

## Lodge-ical News – April 2009

We hope you and your families had a happy Easter. Spring is very slow in showing itself here in Montana. As I write this, the snow continues to fall.

I am sure that this economy is affecting you one way or another. From the simplest point of view, I imagine that most of you are watching how you spend your money. We continue to improve Lodge-ical based upon ideas we hear out in the field as well as add enhancements on our own. If you are a version 7.0 user, you are billed a minimal amount every year so that you can continue to contact us with any questions and also to be eligible for the improvements that we make throughout the year.

### **Data Entry Tips and Tricks: The Utilities Menu**

There are times when you need to sort data in a particular order. Lodge-ical's Utilities menu allows you to sort data in either an ascending or descending manner. The easiest way to demonstrate this utility is to open up the Clients/Find-A-Client form. After you select your query and press DISPLAY you will see the client names appear in the grid at the bottom of the form. Go to any column and single left-click. Now go to the Utilities menu and press Sort Ascending (or Sort Descending). Your data is now sorted by that particular column.

A more advanced use of this menu would be the following: Go to Reservations/Reservation Entry. Press the ALL button on the Reservation Entry form. This form is sorted by arrival date. Single left-click in the field named "Date Received". Now go to the Utilities menu and press Sort Ascending. All of the reservations are now sorted in alphabetical order by the date received (booking date).

### **New Feature: Deposit Refunds**

Many of you have the policy whereby if a reservation is cancelled; you keep the deposit unless the timeslot can be rebooked. If you rebook the space, then you refund the deposit. However, once a reservation is cancelled in Lodge-ical you are not allowed to adjust the deposit history.

We have recently enhanced Lodge-ical to allow you to handle your deposit refunds appropriately. You are now allowed to adjust the deposit history after a reservation has been cancelled.