Oracle® Hospitality Suite8

Miscellaneous User Manual

Release 8.9

July 2015

Contents

Preface

Audience

This user manual is intended for system users and system administrators.

Customer Support

To contact Oracle Customer Support, access My Oracle Support at the following URL:

https://support.oracle.com/

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

Documentation

Oracle Hospitality product documentation is available on the Oracle Help Center at http://docs.oracle.com

Revision History

Date	Description of Change
July, 2005	• 8.5.0.0 - First Issue Small Business Edition
May, 2008	• 8.7 - Updated for Version 8.7
June, 2008	• 8.7.3.1 - Updated for Version 8.7.3.1
May, 2009	• 8.8 - Updates for Version 8.8
Sept, 2010	• 8.8 - Updates for Oracle 11gR1
Jan, 2012	• 8.9 - Updated for Version 8.9
Nov, 2012	• 8.9 - New cover page
July, 2015	• 8.9 – Oracle template applied

1 Introduction

The Suite8 Miscellaneous menu includes various options including Today's Activities, User Log file, Interface and Telephone Functions, Calendar Events and Reports. Additionally it is used to run Night Audit, access the Export Setup for the Back Office Interface, access External Applications, view the Error Log File and enter Budget Figures for the manager report. Users can also change their Password and configure specific User Settings.

Logging In

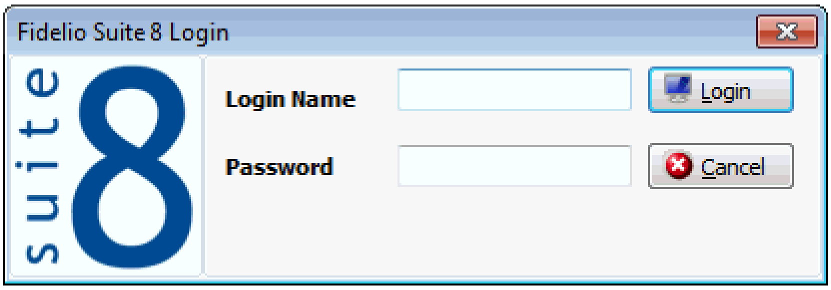
To use Suite8 you must first log into the system. You must have a valid user identification and password.

Logging into Suite8

1. From the desktop, click the Fidelio Suite8 icon.

   The Suite8 Splash screen is displayed for several seconds with the Payment Application Data Security Standard (PA-DSS) disclaimer

   The Fidelio V8 Login screen is then displayed.



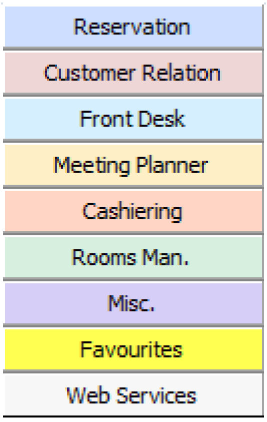
2. Type your user identification (case sensitive) in the Login name box.
3. **Tab** to the Password box.
4. Type your secret password (case sensitive) in the Password box.
5. Click LOGIN, the Suite8 main menu screen appears.

   You are now logged into the system.

> **Note:** If one of the following tables: WMLG, WLOG, ZPOS, WDAT, SHIS, SRPD, WRPD has no indices or a missing index, an alert is displayed when starting Suite8 with a message to contact support. It could happen that a table has no indices in the event that a table was renamed for support purpose. Renaming a table carries the indices to the renamed table. If an index is missing of one of the above mentioned tables, the alert is displayed when starting Suite8.

Miscellaneous Shortcut Bar

The Suite8 main menu screen has nine coloured tabs located on the left of the screen. Each coloured tab represents one of the main user modules.



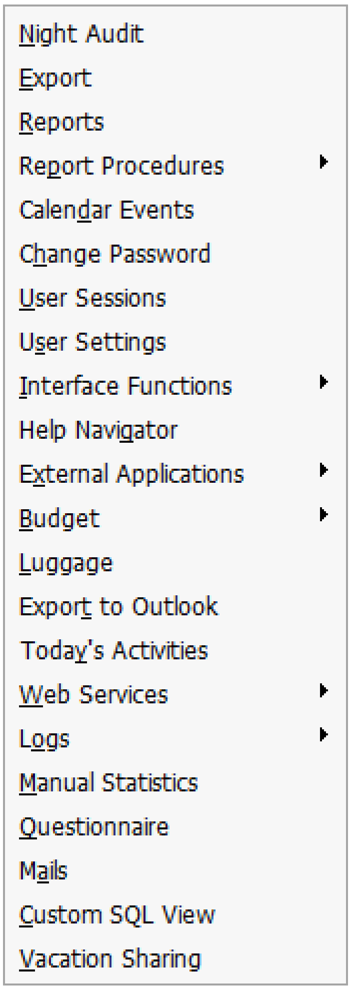
To open the Miscellaneous Shortcut Bar:

1. Click MISC. from the coloured toolbar.

   The Miscellaneous shortcut bar opens.

2. Alternatively you can click MISCELLANEOUS on the menu bar.

   The Miscellaneous menu appears.



Navigation Keys

Accelerator keys

Accelerator keys are used for fast access to a box on a screen or dialog box. When a letter is underlined you can press the **Alt + letter** keys and the cursor moves into the appropriate box. For example, on the Profile Search screen the letter “A” is underlined in the Name box. By pressing the **Alt + A** keys, the cursor moves into the Name box.

To use the accelerator keys:

From the screen or dialog box, press **Alt + letter** to move the cursor into the appropriate box.

Shortcut keys

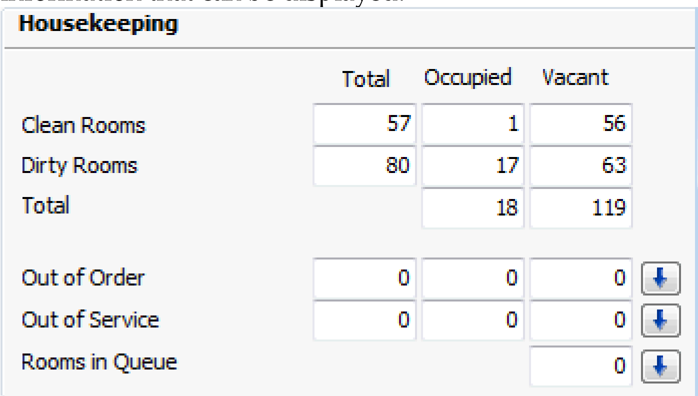
Suite8 has shortcut keys that allow you to perform actions directly from the keyboard without having to use the mouse. Using these keys saves you time.

Suite8 Shortcut keys

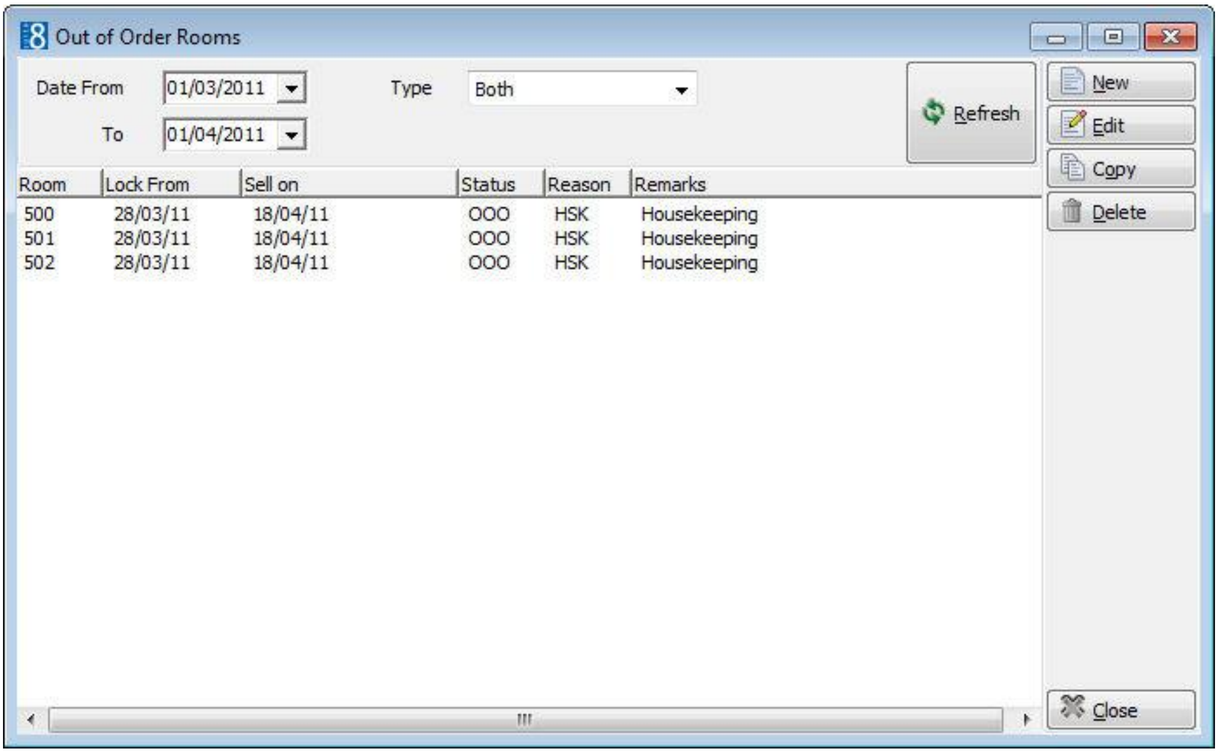
Shortcut Key	Description
F1	Displays the help.
Alt + F4	Closes the active window.
F10	Closes all active windows.
F12	Moves the cursor from a data box to the first record on the grid.
Alt + Down arrow	Displays a combo box.
Tab	Moves forward through the boxes/options. Moves to the next box and confirms the entry.
Shift + Tab	Moves backward through the boxes/options.
Ctrl + Tab	Moves forward through tabs.
Ctrl + Shift + Tab	Moves backward through tabs.
Escape	Cancels the current action. Removes a Combo box before a selection has been made.
Home	Moves the cursor to the beginning of a box.
End	Moves the cursor to the end of a box.

Using the blue drill down arrow

Many boxes have a blue drill down arrow  next them indicating that there is additional information that can be displayed.



For example, on the House Status screen clicking the blue drill down arrow on the Out of Order line displays the Out of Order Rooms screen.

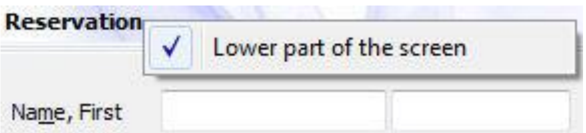


HTML View

Suite8 offers the possibility to view information in HTML format. HTML is the abbreviation for "Hypertext Markup Language." This is the system of marking a document so it can be published on the World Wide Web and viewed with a browser. The main areas where information can be viewed in HTML format are as follows:

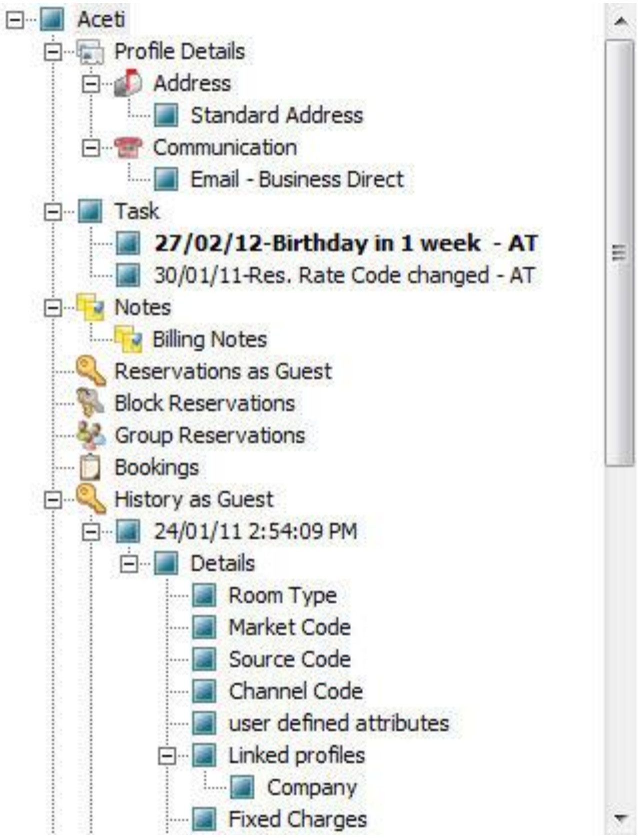
- Reservation Navigator
- Blocks
- Profiles
- Cashiering
- Tasks and Activities
- Events
- Conference Reservation

The HTML display on the reservation navigator can be hidden so that the reservation grid is expanded. Double-click in the blue reservation header bar or right-click and select/deselect LOWER PART OF THE SCREEN from the short-cut menu to view or hide the HTML display. This setting is stored per user and remains until the next time it is changed.



Expand the HTML tree

- Click the expand icon  to show all available folders.



Collapse the HTML tree

- Click the collapse icon  to collapse all folders to the uppermost level.

Refresh the HTML View

- Click the refresh icon 

View information in HTML format

In this example we will display information in HTML format on the profile screen.

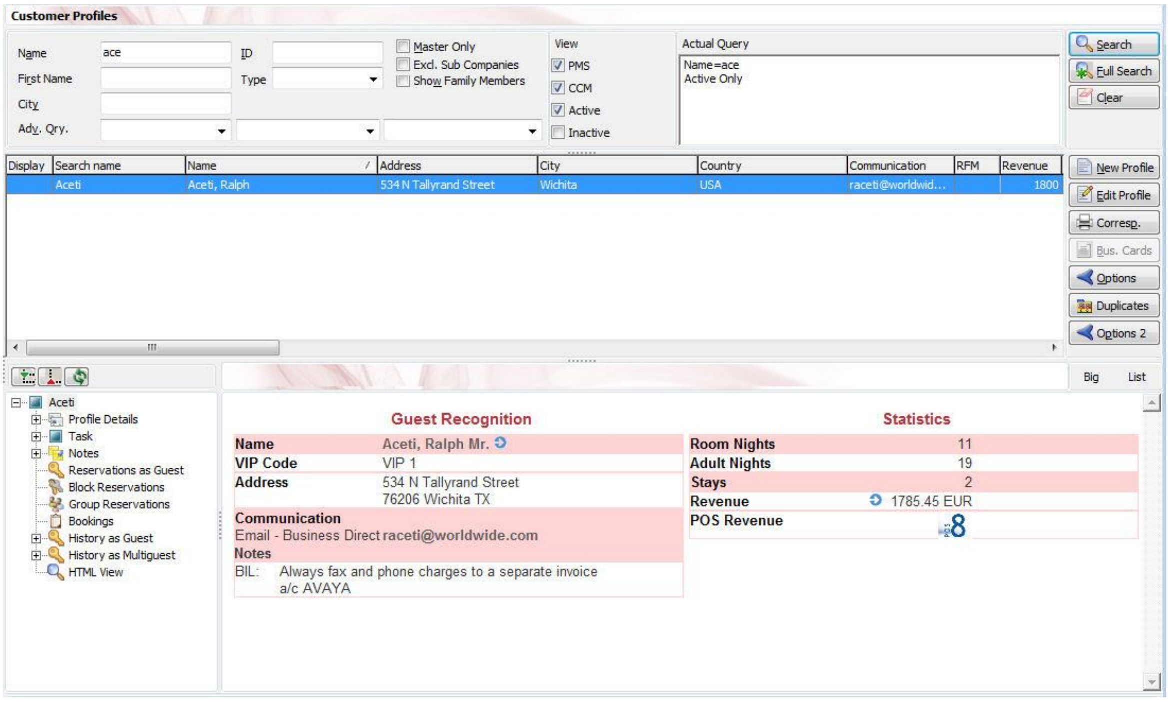
1. Click the CUSTOMER RELATION menu and select PROFILES to display the customer profile screen.

   This main customer profile screen is called the Navigator and is divided into 3 distinct areas:

   - Query - basic and advance profile search criteria
   - Query Results - the results of the query shown in a grid format
   - Tree Listing and HTML Page
     - A tree listing of all the details associated with this profile including address, communications, links, reservations or history

- A freely definable HTML display which by default has a 'big' format where the details are displayed in a non-grid style format or a list format. The HTML display can be printed by using the right mouse click.

2. Enter the name to search for in the NAME box and click SEARCH.



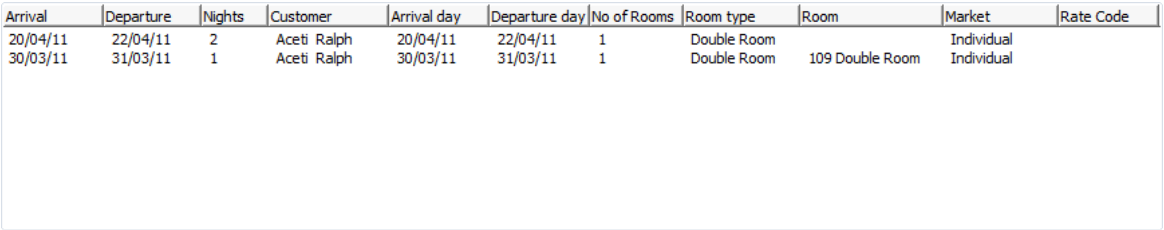
4. The query results are shown in grid format in the middle section of the screen and the tree and HTML formats are shown in the lower section of the screen.

5. In this instance the HTML view displays a summary of the profile details. The tree listing is displayed by default expanded by one level. A plus sign next to a folder indicates that it can be expanded to show more folders; a minus sign indicates that it can be collapsed.

Change the display of the HTML

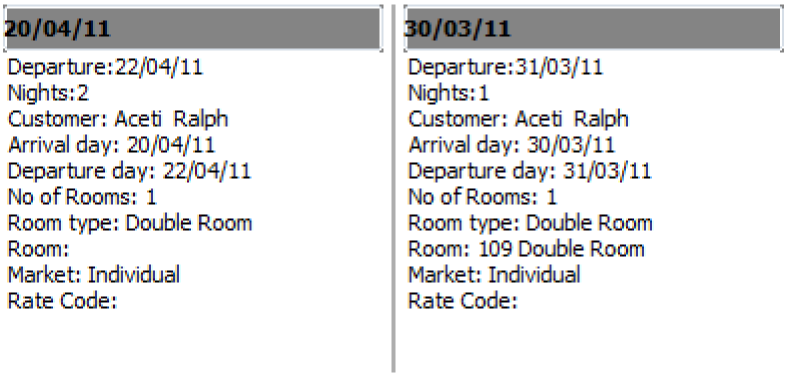
Two additional buttons on the html display allow you to change whether certain details are displayed in a non-grid style or in a list format. By default the 'big' view is displayed.

1. To view in list format click the List button.



Arrival	Departure	Nights	Customer	Arrival day	Departure day	No of Rooms	Room type	Room	Market	Rate Code
20/04/11	22/04/11	2	Aceti Ralph	20/04/11	22/04/11	1	Double Room		Individual	
30/03/11	31/03/11	1	Aceti Ralph	30/03/11	31/03/11	1	Double Room	109 Double Room	Individual	

2. To view in a non-grid style, click the Big button.



Copy to clipboard

It is possible to copy information from the HTML files to clipboard by selecting items from HTML, using right mouse short cut menu and selecting COPY TO CLIPBOARD or short cut key CTRL + C. This information can then be pasted to any open file by using right mouse menu option PASTE or short cut key CTRL + V.

The menu option COPY TO CLIPBOARD is controlled by the user right COPY TO CLIPBOARD FROM HTML under Users → User Definition → Rights → Miscellaneous

The Quick Keys

Suite8 allows you to select the Quick Keys main menu from any screen. The quick keys are shortcuts to screens, searches, and desktop tools. Using these keys allows rapid access to information without having to leave the section that you are currently working on. For example, a customer is making a new reservation while at the same time asking questions about restaurants in the area. You can use the Telephone Book quick key for restaurant information instead of aborting the new reservation screen, looking up the restaurant information, closing the Telephone Book, and reopening the new reservation screen.

To access the Quick Keys main menu

- Click the QUICK KEYS menu option.

The Quick Keys menu is displayed.

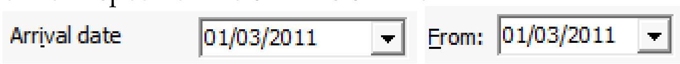
Arrivals	Ctrl+A
Availability	Ctrl+D
Billing	Ctrl+B
Calendar	F4
Conference Diary	F3
Conference Floor Plan	Shift+Alt+F3
Currency Calculator	Shift+Alt+R
Event Vacancies	Ctrl+Shift+F3
Event Waitlist Priority	Ctrl+W
Floor Plan	Ctrl+F
Goals	Ctrl+Shift+G
Group Reservation	Ctrl+G
Hotel Segment Statistics	Ctrl+Shift+S
House Status	Ctrl+H
Inhouse Guests	Ctrl+I
Interface Functions	Shift+F8
Logbook	Shift+Alt+L
Maximum Availability	Ctrl+Shift+M
Messages	Ctrl+M
New Reservation	Ctrl+N
Postings	Ctrl+E
Profiles	Ctrl+P
Quick Reservation	Ctrl+Q
Rate Query	Ctrl+R
Reports	Ctrl+Shift+R
Room Rack	Ctrl+L
Room Search	Ctrl+S
Room Type Availability	Ctrl+Shift+D
Space Occupancy	Ctrl+F3
Table Reservation	Ctrl+Shift+A
Telephone Book	Ctrl+T
Update Reservation	Ctrl+U

The Date Box

The format of the dates and the separators between the dates may vary from one hotel to another. The date format is defined in the Control Panel Windows Regional Settings/Options.
Typical date formats include the following:

- dd/yy
- MM/dd/yyyy
- yy/MM/dd
- yyyy-MM-dd
- dd-MMM-YY

You can type the date directly in the date box; however it must be typed exactly as per the pre-defined format.
There are many date boxes in the system, for example, Arrival Date or From Date. The date can be either a specific date or an as of date.



A specific date is when you need to see what happened on that day. For example, you need to see which guests have departed 01/01/03.
An 'as of date' is when you need to find out information starting from that date. For example, you need to read the room rack starting from 09/09/03 through 12/09/03.

Changing the date

The date can be changed by typing a new date or with the use of the calendar.

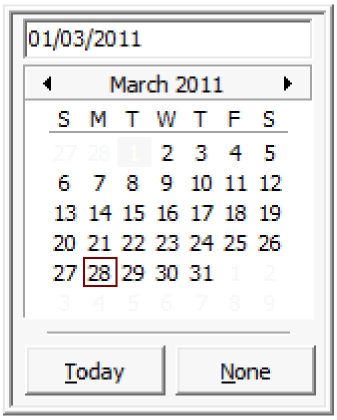
To type a new date

1. Place the cursor in the Date box.
2. Type the new date in the Date box, in the defined format including separators.
3. Press the **Tab** key, the date is changed.

To change a date using the calendar

1. Click the drop down arrow  next to the Date box.

   The calendar appears.



2. Change the month to a previous month or future month by clicking the horizontal arrows located on the top of the calendar or by pressing the **Ctrl + Page Up or Ctrl + Page Down key.**
3. Place the cursor on the date and click the left mouse button **or** move the keyboard arrow keys to locate the date and press **Enter**, the date is changed.

Customising Suite8 Grids

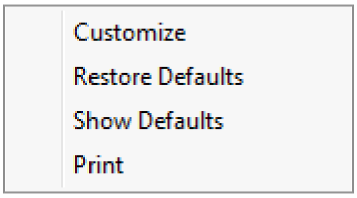
Many of the grids in Suite8 may be customised according to the needs of the property.
The customization options available are:

- CUSTOMIZE - opens the customize dialog box so that columns on the grid can be added, changed or removed.
- RESTORE DEFAULTS - applies the default settings for this grid.
- SHOW DEFAULTS - applies the default settings to the current grid view, however, any customised settings are used the next time the grid is displayed.
- Select PRINT to print or export the existing grid layout, the possible export formats are ASCII File, CSV Format, HTML Document or an Excel Document.

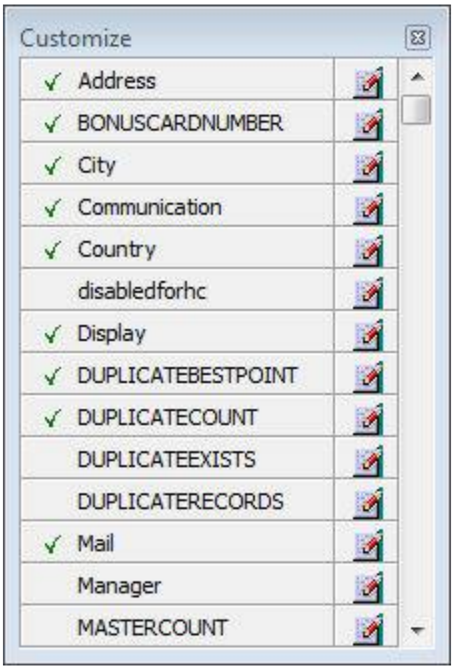
> **Note:** The print or export function should be used before changes to the grid will be saved.

How to customize a grid

1. Place the cursor in the grid and right-click to display the short-cut menu.



2. Select CUSTOMIZE to open the customize screen.



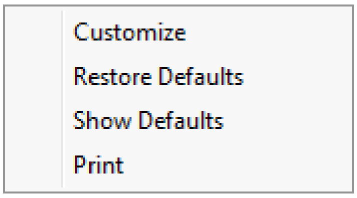
The fields already used are marked with a green check mark.

3. Click the PENCIL button to view or change the column properties.
4. To move a field to the grid, select the field and drag it to the required position.
5. Click the ☒ in the top right-hand corner to close the customize screen.
6. A message is displayed asking if you want to store the grid layout.

7. Select YES to save the changes or NO not to save any changes.

How to remove a column from a customized grid

1. Place the cursor in the grid and right-click to display the short-cut menu.



2. Select CUSTOMIZE to open the customize screen.

   The fields already used are marked with a green check mark.

3. On the grid point to the column to be removed and drag it to the customize screen; yellow arrows are displayed at each end of the column name.

   Once the column has been removed the green check mark is removed from the field name on the customize screen.

4. Click the in the top right-hand corner to close the customize screen.
5. A message is displayed asking if you want to store the grid layout.
6. Select YES to save the changes or NO not to save any changes.

Column Properties

Field	**Description**
Field name	The field name as it is defined in the database table.
Caption	The field caption.
Fixed	Defines if the column will be fixed to the left side, when scrolling to the right to view additional fields of the grid. Columns marked as fixed are highlighted grey.

How to create a customised grid view for profile search

Users familiar with the Fidelio Suite8 table structure and fields can create a customised grid view for the profile search.

This functionality is controlled by the parameter CUSTOM VIEW IN PROFILE SEARCH under Setup → Configuration → Global Settings → Miscellaneous → Search Screens 2 tab.
To add fields to the Grid Customization dialog box, the view V8_SYS_CUSTOMXCMSSEARCH has to be amended.

Example: *"Adding the financial account long description to the profile navigator"*

The view has to be changed as follows:

CREATE OR REPLACE FORCE VIEW v8_sys_customxcmssearch

(customxcmssearch_xcms_id, zfac_longdesc)

AS SELECT xcms_id customxcmssearch_xcms_id,

(select zfac_longdesc from zfac where zfac_actvalidfrom is not null and zfac_actvaliduntil is null and xcms.xcms_id=zfac.zfac_xcms_id and rownum=1)

zfac_longdesc

from xcms;

The fields from the custom view are automatically added to the grid.

How to create a customised grid view for reservation search

Users familiar with the Fidelio Suite8 table structure and fields can create a customised grid view for the reservation navigator.

This functionality is controlled by the parameter CUSTOM VIEW IN RES. NAVIGATOR under Setup → Configuration → Global Settings → Miscellaneous → Search Screens 2 tab.
To add fields to the Grid Customization dialog box, the view V8_SYS_CUSTOMXCMSSEARCH has to be amended.

Example: *"Adding the housekeeping status to the reservation navigator"*

How to create a customised grid view for booking search

Users familiar with the Fidelio Suite8 table structure and fields can create a customised grid view for the event booking search.

This functionality is controlled by the parameter CUSTOM VIEW IN BOOKING SEARCH under Setup → Configuration → Global Settings → Miscellaneous → Search Screens 2 tab.
To add fields to the Grid Customization dialog box, the view V8_SYS_CUSTOMYBOMSEARCH has to be amended, however it must contain the field customybomsearch_ybom_id.

Example: *"How to display the function type description"*

The view has to be changed as follows:

CREATE OR REPLACE FORCE VIEW V8_SYS_CUSTOMYBOMSEARCH

AS

SELECT

ybom_id customybomsearch_ybom_id,

yfty_longdesc

from

ybom, yfty

where

ybom_yfty_id=yfty_id(+);

Customization functionality is controlled by the user right EDIT under Setup → Configuration → Users → User Definition → Rights → Miscellaneous → Grid layout Customization.

Print functionality is controlled by the user right PRINT GRID under Setup → Configuration → Users → User Definition → Rights → Miscellaneous.

Customising the HTML display

The HTML display may be customised according to the requirements of the property.
The customization options available when placing the cursor on the HTML display and right-clicking are:

- PRINT - prints an exact copy of the HTML display. The print page margins and the actions to take if the HTML printout is too large for the defined paper size can be defined in the configuration.
- PRINT WITH SETUP - displays the printer options and then print the HTML display.
- VIEW SOURCE - displays the HTML code; no changes can be made.
- EDIT TEMPLATE WITH NOTEPAD - opens the relevant *.htm and *.qry in notepad. Users with HTML programming knowledge can edit these files to meet the requirements of the property.
- EDIT TEMPLATE WITH ASSOCIATED APPLICATION - opens the relevant *.htm and *.qry with the program associated with these file types. Users with HTML programming knowledge can edit these files to meet the requirements of the property.

How to use HTML Expressions to customize the HTML display

Properties can configure and store customised html files in the Version 8 directory for htm files. The files are displayed in Suite8 either by logged in user, user language, customised htm files for all users or language specific htm files for all users.

The priority Suite8 uses to determine which file to use is in the sequence as listed:

- Customised htm file by user initials

  To display a customised htm file by user initials, the htm file has to be called USR_USERINTIALS_HTMFILENAME.HTM.

  Example: For a user with the initials DS the file has to be called usr_ds_quickinfo.htm.
- Customised htm file by user language

  To display a customised htm file by user language, the htm file has to be called CUST_LANG_LANGUAGE SHORT DESCRIPTION_QUICKINFO.HTM.

  Example: If the language short description is F for French, the user has to select this language under User Settings → Startup → Language and the file, such as quickinfo.htm has to be called cust_lang_f_quickinfo.htm.
- Customised version for all users

  To display a customised version of htm files for all users, the html files have to be called CUST_HTMLFILENAME.HTM.

  Example: cust_quickinfo.htm.

- Customised version by language

  To display a customised version by language, the html files have to be called LANG_SHORT DESCRIPTION OF THE LANGUAGE_HTMLFILE.HTM.

  Example: lang_f_quickinfo.htm, where f stands for the short description of the language.

If none of these files can be found then the standard htm file is displayed

How to hide or show expressions depending on activated features or license

The following expression can be used to hide for example, Conference Information on the HTM file when working with the small business edition:

if ({const isBnB})=(1)}{/if}{else} {if {feature Meeting Planner}} Conference {runquery 2}

Customization functionality is controlled by the user right HTML source view and edit under Setup → Configuration → Users → User Definition → Rights → Miscellaneous.

The print page margins and the actions to take if the HTML printout is too large for the defined paper size are defined via the option HTML PRINTOUT under Setup → Configuration → Global Settings → Miscellaneous → Visual Appearance 4.

Favourites

The Favourites shortcut toolbar allows you to keep your most frequently used options right where you can find them. Your most used options can be added to the Favourites shortcut toolbar where they are more noticeable and more easily organized to suit your purposes.
To make the most of the Favourites shortcut toolbar, you need to organize the options in it; this can be done using drag and drop.
In user settings the Favourites shortcut toolbar can be set to be listed first and will then be the default shortcut toolbar opened when logging on to Fidelio.

Note: The Favourites shortcut toolbar cannot be removed from the toolbar.

How to add an option to the Favourites shortcut bar

1. Click one of the coloured shortcut toolbars on the left to list the options on that toolbar.
2. Right-click the option that you want to add, and then click ADD TO FAVOURITES on the shortcut menu.

   The option is now listed on the Favourites shortcut toolbar.
3. Repeat Steps 1 and 2 for each option that you want to add.

Note: Options from Web Services cannot be added to the Favourites shortcut toolbar.

How to delete an option from the Favourites shortcut bar

1. Click the FAVOURITES shortcut toolbar on the left to list the options.
2. Right-click the option that you want to remove, and then click DELETE BUTTON on the shortcut menu.

   The option is removed from the Favourites shortcut toolbar.
3. Repeat Steps 1 and 2 for each option that you want to remove.

How to reorganise the options on the Favourites shortcut bar

1. Click the FAVOURITES shortcut toolbar on the left to list the options.
2. Select the option to be moved and then left-click and hold the mouse button while you drag the option to its new location on the toolbar.
3. Repeat Steps 1 and 2 for each option that you want to move.

On the toolbar the Favourites shortcut bar can be listed first by selecting the option FAVOURITE BUTTONS ON TOP under Miscellaneous → User Settings → Appearance Tab.

Logging off, Exiting Suite8 and Locking the Station

The windows menu consists of the following options:

- Close All - closes all open screens and dialog boxes.
- Lock Station - locks the workstation.
- Logout - closes all open screens and logs off Suite8.
- Exit Application - closes all open screens and exits the application.

Options	Description
Close All	▪ Click the WINDOWS menu and the option CLOSE ALL. All open screens and dialog boxes are closed.
Logout	1. Click the WINDOWS menu and the option LOGOUT All open screens and dialog boxes are closed and the Login screen appears. A new user can now login. 2. To close the application completely click CANCEL. Suite8 is closed and the desktop appears.
Exit Application	▪ Click the WINDOWS menu and the option EXIT APPLICATION. Suite8 is closed and the desktop appears.
Lock Station	▪ Click the WINDOWS menu and the option LOCK STATION. All open screens and dialog boxes are closed and the Login screen appears. A new user can now login.

Lock Station - the open screens and dialog boxes from the user who locked the station will not be closed if the parameter LEAVE OPENED SCREEN ON SWITCH USER is selected under Setup → Configuration → Global Settings → Generic → Generic 3 tab.

2 Night Audit

The Night Audit option is used to complete the accounting day which includes completing the accounting totals, validating data, purging files and updating the internal databases, and is accessible via the option Night Audit on the Miscellaneous menu.

Night Audit Key Points

- During night audit all automatic charges that are attached to a reservation or financial account are posted, the statistics are calculated, old data is deleted and the date is changed.
- As Fidelio has its own system date, it is not automatically changed at midnight but after finishing the night audit. Therefore, it is possible to run the night audit the next morning. In this case however, it must be considered that all revenues and payments which are posted before the night audit statistically belong to the old date. Also, fixed charges have not yet been posted. If there are check-outs before the night audit, advance folios must be printed.
- Before starting night audit, all reservations and financial accounts that have arrived should be checked in, reservations and financial accounts that have departed should be checked out and all cashiers should be closed.
- If night audit is running it is not possible to perform advance postings, cancel advance postings, post daily charges from the billing search screen, post daily charges from the options menu when opening a guest folio or creating an advance invoice from the options menu when opening a guest folio and selecting PROFORMA.
- All confirmation and warning messages are written to the night audit log file, which can be viewed in the Night Audit User Log from the USER LOG option on the Miscellaneous menu.

Night Audit Parameters

Running night audit is controlled by the user right START under Setup → Configuration → Users → User Definition → Rights → Night Audit.

Running night audit when not all due outs are checked out is controlled by the user right START WHEN NOT ALL DUE OUTS ARE CHECKED OUT under Setup → Configuration → Users → User Definition → Rights → Night Audit.

The cashier number used by the night audit is defined via the option NIGHT AUDIT CASHIER NUMBER under Setup → Configuration → Global Settings → Night Audit → Night Audit tab.

A mandatory country code for all in-house guest profiles is controlled by the parameter COUNTRY CODE MANDATORY FOR IN HOUSE GUEST under Setup → Configuration → Global Settings → Night Audit → Night Audit tab. With this parameter active the night audit can not continue until all the missing country codes have been entered.

A mandatory state code for all in-house guest profiles is controlled by the parameter STATE CODE MANDATORY FOR IN HOUSE GUEST under Setup → Configuration → Global Settings → Night Audit → Night Audit tab. With this parameter active the night audit can not continue until all the missing state codes have been entered.

The location for exported night audit reports is defined via the option REPORT STORAGE PATH under Setup → Configuration → Global Settings → Night Audit → Night Audit tab.

The sound file to be played when the night audit is finished is defined via the option SOUND FILE TO BE PLAYED WHEN NIGHT AUDIT FINISHED under Setup → Configuration → Global Settings → Night Audit → Night Audit tab.

Running Night Audit

Before starting the night audit there are several checks that should be made, the PREVIEW PROBLEMS option performs all the checks made by the night audit without actually running night audit, however, users can see and select all the questions raised.

There are several checks which if raised during the PREVIEW PROBLEMS process must be resolved before starting the night audit. Failing these checks during the running of the night audit will stop the night audit and it cannot be continued until the situation has been resolved.

Preparation for Night Audit

- Run a back up before starting to run night audit.
- All reservation and financial accounts that have arrived should be checked in.
- All reservation and financial accounts that have departed should be checked out.
- All scheduled room moves should be completed.
- All cashiers should be closed.
- Use the reservation navigator to check the arrival, departure and financial accounts page and check cashier status from the cashiering drop-down menu.
- If the parameter COUNTRY CODE MANDATORY FOR IN HOUSE GUEST is active under then all arrivals must have a country code assigned, the night audit will stop if a reservation linked to a profile with no country assigned is found.

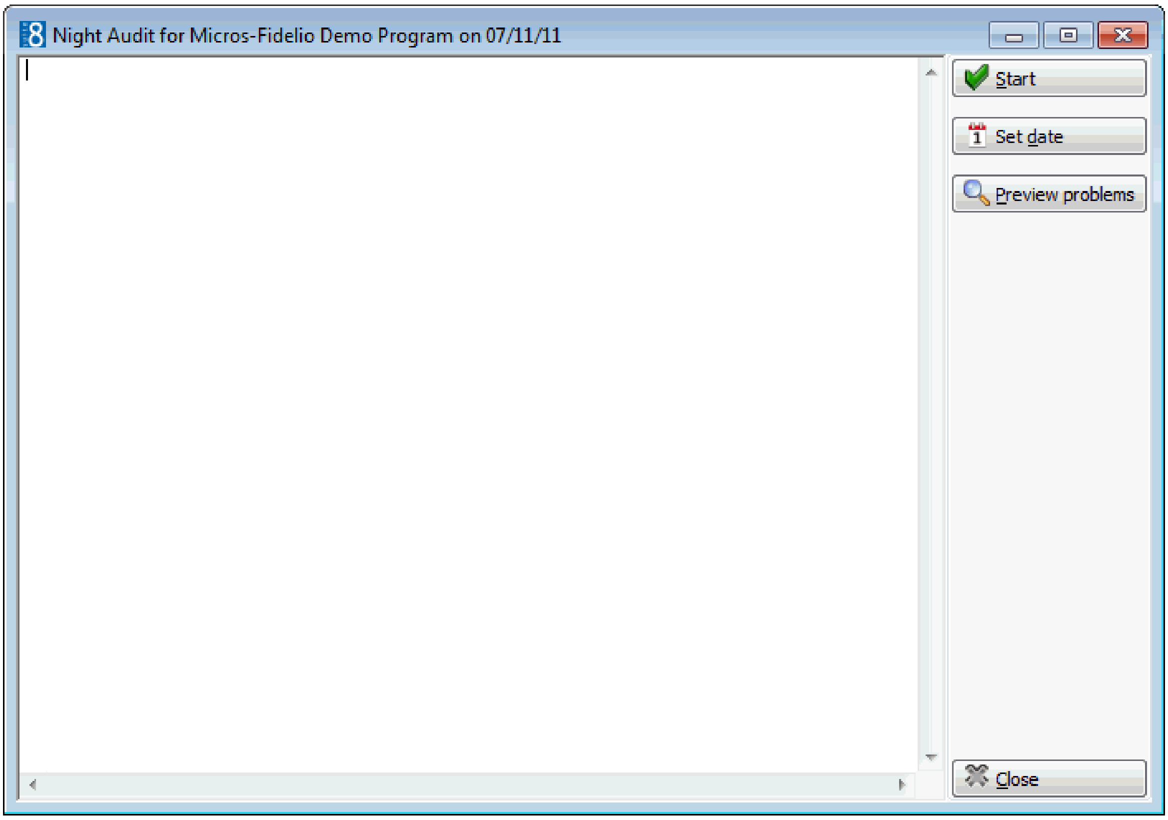
Checks performed with the preview problems option

- Due out reservations
- Open cashiers not yet closed
- Expected reservations not yet checked in
- Due out financial accounts
- Expected financial accounts not yet checked in
- EFT system is currently off line. No Additional Authorization will be executed
- Expected reservations with pre-billing postings that are not yet checked in
- Guests checked out with not closed folio and room status vacant
- Scheduled room moves or guests staying in different rooms than scheduled
- Checked in reservations with no room for today
- Checked-out accounts with a balance (parameter controlled).
- Missing country or state codes (Parameter controlled)
- Custom SQL statement with commit

How to run preview problems

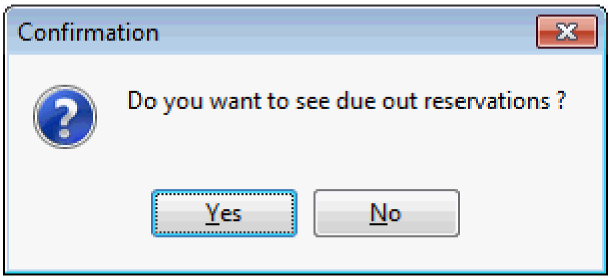
1. Click the MISCELLANEOUS menu and select NIGHT AUDIT.

   The Night Audit screen is displayed.

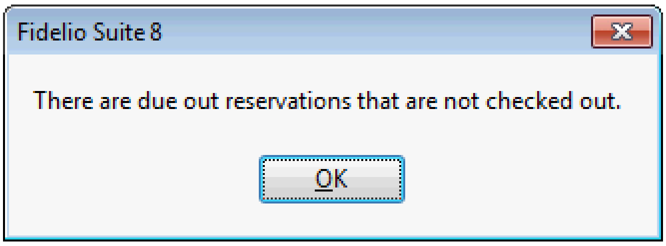


2. Click the PREVIEW PROBLEMS button.

   If there are due out reservations then the following message is displayed.

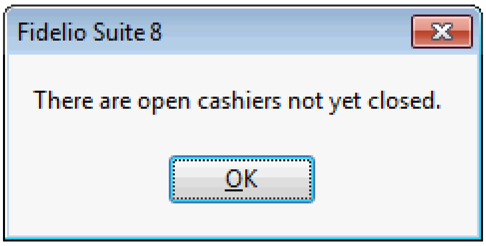


3. Click YES to display the billing screen with a list of all due out reservations; access to billing requires a valid cashier number.
4. Once all the due out reservations have been handled as required close the billing screen and click PREVIEW PROBLEMS on the Night Audit screen to re-start the preview problems process.
5. Clicking NO displays the following message:



6. Click OK to close the message.

   If there are open cashiers then the following message is displayed.

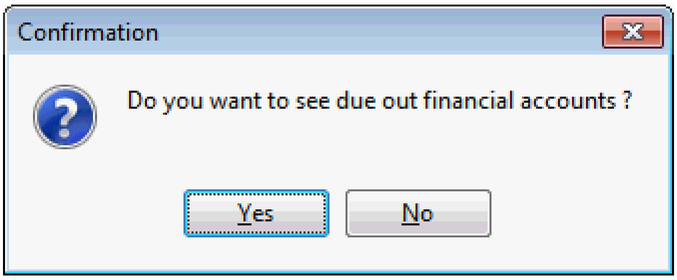
7. Click OK to close the message.

   If there are reservations that have not yet arrived then the following message is displayed.

8. Click OK to close the message.

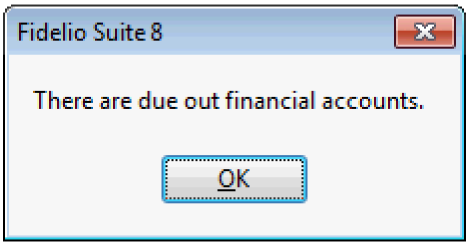
   If there are due out financial accounts then the following message is displayed.

9. Click YES to display the billing screen with a list of all due out reservations including financial accounts; access to billing requires a valid cashier number.

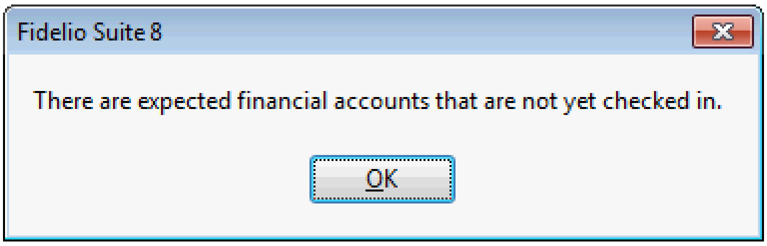
10. Once all the due out financial accounts have been handled as required close the billing screen and click PREVIEW PROBLEMS on the Night Audit screen to re-start the preview problems process.

11. Clicking NO displays the following message:

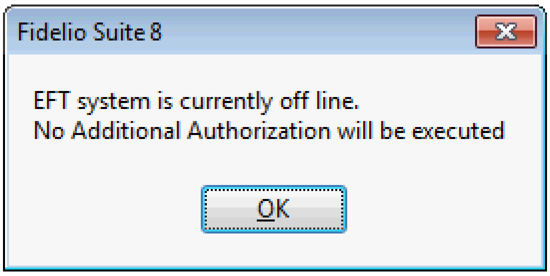
12. Click OK to close the message.

   If there are expected financial accounts that are not yet checked in then the following message is displayed.



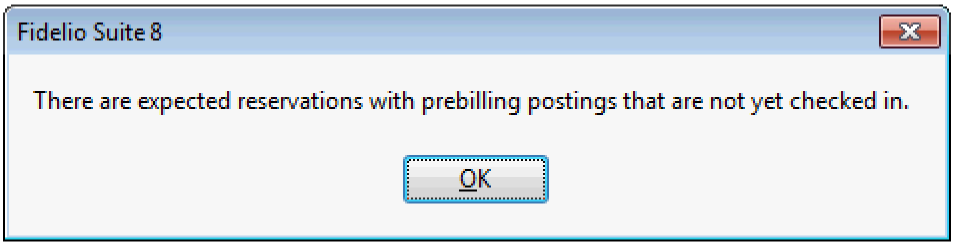
13. Click OK to close the message.

    If an EFT system is active then a message is displayed if the system is currently off line.



14. Click OK to close the message.

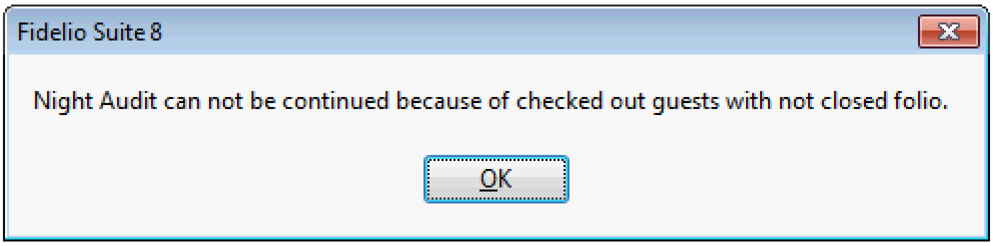
    If there are expected reservations with pre-billing postings that are not yet checked in then the following message is displayed.



The reservations must be checked in or the arrival date changed in order to continue with the night audit.

15. Click OK to close the message.

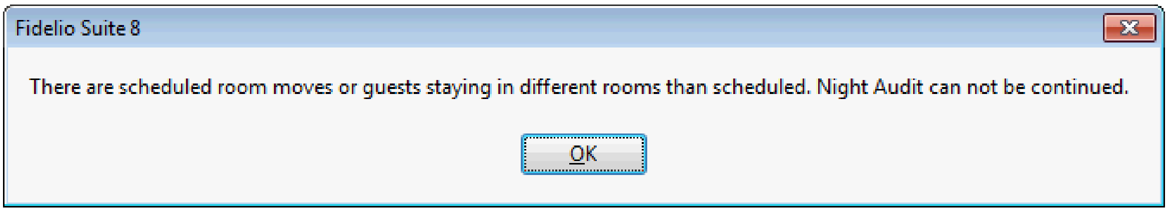
    If there are guests who have been checked out without closing the folio and the room now has the status vacant then the following message is displayed.



Checking out a guest without closing the folio allows for the room to be physically vacated and the folio to be stored for check out at a later time. The folio must be settled and checked out in order to continue with the night audit.

16. Click OK to close the message.

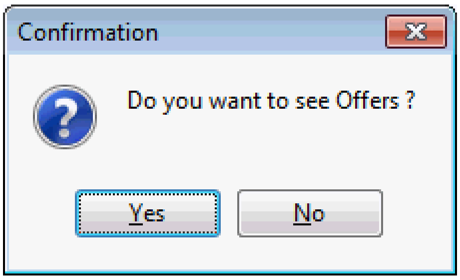
    If there are guests who are still scheduled to move rooms today then the following message is displayed.



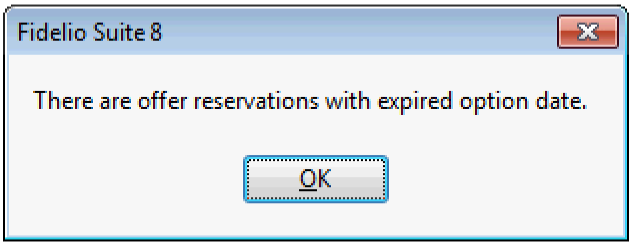
The scheduled room moves must be completed via the option Room Move on the Reservations menu in order to continue with the night audit.

17. Click OK to close the message.

    If there are offers then the following message is displayed.

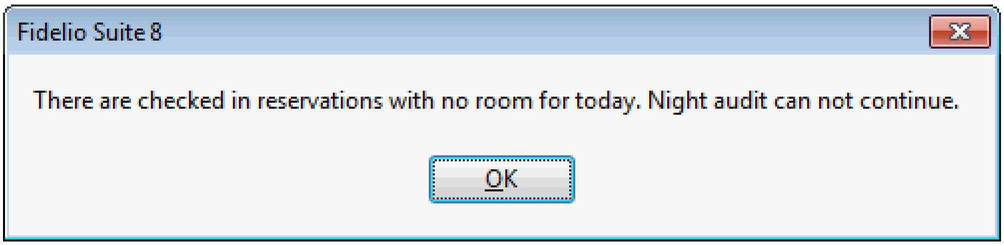


18. Click Yes to display the Offers screen with a list of all offer reservations.
19. Once all the offer reservations have been handled as required close the reservation navigator and click Preview Problems on the Night Audit screen to re-start the preview problems process.
20. Clicking No displays the following message:



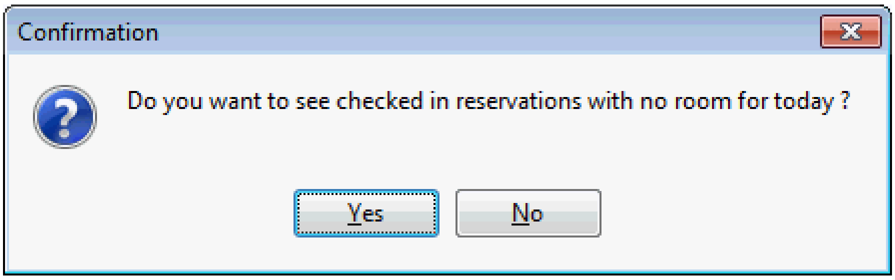
21. Click OK to close the message.

    If there are reservations which are checked in and have no room assigned for today then the following message is displayed.

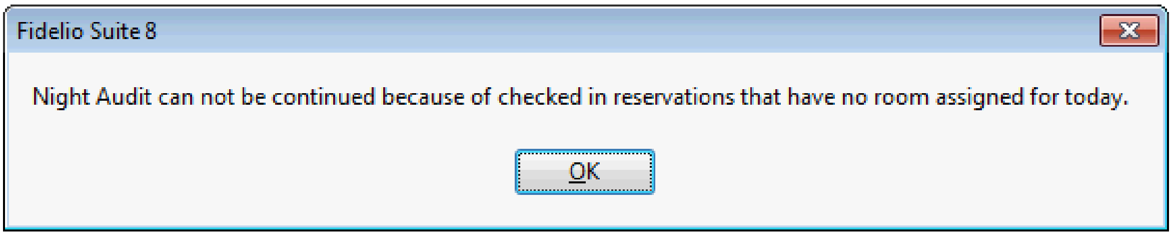


A reservation can have no room assigned if a room was assigned for the first night only and upon check-in either a room number was not assigned for the remaining days or the reservation was marked as a scheduled room move from the day where no room is assigned.

22. Click OK, the following message is displayed.

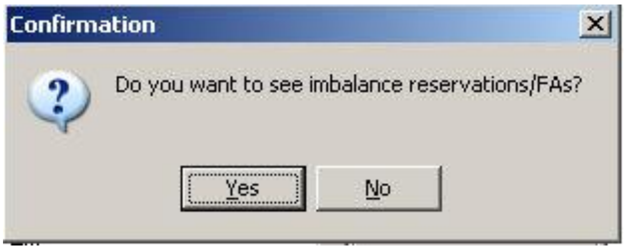


23. Click Yes to display a list of checked in reservations with no room for today.
24. Clicking No displays the following message:



25. Click OK to close the message.
26. If there are reservations or financial accounts with the status 'checked out' and a balance then the following message is displayed.

27. Click OK, the following message is displayed.

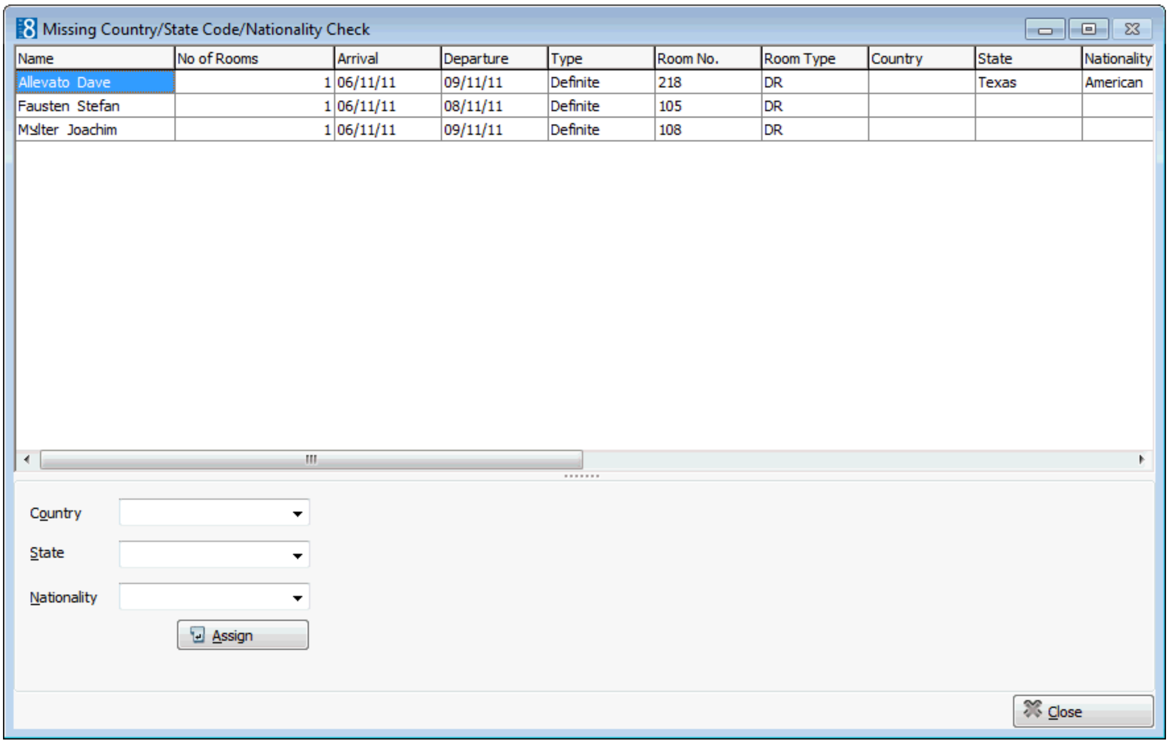


28. Click Yes to display the billing screen with a list of all imbalance reservations and financial accounts; access to billing requires a valid cashier number.
29. Once all the imbalance accounts have been handled as required, close the billing screen and click Preview Problems on the Night Audit screen to re-start the preview problems process.
30. Clicking No closes the message.

    A finished message is displayed in the night audit dialog.

    An additional check is made if the parameter Country code mandatory for in house guest and/or the parameter State code mandatory for in house guest are active.

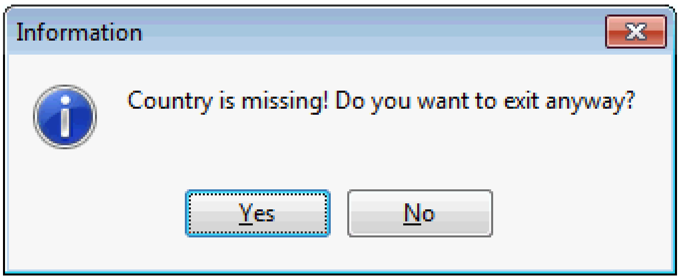
    A list of all in house guest profiles with missing country and/or state codes is displayed and night audit cannot be continued until all the missing country and state codes have been entered. State codes are only required for countries for which states have been defined.



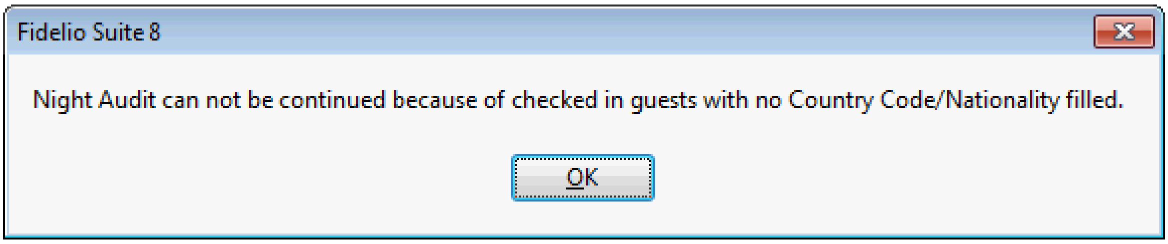
31. Select a profile from the list and complete the COUNTRY and/or STATE code; then click the UPDATE button.

    or

32. Select several profiles from the list and complete the COUNTRY and/or STATE code; then click BATCH UPDATE to perform a batch update.
33. Click CLOSE once all the missing country and/or state codes have been completed.
34. If the screen is closed without completing all the missing country and /or state codes then the following message is displayed.



35. Clicking YES displays the following message:



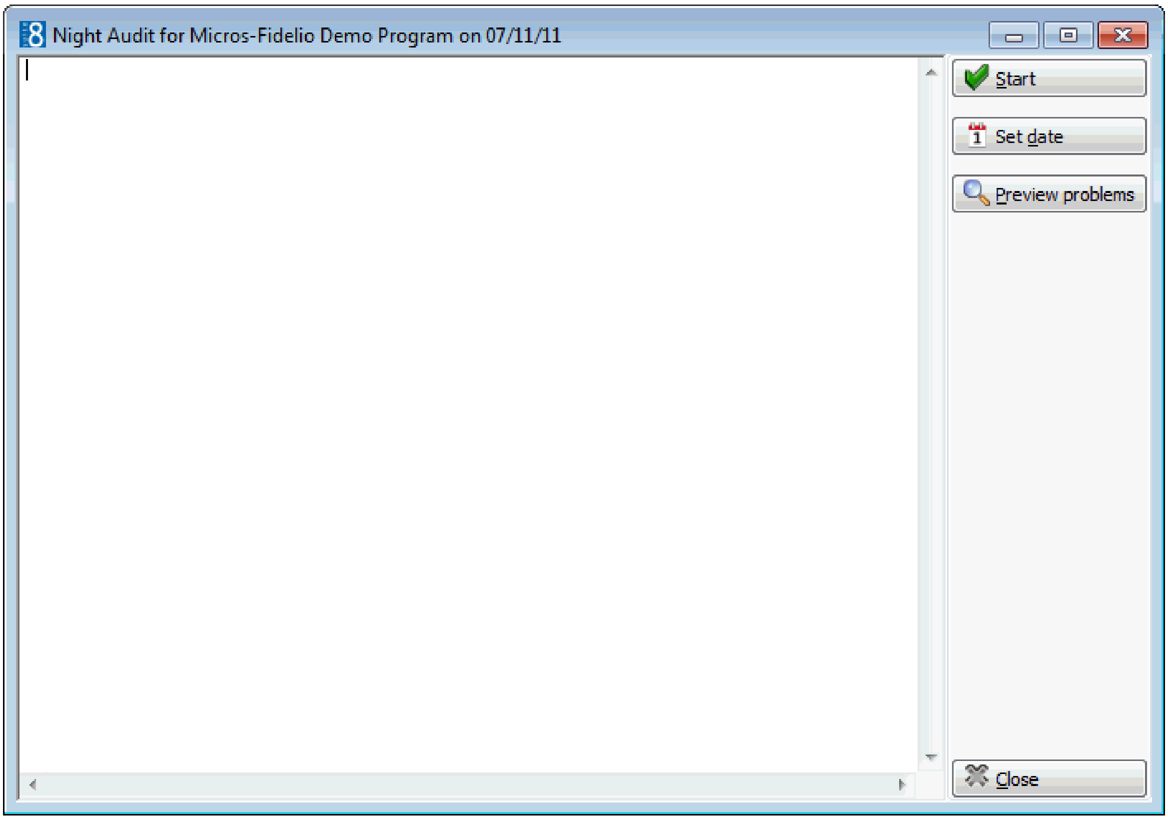
36. Click OK to close the message.

    The preview problems process is completed.

How to run night audit

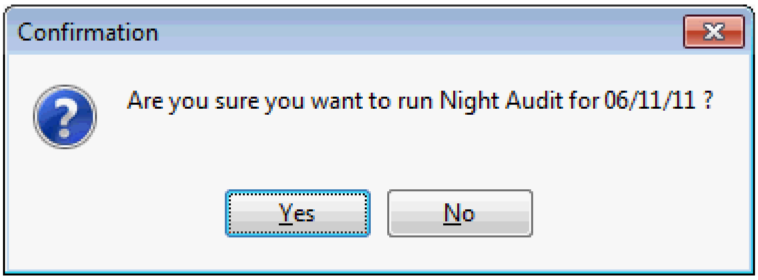
1. Click the MISCELLANEOUS menu and select NIGHT AUDIT.

   The Night Audit screen is displayed.



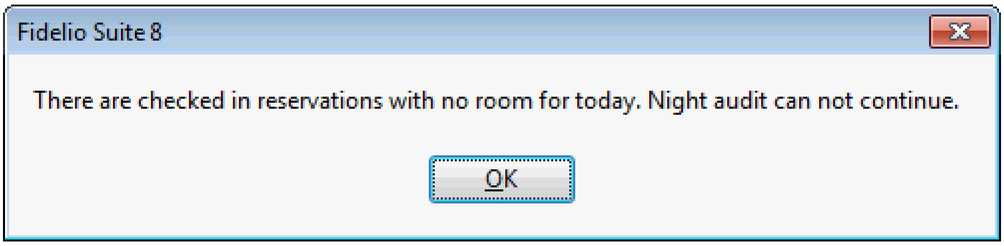
2. Click the START button.

   A confirmation message is displayed:

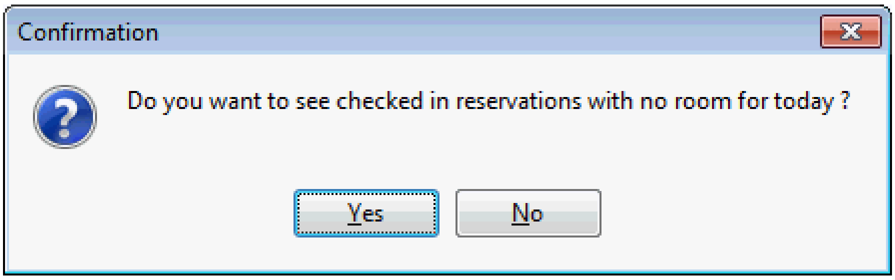


3. Click YES to start the night audit.

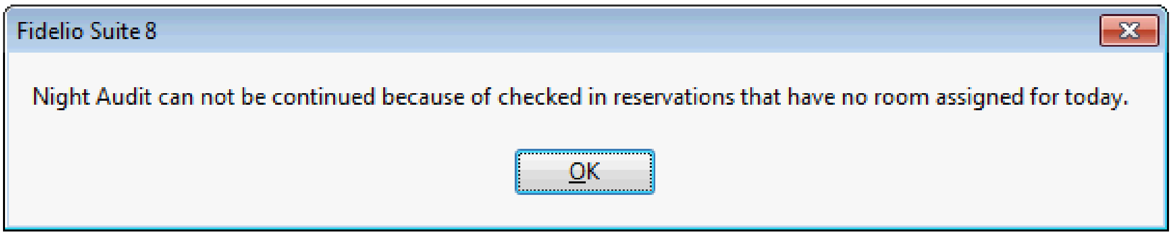
   If there are reservations which are checked in and have no room assigned for today then the following message is displayed.



4. Click OK, the following message is displayed.



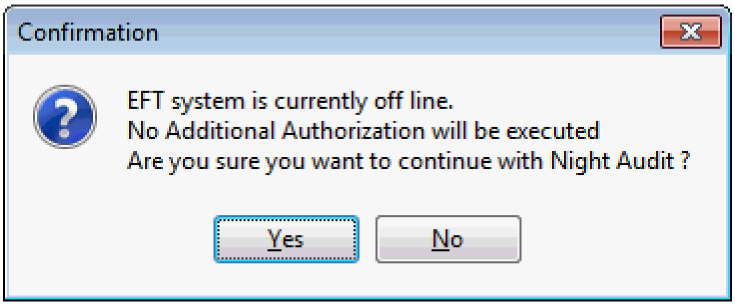
5. Click Yes to display a list of checked in reservations with no room for today. Clicking No displays the following message:



6. Click OK to close the message; the night audit is stopped.

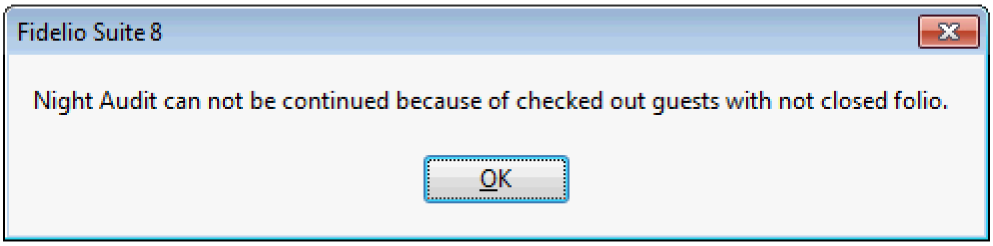
   Rooms must be assigned before the night audit can be re-started.

7. If an EFT system is active then a message is displayed if the system is currently off line.



8. Click Yes to continue with the night audit, clicking No will stop the night audit.

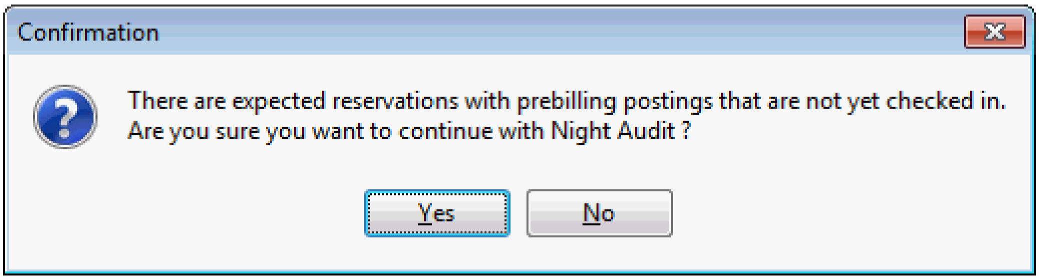
   If there are guests who have been checked out without closing the folio and the room now has the status vacant then the following message is displayed.



9. Click OK to close the message; the night audit is stopped.

   The folios must be settled and checked out before the night audit can be re-started.

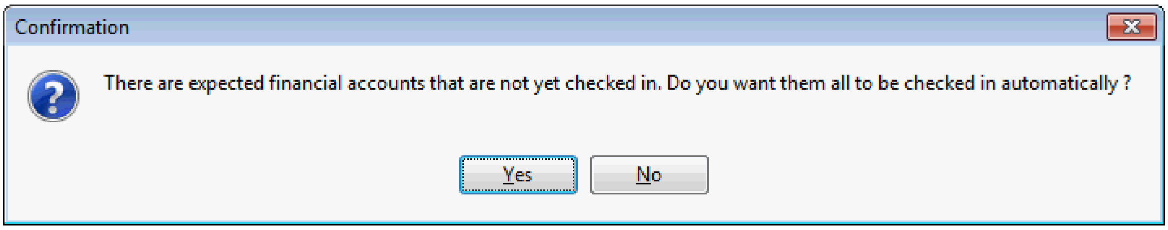
   If there are expected reservations with pre-billing postings that are not yet checked in then the following message is displayed.



10. Click OK to close the message; the night audit is stopped.

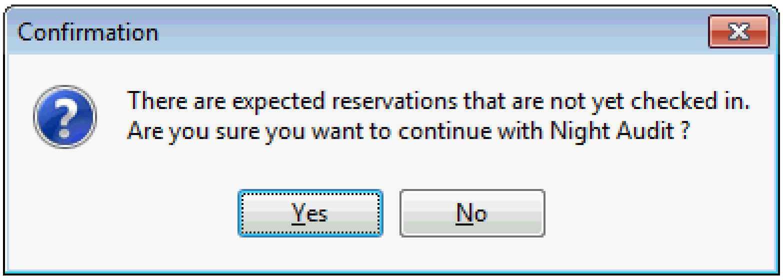
    The expected reservations with pre-billing postings must be checked in or the arrival date changed before the night audit can be re-started.

    If there are reservations with billing instructions to financial accounts that are not yet checked in then the following message is displayed.



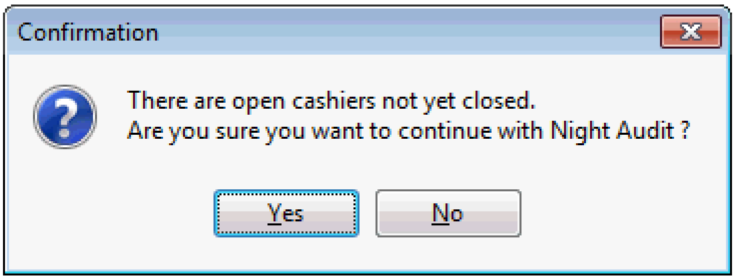
11. Click Yes to check in the expected financial accounts. If the question is answered with No the night audit will not continue if the charges routed to a financial account are for a group booking. If the charges are routed from an individual reservation, night audit will remove the billing instructions and continue.

    If there are reservations that are not yet checked in then the following message is displayed.



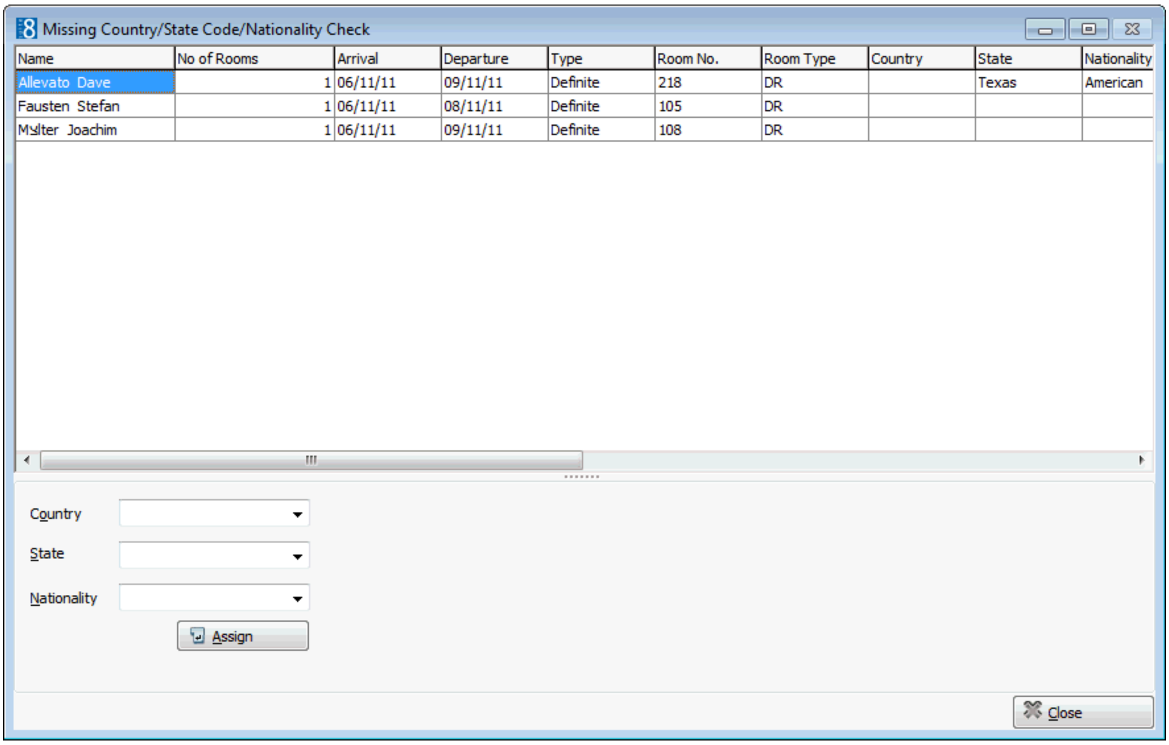
12. Click Yes to continue with the night audit and change the status of the expected reservations to 'No Show'; clicking No will stop the night audit.

    If there are cashiers who are not closed then the following message is displayed.



13. Click Yes to continue with the night audit and leave the cashiers open; clicking No will stop the night audit.

14. If the parameter COUNTRY CODE MANDATORY FOR IN HOUSE GUEST and/or the parameter STATE CODE MANDATORY FOR IN HOUSE GUEST are active then a list of all in house guest profiles with missing country and/or state codes is displayed and night audit cannot be continued until all the missing country and state codes have been entered. State codes are only required for countries for which states have been defined.

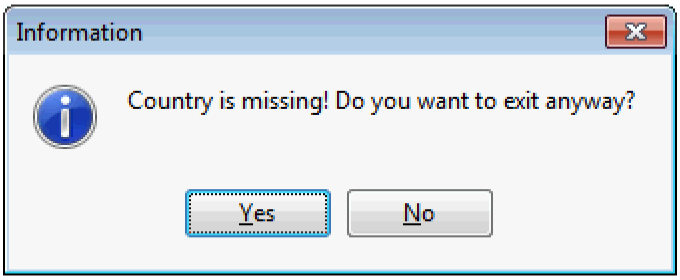


15. Select a profile from the list and complete the COUNTRY and/or STATE code; then click the UPDATE button.

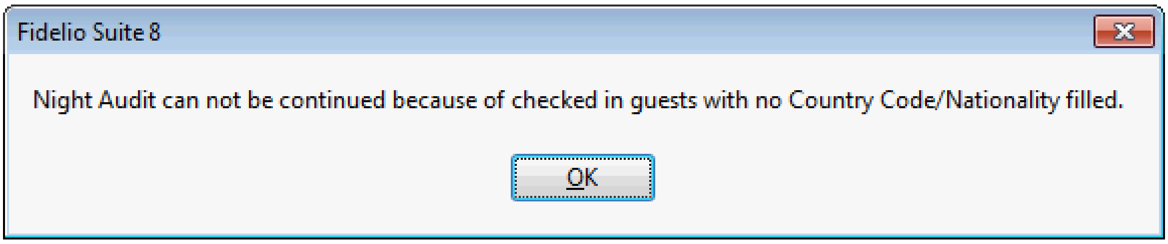
or

16. Select several profiles from the list and complete the COUNTRY and/or STATE code; then click BATCH UPDATE to perform a batch update.

17. Click CLOSE once all the missing country and/or state codes have been completed. If the screen is closed without completing all the missing country and /or state codes then the following message is displayed.



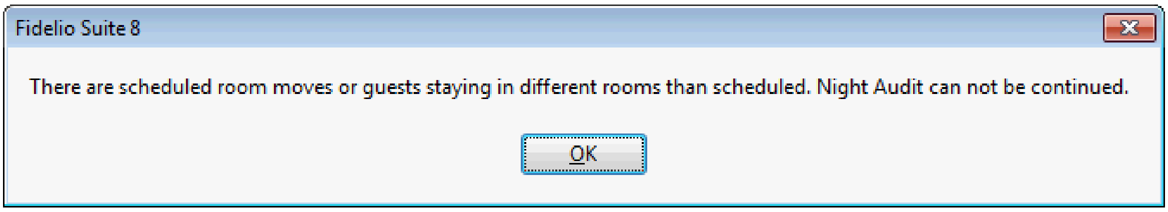
18. Clicking YES displays the following message:



19. Click OK to close the message; the night audit is stopped.

The missing country and/or state codes must be completed in order to complete the night audit.

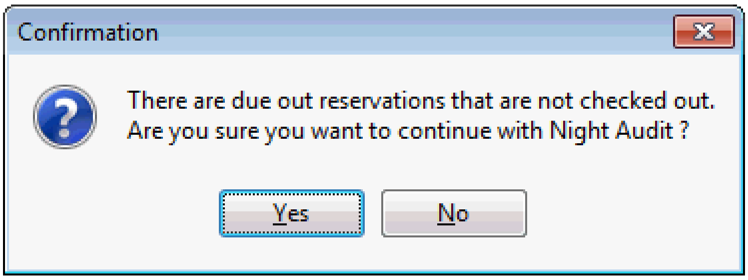
If there are guests who are still scheduled to move rooms today then the following message is displayed.



20. Click OK to close the message; the night audit is stopped.

The scheduled room moves must be completed via the option ROOM MOVE on the Reservations menu before the night audit can be re-started.

If there are reservations that are due out but that have not yet been checked out then the following message is displayed.

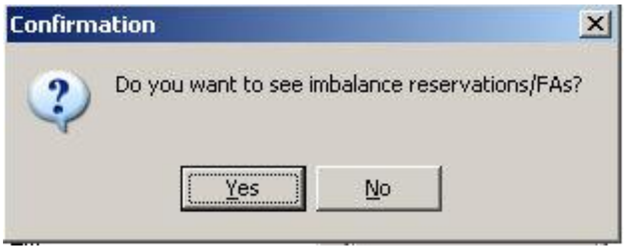


21. Click YES to continue with the night audit and extend the stay of these guests; click NO to display the billing screen with a list of all due out reservations and with a valid cashier number to check them out.

Once all the due out reservations have been handled as required the night audit can be restarted.

22. If there are reservations or financial accounts with the status 'checked out' and a balance then the following message is displayed.

23. Click OK, the following message is displayed.



24. Click YES to display the billing screen with a list of all imbalance reservations and financial accounts; access to billing requires a valid cashier number.

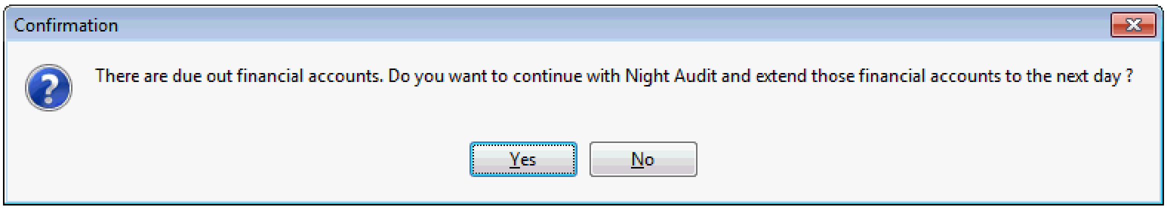
25. Once all the imbalance accounts have been handled as required, close the billing screen and click Preview Problems on the Night Audit screen to re-start the preview problems process.

26. Clicking No closes the message.

    If all the parameters for the import of materials control information have not been set the following message is displayed

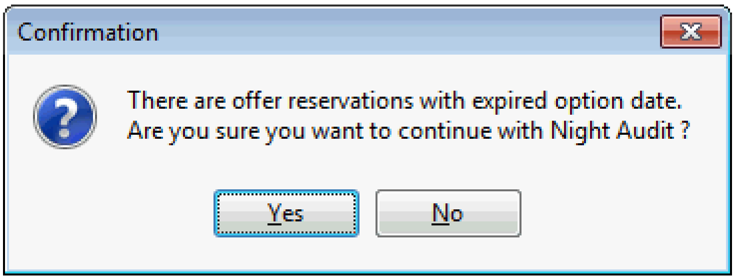
27. Click Yes to continue with the night audit, clicking No stops the Night Audit.

    If there are financial accounts that are due out but that have not yet been checked out then the following message is displayed.

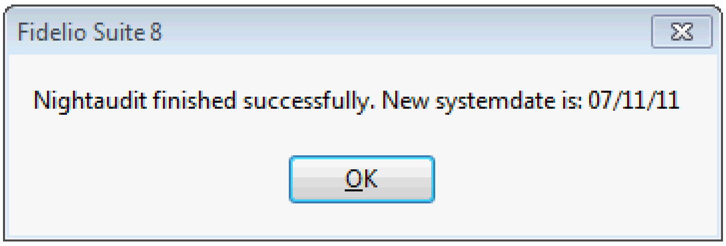


28. Click Yes to continue with the night audit and extend the financial accounts; click No to display the billing screen with a list of all due out reservations including financial accounts and with a valid cashier number check them out.

    Once all the due out financial accounts have been handled as required the night audit can be re-started.



29. When the night audit has finished the following message is displayed.



The night audit reports are printed and stored on the path defined in the configuration.

Situations that will stop the NA

- If there are checked in reservations which do not have a room for today. A reservation can have no room assigned if a room was assigned for the first night only and upon check-in either a room number was not assigned for the remaining days or the reservation was marked as a scheduled room move from the day where no room is assigned.
- If there are expected reservations with pre-billing postings that have not yet been checked in.
- If there are scheduled room moves that have not been completed. The scheduled room moves must be completed via the option Room Move on the Reservations menu before the night audit can be re-started.

- Checked out guest with not closed folio. Checking out a guest without closing the folio allows for the room to be physically vacated and the folio to be stored for check out at a later time. The folios must be checked out before the night audit can be run.
- Reservation or a financial account which has the status 'checked-out' but still has a balance.

Night Audit Reports

The night audit shift report process prints and exports reports as defined by each property. Each report to be included in the shift report process must be defined individually via the Reports option on the Miscellaneous menu.

The following print and export options are available:

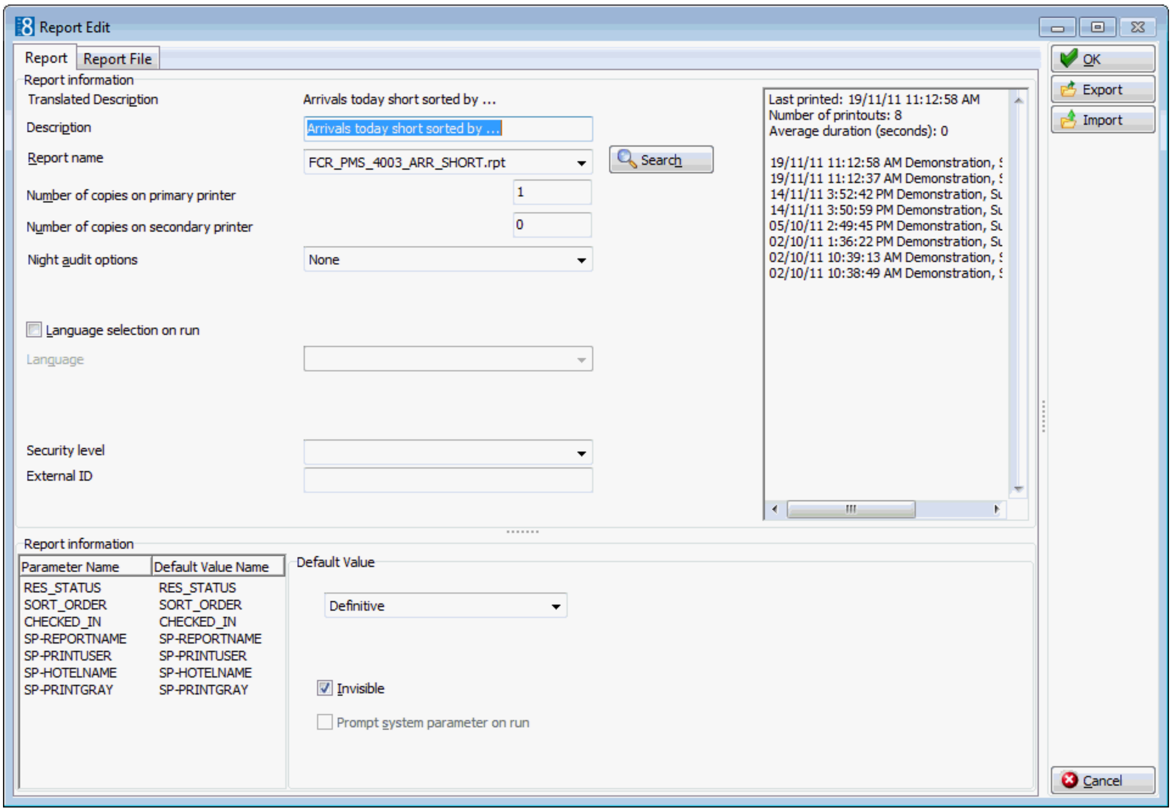
- None - the report will not be printed or exported.
- Export and Print - the report will be printed and exported to the report storage path defined in the configuration.
- Export only - the report will be exported to the report storage path defined in the configuration.
- Print only - the report will be printed.

How to include a report in the night audit shift report process

1. Click the Miscellaneous menu and select Reports or press Ctrl+Shift+R.

   The Reports screen is displayed.
2. Search for and locate the report to be included as part of the night audit reports.
3. Click the Edit button.

   The Report Edit screen is displayed defaulted to the Report tab



In the NIGHT AUDIT OPTIONS BOX SELECT FROM THE FOLLOWING OPTIONS:

- NONE - the report will not be printed or exported.
- EXPORT AND PRINT - the report will be printed and exported to the report storage path defined in the configuration.
- EXPORT ONLY - the report will be exported to the report storage path defined in the configuration.
- PRINT ONLY - the report will be printed.

4. Click OK to save the changes and exit the Report Edit screen.

Note: When running the shift reports process the following message will be displayed "Night Audit Export path does not exist, Reports will be exported to C:" if night audit reports are configured to be exported but no REPORT STORAGE PATH is defined in the configuration.

The location for exported night audit reports is defined via the option REPORT STORAGE PATH under Setup → Configuration → Global Settings → Night Audit → Night Audit tab.

The section of reports that will be processed and stored during the night audit is defined via the option REPORT SECTION FOR NA REPORTS under Setup → Configuration → Global Settings → Night Audit → Night Audit tab.

Automatic Night Audit

Automatic night audit is used by properties not operating 24 hours/7 days a week, such as sales offices, and is accessible via the option NIGHT AUDIT on the Miscellaneous menu. This option is parameter controlled.

The automatic night audit can be configured to run via the Fidelio Server or the Control Panel
The following must be defined in the configuration order to run the automatic night audit:

- The days of the week on which the night audit is to run.
- The time the night audit should start each day.
- The name of the user who should be logged in to run the automatic night audit.
- The complete run path and parameters for Fidelio Suite 8.

As there are several question prompts during the night audit, then the answers to the night audit questions have to be defined in the configuration. The questions can be marked as CONTINUE or STOP, the night audit will stop on questions marked as stop until the question is answered.

Night Audit Questions

- Fidelio date smaller than current date
- Due out reservations
- Open cashiers
- Expected reservations
- Due out financial accounts
- Expected financial accounts
- EFT off
- Custom SQL statement with commit - only applies for the first question when night audit starts. If it’s set to CONTINUE automatic night audit will run until the statement with commit and then stop. If it is set to STOP automatic night audit will stop after this question.
- Materials Control Import

Before starting the night audit there are several checks that should be made, the Auto NA Problems option performs the pre-night audit checks that are configured as Stop in the configuration. If all answers are set to Continue, the search will finish immediately; however, there are several checks which if raised during the Auto NA Problems process must be resolved before starting the night audit. Failing these checks during the running of the night audit will stop the night audit and it cannot be continued until the situation has been resolved.

Situations that will stop the NA

- If there are checked in reservations which do not have a room for today. A reservation can have no room assigned if a room was assigned for the first night only and upon check-in either a room number was not assigned for the remaining days or the reservation was marked as a scheduled room move from the day where no room is assigned.
- If there are expected reservations with pre-billing postings that have not yet been checked in.
- If there are scheduled room moves that have not been completed. The scheduled room moves must be completed via the option Room Move on the Reservations menu before the night audit can be re-started.
- Checked out guest with not closed folio. Checking out a guest without closing the folio allows for the room to be physically vacated and the folio to be stored for check out at a later time. The folios must be checked out before the night audit can be run.

Automatic night audit is controlled by the parameter AUTOMATIC START under Setup → Configuration → Global Settings → Night Audit → Night Audit tab.

The answers for the automatic night audit pre-check are defined via the option ANSWERS FOR AUTOMATIC NIGHT AUDIT under Setup → Configuration → Night Audit

Set Date

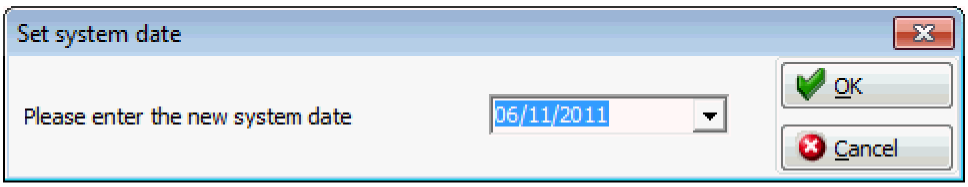
This option may be used to set the Suite 8 date to a specific date and is accessible via the option Night Audit on the Miscellaneous menu.
The set date option may be used to set the Suite 8 date to the current calendar date on the day that Fidelio goes into live operation or may be used by seasonal properties that close during a specific season and re-open some months later.
Various checks are made before the date is changed, if any of the control checks fail then the reason for the failure is logged and the date will not be changed.
The following checks are made:

- Open cashiers
- Financial accounts to be checked out
- Posting records between today and the target date
- Expected reservations between today and the target date
- CCM bookings scheduled between today and the target date

How to set the date

1. Click the MISCELLANEOUS menu and select NIGHT AUDIT.

   The Night Audit screen is displayed.
2. Click SET DATE; the Set system date dialog box is displayed.



3. Type the new date in the PLEASE ENTER NEW SYSTEM DATE box or click the drop down arrow and select a date from the calendar.
4. Click OK to set the new date.

   The progress steps are logged in the night audit window; if any of the control checks fail then the reason for the failure is logged and the date will not be changed.
5. Click CLOSE to close the night audit window.

> **Note:** The Suite 8 date is not always identical to the system date. The system date changes at midnight and the Suite 8 date is not changed until the night audit has been completed.

The option to set the Suite 8 date is controlled by the user right CHANGE SYSTEM DATE WITHOUT RUNNING NIGHT AUDIT under Setup → Configuration → Users → User Definition → Rights → Night Audit.

3 Export

This option may be used to setup and manually run export files and is accessible via the option EXPORT on the MISCELLANEOUS menu. Mainly used for the export of files from back office interfaces, however, some countries use it to provide an export of statistics or VAT export files. If the export functionality is used to export files for a back office interface a valid license code has to be entered and the department codes for the export have to be configured.

Export files can be included in the night audit routine so that they run automatically. Additional information is stored in an export log which can be exported to the same path as the actual export file.

The data preparation is accomplished with SQL views and the export functionality reads with select statements the views. Setting up new or changing existing export functionality is for experienced users only and requires knowledge of SQL and the Suite8 database structure.

Files such as the night audit reports may be configured to be exported and compressed in one batch file.

All exports with the same batch file name are grouped in to one batch file; the following variables can be used for file names:

{pcdate}[dateformat]

{hoteldate}[dateformat]

{batchdate}[dateformat]

Modifiers can also be used, for example: {hoteldate-1} or {hoteldate+1}

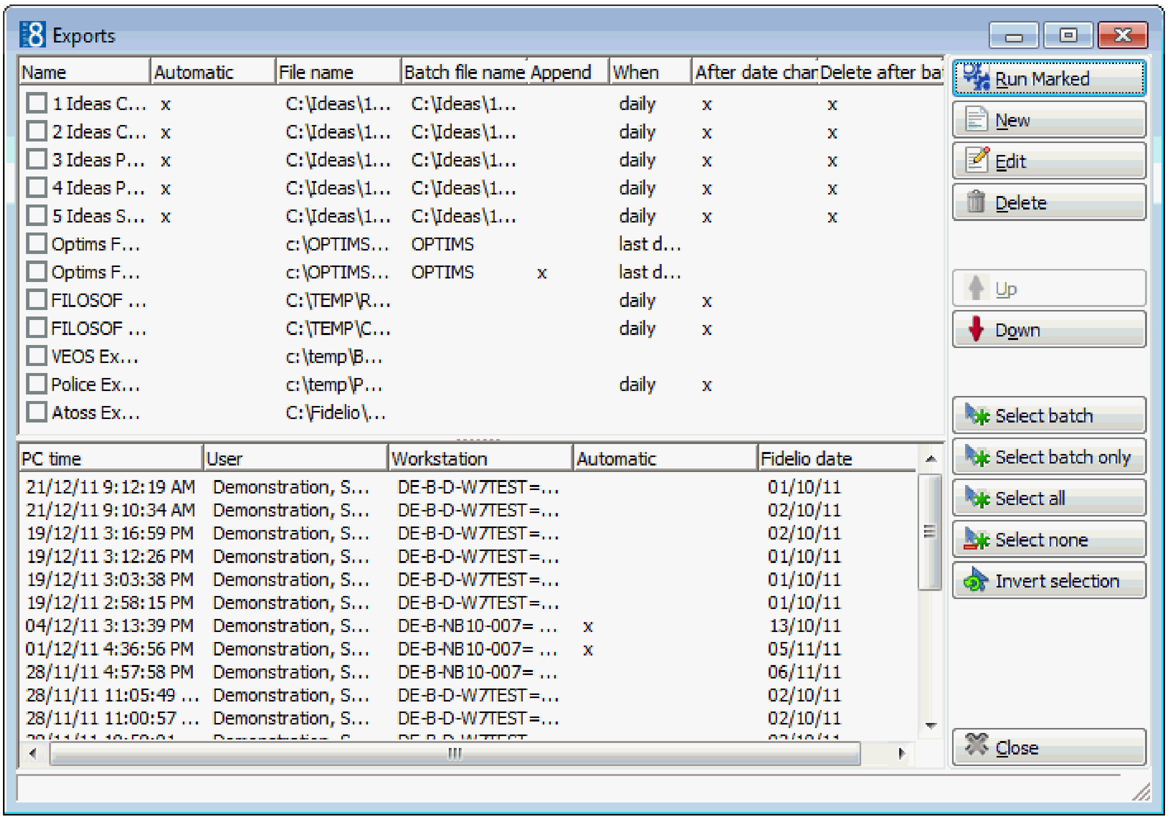
If the time stamp should be the same within one batch file, the variable {batchdate} can be used for the batch file name and for the export files. Files can be deleted automatically after they are moved into the batch zip by selecting the option DELETE AFTER MOVE TO BATCH.

How to run an export

1. Click the MISCELLANEOUS menu and select EXPORT.

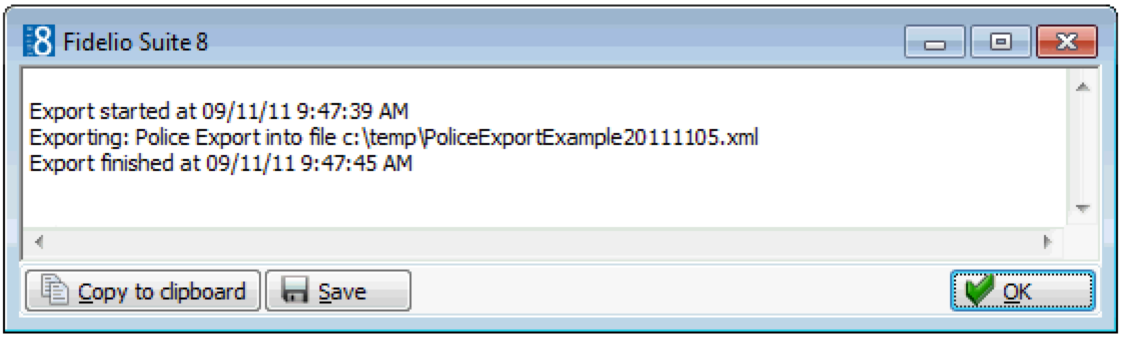
   The Exports screen is displayed divided into 2 sections.

   - The upper section lists the available export procedures.
   - The lower section displays export details about the last run of the selected back office export.



2. Select the exports required by clicking the check box next to the name; selected exports are indicated by ☑
3. Click the Run Marked button.
4. The date parameter is displayed; enter the required date and click OK to continue.

   The export is run and a message is displayed when the export is finished.



5. Click OK to close the message.
6. Click Close to exit the exports screen.

Export Procedures List

This column	Displays this
Name	The name for the back office export.
Automatic	An x indicates that the export is marked to run automatically during night audit.
File name	The path and file name of the export, such as: C:\TEMP\RV{hoteldate}.001[yymmdd] or C:\TEMP\NA{hoteldate}.001[yymmdd]
Batch file name	The name and location of the batch file, such as: C:\temp\NA{batchdate}[dateformat]
Append	An x indicates that the export is marked for append.
When	Defines if the export is on a daily or last day of month basis.
After date change	An x indicates that the custom export is executed after the date change and is not part of the night audit transaction.
Delete after moved to batch	Defines if files are deleted after they have been moved into the batch.

Last export details

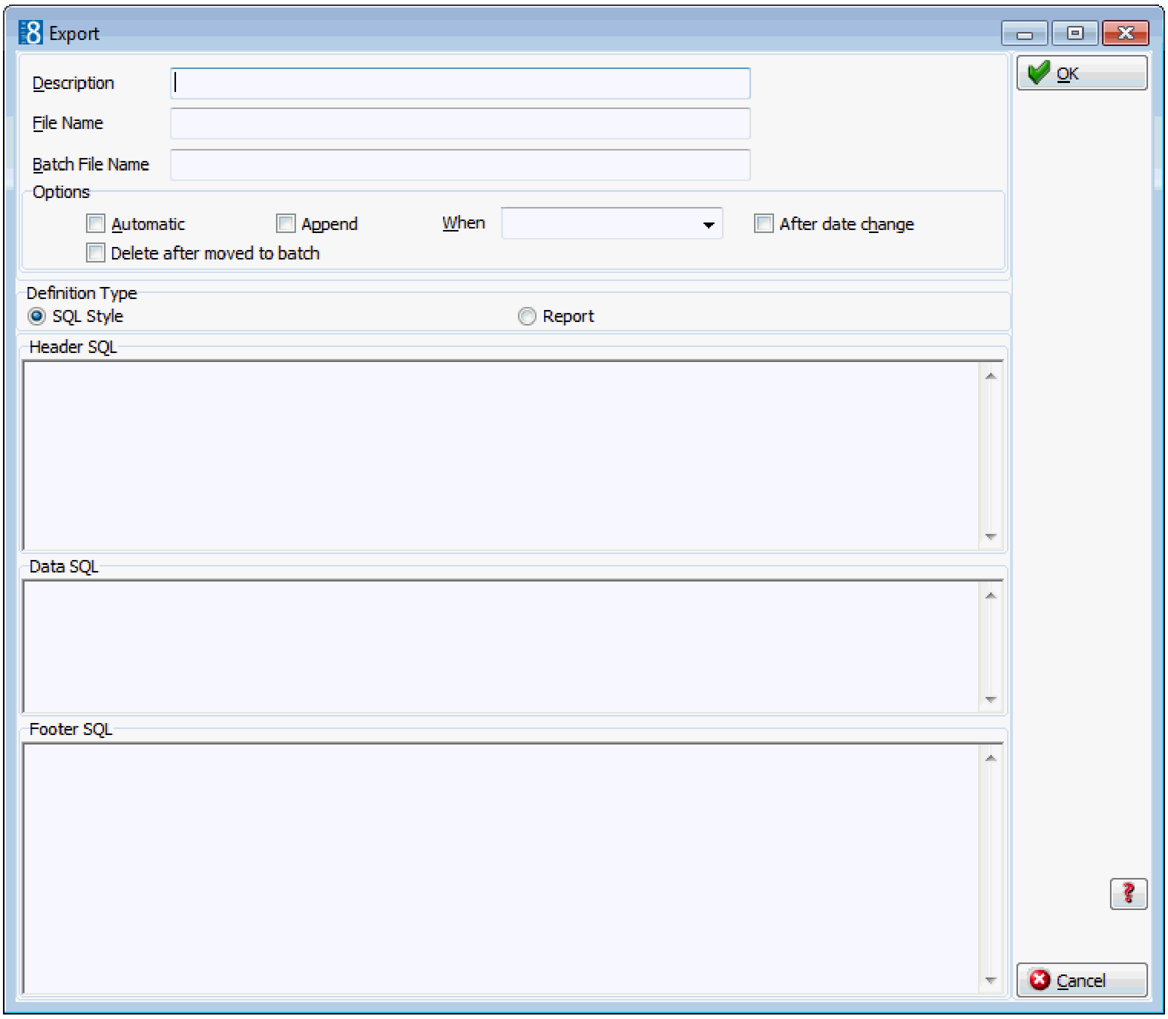
This Column	Displays this
PC time	The date and time on the workstation where the last export ran.
User	The user who started the export routine.
Workstation	The name of the workstation where the last export ran.
Automatic	An x indicates that the export was run during night audit.
Fidelio date	The Suite 8 date.

How to create a new export definition

1. Click the MISCELLANEOUS menu and select EXPORT.

   The Exports screen is displayed.

2. Click NEW to display the Export definition screen.



3. Complete the export definition options as per the table below.
4. Click OK to save the export definition.

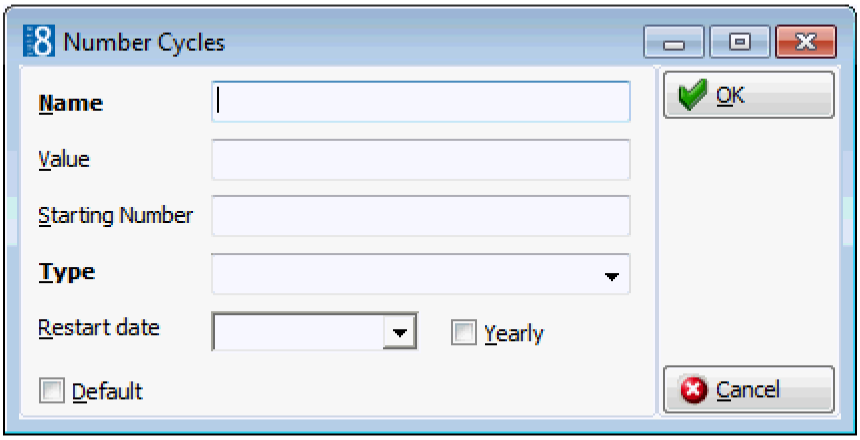
Export Definitions

Field	Definition	Legal Values
Description	The name of the data export.	Up to 30 characters of text.
File Name	The name of the file and the path from which the back office will read the files.	The path and file name for the file. For example: J:\FILOSOF\TRANSFER\RV {hoteldate}.001[yymmdd]
Batch File Name	The name of the batch file.	The name and location of the batch file, such as: C:\temp\NA{batchdate}[dateformat]
Options		
Automatic	Defines if the export should run automatically during night audit.	Check: Automatic Blank: Manual
Append	Defines if data should be appended to an existing file.	Check: YES Blank: NO

When	Defines if the data export should run on a daily basis or on the last day of the month.	Select from list box.
After date change	Defines if the custom export is executed after the date change and is not part of the night audit transaction. **Note:** After the date has changed and a commit is done, there will be no oracle roll back if there is an error during the custom export. The export would have to be done again manually.	Check: Enabled Blank: Disabled
Delete after moved to batch	Defines if files are deleted after they have been moved into the batch file.	Check: YES Blank: NO
Header SQL	Defines the header section for the file to export.	Free format text.
Data SQL	Defines the data section for the file to export.	Free format text.
Footer SQL	Defines the footer section for the file to export.	Free format text.

How to use the serial number from user definable number cycles as the file name in export files

1. On the SETUP menu select CONFIGURATION to display the configuration options.
2. Click CASHIERING and select NUMBER CYCLES from the drop-down list.
3. Click NEW to display the Number Cycles dialog box.



4. Enter a NAME for the number cycle, for example TEST.
5. In the VALUE box (zinn_value) set the value **1**.
6. In the TYPE box select USER DEFINED from the drop-down list.
7. Click OK to save the number cycle and then click CLOSE to exit the configuration.

8. Click the MISCELLANEOUS menu and select EXPORT.
9. Click NEW to display the Export definition screen
10. In the DESCRIPTION enter TEST.
11. In the FILE NAME enter **c:\temp\[zinn=TEST].txt**
12. Select the newly created export file TEST and click the RUN MARKED button.

    A file name with the name '1.txt' is created under c:\temp and the field VALUE (zinn_value) from the table ZINN (number cycles) is set to 2.

    - If the name from the export filename (zinn_name) does not exist, the message: "ZINN record with name ..... was not found" will display.
    - If the name from the export filename (zinn_name) exists, but the number cycle TYPE (zinn_type) is not set to User Defined (2) then the message: "Selected number cycle type should be 'User definable number cycles' (zinn_type=2)" will display.

How to convert data format for export files

Some back office systems can not read ANSI character encoding. As the Oracle database is installed on an ANSI code page the ANSI character set is exported by default (1250 ?? = WE8DEC). The expected ASCII format is located on another code page (850 = WE8PC850 ?).

The problem can be solved by changing the SELECT statements in the export functionality.

