



HLS Solutions Ltd Update Notes

Version 1.14.1.33395

HLS Solutions Limited
Elmhurst, Treswithian Downs
Cornwall. TR14 0PU

t: 0845 388 8635
e: info@hls-solutions.com
w: www.hls-solutions.com

.....
Specialists in software,
website and design solutions
for the holiday letting industry
.....

HLS Solutions Limited
Registered in England and Wales
No. 07104476

Summary

Below you will find brief information on the changes that have been introduced for the latest release of the software, version **1.14.1.33395**.

This version has been released as part of a scheduled release based on feedback from current system users.

The main features included in this version are:

- Changes to the main screen filtering options for daily tasks, appointments and arrivals/departures.
- The addition of a new “List View” for the Booking and Availability Schedule, with the option to switch between this and the current “Expanded view”.
- Changes to the credit card surcharge section when making a new booking.
- Brand New merge code selection covering the main booking information.
- Streamlined processes for the Preview/Print process on accounts transactions
- Enhanced processes for saving and updating accounts transactions
- New Daily Accounts screen, with revised layouts for viewing transaction history
- Ability to add accounts documentation to Print/Send documents section
- Addition of an invoice section to the owner statement
- Ability to make holiday bookings in the past.

Main Screen Enhancements

Further filtering improvements have been made to the main screen for the Daily Tasks, Appointments and Arrivals/Departures.

Daily Tasks

The daily tasks section on the right hand side of the main screen now includes additional filter options to allow you to display more specific information for your daily tasks. These filters include the option to view a selected date range, the ability to specify a system user and tick boxes to show “All dates” and/or “All Users”.

To display this information simply make the relevant selection and click the “Refresh” button to display the information you wish to view.

Appointments

Similarly the “Appointments” tab also includes the same filter options as the daily tasks above, giving the option to display more specific information. These filters include the option to view a selected date range, the ability to specify a system user and tick boxes to show “All dates” and/or “All Users”.

To display this information simply make the relevant selection and click the “Refresh” button to display the information you wish to view.

Arrivals/Departures

The Arrivals/Departures section has also now been expanded to allow the option to select a date range, or to select All Dates, to view the arrivals and departures that are taking place. This is in addition to the original option to select to view Arrivals, Departures or both Arrivals and Departures.

System Settings

Booking Information

As part of the new cancellation process, there is now an additional option on the booking information screen. You can now specify where a cancellation fee is credited to when a charge is made on the cancellation of a booking.

The screenshot shows the 'Holiday Manager : System Settings' window with the 'Booking Information' tab selected. The interface includes several sections:

- Discount Code:** Fields for Code, Name, Rate (%) (0.00), and Fixed Amount (0.00), with an 'Add' button.
- Booking Status Colour Coding:** A table with dropdown menus and color swatches for Provisional Booking (Gray), Deposit Received (Orange), Full Paid (Red), Unavailable (Blue), and Cancel (Green).
- Table:** A table with columns Code, Name, Rate (%), and Amount.
- % Deposit:** A dropdown menu set to 30.00.
- Deposit Due:** A dropdown menu set to 7 Days after holiday booked.
- Balance Due:** A dropdown menu set to 30 Days Before holiday commences.
- Cancellation Fee:** Radio buttons for Owner and Agent, with Agent selected.

