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Semper Lite

A brief product demonstration

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The Log-in Screen

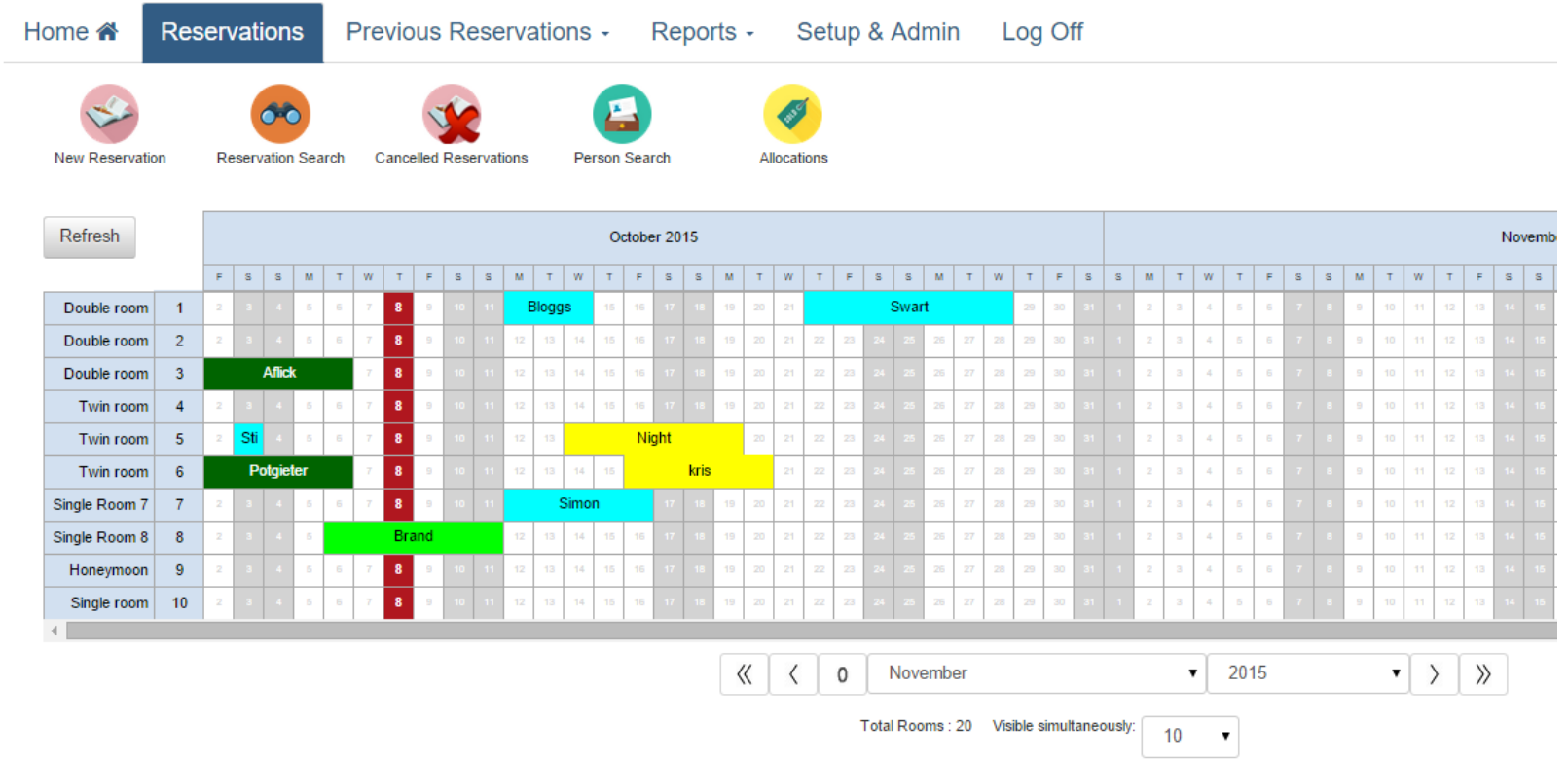


The reservation system runs in a standard Google Chrome browser on any device that support a browser

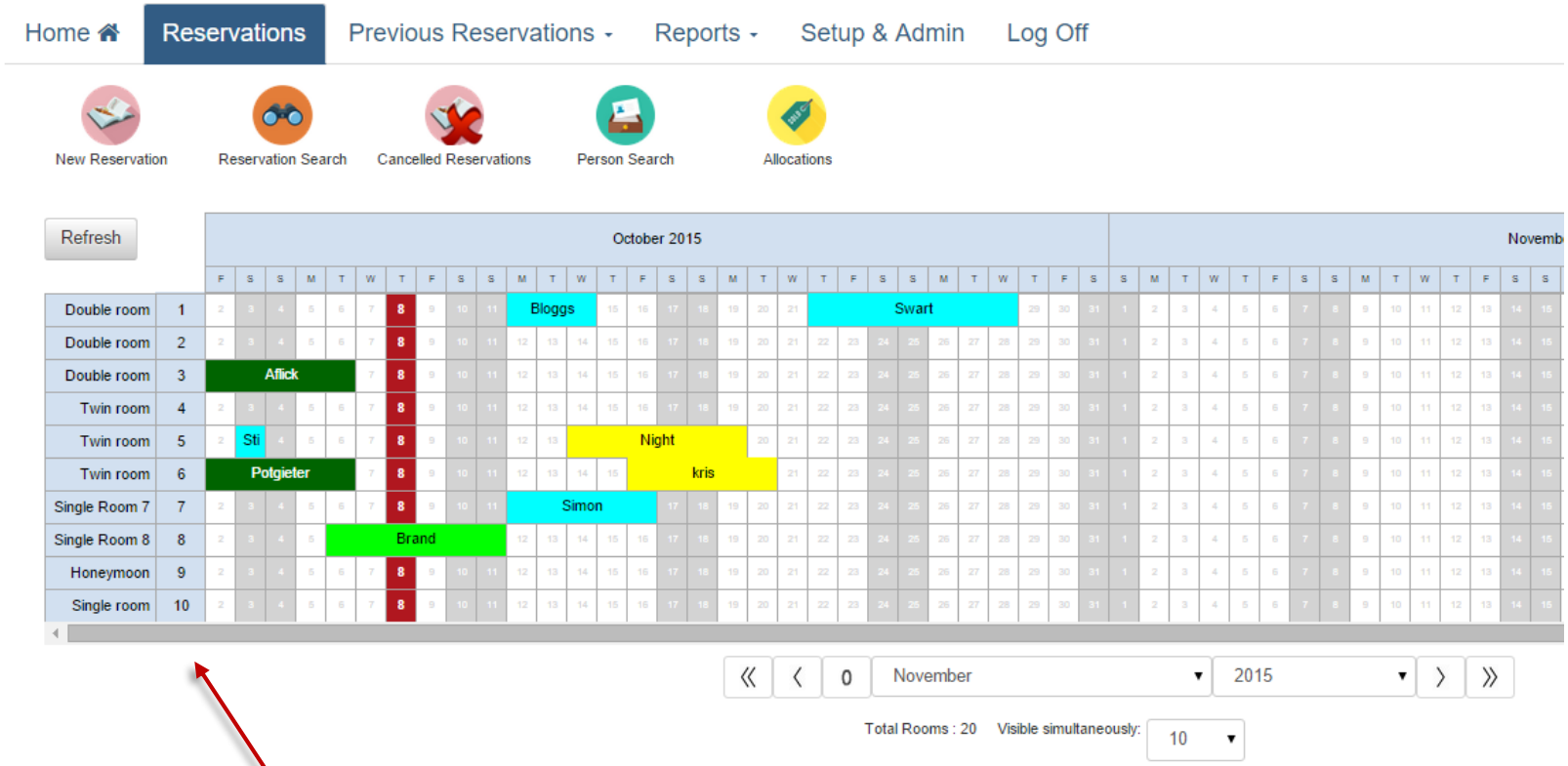
All Users will have a unique ID and password that define their access rights

