



using the:

Axis
Property Manager



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1. Introduction

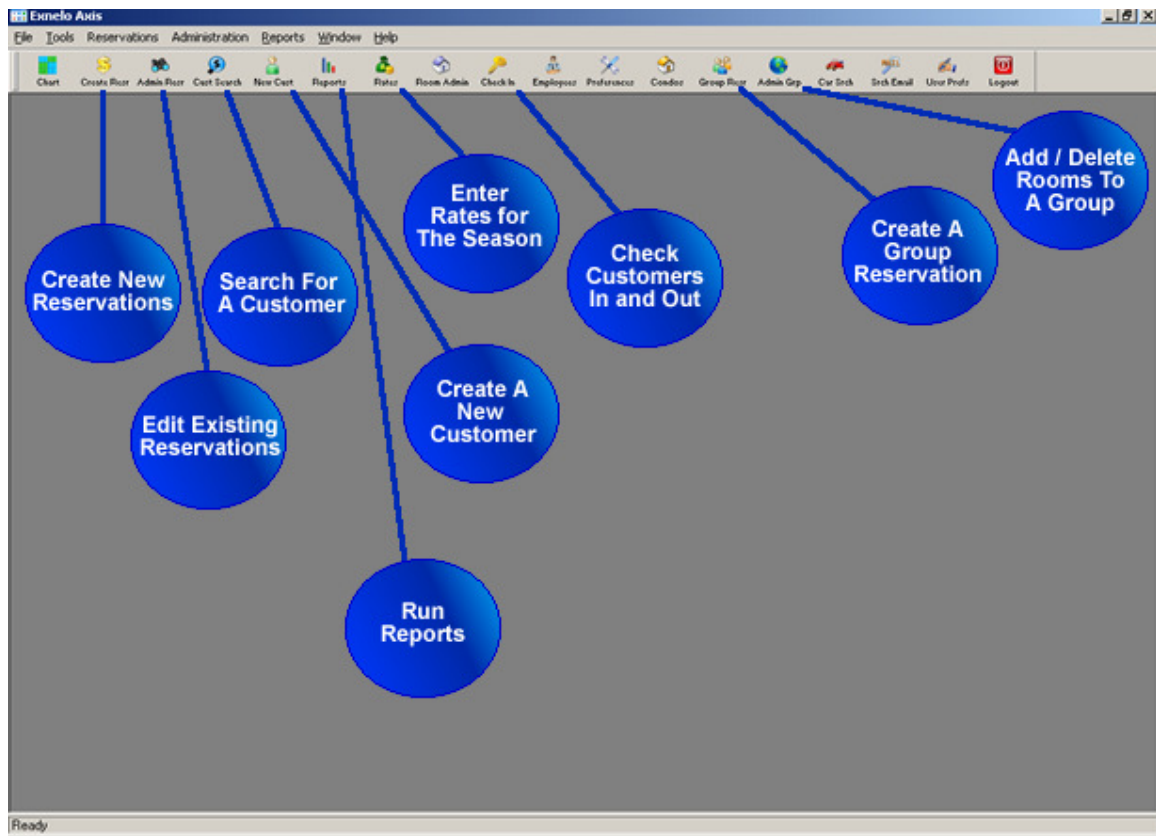
Getting Started:

This manual is a short version of the user manual. The intention of this manual is to give the users a quick way to perform certain common functions without having to read through many pages. This version is NOT intended to show every feature in the system, but to give a very brief view of some of them. Please look through the full user manual for any further details.


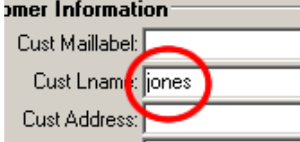
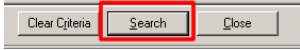
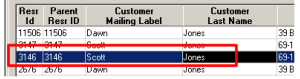

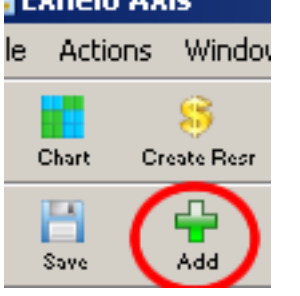
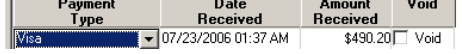

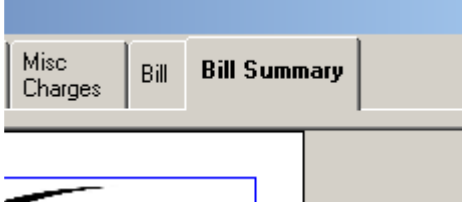
Software Development Team

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147 Jackson Road
Berlin, NJ 08009
856.753.4445
info@Exnelo.com

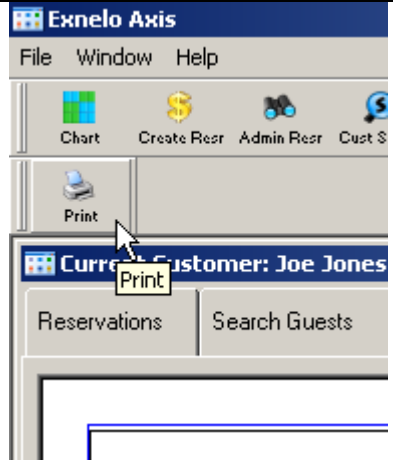
2. Main Frame Window



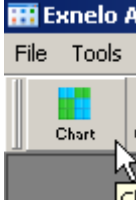
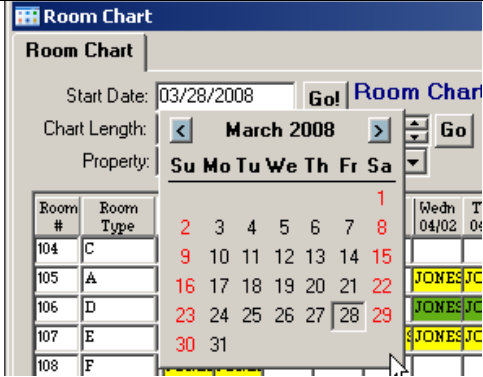
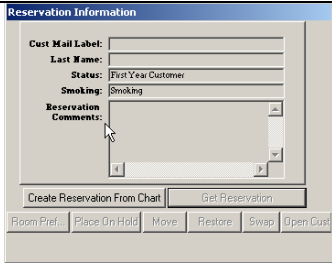

