HLS Solutions Ltd
Update Notes

Version 2.0.28

Last Updated – 23rd April 2014

Version Summary

Welcome to the latest version of the HLS Holiday Manager software. Below you will find information on the changes that have been introduced for the latest release of the program, version **2.0.28**.

Version 2.0.28 is a major release and includes a significant number of new features and changes to the current functionality.

The main features included in this version are:

- New "Arrivals/Departures" report
- New "Booking Extras" report
- New booking report for owners
- Select groups of records from the reporting section
- Additional description fields for website upload
- Ability to take a backup of critical data direct from the system
- Ability to add a sort order to property images
- Latitude and Longitude location values
- Ability to duplicate a price tariff
- Delete option to remove Price Bands
- Option to remove a document from property screen
- Ability to change a booking source after a booking has been made
- Changes to the preview screen when editing a booking
- Adding notes after the deposit return option is selected
- Additional information appearing on Availability Calendar
- Option to import and overwrite booking information from website
- Property descriptions and the use of apostrophes
- Displayed information on the Daily Accounts screen
- System Event reminders

1. New Arrivals/Departures Report

As part of our ongoing plans to enhance the reports section of the software, in version 28, we have incorporated a number of new reports. The first of these is a new Arrivals and Departures report.

The purpose of the new Arrivals and Departures report is to provide a much more simplified version of the existing booking report, which contains a number of financial details.

We therefore have introduced this much more straightforward report, which will produce details of bookings within a specified date range. It includes details of the number in the party and the breakdown, along with any Agent Notes made for each booking and the current booking status.

As usual, the report can be formatted further by using the Format Report option at the bottom of the screen.

2. New "Booking Extras" report

To supplement the extras report available in the accounts report, we have introduced an additional extras report in the general reporting section.

Additional functionality for this report also allows the selection of any combination of extras which will control the report filters. There is also the option to filter by property if required.

Holiday Manager

Specify Additional Criteria: ☑ Extras List ☑ Bath Mat ☐ Bath Sheets ☑ Bath towels ☑ Bedding   Property [Church View ▾]   Include cancelled bookings ☐   [Refresh]

Select	Date	HMaker Name	Extra Name	Extra Description	Unit Price	Quantity	Amount	Status	Booking RefNo	Booking From	Booking To
☑	06/12/2010	Mr John Sam...	Deposit	Refundable re...	100.00	1.00	100.00	Provisional B...	B2010/00...	24/07/2...	31/07/2
☑	06/12/2010	Mr John Sam...	Booking Cha...	Booking charge	20.00	1.00	20.00	Provisional B...	B2010/00...	24/07/2...	31/07/2
☑	06/12/2010	Ms Zoe Baker	Booking Cha...	Booking charge	20.00	1.00	20.00	Provisional B...	B2010/00...	12/02/2...	19/02/2
☑	06/12/2010	Ms Zoe Baker	Large Hamper	Welcome Ham...	75.00	1.00	75.00	Provisional B...	B2010/00...	12/02/2...	19/02/2
☑	06/12/2010	Ms Zoe Baker	Deposit	Refundable re...	100.00	1.00	100.00	Provisional B...	B2010/00...	12/02/2...	19/02/2
☑	09/12/2010	Ms Zoe Baker	Deposit	Refundable re...	100.00	1.00	100.00	Provisional B...	B2010/00...	02/01/2...	09/01/2
☑	09/12/2010	Ms Zoe Baker	Large Hamper	Welcome Ham...	75.00	1.00	75.00	Provisional B...	B2010/00...	02/01/2...	09/01/2
☑	09/12/2010	Ms Zoe Baker	Booking Cha...	Booking charge	20.00	1.00	20.00	Provisional B...	B2010/00...	02/01/2...	09/01/2
☑	30/12/2010	Mr John Sam...	Booking Cha...	Booking charge	20.00	1.00	20.00	Provisional B...	B2010/00...	19/02/2...	26/02/2
☑	30/12/2010	Mr John Sam...	Deposit	Refundable re...	100.00	1.00	100.00	Provisional B...	B2010/00...	19/02/2...	26/02/2
☑	30/12/2010	Mr John Sam...	Deposit	Refundable re...	100.00	1.00	100.00	Provisional B...	B2010/00...	25/02/2...	04/03/2
☑	30/12/2010	Mr John Sam...	Booking Cha...	Booking charge	20.00	1.00	20.00	Provisional B...	B2010/00...	25/02/2...	04/03/2

