



MY SPA 4.1 – New in this Version

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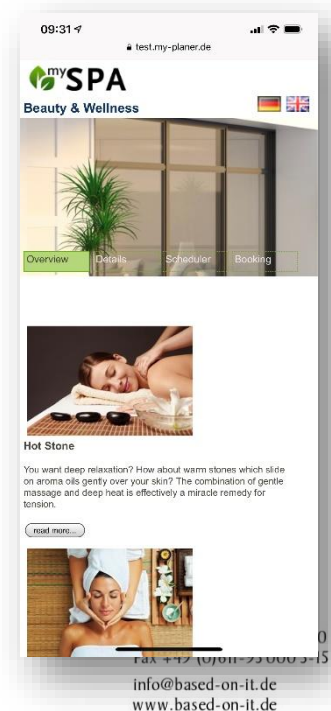


Online Booking

You may already choose, which treatments you would like to offer via the online booking engine. Now further settings for the time control of your offers have been added.

Please note: Prerequisite for the use is the licensing and activation of the module, as well as the external accessibility of your installation. Please contact your distributor or us directly, if you want to use the online booking module and it is not yet included in your license.

The appointment reservation via the MY SPA online booking contains all multiple availabilities checks that you know from working with the calendar. Appointments are booked directly into your calendar. Overbookings are not possible. The view is responsive, meaning it adapts to the surface of the user's device.



You can recognize bookings via your online booking in the calendar by the marking. Treatments are marked as ONLINE Reservation, class participants within the event detail by a globe icon.

Treatment Online Reservation


Dagmar Rusvay Lomi Lomi - ONLINE reservation - Beauty 1	Date:	16.02.2019
	Time:	09:55 - 12:05 (120 Minutes)

	Guest:	Dagmar Rusvay

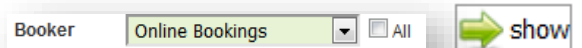
	Service:	Lomi Lomi Nui 120 min (120,00 EUR)
	Specialist:	Diane Jönes
Room:	Beauty 1	
Created by:		

ONLINE reservation		

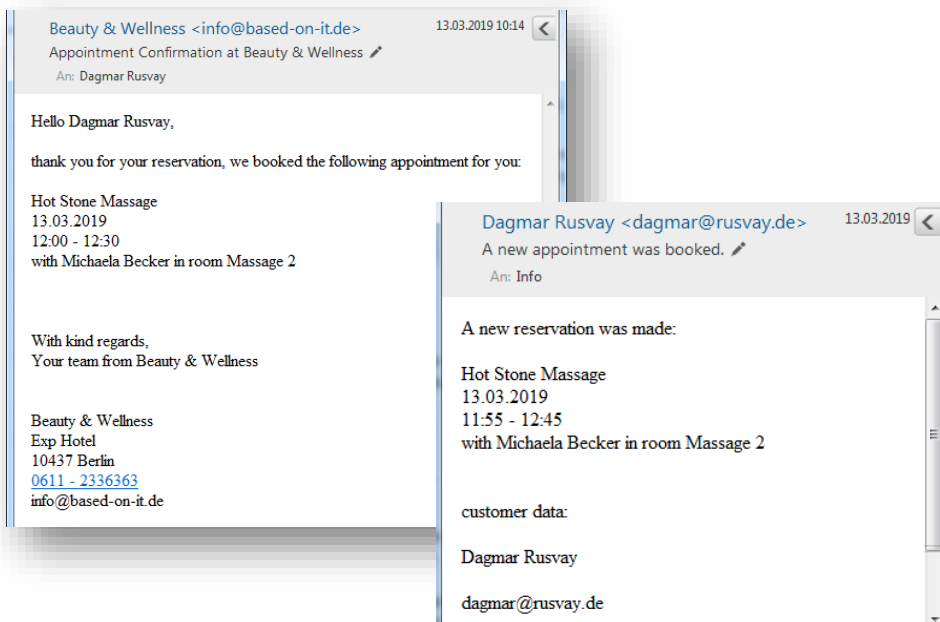
Course Online Reservation

Booking	
Course	Yoga 60 min
Room	Yoga und Massagen
Specialist	Julia
Day	02/16/2019
Time	14:10 until 15:10
Total time	14:00 until 15:20
Customer	2/5
	Dagmar Rusvay 
	Viola Dana <input type="button" value="Booked Online"/>

You may select all online booked appointments for a certain period on the 'Appointment' page: filter the results by choosing the 'Booker: 'Online Bookings'.