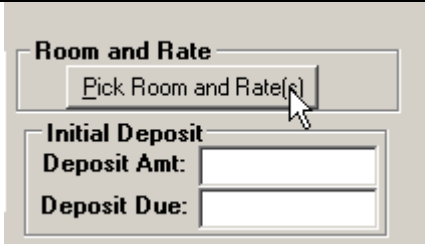
3. Entering Deposits for Confirmations

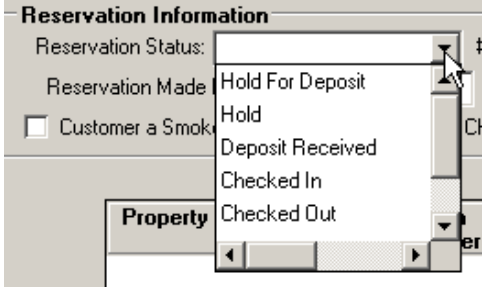
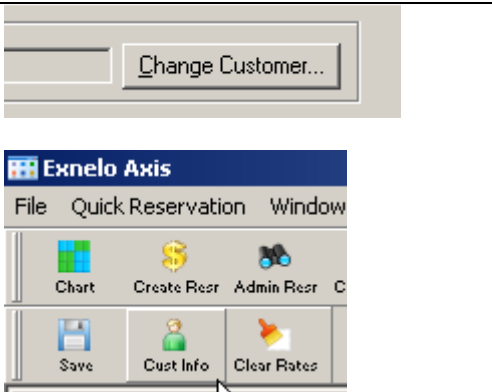
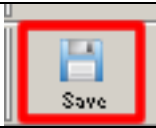
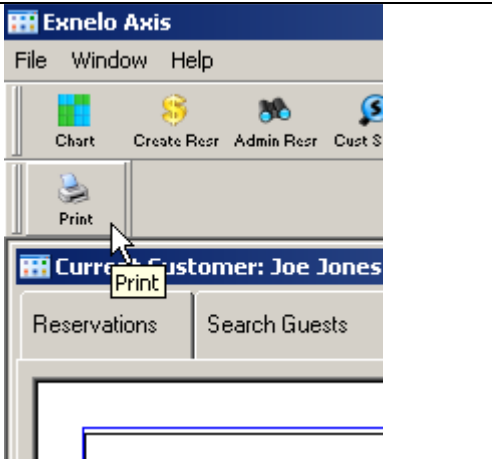
<p>1. Left Click binoculars (admin reservations)</p>	
<p>2. Type in last name or reservation id</p>	
<p>3. Hit enter or left click the SEARCH button</p>	
<p>4. Select name from grid</p>	
<p>5. Click Receivables Tab page</p>	
<p>6. Click ADD from second level menu on top left. <i>You can also right click on the white area and select ADD from the pop-up menu. This will perform the same function.</i></p>	
<p>7. Enter Receivable Information</p>	
<p>8. Left Click the Save Button</p>	
<p>9. View the confirmation by clicking the bill summary tab page</p>	

10. Print the confirmation by selecting the PRINT icon from the top left corner.

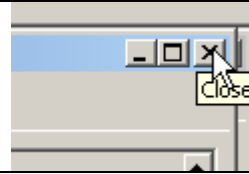


4. Creating a New Reservation


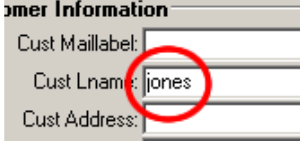
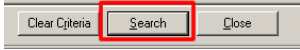

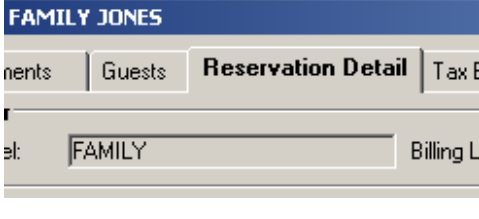
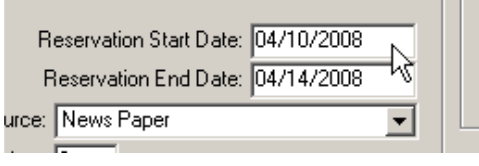


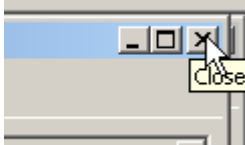
<p>1. Open up the room chart by clicking on the room chart icon on the main menu.</p>																																																																							
<p>2. Navigate to the time period for the reservation. Use the calendar and hit the go button.</p>	 <table border="1" data-bbox="938 762 1386 947"> <thead> <tr> <th>Room #</th> <th>Room Type</th> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> <th>Wedn T</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>04/02 04</td> </tr> <tr> <td>104</td> <td>C</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td></td> </tr> <tr> <td>105</td> <td>A</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>JONES JC</td> </tr> <tr> <td>106</td> <td>D</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>JONES JC</td> </tr> <tr> <td>107</td> <td>E</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>JONES JC</td> </tr> <tr> <td>108</td> <td>F</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>JONES JC</td> </tr> </tbody> </table>	Room #	Room Type	Su	Mo	Tu	We	Th	Fr	Sa	Wedn T									1	04/02 04	104	C	2	3	4	5	6	7	8		105	A	9	10	11	12	13	14	15	JONES JC	106	D	16	17	18	19	20	21	22	JONES JC	107	E	23	24	25	26	27	28	29	JONES JC	108	F	30	31						JONES JC
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<p>3. Right Click on the room chart and select CREATE RESERVATION FROM CHART button.</p>																																																																							
<p>4. Left click and hold down the mouse and drag to the right to select the amount of days you want to create a reservation for.</p>																																																																							
<p>5. Let go of the mouse and the reservation screen will open up. Select the PICK ROOM AND RATE button. Make sure the dates are correct at the top.</p>																																																																							

<p>6. Change reservation status to hold for deposit for advanced reservations, or change status to applicable one.</p>											
<p>7. Click CHANGE CUSTOMER button to find an existing customer. If not present, click the CUST INFO button at the top right to input a new customer.</p>											
<p>8. Update room revenue amounts at bottom of screen if necessary</p>	<table border="1" data-bbox="906 934 1222 1129"> <thead> <tr> <th>Rate Amount</th> <th>Charge Date</th> </tr> </thead> <tbody> <tr> <td>\$75.00</td> <td>04/10/2008</td> </tr> <tr> <td>100.00</td> <td>04/11/2008</td> </tr> <tr> <td>\$100.00</td> <td>04/12/2008</td> </tr> <tr> <td>\$100.00</td> <td>04/13/2008</td> </tr> </tbody> </table>	Rate Amount	Charge Date	\$75.00	04/10/2008	100.00	04/11/2008	\$100.00	04/12/2008	\$100.00	04/13/2008
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\$100.00	04/13/2008										
<p>9. Left Click the Save Button. The reservation confirmation tab page will automatically open up.</p>											
<p>10. Print or email the confirmation if necessary.</p>											
<p>11. Print the confirmation by selecting the PRINT icon from the top left corner.</p>											


