

You will learn:

- *What search filters are available in the Logbook module.*
- *What fields can be used in the Logbook module*
- *What functionalities are available in the Logbook module*

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1. Search filters

Logbook includes two levels of search filters:

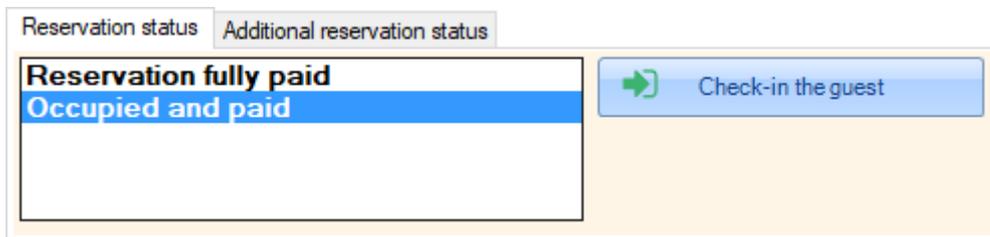
**** Level 1: "View" field ****

Allows to define range of data to be searched for. We recommend starting your work from this field. Below you will find descriptions of each search filter available at this level:

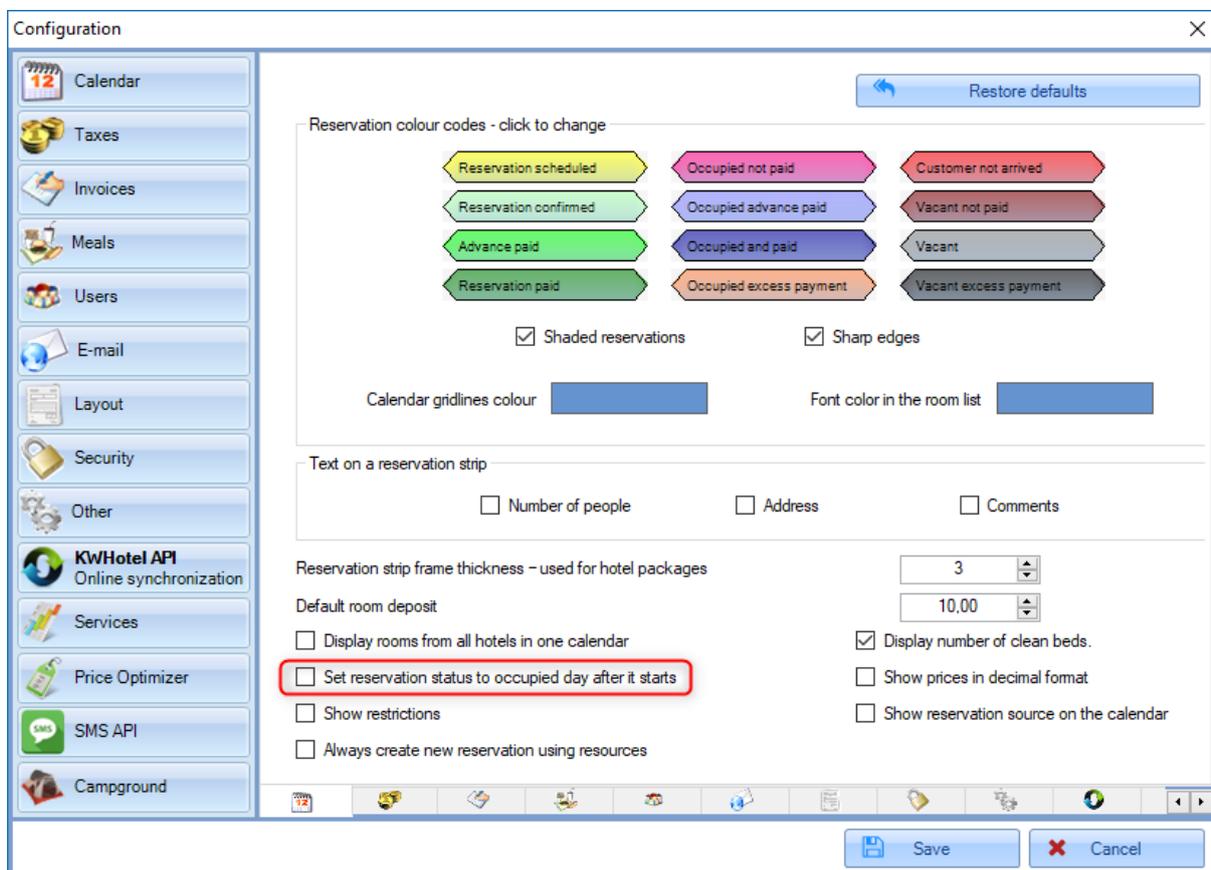
Logbook - displays all reservations in the selected time range, where customer was checked-in.

ATTENTION! In the 0.47 version, customer can be checked-in in two ways:

1) In a reservation screen, selecting the "Check-in the guest" option. Such option appears only if reservation begins today (guest cannot be checked-in for a future reservation).



2) Enabling option of automated guest check-in. It is available in the Tools > Configuration > Calendar > "Set reservation status to occupied day after it starts".



Total customers list - displays all reservation within the selected time range, where customer was checked-in.

Customers who arrived or will arrive on selected days - displays reservations with the following statuses: occupied advance paid, reservation scheduled, reservation confirmed, advance paid, reservation paid.
Shows both customers who were checked-in and who were not.

Customers who left or will leave on selected days - displays reservations that have already been completed (guest left the property) or where departure date falls into the selected time range. As a result, future reservations can be taken into account as well. Shows both customers who were checked-in and who were not.

Arrival and check-in on selected days - displays reservations that were checked-in on the selected day.

