



Links Modular Solutions

Version 9.9.7 Release Notes

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Overview

The main changes are reflected in Facility Client Invoicing and Other Purchases Direct Debit. For USA clients it also contains the ability to process credit card payments through Integrated POS, and for Australian clients the ability to use PC-EFTPOS.

You will also notice that Links has a new Icon meaning that when selecting Links from your desktop it will look different to what you were used to seeing in the past.

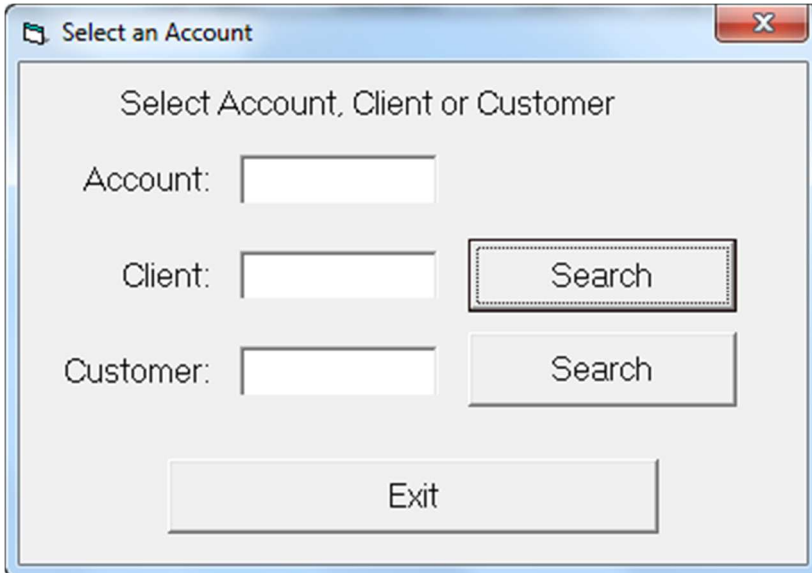
You may see a small number of references to Active Carrot in the new version of Links. Note that these will not affect the daily operation of Links in any way. Please ignore these, until the release of Active Carrot later in 2013.

Installing Notes: It is advisable to un-install your current version of Links before installing a new one. This step is critical if you are upgrading from 9.4. It is also important to note that no upgrades should be performed during a debit period. Please wait until all rejections have been received (3-5 business days after the debit run) before upgrading.

POS Changes

Ability to input Client, Customer and Account IDs on Account Search Screens

The search screens now have the ability to input the ID of the Client, Customer, or Account if you know their ID instead of having to find them through the search screen.



Select an Account

Select Account, Client or Customer

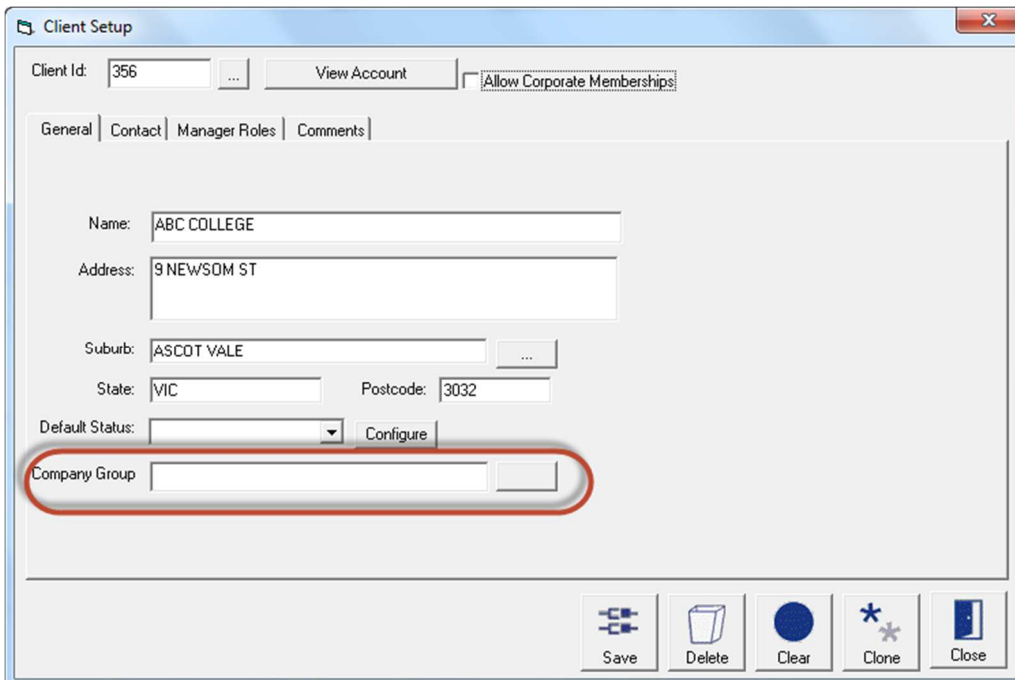
Account:

Client:

Customer:

Company Code and Account Manager for Clients

There is now a field in the client screen called Company Group. This can be used to group several Clients from the same company together in order to filter when searching and reporting.



Client Setup

Client Id: Allow Corporate Memberships

General | Contact | Manager Roles | Comments

Name:

Address:

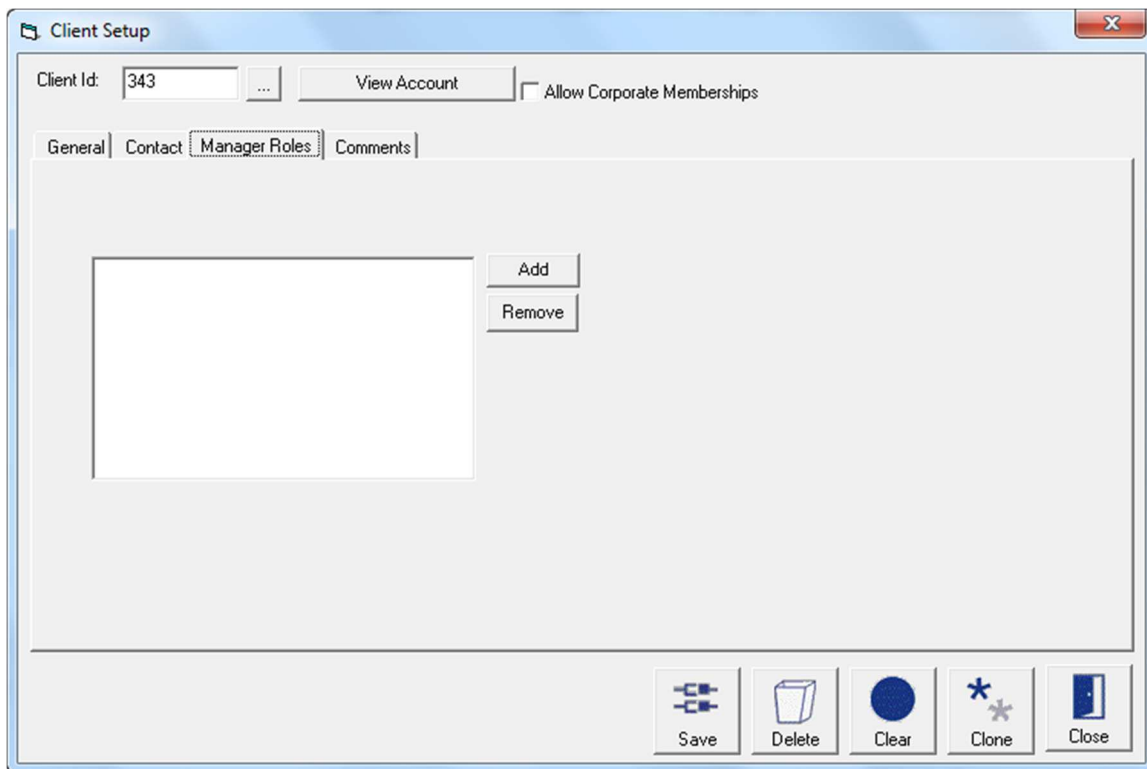
Suburb:

State: Postcode:

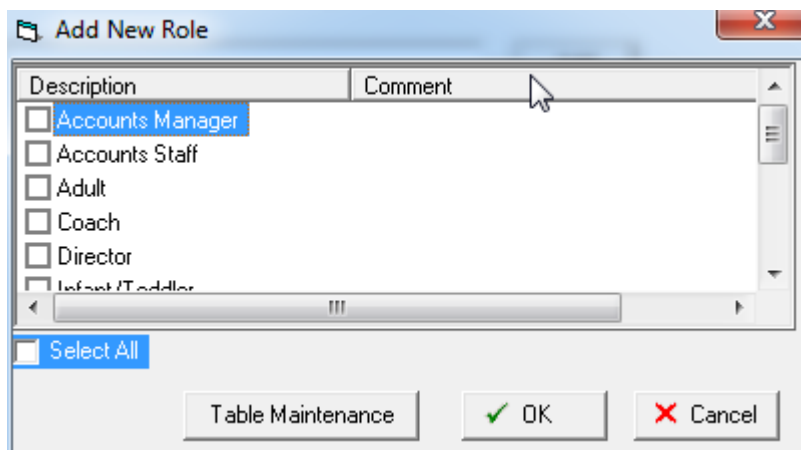
Default Status:

Company Group

The Client screen also now has the ability to add a role or roles to the Client in order for better filtering when searching and reporting.



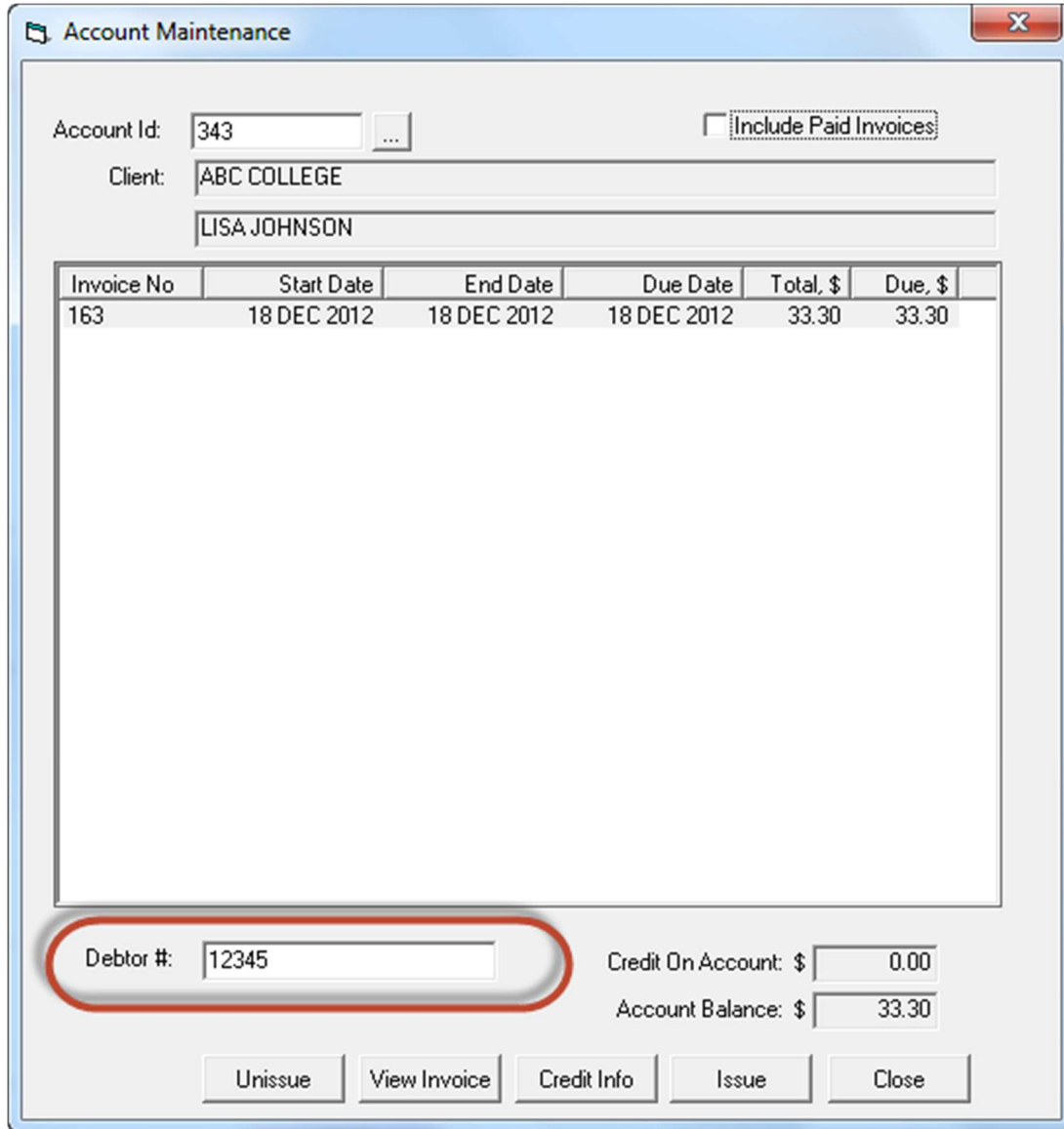
The assigned roles can be seen under the Manager Roles tab.



The user can choose from roles already created or create new ones through the table maintenance button or through Admin> Site> Table Maintenance.

New Debtor Number Field for Account Holders

There is now an extra field in the Account Maintenance screen allowing for users to store the debtor number assigned to an account holder in their accounting software.



The screenshot shows the 'Account Maintenance' window with the following details:

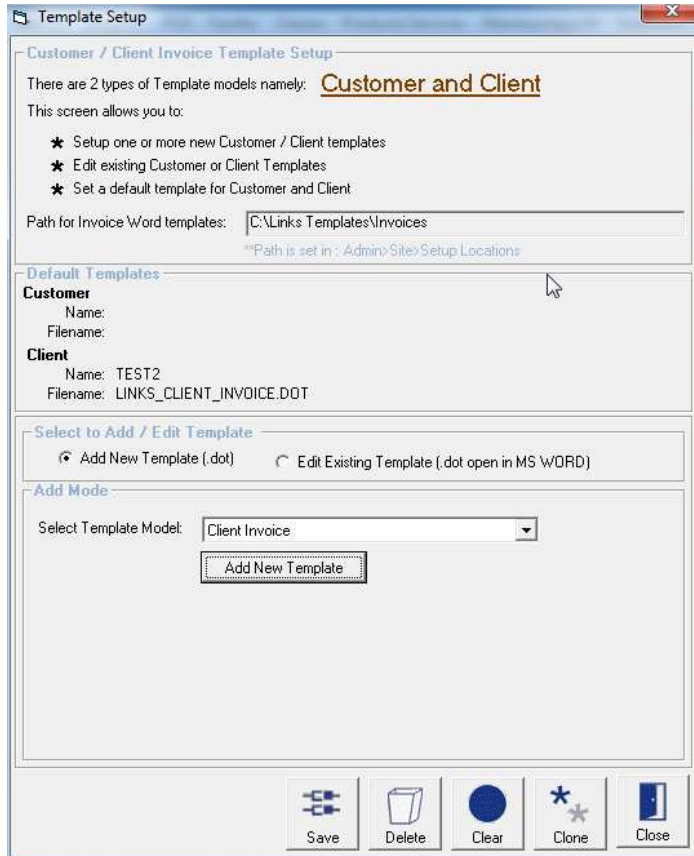
- Account Id: 343
- Client: ABC COLLEGE
- LISA JOHNSON
- Include Paid Invoices:
- Debtor #: 12345 (highlighted with a red oval)
- Credit On Account: \$ 0.00
- Account Balance: \$ 33.30

Invoice No	Start Date	End Date	Due Date	Total, \$	Due, \$
163	18 DEC 2012	18 DEC 2012	18 DEC 2012	33.30	33.30

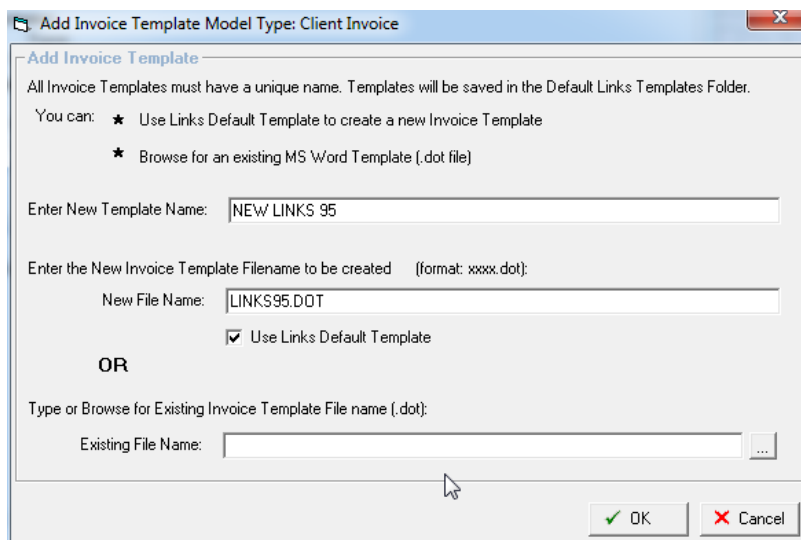
Buttons: Unissue, View Invoice, Credit Info, Issue, Close

Multiple Templates for Invoices

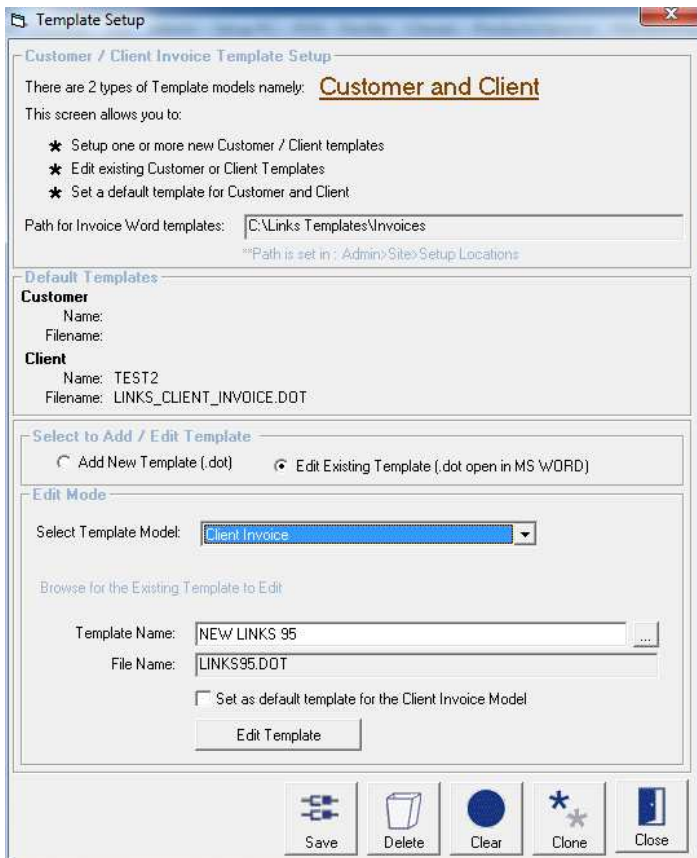
There is now the option to have multiple invoice templates in Links under each of the Client and Customer types.



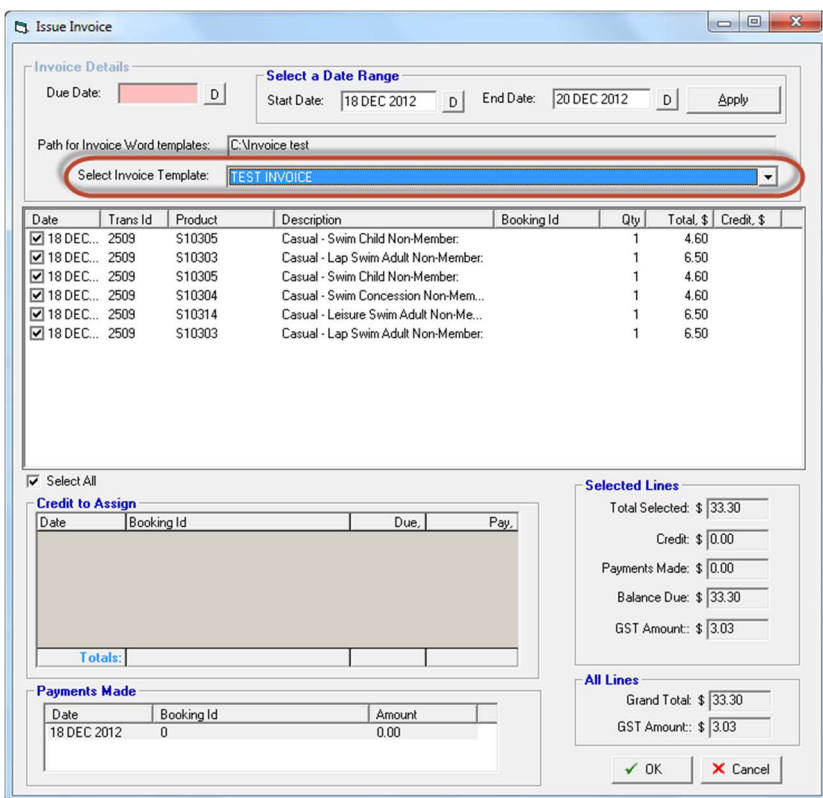
The screen for adding has subsequently changed.



You can add a new template or use an existing base template for modification.



You can edit any of the existing templates through the Edit Template button.



When issuing an invoice a dropdown box is provided to select which template to use for a particular occasion.

New Fields in Account Invoice Template

Two new fields have been to the account invoice template

- Account ID – one time merge field for Invoice header
- Booking ID – repeatable field aligned with Line description etc

{ClientName}
{ClientAddress}
{ClientSuburb} {ClientPostcode}

TAX INVOICE

Invoice Number: #{InvoiceNumber}
Invoice begins on: {InvoiceStartDate}
Invoice ends on: {InvoiceEndDate}
Due Date: {InvoiceDueDate}

Dear {ClientContactName},
 Please pay this invoice within 30 days.

Regards,
Your friendly debt collector.

<u>DATE</u>	<u>PRODUCT</u>	<u>QTY</u>	<u>TOTAL</u>	<u>GST</u>
<u>{ILineTranDate}</u>	<u>{ILineDescription}</u> <u>{ILineMemVPHolderName}</u> <u>{ILineMemVPHolderId}</u>	<u>{ILineQuantity}</u>	<u>{ILineTotal}</u>	<u>{ILineGST}</u>

TOTAL: {InvoiceTotal}

GST: {InvoiceGST}

PAID: {InvoicePaid}

BALANCE DUE:

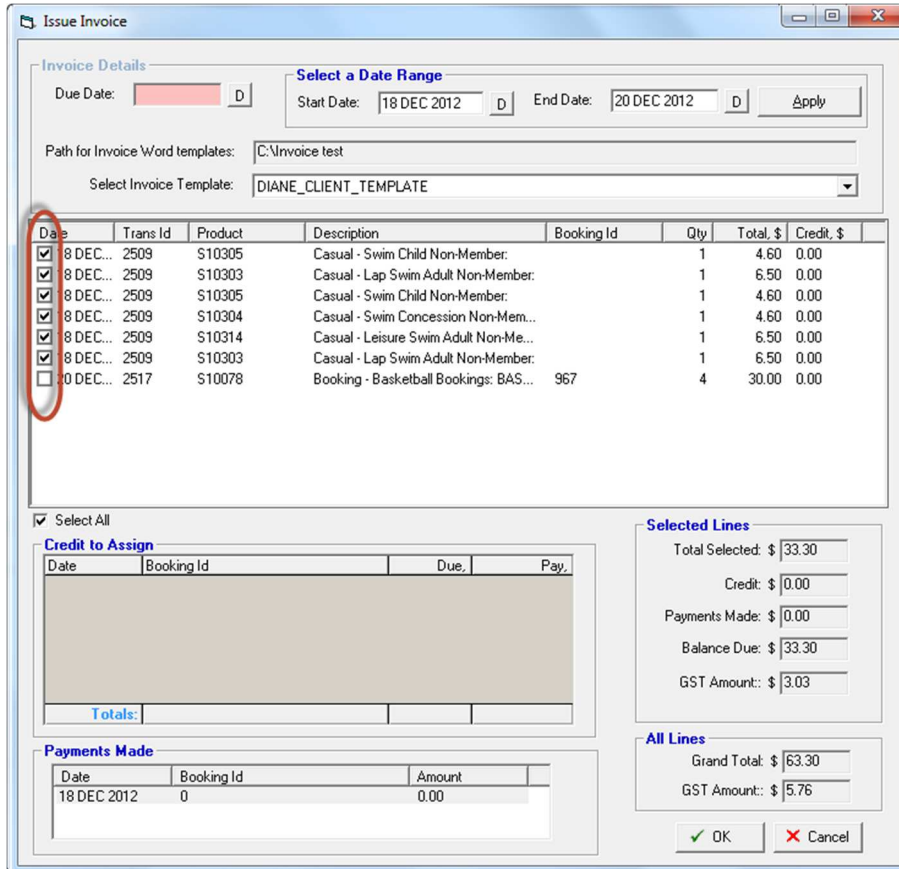
{InvoiceBalanceDue}

Available Fields

- InvoiceTotal
- InvoiceDueDate
- ILineTranDate
- ILineQuantity
- ILineTotal
- ILineGST
- ILineProduct
- ILineMemVPHolderName
- ILineMemVPHolderId
- InvoiceGST
- InvoiceBalanceDue
- LineDescription
- AccountID
- BookingID

Ability to Filter Lines on Invoices

You can now manually select lines for invoices using the check boxes as below allowing you to select which charges will be placed on which invoice.



Issue Invoice

Invoice Details

Due Date: D

Select a Date Range

Start Date: D End Date: D

Path for Invoice Word templates: C:\Invoice test

Select Invoice Template: DIANE_CLIENT_TEMPLATE

Date	Trans Id	Product	Description	Booking Id	Qty	Total, \$	Credit, \$
<input checked="" type="checkbox"/>	8 DEC...	2509	S10305	Casual - Swim Child Non-Member:	1	4.60	0.00
<input checked="" type="checkbox"/>	8 DEC...	2509	S10303	Casual - Lap Swim Adult Non-Member:	1	6.50	0.00
<input checked="" type="checkbox"/>	8 DEC...	2509	S10305	Casual - Swim Child Non-Member:	1	4.60	0.00
<input checked="" type="checkbox"/>	8 DEC...	2509	S10304	Casual - Swim Concession Non-Mem...	1	4.60	0.00
<input checked="" type="checkbox"/>	8 DEC...	2509	S10314	Casual - Leisure Swim Adult Non-Me...	1	6.50	0.00
<input checked="" type="checkbox"/>	8 DEC...	2509	S10303	Casual - Lap Swim Adult Non-Member:	1	6.50	0.00
<input type="checkbox"/>	20 DEC...	2517	S10078	Booking - Basketball Bookings: BAS... 967	4	30.00	0.00

Select All

Credit to Assign

Date	Booking Id	Due,	Pay,
Totals:			

Payments Made

Date	Booking Id	Amount
18 DEC 2012	0	0.00

Selected Lines

Total Selected: \$

Credit: \$

Payments Made: \$

Balance Due: \$

GST Amount: \$

All Lines

Grand Total: \$

GST Amount: \$

Or by selecting a date range as below and clicking

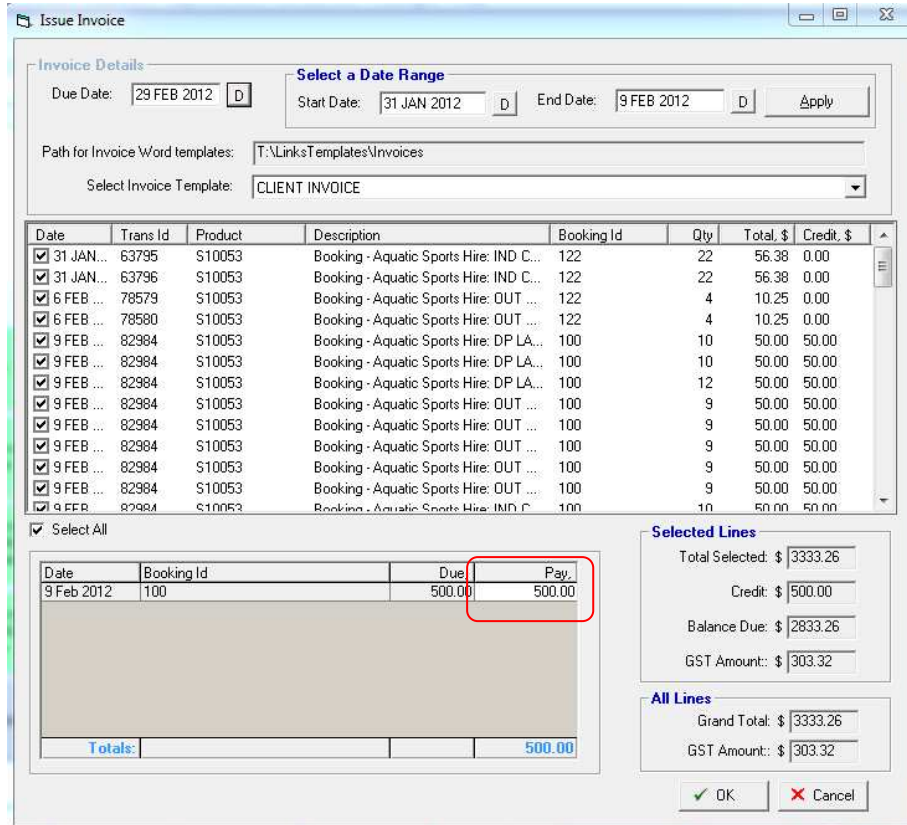
Select a Date Range

Start Date: D End Date: D

Ability to Apply Credit to Invoices

If a Client or Customer has paid money (credit) against a Master Booking ID this money can then be used to pay off against booking lines for that booking ID.

This amount will be used primarily for that booking ID but if the amount in credit exceeds the amount owed it can be re-allocated to other bookings.