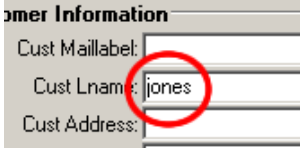
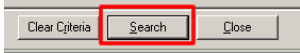
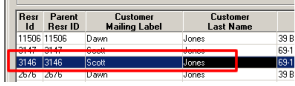
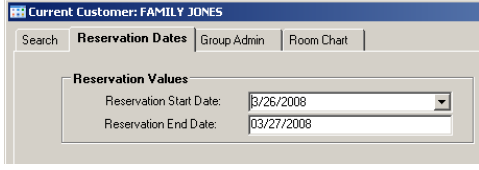
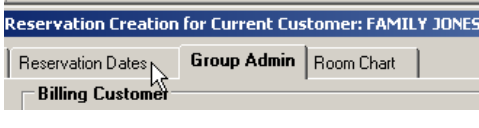
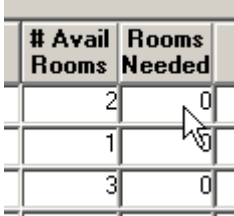
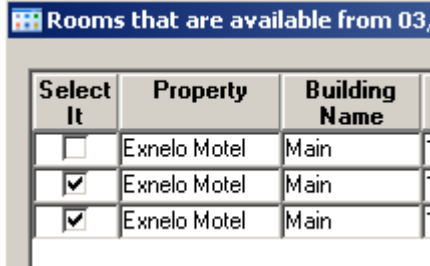
12. Close the Reservation Editing Window if necessary

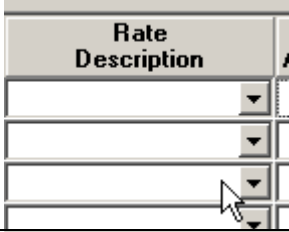

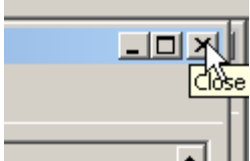


5. Changing a Reservation

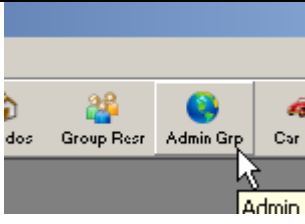
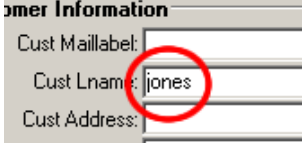
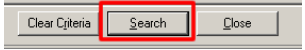
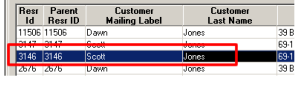
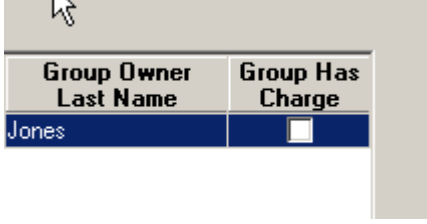
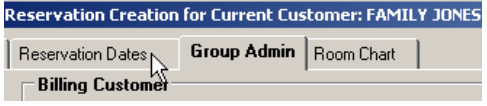
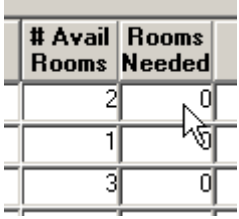
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12676	12676	Dawn	Jones	39 B																	
<p>5. Click Reservation Detail Tab page.</p>																					
<p>6. Extend or shorten the reservation dates by changing the calendar on the right.</p>																					
<p>7. You can also change the reservation source, reservation amounts, adults, children, etc.</p>																					
<p>8. Left Click the Save Button</p>																					
<p>9. Close the Reservation Editing Window if necessary</p>																					

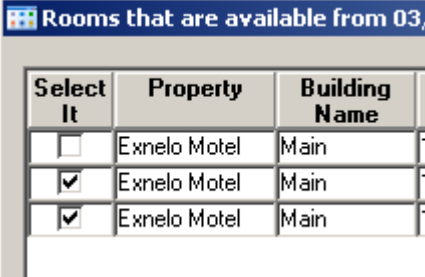
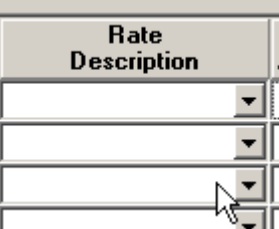
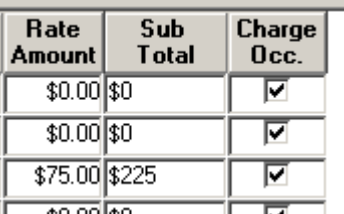
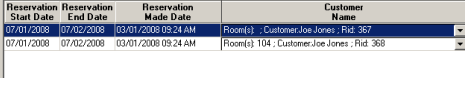


6. Creating a Group Reservation


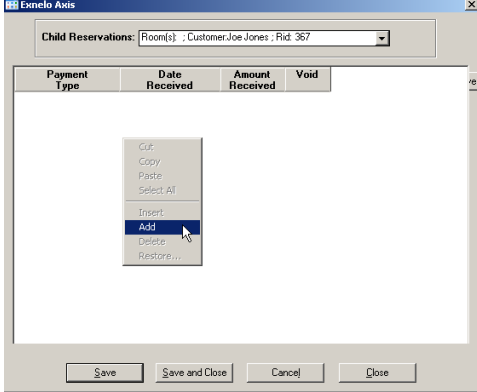
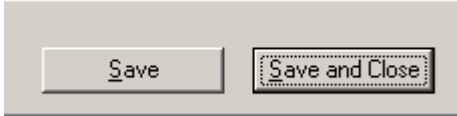
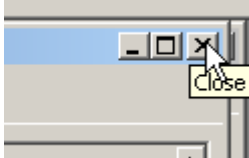
<p>1. Left Click on the three people icon (group reservation) to create a new group reservation.</p>																										
<p>2. Type in last name or other data to find an existing customer for the group. If none, create a new customer first and then repeat this step.</p>																										
<p>3. Hit enter or left click the SEARCH button</p>																										
<p>4. Select name from grid</p>	 <table border="1"> <thead> <tr> <th>Resr. Id</th> <th>Parent Resr ID</th> <th>Customer Mailing Label</th> <th>Customer Last Name</th> <th></th> </tr> </thead> <tbody> <tr> <td>11506</td> <td>11506</td> <td>Dawn</td> <td>Jones</td> <td>39 B</td> </tr> <tr> <td>2147</td> <td>2147</td> <td>Scott</td> <td>Jones</td> <td>69.1</td> </tr> <tr> <td>2146</td> <td>2146</td> <td>Scott</td> <td>Jones</td> <td>69.1</td> </tr> <tr> <td>12310</td> <td>12310</td> <td>Dawn</td> <td>Jones</td> <td>39 B</td> </tr> </tbody> </table>	Resr. Id	Parent Resr ID	Customer Mailing Label	Customer Last Name		11506	11506	Dawn	Jones	39 B	2147	2147	Scott	Jones	69.1	2146	2146	Scott	Jones	69.1	12310	12310	Dawn	Jones	39 B
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12310	12310	Dawn	Jones	39 B																						
<p>5. Click Reservation Dates Tab page. Fill in the start and end date for the reservation.</p>																										
<p>6. Click the Group Admin tab page</p>																										
<p>7. Click on each of the rooms needed columns and rows to select the rooms for each room type to reserve.</p>	 <table border="1"> <thead> <tr> <th># Avail Rooms</th> <th>Rooms Needed</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>0</td> </tr> <tr> <td>1</td> <td>0</td> </tr> <tr> <td>3</td> <td>0</td> </tr> </tbody> </table>	# Avail Rooms	Rooms Needed	2	0	1	0	3	0																	
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2	0																									
1	0																									
3	0																									
<p>8. Select the room numbers and left click the OK button.</p>	 <table border="1"> <thead> <tr> <th>Select It</th> <th>Property</th> <th>Building Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Exnelo Motel</td> <td>Main</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Exnelo Motel</td> <td>Main</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Exnelo Motel</td> <td>Main</td> </tr> </tbody> </table>	Select It	Property	Building Name	<input type="checkbox"/>	Exnelo Motel	Main	<input checked="" type="checkbox"/>	Exnelo Motel	Main	<input checked="" type="checkbox"/>	Exnelo Motel	Main													
Select It	Property	Building Name																								
<input type="checkbox"/>	Exnelo Motel	Main																								
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<input checked="" type="checkbox"/>	Exnelo Motel	Main																								

