



AAXSYS TECHNOLOGY

“Workin’ It”

A Set Up Guide

For

Members & Users



AAXSYS 1.0

Setting Up Your Aaxsys System For

- 1. General Aaxsys Information**
- 2. Users**
- 3. Inventory Set Up Sequence**
- 4. Regions**
- 5. Buildings**
- 6. Inventory**



General Information About **AAXSYS TECHNOLOGY “Workin’ It”**

Aaxsys Technology is a Software Service Available for use completely over the Internet. It is a complete operating, reservation & marketing system for furnished & unfurnished Accommodation Providers world wide.

Several ‘Unique’ applications of this new technology are important to understand:

MEMBER CODES

1. All Member databases reside within multiple communal servers allowing cost effective real time partnering and cross selling of inventory world wide. Each Member is separate & secure by means of a ‘Unique’ Code differentiating that Member from all others. All operations within each Member Code are completely separate and controlled only by the Member. There is NO commingling without the ‘express’ permission of each member through ‘user codes’.

USER CODES

2. Attached to Each Member Code are ‘login or User’ Codes
 - a. User Codes Attach ONLY to the Member Code under which they are created
 - b. No two User Codes can be alike world wide
 - c. User Codes allow access ONLY to a specific Member Code & No other

TO ‘LOGIN-IN’

3. Users can Login through ANY Aaxsys Member Portal with the ‘log-in’ link displayed:
 - a. www.aaxsys.com ‘member login’
 - b. www.thegln.com ‘member portal’
 - c. www.sfchn.com, www.nycchn.com, www.wdcchn.com, www.austinchn.com
 - d. www.tdyusa.com, www.tadusn.com, www.theghn.com, www.sfrhn.com
 - e. Or.....any Accommodation Provider’s website who is a member of Aaxsys!

AAXSYS.COM LOGIN PAGE

Enter your user code and password

User name: Password:



AAXSYS TECHNOLOGY

“Workin’ It”

An Aaxsys User’s Guide

all about

‘Setting Up Users’



Setting Up Users

1. Click on 'List Users'

Administration
List users
Add users

2. One User has been set up, so Only the 'List User' Menu is needed.

User Listing for AAXSYS

Order by: Username Full name Company City State Show only associated users

Current Users								
UserName	Full Name	Company	Address	City	State	Phone	Edit	Del
AAXSYSAH	Aarno Hohti	Aaxsys Technology	2800 Van Ness Ave	San Francisco	CA	415-447-2074	Edit	Del
AAXSYSAS	Adeline Segaux	American Marketing Systems Inc.	2800 Van Ness Ave	San Francisco	CA	415-447-2025	Edit	Del
AAXSYSRF	Robb Fleischer	AMSI	2800 Van Ness Ave	San Francisco	CA	415-740-0880	Edit	Del

- DELETE; ADD & EDIT from this LIST OF USERS
- Sort Users alpha-numerically by the above options
- Click on 'edit' to enter the detailed User form

User UPDATE page

User Information	
User login code	AAXSYSAS
User full name	<input type="text" value="Adeline Segaux"/>
User password	<input type="password" value="••••••••"/>
User password (confirm password)	<input type="password" value="••••••••"/>
Company name	<input type="text" value="American Marketing Systems Inc."/>
Address (1)	<input type="text" value="2800 Van Ness Ave"/>
Address (2)	<input type="text"/>
City	<input type="text" value="San Francisco"/>
State	<input type="text" value="CA"/>
Zip	<input type="text" value="94109"/>
Country	<input type="text" value="USA"/>
Account is Active	<input checked="" type="checkbox"/>

- Security regulations require ALL pass-words to be a minimum of 8 characters



Setting Up Users (cont)

- 5. Check marks enable different 'powers' per user
 - a. The 'Associated' User is a second User code 'authorized' to edit this User's records
 - 1. External Agent is for users outside the company to make reservations only
 - 2. Company user allows a corporation to view their guest information only
 - 3. Accounting for guests and units are administrative powers
 - b. Housecleaning is a separate module interactive with the reservation board (It is an extra module – offered at a separate price)
 - c. Make & administer credit card transactions
****(Your 'Pay Flow' credit card gateway must be set up first to use this module)****
 - d. Notify on reservation can contain up to 5 e-mail addresses with 'commas' in-between
 - e. All e-mails entered here will receive copies of reservations Made by this user
 - f. Administrator allows all powers
 - g. Administration for guests allows more guest menu options
 - h. Dates are arbitrary and manual to track user set up
 - i. E-mail address **MUST** be entered to invoice & send e-mails to others
 - j. Phone & Fax display with user codes in making reservations for easy access

