

THE

RESERVATION

CONTROL

PANEL



The Reservation Control Panel



4 Sub Panels
Reservation Board
Reservation List
Arrival Journal
Departure Journal

All sub Categories in Aaxsys are independent but interactive

Click on each sub Menu to View and work in that Menu.

ALL Reservation and Suite information is Viewable from your reservation board

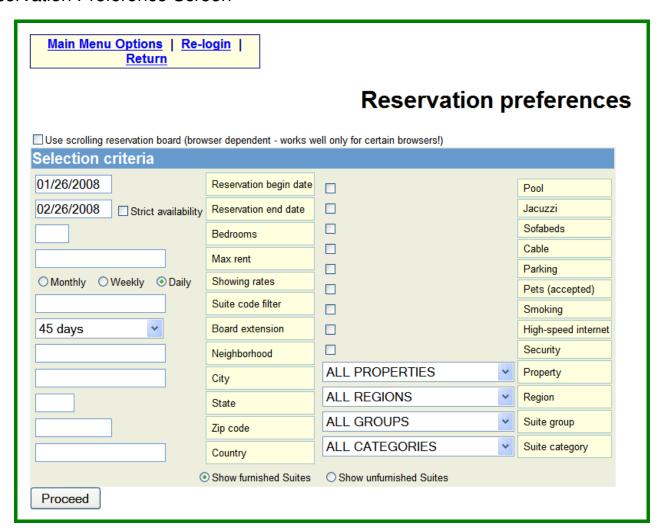
ALL Rental Availability on Any Web site World Wide is driven by

The Reservation Board



The Reservation Board

Reservation Preference Screen



Allows you to Sort by Multiple Fields Use a scrolling board for searching a large volume of inventory Choose daily, weekly or monthly Rates Scroll your reservation board up to 180 days from date at the top Scroll back or forward to any point in time Set up Special Groups for Preferred Clients to Manage their Own Reservations

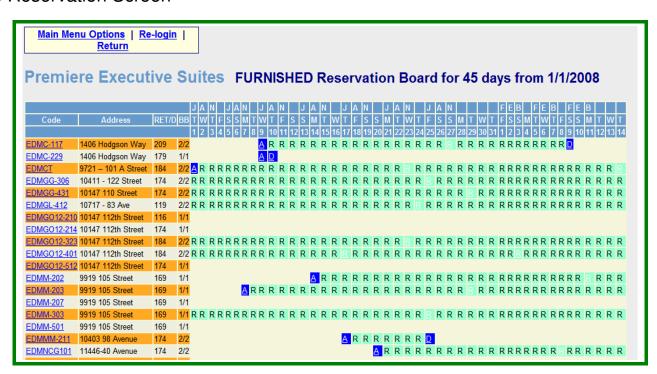
Aaxsys Has 2 Separate Reservation Boards - Furnished and Furnished FOR

Companies engaged in Property Management to Operate Both Independently



The Reservation Board

The Reservation Screen



- 1. View the Code; Address; Rates (daily; weekly; monthly); Bedrooms & Baths
- 2. View Real Time Availability Blank white spaces vs. "green 'R's" (Reservations)
- 3. Click on the Suite/Unit Code to:
 - a. View All Details of the Suite Apartment
 - i. Pictures; Description; Pricing
 - ii. Availability Calendar 'at a glance' for one year
 - iii. Charges in addition to the rent
 - b. Click through to the Main Page of the Suite to View or Edit Detail
- 4. Click on the "A", "D", or the light "R" to view the Reservation detail to:

