ResidenzCheck

is an iPad app that allows hotels, motels, guest houses, and other providers of accommodations of all types and sizes to easily make, manage and monitor guest reservations.

With minimal effort and expense, your establishment can provide a state of the art reservation system -- using only an iPad and printer! Indeed, your hotel software reservation system is ready for use even should you not have Internet access.

ResidenzCheck will allow your establishment to perform the following functions with ease and little effort:

- View and manage occupancies and vacancies at your establishment;
- Make and update reservations and confirmations;
- Calendar, easily changing rooms;
- Managing and revising individual room offerings;
- Accounting features that calculate all charges
  including meals and additional charges (e.g. pets or
  additional persons sharing the room);
- Designing invoices both for your records as well
  as to provide to your guests;
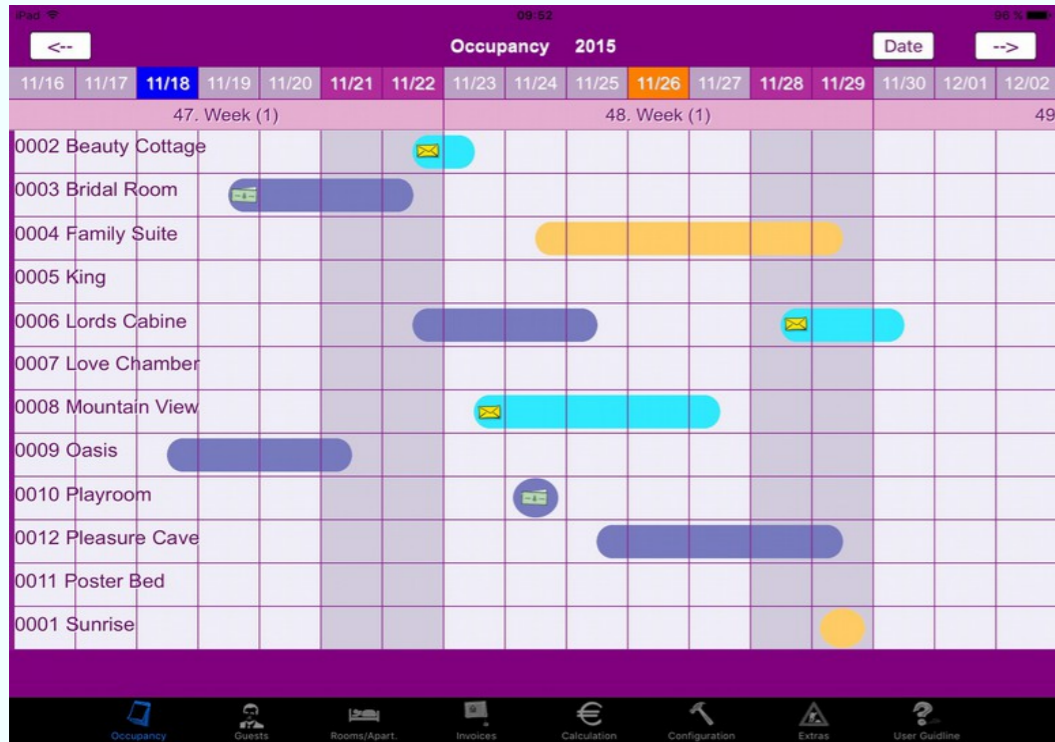
What is new?

- Internationalization

  The program now includes the German and English languages as well as the corresponding regions.
  These are automatically set with the iPad configuration.

- Logo Image

  You can now use your own logo images as letterhead for invoice and confirmation letter.

Room Occupancy

An essential feature of ResidenzChEck is the Room Occupancy, which allows you to view and manage the occupancy status of numerous rooms - for up to 40 days on one screen.
The Occupancy plan can be seen at any time by hitting the "Occupancy" symbol on the bottom, black-colored row of any screen in ResidenzCheck.
In the Occupancy Calendar, individual rooms are represented by distinct rows and dates are represented by separate columns. This set up allows you to view a simple matrix that identifies the occupancy status of each room on different dates.
To view dates that are not shown on the screen one need only touch the screen with a finger and scroll right or left.

The top two rows and the left column of the Occupancy plan provide important information. The top row lists the dates, each represented by a separate column. The second-to-top row provides weekly information, and can be used to manage and update guest information (see below). And the left column identifies the rooms, with each row representing a separate room. Colors are used in the Occupancy plan to assist you. At the top row (date list) weekends are colored claret violet, while gray color represent weekday. The current date will always be colored yellow. A holiday is colored orange, while vacations appear in red violet.
Colors also indicate a room's occupancy status on a given date, by use of colored horizontal bars. A turquoise bar indicates the room is reserved, a blue bar indicates that the room is occupied, and a yellow bar indicates that the room is not available for guests (for example, due to repair or renovation). A letter symbol   ✉ on the left side of the horizontal bar indicates that a confirmation has been sent to the guest. A money symbol   💵 on the left side of the bar means that the booking invoice is paid for.
The absence of any colored horizontal bar on a particular date indicates that the room is vacant on that date.

The Calendar of the Occupancy
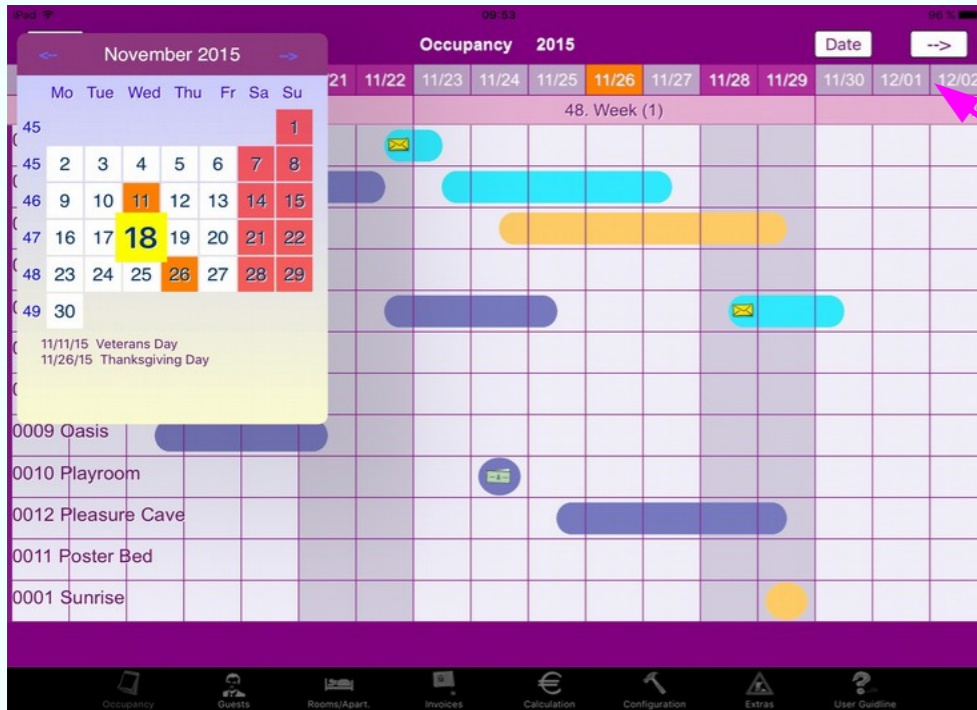
The Occupancy plan is simple to use and work with. It is interactive, so one need only touch a space on the screen to begin.

To view a monthly calendar that includes the date shown on the Occupancy, touch the row listing the dates and a calendar will be displayed in a new window. Days will be colored in the monthly calendar in the same way as in the Occupancy plan, e.g., holidays colored orange, and the current date in yellow. The bottom of the monthly calendar identifies the holidays by name, e.g. Washington's Birthday, Labor Day, Christmas.
The calendar is scrollable by touching the arrow buttons. If you mark a new date and close the calendar window the main view scrolls to the new date.
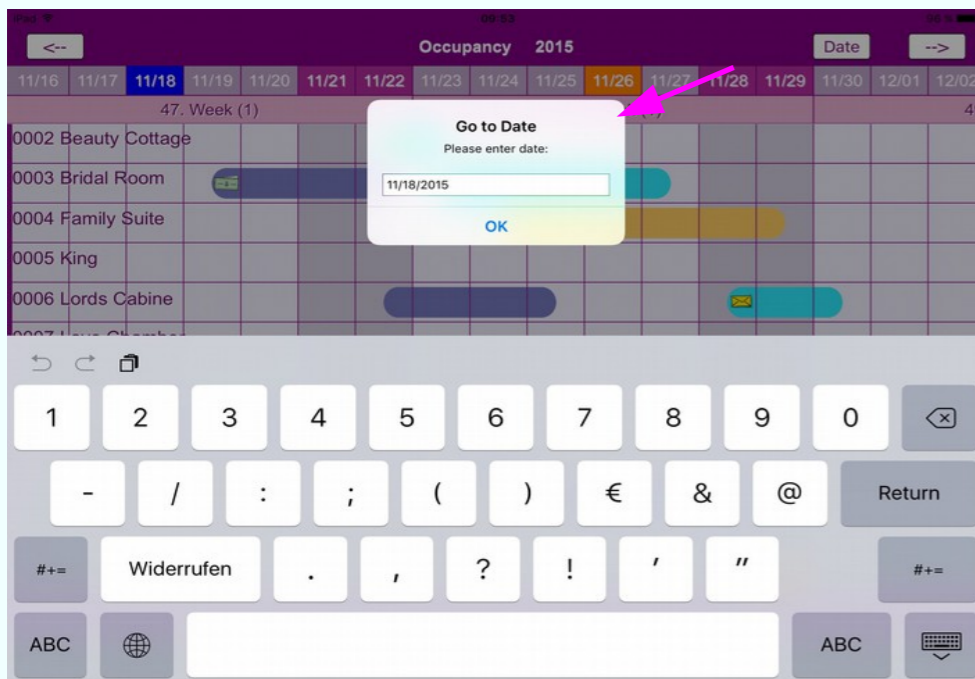
To view and work with dates that are not shown on the screen one need only touch the screen with a finger and scroll right or left. To see and access more days one should touch the right and left arrow buttons located on the top of the Occupancy plan (on the right and left sides). To work with a particular date, one need only touch the "date" button on the top row, which opens a new window in which a particular date can be entered. (The current date will always be the default date in the window).

Similarly, to view additional rooms not shown on the screen, touch the screen and scroll down to view additional rows.

