Semper

Release Notes

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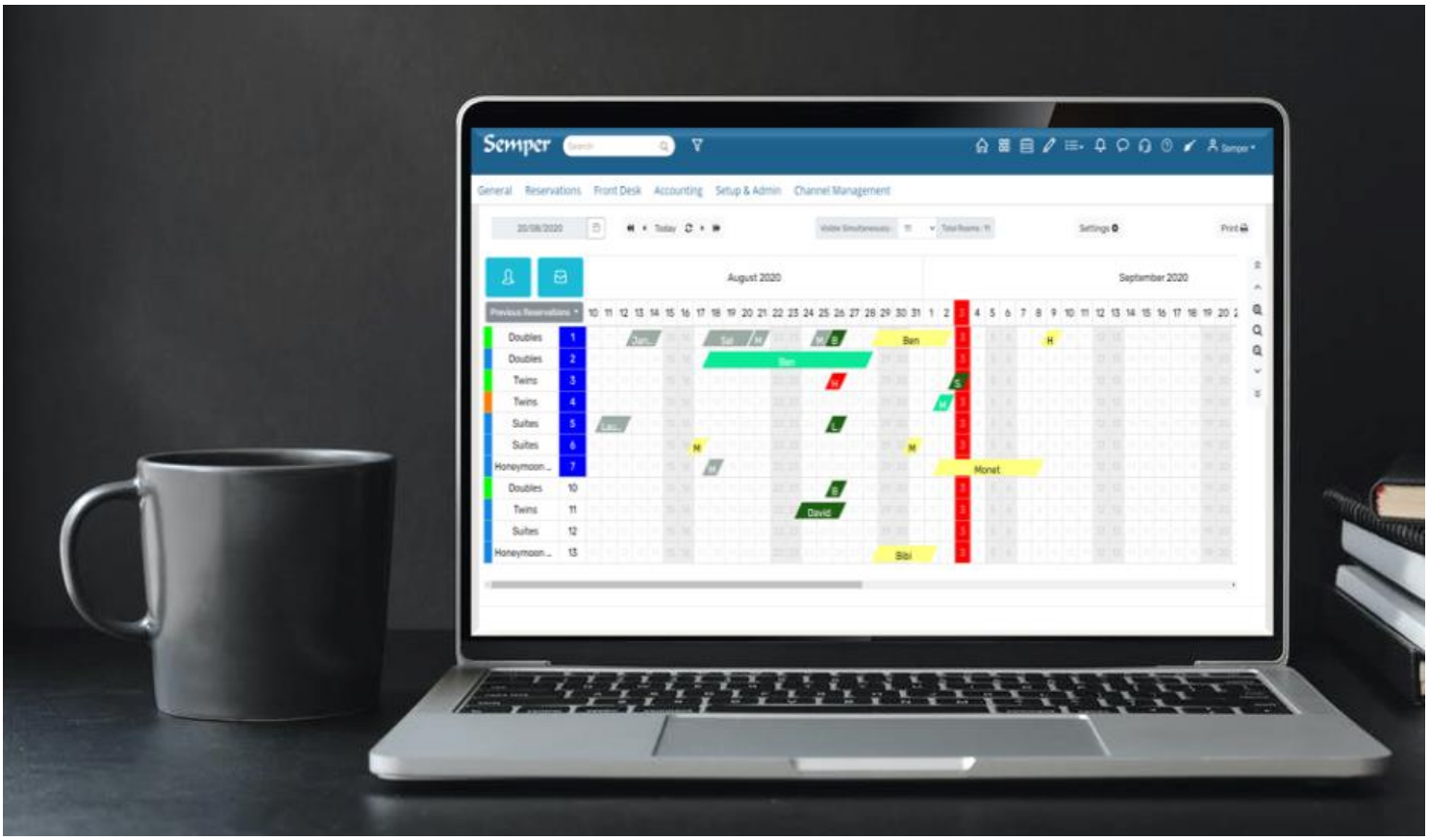


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SECTION 1:
SEMPER WEB ADD-ONS/ENHANCEMENTS

CALENDAR

Guest Online Services Requests

1. View all requests received from the guests via the G.O.S.
2. Marked requests as 'Actioned & Removed'.
3. Converted a request to a note.
4. View actioned and removed requests.

