

Lodge-ical News – January 2012

The DRA 86th Annual Convention

Thank you to everyone who visited Paul and me at the DRA convention this year. We were overwhelmed by the attendance and kept busy throughout. Paul and I appreciate those of you who referred fellow dude ranchers to our booth to learn more about Lodge-ical.

User Tip: Starting a New Year in Lodge-ical – Part 1

As the New Year begins, we recommend that you consider performing the following maintenance in Lodge-ical.

Data Back Up

Many of you still do not back up on a regular basis (much to our dismay!). Now would be a good time to back up your Lodge-ical data file (lodgedata.mdb) to an external source. You may also consider storing the back up to an offsite location. ****NOTE**** the location of this file will depend upon your version of Windows and your environment (single user vs. network). If you are unsure where to look, feel free to call us for assistance.

Change your Calendar and Report Default Dates

Maintenance/Business Information/System Defaults - Calendar/Reports Fixed Start Date and Calendar/Reports Fixed End Date – Lodge-ical will default all calendar and report date ranges to the start and end dates listed here (AND if the field labeled “Use Start/End DAYS or Fixed Start/End DATE as Calendar Default is selected to DATE).

Inventory Reset

Maintenance/Inventory/Inventory Reset - If you are a seasonal business operating in the summer, you will want to reset your inventory. This will reset your beginning inventory to your quantity on hand and clear all past purchases, orders and receipts. We recommend that you back up your data prior to this process as well as print any season end inventory reports for your records. Once this process completes, your inventory start date will change to “today” and all inventory data entry must be done using a date of “today” or greater (Maintenance/Business Information/System Defaults – Inventory Start Date).

Move “Last Year” Reservations to History

Reservations/Move Reservations to History – you can move prior reservation to history to pare down your list of active reservations. If you choose to perform this function, you must rely on Lodge-ical reports to review reservation details. For example, you will no longer be able to “look” at a historical reservation’s room assignments, but you can look at a report such as a housekeeping report or guest list using a historical date range. If you have the Reservation Cloning module, you will not be able to clone a historical reservation. You will not be able to UNDO this process. We recommend that you back up your data prior to this process.

Report Analytics

Review your Managerial Reports to analyze last year and plan for this year.

Inactivate Employees

Scroll through each of your employees and check the “No Longer Employed” checkbox to tidy up your employee dropdown lists.

Maintenance Review

Select each menu pick in the Maintenance menu, scroll through each record and inactivate any item no longer applicable. For example, if you no longer are offering a particular rate package, go to Maintenance/Rates, use the record selector at the bottom of the page to find the rate and check the box labeled “Inactive”.