



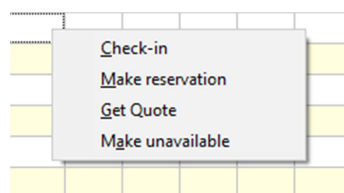
## New in Check-Inn Version 7

Innsoft, a Yanolja Cloud company, is excited to announce the release of Check-Inn Version 7, our flagship PMS software! This version maintains the same look and features of Version 6 and adds many of the features our properties have been requesting. Check out some of the highlights below!

### If you right-click:

Any empty or occupied cell on the grid, you get...

### You have more options:



### Notes on New Features:

- Quickly print and send quotes from the grid.
- Set custom unavailable dates.

## Create Reservations Quickly

		Daily Status		F5	Refresh Grid	
Clean						
Dirty		4/11 Thu	4/12 Fri	4/13 Sat	4/14 Sun	4/15 Mon
Not Avail.						
102 - QQNS						
103 - QQNS						
104 - QQNS	MCCORMICK, WILLIE					
105 - QQNS	POWELL, RAYMOND					

**Click and drag empty cells on the grid**




✓ Check-Inn - Logged In admin (Press F12 to log out)












# Check-Inn®

By Innsoft Inc.

## Reservation / 102 QQNS

Support 

Confirmation # 1123 - Date Made: 04/11/2019

 Check-In Reservation  
 Check-In Walk-In  
 Check-Out  
 Guests  
 Cash Register  
 Audit  
 Reservations  
 Reports  
 Settings  
 Log Out & Exit  
 Support

First Name  Last Name

Address line 1

Address line 2

City  State  Zip Code

Country  Phone

Company  Email

Remarks

Market Code & Resv ID

Rate  Nights  ☐ Hide Room and Tax on Folio Clerk

**Credit Card Information**

Card #  Exp.

Arrival Time  Forfeit Amount  ☐ Guaranteed ☐ 6:00 PM Hold

**In: Thursday, April 11, 2019** **Out: Sunday, April 14, 2019**

F2

F3

F4

F5

F6

F7

F9

F11

F12

Thursday, April 11, 2019 - 7:23 AM

## Creates a reservation for selected dates

es Today's Diary

4/11/2019 Search Expand Grid

F5 Refresh Grid F6 Reset Date Print

April 2019

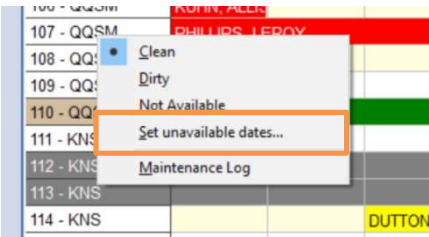
4/11 Thu	4/12 Fri	4/13 Sat	4/14 Sun	4/15 Mon	4/16 Tue
MAN, FRANK					
ORMICK, WILLIE					
ELL, RAYMOND					
N, ALLIS					
IPS, LEROY					
ERRE, ELFRIED					
DUTTON, MICHELE					

Occupied Guaranteed Non-guar.

Search	
1.	<b>Guests</b>
2.	Reservations
3.	Guest History

New search button on the main screen of Check-Inn allows you to quickly search in-house guests, reservations, and guest history. Once your search is complete, it will bring you back to the main screen of Check-Inn.

