



WHAT YOU NEED TO KNOW ABOUT VRM VERSION 7.0

CURRENT DASHBOARD



Logged-in User: vrmichelle

Status Help! Learn

Quick Access: Reservations Properties Owners Members/Guests Work Orders Readiness Manager LeadTracker

- Reservations +
- Calendar +
- Members and Guests +
- Properties +
- Maintenance +
- Accounting +
- Miscellaneous +
- Hourlies +
- Non-Rentals +
- Long-Terms +
- Owners +
- Housekeeping +
- Sysconfig +
- Analytics +
- Log Out

Client Code: VACRENT_MICH
App Version: 6.19.0.0
DB Version: 6.22.1.1

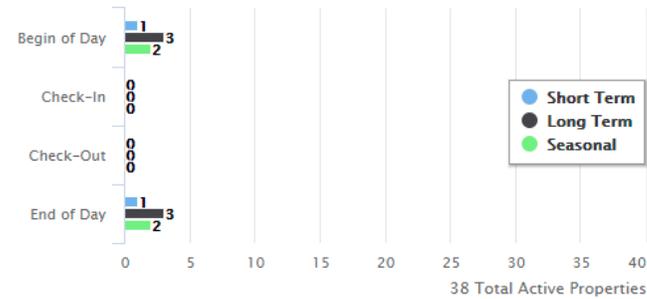
VRM News and Info:

VRM has received reports of an error code "701 Processor / Network Error" when trying to process credit card payments. VRM has reached out to the gateway provider, and they have reported an issue with a specific processor. This may result in intermittent credit card processing failures until resolved. The latest update is that the issue should be resolved by 1:00 PM ET. We will continue to update this message as we learn more.

Company News and Info:

My test Employee message!!

Today's Occupancy Chart



My Reports

My Favorite Reports

- Accounting
- OnDemand

NEW DASHBOARD



Reservations Properties Owners Members/Guests Maintenance WO Housekeeping WO Readiness Manager

vrmmichelle Vacation Realty, Inc. ...

- Dashboard
- Reservations
- Calendar
- Members and Guests
- Properties
- Long-Terms
- Maintenance
- Housekeeping
- Owners
- Welcome Home
- Accounting
- System Configuration
- Analytics
- Miscellaneous
- Hourlies
- Non-Rentals
- Log Out

Favorite Reports

Accounting		
OnDemand		
Bank Reconciliation	Check Stubs	
Daily		
Cash Receipts		

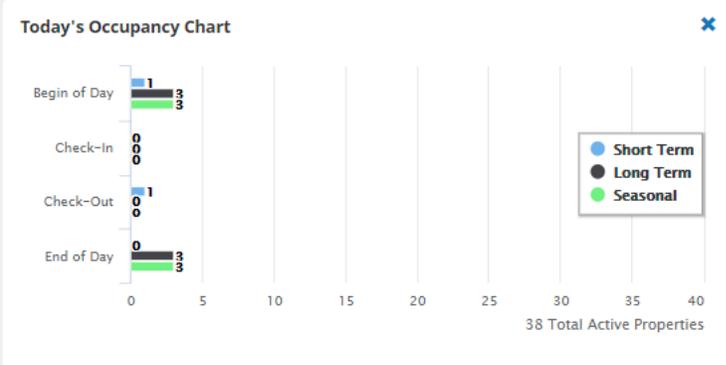
Setup Quick Access Reports

VRM News and Info

VRM 7/20/2021 12:14 PM

VRM Insider: What You Need to Know About VRM Version 7.0 Thurs, July 22nd @ 2PM ET- Join the VRM Training and Support Team as they walk you through all the exciting updates that will be released with Admin Console Version 7.0. [REGISTER NOW](#)

VRM 7/20/2021 12:14 PM



Company News and Info

Michelle VRM (VACRENT_MICH) 7/20/2021 3:07 PM

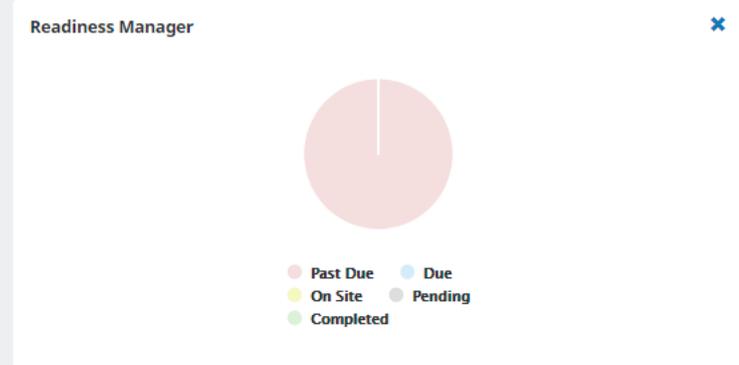
Housekeepers please make sure to check under bed for items left behind.

Michelle VRM (VACRENT_MICH) 7/20/2021 3:06 PM

My test employee message!!

Michelle VRM (VACRENT_MICH) 7/13/2021 2:06 PM

Please mark sure we are not storing any guest credit card information in the notes of the reservation!



To enable or disable dashboard widgets, click the widget configuration icon.

WELCOME HOME

VRM
Virtual Resort Manager

- Reservations +
- Calendar +
- Members and Guests -
 - Manage Members
 - Reports
 - Welcome Home Dashboard

vacrent-michelle.vrmgr.com/admin_wh/home.asp

Messaging Configuration Guest Extranet Logs WH Complete

Welcome Home
by Virtual Resort Manager

Welcome Home Dashboard

To get started, use the navigational menu or choose from the following options:

Messaging Features

- Housekeeping +
- Sysconfig -
 - Financial
 - Company
 - Property
 - Manage Employees
 - Reports
 - Website
 - Vacation Bridge
 - DocTracker

Start

- Basic Travel Agency List
- Compare Features -> Properties
- Employee Activity Log
- Enhanced Work Orders Admin
- Geocoding Admin
- Guest Survey Admin
- Inactive And Archived Properties
- Portal Mapping
- Revenue Management Configuration
- System Configuration Details
- Welcome Home Dashboard

- Miscellaneous -

- Reservation Emails
- Owner Email
- Enhanced Discounts
- YieldManagement
- Welcome Home
- Guest Survey

Reservation Emails	Owner Email	Enhanced Discounts	YieldManagement	Welcome Home	Guest Survey
<input type="checkbox"/>	When a Reservation Has Been Made			Edit	
<input type="checkbox"/>	# days prior to "Prepaid Required By"			Edit	
<input type="checkbox"/>	Prepay Satisfied "Thank You"			Edit	
<input type="checkbox"/>	# days prior to "Balance Due Call"			Edit	

CRM

CHANGES TO MODULES

Current Dashboard



VRM
Virtual Resort Manager

- Reservations +
- Calendar +
- Members and Guests +
- Properties +
- Maintenance +
- Accounting +
- Miscellaneous +
- Hourlies +
- Non-Rentals +
- Long-Terms +
- Owners +
- Housekeeping +
- Sysconfig +
- Analytics +
- Log Out

Client Code: VACRENT_MICH
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VRM
Virtual Resort Manager
New Dashboard

- Dashboard
- Reservations
- Calendar
- Members and Guests
- Properties
- Long-Terms
- Maintenance
- Housekeeping
- Owners
- Welcome Home
- Accounting
- System Configuration
- Analytics
- Miscellaneous
- Hourlies
- Non-Rentals
- Log Out

