



HLS Holiday Manager Software Help sheet

Headers Setup

Last Updated: 31st July 2013

HLS Solutions Limited
The Astrolabe,
Cheddar Business Park,
Cheddar, Somerset BS27 3EB

t: 0845 388 8635
e: info@hls-solutions.com
w: www.hls-solutions.com

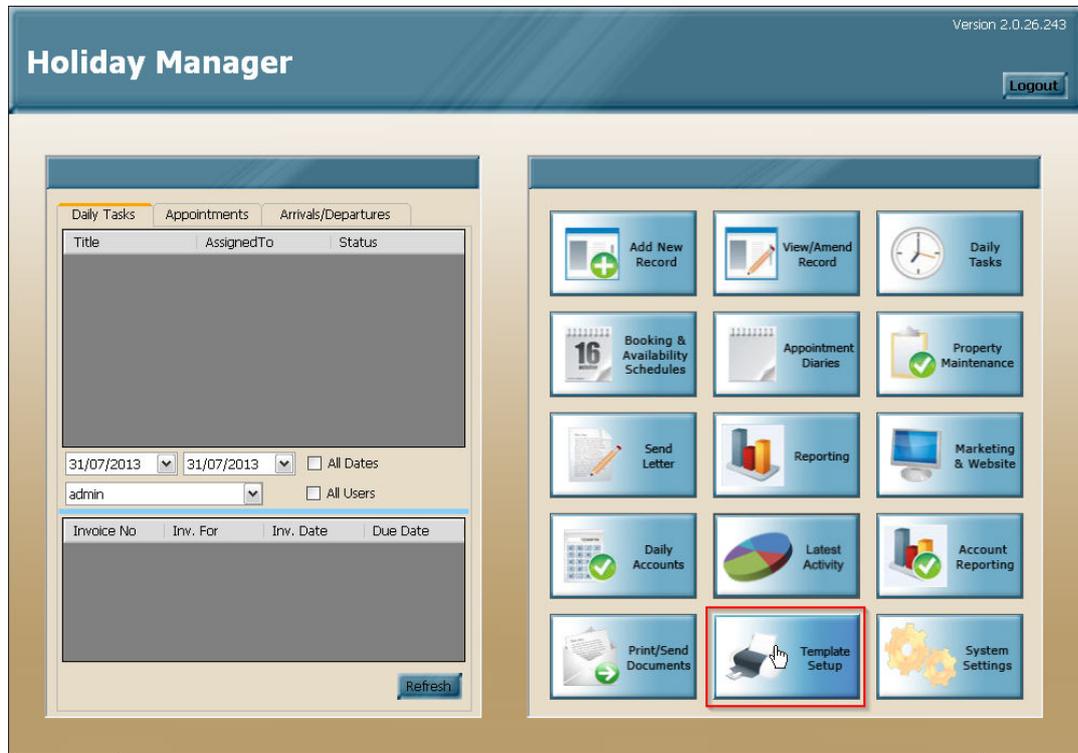
Specialists in software,
website and design solutions
for the holiday letting industry

HLS Solutions Limited
Registered in England and Wales
No. 07104476

Adding a Header

To set up your headers, footers or body images, for use on accounts forms, documents and emails, you first need to create the template via the template setup section.

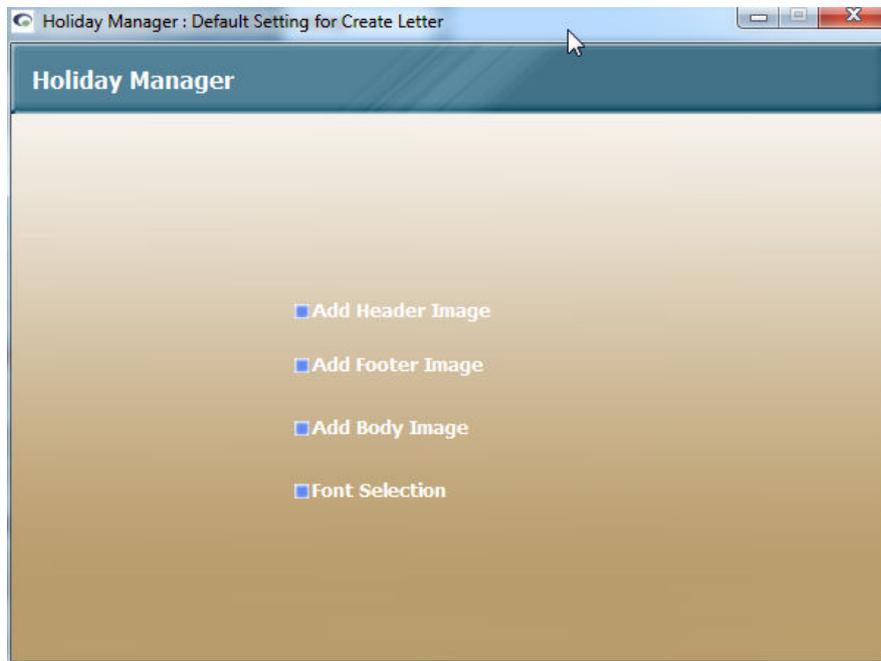
From the main screen, click on the Template Setup button on the main screen.



Click the Default Setting option to access your documentation settings



From here you have the option to add a Header, a footer or a Body Image (watermark).