Associated with (user code)	ATMA
External Agent	<input type="checkbox"/>
Company user	<input type="checkbox"/>
Accounting for guests	<input checked="" type="checkbox"/>
Accounting for units	<input checked="" type="checkbox"/>
HouseCleaning administration	<input checked="" type="checkbox"/>
Allowed to make credit card transactions	<input checked="" type="checkbox"/>
Allowed to administer credit card transactions	<input checked="" type="checkbox"/>
Notify on reservation	marmstrong@aaxsys.com
Administrator for this Member	<input checked="" type="checkbox"/>
Administration for guests	<input checked="" type="checkbox"/>
Active From	01/01/2010
Active To	12/31/2010
Email address	asegaux@amsiemail.com
Phone number	415-447-2025
Fax number	415-447-2059

All of the boxes shown 'clicked' above should be checked for FULL administrative capabilities



Setting Up Users (cont)

6. Final Portion of the User screen allows 'Mark-ups or Discounts' on unit rates per user

Rental Rate Markup/Discount	
Percentages	
Monthly rate markup (%)	<input type="text" value="0.0000"/>
Weekly rate markup (%)	<input type="text" value="0.0000"/>
Daily rate markup (%)	<input type="text" value="0.0000"/>
Amounts	
Monthly rate markup (\$)	<input type="text" value="0.00"/>
Weekly rate markup (\$)	<input type="text" value="0.00"/>
Daily rate markup (\$)	<input type="text" value="0.00"/>
<input type="button" value="UPDATE"/>	

7. To ADD NEW USERS "Click on 'Copy this record to a new user record'

Copy this record to a new user record
Copy this record to a new COMPANY record

User COPY page

User Information	
User login code	<input type="text"/>
User full name	<input type="text"/>
User password	<input type="password" value="....."/>
User password (confirm password)	<input type="password" value="....."/>
Company name	American Marketing Systems Inc.
Address (1)	2800 Van Ness Ave
Address (2)	<input type="text"/>
City	San Francisco
State	CA
Zip	94109
Country	USA
Account is Active	<input checked="" type="checkbox"/>



Setting Up Users (cont)

- a. Add a ‘unique’ User or login Code & Full Name: suggestion:
 - i. Upper or Lower Case
 - ii. Your Company Initials
 - iii. The Staff Member’s Initials
- b. Change the Password – **minimum 8 characters or number combination**
- c. Fill in the Staff Member’s e-mail ‘powers’ & unique information

Associated with (user code)	ATMA
External Agent	<input type="checkbox"/>
Company user	<input type="checkbox"/>
Accounting for guests	<input checked="" type="checkbox"/>
Accounting for units	<input checked="" type="checkbox"/>
Housecleaning administration	<input checked="" type="checkbox"/>
Allowed to make credit card transactions	<input checked="" type="checkbox"/>
Allowed to administer credit card transactions	<input checked="" type="checkbox"/>
Notify on reservation	marmstrong@aaxsys.com
Administrator for this member	<input checked="" type="checkbox"/>
Administration for guests	<input checked="" type="checkbox"/>
Active From	01/01/2010
Active To	12/31/2010
Email address	asegaux@amsiemail.com
Phone number	415-447-2025
Fax number	415-447-2059

- 9. Click ‘Show only associated Users’ – a secondary list displays of a User who can edit transactions of the current ‘logged-in’ user

Order by: Username Full name Company City State Show only associated users

Current Users							
UserName	Full Name	Company	Address	City	State	Phone	Edit Del
AAXSYSAS	Adeline Segaux	American Marketing Systems Inc.	2800 Van Ness Ave	San Francisco	CA	415-447-2025	Edit Del

- a. “User one” sets up their User form to allow “User two” to access their records
 - b. Added Security for the absence or removal of an established User to access their records
10. Copy this Record to a Company Record plus List & Edit User Commission Rates will be Discussed in another Aaxsys Workin’ it Guide for Advanced Features