Automatically, a confirmation mail is sent to the customer and additionally to the mail-address, which was entered in the shop's main data. To reserve an appointment via the online booking engine, users have to create a user profile and confirm their mail-address (double opt-in).



Time Control Settings for the Online Booking

Besides the normal Opening Hours in the Spa Shop-Data, you will find a separate week-planer for your Online Booking Engine. Visit ‚Main Settings‘ – ‚Shop Data‘ – ‚Booking Policy for Online-Shop‘.

— Booking Policy for Online-Shop

Online Booking Policy
Online Booking Policy ENG

Lead Time 1 Hour Bookable for next 3 Months
Start Time on the hour

Weekday	Bookable from	Bookable until	break from	break until
Monday	08:00	22:00	16:00	19:00
Tuesday	08:00	14:00	00:00	00:00
Wednesday	08:00	18:00	13:00	14:00
Thursday	08:00	18:00	13:00	14:00
Friday	00:00	00:00	00:00	00:00
Saturday	08:00	24:00	00:00	00:00
Sunday	08:00	22:00	00:00	00:00

Additionally, you may set lead time, pre-booking period and start time:

Lead Time 1 Hour Bookable for next 3 Months
Start Time on the hour

The 'Lead Time' controls how much preparation you need at least until the guest arrives. One hour before the start of the appointment is the minimum, you can extend the period up to 24 hours. The 'Start Time' determines whether you want to assign appointments for the full or half hour only, or without restriction, i.e. how the appointment best fits in your calendar. The option 'Bookable for next...' controls how far in advance you allow online bookings – choose between 1 to 6 months.

Course Online-Booking

You can also offer your courses via the online booking.

mySPA Beauty & Wellness

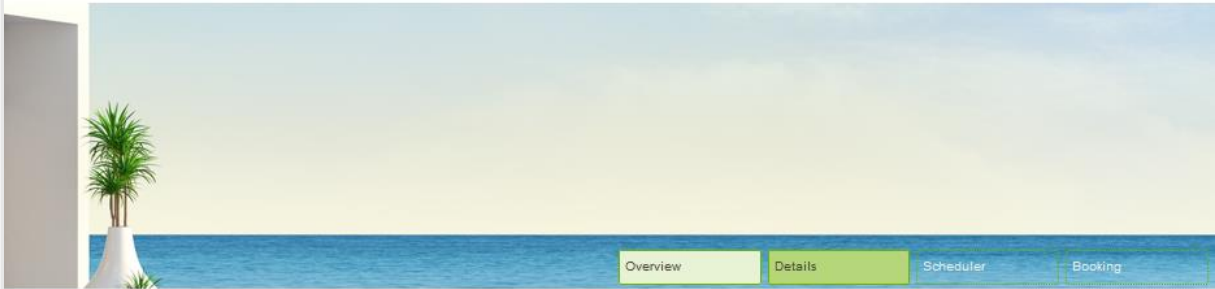
Overview Details Scheduler Booking

March 2019 April 2019 23.03.2019 14:10 book



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Yoga

Hatha Yoga Level 1 and 2

Hatha yoga involves a series of yoga postures that strengthen and align your body, muscles and mind.

"Hatha" can be translated as "powerful" or "conscious". The channels of your body are opened so that the energy can flow freely.

A Hatha yoga class is usually characterized by rather slow and relaxed yoga practices - a great way for yoga beginners to become familiar with yoga, its effects, and various asanas.

Hatha Yoga has long been one of the most popular yoga styles worldwide. No wonder, this style miraculously combines a strengthening of your sense of balance (both physically and inwardly) with a strengthening of your flexibility and your muscles.



60 Minutes

15 EUR [choose](#)

For further information, please contact our Spa Team: Tel. 0611-123456789.

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Unlike treatments, the times offered for courses are not based on set appointment start times, but offer courses at all times they take place. The maximum number of participants cannot be exceeded online!

If you would like to offer limited contingents for day spa guests, the idea of one of our clients is: set up a course 'day spa' with a limited number of participants!

	15.03.2019
14:10	Unfortunately we can not confirm your participation for this date online, please call us!



MY POS Cash-Point System for Spa's

MY POS is a fully-featured international restaurant cash register. Now the interface to MY SPA for using the billing of your spa direct payers and day visitors has been redesigned to offer efficient and optimized procedures. Please note that the prerequisite for the functions described below is the licensing of the cash module for issuing GOBD compliant invoices. Please contact your sales partner or us directly.

