox"/> |
| Company user | <input type="checkbox"/> |
| Accounting for guests | <input checked="" type="checkbox"/> |
| Accounting for units | <input type="checkbox"/> |
| Notify on reservation | <input type="text" value="zsmithton@aaxsys.com"/> |
| Administrator for this Member | <input checked="" type="checkbox"/> |
| Active From | <input type="text" value="03/15/2006"/> |
| Active To | <input type="text" value="03/15/2015"/> |
| Email address | <input type="text" value="dshanneb@amsisf.com"/> |
| Phone number | <input type="text" value="415-447-2089"/> |

This Applications Allows varied prices per User to display on the Reservation board

| Markup/Discount percentages | |
|---------------------------------------|---------------------------------------|
| Monthly rate markup (%) | <input type="text" value="10.0000"/> |
| Weekly rate markup (%) | <input type="text" value="10.0000"/> |
| Daily rate markup (%) | <input type="text" value="-10.0000"/> |
| <input type="button" value="UPDATE"/> | |

Rents & Invoices will ALL reflect the Increase or decrease in Rates per User

Add a New User

Secondary user entry page

| New User Information | |
|---|--------------------------|
| User login code (enter login code (max 16 chars)) | <input type="text"/> |
| User full name | <input type="text"/> |
| User password (8-12 chars) | <input type="password"/> |
| User password (confirm password) | <input type="password"/> |
| Description | <input type="text"/> |
| Company name (User company identification) | <input type="text"/> |
| Address (1) | <input type="text"/> |
| Address (2) | <input type="text"/> |
| City | <input type="text"/> |
| State | <input type="text"/> |
| Zip | <input type="text"/> |
| Country | <input type="text"/> |
| Account is Active | <input type="checkbox"/> |
| External agent | <input type="checkbox"/> |
| Company user | <input type="checkbox"/> |
| Allowed to make credit card transactions | <input type="checkbox"/> |
| Administrator for credit card transactions | <input type="checkbox"/> |
| Accounting for guests | <input type="checkbox"/> |

1. Use A 'Unique' code to identify the company & user
2. Aaxsys has no way of retrieving passwords – remember the.
 - a. Change the pass word at any time
 - b. Delete users & start again
 - c. There is No editing Login codes
3. Activate or Deactivate accounts instead of deleting
4. Check Boxes for reservation definitions
 - a. External Agent – limited Reservation & Client Menus Only
 - b. Company User –A company representative to log in and view their own:
 - i. Master Invoices
 - ii. 'Dependent' Invoices
5. Credit card transaction boxes allow Processing & Administering transactions

Bottom Section Add User Form

| | |
|---|---|
| Notify on reservation (optional) | <input type="text"/> |
| Administrator for this member | <input checked="" type="checkbox"/> |
| Active From | <input type="text" value="01/15/2007"/> |
| Active To | <input type="text" value="01/15/2008"/> |
| Email address | <input type="text"/> |
| Phone number | <input type="text"/> |
| <input type="button" value="Add user"/> | |

1. Notify on Reservation:
 - a. No need to be working in Aaxsys – e-mail Alerts
 - b. E-mails all reservation activity performed by this User
 - c. Input e-mails separated only by a comma
 - d. Infinite number of e-mail addresses for notification
2. Administrator:
 - a. Full Menu functionality
 - b. User to Manage, edit, delete, & add to ALL applications
3. The Dates default to One year – they do not deactivate the User
4. All other User information
 - a. Reads from each reservation
 - b. Can e-mail automatically from the reservation

There are '4' types of Users in Aaxsys:

1. **Administrative Staff User:** This person has 'full' capability of editing and adding all proprietary business information with ALL Aaxsys Menus engaged for adding, editing, and deleting operating information.
2. **Reservation Staff User Only:** This designation allows internal staff to access the complete reservation menu – with marketing, accounting and invoicing functions. They have the ability to 'read only' reservation information entered by another staff member – with NO administrative ability to edit any features other than their own.
3. **External User:** This is any person outside your staff who can 'book' directly into your reservation board. They are incapable of 'viewing', adding, editing or deleting any proprietary business information except their own reservations.
4. **Company User:** This is a Company or Entity who continually reserves space with you. They are set up with a User code to ONLY view their client invoices – either Master invoices or individual client accounts. Their menu items are limited to this Aaxsys application only.

USER LOGIN:

Aaxsys operates over the Internet. Exactly like Yahoo e-mail accounts, you can not set up a Login Code that is in use by another Company – even if it is NOT yours. The best way to proceed is to:

1. Use your Company initials for your login codes.....Plus
2. The initials of the Users you are assigning
3. A separate Letter Code included for External Users
4. A Separate Letter Code included for Company Users

An established system will help you to increase Users and keep them separate for your Own purposes.

User Login:

This is the 'internet'. Exactly like setting up a Yahoo e-mail account, if a login code has been used by another company it is 'unavailable'! It's best to use your Company initials, plus the initials of the User being set up.

Aaxsys operates over the Internet. Exactly like Yahoo e-mail accounts, you can not set up a Login Code that is in use by another Company – even if it is NOT yours. The best way to proceed is to:

1. Use your Company initials for your login codes.....Plus
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An established system will help you to increase Users and keep them separate for your Own purposes.

- 5.
6. External Agent – Limits Powers of working in the system specifically to their own reservations
7. Company User – This allows the system to assign a User code to a company representative to log in and view their own: a. Master Invoices b. 'Dependent' Invoices
8. The two new credit card transaction boxes allow the User to Process; Review; & Reverse.
9. Notify on Reservation – as many e-mails, separated only by a comma – as needed (only 2 now)

10. Administrator allows the User to Manage, edit, delete, & add to ALL applications
11. The Dates default to One year – they do not deactivate the User