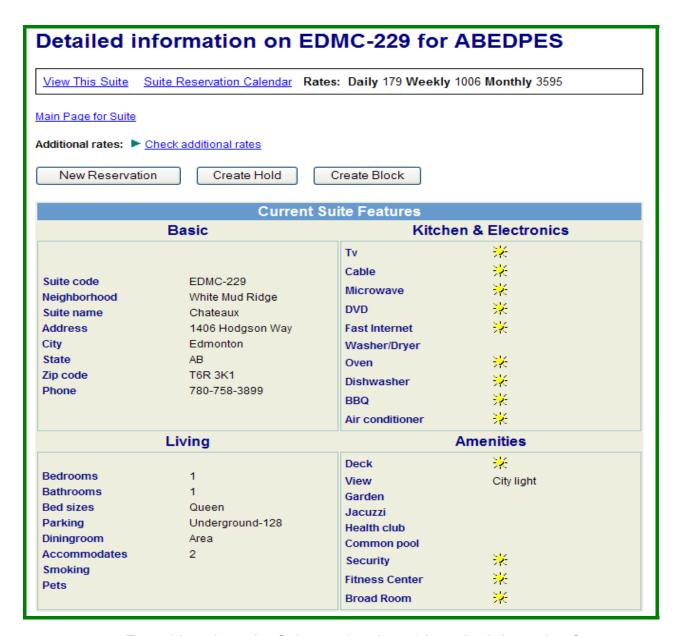
- a. Make; Edit; Cancel; or Copy a Hold, a Block or a Reservation
- b. View Who made the reservation & Automatically e-mail them
- c. Confirm or Revoke a 'hard' departure when a Guest has given notice
- d. Click through to the Guest database for e-mailing additional documents
- e. Adding or Editing invoice Transactions
- f. Viewing; e-mailing; faxing or printing the Guest invoice

The Reservation board is interactive World Wide and Never overbooks Inventory



TO MAKE A RSERVATION - HOLD - BLOCK

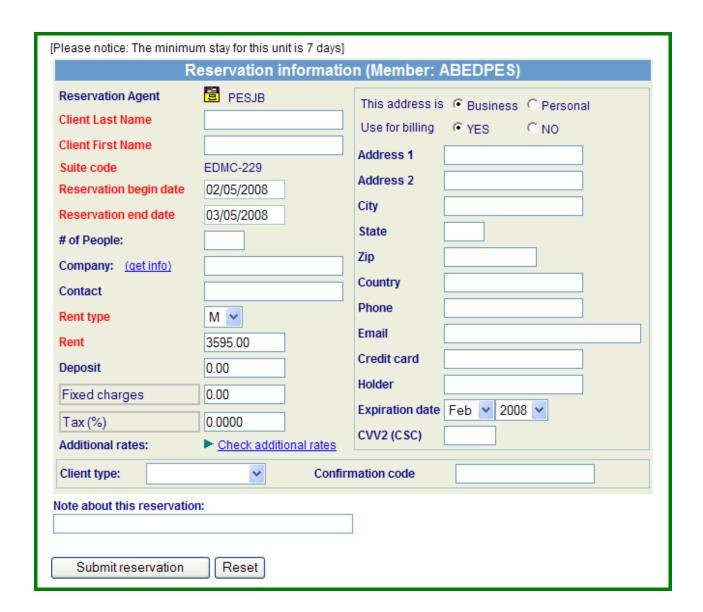
Click on the Unit Code



- 1. Everything about the Suite can be viewed from the Information Screen
- 2. Click on New Reservation; Hold or Block to create
- Click on Main Page for Unit to edit any information
- 4. Check additional Rate details for charges in addition to the rent
- 5. Daily Weekly & monthly rates display



THE RESERVATION SCREEN



- 1. Red Type are mandatory fields
- 2. Aaxsys fills in the default amounts from the Units & the Res board
- Client type is for tracking types of reservations
- 4. Confirmation code is for Large Vendors to retrieve their reservations
- 5. Remember to set up Company Codes to 'Populate' the res board automatically.



The Reservation Listing Journal

The Reservation List (All for Member)



Choose any date range

Chronological by the date the reservation was made Sort by Suite (Unit) Code or Agent

Confirmation Code

This is for Wholesalers with guests tracked by their "own" Confirmation code AMEX Travel; Expedia; the GDS

All for Member

Administrators can retrieve all guests Internal Staff or External Users External Users can ONLY review their own – No one else's

NOTE: Aaxsys allows 'Master' & 'Dependent' reservations. Any Reservation can be used as a Master folio to "bundle" several others into it for payment purposes.