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The Main Screen

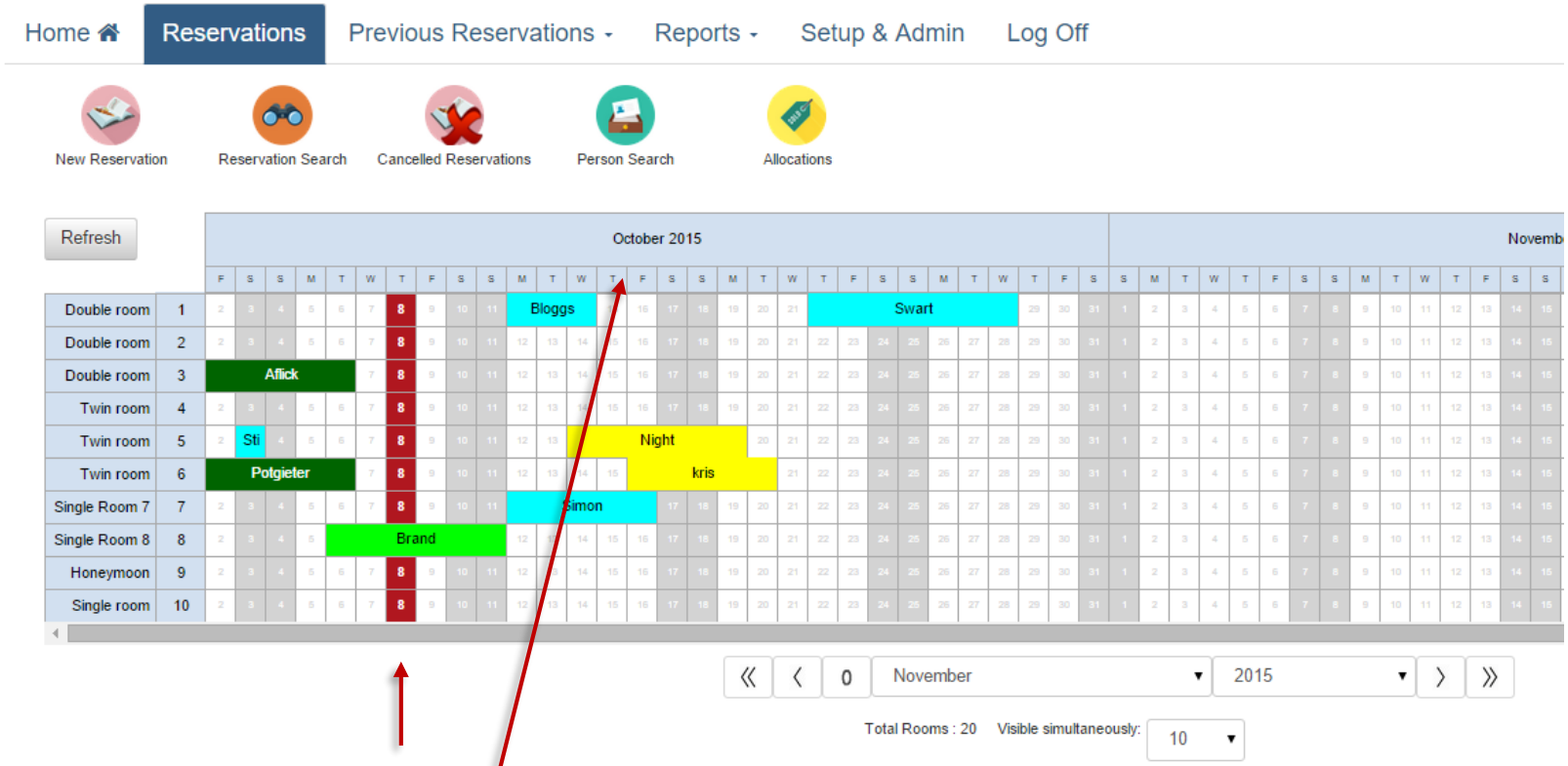


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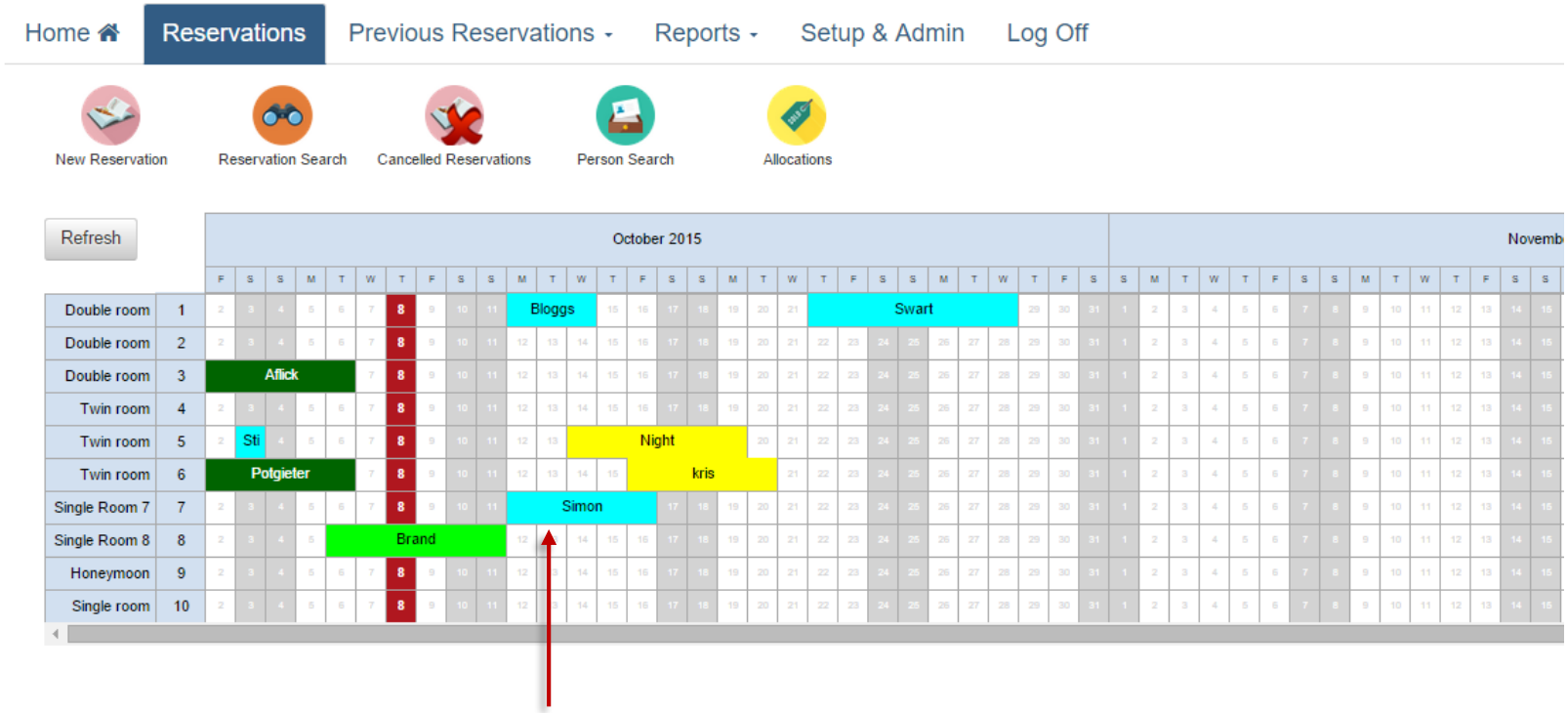
The rooms are displayed on the left

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The calendar displays a selected number of days before the current date and into the future
The red line indicates the current date

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All reservations are displayed on the calendar and color coded for easy reference

Light Blue = Provisional Reservation (a deposit is outstanding)

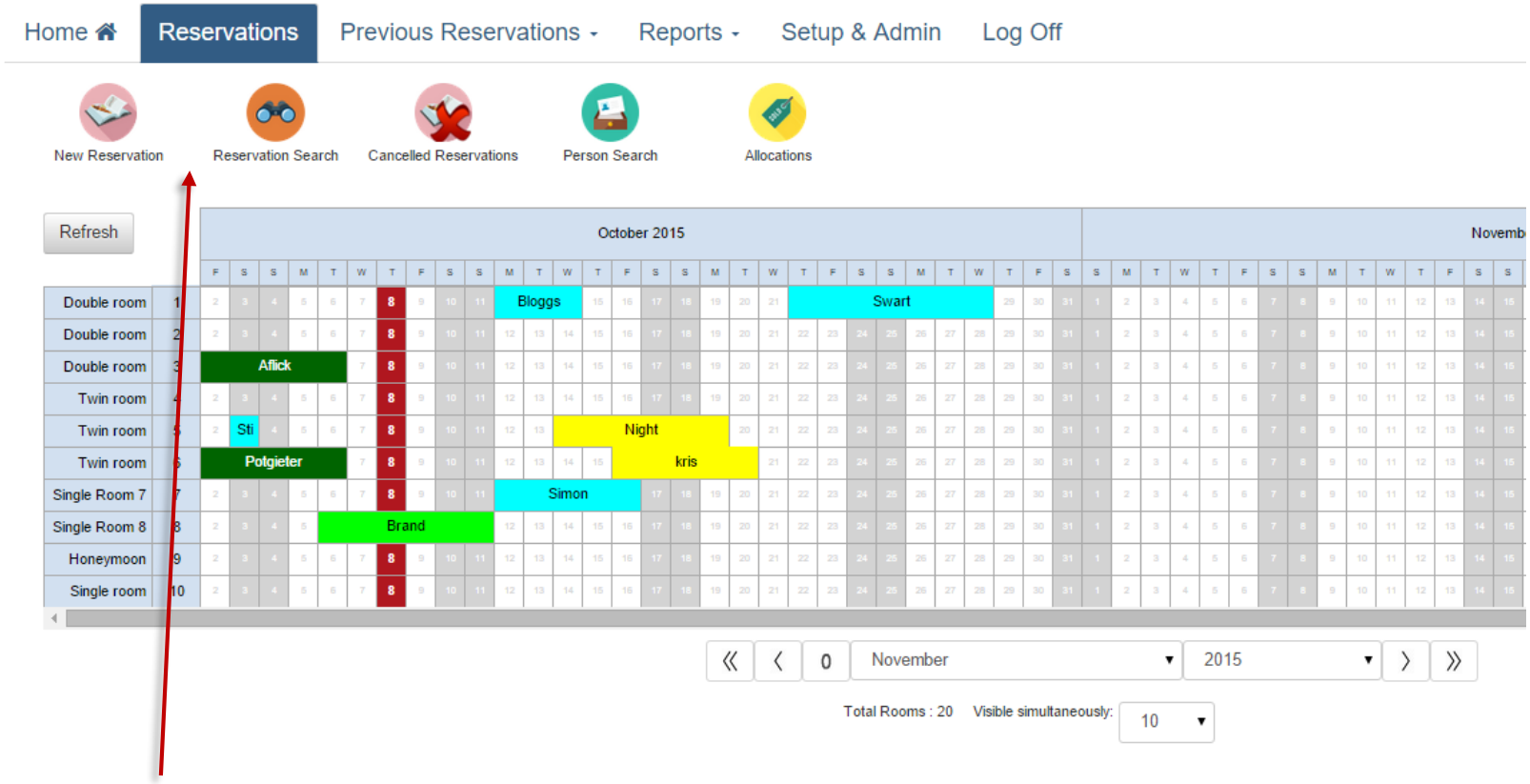
Yellow = Confirmed (deposit received or not required)

Green = In-House (Guest has checked in)

Dark Green = (Guest checked out and nothing outstanding)

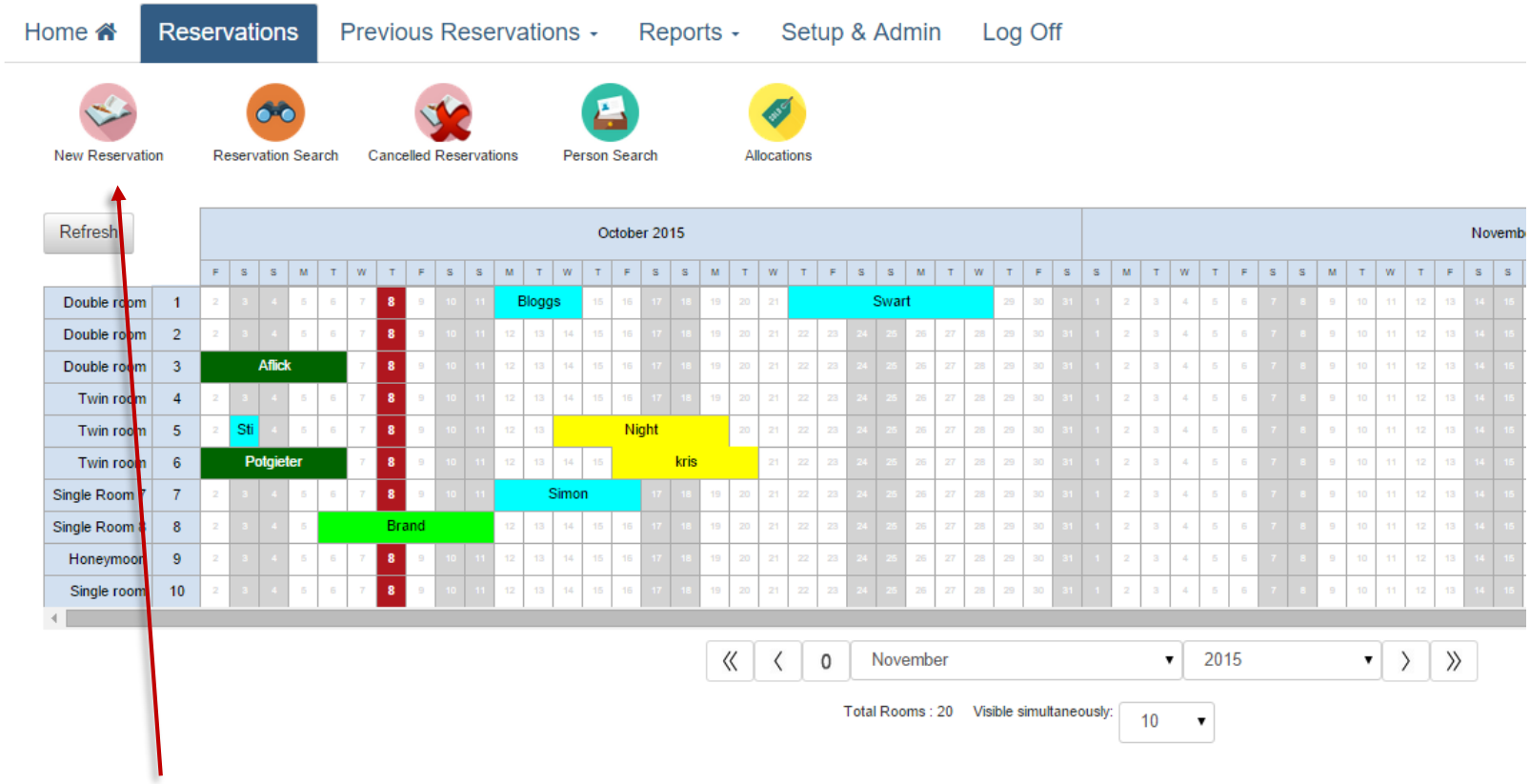
Red = Active out (Guest checked out but an amount is still outstanding)