# Custom Unavailable Dates

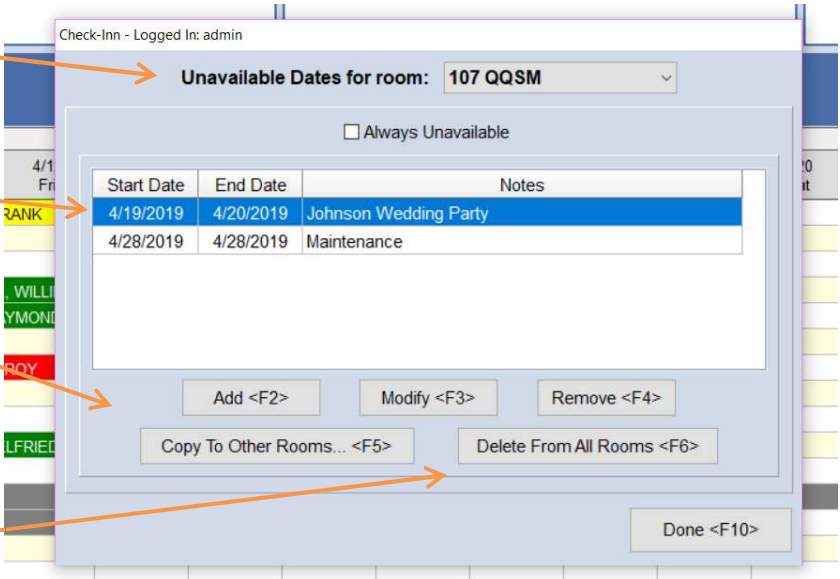
If you right click:	You have these options:	Notes on New Feature:
On any room listed on the left-hand side of the grid.		<ul style="list-style-type: none"> <li>Set custom unavailable dates.</li> </ul>

Switch between rooms to set your custom unavailable dates.

System allows you to create an unlimited list of unavailable dates for each room.

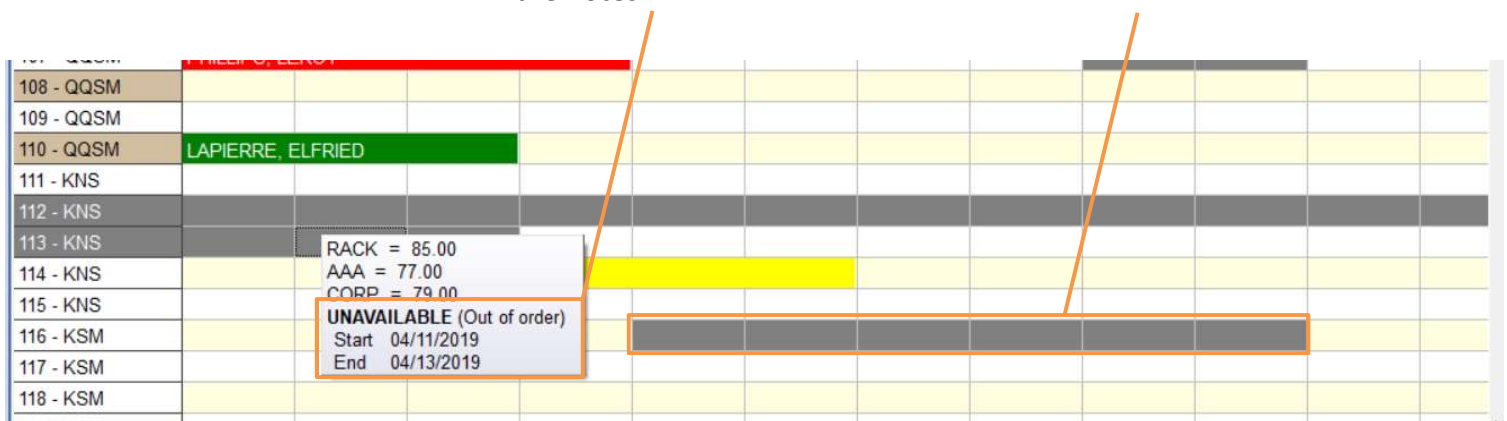
Copy your entries to other rooms for quick entry.

Highlight the entry you want to remove, and the system will automatically delete the same entry for other rooms.



Hover over unavailable rooms and see the start and end date as well as the notes.