Calendar Views

5. **Availability** - View the venue's availability.
6. **Internet** - View all reservations received from online channels/channel managers including Semper's Booking Engine.
7. **Provisional** - View only reservations where the reservations status is provisional.
8. **Confirmed** - View only reservations where the reservations status is confirmed.
9. **In-House** - View only reservations where the reservations status is in-house.
10. **Checked-Out** - View only reservations where the reservations status is checked-out.
11. **Active Out** - View only reservations where the reservations status is active out.
12. **Balances** - View the balance of the reservations.

Calendar Filters

13. Ability to filter the calendar by room type.
14. Ability to filter the calendar by location.

RESERVATIONS

Reservation Details

15. Changed the message that comes up when changing the booked by on a reservation to a company that has the deduct from deposit setting on or the booking has a web reference number to "Would you like to make the payment responsibility the same as the selected booked by? If no, then the payment responsibility will be changed to guest.".
16. When a reservation is saved in the system (both online and manual reservations) the system will automatically calculate the deposit due amount without the user having to go into the booking and manually click on the calculate deposit button.
17. Ability to send the GOS link directly from a reservation.
18. Ability to send the eGuest link directly from a reservation.
19. When selecting a company as the booked by and that company has a comment setup, a message must come up displaying the comment.
20. When selecting a company as the booked by and that company has a comment setup, a button called 'Display' must show under the Booked By section.
21. Redesigned the UI.

Transactions

22. When the date of a reservation is changed, the effective date of any pre-charged expenses will change to the new date (This excludes refunds and gratuities).
23. When allocating a Retain Credit transaction, the user can allocate it more than once. Once allocated, the 'Allocate Credit' button must be disabled.

FRONT DESK

Guest Online Services Activation

24. View a list of all current in-house reservations.
25. Send the GOS link to a guest via email, SMS or both.

SETUP & ADMIN

Products

1. Create a new product
2. Change an existing product
3. View a list of all active/inactive products
4. Create a new smaller unit.
5. Change an existing smaller unit.
6. View a list of active/inactive smaller units.

Venue Setting

7. When Xero is selected as the accounting system, the Sage Username and Password fields will be disabled. If there was any information in those fields they will cleared.

People Contacts

Undesirables

8. Setup undesirables on the contact profile.

Surveys

9. View Surveys linked to the specific contact.

Attributes

10. Setup attributes on the contact profile.

Travel Agents & Companies

Commissions

11. Link certain rates to a Travel Agent or Company.
12. Setup the commission percentage for a Travel Agent or Company.

CRM

Self Service Website Setup

13. Added a new field called 'Attach Image Button Text'.
    - The text entered will replace the 'Attach Image' wording on the attach image button.
    - There is a limit of 30 characters.
14. Added a new field called 'Take Photo Button Text'.
    - The text entered will replace the 'Take Photo' wording on the take photo button.
    - There is a limit of 30 characters.
15. Increased the limit of characters for the Display Text fields to 1000 characters.

eGuest

16. Ability to setup eGuest.
17. Merged the eGuest and Self Service into one website.

Online Ordering

Products

18. Products displayed in the list are based off the terminal selected under the Setup tab.
19. Renamed the column header “Product Name” to “Name”.
20. Renamed the column header “Product Description” to “Description”.
21. The description column is no longer editable from this screen.
22. Added a new button called “Change”.
    - This will open a screen which will allow the user to change the following fields:
        - Name
        - Description
        - Category
        - Price
        - Image
        - Enabled check box
            - This allows the user to temporary disable the product from the Online Ordering website.
23. Added a new button called “View Disabled”.
    - This allows the user to view all disabled products.

Categories

24. Added a new button called “Change”.
    - When the “Change” button is selected open the “Category Properties” modal to allow the user to edit the information.
25. When the View Inactive button is selected to view inactive categories, the “Deactivate” button must change to “Reactivate”.
26. When a category is selected and then the user selects the “Deactivate” button, check if there are any products linked to the category. If there are any products linked to the category bring up a message informing the user that there are products linked to the category.

CHANNEL MANAGEMENT

Agent Login

27. Ability to setup multiple agent logins for the Booking Engine:
    - Added a new tab under the Own Website channel called 'Agent Login Setup'.
    - Users will be able to create, change or deactivate agent logins.
    - Rate Rules can be setup for all rates linked to an agent login.
    - Agent logins must be linked to a company:
        - The company drop down will return a list of all active travel agents/companies in the system.
        - The company selected in the company drop down is the company that will be used as the Booked By when a booking is created via the Booking Engine by the agent logged in.
    - If there are contacts linked to the selected company those contacts will display in a drop down.
        - The contact drop down will return a list of all active contacts linked to the company selected in the company drop down.
        - The contact selected in the contact drop down is the contact that must be used as the contact on the Booked By when a booking is created via the Booking Engine by the agent logged in.
    - A unique username and password is setup for each agent login.
    - A rate must be selected for each agent login.
        - The rate drop down will only display rates linked to the company selected.
        - The rate selected in the rate drop down is the only rate that can be used by the agent when the agent is logged into the Booking Engine.
    - A deposit % can be setup for each agent login.
        - When an agent is logged into the Booking Engine, the 'Deposit Due %' must be the Deposit % setup on the Agent Login details and not the deposit % setup on the SRS (that must only be used if an agent isn't logged in).
    - The commission % used when a booking is created on the Booking Engine when an agent is logged in must be the commission % setup on the company for that specific rate.

