

You will learn:

- What options are available in the KWHotel Configuration module,

KWHotel software is highly customizable - you can adjust it to match the individual requirements of your property. This manual contains a description of each function you may find in the Configuration module.

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1. Calendar

Restore defaults (1) - restores the default settings of the reservation Calendar.

Reservation colour codes (2) - here you may modify the color of each reservation status. Just click it and select another color.

Shaded reservations (3) - makes reservation strips more dimmed

Sharp edges (4) - changes the reservation strips from rectangular to hexagonal

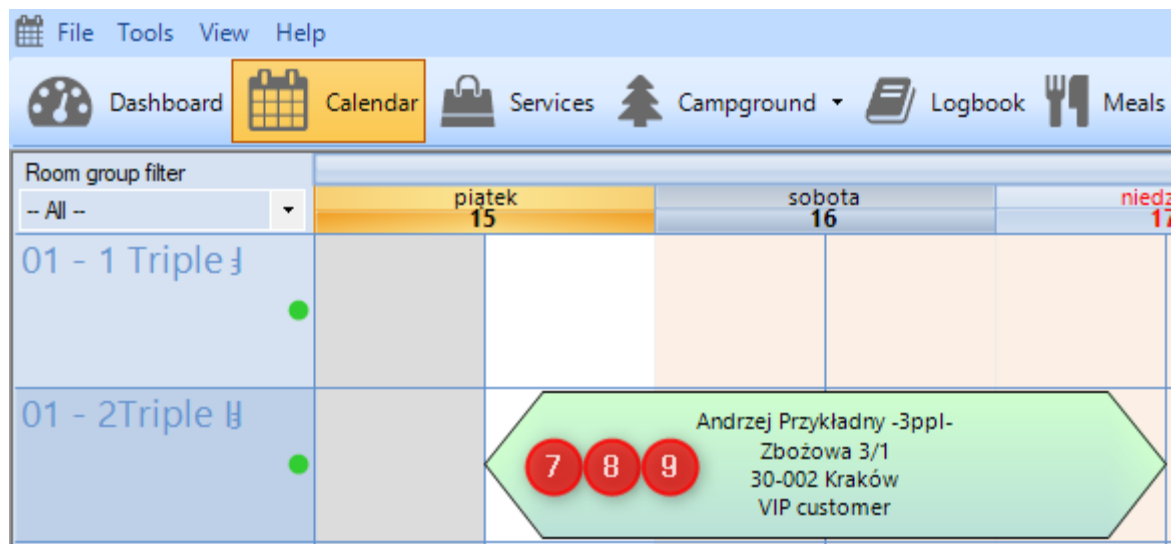
Calendar gridlines colour (5) - colors the calendar gridlines

Font color in the room list (6) - colors the fonts of room symbols presented on the calendar

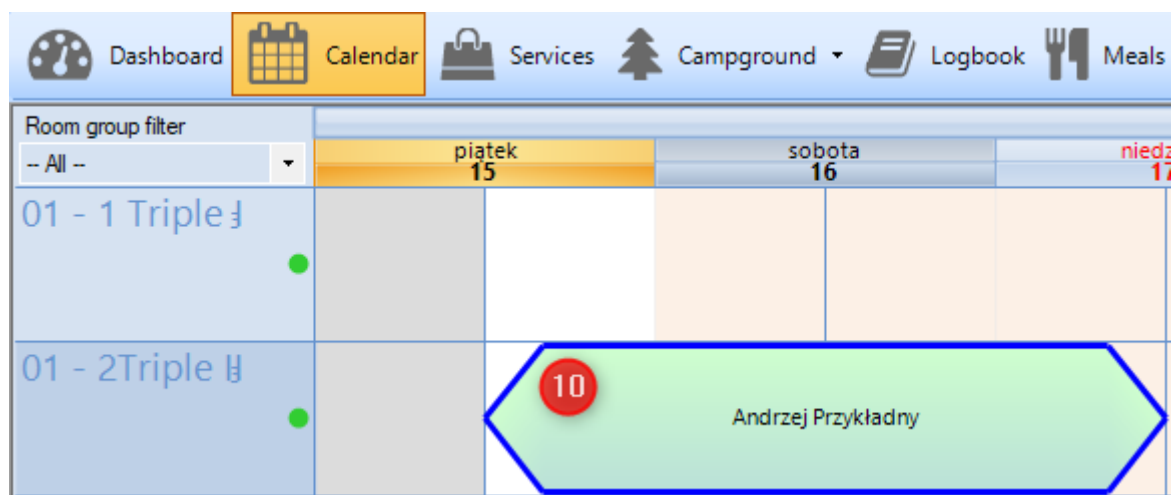
Number of people (7) - displays the number of people on every reservation`s strip

Address (8) - displays the main guest`s address on every reservation`s strip

Comments (9) - displays comments from reservation on every reservation`s strip



Reservation strip frame thickness (10) - allows to determine the strip thickness of package-based and online reservations. Accepts values from 1 to 20.



Default room deposit (11) - allows to set a default room deposit. This option is only applied to reservations done via KWHotel Booking Engine.

How does room deposit work in KWHotel? If any deposit is inserted in a reservation window > "Other" tab > "Deposit" field,

KWHotel will remind you about it when you try to check-out your guest. This ensures you return him the deposit.

Display rooms from all hotels in one calendar (12) - connects all properties on a single calendar. Rooms from each property are shown one by one.

Please note that each property is still treated as a separate entity in the program.

Set reservation status to occupied day after it stars (13) - automatically changes a reservation status from "Reservation scheduled" to "Occupied (...)" a day after it begins.

Show restrictions (14) - displays restrictions on the reservation Calendar.

Always create new reservation using resources (15) -

selecting this option will cause every newly created reservation to be a resource-based one. It will happen even in case you have selected a room when creating a reservation.

To switch reservation from resource-based to a regular one, open it once again, select room and save changes.

Display number of clean beds (16) - shows the number of clean beds. The number is displayed right above the room housekeeping status.

Double-clicking the housekeeping status allows to select the number of beds prepared. Having enabled this option, please restart the program.

Double	16	0 2	●
Double II		0 2	●
Double III		0 2	●

Show prices in decimal format (17) - displays prices on calendar in a decimal format.

Show reservation source on the calendar (18) - displays reservation source on a reservation strip.