Billing of Spa Sales with Connected Hotel System

If you do not want to check in day spa guests in your hotel system, or you wish to offer direct payment of Spa sales additionally to posting sales on the hotel bill, we offer the integration of our GoBD compliant cash register system MY POS. Payment methods created in the cash register are offered directly in the MY SPA user interface and billings are sent to connected POS printers, also with cash drawer opening.

The advantage: the easy-to-use billing mask for booking sales to the hotel bill is maintained and supplemented by the selection of direct payment methods from the cash register. The cash desk interface is available in the browser window for billing advanced booking transactions such as split invoices, merge transactions or finance splitting with multiple payment methods. The MY POS administration backend offers article management, statistics and financial reporting.

For Austria, the mandatory connection to the tax authorities exists, for Germany it is implemented, it has been announced by the authorities for 2020. Italian fiscal printers can be used. The connection of the MY POS cash register to your hotel system can be solved via an additional POS interface, but you might as well use the cash-point system stand-alone.

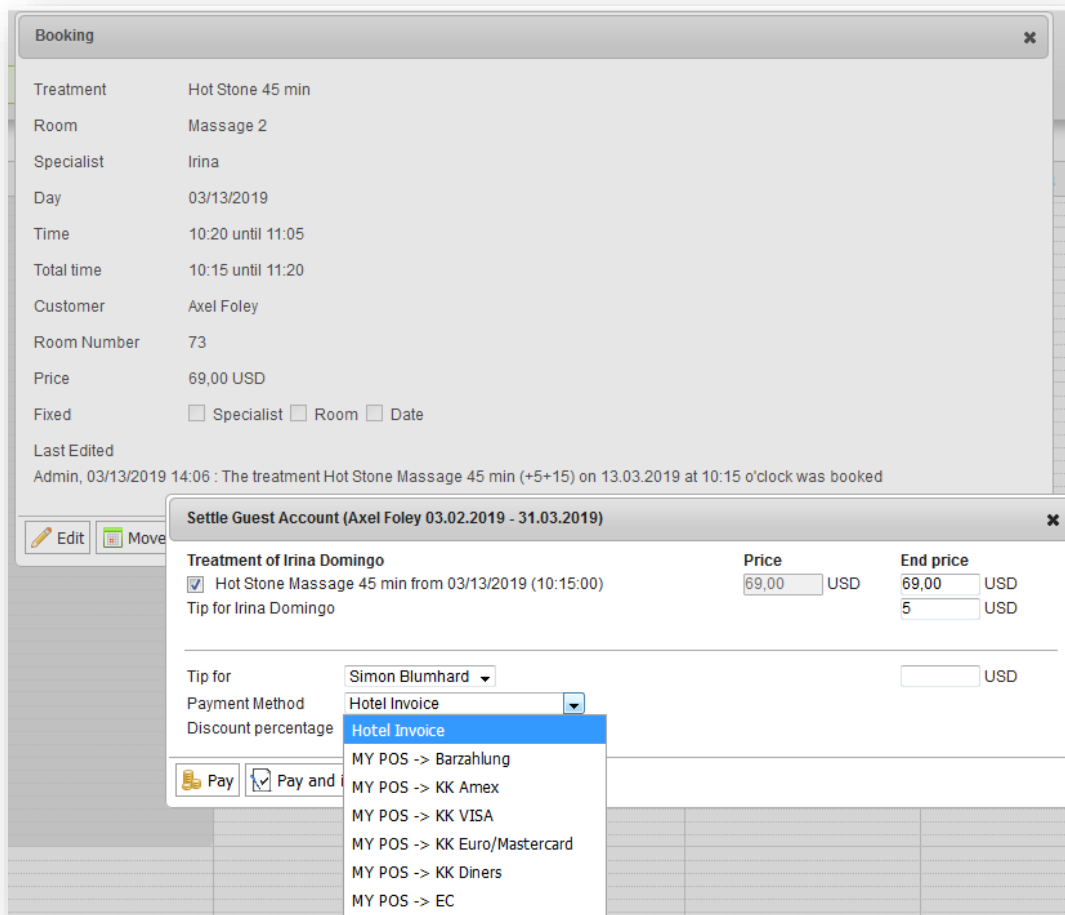
Day Spa Guests and Direct Payment: Settle MY SPA Services

In the Main Settings of your spa you may choose if you want to use MY POS as an express cash register with direct production of the guest's invoice, or if you would like to continue processing the billing as an open transaction in the cash point surface.