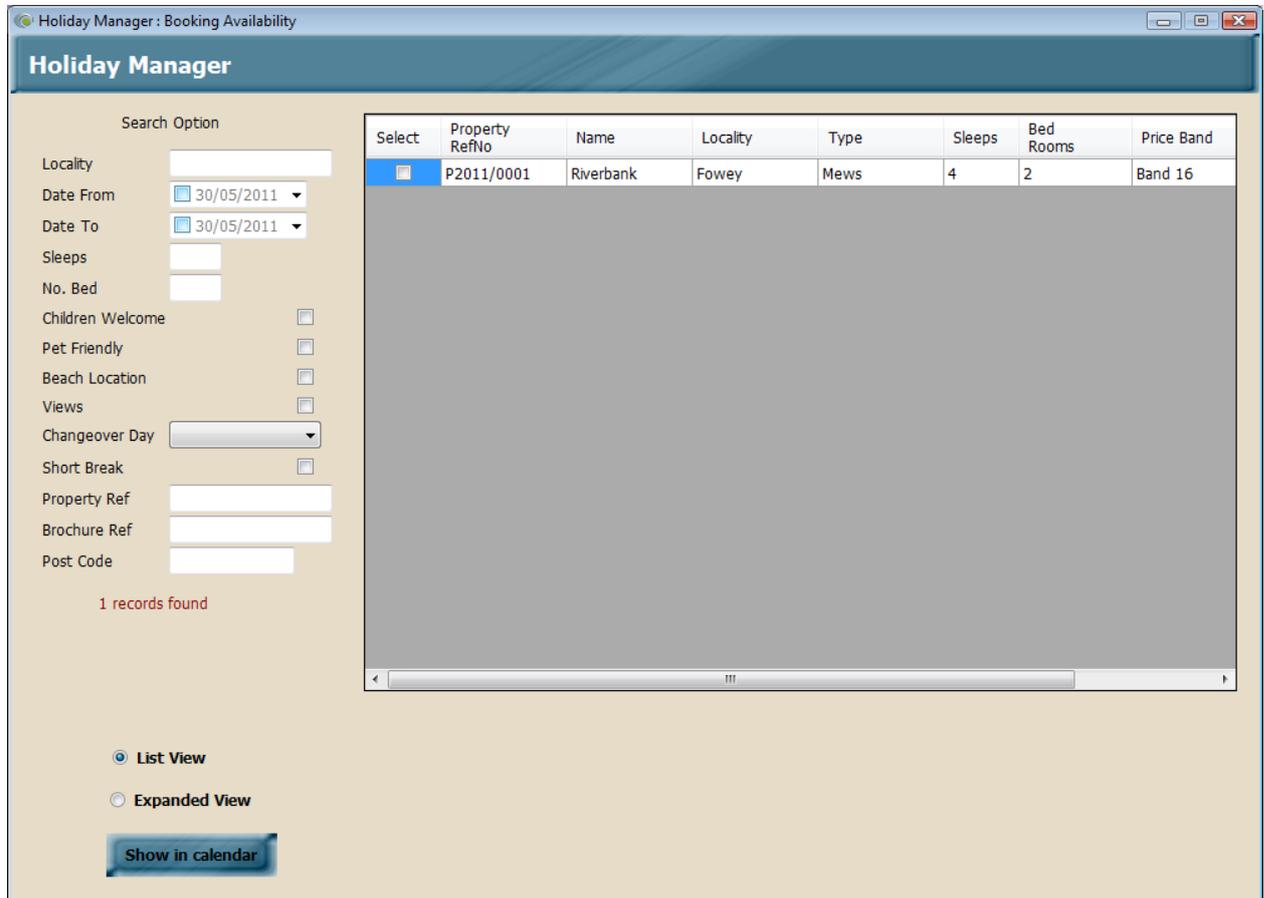
Code	Name	Rate (%)	Amount
Intro	Introducer ...	3.00	0.00
Repeat	Repeat Boo...	5.00	0.00

Booking Process

There have been a number of changes to the booking process, as part of the changes instigated in the previous version.

The first difference immediately noticeable when you select the Booking and Availability Schedules button, is the new screen design

Booking & Availability Schedules



The default layout is now a new “List View”. This displays your current properties in a list rather than the previous photograph view. In this new format your properties can be sorted into any order by clicking on the column header, or be filtered by use of the search options as before.

To view more information about the property, clicking on the select option will display the expanded information at the bottom of the screen. From here, you can click to expand the photograph, or click on the full description link to access the relevant property screen.

If you prefer to have the photo view, simply click on the Expanded View option in the bottom left to switch to the previous view.

For both options to view the availability for the property, click on the select box and click on the Show in Calendar option, at the bottom of the screen, to bring up the availability calendar.

The availability calendar functionality remains the same with the relevant price or booking information displaying when the mouse is moved over an appropriate date. To make a new booking simply click on the start date for the new booking, this will open the new booking form.

New Booking Form

Holiday Manager Status: Provisional Booking

Booking Info | Booking Summary

Property
Ref No: P2011/0001

Notes

Holiday Maker
Ref No: H2011/0001
Name: Miss Emma Phillips
Address: 98, LODGE LANE KEYNSHAM, Bristol - BS26 8HG,
Telephone: 07500844361
E-mail: jwoolley@yahoo.co.uk
Car Reg: WL06 SUR

Additional Guest Information

Name	Date of Birth	Name	Date of Birth
	27/05/2011		27/05/2011
	27/05/2011		27/05/2011
	27/05/2011		27/05/2011
	27/05/2011		27/05/2011

Booking Ref No: Auto
Booking From: 27/08/2011 | Booking To: 03/09/2011 | Nights: 7
Holiday Cost: 789.00

Extra's available

Name	Desc	Price	Include	Num Avail	Num Req	Total
Pet	Other Pet		<input type="checkbox"/>	3.00		
Hamper	Small Hamper		<input type="checkbox"/>	1.00		
Dog	Weekly Dog Sur...		<input type="checkbox"/>	1.00		
Booking Fee	Booking Charge	25.00	<input checked="" type="checkbox"/>	1.00	1.00	25.00
Large Hamper	Large Hamper		<input type="checkbox"/>	1.00		
Deposit	Refundable Sec...	100.00	<input checked="" type="checkbox"/>	1.00	1.00	100.00

Total Extra: 130.00

Notes

Buttons: Preview, New H Maker, Close

As part of the new booking process initiated in the two recent releases, we have now finished the new booking forms and processes.