[Select All] [Deselect All]

Generate letter ☐ [▾]   [Queue]
Generate SMS ☐ [▾]
Add Task ☐ [   ]   Assign to [▾]
Priority [▾]   Add reminder [▾] ☐ Add

[Send Sms] [Format Report] [Close] [Export] [Print] [Send]

3. New booking report for owners

Holiday Manager

Specify Additional Criteria: ☐   Property [▾]   Include cancelled bookings ☐   [Refresh]

Select	Property Title	Booking RefNo	Booking From	Booking To	Total InParty	Adults	Children	Infants	Ow Not
☑		B2014/0010	12/04/2014	19/04/2014	5	2	2	1	
☑		U2014/0001	10/05/2014	24/05/2014					own
☑		B2014/0006	31/05/2014	07/06/2014					
☑		B2014/0007	07/06/2014	14/06/2014					
☑		B2014/0005	14/06/2014	21/06/2014					
☑		B2014/0008	16/08/2014	23/08/2014	6	3	3		
☑		B2014/0009	06/09/2014	13/09/2014					
☑		B2011/0027	16/04/2011	23/04/2011					
☑		B2011/0024	23/04/2011	30/04/2011					
☑		B2011/0073	15/10/2011	22/10/2011	8	4	2	2	

[Select All] [Deselect All]

Generate letter ☐ [▾]   [Queue]
Generate SMS ☐ [▾]
Add Task ☐ [   ]   Assign to [▾]
Priority [▾]   Add reminder [▾] ☐ Add

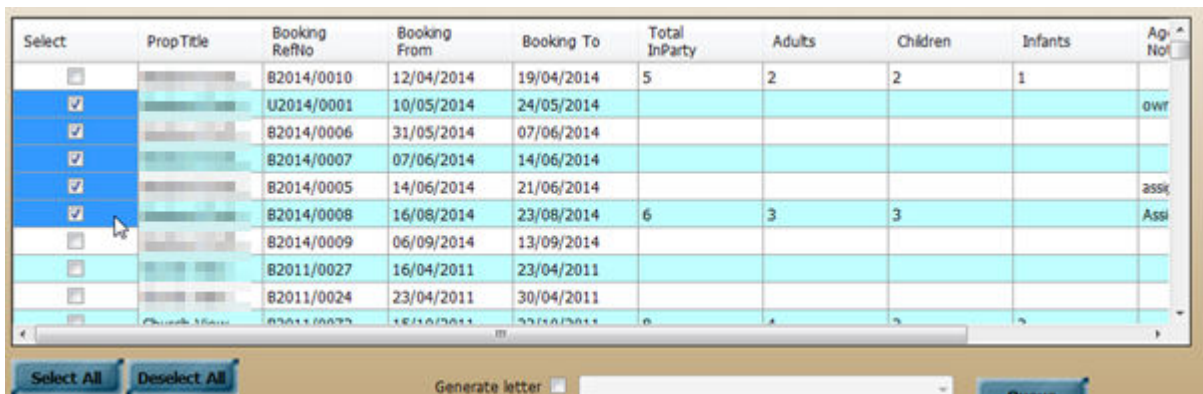[Send Sms] [Format Report] [Close] [Export] [Print] [Send]

The other new report we have created in this version is a new booking report that is designed to be produced for owners. This is similar to the Arrivals and Departures report, with the main difference being the inclusion the Owner notes rather than the internal Agent Notes.

4. Select groups of records from reporting

With all our new reports, and indeed our existing reports, we now have the option to select batches of records, rather than having to select or deselect each one individually.

To do this click on the first record you want to select, hold down the shift key and click on the last one in the sequence. This will add a tick in the box for all of the highlighted records.

This allows you to select a batch of records for printing, exporting, or for generating a letter/event. Only the records that have the select box ticked will appear on any printed or exported report.


This does not affect the current functionality where users can highlight a batch of fields and use Control + V to copy information for use in Microsoft Excel or another similar program.

5. Additional description fields for website upload

In this version we have incorporated a number of new options in readiness for the launch of our holiday letting portal, www.holidaylettingfinder.com. More details about this will be released in due course, but you will see a number of references to this in the new version.

