

Entering Seasons and Prices for new year

This document will help you to learn how to correctly enter Seasons and Prices for new booking year.

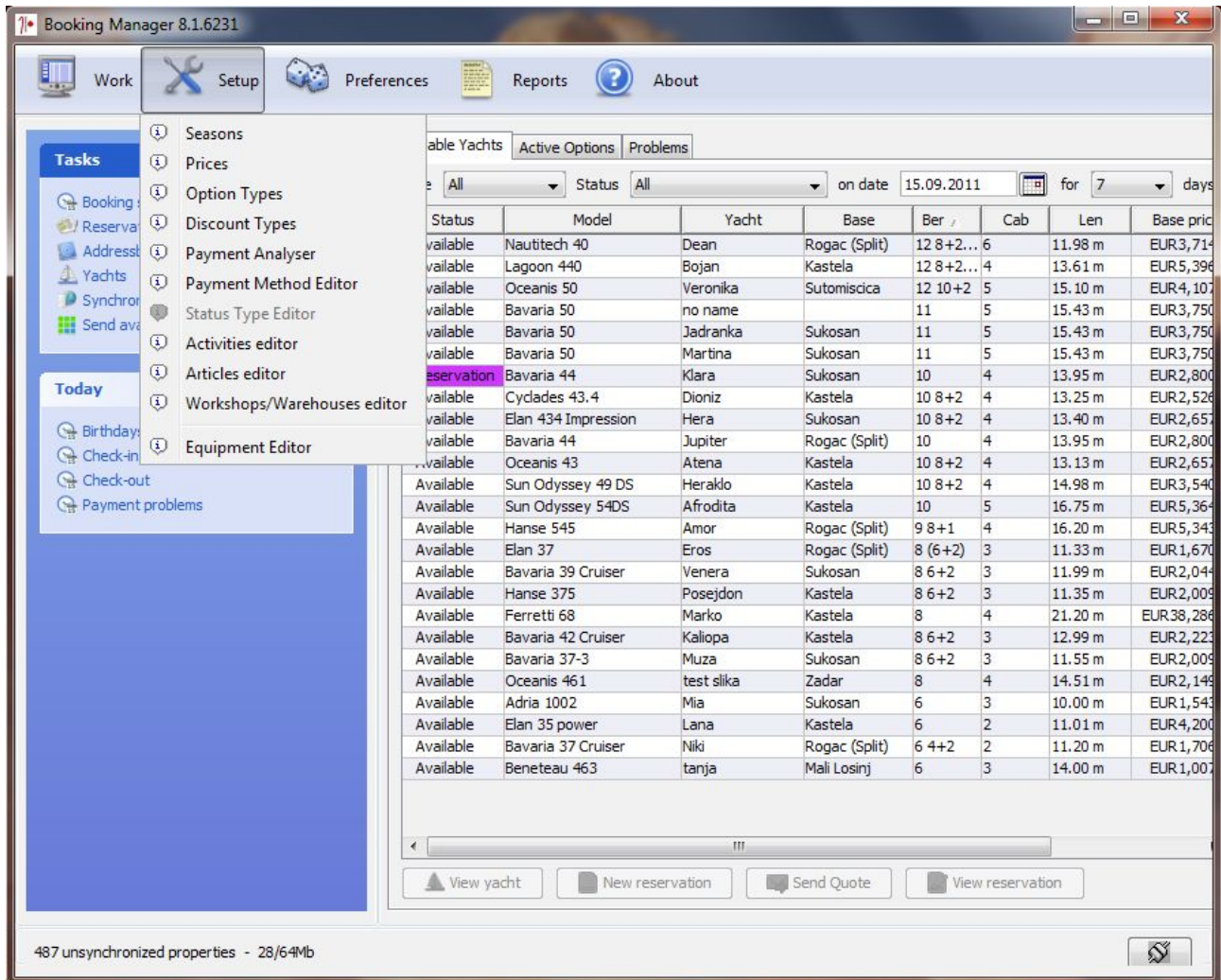


Illustration 1

1. Entering New seasons

Open the Setup > Seasons and select the season group in Season groups on the left (1.) that contains the seasons from the previous year. It is not necessary to open the new season group.

Press New button on the right (2.) to open new season in Seasons (3.).

