



Entering the system data via the set-up wizard

A step by step guide to your customized hotel management

Before you start, please make sure to have all the information from the **checklist** at hand. This way you will have all relevant information to get started. You do not have the information available right now? Don't worry you can return to your set-up wizard any time to complete or update your information.

Start

A short explanation on how to use the set-up wizard you will find on the first page. You soon will realize how easy and self-explanatory it is.

My Property

In this step you can enter information needed for your documents like invoices or reservation confirmations.

In the area „Default-Settings“ on the right hand side you will enter some fundamental information for your hotel management. Please choose the currency for pricing and accounting under “System Settings”. You can also specify the smallest currency unit.

Taxes

This page is for setting up your taxes. These will be considered when calculating your prices. We have set Germany's tax codes as default. Please change these according to your countries requirements. To do this click on the button “Edit” and overwrite the examples or enter the details to a new tax code.



The fields „Name“ and „Tax amount“ will be displayed on your invoices, the field „Description“ is only an internal text field. Please enter the actual value for the tax to be calculated into the “value” field, afterwards choose “Add”. The new value will now be displayed in the field “Taxes”. This value may be a fix amount or a percentage. Please choose if your taxes are inclusive or value added to your sales prices. To adjust an existing tax code, change the amount in the value field and click on “Apply”. By clicking on „OK“ the new tax amount will be added to the list.

If your country has staggered taxes please enter a tax amount as described above but do not click “Ok” yet. If you now enter the second tax value and click “Add” it will be listed underneath the first value in the “Taxes” field as a staggered tax. For example: If you enter the value of 12% first and then 3%, the tax will be 3% of 12% of the amount.



Categories

You can administrate your room categories on this page. Maybe you have already thought of categories for your rooms. You can enter your own categories according to your needs, use or adjust the ones we have provided.

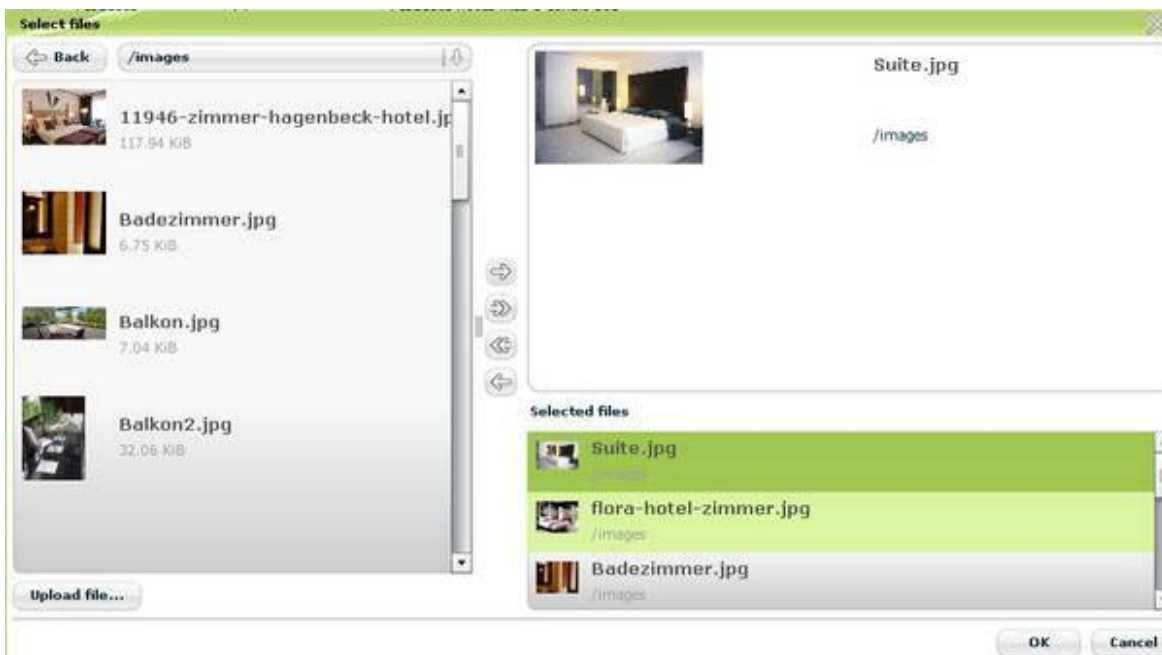


To enter additional categories click on "Add" on the bottom. A window opens where you can define the details for the new category.

The "name" of the category is displayed on your confirmation letters. When entering the "Short description" you may want to choose a common abbreviation as it will be used in your reservation board. The "description" will be displayed in the category details in your online booking module.

You can also add pictures to your categories. As a customer is starting a request via the online booking the pictures will be visible for each category and give them a virtual view.

Select the button "Images" in the edit category window. First you have to upload your pictures to the /images folder. You are automatically in this folder so no changes are required. Select the "upload file" button on the bottom left hand side and select your images to upload. The images will then all be shown and available on the left hand side of your images dialogue. To minimize your workload you can upload all images here and only allocate them to the each category later.





To allocate an image to the category select the image and move them with the right arrow over to the right hand side. You can have several images for one category. If you select an image on the right hand side a small preview with file name and location will be shown to you on the upper right hand side. All other images will be listed below.

Our tip: How to create several new categories in an easy and fast way: When you have defined one category, don't click "Ok" yet but use the arrow buttons on the bottom left side to turn to the previous or to the next page. Your entries will automatically be saved.

Rooms/Objects

Here you define your rooms.

Edit Room / Object

No./Name: * 115
e.g. Room 110:

Category: Suites

Description: Large Room with extra living Room
e.g. This apartment has a wonderful fireplace.

Max. Occupancy: 1 Persons
Maximum no. of persons that can stay in the room.

Buttons: OK, Cancel, Apply

Click on the button "Add", choose the category and define the new room including its maximum occupancy. Please keep in mind that the occupancy limits the number of persons you can enter for a reservation.

You can also easily enter several rooms continuously by clicking on the arrow button on the bottom left side after each entry of a room.

When you are done click „Ok“.

Articles

On the page "Articles" you can list all additional services and articles provided for your customers. From a postcard to soft drinks, telephone charges or ironing services. We have already entered some examples for you. If you do not need some of the given examples you can simply delete them by highlighting the article and click "Delete".

Edit Article

Posting Text: * Christmas Cookies
e.g. Coke 0,2l

Description: A small bag of homemade christmas cookies

Article Group: * Food

Price: 3,80 EUR
Please consider your tax code

Tax Code: * 19%

Web Bookable:

Buttons: OK, Cancel, Apply

To enter a new article click "Add". First choose a name for your "posting text", this will appear on your guest's invoice. Then select the main article group. Setting a price for each article is optional. You can enter or change the price later while posting the article to a room. Even though you may not want to enter a price right away you do need to set the applicable tax code for each article.

Please take special note of the checkbox "Web bookable". If you select the box the article will be offered to your guests as an additional service via the online booking module. Making the article web bookable could be useful for articles



such as bicycle hire, breakfast, dinner or wellness (if offered).

Confirm your defined article by clicking „OK“ or add another one using the arrow button.

Prices

Here you can define the standard rate for your room categories.



Please select a category within the tree on the left hand site and enter a price per occupancy.



To edit the name of the rate use the "Edit" button. You can also include an article into your rate. e.g. breakfast

Further price codes can be added within the bookatonce system data dialogue.

You are all set!

You have successfully entered all systems data! Clicking on “Save Data” will transfer your data into the system and your customized bookatonce will be set up.

Now you can start your hotel management!