On the property screen, we now have an additional tab called Web, which is located at the top of the property screen:
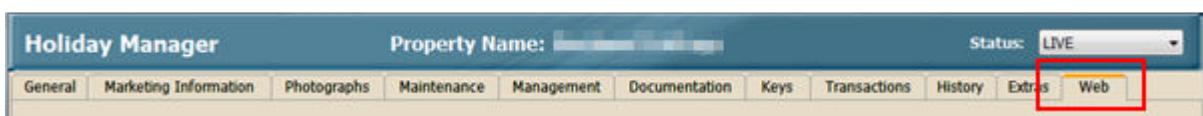
Clicking this tab will bring up a whole new section containing additional upload fields for the property for the Holiday Letting Finder portal. In addition, at the bottom of this screen, is also included a

number of free description fields, which can be used for any purpose simply as extra generic notes fields.

Predominantly we are expecting this to be used by our web customers to upload additional information to their websites; however we have allocated additional merge codes for all of these fields, which will enable them to be used within the program for letters and emails.

The Additional Web Description fields also include a tick box to identify if these fields contain HTML, which again can be very useful when uploading to websites.

The new merge codes for this feature are:

#p_propweb01
#p_propweb02
#p_propweb03
#p_propweb04
#p_propweb05

#p_propweb06
#p_propweb07
#p_propweb08
#p_propweb09
#p_propweb10
#p_addbookingnotes
#p_shortdesc
#p_mainpropdesc

6. Ability to take a backup of critical data direct from the system

Maintaining an up to date backup of your data should be an essential part of your business routines, however it is very easy for this to be overlooked. In most cases, you will never need to access a copy of your backup, as this will only really be needed in the event of a major computer failure, or similar catastrophic business event. However, if something does happen, it is absolutely critical that you have a backup available with all of your business information.

To maintain the system, there are two types of data you need to backup:

1. Information contained within the database
2. The HPL_Files folder

1. The database information is contained within a Microsoft SQL database. The information contained here, is all of the information you see within the software. This includes all of the history information, plus all your owner information, property information, booking information etc.

   To take a backup of this information, you can either use the Database Configurator tool, or use the new Backup option within the software.

2. The HPL_Files folder contains all of the external documents that you have created or linked to from within the program.

   This includes property photographs, letters, emails, linked documents, statements and other accounts documents.

   The location of this folder can be specified within the System Settings. On a network, this would be a shared location that is visible from all machines that use the software. This often would be a server or a machine that acts as a server, which would normally be backup up as part of your standard business routines. If in any doubt please consult the IT company that provides technical support for your computers.

To access the new Backup option, click on the System Settings button, and then click on the General Settings tab:
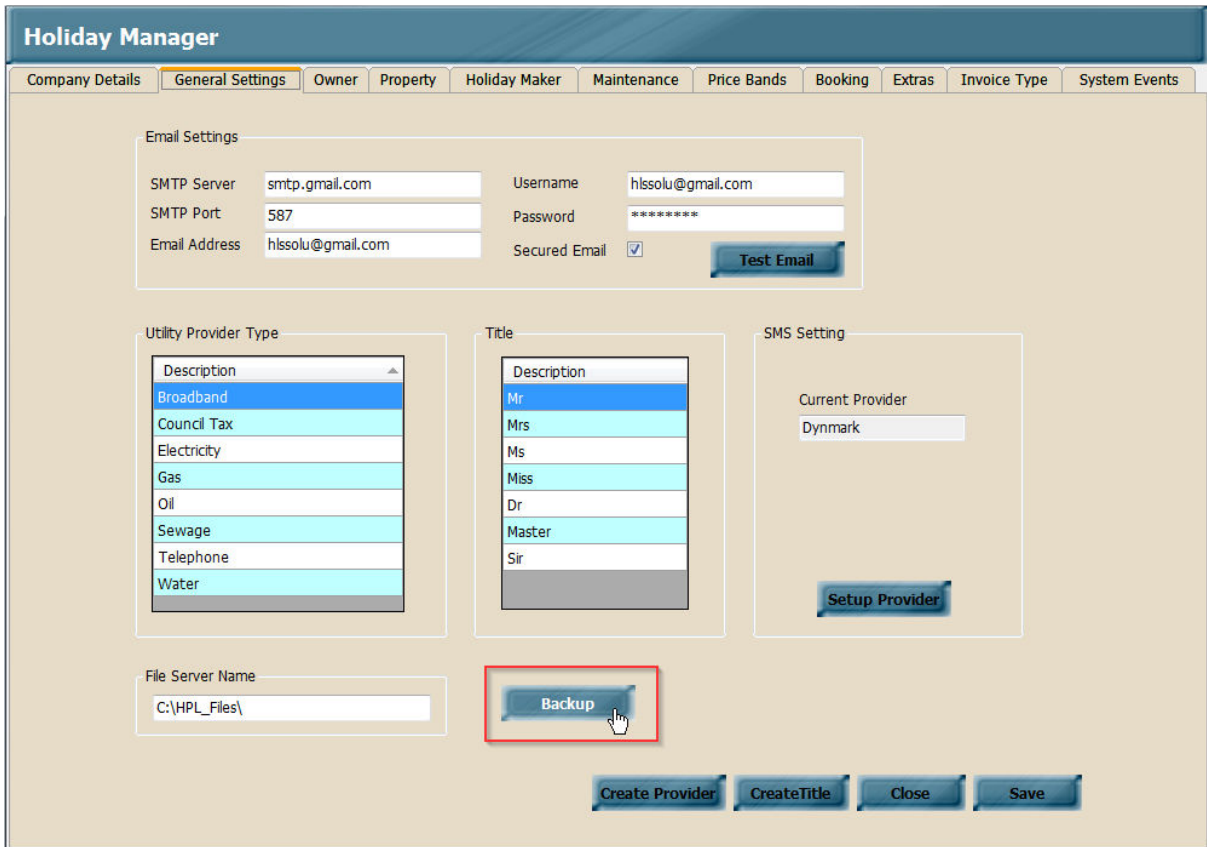
You will see the new Backup button towards the bottom of the screen, next to the location of your HPL_Files folder.

