



MY SPA 5.0 – New in This Version

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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.

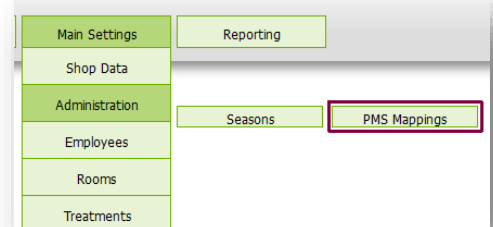
If applicable to your constellation, you will find a new field in your applications, courses and articles, which is used to note the service for the guest. These services are marked as already paid, just like packages sent by the PMS, and are not posted again on the hotel bill. It is no longer necessary to create MY SPA packages for individual fixed services.

	Duration (min)	Preprocessing (min)	Postprocessing (min)	Fixed Charge ID	Sales Account
Details	30	5	5	23	340

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.



PMS Services Mapping Search						
Go Back Extended Search New						
(Your query returned 4 matches in total.)						
Type	ID	Name of the service	protel I/O ID	Mapping Type	Active	
Treatment/Course	5	Collagen Eye & Treatment 20 min	8001	Service ID	<input type="checkbox"/>	
Treatment/Course	5	Collagen Eye & Treatment 20 min	8001	Service ID	<input type="checkbox"/>	
Article	5051	AntiAgeMilch 20	340	Fixed Charge ID	<input checked="" type="checkbox"/>	
Treatment/Course	9147	Massage IO 30 min	23	Fixed Charge ID	<input checked="" type="checkbox"/>	

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.

Create mapping

[Go Back](#) [Extended Search](#) [New](#)

Type

Service ID

Active

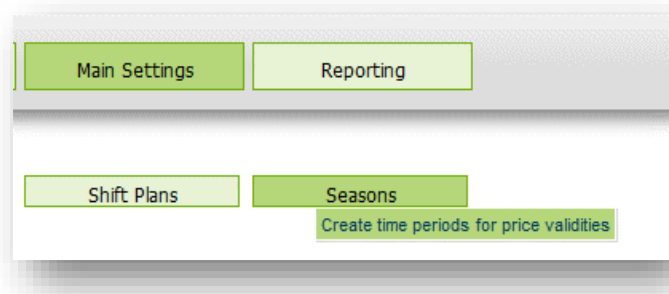
[Create mapping](#) [Back](#)

Seasonal Prices

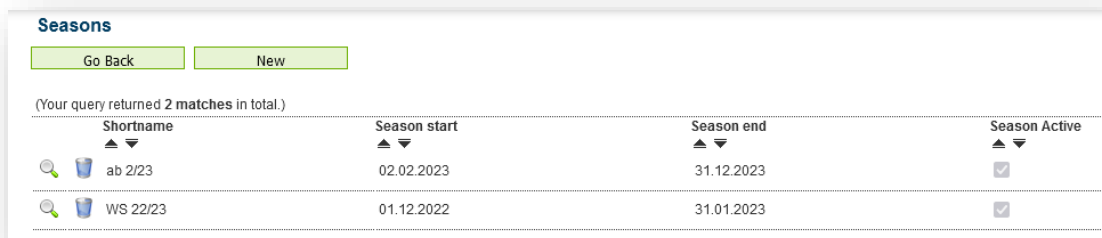
You can now define a price validity for treatments and courses, which you adjust using the 'Seasonal times' function. Basically, your services continue to have a basic price that is reverted to should you not use seasonal prices or book into a date range for which no deviating price has been stored. 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.