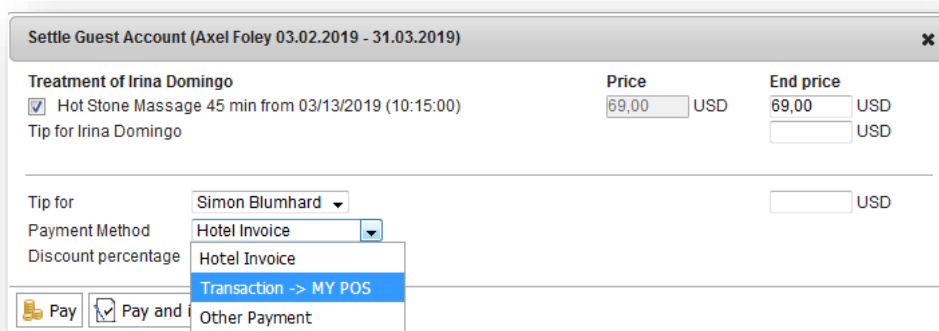
Settings for PMS Connection	
PMS Connection	MY POS + Protel
Hotel Property ID	2
MYPOS Outlet ID	36
MY POS Default Customer	Mustermann, Max
URL	
MYPOS Payment	<input checked="" type="checkbox"/>
Type of CashPoint Use	Express Cashpoint
MYPOS Default Item	Express Cashpoint
Hotel Interface Username	Transaction Cashpoint



When selecting the setting 'Express Cashpoint, the payment methods set in the MY POS administration are offered in the selection of the payment methods that are possible for this guest. If he is checked in at the hotel, the payment method 'hotel bill' is pre-selected. If the guest is checked out, blocked or unknown in the hotel system, only the payment methods of the cash register are offered.



When choosing the setting 'Transaction Cashpoint', the payment methods in the MY SPA settlement screen are not selected directly. All sales are sent as one transaction to the MY POS cash-point surface for further processing, e.g. billing with multiple payment methods.



The MY POS screen can be easily opened in another browser tab, the sent transactions are marked by the names of the guests:

The screenshot displays the myPOS interface in a test mode. At the top, it shows the date and time as 13.03.19 14:46. The interface includes several navigation buttons: Change Property, Change Outlet, Change Employee, and Change Cashpoint Type. The current outlet is Mal Spa, the cashpoint is SPA Kasse, and the employee is Ronja Dambeck.

The main area is divided into an Overview section and a product grid. The Overview section shows two transactions: #Axel Foley for 74,00 EUR and #Linda Darnell for 178,50 EUR. The product grid lists various items with their prices, such as BG Body Salt Oil (26,00 EUR) and HSR Lift Lip Balm (30,00 EUR).

A payment method selection dialog is overlaid on the screen, asking the user to "Please Select Payment Method or use Guestcard". The dialog includes options like "On the House", Barzahlung, EC, Gutschein, KK Amex, KK Diners, KK Euro/Mastercard, and KK VISA. There is also a "Grant Discount?" checkbox.

On the right side, there is a numeric keypad with buttons for digits 0-9, a decimal point, a minus sign, and function keys like C, X, and OK. A total amount of 178,50 EUR is displayed at the top left of the interface.

During the billing process, you can choose transaction management activities such as merging transactions, splitting transaction items, split bills, proportional payment or mixing different payment methods.

It is also possible to use the cash point surface for billing without first opening a transaction in MY SPA. Please note, that those sales are not shown individually the MY SPA reports and guest accounts. These 'other sales' are saved under collective terms in the statistics. Please create your own collective 'customer' and 'article' - name them as you wish - and select and save them in the spa shop data under PMS Settings.



Settings for PMS Connection

PMS Connection: MY POS + Protel
 Hotel Property ID:
 MYPOS Outlet ID: 0
 MY POS Default Customer: Sales, Other
 MYPOS Payment:
 Type of CashPoint Use: Express Cashpoint
 MYPOS Default Item: Misc. Items

Please select the MY POS standard Cash-Point item.

Item: Category: Sonstige

Item	Price	Category
Misc. Items	0,00 EUR	Sonstige

Complete Management of Day Spa Guest Revenues

Used as a transaction cash-point, MY POS can open a transaction of your Day Spa guests when entering, and name it according to a locker number, guest ID or RFID transponder ID. On this open transaction not only entrance fees are booked, but e.g. also consumptions which are ordered at bar and kitchen printers. Bookings from MY SPA can be sent to open transactions with reductions, additional product sales and gratuities – all assigned to the executing specialist. Are you interested in further information about the MY POS system for your hotel? Contact your MY SPA distributor or us directly.