Clicking on the Backup button will immediately start the backup and bring up a prompt asking where you wish to save the backup and what you want to call this file.
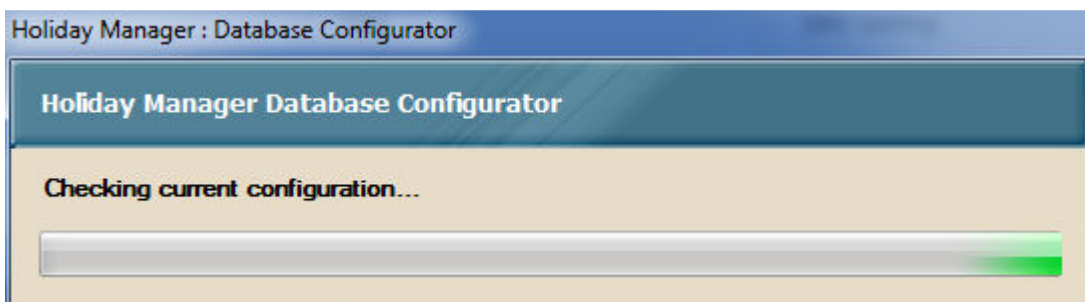
7. Ability to add a sort order to property images

When uploading property images to a website, we have now introduced an Image Order column. This provides an additional column which can be used to specify which order the images should appear on the website.
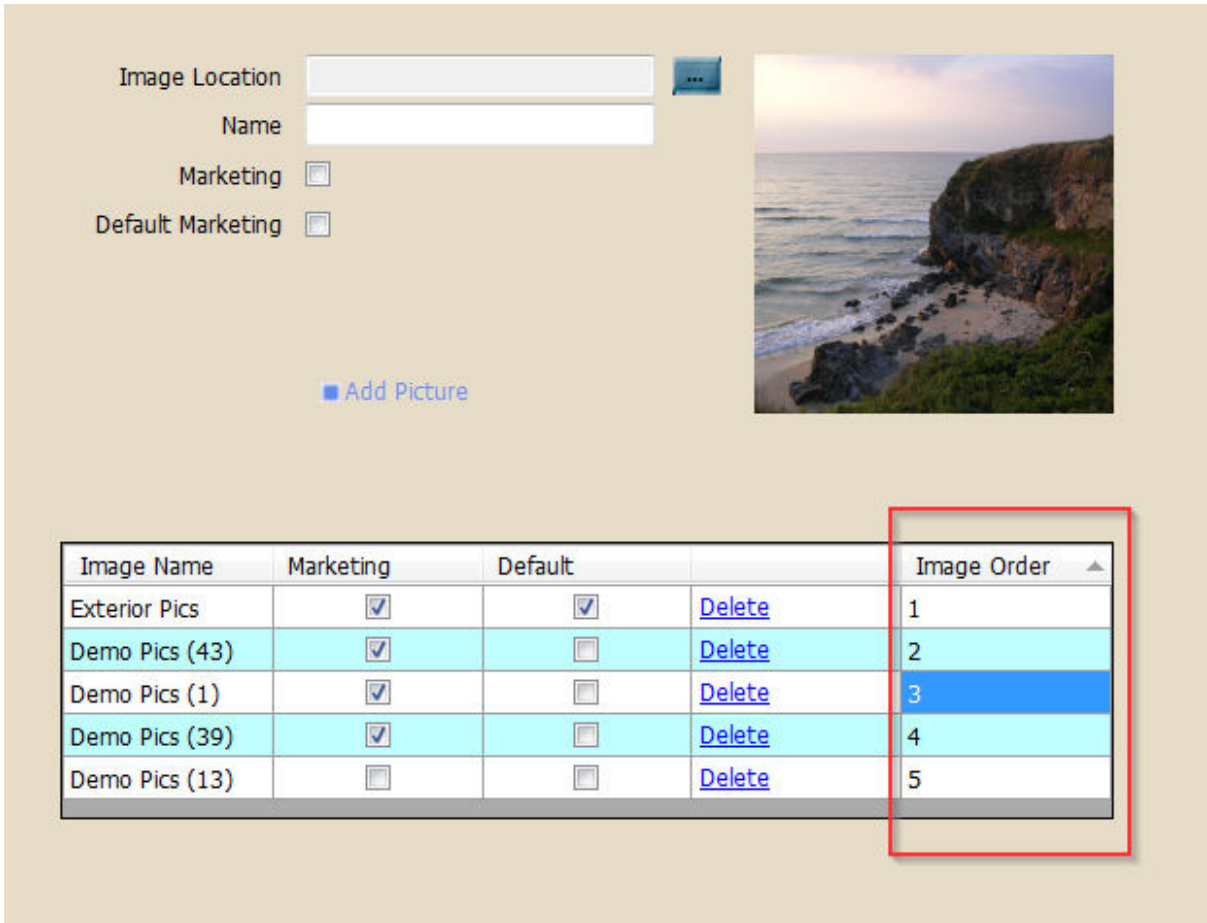
For existing customers who have a website with us, please let us know if this is something you would be interested in using on your current website and we will be happy to provide a quotation to incorporate this functionality into your site.

8. Latitude and Longitude location values

Another new function for this version, which is predominantly aimed at web customers, is the ability to specify a Latitude and Longitude value for each property.

This functionality is especially useful where the property postcode covers a large area and the property is not situated at the centre of this postcode location. The exact location can be specified by looking up the latitude and longitude values and pinpointing the position exactly.

There are a number of websites which can provide this information, such as http://www.latlong.net/. This site will allow you search for a postcode, then put your mouse over the correct property location and provide you with the correct Latitude and Longitude values at this position.

To enter the values, we have introduced a new push pin icon next to the Post Code field on the property screen. Clicking on the icon will open a new box where you can add in the relevant values.

Please note these values should be entered in a decimal format, rather than degrees and minutes.