<div> <div>Dashboard</div> <div>Calendar</div> <div>Services</div> <div>Campground</div> <div>Logbook</div> <div>Meals</div> <div>Accounting</div> <div>Rep</div> </div>				
Room group filter	piątek 15	sobota 16	niedziela 17	marzec ponied 18
01 - 1 Triple				
01 - 2 Triple		<div>18</div> <div>Booking.com - Andrzej Przykładny</div>		
Double I				

2. Taxes

Configuration

1 Name VAT % / amount 2 Room rates 0.00 3 Meals 0.00 4 Products 0.00

5 ☐ Allow fractional tax 6 Extra tax (added on top of the room rate) 0.00

7 Location United Kingdom 8 Currency symbol EUR

9 [Repair database language variables. WARNING! Current settings will be deleted.](#)

Method of gross price calculation for VAT Invoices

☐ Calculation will be based on the net price.

☒ Calculation will be based on the gross price.

10 Local tax 0 Local tax payments (0 - every day 1 - every 24 hours, 2 - beginning from second day, 9 - beginning from the second day, including a first day, 10 - every 24 hours, per room

11 Adult 0.00 12 Child1 0.00

13 Child2 0.00 14 Child3 0.00

15 Tax office address

16 ☐ Local tax: add it to total price by default

17 ☐ Local tax: show it on the bills

18 ☐ Local tax: create tax document with an invoice

19 Local tax {0}

20 ☐ Do not show the 0% tax warning in the document creation screen

Save Cancel

Name (1) - tax name

Room rates (2) - tax value for rooms (%)

Meals (3) - tax value for meals (%)

Products (4) - tax value for products (%)

Allow fractional tax (5) - allows to type tax with decimal value

Extra tax (added on top of the room rate) (6) - additional tax which is added to room rate during the final calculation. It can also be selected manually in a reservation screen.

Location (7) - set the country where your property is located

Currency symbol (8) - the currency used to settle reservations in KWHotel. More currencies can easily be added - just type it in the field and save changes.

Method of gross price calculation (9) -

Calculation will be based on the net price - Amount x Net price x 1,Tax % = gross value

Example:

Net price: 20

Number of units: 1

Tax value: 8%

$$1 \times 20 \times 1,08 = 21,60 \text{ gross}$$

Calculation will be based on the gross price - Amount x Gross price / 1,Tax % = net value

Example:

Gross price: 20

Number of units: 1

Tax value: 8%

$$1 \times 20 / 1,08 = 18,52 \text{ net}$$

ATTENTION! Changing the above option will change the method of calculating the gross price in all invoices.

Gross price on existing invoices will also be corrected.

Local tax payments (10) - allows to configure how will the local tax be calculated. Below you will find the possible values:

0 - every day (reservation from 1.09 to 2.09 will be counted as two days)

1 - every 24 hours (reservation from 1.09 to 2.09 will be counted as one day)

2 - starting from the second day (reservation from 1.09 to 3.09 will be counted as one day)

9 - starting from the second day, including the first day as well (reservation from 1.09 to 2.09 will not be taken into account; reservation from 1.09 to 3.09 will be counted as two days)

10 - every 24 hours, per room (program will not number of people into account; reservation for 3 people, from 1.09 to 3.09 will be counted as 3 days x 1 person)

Adult (11)- allows to insert the local tax value for an adult

Child1 (12) - allows to insert the local tax value for a person from the first age group.

Age groups can be configured in the Tools > Configuration > Other > Page 1 - option on the very top.

Child2 (13) - allows to insert the local tax value for a person from the second age group.

Child3 (14) - allows to insert the local tax value for a person from the third age group.

Tax office address (15) - allows to insert the address of a tax office that will be visible on the local tax document.

Local tax: add it to total price by default (16) - automatically includes local tax in a reservation window

Local tax: show it on the bills (17) - adds another entry on a fiscal document - "Local tax".

Local tax: create tax document with an invoice (18) - when invoice is created, a separate local tax document is issued automatically.

Such document can be accessed both in a reservation screen and Accounting module ("Local fees" tab).

Local tax name field (19) - allows you to define how will the local tax entry be named in the fiscal documents.

Do not show the 0% tax warning in the document creation screen (20) - when active, KWHotel will not show the message informing you about a 0% tax being applied to the fiscal document you are creating.

3.1. Invoices (page 1)

Configuration

Page 1 Page 2 Page 3 Cash documents

Abbreviated Business Identification Number **1** TAX ID

2 Titles on bills

Invoices	Advance invoice	Pro forma invoices	Corrective invoices
Invoice 3	Advance invoice	Pro forma invoice	Corrective invoice
		Receipt correction	Bill

☒ **4** Print "Original" and "Copy" in the accounting documents

Invoices numeration system

☐ Annual numeration (eg 32/A/2010) ☒ Monthly numeration (eg 32/A/7/2010)

☒ **5** Automatically generate cash register receipt and disbursement after issuing a receipt

☒ **6** Automatically generate cash register receipt and disbursement after issuing an invoice

☒ **7** Obligatory cash register status confirmation after changing the user

☐ **8** Automatically generate receipt after issuing an invoice

☐ **9** Automatically issue deleting shift report on fiscal printer

10 Default invoice prefix (1 / prefix here / 2010):

11 Default bill prefix (1 / prefix here / 2010):

12 Default advance invoices prefix

13 Default name for the accommodation service on the invoice ({0} - date from, {1} - date to)

Accommodation from {0} to {1} **15** Product code

14 Default name of advance payments on the invoice **16** Postscript to partial positions

Advance payment for accommodation from {1} to {2}

Save Cancel

Abbreviated Business Identification Number (1) - allows to insert an abbreviation for your Tax ID's name. The default value is "TAX ID".

Titles on bills (2) - this section lets you insert the headlines of the following documents:

- Invoice
- Advance invoice
- Pro forma invoice
- Corrective invoice
- Receipt correction
- Cash documents (leaving this field empty will cause the default values to be used)

Print "Original" and "Copy" in the accounting documents (3) - allows to print the "Original" and "Copy" headlines, to distinguish documents easily.

Invoices numeration system (4) - allows to pick between a monthly and annual invoice numeration.

Monthly numeration - for example 32/A/06/2018

Annual numeration - for example 32/A/2018

In the examples above, "A" means the location of the custom prefix you can use in such numeration.

