

You will learn:

- How to configure your mailbox within KWHotel,
- How to set up automated reports,

In the **Tools > Configuration > Email** module, you may find the "Reports" tab.

"Reports" tab allows you to send automated reports to the specified email accounts.

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1. How to configure mailbox within KWHotel

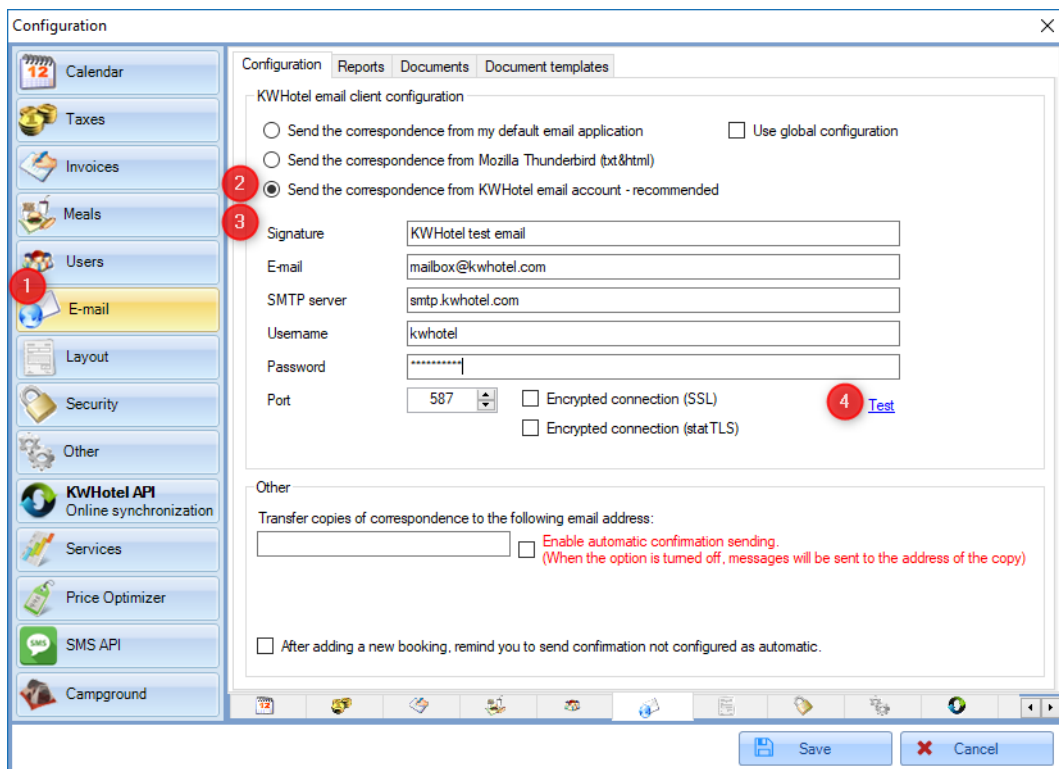
Step by step instruction on how to extend the synchronization periods:

Step 1. Go to **Tools > Configuration > Email > "Configuration" tab.**

Step 2. Select "Send the correspondence from KWHotel email account" option.

Step 3. Insert your mailbox details. If you are uncertain of the correct configuration for your mailbox, please consult a person who set it up in your hotel.

Step 4. Having completed the configuration, click the blue "Test" button. A test message will be dispatched to your email.



2. Automated report sending configuration

Step 1. Select report that you wish to send automatically.

Step 2. Choose a report type. The following options are available:

- **Daily:** report will be sent every set number of days, defined in the "Frequency" field.
- **Weekly:** report will be sent every set number of weeks, defined in the "Frequency" field.
- **Monthly:** report will be sent every set number of months, defined in the "Frequency" field.

Step 3. Choose a start date. KWHotel will begin sending reports from that date. Next round of report sending will be performed based on data inserted in the "Report type" and "Frequency" fields.

Step 4. Insert a frequency for sending report. Frequency is taken into account together with a report type.

Example 1:

Report type: Daily

Frequency: 3

Result: Send report every 3 days.

Example 2:

Report type: Monthly

Frequency: 1

Result: Send report every 1 month.

Step 5. Choose a date range for your report. One of the following options can be selected:

Today - send report that includes data for today.

Last day - send report that includes data for the previous day.

Last week - send report that includes data for the last week.

Last month - send report that includes data for the last month.

Next week - send report that includes data for the next week.

Next month - send report that includes data for the next month.

Step 6. Insert email addresses that reports will be sent to.

Addresses must be separated with " ; ".

Step 7. Press the "Add" button to save changes.

Step 8. Click "Save" to apply changes.

Configuration

Configuration Reports Documents Document templates

Name

ReservationsOwnReportsControl

ReservationsSettledIncorrectly

RevenueExport2

RoomIdReport

ReportRoomChart

SaleCanceledReport

SalesReport

SalesTotalAssortment

ServicesReport

SourceCommissionsReport

TaxSalesReport

TotalSalesByStaffAndByPayment

MealsAndServicesReport

MealsAndServicesReport

Report type Daily

Start date 2019-01-09 15:57

Frequency 1

Range Today

Email addresses (separated by ;)

+

Add

Report	Range	Type	Start date	Frequency	E-mail

Save Cancel

Congratulations! You have successfully configured a report template!

**Do you have any questions?
Feel free to contact us!**

support@kwhotel.com
+48 12 333 78 77
www.kwhotel.com