Current Dashboard



VRM
Virtual Resort Manager

- Reservations +
- Calendar -
 - By Property
 - Tape Chart
 - Local Events
 - Annual Calendar
- Members and Guests +
- Properties +
- Maintenance +
- Accounting +
- Miscellaneous +
- Hourlies +
- Non-Rentals +
- Long-Terms +
- Owners +
- Housekeeping +
- Sysconfig +
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VRM
Virtual Resort Manager
New Dashboard

- Dashboard
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- Members and Guests
- Properties
- Long-Terms
- Maintenance
- Housekeeping
- Owners
- Welcome Home
 - Event Messages
 - One Time Message
 - Message Templates
 - Configurations
 - Logs
- Analytics
- Miscellaneous
- Hourlies
- Non-Rentals
- Log Out

CHANGES TO QUICK ACCESS

Current Dashboard



Logged-in User: test2

Status Help! Learn

Quick Access: Reservations Properties Owners Members/Guests Work Orders Readiness Manager LeadTracker

New Dashboard



Reservations **Properties** Owners Members/Guests Maintenance WO **Housekeeping WO** Readiness Manager

Dashboard Reservations Calendar Members and Guests Properties Long-Terms Maintenance Housekeeping Owners Welcome Home

Type: Short Term Office: ALL Offices Status: Active

Property: ALL Properties Property Type: ALL Property Type Location: ALL Locations

Arrival: mm/dd/yyyy Departure: mm/dd/yyyy HK Group: ALL Housekeeping

HK Status: Housekeeping Status

Bedrooms: Any Bathrooms: Any Sleeps: 1 Exact At Least

Allow Pets Handicap Accessible Smoking Allowed Featured

Search

News and Info 1

VRM

VRM Insider: What Y Thurs, July 22nd @ 2PM as they walk you through with Admin Console Ver

Occupancy Chart

in of Day 0 3 3

Check-In 1 0 0

DASHBOARD ICONS

VRM
Virtual Resort Manager

Reservations Properties Owners Members/Guests Maintenance WO Housekeeping WO Readiness Manager

vrmmichelle Vacation Realty, Inc. ...

User Preferences

Background Color 	Navigation Menu Background 	Limit New Windows <input checked="" type="checkbox"/>
--	--	---

[Save Changes](#)

- Dashboard
- Reservations
- Calendar
- Members and Guests
- Properties
- Long-Terms
- Maintenance
- Housekeeping
- Owners
- Welcome Home
- Accounting
- System Configuration
- Analytics
- Miscellaneous
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- Non-Rentals
- Log Out

Favorite Reports



Accounting	
OnDemand	
Bank Reconciliation	Check Stubs
Daily	
Cash Receipts	
Setup Quick Access Reports	

VRM News and Info 2

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VRM 7/20/2021 12:14 PM

Company News and Info 3

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My test employee message!!

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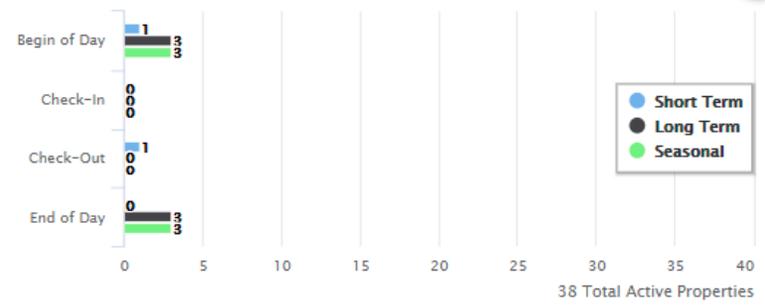
Widget Selection



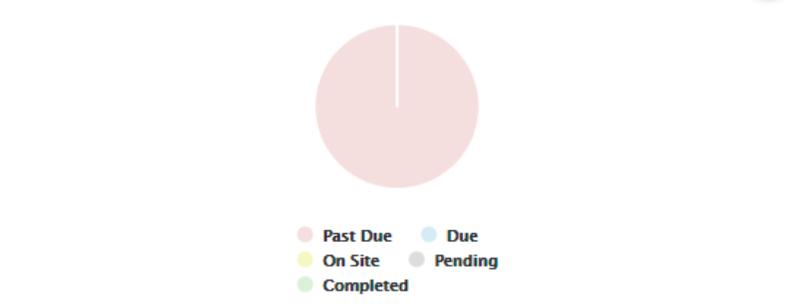
Widget	Shown on Dashboard
Occupancy Chart	<input checked="" type="checkbox"/>
Favorite Reports	<input checked="" type="checkbox"/>
Readiness Manager	<input checked="" type="checkbox"/>
Leads Gauge	<input type="checkbox"/>

Save Changes

Today's Occupancy Chart



Readiness Manager



To enable or disable dashboard widgets, click the widget configuration icon



VRM/COMPANY NEWS & INFO

VRM News and Info **2**

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Bulletin Board Settings

VRM News and Info **1**

VRM 7/20/2021

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Company News and Info **2**

Michelle VRM (VACRENT_MICH) 7/20/2021

Housekeepers please make sure to check under bed for items left behind.

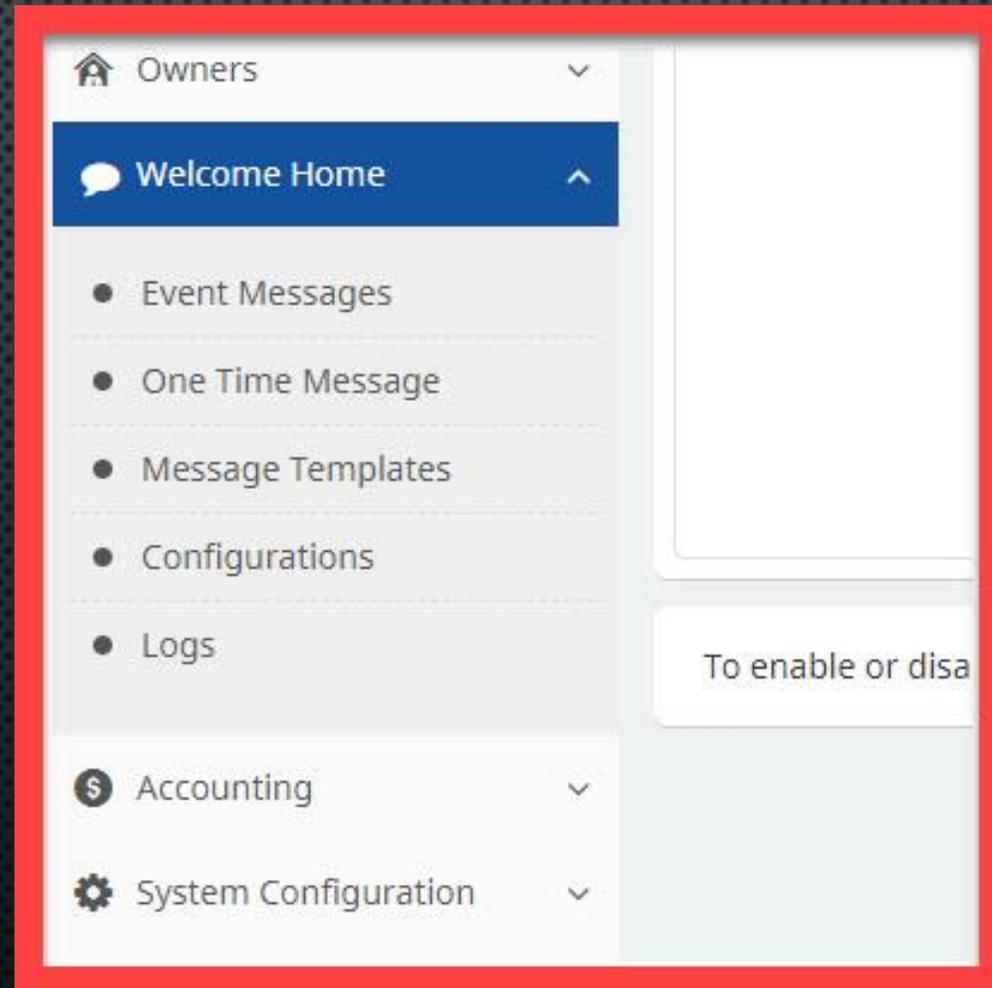
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My test employee message!!