Weekly Overview
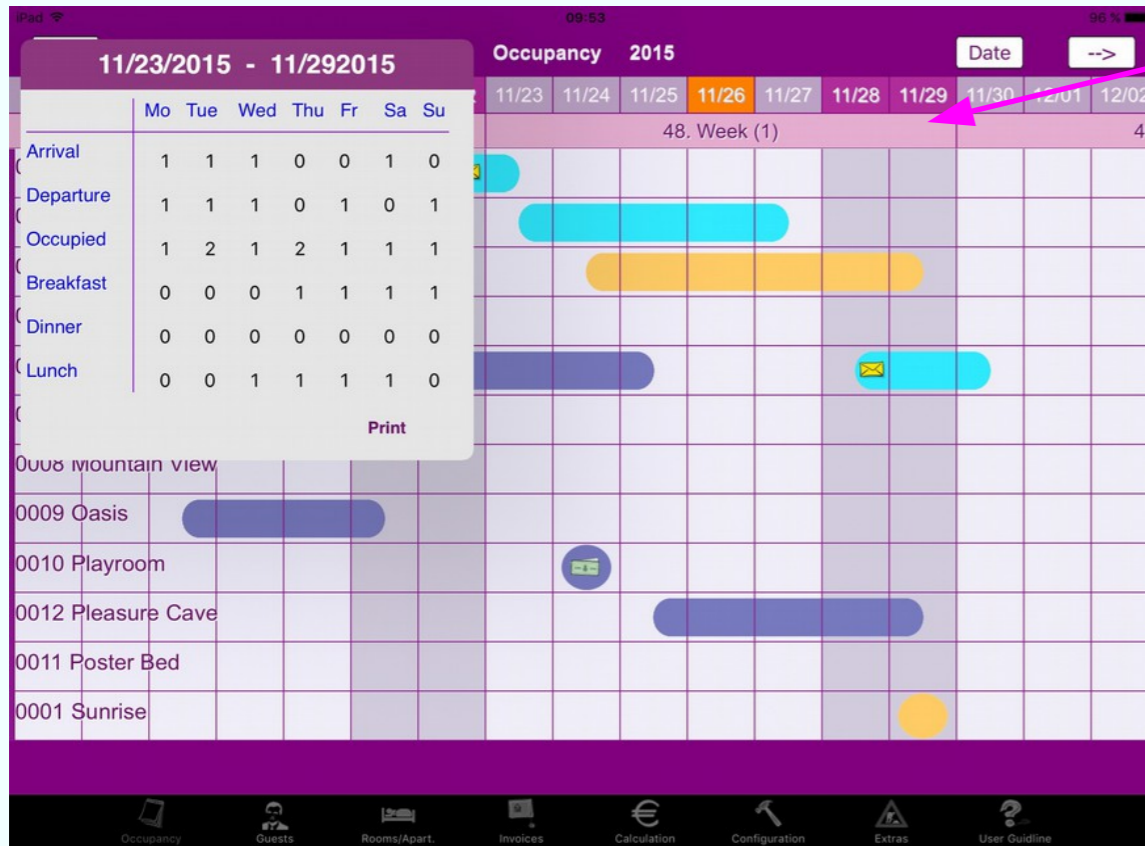
To view weekly occupancy information, one need only touch the second to top row. This will open a new window showing a weekly overview and information, including pricing of rooms, the number of guests, and arrival and check out information. In addition, the date and number of meals purchased are also indicated -- allowing your staff to plan meals for different days, as well as identify which meals need be delivered to which rooms.

Making New Reservations

With ResidenzCheck, making reservations is simple and fast. After going to the appropriate date range, touch the space on the Occupancy plan corresponding to the arrival date (column) and room (row). An arrow will then appear on the screen. Do a second touch for the departure date (column) in the same row and a new reservation window will open on the screen, where you will be able to fill in information about the reservation. Each reservation will have a unique reservation number assigned to it, which will be shown at the top of the reservation window.

In the reservation window you will be asked for details about the reservation. Some information such as the reservation date, will already be entered into the reservation window but may be edited touching the date(s) shown in the reservation window. Similarly, the guest name may already be listed in the reservation window (if the individual is already identified on the guest list). To modify the guest name, touch it in the reservation window and the "Guest Management" window will appear allowing you to select a name from the guest list or type in a new name. Return to the Occupancy plan by touching the back-button on the left. Complete the reservation by entering all the requested information. After all information has been entered the total price and price per person will be shown in the reservation window. After reviewing and making any desired changes, touch "Reserv." or "Occupy" (indicating a reservation or occupancy) on the bottom of the window.
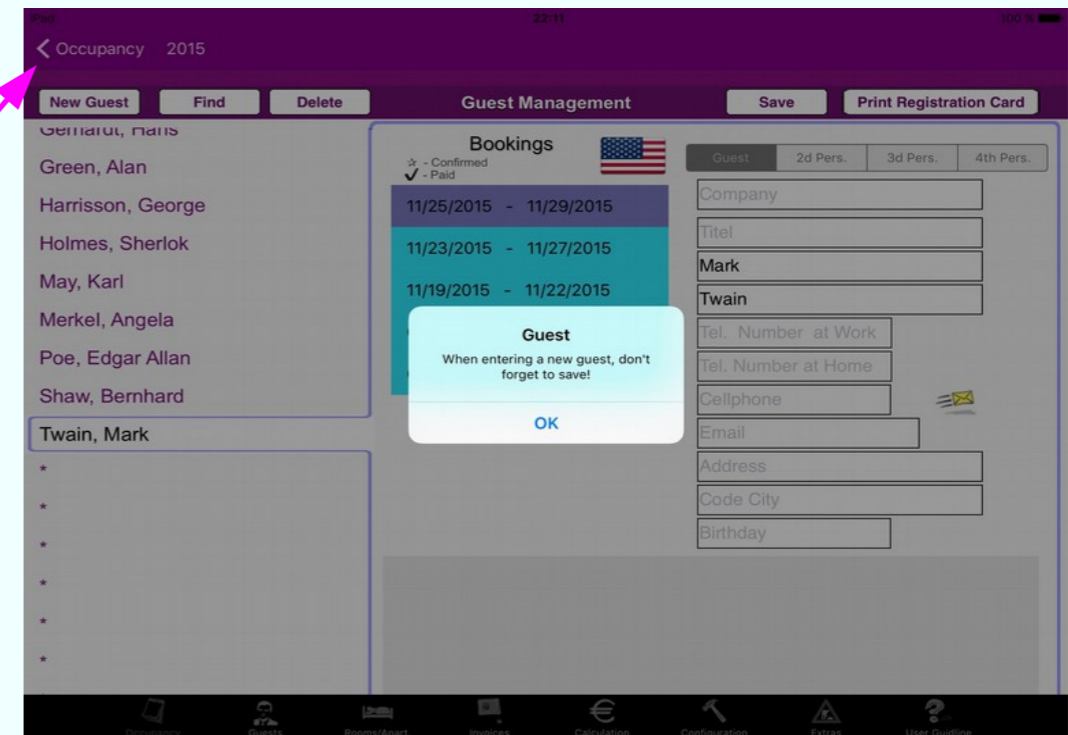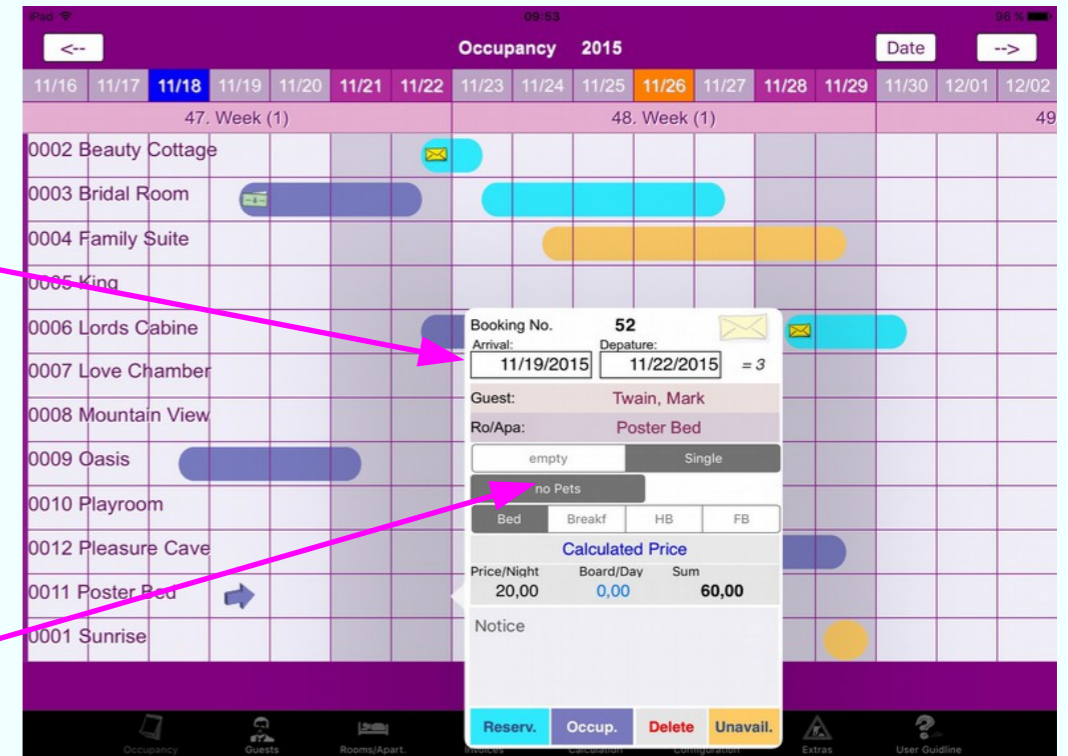
Managing Bookings

ResidenzCheck recognizes different types of occupancy statuses for rooms, *e.g.*, reserved, occupied, and unavailable, and allows one to easily view and edit a room's occupancy status. Thus, a reservation or occupancy should be done as described previously, i.e., by touching the desired room on the selected date and filling in the necessary information in the reservation window. Similarly, other changes to a room's occupancy status, such as making a room being unavailable due to renovation, can also be easily managed by following the instructions for reserving a room, but instead touching "Blocked". A room's occupancy status can be viewed, managed, and updated by following the same instructions as for creating new reservations.
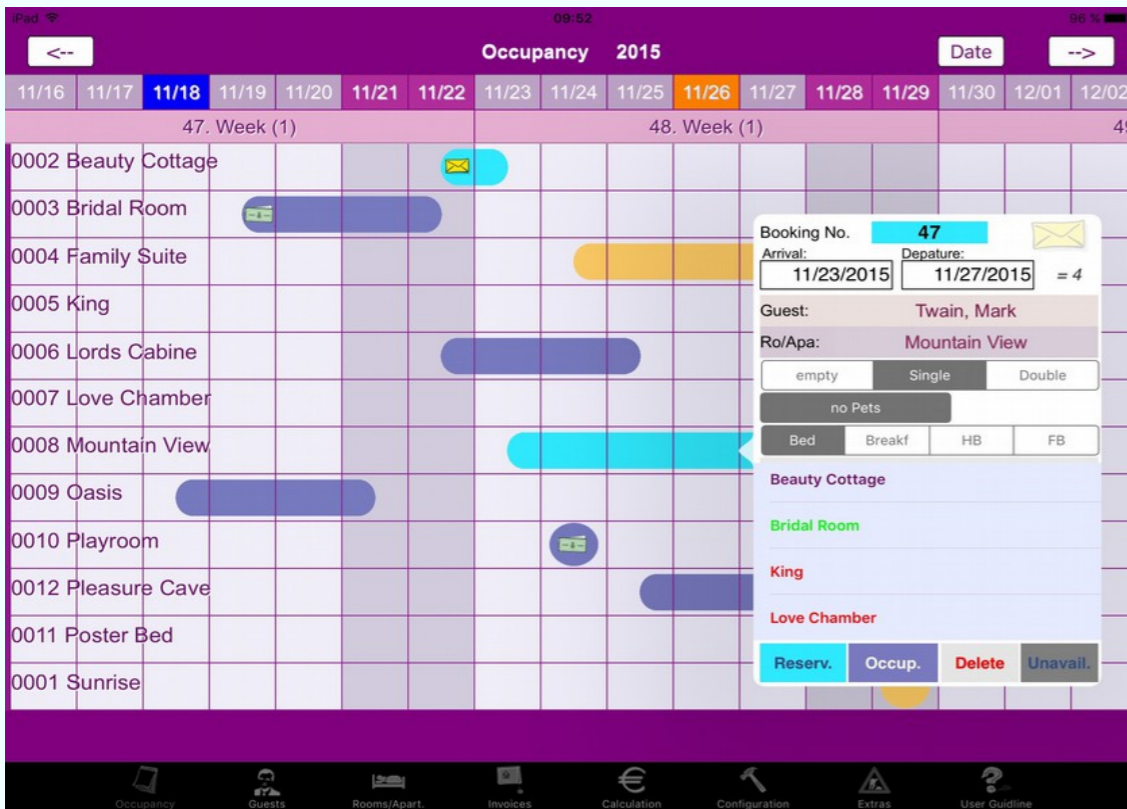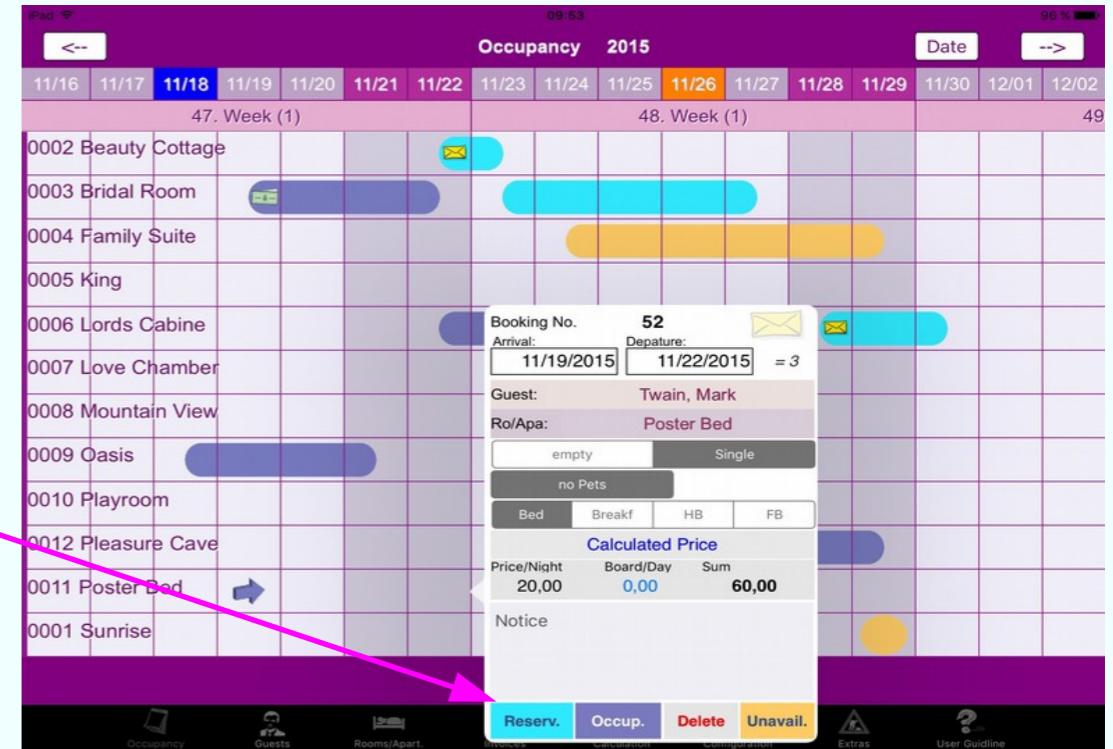
Thus, upon touching the screen on the bar representing the desired room and date, a window will appear that will allow you to update the existing booking for the selected room(s). After making all changes to the booking, make sure to touch "Reserv" so as to save all changes. Note, however, that while an existing room reservation can be easily changed to indicate that the room is occupied, one cannot change a room's status from occupied to reserved. To cancel a reservation or occupation entirely, after selecting the reservation, touch "Delete".

