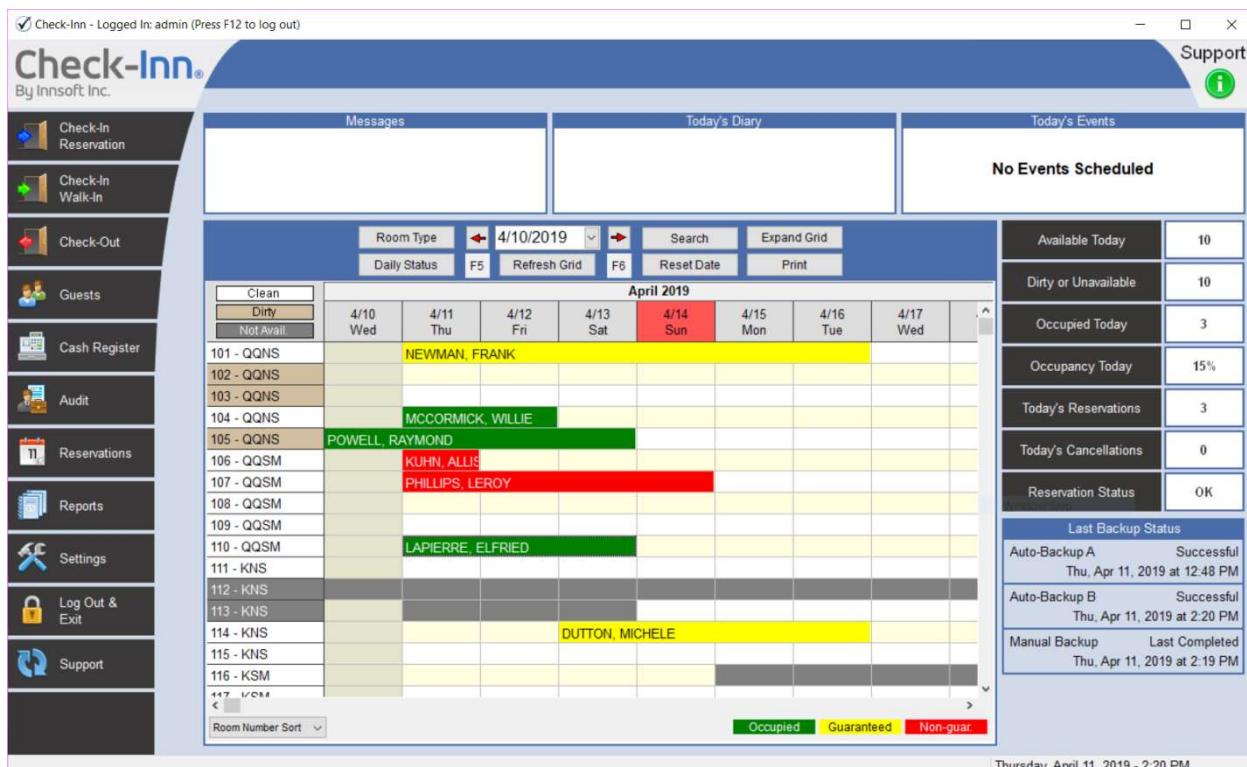




## New in Check-Inn Version 7

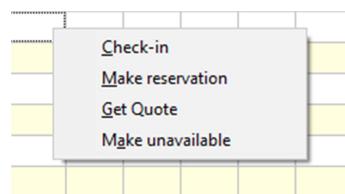
Innsoft, a Yanolja Cloud company, is excited to announce the release of Check-Inn Version 7, our flagship PMS software! This version maintains the same look and features of Version 6 and adds many of the features our properties have been requesting. Check out some of the highlights below!



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
		4/11	4/12	4/13	4/14	4/15		
		Thu	Fri	Sat	Sun	Mon		
102 - QQNS								
103 - QQNS								
104 - QQNS		MCCORMICK, WILLIE						
105 - QQNS		POWELL, RAYMOND						

Click and drag empty cells on the grid



Check-Inn®  
By Insoft Inc.

