



Workin' It

An Aaxsys Technology Member's Guide

The 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

ADMINISTRATION MENU APPLICATIONS

Administration
List users
Add users
View and Edit Provider Information
Add a New Provider
List Members
Appointment Calendar
Member Configuration
Contact Forms Journal
Enter a Credit Card Transaction
View Credit Card Transactions

FOCUS ON MEMBER CONFIGURATION

Member Configuration Applications

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

Member configuration

[Configure Search Availability](#) [Edit Address and Contact Information](#) [Edit Invoice Defaults](#)
[Credit Card interface](#) [Manage Your Files](#)

Style configuration

Aliases

Alias for PROPERTY	<input type="text" value="Apartment"/>	Alias for COMPLEX	<input type="text" value="Building"/>
Alias for OWNER (of properties)	<input type="text" value="Provider"/>	Alias for CLIENT	<input type="text" value="Guest"/>
Alias for COMPANY (as clients)	<input type="text"/>		

HTML for header

Enter HTML code enclosed within < table >..< /table > tags [View header](#)

```
<!-- AUTOMATICALLY GENERATED HEADER CODE -->
<table style="background:#ffffdf;border:1px solid navy;">
<tr><td width="120">
</td><td align = "left" style="font-size:16pt;color:#6699cc;
font-weight:bold;font-family: arial,sans-serif;">
AAXSYS TECHNOLOGY<br>
<span style="font-size:14pt;color:navy;font-weight:bold;
font-family:arial;sans-serif;">2800 Van Ness Ave.<br>San Francisco CA 94109<br></span>
<span style="font-size:14pt;color:red;font-family:verdana,sans-serif;">
Tel. 800-747-7784
```

[Click here for a larger edit window for the header HTML](#)

1. **“HTML for Header”** Main Page of Member Configuration Allowing Members to Configure their Own Logo with their own fonts; colors; and sizing; for their Aaxsys System & Invoices.
2. **“Aliases”** allow Members to Change Names of the Main Menu and Sub-menu items to ‘fit’ the verbiage used by them. Units = Apartments; properties; Inventory etc.
3. Currently there are 5 Very important Sub Menus for Aaxsys Members to view and ‘customize’ at the top of this page. These control how their Aaxsys System works:
 - a. **“Configure Search Availability”** allows Members to USE a variety of Search features for their area. This feature allows the ‘bundling’ or members to form a Central Reservation System.
 - b. **“Credit Card Interface”** – (More on this later!)
 - c. **“Edit Contact & Address Information”** Allows the Member to change their MEMBER information. Only an Aaxsys administrator can set up a New Member. This allows Members to Manage the information without altering their primary CODE.
 - d. **“Manage your files”** Allows the Member to ‘upload’ their OWN logo from wherever it is stored on their computer. This is the first step in being able to allow the Aaxsys program to incorporate it in their Header.

- e. **“Edit invoice Defaults”** Another extremely important sub-menu. This allows the Member to set How many days ahead they want to do billing – plus Use their OWN set up Cost Codes for Accounting in addition to ‘customizing’ text messages for their Invoices & stating their late fee policy – arrival & departure times etc. right on the invoice.

Member Configuration Sub Menus Focus On Configure Search Availability

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Search Availability configuration

Search form caption

Availability members

Bundle these members together in the availability listings (list member codes, separated by commas):

Search by location

Enable city list <input checked="" type="checkbox"/>	Default city <input style="width: 150px;" type="text"/>	Enable region list <input type="checkbox"/>	Default region <input style="width: 150px;" type="text"/>
Enable state list <input type="checkbox"/>	Default state <input style="width: 150px;" type="text"/>	Enable country list <input type="checkbox"/>	Default country <input style="width: 150px;" type="text"/>

Additional search availability options

<input checked="" type="checkbox"/> Parking	<input checked="" type="checkbox"/> Smoking	<input checked="" type="checkbox"/> Pets	<input checked="" type="checkbox"/> Cable	<input checked="" type="checkbox"/> Sofabeds	<input type="checkbox"/> Fast internet	<input type="checkbox"/> Jacuzzi	<input type="checkbox"/> Maid service	<input type="checkbox"/> Security	<input type="checkbox"/> Elevator	<input type="checkbox"/> Health club	
<input type="checkbox"/> Garden	<input type="checkbox"/> Deck	<input type="checkbox"/> Pool									

No availability message

IF NO APARTMENTS MEET YOUR SPECIFIC CRITERIA<p>PLEASE CALL: 800-747-7784 <p>AN AAXSYS
 REPRESENTATIVE WILL BE WITH YOU SHORTLY

1. **“Search form caption”** The Member can customize the ‘Top’ of the Search Availability Screen which displays available Inventory to the public over the Member’s web site for requests or on-line bookings.
2. **“Availability members”** This custom feature allows ANY Aaxsys Member to ‘bundle’ Member codes together for a Central Reservation Board. This is crucial for Marriott & other Global providers. Each office can have a separate board, but Administrative offices can have just one with ONLY one log-in code for their entire Operation.
3. **“Search by location”** Allows Members with varied Cities; States; and Countries to set a default to their MAIN location on their Search Availability form. If nothing is listed then the default ALL CITIES & ALL STATES & ALL COUNTRIES or REGIONS will come up first on the Screen.
4. **“Additional search availability options”**. Members can ‘pick’ options to display on their screen depending on what is important to their customers and/or property suppliers.