TIP: To merely view an existing reservation or occupancy for a room (rather than makes any changes), just touch the main screen after viewing the desired information in the reservation window.

Changing Reservation to Occupancy

All room bookings (regardless of what type, e.g. reservation, occupancy) are indicated by a colored horizontal bar. Thus, for example, if a room has been reserved for three days, you will see a turquoise bar on the row corresponding to that room and covering the three columns representing the days in which that room is reserved.

You can easily view and update existing bookings in the Occupancy by touching the bar corresponding to the booking. This will open up a new window providing all the information for the booking, and in which the booking can be edited. For example, if the booking refers to a reservation, one would be able to view and change information in the reservation, including the arrival and departure dates, meal options, and bed options (if available). Once you are finished editing the reservation, touch "Reserv." to save the updated reservation.

For changing a reservation into an occupation (check in), touch the bar representing the original reservation and after making all changes to the reservation in the new window, touch "Occup." (which indicates that the room is now occupied, rather than merely reserved). An updated booking will retain the original confirmation number. And should a guest arrive without a reservation, then one need only follow the directions for making a reservation (see below) and save it by touching "Occup."

NOTE: ResidenzCheck uses the term "booking" to refer to different types of occupancy statuses and (when used as a verb) changes to those occupancy statuses. While a booking often refers to making or modifying a guest reservation, it may also refer to other changes to a room's occupancy status, such as when a guest checks in to his room (indicating that the room is actually occupied rather than just reserved), as well as making a room unavailable due to repair or personal use.

Changing the Room for an Existing Reservation

ResidenzCheck allows one to easily change rooms for an existing reservation. Open the original reservation in a new window by going to the appropriate date in the Occupancy plan and touching the horizontal bar corresponding to the desired reservation, you can view and modify the room reservation. In the window of the original reservation simple touch the room and you can view all other vacant rooms which are available for the same dates as the original reservation. Rooms that are of a higher level (and price) are listed in red, while rooms of a lower level (and price) are listed in green. If a new room has been selected it might be necessary to send a new confirmation email. In this case mark out the letter symbol at the top right of the window.

Don't forget to save the room change by touching "Reserv."

If a room has been designated as confirmed (letter sign) or occupied (blue), room changes are not available. In case of confirmation you could cancel it by tapping the letter sign.

NOTE: Different rooms may have different offering, so make sure the guest understands all the differences (in both price and offerings).

Managing Confirmed and Occupied Bookings

There are entries in the room occupancy for reservation and / or occupancy of the room. If reservation take place in the guest folder can be created and sent a confirmation to the guest.
So confirmed reservations get a mark and the room can not be changed. To release these for editing, the confirmation mark has to be deleted by tapping on the letter in the booking view. Save the changed booking.

If an invoice is already created for the booking, warning appears if trying to edit the booking. Warning gives a hint for renewing the invoice in the invoice folder after changing.
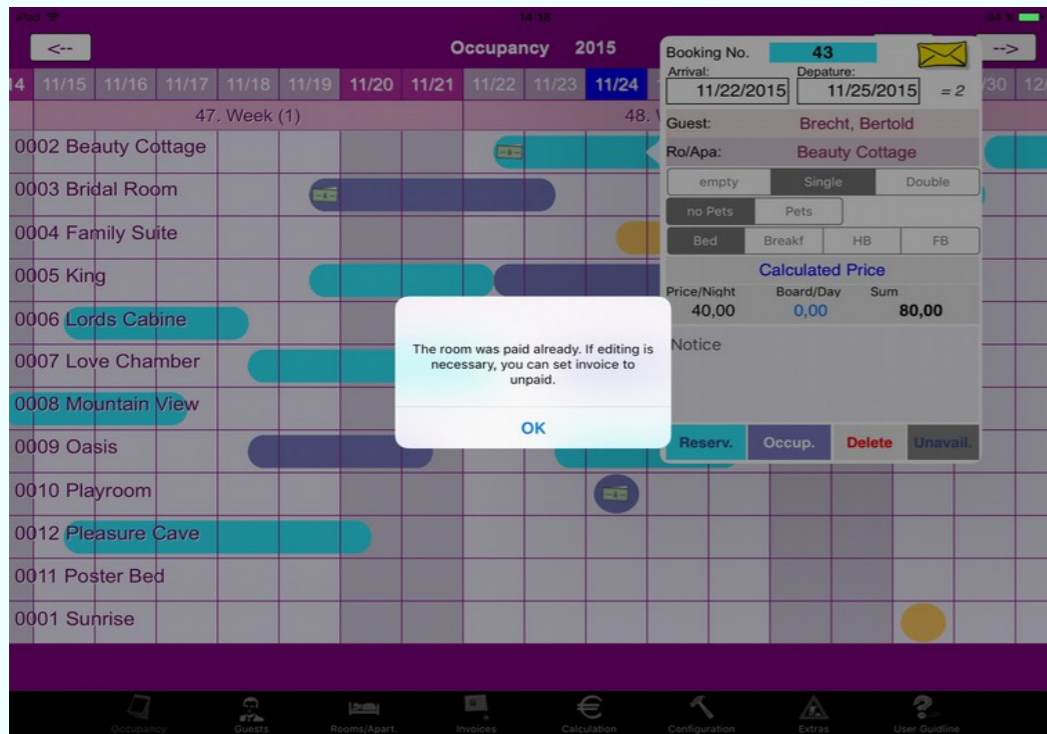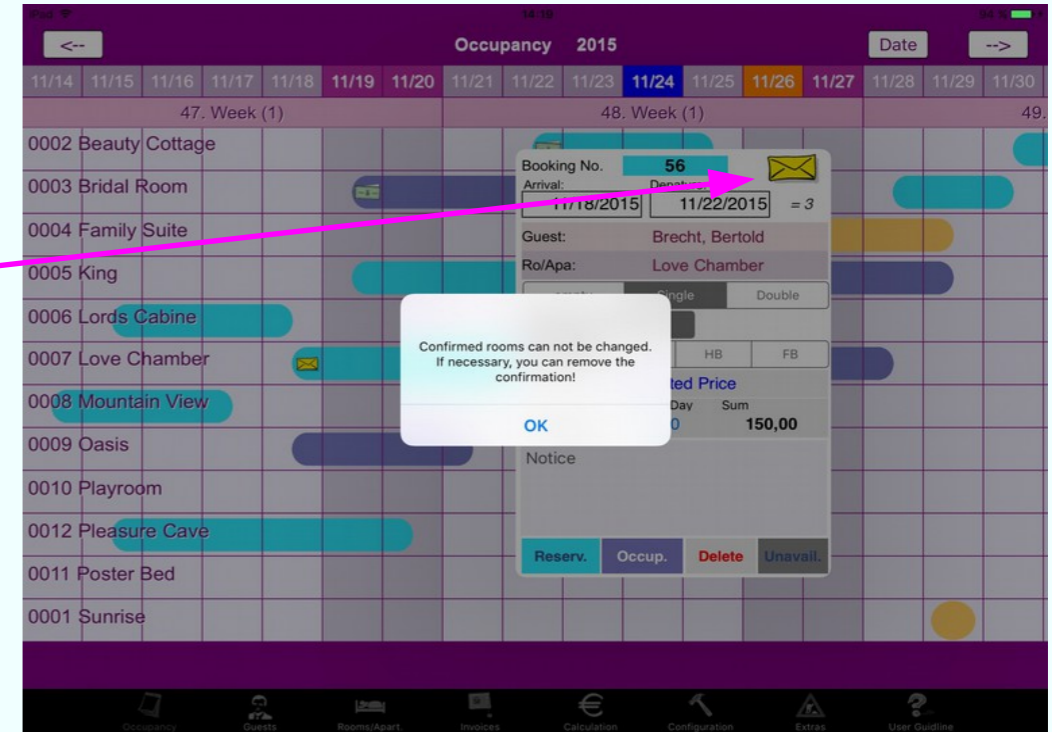
Bookings whose invoice is already paid for, may also not be edited in the occupancy calendar.

In the invoice view, however the paid mark of the invoice can be deleted after that the booking in occupancy calendar can be edited again.

Calculating room rates

When starting a new booking a Normal Price will be shown. Room category, accommodation, weekly factor, tax and other impact the calculation of that price.
There the night price, the board per day and the total price are displayed.
The price always depends of the current settings. For example, changing the accommodation of single room to a double room , will increased the room rate according to the price list. The board price is added for the second person. Corresponding changes occur if pets or board are changing.

You can still offer a price yourself. For this, touch the word "Normal Price", which switches to "Special Price " .
On the screen the room rate and the total price occurs framed and are now editable. Enter either the rate or the total price. If you enter the total price a daily rate is calculated on its basis. The total price will be adjusted accordingly. The maximum daily price is 9000. The board price cannot be changed, but one can set its value to zero by choosing the tab "Bed" .
A special price will be indicated in the invoice with an "S " .