<p>9. Select the rate description drop down for each room type selected.</p>																
<p>10. Change the rate amount if desired. Change the Charge Occ. Checkbox to check if the group members are paying for themselves. Un-check the box if the group is a bus tour type of group where the group is paying for everyone at once.</p>	<table border="1"> <thead> <tr> <th>Rate Amount</th> <th>Sub Total</th> <th>Charge Occ.</th> </tr> </thead> <tbody> <tr> <td>\$0.00</td> <td>\$0</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>\$0.00</td> <td>\$0</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>\$75.00</td> <td>\$225</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>\$0.00</td> <td>\$0</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Rate Amount	Sub Total	Charge Occ.	\$0.00	\$0	<input checked="" type="checkbox"/>	\$0.00	\$0	<input checked="" type="checkbox"/>	\$75.00	\$225	<input checked="" type="checkbox"/>	\$0.00	\$0	<input checked="" type="checkbox"/>
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\$0.00	\$0	<input checked="" type="checkbox"/>														
<p>11. Fill out any other fields on the window.</p>																
<p>12. Left Click the Save Button</p>																
<p>13. Close the Reservation Editing Window if necessary</p>																

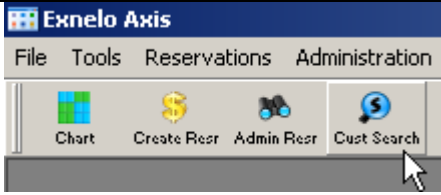
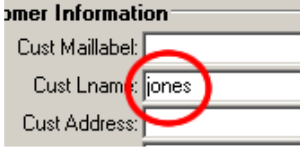
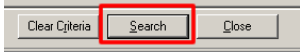
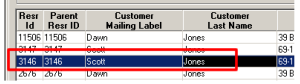
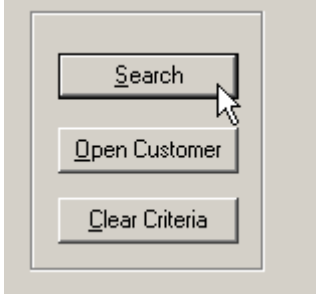
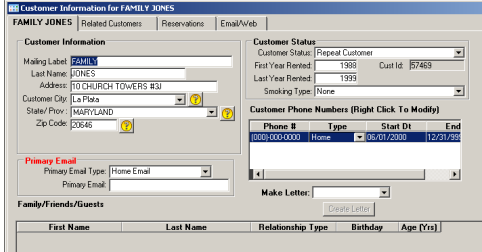

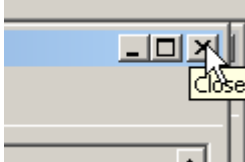
7. Editing, Adding Rooms, Etc. to a Group Reservation

<p>1. Left Click on the world icon (administrate group reservations) to edit an existing group reservation. This could mean adding deposits, adding or subtracting rooms, assigning names to rooms, etc.</p>	
<p>2. Type in last name, reservation id or other data to find the existing group reservation.</p>	
<p>3. Hit enter or left click the SEARCH button</p>	
<p>4. Select name from grid</p>	
<p>5. Click Reservation Dates Tab page. You can change the charges to go against the group or the individual by changing the GROUP HAS CHARGE checkbox.</p>	
<p>6. Click the Group Admin tab page to add or delete rooms from the group reservation.</p>	
<p>7. Click on each of the rooms needed columns and rows to select the rooms for each room type to reserve or to remove rooms.</p>	

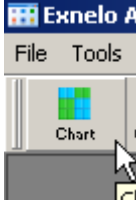
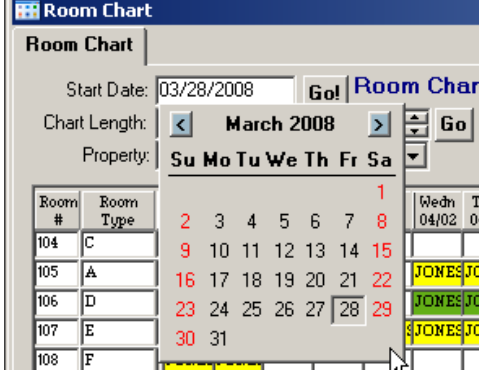
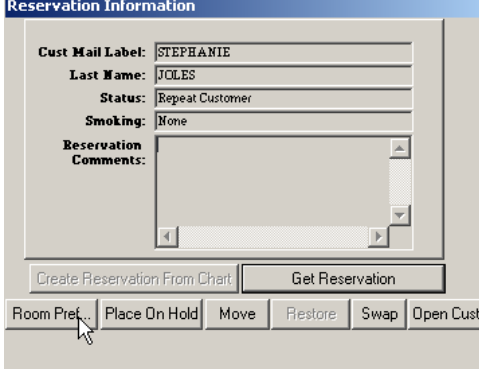
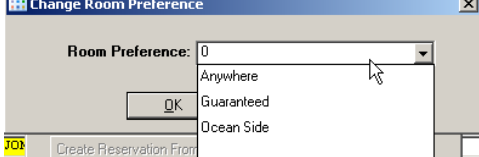
<p>8. Select or de-select the room numbers and left click the OK button.</p>	
<p>9. Select the rate description drop down for each room type selected if new room types were used. If they are already filled in you don't need to make any changes.</p>	
<p>10. You can't change the rate amount or Charge Occ. Checkbox for room types already selected.</p>	
<p>11. Change any other fields on the window if needed</p>	
<p>12. Click on the Customers tab page to setup the names from a rooming list.</p>	
<p>13. Selecting the dropdown for each customer name will allow you to search for an existing customer.</p>	
<p>14. If they don't exist, highlight the reservation you want to assign to a new customer name and left click the Quick Customer icon on the top left. After filling out the screen left click SAVE AND CLOSE and the new customer will be assigned to the child reservation.</p>	
<p>15. To add group receivables select the Group Receivables Tab Page.</p>	