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

First Name  Last Name   
Address line 1   
Address line 2   
City  State  Zip Code   
Country  Phone   
Company  Email   
Remarks   
Market Code & Resv ID  Insert Code...  
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  
Continue <F10> Cancel <ESC>

F2 Change  
F3 Enter Deposit  
F4 Print Confirm.  
F5 Copy Last  
F6 Cancel  
F7 Travel Agency  
F8 Group Booking  
F9 Remarks  
F11 Mark as No-Show

Thursday, April 11, 2019 - 7:23 AM

Creates a reservation for selected dates

Today's Diary

4/11/2019

Search Expand Grid Refresh Grid Reset Date Print

April 2019

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

## Quick Search from Grid

Search

1. Guests

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

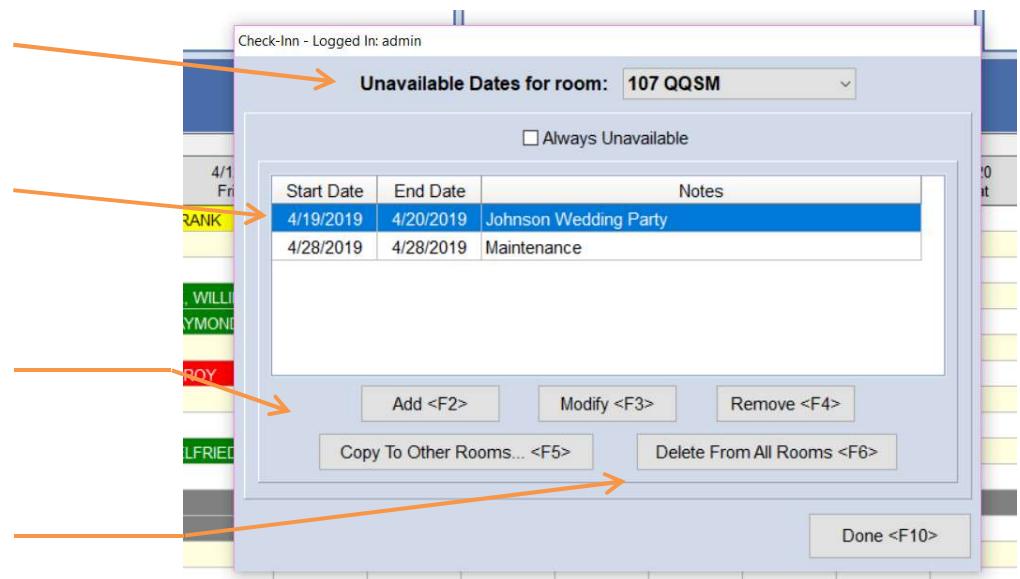
If you right click:	You have these options:	Notes on New Feature:
On any room listed on the left-hand side of the grid.		<ul style="list-style-type: none"> <li>Set custom unavailable dates.</li> </ul>

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.