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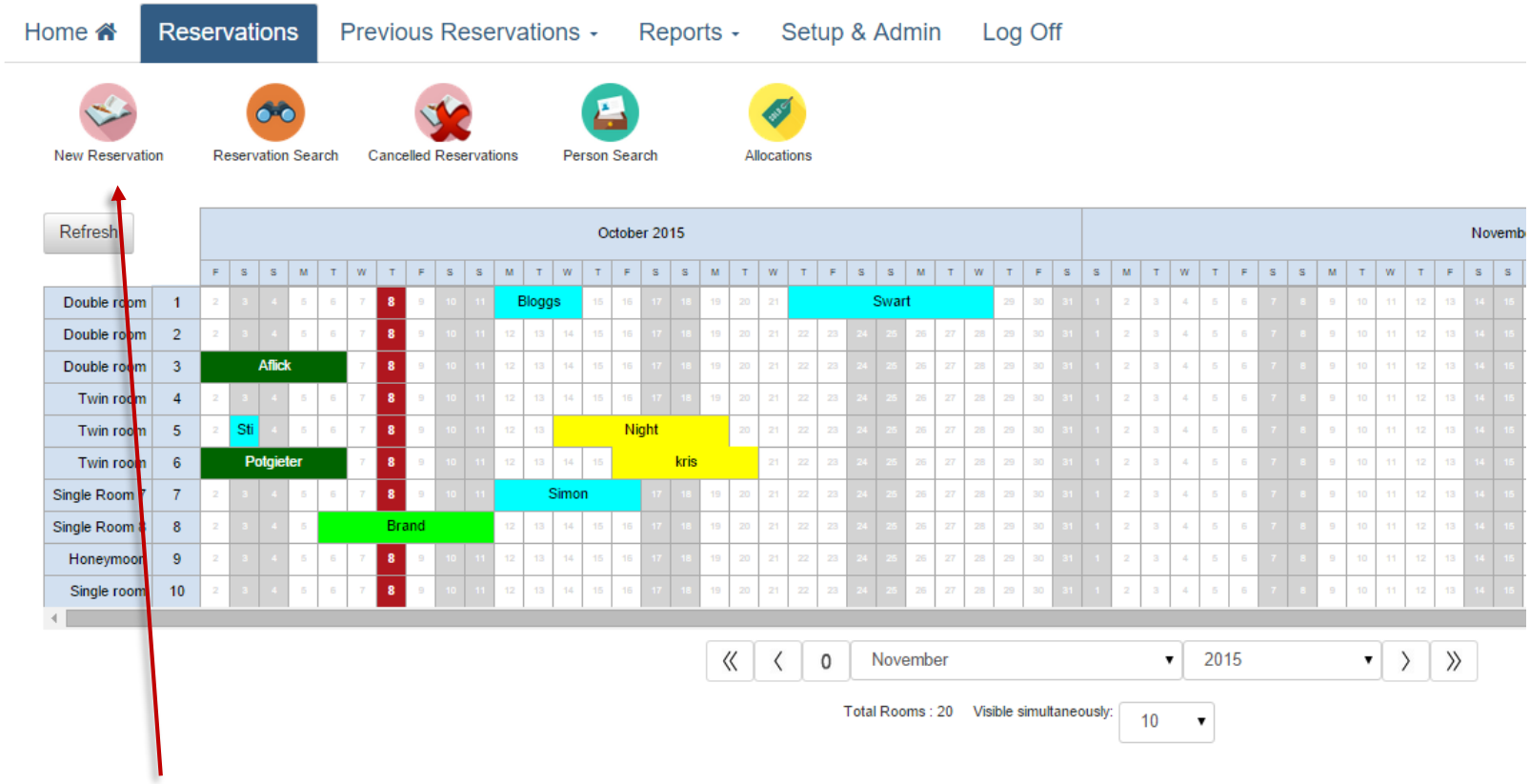
The main menu items are displayed at the top with sub-menu items represented by icons

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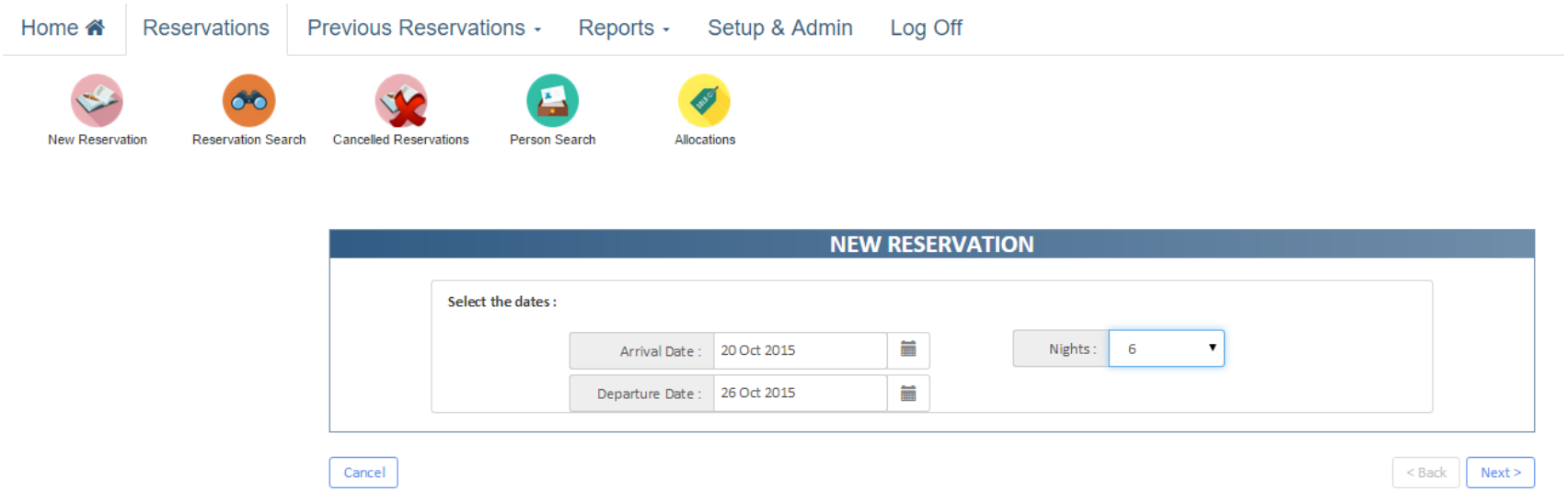
To record a new reservation, select the New Reservation wizard

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To record a new reservation, select the New Reservation wizard

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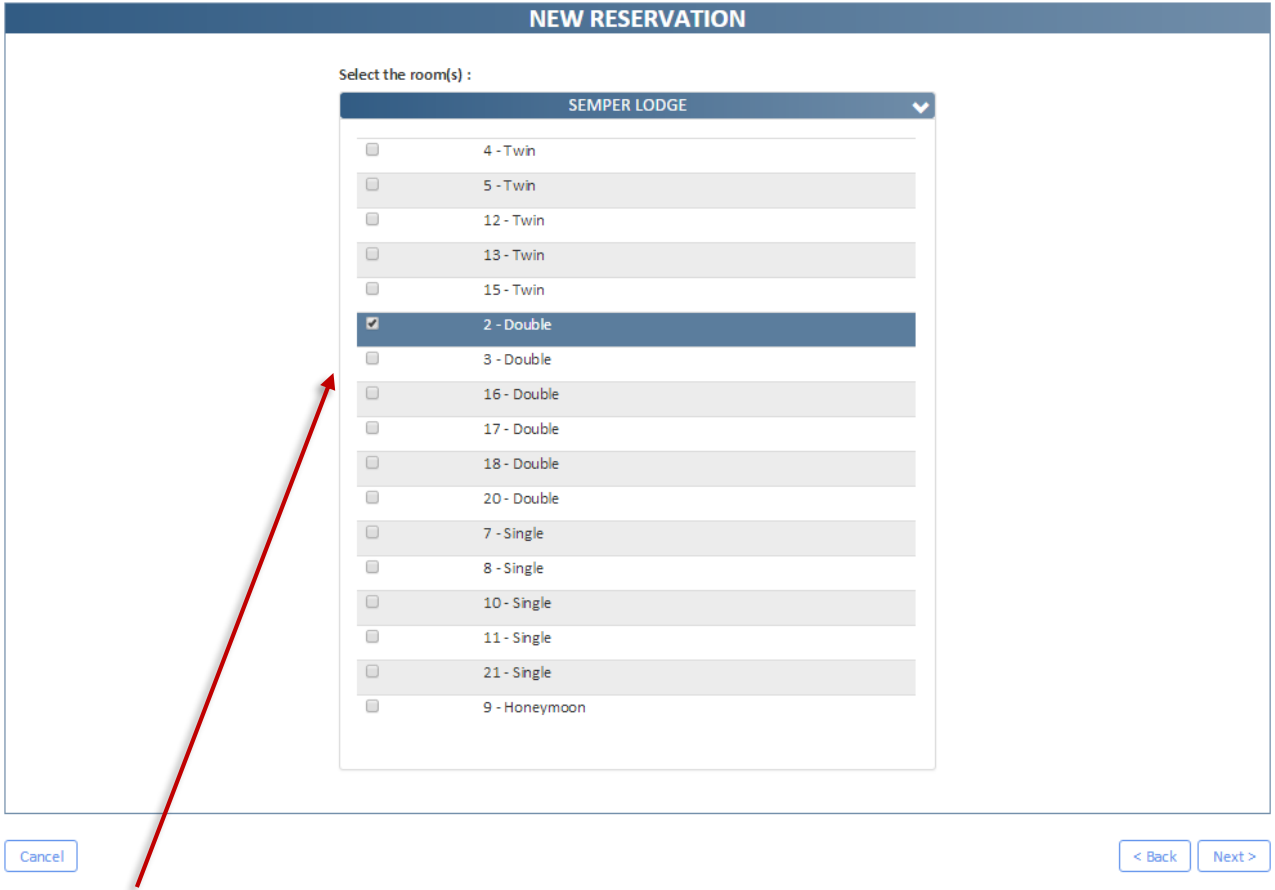


The wizard will step you through the process in easy steps

The first step is to select an arrival date and number of night.

