**Oracle® Hospitality Suite8** Miscellaneous User Manual Release 8.9

July 2015



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# 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

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

# **Revision History**

# 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.

1

# 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



This application is intended to be used to establish a connection between a certain MICROS Systems, Inc. (MICROS) product and certain third party products not developed by or controlled by MICROS (Non-MICROS Products). These Non-MICROS Products may or may not be compliant with the Payment Card Industry Payment Application Data Security Standard (PA-DSS). MICROS strongly recommends that all merchants who are connecting any MICROS payment processing products to any Non-MICROS Products ensure that both the MICROS and Non-MICROS products are PA-DSS compliant.

The Fidelio V8 Login screen is then displayed.

Fidelio Suite 8 Log	jin	×
	Login Name	🛃 Login
- X	Password	Cancel

- 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.

Reservation
Customer Relation
Front Desk
Meeting Planner
Cashiering
Rooms Man.
Misc.
Favourites
Web Services

#### To open the Miscellaneous Shortcut Bar:

 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.

<u>N</u> ight Audit
<u>E</u> xport
<u>R</u> eports
Report Procedures
Calen <u>d</u> ar Events
Change Password
User Sessions
U <u>s</u> er Settings
Interface Functions
Help Navigator
External Applications
Budget
<u>L</u> uggage
Export to Outlook
Today's Activities
Web Services
Logs
Manual Statistics
<u>Q</u> uestionnaire
M <u>a</u> ils
Custom SQL View
Vacation Sharing

# **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.

поизексеріну				
	Total	Occupied	Vacant	
Clean Rooms	57	1	56	
Dirty Rooms	80	17	63	
Total		18	119	
Out of Order	0	0	0	Ŧ
Out of Service	0	0	0	Ŧ
Rooms in Queue			0	ł

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.

<mark>8</mark> Ou	t of Order Roo	ms					(	
Date	From 01/03	3/2011 ▼ 4/2011 ▼	Туре	Both			🔷 <u>R</u> efresh	New
Room	Lock From	Sell on		Status	Reason	Remarks		Сору
500 501 502	28/03/11 28/03/11 28/03/11	18/04/11 18/04/11 18/04/11		000 000 000	HSK HSK HSK	Housekeeping Housekeeping Housekeeping		Delete
•					1		•	Close

### **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.

Reservation	<b>v</b>	Lower part of the screen	
Na <u>m</u> e, First	1		

#### Expand the HTML tree

Click the expand icon to show all available folders.



#### **Collapse the HTML tree**

Click the collapse icon Local 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.

 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.

me	ace		ID		Master Only	View	Actual Query				4 Se	arch
st Name		Type Show Family Members	CCM CCM	Name=ace Active Only			Eu C	ıll Sea ear				
l⊻. Qry.		•		•		Inactive						
lay Search n	name	Name		1	Address	City	Country	Communication	RFM	Revenue		ew Pro
Aceti		Aceti, Ra	alph		534 N Tallyrand Street	Wichita	USA	raceti@worldwid		1800	Ed	lit Pro
												rroa
												ntion
												- K
											28 DU	IDIIC
										•		<u>o</u> tior
	m	-								•		otion
	ш									ŀ	Big	<u>p</u> tion
Aceti	III				Guest Recognition	1		Statistics	s	Þ	Big	<u>o</u> tior
Aceti - Frofile - Task	III e Details		Name		Guest Recognition	1	Room Nights	Statistics	s 11	4	Big	<u>p</u> tior
Aceti	Details	et	Name VIP Cod		Guest Recognition Aceti, Ralph Mr. 3 VIP 1	1	Room Nights Adult Nights	Statistics	s 11 19	ł	Big	<u>p</u> tior
Aceti Aceti Galacti Task Notes Reserved Block F	III • Details • vations as Guess Reservations	st	Name VIP Cod Address		Guest Recognition Aceti, Ralph Mr. VIP 1 534 N Tallyrand Street	1	Room Nights Adult Nights Stays	Statistic	<b>s</b> 11 19 2	•	Big	<u>2</u> tior
Aceti Aceti	e Details vations as Guess Reservations o Reservations	st	Name VIP Cod Address	3	Guest Recognition Aceti, Ralph Mr. VIP 1 534 N Tallyrand Street 76206 Wichita TX	1	Room Nights Adult Nights Stays Revenue	Statistic:	s 11 19 2 EUR	•	Big	<u>p</u> tior
Aceti Aceti Perofile Task Notes Reserv Block F Block F Bookin	e Details vations as Gues Reservations Reservations ngs	st	Name VIP Cod Address Commu	e nication	Guest Recognition Aceti, Ralph Mr. <b>3</b> VIP 1 534 N Tallyrand Street 76206 Wichita TX	1	Room Nights Adult Nights Stays Revenue POS Revenue	<b>Statistic</b> <b>3</b> 1785.45	s 11 19 2 EUR	•	Big	<u>p</u> tior
Aceti Aceti Galaria Notes Reserver Block F Bookin Block Histor	Details     vations as Guest     vas as Millio vations	st	Name VIP Cod Address Commu Email - E Notes	e iication usiness Direct	Guest Recognition Aceti, Ralph Mr. VIP 1 534 N Tallyrand Street 76206 Wichita TX raceti@worldwide.co	n m	Room Nights Adult Nights Stays Revenue POS Revenue	<b>Statistics</b> <b>1</b> 785.45	s 11 19 2 EUR 8	•	Big	2tion
Aceti Aceti Task Parofile Parofi	m c Details c vations as Guess Reservations Reservations ngs ry as Guest ry as Multiguest View	st	Name VIP Cod Address Commu Email - E Notes BIL: A	a a a a a a a a a a a a a a a a a a a a	Guest Recognition Aceti, Ralph Mr. J VIP 1 534 N Tallyrand Street 76206 Wichita TX raceti@worldwide.co phone charges to a sepa	n m arate invoice	Room Nights Adult Nights Stays Revenue POS Revenue	<b>Statistics</b> <b>3</b> 1785.45	s 11 19 2 EUR 8	,	Big	<u>2</u> tion

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.

Aceti		Guest Recognition		Statistics	
E Task	Name	Aceti, Ralph Mr. 🧿	Room Nights	11	
Reservations as Cuest	VIP Code	VIP 1	Adult Nights	19	
Block Reservations	Address	534 N Tallyrand Street	Stays	2	
Group Reservations		76206 Wichita TX	Revenue	1785.45 EUR	
Bookings     History as Guest	Communication Email - Business Direct raceti@worldwide.com Notes		POS Revenue	-28	
HTML View	BIL: Always fa a/c AVA)	x and phone charges to a separate invoice A			

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.

Arrival	Departure	Nights	Customer	Arrival day	Departure day	No of Rooms	Room type	Room	Market	Rate C
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 button.

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

#### 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  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  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
Logbook Maximum Availability	Shift+Alt+L Ctrl+Shift+M
Logbook Maximum Availability Messages	Shift+Alt+L Ctrl+Shift+M Ctrl+M
Logbook Maximum Availability Messages New Reservation	Shift+Alt+L Ctrl+Shift+M Ctrl+M Ctrl+N
Logbook Maximum Availability Messages New Reservation Postings	Shift+Alt+L Ctrl+Shift+M Ctrl+M Ctrl+N Ctrl+E
Logbook Maximum Availability Messages New Reservation Postings Profiles	Shift+Alt+L Ctrl+Shift+M Ctrl+M Ctrl+N Ctrl+E Ctrl+P
Logbook Maximum Availability Messages New Reservation Postings Profiles Quick Reservation	Shift+Alt+L Ctrl+Shift+M Ctrl+M Ctrl+N Ctrl+E Ctrl+E Ctrl+P Ctrl+Q
Logbook Maximum Availability Messages New Reservation Postings Profiles Quick Reservation Rate Query	Shift+Alt+L Ctrl+Shift+M Ctrl+M Ctrl+N Ctrl+E Ctrl+E Ctrl+P Ctrl+Q Ctrl+R
Logbook Maximum Availability Messages New Reservation Postings Profiles Quick Reservation Rate Query Reports	Shift+Alt+L Ctrl+Shift+M Ctrl+M Ctrl+N Ctrl+E Ctrl+E Ctrl+P Ctrl+Q Ctrl+R Ctrl+Shift+R
Logbook Maximum Availability Messages New Reservation Postings Profiles Quick Reservation Rate Query Reports Room Rack	Shift+Alt+L Ctrl+Shift+M Ctrl+M Ctrl+N Ctrl+E Ctrl+P Ctrl+Q Ctrl+Q Ctrl+R Ctrl+Shift+R Ctrl+L
Logbook Maximum Availability Messages New Reservation Postings Profiles Quick Reservation Rate Query Reports Room Rack Room Search	Shift+Alt+L Ctrl+Shift+M Ctrl+M Ctrl+N Ctrl+E Ctrl+P Ctrl+Q Ctrl+Q Ctrl+R Ctrl+Shift+R Ctrl+Shift+R Ctrl+S
Logbook Maximum Availability Messages New Reservation Postings Profiles Quick Reservation Rate Query Reports Room Rack Room Search Room Type Availability	Shift+Alt+L Ctrl+Shift+M Ctrl+M Ctrl+N Ctrl+E Ctrl+P Ctrl+Q Ctrl+Q Ctrl+R Ctrl+Shift+R Ctrl+Shift+D
Logbook Maximum Availability Messages New Reservation Postings Profiles Quick Reservation Rate Query Reports Room Rack Room Search Room Type Availability Space Occupancy	Shift+Alt+L Ctrl+Shift+M Ctrl+M Ctrl+N Ctrl+E Ctrl+P Ctrl+Q Ctrl+Q Ctrl+R Ctrl+Shift+R Ctrl+Shift+R Ctrl+Shift+D Ctrl+Shift+D Ctrl+F3
Logbook Maximum Availability Messages New Reservation Postings Profiles Quick Reservation Rate Query Reports Room Rack Room Search Room Type Availability Space Occupancy Table Reservation	Shift+Alt+L Ctrl+Shift+M Ctrl+N Ctrl+P Ctrl+P Ctrl+Q Ctrl+Q Ctrl+Shift+R Ctrl+Shift+R Ctrl+Shift+D Ctrl+Shift+D Ctrl+Shift+A
Logbook Maximum Availability Messages New Reservation Postings Profiles Quick Reservation Rate Query Reports Room Rack Room Search Room Type Availability Space Occupancy Table Reservation Telephone Book	Shift+Alt+L Ctrl+Shift+M Ctrl+N Ctrl+R Ctrl+P Ctrl+Q Ctrl+Q Ctrl+R Ctrl+Shift+R Ctrl+Shift+D Ctrl+Shift+D Ctrl+F3 Ctrl+Shift+A Ctrl+Shift+A

### 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
- vy/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 predefined 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.

Arrival date	01/03/2011	•	From:	01/03/2011	-	ĺ
•			_		_	4

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 I next to the Date box.

The calendar appears.

0:	1/03	3/20	11					
•	•	1	Mar	ch 2	011	1	►	
Г	s	м	Т	W	т	F	S	
				2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			
	Ţ	oda	y			<u>N</u> or	ne	

- 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.

Confirm	iation	X
?	Do you want to store the g	rid layout?
	Yes No	

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.

Customize
Restore Defaults
Show Defaults
Print

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.

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.

#### Column Properties

#### 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.

Inis 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  $\rightarrow$ Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  Miscellaneous  $\rightarrow$  Grid layout Customization.

**(1)** Print functionality is controlled by the user right PRINT GRID under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  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 rightclicking 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  ${\tt USR\_USERINTIALS\_HTMFILENAME.HTM}.$ 

**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  $\rightarrow$  Startup  $\rightarrow$  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  ${\tt CUST\_HTMLFILENAME.HTM}.$ 

**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 {runguery 2}

 ${ig 0}$  Customization functionality is controlled by the user right HTML source view and edit under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$ Miscellaneous.

 $( \mathfrak{O} )$  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  $\rightarrow$ Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Miscellaneous  $\rightarrow$  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.

(1) On the toolbar the Favourites shortcut bar can be listed first by selecting the option FAVOURITE BUTTONS ON TOP under Miscellaneous  $\rightarrow$  User Settings  $\rightarrow$  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	Click the WINDOWS menu and the option EXIT APPLICATION.
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**

- **(1)** Running night audit is controlled by the user right START under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  Night Audit.
- **(2)** 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  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  Night Audit.

**(2)** The cashier number used by the night audit is defined via the option NIGHT AUDIT CASHIER NUMBER under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Night Audit  $\rightarrow$  Night Audit tab.

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

(1) A mandatory state code for all in-house guest profiles is controlled by the parameter STATE CODE MANDATORY FOR IN HOUSE GUEST under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Night Audit  $\rightarrow$  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  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Night Audit  $\rightarrow$  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.

8 Night Audit for Micros-Fidelio Demo Program on 07/11/11	
	▲ Start
	1 Set date
	C Preview problems
	▼ Close
J.	P Litt Dione

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:

Fidelio Suite 8
There are due out reservations that are not checked out.
<u></u> K

6. Click OK to close the message.

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

Fidelio Suite 8
There are open cashiers not yet closed.
<u></u> К

7. Click OK to close the message.

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

Fidelio Suite 8	×
There are expected reservations that are not yet checked	d in.
<u></u> K	

8. Click OK to close the message.

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

Confirma	ation	
?	Do you want to see due out financial accounts ?	
	Yes No	

- 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:

Fidelio Suite 8 📃	x
There are due out financial accounts	
QK	

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.

Fidelio Suite 8
EFT system is currently off line. No Additional Authorization will be executed
<u>O</u> K

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.

Fidelio Suite 8	
There are expected reservations with prebilling postings that are not yet checked in.	
ΟΚ	

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.

Fidelio Suite 8
Night Audit can not be continued because of checked out guests with not closed folio.
<u>K</u>

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.

Confirma	ation 💽
?	Do you want to see Offers ?
	<u>Y</u> es <u>N</u> o

- 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:

Fidelio Suite 8 🗾	۲
There are offer reservations with expired option date.	
<u></u> К	

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.

Fidelio Suite 8
There are checked in reservations with no room for today. Night audit can not continue.
<u><u>O</u>K</u>

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:

Fidelio Suite 8
Night Audit can not be continued because of checked in reservations that have no room assigned for today.
<u>O</u> K

- 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.

Fidelio Suite 8	×
There are checked out reservations/FAs out of balance. Night audit can not continue. Please reinstate the reservation(s)/	FA(s) and check them out again.

27. Click OK, the following message is displayed.

Confirm	ation 🗶
?	Do you want to see imbalance reservations/FAs?
	Yes No

- 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.

Name	No of Rooms	Arrival	Departure	Type	Room No.	Room Type	Country	State	Nationalit
Allevato Dave		1 06/11/11	09/11/11	Definite	218	DR		Texas	American
austen Stefan		1 06/11/11	08/11/11	Definite	105	DR			
Mylter Joachim		1 06/11/11	09/11/11	Definite	108	DR			
٩ [		111							

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.

Informati	ion 💌
i	Country is missing! Do you want to exit anyway?
	Yes No

35. Clicking YES displays the following message:

Fidelio Suite 8	3
Night Audit can not be continued because of checked in guests with no Country Code/Nationality filled.	
ΟΚ	

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.

8 Night Audit for Micros-Fidelio Demo Program on 07/11/11	
	▲ Start
	1 Set date
	C Preview problems
	▼ Close
J.	P Litt Dione

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:

Fidelio Suite 8	×
Night Audit can not be continued because of checked in reservations that have no room assigned for	or today.
<u>O</u> K	

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.

Confirma	Confirmation 💽		
?	EFT system is currently off line. No Additional Authorization will be executed Are you sure you want to continue with Night Audit ?		
	<u>Y</u> es <u>N</u> o		

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 restarted.

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.

Confirma	ation
?	There are expected financial accounts that are not yet checked in. Do you want them all to be checked in automatically ?
	<u>Y</u> es <u>N</u> o

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.

Confirma	ition 💌
?	There are expected reservations that are not yet checked in. Are you sure you want to continue with Night Audit ?
	Yes No

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.

Confirma	ition 💌
?	There are open cashiers not yet closed. Are you sure you want to continue with Night Audit ?
	<u>Y</u> es <u>N</u> o

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.

8 Missing Country/S	tate Code/Nationality C	Check							• X
Name	No of Rooms	Arrival	Departure	Туре	Room No.	Room Type	Country	State	Nationality
Allevato Dave	1	06/11/11	09/11/11	Definite	218	DR		Texas	American
Fausten Stefan	1	06/11/11	08/11/11	Definite	105	DR			
Multer Joachim	1	06/11/11	09/11/11	Definite	108	DR			
I •									•
Country State	▼ ▼ ▼ Assign								
								Close	:

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.

Informati	ion 💌
1	Country is missing! Do you want to exit anyway?
	<u>Y</u> es <u>N</u> o

18. Clicking YES displays the following message:

Fidelio Suite 8	×
Night Audit can not be continued because of checked in guests with no Country Code/Nationa	lity filled.
ΟΚ	

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 quests who are still scheduled to move rooms today then the following message is displayed.

Fidelio Suite 8
There are scheduled room moves or guests staying in different rooms than scheduled. Night Audit can not be continued.
ΟΚ

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.

Confirma	ition 💌
?	There are due out reservations that are not checked out. Are you sure you want to continue with Night Audit ?
	Yes No

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.

Confirma	ation
?	There are due out financial accounts. Do you want to continue with Night Audit and extend those financial accounts to the next day ?
	<u>Y</u> es <u>N</u> o

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.

Confirma	ation 💌
?	There are offer reservations with expired option date. Are you sure you want to continue with Night Audit ?
	<u>Y</u> es <u>N</u> o

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

8 Report Edit					- • ×
Report Report File					<b>₩</b> <u>о</u> к
Report information				_	Export
Translated Description	Arrivals today short sorted by		Number of printouts: 8	^	M Import
Description	Arrivals today short sorted by		Average duration (seconds): 0		
<u>R</u> eport name	FCR_PMS_4003_ARR_SHORT.rpt	Searc <u>h</u>	19/11/11 11:12:58 AM Demonstration, 5		
Number of copies on primary printer	1		14/11/11 3:52:42 PM Demonstration, Su		
Number of copies on secondary printer	0		05/10/11 2:49:45 PM Demonstration, SL		
Night audit options	None		02/10/11 1:36:22 PM Demonstration, SL 02/10/11 10:39:13 AM Demonstration, 5		
5 -			02/10/11 10:38:49 AM Demonstration, 5		
Language selection on run					
Language	Ψ				
Security level	<b>•</b>				
External ID				÷	
			<		
Report information					
Parameter Name Default Value Name	Default Value				
RES_STATUS RES_STATUS	Definitive -				
CHECKED_IN CHECKED_IN	Demnuve				
SP-REPORTNAME SP-REPORTNAME SP-PRINTUSER SP-PRINTUSER					
SP-HOTELNAME SP-HOTELNAME					
SPTRINGRAT SPTRINGRAT					
	Prompt system parameter on run				
<u> </u>					Cancel

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.

(1) The location for exported night audit reports is defined via the option REPORT STORAGE PATH under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Night Audit  $\rightarrow$ Night Audit tab.

0 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  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Night Audit  $\rightarrow$  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.
- **(1)** Automatic night audit is controlled by the parameter AUTOMATIC START under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Night Audit  $\rightarrow$  Night Audit tab.
- The answers for the automatic night audit pre-check are defined via the option ANSWERS FOR AUTOMATIC NIGHT AUDIT under Setup  $\rightarrow$  Configuration  $\rightarrow$  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.

Set system date		×
Please enter the new system date	06/11/2011 -	<ul> <li>✓ <u>O</u>K</li> <li>☑ <u>C</u>ancel</li> </ul>

- 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.

**(2)** The option to set the Suite 8 date is controlled by the user right Change system DATE WITHOUT RUNNING NIGHT AUDIT under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  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.

8 Exports									
Name	Automatic	File name	Batch file name	Apper	nd When	After o	late char Delete after	ba	Run Marked
1 Ideas C	x	C:\Ideas\1	C:\Ideas\1		daily	х	x		
2 Ideas C	x	C:\Ideas\1	C:\Ideas\1		daily	х	x		E <u>N</u> ew
3 Ideas P	x	C:\Ideas\1	C:\Ideas\1		daily	х	x		Edit
4 Ideas P	x	C:\Ideas\1	C:\Ideas\1		daily	х	x		C Delete
5 Ideas S	x	C:\Ideas\1	C:\Ideas\1		daily	х	x		<u>D</u> elete
Optims F		c:\OPTIMS	OPTIMS		last d				
Optims F		c:\OPTIMS	OPTIMS	x	last d				
FILOSOF		C:\TEMP\R			daily	х			
FILOSOF		C:\TEMP\C			daily	х			Down
VEOS Ex		c:\temp\B							
Police Ex		c:\temp\P			daily	х			
Atoss Ex		C:\Fidelio\							😽 Select batch
PC time	User	1	Vorkstation		Automatic		Fidelio date	•	Select batch only
21/12/11 9:12:	19 AM Demons	stration, S	DE-B-D-W7TEST	=			01/10/11		Nr Select all
21/12/11 9:10:	34 AM Demons	stration, S	DE-B-D-W7TEST	=			02/10/11	_	op beleet an
19/12/11 3:16:	59 PM Demons	stration, S	DE-B-D-W7TEST	=			02/10/11	=	Select none
19/12/11 3:03:	38 PM Demons	stration, S	DE-B-D-W7TEST	=			01/10/11		Invert selection
19/12/11 2:58:	15 PM Demons	stration, S	DE-B-D-W7TEST	=			01/10/11		
04/12/11 3:13:	39 PM Demons	stration, S	DE-B-NB10-007=	• • • •	x		13/10/11		
01/12/11 4:36:	56 PM Demons	stration, S	DE-B-NB10-007=	••••	x		05/11/11		
28/11/11 4:57:	58 PM Demons	stration, S	DE-B-NB10-007=				06/11/11		
28/11/11 11:05	:49 Demons	stration, S	DE-B-D-W7TEST	=			02/10/11		
28/11/11 11:00	:57 Demons	stration, S	DE-B-D-W7TEST	=			02/10/11	÷	
×	.01 D		III				100110111		X Close

- 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.

8 Fidelio Suite 8	
Export started at 09/11/11 9:47:39 AM Exporting: Police Export into file c:\temp\PoliceExportExample20111105.xml Export finished at 09/11/11 9:47:45 AM	~
4	•
Copy to dipboard	<u>₩ о</u> к

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

Export	Procedures	List
	11000000100	2.00

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

- Click the MISCELLANEOUS menu and select EXPORT. The Exports screen is displayed.
- 2. Click NEW to display the Export definition screen.

Export	- • •
Description       File Name	<u> Ф</u> к
Batch File Name Options	
□ Automatic     □ Append     When     ▼     □ After date change       □ Delete after moved to batch	
© SQL Style © Report	
Header SQL	
Data SOL	
	-
Footer SOL	
	-
	3
	Cancel

- 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. <b>Note:</b> 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.

8 Number Cycl	es	- • <b>X</b>
<u>N</u> ame	[	<b>№</b> <u>о</u> к
<u>V</u> alue		
Starting Number		
<u>Т</u> уре	<b>•</b>	
<u>R</u> estart date	▼ <u>Y</u> early	
Default		Or Cancel

- 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), ==> 11 ANSII code for 11

chr(132) ==> ASCII code for 11

from dual

select ASCII('11') from dual; ==> Return is 228 = ANSI

select ASCII((SELECT CONVERT('11', 'WE8PC850') FROM DUAL)) from dual ==> Return is 132 = ASCII code for the character 11

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

"Conversion" FROM DUAL))FROM DUAL; = Return is 132 for 11 = 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.

(1) 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  $\rightarrow$  Miscellaneous  $\rightarrow$  License  $\rightarrow$  V8 sublicenses  $\rightarrow$  Property management.

(1) 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  $\rightarrow$  Configuration  $\rightarrow$  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.

E-All R New General Reports Text Search 💎 Eilter 🗹 Edit Logs -Lost & Found E Delete Maintenance --Loabook 👻 <u>T</u>ranslate Departures today by Group sorted by Room Table/Resource Reservation Departures today by Group sorted by Name 📥 Export Departures today short sorted by . Table Reservation HTM Departures today detailed sorted by Departures today grouped by ... 👌 Import - Table Reservation Single Print Table Reservation Confirmation Departures today sorted by . Resource Single Print Guest in House - Room Moves for today .....FO Guests in House by Group sorted by Room Guests in House by Group sorted by Name (a-z) Arrivals 60' Execute Guests in House - Complimentary/House Use Reservation Guests in House - Rate Check Report Guests in House 😫 Print Departures Guests in House short sorted by -Reservations Reservation Cube Reports Guests in House short with Mealplan Guests in House detailed sorted by .. Housekeeping Arrivals today sorted by Name Arrivals today short sorted by Report Files - Financial Financial Cube Reports Multiple Reports Arrivals today detailed sorted by . -City Ledger Arrivals today short with Inventory (NEW) Arrivals today short with inve Arrivals today grouped by ... Config - Rate Seasons Config - Package Setup Travel Agents -Statistics Statistic Cube Reports 🔶 Up Arrivals today sorted by Confirmation Number Matrix Reports Arrivals today by Group sorted by Roo Down -Text Editor Reports Billing Types Cancellation & Reinstate Reasons neous

The Reports screen is displayed.

At the top of the screen there is a  $\ensuremath{\mathsf{TEXT}}$   $\ensuremath{\mathsf{SEARCH}}$  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.

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.

(1) Access to reports functionality is controlled by the user right OPEN SCREEN under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  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 userdefinable sections and sub-sections.



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

Add	Þ
Edit	
Delete	
Translate	

The Sections dialog box is displayed

Sections		<b>—</b>
Cod <u>e</u>	COG	<b>У</b> <u>о</u> к
Description	Confirmation Letters	
Section <u>r</u> ole	Confirmation Letter 🛛 👻	
Source type	Text Format template 🛛 👻	
<u>P</u> rint job	Confirmation Letters 🛛 👻	
Security level	1 All Reports 👻	
<u>H</u> otel segment	<b>~</b>	Cancel

- 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 userdefinable 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.

Sections		×
Cod <u>e</u>		💜 <u>о</u> к
Description		
Section role	Report -	
Source type	Crystal Report 👻	
<u>P</u> rint job	•	
Security level	<b></b>	
<u>H</u> otel segment	•	Or Cancel

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 userdefinable 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.

**(1)** Hotel segmentation functionality is controlled by the parameter HOTEL SEGMENTATION under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Reservations  $\rightarrow$  Reservation 4 tab.

(1) Report security levels functionality is controlled by the parameter REPORT SECURITY LEVELS under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  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.

8 Report Edit		X
Report Report File		<u>♥ 0</u> ĸ
Report information Translated Description		
Description		
Report name	O Sauch	
Keporenance		
Number of copies on primary printer	1	
Number of copies on secondary printer	0	
Night <u>a</u> udit options	None	
Language selection on run		
Language	Default English	
Security level	1 All Reports 👻	
External ID		
	K F	
Report information		
Parameter Name Default Value Name	Default Value	
	🔲 Invisible	
	Promot system parameter on rup	
		Cancel
P		

- 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.

Report Edit		
Report Report File		<u>о</u> к
Description           FOR:         PMS_4388_RES_WITH_BIRTHDAY.rpt           Filename         FCR_PMS_4388_RES_WITH_BIRTHDAY.rpt           Relative path (sub directory)         NEWREPORTS           Manual Set Location Crystal Reports <ul> <li>Manual Set Location Crystal Reports</li> </ul>	Feature  Edit Report  Synchronize	🛃 Export
Report Parameter Name         Parameter Description           SP-REPORTNAME         SP-HEPORTNAME           SP-HOTELNAME         SP-HOTELNAME           SP-PRINTUSER         SP-PRINTUSER           From Today         From Arrival Date           ToToday         To Arrival Date           SP-PRINTIGRAY         SP-PRINTIGRAY	Parameter Properties  Caption SP-REPORTNAME  Data type String  Mandatory  Value field  Show field 1  Show field 2  Lookup query  Translation  Translation	
		Cancel

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.

