



HLS Solutions Ltd Update Notes

Version 2.0.16.35044

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Specialists in software,
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for the holiday letting industry
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Summary

Below you will find brief information on the changes that have been introduced for the latest release of the software, version **2.0.16.35044**.

This version has been released as part of a scheduled release based on feedback from current system users. There have also been a couple of major changes included in this version to the booking process and property availability view.

The main features included in this version are:

- Additional options to the Booking and Availability screen
- Changes to the booking layout to make a new booking quicker to do
- Quick view of the property availability schedule
- Option to include a footer image when sending emails
- Option to include headers and footers on accounts documentation
- Several additional System Events for different booking statuses
- Generation of system events from Accounts screens as well as bookings
- Option to view full property tariff from property screen and availability calendar
- The record history is picking up more information on events for reference
- Much more detailed Additional Guest information
- System now stores the number and type of guests on each booking
- Booking source now stored as well as the holidaymaker source
- Option to add notes and feedback to a booking

Information Screen Changes

Property Screen

In this version a couple of changes have been introduced to the property screen.

On the marketing tab, we have introduced a new button next to the Price Band dropdown. This allows a quick view of the full price band for a property for reference purposes direct from the property.

This feature is a “View” only facility for reference, and any changes to the price band will still be made via the system settings as before.

Further enhancements have been made to the Maintenance section, with the allowance of one preferred maintenance company to be specified as a cleaner and for property maintenance.

You will also notice the history log is more detailed, as more events are stored for future reference.

Holiday Manager Property Name: Eco Retreat Status: LIVE

General **Marketing Information** Photographs Maintenance Management Documentation Keys Transactions History Extras

Property Type: Detached
 Sleeps: 10
 No of Beds: 5
 Changeover Day: Saturday
 Short Breaks: Yes No

Heating: Full
 Price Band: Seaview Cottage
 Rating: 5
 Brochure Ref: ECO
 Brochure Page Number: 29

Child Friendly
 Pet Friendly
 Sea Views
 Garden
 Swimming Pool
 Wi-Fi
 Disabled Access
 Beach Access
 Open Fire
 Housekeeping Service
 Option 11
 Option 12

Description Advertising
 Marketing
 Alternative Marketing

Date Added 12/2/2010

[View Booking Schedule](#) [Close](#) [Save](#)

Booking and Availability Schedules

To enable booking schedules to be viewed more easily and new bookings to be made quicker, we have introduced a number of changes to this section of the program.

The “Expanded View” option has been removed from the left hand side of the screen. By default you will now see the list view automatically with no option to switch. The full information on each of the properties including photograph can still be viewed at the bottom of the screen as before.

In addition to the detailed property information, the property availability can also be viewed from this screen without having to use the select option. Simply click on the required property anywhere along the line and the availability will appear at the bottom of the screen. The calendar can be moved to alternative months as before, and the full property details can be viewed by clicking the Property Details selection.

New bookings can be made from this screen by simply clicking in the starting date of the holiday, plus information on holiday prices and existing bookings can be brought up the same way as before by clicking or holding your mouse pointer over the respective records.

If you wish to compare more than one property, this can still be done. Simply tick the select box on the required properties and click the “Show in calendar” button. The layout for the compare screen has also changed to reflect the information about the property, rather than the photograph of the property.

Holiday Manager : Booking Availability

Holiday Manager

Search Option

Locality:

Date From:

Date To:

Sleeps:

No. Bed:

Child Friendly:

Pet Friendly:

Sea Views:

Garden:

Short Break:

Changeover Day:

Property Ref:

Brochure Ref:

Post Code:

11 records found

[Show in calendar](#)