For example the function CONVERT:

CONVERT([text],target_character_set,source_character_set)

If the statement used looks as follows:

SELECT EXPORT FROM V8_BOF_NAVISION_DEBTORS WHERE V8_BOF_NAVISION_DEBTORS.POSTDATE =:PARAMETER

And if the back office system can not convert ANSI encoding, the statement can be changed as follows:

SELECT CONVERT(EXPORT,'WE8PC850') FROM V8_BOF_NAVISION_DEBTORS WHERE V8_BOF_NAVISION_DEBTORS.POSTDATE =:PARAMETER

The following statements can be used to verify the function:

select

chr(228), ==> װ ANSII code for װ

chr(132)   ==>   ASCII code for װ

from dual

select ASCII('װ') from dual; ==> Return is 228 = ANSI

select ASCII((SELECT CONVERT('װ', 'WE8PC850') FROM DUAL)) from dual ==> Return is 132 = ASCII code for the character װ

select ASCII((SELECT CONVERT('װ', 'WE8DEC', 'WE8PC850')

"Conversion" FROM DUAL))FROM DUAL;   = Return is 132 for װ = ASCII

Options available on the export screen

- RUN MARKED - to run the selected export procedures.
- NEW - to create a new export procedure.
- EDIT - to edit an existing export procedure.
- DELETE - to delete the selected export procedure.
- UP/DOWN - to change the order of the export procedures.
- SELECT BATCH - selects all procedures with the same batch file name.
- SELECT BATCH ONLY - selects all procedures with the same batch file name and unselects all other procedures.
- SELECT ALL - to select all the export procedures.
- SELECT NONE - clears the selection of export procedures.
- INVERT SELECTION - reverses the selection of procedures.

If the export functionality is used to export files for a back office interface a valid license code has to be entered for BACK OFFICE IFC under Setup → Miscellaneous → License → V8 sublicenses → Property management.

If the export functionality is used to export files for a back office interface the department codes for the export have to be configured on the BOF TAB via the option DEPARTMENT CODES under Setup → Configuration → Cashiering.

Note: If the license code for back office has expired, is not valid or not used any longer and the export option is to be used for other export functionality then the back office fields on all department codes must be cleared by editing each department code and clicking the CLEAR BOF button.

4 Reports

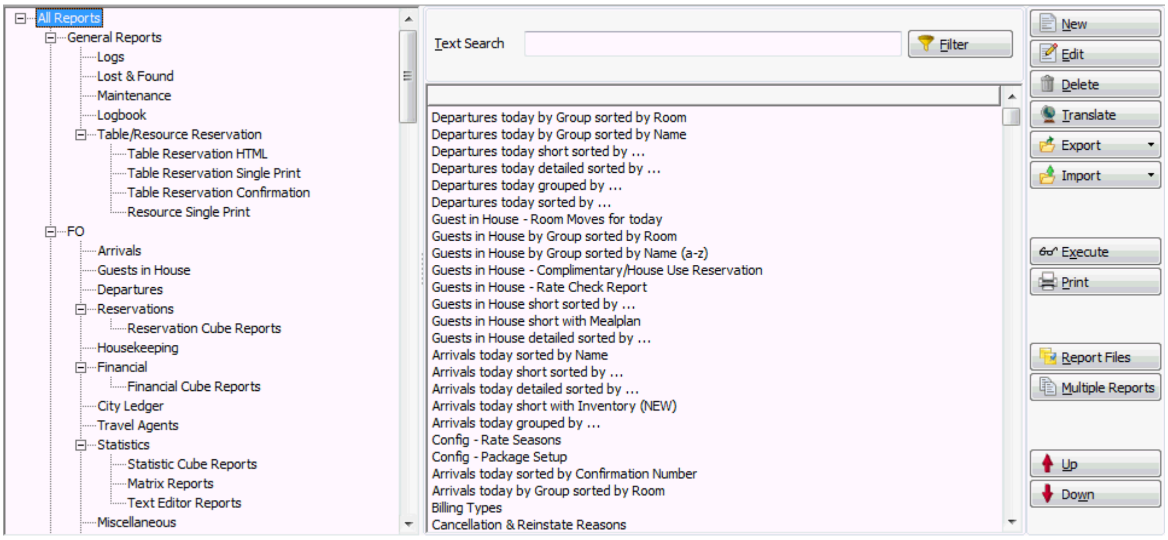
This option may be used to view, edit and print reports and is accessible via the option Reports on the Miscellaneous menu.
Multiple standard reports are included with the installation of Suite8. The reports are grouped by user-definable sections and sub-sections and a tree structure allows users to easily list the reports in a specific section.
A search option enables users to search for a specific report within all the report sections or within a specific section. The search is performed as the letters are entered into the TEXT SEARCH box and locates all reports which have the entered text somewhere in the report description.
Suite8 reports are written with Crystal Reports or with the Internal Editor Functionality. With knowledge of Crystal Reports and the Suite 8 table structure new reports can be created and existing reports can be modified according to the needs of the property.

How to access reports

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   Alternatively click the REPORTS icon from the coloured miscellaneous toolbar.

   The Reports screen is displayed.



   At the top of the screen there is a TEXT SEARCH option.

   The remainder of the reports screen is divided into 2 areas:

   - On the left-hand side is the tree structure where reports are grouped by user-definable sections.
   - On the right-hand side reports are listed according to the section selected; by default all reports are listed.

2. To exit the Reports screen, click CLOSE ALL on the WINDOWS menu or press F10.

How to search for a report

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   Alternatively click the REPORTS icon from the coloured miscellaneous toolbar.

   The Reports screen is displayed.

2. The ALL REPORTS section is selected by default in the reports tree view; select a specific report section if required.

3. In the TEXT SEARCH box enter the report name to search for.

   The search is performed as the letters are entered into the TEXT SEARCH box and locates all reports which have the entered text somewhere in the report description.
4. To exit the Reports screen, click CLOSE ALL on the WINDOWS menu or press F10.

Options available on the reports screen

- NEW - to create a new report.
- EDIT - to edit an existing report.
- DELETE - to delete a report.
- EXECUTE - to display, print or export a report.
- PRINT - to print a report directly without displaying the print dialog box.
- REPORT FILES - to access the report configuration.
- MULTIPLE REPORTS - to select multiple reports for printing.
- UP - to move the selected report up on the report listing.
- DOWN - to move the selected report down on the report listing.

Note: If Suite 8 is started in debug mode then the search includes not only the report description but also the report name. For example, if the report name is 'FCR_CRM_1202_Activity_Reminders.rpt', then typing '1202' in the TEXT SEARCH box, returns all reports where the report description or report name contains '1202'.

Note: As of V8.8 Crystal runtime 12 is supported and is installed via the V8 Install shield. Crystal report writer 8.5 can still be used for modifying or creating new reports.

Note: As of Version 8.8.4.0 the file FidelioCrystalNet.dll is required for report printing and is included with the release of Version 8.8.4.0. Issues with Crystal 2008 and Crystal runtime 12 such as crystal invoice printing or the printing of selected pages of a Crystal Report in Suite8 are solved with the Crystal.NET report engine.

Access to reports functionality is controlled by the user right OPEN SCREEN under Setup → Configuration → Users → User Definition → Rights → Reports.

Report Sections

Multiple standard reports are included with the installation of Suite 8. The reports are grouped by user-definable sections and sub-sections and a tree structure allows users to easily list the reports in a specific section.
If hotel segmentation is used then a hotel segment can be assigned to a report section; this will allow, for example, on confirmation letters to only display letters assigned to the corresponding hotel segment. If report security levels are used then a report security level can be assigned at report section level.

How to locate the report section

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   The Reports screen is displayed with the ALL REPORTS section selected by default and all available reports listed.
2. In the TEXT SEARCH box enter the report name to search for.

The search is performed as the letters are entered into the Text Search box and locates all reports which have the entered text somewhere in the report description.

3. Select the required report and right-click to display the short-cut menu.
4. Select the option Go to Report Section.

   The section to which the report belongs is selected in the reports tree and all the reports belonging to that section are listed.

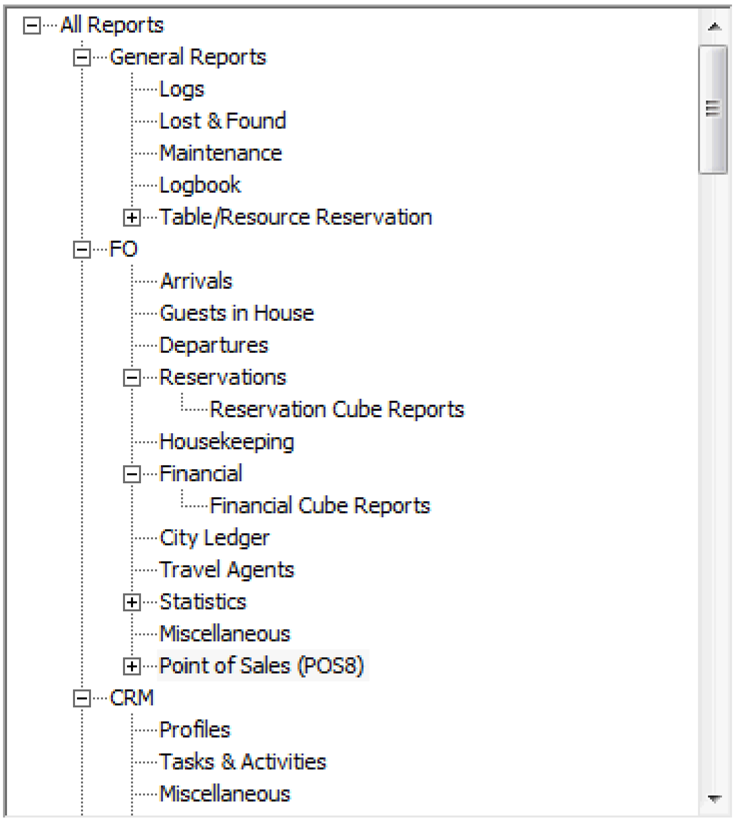
5. To exit the Reports screen, click Close All on the Windows menu or press F10.

How to view/edit the report section

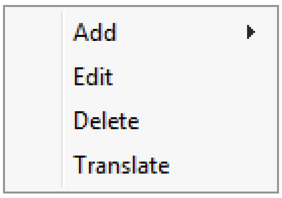
1. Click the Miscellaneous menu and select Reports or press Ctrl+Shift+R.

   The Reports screen is displayed.

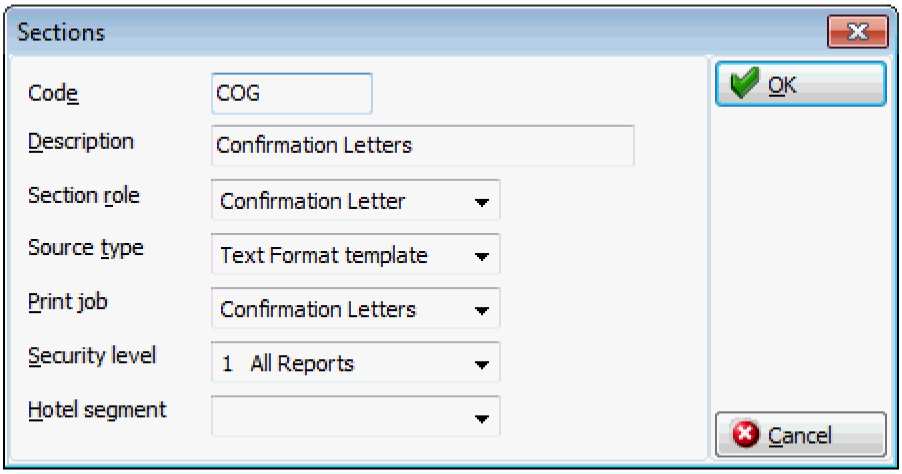
   On the left-hand side of the screen the existing reports are grouped into user-definable sections and sub-sections.



2. Point to any report section and right-click to display the shortcut menu, select Edit.



The Sections dialog box is displayed



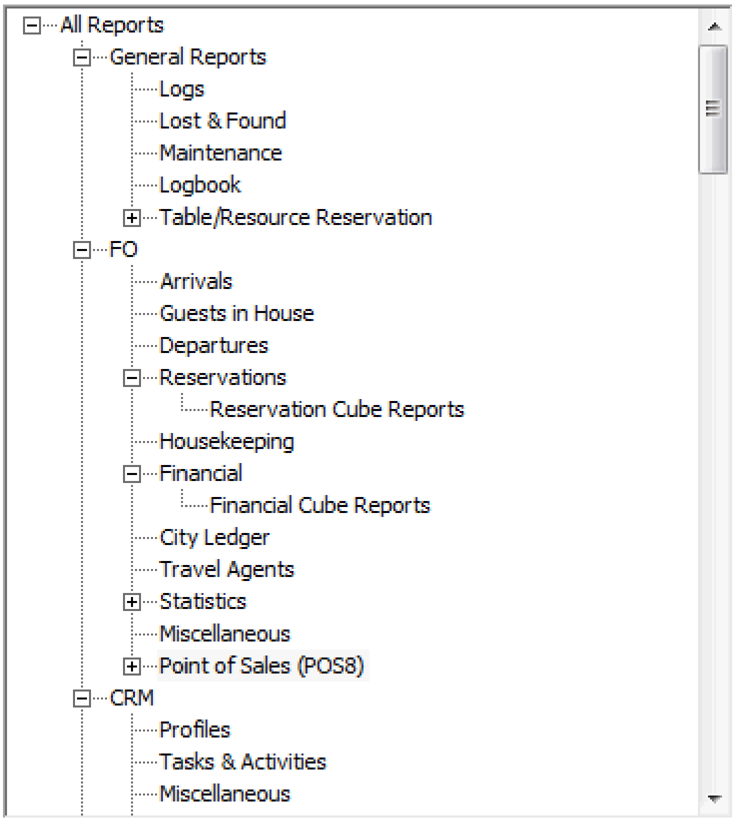
3. The SECTION ROLE has to match the type of reports, forms and templates that will be contained in that section.
4. The SOURCE TYPE indicates the type of report:
   - Text Format Template - to create or print reports written with the Internal Editor.
   - Crystal Report - to create or print reports written with Crystal Reports.
   - Olap Cube - to create or print Cube Reports.
   - HTML Report - to create, load or print an HTML Report
5. The PRINT JOB has to match the type of reports, forms and templates that will be printed.
6. The SECURITY LEVEL indicates the security level for this report section.
7. The HOTEL SEGMENT defines if this report section is assigned to a specific hotel segment.
8. Click SAVE to save any changes or CANCEL to exit the Sections dialog box.

How to create a report section

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

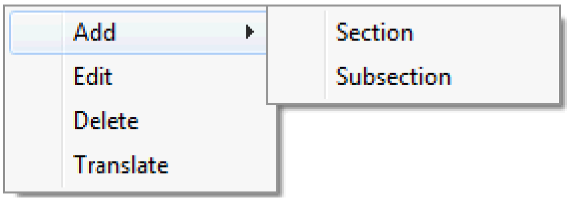
   The Reports screen is displayed.

   On the left-hand side of the screen the existing reports are grouped into user-definable sections and sub-sections.



To add a new section:

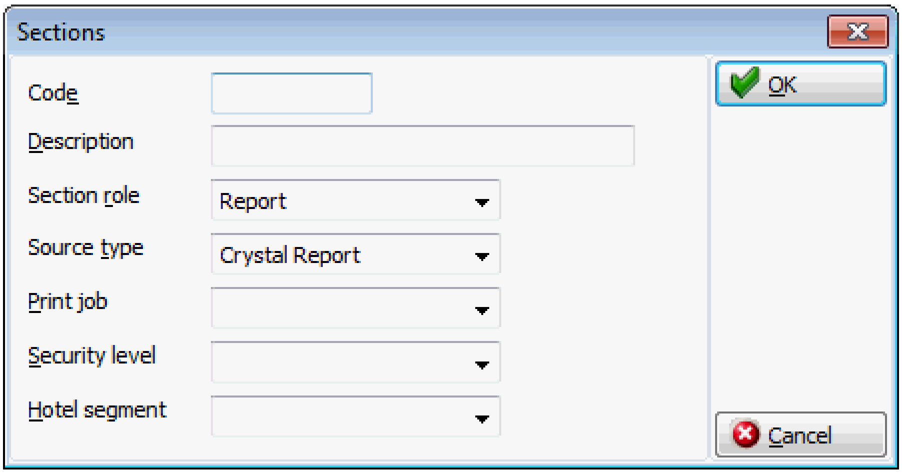
2. Point to any report section and right-click to display the shortcut menu, select ADD and then select SECTION.



To add a new sub-section:

Point to report section when the sub-section is to be added and right-click to display the shortcut menu, select ADD and then select SUBSECTION.

The Sections dialog box is displayed



3. Enter a CODE for the report section/sub-section.

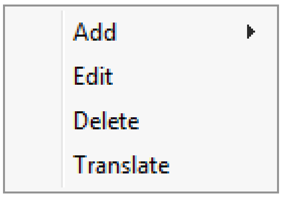
4. Enter a DESCRIPTION for the report section/sub-section.
5. Select a SECTION ROLE from the list of defined roles. The section role has to match the type of reports, forms and templates that will be contained in that section. Some examples of section roles are: Report, Confirmation Letter, Group Confirmation Letter, Folio Layout, Message, Registration Card and AR Reminders.
6. Select the required SOURCE TYPE:
   - Text Format Template - to create or print reports written with the Internal Editor.
   - Crystal Report - to create or print reports written with Crystal Reports.
   - Olap Cube - to create or print Cube Reports.
   - HTML Report - to create, load or print an HTML Report
7. Select a PRINT JOB from the list of defined print jobs. The print job has to match the type of reports, forms and templates that will be printed. Some examples of print jobs are: Lists and Reports, Confirmation Letters, Guest Bills, A/R Statement and Cashier Reports.
8. Click SAVE to add the new report section/sub-section.

How to delete a report section

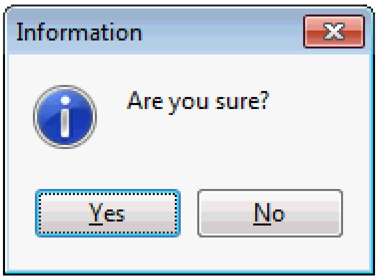
1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   The Reports screen is displayed.

   On the left-hand side of the screen the existing reports are grouped into user-definable sections and sub-sections.
2. Point to any report section and right-click to display the shortcut menu, select DELETE.

   A message to confirm the deletion is displayed.

3. Select YES to delete the report section.

Sections and sub-sections dialog box

Field	**Definition**	**Legal Values**
Code	The short description for the section or sub-section.	Up to 3 alphanumeric values.
Description	The long description of the section or subsection.	Up to 30 alphanumeric characters.

Section Role	The role of the section defines where in the module the print out is possible.	Select from list box.
Source Type	Defines the type of report: CRYSTAL REPORTS - Crystal Report files (RPT). TEXT FORMAT TEMPLATE - Forms created using the Internal Editor Functionality (RTF). OLAP CUBE - An Olap structure created from the operational data. Olap is an acronym for Online analytical processing. Olap takes a snapshot of a relational database and restructures it into dimensional data. The queries can then be run against this. HTML REPORT - reports written in HTML.	Select from list box.
Security level	Defines the security level for the report section.	Select from list box.
Hotel segment	Defines if a specific hotel segment is assigned to the report section. This may be used, for example, on confirmation letters to only display letters assigned to the corresponding hotel segment.	Select from list box.
Print Job	Defines the print job. The print job has to match the type of reports, forms and templates that will be printed.	Select from list box.

Hotel segmentation functionality is controlled by the parameter HOTEL SEGMENTATION under Setup → Configuration → Global Settings → Reservations → Reservation 4 tab.

Report security levels functionality is controlled by the parameter REPORT SECURITY LEVELS under Setup → Configuration → Global Settings → Reports.

New Report

This option may be used to create a new report from an existing report file and is accessible via the option NEW on the reports screen. Additionally, a new internal editor report may be created or imported from a network or local path.

A report consists of the report and the report file; report files may be stored in the database but not actually attached to a report. Report files which are not included in a report can be listed via the option UNUSED REPORTS on the Report Configuration screen which is accessible via the option REPORT FILES on the reports screen.

How to import a crystal report file

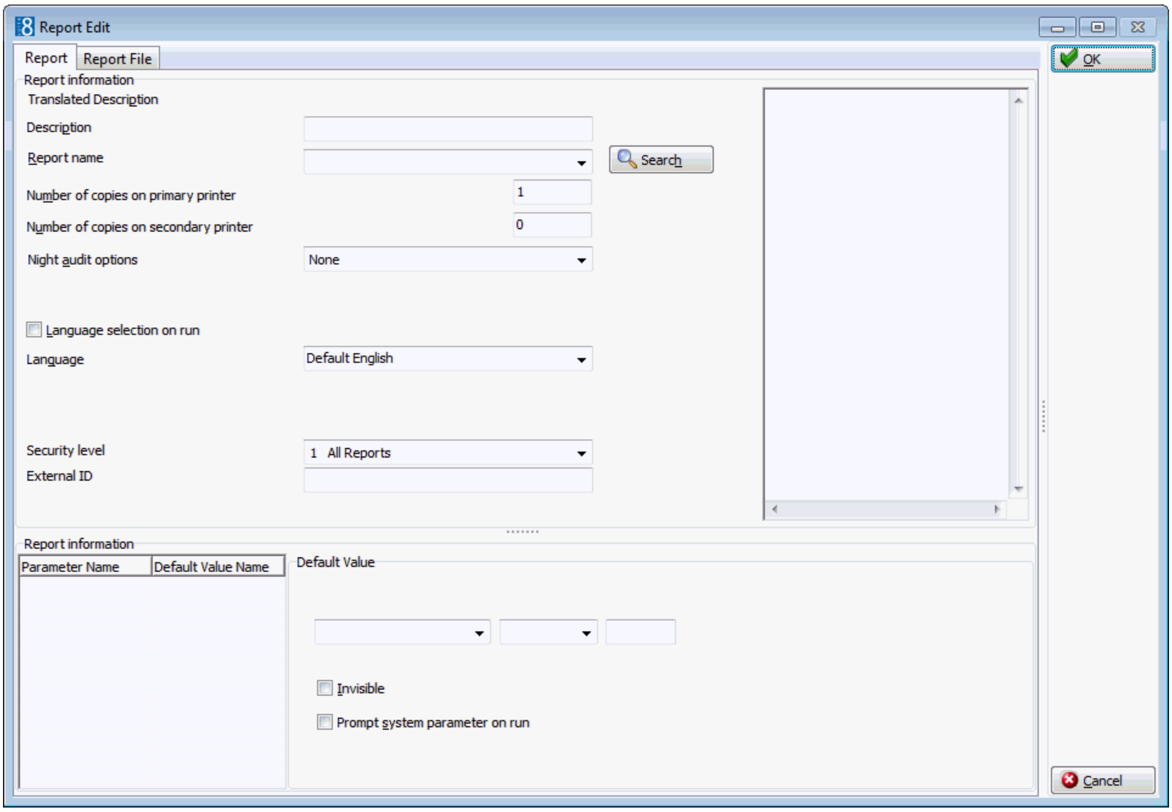
1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   The Reports screen is displayed.

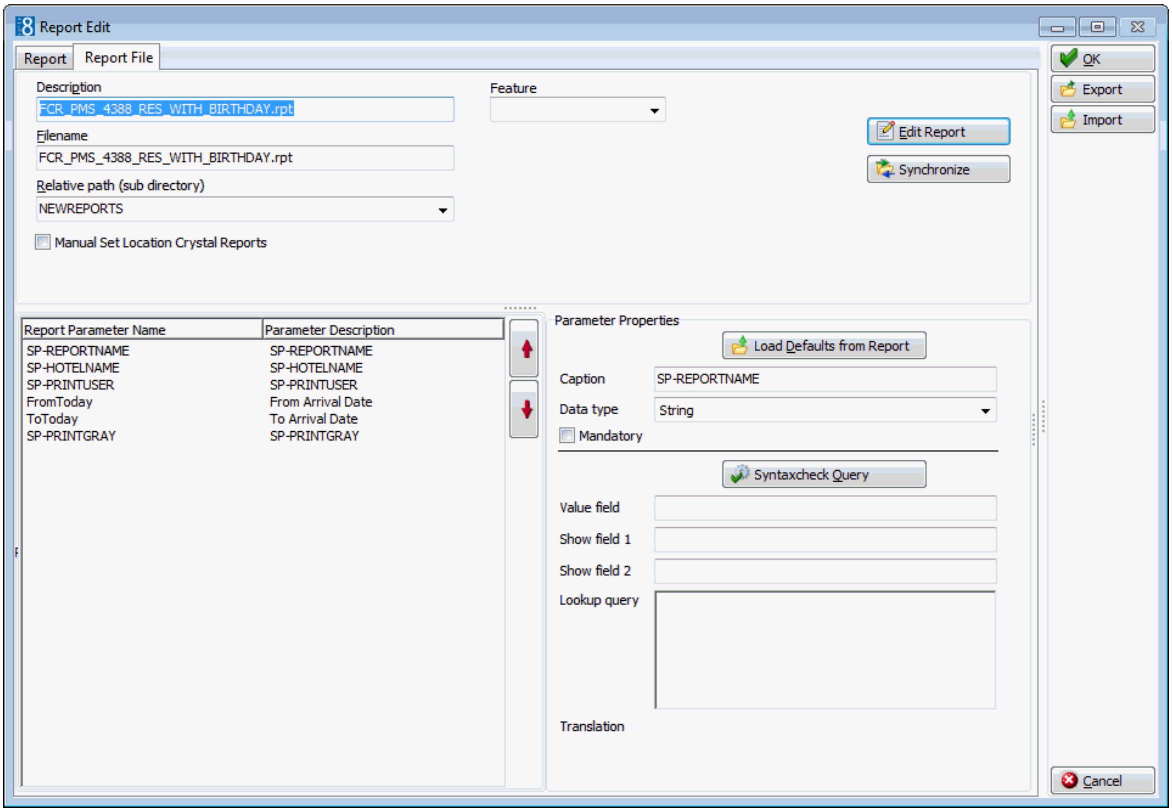
2. In the report tree on the left hand side of the screen select the report section the Crystal Report is to be imported to.

   The SOURCE TYPE of the section must be defined as CRYSTAL REPORT.

3. Click the NEW button to display the Report Edit dialog box.



4. Enter the name of the report in the DESCRIPTION box.
5. In the REPORT NAME box select the required report file from the drop-down list.
6. Click the REPORT FILE tab; the report description, file name, location and parameters have been completed.



7. Click OK to save the report and close the Report Edit dialog box.

The report is now listed on the main reports screen.

How to import a text editor report

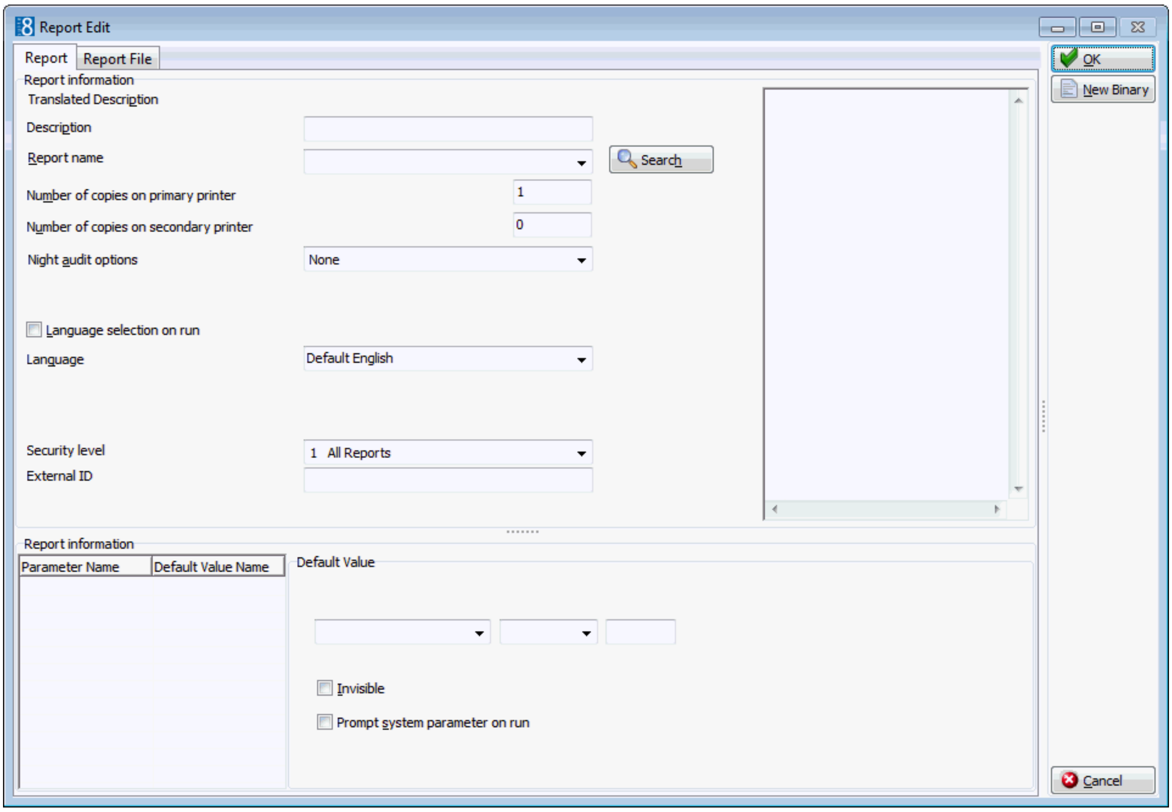
1. Click the Miscellaneous menu and select Reports or press Ctrl+Shift+R.

   The Reports screen is displayed.

2. In the report tree on the left hand side of the screen select the report section the Internal Editor Report template is to be created in.

   The Source Type of the section must be defined as Text Format template.

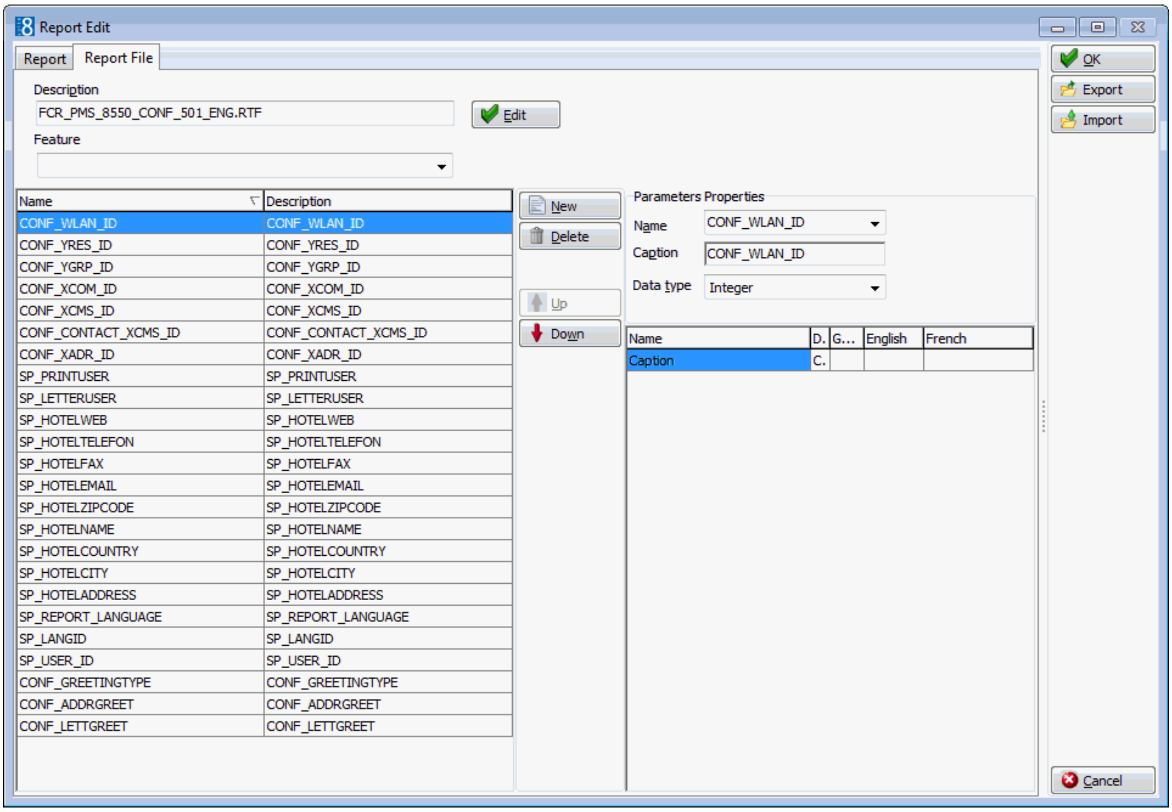
3. Click the New button to display the Report Edit dialog box.



4. Enter the name of the report in the Description box.

5. In the Report name box select the required report file from the drop-down list.

   The Report File dialog box is displayed with the report description and parameters completed.



6. Click OK to save the report and close the Report Edit dialog box.

   The report is now listed on the main reports screen.

How to create a new internal editor report file or import from a network or local path

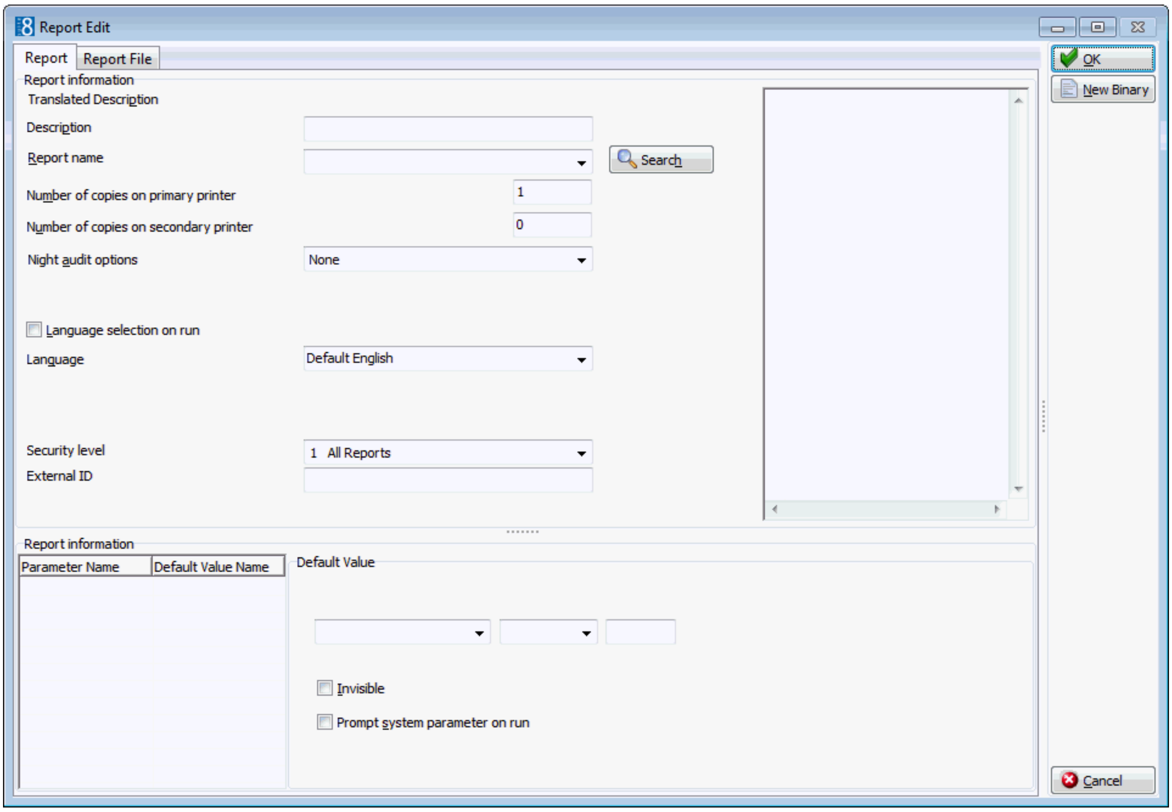
1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   The Reports screen is displayed.

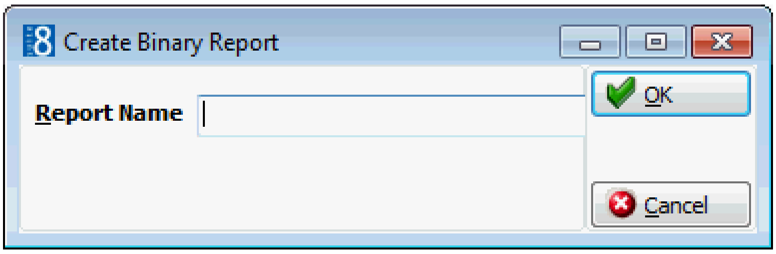
2. In the report tree on the left hand side of the screen select the report section the Internal Editor Report template is to be created in.

   The SOURCE TYPE of the section must be defined as TEXT FORMAT TEMPLATE.

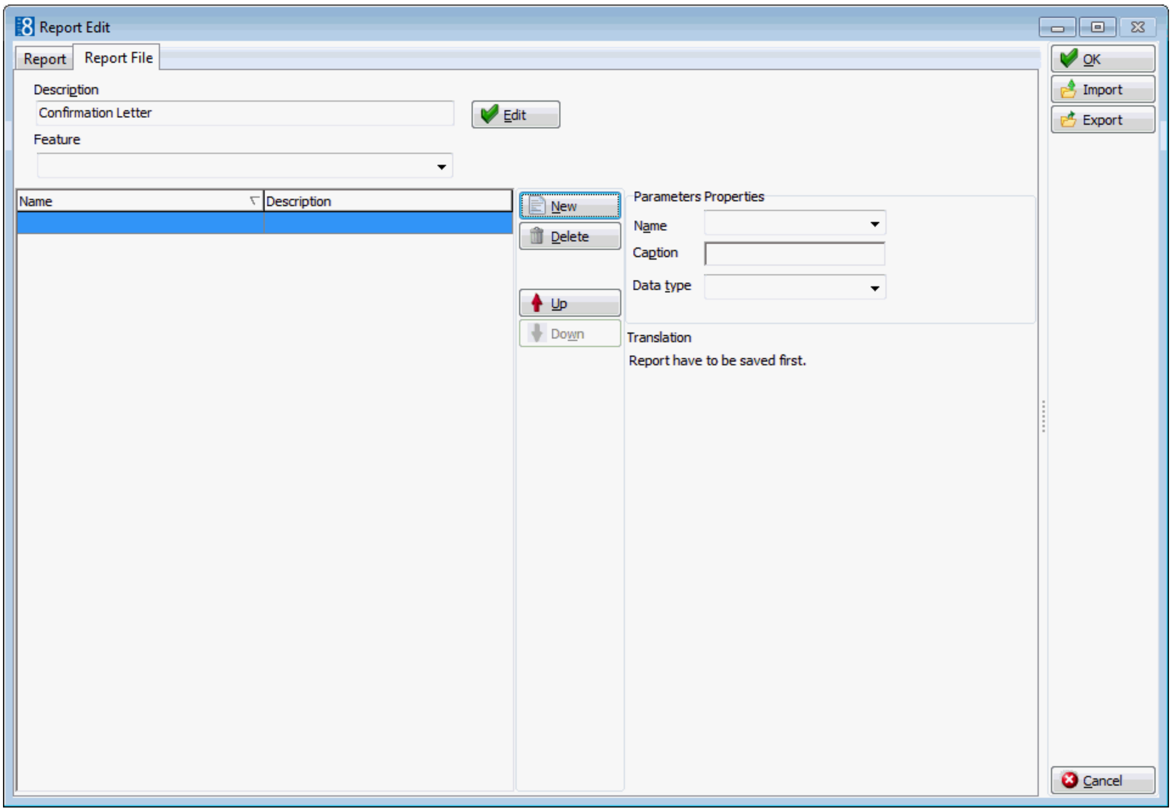
3. Click the NEW button to display the Report Edit dialog box.



4. Click the New Binary button, the Create Binary Report dialog box is displayed.



5. In the Report Name box enter the name of the report.
6. Click OK, the Report Edit dialog box is displayed with the Report File tab selected and the report Description completed.



7. Click the EDIT button.

   The Internal Editor screen is displayed.

8. Create the report template using the internal editor functionality.

   or

9. Select OPEN on the FILE menu and locate the directory with the required report file.

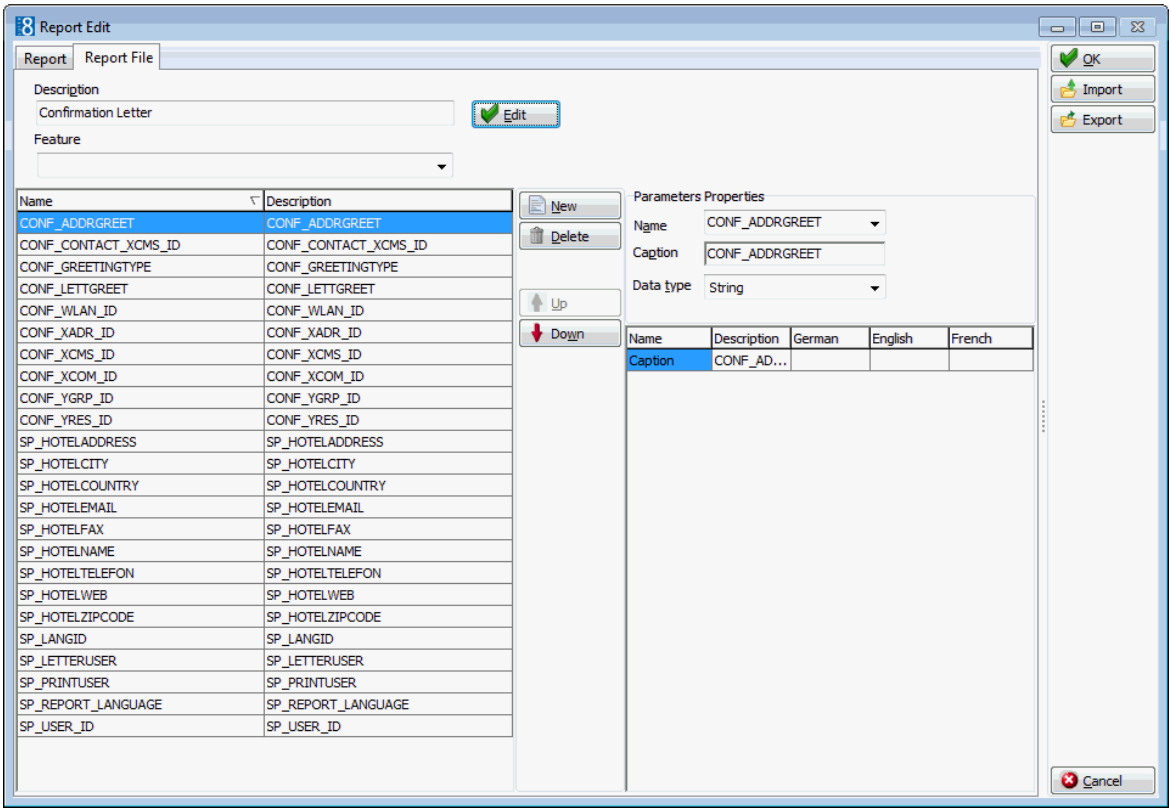
10. Select the report file (RTF) and click OPEN.

    The report file is imported and displayed in the Internal Editor.

11. Click SAVE on the FILE menu to save the document.

12. Click CLOSE on the FILE menu to exit the internal editor screen.

    The Report Edit dialog box is displayed with the Report File tab selected and the parameter information completed.



13. Click OK to close the Report Edit dialog box.

    The report is now listed on the main reports screen.

How to import HTML Reports

Report tab dialog box

Field	**Definition**
Report information	
Description	The name of the report; this is the name that is displayed on the report search screen.
Report name	The name of the report file; this is the name of the Crystal Report file (RPT) or the Internal Editor file (RTF) stored in the database.
Number of copies on primary printer	Defines the number of copies to be printed from the first printer tray.
Number of copies on secondary printer	Defines the number of copies to be printed from the second printer tray.
Night audit options	Defines if this report is to be printed or exported as part of night audit. NONE - the report will not be printed or exported. EXPORT AND PRINT - the report will be printed and exported to the report storage path defined in the configuration. EXPORT ONLY - the report will be exported to the report storage path defined in the configuration. PRINT ONLY - the report will be printed.

Language selection on run	Defines if a language can be selected while executing the report.
Language	If the option LANGUAGE SELECTION ON RUN is selected then the default language to be displayed when executing the report can be selected from the list of available languages.
Save Report	Select this option to save the report to history by default when using the PRINT option in Task & Activities or Event Management. The generated letter, form or template will then be saved to history and can be printed from there. This option is only displayed if the report section role is ACTIVITY or CONFERENCE.
Report print details	Displays when the report was last printed, how many times it has been printed and the average duration in seconds that it took to print the report. In addition the date, time, user and duration are listed for each time the report was printed.
Parameter Report information	
Parameter Name	A parameter prompts the user to select or enter a value which will be passed to the report. Parameters can also retrieve information from a field or retrieve information from a system parameter such as the property name, report name or user.
Default Value Name	The parameter value is the value from a specific database (table) field that should be used.
Default Value	This is the default value assigned to the parameter. When a report is printed without the report dialog box being displayed then this default parameter value will be used. For example, the parameter Sysdat returns a specific date, if the default value has been set to 'Today' the report will use today's date to retrieve information for the report.
Invisible	Defines if the parameter should be displayed on the report dialog box. If selected then the parameter is not displayed.
Prompt system parameter on run	Indicates if system parameters, such as SP_HOTELNAME or SP_PRINTUSER should be displayed on the report dialog box. This option is only available when a system parameter is selected.

Report File tab - Crystal Report

Field	Definition
Description	The name of the Crystal Report as it will appear on the main reports screen.
Filename	The file name of the Crystal Report file (RPT) stored in the database.

Relative path (sub directory)	The sub directory on which the Crystal report file is stored on the network or local path.
Feature	Defines if a report should be listed subject to licence code. Reports will not be displayed if the license of the selected feature is not active. If all reports are not valid the section is suppressed. This option is displayed only in debug mode.
Report Parameter Name	The name of the report parameter as defined on the Crystal Report. The display order can be customized with the red up and down arrows. See Standard Parameters
Parameter Description	The caption displayed on the report dialog box for the selected parameter.
Parameter properties	
Caption	Defines the name of the field to be displayed on the report dialog box when running the report.
Data type	Displays the data type of the field used for the selected parameter.
Mandatory	Defines that the report can not run until the parameter is filled with a value. This option must be selected for all folio templates used in the property.
Value field	Defines if the selected field is a multiple choice field on the report execute/print dialog box.
Show field 1	Defines which field should be shown on the report execute/print dialog box in the multi-selection box as the first field, for example the short description.
Show field 2	Defines which field should be shown on the report execute/print dialog box in the multi-selection box as the second field, for example the long description.
Lookup query	A valid SQL statement can be entered as lookup. This is used to sort the fields within the multi-select box, for example, by the short description.
Translation	The field name entered in the CAPTION box can be translated here.

Report File tab - Internal Editor Report

Field	**Definition**
Description	The name of the Internal Editor file (RTF) stored in the database.
Feature	Defines if a report should be listed subject to licence code. Reports will not be displayed if the license of the selected feature is not active. As soon as all reports are not valid the section itself will be suppressed. This option is displayed only in debug mode.
Name	The name of the report parameter as defined on the Internal Editor. The display order can be customized with the red up and down arrows. See Standard Parameters
Description	The description of the report parameter.
Parameter properties	
Name	The name of the report parameter.

Caption	This is mostly the same as the report parameter as on internal editor forms and templates the parameter is substituted with a value and not displayed as a caption.
Data type	Displays the data type of the field used for the selected parameter.

Options available on the Crystal Report file tab

This button	Does this
Edit Report	Opens the report in Crystal Report Designer. **Note:** This option is only available if the full version of Crystal Reports is installed.
Synchronize	Opens the Synchronize Reports screen for this specific report.
Load Defaults from Report	Loads the default parameters from the Crystal Report.
Syntaxcheck query	Checks if the entered lookup query has a valid syntax.

Options available on the Internal Editor Report file tab

This button	Does this
Edit	Opens the report in the Internal Editor.
New	Creates a new parameter; the parameter properties are completed via the options NAME, CAPTION and DATA TYPE.
Delete	Deletes the selected parameter.
Up	Moves the selected parameter up on the parameter list.
Down	Moves the selected parameter down on the parameter list.

The location for exported night audit reports is defined via the option REPORT STORAGE PATH under Setup → Configuration → Global Settings → Night Audit → Night Audit tab.

Creating a new report is controlled by the user right INSERT under Setup → Configuration → Users → User Definition → Rights → Reports.

Edit Report

This option may be used to edit an existing report and is accessible via the option EDIT on the reports screen.

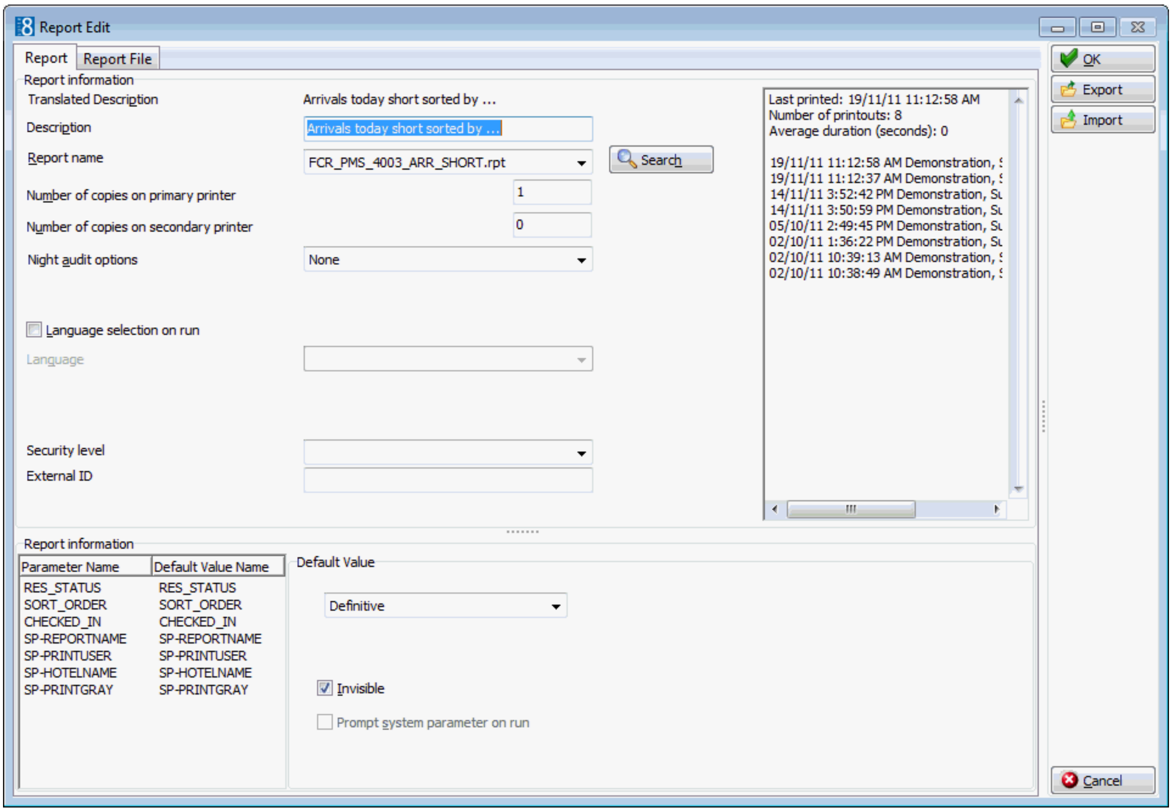
How to edit a crystal report

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

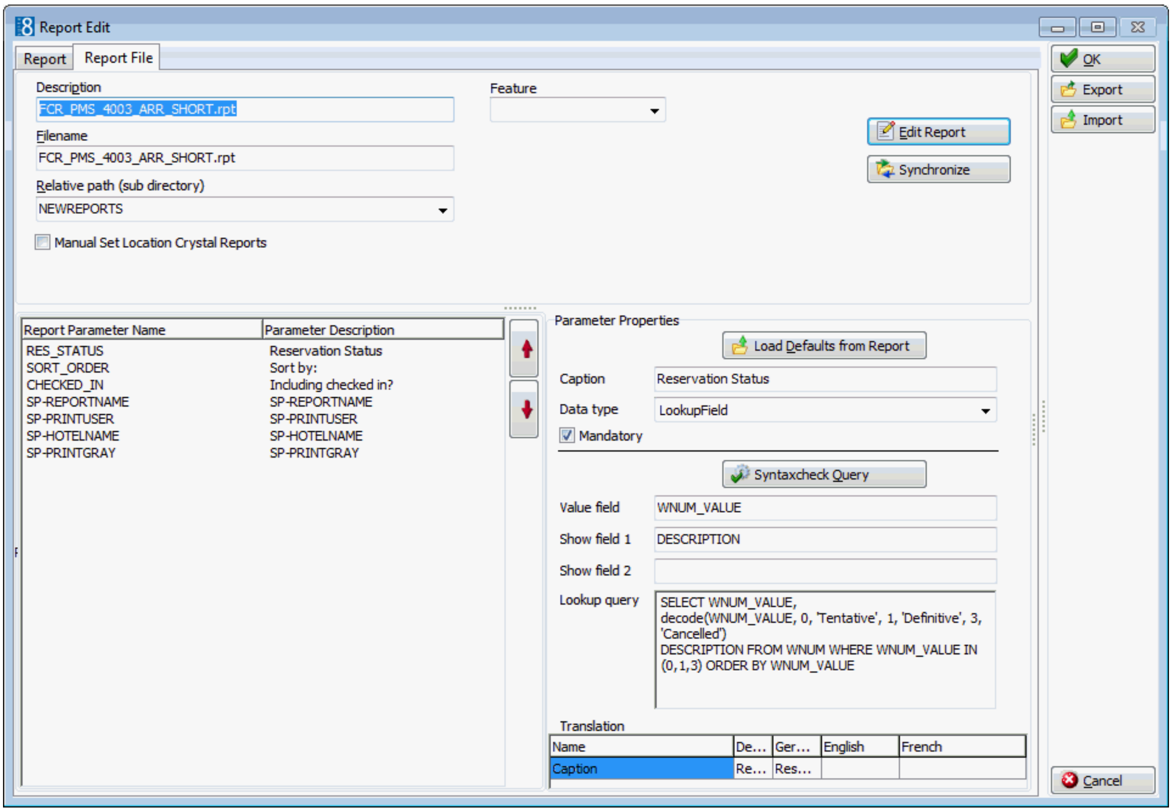
   The Reports screen is displayed.
2. Search for and locate the report to be edited.
3. Click the EDIT button.

   The Report Edit screen is displayed divided into two sections; each one represented by a tab:

   - Report - opened by default, this displays general report information.
   - Report File - displays information about the report parameters and location of the Crystal Report file.



4. Make any change necessary on the REPORT tab.
5. Click the REPORT FILE tab to display the report file details and make any changes necessary.



6. Click the EDIT REPORT button to display the report in Crystal Reports Designer.

Note: Crystal reports can only be edited if Crystal Report Designer is installed.

7. Complete any changes necessary.
8. Click SAVE on the FILE menu to save the report.
9. Click EXIT on the FILE menu to close Crystal Report Designer.
10. Click OK to save the changes and exit the Report Edit screen.

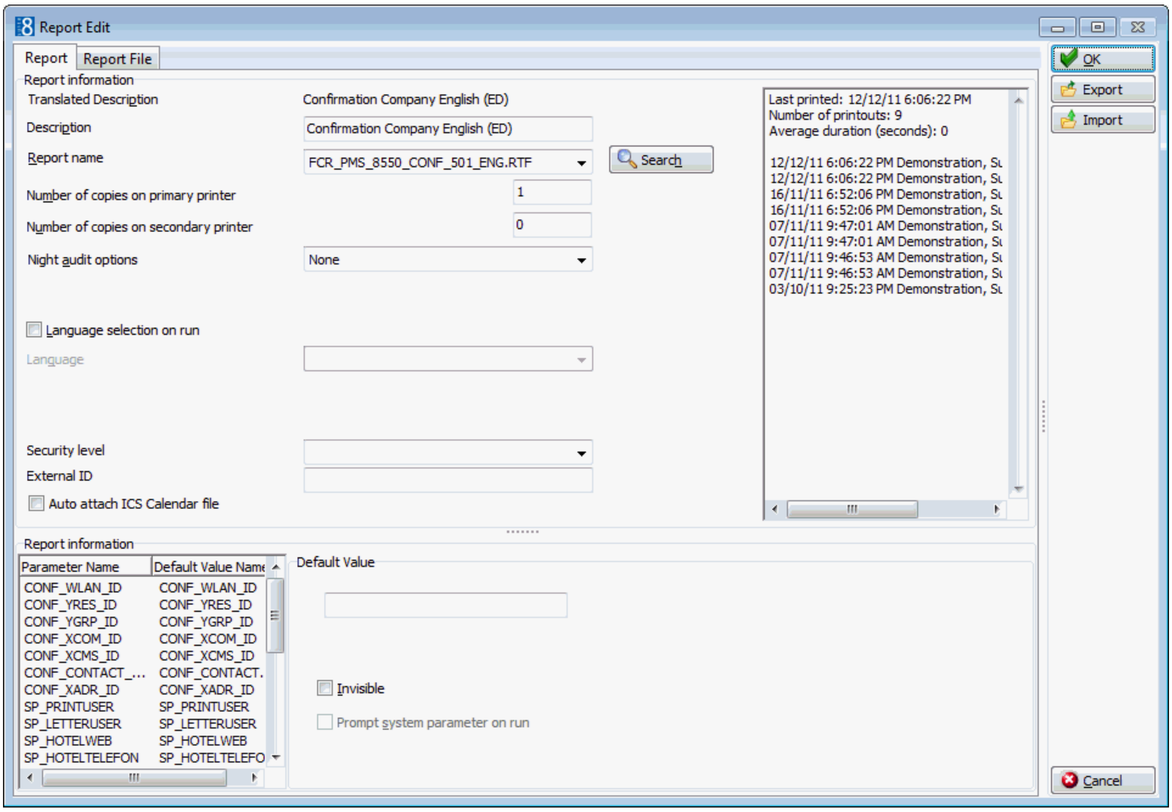
How to edit an internal editor report

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

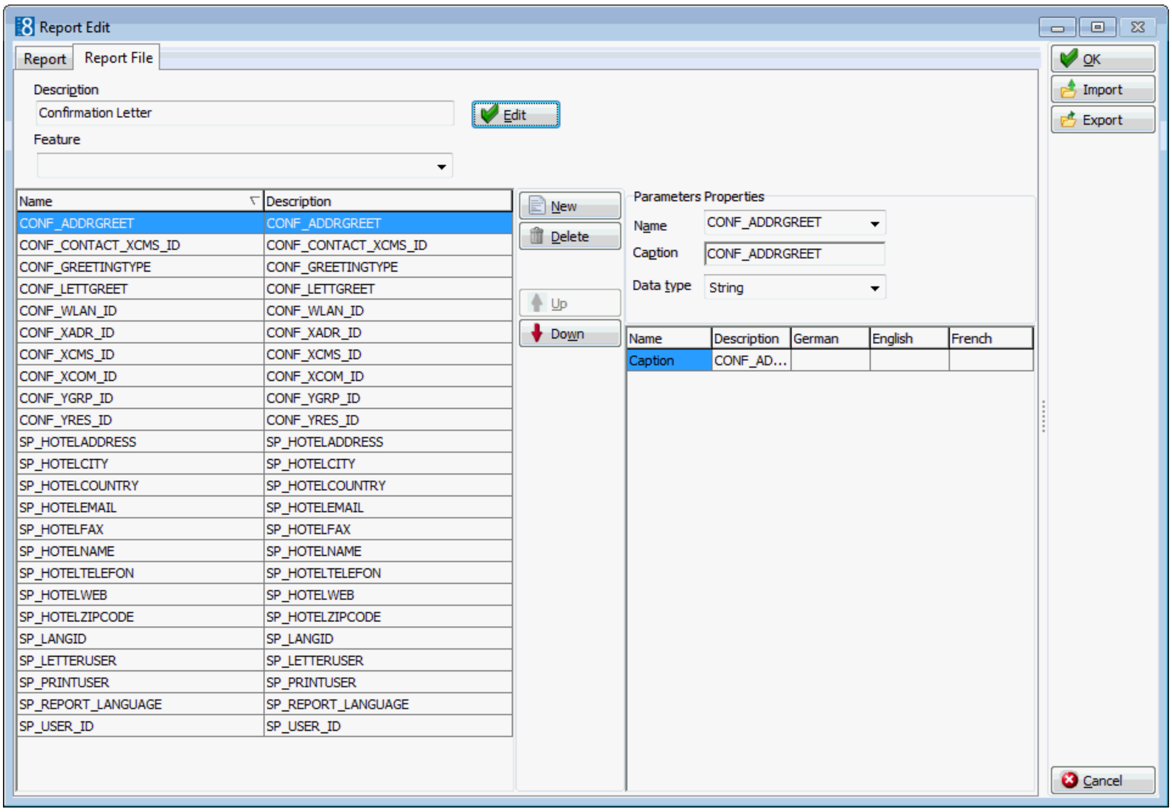
   The Reports screen is displayed.
2. Search for and locate the report to be edited.
3. Click the EDIT button.

   The Report Edit screen is displayed divided into two sections; each one represented by a tab:

   - Report - opened by default, this displays general report information.
   - Report File - displays information about the report parameters.



4. Make any change necessary on the REPORT tab.
5. Click the REPORT FILE tab to display the report file details and make any changes necessary.



6. Click the EDIT button to display the report in the Internal Editor.
7. Complete any changes necessary.
8. Click SAVE on the FILE menu to save the document.
9. Click CLOSE on the FILE menu to exit the Internal Editor screen.
10. Click OK to save the changes and exit the Report Edit screen.

Editing a report is controlled by the user right EDIT under Setup → Configuration → Users → User Definition → Rights → Reports.

Deleting a report

This option may be used to delete a report and is accessible via the DELETE option on the Reports screen.

A report consists of two parts:

- The Report
- The Report File

Deleting a report deletes the report but not the report file used by that report.

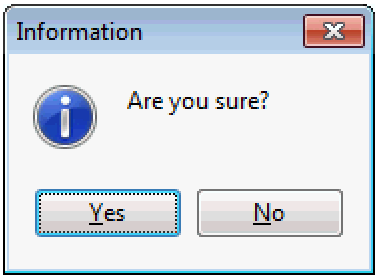
The report file can only be deleted with the option DELETE on the Report Configuration screen which is accessible via the option REPORT FILES on the reports screen.

How to delete a report file

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   The Reports screen is displayed.
2. Search for and locate the report to be deleted.
3. Click the DELETE button.

   A message to confirm the deletion is displayed.



4. Click YES to delete the report.

> **Note:** A report which is linked to a DEFAULT EMAIL SUBJECT under Setup → Configuration → Miscellaneous → Simple Custom Text cannot be deleted; the message "There are linked records. Report can not be deleted" is displayed.

Deleting a report is controlled by the user right DELETE under Setup → Configuration → Users → User Definition → Rights → Reports.

Copy or move a report

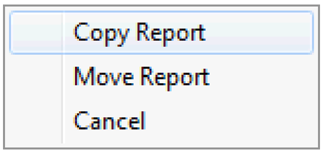
The copy and move options may be used to copy or move an existing report and are accessible via a pop-up menu on the reports screen.

How to copy or move a report

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   The Reports screen is displayed.

2. Search for and locate the report to be copied or moved.
3. Drag the report to the required section; a pop-up menu is displayed.



4. Select either COPY REPORT or MOVE REPORT.

   Depending on the selection the report is either copied or moved to the selected section.

The copying or moving of a report to a different report section is controlled by the user right COPY OR MOVE under Setup → Configuration → Users → User Definition → Rights → Reports.

Executing a report

This option is accessible via the EXECUTE option on the Reports screen and may be used to:

- Display a report on screen
- Print a single report or multiple copies of a report
- Export a report to a file or to an application.

System parameters can be included on the execute/print dialog box and a report may be setup so that language of the report can be selected at the time of executing the report.

How to display a report on screen

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

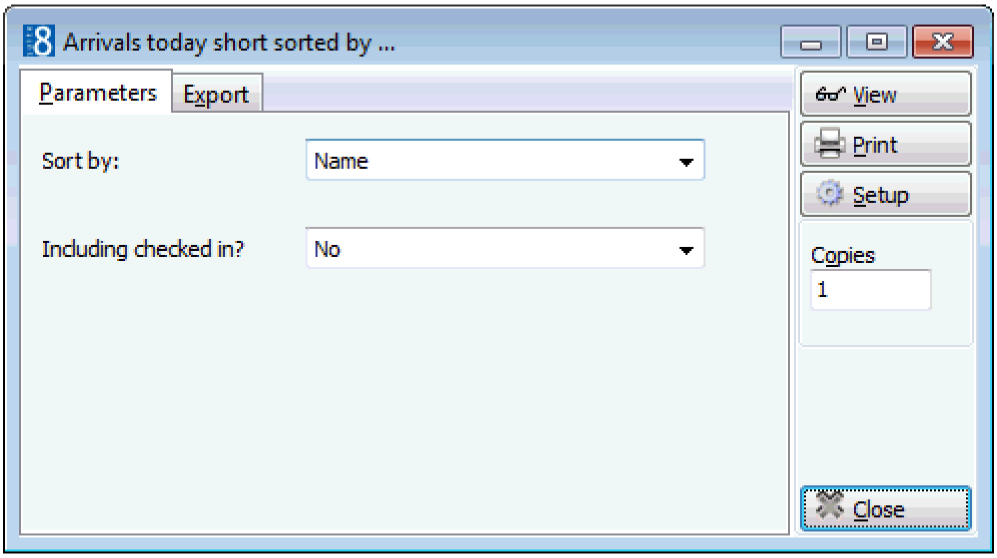
   The Reports screen is displayed.

2. Search for and locate the report to be displayed.

3. Click the EXECUTE button to display the execute/print dialog box for the selected report.

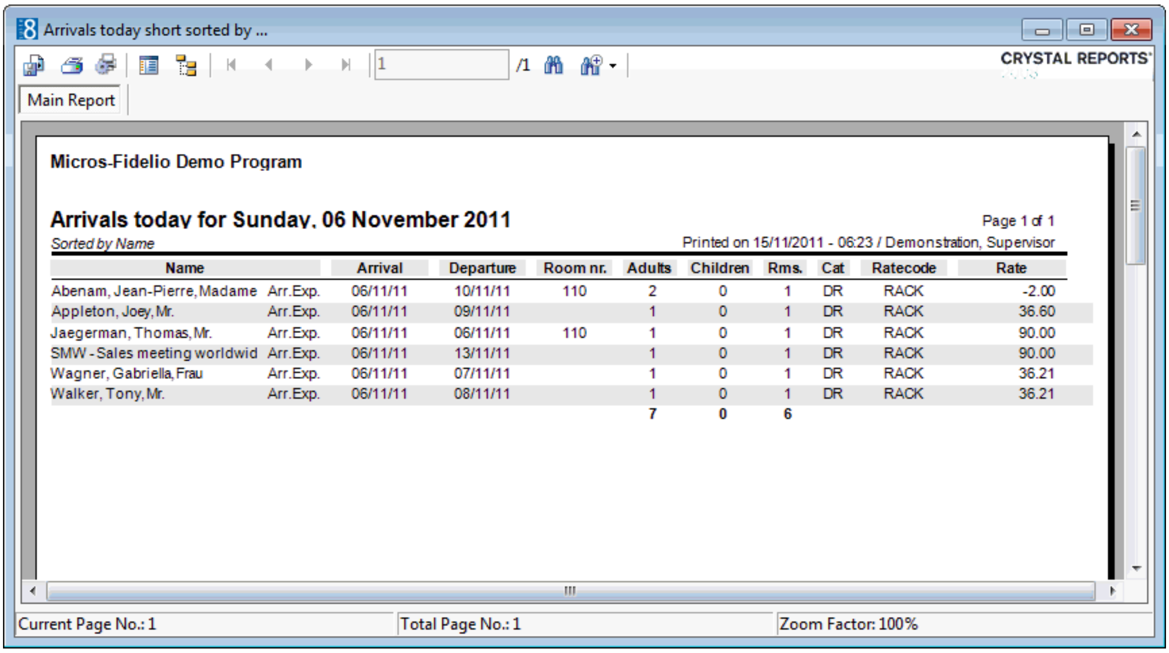
   The print dialog box consists of two screens, each one represented by a tab:

   - PARAMETERS – opened by default, this displays the parameters defined on the report definition.
   - EXPORT – displays the export options.



4. Complete the report parameters.

5. Click EXECUTE to display the report on the screen.



6. The following options are available on the Preview screen:

   - PRINT - to print the report.

- EDIT - to export the report.
- SETUP - to access the printer setup.
- FIRST, PREV, NEXT and LAST - to navigate through the pages of the report.
- ZOOM - three zoom options are available to adjust the size of the report display.

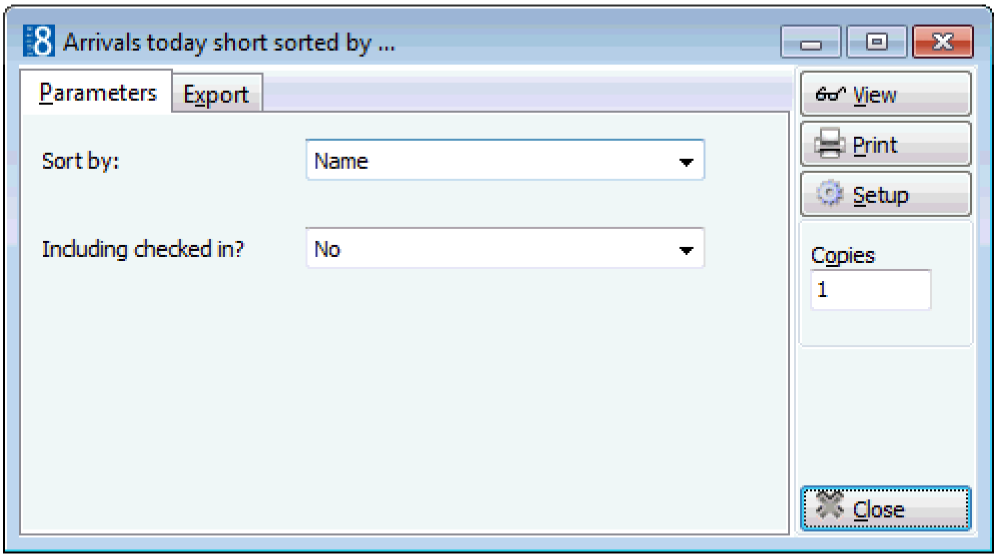
7. Click CANCEL to exit the report preview screen.

How to print a report

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   The Reports screen is displayed.
2. Search for and locate the report to be printed.
3. Click the EXECUTE button to display the execute/print dialog box for the selected report.

   The print dialog box consists of two screens, each one represented by a tab:
   - PARAMETERS – opened by default, this displays the parameters defined on the report definition.
   - EXPORT – displays the export options.



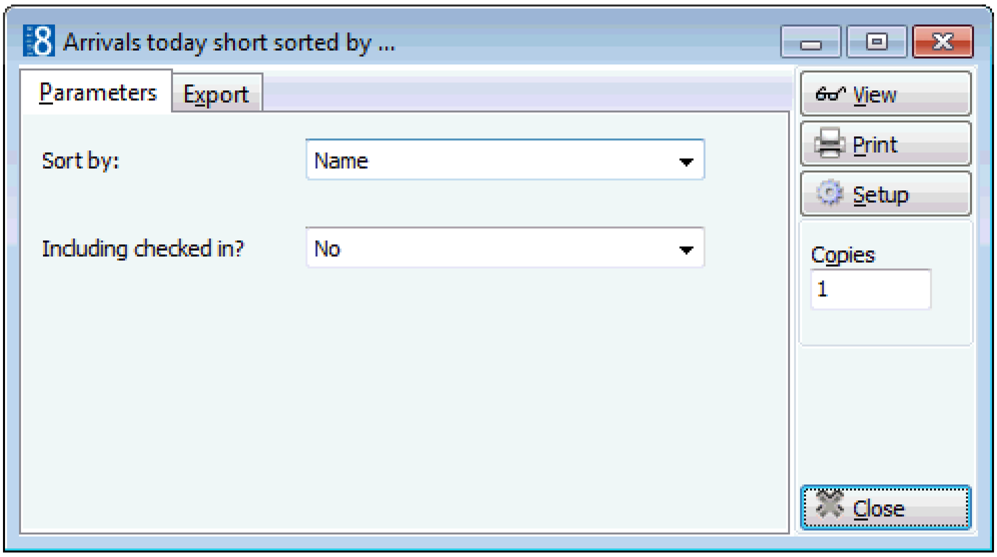
4. Complete the report parameters.
5. Enter the number of COPIES required.
6. Click PRINT to print the report.

How to export a report

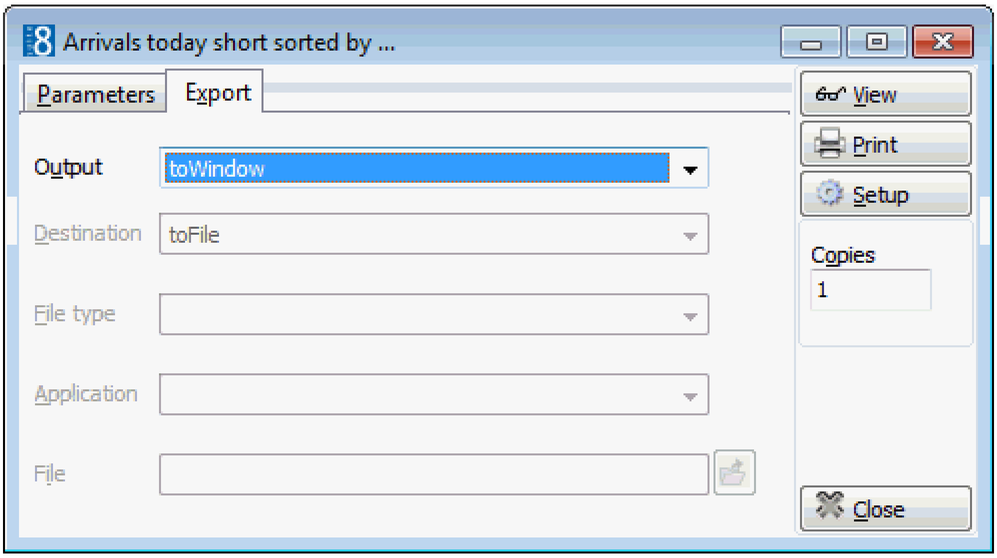
1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   The Reports screen is displayed.
2. Search for and locate the report to be exported.
3. Click the EXECUTE button to display the print dialog box for the selected report.

   The print dialog box consists of two screens, each one represented by a tab:
   - PARAMETERS – opened by default, this displays the parameters defined on the report definition.
   - EXPORT – displays the export options.



4. Complete the report parameters.
5. Click the EXPORT tab to display the export dialog box.



6. In the OUTPUT box select TOEXPORT from the list of available output types.
7. Select if the DESTINATION is to a file or to an application.
8. Select the FILE TYPE from the list of available file types.
9. If the file is being exported to an application select the required application from the list of defined applications.
10. In the File box a default path and file name are completed, but may be changed as required, e.g.

    C:\temp\Arrivals_Today_29062008_1528.xls

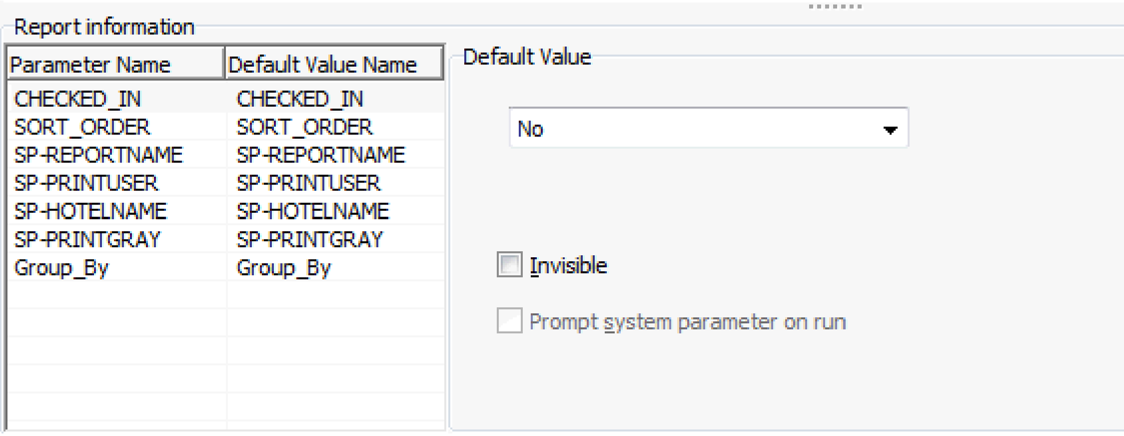
    The path defaults to c:\temp and the file name is the 'report name' + 'date' + 'time'
11. Click EXECUTE to export the report.

How to display system parameters on run

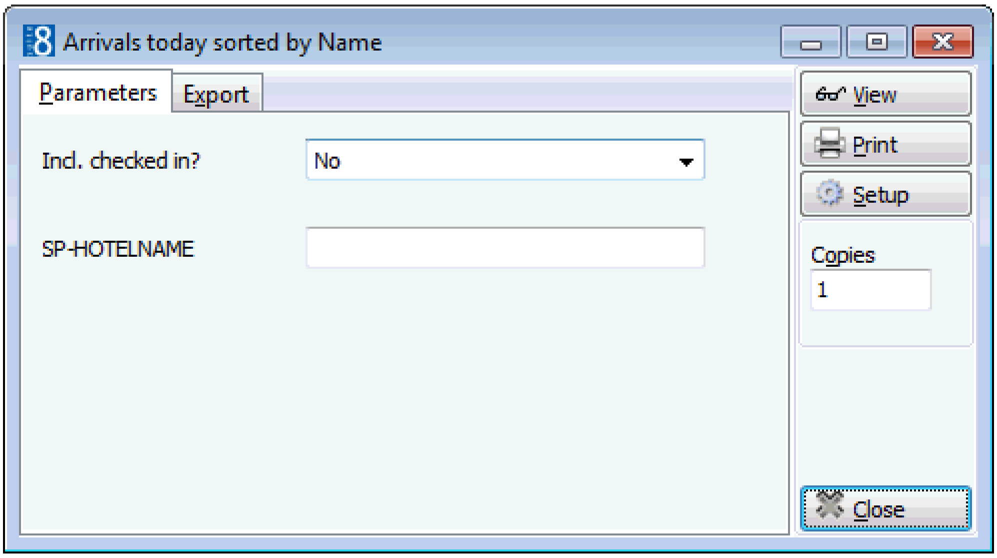
1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   The Reports screen is displayed.

2. Search for and locate the required report.
3. Click the EDIT button.
4. In the Report Information section in the lower half of the screen select the required Internal System Parameter, for example, SP_HOTELNAME.



5. Select the check box PROMPT SYSTEM PARAMETER ON RUN.
6. Click OK to save the changes and exit the Report Edit screen.
7. Click the EXECUTE button to display the execute/print dialog box for the selected report.



8. Complete the report parameters and click EXECUTE or PRINT as required.

Report Export dialog box

Fill in this Field	With this information
Output	Select the type of output from the list of available output types. toWindow - displays the report on the screen. toExport - exports the report to file or application. toPrinter - sends the report to the defined printer.
The following options are available only if the output type TOEXPORT is selected.	
Destination	Defines if the report is to be exported to a file or to an application.
File Type	Select the file type from the list of available file types: ASCII ExcelXLS HTML4 Rich Text Format Word for Windows Adobe Acrobat PDF Tab Separated Text
Application	If the file is being exported to an application select the required application from the list of defined applications. The available applications are defined in the configuration. Files that have been exported to an application will be available in edit mode in the selected application.
File	The path and the file name for the export. A default path and file name are completed, but may be changed as required, e.g. C:\temp\Arrivals_29062008_1528.xls. The path defaults to c:\temp and the file name is the 'report name' + 'date' + 'time'.

Printer Setup dialog box

Fill in this Field	With this information
Primary Printer	By default the primary printer defined in the configuration for the print job LIST AND REPORTS is selected. A different printer can be selected from the list of defined printers if required.
Copies	The number of copies to be printed.
Collation	Defines if collated copies are used. For example, collated copies are printed as 1,2,3,1,2,3 and uncollated they are printed as 1,1,2,2,3,3. This is mainly used for Fiscal Reports. Collation can be selected by default via the configuration.
Pages	
All pages	Selected by default; all pages of the report are printed.
From 1 to	Select this option to print from page 1 to the page number defined.
From To	Select this option to define the range of page numbers to be printed.

Secondary Printer	By default the secondary printer defined in the configuration for the print job LIST AND REPORTS is selected. A different printer can be selected from the list of defined printers if required. This is used if the selected printer can feed different trays.
Copies	The number of copies to be printed.
Collation	Defines if collated copies are used.
Pages	
All pages	Selected by default; all pages of the report are printed.
From 1 to	Select this option to print from page 1 to the page number defined.
From To	Select this option to define the range of page numbers to be printed.

The default primary and secondary printers for the printing of reports are defined per terminal via the print job LISTS AND REPORTS under Setup → Configuration → Miscellaneous → Terminals & Printers>Print jobs on terminals.

The printer setup for lists and reports is defined via the option LISTS & REPORTS PRINTER SETUP under Setup → Configuration → Global Settings → Reports → Reports tab.

The printing of collated copies by default is controlled by the parameter PRINT COLLATED COPIES under Setup → Configuration → Global Settings → Reports → Reports tab.

The applications a file can be exported to are defined via the APPLICATIONS tab under Setup → Configuration → Miscellaneous → Terminals & Printers → Terminals. Possible applications are Acrobat Reader, Crystal, Excel, Internet Explorer and WinWord.

Executing a report is controlled by the user right EXECUTE under Setup → Configuration → Users → User Definition → Rights → Reports.

The exporting of a Crystal or Binary report is controlled by the user right EXPORT under Setup → Configuration → Users → User Definition → Rights → Reports and under Reports → Binary Reports.

The export of a report to Excel with data only for calculation purposes is controlled by the parameter EXCEL REPORT CONTAINS DATA ONLY (NO HEADERS) under Setup → Configuration → Global Settings → Reports → Reports tab.

Report Files

This option may be used to access report configuration and is accessible via the option REPORTS on the MISCELLANEOUS menu.

How to access report configuration

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   Alternatively click the REPORTS icon from the coloured miscellaneous toolbar.

   The Reports screen is displayed.

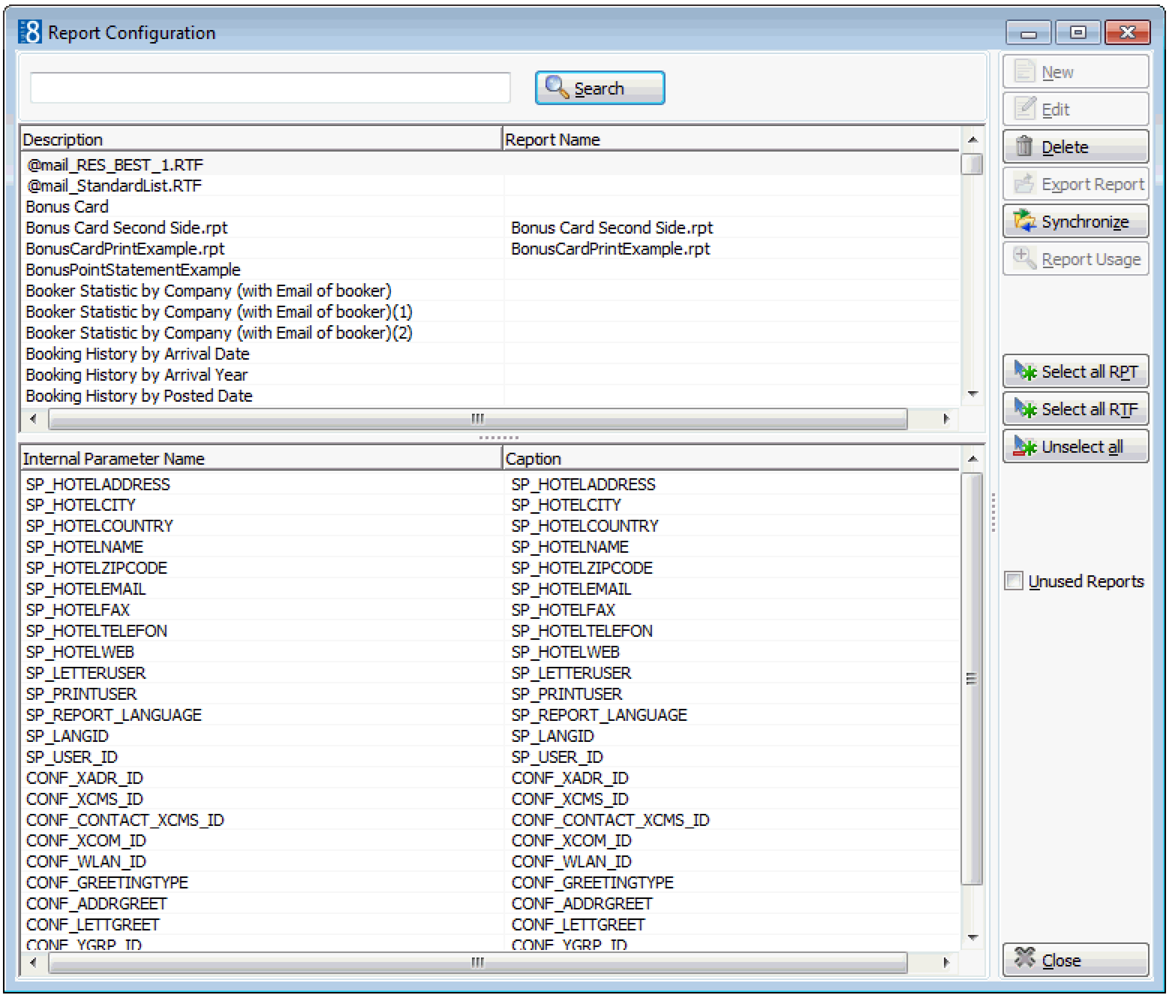
2. Click the REPORT FILES button.

   The Report Configuration screen is displayed.

At the top of the screen there is a search field; the search is on any part of the report name.

The remainder of the screen is divided into two grids:

- Upper Grid - lists all stored reports, both Crystal (RPT) and Internal Editor (RTF) reports.
- Lower Grid -lists the report parameters for the report selected in the upper grid.



3. Click CLOSE to exit the Report Configuration screen.

Options available on the report configuration screen

- NEW - to create a new Crystal Report or a new RTF report using the Internal Editor.
- EDIT - to edit an existing Crystal (RPT) or Internal Editor (RTF) report.
- DELETE - to delete a Crystal (RPT) or Internal Editor (RTF) report.
- EXPORT REPORT - to export a report; only available for Crystal Reports (RPT).
- SYNCHRONIZE - to compare and synchronize reports in the database with reports on a network or local directory; only available for Crystal Reports (RPT).
- REPORT USAGE - lists the reports that use the selected report file; only available for Crystal Reports (RPT).
- SELECT ALL RPT REPORTS - selects all reports created with Crystal Reports.
- SELECT ALL RTF REPORTS - selects all reports created with the Internal Editor.
- UNSELECT ALL - to clear the report selection.

- UNUSED REPORTS - lists all the report files that are not used in a report on the main reports screen.

Report Configuration grid

Field	Definition
Description	The description of the report.
Report Name	The file name of the report; only Crystal Reports (RPT) have a file name.
Internal Parameter Name	The name used by the program to identify the parameter.
Caption	The parameter caption that the user sees when running the report.

Access to report configuration is controlled by the user right OPEN SCREEN under Setup → Configuration → Users → User Definition → Rights → Reports → Binary Reports.

New/Edit Report

This option may be used to import both Crystal and Internal Editor reports and to create a new Internal Editor report, and is accessible via the REPORT FILES option on the Reports screen. Crystal reports requires a full installation of Crystal Reports Designer in order to create a new report or edit an existing report.
Report files imported or created via this option are listed in the database but are not listed as a report on the main screen until attached to a report.

How to edit a crystal report

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   The Reports screen is displayed.
2. Click the REPORT FILES button to display the Report Configuration dialog box.
3. Search for and locate the Crystal report to be edited.

   Crystal reports are listed with a DESCRIPTION and a REPORT NAME.
4. Click the EDIT button.

   The Report Configuration Edit dialog box is displayed.
5. Click the EDIT REPORT button to display the report in Crystal Reports Designer.

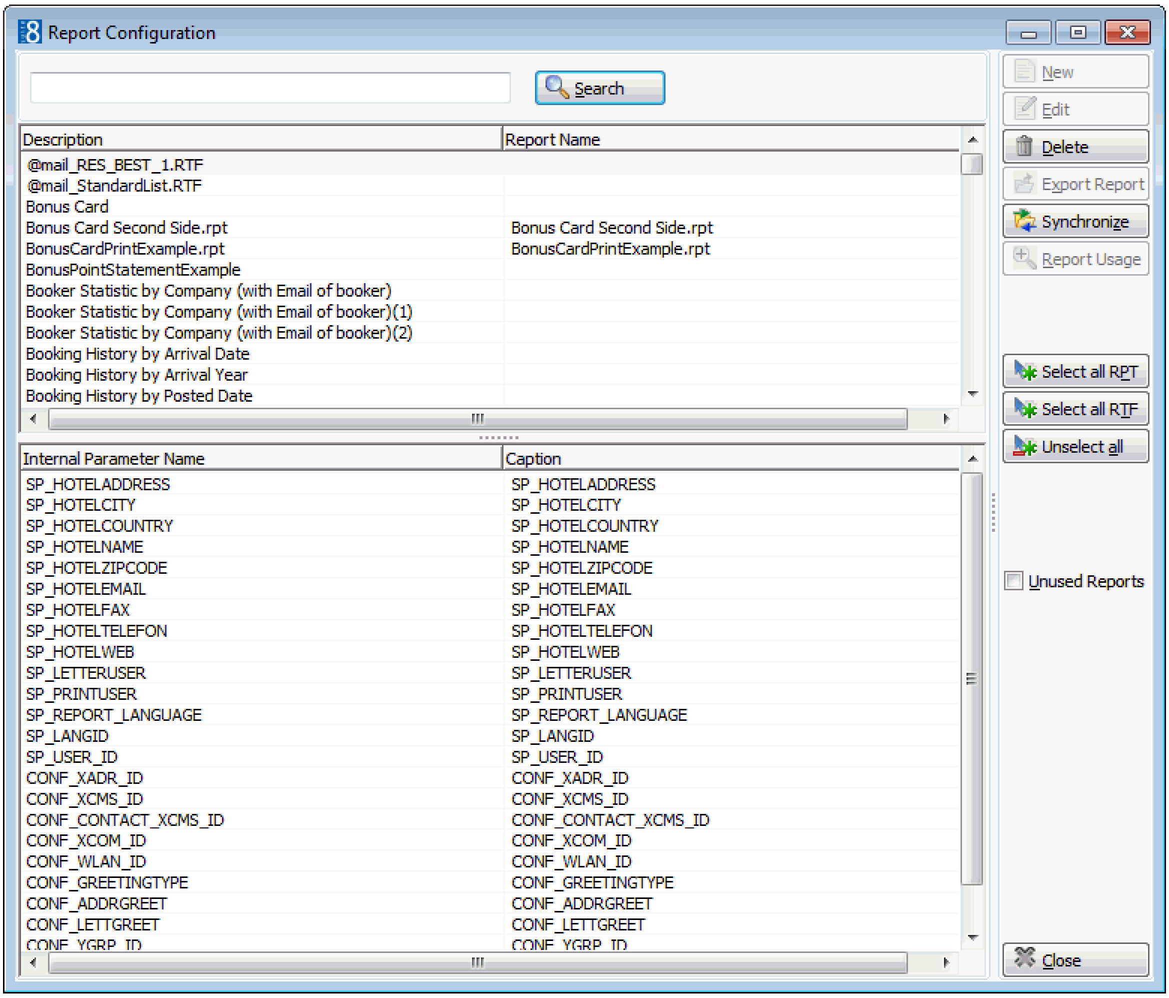
   Note: Crystal reports can only be edited if Crystal Report Designer is installed.
6. Complete any changes necessary.
7. Click SAVE on the FILE menu to save the report.
8. Click EXIT on the FILE menu to close Crystal Report Designer.
9. Click OK to close the Report Configuration Edit dialog box.
10. Click CLOSE to close the Report Configuration screen.

How to import a Crystal Report

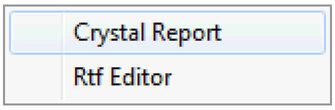
1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   The Reports screen is displayed.

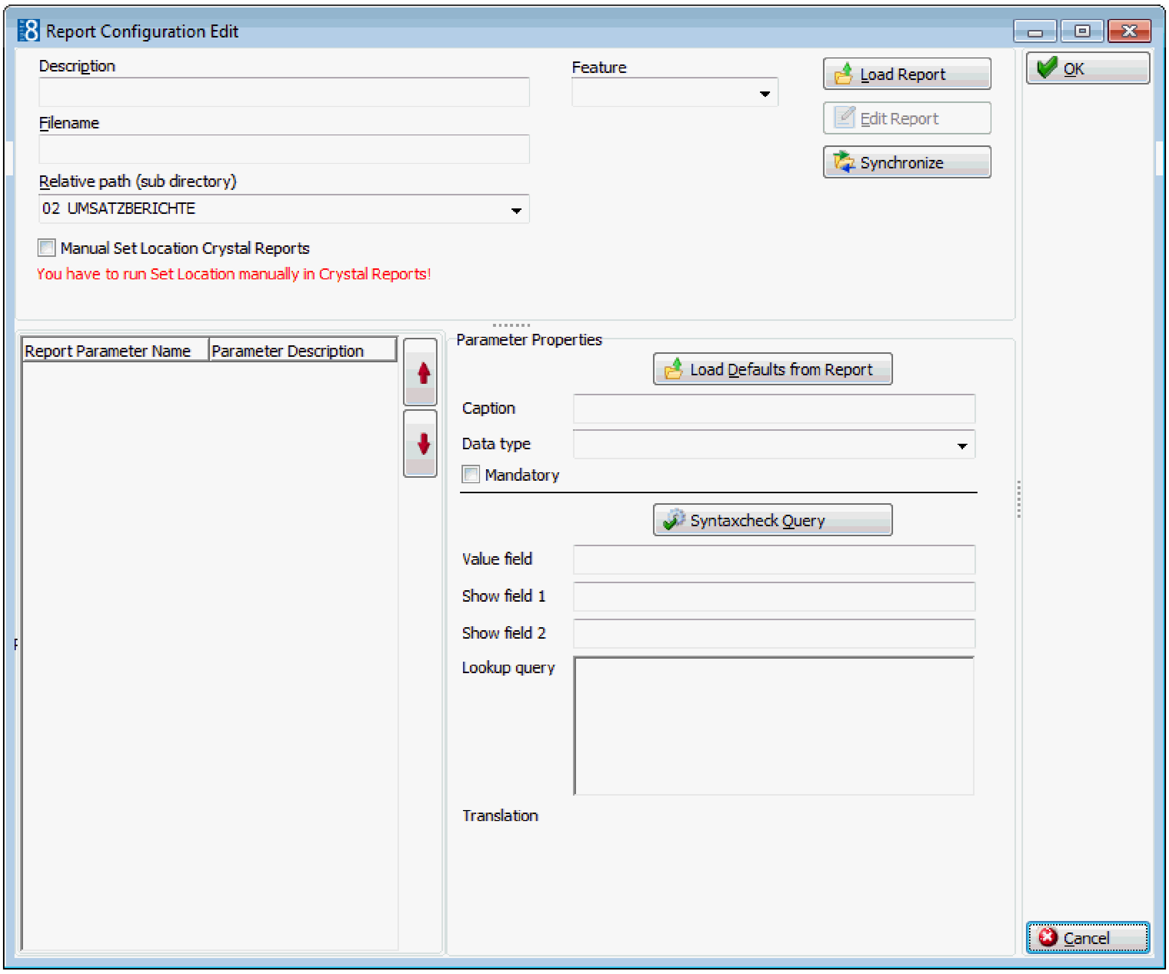
2. Click the REPORT FILES button to display the Report Configuration dialog box.



3. To import a Crystal Report, click the NEW button and select CRYSTAL REPORT from the short-cut menu.



   The Report Configuration Edit dialog box is displayed.



4. The Open dialog box is displayed on top of the Report Configuration Edit dialog box defaulted to the new report directory defined in the configuration.
5. Select the required crystal report file and click OPEN.

   The report configuration edit dialog box is displayed with all the relevant parameters completed for the imported report.
6. Click OK to close the Report Configuration Edit dialog box.

   The report file is listed in the report configuration; however, the report file has not yet been attached to a report and so is classified as an unused report.
7. Click CLOSE to close the Report Configuration screen.

How to edit an internal editor report file

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   The Reports screen is displayed.
2. Click the REPORT FILES button to display the Report Configuration dialog box.
3. Search for and locate the Internal Editor report to be edited.

   Internal Editor reports are listed with a DESCRIPTION but no REPORT NAME.
4. Click the EDIT button.

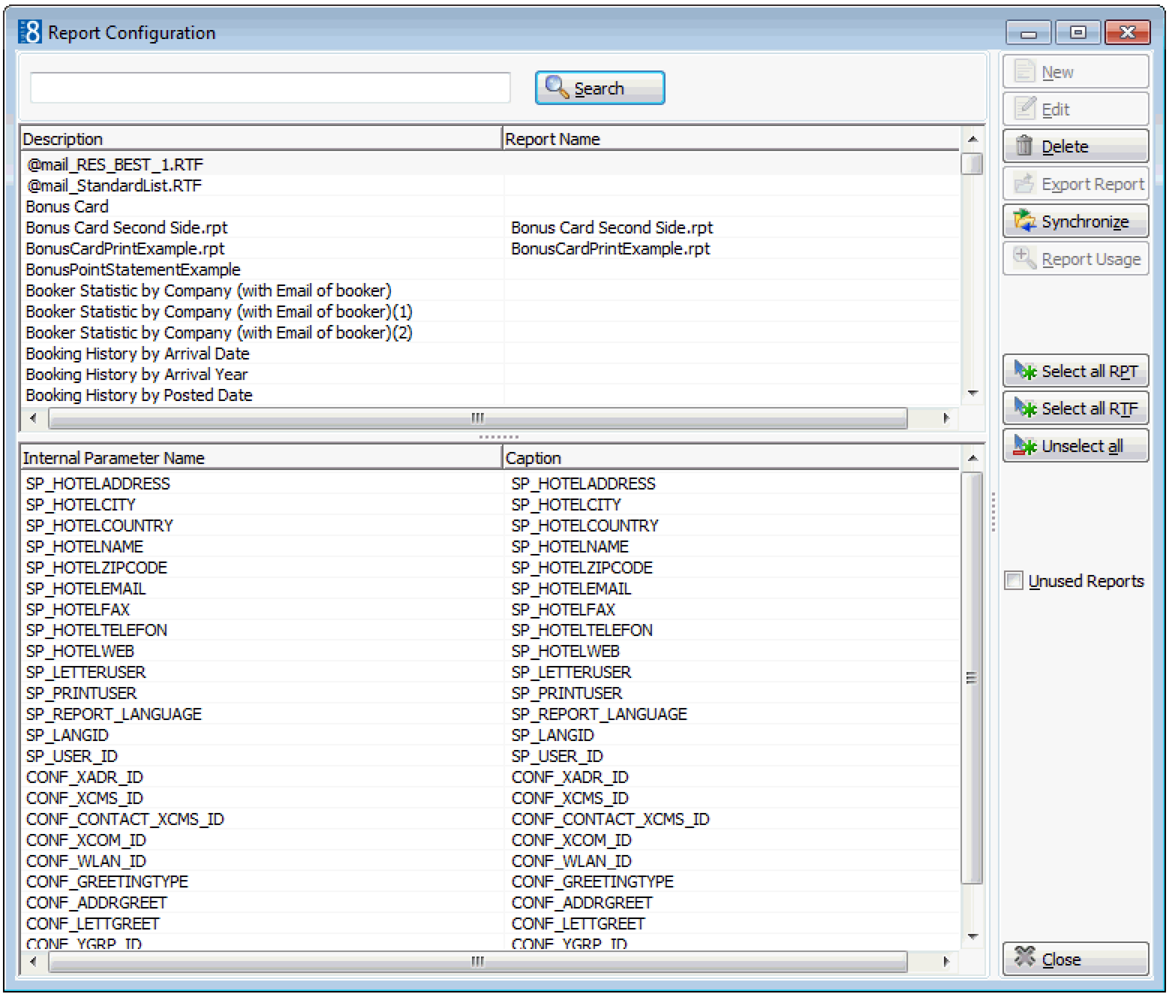
   The Text Report Binary Edit dialog box is displayed.
5. Click the EDIT button to display the report in the Internal Editor.
6. Complete any changes necessary.

7. Click SAVE on the FILE menu to save the document.
8. Click CLOSE on the FILE menu to exit the internal editor screen.
9. Click SAVE to close the Text Report Binary edit dialog box.
10. Click CLOSE to close the Report Configuration screen.

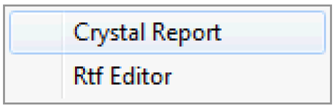
How to create or import an internal editor report file

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

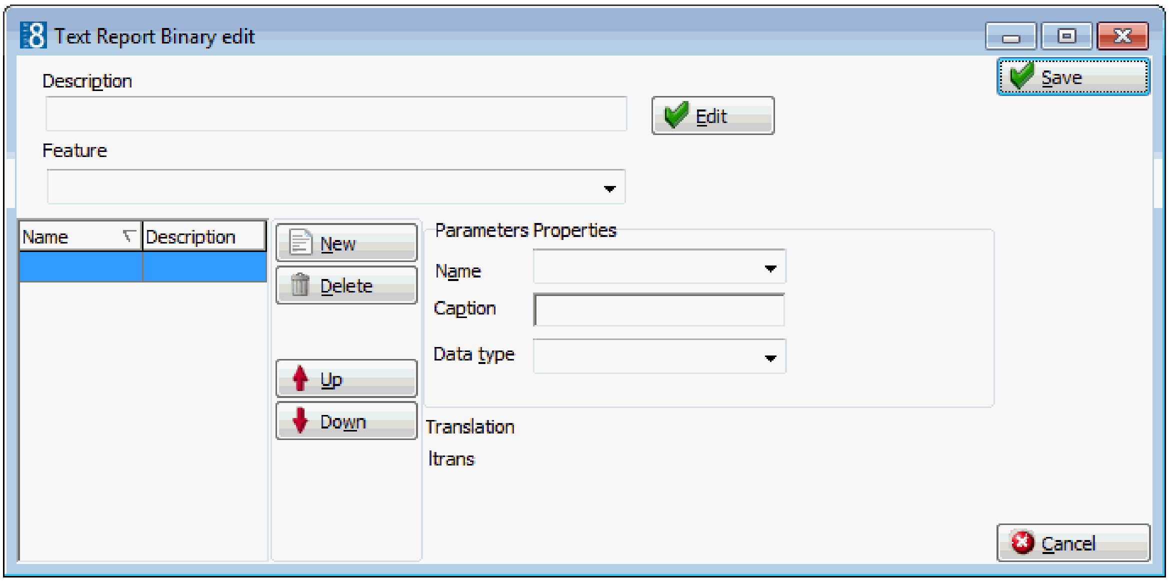
   The Reports screen is displayed.
2. Click the REPORT FILES button to display the Report Configuration dialog box.



3. To import an Internal Editor Report template, click the NEW button and select RTF EDITOR from the short-cut menu.

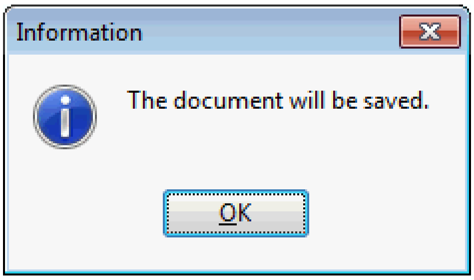


   The Text Report Binary edit dialog box is displayed.



4. In the DESCRIPTION box enter a description of the report.
5. If the report is feature controlled then in the FEATURE box select the section the report belongs to from the list of defined features.
6. Click the EDIT button.

   A message is displayed indicating that the document will be saved.



7. Click OK to save the document.

   The Internal Editor screen is displayed.
8. Create the report template using the internal editor functionality.

   or
9. Select OPEN on the FILE menu and locate the directory with the required report file.
10. Select the report file (RTF) and click OPEN.

    The report file is imported and displayed in the Internal Editor.
11. Click SAVE on the FILE menu to save the document.
12. Click CLOSE on the FILE menu to exit the internal editor screen.

    The report file has now been imported into the database.
13. Click SAVE to close the Text Report Binary edit dialog box.

    The report file is listed in the report configuration; however, the report file has not yet been attached to a report and so is classified as an unused report.
14. Click CLOSE to close the Report Configuration screen.

Report File tab - Crystal Report

Field	Definition
Description	The name of the Crystal Report as it will appear on the main reports screen.
Filename	The file name of the Crystal Report file (RPT) stored in the database.
Relative path (sub directory)	The sub directory on which the Crystal report file is stored on the network or local path.
Feature	Defines if a report should be listed subject to licence code. Reports will not be displayed if the license of the selected feature is not active. If all reports are not valid the section is suppressed. This option is displayed only in debug mode.
Report Parameter Name	The name of the report parameter as defined on the Crystal Report. The display order can be customized with the red up and down arrows. See Standard Parameters
Parameter Description	The caption displayed on the report dialog box for the selected parameter.
Parameter properties	
Caption	Defines the name of the field to be displayed on the report dialog box when running the report.
Data type	Displays the data type of the field used for the selected parameter.
Mandatory	Defines that the report can not run until the parameter is filled with a value. This option must be selected for all folio templates used in the property.
Value field	Defines if the selected field is a multiple choice field on the report execute/print dialog box.
Show field 1	Defines which field should be shown on the report execute/print dialog box in the multi-selection box as the first field, for example the short description.
Show field 2	Defines which field should be shown on the report execute/print dialog box in the multi-selection box as the second field, for example the long description.
Lookup query	A valid SQL statement can be entered as lookup. This is used to sort the fields within the multi-select box, for example, by the short description.

Report File tab - Internal Editor Report

Field	Definition
Description	The name of the Internal Editor file (RTF) stored in the database.
Feature	Defines if a report should be listed subject to licence code. Reports will not be displayed if the license of the selected feature is not active. As soon as all reports are not valid the section itself will be suppressed. This option is displayed only in debug mode.

Name	The name of the report parameter as defined on the Internal Editor. The display order can be customized with the red up and down arrows. See Standard Parameters
Description	The description of the report parameter.
Parameter properties	
Name	The name of the report parameter.
Caption	This is mostly the same as the report parameter as on internal editor forms and templates the parameter is substituted with a value and not displayed as a caption.
Data type	Displays the data type of the field used for the selected parameter.