8 Report Edit		ſ	X
Report Report File			✓ <u>о</u> к
Report information Translated Description		*	New Binary
Description			
<u>R</u> eport name	← C Search		
Number of copies on primary printer	1		
Number of copies on secondary printer	0		
Night <u>a</u> udit options	None		
Language selection on run	Default English		
Security level External ID	1 All Reports	*	
Report information			
Parameter Name Default Value Name	Default Value		
	• • •		
	Invisible		
	Prompt system parameter on run		
			Cancel

- 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.

Demant Edit					
Report Report File					💚 <u>о</u> к
Description					🖻 Export
FCR_PMS_8550_CONF_501_ENG.F	RTF	M Edit			Import
Feature		<b>•</b> -			
	•				
Name	∇ Description	Rew	Parameters	s Properties	
CONF_WLAN_ID	CONF_WLAN_ID	C -	Name	CONF_WLAN_ID -	
CONF_YRES_ID	CONF_YRES_ID		Caption	CONE WLAN ID	
CONF_YGRP_ID	CONF_YGRP_ID				
CONF_XCOM_ID	CONF_XCOM_ID		Data type	Integer 👻	
CONF_XCMS_ID	CONF_XCMS_ID				
CONF_CONTACT_XCMS_ID	CONF_CONTACT_XCMS_ID	🔶 Do <u>w</u> n	Name	D. G English French	
CONF_XADR_ID	CONF_XADR_ID		Caption	c.	
SP_PRINTUSER	SP_PRINTUSER				
SP_LETTERUSER	SP_LETTERUSER				:
SP_HOTELWEB	SP_HOTELWEB				
SP_HOTELTELEFON	SP_HOTELTELEFON				
SP_HOTELFAX	SP_HOTELFAX				
SP_HOTELEMAIL	SP_HOTELEMAIL				
SP_HOTELZIPCODE	SP_HOTELZIPCODE				
SP_HOTELNAME	SP_HOTELNAME				
SP_HOTELCOUNTRY	SP_HOTELCOUNTRY				
SP_HOTELCITY	SP_HOTELCITY				
SP_HOTELADDRESS	SP_HOTELADDRESS				
SP_REPORT_LANGUAGE	SP_REPORT_LANGUAGE				
SP_LANGID	SP_LANGID				
SP_USER_ID	SP_USER_ID				
CONF_GREETINGTYPE	CONF_GREETINGTYPE				
CONF_ADDRGREET	CONF_ADDRGREET				
CONF_LETTGREET	CONF_LETTGREET				
					Cancel
1			1		

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.

Report Edit		
Report Report File		<u> </u>
Report information		New Binary
Description		
Depart pama		
Keporthame	✓ Searcn	
Number of copies on primary printer	1	
Number of copies on secondary printer	0	
Night audit options	None -	
Language selection on run	Defeult English	
Language		
		:
		1
Security level	1 All Reports	
External ID	•	
	< F	
Report information	D-f-uk V-k-	
Parameter Name Default Value Name	Default value	
	Invisible	
	Prompt system parameter on run	
		Cancel
1		

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

8 Create Binary Report	
Report Name	<b>₩</b> <u>0</u> K
	Cancel

- 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.

F0		
Report Edit		
Report Report File		🔰 <u>о</u> к
Description		👌 Import
Confirmation Letter	🖌 Edit	🛃 Export
Feature		
▼		
Name	Parameters Properties	
	Delete Name 🔻	
	Caption	
	Data type	
	Translation	
	Report have to be saved first.	
		Cancel
-		

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.

Penort Report File								
Report Report File								
Description								👌 Import
Confirmation Letter		🖌 Edit						Export
Feature								
	-							
Name			Parameters	Properties				
CONE ADDRGREET			Name	CONF ADDRG	REET	•		
CONF CONTACT XCMS ID	CONF CONTACT XCMS ID	📋 Delete	- Hanne	_		_		
CONF_GREETINGTYPE	CONF_GREETINGTYPE		Caption	CONF_ADDRG	REET			
CONF_LETTGREET			Data type	String		-		
CONF_WLAN_ID	CONF_WLAN_ID	p						
CONF_XADR_ID	CONF_XADR_ID	🚽 Down	Name	Description	German	English	French	1
CONF_XCMS_ID	CONF_XCMS_ID		Cantion	CONF AD.	ocrinari	Crigilari	richar	4
CONF_XCOM_ID	CONF_XCOM_ID		Caption	Cont _nom				-
CONF_YGRP_ID	CONF_YGRP_ID							
CONF_YRES_ID	CONF_YRES_ID							
SP_HOTELADDRESS	SP_HOTELADDRESS							
SP_HOTELCITY	SP_HOTELCITY							
SP_HOTELCOUNTRY	SP_HOTELCOUNTRY							
SP_HOTELEMAIL	SP_HOTELEMAIL							
SP_HOTELFAX	SP_HOTELFAX							
SP_HOTELNAME	SP_HOTELNAME							
SP_HOTELTELEFON	SP_HOTELTELEFON							
SP_HOTELWEB	SP_HOTELWEB							
SP_HOTELZIPCODE	SP_HOTELZIPCODE							
SP_LANGID	SP_LANGID							
SP_LETTERUSER	SP_LETTERUSER							
SP_PRINTUSER	SP_PRINTUSER							
SP_REPORT_LANGUAGE	SP_REPORT_LANGUAGE							
SP_USER_ID	SP_USER_ID							

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

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.

	T
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 informati	on
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 propertie	es
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 propertie	es
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. <b>Note:</b> 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.

|--|

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.

**(2)** The location for exported night audit reports is defined via the option REPORT STORAGE PATH under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Night Audit  $\rightarrow$  Night Audit tab.

**(**) Creating a new report is controlled by the user right INSERT under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  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.

<b>10</b>				
Report Edit				
Report Report File				V <u>o</u> k
Report information	Arrivale today short carted by		Last scinted: 10/11/11 11:12:59 AM	- 🛃 Export
Translated Description	Arrivals today short sorted by		Number of printouts: 8	Impact
Description	Arrivals today short sorted by		Average duration (seconds): 0	- Import
<u>R</u> eport name	FCR_PMS_4003_ARR_SHORT.rpt	🔍 Searc <u>h</u>	19/11/11 11:12:58 AM Demonstration, 5	
Number of copies on primary printer	1		14/11/11 3:50:50 PM Demonstration, St	
Number of copies on secondary printer	0		05/10/11 2:49:45 PM Demonstration, St 02/10/11 1:36:22 PM Demonstration, St	
Night audit options	None		02/10/11 10:39:13 AM Demonstration, 5 02/10/11 10:39:49 AM Demonstration, 5	
Language selection on run				
Language				
Security level	-			
External ID				
			• III. •	
Report information				
Parameter Name Default Value Name	Default Value			
RES_STATUS RES_STATUS	Definition			
CHECKED IN CHECKED IN				
SP-REPORTNAME SP-REPORTNAME				
SP-PRINTUSER SP-PRINTUSER				
SP-HOTELNAME SP-HOTELNAME				
SFILLING AT				
	Prompt system parameter on run			
				Cancel

- 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.

8 Report Edit			
Report Report File			💜 <u>о</u> к
Description FCR_PMS_4003_ARR_SHORT Eilename FCR_PMS_4003_ARR_SHORT Relative path (sub directory) NEWREPORTS Manual Set Location Crysta	irpt .rpt I Reports	Feature	Export Export
Report Parameter Name RES_STATUS SORT_ORDER CHECKED_IN SP-REPORTNAME SP-PRINTUSER SP-HOTELNAME SP-PRINTUSRAY	Parameter Description           Reservation Status           Sort by:           Including checked in?           SP-REPORTNAME           SP-REINTUSER           SP-HOTELNAME           SP-PRINTGRAY	Parameter Properties  Parameter Properties  Caption Reservation Status Data type LookupField  Mandatory  Value field WNUM_VALUE Show field 1 DESCRIPTION Show field 2 Lookup query SELECT WNUM_VALUE, 0, Tentative', 1, 'Definitive', 3, 'Cancelled') DESCRIPTION FRAM WNUM WHERE WNUM_VALUE IN (0, 1, 3) ORDER BY WNUM_VALUE Translation	
		Name De Ger English French Caption Re Res	Cancel

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.

8 Report Edit					- • ×
Report Report File					<b>₩</b> <u>о</u> к
Report information					- Evport
Translated Description	Confirmation Company English (ED)		Last printed: 12/12/11 6:06:22 PM	<b>^</b>	
Description	Confirmation Company English (ED)		Average duration (seconds): 0	l	🛃 Import
<u>R</u> eport name	FCR_PMS_8550_CONF_501_ENG.RTF -	Searc <u>h</u>	12/12/11 6:06:22 PM Demonstration, Su		
Number of copies on primary printer	1		12/12/11 6:06:22 PM Demonstration, Sc 16/11/11 6:52:06 PM Demonstration, Sc 16/11/11 6:52:06 PM Demonstration, Sc		
Number of copies on secondary printer	0		07/11/11 9:47:01 AM Demonstration, Sc 07/11/11 9:47:01 AM Demonstration, Sc		
Night <u>a</u> udit options	None -		07/11/11 9:47:01 AM Demonstration, St 07/11/11 9:46:53 AM Demonstration, St 07/11/11 9:46:53 AM Demonstration, St 03/10/11 9:25:23 PM Demonstration, St		
Language selection on run					
Language	~				
Security level	<b>•</b>			:	
External ID					
📃 Auto attach ICS Calendar file			× Þ	*	
Report information			,		
Parameter Name Default Value Name	Default Value				
CONF_WLAN_ID CONF_WLAN_ID CONF_YRES_ID CONF_YRES_ID CONF_YCRD_ID CONF_YCRD_ID					
CONF_TGRP_ID CONF_TGRP_ID CONF_XCOM_ID CONF_XCOM_ID CONF_XCMS_ID CONF_XCMS_ID					
CONF_CONTACT CONF_CONTACT. CONF_XADR_ID CONF_XADR_ID	Invisible				
SP_PRINTUSER SP_PRINTUSER SP_LETTERUSER SP_LETTERUSER	Prompt system parameter on run				
SP_HOTELWEB SP_HOTELWEB					
SP_HOTELTELEFON SP_HOTELTELEFO +				[	Cancel

- 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.
| Description<br>Configuration Letter<br>Feature<br>Name<br>COMF_ADDRGREET<br>COMF_ADDRGREET<br>COMF_ADDRGREET<br>COMF_ADDRGREET<br>COMF_ADDRGREET<br>COMF_CONTACT_XCMS_ID<br>COMF_CONTACT_XCMS_ID<br>COMF_CONTACT_XCMS_ID<br>COMF_CONTACT_XCMS_ID<br>COMF_CONTACT_XCMS_ID<br>COMF_CONTACT_XCMS_ID<br>COMF_CONTACT_XCMS_ID<br>COMF_CONTACT_XCMS_ID<br>COMF_CONTACT_XCMS_ID<br>COMF_CONTACT_XCMS_ID<br>COMF_XADR_ID<br>COMF_XADR_ID<br>COMF_XADR_ID<br>COMF_XCMS_ID<br>COMF_XCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>COMF_YCMS_ID<br>C | Report Report File   |                      |                 |            |             |          |         |        | и ок     |
|---|----------------------|----------------------|-----------------|------------|-------------|----------|---------|--------|----------|
| Description       Image: Confignation Letter         Feature       Image: Confignation Letter         Name       CONF_ADDRGREET         CONF_GREETINGTYPE       CONF_ADDRGREET         CONF_GREETINGTYPE       CONF_GREETINGTYPE         CONF_GREETINGTYPE       CONF_MADR_ID         CONF_JADDRGREET       Conf_Maddreet         CONF_JADDRGREET       CONF_MADR_ID         CONF_JADDRGREET       Conf_Maddreet         CONF_JADDRGREET       Conf_Maddreet         CONF_JADD       CONF_JADRGREET         CONF_JADR_ID       CONF_JADRGREET         CONF_JADR_ID       CONF_JADRGREET         CONF_JADR_ID       CONF_JAGR_ID         CONF_JADR_ID       CONF_JAGR_ID         CONF_JAGR_ID       CONF_JAGR_ID         CONF_JAGR_ID       CONF_YRES_ID         SP_HOTELADDRESS       SP_HOTELADDRESS         SP_HOTELADDRESS       SP_HOTELADRESS         SP_HOTELADAME       SP_HOTELADNES         SP_HOTELADAME       SP_HOTELADNES         SP_HOTELADAME       SP_HOTELADNE         SP_HOTELADAME       SP_HOTELADNE         SP_HOTELADAME       SP_HOTELADAME         SP_HOTELADAME       SP_HOTELADAME         SP_HOTELADAME       SP_HOTELADAME  | Description          |                      |                 |            |             |          |         |        |          |
| Name       ▼ Description         CONF_ADDRGREET       CONF_ADDRGREET         CONF_CONTACT_XCMS_ID       CONF_CONTACT_XCMS_ID         CONF_GREETINGTYPE       CONF_CONTACT_XCMS_ID         CONF_GREETINGTYPE       CONF_LETIGREET         CONF_LITIGREET       CONF_LITIGREET         CONF_VIAN_ID       CONF_VIAN_ID         CONF_XADR_ID       CONF_XCMS_ID         CONF_XCM_ID       CONF_XCMS_ID         CONF_XCM_ID       CONF_XCMS_ID         CONF_XCM_ID       CONF_YRES_ID         CONF_YRES_ID       CONF_YRES_ID         CONF_YRES_ID       CONF_YRESS         SP_HOTELCONTRY       SP_HOTELCONTRY         SP_HOTELADDRESS       SP_HOTELEMARE         SP_HOTELEMARE       SP_HOTELEMARE         SP_HOTELEMARE       SP_HOTELEFAX         SP_HOTELEMARE       SP_HOTELEMARE         SP_HOTELEMARE       SP_HOTELEFON         SP_HOTELEMARE       SP_HOTELEMARE         SP_HOTELSTPCODE       SP_HOTELWEB         SP_LATIERUSER       SP_LETTERUSER         SP_LATIERUSER       SP_LETTERUSER         SP_LATIERUSER       SP_LETTERUSER         SP_USER ID       SP_USER ID   | Confirmation Lattor  |                      |                 |            |             |          |         |        |          |
| Name       ▼       Description         CONF_ADDRGREET       CONF_ADDRGREET         CONF_CONTACT_XCMS_ID       CONF_CONTACT_XCMS_ID         CONF_GREETINGTYPE       CONF_GREETINGTYPE         CONF_LETTGREET       CONF_JADR_ID         CONF_JADR_ID       CONF_XCMS_ID         CONF_XCMS_ID       CONF_XCMS_ID         CONF_XCMS_ID       CONF_XCMS_ID         CONF_YADR_ID       CONF_YADR_ID         CONF_YADR_ID       CONF_YCMS_ID         CONF_YRCM_ID       CONF_YRCM_ID         SP_HOTELADDRESS       SP_HOTELCOUNTRY         SP_HOTELINAME       SP_HOTELINAME         SP_HOTELINAME <td>Commador Letter</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>🛃 Export</td>   | Commador Letter      |                      |                 |            |             |          |         |        | 🛃 Export |
| Name       \backpower       \backpower       Parameters       Properties         CONF_ADDRGREET       CONF_CONTACT_XCMS_ID       Image: Conf_Contract_XCMS_ID       Image: Conf_XCMS_ID       Image: C  | Feature              |                      | _               |            |             |          |         |        |          |
| Name       C       Description         CONF_ADDRGREET       CONF_ADDRGREET         CONF_CONTACT_XCMS_ID       CONF_CONTACT_XCMS_ID         CONF_GREETINGTYPE       CONF_GREETINGTYPE         CONF_LITIGREET       CONF_SERTINGTYPE         CONF_WLAN_ID       CONF_XCMS_ID         CONF_XADR_ID       CONF_XCMS_ID         CONF_XCMS_ID       CONF_XCMS_ID         CONF_XCMS_ID       CONF_XCMS_ID         CONF_XCMS_ID       CONF_XCMS_ID         CONF_YRES_ID       CONF_YRES_ID         CONF_YRES_ID       CONF_YRES_ID         CONF_YRES_ID       CONF_YRESS         SP_HOTELADDRESS       SP_HOTELADDRESS         SP_HOTELCOUNTRY       SP_HOTELEMAIL         SP_HOTELEMAIL       SP_HOTELMAME         SP_HOTELEMAIL       SP_HOTELEMAIL         SP_HOTELIANME       SP_HOTELWEB         SP_HOTELWEB       SP_HOTELWEB         SP_HOTELWEB       SP_HOTELWEB         SP_IANGID       SP_IANGID         SP_IANGID       SP_IANGID         SP_IANGID       SP_IANGID         SP_IANGID       SP_IANGID         SP_IETTERUSER       SP_REPORT_LANGUAGE         SP_NEPORT_LANGUAGE       SP_REPORT_LANGUAGE         SP_NEPORT_LANGUAGE   |                      |                      |                 |            |             |          |         |        |          |
| CONF_ADDRGREET       CONF_ACORGREET         CONF_CONTACT_XCMS_ID       CONF_CONTACT_XCMS_ID         CONF_GREETINGTYPE       CONF_GREETINGTYPE         CONF_GREETINGTYPE       CONF_GREETINGTYPE         CONF_UNLAN_ID       CONF_VADR_ID         CONF_XADR_ID       CONF_XADR_ID         CONF_XADR_ID       CONF_XCMS_ID         CONF_XCMS_ID       CONF_XCMS_ID         CONF_XCMS_ID       CONF_XCMS_ID         CONF_YGRP_ID       CONF_YGRP_ID         CONF_YRES_ID       CONF_YRES_ID         CONF_YRES_ID       CONF_YRES_ID         CONF_YRES       SP_HOTELCOUNTRY         SP_HOTELCOUNTRY       SP_HOTELCOUNTRY         SP_HOTELCOUNTRY       SP_HOTELCONTRY         SP_HOTELADRESS       SP_HOTELEMANE         SP_HOTELADRES       SP_HOTELEMANE         SP_HOTELNAME       SP_HOTELEMANE         SP_HOTELNAME       SP_HOTELEMANE         SP_HOTELNAME       SP_HOTELZIPCODE         SP_LANGID       SP_LANGID         SP_LETTERUSER       SP_REPORT_LANGUAGE         SP_NOTELANGLAGE       SP_REPORT_LANGUAGE         SP_USER_ID       SP_USER_ID   | Name                 | ∇ Description        | New             | Parameters | Properties  |          |         |        |          |
| CONF_CONTACT_XCMS_ID       CONF_CONTACT_XCMS_ID         CONF_CREETINGTYPE       CONF_CREETINGTYPE         CONF_LETTGREET       CONF_LETTGREET         CONF_VIAN_ID       CONF_WLAN_ID         CONF_XCMS_ID       CONF_XCMS_ID         CONF_XCMS_ID       CONF_YCMS_ID         CONF_YCMS_ID       CONF_YCMS_ID         CONF_YCMS_ID       CONF_YCMS_ID         CONF_YCRY_ID       CONF_YCMS_ID         CONF_YRES_ID       CONF_YRES_ID         SP_HOTELADDRESS       SP_HOTELADDRESS         SP_HOTELCOUNTRY       SP_HOTELCOUNTRY         SP_HOTELCOUNTRY       SP_HOTELCOUNTRY         SP_HOTELADRESS       SP_HOTELEFAX         SP_HOTELADRES       SP_HOTELEFAX         SP_HOTELADRES       SP_HOTELEFAX         SP_HOTELADRES       SP_HOTELEFAX         SP_HOTELADRES       SP_HOTELEFAX         SP_HOTELADRES       SP_HOTELEFAX         SP_HOTELADRE       SP_HOTELEFAX         SP_HOTELADRES       SP_HOTELEFAX         SP_HOTELADRES       SP_HOTELEFAX         SP_HOTELZIPCODE       SP_HOTELZIPCODE         SP_LANGID       SP_REPORT_LANGUAGE         SP_NEPORT_LANGUAGE       SP_NEPORT_LANGUAGE         SP_USER_ID       SP USER_ID <td>CONF_ADDRGREET</td> <td>CONF_ADDRGREET</td> <td></td> <td>Name</td> <td>CONF_ADDRO</td> <td>REET</td> <td>•</td> <td></td> <td></td>  | CONF_ADDRGREET       | CONF_ADDRGREET       |                 | Name       | CONF_ADDRO  | REET     | •       |        |          |
| CONF_GREETINGTYPE       CONF_GREETINGTYPE         CONF_LETTGREET       CONF_LETTGREET         CONF_VALAN_ID       CONF_VALAN_ID         CONF_XADR_ID       CONF_XADR_ID         CONF_XCMS_ID       CONF_XCMS_ID         CONF_YCMS_ID       CONF_YCMS_ID         CONF_YCMS_ID       CONF_YCMS_ID         CONF_YCMS_ID       CONF_YCMS_ID         CONF_YCRS_ID       CONF_YRES_ID         CONF_YRES_ID       CONF_YRES_ID         CONF_YRES_ID       CONF_YRES_ID         SP_HOTELADDRESS       SP_HOTELCOUNTRY         SP_HOTELCOUNTRY       SP_HOTELCOUNTRY         SP_HOTELCOUNTRY       SP_HOTELCOUNTRY         SP_HOTELADDRESS       SP_HOTELADRES         SP_HOTELCOUNTRY       SP_HOTELCOUNTRY         SP_HOTELCOUNTRY       SP_HOTELCOUNTRY         SP_HOTELADRES       SP_HOTELTIFEND         SP_HOTELIZEFON       SP_HOTELIZEFON         SP_HOTELIZEFON       SP_HOTELIZEFON         SP_HOTELIZEFON       SP_HOTELIZEFON         SP_HOTELIZER       SP_LETTERUSER         SP_ARDID       SP_REPORT_LANGUAGE         SP_NED       SP_REPORT_LANGUAGE         SP_VUSER       SP_VUSER         SP_VUSER       SP_VUSER         SP_VUSER <td>CONF_CONTACT_XCMS_ID</td> <td>CONF_CONTACT_XCMS_ID</td> <td>Delete</td> <td>Caption</td> <td></td> <td>DEET</td> <td>_</td> <td></td> <td></td>  | CONF_CONTACT_XCMS_ID | CONF_CONTACT_XCMS_ID | Delete          | Caption    |             | DEET     | _       |        |          |
| CONF_LETTGREET       CONF_LETTGREET         CONF_WLAN_ID       CONF_WLAN_ID         CONF_VADR_ID       CONF_WLAN_ID         CONF_XCMS_ID       CONF_XCMS_ID         CONF_XCMS_ID       CONF_XCMS_ID         CONF_YCRS_ID       CONF_XCMS_ID         CONF_YGRP_ID       CONF_YGRP_ID         CONF_YRES_ID       CONF_YRES_ID         SP_HOTELADDRESS       SP_HOTELADDRESS         SP_HOTELCOUNTRY       SP_HOTELCOUNTRY         SP_HOTELCOUNTRY       SP_HOTELCOUNTRY         SP_HOTELEFAX       SP_HOTELADRES         SP_HOTELIZEFON       SP_HOTELIZEFON         SP_HOTELIZEFON       SP_HOTELIZEFON         SP_HOTELIZEFON       SP_HOTELIZEFON         SP_HOTELIZEFON       SP_HOTELIZEFON         SP_HOTELZIPCODE       SP_HOTELIZEFON         SP_LANGID       SP_LETTERUSER         SP_LETTERUSER       SP_REPORT_LANGUAGE         SP_REPORT_LANGLAGE       SP_REPORT_LANGLAGE  | CONF_GREETINGTYPE    | CONF_GREETINGTYPE    |                 | cuguon     | CON _ADDRO  |          |         |        |          |
| CONF_WLAN_ID       CONF_WLAN_ID         CONF_XADR_ID       CONF_XADR_ID         CONF_XCMS_ID       CONF_XCMS_ID         CONF_XCMJ_D       CONF_XCM_ID         CONF_YRES_ID       CONF_YRES_ID         CONF_YRES_ID       CONF_YRES_ID         CONF_YRES_ID       CONF_YRES_ID         SP_HOTELADDRESS       SP_HOTELADDRESS         SP_HOTELCOUNTRY       SP_HOTELCOUNTRY         SP_HOTELEMAIL       SP_HOTELEMAIL         SP_HOTELEMAIL       SP_HOTELEMAIL         SP_HOTELEVANE       SP_HOTELIZIPCODE         SP_HOTELIZIPCODE       SP_HOTELIZIPCODE         SP_LETTERUSER       SP_LETTERUSER         SP_REPORT_LANGLAGE       SP_REPORT_LANGLAGE  | CONF_LETTGREET       | CONF_LETTGREET       |                 | Data type  | String      |          | -       |        |          |
| CONF_XADR_ID     CONF_XADR_ID       CONF_XCMS_ID     CONF_XCMS_ID       CONF_XCM_ID     CONF_YCRS_ID       CONF_YCRS_ID     CONF_YCRS_ID       CONF_YCRS_ID     CONF_YCRS_ID       CONF_YCRS_ID     CONF_YCRS_ID       CONF_YCRS_ID     CONF_YCRS_ID       SP_HOTELADDRESS     SP_HOTELADDRESS       SP_HOTELCOUNTRY     SP_HOTELCOUNTRY       SP_HOTELCOUNTRY     SP_HOTELCOUNTRY       SP_HOTELANAL     SP_HOTELANAME       SP_HOTELERAX     SP_HOTELTERAX       SP_HOTELIZERON     SP_HOTELIZERON       SP_HOTELZERON     SP_HOTELZERON       SP_HOTELZERON     SP_HOTELZERON       SP_HOTELZERON     SP_HOTELZERON       SP_HOTELZERON     SP_HOTELZERON       SP_LANGID     SP_LETTERUSER       SP_LETTERUSER     SP_LETTERUSER       SP_REPORT_LANGUAGE     SP_REPORT_LANGUAGE       SP_VUSER_ID     SP_VUSER_ID  | CONF_WLAN_ID         | CONF_WLAN_ID         |                 |            |             |          |         |        |          |
| CONF_XCMS_ID     CONF_XCMS_ID       CONF_XCM_D     CONF_XCM_ID       CONF_YGRP_ID     CONF_YGRP_ID       CONF_YRES_ID     CONF_YRES_ID       SP_HOTELADORESS     SP_HOTELADORESS       SP_HOTELCOUNTRY     SP_HOTELCOUNTRY       SP_HOTELCOUNTRY     SP_HOTELCOUNTRY       SP_HOTELCOUNTRY     SP_HOTELADARES       SP_HOTELADARES     SP_HOTELADARE       SP_HOTELEAX     SP_HOTELAX       SP_HOTELEFAX     SP_HOTELAX       SP_HOTELZIPCODE     SP_HOTELZIPCODE       SP_LANID     SP_HOTELZIPCODE       SP_LANID     SP_LETTERUSER       SP_REPORT_LANGLAGE     SP_REPORT_LANGLAGE       SP_NOES     SP_REPORT_LANGLAGE  | CONF_XADR_ID         | CONF_XADR_ID         | 🔶 Do <u>w</u> n | Name       | Description | German   | English | French | 1        |
| CONF_XCOM_ID         CONF_YCOM_ID           CONF_YGRP_ID         CONF_YGRP_ID           CONF_YRES_ID         CONF_YRES_ID           SP_HOTELADDRESS         SP_HOTELADDRESS           SP_HOTELCOUNTRY         SP_HOTELCOUNTRY           SP_HOTELCOUNTRY         SP_HOTELCOUNTRY           SP_HOTELCOUNTRY         SP_HOTELCOUNTRY           SP_HOTELECOUNTRY         SP_HOTELCOUNTRY           SP_HOTELECOUNTRY         SP_HOTELCOUNTRY           SP_HOTELECOUNTRY         SP_HOTELNAME           SP_HOTELTEFAX         SP_HOTELTEFON           SP_HOTELIZIPCODE         SP_HOTELZIPCODE           SP_HOTELZIPCODE         SP_HOTELZIPCODE           SP_LANGID         SP_LANGID           SP_LETTERUSER         SP_ENTLINUSER           SP_REPORT_LANGUAGE         SP_REPORT_LANGUAGE           SP_VUSE         SP_REPORT_LANGUAGE   | CONF_XCMS_ID         | CONF_XCMS_ID         |                 | Caption    | CONE AD     | ocrinari | Crigion |        | 4        |
| CONF_YGRP_ID         CONF_YGRP_ID           CONF_YRES_ID         CONF_YRES_ID           SP_HOTELADDRESS         SP_HOTELADDRESS           SP_HOTELCOUNTRY         SP_HOTELCOUNTRY           SP_HOTELCOUNTRY         SP_HOTELCOUNTRY           SP_HOTELCOUNTRY         SP_HOTELCOUNTRY           SP_HOTELEGNAIL         SP_HOTELANAME           SP_HOTELFAX         SP_HOTELTEFAX           SP_HOTELEFON         SP_HOTELTEFON           SP_HOTELIZECODE         SP_HOTELIZECODE           SP_HOTELZIPCODE         SP_HOTELZIPCODE           SP_LANGID         SP_LANGID           SP_LETTERUSER         SP_REPORT_LANGUAGE           SP_REPORT_LANGUAGE         SP_REPORT_LANGUAGE  | CONF_XCOM_ID         | CONF_XCOM_ID         |                 | Cuption    | CONT_ADI    |          |         |        |          |
| CONF_YRES_ID         CONF_YRES_ID           SP_HOTELADDRESS         SP_HOTELADDRESS           SP_HOTELCTY         SP_HOTELCOUNTRY           SP_HOTELEMAIL         SP_HOTELEMAIL           SP_HOTELFAX         SP_HOTELFAX           SP_HOTELTEFON         SP_HOTELTEFON           SP_HOTELIZECODE         SP_HOTELIZECODE           SP_HOTELZERODE         SP_HOTELWEB           SP_HOTELZERODE         SP_HOTELWEB           SP_HOTELZERODE         SP_HOTELZERODE           SP_LETTERUSER         SP_LETTERUSER           SP_REPORT_LANGUAGE         SP_REPORT_LANGUAGE           SP_USEN_ID         SP_REPORT_LANGUAGE   | CONF_YGRP_ID         | CONF_YGRP_ID         |                 |            |             |          |         |        |          |
| SP_HOTELADDRESS         SP_HOTELADDRESS           SP_HOTELCTY         SP_HOTELCOUNTRY           SP_HOTELCOUNTRY         SP_HOTELCOUNTRY           SP_HOTELEMAIL         SP_HOTELFAX           SP_HOTELTAX         SP_HOTELTAX           SP_HOTELTERAX         SP_HOTELTERAX           SP_HOTELTERON         SP_HOTELTERON           SP_HOTELZEFON         SP_HOTELZEFON           SP_HOTELZERON         SP_HOTELZERON           SP_HOTELZERON         SP_HOTELZERON           SP_HOTELZERODE         SP_HOTELZERODE           SP_LETTERUSER         SP_LETTERUSER           SP_LETTERUSER         SP_REPORT_LANGUAGE           SP_REPORT_LANGUAGE         SP_REPORT_LANGUAGE  | CONF_YRES_ID         | CONF_YRES_ID         |                 |            |             |          |         |        |          |
| SP_HOTELCITY       SP_HOTELCITY         SP_HOTELCOUNTRY       SP_HOTELCOUNTRY         SP_HOTELEMAIL       SP_HOTELEMAIL         SP_HOTELFAX       SP_HOTELFAX         SP_HOTELFAX       SP_HOTELFAX         SP_HOTELTEFON       SP_HOTELTEFON         SP_HOTELZEFON       SP_HOTELVEB         SP_HOTELZEFON       SP_HOTELZEFON         SP_HOTELZEFON       SP_HOTELZEFON         SP_HOTELZEFON       SP_HOTELZEFON         SP_HOTELZEFON       SP_HOTELZEFON         SP_HOTELZIPCODE       SP_HOTELZIPCODE         SP_LANGID       SP_LANGID         SP_LETERUSER       SP_LETTERUSER         SP_PREPORT_LANGUAGE       SP_REPORT_LANGUAGE         SP_USER ID       SP_USER ID   | SP_HOTELADDRESS      | SP_HOTELADDRESS      |                 |            |             |          |         |        |          |
| SP_HOTELCOUNTRY         SP_HOTELCOUNTRY           SP_HOTELEMAIL         SP_HOTELEMAIL           SP_HOTELFAX         SP_HOTELFAX           SP_HOTELNAME         SP_HOTELNAME           SP_HOTELTELEFON         SP_HOTELTELEFON           SP_HOTELIVEB         SP_HOTELIVEB           SP_HOTELVEB         SP_HOTELIVEB           SP_HOTELZIPCODE         SP_HOTELZIPCODE           SP_LANGID         SP_LANGID           SP_EPRITUSER         SP_EPRITUSER           SP_REPORT_LANGUAGE         SP_REPORT_LANGUAGE           SP_USER_ID         SP_USER_ID  | SP_HOTELCITY         | SP_HOTELCITY         |                 |            |             |          |         |        |          |
| SP_HOTELEMAIL         SP_HOTELEMAIL           SP_HOTELFAX         SP_HOTELFAX           SP_HOTELNAME         SP_HOTELTELEFON           SP_HOTELTELEFON         SP_HOTELTELEFON           SP_HOTELIZECODE         SP_HOTELIVEB           SP_HOTELZIPCODE         SP_HOTELZIPCODE           SP_LANGID         SP_LANGID           SP_ERTITUSER         SP_ERTITUSER           SP_REPORT_LANGUAGE         SP_REPORT_LANGUAGE   | SP_HOTELCOUNTRY      | SP_HOTELCOUNTRY      |                 |            |             |          |         |        |          |
| SP_HOTELFAX         SP_HOTELFAX           SP_HOTELNAME         SP_HOTELNAME           SP_HOTELTELEFON         SP_HOTELTELEFON           SP_HOTELZPECODE         SP_HOTELZPECODE           SP_LANGID         SP_LANGID           SP_LETTERUSER         SP_LETTERUSER           SP_REPORT_LANGUAGE         SP_REPORT_LANGUAGE           SP_USER_ID         SP_REPORT_LANGUAGE   | SP_HOTELEMAIL        | SP_HOTELEMAIL        |                 |            |             |          |         |        |          |
| SP_HOTELINAME         SP_HOTELINAME           SP_HOTELITELEFON         SP_HOTELITELEFON           SP_HOTELITELEFON         SP_HOTELITELEFON           SP_HOTELZIPCODE         SP_HOTELZIPCODE           SP_LANGID         SP_LANGID           SP_LETTERUSER         SP_LETTERUSER           SP_REPORT_LANGUAGE         SP_REPORT_LANGUAGE           SP_USER_ID         SP_VENT  | SP_HOTELFAX          | SP_HOTELFAX          |                 |            |             |          |         |        |          |
| SP_HOTELTELEFON         SP_HOTELTELEFON           SP_HOTELWEB         SP_HOTELWEB           SP_HOTELZIPCODE         SP_HOTELZIPCODE           SP_LANGID         SP_LANGID           SP_LANGID         SP_LANGID           SP_LETTERUSER         SP_PRINTUSER           SP_PRINTUSER         SP_PRINTUSER           SP_REPORT_LANGUAGE         SP_REPORT_LANGUAGE           SP_USER_ID         SP_USER_ID  | SP_HOTELNAME         | SP_HOTELNAME         |                 |            |             |          |         |        |          |
| SP_HOTELWEB         SP_HOTELWEB           SP_HOTELZIPCODE         SP_HOTELZIPCODE           SP_LANGID         SP_LANGID           SP_LETTERUSER         SP_LETTERUSER           SP_PRINTUSER         SP_PRINTUSER           SP_REPORT_LANGUAGE         SP_REPORT_LANGUAGE           SP_USER_ID         SP_USER_ID   | SP_HOTELTELEFON      | SP_HOTELTELEFON      |                 |            |             |          |         |        |          |
| SP_HOTELZIPCODE         SP_HOTELZIPCODE           SP_LANGID         SP_LANGID           SP_LETTERUSER         SP_LETTERUSER           SP_PRINTUSER         SP_PRINTUSER           SP_REPORT_LANGUAGE         SP_REPORT_LANGUAGE           SP_USER_ID         SP_USER_ID   | SP_HOTELWEB          | SP_HOTELWEB          |                 |            |             |          |         |        |          |
| SP_LANGID         SP_LANGID           SP_LETTERUSER         SP_LETTERUSER           SP_PRINTUSER         SP_PRINTUSER           SP_REPORT_LANGUAGE         SP_REPORT_LANGUAGE           SP_USER_ID         SP_USER_ID   | SP_HOTELZIPCODE      | SP_HOTELZIPCODE      |                 |            |             |          |         |        |          |
| SP_LETTERUSER         SP_LETTERUSER           SP_PRINTUSER         SP_PRINTUSER           SP_REPORT_LANGUAGE         SP_REPORT_LANGUAGE           SP USER ID         SP USER ID   | SP_LANGID            | SP_LANGID            |                 |            |             |          |         |        |          |
| SP_PRINTUSER         SP_PRINTUSER           SP_REPORT_LANGUAGE         SP_REPORT_LANGUAGE           SP_USER_ID         SP_USER_ID   | SP_LETTERUSER        | SP_LETTERUSER        |                 |            |             |          |         |        |          |
| SP_REPORT_LANGUAGE         SP_REPORT_LANGUAGE           SP_USER_ID         SP_USER_ID   | SP_PRINTUSER         | SP_PRINTUSER         |                 |            |             |          |         |        |          |
| SP USER ID SP USER ID   | SP_REPORT_LANGUAGE   | SP_REPORT_LANGUAGE   |                 |            |             |          |         |        |          |
|   | SP_USER_ID           | SP_USER_ID           |                 |            |             |          |         |        |          |
|   |                      | ·                    |                 |            |             |          |         |        |          |

