



The Complete and Customized Software Solution for Lodges, Guest Ranches, Preserves and Outfitters

## Using the Lodge-ical™ Activity Planner and Calendars

Step 1: Enter activities for each of your reservations:

**Daily Itinerary** [X]

NEW SAVE CLOSE Arriving: 8/1/2008 Departing: 8/3/2008 PRINT

Date: 8/2/2008      Guest Notes:      Inhouse Notes: Large Waders and size 12 wading boots

Activity: Fishing - AM  
Time: 9:00 AM  
Location:      # Guests: 1      Status:      [v]

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**Staffing**

Employee	Function	Requested?
Barnes, Paul	Guide	<input type="checkbox"/>
*		<input type="checkbox"/>

**Resources** VIEW

Type	Quantity
Drift Boat	1
Waders	1

Record: [I] [L] [4] [R] [P] [M] of 7 (Filtered)



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## Step 2: View Activities using the Daily Activity Calendar:

**Daily Activity Calendar**

Saturday August 2, 2008

<u>Time</u>	<u>Activity</u>	<u>Location</u>	<u>No. Guests</u>	<u>Name</u>	<u>Res. No.</u>	<u>Inhouse Notes</u>
9:00 AM	Fishing - AM		1	Michael Waltrip	1013	Large Waders and size 12 wading
9:00 AM	Fishing - AM	Yellowstone Park	2	Tony Stewart	1000000	
9:00 AM	Fishing - AM	Yellowstone River	2	Joseph Robinson	1015	

=> Double-click a row to edit the reservation.

Select one date and use the NEXT/BACK button to navigate.



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**Step 3: On any given day, press the PRINT button to see a list of activities for the day:**

**Activities**

Saturday August 2, 2008

<u>Time</u>	<u>Activity</u>	<u>Location</u>	<u>No. Guests</u>	<u>Guest Name</u>	<u>Res. No.</u>
9:00 AM	Fishing - AM		1	Michael Wattrip	1013
<b><u>Inhouse Notes:</u></b> Large Waders and size 12 wading boots			<b><u>Guest Notes:</u></b>		
<b><u>Staff Assignments</u></b>			<b><u>Resource Assignments</u></b>		
BARNES, PAUL - GUIDE			DRIFT BOAT - 1 WADEERS - 1 WADING BOOTS - 1		
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9:00 AM	Fishing - AM	Yellowstone Park	2	Tony Stewart	1000000
<b><u>Inhouse Notes:</u></b>			<b><u>Guest Notes:</u></b>		
<b><u>Staff Assignments</u></b>			<b><u>Resource Assignments</u></b>		
BARBER, JACK - GUIDE			CANOE - 2 SUBURBAN - 1		
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9:00 AM	Fishing - AM	Yellowstone River	2	Joseph Robinson	1015
<b><u>Inhouse Notes:</u></b>			<b><u>Guest Notes:</u></b>		
<b><u>Staff Assignments</u></b>			<b><u>Resource Assignments</u></b>		
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**Step 4: Employee Calendars can be generated for an individual guide. To print a calendar:**

**Employee Calendar**

**Step 1: Select Activities**

- All Activities Assigned and Unassigned
- Only Activities Assigned to Employees
- Only Unassigned Activities
- Select One or More Employees

**Step 2: Select Dates**

From:

To:

**Step 3: Display Notes**

- Do Not Display Notes
- Guest Notes Only
- Inhouse Notes Only
- Guest and Inhouse Notes

**Step 4: Display Resources**

- No
- Yes

**OK** **CLOSE**



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**Step 5: Preview the employee calendar and distribute as necessary:**

<b>Employee Calendar</b>						
<i>From: August 2, 2008</i>			<i>To: August 2, 2008</i>			
Date	Time	Activity	Location	Guest Name	Qty	Request?
<i>No Staff Assigned</i>						
Sat 8/2/08	9:00 AM	Horseback-Full Day			2	
<b>Guest Notes</b>						
<b>Inhouse Notes</b>						
<b>Required Resources</b> (none)						
Sat 8/2/08	9:00 AM	Fishing - AM	Yellowstone River	Robinson, Joseph	2	
<b>Guest Notes</b>						
<b>Inhouse Notes</b>						
<b>Required Resources</b> (none)						
<i>Barber, Jack</i>						
Sat 8/2/08	9:00 AM	Fishing - AM	Yellowstone Park	Stewart, Tony	2	Yes
<b>Guest Notes</b>						
<b>Inhouse Notes</b>						
<b>Required Resources</b> Cance - 2, Suburban - 1						
<i>Barnes, Paul</i>						
Sat 8/2/08	9:00 AM	Fishing - AM		Waltrip, Michael	1	
<b>Guest Notes</b>						
<b>Inhouse Notes</b> Large Waders and size 12 wading boots						
<b>Required Resources</b> Drift Boat - 1, Waders - 1, Wading Boots - 1						