You can always return to Calculated Price by touching the word "Special Price".
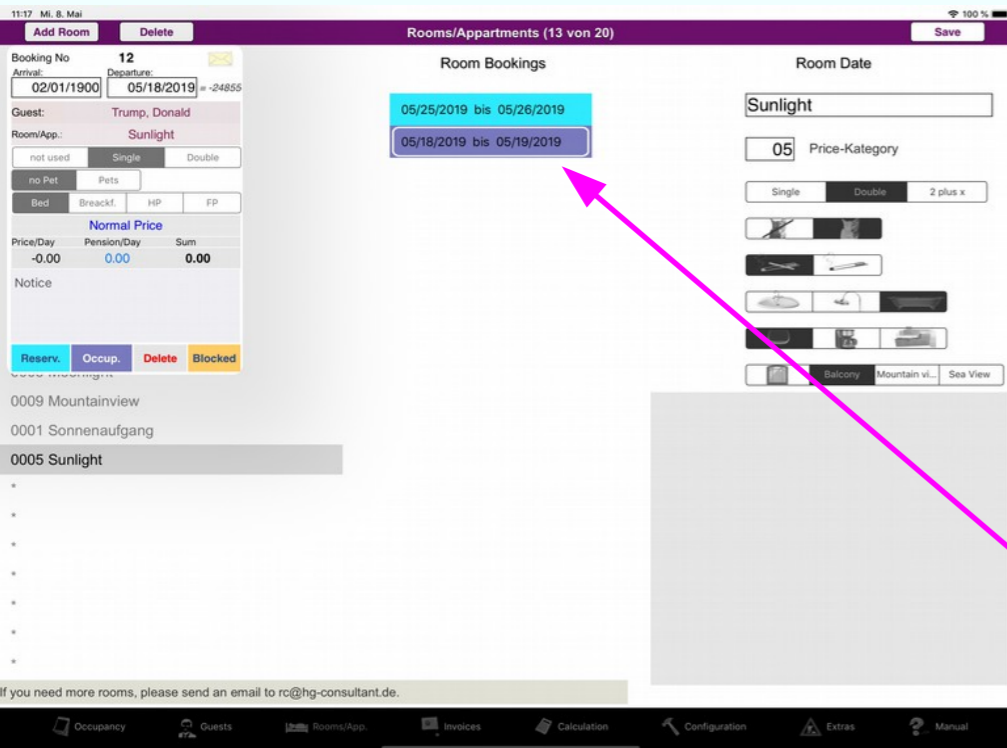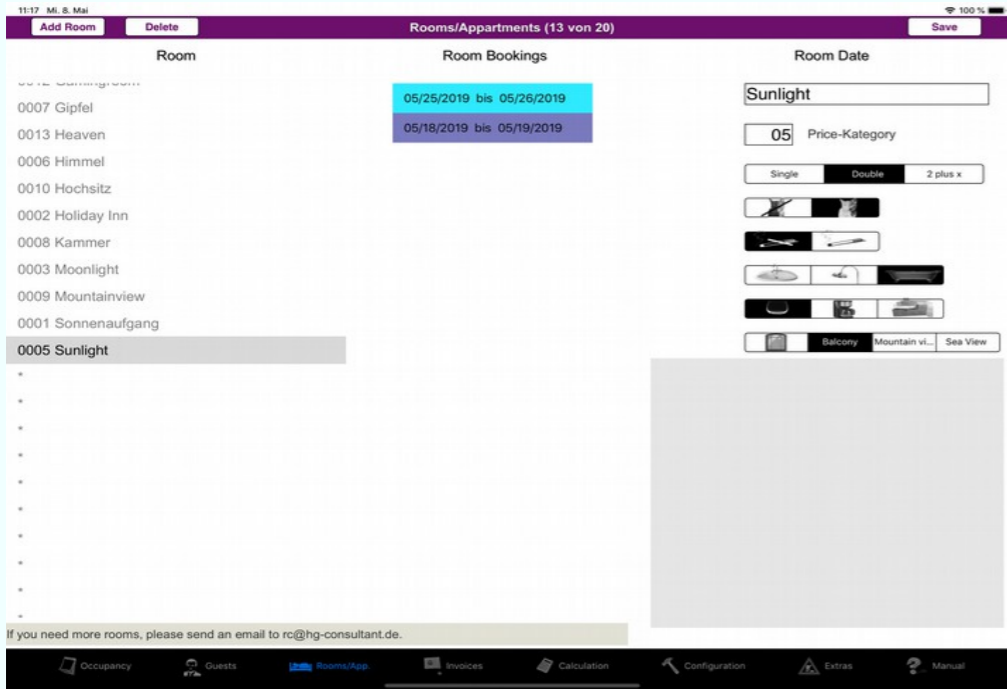
Room Management

ResidenzCheck includes a Room Management function that enables one to easily manage the offerings for all rooms to be rent. The Room Management function can be accessed at any time by touching the "Rooms/Apart." symbol on the bottom, black-colored row of any screen in ResidenzCheck.

The Room Management function will allow you to select (and modify) the various options and extras for your rooms, e.g., price category, the number of beds in the room, whether the room is smoking or non-smoking, whether pets are allowed.

In the Room Management screen, existing rooms are all listed in alphabetic order on the left side. To add another room touch "Add Room" on the top row. To delete a room, touch "Delete" on the top row. After selecting a room (by touching the name of the room on the left side), options, extras, and restrictions for that room are listed on the right hand side of the screen, e.g. the number of beds in the room, extras (like pets), and whether smoking is permitted in the room. The first field under the room name (Price Category), reflects only a reference to the base price of the room -- assuming no occupant and no extras. See also the Calculation screen.

A description of the room may also be added.

Changes made to a room will not alter pricing of any existing reservation or occupancy for that room. To save all changes, touch the "Save" symbol on the top row.

The Room Management function also allows you to view information for any existing, saved booking -- although no changes may be made to these booking.
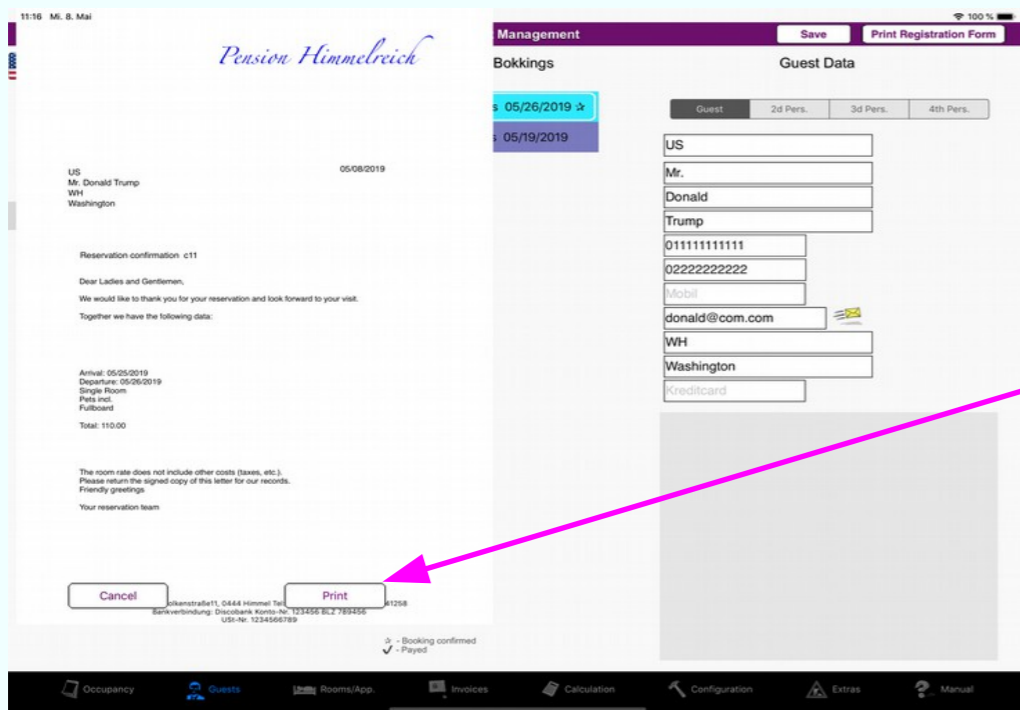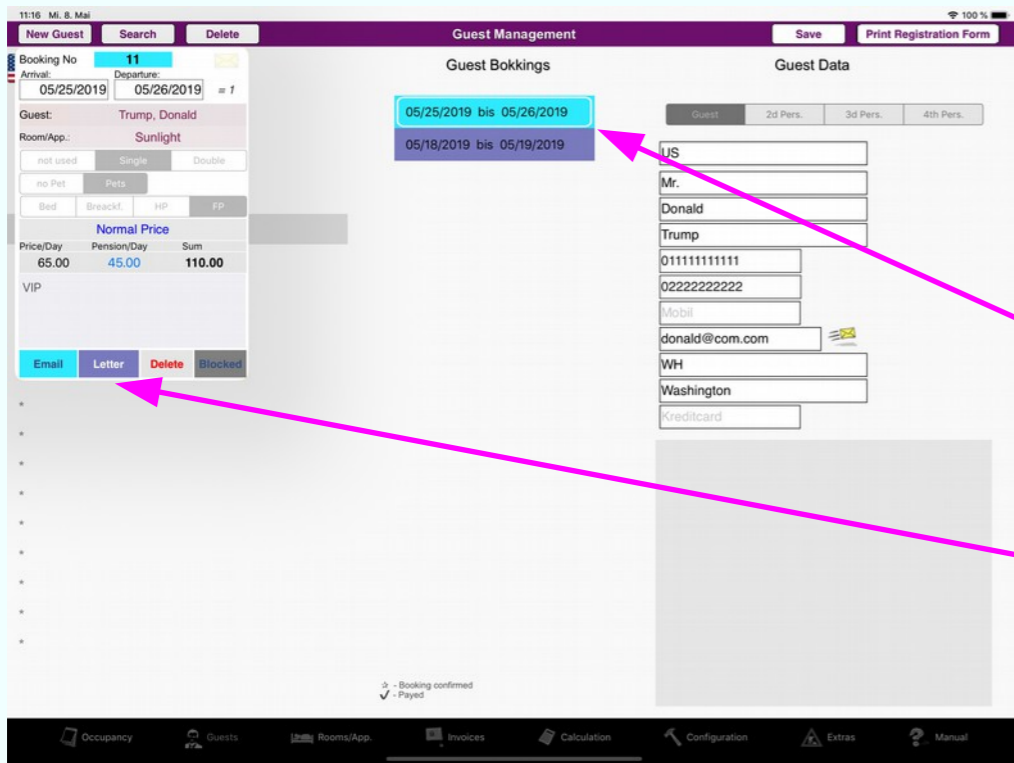
Guest Management

To view and manage any guest's information, one need only touch the "Guests" icon on the bottom, black-colored row of any screen, which will display the Guest Management screen. This screen allows you to view and enter in information for all guests. Existing guests are listed in alphabetical order on the left side of the Guest Management screen. Upon selecting a guest from the list, all bookings for that guest will be shown in the middle of the screen, and the guest's personal information will be displayed on the right side of the screen, e.g. their title, address, telephone number, company. A flag located on the top of the guest's name indicates their nationality. (Upon touching the flag, a list of various flags and nationalities will be shown). You can also enter in additional, miscellaneous information in the bottom field (below the address field). In addition to information for the primary guest, information for three other guests may be included in the primary guest's information. To enter in information for these other guests, touch the "2. Person," "3. Person," or "4. Person" symbol and fill in their corresponding information. To add a new primary guest, touch the "New Guest" symbol on the left side of the top row, and then enter in the corresponding information.

Should you make any changes to a guest's information, make sure to touch "Save." To search for an existing guest, one can type in the guest's name in the name field on the right hand side of the screen and then touch "Search".

NOTE: Before deleting a guest, remove all bookings for that guest.

Confirming Reservation

To complete the reservation process, executed in the Occupancy screen one go to the Guest Management screen. Here you can easily send a confirmation of the reservation to the guest. After finding and selecting the specific guest on the left side of the screen, touch the particular booking listed in the middle of the screen for which you wish to send a confirmation. Upon touching the booking, a new window will be appear showing details of that booking. For bookings that are reservations, the bottom of the new window will have an option to send an email or letter. Touching either "Email" or "Letter" on that screen will bring up a new window displaying a confirmation email or letter to be sent to the guest. While the text of the email or letter is standard and can be edited as you like, the booking information is taken from the existing booking and cannot be edited. (To edit, you must alter the booking). The header or logo and footers are equal to that of the invoice (and can be modified only at the Invoices screen). After you have finished editing, hit "Send" at the bottom of the window in which you are drafting the mail, which will open your email application and thus allow you to send the email. To print a letter, merely hit "Print" once you are finished and ready to print.