- 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.

**(1)** Editing a report is controlled by the user right EDIT under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  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.

Information 💽
Are you sure?
Yes <u>N</u> o

4. Click YES to delete the report.

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

**(2)** Deleting a report is controlled by the user right DELETE under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  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.

8 Arrivals today short so	rted by	- • •
Parameters Export		60^ View
Sort by:	Name 🔻	Print
Including checked in?	No 🕶	Copies 1
		🗱 <u>C</u> lose

- 4. Complete the report parameters.
- 5. Click EXECUTE to display the report on the screen.

Arrivals today short sorted by											
ain Report	_				_						_
Micros-Fidelio Demo Pro	gram										
Arrivals today for Sun	nday, C	6 Novem	oer 2011			Printed on 1	15/11/201	11 - 06:	23 / Demonstra	Page 1 of 1 ation, Supervisor	
Name		Arrival	Departure	Room nr.	Adults	Children	Rms.	Cat	Ratecode	Rate	
Abenam, Jean-Pierre, Madame	Arr.Exp.	06/11/11	10/11/11	110	2	0	1	DR	RACK	-2.00	
Appleton, Joey, Mr.	Arr.Exp.	06/11/11	09/11/11		1	0	1	DR	RACK	36.60	
Jaegerman, Thomas, Mr.	Arr.Exp.	06/11/11	06/11/11	110	1	0	1	DR	RACK	90.00	
SMW - Sales meeting worldwid	Arr.Exp.	06/11/11	13/11/11		1	0	1	DR	RACK	90.00	
Wagner, Gabriella, Frau	Arr.Exp.	06/11/11	07/11/11		1	0	1	DR	RACK	36.21	
Walker, Tony, Mr.	Arr.Exp.	06/11/11	08/11/11		1	0	1	DR	RACK	36.21	
					7	0	6				
				III					1000/		

- 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.

8 Arrivals today short so	rted by	- • ×
Parameters Export		60^ View
Sort by:	Name 🔻	Print
Including checked in?	No 🕶	Copies 1
		🗱 <u>C</u> lose

- 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.

Arrivals today short s	orted by	- • •
Parameters Export		60^ View
Sort by:	Name	Print
Including checked in?	No	Copies 1
		🗱 <u>C</u> lose

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

8 Arrivals t	oday short sorted by	- • •
Parameters	Export	60° View
Output	toWindow	Print
<u>D</u> estination	toFile 👻	Copies
<u>F</u> ile type		1
Application		
File		Close

- 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.

Report information		
Deservation Marrie	Defectively a News	Default Value
Parameter Name	Default value Name	
CHECKED_IN	CHECKED_IN	
SORT_ORDER	SORT_ORDER	No 👻
SP-REPORTNAME	SP-REPORTNAME	
SP-PRINTUSER	SP-PRINTUSER	
SP-HOTELNAME	SP-HOTELNAME	
SP-PRINTGRAY	SP-PRINTGRAY	
Group_By	Group_By	Invisible
		Prompt system parameter on run

- 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 Arrivals today sorted b	y Name	
Parameters Export		60° View
Incl. checked in?	No 👻	Print
SP-HOTELNAME		Copies 1
		Close

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

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 a	vailable 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'.

Report Export dialog box

## 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.

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

**(1)** The printer setup for lists and reports is defined via the option LISTS & REPORTS PRINTER SETUP under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Reports  $\rightarrow$  Reports tab.

**(2)** The printing of collated copies by default is controlled by the parameter PRINT COLLATED COPIES under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Reports  $\rightarrow$  Reports tab.

Interplications 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.

(1) Executing a report is controlled by the user right EXECUTE under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  Reports.

**(i)** The exporting of a Crystal or Binary report is controlled by the user right EXPORT under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  Reports and under Reports  $\rightarrow$  Binary Reports.

**(1)** 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  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Reports  $\rightarrow$  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.

8 Report Configuration			
	Search		New
			Edit
Description	Report Name	_ <b>^</b>	Delete
@mail_RES_BEST_1.RTF			
@mail_StandardList.RTF			Export Report
Bonus Card			Curreleaning
Bonus Card Second Side.rpt	Bonus Card Second Side.rpt		www.synchronize
BonusCardPrintExample.rpt	BonusCardPrintExample.rpt		E Report Usage
BonusPointStatementExample			
Booker Statistic by Company (with Email of booker)			
Booker Statistic by Company (with Email of booker)(1)			
Booker Statistic by Company (with Email of booker)(2)			
Booking History by Arrival Date			
Booking History by Arrival Year			Select all RPT
Booking History by Posted Date		-	Ni Calact all DTE
•		F.	The select all RTP
Takana Danasaka Nawa	Castian		Unselect all
	Caption	- <u>^</u>	
SP_HOTELADDRESS	SP_HOTELADDRESS		
SP_HOTELCITY	SP_HOTELCITY	_	
SP_HOTELCOUNTRY	SP_HOTELCOUNTRY	_	:
SP_HOTELNAME	SP_HOTELNAME	_	
SP_HOTELZIPCODE	SP_HOTELZIPCODE		I Unused Deports
SP_HOTELEMAIL	SP_HOTELEMAIL		i onuseu Reports
SP_HOTELFAX	SP_HOTELFAX		
SP_HOTELTELEFON	SP_HOTELTELEFON		
SP_HOTELWEB	SP_HOTELWEB		
SP_LETTERUSER	SP_LETTERUSER	=	
SP_PRINTUSER	SP_PRINTUSER		
SP_REPORT_LANGUAGE	SP_REPORT_LANGUAGE		
SP_LANGID	SP_LANGID		
SP_USER_ID	SP_USER_ID		
CONF_XADR_ID	CONF_XADR_ID		
CONF_XCMS_ID	CONF_XCMS_ID		
CONF_CONTACT_XCMS_ID	CONF_CONTACT_XCMS_ID		
CONF_XCOM_ID	CONF_XCOM_ID		
CONF_WLAN_ID	CONF_WLAN_ID		
CONF_GREETINGTYPE	CONF_GREETINGTYPE		
CONF_ADDRGREET	CONF_ADDRGREET		
CONF_LETTGREET	CONF_LETTGREET		
CONF YGRP TD	CONF YGRP ID	-	
•		F	A Close

### 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.

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.

Report Configuration grid

(1) Access to report configuration is controlled by the user right OPEN SCREEN under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  Reports  $\rightarrow$  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.

8 Report Configuration			- • ×
	Court		New
	Search		Edit
Description	Report Name		Delete
@mail_RES_BEST_1.RTF			
@mail_StandardList.RTF			🖆 Export Report
Bonus Card			
Bonus Card Second Side.rpt	Bonus Card Second Side.rpt		2 Synchronize
BonusCardPrintExample.rpt	BonusCardPrintExample.rpt		P Depart Hange
BonusPointStatementExample			<u>Report Usage</u>
Booker Statistic by Company (with Email of booker)			
Booker Statistic by Company (with Email of booker)(1)			
Booker Statistic by Company (with Email of booker)(2)			
Booking History by Arrival Date			
Booking History by Arrival Year			Select all RPT
Booking History by Posted Date		Ŧ	
<	III +		Select all RTF
		_	Ni Uncelect all
Internal Parameter Name	Caption		The Unselect all
SP_HOTELADDRESS	SP_HOTELADDRESS		
SP_HOTELCITY	SP_HOTELCITY		
SP_HOTELCOUNTRY	SP_HOTELCOUNTRY		
SP_HOTELNAME	SP_HOTELNAME		
SP HOTELZIPCODE	SP HOTELZIPCODE		
SP HOTELEMAIL	SP HOTELEMAIL		Unused Reports
SP HOTELFAX	SP HOTELFAX		
SP HOTELTELEFON	SP HOTELTELEFON		
SP HOTELWEB	SP HOTELWEB		
SP LETTERUSER	SP LETTERUSER	=	
SP PRINTUSER	SP_PRINTUSER	-	
SP REPORT LANGUAGE	SP REPORT LANGUAGE		
SP LANGID	SP LANGID		
SP USER ID	SP USER ID		
CONF XADR ID	CONF XADR ID		
CONF XCMS ID	CONF XCMS ID		
CONF CONTACT XCMS ID	CONF CONTACT XCMS ID		
CONF XCOM ID	CONF XCOM ID		
CONF WLAN ID	CONF WLAN ID		
CONF GREETINGTYPE	CONF GREETINGTYPE		
CONF ADDRGREET	CONF ADDRGREET		
CONF LETTGREET	CONF LETTGREET		
CONF YGRP TD	CONF YGRP ID	Ŧ	
	4 N		X Close

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

Crystal Report
Rtf Editor

The Report Configuration Edit dialog box is displayed.

Description			Feature	👌 Load Report	💜 <u>о</u> к
Eilename			·	Edit Report	
<u>R</u> elative path (sub directory	y)			🔯 Synchronize	
02 UMSATZBERICHTE		-			
Manual Set Location Cry	stal Reports				
You have to run Set Locatio	n manually in Crystal Reports	!			
		- Darameter Bree	ortion		
eport Parameter Name Pa	arameter Description	Parameter Prop	Load Defaults f	rom Report	
		Cantion			
		Data type			
		Mandatory		•	
			Syntaxcheck Q	uery	
		Value field			
		Show field 1			
		Show field 2			
		Lookup query			
		Translation			

- 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.

Description       Report Name         @	Report Configuration			- • ×
Description       Report Name         @mail_RES_BEST_LRTF       @mail_RES_BEST_LRTF         @mail_RES_BEST_LRTF       Bonus Card Second Side.rpt         @nuscardPrintExample.rpt       BonusCardPrintExample.rpt         BonusCardPrintExample.rpt       BonusCardPrintExample.rpt         BonusCardPrintExample.rpt       BonusCardPrintExample.rpt         Booker Statistic by Company (with Email of booker) (1)       Booker Statistic by Company (with Email of booker) (2)         Booker Statistic by Company (with Email of booker) (2)       Booking History by Arrival Year         Booking History by Arrival Vear       Booking History by Arrival Year         Booking History by Arrival Vear       Sp-HOTELADORESS         SP_HOTELADORESS       SP_HOTELADORESS         SP_HOTELCOUNTRY       SP_HOTELADORESS         SP_HOTELLOUNTRY       SP_HOTELADORESS         SP_HOTELLOUNTRY       SP_HOTELADORESS         SP_HOTELADORESS       SP_HOTELADORESS         SP_HOTELADORESS       SP_HOTELADORESS         SP_HOTELADORESS       SP_HOTELADORESS         SP_HOTELADORESS       SP_HOTELADORESS         SP_HOTELADARE       SP_HOTELADORESS         SP_HOTELADARES       SP_HOTELADORESS         SP_HOTELADARES       SP_HOTELADARESS         SP_HOTELADORESS       SP_HOTELADARESS		Search		New New
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✓ III → Qose	CONF YGRP TD	CONF YGRP ID	ſ	88 at
	•	4		I Close

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

Crystal Report
Rtf Editor

The Text Report Binary edit dialog box is displayed.

8 Text Report Binary edit				- • •
Description Feature			<b>V</b> <u>E</u> dit	Save Save
Name   C Description	New Delete	Parameters Properties Name Cagtion Data type	• •	
	➡ Do <u>w</u> n	Translation Itrans		Cancel

- 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.

Informat	ion 💌
1	The document will be saved.
	<u>O</u> K

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.

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 properti	es
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
i cpore	1.110	cub	Incerna	Laicoi	repore

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 propertie	es	
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. <b>Note:</b> 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.	

**(1)** The default directory for the location of new reports is defined via the option DEFAULT NEW REPORT DIRECTORY under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Reports  $\rightarrow$  Reports tab.

(2) Creating a new report file is controlled by the user right INSERT under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  Reports  $\rightarrow$  Binary Reports.

**(2)** Editing a report file is controlled by the user right EDIT under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  Reports  $\rightarrow$  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.

Confirma	Confirmation 💽		
?	Are you sure, you delete all selected reports?		
	Yes <u>N</u> o		

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

**(2)** Deleting a report file is controlled by the user right DELETE under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  Reports  $\rightarrow$  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.

Fidelio Suite 8 🛛 🛋
Export is finished!
<u> </u>

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

**(2)** Exporting a report file is controlled by the user right EXPORT under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  Reports  $\rightarrow$  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.

8 Synchronize Reports			
Selected Directory (Path):	C:\Fidelio\ReportImport		▶ <u>S</u> elect Directory
Search and Filter		Courth	Compare
Beardinand Filter		Search	Options
Report Sync. Status	Report Name		Select All
			unselect All
			Newer in Directory
			Newer In Database
			Not in Directory
			Empty Binary Field
			New <u>R</u> eports
F			
			( 🗙 el
<u>]</u>			I Close

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.

8 Synchronize Reports			- • •
Coloritad Disastanu (Dath)	C \Fidelin\DeportImport		Select Directory
Selected Directory (Path):	c, y idello ycepor campor c		🛃 Load
			Compare
Search and Filter	C_ <u>S</u> earch		🔯 S <u>v</u> nchronize
	1	_	Options
Report Sync. Status	Report Name	<u> </u>	Select All
	FCR_PMS_4330_RES_TRACES.rpt	=	
	FCR_PMS_4388_RES_WITH_BIRTHDAY.rpt		
	FCR_PMS_4389_RES_SCHEDULED_ROOMMOVES.rpt		Newer in Directory
	FCR_PMS_4390_RESERVATIONS_CREATED.rpt		🔍 Newer In Database
	FCR_PMS_4410_FREE_ROOMS_TONIGHT.rpt		
	FCR_PMS_4420_HSK_ROOMS_PER_ATTEN.rpt		Not in Directory
	FCR_PMS_4500_IRIAL_BALANCE.rpt		Empty Binary Field
	FCR_PM5_45U3_OPEN_BALANCE_DEADDINAL_==+		
	FCR_PM5_4506_OPEN_BALANCE_PREAKKIVAL.rpt		New Reports
	FCR_PHIS_4507_OPEN_DALANCES_ALLOWANCE.rpt		
H	FCR_PHIS_4508_OPEN_BALANCES_INCL_ADVANCE.rpt		
	FCR_PMS_4510_FIN_DAVM_CL_P_rot		
18	ECR PMS_4520 FIN PAVM_CC_R.rpt		
IH	ECR PMS_4530_EIN_PAYMENTS_R.rot		
	ECR PMS 4535 EIN PAYMENTS NO PO R.rot		
	FCR PMS 4540 FIN DC R.rpt		
lā	FCR PMS 4546 FIN DC W ORIGIN.rpt		
	FCR_PMS_4550_CASHIERING_POSTING_ADJ.RPT		
	FCR_PMS_4551_CASHIERING_POSTING_CORR.RPT		
	FCR_PMS_4561_CASHIER_CLOSURE_DETAIL.rpt		
	FCR_PMS_4560_CASHIER_CLOSURE.rpt		
	FCR_PMS_4562_CASHIER_CLOSURE_REPRINT.rpt		
	FCR_PMS_4563_CASHIER_CLOSURE_DETAIL_REPRINT.rpt		
	FCR_PMS_4570_REVENUE_GROSS_NET_LY.rpt		
	FCR_PMS_4571_REVENUE_GROSS_NET_VAT.rpt	-	
		F.	🗱 Close

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.

	Report Sync. Status	Report Name	
✓		FCR_PMS_4330_RES_TRACES.rpt	=
✓		FCR_PMS_4388_RES_WITH_BIRTHDAY.rpt	
✓		FCR_PMS_4389_RES_SCHEDULED_ROOMMOVES.rpt	
✓		FCR_PMS_4390_RESERVATIONS_CREATED.rpt	
✓		FCR_PMS_4410_FREE_ROOMS_TONIGHT.rpt	
✓		FCR_PMS_4420_HSK_ROOMS_PER_ATTEN.rpt	
✓		FCR_PMS_4500_TRIAL_BALANCE.rpt	

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.

8	Synchronize Reports		
		deficiency of the second	Select Directory
S	Selected Directory (Path): C: (hidelio (New Reports)		🛃 Load
			Compare
S	earch and Filter	🔍 <u>S</u> earch	🔯 Synchronize
			Options
	Report Sync. Status	Report Name	Ne Salact All
	Newer Report in DATABASE	FCR CCM 9320 CONTRACT W LETTER ROOMS.rpt	high Select All
	Newer Report in the Folder	FCR PMS 3210 DAY RATE CONFIG.rpt	🔤 Unselect All
	Newer Report in DATABASE	FCR_CRM_2430_GUESTCOMMENTS.rpt	Q Newer in Directory
	Newer Report in the Folder	FCR_PMS_4609_AR_AGING_REPORT_30_BY_TYPE.rpt	
	Newer Report in the Folder	FCR_PMS_4610_AR_AGING_REPORT_30_ALPHA.rpt	Newer In Database
	Newer Report in DATABASE	FCR_PMS_4004_ARR_SHORT_INVENTORY.rpt	Not in Directory
	Newer Report in DATABASE	FCR_PMS_4130_GIH_ROOMMOVES_FOR_TODAY.rpt	
	Newer Report in DATABASE	FCR_PMS_4114_GIH_NUM_GROUP.rpt	Empty Binary Field
	Newer Report in DATABASE	FCR_PMS_4113_GIH_ALPH_GROUP.rpt	New Reports
	Newer Report in DATABASE	FCR_PMS_4018_ARR_NUM_GROUP.rpt	
	Newer Report in DATABASE	FCR_PMS_4017_ARR_ALPHA_GROUP.rpt	
	Newer Report in DATABASE	FCR_PMS_4112_GIH_COMP_HOUSE.rpt	
	Newer Report in DATABASE	FCR_PMS_4211_DEP_NUM_GROUP.rpt	
1	Newer Report in DATABASE	FCR_PMS_4210_DEP_ALPHA_GROUP.rpt	
	Newer Report in DATABASE	FCR_PMS_4322_FORECAST_OCCUPANCY_EXCL_CH.rpt	
	Newer Report in DATABASE	FCR_PMS_4329_FORECAST_CHANNEL_CH.rpt	
	Newer Report in DATABASE	FCR_PMS_4312_TABLESRES_INKL_NOTES.rpt	
	Newer Report in DATABASE	FCR_PMS_4320_HIST_FOR_OCC_REV.rpt	
	Newer Report in DATABASE	FCR_PMS_4799_XCMA_THREEMON.rpt	
	Report does not exists in Folde	er FCR_PMS_4799_XCMM_THREEMON.rpt	
	Report does not exists in Folde	er POS8_2000_REVENUE_ARTICLE_MAINGROUP_ALPHA.rpt	
	Report does not exists in Folde	er FCR_POS_9997_REV_PERIOD_OUTLET_ALPH.rpt	
	Report does not exists in Folde	er FCR_POS_9998_REV_OUTLET_OVERGROUP.rpt	
	Report does not exists in Folde	er FCR_POS_9999_REV_MAINGROUP.rpt	
	Newer Report in DATABASE	FCR_ALL_1978_LOGBOOK.rpt	
	Newer Report in DATABASE	FCR_CCM_6525_EXPECTED_FORECAST_BY_YEAR.rpt	
1		III	🗱 Close
			, <u> </u>

- 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.