Reservation Listing Page

Reservation Listing Page

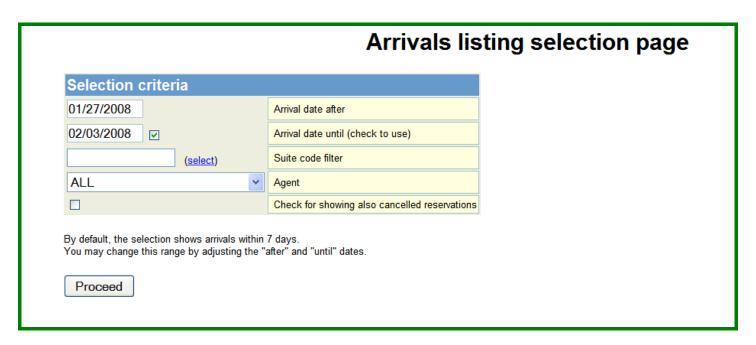
Reservation Listing												
Reservation Listing												
Res #	Property	Begin date	End date	Туре	Res.Date	Agent						
<u>52842</u>	EDMC-229	2008-01-14	2008-02-14	Reservation	2008-01-15	pesdab						
<u>52843</u>	EDMM-202	2008-01-14	2008-04-13	Reservation	2008-01-15	pesdab						
<u>52844</u>	EDMC-117	2008-01-09	2008-02-09	Reservation	2008-01-15	pesdab						
<u>52845</u>	EDMGG-306	2007-09-01	2008-10-31	Reservation	2008-01-15	pesdab						
<u>52847</u>	EDMGO12-323	2007-08-06	2008-10-06	Reservation	2008-01-15	pesdab						
<u>52848</u>	EDMM-501	2007-12-15	2008-03-15	Reservation	2008-01-15	pesdab						
<u>52849</u>	EDMM-501	2007-11-15	2008-02-15	Reservation	2008-01-15	pesdab						
<u>52850</u>	EDMC-229	2008-01-16	2008-02-15	Reservation	2008-01-15	pesdab						
<u>52851</u>	EDMO-306	2008-01-16	2008-02-15	Reservation	2008-01-15	pesdab						
<u>52853</u>	EDMO-306	2008-01-16	2008-02-15	Reservation	2008-01-15	pesdab						
<u>52863</u>	EDMCT	2008-01-01	2008-03-31	Reservation	2008-01-18	pesdab						
<u>52879</u>	EDMTT-203	2007-11-09	2008-11-09	Reservation	2008-01-21	pesdab						
<u>52880</u>	EDMSW-98	2007-12-10	2008-04-04	Reservation	2008-01-21	pesdab						
<u>52881</u>	EDMM-303	2007-12-13	2008-03-03	Reservation	2008-01-21	pesdab						
<u>52882</u>	EDMGO12-401	2007-06-11	2008-05-28	Reservation	2008-01-21	pesdab						
<u>52883</u>	EDMGG-431	2007-08-19	2008-05-30	Reservation	2008-01-21	pesdab						
52884	EDMM-203	2008-01-07	2008-03-07	Reservation	2008-01-21	pesdab						

- 1. All Holds & Reservations are ALWAYS retrievable here
 - a. Delete a property
 - b. Reservation & Client detail remain
- 2. Cancel a reservation
 - a. All in Red
 - b. Never disappears
- 3. Click through on the Reservation number for detail
 - a. View the reservation detail
 - b. Click through to Client (Guest) details
 - c. View Invoices, edit and add features



THE ARRIVAL JOURNAL

The Arrival Listing Selection Page



- 1. Choose Dates by the Reservation Begin date
- 2. Sort by reservation agent or Unit (Suite) Code
- 3. Only Active Reservations are shown
- 4. Check to see cancelled (red) reservations
- 5. Change dates for ANY time frame