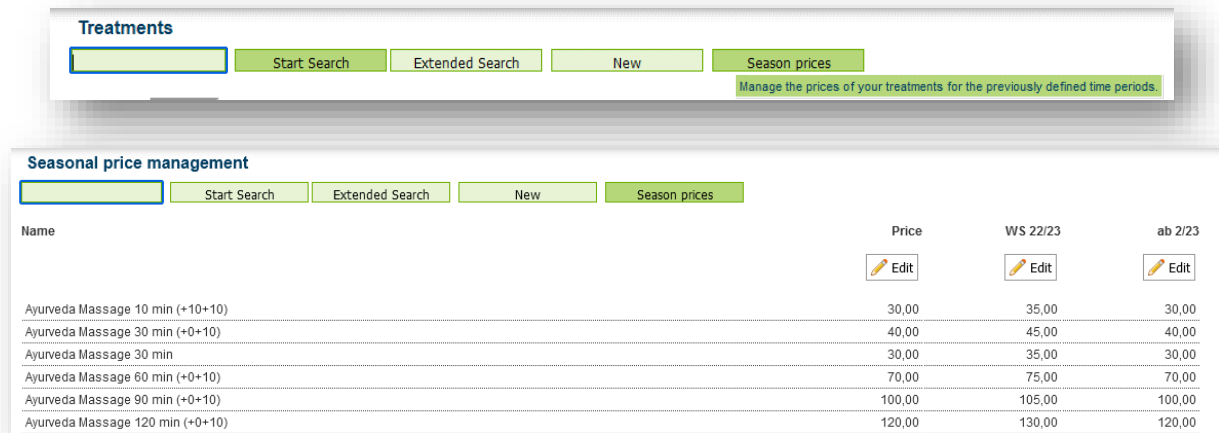


The screenshot shows the 'Seasons' configuration page with 'Go Back' and 'New' buttons. Below the buttons, it states '(Your query returned 2 matches in total.)' and displays a table with the following data:

Shortname	Season start	Season end	Season Active
ab 2/23	02.02.2023	31.12.2023	<input checked="" type="checkbox"/>
WS 22/23	01.12.2022	31.01.2023	<input checked="" type="checkbox"/>

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..



The screenshot shows the 'Treatments' interface with the 'Season prices' tab selected. Below it is a detailed view of the 'Seasonal price management' interface. The table below shows the current prices and the new prices for the 'WS 22/23' season.

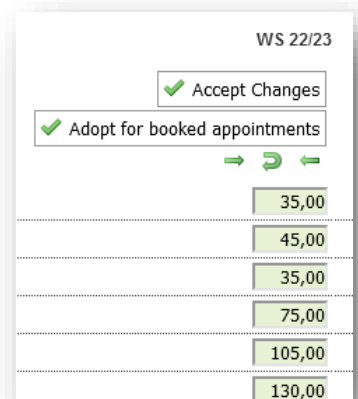
Name	Price	WS 22/23	ab 2/23
Ayurveda Massage 10 min (+10+10)	30,00	35,00	30,00
Ayurveda Massage 30 min (+0+10)	40,00	45,00	40,00
Ayurveda Massage 30 min	30,00	35,00	30,00
Ayurveda Massage 60 min (+0+10)	70,00	75,00	70,00
Ayurveda Massage 90 min (+0+10)	100,00	105,00	100,00
Ayurveda Massage 120 min (+0+10)	120,00	130,00	120,00

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 dialog box shows the 'Adopt for booked appointments' option selected. Below it is a list of prices for different treatments, with a '35,00' price highlighted in green.

MY SPA now checks all already booked appointments in the background and takes over the seasonal prices. This process takes up to 15 minutes. You can continue to work normally during this time. Please do not click on the button again.

OK

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 P
30	0	0	0	ABY	810	Standard DE (19.00%)	30,00	35,00
						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
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

Accept Changes Edit

Pre fill from right column

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
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

Edit

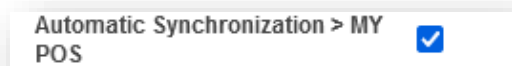
Automatic Data Synchronization Between MY SPA and MY POS Cash Register Module

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:



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



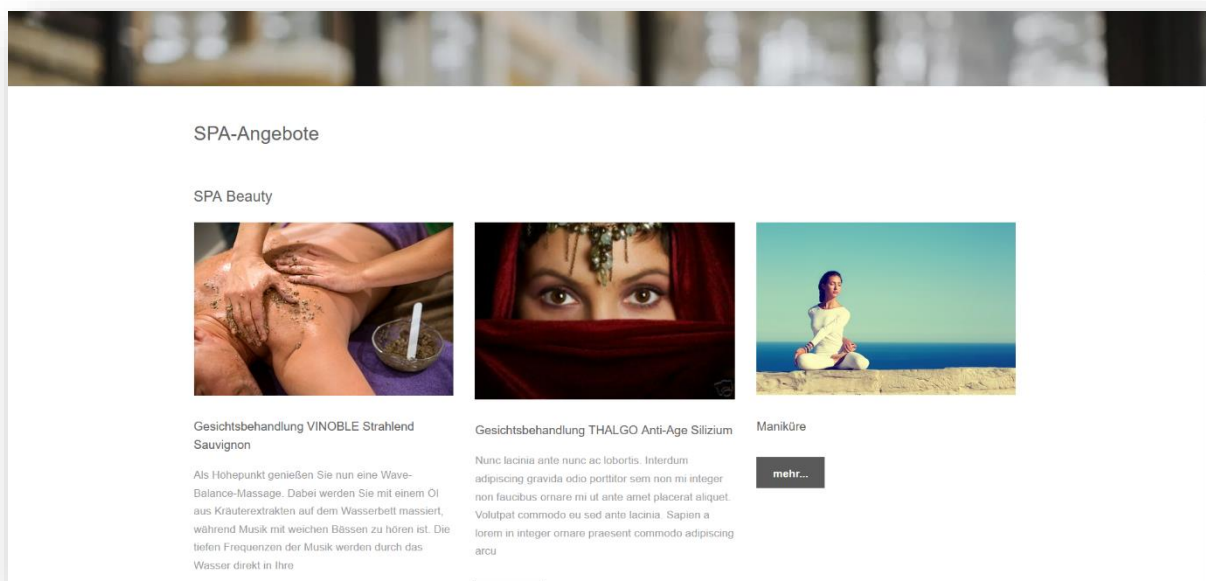
Do you already use the MY SPA cashpoint module? Please contact us before using the automatic, because categories may need to be adjusted in the cash register. We will be happy to support you!

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:

Package No 2

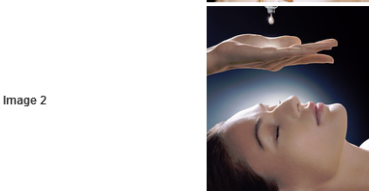
de_DE

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 Wellnessstag 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



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
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

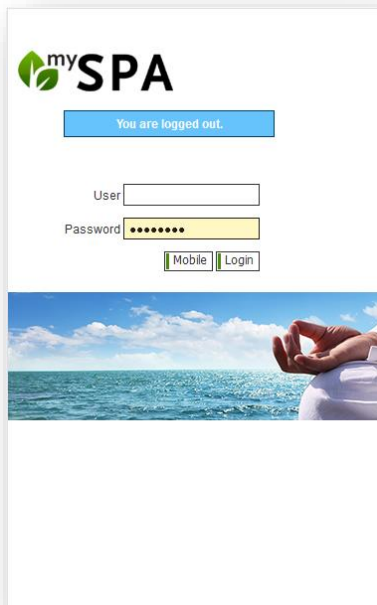
Whether you want to configure the mail dispatch for the e-mails of your online booking, or the safety dispatch of the employee plans of the coming days - you can maintain the necessary data of your mail provider yourself:

Main Settings - Shop data - E-mail Settings

- Email-Einstellungen			
Server	connect.mybased.de	Port	25
Username	...@based-on-it.com	Password
Absender Emailadresse	systems@based-on-it.de	Reply-To Emailadresse	reply-to@based-on-it.de
Verschlüsselung	SSL ▾		

Appointment Attachment

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.

The screenshot shows the MY SPA mobile app interface. At the top, there is a header with the "my SPA" logo and a lock icon. Below the header, the user is greeted with "Hello Alexandra," and a prompt to "select the date for displaying your appointments:" with a calendar icon. The date "21.09.2021" is selected. The main content is a table of appointments for the day.

