

Lodge-ical News – December 2008

Christmas is only days away! We hope you and your families have a very Merry Christmas!

Upcoming Convention: WYOGA January 8 – 10, 2009

We will be attending the WYOGA convention in Lander, WY January 8 – 10 (weather permitting). If you are attending the convention please stop by and visit us. If you have ANY questions that need answers, please contact us ahead of time so that we can schedule a time to have an individual discussion. As with all conventions, we do have idle time. Don't miss this opportunity to talk with us personally.

Data Entry Tips and Tricks: The ESC key

Using the ESC key in Lodge-ical acts as an UNDO key. First of all, the ESC key is located in the upper left hand corner of your keyboard, usually next to the "F" keys. The ESC key only works in data entry mode.

Example: If you are entering a client name and accidentally type in an incorrect address, press the ESC key once and the contents of the address field will clear. Press the ESC key a second time and the entire record will clear.

User Tip: Using Lodge-ical to book NEW business

- What trade shows are you attending?
- Do you know which area of the country brings you the most business?
- Do you reward clients who refer business to you?

You can use Lodge-ical to help you answer these questions. Print the Region Statistics report to view the number of inquiries received vs. the number of reservations booked by region of the country (Reporting/Managerial Reports/Region Statistics). Print the Income by Client Referral report to see which clients brings you the most amount of business. (Reporting/Income Reports/Income by Client Referral).