You can add as many different headers, footers and body images as required, for different uses. This can be an email footer, a letter header, or an accounts document header etc.

To add a Header onto your accounts documents, go into the System Settings and click on the Invoice Type tab

The screenshot displays the 'Holiday Manager' software interface, specifically the 'System Settings' section under the 'Invoice Type' tab. The interface is organized into several sections:

- Accounts Documentation:** This section is divided into four sub-sections, each for a different document type: Invoice, Booking, Receipt, and Statement. Each sub-section contains:
 - Layout:** A dropdown menu to select a layout.
 - Watermark:** A checkbox to enable or disable a watermark.
 - Header Logo:** A checkbox to enable or disable a header logo.
 - Footer Logo:** A checkbox to enable or disable a footer logo.
 - Pages:** A dropdown menu to select the number of pages.
 - Preview:** A button to preview the document layout.
- Invoice Type:** This section contains a large text area labeled 'Description' for defining the invoice type.
- Bottom Right:** Three buttons labeled 'Add Type', 'Close', and 'Save'.

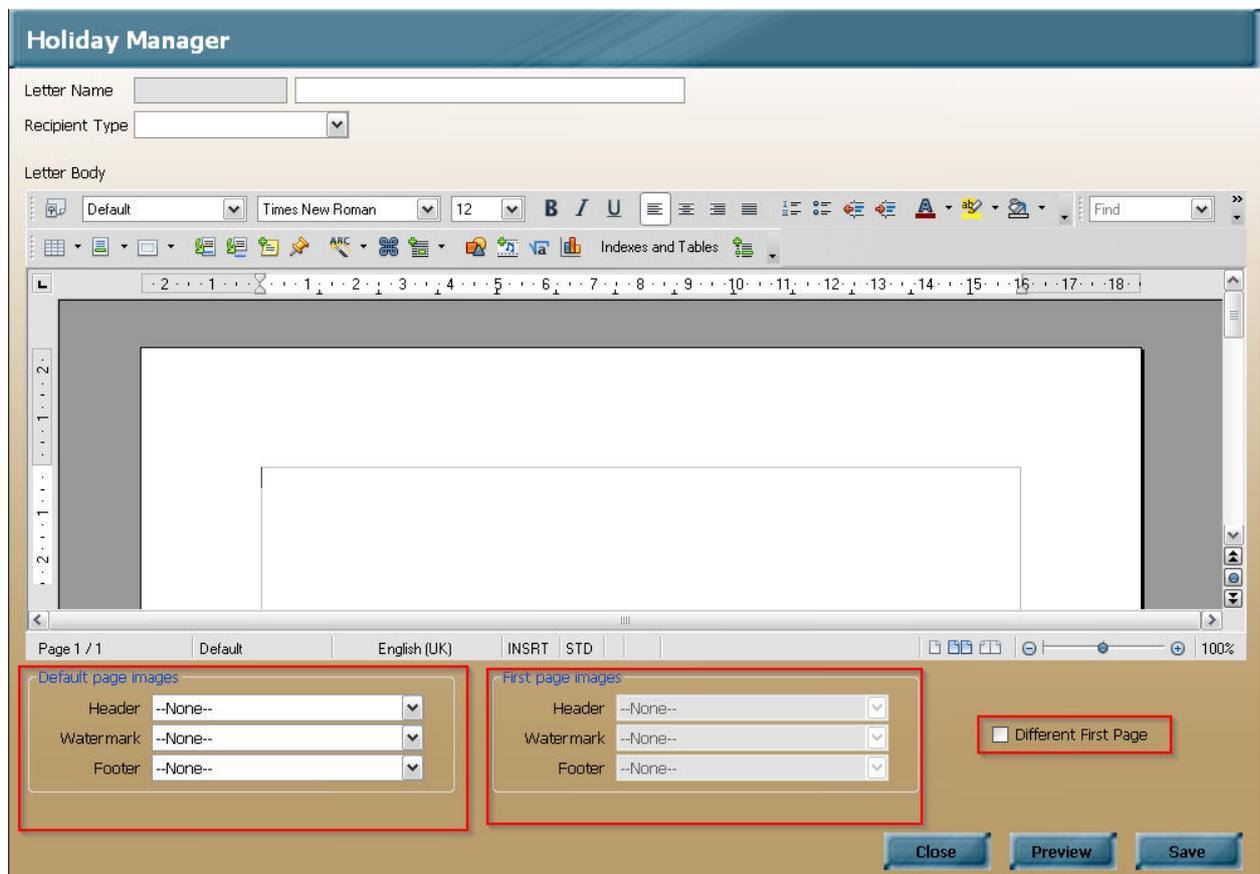
From here you can select either the default layout, which will use a watermark as a full page image behind your accounts document, or the Header/Footer layout, which will allow you to specify a Header and/or a Footer for this form. You can set up the same or different headers for the Invoice, Receipt and Statement layout as required.

To link a header with an accounts form, click on the relevant tick box, then select the image you wish to use from the drop down menu.

Letters

Using Headers, Footers and body images on letters is very straightforward.

An option to add a header, Body Image and Footer image will appear on all letters, click to activate this, and select the relevant image from the dropdown menu. Once saved, your settings will be remembered for these letters from then on.



You also have the option to set a different first page. Once this is ticked, it enables you to have different headers on the first page to the rest of the document.