Information	<b>—</b> ———————————————————————————————————
Are you su	ure?
Yes	No

- 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.

8 Synchronize Reports			
Selected Directory (Path):	C: \Fidelio \New	Reports	
Search and Filter	1975		Search
Report Sync. Status		Report Name	
Newer Report in the Fold	der	FCR_ALL_1975_LOGBOOK_TYPES.rpt	

5. Click SYNCHRONIZE to synchronize the selected report.

A confirmation message is displayed.

Information 💽
Are you sure?
Yes No

6. Click YES to synchronize the report.

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

8 Synchronize Reports	
Selected Directory (Path):	C: \Fidelio \NewReports
Search and Filter	1975 Qearch
Report Sync. Status	Report Name
Identical	FCR_ALL_1975_LOGBOOK_TYPES.rpt

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

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)

### Synchronization Options

### 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.

**(1)** The section for imported reports is defined via the option REPORT IMPORT SECTION under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Reports  $\rightarrow$  Reports tab.

**(1)** The default directory for the location of new reports is defined via the option DEFAULT NEW REPORT DIRECTORY under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Reports  $\rightarrow$  Reports tab.

Synchronizing report files is controlled by the user right SYNCHRONISE under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  Reports  $\rightarrow$  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 userdefinable 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.

Sections		×
Cod <u>e</u>	jema v ⊡K	
<u>D</u> escription	Email Templates	
Section <u>r</u> ole	Email Template 👻	
Source <u>t</u> ype	Text Format template 👻	
<u>P</u> rint job	Confirmation Letters 👻	
Security level	1 All Reports 👻	
<u>H</u> otel segment		cel

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.

**(1)** The email template used to send confirmation letters via email is defined via the option EMAIL TEMPLATE PRINTOUT under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Reports  $\rightarrow$  Report tab.

**(2)** Default email subjects can be defined via the option DEFAULT EMAIL SUBJECTS under Setup  $\rightarrow$  Configuration  $\rightarrow$  Miscellaneous  $\rightarrow$  Simple Custom Text.

**(1)** Default email body text can be defined via the option EMAIL BODY DEFAULT under Setup  $\rightarrow$  Configuration  $\rightarrow$  Miscellaneous  $\rightarrow$  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 Attribute Cate	gories	- • •
Code	SCO	💜 <u>о</u> к
Description	Simple Commission	
Selection Type	Single 👻	
Show Longdese Profile	cription	
Company	Individual	
Mandatory	Mandatory	
Address	Address	
Reservation		
Reservation	Detail Copy to Reservation	
First Page	Special Attribute Page Mandatory	
Multi guest	Copy to multi guest	
Financial Accounts		5
🕅 A / R	Mandatory	
Interface		FI
Key-Rights	TV-Rights Minibar-Rights	
Video-Rights		
Booking / Event / R	lesource	
Booking	Event Resource	
First Page	🕅 First Page	
Mandatory	Mandatory	
Other		
📃 Table reservati	on Rate code	
Turnaway	Available in Web Booking	Cancel

8. Click OK to save the attribute category.

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		

Attribute Categories dialog box

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 Minibar-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. <b>Note:</b> The attribute category must be defined as a single selection box.	Check: YES Blank: NO Check: YES
יאוחוסמר-אופחדs	minibar systems. This works in the same way as the TV rights. <b>Note:</b> The attribute category must be defined as a single selection box.	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

	and a second of the second sec	
	<b>Note:</b> 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.
- 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.

8 Report Edit					
Report Report File					💜 <u>о</u> к
Report information					Export
Translated Description	Simple Commission Report (COMMISS)		Last printed: 03/10/11 1:46:33 PM	•	
Description	Simple Commission Report (COMMISS)		Average duration (seconds): 0		B Import
<u>R</u> eport name	FCR_PMS_4589_SIMPLE_COMMISS.rpt -	Searc <u>h</u>	03/10/11 1:46:33 PM Demonstration, SL		
Number of copies on primary printer	1		05/10/11 1:40:05 PM Demonstration, Sc		
Number of copies on secondary printer	0				
Night audit options	None 👻				
Language selection on run					
Security level	•				
External ID					
				-	
Describility				-1	
Report information	Default Value				
SP-REPORTNAME SP-REPORTNAME SP-HOTELNAME SP-HOTELNAME SP-HOTELNAME SP-HOTELNAME SP-PRINTUSER SP-PRINTUSER	SP-REPORTNAME				
RoomRevOnly RoomRevOnly					
Туре Туре					
ToDate ToDate	<u>I</u> nvisible				
SP-PRINTGRAY SP-PRINTGRAY	Prompt system parameter on run				
					Cancel

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

Report Edit	
Report File	💜 <u>о</u> к
Report Report File         Descrigtion         FCR_PMIS_4589_SIMPLE_COMMISS.rpt         Elename         FCR_PMIS_4589_SIMPLE_COMMISS.rpt         Relative path (sub directory)         NEWREPORTS         Manual Set Location Crystal Reports         Parameter Name       Parameter Description         SP-REPORTNAME       SP-REPORTNAME         Value       String         Name       Name         Name       Name         SP-REINTORA       SP-REINTORAY         SP-RRINTORAY       SP-RRINTORAY         Value field       Show field 1         Show field 1       Show field 2         Lookup query       Lookup query <t< th=""><th>PK P Export P Import P Import</th></t<>	PK P Export P Import P Import
	Cancel

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

Type parameter properties

Parameter Properties					
		Load Defaults	from Report	]	
Caption	Profile Type	Profile Type			
Data type	LookupField			-	
Mandatory					
		Syntaxcheck	<u>Q</u> uery	]	
Value field	WNUM_VALUE				
Show field 1	DESCRIPTION				
Show field 2					
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				
Translation					
Name	Description	German	English	French	
Caption	Profile Type	Karteityp			

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

Parameter Prope	erties						
	Ľ	Load <u>D</u> efaults	from Report				
Caption	Room Rev./Ra	ate Amount					
Data type	LookupField	LookupField 👻					
Mandatory							
		Syntaxcheck	Query				
Value field	WNUM_VALUE						
Show field 1	DESCRIPTION						
Show field 2							
Lookup query	SELECT WNUM_VALUE, decode(WNUM_VALUE, 0, 'Rate Amount', 1, 'Room Revenue') DESCRIPTION FROM WNUM WHERE WNUM_VALUE IN (0, 1) ORDER BY WNUM_VALUE						
Translation							
Name	Description	German	English	French			
Caption	Room Rev./	Zimmerumsa					

- 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).

Profile Type: Ti	ravel Agent		,		10/11 - 0/11			Printec	ion 14/11/2011 - 1	3:15 / Demons	tration , Supervi
Apex Tra 170 West 95124 Sa	vel tTasman in Jose CA										
Conf. No.		Guestname	Share No.	Arrival	Departure	Nighte	Room	Avg.Room Revenue	Total	Comm. %	Commissio
1771	Flacher, Franz			14/10/11	25/10/11	11	408	91.36	1,005.00	0.00	0
Total for Ape	(Travel:										0
Commissionab	le Amount	1,005.00									
Commission Ti Room Nights	otal	0.00									

# **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.

Report Edit		
Report Report File		<u> </u>
Report information		New Binary
Description		
Depart pama		
Keport name	✓ Searcn	
Number of copies on primary printer	1	
Number of copies on secondary printer	D	
Night <u>a</u> udit options	None -	
	Defeult English	
Language		
		:
		1
Security level	1 All Reports	
External ID	•	
	< F	
Report information	D-f-uk V-k-	
Parameter Name Default Value Name	Default value	
	Invisible	
	Prompt system parameter on run	
		Cancel
1		

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

8 Create Binary Report	
Report Name	<b>₩</b> <u>0</u> K
	Cancel

- 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.

Keport Edit		
Report Report File		<u>♥ o</u> ĸ
Description		👌 Import
Table Reservation Status	Edit	🛃 Export
Feature		
	<b>▼</b>	
Name	Parameters Properties	
	Mame ▼	
	Caption	
	Data type	
	Down Translation	
	Report have to be saved first.	
1		Cancel

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.

8 Html Report Des	igner				- • ×
🔽 Load From File	C:\Fidelio\HTML\Tablereservation_	Status.htm	6		V Save
HTML					Execute
HTML P<br <html></html>	JBLIC "-//W3C//DTD HTML 4.01 Tra	nsitional//EN">			Import
<head> <meta http-equiv="&lt;br&gt;&lt;link rel=" styleshee<br=""/><title>Table Reserv </title></head>	Content-Type" content="text/html; t" type="text/css" href="{const rtfp ation Status Today	charset=windows- ath}\LocalV8.css">	-1252"> >	m	HTML Editor
{runquerywithautop	arameters 1} {runquerywithautopar	ameters 2}			
<body></body>				-	
•				•	
SOL					
001					
select					
v8_rep_rres_infos.	* / /	add a lower a	Constant 4 Colored and		
from	s_infos.SEATEDSTATUS, 1, Left Aire	ady, 2, Sitting, 3	, Expected , 4 , Future , hull	' ■	
v8_rep_rres_infos where					
RRES_RRST_ID=:P	ESTAURANT_ID and				
and rres_canceled	<> 1				
order by seatedstat	us asc;				
002					
select				T	Crard
					Cancel

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

ED a state								
Report Edit								
Report Report File								💜 <u>о</u> к
Description								A Import
Table Reservation Status		Fdit						
Feature								Export
reature								
	•							
Name	∇ Description	Rew	Parameters	Properties				
SP_HOTELADDRESS	SP_HOTELADDRESS		Name	SP_HOTELAD	DRESS	•		
SP_HOTELCITY	SP_HOTELCITY	<u>D</u> elete	Caption	SP. HOTELAD	DRESS	_		
SP_HOTELCOUNTRY	SP_HOTELCOUNTRY			101 21101 22100		_		
SP_HOTELEMAIL	SP_HOTELEMAIL		Data type	String		•		
SP_HOTELFAX	SP_HOTELFAX							
SP_HOTELNAME	SP_HOTELNAME	🔶 Do <u>w</u> n	Name	Description	German	English	French	
SP_HOTELTELEFON	SP_HOTELTELEFON		Caption	SP HOTE				
SP_HOTELWEB	SP_HOTELWEB			-				
SP_HOTELZIPCODE	SP_HOTELZIPCODE							:
SP_LANGID	SP_LANGID							
SP_LETTERUSER	SP_LETTERUSER							
SP_PRINTUSER	SP_PRINTUSER							
SP_REPORT_LANGUAGE	SP_REPORT_LANGUAGE							
SP_USER_ID	SP_USER_ID							
								Or Cancel

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 userdefinable sections and sub-sections.

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

Add	Þ
Edit	
Delete	
Translate	

The Sections dialog box is displayed

Sections		<b>—</b>
Code	COG	<b>№</b> <u>о</u> к
Description	Confirmation Letters	
Section <u>r</u> ole	Confirmation Letter 🔹	
Source type	Text Format template 🛛 👻	
<u>P</u> rint job	Confirmation Letters 🔹	
Security level	1 All Reports 👻	
<u>H</u> otel segment	-	Ocancel

- 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 userdefinable 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.

Add 🕨	Section
Edit	Subsection
Delete	
Translate	

#### 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

Sections		<b>×</b>
Cod <u>e</u>		<b>₩</b> <u>о</u> к
Description		
Section <u>r</u> ole	Report 👻	
Source type	Crystal Report 👻	
<u>P</u> rint job	•	
Security level	<b>•</b>	
<u>H</u> otel segment	-	Ocancel

- 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.

Poport Edit			
Report Benort File			
Report information			
Translated Description	Confirmation Company English (ED)	Last printed: 12/12/11 6:06:22 PM	Export
Description	Confirmation Company English (ED)	Number of printouts: 9 Average duration (seconds): 0	👌 Import
<u>R</u> eport name	FCR_PMS_8550_CONF_501_ENG.RTF -	Search 12/12/11 6:06:22 PM Demonstration, SL	
Number of copies on primary printer	1	12/12/11 6:06:22 PM Demonstration, SL 16/11/11 6:52:06 PM Demonstration, SL	
Number of copies on secondary printer	0	16/11/11 6:52:06 PM Demonstration, St 07/11/11 9:47:01 AM Demonstration, St	
Night <u>a</u> udit options	None 👻	07/11/119:47:01 Am Demonstration, St 07/11/119:46:53 AM Demonstration, St 07/11/119:46:53 AM Demonstration, St 03/10/119:25:23 PM Demonstration, St	
Language selection on run			
Language			
Security level External ID P Auto attach ICS Calendar file	<b></b>		
Report information			
Parameter Name Default Value Name	Default Value		
CONF_WLAN_ID CONF_WLAN_ID CONF_YRES_ID CONF_YRES_ID			
CONF_YGRP_ID CONF_YGRP_ID			
CONF_XCOM_ID CONF_XCOM_ID			
CONF_CONTACT CONF_CONTACT.			
CONF_XADR_ID CONF_XADR_ID	Invisible		
SP_PKINTUSEK SP_PKINTUSER SP_LETTERUSER SP_LETTERUSER	Prompt system parameter on run		
SP_HOTELWEB SP_HOTELWEB	F = 2/		
SP_HOTELTELEFON SP_HOTELTELEFO +			

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

Report Report File					💜 <u>о</u> к
Description					🖻 🖻 Expo
FCR_PMS_8550_CONF_501_6	ENG.RTF	🥩 Edit			Impo
Feature					
	•				
ame			Parameters	Properties	
ONE MLAN ID	CONE WI AN TO	<u>New</u>	Namo	CONE WLAN ID	
ONE YRES ID	CONE YRES ID	Delete	ivane		
CONF YGRP ID	CONF YGRP ID		Caption	CONF_WLAN_ID	
CONF XCOM ID	CONF XCOM ID		Data type	Integer -	
CONF XCMS ID	CONF XCMS ID	🛉 🕩			
CONF_CONTACT_XCMS_ID	CONF_CONTACT_XCMS ID	Down	Name	D C English Erandh	
CONF_XADR_ID	CONF_XADR_ID	· · · · · · · · ·	Caption	c c crysisti French	
P_PRINTUSER	SP_PRINTUSER		Caption	<u>c.</u>	
P_LETTERUSER	SP_LETTERUSER				
P_HOTELWEB	SP_HOTELWEB				
P_HOTELTELEFON	SP_HOTELTELEFON				
P_HOTELFAX	SP_HOTELFAX				
P_HOTELEMAIL	SP_HOTELEMAIL				
P_HOTELZIPCODE	SP_HOTELZIPCODE				
P_HOTELNAME	SP_HOTELNAME				
P_HOTELCOUNTRY	SP_HOTELCOUNTRY				
P_HOTELCITY	SP_HOTELCITY				
P_HOTELADDRESS	SP_HOTELADDRESS				
P_REPORT_LANGUAGE	SP_REPORT_LANGUAGE				
P_LANGID	SP_LANGID				
P_USER_ID	SP_USER_ID				
CONF_GREETINGTYPE	CONF_GREETINGTYPE				
CONF_ADDRGREET	CONF_ADDRGREET				
	CONE LETTOREET		1		

- 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.

Report Report File     Image: Constraint of the second secon	v Binary
Report information Translated Description Description Report name Q_Search	v Binary
Translated Description Description Report name	
Description       Report name	
Report name	
Number of copies on primary printer 1	
Musher of coning on exceeding printer	
regiment of optics of securically printed	
Night gudit options None	
Language selection on run	
Language Default Finlish	
Security level 1 All Reports	
External ID v v v v v v v v v v v v v v v v v v	
< ۲	
Report information	
Parameter Name Default Value Name Default Value	
Prompt system parameter on run	
	icel

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

8 Create Binary Report	
Report Name	<u> </u>
	Cancel

- 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.

	2				
R	Report Edit				
	Report Report File				Ок
	Description				👌 Import
	Confirmation Letter		🤎 <u>E</u> dit		🛃 Export
	Feature				
		▼			
N	lame V	Description	New	Parameters Properties	
			Delete	N <u>a</u> me 🔻	
				Caption	
				Data type 🗸 🗸	
			Do <u>w</u> n	Translation	
				Report have to be saved first.	
					Or Cancel

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.

Report Report File								
Description								
Confirmation Letter		Edit						🖻 Export
Feature								
	•							
Name	∇ Description	New	Parameters	Properties				
CONF_ADDRGREET	CONF_ADDRGREET		Name	CONF_ADDRG	REET	•		
CONF_CONTACT_XCMS_ID	CONF_CONTACT_XCMS_ID	<u>D</u> elete	Cantion		DEET	_		
CONF_GREETINGTYPE	CONF_GREETINGTYPE		Cogoon	CON _ADDRO				
CONF_LETTGREET	CONF_LETTGREET		Data type	String		-		
CONF_WLAN_ID	CONF_WLAN_ID							
CONF_XADR_ID	CONF_XADR_ID	🔶 Do <u>w</u> n	Name	Description	German	English	French	1
CONF_XCMS_ID	CONF_XCMS_ID		Caption	CONF AD				4
CONF_XCOM_ID	CONF_XCOM_ID							L
CONF_YGRP_ID	CONF_YGRP_ID							:
CONF_YRES_ID	CONF_YRES_ID							
SP_HOTELADDRESS	SP_HOTELADDRESS							
SP_HOTELCITY	SP_HOTELCITY							
SP_HOTELCOUNTRY	SP_HOTELCOUNTRY							
SP_HOTELEMAIL	SP_HOTELEMAIL							
SP_HOTELFAX	SP_HOTELFAX							
SP_HOTELNAME	SP_HOTELNAME							
SP_HOTELTELEFON	SP_HOTELTELEFON							
SP_HOTELWEB	SP_HOTELWEB							
SP_HOTELZIPCODE	SP_HOTELZIPCODE							
SP_LANGID	SP_LANGID							
SP_LETTERUSER	SP_LETTERUSER							
SP_PRINTUSER	SP_PRINTUSER							
SP_REPORT_LANGUAGE	SP_REPORT_LANGUAGE							
SP_USER_ID	SP_USER_ID							

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

The report is now listed on the main reports screen.

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.

Sections and sub-sections dialog 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.

**(1)** The type of editor used is defined via the option EDITOR under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Reports  $\rightarrow$  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.

Elle View Edit Inset Extrant Outline Deciment	
rie view gant program Gouline Designer	
	•   1 <sup>97</sup> ⊛ Groups •   <sup>SML</sup> [?] <u>×1</u>
L · · · · 3 · · · 2 · · · 1 · · · 2 · · · 1 · · · 2 · · · 3 · · · 4 · · · 5 · · · 6 · · · 7 · · · 8 · · · 9 · · · 10 · · · 11 · · · 12 · · · 13 · · · 14 · · · · · · · · · · · · · · ·	🕀 Data Sources
	Functions
	⊞- Parameters ⊞- Fields
Header 123	
«SP_HOTELNAME» - «SP_HOTELADDRESS» -	
«SP_HOTELZIPCODE» «SP_HOTELCITY»     Tel: «SP_HOTELTELERON», EXT: «SP_HOTELPAN», EXD: %SP_HOTELENAIL», Homemore: «SP_HOTELWER»	
- Text (11213)	
- «NAME+ADDRESSGREETING»	@SP_HOTELNAME
0 •	
-	
RESERVATION CONFIRMATION	SP_HOTELNAME
SP HOTELCITY» (FIDELIODATE)	Insert
-	TODAK
© «GUEST_OR_CONTACT_GREETING»,	
Thank you for your reservation at the «SP_HOTELNAME». It is my pleasure to confirm your	Group Options
- accommodation details as follows:	Start/End Data Area
	E Between Data Groups
- Guest Name: «GUESTNAME+GREET»	E Between Stretched Data
Room Type: «NOOFROOMS» «ROOMTYPE DESC»	Text Group Property
Number of Guests: «NOOFADULTS» «ADULT_WORD_E»	
- Room Rate: «RATE» € per room and night	Expressions
ConfirmationNumber: «RESERVATION_NO»	
- ; ≝ ⊑ ⊞ ¼ ⊗ < }	
100%	1.

# 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.

Manu	Definition
мепи	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.

Menu Bar Options

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
	Parameters and Functions

### Insert Shortcut Buttons

Button	Definition	
۹.	Insert or edit a hyperlink.	
*	Insert a field.	
<b>(</b>	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
<b>%</b>	Displays the execute report dialog box.
Groups 🝷	Groups Start, Group End, Header, Text or Footer group.
sal S	Insert a SQL Query definition.
[?]	Edit or insert a report parameter.
XI	Insert a data source, function, parameter or field.

# Page Layout Buttons

Button	Definition
	Normal Layout
E	Page Layout View
	Full Page
I	Show Gutter
0	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.

**(1)** Default queries can be defined via the option DEFAULT QUERIES FOR INTERNAL EDITOR under Setup  $\rightarrow$  Configuration  $\rightarrow$  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  $\rightarrow$  Configuration  $\rightarrow$  Cashiering  $\rightarrow$  Currencies for the selected currency under Global Settings  $\rightarrow$  Billing  $\rightarrow$  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  $\rightarrow$  Billing  $\rightarrow$  Currency 4 tab.

# Example:

NumToStr(RES.CONF\_RATE, 3)

The following example will take the decimals defined under Setup  $\rightarrow$  Configuration  $\rightarrow$  Cashiering  $\rightarrow$  Currencies for the currency entered under Global Settings  $\rightarrow$  Billing  $\rightarrow$  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.

8 Query Definition	- • •
Query alias /	New
Revenue Expected	🖉 Edit
	Delete
SELECT YPOS.YPOS_DATE SUM(YPOS.YPOS_QUANTITY*YPOS.YPOS_UNITPRICE) REVENUE FROM YPOS WHERE YPOS.YPOS_YRES_ID= :CONF_YRES_ID GROUP BY YPOS.YPOS_DATE	Do <u>w</u> n
	🗱 <u>C</u> lose

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

Query Alias	- • •
Alias name	<u> </u>
Query	
	Cancel

- 4. Enter a unique ALIAS NAME.
- 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.

2 Query Definition	- • •
Query alias	∧ 📄 <u>N</u> ew
Revenue Expected	Fdit
Revenue Expected 1	
	Delete
SELECT	
YPOS, YPOS_DATE SUM(YPOS_YPOS_OLIANTITY*YPOS_YPOS_UNITPRICE) REVE	NIF Down
FROM	
YPOS WHERE	
YPOS.YPOS_YRES_ID= :@RES.RESERVATION_ID GROUP BY YPOS.YPOS_DATE	
	Close
YPOS WHERE YPOS.YPOS_YRES_ID=:@RES.RESERVATION_ID GROUP BY YPOS.YPOS_DATE	Close

- 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.

Group Start	
Group End	
Header	
Text	
Footer	

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.

Group Options		
Text 💌		
🔲 Start/End Data Area		
🔲 Between Data Groups		
🔲 Between Stretched Data		
Text Group Property		
🔲 Stretch Text		
Group Properties		
Expressions		
always visible 💌		

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

Header	123
	«SP_HOTELNAME» - «SP_HOTELADDRESS» -
	«SP_HOTELZIPCODE» «SP_HOTELCITY»
	Tel: «SP_HOTELTELEFON» - F1x: «SP_HOTELFAX» - EM21t «SP_HOTELEMAIL» - Homepage: «SP_HOTELWEB»
Text	123
«N	AME+ADDRESSGREETING+LE»

«NAME+ADDRESSGREETING+LF» «NAME+ADDRESSGREETING» «ADDRESS»

#### 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.

Group Start	
Group End	
Header	
Text	
Footer	

- 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.

Group "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<>")

🚯 Expressions for this band	
Before Process       Prepare Data       After Process       Global Variables       Macros         Startcode - will be executed before processing the embedded data. (Groups: Please set the result to TRUE if the band should be processed. This code will be executed for each row! You can use it to initialize the variables for the detail group)         and(PM_PRINTPHONENR=1,PHONE.PHONE<>'')	
Check Code Help Cancel OK	)

- 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.

**(2)** The display of telephone details on the invoice is controlled by the parameter DEFAULT TO DISPLAY TELEPHONE DETAILS ON INVOICE under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Billing  $\rightarrow$  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.

8 Query Alias	- • •
<u>Alias name</u>	<b>№</b> <u>о</u> к
Query	
	Const
<u> </u>	Cancel

- 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(XC MS\_NAME3,NULL,",CHR(10)||XCMS\_NAME3),DECODE(XCMS\_NAME3,NULL,CHR(1 0)||XCMS\_NAME2,CHR(10)||XCMS\_NAME2||CHR(10)||XCMS\_NAME3)),DECODE(N VL(NVL(XCID\_FAM\_ADDRGREET,XCID\_ADDRGREET),' '),' ',",NVL(XCID\_FAM\_ADDRGREET,XCID\_ADDRGREET)||CHR(10))||TRIM(DECODE(N VL(XCID\_FAM\_NAME,NVL(XCMS\_NAME3,")),",",NVL(XCID\_FAM\_NAME,XCMS\_NAM E3)||'

- 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

- 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.

8 User defined field		- • •
C <u>a</u> ption		<b>₩</b> <u>o</u> k
Edit before Insert		Eormulas
Co <u>d</u> e	*	
	Ŧ	
Help	*	
	Ŧ	Or Cancel

- 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)

8 User def	ined field	- • •
C <u>a</u> ption	FAM_NAME_ADR_GREE_LF	
Edit before	Insert	Eormulas
Co <u>d</u> e	AdjustLineFeed(FAM_ADR.COM_FAM_IND_ADDR_LF)	×
		_
Help		
		- Oancel

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.

Parameters	Properties		
N <u>a</u> me	CONF_GREETINGTYPE	•	
Caption	CONF_GREETINGTYPE		
Data <u>t</u> ype	Integer	-	

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.

8 Billing Window Setu	p	- • •
Details Text & Card		
PO #123		
Credit Card		
Credit Card No.:	American Express 3782822463100 -	
Expiry Date:	12/13	
HolderName:	Ralf Aceti	
Guaranteecard:		
		Cancel

- 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=""></short>
*AB	<departure></departure>
*AD	<name+address></name+address>
*AM	<entered_when></entered_when>
*AN	<arrival></arrival>
*AR	<his.number arrivals="" of=""></his.number>
*AZ	<res.noofrooms></res.noofrooms>
*B4	<res.ratecodedesc></res.ratecodedesc>
*BA	<res.guaranteecode></res.guaranteecode>
*DA	<fideliodate_us></fideliodate_us>
*D2, *DE	<deposit_requested></deposit_requested>
*EI	<entered_by_user></entered_by_user>
	<entered_by_username></entered_by_username>
*ER	<noofadults></noofadults>
*ES	<first arrival=""></first>
*FT	<rate+fixcharges></rate+fixcharges>
*GD	<birthtime></birthtime>
	<guestname+greet></guestname+greet>
*GN	<guestname></guestname>
*GT	<staycost_rate+fixcharges></staycost_rate+fixcharges>
	<staycost_rate></staycost_rate>
	<staycost_fixcharges></staycost_fixcharges>

*GZ	<id></id>
*HD	<fideliodate></fideliodate>
*KG	<roomtype></roomtype>
*KI	<noofchilds></noofchilds>
*KZ	<roomtype_desc></roomtype_desc>
*LA	<country></country>
	<country_iso2></country_iso2>
	<country_iso3></country_iso3>
	<country_name></country_name>
*LE	<last arrival=""></last>
	<last_departure></last_departure>
*LI	<deposit_limit></deposit_limit>
*LP	<last rate=""></last>
*LZ	<last_roomnumber></last_roomnumber>
*N1	<firstname></firstname>
*N2	<lastname></lastname>
*NA	<number nights="" of=""></number>
*NI	<nights></nights>
*NN	<nationality></nationality>
*NO	<noshows></noshows>
*OR	<city></city>
*P1, *P2	<fixcharges></fixcharges>
*PA	<lastname+lettergreeting></lastname+lettergreeting>
*PC	<ratecode></ratecode>
*PL	<zip></zip>
*PR	<rateamount></rateamount>
*PS	<passport></passport>
*R3	<ratecode_text></ratecode_text>
	<ratecode_info></ratecode_info>
*RS	<next_arrival></next_arrival>
*RT	<freetext1></freetext1>
	<freetext2></freetext2>
*S1	<street1></street1>
*S2	<street2></street2>
*S3	<street3></street3>
*ST	<cancellations></cancellations>
*TI	<title></title>
*TO	<staycost_rate></staycost_rate>
*VK	<deposit_paid></deposit_paid>
*VZ	<deposit_paid_date></deposit_paid_date>

*ZE	<arrivaltime></arrivaltime>
*ZI	<roomnumber></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  $\rightarrow$  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  $\rightarrow$  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  $\rightarrow$  Configuration  $\rightarrow$  Miscellaneous  $\rightarrow$  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	аа
Å	AA
ä	ae
Ä	AE
Ö	ое
Ö	Oe
æ	ае
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 userdefinable 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

Sections		×
Code	REC	<u>о</u> к
Description	Reservation Cube Reports	
Section <u>r</u> ole	Report -	
Source type	OLAP Cube 👻	
<u>P</u> rint job	Lists and Reports 👻	
Security level	1 All Reports 👻	
<u>H</u> otel segment	▼	Cancel

- 3. The SECTION ROLE has to be **Report** to create or print cube reports.
- 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 userdefinable 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.