Options available on the Crystal Report file tab

This button	**Does this**
Load Report	Displays the reports available to be loaded in the default report directory. The directory can be changed if required.
Edit Report	Opens the report in Crystal Report Designer. **Note:** This option is only available if the full version of Crystal Reports is installed.
Synchronize	Opens the Synchronize Reports screen for this specific report.
Load Defaults from Report	Loads the default parameters from the Crystal Report.
Syntaxcheck query	Checks if the entered lookup query has a valid syntax.

The default directory for the location of new reports is defined via the option DEFAULT NEW REPORT DIRECTORY under Setup → Configuration → Global Settings → Reports → Reports tab.

Creating a new report file is controlled by the user right INSERT under Setup → Configuration → Users → User Definition → Rights → Reports → Binary Reports.

Editing a report file is controlled by the user right EDIT under Setup → Configuration → Users → User Definition → Rights → Reports → Binary Reports.

Delete

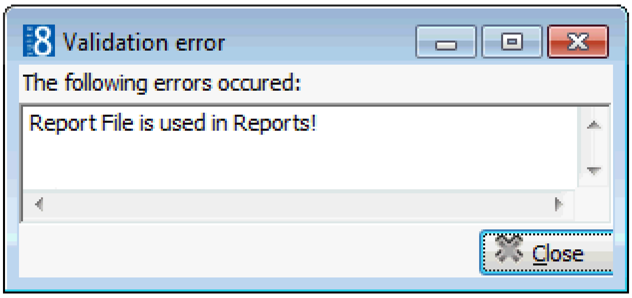
This option may be used to delete an unused report file and is accessible via the REPORT FILES option on the Reports screen.
Report files that are not used in a report on the main reports screen can be listed by selecting the UNUSED REPORTS check box on the Report Configuration screen.

How to delete a report file

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

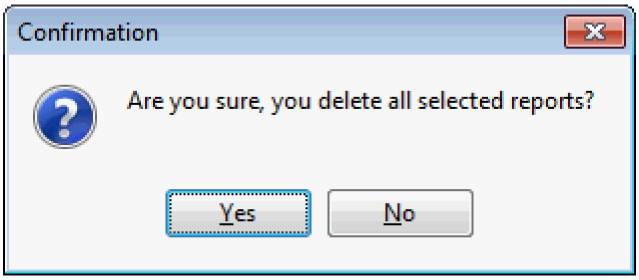
   The Reports screen is displayed.
2. Click REPORT FILES to display the Report Configuration dialog box.
3. Search for and locate the report to be deleted.
4. Click the DELETE button.

   If the report file is in use then it cannot be deleted; a message is displayed advising that the report file is used in reports.



5. Click CLOSE to close the message.

   If the report file is not in use then a message to confirm the deletion is displayed.



6. Click YES to delete the report.
7. Click CLOSE to close the Report Configuration screen.

Deleting a report file is controlled by the user right DELETE under Setup → Configuration → Users → User Definition → Rights → Reports → Binary Reports.

Export Report

This option may be used to export a Crystal report file to a network or local path and is accessible via the REPORT FILES option on the Reports screen.

How to export a report file

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   The Reports screen is displayed.
2. Click REPORT FILES to display the Report Configuration dialog box.
3. Search for and locate the Crystal report to be exported.
4. Click the EXPORT REPORT button.

   The Browse for Folders dialog box is displayed.
5. Select the required path to export the file and click OK.

   A message is displayed confirming that the file has been exported.

6. Click OK to close the message.
7. Click CLOSE to close the Report Configuration screen.

Exporting a report file is controlled by the user right EXPORT under Setup → Configuration → Users → User Definition → Rights → Reports → Binary Reports.

Report Synchronization

This option may be used to compare and synchronize reports in the database with reports on a network or local directory and is accessible via the REPORT FILES option on the Reports screen.
The default directory for report comparison is defined in the configuration but may be changed as required.
Reports which do not exist in the database can be imported to the default report import section defined in the configuration.
The SEARCH AND FILTER option can be used to search for and filter reports; the search is performed by key stroke, so as soon as an entry is made in the Search and Filter box the search commences.
The REPORT SYNC. STATUS and the REPORT NAME columns can be sorted by clicking on the column header.

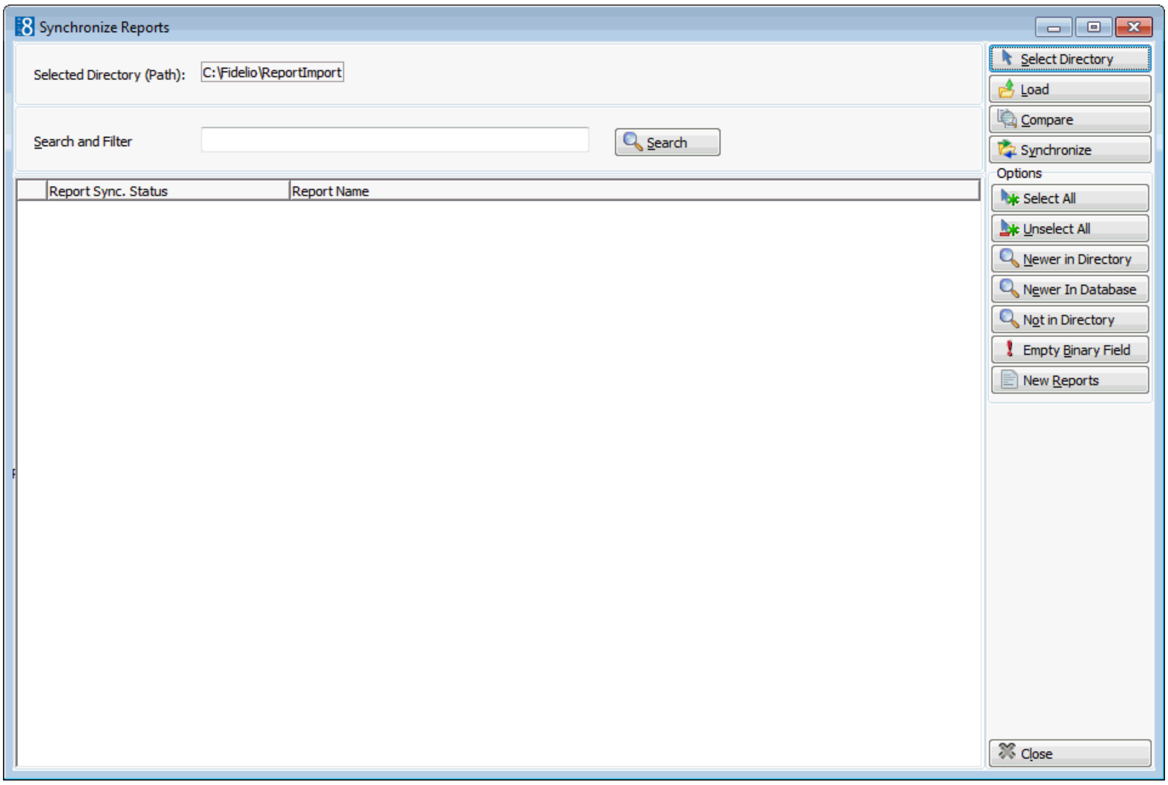
How to run report synchronization

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   The Reports screen is displayed.
2. Click REPORT FILES to display the Report Configuration screen.
3. Click the SYNCHRONIZE button.

   The Synchronize Reports screen is displayed.

   The SELECTED DIRECTORY (PATH) defaults to the new report directory defined in the configuration.

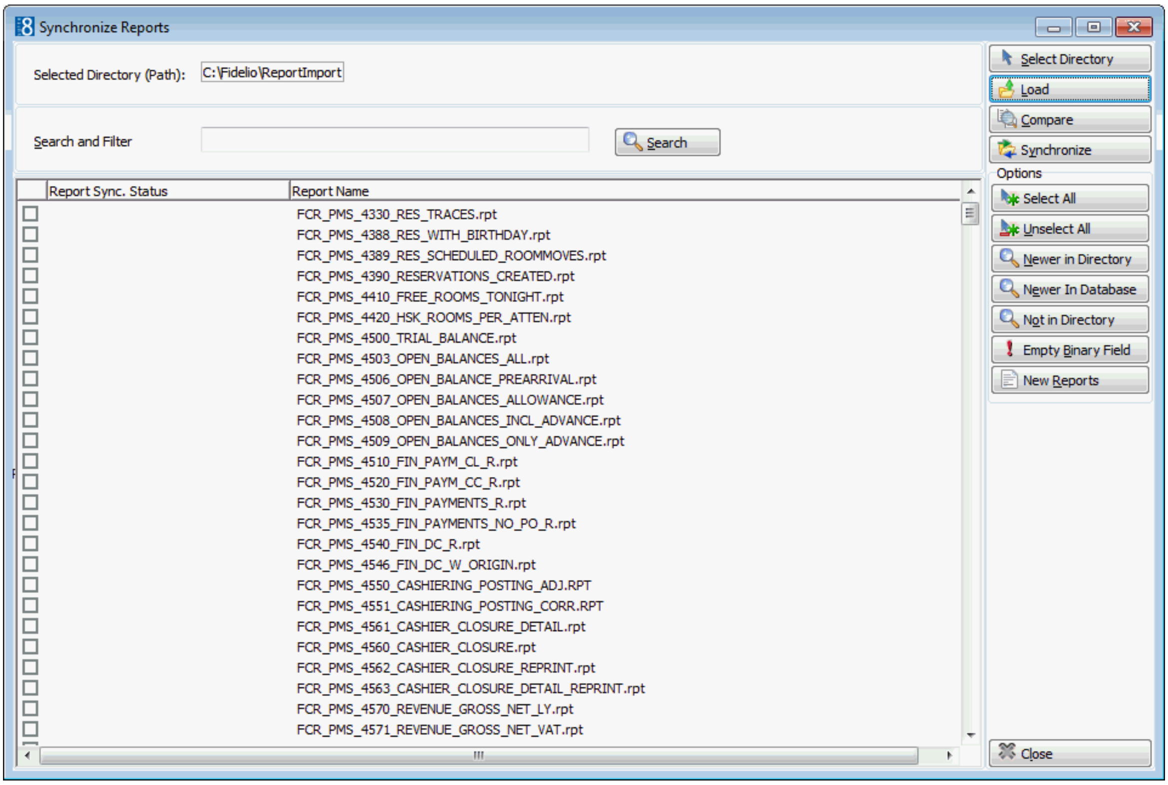


4. To select a different local or network path on which the report files are stored click the SELECT DIR button.

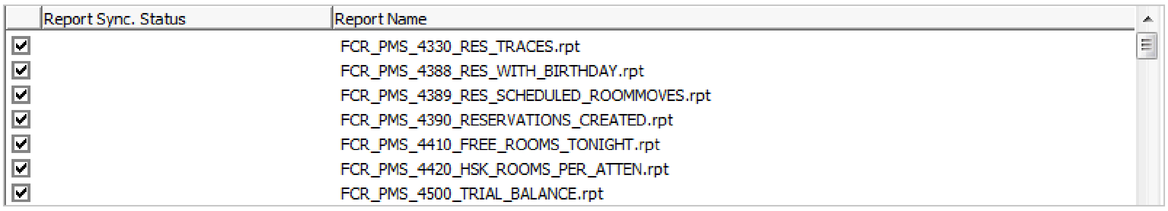
   The Browse for Folder dialog box is displayed.
5. Select the required directory and click OK.

6. Click LOAD to display both the reports on the selected path and those in the database.

   The required reports can now be selected for comparison or synchronization.

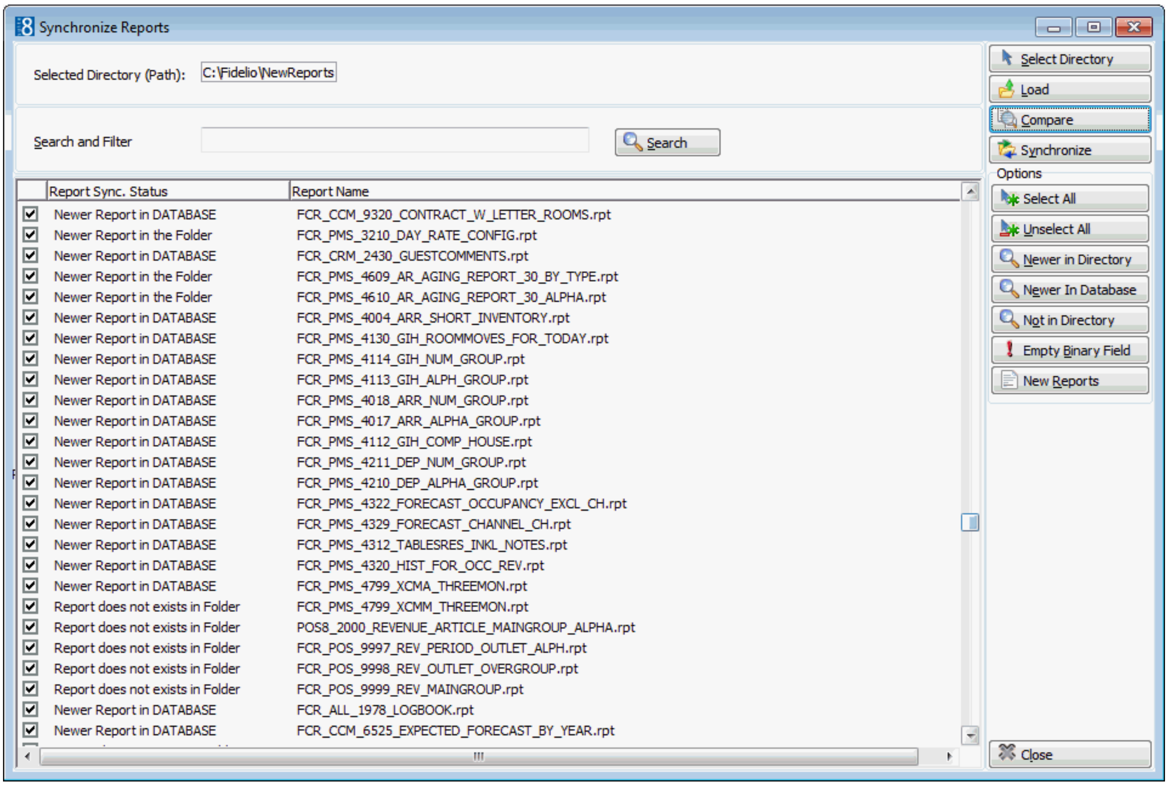


7. Click SELECT ALL to select all the reports or select the required reports by selecting the checkbox next to the report name.



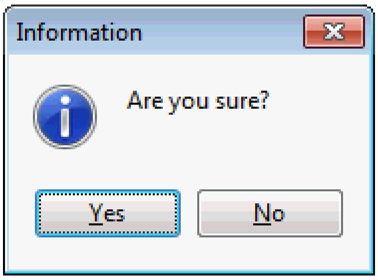
8. Click COMPARE to run a comparison of the reports on the selected path and the reports in the database.

   The reports are compared and the report status is listed next to each report.



9. Select the reports to be synchronized by selecting one of the synchronization options.
10. Click SYNCHRONIZE to synchronize the selected reports.

    A message to confirm the synchronization is displayed. A confirmation message is displayed.



11. Click YES to synchronize the reports.
12. Click CLOSE to exit the Synchronize Reports screen.
13. Click CLOSE to exit the Report configuration screen.

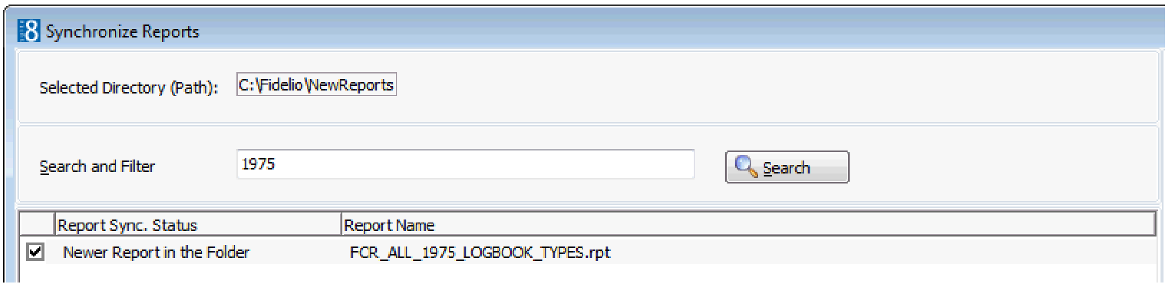
How to synchronize a single report

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL + SHIFT + R.
2. Select the required report and click EDIT.

   The Report Edit screen is displayed.
3. Click the REPORT FILE tab to display the report configuration details.
4. Click the SYNCHRONIZE button to open the Synchronize Reports screen.

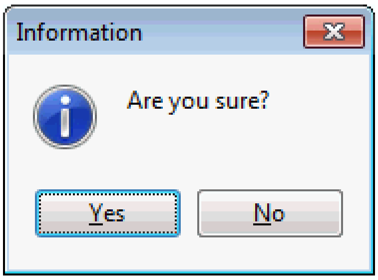
   The SELECTED DIRECTORY (PATH) defaults to the new report directory defined in the configuration.

The selected report is automatically compared and the report status is listed next to the report.



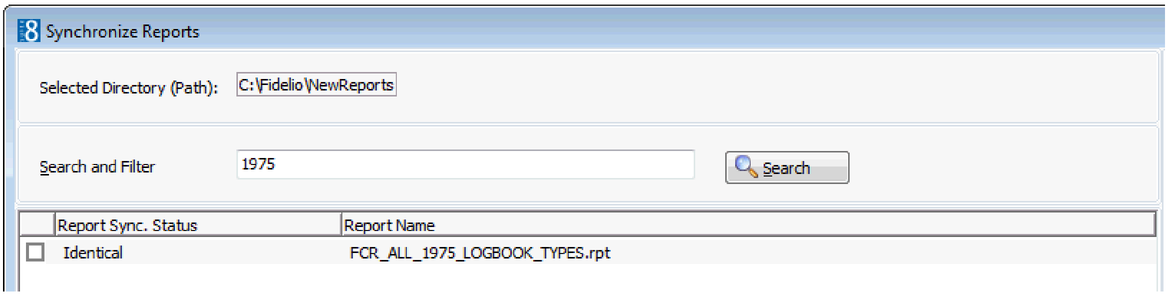
5. Click SYNCHRONIZE to synchronize the selected report.

   A confirmation message is displayed.



6. Click YES to synchronize the report.

   The selection check mark is removed and the status of the report updated.



7. Click CLOSE to exit the Synchronize Reports screen.
8. Click OK to exit the Report Edit screen.

Synchronization Options

This option	Does this
Select all	Selects all reports.
Unselect all	Clears all the selected reports.
Newer in Directory	Selects all reports in the selected directory with a newer date than in the database. (Newer Report in the folder)
Newer in Database	Selects all reports in the database with a newer date than in the selected directory. (Newer Report in Database)
Not Exists in Directory	Selects all reports which exist in the database but do not exist in the selected directory. (Report does not exists in the folder)
Empty Binary Field	Selects all reports which do not exist in the database but exist in the selected directory.
New Reports	Selects all new reports. (New Report)

Report Status

Status	Definition
Identical	The report in the database is identical to the report in the selected directory.
Newer report in the Folder (selected directory)	The report in the selected directory is newer than the report in the database.
Newer report in DATABASE	The report in the database is newer than in the selected directory.
Report does not exist in Folder (selected directory)	The report exists in the database but not in the selected directory.
New Report	The report exists in the selected directory but not in the database.

The section for imported reports is defined via the option REPORT IMPORT SECTION under Setup → Configuration → Global Settings → Reports → Reports tab.

The default directory for the location of new reports is defined via the option DEFAULT NEW REPORT DIRECTORY under Setup → Configuration → Global Settings → Reports → Reports tab.

Synchronizing report files is controlled by the user right SYNCHRONISE under Setup → Configuration → Users → User Definition → Rights → Reports → Binary Reports.

Report Usage

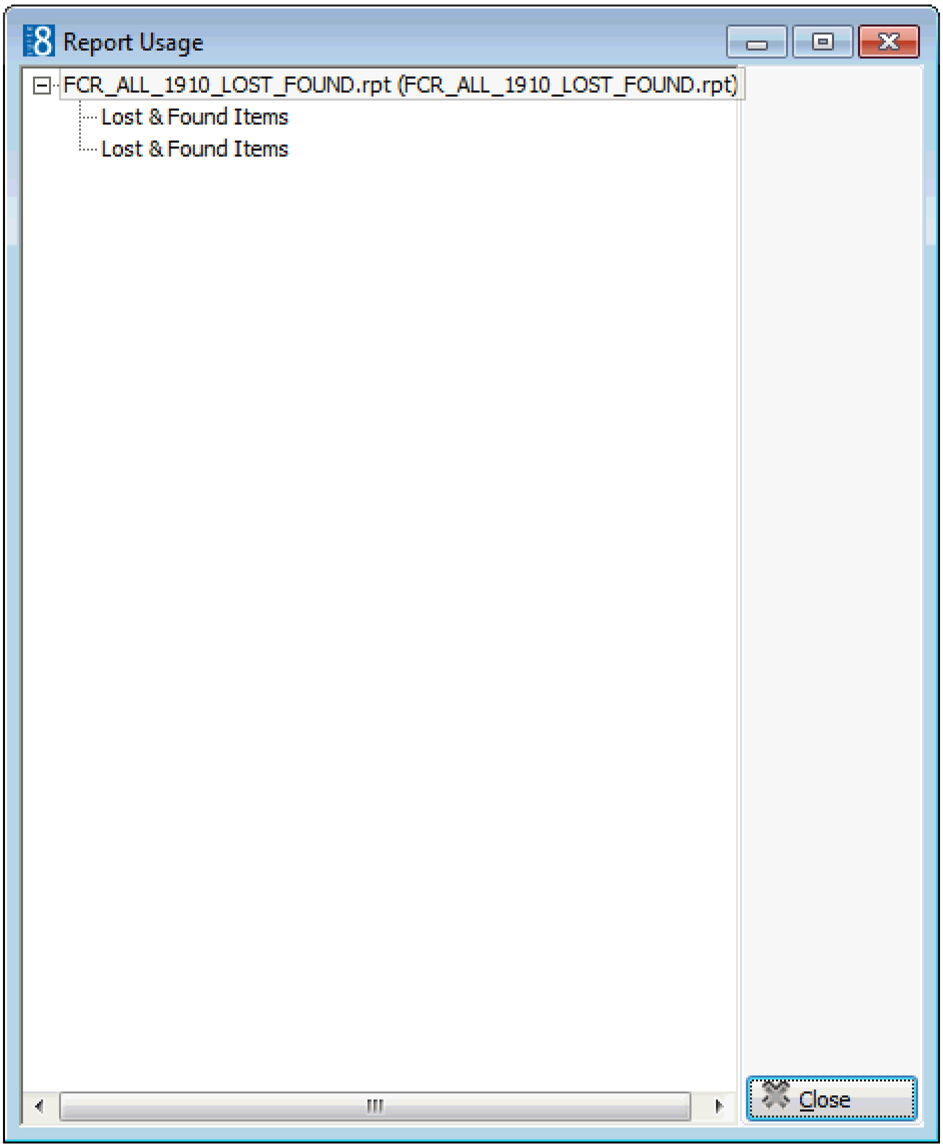
This option is used to list the reports that use the selected report file and is accessible via the REPORT FILES option on the Reports screen.

How to view report usage

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   The Reports screen is displayed.
2. Click REPORT FILES to display the Report Configuration dialog box.
3. Select the required Crystal report file.
4. Click the REPORT USAGE button.

   The Report Usage screen is displayed listing all the reports that use the selected report file.



5. Click CLOSE to close the screen.
6. Click CLOSE to close the Report Configuration screen.

Email Confirmation Letters

Reservation correspondence can be sent via email; the email can also be printed and is saved using a specially defined email template.

Email printing functionality requires the following setup:

- A report section defined with the section role EMAIL TEMPLATES.
- An email template; using the Internal Editor email details can be added from the data source.
- The email template to be used to send confirmation letters via email must be defined via the option EMAIL TEMPLATE PRINTOUT in the configuration.

How to define the report section

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

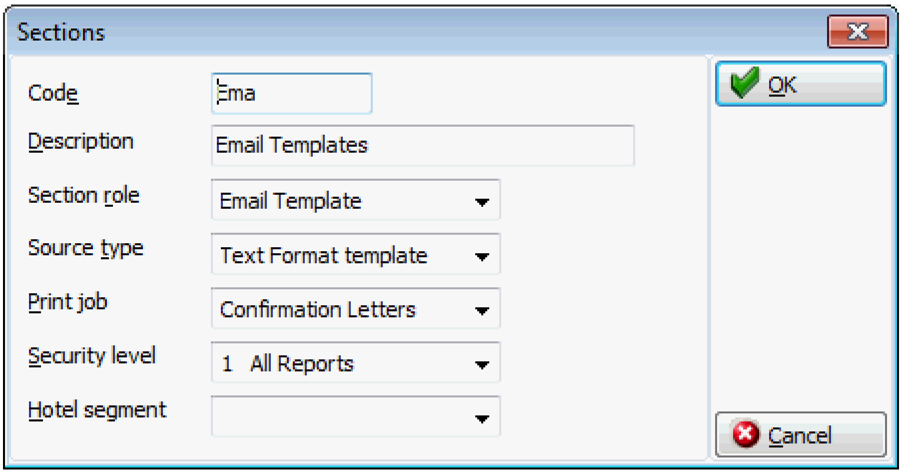
   The Reports screen is displayed.

   On the left-hand side of the screen the existing reports are grouped into user-definable sections and sub-sections.

2. Point to the report section TEXT TEMPLATES and right-click to display the shortcut menu, select ADD and then select SECTION.

   The Sections dialog box is displayed.

3. Enter a section CODE.
4. Enter a section DESCRIPTION.
5. Select EMAIL TEMPLATES for the SECTION ROLE.
6. Select TEXT FORMAT TEMPLATE for the SOURCE TYPE.
7. Select CONFIRMATION LETTERS for the PRINT JOB.



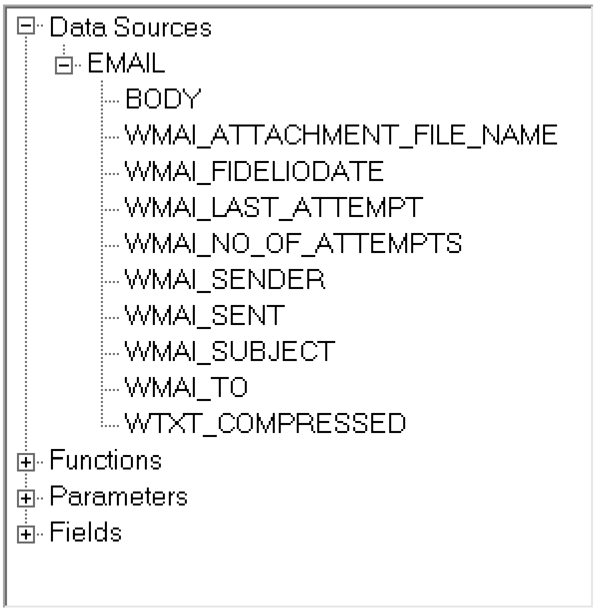
8. Click SAVE to add the new report section.

How to define the email template

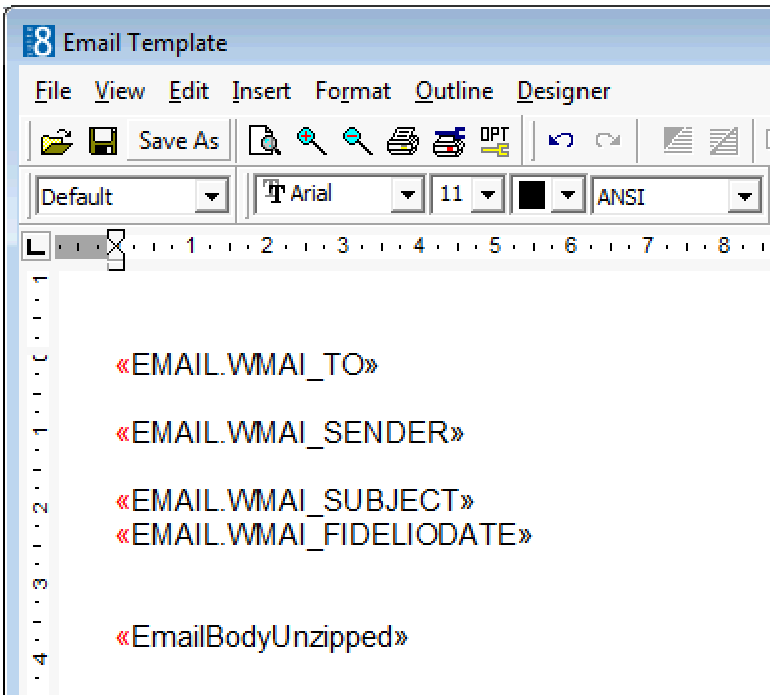
1. Click the NEW button to display the Report Edit dialog box.
2. Click the NEW BINARY button; the Create Binary Report dialog box is displayed.
3. In the REPORT NAME box enter the name of the template.
4. Click OK, the Report Edit dialog box is displayed with the Report File tab selected and the template DESCRIPTION completed.
5. Click the EDIT button.

   The Internal Editor screen is displayed.

6. On the right-hand side of the screen click DATA SOURCES and then EMAIL to display the available email data sources.



7. Add email details to the template by double clicking the required email data source.



8. Click SAVE on the FILE menu to save the template.
9. Click CLOSE on the FILE menu to exit the internal editor screen.

   The Report Edit dialog box is displayed with the Report File tab selected and the parameter information completed.

10. Click OK to close the Report Edit dialog box.

    The template is now listed on the main reports screen.

Note: Email printing is available for emails sent as body text and not for emails where the text is sent as an attachment.

The email template used to send confirmation letters via email is defined via the option EMAIL TEMPLATE PRINTOUT under Setup → Configuration → Global Settings → Reports → Report tab.

Default email subjects can be defined via the option DEFAULT EMAIL SUBJECTS under Setup → Configuration → Miscellaneous → Simple Custom Text.

Default email body text can be defined via the option EMAIL BODY DEFAULT under Setup → Configuration → Miscellaneous → Simple Custom Text.

The maximum size for email attachments is defined via the option MAX. EMAIL ATTACHMENT SIZE (MB) under Setup → Configuration → Global Settings → Reports → Reports tab.

Error message with lookup queries and SP Parameters

When using lookup queries in reports and one of the following parameters is defined on the report setup:

- SP-REPORT-LANGUAGE
- SP-DATABASE
- SP-PARAMETERLIST

The lookup query uses the following syntax:

select 1 param, 'All' CAPTION from dual
union all
select 2 param, 'Arrived' CAPTION from dual
union all
select 3 param, 'Expected' CAPTION from dual

The lookup query could lead to the following error message:

ORA-00904: invalid column name

Changing the syntax as follows would solve the problem:

select param, caption from (select 1 param, 'ALL'
CAPTION from dual union all
select 2 param, 'Arrived' CAPTION from dual union all
select 3 param, 'Expected' CAPTION from dual)

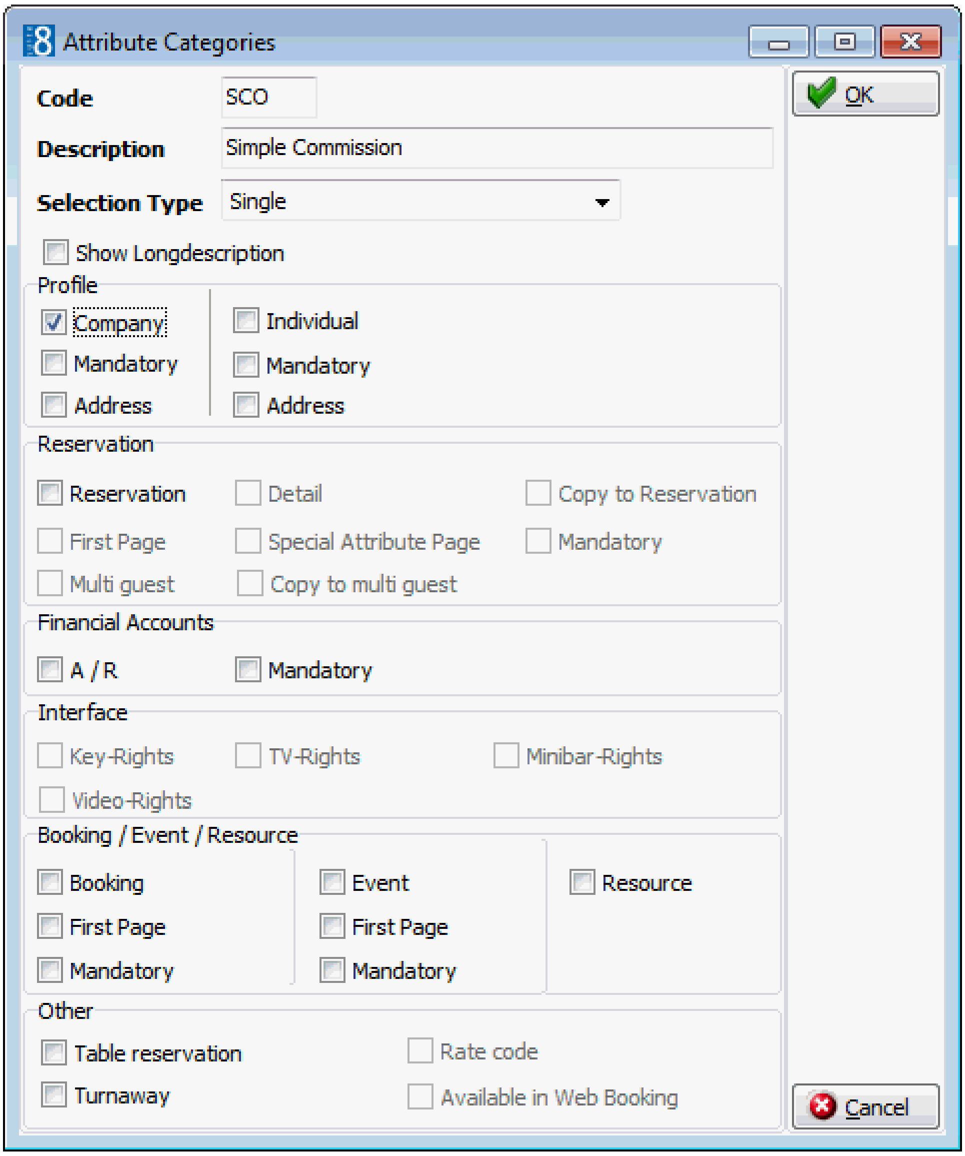
Simple Commission Report

The Suite 8 Travel Agent Processing Module is recommended for commission calculation and processing, however, properties not using this module can use a report to calculate simple commission.

All reservations linked to an agent, source or company profile with a defined commission code can be retrieved by the Simple Commission Report after check-out. The report can be run by agent, source or company.

How to define the simple commission attribute category

1. On the SETUP menu select CONFIGURATION to display the configuration options.
2. Click CRM and select ATTRIBUTE CATEGORIES from the drop-down list.
3. Click NEW to display the Attributes Categories dialog box.
4. Enter SCM for the attribute CODE.
5. Enter SIMPLE COMMISSION CODES for the DESCRIPTION.
6. In the SELECTION TYPE box select SINGLE from the drop-down list.
7. In the PROFILE section select the COMPANY check box.



8. Click OK to save the attribute category.

Attribute Categories dialog box

Field	**Definition**	**Legal Values**
Code (Required)	Code assigned to the attribute category.	Up to 3 alphanumeric characters.
Description (Required)	Description of the attribute category.	Up to 30 characters of text.
Selection Type (Required)	Defines if either single or multiple items can be selected from the list box.	Select from list box.
Show Long Description	Defines if the category elements should be displayed with the full element description or the short code.	Check: YES Blank: NO
Profile		

Company	Defines that the list box will be displayed on the profile edit screen under the tab MARKETING for profiles with the type COMPANY. This also includes Sources, Agents and Meeting Planner. (XCMS_TYPE= 1)	Check: YES Blank: NO
Mandatory	Defines that the field is mandatory. If no attribute is selected a validation error message will be displayed.	Check: YES Blank: NO
Individual	Defines that the list box will be displayed on the profile edit screen under the tab MARKETING for profiles with the type INDIVIDUAL, this also includes Booker profiles. (XCMS_TYPE=2)	Check: YES Blank: NO
Mandatory	Defines that the option is mandatory. If no attribute is selected a validation error message will be displayed.	Check: YES Blank: NO
Reservation		
Reservation	Defines that the list box will be displayed on the reservation edit screen under the tab ATTRIBUTES on the upper part for NON DAILY ATTRIBUTES.	Check: YES Blank: NO
Detail	Defines that the list box will be displayed on the reservation edit screen under the tab ATTRIBUTES on the lower part for DAILY ATTRIBUTES.	Check: YES Blank: NO
Copy to Reservation	Defines that the attributes entered on the profile attribute category will be copied to the reservation. The profile type and one of the other pages; Reservation, Detail, First Page or Special Attribute page must be selected.	Check: YES Blank: NO
First Page	Defines that the list box will be displayed on the edit reservation screen's first page which is the RESERVATION tab	Check: YES Blank: NO
Special Attribute Page	Defines that the list box will be displayed on the edit reservation screen under the tab SPECIAL ATTR.	Check: YES Blank: NO
Mandatory	Defines that the field is mandatory. If no attribute is selected a validation error message will be displayed.	Check: YES Blank: NO
Multi guest	Defines if the attribute is available on the multi guest profile page from the edit reservation dialog box when pressing the ATTRIBUTES button.	Check: YES Blank: NO

Copy to multi guest	Defines that the attributes linked to a guest or company profile will be copied to the multi-guest page attributes when the attribute is attached to a profile and this is linked to a reservation on the multi-guest page. A profile type has to be selected.	Check: YES Blank: NO
Financial Accounts		
A/R	Not yet implemented.	
Mandatory	Defines that the field is mandatory. If no attribute is selected a validation error message will be displayed.	Check: YES Blank: NO
Interface		
Key Rights	Defines the interface rights from the interface submenu for key rights. The interface rights work in conjunction with the reservation rights, you need to select RESERVATION and one of the reservation display options: FIRST PAGE, ATTRIBUTES or SPECIAL ATTRIBUTE PAGE. After configuring the IFC submenu, this option can be selected and all existing rights will be copied from the Interface submenu to the Marketing Info section so that the rights are available for selection on the reservation edit screen.	
TV-Rights	Defines the interface rights from the interface submenu for TV Rights. After configuring the IFC submenu, this option can be selected so that the rights are available for selection on the reservation edit screen. This option is useful if a video system is installed that supports different pricing. **Note:** The attribute category must be defined as a single selection box.	Check: YES Blank: NO
Minibar-Rights	Defines the interface rights for minibar systems. This works in the same way as the TV rights. **Note:** The attribute category must be defined as a single selection box.	Check: YES Blank: NO
Video-Rights	Defines the interface rights for video systems. This works in the same way as the TV rights.	Check: YES Blank: NO

	Note: The attribute category must be defined as a single selection box.	
Booking / Event		
Booking	Defines that the list box will be displayed on the booking master edit screen under the tab ATTRIBUTES.	Check: YES Blank: NO
First Page	Defines that the list box will be displayed on the booking master edit screen's first page which is the BOOKING INFORMATION tab.	Check: YES Blank: NO
Mandatory	Defines that the field is mandatory. If no attribute is selected a validation error message will be displayed.	Check: YES Blank: NO
Event	Defines that the list box will be displayed on the event edit screen under the tab ATTRIBUTES.	Check: YES Blank: NO
First Page	Defines that the list box will be displayed on the event edit screen's first page which is the EVENT tab.	Check: YES Blank: NO
Mandatory	Defines that the field is mandatory. If no attribute is selected a validation error message will be displayed.	Check: YES Blank: NO
Table Reservations	Defines that the list box will be displayed on the table reservation edit screen.	Check: YES Blank: NO

How to define simple commission codes

1. On the SETUP menu select CONFIGURATION to display the configuration options.
2. Click CRM and select MARKETING INFO and then select SIMPLE COMMISSION CODES from the list.
3. Click NEW to display the Simple Commission Codes dialog box.
4. Enter a CODE and a DESCRIPTION for the simple commission.
5. Click OK to save the simple commission code.
6. Click CLOSE to exit the configuration.

How to link a simple commission code to a profile

1. Click the CUSTOMER RELATIONS menu and select PROFILES.
2. Search for and select the required profile, then click the EDIT PROFILE button.

   The edit profile screen is displayed defaulted to the PROFILE tab.
3. In the SIMPLE COMMISSION box click the drop-down arrow and select the required commission code.
4. Click OK to close the profile edit screen.

Configuration of the simple commission report parameter properties

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

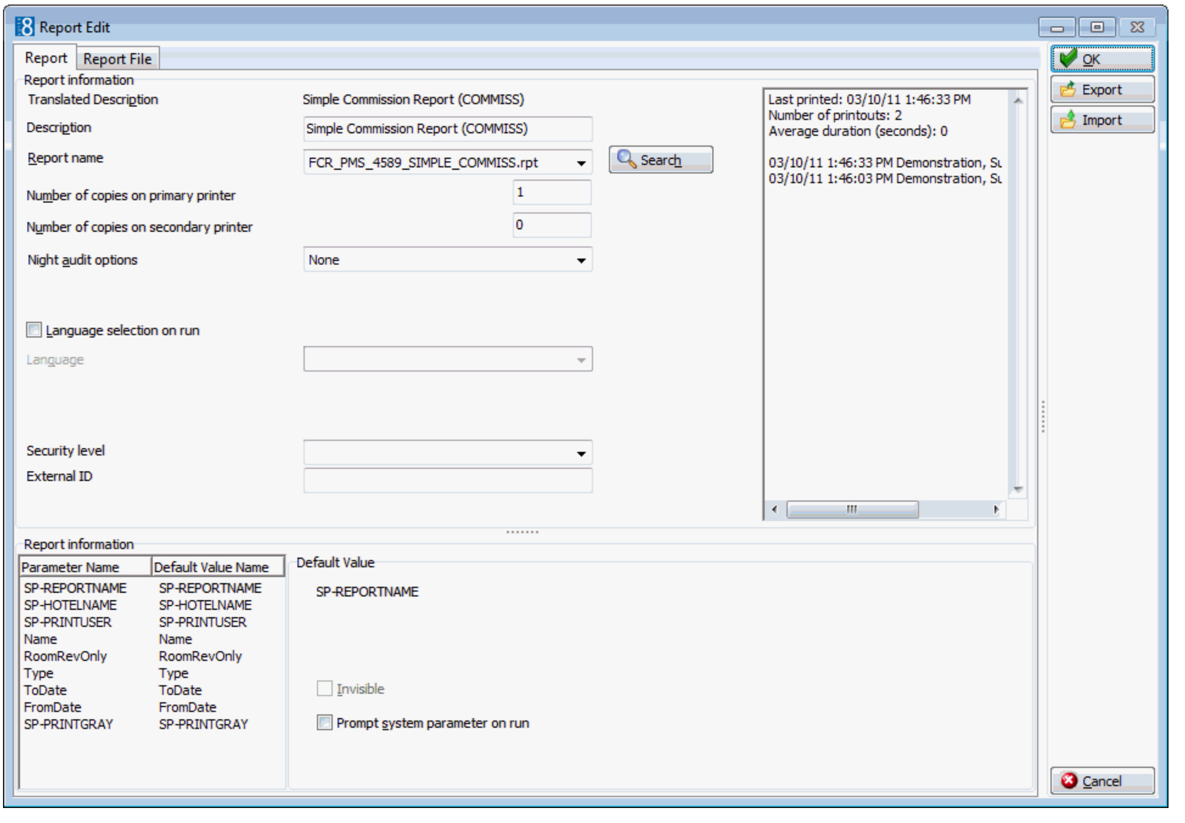
   The Reports screen is displayed.

2. Search for and locate the simple commission report.

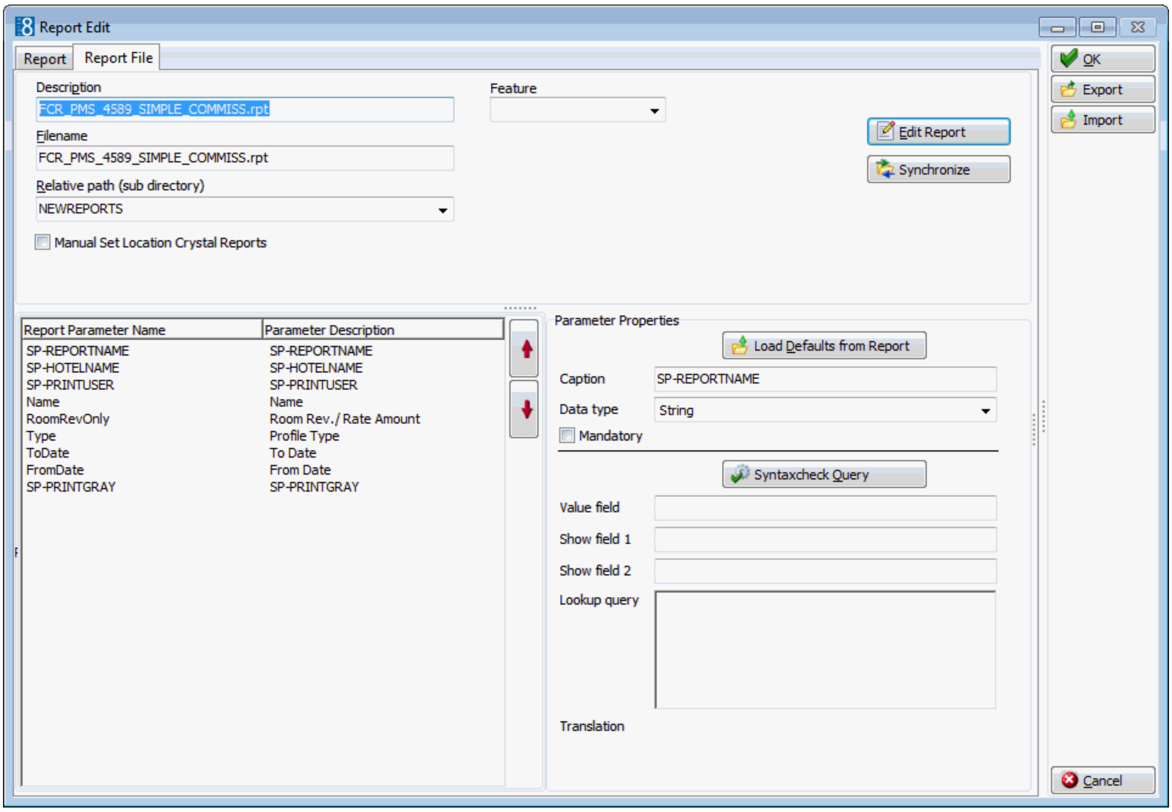
   (File name: FCR_PMS_4589_SIMPLE_COMMISS.RPT)

3. Click the EDIT button.

   The Report Edit screen is displayed.

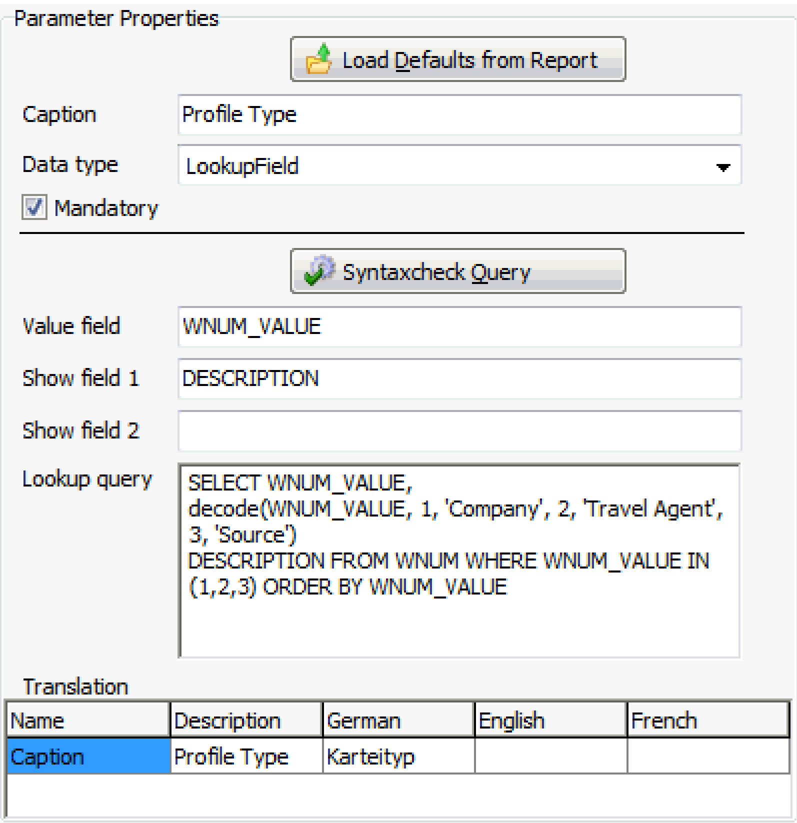


4. Click the REPORT FILE tab to display the report file details.



5. Select the Report Parameter TYPE and check that the PARAMETER PROPERTIES are setup correctly.

Type parameter properties



Complete Lookup query

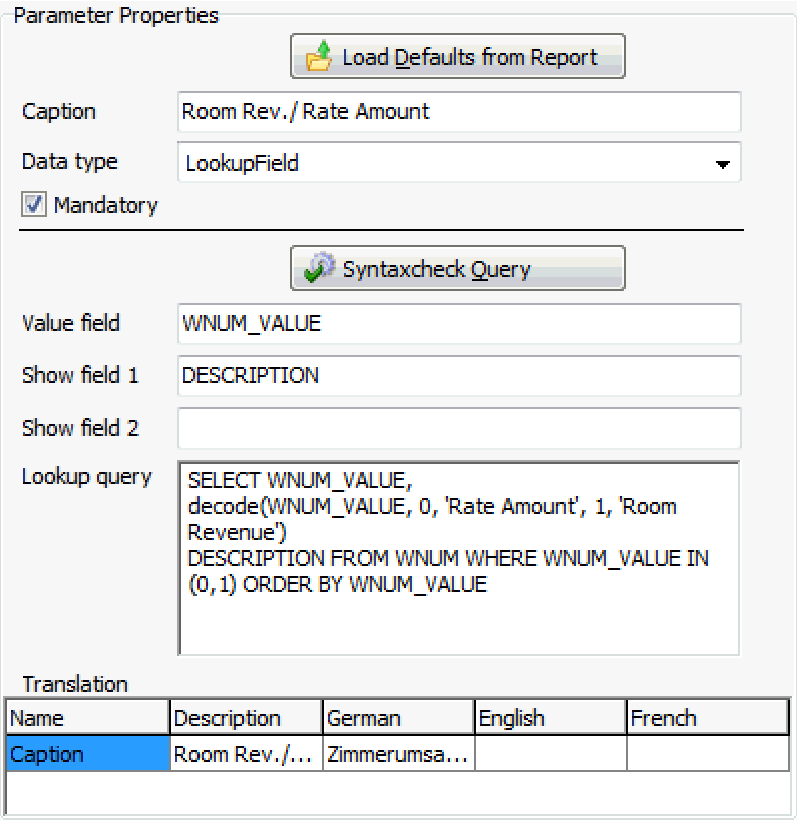
SELECT WNUM_VALUE,

decode(WNUM_VALUE, 1, 'Company', 2, 'Travel Agent', 3, 'Source')

DESCRIPTION FROM WNUM WHERE WNUM_VALUE IN (1,2,3) ORDER BY WNUM_VALUE

6. Select the Report Parameter Name RoomRevOnly or Rate Amount and check that the Parameter Properties are setup correctly.

   RoomRevOnly parameter properties



7. Click the Report tab.
8. Select the parameter name Type and select a Default Value from the drop-down list.
9. Select the parameter name RoomRevOnly and select a Default Value from the drop-down list.
10. Click OK to save and exit the Report Edit screen.

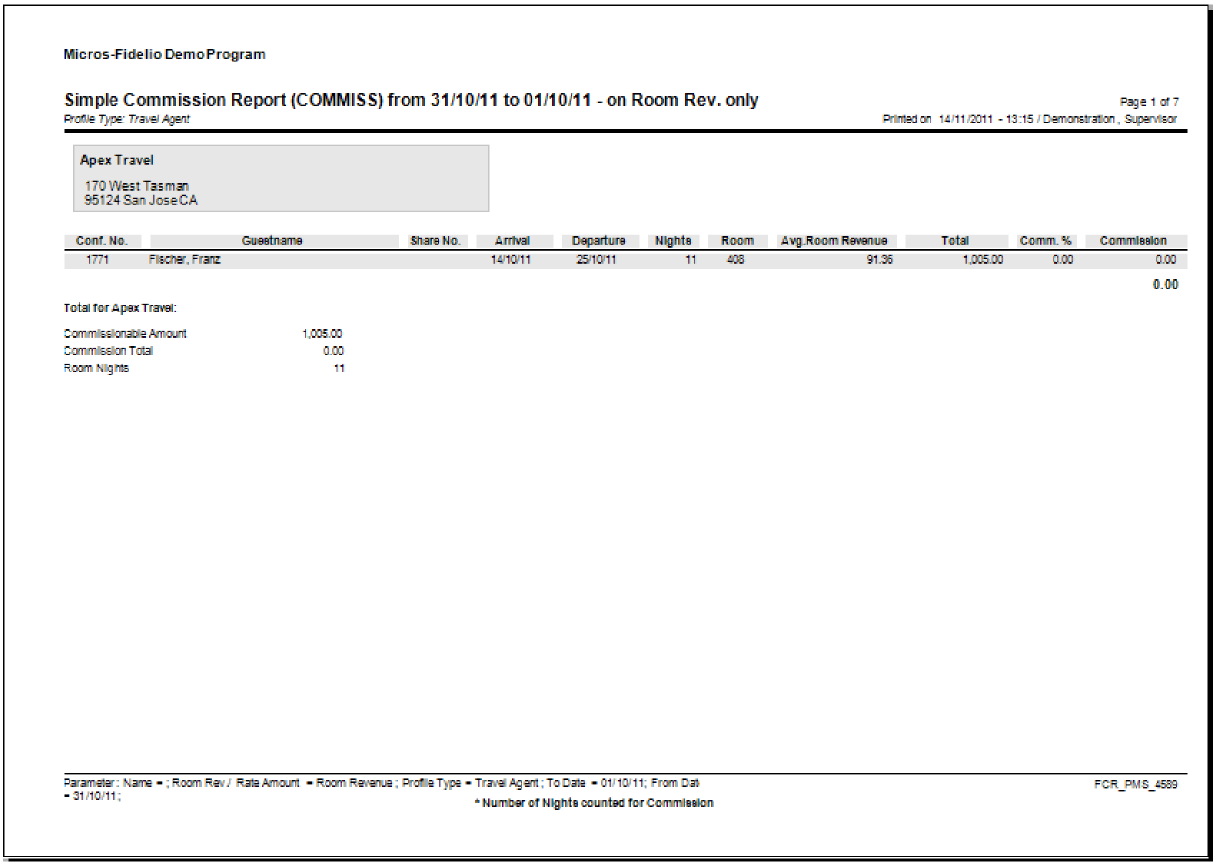
Simple Commission Report Example

The simple commission report can be run by agent, source or company.

The agent, source or company name is displayed followed by a list of all reservations linked to the agent, source or company with the confirmation number, name, arrival date, departure date, number of nights, room number, commission percentage and commission amount.

Below the detailed listing, a summary of the total commissionable amount, total commission and room nights by agent, source or company name is displayed.

The standard report for simple commission is called FCR_PMS_4589_SIMPLE_COMMISS.RPT and is based on the statistic file (SHIS).


Micros-Fidelio Demo Program

Simple Commission Report (COMMISS) from 31/10/11 to 01/10/11 - on Room Rev. only Page 1 of 7

Profile Type: Travel Agent Printed on 14/11/2011 - 13:15 / Demonstration , Supervisor

Apex Travel
170 West Tasman
95124 San Jose CA

Conf. No.	Guestname	Share No.	Arrival	Departure	Nights	Room	Avg.Room Revenue	Total	Comm. %	Commission
1771	Fischer, Franz		14/10/11	25/10/11	11	408	91.36	1,005.00	0.00	0.00
										0.00

Total for Apex Travel:

Commissionable Amount	1,005.00
Commission Total	0.00
Room Nights	11

Parameter : Name = ; Room Rev / Rate Amount = Room Revenue ; Profile Type = Travel Agent ; To Date = 01/10/11; From Dat = 31/10/11; FCR_PMS_4589

* Number of Nights counted for Commission

HTML Reports

HTML Reports used on Mobile Status & Suite8 home page can now also run and be created from the Suite8 reports menu.

How to import an HTML report

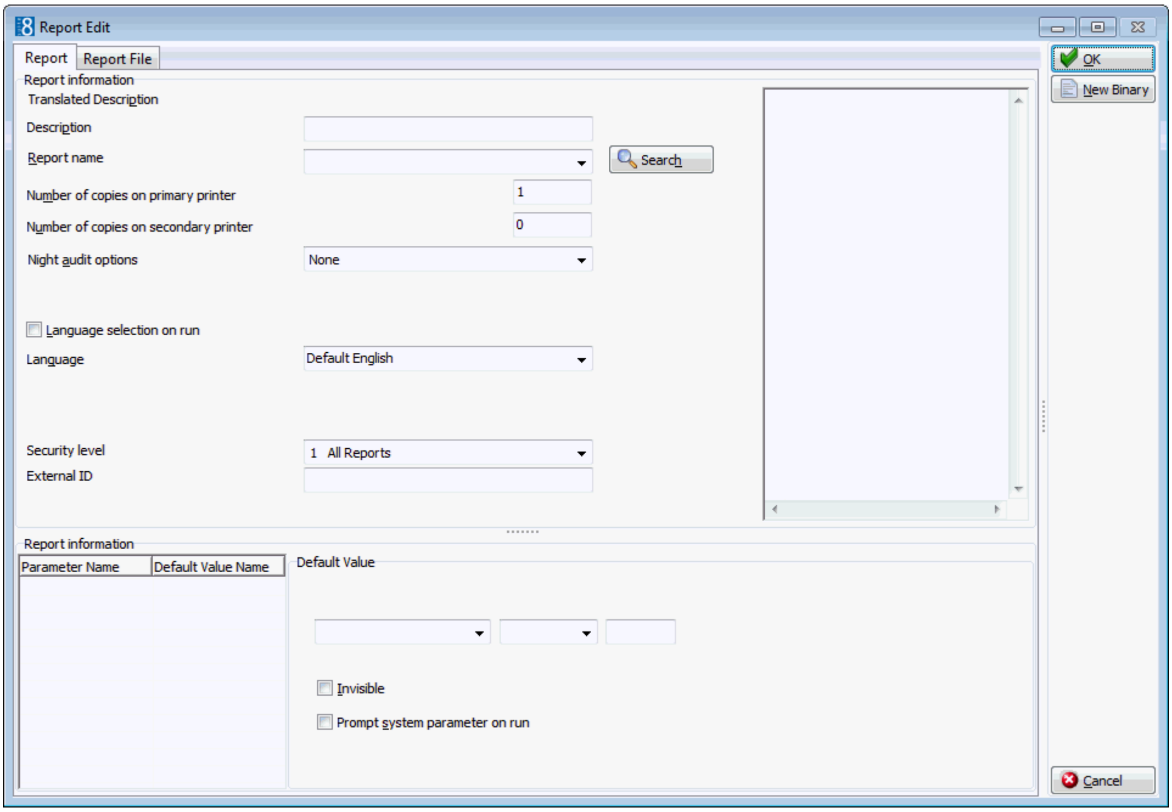
1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   The Reports screen is displayed.

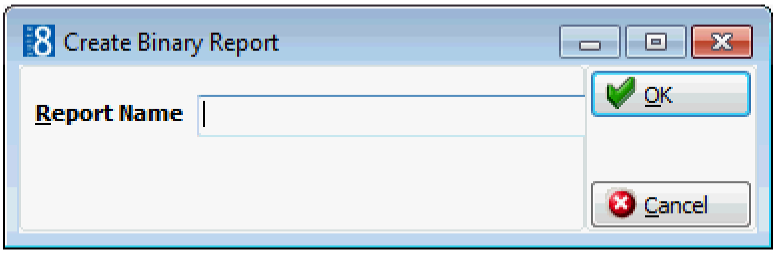
2. In the report tree on the left hand side of the screen select the report section the HTML report is to be imported to.

   The SOURCE TYPE of the section must be defined as HTML.

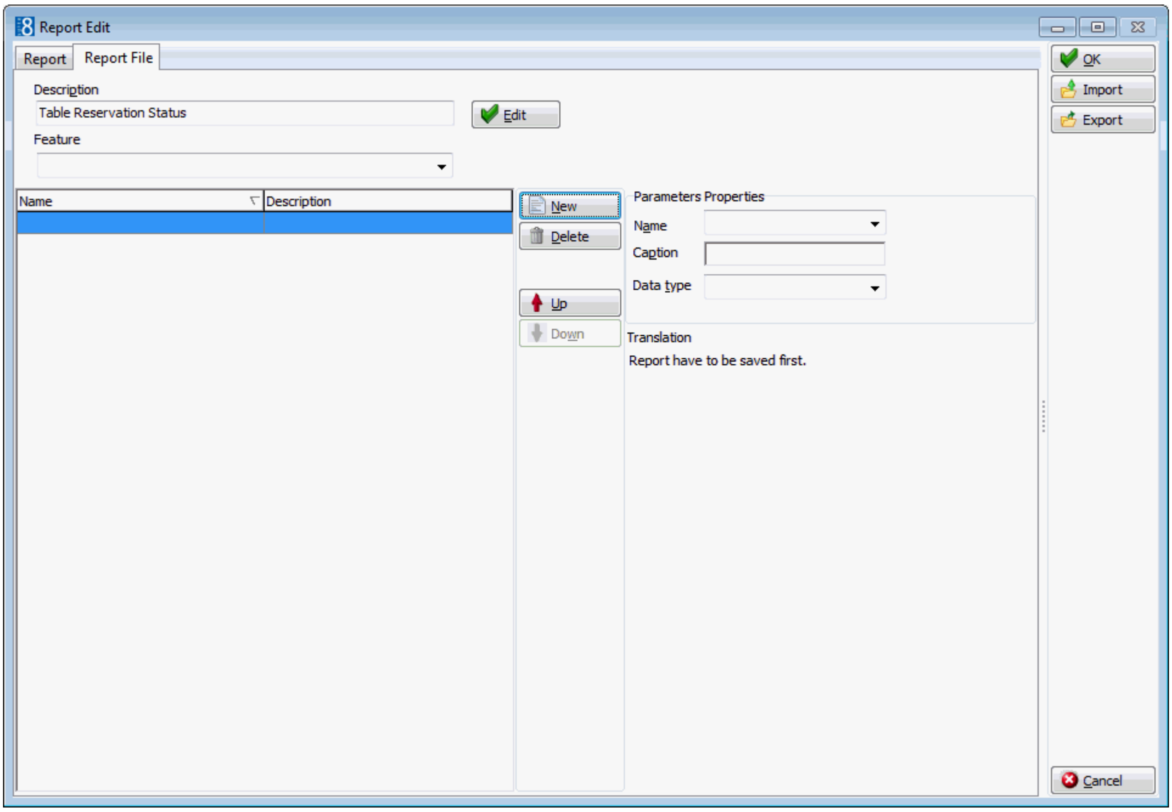
3. Click the NEW button to display the Report Edit dialog box.



4. Click the New Binary button, the Create Binary Report dialog box is displayed.

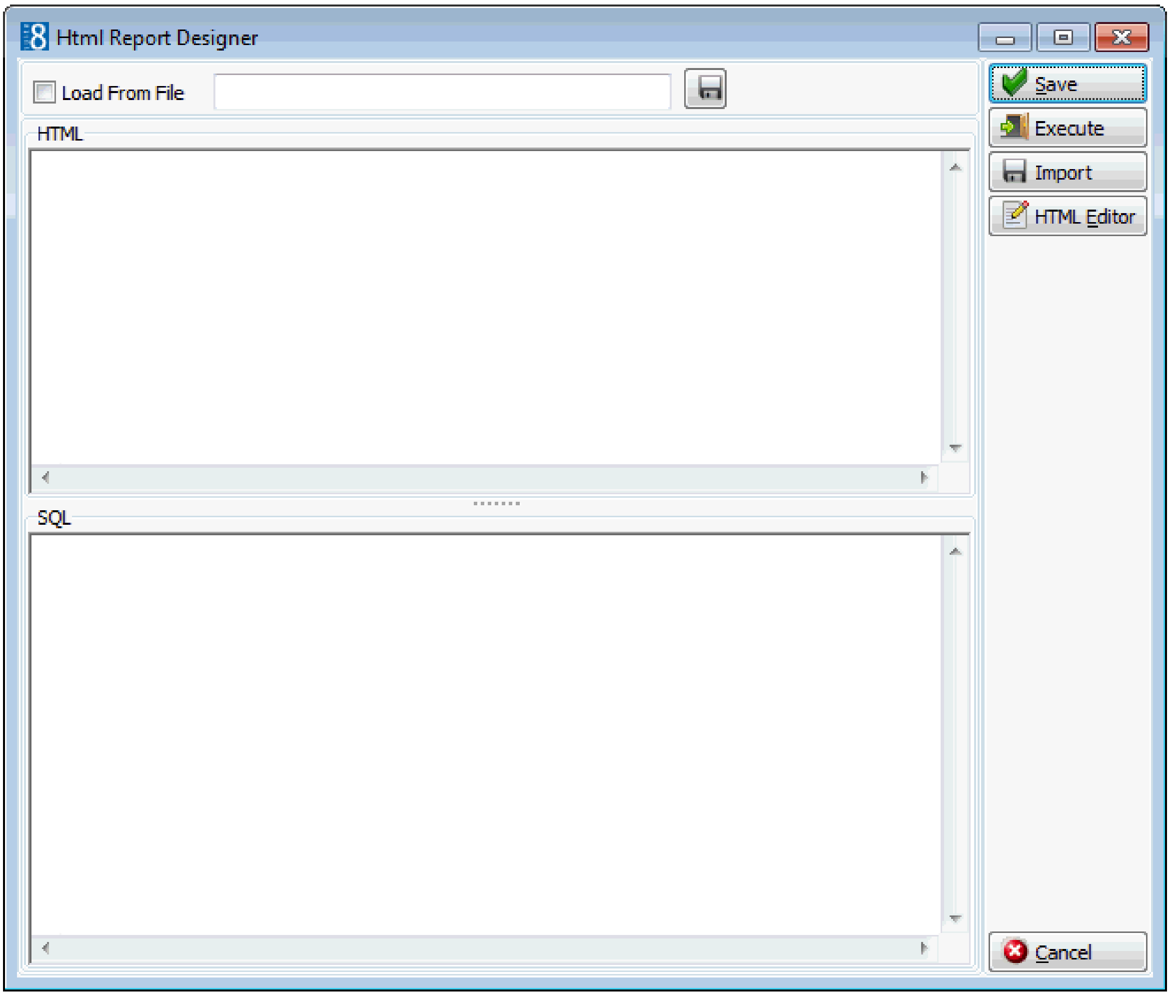


5. In the Report Name box enter the name of the report.
6. Click OK, the Report Edit dialog box is displayed with the Report File tab selected and the report Description completed.



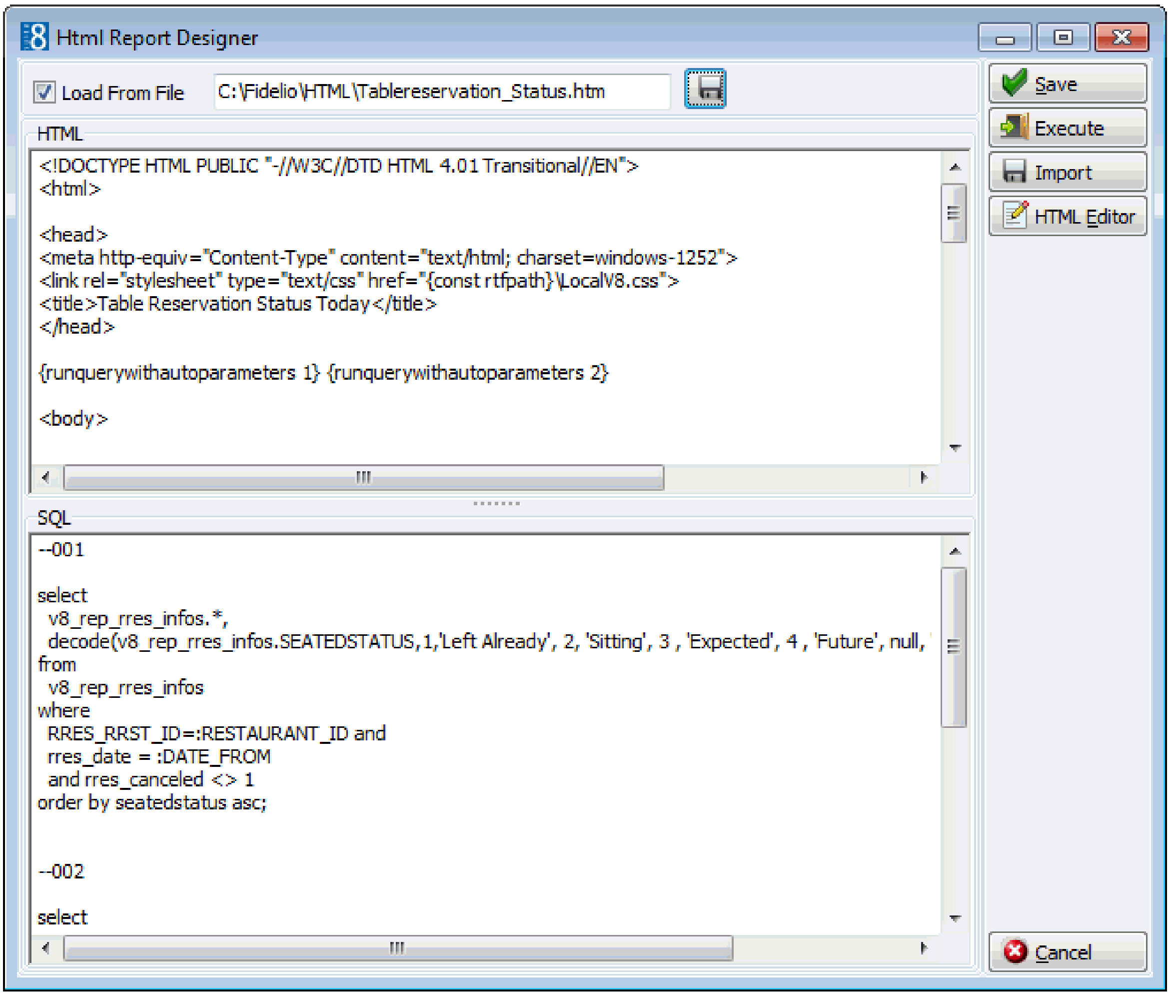
7. Click the EDIT button.

   The Html Report Designer dialog box is displayed.

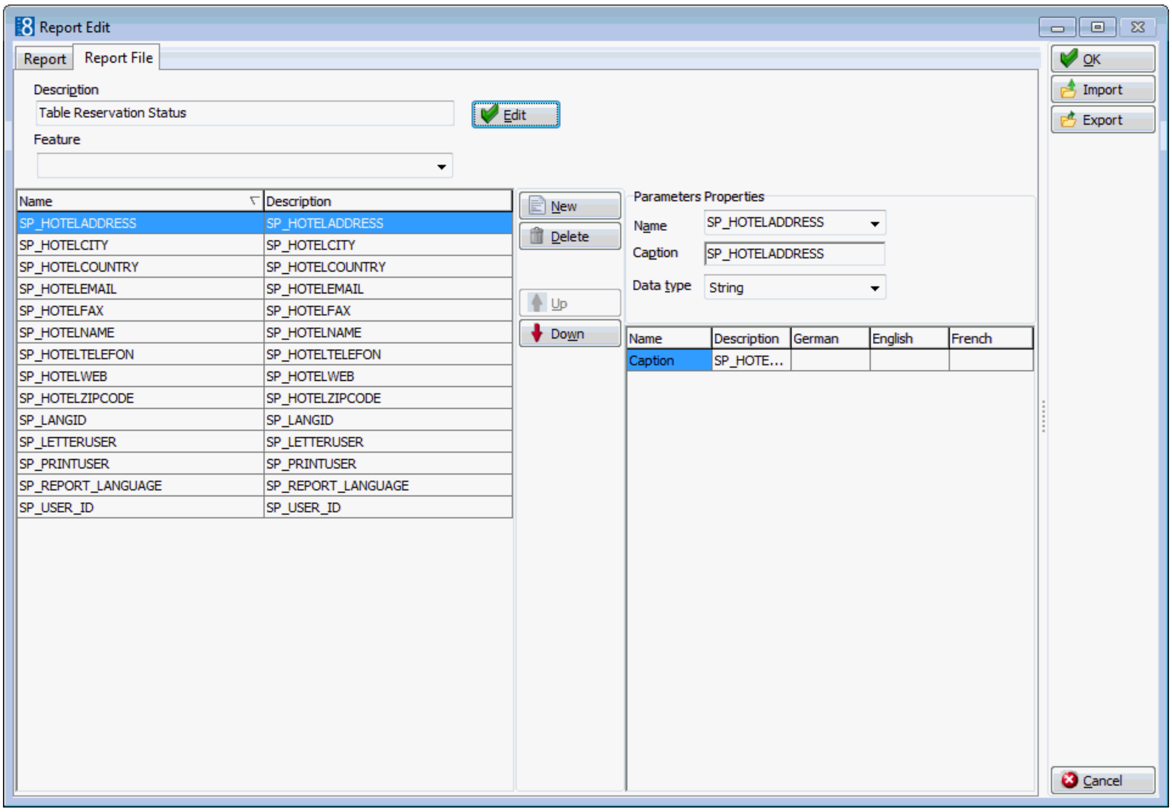


8. Click IMPORT or the browse button  locate the Suite8 HTML directory.
9. Select the required HTML report file and click OPEN.

   The report file is imported.



10. Click SAVE; the Report Edit dialog box is displayed with the Report File tab selected and the parameter information completed.



11. Click OK to close the Report Edit dialog box.

The report is now listed on the main reports screen.

Internal Editor

The Suite8 Internal Editor is used to configure various forms and reports and is accessible via the option REPORTS on the Miscellaneous menu.

The choice of editor is defined in the configuration and is dependant upon user preference and the available applications, the editor types available are:

- Internal editor - offers full functionality of all codes and fields and can be used for all applications - *Recommended*
- MS Word 2000 - text editor with word 2000 functionality
- MS Word 97 - text editor with word 97 functionality

Users can easily create forms and reports by writing text blocks and inserting fields, formulas and functions that retrieve the corresponding information from the relevant profile, reservation, invoice or accounts receivable account. Additionally, experienced users can define their own queries and fields.

The Internal Editor is used to configure forms for:

- Individual and group confirmation letters
- Accounts receivable reminder letters and statements
- Folios and cashier receipts such as paid out, currency exchange and deposit receipts
- Cashier reports
- Messages and registration cards
- Mailings, activities or special reports
- Reports and shift reports

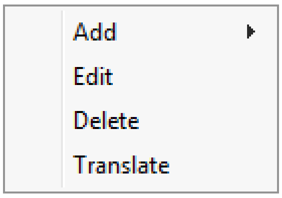
How to view/edit the report section for Internal Editor forms

1. Click the Miscellaneous menu and select Reports or press Ctrl+Shift+R.

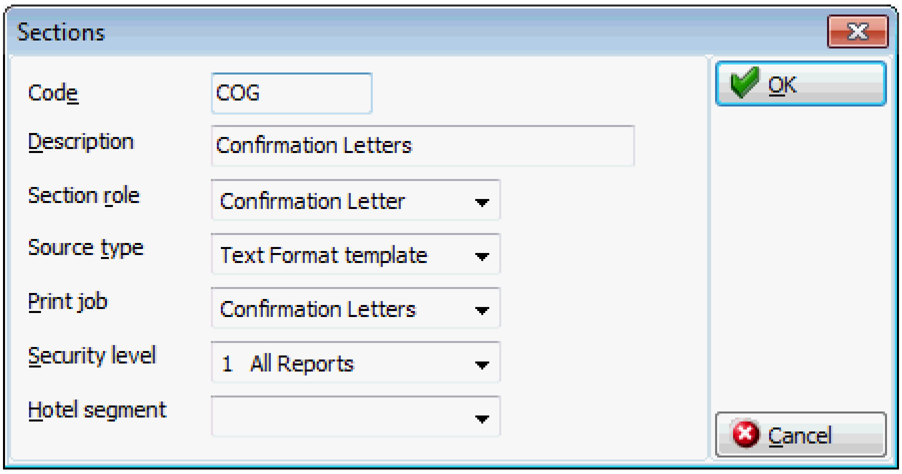
   The Reports screen is displayed.

   On the left-hand side of the screen the existing reports are grouped into user-definable sections and sub-sections.

2. Point to any report section and right-click to display the shortcut menu, select Edit.

   The Sections dialog box is displayed

3. The Section role has to match the type of reports, forms and templates that will be contained in that section, such as Confirmation Letters, Guest Bills, Registration Cards, A/R Statement or Cashier Reports.

4. The Source type indicates the type of report and has to be **Text Format Template** to create or print reports written with the Internal Editor.

5. The Print job has to match the type of reports, forms and templates that will be printed, such as Confirmation Letters, Guest Bills, Registration Cards, A/R Statement or Cashier Reports.

6. Click Save to save any changes or Cancel to exit the Sections dialog box.

How to create a report section for Internal Editor forms

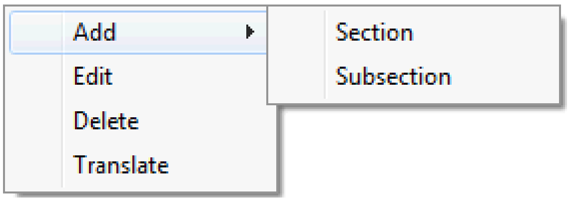
1. Click the Miscellaneous menu and select Reports or press Ctrl+Shift+R.

   The Reports screen is displayed.

   On the left-hand side of the screen the existing reports are grouped into user-definable sections and sub-sections.

   To add a new section:

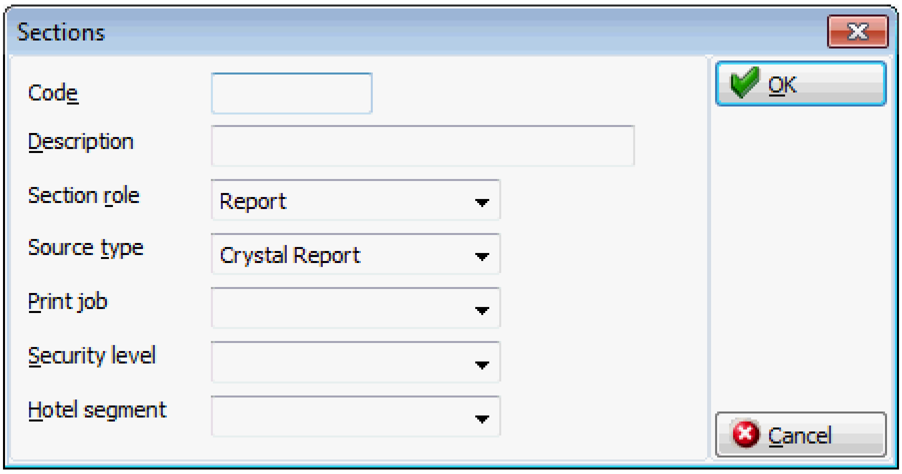
2. Point to any report section and right-click to display the shortcut menu, select Add and then select Section.



To add a new sub-section:

Point to report section when the sub-section is to be added and right-click to display the shortcut menu, select Add and then select Subsection.

The Sections dialog box is displayed



3. Enter a Code for the report section/sub-section.
4. Enter a Description for the report section/sub-section.
5. Select a Section role from the list of defined roles. The section role has to match the type of reports, forms and templates that will be contained in that section. Some examples of section roles are: Report, Confirmation Letter, Group Confirmation Letter, Folio Layout, Message, Registration Card and AR Reminders.
6. Select Text Format Template as the Source type.
7. Select a Print job from the list of defined print jobs. The print job has to match the type of reports, forms and templates that will be printed. Some examples of print jobs are: Confirmation Letters, Guest Bills, A/R Statement and Cashier Reports.
8. Click Save to add the new report section/sub-section.

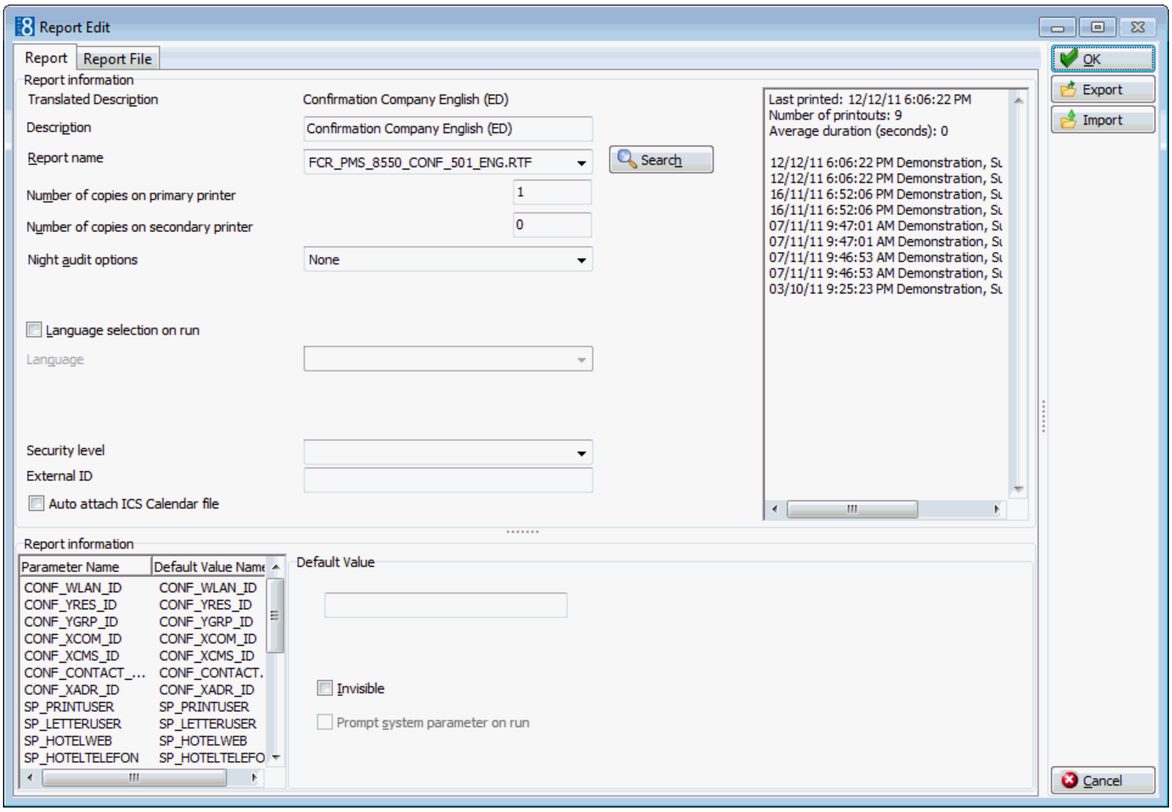
How to access an internal editor report

1. Click the Miscellaneous menu and select Reports or press Ctrl+Shift+R.

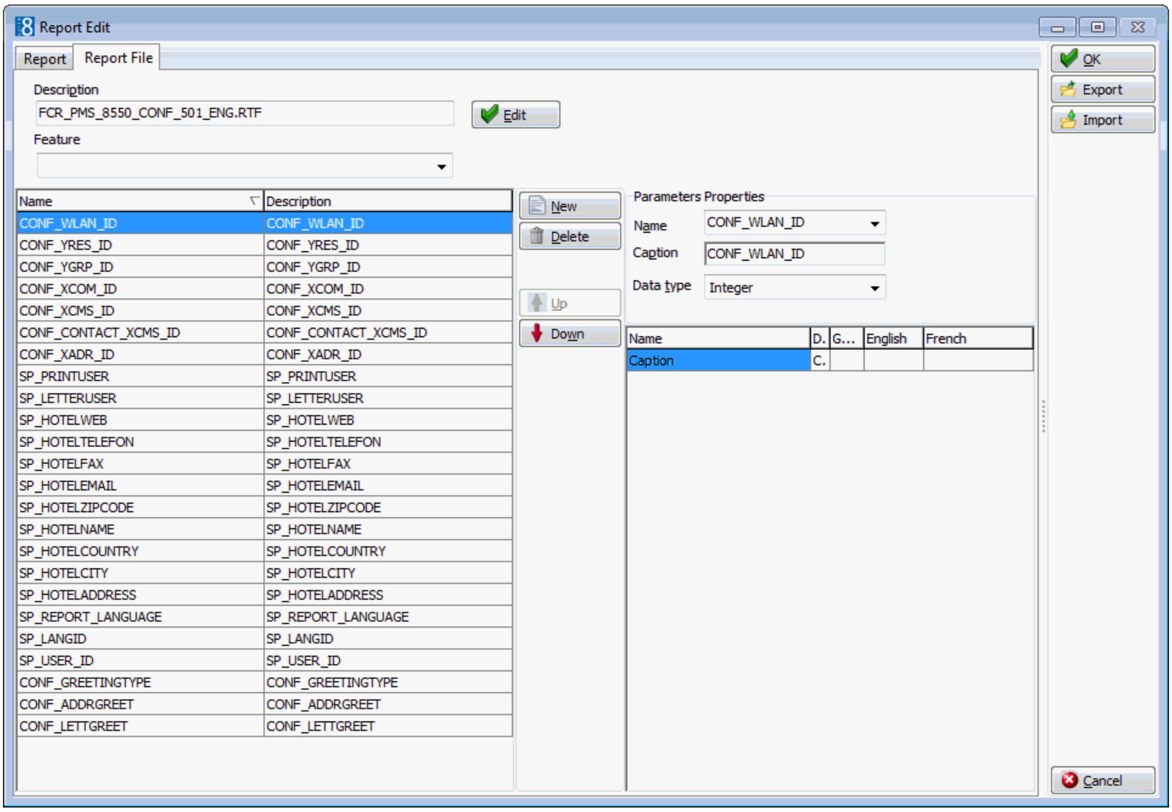
   The Reports screen is displayed.
2. Search for and locate the required report.
3. Click the Edit button.

   The Report Edit screen is displayed divided into two sections; each one represented by a tab:

   - Report - opened by default, this displays general report information.
   - Report File - displays information about the report parameters.



4. Click the REPORT FILE tab to display the report file details.



5. Click the EDIT button to display the report in the Internal Editor.
6. Complete any changes necessary.
7. Click SAVE on the FILE menu to save the document.

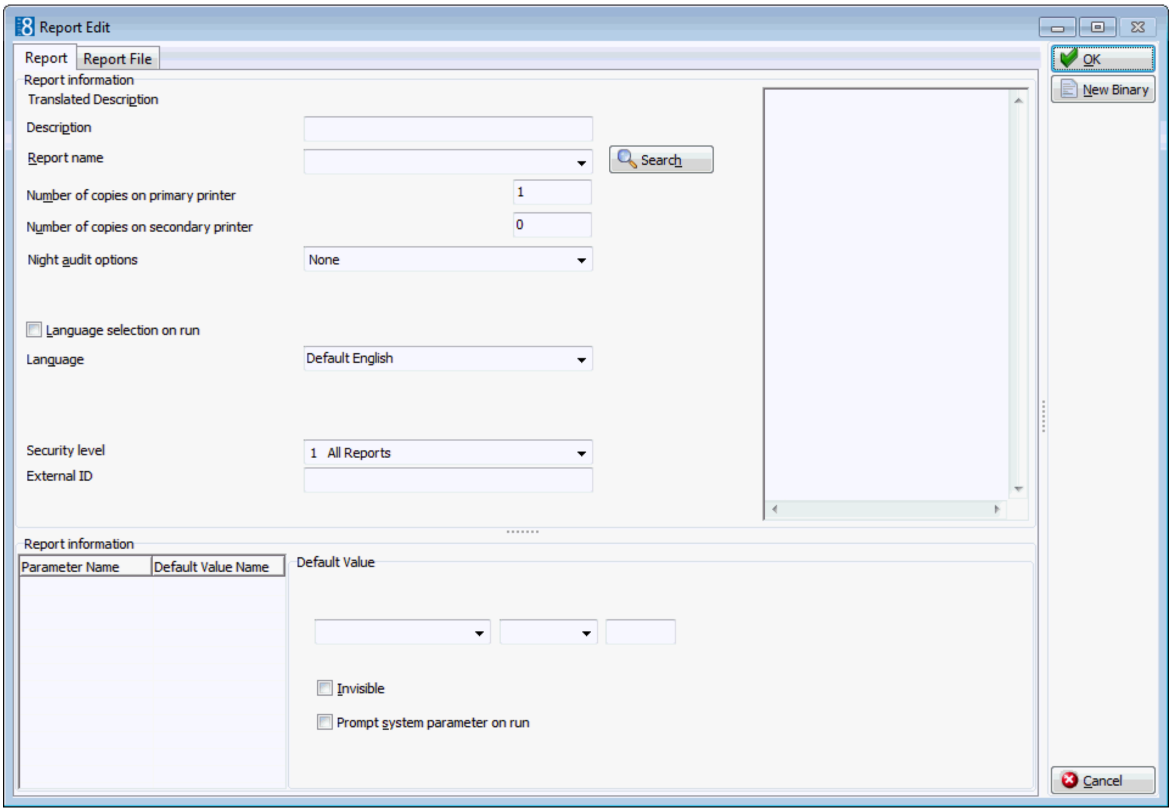
8. Click CLOSE on the FILE menu to exit the Internal Editor screen.
9. Click OK to save the changes and exit the Report Edit screen.

How to create a new internal editor report file or import from a network or local path

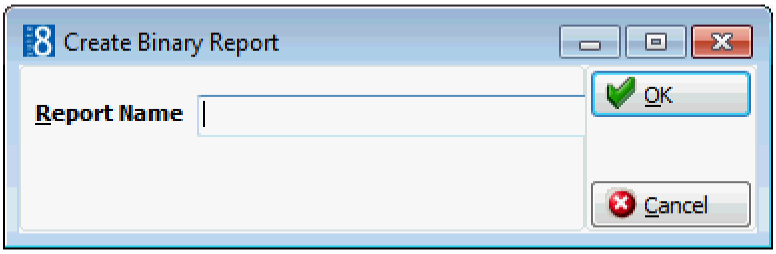
1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   The Reports screen is displayed.
2. In the report tree on the left hand side of the screen select the report section the Internal Editor Report template is to be created in.

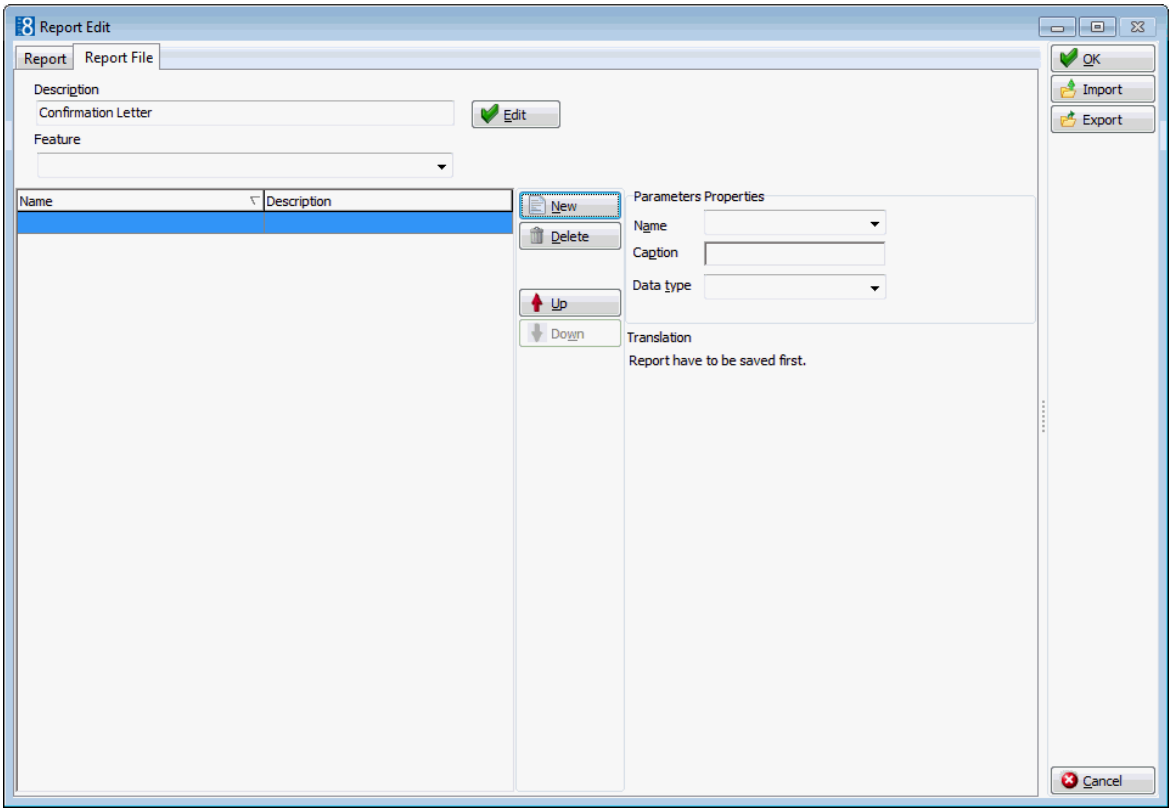
   The SOURCE TYPE of the section must be defined as TEXT FORMAT TEMPLATE.
3. Click the NEW button to display the Report Edit dialog box.



4. Click the NEW BINARY button, the Create Binary Report dialog box is displayed.



5. In the REPORT NAME box enter the name of the report.
6. Click OK, the Report Edit dialog box is displayed with the Report File tab selected and the report DESCRIPTION completed.



7. Click the EDIT button.

   The Internal Editor screen is displayed.

8. Create the report template using the internal editor functionality.

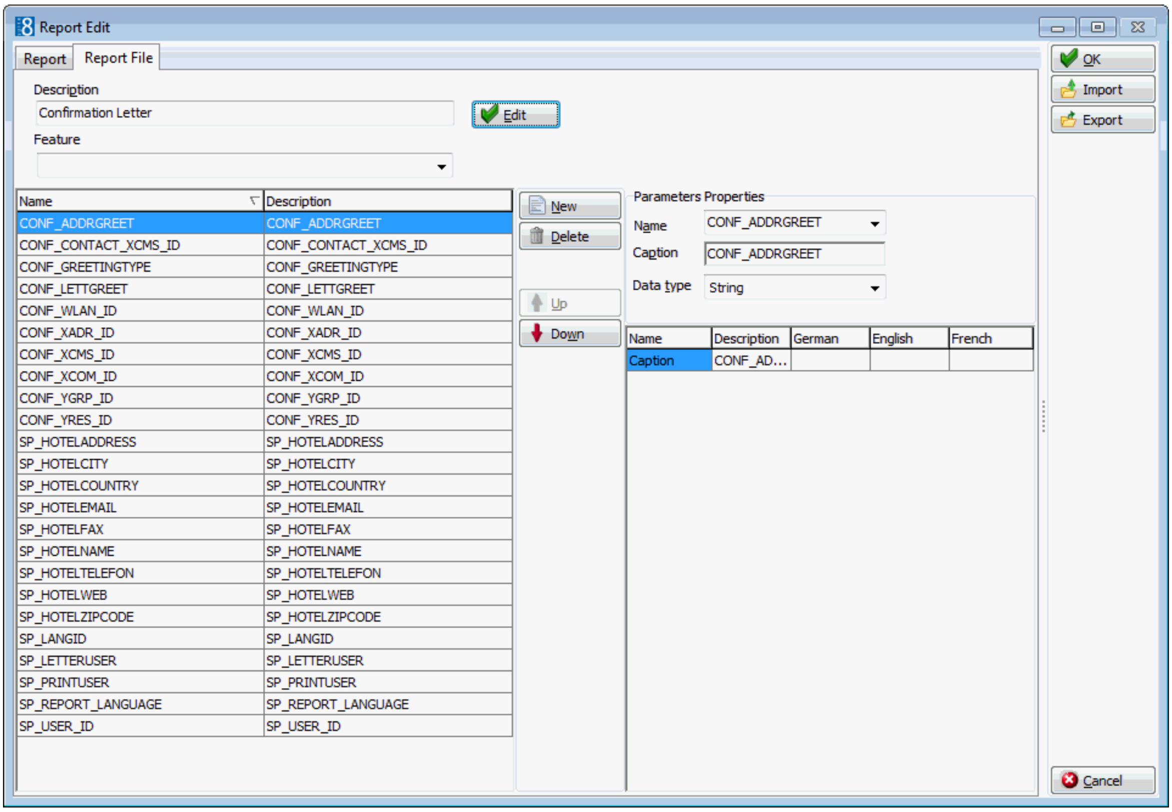
   or

9. Select OPEN on the FILE menu and locate the directory with the required report file.
10. Select the report file (RTF) and click OPEN.

    The report file is imported and displayed in the Internal Editor.

11. Click SAVE on the FILE menu to save the document.
12. Click CLOSE on the FILE menu to exit the internal editor screen.

    The Report Edit dialog box is displayed with the Report File tab selected and the parameter information completed.



13. Click OK to close the Report Edit dialog box.

    The report is now listed on the main reports screen.

Sections and sub-sections dialog box

Field	**Definition**	**Legal Values**
Code	The short description for the section or sub-section.	Up to 3 alphanumeric values.
Description	The long description of the section or subsection.	Up to 30 alphanumeric characters.
Section role	The role of the section defines where in the module the print out is possible.	Select from list box.
Source type	Defines the type of report: Crystal Reports - Crystal Report files (RPT). Text Format Template - Forms created using the Internal Editor Functionality (RTF). OLAP Cube - An Olap structure created from the operational data. Olap is an acronym for On Line Analytical Processing. Olap takes a snapshot of a relational database and restructures it into dimensional data. The queries can then be run against this. HTML Report - reports written in HTML.	Select from list box.
Print job	Defines the print job. The print job has to match the type of reports, forms and templates that will be printed.	Select from list box.

Setting up fiscal folio printing for Poland

- The folio templates created using the Internal Editor should contain the parameter 'FISCALNUMBER' if the fiscal number from the printer should also be shown on the printed invoices.
- Whenever an invoice is created all information from the view 'V8_FISCAL_FOLIO_INFO' will be passed to the HTTP Server. This applies to all invoices such as interim or telephone booth payments.
- It is not used for currency exchange receipts, voiding invoices or when printing pro forma invoices.
- If a failure is received from the HTTP Server, all payments made during check out process will be rolled back and the guest remains checked in with an open balance.
- If a partial payment is made upon check out or 'Cancel C/O' button pressed on the folio style form, the check out process will be stopped and no information is passed, the payment postings will be stored in the database.

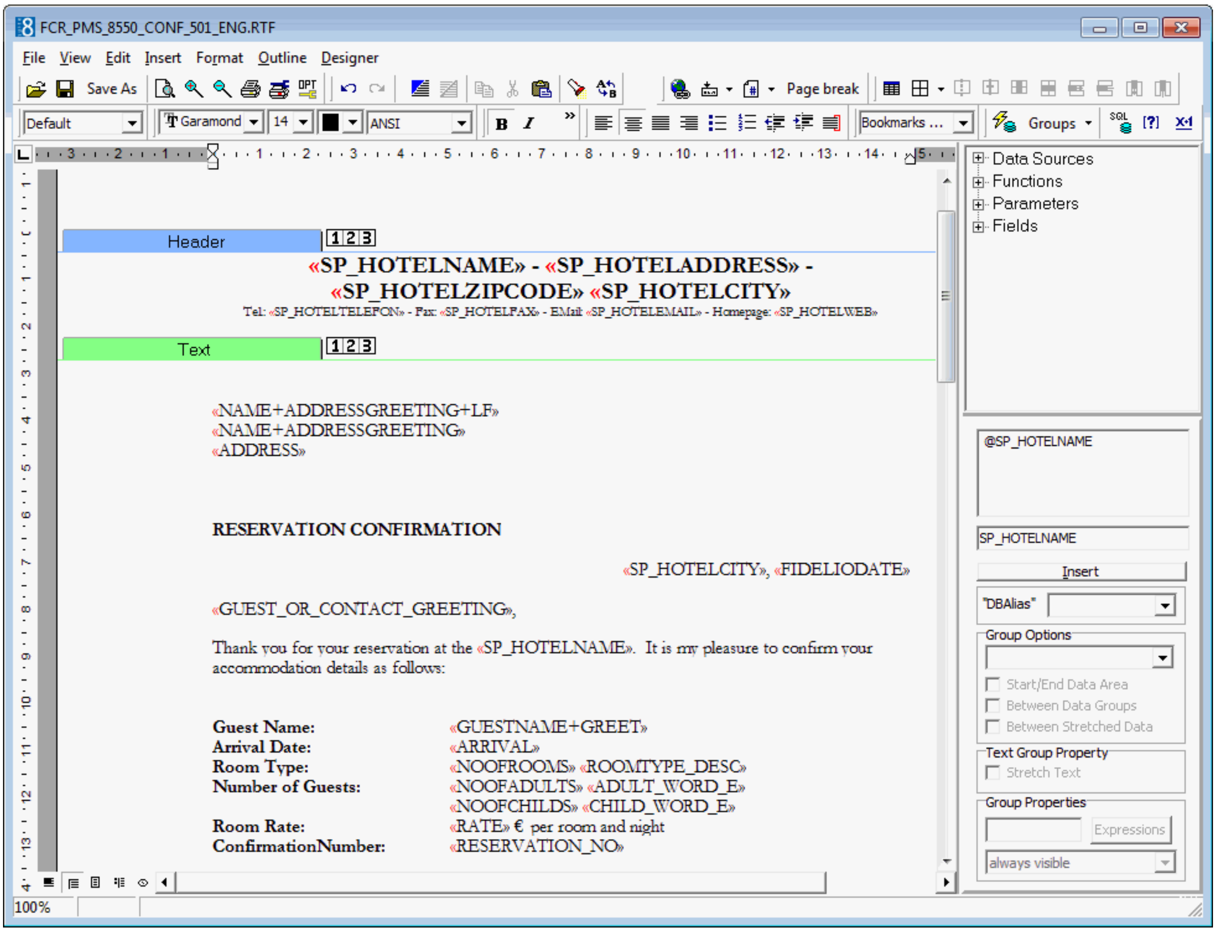
Note: The view 'V8_FISCAL_FOLIO_INFO' will not be included in the standard 01_allviews.sql to avoid losing the changes made by the local offices with each update. The view can be retrieved from demo database provided with each new release or via V8 development. The name of the view should remain untouched, however any new information can be added or existing fields can be removed. All information provided by the view will be passed to the external fiscal printer application.

The type of editor used is defined via the option EDITOR under Setup → Configuration → Global Settings → Reports → Reports tab.

Internal Editor Screen

The internal editor screen is divided into two main sections with a menu bar at the top:

- The left side is used for the letter layout, it is possible to write text blocks, insert the codes and format the letter.
- The right side lists the Data Sources, Functions, Parameters and Fields in tree view and allows items to be dragged and dropped into the text on the left side.



Menu Bar

The menu bar of the internal editor displays a list of the available options. Options with an icon are also displayed as buttons on the toolbar giving quicker access.

Menu Bar Options

Menu	Definition
File	Standard file options; Open and import RTF files, Save, Save as, Preview, Zoom In, Zoom Out, Print, Printer Setup, Advanced Printing, Enable DBCS (Double byte characters), Page setup, Document Properties and Close.
View	Special layout options; Gridlines, Special Characters, Anchors and Codes, and Background. Once a layout is selected the view setting is saved until another layout option is selected.
Edit	Standard edit functions; Undo, Redo, Select all, Hide Selection, Copy, Cut, Paste, Find and Replace.
Insert	Insert options; Insert Table, Graphic (embedded), Graphic (linked), Symbol, Bookmark, Insert Hyperlink, Field, Number and Date, and Page break.
Format	Format commands; Style, Deactivate Style, Style Catalog, Create Auto Styles, Indention and Spacing, Numbers, Tabstops, Borders, Align Cell-Center and Graphic Options
Outline	Sets outline levels; Include in Outline, Outline Level Up and Outline Level Down It is used to insert numbers and outline text blocks.

Designer	The designer option may be used to run the report on screen, to define the layout of the report by selecting groups such as Group Start, Group End, Header, Text and Footer and to insert or edit SQL Queries, Parameters and Functions.

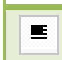
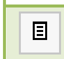
Insert Shortcut Buttons

Button	Definition
	Insert or edit a hyperlink.
	Insert a field.
	Inserts a page number, page count, date or time.
Page break	Inserts a page break; in normal view a page break is shown as a dotted line — — —

Designer Shortcut Buttons

Button	Definition
	Displays the execute report dialog box.
Groups	Groups Start, Group End, Header, Text or Footer group.
	Insert a SQL Query definition.
	Edit or insert a report parameter.
	Insert a data source, function, parameter or field.

Page Layout Buttons

Button	Definition
	Normal Layout
	Page Layout View
	Full Page
	Show Gutter
	Show Codes and Bookmarks

Main Screen

The right-hand side is split into four options:

- DATA SOURCES - provide information from the database tables; the information is retrieved by using SQL queries.
- FUNCTIONS - special functions are available which can be used to insert expressions that contain certain conditions such as 'if' or ''while'.
- PARAMETERS - are fields that return values internally assigned by Suite 8 or data entered under global settings concerning property or user information. The parameters are automatically created.
- FIELDS - the fields listed under this option return information from the fields of the database tables.

Data Sources

There are three query possibilities:

- Standard queries
- User defined queries for a single report
- User defined queries for all reports belonging to a specific section role

Standard queries can be defined via this option. Users familiar with the table contents and database structure of Suite 8 can define custom queries, and add them to the list of data sources for a single report, or define default queries via the option DEFAULT QUERIES FOR INTERNAL EDITOR in the configuration.

Default queries can be defined via the option DEFAULT QUERIES FOR INTERNAL EDITOR under Setup → Configuration → Miscellaneous.

Functions

Place the cursor on the relevant function to display the hint text and an example of how to implement the function.

The function EVALUATEORACLEFUNCTION provides the ability to use Oracle functions.

Example of using the 'if' function

if statement with 'or' condition.

Example:

if(Or(ADR.CITY='Bremen', ADR.CITY='Hamburg');'North';'Not North')

if statement with 'and' condition.

Example:

if(AND(ADR.CITY=Hamburg,NAM.LASTNAME='von Beust');'Major of Hamburg';'Not Major of Hamburg')

Example of using the NumToStr function

The function NUMTOSTR can either read the precise decimals defined under Setup → Configuration → Cashiering → Currencies for the selected currency under Global Settings → Billing → Currency 4 tab or a number of decimals can be entered.

