



Resort Data Processing

New User Documentation

RDPWin Reservation Configuration

Updated July 2008

This document outlines the configuration options for the RDPWin Reservations/Front Desk Operations. The configuration options include how to configure functionality for your own property operations in the following areas: New Reservations, Tape Chart, Availability, Chick-In, Check-Out, res Access, Folios, House Status, Activities, Other Charges, Long Term Rentals, Cancellations, Deposits, daily Charges, People, Preferences and RDP-DOS.

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Reservation Configuration

Reservation Configuration can be found on the Main Menu -> Reservations -> select Configuration.



Many of the configuration options in RDPWin are also switch functions. It is at your discretion how you would like to configure your system. The configuration tabs allow for a more user friendly option whereby multiple functions can be configured at one time rather than needing to search and find all the appropriate switches. RDPWin Configurations provide you with dynamic usability in the ever changing hospitality business.

New Res Tab

New Res Tab – General Attributes

The screenshot shows the 'Reservation Configuration' window with the 'New Res' tab selected. The 'General' section contains the following settings:

- Allow preassign reservations
- Allow inventory reservations
- Allow multiple folio reservations
- Use individual folios A & B (414-05)
- VRS: Hide total rate override field (414-36)
- Non-VRS: Show total rate override field (414-37)
- Always search guest history (414-47)
- Initial number of nights: 0
- Type of Res for 'F5 - New': Paying Guest (414-09)
- Block reservations for this guest type: 1 - Returning Guest
- Default rate plan: RACK - Rack Rate

Reservation allow options

Selection of one or 2 of these options should be made i.e. either pre-assign and multiple or Inventory and multiple or just pre-assign or inventory would be possible combinations.

Allow Pre-assign Reservations – will require a room number to be assigned when the reservation is being made.

Allow Inventory Reservations – requires a room type to be selected prior to making the reservation however a room number does not need to be assigned.

Allow Multiple folio Reservations – Allow multiple folio allows multiple reservations to be allowed in a certain room. Generally used for group functionality, often assigned to a room type of N/R (Non rental)

Allow Pre-assign option when checked requires a room number selection

The screenshot displays a 'New Reservation (Paying Guest)' window. The interface includes fields for guest information (Guest, CRM, Group, Leader, Agent 1), arrival and departure dates, and room selection options. A modal dialog box titled 'No Room Type' is overlaid on the screen, displaying the message 'Please select a room type.' and an 'OK' button. The background interface shows a 'Room' dropdown menu with a red warning icon and the text 'Room Not Chosen'. The 'Room Type' dropdown is set to 'All'. The 'Rate Plan Type' is set to 'ALL'. The 'Control Rate Plan' is set to 'RACK'. The 'Daily Rate Override' and 'Total Rate' are both 0.00. The 'Tax' is set to 'TA - 7% Tax Rate' and the 'Security Deposit' is 0.00. The 'Total Charge' is 0.00. The 'Deposit 1' and 'Deposit 2' are both 0.00. The 'Balance Due' is 0.00. The 'Quotes' section is visible at the bottom of the window.

When Allow pre-assign reservations box is checked you will be required to select a room number before the reservation process can continue.

Select a room

Check-in for White/kerry
X

Notes Itinerary Folio

Res 447 Res Type 11 Name White/kerry Group Adlt 2 Teen 0 Child 0 Pets 0

Arrive Sun 3/1/1998 Nts 1 Depart Mon 3/2/1998 Leader

Room Type 1B Status Share Rat 100.00 Plan RACK

Property Room Type #BR LOC PRC SMK JAC

All 1B - One Bedroom All All All All All

Show Occupied Rooms
 Show 'Not Ready' Rooms
 Show N/R Rooms
 Show 'Filtered Out' Rooms

Rate Plan Type ALL Rate Plan RACK
 Daily Rate Override Total Rate Override

Available rooms for 3/1/1998 to 3/2/1998 - Please select a room.

Drag a column header here to group by that column.

Room#	Type	Max	Before	After	Fit	Occ Nts	Prop	LO	Occupant	Stat	Hskpg Comment	#BR	LOC	PRC	SMK
605	1B	6	D	0	01		Vacant		Steps to Studio 54	1BR	AH	3\$	SMK
224	1B	6	Ppppp.P	C	20	01		Vacant		Slopeside	1BR	BG	2\$	NSK
701	1B	6	D	0	01		Vacant		Southern View	1BR	AH	\$	SMK
106	1B	6	PppppXx	C	12	01		Vacant		Beaver Creek Getaway	1BR	BC	3\$	NSK
321	1B	6	Ppppp..	C	5	01		Vacant		Spacious	1BR	AH	2\$	NSK
511	1B	6	D	0	01		Vacant		Bella Vista Condo	1BR	BG	3\$	SMK
512	1B	6	D	0	01		Vacant		Rita's cozy corner room	1BR	VV	3\$	SMK
103	1B	6GggggP	D	21	01		Vacant		One Bedroom Luxury Condo	1BR	BG	4\$	NSK
723	1B	6	D	0	01		Vacant		Secluded & Private	1BR	SC	3\$	SMK

9 available rooms displayed. Please select a room.

A quote must be added – Quote for the room number appears in the lower screen

Arrival	Nts	Departure	Type	Room#	Avg Rate	Total Rate	Charges	SecurityDeposit	Tax	Total	Plan	Ctrl	Adlt	Te
03/01/98	1	03/02/98	1B	605	110.00	110.00	114.00	50.00	9.80	283.80	RACK		2	

Reservationist can now continue with the “Make Reservation” process.

General

- Allow preassign reservations
- Allow inventory reservations
- Allow multiple folio reservations
- Use individual folios A & B (414-05)
- VRS: Hide total rate override field (414-36)
- Non-VRS: Show total rate override field (414-37)
- Always search guest history (414-47)

Initial number of nights: 0

Type of Res for 'F5 - New': Paying Guest (414-09)

Block reservations for this guest type: 1 - Returning Guest

Default rate plan: RACK - Rack Rate

Making an Inventory Reservation

When allow inventory reservations box is checked only a room type selection is required.

Room Type Selection must be made

Quote# 1 Currently Selected

Arrival	Nts	Departure	Type	Room#	Avg Rate	Total Rate	Charges	SecurityDeposit	Tax	Total	Plan	Ctrl	Adlt	Te
03/01/98	1	03/02/98	1B		100.00	100.00	114.00	50.00	9.10	273.10	RACK		2	

General attributes Continued

General

- Allow preassign reservations
- Allow inventory reservations
- Allow multiple folio reservations
- Use individual folios A & B (414-05)
- VRS: Hide total rate override field (414-36)
- Non-VRS: Show total rate override field (414-37)
- Always search guest history (414-47)

Initial number of nights: 0

Type of Res for 'F5 - New': Paying Guest (414-09)

Block reservations for this guest type: 1 - Returning Guest

Default rate plan: RACK - Rack Rate

Use Individual folios A & B (Switch 414-05) if checked this will display additional folios A & B for billing purposes at your property.

VRS: Hide total rate override field (Switch 414-36) – switch must be turned on to use this. The reservationist can then enter a total amount for the res and adjust it without really taking nightly rates into account.

If it was desired in the VRS system to not allow users to override the total rate checking this box would hide this field.

Non-VRS: Show total rate override field (Switch 414-37) if checked this will allow users to see and enter a total rate override amount on Non-VRS reservations.

Always search guest history (Switch 414-47) if this box is checked the system will automatically take you to guest history rather than prompting you on whether you want to look in guest history.

If once you search in guest history and the customer is not there, close the search and the guest name you type should remain in the new guest setup screen

Customer Search Field

The screenshot shows a software window titled "Find Guest in Guest History". At the top, there are four search fields: "Name" (containing "Dortch/Steve"), "Guest #", "E-Mail", and "CRM #", each with a "Find" button. Below these is a table with the following columns: Name, Guest#, Type, Freq, Nts, CRM#, Contact ID, Address, City, State, Zip, Phone, and E-Mail. The table contains 15 rows of guest data. At the bottom of the window, there are navigation buttons (k, <, >, >|), a "Sort Order: Name" label, and "Select", "Close", and "Help" buttons.

Name	Guest#	Type	Freq	Nts	CRM#	Contact ID	Address	City	State	Zip	Phone	E-Mail
Couric/Katie	7	0	1	2	00001006		1 Rockefeller Plaza	New York	NY	01011	310-556-2205	
Crosby/Paul	71	0	0	0	00001069		123 West Oak Street	Chicago	IL	60093	312-123-2344	
Crystal/Billy	27	0	2	7	00001026		12 City Slicker Road	Salt Lake City	UT	08081	914-562-9824	
Cunningham/Joanie	121	0	0	0								
DEREK/BO	93	0	0	0	00001087		9500 Gorgeous Lane	Los Angeles	CA	92688	218-555-4321	
Diggs/Taye	110	0	0	0	00001104		456 Model Circle	Beverly Hills	CA	90210	2125551234	
Dolenz/Linda	73	0	0	0	00001071							linda@musicworld.net
Dolenz/Mickey	87	0	0	0	00001081							mickey@musicworld.net
Eastwood/Clint	28	0	0	0	00001027		1 Make My Day Drive	Peoria	IL	31687	312-634-0865	ceastwood@makemyday.com
Emmons/Mathew	109	0	0	0	00001103		5656 Wrong Target Lane	Browns Hill	NJ	08003		
Fife/Barney	116	0	0	0								
Galarraga/Andres	89	0	0	0	00001083							galarr@rockies.com
Gatlin/Justin	108	0	0	0	00001102		9087 Track & Field Ave	Knoxville	TN	37917		
Graf/Stefi	14	0	1	4	00001013		293 Grand Slam Drive	Harrisburg	PA	35455	310-554-8800	sgraff@tennispro.org
Graf/Stefi	125	0	0	0			293 Grand Slam Drive	Harrisburg	PA	35455	310-554-8800	
GRANT/CARY	95	0	0	0	00001089							

New Customer name appears in the New Reservation

General attributes continued

Initial no of Nights field – this configuration will always default the reservation being made to the default number of nights

Type of res for F5 (Switch 414-09) - can be customized for your property operations. If this is set to Owner each time the F5 key is selected a new reservation for an Owner will be the reservation type that is created.

Block Res for guest type – can create guest types for problem guests and block them from having the ability to make a reservation e.g. A guest type is configured called DNR – ‘Do Not Rent’ guest type. Then you can set the guest type default as DNR guest type.

Now your guest has been marked as a DNR guest type. You go to try and make a reservation for that guest the following message will appear.



You could view the guest's history to see why this might be the case. This Guest type prevents you from renting to this customer unless a change is made to their guest type profile.

NOTE: RDP DOS does not have this blocking feature so it would have to be managed simply by monitoring the guest type category.

Default rate plan – the rate plan selected in this default is what you want the rate plan always to default to when making new reservations.

