



MY SPA 4.0 – New in this Version

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New Module, 'Course Management'

As a new feature, the MY SPA course module has been added. Please note: Prerequisite for the use is the licensing and activation of the module! Please contact your sales partner or us directly.

Courses or group appointments of a trainer / therapist with associated room and several participants can now be planned. A course planning page has been set up to configure a course with instructor, min. and max. number of participants and time intervals. Guests may be booked in through different ways and descriptions and participant lists printed.

Use the Course Module in Your Spa

After licensing, you can activate the use of the module by visiting 'Main Settings' – 'Shop Data' and ticking the option 'Course-Module active':

Days in the Future	365 Days
Course-Module active	<input checked="" type="checkbox"/>
Cancel after Payment	<input checked="" type="checkbox"/>

Define employees as instructors

If the group module is activated, employees may be defined in the Employee Settings not only as specialist, but also as a 'trainer'.

Comment		
Specialist	<input type="checkbox"/>	Trainer <input checked="" type="checkbox"/>

Depending on which tasks the employees can take over, the treatment or course offers are presented for him/ her to check on.

Create Courses

Regardless of whether you are creating a yoga-, ski-class or excursion, under 'Main Settings' – 'Courses', you create the course with its basic data, price and appearance in the calendar and determine where and with which instructors it can take place.



The data to be entered is mainly the same as for treatments. In addition, enter information about the number of participants:

Category	Sport	<input type="checkbox"/> Favorite
Minimal Participants	5	
Maximum Participants	10	

Images, as well as short and long description of the course will be used for the printouts, and in one of the upcoming versions for booking engine and API. Please note: Graphics will automatically be trimmed to the presentation as a banner in the PDFs.

Schedule courses in the calendar views

Once the course has been set, determine when exactly the course will take place, and reserve a room and trainer. To do this, click on the desired start date in a calendar and select the new tab 'Course'.

The screenshot shows a 'Create a Booking' dialog box with three tabs: 'Treatment', 'Course', and 'Other Appointment'. The 'Course' tab is active. The form contains the following fields and options:

- Course: Pilates 45 min (+0+15)
- Room/ Ressource: Activity
- Specialist: Julia
- Date: 01/24/2019
- Start: 14:00 bis 15:00 o'Clock
- Price: 15,00 EUR
- Repeat: never daily weekly
- End-Date: 07.02.2019
- Comment: (empty text area)
- Fixed: Specialist Room Date

A tooltip message is displayed: "The automatic appointment creation is carried out until the entered end date, but only during the opening hours." A 'Save' button with a green checkmark is at the bottom left.

The difference to booking treatments is that you first create the course without guests and may repeat it directly in a specific time interval like daily or weekly.

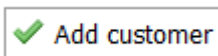


If you choose a repetition, the trainer, room, and time are initially retained for subsequent courses - however, they can be deleted and moved separately later. It is necessary to enter an end date of the repetitions.

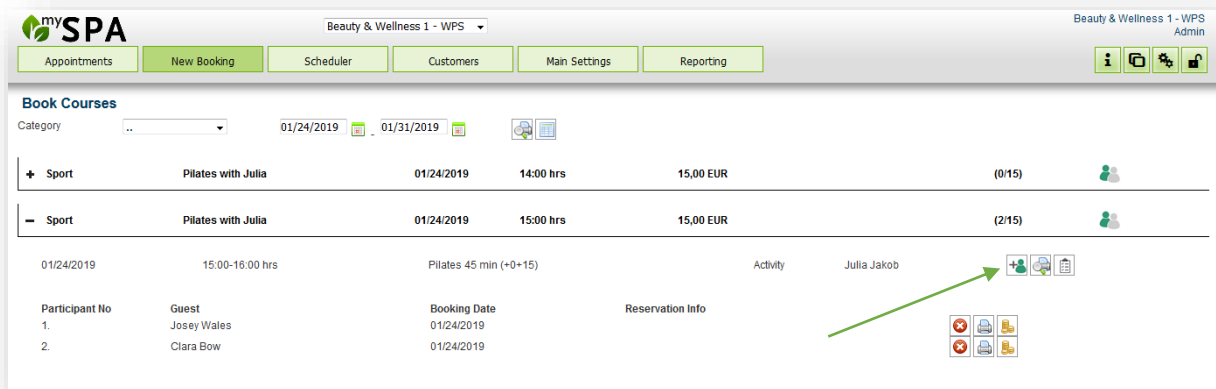
Book Course Participants

If a guest wants to attend a course, you can book it in two ways.

1. In the calendar: Open the course date with a mouse click and click on the button 'Add customer'. It opens the usual guest search and the participant is added.



2. Open the overview of your already scheduled courses via the menu 'New Booking' - 'Course'. When you open this view, the next seven days are preset as the date picker. If you have assigned categories, you can limit the search by selecting the category. Your course offer is listed by date. Open the course by clicking the heading bar and add a guest via the Guest Search.