Select	Property RefNo	Name	Locality	Type	Sleeps	Bed Rooms	Price Band	Changeover Day
<input type="checkbox"/>	P2010/0001	The Lodge	Portreath	Lodge	6	3	Band A	Saturday
<input type="checkbox"/>	P2010/0002	Towan Ap...	Hayle Tow...	Apartment	3	1	Band 1	Friday
<input type="checkbox"/>	P2010/0003	Rock Cott...	Mevagissey	Detached	8	3	The Cotta...	Sunday
<input type="checkbox"/>	P2010/0004	Eco Retreat	St Ives	Detached	10	5	Seaview C...	Saturday
<input type="checkbox"/>	P2010/0005	Church View	Exeter	House	4	2	Band B	Saturday
<input type="checkbox"/>	P2010/0006	Eden Reach	Falmouth	Cabin	4	1	Band B	Saturday
<input type="checkbox"/>	P2010/0007	Treetops	Brixham	Detached	8	4	The Cotta...	Saturday
<input type="checkbox"/>	P2010/0008	Riverview	Helford River	House	4	2	Seaview C...	Saturday
<input type="checkbox"/>	P2010/0009	Primrose F...	Bude	Detached	7	3	The Cotta...	Saturday
<input type="checkbox"/>	P2010/0010	Corner Lo...	Tehidy	Lodge	6	3	Band B	Saturday
<input type="checkbox"/>	P2010/0011	Lobster Pots	The Lizard	Flat	2	1	Band 1	Saturday

Rock Cottage

Availability Property Details

August

2011

August, 2011							September, 2011							October, 2011							November, 2011						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6	28	29	30	31	1	2	3	25	26	27	28	29	30	1	30	31	1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31	1	2	3	25	26	27	28	29	30	1	23	24	25	26	27	28	29	27	28	29	30	1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	30	31	1	2	3	4	5	4	5	6	7	8	9	10

Holiday Manager : Booking Availability

Holiday Manager

August 2011 [Show](#) [Refresh](#) [Previous](#) [Next](#)

	August, 2011							September, 2011							October, 2011							November, 2011									
	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Sa	Su	Mo	Tu	We	Th	Fr	Sa
The Lodge Portreath hy6 Sleeps 6 Bedrooms 3 Price Band Band A Changeover Day Saturday Short Breaks Available	31	1	2	3	4	5	6	27	28	29	30	31	1	2	24	25	26	27	28	29	30	29	30	31	1	2	3	4			
Rock Cottage Mevagissey tres Sleeps 8 Bedrooms 3 Price Band The Cottage Changeover Day Sunday Short Breaks Available	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11			
Church View Exeter Chu Sleeps 4 Bedrooms 2 Price Band Band B Changeover Day Saturday Short Breaks Available	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18			
	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25			
	27	28	29	30	31	1	2	24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30	1	2			
	3	4	5	6	7	8	9	1	2	3	4	5	6	7	29	30	31	1	2	3	4	3	4	5	6	7	8	9			