The following example will show the number of decimals (3) and ignore the decimal settings on the currency defined under Global Settings → Billing → Currency 4 tab.

Example:

NumToStr(RES.CONF_RATE, 3)

The following example will take the decimals defined under Setup → Configuration → Cashiering → Currencies for the currency entered under Global Settings → Billing → Currency 4 tab.

Example:

NumToStr(RES.CONF_RATE)

Parameters

Parameters starting with CONF_ are used to return internally assigned values to the confirmation letter, such as ADDRESS ID, RESERVATION ID or CONTACT ADDRESS ID.

Parameters starting with SP_ return user, hotel and run time data to the letter, such as the USER NAME, PROPERTY NAME or ADDRESS.

Fields

There are two types of fields:

- Standard - fields from the fixed data sources, these have been defined to make the creation of confirmation letters easier. These fields return information or combined information that is retrieved with specific formulas from the fields of the database tables, such as address, salutation, number of rooms or rate.
- User defined - lists user defined fields. Users familiar with the table contents and database structure of Suite 8 can define custom fields with formulas and add them to the list of user defined fields. Fields in the user defined section are displayed in alphabetical order; when a new field is created it is placed at the bottom of the list at the time of creation and will be sorted alphabetically the next time you edit the report.

Using standard fields

A blank space must be inserted between two standard fields in order to place both values correctly on the report template. It is not possible to insert the space afterwards, the fields have to be removed from the report template and inserted again with the space.

For example when using the standard fields: Firstname and Lastname, the space has to be placed right after the first name before inserting the standard field last name.

«FIRSTNAME»«LASTNAME» will print only the first name

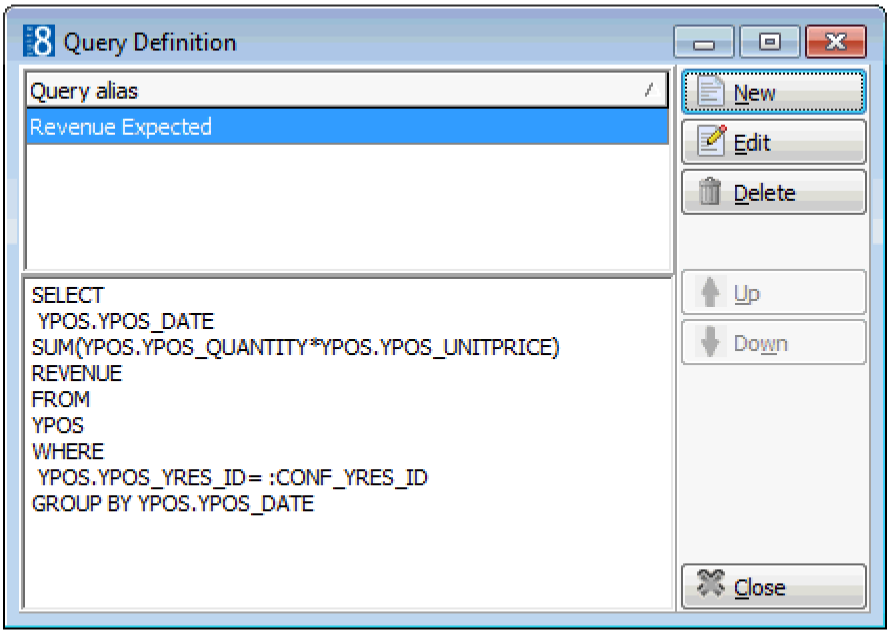
«FIRSTNAME» «LASTNAME» will print both the first and the last name

Creating a new query

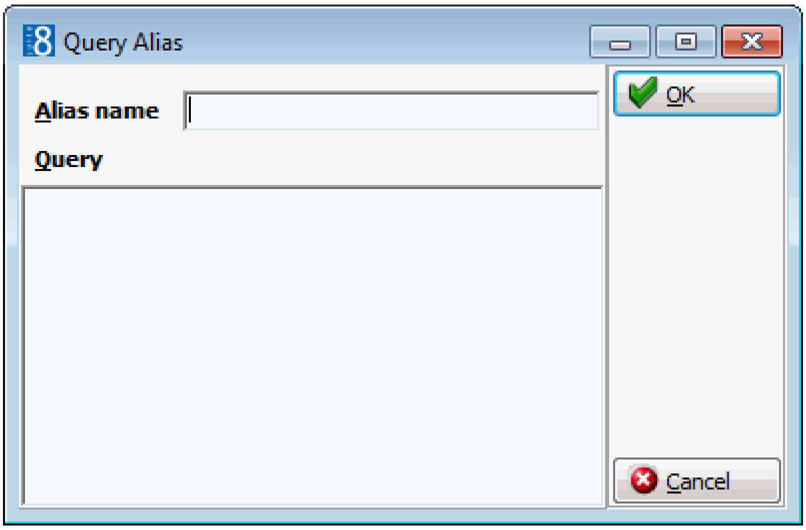
1. Display the Internal Editor screen.
2. Click the DESIGNER menu and select QUERY or click the  button.

   The Query Definition dialog box is displayed with a list of custom queries.

   Query definition with the parameter CONF_YRES_ID.



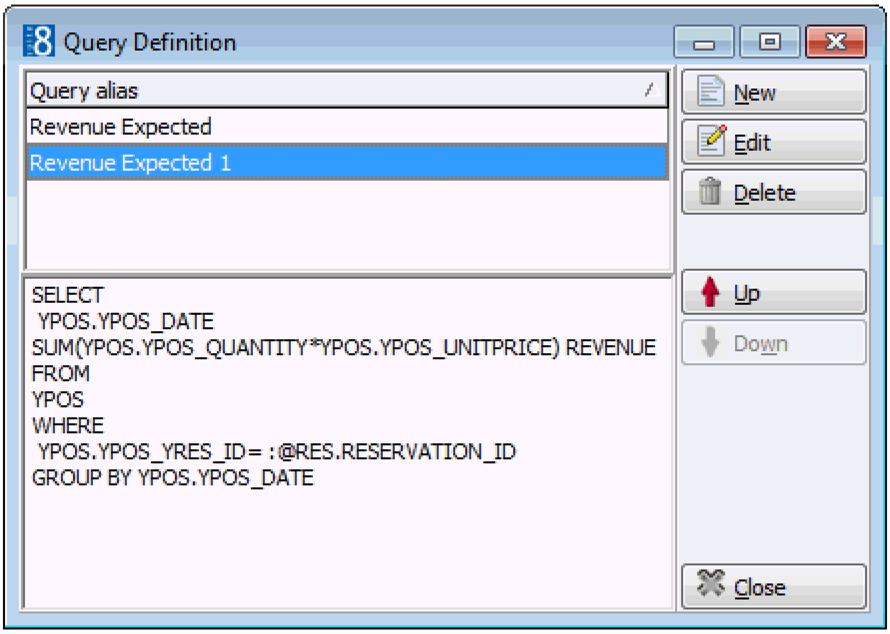
3. Click NEW to display the new Query Alias dialog box



4. Enter a unique ALIAS NAME.
5. Enter a valid QUERY; all available parameters can be used.

   In addition to the hard coded parameters, results from other queries can be used.

   Example of how to use the result of a reservation id.



6. Click OK to save the query.
7. Click CLOSE to close the query definition dialog box.

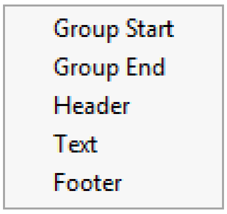
Grouping Text

Forms and reports can be grouped into header, body and footer text. It is also possible to define specific groups to, for example, suppress fields from a report.

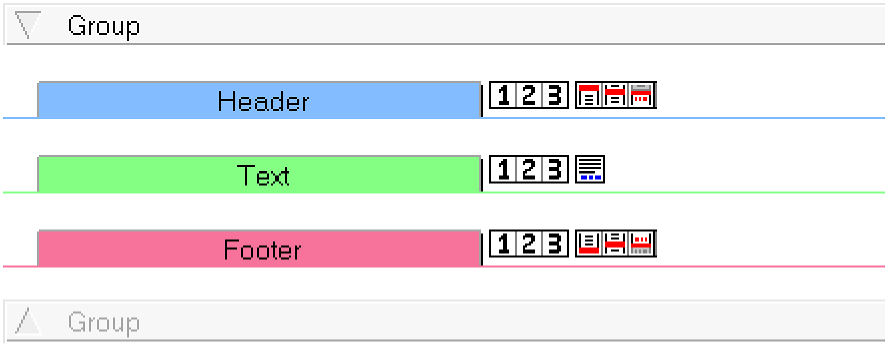
How to group text

1. Create a new report or open an existing report in the Internal Editor.
2. Click the DESIGNER menu and select GROUPS.

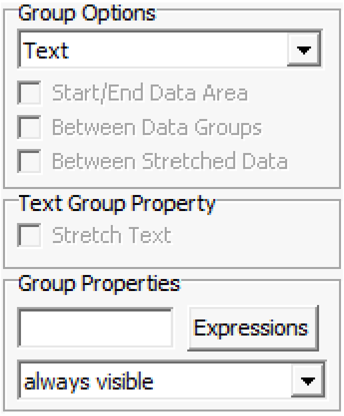
   The Group sub-menu is displayed.



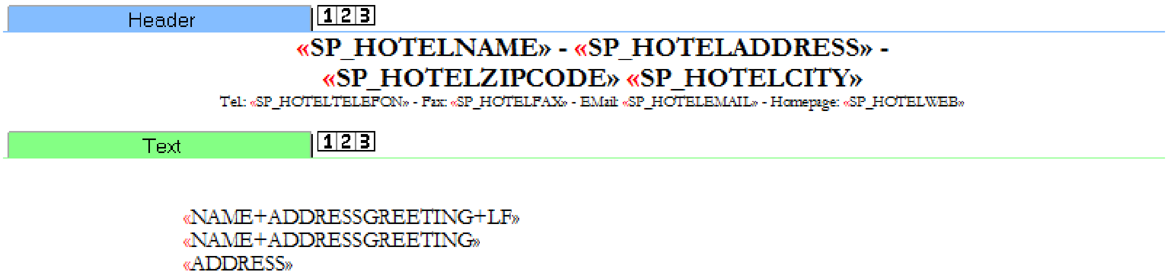
3. Select the required group; each group is indicated by a bar in a different colour.



4. The properties for the group are displayed in the section GROUP OPTIONS on lower right-hand side of the screen and can be changed as required.



5. Enter the text that should appear in the relevant group after the coloured bar.

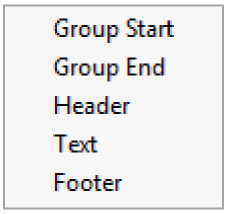


How to suppress fields from a report

In this example the field phone number should not be shown if the parameter DEFAULT TO DISPLAY TELEPHONE DETAILS ON INVOICE is disabled in the configuration.

1. Create a new report or open an existing report in the Internal Editor.
2. Place the cursor where the group should start, click the DESIGNER menu and select GROUPS.

   The Group sub-menu is displayed.



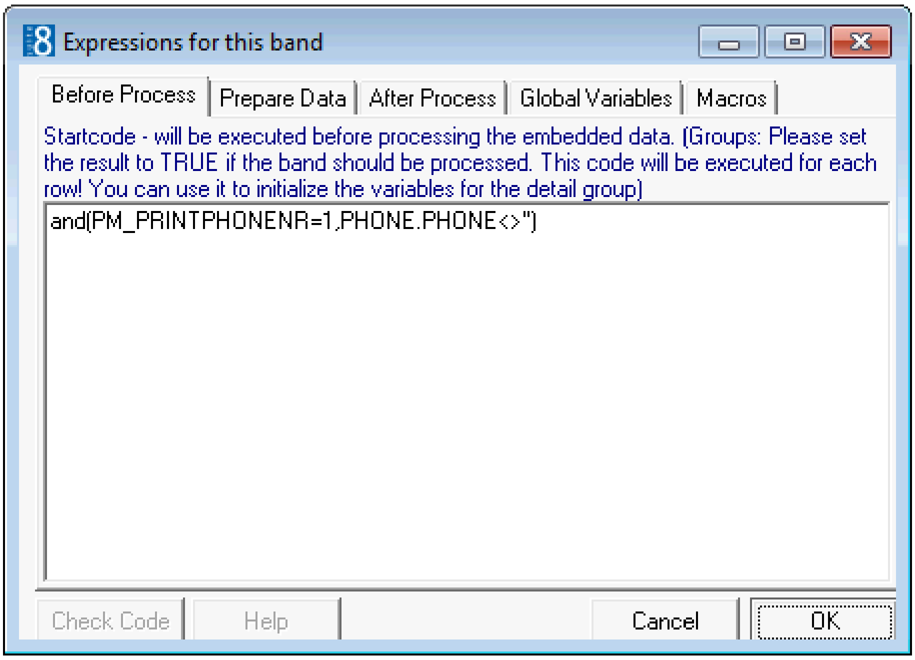
3. Select GROUP START, the start group bar is displayed on the editor and the properties for the group are displayed in the section GROUP OPTIONS on lower right-hand side of the screen.
4. Select the DBALIAS PHONE.

5. Place the cursor in the required location on the form and then double-click the field PHONENUMBER from the field list.
6. Select the GROUP "PHONE" and click the EXPRESSIONS button in Group Properties section on lower right-hand side of the screen.

   The Expressions for this band are displayed.

7. Select the tab BEFORE PROCESS.
8. Enter the following formula:

   and(PM_PRINTPHONENR=1,PHONE.PHONE<>'')



9. Click OK to save the expression.
10. Place the cursor where the group should end, click the Designer menu and select Groups.

    The Group sub-menu is displayed.
11. Select Group End, the end group bar is displayed on the editor and the properties for the group are displayed in the section Group Options on lower right-hand side of the screen.

The display of telephone details on the invoice is controlled by the parameter Default to display telephone details on invoice under Setup → Configuration → Global Settings → Billing → Billing 2 tab.

Internal Editor Tips

Detailed below are several internal editor tips.

How to edit a template

1. Click the Miscellaneous menu and select Reports or press Ctrl+Shift+R.
2. Select the required template and click the Edit button.
3. Click the Report File tab and then click the Edit button to display the report in the Internal Editor.
4. On the Edit menu click Select All.
5. On the Format menu click Indentation and Spacing.
6. In the Value box enter a different value.
7. Click the Update button.
8. In the Value box enter the original value again.
9. Click the Update button.
10. Click the OK button.
11. Adjust the alignment for the text block as they will all be set to the same level.
12. Click Save on the File menu to save the template.

13. Click CLOSE on the FILE menu to exit the Internal Editor screen.

14. Click OK to exit the Report Edit screen.

How to use family greeting on letters

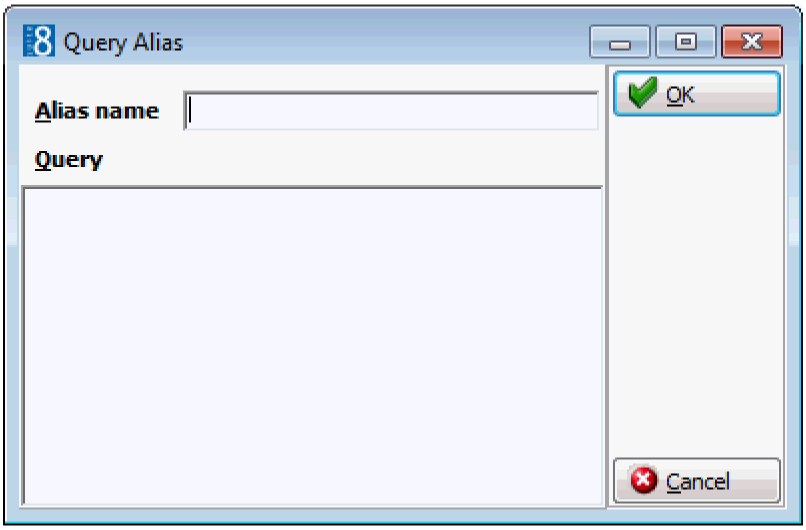
Create the default query

1. On the CONFIGURATION menu click MISCELLANEOUS and then select DEFAULT QUERIES FOR INTERNAL EDITOR.

   The section roles are listed on the left-hand side and the QUERY ALIASES for the selected role listed on the right-hand side.

2. Select the SECTION ROLE where family greeting should be used.

3. Click NEW to display the Query Alias dialog box.



4. In the ALIAS NAME enter FAM_ADR.

5. Enter the following SQL QUERY.

   SELECT

   DECODE(:CONF_GREETINGTYPE,1,

   (DECODE(XCMS_TYPE,1,XCMS_NAME1||DECODE(XCMS_NAME2,NULL,DECODE(XCMS_NAME3,NULL,'',CHR(10)||XCMS_NAME3),DECODE(XCMS_NAME3,NULL,CHR(10)||XCMS_NAME2,CHR(10)||XCMS_NAME2||CHR(10)||XCMS_NAME3)),DECODE(NVL(NVL(XCID_FAM_ADDRGREET,XCID_ADDRGREET),' '),' ','',NVL(XCID_FAM_ADDRGREET,XCID_ADDRGREET)||CHR(10))||TRIM(DECODE(NVL(XCID_FAM_NAME,NVL(XCMS_NAME3,'')),'','',NVL(XCID_FAM_NAME,XCMS_NAME3)||'

6. Click OK to save the query.

7. Repeat steps 2-6 for all the SECTION ROLES where family greeting should be used.

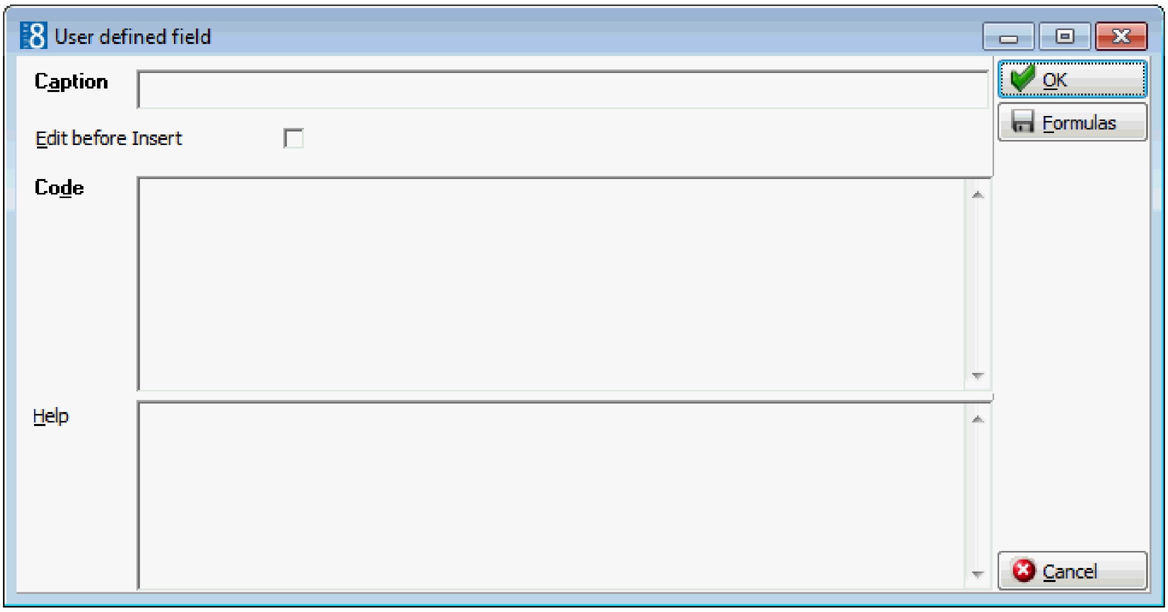
Add the user defined field to the report

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

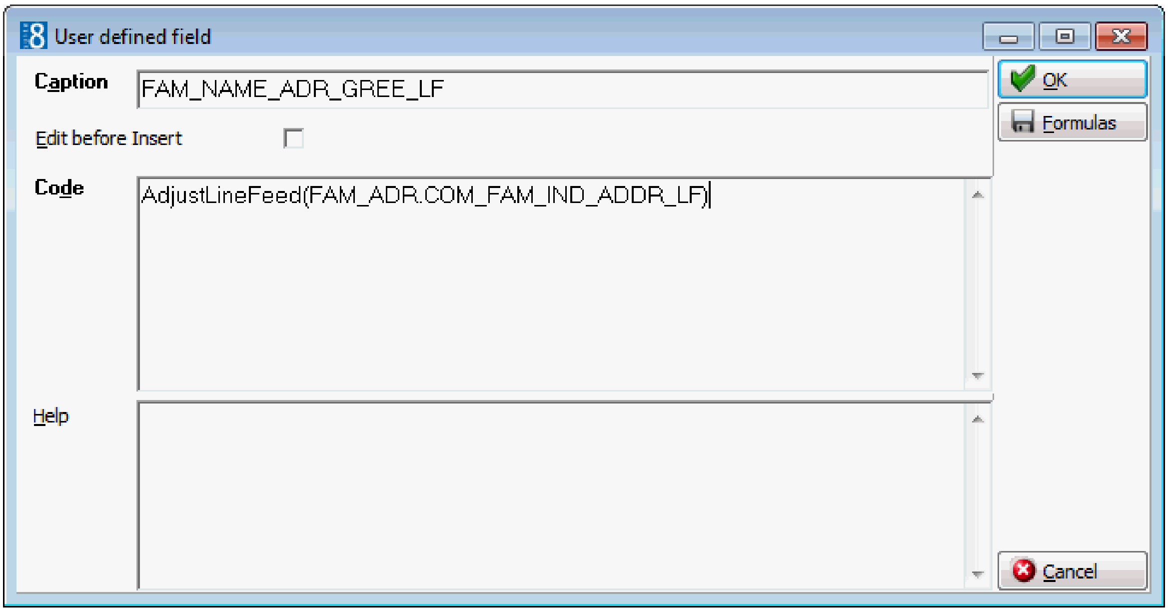
   The Reports screen is displayed.

2. Select the confirmation or profile letter where family greeting should be available.
3. Click the EDIT button.
4. Click the REPORT FILE tab and then click the EDIT button to display the report in the Internal Editor.
5. Click the FIELDS option on the right-hand side and then click USER DEFINED.
6. Right-click on USER DEFINED and select NEW FIELD from the short-cut menu.

   The User defined field dialog box is displayed.

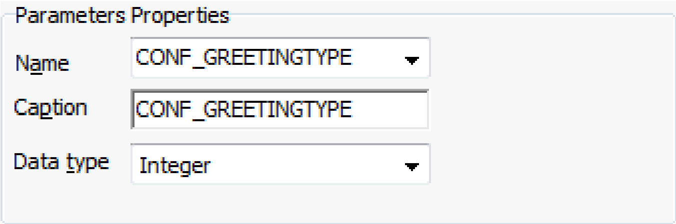


7. In the CAPTION box enter FAM_NAME_ADR_GREE_LF
8. In the CODE box enter ADJUSTLINEFEED(FAM_ADR.COM_FAM_IND_ADDR_LF)



9. Click OK to save the user defined field.

10. Place this field in the address line of the letter using double-click or drag and drop.
11. Click SAVE on the FILE menu to save the document.
12. Click CLOSE on the FILE menu to exit the Internal Editor screen.
13. On the REPORT FILE tab click the NEW button to enter a new parameter.
14. In both the NAME and CAPTION boxes enter CONF_GREETINGTYPE.
15. In the DATA TYPE box select INTEGER from the drop-down list.

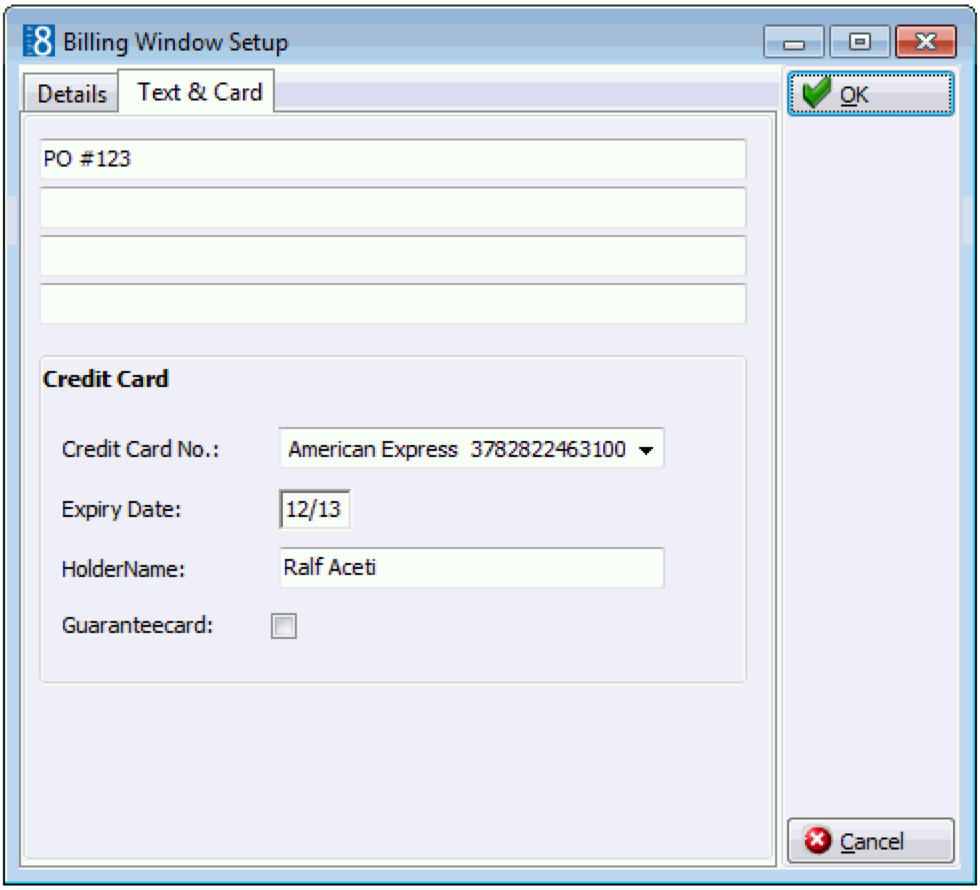


16. Click OK to save the changes and exit the Report Edit screen.

If a family name and greeting has been entered under the family tab of the profile, then the greeting can be printed on the letter by selecting the option FAMILY GREETING when selecting CONFIRMATION LETTER from the Reservation Options or CORRESPONDENCE from the Profile Navigator.

Adding additional information fields to the folio

On the Text & Card additional information may be entered, such as the PO Number or Voucher Number which can then be printed on the guest folio.



1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.
2. Select the required folio template and click the EDIT button.

3. Click the REPORT FILE tab and then click the EDIT button to display the report in the Internal Editor.
4. Click the DATA SOURCES option on the right-hand side and then click MAIN.

   The following fields can be added to the folio:

   - ZWIN_FREETEXT1, ZWIN_FREETEXT2, ZWIN_FREETEXT3, ZWIN_FREETEXT4
   - LF_ZWIN_FREETEXT1, LF_ZWIN_FREETEXT2, LF_ZWIN_FREETEXT3, LF_ZWIN_FREETEXT4 for the line feed
   - ALL_FREETEXT_LF for all 4 lines together
5. Place the required fields in the folio using double-click.
6. Click SAVE on the FILE menu to save the document.
7. Click CLOSE on the FILE menu to exit the Internal Editor screen.
8. Click OK to save the changes and exit the Report Edit screen.

How to access the Text & Card dialog box

1. Click the CASHIER menu and select BILLING or press CTRL+B.

   The Cashier Login screen is displayed.
2. Enter your CASHIER NUMBER and PASSWORD, click LOGIN.

   The billing search screen is displayed.
3. Select the required reservation and double-click or click the SELECT button to display the guest folio.
4. Select the window to be edited and right-click to display the short-cut menu.
5. Select EDIT SELECTED WINDOW to display the Billing Window Setup dialog box.

   The Billing Window Setup dialog box is split into two tabs:

   DETAILS - displays the source and details of whom the invoice is being sent to including, the Profile, Address, Contact, Default Folio style and Window Type.

   TEXT & CARD - displays the credit card details attached to the reservation and the blank lines may be used to enter additional information, such as the PO Number or Voucher Number which can then be printed on the guest folio.
6. Click OK to close the Billing Window Setup.

City Ledger Information

If the parameter ALLOW SEPARATE FOLIO NUMBERS FOR CITY LEDGER Folios is active and the CITY LEDGER NUMBER cycle has been defined then for each city ledger folio a number is assigned.

The parameter CITYLEDGERFOLIONUMBER can be used on the folio template to refer to the city ledger folio number. In addition for internal editor folio templates a user defined field with the following formula can be used to show also a description on the invoice (see examples in demo database):
if(CITYLEDGERFOLIONUMBER<>'';TranslateStaticText('City Ledger Invoice', LANID);'')

How to print a specific reference number on the folio (Finland)

To use this, the function 'FinlandFolioNumber' can be selected when editing a folio template with internal editor.

It can be used with the following syntax (parameter PM_YRES_ID and FOLIONUMBER are only examples):

If the result string should be filled with additional characters in the event that a used parameter/value is shorter than the required string, then the function 'fillstr()' should be used. For example:

FinlandFolioNumber(Concat(fillstr(PM_YRES_ID,10,0), fillstr(FOLIONUMBER,9,0)))

(The third parameter is the value used for padding)

If the result string should not be filled with additional characters in the event that a used parameter/value is shorter than the required string, for example a string can be 10 characters long but the used parameter/value has only 6 digits, then the function 'copy()' should be used. In this case no additional characters are added. For example:

FinlandFolioNumber(Concat(copy(PM_YRES_ID,1,10), copy(FOLIONUMBER,1,9)))

Star Codes used in Versions 6 and 7

The following table lists the star codes which were used in the text editor in versions 6 and 7 and the equivalent field code which is used by in internal editor in Suite8.

Star Code V6/V7	Field in V8
*AA	<SHORT SALUTATION>
*AB	<DEPARTURE>
*AD	<NAME+ADDRESS>
*AM	<ENTERED_WHEN>
*AN	<ARRIVAL>
*AR	<HIS.NUMBER OF ARRIVALS>
*AZ	<RES.NOOFROOMS>
*B4	<RES.RATECODEDESC>
*BA	<RES.GUARANTEECODE>
*DA	<FIDELIODATE_US>
*D2, *DE	<DEPOSIT_REQUESTED>
*EI	<ENTERED_BY_USER>
	<ENTERED_BY_USERNAME>
*ER	<NOOFADULTS>
*ES	<FIRST ARRIVAL>
*FT	<RATE+FIXCHARGES>
*GD	<BIRTHTIME>
	<GUESTNAME+GREET>
*GN	<GUESTNAME>
*GT	<STAYCOST_RATE+FIXCHARGES>
	<STAYCOST_RATE>
	<STAYCOST_FIXCHARGES>

*GZ	<ID>
*HD	<FIDELIODATE>
*KG	<ROOMTYPE>
*KI	<NOOFCHILDS>
*KZ	<ROOMTYPE_DESC>
*LA	<COUNTRY>
	<COUNTRY_ISO2>
	<COUNTRY_ISO3>
	<COUNTRY_NAME>
*LE	<LAST ARRIVAL>
	<LAST_DEPARTURE>
*LI	<DEPOSIT_LIMIT>
*LP	<LAST RATE>
*LZ	<LAST_ROOMNUMBER>
*N1	<FIRSTNAME>
*N2	<LASTNAME>
*NA	<NUMBER OF NIGHTS>
*NI	<NIGHTS>
*NN	<NATIONALITY>
*NO	<NOSHOWS>
*OR	<CITY>
*P1, *P2	<FIXCHARGES>
*PA	<LASTNAME+LETTERGREETING>
*PC	<RATECODE>
*PL	<ZIP>
*PR	<RATEAMOUNT>
*PS	<PASSPORT>
*R3	<RATECODE_TEXT>
	<RATECODE_INFO>
*RS	<NEXT_ARRIVAL>
*RT	<FREETEXT1>
	<FREETEXT2>
*S1	<STREET1>
*S2	<STREET2>
*S3	<STREET3>
*ST	<CANCELLATIONS>
*TI	<TITLE>
*TO	<STAYCOST_RATE>
*VK	<DEPOSIT_PAID>
*VZ	<DEPOSIT_PAID_DATE>

*ZE	<ARRIVALTIME>
*ZI	<ROOMNUMBER>

Crystal and Internal Editor Functions

Suite8 functions are available when writing with Crystal Reports or using the Internal Editor functionality.
In order to use the functions the FidelioCrystalFunctions.dll file has to reside in the Suite 8 Program directory.
These functions are available in:

- Crystal Reports - when inserting a field under Crystal Syntax → Additional Functions.
- Internal Editor - under Functions.

Crystal and Internal Editor Functions

Crystal Function	Internal Editor Function
FidelioGetGlobalSettings	GlobalSettings
FidelioGetToWord	ToWord
FidelioGetStripString	StripString
FidelioTranslateData	TranslateData
FidelioTranslateStaticText	TranslateStaticText
FidelioTranslateDate	TranslateDate
FidelioGetDeCryptMaskCCNum()	DeCryptMaskCCNumber(string)

Explanation of functions with examples

- FidelioGetGlobalSettings (Name, DatabaseParameters)

  This function is used to retrieve entries from Global Settings in a Crystal Report or on the Internal Editor.

  Example:

  To retrieve information from the Global Settings → General Hotel Info tab, a formula must be created such as: FidelioGetGlobalSettings ('UDEF_Support Hotline', {?sp-database})

- FidelioGetToWord (amount,Lang,DatabaseParameters)

  This function is used to convert numeric values to string. On the report a number such as 1.343 will return the string: Thousand three hundred forty-three.

  Example:

  In Crystal Reports:

  FidelioGetToWord (val(Left ({PRICE})))

  In Internal Editor:

  ToWord(Amount, Lang)

  According to the language ID, the system will search in the configured Dll's under Setup → Configuration → Miscellaneous → ToWord DLLs for a valid function and will return the corresponding value. The function name of the DLL has not to be mentioned in the Syntax of the Report.

- FidelioGetStripString(Src)

This function allows the conversion of Scandinavian/German characters to standards. It maps accented characters to composite characters, in which the accent and base character are represented by two character values.

Example:

FidelioGetStripString(V8_CCM_LETTER.XCMS_NAME1)

Example of the mapping for Scandinavian/German characters.

Scandinavian / German Character	Standard
å	aa
Å	AA
ä	ae
Ä	AE
ö	oe
Ö	Oe
æ	ae
Æ	Ae
ø	oe
Ø	Oe

- FidelioTranslateData (TableName,TabelID,FieldName,Lang,DatabaseParameters)

  This function translates the description of setup items such as room types, room description and department codes, and can be used on confirmation letters and folio templates

  Example:

  FidelioTranslateData ('XECT',{V8_EDITOR_USER_DET. PHONE_TYPEID } ,'XECT_LONGDESC' , {?CONF_WLAN_ID}, {?SP-DATABASE})

- FidelioTranslateStaticText (Text, Lang, DatabaseParameters)

  This function allows the translation of Reports in Translation Studio. To be able to translate the report, it must contain the string translation (FidelioTranslateStaticText) function.

  Examples:

  FidelioTranslateStaticText ('Room Reservation', {?CONF_WLAN_ID}, {?SP-DATABASE})

  FidelioTranslateStaticText('Trial Balance',{?SP-REPORT-LANGUAGE},{?SP-DATABASE})

- FidelioTranslateDate (Date, DateFormat,Lang,DatabaseParameters)

  This function allows date translation, for example if the report should be printed in English, the date format should be 8th August 2003 and if it is German, the date format should be 08. August 2003. The first parameter is Date, the second parameter, the Date Format 1- Numeric format (for example DD/MM/YYYY, 2 - Short Date format, 3 - Long format, 4 Long with day of week, the third parameter is the language ID (WLAN_ID) and the fourth parameter the SP-DATABASE.

  Examples:

  FidelioTranslateDate (date({V8_CCM_LETTER.YBOM_ARRIVAL}), 3,{?CONF_WLAN_ID}, {?SP-DATABASE})

FidelioTranslateDate (CurrentDate, 3,{?CONF_WLAN_ID}, {?SP-DATABASE})

- FidelioGetDeCryptMaskCCNum()

  This function may be used to show the credit card number masked on the invoice. The field name from the table or view may be entered within the parenthesis.

Cube Reports

Cube Reports are user-definable reports using an Olap structure created from the operational data. Olap is an acronym for On Line Analytical Processing. A snapshot is taken of a relational database and restructured into dimensional data. Cube reports allow the running of queries against this data as well as the defining of dimensions and measures.

Two main modules can be used for cube reports:

- Cube Viewer - to view, change or edit existing cube reports.
- Cube Designer - to design new cube definition files or open existing cube definition files under Cube Viewer → Setup.

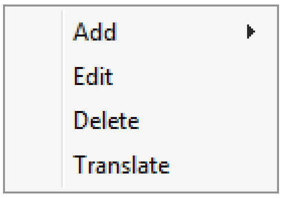
How to view/edit the report section for OLAP Cube reports

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

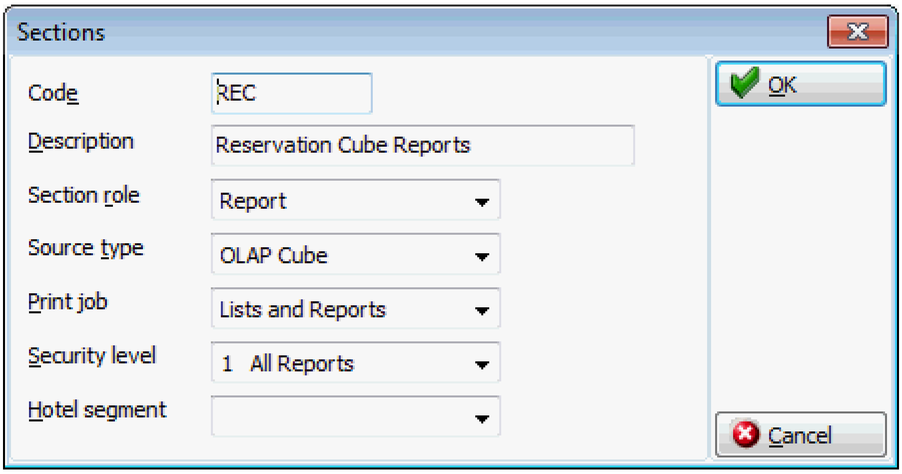
   The Reports screen is displayed.

   On the left-hand side of the screen the existing reports are grouped into user-definable sections and sub-sections.

2. Point to the report section and right-click to display the shortcut menu, select EDIT.



   The Sections dialog box is displayed



3. The SECTION ROLE has to be **Report** to create or print cube reports.
4. The SOURCE TYPE indicates the type of report and has to be **OLAP Cube** to create or print cube reports.
5. The PRINT JOB has to match the type of reports that will be printed.
6. Click SAVE to save any changes or CANCEL to exit the Sections dialog box.

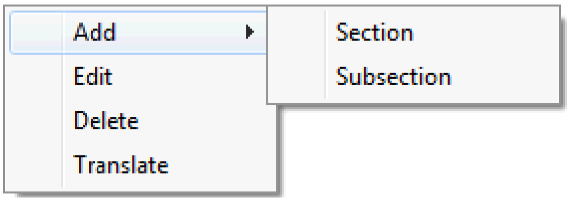
How to create a report section for OLAP Cube reports

1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

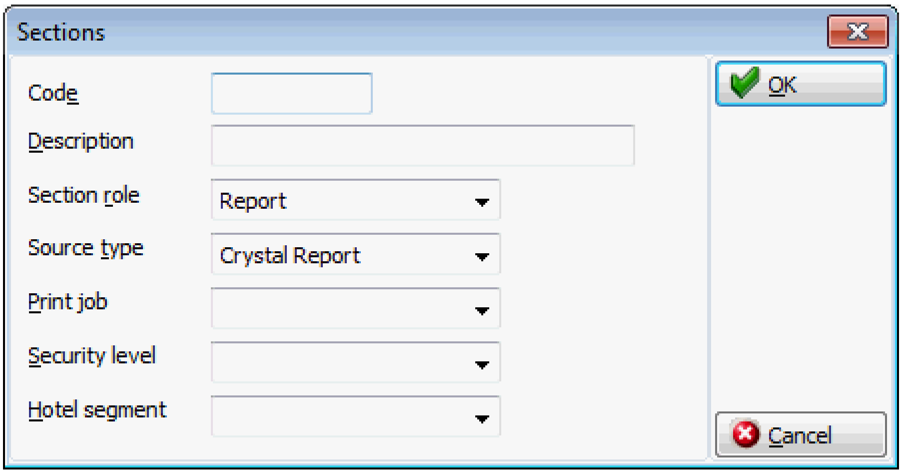
   The Reports screen is displayed.

   On the left-hand side of the screen the existing reports are grouped into user-definable sections and sub-sections.

2. Point to the report section where the new cube report section/sub-section is to be added and right-click to display the shortcut menu, select ADD and then select SECTION or SUBSECTION as required.

   The Sections dialog box is displayed

3. Enter a CODE for the report section/sub-section.
4. Enter a DESCRIPTION for the report section/sub-section.
5. Select REPORT as the SECTION ROLE.
6. Select OLAP CUBE as the SOURCE TYPE.
7. Select a PRINT JOB from the list of defined print jobs.

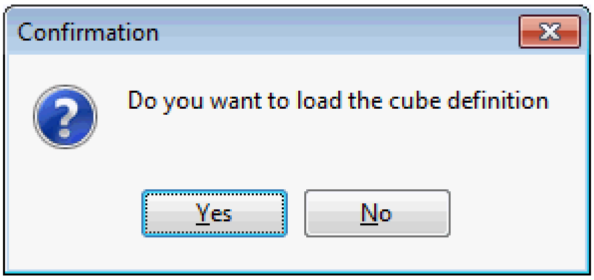
   The print job has to match the type of reports, forms and templates that will be printed.

8. Click SAVE to add the new report section or sub-section.

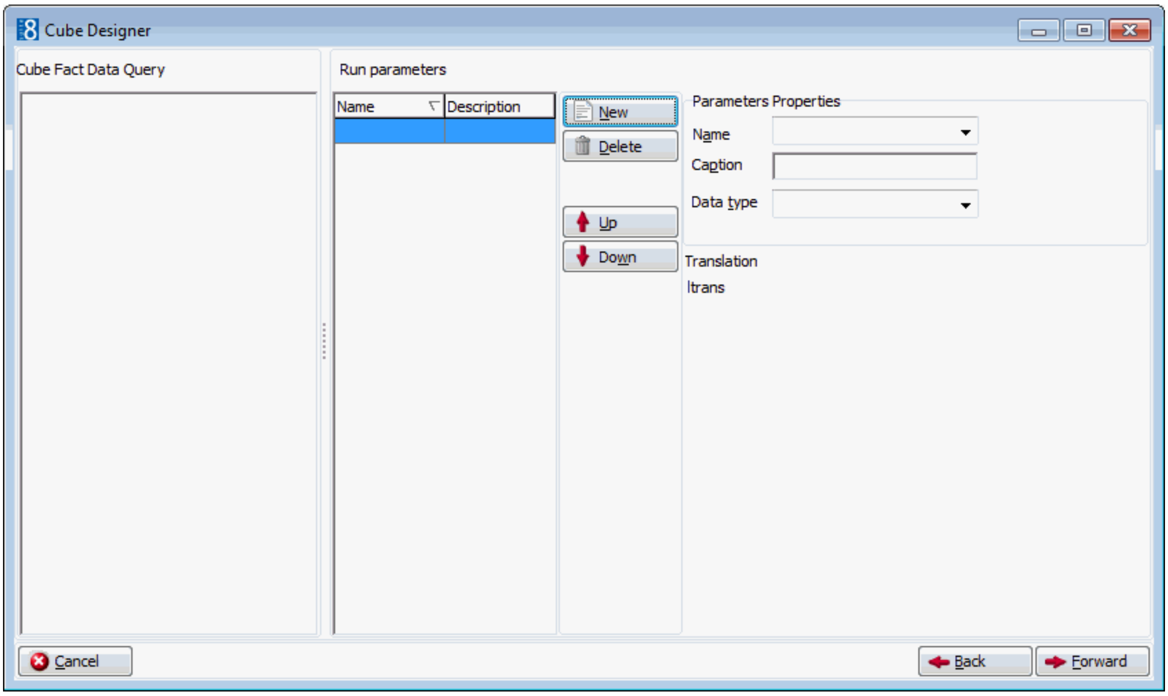
How to create a new Cube Report

1. Click on REPORTS on the Miscellaneous drop-down menu, Miscellaneous Toolbar or use the quick key (CTRL + SHIFT + R).
2. Select the newly created or valid section for the Olap Cube, for example Statistics.
3. Click NEW.
4. Click NEW BINARY.
5. Enter the REPORT NAME.
6. Click OK.
7. Click EDIT.

8. Answer the questions "Do you want to load Cube definition?" with NO.



The Cube Designer Screen is opened.



How to load an existing Cube Definition

1. Click on REPORTS on the Miscellaneous drop-down menu, Miscellaneous Toolbar or use the quick key (CTRL + SHIFT + R).
2. Select the newly created or valid section for the Olap Cube, for example Statistics.
3. Click NEW.
4. Click NEW BINARY.
5. Enter the REPORT NAME.
6. Click OK.
7. Click EDIT.
8. Answer the questions "Do you want to load Cube definition?" with YES.
9. Select the Cube definition file from path.

The Cube Viewer screen is displayed.

How to run a Cube Report

1. From the Cube Viewer Screen, select RUN.
2. Enter the RUN PARAMETERS, such as date.
3. Click the EXECUTE button.

Sections and sub-sections dialog box

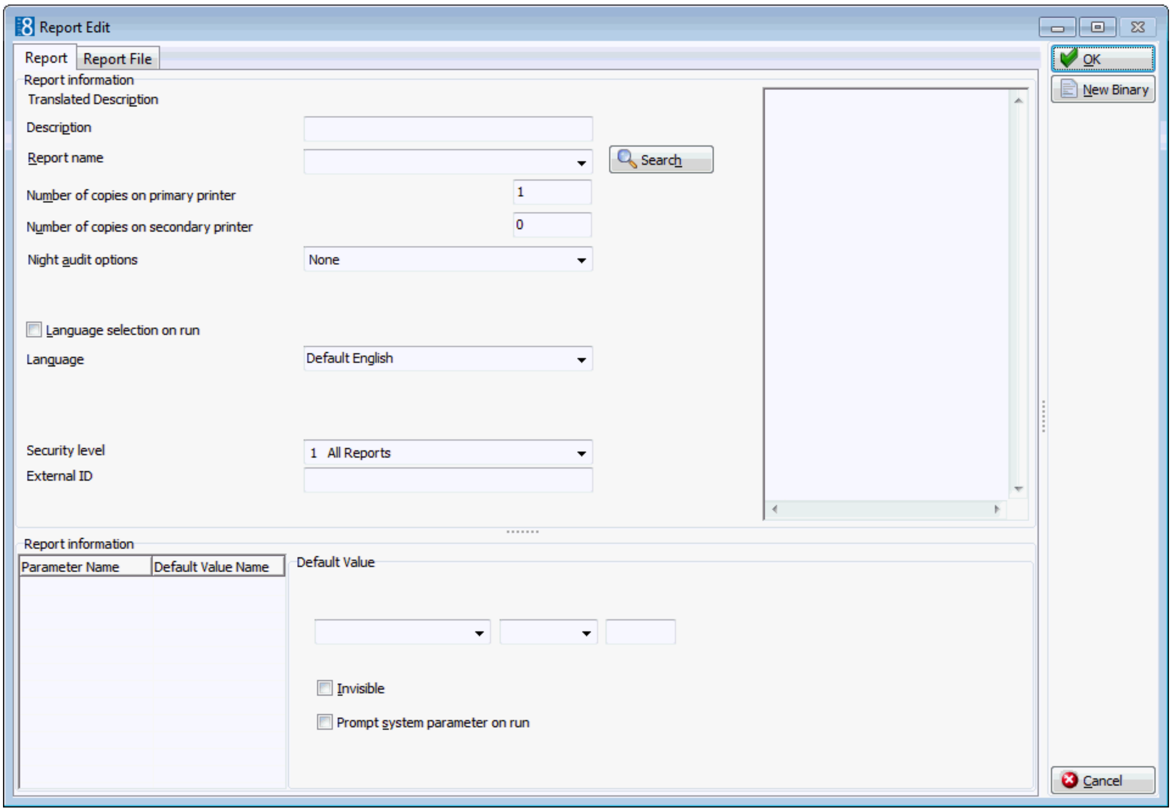
Field	Definition	Legal Values
Code	The short description for the section or sub-section.	Up to 3 alphanumeric values.
Description	The long description of the section or subsection.	Up to 30 alphanumeric characters.
Section role	The role of the section defines where in the module the print out is possible.	Select from list box.
Source type	Defines the type of report: CRYSTAL REPORTS - Crystal Report files (RPT). TEXT FORMAT TEMPLATE - Forms created using the Internal Editor Functionality (RTF). OLAP CUBE - An Olap structure created from the operational data. Olap is an acronym for Online analytical processing. Olap takes a snapshot of a relational database and restructures it into dimensional data. The queries can then be run against this. HTML REPORT - reports written in HTML.	Select from list box.
Print job	Defines the print job. The print job has to match the type of reports, forms and templates that will be printed.	Select from list box.

The Cube Viewer

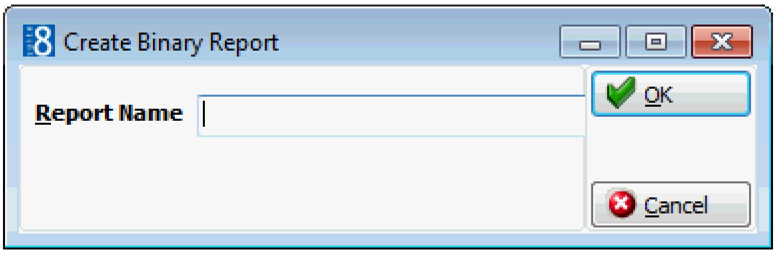
1. Click the MISCELLANEOUS menu and select REPORTS or press CTRL+SHIFT+R.

   The Reports screen is displayed.
2. In the report tree on the left hand side of the screen select the required report section.

   The SOURCE TYPE of the section must be defined as OLAP CUBE.
3. Click the NEW button to display the Report Edit dialog box.

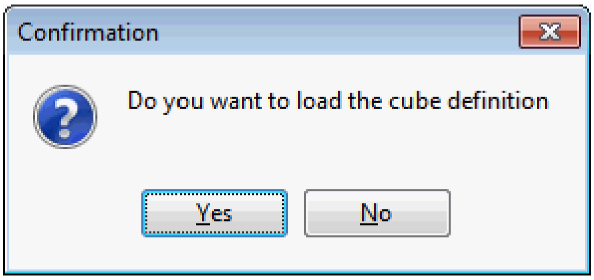


4. Click the New Binary button, the Create Binary Report dialog box is displayed.

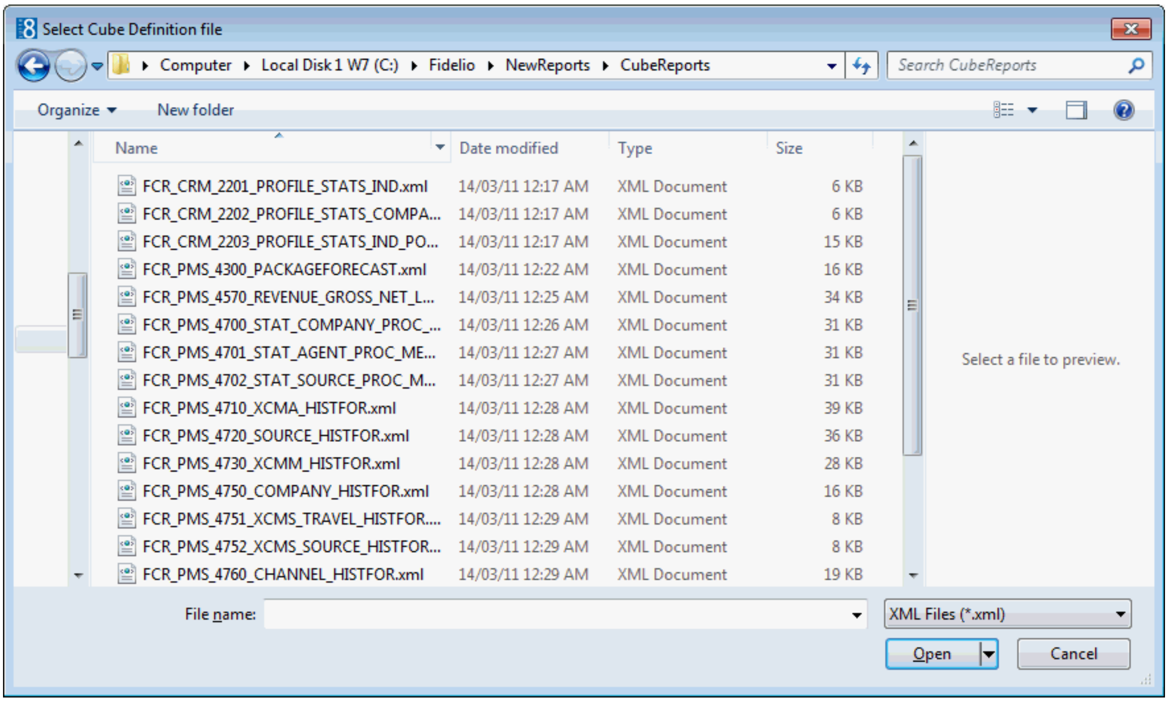


5. In the Report Name box enter the name of the report.
6. Click OK, the Report Edit dialog box is displayed with the Report File tab selected and the report Description completed.
7. Click the Edit button.

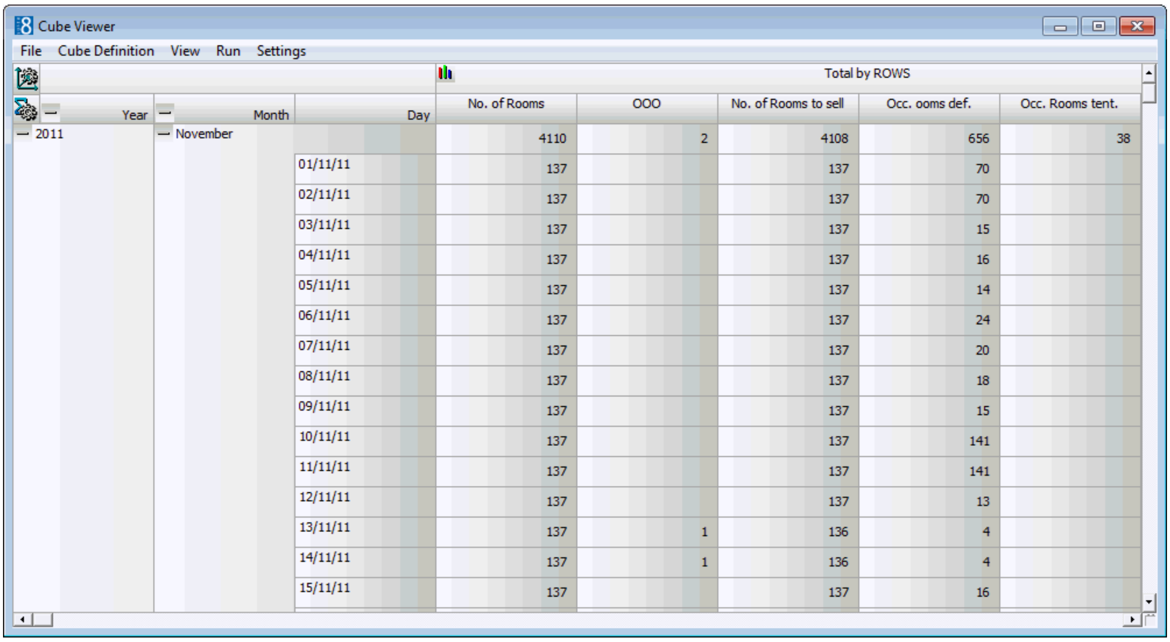
   A confirmation message is displayed.



8. Click Yes to load the cube definition.
9. The Select Cube Definition file dialog box is displayed.
10. Locate the directory with the required cube report.
11. Select the cube definition file and click Open.



The Cube Viewer screen is displayed.



The screen is divided into:

- The Menu bar on top of the cube viewer
- The Map Builder
- The Measure Manager
- The Graphical Display Button

The Cube Viewer Menu Bar

The Menu Bar consists of 5 menus:

Available Options	Definition
File	
Save Data	To save the Cube Report on a Path.
Load Data	To load existing Cube Data from a Path
Export	To export the Report and exchange it with other users either to Excel or HTML.
Print	To print the Cube Report.
Print Preview	To print a preview.
Cube Definition	
Cube Wizard	To open Cube Designer and define Data Queries, Run Parameters and Dimensions.
Load	To load a new Cube Report Definition file.
Save Setup	To save changes to the Cube Report
Export to File	To export the cube definition to an external XML file.
View	
Swap Columns and Rows	To swap Column and Row display.
Run	To open the REPORT EXECUTE Screen and enter Run Parameters.
Settings	
Colors	To change colours for Headers and Data Cells
Grid	To enter grid specific settings
Map	To set Hide options for empty columns or rows, enter table mode and set directions for relative views.

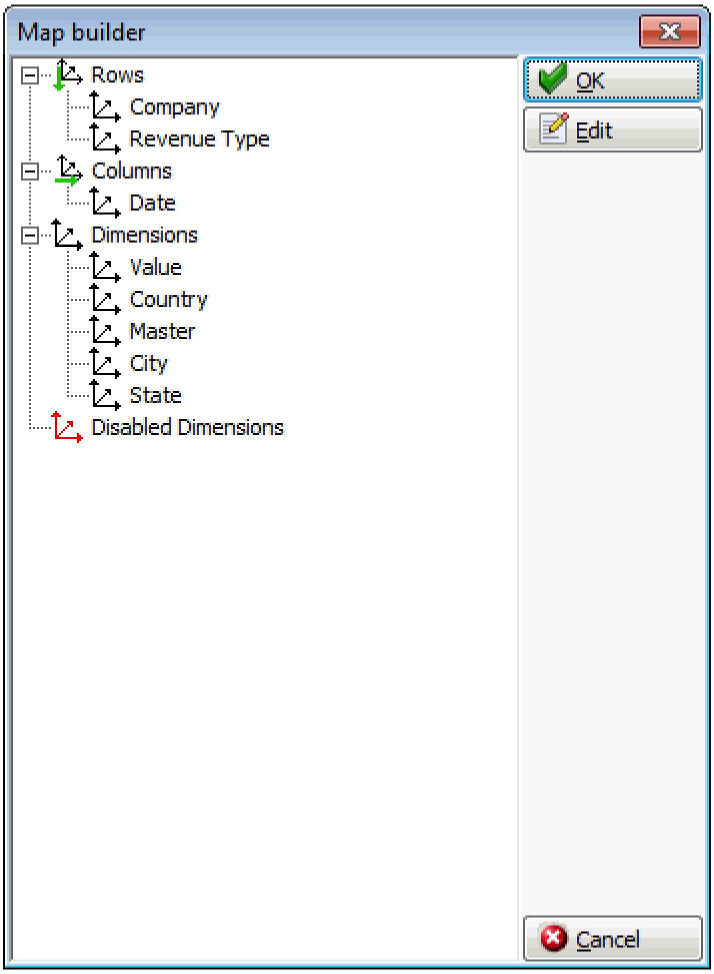
Map Builder

Map Builder Icon

The Map Builder is used for creating groups and drag dimensions into the different groups, the rows, columns and current links are displayed.

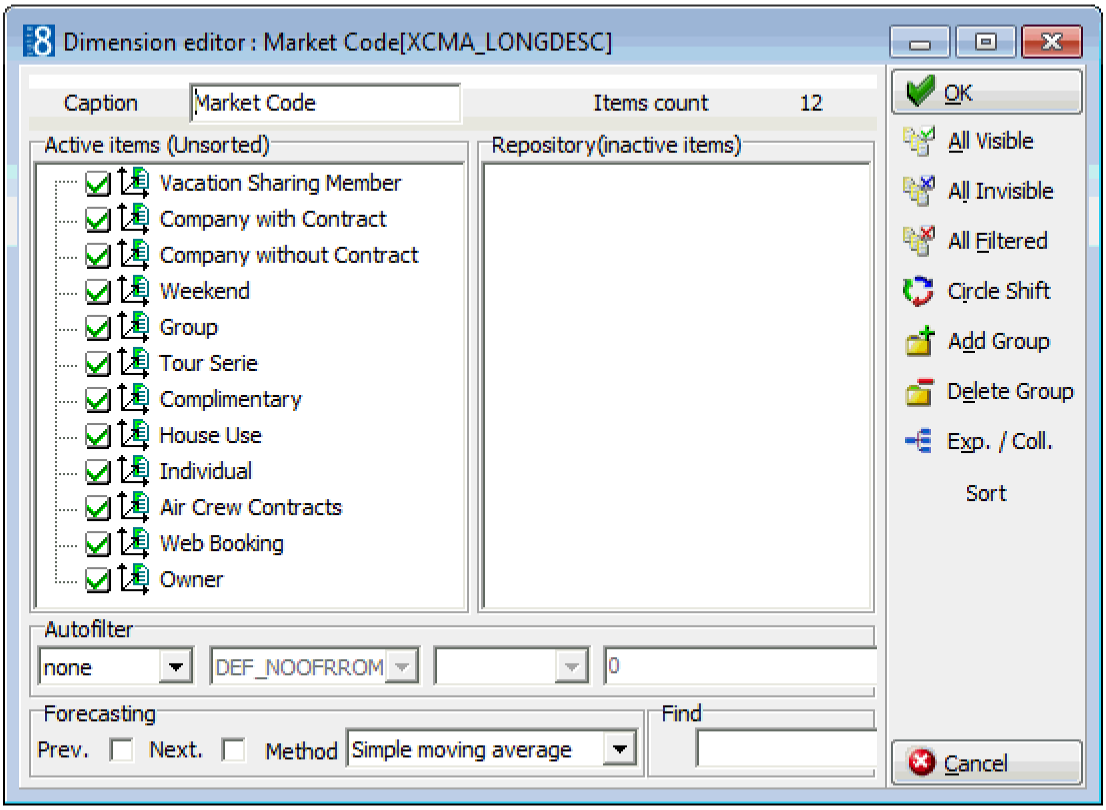
How to change criteria via the Map Builder

1. Click the Map Builder Icon , to display the Map builder dialog box.

   The map builder dialog box shows the rows, columns and dimensions (values) and their current link.

2. Select the Row, Column or Dimension to be changed.
3. Click Edit, the Dimension editor screen is displayed.



The Dimension editor screen is divided into two sections:

- The Active Items (unsorted)
- The Repository (inactive items)

4. For an explanation of the dimension editor options, see the table below:

Dimension editor dialog box

Field/Button	Definition
Enable prev. forecast value	Previously created forecast values will be included.
Enable next. forecast value	To generate a new forecast.
All Visible	Marks all dimensions as visible.
All Invisible	Marks all dimensions as not visible.
All Filtered	Sets all dimensions to filtered state.
Circle Shift	Circles shift of dimension state from All Visible to All Invisible to All Filtered and vice versa.
Add Group	Adds a new group. Items can be place in the new group by using drag & drop.
Delete Group	Deletes the selected group
Exp./Collapse	Expands or collapses the tree notes

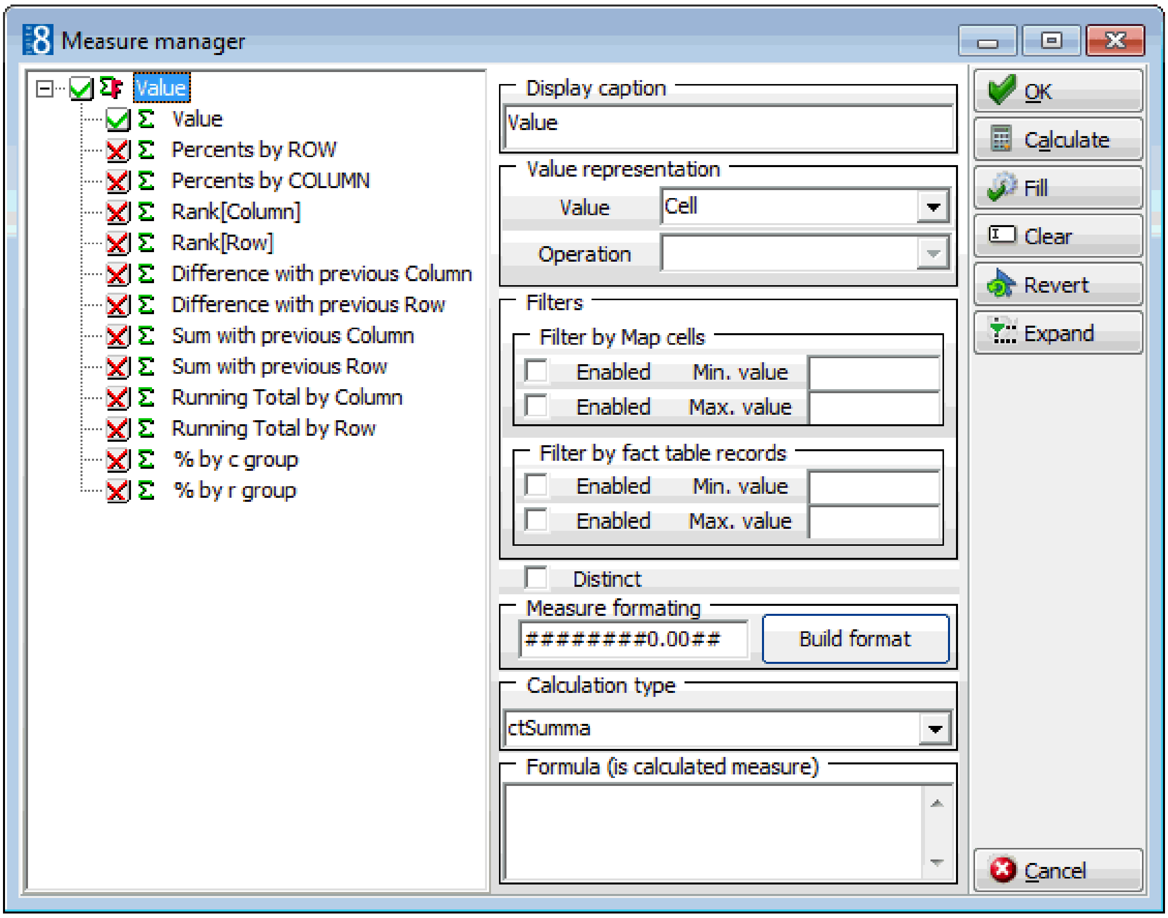
Measure Manager

Measure Manager Icon

The Measure Manager allows changing the measures of the Report Procedure or Report Cube and creating calculated measures.

How to change measure manager options

1. Click the Measure Manager Icon , to display the Measure Manager dialog box.



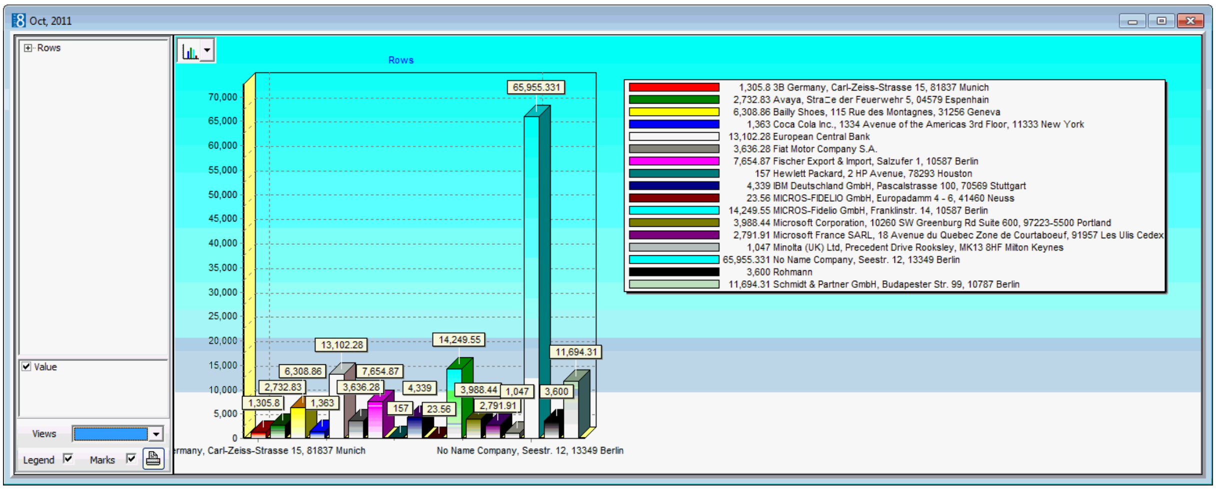
The measure manager allows the user to change the display caption, the value representation and to set filters.

2. Make the changes required and click OK to save measure manager changes.

Graphical Display

Graphical Display Icon

The Graphical Display allows selecting rows and columns for a graphical presentation. Here is an example of the graphical display.

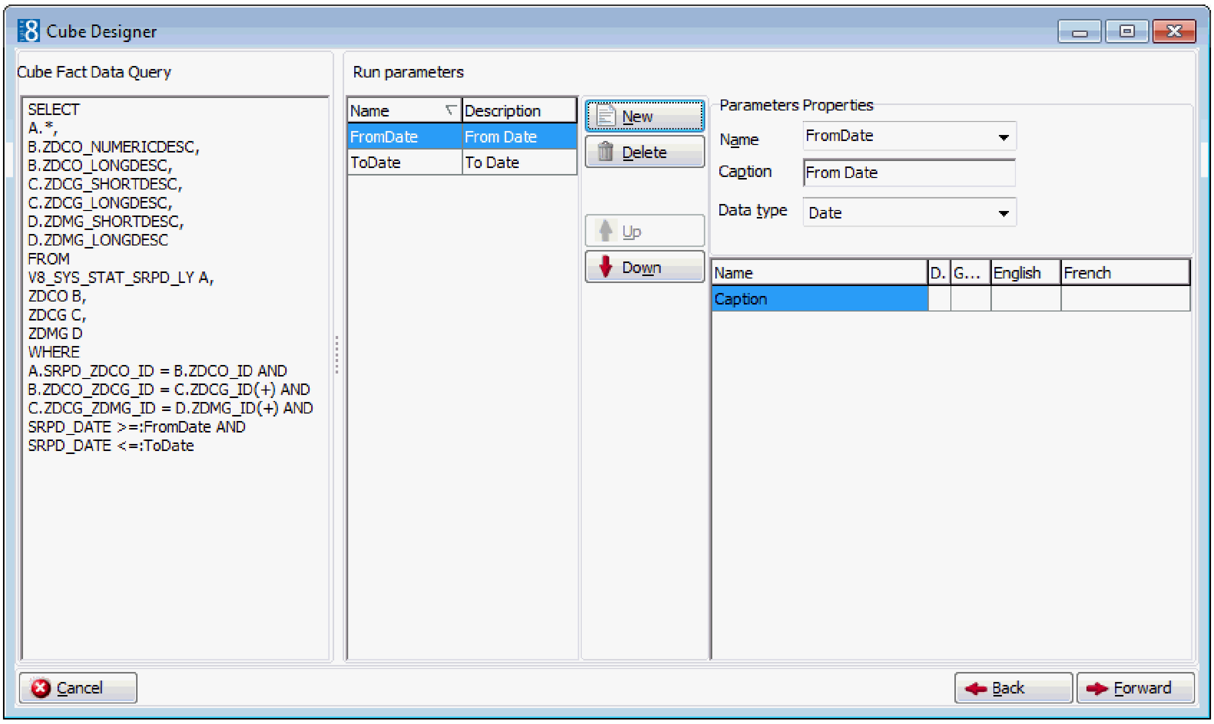


The Cube Designer

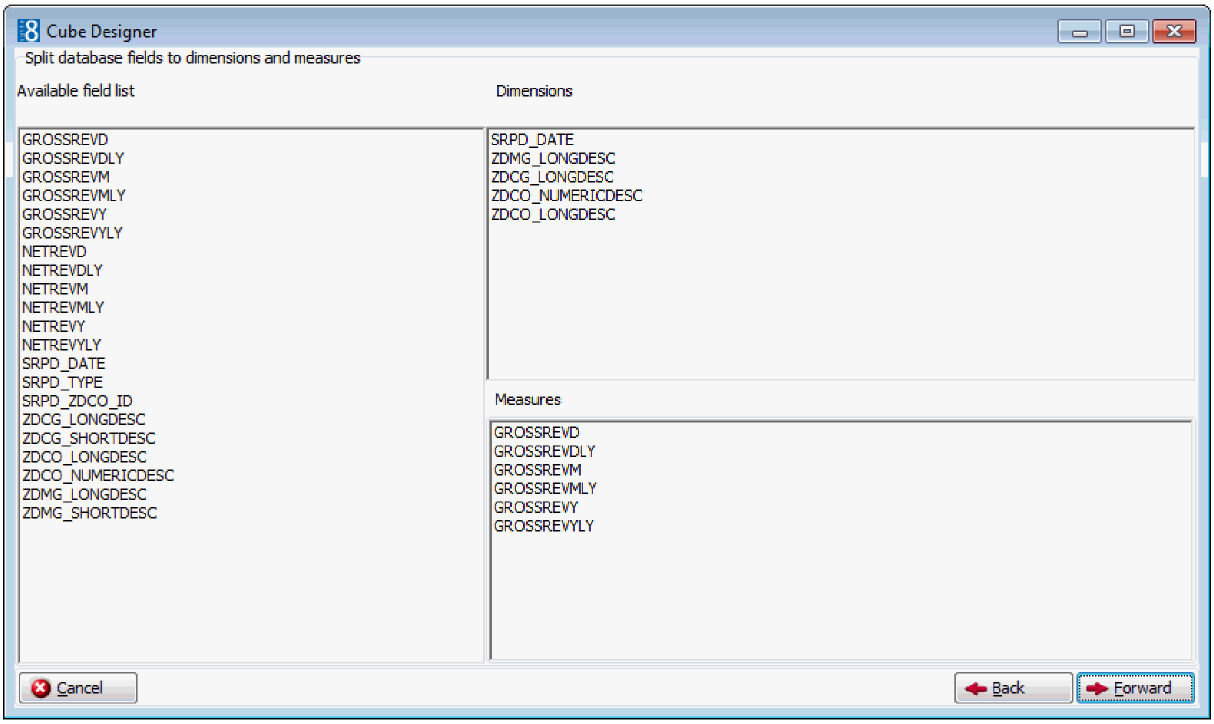
The Cube Designer is opened when defining a new Cube Report or selecting CUBE DEFINITION → LOAD from the Cube Viewer.

The Cube Designer is split into five configuration screens:

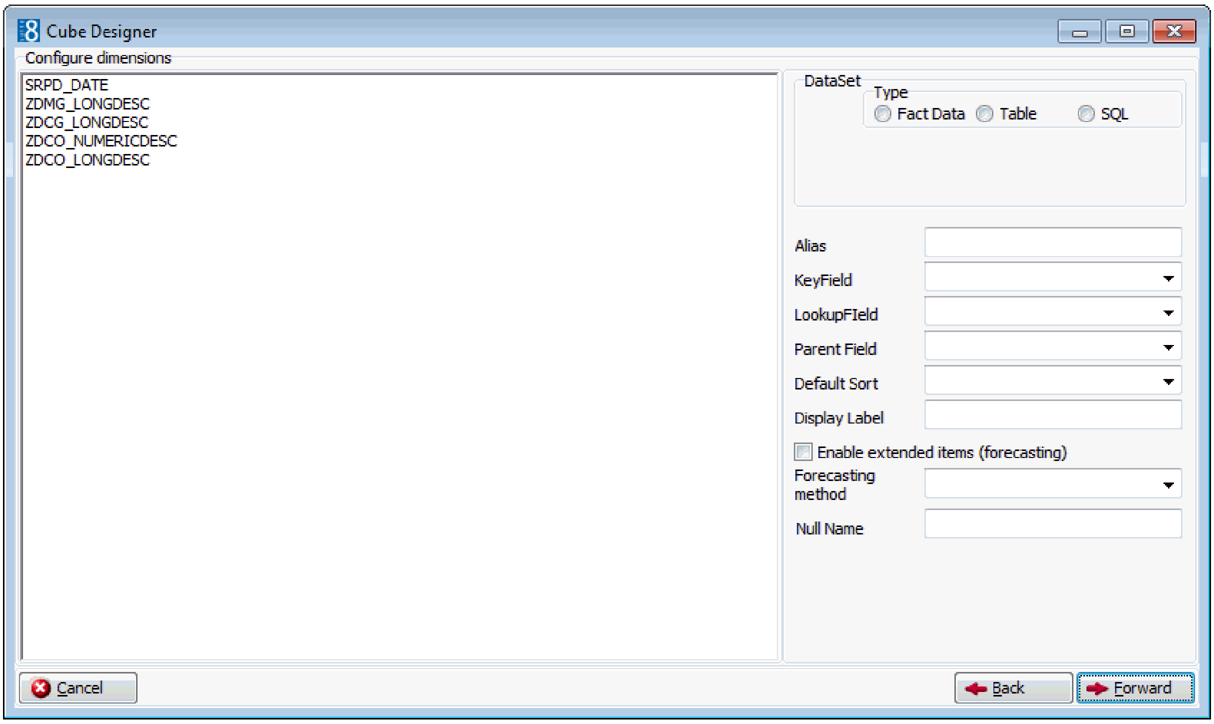
The first screen is used to define the Cube Fact Data Query, Run Parameters and their Properties.



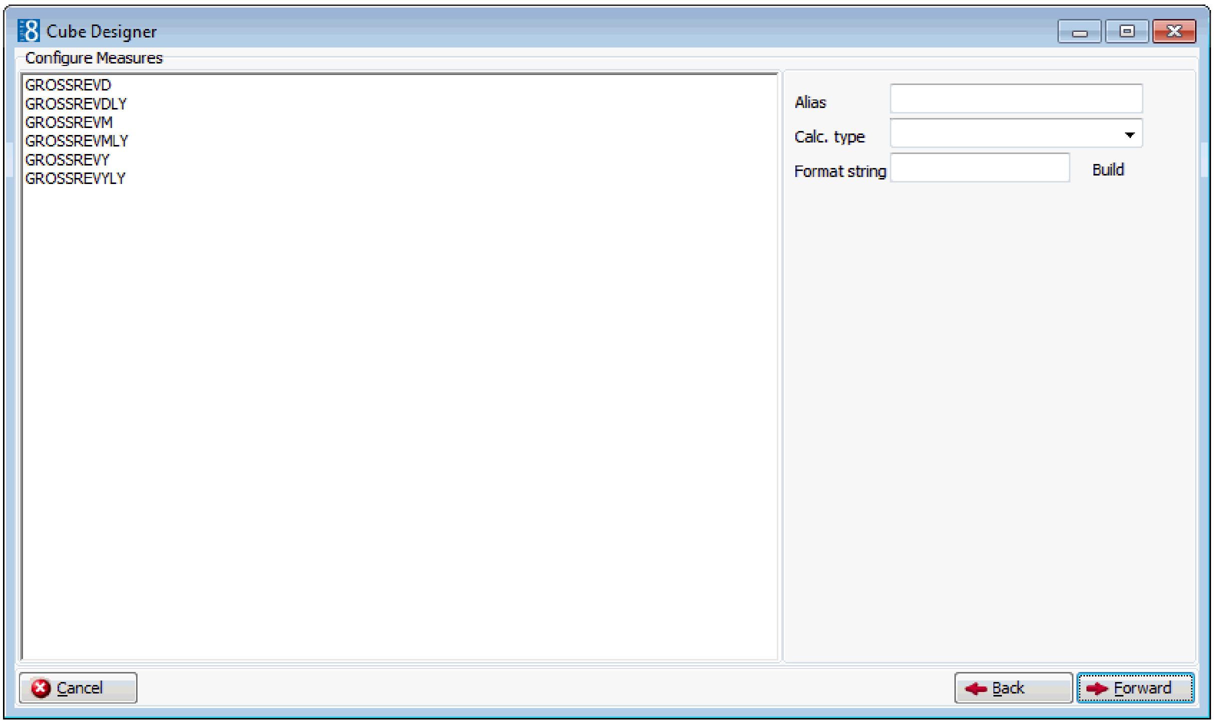
The second screen is used to split database fields to dimensions and measures.



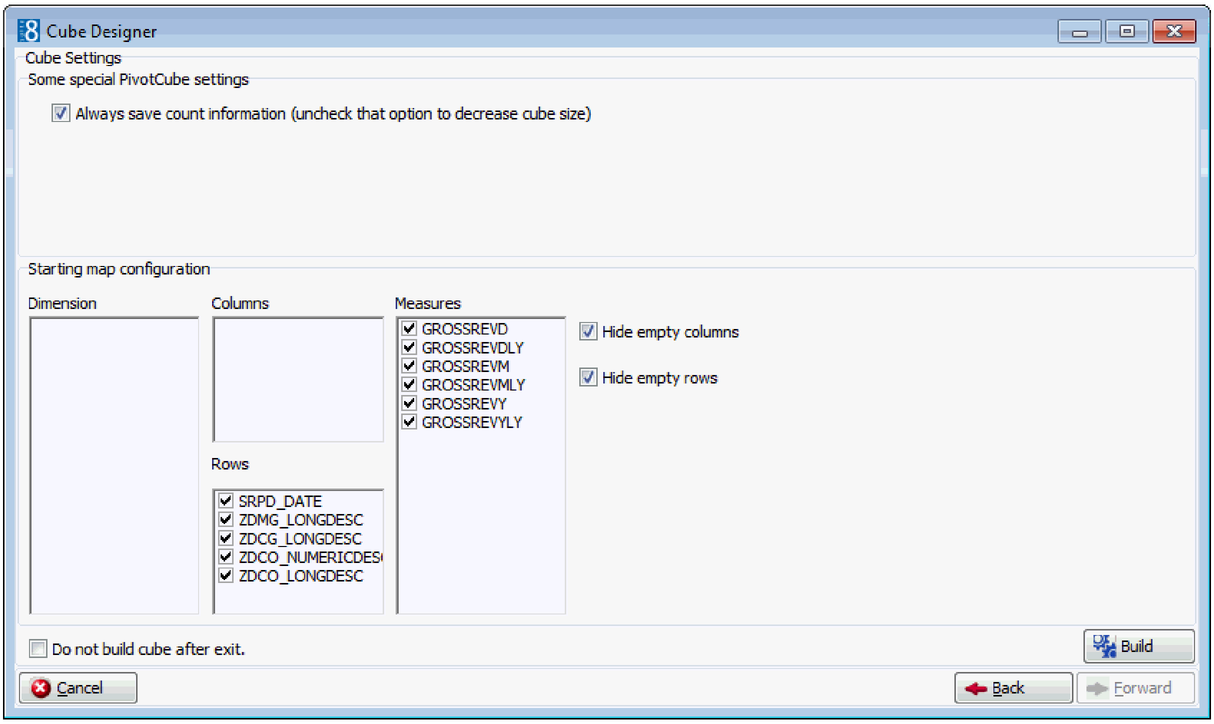
The third screen is used to configure dimensions.



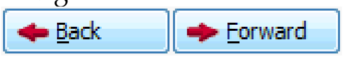
The fourth screen is used to configure measures.



The last screen is used to configure the Cube.



Use the Back and Forward Buttons to scroll through the different configuration screens of the Cube Designer



Defining Cube Fact Data Query, Run Parameters and their properties

The CUBE FACT DATA QUERY contains the data query for the cube, for example

SELECT shis., SHIS_GROSSROOMREV AVG_GROSSROOMREV*

FROM shis WHERE shis.SHIS_WDAT_DATE >=:DATEFROM
and shis.SHIS_WDAT_DATE <=:DATETO

In this example data will be retrieved from the statistics table for the entered date range

The RUN PARAMETERS define the Parameter prompts upon running the cube Report.

From this section NEW Run Parameters can be defined or existing Run Parameters can be deleted by selecting the Parameter and pressing DELETE. Use the up and down arrows to move the cursor.

The PARAMETER PROPERTIES define the Parameter NAME (DATABASE FIELD), CAPTION and DATA TYPE for the Run Parameters.

Splitting database field to dimensions and measures

The split database fields to dimensions and measures screen is used to drag & drop the available fields into dimensions and measures.

The left side displays a list of all available fields from the History table of statistics (SHIS).

The upper right side is used to drag & drop the fields that should be used for Dimensions.

The lower right side is used to drag & drop the fields that should be used for Measures.

Configure dimension

Each dimensions field can be configured and additional dimensions can be defined with the data set.

The left side displays the defined dimensions from the previous screen.

The right side allows the adding of additional data sets and displays the attribute of the selected dimension.

Configure dimensions dialog box

Available Options	**Definition**
Data Set	Defines the source of information.
Fact Data	The data comes from a fact data query as defined on the first screen.
Table	Select this radio button and choose a table from the drop down list from which data should be included.
SQL	Select SQL to enter a SQL statement in the available white space.
Alias	The alias name of the field or table. An alias is a short name that stands for the field or table.
Key Field	Select a key field from the drop down list. Key fields can be used for sorting purpose. A Key field is a field of a database table which together form a unique identifier for a record (a table entry).
Lookup Field	Select a lookup field from the drop down list. Look up fields can be used for sorting purpose.
Parent Field	Select a parent field from the drop down list. Parent fields are dependant fields.
Default sort	Select a sorting method from the drop down list. Available options are:

	No sort By Key field value (Variant) By Lookup field value (string)
Display label	The label for the field.
Enable extended items (forecasting)	
Forecasting method	This field is only available if Enable extended items has been selected. It defines the forecasting method: Moving Average Weighted Moving Average Double Exponential Smooth Triple Exponential Smooth Dispersed matrix: Show Min/Max Value Dispersed matrix: Show First and Last Value
Null Name	
Wrap date field to	None, Years, Quarters, Month, Weeks or Days

Configure measures

Each measure can be configured. The measure configuration screen displays all defined measures. Each measure can be assigned an alias name and a calculation type which can be selected from the drop down list. Additional Format strings can be entered by pressing the BUILD button.

Note: Alias Names should not be used when creating calculated measures.

Cube Settings

Special settings for the pivot cube, as it is called, can be defined on the last screen

Cube Settings dialog box

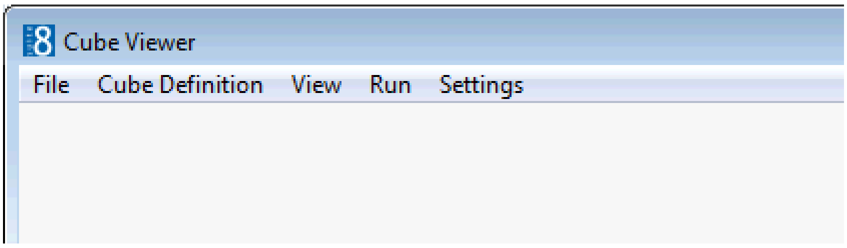
Available Options	**Definition**
Exclude zero measure values from calculating averages	Select this box to exclude zero measure from calculating averages
Always save count information	Select this box to count information Clear this option to decrease cube size
Starting map configuration	
Dimension	Select the dimensions. Use Drag & Drop Functionality to drag and drop the dimension into columns and rows. Selected Dimensions will be indicated by a check.
Columns	Defines the map configuration for columns, values can be moved by using the drag & drop functionality.
Measures	Defines the map configuration for measures, values can be moved by using the drag & drop functionality. Selected Measures will be indicated by a check.

Rows	Defines the map configuration for columns, values can be moved by using the drag & drop functionality.
Hide empty columns	Select this box to hide empty columns.
Hide empty rows	Select this box to hide empty rows.
Do not built cube after exit	Select this box to not automatically build the cube when pressing the BUILD button to exit.
Build	Select this button to open the Report Execute screen, run the Report and open the Cube Viewer Screen.

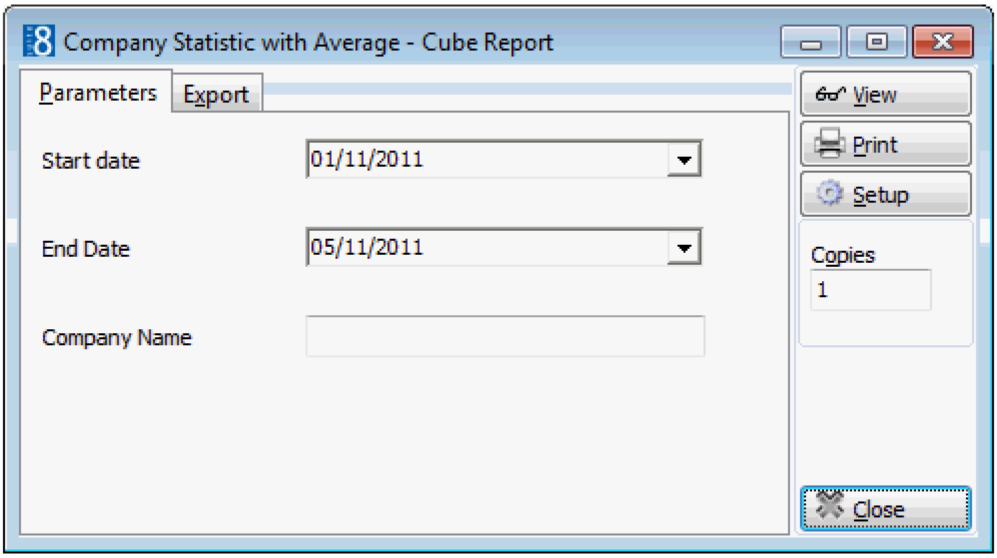
Creating calculated measures

How to create calculated measures

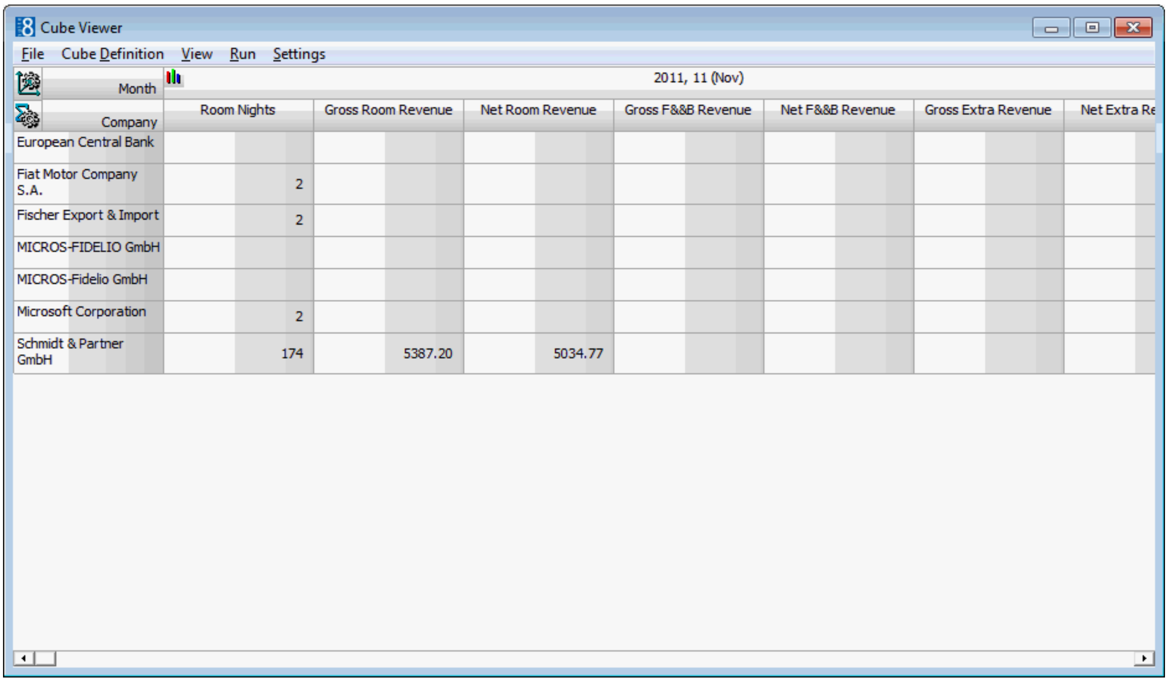
1. Click on REPORTS on the Miscellaneous menu, Miscellaneous Toolbar or use the quick key (CTRL + SHIFT + R)
2. Select the required cube report and click EDIT to open the Report Edit dialog box.
3. Select the REPORT FILE tab and click the EDIT button to open the Cube Viewer screen.



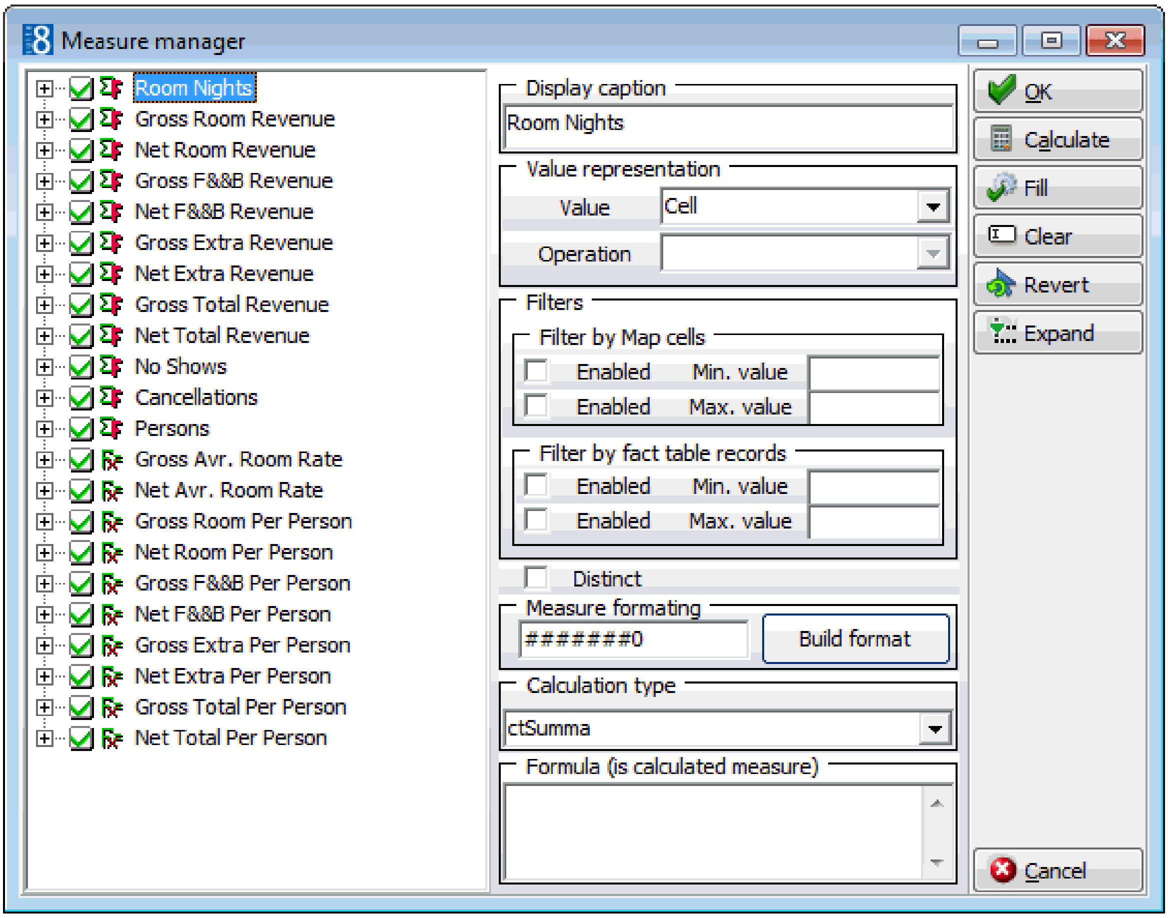
4. Click the RUN menu option to open the report parameters dialog box.



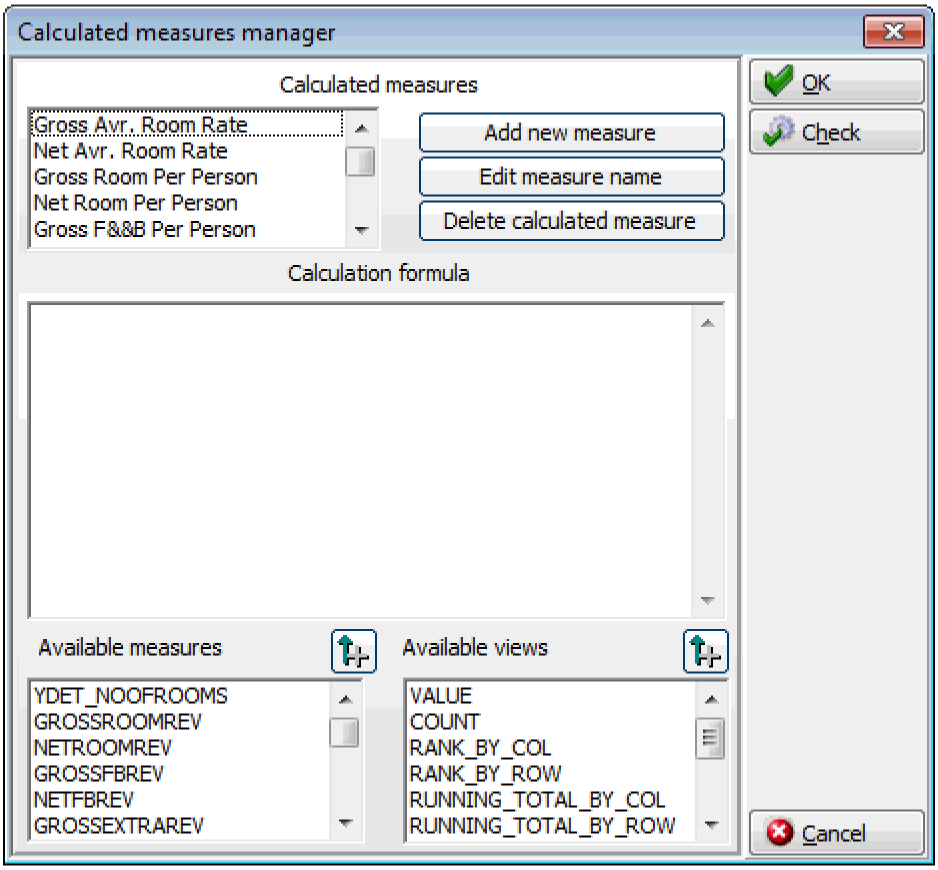
5. Click the VIEW button to display the report.



6. Click the MEASURE MANAGER icon  to open the Measure Manager.

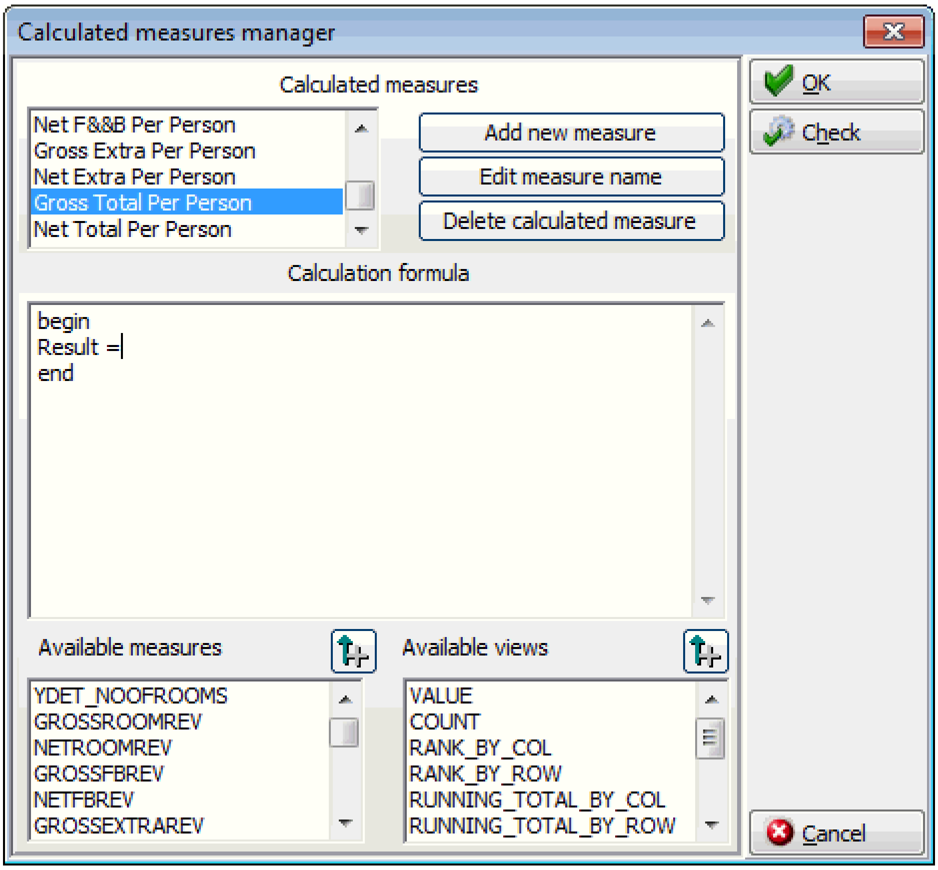


7. Select a measure and click the CALCULATE button to display the Calculated measures manager dialog box.



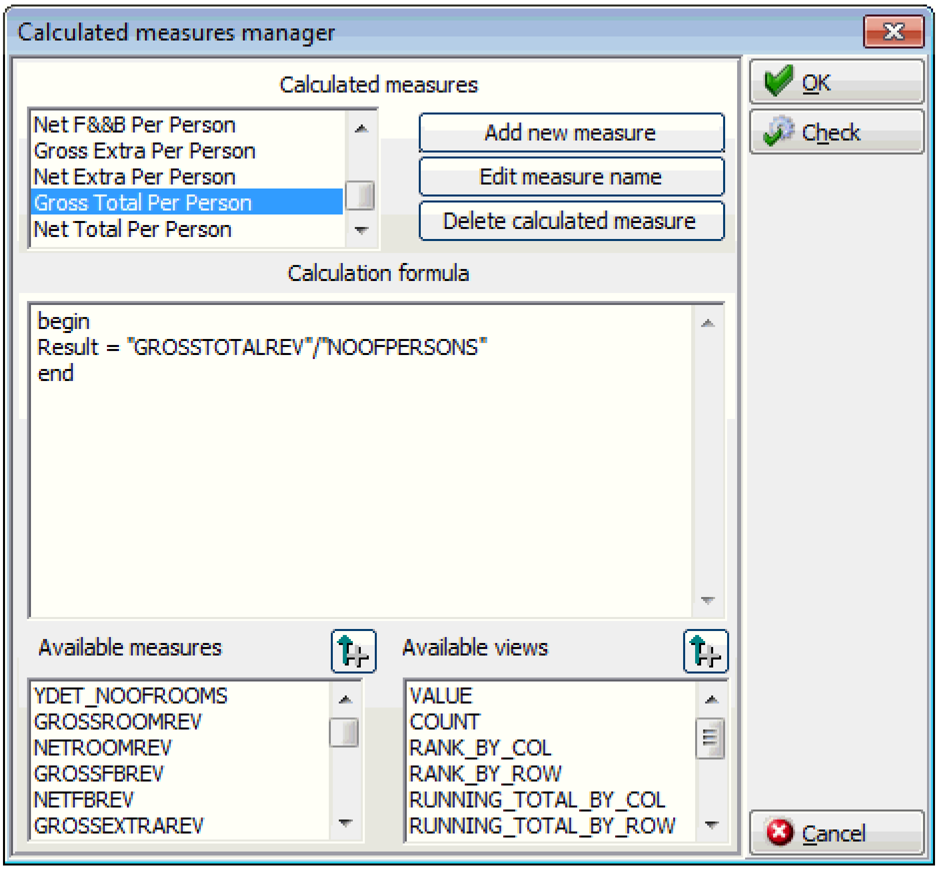
8. Click the ADD NEW MEASURE button.

9. Enter a name for the measure, for example, "Gross Total Per Person" and then click OK.



10. Place the cursor in the Calculation formula box after RESULT =
11. Select the required measures from the list of AVAILABLE MEASURES, for this example, select

    "GROSSTOTALREV" and click .
12. To divide by the number of persons enter a division sign (/) in the calculation formula window then select "NOOFPERSONS" and click .

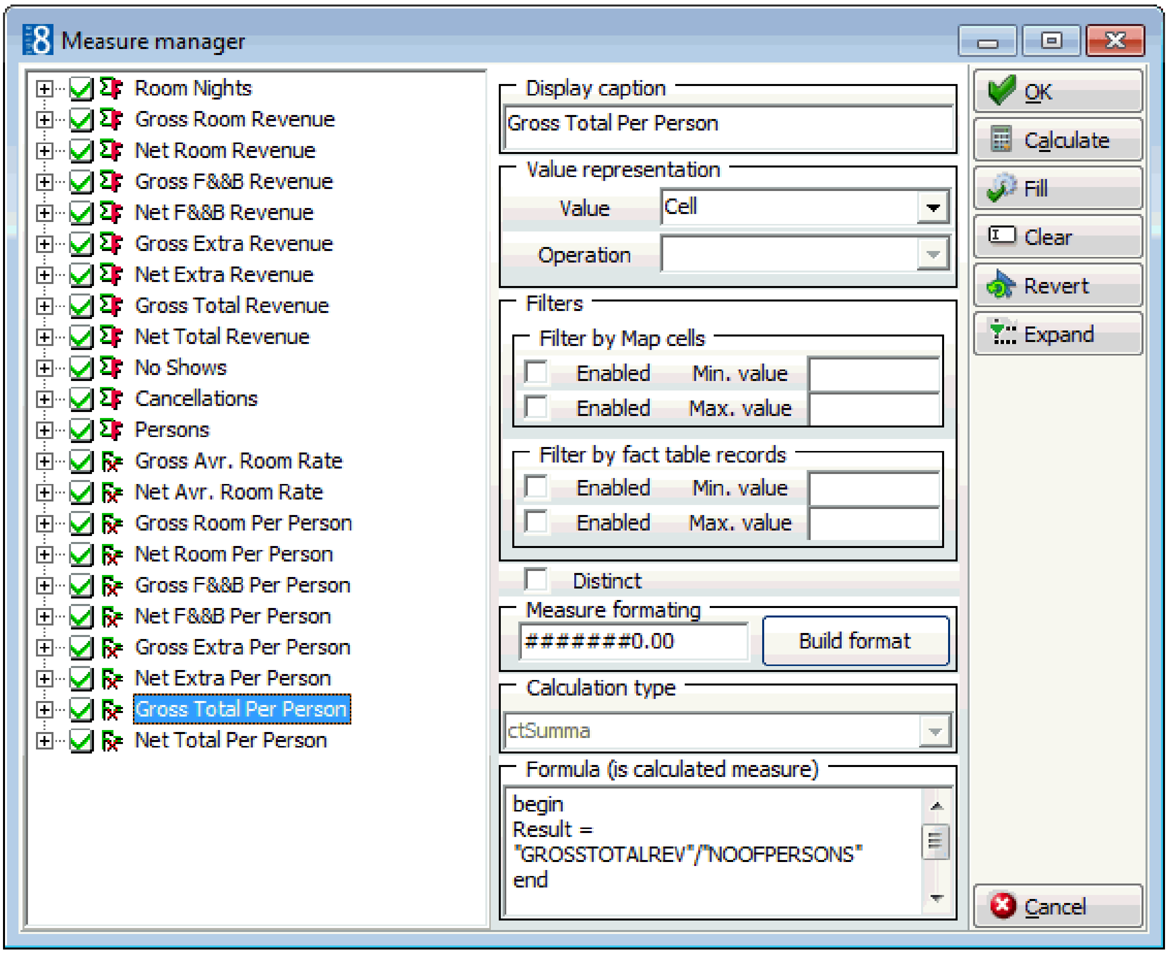


13. Define the calculation layout for the measure with the AVAILABLE VIEWS.

Note: Don't use the Alias names but the field names of the result set

14. Click the CHECK button to validate the formula.

15. Click OK to close the checked message and then click OK to close the Calculated measures manager screen.

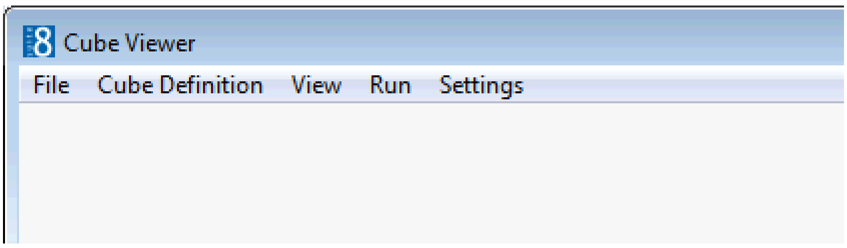


The calculated measure can be selected from the Measure manager dialog box; additional formatting can be entered and the calculated measure can be placed in position using drag-and-drop.