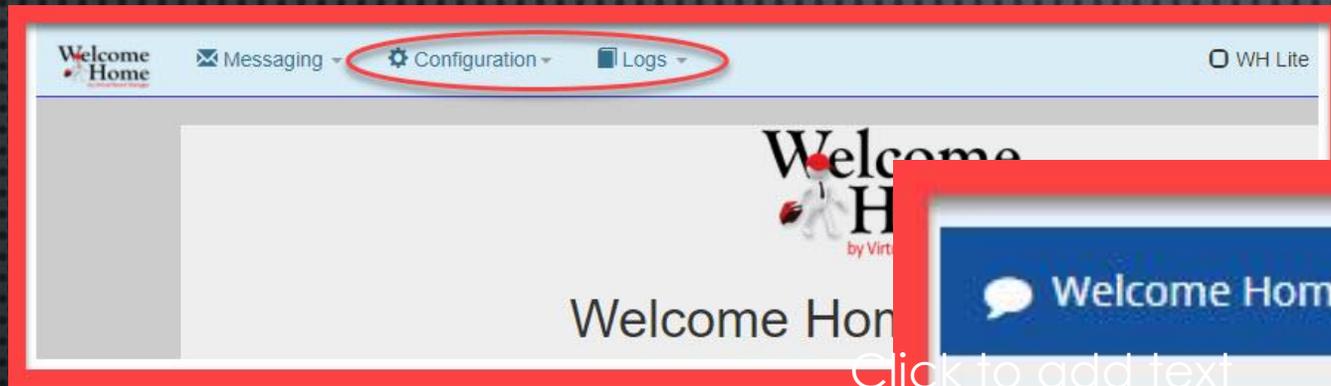
Michelle VRM (VACRENT_MICH) 7/13/2021

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ENHANCEMENTS TO WELCOME HOME