After each step select Next to proceed

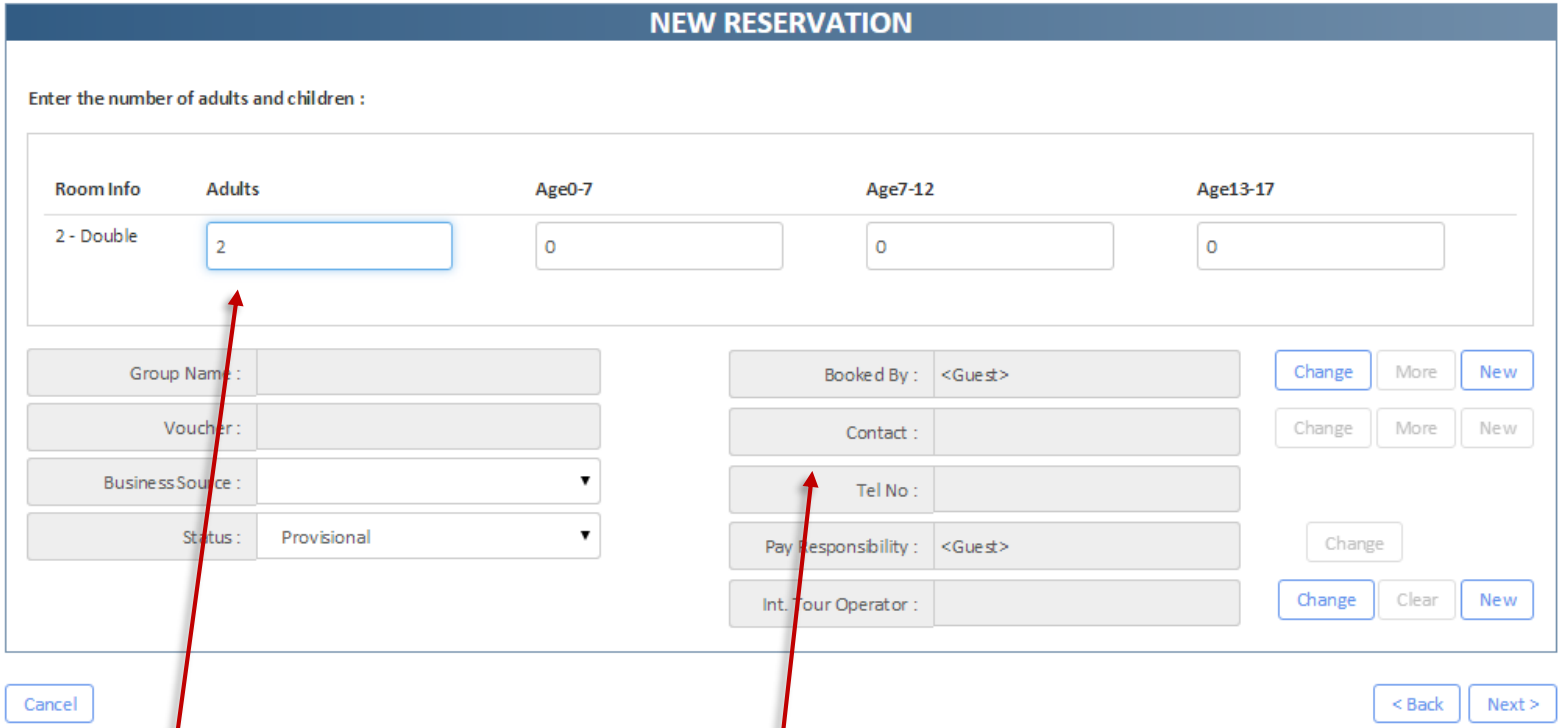
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A list of available rooms get presented

Select one or more rooms you wish to book (groups or individual room bookings are supported)

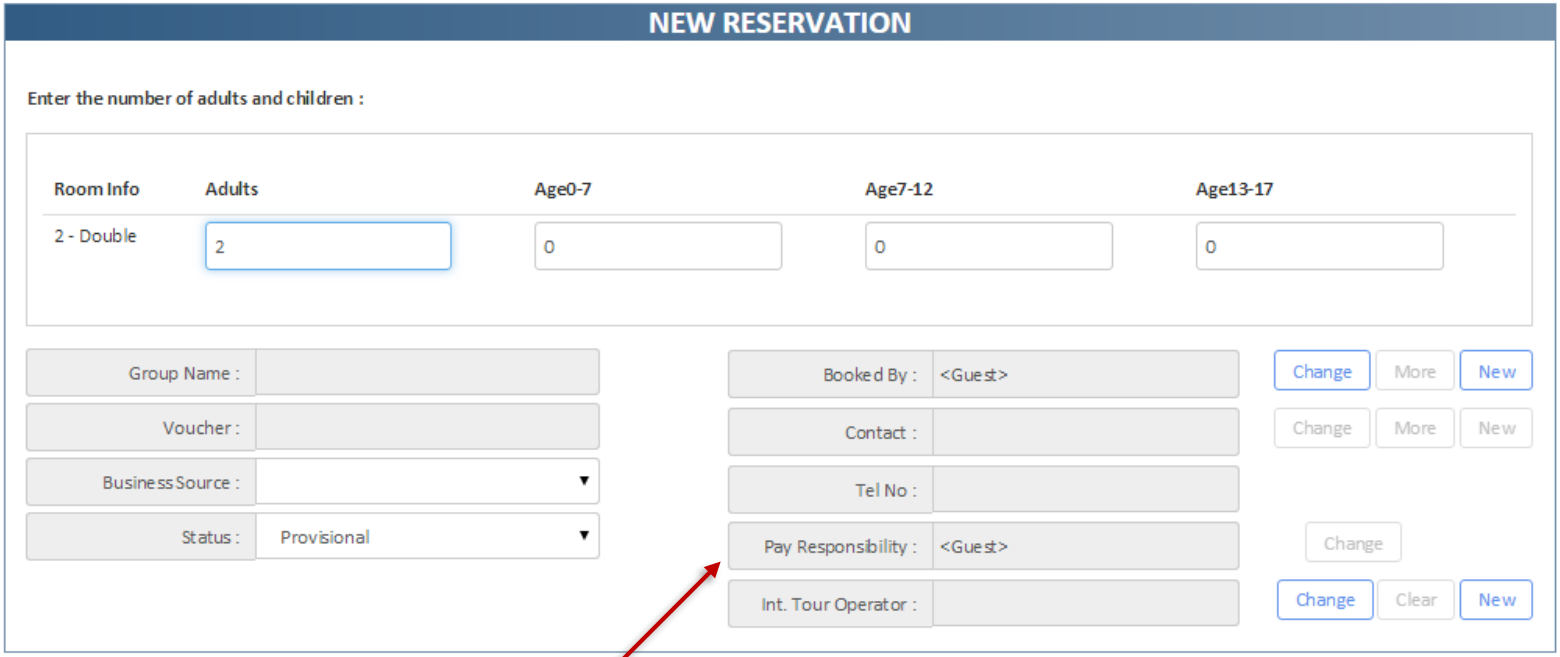
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Next enter the number of adults and children

If a company such as a travel agent or corporate requests the booking select the company from the drop down. If a special rate and/or commission % was recorded for that company it will automatically be applied to the booking.
The contact person at the company you are dealing with is also selected

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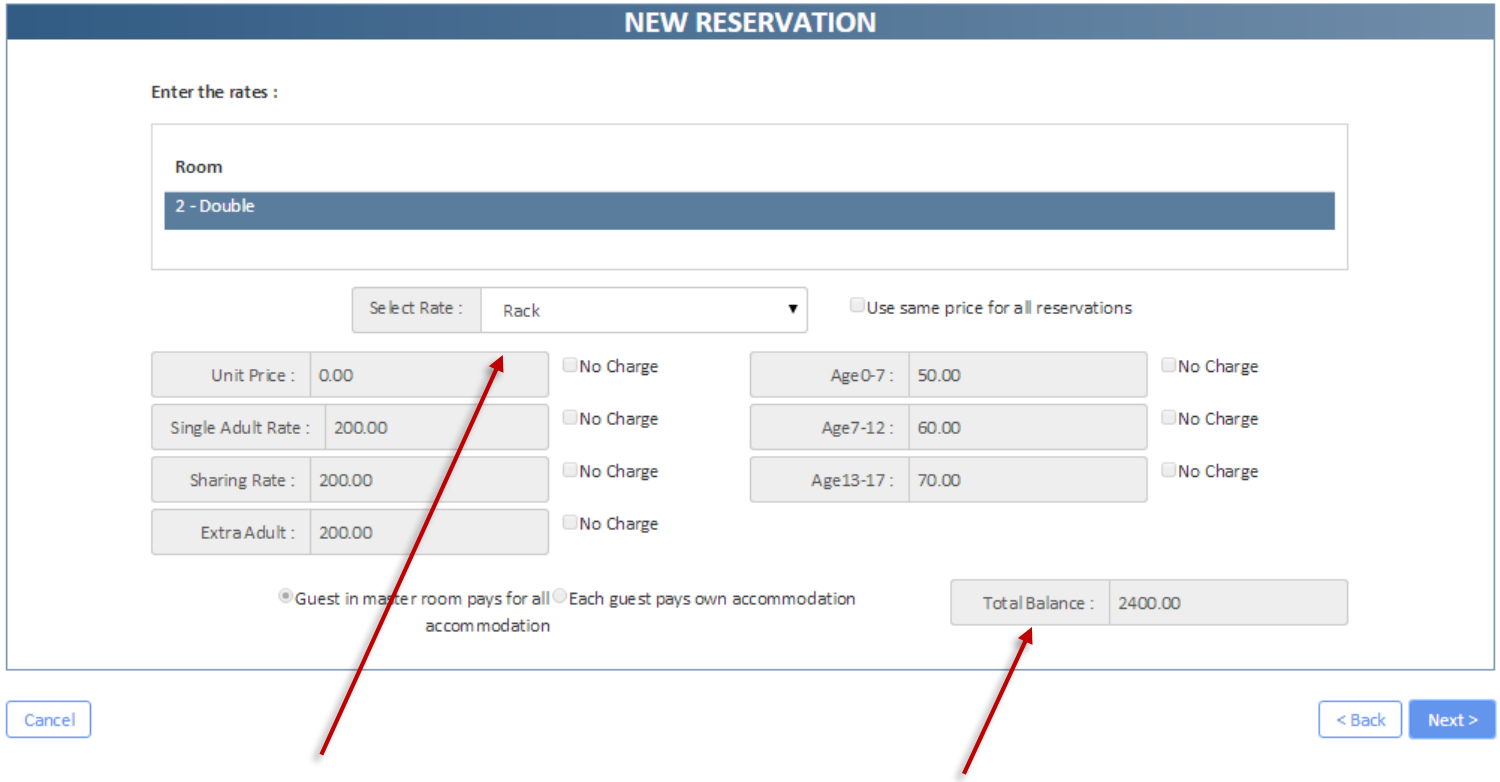


