



## Aaxsys Technology **Workin' It** The Aaxsys Main Menu

Reservations	Guests	Units	Administration
Reservation Board	View and Edit Guest Information	View and Edit Unit Information	List users
Reservation List (all for member)	Guest financial transactions	Add a New Unit	Add users
Arrivals (all for member)	New general client	View and edit Building information	View and Edit Provider Information
Departures (all for member)	New account code	Add a New Building	Add a New Provider
	List account codes	List Groups	List Members
	View and Edit Company information	Add a New Group	Appointment Calendar
	Add a New Company	List Regions	Member Configuration
		Add a New Region	Contact Forms Journal
		Add a New CostCode	Enter a Credit Card Transaction
		List CostCodes	View Credit Card Transactions

Show menu with advanced options     More advanced options

### Focus on Arrivals & Departures

Reservations
Reservation Board
Reservation List (all for member)
Arrivals (all for member)
Departures (all for member)

## Workin' the Arrival Journal

Arrivals (all for member)
Departures (all for member)

“All” for member means that every reservation – including those booked by external Users is included in this Journal List

### Arrivals listing selection page

Selection criteria	
<input type="text" value="02/19/2007"/>	Arrival date after
<input type="text" value="02/26/2007"/> <input checked="" type="checkbox"/>	Arrival date until (check to use)
<input type="text"/> (select)	Unit 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. Calendar dates for any chosen Time Period
2. Filter by Unit Code
3. Filter by Reservation Agent
4. Check the small box to engage cancelled reservations
5. Defaults to only to Active reservations
6. Click on Proceed to review Arrivals for the dates chosen

## Arrival List

### Arrivals Listing

Showing arrivals from 2007-01-01

Arrivals Listing							
Res #	Name	Property	Begin date	End date	Type	Res.Date	Agent
<a href="#">48848</a>	<a href="#">test.test</a>	MIKE	01/01/2007	03/23/2008	Reservation	01/23/2007	aaxsys
<a href="#">48847</a>	<a href="#">test.test</a>	DRAKE	01/01/2007	03/23/2007	Reservation	01/23/2007	aaxsys
<a href="#">49016</a>	<a href="#">Smith, Eric</a>	NWPT4831	01/05/2007	03/05/2007	Reservation	02/05/2007	aaxsys
<a href="#">48942</a>	<a href="#">Parker, Nick</a>	FSBC2417	01/28/2007	02/28/2007	Reservation	01/30/2007	aaxsyszs
<a href="#">48962</a>	<a href="#">test.test</a>	JENINE	01/31/2007	02/28/2007	Reservation	01/31/2007	amex
<a href="#">48989</a>	<a href="#">Test, Test</a>	OKKO	02/01/2007	03/01/2007	Reservation	02/01/2007	aaxsys
<a href="#">49117</a>	<a href="#">rest.wert</a>	DNLG9321	02/11/2007	03/11/2007	Reservation	02/11/2007	aaxsys
<a href="#">49146</a>	<a href="#">Makela, Joel</a>	TEST4	02/12/2007	03/12/2007	Reservation	02/12/2007	aaxsys
<a href="#">49021</a>	<a href="#">test.test</a>	FSBC2806	02/15/2007	03/15/2007	Reservation	02/05/2007	aaxsys
<a href="#">48945</a>		DRAKE2	02/15/2007	02/28/2007	Offline	01/30/2007	aaxsyszs
<a href="#">49118</a>		LIPB0419	02/17/2007	02/22/2007	Maintenance	02/11/2007	aaxsys
<a href="#">49243</a>	<a href="#">Doe, John</a>	WPDV8765	02/25/2007	06/19/2008	Reservation	02/19/2007	aaxsys
<a href="#">49162</a>	<a href="#">Beuhner, Kyle</a>	DRAKE2	03/01/2007	04/01/2007	Reservation	02/13/2007	naviskb
<a href="#">49159</a>	<a href="#">Smith, Joe</a>	ERIC	03/13/2007	04/13/2007	Reservation	02/13/2007	aaxsys
<a href="#">49017</a>	<a href="#">test.dia</a>	AAXSYS	02/05/2009	03/05/2010	Reservation	02/05/2007	aaxsys

1. Click on the Reservation Number to view the reservation form for detail
2. Click on the Guest Name to view the Client financial form
3. Property Code has no link. Just the code
4. Updates with reservation editing of extension or back date of departure
  - a. Begin date of reservation (Arrival)
  - b. End date of reservation (Departure)
5. Type: A Reservation, a block – offline, maintenance, or non-paying stay
6. Res Date is the initial date the reservation was made

7. The Agent denotes the User Code of the reservationist

## Workin' the Departure List

Departures (all for member)

“All” for Member means every reservation for each staff member as well as external users is displayed in this journal

### Departures listing selection page

Selection criteria	
<input type="text" value="02/19/2007"/>	Departure date after
<input type="text" value="02/26/2007"/> <input checked="" type="checkbox"/>	Departure date until (check to use)
<input type="text"/>	Unit code filter
<input type="text" value="ALL"/> ▼	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.

1. Chose dates to review departure list
2. Filter by Unit Code or Reservation Agent or both
3. Check the small box to view cancellations
4. List defaults to Reservations & blocks
5. Click on Proceed to view the list

## Departure List

### Departures Listing

Showing departures from 2007-01-01 to 2007-02-26

Departures Listing							
Res #	Name	Property	Begin date	End date	Type	Res.Date	Agent
<a href="#">48040</a>	<a href="#">Test_Test</a>	TEST4	11/01/2006	02/01/2007	Reservation	12/01/2006	aaxsys
<a href="#">48037</a>	<a href="#">Test_Test</a>	TEST5	11/02/2006	02/02/2007	Reservation	12/01/2006	aaxsys
<a href="#">48684</a>	<a href="#">Test_Test</a>	FSBC2806	11/01/2006	02/15/2007	Reservation	01/15/2007	aaxsys
<a href="#">48681</a>	<a href="#">Test_ZLS</a>	DRAKE2	11/01/2006	02/15/2007	Reservation	01/15/2007	aaxsys
<a href="#">48682</a>	<a href="#">Test_Test</a>	LIPB0419	11/01/2006	02/15/2007	Reservation	01/15/2007	aaxsys
<a href="#">49118</a>		LIPB0419	02/17/2007	02/22/2007	Maintenance	02/11/2007	aaxsys
<a href="#">48831</a>	<a href="#">dia6.test</a>	ERIC	06/23/2006	02/23/2007	Reservation	01/23/2007	aaxsys

1. Click on the Reservation Number to view the reservation form for detail
2. Click on the Guest Name to view the Client financial form & invoices
3. Property Code has no link. Just the code
4. Updates with reservation editing of extension or back date of departure
  - a. Begin date of reservation (Arrival)
  - b. End date of reservation (Departure)
5. Type: A Reservation, a block – offline, maintenance, or non-paying stay
6. Res Date is the initial date the reservation was made
7. The Agent denotes the User Code of the reservationist