Rates

28. Removed the "Company Rate" and "Company Included in price text" columns.

Rate Rules

29. When changing the 'From' date, the 'To' date will auto change to the 'From' date + 1.

Upload

30. Added a new button under the Upload tab called 'Upload Agents'.
    - When a new agent login is created or an agent login is changed, the user must upload the agents in order for the changes to save.

SECTION 2:
RESERVATION ADD-ONS/ENHANCEMENTS

RESERVATIONS

Transactions

1. When the date of a reservation is changed, the effective date of any pre-charged expenses will change to the new date (This excludes refunds and gratuities).
2. When calculating levies based on levy, the levy setting "Deduct all levies and taxes from the rate price and then proportion to determine the levy and tax amounts", another step has been added to deduct any taxes linked to the levies already deducted when calculating the levies and taxes.

Deposit Due

3. When a reservation is saved in the system (both online and manual reservations) the deposit amount will automatically be calculated without the user having to go into the booking and manually clicking on the calculate deposit button.

SETUP & ADMIN

Documents

4. If a venue is using an alternative currency, the currency code will display on the PDF document and not the currency name.

Time & Attendance

5. Added the Rate Per Hour and Total Wage columns to the Time & Attendance report.

Venue Settings

6. Added an option called <Unspecified> to the Venue Currency Symbol drop down list on the System tab.

ACCOUNTING

Cash up Management

7. Internet Payments are now included under the 'Other Total Payment' column and not the Credit Card column.

FRONT DESK

Foreign Exchange

8. Added the following foreign exchange currencies to the system:
    - Ghana
    - Zambian Kwacha
    - Namibian Dollar
    - Kenyan Shilling
    - Zimbabwean Dollar
    - Malawian Kwacha
    - Tanzanian Shilling

9. Disabled the delete button if the currency selected is the venues alternative default currency.

STOCK CONTROL

Goods Received

10. Built in the ability to record a GRV in a foreign currency:

    - Added a new drop down called 'Foreign Currency' to the 'New Goods Received Entry' form. This drop down will list the currencies setup under the Foreign Exchange function under the Front Desk tab.
        - If no currencies have been setup then the drop down will be disabled.
        - The default option selected in the list is <None>.
    - If a foreign currency is selected in the Foreign Currency drop down and an amount is inserted in either the 'Supplier Discount Amount' or 'Delivery Charges' fields then these amounts are in the foreign currency value and not the venues default currency.
    - When selecting a foreign exchange currency when creating a new GRV, the amounts entered for the products must be in the foreign currency amounts.
    - Added a new check box to the Goods Received Entry screen called 'View in local currency'.
        - When the checkbox is selected, all the amounts entered will be converted to the local currency.
    - When the GRV is saved, the amounts entered will be converted to the local currency and saved as such in the database.

Products

11. Removed the 'Online Ordering' check box setting.

REPORTS

Front Desk

Bookings and Cancellations

12. Added a filter onto the report called 'Filter by Arrival Date'.
13. Added a new column called 'Extras Value'.
    - This column will display the total of any extra transactions that were on the reservation at the time it was cancelled.

Company Reports

Top Tour Operators

14. Added a new report called Top Tour Operators.
    - The report displays the total of all accommodation income for a selected period for selected criteria based on the Booked By company and works out the contribution of each company's value to the total. As an example, you can now measure the effect a certain Booked By company has on your overall income over a period of time.

Debtors

Debtors Based on Transaction Including Guest Debtors

15. Added a total at the bottom amount columns

Revenue

Revenue Forecast

16. Added a new column to the report called 'Total'.
    - The column has been added after the 'Levies' column.
    - This column is the total of the 'Actual Accom Charges', 'Other Charges' and 'Levies' columns.

17. Added a new column to the report called 'Outstanding'.
    - The column has been added after the 'Expenses' column.
    - This column is the total of the 'Total', 'Payments' and 'Expenses' columns.