System Settings

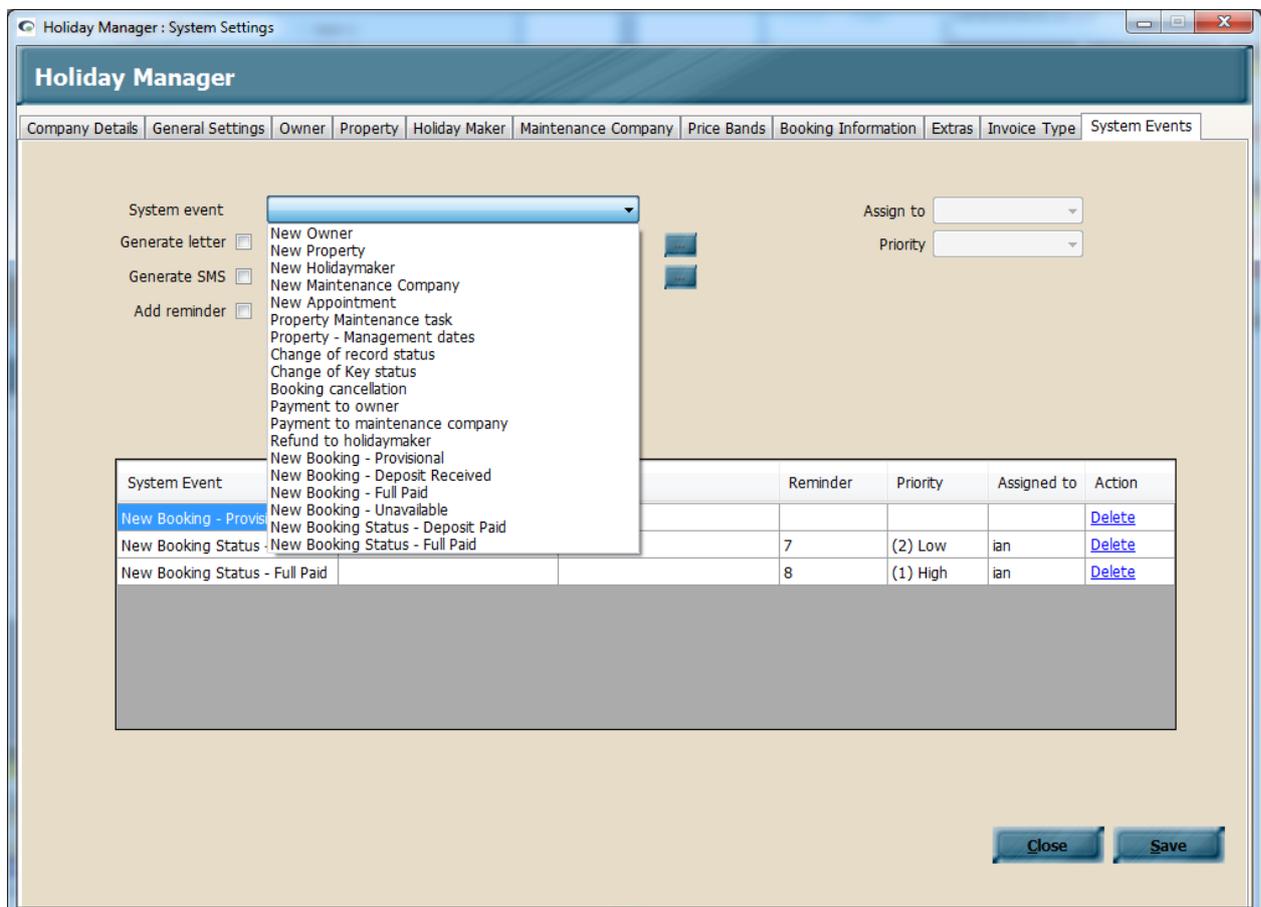
System Events

The software has always been able to automatically generate a number of emails, letters, SMS text messages or reminders for different system events. In order to expand on this functionality we have introduced a number of new system events in this version.

The new system events are:

- New Booking – Provisional
- New Booking – Deposit Received
- New Booking – Full Paid
- New Booking – Unavailable
- New Booking Status – Deposit Paid
- New Booking Status – Full Paid

These system events can be configured with any number and combination of letters, emails, SMS text messages plus a reminder. This allows you to configure your system exactly as you require with the events you want to take place. All of the events can make use of the merge codes to personalise the letters exactly as you require.