Automatically generate cash register receipt and disbursement after issuing a receipt (5) - automatically generates a cash document for every issued receipt.

Automatically generate cash register receipt and disbursement after issuing an invoice (6) - automatically generates a cash document for every issued invoice.

Obligatory cash register status confirmation after changing the user (7) - enables "Shift reports" in KWHotel.

Activating this option forces every non-administrator user to provide the amount located in the cash register, when he logs in to KWHotel. This marks the beginning of his shift.

During the shift, KWHotel registers the following actions:

- amount in cash register calculated during the previous shift
- amount in cash register provided by this user in the beginning of his shift
- total amount from cash documents issued by this user during his shift
- total amount from bank documents created during this shift
- documents issued by this user during his shift
- reservations created by this user during his shift
- reservations deleted by this user during his shift

The generated shift reports can be viewed by an Administrator in the Statistics > Shift reports.

More on "Shift reports" can be found here .

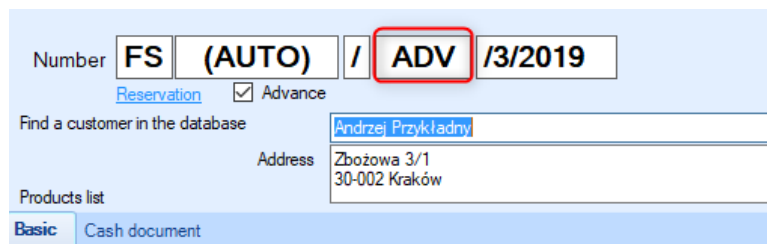
Automatically generate receipt after issuing an invoice (8) - a receipt will be automatically attached to every issued invoice.

Automatically issue deleting shift report on fiscal printer (9) - KWHotel, when the day is over (midnight) will send a signal to fiscal printer to issue a deleting shift report.

Default invoice prefix (10) - allows to include an additional prefix to issued invoices. The prefix is located between an invoice number and its` month / year. Pattern: 1 / Prefix / 2018.

Default bill prefix (11) - allows to include an additional prefix to issued bills. The prefix is located between a bill number and its` month / year. Pattern: 1 / Prefix / 2018.

Default advance invoices prefix (12) - allows to include a separate prefix for advance invoices (i.e. ADV)



Number FS (AUTO) / ADV /3/2019

Reservation ☐ Advance ☒

Find a customer in the database Andrzej Przykładowy

Address Zbożowa 3/1
30-002 Kraków

Products list

Basic Cash document

Default name for the accommodation service on the invoice (13) - allows to customize the way the accommodation service will be displayed on the issued invoices. The following variables can be used:

{0} - date from
{1} - date to
{2} - room symbol

Example:

Accommodation from {0} to {1} in room {2} = Accommodation from 22.11.2018 to 24.11.2018 in room 03.

Default name of advance payments on the invoice (14) - allows to customize the way the advance will be displayed on the issued invoices. The following variables can be used:

{1} - date from
{2} - date to

Product code (15) - allows to include a product code for your accommodation services.

Postscript to partial positions (16) - option used to insert uneven payments on the invoice (if we add another payment to the base payment).

3.2. Invoices (page 2)

Configuration

Page 1 Page 2 Page 3 Cash documents

To display your company logo on the invoices, please replace the "logo.jpg" file with your company logo, in the directory below

C:\KajWare\KWHotelPro 47 EN Demo 47\Doc\en\Logo.jpg

1

2

3

4

5

6

7

8

9

Payment types

Cash

Credit card

Bank transfer

Cheque

+ Add

Edit

Delete

Address printed on the invoice

☐ Do not fill any form of payment in the documents automatically

Document prefix (does not impact the numeration)

Receipts PA

Bills RS

Advance bill RS

Invoices FS

Advance invoice FS

Corrective invoices KFS

☐ Print prefixes in documents

☐ Prefix does not impact the numeration

☐ Invoice - include information about a receipt assigned to this invoice

Default remarks for accommodation service on the invoice

{0} - date from, {1} - date to, {2} room name, {3} group room name, {4} guest name, {5} guests name, {6} reservation id

example: "Reservations on {0:d} - {1:d/MM/yyyy}" = "Reservations on 4-6/05/2015"

? [Insert default content of remarks in the invoice](#)

Save Cancel

To place a logo of your company on invoices, a .jpg file must be replaced in the KWHotel directory. The exact location is described here.

The easiest way to reach this location is to **press the magnifying glass button (1)**.

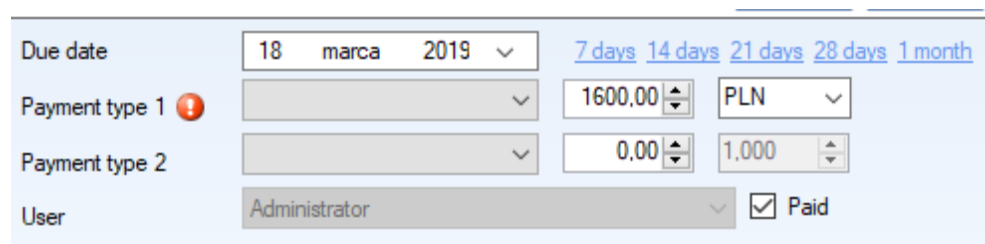
Payment types (2) - allows to create additional forms of payment. These can be used when issuing fiscal documents.

ATTENTION! The "Cash" form of payment is the only one which causes KWHotel to issue a cash document.

Every other form of payment will result in issuing a bank document.

Address printed on the invoice (3) - allows to use a different place of issuing a fiscal document, than it results from the license credentials.

Do not fill any form of payment in the documents automatically (4) - when enabled, it is required to manually select a form of payment before saving a fiscal document (it`s not set to Cash automatically)



The screenshot displays a configuration window with a light blue header and a white body. The 'Due date' section includes a date picker set to '18 marca 2019' and a row of links: '7 days', '14 days', '21 days', '28 days', and '1 month'. Below this, 'Payment type 1' is marked with a red warning icon and has a dropdown menu, a numeric input set to '1600.00', and a currency dropdown set to 'PLN'. 'Payment type 2' also has a dropdown menu, a numeric input set to '0.00', and a numeric input set to '1.000'. The 'User' field is a dropdown menu showing 'Administrator', and there is a checked checkbox labeled 'Paid'.