[Copy this record to a new COMPANY record](#)



Setting Up Inventory

Setting up Inventory populates your Aaxsys Reservation board. This module also drives the operating system and all on line marketing. The following sequence eliminates the need for repeat manual entry:

1. **Set up REGIONS first.** These are typically used by companies requiring multiple locations.
 - a. Regions are bigger than states but smaller than countries
 1. Use simple codes in these as all other databases
 2. Choose the proper region when setting up Buildings & Units
 - b. Regions can be used as one more way custom way to sort building and units
2. **Set Up your BUILDINGS Second**
 - a. Assign Simple Codes
 - b. Use building codes in unit codes
 - c. This groups all units in that building together
3. **Finally Add ONE Unit ONLY**
 - a. After one unit is set up, use COPY to a new unit
 1. Multiple units will have the same information
 2. Editing fields rather than inputting is FASTER
 - b. Use the “Down Arrows” to assign both the Building and Region
 - c. Upload ‘Building Pictures – Then Unit Pictures
 1. Building pictures can all be copied to units in that property
 2. Manage Unit Pictures deletes or reorders
 - d. Create Descriptions with pertinent information
4. **No MANUAL entry is required for:**
 - a. Google Maps engage automatically
 - b. Availability Calendars display booked dates directly from the reservation board
 - c. Requests go to contacts in each unit & kept in your Contact journal
5. **Use COPY TO A NEW UNIT** in your Unit Detail Menu for ALL your remaining inventory
 - a. Click on Copy Pictures; Rates; Description if applicable
 - b. Put in you New Unit Code
 - c. Edit Fields UNIQUE to that Unit



AAXSYS TECHNOLOGY

“Workin’ It”

**A Set Up Guide
For**

Users

all About

“Setting Up Regions”



Setting Up 'Regions'

1. Regions are for sorting Inventory in Multiple Locations and Geographical Areas.
2. Regions are larger than cities; states; or provinces – but smaller than countries
3. Regions can also be used to classify & sort units into a custom category if the Member requires
4. Set Regions up FIRST to chose & apply in your unit detail set up
5. Click on Add a New Region under your Unit Menu

Region entry page

Units

[List Regions](#)

[Add a New Region](#)

- a. Use Simple Codes for All Applications in Aaxsys:

New Region Information

<input type="text" value="NE"/>	Region name (no spaces - max 12 chars))
<input type="text" value="New England"/>	Description (50 chars)
<input type="button" value="Add region"/>	

- b. Click on 'Add region' to SAVE
- c. Click on List Regions to 'Edit' or 'Delete'

[List Regions](#)

Region listing for AAXSYS

Region Listing					
Name	Description	Entered by	Date	Actions	
NE	New England	aaxsyszs	2008-07-19 00:00:00	Edit	Del



AAXSYS TECHNOLOGY

“Workin’ It”

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Setting Up Buildings**

Setting Up Buildings

1. Click on ‘Add a New Building’ (Property/Community) Under your Unit Menu



1. Assign Simple Building Codes to use in your ‘Unit Codes’
2. Fill out ALL information for Each of your Buildings
3. Use the Drop Down Arrow to Assign Regions if using this Application

Building entry page

New Building Information

Building information

Building code	PT <small>(16 chars, no spaces/special chars)</small>
Building Name/Description	Parc Telegraph
Building is Active	<input checked="" type="radio"/> YES <input type="radio"/> NO
Number of units	242
Address	111 Chestnut St.
City	San Francisco
Building region	SF DOWNTOWN ▼
State	CA
Zip	94111
Country	USA

Contact information

Contact Name	Gerson Baker
Address	101 Lombard St. Ste 102
City	San Francisco
State	CA
Zip	94111
Country	USA
Phone	415-447-2000
Fax	415-447-4616
Email	contact@gersonbaker.com

Add Building

4. Click on ADD Building

Setting Up Buildings (cont)

5. To Edit or Delete buildings Click on View & Edit Building information under the Unit Menu

View and edit Building information

- a. To Change Building codes the record must be deleted & re-entered
- b. Click on Proceed on the selection Page:

Selection criteria	
<input type="text"/>	Building Code (empty, partial or full complex code)
<input type="text"/>	Building Name (empty, partial or full complex name)
<input type="text"/>	Address (empty, partial or full street address)
ALL REGIONS <input type="button" value="v"/>	Select Region from the list
<input type="checkbox"/>	Check for showing also non-active complexes
<input type="button" value="Proceed"/>	

