MY SPA 5.0 – New in This Version

Transfer of Fixed Charges

If individual services are added to a reservation by the hotel system, for some PMS interface constellations can be saved as pre-bookings for the guest, even the single treatments are not part of a package. This function is available for the interfaces Suite 8, MEWS, SIHOT.
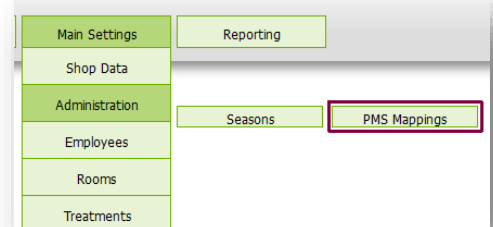
If applicable to your constellation, you will find a new field in your applications, courses and articles, which is used to note the service for the guest. These services are marked as already paid, just like packages sent by the PMS, and are not posted again on the hotel bill. It is no longer necessary to create MY SPA packages for individual fixed services.

Mapping Table

In addition, a MY SPA service can also be part of different hotel rates or services. For this, you will find, as far as applicable for your hotel system and interface, under Master data - Administration - PMS Mappings the option to include services in several rates/services:

The list shows all mappings that you have edited directly by your entries in the treatments, courses, articles and packages. You can edit them only there.

But you can expand the list of assignments with new entries, and choose from your MY SPA offers services that should be part of different hotel rates or services.

The terms e.g. Fixed Charge, Package Code, Service ID may differ depending on the hotel system.
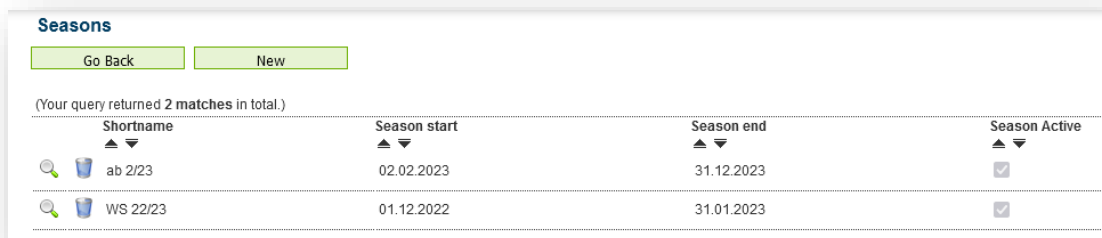
Seasonal Prices

You can now define a price validity for treatments and courses, which you adjust using the 'Seasonal times' function. Basically, your services continue to have a basic price that is reverted to should you not use seasonal prices or book into a date range for which no deviating price has been stored. When you book a new appointment to a different date, MY SPA will check which price is valid depending on the day of the service. If you move appointments and they fall into a new price range, the then valid price is shown in brackets for you in the appointment and you have the option to adjust the price manually. MY SPA does not automatically adjust the price, because you may have already confirmed prices.

Create Seasons

You can find the new configuration under the menu item Administration. First create a new season there. This can be valid from 1.1.2023 and apply to the coming year, or you define higher prices for the main season and lower prices for the off season.
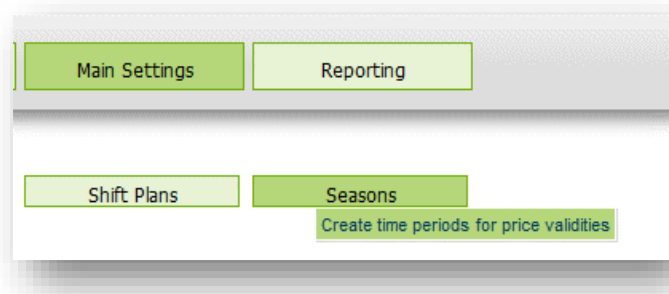
Please choose a short name for the season - e.g. '23' or 'SS23' and 'HS23'. Entered times must not overlap, but it is possible to leave season gaps where regular prices should apply.
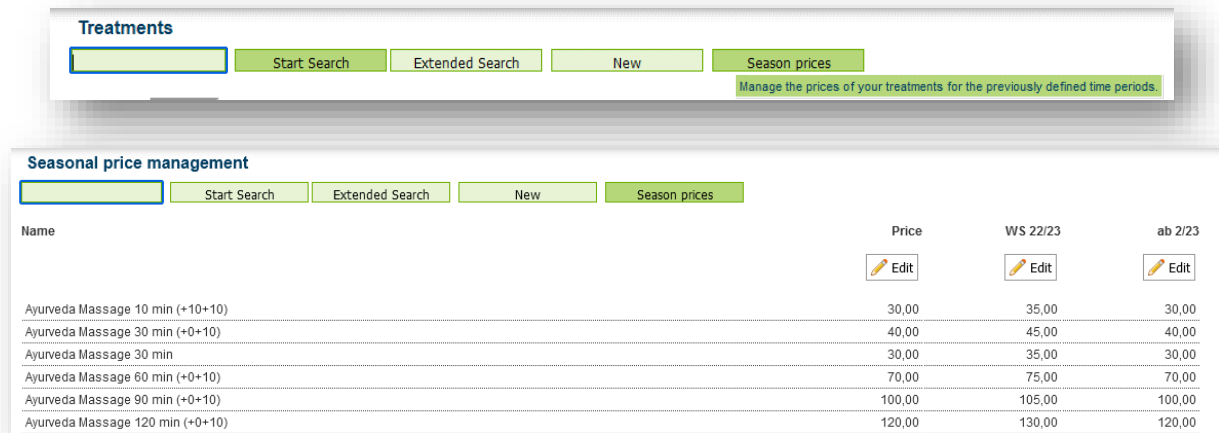
Assign Season Prices