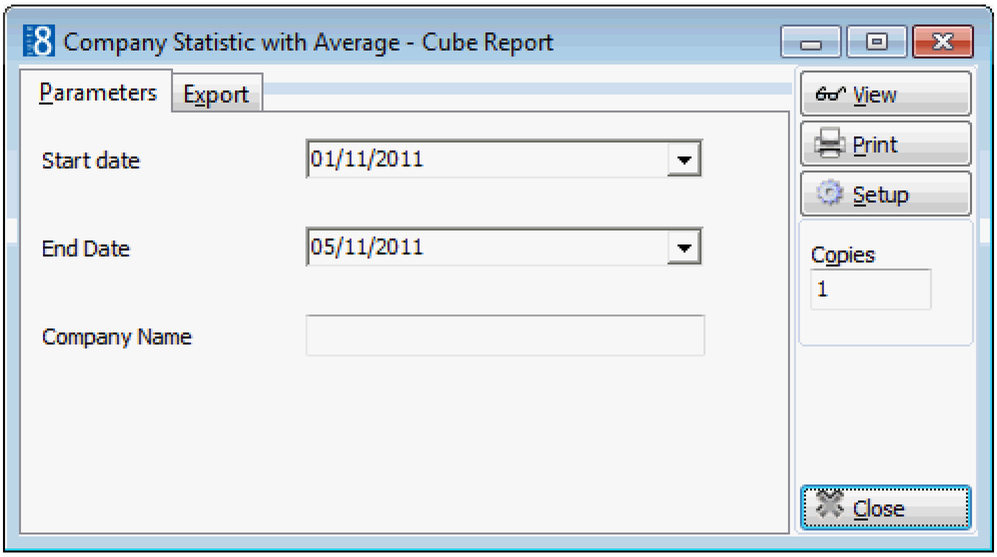
Note: Manually created measures are also exported to the XML file when using the SAVE SETUP button from the Cube Designer Menu.

How to create a total column using calculated measures

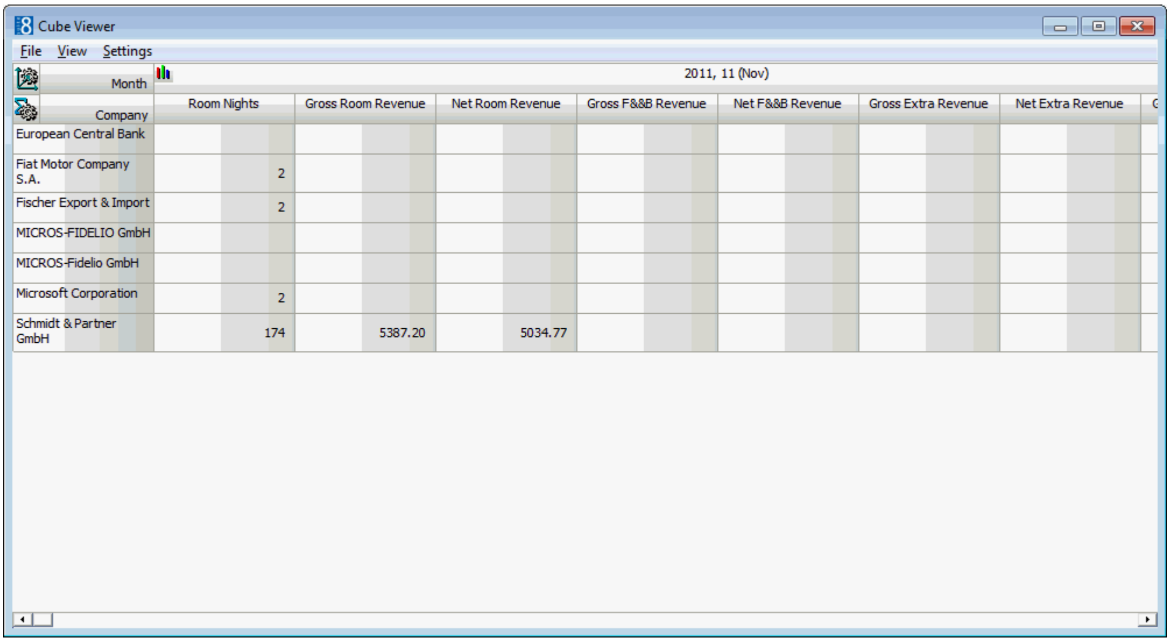
1. Click on REPORTS on the Miscellaneous menu, Miscellaneous Toolbar or use the quick key (CTRL + SHIFT + R)
2. Select the required cube report and click EDIT to open the Report Edit dialog box.
3. Select the REPORT FILE tab and click the EDIT button to open the Cube Viewer screen.



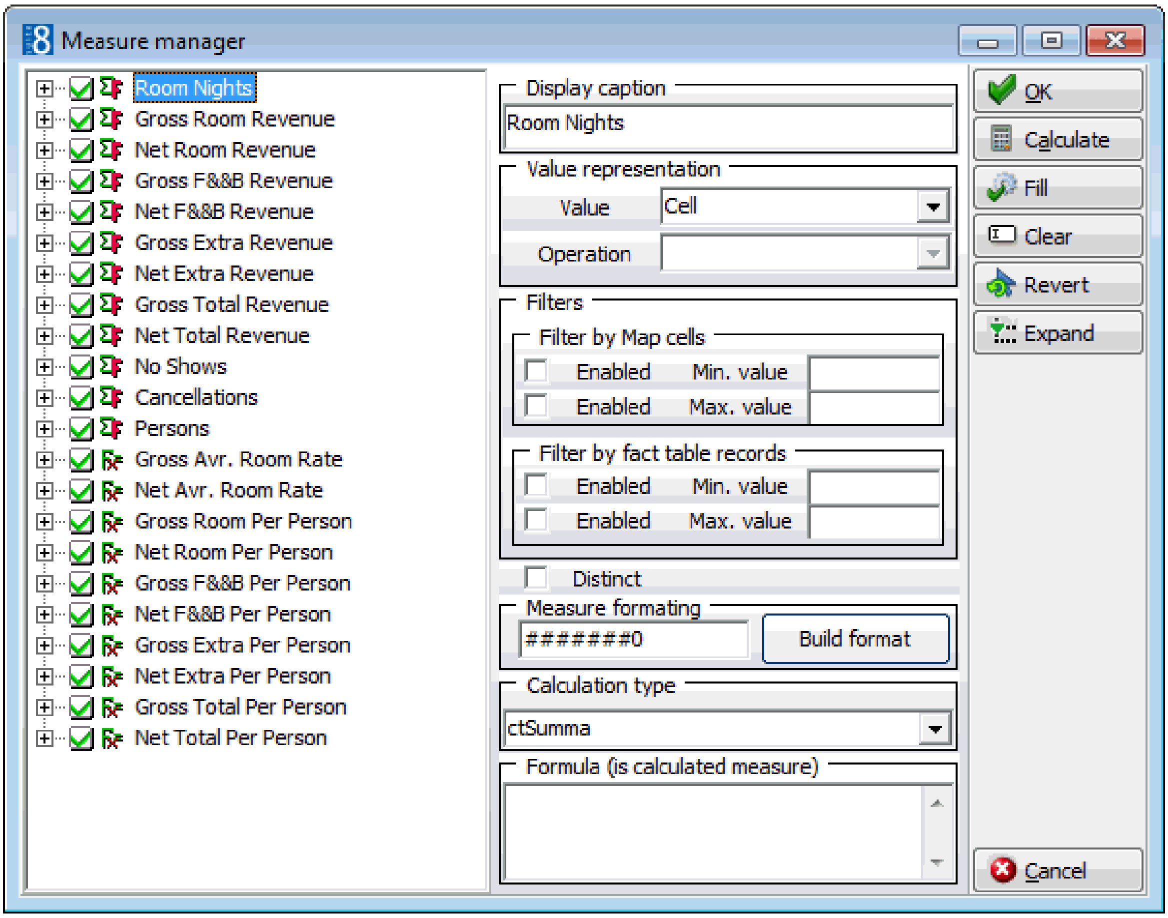
4. Click the RUN menu option to open the report parameters dialog box.



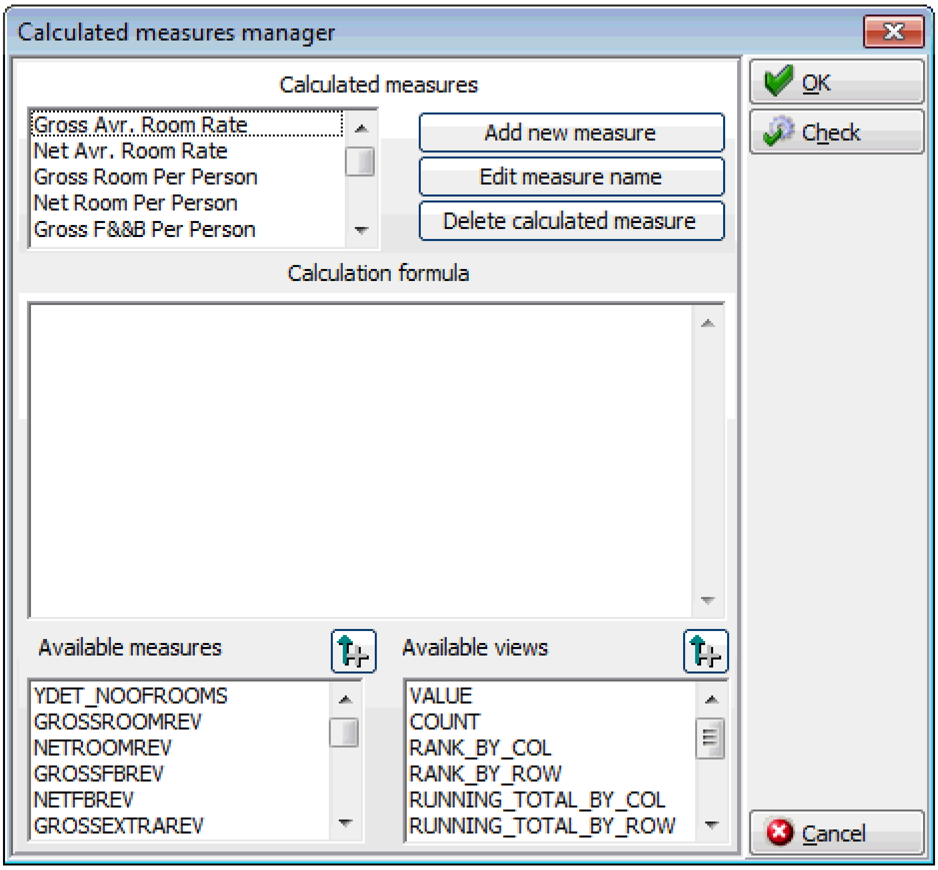
5. Click the EXECUTE button to display the report.



6. Click the MEASURE MANAGER icon  to open the Measure Manager.

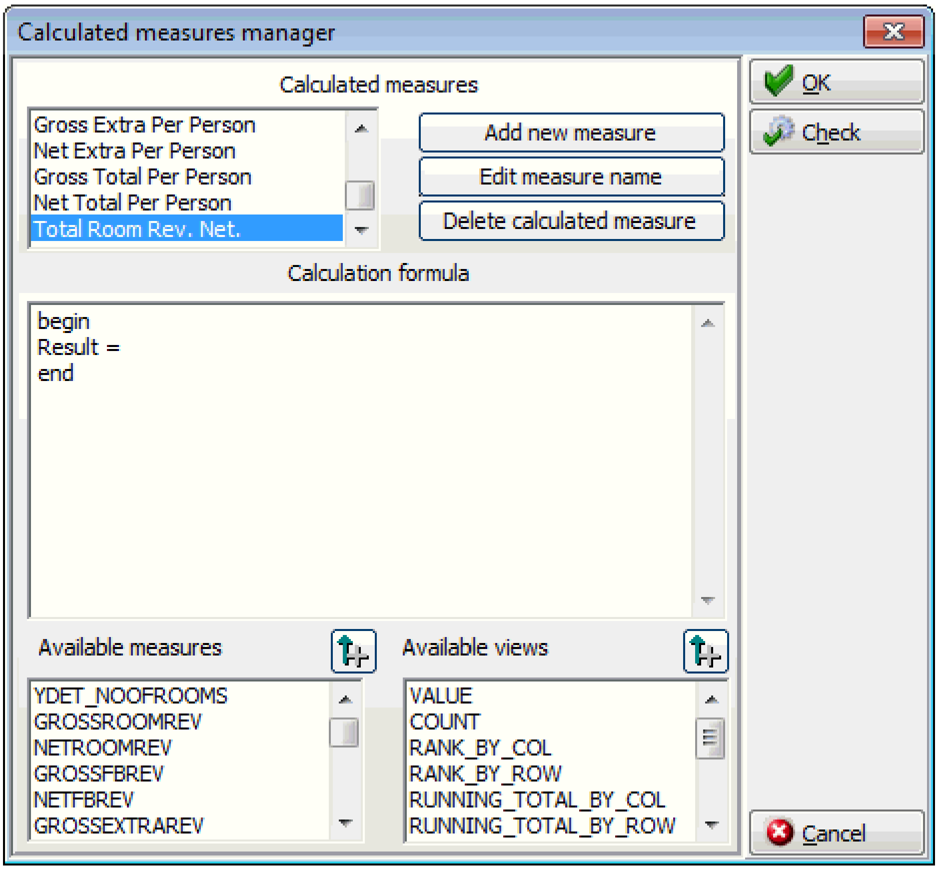


7. Select a measure and click the CALCULATE button to display the Calculated measures manager dialog box.

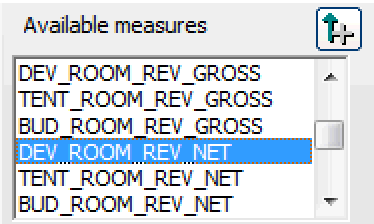


8. Click the ADD NEW MEASURE button.

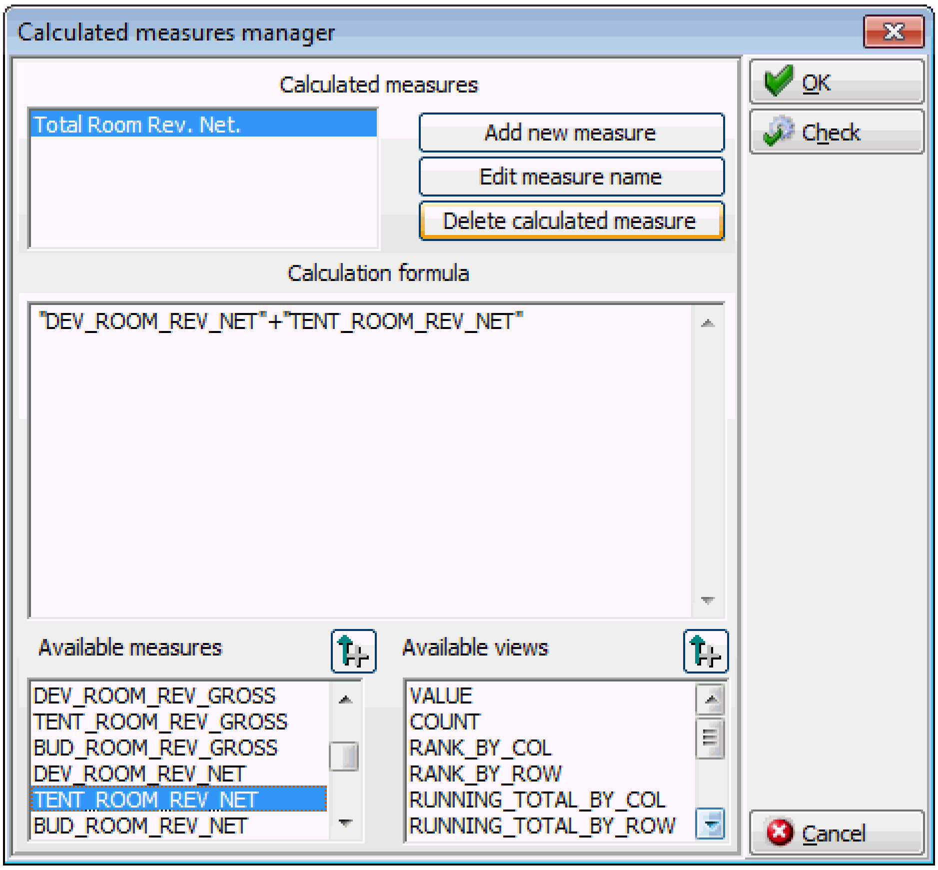
9. Enter a name for the measure, for example, "Total Room Rev. Net." and then click OK.



10. Remove the Calculation formula (begin Result = end).
11. Select the required measures from the available measures, for this example, select "DEV_ROOM_REV_NET" and click .



12. To add the tentative room revenue, enter a plus sign (+) in the calculation formula window then select "TENT_ROOM_REV_NET" and click .



13. Click the CHECK button to validate the formula.

14. Click OK to close the checked message.
15. Click OK to close the Calculated measures manager screen.

    The calculated measure can be selected from the measure manager dialog box and placed in position using drag-and-drop.

Note: Manually created measures are also exported to the XML file when using the SAVE SETUP button from the Cube Designer Menu.

Additional Information on calculated measures

PivotCube has its own mathematical expression parser to support custom formulas entered by the user. In addition to using numerical values in the formula, you can also use values from other measures (including other calculated measures). The parser supports most of the common mathematical functions, but you can extend list of supported functions via declaring own functions. To calculate own function, you need to create own event handler

Example

begin

var x;

func xy;

expr;

expr;

expr;

Result = expr;

end

Where

Expr = Measure ”+” Measure or

Measure ”-“ Measure or

Measure ”*” Measure or

Measure ”/” Measure or

Measure ”*” Constant or

Measure ”*” Var or

Measure ”*” Func or

Expr “+”(“-“,”*”,”/”) Expr or

Function(Expr)

Where

Measure = MeasureName or

“Measure Name” or

MeasureName[VIEWNAME]

Where VIEWNAME is

VALUE – measure value

RANK_BY_COL – measure rank in column order

RANK_BY_ROW – measure rank in row order

COUNT – number of records, which were aggregated to calculate measure value

ROW - total value by current measure row

COLUMN- total value by current measure column

PREV_BY_ROW – previous member by row order

PREV_BY_COL – previous member by column order

NEXT_BY_ROW – Next member by row order

NEXT_BY_COL – Next member by column order

List of supported functions:

SQRT(value)

ABS(value)

SIN(value)

COS(value)

POWER(value, power)

POWER2(value)

LOG10(value)

LN(value)

EXP(value)

NEG(value)

Example

```
begin
var a;
var b;
func xy;
a = "Summa";
b = "Count";
Result = xy(a,b);
end
```

5 Report Procedures

This option may be used to view, print and export report procedures and is accessible via the option REPORT PROCEDURES on the Miscellaneous menu.
Report Procedures are programmed reports that retrieve information from several tables and offer 'on screen' calculation and fast access to statistics. Additional functionality is given for grouping, sorting and changing the display of columns and values.

The printer setup for report procedures is defined via the option PROCEDURE REPORT PRINTER SETUP under Setup → Configuration → Global Settings → Reports → Reports tab.

Company Statistic

This option is used to produce statistics for all or for a specific company, agent or source profile and is accessible via the option REPORT PROCEDURES on the Miscellaneous menu.
The report can be calculated for a specific time period, by selected country, by zip code range and by a minimum revenue amount.
Statistics displayed include room nights, average room rate, various categories of revenues and revenues per person, day use, arrivals, cancellations and no-show reservations.

How to run the company statistics report procedure

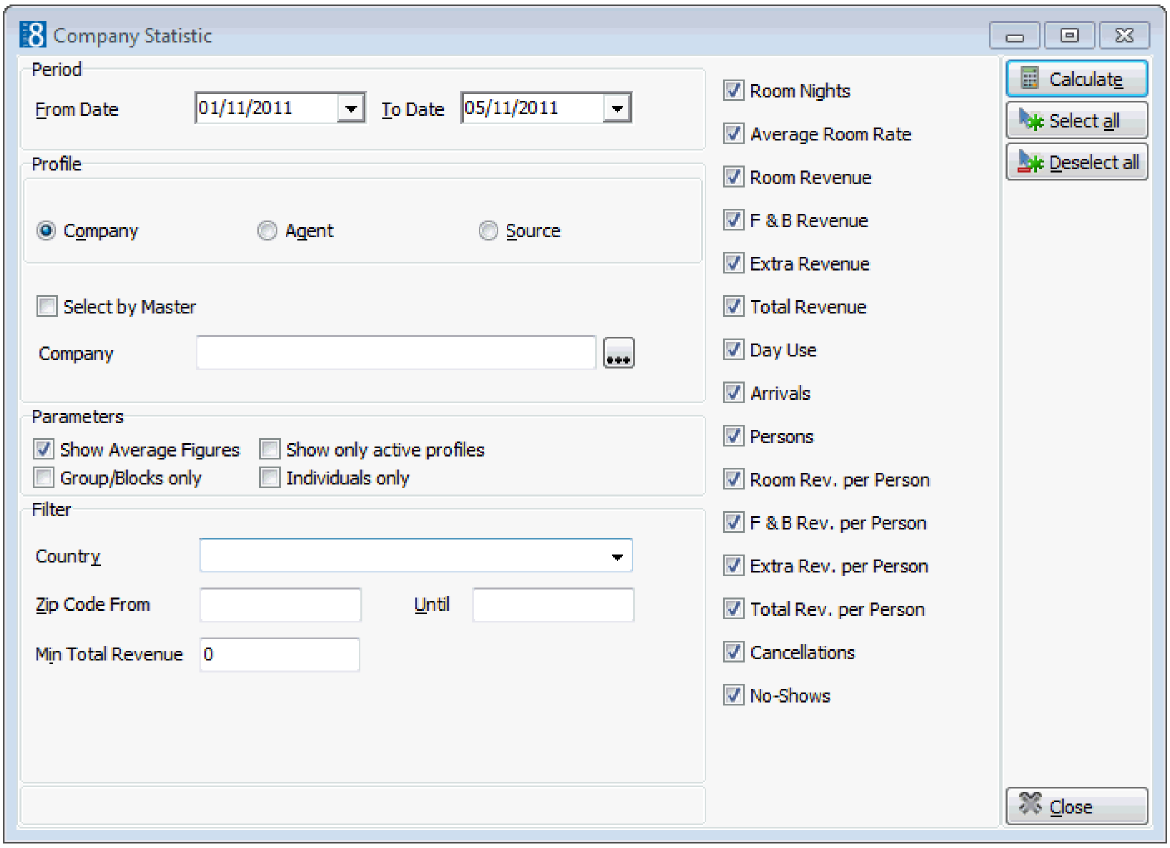
1. Click the MISCELLANEOUS menu and select REPORT PROCEDURES.

   The available report procedures are displayed.

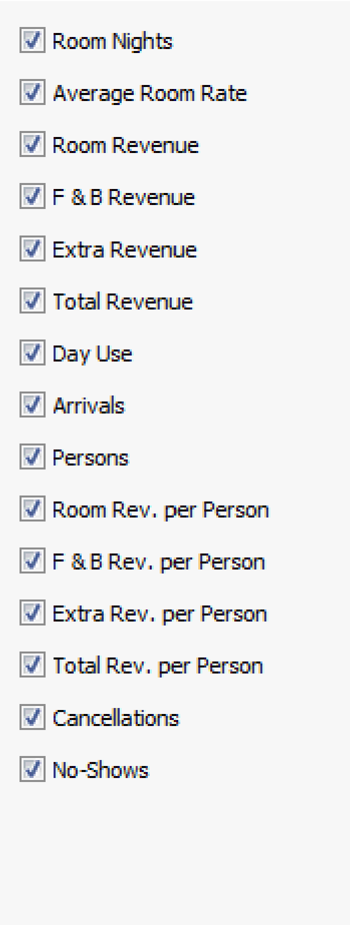
2. Select COMPANY STATISTIC.

   The Company Statistic screen is displayed divided into two sections

   - Date, Profile, Parameter and Filter criteria are entered on the left-hand side.
   - The calculations to be included in the report are selected on the right-hand side.

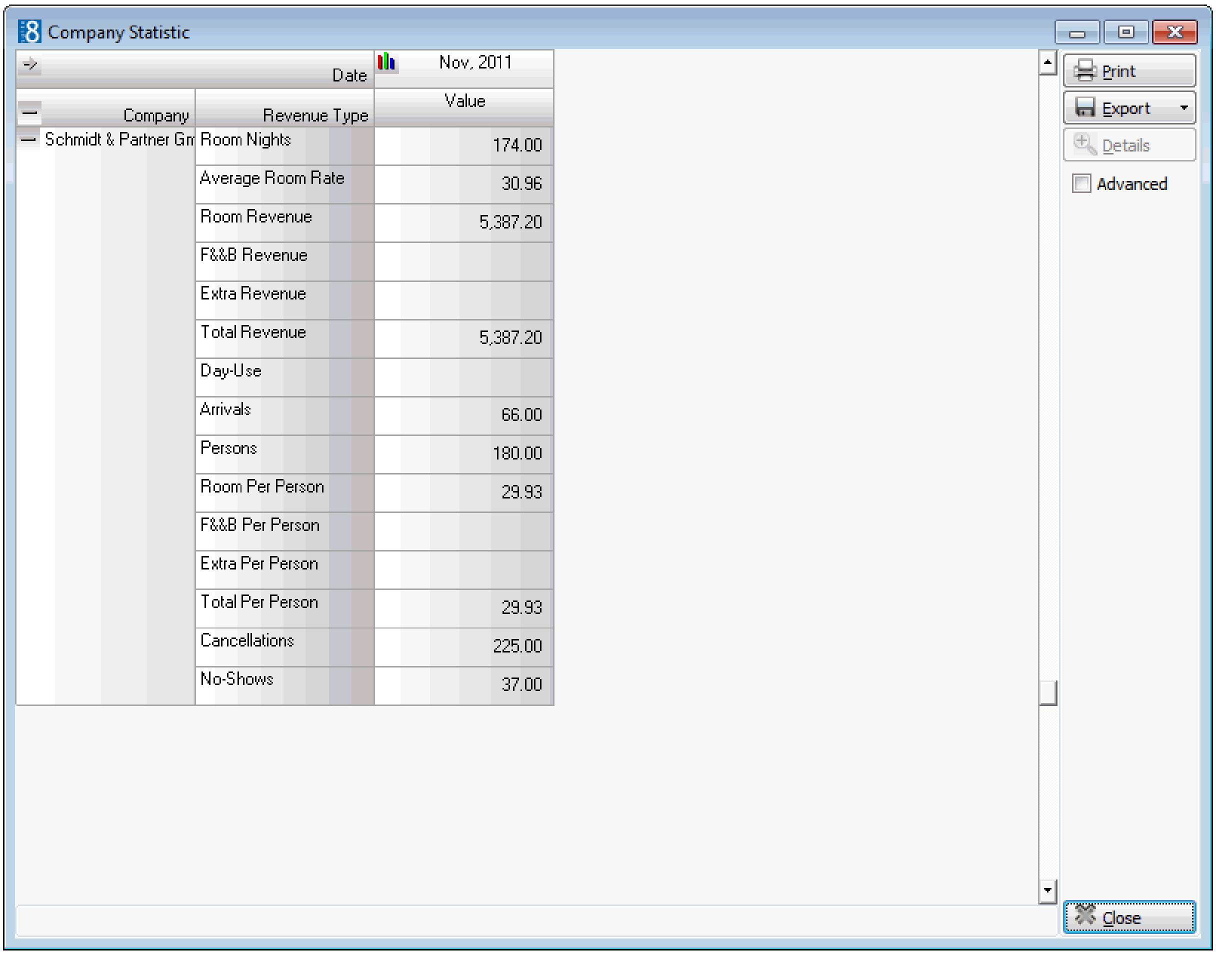


3. Select the FROM DATE and TO DATE; by default the dates are from the first of the current month until the date before the current date.
4. Select if the report is to be run for COMPANY, AGENT or SOURCE profiles.
5. Select if the report is to SHOW AVERAGE FIGURES; this option is not available if SHOW DETAILS is selected
6. Select SHOW ONLY ACTIVE PROFILES to display statistics for profiles with the status active; if not selected then statistics for profiles with the status inactive will be included.
7. Select GROUPS/BLOCKS ONLY to display statistics only for profiles linked to a group or a block.
8. Select INDIVIDUAL ONLY to display statistics only for profiles linked to an individual profile.
9. If either GROUPS/BLOCKS ONLY or INDIVIDUALS ONLY is selected then the option SHOW DETAILS can be selected; statistics details are then displayed per group, block or individual profile.
10. In the Filter section select the required COUNTRIES, ZIP CODE range and the MIN TOTAL REVENUE to be displayed.
11. On the right-hand side of the screen select the calculations to be included in the report.



12. Click the CALCULATE button.

    The report is calculated and the Company Statistic cube report displayed. The columns can be sorted by clicking on the column label.

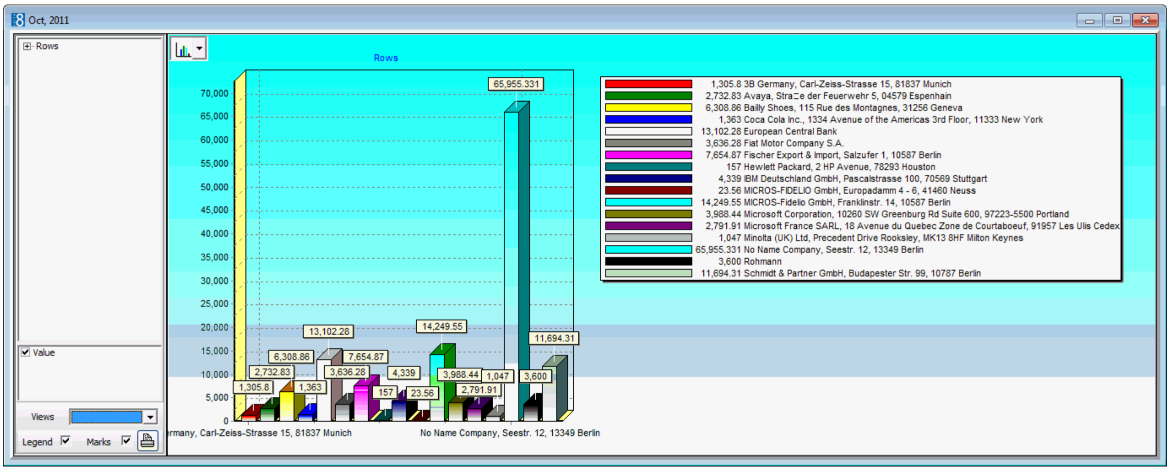


13. Click PRINT to print the report or click EXPORT to export the report to either an Excel or HTML format.
14. Click CLOSE to close the report.
15. Click CLOSE to exit the Company Statistic screen.

How to display the calculated results graphically

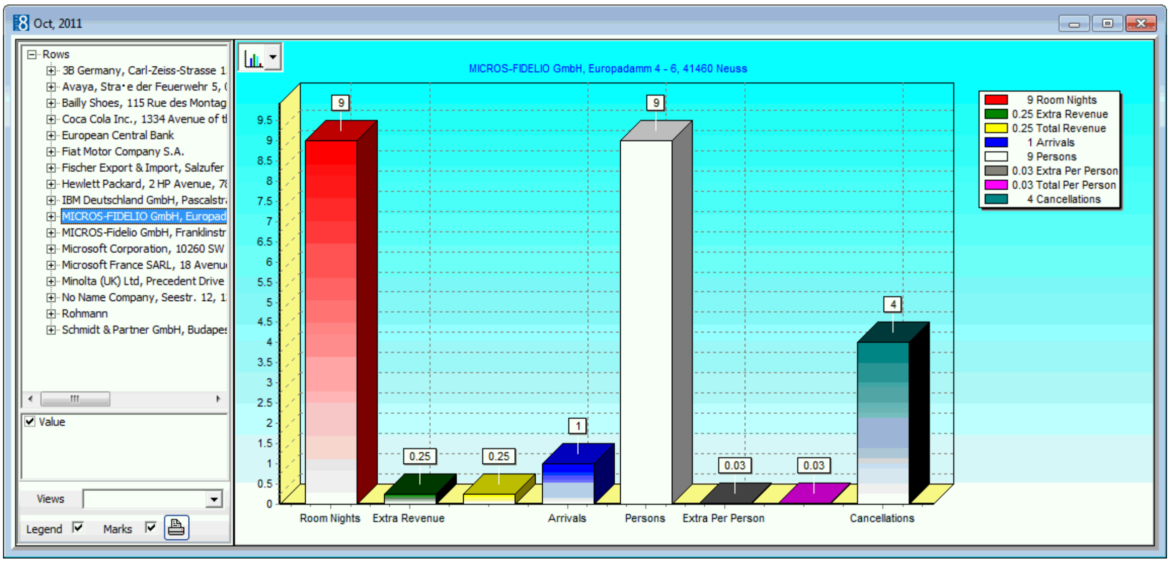
1. Click the MISCELLANEOUS menu and select REPORT PROCEDURES.
2. Select COMPANY STATISTIC to display the Company Statistics screen.
3. Complete the report criteria and select the calculations to be included in the report.
4. Click CALCULATE to display the report.
5. Click the Graphical Display icon  at the top of the screen.

   The report is displayed in graphical format.



6. Rows and columns can be selected to be displayed in a graphical format; expand the ROWS option and select an item to be displayed.

   In this example we have selected MICROS-Fidelio GmbH.



7. The legend and the captions can be toggled on and off as required via the LEGEND and MARKS check boxes.

8. Click the  at the top of the screen to close the graphical display.

9. Click CLOSE to close the report and then click CLOSE to exit the Company Statistic screen.

How to display the advanced report options

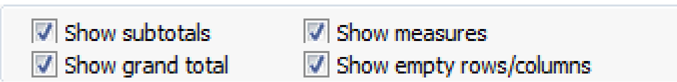
1. Click the MISCELLANEOUS menu and select REPORT PROCEDURES.

2. Select COMPANY STATISTIC to display the Company Statistics screen.

3. Complete the report criteria and select the calculations to be included in the report.

4. Click CALCULATE to display the report.

5. Select the ADVANCED check box; the following options are added to the top of the screen.

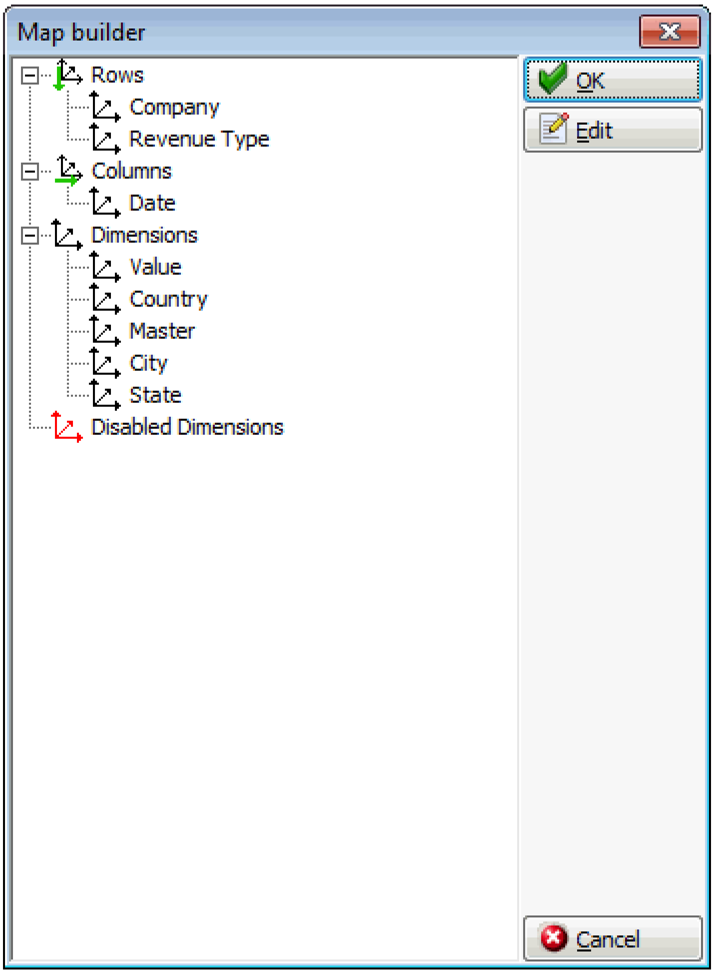


- Show subtotals - displays a sub-total of the selected statistics for each profile.
- Show measures - displays the report measures.
- Show grand total - displays a grand total of the selected statistics for all the profiles selected.
- Show empty rows/columns - includes all rows and columns even if they are blank.
- Map Builder - used to create groups and drag dimensions into the different groups. Additionally, filter options by Dimensions can be entered, for example City, State or Room Type.
- Measure Manager - enables the measures of the report procedure or report cube to be changed.

How to change criteria via the map builder

1. Click the Map Builder Icon  to display the Map builder dialog box.

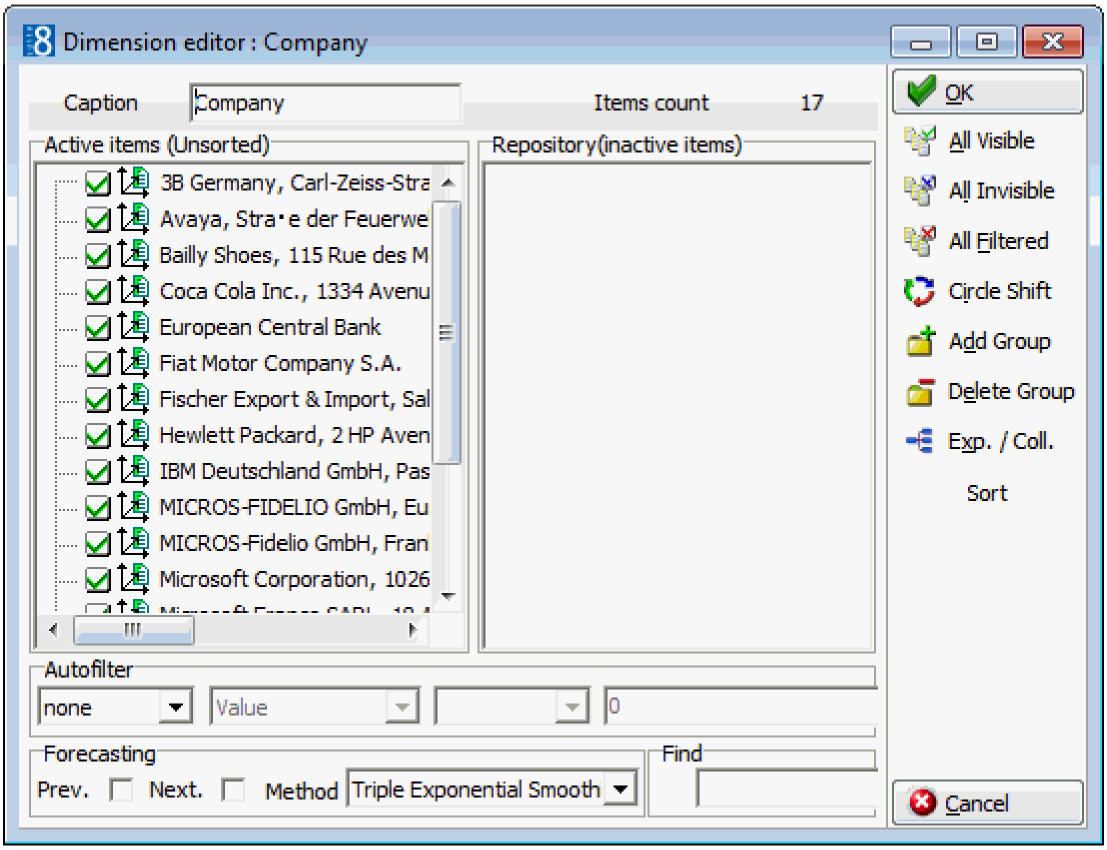
   The map builder dialog box shows the rows, columns and dimensions (values) and their current link.

2. Select the Row, Column or Dimension to be changed and click Edit.

   The Dimension editor screen is displayed divided into two sections:

   - Active items (unsorted)
   - Repository (inactive items)



3. For an explanation of the dimension editor options, see the Dimension Editor table below.
4. Click OK to save the changes or click CANCEL to exit the Dimension editor without saving the changes.

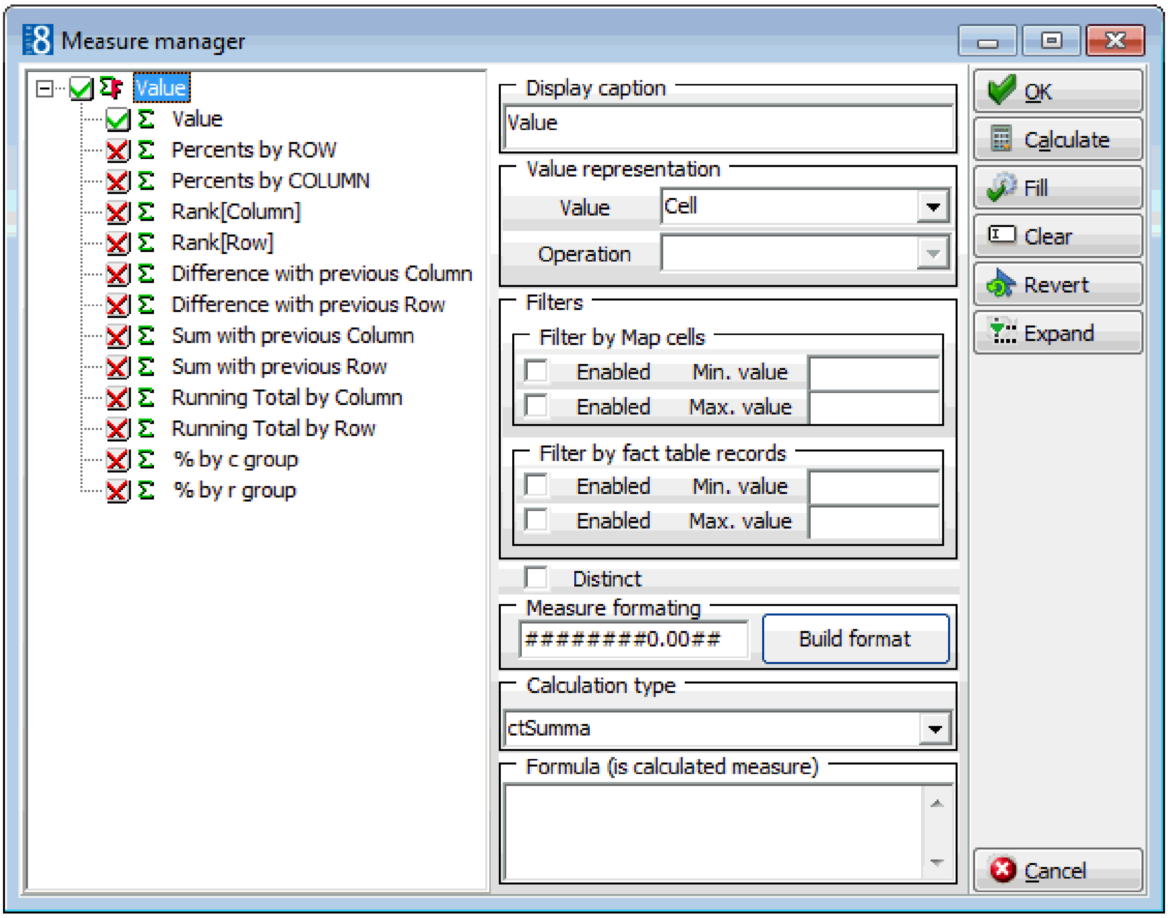
Dimension editor dialog box

Field/Button	Definition
Enable prev. forecast value	Previously created forecast values will be included.
Enable next. forecast value	Generates a new forecast.
All Visible	Marks all dimensions as visible.
All Invisible	Marks all dimensions as not visible.
All Filtered	Sets all dimensions to filtered state.
Circle Shift	Circular shift of dimension state from visible to invisible, invisible to filtered and filtered to visible.
Add Group	Adds a new group, items can be places in the new group using drag & drop.
Delete Group	Deletes the selected group
Exp. / Coll.	Expands or collapses the tree nodes.

How to change measure manager options

1. Click the Measure Manager Icon  to display the Measure Manager dialog box.

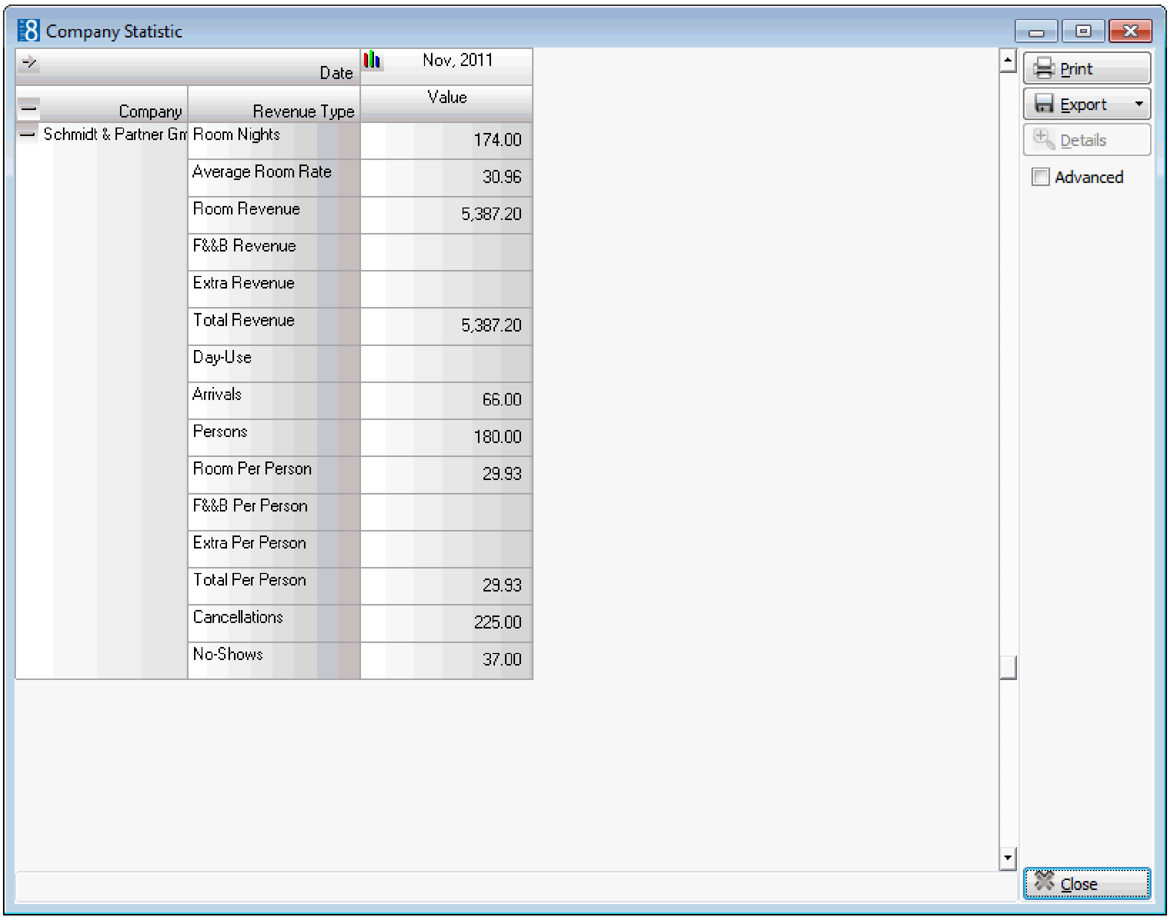
   The Measure manager may be used to change the Display caption, the Value representation and to set Filters.



2. Make the changes required and click OK to save the measure manager changes.

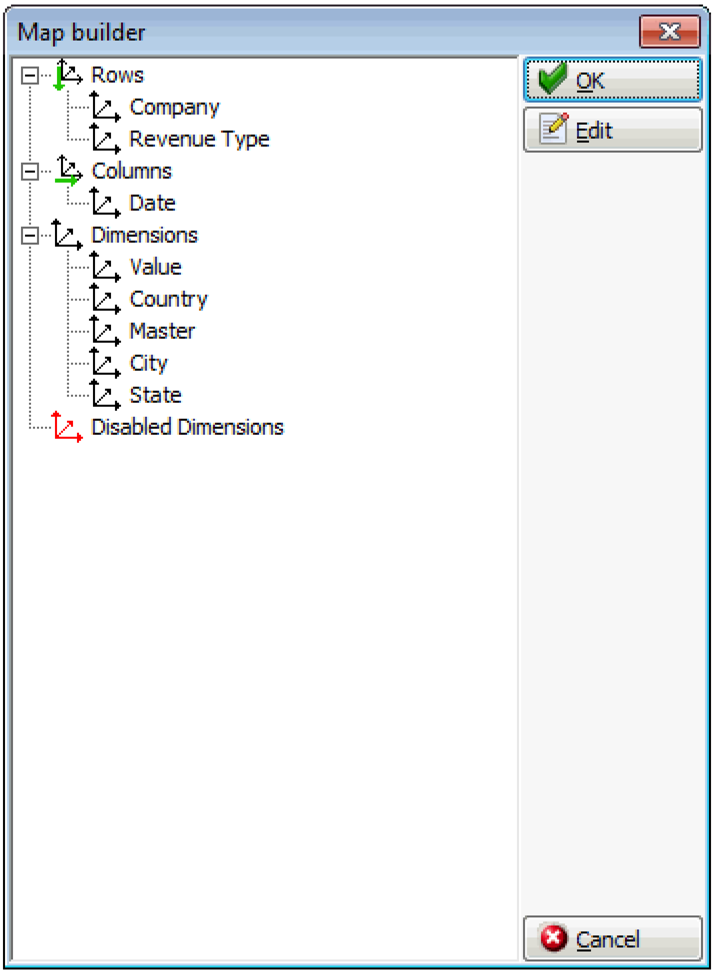
Example: How to build company statistics by country

1. Click the MISCELLANEOUS menu and select REPORT PROCEDURES.
2. Select COMPANY STATISTIC to display the company statistics screen.
3. Complete the report criteria and select the calculations to be included in the report.
4. Click CALCULATE to display the report.



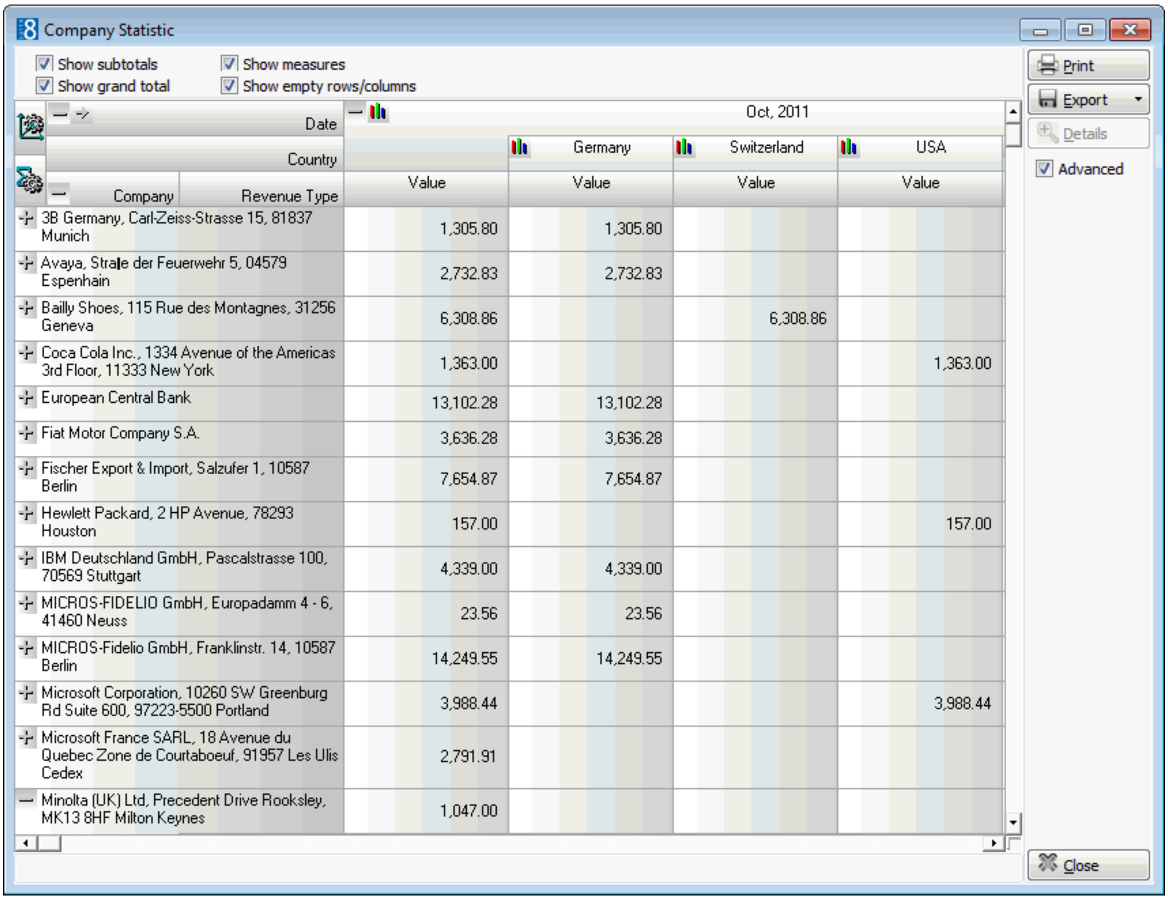
5. Select the ADVANCED check box.

6. Click the Map Builder icon  on the upper left corner to display the Map Builder screen. Here you can adjust the rows, columns and dimensions of the report.



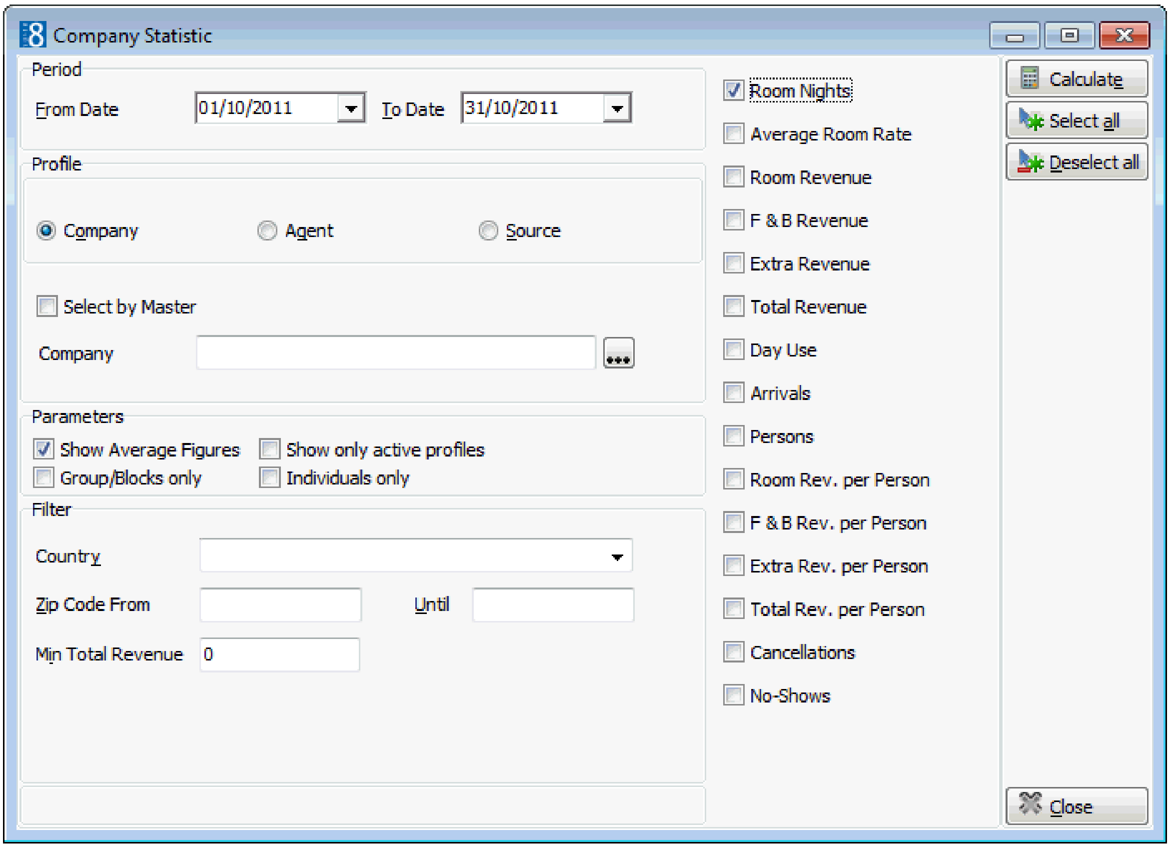
For example you could move COUNTRY from the Dimension section to the Column section.

7. Click OK, the report still shows company statistics per company by date, but that data is now further split by country.

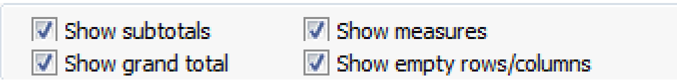


Example: How to create a top producer by room night report for all companies located in a certain city

1. Click the MISCELLANEOUS menu and select REPORT PROCEDURES.
2. Select COMPANY STATISTIC to display the company statistics screen.
3. In the FROM DATE and TO DATE fields enter required date range, it must be a date range in the past.
4. Select the PROFILE type COMPANY.
5. In the COUNTRY box click the drop-down arrow and select the country code required.
6. Click the DESELECT ALL button to deselect all the criteria on the right-hand side and then select only the ROOM NIGHTS check box.

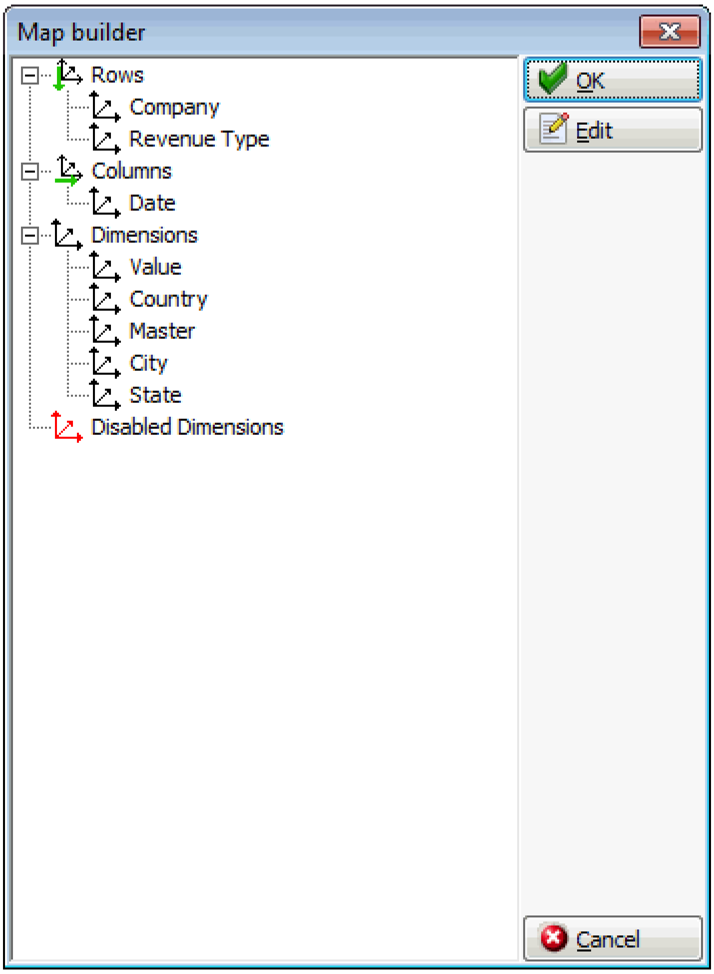


7. Click CALCULATE to generate the cube report.
8. Select the ADVANCED check box from the column on the right-hand side; this will display some additional options at the top of the screen.

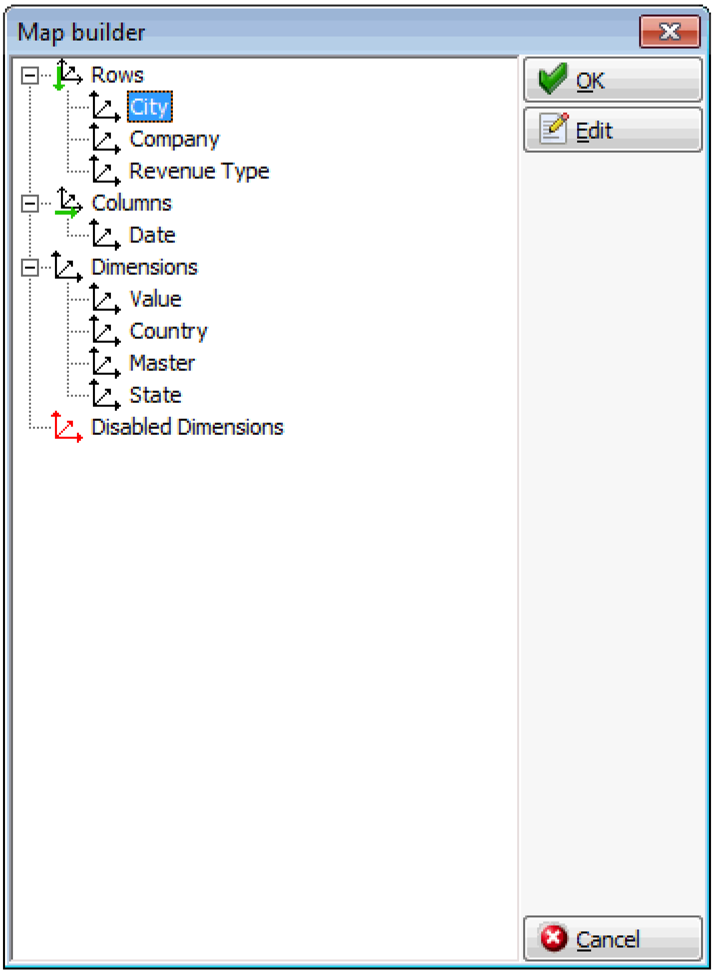


9. Select the options SHOW SUBTOTALS, SHOW GRAND TOTAL and SHOW MEASURES.
10. Click the Map Builder Icon  to display the Map builder dialog box.

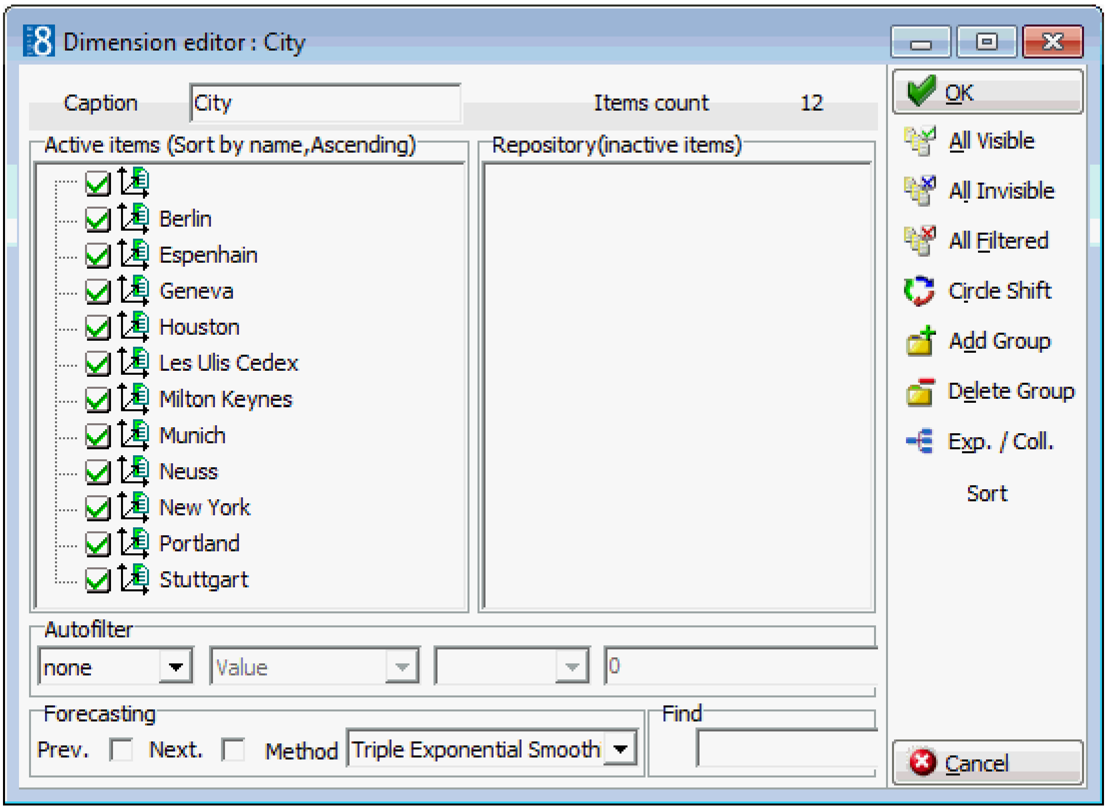
    The map builder dialog box shows the rows, columns and dimensions (values) and their current link.



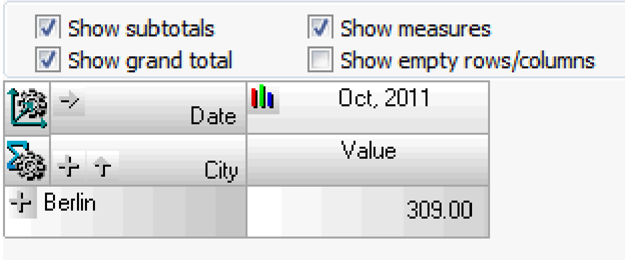
11. Drag the dimension CITY from the Dimensions section up to the Rows section so that City is listed first.



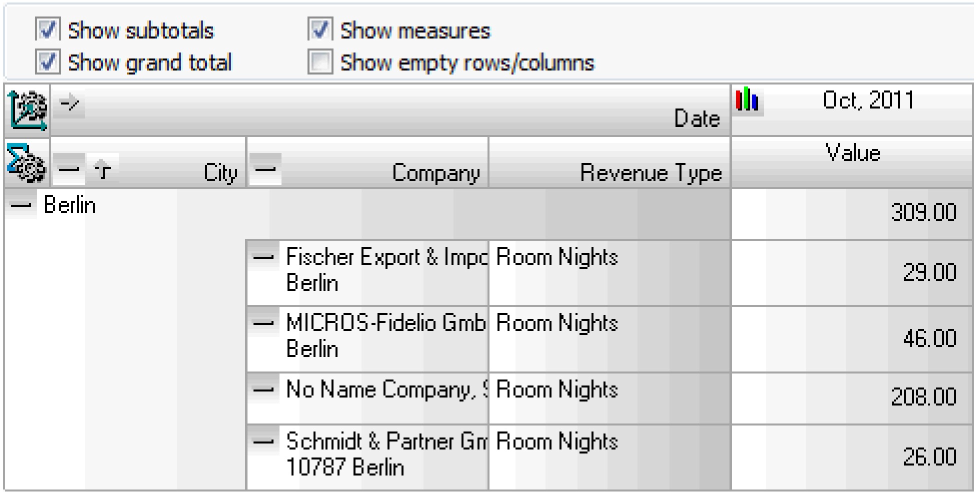
12. With the cursor still on CITY, click EDIT to display the Dimension editor screen for City.



13. Click the ALL FILTERED button; this will place a red cross next to everything in the ACTIVE ITEMS (UNSORTED) panel.
14. Locate the city for which you want to list the company top producers by room night, click once on the red cross next to it to change this to a green tick mark.
15. Click OK to close the Dimensions editor screen and then click OK to close the map builder so that the cube report is re-displayed.



16. Click the next to CITY to expand the results and then click on VALUE to sort the results in descending order.



This report can now be exported to an excel spreadsheet or html file as desired.

6 Calendar Events

This option may be used to enter or view calendar events and is accessible via the option CALENDAR EVENTS on the MISCELLANEOUS menu.
Both current and past calendar events can be displayed starting from a specified date. Calendar events can be used to indicate a special event, bank holiday or fair and are displayed in Fidelio as follows:

- The Conference Diary (F3)
- The Calendar (F4)
- The Availability Screen (CTRL + D)
- The Room Rack (CTRL + L)

In addition customer profiles can be linked to a calendar event and are displayed with the calendar event on the Calendar Events report.
A calendar event can be defined with the following information:

- Dates and times
- Type of event
- Linked to a location; the list of restaurants, public places and function spaces is displayed.
- A ticket price, the default department code for the ticket is defined on the event type configuration.
- (This option is for the future functionality of being able to book calendar events via the Suite8 home page, but is not yet available in V8.9)
- The projected number of attendees can be entered on the profile tab
- The actual number of attendees are calculated based on the number of persons on the linked profiles.
- The maximum number of tickets that can be sold for a calendar event on the Suite8 homepage can be defined on the calendar event.
- Calendar events can be viewed in the Suite8 homepage

The calendar events screen is divided into 2 sections:

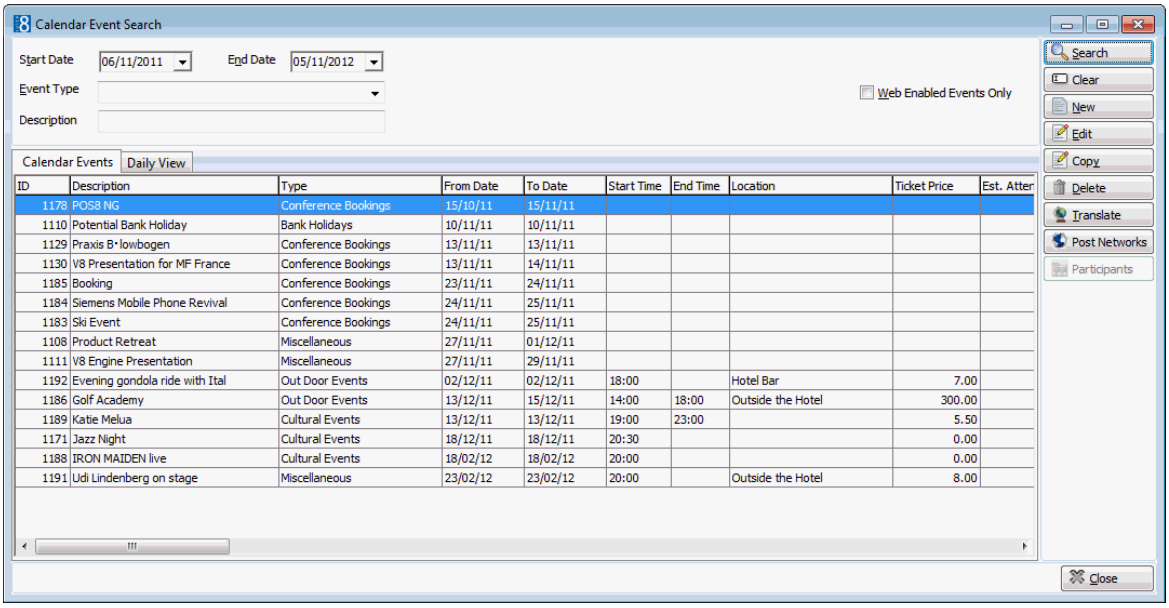
- The upper section consists of search criteria.
- The lower section is divided into two tabs:
  - Calendar Events - displays a summary of the calendar events including the event type, description and dates, and the number of customer profiles attached to the event.
  - Daily View - displays the calendar events per day.

The grid display order can be customised by clicking the column heading on which the display order should be sorted.

How to access and search for a calendar event

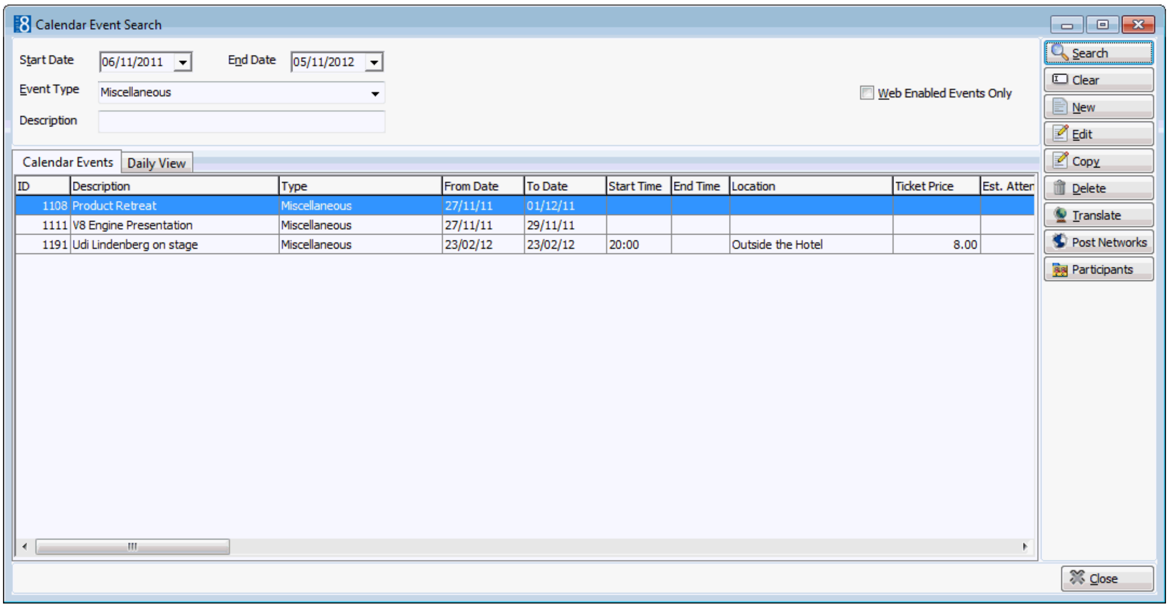
1. Click the MISCELLANEOUS menu and select CALENDAR EVENTS.

   The Calendar Event Search screen is displayed.



2. The START DATE defaults to today's date and the END DATE defaults to one year from today.
3. Select an EVENT TYPE to limit the search to a specific type of event.
4. In the DESCRIPTION box enter the event name to limit the search to a specific name.
5. Click SEARCH.

   All calendar events which meet the search criteria are displayed summarized in the Calendar Events tab.
6. Click the DAILY VIEW tab to display the events per day.



7. To exit the Calendar Events screen, click CLOSE.

The option to display the Web tab on a calendar event is controlled by the parameter USE WEB FUNCTIONALITY under Setup → Configuration → Global Settings → Generic → Generic 4 tab → Calendar Events. The display of the Web tab per calendar event is controlled by the parameter WEB ENABLED under Setup → Configuration → Calendar Events. This parameter has to be activated for each calendar event type that should be web enabled.

The option to display the Profile tab on a calendar event is controlled by the parameter USE ATTENDEE LIST under Setup → Configuration → Global Settings → Generic → Generic 4 tab → Calendar Events. The display of the Profile tab per calendar event type is controlled by the parameter USE ATTENDEE LIST under Setup → Configuration → Calendar Events. This parameter has to be activated for each calendar event type that requires the profile tab to be displayed.

The public locations are defined via the option PUBLIC PLACES under Setup → Configuration → Miscellaneous.

The restaurant locations are defined via the option RESTAURANTS under Setup → Configuration → Table Reservations.

The conference room locations are defined via the option CONFERENCE ROOMS under Setup → Configuration → CCM → Function Space Definition.

New Calendar Event

To create a new event

1. Click the MISCELLANEOUS menu and select CALENDAR EVENTS.

   The Calendar Events screen is displayed.

2. Click the NEW button.

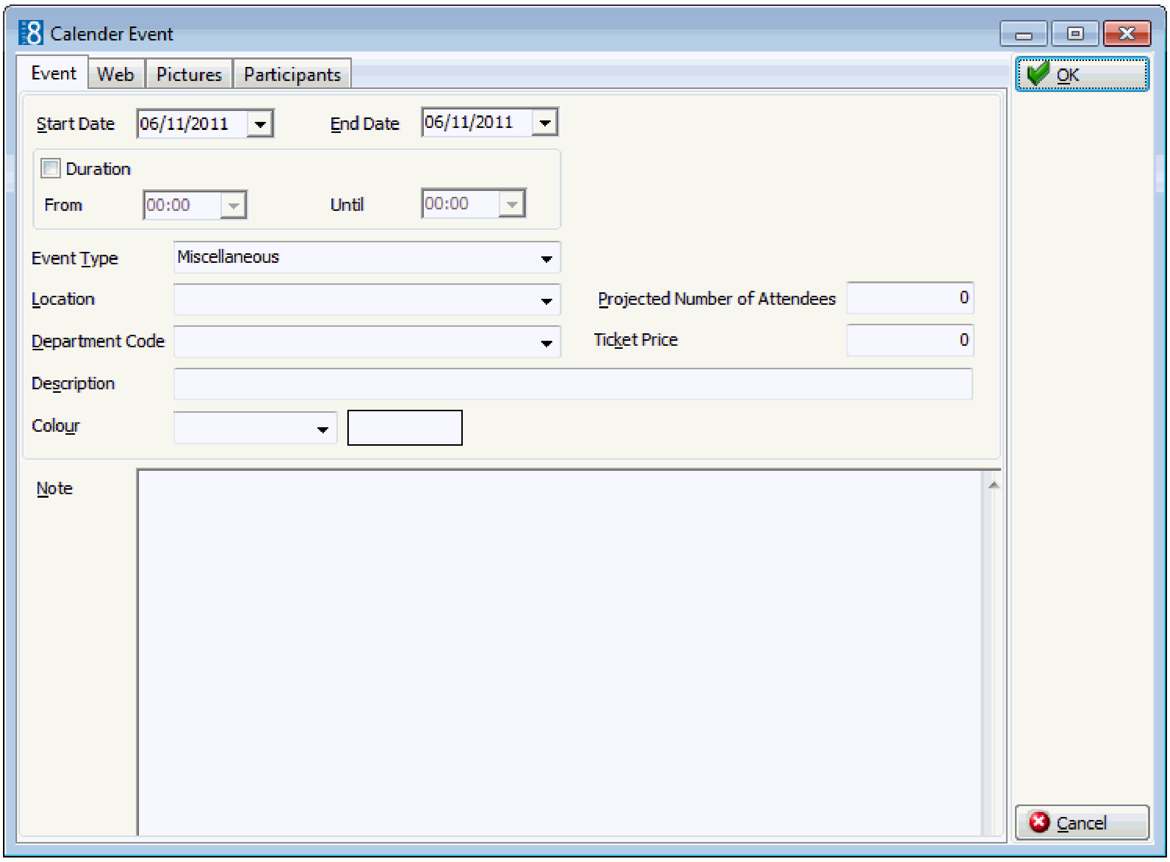
   The Calendar Event dialog box is displayed divided into several sections, each one represented by a tab:

   EVENT - used to define the basic calendar event details.

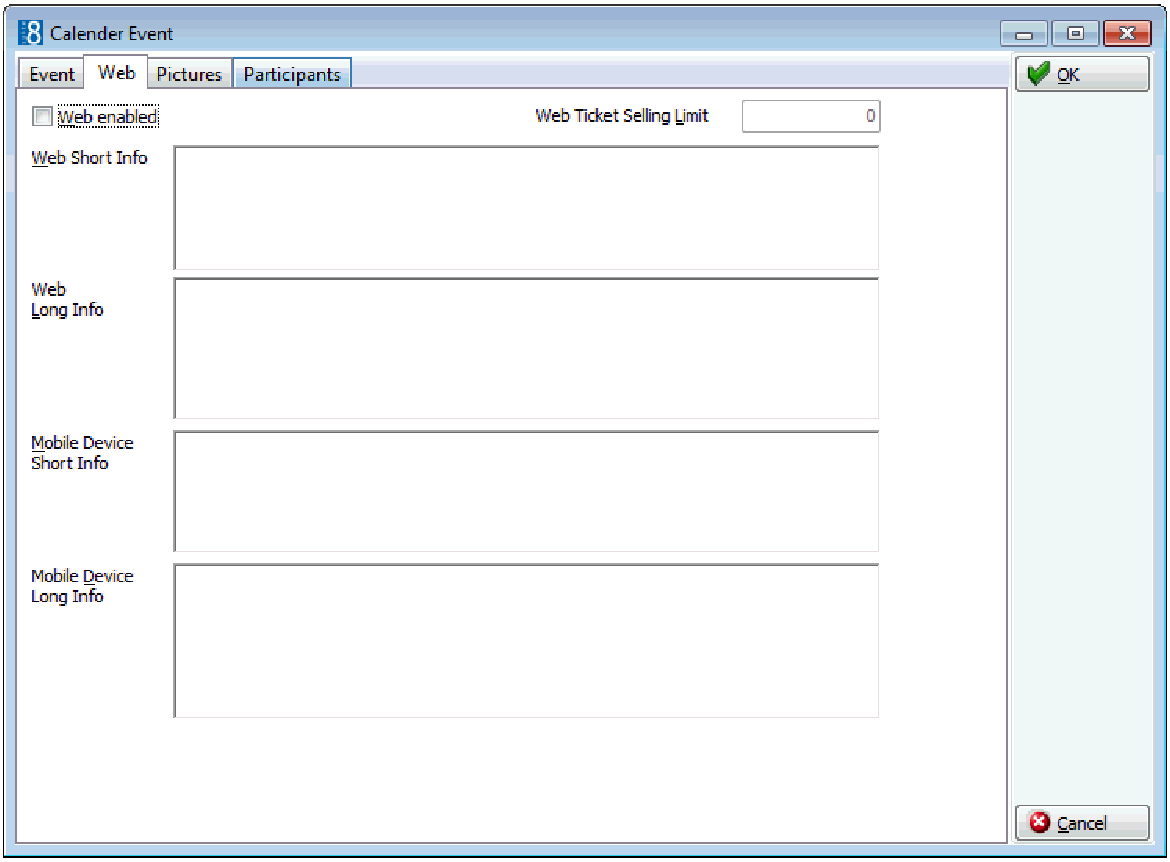
   WEB - used to define the short and long descriptions of the event for the Suite8 home page and mobile devices; this tab is parameter controlled.

   PICTURES - used to add a picture or photograph of the event.

   PARTICIPANTS - used to link profiles to the calendar event; this tab is parameter controlled.



3. Type the starting date for the calendar event in the START DATE box **or** click the drop down arrow and select a date from the calendar.
4. Type the end date in the END DATE box **or** click the drop down arrow and select a date from the calendar.
5. If the calendar event is for a specific time period, select DURATION and enter the FROM and UNTIL times.
6. In the EVENT TYPE box click the drop-down arrow and then select the event type.
7. Select the LOCATION of the calendar event from the list of public places, restaurants and conference rooms.
8. If required, enter the PROJECTED NUMBER OF ATTENDEES that are expected to attend this event.
9. If the event type has been defined with a DEPARTMENT CODE then this will be completed automatically, but may be changed as required.
10. In the TICKET PRICE box a price can be entered if required.
11. In the DESCRIPTION box enter the description of the calendar event.
12. In the COLOUR box select the colour in which the calendar event should be displayed.
13. In the NOTE box you can enter additional comments.
14. Click the WEB tab to enter the details to be displayed on the web or on a mobile device; see the Web Tab table for details.



15. Click the PICTURES tab to add a picture to be displayed on the web; see the Pictures Tab table for details.
16. Click the Participants tab to link profiles to the calendar event; see Linking Profiles to a Calendar Event
17. Click OK to save the calendar event.

Web tab

Field	Definition
Web enabled	Defines if the event is to be displayed on the web.
Web Ticket Selling Limit	Defines the maximum number of tickets that can be sold via the Suite8 homepage. (This option is for the future functionality of being able to book calendar events via the Suite8 home page, but is not yet available in V8.9)
Web Short Information	The short description of the calendar event for the web when using Suite8 homepage.
Web Long Information	The long description of the calendar event for the web when using Suite8 homepage.
Mobile Short Information	The short description of the calendar event to be displayed on mobile devices with Suite8 homepage.
Mobile Long Information	The long description of the calendar event to be displayed on mobile devices with Suite8 homepage.

Pictures tab

Field	Definition	Legal Values
Description	Description of the image.	Up to 30 characters of text.
Image Type	Defines if the image is a web picture, mobile device picture, a thumbnail or a full picture.	Select from list box.
Web enabled	Defines if the picture is available to display on the Suite8 homepage.	Check: YES Blank: NO
Scan	Used to scan a picture.	
Linked Pic	Used to link a picture.	
Browse	Used to select a picture from a path.	

Note: When using Suite8 homepage, linked pictures are automatically downloaded to the Web Server via XML interface. The download happens when new pictures are added or if a picture is changed.

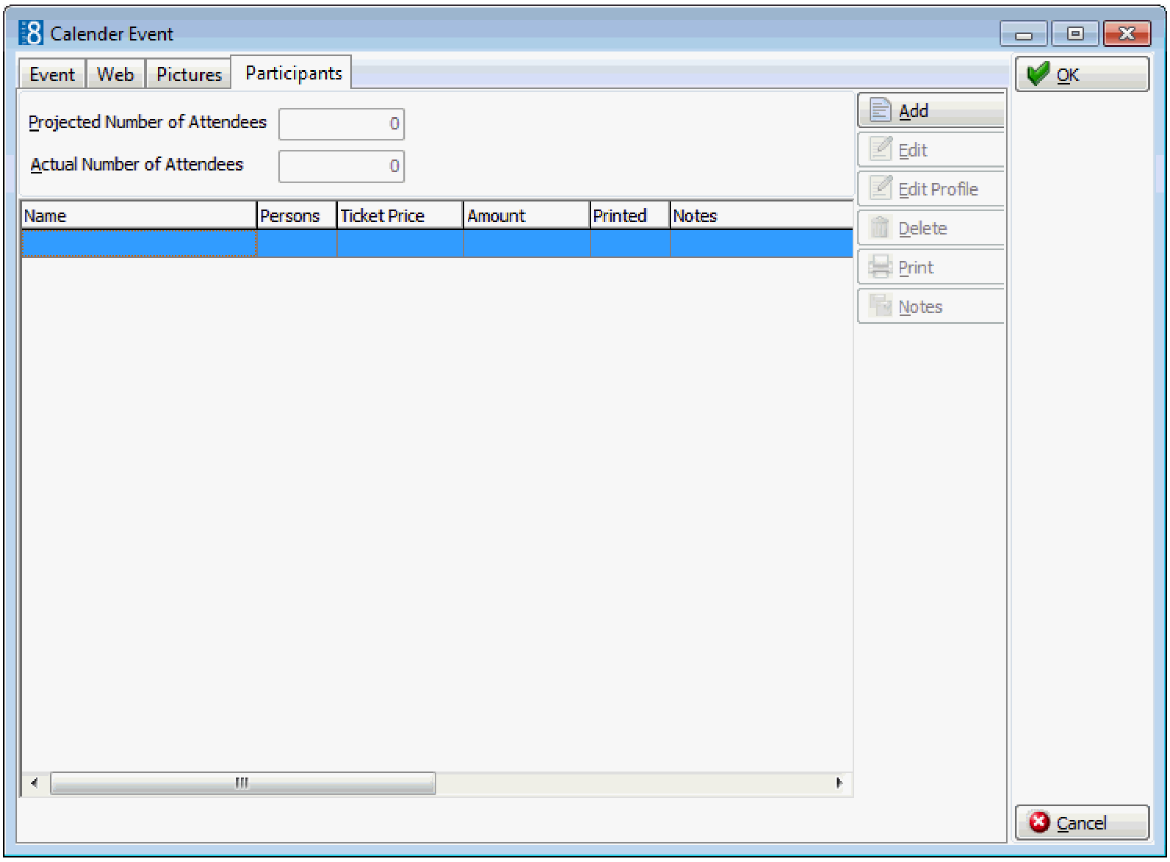
Note: A new event can also be entered by selecting CALENDAR from the CUSTOMER RELATION menu.

Linking Participants to a Calendar Event

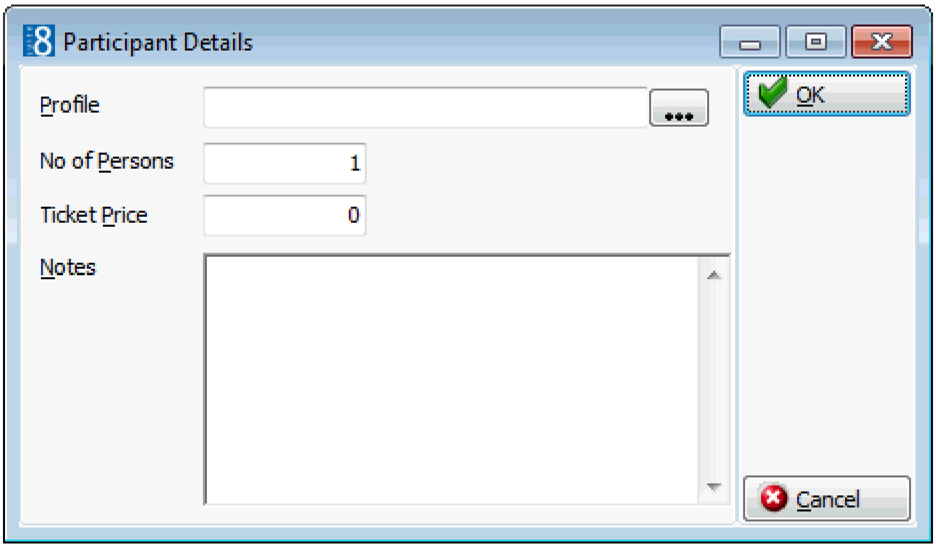
Customer profiles can be linked to a calendar event and displayed along with the calendar event on the report FCR_PMS_3906_CALENDAR_EVENTS.rpt.

How to link profiles to a calendar event

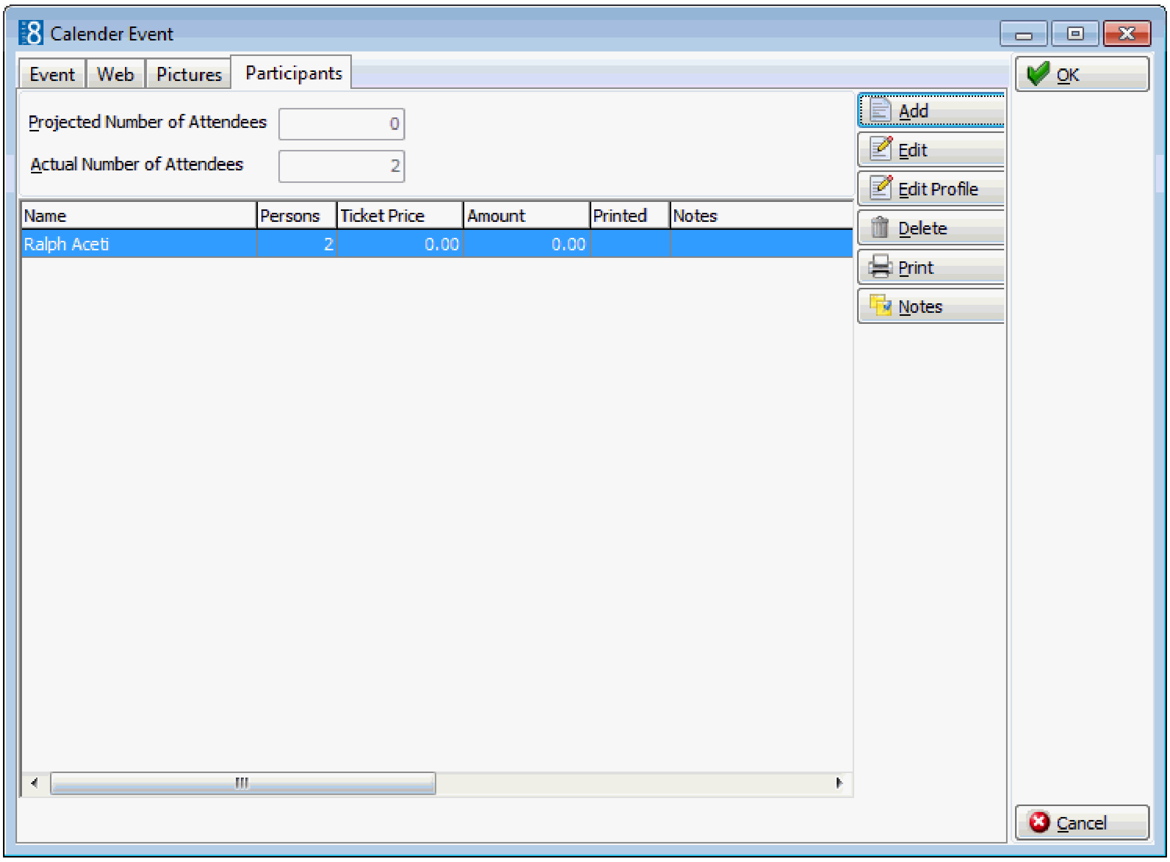
1. Select the PROFILE tab.



2. The PROJECTED NUMBER OF ATTENDEES is read-only; details are taken from the Event tab.
3. The ACTUAL NUMBER OF ATTENDEES is read-only and is completed based on the number of linked profiles.
4. Click ADD; the Participant Details dialog box is displayed.



5. Use the  button to locate the required profile or create a new individual profile via the New Profile button.
6. Enter the No. of Persons associated with this profile.
7. Enter the Ticket Price if applicable.
8. In the Notes box you can enter additional comments.
9. Click the OK button to add the profile to the calendar event.



10. Repeat steps 4 -8 to add additional profiles to the calendar event.
11. Click OK to close the Calendar Event dialog box.

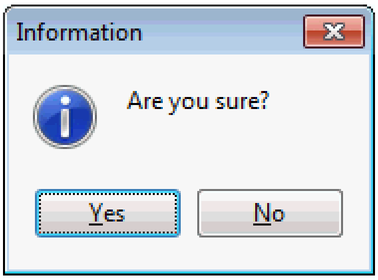
How to delete linked profiles from a calendar event

1. Click the Miscellaneous menu and select Calendar Events.

   The Calendar Events screen is displayed.
2. Select the calendar event to be edited and click Edit.

   The Calendar Event dialog box is displayed.
3. Click the Profile tab.
4. Select the profile to be deleted and click Delete.

   A confirmation message is displayed.



5. Click YES to remove the profile from the calendar event.
6. Click OK to close the Calendar Event dialog box.

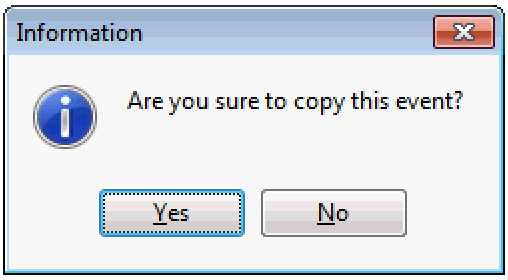
Note: The printing of calendar events from the profiles tab requires a section role called Calendar Event to be added to reports and report templates used in this section need the following parameters: 'event_id (ycevid)' and 'profile_id (xcmsid)'.

Copying a Calendar Event

To copy a calendar event

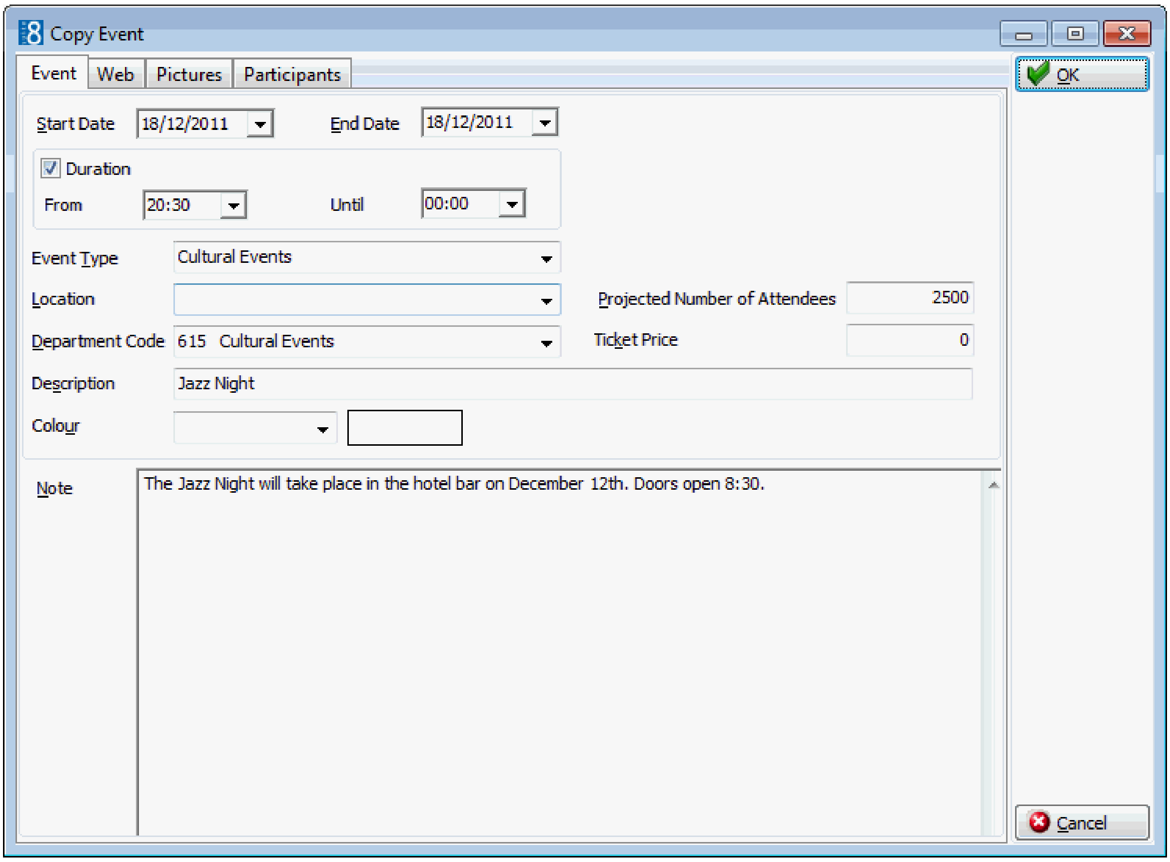
1. Click the MISCELLANEOUS menu and select CALENDAR EVENTS.

   The Calendar Events screen is displayed.
2. Point to the calendar event to be copied.
3. Click COPY; a confirmation message is displayed.



4. Click YES to copy the event.

   The Copy Event dialog box is displayed.



5. Make any changes necessary.
6. Click OK to save the event.

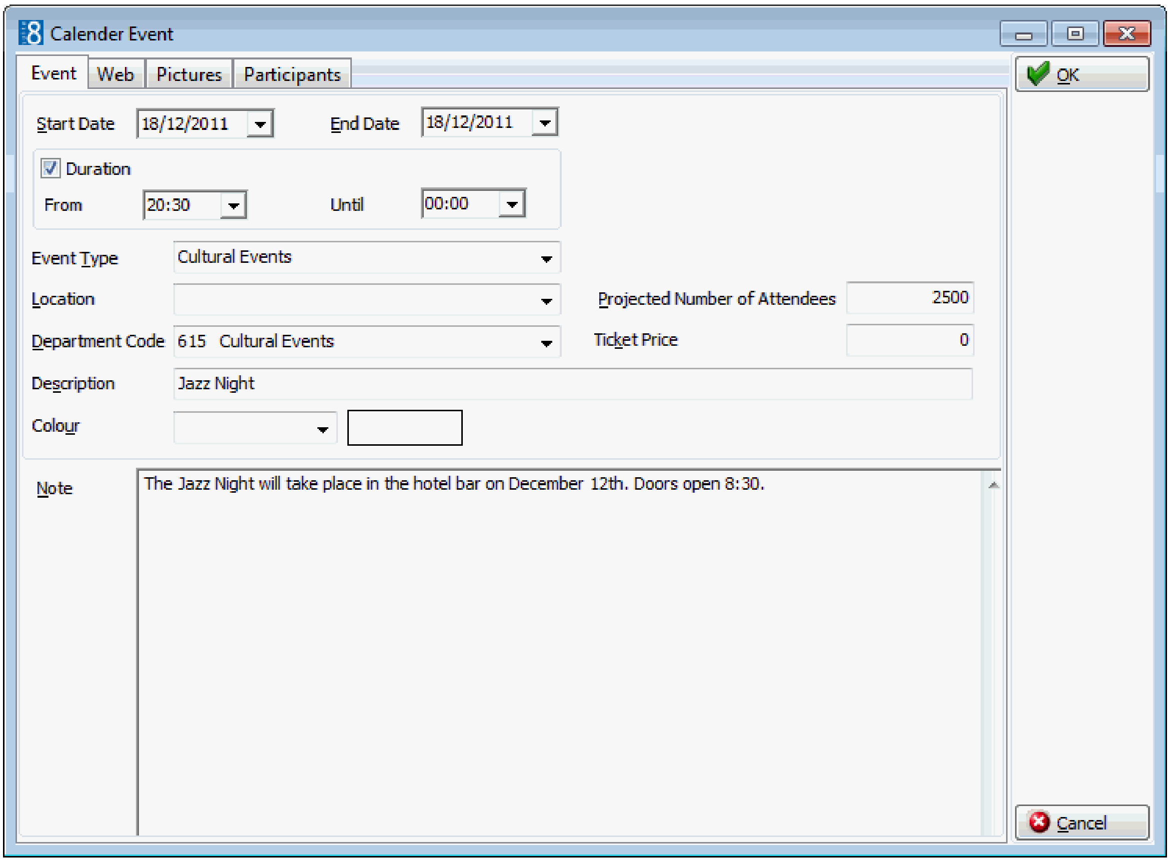
Note: Linked profiles are not copied when copying an event.

Editing a Calendar Event

To edit a calendar event

1. Click the MISCELLANEOUS menu and select CALENDAR EVENTS.

   The Calendar Events screen is displayed.
2. Point to the calendar event to be edited.
3. Click EDIT, the Calendar Event dialog box is displayed.



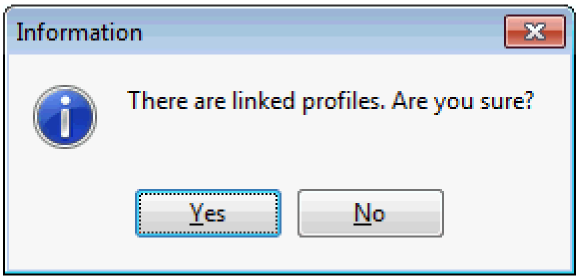
4. Make any changes necessary.
5. Click OK to save the changes.

Deleting a Calendar Event

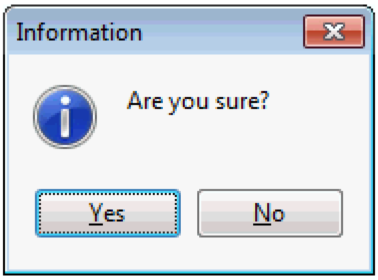
To delete a calendar event

1. Click the MISCELLANEOUS menu and select CALENDAR EVENTS.

   The Calendar Events screen is displayed.
2. Point to the calendar event to be deleted.
3. Click DELETE, if there are profiles linked to the calendar event then the confirmation message "There are linked profiles. Are you sure?" is displayed.