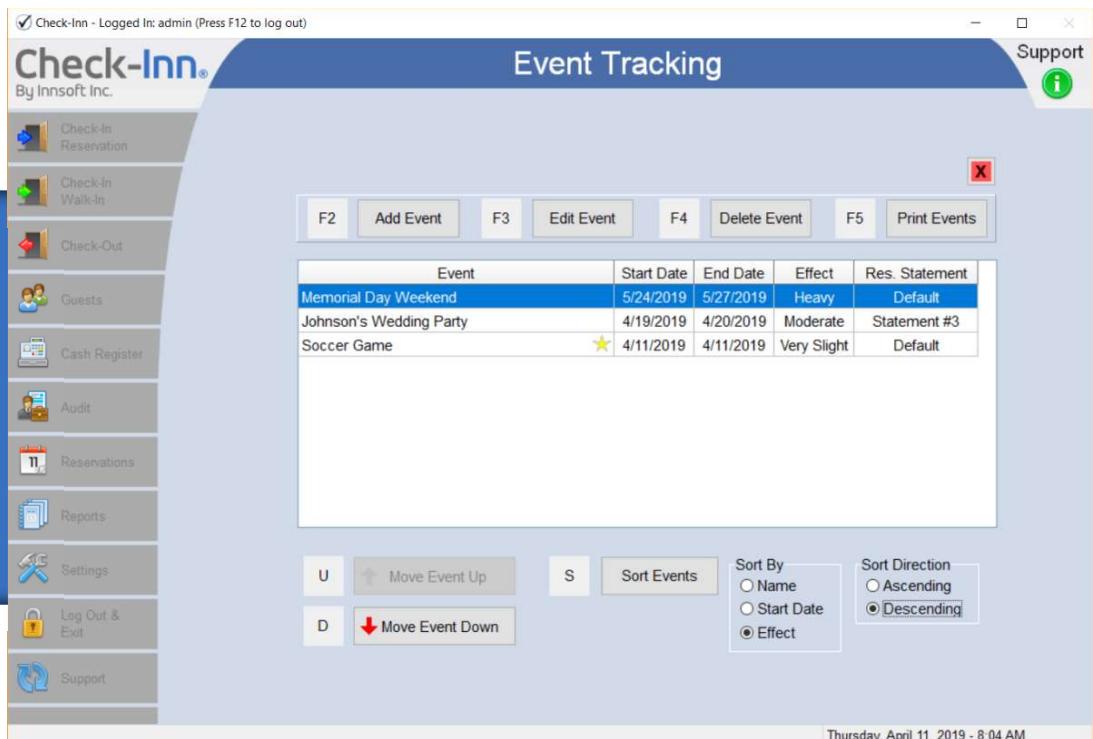
Hover over unavailable rooms and see the start and end date as well as the notes.

Unavailable rooms show on the grid in gray.

108 - QQSM	109 - QQSM	110 - QQSM	LAPIERRE, ELFRIED	RACK = 85.00 AAA = 77.00 CORP = 79.00 UNAVAILABLE (Out of order) Start 04/11/2019 End 04/13/2019	111 - KNS	112 - KNS	113 - KNS	114 - KNS	115 - KNS	116 - KSM	117 - KSM	118 - KSM
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## 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.



The screenshot shows the 'Event Tracking' module of the Check-Inn software. On the left is a vertical menu bar with icons for Check-In Reservation, Check-In Walk-In, Check-Out, Guests, Cash Register, Audit, Reservations, Reports, Settings, Log Out & Exit, and Support. The main window title is 'Event Tracking'. At the top right are buttons for 'Add Event', 'Edit Event', 'Delete Event', and 'Print Events'. Below these are buttons for sorting: 'U' (Up), 'D' (Down), 'Move Event Up', 'Move Event Down', 'Sort Events', and 'Sort By' (with options for Name, Start Date, Effect, and Res. Statement). To the right of the sort buttons is a 'Sort Direction' section with 'Ascending' and 'Descending' radio buttons, with 'Descending' selected. The main area displays a table of events:

Event	Start Date	End Date	Effect	Res. Statement
Memorial Day Weekend	5/24/2019	5/27/2019	Heavy	Default
Johnson's Wedding Party	4/19/2019	4/20/2019	Moderate	Statement #3
Soccer Game	4/11/2019	4/11/2019	Very Slight	Default

At the bottom right of the window is the date and time: 'Thursday, April 11, 2019 - 8:04 AM'.