If you have defined a new season, you will find a new view "Season prices" under 'Master data' - 'Treatments' or 'Courses', where you can easily customize the new prices..
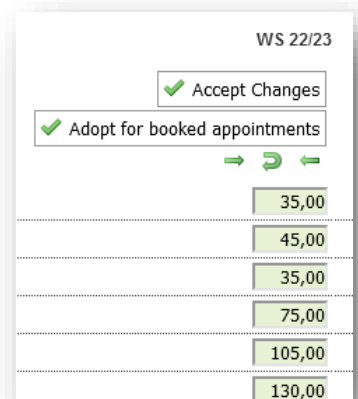
Activate the price table by clicking on 'Edit'. Enter the new prices moving forward by clicking on the Tab key.

You can transfer the prices from the previous (or later) season to the new season column by clicking on the arrow pointing to the right (or to the left), or you can cancel your entries by clicking on the undo arrow.

When you have finished making your entries, two options are available for saving: 'Save' and Adopt for booked appointments'. With the 'Save' option, the new price will only be used for future bookings, already booked appointments (and possibly prices already confirmed to the guest) will remain priced as they are.

With the latter option, already booked dates that fall into the new price season are adjusted to the new price. For this, MY SPA works in the background and searches all future dates and adjusts the prices if necessary. This process takes some time, in which you should not start the process again, we show a hint:

The deviating prices are also displayed in the view of the individual treatments and courses and can be edited individually. However, you do not have the option here to apply price changes for dates that have already been booked.

	Duration (min)	Preprocessing (min)	Postprocessing (min)	MYPOS Item ID	Service ID	Salesaccount	VAT		Price (EUR)	W22/23	
	30	0	0	0	ABY	810	Standard DE (19.00%)	✓	30,00	35,00	
Details							Standard DE (19.00%)	✓		0,00	

Convert seasonal prices to standard prices

If the old validity period has passed, you can adopt the seasonal price table prices as the new default by clicking on 'Edit' under 'Prices', clicking the arrow to adopt from the right column and then confirming with 'Accept Changes'.

Seasonal price management

	Start Search	Extended Search	New	Season prices

Name	Price	WS 22/23
	✔ Accept Changes	✏ Edit
	⤵ ⬅	
	Prefill from right column	
Ayurveda Massage 10 min (+10+10)	30,00	35,00
Ayurveda Massage 30 min (+0+10)	40,00	45,00
Ayurveda Massage 30 min	30,00	35,00
Ayurveda Massage 60 min (+0+10)	70,00	75,00
Ayurveda Massage 90 min (+0+10)	100,00	105,00
Ayurveda Massage 120 min (+0+10)	120,00	130,00
Achsel Enthaarung 20 min (+5+5)	95,95	107,00

Price Management without Seasons

Even if you want to stick to the method of changing prices only from the new validity date on, the menu item Main Settings - Treatments (or courses) - Season prices offers you a comfortable batch processing of entering new treatment prices.