Guest registration card template may be printed by touching "Print Registration Card," located on the top row, right side.

Selecting and Viewing Invoices

To view and manage guest's invoices, one need only touch the "Invoices" icon on the bottom, black-colored row of any screen, which will display the "Invoices" screen.

On the "Invoices" screen, bookings are shown on the left side, and the particular invoice selected is on the right. An invoice filter allows you to view invoices by selecting one of six categories.

"Occupancy"   - Displays all bookings listed in the Occupancy screen;

"Guest Name" - Displays all bookings for a guest selected in the Guest Management screen;

"Room Name" - Displays bookings of rooms selected in the Room Management screen;

"Paid"   - Displays all bookings with invoices that have been previously identified as paid;

"Unpaid"   - Displays all bookings with invoices that have not been identified as paid;

"All"   - Displays all bookings;

Checkmarks appearing at the right of the booking number in the list of bookings indicate that the invoice has been printed. Double checkmarks indicate that the invoice was paid.

Create a Partial Invoice

If a room is occupied by more than one person, and this people are stored together in the Guests view, for each person a separate bill can be printed.

Top right a remark appears when this is possible. It is stated how many partial invoices with percentage of the night price can be created.
Without further information, the room rate is divided by the number of partial invoices.

In the guest view in notes also percentages for the partial invoices can be specified. For this please just make the following entries "%20 %30", etc. into the notice field of the guests. Notice that last invoice will get an amount that covers the hole price.

To create a partial invoice, touch the remark in the upper right corner, and the menu with available persons appears. Please select a person. After that a list of possible percentage appears. Please choose one. This creates a partial invoice of that guest.

To get back to the original situation, please select "Overall invoice".

Partial Invoice

The partial invoice is displayed with the name of the selected person and the percentage of the night price.
Pensions are calculated according to only one person.

The invoice can be printed.
Please note that the PDF file is always created for the last printed invoice or partial invoice.
Previously generated PDF files were overwritten.

The partial or collective invoices get data from the notice fields of the guest or booking entry. Please do not change that. If problems you simply delete the entries in the guest or booking notes.

Create a Collective Invoice
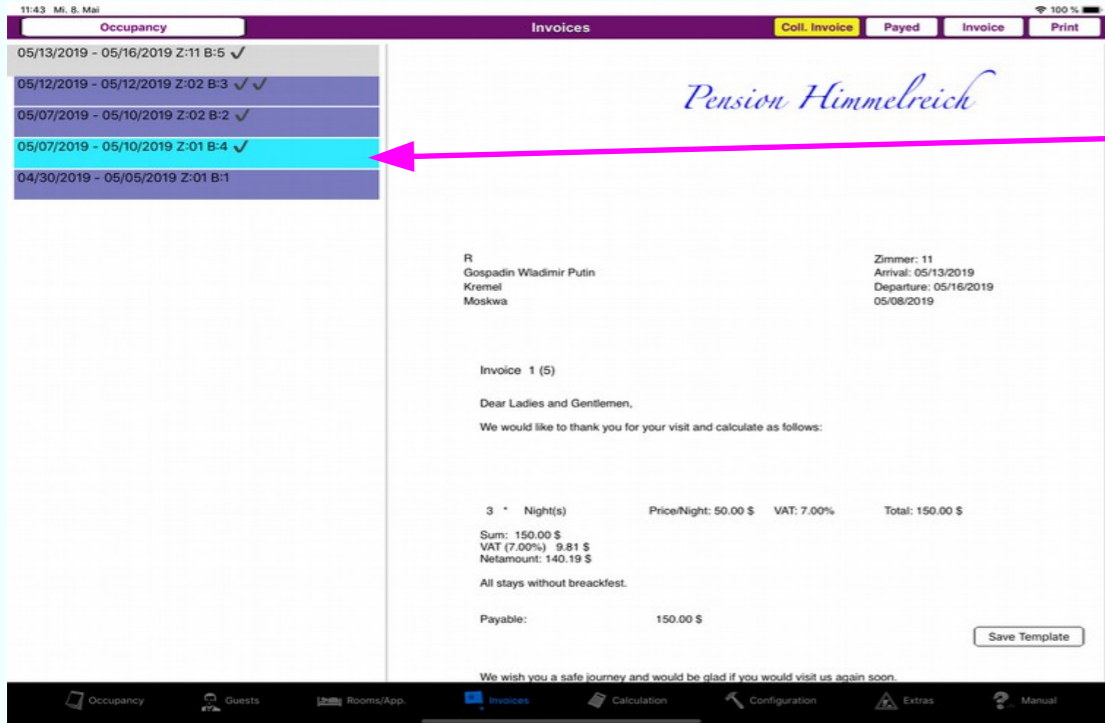
A collective invoice is a collection of several invoices.

Please select a booking, which is the base (which address is used) and then press the button "Coll. Invoice" in the top bar. Yellow color is indicating the state of collective invoice. Now more bookings can be marked on the left site, which are to be added to the invoice. Before a booking can be added an invoice must be created ("Print").

Bookings already inserted will be automatically marked.

Note that depending on the selected filter on the top left site, not all items contained in the collective invoice may be seen. But you will find all included booking numbers in the base invoice.

Selected items can be removed by tapping again.

The basic booking of collective invoice is marked in the left bar with an apple.

After printing the collective invoice a PDF file is generated, That is also shown if You choose an other booking on the left site, as long as it is part of the collective invoice.

You finish adding invoices by tapping the button "Collective inv." again. Color turns to white.

The collective invoice is retained until with button "Delete Coll. Invoice" it is deleted.

For managing collective invoices entries are made in the notes of the included bookings by the program. Please do not delete it, otherwise the collective invoice is destroyed.
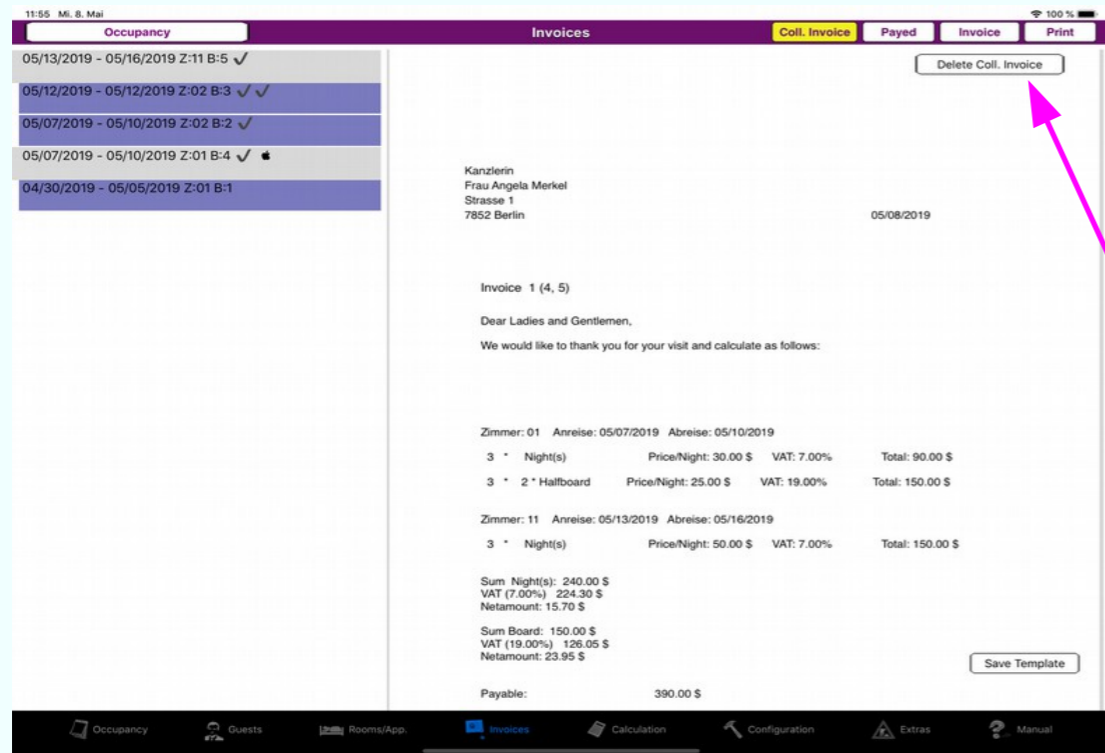
Working with Invoices
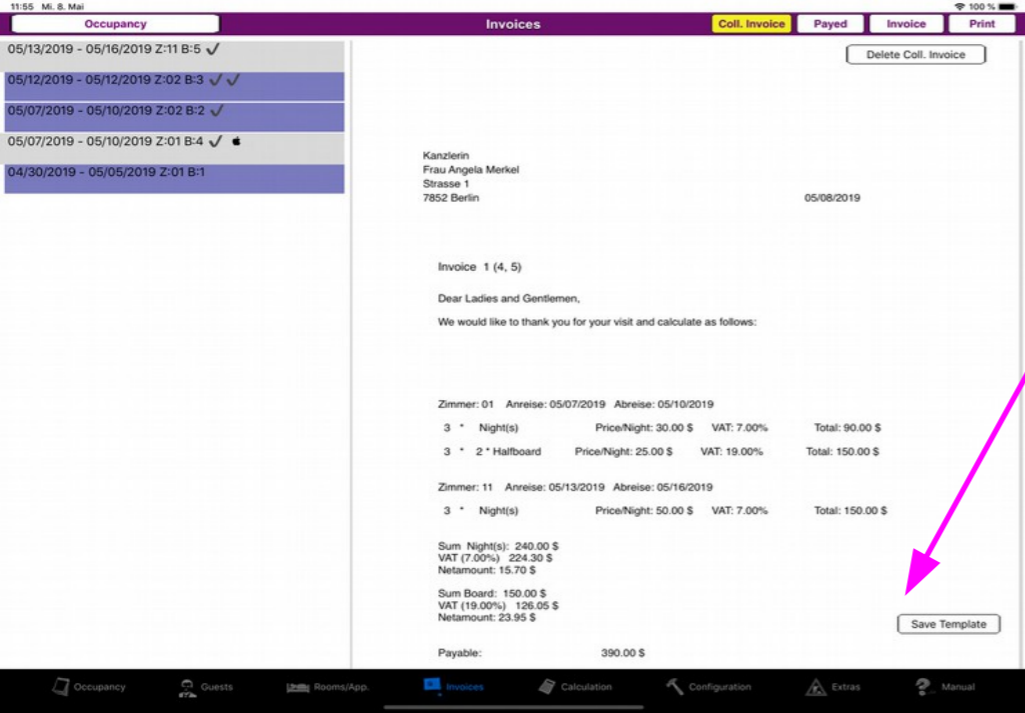
After selecting a certain invoice from the left side of the screen, you may view and edit that invoice on the right side of the screen. The text, room name, logo, and footer of the invoice can be edited. Now changes will not be saved automatically. For saving the invoice text, logo footer and room name one should touch the button "Save Template" on the right bottom of the screen. Similarly, because the text is the same for all invoices, any changes made in the text will affect the text of all other invoices if saved as template. Some invoice data like date, booking number cannot be changed on the invoice; rather you must edit the booking itself.
If reservation differs from occupation (fewer occupation days as reservation days) both data are shown on the left site. So you could take in account the reservation data if needed.
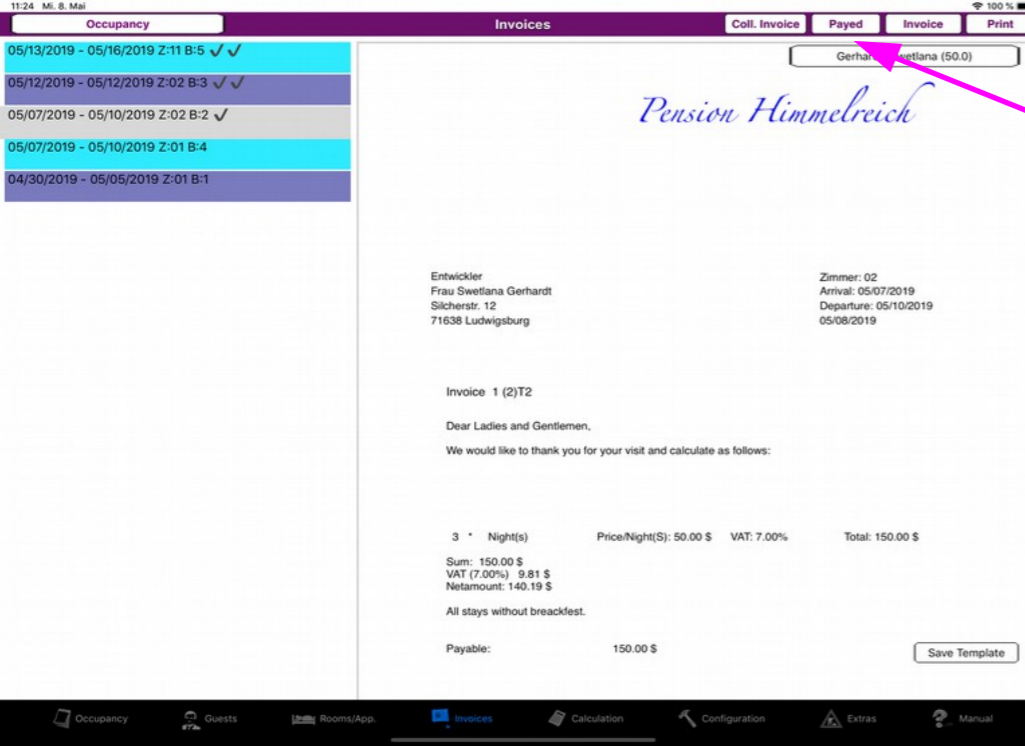
If the guest has paid the invoice please set a second checkmark right from the booking number in the booking list at the left site by touching the button "Paid" in the first line of the screen. Paid marked invoices are not editable. One can reactivate paid marking.