### 1) By Name

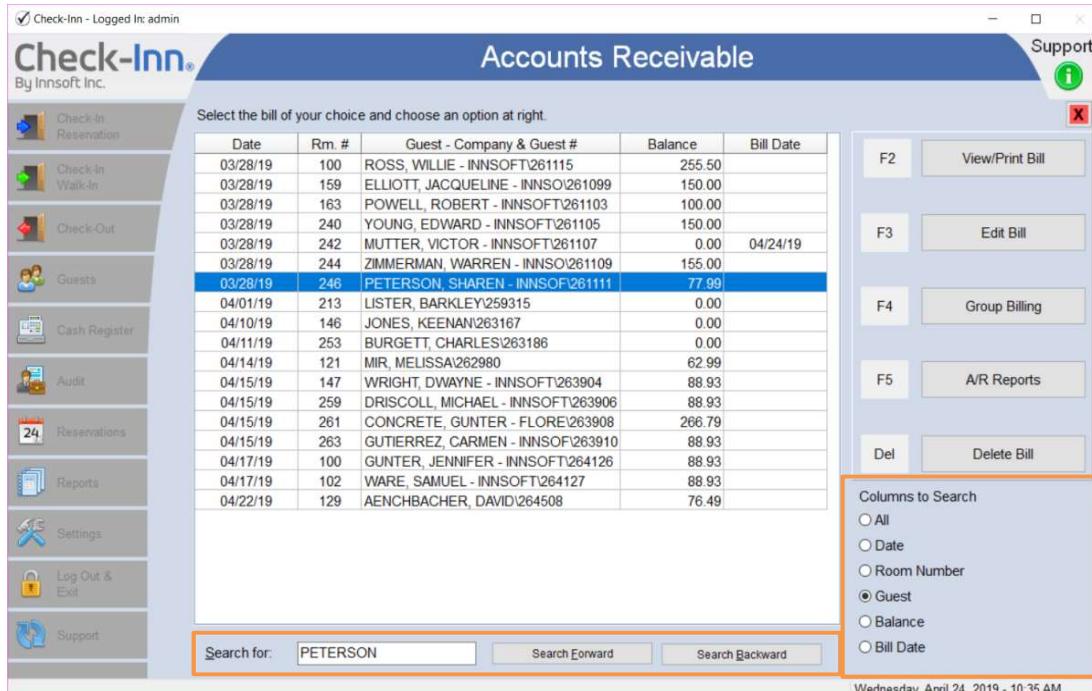
### 2) By Start Date

### 3) By Effect

### 4) Custom Sort

## Search Accounts Receivable

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



The screenshot shows the 'Accounts Receivable' module of the Check-Inn software. On the left is a vertical menu bar with icons for Check-In Reservation, Check-In Walk-In, Check-Out, Guests, Cash Register, Audit, Reservations, Reports, Settings, Log Out & Exit, and Support. The main window title is 'Accounts Receivable'. At the top right are buttons for 'View/Print Bill', 'Edit Bill', 'Group Billing', and 'A/R Reports'. Below these are buttons for 'Del' (Delete) and 'Delete Bill'. To the right of the buttons is a 'Columns to Search' section with radio buttons for 'All', 'Date', 'Room Number', 'Guest' (which is selected), 'Balance', and 'Bill Date'. The main area displays a table of bills:

Date	Rm. #	Guest - Company & Guest #	Balance	Bill Date
03/28/19	100	ROSS, WILLIE - INNSOFT261115	255.50	
03/28/19	159	ELLIOTT, JACQUELINE - INNSOFT261099	150.00	
03/28/19	163	POWELL, ROBERT - INNSOFT261103	100.00	
03/28/19	240	YOUNG, EDWARD - INNSOFT261105	150.00	
03/28/19	242	MUTTER, VICTOR - INNSOFT261107	0.00	04/24/19
03/28/19	244	ZIMMERMAN, WARREN - INNSOFT261109	155.00	
03/28/19	246	PETERSON, SHAREN - INNSOFT261111	77.99	
04/01/19	213	LISTER, BARKLEY259315	0.00	
04/10/19	146	JONES, KEENAN263167	0.00	
04/11/19	253	BURGETT, CHARLES263186	0.00	
04/14/19	121	MIR, MELISSA262980	62.99	
04/15/19	147	WRIGHT, DWAYNE - INNSOFT263904	88.93	
04/15/19	259	DRISCOLL, MICHAEL - INNSOFT263906	88.93	
04/15/19	261	CONCRETE, GUNTER - FLORE263908	266.79	
04/15/19	263	GUTIERREZ, CARMEN - INNSOFT263910	88.93	
04/17/19	100	GUNTER, JENNIFER - INNSOFT264126	88.93	
04/17/19	102	WARE, SAMUEL - INNSOFT264127	88.93	
04/22/19	129	AENCHBACHER, DAVID264508	76.49	