Seasonal price management

	Start Search	Extended Search	New	Season prices

| Name	Price
	✏ Edit
Abhyanga DE 60 min (+5+15)	100,00
Abhyanga DE 75 min (+5+15)	115,00
Ayurveda Massage 30 min (+0+10)	40,00
Ayurveda Massage 60 min (+0+10)	70,00
Achsel Enthaarung 20 min (+5+5)	16,00
Aloe Vera Face Mask 10 min (+0+5)	5,00
Aloe Vera, Body Mask 15 min (+5+10)	9,00
Augenbrauen 10 min	20,00
Body Pack + Hot Stone Back Massage 75 min (+0+15)	75,00
Coconut Dream 75 min (+5+15)	105,00
Collagen Eye & Treatment 20 min (+5+10)	25,00

Automatic Data Synchronization Between MY SPA and MY POS Cash Register Module

Articles and employees can be synchronized with the cash register module. You have the choice whether the synchronization should be done manually after the end of your entries or you want to keep the systems synchronized all the time:

Manual transfer: Main Settings - Shop data - Settings for PMS connection - Click on the 'Start export' option:

Send data to MY POS	Start Export

We recommend switching to automatic synchronization after the initial filling of MY SPA:

| Automatic Synchronization > MY POS	☑
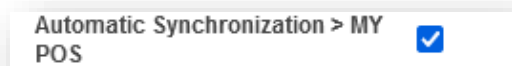
Do you already use the MY SPA cashpoint module? Please contact us before using the automatic, because categories may need to be adjusted in the cash register. We will be happy to support you!

New Online Booking Engine

Parallel to the already existing guest booking section, we have developed a second booking page for guests, on which there are additional functions for hotel guests: on the one hand, they do not have to create an external profile, and on the other hand, they can schedule their arrangement services themselves.

Please note that the online booking route is an add-on module that requires a license. Are you already using the online booking route? Then you will not incur any new costs. You can continue to use the previous version or the new version, or you can also switch at any time.

The view has been revised:
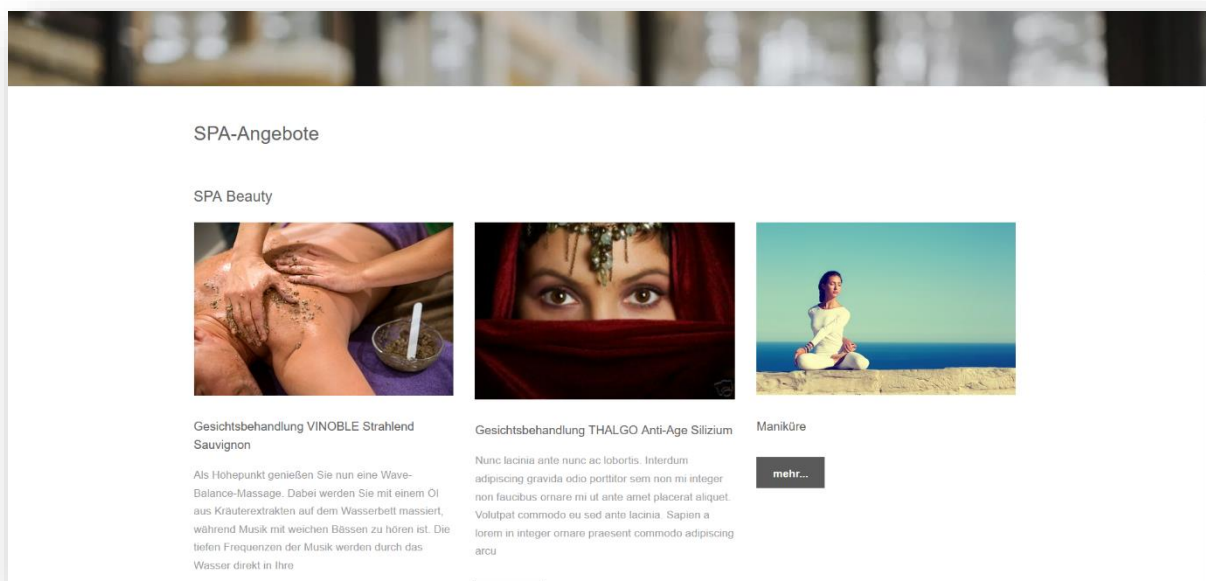
Packages in the Online Booking Route

Since you can now book, buy and schedule packages in the new booking section, fields for inserting categories, short and long descriptions and images have been added to the master data of the packages:

my SPA

Package No 2

Package Name	Beautiful Day
Short Description	Absolutes Wohlbefinden für Haut und Körper. Lassen Sie Ihre Seele baumeln und finden Sie Ihr Gleichgewicht wieder.
Long description	Wenn man mitten im hektischen Alltag von Massagen mit duftenden Aromaölen sowie relaxten Stunden in der Sauna und in warmen Sprudelbädern träumt, dann ist es Zeit mit den Day Spa Angeboten einen Wellnesstag einzulegen. Bereits eine kurze Auszeit kann ausreichen, um wieder neue Kraft zu tanken.