It is best to open seasons one by one. If you would open the new season like it's shown in the image below, the new season would have Start date automatically defined as 26-05-12 and the end date as 31-12-12 which would require you to change only the End date by entering the field by double clicking on it.

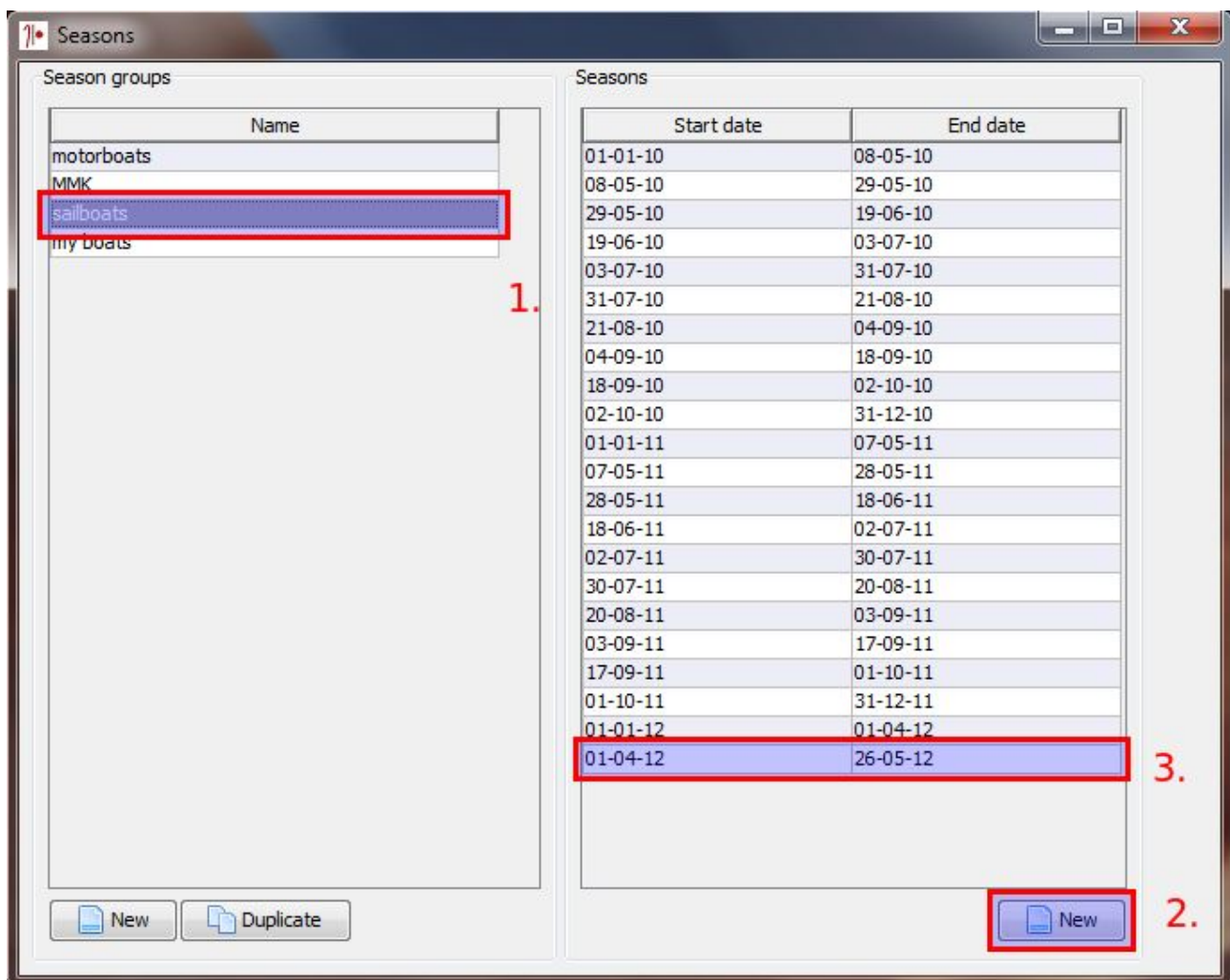


Illustration 2

Be careful with New buttons because it is not possible to delete seasons or groups.

2. Entering the Prices

Open Setup > Prices and select the following: Prices (1.), Boats (2.) and select a boat (3.). You will see the new seasons have appeared with the price 0 (4.).

All you need to do is to enter the prices in the correct fields and press Apply (5.)

