

Welcome

This training module deals with

Daily Dashboard

# Daily Dashboard

RES - Ilona Test Lodge - Version 6.1.3.1608

General Reservations **Front Desk** Accounting View Setup & Admin Log Off

Check-in Sales Check-out **Daily Dashboard** All Reservations Un-Invoiced Reservations No Show Cash Up Invoice Setup Foreign Exchange Pilot POS Reports Documentation

Previous Reservations

	1	2	3
	W	T	F
Doubles 1	1	2	3
Doubles 2	1	2	3
Doubles 3	1	2	3
Doubles 4	1	2	3
Doubles 5	1	2	3
Twins 6	1	2	3
Twins 7	1	2	3
Twins 8	1	2	3
Twins 9	1	2	3
Family Room 10	1	2	3
Singles 11	1	2	3
Singles 12	1	2	3
Singles 13	1	2	3
Singles 14	1	2	3
Singles 15	1	2	3
Suites 16	1	2	3
Suites 17	1	2	3
Suites 18	1	2	3
Honeymoon Suites 19	1	2	3
Day Trip 1 y Trip	1	2	3
Day Trip 2 y Trip	1	2	3
Day Trip 3 y Trip	1	2	3
Day Trip 4 y Trip	1	2	3

Daily Dashboard

Date: 28 August 2013 Refresh  Include Complimentary

Accommodation :	544.50	Cash :	0.00
Conference :	0.00	Credit Card :	0.00
Other Sales :	220.00	Forex :	0.00
Total Sales :	764.50	Change :	0.00
Expenses (COS) :	0.00	Other Payments :	-10980.00
		Total Payments :	-10980.00

**Rooms**

Total :	11	0 %	100 %
Checking In :	0		
In House :	0		
Checking Out :	0		
Out of Service :	0		
Available :	10		
Occupancy :	9.1%		

**Guests**

Maximum Beds : 22	0 %	100 %	
Checking In :	0		
In House :	0		
Checking Out :	0		
Available Beds : 21			
Occupancy :	4.5%		

Close

Under Front desk there is a Daily Dashboard.

Here you can see the total charges, payments, room nights or bed nights for the date selected.

Under security settings, an employee can be **blocked** from seeing the **entire** dashboard or one can exclude only the **figures** from the dash board, so that they will only be able to see the rooms and guest sections.

Employee Security

All users require a **Security profile**.  
There are two types of users that can be defined; "General" and "Super users".  
General users must be setup with a specific profile that limits their access and usage of the system.  
Super users have all rights and access to the system.

Security settings for Employee: Name Surname  Employee has ALL rights ( Super User )

ID	Name	Description	
<b>Front Desk Tab</b>			
<input checked="" type="checkbox"/>	300	Cash-up	Cash-up individual user
<input checked="" type="checkbox"/>	301	Cash-up consolidated	Cash-up other users or consolidate all users in one cash-up
<input checked="" type="checkbox"/>	302	Check-in	View and process all reservations due to checkin today
<input checked="" type="checkbox"/>	303	Check-out	View and process all reservations due for checkout today
<input checked="" type="checkbox"/>	304	Front desk	Access functions under the Front desk tab
<input checked="" type="checkbox"/>	305	Invoice setup	Setup summary rules when printing invoices - this will serve as the venue settings
<input checked="" type="checkbox"/>	306	No-show	View and process all reservations recorded as no-shows
<input checked="" type="checkbox"/>	307	Reports	Front desk only reports
<input checked="" type="checkbox"/>	308	Sales	Record sales against a reservation or a casual sale
<input checked="" type="checkbox"/>	309	Un-invoiced	View and process all un-invoiced reservations
<input checked="" type="checkbox"/>	310	Permit check-out with balance	Permitted to check-out a guest even if outstanding balance exists
<input type="checkbox"/>	311	Daily Dashboard	Allow access to Daily Dashboard
<input type="checkbox"/>	312	Include Daily Dashboard figures	View figures on Daily Dashboard
<b>General Tab</b>			
<input checked="" type="checkbox"/>	400	All reports	Ability to access all reports within the system
<input checked="" type="checkbox"/>	401	Birthdays and anniversary	View contacts birthdays and anniversary and send email
<input checked="" type="checkbox"/>	402	General	Access functions under the General tab

Check All Uncheck All Copy setting from another User Print Save Save & Close Close

End of training module