Yield Management Configuration

Yield Management Configuration Options

Number of rate plans to display – the default setting for this field is 5 rate plans. This is the best setting for functionality & viewing but can be changed.

Display only current rate plan initially – for properties that have less RAM and have system slowing issues, by checking this icon, it will allow the system to run a little faster. Initially you will only see rack rates in the yield mgmt screen.

Display the actual number of rooms available for the entire stay - if checked when making a reservation a rooms column will appear in the Yield Mgmt screen – this column looks at the tape chart and provides a total of rooms available in this column for the date period the reservationist is researching.

Hide Invalid Rate Plans (Switch 414-27) - If a rate plan is not valid during a specific timeframe chosen for the reservation you are researching, you can configure the system so any invalid rate plans will not show in yield management. In order for the rate plan to not show it has to be invalid for all nights of during the selected booking dates, if invalid for only 2 of 4 nights it will still show in the Yield Management grid.

Available Rooms Display Options

The available rooms display options are very important for revenue production within a company/property. Room rotating/sorting etc will help drive the potential rental income for particular owner units.

Available rooms can be sorted by different rotation options.

Available Rooms Display Options

Available Rooms Display Options

Sort By Last Used Room Number Best Fit Occupied Nights (109-08)

Rotate rooms for the following reservation types:

Owner Guest of Owner Maintenance

Housekeeping comment label

Display rooms immediately

Hide rooms when filtered

Show 'Occupied Nights' Column

Hide 'Show Occupied' check box

Check contract dates (414-03)

Use Min Nights from room (414-63)

Add Room Options

Prompt for reservation type when adding a room. (424-09)

When adding a room to a M type reservation, use reservation type

Sort by options include:

Last used – rooms will show at the top of the list in order of usage. The system rotates through the rooms based on the last one used. The top unit moves to bottom when it is rented.

Room Number – displays rooms by number order.

Best Fit – looking for best occupancy for back to back options. Choosing this sort option will have the system sort by the Fit column in available rooms.

B = back to back perfect fit on arrival side

A = back to back on both sides of res.

C = back to back on departure side

D = no back to back

The system does the sorting but the guest still really drives what choice is the best one

Occupied Nights – occupied nights in the current month, will help distribute owner revenue by nights (per month) to allow best usage for all owners. The number in this column (when show occupied nights column is checked) is the number of nights that unit has rented in the current month.

The sort by option selected will be specific to your property policies and procedures.

Additional rotation selection options

Rotate rooms for the following reservation types:

Owner Guest of Owner Maintenance

Owner Radio Button - If checked when the owner makes a reservation their room will go to the bottom of the room selection listing.

Guest of Owner Radio Button - If checked when a guest of owner makes a reservation the room will then go to the bottom of the room selection listing.

Maintenance Radio Button - If checked when the room is placed in Maintenance once released it would go to the bottom of the room selection listing.

Display rooms immediately – if this radio button is unchecked you will need to make filter selections before the available grid rooms will show. If checked the available rooms will show, then you filter additionally and redisplay the grid.

Hide rooms when filtered – if this radio button is checked when room preferences are filtered out the rooms without the specified preferences will disappear from the availability view. If not checked filtered out items will have a grey background. White background items are the ones that fulfill the filter criteria.

Check contract dates (switch 414-03) – owner contract may not start until later, on owner master field you enter the contract date, the system will not allow you to make a reservation until the contract date has occurred.

Show Occupied Nights column – if checked the occupied nights for that room will display.

Use Min Nights from room (switch 414-63) – If this radio button is checked the min nights settings on Room Masters will be used to determine whether a room can be booked based on this setting

Room Availability Housekeeping Comment field renamed to Location Features View

The screenshot shows the 'Available Rooms' window with various filters and a table of room availability. The 'Location Features' column is highlighted with a red box. The table includes columns for Room#, Type, Max, Before, After, Fit, Occ Nts, Prop, LO, Occupant, Sta, Location Features, #BR, LOC, PRC, SMK, and JAC.

Room#	Type	Max	Before	After	Fit	Occ Nts	Prop	LO	Occupant	Sta	Location Features	#BR	LOC	PRC	SMK	JAC
223	1B	6	Pp..Ppp	Xxxxxxx	A	14	01		292		Steps to spa	1BR	SC	2\$	NO	NO
111	2B	10	...Pppp	Ppppp..	A	05	01		282		Arrowhead Retreat	2BR	AH	3\$	NO	YES
117	2BL	12	**.....	Gggggg.*	C	27	02	M	Vacant		Vail Village Condo	2BR	VV	2\$	NO	YES
121	3B	14	D	0	01		Vacant		Southwestern decor	3BR	SC	2\$	YES	NO
123	3B	14	D	0	01		Vacant		Rita's cozy corner room	3BR	BG	2\$	YES	NO
206	2B	10	D	0	01		Vacant		Pond Views	2BR	VV	3\$	NO	YES
207	2B	10	D	0	01		Vacant		Steps to Vista Bahn	2BR	BG	2\$	YES	NO
208	2B	10	D	0	01		Vacant		Bunkbeds	2BR	BC	3\$	NO	NO
210	2B	10	D	0	01		Vacant		Sunset	2BR	SC	2\$	YES	NO
219	3B	14	D	0	01		Vacant		Poolside	3BR	AH	2\$	YES	NO
605	1B	6	D	0	01		Vacant		Steps to Studio 54	1BR	AH	3\$	YES	NO
224	1B	6	Pp.Pppp	Ppppp.P	A	20	01		Vacant		Slopeside	1BR	BG	2\$	NO	NO
225	1B	6	Pp.....P	D	15	01		Vacant		Sunrise Supreme	1BR	VV	3\$	YES	NO
301	2B	10	...Ooo	B	0	01		Vacant		Spacious	2BR	VV	3\$	NO	YES
302	2B	10	D	0	01		Vacant		Game Room	2BR	VV	4\$	NO	YES
303	2B	10	D	0	01		Vacant		Morning Birds	2BR	BC	2\$	NO	NO
304	2B	10	D	0	01		Vacant		Slopeside	2BR	VV	3\$	YES	NO
305	2B	10	D	0	01		Vacant		Arrowhead retreat	2BR	SC	\$	NO	NO
306	2BL	12	**.....*	C	20	02	M	Vacant		Sunrise	2BR	AH	\$	NO	NO
307	2BL	12	**.....*	C	22	02	M	Vacant		Beaver Creek special	2BR	AH	2\$	YES	NO
312	3B	14	D	0	01		Vacant		Southern View	3BR	BC	2\$	NO	NO
318	1B	6	Pp.....P	D	15	01		Vacant		Simple, convenient	1BR	VV	3\$	YES	NO
402	2BL	12	**.....*	D	15	02	M	Vacant		Slopeside Two Bedroom	2BR	VV	3\$	NO	NO
406	3B	14	D	0	01		Vacant		Garden Level	3BR	VV	2\$	YES	YES
408	2B	10	D	0	01		Vacant		Wood Burning Fireplace	2BR	AH	4\$	NO	YES

Add Room Options Configuration

Add Room Configuration Options

The 'Add Room' configuration dialog box contains the following options:

- Prompt for reservation type when adding a room. (424-09)
- When adding a room to a M type reservation, use reservation type: Prompt

Buttons: Save & Close, Save, Reset, Close, Help

Prompt for reservation type when adding a room (Switch 424-09) – if this radio button is checked you will be prompted as to whether you wish to do a pre-assign or inventory type reservation. (This is a feature only available in RDPWin.)

When adding a room to an M (Multiple folio) type reservation, use reservation Type - Selection options - Prompt, Pre-assign, Inventory, Multiple.

These pre-selection options will allow you to predefine the reservation type you would like all additional reservations to be created as when you use the Add Room feature on a Multiple type reservation.

Tape Chart Tab

Tape Chart Tab View

Reservation Configuration

Other Charges Long Term Cancel Deposits Daily Charges People Preferences RDP-DOS Denial
New Res **Tape Chart** Availability Check-In Check-Out Res Access Folio House Status Activities

Display Options

Starting Days (Starting Date = Current Date + Starting Days)

Number of Weeks

Default Sequence Room Type Room # Custom

Display complete reservation information at bottom (requires more space)
 Default for 'Show Preferences' for each room
 Default for 'Hide N/R Room Types' (414-07)
 Hide Reservation Detail
 Display all rooms when tape chart is first shown
 Show Multiple Folio reservations on tape chart (415-09)
 Use Housekeeping Zone instead of Property Code

Colors

Click on a label to change the color

Paying Guest	Maintenance
Group	Multiple
Special	Lock-Off
	Owner
	Owner Guest
	Weekend

Define weekend days

Saturday & Sunday
 Friday & Saturday

Starting Days – this setting allows for you to default the displayed rooms on the tape chart to default to the current date + number of starting days set in this field. E.g. you always want the tape chart to show today's rooms to start the starting days setting would = 0

Number of Weeks – the number of weeks of reservations you would like to display on the tape chart. The larger this setting the smaller the view on the tape chart. RDP recommendation is no more than 4 weeks for ideal viewing options.

Default sequence – this will determine in what sequence the rooms will display on the tape chart. The option to display rooms in a custom sequence will become active once the Tape Chart Sequence field is being used in the Room Master setup.

Display complete reservation information at bottom (requires more space)

Default for 'Show Preferences' for each room

Default for 'Hide N/R Room Types' (Switch 414-07)

Hide Reservation Detail

Display all rooms when tape chart is first shown

Show Multiple Folio reservations on tape chart (Switch 415-09)

Use Housekeeping Zone instead of Property Code

Colors Options

Color Labels on the Tape chart can now be changed.