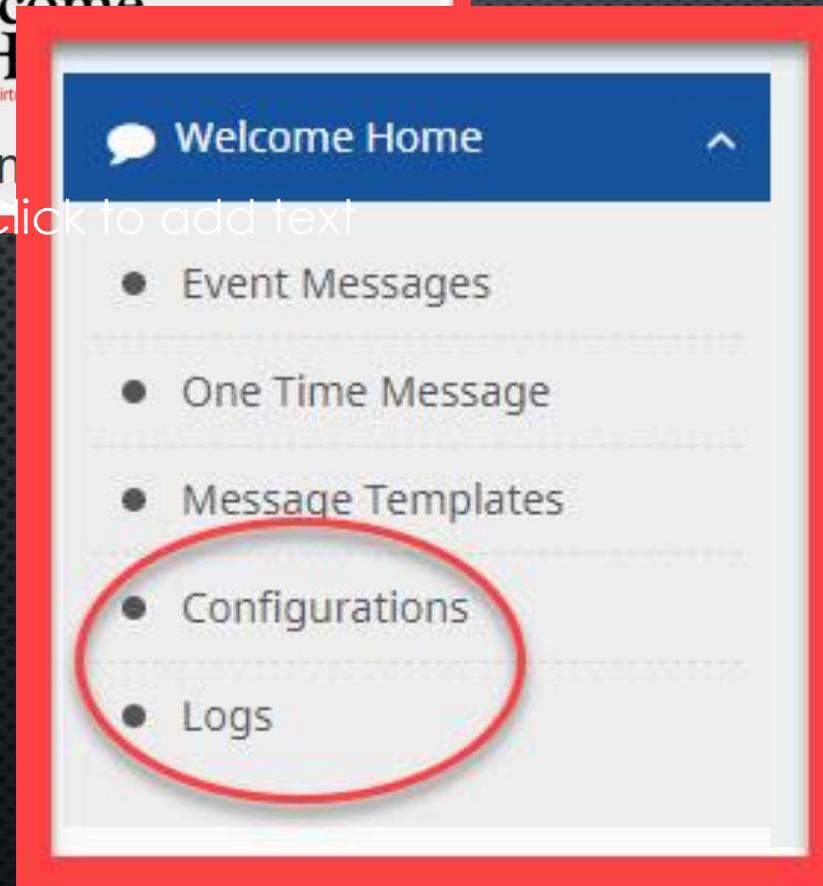


ENCANCEMENTS TO WELCOME HOME



Before

After



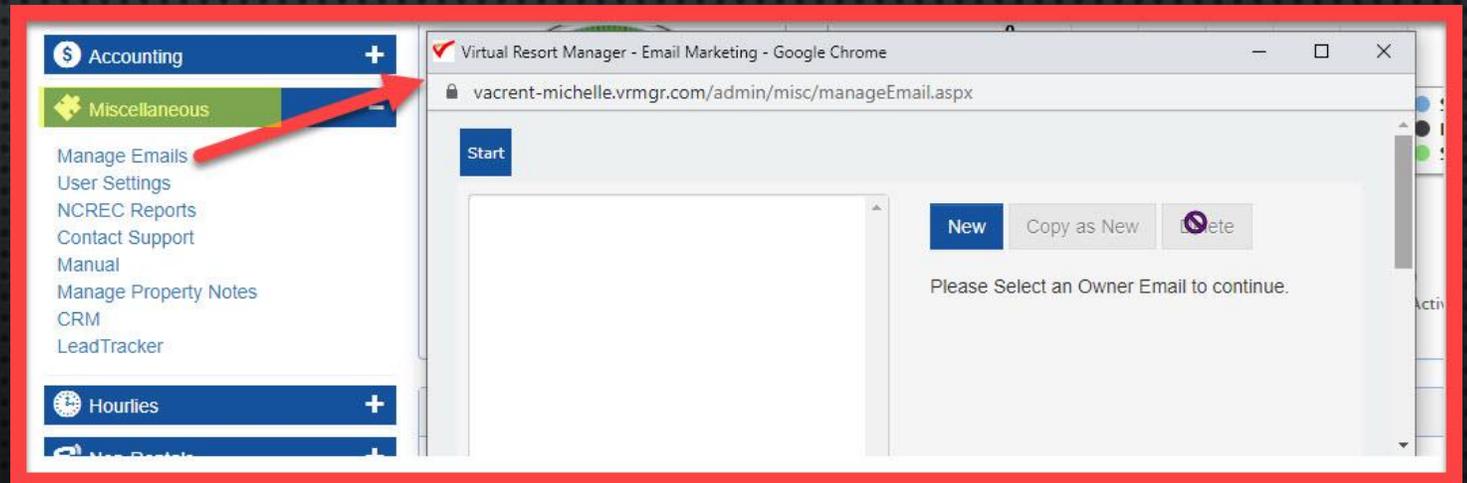
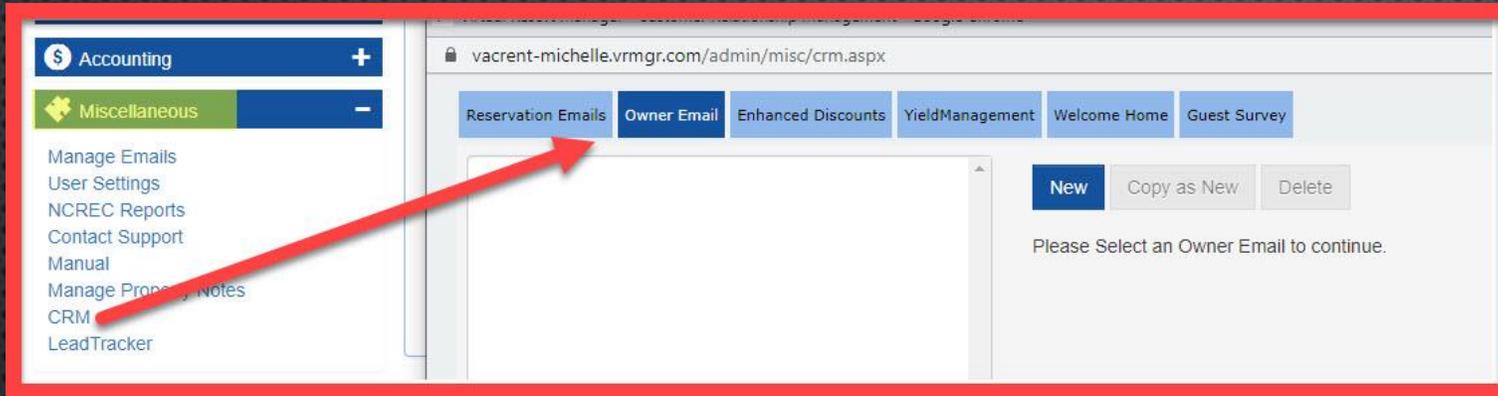
Welcome Home Message Logs and Configurations can now be Accessed on the VRM Dashboard

ENHANCEMENTS TO ONE TIME MESSAGES

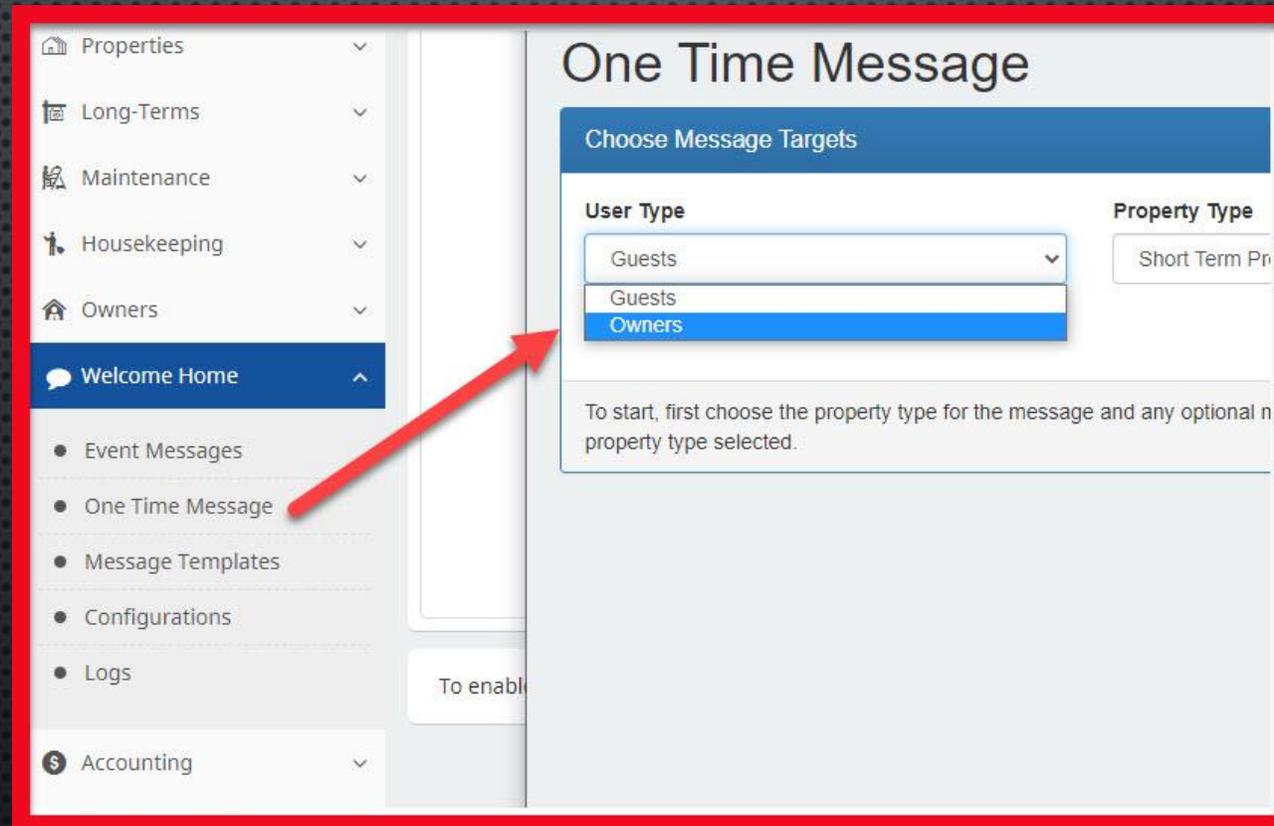
NOW YOU CAN

- Create Owner Messages
- Utilize New Tags
- Assign Messages to Specific Properties
- Assign Messages to a Group of Specific Reservations
- Preview Your Message
- Assign a Specific 'From' Address to a Message
- Send Messages Immediately