<p>16. Click ADD from second level menu on top left</p>									
<p>17. A new window will appear. Select the child reservation that will be getting the receivable against it. You can also select the group level. Right click in the white area and select ADD. This will add a new receivable row.</p>									
<p>18. Enter Receivable Information for each added row.</p>	<table border="1" data-bbox="911 947 1377 1010"> <thead> <tr> <th>Payment Type</th> <th>Date Received</th> <th>Amount Received</th> <th>Void</th> </tr> </thead> <tbody> <tr> <td>Visa</td> <td>07/23/2006 01:37 AM</td> <td>\$490.20</td> <td><input type="checkbox"/> Void</td> </tr> </tbody> </table>	Payment Type	Date Received	Amount Received	Void	Visa	07/23/2006 01:37 AM	\$490.20	<input type="checkbox"/> Void
Payment Type	Date Received	Amount Received	Void						
Visa	07/23/2006 01:37 AM	\$490.20	<input type="checkbox"/> Void						
<p>19. Left Click the SAVE AND CLOSE Button</p>									
<p>20. Close the Reservation Editing Window if necessary</p>									

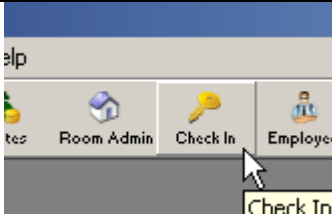


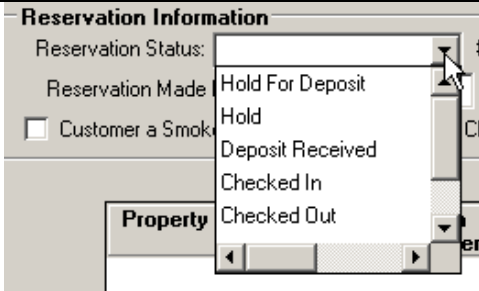
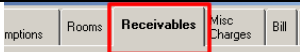


8. Finding a Customer


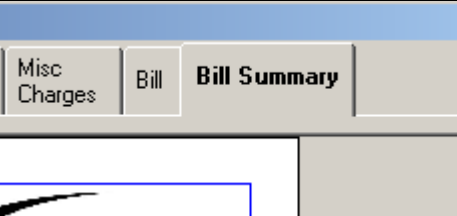
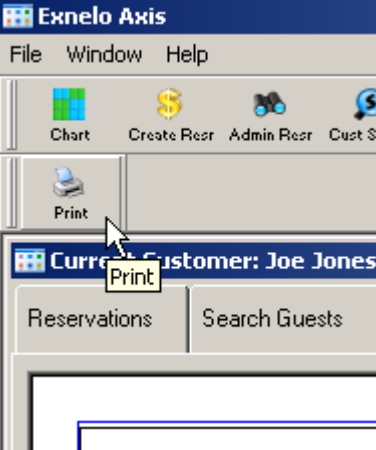
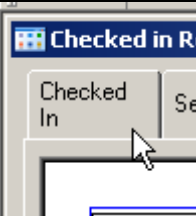
<p>1. Left Click the magnifying glass icon (customer search) to find an existing customer.</p>																					
<p>2. Type in last name, first name or other customer specific data</p>																					
<p>3. Hit enter or left click the SEARCH button</p>																					
<p>4. Select name from grid</p>	 <table border="1"> <thead> <tr> <th>Resr ID</th> <th>Parent Resr ID</th> <th>Customer Mailing Label</th> <th>Customer Last Name</th> </tr> </thead> <tbody> <tr> <td>11155</td> <td>11156</td> <td>Dawn</td> <td>Jones</td> </tr> <tr> <td>3143</td> <td>3147</td> <td>Scott</td> <td>Jones</td> </tr> <tr> <td>3145</td> <td>3146</td> <td>Scott</td> <td>Jones</td> </tr> <tr> <td>12676</td> <td>12676</td> <td>Dawn</td> <td>Jones</td> </tr> </tbody> </table>	Resr ID	Parent Resr ID	Customer Mailing Label	Customer Last Name	11155	11156	Dawn	Jones	3143	3147	Scott	Jones	3145	3146	Scott	Jones	12676	12676	Dawn	Jones
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11155	11156	Dawn	Jones																		
3143	3147	Scott	Jones																		
3145	3146	Scott	Jones																		
12676	12676	Dawn	Jones																		
<p>5. Left Double-click the selected customer or left click the OPEN CUSTOMER button. This will open the customer record.</p>																					
<p>6. Update any of the customer data necessary.</p>																					
<p>7. Left Click the Save Button</p>																					
<p>8. Close the Customer Editing Window if necessary</p>																					

9. Room Guaranteed Settings/Colors


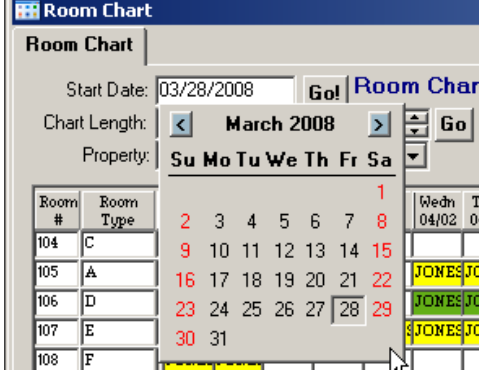
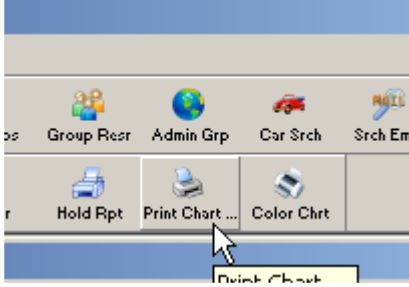
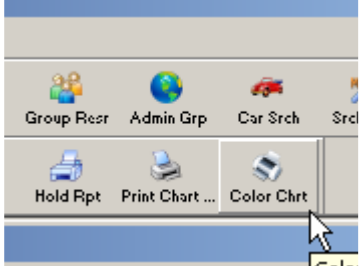
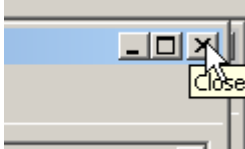
<p>1. Open up the room chart by clicking on the room chart icon on the main menu.</p>	
<p>2. Navigate to the time period or reservation you want to update. Use the calendar and hit the go button if necessary.</p>	
<p>3. Right Click on a given reservation and select ROOM PREF... button.</p>	
<p>4. A room preference drop down will appear that will allow you to specify whether the room is guaranteed or not.</p>	
<p>5. Select the value and left click the OK button. The room chart will show the customer name as highlighted and bold in a new color.</p>	