Document prefix (does not impact the numeration) (5) - selecting this option allows you to change the default document prefixes

Print prefixes in documents (6) - if you select this option, KWHotel will print the newly created prefixes in the fiscal documents.

Prefix does not impact the numeration (7) - when enabled, prefix does not impact the numeration.

Otherwise, KWHotel would change the numeration each time a different prefix is used.

Example:

FS 1 / 2018
FSR 2 / 2018
FSR 3 / 2018
FS 4 / 2018

Invoice - include information about a receipt assigned to this invoice (8) - enabling this option will cause KWHotel to show on the invoice, which receipt is assigned to it.

Default remarks for accommodation service on the invoice (9) - allows you to create a scheme which will be used to populate remarks on invoices.

You may use variables (i.e. {3} - Room symbol) to populate some data automatically.

Example: Typing "Accommodation of guest {5} in {0} - {1}, room {2}" will cause the following remarks to be displayed:

"Accommodation of guest Adam Smith in 22.11.2018 - 23.11.2018, room 003".

You may view the exemplary result dynamically, if you press the "Insert default content of remarks in the invoice" button.

ATTENTION! This option will only work for invoices issued in a reservation window.

3.3. Invoices (page 3)

Configuration

Page 1 Page 2 Page 3 Cash documents

1 ☐ Force issuing a receipt bill after each payment in the reservation

2 ☐ Force issuing a invoice after each payment in the reservation

3 ☐ Force issuing a cash document after each payment in the reservation

4 ☐ Disable receipts

5 ☐ Disable to create an invoice in the booking window (the invoice will be issued only from the ticket editing window)

6 ☐ Group meals to one position on invoices

7 ☐ Documents issued for this hotel will be stored in the first hotel (InvoicesBills)

8 ☐ Documents from current property have common numeration with documents from property 1 (without receipts)

9 ☐ Enable multiple cash registers

10 Every document, on this computer, will be issued for a specified hotel location, not for the currently selected hotel. My Dream Hotel

11 Letter added to the prefix to the current object

12 ☐ Hide Cash Documents in the booking window

13 Default name for grouped items on the invoice

14 Default name for the meals on the invoice

15 Product code

Save Cancel

Force issuing a receipt bill after each payment in the reservation (1) - related to reservation window.

Inserting any amount in "Advance" or "Amount paid" fields and pressing the "Save" button will force KWHotel to open a receipt creation window.

This prevents from accepting payments without issuing a receipt.

Force issuing an invoice after each payment in the reservation (2) - related to reservation window.

Inserting any amount in "Advance" or "Amount paid" fields and pressing the "Save" button will force KWHotel to open an invoice creation window.

This prevents from accepting payments without issuing an invoice.

Force issuing a cash document after each payment in the reservation (3) - related to reservation window.

Inserting any amount in "Advance" or "Amount paid" fields and pressing the "Save" button will force KWHotel to open a cash document creation window.

This prevents from accepting payments without issuing a cash document.

Disable receipts (4) - disables issuing receipts in a reservation window.

Disable to create an invoice in the booking window (the invoice will be issued only from the ticket editing window) (5) - disables issuing invoices in a reservation window. Invoices can only be issued by editing a receipt and pressing the "Issue invoice" button. Please note this feature does not disable attaching one invoice to multiple receipts.

Group meals to one position on invoices (6) - causes all meals to be merged into a single entry on invoice.

The name of this entry can be set in the "Default name for meals on the invoice" field (12).

Documents issued for this hotel will be stored in the first hotel (7) - this option can only be seen in case you are running multiple properties on the same database. Enabling it will cause all documents to be issued to the first property`s account (numeration from the first property will be used as well).

Documents from current property have common numeration with documents from property 1 (without receipts) (8) - selecting this option causes documents from the currently opened property and those from the first property to have the same numeration. They are still issued independently, though. Does not take receipts into account.

Enable multiple cash registers (9) - this function is not used in KWHotel yet.

Every document on the computer will be issued for a specified hotel location, not for the currently selected hotel (10) - allows you to pick a property location that will be displayed on accounting documents.

Letter added to the prefix to the current object (11) - field used to insert additional prefix for documents issued from this property for another.

Hide Cash Documents in the booking window (12) - this feature will be described later.

Default name for grouped items on the invoice (13) - allows to determine the first part of assortment name that will be created when the "Group" option is used on the invoice.

Example: I insert value "Product".

When I group together the "Accommodation" (8%) and Lunch (8%) entries, the single entry created will be "Product 8%".

Product code (15) - allows to insert the default product code for meals.

3.4. Invoices (cash documents)

Configuration

Page 1 Page 2 Page 3 Cash documents

Cash document prefixes

1 Cash accepted KP 3 Bank accepted BP

2 Cash released KW 4 Bank released BW

5 ☐ Separate with a slash instead of a space

Cash documents numeration system

6 ☐ Annual numeration (eg 32/A/2010) 7 ☒ Monthly numeration (eg 32/A/7/2010)

Save Cancel

Cash accepted (1) - this field allows you to set your own abbreviation for "Cash accepted" document.

Cash released (2) - this field allows you to set your own abbreviation for "Cash released" document.

Bank accepted (3) - this field allows you to set your own abbreviation for "Bank accepted" document.

Bank released (4) - this field allows you to set your own abbreviation for "Bank released" document.

Separate with a slash instead of a space (5) - enabling this option will cause adding an additional " / " to separate cash document`s prefix from its` number.

Option disabled: KP 1/11/2018

Option enabled: KP/1/11/2018

Annual numeration (i.e. 32/A/2010) (6) - enabling this option will cause adding to cash documents an annual numeration.

Monthly numeration (i.e. 32/A/06/2010) (7) - enabling this option will cause adding to cash documents a monthly numeration.

4. Meals

The detailed manual can be found [here](#).

5. Users

The detailed manual can be found [here](#).

6. Email

The detailed manual can be found [here](#).