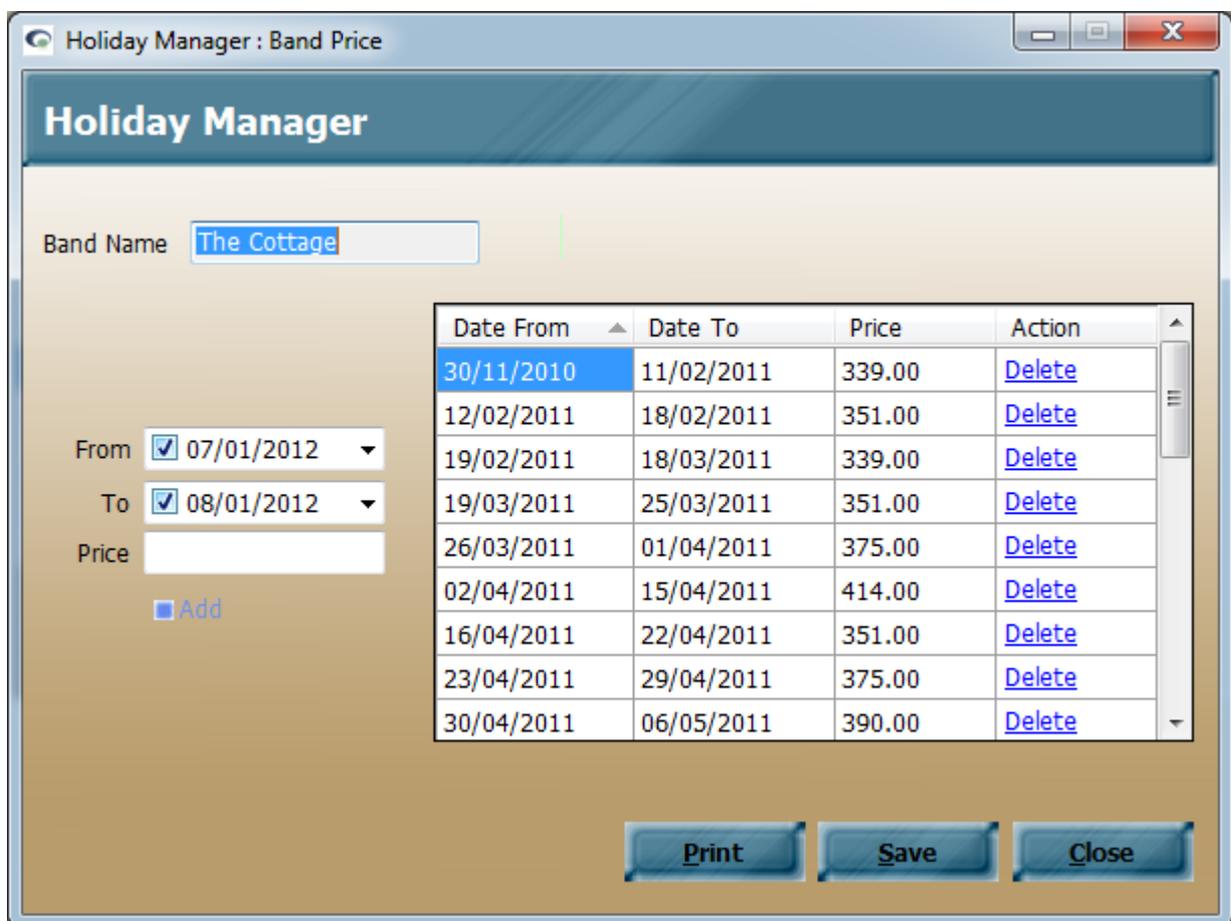


Another significant change for this version is the message box that will appear when a System event is triggered. A message will appear providing you with the information on the system event that has been triggered and the option for this to be generated.

As with previous versions, letters and emails will be sent to the Print/Send documents section, SMS text messages and reminders will be generated immediately.

Price Band

To enable the manual checking of price bands once entered, a new Print option has been introduced to the Price Band section.