Color Change View

Colors

Click on a label to change the color

Paying Guest	Maintenance
Group	Multiple
Special	Lock-Off
	Owner
	Owner Guest
	Weekend

Defaults

Define weekend days

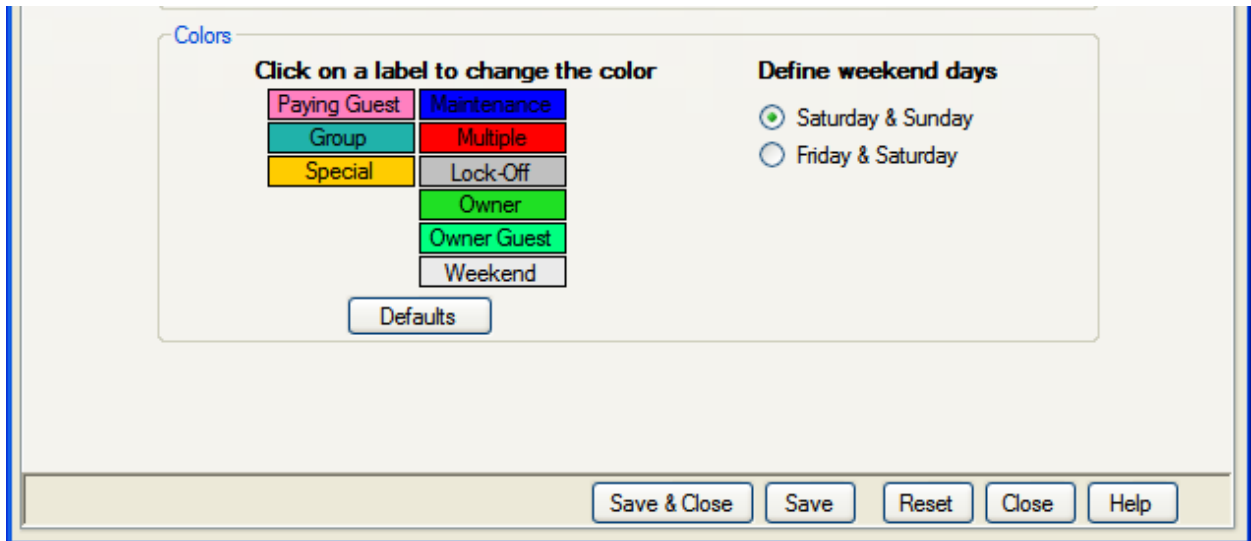
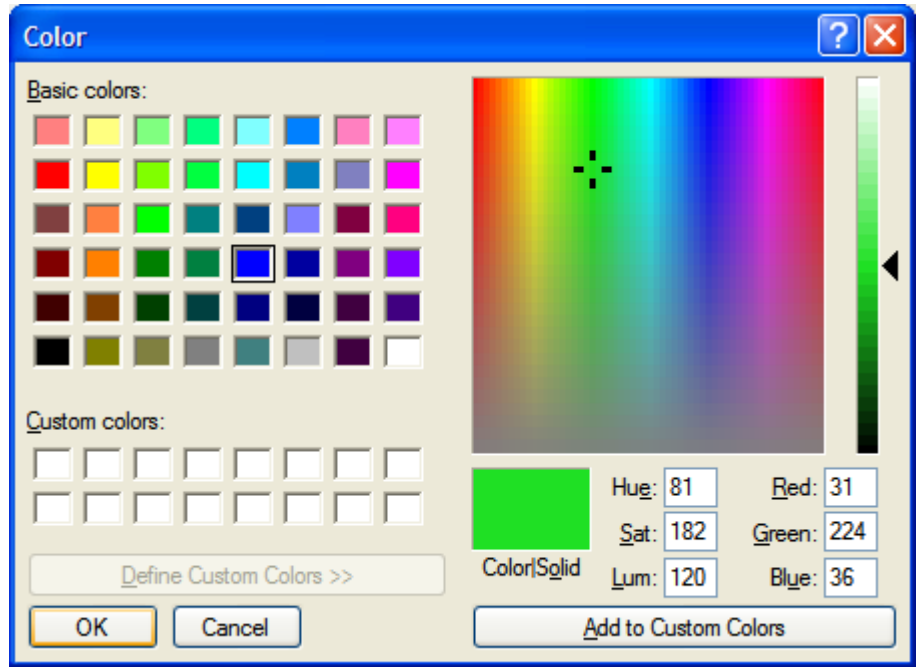
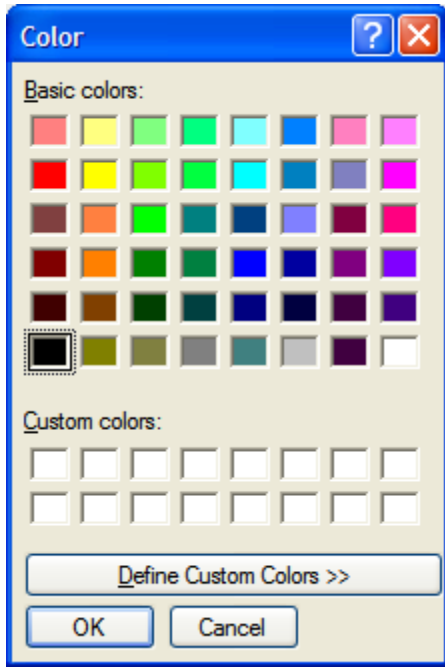
Saturday & Sunday

Friday & Saturday

Save & Close Save Reset Close Help

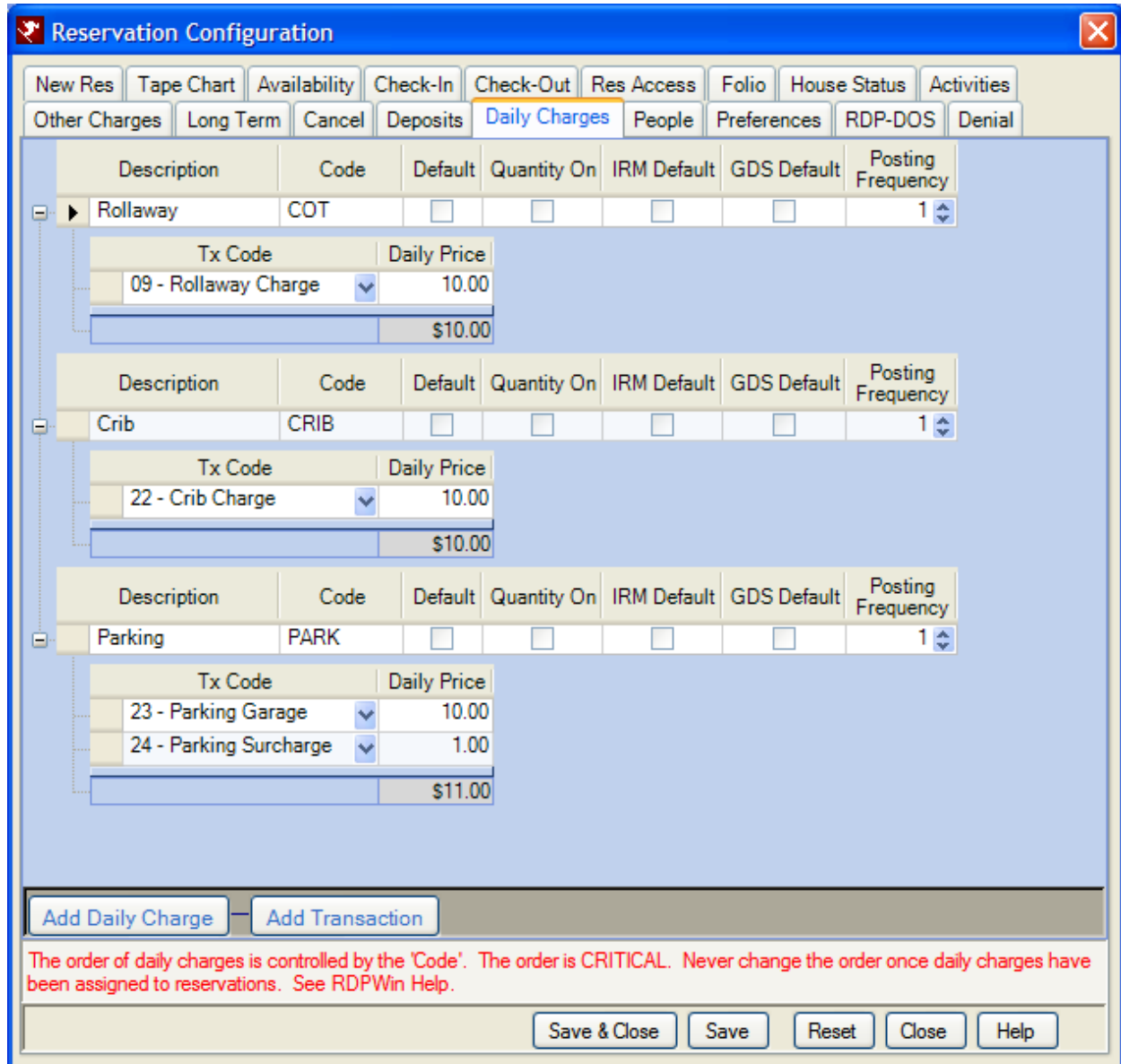
Click on the Reservation type Label you wish to change. Choose a color from the color chart displayed. Click OK. Your reservation types should now display on the Tape Chart in this new color.

Color Chart & Custom Color Chart Views



Daily Charges Tab

Daily Charges Tab View



Description	Code	Default	Quantity On	IRM Default	GDS Default	Posting Frequency
Rollaway	COT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Tx Code		Daily Price				
09 - Rollaway Charge		10.00				
		\$10.00				

Description	Code	Default	Quantity On	IRM Default	GDS Default	Posting Frequency
Crib	CRIB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Tx Code		Daily Price				
22 - Crib Charge		10.00				
		\$10.00				

Description	Code	Default	Quantity On	IRM Default	GDS Default	Posting Frequency
Parking	PARK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Tx Code		Daily Price				
23 - Parking Garage		10.00				
24 - Parking Surcharge		1.00				
		\$11.00				

The order of daily charges is controlled by the 'Code'. The order is CRITICAL. Never change the order once daily charges have been assigned to reservations. See RDPWin Help.

To set up a Daily Charge –

1. Click Add Daily Charge button
2. Create a description for the daily charge.
3. Create a Daily Charge Code

NOTE: If new daily charges are added to the system after initial configuration it is essential that new charge codes are created in ascending order otherwise reservations that have already been created and transactions will accrue incorrect daily charge assignments. Code Order is Alpha-Numeric.

4. Check the quantity radio button if the charge is to be defaulted with a quantity.
5. Check appropriate radio buttons for IRM and GDS if applicable.
6. Select the Posting Frequency – i.e. 1= every night; 2=every other night

When setting up daily charges things to keep in mind are

Daily charges will charge to customer's folios for each night of their reservation if the **Default** Radio button is checked and there is a quantity associated with the charge and the posting frequency = 1.

If **IRM default** is checked this charge will show on customer's reservation when making a reservation using the Internet Reservations Module.

GDS Default radio button if checked when a reservation is uploaded from GDS it will have the daily charges added.

Select the Add Transaction button.

Select the transaction code that you have created for the charge, if you do not have a transaction code you will need to create it in Accounting->transactions->Add.

This transaction code must have a default amount assigned to the transaction code or the daily charge amount will be \$0.00

When viewing a customer's reservation if Daily Charges are defaulted you will see the charges in their reservation Daily Charges tab. Charges can also be added manually to select reservations via this tab by checking the radio icon button for the desired daily charges.

Daily Charges View on Reservation

The screenshot shows the 'Change Reservation' window with the following details:

- Reservation Info:** Res# T00001, Rate Plan RACK, Rate 100.00, Room 1B, Property [blank], Arrival Sun 03/01/98, Nights 1, Departure Mon 03/02/98.
- Guest Info:** Name White/Karen, Guest# 76, CRM# 00001072, Email white@yahoo.com.
- Payment Info:** Card Number [blank], Exp. Date [blank], Auth. Amount 0.00.
- Source of Bus.:** 04 - Word of Mouth, Market Code SN - Split with owner, Hskpg Service 0 - Daily Service.