Issue Invoice

Invoice Details

Due Date: 29 FEB 2012 [D] **Select a Date Range**
 Start Date: 31 JAN 2012 [D] End Date: 9 FEB 2012 [D] **Apply**

Path for Invoice Word templates: T:\Links\Templates\Invoices

Select Invoice Template: CLIENT INVOICE

Date	Trans Id	Product	Description	Booking Id	Qty	Total, \$	Credit, \$
31 JAN...	63795	S10053	Booking - Aquatic Sports Hire: IND C...	122	22	56.38	0.00
31 JAN...	63796	S10053	Booking - Aquatic Sports Hire: IND C...	122	22	56.38	0.00
6 FEB ...	78579	S10053	Booking - Aquatic Sports Hire: OUT ...	122	4	10.25	0.00
6 FEB ...	78580	S10053	Booking - Aquatic Sports Hire: OUT ...	122	4	10.25	0.00
9 FEB ...	82984	S10053	Booking - Aquatic Sports Hire: DP LA...	100	10	50.00	50.00
9 FEB ...	82984	S10053	Booking - Aquatic Sports Hire: DP LA...	100	10	50.00	50.00
9 FEB ...	82984	S10053	Booking - Aquatic Sports Hire: DP LA...	100	12	50.00	50.00
9 FEB ...	82984	S10053	Booking - Aquatic Sports Hire: OUT ...	100	9	50.00	50.00
9 FEB ...	82984	S10053	Booking - Aquatic Sports Hire: OUT ...	100	9	50.00	50.00
9 FEB ...	82984	S10053	Booking - Aquatic Sports Hire: OUT ...	100	9	50.00	50.00
9 FEB ...	82984	S10053	Booking - Aquatic Sports Hire: OUT ...	100	9	50.00	50.00
9 FEB ...	82984	S10053	Booking - Aquatic Sports Hire: OUT ...	100	9	50.00	50.00
9 FEB ...	82984	S10053	Booking - Aquatic Sports Hire: OUT ...	100	9	50.00	50.00
9 FEB ...	82984	S10053	Booking - Aquatic Sports Hire: OUT ...	100	9	50.00	50.00
9 FEB ...	82984	S10053	Booking - Aquatic Sports Hire: IND C...	100	10	50.00	50.00

Select All

Date	Booking Id	Due	Pay.
9 Feb 2012	100	500.00	500.00
Totals:			500.00

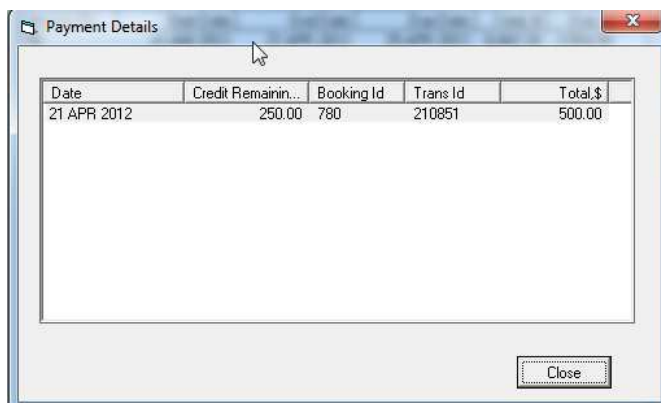
Selected Lines

Total Selected: \$ 3333.26
 Credit: \$ 500.00
 Balance Due: \$ 2833.26
 GST Amount: \$ 303.32

All Lines

Grand Total: \$ 3333.26
 GST Amount: \$ 303.32

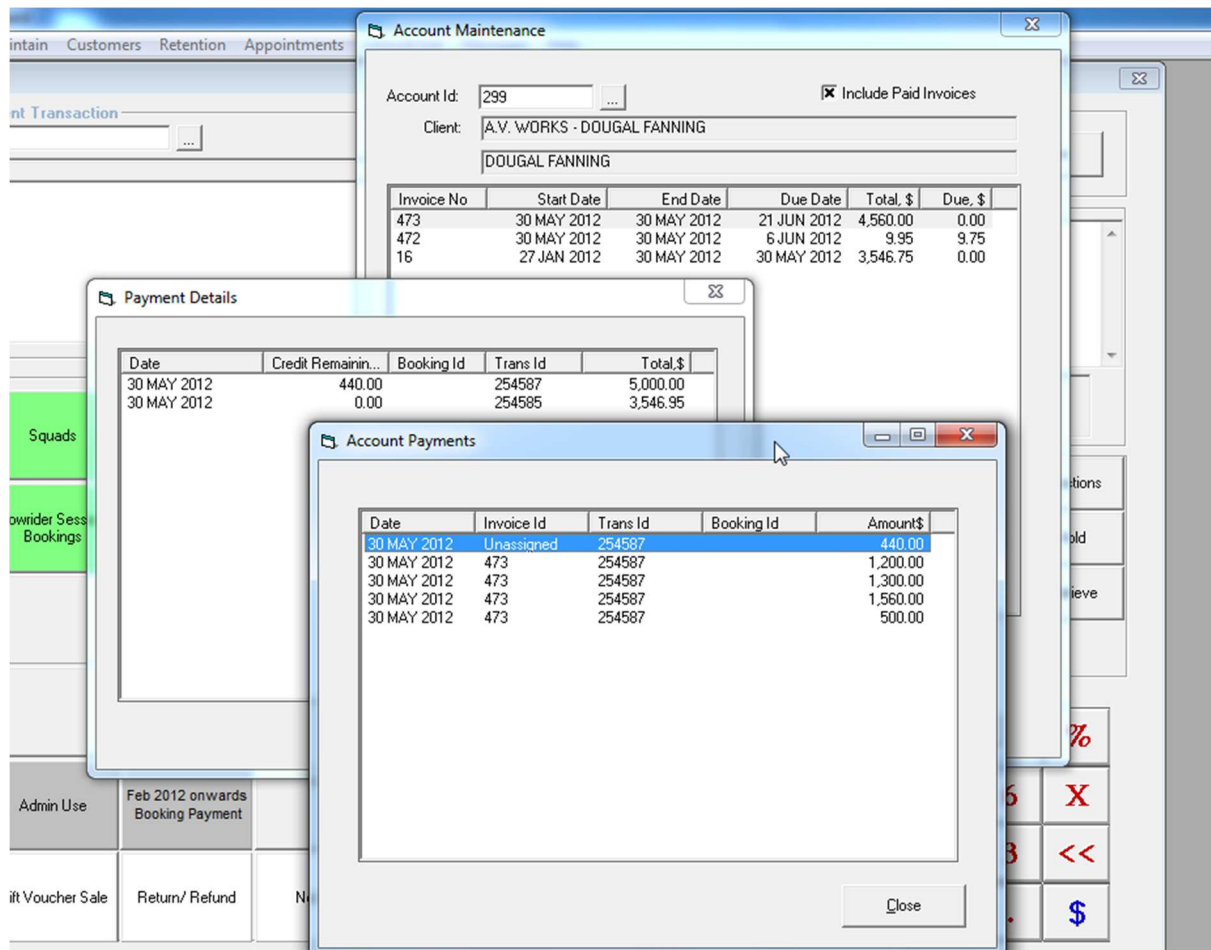
The credit info screen will display the total credit added by the transaction, the booking it was applied to and the amount of credit remaining.



Payment Details

Date	Credit Remainin...	Booking Id	Trans Id	Total, \$
21 APR 2012	250.00	780	210851	500.00

Double clicking on a credit line will display which invoices the credit was applied to.



The screenshot displays three overlapping windows from a software application:

- Account Maintenance** (top window):
 - Account Id: 299
 - Client: A.V. WORKS - DOUGAL FANNING
 - Include Paid Invoices:
 - Table:

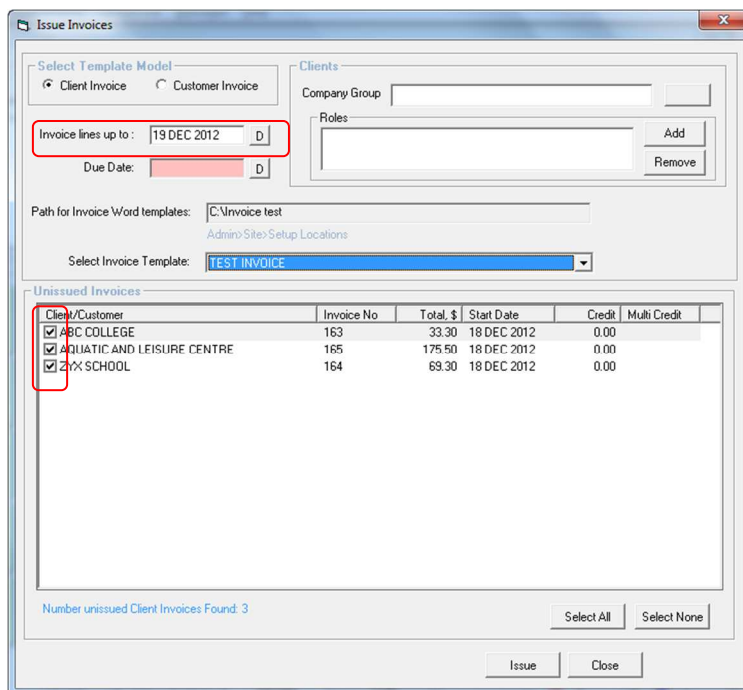
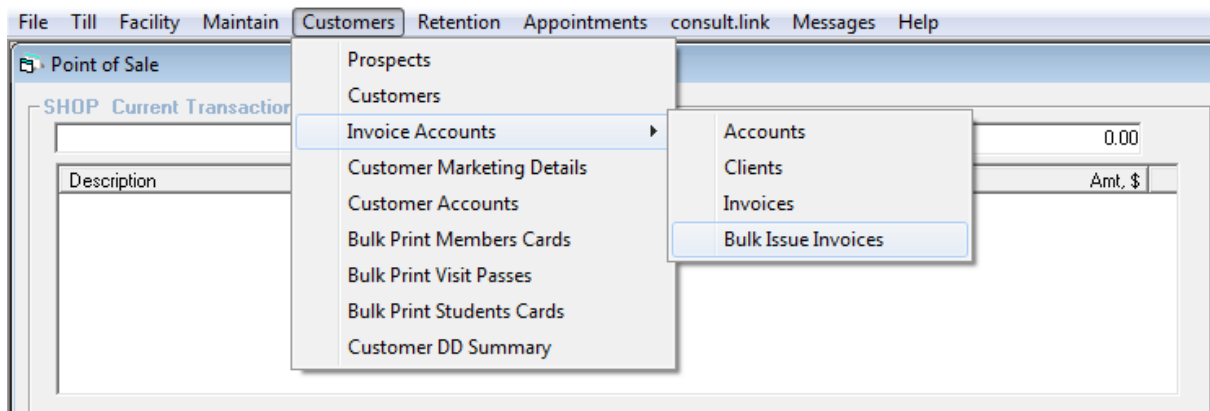
Invoice No	Start Date	End Date	Due Date	Total, \$	Due, \$
473	30 MAY 2012	30 MAY 2012	21 JUN 2012	4,560.00	0.00
472	30 MAY 2012	30 MAY 2012	6 JUN 2012	9.95	9.75
16	27 JAN 2012	30 MAY 2012	30 MAY 2012	3,546.75	0.00
- Payment Details** (middle window):
 - Table:

Date	Credit Remainin...	Booking Id	Trans Id	Total, \$
30 MAY 2012	440.00		254587	5,000.00
30 MAY 2012	0.00		254585	3,546.95
- Account Payments** (bottom window):
 - Table:

Date	Invoice Id	Trans Id	Booking Id	Amount \$
30 MAY 2012	Unassigned	254587		440.00
30 MAY 2012	473	254587		1,200.00
30 MAY 2012	473	254587		1,300.00
30 MAY 2012	473	254587		1,560.00
30 MAY 2012	473	254587		500.00

Bulk Issue Screen Changes

This is now located in the POS module rather than the Admin module in the Customers menu.



The invoices to issue can now be selected using the checkboxes.

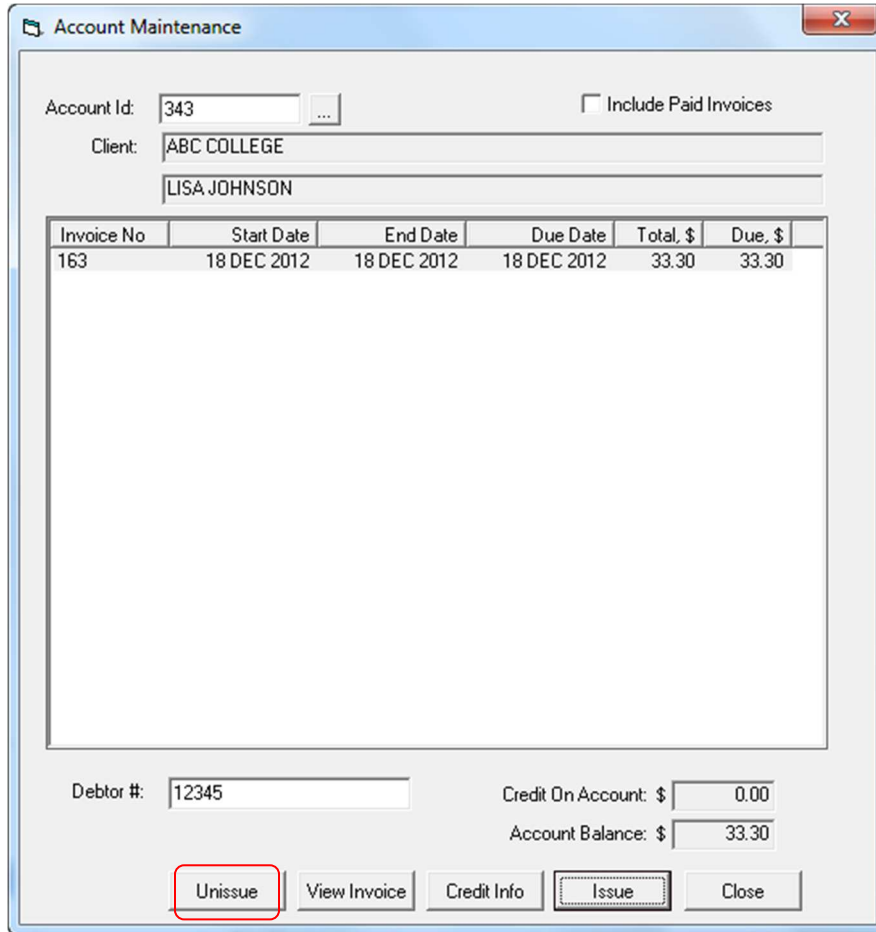
A limit can also be applied to the date for which the invoices are issued using the date filter circled above. **This means you can now truly issue invoices for a particular month.**

Links will now automatically apply any credit assigned to booking IDs contained within these invoices at the time of issuing.

The Multi credit column indicates where invoices contain multiple bookings/credits available so you may wish to issue that invoice manually. You can right click on an invoice from the bulk screen to view the account and issue individually.

Ability to Unissue Invoices

Users can now unissue an invoice in order to apply credit or include extra invoice lines. This is performed with the Unissue button in the invoice screen as seen below.



Account Maintenance

Account Id: 343 Include Paid Invoices

Client: ABC COLLEGE

LISA JOHNSON

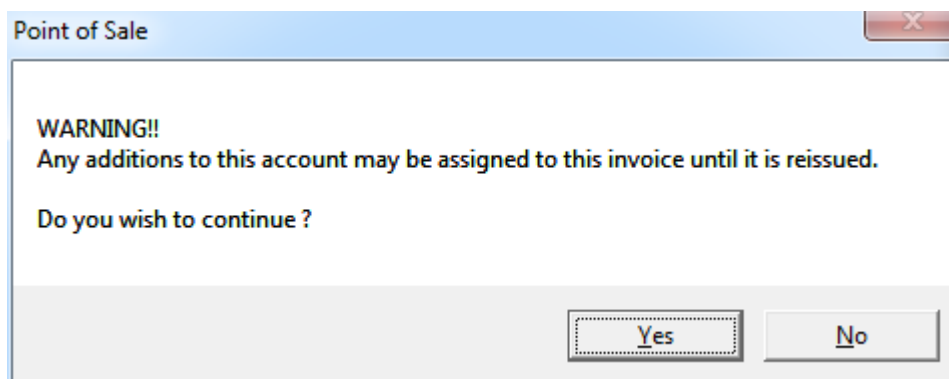
Invoice No	Start Date	End Date	Due Date	Total, \$	Due, \$
163	18 DEC 2012	18 DEC 2012	18 DEC 2012	33.30	33.30

Debtor #: 12345

Credit On Account: \$ 0.00

Account Balance: \$ 33.30

The following message will display to warn users of the implications of unissuing an invoice:



Point of Sale

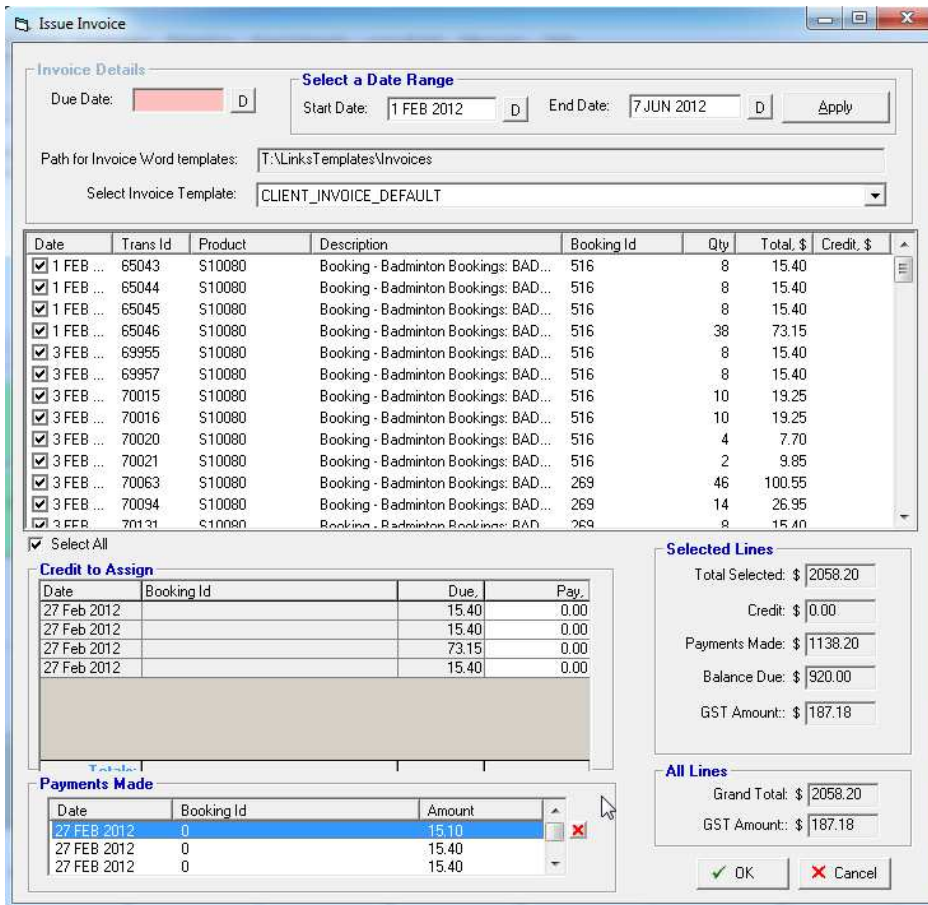
WARNING!!
 Any additions to this account may be assigned to this invoice until it is reissued.

Do you wish to continue ?

And the invoice will become unissued.

Invoice Payments can be Returned to Credit on Unissued Invoices

There is a new area in the invoice issue screen detailing payments made against an invoice.



Issue Invoice

Invoice Details

Due Date: D

Select a Date Range

Start Date: 1 FEB 2012 D End Date: 7 JUN 2012 D

Path for Invoice Word templates: T:\Links\Templates\Invoices

Select Invoice Template: CLIENT_INVOICE_DEFAULT

Date	Trans Id	Product	Description	Booking Id	Qty	Total, \$	Credit, \$
<input checked="" type="checkbox"/>	1 FEB ...	65043	S10080	Booking - Badminton Bookings: BAD...	516	8	15.40
<input checked="" type="checkbox"/>	1 FEB ...	65044	S10080	Booking - Badminton Bookings: BAD...	516	8	15.40
<input checked="" type="checkbox"/>	1 FEB ...	65045	S10080	Booking - Badminton Bookings: BAD...	516	8	15.40
<input checked="" type="checkbox"/>	1 FEB ...	65046	S10080	Booking - Badminton Bookings: BAD...	516	38	73.15
<input checked="" type="checkbox"/>	3 FEB ...	69955	S10080	Booking - Badminton Bookings: BAD...	516	8	15.40
<input checked="" type="checkbox"/>	3 FEB ...	69957	S10080	Booking - Badminton Bookings: BAD...	516	8	15.40
<input checked="" type="checkbox"/>	3 FEB ...	70015	S10080	Booking - Badminton Bookings: BAD...	516	10	19.25
<input checked="" type="checkbox"/>	3 FEB ...	70016	S10080	Booking - Badminton Bookings: BAD...	516	10	19.25
<input checked="" type="checkbox"/>	3 FEB ...	70020	S10080	Booking - Badminton Bookings: BAD...	516	4	7.70
<input checked="" type="checkbox"/>	3 FEB ...	70021	S10080	Booking - Badminton Bookings: BAD...	516	2	9.85
<input checked="" type="checkbox"/>	3 FEB ...	70063	S10080	Booking - Badminton Bookings: BAD...	269	46	100.55
<input checked="" type="checkbox"/>	3 FEB ...	70094	S10080	Booking - Badminton Bookings: BAD...	269	14	26.95
<input checked="" type="checkbox"/>	3 FEB ...	70131	S10080	Booking - Badminton Bookings: BAD...	269	8	15.40

Select All

Credit to Assign

Date	Booking Id	Due	Pay
27 Feb 2012		15.40	0.00
27 Feb 2012		15.40	0.00
27 Feb 2012		73.15	0.00
27 Feb 2012		15.40	0.00

Payments Made

Date	Booking Id	Amount
27 FEB 2012	0	15.10
27 FEB 2012	0	15.40
27 FEB 2012	0	15.40

Selected Lines

Total Selected: \$ 2058.20

Credit: \$ 0.00

Payments Made: \$ 1138.20

Balance Due: \$ 920.00

GST Amount: \$ 187.18

All Lines

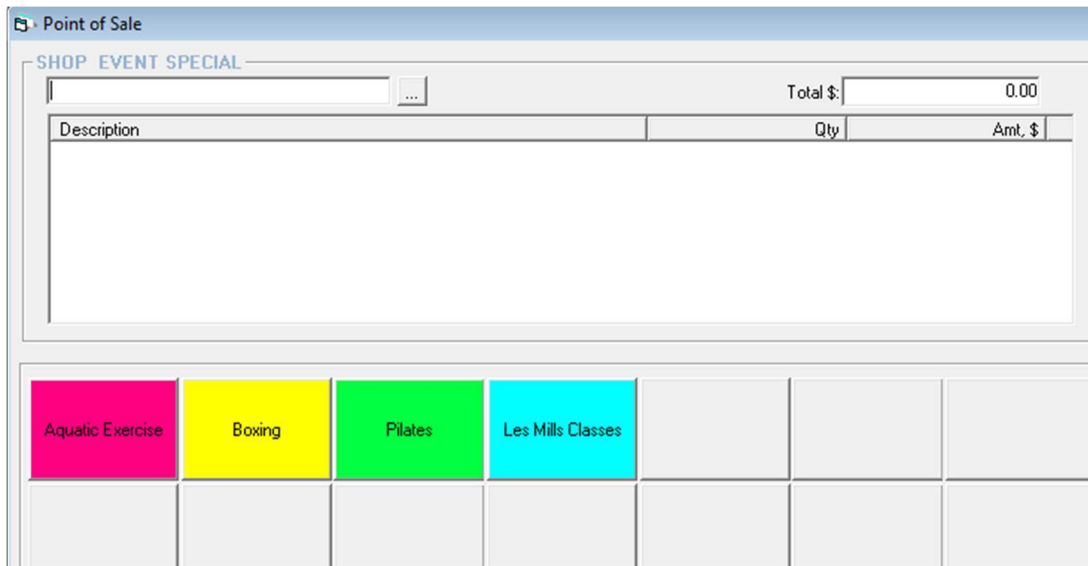
Grand Total: \$ 2058.20

GST Amount: \$ 187.18

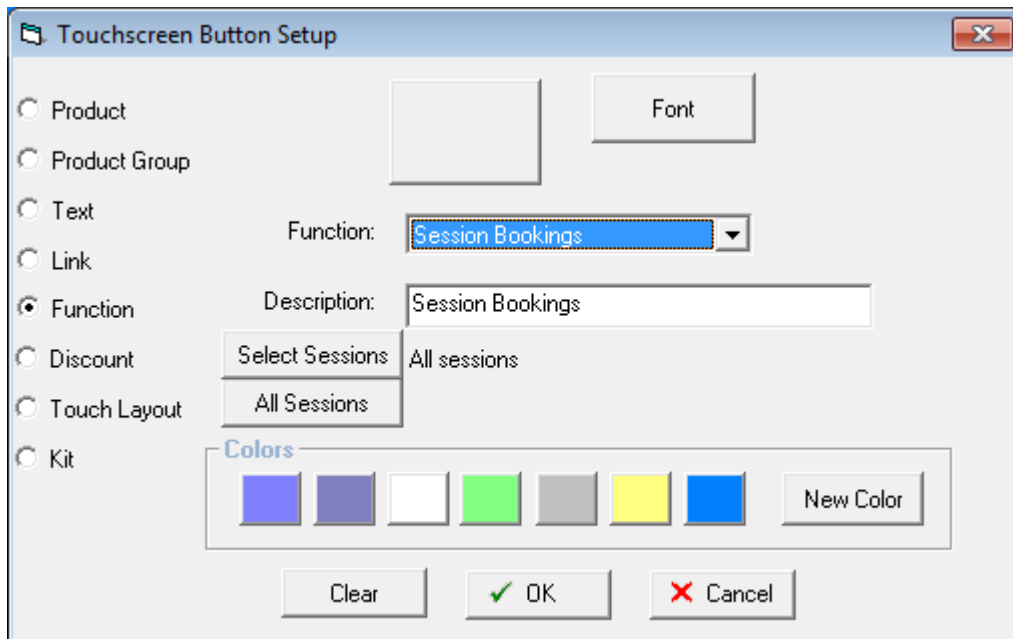
If you highlight one of these payments and click on the red 'x' then that invoice payment will be returned to credit.

Ability to Separate Sessions by Categories at POS

There is now the ability to have multiple touch buttons for different types of sessions at POS.



To do this you will need to dedicate different types of sessions to the button in the touchscreen layout setup screen:



Click on the **Select Sessions** button to assign session categories.

Ability to Move Forward and Back in Sessions at POS

There is now a 'Next' button. On pages where you can move in both directions a previous button will also be present.

Thu 20/12/2012	Fri 21/12/2012	Sat 22/12/2012	Sun 23/12/2012	Mon 24/12/2012	Tue 25/12/2012	Wed 26/12/2012
BODY PUMP 03:00 PM (10 / 10)	BODY PUMP 04:00 PM (10 / 10)	BODY PUMP 05:00 PM (10 / 10)	BODY PUMP 06:00 PM (10 / 10)	BODY PUMP 06:00 PM (6 / 6)	DEEP WATER RUNNING 06:30 PM (30 / 30)	BODY PUMP 06:30 PM (30 / 30)
BODY PUMP 09:00 PM (10 / 10)						
					Future View	Top

Customer Accounts

Links now has the ability for your Customers to have an account with you. A great benefit meaning that they don't have to carry cash or another form of payment with them. Customer Accounts can work for you depending on if you want to allow your Customers to hold credit with you or have their purchases direct debited through Pay.link.

This can work in 2 ways:

1. If your site operates Pay.link a customer can be debited the amount owing on their Customer Account on a set schedule or in line with your Classes/Memberships direct debit.
2. A customer can hold an account that they must top up and have credit loaded before using it.

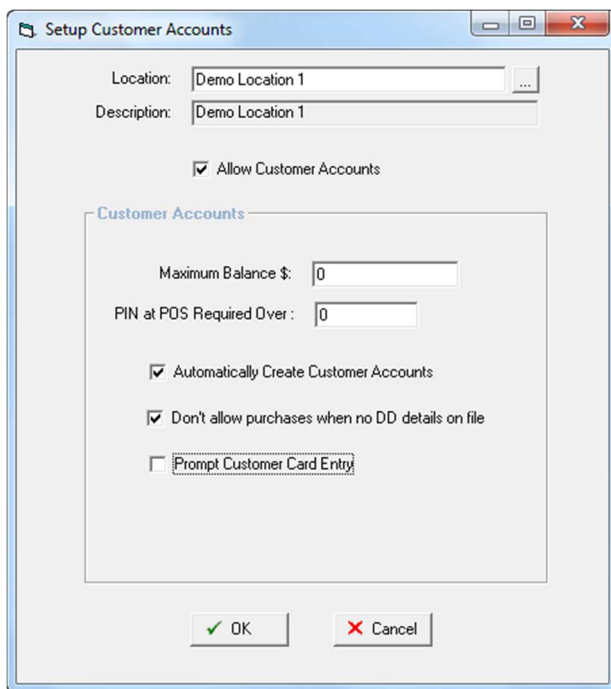
Note: The accounts are by location so customers in multi-location environments will need to have a separate account for each location they operate in.

Setting up Customer Accounts

There are a couple of steps to setting up Customer Accounts.

Credit and Debit Options

To setup Customer Accounts go to Admin> Site> Setup Customer Accounts



There are several options within the set up screen.

Allow Customer Accounts

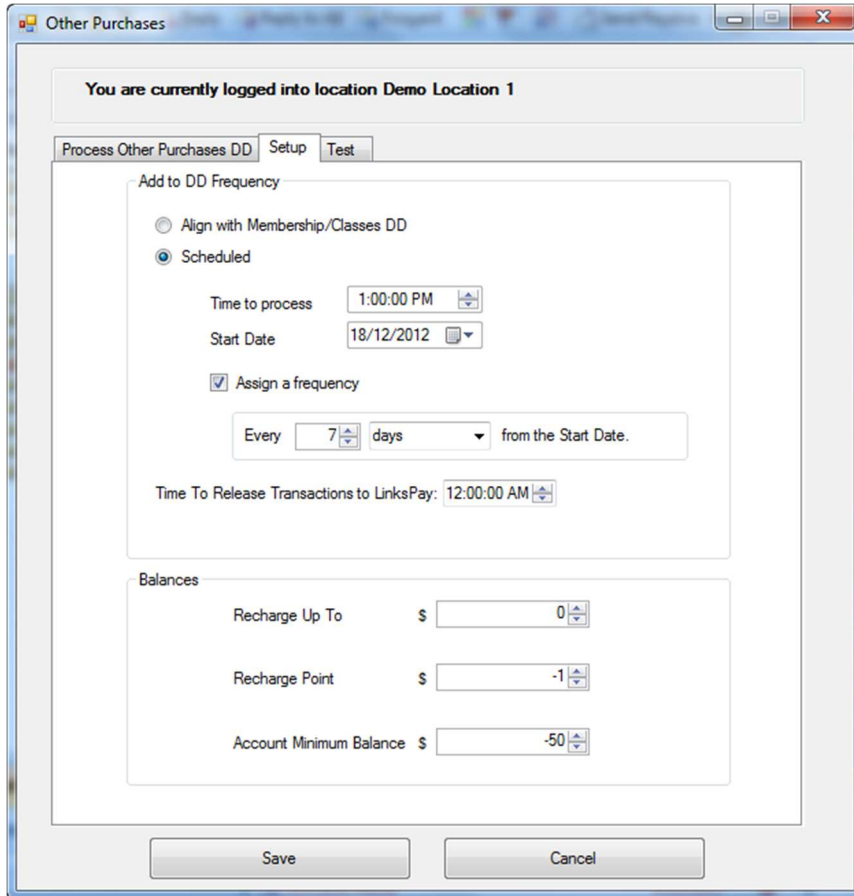
Tick this if you wish to enable Customer Accounts. (enabled by default after upgrading to 9.9)



Maximum Balance	Enter a maximum balance the customer can have on their account, as in the positive amount of credit they can hold at any one time. This avoids people getting too much credit and the centre holding too much liability. This will also be updated by pay.link if you choose to direct debit customers for Customer Account purchases
PIN at POS Required Over	When processing a payment over the specified limit, a PIN will be required to authorise the transaction
Automatically Create Customer Accounts	This is checked by default. All customers will get a customer account when they first make a purchase. If you have the next switch checked, then their DD Details from their membership or family will transfer to their customer account. If you do allow purchases without DD details then you have the option to allow some customers to pay by DD and others to give you credit over the counter.
Don't Allow Purchases when no DD details on File	Prevents purchases being made to a customer account if no DD details are present for that account.
Prompt Customer Card Entry	This enables the compulsory use of customer cards when making Customer Account purchases. Rather than just entering the customer ID the user must swipe a customer card to process the purchase.

Debit Option Only

If you are planning on direct debiting your customers you will need to complete the settings in PayLink, under 'Other Purchases'.



Align with Membership/Classes DD

If you want to run your DD with your normal Membership and Classes DD, select this option.

Scheduled

This means that you can choose when your direct debit runs and what frequency you want it to run. Select the time to process and the frequency you wish to run.

Balances – Recharge up to

This is the amount for your customers account balance to top up to when the debit is processed. Generally this will be \$0. For example a customer has made \$20 worth of purchases on their account, when the direct debit is processed, it will charge them \$20 to bring them back to \$0. If you want them to hold extra credit you could set this to for example \$50, and then in the above example it would debit them \$70 to bring them up to \$50 credit.

Balances – Recharge Point

If the customer has made purchases on their account, this is the point that the debit will run. For example as soon as they are in negative \$1 on their account, they will be included in the next direct debit to bring their account back to \$0. Be mindful of what amount you set this to, so you are not paying a transaction fee for a small amount of income.

Balances - Account
Maximum Balance

This is the maximum a customer can go into negative or positive on their account. For example if a customer tries to go over -\$50, the account payment will be unable to be processed. In the same way if you are holding credit you may wish to restrict the amount of credit you hold.

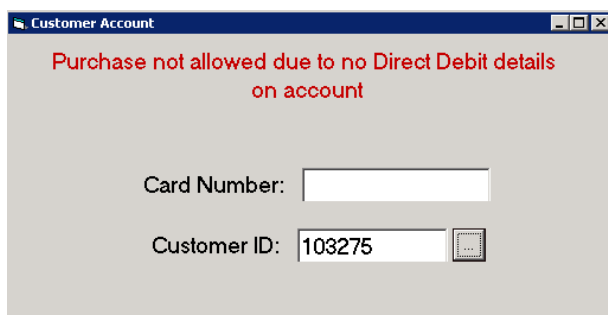
Setting up a Customer Account for a Customer

An account will automatically be created for a customer if they this option is selected in the set up when they make a purchase.

