HLS Solutions Ltd Update Notes

Version 2.0.22

Last Updated – 14ᵗʰ June 2012

Version Summary

Below you will find brief information on the changes that have been introduced for the latest release of the software, version **2.0.22**.

This version has been released with a general focus on additional word processing functionality.

The main features included in this version are:

- All installed fonts now appearing on the word processor
- Multiple letter header and watermark images
- Owner Payment filter options
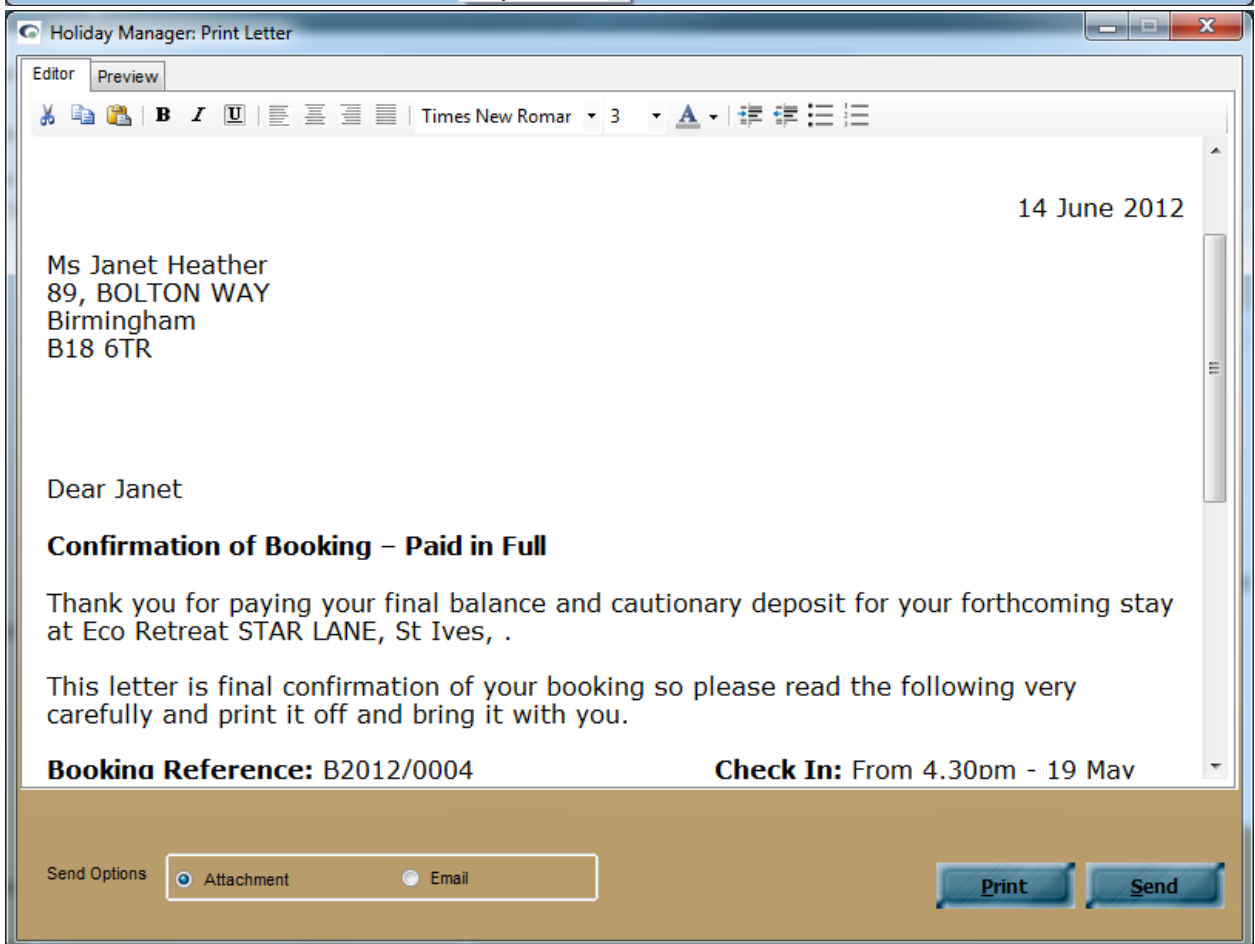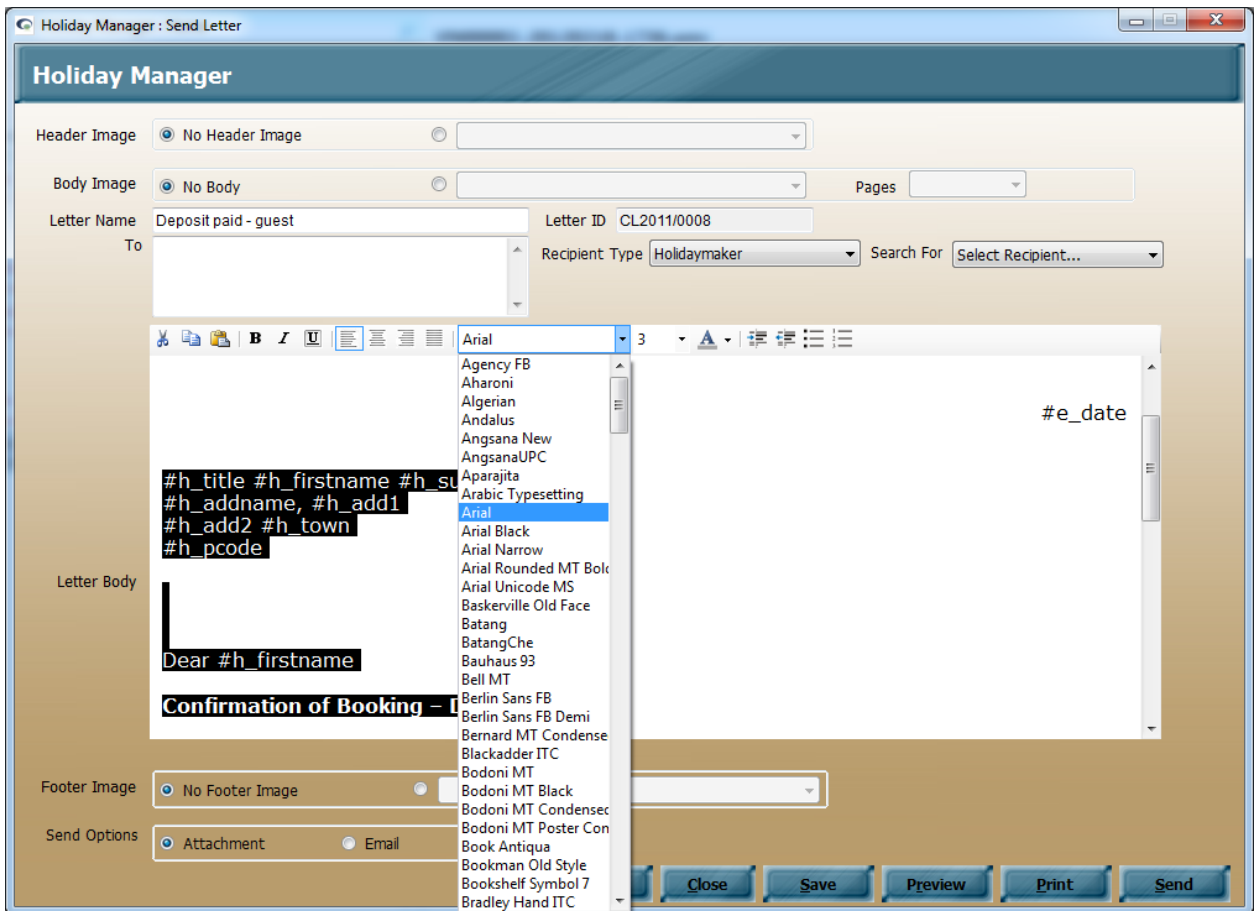- Table and advanced letter formatting