9. Ability to duplicate a price tariff

Adding a new price tariff can be very time consuming, and we have therefore introduced a great new feature that allows you to duplicate an existing similar tariff and edit, rather than enter everything from scratch!

To duplicate an existing tariff, click on the Price Bands tab in the System Settings. You will now see a Duplicate link to the side of all of the price bands that you have set up:

Clicking on the Duplicate link will open up a new pop up asking you to specify the new Band Name.

Choose your new Band Name and click Ok and the system will confirm this has been created.

Your new Price Band will appear on the list as a direct copy of your existing Price Band, complete with all prices and time periods.

This can be edited in the normal way, by simply clicking on the new Price Band.

10.   Delete option to remove Price Bands

In addition to duplicating Price Bands, we can also remove any unwanted Price Bands from the system.

Simply click on the delete link next to the surplus Price Band and it will be removed.

In order to ensure that Price Bands which are already associated with a property are not deleted, we have built in security that will only allow you to remove any Price Bands that have no property links:


The tariff is currently in use with the following properties: The Lodge

11.   Option to remove a document from property screen

A similar function has been incorporated on the property information screen, which now allows you to remove linked documents from a property which are no longer required.

On the Property Screen under the Documentation tab, you can view any documents that you have linked to this property. There is now a new Delete option, which will remove this link.