Month End

Invoice for Tax Return

18. Added 2 new columns to the report called "Room Name" and "Room Description".

Reservations

Reservations Revenue

19. Added a new report called "Reservations Revenue".

POS & Stock Control

Goods Received

20. Added a new column called "Invoice Total (Incl.) (Currency Symbol)".

Goods Received Per Category

21. Added a new column called "Category Total (Incl.) (Currency Symbol)".

Goods Received Per Supplier

22. Added a new column called “Invoice Total (Incl.) (Currency Symbol)”.

Goods Returned

23. Added a new column called “Invoice Total (Incl.) (Currency Symbol)”.

SEMPER ADD-ONS

Payment Portal

24. By default, the reference field is automatically filled. If you would not like it to auto fill, add the following parameter to the end of the Payment Portal link.
    - &noref=true

Booking Engine

25. When selecting either the Nights, Adults or Child fields the number will be highlighted automatically.
26. Reservation Summary - The currency symbol is on a separate line if the amount is too large.
27. Once the guest selects the ‘Make your reservation’ button, drop the Booking.com rating.
28. Once you select ‘Make Your Reservation’ position the screen on the Reservation Details section where the user can increase or decrease the number of guests.
29. Terms & Conditions - Hide the Terms and Conditions section until a guest has been added to the reservation.
30. Renamed the “Add Guest” button to “Add Guest Details”.
31. Reservation Details - When going to the Reservation Details section highlight the “Add Guest Details” button to draw the user’s attention to it.
32. Reservation Details - Once a guest has been added to a room display a button called “Continue”.
    - When they select the continue button display the Terms & Conditions section.
33. Add Guest Details - Moved the POPI checkbox below the Special Requirement field.
34. Add Guest Details - The default country and nationality selected must be the country the venue is located in.
35. Add Guest Details - Required fields must be highlighted in red with an asterix* next to it from the moment the Guest Details screen is opened.
36. Added a "Continue" button under the Reservation Details section
    - When a guest selects the “Continue” button and there is required information that has not been filled in, auto position the guest on the first field that is required.
37. Reservation Details - Renamed the 'Add Extras'' button to 'View Extras'.
38. Renamed the button 'Add Room' to 'Book Now'.
39. Renamed the “Specials Available” button to “View Available Specials”

SECTION 3:
SEMPER WEB - BUG FIXES

DASHBOARD

Management Alerts

1. When opening one of the management alerts, the back button was not displaying correctly and when clicking on it, the screen was not displaying correctly.

CALENDAR

Storage Box

2. When moving a reservation to the storage box and then back to the calendar, the system changed the arrival date to the incorrect date.

SETUP & ADMIN

Room Rates

3. Increased the speed of saving a rate that has multiple rates linked to it.

Room Properties

4. When changing the color of the room, the ‘Cancel’ and ‘OK’ buttons could not be seen when working on smaller screens.

eGuest

5. When adding more than 50 characters into the Display Text field, the system would return an error message.

Documents

6. Invalid file name causes server to crash when sending and saving automated correspondence html docs.

RESERVATIONS

New Reservation Wizard

7. When creating a new reservation using the Reservation Wizard and you search for a guest and you change the default title from e.g. Miss to Mrs and then you select to "Add New Guest" then the title shows as the default title again.

Reservations

Attachments

8. Could not open an attachment if your pc is not the Semper server computer.

Transactions

9. When allocating a payment to an invoice and you select the payment and then the first invoice in the list, the amount gets allocated correctly. If you then select a second invoice without selecting the payment again, it makes the payment amount more, as well as the balance of the invoice.

Waitlists

10. When converting a waitlist to a reservation and then converting it back to a waitlist the system does not remove the booking from the calendar; instead, we were left with 1 reservation and 1 waitlist with the same details.

Reservation Manager

Virtual Credit Card

11. The virtual credit card button will only be active when a reservation is selected in the list and that reservation was received with virtual credit card details from the channel.
12. When the virtual credit card button is selected a screen will come up with an amount field and a continue button.
    - When the user clicks on the 'Continue' button Semper will automatically send the virtual credit card details to Bidvest bank to process the payment.
13. Once the payment has been processed successfully, add the payment onto the reservation.

SETUP & ADMIN

Automated Correspondence

14. If the venue does not have outlook setup on their server computer then the automated correspondence emails weren't being sent out.