OWNER EMAILS BEFORE

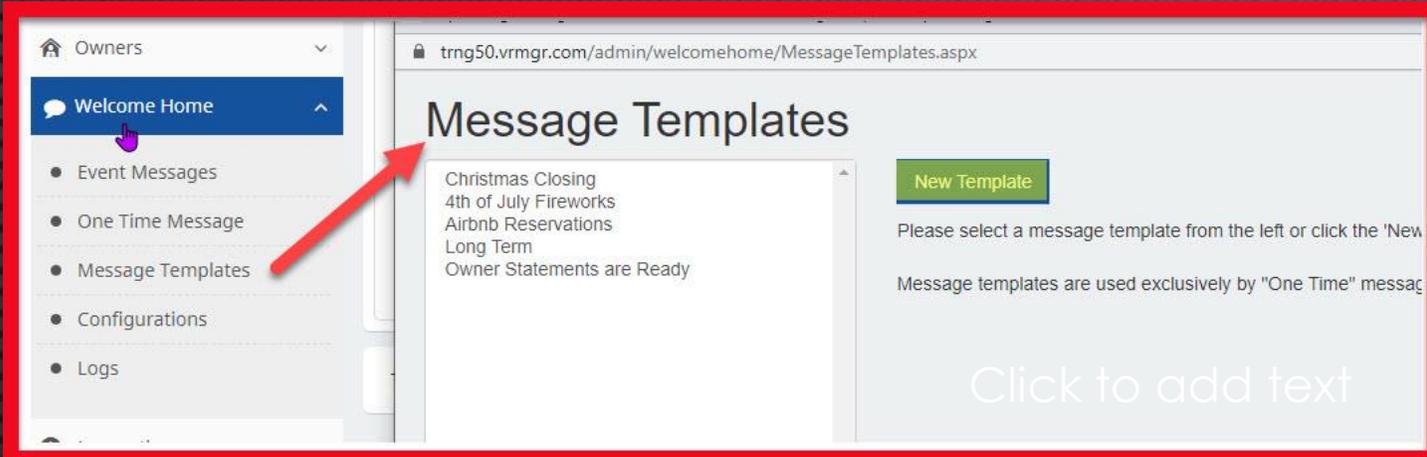


OWNER MESSAGES AFTER



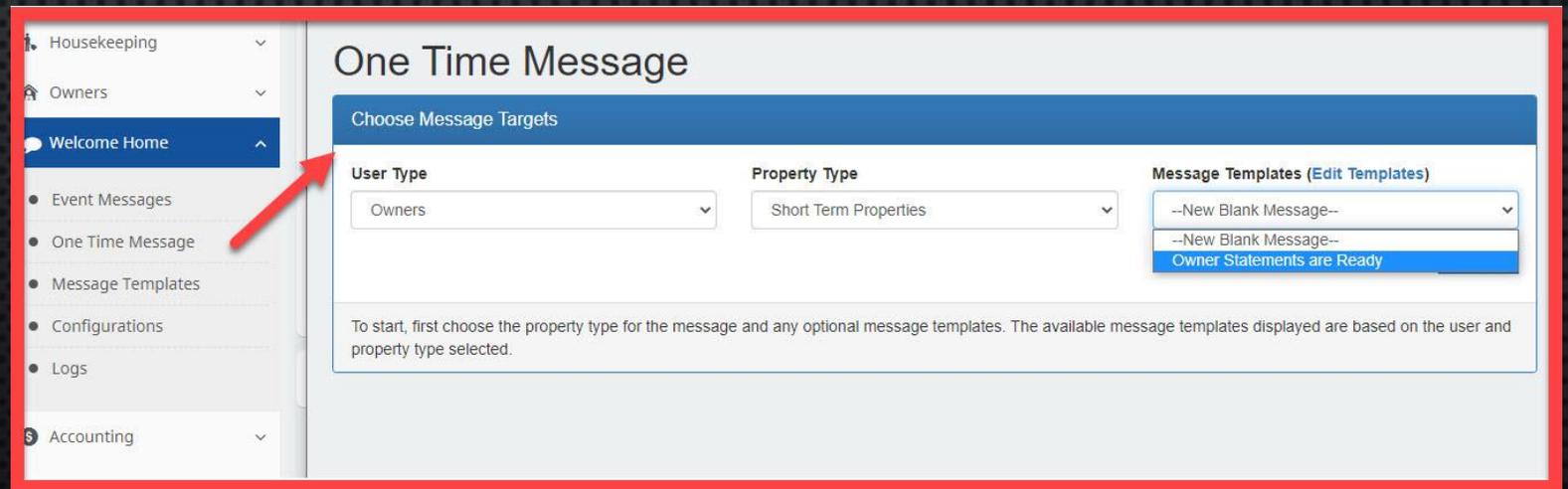
One Time Welcome Home Messages can Now be Sent to Owners

TEMPLATES



Templates can be Created and Saved for Owner Messages

They can be used to Create New Messages



NEW TAGS

TAGS FOR OWNER MESSAGES

Hide Owner Tags

Standard Owner Tags

These tags apply to all owner based messages.

[LAST_NAME] [FIRST_NAME]

Owner Reservation Tags

These tags are only applicable when sending to owner reservations. Messages sent to all active owners cannot use reservation specific tags. Property tags (name, address, etc.) can be applied to active owner messages if sending a separate message for each property to active owners.

[RESERVATION_ID] [KEY_CODE]
[PROPERTY_NAME] [PROPERTY_LOCATION] [PROPERTY_UNIT]
[PROPERTY_ADD1] [PROPERTY_ADD2] [PROPERTY_CITY] [PROPERTY_STATE] [PROPERTY_ZIP]
[CHECK_IN_DATE] [CHECK_OUT_DATE] [CHECK_IN_TIME] [CHECK_OUT_TIME] [DIRECTIONS] [PROPERTY_ID] [BEDROOMS] [BATHS] [HALF_BATHS]
[BATHS_WITH_SHOWERS] [SLEEPS]

Save Rule

Hide Short Term Tags

Standard Short Term Message Tags

[RESERVATION_ID] [LAST_NAME] [FIRST_NAME] [KEY_CODE]
[PUBLIC_PROPERTY_NAME] [PROPERTY_NAME] [PROPERTY_LOCATION] [PROPERTY_UNIT]
[PROPERTY_ADD1] [PROPERTY_ADD2] [PROPERTY_CITY] [PROPERTY_STATE] [PROPERTY_ZIP]
[CHECK_IN_DATE] [CHECK_OUT_DATE] [CHECK_IN_TIME] [CHECK_OUT_TIME] [CHECKIN_INFO] [NUMBER_GUESTS] [RATING] [DIRECTIONS] [PROPERTY_ID] [PROPERTY_URL]
[PROPERTY_LINK] [SEO_FRIENDLY_NAME] [BEDROOMS] [BATHS] [HALF_BATHS] [BATHS_WITH_SHOWERS] [SLEEPS]

[USER_DEF1] [USER_DEF2] [USER_DEF3] [USER_DEF_LABEL1] [USER_DEF_LABEL2] [USER_DEF_LABEL3]

An unlimited number of user defined fields may be included and are identified based on number. If the value of a user defined field is blank and the corresponding user defined label is included, both the user defined label and user defined field will not be rendered.

TAGS FOR USER DEFINED FIELDS

RECIPIENTS OF OWNER MESSAGES

One Time Message

Limit Message Targets

Specify Properties

Property Assignments **1**

Choose which properties are applicable to this message.

Reservation Status

- Checked In
- Checked Out
- Confirmed
- Unconfirmed
- Cancelled
- Partway Confirmed
- Hold

Owner Reservations

- Owners Currently Checked In
Owner reservations that are currently checked in.
- Owners Checking In Between
- Owners Checking Out Between
- Specific Owner Reservations

Active Owners

- All Active Owners
This will send to all short term or long-term active owners that have ownership assigned to at least one property. This is not specific to reservations.

[← Back](#) [Preview →](#)

One Time Message

Limit Message Targets

Specify Properties

Property Assignments **All**

Choose which properties are applicable to this message.

Reservation Status

- Checked In
- Checked Out
- Confirmed
- Unconfirmed
- Cancelled
- Partway Confirmed
- Hold

Owner Reservations

- Owners Currently Checked In
Owner reservations that are currently checked in.
- Owners Checking In Between And
Owner reservations that are checking in between specific time frames.
Dates are inclusive, e.g. 01/01 to 01/02 would include all reservations checking in on either 01/01 or 01/02.
Past dates are permitted for prior stays.
- Owners Checking Out Between
- Specific Owner Reservations

Active Owners

- All Active Owners
This will send to all short term or long-term active owners that have ownership assigned to at least one property. This is not specific to reservations.