On the same screen indicate who will be paying for the accommodation (The guest or the company requesting the booking)

The system will automatically create one account for the guest and one for the company

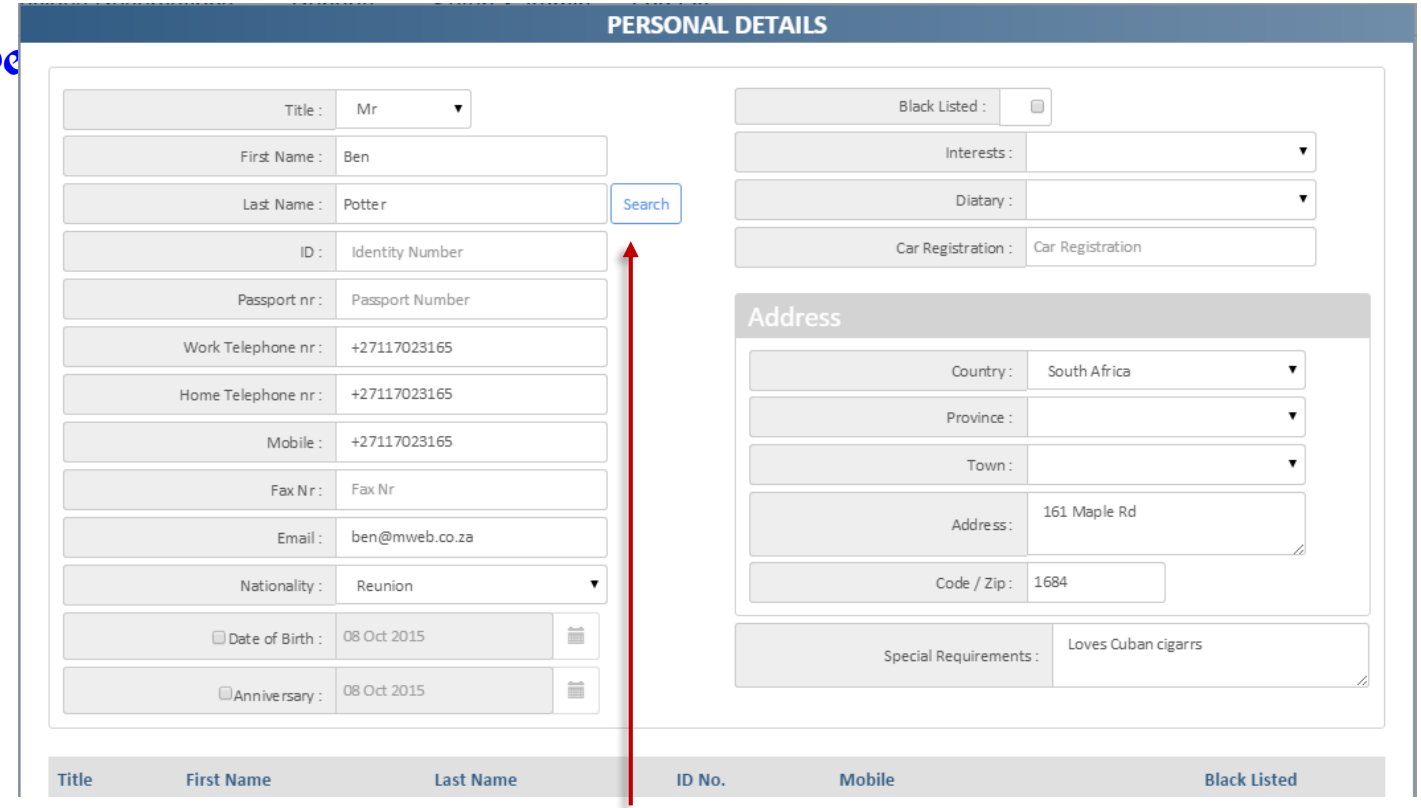
If an international tour operator is involved (they normally use a local agent to do the booking) then indicate that tour operator at the same time

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The rate must then be selected
The system will automatically insert the venue default rate here, but another rate can be selected (Package rates such as B&B or room only rates are supported)
You can also select your own custom rate for this booking only and manually enter a price
The balance for the stay is indicated once the rate has been selected

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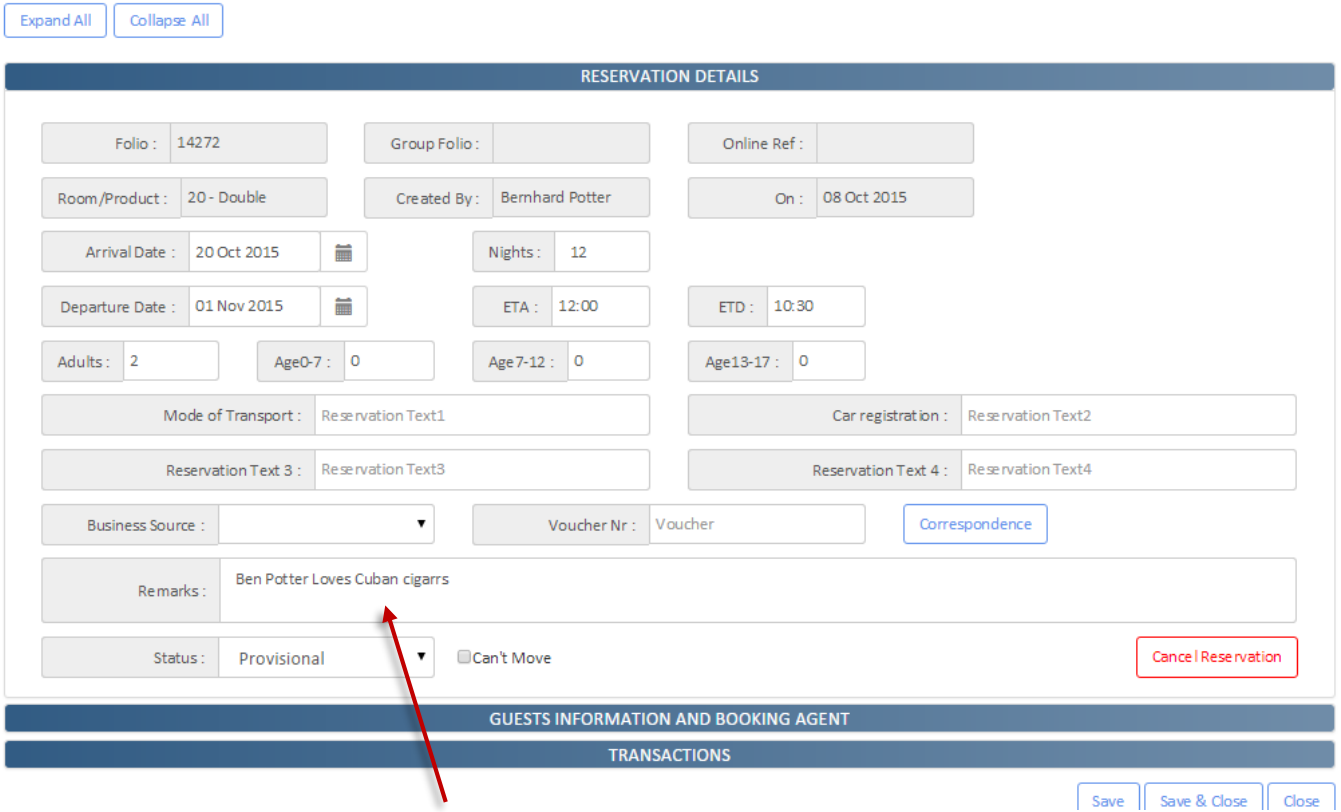


Next the guest details are entered (a surname is all that is required)

If this is a return guest you are able to search your database and pull all information previously recorded into the new reservations including likes, dislikes, dietary requirement, interests etc. that will enable you to provide an enhanced personal experience for your guest

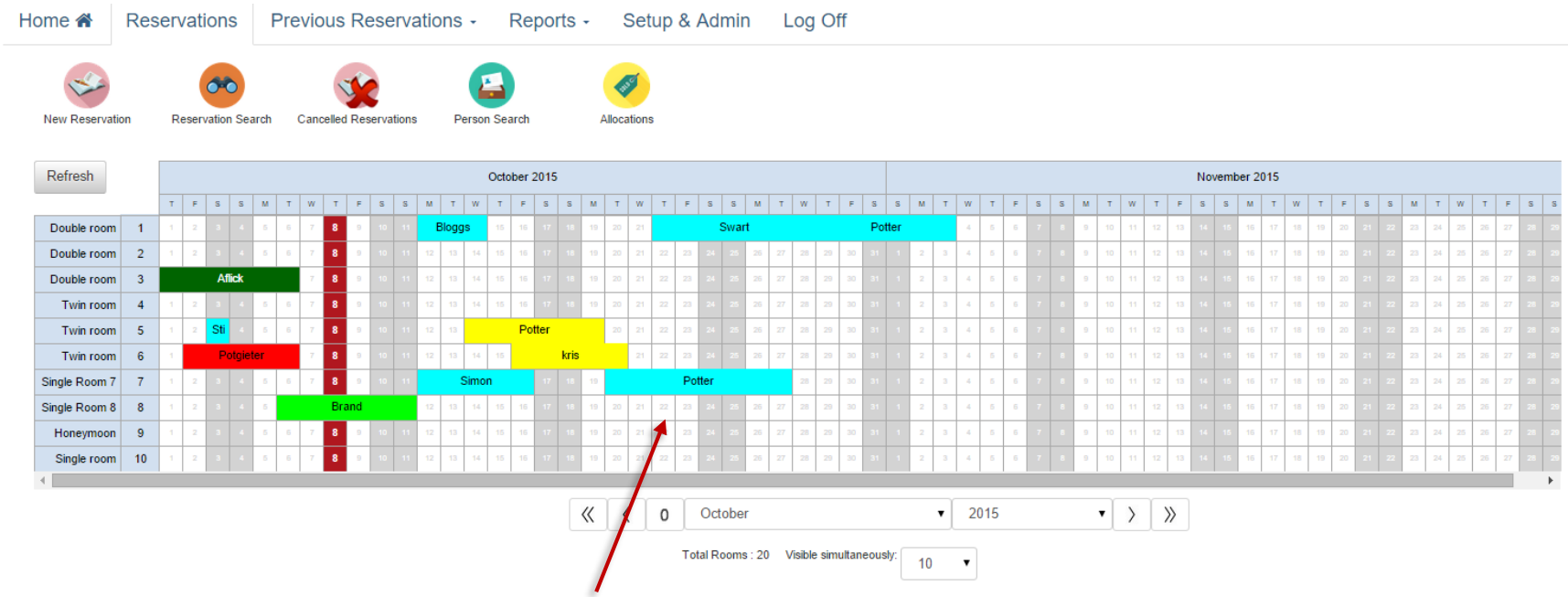
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Reservation Details - Folio #14272 - Ben Potter