FRONT DESK

Check-in

Pre-Check-In

15. The Pre-Check-in Sent and Pre-Check-in Complete dates were disappearing.

SECTION 3:
SEMPER RESERVATION - BUG FIXES

RESERVATIONS

Reservations

Reservation Details

Remarks

1. When you have special requirements on the contact and you make the booking, the special requirements do not auto fill into the remarks as it does in Semper.

Transactions

2. When reallocating a retained credit to another account on a reservation, the retained credit was duplicated on the debtor accounts.
3. When re-allocating a levy transaction to another room in a group, and then editing the amount, a new levy would be created resulting in multiple levy transactions for one product.
4. When I add a custom rate to a booking and I select it to be a package, the extra products I added, did not want to charge.
5. When moving a reservation from the calendar to the temp storage box, the transactions show as 'Unallocated', when you move the booking back to the calendar screen, the transactions product and description still show as 'Unallocated'.

SETUP & ADMIN

Database Activities

6. When merging accounts, the booked by or pay responsibility fields on the reservation that the account was linked to would show blank and not the new account that the previous account was merged with.
7. When merging contacts, the contact field (either the guest or the contact linked to the booked by or pay by) on the reservation would show blank and not the new contact that was previously contact was merged with.
8. When merging non-accommodation (Example: Extra Products), the product column on the transaction would show blank and not the new product code that the previous non-accommodation was merged with.

Documents

9. Changed the format of the amounts to the same format used in Semper Web.

Employee Activity Log

10. When merging more than 2 accounts, the activity log will now state the account name of all the accounts that were merged together.

Room Rates

11. When saving rates and your workstation is not connected to the internet, the system returned an error “Unable to connect to the remote server”.
12. When creating and saving a new rate, an existing rate was updated.

Price List

13. When saving rates and your workstation is not connected to the internet, the system returned an error “Unable to connect to the remote server”.

Time & Attendance

14. Added the Rate Per Hour and Total Wage columns to the Time & Attendance report.
15. When changing the clock in time for a user that has not yet clocked out, the following error "String was not recognized as a valid 'DateTime' would occur.
16. When selecting a user in the username drop down the system gives me an error "Index was out of range".

CHANNEL MANAGEMENT

Rate Rules

17. Rate Rules were not uploading.

ACCOUNTING

Map GL Codes

18. Added a new check when saving GL Codes that checks if the Deposit Code and Deposit Description are not the same as any codes used for payments or expenses.

STOCK CONTROL

Manage Recipes

19. When reactivating a deactivated recipe product, all the products that were previously linked to that recipe product would automatically be linked again.

Products

20. When change the Selling Price of a product from the Product Properties screen and then selecting "Update Rates" or "Save & Close", the user would get an error saying "Could not save the Rate".

REPORTS

POS & Stock Control

Sales & Stock Analysis - Storage Area

21. When selling a product and performing an action that involves the transaction to be reversed and recharged the report shows the sales twice. Stock was however deducted correctly and the closing stock on the report is correct.

22. When generating the report for a specific storage area (i.e. Kitchen Storage) and then selecting to 'Display Non-Movement Products', the report was showing all 'Non-Movement Products' even though I select to only show products in my 'Kitchen Storage'.

Covers

23. The report was showing duplicate tables for different terminals.

Income Analysis

24. Changed the default end time must be 23:59.

Income Analysis by Category

25. Changed the default end time must be 23:59.

Front Desk

Booking and Cancellations

26. The bed nights column under 'Cancellation' section was showing as a currency.

SEMPER ADD-ONS

Booking Engine

27. When using the combined iFrame, the colors setup for the venues were not the colors displayed on the Booking Engine.
28. When selecting an option in the 'How did you find us?' drop down, it was saving incorrectly on the reservation in Semper.
29. On the reservation details screen it allows you to add more guests than the specified Max Pax, this issue is also happening on the first screen where you select the pax.
30. Room Type Information: If the Max child fields are 0 for the room type, on the booking page < room type <More info, the child text must not show.

INTEGRATIONS

Xero

31. The credit note invoice must be marked as authorised when posting it through to Xero so that it gets applied to the debtor account and GL codes.
32. Semper Variance GRVs will not be included in the GRVs that are posted through to Xero.

Sage

33. Semper Variance GRVs will not be included in the GRVs that are posted through to Sage.

Booking.com

34. Changed the effective date of the commission transactions created when a booking is received from Booking.com to use the departure date of the reservation and not the date the reservation was created.

SECTION 4:
SEMPER CONFERENCE - BUG FIXES

CONFERENCE RESERVATIONS

1. Venues were able to create conference reservations with a -1 folio number.