7.1. Layout (page 1)

The screenshot shows the 'Configuration' window with 'Page1' selected. The left sidebar contains icons for Calendar, Taxes, Invoices, Meals, Users, E-mail, Layout (highlighted), Security, Other, KWHotel API Online synchronization, Services, Price Optimizer, SMS API, and Campground. The main area is divided into sections: 'Invoices and pro forma invoices' with fields for default file names (Faktura.frx, Profoma.frx, Rachunek.rdlc, Korekta.frx) and templates; 'Replace "0%" tax with' fields (zw, Not taxable); 'Documents templates for all hotels' checkbox; 'Booking confirmation' with default file name fields (BookingConfirmation.rdlc, BookingConfirmation2.rdlc); 'Enable old booking confirmation' checkbox; 'Download rates from the channel manager' checkbox; and 'Hotel ID Card' with a default file name field (RegistrationCard.rdlc). Red circles 1 through 7 highlight these specific features. The bottom of the window has 'Save' and 'Cancel' buttons.

Fields displaying file names of every fiscal document (1). Icons located in the right part of the screen can be used to change the file location.

We support files in .rdlc and .frx format.

Replace 0% tax with (2) - allows to insert an alternative value that will replace the 0% tax in fiscal documents.

Documents templates for all hotels (3) - this function will be described later.

Fields used to select the old booking confirmation templates if we still wish to **use them in a reservation screen (4)**.

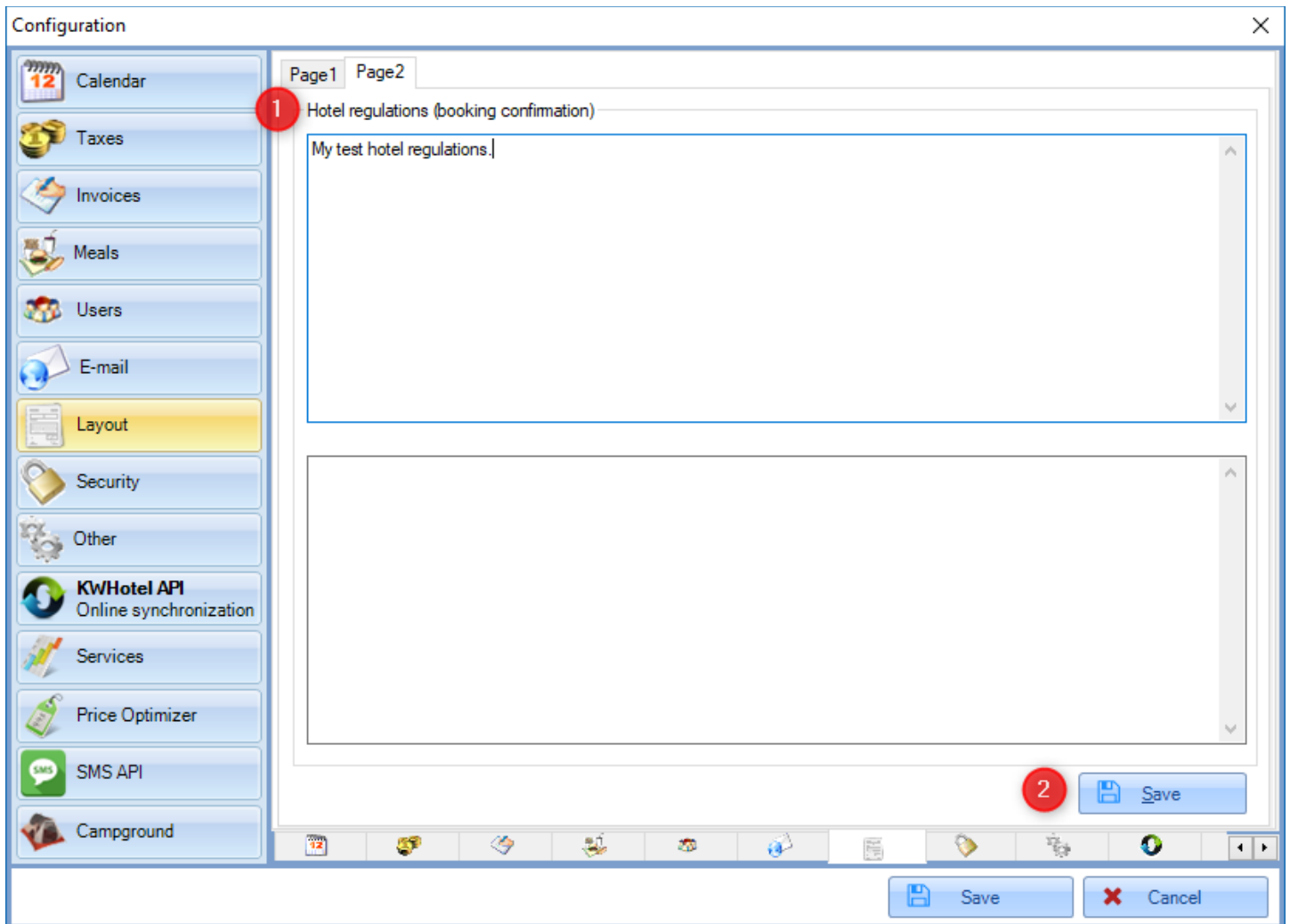
Enable old booking confirmation (5) - allows to generate the old booking confirmations (.rdlc extension).

Enabling this option will make them reappear in a reservation window > Issue document > Old booking confirmations.

Download rates from the channel manager (6) - this option is currently unavailable.

Hotel ID card (7) - this option is no longer used in KWHotel 0.47. Instead, please use the new registration card template, available in the Email section.

7.2. Layout (page 2)



This field allows you to define **regulations that will be displayed on booking confirmations (1)**.

Additional "Save" **button will appear when you make any changes (2)**. Please click it for changes to be saved.

8. Security

Configuration

Calendar Taxes Invoices Meals Users E-mail Layout Security Other KWHotel API Online synchronization Services Price Optimizer SMS API Campground

Database backups

☒ Ask me if I want to create database backup before closing the program

☐ Automatically create database backup before closing the application. To increase security, it is recommended to store your backup on external disk drive, other than where KWHotel is installed.

☐ Automatically create backup every 30 minutes and save copy in the default location.

☐ Create each backup as a separate file

☐ Database online backup (to enable this option please contact KWHotel Support Team)

Refreshing...

Automatic window refresh (backups, reminders, online-bookings). Default frequency is 60 seconds. If the refresh time is shorter, it may slow down the application.

60 seconds You must restart the computer to apply the changes.