The screenshot shows the 'mySPA' software interface. At the top, there's a navigation bar with tabs: 'Appointments', 'New Booking', 'Scheduler', 'Customers', 'Main Settings', and 'Reporting'. The 'New Booking' tab is active. Below the navigation bar, there's a 'Book Courses' section. It includes a 'Category' dropdown menu, a date range picker set to '01/24/2019' to '01/31/2019', and a list of courses. The list shows two courses: 'Sport - Pilates with Julia' on '01/24/2019' at '14:00 hrs' for '15,00 EUR' with '(0/15)' participants, and another 'Sport - Pilates with Julia' on '01/24/2019' at '15:00 hrs' for '15,00 EUR' with '(2/15)' participants. Below the list, there's a detailed view for the 15:00-16:00 hrs slot, showing 'Pilates 45 min (+0+15)' by 'Julia Jakob'. A green arrow points to a '+' icon in the 'Reservation Info' section, which lists participants: '1. Josey Wales' and '2. Clara Bow'.



Manage Course Participants

In the Course overview under 'New Booking' - 'Course' you will see all information about the upcoming classes. The color of the people icon indicates the number of participants. In this case, the minimum and maximum number of participants entered in the course will be used for the color code in the course symbols. Nevertheless it is always possible to overbook a course.



The minimum number of participants has not yet been reached



The course is bookable, participants are already booked



The course is almost full



The maximum number of participants has been reached

You can see the booked participants and can generate the course description and a list of participants.

Settle participation

Participation in an event are settled in the same way as treatments. You can call up the payment dialog for transferring to the hotel system, or transfer the appointment for billing to the POS system MY POS at various points: in the calendar appointment, the course overview or in the customer data.

Please note that the participation per guest is charged separately and not for all participants of a course.

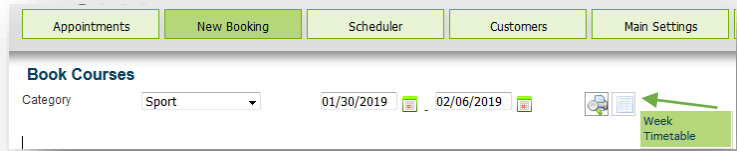
Course Printouts

Three different course PDFs are available:

[Week Timetable](#)

This PDF lists all classes that match your selection (period / category). Go to 'New Booking' - 'Course' and if necessary, change the date selection to the week for which you want to create a timetable.



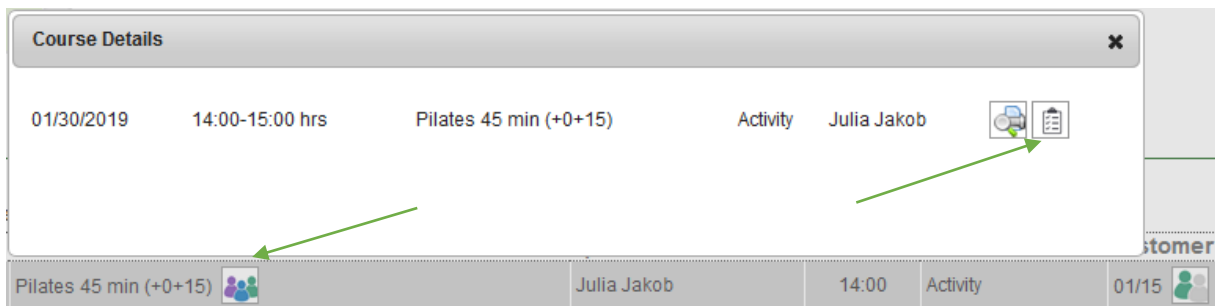
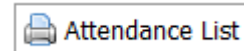


Course Description

If you have provided detailed descriptions and a picture in the Main Settings of your courses, this information will be displayed per course on a PDF, each with appointment, room and trainer.

Participants

You may generate a list of participants using the path 'New Booking' - 'Course' by opening the course details; via the 'Appointments' page in the list of appointments or directly in the calendar appointment detail.



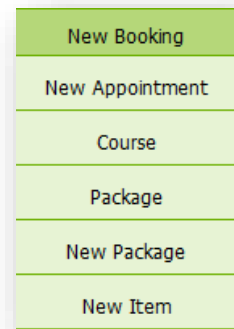
Reports

Courses are listed in the sales statistics and the utilization report and are included in the commission statistics.



Sorting of menu item ,New Booking '

The sorting of the submenu items of 'New Booking 'has been rearranged.



Package Appointments

Unpaid packages may now also be billed in an appointment of the package component.

When searching for available appointments for a package the period is limited to the guest's stay.

Sorting by customer name is corrected and search by customer name is added.