NOTE: Any changes to the logo or footer in an invoice will also change the logo and footer in the email or letter in the booking confirmation corresponding to that invoice. See the Guest Management screen to learn about booking confirmations.

Printing and Archiving Invoices
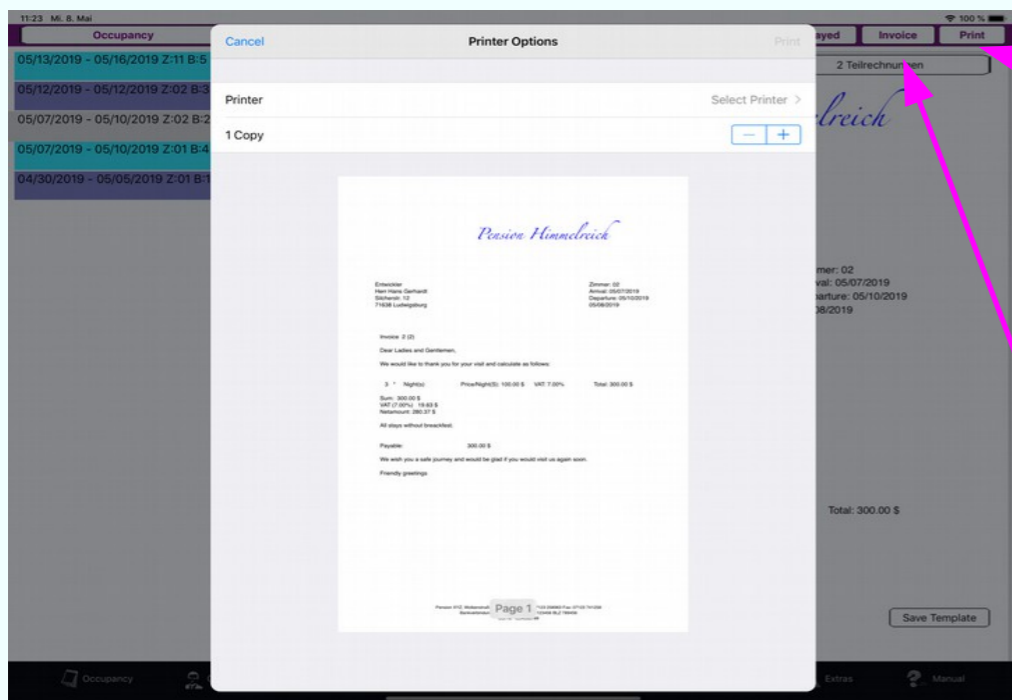
After all edits to an invoice, you may print the invoice by touching "Print," located on the top-right of the Invoices screen. Upon touching "Print," a new window will open, allowing you to identify the appropriate printer, as well as select additional options (such as the number of copies to print). To abort printing, touch the Cancel button on the top left site of the print window. If the Print button was touched the invoice itself will be stored as a PDF-file. Automatically a chekmark will be added to the booking number in the booking list on the left site indicating that an invoice was printed.
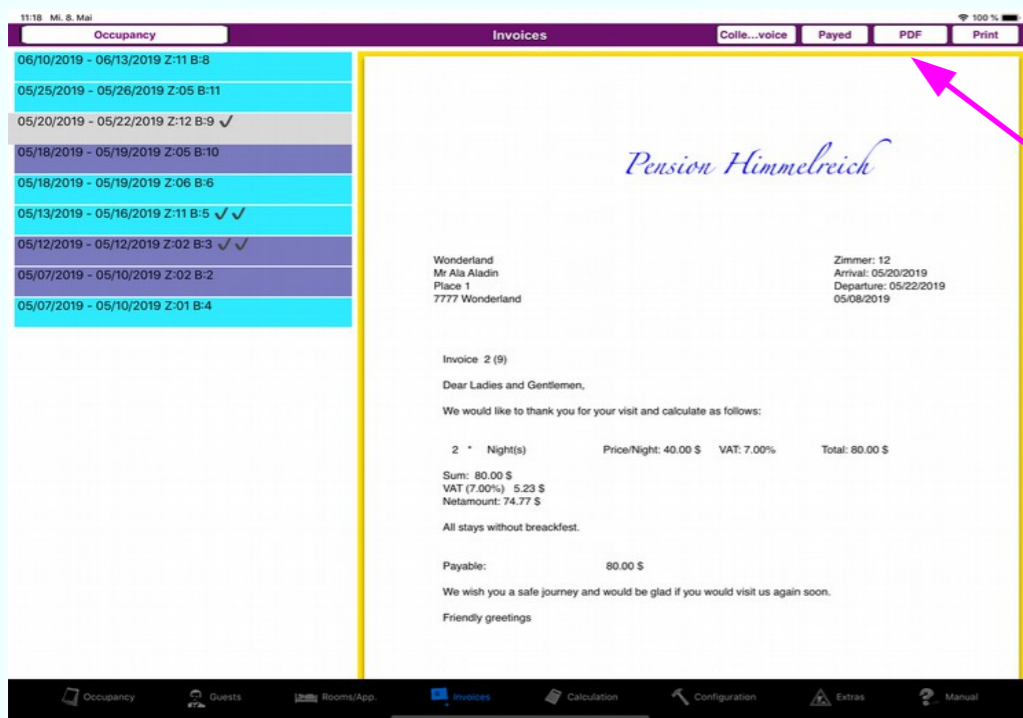
To see the PDF-file touch the "Invoice" button located on the top-right of the Invoices screen.
A yellow colored background indicates that the PDF-file is shown. Now one can print it or send it per email by touching the button "Print".

If the PDF-file is displaying return to the editing mode of the invoice by touching the "PDF" button located on the top-right of the Invoices screen.

Text Editing of Invoice Logo and Footer
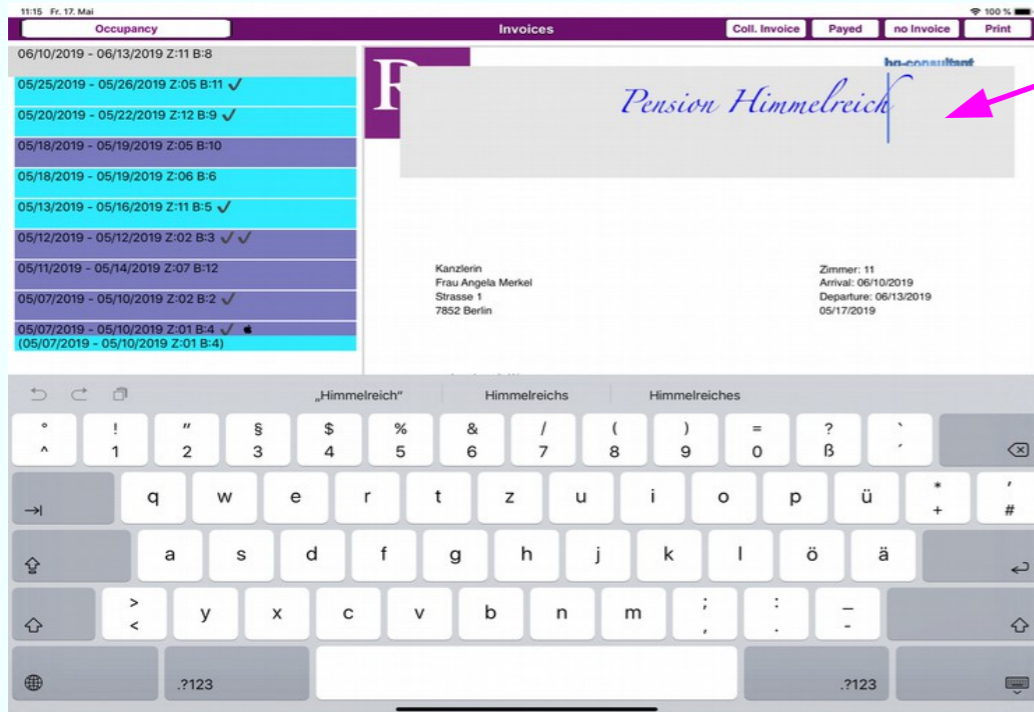
If you touch the logo on an invoice, the logo area will become highlighted in gray, indicating that you may edit the logo.

Initially, the gray highlighted area is only as large as the existing text. As you add text, the gray area will not get larger. Rather, you may need to scroll down to view all of your text. Once you complete editing, however, the gray area will adjust to fit all text.
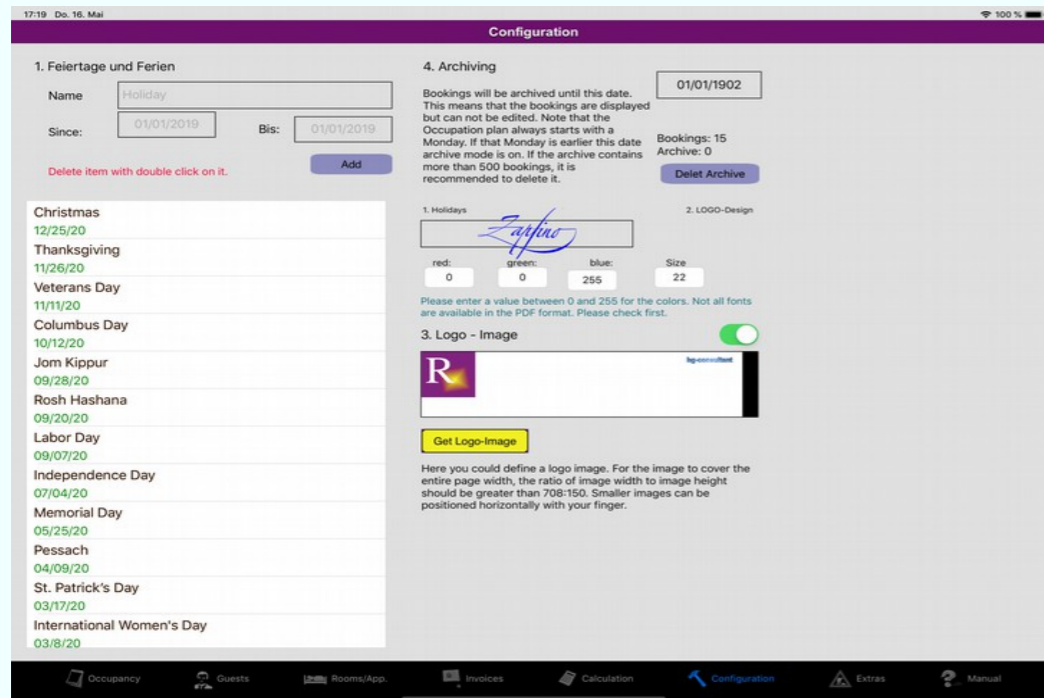

Editing the font and appearance of the logo text: To alter the appearance of the logo, go to the Configuration screen. In the Configuration screen, you are able to manage the size, color and font of your logo text. Colors may be set by selecting numbers between 0 and 255 for red, blue and green, based on RGB standards. Font size is also indicated by a number, based on the same numerical convention as used for text.