Time	Appointment
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 1/2 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:

	Duration (min)	Preprocessing (min)	Postprocessing (min)	Price (EUR)	Unit	Account ID	VAT	Package only	active
Details	110	0	10	250,00	1		Standard DE (19.00%)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	110	0	10	125	1/2		Standard DE (19.00%)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.

Edit Packages

Package Name: Ayurveda Deluxe

Price: 150,00 EUR ← → 100,00 EUR ⓘ

Account-ID: 0

Active:

Package Component: 2 x Treatments: Ayurveda Massage 30 min (+0+10) (Kosmetica) 50 EUR ⓘ

Treatments: 1/2 Heaven for Two 110 min (+0+10) (Wellness) ⓘ

Accept Changes Back

Scheduling 1/2 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 1/2 service is included under the same reservation number.

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

For your information ⓘ

- Another guest of this reservation with the same service was added:
Dari Hahn

✓ Ok

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
Automatic billing	Fix and optional
Post-Processing time for automatic transfer	Fix and provisional
Preview in Days	All
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
Accept Changes	per Adult
Back	for 1. Guest

Category Report

- Reporting
- Occupancy Report
- Sales Report
- Category Report**
- Commission Report
- Working Time
- Service Report
- Package Report
- Article Report
- Course Report
- Transaction Log

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.

Category	Sales Account	Name	Service	VAT Rate	VAT	Gross Turnover
Kosmetica					99,39 EUR	470,00 EUR
	901	Ayurveda Massage (4)	Treatment	19,00 %	53,20 EUR	280,00 EUR
	123	Paarbehandlung Klassisch (1)	Treatment	19,00 %	19,00 EUR	100,00 EUR
	0	Intensiv Massage (1)	Treatment	19,00 %	17,10 EUR	90,00 EUR
Wellness					34,20 EUR	180,00 EUR
	901	Antistress-Massage 2 (3)	Treatment	19,00 %	31,35 EUR	165,00 EUR
	100	Yoga (1)	Course	19,00 %	2,85 EUR	15,00 EUR
Sport					14,25 EUR	75,00 EUR
	403	Pilates (9-4)	Course	19,00 %	14,25 EUR	75,00 EUR
THALGO Sonne					7,22 EUR	38,00 EUR
	0	Beruh. Lotion (2)	Article	19,00 %	0,00 EUR	0,00 EUR
	0	AntiAgeFluid 50 (1)	Article	19,00 %	0,00 EUR	0,00 EUR
	0	AntiAgeCreme 30 (1)	Article	19,00 %	7,22 EUR	38,00 EUR
THALGO Gesicht					17,39 EUR	91,50 EUR
	0	Beruh. Intens-Ko (1)	Article	19,00 %	8,27 EUR	43,50 EUR
	0	Augencreme (1)	Article	19,00 %	9,12 EUR	48,00 EUR
Babor Make-Up					3,14 EUR	44,90 EUR
		Collagen Deluxe (1)	Article	7,00 %	3,14 EUR	44,90 EUR
	1111	Harmonie für zwei (1)	Package	19,00 %	40,85 EUR	215,00 EUR
Tip					0,00 EUR	1.387,00 EUR
		Trinkgeld (5)	Tip	0,00 %	0,00 EUR	1.387,00 EUR
Total					206,35 EUR	2.501,40 EUR