At the bottom left is a search bar with the text 'Search for: PETERSON' and buttons for 'Search Forward' and 'Search Backward'. At the bottom right is the date and time: 'Wednesday, April 24, 2019 - 10:35 AM'.

### 1) By Date

### 2) By Room Number

### 3) By Guest

### 4) By Balance

### 5) By Bill Date

# Guest / Reservation Screen

Check-In - Logged In: admin

**Check-In®**  
By Insoft 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@INNSOFT.COM  
Remarks GDS

Res Info: 54202SB028840 6 B1K ETD

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

Credit Card Information  
Card # 44443332221111 Exp. 0321

Arrival Time Forfeit Amount  Guaranteed  6:00 PM Hold

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

F2 Change F3 Enter Deposit F4 Print Confirm. F6 Cancel  
F7 Travel Agency F9 Group Booking F11 Remarks  
F12 Mark as No-Show

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

**Check-In®**  
By Insoft Inc.

**Reports**

1 Daily Financial Report 7 Guest Reports  
2 Monthly Financial Report 8 Shift Reports  
3 Yearly Financial Report 9 Guest Tracking  
4 Reservation Reports A Phone House Account  
5 Housekeeping Report B Phone Miscellaneous  
6 Occupancy Report 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-In - Logged In: admin

**Check-In®**  
By Insoft Inc.

**Market Segment Report**

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

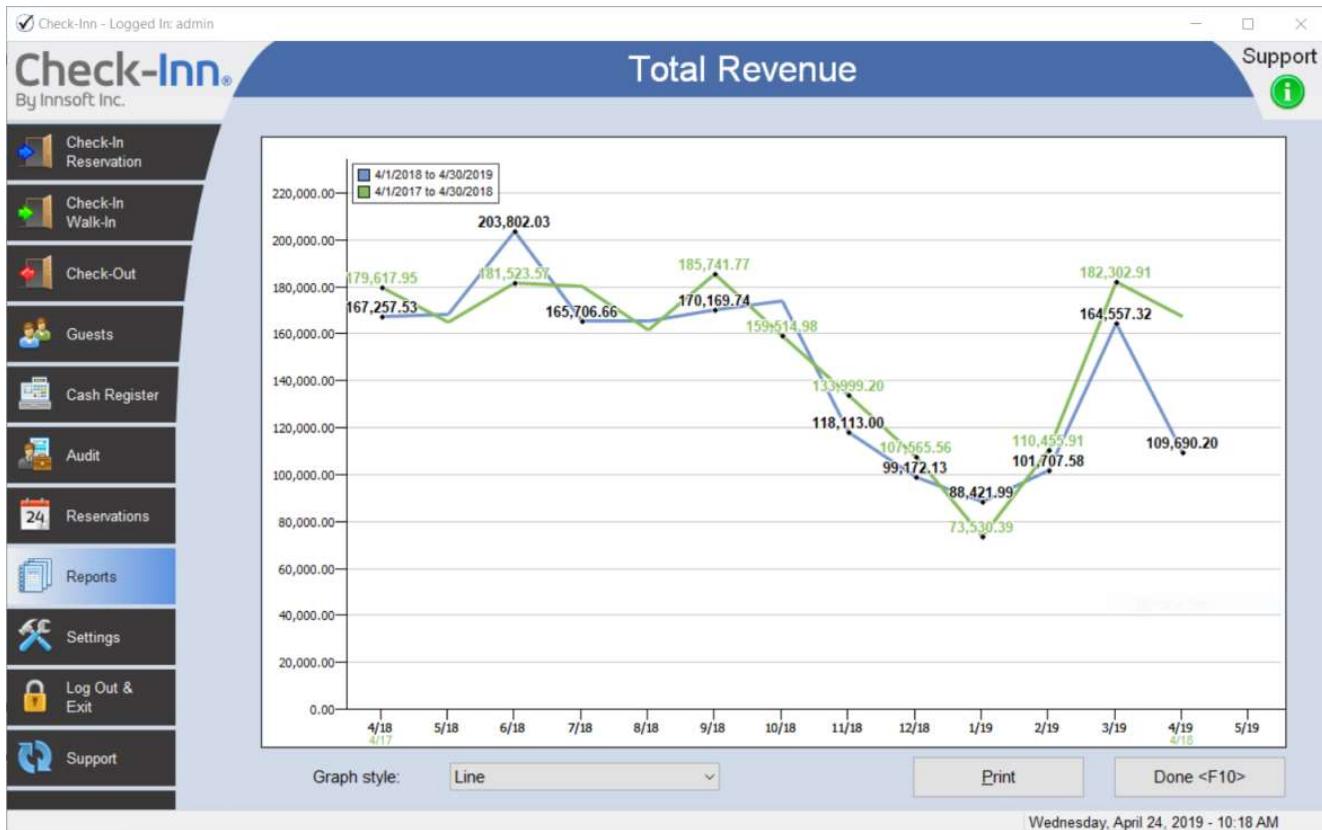
AAA  
 GOVERNMENT  
 LOCAL  
 OTA  
 PHONE  
 TRAVEL  
 WEBSITE  
 WEDDINGS

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

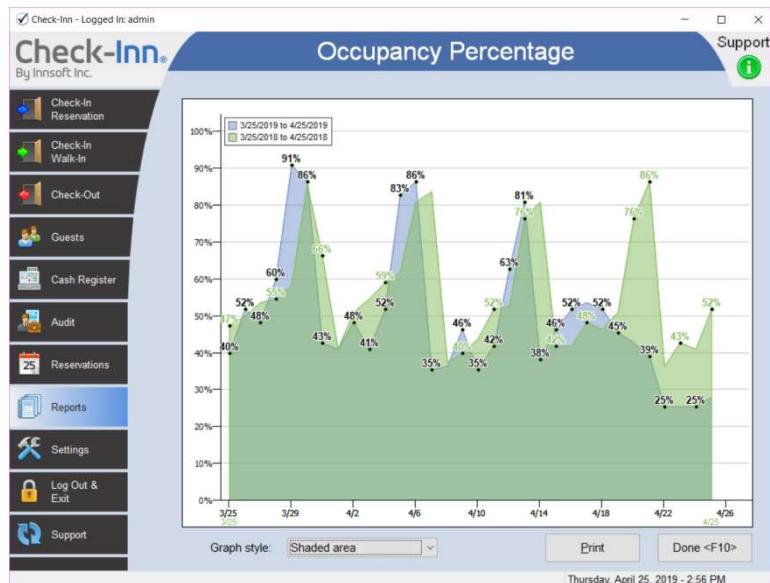
Tuesday, April 30, 2019 - 12:40 PM

# 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



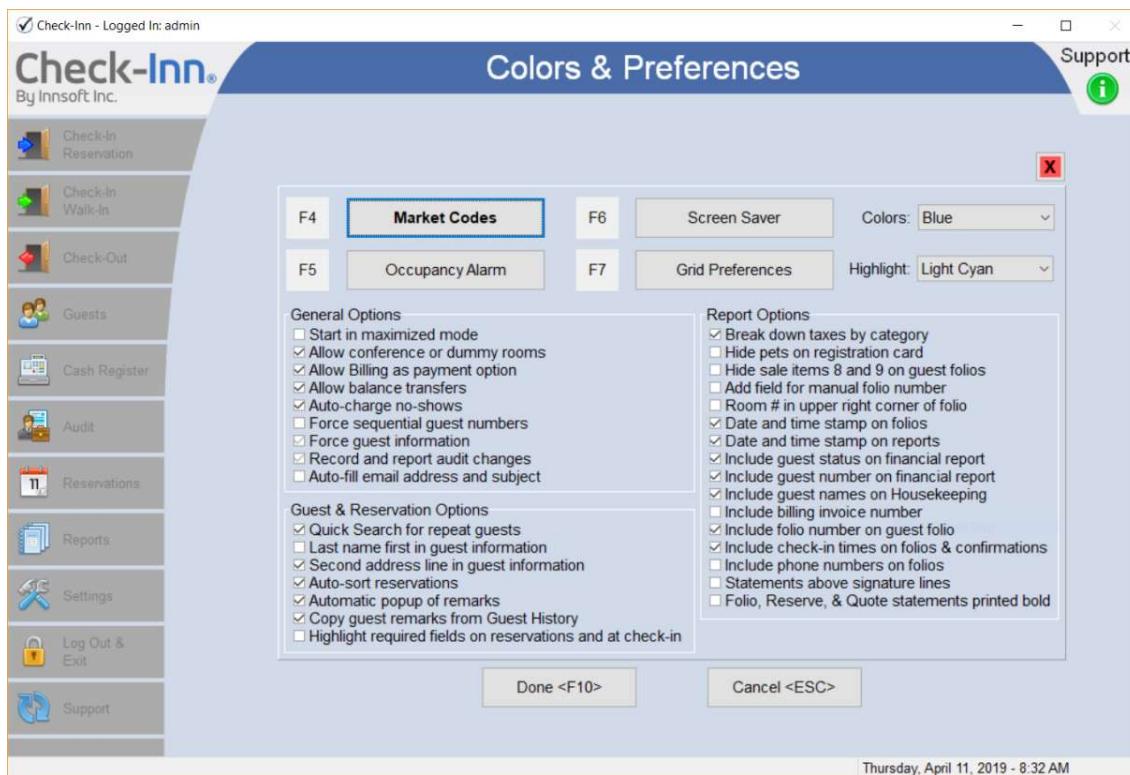
## Occupancy Percentage Year over Year



## 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.

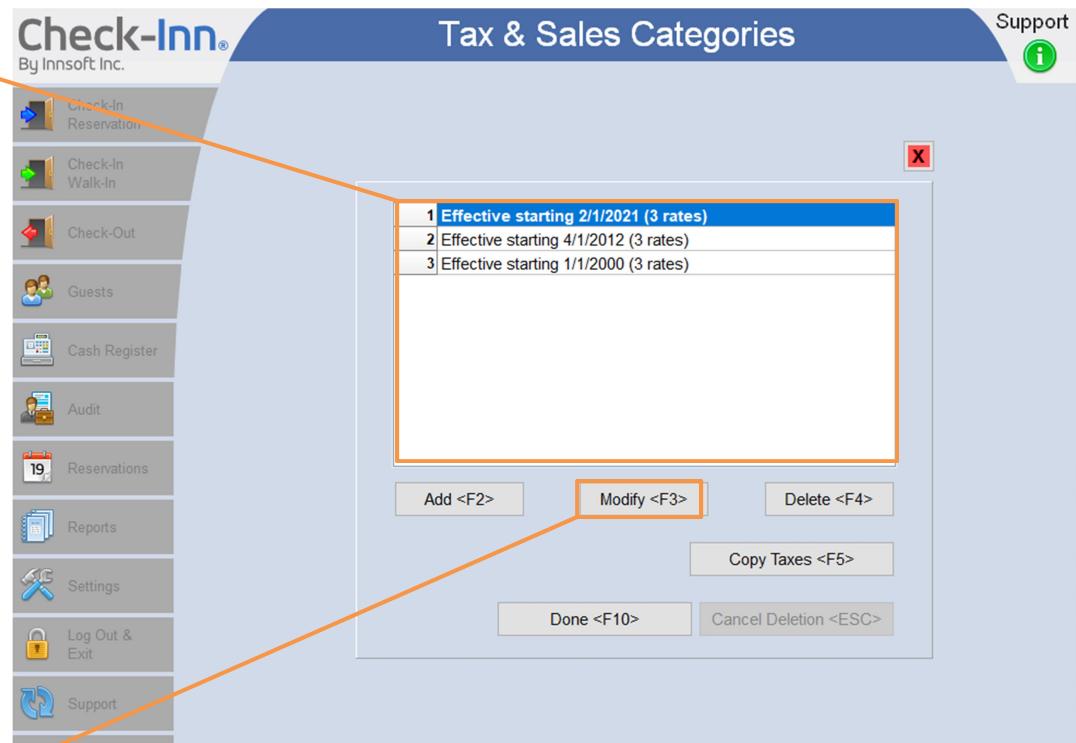
# Taxes & Sales Categories

Create date rules for your taxes.