The reservation is recorded and all guest details inserted

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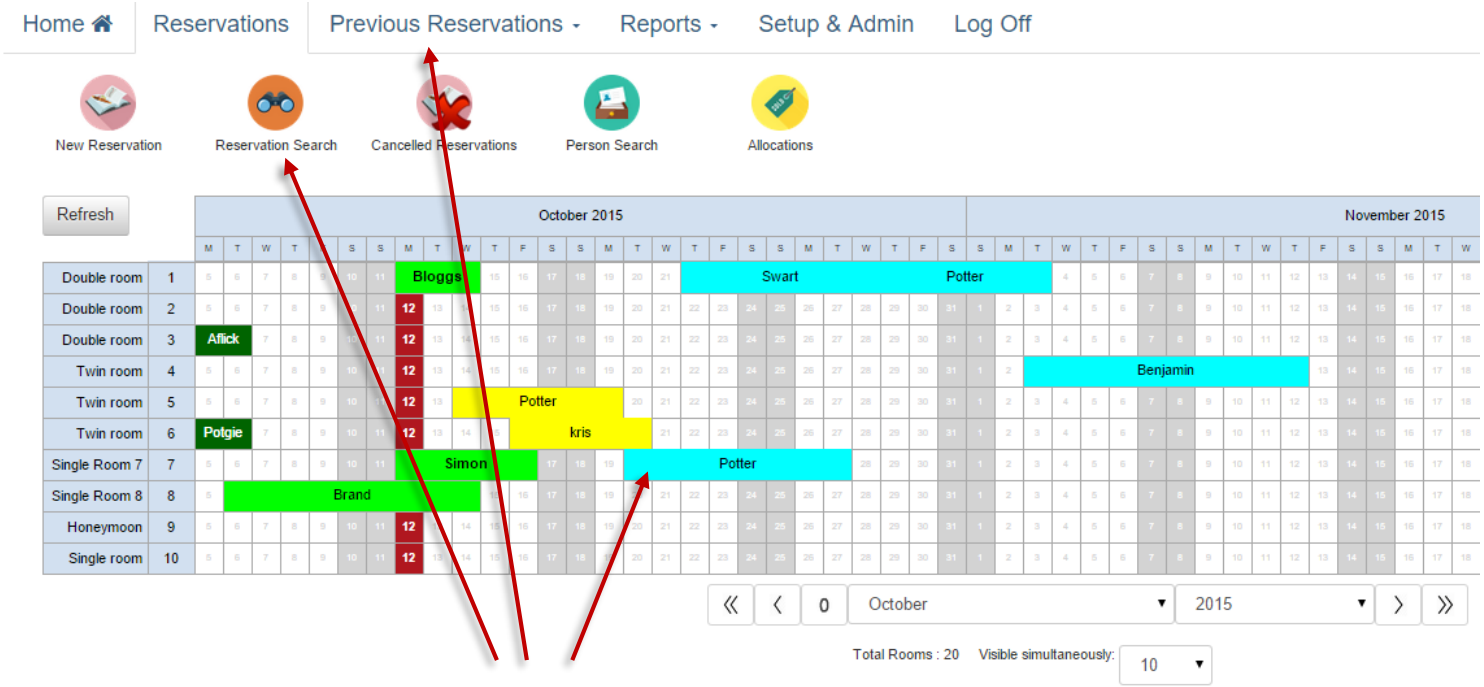


The new reservation displays on the calendar screen

In this example the reservation is recorded as Provisional and a deposit is required

The next step would be to email the guest a deposit request invoice which is generated by the system

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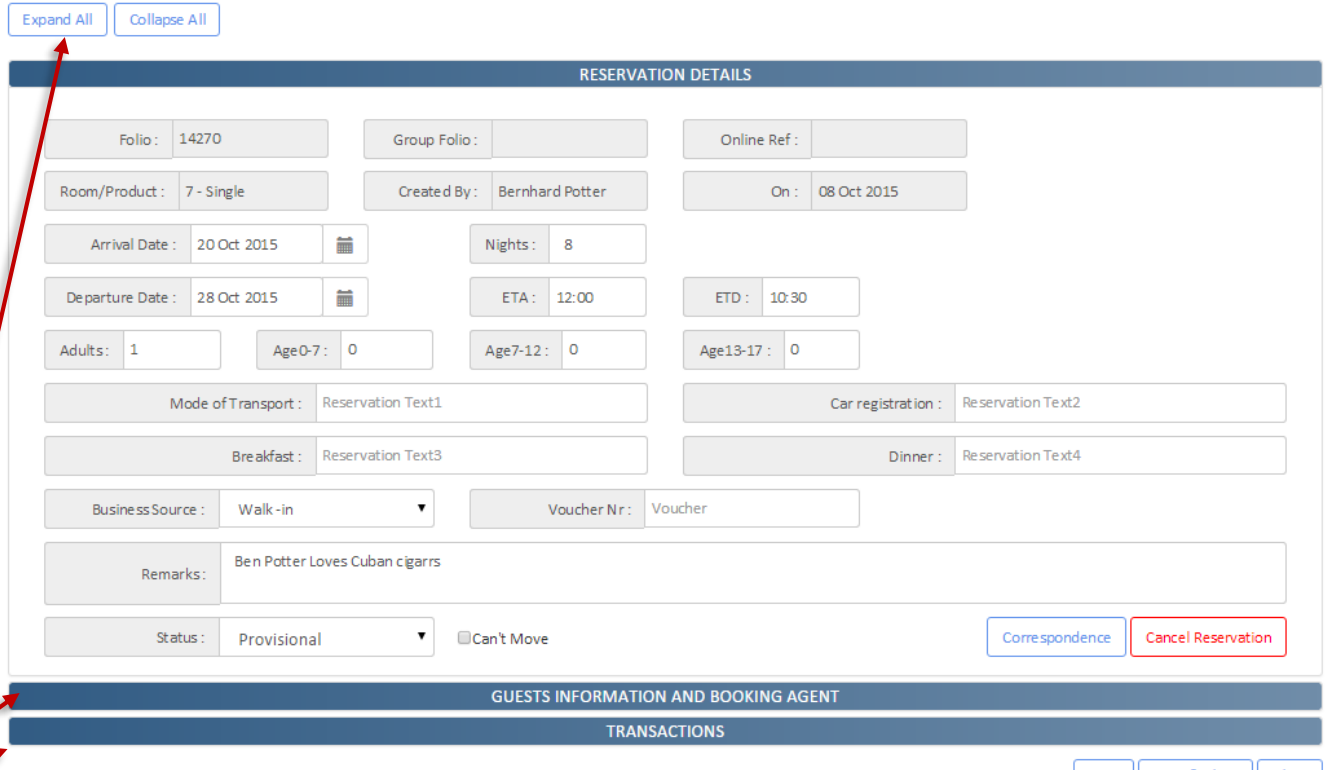


To open a reservation click on the reservation displayed on the calendar or use the Search facility to locate any reservation

You can also use the Previous Reservation function that lists the last 20 reservations you worked with

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Reservation Details - Folio #14270 - Ben Potter



Each reservation has 3 sections. The reservation details, Guest and booking agent details and the transactions. You can choose to display each section separately or all at once

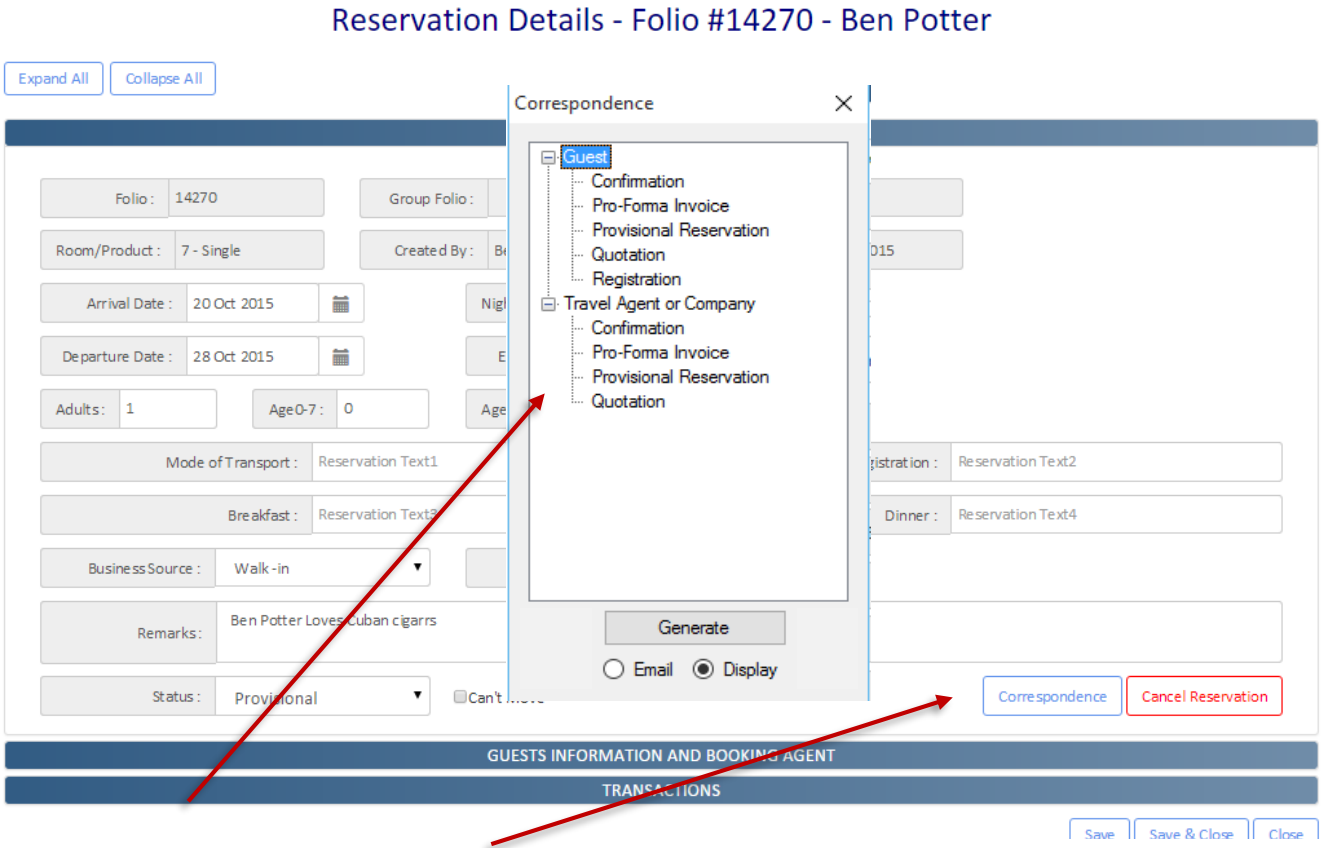
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Reservation Details - Folio #14270 - Ben Potter



On the reservation details all information one would need for any size venue is presented.
Most fields are customizable.
Take a moment to browse the screen.