If the customer has direct debit details loaded under their Classes or Membership details, these will automatically be transferred over to their Customer Account details if you have the switch set to only allow purchases on DD.

To set it up, make a purchase and select 'Customer Account' as the payment tender. Search for the customer which will set up an account and place the charges on to their account.

If a customer doesn't have direct debit details, the below error will display.



If the customer doesn't have details loaded, you decided that you don't want accounts to be automatically created or you want use Customer Accounts in credit, you will need to set them up manually.

From POS> Customers> Customer Accounts, find your customer and their account will automatically be created. If you are going to be debiting the customer, you will need to add their details by clicking on Activate Direct Debit and enter their bank or credit card details.

Person ID: ...
 MATT JOHNSON

Current Balance : \$
 Account Started: Next Debit Amount : \$0.00
 Account Closed:

Other Purchases DD Cards

Activate Account for Direct Debit
 Deactivate Account for Direct Debit
 Direct Debit Account Information

Send email statement
 Send SMS when ...

DD Frequency
 Align with Member
 Scheduled

Time To Process
 Start Date : 2
 Frequency
 Every 1 day

Updating Direct Debit Details

The Customer Account direct debit details can be updated when updating the members/classes details are modified. A prompt message will appear for you to do this. Alternatively you can import the card or bank details from the membership or family account.

Direct Debit Information \ \ ABDIRAHMAN, ABDULAH I - 112326

LinksPay Credit Card LinksPay Bank Debits

Card Type

MasterCard VISA

Card Details

Card Number:
 Card Holder Name:
 Expiry: Sent:

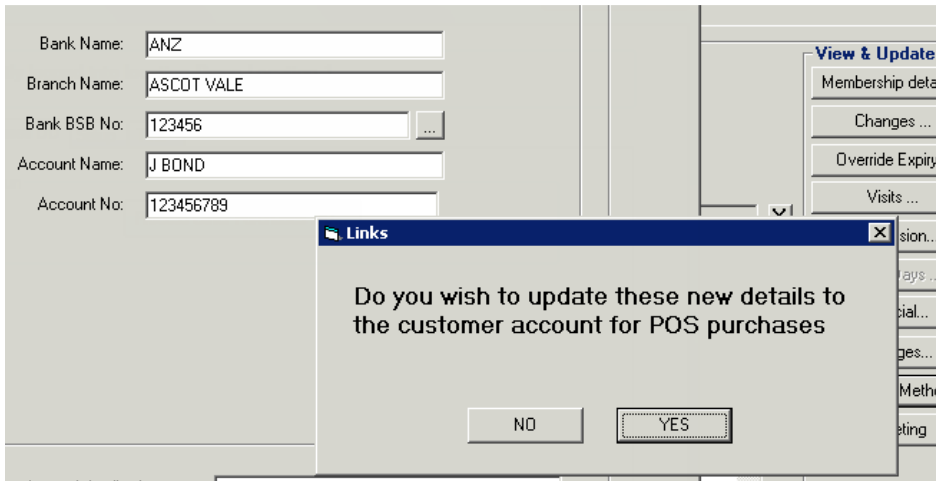
Address Verification

Use address on file

Card Holder Address:
 Postcode:

Reason for card details changes:

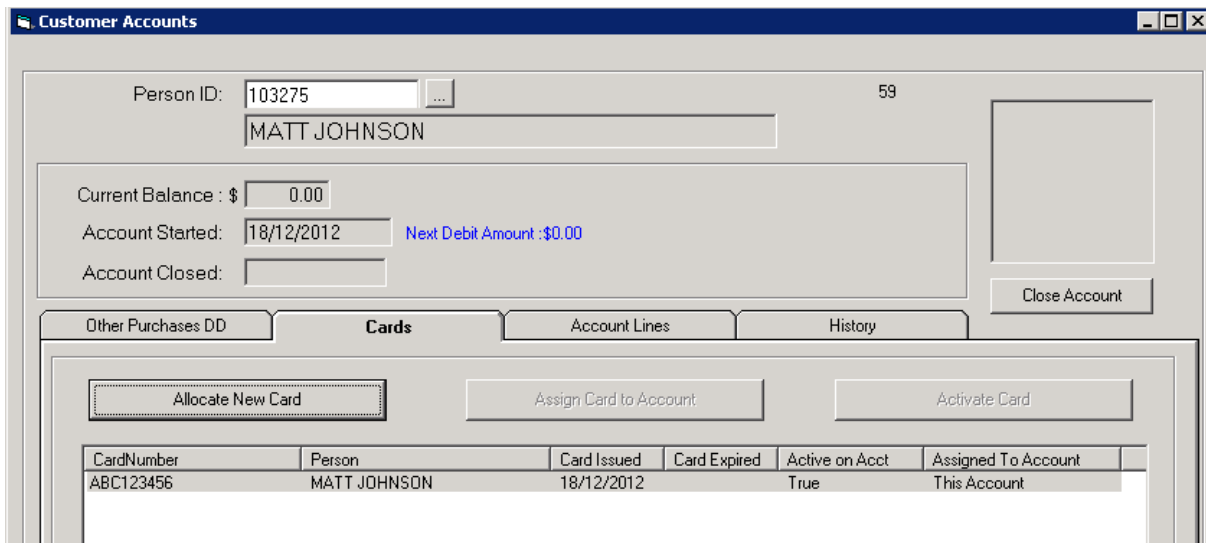
Transfer Direct Debit Details



The above message will display when the members/classes DD details are updated giving the user the option to update Customer account details as well.

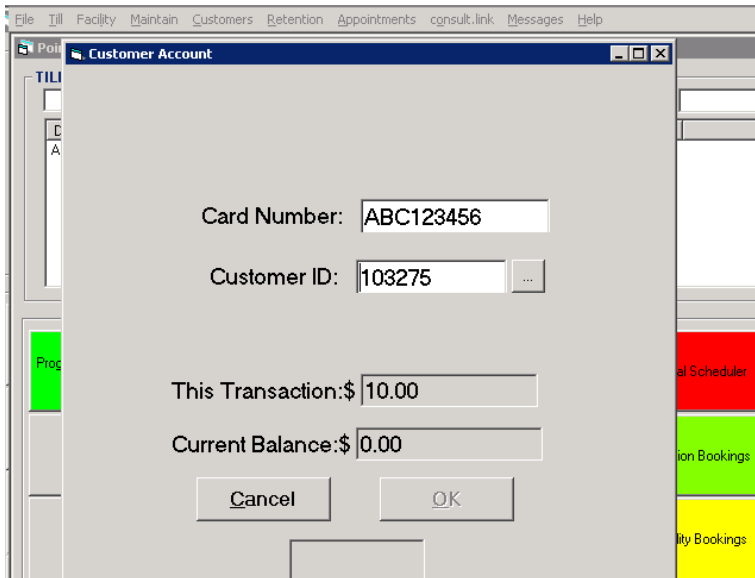
Viewing a Customer's Account

Open the customer accounts screen under POS> Customers> Customer Accounts

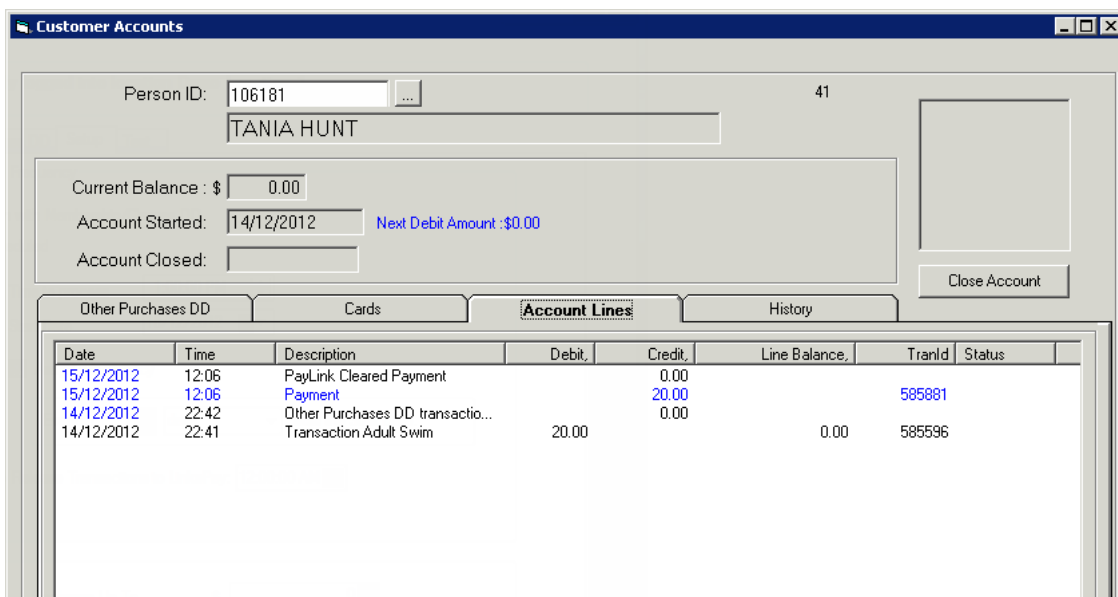


A card can be assigned to the account and each account will need its own card.

The card is used to identify that the customer is in fact the owner of the account.



The card number will be swiped at POS in order to assign the transaction to the correct account. If the customer doesn't have their card, you can manually search for them.



Date	Time	Description	Debit	Credit	Line Balance	TranId	Status
15/12/2012	12:06	PayLink Cleared Payment		0.00			
15/12/2012	12:06	Payment		20.00		585881	
14/12/2012	22:42	Other Purchases DD transactio...		0.00			
14/12/2012	22:41	Transaction Adult Swim	20.00		0.00	585596	

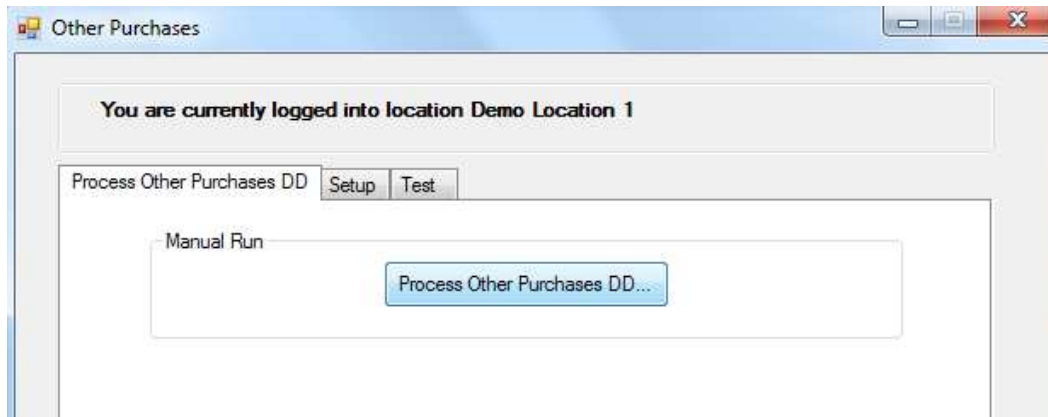
The amount will then appear in the customer account screen.

Note: Unless the site is using LinksPay the accounts cannot have a balance of below \$0.00. All other sites will have to add money to the account before purchases can be made.

Processing Customer Accounts - Other Purchases Direct Debits

Running the Direct Debit In Line with your Classes/Memberships

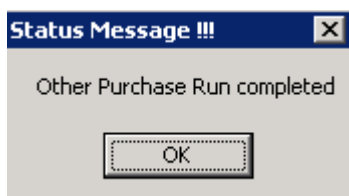
If you have selected this option for payment, you will need to run it within the Other Purchases button in LinksPay.



The following screen will appear. Select 'Process Other Purchases DD'



The following will appear to say the run is complete and can be viewed in the Payments screen.



Scheduled Direct Debit

This will automatically run on the day, time and frequency you set up in settings.

Once you have processed the run in Links or Other Purchases, the details will be in the Payments screen in PayLink. If you have said that approval needs to happen, you will be able to do that in here.



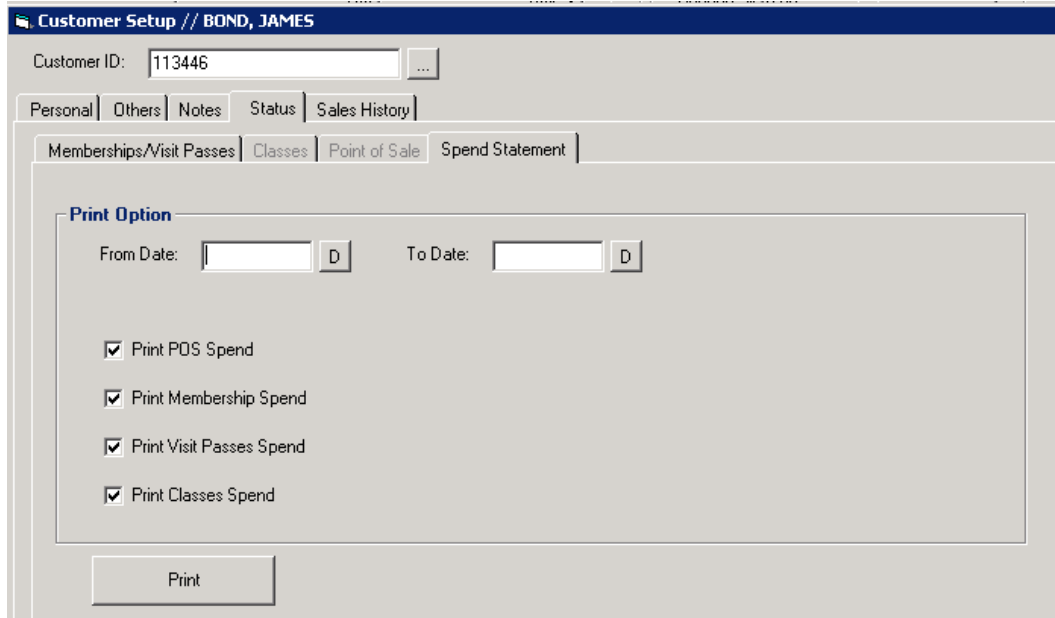
Run Type	Approval	Release	#Trans	Total	Pending	Cleared	Settled	Rejected	Cleared	Settled
Other Purchases	<input type="checkbox"/>	18/12/2012	1	\$23.20	\$23.20	\$0.00	\$0.00	\$0.00	0 (0.0%)	0 (0.0%)
Other Purchases	<input type="checkbox"/>	17/12/2012	1	\$11.60	\$11.60	\$0.00	\$0.00	\$0.00	0 (0.0%)	0 (0.0%)
Other Purchases	<input type="checkbox"/>	17/12/2012	8	\$123.40	\$123.40	\$0.00	\$0.00	\$0.00	0 (0.0%)	0 (0.0%)
Other Purchases	<input checked="" type="checkbox"/>	15/12/2012	2	\$15.00	\$15.00	\$0.00	\$0.00	\$0.00	0 (0.0%)	0 (0.0%)
Other Purchases	<input checked="" type="checkbox"/>	14/12/2012	11	\$253.30	\$0.00	\$0.00	\$143.40	\$109.90	0 (0.0%)	24 (218.2%)
Memberships	<input checked="" type="checkbox"/>	29/11/2012	1063	\$26,058.83	\$0.00	\$0.00	\$13,801.98	\$12,256.85	0 (0.0%)	562 (52.9%)
Classes	<input checked="" type="checkbox"/>	13/12/2012	722	\$15,787.51	\$0.00	\$0.00	\$10,008.60	\$5,778.91	0 (0.0%)	645 (89.3%)
Other Purchases	<input checked="" type="checkbox"/>	14/12/2012	17	\$250.60	\$0.00	\$0.00	\$134.10	\$116.50	0 (0.0%)	40 (235.3%)
Other Purchases	<input checked="" type="checkbox"/>	14/12/2012	5	\$81.70	\$0.00	\$0.00	\$22.80	\$58.90	0 (0.0%)	4 (80.0%)
Classes	<input checked="" type="checkbox"/>	29/11/2012	721	\$18,535.56	\$0.00	\$0.00	\$11,356.36	\$7,179.20	0 (0.0%)	625 (86.7%)
Memberships	<input checked="" type="checkbox"/>	15/11/2012	1	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	0 (0.0%)	0 (0.0%)
Other Purchases	<input checked="" type="checkbox"/>	22/11/2012	5	\$55.40	\$0.00	\$0.00	\$21.40	\$34.00	0 (0.0%)	6 (120.0%)
Classes	<input type="checkbox"/>	15/11/2012	720	\$18,590.92	\$18,590.92	\$0.00	\$0.00	\$0.00	0 (0.0%)	0 (0.0%)
Memberships	<input type="checkbox"/>	15/11/2012	1067	\$26,209.21	\$26,209.21	\$0.00	\$0.00	\$0.00	0 (0.0%)	0 (0.0%)

To ensure Links' ability to keep up to date with programming standards and capabilities, the other purchases run is the beginning of the automatic scheduled direct debits. In future versions, Membership and Class DD's will also be available through this automated process.

Spend Statement

You can now print a statement which will show all purchases that have been placed against that customer, including membership, visit passes, classes and POS purchases.

Open up your customer in the Customer Screen and select the 'Status' tab. Within this tab is a 'Spend Statement' tab. The below screen will appear.



Enter in the dates and output options, select Print and a report will be created for you to print for the Customer.

JAMES BOND

, -

Membership Purchase

Date	Receipt #	Item Description	Amount Ex Tax,\$	Tax,\$	Amount, \$	Payment Type	Served By
19/12/2012	585111	Health Club Fortnightly	92.04	1.21	93.25	Cash	JAMES BOND

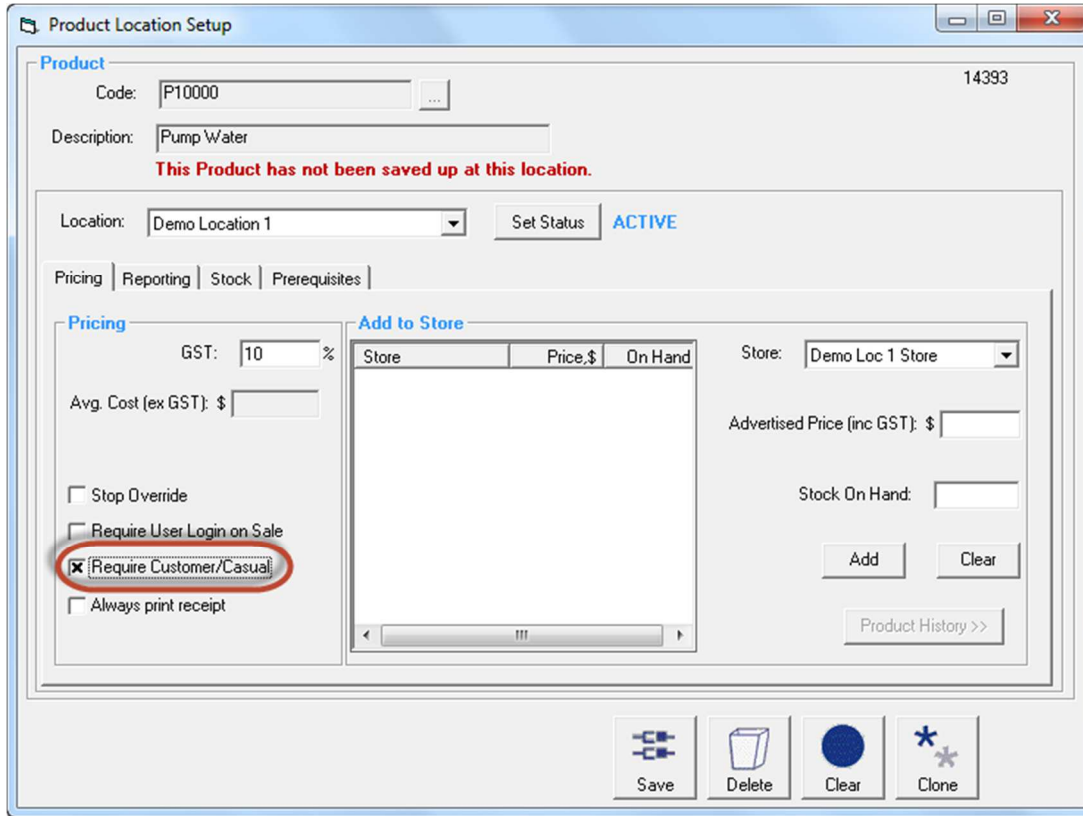
Total ExTax : 92.04
Tax : \$ 1.21
Total : \$ 93.25

POS Purchase

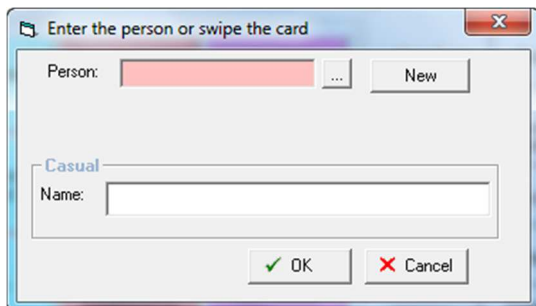
Date	Receipt #	Item Description	Amount Ex Tax,\$	Tax,\$	Amount, \$	Payment Type	Served By
19/12/2012	585111	H&W START UP FEE	72.72	7.27	79.99	Cash	JAMES BOND
20/12/2012	586457	Adult Swim	4.55	0.45	5.00	Customer Account	JAMES BOND
20/12/2012	586459	Student Swim	3.45	0.35	3.80	Customer Account	JAMES BOND

Ability to Record Notes on Receipts at POS

If a product/service has the check-box selected then users will have the ability to have assigning the sale to a customer and the resulting receipt will indicate the customer who purchased the item.



This box will prompt on sale to add a customer's name or type a casual name.



The Customer or casuals name appears on receipt.

Links Modular Solutions
 Right PRODUCT...
 Right PEOPLE...
 Right TIME...
 Merchant: Location 1
 EIN: 123456789
 TAX INVOICE

HOODED TOWELS \$19.39

 TOTAL 19.39

Payment Details.

EFT 19.39

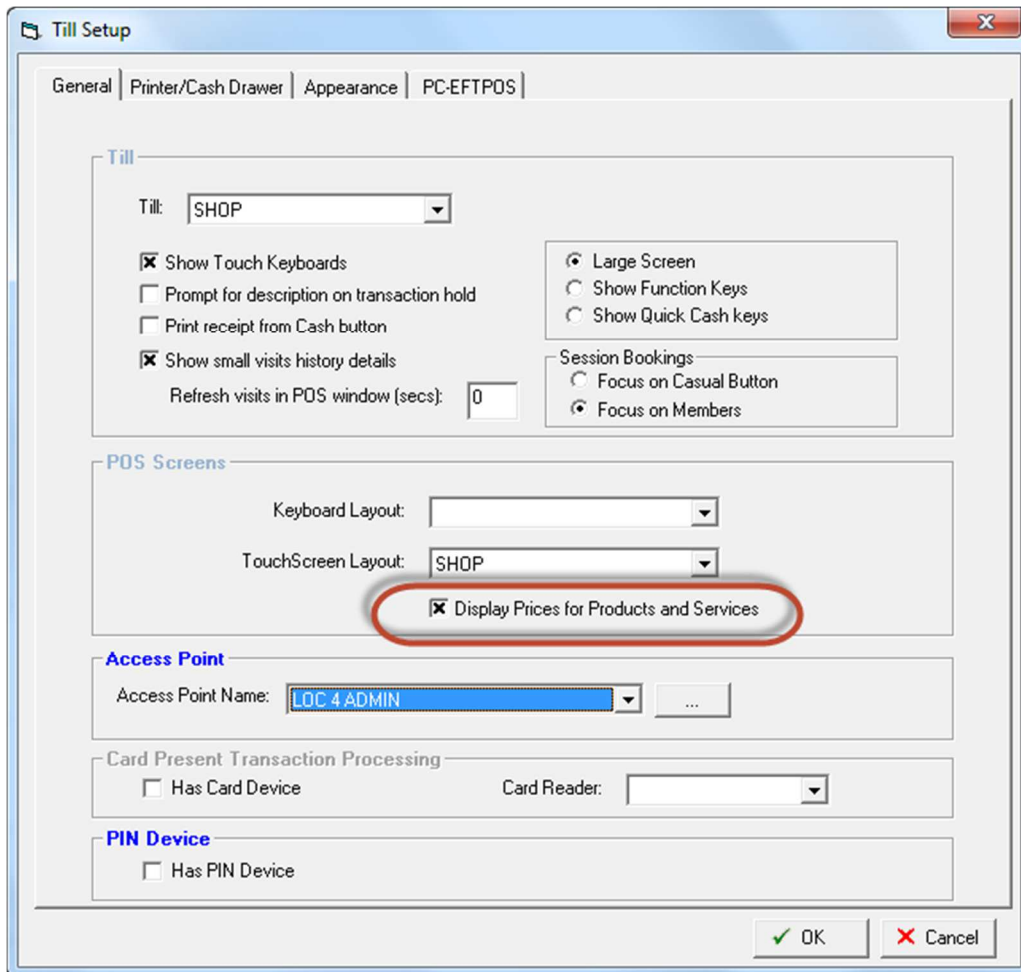
 TAX included in total \$1.39

6545 17 Nov 2011 11:20:00 AM
 Name: andrew

www.linksmodularsolutions.com


Option to Display Prices on Touchscreen Buttons

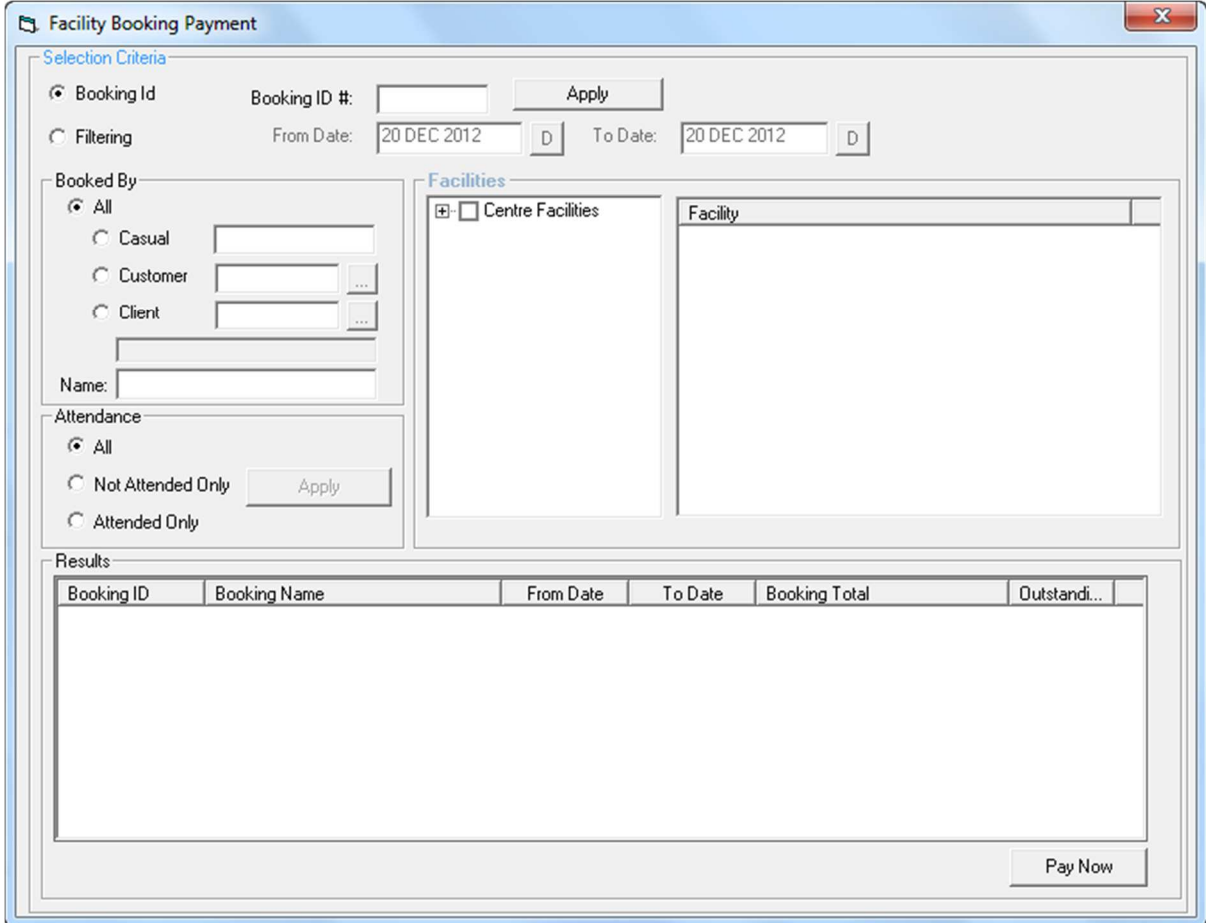
If the 'Display Prices for Products and Services' button is turned on in the Till Setup through POS, then the touchscreen buttons will include the price of the item.



Facility Booking Payment Function

You can now make a payment from POS through the Facility Payment Function without having to open the booking in the Facility module.

From POS> Functions> , it will take you to the below screen where you can enter the Master Booking ID if the Customer/Client has it or they can filter to find the booking to apply the payment against.



The screenshot shows a software window titled "Facility Booking Payment". It contains several sections for filtering and searching:

- Selection Criteria:**
 - Booking Id:** A text input field for "Booking ID #:" with an "Apply" button.
 - Filtering:** "From Date:" (20 DEC 2012) and "To Date:" (20 DEC 2012) with dropdown menus.
 - Booked By:** Radio buttons for "All", "Casual", "Customer", and "Client", each with a corresponding text input field.
 - Name:** A text input field.
 - Attendance:** Radio buttons for "All", "Not Attended Only", and "Attended Only", with an "Apply" button.
- Facilities:** A section with a "Centre Facilities" checkbox and a table with a "Facility" column.
- Results:** A table with columns: Booking ID, Booking Name, From Date, To Date, Booking Total, and Outstandi... (Outstanding).
- Pay Now:** A button located at the bottom right of the window.

Members Changes

Corporate Memberships

Links now has the ability for you to set up Corporate Memberships allowing Direct Debit memberships to be offered a discount, full or partial payment by a Client or a combination of both.

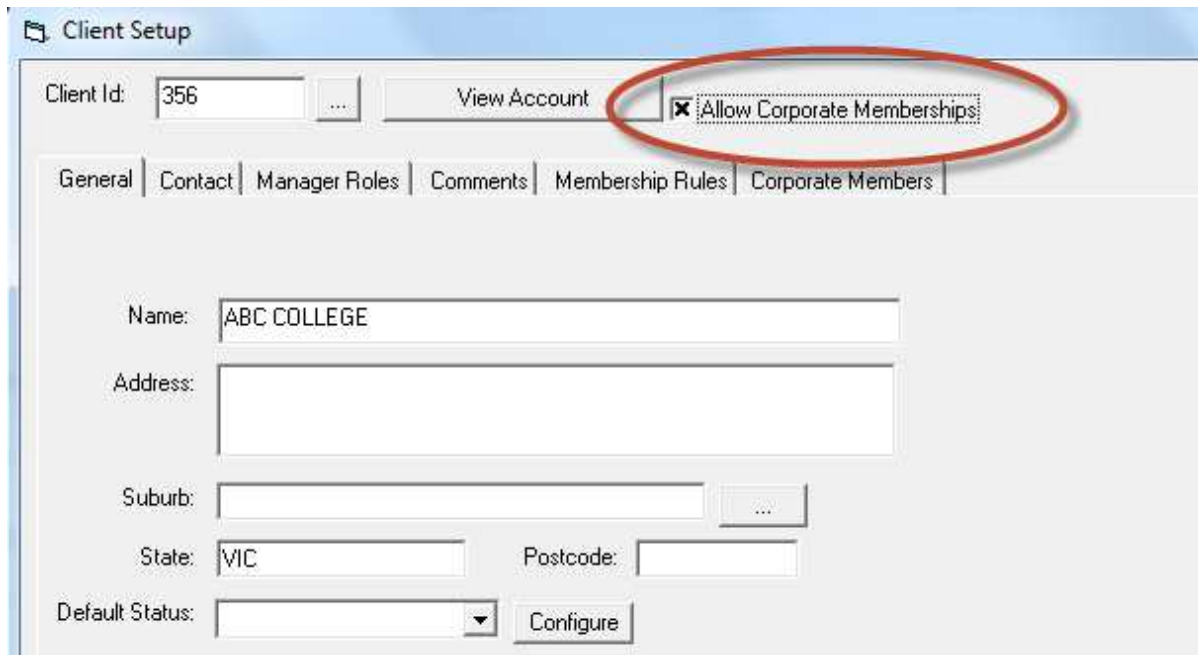
This can work in 3 ways:

1. Offer corporate discounts to selected companies. For example anyone that works for Coles is offered a 20% discount.
2. Split the cost of the membership between the Customer and the employer or charge the employer the full amount. For example the total cost for a membership is \$100 per month, the customer pays half and the employer pays the other half.
3. A combination of 1 and 2. For example the total cost for a membership is \$100 per month, a Customer is given 20% discount for working for Coles, leaving \$80 to be paid. The customer pays \$40 and the employer pays \$40.