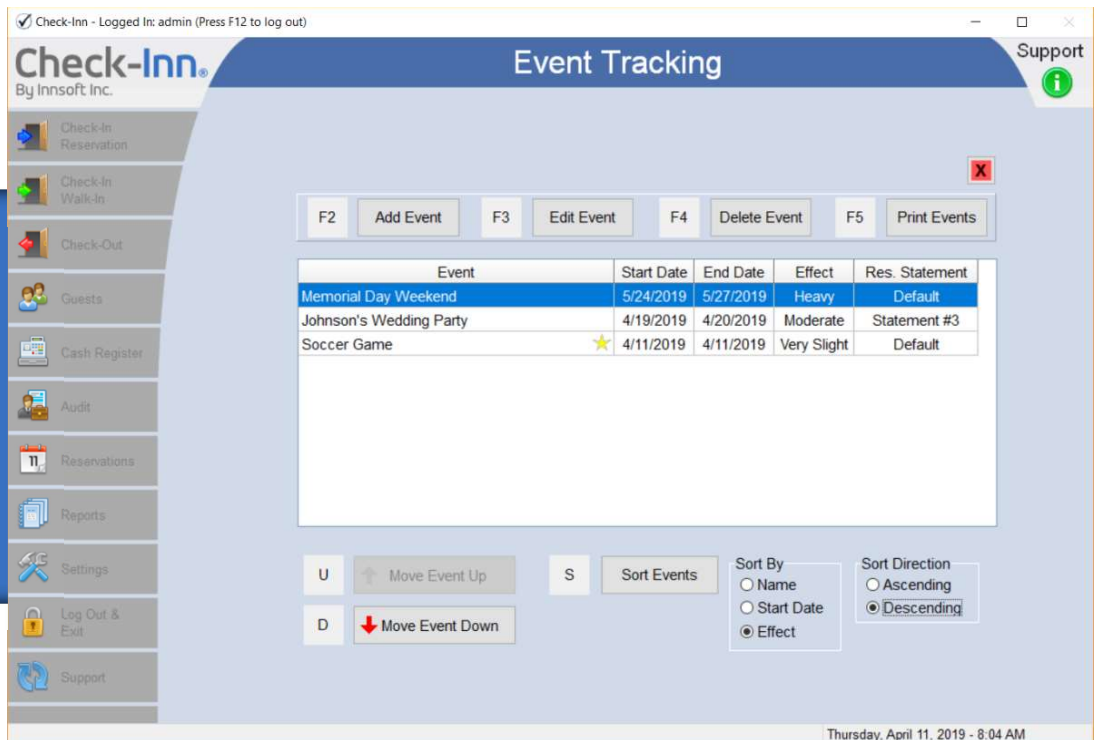
Unavailable rooms show on the grid in gray.



## Sort Events

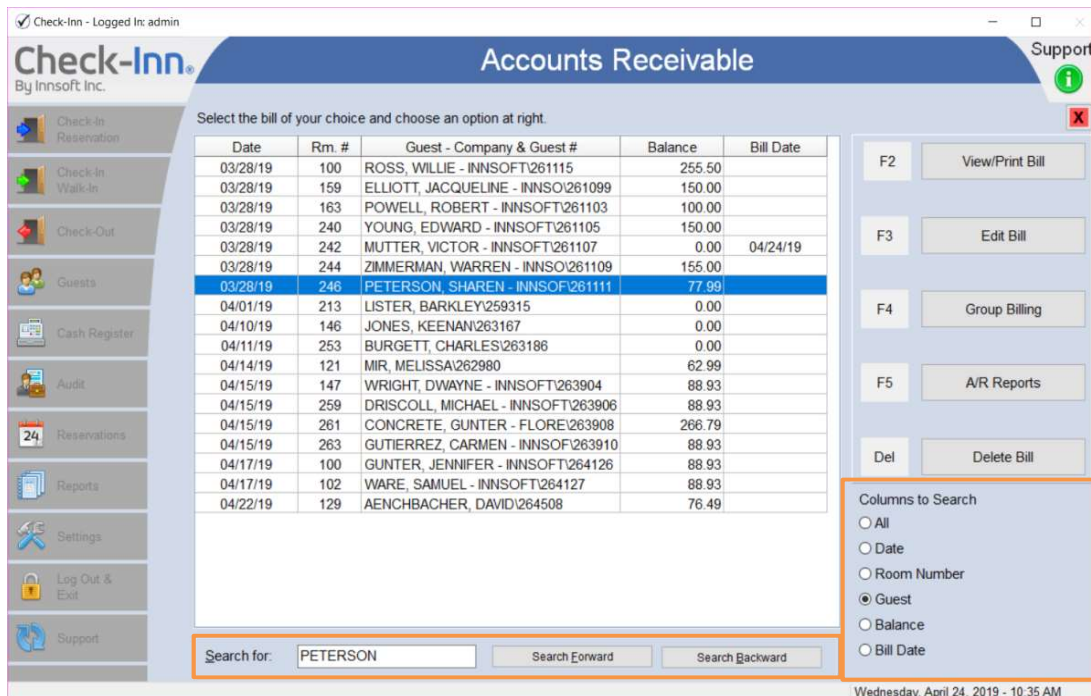
Check-Inn now gives you the ability to sort your events. Quickly view which events are coming up next, or have the highest business effect.