Messages can be Sent to Assigned/Active Owners or Specified Owner Reservations

ASSIGNING MESSAGES

One Time Message

Choose Short Term Guests	Schedule Delivery
<p><input type="radio"/> For Guests Currently Checked In</p> <p><input type="radio"/> For Guests Checking In</p> <p><input type="radio"/> For Guests Checking Out</p> <p><input type="radio"/> By Short Term Reservation ID</p>	<p><input checked="" type="radio"/> Now</p> <p><input type="radio"/> Later</p>
<p>Who is receiving this message?</p>	<p>When do you want to send this message?</p>

Before

ASSIGNING MESSAGES

One Time Message

Limit Message Targets

Specify Properties

Property Assignments **All**

Choose which properties are applicable to this message.

Reservations Status

- Checked In
- Checked Out
- Confirmed
- Unconfirmed
- Cancelled
- Partway Confirmed
- Hold

Choose Short Term Guests

- For Guests Currently Checked In
- Guests Checking In Between
- Guests Checking Out Between
- Specific Reservations

After

ASSIGNING MESSAGES

One Time Message

Limit Message Targets

Specify Properties

Property Assignments **All**

Choose which properties are applicable to this message

Choose Short Term Guests

For Guests Currently Checked In

Guests Checking In Between

Guests Checking Out Between

Reservation Status

Checked In

Checked Out

Confirmed

Unconfirmed

Cancelled

Partway Confirmed

Hold

← Back

One Time Message

← Back

Property Assignments

Office

All Offices

Optional Properties

Select All Clear All

Assigned Properties

Select All Clear All

.Christian Test Property 1
.Christian Test Property 3
Beach Times
Christian Test Property 2
Copy of .Christian Test Property 1
Sun Kissed

Messages can be Assigned to go to Guests in Specific Properties

ASSIGNING MESSAGES

One Time Message

Limit Message Targets

Specify Properties

Property Assignments **All**

Choose which properties are applicable to this message.

Reservation Status

- Checked In
- Checked Out
- Confirmed
- Unconfirmed
- Cancelled
- Partway Confirmed
- Hold

Choose Short Term Guests

- For Guests Currently Checked In
- Guests Checking In Between
- Guests Checking Out Between
- Specific Reservations

Messages can be Assigned to go to Guests with Reservations in a Specific Status

ASSIGNING MESSAGES

BEFORE

One Time Message

Choose Short Term Guests

- For Guests Currently Checked In
- For Guests Checking In
- For Guests Checking Out
- By Short Term Reservation ID:
 [Res. Details](#)

Who is receiving this message?

Messages can be Assigned to Multiple 'Specific Reservations'

Choose Short Term Guests

- For Guests Currently Checked In
- Guests Checking In Between
- Guests Checking Out Between
- Specific Reservations

You can specify a single short term reservation or a comma separated list of reservation ID values, e.g. "1000,1507,2206,2385".

AFTER

PREVIEWING MESSAGE

Choose Short Term Guests

- For Guests Currently Checked In
- Guests Checking In Between
- Guests Checking Out Between
- Specific Reservations

[Preview →](#)

One Time Message

Preview Message

"From" Email Address:
lauren@vrmgr.com

Office Hours for Christmas
Greetings [FIRST_NAME]!

We hope you are enjoying your wonderful stay at [PROPERTY_NAME]. We are glad you chose to spend part of the Holiday Season with us! Our office will be closed December 23rd, 24th, 25th, and 26th so we can spend some time with our families. If you need to reach us during this time, please use our emergency/after hours phone: 828-555-8745.

Merry Christmas!

~The VRM Rentals Team

Recipients Preview
Click the eyeball icon to preview messages for each recipient. Select the red minus circle icon after a recipient entry to remove the entry from the recipient list.

Messages can be Previewed with the Tags

PREVIEWING MESSAGES

~The VRM Rentals Team

Recipients Preview

Click the eyeball icon to preview messages for each recipient. Select the red minus circle icon after a recipient entry to remove the entry from the recipient list.

Reservation ID	First Name	Last Name	Contact
561	Test	Tester	michelle@virtualresortmanager.com  
562	Michelle	SMITH	michelle@vrmgr.com  

You can Preview a List of Guests/Owners who will Receive the Message

PREVIEWING MESSAGES

Preview Message

"From" Email Address:
lauren@vrmgr.com

Office Hours for Christmas
Greetings [FIRST_NAME]!

We hope you are enjoying your wonderful stay at [PR
Holiday Season with us! Our office will be closed De
our families. If you need to reach us during this time.
Merry Christmas!

~The VRM Rentals Team

Recipients Preview
Click the eyeball icon to preview messages for each recipient. Select the red minus circle icon after a recipient entry to remove the entry from the recipient list.

Reservation ID	First Name	Last Name	Contact
562	Michelle	SMITH	michelle@vrmgr.com  

[← Back](#) [Send Message](#)

Recipients Preview
Click the eyeball icon to preview messages for each recipient. Select the red minus circle icon after a recipient entry to remove the entry from the recipient list.

Reservation ID	First Name	Last Name	Contact
561	Test	Tester	michelle@virtualresortmanager.com  
562	Michelle	SMITH	michelle@vrmgr.com  



The 'Minus' Icon
Removes a
Guest/Owner from
the Recipient List

PREVIEWING MESSAGES

Preview Message

"From" Email Address:
lauren@vrmgr.com

Office Hours for Christmas

Greetings **Michelle!**

We hope you are enjoying your wonderful stay at **Lauren's Hideaway**. We are glad you chose to spend your Christmas Season with us! Our office will be closed December 23rd, 24th, 25th, and 26th so we can spend some time with our families. If you need to reach us during this time, please use our emergency/after hours phone: 828-555-4444.

Merry Christmas!

~The VRM Rentals Team

Recipients Preview

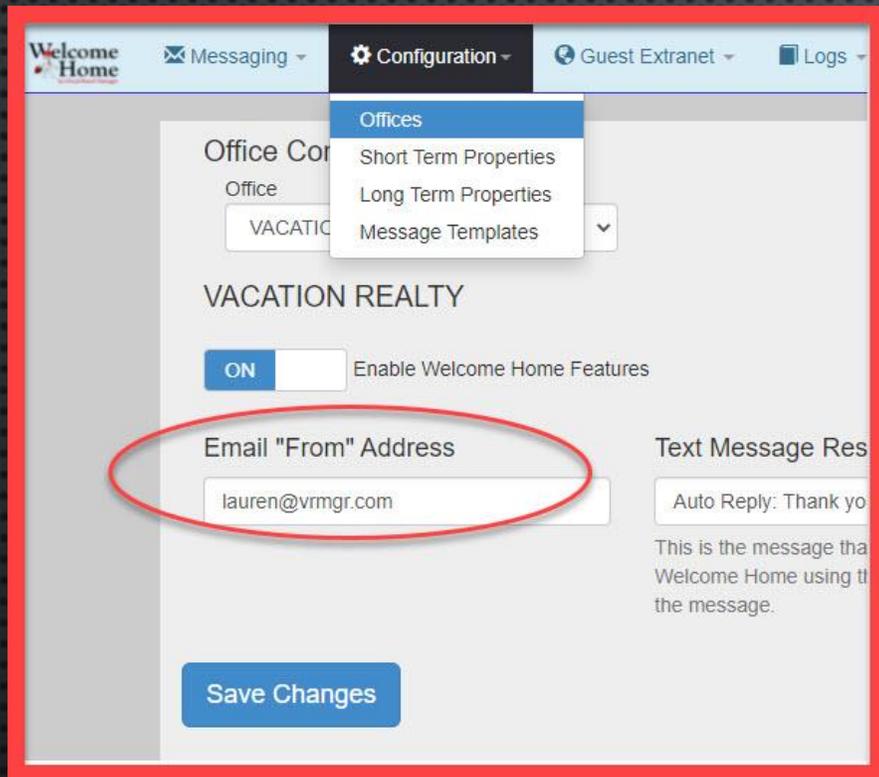
Click the eyeball icon to preview messages for each recipient. Select the red minus circle icon after a recipient entry to remove the entry from the list.