Note: Corporate Memberships only work for Direct Debit Membership Types.

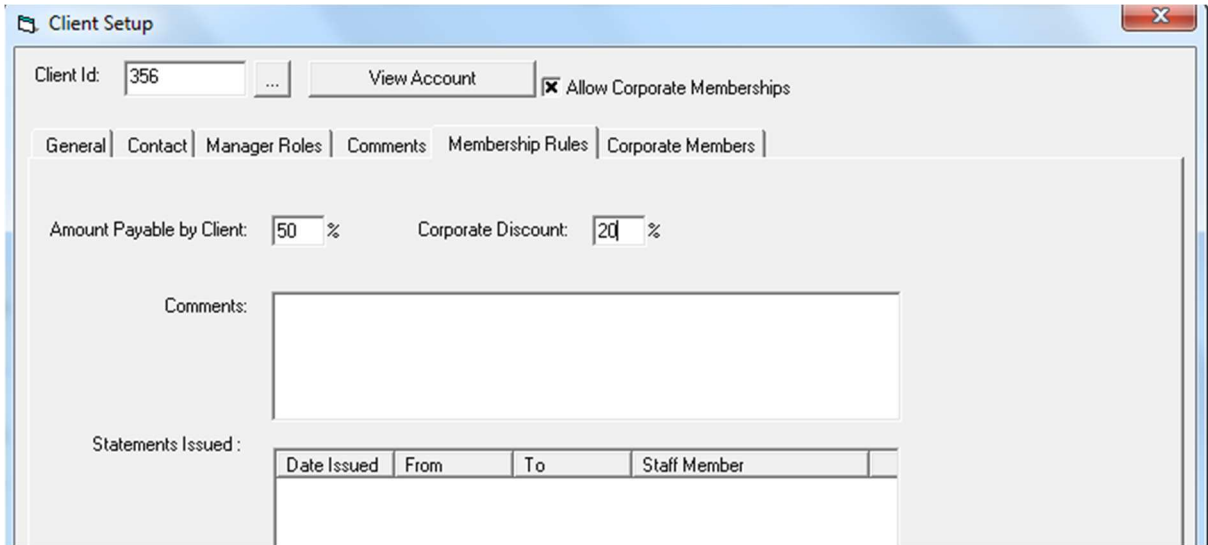
Setting up a Client to Charge Corporate Memberships

Under the Client Setup is a new checkbox to allow for Corporate Memberships.



The screenshot shows the 'Client Setup' window for Client ID 356. The 'Allow Corporate Memberships' checkbox is checked and highlighted with a red circle. The form includes fields for Name (ABC COLLEGE), Address, Suburb, State (VIC), Postcode, and Default Status. A 'Configure' button is also visible.

Once this is selected, under the Membership Rules tab you decide on what discounts/payment splits will apply for this Client.



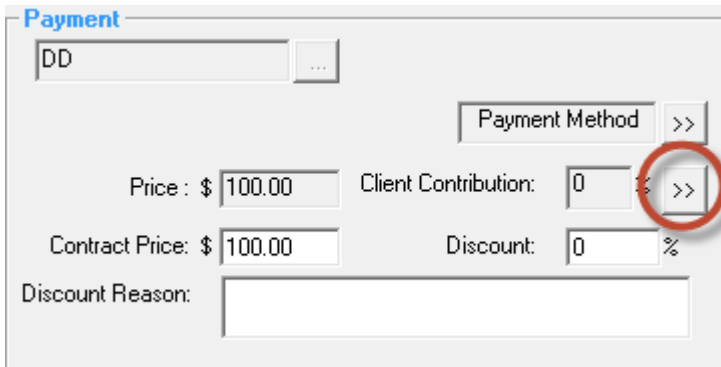
Client Setup window showing Client Id: 356, View Account button, and checkbox for Allow Corporate Memberships. Tabs include General, Contact, Manager Roles, Comments, Membership Rules, and Corporate Members. Fields for Amount Payable by Client (50%) and Corporate Discount (20%) are visible. A Comments text area and a Statements Issued table are also present.

Date Issued	From	To	Staff Member

Selling a Corporate Membership

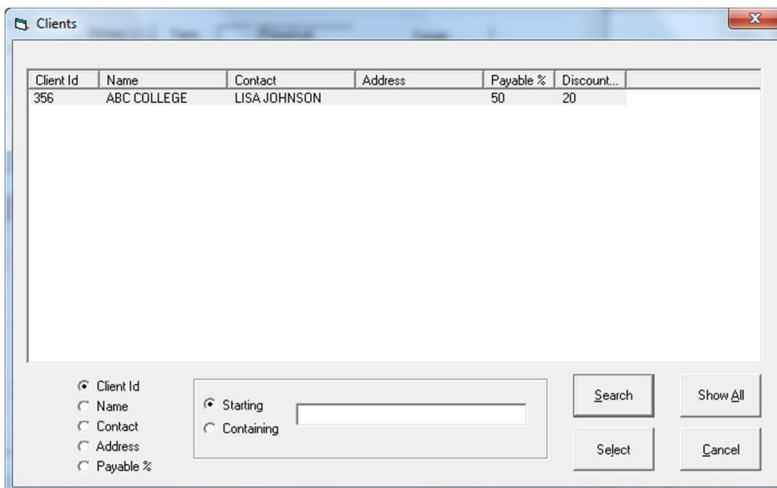
Selling a Corporate Membership is the same process as selling a standard membership, however, there is one extra step involved within the new membership screen.

Under the 'Payment' heading is now 2 arrows. Select these to view clients that offer corporate memberships.



Payment window showing fields for Payment Method, Price (\$100.00), Client Contribution (0), Contract Price (\$100.00), and Discount (0%). Two right-pointing arrows (>>) are circled in red, indicating selection options for Client Contribution and Discount.

Once selected, the below screen will appear. From here select the Client your customer is been offered the corporate membership from. Finish processing the membership as normal.



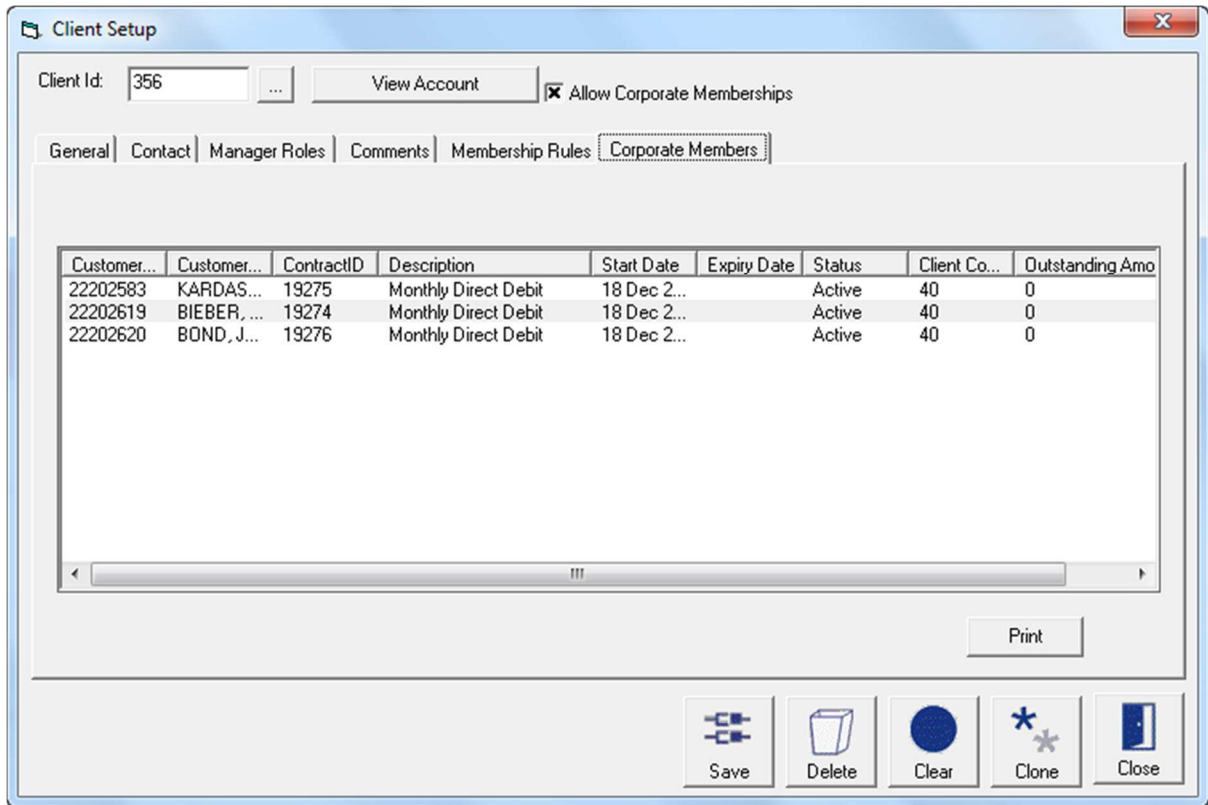
Clients window showing a table with columns: Client Id, Name, Contact, Address, Payable %, and Discount... The table contains one entry for Client Id 356, Name ABC COLLEGE, Contact LISA JOHNSON, Payable % 50, and Discount... 20. Search and filter options are visible at the bottom.

Client Id	Name	Contact	Address	Payable %	Discount...
356	ABC COLLEGE	LISA JOHNSON		50	20

Note: No corporate discount or payment splits can be applied to the pro rata or joining fee.

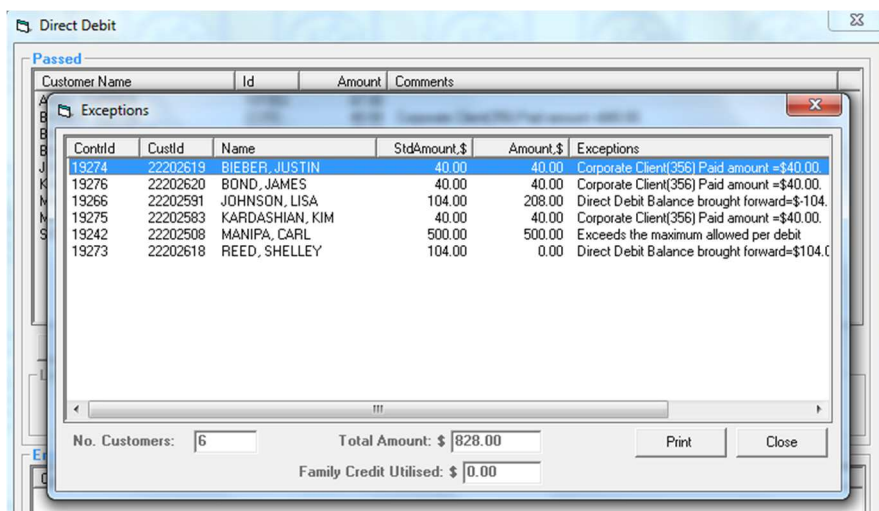
Viewing a Clients Corporate Membership Holders

Under Client details, there is now an extra tab so you can see which members hold a corporate membership under that Client.



Running the Direct Debit for Corporate Memberships

Those members that have a corporate membership, will appear in your Exceptions list when running the direct debit. It will list the reason as 'Corporate Client' and the amount paid.



Processing an Invoice for a Client's Corporate Memberships

This process is the same as issuing a normal invoice. If you require further information on this process, please refer to the POS User Guide.

Corporate Membership Reporting Outcomes

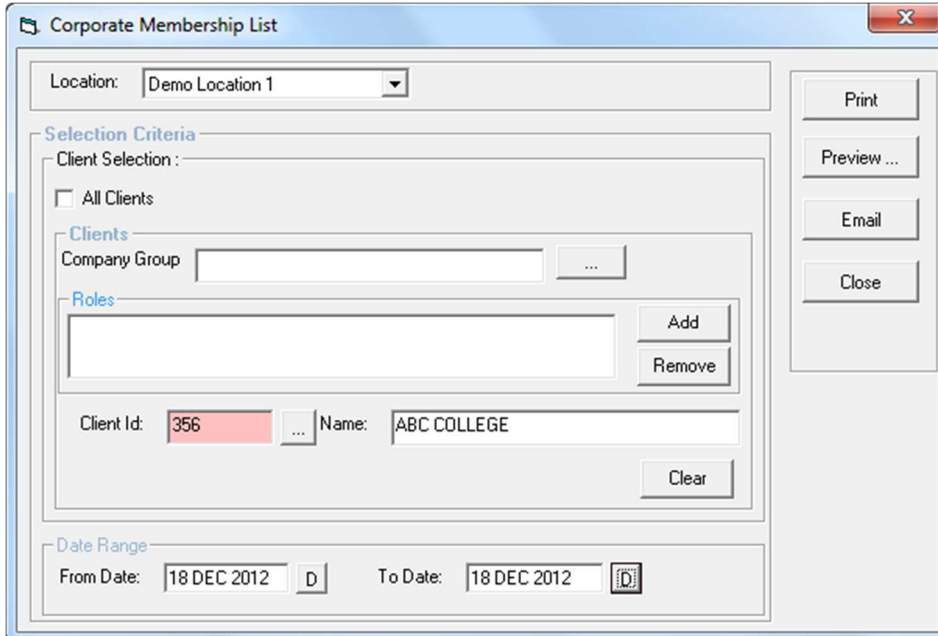
Two new reports exist for staff to report on Corporate Memberships

- Corporate Membership List
- Bulk Print Client Corporate Member Statements

Corporate Membership List

This report allows you produce a list of Clients current corporate members.

This can be filtered by all Clients, Company Group, Client ID and Name. A date range must be entered to produce a report.



The screenshot shows a software window titled "Corporate Membership List". At the top left, there is a "Location:" dropdown menu set to "Demo Location 1". Below this is a "Selection Criteria" section. Under "Client Selection:", there is an unchecked checkbox for "All Clients". The "Clients" section includes a "Company Group" dropdown menu. The "Roles" section has an empty list box with "Add" and "Remove" buttons. Below that, "Client Id:" is set to "356" and "Name:" is set to "ABC COLLEGE", with a "Clear" button. At the bottom, the "Date Range" section shows "From Date:" as "18 DEC 2012" and "To Date:" as "18 DEC 2012". On the right side of the window, there are four buttons: "Print", "Preview ...", "Email", and "Close".

Corporate Membership List as of 18 Dec 2012

From Date : 18 DEC 2012 To Date : 17 JAN 2013

Client Name : ABC COLLEGE
Contact Name : LISA JOHNSON
Address :
Phone :
Email :

Cust ID	Customer Name	Contract ID	Description	Start Date	Expiry Date	Status	Price,\$	Balance,\$
222026 19	BIEBER, JUSTIN	19274	Monthly Direct Debit	18/12/2012 1:30:59 PM		Active	40	0
222025 83	KARDASHIAN, KIM	19275	Monthly Direct Debit	18/12/2012 1:50:55 PM		Active	40	0
222026 20	BOND, JAMES	19276	Monthly Direct Debit	18/12/2012 1:51:21 PM		Active	40	0

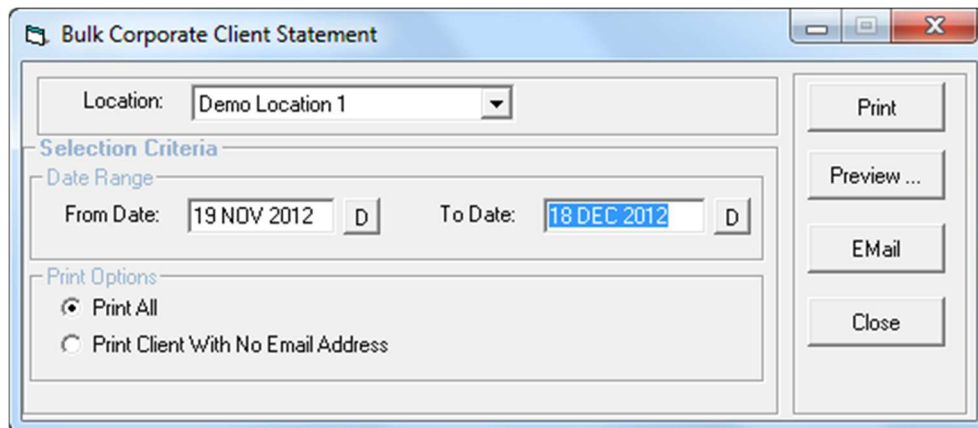
Total GST: \$ 12.00
Total Ex GST: \$ 108.00
Total Price: \$ 120.00

Bulk Print Client Corporate Member Statements

This report would be used prior to the upcoming Direct Debit run to let Clients know who they will be invoiced for. This can be emailed to the client straight from the report.

There is also the option to print if the client does not have an email address. Only Clients without an email will appear on this report if 'Print Client With No Email Address' is selected.

A PDF document will be sent to Clients if you are emailing the statement to them.



Corporate Members Statements as of 18 Dec 2012

From Date : 18 DEC 2012 To Date : 17 JAN 2013

Client Name : ABC COLLEGE
 Contact Name : LISA JOHNSON
 Address :
 Phone :
 Email :

Cust ID	Customer Name	Contract ID	Description	Start Date	Expiry Date	Status	Price,\$	Balance,\$
22202619	BIEBER, JUSTIN	19274	Monthly Direct Debit	18/12/2012 1:30:59 PM		Active	40	0
22202583	KARDASHIAN, KIM	19275	Monthly Direct Debit	18/12/2012 1:50:55 PM		Active	40	0
22202620	BOND, JAMES	19276	Monthly Direct Debit	18/12/2012 1:51:21 PM		Active	40	0

Total GST: \$ 12.00
 Total ExGST: \$ 108.00
 Total Price: \$ 120.00

Pay at POS Memberships

Links now has the ability for Pay at POS Memberships which allows your Customers to make their scheduled payment at point of sale. This has been done to assist sites using LinksPay who need to allow over the counter payments and not be included in the Missing Debit Type report.

Note: You must be operating LinksPay for this function to work.

When setting up a new direct debit membership and entering in the direct debit information, there will be an extra option called 'Pay At Pos'.



Pay at POS Memberships on the LinksPay Direct Debit Run

When running the direct debit through Admin, those with Pay at POS Memberships will be in the Passed section with the comment 'Pay At POS'.





They will also appear on the Exception list for transactions that cannot be processed by Linkspay. However, it is clearly stated that they hold a Pay at POS membership.

Exceptions that can not be processed by Linkspay					
ContId	CustId	Name	StdAmount,\$	Amount,\$	Exceptions
5042	1	TRAINING, TRAINING	12.99	12.99	Pay At POS

Access Changes

Reciprocal rights in Access2

The new Access module now uses global activities to allow members in a multi-location environment to be able to access other locations other than their home location. It will still validate whether they are a current member and if they are a debtor.

Guest Passes are now also able to be used through Access2

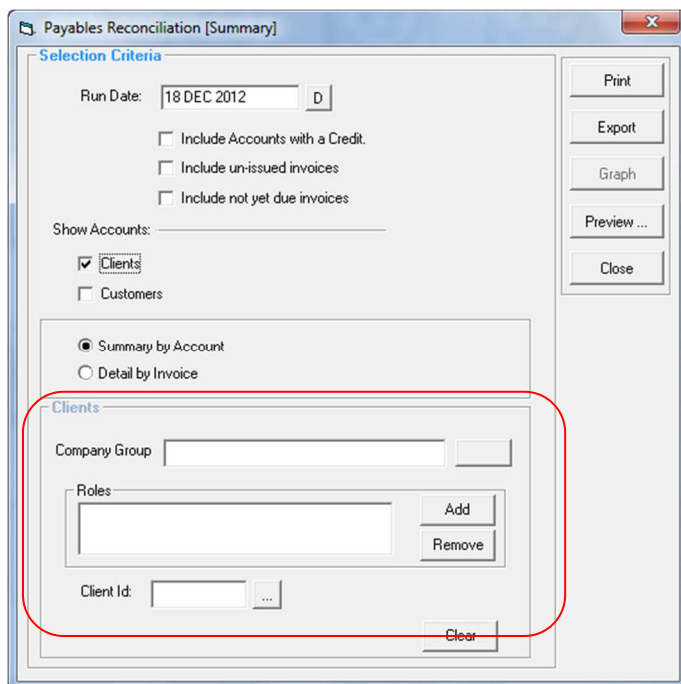
Reporting Changes

Changes to the Invoice Reconciliation Report

Changes have been made to the Invoice Reconciliation Report to allow for a more detailed view, showing invoice and booking numbers, as well as the ability to filter by Company Group and Manager Roles.

Client filters

If the report is run for Clients Only, you will have the ability to filter by Client ID, Company Group and Manager Roles. This filter will also allow you to only display the accounts with credits for the selected Client, Company Group or Manager Roles.



Detail or Summary options

You can select whether to display the report in a summary format (the original report) which will display the total balance for each client by debt age.

Payables Reconciliation [Summary] for Clients
13 AUG 2012

Account	Client	Total Due, \$	0 - 30,\$	31 - 60,\$	61 - 90,\$	90 +,\$
993	ACU SCHOOL OF EXERCISE SCIENCE	492.98	492.98	0.00	0.00	0.00
435	ADELE MONACO-TEMPLETON	181.20	181.20	0.00	0.00	0.00
362	AFL PLAYERS ASSOCIATION	1,774.04	1,774.04	0.00	0.00	0.00
461	ALL SAINTS SPORTLAND	56.75	56.75	0.00	0.00	0.00
401	AP ASSOCIATES, CONSULTING SERVICES	99.40	99.40	0.00	0.00	0.00

Or display the detail broken down by invoice number and include Booking IDs.

Payables Reconciliation [Summary] for Clients
13 AUG 2012

Invoice	Account	Client	Master Bookings	Total Due, \$	0 - 30, \$	31 - 60, \$	61 - 90, \$	90 +, \$
431	993	ACU SCHOOL OF EXERCISE	2324	492.98	492.98	0.00	0.00	0.00
289	435	ADELE MONACO-TEMPLETON	885	181.20	181.20	0.00	0.00	0.00
296	382	AFL PLAYERS ASSOCIATION	3688,3887,3396,3320,310	1,774.04	1,774.04	0.00	0.00	0.00
149	451	ALL SAINTS SPORTLAND	1833	58.75	58.75	0.00	0.00	0.00
104	401	AP ASSOCIATES, CONSULTING SERVICES - ANNIE CURTIAN	45	99.40	99.40	0.00	0.00	0.00
320	815	APOLLO PARKWAYS PS	2158	58.75	0.00	0.00	0.00	58.75
248	131	ARIELS NETBALL CLUB	2202,1080	851.80	851.80	0.00	0.00	0.00
162	483	ASSOCIATED CATHOLIC COLLEGES - PADDY MCKENNA ASSOCIATED PUBLIC	558,3287,2884,1113	615.80	615.80	0.00	0.00	0.00
250	475		492,329	1,187.78	1,187.78	0.00	0.00	0.00

Changes to Sales Category Reports to include Customer Accounts

There will now be a section at the end of the Sales Category report detailing Customer Account activity for the period.

Breakdown of 'Amount Paid from Customer Accounts'

Service Description	Amount, \$
CAMISOLE ORANGE ADMD	2,098.00
CRYSTAL GEYSER WATER	2.00
FRUIT BASKET GOGGLES	20.00
H2 JUNIOR GOGGLES - PINK	75.46
PRETZELS	2.25
SUNCHIPS	0.75
SWIM	40.00
upfront	1,000.00
TOTAL	3,236.46

Breakdown of 'Amount added to Customer Accounts'

Customer	Amount, \$
	100.00
	100.00
ANDERSON, BILLY BOB	1.00
ANDERSON, BILLY BOB	1.00
ANDERSON, BILLY BOB	0.75
ANDERSON, BILLY BOB	0.75
ANDERSON, MAX	21.56
ANISTON, JENNIFER	0.75
BEER, HOMER	400.00
DD, ADD TO	1,000.00
DD, ADD TO	1,000.00
DD, ADD TO	1,000.00
FOMPOS, MOSO	974.78
FOMPOS, MOSO	974.78
FOMPOS, MOSO	974.78
FOMPOS, MOSO	100.00
FOSGOGON, ONGY	200.00
PRESTON, ANDREW	40.00
PRESTON, ANDREW	100.00
TCFPOGW, KON	1,000.00
TCFPOGW, KON	1,000.00
TCFPOGW, KON	1,000.00
TCFPOGW, KON	300.00
TOTAL	10,290.15

End of report.

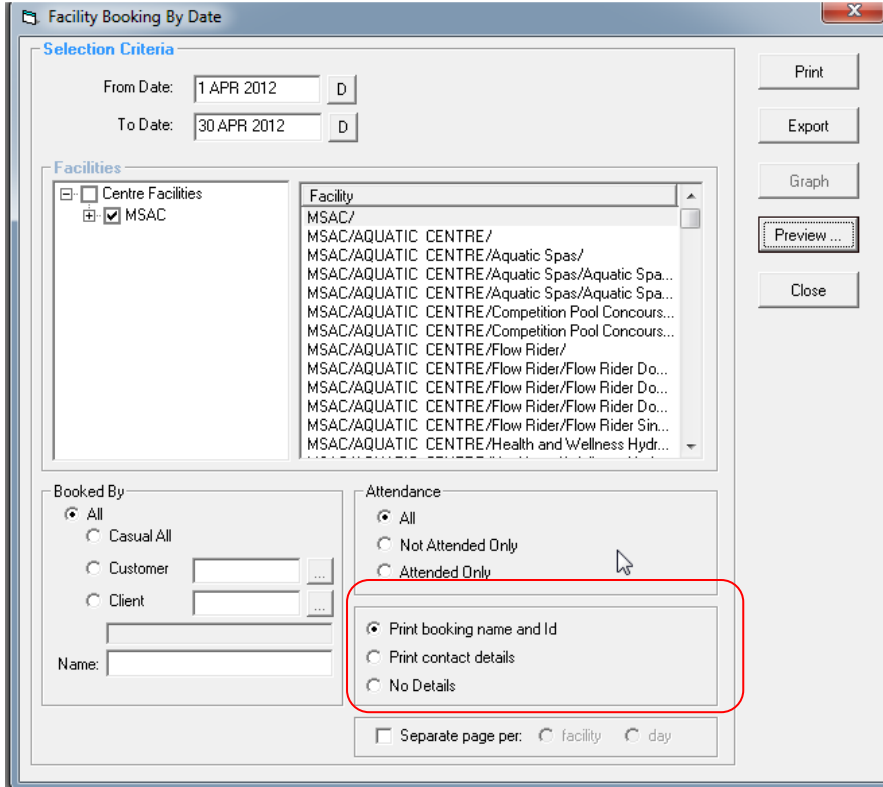
Bookings by Prime Usage Report

There is now a report which lists Facility Bookings based on their prime usage type.

Melbourne Sports and Aquatic Centre			
Bookings by Prime Usage: Major Event			
<i>8/01/2012</i>			
Time	Master ID	Booking Details	Client
09:00 AM - 01:59 PM	1121	Melbourne Tigers 2011/12 Season - 10566	MELBOURNE TIGERS - ADAM FOUNTAIN
<i>15/01/2012</i>			
Time	Master ID	Booking Details	Client
09:00 AM - 11:59 AM	1121	Melbourne Tigers 2011/12 Season - 10566	MELBOURNE TIGERS - ADAM FOUNTAIN
01:00 PM - 11:59 PM	1121	Melbourne Tigers 2011/12 Season - 10566	MELBOURNE TIGERS - ADAM FOUNTAIN
<i>3/02/2012</i>			
Time	Master ID	Booking Details	Client
09:00 AM - 01:59 PM	1121	Melbourne Tigers 2011/12 Season - 10566	MELBOURNE TIGERS - ADAM FOUNTAIN
05:30 PM - 01:59 PM	1121	Melbourne Tigers 2011/12 Season - 10566	MELBOURNE TIGERS - ADAM FOUNTAIN
06:00 PM - 01:59 PM	1121	Melbourne Tigers 2011/12 Season - 10566	MELBOURNE TIGERS - ADAM FOUNTAIN
<i>25/02/2012</i>			
Time	Master ID	Booking Details	Client
03:00 PM - 11:59 PM	1121	Melbourne Tigers 2011/12 Season - 10566	MELBOURNE TIGERS - ADAM FOUNTAIN
<i>18/03/2012</i>			
Time	Master ID	Booking Details	Client
09:00 AM - 11:59 PM	1121	Melbourne Tigers 2011/12 Season - 10566	MELBOURNE TIGERS - ADAM FOUNTAIN

Bookings by Date Report

There is now the option to add the booking name and ID to the report output that interchange with the contact details using the selections circled below.



Facility Booking By Date

Selection Criteria

From Date: 1 APR 2012 D

To Date: 30 APR 2012 D

Facilities

- Centre Facilities
 - MSAC

Facility

- MSAC/
- MSAC/AQUATIC CENTRE/
- MSAC/AQUATIC CENTRE/Aquatic Spas/
- MSAC/AQUATIC CENTRE/Aquatic Spas/Aquatic Spa...
- MSAC/AQUATIC CENTRE/Aquatic Spas/Aquatic Spa...
- MSAC/AQUATIC CENTRE/Competition Pool Concours...
- MSAC/AQUATIC CENTRE/Competition Pool Concours...
- MSAC/AQUATIC CENTRE/Flow Rider/
- MSAC/AQUATIC CENTRE/Flow Rider/Flow Rider Do...
- MSAC/AQUATIC CENTRE/Flow Rider/Flow Rider Do...
- MSAC/AQUATIC CENTRE/Flow Rider/Flow Rider Do...
- MSAC/AQUATIC CENTRE/Flow Rider/Flow Rider Sin...
- MSAC/AQUATIC CENTRE/Health and Wellness Hydr...

Booked By

- All
- Casual All
- Customer
- Client

Name: _____

Attendance

- All
- Not Attended Only
- Attended Only

Print booking name and Id

Print contact details

No Details

Separate page per: facility day

Print

Export

Graph

Preview ...

Close

Booking usage by child report

A new report has been created that calculates the number of hours booked based on the child facilities directly underneath the booked facility. E.g. If a pool has 8 lanes and the entire pool is booked for 2 hours the booking will have a total usage of 16 hours.

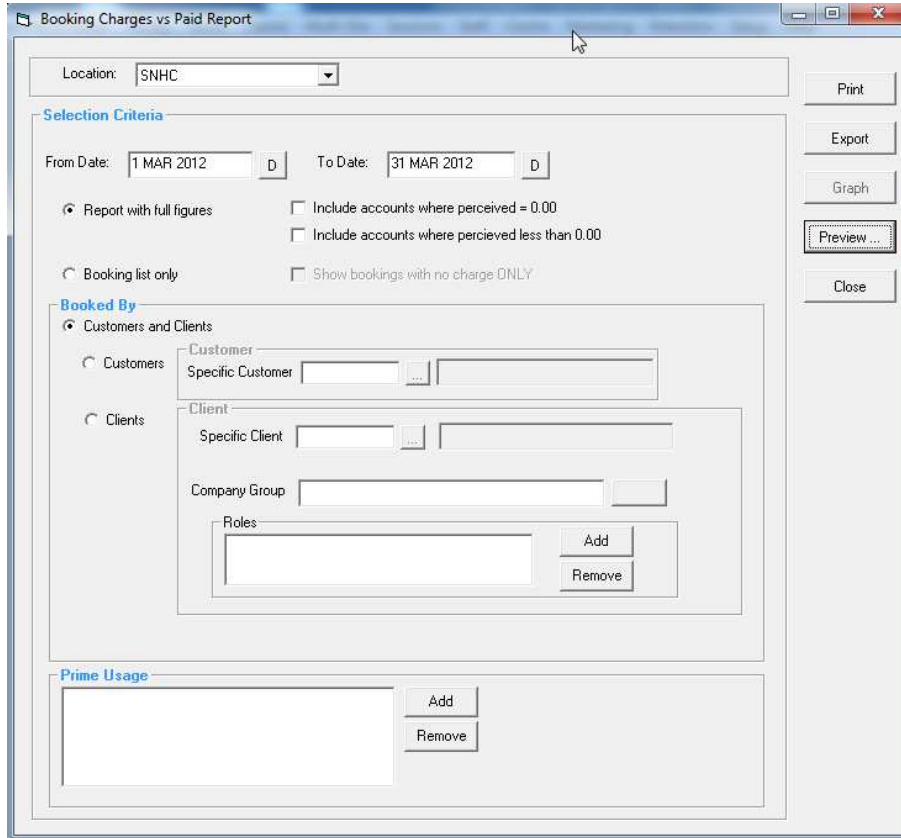
The report can be filtered by facility and Client/Customer if desired and outputted as below.