10. Checking In/Checking Out

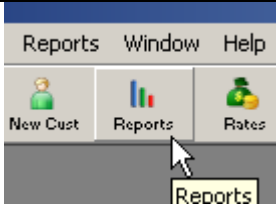
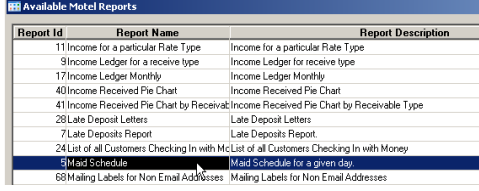
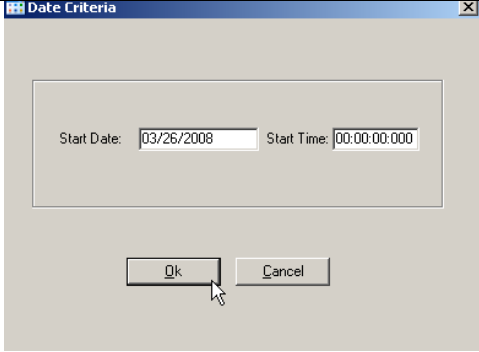
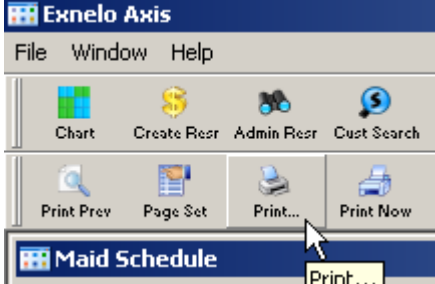
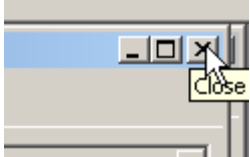
<p>1. Open up the check in window by clicking on the check-in icon on the main menu.</p>																									
<p>2. Highlight the customer name from the grid that is checking in or out.</p>	 <table border="1"> <tr><td>108</td><td>\$4.56</td><td>\$2,280.00</td><td>1,000</td><td>JONES</td><td>FAMILY</td></tr> <tr><td>109</td><td>\$4.56</td><td>\$2,280.00</td><td>1,000</td><td>JONES</td><td>FAMILY</td></tr> <tr><td>110</td><td>\$4.56</td><td>\$2,280.00</td><td>1,000</td><td>JONES</td><td>FAMILY</td></tr> <tr><td>111</td><td>\$0.00</td><td></td><td>1,000</td><td></td><td></td></tr> </table>	108	\$4.56	\$2,280.00	1,000	JONES	FAMILY	109	\$4.56	\$2,280.00	1,000	JONES	FAMILY	110	\$4.56	\$2,280.00	1,000	JONES	FAMILY	111	\$0.00		1,000		
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110	\$4.56	\$2,280.00	1,000	JONES	FAMILY																				
111	\$0.00		1,000																						
<p>3. Click on the Reservation Detail Tab page</p>																									
<p>4. Change reservation status to check in or check out as applicable.</p>																									
<p>5. Click Receivables Tab page to collect the balance.</p>																									
<p>6. Click ADD from second level menu on top left</p>																									
<p>7. Enter Receivable Information</p>	 <table border="1"> <tr> <th>Payment Type</th> <th>Date Received</th> <th>Amount Received</th> <th>Void</th> </tr> <tr> <td>Visa</td> <td>07/23/2006 01:37 AM</td> <td>\$490.20</td> <td><input type="checkbox"/> Void</td> </tr> </table>	Payment Type	Date Received	Amount Received	Void	Visa	07/23/2006 01:37 AM	\$490.20	<input type="checkbox"/> Void																
Payment Type	Date Received	Amount Received	Void																						
Visa	07/23/2006 01:37 AM	\$490.20	<input type="checkbox"/> Void																						

<p>8. Left Click the Save Button</p>	
<p>9. View the confirmation or bill detail page by clicking the bill summary or bill tab page(s).</p>	
<p>10. Print the confirmation by selecting the PRINT icon from the top left corner. Have the customer sign the document and keep one for your records.</p>	
<p>11. Re-select the Check-in Tab Page to handle other check-ins or check-outs</p>	

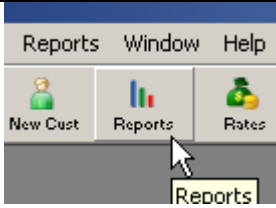
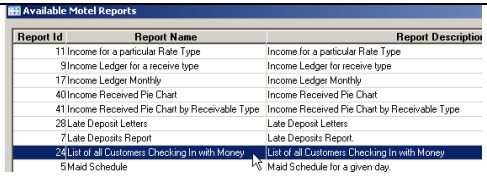
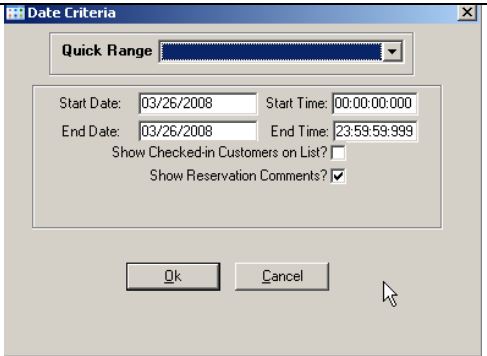
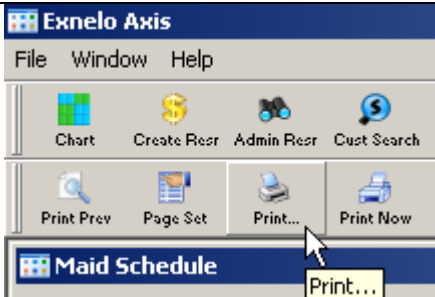
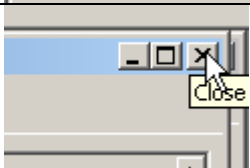
11. Printing a New Room Chart