- 1) By Name
- 2) By Start Date
- 3) By Effect
- 4) Custom Sort



## Search Accounts Receivable

Find entries in your Accounts Receivable easier with our new search feature.



- 1) By Date
- 2) By Room Number
- 3) By Guest
- 4) By Balance
- 5) By Bill Date



# Guest / Reservation Screen

Check-Inn - Logged In: admin

Check-Inn®  
By Innsoft Inc.

Reservation / 114 KING / NS

Confirmation # 261007 - Date Made: 03/25/2019

First Name: HENRY Last Name: SMITH

Address line 1: 9570 SW BEAVERTON HILLSDALE HWY

Address line 2:

City: BEAVERTON State: OR Zip Code: 97005

Country: Phone: 16438162

Company: Email: INFO@INNISOFT.COM

Remarks: GDS

Res Info: 54202SB028840 6 B1K ETD

Insert Market Code

Rate: 79.99 Nights: 2 Hide Room and Tax on Folio Clerk: GDS

Credit Card Information

Card #: 44443332221111 Exp: 0321 Visa

Arrival Time: Forfeit Amount: Guaranteed: 6:00 PM Hold

In: Tuesday, April 30, 2019 Out: Thursday, May 2, 2019

Continue <F10>

Tuesday, April 30, 2019 - 12:38 PM

A new field “Res Info” has been added to the reservation / guest screen. This field will be used for reservation numbers,

Quickly add market codes to the guest using the Insert Market Code button.

Manually mark reservations arriving today as no-show. This will remove them from the grid allowing you to make another booking.

## Yearly Report

Check-Inn now gives you the ability to view and print yearly reports in detailed, summary, or a comparison over the previous year.

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Reports

1 Daily Financial Report

2 Monthly Financial Report

3 Yearly Financial Report

4 Reservation Reports

5 Housekeeping Report

6 Occupancy Report

7 Guest Reports

8 Shift Reports

9 Guest Tracking

A Phone House Account

B Phone Miscellaneous

C P.O.S. & Movie Logs

G Charts & Graphs

## Marketing Segment Report

Now add up to 60 different market codes to your marketing segment report! We updated the report screen to allow you to easily check the market codes you want to view in your report.

Check-Inn - Logged In: admin

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Market Segment Report

Select the market codes that you would like included in this report.