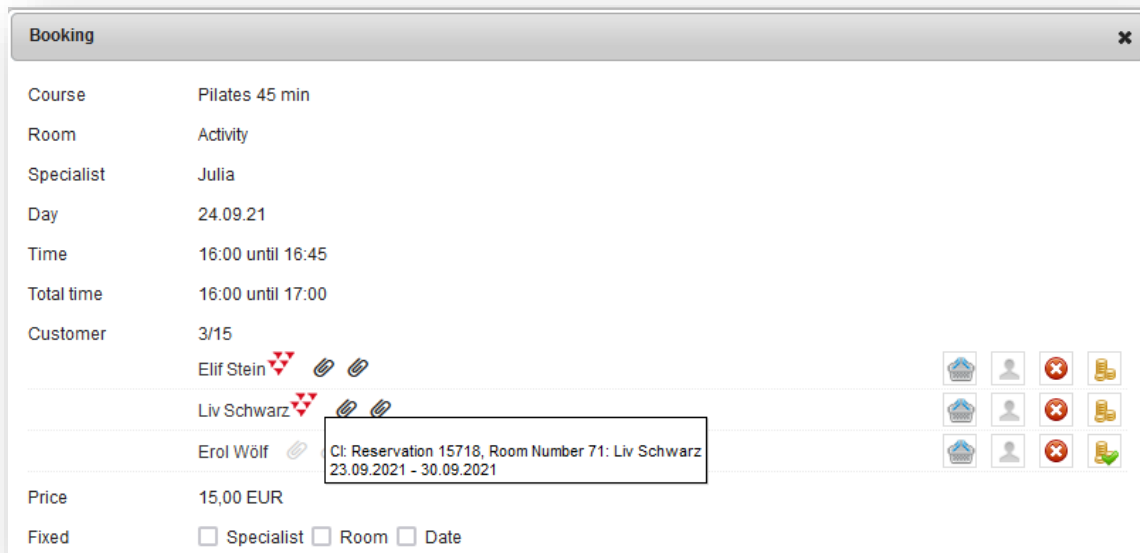
Change in the Turnover Report

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:

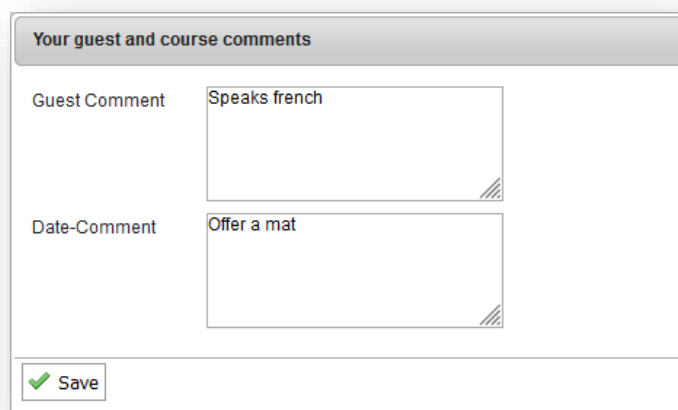


The screenshot shows a 'Booking' window with the following details:

Course	Pilates 45 min
Room	Activity
Specialist	Julia
Day	24.09.21
Time	16:00 until 16:45
Total time	16:00 until 17:00
Customer	3/15
	Elif Stein   
	Liv Schwarz   
	Erol Wölf 
	<div style="border: 1px solid black; padding: 2px;">Ct: Reservation 15718, Room Number 71: Liv Schwarz 23.09.2021 - 30.09.2021</div>
Price	15,00 EUR
Fixed	<input type="checkbox"/> Specialist <input type="checkbox"/> Room <input type="checkbox"/> Date

On the right side of the participant list, there are icons for each participant: a house icon, a person icon, a red 'X' icon, and a stack of coins icon.

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:



The screenshot shows a 'Your guest and course comments' window with the following content:

Guest Comment	<input type="text" value="Speaks french"/>
Date-Comment	<input type="text" value="Offer a mat"/>

At the bottom of the window, there is a 'Save' button with a green checkmark icon.

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.