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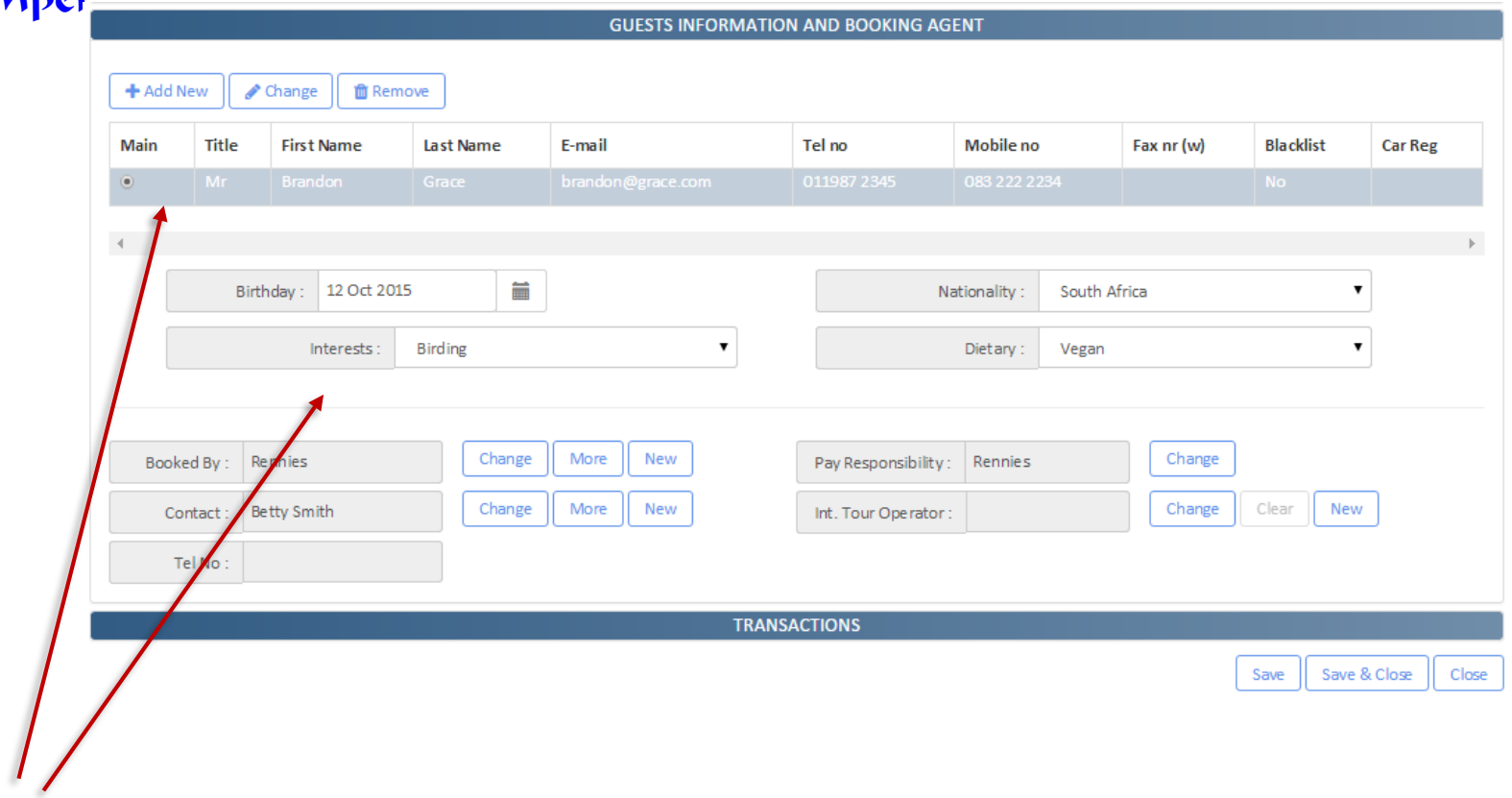
Correspondence documents are used to communicate with your guest (or company)

Provisional Reservation will request the guest (or company) to pay the deposit

Confirmed informs the guests of the confirmation

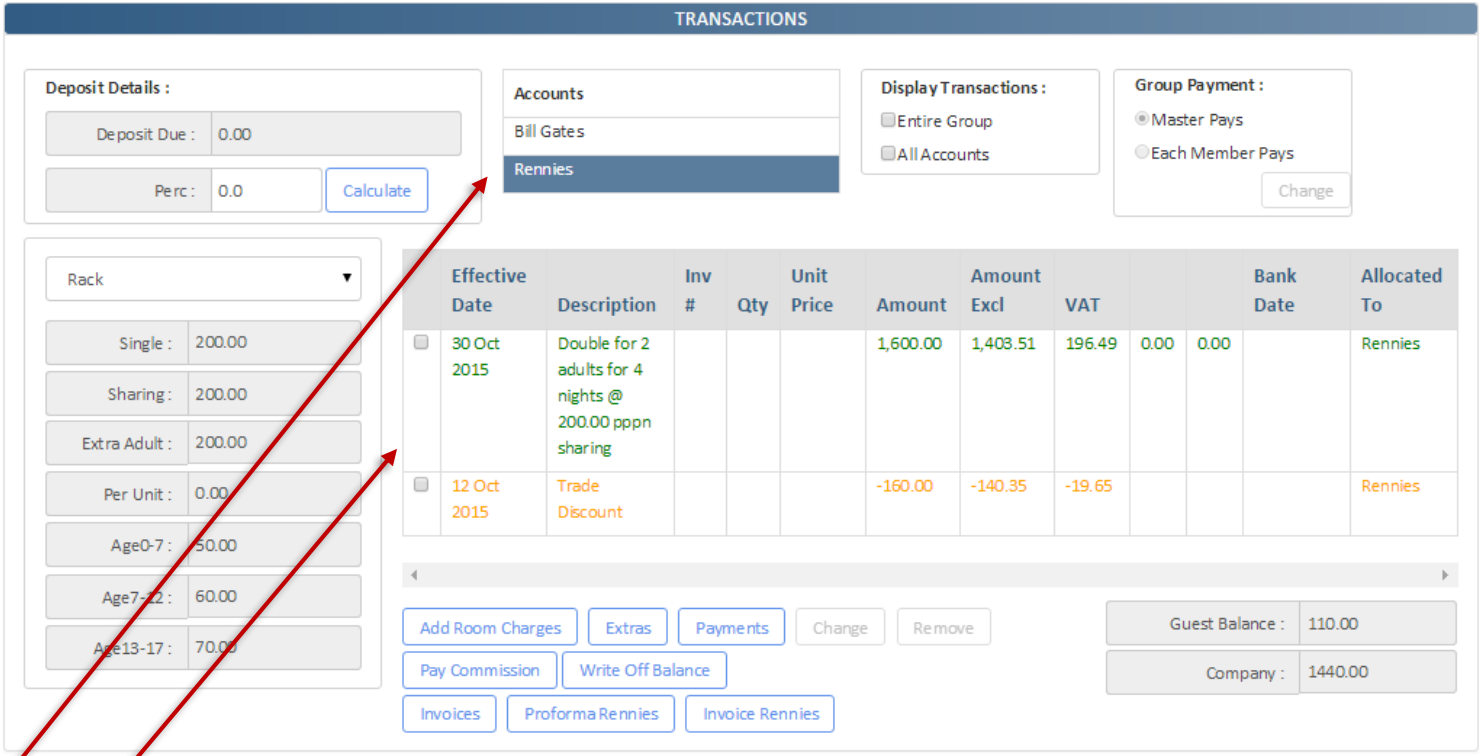
Guest registration is used when a guest checks in and needs to provide information and sign an indemnity

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Guest information details including likes and dislikes as well as special requirements to enable you to enhance your guest experience during their stay

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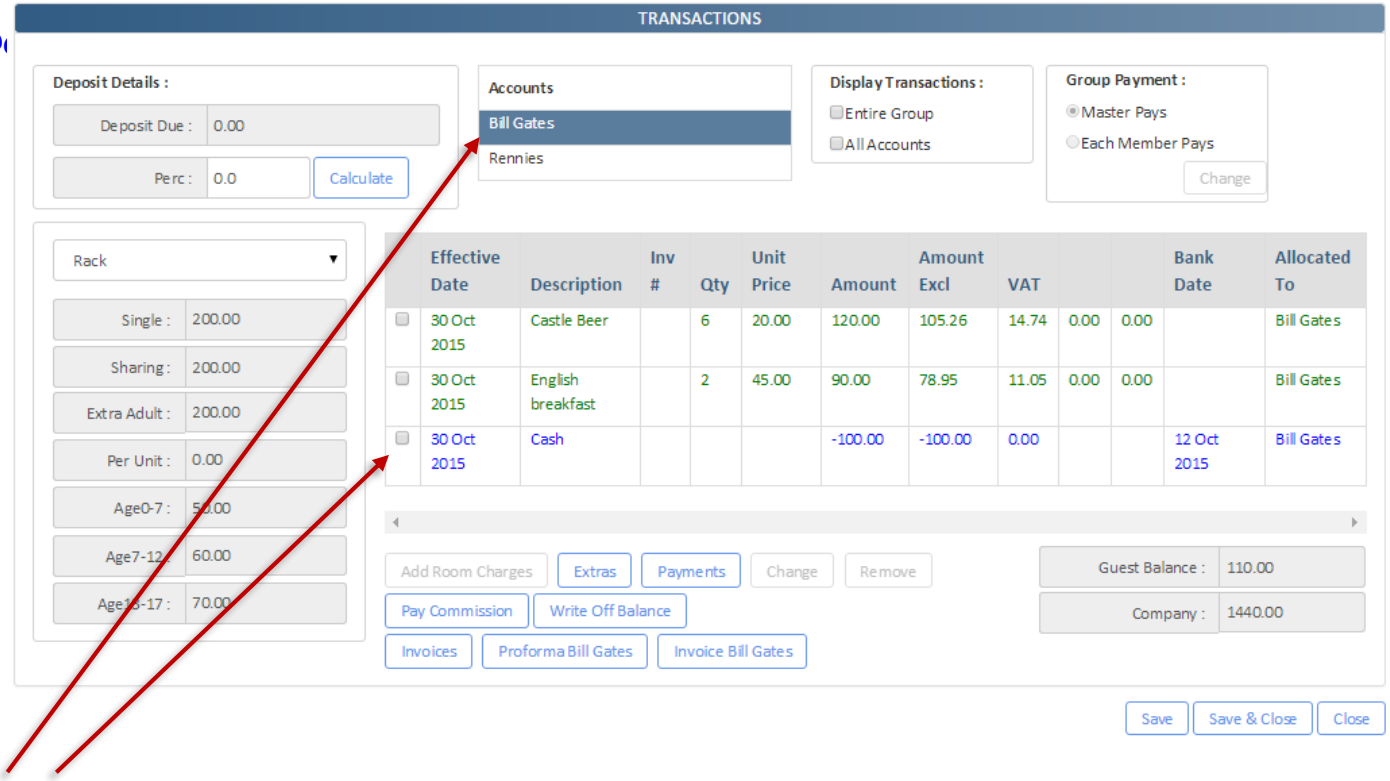


Transactions deal with money and invoicing.