5. **“No Availability message”** A custom message displays if customers put in their request for a property, and there is NONE Available to fit that request. This can be ‘html’ in colors and fonts

Aaxsys Technology
Member Configuration Sub Menu
Edit Invoice Defaults

Billing configuration

Billing

How many days before can the next billing be run? "Daily reservation means:" Per day Per night

Client online booking default billing period (days):

Default Billing Cost Codes
(If an entry is left empty, then a system default code will be used)

Default code for rental charges	<input type="text"/>	(select)	Default code for one-time rental fees	<input type="text"/>	(select)
Default code for rental tax	<input type="text"/>	(select)	Default code for deposits	<input type="text"/>	(select)
Default code for payments	<input type="text"/>	(select)			

Email invoice pre-statement text

Dear Customer,
This is your invoice statement from

AAXSYS CORPORATE HOUSING
2800 Van Ness Ave (tel. 415-447-2089)
San Francisco CA 94109 USA

Email invoice post-statement text (disclaimer, etc.)

The following statement is added after the system-generated invoice:

Thank you for your patronage.
Our business is by referral so we appreciate
your sharing our name with your community!

1. Billing: Members set any number of days in advance for Aaxsys billing to update from the due date. The system defaults to “7” but any number will ‘automatically’ update the client invoice.
2. Default Billing Cost Codes: The system ‘supplies’ Cost codes for each transaction. These enable clients to run reports for a variety of options – which then give them total calculations for any expense or payment received in that category.
3. E-Mail Invoice Pre-Statement Text: Enables Aaxsys Members to ‘customize’ their invoices with personal messages to the guests. This is ‘boiler plate’ and is generic to every client.
4. Email invoice post-statement text: Allows member to ‘ADD’ their late fee policy – check out times – Thank you notices – or anything of importance they wish the client to be aware of.

Aaxsys Technology
Member Configuration Sub Menu
Credit Card Interface

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Credit Card interface configuration

Gateway configuration

Gateway Partner	<input style="width: 80%;" type="text"/>	Gateway Vendor	<input style="width: 80%;" type="text"/>
Gateway User	<input style="width: 80%;" type="text"/>	Gateway password	<input style="width: 80%;" type="text"/>
		Re-type password	<input style="width: 80%;" type="text"/>

Additional options

When guest makes an online payment, the system will Charge Authorize

Aaxsys Technology
Member Configuration Sub Menu
'Manage your files'

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Member File Listing

[Upload new file](#)

File List			
Timestamp	Name	Size	Delete
11/29/2006 01:58:48 PM	aaxsys.htm	640	
01/11/2007 03:55:08 PM	aaxsys.ini	486	
01/11/2007 03:55:08 PM	invoice-post.txt	121	
01/11/2007 03:55:08 PM	invoice-pre.txt	147	

1. Manage your files: This is the application which Members need to use in order to "Upload" their logos into the Main Member Configuration HTML screen.
- 2.. Click on 'Upload new file' which takes Members into the screen below.

Screen to Upload Logo File

Upload a file to Member space

Please select a file to be sent:

Browse...

Send

Please note:

- 1) These files can be referred to using the path `"/members/aaxsys/< filename>"`
Thus, for a file named "logo.gif", the reference to the corresponding image should be ``
- 2) The size of each file should be less than 200KB

4. Click on Browse which takes Members into the computer files on which they are working and where the Logo file they use is stored.
5. It updates the above file listing to copy & paste into the HTML header.

Aaxsys Technology
Member Configuration Sub Menu

Member UPDATE page

Member Information	
Member code	AAXSYS
Company	Aaxsys Corporate Housing
Address (1)	2800 Van Ness Ave
Address (2)	
City	San Francisco
Zip	94109
State	CA
Country	USA
Contact	Dia Shanneb
Contact Phone	415-447-2089
Contact Fax	415-441-9296
Contact Email address	dshanneb@aaxsys.com
Alternative reservation contact mode	<input type="radio"/> NOT USED <input type="radio"/> REPLACE <input type="radio"/> COPY (CC) <input type="radio"/> REVERSE CC
Reservation Contact Name	
Reservation Phone number	
Reservation Fax number	
Reservation Email address	
Web address	www.aaxsys.com
Fallback user code (used when agent not found)	aaxsyszs

1. This is the Member 'Set up' page that is initially filled out by Aaxsys Technology.
2. Members can now through this application UPDATE information as their Business changes
 - a. Address & contact information
 - b. BUT they can not ALTER their Member Code – which separates all company information
3. The ALTERNATIVE reservation Contact mode is for Members to be able to form partnerships
 - a. Replace – Overrides ALL contact information on properties with this member's information
 - b. Copy: Does NOT replace the contact information but allows the master member to 'Track' all requests to a Dependent member. (For billing or marketing purposes)
4. Fallback User code: Once a User has been deleted, their e-mail is also deleted, and any reservations they made will NOT 'send' to the client. This 'Fall Back' User code is usually

the Owner or Administrator's code – as NO e-mail will send without a valid Return e-mail address.