File Name	Notes	
Test Linked Document	Example Inventory Report	Delete
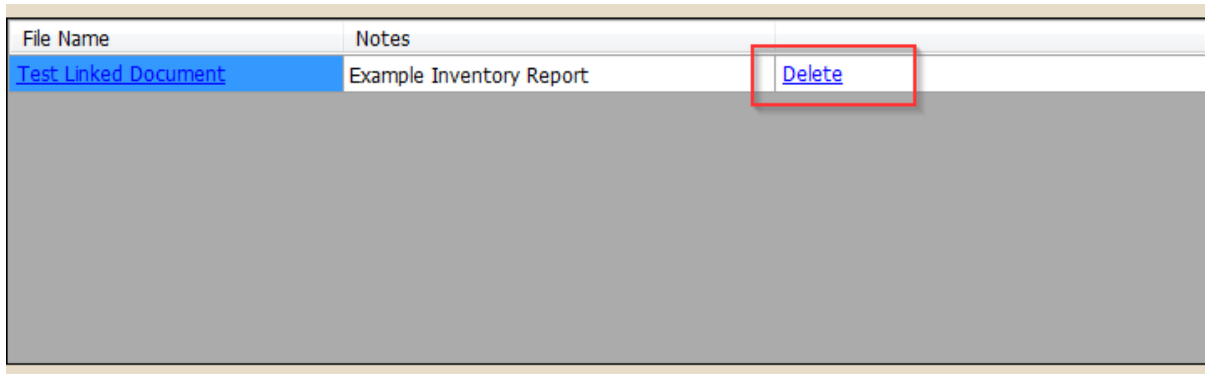
12.   Ability to change a booking source after a booking has been made
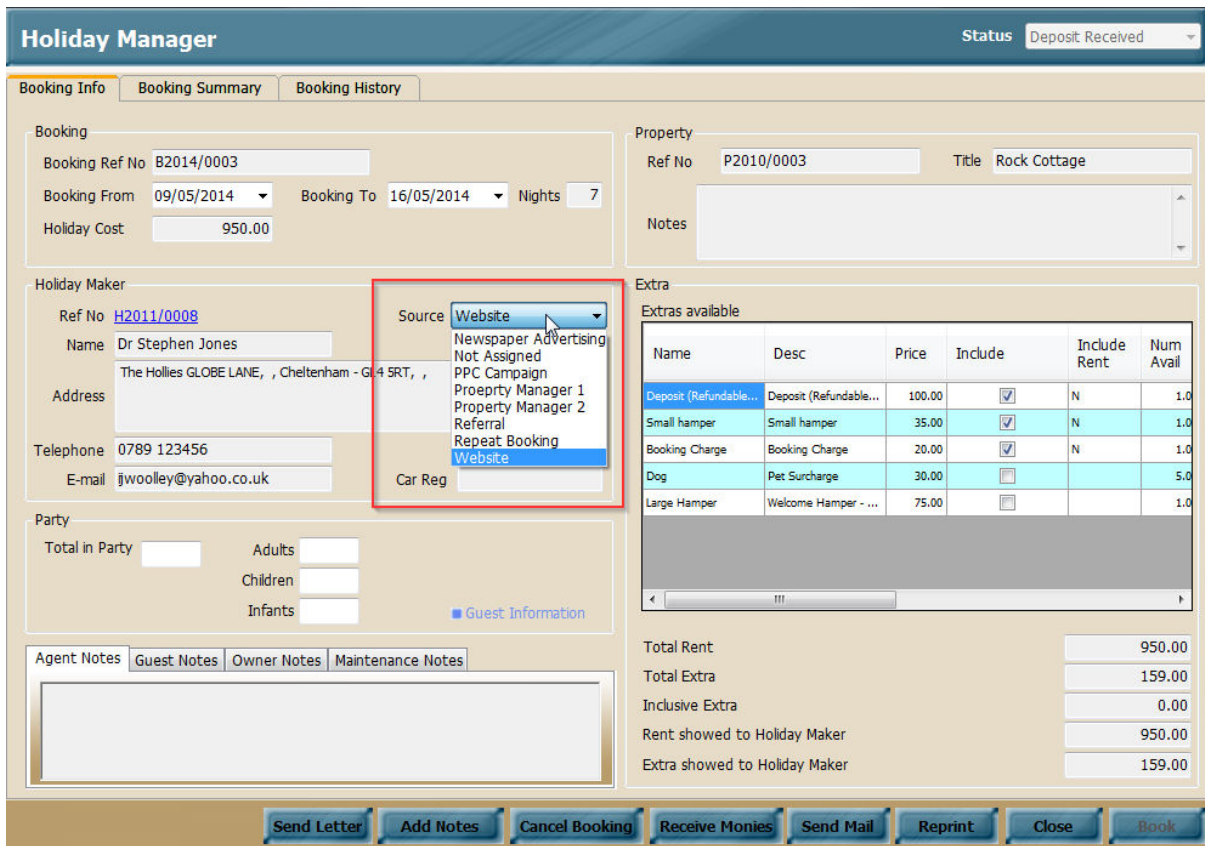
Tracking the source of a booking is an invaluable tool to trace the effectiveness of your advertising and revenue sources.