Credit card number encryption

Primary Key Secondary key

+ Create keys

Credit card numbers are encrypted in KWHotel database with two strong security keys. Anyone who has access to the both keys and KWHotel application can find out Credit Card details. If you decide to store KWHotel database with card numbers on your hotel workstation, it is your responsibility to guarantee secure access to the workstation, KWHotel database, backups and security keys.

KajWare and Starline companies have introduced security protocols required by EU regulations. Thus, we should not be in any case held responsible for the customer credit card number theft.

☐ I confirm and approve the above terms.

Delete keys

Save Cancel

Ask me if I want to create database backup before closing the program (1) - when enabled, you will be asked about creating a database backup each time you close KWHotel.

Automatically create database backup before closing the application (2) - when enabled, a database backup will be created automatically when closing KWHotel. Selecting this option will also allow you to select a location where database backup will be stored.

Automatically create backup every 30 minutes and save copy in the default location (3) - when enabled, KWHotel will automatically create database backup every 30 minutes, as separate files.

Create each backup as a separate file (4) - enabling this option will cause KWHotel to create database backups in separate files.

Database online backup (5) - enabling this option will cause KWHotel to automatically create a database backup and store it on our servers. Database copy is created on a daily basis.

Automatic window refresh (backups, reminders, online bookings) (6) - frequency of refereshing data in the program. The recommended value is 60. We do not recommend modifying this parameter without justified necessity. Setting this value too low may cause drastic performance issues.

Credit card number encryption (7) -

ATTENTION! Storing credit card data in KWHotel is not recommended by our company. The program is not adjusted to store such information.

Such data should be stored in a safe, isolated location. This function allows to insert credit card data (except for CVV code) in a reservation window ("Credit card" tab).

To activate the option, two keys must be set up - the primary and secondary one. The primary is stored directly in the database. The secondary is stored on the computer.

This ensures that credit card data cannot be viewed on another workstation, than was used to encrypt it.

Keys can only be inserted when KWHotel has been started as an Administrator (right click on the desktop icon > Run as Administrator).

When keys are created, please accept the regulations and save changes.

The credit card tab will appear in a reservation screen after you restart the program. Keys can be deleted by pressing the "Delete keys" button.

9.1. Other (page 1)

The screenshot shows the 'Configuration' window with the 'Other' tab selected. The left sidebar contains icons for various modules: Calendar, Taxes, Invoices, Meals, Users, E-mail, Layout, Security, Other (highlighted), KWHotel API, Services, Price Optimizer, SMS API, and Campground. The main area is divided into sections: 'Age groups default names' (with fields for 'First range', 'Second range', and 'Third range', each with a 'Half meals' dropdown), 'Reservation window' (with checkboxes for 'Obligatory check in', 'Obligatory check out', and several 'Obligatory field' options), and 'Delete history' (with a checkbox). At the bottom, there are three buttons: 'Clear deleted reservations list', 'Clear deleted documents list', and 'Delete existing reservations'. The 'Save' and 'Cancel' buttons are at the bottom right.

Age groups default names (1) -

allows to insert custom names for age groups. These groups are used in a reservation screen and when creating advanced rate plans.

Half meals (2) -

defines which how large part of meal will be served to the given age group. The following options can be chosen:

None - this age group will receive any meals

Half meals - this age group will receive a half-board meal

Full meal - this age group will receive a full-board meal

Enable overbooking option (makes it possible to book the same room more than once at the same time) (3) -

when enabled, you can create multiple reservations for the same room and at the same date.

Enable a "Subvention" field in the reservation window (4) -

when enabled, a "Subvention" field is revealed in a reservation window.

If you type an amount in that field, it will be treated as a payment but will not be displayed in a fiscal document.

Example:

Reservation for 570 EUR

We insert subvention for 100 EUR

We insert a payment for 470 EUR

If we issue an invoice, KWHotel will insert an accommodation service for 470 EUR total.

If amount already paid is less than total price (amount payable), show amount paid as advance payment (5) -

when enabled, every payment lower than the total amount due will be automatically transferred to "Advance" field.

This option requires restarting the program to take effect.

Obligatory check-in (6) -

this option forces you to check-in guests manually, by using the "Check-in guest" option.

In addition, a group reservation window allow you to check-in the whole group manually.

Obligatory check-out (7) -

this option forces you to check-out guests manually, by using the "Check-out and save" button.

In addition, a group reservation window allows you to check-out the whole group manually.

Obligatory field in the reservation window – source of reservation (8) -

- enabling this option forces User to insert a source of reservation. Otherwise, saving a reservation will not be possible.

Obligatory field in the reservation window – online reservation number (9)

- enabling this option forces User to insert an online reservation number.

Otherwise, saving a reservation will not be possible.

Obligatory field in a customer window – address, e-mail (10)

- enabling this option forces User to insert address and email in a customer screen. Otherwise, saving a customer will not be possible.

Obligatory field in a reservation window – telephone (11)

- enabling this option forces User to insert phone number in a reservation screen. Otherwise, saving a reservation will not be possible.

Set obligatory fields in the customer window – ID Number (12)

- enabling this option forces User to insert customer`s ID number in a customer screen. Otherwise, saving a customer will not be possible.

Set obligatory fields in the customer window – Nationality (13)

- enabling this option forces User to insert customer`s nationality in a customer screen. Otherwise, saving a customer will not be possible.

Do not check the EU VAT (14) -

when enabled, KWHotel will stop verifying data of customers located in the European Union (no connection with UE servers will be established when typing the company`s Tax ID).

Clear deleted reservations list (15) -

pressing this button will erase a history of all deleted reservations.

Clear deleted documents list (16) -

pressing this button will erase a history of all deleted documents. Includes all documents older than 1 day.

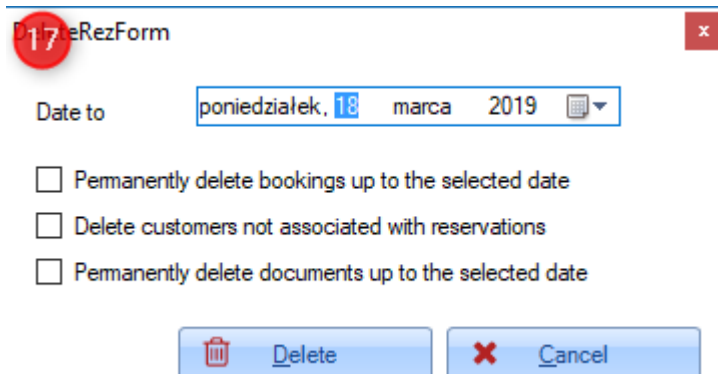
Delete existing reservations (17) -

multi-purpose function. Lets you permanently delete some data from database. Having clicked this option you can pick what exactly would you like to delete:

Permanently delete bookings up to the selected date -
deletes from calendar all reservations up to the selected date.

