

Lodge-ical News – June 2008

This month we are featuring a new section titled Data Entry Tips and Tricks. I have the opportunity to travel to many of our clients for onsite training. Since I am a “keyboarder” and not a “mouser” (in other words, I do most of my data entry using the keyboard and try to avoid the mouse as much as possible), I frequently use one or more keystroke combinations to take a shortcut. Every time I do this, somebody stops me to ask what I just did. It occurred to me that I need to share my insider knowledge with others who are also looking to save some time.

Data Entry Tips and Tricks: Ctrl C, Ctrl V, and Ctrl X

You are allowed to copy, paste, and cut text within Lodge-ical. Using your keyboard, press Ctrl C for Copy, Ctrl V for Paste, and Ctrl X for Cut.

For example, if you want to store the contents of an email into the Lodge-ical Correspondence log, a) go to the email and highlight the text with your mouse, b) press Ctrl C (copy), c) open up the Lodge-ical Correspondence log and put your cursor into the Notes field and, d) press Ctrl V (paste).

User Tip: Automatically back up your data

We received this tip from a client in Alaska. He told us how he backs up his Lodge-ical data each morning he turns on his computer. This method involves two steps: a) create an executable file using the MS-DOS ‘xcopy’ command, b) place the executable file into your list of Windows Start Up Programs. It does require you to have an advanced level of pc knowledge; however, we have provided further instructions on our web page. Please visit our User Tips page (<http://www.williamsonenterprises.com/lusertips.htm>) and click on the section titled Database Management.

New Feature: Arrival and Departure Calendar

Lodge-ical now includes a new graphical calendar which shows upcoming arrivals and departures. Your guest names are the row headers and individual dates represent the column headers. The length of stay is represented by a time bar and the time bar has color coding designating whether or not money has been received, activities have been scheduled and/or rooms have been scheduled.