Invoice Type

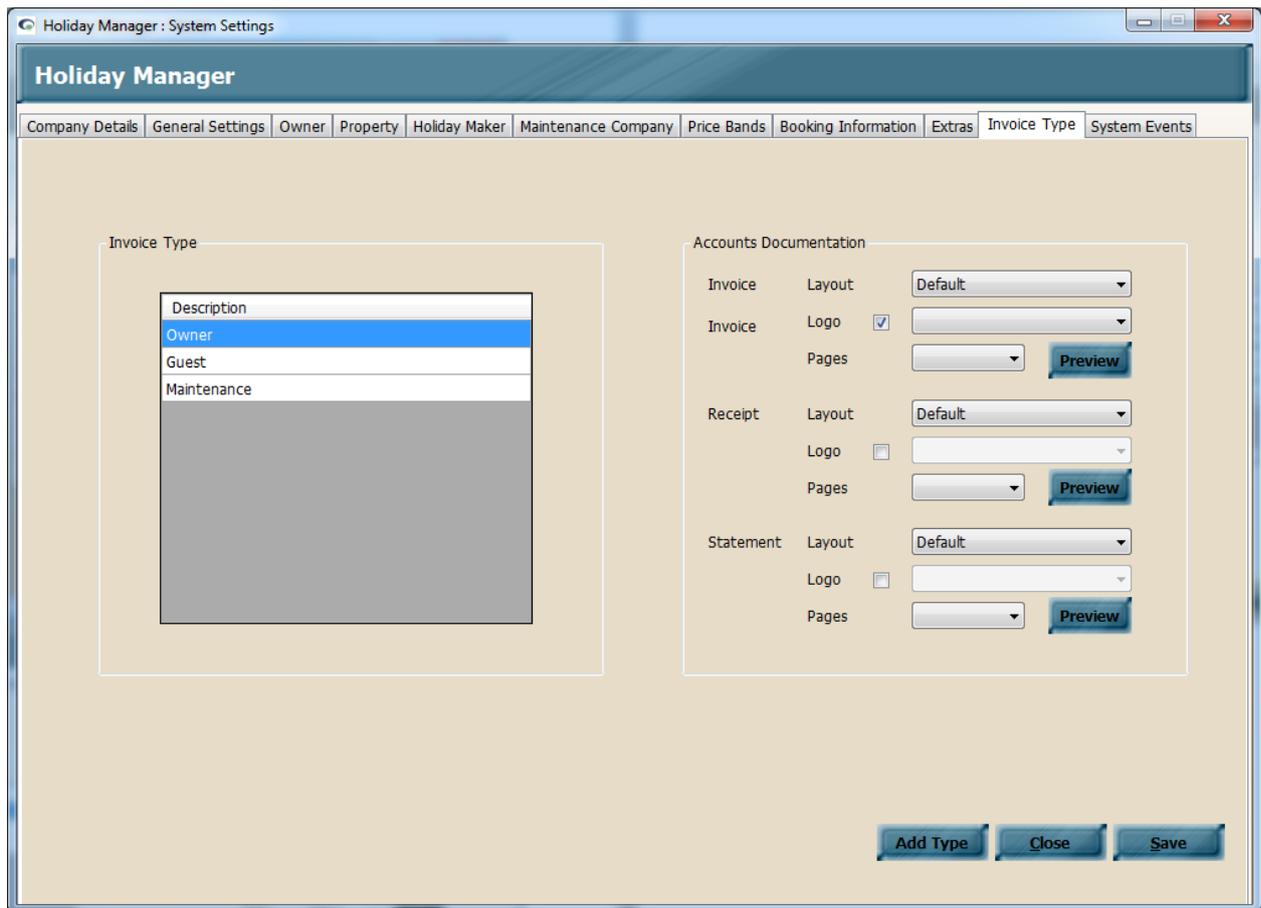
This version of the software now allows the addition of your own personalised artwork to be added to the standard account documentation.

This can be done in two ways:

Watermark – An embedded image that will be situated behind the accounts document to form a background to the document. This option is especially useful where you have a header that extends further down the page.