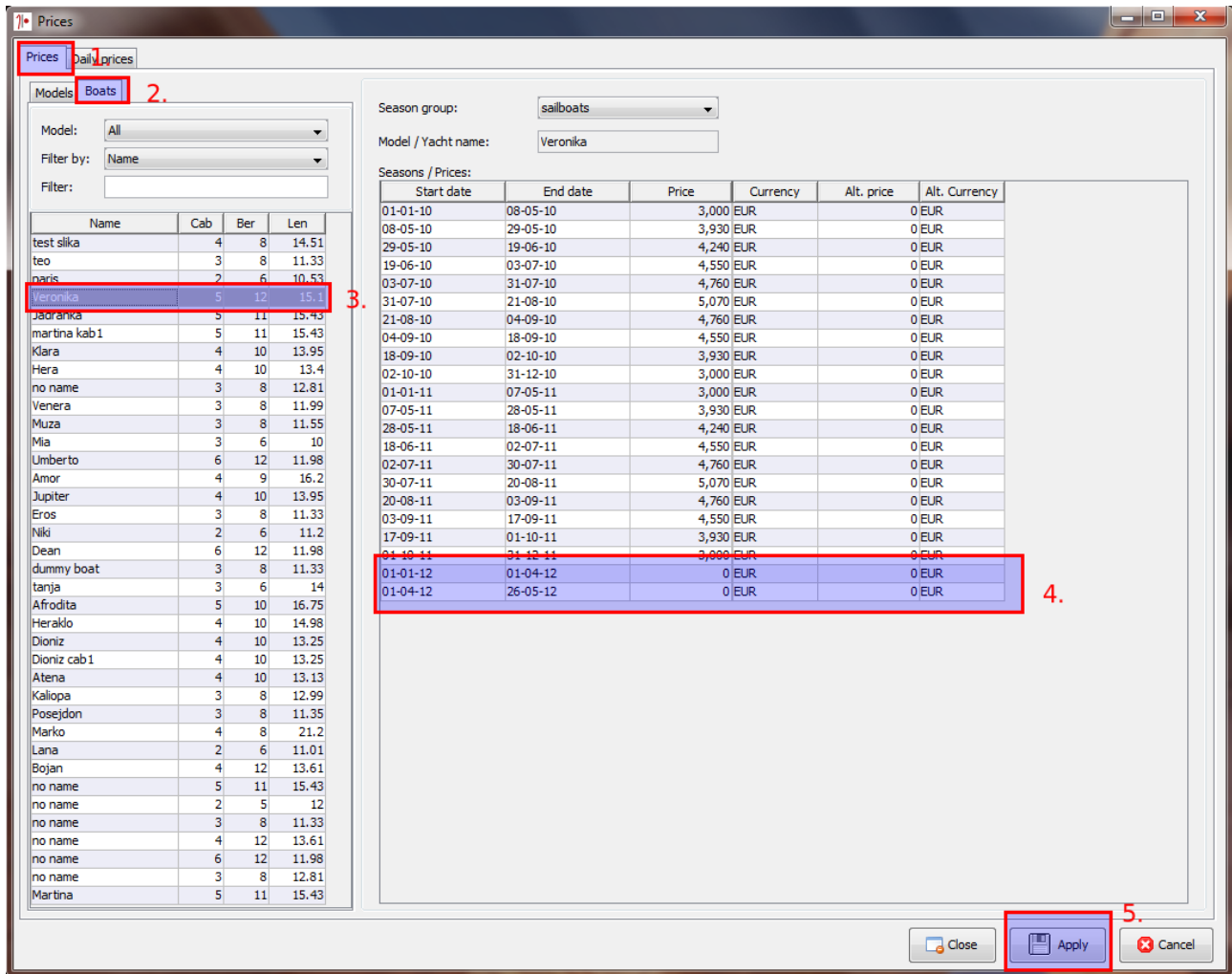


Illustration 3

It is important not to change season groups already assigned to the boats so that you do not lose history of pricelists through the years.

3. Applying Early booking to the new year

Now that you have set up Seasons and Prices you can add Early booking discount.

Open Setup > Discount types and press New (1.) Enter the name of the discount (2.), set the Trigger type to Service period (3.). Set the Sailing (4.) and Order (5.) periods, default value of the discount (6.) and whether this discount excludes other discounts and is it affected by Maximum discount set in Reservation settings and press Apply (9.).