Melbourne Sports and Aquatic Centre						
Facility bookings total time used - From : 10 Apr 2012 To : 17 Apr 2012						
Facility : Diving Pool Boards						
Reference No#	Booking Name	Usage Date	Start Time	Finish Time	Total Hours	
195	DV 2012 DIVE TRAINING AM	14/04/2012	7:00 AM	12:30 PM	27.5	
195	DV 2012 DIVE TRAINING AM	15/04/2012	7:00 AM	11:00 AM	20	
Total Hours in Use					47.5	
Facility : Lap Pool Lane 5						
Reference No#	Booking Name	Usage Date	Start Time	Finish Time	Total Hours	
310	PORT PHILLIP SPECIALIST SCHOOL 2012	16/04/2012	10:30 AM	11:30 AM	2	
Total Hours in Use					2	
Facility : Diving Pool 25M						
Reference No#	Booking Name	Usage Date	Start Time	Finish Time	Total Hours	
461	VWPI 2012 TRAINING - 331302	10/04/2012	5:30 AM	7:00 AM	4.5	
461	VWPI 2012 TRAINING - 331302	11/04/2012	5:30 AM	7:00 AM	4.5	
461	VWPI 2012 TRAINING - 331302	12/04/2012	5:30 AM	7:00 AM	4.5	
461	VWPI 2012 TRAINING - 331302	13/04/2012	5:30 AM	7:00 AM	4.5	
Total Hours in Use					18	
Facility : Diving Pool Boards						
Reference No#	Booking Name	Usage Date	Start Time	Finish Time	Total Hours	
461	VWPI 2012 TRAINING - 331302	16/04/2012	5:30 AM	7:00 AM	7.5	
Total Hours in Use					7.5	
Facility : Diving Pool Lane 1						
Reference No#	Booking Name	Usage Date	Start Time	Finish Time	Total Hours	
613	MVC TRAINING 2012 - MONDAYS	16/04/2012	5:30 AM	7:00 AM	1.5	
613	MVC TRAINING 2012 - MONDAYS	16/04/2012	4:00 PM	6:30 PM	2.5	
Total Hours in Use					4	
Facility : Diving Pool Lane 2						
Page 1						
10 Apr 2012 10:56:04 AM						

Facility Booking vs Paid Report

This report has been created to track which bookings have been paid and/or any pre-paid charges have been placed against the booking to be used for future payment. Users will then be able to see which bookings still require payments from the customers/clients.

The parameter screen is below.



Users can filter on whether there is \$0.00 (or less) owing on the booking or specific Customers/Clients.

The report can also be used just to display bookings and the associated charges to see what Clients spend for the given timeframe.

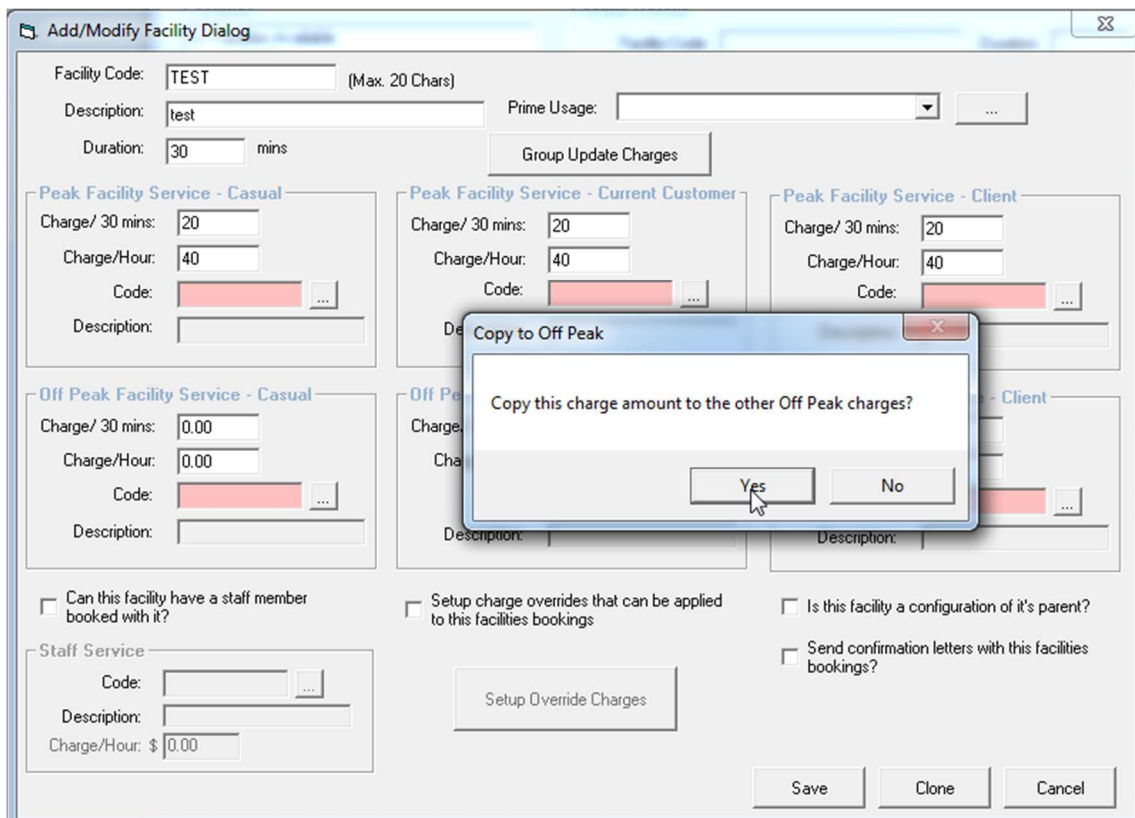
Admin Changes

Ability for staff to use their swipe card for login

Previously in Links a staff member would have to type in their staff code when logging in and a sale is made. It is now possible to swipe their card instead of typing their staff code (if an appropriate scanner setup is available).

Ability to Push Service Code Charges to Other Fee Types in Facility Setup

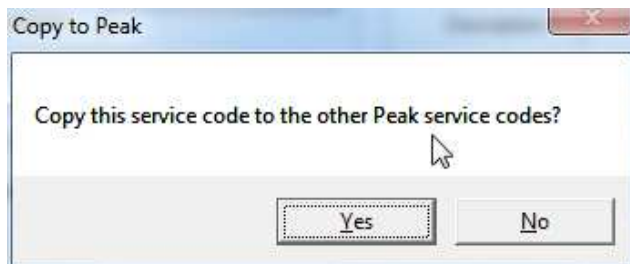
When adding charges and service codes to facilities users will be asked whether they want to push this charge to other fees of the same type once they tab out of that field.



E.g. The above is asking whether to push the charge to other off-peak charges.

Ability to Push Service Codes/Charges to Other Fee Types in Facility Setup

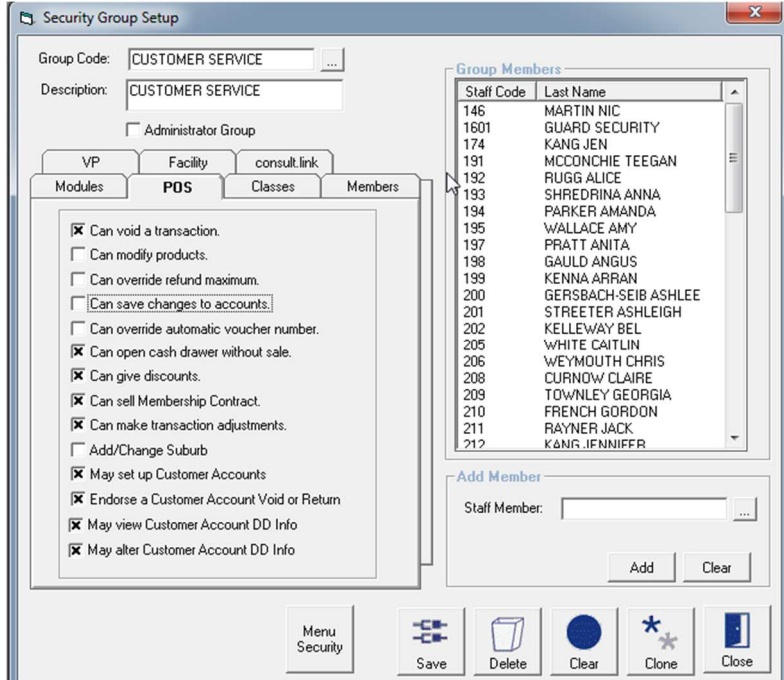
There is now the ability to push the code/charge to the other fields in the Facility Setup screen. The below message will display when you tab out of the field.



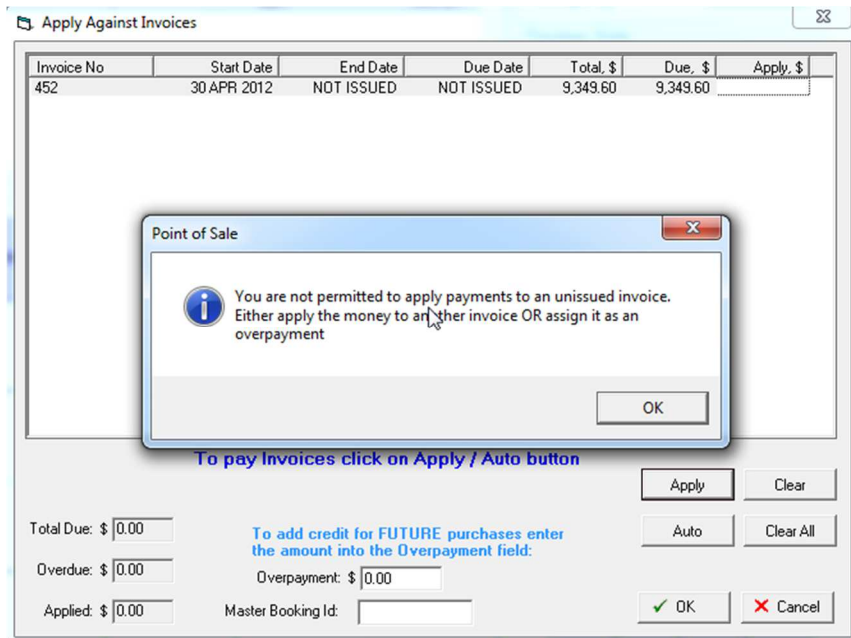
You can choose yes to push or no to enter the other charges manually.

New Security Setting to Prevent Applying Payment to Unissued Invoices

If the 'Can Save Changes to Accounts' accented setting is checked then those in the security group can apply payments to unissued invoices.



If it is checked the user will get the below message.



Pay.link Changes

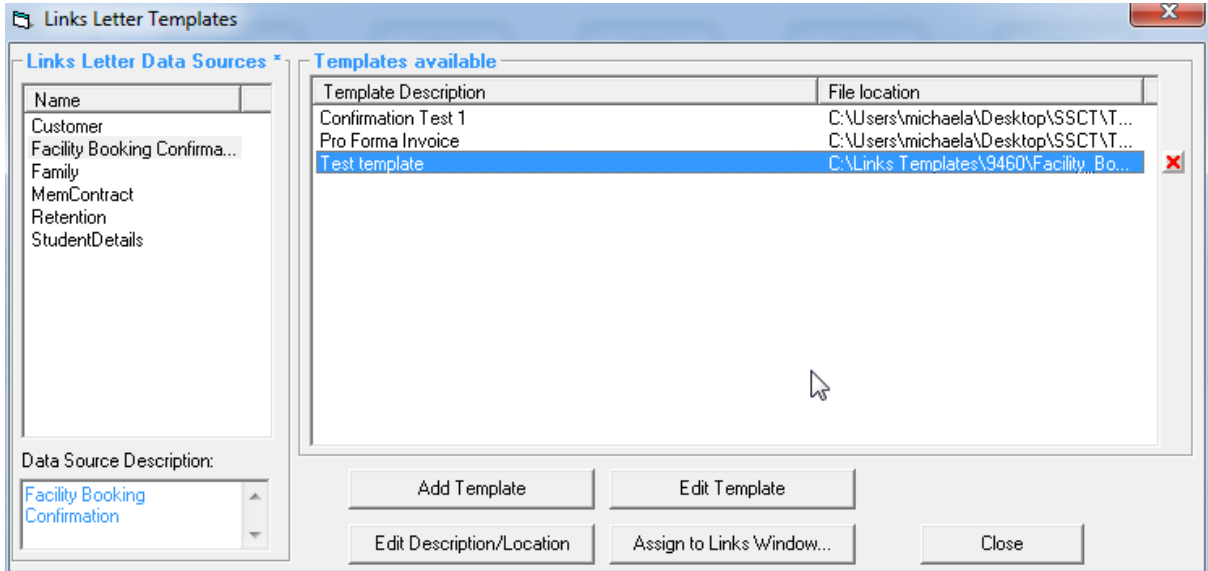
Extra Other Purchases (OP) DD run-type

Refer to the POS changes in this document

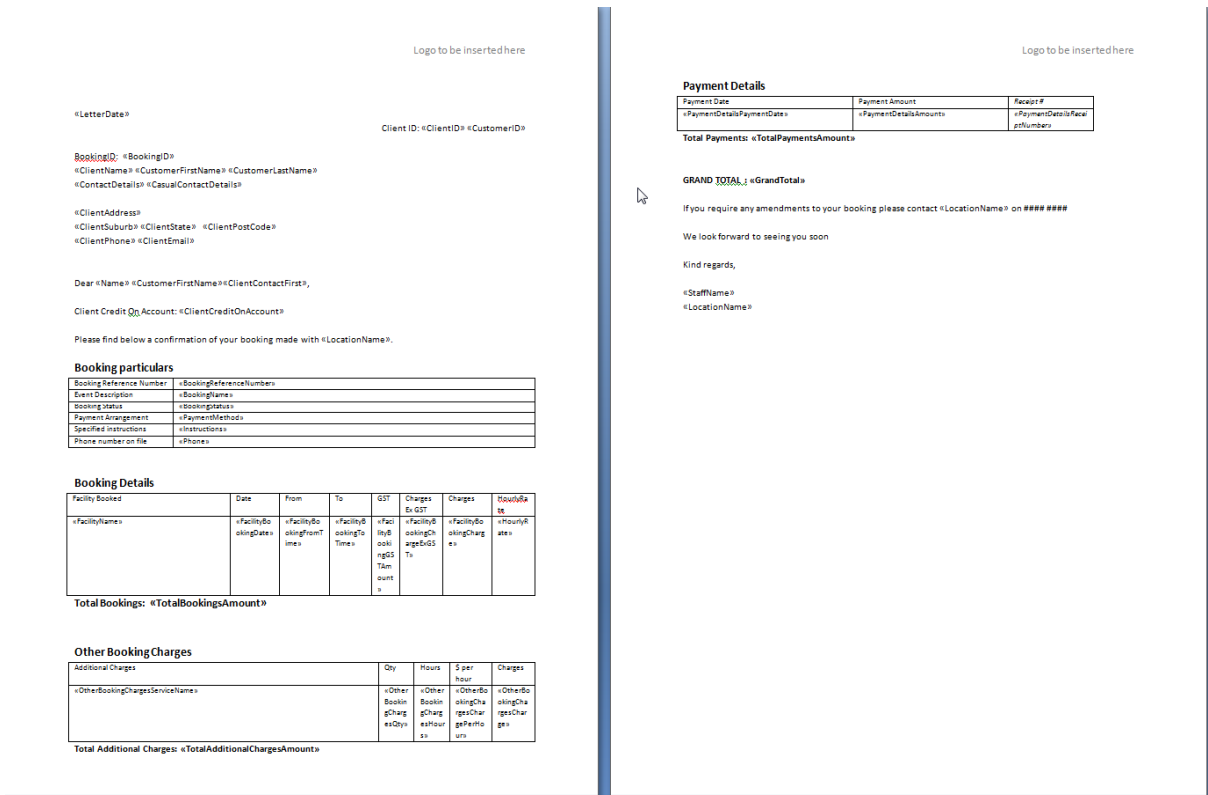
Facility changes

Templated Facility Booking Confirmation Letter

The facility booking confirmation letter is now a mail merge document setup through Admin> Letters> Templates.

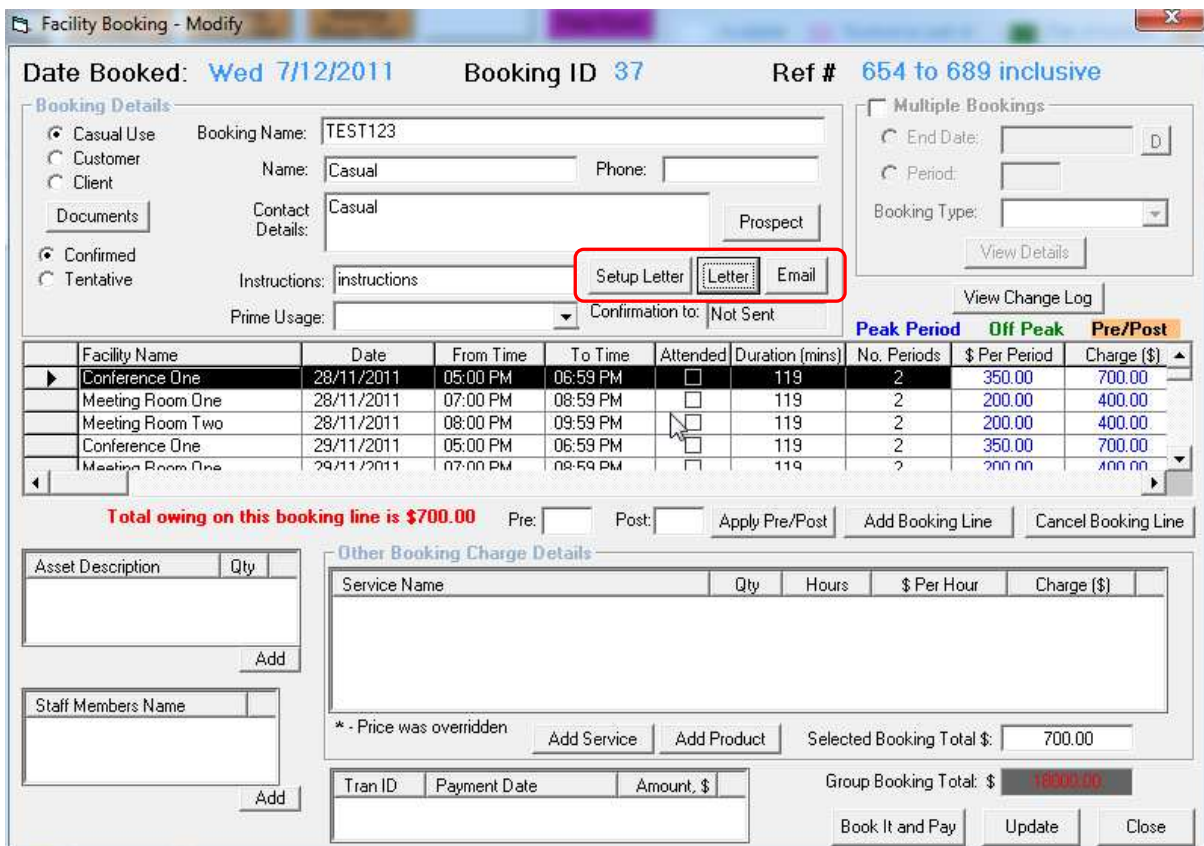


The template looks as below.



This letter can be edited with extra fields from the mailings tab in Word and can be setup as a flexible letter that works for Casual, Customer, and Client all from the same letter.

Once the template is setup you can use the 'Setup Letter' and 'Letter' buttons in the booking details screen to assign and use the templates you have set up.



Facility Booking - Modify

Date Booked: **Wed 7/12/2011** Booking ID **37** Ref # **654 to 689 inclusive**

Booking Details

Casual Use Booking Name: TEST123
 Customer Name: Casual Phone:
 Client Contact Details: Casual Prospect

Confirmed Tentative

Instructions: instructions **Setup Letter** **Letter** **Email**

Prime Usage: Confirmation to: Not Sent

Multiple Bookings

End Date: D
 Period:
 Booking Type:

Facility Name	Date	From Time	To Time	Attended	Duration (mins)	No. Periods	\$ Per Period	Charge (\$)
Conference One	28/11/2011	05:00 PM	06:59 PM	<input type="checkbox"/>	119	2	350.00	700.00
Meeting Room One	28/11/2011	07:00 PM	08:59 PM	<input type="checkbox"/>	119	2	200.00	400.00
Meeting Room Two	28/11/2011	08:00 PM	09:59 PM	<input type="checkbox"/>	119	2	200.00	400.00
Conference One	29/11/2011	05:00 PM	06:59 PM	<input type="checkbox"/>	119	2	350.00	700.00
Meeting Room One	29/11/2011	07:00 PM	08:59 PM	<input type="checkbox"/>	119	2	200.00	400.00

Total owing on this booking line is \$700.00 Pre: Post:

Other Booking Charge Details

Service Name	Qty	Hours	\$ Per Hour	Charge (\$)
* - Price was overridden				

Selected Booking Total \$: 700.00

Group Booking Total: \$ **1400.00**

There is also the option to send the letter as an attachment via email. When running the letter you can choose a date range of which bookings to include.



Facility Booking Confirmation Letter - Date Range

Select Date Range

Only those Facility Bookings that are within the date range selected will appear on the Facility Booking Confirmation Letter.

Please select the date range for the Facility Booking Confirmation Letter:

From Date: 28 NOV 2011 D
 To Date: 10 DEC 2011 D

The default dates will be the dates of the first and last bookings.

Logo to be inserted here

07 Dec 2011

Bookings: 37
Casual

Dear Customer,

Client Credit Account:

Please find below a confirmation of your booking made with Location 1.

Booking particulars

Booking Reference Number	654 to 689 inclusive
Event Description	TEST123
Booking Status	Confirmed
Payment Arrangement	
Specified Instructions	Instructions
Phone Number on file	

Booking Details

Facility Booked	Date	From	To	GST	Charges Ex GST	Charges	Receipts
Conference One	28 Nov 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	28 Nov 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	28 Nov 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	29 Nov 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	29 Nov 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	29 Nov 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	30 Nov 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	30 Nov 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	30 Nov 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	01 Dec 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	01 Dec 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	01 Dec 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	02 Dec 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	02 Dec 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00

Logo to be inserted here

Meeting Room Two	02 Dec 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	03 Dec 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	03 Dec 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	03 Dec 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	05 Dec 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	05 Dec 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	05 Dec 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	06 Dec 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	06 Dec 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	06 Dec 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	07 Dec 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	07 Dec 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	07 Dec 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	08 Dec 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	08 Dec 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	08 Dec 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	09 Dec 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	09 Dec 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	09 Dec 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Conference One	10 Dec 2011	05:00 PM	07:00 PM	\$0.00	\$700.00	\$700.00	\$350.00
Meeting Room One	10 Dec 2011	07:00 PM	09:00 PM	\$0.00	\$400.00	\$400.00	\$200.00
Meeting Room Two	10 Dec 2011	08:00 PM	10:00 PM	\$0.00	\$400.00	\$400.00	\$200.00

Total Bookings: \$18 000.00

Other Booking Charges

Additional Charges	Qty	Hours	\$ per hour	Charges

Total Additional Charges: \$0.00

Payment Details

Payment Date	Payment Amount	Receipt #

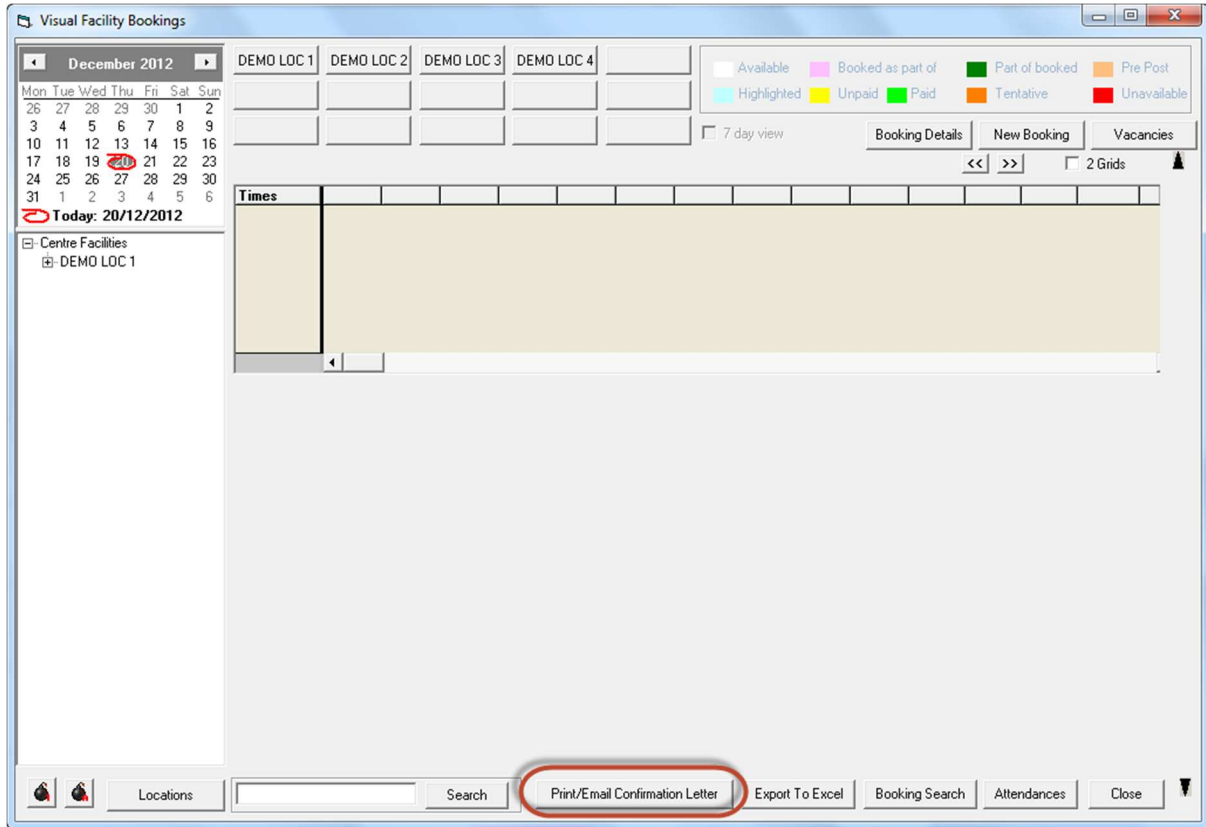
Total Payments: \$0.00

GRAND TOTAL: \$18 000.00

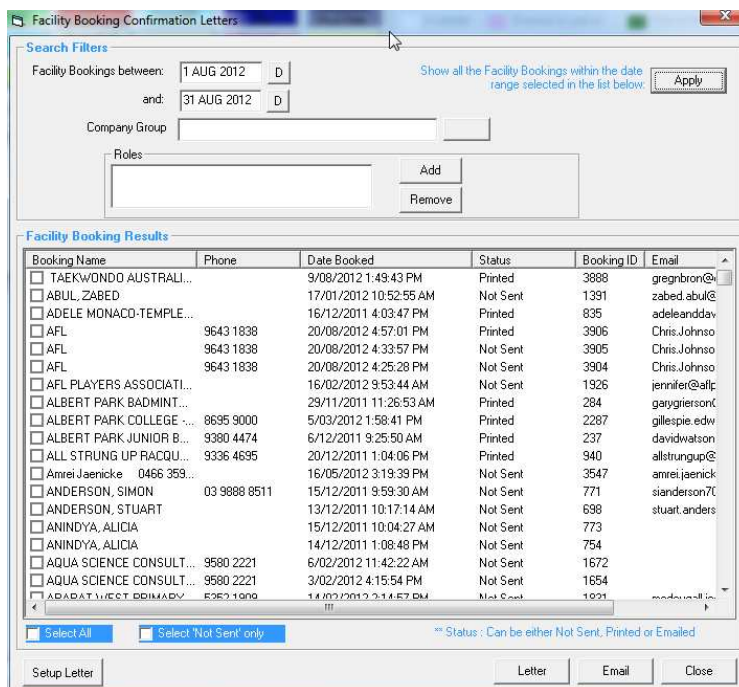
The letter will auto-extend to include all the bookings within the selected date range.

Bulk Facility Confirmation Letters

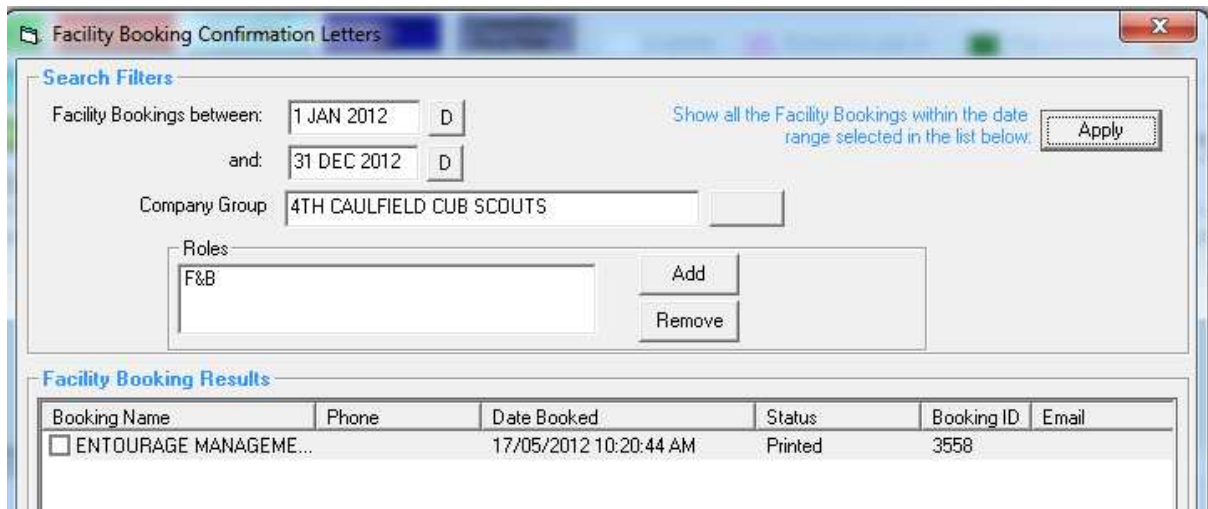
The confirmation letters & emails can be sent in bulk from the Visual Facility Booking screen by clicking the 'Print/Email Confirmation Letter' circled below.



Select the bookings you wish to send letters for and then click 'Print' or 'Email'.



There is the ability to filter the confirmation letters by company group and manager role independently or in tandem as below.



