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ADDENDUM

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Adding amounts to invoices

If "Print further descriptions" is ticked in Preferences, then sub-totals will be printed next to each item when more than 1 item is selected on the invoice.

Print Options

There are a number of Print Options available when Printing Invoices, such as hiding the Logo*. Use File and Print Options to select:-

- Hide Accommodation value (does not Print the Accommodation if this value is the same as the Deposit amount paid to date - a handy way to only print the extras on the invoice without showing the Accommodation value)
- Without Stock items (does not Print items from Menu that you add when the Calculator is OFF)*
- Without Epos items (does not Print items from connected EPOS till that are listed in "EPOS F9")*
- Print as Estimate (prints "Estimate" rather than "Invoice")

* Option is remembered

Default PDF Printer

Use File and Page Setup on the invoice, to set a default PDF Printer. As a consequence, when you select Checkout a PDF will be created. Use "BullZip PDF" and the invoice will be auto saved, without having to enter a filename. Checkout or "Print to PDF" will automatically use the BullZip auto save to the folder c:\resident pro\BullZip\MONTH+YEAR\ - named with the Arrival Date + Room + Guest Name + Invoice No.

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1.5 Paperless checkin example



If you want to create PDFs from Resident Pro, simply download and install BullZip PDF (it's free!). Use BullZip PDF, and Resident Pro can auto save the PDF to the folder c:\resident pro\bullzip without prompting you for a filename.

Tip: In Setup, Preferences, change your default PDF Printer to BullZip, and on checkout a PDF version of the invoice will be auto saved. Or, selectively use "Print to PDF" on Invoices to auto save the invoice as a PDF in the folder c:\resident pro\bullzip



Save paper

Now that you have an easy way to auto save PDFs, why not ask Guests to sign in on a Tablet device? Rather than Printing Registration Letters on paper, you can output the Registration Letters to PDF - tick "Output to BullZip PDF" on Letters or Print Wizard (see section 2.9) - and send them to your Tablet. Here's how...



1. Either attach the PDFs to an email, to open on your Tablet, or add "Dropbox" to your Tablet and to Windows PC. Dropbox allows you to share PDFs and other files between devices. For more information about Dropbox, visit www.dropbox.com



2. On the Tablet, install Adobe Reader from Google Play (it's free!).

3. With the PDF open on the Tablet (i.e. the Registration letter), and ready to sign, tap the icon that looks like a fountain pen.

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Tammy And Michael Sellars 40	3	4 Victoria Morton 20	5	6 Sharon Holmes 30
7 Pat Tomlinson 60	8 Bethany Walton 10	9 Bethany Walton 8	10 Bethany Walton 8	11	12	13 Amy And Phillip 99
14 Folk Concert 60	15	16	17	18	19 John Adamson 40	20 Mr Flew(2) 90
21	22	23	24	25	26 Beer Fest 100	27 James And Marianne 100
28	29	30	31			

The Function Diary Calendar shows a guest name (if booked) on each day with the total covers. If there is more than 1 booking on a day, then it shows how many bookings in brackets after.

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[Cut & Paste] To change length of stay, or dates, of a booking or of a group - Pop up menu, Edit, Cut [highlight the new dates of the stay on the Chart], Pop up menu, Edit, Paste

Tip: When extending the stay, if the booking is a Special Quote, the user will be prompted to enter an ADDITIONAL amount.

[or Replicate] To replicate the booking to new dates, Cut (as above), then Pop up menu, Edit, Replicate

Tip: The same rooms will be used with this 'Cut & Paste' or 'Cut & Replicate' method

[Output to BullZip PDF]* When printing a Letter or using Print Wizard, select the "Output to BullZip PDF" option to output PDF's to the folder c:\resident pro\BullZip - the PDF filenames will be auto named with the Arrival Date + Room + Guest Name.

*Free BullZip PDF Printer required.

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To obtain more information about the invoice simply double click on the invoice. Further details will appear, which you can edit, and re-print. You can also use the list of Debtors to send your own standard letters, such as Final Demand letters. Use #29 in the Letter design to list the invoices, #30 to show the total due.

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4.6 The General Data Protection Regulation (GDPR)

The Data Protection act says that: **Personal data** processed for any purpose or purposes shall not be **kept** for longer than is necessary for that purpose or those purposes.

You can easily Remove all personal data for any month of your Guest History, without removing the financials and statistics. This option removes all the following data for the archived month: Emails, Telephone Numbers, Tokens, Notes, and the first 3 lines of all the Addresses.

To remove personal data, go to Reception, and click Guest History. Use the Month selector to go back to the month you wish to purge. Select "Edit" and "Remove all personal data".

You can also edit the main Database on Resident Pro, (F2 as a shortcut) - and choose to remove all records on the main Database before a specified date (see Advanced Options).

For example, press F2, select the "Edit" button, select Edit, Maintenance, Show Advanced Options. Enter an arrival date in the 'Discard before' box, and click "Discard oldest records".

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"PostCoder Web" gives you instant access to millions of addresses, using up-to-date address data from Royal Mail, when you need it. It works, quite simply, by allowing you to lookup your customers address from their Postcode. The correct customer address will be instantly retrieved, so you don't have to take risks with your customers.

Postcoder screen has a link to Royal mail website lookup.

Section 6.8. PinPad "Payment Application" integration

Resident Pro works with "Worldpay Total" to allow you to connect a PINPAD to your computer, and seamlessly process card payments, such as Deposits, within Resident Pro, straight into your bank account.

Worldpay's integration package installs a Virtual Terminal on your pc, giving you a PCI Level 1 Payment Application to allow you to take credit and debit card sales seamlessly in Resident Pro.



This service offers Tokenisation, so instead of storing card details on Resident Pro, Tokens will be stored - a token is auto generated when you take a deposit of at least £1. Later, if you wish, you can process deposits and sales against Tokens, without holding the original card details, even after the guest checks out.

You'll need a "Receipt Printer" from Resident Pro Ltd.

Network Options

In many cases one PINPAD is all that is required on the Reception pc where all cards are processed. If you use Resident Pro on several computers you can process card transactions on only those computers with the Worldpay Payment Application / PINPAD. It's up to you how many computers you setup to allow card payments - Worldpay charge 'per terminal'.

Advantages

- Fully integrated with Resident Pro, works on broadband connection – no keying on the PINPAD at checkout, eliminating chances of error.
- Unique "Tokenisation" eliminates the necessity to store card details – a sale or deposit of at least £1 creates a "Token" which is stored on Resident Pro and can be used again to take additional sales (even after checkout!).
- Worldpay conforms to the latest security standard (PCI PA), Point-to-Point Encryption as directed by the PCI Council. The solution is also pre-accredited with all the major card acquirers in UK and Ireland.

- Comprehensive real time reporting down to single till level – easy to reconcile with bank and POS report.
- Faster transaction Processing - authorisation and settlement within 3-5 secs.