

This training module deals with  
Data Tables

RES - Semper Central Office - Version 6.1.3.2509

The screenshot shows the Semper software interface. At the top, there is a navigation bar with the following tabs: General, Reservations, Front Desk, Accounting, View, Setup & Admin, Stock Control, and Log Off. Below the navigation bar is a toolbar with various icons representing different system functions. The 'Data Tables' icon, which depicts a 3D cube, is highlighted with a red arrow. Other icons include Venue Settings, Rooms, Products, Room Rates, Product Rates, Packages, Employees & Security Settings, Employee Activity Log, Internet Real - Time Interface, People Contacts, Travel Agents & Companies, CRM, Conference, Backup Database, Database Activities, Semper Support, and Documentation.

Below the toolbar is a calendar view for August 2013 and September 2013. The calendar shows days of the week (T, F, S, S, M, T, W, T, F, S, S, M, T, W, T, F, S, S, M, T, W, T) and dates (1-31). The calendar is color-coded by day type: blue for weekdays, green for weekends, and red for holidays. The 'Data Tables' icon is highlighted with a red arrow pointing to the 'Data Tables' menu item in the toolbar.

Previous Reservations	Quick Quote	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
		T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T														
Doubles 1		1	2	3	4	5	6	7	8	9	10	Test	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19			
Doubles 2		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Doubles 3		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	as	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Twins 4		1	2	3	4	5	6	7	8	9	10	11	12	Te	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	test	bo	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
Twins 5		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	test	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
Twins 6		1	2	3	4	5	6	7	8	9	10	11	12	13	14	Krug	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
Singles 7		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	as	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Singles 8		1	2	3	4	5	6	7	8	9	10	11	12	13	14	Te	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Suites 10		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	as	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Suites 9		1	2	3	4	5	6	7	8	9	10	11	12	13	14	Te	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Honeymoon Suites 11		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

**Data Tables** can be found under Setup and Admin. Data tables contain information of various tables you can edit or add to set your own values to various aspects of the system.

On this screen, tables can be **changed** and **more selections** added, eg. More payment/expense types can be added.

To **add a new** Business Source, select the Business Source tab and click on add new.

Tables

Reservation Types	Titles	Bank Account Types	Credit Card Types	
Payment Types	test1	Reservation Reasons	Refund Types	Rate Levies
Levies	Taxes	Categories	Display Sequence	Terminals Setup
Business Sources	Expense Types	Product Statuses	Reservation Statuses	

Name

- < Unspecified >
- Advertisement
- Company
- Internet
- Returning Guest
- Tour Operator
- Travel Agent
- Walk In
- Word of Mouth

Add New Change Delete  View Deleted Close

Type in the name and click somewhere else. If you go to a reservation this **new business sources** will be in the list that you can select.

Follow the same procedures for all the tabs.

The screenshot shows a window titled "Tables" with several tabs: Reservation Types, Titles, Bank Account Types, Credit Card Types, Payment Types, test1, Reservation Reasons, Refund Types, Rate Levies, Levies, Taxes, Categories, Display Sequence, Terminals Setup, Business Sources, Expense Types, Product Statuses, and Reservation Statuses. The "Business Sources" tab is active, displaying a list of business sources. The first entry is "New Letter", which is highlighted by a red arrow. Other entries include "< Unspecified >", Advertisement, Company, Internet, Returning Guest, Tour Operator, Travel Agent, Walk In, and Word of Mouth. At the bottom of the window, there are buttons for "Add New", "Change", "Delete", a checkbox for "View Deleted", and a "Close" button.

Reservation Types	Titles	Bank Account Types	Credit Card Types	
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Business Sources	Expense Types	Product Statuses	Reservation Statuses	

Name

- New Letter
- < Unspecified >
- Advertisement
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- Internet
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- Tour Operator
- Travel Agent
- Walk In
- Word of Mouth

Buttons: Add New, Change, Delete,  View Deleted, Close

End training module

Data Tables