Fix appointments

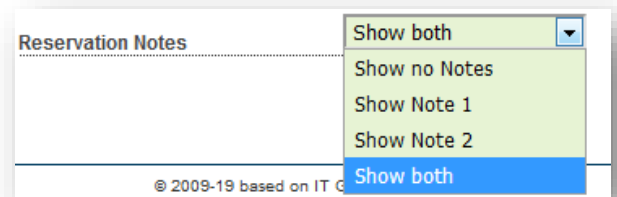
In the appointment detail view, when creating and editing an appointment, the specialist, the room and / or time can be marked in a checkbox as 'Fix'.

If you change the as 'fix' marked criteria, you need to confirm a warning before the change takes effect.



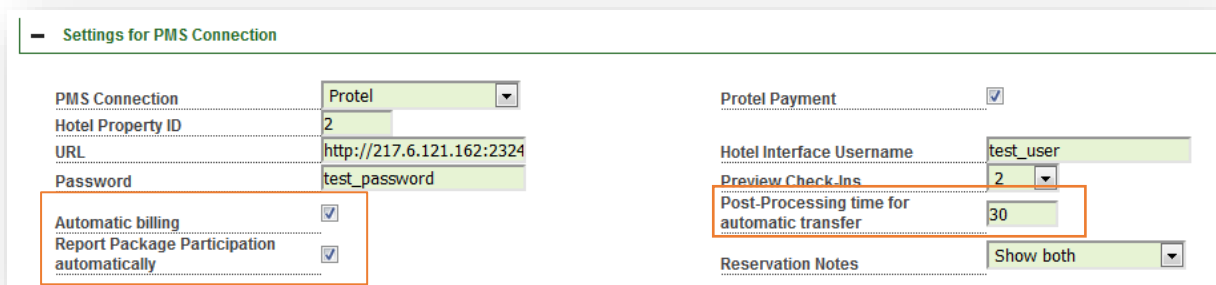
Filtered transfer of the hotel system guest notes

In the spa's Shop Data, you may select in the settings for the PMS connection which category of the reservation note should be displayed in MY SPA.



Automatic posting to the Hotel System

In the spa's Shop Data, a setting may be selected, with which the postings are automatically transferred to your hotel system. You may use this feature for the treatments, sold items and courses, as well as the participation in appointments from arrangements. Packages sold in MY SPA will be settled at the time of the first package date.



Please note: Tipping must be settled manually. Please discuss the appropriate procedure with us.

Transmission errors to the PMS (reservation not checked in, or account unknown) are shown on the 'Appointments' page and can be re-sent after clarification with the reception.



Please contact us and we will set up the automatic system in your installation.

Price change for appointments

Already when creating an appointment, a different price can be stored, which is transferred during manual or automatic billing. The old price is also displayed.

Also in the 'Edit' mode, the original treatment price can be changed manually.



Please note: the change only applies to the selected appointment. If the price is changed and the appointment is changed again by using the function ".../Replace", the manual price change is not transferred!

Hide absent employees

Certain appointment types, such as vacation, illness, and free time, can be marked with a flag, which determines whether they should be shown in the calendars by clicking on the filter symbol and schedules. Open the processing of the appointment types by clicking on Master data - Administration and, Appointments'.

Edit Existing Booking

Treatment: Ayurveda Massaging 90 min

Room:

Specialist:

Day: 01/30/2019

Time: 15:00 until 16:30

Total time: 15:00 until 16:40

Price: EUR (100,00 EUR)

Customer:

Comment:

Guest Notes:

Fixed: Specialist Room Date

Description	Color	Productivity	Show presence	active
Aufräumen	Aufräumen	100%	✓	✓
Bürozeit	Bürozeit	30%	✓	✓
Freizeit	Freizeit	0%	✗	✓
Führung	Führung	50%	✓	✓
Krankheit	Krankheit	0%	✗	✓
Meeting	Meeting	100%	✓	✓
Pause	Pause	0%	✓	✓
Personalgespräch	Personalgespräch	100%	✓	✓
Rezeption	Rezeption	100%	✓	✓
Schulung	Schulung	100%	✓	✓
Sonstiges	Sonstiges	0%	✓	✓
Standby	Standby	80%	✗	✓
Urlaub	Urlaub	0%	✗	✓

Open the appointment type you wish to edit by clicking on the magnifying glass and 'Edit'. Uncheck the option and click 'Save'.

mySPA Beauty & Wellness 1 - WPS

Appointments | New Booking | Scheduler | Customers | Main Settings

Edit

Go Back | New

Description: Meeting

Color: #ff9933

once:

daily:

weekly:

Productivity: 100

Show presence:

active:

Accept Changes | Back

Shop Data | Administration | Employees | Rooms | Treatments | Courses | Packages | Items

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65203 Wiesbaden

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www.based-on-it.de

Further changes

A package sold through MY SPA can now be paid in any package component appointment.

Also for already billed appointments you have the possibility to cancel the appointment and to generate PDFs.

Preview of the next versions

- Advanced configurations for online booking engine
- Simplified entry of irregular employee working hours
- Room / Resource Management: Booking of specific or multiple resources without assignment of an employee
- Course modules may be combined for event weeks: book events with several course components and permanent participants for the entire event.