NOTE: Should your logo consist of more than one line, make sure to hit return at the end of the first line

# Configuration the Logo text design and Calendar Holidays
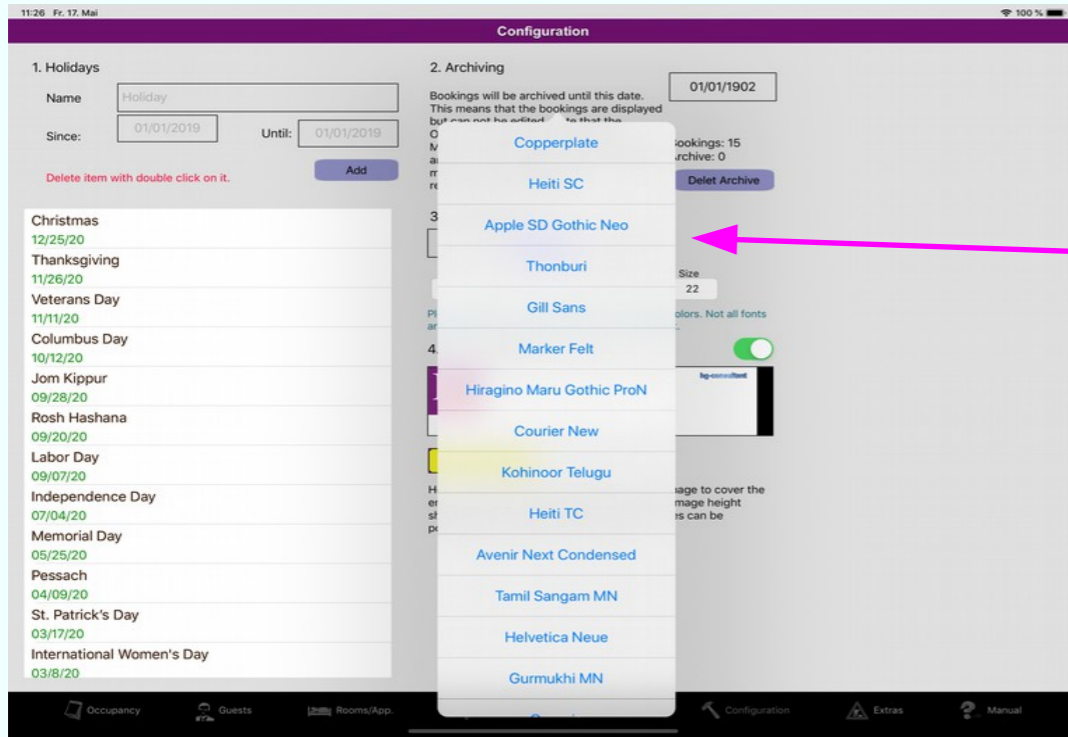
The Configuration function can be accessed at any time by touching the "Configuration." symbol on the bottom, black-colored row of any screen in ResidenzCheck. In the Configuration screen you can easily edit the logo for your invoices, selecting the appropriate font, color, size, and style. Merely touch the logo and a new window will open displaying all available fonts for the logo. Size and color may also be selected here (the colors are identified using RGB numbers to indicate the different shades of blue, red, and green).
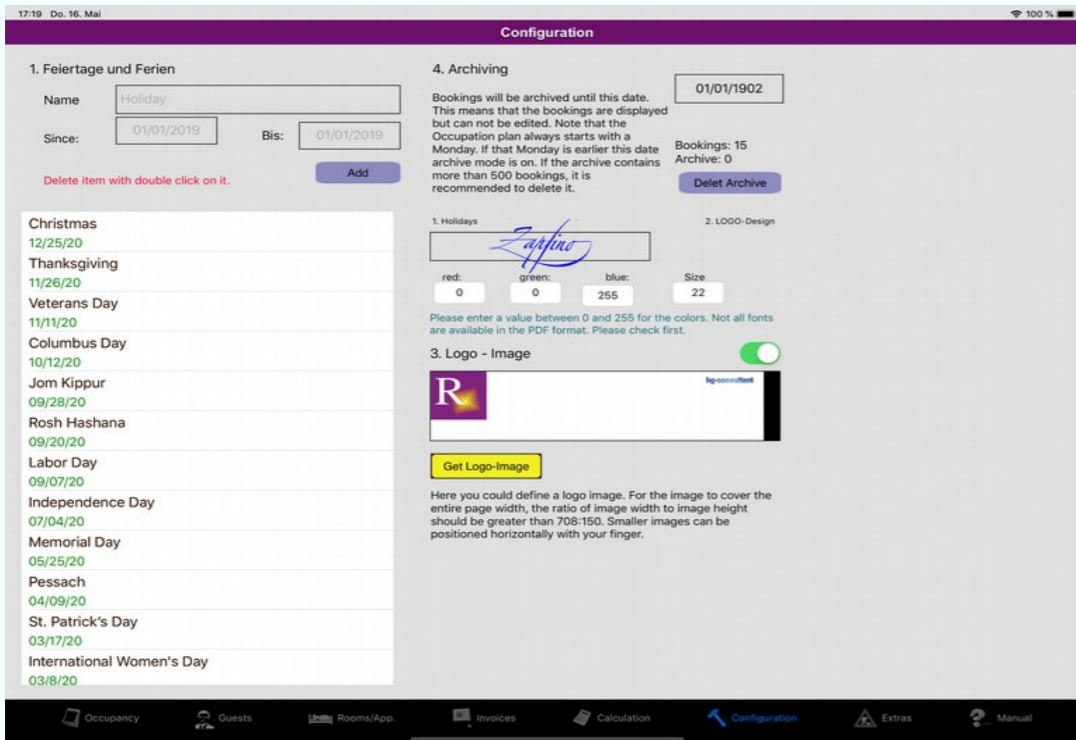
On the left of the "Configuration" screen is a list of holidays and vacations identified on the Occupation view. To add a holiday or vacation to the list, type in the name of the holiday or vacation in the "Name" field, select the date(s), and then touch the button "Add". The holiday or vacation will then be added to list.

Using Image for the Letterhead
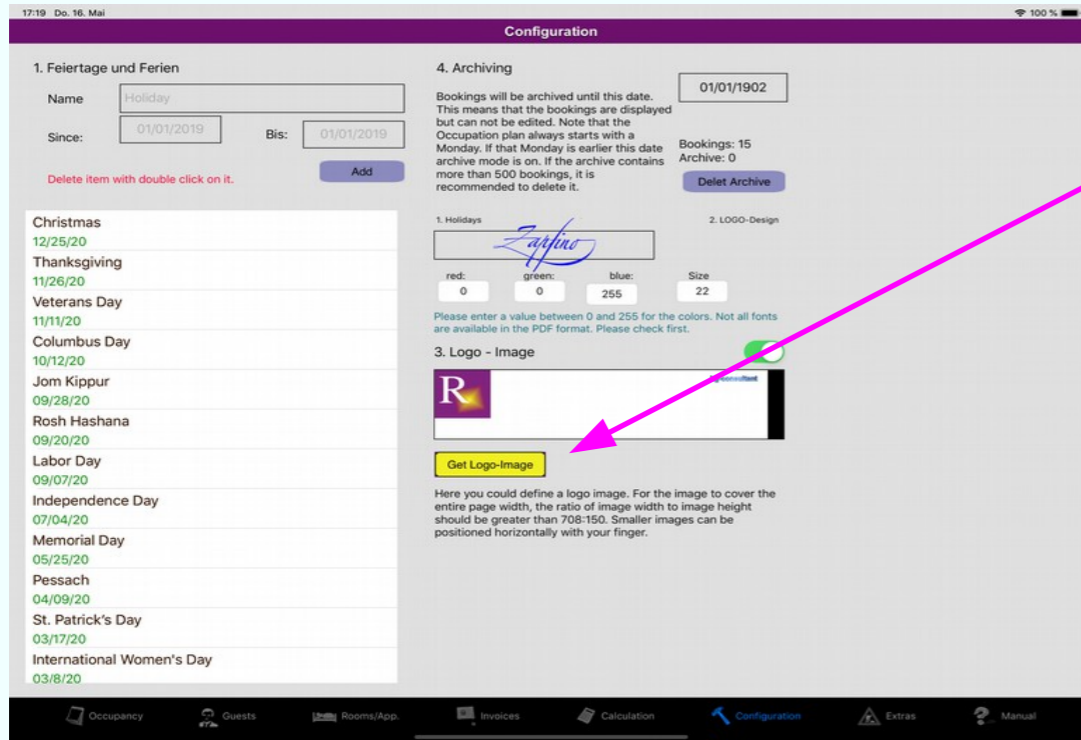
If you want to use your own logo, you can load a picture from your photo album. To do this, tap on the 'Get Logo-Image' button.

Thereafter, the photo album view appears, in which the desired image can be selected.

The image is always captured so that the entire image content can be seen without distortion.

The default logo area of a business letterhead with extention is 150 pixels (4.5 cm) from the top edge by default.

To render the logo across the full page width, the image should have an aspect ratio of 708:150 or greater.

Images that are smaller than the page width can be moved in this view with your finger to the desired position.

With the switch on the right above the image, the display of the logo image at the invoice is switched on or off.

Pricing & Calculations

ResidenzCheck allows you to easily set up and edit pricing for your rooms. To do so at any time, one need only touch the "Calculation" icon on the bottom, black-colored row of any screen in ResidenzChEck. ResidenzCheck uses a "Room Category" to simplify the process. There are ten different room categories, allowing you to charge up to ten different base rates for the rooms. Each category represents a different quality and rate -- and you are able to set up and edit the price for each category in the Calculation screen. (In the Room Management screen is where you will identify and edit the category for each room). When booking a room, the pricing for any room is based on pricing information identified in the Calculation screen and the "Room Category" for the chosen room, as selected in the Room Management function.

Thus, a booking for a room with a "Room Category" of 4 will always use the price identified in the Calculation screen for a room of category number 4. You, however, can use the "Accommodation Charge" (the middle row in the Calculation screen) to alter the price based on occupancy levels for that room. "Accommodation Charge" also allows you to set an additional fee for pets. As an example, assume you decide that a room of category 4 will cost $40 per night. If you put $0 for all fields of the "Accommodation Charge" (e.g., single, double, each additional persons) then the price for the room will always be $40. However, by using the "Accommodation Charge" to set different prices depending on the number of occupants, the room will be priced accordingly. So, assume you set $40 as the price for a category 4 room and charge $10 for each additional occupant (e.g., put $10 for "single," $20 for "double," and $10 for "each additional person") in the "Accommodation Charge." In this case, a single will cost $50 ($40 + $10), a double will cost $60 ($40 + $20), and then ten dollars more for each additional person. The room price is thus calculated as the number of additional persons multiplied by the per person fee and then added to the room's base rate ($40 in this case).