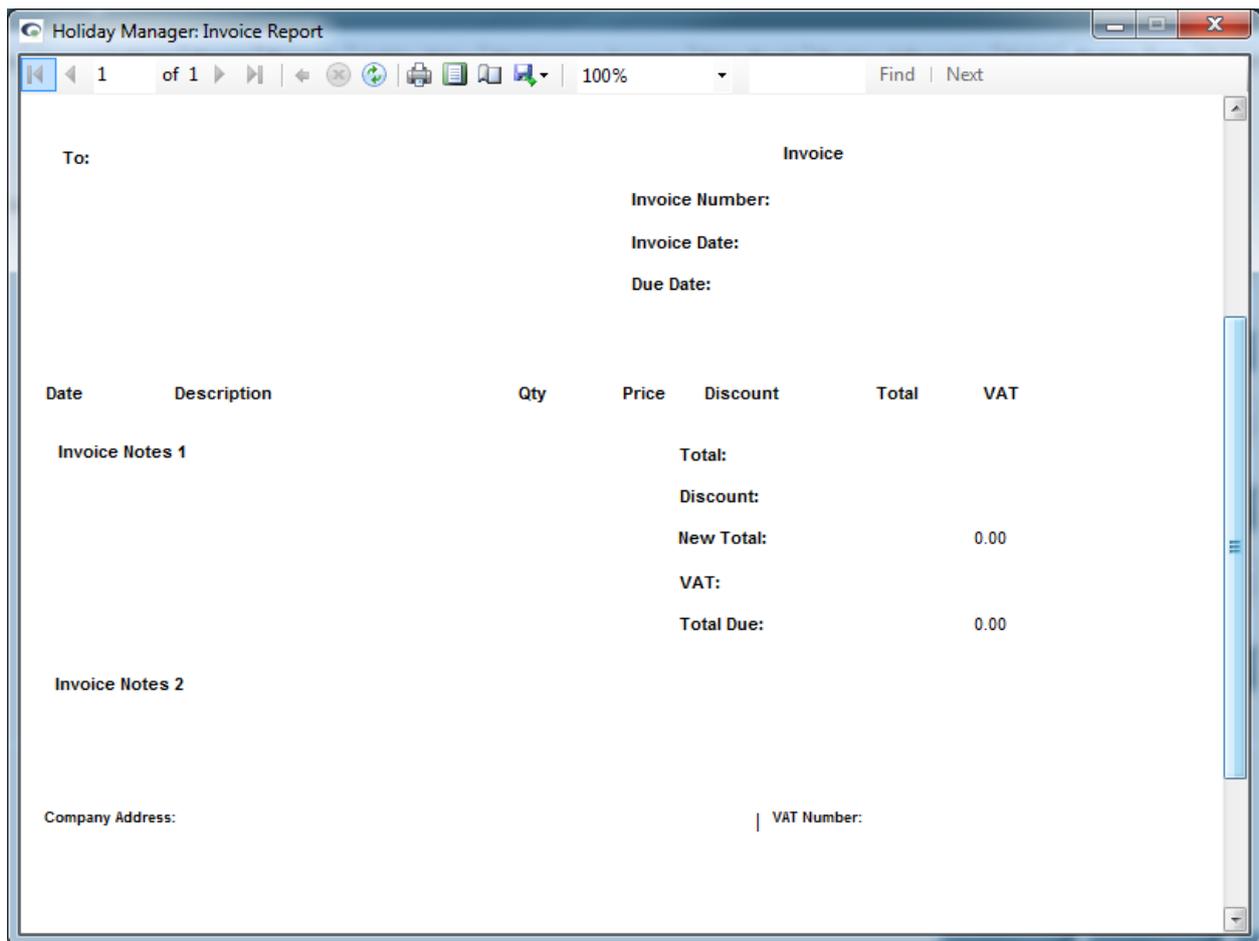
Header and Footer – The more traditional option where two separate images are able to be situated at the top and bottom of the accounts form.

The artwork for these options is picked up from the Template setup on the main menu, and is the same versions as used for the standard letters and word processing.



Once you have configured the accounts documentation you require, there is a Preview button to see how this will look when printed.

Once you are happy with the layout, click “Save” to store these settings for all future accounts documentation produced. If you ever revise your documentation images, these can be changed in this section as required.



New Booking functionality

In this version we have introduced a number of design and functionality changes to speed up the booking process.

When you click on a date to make a new booking you will still have the option to make a new booking, or to mark your property as unavailable. If you select the Make New Booking option you will notice a number of changes on the screen that now appears.