6. Click on ‘edit’ to view Building detail
- a. Click on Delete to remove the Building from the list
 - b. Buildings can be ‘deactivated’ to be recalled
 - c. Edit all information except Building Code

Current Buidings							
Buiding code	Name	Address	City	Region	State	Zip	Action
CB	CORTEZ BLU	801 Ash St.	San Diego	CH	CA	92101	Edit Del
DT	DIAMOND TERRACE	427 9th Ave	San Diego	EV	CA	92101	Edit Del

[List of Units belonging to this Buiding](#)

[Copy this Buiding to a business vendor](#)

Buiding Information (CB)	
Complex information	Contact information
Active YES <input checked="" type="radio"/> NO <input type="radio"/>	Contact <input type="text" value="HOA"/>
# Units <input type="text" value="67"/>	Address <input type="text" value="801 Ash St."/>
Name <input type="text" value="CORTEZ BLU"/>	City <input type="text" value="San Diego"/>
Address <input type="text" value="801 Ash St."/>	State <input type="text" value="CA"/>
City <input type="text" value="San Diego"/>	Zip code <input type="text" value="92101"/>
Region <input style="border: none; border-bottom: 1px solid black; width: 100%;" type="text" value="CH"/>	Country <input type="text" value="USA"/>
State <input type="text" value="CA"/>	Phone <input type="text" value="858-488-4545"/>
Zip code <input type="text" value="92101"/>	Fax <input type="text" value="858-488-2134"/>
Country <input type="text" value="USA"/>	Email <input type="text" value="cb@gamil.com"/>
Comment	
Building has a minimum 90 day stay	



Setting Up Buildings (cont)

7. Copy this building to a business Vendor
 - a. This is necessary if the Building management is to receive payment for charges
 - b. Aaxsys copies all fields into the Vendor database to prevent re-entering information
 - c. Use the Same Code as the Building – this is a separate database

Vendor Information

Vendor code	<input type="text" value="CB"/>
This vendor is active	<input checked="" type="checkbox"/>
Description	<input type="text" value="CORTEZ BLU"/>

Company & Address

Company	<input type="text" value="CB"/>
Address (1)	<input type="text" value="801 Ash St."/>
Address (2)	<input type="text"/>
City	<input type="text" value="San Diego"/>
State	<input type="text" value="CA"/>
Zip	<input type="text" value="92101"/>
Country	<input type="text" value="USA"/>

Contact Information

Contact	<input type="text" value="HOA"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>

Tax Information

Issue 1099	<input type="checkbox"/>
Federal Tax Id	<input type="text"/>

Notes

8. Click on Add Record



Setting Up Buildings (cont)

- 9. List Units Belonging to this Building
 - a. All units set up with this building code will display
 - b. All Detail can be accessed on each unit through this link

Unit query results:

Order by: Unit code Address Neighborhood City [Move units to another group,region,category](#)

Current Units								
Unit code	Pictures	Address	Crosstreets	Neighborhood	City	Bed	Bath	Action
CHCB1001	Yes	801 Ash St	8th Ave.	Cortez Hill	San Diego 2	2		Edit Del

Listed 1 unit

- 10. All Databases in Aaxsys are Independent but Interactive
- 11. Click on Edit to access Unit detail from the building database

Detailed information on CHCB1001

- [View This Unit](#)
- [Recurrent expenses](#)
- [Copy pictures from another unit](#)
- [Guest listing](#)
- [Alerts](#)
- [Change member code](#)
- [Copy to a new unit](#)
- [Manage unit pictures](#)
- [Provider/Owner list](#)
- [Expenses](#)
- [Housecleaning settings](#)
- [Additional rate details](#)
- [Upload new picture](#)
- [Open documents](#)
- [Financial statement \(balance\)](#)
- [Change unit code](#)