The **Daily Charges** tab is active, displaying a table of charges:

Description	Quantity	Daily Charge
<input checked="" type="checkbox"/> Rollaway	1	10.00
Transaction Code		
Rollaway Charge		10.00
<input type="checkbox"/> Description		
<input type="checkbox"/> Crib	1	10.00
<input type="checkbox"/> Parking	1	11.00
<input type="checkbox"/> Zoo	1	20.00

Check-out Tab

The Check-out tab allows you to configure check-out functions specific to your property operations.

Check-Out Tab View

The screenshot shows a software window titled "Reservation Configuration" with a close button in the top right corner. The window has a menu bar with the following items: Other Charges, Long Term, Cancel, Deposits, Daily Charges, People, Preferences, RDP-DOS, Denial, New Res, Tape Chart, Availability, Check-In, Check-Out (highlighted), Res Access, Folio, House Status, and Activities. The main content area is divided into several sections:

- VRS Direct Check-Out**:
 - Direct Check-out (Check-In Disabled) (414-01)
The switch above is in the 'System->Configuration->Vacation Rental System' configuration.
 - Skip the print folio option during direct check-out
- General**:
 - Password for checking out with balance due. (C1BALREQ)
 - Transfer group balance on reservation to group master at check-out (422-14)
 - Allow payment to group balance on reservation (422-10)
- Mass Check-Out**:
 - Enable Mass Check-Out
 - Include reservations with balance due in Mass Check-Out
 - Include N/R room types in Mass Check-Out
 - Include Maintenance Reservations in Mass Check-Out
- Owner Reservations**:
 - When transferring the balance during check-out of a secondary owner (Type Z) reservation, default to the current owner or primary owner

At the bottom of the window, there are five buttons: Save & Close, Save, Reset, Close, and Help.

VRS Direct Check-Out Options

Direct Check-out (Check-in disabled) (Switch 414-01) – If checked this will disable the Check-in function and is designed for Vacation Rental operations only. You may also configure the system to skip printing folios during direct checkout by checking the **Skip the print folio option during check-out** radio button

General Check-Out Options

General

Password for checking out with balance due. (C1BALREQ)

Transfer group balance on reservation to group master at check-out (422-14)

Allow payment to group balance on reservation (422-10)

Password for checking out with balance due - A password may be configured to only allow certain users to check reservations out with Balance Due (Switch - C1BALREQ). The password is entered in this field.

Allow payment to group balance on reservation (Switch 422-14) – if this radio button is checked payments can be made to a group balance on a reservation.

Mass Check-Out Options

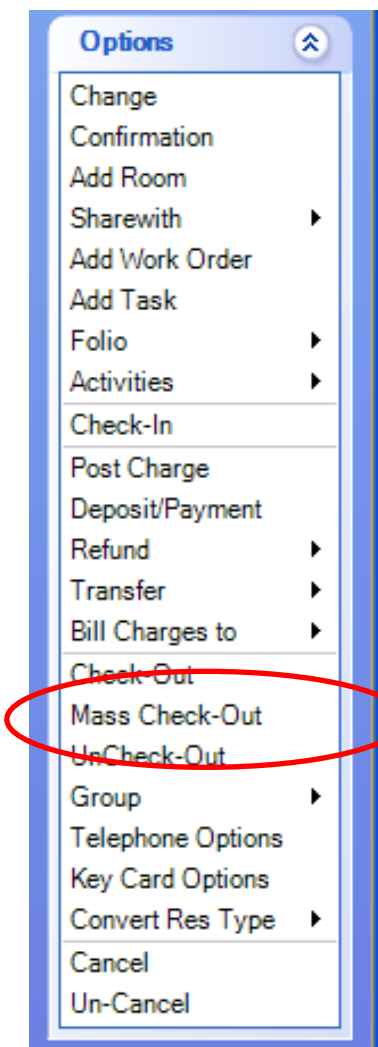
Mass Check-Out

Enable Mass Check-Out

Include reservations with balance due in Mass Check-Out

Include N/R room types in Mass Check-Out

Include Maintenance Reservations in Mass Check-Out



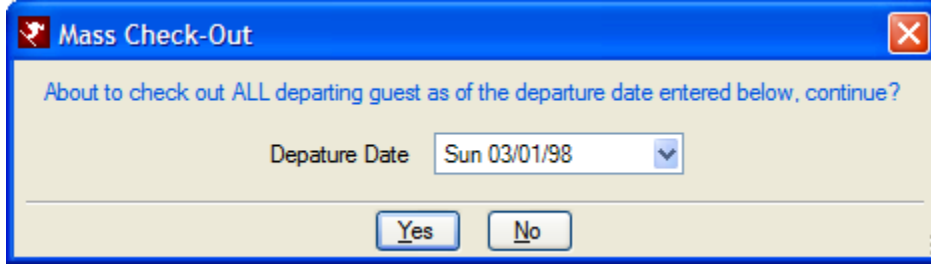
It must be determined once Mass Check-out is enabled whether it is desired to include in mass check-out the following reservation types

- Reservations with a balance due
- N/R rooms
- Maintenance reservations

If these are not included in mass checkout they must then be checked out individually.

When Mass checkout it enabled it appears on the Options menu (left side of the Reservations screens).

Select the correct departure date for Mass Checkout

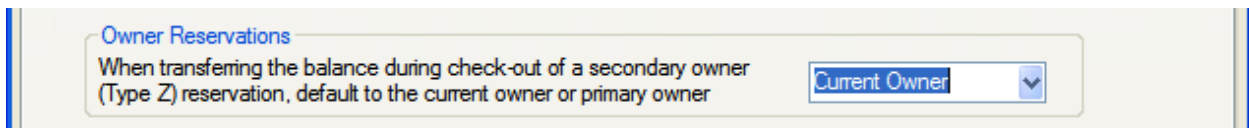


All reservations for the selected departure date will be checked out at once

TY	Res #	Room#	Name	Depart	Folio M	Folio L	Folio A	Folio B	Folio I	Reservation Status
S8	418	107	Crosby/Paul	03/01/98	0.00	0.00	0.00	0.00	0.00	(Checked-Out)
P6	282	111	Hamm/Mia	03/01/98	0.00	0.00	0.00	0.00	599.42	Balance Due
G8	413	218	Bieniemy/Eric	03/01/98	0.00	0.00	0.00	0.00	0.00	(Checked-Out)
P6	291	222	Cleaver/Theodore	03/01/98	0.00	0.00	0.00	0.00	1.06	Balance Due
P6	292	223	Cleaver/Ward	03/01/98	0.00	0.00	0.00	0.00	201.06	Balance Due
O8	416	311	Wingfield/Dontonio	03/01/98	0.00	0.00	0.00	0.00	0.00	(Checked-Out)
P6	273	508	Strange/Curtis	03/01/98	0.00	0.00	0.00	0.00	-778.70	Balance Due
O8	285	625	Joel/Billy	03/01/98	0.00	0.00	0.00	0.00	0.00	(Checked-Out)
Grand Summaries										
					\$0.00	\$0.00	\$0.00	\$0.00	\$22.84	

Owner Reservation Options

Owner reservation selection options



When transferring balances during check-out of a secondary owner (Type Z reservation, default to the current owner or primary owner – this option will allow the Current (Ztype) owner to be billed directly for their charges or the Primary owner can be selected as the default. In this case the primary owner will see all the charges for the Z owner on their billing statement.

Availability Tab

The availability tab allows you to configure what information will display when the availability screen is used in reservations.

Availability Tab View

Reservation Configuration

Other Charges Long Term Cancel Deposits Daily Charges People Preferences RDP-DOS Denial

New Res Tape Chart **Availability** Check-In Check-Out Res Access Folio House Status Activities

Display Options

Starting Days 0 (Starting Date = Current Date + Starting Days)

Number of Days 8

Sequence Group - House Room Type Use custom room type Sequence from table C2

Block/Available Format Block/Available Available Only (Includes the Yield Mgmt. display)

Save & Close Save Reset Close Help

Display Options

Starting Days – this will be the default date viewed in the Availability screen below. The days set in this field will be the current date + no. of days in this field. If it is desired for the availability screen to always show the current date as the default the days setting = 0

Number of Days – this is the default for the number of days to view in the availability screen. Days can be edited in this view as needed.

Block/Available format – this can be defaulted to show Block and Available or Available Only rooms. These settings can also be changed in the availability screen seen above, as needed.

Check-in Tab

The Check-In tab allows you to configure specific functions when checking guests in.

Check-In Tab View

The screenshot shows the 'Reservation Configuration' window with the 'Check-In' tab selected. The window has a blue title bar and a menu bar with the following options: Other Charges, Long Term, Cancel, Deposits, Daily Charges, People, Preferences, RDP-DOS, Denial, New Res, Tape Chart, Availability, Check-In, Check-Out, Res Access, Folio, House Status, and Activities. The 'Check-In' tab is highlighted in blue.

The main content area is divided into four sections:

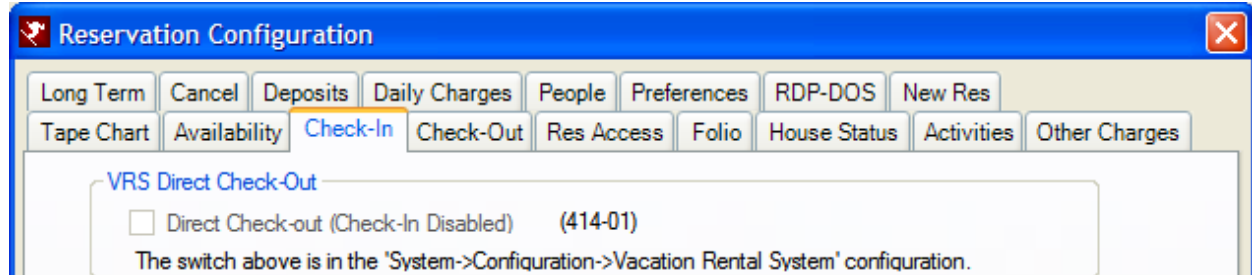
- General:**
 - Turn on 'Guest Waiting' feature
 - Direct Check-out (Check-In Disabled) (414-01)
The switch above is in the 'System->Configuration->Vacation Rental System' configuration.
 - Credit Limit if a credit card exists: (C1CRLIM1)
 - Credit Limit without a credit card: (C1CRLIM2)
- Payment Options:**
 - Default Payment Option: None Payment Authorize Credit Card (423-13)
 - Default Method of Payment: None Credit Card Check Cash
 - Add to authorization amount: Off Dollar Amount Percentage (C1ADDPRE)
 - Allow Bill Charges to Owner on preassign reservations
- Registration Card:**
 - Prompt to print registration card during check-in
 - Crystal Report:
 - Default Printer:
- Mass Check-In:**
 - Enable Mass Check-In
 - Include reservations with balance due in Mass Check-In
 - Include N/R room types in Mass Check-In
 - Include Maintenance Reservations in Mass Check-In
 - Allow reservations to be checked into rooms marked dirty (423-03)

At the bottom of the window, there are five buttons: Save & Close, Save, Reset, Close, and Help.