We currently pick up the Booking Source from the Holidaymaker screen, however you also have the option to override this and specify a new Source at the booking stage. As the Source is included on a number of booking reports, this is an especially useful function. If for some reason this is not recorded at the time of booking, you are now able to go back into the booking and edit the Source, allowing you to constantly and effectively monitor the source of your bookings.

13. Changes to the preview screen when editing a booking

After a booking has been made, there are occasions when a change will need to be made to the booking information. In order to make this as streamlined as possible, we have made some changes to the Reprint and Preview option in cases where a booking has had to be changed. These changes will ensure the documentation produced at any stage of the booking process is constantly revised and updated with any changes you make.


14. Adding notes after the deposit return option is selected

Staying within the booking section, on the Booking History tab we have a Notes field that is completed at the time the Booking is returned. In order to increase the flexibility of this useful notes field, we have now allowed for this section to be completed at any point, even after the stay has been completed and the deposit marked as returned.

15. Additional information appearing on Availability Calendar

The Availability calendar is a particularly useful quick reference for viewing booking information. In order to enhance this functionality, we have introduced an additional line of information for version 28, which allows you to see the booking date and the person who entered the information on the system.
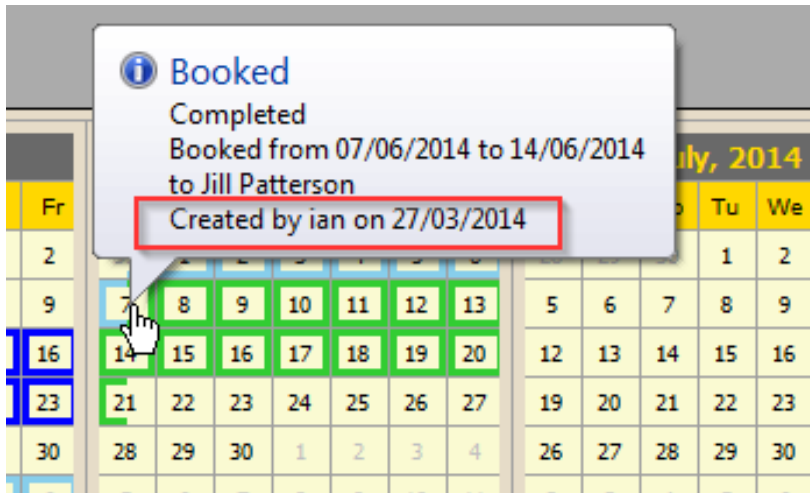
16. Property descriptions and the use of apostrophes

In previous versions of the software, there have been issues where an apostrophe has been used in the property descriptions. From Version 28, this is no longer the case, and apostrophes can now be used in the property descriptions as required.

17. Displayed information on the Daily Accounts screen

For Version 28, we have made a number of changes to the accounts functionality. Whilst a lot of this functionality will be behind the scenes, there are a few things that are noticeable. On the Daily Accounts screen, a number of the screens and columns have been changed to add more pertinent information to be viewed easily.   On the invoices screen for example, you can now view the Booking No. and the Due Date of the invoice. As usual these can be clicked on the column headings to sort.

Invoice No	Booking No.	Invoice Description	Name	Due Date
INV00009	B2014/0004	30% of Holiday Cost...	Ben Hogan	18/04/2014
INV00010	B2014/0004	70% of Holiday Cost...	Ben Hogan	04/06/2014

18.   System Event reminders

The System events within the program can be a massive time saving once configured and set up. However we do appreciate that not all users are ready or want to use this function. From version 28, we have therefore removed the System Event prompt where there are no events configured. This ensures that the message boxes will only appear where required.