THE ARRIVAL

Arrivals (All for Member)

Arrivals Listing

Showing arrivals from 2007-11-01

Arrivals Listing													
Res #	Name	Property	Begin date	End date	Type	Res.Date	Agent						
<u>52879</u>	Edward,Shawn	EDMTT-203	11/09/2007	11/09/2008	Reservation	01/21/2008	pesdab						
<u>52880</u>	Cuzzetta,Rick	EDMSW-98	12/10/2007	04/04/2008	Reservation	01/21/2008	pesdab						
<u>52881</u>	Moore ,Greg	EDMM-303	12/13/2007	03/03/2008	Reservation	01/21/2008	pesdab						
<u>52638</u>		MQOS-100	12/14/2007	12/31/2007	Offline	12/14/2007	pesdb						
<u>52916</u>	Liebenberg ,Anthea	EDMGL-412	12/28/2007	06/30/2008	Reservation	01/22/2008	pesdab						
<u>52914</u>	Chen, Steven	EDMCT	01/01/2008	03/31/2008	Reservation	01/22/2008	pesdab						
<u>52884</u>	McGraw,Dan	EDMM-203	01/07/2008	03/07/2008	Reservation	01/21/2008	pesdab						
<u>52844</u>	Jones, Frances	EDMC-117	01/09/2008	02/09/2008	Reservation	01/15/2008	pesdab						
<u>52818</u>	Test,1day	EDMC-229	01/09/2008	01/10/2008	Reservation	01/10/2008	pesdab						
<u>52843</u>	Thorson,Richard	EDMM-202	01/14/2008	04/13/2008	Reservation	01/15/2008	pesdab						
<u>52915</u>	Firth,Bea & Tom	EDMMM-211	01/17/2008	01/25/2008	Reservation	01/22/2008	pesdab						
<u>52917</u>	Eckl ,Shawn	EDMNCG101	01/20/2008	03/20/2008	Reservation	01/22/2008	pesdab						

- 1. Sorted By Begin Date
- 2. Property Code; Type; Res Date & Reservation Agent Code
- 3. Click through to detail for;
 - a. The Client Main page & Invoices
 - b. The reservation Detail

Aaxsys Maintains Separate Databases for Client detail & Reservations

The Reservation database retains Marketing information

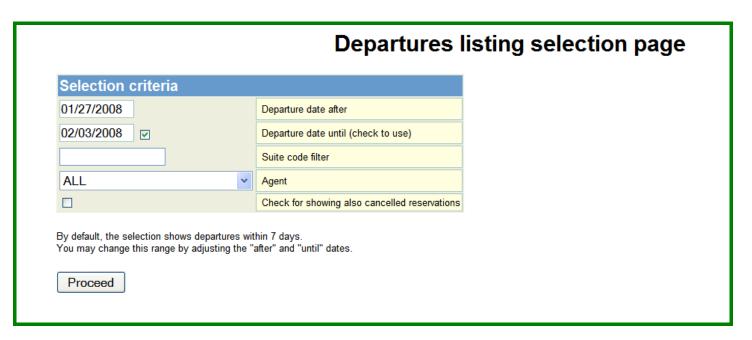
The Client Database retains financial & accounting information

NONE OF THIS INFORMATION WILL EVER DELETE REGARDLESS OF DELETING THE Unit or suite code!



THE DEPARTURE LIST

Departures Listing Selection Page



Change Dates for any time frame

Sort by Unit (Suite) Code or Agent

Show Cancelled reservations

Print the List from the File Icon on your Browser



THE DEPARTURE LISTINGS

The Departure Listings (All for Member)



- Chronological End Date
- 2. Chose Any time Frame

- 3. Click through to View Detail
 - a. Client (Guest) Detail
 - i. Edit & Add Financial Transactions
 - ii. View Invoices
 - b. Reservation Detail