General Options

VRS Direct Checkout (Check-In Disabled) (Switch 414-01) - if this radio icon is checked reservations will not be checked in.

VRS Direct Checkout configuration option



Payment Options

Payment Options View

Payment Options

Default Payment Option None Payment Authorize Credit Card (423-13)

Default Method of Payment None Credit Card Check Cash

Add to authorization amount Off Dollar Amount Percentage (C1ADDPRE)

Allow Bill Charges to Owner on preassign reservations

Payment options can be set so at check-in the payment screen will appear and be defaulted to a particular payment type e.g. credit card.

When the check-in option is selected it will immediately retrieve the payment screen with the default payment type selected. Setting these defaults specific to property functions will allow for check-in procedures to be executed with very few mouse clicks.

Add to authorization amount (Switch C1ADDPRE) – a particular dollar amount or percentage can be set to pre-authorize for a guest at check-in.

Allow Bill Charges to Owner on pre-assign reservations if checked will allow charges to be billed to a room owner when pre-assign reservations are made.

Default Payment Option is set to Payment

Check-in for Allen/Tim
✕

Notes		Itinerary		Folio											
Res#	445	Type	P4	Name	Allen/Tim	Group		Adlt	2	Teen	0	Child	0	Pets	0
Arrive	Sun	3/1/1998	Nts	61	Depart	Fri	5/1/1998	Leader							
Room	704	Type	1B	Status		Share		Rate	0.00	Plan	NONE				

Room Status: Not Ready (Inspect)
Room Occupant Vacant

Folio I Balance \$3,350.00

Folio I Balance \$3,350.00

Select: None Payment Authorize CC Transfer To Owner

Select: Cash Check Credit Card Misc Wire Transfer

Amount Number Exp

Card CID Manual (No SDC) No Show Payment

Card Number Exp. Date (MM/YY)

Credit Card Swiped

Auth. Code Auth. Amount

VIP Allow Move Guaranteed

Rent Room

Other Charges

Total Tax

Security Dep.

Total Charge

1st Deposit

Balance Due

Transfer To Group

Transfer To Leader

Folio A Balance

Folio B Balance

Folio I Balance

Preeduct Commission

Credit Limit

Credit Card: Enter the amount of the Payment and the credit card information

Payment and Credit Card payment are the defaults in the check-in tab. Once payment is processed click check-in and the reservation is checked in and completed.

Check-In Completion view

Continue With...
✕

Check-In Successful

Guest	Allen/Tim						
Res#	445	Room#	704				
Arrive	Sun	3/1/1998	Nts	61	Depart	Fri	5/1/1998
Status	P5: Preassign - Checked In						

Select where to go next :

This Res	Continue with the current reservation <Enter>
Deposit	Apply deposit to the current reservation
Find Res	Find another reservation
Arrivals	View the arrival list
In-House	View the In-House list
Departures	View the Departure List
Return	Return to the last display <Esc>

Registration Card Options

Registration Card View

Registration Card

Prompt to print registration card during check-in

Crystal Report

Default Printer

Configuration can be made to prompt staff to print registration card during the check-in process.

The crystal report with the registration card info and a default printer must be set for the registration card defaults to work correctly.

Mass Check-In Options

Mass check-in can be configured so that front desk staff can mass check-in reservations for the day. Selections can be made for Mass check-in to include reservations of the following types

- Reservations with balance due
- Non Rental room type reservations e.g. for group leaders
- Maintenance Reservations
- Reservations with dirty rooms.

Mass Check-in View

Mass Check-In

Enable Mass Check-In

Include reservations with balance due in Mass Check-In

Include N/R room types in Mass Check-In

Include Maintenance Reservations in Mass Check-In

Allow reservations to be checked into rooms marked dirty (423-03)

House Status Tab

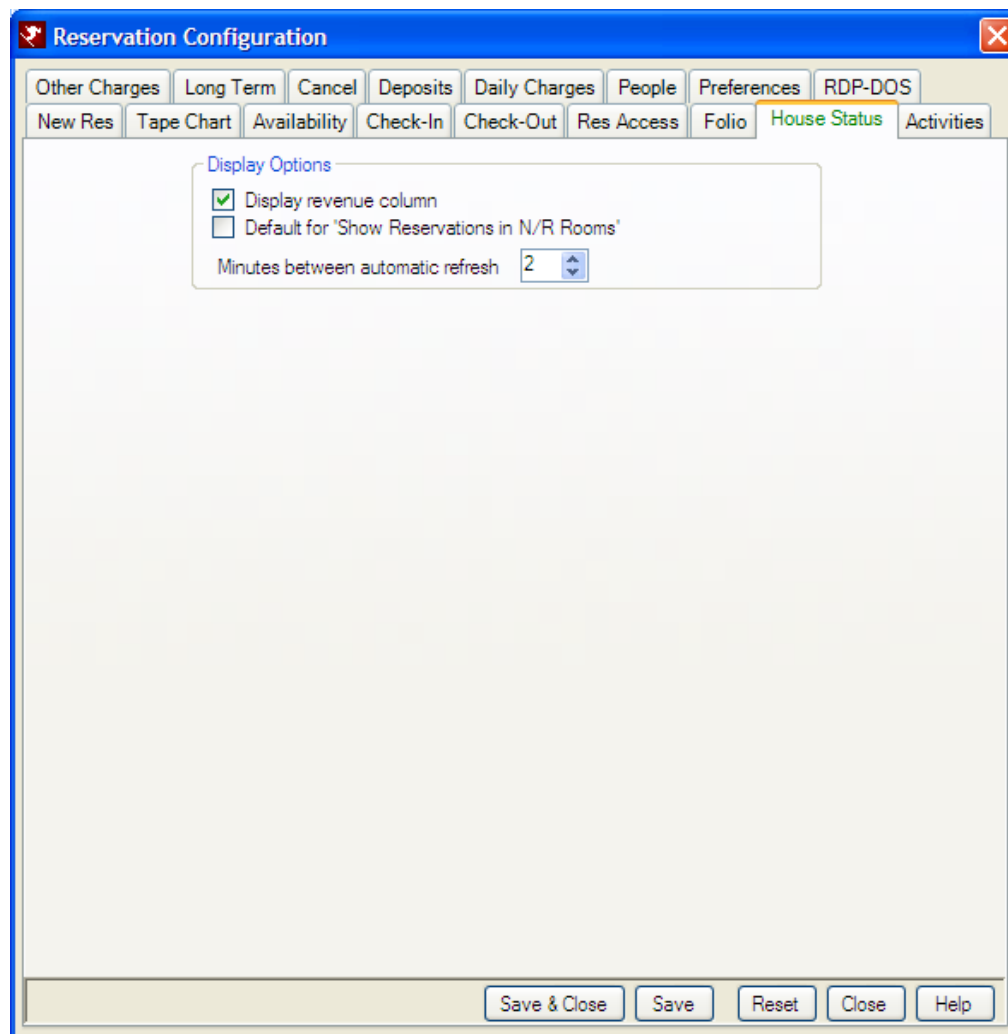
Display Options

Display revenue column - the House Status screen by default shows revenue on screen. Often managers do not want front desk users to see this, the box could be unchecked to not show revenue on the house status screen.

Default for 'Show Reservations in N/R Rooms' – if checked N/R room reservations would be included in the counts on the House Status screen. (House Status screen also provides you with a radio button to Show Reservations in N/R Rooms if it is not desired to have this default checked).

Minutes between automatic refresh – allows you to set the timeframe during which the House Status screen will refresh with any updates made in the system.

House Status Tab View



Cancellation Tab

This tab is where your property cancellation policies would be configured to suit your specific needs.

Cancellation Tab View

The screenshot shows the 'Reservation Configuration' window with the 'Cancellation' tab selected. The window has a blue title bar and a standard Windows-style interface. The 'Cancellation' tab is highlighted in green. Below the tabs, there are several sections of configuration options:

- Default Refund Type:** Radio buttons for 'Credit Card' (selected), 'Check', and 'Cash'.
- Checkboxes:** 'Default refund amount to total deposit amount (414-17)', 'Enable Mass Cancel of S-Type reservations (414-42)', and 'Use Cancellation Policy'.
- Cancellation Policy to Automatically Calculate Forfeited Deposit Amount:** Two rows of input fields for 'If cancelled more than' and 'If cancelled within' days prior to arrival, followed by percentage and 'Nights' dropdowns.
- Other Charges that will be forfeited in addition to the calculated forfeit amount:** A table with columns: Description, Combo, On, Transaction Code, Component, and Default.

Description	Combo	On	Transaction Code	Component	Default
Travel Insurance	6 - Travel Insurance	<input checked="" type="checkbox"/>	S5 - Travel Insurance	INSR - Travel Insurance	<input checked="" type="checkbox"/>

Below the table, there are radio buttons for 'Transaction for Forfeited Deposit' (B1DC - Standard B1 ledger forfeit transaction (no tax) selected, B2SF - B2 ledger revenue transaction that allows tax and owner portion) and checkboxes for 'Hold cancelled reservation deposit for a future stay' (Display "Held Deposit" option on cancellation screen checked, Default "Held Deposit" as selected unchecked).

At the bottom, there are buttons for 'Save & Close', 'Save', 'Reset', 'Close', and 'Help'.

Default refund payment type can be set as Credit Card, check or cash.

Default refund amount to total deposit amount (switch 414-17) – if this radio button is checked when cancelling reservations the refund amount will automatically be the full deposit amount.

Enable Mass Cancel of S-Type reservations (Switch 414-42) if checked this will allow you to cancel S-Type reservations in bulk.

Use Cancellation Policy radio button – when checked this enables the cancellation policy automatic calculation fields to be set.

Sample Cancellation policy setup

Use Cancellation Policy

Cancellation Policy to Automatically Calculate Forfeited Deposit Amount

If cancelled more than days prior to arrival forfeit of Nights

If cancelled within days of arrival forfeit of Nights

Other Charges that will be forfeited in addition to the calculated forfeit amount

Description	Combo	On	Transaction Code	Component	Default
Travel Insurance <input type="checkbox"/>	6 - Travel Insurance	<input checked="" type="checkbox"/>	S5 - Travel Insurance	INSR - Travel Insurance	<input checked="" type="checkbox"/>

Transaction for Forfeited Deposit

B1DC - Standard B1 ledger forfeit transaction (no tax)

B2SF - B2 ledger revenue transaction that allows tax and owner portion

The above Cancellation policy setup would be as follows - 20% deposit is forfeited if the reservation is cancelled more than 5 days prior to arrival, 100% forfeit if cancelled less than 5 days prior to arrival.

Additional charges can also be configured to be forfeited upon cancellation. These are configured in the other charges tab when the Forfeit radio button is checked on particular charges.