<p>1. Open up the room chart by clicking on the room chart icon on the main menu.</p>																																																													
<p>2. Navigate to the time period for the reservation. Use the calendar and hit the go button. Make sure to select a chart length of at least 1 month to get a good view.</p>	 <table border="1" data-bbox="938 764 1382 951"> <thead> <tr> <th>Room #</th> <th>Room Type</th> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> <th>Wedn T</th> </tr> </thead> <tbody> <tr> <td>104</td> <td>C</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>04/02 04</td> </tr> <tr> <td>105</td> <td>A</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>JONES JC</td> </tr> <tr> <td>106</td> <td>D</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>JONES JC</td> </tr> <tr> <td>107</td> <td>E</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>JONES JC</td> </tr> <tr> <td>108</td> <td>F</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>JONES JC</td> </tr> </tbody> </table>	Room #	Room Type	Su	Mo	Tu	We	Th	Fr	Sa	Wedn T	104	C	2	3	4	5	6	7	8	04/02 04	105	A	9	10	11	12	13	14	15	JONES JC	106	D	16	17	18	19	20	21	22	JONES JC	107	E	23	24	25	26	27	28	29	JONES JC	108	F	30	31						JONES JC
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<p>3. To print a black and white chart select the Print Chart icon from the second level menu.</p>																																																													
<p>4. To print a color chart select the Color Chart icon from the second level menu.</p>																																																													
<p>5. Close the Room Chart Window if necessary</p>																																																													

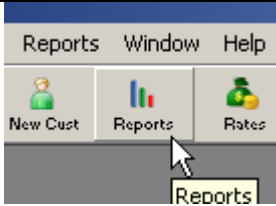
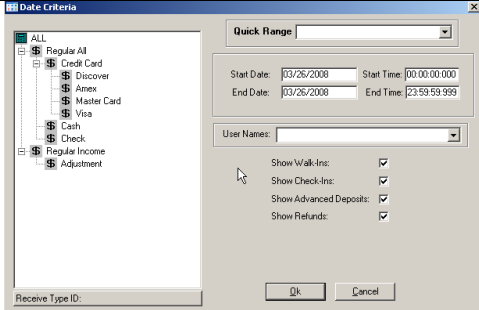
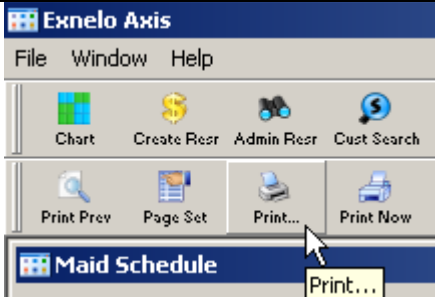
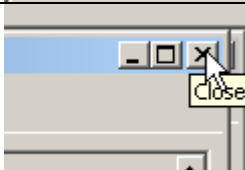
12. Printing a House Keeping Report

<p>1. Open up the reports window by selecting the graph icon (reports) from the main menu.</p>	 <p>The screenshot shows the main menu with 'Reports', 'Window', and 'Help' at the top. Below are icons for 'New Cust', 'Reports', and 'Rates'. A mouse cursor is pointing at the 'Reports' icon, and a tooltip labeled 'Reports' is visible below it.</p>																																	
<p>2. Scroll down on the grid to report #5 (Maid Schedule). Double click on this row to run the report.</p>	 <table border="1"> <thead> <tr> <th>Report Id</th> <th>Report Name</th> <th>Report Description</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>Income for a particular Rate Type</td> <td>Income for a particular Rate Type</td> </tr> <tr> <td>9</td> <td>Income Ledger for a receive type</td> <td>Income Ledger for receive type</td> </tr> <tr> <td>17</td> <td>Income Ledger Monthly</td> <td>Income Ledger Monthly</td> </tr> <tr> <td>40</td> <td>Income Received Pie Chart</td> <td>Income Received Pie Chart</td> </tr> <tr> <td>41</td> <td>Income Received Pie Chart by Receive</td> <td>Income Received Pie Chart by Receivable Type</td> </tr> <tr> <td>28</td> <td>Late Deposit Letters</td> <td>Late Deposit Letters</td> </tr> <tr> <td>7</td> <td>Late Deposits Report</td> <td>Late Deposits Report</td> </tr> <tr> <td>24</td> <td>List of all Customers Checking In with Mc</td> <td>List of all Customers Checking In with Money</td> </tr> <tr> <td>8</td> <td>Maid Schedule</td> <td>Maid Schedule for a given day</td> </tr> <tr> <td>68</td> <td>Mailing Labels for Non Email Addresses</td> <td>Mailing Labels for Non Email Addresses</td> </tr> </tbody> </table> <p>The screenshot shows a window titled 'Available Motel Reports' containing a grid of reports. The 'Maid Schedule' report (Report Id 8) is highlighted with a mouse cursor.</p>	Report Id	Report Name	Report Description	11	Income for a particular Rate Type	Income for a particular Rate Type	9	Income Ledger for a receive type	Income Ledger for receive type	17	Income Ledger Monthly	Income Ledger Monthly	40	Income Received Pie Chart	Income Received Pie Chart	41	Income Received Pie Chart by Receive	Income Received Pie Chart by Receivable Type	28	Late Deposit Letters	Late Deposit Letters	7	Late Deposits Report	Late Deposits Report	24	List of all Customers Checking In with Mc	List of all Customers Checking In with Money	8	Maid Schedule	Maid Schedule for a given day	68	Mailing Labels for Non Email Addresses	Mailing Labels for Non Email Addresses
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41	Income Received Pie Chart by Receive	Income Received Pie Chart by Receivable Type																																
28	Late Deposit Letters	Late Deposit Letters																																
7	Late Deposits Report	Late Deposits Report																																
24	List of all Customers Checking In with Mc	List of all Customers Checking In with Money																																
8	Maid Schedule	Maid Schedule for a given day																																
68	Mailing Labels for Non Email Addresses	Mailing Labels for Non Email Addresses																																
<p>3. A date criteria window will open and default to the current date. You can change the date for the report with the calendar drop down when selecting the date.</p>	 <p>The screenshot shows a dialog box titled 'Date Criteria'. It contains two input fields: 'Start Date' with the value '03/26/2008' and 'Start Time' with the value '00:00:00:000'. Below the fields are 'Ok' and 'Cancel' buttons. A mouse cursor is pointing at the 'Ok' button.</p>																																	
<p>4. Left click the OK button. The cleaning report will show.</p>																																		
<p>5. Click the Print icon on the second level menu. It will allow you to change printers if necessary and print the report.</p>	 <p>The screenshot shows the 'Maid Schedule' report window. The menu bar includes 'File', 'Window', and 'Help'. Below the menu bar are icons for 'Chart', 'Create Repr', 'Admin Repr', and 'Cust Search'. A second level menu is open, showing icons for 'Print Prev', 'Page Set', 'Print...', and 'Print Now'. A mouse cursor is pointing at the 'Print...' icon, and a tooltip labeled 'Print...' is visible below it.</p>																																	
<p>6. Close the Reports Window if necessary</p>	 <p>The screenshot shows a close-up of the window title bar. The 'Close' button (represented by an 'X' icon) is highlighted with a mouse cursor, and a tooltip labeled 'Close' is visible below it.</p>																																	