Add 🔸	Section
Edit	Subsection
Delete	
Translate	

The Sections dialog box is displayed

Sections		<b>—</b> ×
Cod <u>e</u>		<b>₩</b> <u>о</u> к
Description		
Section <u>r</u> ole	Report 👻	
Source type	Crystal Report 👻	
<u>P</u> rint job	•	
Security level	•	
<u>H</u> otel segment		Or Cancel

- 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.

Report Edit		
Report Report File		
Report information		
Translated Description	A	New Binary
Description		
<u>R</u> eport name	← C Search	
Number of copies on primary printer	1	
Number of copies on secondary printer	0	
Night audit options	None	
Language selection on run		
Language	Default English	
Security level	1 All Reports 👻	
External ID	•	
	٠٠٠٠٠ ( ۲۰۰۱ ( ۲۰۰۱ ( ۲۰۰۱ ( ۲۰۰۱ ( ۲۰۰۱ ( ۲۰۰۱ ( ۲۰۰۱ ( ۲۰۰۱ ( ۲۰۰۱ ( ۲۰۰۱ ( ۲۰۰۱ ( ۲۰۰۱ ( ۲۰۰۱ ( ۲۰۰۱ ( ۲۰۰۱	
Report information	-	
Parameter Name Default Value Name	Default Value	
	Invisible	
	Prompt system parameter on run	
		Cancel

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

8 Create Binary Report	- • •
<u>R</u> eport Name	<u> </u>
	Cancel

- 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.

Confirma	ation 💌
?	Do you want to load the cube definition
	<u>Y</u> es <u>N</u> o

- 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.

8 Select C	ube Definition file           Image: second state         Image	lelio 🕨 NewReports	<ul> <li>CubeReports</li> </ul>	• <b>*</b> ;	Search	h CubeReports	×
Organize	e ▼ New folder					:≡ ▼ □	0
*	Name	Date modified	Туре	Size	-		
	FCR_CRM_2201_PROFILE_STATS_IND.xml	14/03/11 12:17 AM	XML Document	6 KB			
	FCR_CRM_2202_PROFILE_STATS_COMPA	14/03/11 12:17 AM	XML Document	6 KB			
	FCR_CRM_2203_PROFILE_STATS_IND_PO	14/03/11 12:17 AM	XML Document	15 KB			
	FCR_PMS_4300_PACKAGEFORECAST.xml	14/03/11 12:22 AM	XML Document	16 KB			
	FCR_PMS_4570_REVENUE_GROSS_NET_L	14/03/11 12:25 AM	XML Document	34 KB	=		
	FCR_PMS_4700_STAT_COMPANY_PROC	14/03/11 12:26 AM	XML Document	31 KB			
	FCR_PMS_4701_STAT_AGENT_PROC_ME	14/03/11 12:27 AM	XML Document	31 KB		Select a file to previe	w.
	FCR_PMS_4702_STAT_SOURCE_PROC_M	14/03/11 12:27 AM	XML Document	31 KB			
	FCR_PMS_4710_XCMA_HISTFOR.xml	14/03/11 12:28 AM	XML Document	39 KB			
	FCR_PMS_4720_SOURCE_HISTFOR.xml	14/03/11 12:28 AM	XML Document	36 KB			
	FCR_PMS_4730_XCMM_HISTFOR.xml	14/03/11 12:28 AM	XML Document	28 KB			
	FCR_PMS_4750_COMPANY_HISTFOR.xml	14/03/11 12:28 AM	XML Document	16 KB			
	FCR_PMS_4751_XCMS_TRAVEL_HISTFOR	14/03/11 12:29 AM	XML Document	8 KB			
	FCR_PMS_4752_XCMS_SOURCE_HISTFOR	14/03/11 12:29 AM	XML Document	8 KB			
-	FCR_PMS_4760_CHANNEL_HISTFOR.xml	14/03/11 12:29 AM	XML Document	19 KB	-		
	File <u>n</u> ame:			•	XML Fil	es (*.xml) en 🔽 Cancel	•
							al

# The Cube Viewer screen is displayed.

le Cube	Definition	View Run	Settin	gs					
ð					th		Total b	y ROWS	
ş —	Year	_	Month	Day	No. of Rooms	000	No. of Rooms to sell	Occ. ooms def.	Occ. Rooms tent.
2011		- November			4110	2	4108	656	38
				01/11/11	137		137	70	
				02/11/11	137		137	70	
				03/11/11	137		137	15	
				04/11/11	137		137	16	
				05/11/11	137		137	14	
				06/11/11	137		137	24	
				07/11/11	137		137	20	
				08/11/11	137		137	18	
				09/11/11	137		137	15	
				10/11/11	137		137	141	
				11/11/11	137		137	141	
				12/11/11	137		137	13	
				13/11/11	137	1	136	4	
				14/11/11	137	1	136	4	
				15/11/11	137		137	16	

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
Мар	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.

B Dimension editor : Market Code[XCMA	- • •		
Caption Market Code	Items count	12	✓ <u>о</u> к
Active items (Unsorted)	Repository(inactive items)		💱 <u>A</u> ll Visible
📰 🔽 🚺 Vacation Sharing Member			😽 All Invisible
🔽 🛃 Company with Contract			All Eiltorad
🔣 🖂 🖉 Company without Contract			All filtered
Weekend			🎲 Circle Shift
Group			📩 Add Group
Tour Serie			- Delete Group
Complimentary			
House Use			-Exp. / Coll.
			Sort
Autofilter			
Forecasting			
Prev. 🕅 Next. 🕅 Method Simple movin	Cancel		
J			

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:

<b>D</b> '					
1)IMP	nsinn	editor	dial	na	nnx
DIIIIC	1151011	cuitor	uiui	Ug.	DUN

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.

8 Measure manager		- • •
<ul> <li>✓ ✓ Value</li> <li>✓ ∑ Value</li> <li>✓ ∑ Percents by ROW</li> <li>✓ ∑ Percents by COLUMN</li> <li>✓ ∑ Rank[Column]</li> <li>✓ ∑ Rank[Row]</li> <li>✓ ∑ Difference with previous Column</li> <li>✓ ∑ Difference with previous Row</li> <li>✓ ∑ Sum with previous Row</li> <li>✓ ∑ Sum with previous Row</li> <li>✓ ∑ Running Total by Column</li> <li>✓ ∑ % by c group</li> <li>✓ ∑ % by r group</li> </ul>	Display caption         Value         Value representation         Value         Cell         Operation         Filters         Filter by Map cells         Enabled         Max. value         Filter by fact table records         Enabled         Max. value         Distinct         Measure formating         ########0.00##         Build format         Calculation type         ctSumma	Calculate  Calculate
<u></u>		Cancel

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.

8 Oct, 2011	
E-Rows	Rows
▼ Value	Rows           70.00         65,965.331           70.00         65,000           65,000         6,303.88 Baly Snoze, 115 Rue des Montagnes, 3125 Genava           60,000         6,303.80 Baly Snoze, 115 Rue des Montagnes, 3125 Genava           70.000         6,303.80 Baly Snoze, 115 Rue des Montagnes, 3125 Genava           70.000         13,102.28 Lurpe 1, 1057 Barin           70.000         7,843 Fracher Doprid Rupp, 138.41kr 1, 1057 Barin           70.000         7,843 Fracher Doprid Rupp, 138.41kr 1, 1057 Barin           70.000         7,843 Fracher Doprid Rupp, 138.41kr 1, 1057 Barin           70.000         7,843 Fracher Doprid Rupp, 138.41kr 1, 1057 Barin           7,843 Fracher Doprid Rupp, 138.41kr 1, 1057 Barin         13.02.28 MicRos-Fraitic Microsof Francos 74.71 Most Rupp, 138.41kr 1, 1057 Barin           7,843 Fracher Doprid Rupp, 138.41kr 1, 1057 Barin         13.02.28 MicRos-Fraitic Microsof Francos 74.71 Most Rupp, 138.41kr 1, 1057 Barin           7,843 Fracher Doprid Rupp, 138.41kr 1, 1057 Barin         13.02.28 MicRos-Fraitic Microsof Francos 74.71 Mic
Legend V Marks V	many, Carl-Zeiss-Strasse 15, 81837 Munich No Name Company, Seestr. 12, 13249 Berlin

### The Cube Designer

The Cube Designer is opened when defining a new Cube Report or selecting CUBE DEFINITION  $\rightarrow$  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.

8 Cube Designer		
Cube Fact Data Query SELECT A.*, B.2DCO_NUMERICDESC, B.2DCO_LONGDESC, C.2DCG_LONGDESC, D.2DMG_LONGDESC, D.2DMG_LONGDESC FROM V8_SYS_STAT_SRPD_LY A, ZDCO B, ZDCG C, ZDMG D WHERE A.SRPD_ZDCO_ID = B.ZDCO_ID AND B.ZDCO_ZDCG_ID = C.ZDCG_ID(+) AND C.ZDCG_ZDMG_ID = D.ZDMG_ID(+) AND SRPD_DATE >=:FromDate AND SRPD_DATE <=:ToDate	Run parameters          Name	<u>h</u>
Cancel	🔶 Back	Eorward

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

Cube Designer Split database fields to dimensions and measures		_ • •
Available field list	Dimensions	
GROSSREVD GROSSREVDLY GROSSREVMLY GROSSREVYLY GROSSREVYLY NETREVD NETREVD NETREVM NETREVM NETREVM NETREVYLY SRPD_DATE SRPD_TYPE SRPD_TYPE SRPD_TYPE SRPD_TOCO_ID ZDCG_LONGDESC ZDCO_LONGDESC ZDCO_NUMERICDESC ZDCO_NUMERICDESC ZDCO_NUMERICDESC	SRPD_DATE ZDMG_LONGDESC ZDCG_LONGDESC ZDCO_NUMERICDESC ZDCO_LONGDESC	
	Measures GROSSREVD GROSSREVDLY GROSSREVMLY GROSSREVMLY GROSSREVYLY	
Cancel	▲ Bac	k Eorward

The third screen is used to configure dimensions.

Cube Designer	
Configure dimensions	
SRPD_DATE ZDMG_LONGDESC ZDCG_LONGDESC ZDCO_LUMERICDESC ZDCO_LONGDESC	DataSet Type Fact Data C Table SQL
	Alias KeyField
	Default Sort
	Display Label
	Forecasting method
	Null Name
Cancel	← <u>B</u> ack ← <u>F</u> orward

The fourth screen is used to configure measures.

8 Cube Designer		- • •
Configure Measures GROSSREVDLY GROSSREVMLY GROSSREVY GROSSREVY GROSSREVYLY	Alias Calc. type Format string	<b>v</b> Build
Cancel	🗲 <u>B</u>	ack 🔶 Eorward

The last screen is used to configure the Cube.

8 Cube Designer					- • •			
Cube Settings								
-Some special PivotCube	Some special PivotCube settings							
Always save council	unt information (uncheck that	option to decrease cube	size)					
Starting map configura	tion							
Dimension	Columns	Measures						
		GROSSREVD	✓ Hide empty columns					
		GROSSREVDLY	,					
		GROSSREVM	Hide empty rows					
		GROSSREVY						
		GROSSREVYLY						
	Paura							
	ROWS							
	SRPD_DATE							
	ZDMG_LONGDESC							
	ZDCG_LONGDESC							
	ZDCO_LONGDESC							
🔲 Do not build cube after exit.								
Or Cancel				e Back	Forward			

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.

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:		

Configure dimensions dialog box

	No sort By Key field value (Variant) By Lookup field value (string)
	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

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.		

Cube Settings dialog box

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.

8 Ci	ube Viewer				
File	Cube Definition	View	Run	Settings	

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

8 Company Statistic wi	th Average - Cube Report	
Parameters Export		60^ View
Start date	01/11/2011 💌	Print
End Date	05/11/2011 💌	Copies 1
Company Name		
		Close 2

5. Click the VIEw button to display the report.

8 Ci	ube Viewer													
<u>F</u> ile	Cube Definition	View	<u>R</u> un <u>S</u> etti	ngs										
邊	Month	th						2011	, 11 (Nov)					
Z)	Company	Roo	m Nights	Gross R	oom Revenue	Net Roor	m Revenue	Gross F&8	B Revenue	Net F&&	B Revenue	Gross Ext	ra Revenue	Net Extra Re
Europe	ean Central Bank													
Fiat M S.A.	otor Company		2											
Fische	r Export & Import		2											
MICRO	DS-FIDELIO GmbH						_							
MICRO	DS-Fidelio GmbH			-			_							
Micros	oft Corporation		2	-			_							
Schmic GmbH	dt & Partner		174		5387.20		5034.77							
•														F
	1													

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

8 Measure manager	
Image: Second Nights         Image: Second Nights	Calculate  Calculate

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

0

Calculated measures m	Calculated measures manager					
Gross Avr. Room Rate		Add new measure	_			
Net Avr. Room Rate Gross Room Per Person Net Room Per Person		Edit measure name				
Gross F&&B Per Person	Calculation	formula	_			
			^			
	_		Ŧ			
Available measures	<b>1</b>	Available views	<u>}</u>			
GROSSROOMREV NETROOMREV GROSSEBREV		COUNT RANK_BY_COL RANK_BY_ROW				
ROSSEXTRAREV	Ŧ	RUNNING_TOTAL_BY_COL RUNNING_TOTAL_BY_ROW	Ŧ	Or Cancel		

8. Click the ADD NEW MEASURE button.

Add new measure	
,	

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

Calculated measures ma	nager			<b>—</b>
	Calculated m	easures		<b>№</b> <u>о</u> к
Net F&&B Per Person Gross Extra Per Person	*	Add new measure		🗳 C <u>h</u> eck
Net Extra Per Person Gross Total Per Person		Edit measure name		
Net Total Per Person	-	Delete calculated measure	: ]	
	Calculation	formula		
begin Result =  end			*	
Available measures	1	Available views	<b>ħ</b> -	
YDET_NOOFROOMS GROSSROOMREV NETROOMREV GROSSFBREV NETFBREV		VALUE COUNT RANK_BY_COL RANK_BY_ROW RUNNING_TOTAL_BY_COL	* III	
JGROSSEXTRAREV	-	RUNNING_TOTAL_BY_ROW	Ŧ	Or Cancel

- 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 **P**.

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

Calculated measures ma	anager			×	
	Calculated m	easures		<b>№</b> <u>о</u> к	
Net F&&B Per Person Gross Extra Per Person Net Extra Per Person Gross Total Per Person		Add new measure Edit measure name		💞 C <u>h</u> eck	
Net Total Per Person	-	Delete calculated measure	e		
	Calculation f	formula			
begin Result = "GROSSTOTALREV"/"NOOFPERSONS" end					
Available measures	<b>1</b>	Available views	<b>1</b>		
YDET_NOOFROOMS GROSSROOMREV NETROOMREV GROSSFBREV NETFBREV		VALUE COUNT RANK_BY_COL RANK_BY_ROW RUNNING_TOTAL_BY_COL	•		

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.

8 Measure manager		- • •
Image: Second Revenue         Image: Second Revenue <td< th=""><th>Display caption Gross Total Per Person Value representation Value Cell Operation Filters Filter by Map cells Enabled Min. value Enabled Max. value Filter by fact table records Enabled Min. value Enabled Min. value Distinct Measure formating #######0.00 Build format Calculation type ctSumma Formula (is calculated measure) begin Result = "GROSSTOTALREV"/"NOOFPERSONS" end</th><th></th></td<>	Display caption Gross Total Per Person Value representation Value Cell Operation Filters Filter by Map cells Enabled Min. value Enabled Max. value Filter by fact table records Enabled Min. value Enabled Min. value Distinct Measure formating #######0.00 Build format Calculation type ctSumma Formula (is calculated measure) begin Result = "GROSSTOTALREV"/"NOOFPERSONS" end	
J	1	

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.

8 Company Statistic wi	th Average - Cube Report	
Parameters Export		60° <u>V</u> iew
Start date	01/11/2011	Print
End Date	05/11/2011 👻	Copies 1
Company Name		
		Close

5. Click the EXECUTE button to display the report.

8 Cube Viewer															×
<u>File View</u> Setting	Eile View Settings														
Month	, th							201	1, 11 (Nov)						
Company	Roor	m Nights	Gross Ro	om Revenue	Net Roor	m Revenue	Gross F&	8B Revenue	Net F&8	B Revenue	Gross Ex	tra Revenue	Net Extra	Revenue	Ģ
European Central Bank															П
Fiat Motor Company S.A.		2													
Fischer Export & Import	t	2													
MICROS-FIDELIO Gmb	н														
MICROS-Fidelio GmbH															
Microsoft Corporation		2													
Schmidt & Partner GmbH		174		5387.20		5034.77									П
-															►

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

8 Measure manager		- • •
Image: Second Nights         Image: Second Revenue         Image: Second Revenue	Display caption Room Nights Value representation Value Cell Operation Filters Filter by Map cells Enabled Min. value Enabled Max. value Filter by fact table records Enabled Min. value Distinct Measure formating #######0 Build format Calculation type ctSumma	Calculate  Calculate  Clear  Revert  Expand  Clear  Clear

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

Calculated measures ma	Calculated measures manager					
	Calculated measures					
Gross Avr. Room Rate Net Avr. Room Rate Gross Room Per Person Net Room Per Person Gross F&&B Per Person	· · · · · · · · · · · · · · · · · · ·	Add new measure Edit measure name Delete calculated measure		💞 C <u>h</u> edk		
	Calculation	formula				
			*			
Available measures YDET_NOOFROOMS GROSSROOMREV NETROOMREV GROSSFBREV	î.	Available views ( VALUE COUNT RANK_BY_COL RANK_BY_ROW	<b>}</b>			
GROSSEXTRAREV	-	RUNNING_TOTAL_BY_COL RUNNING_TOTAL_BY_ROW	-	Or Cancel		

8. Click the ADD NEW MEASURE button.

Add new measure	

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

Calculated measures ma	anager			×
	Calculated n	neasures		✓ <u>о</u> к
Gross Extra Per Person Net Extra Per Person Gross Total Per Person Net Total Per Person Total Room Rev. Net.	^ 	Add new measure Edit measure name Delete calculated measure		S Check
	Calculation	formula		
begin Result = end			4	
Available measures	1	Available views	<b>1</b> +-	
YDET_NOOFROOMS GROSSROOMREV NETROOMREV GROSSFBREV NETFBREV GROSSEXTRAREV	*	VALUE COUNT RANK_BY_COL RANK_BY_ROW RUNNING_TOTAL_BY_COL RUNNING_TOTAL_BY_ROW	4 III +	Cancel

- 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 .

Calculated measures manager		<b>—</b>
Calculated me Total Room Rev. Net. Calculation fo "DEV_ROOM_REV_NET"+"TENT_ROOM	Add new measure Edit measure name Delete calculated measure ormula	€ QK © Check
Available measures	Available views	Cancel

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.

**(2)** The printer setup for report procedures is defined via the option PROCEDURE REPORT PRINTER SETUP under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Reports  $\rightarrow$  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.

Company Statistic	
Period           Erom Date         01/11/2011         ▼         Io Date         05/11/2011         ▼	Room Nights     Average Room Rate
Profile	
	V Room Revenue
Company     Canpany     Agent     Source	F & B Revenue
	🕼 Extra Revenue
Select by Master	Total Revenue
Company	📝 Day Use
, <u> </u>	✓ Arrivals
Parameters	Persons
Snow Average Figures     Snow only active profiles     Group/Blocks only     Individuals only	Room Rev. per Person
Filter	
Country	
	Extra Rev. per Person
Zip Code From	Total Rev. per Person
Min Total Revenue 0	Cancellations
	Vo-Shows
	🗮 <u>C</u> lose

- 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.

Room Nights
Average Room Rate
Room Revenue
📝 F & B Revenue
🔽 Extra Revenue
Total Revenue
🔽 Day Use
Arrivals
V Persons
Room Rev. per Person
🔽 F & B Rev. per Person
🔽 Extra Rev. per Person
V Total Rev. per Person
Cancellations
Vo-Shows

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.

Nov, 2011         Company       Revenue Type         Schmidt & Partner Gr       Room Nights       174.00         Average Room Rate       30.96         Room Revenue       5,387.20         F&&B Revenue       5,387.20         F&&B Revenue       5,387.20         Day-Use       0         Arrivals       66.00         Persons       180.00         Room Per Person       29.93         F&&B Per Person       1701 Per Person         Total Per Person       29.93         Cancellations       225.00         No-Shows       37.00	8 Company Statistic		
CompanyRevenue TypeValueSchmidt & Partner GrinRoom Nights174.00Average Room Rate30.96Room Revenue5.387.20F&&B Revenue5.387.20Extra Revenue5.387.20Day-Use0Arrivals66.00Persons180.00Room Per Person29.93F&&B Per Person29.93Cancellations225.00No-Shows37.00	<b>→</b>	Date	<b>II</b> Nov, 2011
<ul> <li>Schmidt &amp; Partner Gir Room Nights</li> <li>Average Room Rate</li> <li>30.96</li> <li>Room Revenue</li> <li>5,387.20</li> <li>F&amp;&amp;B Revenue</li> <li>Extra Revenue</li> <li>Total Revenue</li> <li>5,387.20</li> <li>Day-Use</li> <li>Arrivals</li> <li>66.00</li> <li>Persons</li> <li>180.00</li> <li>Room Per Person</li> <li>29.93</li> <li>F&amp;&amp;B Per Person</li> <li>Extra Per Person</li> <li>Zancellations</li> <li>225.00</li> <li>No-Shows</li> <li>37.00</li> </ul>	- Company	Revenue Type	Value
Average Room Rate30.96Room Revenue5,387.20F&&B RevenueExtra Revenue5,387.20Day-UseArrivals66.00Persons180.00Room Per Person29.93F&&B Per PersonExtra Per Person29.93Cancellations225.00No-Shows37.00	- Schmidt & Partner Gr	r Room Nights	174.00
Room Revenue5,387.20F&&B RevenueExtra RevenueTotal Revenue5,387.20Day-UseArrivals66.00Persons180.00Room Per Person29.93F&&B Per Person29.93F&&B Per Person29.93Cancellations225.00No-Shows37.00		Average Room Rate	30.96
F&&B RevenueExtra RevenueTotal RevenueTotal RevenueDay-UseArrivals66.00PersonsRoom Per Person29.93F&&B Per PersonExtra Per PersonExtra Per PersonTotal Per Person29.93Cancellations225.00No-Shows37.00		Room Revenue	5,387.20
Extra RevenueTotal Revenue5,387.20Day-Use		F&&B Revenue	
Total Revenue5,387.20Day-UseArrivals66.00Persons180.00Room Per Person29.93F&&B Per PersonExtra Per Person29.93Total Per Person29.93Cancellations225.00No-Shows37.00		Extra Revenue	
Day-UseArrivals66.00Persons180.00Room Per Person29.93F&&B Per Person29.93Extra Per Person29.93Total Per Person29.93Cancellations225.00No-Shows37.00		Total Revenue	5,387.20
Arrivals66.00Persons180.00Room Per Person29.93F&&B Per Person29.93Extra Per Person29.93Total Per Person29.93Cancellations225.00No-Shows37.00		Day-Use	
Persons180.00Room Per Person29.93F&&B Per PersonExtra Per PersonTotal Per Person29.93Cancellations225.00No-Shows37.00		Arrivals	66.00
Room Per Person29.93F&&B Per PersonExtra Per PersonTotal Per Person29.93Cancellations225.00No-Shows37.00		Persons	180.00
F&&B Per PersonExtra Per PersonTotal Per PersonCancellations225.00No-Shows37.00		Room Per Person	29.93
Extra Per PersonTotal Per Person29.93Cancellations225.00No-Shows37.00		F&&B Per Person	
Total Per Person29.93Cancellations225.00No-Shows37.00		Extra Per Person	
Cancellations 225.00 No-Shows 37.00		Total Per Person	29.93
No-Shows 37.00		Cancellations	225.00
		No-Shows	37.00

- 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.
- Click the Graphical Display icon line at the top of the screen.
   The report is displayed in graphical format.

8 Oct, 2011	
• Rows	Lut. Rows
	70.000         65,555.331         1,305.8 38 Germany, Cark-Zeiss-Strasse 15, 81837 Munich           65,000         722.83 Avgnace der Feuerwehr 5, 04578 Espenhan         6,306 89 Jung, Straze der Feuerwehr 5, 04578 Espenhan           66,000         1,355 Coa Cole Me, 1334 Avenue dreis Martingen, Statze Ger Feuerwehr 5, 04578 Espenhan         1,305.8 38 Germany, Cark-Zeiss-Strasse 15, 81837 Munich           66,000         1,355 Coa Cole Me, 1334 Avenue dreis Martingen, Statzer Ger Feuerwehr 5, 04578 Espenhan         1,305.8 Statzer Ger Feuerwehr 5, 04578 Espenhan           65,000         1,355 Coa Cole Me, 1334 Avenue dreis Martingen, Statzer Ger Feuerwehr 5, 04578 Espenhan         1,305.8 Statzer Ger Feuerwehr 1, 0557 Berlin           70,000         1,358 BM Deutschland GmeH, Pasciatrasse 100, 75689 Stutgart         1,358 BM Deutschland GmeH, Pasciatrasse 100, 75689 Stutgart           45,000         4,398 BM Coustenland Circle, Europadimer H, et Al 4408 Deuts         1,4248 55 MicRoS-Feble OmeH, Europadimer H, et Al 4408 Deuts           40,000         1,4248 55 MicRoS-Feble OmeH, Europadimer H, et Al 440 Neues         1,1957 Less Uis Cedex           35,000         3,5000         3,5000 Romann         11,694 31 Schmidt & Partner GmeH, Budgester Str. 96, 10787 Berlin           35,000         11,694 31 Schmidt & Partner GmeH, Budgester Str. 96, 10787 Berlin         3,500 Romann         11,694 31 Schmidt & Partner GmeH, Budgester Str. 96, 10787 Berlin
Views Velue	25,000 20,000 15,002,200 15,000 10,000 12,72,00 10,000 12,72,00 10,000 10,000 12,72,00 10,0

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  $\blacksquare$  at the top of the screen to close the graphical display.
- 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.
- Complete the report criteria and select the calculations to be included in the report.
- 4. Click CALCULATE to display the report.
- 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)

B Dimension editor : Company		- • ×
Caption       Company         Active items (Unsorted)         Astive items (Unsorted) <td>Items count 17 Repository(inactive items)</td> <td>✓ QK         Image: All Visible         Image: All Filtered         Image: All Filtered         Image: Circle Shift         Image: All Group         Image: Delete Group         Image: Exp. / Coll.         Sort</td>	Items count 17 Repository(inactive items)	✓ QK         Image: All Visible         Image: All Filtered         Image: All Filtered         Image: Circle Shift         Image: All Group         Image: Delete Group         Image: Exp. / Coll.         Sort
Autofilter none Value Forecasting Prev. Next. Method Triple Expor		Cancel

- 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.