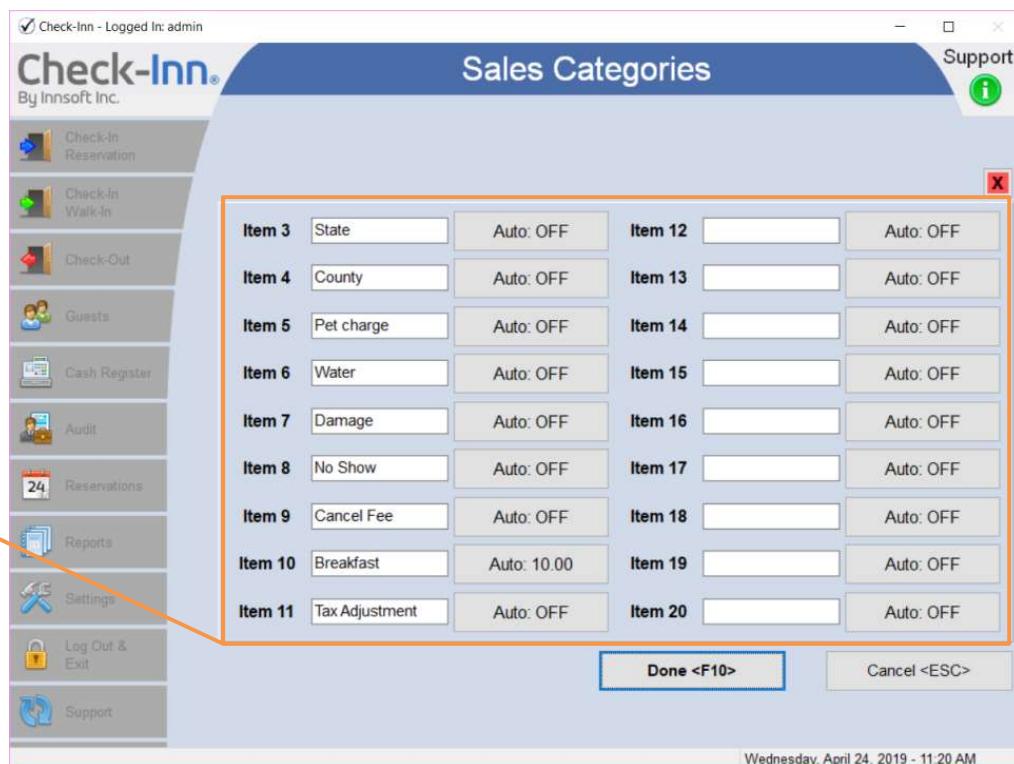
For example, if your lodging taxes are changing from 10% to 11% on 1/1/20, you can copy your existing tax rules, modify lodging tax from 10% to 11% and put an effective starting date of 1/1/20. Any future reservations that are have a check-in date on or past 1/1/20 will use the new tax rule.

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

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!



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.



# 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

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.