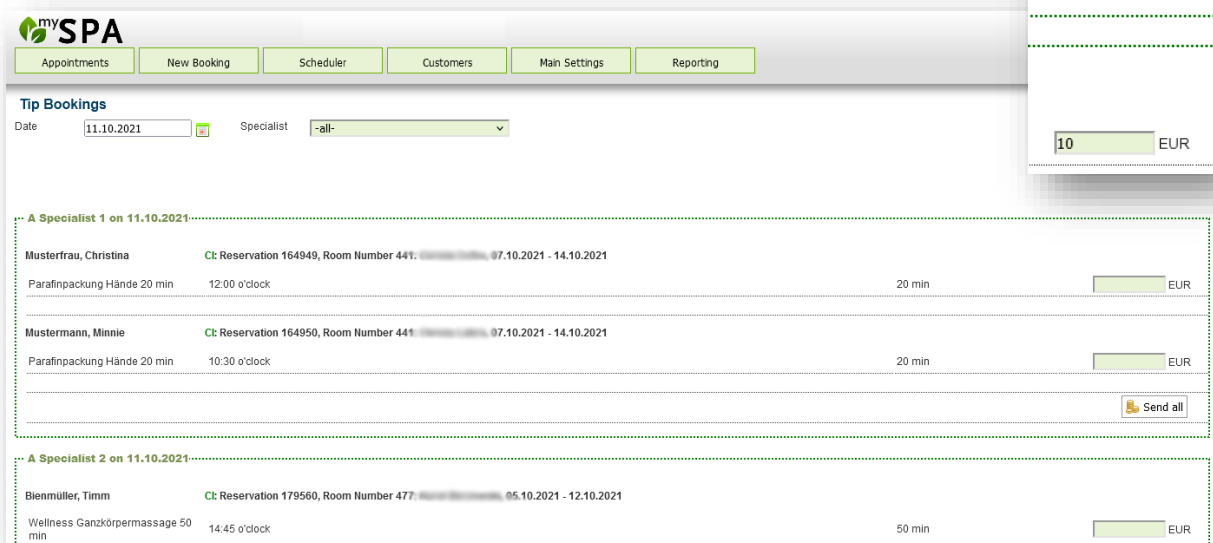
Open the menu item New Booking - Tip:



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.

Courses	Price	End price
<input checked="" type="checkbox"/> Yoga	50,00 EUR	50,00 EUR

Tip for	Iris Padinski	5 EUR
Payment Method	Other Payment	
Discount percentage	10	

Total : 55,00 EUR
To pay : 50,00 EUR

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.

Personal Settings

Selected Language

english

- german
- english
- czech
- french
- spanish
- italian

Back

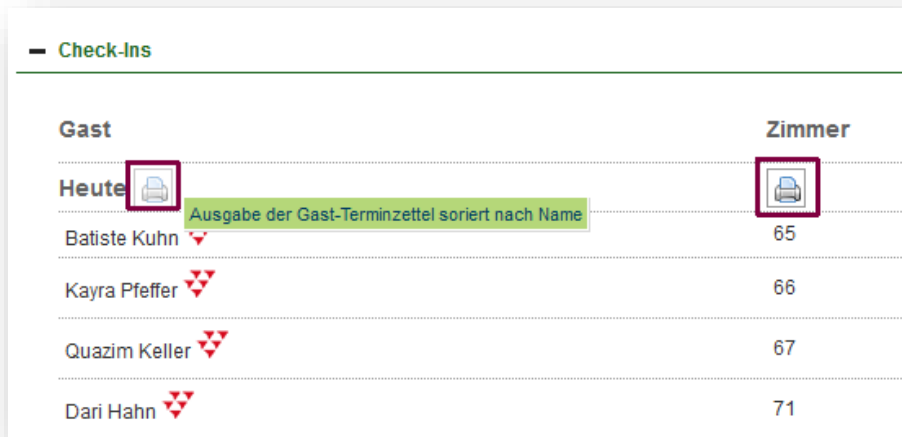
One Spa – Two Hotels







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.

2. Property ID	<input type="text"/>	2. URL	<input type="text"/>
2. Interface Username	<input type="text"/>	2. Interface Password	<input type="text"/>

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.



Gast	Zimmer
Heute 	
Ausgabe der Gast-Terminzettel sortiert nach Name	
Batiste Kuhn 	65
Kayra Pfeffer 	66
Quazim Keller 	67
Dari Hahn 	71

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