Current Unit Features			
Active	YES <input type="radio"/> NO <input checked="" type="radio"/>	Min/max stay (days)	Min <input type="text" value="30"/> Max <input type="text"/>
Available from	<input type="text" value="01/01/2010"/> remove	Available until	<input type="text"/> remove
Basic		Kitchen & Electronics	
Name	<input type="text" value="CORTEZ BLU"/>	Washer/Dryer	<input type="text" value="in Unit"/>
Address	<input type="text" value="801 Ash St"/>	Oven	YES <input checked="" type="radio"/> NO <input type="radio"/>
Address2	<input type="text"/>	Microwave	YES <input checked="" type="radio"/> NO <input type="radio"/>
Suite	<input type="text" value="Ste # 1001"/>	Dishwasher	YES <input checked="" type="radio"/> NO <input type="radio"/>



Setting Up Inventory

This Module operates the Reservation Board, the Search Availability and on line global marketing. After adding ONE unit in the system it is faster to utilize the View & Edit Menu, Copy to a new Unit and Edit.

1. Click on 'View and Edit Unit Information'



2. Click on 'Proceed' to engage a 'list' of Units already set up

Unit selection page

Unit Selection and Statement Options

<input type="text"/>	Unit Code (empty, partial or full Unit code)	<input type="text"/>	City (empty, partial or full city name)
<input type="text"/>	Address (empty, partial or full street address)	<input type="text"/>	Neighborhood (empty, partial or full)
<input type="text"/>	Number of bedrooms	<input type="text"/>	State (two-letter state code)
<input type="text"/>	Number of bathrooms	<input type="text"/>	Zip code (empty, partial or full zip code)
<input type="text"/>	Phone # (full or part)	<input type="text"/>	Country (empty, partial or full country name)
ALL BUILDINGS <input type="button" value="v"/>	Building <input type="checkbox"/>	<input type="checkbox"/>	Check for showing also non-active Unit
ALL GROUPS <input type="button" value="v"/>	Select Unit group from the list	<input checked="" type="radio"/> Furnished <input type="radio"/> Unfurnished	Unit type
ALL REGIONS <input type="button" value="v"/>	Select Region from the list	<input checked="" type="radio"/> Unit list	Statement type

Basic options Financial options Statistics options Batch options Download options

3. Choose the most 'like-kind' Unit
4. Click on the 'Unit Code' or 'Edit' to display the Detailed Information on Unit Screen

Unit query results:

Order by: Unit code Address Neighborhood City [Move units to another group,region,category](#)

Current Units							
Unit code	Pictures	Address	Crosstreets	Neighborhood	City	Bed Bath	Action
DNLG1101	Yes	900 Bush St.		South of Market	San Francisco	1 1	Edit Del

5. Edit or Delete any unnecessary Units from this 'Unit query results' screen.



Setting Up Inventory

6. Click on ‘Copy to a New Unit’ in the top menu of the Detailed Information Screen

Detailed information on DNLG1101

View This Suite	Copy to a new suite	Additional rate details
Recurrent expenses	Manage suite pictures	Upload new picture
Copy pictures from another suite	Provider list	Open documents
Client listing	Expenses	Financial statement (balance)
Alerts	Housecleaning settings	Change suite code

7. Assign a Unit Code with the Building Code then the unit number
- Check the boxes to copy pictures & the same rates
 - Submit

Please enter new Unit code:

Copy rate details

Copy pictures

Copy description (notes)

Detailed information on PT-2401

8. Edit all the fields that are ‘Unique’ to this Unit
- Minimum Stay prevents reservations for under this amount of time
 - Click on the “Available fto” field
 - Fill in the FIRST date a guest is staying in the unit
 - These dates are crucial for Occupancy statistics
 - Remember to fill in the Available From date when the unit is off line



Setting Up Inventory

- 8. Detail on Section One
 - a. Aaxsys Inventory can be designated 'Inactive' as well as deleted
 - b. Phone Number is for the Unit Phone
 - c. Blank fields are for custom Items