Configuration for travel insurance charges to be forfeited upon cancellation

Description	Combo	On	Transaction Code	Component	Default	Forfeit
Other Charge 1	<input type="checkbox"/> 1 - Other Charge 1	<input checked="" type="checkbox"/>		None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Charge 2	<input type="checkbox"/> 2 - Other Charge 2	<input checked="" type="checkbox"/>		None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Security Deposit	<input type="checkbox"/> 3 - Security Deposit	<input checked="" type="checkbox"/>	08 - Security Deposit	SECD - Security Deposit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cleaning Fee	<input type="checkbox"/> 4 - Cleaning Fee	<input checked="" type="checkbox"/>	S3 - Cleaning Fee	CLEN - Cleaning Fee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Service Fee	<input type="checkbox"/> 5 - Service Fee	<input checked="" type="checkbox"/>	S4 - Service Fee	SRVC - Service Fee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel Insurance	<input type="checkbox"/> 6 - Travel Insurance	<input checked="" type="checkbox"/>	S5 - Travel Insurance	INSR - Travel Insurance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Booking Fee	<input type="checkbox"/> A - Booking Fee	<input checked="" type="checkbox"/>	S6 - Booking Fee	BOOK - Booking Fee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other-7	<input type="checkbox"/> B - Other-7	<input type="checkbox"/>	S7 - Miscellaneous	None	<input type="checkbox"/>	<input type="checkbox"/>

Forfeited transaction code configuration

Transaction for Forfeited Deposit

B1DC - Standard B1 ledger forfeit transaction (no tax)

B2SF - B2 ledger revenue transaction that allows tax and owner portion

Additional configuration selections will need to be made for forfeited deposits.

Forfeited transactions can be sent to either -

- B1DC – Standard B1 ledger where no tax is applied.
- B2SF – the B2 ledger which will allow tax to be applied and the ability to have some of the forfeited revenue given to owners.

Hold cancelled reservation deposit for a future stay configuration

Hold cancelled reservation deposit for a future stay

Display "Held Deposit" option on cancellation screen

Default "Held Deposit" as selected

Save & Close Save Reset Close Help

Radio icons can be checked to display the Held Deposit option on the cancellation screen and to default the "Held Deposit" as selected.

Held Deposit View when canceling a reservation and holding the deposit for a future res.

The screenshot shows a 'Cancel Reservation' window with the following details:

Res#	177	Type	P2	Name	Abbott/Bud	Group	Adlt	Teen	Child	Pets	
Arrive	Mon	3/2/1998	Nts	5	Depart	Sat	3/7/1998	2	0	0	0
Room	107	Type	1B	Status		Share		Rate	120.00	Plan	RACK

Cancellation Number: 000046
Cancellation Reason: [Empty field]

Deposit Refund and Forfeit
Select Refund Option: None Refund

Deposit: 100.00 Refund: 0.00 Forfeit: 0.00 Held Deposit: 100.00

Hold	Date	Code	Description	Charge	Tax	Total
	03/01/98	B1D0	Adv. Dep. Rcv. CASH	100.00	0.00	100.00
Yes	03/01/98	B1DC	Forfeited Deposit	-100.00	0.00	-100.00

Refund Amount: 0.00

Buttons: Save, Close, Help

When a reservation is cancelled with a held deposit, steps to reactivate the reservation in the future would be as follows.

Un-canceling a Reservation

Reservations -> Navigation

1. Select Un-Cancel from the Options menu
2. Find the cancelled reservation
3. RDPWin will open an Un-cancel reservation screen. Click Un-cancel.
4. Changes to the reservation will need to be made to change dates, room and/or rates to make the reservation correct for future dates.
5. Click Save.

Deposits Tab

If your property collects deposits the deposit tab allows for specific configuration on how deposits will be collected.

Configuration options include the ability to collect 2 deposits.

Deposits Tab view

Reservation Configuration

New Res | Tape Chart | Availability | **Check-In** | Check-Out | Res Access | Folio | House Status | Activities
Other Charges | Long Term | Cancel | **Deposits** | Daily Charges | People | Preferences | RDP-DOS

RDP can automatically calculate the "Requested Deposit Amounts" and "Requested Deposit Dates". For example, assume a property has the following rules for calculating a deposit amount:

When making a one-night reservation, the deposit is 100% of the entire stay.

When making a two nights or more reservation within 30 days of the arrival, the deposit is 100%. Otherwise, 50% of the total charges is due four days from today with the remaining balance due 30 days prior to the arrival date.

To setup our example perform the following:

1. In the Deposit 1 Date Calculation, select Today from the "Based On" drop down.
2. In the Deposit 1 Date Calculation, set "Number of Days" to 4.
3. In the Deposit 2 Date Calculation, select Arrival from the "Based On" drop down.
4. In the Deposit 2 Date Calculation, set "Number of Days" to 30.
5. Click the Add Nights button.
6. In the new row, enter 1 for the nights column and 100% for both percent columns.
7. Click the Add Nights button again.
8. In the new row, enter 2 in the nights column and 50% for Percent 1 and 100% for Percent 2.

Deposit 1 Date Calculation

Based On: Today | Number of Days: 0 | Round to the nearest 10 dollars. | Calculated on: Entire Stay

Deposit 2 Date Calculation

Based On: Arrival | Number of Days: 0

Nights	Percent 1	Percent 2	Starting	Ending	Final Due
--------	-----------	-----------	----------	--------	-----------

Add Nights

Save & Close | Save | Reset | Close | Help

Deposit 1 Date Calculation would be set based on the date the reservation is created, number of dates from the current date.

Deposit 2 Data Calculation is based on chosen date setting and the Number of Days

People Tab

The People tab provides access to activate what people categories your property uses. These should not be changed once initial setup has been done if it is altered it will affect all reservations that have been put in the system prior to the change prior reservation data may be incorrect.

Min max options set whether the people setting has a min or max default. Min/Max radio button if checked will enforce the min/max settings.

Each people type can have a default setting e.g. Adults can always default to 2 people. People set-up provides short and long descriptions.

People Tab View

In Use	Desc	Minimum	Maximum	Default	Min/Max	Golfer	Long Description
<input type="checkbox"/>	Adult	1	8	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Adults
<input checked="" type="checkbox"/>	Teen	0	0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Teens
<input checked="" type="checkbox"/>	Child	0	2	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Children
<input checked="" type="checkbox"/>	Pets	0	1	0	<input type="checkbox"/>	<input type="checkbox"/>	Pets

In the above People Tab View – all 4 people fields are in use at this property.

The people 1 field is the default – always active and in use. Other people fields can be used optionally based on property requirements.

NOTE: People Min and Max values can be overridden by Rate Set min and maxes in the S1 table, for each rate set. If these are not defined then the People defaults from this tab will be used.

Preferences Tab

Preferences are set up and then values within each preference will need to be assigned. Preferences can be set up with conditions including is equal to; greater than or equal to; less than or equal to; greater than or less than. (currently = is the only condition supported by RDP) When the in use radio button is checked this preference is available to be used at your property. If unchecked the preference will no longer display for use.

Preferences Tab View

In Use	Descriptions		Condition	
	Short	Long		
<input checked="" type="checkbox"/>	#BR	Number of Bedrooms	=	Change Values
<input checked="" type="checkbox"/>	LOC	Location	=	Change Values
<input checked="" type="checkbox"/>	PRC	Price	=	Change Values
<input checked="" type="checkbox"/>	SMK	Smoking/Non	=	Change Values
<input checked="" type="checkbox"/>	JAC	No Jacuzzi in Unit	=	Change Values
<input type="checkbox"/>			<	Change Values
<input type="checkbox"/>			<=	Change Values
<input type="checkbox"/>			>	Change Values
<input type="checkbox"/>			>=	Change Values
<input type="checkbox"/>				Change Values
<input type="checkbox"/>				Change Values

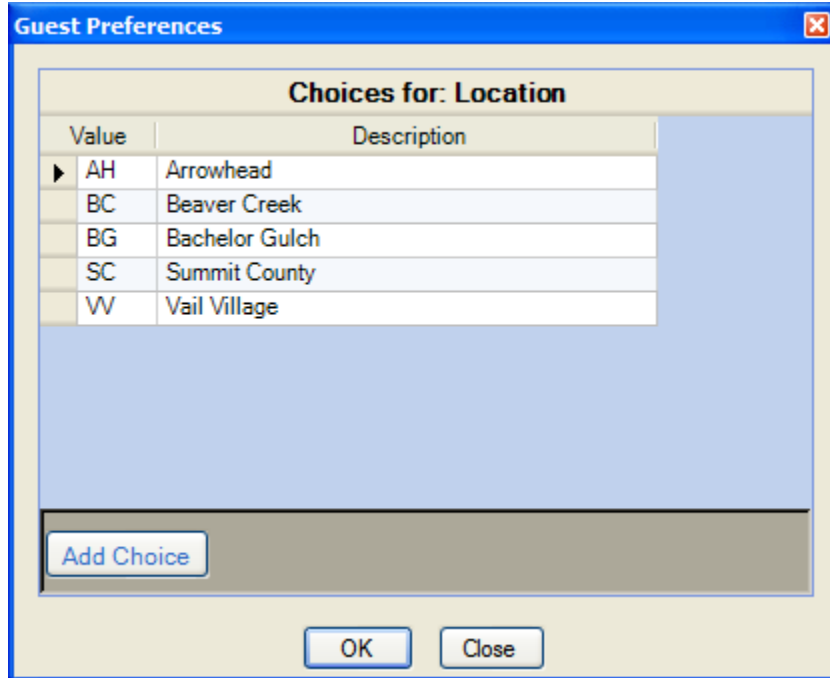
Sample (Save any changes before viewing)

