



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

[Main Menu Options](#) | [Re-login](#) | [Return](#)

Reservation preferences

Use scrolling reservation board (browser dependent - works well only for certain browsers!)

Selection criteria

<input type="text" value="01/26/2008"/>	Reservation begin date	<input type="checkbox"/>	Pool
<input type="text" value="02/26/2008"/>	Reservation end date	<input type="checkbox"/>	Jacuzzi
<input type="checkbox"/> Strict availability	Bedrooms	<input type="checkbox"/>	Sofabeds
<input type="text"/>	Max rent	<input type="checkbox"/>	Cable
<input type="text"/>	Showing rates	<input type="checkbox"/>	Parking
<input type="radio"/> Monthly <input type="radio"/> Weekly <input checked="" type="radio"/> Daily	Suite code filter	<input type="checkbox"/>	Pets (accepted)
<input type="text"/>	Board extension	<input type="checkbox"/>	Smoking
45 days	Neighborhood	<input type="checkbox"/>	High-speed internet
<input type="text"/>	City	ALL PROPERTIES	Security
<input type="text"/>	State	ALL REGIONS	Property
<input type="text"/>	Zip code	ALL GROUPS	Region
<input type="text"/>	Country	ALL CATEGORIES	Suite group
			Suite category

Show furnished Suites Show unfurnished Suites

- Allows you to Sort by Multiple Fields
- Use a scrolling board for searching a large volume of inventory
- Choose daily, weekly or monthly Rates

- 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

Detailed information on EDMC-229 for ABEDPES

[View This Suite](#) [Suite Reservation Calendar](#) Rates: Daily 179 Weekly 1006 Monthly 3595

[Main Page for Suite](#)

Additional rates: [Check additional rates](#)

New Reservation

Create Hold

Create Block

Current Suite Features			
Basic		Kitchen & Electronics	
Suite code	EDMC-229	Tv	☀
Neighborhood	White Mud Ridge	Cable	☀
Suite name	Chateaux	Microwave	☀
Address	1406 Hodgson Way	DVD	☀
City	Edmonton	Fast Internet	☀
State	AB	Washer/Dryer	
Zip code	T6R 3K1	Oven	☀
Phone	780-758-3899	Dishwasher	☀
		BBQ	☀
		Air conditioner	☀
Living		Amenities	
Bedrooms	1	Deck	☀
Bathrooms	1	View	City light
Bed sizes	Queen	Garden	
Parking	Underground-128	Jacuzzi	
Diningroom	Area	Health club	
Accommodates	2	Common pool	
Smoking		Security	☀
Pets		Fitness Center	☀
		Broad Room	☀

1. Everything about the Suite can be viewed from the Information Screen
2. Click on New Reservation; Hold or Block to create
3. 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

Input All client information

[Please notice: The minimum stay for this unit is 7 days]

Reservation information (Member: ABEDPES)	
Reservation Agent	PESJB
Client Last Name	<input type="text"/>
Client First Name	<input type="text"/>
Suite code	EDMC-229
Reservation begin date	<input type="text" value="02/05/2008"/>
Reservation end date	<input type="text" value="03/05/2008"/>
# of People:	<input type="text"/>
Company: (get info)	<input type="text"/>
Contact	<input type="text"/>
Rent type	M <input type="button" value="v"/>
Rent	<input type="text" value="3595.00"/>
Deposit	<input type="text" value="0.00"/>
Fixed charges	<input type="text" value="0.00"/>
Tax (%)	<input type="text" value="0.0000"/>
Additional rates:	▶ Check additional rates
Client type:	<input type="text"/> <input type="button" value="v"/>
Confirmation code	<input type="text"/>
Note about this reservation: <input type="text"/>	
<input type="button" value="Submit reservation"/> <input type="button" value="Reset"/>	

This address is Business Personal
Use for billing YES NO
Address 1
Address 2
City
State
Zip
Country
Phone
Email
Credit card
Holder
Expiration date
CVV2 (CSC)

1. Red Type are mandatory fields
2. Aaxsys fills in the default amounts from the Units & the Res board
3. 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)

Reservation listing selection page

Selection criteria	
<input type="text" value="1/14/2008"/> <input checked="" type="checkbox"/>	Reservation date after (check to use)
<input type="text" value="01/26/2008"/> <input checked="" type="checkbox"/>	Reservation date until (check to use)
<input type="text"/>	Suite code filter
<input type="text"/>	Confirmation code (full/partial/filter)
<input type="text" value="ALL"/> <input type="button" value="v"/>	Agent
<input type="button" value="Proceed"/>	

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

Arrivals listing selection page

Selection criteria	
<input type="text" value="01/27/2008"/>	Arrival date after
<input type="text" value="02/03/2008"/> <input checked="" type="checkbox"/>	Arrival date until (check to use)
<input type="text"/> (select)	Suite code filter
<input type="text" value="ALL"/> ▼	Agent
<input type="checkbox"/>	Check for showing also cancelled reservations

By default, the selection shows arrivals within 7 days.
You may change this range by adjusting the "after" and "until" dates.

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

Departures listing selection page

Selection criteria	
<input type="text" value="01/27/2008"/>	Departure date after
<input type="text" value="02/03/2008"/> <input checked="" type="checkbox"/>	Departure date until (check to use)
<input type="text"/>	Suite code filter
<input type="text" value="ALL"/> <input type="button" value="v"/>	Agent
<input type="checkbox"/>	Check for showing also cancelled reservations

By default, the selection shows departures within 7 days.
You may change this range by adjusting the "after" and "until" dates.

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)

Departures Listing

Showing departures from 2008-01-27

Departures Listing							
Res #	Name	Property	Begin date	End date	Type	Res.Date	Agent
52844	Jones,Frances	EDMC-117	01/09/2008	02/09/2008	Reservation	01/15/2008	pesdab
52881	Moore, Greg	EDMM-303	12/13/2007	03/03/2008	Reservation	01/21/2008	pesdab
52884	McGraw, Dan	EDMM-203	01/07/2008	03/07/2008	Reservation	01/21/2008	pesdab
52917	Eckl, Shawn	EDMNCG101	01/20/2008	03/20/2008	Reservation	01/22/2008	pesdab
52914	Chen, Steven	EDMCT	01/01/2008	03/31/2008	Reservation	01/22/2008	pesdab
52880	Cuzzetta, Rick	EDMSW-98	12/10/2007	04/04/2008	Reservation	01/21/2008	pesdab
52843	Thorson, Richard	EDMM-202	01/14/2008	04/13/2008	Reservation	01/15/2008	pesdab
52882	Williams, David	EDMGO12-401	06/11/2007	05/28/2008	Reservation	01/21/2008	pesdab
52883	Villeneuve, Myra	EDMGG-431	08/19/2007	05/30/2008	Reservation	01/21/2008	pesdab
52916	Liebenberg, Anthea	EDMGL-412	12/28/2007	06/30/2008	Reservation	01/22/2008	pesdab
52847	Prack, Ronald	EDMGO12-323	08/06/2007	10/06/2008	Reservation	01/15/2008	pesdab
52845	Barhart, Bob	EDMGG-306	09/01/2007	10/31/2008	Reservation	01/15/2008	pesdab
52879	Edward, Shawn	EDMTT-203	11/09/2007	11/09/2008	Reservation	01/21/2008	pesdab

1. 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