en_GB

Package Name	Beautiful Day
Short Description	Absolute well-being for skin and body. Let your soul dangle and find your balance again.
Long description	If you are dreaming of massages with fragrant aromatic oils and relaxing hours in the sauna and warm bubble baths in the middle of hectic everyday life, then it is time to take a wellness day with the day spa offers. Even a short break can be enough to recharge your batteries.

Category	Wellness
Price	200,00 EUR
Sales Account	0

Image 1

Image 2
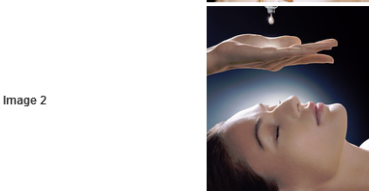
Show in website	☑
Active	☑

1	x	Collagen Facial Classic 60 min (+5+10)	60,61	EUR
1	x	Ayurveda Massage 30 min (+0+10)	40,40	EUR
1	x	Body Pack + Hot Stone Back Massage 75 min (+0+15)	86,87	EUR
Package Component	1	x 🛒 Massageöl	12,12	EUR

Edit	Back

Please note: Package sales and booking is only possible via the new booking route!

MY SPA Mail Communication

Whether you want to configure the mail dispatch for the e-mails of your online booking, or the safety dispatch of the employee plans of the coming days - you can maintain the necessary data of your mail provider yourself:

Main Settings - Shop data - E-mail Settings

Appointment Attachement

In addition to the email appointment confirmation for the guest, an iCal appointment is sent as an attachment.
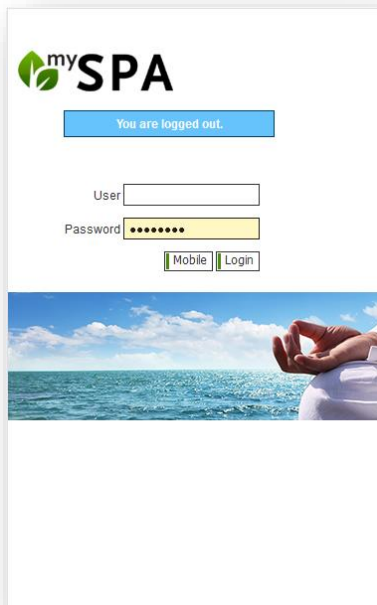
Mobile View for Smartphones

If you open MY SPA from a smartphone, you are given the opportunity to see a personal short view of the upcoming appointments via the „Mobile" button.

If you want to make use of extended appointment processing with your mobile phone, the „Login" for the full view is also available according to the assigned rights of the user.

No guest names are displayed in this view.

This access to a mobile display of the appointments depends on the accessibility of MY SPA in your hotel system. By default, the view is visible to all employees who log on to your office WLAN with their mobile phones. If you want to make MY SPA accessible from outside via the Internet, your IT can implement this: For this purpose, a port forwarding to the MY SPA server in your network must be set up. Then your employees can log on from anywhere.

You can save the MY SPA login on many mobile devices as an icon on your mobile phone home screen.

MY SPA 4.6.3-...

myS PA

Hello Alexandra,

select the date for displaying your appointments:

	21.09.2021
10:00 - 11:30	Body Pack + Hot Stone Back Massage (75 Minutes) Room: Fango 1
11:30 - 12:40	Intensiv Massage (60 Minutes) Room: Massage 1
12:40 - 13:10	Pause
13:10 - 14:25	Thai Massage (60 Minutes) Room: Beauty 3
14:30 - 15:45	Collagen Facial Classic (60 Minutes) Room: Beauty 2
15:50 - 16:10	Refresh Peeling (10 Minutes) Room: Beauty 1
16:10 - 17:20	Intensiv Massage (60 Minutes) Room: Massage 1
17:20 - 18:40	Yoga (60 Minutes) Room: Yoga und Massagen

New Functions in Connection with a Hotel System

Couple treatments as ½ service in a package

If you want to assign a couple treatment per room or per reservation in the arrangement, you can predefine a couple treatment as a half service.

First edit your couple treatment and create a half variant:

When creating a couple treatment for the first time, please save your entries first, you can change the unit when editing again.