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.				

Dimension editor dialog box

### How to change measure manager options

1. Click the Measure Manager Icon  $\stackrel{\text{log}}{\Longrightarrow}$  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.

8 Measure manager	[	- • •
<ul> <li>✓ ↓ Value</li> <li>✓ ↓ Value</li> <li>✓ ↓ Percents by ROW</li> <li>✓ ↓ Percents by COLUMN</li> <li>✓ ↓ Rank[Column]</li> <li>✓ ↓ Rank[Row]</li> <li>✓ ↓ Difference with previous Column</li> <li>✓ ↓ Difference with previous Row</li> <li>✓ ↓ Sum with previous Column</li> <li>✓ ↓ Sum with previous Row</li> <li>✓ ↓ Sum with</li></ul>	Display caption   Value   Value representation   Value   Cell   Operation     Filters   Filter by Map cells   Enabled   Max. value   Filter by fact table records   Enabled   Max. value   Distinct   Measure formating   ########0.00##   Build format     Formula (is calculated measure)	Calculate  Calculate  Calculate  Clear  Revert  Expand  Cancel

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.

/	Data	III Nov, 2011
	Date	Value
<ul> <li>Company</li> <li>Sobmidt &amp; Partner Group</li> </ul>	Revenue Type Room Nighte	
	n oom nignis	174.00
	Average Room Rate	30.96
	Room Revenue	5,387.20
-	F&&B Revenue	
-	Extra Revenue	
-	Total Revenue	5,387.20
-	Day-Use	
	Arrivals	66.00
-	Persons	180.00
-	Room Per Person	29.93
-	F&&B Per Person	
	Extra Per Person	
	Total Per Person	29.93
	Cancellations	225.00

- 5. Select the Advanced check box.
- 6. Click the Map Builder icon in the upper left corner to display the Map Builder screen. Here you can adjust the rows, columns and dimensions of the report.

Map builder	×
Rows     Company     Columns     Columns     Columns     Columns     Country     Country     Aaster     City     State     Disabled Dimensions	€ Edit
	Cancel

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.

Show grand total Show empty rows/	columns				0 et 2011			
Date Date			_		000,2011			+ Details
Country		ll.	Germany	III	Switzerland	I	USA	Advanced
😵 — Company Revenue Type	Value		Value		Value		Value	in narancea
+ 3B Germany, Carl-Zeiss-Strasse 15, 81837 Munich	1, <mark>305</mark> .80		1, <mark>305</mark> .80					
+ Avaya, Straje der Feuerwehr 5, 04579 Espenhain	2, <mark>732</mark> .83		2, <mark>732</mark> .83					
→ Bailly Shoes, 115 Rue des Montagnes, 31256 Geneva	6, <mark>308</mark> .86				6, <mark>308</mark> .86			
Coca Cola Inc., 1334 Avenue of the Americas 3rd Floor, 11333 New York	1, <mark>363</mark> .00						1, <mark>363</mark> .00	
+ European Central Bank	13, <mark>102</mark> .28		13, <mark>102</mark> .28					
Fiat Motor Company S.A.	3,636.28		3, <mark>636</mark> .28					•
Fischer Export & Import, Salzufer 1, 10587	7, <mark>654</mark> .87		7, <mark>654</mark> .87					-
Hewlett Packard, 2 HP Avenue, 78293	157.00						157.00	-
IBM Deutschland GmbH, Pascalstrasse 100, 70569 Stuttgart	4, <mark>339</mark> .00		4, <mark>339</mark> .00					
MICROS-FIDELIO GmbH, Europadamm 4 - 6, 41460 Neuss	23.56		23.56					
HICROS-Fidelio GmbH, Franklinstr. 14, 10587 Berlin	14, <mark>249</mark> .55		14, <mark>249</mark> .55					
Hicrosoft Corporation, 10260 SW Greenburg Rd Suite 600, 97223-5500 Portland	3, <mark>988</mark> .44						3, <mark>988</mark> .44	
Hicrosoft France SARL, 18 Avenue du Quebec Zone de Courtaboeuf, 91957 Les Ulis Cedex	2, <mark>791</mark> .91							
<ul> <li>Minolta (UK) Ltd, Precedent Drive Rooksley, MK13 8HF Milton Keynes</li> </ul>	1, <mark>047.</mark> 00							

## 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.

8 Company Statistic		- • •
Period <u>F</u> rom Date 01/10/2011 ▼ <u>T</u> o Date 31/10/2011 ▼	Room Nights	Calculate
Profile	Average Room Rate     Room Revenue	Deselect all
	F & B Revenue	
Select by Master	Total Revenue	
Company	<ul> <li>Day Use</li> <li>Arrivals</li> </ul>	
Parameters     Show Average Figures     Show only active profiles     Group/Blocks only     Individuals only	Persons Room Rev. per Person	
Filter	F & B Rev. per Person	
Zip Code From	Extra Rev. per Person Total Rev. per Person	
Min Total Revenue 0	Cancellations	
		X Close

- 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.

Show subtotals	Show measures
Show grand total	Show empty rows/columns

- 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  $C_{TTY}$  from the Dimensions section up to the Rows section so that City is listed first.

Map builder	<b>—</b>
Image: Company         Image:	₩ <u>QK</u> <u>E</u> dit

12. With the cursor still on CITY, click  $\ensuremath{\mathsf{EDIT}}$  to display the Dimension editor screen for City.

8 Dimension editor : City			- • •
Caption City Active items (Sort by name, Ascending) Active items (Sort by name, Ascending) Active items (Sort by name, Ascending) Berlin Berlin Geneva Houston Houston Houston Houston Milton Keynes Milton Keynes New York New York Portland	Items count Repository(inactive items)	12	<ul> <li>✓ QK</li> <li>✓ QK</li> <li>✓ All Visible</li> <li>✓ All Invisible</li> <li>✓ All Filtered</li> <li>✓ Circle Shift</li> <li>✓ Add Group</li> <li>✓ Delete Group</li> <li>✓ Exp. / Coll.</li> <li>Sort</li> </ul>
Autofilter       Autofilter       None       Value       Forecasting       Prev.     Next.       Method       Triple Expone	▼ 0 Find		Cancel

- 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  $\frac{1}{2}$  next to CITY to expand the results and then click on VALUE to sort the results in descending order.

Show subto	tals I total	Show measures	s ws/columns		
<u>1</u> 2 ≥			Date	th	Oct, 2011
🂫 — 🕆	City	- Company	Revenue Type		Value
— Berlin					309.00
		<ul> <li>Fischer Export &amp; Impo Berlin</li> </ul>	Room Nights		29.00
		<ul> <li>MICROS-Fidelio Gmb Berlin</li> </ul>	Room Nights		46.00
		- No Name Company, 9	Room Nights		208.00
		<ul> <li>Schmidt &amp; Partner Grr 10787 Berlin</li> </ul>	Room Nights		26.00

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.

8 Calen	dar Event Search									- • ×
Start Date Event Typ Descriptio Calenda	e 06/11/2011 • End Date	05/11/2012 -						/eb Enabled Even	ts Only	© Clear ⊡ Clear ⊵ Edit € Copy
ID	Description	Туре	From Date	To Date	Start Time	End Time	Location	Ticket Price	Est. Atten	Delete
1178	POS8 NG	Conference Bookings	15/10/11	15/11/11						Treadate
1110	Potential Bank Holiday	Bank Holidays	10/11/11	10/11/11						
1129	Praxis B•lowbogen	Conference Bookings	13/11/11	13/11/11						S Post Networks
1130	V8 Presentation for MF France	Conference Bookings	13/11/11	14/11/11						Participants
1185	Booking	Conference Bookings	23/11/11	24/11/11						
1184	Siemens Mobile Phone Revival	Conference Bookings	24/11/11	25/11/11						
1183	Ski Event	Conference Bookings	24/11/11	25/11/11						
1108	Product Retreat	Miscellaneous	27/11/11	01/12/11						
1111	V8 Engine Presentation	Miscellaneous	27/11/11	29/11/11						
1192	Evening gondola ride with Ital	Out Door Events	02/12/11	02/12/11	18:00		Hotel Bar	7.00		
1186	Golf Academy	Out Door Events	13/12/11	15/12/11	14:00	18:00	Outside the Hotel	300.00		
1189	Katie Melua	Cultural Events	13/12/11	13/12/11	19:00	23:00		5.50		
1171	Jazz Night	Cultural Events	18/12/11	18/12/11	20:30			0.00		
1188	IRON MAIDEN live	Cultural Events	18/02/12	18/02/12	20:00			0.00		
1191	Udi Lindenberg on stage	Miscellaneous	23/02/12	23/02/12	20:00		Outside the Hotel	8.00		
	III.								ŀ	Si Close

- 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.

8 Calendar Event Search									
Start Date 06/11/2011  Event Type Miscelaneous Description Calendar Events Daily View	Date 05/11/2012 V						eb Enabled Even	ts Only	Search Clear New Edit Copy
ID Description	Туре	From Date	To Date	Start Time	End Time	Location	Ticket Price	Est. Atten	Delete
1108 Product Retreat	Miscellaneous	27/11/11	01/12/11						S Translate
1111 V8 Engine Presentation	Miscellaneous	27/11/11	29/11/11	20.00		Quantida dha Uladal	0.00		C Post Networks
1191 Uoi Lindenberg on stage	Miscellaneous	23/02/12	23/02/12	20:00		Outside the notei	8.00	<u>'</u>	- Post Networks
۲۱۱								b	

7. To exit the Calendar Events screen, click CLOSE.
#### Customising Suite8 Grids



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.

**(1)** The public locations are defined via the option PUBLIC PLACES under Setup  $\rightarrow$  Configuration  $\rightarrow$  Miscellaneous.

**(1)** The restaurant locations are defined via the option RESTAURANTS under Setup  $\rightarrow$  Configuration  $\rightarrow$  Table Reservations.

**(2)** The conference room locations are defined via the option CONFERENCE ROOMS under Setup  $\rightarrow$  Configuration  $\rightarrow$  CCM  $\rightarrow$  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.

8 Calender Event	t						- • •
Event Web Pi	ctures Participa	nts					<u> ок</u>
Start Date 06/1	11/2011 🔻	<u>E</u> nd Date	06/11/2011	-			
Duration							
From 00:	00 🚽	Until	00:00 💌				
Event Type	Miscellaneous			•			
Location				•	Projected Number of Attendees	0	
Department Code				•	Ticket Price	0	
Description							
Colour		•					
Note							-
							Second Cancel

- 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.

8 Calender Event					[	- • •
Event Web Pi	ctures Participants					<b>№</b> <u>о</u> к
🔲 Web enabled		Web	Ticket Selling <u>L</u> imit	0	]	
Web Short Info						
Web Long Info						
Mobile Device						
Short Info						
Mobile Device						
Long Info						
						Cancel

- 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.

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.

Web	tab
** CD	LUD.

## 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.

8 Participant D	etails	
Profile		V <u>v</u>
No of <u>P</u> ersons	1	
Ticket Price	0	
Notes		*
		Tencel

- 5. Use the **use** 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.

8	Calender Event						[	- • •
E	vent Web Pictures P	articipant	ts					💜 <u>о</u> к
P	rojected Number of Attendee	s	0				Add	
A	ctual Number of Attendees		2				Edit	
Na	ame	Persons	Ticket Price	Amount	Printed	Notes	Edit Profile	
Ra	alph Aceti	2	2 0.00	0.00			<u>D</u> elete	
							Print Print	
							Notes	
•						ŀ		
								Cancel

- 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

- Click the MISCELLANEOUS menu and select CALENDAR EVENTS. The Calendar Events screen is displayed.
- Select the calendar event to be edited and click EDIT.
   The Calendar Event dialog box is displayed.
- 3. Click the PROFILE tab.
- Select the profile to be deleted and click DELETE.
   A confirmation message is displayed.

Information	×
Are you sure?	
<u>Y</u> es <u>N</u> o	

- 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.

Information 🛛
Are you sure to copy this event?
Yes <u>N</u> o

4. Click YES to copy the event.

The Copy Event dialog box is displayed.

8 Copy Event		
Event Web P	fictures Participants	<u>V o</u> k
Start Date 18/	12/2011 <b>v</b> End Date 18/12/2011 <b>v</b>	
Duration	:30 🔽 Until 00:00 🔽	
Event Type	Cultural Events 👻	
Location		
Department Code	615 Cultural Events  Ticket Price 0	
Description	Jazz Night	
Colour	▼	
Note The	e Jazz Night will take place in the hotel bar on December 12th. Doors open 8:30.	<b>^</b>
		S Cancel

- 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.

8 Calender Even	t		- • •
Event Web P	ictures Participants		💜 <u>о</u> к
Start Date 18/	12/2011 💌 <u>E</u> nd Date 18/12/2011 💌		
Duration From 20:	:30 🔽 Until 00:00 💌		
Event <u>T</u> ype	Cultural Events 👻		
Location		Projected Number of Attendees 2500	
Department Code	615 Cultural Events 👻	Ticket Price 0	
Description	Jazz Night		
Colour	•		
<u>N</u> ote The	e Jazz Night will take place in the hotel bar on Decemb	er 12th. Doors open 8:30.	
			Cancel

- 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.

Informati	ion 💽
1	There are linked profiles. Are you sure?
	Yes <u>N</u> o

4. If there are no linked profiles then the confirmation message "Are you sure" is displayed.

Information	×
Are you sure?	
Yes No	

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.

8 Post to Social Networks		
Options		
Post Facebook Event		
Report Post Events to Social Media	•	Create Message
Eacebook	Twitter	
User Name: Libretto Suiteeightdev	User Name: mfdemoprogram	🗮 <u>C</u> lose

4. Select a REPORT and click CREATE MESSAGE; the event details are displayed in the text box.

8 Post to So	cial Networks		
<u>O</u> ptions			
Post Facel	ook Event		
<u>R</u> eport	Post Events to Social Media	•	Create Message
18/12/11 20:3 <b>Jazz Nigh Join us celebra All Drinks half</b>	30 t ating an unforgetable Jazz Nig price. Enjoy excellent artists fi	ht at Piano Bar. 19.30 - 22.00 rom local Jazz City Club	
Faceboo	k	Log Out	
User Name: Li	pretto Suiteeightdev	User Name: mfdemoprogram	Close

- 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.

Fidelio Suite 8 🛛 🔤 🎫	
Post is Successfull.	
<u>0</u> K	

8. Click OK to close the message.

**Note:** If the Twitter message is over 140 characters then an error message is displayed.

8 Fidelio Suite 8		- • •
	Status is over 140 characters.	
Copy to clipboard	]	<mark>₩</mark> <u>о</u> к

#### 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:

8 Post to Social Netw	orks		
Options			
Post Facebook Ever	t		
Event Description	Jazz Night		
Start Date	18/12/2011 12:00 AI -		
End Date	18/12/2011 12:00 AI 💌		
<b>f</b> <u>F</u> acebook	<u></u>	itter	
🗙 Log Out	🔀 Log	g Out	
User Name: Libretto Suit	eeightdev User Nar	ne: mfdemoprogram	🗱 <u>C</u> lose

- 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  $\rightarrow$  Generic 4 Tab

✓ FaceBoo	ok	Reset Access
V Twitter		Reset Access
✓ bit.ly		
User	mfdemoprogram	
API Key	************************	

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	
АРІ Кеу	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.

**(2)** Posting to Social Network Platforms is controlled by the Right Post under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  Rights  $\rightarrow$  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.

8 Change Password	- • •
Old Password	<u> </u>
New Password	
Con <u>fi</u> rm Password	
	Or Cancel

- 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'.

**(2)** The minimum length of a password is controlled by the parameter MINIMUM LENGTH OF PASSWORD under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Generic  $\rightarrow$  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  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Generic  $\rightarrow$  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

Arrival	06/11/2011 👻		Notes	•	
Nights	< 1 >		Category [	Date/Time User	L <u>N</u> ew
Departure	07/11/2011 -				Edit
<u>#</u> of rooms	1				
Adults	1				
Room type	Double Room Room				
Rate code	Local Corporate Amount	90.00			
Res type	Oef	Manual price	De <u>t</u> ails		
Group					
Guarantee c.	•				
Room feature	s 🗸 Colour	<b>_</b>			
Billing Info					
Remarks Days >					

# Billing User Settings

Option	Definition		
Control on Billing se	arch 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: <b>Do nothing</b> - the cursor selection bar will stay on the selected field and can be controlled with either the mouse or the up and down arrows. <b>Jump to Room Number</b> - the cursor will stay on the selected room number. <b>Reload list</b> - 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 e time the user exits the billing guest search screen.	
The alternative rese the option Form Cus	rvation edit screen (FAlternativeResEdit) can be customized via TOMIZATION under Setup $\rightarrow$ Miscellaneous.
The size of the edit EDIT SCREEN SIZE und Reservation 1 tab.	reservation screen may be adjusted via the option RESERVATION er Setup $\rightarrow$ Configuration $\rightarrow$ Global Settings $\rightarrow$ Reservation $\rightarrow$

# **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.

Guest Rights	
Wake Up	<u>M</u> ake Key
Group Wake Up	<u>D</u> elete Key
<u>K</u> ey ►	Make keys prior to check in
<u>T</u> elephone Booth	Group Pre-check-in keys
Interface Posting History	<u>R</u> ead Key

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.

G <u>u</u> est Rights		
Wake Up		
<u>G</u> roup Wake Up		
<u>K</u> ey	۲	
<u>T</u> elephone Booth		
Interface Posting History		

2. Select GUEST RIGHTS; the Active interface screen is displayed.



Select the required interface and click the SELECT button.
 The functions screen for the selected interface is displayed.

Filter	io rest otro	acstrag						
Extensior	n <u>T</u> ype			1	Show checked in re	ooms only		Refresh
Room <u>N</u> u	mber				Set Rights for mult	iple rooms		
Room	Extension	Туре	Checked in	Status (COS)	Message Lamp	Do not Disturb	A	
101	101	R	$\checkmark$	INT	AUS	AUS		
104	104	R	$\checkmark$	INT	AN	AUS	E	
105	105	R	$\checkmark$	INT	AUS	AUS		
107	107	R	$\checkmark$	INT	AUS	AUS		
108	108	R	$\checkmark$	INT	AUS	AUS		
109	109	R	$\checkmark$	INT	AUS	AUS		
110	110	R	$\checkmark$	INT	AUS	AUS		
111	111	R	$\checkmark$	OFF	AUS	AUS		
117	117	R	$\checkmark$	INT	AUS	AUS		
118	118	R	$\checkmark$	INT	AUS	AUS		
121	121	R	$\checkmark$	INT	AUS	AUS		
122	122	R	$\checkmark$	INT	AUS	AUS		
123	123	R	$\checkmark$	INT	AUS	AUS		
124	124	R	$\checkmark$	INT	AUS	AUS		
125	125	R	$\checkmark$	INT	AUS	AUS		
126	126	R	$\checkmark$	INT	AUS	AUS		
127	127	R	$\checkmark$	INT	AUS	AUS		
128	128	R	$\checkmark$	INT	AUS	AUS		
129	129	R	$\checkmark$	INT	AUS	AUS		
131	131	R	$\checkmark$	INT	AUS	AUS		
132	132	R	$\checkmark$	INT	AUS	AUS		
133	133	R	$\checkmark$	INT	AUS	AUS		
134	134	R	$\checkmark$	INT	AUS	AUS		SS _

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.

ilter Extension	Type			<b>v</b>	Show checked in re	ooms only		Refresh
Room Nur	mber				Set Pights for mult	tiple rooms		
					Secregina for man	apie rooma		
Room	Extension	Туре	Checked in	Status (COS)	Message Lamp	Do not Disturb	*	
101	101	R	$\checkmark$	INT	AUS	AUS		
104	104	R	$\checkmark$	INT	AN	AUS	=	
105	105	R	$\checkmark$	INT	AUS	AUS		
107	107	R	$\checkmark$	INT	AUS	AUS		
108	108	R	$\checkmark$	INT	AUS	AUS		
109	109	R	$\checkmark$	INT	AUS	AUS		
110	110	R	$\checkmark$	INT	AUS	AUS		
111	111	R	$\checkmark$	OFF	AUS	AUS		
117	117	R	$\checkmark$	INT	AUS	AUS		
118	118	R	$\checkmark$	INT	AUS	AUS		
121	121	R	$\checkmark$	INT	AUS	AUS		
122	122	R	$\checkmark$	INT	AUS	AUS		
123	123	R	$\checkmark$	INT	AUS	AUS		
124	124	R	$\checkmark$	INT	AUS	AUS		
125	125	R	$\checkmark$	INT	AUS	AUS		
126	126	R	$\checkmark$	INT	AUS	AUS		
127	127	R	$\checkmark$	INT	AUS	AUS		
128	128	R	$\checkmark$	INT	AUS	AUS		
129	129	R	$\checkmark$	INT	AUS	AUS		
131	131	R	$\checkmark$	INT	AUS	AUS		
132	132	R	$\checkmark$	INT	AUS	AUS		
133	133	R	$\checkmark$	INT	AUS	AUS		
134	134	R	$\checkmark$	INT	AUS	AUS		

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.

Room (s) 💿			•	]
$\odot$		-		
Class of Service	<b>_</b>	TV Rights	<b></b>	Set for all Rooms
Message Light		Video Rights	-	
Do not Disturb	<b>_</b>	Minibar Rights		

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.

Confirma	ation 💌
?	Are you Sure to set the Guest Rights for all rooms
	Yes No

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.

Fidelio Suite 8	×
Guest Rights are set for all roo	oms
<u>0</u> K	

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.

O Additional rights can be configured via the options ATTRIBUTE CATEGORIES and MARKETING INFO under Setup  $\rightarrow$  Configuration  $\rightarrow$  CRM.

**Q** Additional rights can be configured via the option INTERFACE RIGHTS under Setup  $\rightarrow$  Configuration  $\rightarrow$  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.

8 Active interface list for wakeup functions	- • •
FIAS-DID Test	Select
Pay IV Prodac PPC	
	3 Cancel

2. Select WAKE UP; the Wakeup interface screen is displayed.

8 Wakeup - FIAS-DID Test				- • •
Extension Wakeup Date	•	All wakeu Active wa Unsuccess Successfu Deleted w	ps keups sful wakeups il wakeups vakeups	Search
Room Extension Date / Time	RESULT	Entered by	Result by	Delete
				X Close

- 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.

8 Wakeup - FIAS-DID Test			- • •
Extension Wakeup Date	•	Active wakeups Active wakeups Unsuccessful wakeup Successful wakeups Deleted wakeups	s Search
Room Extension Date / Time	RESULT	Entered by Result by	<u>D</u> elete
			Close

3. Click New to display the Wakeup Set dialog box.

8 Wakeup Se	t - FIAS-DID Test	
<u>R</u> ooms/Ext. #	<b>•</b>	✓ <u>S</u> et
Wakeup <u>D</u> ate	21/12/2011 💌	
Wakeup <u>T</u> ime	12:09 PM 💌	
		🗱 <u>C</u> lose

- 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  $\ensuremath{\mathsf{WAKE}}\xspace$  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.

8 Group Wakeup - FIAS-DID Test				- • •
Extension	•	All wakeup	s	Search
Wakeup Date 21/12/2011 💌		Unsuccess Successful	ful wakeups wakeups	Set for Group
		Deleted wa	akeups	<u>New</u>
Group Name	Q			Delete
Room Extension Date / Time	RESULT	Entered by	Result by	
				X Close

- 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.
- 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.

8 Group Wakeup -	FIAS-DID Test			_ 🗆 ×
Set Wakeup Delete,	Clear Wakeup			
<u>G</u> roup Name	Micros Fidelio	•	d.	
<u>R</u> ooms/Ext. Number				
Wakeup <u>D</u> ate	22/03/2010			
Wakeup <u>T</u> ime	11:12 AM			
			1	
		✓ Set for whole	e Group 🛛 🤣 <u>S</u> et Wake up	💥 Close

- 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  $\mathsf{ExIT}$  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.

**(2)** Wake up call functionality requires that a valid license code is entered for WAKEUP CALL HANDLING under Setup  $\rightarrow$  Miscellaneous  $\rightarrow$  License  $\rightarrow$  V8 sublicenses  $\rightarrow$  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.

8 In-Hous	e Guests			- • •
Guest <u>Na</u>	ame , First	<ul><li>● Res</li><li>○ Final</li></ul>	ervation Incial Account	Search
Room	Name	Arrival	Departure	•
216	Aceti Ralph	01/11/11	13/11/11	
305	Aceti Ralph	06/11/11	10/11/11	=
218	Allevato Dave	06/11/11	09/11/11	-
	Appleton Joey	06/11/11	09/11/11	
217	Arnold Josef	06/11/11	09/11/11	
113	Baker David	06/11/11	07/11/11	
707	Bond Hans-Joachim	01/11/11	13/11/11	
200	Busfahrer	01/11/11	13/11/11	
105	Fausten Stefan	06/11/11	08/11/11	
705	Garten Y.	01/11/11	13/11/11	
709	Hannemann Uschi	01/11/11	13/11/11	
111	Hektar Christian	06/11/11	11/11/11	
702	Lampe Heinz	01/11/11	13/11/11	
108	Multer Joachim	06/11/11	09/11/11	
106	SMW - Sales meeting worldwide [new]	01/11/11	13/11/11	
706	Schlamm Saskia	01/11/11	13/11/11	<b>2</b>

- 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.

	8 Make Key	- • •		
	Guest name	Ralph Aceti		Make Key
	<u>R</u> oom	216 👻	Key options	
	Number of <u>k</u> eys	1		
	Arrival date	01/11/2011 🖵		
	Valid Until Date	13/11/2011 💌		
	<u>T</u> ime	12:00 💌		Ocancel

- 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.
8 Expected G	uests			- • •
🔲 Guest <u>N</u> ame	e , First			Search
Room Numb	er <u>A</u> rrival O	3/11/2011 ▼		🤎 <u>M</u> ake key
Room	Name	Arrival	Departure	]
107	Aceti Ralph	08/11/11	09/11/11	]
102	McAndrews Reginald	08/11/11	11/11/11	
				🗱 <u>C</u> lose

- 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.

8 Make Key			- • ×
Guest name	Ralph Aceti		Make Key
		Key options	
<u>R</u> oom	216 👻	•	
Number of <u>k</u> eys	1		
Arrival date	01/11/2011 👻		
Valid Until			
<u>D</u> ate	13/11/2011 💌		
<u>T</u> ime	12:00 💌		Or Cancel

- 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.
- Select the required group and click the SELECT button.
   The Group Keys dialog box is displayed.

Group Micros	Fidelio	Group Keys
(eys Printed: 0)	out of 1 Reservation # 34783	
Guest name	Frau Jane Korea	Make Key
<u>R</u> oom	Key options	
Number of <u>k</u> ey:	5 1	
Arrival date	16/03/2010 💌	
Valid Until Date	16/03/2010 💌	
Time	11:00	

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.

**(1)** 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  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Interfaces  $\rightarrow$  Interface 1 tab

**(1)** The functionality to read keys that were printed is controlled by the parameter ALLOW READ KEY OPTION under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Interfaces  $\rightarrow$  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.