Search Filters

Facility Bookings between: 1 JAN 2012 D and 31 DEC 2012 D
 Show all the Facility Bookings within the date range selected in the list below: **Apply**

Company Group: 4TH CAULFIELD CUB SCOUTS

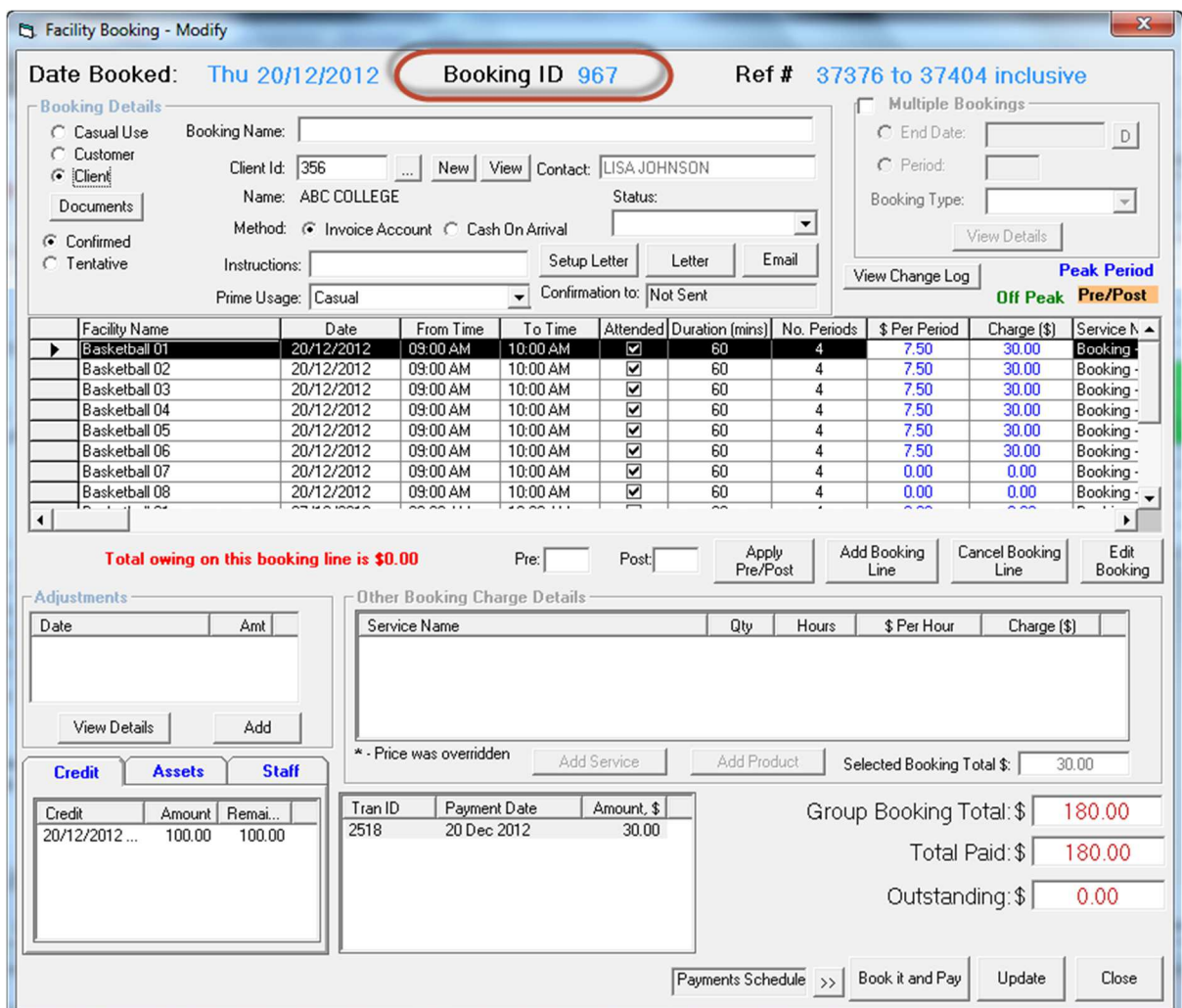
Roles: F&B **Add** **Remove**

Facility Booking Results

Booking Name	Phone	Date Booked	Status	Booking ID	Email
<input type="checkbox"/> ENTOURAGE MANAGEME...		17/05/2012 10:20:44 AM	Printed	3558	

Master Booking ID

Every bookings will now have its own Master Booking ID which is listed in the booking screen as circled below.



Facility Booking - Modify

Date Booked: Thu 20/12/2012 **Booking ID 967** Ref # 37376 to 37404 inclusive

Booking Details

Casual Use Customer Client

Booking Name: Client Id: 356 Name: ABC COLLEGE Status:

Method: Invoice Account Cash On Arrival

Instructions: **Setup Letter** **Letter** **Email**

Prime Usage: Casual Confirmation to: Not Sent

Multiple Bookings

End Date: D Period:

Booking Type: **View Details**

View Change Log **Peak Period** **Off Peak** **Pre/Post**

	Facility Name	Date	From Time	To Time	Attended	Duration (mins)	No. Periods	\$ Per Period	Charge (\$)	Service h
▶	Basketball 01	20/12/2012	09:00 AM	10:00 AM	✓	60	4	7.50	30.00	Booking -
	Basketball 02	20/12/2012	09:00 AM	10:00 AM	✓	60	4	7.50	30.00	Booking -
	Basketball 03	20/12/2012	09:00 AM	10:00 AM	✓	60	4	7.50	30.00	Booking -
	Basketball 04	20/12/2012	09:00 AM	10:00 AM	✓	60	4	7.50	30.00	Booking -
	Basketball 05	20/12/2012	09:00 AM	10:00 AM	✓	60	4	7.50	30.00	Booking -
	Basketball 06	20/12/2012	09:00 AM	10:00 AM	✓	60	4	7.50	30.00	Booking -
	Basketball 07	20/12/2012	09:00 AM	10:00 AM	✓	60	4	0.00	0.00	Booking -
	Basketball 08	20/12/2012	09:00 AM	10:00 AM	✓	60	4	0.00	0.00	Booking -

Total owing on this booking line is \$0.00 Pre: Post: **Apply Pre/Post** **Add Booking Line** **Cancel Booking Line** **Edit Booking**

Adjustments

Date	Amt

Other Booking Charge Details

Service Name	Qty	Hours	\$ Per Hour	Charge (\$)

* - Price was overridden **Add Service** **Add Product** Selected Booking Total \$: 30.00

Credit **Assets** **Staff**

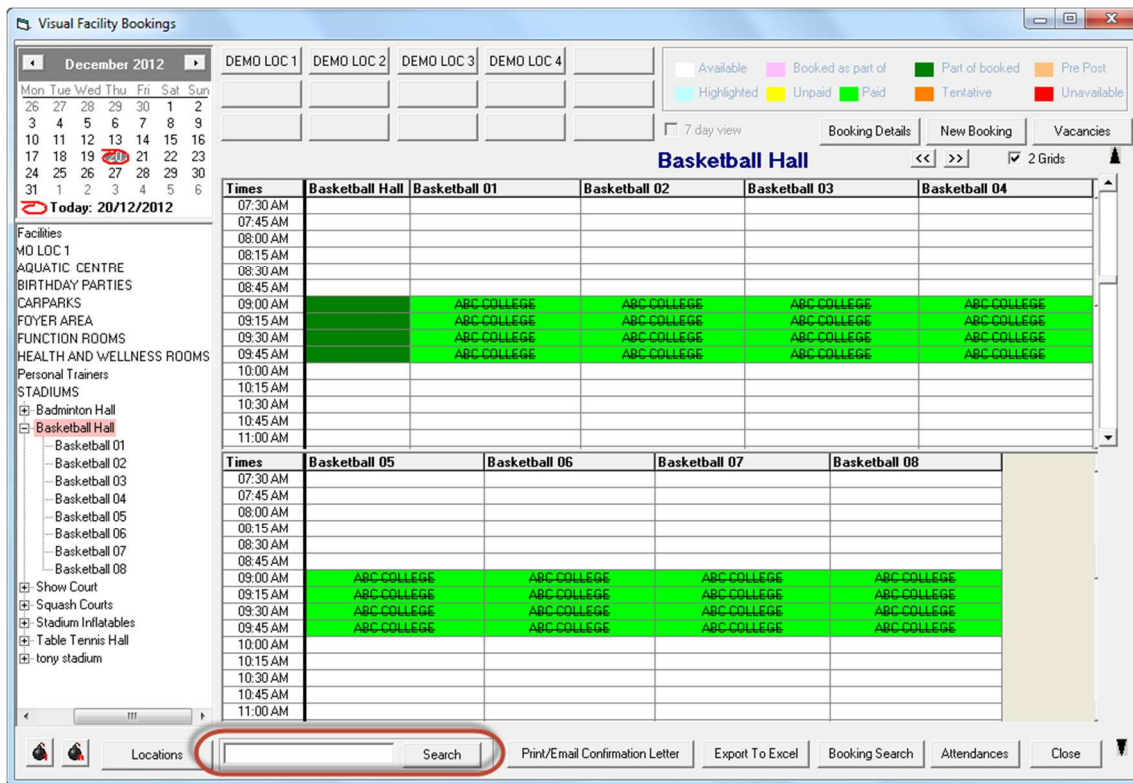
Credit	Amount	Remai...
20/12/2012 ...	100.00	100.00

Tran ID	Payment Date	Amount, \$
2518	20 Dec 2012	30.00

Group Booking Total: \$ 180.00
 Total Paid: \$ 180.00
 Outstanding: \$ 0.00

Payments Schedule >> **Book it and Pay** **Update** **Close**

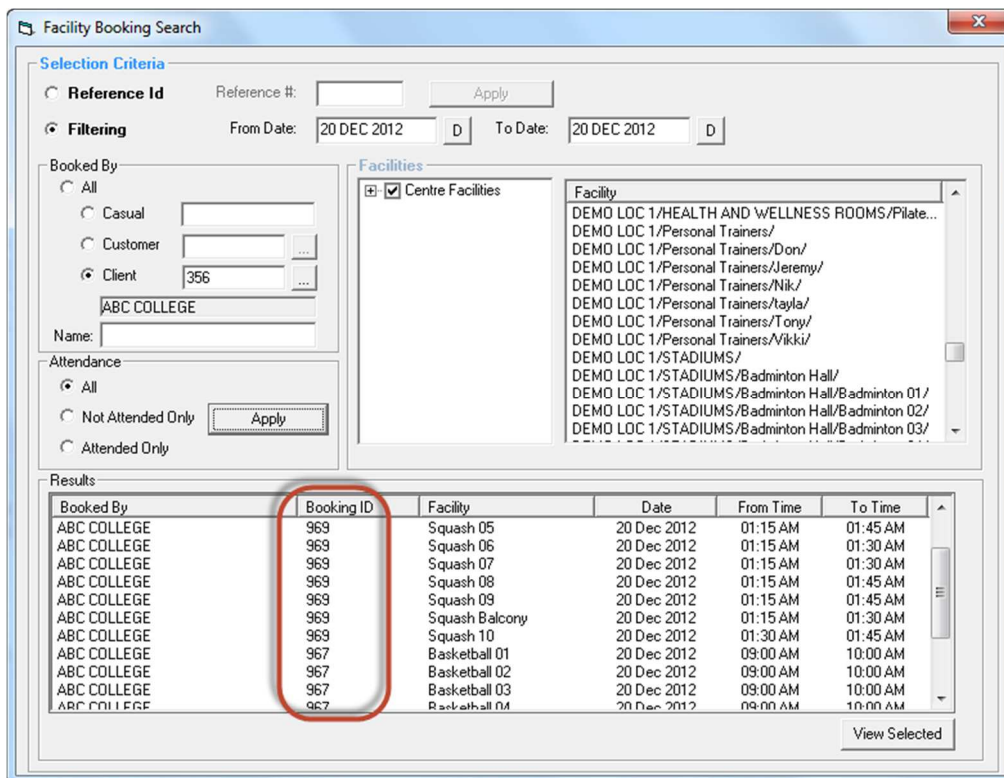
This Master Booking ID is also used to filter in search and reporting screens.



The screenshot shows the 'Visual Facility Bookings' interface. On the left, there is a calendar for December 2012 with the 20th highlighted. Below the calendar is a list of facilities, including 'Basketball Hall'. The main area displays a grid of bookings for 'Basketball Hall' across eight courts (Basketball 01 to 08) from 07:30 AM to 11:00 AM. Several bookings are highlighted in green, indicating they are 'Paid'. At the bottom, there is a search bar with a red circle around it, and buttons for 'Locations', 'Search', 'Print/Email Confirmation Letter', 'Export To Excel', 'Booking Search', 'Attendances', and 'Close'.

You can now search for a booking using the Master Booking ID directly from the Visual Booking Scheduler as above.

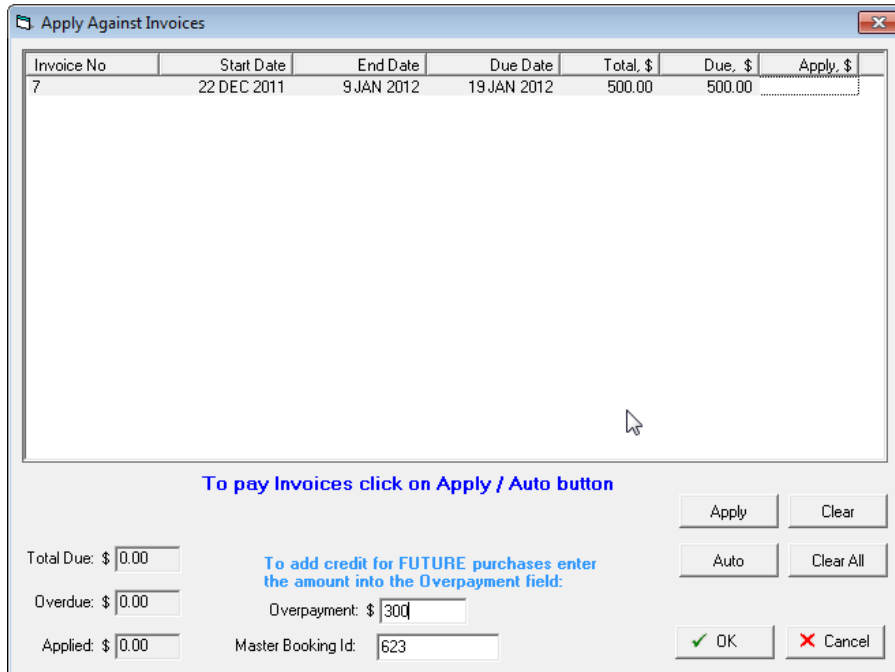
The Master Booking ID now shows when using the booking search.



The screenshot shows the 'Facility Booking Search' interface. Under 'Selection Criteria', 'Filtering' is selected with 'From Date' and 'To Date' set to 20 DEC 2012. Under 'Booked By', 'Client' is selected with the value '356' and 'ABC COLLEGE' entered in the 'Name' field. Under 'Facilities', 'Centre Facilities' is checked. The 'Results' table shows a list of bookings with columns: 'Booked By', 'Booking ID', 'Facility', 'Date', 'From Time', and 'To Time'. The 'Booking ID' column is highlighted with a red circle, showing values like 969, 967, and 967. A 'View Selected' button is at the bottom right.

Booked By	Booking ID	Facility	Date	From Time	To Time
ABC COLLEGE	969	Squash 05	20 Dec 2012	01:15 AM	01:45 AM
ABC COLLEGE	969	Squash 06	20 Dec 2012	01:15 AM	01:30 AM
ABC COLLEGE	969	Squash 07	20 Dec 2012	01:15 AM	01:30 AM
ABC COLLEGE	969	Squash 08	20 Dec 2012	01:15 AM	01:45 AM
ABC COLLEGE	969	Squash 09	20 Dec 2012	01:15 AM	01:45 AM
ABC COLLEGE	969	Squash Balcony	20 Dec 2012	01:15 AM	01:30 AM
ABC COLLEGE	969	Squash 10	20 Dec 2012	01:30 AM	01:45 AM
ABC COLLEGE	967	Basketball 01	20 Dec 2012	09:00 AM	10:00 AM
ABC COLLEGE	967	Basketball 02	20 Dec 2012	09:00 AM	10:00 AM
ABC COLLEGE	967	Basketball 03	20 Dec 2012	09:00 AM	10:00 AM
ABC COLLEGE	967	Basketball 04	20 Dec 2012	09:00 AM	10:00 AM

Ability to Record Credit Payments against a Master Booking ID



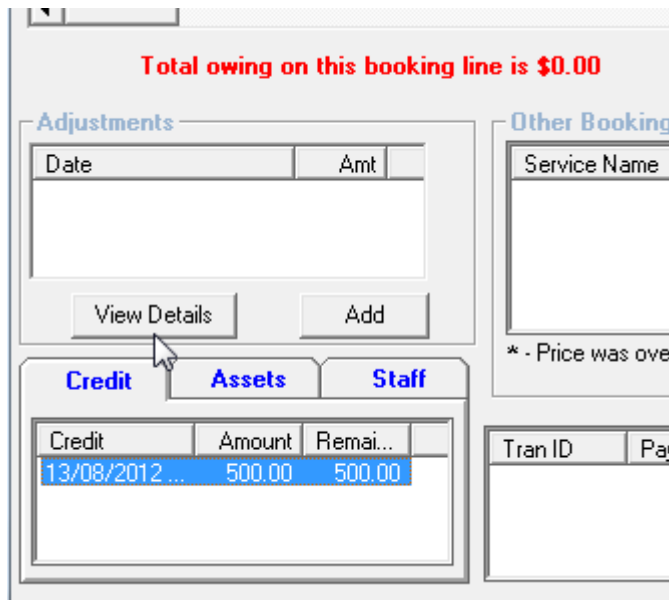
The dialog box 'Apply Against Invoices' contains a table with the following data:

Invoice No	Start Date	End Date	Due Date	Total, \$	Due, \$	Apply, \$
7	22 DEC 2011	9 JAN 2012	19 JAN 2012	500.00	500.00	

Below the table, there are input fields for 'Total Due: \$ 0.00', 'Overdue: \$ 0.00', and 'Applied: \$ 0.00'. A 'Master Booking Id' field contains the value '623'. A note states: 'To add credit for FUTURE purchases enter the amount into the Overpayment field:'. The 'Overpayment' field contains '300'. Buttons for 'Apply', 'Clear', 'Auto', 'Clear All', 'OK', and 'Cancel' are present.

You can now pay money against a booking that hasn't been invoiced which can be used to offset charges at a later date.

Credits will also display in the booking as below (with the amount remaining) so the user can see what has been paid against that particular booking under the credit tab.

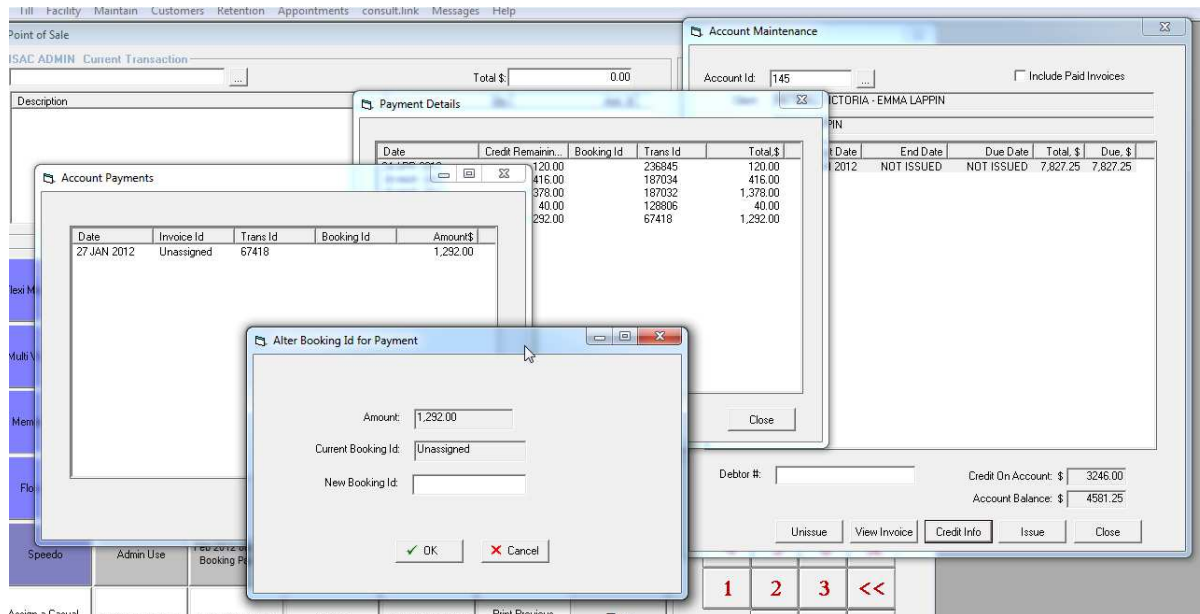


The screenshot shows a booking summary with the text: 'Total owing on this booking line is \$0.00'. Below this, there are sections for 'Adjustments' and 'Other Booking'. The 'Adjustments' section has a table with columns 'Date' and 'Amt'. Below it are 'View Details' and 'Add' buttons. The 'Other Booking' section has a 'Service Name' field and a note '* - Price was over'. At the bottom, there are tabs for 'Credit', 'Assets', and 'Staff'. The 'Credit' tab is active, showing a table with columns 'Credit', 'Amount', and 'Remai...'. A single entry is visible:

Credit	Amount	Remai...
13/08/2012 ...	500.00	500.00

Ability to Re-Assign Pre-Paid Booking Credit

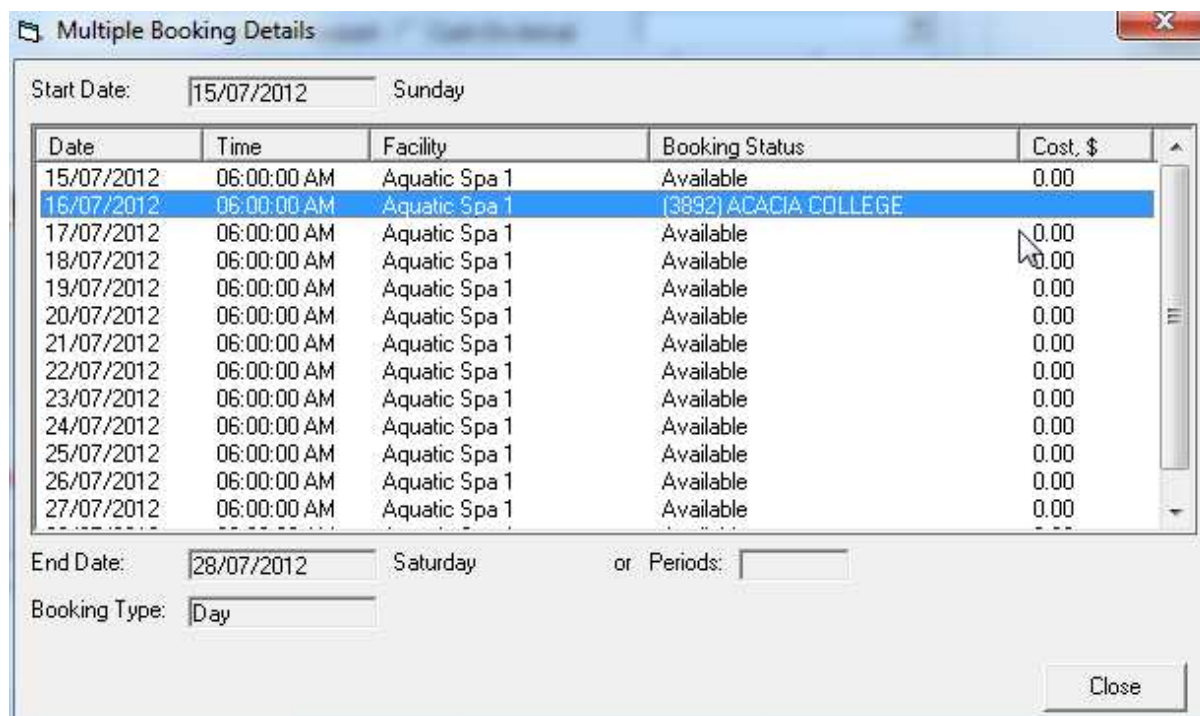
From the account payment breakdown screen a user can now double-click on a payment and re-assign the credit as below.



Note: You can also now refund a credit transaction if a booking is cancelled etc.

Display Booking ID/Name in Results of the Multiple Booking Clash Screen

The Master Booking ID & Client/Customer name now displays in the multiple booking clash results as below if the booking clash occurs on the same level of facility as the one the user is trying to book.



Facility booking adjustments

There is now the option to make adjustments to a booking that will create a reduction or increase to the amount charged. This is done from the booking screen in the adjustments window.

Facility Booking - Modify

Date Booked: **Sat 4/21/2012** Booking ID **780** Ref # **38340 to 39902 inclusive**

Booking Name: **VV12 Monday Night Volleyball 330704**

Client Id: **49** Client: **ROGER KAPETANDVIC**

Name: **VOLLEYBALL VICTORIA INC - ROGER** Status:

Method: Invoice Account Cash On Arrival External Booking

Instructions: Setup Letter Letter Email

Prime Usage: **Volleyball Bookings** Confirmation to: **Not Sent**

Facility Name	Date	From Time	To Time	Attended	Duration (mins)	No. Periods	\$ Per Period	Charge (\$)	Service N
Volleyball 01	1/23/2012	06:15 PM	10:15 PM	<input checked="" type="checkbox"/>	240	16	0.00	126.80	Booking -
Volleyball 02	1/23/2012	06:15 PM	10:15 PM	<input checked="" type="checkbox"/>	240	16	0.00	126.80	Booking -
Volleyball 03	1/23/2012	06:15 PM	10:15 PM	<input checked="" type="checkbox"/>	240	16	0.00	126.80	Booking -
Volleyball 01	1/30/2012	06:15 PM	10:15 PM	<input checked="" type="checkbox"/>	240	16	0.00	126.80	Booking -
Volleyball 02	1/30/2012	06:15 PM	10:15 PM	<input checked="" type="checkbox"/>	240	16	0.00	126.80	Booking -
Volleyball 03	1/30/2012	06:15 PM	10:15 PM	<input checked="" type="checkbox"/>	240	16	0.00	126.80	Booking -
Volleyball 01	2/6/2012	06:15 PM	10:15 PM	<input checked="" type="checkbox"/>	240	16	0.00	126.80	Booking -

Total owing on this booking line is \$0.00

Pre: Post: Apply Pre/Post Add Booking Line Cancel Booking Line Edit Booking

Adjustments

Date	Amt
4/21/2012 9:57:44 PM	-300...

View Details Add

Other Booking Charge Details

Service Name	Qty	Hours	\$ Per Hour	Charge (\$)
* Price was overridden				

Add Service Add Product Selected Booking Total \$: **126.80**

Tran ID | Payment Date | Amount, \$

62661	31 Jan 2012	126.80
-------	-------------	--------

Group Booking Total: \$ **13394.40**

Book it and Pay Update Close

Facility Booking Adjustment

New Adjustment

Decrease the amount owed Increase the amount owed

Increase Adjustment

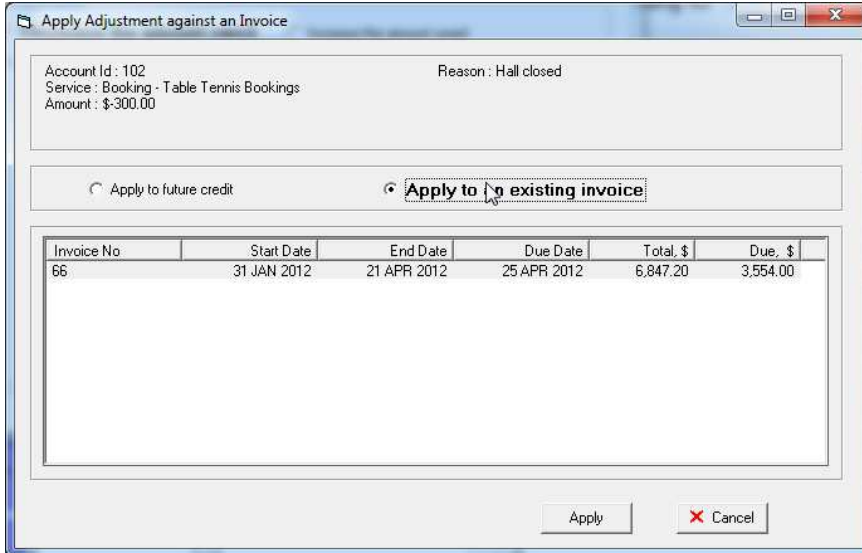
Decrease amount owed on booking by:

Service code: ...

Reason:

OK Cancel

The service code for the adjustment will be in the dropdown if it exists in one of the booking lines. Otherwise you can search for any available service code using the search button. This will add the service code to be selected in the dropdown to be applied against the current issued invoices.



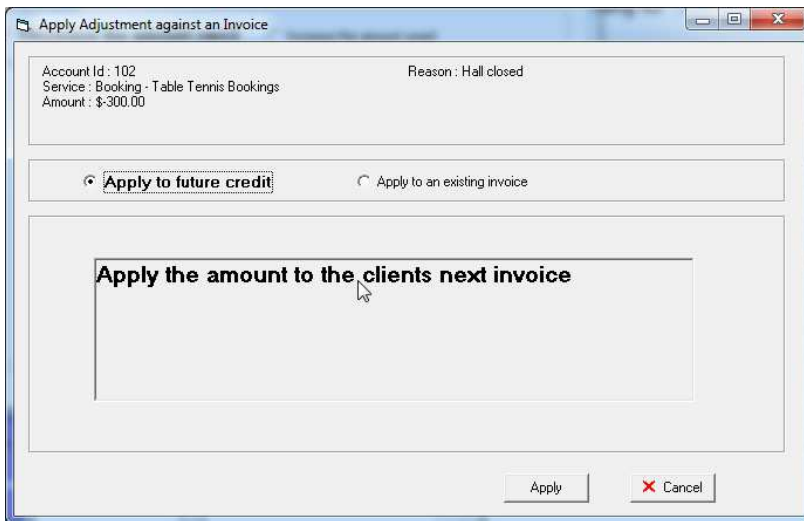
Account Id : 102 Reason : Hall closed
 Service : Booking - Table Tennis Bookings
 Amount : \$-300.00

Apply to future credit **Apply to existing invoice**

Invoice No	Start Date	End Date	Due Date	Total, \$	Due, \$
66	31 JAN 2012	21 APR 2012	25 APR 2012	6,847.20	3,554.00

Apply Cancel

Or it can be used on the clients next open invoice.



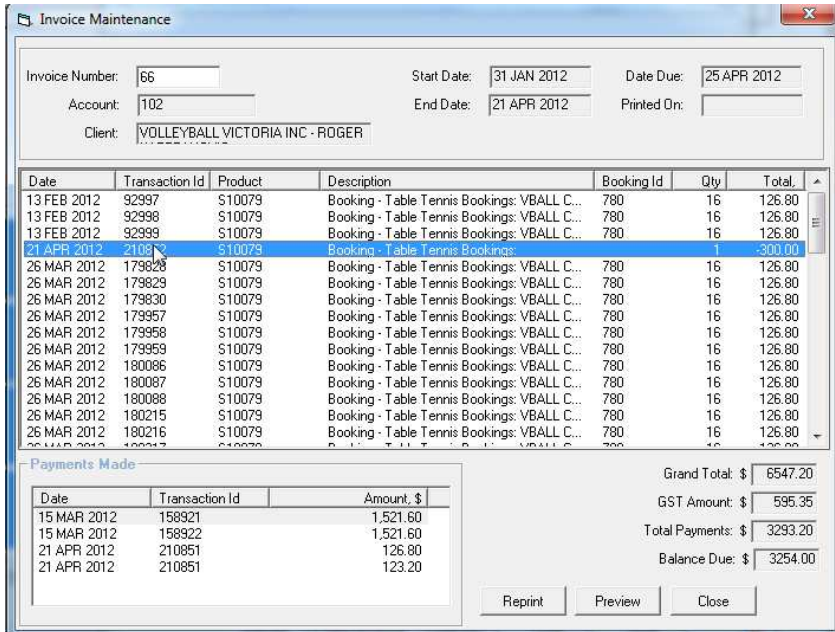
Account Id : 102 Reason : Hall closed
 Service : Booking - Table Tennis Bookings
 Amount : \$-300.00

Apply to future credit Apply to an existing invoice

Apply the amount to the clients next invoice

Apply Cancel

The adjustment will appear on the invoice as a line item as highlighted below.