Reservations for the given day - displays reservations where arrival and / or departure date fall into the selected time range. Shows both customers who were checked-in and who were not.

All reservations done in the selected day - displays reservations that were created within the given time range. Shows both customers who were checked-in and who were not.

******* Level 2: "Filter" field *******

Allows to define which field will be the search base. There are two possibilities to narrow your search:

1. Only selecting a field that will act as our search base (i.e. Arrival date) - when we press the "Filter" button, program will display results alphabetically, based on the Arrival date.

KWHotel Pro (0.47.130) - [Logbook]

File Tools View Help

Dashboard Calendar Services Campground Logbook Meals

View: Customers who arrived or will arrive on selected days

Date: środa, 20 marca - niedziela, 31 marca

Filter: Date from [v]

Filter [v]

[Save as default](#)
[New printout](#)
[Print template](#)
[Export to *.CSV \(for Excel\)](#)
[Check-in the quest](#)
[Check-in the group](#)

Date from	To	Surname	Res. ID	Room symbol
26.03.2019	29.03.2019	Janina Pires	526	Double II
27.03.2019	28.03.2019	Andrzej Przykłady	531	Single II
27.03.2019	29.03.2019	Adam Kowalski	530	Single III
27.03.2019	30.03.2019	Danuta Stirling	532	Single IV
28.03.2019	31.03.2019	Kate Smith	529	Single I
28.03.2019	30.03.2019	Jane Auter	533	Single II

2. Selecting a field that will act as our search base (i.e. Surname) and then typing the requested value in a field below (i.e. Surname of a specific guest) - when we press the "Filter" button, program will display only information that meets the selected criteria.

KWHotel Pro (0.47.130) - [Logbook]

File Tools View Help

Dashboard Calendar Services Campground Logbook Meals

View: Customers who arrived or will arrive on selected days

Date: środa, 20 marca - niedziela, 31 marca

Filter: Surname
Smith

Filter

Save as default
New printout
Print template
Export to *.CSV (for Excel)
Check-in the guest
Check-in the group

Date from	To	Surname	Res. ID	Room symbol
28.03.2019	31.03.2019	Kate Smith	529	Single I

2. Functionalities

Below you will find a description for all buttons available in the Logbook module.

Save as default: this button is very useful for those who use Logbook on a regular basis. When you select all desired fields, you may press this button to save the given configuration. When you load KWHotel next time, all previous fields will remain selected.

New printout: allows to print a currently generated report. If you prefer a digital version, you can download a plugin for Windows, allowing to print as .PDF.

Print template: option recommended for advanced users only. Opens a new window where you may prepare a custom Logbook template to be printed. Preparing a template requires using the Fast Report software.

Export to .CSV (Excel): allows to save a currently generated report to .CSV file. Such file can be further customized in the MS Excel software.

Check-in the guest: opens an individual reservation creation window.

Check-in the group: opens a group reservation creation window.

3. Fields description

The Logbook module contains many fields that can be included in the search results. They are displayed in the order they were selected.

Below you will find short description for every available field.

Group ID: in case of a group reservation, this field will be populated with this reservation`s ID.

Res. ID: in case of an individual reservation, this field will be populated with this reservation`s ID.

Surname: displays name and surname of a guest a reservation was made for.

Email: displays email address, inserted in a reservation.

Is it company?: if the unit a reservation was made for is a company (not a private person), this field will be selected.

Date from: displays reservation start date.

To: displays reservation end date.

Place of birth: displays a birth place of guest a reservation was made for.

Date of birth: displays a birth date of guest a reservation was made for.

ID number: displays an ID number of guest a reservation was made for.

Tax ID: display a tax ID of a company a reservation was made for.

Add. client status: displays customer`s extra status (i.e. Student, VIP, Tourist). The status can be created in a customer creation screen > "Add. status" tab > press the "Edit customer status" button.

Room symbol: displays room symbol a reservation was made for.

Room ID: displays ID of a room a reservation was made for.

Address: displays address of a guest a reservation was made for.

Colour: displays a coloured status of a given reservation (i.e. "Customer not arrived").

Add. status - displays an extra reservation status (i.e. Tour, Expedia, Groupon). Such status can be created in any reservation screen > "Additional reservation status" tab > press the "Manage reservation statuses" button.

Customer remarks - displays remarks inserted in a customer creation screen.

Res. status - displays a reservation status (i.e. Reservation paid)

Country: displays a nationality of a guest a reservation was made for.

Phone: displays a phone number of a guest a reservation was made for.

Comments - displays reservation comments

Price: displays a total price for a reservation.

Advance: displays an advance inserted in the given reservation.

Remaining: displays an amount due of the given reservation.

ATTENTION! The Logbook module doesn't contain the "Amount paid" field.

As a result, if your reservation's total price is 100 EUR and you have an advance of 50 EUR paid and another 50 EUR in the "Amount paid" field, the following information will be displayed:

Price: 100 EUR

Advance: 50 EUR

Remaining: 0 EUR (Advance + amount paid)

People: displays a number of people assigned to the given reservation

Child1, Child2, Child3: displays a number of people from the given age category.

These categories can be set in Tools > Configuration > Other.

Doc.no.: displays all fiscal documents assigned to the given reservation (i.e. invoice and receipt)

Doc. gross: displays the gross value of all fiscal documents assigned to the given reservation.

Date of issue: displays a date of issue of the first fiscal document issued in the given reservation.

Date of sale: displays a date of sale of the first fiscal document issued in the given reservation.

Reservation source: display a source of the given reservation (i.e. Booking.com)

Days: displays the number of days a reservation was made for.

Segment: displays a segment that is assigned to the given reservation

Channel: displays a channel that is assigned to the given reservation.

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

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