Reservation ID	First Name	Last Name	Contact
561	Test	Tester	michelle@virtualresortmanager.com  
562	Michelle	SMITH	michelle@vrmgr.com  

The 'Eye' Icon Fills in the Tags with the Specific Guest Information

ASSIGNING 'FROM' ADDRESS

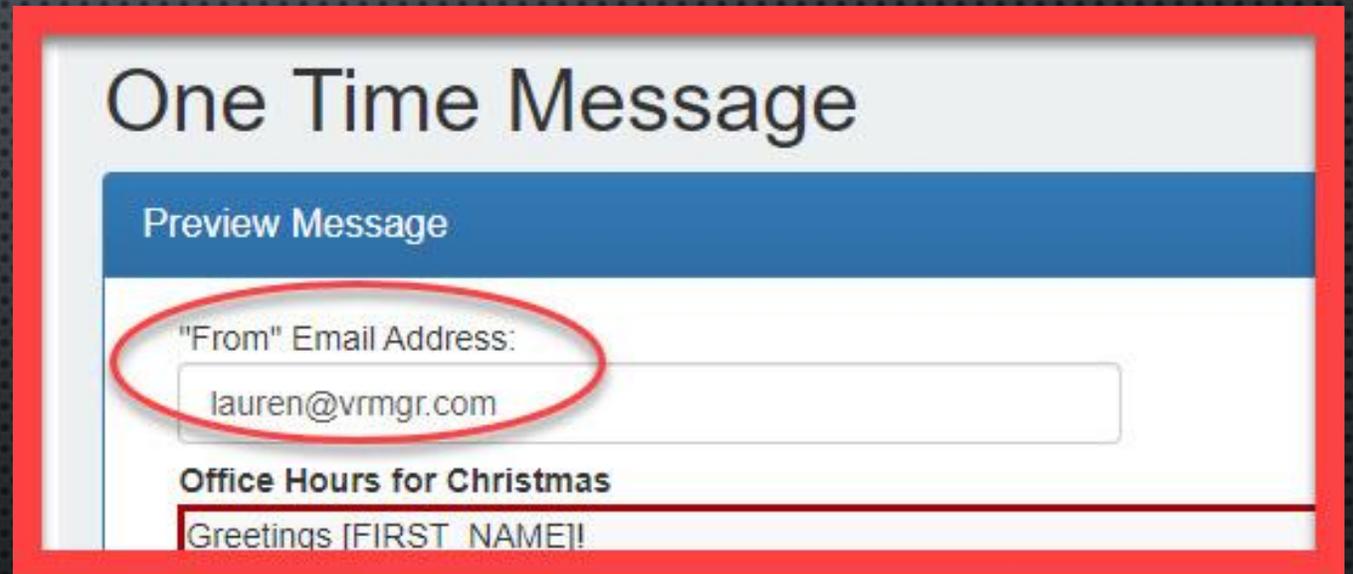
Before



The screenshot shows the 'Welcome Home' configuration page. The 'Configuration' menu is open, and the 'Offices' option is selected. The 'Email "From" Address' field is circled in red and contains the text 'lauren@vrmgr.com'. Other visible fields include 'Office' (VACATION REALTY), 'VACATION REALTY', and 'Text Message Res' (Auto Reply: Thank yo). A 'Save Changes' button is at the bottom.

'From' Address was at the Office Level under 'Configuration'

After

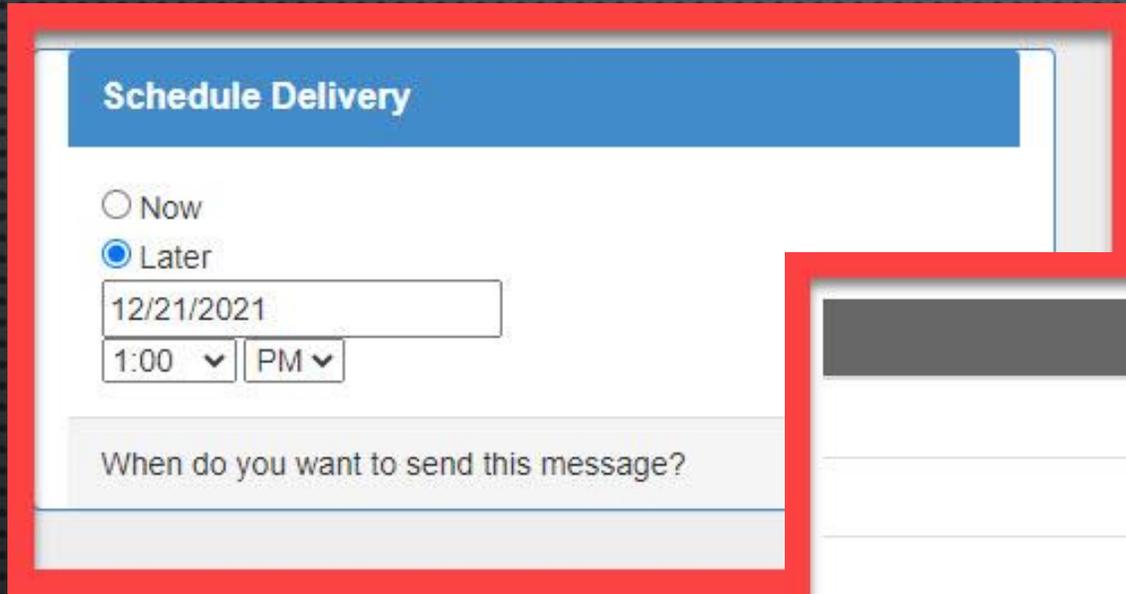


The screenshot shows the 'One Time Message' preview screen. The 'Preview Message' section is highlighted in blue. The 'From' Email Address field is circled in red and contains the text 'lauren@vrmgr.com'. Below it, the message content is visible, including 'Office Hours for Christmas' and 'Greetings [FIRST NAME!]'. A 'Save Changes' button is at the bottom.