4. If there are no linked profiles then the confirmation message "Are you sure" is displayed.



5. Click YES to delete the event.

Post Calendar Event to a Social Network

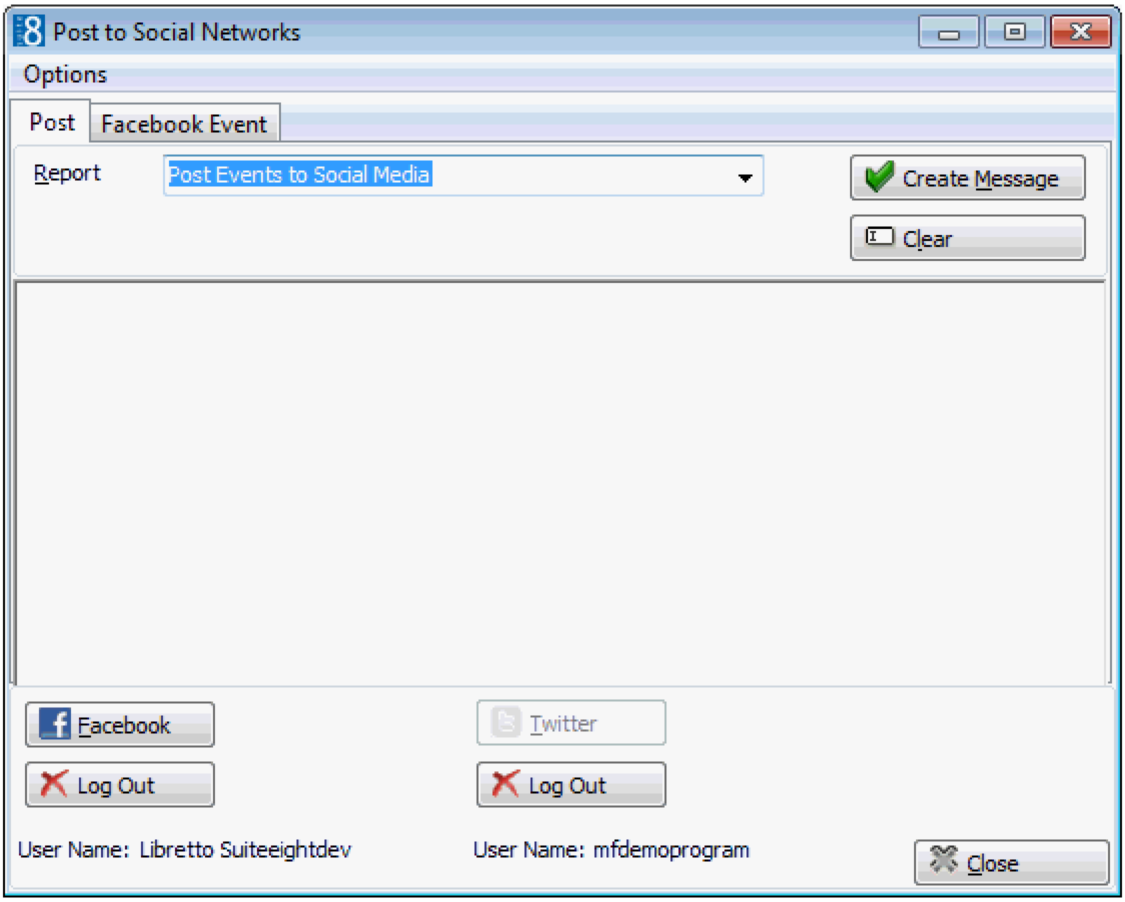
Suite8 Social Network Interaction allows the posting of events from Calendar Events to the social network platforms Twitter and Facebook. With the growing demand on Social Network Platforms more properties in the hospitality business decide to present their property also on Twitter or Facebook or both. Suite8 has been enhanced allowing posting Rate Offers, Events and Calendar Events from Suite8 Rate Query and from Calendar Events on these Social Network Platforms and redirecting the rate offers to Suite8 home page allowing other users to directly book these offers on Suite8 home page.

Functionality

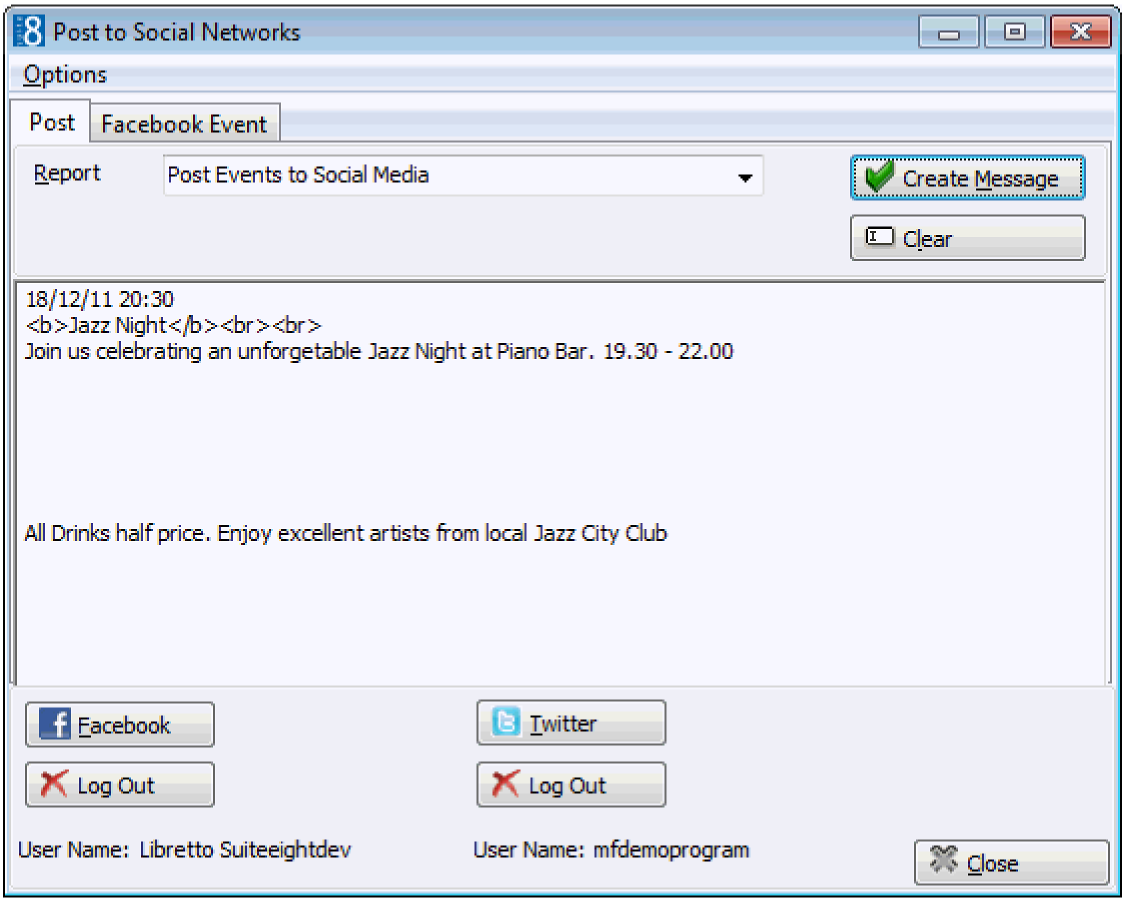
Posting messages and events from the rate query and from calendar events in Suite8 to the Social Network Platforms Twitter and Facebook is supported.
Twitter is a social networking and micro blogging service, owned and operated by Twitter Inc., which enables its users to send and read other users' messages called tweets. Tweets are text-based posts of up to 140 characters displayed on the author's profile page. Tweets are publicly visible by default; however senders can restrict message delivery to their friends list. Users may subscribe to other author tweets—this is known as following and subscribers are known as followers. All users can send and receive tweets via the Twitter website, the service is free
Facebook is a social networking web site operated and privately owned by Facebook, Inc. Users can add people as friends and send them messages, and update their personal profiles to notify friends about themselves. Additionally, users can join networks organized by workplace, school, or college.
The property has to have an account on Twitter or Facebook, or both and activate these under Global Settings->Generic 4 tab. From the Rate Query a rate can be selected, by pressing Post Networks button, a report is generated. The message is displayed in a text box and can be edited. Post is performed by pressing Twitter or Facebook button.

How to post a message from the calendar events

1. Select CALENDAR EVENTS from the Miscellaneous drop-down menu.
2. Select the calendar event to be posted to Twitter.
3. Click the POST NETWORKS button and then the POST tab TO DISPLAY THE POST NETWORKS DIALOG BOX.



4. Select a REPORT and click CREATE MESSAGE; the event details are displayed in the text box.

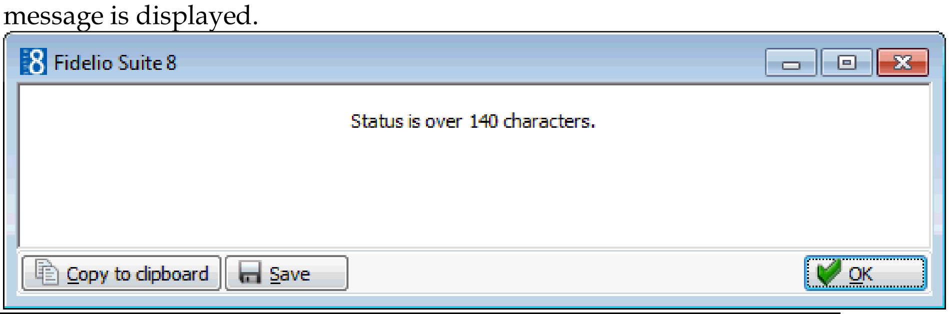


5. Change the message text if required.
6. Click the **Facebook** button to post the message on Facebook.
7. Click the **Twitter** button to send a tweet.

   A confirmation message is displayed if the post is successful.

8. Click OK to close the message.

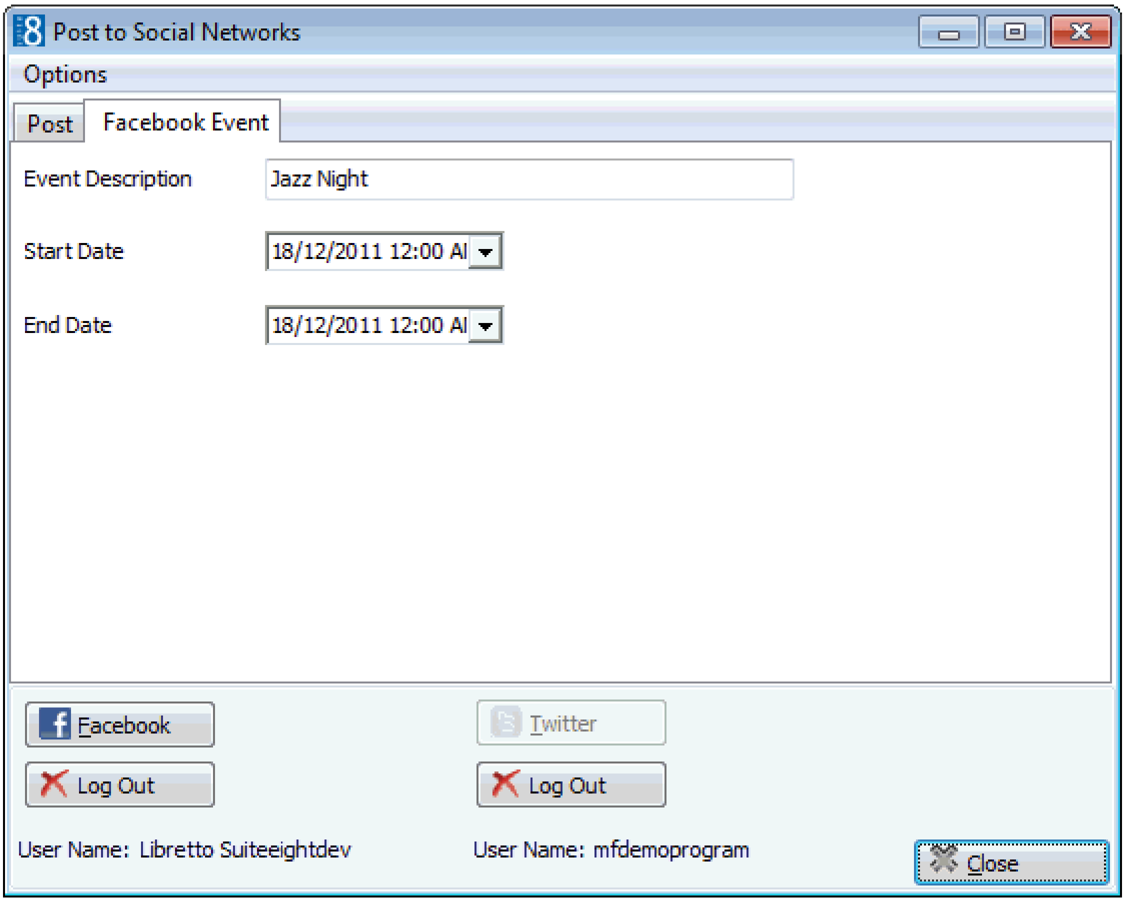
Note: If the Twitter message is over 140 characters then an error message is displayed.



How to post and create Facebook events

Facebook Events can be created from the Calendar Events dialog box.

1. Click Post Networks to display the Post Networks dialog box.
2. Select the **Facebook Event** tab, the Facebook Event dialog box is displayed:



3. Verify the Event Description.
4. Check the Start and End Dates.
5. Click the **Facebook** button to post the event on the Facebook wall and create an event on Facebook events.

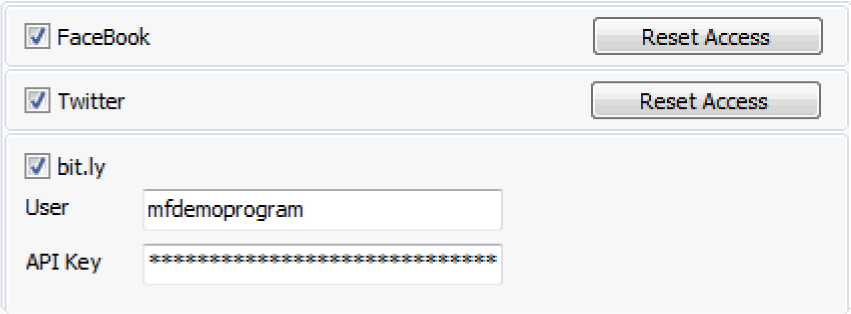
Using bit.ly

When activating bit.ly, the URL shortcut redirecting service with real time link tracking to Suite8 home page bookings, the user and the provided API Key have to be entered under Global Settings. Suite8 home page can be opened with parameters when using the redirection service in the post message for rates for example, allows opening the booking page on Suite8 home page directly with the parameters.
Example:
http://localhost/v8Client/inquiry.aspx?date=27.07.2010&nights=1&adults=1'

Please note: The redirection service bit.ly for URL shortening is only available for Suite8 home page.

How to configure Social Media Network Interaction

Activate the account under Global Setting → Generic 4 Tab



Field	Definition	Legal Values
Facebook	Defines if a Facebook account is used. For Facebook no login credentials are stored.	Check: YES Blank: NO
Reset Access Token	This is used to log out the Suite8 user from Facebook.	Click the button.
Twitter	Defines if a Twitter account is used.	Check: YES Blank: NO
Reset Access	This is used to log out the user from Twitter.	Click the button.
User	Enter the User Name for Twitter	
bit.ly	Activates bit.ly, the URL shortcut redirecting service with real time link tracking to Suite8 home page bookings. The user and the provided API Key have to be entered	Check: YES Blank: NO
User	The User for bit.ly	
API Key	The API key provided by bit.ly	Check: YES Blank: NO

Miscellaneous → Reports

Under reports, create two sections. For the Rate Query the section role is Social Networks Rate Report. For Calendar Events the section role of the report is Social Networks Events Report.

Multiple templates are allowed supporting various styles of message layout. The URL address of the properties web site can be posted by using the function: ShortenURL.

Social Media Network Interaction can only be configured by users with the Right MANAGE SETTINGS assigned under Setup → Configuration → Users → Rights → Social Networks.

Posting to Social Network Platforms is controlled by the Right POST under Setup → Configuration → Users → Rights → Social Networks.

Prerequisites

Registrations on the flowing services are needed:

- www.twitter.com (Twitter account)
- http://bit.ly/ (URL Shortcut redirecting to Suite8 home page bookings)
- www.facebook.com (Facebook account)

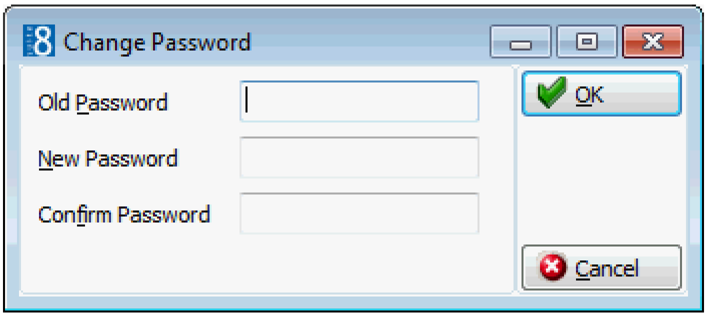
7 Change Password

This option enables users to change their login password and is accessible via the option CHANGE PASSWORD on the MISCELLANEOUS menu.

How to change the login password

1. Click the MISCELLANEOUS menu and select CHANGE PASSWORD.

   The Change Password dialog box is displayed.



2. Enter your OLD PASSWORD.
3. Enter your NEW PASSWORD.
4. Enter your new password a second time in the CONFIRM PASSWORD box.
5. Click OK.

   Your password is now changed.

> **Note:** If the user password entered does not meet Payment Card Industry Standards requirements then the following message is displayed 'Password requirements are not met. Please use a different password'.

The minimum length of a password is controlled by the parameter MINIMUM LENGTH OF PASSWORD under Setup → Configuration → Global Settings → Generic → Generic 3 tab.

That a password has to contain both numeric and alphanumeric characters is controlled by the parameter PSW MUST INCLUDE NUMB. & ALPHA under Setup → Configuration → Global Settings → Generic → Generic 3 tab.

The level of history for a password controlled by the parameter PASSWORD HISTORY DEEPNESS under Setup → Configuration → Global Settings → Generic → Generic 3 tab. For example, if the level is set to 3, the original password can only be used again the fourth time.

8 User Sessions

User Sessions

This option is used to control and log off user sessions. A list of all users currently logged into the system is displayed.

- To log off a user, click the LOG OFF button.
- To close the screen, click the CLOSE button.

User sessions dialog box

Field	Definition	Legal Values
Terminal	Defines the computer name as entered in the system properties.	View only.
Login Name	The login name for Suite8.	View only.
Login Time	The time the user logged in. This is the time taken from the workstation.	
Last Call	The time and date of the users last transaction in Suite 8. This is the time taken from the workstation.	View only.
SID	The internal system Identification.	View only.

9 User Settings

This option allows users to customize their Suite 8 settings. The user settings are divided into several different categories, each one represented by a tab:

- Tree - used to set the default for confirmation messages on the profile tree.
- Startup - used to set the Startup Screen and to define the language for Suite 8.
- Appearance - used to change the appearance of various options.
- Profile - to set the user defaults for the profile screen, report storage and folio editor.
- Search Screens - used to set the default settings for the search screens.
- Reservation - used to set the default settings for the reservation screen.
- Billing - used to set user defaults for the controls on the billing search screen when closing folios, after check out or pressing escape. Controls can be set on General Filters and on the Cursor selection bar.

Tree User Settings

Option	Definition	Legal Value
Delete	Defines if a confirmation message is displayed each time a linked profile is deleted from the profile tree.	Blank: No message Check: Message

Startup User Settings

Option	Definition
Open last used screen	Defines that the last used screen upon exiting Version 8 be used as the Startup screen when next logging onto Suite 8. Each time the user name and password is entered for the first time, the last used screen will display.
Startup Screen	Defines the page to be used as the Startup screen when first logging onto Suite 8. Each time the user name and password is entered for the first time, the selected startup screen will display. However, if the user does not have rights for the selected screen, the settings will be cleared.
Option	**Definition**
Open last used screen	Defines that the last used screen upon exiting Version 8 be used as the Startup screen when next logging onto Suite 8. Each time the user name and password is entered for the first time, the last used screen will display.
Startup Screen	Defines the page to be used as the Startup screen when first logging onto Suite 8. Each time the user name and password is entered for the first time, the selected startup screen will display. However, if the user does not have rights for the selected screen, the settings will be cleared.

Language	Defines the language to use per user; however it is dependant upon user rights. The language can be selected from the list of defined languages. Usually only one language is used, especially if different users share one workstation, but users having access to Suite8 via their own workstation, could use a Spanish, Italian, French or German version even if the property version is English.

Appearance User Settings

Option	**Definition**
Billing Windows Layout	Defines the default layout per user when opening the billing window. The default layout can be set to vertical or horizontal, but can be changed when opening the billing window.
Fixed charges tab by default	Defines if the fixed charges tab will be displayed by default on the edit reservation screen.
Grid font	Enables the changing of the font displayed on grids. Click on the CHANGE button to display the font dialog box.
Function Space Order in Diary	Defines the default custom order for the function spaces on the conference diary.
Function Space View Type in Diary	Defines the default view to be displayed in the conference diary.
Display Availability in Room Rack	Defines the type of availability figures to be displayed under the day and date at the top of the screen.
Minimum Availability	Displays the minimum number of rooms that the hotel can sell. Rooms to rent less definite and tentative reservations.
Maximum Availability	Displays the maximum number of rooms that the hotel can sell. Rooms to rent less definite reservations.
Def. occupied	Displays the number of definite reservations.
Def. + Tent. occupied	Displays the number of definite and tentative reservations.
None	No availability figures are displayed.
Favourite buttons on top	Defines if the favourites tab located on the left of the main screen is displayed at the top of the tab list.
Store Hotel Segmentation preferences	Defines if the hotel segmentation preferences are stored per user. If activated the selected hotel segment view will be displayed the next time this user opens one of the quick keys with hotel segmentation such as House Status (Ctrl. + H), Availability (Ctrl. + D) or Room Rack (Ctrl. + L).

Profile User Settings

Option	Definition
Confirm Change of Primary Contact	Defines if a confirmation message is displayed each time the primary contact on the profile is changed.
Default Report Export Directory	Enter the path of the export directory for all reports exported by this user.
Folio editor executable	Enter the path and application for the folio editor for this user. For all users which are allowed to edit and change folios, an application has to be entered. Click on  to select the path and application.
Disable html on profile select screen	Select this option to disable the HTML option on the profile select screen.
Activity/Task Type in Profile Tree	Defines which task and activity types should be displayed in the profile tree when a profile is selected on the profile navigator. If no selection is made then all tasks & activities are displayed in the profile tree.

Search Screens User Settings

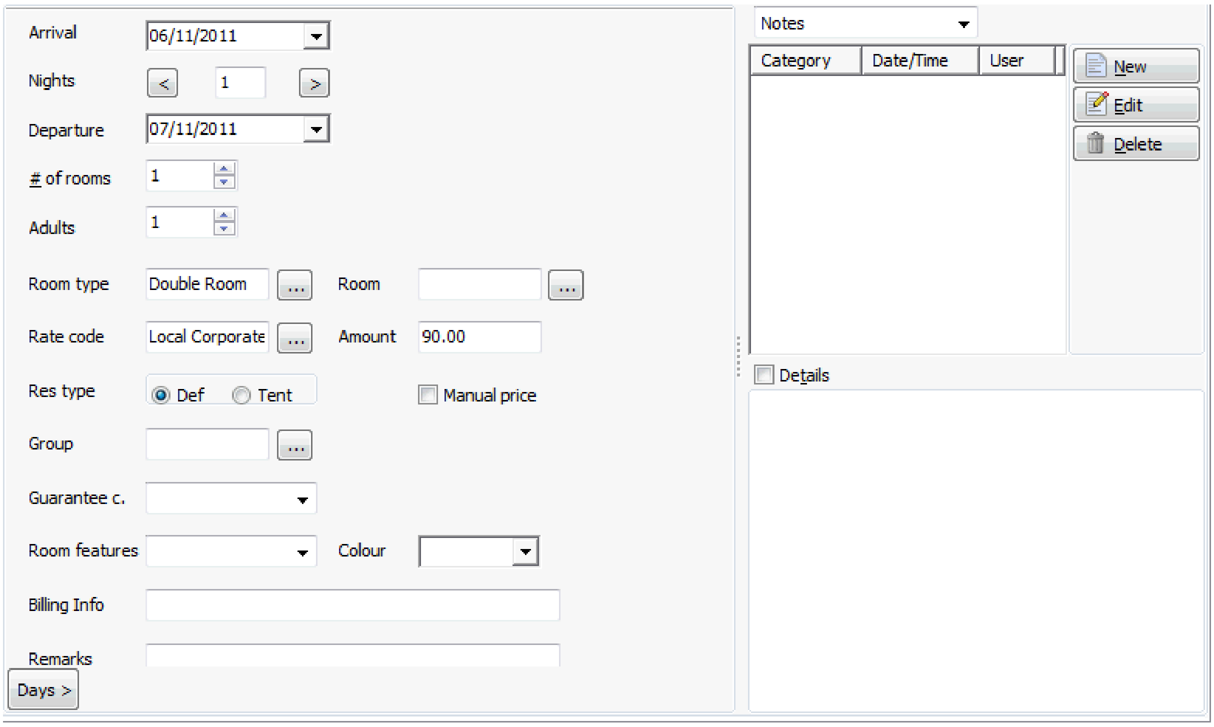
Option	Definition
Profile Search	
Linked Profiles Check On	Select this option to set the Linked Profiles Only option as selected by default when searching for a profile to link.
Room Search	
Display only preferred rooms / room types for the reserved room type Check On	Select this option to set the Display only preferred room / room types for the reserved room type option on the room blocking screen as selected by default.
Display only preferred rooms / room types Check On	Select this option to set the Display only preferred room / room types option on the room blocking screen as selected by default.
Tasks & Activities, Calendar Search	
Default User	Defines the users to be selected by default on the Tasks & Activities and Calendar Search screens.
Show all not completed tasks & activities until today	Defines if all tasks & activities until today's date are displayed when opening Tasks & Activities.
Event Management Search	
Default Conference Statuses	Defines the conference statuses to be selected by default on the event management search screen. The default selection may be changed at any time from within the search screen.

Default Room Statuses	Defines the room statuses to be selected by default on the event management search screen. The default selection may be changed at any time from within the search screen.
Do not fill arrival date by default	Defines if the arrival date is completed by default on the event management search screen. If selected then the arrival date is blank and no bookings are displayed in the grid.
Conference Management Search	
Default Event Statuses	Defines the event statuses to be selected by default on the conference reservation search screen. The default selection may be changed at any time from within the search screen.

Reservation User Settings

Option	Definition
Display message when check in was successful	Defines if a confirmation message is displayed each time a check in is successful.
Display message when check out was successful	Defines if a confirmation message is displayed each time a check out is successful.
Use alternative reservation edit	Defines if the simplified reservation edit screen is used instead of the standard reservation edit screen. On the left-hand side are the basic reservation details and on the right-hand side various screens can be displayed and changed via a drop-down list. Selecting the Billing information screen displays the invoice in HTML format with a button to access billing.

Alternative reservation edit screen example



Billing User Settings

Option	**Definition**
Control on Billing search after loading guest data	
Clear General Filters	Select this option to clear the entries in the general filter on the billing search screen upon closing a folio, after check-out or pressing the escape button on an open folio. For example, if the parameter is selected and search criteria are entered in the general filter; after opening and then closing the required folio the billing search screen is re-displayed and the general search filters will have been cleared.
Cursor control	Controls the cursor behaviour on the billing search screen upon closing a folio, after check-out or pressing the escape button on an open folio. The possible choices are: **Do nothing** - the cursor selection bar will stay on the selected field and can be controlled with either the mouse or the up and down arrows. **Jump to Room Number** - the cursor will stay on the selected room number. **Reload list** - the cursor will always jump to the top of the list.
Print Deposit Receipt by default	Select this option to print a deposit receipt by default.
Print Payment receipt by default	Select this option to print a payment receipt by default.
Sort Order on Billing	Defines the field on which the sort order of the billing search screen should be sorted by default.
Reversed	Defines if the selected sort order should be reversed.

Autosave	Defines if the sort order set by the user should be saved each time the user exits the billing guest search screen.

The alternative reservation edit screen (FAlternativeResEdit) can be customized via the option FORM CUSTOMIZATION under Setup → Miscellaneous.

The size of the edit reservation screen may be adjusted via the option RESERVATION EDIT SCREEN SIZE under Setup → Configuration → Global Settings → Reservation → Reservation 1 tab.

10 Interface Functions

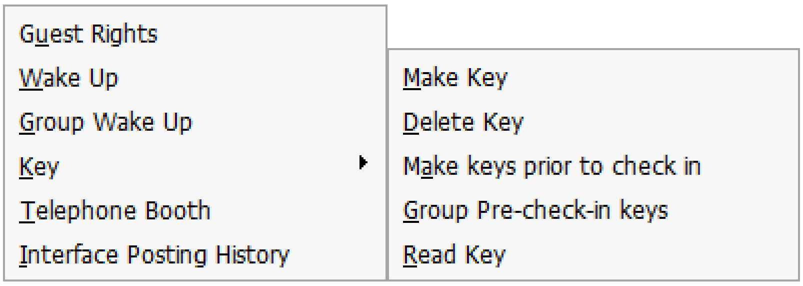
This option may be used to access various interface options and is accessible via the option INTERFACE FUNCTIONS on the MISCELLANEOUS menu or by pressing SHIFT + F8.
The available interface functionality depends on the installed telephone, video or building management system. Please refer to your regional IFC-product manager for detailed information on the capability of the systems installed at your property.
Upon the following notifications the interfaces will be initialised, the global status reloaded and access to the current lost postings account opened.

- Fidelio Suite 8 will notify all interfaces if an interface related status in the global settings has been changed.
- The interface will be notified if the financial account for lost postings set up as automatic is checked out.

How to access the interface functions

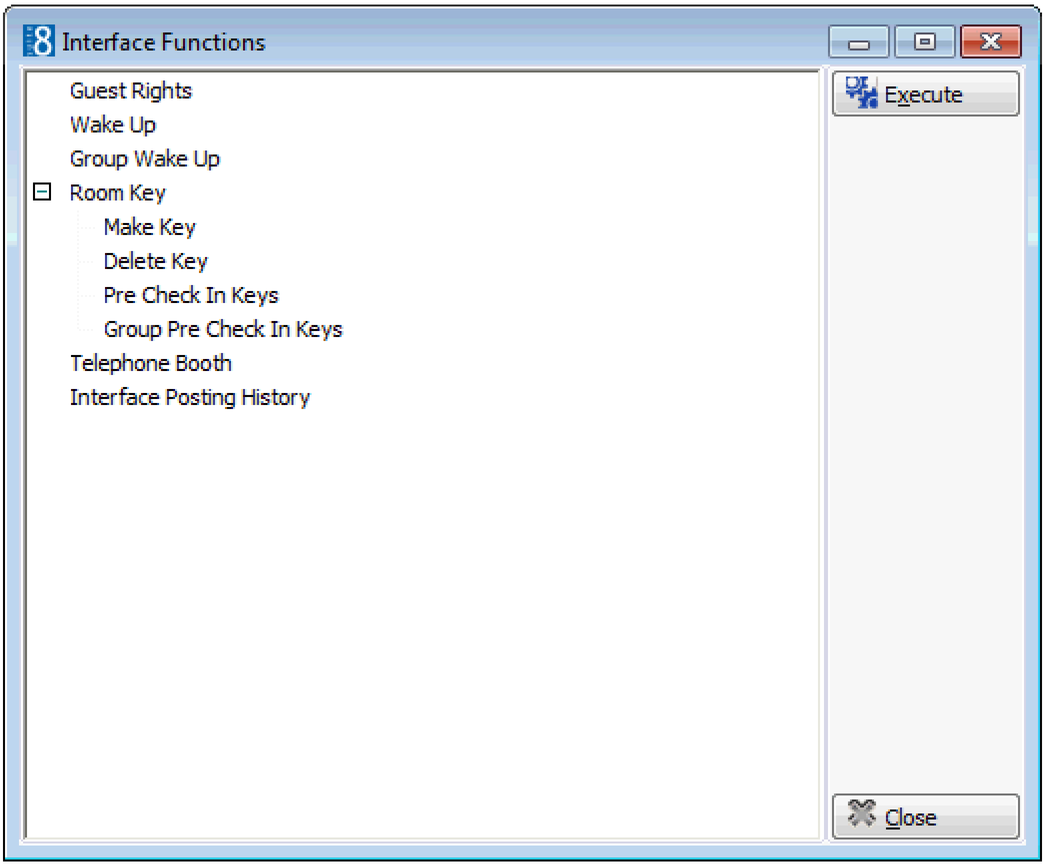
1. Click the MISCELLANEOUS menu and select INTERFACE FUNCTIONS.

   The available interface options are displayed.



   or

2. Press SHIFT + F8 to display the Interface Functions dialog box.



3. Select the required option and click EXECUTE.

Interface options available

- Guest Rights - to turn on/off and view rights for the respective interface.
- Wake up - to set and view wake up calls/results for individual guests.
- Group Wake up - to set and view wake up calls for groups.
- Key - to make or delete keys.
- Telephone Booth - to view/access calls made via telephone booth.
- Interface Posting History - to view all postings made by the interface.
- Notify Night Audit Actions - to send manual notifications to the interface to start and end the night audit.

Guest Rights

This option is used to set or view guest rights and is accessible via the option INTERFACE FUNCTIONS on the Miscellaneous menu.
All installed interfaces that have a sub-menu for rights configuration of rooms or extensions are listed here. These are typically telephone, video and building management systems. POS systems are not shown under this option as they do not have sub-menus.

There are four fixed TV rights:

- 0 - TV rights
- 1 - No Pay movies
- 2 - No Adult movies
- 3 - Unlimited pay channels (default)

Some video-systems have the functionality to assign different prices for Pay TV based on the interface rights. For example, the video system can be set so that the price is set to zero if the rights level = VIP.

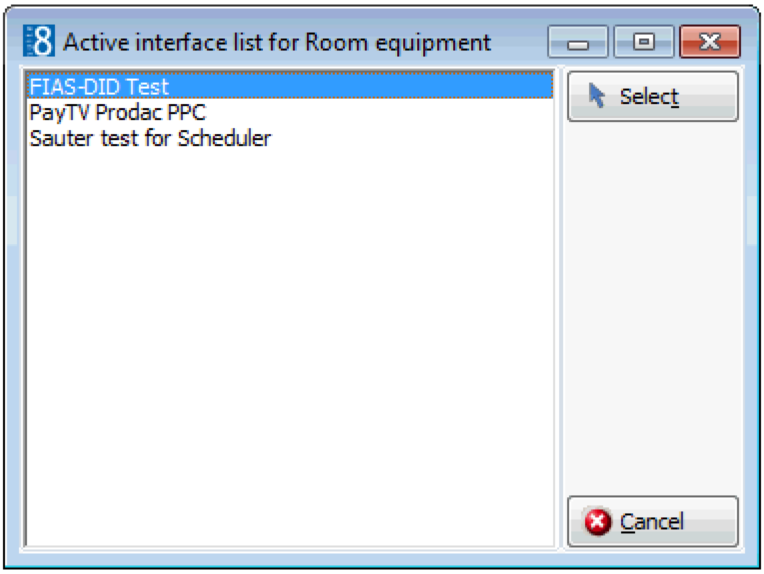
For those systems, additional rights can be configured via the options ATTRIBUTE CATEGORIES and MARKETING INFO. The aTTRIBUTE CATEGORY offers additional functionality to copy the defined rights from the sub-menu to the reservation page.

How to view guest rights

1. Click the MISCELLANEOUS menu and select INTERFACE FUNCTIONS.

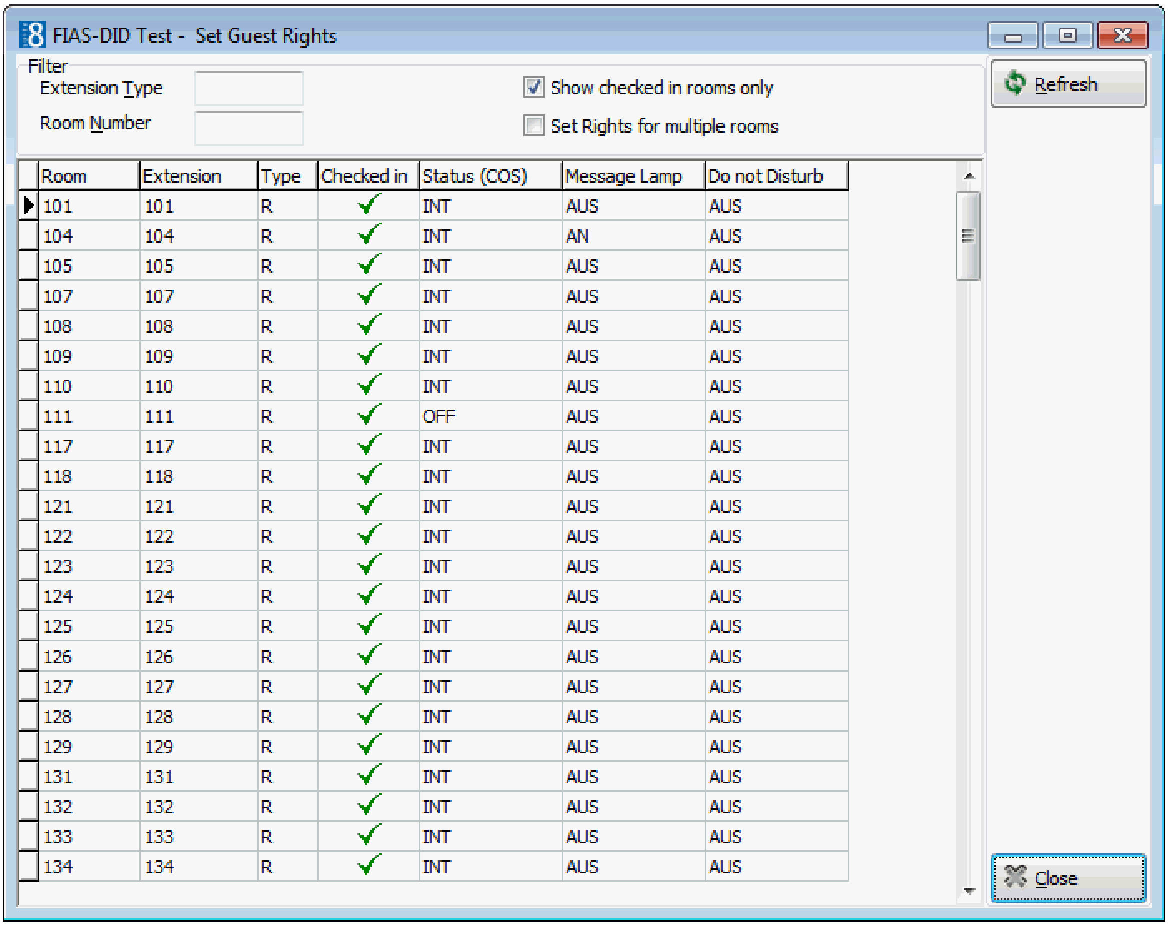
   The available interface options are displayed.

2. Select GUEST RIGHTS; the Active interface screen is displayed.



3. Select the required interface and click the SELECT button.

   The functions screen for the selected interface is displayed.



By default SHOW CHECKED IN ROOMS ONLY is selected but can be cleared if required. The Filter criteria can be used to search for a specific EXTENSION TYPE or ROOM NUMBER.

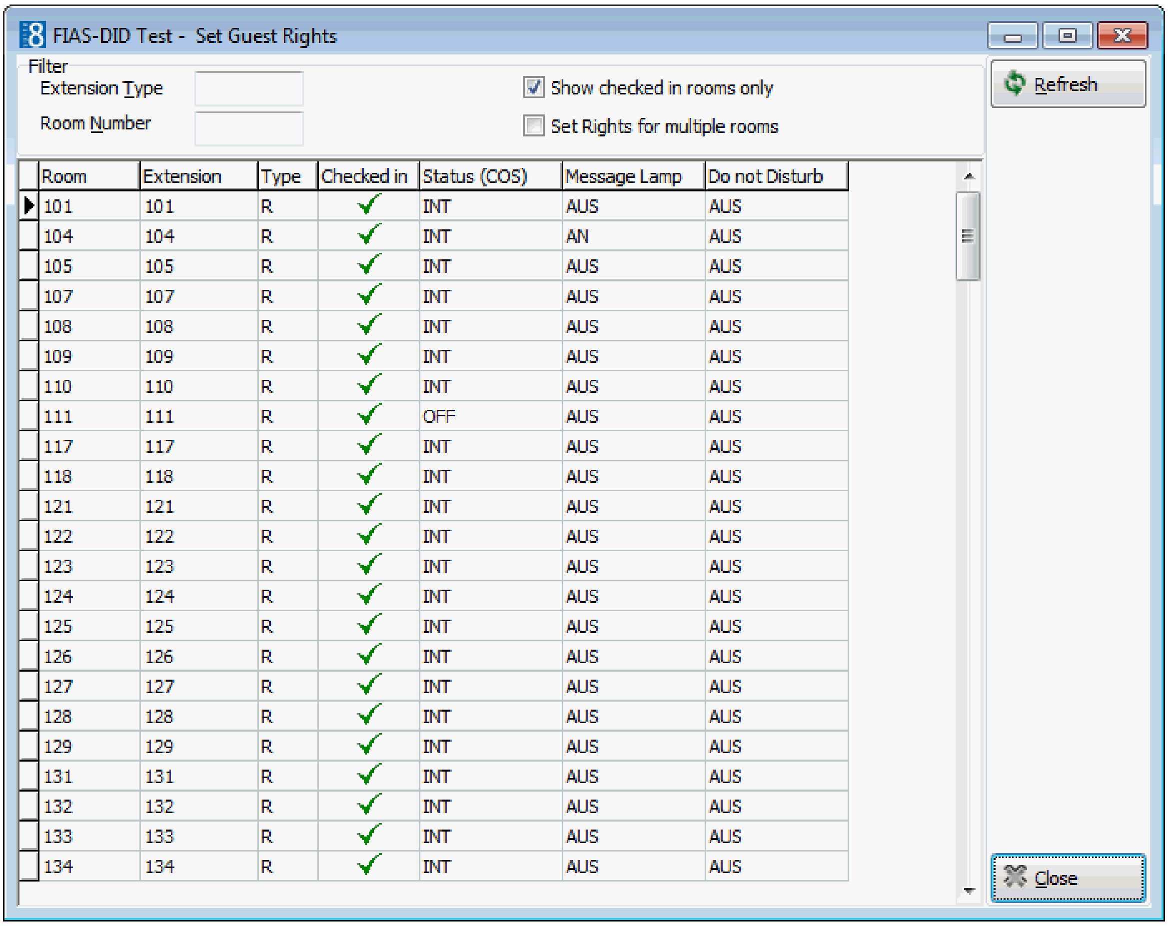
4. Click the REFRESH button to update the screen.
5. Click the CLOSE button to exit the interface functions screen.

How to set guest rights for multiple rooms

1. Click the MISCELLANEOUS menu and select INTERFACE FUNCTIONS.

   The available interface options are displayed.
2. Select GUEST RIGHTS; the Active interface screen is displayed.
3. Select the required interface and click the SELECT button.

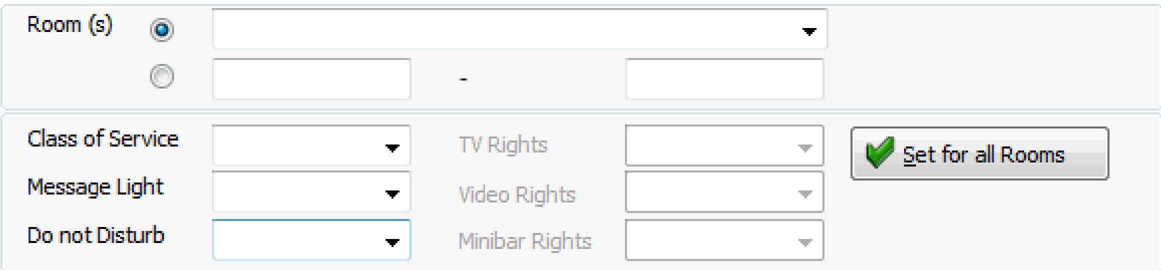
   The Set Guest Rights screen for the selected interface is displayed.



By default SHOW CHECKED IN ROOMS ONLY is selected but can be cleared if required. The Filter criteria can be used to search for a specific EXTENSION TYPE or ROOM NUMBER.

4. Select the option SET RIGHTS FOR MULTIPLE ROOMS.

   Several additional filter criteria are displayed.



5. In the Room (s) box, type the room numbers for which you want to set guest rights or click the drop-down arrow and mark the rooms required. You can set the guest rights of several rooms by separating them with a comma or a space.

   or

   Select to enter a range of rooms and enter the room number from which the range should start and the room number where the range should finish.

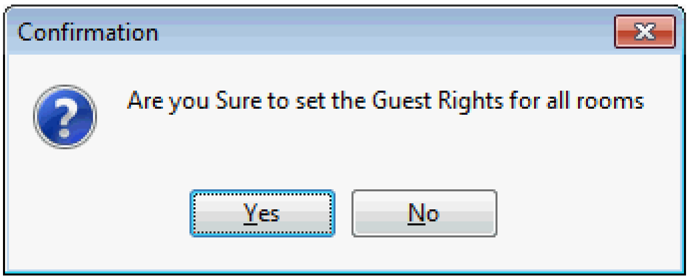
   Depending on the type of interface selected the following criteria are available.

   - Class of Service
   - Message Light
   - Do not Disturb

- TV Tights
- Video Rights
- Minibar Rights

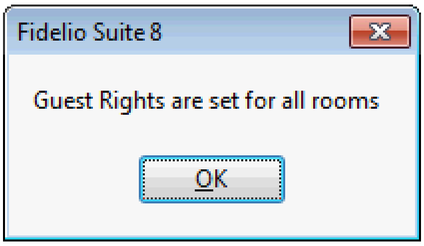
6. Complete the filter criteria as required and click the SET FOR ALL ROOMS button.

   A confirmation message is displayed.



8. Click YES to set the guest rights for all the selected rooms.

   A message is displayed confirming that the guest rights have been set for all rooms.



9. Click the OK button to close the confirmation message.

   The status of the selected rooms is updated in the rooms grid.

10. Click the CLOSE button to exit the set guest rights screen.

This option is also available under Group Reservation when editing the group and selecting Group Options->Set Guest IFC rights.
From this menu, the same filter criteria as on the interface submenu are available and the configured rights can be applied to the entire Group by pressing 'Set for whole group' button.

Additional rights can be configured via the options ATTRIBUTE CATEGORIES and MARKETING INFO under Setup → Configuration → CRM.

Additional rights can be configured via the option INTERFACE RIGHTS under Setup → Configuration → Miscellaneous>Interface Attributes.

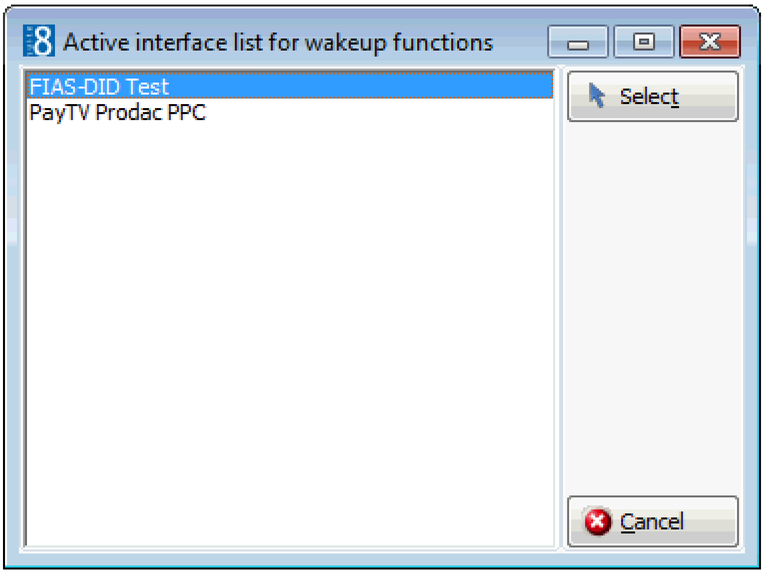
Wake Up

This option may be used to view existing wake up calls and enter new wakeup calls for single or multiple extensions and is accessible via the option INTERFACE FUNCTIONS on the Miscellaneous menu. Existing wakeup calls can be filtered by criteria such as Active Wake Up Calls, Successful Wake Up Calls or Deleted Wake Up Calls.

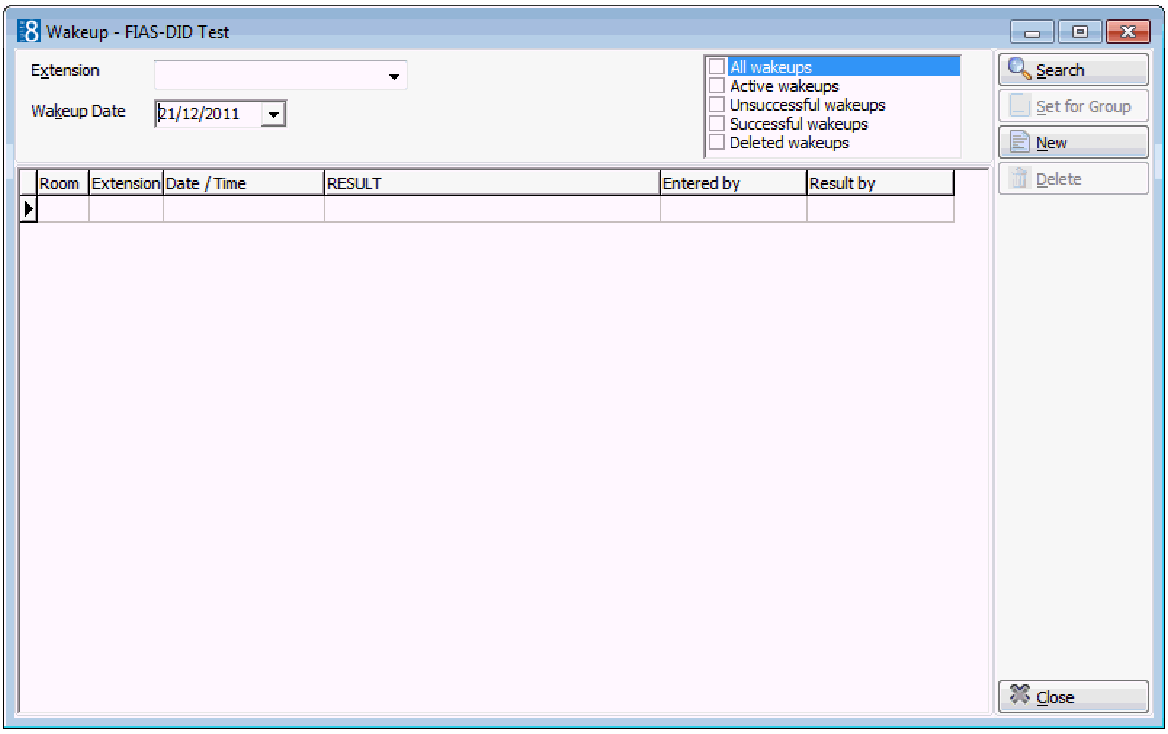
How to view existing wakeup calls

1. Click the MISCELLANEOUS menu and select INTERFACE FUNCTIONS.

   The available interface options are displayed.



2. Select WAKE UP; the Wakeup interface screen is displayed.



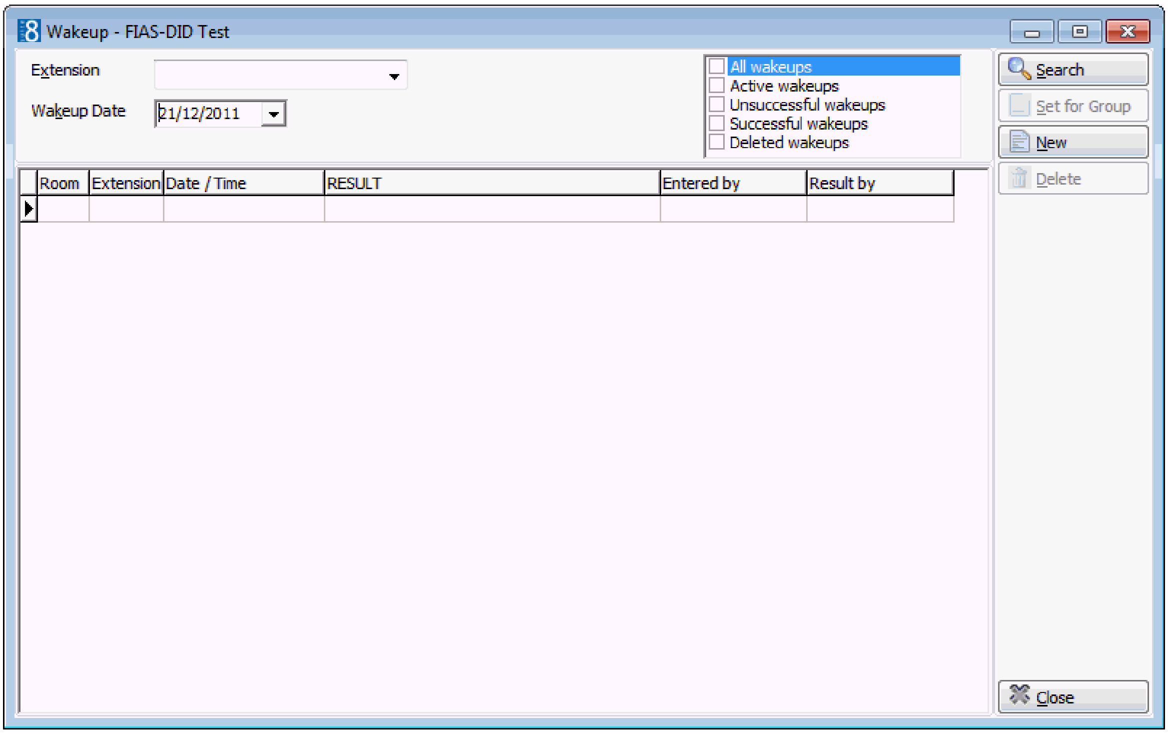
3. In the EXTENSION box select specific extensions if required.
4. Enter the WAKEUP DATE or select a date from the calendar; by default the current date is selected.
5. Select the wake call statuses required: All Wakeups, Active Wakeups, Unsuccessful Wakeups, Successful Wakeups and Deleted Wakeups.
6. Click SEARCH; all wakeup calls meeting the entered criteria listed.
7. Click CLOSE to close the Wakeup dialog box.

How to set a new wakeup call

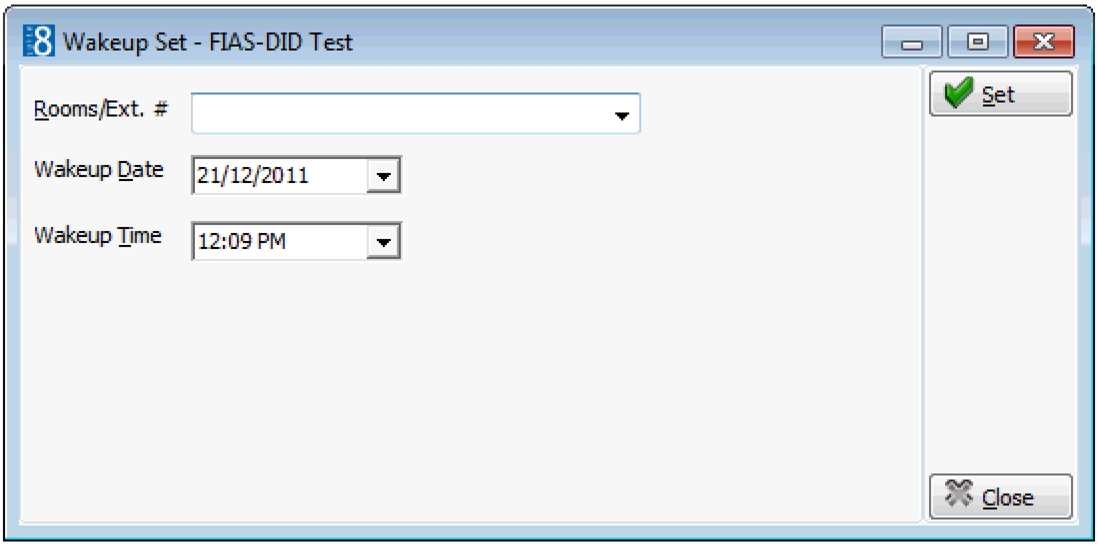
1. Click the MISCELLANEOUS menu and select INTERFACE FUNCTIONS.

   The available interface options are displayed.

2. Select WAKE UP; the Wakeup interface screen is displayed.



3. Click NEW to display the Wakeup Set dialog box.



4. Click the drop-down arrow in the ROOM/EXT. NUMBER box to display a list or room numbers and extensions; select all rooms that should receive a wake up call.
5. Enter the WAKEUP DATE or select a date from the calendar.
6. Enter the WAKEUP TIME.
7. Click SET; the wakeup calls are added to the selected rooms.
8. Click CLOSE to close the Wakeup Set dialog box.
9. Click CLOSE to close the Wakeup dialog box.

Group Wake Up Calls

This option may be used to set wake up calls for in-house group members and is accessible via the option INTERFACE FUNCTIONS on the Miscellaneous menu and via the option SET WAKE UP on the Options menu on the Edit Group reservation screen.

To set different wake up times for group members, use the individual WAKE UP module.

Prerequisites for entering group wake up calls:

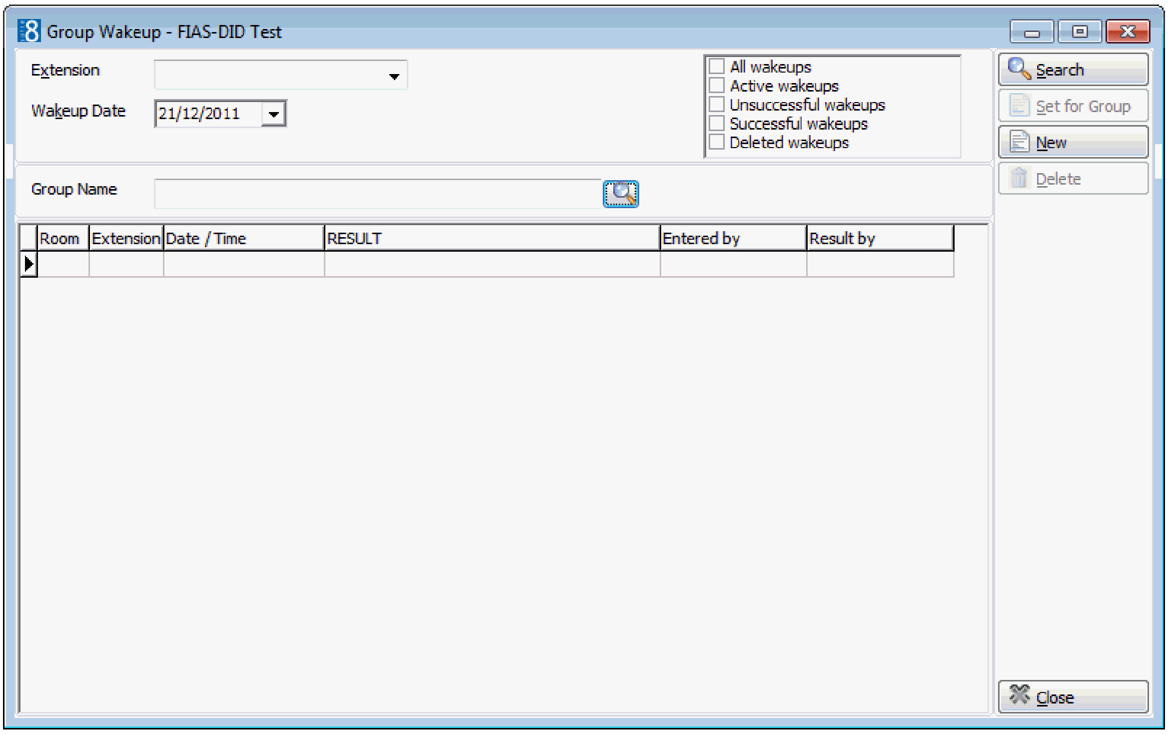
- The license for group wake up needs to be active.
- The group has to be checked in.

How to set group wake up calls via the interface functions menu

1. Click the MISCELLANEOUS menu and select INTERFACE FUNCTIONS.

   The available interface options are displayed.

2. Select GROUP WAKE UP; the Group Wakeup interface screen is displayed.



3. In the GROUP NAME box select the group for which the wake up call should be set.
4. If only specific room numbers are to receive a wake up call click the drop-down arrow in the ROOM/EXT. NUMBER box to display all group members; select all rooms that should receive a wake up call.
5. Enter the WAKEUP DATE or select a date from the calendar.
6. Enter the WAKEUP TIME.
7. If the wake up call is to be set for the entire group click SET FOR WHOLE GROUP.
8. If the wake up call is to be set for selected rooms click SET WAKE UP.

   The rooms for which a wake up call is placed are listed in the right-hand side of the screen.

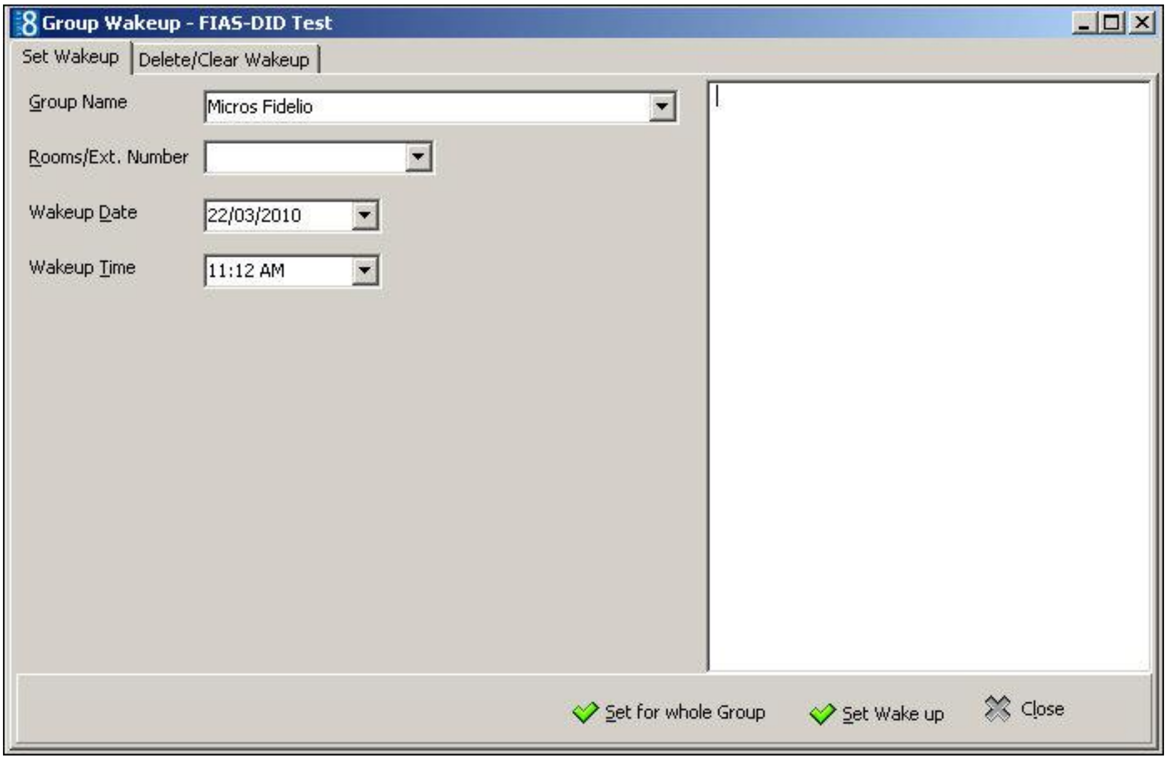
9. Click EXIT to close the Group Wakeup dialog box.

How to set group wake up calls via the group edit options

1. Click the RESERVATIONS menu and select GROUP RESERVATION to display the Group Reservation screen.
2. Select the group to which you want to set wake up calls and click EDIT.

   The Edit Group reservation screen appears.
3. Click the MISCELLANEOUS menu and select INTERFACE FUNCTIONS.

   The available interface options are displayed.
4. Select SET WAKE UP from the OPTIONS menu; the Group Wakeup interface screen is displayed.



5. In the GROUP NAME box the group name for which the wake up call should be set is already selected.
6. If only specific room numbers are to receive a wake up call click the drop-down arrow in the ROOM/EXT. NUMBER box to display all group members; select all rooms that should receive a wake up call.
7. Enter the WAKEUP DATE or select a date from the calendar.
8. Enter the WAKEUP TIME.
9. If the wake up call is to be set for the entire group click SET FOR WHOLE GROUP.
10. If the wake up call is to be set for selected rooms click SET WAKE UP.

    The rooms for which a wake up call is placed are listed in the right-hand side of the screen.
11. Click EXIT to close the Group Wakeup dialog box.

Group Wakeup dialog box

Field	Definition
Group Name	The name of the group
Rooms/Ext. Number	The specific rooms for which a wake up call is to be set.
Wakeup Date	The date the wake up call is to be placed.
Wakeup Time	The time of the wake up call.

Note: Not all telephone systems can support group wake up calls.

Wake up call functionality requires that a valid license code is entered for WAKEUP CALL HANDLING under Setup → Miscellaneous → License → V8 sublicenses → Interface functions.

Key

This option is available if a key card system is installed and is accessible via the option INTERFACE FUNCTIONS on the Miscellaneous menu.

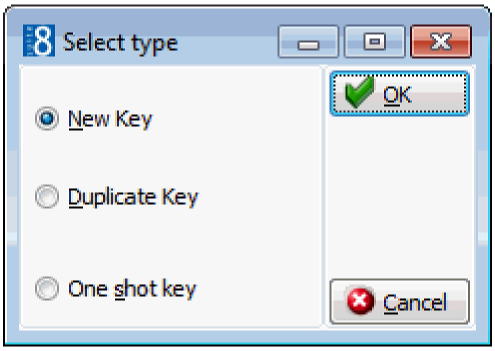
Depending on the functionality of the installed key card system, it is possible to:

- MAKE KEY - to make a new key or duplicate an existing key.
- DELETE KEY - to delete a key.
- MAKE KEYS PRIOR TO CHECK IN - to print keys and assign key rights for expected reservations with a room number assigned.
- GROUP PRE-CHECK-IN KEYS - to print keys and assign key rights for all group members that have a room number assigned but have not yet arrived.
- READ KEY - to read keys that were printed; currently this functionality is only supported by the VingCard key card system.

How to make a new key or duplicate a key

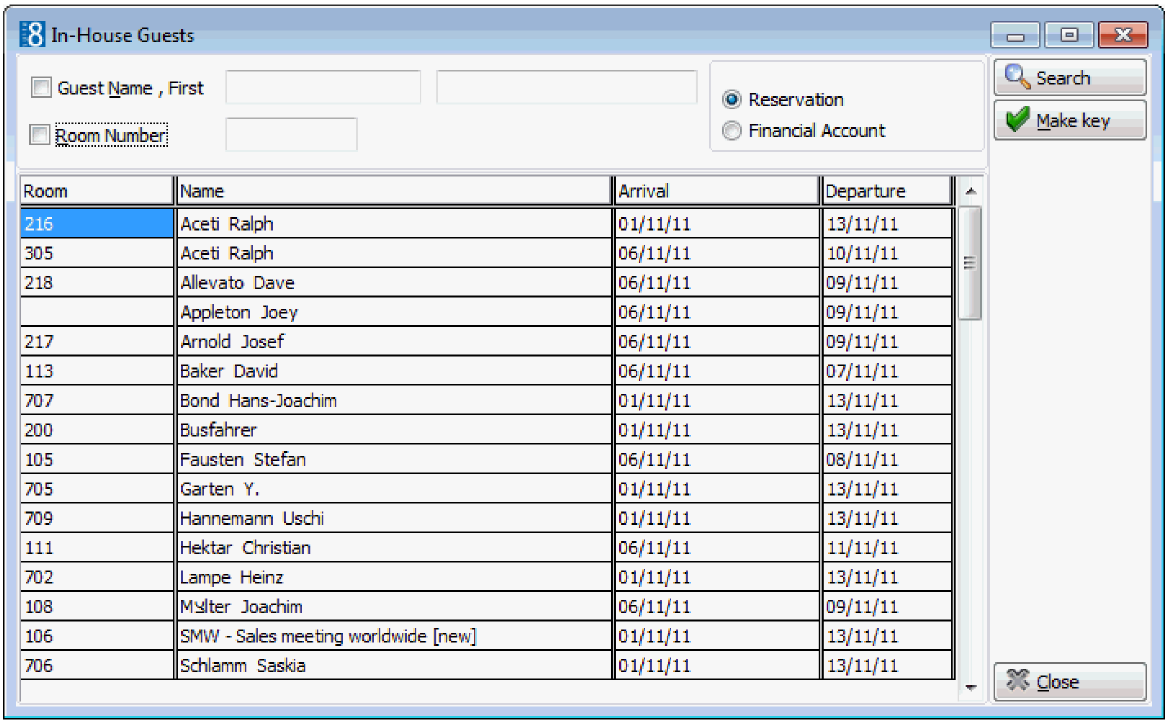
1. Click the MISCELLANEOUS menu and select INTERFACE FUNCTIONS.
2. Select KEY and then select MAKE KEY.

   The Select type of key dialog box is displayed.



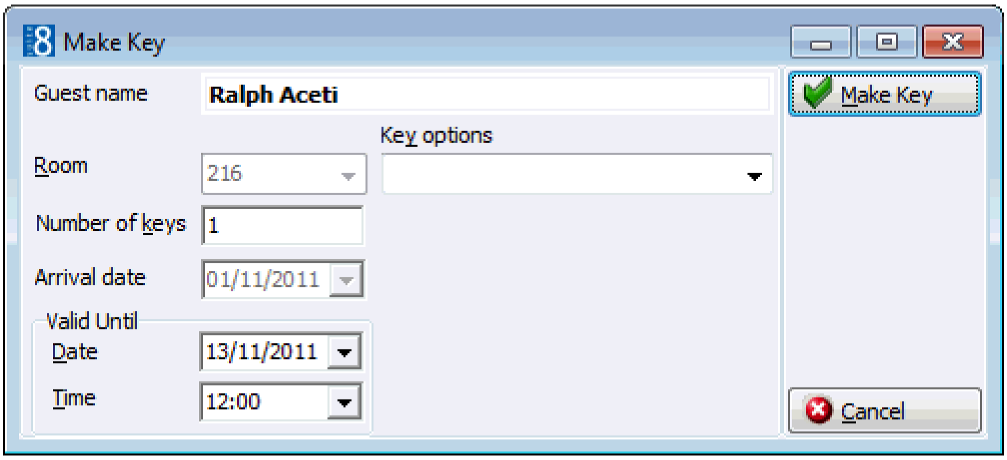
3. Select NEW KEY or DUPLICATE KEY as required and click OK.

   The In-House Guests screen is displayed listing by default all in-house guests select FINANCIAL ACCOUNT to display all the in-house financial accounts.



4. Complete the search criteria and click SEARCH.
5. Select the required reservation and click the MAKE KEY button.

   The Make Key dialog box is displayed.

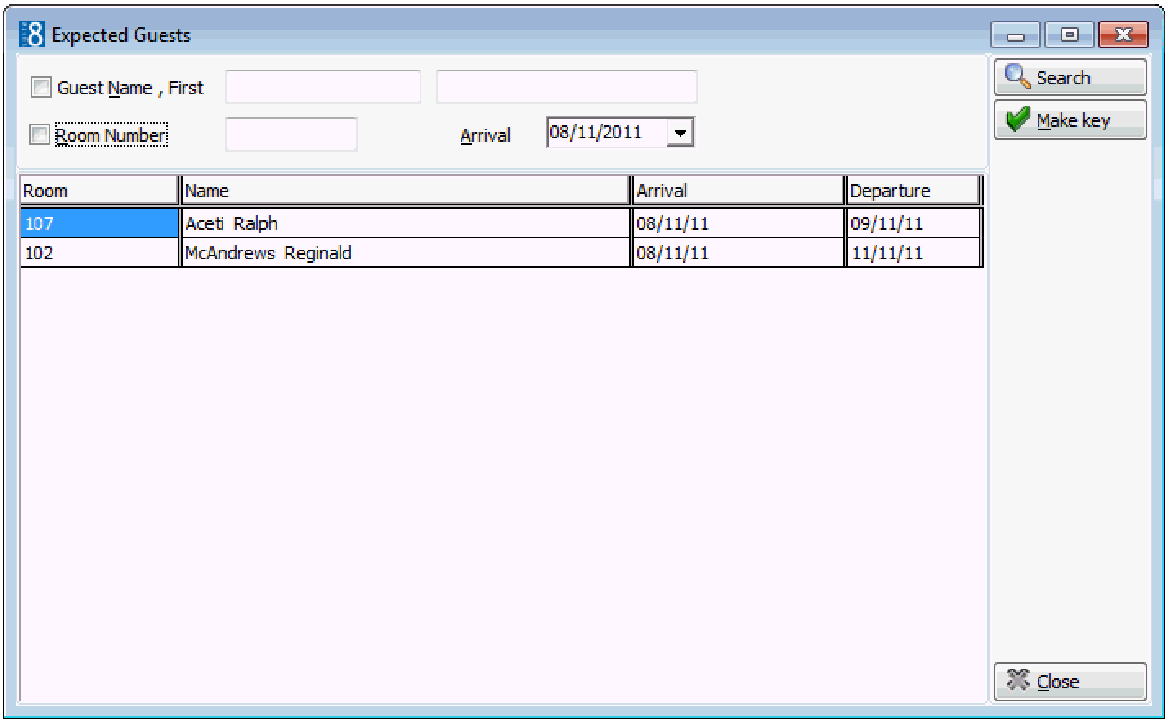


6. Complete the key details and click the MAKE KEY button.
7. Click CLOSE to exit the In-House Guests screen.

How to print a key for an expected arrival

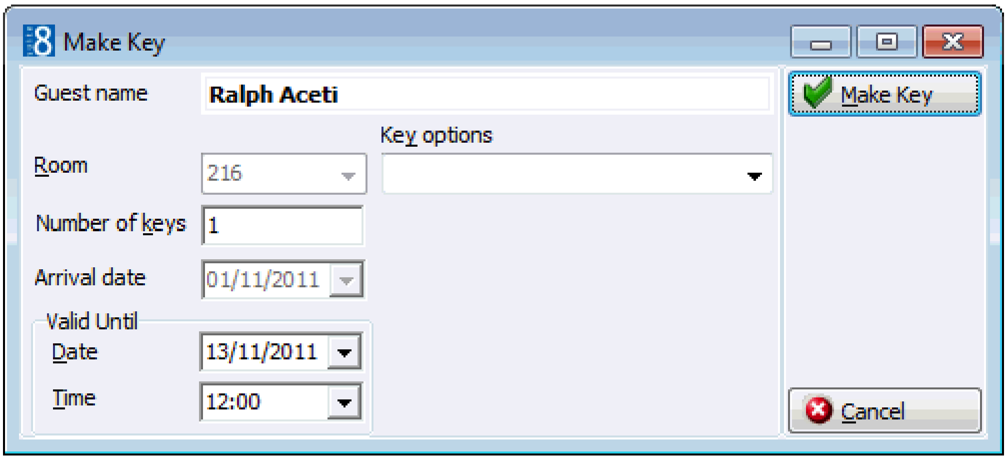
1. Click the MISCELLANEOUS menu and select INTERFACE FUNCTIONS.
2. Select KEY and then select MAKE KEYS PRIOR TO CHECK IN.

   The Expected Guests screen is displayed listing all expected arrivals with a room number assigned.



3. Complete the search criteria and click SEARCH.
4. Select the required reservation and click the MAKE KEY button.

   The Make Key dialog box is displayed.



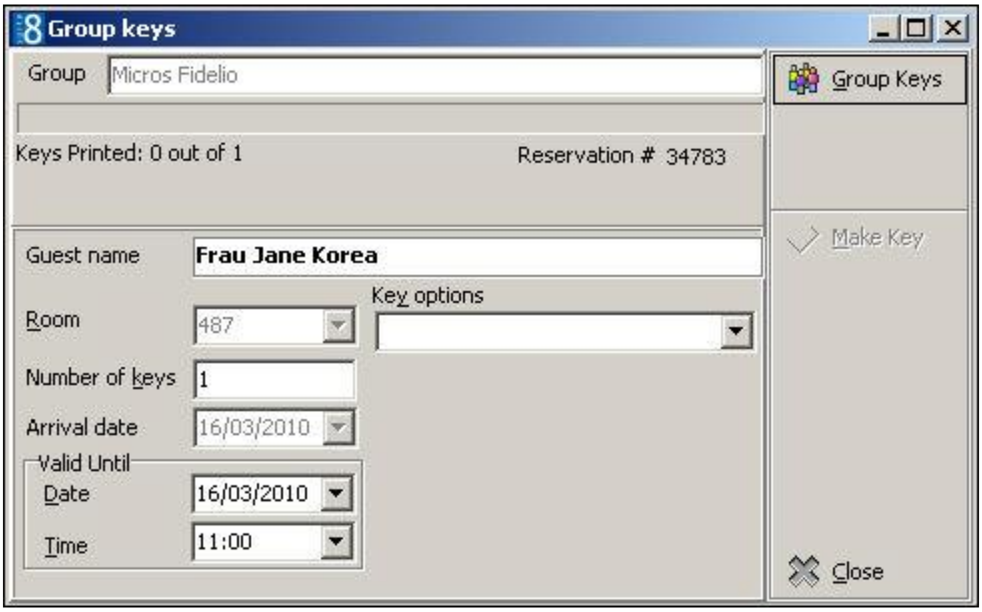
5. Complete the key details and click the MAKE KEY button.
6. Click CLOSE to exit the Expected Guests screen.

How to print group pre-check in keys

1. Click the MISCELLANEOUS menu and select INTERFACE FUNCTIONS.
2. Select KEY and then select GROUP PRE-CHECK-IN KEYS.

   The Group Reservations screen is displayed.
3. Select the required group and click the SELECT button.

   The Group Keys dialog box is displayed.



4. Select the required KEY OPTIONS from the drop-down list.

   The key rights entered under Key options will be copied to all group members.

5. Click MAKE KEY to print a key for the reservation displayed.

   or

6. Click GROUP KEYS to print keys for all group members.

   So that there is enough time to remove the key card from the encoder and enter the next one, the OK button has to be pressed after each key is made.

7. Click CLOSE to exit the group Keys dialog box.

The key options MAKE KEYS PRIOR TO CHECK IN and GROUP PRE-CHECK-IN KEYS are controlled by the parameter NEW KEYS PRIOR TO CHECK IN under Setup → Configuration → Global Settings → Interfaces → Interface 1 tab

The functionality to read keys that were printed is controlled by the parameter ALLOW READ KEY OPTION under Setup → Configuration → Global Settings → Interfaces → Interface 1 tab.

Telephone Booth

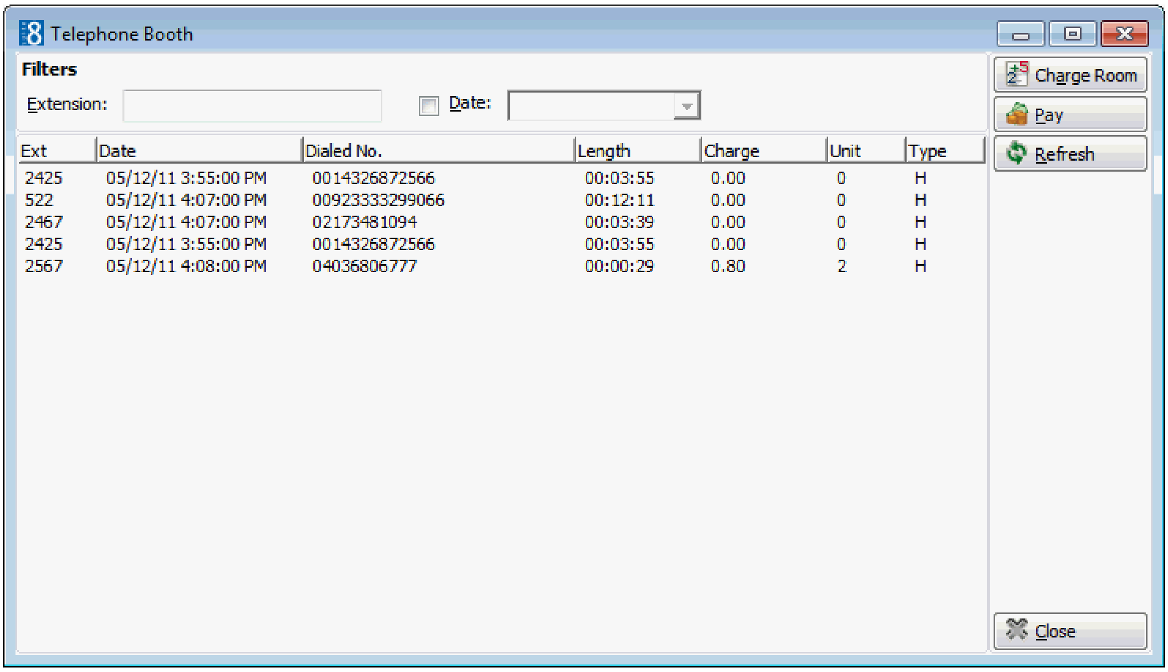
This option may be used to charge or view calls made on telephone extensions with the types Booth (B) or House (H). Telephone booth is accessible via the option INTERFACE FUNCTIONS on the Miscellaneous menu and also from CASHIER FUNCTIONS on the Cashier menu.
Calls can be located by the telephone EXTENSION the call was made from or by DATE the call was made. If no search criteria are entered and the REFRESH button is clicked, all history calls are displayed. The calls are kept in the system for the number of days defined in the configuration of the interface program.

How to charge a telephone booth call to a room

1. Click the MISCELLANEOUS menu and select INTERFACE FUNCTIONS.
2. Select TELEPHONE BOOTH from the Interface Functions menu.

   The Cashier Login screen is displayed.
3. Enter your CASHIER NUMBER and PASSWORD, click LOGIN.

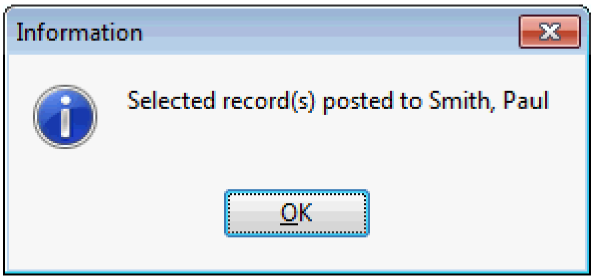
   The Telephone Booth dialog box is displayed with the filter defaulted to today's date.
4. Enter the EXTENSION or the DATE the call was made and click REFRESH to update the list of calls.



5. Select the telephone charge to be transferred and click the CHARGE ROOM button.

   The Billing Guest Search screen is displayed.
6. Search for the required guest or financial account and then click SELECT.

   A message is displayed informing you that the charge has been posted to the selected guest or financial account.



7. Click OK to close the message.

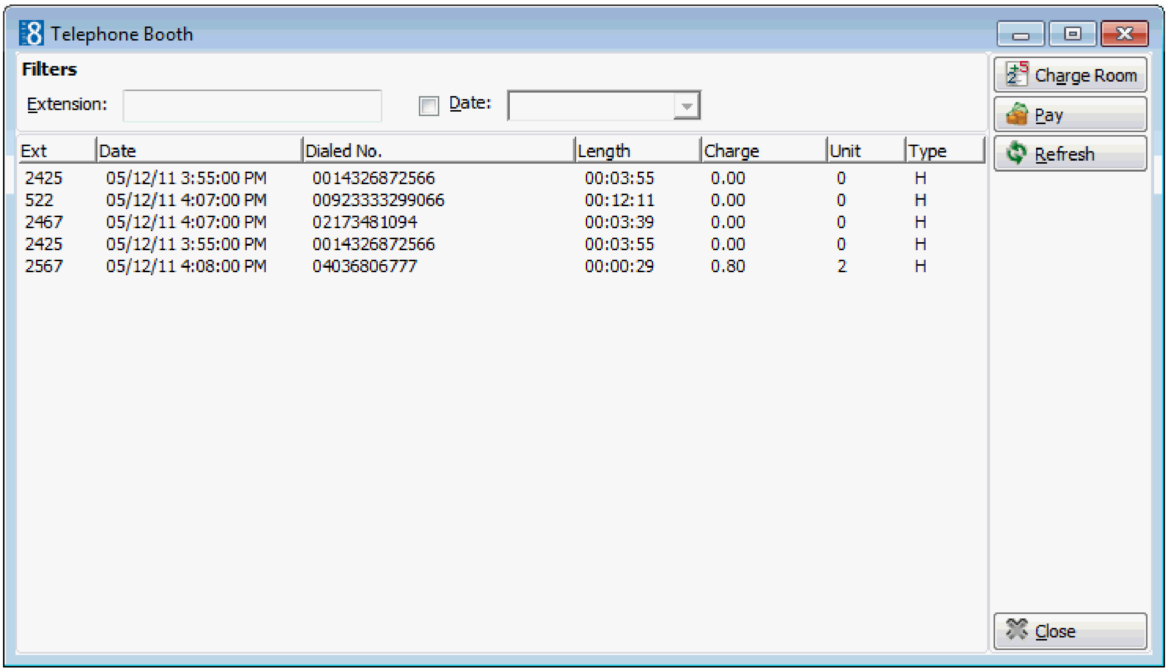
   The transferred telephone record is no longer displayed on the telephone booth listing.
8. Click CLOSE to exit the Telephone Booth screen.

How to charge a telephone booth call to non-staying guest

1. Click the MISCELLANEOUS menu and select INTERFACE FUNCTIONS.
2. Select TELEPHONE BOOTH from the Interface Functions menu.

   The Cashier Login screen is displayed.
3. Enter your CASHIER NUMBER and PASSWORD, click LOGIN.

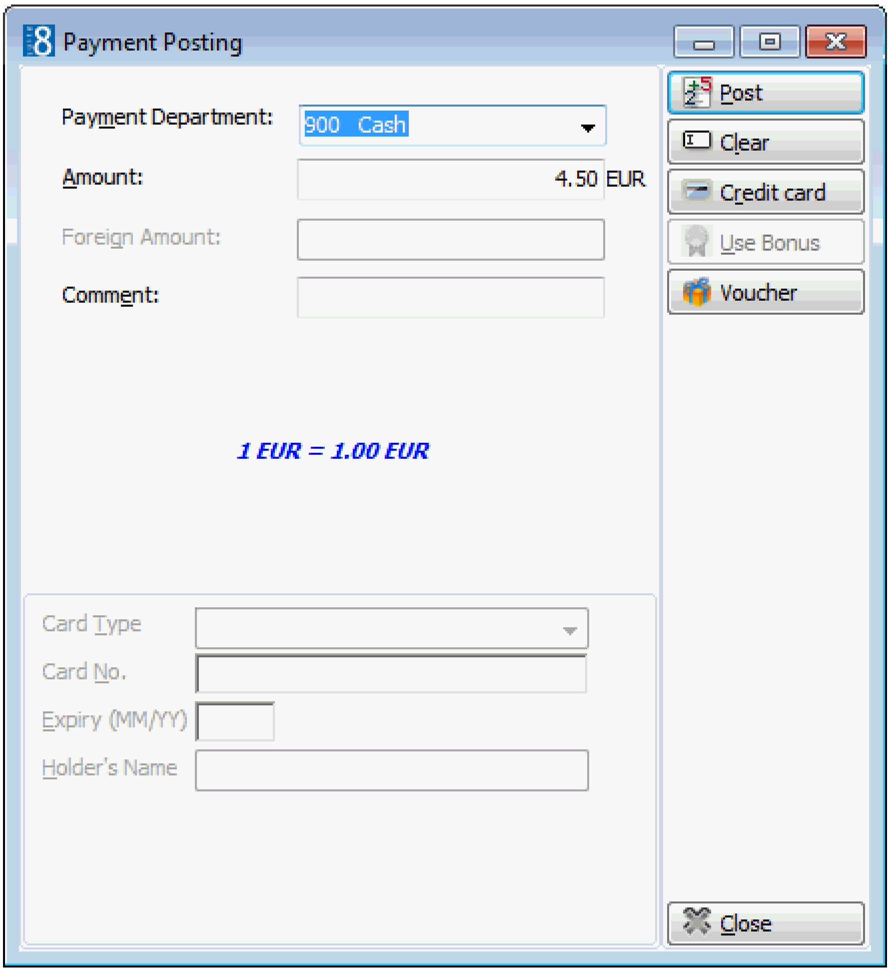
   The Telephone Booth dialog box is displayed with the filter defaulted to today's date.
4. Enter the EXTENSION or the DATE the call was made and click REFRESH to update the list of calls.



5. Select the telephone charge to be transferred and click the PAY button.

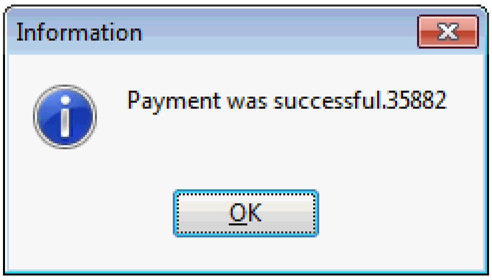
   The profile search screen is displayed.
6. Search for or create the appropriate guest profile, click SELECT.

   In order to post the charge a financial account is automatically created and checked in.
7. The Payment Posting screen is displayed.



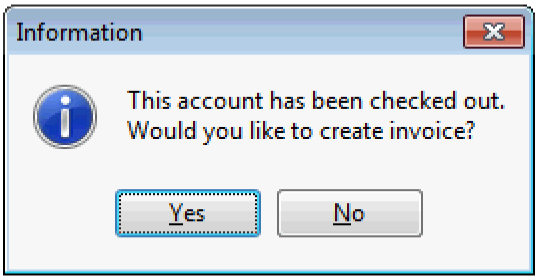
8. Complete the payment details and click the POST button to post the payment.

   A message is displayed indicating that the payment was successful.

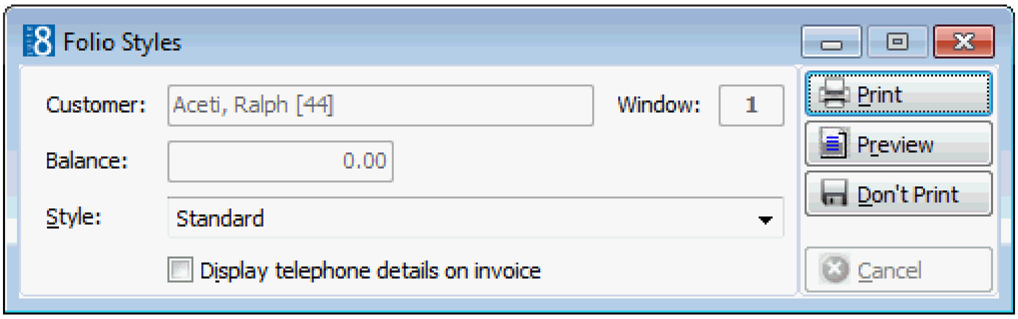


9. Click OK to close the message.

   A message is displayed informing you that the account has been checked out and asking if you would like to create an invoice.



10. Click YES to create an invoice; the Folio Styles dialog box is displayed



11. Select the required folio STYLE from the list of defined folio styles.
12. The following options are available:
    - Click PRINT to print the invoice.
    - Click PREVIEW to display a preview of the invoice, the invoice may be printed directly from the preview screen.
    - Click DON'T PRINT to close the folio styles dialog box without printing the invoice.

    The transferred telephone record is no longer displayed on the telephone booth listing.
13. Click CLOSE to exit the Telephone Booth screen.

Telephone Booth Grid

Field	Definition
Ext	The extension number of the house or booth telephone. If a room number has been assigned to the extension this will be displayed, otherwise the extension number will be displayed.
Date	The date the telephone call was made.
Dialled No.	The number dialled from this extension.
Length	The length of the call in the format HH:MM:SS.
Charge	The total charge for the call. This is the number of units multiplied by the configured unit price or the total charge as received from the telephone interface. The charge format is dependant upon the capabilities of the telephone interface installed.
Unit	The number of units used. The recording of the number of units is dependant upon the capabilities of the telephone interface installed.
Type	'H' indicates that this extension is a house phone and 'B' indicates that this extension is a booth telephone.

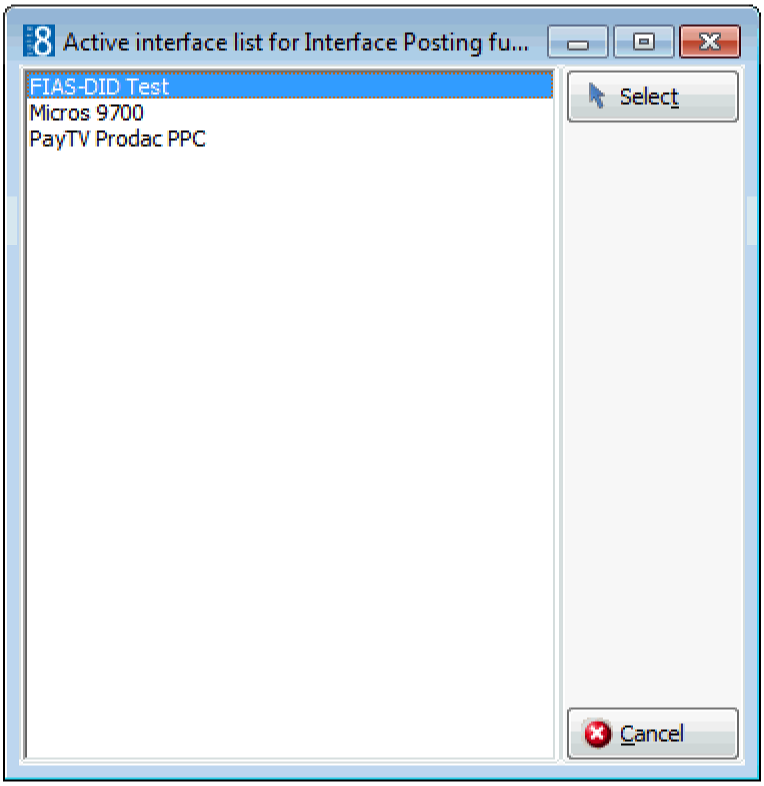
Interface Posting History

This option may be used to view all postings made by the interface and is accessible via the option INTERFACE FUNCTIONS on the Miscellaneous menu.

How to view interface posting history

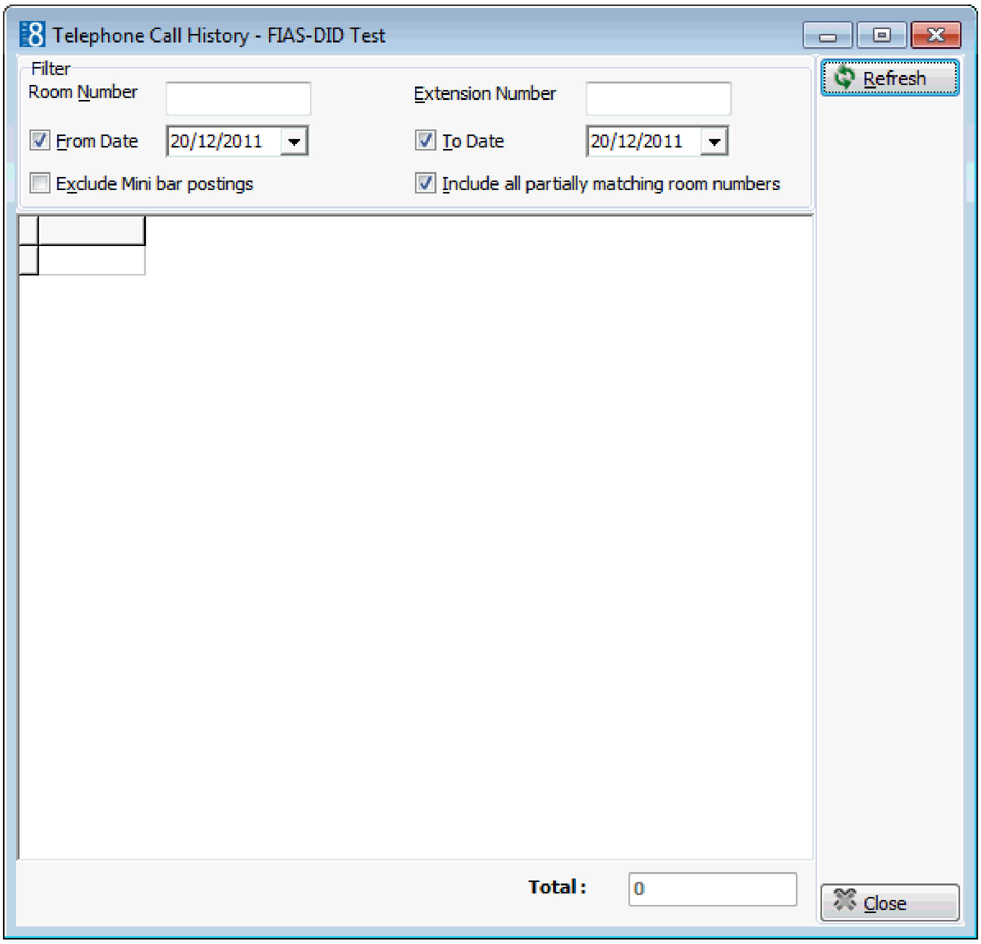
1. Click the MISCELLANEOUS menu and select INTERFACE FUNCTIONS.
2. Select INTERFACE POSTING HISTORY from the Interface Functions menu.

   The Active interface list for Interface Posting functions screen is displayed.



3. Select the required interface and click the SELECT button.

   The History screen for the selected interface is displayed.



4. Complete the search criteria as required:

   The From and To Dates default to today's date but can be changed as required.

   A specific Room Number or Extension Type can be entered.

   Minibar postings are included by default but can be excluded if required.

   The search can be on full or partially matching room numbers.

   Postings from checked out financial accounts can also be displayed.

5. Click the Refresh button to update the screen.
6. Click the Close button to exit the call history screen.

Notify Night Audit Actions

This option may be used to send manual notifications to the interface to start and end the night audit and is accessible via the option Interface Functions on the Miscellaneous menu. This can be used if the nightly routine has not been notified automatically.
Two options are available:

- Night Audit Start
- Night Audit End

This functionality is controlled by the parameter Allow to Send Separate Night Audit Start/End Notifications under Setup → Configuration → Global Settings → Interfaces → Interface 1 tab.

11 External Applications

This option may be used to access shortcuts to various external applications from with Suite 8, such as Calculator, MS Word and MS Excel, and is accessible via the option EXTERNAL APPLICATIONS on the MISCELLANEOUS menu.

How to access external applications

1. Click the MISCELLANEOUS menu and select EXTERNAL APPLICATIONS.

   The external application links defined are displayed.

2. Select the application required.

   The application is opened in a separate window.

The programs listed under this option are defined via the option EXTERNAL APPLICATIONS under Setup → Configuration → Miscellaneous.

12 Budget

Manager Report Budget

This option may be used to enter, view and compare budget figures with actual occupancy figures from the daily statistics, and is accessible via the option BUDGET on the MISCELLANEOUS menu.
A daily value can be entered for each budget criteria for a specific day or for a selected date range. The budget is displayed in grid format according to the selected criteria with the option to also view the figures in a stack bar format.
The budget can be displayed by date range, a specific day of the month can be displayed or days can be skipped. The figures can be displayed as follows:

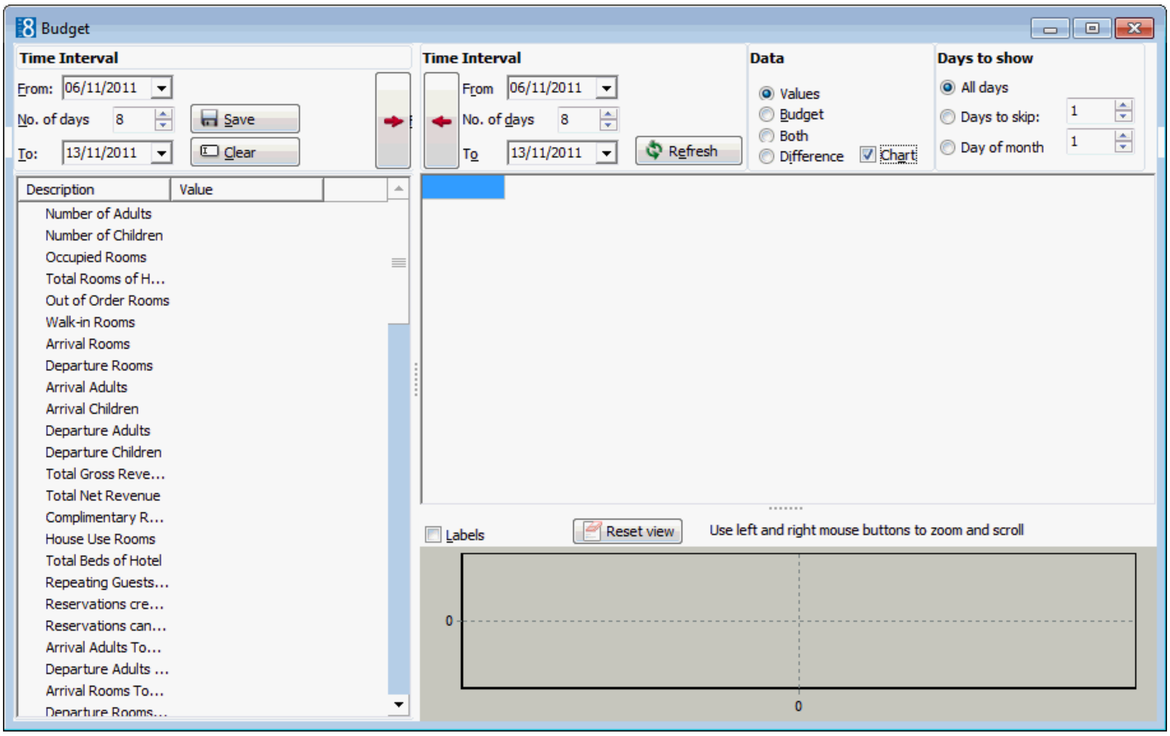
- Actual figures
- Budget figures
- Both actual and budget figures
- The difference between actual and budget figures.

How to display the budget

1. Click the MISCELLANEOUS menu and select BUDGET.
2. Select MANGER REPORT BUDGET from the Budget menu.

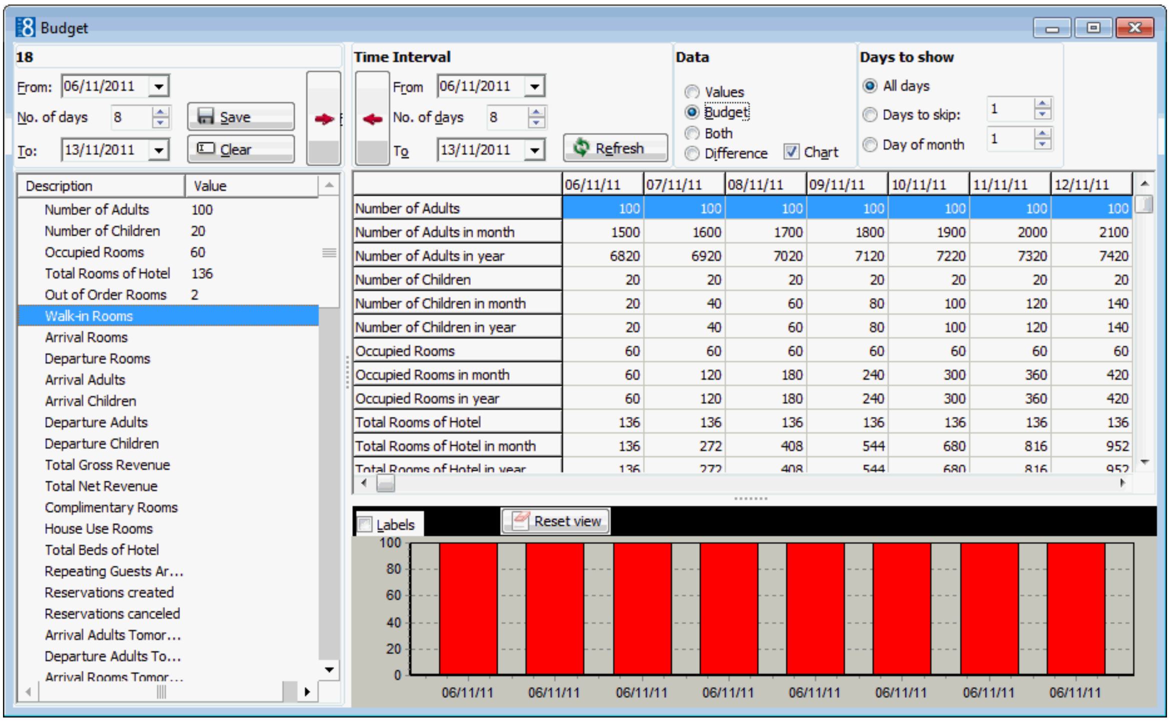
   The Budget screen is displayed divided into two sections:

   - Budget figures are entered on the left-hand side.
   - On the right-hand side are the selection criteria for displaying the budget. The budget figures are displayed in grid format below the selection criteria.



3. Select the date range for which to display the budget; the FROM date defaults to the current date and the NO. OF DAYS defaults to 8 days, but these may be changed as required.
4. Select if the budget is to be displayed for Actual VALUES, BUDGET Values, BOTH or the DIFFERENCE between them.

5. Select CHART to display the selected budget value also in stack bar format.
6. The default days to show is ALL DAYS; select DAYS TO SKIP to skip days within the date range. For example, if the selected date range is 14 days and days to skip is set to 3, days 1, 5, 9 and 13 will be shown.
7. Select DAY OF THE MONTH to display a specific day of the month. For example if the selected date range for the view is June 1st-30th and the day of month is set to 12, only June 12th will be shown.
8. Click the REFRESH button to display the budget as per the selected criteria.



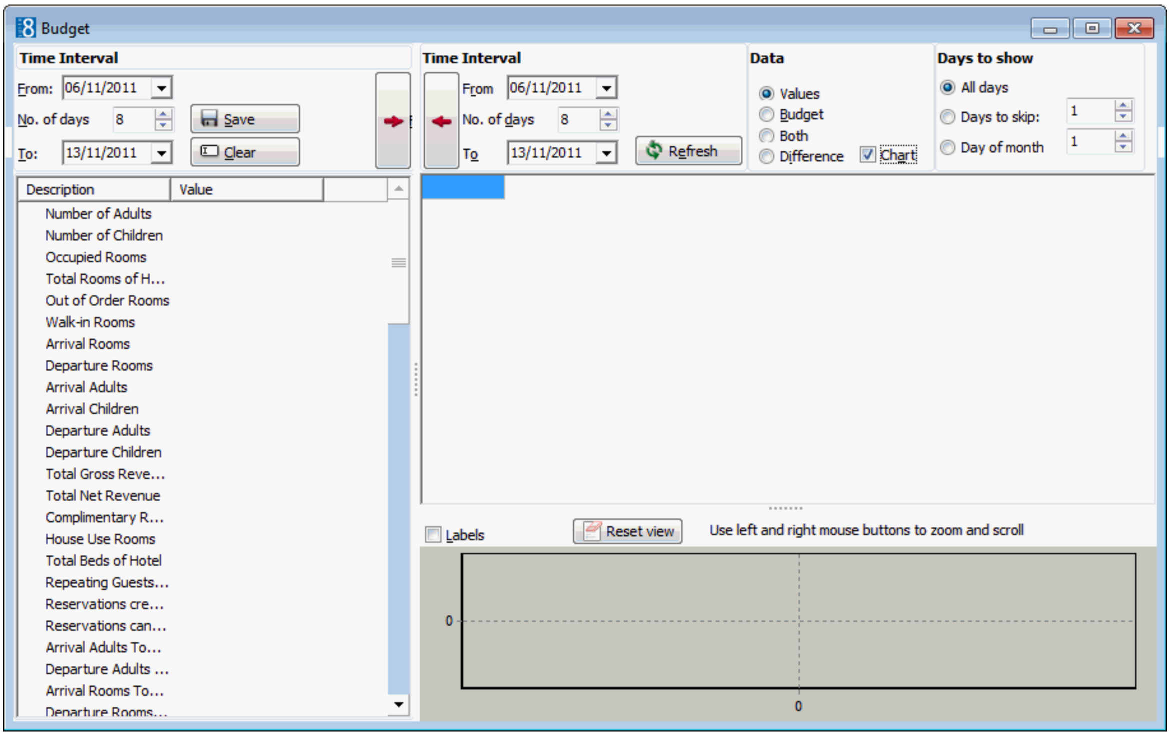
9. Click the  at the top of the screen to close the budget screen.

