

# MYSAPA 3.72/3 – New in this Version

## Item Administration

You can now create global and shop specific items. Employees with Admin rights over all shops can create global items and decide where it is sold. Grey items are shop specific, which means they were created within a shop and can only be sold and seen in this shop.

The screenshot shows the 'mySPA' interface for item administration. At the top, there are navigation buttons: Appointments, New Booking, Scheduler, Customers, Main Settings, and Reporting. Below these are search and action buttons: Start Search, Extended Search, New Item, VAT Rates, and Category. The search results are displayed on Page 1 of 10, showing 233 matches. A checkbox labeled 'show only active' is present and is unchecked. The search results table has columns for Item Name, Shop, and Sold at. The 'Wellness & Spa - Stand alone' shop is circled in red. The 'Sold at' column lists various shops where the item is available, such as Beauty & Wellness 1 - WPS, Beauty & Wellness proihotel, Club Playa - MY POS, Bay Resort MY/WPS, Wellness & Spa - Stand alone, and Fidelio Test-Shop.

Shop-Admins and Supervisor of internal shops are allowed to see global items, which are not (yet) assigned to their shop, by unchecking the 'show only active' box at the top of the search. They are also allowed to edit the shop specific details of the items under 'Sold at'. Employees of external shops can only access the items of their shops.

The screenshot shows the 'mySPA' interface for item administration, specifically the details for Item No. 5017. The item name is '24h Feucht-Serum' and the description is '24h Feucht-Serum'. The price (gross) is 57,50. The VAT rate is Standard DE (19.00%). The barcode is 3525801644743. The currency is THALGO Gesicht. The category is THALGO Gesicht. The 'Sold at' section shows a table with columns for Shop, Price (gross), VAT Rate, and Article/ Rev. Acc. ID. The 'Wellness & Spa - Stand alone' shop is selected, and its VAT rate is set to Standard AU (20.00%). The 'Testshop Thai' shop is also selected, with a price of 2.300,00 THB and a VAT rate of Thailand (12.00%).

Sold at	Price (gross)	VAT Rate	Article/ Rev. Acc. ID
<input type="checkbox"/> Beauty & Wellness 1 - WPS			
<input checked="" type="checkbox"/> Bay Resort MY/WPS			
<input checked="" type="checkbox"/> Wellness & Spa - Stand alone	57,90 EUR	Standard AU (20.00%)	
<input checked="" type="checkbox"/> Fidelio Test-Shop			
<input checked="" type="checkbox"/> Testshop Thai	2.300,00 THB	Thailand (12.00%)	

## Item Booking

If you want to book an item for a guest without an appointment, you do not have to go to 'Customers', choose the customer file and click on 'Upselling' anymore.

There is a new tab under the main tab 'New Booking'.

The screenshot shows the 'my SPA' software interface. At the top, there is a navigation bar with tabs: 'Appointments', 'New Booking' (selected), 'Scheduler', 'Customers', 'Main Settings', and 'Report'. Below the navigation bar, the 'Upselling' section is active. It features a search bar for 'Item' with the value 'antiage' and a 'Customer' dropdown set to 'Jones, Jennifer'. Below this, there are five product cards: 'AntiAgeCreme 30' (38,00 EUR), 'AntiAgeCreme 50' (47,00 EUR, highlighted in green), 'AntiAgeFluid 50' (35,00 EUR), 'AntiAgeMilch 20' (41,00 EUR), and 'AntiAgeMilch 30' (45,50 EUR). At the bottom left of the product cards, there are 'Book' and 'Pay' buttons. On the right side of the interface, a dropdown menu is open, showing options: 'New Booking', 'New Appointment', 'New Item', 'New Package', and 'Open Packages'.

## Guest Notes

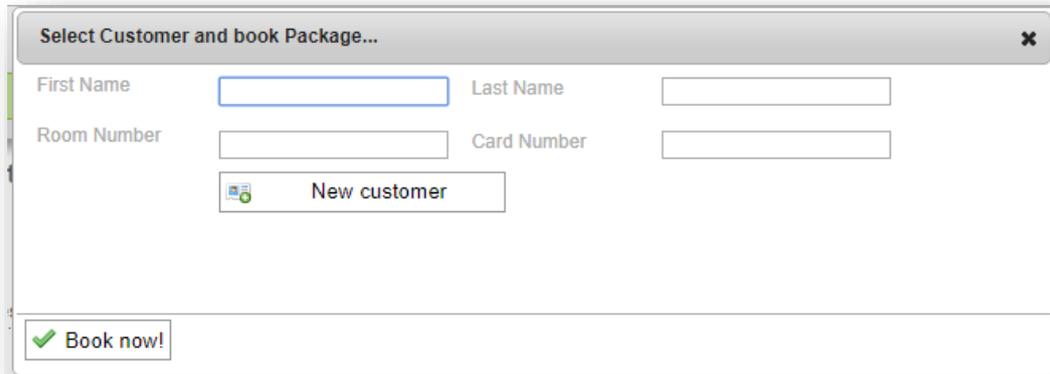
Special information that you entered in the customer file under 'Comment' will now be shown in all of his appointments.

The screenshot displays two overlapping windows. The 'Booking' window on the left shows appointment details: Treatment: 'Firming Algae Mask Peeling 15 min', Room: 'Energie', Specialist: 'Melina', Day: '11/28/2017', Time: '16:00 until 16:15', Total time: '16:00 until 16:15', Customer: 'Jennifer Jones', Price: '20,00 EUR', and Guest Notes: 'nut allergy' (circled in red). Below the booking details is a 'Last Edit' section with the text: 'Admin, 11/28/2017 15:46 : The treatment Firming Algae Mask Peeling 15 min on 28.11.2017 at 16:00 hrs was booked.' At the bottom of the booking window is a toolbar with buttons: 'Edit', 'Move/Replace', 'Cancel', 'Print', 'Proof of Performance', 'No show', 'Article', and 'Pay'. The 'User "Jones, Jennifer"' window on the right shows customer information: Salutation, First Name (Jennifer), Street (Dornkratz 1 WP), Country (Germany), Phone (+49 (0) 611 - 95 000 50), Mobile, E-Mail, and Birthday. Below this is a 'Group' section with 'active' checked. The 'Comment' field contains 'nut allergy' (circled in red). At the top of the user window are 'Start Search' and 'Extended Search' buttons.

You can also edit the notes when you edit the appointment and it will be saved in his customer data and shown in all future appointments.

## Package Booking Guest Search

The guest search layout was changed so you can also search for a room number or card number when booking a package for a customer.



Select Customer and book Package...

First Name  Last Name

Room Number  Card Number

 New customer

 Book now!

## Package Treatments in the Calendar

Appointments belonging to an unpaid package will now be displayed in the treatment color (defined in the Main Settings) until the package has been marked as paid. After that, it will be greyed out, provided you activated that feature in your Shop Data. Attention: Packages/Arrangements that were transferred from your PMS are always marked as paid and therefore will be greyed out from the start.

## Appointments of Departing Guests

If a guest booked an appointment on the same day as he or she is departing, the appointment will now be displayed with a red border around it in the calendar.

## Protel Log per Shop

The Protel Log under the 'Reporting' tab now only shows the data of the shop you are in.

## Additional Changes

Global treatments are no longer available for external shops.

Inactive treatments are greyed out in the employee or room listing.

Bugfixes