Invoice Maintenance

Invoice Number: 66 Start Date: 31 JAN 2012 Date Due: 25 APR 2012
 Account: 102 End Date: 21 APR 2012 Printed On:
 Client: VOLLEYBALL VICTORIA INC - ROGER

Date	Transaction Id	Product	Description	Booking Id	Qty	Total
13 FEB 2012	92997	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
13 FEB 2012	92998	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
13 FEB 2012	92999	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
21 APR 2012	210851	S10079	Booking - Table Tennis Bookings:		1	-300.00
26 MAR 2012	179828	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
26 MAR 2012	179829	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
26 MAR 2012	179830	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
26 MAR 2012	179957	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
26 MAR 2012	179958	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
26 MAR 2012	179959	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
26 MAR 2012	180086	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
26 MAR 2012	180087	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
26 MAR 2012	180088	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
26 MAR 2012	180215	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80
26 MAR 2012	180216	S10079	Booking - Table Tennis Bookings: VBALL C...	780	16	126.80

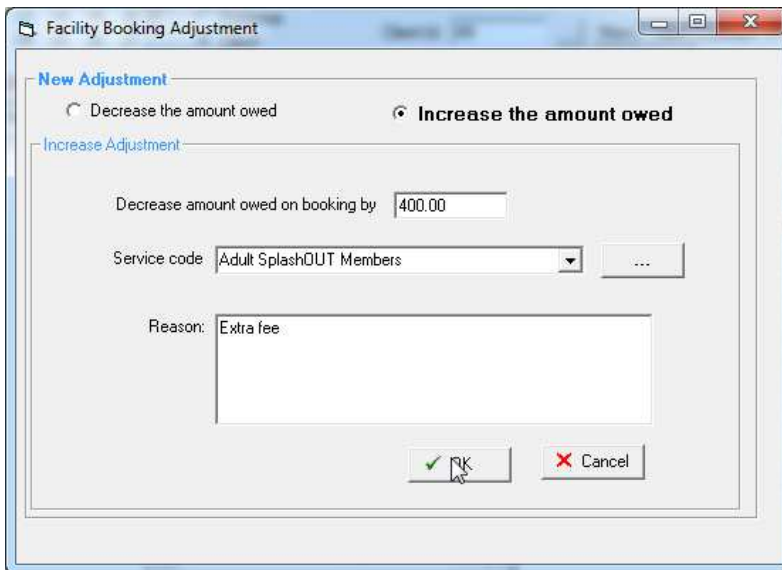
Payments Made

Date	Transaction Id	Amount, \$
15 MAR 2012	158921	1,521.60
15 MAR 2012	158922	1,521.60
21 APR 2012	210851	126.80
21 APR 2012	210851	123.20

Grand Total: \$ 6547.20
 GST Amount: \$ 595.35
 Total Payments: \$ 3293.20
 Balance Due: \$ 3254.00

Reprint Preview Close

Alternately an increase adjustment can be applied.



Facility Booking Adjustment

New Adjustment

Decrease the amount owed Increase the amount owed

Increase Adjustment

Decrease amount owed on booking by: 400.00

Service code: Adult SplashOUT Members

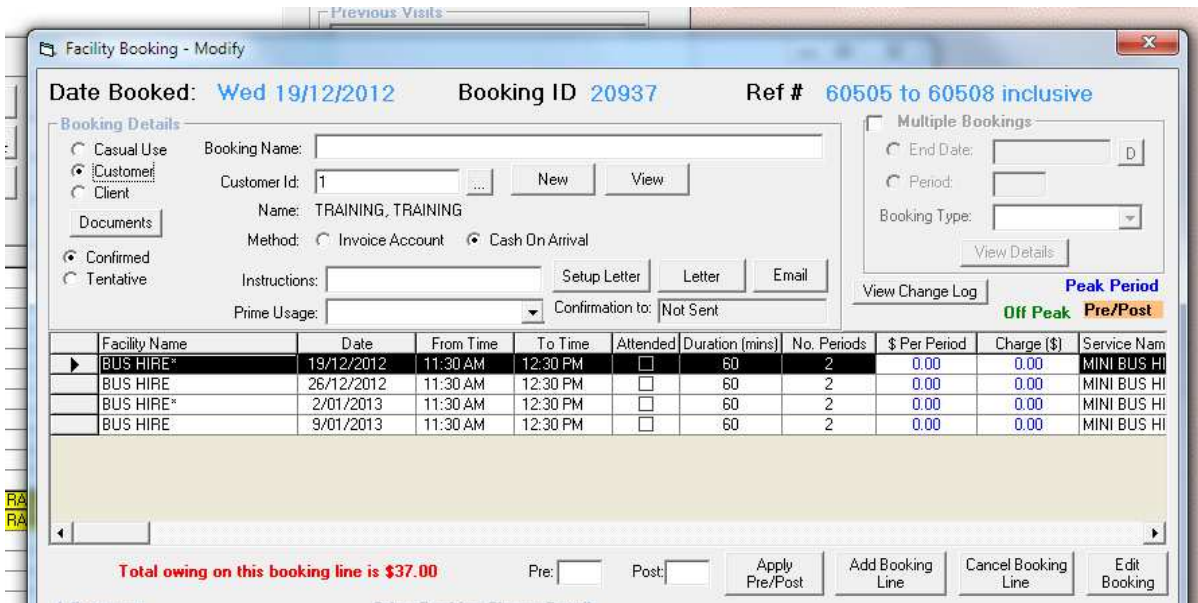
Reason: Extra fee

OK Cancel

This will appear on a current or future invoice similar to the reduction adjustment.

Adding Products and Services to a Facility Booking Line

An * will now appear on a booking line if it has a product or service attached to it next to the Facility Name.



Facility Booking - Modify

Date Booked: **Wed 19/12/2012** Booking ID **20937** Ref # **60505 to 60508 inclusive**

Booking Details

Casual Use
 Customer
 Client

Booking Name: [] Customer Id: 1 [New] [View]

Name: TRAINING, TRAINING

Method: Invoice Account Cash On Arrival

Instructions: [] [Setup Letter] [Letter] [Email]

Prime Usage: [] Confirmation to: Not Sent

Multiple Bookings:

End Date: [] [D]
 Period: []
 Booking Type: [] [View Details]

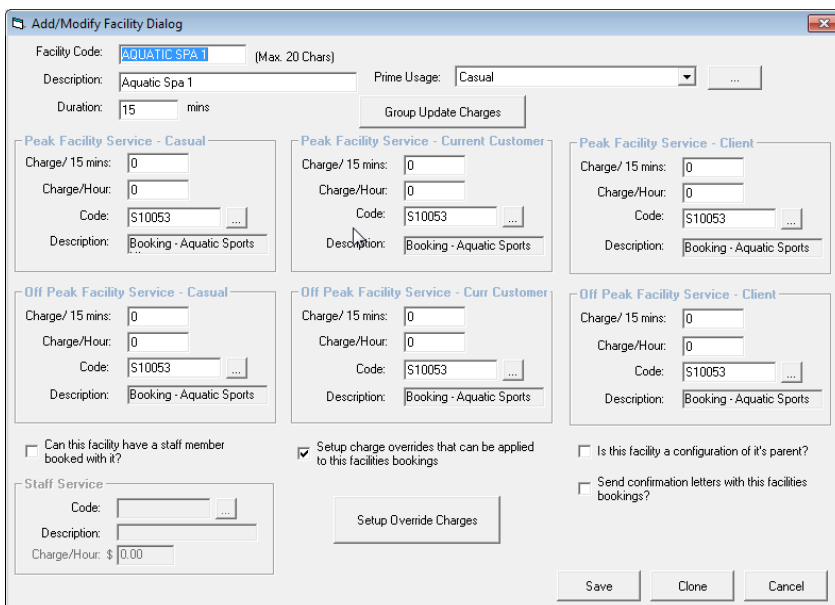
View Change Log **Peak Period**
Off Peak **Pre/Post**

	Facility Name	Date	From Time	To Time	Attended	Duration (mins)	No. Periods	\$ Per Period	Charge (\$)	Service Nam
▶	BUS HIRE*	19/12/2012	11:30 AM	12:30 PM	<input type="checkbox"/>	60	2	0.00	0.00	MINI BUS HI
	BUS HIRE	26/12/2012	11:30 AM	12:30 PM	<input type="checkbox"/>	60	2	0.00	0.00	MINI BUS HI
	BUS HIRE*	2/01/2013	11:30 AM	12:30 PM	<input type="checkbox"/>	60	2	0.00	0.00	MINI BUS HI
	BUS HIRE	9/01/2013	11:30 AM	12:30 PM	<input type="checkbox"/>	60	2	0.00	0.00	MINI BUS HI

Total owing on this booking line is **\$37.00** Pre: [] Post: [] [Apply Pre/Post] [Add Booking Line] [Cancel Booking Line] [Edit Booking]

Ability to Set a Price per Hour for Facilities

You can now set the price per hour for facilities as well as the price per period.



Add/Modify Facility Dialog

Facility Code: AQUATIC SPA 1 (Max. 20 Chars)
 Description: Aquatic Spa 1 Prime Usage: Casual
 Duration: 15 mins [Group Update Charges]

Peak Facility Service - Casual
 Charge/ 15 mins: 0
 Charge/Hour: 0
 Code: S10053
 Description: Booking - Aquatic Sports

Peak Facility Service - Current Customer
 Charge/ 15 mins: 0
 Charge/Hour: 0
 Code: S10053
 Description: Booking - Aquatic Sports

Peak Facility Service - Client
 Charge/ 15 mins: 0
 Charge/Hour: 0
 Code: S10053
 Description: Booking - Aquatic Sports

Off Peak Facility Service - Casual
 Charge/ 15 mins: 0
 Charge/Hour: 0
 Code: S10053
 Description: Booking - Aquatic Sports

Off Peak Facility Service - Curr Customer
 Charge/ 15 mins: 0
 Charge/Hour: 0
 Code: S10053
 Description: Booking - Aquatic Sports

Off Peak Facility Service - Client
 Charge/ 15 mins: 0
 Charge/Hour: 0
 Code: S10053
 Description: Booking - Aquatic Sports

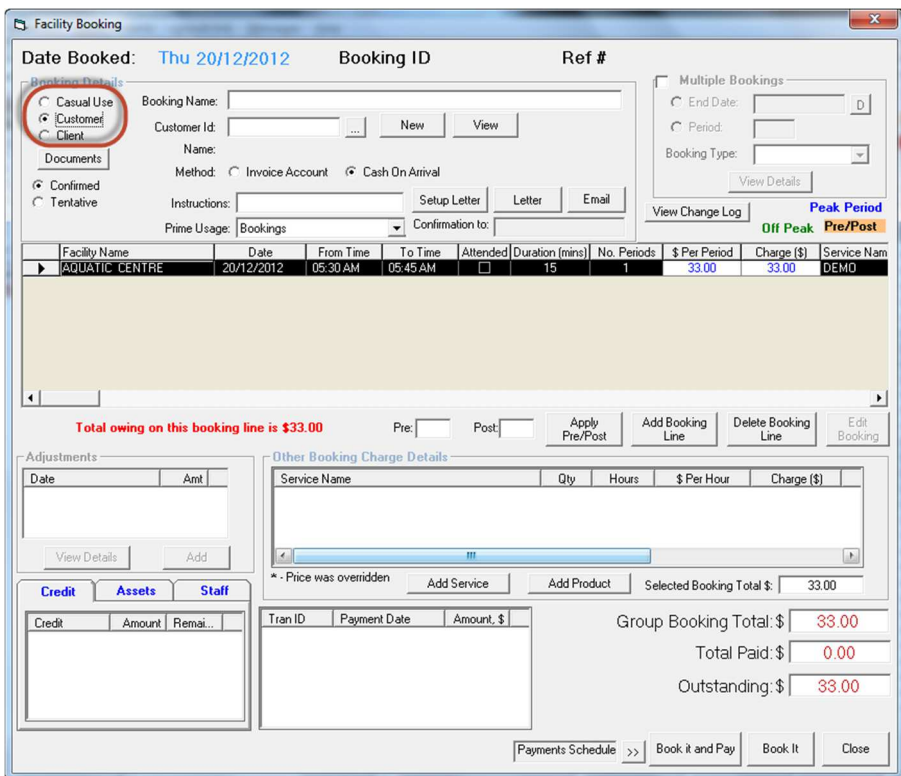
Can this facility have a staff member booked with it?
 Setup charge overrides that can be applied to this facilities bookings
 Is this facility a configuration of it's parent?
 Send confirmation letters with this facilities bookings?

Staff Service
 Code: []
 Description: []
 Charge/Hour: \$ 0.00 [Setup Override Charges]

[Save] [Clone] [Cancel]

Customer is now the Default Type for Facility Bookings

A new booking defaults to Customer now instead of Casual.

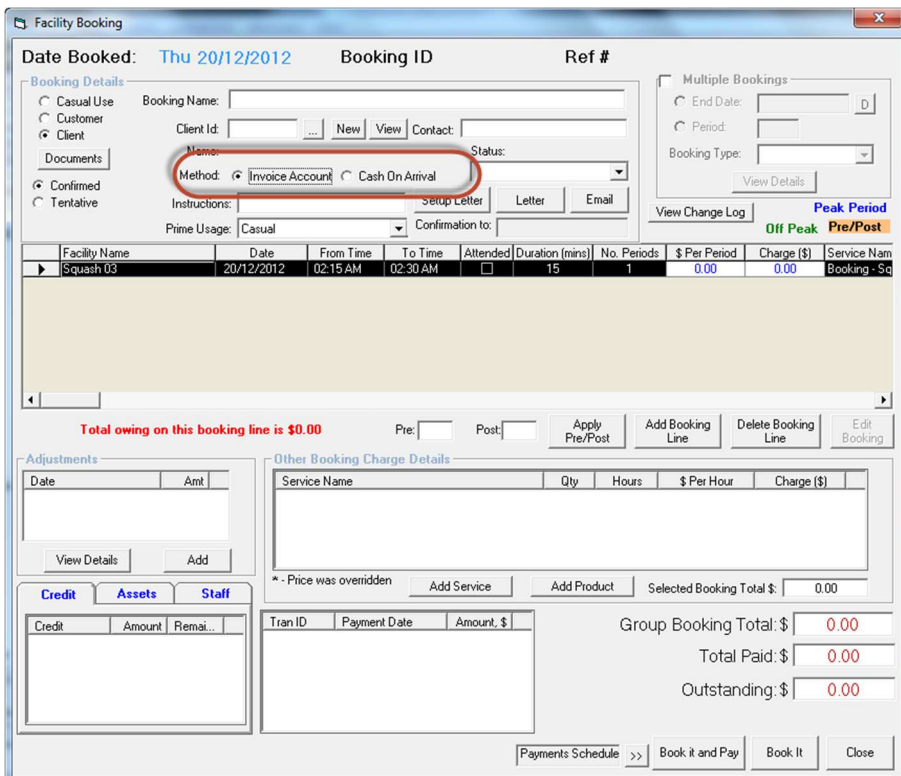


The screenshot shows the 'Facility Booking' window. In the 'Booking Details' section, the 'Customer' radio button is selected and circled in red. The 'Date Booked' is Thu 20/12/2012. The booking is for 'AQUATIC CENTRE' on 20/12/2012 from 05:30 AM to 05:45 AM. The total owing on this booking line is \$33.00.

Facility Name	Date	From Time	To Time	Attended	Duration (mins)	No. Periods	\$ Per Period	Charge (\$)	Service Nam
AQUATIC CENTRE	20/12/2012	05:30 AM	05:45 AM	<input type="checkbox"/>	15	1	33.00	33.00	DEMO

Client Bookings now Default to Invoice Payment

Client bookings now default to Invoice instead of Cash on Arrival.

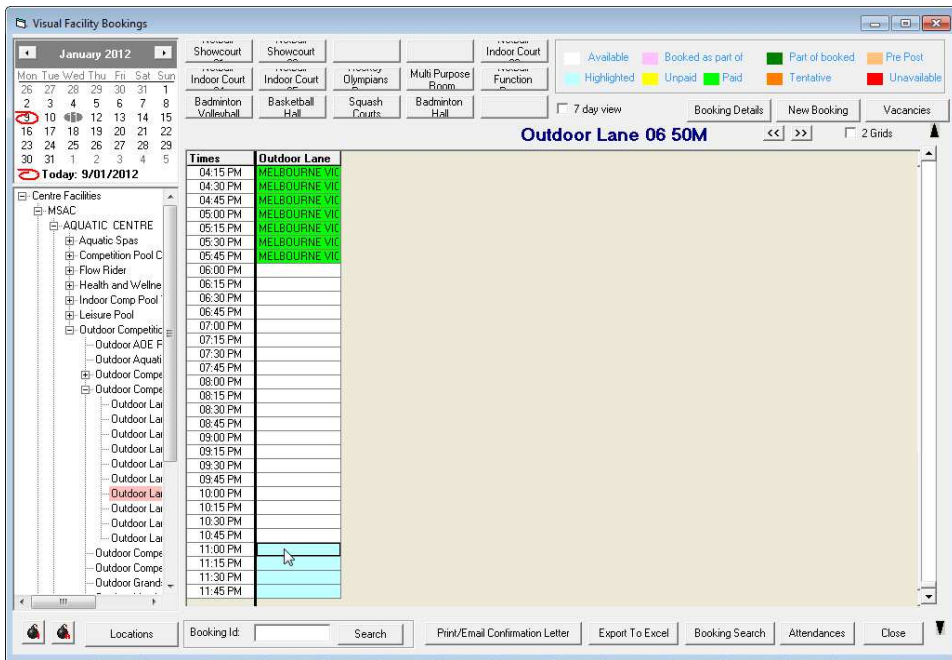


The screenshot shows the 'Facility Booking' window. In the 'Booking Details' section, the 'Client' radio button is selected. The 'Method' dropdown is set to 'Invoice Account' and circled in red. The 'Date Booked' is Thu 20/12/2012. The booking is for 'Squash 03' on 20/12/2012 from 02:15 AM to 02:30 AM. The total owing on this booking line is \$0.00.

Facility Name	Date	From Time	To Time	Attended	Duration (mins)	No. Periods	\$ Per Period	Charge (\$)	Service Nam
Squash 03	20/12/2012	02:15 AM	02:30 AM	<input type="checkbox"/>	15	1	0.00	0.00	Booking - S

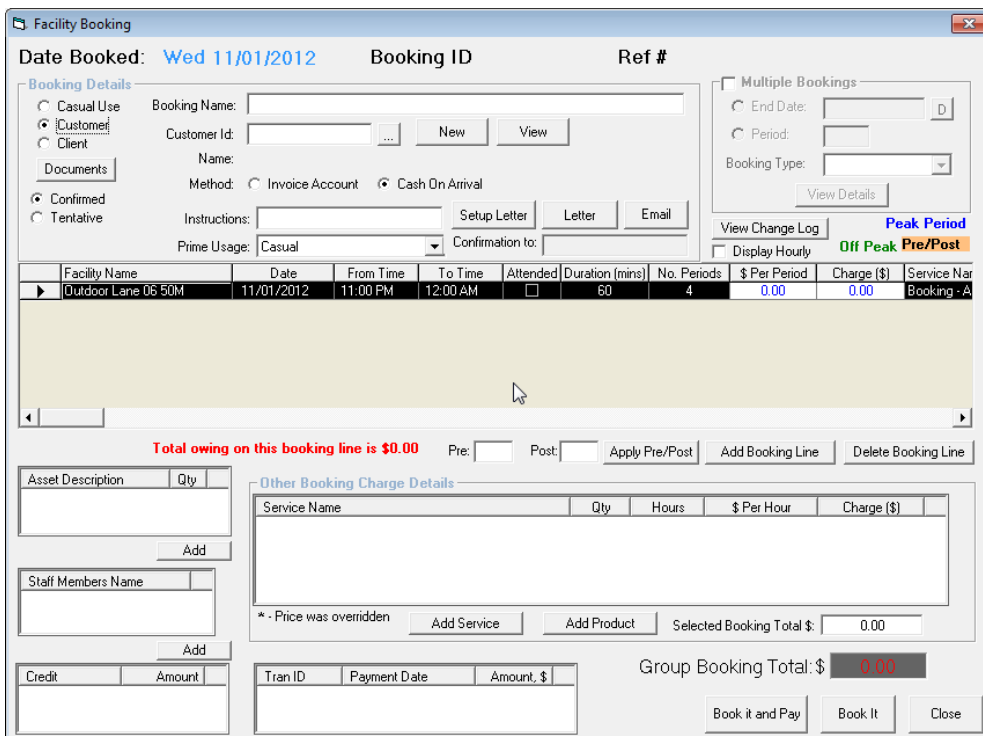
Ability to book facilities to midnight

You can select up until the last period on the Visual Facility Bookings Scheduler.



The screenshot shows the 'Visual Facility Bookings' window. On the left, a calendar for January 2012 is visible, with the 9th of January selected. The main area displays a grid for 'Outdoor Lane 06 50M'. The grid shows time slots from 04:15 PM to 11:45 PM. The 11:00 PM slot is highlighted in light blue, indicating it is the selected booking period. The grid also shows that previous periods are booked with 'MELBOURNE VIC'.

And the booking will display as being booked until midnight.

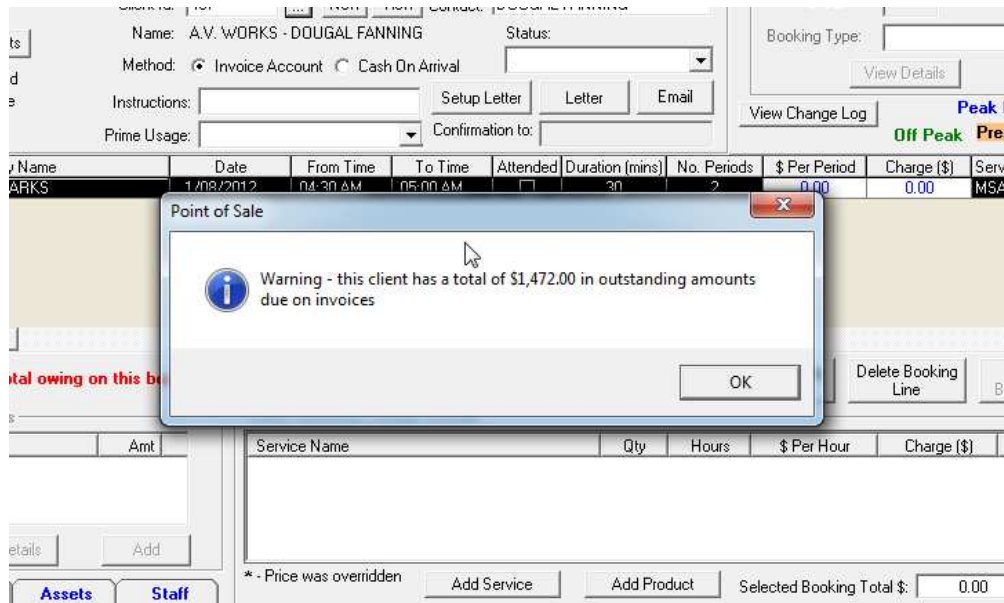


The screenshot shows the 'Facility Booking' details window. The 'Date Booked' is 'Wed 11/01/2012'. The 'Booking ID' and 'Ref #' fields are empty. The 'Booking Details' section shows 'Customer' selected as the booking type. The 'Facility Name' is 'Outdoor Lane 06 50M'. The 'Date' is '11/01/2012', 'From Time' is '11:00 PM', and 'To Time' is '12:00 AM'. The 'Attended' checkbox is unchecked. The 'Duration (mins)' is 60, 'No. Periods' is 4, '\$ Per Period' is 0.00, and 'Charge (\$)' is 0.00. The 'Service Name' is 'Booking - A'. The 'Total owing on this booking line is \$0.00'. The 'Group Booking Total' is \$0.00.

Facility Name	Date	From Time	To Time	Attended	Duration (mins)	No. Periods	\$ Per Period	Charge (\$)	Service Name
Outdoor Lane 06 50M	11/01/2012	11:00 PM	12:00 AM	<input type="checkbox"/>	60	4	0.00	0.00	Booking - A

Pop-up to Indicate if an Account is in Debt when making a Booking

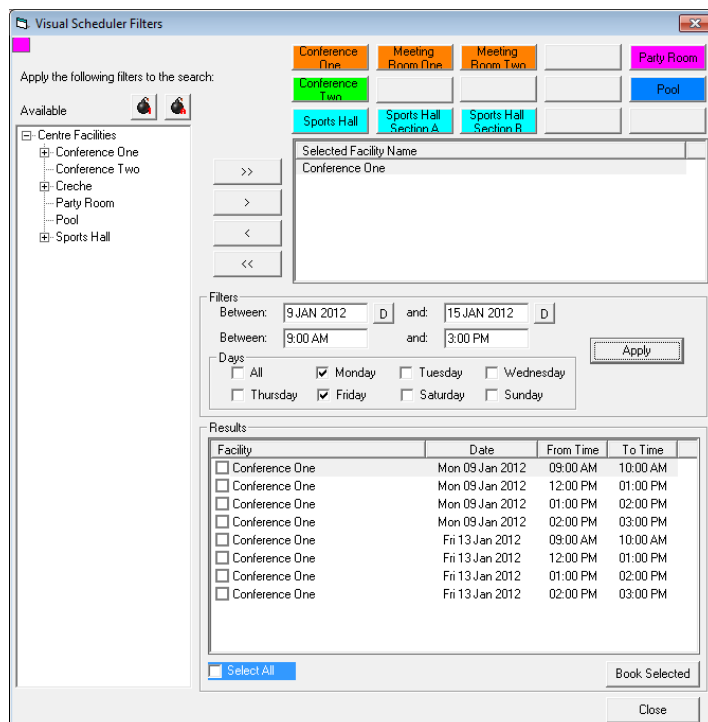
There is now an alert to indicate when a client owes money on their account when a new booking is being created for them.



Note: This does not check customer accounts.

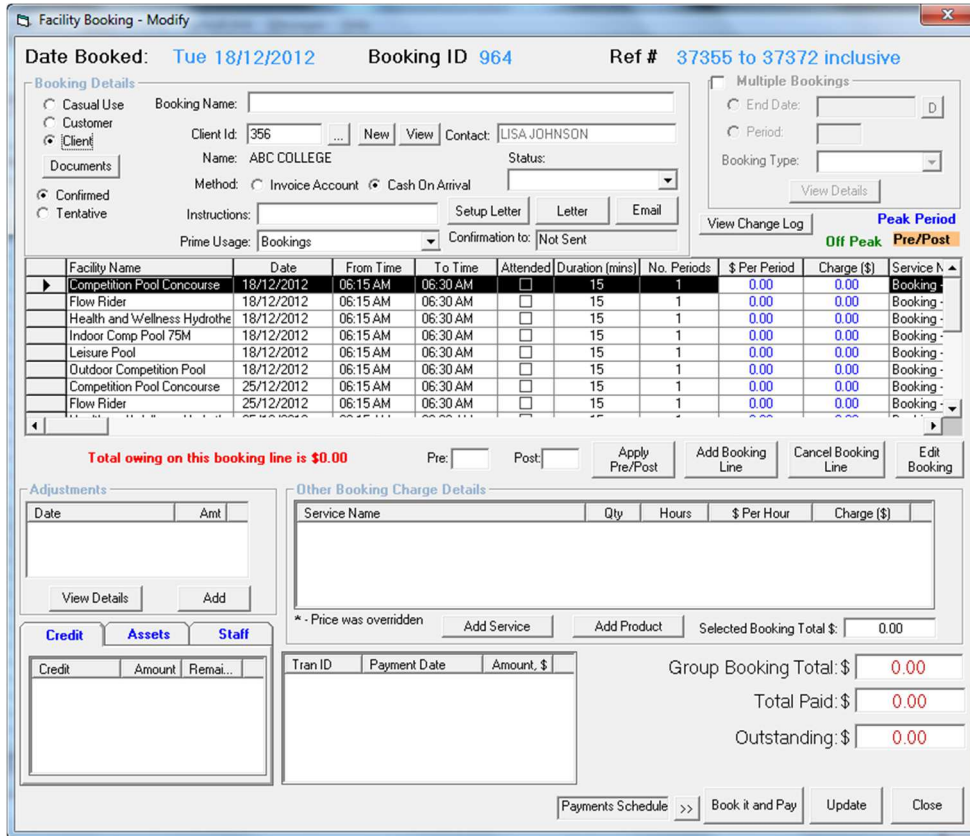
Ability to View Vacancies by Day

It is now possible to filter vacancy searches by day. This will enable you to find for example all the Monday availability for the next 10 weeks rather than having to manually select each of the Mondays.



Larger Facility Booking Screen

The number of rows that can be viewed without scrolling has been increased in the booking screen.



Facility Booking - Modify

Date Booked: Tue 18/12/2012 Booking ID 964 Ref # 37355 to 37372 inclusive

Booking Details

Casual Use Booking Name:

Customer Client Id: 356 New View Contact: LISA JOHNSON

Name: ABC COLLEGE Status:

Method: Invoice Account Cash On Arrival

Instructions: Setup Letter Letter Email

Prime Usage: Bookings Confirmation to: Not Sent

Multiple Bookings

End Date: D

Period:

Booking Type:

View Details

View Change Log Peak Period Off Peak Pre/Post

Facility Name	Date	From Time	To Time	Attended	Duration (mins)	No. Periods	\$ Per Period	Charge (\$)	Service N
Competition Pool Concourse	18/12/2012	06:15 AM	06:30 AM	<input type="checkbox"/>	15	1	0.00	0.00	Booking -
Flow Rider	18/12/2012	06:15 AM	06:30 AM	<input type="checkbox"/>	15	1	0.00	0.00	Booking -
Health and Wellness Hydrothe	18/12/2012	06:15 AM	06:30 AM	<input type="checkbox"/>	15	1	0.00	0.00	Booking -
Indoor Comp Pool 75M	18/12/2012	06:15 AM	06:30 AM	<input type="checkbox"/>	15	1	0.00	0.00	Booking -
Leisure Pool	18/12/2012	06:15 AM	06:30 AM	<input type="checkbox"/>	15	1	0.00	0.00	Booking -
Outdoor Competition Pool	18/12/2012	06:15 AM	06:30 AM	<input type="checkbox"/>	15	1	0.00	0.00	Booking -
Competition Pool Concourse	25/12/2012	06:15 AM	06:30 AM	<input type="checkbox"/>	15	1	0.00	0.00	Booking -
Flow Rider	25/12/2012	06:15 AM	06:30 AM	<input type="checkbox"/>	15	1	0.00	0.00	Booking -

Total owing on this booking line is \$0.00 Pre: Post: Apply Pre/Post Add Booking Line Cancel Booking Line Edit Booking

Adjustments

Date	Amt
<input type="text"/>	<input type="text"/>

View Details Add

Credit Assets Staff

Credit	Amount	Remai...
<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Booking Charge Details

Service Name	Qty	Hours	\$ Per Hour	Charge (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* - Price was overridden Add Service Add Product Selected Booking Total \$: 0.00

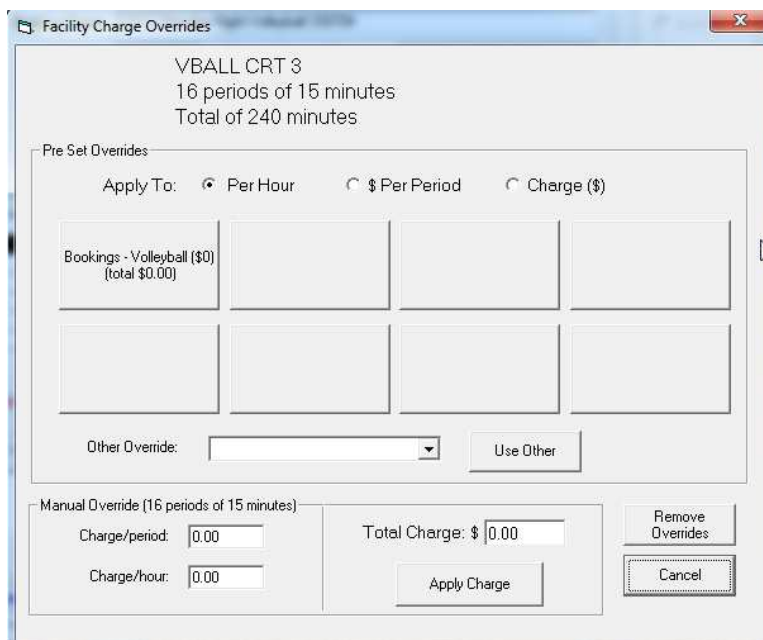
Tran ID Payment Date Amount, \$

Group Booking Total: \$ 0.00
Total Paid: \$ 0.00
Outstanding: \$ 0.00

Payments Schedule >> Book it and Pay Update Close

Facility Override Screen

The override screen now has the ability to apply the override charge per hour, per period or total charge. The manual override has the same options.