Word processor fonts

We have always had the option to utilise multiple fonts in a number of ways on previous versions, however we have now introduced much more flexibility with changing fonts and information when in a current document.

A new toolbar has been introduced to the letter creation option that offers new functionality, including the option to increase and decrease indents on the document and the option to add numbering and bullet points automatically.

In addition all fonts that you have installed on your computer will now be picked up automatically and displayed in the font drop down list.

In addition to the document creation options, we also have similar increased functionality available when a letter has been merged. The merged letter will automatically appear in the Editor screen. This option provides you with all the increase functionality detailed above and will allow further changes to the document to be made before distributing.
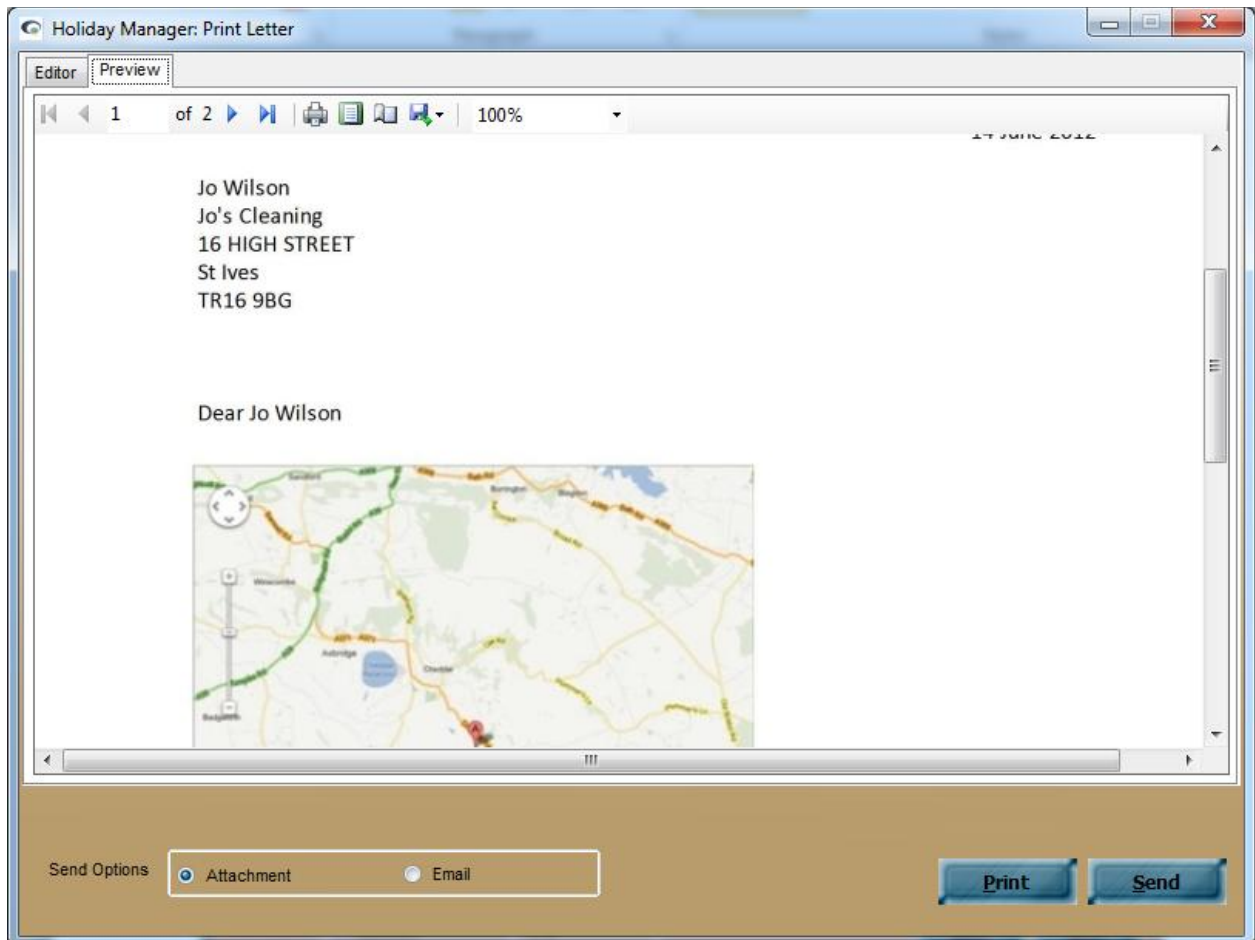
Once you are finished with any editing, you can switch to preview mode to view how the letter will appear to the recipient. You also have options to save or export the document at this point.