Detailed information on PT-2401

Current Unit Features	
Active	YES <input type="radio"/> NO <input checked="" type="radio"/>
Min/max stay (days)	Min <input type="text" value="30"/> Max <input type="text"/>
Available from	<input type="text" value="5/1/2010"/> remove
Available until	<input type="text" value="11/30/2010"/> remove
Basic	
Name	<input type="text" value="Parc Telegraph"/>
Address	<input type="text" value="111 Chestnut"/>
Address2	<input type="text" value="Bldg 3"/>
Suite	<input type="text" value="Ste # 201"/>
Neighborhood	<input type="text" value="Waterfront"/>
Cross streets	<input type="text" value="Kearny"/>
City	<input type="text" value="San Francisco"/>
State	<input type="text" value="CA"/>
Zip	<input type="text" value="94111"/> MSA <input type="text"/> ? Help
Country	<input type="text" value="USA"/> ? Help All countries
Phone	<input type="text" value="415-447-2040"/>
Kitchen & Electronics	
Washer/Dryer	<input type="text" value="In Unit"/>
Oven	YES <input checked="" type="radio"/> NO <input type="radio"/>
Microwave	YES <input checked="" type="radio"/> NO <input type="radio"/>
Dishwasher	YES <input checked="" type="radio"/> NO <input type="radio"/>
TV	YES <input checked="" type="radio"/> NO <input type="radio"/>
Cable	YES <input checked="" type="radio"/> NO <input type="radio"/>
DVD	YES <input checked="" type="radio"/> NO <input type="radio"/>
Fast internet	YES <input checked="" type="radio"/> NO <input type="radio"/>
Fireplace	<input type="text"/> YES <input checked="" type="radio"/> NO <input type="radio"/>
<input type="text"/>	YES <input type="radio"/> NO <input type="radio"/>
<input type="text"/>	YES <input type="radio"/> NO <input type="radio"/>

- c. For Country Please Use 3-letter Codes
- d. MSA is specifically for grouping zip codes in a larger region together
 1. Los Angeles County
 2. New York City



Setting Up Inventory

- 9. Section Two
 - a. Aaxsys has two Inventory databases for rentals – furnished and Unfurnished
 - b. A separate Reservation board engages for each separately
 - c. Blank spaces are for Custom Items
 - d. 'Half-baths can be indicated

Living		Amenities	
Furnished	YES <input checked="" type="radio"/> NO <input type="radio"/>	View	<input type="text" value="City Lights"/>
Bedrooms	<input type="text" value="1"/>	Deck	YES <input type="radio"/> NO <input type="radio"/>
Bathrooms	<input type="text" value="1.5"/>	Garden	YES <input type="radio"/> NO <input checked="" type="radio"/>
Accommodates	<input type="text" value="2"/>	Common Pool	YES <input type="radio"/> NO <input type="radio"/>
Bed sizes	<input type="text" value="Queen"/>	Private pool	YES <input checked="" type="radio"/> NO <input type="radio"/>
Dining room	<input type="text" value="Area"/>	Jacuzzi	YES <input checked="" type="radio"/> NO <input type="radio"/>
Parking	<input type="text" value="Space # 64"/>	Gym/Health club	YES <input checked="" type="radio"/> NO <input type="radio"/>
Sofabeds	YES <input type="radio"/> NO <input checked="" type="radio"/> N/A <input type="radio"/>	Security	YES <input checked="" type="radio"/> NO <input type="radio"/>
Maid service	YES <input checked="" type="radio"/> NO <input type="radio"/> N/A <input type="radio"/>	Elevator	YES <input checked="" type="radio"/> NO <input type="radio"/>
Smoking	YES <input type="radio"/> NO <input checked="" type="radio"/> N/A <input type="radio"/>	<input type="text" value="Concierge"/>	YES <input checked="" type="radio"/> NO <input type="radio"/>
Pets allowed	YES <input type="radio"/> NO <input checked="" type="radio"/> N/A <input type="radio"/>	<input type="text"/>	YES <input type="radio"/> NO <input type="radio"/>
<input type="text" value="Office"/>	YES <input checked="" type="radio"/> NO <input type="radio"/> N/A <input type="radio"/>	<input type="text"/>	YES <input type="radio"/> NO <input type="radio"/>
<input type="text"/>	YES <input type="radio"/> NO <input type="radio"/> N/A <input checked="" type="radio"/>		
<input type="text"/>	YES <input type="radio"/> NO <input type="radio"/> N/A <input checked="" type="radio"/>		

[Show security and entry information](#)

- e. Click on Show Security and entry information
 - 1. All types of Security codes and entry command fields are available
 - 2. These fields when populated display on HTML Reservation Contract forms
 - 3. If blank then no information with populate the HTML forms
 - 4. This module is not automatically displayed for Security Reasons