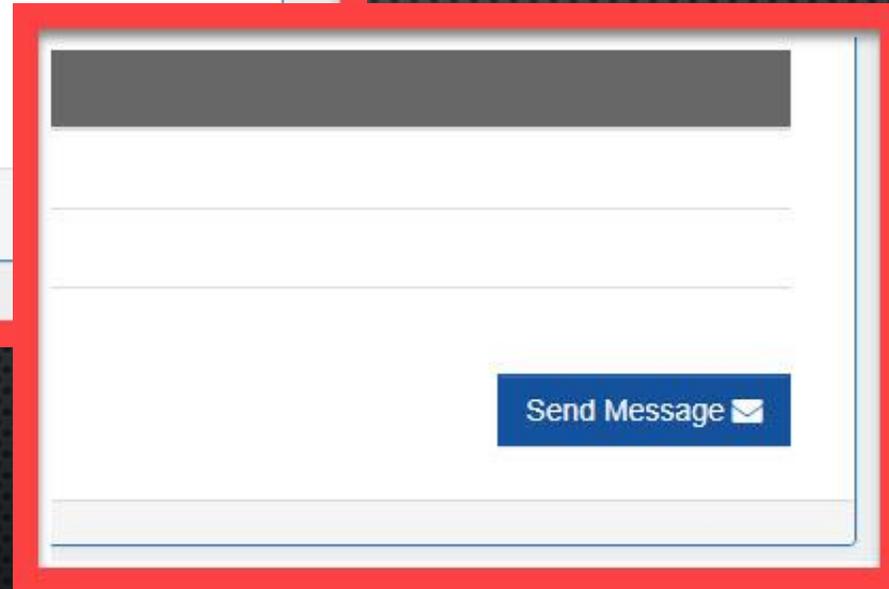
'From' Address can be Assigned for a Specific Message on the Preview Screen

SCHEDULING MESSAGES

BEFORE



Screenshot of a "Schedule Delivery" dialog box. The dialog has a blue header with the text "Schedule Delivery". Below the header, there are two radio buttons: "Now" (unselected) and "Later" (selected). Below the radio buttons, there is a text input field containing "12/21/2021". Below the text input field, there are two dropdown menus: the first is set to "1:00" and the second is set to "PM". Below the dropdown menus, there is a text label that reads "When do you want to send this message?".



Screenshot of a message composition dialog box. The dialog has a white background with a blue header. Below the header, there are several horizontal lines for text input. At the bottom right of the dialog, there is a blue button with the text "Send Message" and a small envelope icon.

AFTER

Now or Not Now. There is no Later.

ENHANCEMENTS TO EVENT MESSAGES

NOW YOU CAN

- More Easily Create 'Your Property Is Clean' Messages
- Utilize New Tags
- Assign Messages to Reservations Based on Reservation Status
- Assign Messages to Reservations Based on Marketing Codes

'YOUR PROPERTY IS CLEAN' MESSAGES

BEFORE

Reservation Event

- Check In Housekeeping [?]
- Check Out
- Any Payment
- Reservation Cancelled
- Reservation Created [?]

Timing Options

Timing method: [?]

Use Reservation Start / End Date ▼

Reservation Event

- Reservation Created
- Check In
- Check Out
- Any Payment
- Reservation Cancelled
- Cleaned Before Scheduled Check-In
- Cleaned After Scheduled Check-In
- Not Ready At Scheduled Check-In

AFTER

NEW TAGS

Save Rule

Hide Short Term Tags

Standard Short Term Message Tags

[RESERVATION_ID] [LAST_NAME] [FIRST_NAME] [KEY_CODE]

[PUBLIC_PROPERTY_NAME] [PROPERTY_NAME] [PROPERTY_LOCATION] [PROPERTY_UNIT]

[PROPERTY_ADD1] [PROPERTY_ADD2] [PROPERTY_CITY] [PROPERTY_STATE] [PROPERTY_ZIP]

[CHECK_IN_DATE] [CHECK_OUT_DATE] [CHECK_IN_TIME] [CHECK_OUT_TIME] [CHECKIN_INFO] [NUMBER_GUESTS] [RATING] [DIRECTIONS] [PROPERTY_ID] [PROPERTY_URL]

[PROPERTY_LINK] [SEO_FRIENDLY_NAME] [BEDROOMS] [BATHS] [HALF_BATHS] [BATHS_WITH_SHOWERS] [SLEEPS]

[USER_DEF1] [USER_DEF2] [USER_DEF*] [USER_DEF_LABEL1] [USER_DEF_LABEL2] [USER_DEF_LABEL*]

An unlimited number of user defined fields may be included and are identified based on number. If the value of a user defined field is blank and the corresponding user defined label is included, both the user defined label and user defined field will not be rendered.

TAGS FOR USER DEFINED FIELDS AND NAMES OF USER DEFINED FIELDS

ASSIGNING MESSAGES

BEFORE

The screenshot shows a configuration panel for message assignment. Under the 'Timing:' section, there is a dropdown menu set to '1' and radio buttons for 'Hours', 'Days', and 'Months'. Below this is another dropdown menu set to 'Before'. The 'Reservation Status:' section features a dropdown menu with three options: 'Include Unconfirmed Reservations' (selected), 'Include Unconfirmed Reservations', and 'Exclude Unconfirmed Reservations'. A 'Words: 0' indicator is visible at the bottom left of the panel.

AFTER

The screenshot shows the 'Reservation Status' section of the configuration panel. It includes a blue header bar labeled 'Reservation Status' and a list of checkboxes with corresponding reservation statuses: 'Checked In', 'Checked Out', 'Confirmed', 'Unconfirmed', 'Cancelled', 'Partway Confirmed', and 'Hold'. The 'Confirmed', 'Unconfirmed', and 'Partway Confirmed' checkboxes are checked.

Messages can be Assigned to Reservations based on Reservations Status

ASSIGNING MESSAGES

The screenshot displays a software interface for managing messages. On the left is a navigation menu with categories like Housekeeping, Owners, Welcome Home, Event Messages, One Time Message, Message Templates, Configurations, Logs, Accounting, System Configuration, Analytics, Miscellaneous, and Hourlies. The 'Welcome Home' category is selected, and a red arrow points to it. The main area is titled 'Short Term Event Messages' and has two tabs: 'Short Terms' (selected) and 'Long Terms'. A list of messages is shown, with 'VRA not signed' highlighted in blue and a red arrow pointing to it. To the right is a 'New Message Rule' configuration panel. It shows the rule name 'VRA not signed', message type 'Email', timing '1 Hours After', housekeeping flag 'Not Set', and method 'Use Reservation Start / End Dates'. A preview of the message content is shown: 'Dear [FIRST_NAME], We are very excited you chose to spend your vacation with us! We look forward to seeing you on [CHECK_IN_DATE] when you begin your vacation in [PROPERTY_NAME]. We noticed that you have not signed your VRA yet. Please...'. Below the preview are buttons for 'Edit Message Rule', 'Delete Message Rule', 'Assign Properties 6', and 'Assign Marketing Codes All'. A red arrow points from the highlighted message in the list to the 'Assign Properties 6' button.

Messages can be Assigned to Reservations based on Marketing Code

ASSIGNING MESSAGES

Method: Use Actual Check-In Time

Hello [FIRST_NAME]! Thank you for making a reservation. Please make payment by logging into our Guest Extranet. Your username is [GUEST_USERNAME] and your password is [GUEST_PASSWORD].

Event: Reservation Created
Category: Administrative
Message ID: 7

Edit Message Rule **Delete Message Rule**

Assign Properties 9 **Assign Marketing Codes All**

Thank you for your reservation - Assign To Marketing Codes

You must select at least one marketing code to assign to the message.

Assignments:

- Send To All Marketing Codes
- Send To All Marketing Codes
- Only Send To Specific Marketing Codes**

You must select at least one marketing code to assign to the message.

Assignments:

Only Send To Specific Marketing Codes

Ignored Marketing Codes

Select All Clear All

- Owner Referral
- Website
- Repeat Guest
- Home Away PM
- Travel.com
- AirBNB
- Internet Search
- VayKGear
- Sign
- Walk In
- lodgable
- ^Boost Google

Save Assignments

Messages can be Assigned to Reservations based on Reservations Status

WHAT QUESTIONS



DO YOU HAVE?