Week factor, taxes and other price items

The "Week Multiplier" (the second-to-top row in the Calculation screen), will allow you to modify room pricing throughout the year (on a weekly basis) so as to deal with anticipated price fluctuations, such as those caused by different seasons or holidays. This will allow you to alter pricing during times of expected high or low demand simply by altering the "Weekly Multiplier" for different weeks throughout the year. To assist you in assigning the correct multiplier for each week, use the monthly calendar of the Occupancy screen. For example, placing a 2 in the "Weekly Multiplier," for week 11 would result in doubling the room price. Similarly, placing a .5 in the "Weekly Multiplier," for week 7 would result in a 50% reduced room price. Meal pricing, if available and fixed per meal, can be set in the row titled "Board Charge." You can set the price for breakfast, "half board," and "full board."

In the last row of the Calculation screen, one is able to set different tax rates for meals and services -- which is common in some countries. For example, in Germany, the tax rate for food and service is 19%, while the tax rate for accommodations is 7%.

Additional Charges

There are three rows used for additional charges, which should be included in the invoice, e.g. bills from the restaurant, payment for parking or additional taxes. Give the charge a name and put in the amount of the charge as well as the tax for it. Moreover, for each charge, there is a "Per Day" and "Per Guest" option, allowing one to charge the amount on a daily and guest basis, if so desired. To do so touch the yellow "Per Day" symbol and/or yellow "Per Guest" symbol. The touched button changes the color to green. For example, if you place "Town of Monroe Tax" in the first field, "$2" in the second field, and "0" in the third field and then touch "Per Day," the primary guest will be charged $2 town tax for each day he stays at your establishment (and regardless of the number of

additional guests in the booking). If you want to charge for each guest then touch in addition the "Per Guest" symbol.

Each additional charge named in the bottom rows (up to three) is separately identified in the bill and included in the total amount.

Occupancy Statistics – Revenues

ResidenzChEck offers a feature that allows you to track the utilization for any/all rooms in your establishment. To access this, one need only touch the "Extra" icon on the bottom, black-colored row of any screen in ResidenzChEck, which will display the statistics screen.

At the top line one can choose two statistics "Revenues" and "German Law"

The "Revenues" statistics tracks occupancy for each and every room in your establishment for particular time periods on a monthly basis. Touch the two buttons on the top row of the screen to enter the desired date range for which you desire to view the occupancy rates. ResidenzCheck will then show you a chart providing occupancy rate, board payment und taxes for each room in your establishment,

as well as a total utilization rate (for all the rooms) -- shown on the first row. The columns will display the following information for each room:

1. Total number of days (based on the date range you select);
2. Number of days the room was occupied during the selected date range;
3. Occupation percentage of the room (days occupied / total days);
4. Net price charged guest(s) for the room during the selected date range (without meal and additional charges);
5. VAT of the room price
6. Board cost (net price of meals charged to guests during the selected date range);
7. VAT of board cost
8. Total Revenue for each room during the selected date range (includes meals but not additional charges)

NOTE: Only rooms whose invoices have been marked "Paid" will be shown in the occupancy statistics.

Accommodation Statistics

The "German Law" statistics is based on German Accommodation Statistics Act of the years 2002 and 2011. The statistics tracks monthly arrivals of guests ordered by countries of residence, the number of nights and the available accommodations overall. Touch the two buttons on the top row to enter the desired date range for which you desire to view the statistics.

All statistics are printable by touching the button "Print" on the top right.

NOTE: Only rooms whose invoices have been marked will be shown in the statistics. That means an invoice must be printed for entering the statistics. (The print job can be stopped.)

The "Statistics" screen also includes a notebook feature, allowing you to take and save any notes you may have. To access it, just touch the notebook icon on the top right of the "Statistics" screen

Configuration – Archiving Bookings
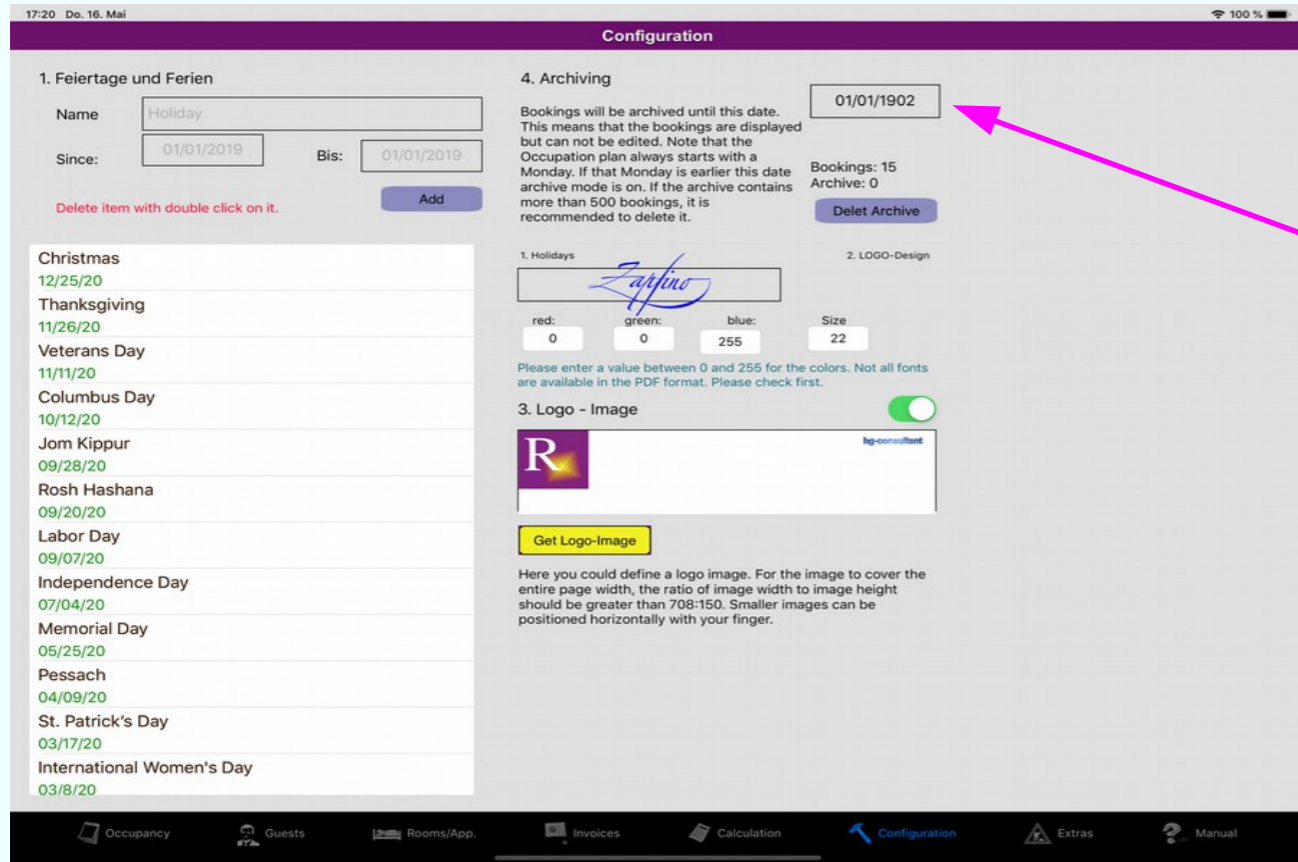
Due the fact that bookings are located in a database, which will increase with every booking action one has to care about the growing database amount.

To avoid a database overrun, bookings should be deleted now and again.

In addition one can archive bookings made before a certain date.

The date for archiving should be placed in the field shown on the top of the right site of the screen.

All bookings earlier this date will be set in the archive mode. That means that the bookings are displayed on the Occupation Calendar but not accessible any more. If the archive contents about 500 bookings the archive should be deleted for better performance.

User Guideline

On this screen you can review any topic discussed in this presentation by touching the "Show Content" button on the top right side of the "Help" screen, which will display a table of contents identifying all the topics discussed in this presentation. Merely touch the topic you wish to review.
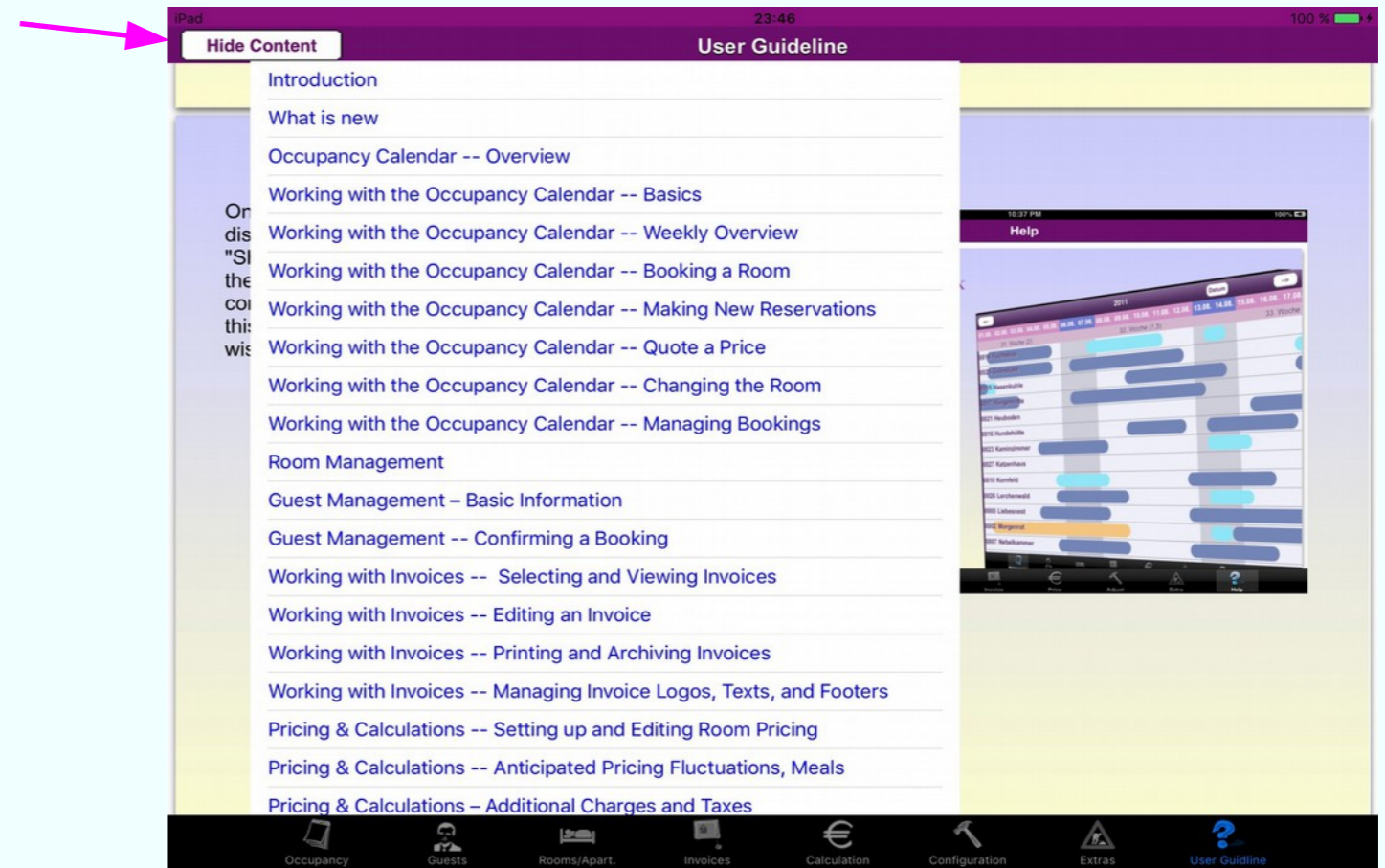
Help

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