Entry and security information			
Entry code	<input type="text"/>	Buzzer code	<input type="text"/>
		Buzzer cmd	<input type="text"/>
Alarm code	<input type="text"/>	Alarm phone	<input type="text"/>
		Alarm passwd	<input type="text"/>



Setting Up Inventory

12. Section Three

- a. Special Fields do NOT display on your website or on your Documents
- b. These fields are for internal use only by staff members for Unit information

Key Code:	2-4-5-2-5 *	Elevator Code	# 22543
Complex/Region/Group/Category		Rates	
Complex	Parc Telegraph	Monthly rate	3000.00 Markup 0.00
Region	NC	Weekly rate	1000.00 Markup 0.00
Group	ALL GROUPS	Daily rate	120.00 Markup 0.00
Category	ALL CATEGORIES	Inv code	051110
Booking & Reservations		Extra charges/Fixed	
Online booking	YES <input type="radio"/> NO <input checked="" type="radio"/>	Deposit	800.00
Online pricing	YES <input checked="" type="radio"/> NO <input type="radio"/>	Move out Clean	150.00
Market online	YES <input checked="" type="radio"/> NO <input type="radio"/>	Tax (%)	14.2000
Online preference	0		
"Daily" means	Per day <input type="radio"/> Per night <input checked="" type="radio"/>		
Online remark	FABULOUS EXECUTIVE SUITE WITH BAY VIEWS		
Contact Information			
Contact name	Reservations	Phone	800-747-7784
Contact email	reservations@amsires.com		
<input type="button" value="Save Unit Features"/>			

- c. Use Down Arrows to Select The Building for the Unit and Region (If applicable)
- d. Fill in default Rates, deposits, Extra Charge to automatically populate your reservation
 - a. They can be over-riden for exceptions in the reservation & client forms
 - b. Tax here pertains to one tax on inventory under a 30 day stay
 - c. “Deposit signifies “in addition to the rent”
- e. Booking and Reservations
 1. DO NOT use the On Line Booking Engine if NO Pay Flow Account has been set up
 2. Choose to display Pricing in rates per day or Monthly or click NO
 3. Market On line displays this Unit over ALL Aaxsys powered Web-sites
- f. Fill in Contact Information with ‘Generic’ Details to Receive Requests from the Internet.



Setting Up Inventory

9. In the Unit Description Section
 - a. Highlight & Copy to your clip board the description from another Unit or Copy in the Set Up
 - b. Or.....Type in a NEW Description Unique to this unit
 - c. This section publishes in HTML for a more Bold and Professional format
 - d. This Box displays on line over the Internet for marketing to guests
 - e. Use as many characters and lines as needed

Unit Description:

This junior one bedroom rental boasts a queen-size bed, twin sofabed, full amenity kitchen, wall-to-wall carpeting, TV, VCR and Stereo. Located in the beautiful Parc Telegraph complex, this rental has complete access to the building's amenities including: 24hr security, fitness center, Jacuzzi and sauna. Well equipped with high speed internet. Located right off the Embarcadero in the North Waterfront area of San Francisco, this location is ideal for accessing the financial district, Fisherman's Wharf or freeways. Secure parking and bi-monthly maid service are included.

Save Unit Description

*****REMEMBER TO 'SAVE UNIT DESCRIPTION'*****

10. Use the 'Internal Unit Notes' Section for
 - a. ALL important information on the Unit for your Staff
 - b. This section DOES NOT publish to the internet
 - c. Again, Use as many characters and Lines as needed

Internal Unit notes:

Save Unit internal notes

*****REMEMBER TO 'SAVE UNIT INTERNAL NOTES'*****



Setting Up Inventory

11. Click on UPLOAD pictures in the last column at the top

Detailed information on

View This Unit	Copy to a new unit	Additional rate details
Recurrent expenses	Manage unit pictures	Upload new picture
Copy pictures from another unit	Owner/Provider list	Open documents
Guest listing	Expenses	Financial statement (balance)
Alerts	Housecleaning settings	Change unit code

12. Click on ‘Browse’ – which takes you to your desk top & ‘drive’ where ‘pictures’ are stored

Upload a new property picture

Please select a JPEG file to be sent:

13. As noted on the page ‘Pictures’ should be JPEG & no larger than 200 KB
14. Click “twice” on the picture – which takes you back to this menu
15. Click on ‘SEND’your picture is Uploaded and Shown Below this Heading