Extension:         Date         Date           Ext         Date         Dialed No.         Length         Charge         Unit         Type           2425         05/12/11 3:55:00 PM         0014326872566         00:03:55         0.00         0         H           2467         05/12/11 4:07:00 PM         00923333299066         00:12:11         0.00         0         H           2467         05/12/11 4:07:00 PM         02173481094         00:03:39         0.00         0         H           2425         05/12/11 3:55:00 PM         0014326872566         00:03:55         0.00         0         H           2425         05/12/11 4:08:00 PM         0014326872566         00:03:55         0.00         0         H           2567         05/12/11 4:08:00 PM         04036806777         00:00:29         0.80         2         H	8 Telephone Booth					
Extension:         Date           Ext         Date         Unit         Type           2425         05/12/11 3:55:00 PM         0014326872566         00:03:55         0.00         0         H           522         05/12/11 4:07:00 PM         0092333299066         00:12:11         0.00         0         H           2467         05/12/11 4:07:00 PM         02173481094         00:03:39         0.00         0         H           2425         05/12/11 3:55:00 PM         0014326872566         00:03:55         0.00         0         H           2425         05/12/11 4:08:00 PM         0014326872566         00:03:55         0.00         0         H           2567         05/12/11 4:08:00 PM         04036806777         00:00:29         0.80         2         H	2	2 Charge Room				
Ext         Date         Dialed No.         Length         Charge         Unit         Type           2425         05/12/11 3:55:00 PM         0014326872566         00:03:55         0.00         0         H           522         05/12/11 4:07:00 PM         00923333299066         00:12:11         0.00         0         H           2467         05/12/11 4:07:00 PM         02173481094         00:03:39         0.00         0         H           2425         05/12/11 3:55:00 PM         0014326872566         00:03:55         0.00         0         H           2425         05/12/11 4:08:00 PM         0014326872566         00:03:55         0.00         0         H           2567         05/12/11 4:08:00 PM         04036806777         00:00:29         0.80         2         H		🔓 <u>P</u> ay				
2425         05/12/11 3:55:00 PM         0014326872566         00:03:55         0.00         0         H           522         05/12/11 4:07:00 PM         00923333299066         00:12:11         0.00         0         H           2467         05/12/11 4:07:00 PM         02173481094         00:03:39         0.00         0         H           2425         05/12/11 3:05:00 PM         02173481094         00:03:39         0.00         0         H           2425         05/12/11 3:05:00 PM         0014326872566         00:03:55         0.00         0         H           2567         05/12/11 4:08:00 PM         04036806777         00:00:29         0.80         2         H	it Type	Refresh				
522         05/12/11 4:07:00 PM         00923333299066         00:12:11         0.00         0         H           2467         05/12/11 4:07:00 PM         02173481094         00:03:39         0.00         0         H           2425         05/12/11 3:55:00 PM         0014326872566         00:03:55         0.00         0         H           2567         05/12/11 4:08:00 PM         04036806777         00:00:29         0.80         2         H	н					
2467         05/12/11 4:07:00 PM         02173481094         00:03:39         0.00         0         H           2425         05/12/11 3:55:00 PM         0014326872566         00:03:55         0.00         0         H           2567         05/12/11 4:08:00 PM         04036806777         00:00:29         0.80         2         H	н					
2425 05/12/11 3:55:00 PM 0014326872566 00:03:55 0.00 0 H 2567 05/12/11 4:08:00 PM 04036806777 00:00:29 0.80 2 H	H					
2567 05/12/11 4:08:00 PM 04036806777 00:00:29 0.80 2 H	н					
	н					
		Class				

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.

Informati	ion 💽
1	Selected record(s) posted to Smith, Paul
	<u>O</u> K

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.

8 Tel	8 Telephone Booth						
Filters							Charge Room
Extens	ion:	Date:		-			a Pay
Ext	Date	Dialed No.	Length	Charge	Unit	Туре	Refresh
2425	05/12/11 3:55:00 PM	0014326872566	00:03:55	0.00	0	н	
522	05/12/11 4:07:00 PM	00923333299066	00:12:11	0.00	0	н	
2467	05/12/11 4:07:00 PM	02173481094	00:03:39	0.00	0	н	
2425	05/12/11 3:55:00 PM	0014326872566	00:03:55	0.00	0	н	
2567	05/12/11 4:08:00 PM	04036806777	00:00:29	0.80	2	н	
							State Contemporation

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.

Payment Department: 900 Cash	▼ 4.50 EUR	Post
Foreign Amount:		Credit card
<i>1 EUR = 1.00 EUR</i>		
Card <u>Type</u> Card <u>N</u> o. Expiry (MM/YY) Holder's Name	· · · · · · · · · · · · · · · · · · ·	

8. Complete the payment details and click the Post button to post the payment. A message is displayed indicating that the payment was successful.

Informat	ion 💽
1	Payment was successful.35882
	<u>O</u> K

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.

Informat	ion 💌
i	This account has been checked out. Would you like to create invoice?
	Yes No

10. Click YES to create an invoice; the Folio Styles dialog box is displayed

8 Folio Styl	es		- • •
Customer:	Aceti, Ralph [44]	Window: 1	Print
Balance:	0.00		Preview
<u>S</u> tyle:	Standard	•	Don't Print
	Display telephone details on invoice		Cancel

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.

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 dependent upon the capabilities of the telephone interface installed.
Unit	The number of units used. The recording of the number of units is dependent upon the capabilities of the telephone interface installed.
Туре	'H' indicates that this extension is a house phone and 'B' indicates that this extension is a booth telephone.

### Telephone Booth Grid

# **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.

Telephone Call History - FIAS-DID Test		- • <b>·</b>
Filter Room <u>N</u> umber	Extension Number	Refresh
✓ From Date 20/12/2011 ▼	✓ To Date 20/12/2011 ▼	
Exclude Mini bar postings	☑ Include all partially matching room numbers	
		-
	Total	
		Sectors Close

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

**(1)** This functionality is controlled by the parameter Allow to Send Separate NIGHT AUDIT START/END NOTIFICATIONS under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$ Interfaces  $\rightarrow$  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.

<u>C</u> alculator	Ctrl+Alt+Z
MF POS8	Ctrl+Alt+M

2. Select the application required.

The application is opened in a separate window.

**(1)** The programs listed under this option are defined via the option EXTERNAL APPLICATIONS under Setup  $\rightarrow$  Configuration  $\rightarrow$  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.

8 Budget			
Time Interval	Time Interval	Data	Days to show
From:     06/11/2011 ▼       №. of days     8       ↓     □       Io:     13/11/2011 ▼	Ftom         06/11/2011         ▼           No. of gays         8         ∞           To         13/11/2011         ▼	Values Udget Budget Both Difference	All days     Days to skip:     Day of month
Description     Value       Number of Adults       Number of Children       Occupied Rooms       Total Rooms of H       Out of Order Rooms       Walk-in Rooms       Arrival Rooms       Departure Rooms       Arrival Adults       Arrival Children       Departure Adults       Departure Coordination       Total Gross Reve       Total Net Revenue			
Complimentary R House Use Rooms Total Beds of Hotel Repeating Guests Reservations can Arrival Adults To Departure Adults Arrival Rooms To	Labels Ereset view Use I	eft and right mouse buttons to	zoom and scroll

- 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 Budget - • × 18 Time Interval Data Days to show F<u>rom</u> 06/11/2011 -Erom: 06/11/2011 -Values All days Budget -Days to skip: 1 No. of days 8 ÷ Save No. of <u>d</u>ays 8 ÷ + + Both 1 -© Difference ☑ Chart Day of month <u>T</u>o: 13/11/2011 ▼ 💷 <u>C</u>lear 13/11/2011 👻 Refresh To 06/11/11 07/11/11 08/11/11 09/11/11 10/11/11 11/11/11 12/11/11 Description Value Number of Adults Number of Adults 100 Number of Children 20 1500 1600 1700 1800 1900 2000 2100 Number of Adults in month Occupied Rooms 60 Number of Adults in year 6820 6920 7020 7120 7220 7320 7420 Total Rooms of Hotel 136 Number of Children 20 20 20 20 20 20 20 Out of Order Rooms 2 Number of Children in month 20 40 60 80 100 120 140 Number of Children in yea 20 40 60 80 100 120 140 Arrival Rooms Occupied Rooms 60 60 60 60 60 60 60 Departure Rooms 60 120 180 240 300 360 420 Arrival Adults Occupied Rooms in month Arrival Children Occupied Rooms in year 60 120 180 240 300 360 420 Departure Adults Total Rooms of Hotel 136 136 136 136 136 136 136 Departure Children Total Rooms of Hotel in month 136 272 408 544 680 816 952 Total Gross Revenue Total Rooms of Hotel in year 136 272 408 544 680 816 952 Total Net Revenue Complimentary Rooms 🚰 Reset view House Use Rooms Labels 100 Total Beds of Hotel 80 Repeating Guests Ar... Reservations created 60 Reservations canceled 40 Arrival Adults Tomor... 20 Departure Adults To... Arrival Rooms Tomor. • 06/11/11 06/11/11 06/11/11 06/11/11 06/11/11 06/11/11 06/11/11 06/11/11
- 8. Click the REFRESH button to display the budget as per the selected criteria.

9. Click the et 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.

· · · · · · · · · · · · · · · · · · ·			
8 Budget			
Time Interval	Time Interval	Data	Days to show
Erom: 06/11/2011 -	From 06/11/2011 -	Values	All days
No. of days 8 🚔 🕞 Save	No. of days 8	Budget	🔘 Days to skip: 1 🚔
		Both	
<u>T</u> o: 13/11/2011 ▼ □ <u>C</u> lear	To 13/11/2011 ▼ Q Refresh	🔘 🔘 Difference 🛛 🔽 Chart	Day of month
Description Value			
Number of Adults			
Number of Children			
Occupied Rooms			
Total Rooms of H			
Out of Order Rooms			
Walk-in Rooms			
Arrival Rooms			
Departure Rooms			
Arrival Adults			
Arrival Children			
Departure Adults			
Departure Children			
Total Gross Reve			
Total Net Revenue			
Complimentary R		- 64 and sinks many a husbara to	and and small
House Use Rooms	Labels Ceset view User	ert and right mouse buttons to	200m anu scroli
Total Beds of Hotel			
Repeating Guests			
Reservations cre			
Reservations can	0		
Arrival Adults To			
Departure Adults			
Arrival Rooms To		+	
Departure Rooms		0	

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.

Rudget									~
Ko pudder									<u> </u>
18	Time Interval		Data		Day	s to show			
Erom: 06/11/2011 -	From 06/11/2011 -		O Val	ues	۹ ک	All days			
No of days 8 A Save	No of days 8		Budget     O Day			Days to skin:	1		
		← No. or <u>o</u> ays 8   O Days to				1			
<u>⊺</u> o: 13/11/2011 ▼ □ <u>C</u> lear	T <u>o</u> 13/11/2011 ▼	Refresh	🔘 🔘 Dịfl	ference 🔽	Ch <u>a</u> rt <sup>© [</sup>	Day of month	-		
Description Value		06/11/11	07/11/11	08/11/11	09/11/11	10/11/11	11/11/11	12/11/11	*
Number of Adults 100	Number of Adults	100	100	100	100	100	100	100	ш
Number of Children 20	Number of Adults in month	1500	1600	1700	1800	1900	2000	2100	
Occupied Rooms 60	Number of Adults in year	6820	6920	7020	7120	7220	7320	7420	
Total Rooms of Hotel 136	Number of Children	20	20	20	20	20	20	20	
Out of Order Rooms 2	Number of Children in month	20	40	60	80	100	120	140	
Walk-in Rooms	Number of Children in year	20	40	60	80	100	120	140	
Arrival Rooms	Occupied Rooms	60	60	60	60	60	60	60	
Departure Rooms	Occupied Rooms in month	60	120	180	240	300	360	420	
Arrival Children	Occupied Rooms in year	60	120	180	240	300	360	420	
Departure Adults	Total Rooms of Hotel	136	136	136	136	136	136	136	
Departure Children	Total Rooms of Hotel in month	136	200	409	544	690	916	052	
Total Gross Revenue	Tatal Deems of Hatal in wars	130	272	400	544	600	010	932	Ŧ
Total Net Revenue	<					- nau		P.	
Complimentary Rooms	,								
House Use Rooms	🔄 Labels 🛛 🖉 Res	et view							
Total Beds of Hotel	100								
Repeating Guests Ar	80								
Reservations created	60								
Reservations canceled	40								
Arrival Adults Tomor	20								
Departure Adults To	20								
Arrival Rooms Tomor	06/11/11 06/11	1/11 06/11	1/11 06/	11/11 06	11/11 06	5/11/11 0	6/11/11	06/11/11	

10. Click the  $\blacksquare$  at the top of the screen to close the budget screen.

Note: To clear all the values click the CLEAR button.

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.
То	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.

# Budget Viewing Criteria

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.

8 Budget Set	up							- • ×
Budget type	Department code		•					Mass Settings
Settings Dis	play							
Display Option	IS			-	Setting Options	•		
Dept Code(s)	05/11/2011		00/10/0011	▼ <u>Search</u>	Daily Amount 0	·	<u>⊎</u> S <u>e</u> t	
From	06/11/2011		06/12/2011	•			Im Save	
Туре	Net	•			<u> </u>			
								🗱 <u>C</u> lose

- 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.

M <u>a</u> rket Cod D <u>a</u> te	e(s)		Type Net			Sefresh Refresh	
	Market	_	Revenue			Budget	
		Day	Month	Year	Day	Month	
09/03/2010	Individual	1,399.58	18,002.84	36,418.79	0.00		
09/03/2010	Company with Contract	113.45	1,441.21	22,398.10	0.00		
9/03/2010	Company without Contra	0.00	330.17	856.03	0.00		
09/03/2010	Weekend	194.96	2,807.77	5,511.22	0.00		
09/03/2010	Group	466.05	9,134.07	11,509.07	0.00		
09/03/2010	Tour Serie	169.75	4,186.08	6,668.84	0.00		
09/03/2010	Complimentary	0.00	0.00	0.00	0.00		
09/03/2010	House Use	0.00	640.52	649.14	0.00		
09/03/2010	Air Crew Contracts	92.44	336.06	336.06	0.00		
09/03/2010	Web Booking	67.23	1,014.05	1,014.05	0.00		
09/03/2010	Owner	67.23	268.91	268.91	0.00		

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.
- 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.

8 Budget Mass Settings								
Market	 January	February	March	April	Market Code(s)			
IND - Individual	0.00	0.00	0.00	0.00	··· <u>··</u> ·······························			
CWC - Company with Contract	0.00	0.00	0.00	0.00	Start Date 01/01/2011 - 🔯 Refresh			
CNC - Company without Contract	0.00	0.00	0.00	0.00				
WEE - Weekend	0.00	0.00	0.00	0.00	Type Net 👻			
GRP - Group	0.00	0.00	0.00	0.00	This screen is designed to allow entering			
TOU - Tour Serie	0.00	0.00	0.00	0.00	large amount of data, which means it is not			
CPL - Complimentary	0.00	0.00	0.00	0.00	to enter all monthly values for a department,			
HOU - House Use	0.00	0.00	0.00	0.00	if you leave it on 0, it will be considered that			
AIR - Air Crew Contracts	0.00	0.00	0.00	0.00	you want 0 budget for that month. Old values will be deleted when you press 'Save'.			
WEB - Web Booking	0.00	0.00	0.00	0.00	Talaco filli de deletta filleri you preso dare i			
OWN - Owner	0.00	0.00	0.00	0.00	To change a single month's value double-click			
VAC - Vacation Sharing Member	0.00	0.00	0.00	0.00	on the cell.			
					Back         CE         C           MC         7         8         9         /         sqrt           MR         4         5         6         *         %           MS         1         2         3         -         1/x           M+         0         +/-         .         +         =			
<					Save Save			

- 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 lefthand 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?'

Confirmation				
?	Existing values will be overwritten. Do you want to continue?			
	Yes <u>N</u> o			

12. Select YES to continue.

A progress bar is displayed as the values which were entered per month are distributed by day.

Creating Records		<b>×</b>
	Guest Name	
	Records left: 265	
100°	2/%	

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.

8 Budget Setup					
Budget type Department code	•				Mass Settings
Settings Display					
Display Options		Setting Options			
Dept Code(s)	▼ Search	Daily Amount 0	<u>•</u>	Set	
Erom 06/11/2011 <u>    U</u> ntil	06/12/2011 💌			Save	
Type Net ←					
					🗱 <u>C</u> lose

- 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.

Budget type	Market code	<u> </u>					Mass Setting
Settings	Display						
Display Op	otions			Setting Options			
M <u>a</u> rket Coo	de(s) IND,CWC,CNC,WEE	,GRP,TOU,CPL,HOU,AIR	WEB, 💌 🔯 Show	Daily Amount	0	🖨 S <u>e</u> t	
Erom	01/01/2010 💌	Type Net					
Until	01/11/2010 💌	]				✓ Save	
	Individual	Company with Contract	Company without Contra	Weekend	Group	Tour Serie 🔺	
01/01/2010	80.65	64.52	64.52	32.26	80.65		
2/01/2010	80.65	64.52	64.52	32.26	80.65		
3/01/2010	80.65	64.52	64.52	32.26	80.65		
04/01/2010	80.65	64.52	64.52	32.26	80.65		
05/01/2010	80.65	64.52	64.52	32.26	80.65		
6/01/2010	80.65	64.52	64.52	32.26	80.65		
07/01/2010	80.65	64.52	64.52	32.26	80.65		
08/01/2010	80.65	64.52	64.52	32.26	80.65		
09/01/2010	80.65	64.52	64.52	32.26	80.65		
10/01/2010	80.65	64.52	64.52	32.26	80.65		
1/01/2010	80.65	64.52	64.52	32.26	80.65		
12/01/2010	80.65	64.52	64.52	32.26	80.65		
13/01/2010	80.65	64.52	64.52	32.26	80.65		
	00.45	(4.52	(4.50	22.26	90 4E	1000	

- 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.

Dudget Setup didlog 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.
Туре	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.

**(2)** The default revenue type for budget mass settings is defined via the option DEFAULT TYPE ON MASS SETTINGS PAGE under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Generic  $\rightarrow$  Generic 2 tab.

**(1)** The default revenue type for budget detail setup is defined via the option DEFAULT TYPE ON DETAIL SETUP under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Generic  $\rightarrow$  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.

8 Luggage										- • •
Options							Time	Interval		Search
Show Picked up / Delivered	ions in date rang	e					<u>F</u> rom: No. of	30/10/2011 days 8	•	
Show reservations in date r	ange only						<u>T</u> o:	06/11/2011	•	
Name	Arrival	Departure	Number	Quantity	Printed	Stat	us	Created		Print
										Pick up
										Deli <u>v</u> ered
										Location
										Delete
										Refresh
										Log
									Þ	
			Name	Value						
			•						E.	

- 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.

Luggage			<b>—</b>
Luggage label number	749		<b>₩</b> <u>о</u> к
Number of pieces	1	*	😫 <u>P</u> rint
Loc <u>a</u> tion	Back Office (Reception)	-	
Status	Normal	-	
Co <u>m</u> ments	Large blue suitcase on wheels	~	
		-	
	<	E.	Cancel

- 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.

Confirma	ation
?	Are you sure you want to flag selected items as picked up ?
	<u>Y</u> es <u>N</u> o

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.

Confirma	ation
?	Are you sure you want to flag selected items as delivered ?
	<u>Y</u> es <u>N</u> o

4. Click YES to mark the selected item as delivered.

The luggage detail now has the status DELIVERED.

5. Click the  $\blacksquare$  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.

Luggage	<b>—</b> ×	
Location	Back Office (Reception)	<b>№</b> <u>о</u> к
		Cancel

- 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.

**(1)** Luggage locations are defined via the option LUGGAGE LOCATION under Setup  $\rightarrow$  Configuration  $\rightarrow$  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.

General Sha	U300B Partial o	cut Properties dvanced   Device	Settings	<u>?</u> ×
Print to the for checked por	SON TM-U300B	Partial cut ocuments will print t	to the first free	
Port	Description	Printer		
	Printer Port Printer Port Printer Port Serial Port Serial Port Serial Port	Lexmark 2	2390 Plus, HP Offic	
Add P	or <u>t</u>	Delete Port	<u>C</u> onfigure Po	rt
Enable b	idirectional suppor	t	- 1	
		ОК	Cancel	Apply

After successful installation of the printer, the port configuration needs to be modified.

3. Click CONFIGURE PORT, the Port Settings dialog box is displayed.

COM1 Properties
Port Settings
<u>B</u> its per second:
<u>D</u> ata bits: 8
<u>P</u> arity: None ▼
<u>S</u> top bits: 1
Flow control: Hardware
Restore Defaults
OK Cancel Apply

- 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.

**(1)** The report to be used for printing luggage labels is defined via the option LUGGAGE REPORT under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Reservation  $\rightarrow$  Luggage 5 tab.

O 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.

8 Export to Outlook			
Selected Profiles: Selected Activitie	Selected Tasks:	0	
-			
	0%		
Folders			🛃 Export
Profiles Contacts    Profiles from Berlin Synchronize Ou   Tasks Tasks   Tasks not started Synchronize Ou	laok look		Edit
			🗱 <u>C</u> lose

2. Select the folder and operation to synchronize so that both the folder and the operation are marked as selected  $\boxed{\mathbf{R}}$ .

Folders	
Folders	
🖻 🔽 Profiles	Contacts
Profiles from Berlin	Synchronize Outlook
🗆 🥅 Tasks	Tasks
Tasks not started	Synchronize Outlook

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.

Information	×
Are you sure?	
Yes <u>N</u> o	

- 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.

Microsof	t Outlook	×
⚠	A program is trying to access e-mail addresses you have stored in Outlook. Do you want to allow this?	
	If this is unexpected, it may be a virus and you should choose "No".	
	Allow access for 1 minute	
	Yes <u>No</u> <u>H</u> elp	

- 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.

Tradeways Inc.
-Finished synchronization Tradeways Inc.
Marritz Conferences
Ball, Sandy
-Finished synchronization Ball, Sandy
-Finished synchronization Marritz Conferences
-Finished synchronization Toast, Thomas
Maier, Max
-Finished synchronization Maier, Max
Demo, Igor
<ul> <li>Finished synchronization Demo, Igor</li> </ul>
Schuster, Solveig
-Finished synchronization Schuster, Solveig
-

- 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.
- **(i)** Folders and sub folders are defined via the options FOLDERS under Setup  $\rightarrow$  Configuration  $\rightarrow$  Miscellaneous  $\rightarrow$  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	
•	<u>Aceti, Ralph</u>	22/12/11	107	DI	1	200.00	Ð
<b>•</b> ]	McAndrews, Reginald	24/12/11	102	TU	2	0.00	Ð

## **Departures Today**

Guest Name	Room	Adults	Total
🚮 Baker, David	113	1	38.21
Micros, F.	701	1	38.21
🚮 <u>Stramm, Rudolf</u>	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.

User Log	
Error Log	
E <u>m</u> ail Log	
<u>S</u> MS Log	
Translation Import Log	<u>G</u> lobal
Application Error Log	Night Audit
Phone Call Log	Night Audit Reports

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.

Туре	-	Date Range 08/11/2011	▼ - 08/11/2011	•	😵 <u>R</u> efresh
User D1,DM,DS,DSR	,DU,EA,FID,G 👻 Te	e <u>x</u> t			🗮 <u>C</u> lose
Jser	Date	Type	Name, ID / Room	Text	Workstation
	08/11/11 5:53:45 PM	Application and users		V8 stopped	DE-B-NB10-007
Demonstration, Supervisor	08/11/11 5:53:42 PM	Application and users		User log-out	DE-B-NB10-007
Demonstration, Supervisor	08/11/11 5:52:53 PM	Application and users		User log-in	DE-B-NB10-007
	08/11/11 5:52:36 PM	Application and users		V8 started	DE-B-NB10-007
Demonstration, Supervisor	08/11/11 5:50:23 PM	Application and users		User log-in	DE-B-NB10-007
Demonstration, Supervisor	08/11/11 5:50:10 PM	Application and users		User log-in	DE-B-NB10-007
	08/11/11 5:50:08 PM	Application and users		V8 started	DE-B-NB10-007
	08/11/11 5:49:40 PM	Application and users		V8 started	DE-B-NB10-007
Demonstration, Supervisor	08/11/11 5:36:59 PM	Application and users		User log-in	DE-B-NB10-007
	08/11/11 5:36:46 PM	Application and users		V8 started	DE-B-NB10-007
Demonstration, Supervisor	08/11/11 5:33:12 PM	Application and users		User log-in	DE-B-NB10-007
	08/11/11 5:32:37 PM	Application and users		V8 started	DE-B-NB10-007
	08/11/11 5:21:20 PM	Application and users		V8 stopped	VM_BV8-XPCLIENT
Demonstration, Supervisor	08/11/11 5:21:14 PM	Application and users		User log-out	VM_BV8-XPCLIENT
Demonstration, Supervisor	08/11/11 5:20:18 PM	Application and users		User log-in	VM_BV8-XPCLIENT
	08/11/11 5:20:15 PM	Application and users		V8 started	VM_BV8-XPCLIENT
	08/11/11 5:19:59 PM	Application and users		V8 stopped	VM_BV8-XPCLIENT
Demonstration, Supervisor	08/11/11 5:19:58 PM	Application and users		User log-out	VM_BV8-XPCLIENT
Demonstration, Supervisor	08/11/11 5:19:32 PM	Application and users		User log-in	VM_BV8-XPCLIENT
	08/11/11 5:19:22 PM	Application and users		V8 started	Unknown
	08/11/11 5:18:43 PM	Application and users		V8 stopped	DE-B-NB10-007
Demonstration, Supervisor	08/11/11 5:18:39 PM	Application and users		User log-out	DE-B-NB10-007
∢ [					

- 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.

User Log	
Error Log	
E <u>m</u> ail Log	
<u>S</u> MS Log	
Translation Import Log	<u>G</u> lobal
Application Error Log	<u>N</u> ight Audit
<u>P</u> hone Call Log	Night Audit Reports

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.
| 8 Night Audit log  |  |  |               |     |                 |  |  |
|--|--|--|---------------|-----|-----------------|--|--|
| Time   | Fidelio date                               | User                                   | Workstation   |     | <u> </u>        |  |  |
| 04/12/11 3:15:25 PM  | 13/10/11                                   | Demonstration, 0, Super                | DE-B-NB10-007 |     |                 |  |  |
| 04/12/11 3:13:33 PM  | 13/10/11                                   | Demonstration, 0, Super                | DE-B-NB10-007 |     | -               |  |  |
| 04/12/11 3:11:11 PM  | 13/10/11                                   | Demonstration, 0, Super                | DE-B-NB10-007 |     |                 |  |  |
| 01/12/11 4:39:30 PM  | 05/11/11                                   | Demonstration, 0, Super                | DE-B-NB10-007 |     |                 |  |  |
| 01/12/11 4:36:50 PM  | 05/11/11                                   | Demonstration, 0, Super                | DE-B-NB10-007 |     |                 |  |  |
| 01/12/11 3:47:40 PM  | 04/11/11                                   | Demonstration, 0, Super                | DE-B-NB10-007 |     |                 |  |  |
| 01/12/11 3:43:52 PM  | 04/11/11                                   | Demonstration, 0, Super                | DE-B-NB10-007 |     |                 |  |  |
| 01/12/11 3:42:16 PM  | 04/11/11                                   | Demonstration, 0, Super                | DE-B-NB10-007 |     |                 |  |  |
| 01/12/11 3:41:34 PM  | 04/11/11                                   | Demonstration, 0, Super                | DE-B-NB10-007 |     |                 |  |  |
| 23/11/11 10:28:57 AM   | 12/10/11                                   | Demonstration, 0, Super                | DE-B-NB10-007 |     |                 |  |  |
| 23/11/11 10:27:57 AM   | 12/10/11                                   | Demonstration, 0, Super                | DE-B-NB10-007 |     |                 |  |  |
| 22/11/11 9:06:12 AM  | 11/10/11                                   | Demonstration, 0, Super                | DE-B-NB10-007 |     | <b>-</b>        |  |  |
| •  |  | m                                      |               | E F |                 |  |  |
| Question: Are you give you                                       | want to run Night A                        | udit for E/14/2010 2 7/E/2010 2:11:28  | DM            |     | T               |  |  |
| User answer: yes 7/5/201   | 10 3•11•40 PM                              | duit 101 3/14/2010 ? 7/3/2010 3.11.381 |               |     | <u>_</u>        |  |  |
| Start 7/5/2010 3:11:40 P   | M  |  |               |     |                 |  |  |
| Ouestion: EFT system is cu                                       | rrently off line.                          |  |               |     |                 |  |  |
| No Additional Authorization                                      | will be executed 7                         | /5/2010 3:11:40 PM                     |               |     |                 |  |  |
| User answer: yes 7/5/202   | 10 3:11:41 PM                              |  |               |     |                 |  |  |
|  |  | 7/5/2010 3:11:41 PM                    |               |     |                 |  |  |
| Checking for FAs set to Aut                                      | omatic Checkout                            | 7/5/2010 3:11:41 PM                    |               |     |                 |  |  |
|  |  | 7/5/2010 3:11:41 PM                    |               |     |                 |  |  |
| Processing no-shows 7/5/   | 2010 3:11:41 PM                            |  |               |     |                 |  |  |
| No-shows are processed   | No-shows are processed //s/2010 3:11:41 PM |  |               |     |                 |  |  |
| Due out mandai account: 2350 Smith, U, Koger //5/2010 3:11:41 PM |  |  |               |     |                 |  |  |
| Due out financial account: 2                                     | 2351 Microsoft Franc<br>2352 Chanal 0 1an  | ec 7/5/2010 3:11:41 PM                 |               |     |                 |  |  |
| Due out financial account:                                       | 2353 Frazier, 0, Davi                      | d 7/5/2010 3:11:41 PM                  |               |     |                 |  |  |
|  |  | ,-,                                    |               |     | T (00)          |  |  |
| •  | I  |  |               | Þ.  | 🐺 <u>C</u> lose |  |  |

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.