The first thing that you will notice is the Booking information is now on the right hand side of the screen, rather than the left. This enables you to check and select the Booking From and Booking To dates. This will immediately provide you with the base price for the holiday.

The Property section that was on the left has now been moved to the right, as the information contained here is for reference purposes, rather than require any input at this stage.

The second section down remains the same as before with the information on the holiday maker. We have introduced a further addition to this section, which is the Booking Source.

By default this will be populated with the original holidaymaker source as specified when the holidaymaker was added to the system. This section is however independent from the original holidaymaker and a different source can be added for this booking, thus allowing you to report and track more closely the booking source. If the booking source is not present on the dropdown list here, this can be added by selecting the “Add New Source” option below the dropdown list.

Booking Info | Booking Summary

Booking
 Booking Ref No: Auto
 Booking From: 02/10/2011 | Booking To: 09/10/2011 | Nights: 7
 Holiday Cost: 345.00

Property
 Ref No: P2010/0003 | Title: Rock Cottage
 Notes:

Holiday Maker
 Ref No: H2010/0001 | Source: Website
 Name: Mr John Sampson | Add New Source
 Address: 12, GREENRIDGE GARDENS, Swindon - OX9 4EK
 Telephone: 07500844361
 E-mail: jwoolley@yahoo.co.uk | Car Reg:

Party
 Total in Party: 0 | Adults: 0 | Children: 0 | Infants: 0 | Guest Information

Notes:

Extra's available

Name	Desc	Price	Include	Num Avail	Num Req	Total
Deposit	Refundable rese...	100.00	<input checked="" type="checkbox"/>	1.00	1.00	100.00
Small hamper	Welcome Hampe...		<input type="checkbox"/>	1.00		
Dog	Pet Surcharge		<input type="checkbox"/>	5.00		
Large Hamper	Welcome Hampe...		<input type="checkbox"/>	1.00		
Booking Charge	Booking charge	20.00	<input checked="" type="checkbox"/>	1.00	1.00	20.00

Total Extra: 120.00

Preview | Next | Close | Book

Below the holidaymaker is now the Party/additional guest information.

You now have a couple of options for this section to either track purely the number of Adults, Children and Infants that are relevant to this booking, or you can add additional information for every guest. To do this, simply click on the “Guest Information” option to the right of this section, and an Additional Guest Information screen will be displayed.

Where an additional guest has already been specified on a holidaymaker record, the details will appear on this list. Alternatively additional guests can be added here, by completing the top section of the screen with as much, or as little information as required, and clicking Add to move the details to the lower section.

Once you have all the additional guests you require, click on the Close button to return to the booking form.

When you are happy the first part of the booking form has been completed correctly, click “Next” or the Booking Summary tab to move to the next part of the booking.

Holiday Manager : Additional Guest Information New

Additional Guest

Reference: Email:

Name: Mobile Number:

Date of Birth: Car Reg:

Age:

Include	Name	DOB	Age	Email	Mobile Number	CarReg

Holiday Manager : New Booking Status: Provisional Booking

Holiday Manager

Booking Info Booking Summary

Booking Ref No:

Booking From: Booking To:

Holidaymaker:

Holiday rental cost: Override

Discount Code: Override

0.00 % + Fixed 0.00 [Clear](#)

Extra	Price	Quantity	Discount	VAT
Deposit (Refundabl...)	100.00	1.00	0.00	0.00
Booking Charge	20.00	1.00	0.00	0.00

Due With Deposit

Card Surcharge: [Clear](#)

VAT:

Total Holiday Cost

Booking Notes:

Deposit Payment Due by: Override

30% of Holiday Cost

Selected Extra's

Card Surcharge

VAT

Total Deposit Due

Balance Payment Due by:

Balance of Holiday Cost

Selected Extra's

Card Surcharge

VAT

Total Balance Due

Booking Summary

Total Holiday Cost

Owner Income

Agency Income - Owner

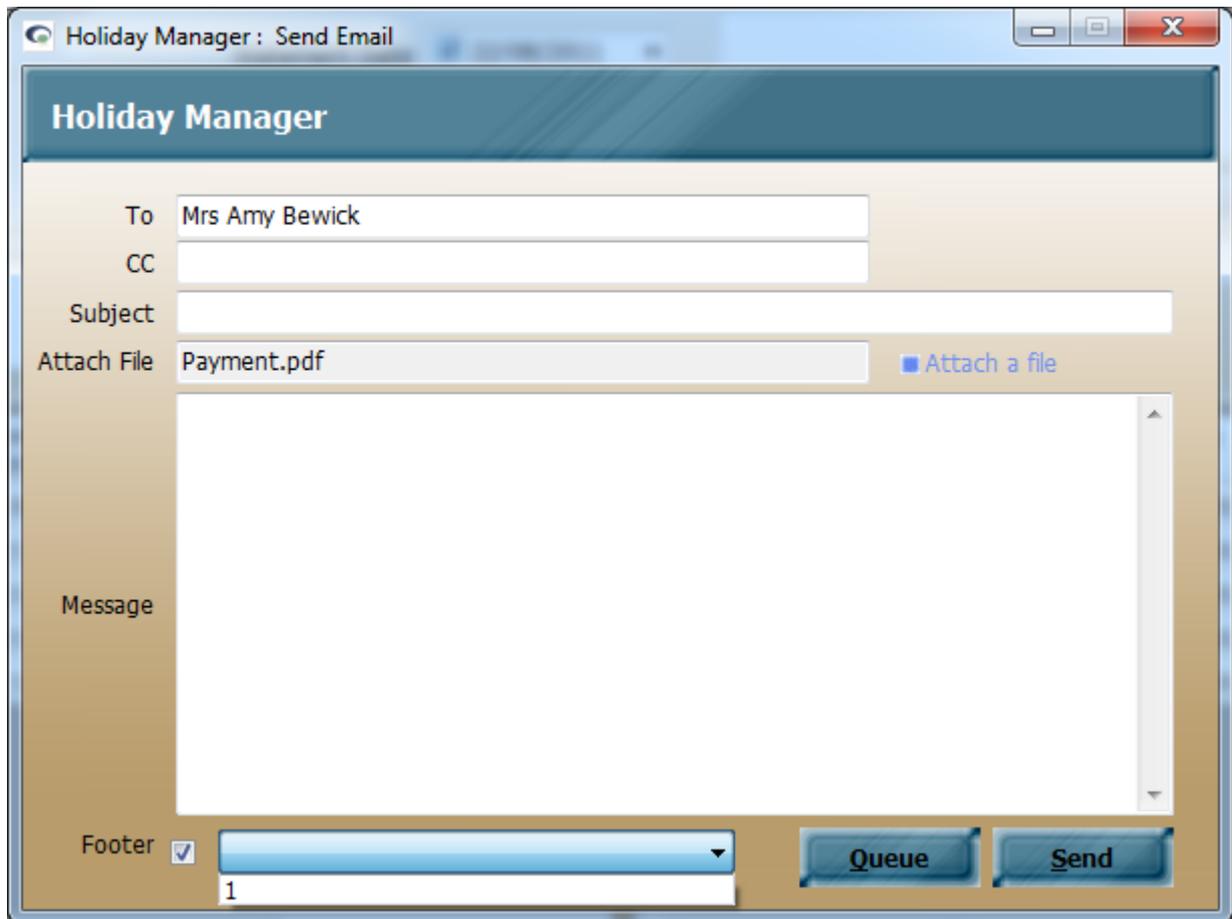
Agency Income - Holidaymaker

Holidaymaker deposit

Other Extras

On the booking summary screen (above), one minor change has been made to the screen layout in this version. We have allowed the option to change the Booking From and Booking To section, if this was not changed initially.

Another new feature for the new booking form is the ability to email the booking/payment form and add an email footer to the accompanying email.



This feature is also being extended through the program for all email options.