How to enter the daily statistics budget

1. Click the MISCELLANEOUS menu and select BUDGET.
2. Select MANGER REPORT BUDGET from the Budget menu.

   The Budget screen is displayed divided into two sections

   - Budget figures are entered on the left-hand side.
   - On the right-hand side are the selection criteria for displaying the budget. The budget figures are displayed in grid format below the selection criteria.



The dates for entering the budget figures are entered in the TIME INTERVAL section on the left-hand side of the screen.

3. Type the starting date for the budget in the FROM box or click the drop down arrow and select a date from the calendar.
4. Type the number of days for which you want to enter the budget in the NO. OF DAYS box.

   or

5. Type the end date in the TO box or click the drop down arrow and select a date from the calendar.
6. Select the entry for which you want to enter a budget figure and press ENTER or double-click in the VALUE box.

Description	Value
Number of Adults	

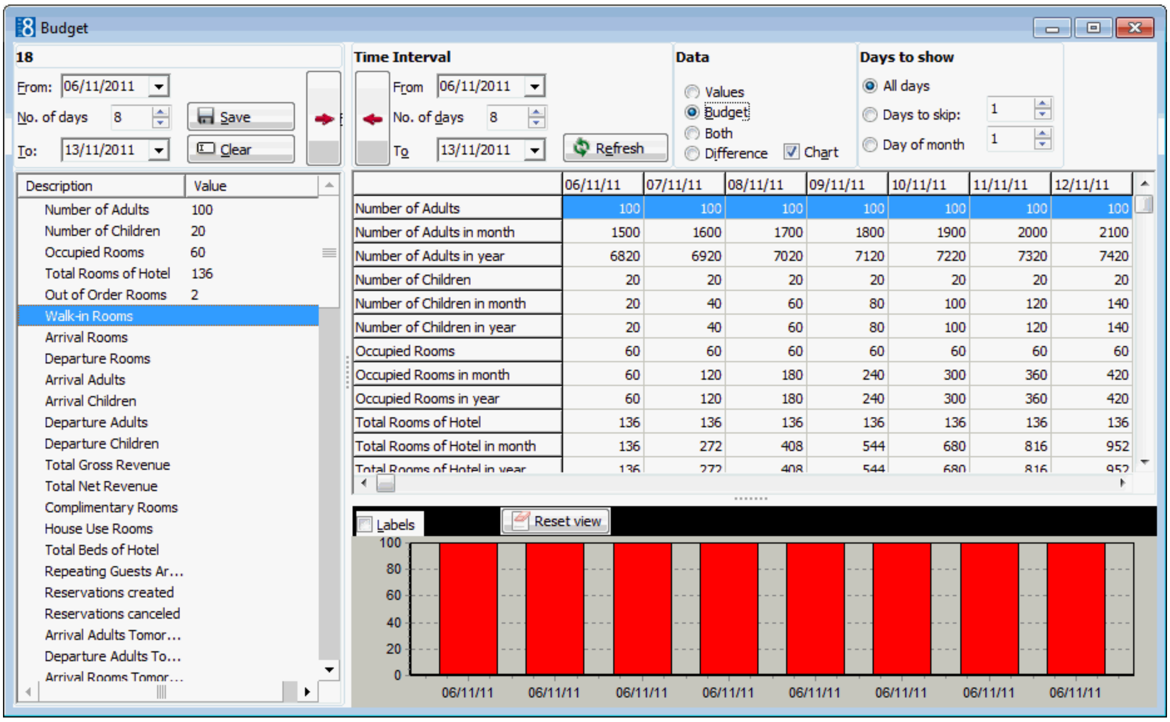
7. Enter the daily value for the selected entry and press ENTER.

Description	Value
Number of Adults	100

8. Repeat steps 6 and 7 for all entries to be included in the budget.

Description	Value
Number of Adults	100
Number of Children	20
Occupied Rooms	60
Total Rooms of Hotel	136
Out of Order Rooms	2
Walk-in Rooms	

9. Click SAVE; the budget entries are updated to the grid on the right-hand side of the screen.



10. Click the  at the top of the screen to close the budget screen.

Note: To clear all the values click the CLEAR button.

Budget Viewing Criteria

Criteria	**Definition**
Time Interval	
From	Select a date from the calendar from which to display the budget.
No. of days	The number of days to display.
To	Select a date from the calendar until which to display the budget.
Refresh	Refreshes the view
Data	
Values	Displays actual figures.
Budget	Displays budget figures.
Both	Displays both actual and budget figures.
Difference	Displays the difference between actual and budget figures.
Chart	Toggles the chart display on or off.
Days to show	
All days	Displays all days in the selected date range.
Days to skip	Skips days within the date range. For example, if the selected date range for the view is 14 days and days to skip is set to 3, days 1, 5, 9 and 13 will be shown.
Day of month	Displays a specific day of the month. For example if the selected date range for the view is June 1st-30th and day of month is set to 12, only June 12th will be shown.

Chart Display	
Labels	Toggles the labels on the stack bars on or off; the labels show the entered value.
Reset view	Resets the display of the chart.

Revenue Budget

This option may be used to enter and view budget figures by department code, market or source code and is accessible via the option Budget on the Miscellaneous menu.

The budget screen consists of an option and two pages; each page is represented by a tab:

- Mass Settings - this option is used to enter initial budget figures by the selected code, month and revenue type. Any previously entered budget figures are displayed each time this option is accessed.
- Settings – opened by default, this page is used to update or adjust budget figures once the initial budget has been entered.
- Display – used to view and compare on a daily, monthly and yearly basis the actual revenue figures with the budget figures.

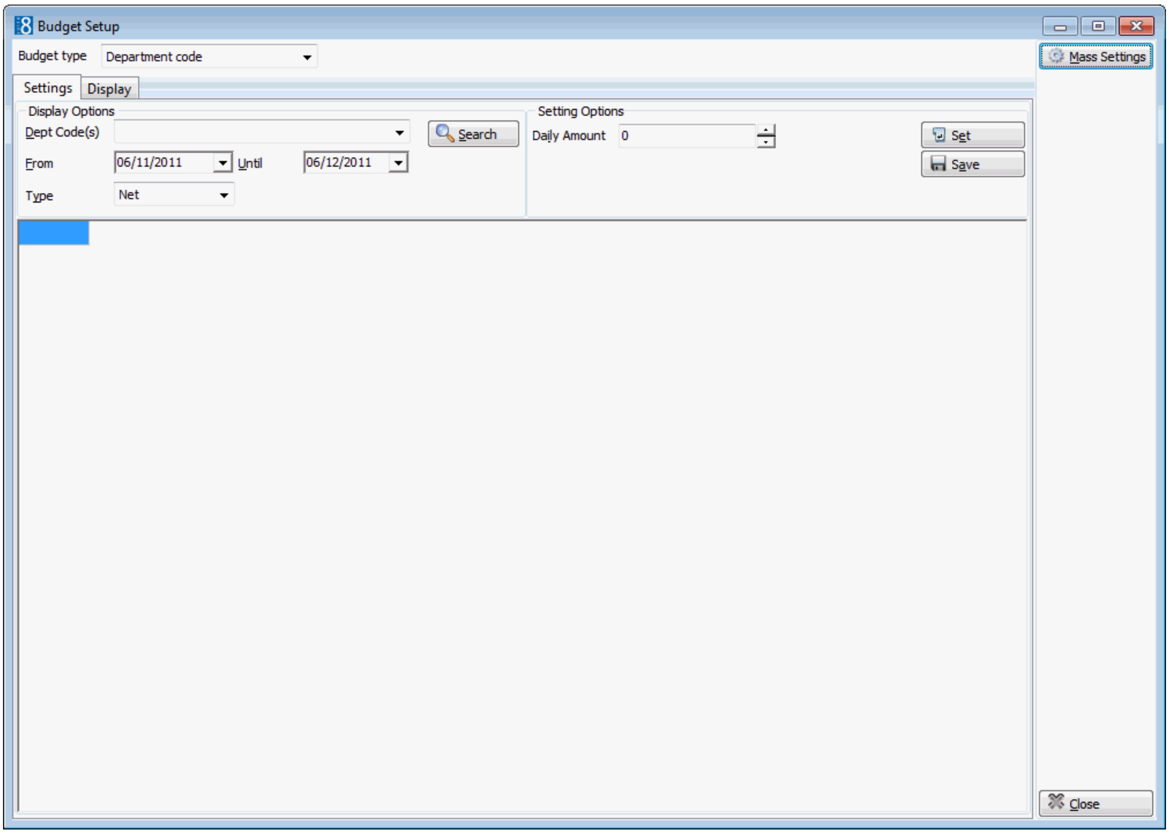
Note: The entry of the initial budget via the mass settings option has to be completed before detail budget figures can be adjusted on the settings tab.

How to display the budget

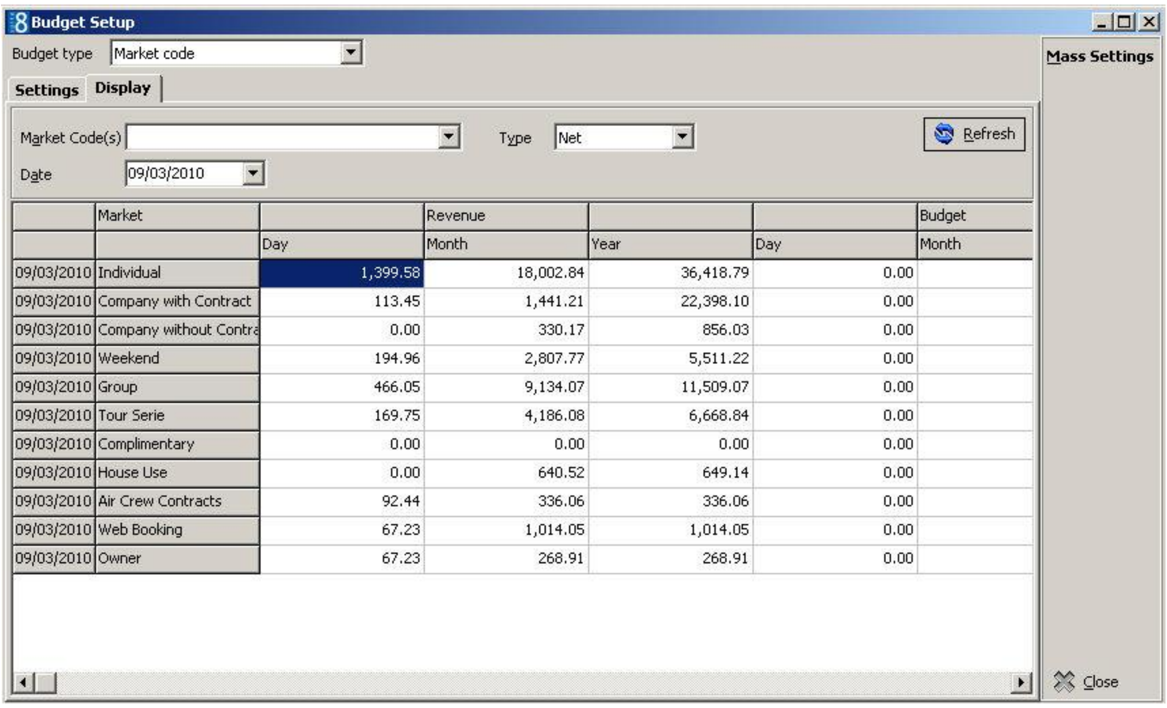
1. Click the MISCELLANEOUS menu and select BUDGET.
2. Select REVENUE BUDGET from the Budget menu.

   The Budget screen is displayed divided into two pages, each one represented by a tab:

   - Settings – opened by default, this page is used to update current budget figures.
   - Display – used to view and compare on a daily, monthly and yearly basis the actual revenue figures with the budget figures.



3. Click the DISPLAY tab.
4. In the BUDGET TYPE box select the required budget type.
5. To limit the display of department, market or source codes; select the required codes from the drop-down list
6. In the DATE box enter the date from which to display the budget or select a date from the calendar.
7. In the revenue TYPE box select the type of revenue figures to display; net and gross revenue figures can be displayed for all three budget types, room nights and persons can be displayed for market and source code budgets.
8. Click the REFRESH button to display the budget as per the selected criteria.



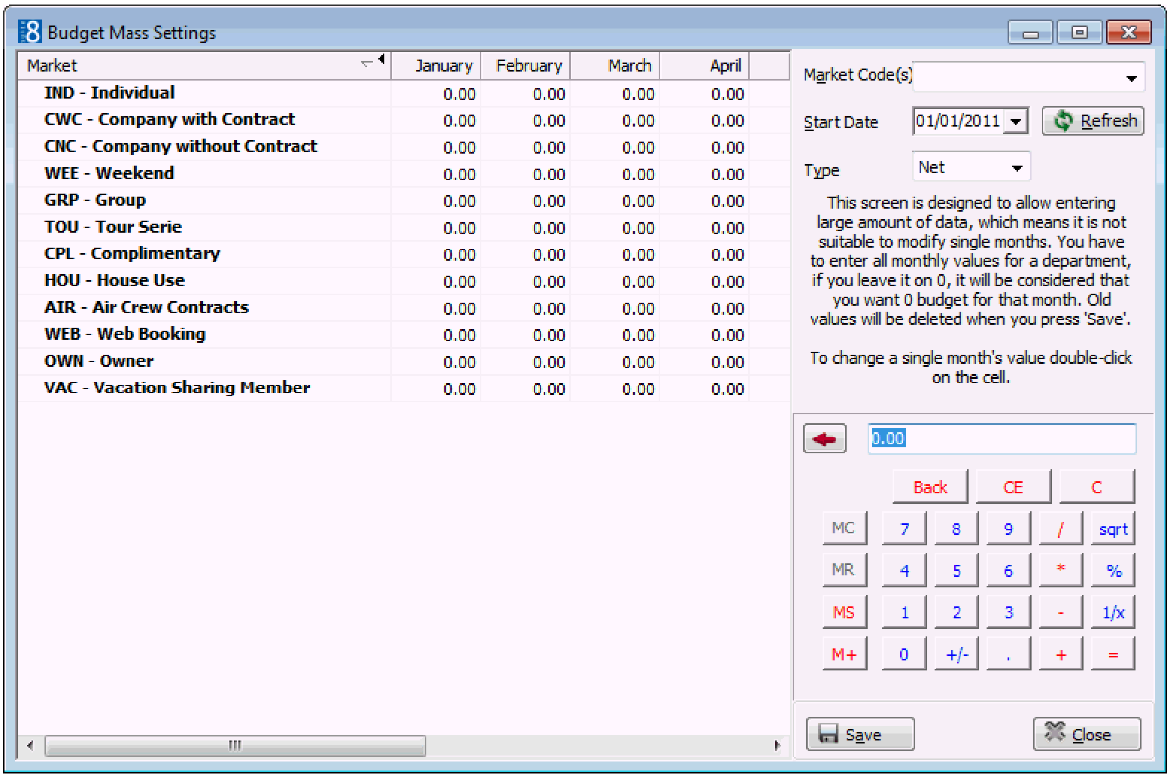
9. Click CLOSE to exit the Budget setup screen.

How to enter budget by month via mass settings

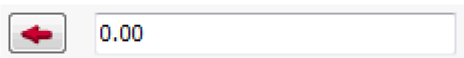
1. Click the MISCELLANEOUS menu and select BUDGET.
2. Select REVENUE BUDGET from the Budget menu to display the Budget Setup screen.

   A revenue budget can be setup up by DEPARTMENT CODE, MARKET CODE and SOURCE CODE.
3. In the BUDGET TYPE box select the required budget type.
4. Click MASS SETTINGS to display the Budget Mass Settings screen.

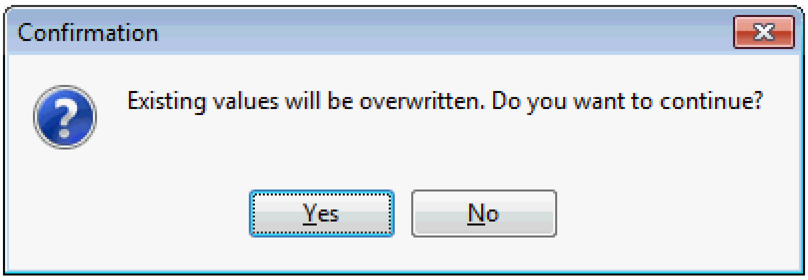
   Any previously entered budget figures are displayed.



5. To limit the list of department, market or source codes; select the required codes from the drop-down list and click the REFRESH button to update the display.
6. In the START DATE box enter the date from which to start entering the budget or select a date from the calendar.
7. In the revenue TYPE box select the type of revenue figures to enter; net and gross revenue figures can be entered for all three budget types, room nights and persons can be entered for market and source code budgets.
8. Enter the monthly amount or use the calculator to calculate the monthly budget amount.
9. Select the required DEPARTMENT, MARKET or SOURCE code from the grid on the left-hand side and click the green arrow next to the amount to update the month columns.

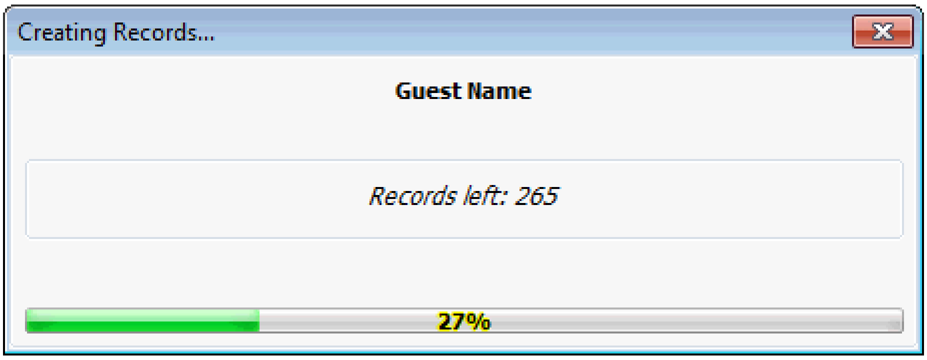


10. Click the SAVE button.
11. A message is displayed advising that 'Existing values will be overwritten. Do you want to continue?'



12. Select YES to continue.

    A progress bar is displayed as the values which were entered per month are distributed by day.



13. Click the CLOSE button to return to the budget setup screen.
14. Click CLOSE to exit the Budget setup screen.

Note: The mass settings screen is designed to enter large amounts of data. You have to enter all monthly values for a department, if you leave it on 0, it will be considered that you want a 0 budget for that month. However, a single month's value can be changed by double-click on the value.

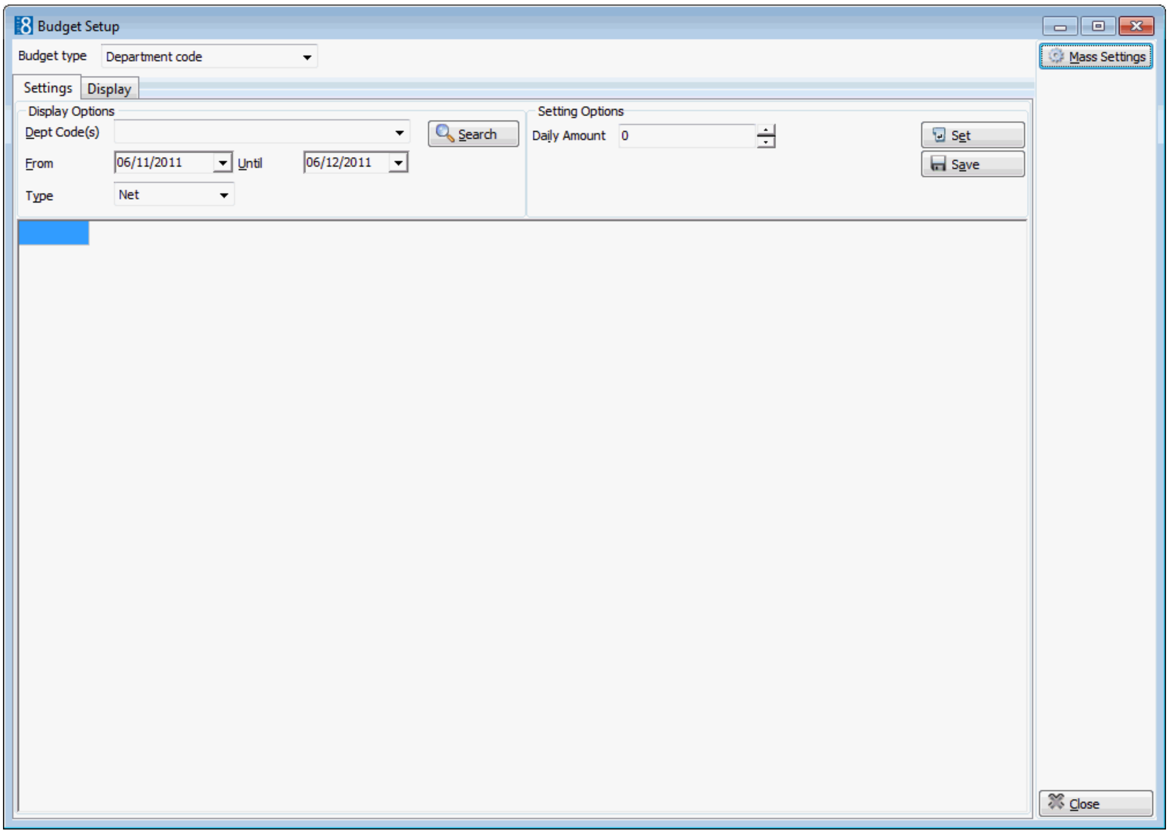
Note: Using the start date on the mass settings tab to enter monthly budget figures will distribute the entered amount from the start date onwards until the end of the month. For example if the budget amount is 5000 and the selected start date is June 15th, the first months distribution will be 333.33 per day starting on June 15th until June 30th. For the following months the amount will be distributed equally over the entire month.

How to adjust daily budget figures

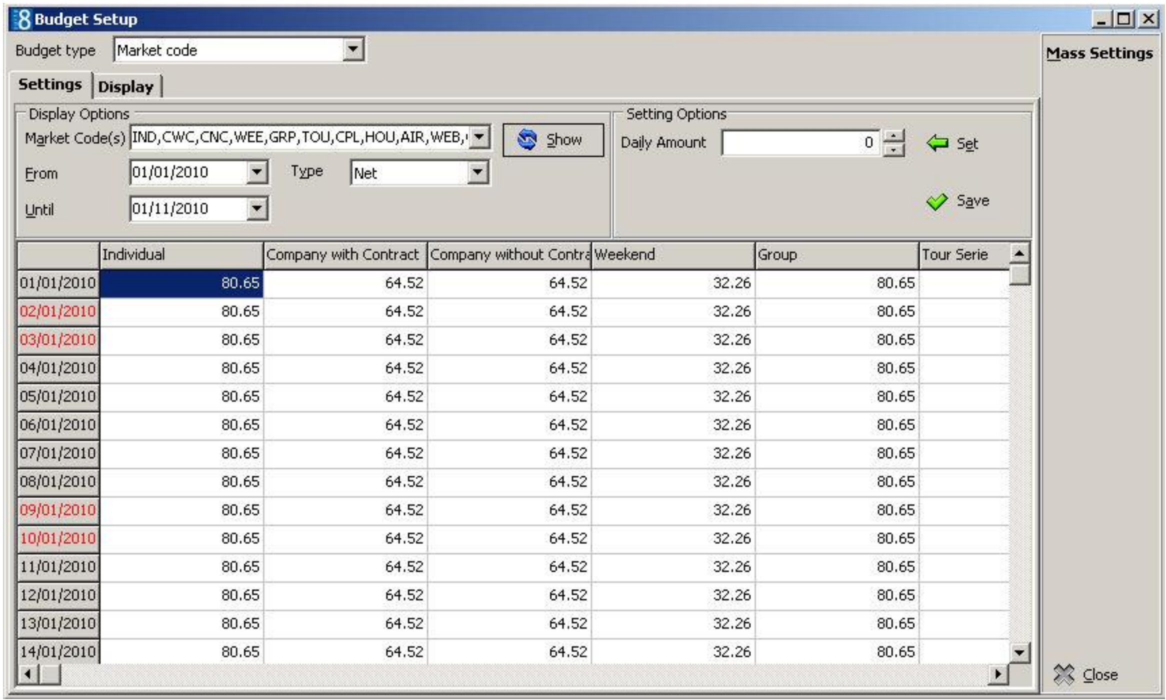
1. Click the MISCELLANEOUS menu and select BUDGET.
2. Select REVENUE BUDGET from the Budget menu.

   The Budget screen is displayed divided into two pages, each one represented by a tab:

   - Settings – opened by default, this page is used to update current budget figures.
   - Display – used to view and compare on a daily, monthly and yearly basis the actual revenue figures with the budget figures.



3. In the BUDGET TYPE box select the required budget type.
4. Select the department, market or source codes to display from the drop-down list.
5. In the FROM box enter the date from which to display budget figures or select a date from the calendar.
6. In the UNTIL box enter the date until which to display budget figures or select a date from the calendar.
7. In the revenue TYPE box select the type of revenue figures to display; net and gross revenue figures can be displayed for all three budget types, room nights and persons can be displayed for market and source code budgets.
8. Click the SEARCH button to display the budget as per the selected criteria.



9. Select the DATE and the DEPARTMENT, MARKET or SOURCE code column for which the daily amounts are to be adjusted.
10. Enter the new budget amount in the DAILY AMOUNT box.
11. Click the SET button; the daily amounts are updated on the grid.
12. Click the SAVE button.

    A progress bar is displayed as the values are updated.
13. Click CLOSE to exit the Budget setup screen.

Budget Setup dialog box

Field	Definition
Budget Type	A revenue budget can be setup up by Department Code, Market Code and Source Code.
Dept Code(s) Market Code(s) Source Code(s)	Select the department, market or source codes to display from the list of defined codes.
From	Enter the date from which to display budget figures or select a date from the calendar.
Until	Enter the date until which to display budget figures or select a date from the calendar.
Type	Select the type of revenue figures to display; net and gross revenue figures can be displayed for all three budget types, room nights and persons can be displayed for market and source code budgets.
Daily Amount	The new daily budget amount to be updated.

The default revenue type for budget mass settings is defined via the option DEFAULT TYPE ON MASS SETTINGS PAGE under Setup → Configuration → Global Settings → Generic → Generic 2 tab.

The default revenue type for budget detail setup is defined via the option DEFAULT TYPE ON DETAIL SETUP under Setup → Configuration → Global Settings → Generic → Generic 2 tab.

Note: As of Suite 8.7 changes have been made to the budget calculation, the values are now calculated until the actual date for month and year. For this two new fields have been added to the table 'Sbud' called: 'sbud_monthvalue2' and sbud_yearvalue. Currently the information can be retrieved from the reports only and are not visible on the budget screen.

13 Luggage

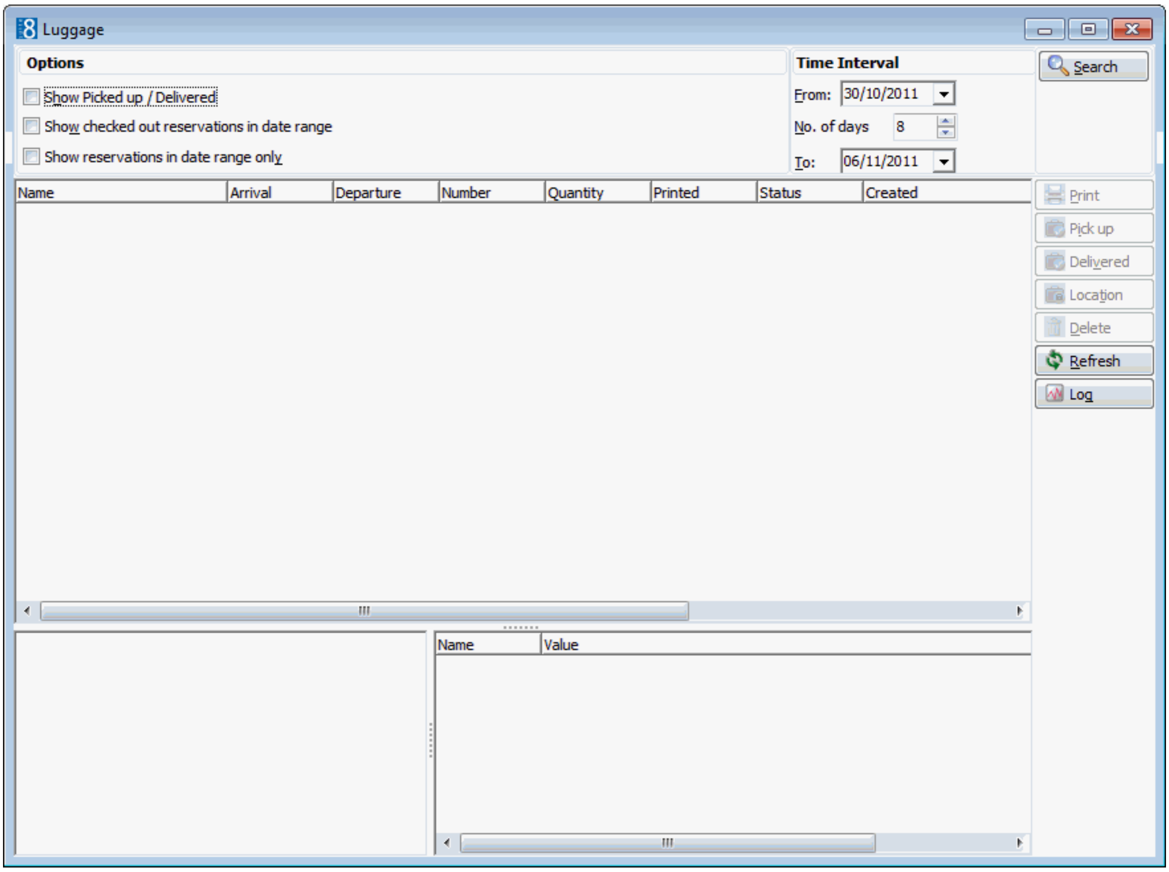
This option may be used to view, edit and print luggage labels, to mark a luggage detail as picked up or delivered and to view or change a luggage location for storage or pickup.
This option is accessible via the option LUGGAGE on the MISCELLANEOUS menu and is parameter controlled.

How to view and edit luggage details

1. Click the MISCELLANEOUS menu and select LUGGAGE.

   The Luggage screen is displayed.

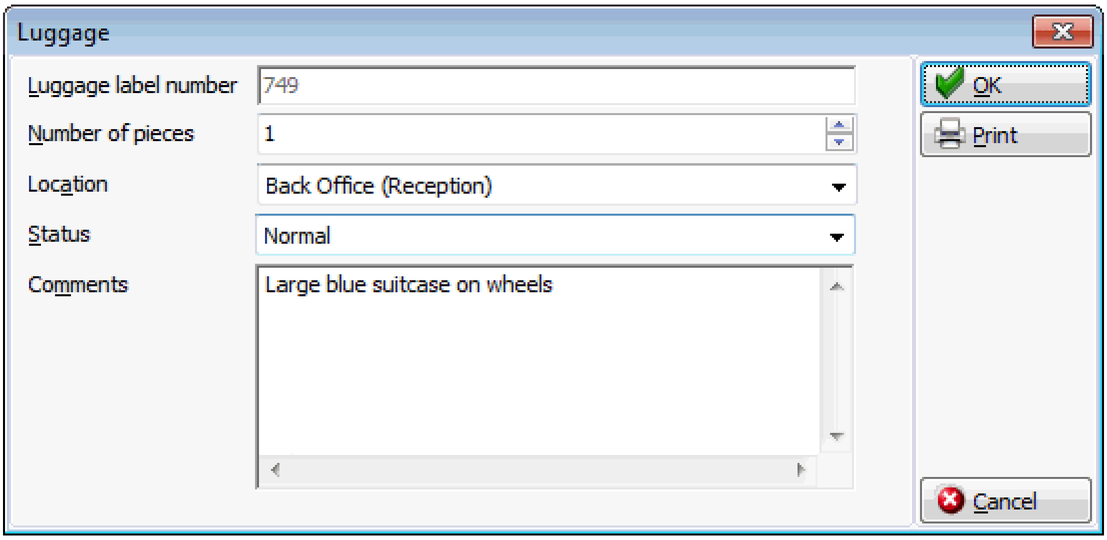
   - The upper part of the screen consists of search options and date range criteria.
   - The middle part of the screen displays the search results in grid format.
   - The lower part of the screen displays luggage details and any comments for the selected guest.



2. There are three search options which can be selected independently or together, select the required options:
   - Show picked up / Delivered - displays all luggage details with the status picked up or delivered within the selected time interval.
   - Show checked out reservations in date range - displays all reservations with a luggage record which have checked-out within the selected time interval.
   - Show reservations in date range only - displays all reservations with a luggage record within the selected time interval.
3. Enter the FROM and TO dates, click SEARCH.

All luggage details which meet the entered search criteria are displayed.

4. Select the required luggage detail and click the EDIT button, the Luggage edit dialog box is displayed.



5. Make any changes necessary.
6. Click OK to save the changes or CANCEL to exit without saving the changes.
7. Click the  in the top right hand corner to close the Luggage screen.

How to print a luggage label

1. Click the MISCELLANEOUS menu and select LUGGAGE.

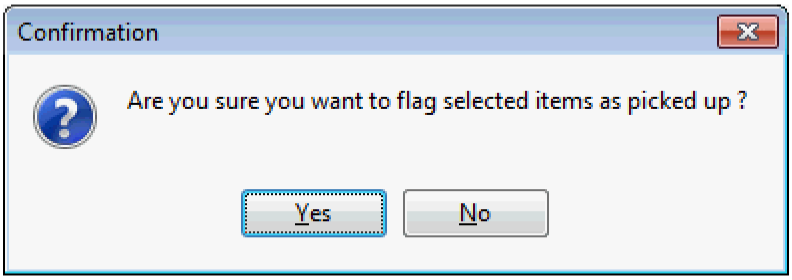
   The Luggage screen is displayed.
2. Search for and locate the luggage detail to be printed.
3. Click the PRINT button.

   The Printing Records dialog box is displayed showing the number of copies and pages being printed.
4. On the Printing Records dialog box the report printing can be cancelled by clicking the CANCEL PRINTING button.
5. Click the  in the top right hand corner to close the Luggage screen.

How to mark a luggage detail as picked up

1. Click the MISCELLANEOUS menu and select LUGGAGE.

   The Luggage screen is displayed.
2. Search for and locate the luggage detail to be marked as picked up.
3. Click the PICK UP button, a confirmation message is displayed.



4. Click YES to mark the selected item as picked up.

The luggage detail now has the status PICKED UP.

5. Click the  in the top right hand corner to close the Luggage screen.

How to mark a luggage detail as delivered

1. Click the MISCELLANEOUS menu and select LUGGAGE.

   The Luggage screen is displayed.

2. Search for and locate the luggage detail to be marked as delivered.
3. Click the DELIVERED button, a confirmation message is displayed.

4. Click YES to mark the selected item as delivered.

   The luggage detail now has the status DELIVERED.

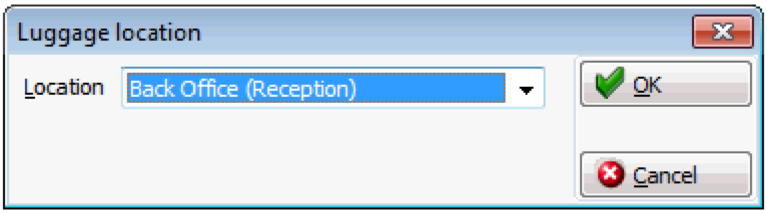
5. Click the  in the top right hand corner to close the Luggage screen.

How to view or change a location

1. Click the MISCELLANEOUS menu and select LUGGAGE.

   The Luggage screen is displayed.

2. Search for and locate the required luggage detail.
3. Click the LOCATION button, the Luggage location dialog box is displayed.



4. Select the LOCATION required from the list of defined locations.
5. Click OK to save the change.
6. Click the  in the top right hand corner to close the Luggage screen.

Options available on the Luggage screen

- EDIT - to edit an existing luggage detail, this option is parameter controlled.
- PRINT - to print the luggage detail; depending on the configuration it may not be possible to reprint luggage details.
- PICK UP - to mark the luggage detail as picked up.
- DELIVERED - to mark the luggage detail as delivered.
- LOCATION - to change the location of the luggage.
- DELETE - to delete the selected luggage detail; depending on the configuration it may not be possible to delete printed and/or not printed details.

- REFRESH - to update the current display.
- LOG - to display the luggage user log.

Luggage label functionality is controlled by the parameter LUGGAGE LABEL FUNCTIONALITY under Setup → Configuration → Global Settings → Reservation → Luggage 5 tab. All the luggage label configuration options are displayed when the option is activated.

Luggage locations are defined via the option LUGGAGE LOCATION under Setup → Configuration → Reservations.

Printer setup for luggage label

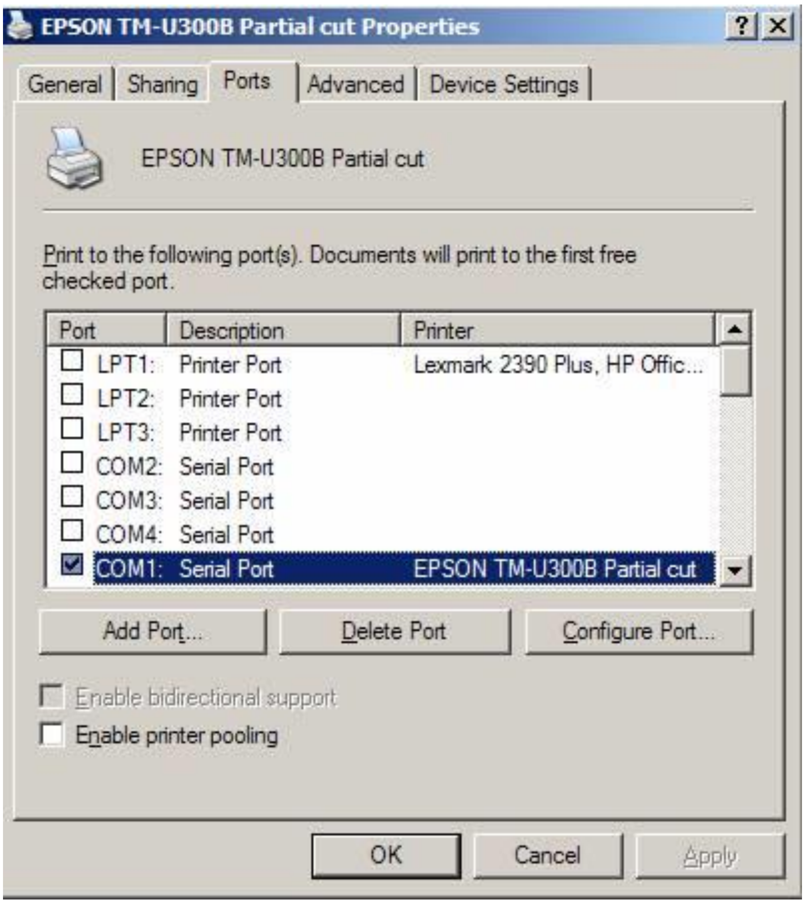
In our example we are using an EPSON TM-U300B printer and printer driver Tdr161e.exe. Check with your local support office or download this file from the EPSON Home page.
This executable will install all drivers into a temporary folder.

How to configure an EPSON printer for luggage label printing

1. Install the printer from the Windows Printer Setup; make sure you use the correct drivers from the temporary folder.

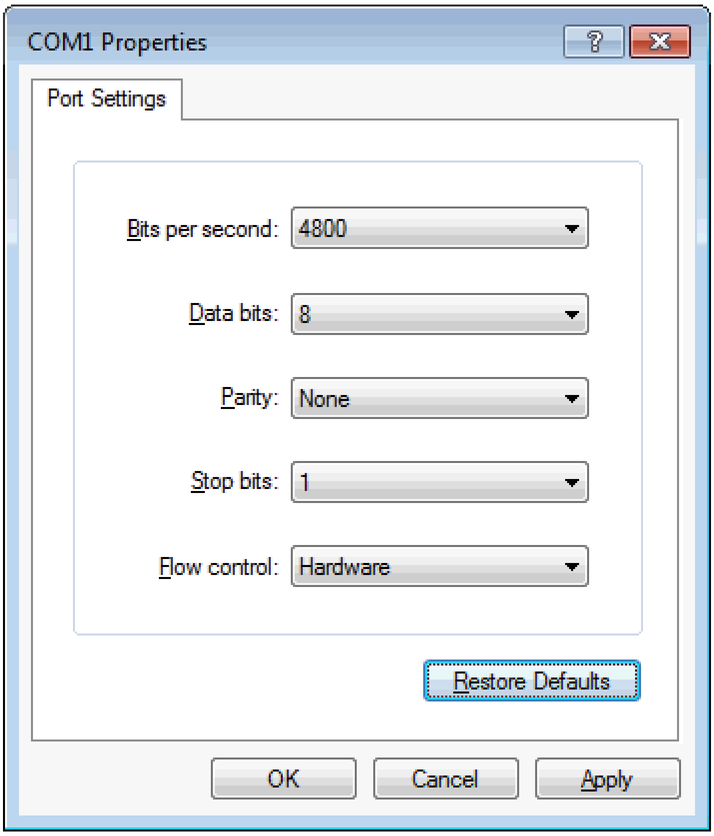
   If you are running on Windows XP, take the driver from the win2000 folder.

2. The Printer Port needs to be COM1.



   After successful installation of the printer, the port configuration needs to be modified.

3. Click CONFIGURE PORT, the Port Settings dialog box is displayed.



4. Change Bits per second to **4800**.
5. Change Flow control to **Hardware**.
6. Set DIP switch No. 7 to ON (by default it is set to OFF).

> **Note:** The standard EPSON printers normally use 9600 bits per second, leaving the buffer size, could result in overflow causing errors when printing receipts. By turning the DIP switches ON or OFF, the transmission speed has to be changed on the printer to 4800. On the EPSON TM-U300B, this is DIP switch No. 7.

The report to be used for printing luggage labels is defined via the option Luggage Report under Setup → Configuration → Global Settings → Reservation → Luggage 5 tab.

The number of copies for luggage labels is defined by selecting the required luggage report under Miscellaneous → Reports and then setting the number of copies via the option Number of copies on Primary Printer on the Report edit screen.

14 Export to Outlook

This option may be used to export profile information to MS Outlook folders and is accessible via the option EXPORT TO OUTLOOK on the MISCELLANEOUS menu.
Information such as the following can be exported:

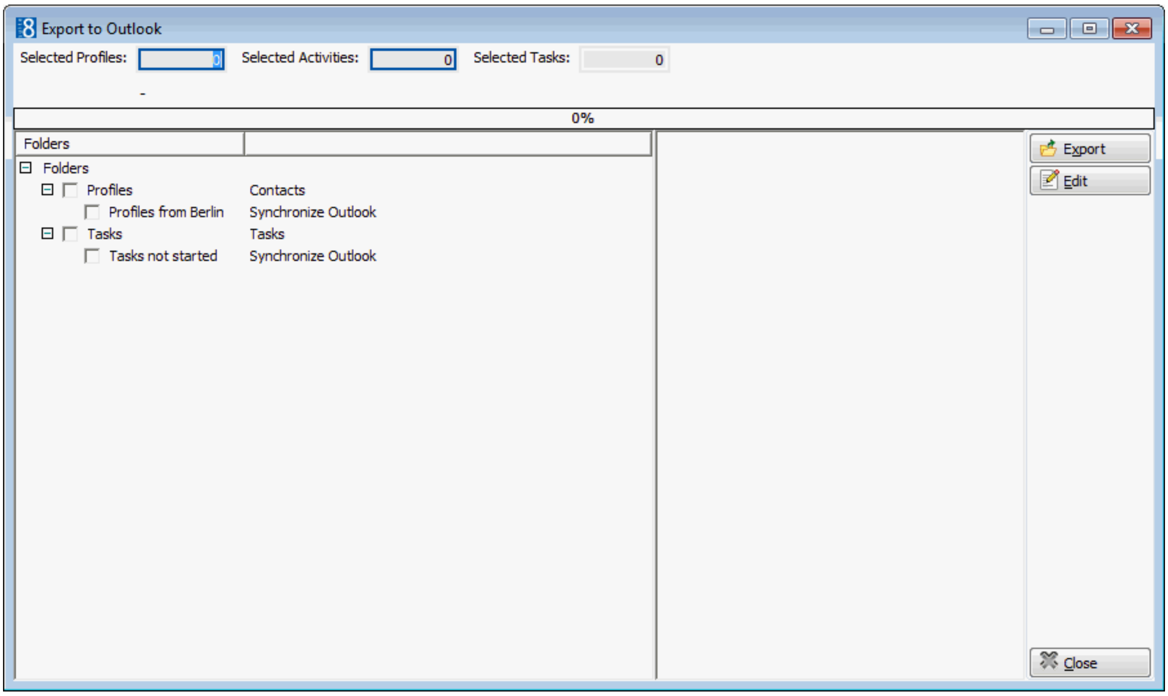
- Individual profiles, companies and all linked individuals
- Addresses and communications
- Birth dates and notes
- Linked tasks and activities

Note: The export should be run manually as often as required; it is not an automated process.

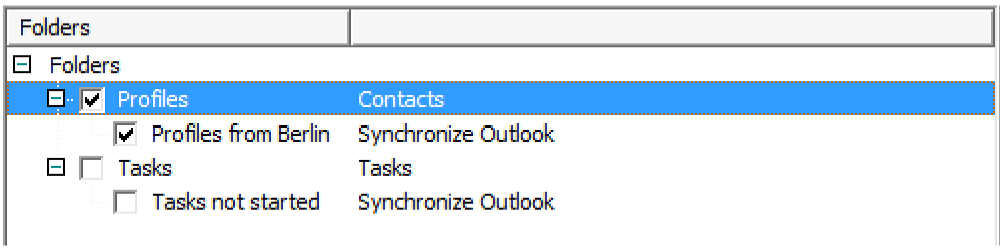
How to run the export to MS Outlook

1. Click the MISCELLANEOUS menu and select EXPORT TO OUTLOOK.

   The Export to Outlook screen is displayed.



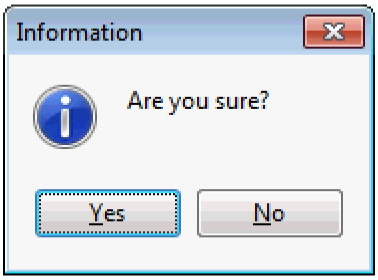
2. Select the folder and operation to synchronize so that both the folder and the operation are marked as selected ☑.



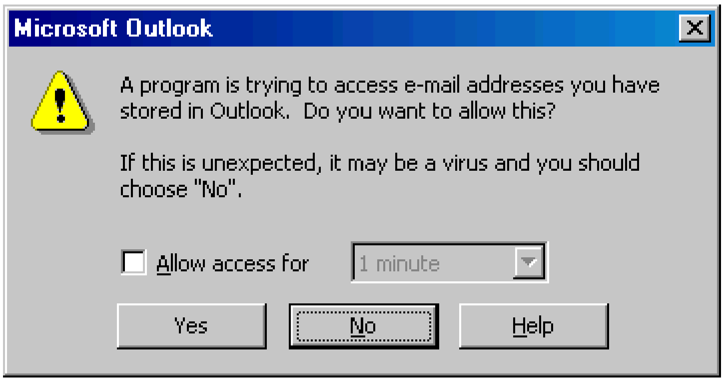
   Depending on the folders selected the number of records will be displayed in the SELECTED PROFILES, SELECTED ACTIVITIES and SELECTED TASKS boxes at the top of the screen.

3. Click the EXPORT button.

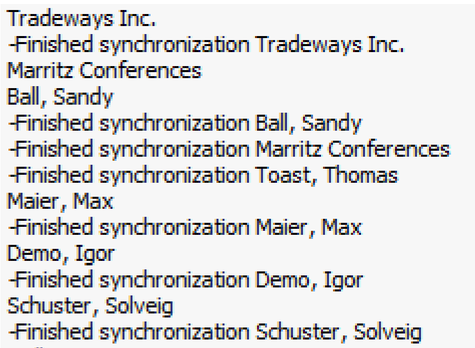
A confirmation message is displayed.



4. Click YES to continue; enter the MS Outlook password if requested.
5. Depending on your MS Outlook settings, you may be prompted with a message from MS Outlook requesting access permission.



6. Select the check box ALLOW ACCESS FOR and click YES.
7. Once access is granted the export to MS Outlook starts and the export process is displayed on the Export to Outlook screen.



8. The export process is finished when the message 'Finished database synchronization' is displayed in the export process window.
9. Click CLOSE to exit the Export to Outlook screen.

Folders and sub folders are defined via the options FOLDERS under Setup → Configuration → Miscellaneous → Export to Outlook.

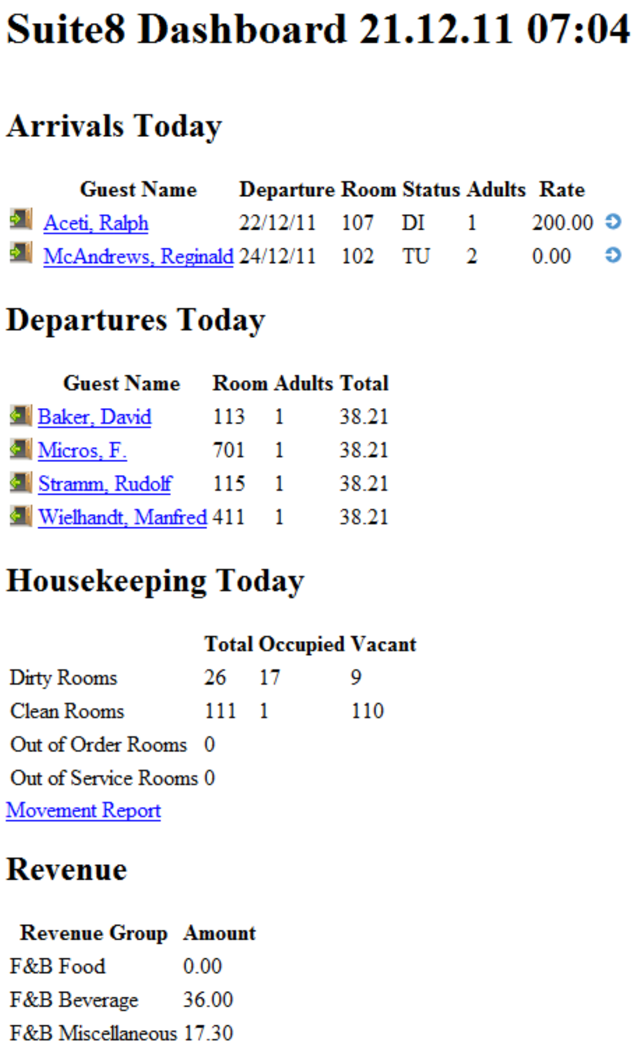
15 Today's Activities

This option may be used to view the availability, arrival and departure figures for the next three days and any conference bookings reserved for today. Today's activities is accessible via the option TODAY'S ACTIVITIES on the MISCELLANEOUS menu.

How to view today's activities

1. Click the MISCELLANEOUS menu and select TODAY'S ACTIVITIES.

   Alternatively click the TODAY'S ACTIVITIES icon from the coloured miscellaneous toolbar.



Suite8 Dashboard 21.12.11 07:04

Arrivals Today

Guest Name	Departure	Room	Status	Adults	Rate
Aceti, Ralph	22/12/11	107	DI	1	200.00
McAndrews, Reginald	24/12/11	102	TU	2	0.00

Departures Today

Guest Name	Room	Adults	Total
Baker, David	113	1	38.21
Micros, F.	701	1	38.21
Stramm, Rudolf	115	1	38.21
Wielhandt, Manfred	411	1	38.21

Housekeeping Today

	Total	Occupied	Vacant
Dirty Rooms	26	17	9
Clean Rooms	111	1	110
Out of Order Rooms	0		
Out of Service Rooms	0		

Movement Report

Revenue

Revenue Group	Amount
F&B Food	0.00
F&B Beverage	36.00
F&B Miscellaneous	17.30

2. To exit the Today's Activities screen, click CLOSE ALL on the WINDOWS menu or press F10.

Today's activities can be set as the startup screen, so that each time this user logs on the Today's Activities screen is displayed. To enable this functionality the required start up screen can be selected via the option STARTUP SCREEN under Miscellaneous → User Settings → Startup Tab.

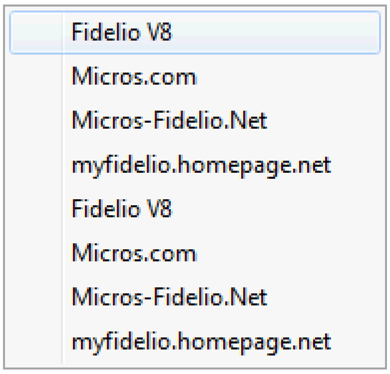
16 Web Services

This option may be used to access shortcuts to various web sites and is accessible via the option WEB SERVICES on the MISCELLANEOUS menu.
The web site links are entered in a text file called webservices.txt which is located in the Suite8 HTML directory.

How to access the web site from within Fidelio

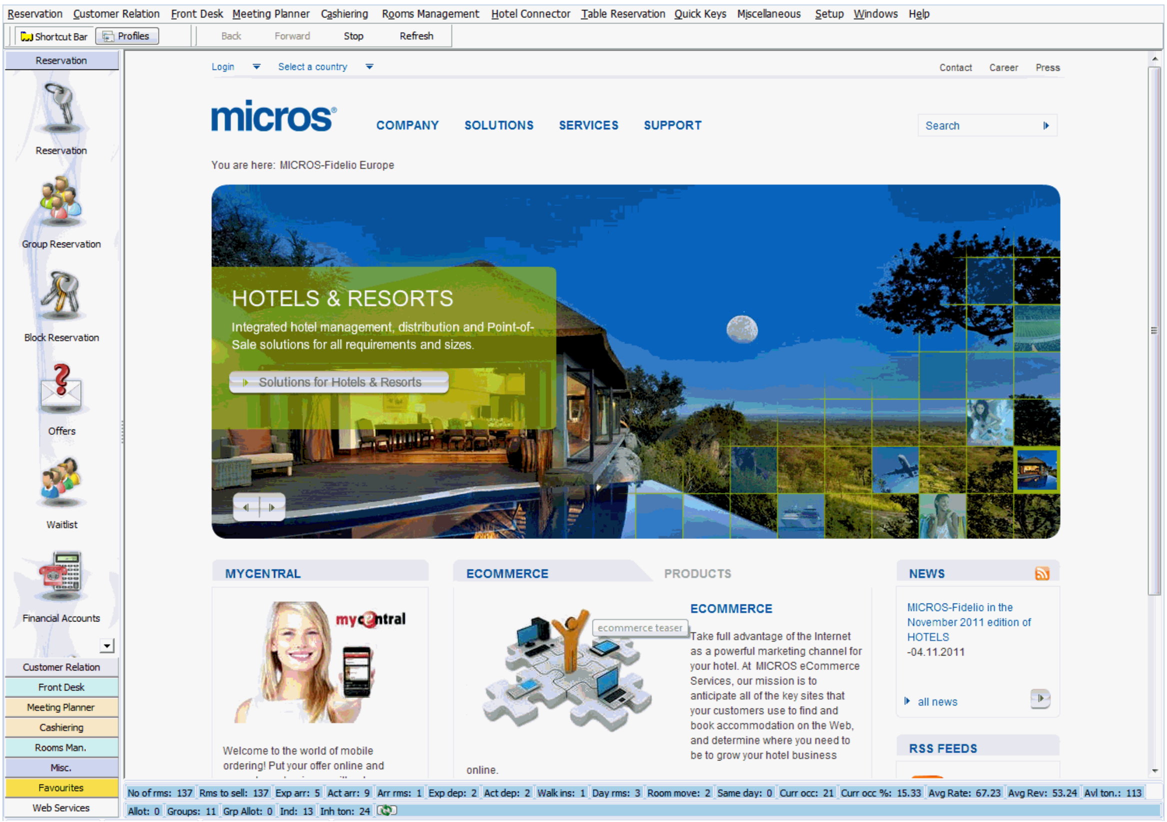
1. Click the MISCELLANEOUS menu and select WEB SERVICES.

   The web links defined are displayed.



2. Select the required web link, for example Micros-Fidelio.Net.

   The web site is displayed within Suite8.

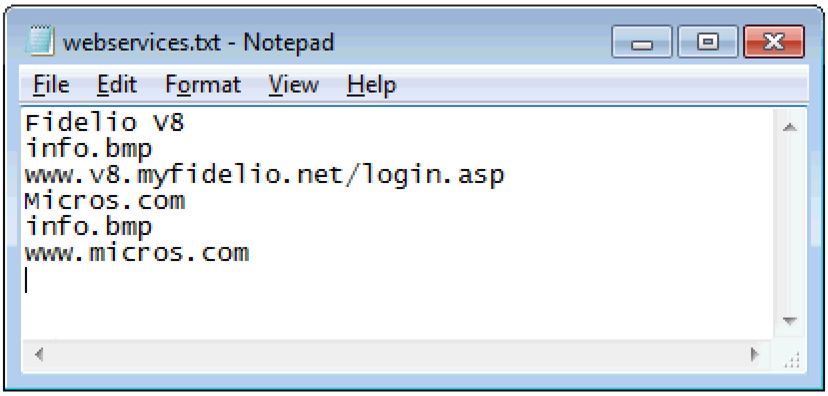


3. Select any other menu option to exit the web site.

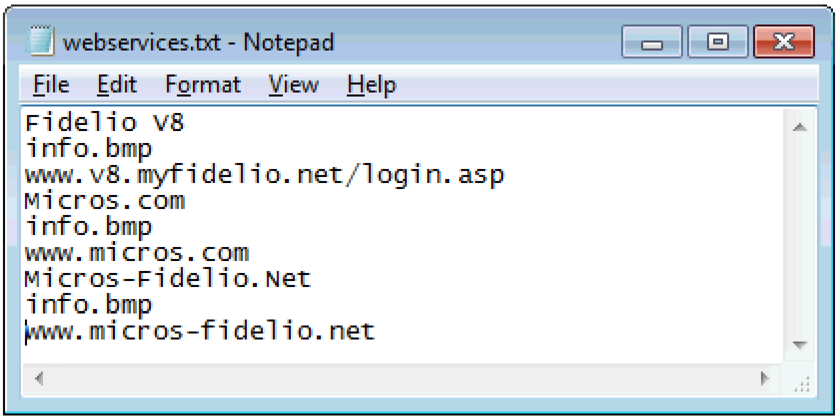
How to add a new link

1. Open WINDOWS EXPLORER and locate the Suite 8 HTML directory.
2. Search for the text file WEBSERVICES.TXT.
3. Right-click on the file and select OPEN from the short-cut menu.

   Any shortcuts already defined are displayed.



4. Enter the name of the web link as it should display in Fidelio Suite 8, for example MICROS-FIDELIO.NET.
5. On the next line add INFO.BMP.
6. On the next line add the web address, for example WWW.MICROS-FIDELIO.NET.



7. Select SAVE from the FILE menu.
8. Select EXIT from the FILE menu to close the webservices file.

Note: The web site links required for each property are usually defined during the installation.

17 Logs

User Log

This option may be used to display both the global user log and the night audit log and is accessible via the option LOGS on the MISCELLANEOUS menu.

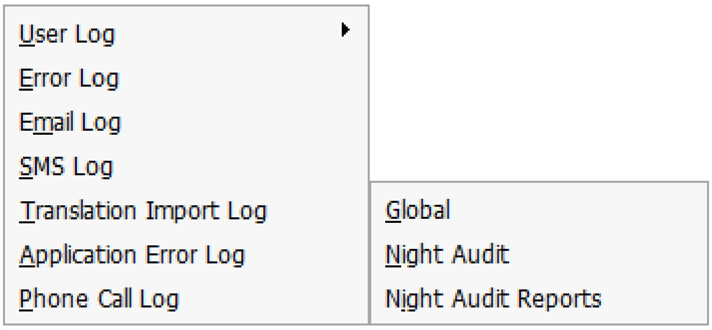
The user log is divided into three sub logs:

- Global - displays all transactions selected for tracking via the menu option USER LOG in the configuration.
- Night Audit - displays detailed information about the previous and last night audit run.
- Night Audit Reports - displays by date the reports generated during the night audit.

How to view the global user log

1. Click the MISCELLANEOUS menu and select LOGS.

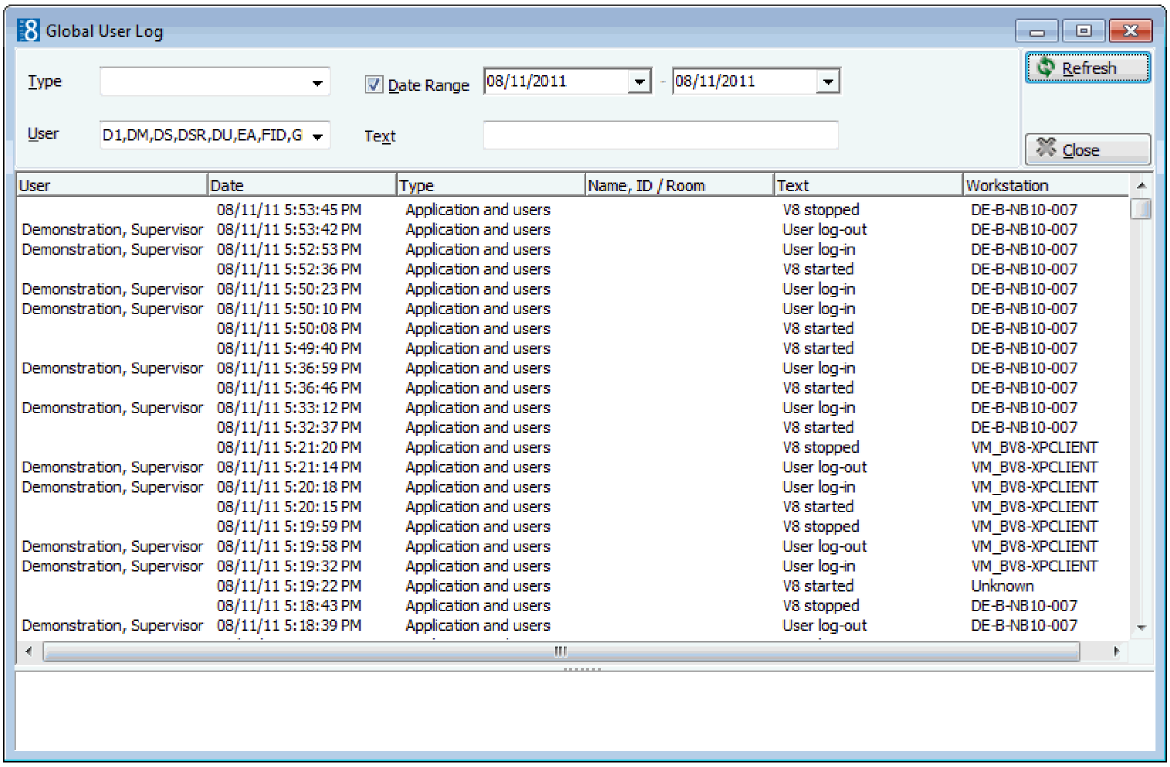
   The various types of logs available are listed.



2. Select USER LOG and then select GLOBAL to display the Global User Log.

   The screen is split into 2 sections:

   - The upper part is used to enter the search criteria.
   - The lower part displays the search results in grid format.

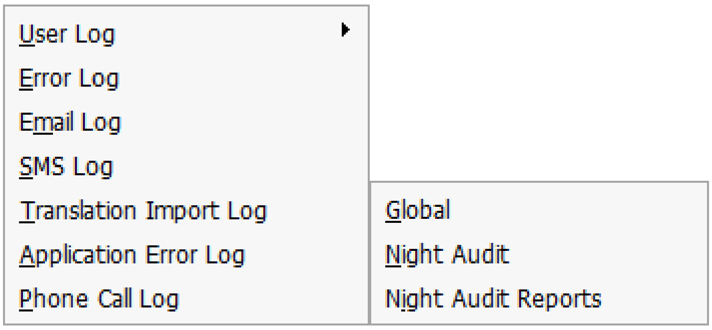


3. To search for specific user log transactions, complete the search criteria
4. To exit the global user log click the CLOSE button.

How to view the night audit log

1. Click the MISCELLANEOUS menu and select LOGS.

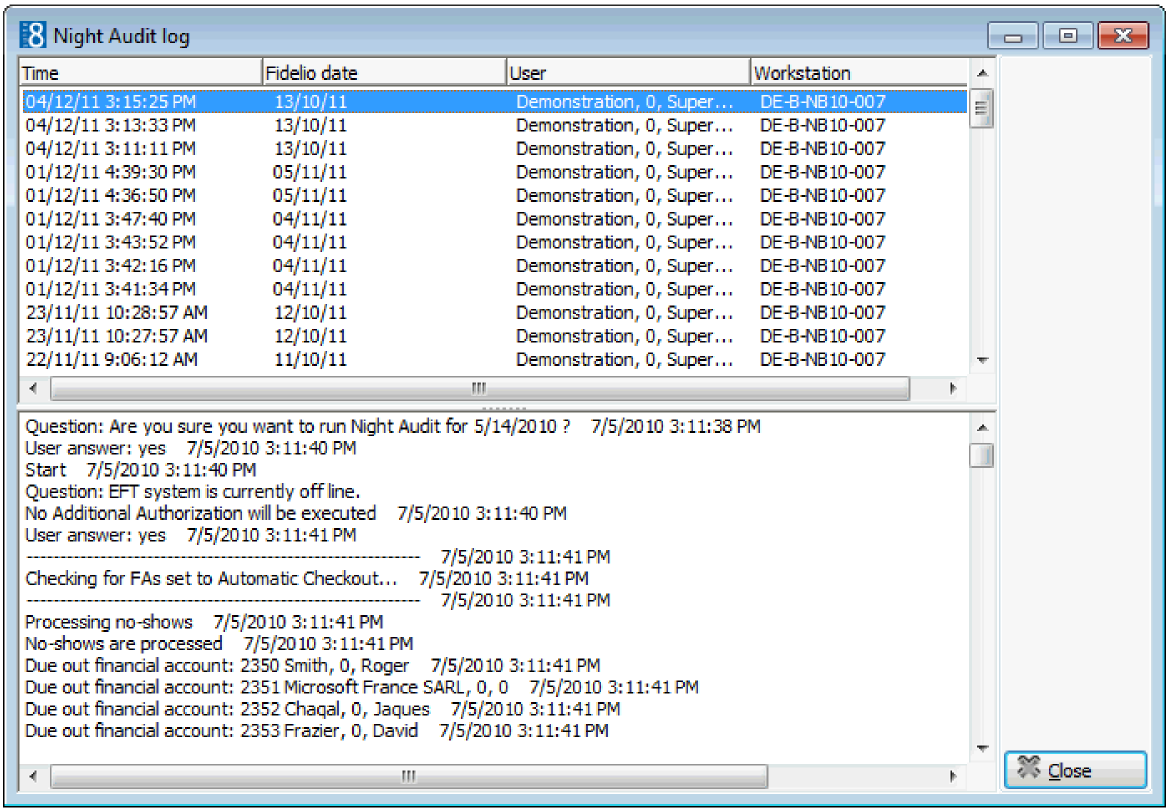
   The various types of logs available are listed.



2. Select USER LOG and then select NIGHT AUDIT to display the Night Audit Log.

   The screen is split into 2 sections:

   - The upper section display a list of the night audit logs available; details include the date and time the night audit was started, the login name of the user who started night audit and the workstation that was used to run the night audit.
   - The lower section displays for the date selected, all the questions asked during the night audit run and the response from the user.

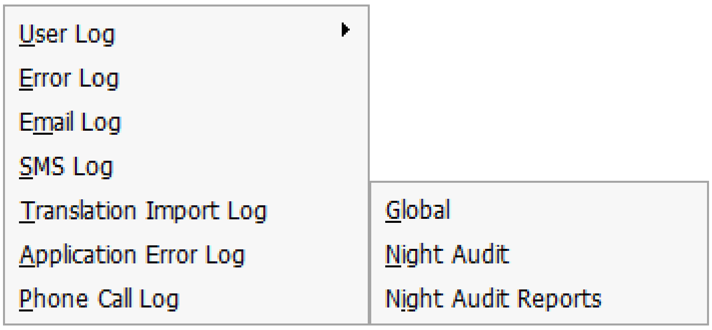


3. Click the CLOSE button to exit the night audit log.

How to view the night audit reports

1. Click the MISCELLANEOUS menu and select LOGS.

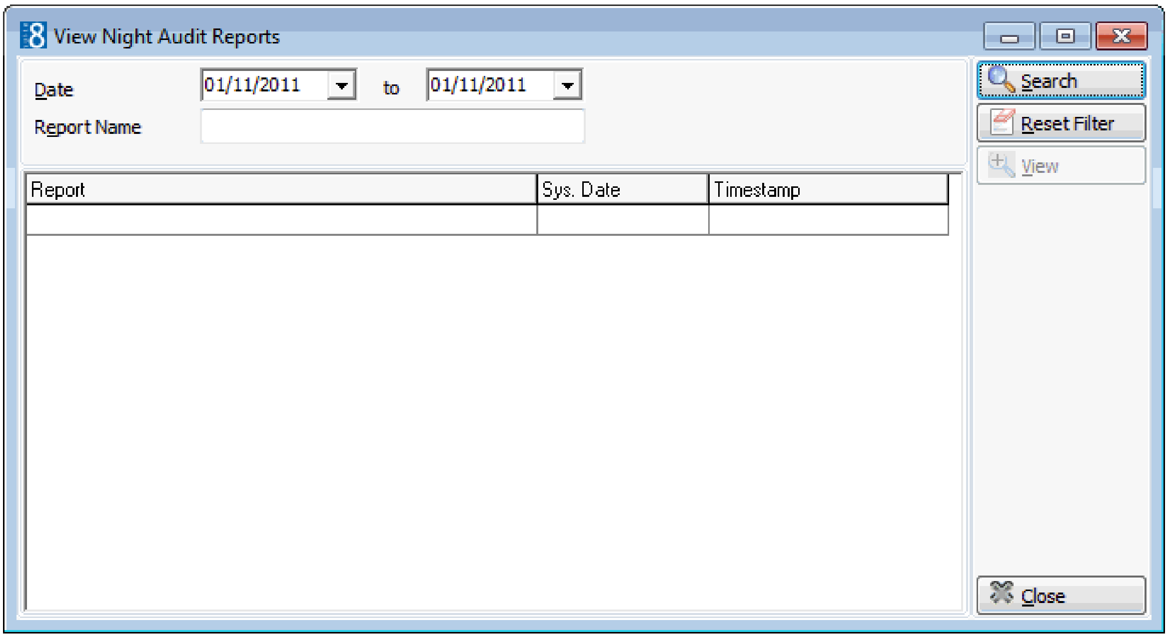
   The various types of logs available are listed.



2. Select USER LOG and then select NIGHT AUDIT REPORTS to display the View Night Audit Reports dialog box.

   The screen is split into 2 sections:

   - The upper section display search criteria date and report name.
   - The lower section displays for the dates selected, all the available night audit reports.



3. Click the CLOSE button to exit the night audit reports.

Global user log search criteria

Fill in this field	With this information
Type	Select one or more transaction types from the list of available transaction types.
Date Range	Selected by default this option enables a range of dates to be entered. Clear this option in order to only enter a date from which to list transactions.
	The from date default to today's date but can be changed by selecting a date from the calendar from which to list transactions.
	If the Date Range option is selected then the to date defaults to today's date but can be changed by selecting a date from the calendar until which to list transactions.
User	Select the one or more users from the list of available users.
Text	The text to search for.

Global user log dialog box

This column	Displays this information
User	The login name of the user logged in when the transaction was performed.
Date	The date and time of the transaction.
Type	Indicates the Suite 8 module the transaction belongs to.
Name, ID / Room	The last name, first name and the room number of the guest. Not all entries are guest related and so a guest name may not be listed.
Text	Description of the transaction.
Workstation	The name of the terminal from which the transaction was performed.

The global user log file displays all transactions selected for tracking via the menu option USER LOG under Setup → Configuration → Users.

The viewing of the global user log is controlled by the user right GLOBAL USER LOG under Setup → Configuration → Users → User Definition → Rights → Miscellaneous.

The storing of night audit reports in a separate table (WNAR) is controlled by the parameter STORE REPORTS under Setup → Configuration → Global Settings → Night Audit. The reports generated during night audit are then accessible via the Miscellaneous drop down menu under Logs → User Log → Night Audit Reports.

The viewing of night audit reports is controlled by the user right VIEW REPORTS under Setup → Configuration → Users → User Definition → Rights → Night Audit.

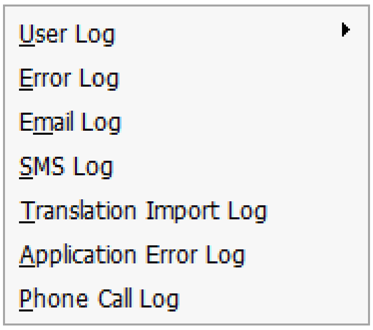
Error log

This option may be used to display the error log which details all the errors that have been reported in the database and is accessible via the option LOGS on the MISCELLANEOUS menu. Error messages received in Suite 8 are tracked and logged in the error log file FIDELIOV8_COMPUTERNAME.ELF which is created automatically per workstation when an error occurs. The error log file is stored in the location defined for the DEFAULT LOG DIRECTORY in the configuration.
The details in the 'Fideliov8_computername.elf' error file can be viewed using the error log file viewer program EurekaLog Viewer which is available on the FTP.

How to view the error log

1. Click the MISCELLANEOUS menu and select LOGS.

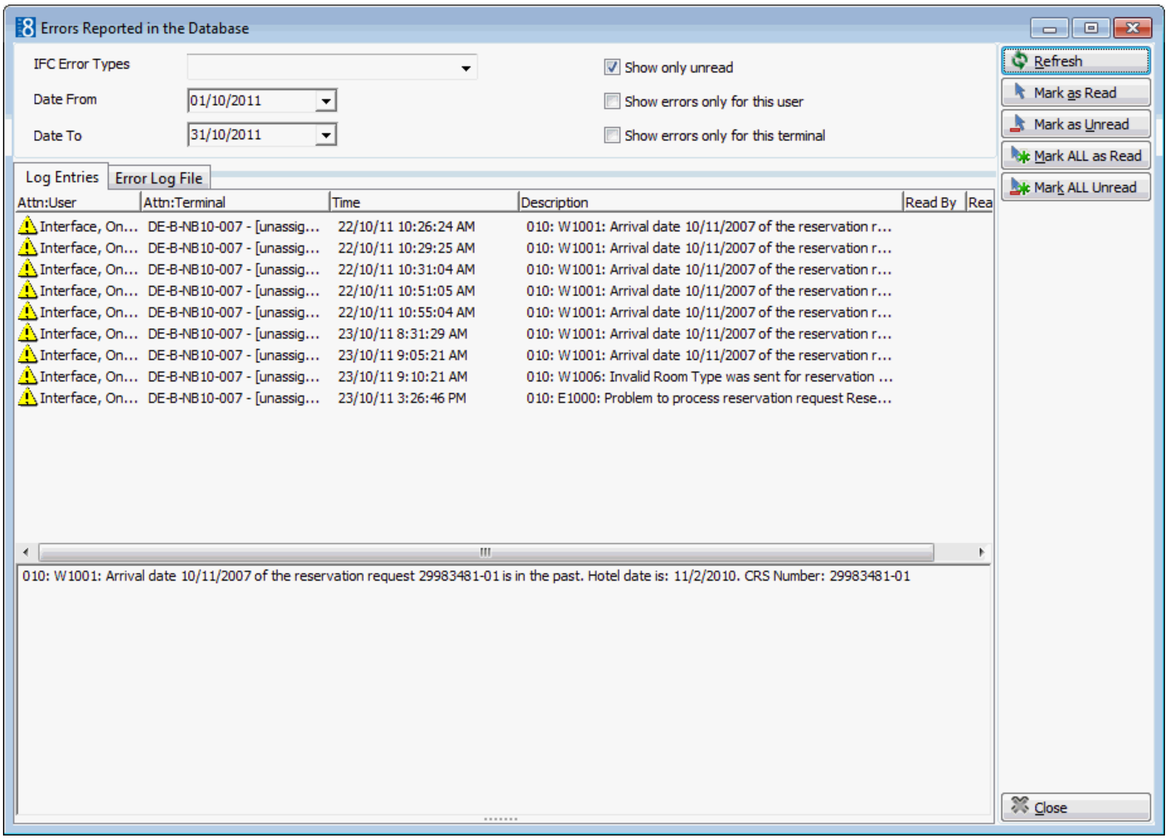
   The various types of logs available are listed.



2. Select ERROR LOG.

   The error log screen is displayed divided into two sections, each one represented by a tab:

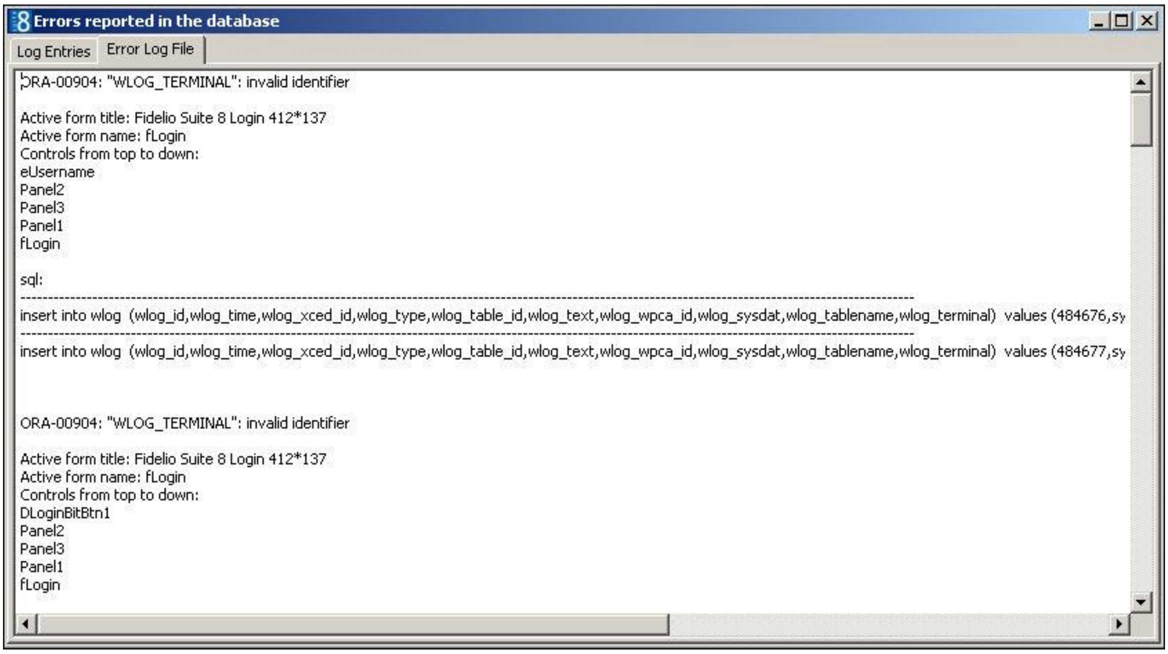
   - Log Entries - opened by default, this displays all errors reported in the database.
   - Error Log file – displays detailed information used mainly by support to track and find the source of the errors. Details include the date, local time, user, version, database, workstation and file location.



3. On the Log Entries tab the following options are available:
   - To display errors for a specific interface, select the required interface from the IFC ERROR TYPES drop-down list.
   - Click SHOW ERRORS ONLY FOR THIS USER to display errors only for the logged in user.
   - Click SHOW ERRORS ONLY FOR THIS TERMINAL to display errors that occurred only on this workstation.
   - Click SHOW ONLY UNREAD to display only errors which have not been marked as read; this option is selected by default and unread messages are indicated by  in the first column.
4. Select the required options and click the REFRESH button to update the list of error messages.

   Once an error message has been viewed it can be marked as read, the message remains in the error log but is no longer shown by default on the log entries screen.
5. Click MARK AS READ to mark the selected error message as read or click MARK UNREAD to mark the selected error message as unread.

   Multiple error messages can be selected either with Ctrl + Space or Ctrl and mouse click.
6. To view the error log details click the ERROR LOG FILE tab.

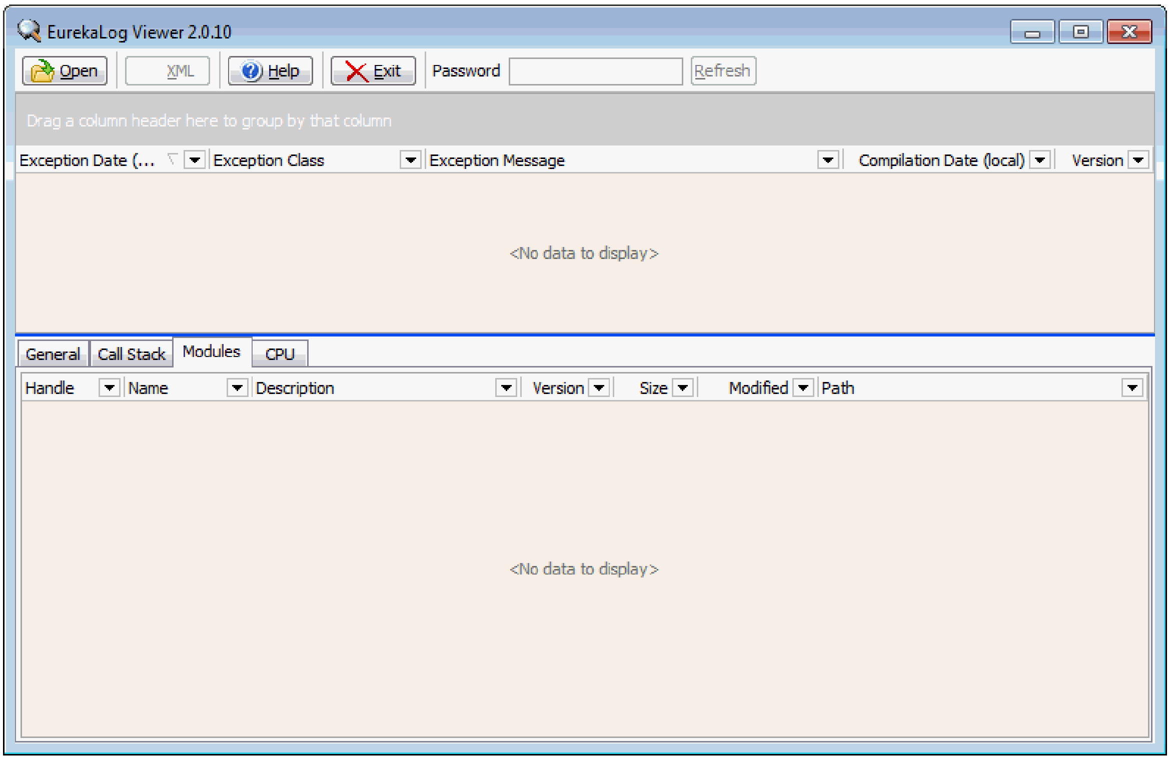


7. To exit the error log, click the LOG ENTRIES tab and click the CLOSE button.

How to view the error log file via the Eurekalog Viewer

1. Start the EUREKALOG VIEWER application.

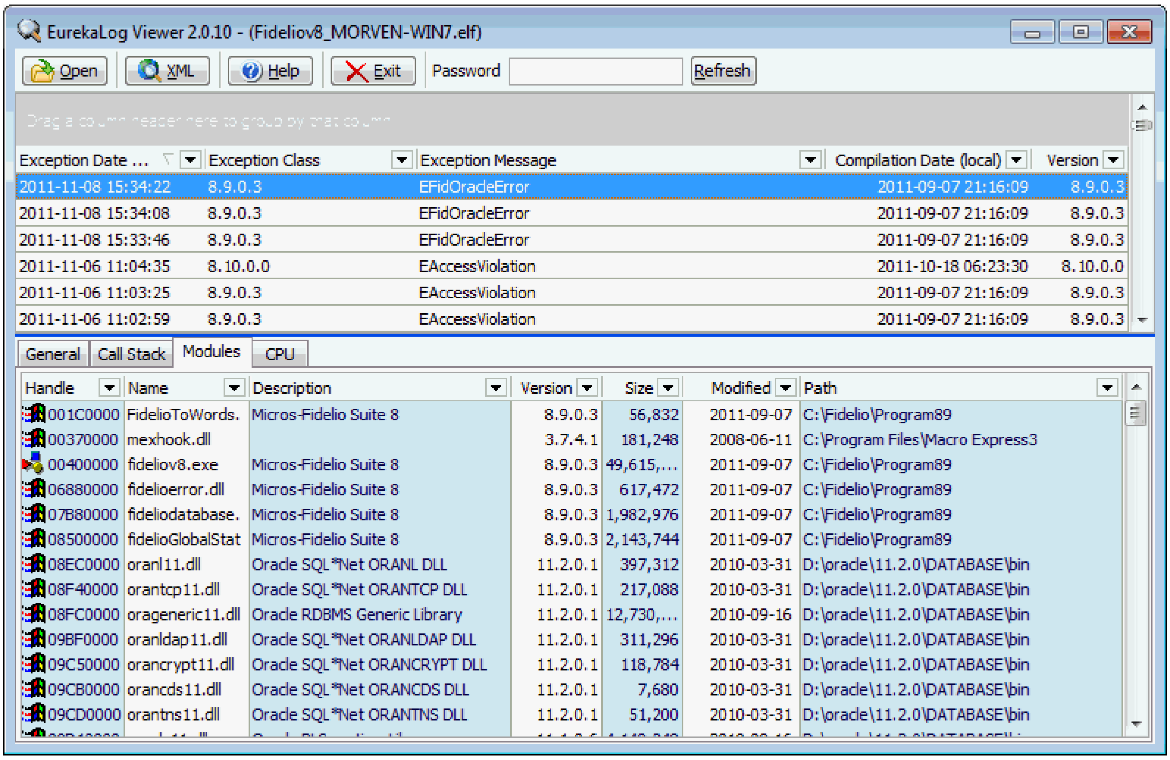
   The EurekaLog Viewer screen is displayed.



2. Click OPEN and locate the error log file FIDELIOV8_COMPUTERNAME.ELF.

   The error messages are displayed in the upper part of the screen.

3. Select the CALL STACK tab in the lower part of the screen to view where in the program the error occurred.



4. Click EXIT to close the EurekaLog Viewer.

Options available on the error log screen

- IFC Error Types - displays errors only for the interfaces selected from the list of available interfaces.
- Show errors only for this user - displays errors only for the logged in user.
- Show errors only for this terminal - displays errors that occurred only on this workstation.
- Show only unread - displays only errors which have not been marked as read.
- Mark as Read - marks the selected error message as read.
- Mark Unread - marks the selected error message as unread.

Log Entries dialog box

Field	Definition
Attn: User	The login name of the user logged in when the error occurred.
Attn: Terminal	The name of the workstation on which the error occurred.
Time	The time the error occurred.
Description	Detailed description of the error.
Read By	The name of the user who marked the error as read.
Read on Terminal	The name of the terminal where the error was marked as read.

Starting Suite8 with the parameter screenshots

Sometimes screen shots can help in reproducing and solving an error. The parameter SCREENSHOTS can be added to the command line of the Fidelio Suite8 short cut in order to track with screen shots all the activities performed on the workstation before an error occurs.

Note: The recording of screen shots is not limited to Suite 8 but includes any other programs being run on the workstation such as an email program or MS Word.

Key Points

- The screen shots are stored on the local workstation in the sub-directory V8SCREENSHOT0000 in the same location as the error log file.
- Up to 240 screen shots can be stored in this directory, however they will be overwritten the next time Suite 8 is started with this parameter.
- The parameter should be used only on one workstation at a time to avoid performance issues.
- Once the error message occurs, Fidelio Suite 8 should be closed and the screen shot recording stopped by removing the parameter from the command line.
- The screen shots can then be compressed and sent together with the error log file to the local support office.

Note: To make sure that there is no conflict with regards to Data Protection the property must be informed when the 'screenshots' parameter is activated. The workstation user must also be informed when all screens are going to be monitored.

The error log file is stored in the directory defined via the option DEFAULT LOG DIRECTORY under Setup → Configuration → Global Settings → Miscellaneous → Workstation 5 tab.

The program EurekaLog Viewer can be downloaded from the ftp server: ftp://ftp.v8.myfidelio.com/V8/EurekaLogViewer.
Users will need a valid user name and password to log on to the ftp.

Email Log

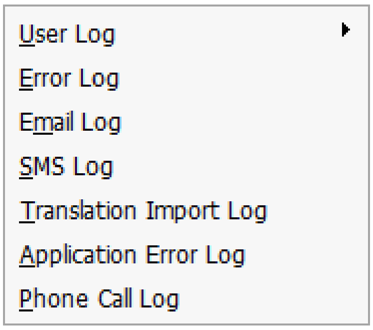
This option may be used to display the email log and is accessible via the option LOGS on the MISCELLANEOUS menu.

The email log lists details regarding the emails which have been sent. If an email has been saved as a draft then this is indicated in the email log file with an 'X' in the Draft column.

How to view the email log

1. Click the MISCELLANEOUS menu and select LOGS.

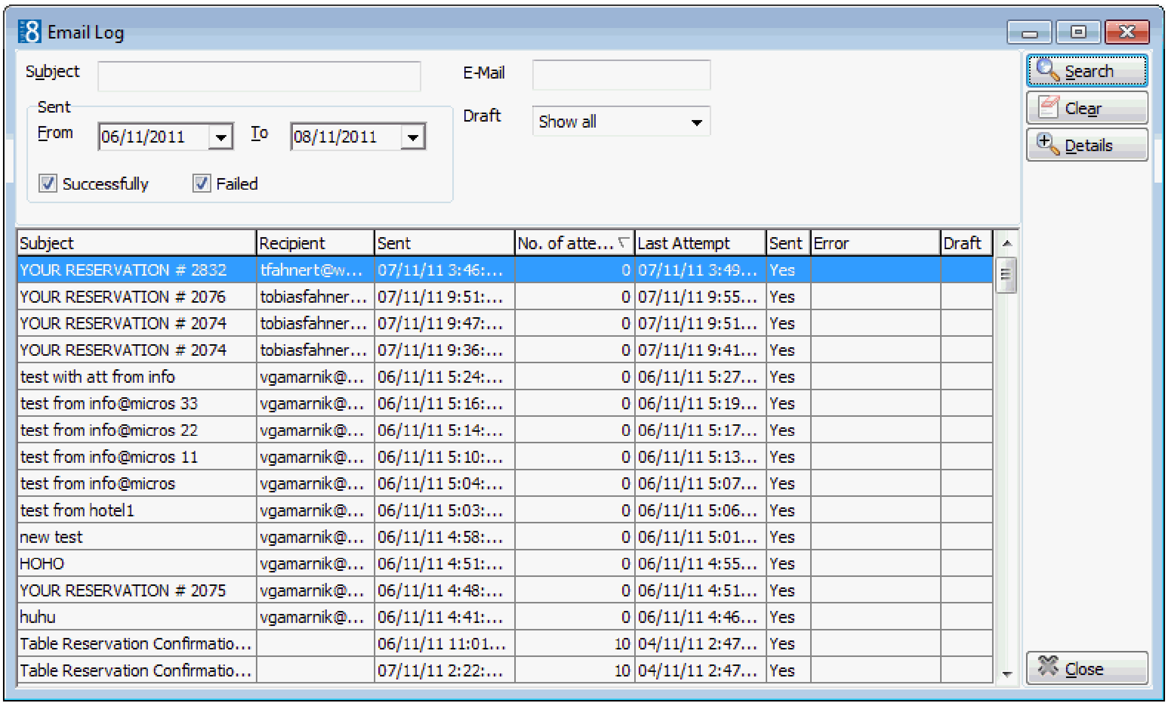
   The various types of logs available are listed.



2. Select EMAIL LOG.

   The Email log screen is displayed.

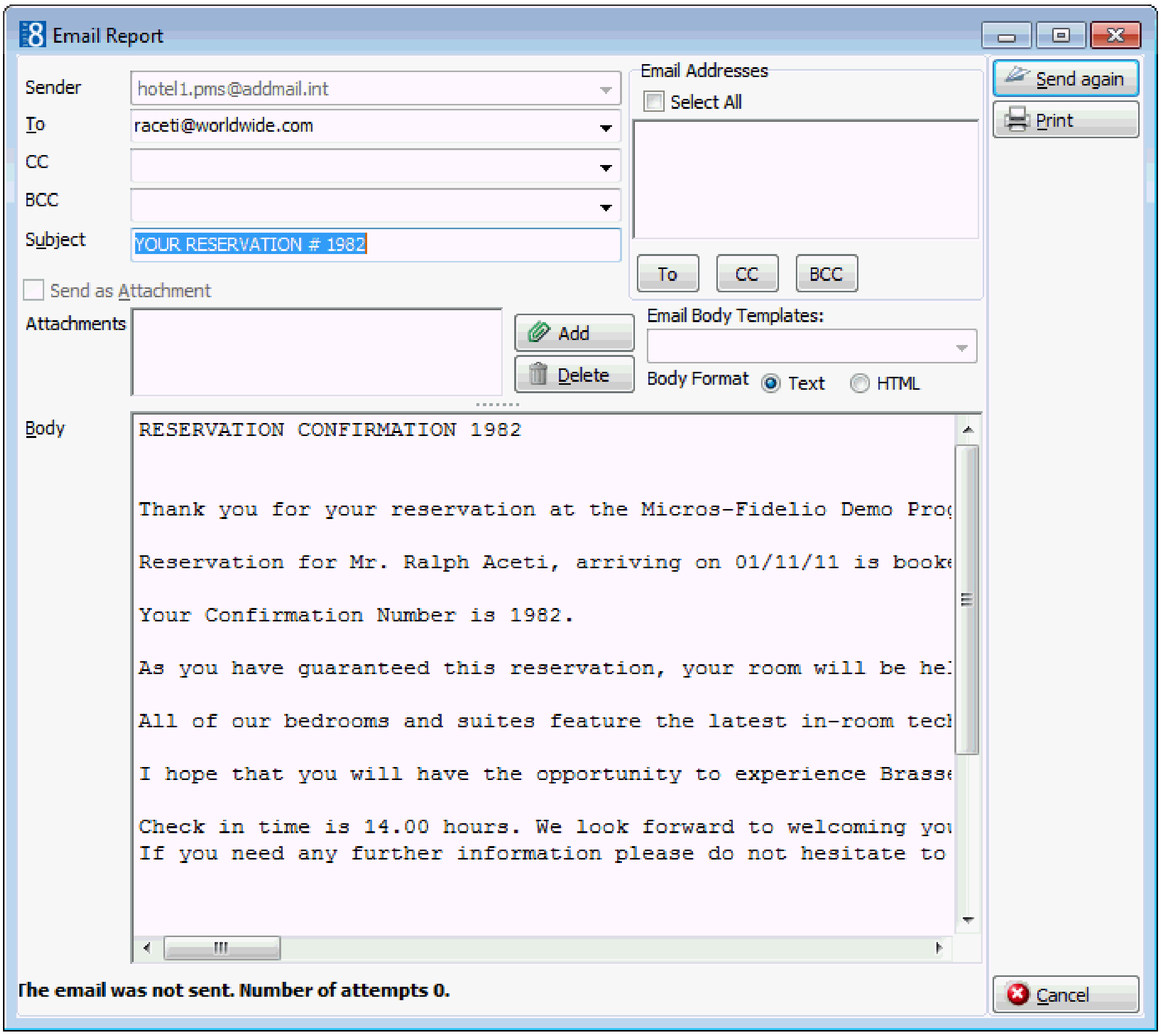
   - The upper part of the screen consists of search criteria.
   - The lower part of the screen displays the search results in grid format.



3. Complete the search criteria and click the SEARCH button.

   All emails meeting the search criteria entered are displayed.

4. Select the required email and click the DETAILS button to display the Email Report screen.



5. Click Send Again to re-send the email, click Print to print the email or click Cancel to exit the email report screen.
6. Click Close to exit the email log.

Email Log search criteria

Fill in this field	**With this information**
Subject	The text that was entered in subject of the email.
Email	The email address to which the email was sent.
Draft	Select this option to include or exclude draft emails in the search.
Sent	
From	Set by default to today's date, but can be changed as required.
To	Set by default to one week later than today's date, but can be changed as required.
Successfully	Select this option to view emails which were sent successfully.
Failed	Select this option to view emails which were not sent successfully.

Translation Import log

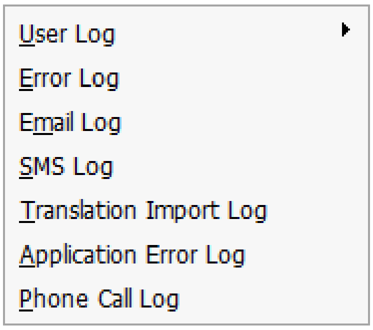
This option may be used to display the translation import log and is accessible via the option LOGS on the MISCELLANEOUS menu.

The translation import log details entries regarding the import of translation files during the night audit.

How to view the translation import log

1. Click the MISCELLANEOUS menu and select LOGS.

   The various types of logs available are listed.



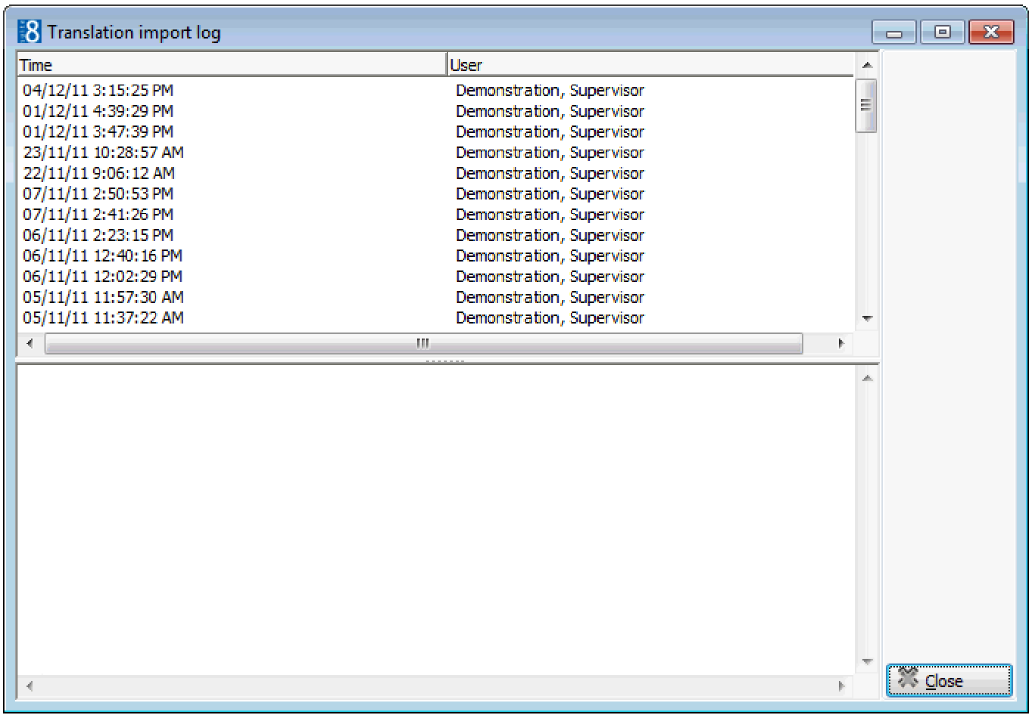
2. Select TRANSLATION IMPORT LOG.

   The Translation import log screen is displayed.

   - The upper part of the screen lists the dates and times for which there is a log entry.
   - The lower part of the screen displays the log entries for the selected date.

3. Click on the date required.

   The log entries for the selected date are displayed.



4. Click CLOSE to exit the translation import log.

The translation import is configured via the option TRANSLATION UPDATE under Setup → Configuration → Miscellaneous.

18 Manual Statistics

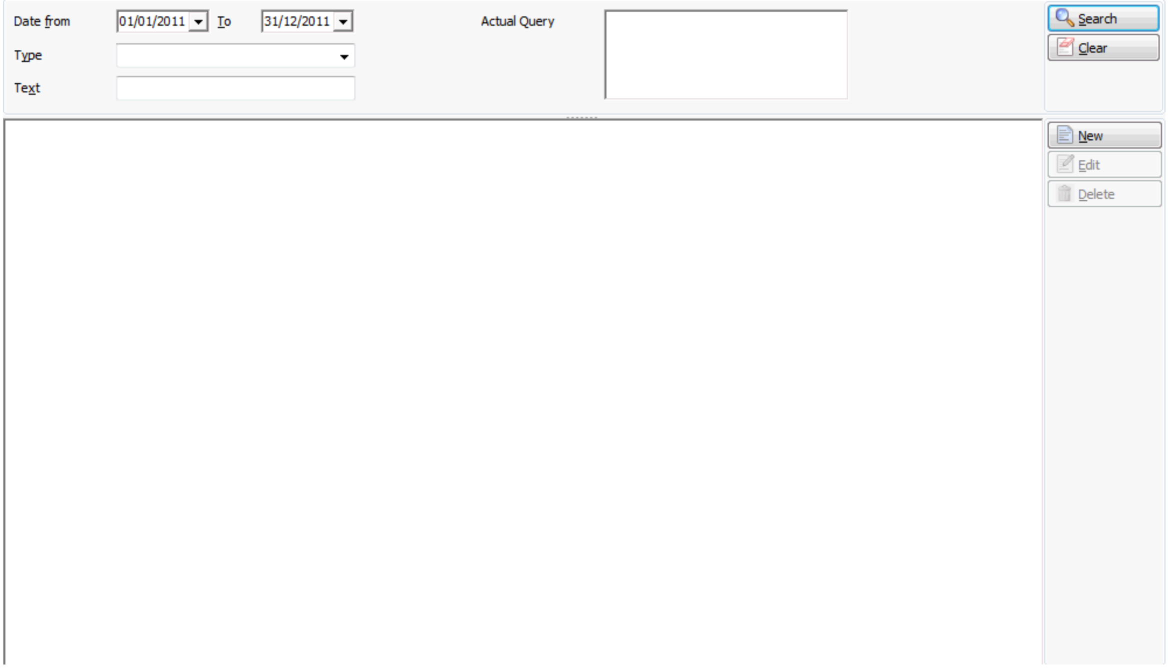
This option may be used to enter manual statistics on a daily basis and is accessible via the option MANUAL STATISTICS on the MISCELLANEOUS menu. This option is parameter controlled.
Statistics can be generated for the consumption of utilities such as electricity or for external revenue sources such as shops or leisure activities.
Manually entered statistics can be included in statistical reports or combined with other statistics on a single report.
The report MANUALSTATISTICS.RPT is supplied with Suite8 and lists all manually entered values by day cumulated by month and year.

How to view and edit manual statistics

1. Click the MISCELLANEOUS menu and select MANUAL STATISTICS.

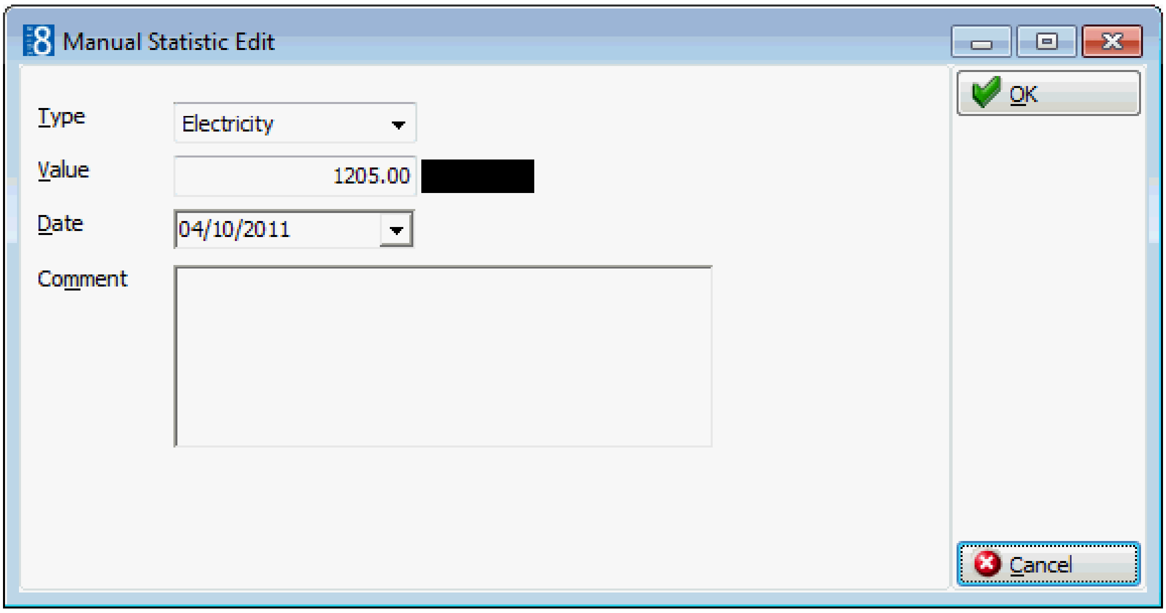
   The manual statistics screen is displayed.

   - The upper part of the screen consists of search criteria.
   - The lower part of the screen displays the search results in grid format.



2. The DATE FROM and TO default to the start and end of the current year, but can be changed as required.
3. Select the TYPE of statistic from the list of defined statistic types.
4. Enter any TEXT which may be contained in a statistic comment.
5. Click the SEARCH button.

   All statistics which meet the entered search criteria are displayed.
6. Select the required statistic detail and click the EDIT button; the Manual Statistic Edit dialog box is displayed.