Facility Charge Overrides

VBALL CRT 3
16 periods of 15 minutes
Total of 240 minutes

Pre Set Overrides

Apply To: Per Hour \$ Per Period Charge (\$)

Bookings - Volleyball (\$0) (total \$0.00)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Override: Use Other


Manual Override (16 periods of 15 minutes)

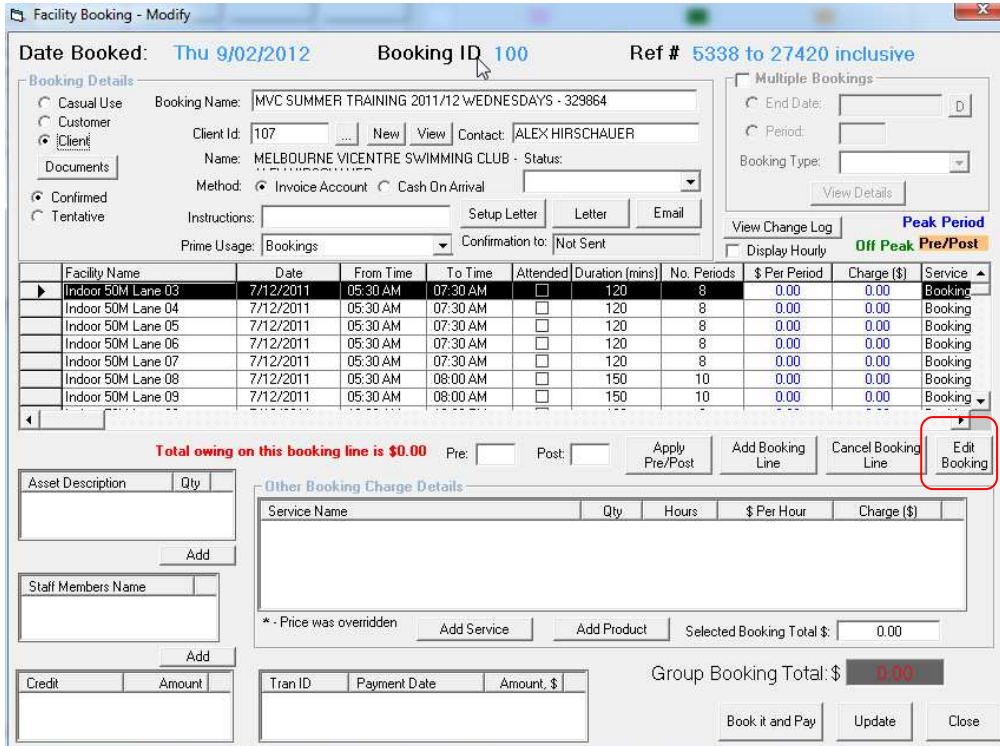
Charge/period: Total Charge: \$

Charge/hour: Apply Charge

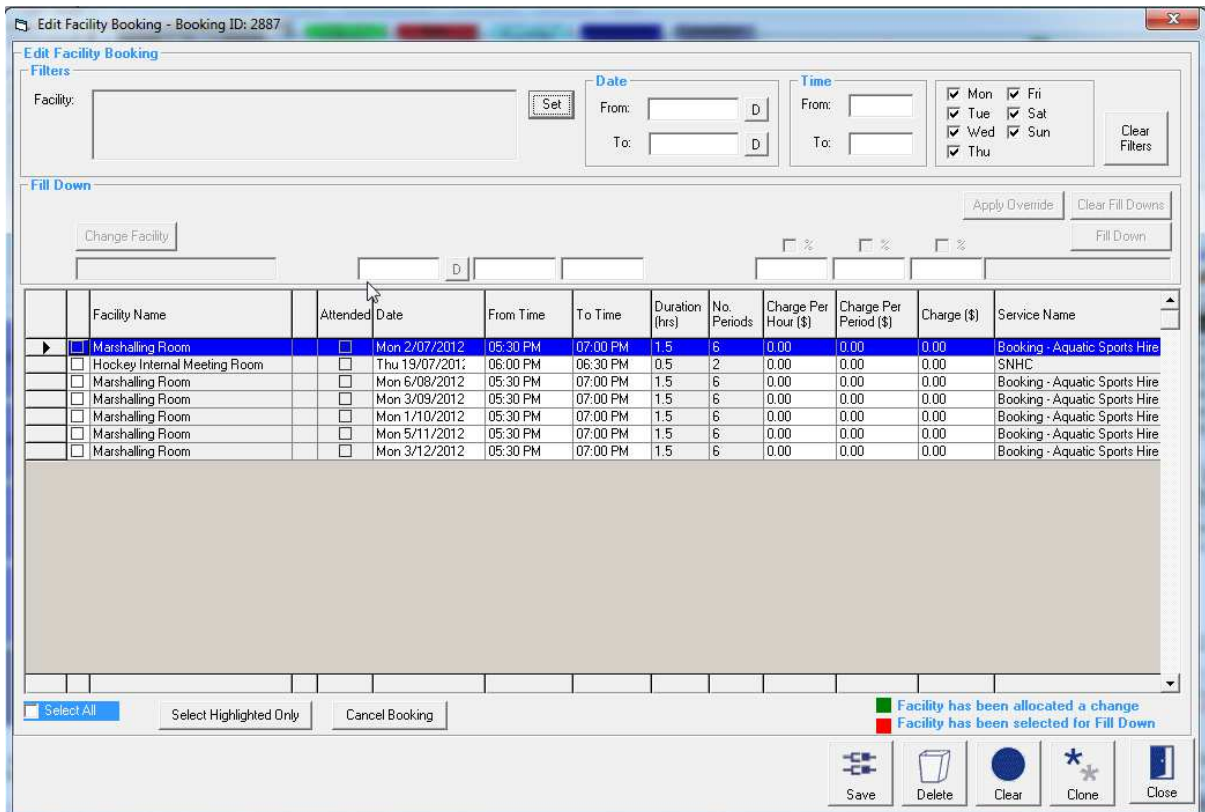
Remove Overrides Cancel

Facility Booking Multi-Edit Screen

There is a new multi-edit screen for facility bookings. You can access this by clicking on the  button located on the facility booking screen.



The screenshot shows the 'Facility Booking - Modify' window. At the top, it displays 'Date Booked: Thu 9/02/2012', 'Booking ID: 100', and 'Ref # 5338 to 27420 inclusive'. Below this is a 'Booking Details' section with fields for Booking Name, Client Id, Name, Method, and Instructions. A table lists booking lines with columns for Facility Name, Date, From Time, To Time, Attended, Duration (mins), No. Periods, \$ Per Period, Charge (\$), and Service. A red box highlights the 'Edit Booking' button at the bottom right of the main booking area. Other buttons include 'Apply Pre/Post', 'Add Booking Line', 'Cancel Booking Line', 'Book it and Pay', 'Update', and 'Close'.

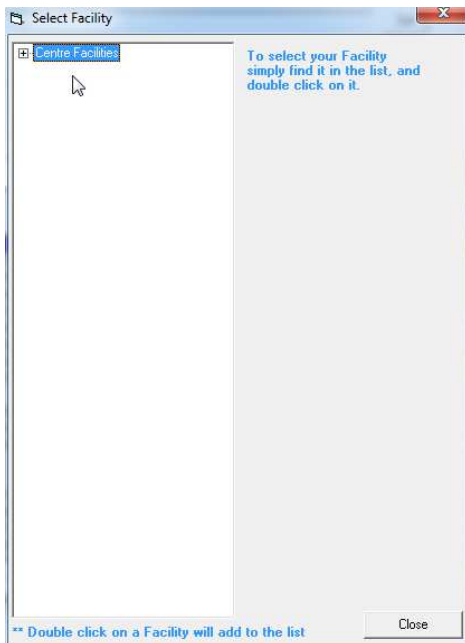


The screenshot shows the 'Edit Facility Booking - Booking ID: 2887' window. It features a 'Filters' section with 'Date' and 'Time' pickers, and a 'Fill Down' section with 'Change Facility' and 'Fill Down' buttons. A table lists booking lines with columns for Facility Name, Attended, Date, From Time, To Time, Duration (hrs), No. Periods, Charge Per Hour (\$), Charge Per Period (\$), Charge (\$), and Service Name. The first row is highlighted in blue. At the bottom, there are buttons for 'Select All', 'Select Highlighted Only', and 'Cancel Booking'. A status bar at the bottom right shows a green icon and the text 'Facility has been allocated a change' and a red icon and the text 'Facility has been selected for Fill Down'. A toolbar at the very bottom contains icons for 'Save', 'Delete', 'Clear', 'Clone', and 'Close'.

The above screen will display. This screen gives you the ability to make bulk changes to your facility bookings by selecting the appropriate booking lines using the checkboxes and doing the following before clicking the button to execute the changes.

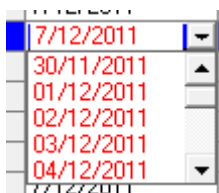
Change the facility a booking line is assigned to

Click on the button and select the facility you wish to change to from the tree that will display



Change the date

Using the to select the new date or typing the date you wish to change to. It will default to the format . You can also make changes to individual lines by clicking on the field you wish to alter and using the drop down or by typing in the field manually.



Change the time

Type in the new from and to times in the fields above these columns. The time will default to the format . The times can also be modified individually by clicking on the field you wish to alter and using the dropdown or by typing manually into the field. The times will default to valid booking times for that facility.

Start Time	(hrs)	Per
07:30 AM	2	8
06:45 AM, (5 periods)		
07:00 AM, (6 periods)		
07:15 AM, (7 periods)		
07:30 AM, (8 periods)		
07:45 AM, (9 periods)		

Change the charges

Type into one of the charge type fields at the top of the charge columns

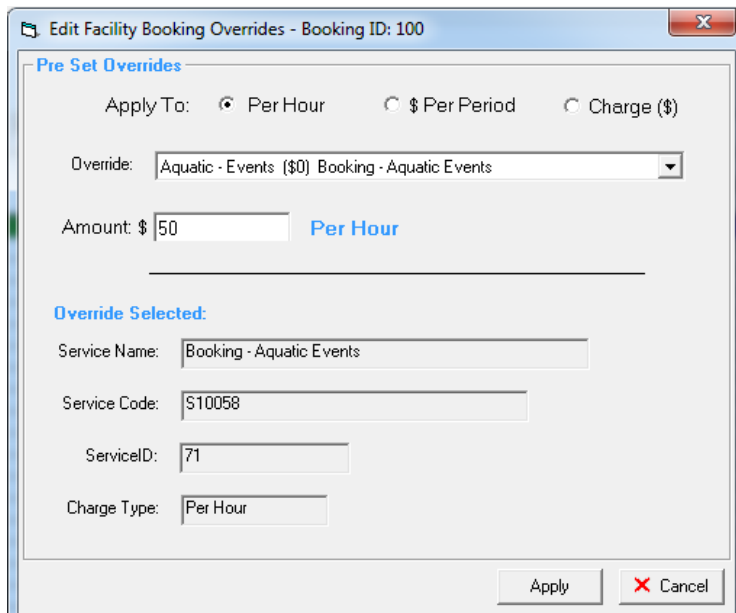
Charge Per Hour (\$)	Charge Per Period (\$)	Charge (\$)
0.00	0.00	0.00

Note: You can only change one charge type at a time

The other charge columns will update to reflect any changes made to the modified charge column. You can also overtype the charges for individual booking lines.

Change the service code override

Click the  button and selecting the new override from the list.



The charge type (per hour, per period, or total charge) and amount can also be designated from this screen.

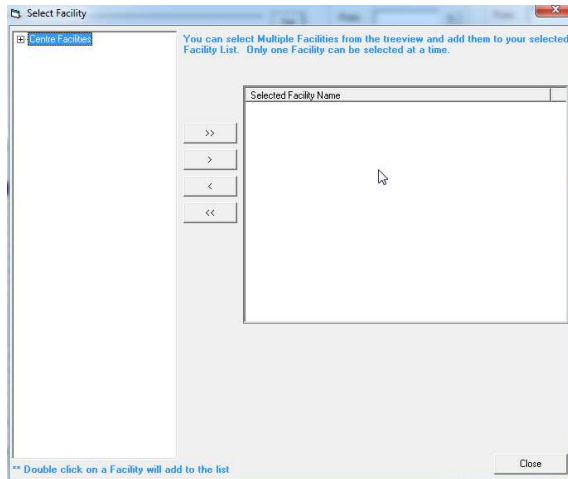
NOTE: Times and facilities cannot be bulk changed if they have differing period durations or timetabling.

Filtering

To help aid the selection of appropriate booking lines to be altered filters can be used to reduce the number of booking lines displayed.

Facility:

By clicking the button, facilities can be chosen to filter the list with:



Facilities can be moved by clicking the arrow buttons or double clicking on a facility.

Date
 From:
 To:

Time
 From:
 To:

Mon Fri
 Tue Sat
 Wed Sun
 Thu All

Display Pre/Post

Times, Dates, and Days can also be entered as above to filter. Also ability to include/exclude Pre-Post booking lines.

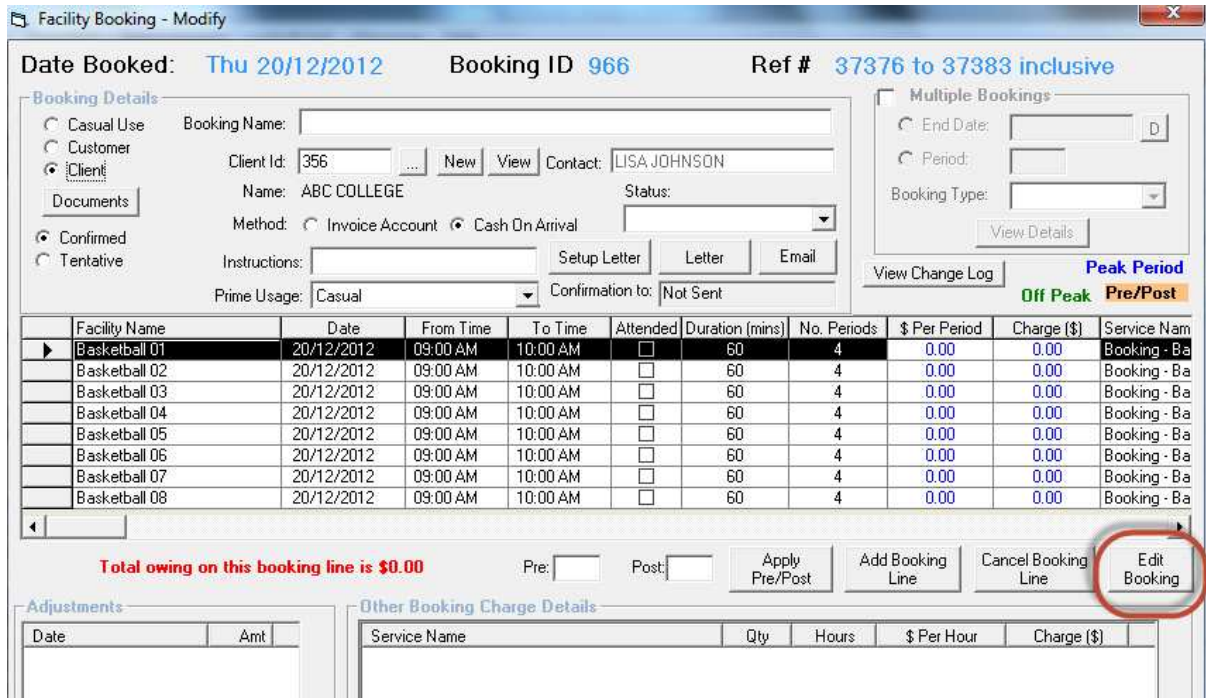
To clear the filters click the button.

Split Bookings

Links now has the ability to split bookings into multiple bookings. There are several reasons why you may want to do this, especially for larger bookings, for example:

- A school has made a booking for a year, however they have two contacts and therefore needs to be broken up into two separate bookings
- A client makes a year booking and pays cash on arrival each month.

To split a booking, click on the **Edit Booking** button located on the facility booking screen.



Facility Booking - Modify

Date Booked: Thu 20/12/2012 Booking ID 966 Ref # 37376 to 37383 inclusive

Booking Details:

- Casual Use
- Customer
- Client**
- Documents
- Confirmed
- Tentative

Booking Name: []
 Client Id: 356 New View Contact: LISA JOHNSON
 Name: ABC COLLEGE Status: []
 Method: Invoice Account Cash On Arrival
 Instructions: [] Setup Letter Letter Email
 Prime Usage: Casual Confirmation to: Not Sent

Multiple Bookings:

- End Date: [] D
- Period: []
- Booking Type: []

View Change Log **Peak Period** Off Peak Pre/Post

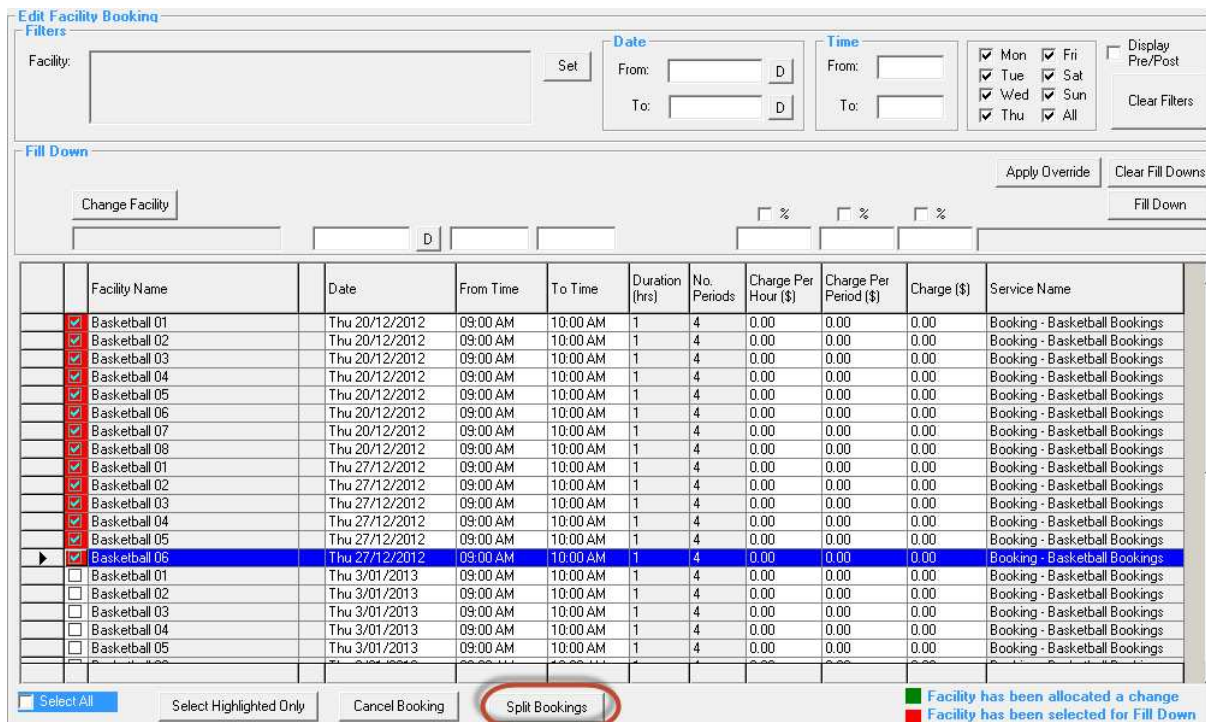
Facility Name	Date	From Time	To Time	Attended	Duration (mins)	No. Periods	\$ Per Period	Charge (\$)	Service Name
Basketball 01	20/12/2012	09:00 AM	10:00 AM	<input type="checkbox"/>	60	4	0.00	0.00	Booking - Ba
Basketball 02	20/12/2012	09:00 AM	10:00 AM	<input type="checkbox"/>	60	4	0.00	0.00	Booking - Ba
Basketball 03	20/12/2012	09:00 AM	10:00 AM	<input type="checkbox"/>	60	4	0.00	0.00	Booking - Ba
Basketball 04	20/12/2012	09:00 AM	10:00 AM	<input type="checkbox"/>	60	4	0.00	0.00	Booking - Ba
Basketball 05	20/12/2012	09:00 AM	10:00 AM	<input type="checkbox"/>	60	4	0.00	0.00	Booking - Ba
Basketball 06	20/12/2012	09:00 AM	10:00 AM	<input type="checkbox"/>	60	4	0.00	0.00	Booking - Ba
Basketball 07	20/12/2012	09:00 AM	10:00 AM	<input type="checkbox"/>	60	4	0.00	0.00	Booking - Ba
Basketball 08	20/12/2012	09:00 AM	10:00 AM	<input type="checkbox"/>	60	4	0.00	0.00	Booking - Ba

Total owing on this booking line is \$0.00 Pre: [] Post: [] Apply Pre/Post Add Booking Line Cancel Booking Line **Edit Booking**

Adjustments: **Other Booking Charge Details:**

From the 'Edit Booking' screen, select the facilities that you want to split and select

Split Bookings



Edit Facility Booking

Filters:

Facility: [] Set Date: From: [] To: [] Time: From: [] To: []

Mon Fri Display Pre/Post
 Tue Sat
 Wed Sun Clear Filters
 Thu All

Fill Down: Apply Override Clear Fill Downs

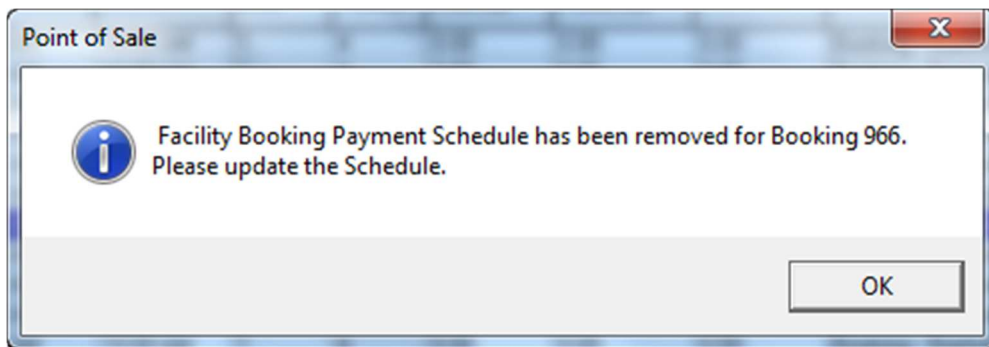
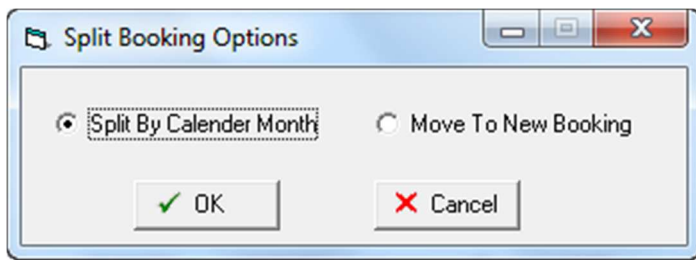
Change Facility [] % [] % [] % Fill Down

Facility Name	Date	From Time	To Time	Duration (hrs)	No. Periods	Charge Per Hour (\$)	Charge Per Period (\$)	Charge (\$)	Service Name
<input checked="" type="checkbox"/> Basketball 01	Thu 20/12/2012	09:00 AM	10:00 AM	1	4	0.00	0.00	0.00	Booking - Basketball Bookings
<input checked="" type="checkbox"/> Basketball 02	Thu 20/12/2012	09:00 AM	10:00 AM	1	4	0.00	0.00	0.00	Booking - Basketball Bookings
<input checked="" type="checkbox"/> Basketball 03	Thu 20/12/2012	09:00 AM	10:00 AM	1	4	0.00	0.00	0.00	Booking - Basketball Bookings
<input checked="" type="checkbox"/> Basketball 04	Thu 20/12/2012	09:00 AM	10:00 AM	1	4	0.00	0.00	0.00	Booking - Basketball Bookings
<input checked="" type="checkbox"/> Basketball 05	Thu 20/12/2012	09:00 AM	10:00 AM	1	4	0.00	0.00	0.00	Booking - Basketball Bookings
<input checked="" type="checkbox"/> Basketball 06	Thu 20/12/2012	09:00 AM	10:00 AM	1	4	0.00	0.00	0.00	Booking - Basketball Bookings
<input checked="" type="checkbox"/> Basketball 07	Thu 20/12/2012	09:00 AM	10:00 AM	1	4	0.00	0.00	0.00	Booking - Basketball Bookings
<input checked="" type="checkbox"/> Basketball 08	Thu 20/12/2012	09:00 AM	10:00 AM	1	4	0.00	0.00	0.00	Booking - Basketball Bookings
<input checked="" type="checkbox"/> Basketball 01	Thu 27/12/2012	09:00 AM	10:00 AM	1	4	0.00	0.00	0.00	Booking - Basketball Bookings
<input checked="" type="checkbox"/> Basketball 02	Thu 27/12/2012	09:00 AM	10:00 AM	1	4	0.00	0.00	0.00	Booking - Basketball Bookings
<input checked="" type="checkbox"/> Basketball 03	Thu 27/12/2012	09:00 AM	10:00 AM	1	4	0.00	0.00	0.00	Booking - Basketball Bookings
<input checked="" type="checkbox"/> Basketball 04	Thu 27/12/2012	09:00 AM	10:00 AM	1	4	0.00	0.00	0.00	Booking - Basketball Bookings
<input checked="" type="checkbox"/> Basketball 05	Thu 27/12/2012	09:00 AM	10:00 AM	1	4	0.00	0.00	0.00	Booking - Basketball Bookings
<input checked="" type="checkbox"/> Basketball 06	Thu 27/12/2012	09:00 AM	10:00 AM	1	4	0.00	0.00	0.00	Booking - Basketball Bookings
<input type="checkbox"/> Basketball 01	Thu 3/01/2013	09:00 AM	10:00 AM	1	4	0.00	0.00	0.00	Booking - Basketball Bookings
<input type="checkbox"/> Basketball 02	Thu 3/01/2013	09:00 AM	10:00 AM	1	4	0.00	0.00	0.00	Booking - Basketball Bookings
<input type="checkbox"/> Basketball 03	Thu 3/01/2013	09:00 AM	10:00 AM	1	4	0.00	0.00	0.00	Booking - Basketball Bookings
<input type="checkbox"/> Basketball 04	Thu 3/01/2013	09:00 AM	10:00 AM	1	4	0.00	0.00	0.00	Booking - Basketball Bookings
<input type="checkbox"/> Basketball 05	Thu 3/01/2013	09:00 AM	10:00 AM	1	4	0.00	0.00	0.00	Booking - Basketball Bookings

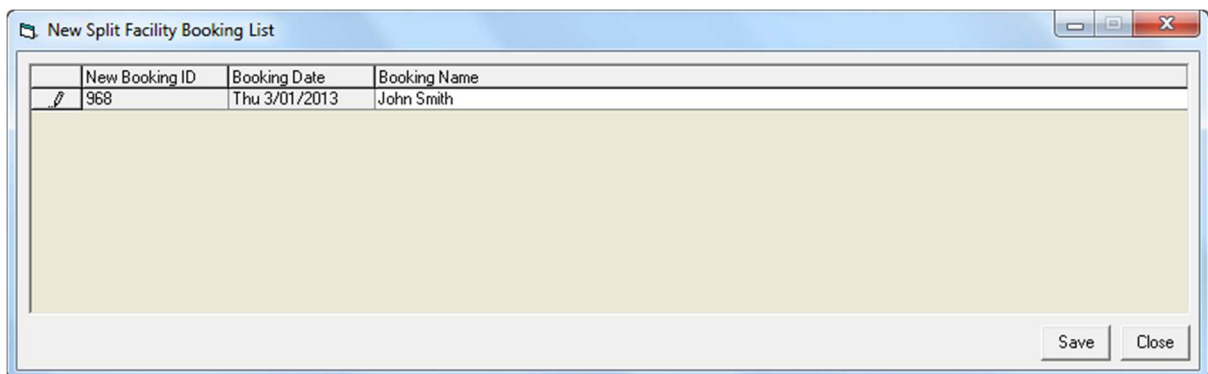
Select All Select Highlighted Only Cancel Booking **Split Bookings**

Facility has been allocated a change
 Facility has been selected for Fill Down

The options screen will appear, giving you the choice between splitting it by calendar month or moving it to a new booking.



Enter in the new booking name and select 'Save'.



Facility Related People

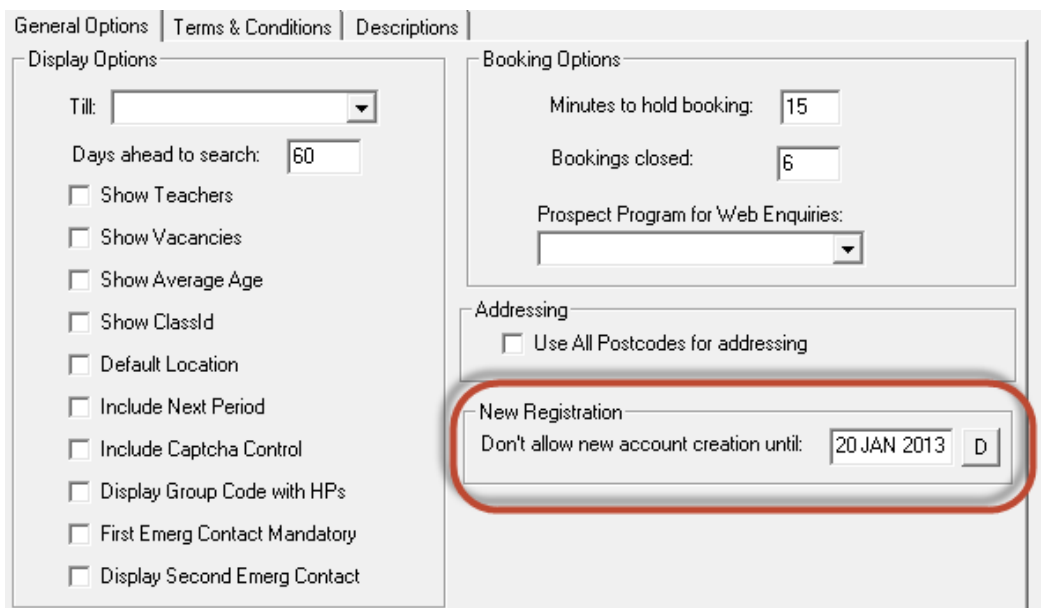
You may notice an extra option in the Facility setup in Admin called 'Facility Related People'. This is used for a small number of Beta sites using Active Carrot. Please ignore this until you are informed that it is available.

ClassWeb Changes

Ability to turn off New Registrations

ClassWeb now has the ability to turn off New Registrations till a set date. This means at reenrollment time your current customers can have first choice of classes before new Families can select a class. This can be set up through Admin> Site> Other Site Parameters/Setup Locations through the ClassWeb tab.

If you do not wish for new Families to not be able to enroll over the web, set this date well into the future, ie: 01/01/2070.

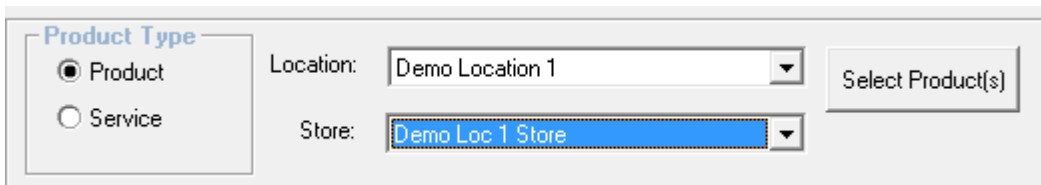


The screenshot shows the 'General Options' tab in the ClassWeb Admin interface. Under the 'New Registration' section, there is a checkbox labeled 'Don't allow new account creation until:' followed by a date picker set to '20 JAN 2013'. This section is highlighted with a red rounded rectangle.

Ability to Sell Products and Services through ClassWeb

If you operate ClassWeb, you now have the option of allowing customers to purchase Products and Services online. This can be set up through Admin> Products/Services> Online Product Sales.

Select the Store and Product/Service(s) and they will be available for registered ClassWeb Customers.



The screenshot shows the 'Product Type' section in the ClassWeb Admin interface. It has two radio buttons: 'Product' (selected) and 'Service'. Below these are two dropdown menus: 'Location:' set to 'Demo Location 1' and 'Store:' set to 'Demo Loc 1 Store'. To the right is a 'Select Product(s)' button.

CCV Number when making Credit Card Payments

Due to new Banking and Financial Institution requirements, it is now compulsory for your Customers to enter in their CCV number when paying by credit card or debit card through ClassWeb.

Note: A variety of small bug fixes have been fixed in this version for ClassWeb, particularly around Registration Fees and Booking Dates.

ClassMobile and ClassMobile Manager

With this version comes the release of two exciting new Mobile Solutions, Classes Mobile and Classes Mobile Manager.

ClassMobile – a Tool for your Customers

- Search live class schedule
- Register online capability
- New Customer Pre registration
- Find the nearest location
- Request Make Up, Casual & Trials
- Search by level / activity
- Social media plug ins
- Customer business branding
- Increase your SEO

ClassMobile Manager – a Tool for your Business

- Interactive electronic supervisor roster
- Go paperless!
- Direct data entry to database
- Quick view status of all students
- Easy identification of sales opportunities
- Live messaging from reception to your supervisor
- Easy skill tracking and student progression
- Full view of the class schedule
- Day, Week and time filters
- Record and cancel attendance
- View and record skills
- View and record class comments

For further information and a demo or to register your interest, please visit <http://linksmodularsolutions.com/mobile-solutions>