☒ AAA

☒ GOVERNMENT

☒ LOCAL

☒ OTA

☒ PHONE

☒ TRAVEL

☒ WEBSITE

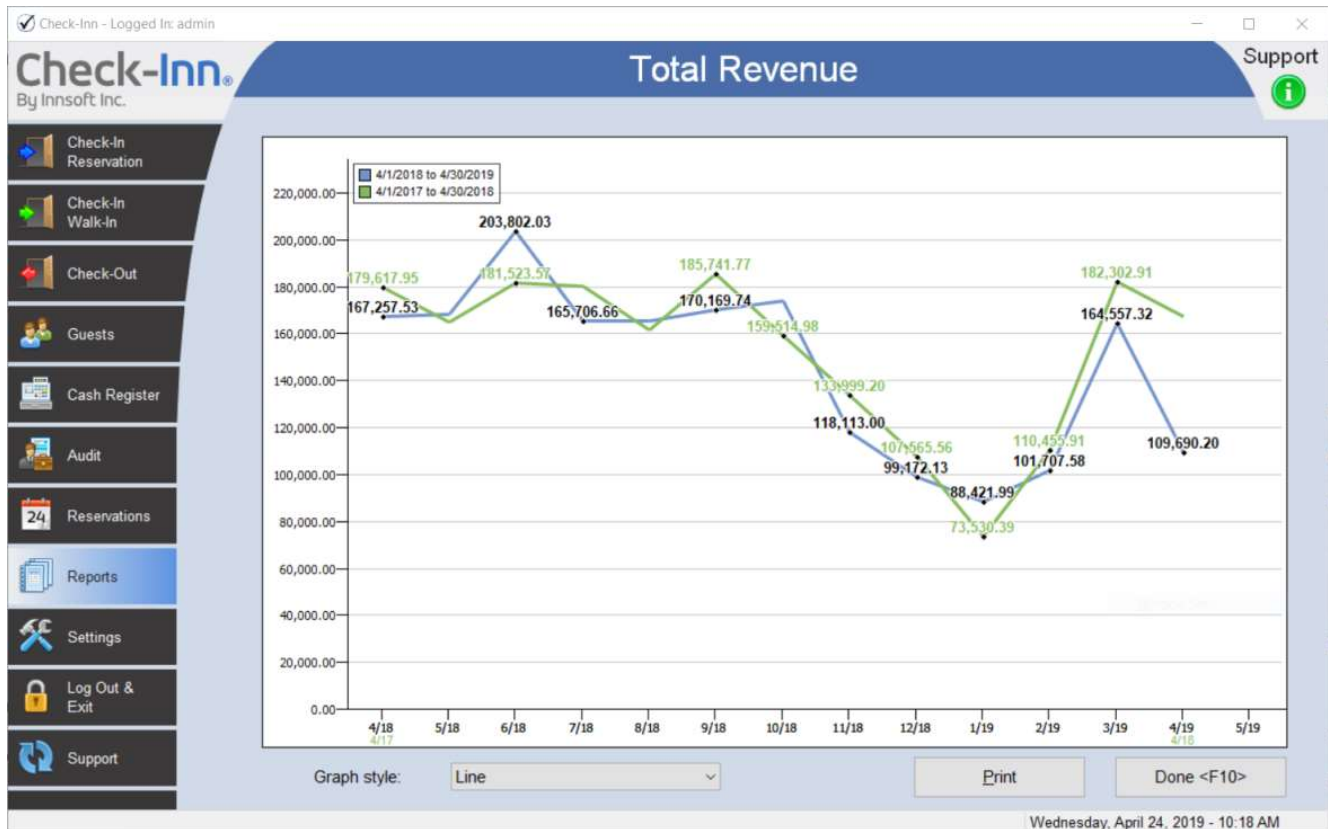
☒ WEDDINGS

Check All <F2> Uncheck All <F3> Market Codes Continue <F10> Cancel <ESC>

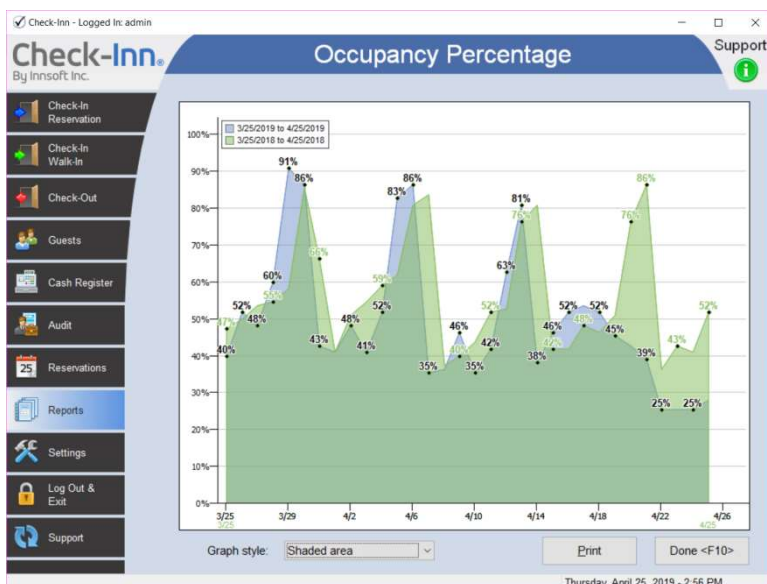
Tuesday, April 30, 2019 - 12:40 PM

# Graph and Reports

Innsoft is excited to announce that we have added a new charts & graph reporting feature to Version 7. Now you can quickly view how your property is performing year over year. View charts such as Total Revenue, Average Daily Rate, Occupancy Percentage, and more.