Delete customers not associated with reservations -
deletes from database all customers who were not assigned to any reservation.

Permanently delete documents up to the selected date -
deletes from database all documents up to the selected date.



17 RezForm

Date to: poniedziałek, 18 marca 2019

☐ Permanently delete bookings up to the selected date

☐ Delete customers not associated with reservations

☐ Permanently delete documents up to the selected date

Delete Cancel

9.2. Other (page 2)

Configuration

Page1 Page2 Page3 External devices 1

Customer

1 Default images folder path

2 Default LAN path to images folder

Reservations and documents

3 ☐ Transfer advance amount as second payment. Option used to gather commissions and provisions by travel agencies.

4 ☐ Prevent junior receptionist from issuing and editing invoices

5 Selected and finished reservations will be automatically deleted after [days]

6 ☐ Automatically delete a reservation for a private person once a bill has been printed.

7 ☐ Enable old group reservation engine

8 Description of the service initial or final introduction day

9 ☒ Current date ☐ Check-in date ☐ Check-out date

10 ☐ Initialize ReportViewer during the program startup

11 ☐ Enable four decimal places in the invoices

11 0 ID of the company responsible for issuing meals related fiscal documents

Save Cancel

Default images folder path (1) -

lets you set directory in computer where customer photos will be stored (customer screen > "Other" tab).

Default LAN path to images folder (2) -

lets you set network directory where customer photos will be stored (customer screen > "Other" tab).

Transfer advance amount as second payment. Option used to gather commissions and provisions by travel agencies (3) -

This feature will be described later.

Prevent junior receptionist from issuing and editing invoices (4) -

this function is no longer used in KWHotel 0.47. User privileges can be adjusted in the "Users" module.

Selected and finished reservations will be automatically deleted after {days} (5) -

when active, you may use the "Permanently delete the reservation after it is settled and finished" option, located in a reservation screen > "Other" tab.

Automatically delete a reservation for a private person once a bill has been printed (6) - when enabled, you will receive the following message when printing a bill - "Choose "Yes" not to save the document and delete the reservation".

Accepting the message will permanently erase reservation from the calendar. Bill can only be printed and will be deleted from the database afterwards.

Enable old group reservation engine (7) - this function is no longer used in the program.

Description of the service initial or final introduction day (8) -

this feature is related to the "Date of sale" field on invoice.

Here you can modify the name of this field and choose which criteria will be applied in terms of service introduction day.

Initialize ReportViewer during the program startup (9) -

enabling this option may be useful if you encounter an error with generating .rdlc documents.

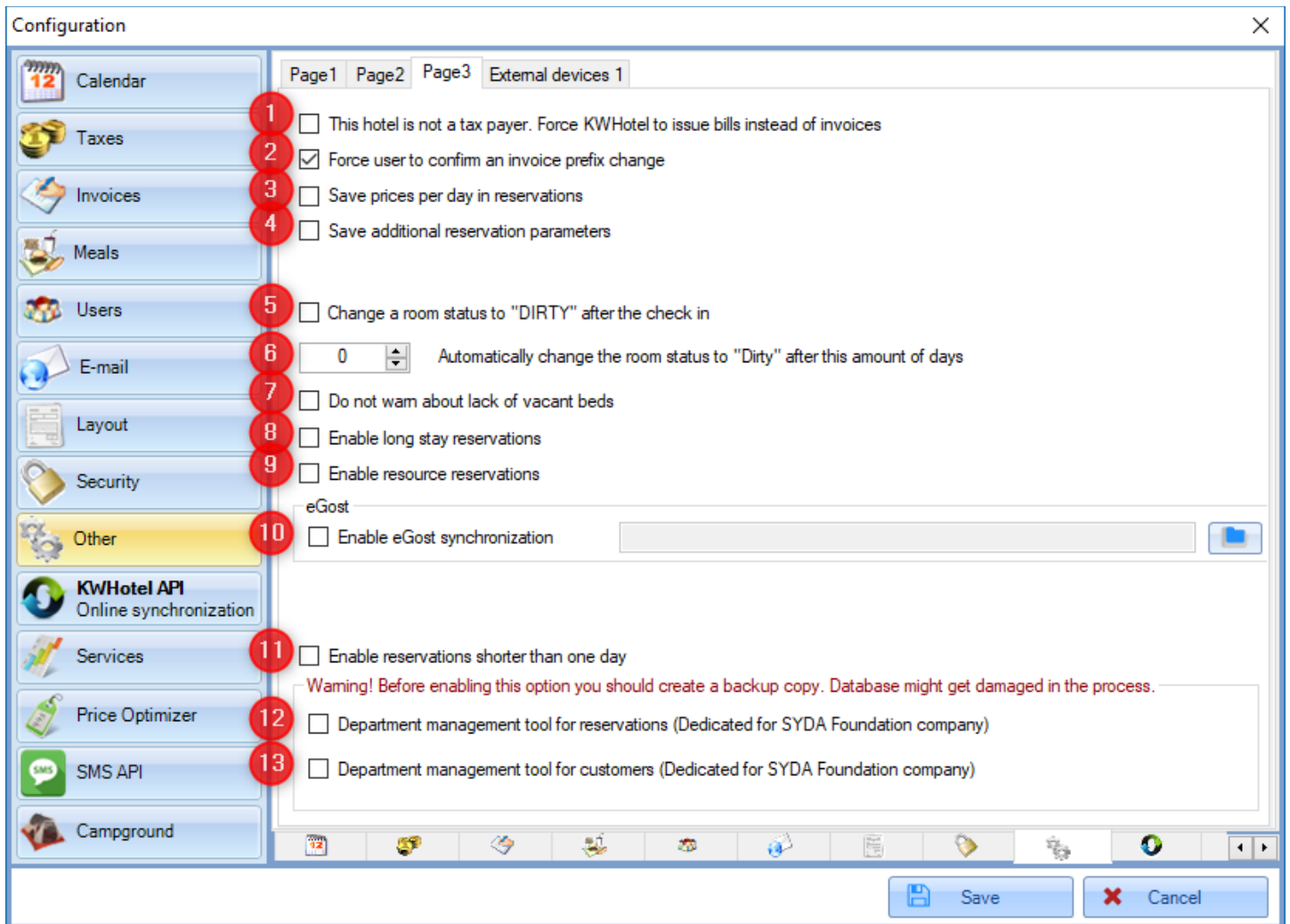
If the issue still persists, despite selecting this option, the ReportViewer 2005 and 2008 libraries must be installed.