Then edit your package and add the half variant of the service there.

Scheduling ½ services

When scheduling a half service in the calendar, the package component of the second guest is automatically booked in. The system checks whether the same ½ service is included under the same reservation number.

You will receive this message after selecting an appointment for the first service:

Automatic Cancellation of all Wellness Services

If a reservation is cancelled by the hotel system, all spa services linked to this reservation number can now also be automatically deleted. Please note that a guest can also have several reservations under which appointments may already have been booked in the spa area.

Only services that have not yet been paid for will be cancelled.

If you would like to use this option, please set it under Main Settings - Shop data - Settings for the PMS connection:

Follow Reservation Void ☐

Submission of Arrangements

You can choose whether arrangement services concerning the spa area should already be transferred in the not yet confirmed status:

Confirmed arrangements are always shown, in addition reservations can also be shown in the offer status (optional) and/ or in the case of room deduction (provisional). If you would like to use this option, please set it under Main Settings - Shop data - Settings for the PMS connection:

Password	Fix Only
	Fix and optional
Automatic billing	Fix and provisional
Post-Processing time for automatic transfer	All
Preview in Days	
Show arrangements in status	Fix Only ⌄

Number of Packages per Reservation (Suite 8)

Under Main Settings - Shop data - Settings for PMS connection you will find another option for how many packages are to be saved for a reservation: The setting 'per adult' takes over 'Number of Adults' from the Suite 8 reservation.

Hotel Packages	per Guest ⌄
Follow Reservation Void	per Guest
	per Adult
Accept Changes	Back	for 1. Guest

Category Report

The Sales Report by Category provides an analysis by the top group category and the sub-category sales account and the service sold. The report shows the VAT rates, VAT amounts and gross sales. By default, today's date is proposed when the report is called up, but you can extend the date range. After entering a different date, click on 'Show Report' to display the report on screen, or 'Create Export' to download the values as a .csv file for further processing in a calculation programme.

Change in the Turnover Report

The statistics by staff member used to refer to the staff member doing the posting. Since many users now make use of automatic posting, the turnover report by employee now refers to the performing employee.

During the introduction of the new statistics, the reports were adapted in such a way that we can quickly implement your individual change requests for statistical evaluations. If you need a different structure for an individual statistic, you can order this from us as a service.

New Course Information

For course participants, information about reservation number, room number and stay is displayed in the calendar when you move the mouse over the hotel system sign:
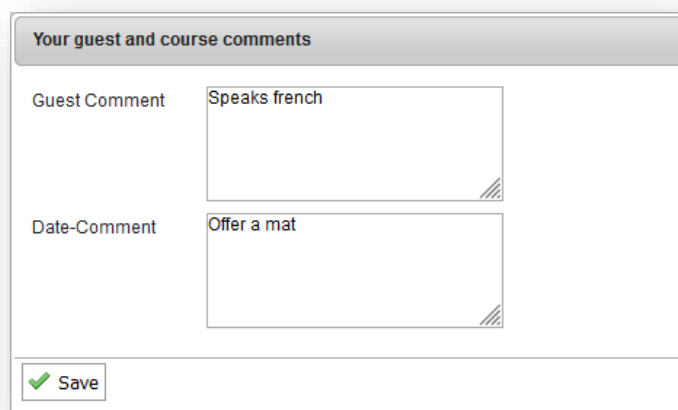

Furthermore, you can also save guest and appointment comments in the course detail, which are displayed in the staff's schedule printouts. To do this, click on one of the letter bracket symbols. Grey means you can add a comment, black means there is already a guest or appointment comment. If you move the mouse over a black letter bracket icon, the comment will be displayed. Click on the letter bracket to open an input field:

Collective Tip Bookings

If you do not want to post the tips individually in the statements, you will now find a list of all treatments of a day, sorted by employees, in which you can enter tips collectively and send them to the hotel bills.

The prerequisite is that you use an interface to your hotel system.

Open the menu item New Booking - Tip:

You will now find all treatments of the selected day that are linked to a hotel reservation, grouped by your staff. If a tip has already been booked for that day, you will also see this.

Enter all tips and click on one of the payment icons.