Total Revenue Year over Year



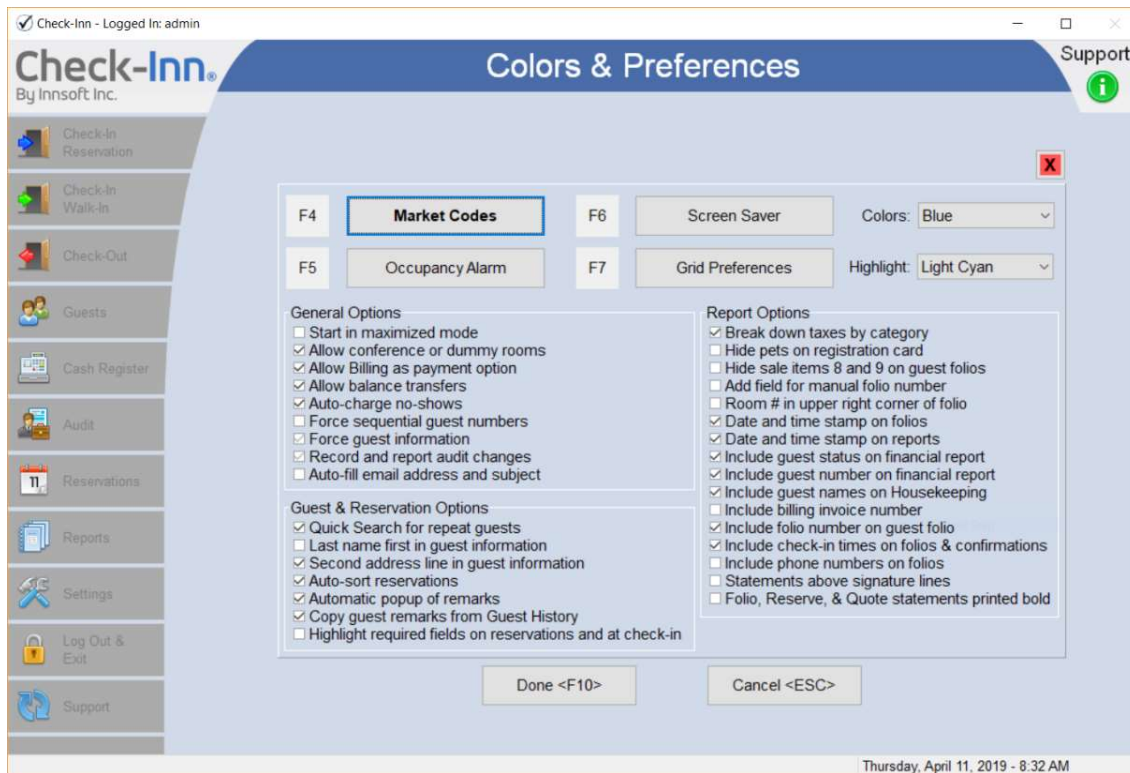
Occupancy Percentage Year over Year



Average Daily Rate over the Past Week

# Colors & Preferences

In Version 7 we reorganized the Colors & Preferences screen and add several new features. Check them out!



New options:	What it does when checked:
Auto-fill email address and subject	Check this option to automatically fill email address and subject line with the previous entry.
Copy guest remarks from guest history	Uncheck this option to not include remarks when creating new guest or reservations from guest history.
Highlight required fields on reservation and at check-in	Check this option to show required fields when creating reservations or checking in guest.
Include guest number on financial report	Uncheck this option to remove guest numbers from the daily financial report.
Include phone numbers on folios	Check this option to add the guest's phone number on their folios.
Statements above signature lines	Check this option to move your statements above the signature line on the folios.
Folio, Reserve, & Quote statements printed in bold	Check this option if you want all your statements to show in bold text.

# Taxes & Sales Categories

In Version 7, we have completely reworked taxes allowing for more customization and ease when changing your tax rates. Don't worry when upgrading to V7, we will automatically convert your existing taxes to the new system!

Create date rules for your taxes.