#BR	LOC	PRC	SMK	JAC
All	All	All	All	All

Save & Close Save Reset Close Help

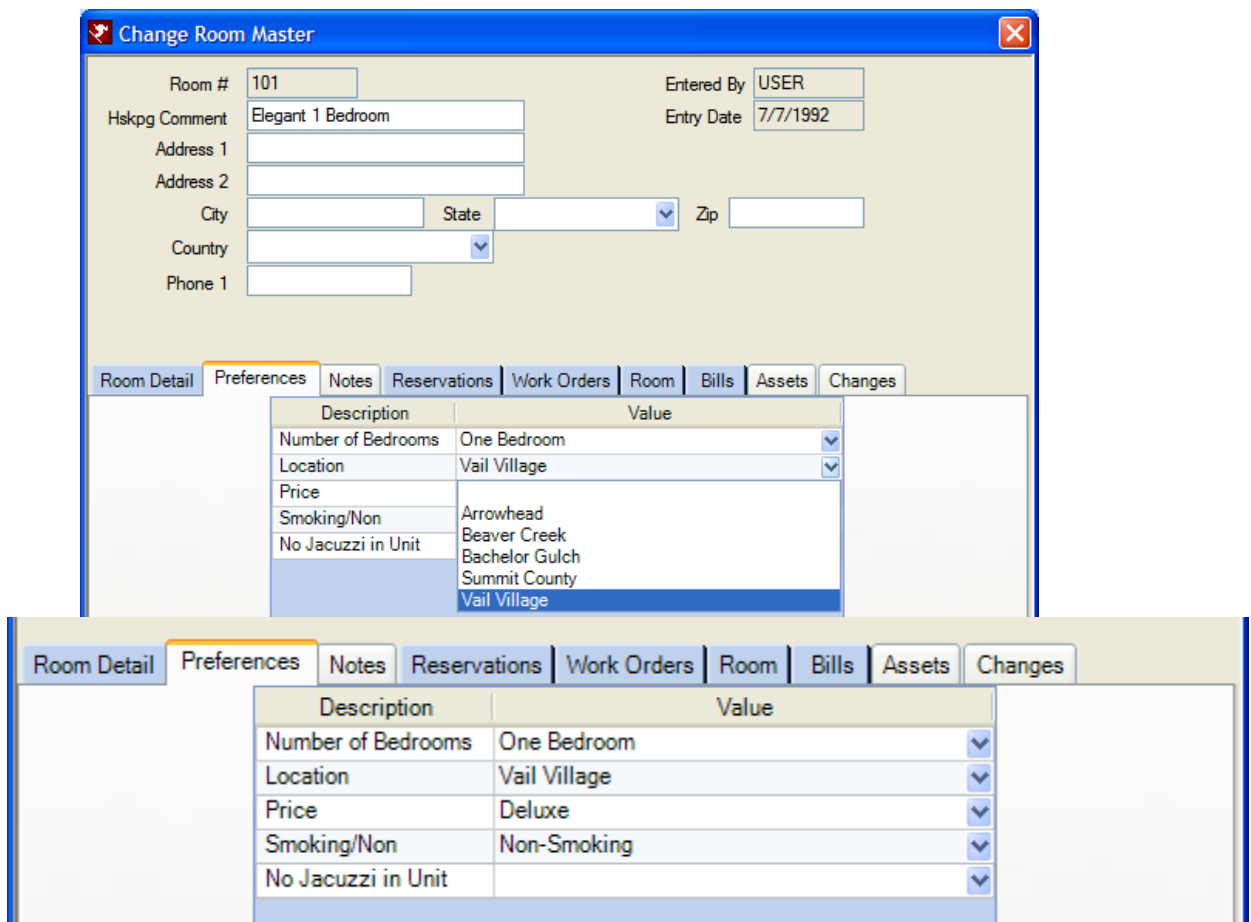
Once the preference short and long descriptions have been defined and the condition values must be created for the preference. Below is an example of values for Location preferences that can be chosen.

Preference Change Value set-up example

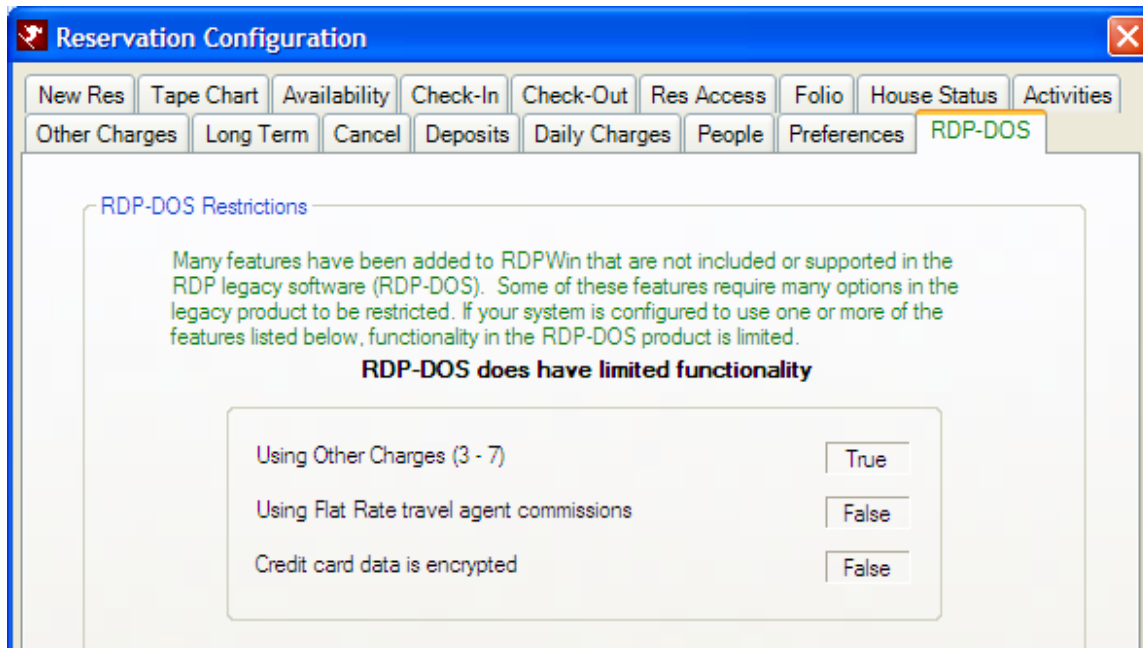


Once preferences have been configured they are then assigned to each room masters with the correct value. Go to each room in Master-> room list and define the values.

Location Preference setup in a room master



RDP DOS Tab



Some functions in RDPWin cannot be seen in DOS e.g. booking fees. You are given the option to restrict particular functions that you cannot use in DOS.

In the above example other charges 3-7 are being used thus this particular property is aware that they have *limited DOS functions* with these additional charge buckets.

If travel agent flat rates and credit card encryption were also being used in RDPWin these would also be set to true.

All functionality associated with the above features should always be managed and administrated in the RDPWin product.

Other Charges Tab

Description	Combo	On	Transaction Code	Component	Default
Other Charge 1	<input type="checkbox"/> 1 - Other Charge 1	<input checked="" type="checkbox"/>		None	<input checked="" type="checkbox"/>
Other Charge 2	<input type="checkbox"/> 2 - Other Charge 2	<input checked="" type="checkbox"/>		None	<input checked="" type="checkbox"/>
Security Deposit	<input type="checkbox"/> 3 - Security Deposit	<input checked="" type="checkbox"/>	08 - Security Deposit	SECD - Security Deposit	<input checked="" type="checkbox"/>
Cleaning Fee	<input type="checkbox"/> 4 - Cleaning Fee	<input checked="" type="checkbox"/>	S3 - Cleaning Fee	CLEN - Cleaning Fee	<input checked="" type="checkbox"/>
Service Fee	<input type="checkbox"/> 5 - Service Fee	<input checked="" type="checkbox"/>	S4 - Service Fee	SRVC - Service Fee	<input checked="" type="checkbox"/>
Travel Insurance	<input type="checkbox"/> 6 - Travel Insurance	<input checked="" type="checkbox"/>	S5 - Travel Insurance	INSR - Travel Insurance	<input checked="" type="checkbox"/>
Booking Fee	<input type="checkbox"/> A - Booking Fee	<input checked="" type="checkbox"/>	S6 - Booking Fee	BOOK - Booking Fee	<input checked="" type="checkbox"/>
Other-7	<input type="checkbox"/> B - Other-7	<input type="checkbox"/>	S7 - Miscellaneous	None	<input type="checkbox"/>

If an Other Charge is active, Preassign and Inventory reservations are always charged.
 The Security Deposit only applies to Preassign and Inventory reservations.
 Scroll the grid to the right to configure additional reservation types that are to be charged.

In RDPWin other charges may be configured in such a way that Pre-assign and Inventory Reservations are always charged by checking the default radio icon on the specific charge.

RDPWin supports the use of 10 charge buckets. DOS does not have 4,5,6 A, B, C & E buckets.

The BU table has bucket descriptions

RDPDOS * UPDATE TABLFILE.DAT * 119

Sun, Mar 1, 1998 Shift 1 Login USER Resort 02 - Condo-Hotel
 12:48 PM RDP090 12.02 (00515)

Table BU Bucket Descriptions

Sub Record	Data	1	2	3	4	5	6
0	Room Charge		Y				
1	Other Charge 1		Y	Y			
2	Other Charge 2		Y	Y			
3	Security Deposit		Y08SECDY	Y	Y		
4	Cleaning Fee		YS3CLENYN	Y			
5	Service Fee		YS4SRVCY	Y			
6	Travel Insurance		YS5INSRY	Y			
A	Booking Fee		YS6BOOKY	Y			
B	Other-7		NS7	N			

Sub Record Enter Select Esc Exit F6 Notes

F1 Help F2 Prt F3 F4 F5

RDPDOS * UPDATE TABLFILE.DAT * 119

Sun, Mar 1, 1998 Shift 1 Login USER Resort 02 - Condo-Hotel
 12:49 PM RDP090 12.02 (00515)

Table BU Bucket Descriptions

Sub-record Number 0

	1	2	Reservation Types
(1)-Description	Room Charge		(9)-Owner
(2)-Enabled	Y		(10)-Guest Of Owner
(3)-TransactionCode			(11)-Long Term
(4)-Component			(12)-TimeShare
(5)-Default			(13)-Bonus
(6)-Forfeit			(14)-Exchange
(7)-Part Of Package			(15)-Special
(8)-On IRM			(16)-Multiple

File, Delete, Exit or field number

F1 Help F2 Prt F3 Look F4 Usr Hlp F5 Inq F6 Notes

The C7 table is where owner pay codes would be set up with the percents that owners would get revenue for related to each bucket.