Authorization for Billing

You may determine whether an employee is entitled to settle accounts in MY SPA and, in addition, whether he may change prices (already at the time of reserving an appointment, as well as in the payment dialog for changing individual prices and grant percentage discounts).

Authorized for Billing

Authorization for Prize Change



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Customer Search and Billing

The results of the customer quick search for the creation of an appointment or booking has been revised. The internal search results and 'Search for Hotel Guests' when connected to a hotel system has been summarized: all search results in the hotel system as well as in the MY SPA internal customer database are now shown directly.

Using the 'Extended Search', you may now find guests by their stay data as well as a certain appointment booking date in MY SPA:

Search for existing customers...

First Name Last Name

Room Number Card Number

Hotel Guest Results					
	Last Name	First Name	Room Number	Stay	Street
<input checked="" type="radio"/>	Test	Test	119	03/10/2019-03/31/2019	Hammermühle 20
<input type="radio"/>	Test	Test	119	03/10/2019-03/31/2019	Hammermühle 20
<input type="radio"/>	Test	Test	218	03/16/2019-03/27/2019	Hammermühle 1
<input type="radio"/>	Test	Test	218	03/16/2019-03/27/2019	Hammermühle 1
<input type="radio"/>	Test	Test	125	03/17/2019-03/30/2019	Hammermühle 20
<input type="radio"/>	Test	Test	125	03/17/2019-03/30/2019	Hammermühle 20
<input type="radio"/>	Test	Test	125	03/17/2019-03/30/2019	Hammermühle 100
<input type="radio"/>	Test	Test	122	03/17/2019-03/30/2019	Hammermühle 2
<input type="radio"/>	Test	Test	122	03/17/2019-03/29/2019	Hammermühle 3
<input type="radio"/>	Test	Test	220	03/20/2019-03/29/2019	Hammermühle 4
<input type="radio"/>	Test	Test	220	03/20/2019-03/29/2019	Hammermühle 14
<input type="radio"/>	Test	Test	219	03/22/2019-03/27/2019	Hammermühle 10
<input type="radio"/>	Test	Test	219	03/22/2019-03/27/2019	Hammermühle 10
<input type="radio"/>	Test	Test	117	03/23/2019-03/27/2019	Hammermühle 10

Internal Results					
	Last Name	First Name	Room Number	Stay	Street
<input type="radio"/>	Test	Test			Hammermühle 20
<input type="radio"/>	Test	Test			

Customers

Start Search Extended Search New To be Forgotten

Active .. Filter your Search

Salutation ..

First Name

Street

E-Mail

Phone

Birthday

SMS Notification ..

Name of the Bank

Account Owner

BIC

Stay

Reminder Date from

Start Extended Search CSV export Office 2003 and newer

Title

Last Name

ZIP / City

Group ..

Mobile

Language ..

E-Mail Notification ..

Bank Code

Account Number

IBAN

Appointment at



In the customer's data, all current stays will be displayed, if a guest has booked several rooms under his name:

Print Appointments Upselling Pay CSV Export Print PDF Print Certificate Proof of Performance Anonymize

+ Stay Data	von 23.03 bis 30.03	Room Number 206	Reservation Number 212437	<input type="button" value="Print"/>
+ Stay Data	von 23.03 bis 30.03	Room Number 211	Reservation Number 212438	<input type="button" value="Print"/>
+ Stay Data	von 26.03 bis 31.03	Room Number 201	Reservation Number 341259	<input type="button" value="Print"/>

If you click on the guest's general payment icon, still the first current stay with its open bookings will be offered for payment. For the settlement of bookings and sales of his other reservations, please open the further stays separately. There you will find all bookings, which have already been assign to other reservations.



Other Improvements

- A package, sold in MY SPA, may now be paid in every package appointment.
- Already billed appointments may be cancelled in the appointment in the calendar and you may generate PDFs.
- On the ‚Appointments‘ page, the filter for ‚Booker‘ and ‚Specialist‘ pre-selects active users. The extension of the search also for inactive users can be triggered by ticking ‚All‘.

Coming Up Next

- Simplified entry of irregular employee working hours
- Appointment booking for couples: two guests, two specialists, one room, one bill
- 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.