It does not matter where you click on the 'Send All' icon, it will try to transfer all bookings to the hotel bills.
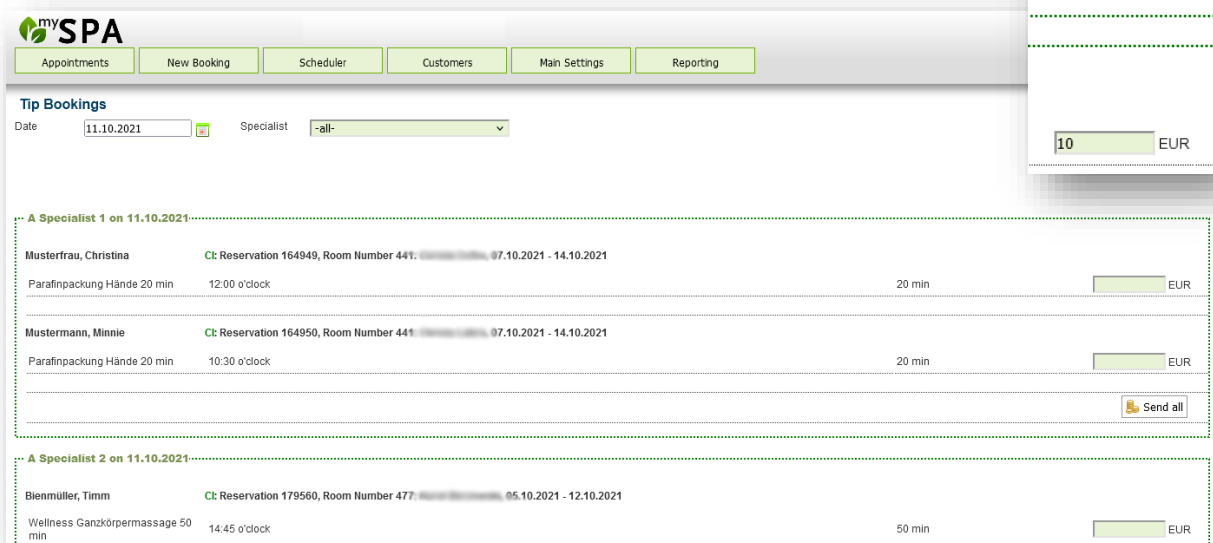
More News

Payment Sum

The total amount is now displayed in the billing dialog. If a discount is given, the amount to be paid is also displayed.

More User Languages

You can now change the user language in the MY SPA interface to French, Italian, Spanish and Czech. The translations are certainly not yet completely flawless, because neither native speakers nor experts were involved in the translation. We would be grateful if you could point out correct spelling or common terms.
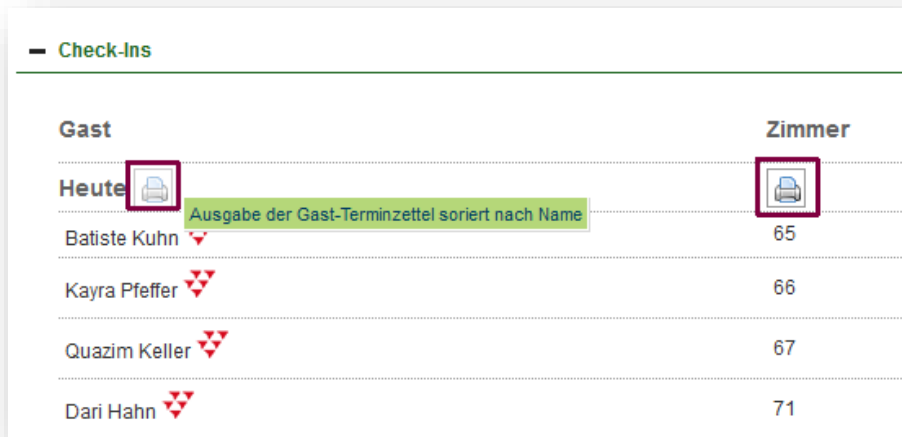

One Spa – Two Hotels

It is now also possible to connect two protel hotel interfaces that all communicate with a shared spa. The prerequisite is the uniqueness of the reservation numbers and guest profiles used by the PMS. Please note that two interfaces must be licensed for this.

Guest Schedules on Arrival

If MY SPA is connected to your hotel system, you will find two print buttons for the arrival day. The print button above the guest name will print the PDFs of the schedules for the arrival day sorted by last name, the second button above the list of room numbers will print the schedules sorted by room number.

Length of Article Names

The 16 characters previously available for the name of an article have been extended to 25 characters.

Still to come

- Booking of baths, sauna, other resources with and without staffing
- More Enhancements for the Online Booking Engine
- And many more very good ideas from you and our other customers