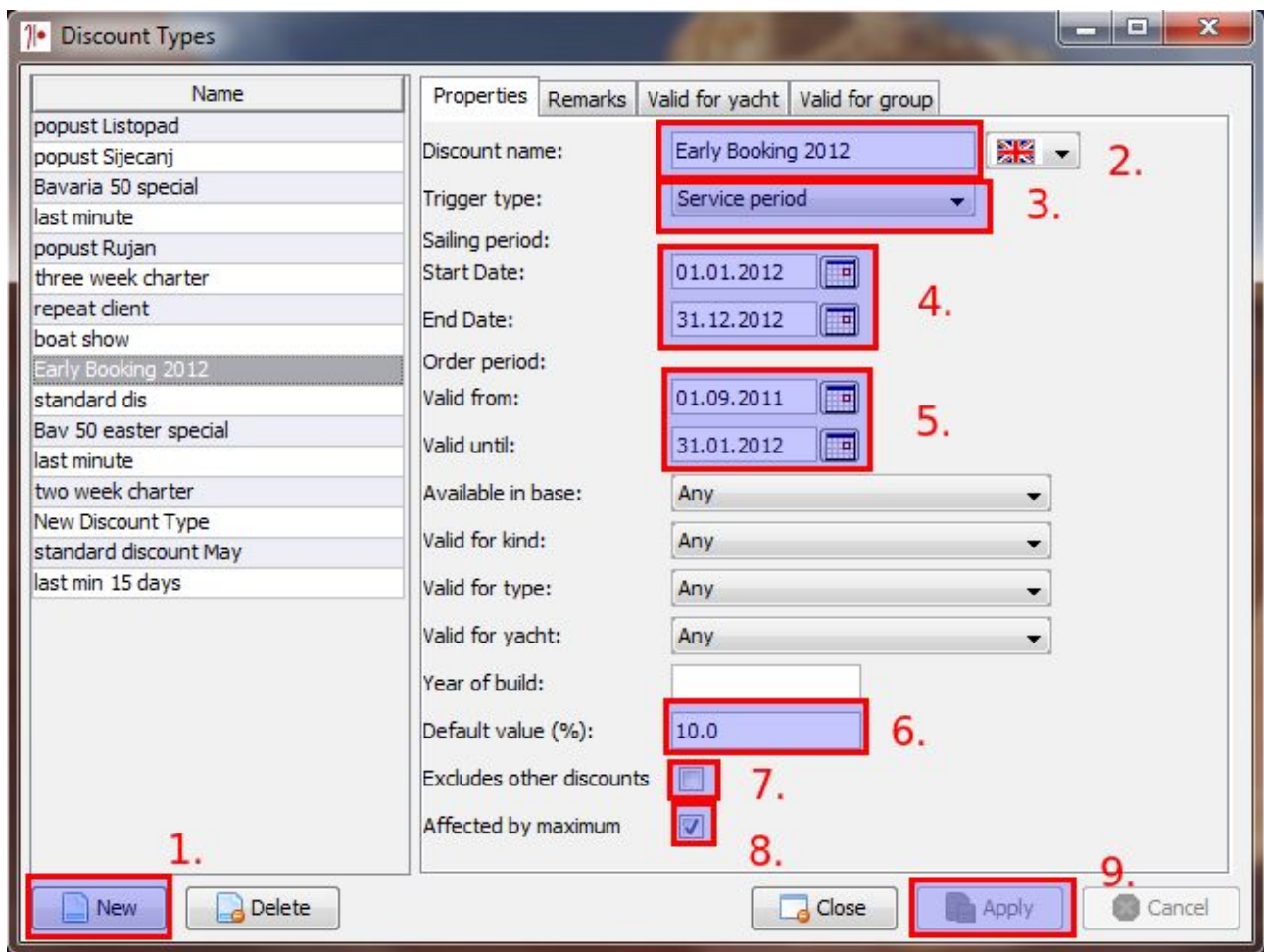


Illustration 4

The discount shown in Illustration 4. will result in following:

For all reservations made from 01.09.2011.-31.01.2012. (5.) that are to take place between 01.01.2012. - 31.12.2012. (4.) the automatically set discount is 10% (6.) and combined discounts will not exceed the Maximum set discount.