Holiday Manager : Send Letter

Holiday Manager

Header Image   ● No Header Image   ○ [▼]

Body Image   ● No Body   ○ [▼]   Pages [▼]

Letter Name [Deposit paid - guest   ]   Letter ID [CL2011/0008]

To [   ]   Recipient Type [Holidaymaker ▼]   Search For [Select Recipient... ▼]

Letter Body

[Toolbar: ✂ 📋 📋 | B I U | ≡ ≡ ≡ ≡ | Arial ▼ | 3 ▼ | A ▼ | ⇥ ⇥ ☰ ☰]

Font dropdown list:
Agency FB
Aharoni
Algerian
Andalus
Angsana New
AngsanaUPC
Aparajita
Arabic Typesetting
Arial
Arial Black
Arial Narrow
Arial Rounded MT Bold
Arial Unicode MS
Baskerville Old Face
Batang
BatangChe
Bauhaus 93
Bell MT
Berlin Sans FB
Berlin Sans FB Demi
Bernard MT Condense
Blackadder ITC
Bodoni MT
Bodoni MT Black
Bodoni MT Condensed
Bodoni MT Poster Con
Book Antiqua
Bookman Old Style
Bookshelf Symbol 7
Bradley Hand ITC

#e_date

#h_title #h_firstname #h_su
#h_addname, #h_add1
#h_add2 #h_town
#h_pcode

Dear #h_firstname

Confirmation of Booking – D

Footer Image   ● No Footer Image   ○ [▼]

Send Options   ● Attachment   ○ Email

[Close] [Save] [Preview] [Print] [Send]

Holiday Manager: Print Letter

[Tab: Editor] [Tab: Preview]

[Toolbar: ✂ 📋 📋 | B I U | ≡ ≡ ≡ ≡ | Times New Roman ▼ | 3 ▼ | A ▼ | ⇥ ⇥ ☰ ☰]

14 June 2012

Ms Janet Heather
89, BOLTON WAY
Birmingham
B18 6TR

Dear Janet

Confirmation of Booking – Paid in Full

Thank you for paying your final balance and cautionary deposit for your forthcoming stay at Eco Retreat STAR LANE, St Ives, .

This letter is final confirmation of your booking so please read the following very carefully and print it off and bring it with you.

Booking Reference: B2012/0004   **Check In:** From 4.30pm - 19 May

Send Options   ● Attachment   ○ Email

[Print] [Send]

Multiple letter header and watermark images

Within the program there is the facility to save unlimited images to be used for document headers, footers and watermark images.

As part of the new functionality in this version, we have made some changes to the way these are saved and recorded against letters, to allow you setup individual letters with different images. This can be used to store maps, logos, marketing adverts etc. and link them to individual or groups of documents.

Owner Payment filter options

With a lot of agencies only paying monies to owners once the holiday has been completed or commenced, we have introduced a new filter option when making payments to owners.

When accessing the owner payment the system will default to include all transactions. However, we now have two additional options, Holiday Commenced and Holiday Complete. Ticking these options will deselect any relevant transactions based on the "Booking From" and "Booking To" dates.

Tables and advanced letter formatting

In this version we have introduced a number of changes within the Word processor to increase the functionality and options available.

One of the main introductions is the ability to have tables and advanced formatting.

Any tables or other layouts can be copied from Microsoft Word or other programs and pasted straight into a new or existing document. Once the table is in the new document, you can amend and format this as you would normally. Once you have finished your amendments, the document can be saved and will be merged as normal.

Any merge codes used within the table will pick up as normal allowing you to customise and produce detailed documents that are personalised and can be created directly from the program.

Holiday Manager: Print Letter

Editor | Preview

| Cut | Copy | Paste | **B** | *I* | <u>U</u> | | Align | Center | Right | Justify | | Times New Roman ▾ | 3 ▾ | | **A** ▾ | | Indent | Outdent | List | Numbered List |

Birmingham
B18 6TR

Dear Janet

Eco Retreat

Here are the details for Eco Retreat from 19 May 2012 to 26 May 2012

Name	Ms Janet Heather
Address	89, BOLTON WAY Birmingham B18 6TR
Telephone Number	123456
Property	Eco Retreat
Arrival date	19 May 2012
Departure date	26 May 2012
Number of adults/children	4/2
Weekly Rate	520.00
Extras required	YES

Send Options   ○ Attachment   ○ Email

[Print]   [Send]