The booking process has now been split into two stages. The Booking Info tab contains all the information on the person taking the holiday, along with any other guests. It is also where you enter the dates of the holiday and select any extras that you want to include for this particular booking. Once you are happy with the information entered here, simply click on the Next button or the Booking Summary tab to enter any accounts information and complete the holiday booking.

There are a few new options on this screen for this release:

If the booking has been made in advance, there is an option to select certain extras that are payable with the deposit. This is done by clicking on the select button to choose which are due immediately.

At the bottom of the extras section, the payment type has now changed to Card Surcharge. This allows you to specify whether you wish to charge a card supplement to this holiday booking. Selecting a card type will automatically populate the total box adjacent with the amount as calculated by the figures input in the system settings.

You are able to navigate between the Booking Summary and the Booking Info screen to make amendments to the booking, before clicking on the Book to make the holiday booking.

Once the booking has been made the booking invoice will appear automatically as before. There have been some further enhancements to the booking invoice as well with the wording and layout to allow for alternative address layouts, and the order in which the transactions appear on the form.

Once the holiday has been booked further options will become available via buttons at the bottom of the screen. These new options will give you the option to send the booking invoice via email as an attachment, using the Send Mail button, or to receive monies against any invoices outstanding for this booking, by clicking on the Receive Monies button.

New Accounts Screen

As part of the new accounts processes, we have made some changes to the main accounts screen in this latest release.

RefNo	Name	Property No.	Property	Balance
02011/0001	Mr John Smith	P2011/0001	Riverbank	691.18

At the bottom of the screen you will now have the option to View all Invoices, receipts and statements that have been raised on the system.

This allows you to quickly and easily view historic accounts information direct from the daily accounts screen.

To access click on the relevant View button and select the accounts transaction you wish to view. Once open you have the same options to print, export or email as you would have had when first created.

Owner Payments

When a payment is made to an owner there is now a new section on the owner statement, which will appear below the income and expenditure breakdown.

This is an owner invoice and provides the owner with a breakdown of the fees that have been charged on this statement, along with the invoice number, agent VAT number and any VAT charged if relevant.

To:		Statement of Account			
Mr John Smith		Statement Number:	001		
16 GREENRIDGE CRESCENT		Statement Date:	25/05/2011		
LOWERTOWN Bath		Property:	Riverbank		
BA7 1HY		Payment Type:	Bank transfer		

Date	Bookoig No	Description	Property Name	Account	VAT
24/05/2011	B2011/0001	Holiday Cost	Riverbank	627.00	0.00
24/05/2011	B2011/0001	Dog	Riverbank	16.00	0.00
24/05/2011	B2011/0002	30% of Holiday Cost	Riverbank	251.10	0.00
Total Income:				894.10	0.00

Date	Bookoig No	Description	Property Name	Amount	VAT
24/05/2011	B2011/0001	Booking charge of Riverbank	Riverbank	25.00	5.00
24/05/2011	B2011/0001	Management fee from (Holiday Cost , B2011/0001)	Riverbank	90.30	18.06
24/05/2011	B2011/0001	Agent commission for Dog	Riverbank	2.40	0.48
24/05/2011	B2011/0002	Booking charge of Riverbank	Riverbank	25.00	5.00
24/05/2011	B2011/0002	Management fee from (30% of Holiday Cost , B2011/0002)	Riverbank	33.91	6.78
Total Expenses:				176.61	35.32

Date:	Invoice No.	VAT No.	Fees	VAT @	20.00	Total
24/05/2011	INV00004	12345678	176.61	35.32		211.93

Statement Notes:	
	Income: 894.10
	Expenditure: 176.61
	VAT: 35.32
	Monies Withheld: 0.00
	Total Paid: 682.17

Company Address: Elmhurst, Treswithlan Downs, Camborne TR14 0PU	VAT Number: 12345678
---	----------------------

Word Processing

As part of the word processing enhancements, we have now incorporated some booking information merge codes, along with the option to select a booking reference as a letter recipient.

When a booking reference is used as a recipient the system will have the property, owner, holidaymaker and booking information available to link to letters.

The new booking fields are as follows:

Booking ID	-	#b_id
Booking Status	-	#b_status
Booking start date	-	#b_fromdate
Booking end date	-	#b_todate
Any booking extras	-	#b_extra
Payment Method	-	#b_paymentmethod
Extra Amount	-	#b_eamount
Holiday cost	-	#b_holidaycost
Discount Code	-	#b_discountcode
Deposit due	-	#b_depositof
Balance payment due	-	#b_balanceof
Deposit due date	-	#b_depositduedate
Balance due date	-	#b_balanceduedate
Total amount due	-	#b_totaldue
Booking notes	-	#b_bookingnote