User Log	
Error Log	
E <u>m</u> ail Log	
<u>S</u> MS Log	
Translation Import Log	<u>G</u> lobal
Application Error Log	Night Audit
<u>P</u> hone Call Log	Night Audit Reports

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.

8 View Night Audit Reports			
Date 01/11/2011 v to 01/11/20 Report Name	11 💌		Search
Report	Sys. Date	Timestamp	
			A Close

3. Click the  $\ensuremath{\mathsf{CLOSE}}$  button to exit the night audit reports.

## Global user log search criteria

Fill in this field	With this information
Туре	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.
Туре	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.

(1) The global user log file displays all transactions selected for tracking via the menu option USER LOG under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users.

**(2)** The viewing of the global user log is controlled by the user right GLOBAL USER LOG under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  Miscellaneous.

① 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.

**(1)** The viewing of night audit reports is controlled by the user right VIEW REPORTS under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  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.

<u>U</u> ser Log	•
Error Log	
E <u>m</u> ail Log	
<u>S</u> MS Log	
Translation Import Log	
Application Error Log	
Phone Call Log	

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.

Errors Reported	d in the Database			
IFC Error Types		Show only unread		Refresh
Date From	01/10/2011 💌	Show errors only for this user		Mark <u>a</u> s Read
Date To	31/10/2011 💌	Show errors only for this terminal		Mark as Unread
Log Entries Erro	r Log File			Mark ALL as Read
Attn:User	Attn:Terminal Time	Description	Read By Rea	Mark ALL Unread
	DE-B-NB10-007 - [upassig 22/10/11 10:26:24 AM	0.10: W1001: Arrival date 10/11/2007 of the reservation r	fitted by fitted	
A Interface, On	DE-B-NB10-007 - [unassig 22/10/11 10:20:21 AM	010: W1001: Arrival date 10/11/2007 of the reservation r		
A Interface, On	DE-B-NB10-007 - [unassig 22/10/11 10:31:04 AM	010: W1001: Arrival date 10/11/2007 of the reservation r		
A Interface, On	DE-B-NB10-007 - [unassig 22/10/11 10:51:05 AM	010: W1001: Arrival date 10/11/2007 of the reservation r		
A Interface, On	DE-B-NB10-007 - [unassig 22/10/11 10:55:04 AM	010: W1001: Arrival date 10/11/2007 of the reservation r		
A Interface, On	DE-B-NB10-007 - [unassig 23/10/11 8:31:29 AM	010: W1001: Arrival date 10/11/2007 of the reservation r		
Interface, On	DE-B-NB10-007 - [unassig 23/10/11 9:05:21 AM	010: W1001: Arrival date 10/11/2007 of the reservation r		
Interface, On	DE-B-NB10-007 - [unassig 23/10/11 9:10:21 AM	010: W1006: Invalid Room Type was sent for reservation		
A Interface, On	DE-B-NB10-007 - [unassig 23/10/11 3:26:46 PM	010: E1000: Problem to process reservation request Rese		
4		m		
010: W1001: Arriva	al date 10/11/2007 of the reservation request 2998348	1-01 is in the past. Hotel date is: 11/2/2010. CRS Number: 29983481-	01	
				Close
r				

- 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
- 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.

Q EurekaLog Viewer 2.0.10		
	Exit Password Re	fresh
Exception Date ( 🗸 💌 Exception Class	<ul> <li>Exception Message</li> </ul>	▼ Compilation Date (local) ▼ Version ▼
	cNo data to displays	
	<ino data="" display="" to=""></ino>	
General Call Stack Modules CPU		
Handle 💌 Name 💌 Description	▼ Version ▼ Size ▼	Modified 💌 Path
	<no data="" display="" to=""></no>	

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.

📿 EurekaLog Viewer 2.0.10 - (Fideliov8_MORVEN-WIN7.elf)								
Open 🔍 ML 🕖 Help 🔀 Exit Password Refresh								
Dracia col mo ceacer dere col								
Disgistion este eletoy								
Exception Date 🗸 💌 Exce	ption Class   Exception Me	essage			<ul> <li>Compilation Date (local)</li> </ul>	Version 💌		
2011-11-08 15:34:22 8.9.0	1.3 EFidOradeEr	ror			2011-09-07 21:16:09	8.9.0.3		
2011-11-08 15:34:08 8.9.0	0.3 EFidOradeEr	ror			2011-09-07 21:16:09	8.9.0.3		
2011-11-08 15:33:46 8.9.0	0.3 EFidOracleEr	ror			2011-09-07 21:16:09	8.9.0.3		
2011-11-06 11:04:35 8.10	0.0 EAccessViola	tion			2011-10-18 06:23:30	8.10.0.0		
2011-11-06 11:03:25 8.9.0	0.3 EAccessViola	tion			2011-09-07 21:16:09	8.9.0.3		
2011-11-06 11:02:59 8.9.0	0.3 EAccessViola	tion			2011-09-07 21:16:09	8.9.0.3	Ŧ	
General Call Stack Modules	CPU							
Handle 💌 Name 💌	Description	Version 💌	Size 🔻	Modified 💌	Path	•	•	
001C0000 FidelioToWords.	Micros-Fidelio Suite 8	8.9.0.3	56,832	2011-09-07	C: \Fidelio \Program89		H	
00370000 mexhook.dll		3.7.4.1	181,248	2008-06-11	C:\Program Files\Macro Express3			
No 400000 fideliov8.exe	Micros-Fidelio Suite 8	8.9.0.3	49,615,	2011-09-07	C:\Fidelio\Program89			
06880000 fidelioerror.dll	Micros-Fidelio Suite 8	8.9.0.3	617,472	2011-09-07	C: \Fidelio \Program89			
07B80000 fideliodatabase.	Micros-Fidelio Suite 8	8.9.0.3	1,982,976	2011-09-07	C: \Fidelio \Program89			
08500000 fidelioGlobalStat	Micros-Fidelio Suite 8	8.9.0.3	2,143,744	2011-09-07	C: \Fidelio \Program89			
08EC0000 oranl11.dll	Oracle SQL*Net ORANL DLL	11.2.0.1	397,312	2010-03-31	D:\oracle\11.2.0\DATABASE\bin			
08F40000 orantcp11.dll	Oracle SQL*Net ORANTCP DLL	11.2.0.1	217,088	2010-03-31	D:\oracle\11.2.0\DATABASE\bin			
08FC0000 orageneric11.dl	Oracle RDBMS Generic Library	11.2.0.1	12,730,	2010-09-16	D:\oracle\11.2.0\DATABASE\bin			
09BF0000 oranldap11.dl	Oracle SQL*Net ORANLDAP DLL	11.2.0.1	311,296	2010-03-31	D:\oracle\11.2.0\DATABASE\bin			
09C50000 orancrypt11.dl	Oracle SQL®Net ORANCRYPT DLL	11.2.0.1	118,784	2010-03-31	D: \oracle \11.2.0 \DATABASE \bin			
U9CB0000 orancds11.dl	Oracle SQL®Net ORANCOS DLL	11.2.0.1	7,680	2010-03-31	D: \oracle \11.2.0 \DATABASE \bin			
CODUUUU orantns11.dl	Oracle SQL*Net ORANTINS DLL	11.2.0.1	51,200	2010-03-31	D: \oracle \11.2.0 \DATABASE \bin		Ŧ	

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.

Loa	Entries	dialoa	box
LUg	Lincines	ununog	DUX

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.

**(1)** The error log file is stored in the directory defined via the option DEFAULT LOG DIRECTORY under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Miscellaneous  $\rightarrow$  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.

۲

User Log Error Log E<u>m</u>ail Log SMS Log Translation Import Log Application Error Log Phone Call Log 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.

8 Email Log									- • ×
S <u>u</u> bject Sent Erom 06/11/2011 ▼ 1 V Successfully V Failed	<u>[0</u> 08/11/2011	E-Mail Draft	Show all	•					Cle <u>a</u> r Cle <u>a</u> r
Subject	Recipient	Sent	No. of atte ∇	Last Attempt	Sent	Error	Draft	-	
YOUR RESERVATION # 2832	tfahnert@w	07/11/11 3:46:	0	07/11/11 3:49	Yes			H	
YOUR RESERVATION # 2076	tobiasfahner	07/11/11 9:51:	0	07/11/11 9:55	Yes				
YOUR RESERVATION # 2074	tobiasfahner	07/11/11 9:47:	0	07/11/11 9:51	Yes				
YOUR RESERVATION # 2074	tobiasfahner	07/11/11 9:36:	0	07/11/11 9:41	Yes				
test with att from info	vgamarnik@	06/11/11 5:24:	0	06/11/11 5:27	Yes				
test from info@micros 33	vgamarnik@	06/11/11 5:16:	0	06/11/11 5:19	Yes				
test from info@micros 22	vgamarnik@	06/11/11 5:14:	0	06/11/11 5:17	Yes				
test from info@micros 11	vgamarnik@	06/11/11 5:10:	0	06/11/11 5:13	Yes				
test from info@micros	vgamarnik@	06/11/11 5:04:	0	06/11/11 5:07	Yes				
test from hotel1	vgamarnik@	06/11/11 5:03:	0	06/11/11 5:06	Yes				
new test	vgamarnik@	06/11/11 4:58:	0	06/11/11 5:01	Yes				
НОНО	vgamarnik@	06/11/11 4:51:	0	06/11/11 4:55	Yes				
YOUR RESERVATION # 2075	vgamarnik@	06/11/11 4:48:	0	06/11/11 4:51	Yes				
huhu	vgamarnik@	06/11/11 4:41:	0	06/11/11 4:46	Yes				
Table Reservation Confirmatio		06/11/11 11:01	10	04/11/11 2:47	Yes				
Table Reservation Confirmatio		07/11/11 2:22:	10	04/11/11 2:47	Yes			Ŧ	💥 <u>C</u> lose

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.

8 Email Re	port	- • •
Sender	hotel 1, pms@addmail.int	Send again
Īo	raceti@worldwide.com	😫 Print
сс	▼	
BCC	<b>▼</b>	
S <u>u</u> bject	YOUR RESERVATION # 1982	
Send as A	ttachment CC BCC	
Attachments	Add Email Body Templates:	
	Booy Format  Text	
<u>B</u> ody	RESERVATION CONFIRMATION 1982	
	Thank you for your reservation at the Micros-Fidelio Demo Prog	
	Reservation for Mr. Ralph Aceti, arriving on 01/11/11 is book	
	Your Confirmation Number is 1982.	
	As you have guaranteed this reservation, your room will be he:	
	All of our bedrooms and suites feature the latest in-room tech	
	I hope that you will have the opportunity to experience Brass(	
	Check in time is 14.00 hours. We look forward to welcoming you If you need any further information please do not hesitate to	
	4	
The email w	as not sent. Number of attempts 0.	Cancel

- 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.

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.
То	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.

Email	Loa	search	criteria
Linan	LUG	Scurch	cincenta

# **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.

<u>U</u> ser Log	•
Error Log	
E <u>m</u> ail Log	
<u>S</u> MS Log	
Translation Import Log	
Application Error Log	
<u>P</u> hone Call Log	

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.

8 Translation import log		- • •	
Time	User	*	
04/12/11 3:15:25 PM	Demonstration, Supervisor		
01/12/11 4:39:29 PM	Demonstration, Supervisor	E	
01/12/11 3:47:39 PM	Demonstration, Supervisor		
23/11/11 10:28:57 AM	Demonstration, Supervisor		
22/11/11 9:06:12 AM	Demonstration, Supervisor		
07/11/11 2:50:53 PM	Demonstration, Supervisor		
07/11/11 2:41:26 PM	Demonstration, Supervisor		
06/11/11 2:23:15 PM	Demonstration, Supervisor		
06/11/11 12:40:16 PM	Demonstration, Supervisor		
06/11/11 12:02:29 PM	Demonstration, Supervisor		
05/11/11 11:57:30 AM	Demonstration, Supervisor		
05/11/11 11:37:22 AM	Demonstration, Supervisor	*	
٠	•		
		<u>^</u>	
		-	
4	4	XX <u>C</u> lose	
1			<u> </u>

4. Click CLOSE to exit the translation import log.

**(1)** The translation import is configured via the option TRANSLATION UPDATE under Setup  $\rightarrow$  Configuration  $\rightarrow$  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.

Date <u>f</u> rom Type Te <u>x</u> t	01/01/2011 <b>T</b> o	31/12/2011 -	Actual Query	Search
				Edt Delete

- 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.

8 Manual	Statistic Edit	
Туре	Electricity -	v ok
<u>V</u> alue	1205.00	
<u>D</u> ate	04/10/2011 💌	
Co <u>m</u> ment		
		Orancel

- 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.

8 Manual S	Statistic Edit	- • ×
<u>T</u> ype	<b>•</b>	✓ <u>о</u> к
Value	0	
Date	07/11/2011 🔹	
Co <u>m</u> ment		
		Cancel

- 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.

Information	×
Are you sure?	
Yes <u>N</u> o	

4. Click YES to delete the statistic.

### Manual Statistic dialog box

Fill in this Field	With this information
Туре	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

**(1)** Manual statistics functionality is controlled by the parameter ENABLE MANUAL STATISTICS under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Generic  $\rightarrow$  Generic 3 tab.

**(2)** Manual statistics functionality is controlled by the user rights SEARCH, VIEW, NEW, EDIT and DELETE under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  Manual Statistics.

**(2)** Manual statistic types are defined via the option MANUAL STATISTICS TYPES under Setup  $\rightarrow$  Configuration  $\rightarrow$  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.

<u>D</u> ate fro	om	-	<u>t</u> o	•		Actual Query			Search
Points b	etween		) <u>a</u> nd	0					( <u></u> )
Questio	nnaire				Show Inactive				
<u>R</u> eserva	ation			•••					
Pr <u>o</u> file				•••					
<u>B</u> ooking				•••					
Code	Description		Reservation Na	ame	Profile Name	Date	Points	Input Source	Bc New
									Edit
									Delete
1									
•									1

- 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.

Questionnaire	Form						- • ×
Description: (	Guest Stay Questionnaire				Total Points:	260	<b>№</b> <u>о</u> к
Entered by:	Supervisor, Demonstration						
Entered:	21/10/11 11:55:45 AM						
Last modified:	28/11/11 6:47:01 AM						
Input Source:							
Reservation ID	1299		Room number	102			
Name	Branston, Richard		Fill Out Date	28/11/2011 -			
Booking Name							
Cuest Commont							
Guest Comment							
Accomodation							
Juestion: How is th	e general impression of our hotel?					100	
Good		Normal		Not so good			
📃 Awful		Renovation needed					
uestion: Would yo	ou consider staying again in our ho	tel?				50	
Vec.							
		Maybe		No, never ever again	I		
Service General		V Maybe		No, never ever again	l		
Service General	ind our service satisfying?	V Maybe		No, never ever again		50	
Gervice General Question: Did you fi	ind our service satisfying? very friendly	✓ Maybe ✓ Average		No, never ever again		50	
Gervice General Question: Did you fi Yes, vi Never	ind our service satisfying? very friendly seen so unhappy and unfriendly e	✓ Maybe ✓ Average mployees		No, never ever again		50	
Question: Did you fi Yes, v Never	ind our service satisfying? rery friendly seen so unhappy and unfriendly e clities of the hotel did you use?	✓ Maybe ✓ Average mployees		No, never ever again		50	
Service General Question: Did you fi Yes, v. Never Question: Which fac	ind our service satisfying? rery friendly seen so unhappy and unfriendly e cilities of the hotel did you use? ess	✓ Maybe ✓ Average mployees ✓ Pool only		No, never ever again		50	
Service General Question: Did you fi Yes, v Never Question: Which fac Wellne Golf Co	ind our service satisfying? very friendly seen so unhappy and unfriendly e cilities of the hotel did you use? ess ourse	Maybe      Average mployees      Pool only     Tennis Course		No, never ever again		50	
Service General Question: Did you fi Yes, v Never Question: Which fac Wellne Golf Co W Restau	ind our service satisfying? rery friendly ·seen so unhappy and unfriendly e clities of the hotel did you use? ess iourse urant	<ul> <li>✓ Maybe</li> <li>✓ Average mployees</li> <li>✓ Pool only</li> <li>Tennis Course</li> <li>✓ Bar</li> </ul>		No, never ever again		50	

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.

8 Questionnare				- • •
Descripti <u>o</u> n			Search	Selec <u>t</u>
Inactive				
	4			
Code	Description	Read only		
STA	Guest Stay Questionnaire	*		
VIP	VIP Guests	*		
				Cancel

- 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.

(					
8 Questionnaire Form					
Description: Guest Stay Questionnaire			Total Points:	0	💜 <u>о</u> к
Entered by: Supervisor, Demonstration					
Entered:					
Last modified:					
Input Source:					
Deservation TD		Deere eventeer			
	•••	Fill Out Date			
Booking Name	•••				
<u>G</u> uest Comment					
Accomodation					
Question: How is the general impression of our hotel?					
Good	Normal	Not so good			
Awful	Renovation needed				
Question: Would you consider staying again in our hote	1?				
Yes	Maybe	No, never ever again			
Service General					
Question: Did you find our service satisfying?					
Yes, very friendly	Average				
Never seen so unhappy and unfriendly em	ployees				
Question: Which facilities of the botel did you use?					
Wellness	Pool only				
Golf Course	Tennis Course				
Restaurant	Bar				
					Cancel.

### 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.

**(2)** The questionnaire option is controlled by the parameter QUESTIONNAIRE under Setup  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Generic  $\rightarrow$  Generic 3 tab.

**(2)** Questionnaire functionality is controlled by the user rights under QUESTIONNAIRE under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights

**(2)** Questionnaire forms are defined via the option QUESTIONNAIRE under Setup  $\rightarrow$  Configuration  $\rightarrow$  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.

8 SBM P	olice Expor	t							- • •
Image: With the second seco					Search				
Select	Status	Guest	Туре	Room	Arrival	Departure	Reservation	P	Check all
									a oncheck selected
									😳 Settings
									🛃 Export
									🛃 Import
									Edit reservation
									♣ Reservations ▼
									verify data
								Б	
Incomple	te: 0 Error	:0 Not s	sent: 0 S	ent: 0	Responded: (	0 Not marke	d for export: 462		🗱 <u>C</u> lose

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  $\rightarrow$  Configuration  $\rightarrow$  Global Settings  $\rightarrow$  Reservation  $\rightarrow$  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  $\rightarrow$  System Maintenance  $\rightarrow$  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.

8 Custom sql vi	ew				- • •
SQL Question	naire Analyze	▼ 💮 Setup			🔍 <u>S</u> earch
					Cle <u>a</u> r
					Auto refresh
1					
QUESTIONGROUP					Columns 🔹
	COLUMN 2				Export 🔹
ANSWERTEXT	ANSWERVALUE	ENTEREDDATE	GUEST_ID	MAILING_XCMS_ID	Expand
	OUP : Accomodation ITEXT : How is the general impression of our	hotel?			
➢ Good	3	100 09/06/11 10:13:44 AM	2	569 2569	
Renovation	n needed	0 07/06/11 3:58:19 PM	1	227 1227	🔲 Group count
Good		100 08/06/11 3:20:52 PM	1	092 1092	
Good		100 21/06/11 5:53:57 PM	1	047 1047	
Normal		50 21/06/11 10:55:00 AM	1	092 1092	
Good		100 22/05/11 11:55:45 AM	1	314 1314	
Renovation	n needed	0 22/05/11 12:02:09 PM 107		076 1076	
Good		100 22/05/11 12:02:33 PM 1089 1089			
Good	Good 100 14/06/11 4:37:26 PM 1092 1092				
	ITEXT : Would you consider staying again in	our hotel?			
	OUP : Service General				
**				•	
Records: 53					
	Guest Recognition		Statistics	-	<u>_</u>
Namo	Anfa Klaus Herr Dr 🍮	Room Nights	<b>3</b> 2		
Address	Meurekenlaan 2	Adult Nights	2		
	5060 Zwolle	Stavs	1		
	Netherlands Antilles	Revenue	427.50 EUR		_
Communicati		POS Revenue			
Email - Busine	ss niausa@pMAIL.AS		-20		

### **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.
- 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).
- 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

Columns of query	×
XCMS_NAME1	💜 <u>о</u> к
	Or Cancel

- 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.

**(1)** Custom SQL view functionality is controlled by the user right CUSTOM SQL VIEW under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  Miscellaneous.

**(1)** The launching of a mailing from the Custom SQL view is controlled by the user right SELECT under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  Rights  $\rightarrow$  Mailing  $\rightarrow$  Custom SQL.

**(**) Defaults for Mailings are configured on the PROFILE 1 TAB under Setup  $\rightarrow$ Configuration  $\rightarrow$  Global Settings  $\rightarrow$  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 **Rename** 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.
- 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.

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: <b>Create multiguest reservations for</b> <b>sub-members</b> 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

Vacation Sharing Search Criteria

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

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.

The options menu offers the following options:

**(1)** Vacation Sharing is subject to the license Vacation Sharing under Setup  $\rightarrow$  Miscellaneous  $\rightarrow$  License.

Vacation Sharing can only be used in conjunction with an Accounts Receivable License

**(2)** Vacation Sharing functionality is controlled by the user rights under VACATION SHARING under Setup  $\rightarrow$  Configuration  $\rightarrow$  Users  $\rightarrow$  User Definition  $\rightarrow$  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);
laAvILimitNEW	: tlogactivity= (lavalue: 453; name: {lang}'New avl limit';	dbname: "; table: 'YOVB'; group: lagReservation);
laAvILimitUPDATE	: tlogactivity= (lavalue: 454; name: {lang}'Avl limit Update';	dbname: "; table: 'YOVB'; group: lagReservation);
laAvILimitDELETE	: 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	: 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

laBICreate	: tlogactivity= (lavalue: 36; name: {lang}'Block header created';	dbname: "; table: 'YBLH'; group: lagBlock);
laBIChange	: tlogactivity= (lavalue: 37; name: {lang}'Block header changed';	dbname: "; table: 'YBLH'; group: lagBlock);
laBIProfileLinkChange	: tlogactivity= (lavalue: 38; name: {lang}'Change in profile links';	dbname: "; table: 'YBLH'; group: lagBlock);
laBIStatusChange	: 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);
laBIRoomChange	: 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);
laBIHCutoffDateChange	: tlogactivity= (lavalue: 143; name: {lang}'Change header cutoff date';	dbname: "; table: 'YBLH'; group: lagBlock);
laBIMaualCutoff	: tlogactivity= (lavalue: 407; name: {lang}'Manual cutoff';	dbname: "; table: 'YBLH'; group: lagBlock);
laBINACutoff	: 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	: tlogactivity= (lavalue: 48; name:	dbname: "; table: 'YRES'; group:
FromDate	{lang}'Reservation billing instruction from date';	lagBillingInstruction);
laChgResBillingInstruction	: tlogactivity= (lavalue: 49; name:	dbname: "; table: 'YRES'; group:
UntilDate	{lang}'Reservation billing instruction until date';	lagBillingInstruction);

laChgResBillingInstruction	: tlogactivity= (lavalue: 50; name:	dbname: ''; table: 'YRES'; group:
Target	{lang}'Reservation billing instruction target';	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	: tlogactivity= (lavalue: 145; name: {lang}'Financial	dbname: "; table: 'ZFAC'; group:
FromDate	Account billing instruction from date';	lagBillingInstruction);
laChgFABillingInstruction	: tlogactivity= (lavalue: 146; name: {lang}'Financial	dbname: "; table: 'ZFAC'; group:
UntilDate	Account billing instruction until date';	lagBillingInstruction);
laChgFABillingInstruction	: tlogactivity= (lavalue: 147; name: {lang}'Financial	dbname: "; table: 'ZFAC'; group:
Target	Account billing instruction target';	lagBillingInstruction);
laChgFABillingInstruction	: tlogactivity= (lavalue: 148; name: {lang}'Financial	dbname: "; table: 'ZFAC'; group:
DeptCodes	Account billing instruction department codes';	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: laglfcActions);
laDeleteRoomKey	: tlogactivity= (laValue: 90; name: {lang}'Deactivate Room Key';	dbname: "; table: 'YRMS'; group: laglfcActions);

laWakeupSet	: tlogactivity= (laValue: 91; name: {lang}'Set Wakeup';	dbname: "; table: 'IRMS'; group: laglfcActions);
laWakeupDelete	: tlogactivity= (laValue: 92; name: {lang}'Delete Wakeup';	dbname: "; table: 'IRMS'; group: lagIfcActions);
laChgGuestlfcRights	: 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: laglfcActions);
laEFTActions	: tlogactivity= (laValue:112; name: {lang}'EFT Authorization';	dbname: "; table: 'YRES'; group: laglfcActions);

## 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);
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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**

laEventNewCl	: tlogactivity= (lavalue:150; name: {lang}'Misc. Item New';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laEventDeleteCl	: 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);
laChgEventClAttribute	: tlogactivity= (lavalue:154; name: {lang}'Misc. Item Attribute';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laChgEventClQty	: 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);
laChgEventClSetupTime	: tlogactivity= (lavalue:158; name: {lang}'Misc. Item Setup Time';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laChgEventClSetdownTime	: 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);
laChgEventClStartDate	: tlogactivity= (lavalue:260; name: {lang}'Misc. Item Start Date';	dbname: "; table: 'YEBR'; group: lagEventCateringItems);
laChgEventClEndDate	: tlogactivity= (lavalue:261; name: {lang}'Misc. Item End Date';	dbname: ''; table: 'YEBR'; group: lagEventCateringItems);
laChgEventClStartTime	: 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);
laChgEventClDeptCode	: 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	dbname: "; table: 'YEBR'; group:
	Catering Item Special Rate';	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);
laChgEventSMlOrigin3	: 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	dbname: ": table: 'WLIC': group:
	license deleted';	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);
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#### 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);
IaAttemtToAccesProtectedArea	: 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);
laMenultemCategoryNew	: tlogactivity= (lavalue: 412; name: {lang}'New Manu Item Category';	dbname: "; table: 'YCMC'; group: lagMaterialControl);
laMenultemCategoryChg LongDesc	: tlogactivity= (lavalue: 413; name: {lang}'Menu Item Category Long Description';	dbname: ''; table: 'YCMC'; group: lagMaterialControl);
laMenultemCategoryChgFB	: tlogactivity= (lavalue: 414; name: {lang}'Menu Item Category Food or Beverage';	dbname: ''; table: 'YCMC'; group: lagMaterialControl);
laMenultemNew	: tlogactivity= (lavalue: 415; name: {lang}'New Menu Item';	dbname: ''; table: 'YCMI'; group: lagMaterialControl);
laMenultemChgCategoryId	: tlogactivity= (lavalue: 416; name: {lang}'Menu Item Category Id';	dbname: ''; table: 'YCMI'; group: lagMaterialControl);
laMenultemChgLongDesc	: tlogactivity= (lavalue: 417; name: {lang}'Menu Item Long Description';	dbname: ''; table: 'YCMI'; group: lagMaterialControl);
laMenultemChgInactive	: 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);
laMenultemRateDelete	: tlogactivity= (lavalue: 420; name: {lang}'Menu Item Rate Delete';	dbname: ''; table: 'YCMR'; group: lagMaterialControl);
laMenultemRateChg SalesPrice	: tlogactivity= (lavalue: 421; name: {lang}'Menu Item Rate Sales Price';	dbname: ''; table: 'YCMR'; group: lagMaterialControl);
laMenultemRateChg 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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