RDPDOS * UPDATE TABLFILE.DAT * 119

Sun, Mar 1, 1998 Shift 1 Login USER Resort 02 - Condo-Hotel
 12:51 PM RDP090 12.02 (00515)

Table C7 Rate Codes - Tax, Comm., Owner, Etc. 03 02 41 24

RDP Sub-Record Listing

Sub Record	1	2	3	4	5	6
CA	10.00	00.00	00.00	00.00	10% Commission Rates	
CB	05.00	00.00	00.00	00.00	5% Commission Rates	
CC	15.00	00.00	00.00	00.00	15% Commission Rate	
CD	20.00	00.00	00.00	00.00	20% Commission Rate	
CZ	00.00	00.00	00.00	00.00	Non Commissionable	
IP	00.00	00.00	00.00	00.00	Guest pays ALL charges	
OA	65.00	65.00	00.00	00.00	Default Owner Rates	
OB	50.00	00.00	00.00	00.00	50/50 Owner Split	
OC	75.00	00.00	00.00	00.00	75% Owner Split	
TA	07.00	07.00	00.00	00.00	7% Tax Rate	
TA01	5	2	0	0	Standard - Category 01	
TA99	0	0	0	0	Standard - Category 99	
TZ	00.00	00.00	00.00	00.00	Tax Exempt Rate	
TZ01	0	0	0	0	Tax Exempt - Category 01	
TZ99	0	0	0	0	Tax Exempt - Category 99	

Sub Record Enter Select Esc Exit F6 Notes

F1 Help F2 Prt F3 F4 F5

RDPDOS * UPDATE TABLFILE.DAT * 119

Sun, Mar 1, 1998 Shift 1 Login USER Resort 02 - Condo-Hotel
 12:51 PM RDP090 12.02 (00515)

Table C7 Rate Codes - Tax, Comm., Owner, Etc. 03 02 41 24

Sub-record Number OA

(1)-Percent of Room Charge	65.00
(2)-Percent of Charge #1	65.00
(3)-Percent of Charge #2	00.00
(4)-Percent of Security Deposit	00.00
(5)-Description	Default Owner Rates
(6)-Override B2 Tax only (Y/N)	
(7)-Look Qualifier C/G/O/T	0
(8)-Ignore Tax Code in Room Master	
(9)-Transfer Group Portion at Check-out (Y/N)	
(10)-% of Tax to Room Tax (Hawaii)	
(11)-GL Code	
(12)-Flat TA Commission	

File, Delete, Exit or field number

F1 Help F2 Prt F3 Look F4 Usr Hlp F5 Inq F6 Notes

This means Bucket 0 owner would receive 65%

Bucket 1 would receive 65%

Bucket 2 would receive 0%

BV table signifies what owners are receiving for each owner pay code in buckets 3 through B

* UPDATE TABLFILE.DAT * 119
 Sun, Mar 1, 1998 Shift 1 Login USER Resort 02 - Condo-Hotel
 12:53 PM RDP090 12.02 (00515)
 Table BV C7 Extension for Charges 3,4,5,6 & 7
 RDP Sub-Record Listing

Sub Record	1	2	3	4	5	6
CA	10	5	5	0	0	
CB	5	5	0	0	0	
CC	15	10	10	5	5	
CD	20	10	5	0	0	
CZ	0	0	0	0	0	
GA	100	0	0	0	0	
GB	100	100	100	100	100	
GC	0	100	100	100	100	
OA	65	65	0	0	0	
OB	50	50	0	0	0	
OC	75	75	0	0	0	
TA	7	0	0	0	0	
TA01	7	0	0	0	0	

Sub Record Enter Select Esc Exit F6 Notes
 F1 Help F2 Prt F3 F4 F5

When clicking into each Owner pay code percents applied to owner revenue for each bucket will be listed.

* UPDATE TABLFILE.DAT * 119
 Sun, Mar 1, 1998 Shift 1 Login USER Resort 02 - Condo-Hotel
 12:54 PM RDP090 12.02 (00515)
 Table BV C7 Extension for Charges 3,4,5,6 & 7
 Sub-record Number CA

(1)-Percent of Charge #3	10
(2)-Percent of Charge #4	5
(3)-Percent of Charge #5	5
(4)-Percent of Charge #6	0
(5)-Percent of Charge #7	0

File, Delete, Exit or field number
 F1 Help F2 Prt F3 Look F4 Usr Hlp F5 Inq F6 Notes

Charge fields are buckets but actual bucket number for charge fields are as follows -

Charge #3 = Bucket 4

Charge #4 = Bucket 5

Charge #5 = Bucket 6

Charge #6 = Bucket A

Charge #7 = Bucket B

Above shows percents that are going to the owner for the additional buckets in RDPWin ONLY.

See the [RDP-DOS Tab](#) for details on restrictions in the RDP system when using buckets 4,5,6, A & B

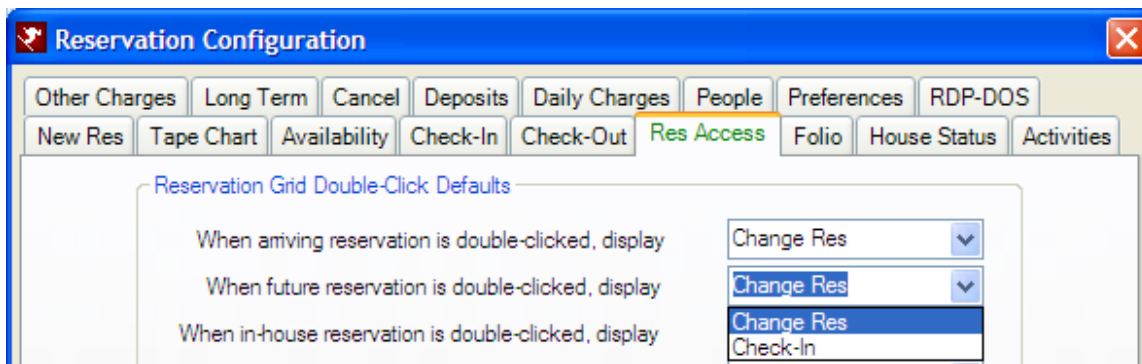
Reservation Access Tab

This tab allows the user to specify particular double click functionality on the reservations grid.

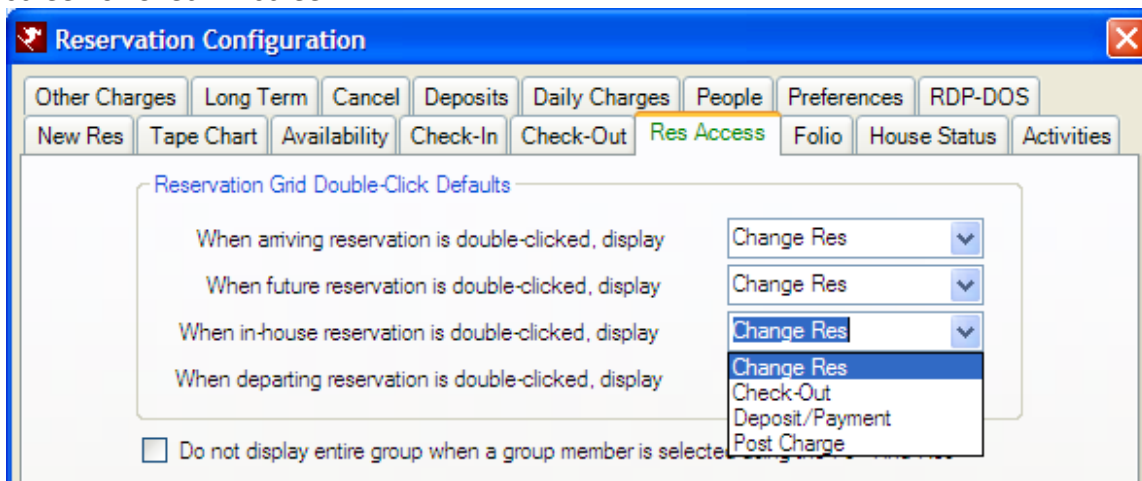
Reservation Grid Double-Click Defaults



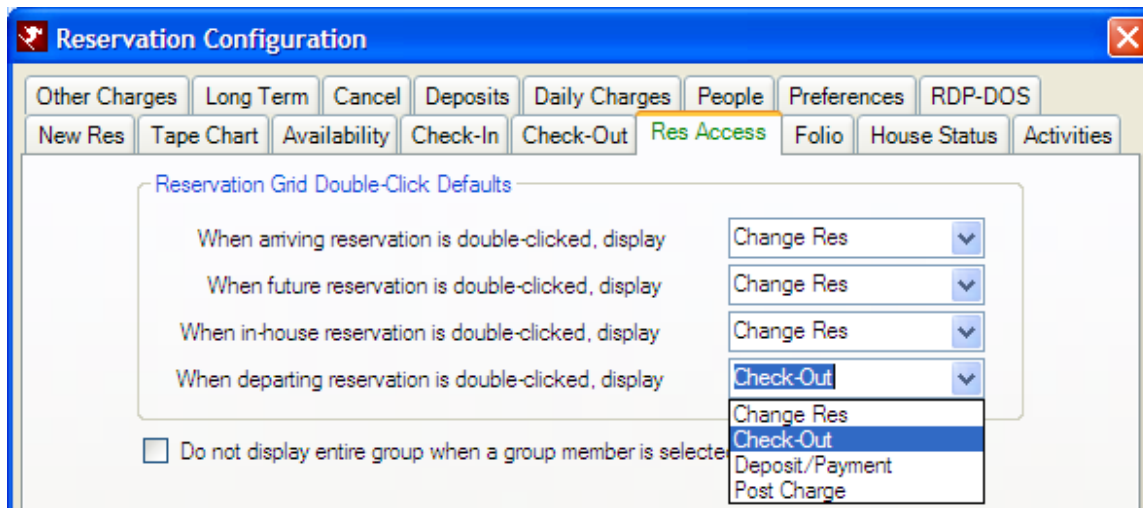
In the reservations grid when double clicking an arriving reservation you change choose for the system to move to the Change Res or Check-in screen.



When double clicking on a future reservation you can choose to be taken to the Change Res screen or Check-in screen.



When double clicking on an in-house reservation you can choose to go to the Change Res screen, Checkout screen, Deposit/Payment screen or Post Charge screen.



When double clicking on a departing reservation you can select for the system to move to the Check-out screen, Deposit/Payment screen or Post Charge screen.

Long Term Tab

The long term tab allows configuration for properties that do long term rentals i.e. RDP's definition of Long Term rentals are those that are more than 30days.

Standard Long Term Specific Settings

Day of month next month's rent is considered due – allows you to set the date of the month when the system will consider rent to be due on e.g. the example below would be the 15th.

Use first month's rent as deposit amount radio button if checked allows you use first month's rent as deposit then set the number of days the deposit is due from a particular date options include Today's date or Arrival Date.

Default tax - the default tax type for long term rentals may also be configured

The screenshot shows a software window titled "Reservation Configuration" with a blue title bar and a close button (X) in the top right corner. The window contains several tabs: "Tape Chart", "Availability", "Check-In", "Check-Out", "Res Access", "Folio", "House Status", "Activities", "Other Charges", "Long Term" (selected), "Cancel", "Deposits", "Daily Charges", "People", "Preferences", "RDP-DOS", and "New Res".

Under the "Long Term" tab, there are two main sections:

- Standard Long Term Specific Settings:**
 - "Day of month next month's rent is considered due" is set to 15.
 - The checkbox "Use first month's rent as deposit amount" is checked.
 - "Deposit due" is set to 5 days from "Today's" date.
 - "Default Tax" is set to "TZ - Tax Exempt Rate".
- Other Long Term Settings:**
 - There are two unchecked checkboxes: "Prompt for starting date when folios are printed (419-12)" and "Allow room move for long term reservations (419-11)".
 - "Default the tax to TZ for reservations greater than or equal to" is set to 0 days (C1LTTax).

At the bottom of the window, there are five buttons: "Save & Close", "Save", "Reset", "Close", and "Help".

Other Long Term Settings

Prompt for starting date when folios are printed (switch 419.12) – If this radio icon is checked you will be prompted for a starting date when printing folios.

Allow room move for long term reservations (switch 419-11) – if checked users will be allowed to move rooms for long term reservations.

Default the tax to TZ for reservations greater than or equal to X days (Switch C1LTTax) – this setting will allow users to set the number of days after which time a long term reservation will have a tax exempt status.