Your uploaded image is shown below



16. Repeat this process Until ALL pictures are uploaded.....for a Building and/or Unit



Setting Up Inventory

Copying Pictures

- 17. Once All Pictures are Uploaded
 - a. Click on “View this Unit”



- b. All Information Displays as over your Web Site & All Aaxsys Powered Websites

- 18. ALL pictures can NOW be copied to ALL other units in this Building
 - a. CREATE a new Unit – defining a New Unit/Apartment Code
 - b. Edit ALL Information to Reflect the NNEW Unit
 - c. Highlight – Copy – Paste or CREATE Unit Description.....now
 - d. Click on “Copy pictures from another unit”

Enter a Unit code to copy pictures from:

A screenshot of a web form with a green border. It contains a text input field with the placeholder text "Please enter Unit code:" and the value "PT-2401". Below the input field are two buttons: "Submit" and "Clear".

- e. Enter a Unit Code in which you have ULOADED Pictures
 - f. SUBMIT.....the Pictures are ALL copied

Pictures copied from NWPT4831 to PT-2402

- g. Pictures are ALL Copied from One Unit/Apartment to another
 - h. Click on “View This Unit”.....& There they are!

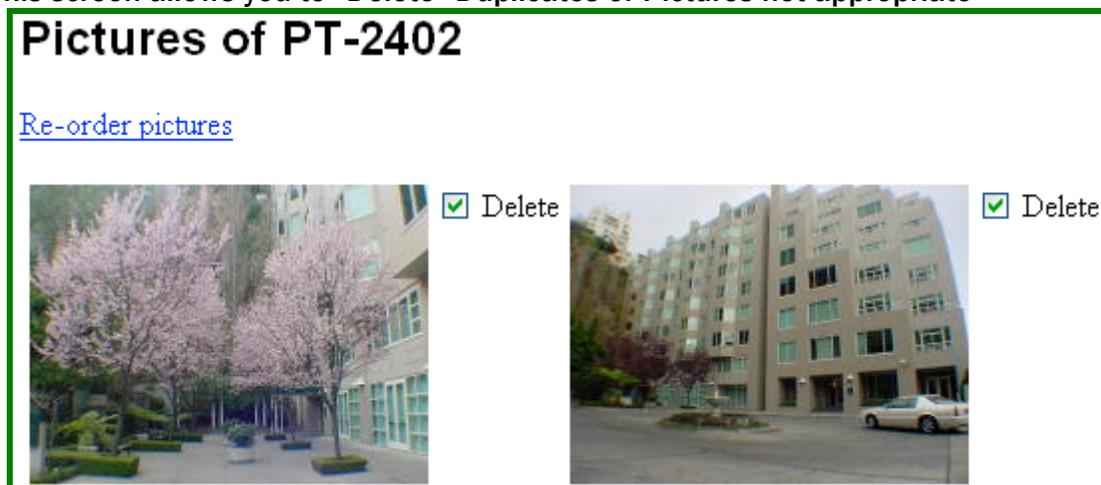
Setting Up Inventory

Use This Application to ‘Delete’ and/or Reorder Pictures

19. Click on Manage Unit Pictures



20. This screen allows you to “Delete” Duplicates or Pictures not appropriate



21. Check the “Delete” box next to the Pictures you want to Delete
 22. Scroll to the bottom of all Pictures and “SUBMIT”



Deleted R03.JPG
Renamed remaining files

23. All Other Pictures Remain

****UPLOAD UP TO 25 PICTURES – REMEMBERING TO RESIZE THEM IF NECESSARY****

Setting Up Inventory

Reordering Pictures

24. Click on ‘Re-order Pictures’ at the TOP of your Manage Pictures Screen

Pictures of PT-2402

[Re-order pictures](#)

25. PUT a new number in the Box next to the picture to Display different Pictures FIRST on Line

Pictures of PT-2402		
Picture	Current index	New index
	1	<input type="text" value="2"/>
	2	<input type="text" value="1"/>

26. “SUBMIT”

Renamed R02.JPG to R01.JPG
Renamed R01.JPG to R02.JPG

Pictures of PT-2402

Picture	Current index	New index
	1	<input type="text"/>
	2	<input type="text"/>

This Application Allows you to UPLOAD Pictures in any Order & Choose Which ones to display on Your First Page on line.