For example, if your lodging taxes are changing from 10% to 11% on 1/1/20, you can copy your existing tax rules, modify lodging tax from 10% to 11% and put an effective starting date of 1/1/20. Any future reservations that are have a check-in date on or past 1/1/20 will be using the new tax rule.

The effective tax rule for today's date will show as green in the list.

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## Tax & Sales Categories

Support

1	Effective starting 2/1/2021 (3 rates)
2	Effective starting 4/1/2012 (3 rates)
3	Effective starting 1/1/2000 (3 rates)

Add <F2>   Modify <F3>   Delete <F4>

Copy Taxes <F5>

Done <F10>   Cancel Deletion <ESC>

Cash register sales categories can be added or changed in this screen. You can add up to 3 repeating charges to be charged daily on every guest using the auto button.

Check-Inn - Logged In: admin

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## Sales Categories

Support

Item 3	State	Auto: OFF	Item 12		Auto: OFF
Item 4	County	Auto: OFF	Item 13		Auto: OFF
Item 5	Pet charge	Auto: OFF	Item 14		Auto: OFF
Item 6	Water	Auto: OFF	Item 15		Auto: OFF
Item 7	Damage	Auto: OFF	Item 16		Auto: OFF
Item 8	No Show	Auto: OFF	Item 17		Auto: OFF
Item 9	Cancel Fee	Auto: OFF	Item 18		Auto: OFF
Item 10	Breakfast	Auto: 10.00	Item 19		Auto: OFF
Item 11	Tax Adjustment	Auto: OFF	Item 20		Auto: OFF

Done <F10>   Cancel <ESC>

Wednesday, April 24, 2019 - 11:20 AM



# Adding or Modifying Tax Rules

Use the “Options” button to set exemption rules or tax-on-tax.

Insert effective from date here.

Create up to 5 different taxes as either a percentage or a flat tax.

Create and name up to 5 exemption types

Check-Inn®  
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Check-In Reservation

Check-In Walk-In

Check-Out

Guests

Cash Register

Audit

19 Reservations

Reports

Settings

Log Out & Exit

Support

Modify Tax Rules

Support

Effective date: 2/1/2021

Details

	Name	Type	Rate or Amount	Options
Tax A	State	<input checked="" type="radio"/> Rate <input type="radio"/> Flat Tax	5.00 %	Options
Tax B	City	<input checked="" type="radio"/> Rate <input type="radio"/> Flat Tax	6.00 %	Options
Tax C	Tourism	<input type="radio"/> Rate <input checked="" type="radio"/> Flat Tax	\$ 5.00	Options
Tax D		<input checked="" type="radio"/> Rate <input type="radio"/> Flat Tax	0.00 %	Options
Tax E		<input checked="" type="radio"/> Rate <input type="radio"/> Flat Tax	0.00 %	Options

Exemptions

Select Taxes that will NOT be charged.

Type 1	State	Exempt from A
Type 2	City	Exempt from B
Type 3		Set Exemptions
Type 4		Set Exemptions
Type 5		Set Exemptions

Sales Categories

Setup Sales Categories

Select taxes for sales categories

Print tax settings

Done <F10>

Cancel <ESC>

Select all applicable taxes for each of your sales categories in this screen. The total tax % and total flat tax will display on the right side.

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Check-In Reservation

Check-In Walk-In

Check-Out

Guests

Cash Register

Audit

24 Reservations

Reports

Settings

Log Out & Exit

Support

Taxes By Sales Category

Support

Select all applicable taxes for each sales category.

Category Name	State	County	Resort	Total Tax (%)	Total Flat (\$)
(Select All)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lodging	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	15.2500 %	\$ 2.50
Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.2500 %	\$ 0.00
Room Deposit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.2500 %	\$ 0.00
State	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.2500 %	\$ 0.00
County	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6.0000 %	\$ 0.00
Pet charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0000 %	\$ 0.00
Water	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15.2500 %	\$ 0.00
Damage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15.2500 %	\$ 0.00
No Show	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15.2500 %	\$ 0.00
Cancel Fee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15.2500 %	\$ 0.00
Breakfast	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15.2500 %	\$ 0.00
Tax Adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0000 %	\$ 0.00

Done <F10>

Cancel <ESC>

Wednesday, April 24, 2019 - 11:07 AM