Manual on how to do that, can be found [here](#).

Enable four decimal places in the invoices (10) - when enabled, additional two decimal places will be available for amounts found on invoices.

ID of the company responsible for issuing meals-related fiscal documents (11) - This option will be described later.

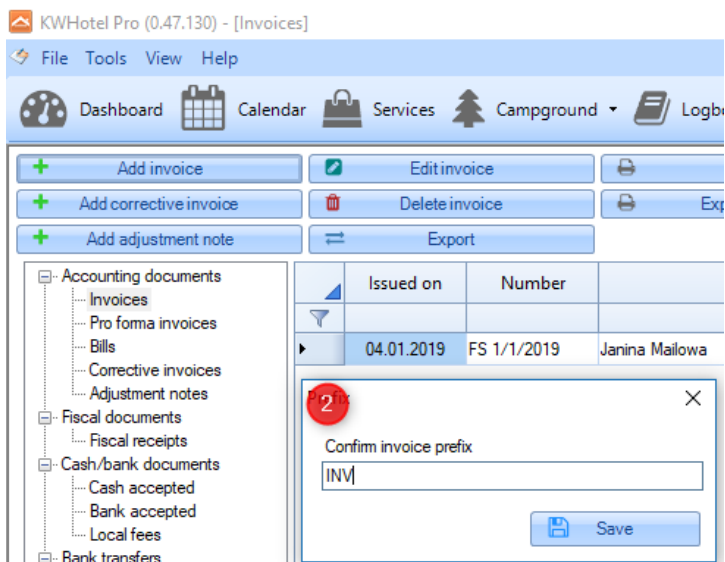
9.3. Other (page 3)



This hotel is not a tax payer. Force KWHotel to issue bills instead of invoices (1) - this option will be described later.

Force user to confirm an invoice prefix change (2) -

when enabled, KWHotel will ask you to insert the prefix that you wish to use on the fiscal document, before you open the document



Save prices per day in reservations (3) -

This feature will be described later.

Save additional reservation parameters (4) -

This feature will be described later.

Change a room status to "DIRTY"; after the check-in (5) -

checking-in your guest and saving reservation will automatically change the room housekeeping status to "Dirty";

Automatically change the room status to "Dirty"; after this amount of days (6) -

when enabled, a room housekeeping status will be automatically changed to "Dirty"; when a set number of days passes since the check-in date.

Do not warn about lack of vacant beds (7) -

when enabled, KWHotel will not display a warning when you attempt to check-in more people into a room than you have beds in it.

Enable long stay reservations (8) -

allows you to enable the long-term reservations module. A manual for this module will be released in future.

Enable resource reservations (9) -

allows you to enable the resource reservations module.

Enable eGost synchronization (10) - this function is no longer available in the program.

Enable reservations shorter than one day (11) -

enabling this option allows you to create reservations for 0 days. Such booking is visible on a calendar as a half-size of a regular reservation strip.

Use this feature when your guests arrives and departs on the same day.

Department management tool for reservations (12) -

this is a dedicated feature, created for the SYDA Foundation. It allows you to assign departments to reservation and keep track of spots that are still vacant in the given apartment.

Department management for customers (13) -

this is a dedicated feature, created for the SYDA Foundation. It allows you to assign customers to departments and keep track of spots that are still vacant in the given apartment.

9.4. Other (external devices 1)

Configuration

Page1 Page2 Page3 External devices 1

1 ID scanner
☐ ARH _ OCR Combo Scan - ID cards scanner

2 SPA
☒ Turn ON spa Spa module password

3 Renting Lock - additional payment required
☐ Enable KWHotel key
API key

4 Gold Lock
☐ Enable
Path to the folder

Payments settings
☒ Enable

Save Cancel

ARH_OCR Combo Scan (1) - ID cards scanner - enables synchronization with an ID Scanner. This is an extra paid feature.

Turn on SPA (2) - enables synchronization with KWSpa module, used to manage Wellness & SPA services.
This is an extra paid feature which requires typing a password to unlock it.

Renting Lock (3) - allows to enable synchronization with the RentingLock hotel locks. This is an extra paid feature.

Gold Lock (4) - allows to enable synchronization with the Gold Lock system. This is an extra paid feature.

Enable (5) - allows to enable synchronization with BTLock hotel locks. This is an extra paid feature.

9.5. Other (payments settings)

Espago / Elavon - requires purchasing an Espago synchronization module and signing agreement with that partner. This tab allows you to perform a detailed configuration of the credit card payment links sending. A detailed manual on how to set up Espago synchronization is provided after purchasing the addon.

10. KWHotel API

Allows you to enable synchronization with OTAs or channel managers supported by KWHotel. Requires additional fee. A detailed manual on how to set up the online synchronization is provided after purchasing the addon.

12. Price Optimizer

This module allows to enable synchronization with the Price Optimizer, system created by the YieldPlanet company. This function is still under construction.

13. SMS API

Allows to enable synchronization with the SMS API. This module lets you send automated and manual SMS messages to your guests. Requires additional payment. Manual on how to configure SMS API is provided once the module is purchased.

14. Campground

The "Enable camping" button allows to activate the Camping module. Requires additional fee.

Plot radius (1) -

determines the size of each plot in the campground

Visible reservations with 0 status (2) -

when enabled, the option "Show vacant sites", located in the Camping module, will be selected by default.

Print year on cards (3) -

when enabled, the option "Print year on cards", located in the Camping reservation screen, will be selected by default.

Print date on cards (4) -

when enabled, the option "Print date on cards", located in the Camping reservation screen, will be selected by default.

Automatically generate receipt after each payment in reservation (5) -

when enabled, KWHotel will automatically issue a receipt after each payment made in the Camping reservation module.