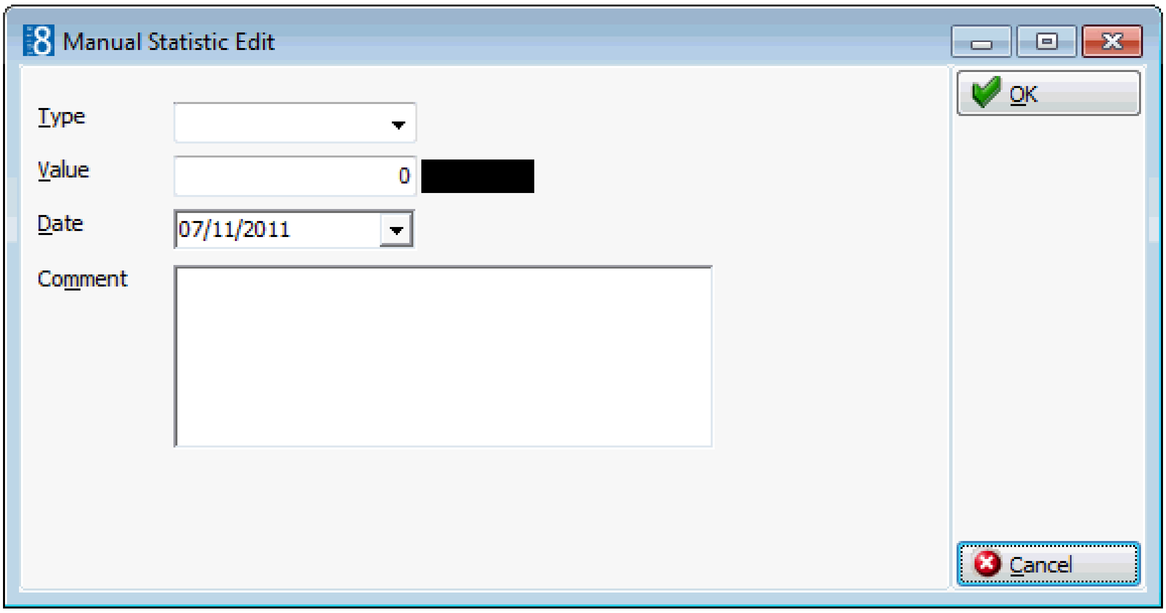


7. Make any changes necessary.
8. Click OK to save the changes or click CANCEL to exit without saving the changes.

How to add a manual statistic

1. Click the MISCELLANEOUS menu and select MANUAL STATISTICS.

   The manual statistics screen is displayed.
2. Click NEW, the Manual Statistic Edit dialog box is displayed.

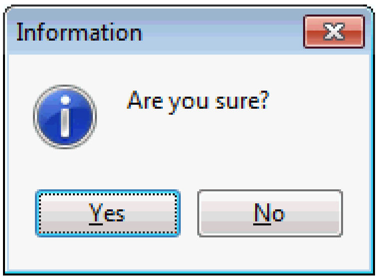


3. Select the TYPE of statistic being entered from the list of defined statistic types.
4. Enter the VALUE for the day; the units configured for the statistic type selected are displayed.
5. Select the DATE for the statistic entry.
6. Type any additional comments in the COMMENT box.
7. Click OK to save the statistic.

How to delete a manual statistic

1. Click the MISCELLANEOUS menu and select MANUAL STATISTICS.

   The manual statistics screen is displayed.
2. Search for and locate the manual statistic to be deleted.
3. Click DELETE, a confirmation message is displayed.

4. Click YES to delete the statistic.

Manual Statistic dialog box

Fill in this Field	With this information
Type	The type of manual statistic.
Value	The value for the entered statistic type. The number of units for the entered value is displayed on the right.
Date	The date
Comment	Any additional comments

Manual statistics functionality is controlled by the parameter ENABLE MANUAL STATISTICS under Setup → Configuration → Global Settings → Generic → Generic 3 tab.

Manual statistics functionality is controlled by the user rights SEARCH, VIEW, NEW, EDIT and DELETE under Setup → Configuration → Users → User Definition → Rights → Manual Statistics.

Manual statistic types are defined via the option MANUAL STATISTICS TYPES under Setup → Configuration → Miscellaneous.

19 Questionnaire

This option may be used to enter and edit completed questionnaire forms or surveys and is accessible via the option QUESTIONNAIRE on the MISCELLANEOUS menu. Questionnaire forms can be entered per reservation or per profile. This option is parameter controlled.
The following reports are supplied with Suite8:

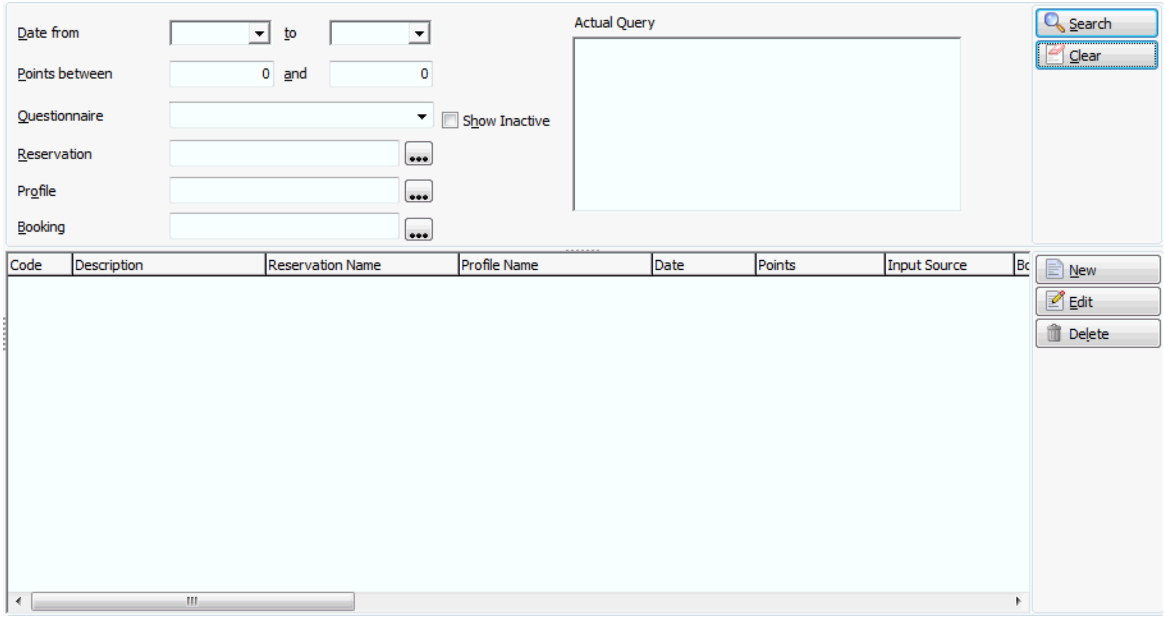
- FCR_CRM_2450.rpt lists all entered surveys
- FCR_CRM_2450_Question_Template.rpt details the guest questionnaire

How to view and edit a questionnaire form

1. Click the MISCELLANEOUS menu and select QUESTIONNAIRE.

   The questionnaire screen is displayed.

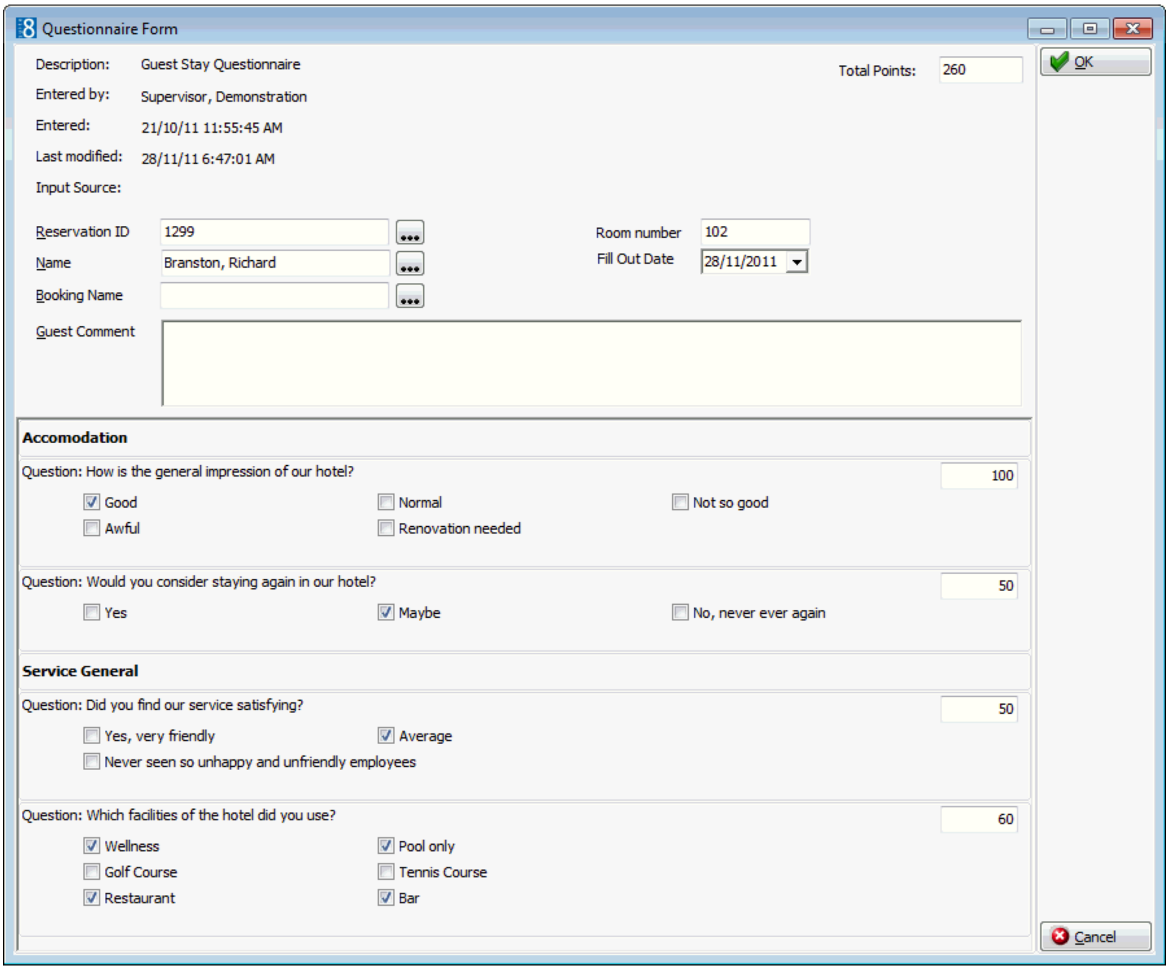
   - The upper part of the screen consists of multiple search criteria. You may fill in multiple fields to narrow the search criteria. The actual query is displayed in a script format in a window on the right hand side of the screen.
   - The lower part of the screen displays the search results in grid format.



2. Enter the date range to search for in the DATE FROM and TO fields.
3. Enter the range of points to search for in the POINTS BETWEEN ... AND fields.
4. Select the required QUESTIONNAIRE from the list of defined questionnaires.
5. Select the SHOW INACTIVE option to include inactive questionnaires.
6. In the RESERVATION box, click the ... button to display a list of all the currently checked-in reservations.
7. In the PROFILE box, enter the name or click the ... button to display the Profile search screen.
8. In the BOOKING box, enter the name or click the ... button to display the Booking Master search screen.
9. Click the SEARCH button.

All questionnaires which meet the entered search criteria are displayed.

10. Select the required questionnaire and click the EDIT button; the questionnaire form is displayed.



11. Make any changes necessary.

12. Click OK to save the changes or click CANCEL to exit without saving the changes.

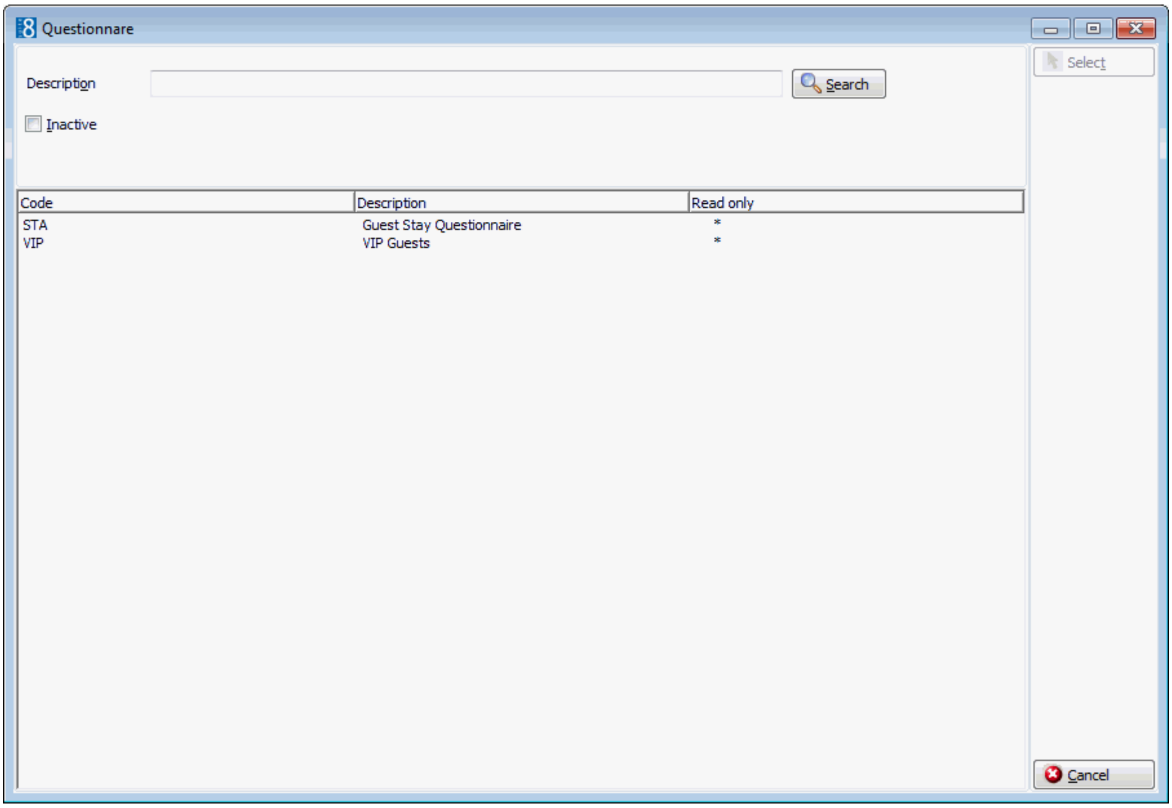
How to enter a questionnaire form

1. Click the MISCELLANEOUS menu and select QUESTIONNAIRE.

   The questionnaire screen is displayed.

2. Click the NEW button.

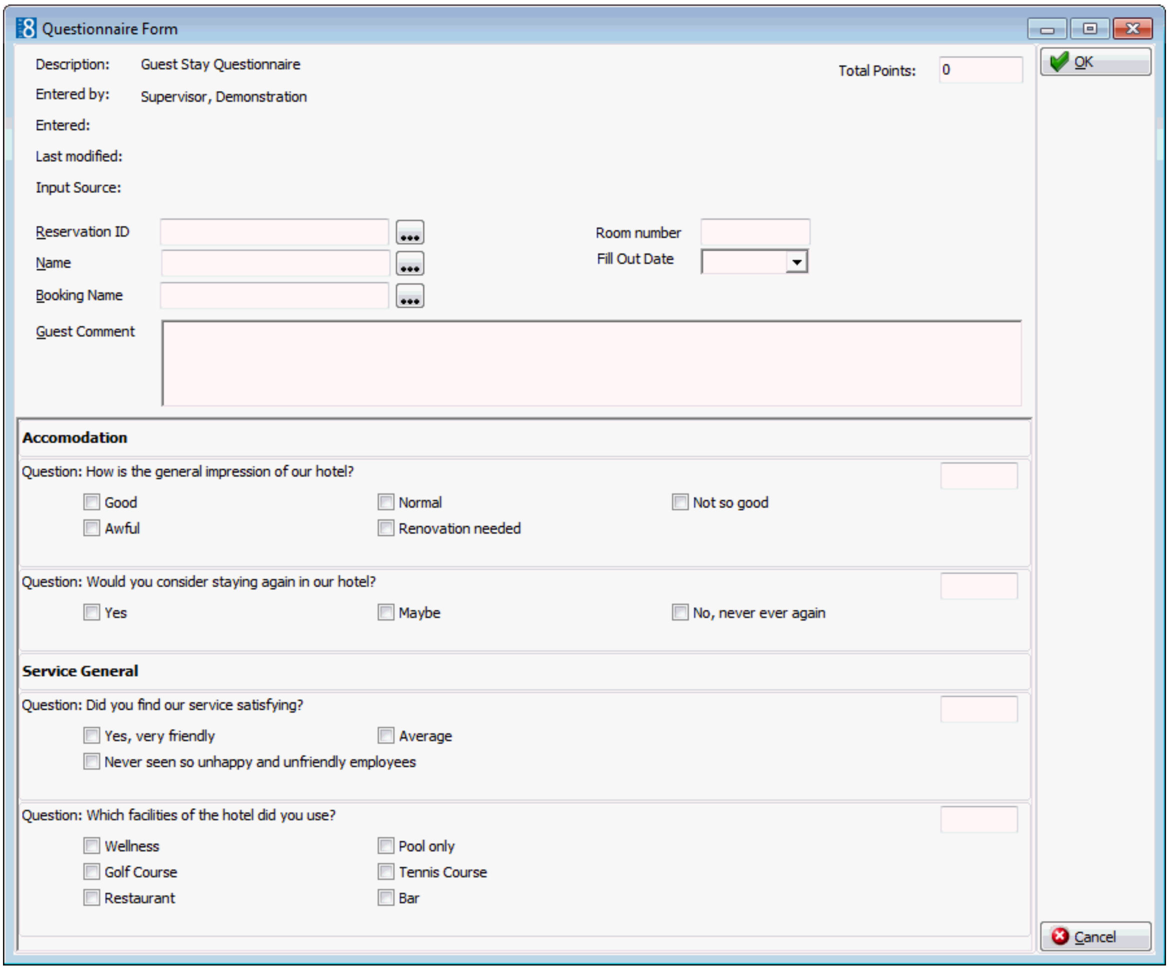
   The Questionnaire selection screen is displayed with a list of the available questionnaire forms.



3. Enter the name of the questionnaire form in the DESCRIPTION box and click SEARCH.
4. Select the required questionnaire from the list of available forms and click SELECT.

   The selected questionnaire form is displayed.

   - The upper part of the form consists of non-changeable details including the name of the questionnaire form, the user who entered the form, the date entered and last modified and the total points allocated to this questionnaire form.
   - The lower part of the form consists of the questionnaire questions.



To enter a questionnaire form for a reservation:

5. In the Reservation ID box, click the button to display a list of all the currently checked-in reservations.
6. Locate the reservation required and click Select; the Reservation ID, Name and Room number are completed.

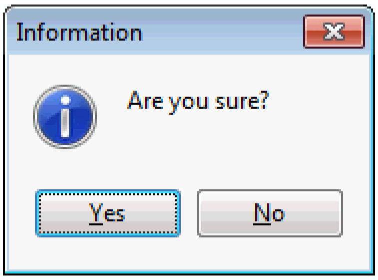
To enter a questionnaire form for a guest profile:

7. In the Name box, enter the name or click the button to display the Profile search screen.
8. Search for and select the required profile, then click the Select button; the guests Name is completed.
9. In the Date of Completion box, enter the date the questionnaire was completed or select a date from the calendar.
10. In the Guest Comment box, you can enter any additional comments supplied by the guest on the questionnaire form.
11. The questions displayed depend on the questionnaire form being completed; enter the data as supplied on the guest questionnaire form.
12. Click OK to save the form.

How to delete a questionnaire form

1. Click the MISCELLANEOUS menu and select QUESTIONNAIRE.

   The questionnaire screen is displayed.
2. Search for and locate the questionnaire form to be deleted.
3. Click DELETE, a confirmation message is displayed.



4. Click YES to delete the questionnaire form.

Questionnaire Search Criteria

Fill in this Field	With this information
Date from - to	The date range for which to display questionnaire forms.
Points between - and	The point range for which to display questionnaire forms.
Questionnaire	Select a questionnaire from the list of defined questionnaire forms.
Show Inactive	Select this option to include inactive questionnaire forms in the search.
Reservation	Select a reservation from the list of checked-in reservations.
Profile	Select a profile from the profile search screen.
Booking	Select a booking from the booking master search screen.

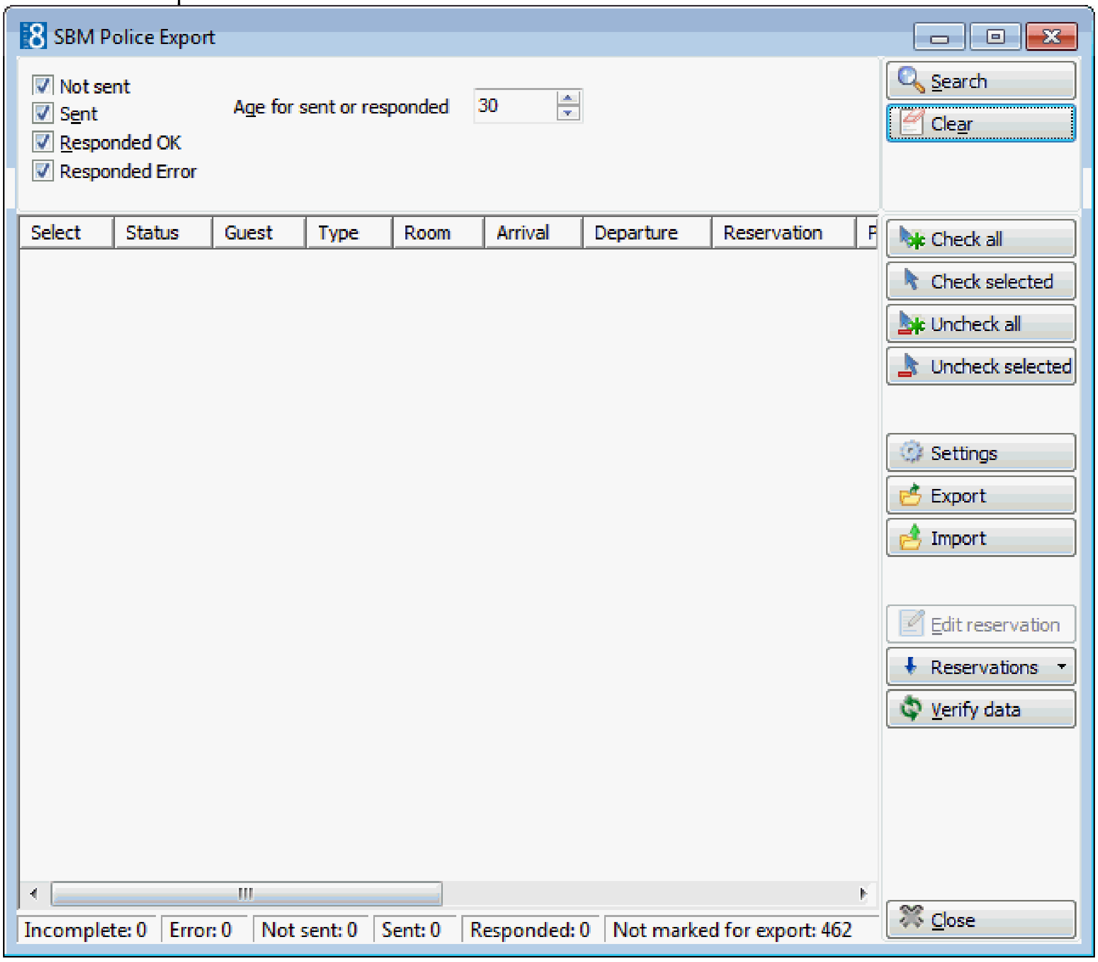
The questionnaire option is controlled by the parameter QUESTIONNAIRE under Setup → Configuration → Global Settings → Generic → Generic 3 tab.

Questionnaire functionality is controlled by the user rights under QUESTIONNAIRE under Setup → Configuration → Users → User Definition → Rights

Questionnaire forms are defined via the option QUESTIONNAIRE under Setup → Configuration → Miscellaneous.

20 Police Interface

This option is used to display and manage reservation data. It is used in Monaco by the Société des Bains de Mer to provide personal document information to the police and receive a police number back for the exported reservation information.



When using this police export, multi guest functionality has to be activated under Global Settings->Reservation2 tab and the flags: 'Show age column for accompanying guest' as well as 'Display guest on meal plan forecast screen' are active as well.

The reservation edit dialog box has to be customised using Form Customization, the button FIDRESPOLICEEXPORTBUTTON can be added via the Component Palette->FidResButton.

When pressing 'Police Export' button or when modifying an exported reservation the export trigger record in the table 'YPOL' is updated.

The setup for the export and import file from the police is configured on the option when pressing SETTINGS button or on the Fidelio Server when selecting POLICE EXPORT and pressing the SETUP button.

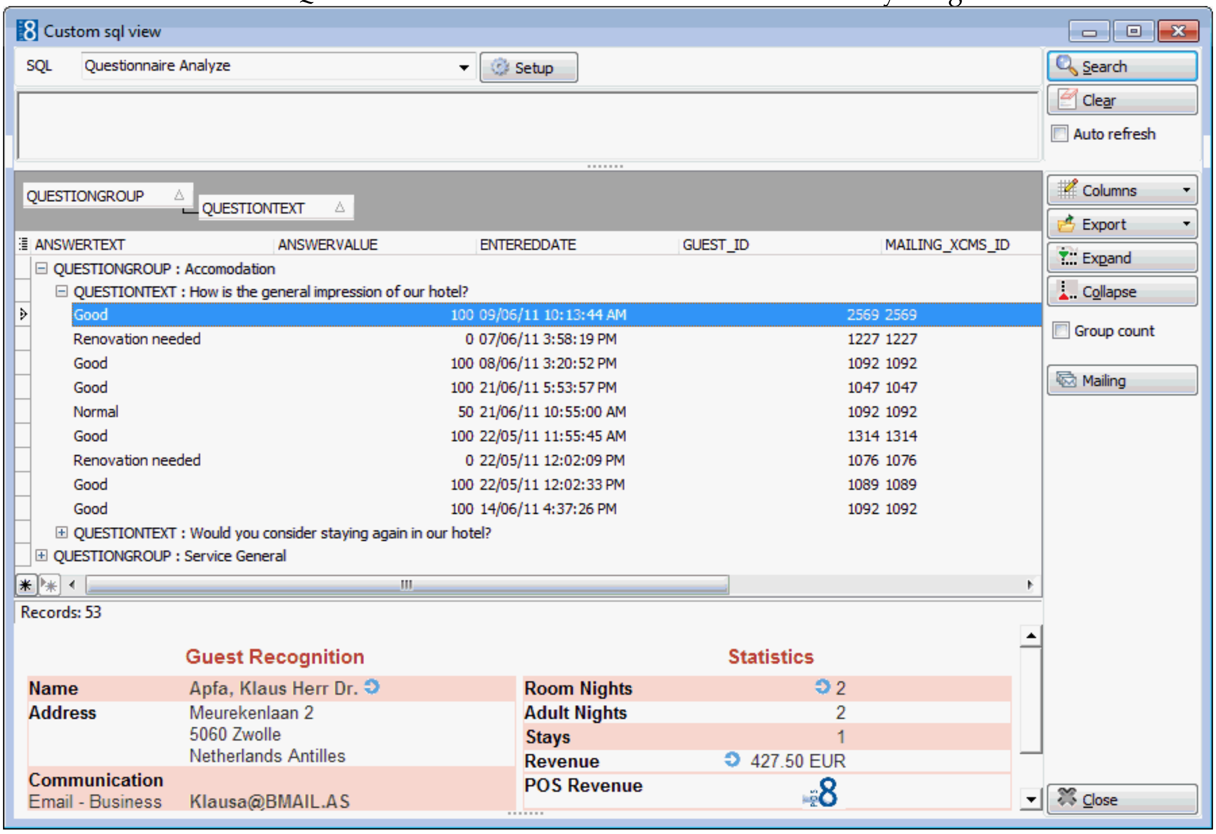
For detailed information a feature description is available.

SBM Police Export functionality is controlled by the parameter SBM POLICE EXPORT under Setup → Configuration → Global Settings → Reservation → Reservation 2 tab. All the police export configuration options are displayed when the option is activated.

21 Custom SQL view

Custom SQL View

This option is used for custom SQL view; it is a powerful tool for viewing, running, sorting filtering or creating custom SQL Statements on the Suite8 tables.
This option should be used by users who are familiar with the table structure of Suite8 and are experienced in SQL language. Custom SQL Statements are configured from the Setup drop down menu under Miscellaneous → System Maintenance → Custom SQL statements. When selecting Configuration from the SQL view option all custom SQL statements with the role **Custom SQL** are available. New custom SQL Statements defined from here are automatically assigned to this role.



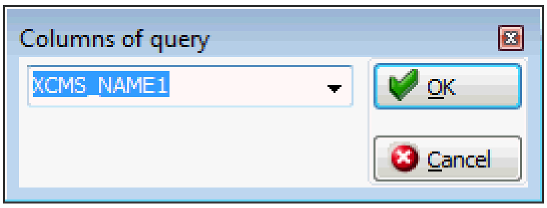
Options Available

- SQL - lists the available custom SQL Statements.
- SETUP - displays the Custom SQL Statements configuration dialog box for SQL statements with the role **Custom SQL grid**.
- SEARCH -
- CLEAR - clears the selected SQL view.
- AUTO REFRESH - refreshes the view automatically after the defined seconds
- COLUMNS - The columns can be dragged to the upper field and a custom layout defined. Clicking on this button gives the following options:
  - Save as user setting
  - Reset to user setting
  - Save as default
  - Reset to default
  - Remove every customization

- Export - the results of the SQL statement can be exported in HTML, XML, Excel or Text Format
- Expand - the available fields are displayed; selecting a field expands the display/folders until the level of the selected field. Columns can be dragged to the upper area. They are displayed in the selected dependency. When pressing expand button the fields for expanding can be selected. For example selecting two columns from the SQL view, such as YRES_ID, YRES_XCMS_ID and selecting YRES_XCMS_ID from the Expand icon opens both fields information.
- Collapse - collapses all folders to the uppermost level.
- Group Count - displays the number of items next to each column.
- Mailing - the results of the SQL statement can be selected for mailing. The Mailing button is only available if the field MAILING_XCMS_ID is used in the query. When selecting group on the grid, all profiles under group are also selected.

How to create a custom SQL statement from the SQL View

1. Click Custom SQL View from the Miscellaneous drop-down menu.
2. Select a SQL statement and click the **Config** button; the Custom SQL Statements dialog box is displayed.
3. Select a statement from the panel on the left-hand side, the SQL Text is then displayed in the SQL Text panel in the lower right-hand side. For example: select xcms_id, xcms_name1, xcms_nomailing from xcms where xcms_nomailing like :xcms_nomailing||'%'
4. Click **Edit** button to edit the SQL text
5. Press **OK**, to save changes or close the SQL text dialog box
6. Click on the **Parameter** tab for defining Parameters if the SQL statement requires input from the user
7. Click **New** to display the SQL parameter dialog box.
8. In the Parameter box enter the SQL parameter, for example xcms_nomailing (max 20 characters).
9. In the Description box, enter the text which should appear when the user runs the SQL statement, for example:
   No Mailing Flag (0=No 1=Yes).
10. Click **OK** to close the SQL parameter dialog box.
11. Select the **Columns** tab for defining columns on the SQL View
12. Click **New** button for displaying the column dialog box, enter a field name and a display name or
13. Click **Add** button for selecting a field



14. Press **OK** button
15. Select **Settings** tab for applying a HTML file and HTML ID field
16. Click **Close** button and apply the changes for returning to the custom SQL view dialog box.

Custom SQL view functionality is controlled by the user right CUSTOM SQL VIEW under Setup → Configuration → Users → User Definition → Rights → Miscellaneous.

The launching of a mailing from the Custom SQL view is controlled by the user right SELECT under Setup → Configuration → Users → User Definition → Rights → Mailing → Custom SQL.

Defaults for Mailings are configured on the PROFILE 1 TAB under Setup → Configuration → Global Settings → Profile and apply to mailings from both the MAILING option on the Customer Relationship menu and from the CUSTOM SQL VIEW option on the Miscellaneous menu.

22 Vacation Sharing

Vacation Sharing

This option may be used to enter and edit Vacation Sharing contracts. The Vacation Sharing Module serves the requirements of Resort Hotels dealing with timesharing guests. The Vacation Sharing contract search navigator is accessible via the option VACATION SHARING on the MISCELLANEOUS menu. Vacation Sharing contracts can be entered per profile.
On the upper part of the Vacation Sharing search navigator, several search filters can be entered which can be extended by pressing **More Filter** button. On the right panel multiple options are available, such as **New**, **Edit** and **Grid Columns**. Selecting **Grid Columns** offers, next to the usual Grid Options, a new menu item called **Rename**. Selecting **Renam**e allows saving the customization per language to a new table called **WCRN**.
In Suite8 the following terminology is used:

- The module is called Suite8 Vacation Sharing Module
- Customers are called Vacation Members

The following report is supplied with Suite8:

- FCR_PMS_8570_MFP_CONF_VACATION.rtf

The following view is used for confirmation letters:

- V8_ED_VACATIONCONTRACT

How to view and edit a Vacation Sharing contract

1. Click the MISCELLANEOUS menu and select VACATION SHARING.

   The vacation sharing search navigator screen is displayed.

   - The upper part of the screen consists of multiple search criteria. You may fill in multiple fields to narrow the search criteria, press **More Filter** button to open more search options.
   - The lower part of the screen displays the search results in grid format.

2. Enter the search criteria and press **Search** button.
3. Select the required VACATION SHARING CONTRACT from the list of available contract and click the EDIT button; the vacation sharing contract is displayed.
4. Make any changes necessary.
5. If you change the price, click **Refresh Price**.
6. Click **Validate** button to validate the Contract.
7. Select **Stay Mode** to view the price in stay mode.
8. Click OK to save the changes or click CANCEL to exit without saving the changes.

How to enter a Vacation Sharing contract

1. Click the MISCELLANEOUS menu and select VACATION SHARING.

   The Vacation Sharing search screen is displayed.

2. Click the NEW button.

   The Vacation Sharing Edit and Profile search dialog box is opened.

3. Enter the name of the profile and click SEARCH.
4. Select the required profile from the list of available profiles and click SELECT.

   The Vacation Sharing Contract screen is opened and the name of the profile filled in the field **Member**.

5. Enter the VALID FROM AND VALID UNTIL FIELDS AND SELECT THE CONTRACT TYPE.
6. Enter week and length.
   It is possible to configure fixed weeks, exceptions or even floating weeks for each year.
7. Enter the number of persons
8. Select the arrival day
9. The Market and Source code, Maintenance Rate, Reservation Rate and Room type is filled as per the selected contract type configuration.
10. The contract number is mandatory
11. Press **Validate** button to validate the contract
12. The system automatically prompts the question to create an A/R account when saving the vacation contract for the first time and no A/R account is found for the vacation member.

Note: Changing the contract validity, length of stay or the number of persons requires pressing Refresh Price button on the right panel to recalculate the price.

Vacation Sharing Search Criteria

Fill in this Field	**With this information**
Member	The name of the vacation member
From	The date from which to display vacation contracts.
Until	The date until which to display vacation contracts.
Sub-Members	Only available if the flag: **Create multiguest reservations for sub-members** is activated and Multi guest profile functionality used.
Week	The number of weeks to display.
Reservation in selected year	Select this option to include contracts with reservations in the selected year.
No reservation in selected year	Select this option to include contracts with no reservations in the selected year.
Reservation in following year	Select this option to include contracts with reservations in the following year.
No Reservation in following year	Select this option to include contracts with no reservations in the following year.
YEAR	The year
ID	Enter the ID number
Contract No	Enter the contract number

The most important filter is the Year selection. All information displayed in the grid is refreshed and changed according to the selected year.

Selecting the **More Filter** Option displays the following additional search criteria:

Fill in this Field	**With this information**
Length	The length of the contract

Maint. rate	Search by maintenance rate code.
Reserv. rate	Search by reservation rate code.
Room type	Search by room type.
Room	Enter the room number when searching for a specific vacation member.
Market code	Market code.
Source code	Source code.
Vacation type	Select the defined vacation contract type.
Comments	Search by specific comment.
Exception in selected year	Search for contracts with exception in the selected year.
No Exception is selected year	Search for contracts with no exception in the selected year.
Exception in following year	Search for contracts with exception in the following year.
No Exception in following year	Search for contracts with no exception in the following year
Error during last action	Select this option to search by errors during the last action
Error text	Enter the error text to narrow the search by errors
AR Account exists	Select this option to search for vacation contracts with existing AR account
AR Account does not exists	Select this option to search for vacation contracts with no existing AR account
Yearly fee posted in selected year	Search for contracts with yearly fee posted in the selected year.
No yearly fee posted in selected year	Search for contracts with no yearly fee posted in the selected year.
Yearly fee posted in following year	Search for contracts with yearly fee posted in the following year.
No yearly fee posted in following year	Search for contracts with no yearly fee posted in the following year.

Vacation Sharing Options

The options menu offers the following options:

Option	Definition
Create reservation for selected year	Select this option to create reservations for the selected vacation sharing contract in the selected year.
Create reservation for following year	Select this option to create reservations for the selected vacation sharing contract for following year.
View reservations	Select this option to view the reservations of the selected contract. The reservation navigator is opened with the filter for the selected vacation sharer and displays the reservations
Validate reservations	Select this option to validate reservations of the selected contract
Post yearly fee for selected year	Select this option to post the yearly fee for the selected year on the selected contract.
Post yearly fee for next year	Select this option to post the yearly fee for following year on the selected contract.
Confirmation letter for this year	Select this option to generate the confirmation letter for the selected contract for the selected year.
Confirmation letter for next year	Select this option to generate the confirmation letter for the selected contract for the next year.
Show account	Select this option to view the A/R account of the selected vacation sharing contract.
Log	Select this option to view the log of the selected vacation sharing contract.

Vacation Sharing is subject to the license VACATION SHARING under Setup → Miscellaneous → License.

Vacation Sharing can only be used in conjunction with an Accounts Receivable License

Vacation Sharing functionality is controlled by the user rights under VACATION SHARING under Setup → Configuration → Users → User Definition → Rights

23 Appendix

Appendix A - WLOG File

Detailed in the tables which follow are all the possible log types which are stored in the table WLOG. This information may be useful for people creating reports.
The field WLOG_TYPE contains a number which is linked to the lavalue: xxx.

Reservations

laNewReservation	: tlogactivity= (lavalue: 0; name: {lang}'New reservation';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResExpArrival	: tlogactivity= (lavalue: 1; name: {lang}'Reservation expected arrival date';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResExpDeparture	: tlogactivity= (lavalue: 2; name: {lang}'Reservation expected departure date';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResActArrival	: tlogactivity= (lavalue: 3; name: {lang}'Reservation actual arrival date';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResActDeparture	: tlogactivity= (lavalue: 4; name: {lang}'Reservation actual departure date';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResCheckInTime	: tlogactivity= (lavalue: 5; name: {lang}'Reservation expected check in time';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResCheckOutTime	: tlogactivity= (lavalue: 6; name: {lang}'Reservation expected check out time';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResResStatus	: tlogactivity= (lavalue: 7; name: {lang}'Reservation status';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResGuaranteeCode	: tlogactivity= (lavalue: 8; name: {lang}'Reservation guarantee code';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResContractedCurrency	: tlogactivity= (lavalue: 9; name: {lang}'Reservation contracted currency';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResProfile	: tlogactivity= (lavalue: 10; name: {lang}'Reservation customer profile';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResYBOM	: tlogactivity= (lavalue: 345;name: {lang}'Reservation booking';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgratediffreason	: tlogactivity= (lavalue: 11; name: {lang}'Reservation rate difference reason';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgreswalkin	: tlogactivity= (lavalue: 43; name: {lang}'Reservation walkin';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResColor	: tlogactivity= (lavalue: 44; name: {lang}'Reservation color';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResRoomFeature	: tlogactivity= (lavalue: 45; name: {lang}'Reservation Room features';	dbname: ''; table: 'YRES'; group: lagReservation);
laCheckoutRes	: tlogactivity= (lavalue: 46; name: {lang}'Reservation check out';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResNoPost	: tlogactivity= (lavalue: 55; name: {lang}'Reservation no post flag';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResPrintrate	: tlogactivity= (lavalue: 56; name: {lang}'Reservation print rate flag';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResTaxfreeadult	: tlogactivity= (lavalue: 57; name: {lang}'Reservation adult tax free flag';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResShareType	: tlogactivity= (lavalue:103; name: {lang}'Reservation share type';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResDefPaymentMethod	: tlogactivity= (lavalue:202; name: {lang}'Reservation default payment method';	dbname: ''; table: 'YRES'; group: lagReservation);

laChgResPolicy	: tlogactivity= (lavalue:346; name: {lang}'Reservation policy';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResAmenityCycle	: tlogactivity= (lavalue:347; name: {lang}'Reservation amenity cycle';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResParty	: tlogactivity= (lavalue:350; name: {lang}'Reservation party link';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResCreditLimit	: tlogactivity= (lavalue:362; name: {lang}'Reservation credit limit';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResFolioStyle	: tlogactivity= (lavalue:369; name: {lang}'Reservation default folio style';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResDesiredRoom	: tlogactivity= (lavalue:378; name: {lang}'Reservation desired room';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResDesiredRoomType	: tlogactivity= (lavalue:389; name: {lang}'Reservation desired roomtype';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResAllowanceZfacId	: tlogactivity= (lavalue:379; name: {lang}'Reservation allowance financial account';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResSaleDate	: tlogactivity= (lavalue:390; name: {lang}'Reservation sale date';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResTaxExemption	: tlogactivity= (lavalue:391; name: {lang}'Reservation tax exemption';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResLockRoom	: tlogactivity= (lavalue:445; name: {lang}'Reservation Lock room';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResManualMealplan	: tlogactivity= (lavalue:460; name: {lang}'Reservation Manual mealplan';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResNoofroom	: tlogactivity= (lavalue: 12; name: {lang}'Reservation number of rooms';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResAdultNo	: tlogactivity= (lavalue: 13; name: {lang}'Reservation number of adults';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResRoomType	: tlogactivity= (lavalue: 14; name: {lang}'Reservation room type';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResRoom	: tlogactivity= (lavalue: 15; name: {lang}'Reservation room';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResRateCode	: tlogactivity= (lavalue: 16; name: {lang}'Reservation rate code';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResRateRoomType	: tlogactivity= (lavalue: 17; name: {lang}'Reservation room type for rate calculation';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResChildNo	: tlogactivity= (lavalue: 437; name: {lang}'Reservation number of children';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResAttribute	: tlogactivity= (lavalue:456; name: {lang}'Reservation attribute';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResGroup	: tlogactivity= (lavalue: 18; name: {lang}'Reservation group';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResBlock	: tlogactivity= (lavalue: 19; name: {lang}'Reservation block';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResMarket	: tlogactivity= (lavalue: 20; name: {lang}'Reservation market';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResSource	: tlogactivity= (lavalue: 21; name: {lang}'Reservation source';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResChannel	: tlogactivity= (lavalue: 22; name: {lang}'Reservation channel';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResSharing	: tlogactivity= (lavalue:102; name: {lang}'Reservation sharing';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResratedifference	: tlogactivity= (lavalue: 23; name: {lang}'Reservation rate difference';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResratediscount	: tlogactivity= (lavalue: 24; name: {lang}'Reservation rate discount';	dbname: ''; table: 'YRES'; group: lagReservation);

laChgResrateamount	: tlogactivity= (lavalue: 25; name: {lang}'Reservation rate amount';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResmanualrateamount	: tlogactivity= (lavalue: 26; name: {lang}'Reservation manual rate amount';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResforeignrateamount	: tlogactivity= (lavalue: 27; name: {lang}'Reservation foreign rate amount';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResforeignrate difference	: tlogactivity= (lavalue: 28; name: {lang}'Reservation foreign rate difference';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResforeign manualrateamount	: tlogactivity= (lavalue: 29; name: {lang}'Reservation foreign manual rate amount';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResIsManual RateAmount	: tlogactivity= (lavalue: 30; name: {lang}'Reservation is manual rate amount';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResReinstatedwithclone	: tlogactivity= (lavalue:348; name: {lang}'Reservation is reinstated by creating add on';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResCreatedtoReinstate	: tlogactivity= (lavalue:349; name: {lang}'Reservation is created to reinstate';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResQRooms	: tlogactivity= (lavalue:364; name: {lang}'Reservation is moved to Q rooms';	dbname: ''; table: 'YRES'; group: lagReservation);
laChgResUnQRooms	: tlogactivity= (lavalue:365; name: {lang}'Reservation is moved from Q rooms';	dbname: ''; table: 'YRES'; group: lagReservation);
laAvlLimitNEW	: tlogactivity= (lavalue: 453; name: {lang}'New avl limit';	dbname: ''; table: 'YOVB'; group: lagReservation);
laAvlLimitUPDATE	: tlogactivity= (lavalue: 454; name: {lang}'Avl limit Update';	dbname: ''; table: 'YOVB'; group: lagReservation);
laAvlLimitDELETE	: tlogactivity= (lavalue: 455; name: {lang}'Avl limit Delete';	dbname: ''; table: 'YOVB'; group: lagReservation);
laresconfirmationentered	: tlogactivity= (lavalue: 450; name: {lang}'Confirmation Letter has ben entered';	dbname: ''; table: 'YRCO'; group: lagReservation);
laresconfirmationapproved ordenied	: tlogactivity= (lavalue: 452; name: {lang}'Confirmation Letter Control, Letter is approved';	dbname: ''; table: 'YRCO'; group: lagReservation);

Customer Management

laChgProfileLastName	: tlogactivity= (lavalue: 218; name: {lang}'Profile Last Name';	dbname: ''; table: 'XCMS'; group: lagCustomerManagement);
laChgProfileFirstName	: tlogactivity= (lavalue: 265; name: {lang}'Profile First Name';	dbname: ''; table: 'XCMS'; group: lagCustomerManagement);
laChgProfileCreditStatus	: tlogactivity= (lavalue: 266; name: {lang}'Profile Credit Status';	dbname: ''; table: 'XCMS'; group: lagCustomerManagement);
laChgProfileNewAddress	: tlogactivity= (lavalue: 267; name: {lang}'Profile new address';	dbname: ''; table: 'XCMS'; group: lagCustomerManagement);
laChgProfileChangeAddress	: tlogactivity= (lavalue: 268; name: {lang}'Profile address change';	dbname: ''; table: 'XCMS'; group: lagCustomerManagement);
laChgProfileDeleteAddress	: tlogactivity= (lavalue: 269; name: {lang}'Profile address delete';	dbname: ''; table: 'XCMS'; group: lagCustomerManagement);
laChgProfileNew Communication	: tlogactivity= (lavalue: 270; name: {lang}'Profile new communication';	dbname: ''; table: 'XCMS'; group: lagCustomerManagement);
laChgProfileChange Communication	: tlogactivity= (lavalue: 271; name: {lang}'Profile communication change';	dbname: ''; table: 'XCMS'; group: lagCustomerManagement);
laChgProfileDelete Communication	: tlogactivity= (lavalue: 272; name: {lang}'Profile communication delete';	dbname: ''; table: 'XCMS'; group: lagCustomerManagement);
laChgProfileNewMarketing Info	: tlogactivity= (lavalue: 219; name: {lang}'Profile new marketing info.';	dbname: ''; table: 'XCMS'; group: lagCustomerManagement);
laChgProfileDelete MarketingInfo	: tlogactivity= (lavalue: 220; name: {lang}'Profile marketing info delete';	dbname: ''; table: 'XCMS'; group: lagCustomerManagement);

laChgProfileActiveFlag	: tlogactivity= (lavalue: 423; name: {lang}'Profile active flag changed';	dbname: ''; table: 'XCMS'; group: lagCustomerManagement);
laChgProfileNomailingFlag	: tlogactivity= (lavalue: 424; name: {lang}'Profile nomailing flag changed';	dbname: ''; table: 'XCMS'; group: lagCustomerManagement);
laCreateProfile	: tlogactivity= (lavalue: 438; name: {lang}'Profile created';	dbname: ''; table: 'XCMS'; group: lagCustomerManagement);
// CCM User log rights display		

Night Audit

laNaStart	: tlogactivity= (lavalue: 31; name: {lang}'Night Audit started';	dbname: ''; table: 'NA'; group: lagNightAudit);
laNaFinished	: tlogactivity= (lavalue: 32; name: {lang}'Night Audit finished';	dbname: ''; table: 'NA'; group: lagNightAudit);
laNaNoClosedCashier	: tlogactivity= (lavalue: 33; name: {lang}'NA: not all cashiers were closed';	dbname: ''; table: 'NA'; group: lagNightAudit);
laNaNoCiArrivals	: tlogactivity= (lavalue: 34; name: {lang}'NA: not all arrivals were checked in';	dbname: ''; table: 'NA'; group: lagNightAudit);
laNaNoCoDueouts	: tlogactivity= (lavalue: 35; name: {lang}'NA: not all due outs were checked out';	dbname: ''; table: 'NA'; group: lagNightAudit);
laNaSetDate	: tlogactivity= (lavalue:351; name: {lang}'NA: date change without running Night Audit';	dbname: ''; table: 'NA'; group: lagNightAudit);

Block

laBlCreate	: tlogactivity= (lavalue: 36; name: {lang}'Block header created';	dbname: ''; table: 'YBLH'; group: lagBlock);
laBlChange	: tlogactivity= (lavalue: 37; name: {lang}'Block header changed';	dbname: ''; table: 'YBLH'; group: lagBlock);
laBlProfileLinkChange	: tlogactivity= (lavalue: 38; name: {lang}'Change in profile links';	dbname: ''; table: 'YBLH'; group: lagBlock);
laBlStatusChange	: tlogactivity= (lavalue: 39; name: {lang}'Block status changed';	dbname: ''; table: 'YBLH'; group: lagBlock);
laBlGridChange	: tlogactivity= (lavalue: 40; name: {lang}'New record in grid';	dbname: ''; table: 'YBLD'; group: lagBlock);
laBlRoomChange	: tlogactivity= (lavalue: 41; name: {lang}'Change room';	dbname: ''; table: 'YBLD'; group: lagBlock);
laBlCutoffDateChange	: tlogactivity= (lavalue: 42; name: {lang}'Change detail cutoff date';	dbname: ''; table: 'YBLD'; group: lagBlock);
laBlHCutoffDateChange	: tlogactivity= (lavalue: 143; name: {lang}'Change header cutoff date';	dbname: ''; table: 'YBLH'; group: lagBlock);
laBlMaualCutoff	: tlogactivity= (lavalue: 407; name: {lang}'Manual cutoff';	dbname: ''; table: 'YBLH'; group: lagBlock);
laBlNACutoff	: tlogactivity= (lavalue: 408; name: {lang}'NightAudit cutoff';	dbname: ''; table: 'YBLH'; group: lagBlock);

Billing Instructions

laNewResBillingInstruction	: tlogactivity= (lavalue: 47; name: {lang}'New reservation billing instruction';	dbname: ''; table: 'YRES'; group: lagBillingInstruction);
laChgResBillingInstruction FromDate	: tlogactivity= (lavalue: 48; name: {lang}'Reservation billing instruction from date';	dbname: ''; table: 'YRES'; group: lagBillingInstruction);
laChgResBillingInstruction UntilDate	: tlogactivity= (lavalue: 49; name: {lang}'Reservation billing instruction until date';	dbname: ''; table: 'YRES'; group: lagBillingInstruction);

laChgResBillingInstruction Target	: tlogactivity= (lavalue: 50; name: {lang}'Reservation billing instruction target';	dbname: ''; table: 'YRES'; group: lagBillingInstruction);
laChgResBillingInstruction DeptCodes	: tlogactivity= (lavalue: 51; name: {lang}'Reservation billing instruction department codes';	dbname: ''; table: 'YRES'; group: lagBillingInstruction);
laResBillingInstructionDelete	: tlogactivity= (lavalue: 52; name: {lang}'Reservation billing instruction deleted';	dbname: ''; table: 'YRES'; group: lagBillingInstruction);
laNewFABillingInstruction	: tlogactivity= (lavalue: 144; name: {lang}'New financial account billing instruction';	dbname: ''; table: 'ZFAC'; group: lagBillingInstruction);
laChgFABillingInstruction FromDate	: tlogactivity= (lavalue: 145; name: {lang}'Financial Account billing instruction from date';	dbname: ''; table: 'ZFAC'; group: lagBillingInstruction);
laChgFABillingInstruction UntilDate	: tlogactivity= (lavalue: 146; name: {lang}'Financial Account billing instruction until date';	dbname: ''; table: 'ZFAC'; group: lagBillingInstruction);
laChgFABillingInstruction Target	: tlogactivity= (lavalue: 147; name: {lang}'Financial Account billing instruction target';	dbname: ''; table: 'ZFAC'; group: lagBillingInstruction);
laChgFABillingInstruction DeptCodes	: tlogactivity= (lavalue: 148; name: {lang}'Financial Account billing instruction department codes';	dbname: ''; table: 'ZFAC'; group: lagBillingInstruction);
laFABillingInstructionDelete	: tlogactivity= (lavalue: 149; name: {lang}'Financial Account billing instruction deleted';	dbname: ''; table: 'ZFAC'; group: lagBillingInstruction);

Room

laRoomStatusChange	: tlogactivity= (lavalue: 53; name: {lang}'Room status changed';	dbname: ''; table: 'YRMS'; group:lagRooms);
laRoomHSKPersonCountChange	: tlogactivity= (lavalue: 58; name: {lang}'HSK Room Persons Count changed';	dbname: ''; table: 'YRMS'; group:lagRooms);

Posting

laPostingQuantityChange	: tlogactivity= (lavalue: 54; name: {lang}'Posting Quantity changed';	dbname: ''; table: 'ZPOS'; group: lagPostings);
laPostingDelete	: tlogactivity= (lavalue: 366; name: {lang}'Posting Delete';	dbname: ''; table: 'ZPOS'; group: lagPostings);
laPostingCheckOutToCityLedger	: tlogactivity= (lavalue: 367; name: {lang}'Check out to City Ledger';	dbname: ''; table: 'ZPOS'; group: lagPostings);
laPostingSplit	: tlogactivity= (lavalue: 392; name: {lang}'Posting Split';	dbname: ''; table: 'ZPOS'; group: lagPostings);
laPostingTransferFrom	: tlogactivity= (lavalue: 444; name: {lang}'Posting Transfer From';	dbname: ''; table: 'ZPOS'; group: lagPostings);
laPostingTransfer	: tlogactivity= (lavalue: 439; name: {lang}'Posting Transfer To';	dbname: ''; table: 'ZPOS'; group: lagPostings);
laPostingRebate	: tlogactivity= (lavalue: 440; name: {lang}'Posting Rebate';	dbname: ''; table: 'ZPOS'; group: lagPostings);
laPostingAdjustment	: tlogactivity= (lavalue: 441; name: {lang}'Posting Adjustment';	dbname: ''; table: 'ZPOS'; group: lagPostings);
laPostingNegative	: tlogactivity= (lavalue: 442; name: {lang}'Posting Negative';	dbname: ''; table: 'ZPOS'; group: lagPostings);

Interface Actions

laMakeRoomKey	: tlogactivity= (laValue: 89; name: {lang}'Make Room Key';	dbname: ''; table: 'YRMS'; group: lagIfcActions);
laDeleteRoomKey	: tlogactivity= (laValue: 90; name: {lang}'Deactivate Room Key';	dbname: ''; table: 'YRMS'; group: lagIfcActions);

laWakeupSet	: tlogactivity= (laValue: 91; name: {lang}'Set Wakeup';	dbname: ''; table: 'IRMS'; group: lagIfcActions);
laWakeupDelete	: tlogactivity= (laValue: 92; name: {lang}'Delete Wakeup';	dbname: ''; table: 'IRMS'; group: lagIfcActions);
laChgGuestIfcRights	: tlogactivity= (laValue: 335; name: {lang}'Change IFC Guest Rights';	dbname: ''; table: 'IRMS'; group: lagIfcActions);
//laChangeTrack2StoreOption	: tlogactivity= (laValue: 59; name: {lang}'Change Do Not Store Track2 Option';	dbname: ''; table: 'YRCL'; group: lagIfcActions);
laEFTActions	: tlogactivity= (laValue:112; name: {lang}'EFT Authorization';	dbname: ''; table: 'YRES'; group: lagIfcActions);

Bookings

laNewBooking	: tlogActivity= (lavalue: 60; name: {lang}'Booking New';	dbname: ''; table: 'YBOM'; group: lagBooking);
laDeleteBooking	: tlogactivity= (lavalue: 61; name: {lang}'Booking Delete';	dbname: ''; table: 'YBOM'; group: lagBooking);
laCopyBooking	: tlogactivity= (lavalue: 62; name: {lang}'Booking Copy';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookProfile	: tlogactivity= (lavalue: 74; name: {lang}'Booking Company Name';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookContact	: tlogactivity= (lavalue: 75; name: {lang}'Booking Contact Name';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookContactOnSite	: tlogactivity= (lavalue: 63; name: {lang}'Booking Contact on site';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookName	: tlogactivity= (lavalue: 64; name: {lang}'Booking Booking Name';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookEArrDate	: tlogactivity= (lavalue: 65; name: {lang}'Booking Early Arrival';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookArrDate	: tlogactivity= (lavalue: 66; name: {lang}'Booking Arrival Date';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookDepDate	: tlogactivity= (lavalue: 67; name: {lang}'Booking Departure Date';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookLDepDate	: tlogactivity= (lavalue: 68; name: {lang}'Booking Late Departure';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookConfOnly	: tlogactivity= (lavalue: 69; name: {lang}'Booking Category';	dbname: ''; table: 'YBOM'; group: lagBooking);
//laChgBookRoomsOnly	: tlogactivity= (lavalue: 70; name: {lang}'Booking Rooms only';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookAccountMgr	: tlogactivity= (lavalue: 71; name: {lang}'Booking Account Mgr.';	dbname: ''; table: 'YBOM'; group: lagBooking);
//laChgBookMainMarket	: tlogactivity= (lavalue: 72; name: {lang}'Booking Main Market';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookMarketSegment	: tlogactivity= (lavalue: 73; name: {lang}'Booking Market Segm.';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookSource	: tlogactivity= (lavalue: 87; name: {lang}'Booking Source';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgConferenceStatus	: tlogactivity= (lavalue: 76; name: {lang}'Booking Conference Status';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookConfMgr	: tlogactivity= (lavalue: 77; name: {lang}'Booking Conference Mgr.';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookPaxNumber	: tlogactivity= (lavalue: 78; name: {lang}'Booking Conference No. of Attendees';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookDecisionDate	: tlogactivity= (lavalue: 79; name: {lang}'Booking Conference Decision Date';	dbname: ''; table: 'YBOM'; group: lagBooking);

laChgBookFollowUpDate	: tlogactivity= (lavalue: 80; name: {lang}'Booking Conference Follow up Date';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookCutOffDate	: tlogactivity= (lavalue: 81; name: {lang}'Booking Conference Cutoff Date';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookInfoBoard	: tlogactivity= (lavalue: 82; name: {lang}'Booking Conference Info board';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookBaseCurrency	: tlogactivity= (lavalue: 83; name: {lang}'Booking Conference Currency';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookDetailsOk	: tlogactivity= (lavalue: 84; name: {lang}'Booking Conference Details Confirmed?';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookBeoDistributed	: tlogactivity= (lavalue: 85; name: {lang}'Booking Conference FS Distributed?';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookFunctionType	: tlogactivity= (lavalue: 86; name: {lang}'Booking Conference Function Type';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgRoomsStatus	: tlogactivity= (lavalue: 100;name: {lang}'Booking Rooms Status';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgRoomsManager	: tlogactivity= (lavalue: 101;name: {lang}'Booking Rooms Mgr.';	dbname: ''; table: 'YBOM'; group: lagBooking);
//laChgBlockCode	: tlogactivity= (lavalue: 229;name: {lang}'Booking Block Name';	dbname: ''; table: 'YBOM'; group: lagBooking);
//laChgBlockRAteCode	: tlogactivity= (lavalue: 88; name: {lang}'Block rate code';	dbname: ''; table: 'YBOM'; group: lagBooking);
//laChgBookBlockElastic	: tlogactivity= (lavalue: 93; name: {lang}'Block elastic';	dbname: ''; table: 'YBOM'; group: lagBooking);
//laChgBookBackToHouse	: tlogactivity= (lavalue: 94; name: {lang}'Back to house';	dbname: ''; table: 'YBOM'; group: lagBooking);
//laChgBookBlkCutOffDate	: tlogactivity= (lavalue: 95; name: {lang}'Block cutoff date';	dbname: ''; table: 'YBOM'; group: lagBooking);
//laChgBookBlkCutOffDays	: tlogactivity= (lavalue: 96; name: {lang}'Block cutoff days';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookRmsDecisionDate	: tlogactivity= (lavalue: 97; name: {lang}'Booking Rooms Decision Date';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookRmsFollowUpdate	: tlogactivity= (lavalue: 98; name: {lang}'Booking Rooms Follow up Date';	dbname: ''; table: 'YBOM'; group: lagBooking);
//laChgBookBlockStatus	: tlogactivity= (lavalue: 99; name: {lang}'Block status';	dbname: ''; table: 'YBOM'; group: lagBooking);
//laChgNoofReservation	: tlogactivity= (lavalue: 99; name: {lang}'No. of Reservations';	dbname: ''; table: 'YBOM'; group: lagBooking);
//laChgBookRoomingListDate	: tlogactivity= (lavalue:221; name: {lang}'Booking Group Name';	dbname: ''; table: 'YBOM'; group: lagBooking);
//laChgBookBreakfastIncl	: tlogactivity= (lavalue:222; name: {lang}'Breakfast Incl.';	dbname: ''; table: 'YBOM'; group: lagBooking);
//laChgBookBreakfastPrice	: tlogactivity= (lavalue:223; name: {lang}'Breakfast Price';	dbname: ''; table: 'YBOM'; group: lagBooking);
//laChgBookBreakfastDesc	: tlogactivity= (lavalue:224; name: {lang}'Breakfast Description';	dbname: ''; table: 'YBOM'; group: lagBooking);
//laChgBookPorterageIncl	: tlogactivity= (lavalue:225; name: {lang}'Porterage Incl.';	dbname: ''; table: 'YBOM'; group: lagBooking);
//laChgBookPorteragePrice	: tlogactivity= (lavalue:226; name: {lang}'Porterage Price';	dbname: ''; table: 'YBOM'; group: lagBooking);
laChgBookNotesUpdate	: tlogactivity= (lavalue:298; name: {lang}'Booking Notes';	dbname: ''; table: 'YBOM'; group: lagBooking);
//laChgBookNotesDelete	: tlogactivity= (lavalue:228; name: {lang}'Booking Notes Delete';	dbname: ''; table: 'YBOM'; group: lagBooking);
//laChgBookTrackChanges	: tlogactivity= (lavalue:162; name: {lang}'Track changes';	dbname: ''; table: 'YBOM'; group: lagBooking);

laBookingLnkProfile	: tlogactivity= (lavalue:227; name: {lang}'Booking Linked Profiles';	dbname: ''; table: 'YBOM'; group: lagBooking);

Bookings - Billing Instructions

laNewBIBooking	: tlogactivity= (lavalue:104; name: {lang}'Billing Instruction New';	dbname: ''; table: 'YBOM'; group: lagBookingBI);
laChgBIBookingDelete	: tlogactivity= (lavalue:106; name: {lang}'Billing Instruction Delete';	dbname: ''; table: 'YBOM'; group: lagBookingBI);
laChgBIBookingFromDate	: tlogactivity= (lavalue:111; name: {lang}'Billing Instruction From Date';	dbname: ''; table: 'YBOM'; group: lagBookingBI);
laChgBIBookingToDate	: tlogactivity= (lavalue:330; name: {lang}'Billing Instruction To Date';	dbname: ''; table: 'YBOM'; group: lagBookingBI);
laChgBIBookingDeptCode	: tlogactivity= (lavalue:331; name: {lang}'Billing Instruction Department Codes';	dbname: ''; table: 'YBOM'; group: lagBookingBI);
laChgBIBookingCashFlag	: tlogactivity= (lavalue:332; name: {lang}'Billing Instruction Cash';	dbname: ''; table: 'YBOM'; group: lagBookingBI);
//laChgBIBookingName	: tlogactivity= (lavalue:333; name: {lang}'Billing Instruction Name';	dbname: ''; table: 'YBOM'; group: lagBookingBI);
laChgBIBookingOtherName	: tlogactivity= (lavalue:329; name: {lang}'Billing Instruction Other Name';	dbname: ''; table: 'YBOM'; group: lagBookingBI);
//laChgBIBookingType	: tlogactivity= (lavalue:105; name: {lang}'Billing Instruction Type';	dbname: ''; table: 'YBOM'; group: lagBookingBI);
laChgBIBookingPayment Type	: tlogactivity= (lavalue:107; name: {lang}'Billing Instruction Payment';	dbname: ''; table: 'YBOM'; group: lagBookingBI);
//laChgBIBookingCompany Name	: tlogactivity= (lavalue:108; name: {lang}'Billing Instruction Company Name';	dbname: ''; table: 'YBOM'; group: lagBookingBI);
laChgBIBookingContact Name	: tlogactivity= (lavalue:109; name: {lang}'Billing Instruction Contact';	dbname: ''; table: 'YBOM'; group: lagBookingBI);
laChgBIBookingAddress	: tlogactivity= (lavalue:110; name: {lang}'Billing Instruction Address';	dbname: ''; table: 'YBOM'; group: lagBookingBI);
laChgBIBookingNotes	: tlogactivity= (lavalue:334; name: {lang}'Billing Instruction Notes';	dbname: ''; table: 'YBOM'; group: lagBookingBI);

Bookings - Deposits

laBookingDeposit	: tlogactivity= (lavalue:299; name: {lang}'Booking Deposit New';	dbname: ''; table: 'YBOM'; group: lagBookingDeposits);
laBookingDepositDelete	: tlogactivity= (lavalue:301; name: {lang}'Booking Deposit Delete';	dbname: ''; table: 'YBOM'; group: lagBookingDeposits);
laBookingDepositConfAmount	: tlogactivity= (lavalue:337; name: {lang}'Booking Deposit Conference Amount Due';	dbname: ''; table: 'YBOM'; group: lagBookingDeposits);
laBookingDepositConfDueDate	: tlogactivity= (lavalue:302; name: {lang}'Booking Deposit Conference Due Date';	dbname: ''; table: 'YBOM'; group: lagBookingDeposits);
laBookingDepositConfPercent	: tlogactivity= (lavalue:303; name: {lang}'Booking Deposit Conference Percentage';	dbname: ''; table: 'YBOM'; group: lagBookingDeposits);
laBookingDepositConfPaid	: tlogactivity= (lavalue:304; name: {lang}'Booking Deposit Conference Paid?';	dbname: ''; table: 'YBOM'; group: lagBookingDeposits);
laBookingDepositRoom Amount	: tlogactivity= (lavalue:305; name: {lang}'Booking Deposit Room Amount Due';	dbname: ''; table: 'YBOM'; group: lagBookingDeposits);
laBookingDepositRoom DueDate	: tlogactivity= (lavalue:306; name: {lang}'Booking Deposit Room Due Date';	dbname: ''; table: 'YBOM'; group: lagBookingDeposits);
laBookingDepositRoom Percent	: tlogactivity= (lavalue:307; name: {lang}'Booking Deposit Room Percentage';	dbname: ''; table: 'YBOM'; group: lagBookingDeposits);
laBookingDepositRoomPaid	: tlogactivity= (lavalue:308; name: {lang}'Booking Deposit Room Paid?';	dbname: ''; table: 'YBOM'; group: lagBookingDeposits);

Bookings - Cancellations

laBookingCancel	: tlogactivity= (lavalue:309; name: {lang}'Booking Cancel New';	dbname: ''; table: 'YBOM'; group: lagBookingCancels);
laBookingCancelDelete	: tlogactivity= (lavalue:310; name: {lang}'Booking Cancel Delete';	dbname: ''; table: 'YBOM'; group: lagBookingCancels);
laBookingCancelConfAmount	: tlogactivity= (lavalue:336; name: {lang}'Booking Cancel Conference Amount Due';	dbname: ''; table: 'YBOM'; group: lagBookingCancels);
laBookingCancelConfDueDate	: tlogactivity= (lavalue:311; name: {lang}'Booking Cancel Conference Cancelled By';	dbname: ''; table: 'YBOM'; group: lagBookingCancels);
laBookingCancelConfPercent	: tlogactivity= (lavalue:312; name: {lang}'Booking Cancel Conference Percentage';	dbname: ''; table: 'YBOM'; group: lagBookingCancels);
laBookingCancelRoomAmount	: tlogactivity= (lavalue:314; name: {lang}'Booking Cancel Room Amount Due';	dbname: ''; table: 'YBOM'; group: lagBookingCancels);
laBookingCancelRoom DueDate	: tlogactivity= (lavalue:315; name: {lang}'Booking Cancel Room Cancelled By';	dbname: ''; table: 'YBOM'; group: lagBookingCancels);
laBookingCancelRoomPercent	: tlogactivity= (lavalue:316; name: {lang}'Booking Cancel Room Percentage';	dbname: ''; table: 'YBOM'; group: lagBookingCancels);

Bookings - Packages

laPackage	: tlogactivity= (lavalue: 317; name: {lang}'Conference Package New';	dbname: ''; table: 'YPKD'; group: lagConferencePackage);
laPackageDelete	: tlogactivity= (lavalue: 318; name: {lang}'Conference Package Delete';	dbname: ''; table: 'YPKD'; group: lagConferencePackage);
laPackageCopy	: tlogactivity= (lavalue: 319; name: {lang}'Conference Package Copy';	dbname: ''; table: 'YPKD'; group: lagConferencePackage);
laPackageName	: tlogactivity= (lavalue: 324; name: {lang}'Conference Package Name';	dbname: ''; table: 'YPKD'; group: lagConferencePackage);
laPackagePrice	: tlogactivity= (lavalue: 320; name: {lang}'Conference Package Price';	dbname: ''; table: 'YPKD'; group: lagConferencePackage);
laPackagePax	: tlogactivity= (lavalue: 321; name: {lang}'Conference Package Pax';	dbname: ''; table: 'YPKD'; group: lagConferencePackage);
laPackageStartTime	: tlogactivity= (lavalue: 322; name: {lang}'Conference Package Start Date';	dbname: ''; table: 'YPKD'; group: lagConferencePackage);
laPackageEndTime	: tlogactivity= (lavalue: 323; name: {lang}'Conference Package End Date';	dbname: ''; table: 'YPKD'; group: lagConferencePackage);
laPackageCopiedFrom	: tlogactivity= (lavalue: 339; name: {lang}'Conference Package Copied From';	dbname: ''; table: 'YPKD'; group: lagConferencePackage);

Bookings - Events

laNewEvent	: tlogactivity= (lavalue:113; name: {lang}'Event New';	dbname: ''; table: 'YEVM'; group: lagBookingEvents);
laEventDelete	: tlogactivity= (lavalue:114; name: {lang}'Event Delete';	dbname: ''; table: 'YEVM'; group: lagBookingEvents);
laEventCopy	: tlogactivity= (lavalue:115; name: {lang}'Event Copy';	dbname: ''; table: 'YEVM'; group: lagBookingEvents);
laChgEventStatus	: tlogactivity= (lavalue:125; name: {lang}'Event Status';	dbname: ''; table: 'YEVM'; group: lagBookingEvents);
laChgEventType	: tlogactivity= (lavalue:126; name: {lang}'Event Type';	dbname: ''; table: 'YEVM'; group: lagBookingEvents);
laChgEventNoofAttendees	: tlogactivity= (lavalue:116; name: {lang}'Event No. of Attendees';	dbname: ''; table: 'YEVM'; group: lagBookingEvents);

laChgEventMinGuarantee	: tlogactivity= (lavalue:117; name: {lang}'Event Min. Guarantee';	dbname: ''; table: 'YEVM'; group: lagBookingEvents);
laChgEventStartDate	: tlogactivity= (lavalue:118; name: {lang}'Event Start Date';	dbname: ''; table: 'YEVM'; group: lagBookingEvents);
laChgEventEndDate	: tlogactivity= (lavalue:119; name: {lang}'Event End Date';	dbname: ''; table: 'YEVM'; group: lagBookingEvents);
laChgEventStartTime	: tlogactivity= (lavalue:120; name: {lang}'Event Start Time';	dbname: ''; table: 'YEVM'; group: lagBookingEvents);
laChgEventEndTime	: tlogactivity= (lavalue:121; name: {lang}'Event End Time';	dbname: ''; table: 'YEVM'; group: lagBookingEvents);
laChgEventInfoBoard	: tlogactivity= (lavalue:122; name: {lang}'Event Info Board';	dbname: ''; table: 'YEVM'; group: lagBookingEvents);
laChgEventPkgIncl	: tlogactivity= (lavalue:123; name: {lang}'Event Incl. in Package';	dbname: ''; table: 'YEVM'; group: lagBookingEvents);
laChgEventNoisy	: tlogactivity= (lavalue:124; name: {lang}'Event Noisy';	dbname: ''; table: 'YEVM'; group: lagBookingEvents);
//laEventNotes	: tlogactivity= (lavalue:127; name: {lang}'Event notes';	dbname: ''; table: 'YEVM'; group: lagBookingEvents);
laEventNotesUpdate	: tlogactivity= (lavalue:326; name: {lang}'Event Notes';	dbname: ''; table: 'YEVM'; group: lagBookingEvents);
//laEventNotesDelete	: tlogactivity= (lavalue:327; name: {lang}'Event Notes Delete';	dbname: ''; table: 'YEVM'; group: lagBookingEvents);
//laEventForecast	: tlogactivity= (lavalue:325; name: {lang}'Event Forecast / Revenue';	dbname: ''; table: 'YEVM'; group: lagBookingEvents);
laChgEventName	: tlogactivity= (lavalue:161; name: 'Event Name';	dbname: ''; table: 'YEVM'; group: lagBookingEvents);

Resources - Function Spaces

laEventNewFS	: tlogactivity= (lavalue:128; name: {lang}'Function Space New';	dbname: ''; table: 'YEBS'; group: lagEventFunctionSpaces);
laEventDeleteFS	: tlogactivity= (lavalue:129; name: {lang}'Function Space Delete';	dbname: ''; table: 'YEBS'; group: lagEventFunctionSpaces);
laChgEventFSSeatting	: tlogactivity= (lavalue:130; name: {lang}'Function Space Seating Arr.';	dbname: ''; table: 'YEBS'; group: lagEventFunctionSpaces);
laChgEventFSRateCode	: tlogactivity= (lavalue:131; name: {lang}'Function Space Rate';	dbname: ''; table: 'YEBS'; group: lagEventFunctionSpaces);
laChgEventFSRate Amount	: tlogactivity= (lavalue:132; name: {lang}'Function Space Amount';	dbname: ''; table: 'YEBS'; group: lagEventFunctionSpaces);
//laChgEventFSRate Special	: tlogactivity= (lavalue:133; name: {lang}'Event Function Space Special Rate';	dbname: ''; table: 'YEBS'; group: lagEventFunctionSpaces);
laChgEventFSDontMove	: tlogactivity= (lavalue:134; name: {lang}'Function Space Don''t Move';	dbname: ''; table: 'YEBS'; group: lagEventFunctionSpaces);
laChgEventFSPkgIncl	: tlogactivity= (lavalue:135; name: {lang}'Function Space Incl. in Package';	dbname: ''; table: 'YEBS'; group: lagEventFunctionSpaces);
laChgEventFSStartDate	: tlogactivity= (lavalue:250; name: {lang}'Function Space Start Date';	dbname: ''; table: 'YEBS'; group: lagEventFunctionSpaces);
laChgEventFSStartTime	: tlogactivity= (lavalue:251; name: {lang}'Function Space Start Time';	dbname: ''; table: 'YEBS'; group: lagEventFunctionSpaces);
laChgEventFSEndDate	: tlogactivity= (lavalue:252; name: {lang}'Function Space End Date';	dbname: ''; table: 'YEBS'; group: lagEventFunctionSpaces);
laChgEventFSEndTime	: tlogactivity= (lavalue:253; name: {lang}'Function Space End Time';	dbname: ''; table: 'YEBS'; group: lagEventFunctionSpaces);
laChgEventFSDeptCode	: tlogactivity= (lavalue:254; name: {lang}'Function Space Dept. Code';	dbname: ''; table: 'YEBS'; group: lagEventFunctionSpaces);

laChgEventFSSetup	: tlogactivity= (lavalue:255; name: {lang}'Function Space Setup Time';	dbname: ''; table: 'YEBS'; group: lagEventFunctionSpaces);
laChgEventFSSetDown	: tlogactivity= (lavalue:136; name: {lang}'Function Space Setdown Time';	dbname: ''; table: 'YEBS'; group: lagEventFunctionSpaces);
laChgEventFSName	: tlogactivity= (lavalue:256; name: {lang}'Function Space Name';	dbname: ''; table: 'YEBS'; group: lagEventFunctionSpaces);
laChgEventFSNotes Update	: tlogactivity= (lavalue:341; name: {lang}'Function Space Notes';	dbname: ''; table: 'YEBS'; group: lagEventFunctionSpaces);
//laChgEventFSNotes Delete	: tlogactivity= (lavalue:257; name: {lang}'Function Space Notes Delete';	dbname: ''; table: 'YEBS'; group: lagEventFunctionSpaces);
laChgEventFSShareable	: tlogactivity= (lavalue:340; name: {lang}'Function Space Shareable';	dbname: ''; table: 'YEBS'; group: lagEventFunctionSpaces);

Resources - Misc Items

laEventNewCI	: tlogactivity= (lavalue:150; name: {lang}'Misc. Item New';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laEventDeleteCI	: tlogactivity= (lavalue:151; name: {lang}'Misc. Item Delete';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laEventCICopy	: tlogactivity= (lavalue:152; name: {lang}'Misc. Item Copy';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
//laChgEventCINotesDelete	: tlogactivity= (lavalue:258; name: {lang}'Misc. Item Notes Delete';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laChgEventCIAttribute	: tlogactivity= (lavalue:154; name: {lang}'Misc. Item Attribute';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laChgEventCIQty	: tlogactivity= (lavalue:155; name: {lang}'Misc. Item Quantity';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laChgEventCIExternalFlag	: tlogactivity= (lavalue:156; name: {lang}'Misc. Item External?';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laChgEventCIRate	: tlogactivity= (lavalue:157; name: {lang}'Misc. Item Rate';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laChgEventCISetupTime	: tlogactivity= (lavalue:158; name: {lang}'Misc. Item Setup Time';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laChgEventCISetdownTime	: tlogactivity= (lavalue:159; name: {lang}'Misc. Item Setdown Time';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laChgEventCIPkgIncl	: tlogactivity= (lavalue:160; name: {lang}'Misc. Item Incl. in Package';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laChgEventCIStartDate	: tlogactivity= (lavalue:260; name: {lang}'Misc. Item Start Date';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laChgEventCIEndDate	: tlogactivity= (lavalue:261; name: {lang}'Misc. Item End Date';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laChgEventCIStartTime	: tlogactivity= (lavalue:262; name: {lang}'Misc. Item Start Time';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laChgEventCIEndTime	: tlogactivity= (lavalue:263; name: {lang}'Misc. Item End Time';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laChgEventCIDeptCode	: tlogactivity= (lavalue:264; name: {lang}'Misc. Item Dept. Code';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laChgEventCIRespDeptCode	: tlogactivity= (lavalue:273; name: {lang}'Misc. Item Resp. Dept.';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laChgEventCIName	: tlogactivity= (lavalue:338; name: {lang}'Misc. Item Name';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laChgEventCIAmout	: tlogactivity= (lavalue:153; name: {lang}'Misc. Item Price';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laChgEventCINotesUpdate	: tlogactivity= (lavalue:343; name: {lang}'Misc. Item Notes';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);

//laChgEventCISpecialPrice	: tlogactivity= (lavalue:344; name: {lang}'Event Catering Item Special Rate';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);

Standard Menu

laChgEventNewSM	: tlogactivity= (lavalue: 230; name: {lang}'Standard Menu New';	dbname: ''; table: 'YEMN'; group: lagEventStandardMEnus);
laChgEventDeleteSM	: tlogactivity= (lavalue: 231; name: {lang}'Standard Menu Delete';	dbname: ''; table: 'YEMN'; group: lagEventStandardMEnus);
laChgEventSMCopy	: tlogactivity= (lavalue: 232; name: {lang}'Standard Menu Copy';	dbname: ''; table: 'YEMN'; group: lagEventStandardMEnus);
//laChgEventSMNotesDelete	: tlogactivity= (lavalue: 259; name: {lang}'Standard Menu Notes Delete';	dbname: ''; table: 'YEMN'; group: lagEventStandardMEnus);
laChgEventSMName	: tlogactivity= (lavalue: 234; name: {lang}'Standard Menu Name';	dbname: ''; table: 'YEMN'; group: lagEventStandardMEnus);
laChgEventSMConBase	: tlogactivity= (lavalue: 235; name: {lang}'Standard Menu Cons. Base';	dbname: ''; table: 'YEMN'; group: lagEventStandardMEnus);
laChgEventSMInclPackage	: tlogactivity= (lavalue: 236; name: {lang}'Standard Menu Incl. in Package';	dbname: ''; table: 'YEMN'; group: lagEventStandardMEnus);
laChgEventSMGratutyIncl	: tlogactivity= (lavalue: 237; name: {lang}'Standard Menu Gratuity Incl.?';	dbname: ''; table: 'YEMN'; group: lagEventStandardMEnus);
laChgEventSMPrice	: tlogactivity= (lavalue: 238; name: {lang}'Standard Menu Menu Price';	dbname: ''; table: 'YEMN'; group: lagEventStandardMEnus);
laChgEventSMQty	: tlogactivity= (lavalue: 239; name: {lang}'Standard Menu Quantity';	dbname: ''; table: 'YEMN'; group: lagEventStandardMEnus);
laChgEventSMComplementary	: tlogactivity= (lavalue: 240; name: {lang}'Standard Menu Compl. Menus';	dbname: ''; table: 'YEMN'; group: lagEventStandardMEnus);
laChgEventSMExpPeople	: tlogactivity= (lavalue: 241; name: {lang}'Standard Menu Exp.';	dbname: ''; table: 'YEMN'; group: lagEventStandardMEnus);
laChgEventSMGaurPeople	: tlogactivity= (lavalue: 242; name: {lang}'Standard Menu Gtd.';	dbname: ''; table: 'YEMN'; group: lagEventStandardMEnus);
laChgEventSMNoOfSets	: tlogactivity= (lavalue: 243; name: {lang}'Standard Menu Set';	dbname: ''; table: 'YEMN'; group: lagEventStandardMEnus);
laChgEventSMServeStart	: tlogactivity= (lavalue: 244; name: {lang}'Standard Menu Serve Start';	dbname: ''; table: 'YEMN'; group: lagEventStandardMEnus);
laChgEventSMServeEnd	: tlogactivity= (lavalue: 245; name: {lang}'Standard Menu Serve End';	dbname: ''; table: 'YEMN'; group: lagEventStandardMEnus);
laChgEventSMDeptCode	: tlogactivity= (lavalue: 233; name: {lang}'Standard Menu Dept. Code';	dbname: ''; table: 'YEMN'; group: lagEventStandardMEnus);
//laChgEventSMRevSplitCode	: tlogactivity= (lavalue: 246; name: {lang}'Standard Menu Revenue Split';	dbname: ''; table: 'YEMN'; group: lagEventStandardMEnus);
//laChgEventSMRevSplitPrice	: tlogactivity= (lavalue: 247; name: {lang}'Standard Menu Revenue Split Price';	dbname: ''; table: 'YEMN'; group: lagEventStandardMEnus);
laChgEventSMNotesUpdate	: tlogactivity= (lavalue: 248; name: {lang}'Standard Menu Notes';	dbname: ''; table: 'YEMN'; group: lagEventStandardMEnus);

Resources - Menus - Items

laChgEventSMItem	: tlogactivity= (lavalue: 274; name: {lang}'Menu Item New' ;	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
laChgEventSMIDelete	: tlogactivity= (lavalue: 275; name: {lang}'Menu Item Delete';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
laChgEventSMIPrice	: tlogactivity= (lavalue: 276; name: {lang}'Menu Item Price';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
laChgEventSMIIncl	: tlogactivity= (lavalue: 277; name: {lang}'Menu Item Incl. in Menu?';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);

laChgEventSMICourse	: tlogactivity= (lavalue: 278; name: {lang}'Menu Item Course';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
laChgEventSMICourseOrder	: tlogactivity= (lavalue: 279; name: {lang}'Menu Item Course Order';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
laChgEventSMIVintage	: tlogactivity= (lavalue: 280; name: {lang}'Menu Item Year';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
//laChgEventSMIMinAmount	: tlogactivity= (lavalue: 281; name: {lang}'Event Standard Menu Item Minimum Amount';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
//laChgEventSMIMaxAmount	: tlogactivity= (lavalue: 282; name: {lang}'Event Standard Menu Item Maximum Amount';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
laChgEventSMIPortion	: tlogactivity= (lavalue: 283; name: {lang}'Menu Item Portion';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
laChgEventSMIForecastCode	: tlogactivity= (lavalue: 284; name: {lang}'Menu Item Forecast Category';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
laChgEventSMIDescription	: tlogactivity= (lavalue: 285; name: {lang}'Menu Item Description';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
laChgEventSMIName	: tlogactivity= (lavalue: 286; name: {lang}'Menu Item Name 1';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
laChgEventSMILongDes2	: tlogactivity= (lavalue: 287; name: {lang}'Menu Item Name 2';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
laChgEventSMILongDes3	: tlogactivity= (lavalue: 288; name: {lang}'Menu Item Name 3';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
laChgEventSMILongDes4	: tlogactivity= (lavalue: 289; name: {lang}'Menu Item Name 4';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
laChgEventSMIOrigin	: tlogactivity= (lavalue: 290; name: {lang}'Menu Item Origin 1';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
laChgEventSMIOrigin2	: tlogactivity= (lavalue: 291; name: {lang}'Menu Item Origin 2';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
laChgEventSMIOrigin3	: tlogactivity= (lavalue: 292; name: {lang}'Menu Item Origin 3';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
laChgEventSMISalePrice	: tlogactivity= (lavalue: 293; name: {lang}'Menu Item Price';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
laChgEventSMIDeptCode	: tlogactivity= (lavalue: 294; name: {lang}'Menu Item Dept. Code';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
laChgEventSMIFoodOr Beverage	: tlogactivity= (lavalue: 295; name: {lang}'Menu Item Category';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
laChgEventSMIRespDept	: tlogactivity= (lavalue: 296; name: {lang}'Menu Item Resp. Department';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
laChgEventSMIQty	: tlogactivity= (lavalue: 297; name: {lang}'Menu Item Quantity';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);
//laChgEventSMISpecial Price	: tlogactivity= (lavalue: 342; name: {lang}'Event Standard Menu Item Special Price';	dbname: ''; table: 'YEMI'; group: lagEventStandardMItems);

Miscellaneous Licenses

laNewMiscLicense	: tlogactivity= (lavalue: 137; name: {lang}'New Miscellaneous License';	dbname: ''; table: 'WLIC'; group: lagMiscLicense);
laChgMiscLicenseCode	: tlogactivity= (lavalue: 138; name: {lang}'Miscellaneous license code';	dbname: ''; table: 'WLIC'; group: lagMiscLicense);
laChgMiscLicenseDescription	: tlogactivity= (lavalue: 139; name: {lang}'Miscellaneous license description';	dbname: ''; table: 'WLIC'; group: lagMiscLicense);
laChgMiscLicenseLicense Name	: tlogactivity= (lavalue: 140; name: {lang}'Miscellaneous license name';	dbname: ''; table: 'WLIC'; group: lagMiscLicense);
laChgMiscLicenseActive	: tlogactivity= (lavalue: 141; name: {lang}'Miscellaneous license active';	dbname: ''; table: 'WLIC'; group: lagMiscLicense);

laMiscLicenseDelete	: tlogactivity= (lavalue: 142; name: {lang}'Miscellaneous license deleted';	dbname: ''; table: 'WLIC'; group: lagMiscLicense);

Activity

laActNew	: tlogactivity= (lavalue: 163; name: {lang}'New Activity';	dbname: ''; table: 'WACT'; group: lagActivity);
laActCompany	: tlogactivity= (lavalue: 164; name: {lang}'Activity Company';	dbname: ''; table: 'WACT'; group: lagActivity);
laActContact	: tlogactivity= (lavalue: 165; name: {lang}'Activity Contact';	dbname: ''; table: 'WACT'; group: lagActivity);
laActCommunication	: tlogactivity= (lavalue: 166; name: {lang}'Activity Communication';	dbname: ''; table: 'WACT'; group: lagActivity);
laActRespEmployee	: tlogactivity= (lavalue: 167; name: {lang}'Activity Resp. Employee';	dbname: ''; table: 'WACT'; group: lagActivity);
laActAssignedEmployee	: tlogactivity= (lavalue: 168; name: {lang}'Activity Assigned Employee';	dbname: ''; table: 'WACT'; group: lagActivity);
laActType	: tlogactivity= (lavalue: 169; name: {lang}'Activity Type';	dbname: ''; table: 'WACT'; group: lagActivity);
laActDescription	: tlogactivity= (lavalue: 170; name: {lang}'Activity Description';	dbname: ''; table: 'WACT'; group: lagActivity);
laActAllDay	: tlogactivity= (lavalue: 171; name: {lang}'Activity All day event';	dbname: ''; table: 'WACT'; group: lagActivity);
laActStartDate	: tlogactivity= (lavalue: 172; name: {lang}'Activity Start Date';	dbname: ''; table: 'WACT'; group: lagActivity);
laActStartTime	: tlogactivity= (lavalue: 173; name: {lang}'Activity Start Time';	dbname: ''; table: 'WACT'; group: lagActivity);
laActEndDate	: tlogactivity= (lavalue: 174; name: {lang}'Activity End Date';	dbname: ''; table: 'WACT'; group: lagActivity);
laActEndTime	: tlogactivity= (lavalue: 175; name: {lang}'Activity End Time';	dbname: ''; table: 'WACT'; group: lagActivity);
laActShowAs	: tlogactivity= (lavalue: 176; name: {lang}'Activity Show As';	dbname: ''; table: 'WACT'; group: lagActivity);
laActPrivate	: tlogactivity= (lavalue: 177; name: {lang}'Activity Private';	dbname: ''; table: 'WACT'; group: lagActivity);
laActReminder	: tlogactivity= (lavalue: 178; name: {lang}'Activity Reminder';	dbname: ''; table: 'WACT'; group: lagActivity);
laActDateCompleted	: tlogactivity= (lavalue: 179; name: {lang}'Activity Date Completed';	dbname: ''; table: 'WACT'; group: lagActivity);
laActCopy	: tlogactivity= (lavalue: 180; name: {lang}'Activity Copy';	dbname: ''; table: 'WACT'; group: lagActivity);
laActDelete	: tlogactivity= (lavalue: 181; name: {lang}'Activity Deleted';	dbname: ''; table: 'WACT'; group: lagActivity);
laActNotes	: tlogactivity= (lavalue: 182; name: {lang}'Activity Notes';	dbname: ''; table: 'WACT'; group: lagActivity);
laActMove	: tlogactivity= (lavalue: 183; name: {lang}'Activity Move';	dbname: ''; table: 'WACT'; group: lagActivity);

Task

laTaskNew	: tlogactivity= (lavalue: 184; name: {lang}'New Task';	dbname: ''; table: 'WACT'; group: lagTask);
laTaskCompany	: tlogactivity= (lavalue: 185; name: {lang}'Task Company';	dbname: ''; table: 'WACT'; group: lagTask);
laTaskContact	: tlogactivity= (lavalue: 186; name: {lang}'Task Contact';	dbname: ''; table: 'WACT'; group: lagTask);

laTaskCommunication	: tlogactivity= (lavalue: 187; name: {lang}'Task Communication';	dbname: ''; table: 'WACT'; group: lagTask);
laTaskRespEmployee	: tlogactivity= (lavalue: 188; name: {lang}'Task Resp. Employee';	dbname: ''; table: 'WACT'; group: lagTask);
laTaskAssignedEmployee	: tlogactivity= (lavalue: 189; name: {lang}'Task Assigned Employee';	dbname: ''; table: 'WACT'; group: lagTask);
laTaskType	: tlogactivity= (lavalue: 190; name: {lang}'Task Type';	dbname: ''; table: 'WACT'; group: lagTask);
laTaskDescription	: tlogactivity= (lavalue: 191; name: {lang}'Task Description';	dbname: ''; table: 'WACT'; group: lagTask);
laTaskStartDate	: tlogactivity= (lavalue: 192; name: {lang}'Task Start Date';	dbname: ''; table: 'WACT'; group: lagTask);
laTaskDueDate	: tlogactivity= (lavalue: 193; name: {lang}'Task Due Date';	dbname: ''; table: 'WACT'; group: lagTask);
laTaskStatus	: tlogactivity= (lavalue: 194; name: {lang}'Task Status';	dbname: ''; table: 'WACT'; group: lagTask);
laTaskPriority	: tlogactivity= (lavalue: 195; name: {lang}'Task Priority';	dbname: ''; table: 'WACT'; group: lagTask);
laTaskDateCompleted	: tlogactivity= (lavalue: 196; name: {lang}'Task Date Completed';	dbname: ''; table: 'WACT'; group: lagTask);
laTaskPercCompleted	: tlogactivity= (lavalue: 197; name: {lang}'Task Percentage Completed';	dbname: ''; table: 'WACT'; group: lagTask);
laTaskCopy	: tlogactivity= (lavalue: 198; name: {lang}'Task Copy';	dbname: ''; table: 'WACT'; group: lagTask);
laTaskMove	: tlogactivity= (lavalue: 199; name: {lang}'Task Move';	dbname: ''; table: 'WACT'; group: lagTask);
laTaskNotes	: tlogactivity= (lavalue: 200; name: {lang}'Task Notes';	dbname: ''; table: 'WACT'; group: lagTask);
laTaskDelete	: tlogactivity= (lavalue: 201; name: {lang}'Task Deleted';	dbname: ''; table: 'WACT'; group: lagTask);

Overbooking

laOverbookingNEW	: tlogactivity= (lavalue: 203; name: {lang}'New Overbooking';	dbname: ''; table: 'YOVB'; group: lagOverbooking);
laOverbookingUPDATE	: tlogactivity= (lavalue: 204; name: {lang}'Overbooking Update';	dbname: ''; table: 'YOVB'; group: lagOverbooking);
laOverbookingDELETE	: tlogactivity= (lavalue: 205; name: {lang}'Overbooking Delete';	dbname: ''; table: 'YOVB'; group: lagOverbooking);

Locator

laLocatorINSERT	: tlogactivity= (lavalue: 206; name: {lang}'New locator';	dbname: ''; table: 'WACT'; group: lagLocator);
laLocatorUPDATE	: tlogactivity= (lavalue: 207; name: {lang}'Locator Update';	dbname: ''; table: 'WACT'; group: lagLocator);

Luggage

laLuggageCreate	: tlogactivity= (lavalue: 208; name: {lang}'Luggage creation';	dbname: ''; table: 'WLUG'; group: lagLuggage);
laLuggageEdited	: tlogactivity= (lavalue: 209; name: {lang}'Luggage edited';	dbname: ''; table: 'WLUG'; group: lagLuggage);

laLuggagePrinted	: tlogactivity= (lavalue: 210; name: {lang}'Luggage printed';	dbname: ''; table: 'WLUG'; group: lagLuggage);
laLuggageStatusChanged	: tlogactivity= (lavalue: 211; name: {lang}'Luggage status changed';	dbname: ''; table: 'WLUG'; group: lagLuggage);
laLuggageLocationChanged	: tlogactivity= (lavalue: 212; name: {lang}'Luggage location changed';	dbname: ''; table: 'WLUG'; group: lagLuggage);

Financial Accounts

laFAReinstate	: tlogactivity= (lavalue: 213; name: {lang}'FA Reinstated';	dbname: ''; table: 'ZFAC'; group: lagFinancialAccounts);
laFACreate	: tlogactivity= (lavalue: 214; name: {lang}'FA Create';	dbname: ''; table: 'ZFAC'; group: lagFinancialAccounts);
laFACheckin	: tlogactivity= (lavalue: 215; name: {lang}'FA Check in';	dbname: ''; table: 'ZFAC'; group: lagFinancialAccounts);
laFACheckout	: tlogactivity= (lavalue: 216; name: {lang}'FA Check out';	dbname: ''; table: 'ZFAC'; group: lagFinancialAccounts);
laFAEdit	: tlogactivity= (lavalue: 217; name: {lang}'FA Edit';	dbname: ''; table: 'ZFAC'; group: lagFinancialAccounts);
laFACreditLimitChange	: tlogactivity= (lavalue: 363; name: {lang}'FA Credit Limit Change';	dbname: ''; table: 'ZFAC'; group: lagFinancialAccounts);

Accounts Receivable

laARAccountCreate	: tlogactivity= (lavalue: 352; name: {lang}'AR Account Create';	dbname: ''; table: 'AACC'; group: lagAR);
laARAccountEdit	: tlogactivity= (lavalue: 353; name: {lang}'AR Account Edit';	dbname: ''; table: 'AACC'; group: lagAR);
laARAccountActivate	: tlogactivity= (lavalue: 354; name: {lang}'AR Account Activate';	dbname: ''; table: 'AACC'; group: lagAR);
laARAccountDeactivate	: tlogactivity= (lavalue: 355; name: {lang}'AR Account Deactivate';	dbname: ''; table: 'AACC'; group: lagAR);
laARAccountDelete	: tlogactivity= (lavalue: 356; name: {lang}'AR Account Delete';	dbname: ''; table: 'AACC'; group: lagAR);
laARInvoiceNew	: tlogactivity= (lavalue: 357; name: {lang}'AR Invoice Create';	dbname: ''; table: 'AINV'; group: lagAR);
laARInvoiceAdjust	: tlogactivity= (lavalue: 358; name: {lang}'AR Invoice Adjustment';	dbname: ''; table: 'AINV'; group: lagAR);
//laARInvoicePay	: tlogactivity= (lavalue: 359; name: {lang}'AR Invoice Payment';	dbname: ''; table: 'AINV'; group: lagAR);
laARInvoiceApplyCredit	: tlogactivity= (lavalue: 359; name: {lang}'AR Apply Credit';	dbname: ''; table: 'AINV'; group: lagAR);
laARInvoiceApplyDebit	: tlogactivity= (lavalue: 461; name: {lang}'AR Apply Debit';	dbname: ''; table: 'AINV'; group: lagAR);
laARInvoiceTransfer	: tlogactivity= (lavalue: 360; name: {lang}'AR Invoice Transfer';	dbname: ''; table: 'AINV'; group: lagAR);
laARInvoiceCompress	: tlogactivity= (lavalue: 361; name: {lang}'AR Invoice Compression';	dbname: ''; table: 'AINV'; group: lagAR);
laARInvoiceApplyCredit Selectively	: tlogactivity= (lavalue: 434; name: {lang}'AR Apply Credit Selectively';	dbname: ''; table: 'AINV'; group: lagAR);
laARInvoiceApplyCredit ToMarked	: tlogactivity= (lavalue: 435; name: {lang}'AR Apply Credit To Marked Charges';	dbname: ''; table: 'AINV'; group: lagAR);
laARInvoiceApplyCredit ToOldest	: tlogactivity= (lavalue: 436; name: {lang}'AR Apply Credit To Oldest Charges';	dbname: ''; table: 'AINV'; group: lagAR);
laARInvoiceUNCompress	: tlogactivity= (lavalue: 446; name: {lang}'AR Invoice Uncompress';	dbname: ''; table: 'AINV'; group: lagAR);

laARInvoiceUNCompress2	: tlogactivity= (lavalue: 447; name: {lang}'AR Invoice Uncompress';	dbname: ''; table: 'ACMP'; group: lagAR);

Maintenance

laMaintenanceresolve	: tlogactivity= (lavalue: 370; name: {lang}'Resolved';	dbname: ''; table: 'WACT'; group: lagMaintenance);
laMaintenanceunresolve	: tlogactivity= (lavalue: 371; name: {lang}'Unresolved';	dbname: ''; table: 'WACT'; group: lagMaintenance);
laMaintenancenew	: tlogactivity= (lavalue: 372; name: {lang}'New';	dbname: ''; table: 'WACT'; group: lagMaintenance);
laMaintenancedelete	: tlogactivity= (lavalue: 373; name: {lang}'Delete';	dbname: ''; table: 'WACT'; group: lagMaintenance);
laMaintenanceupdate	: tlogactivity= (lavalue: 374; name: {lang}'Update';	dbname: ''; table: 'WACT'; group: lagMaintenance);

Table Reservations

laTableReservationNew	: tlogactivity= (lavalue: 375; name: {lang}'New';	dbname: ''; table: 'RRES'; group: lagTableReservation);
laTableReservationUpdate	: tlogactivity= (lavalue: 376; name: {lang}'Update';	dbname: ''; table: 'RRES'; group: lagTableReservation);
laTableReservationCancel	: tlogactivity= (lavalue: 377; name: {lang}'Cancel';	dbname: ''; table: 'RRES'; group: lagTableReservation);
laTableReservationReinstate	: tlogactivity= (lavalue: 425; name: {lang}'Reinstate';	dbname: ''; table: 'RRES'; group: lagTableReservation);

Security

laInvalidLoginAttempt	: tlogactivity= (lavalue: 380; name: {lang}'Invalid Login Attempt';	dbname: ''; table: 'SEC'; group: lagSecurity);
laAttemtToAccesProtectedArea	: tlogactivity= (lavalue: 381; name: {lang}'Attempt to Acces Protected Area';	dbname: ''; table: 'SEC'; group: lagSecurity);

Credit Card

laCreditcardNew	: tlogactivity= (lavalue: 382; name: {lang}'New Credit Card';	dbname: ''; table: 'XCCS'; group: lagCreditcard);
laViewCreditcardnumber	: tlogactivity= (lavalue: 383; name: {lang}'View clear Credit Card Number';	dbname: ''; table: 'XCCS'; group: lagCreditcard);
laCreditcardDelete	: tlogactivity= (lavalue: 384; name: {lang}'Credit Card Delete';	dbname: ''; table: 'XCCS'; group: lagCreditcard);

Room Status Change

laOOORoomNew	: tlogactivity= (lavalue: 386; name: {lang}'New';	dbname: ''; table: 'YRST'; group: lagRoomStatus);
laOOORoomUpdate	: tlogactivity= (lavalue: 387; name: {lang}'Update';	dbname: ''; table: 'YRST'; group: lagRoomStatus);
laOOORoomDelete	: tlogactivity= (lavalue: 388; name: {lang}'Delete';	dbname: ''; table: 'YRST'; group: lagRoomStatus);

Materials Control

laOutletNew	: tlogactivity= (lavalue: 409; name: {lang}'New Outlet';	dbname: ''; table: 'YOUT'; group: lagMaterialControl);
laOutletChgShortDesc	: tlogactivity= (lavalue: 410; name: {lang}'Outlet Short Description';	dbname: ''; table: 'YOUT'; group: lagMaterialControl);
laOutletChgLongDesc	: tlogactivity= (lavalue: 411; name: {lang}'Outlet Long Description';	dbname: ''; table: 'YOUT'; group: lagMaterialControl);
laMenuItemCategoryNew	: tlogactivity= (lavalue: 412; name: {lang}'New Manu Item Category';	dbname: ''; table: 'YCMC'; group: lagMaterialControl);
laMenuItemCategoryChg LongDesc	: tlogactivity= (lavalue: 413; name: {lang}'Menu Item Category Long Description';	dbname: ''; table: 'YCMC'; group: lagMaterialControl);
laMenuItemCategoryChgFB	: tlogactivity= (lavalue: 414; name: {lang}'Menu Item Category Food or Beverage';	dbname: ''; table: 'YCMC'; group: lagMaterialControl);
laMenuItemNew	: tlogactivity= (lavalue: 415; name: {lang}'New Menu Item';	dbname: ''; table: 'YCMI'; group: lagMaterialControl);
laMenuItemChgCategoryId	: tlogactivity= (lavalue: 416; name: {lang}'Menu Item Category Id';	dbname: ''; table: 'YCMI'; group: lagMaterialControl);
laMenuItemChgLongDesc	: tlogactivity= (lavalue: 417; name: {lang}'Menu Item Long Description';	dbname: ''; table: 'YCMI'; group: lagMaterialControl);
laMenuItemChgInactive	: tlogactivity= (lavalue: 418; name: {lang}'Menu Item Inactive';	dbname: ''; table: 'YCMI'; group: lagMaterialControl);
laMenuItemRateNew	: tlogactivity= (lavalue: 419; name: {lang}'New Menu Item Rate';	dbname: ''; table: 'YCMR'; group: lagMaterialControl);
laMenuItemRateDelete	: tlogactivity= (lavalue: 420; name: {lang}'Menu Item Rate Delete';	dbname: ''; table: 'YCMR'; group: lagMaterialControl);
laMenuItemRateChg SalesPrice	: tlogactivity= (lavalue: 421; name: {lang}'Menu Item Rate Sales Price';	dbname: ''; table: 'YCMR'; group: lagMaterialControl);
laMenuItemRateChg CostPrice	: tlogactivity= (lavalue: 422; name: {lang}'Menu Item Rate Cost Price';	dbname: ''; table: 'YCMR'; group: lagMaterialControl);

Application and Users

laV8Started	: tlogactivity= (lavalue: 426; name: {lang}'V8 started';	dbname: ''; table: 'v8'; group: lagApplicationAndUsers);
laV8Stopped	: tlogactivity= (lavalue: 427; name: {lang}'V8 stopped';	dbname: ''; table: 'v8'; group: lagApplicationAndUsers);
laV8UserLoginSuccessful	: tlogactivity= (lavalue: 428; name: {lang}'User log-in';	dbname: ''; table: 'v8'; group: lagApplicationAndUsers);
laV8UserLoginUnSuccessful	: tlogactivity= (lavalue: 429; name: {lang}'Unsuccessful user log-in';	dbname: ''; table: 'v8'; group: lagApplicationAndUsers); //we have a different log item already in security group
laV8UserLogout	: tlogactivity= (lavalue: 430; name: {lang}'User log-out';	dbname: ''; table: 'v8'; group: lagApplicationAndUsers);
laV8CashierLoginSuccessful	: tlogactivity= (lavalue: 431; name: {lang}'Cashier log-in';	dbname: ''; table: 'v8'; group: lagApplicationAndUsers);
laV8CashierLoginUnSuccessful	: tlogactivity= (lavalue: 432; name: {lang}'Unsuccessful cashier log-in';	dbname: ''; table: 'v8'; group: lagApplicationAndUsers);
//laV8CashierLogout	: tlogactivity= (lavalue: 433; name: {lang}'Cashier log-out';	dbname: ''; table: 'v8'; group: lagApplicationAndUsers);
laDBResourceGroupError	: tlogactivity= (lavalue: 443; name: {lang}'DB Resource Group switch not successful';	dbname: ''; table: 'warn'; group: lagWarnings);

Exchange Rates

laExchangeRateNew	: tlogactivity= (lavalue: 463; name: {lang}'New';	dbname: ''; table: 'ZXCH'; group: lagExchangeRate);
laExchangeRateUpdate	: tlogactivity= (lavalue: 464; name: {lang}'Update';	dbname: ''; table: 'ZXCH'; group: lagExchangeRate);
laExchangeRateDelete	: tlogactivity= (lavalue: 465; name: {lang}'Delete';	dbname: ''; table: 'ZXCH'; group: lagExchangeRate);

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