Where a company requested the booking and is paying for the accommodation, a separate account will be created for the company

A second account will be created for the guest to record all incidentals

Both accounts are automatically created and you can switch between them by selecting the account you wish to work with. In this example we selected the company account and all transactions for that company are displayed in the grid

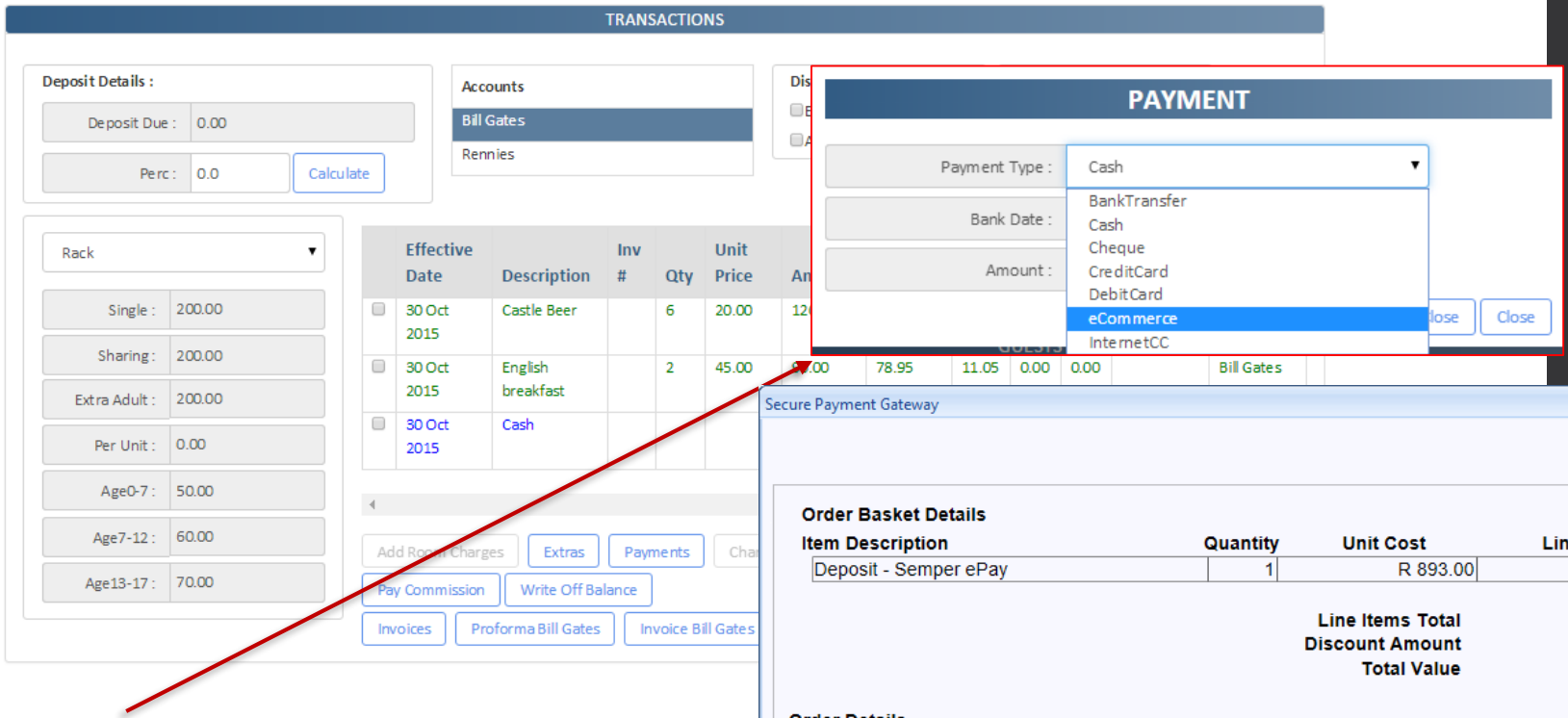


Transactions (continued)

Here we selected the guest account and all transactions for that guest are displayed in the grid

You can then manipulate the transactions by adding more or changing existing using the buttons below the grid

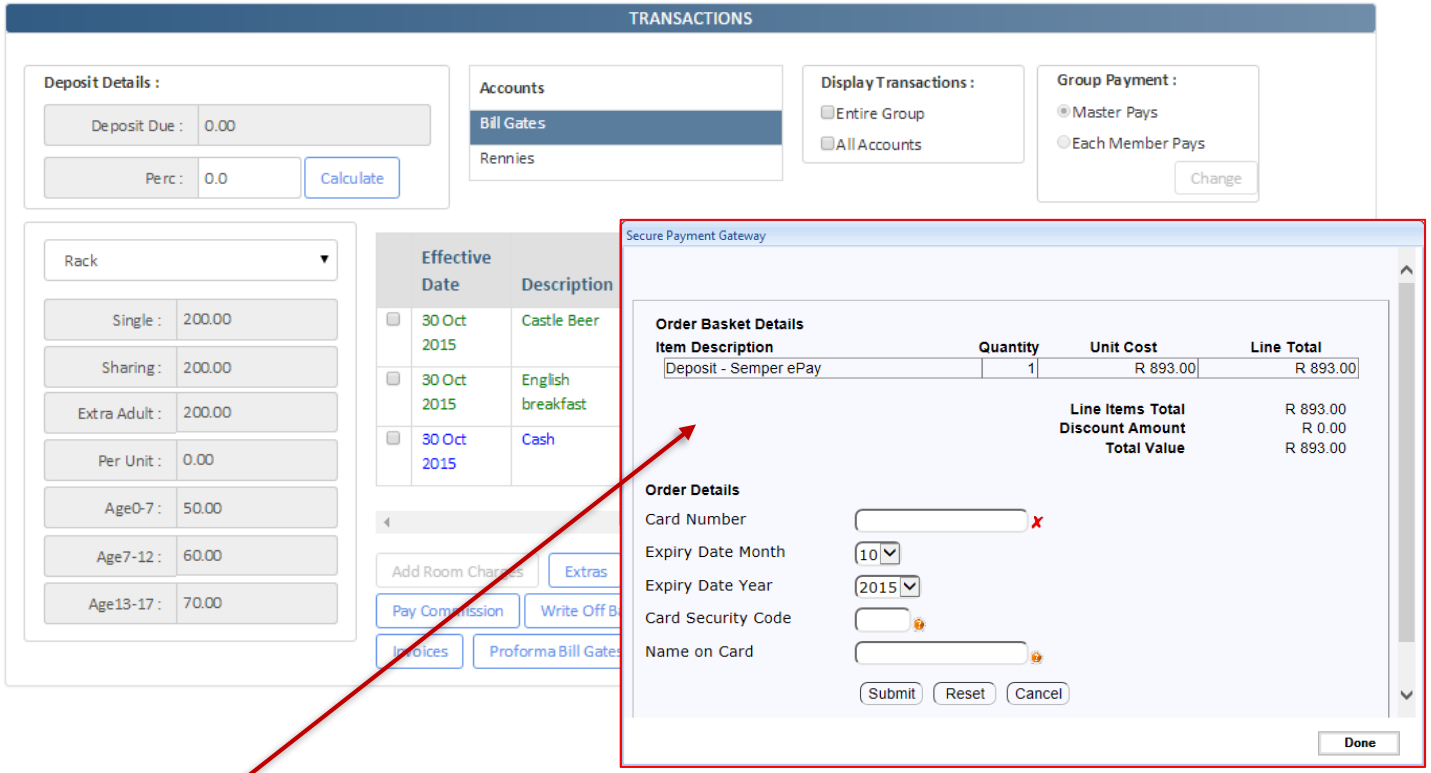
You can produce a pro-forma invoice and/or the final tax invoice from this screen.



Transactions (continued)

Payments – all standard payment methods can be recorded

ePay is a special credit card processing facility that *does not* requ
payments. (see next screen)



Transactions (continued)

Payments – a payment screen gets presented to the guest (or company) where the payment can be processed using this facility.

The system is available on tablets or cell phones enabling payment to be processed by the guest without divulging any credit card details



Name	Description
Arrivals and Departures for a period	Lists all arrivals, stay-overs or departures within a period
Arrivals and Departures for a specific day	Lists all arrivals, stay-overs or departures on a specific date
Business Source	Summary of income by business source within a period
Cancelled	Lists all cancelled reservations including refunds
Cash Flow Analysis	Monthly analysis of cash flow position including deposits received and applied
Commissions Due	List of reservations where commissions need to be paid
Commissions Paid	List of reservations of commissions that were paid within a period
Company Income	Summary of income by company within a period
Deposits Due	List all provisional reservations that has a deposit amount outstanding
Invoices	Lists all invoices within a period
Outstanding Balances	Lists all departed reservations with outstanding balances
Payment Received	Lists all payments taken and those that need to be applied
Reservations by Status	List all reservations with a specified status
Reservations detail analysis report – Excluding taxes	List all reservations where any part of the reservation falls within the period selected (both dates inclusive)
Reservations detail analysis report – Including taxes	List all reservations where any part of the reservation falls within the period selected (both dates inclusive)

Reports

Various reports are designed to assist you to effectively manage your venue including reports to manage outstanding debt, deposit tracking, vat (GST), income, arrivals and departures etc.

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Your World in One Place

Thank You!