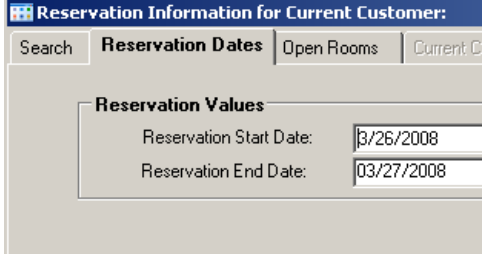

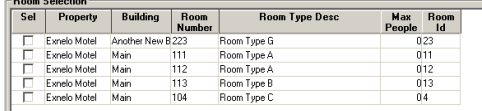
13. Printing a Check-in Report

<p>1. Open up the reports window by selecting the graph icon (reports) from the main menu.</p>																															
<p>2. Scroll down on the grid to report #24 (List of Customers Checking in with Money). Double click on this row to run the report.</p>	 <table border="1"> <thead> <tr> <th>Report Id</th> <th>Report Name</th> <th>Report Description</th> </tr> </thead> <tbody> <tr><td>11</td><td>Income for a particular Rate Type</td><td>Income for a particular Rate Type</td></tr> <tr><td>9</td><td>Income Ledger for a receive type</td><td>Income Ledger for receive type</td></tr> <tr><td>17</td><td>Income Ledger Monthly</td><td>Income Ledger Monthly</td></tr> <tr><td>40</td><td>Income Received Pie Chart</td><td>Income Received Pie Chart</td></tr> <tr><td>41</td><td>Income Received Pie Chart by Receivable Type</td><td>Income Received Pie Chart by Receivable Type</td></tr> <tr><td>28</td><td>Late Deposit Letters</td><td>Late Deposit Letters</td></tr> <tr><td>7</td><td>Late Deposits Report</td><td>Late Deposits Report</td></tr> <tr><td>24</td><td>List of all Customers Checking In with Money</td><td>List of all Customers Checking In with Money</td></tr> <tr><td>5</td><td>Maid Schedule</td><td>Maid Schedule for a given day.</td></tr> </tbody> </table>	Report Id	Report Name	Report Description	11	Income for a particular Rate Type	Income for a particular Rate Type	9	Income Ledger for a receive type	Income Ledger for receive type	17	Income Ledger Monthly	Income Ledger Monthly	40	Income Received Pie Chart	Income Received Pie Chart	41	Income Received Pie Chart by Receivable Type	Income Received Pie Chart by Receivable Type	28	Late Deposit Letters	Late Deposit Letters	7	Late Deposits Report	Late Deposits Report	24	List of all Customers Checking In with Money	List of all Customers Checking In with Money	5	Maid Schedule	Maid Schedule for a given day.
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<p>3. A date criteria window will open and default to the current date. You can change the date for the report with the calendar drop downs when selecting the dates. The "Show Checked-in Customers On List" checkbox determines if people already checked-in keep showing up on the list or not. The "Show Reservation Comments" checkbox determines if the report shows reservation comments or not.</p>																															
<p>4. Left click the OK button. The report will show.</p>																															
<p>5. Click the Print icon on the second level menu. It will allow you to change printers if necessary and print the report.</p>																															
<p>6. Close the Reports Window if necessary</p>																															

14. Printing a Shift Report

<p>1. Open up the reports window by selecting the graph icon (reports) from the main menu. This report will track what users inputted certain receivables. Make sure to log off and log on in the Axis Application when employees change shifts or change machines or this report will attribute receivables to the wrong user.</p>	
<p>2. Scroll down on the grid to report #44 (Shift Report). Double click on this row to run the report.</p>	
<p>3. A shift report criteria window will open and default to the current date. You can change the date for the report with the calendar drop downs when selecting the dates. The user name drop down allows you to run the report for certain users or all users. The all users value is the last one on the list. Set the checkboxes as needed.</p>	
<p>4. Left click the OK button. The report will show.</p>	
<p>5. Click the Print icon on the second level menu. It will allow you to change printers if necessary and print the report.</p>	
<p>6. Close the Reports Window if necessary</p>	

15. Finding Availability (grid view)

<p>1. Open up the create reservation window by selecting the dollar sign icon (create reservation) from the main menu.</p>																																											
<p>2. Select the reservation dates tab page.</p>																																											
<p>3. Specify the dates for which you want to check availability.</p>																																											
<p>4. Click on the Open Rooms tab page to see what rooms are available for that time frame.</p>																																											
<p>5. The open rooms will be shown in the grid. You can also proceed to the reservation tab page to actually create the reservation.</p>	 <table border="1"> <thead> <tr> <th>Sel</th> <th>Property</th> <th>Building</th> <th>Room Number</th> <th>Room Type Desc</th> <th>Max People</th> <th>Room Id</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Exnelo Motel</td> <td>Another New</td> <td>B 223</td> <td>Room Type G</td> <td></td> <td>023</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Exnelo Motel</td> <td>Main</td> <td>111</td> <td>Room Type A</td> <td></td> <td>011</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Exnelo Motel</td> <td>Main</td> <td>112</td> <td>Room Type A</td> <td></td> <td>012</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Exnelo Motel</td> <td>Main</td> <td>113</td> <td>Room Type B</td> <td></td> <td>013</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Exnelo Motel</td> <td>Main</td> <td>104</td> <td>Room Type C</td> <td></td> <td>04</td> </tr> </tbody> </table>	Sel	Property	Building	Room Number	Room Type Desc	Max People	Room Id	<input type="checkbox"/>	Exnelo Motel	Another New	B 223	Room Type G		023	<input type="checkbox"/>	Exnelo Motel	Main	111	Room Type A		011	<input type="checkbox"/>	Exnelo Motel	Main	112	Room Type A		012	<input type="checkbox"/>	Exnelo Motel	Main	113	Room Type B		013	<input type="checkbox"/>	Exnelo Motel	Main	104	Room Type C		04
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