

Lodge-ical News – June 2009

Research and Development: Online Help Text

When you purchased Lodge-ical you received User Documentation Guide (a Microsoft Word document). We are considering posting our help text online via our website. The advantage to using this method is that as we add features we can easily update the online help so that it is immediately available to you. The disadvantage, obviously, is that you would need to be connected to the internet to access the help. If you have any thoughts on this issue, we would love to hear from you.

User Tip: The Comparison Report

The Comparison report (Reporting/Managerial Reports/Comparisons) is designed to help you compare activity between two time periods. Many of you are concerned with the impact the economy is having on your business. Obviously you have an idea of what's going just by looking at your calendar, but you can run this report to see some of the actual numbers.

Data Entry Tips and Tricks: Double-click within the Room Calendar

The SIMPLEST way to make a change to the room calendar: Open up the Room Calendar and double-click on a timebar that contains the name of the guest that you need to reassign. By doing so, the reservation entry form will open automatically displaying the particular reservation. Open up the room assignment form, delete the old room assignment, and book a new room assignment. Close the Reservation Entry form and the room calendar will automatically update.

The QUICKEST way to delete room assignments: You will see a list of nightly room assignments presented in a grid at the bottom of the room assignments form. To the left of each room assignment, you see a gray margin. Single-click your mouse in the gray margin of the first row of room assignments that you want to delete. If you are a "keyboarder" - press the Shift key plus the Down Arrow key. If you are a "mouser" – click and drag your mouse along the left hand gray margin. In either case, you will now be highlighting multiple rows. Once all rows are highlighted, press the Delete key on your keyboard.